



Grade Approvals Process Reminder- Training & Support

This email has been circulated to: Heads of School, Module Coordinators, Module Assistants, University Deans, College Principals, Vice Principals for Teaching & Learning, School Heads of Teaching & Learning, Educational Technologists, College Office Directors, Graduate School Managers, Programme Managers, College Administrators, School Administrators (students)

Cc; UCD Registry

Dear Colleagues,

This is a gentle reminder that Assessment, UCD Registry will host further live demos covering the new reporting functions, the Grade Entry system and a webinar capturing the GAP process on the following dates;

Grade Entry training session- Thursday, 7 January 11.30am - 12.30pm

GAP Reports training session - Friday, 8 January 11.30am - 12.30pm

GAP Overall process webinar - Monday, 11 January 11.30am- 12.30pm

Each demo will run for approximately 45 minutes with a Q&A session at the end.

Please complete our [Booking Form](#) to sign-up for your chosen day and time. Closer to the date those on the participation list will receive a Zoom invite.

What support materials are available?

Ongoing support is available through guidelines and recorded videos on the [Assessment web page](#).

Who do I contact if I have a question?

Assessment, UCD Registry is hosting live drop-in clinics from *Tuesday, 5 January to Friday, 21 January* for all GAP related queries.

To drop into one of these sessions and meet with a member of the Assessment team please log into our [GAP clinic drop-in link](#)

Further drop-in clinics for PEB queries will take place on *Wednesday, 27 and Thursday, 28 January*. Please log into our [PEB clinic drop-in link](#) to meet with a member of the Assessment team.

The drop-in clinic hours for all dates are; *10.00am - 12.30pm and 2.30pm -4.00pm*.

If you have any further queries relating to the GAP, please contact us at grading.support@ucd.ie

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



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Tierney Building

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