Grade Entry

Guidebook

UCD Registry
Clárlann UCD

Last updated on 04/11/2021

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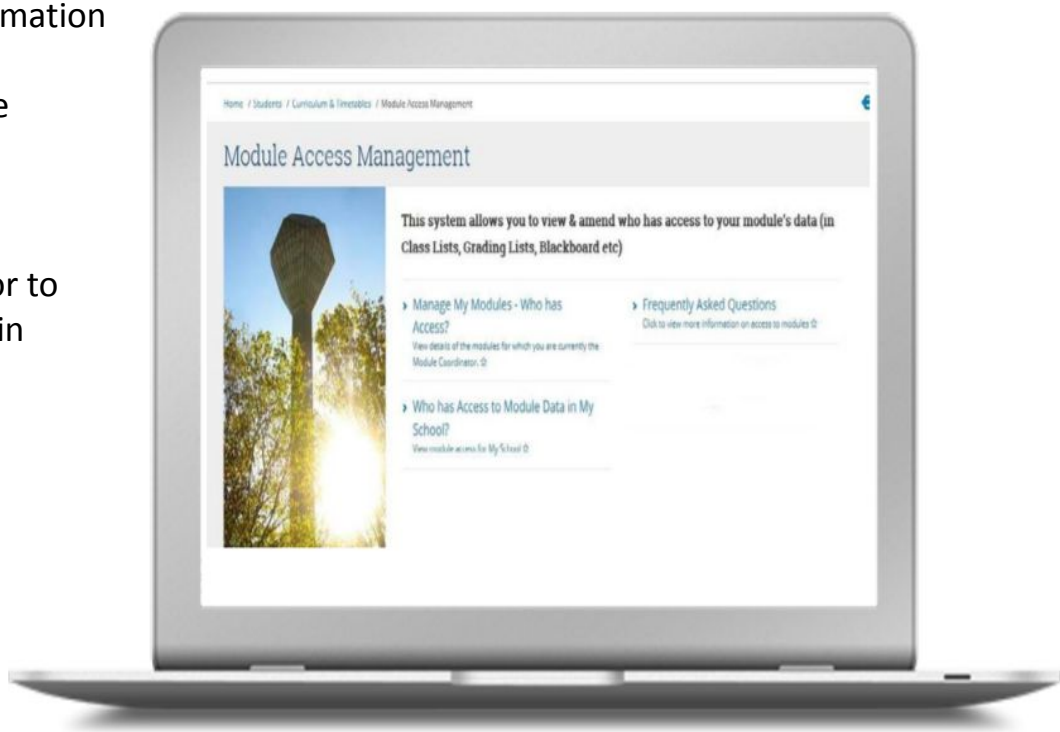
How to get access to Grade Entry

Module Coordinators gain access automatically based on the information submitted at the **Module Descriptor** stage. If you need Module Coordinator access to a module contact your College Liaison on the Curriculum Team.

New Assistant Graders should ask the relevant Module Coordinator to give access to modules via the **Module Access Management** page in InfoHub.



