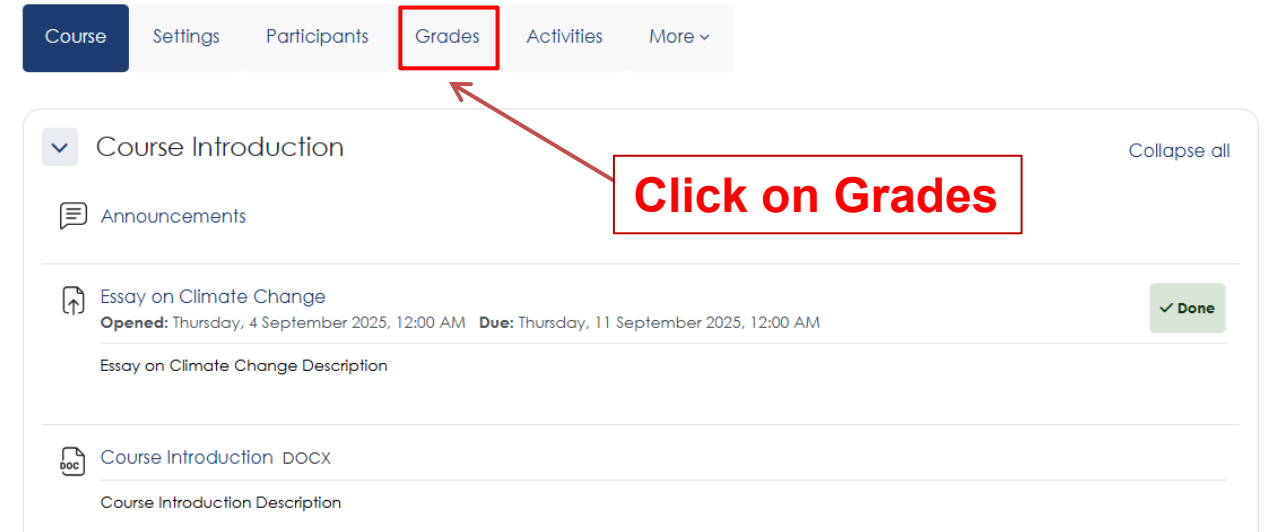


Export Assignment Grades

Export Assignment Grades:

- 1) After Login Go to Course
- 2) Click on **Grades**

F25-SS-421-A - Creative Writing



Course Settings Participants **Grades** Activities More ▾

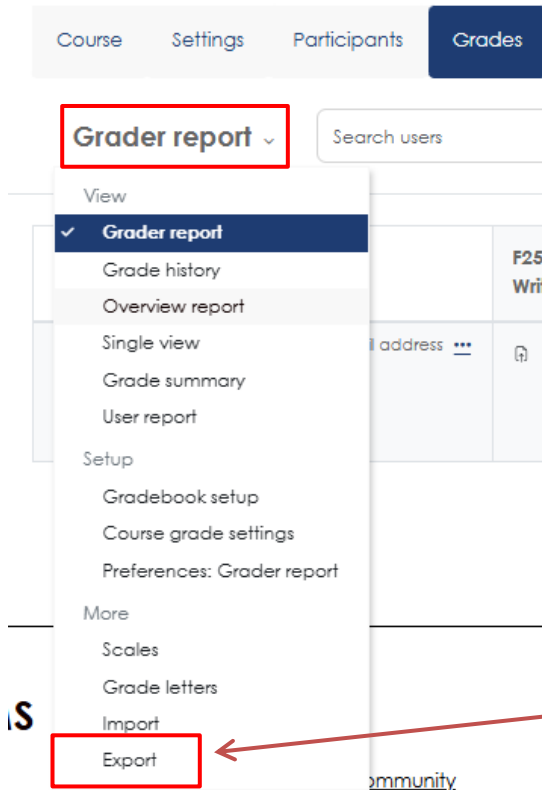
▼ Course Introduction Collapse all

Announcements

Essay on Climate Change ✓ Done
Opened: Thursday, 4 September 2025, 12:00 AM Due: Thursday, 11 September 2025, 12:00 AM
Essay on Climate Change Description

Course Introduction DOCX
Course Introduction Description

F25-SS-421-A - Creative W



Course Settings Participants **Grades**

Grader report ▾ Search users

View

- ✓ **Grader report**
- Grade history
- Overview report
- Single view
- Grade summary
- User report

Setup

- Gradebook setup
- Course grade settings
- Preferences: Grader report

More

- Scales
- Grade letters
- Import
- Export**

- 3) Click on the **Grader Report** Dropdown and then click on **Export**

Click on Export

Export Assignment Grades:

- 1) After click on **Export**
- 2) Choose Export as: **Excel spreadsheet**

3) Grade items to be Included:

=> Check the **relevant Activity (Assignment/ Quiz)** of which marks needs to be uploaded on **UIS**.

