| How do I submit my grades to the university records office from Moodle | How to:  
|---|---|
| 1. Click on the link provided to you in an email from the Record’s Office  
2. Follow the instructions for opening up the course that shows the classlist  
3. Click on gets my grades from Moodle – near the top  
4. Import the grades over  
5. Review the grades  
6. Click submit |