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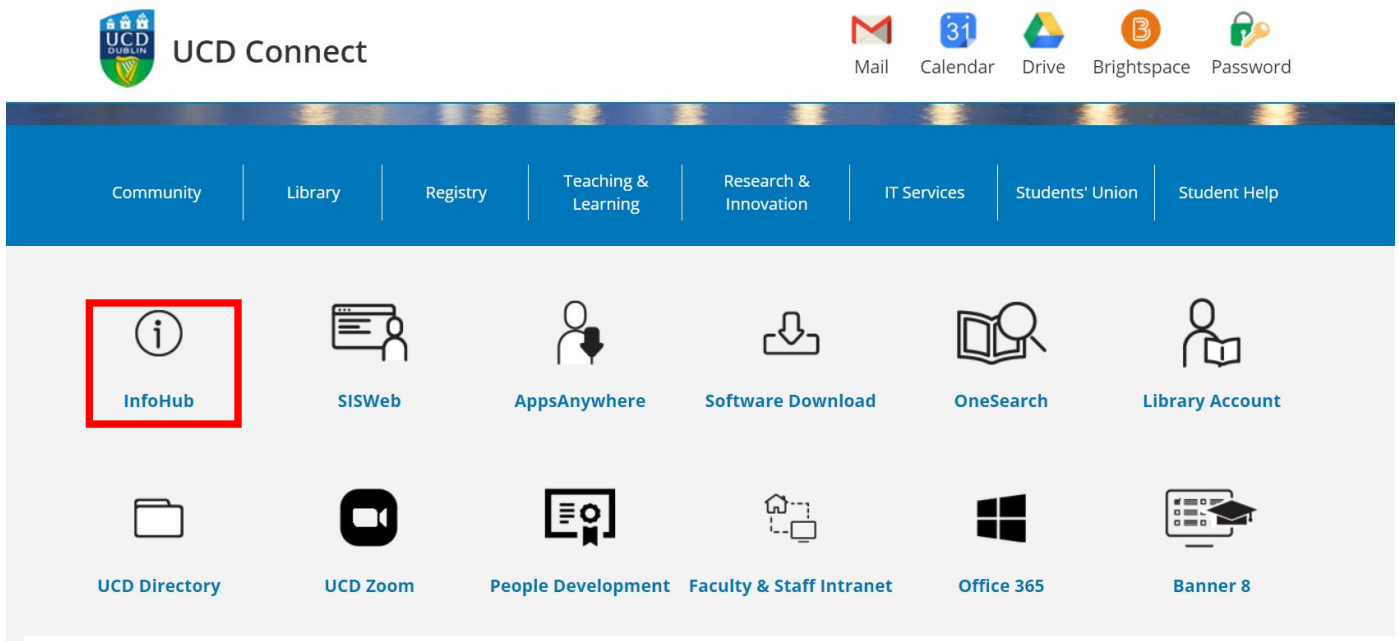
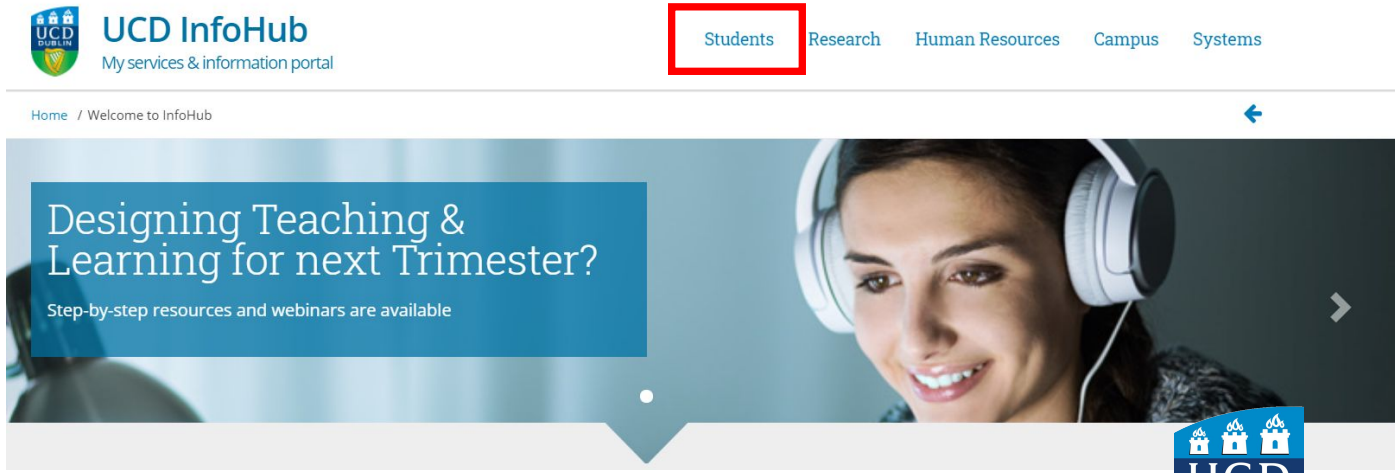
Log into UCD Connect

Go to the **UCD Connect** web page (www.ucd.ie/connect) and click on the **InfoHub** icon. Log in with your **Connect username** and **password**.



Once you are in InfoHub, click on the **Students** tab from the menu bar.