=> **All other must be unchecked.**

F25-SS-421-A - Creative Writing

Course Settings Participants **Grades** Activities More ▾

Export ▾ Export as Excel spreadsheet ▾

F25-SS-421-A - Creative Writing

Course Settings Participants **Grades** Activities More ▾

Export ▾ Export as Excel spreadsheet ▾

Export to Excel spreadsheet

Expand all

- ▾ Grade items to be included
- ☐ Essay on Climate Change
 - ☒ Week 1 Discussion: Globalization whole forum
 - ☐ Course total
- Select all/none

> Export format options

Export Assignment Grades:

1) Click on **Download Button** placed at the bottom of right corner on the page **To Save File.**

F25-SS-421-A - Creative Writing

Course Settings Participants **Grades** Activities More ▾

Export ▾ Export as Excel spreadsheet ▾

Export to Excel spreadsheet

Expand all

▾ Grade items to be included

☐ Essay on Climate Change

☒ Week 1 Discussion: Globalization whole forum

☐ Course total

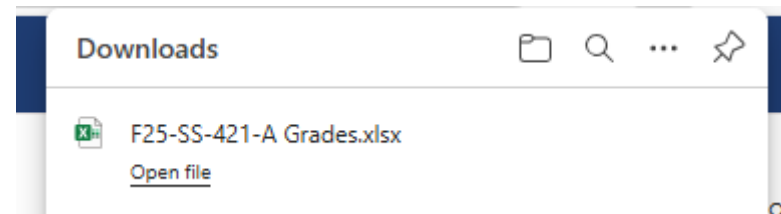
Select all/none

> Export format options

Click on Download

Download

2) Downloaded File will be shown as



Upload Grades In UIS

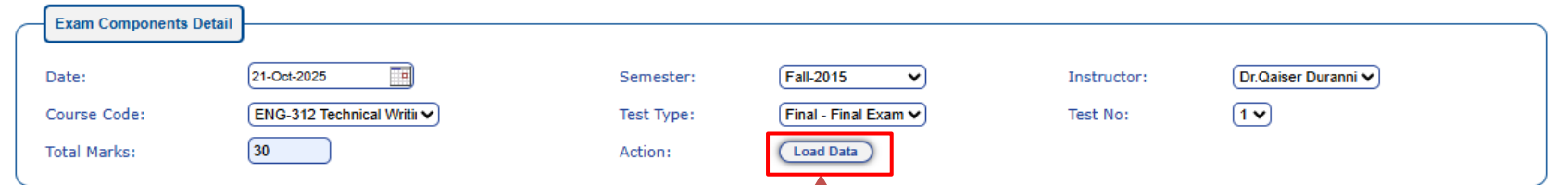
Upload Grades In UIS:

- 1) Login To UIS (<https://uis.gift.edu.pk>)
- 2) Navigate to (Home > Examination > Exam Components > New Exam)

- 3) Fill out relevant fields and click on Load Data button



The image shows the login page of the GIFT University Information System. It has a dark blue background with white text. At the top, it says 'Login' in a large font. Below that, it says 'Login to access the University Information System' and 'Did You forget your password ? Click Here'. There are two input fields: 'User ID' and 'Password'. Below these are two buttons: 'Login' and 'Reset'. At the bottom, it says 'GIFT University Information System'.



The image shows the 'Exam Components Detail' form. It has a white background with a blue border. The form contains several fields: 'Date' (21-Oct-2025), 'Course Code' (ENG-312 Technical Writing), 'Total Marks' (30), 'Semester' (Fall-2015), 'Test Type' (Final - Final Exam), 'Instructor' (Dr.Qaiser Duranni), and 'Test No' (1). The 'Action' field has a 'Load Data' button, which is highlighted with a red box and an arrow pointing to it from below.

