

A spread-sheet application with the Open Source office program LibreOffice

Mark sheets and finding who has completed a course successfully can get quite complicated in a mostly on-line course. EduNET have solved that problem for an intensive on-line workshop. Here is the result and how we did it.

Step 1: Export Grades from Moodle (Figure 1)

1. In Moodle, go to the course's **Grades** section.
2. Choose **Export > OpenDocument Spreadsheet (.ods)**.
3. Select the columns you need and download the file.

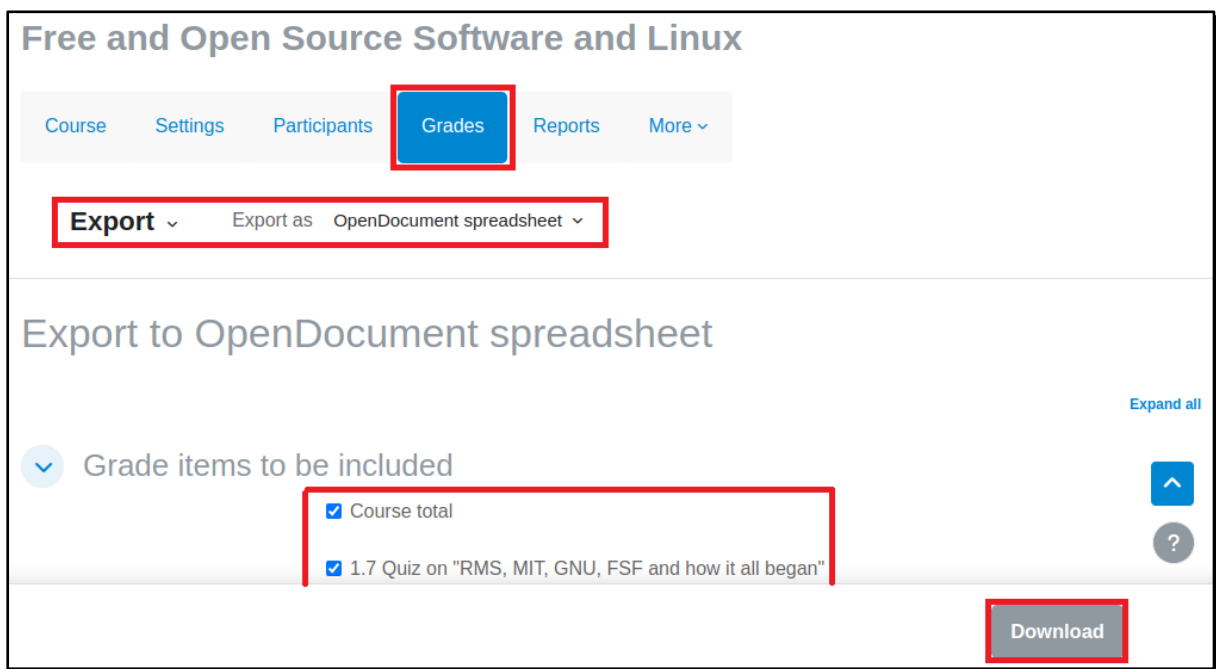


Figure 1

Step 2: Clean and Prepare the Spreadsheet

1. **Open the exported .ods file in LibreOffice Calc.** (e.g., FOSS and Linux Grades.ods)
 2. **Sort by Name:**
 - Select the entire data range (e.g., A1:S128).
 - Go to menu: **Data > Sort**.
 - Set **Sort by Last name (Primary)** and **First name (Secondary)**.
 3. **Delete unnecessary columns:**
 - Remove columns like: ID Number, Institution, Department, and Email.
- (Figure 2)

	A	B	C	D	E	F	G	H	I	J	K
1	First name	Last name	ID number	Institution	Department	Email address	Course total	Quiz: 1.7 Quiz	Assignment: 1.7 Quiz	Quiz: 2.7 Quiz	Assignment: 2.7 Quiz
2	Mohammed	Abrar				jabirabrar	5.25	5.25	-	-	-
3	Packiyakumar	Achchuthan				achchutha	-	-	-	-	-
4	Nipun Dhanaraj	Adhikari				nipundhar	-	-	-	-	-
5	Vijenthiran	Abalya				vahalya0	9.75	9.75	-	-	-
6	Aathif	Abamed				aathifah	7.25	7.25	-	-	-
7	Awshaf	Abamed				red35pan	13.25	8.25	-	4	1
8	Agheel	Ahmed				agheelele	6.75	6.75	-	-	-
9	Mayura And	Ahahakoon				mayuraal	-	-	-	-	-

Figure 2

4. Copy to Master File:

- Copy the cleaned data to a new file. (e.g., FOSS_and_Linux_Grades_student_report.ods).