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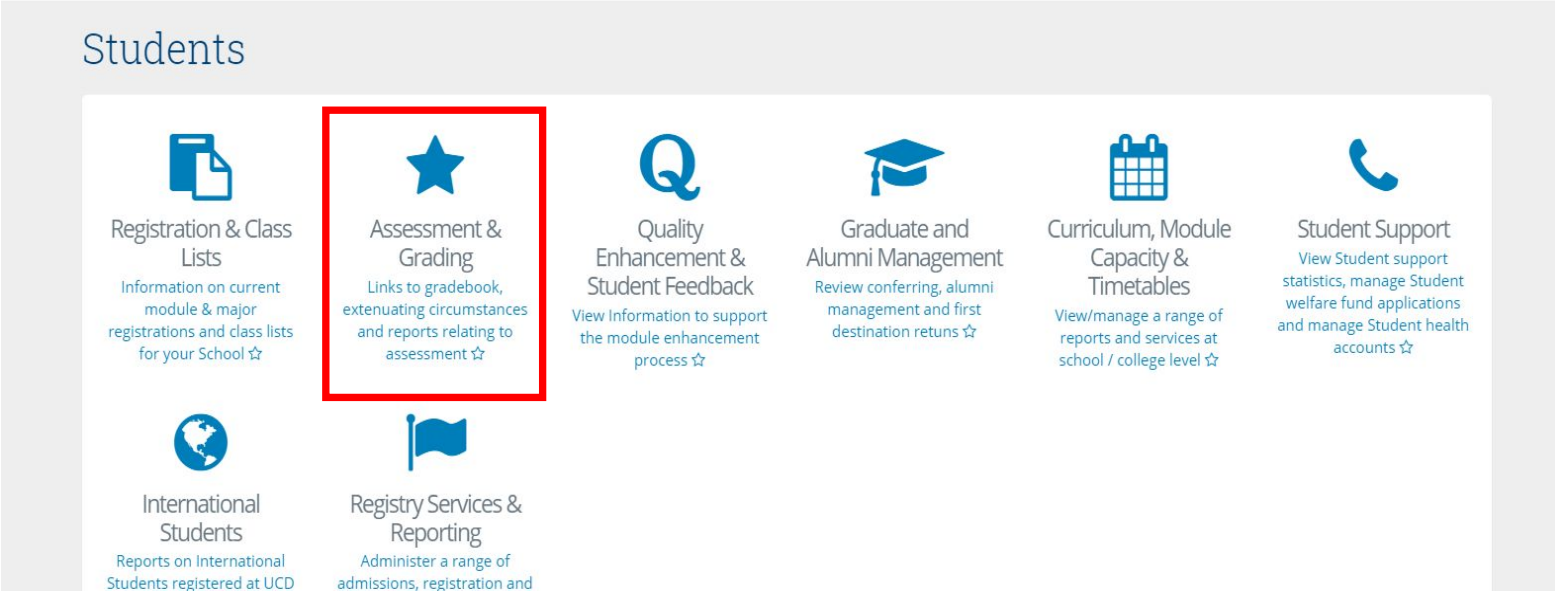
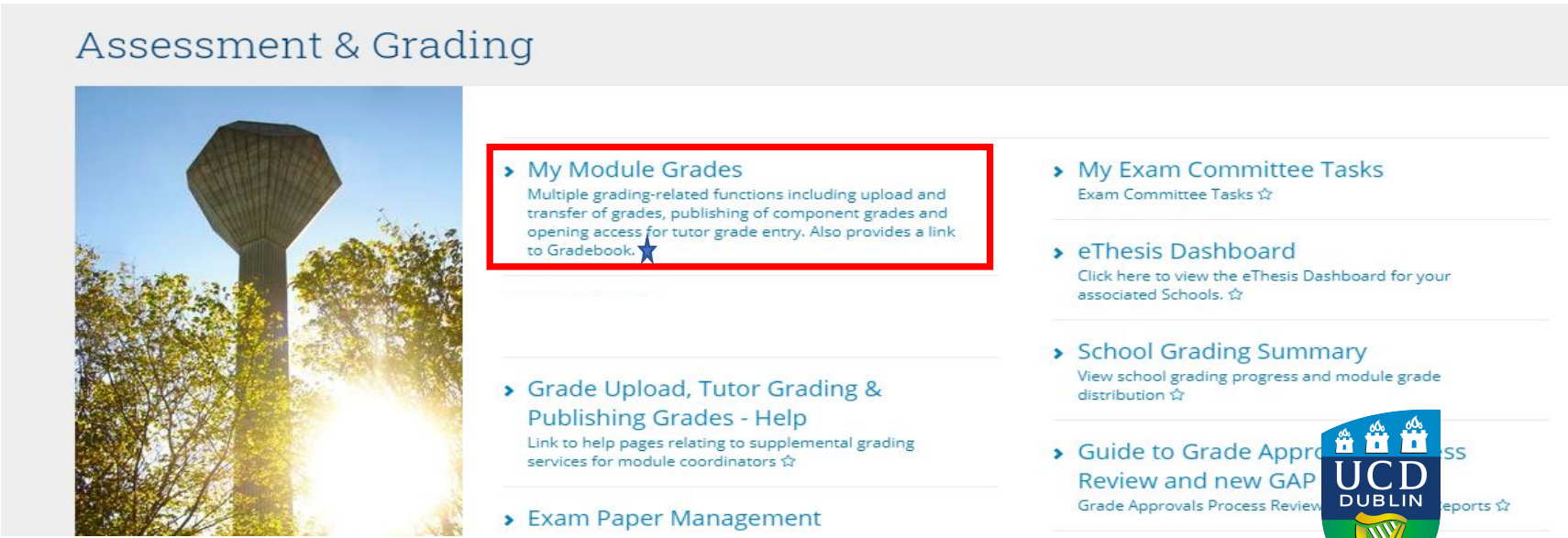
Grade Entry

