

A quick guide to Grade Transfer from Moodle to SAMIS

Things to note

- Grade transfer links are set up on a cohort-by-cohort basis to facilitate the transfer of grades from a Moodle space to a corresponding assessment item in SAMIS.
- Grade transfer is only available where students have enrolled onto a Moodle space via a default or additional SAMIS unit mapping.
- Grades can now be transferred for dual taught units – so a Moodle activity can be linked to SAMIS assessment items on different SAMIS units.
- Currently grade transfer works with the Moodle Assignment and Quiz activities where the **maximum grade must be set to 100**.
- Before a transfer can be made, you need to [lift anonymity](#) on an assignment and complete the marking workflow process by releasing grades and feedback. For more information read the article [How to release grades and feedback](#).

Responsibilities

Anyone with a teacher-based Moodle role can link SAMIS assessment items and Moodle assessment activities, but only the unit convenor (Teacher+) can instigate the final transfer of grades.

The unit convenor must:

- Check that the correct Moodle activity has been associated with the correct SAMIS assessment item.
- Ensure assessment marks are correct before instigating a transfer.
- Review the resulting transfer report in order to check that the transfer has been completed satisfactorily.

Once data has been transferred to SAMIS it cannot be overwritten.

Step one - setting up Grade Transfer

This process can be completed by anyone with a Teacher-based role. [Full guidance](#) is available on the Teaching Hub.

1. In the **SAMIS Integration block** (located in [the expandable block drawer](#) on the right of your Moodle space), select **Grade Transfer**.
2. A table appears listing every SAMIS assessment item that exists for that cohort in SAMIS and allows you to link it to a Moodle activity.

ED20446 2024/5 AY		
SAMIS assessment item	Moodle activity	Status
ED20446 Professional Placement report (01)	--- Please select ---	

3. Select the Moodle activity that will (or that does) contain the grades that you wish to transfer into a specific SAMIS assessment item.
4. Press **Save**.

Step two – Transferring grades

When marking is completed and assessment results finalised in Moodle, the Unit Convenor (Teacher+ role) can transfer the grades to SAMIS.

1. In the **SAMIS Integration block**, select **Grade Transfer** (if you have not yet linked SAMIS assessment items to Moodle activities, follow the steps outlined above first).
2. To begin transfer, press the **Next** button adjacent to the item you wish to transfer.

ED20446 2024/5 AY				
SAMIS assessment item	Moodle activity	Locked	Status	
ED20446 Professional Placement report (01)	Assignment: PDF Submissions	No	Grades to transfer (8)	Next

3. Assuming you are the unit convenor (and have Teacher+ permissions) for the SAMIS cohort in question, you will see information grouped in a number of ways (commonly **Grades to transfer**, **Not ready for transfer** and in some cases, **Other cohorts that use this Moodle activity**).
4. Expand **Grades to transfer** (click on the expand icon to the left of the heading) to see grades available for transfer.
5. Select individual grades or press the **Select all** button.
6. Press **Transfer** and (when prompted) confirm that you are happy to proceed.

You cannot undo or overwrite a transfer so do not complete this step until you are completely happy with the grades being transferred.

Where additional mappings are in use, it is possible that the unit convenor for the additional mapping may not have Teacher+ permissions in the Moodle space where the assessment is taking place. Where this is the case, the unit convenor will be directed to complete the transfer from the default-coded Moodle space (which may be hidden).

Additional cohorts

ED50308 2023/4 DIS

SAMIS assessment item	Moodle activity	Status	
ED50308 Coursework (01)	Assignment: June 17 Portfolio Submission #2	Grades to transfer (1)	Next

ED50333 2023/4 M03 (additional cohort)

The unit convenor of ED50333 will need to transfer grades from the [ED50333 Moodle space](#).

Save

Similarly, if the Moodle space is not SAMIS-coded, but includes additionally mapped SAMIS cohorts, the unit convenor will still be able to complete the transfer of grades but needs to create the grade transfer links from the default Moodle space for that cohort. The transfer process itself remains the same and a link to the relevant transfer page is provided to make this simple.

Final checks

Remember that data transfer is one way from Moodle to SAMIS and will only take place once. As soon as one or more grades have been transferred to SAMIS, **this setting will be locked**. Grade data will be transferred into a queue to await processing so make sure you instigate the transfer well in advance of any deadlines and check in SAMIS to ensure that the expected grade data has been successfully transferred.