Step 3: Add Result Columns (Figure 3)

Column	Header	Formula / Purpose
P	Completed	=COUNT(E2:O2) – Counts completed items.
Q	All done	=IF(P2=11, "X", "") – Marks "X" if all are complete.
R	Avg.percent.	=IFERROR((D2/75)*100, 0) – Average of grades.
S	Above 60%	=IF(R2>=60, "X", "") – Marks "X" if average ≥ 60%.
T	Success	=IF(AND(Q2="X", S2="X"), "X", "") – Final result.

Adjust the column letters depending on your layout. (e.g., 75 = Total marks)

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Assignment	Quiz	Test	Assignment	Quiz	Test	Assignment	Quiz	Test	Assignment	Completed	All done	Avg. percent.	Above 60%	Success		
2											1		7.00				
3											0		0.00				
4											0		0.00				
5											1		13.00				
6											1		9.67				
7			4		1						3		17.67				
8											1		9.00				
9											0		0.00				
10	3	7			4						4		32.00				
11		10	5		5	12	5	10	7.33		9		99.11	X			
12											0		0.00				
13											1		13.33				
14											1		11.67				
15											1		11.00				
16		9	5		4	12	5	8	6.13	2	3	10	96.51	X			

Figure 3

Step 4: Freeze Rows and Columns

- Select column **E2**.
- Go to menu: **View > Freeze Cells > Freeze Rows and Columns**.

Step 5: Highlight Final Grades (Figure 4)

- Select grade range (e.g., R2:R128)
- Go to menu: **Format > Conditional Formatting**:
 - Green for $\geq 90\%$
 - Blue for 80–89%
 - Yellow for 70–79%
 - Orange for 60–69%
 - Red for 40–59%
 - Gray for $< 40\%$