Click on Load Data

Upload Grades In UIS:

1) Check **LMS** as uploaded Option

☐ Regular
☐ QOBE
☐ CBT
☒ **LMS**

Excel File Import:
(Standard File/Google Sheet)

Click on Choose File

Choose File No file chosen

Load File

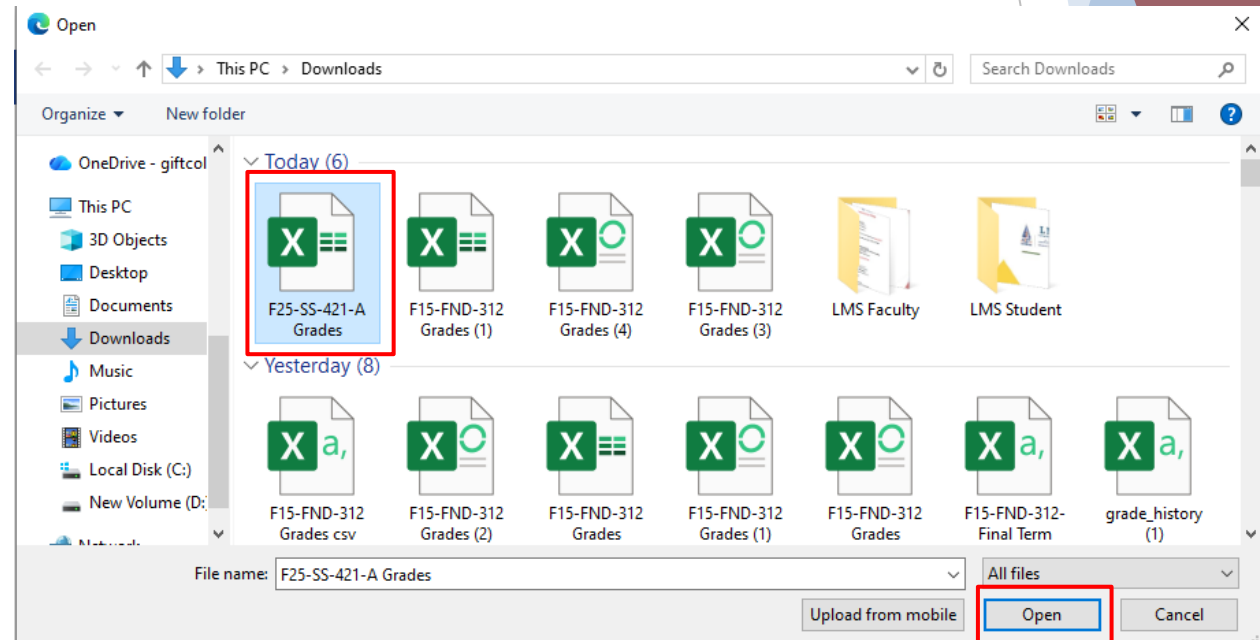
Download Sample Excel File (Regular)
Download Sample Excel File (QOBE)
Download Sample Excel File (CBT)
Download Sample Excel File (LMS)

Check LMS

Sr#	Roll No	Student Name	Obtain Marks
1	12105001	Kamal Ashraf Gill	<input type="text"/>
2	12105012	Muneeb Akbar Chaudhary	<input type="text"/>
3	12105029	Salman Younis	<input type="text"/>
4	12105030	Mehwish Javed	<input type="text"/>
5	12105034	Faqir Muhammad Shakeel	<input type="text"/>
6	12105038	Muhammad Faizal Nadeem	<input type="text"/>

2) After Click on **Choose File** select the Downloaded file From **LMS**.

3) Then Click on **Open**.



Upload Grades In UIS:

1) After **Choose the File**.

2) Click on **Load File** Button.

3) Marks will be uploaded under **Obtain Marks** next to the relevant **Student Name** as shown in the picture.

4) Click on **Save Button** to save the grades.

5) In case of any format issue, please check the **Sample file of LMS**.

- ☐ Regular
- ☐ QOBE
- ☐ CBT
- ☒ LMS

Excel File Import:
(Standard File/Google Sheet)

Choose File F25-SS-421...Grades.xlsx

Click on Load File

Load File

Download Sample Excel File (Regular)
Download Sample Excel File (QOBE)
Download Sample Excel File (CBT)
Download Sample Excel File (LMS)

Marks has
been Uploaded

Sr#	Roll No	Student Name	Obtain Marks
1	12105001	Kamal Ashraf Gill	90
2	12105012	Muneeb Akbar Chaudhary	95

15	12105080	Farhan Mubasher	91
16	12105081	Nouman Hassan Shahid	90

Click on Save

SAVE

Reset

Sample File For LMS

Download Sample Excel File (Regular)
Download Sample Excel File (QOBE)
Download Sample Excel File (CBT)
Download Sample Excel File (LMS)

- ☐ Regular
- ☐ QOBE
- ☐ CBT
- ☒ LMS

Excel File Import:
(Standard File/Google Sheet)

Choose File F25-SS-421...Grades.xlsx

Load File