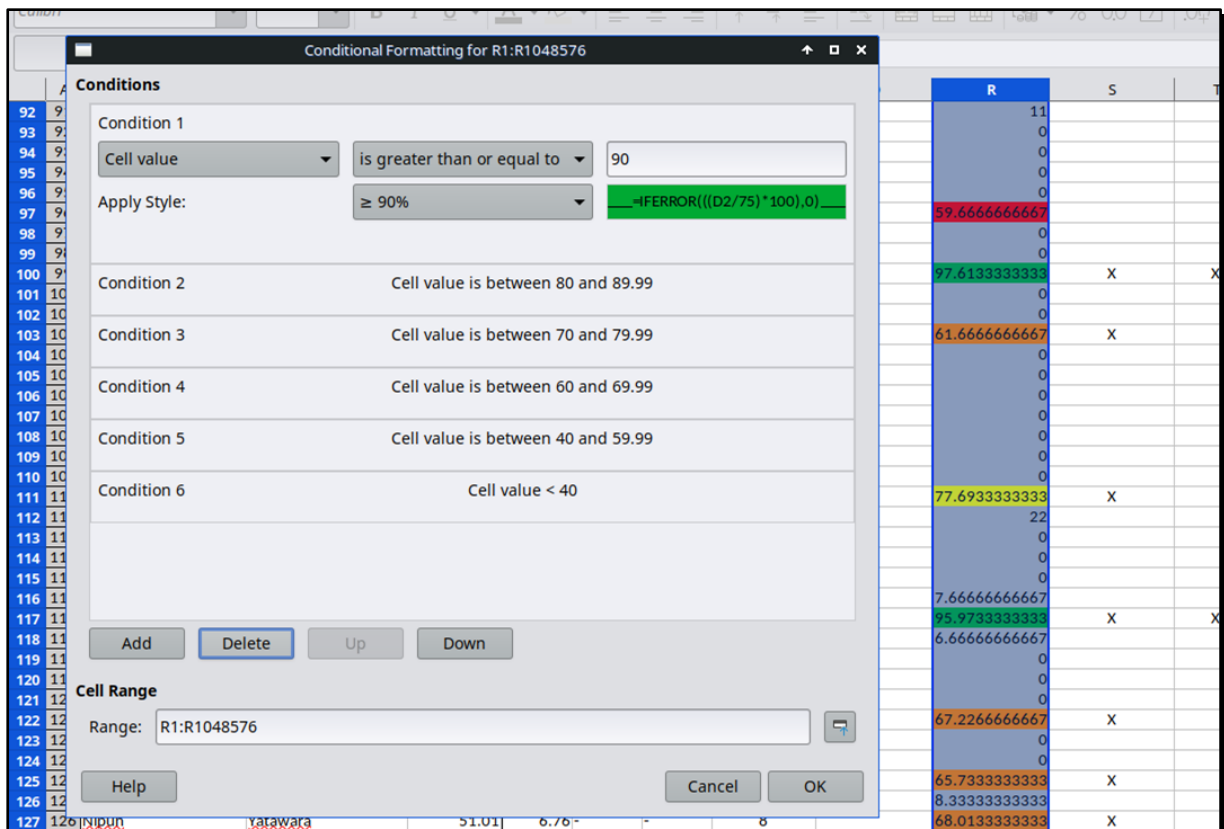


Figure 4

Step 6: Create Summary

- At the bottom, add:
 - Count of completed students, Total students, Pass percentage as you wish.

Step 7: Statistical Analysis (Optional) (Figure 5)

- Column Chart:
 - Select Grade Range (V2:V8) and Count (X2:X8).
 - Go to menu: **Insert** → **Chart** → **Column Chart** (Normal)
 - Go to Chart Elements:
 - Title: Grade Distribution
 - X Axis: Grade Range
 - Y Axis: Number of Students
 - Click Finish
- Bell Curve:
 - Pre-requisite: Ensure values in column Z are calculated (e.g., using NORM.DIST with your mean/standard deviation for each mid-point).
 - Select Mid point (Y2:Y8) and calculated values in Z (Z2:Z8).
 - Go to the menu: **Insert** → **Chart** → **XY(Scatter)**
 - Format Data Series → Change to Line → Smooth curve
 - Set title to "Bell Curve".
 - Click Finish

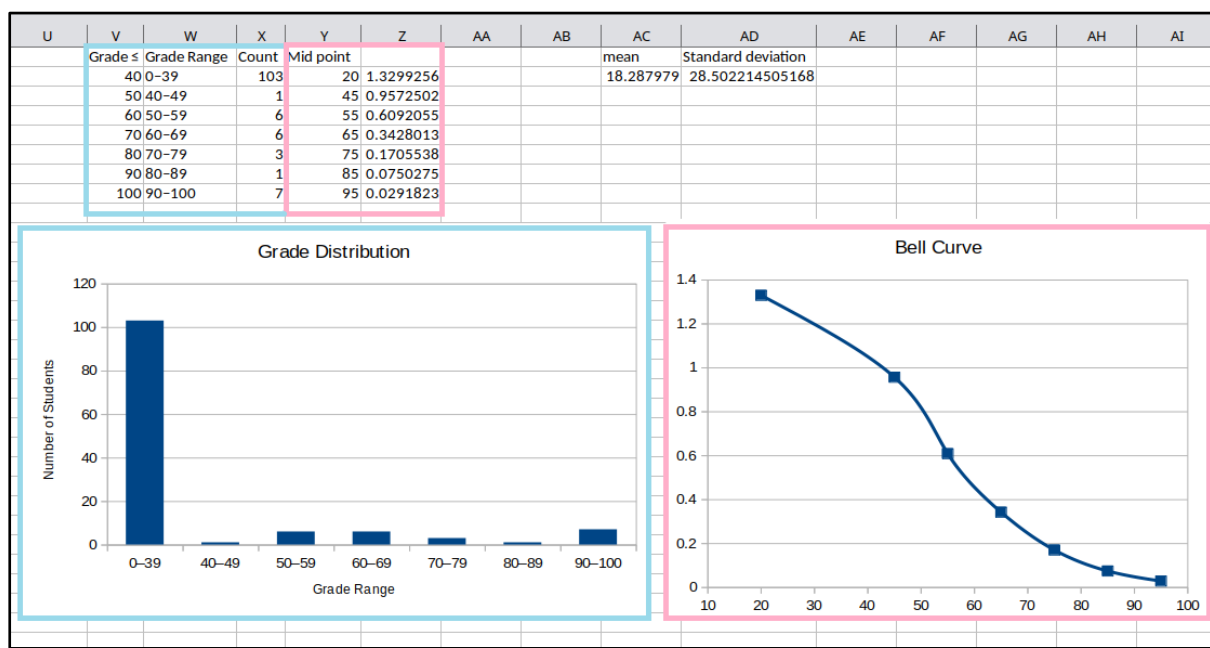


Figure 5

For more information and advanced features on charts and graphs, visit:
<https://books.libreoffice.org/en/CG71/CG7103-ChartsAndGraphs.html>

Use **LibreOffice Calc** to track progress, explore data, and build digital skills.
It's free, powerful, and open to all.