On the **Students** page, please select **Assessment & Grading** from the list of icons.



Finally, click on **My Module Grades,** the grade entry function sits within this section.

You can favourite 'My Module Grades' by clicking on the star next to it. This will move a direct link to 'My Module Grades' to your home page in Infohub to make future access easier.



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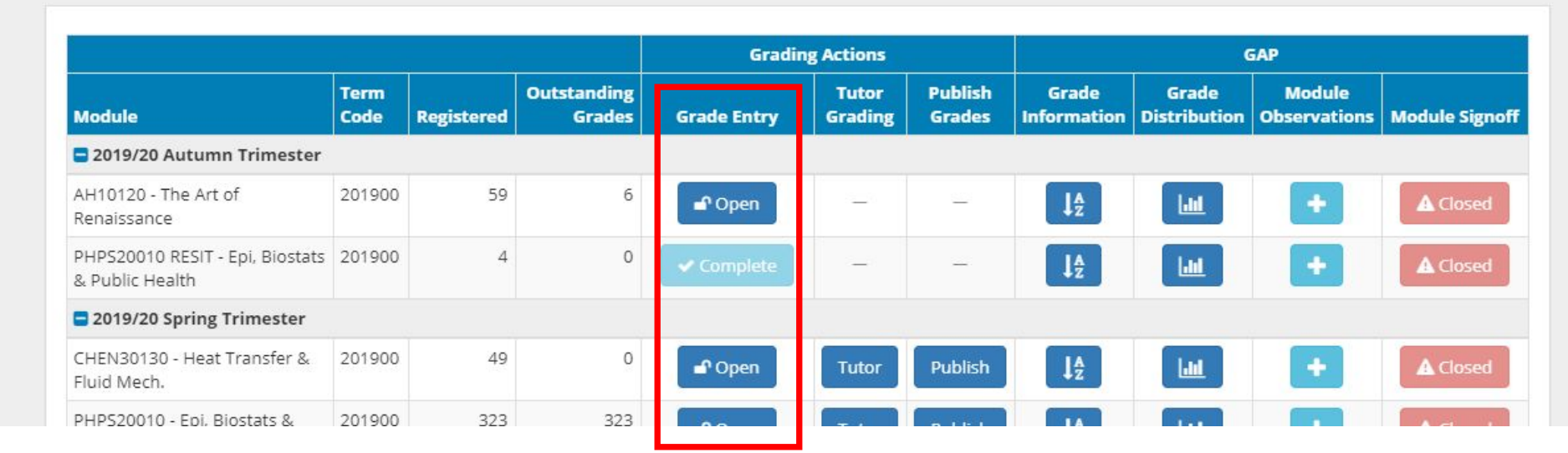
How to select a module

The **My Module Grades** screen lists all modules that you are associated with and have grade entry access to. From the list of modules, select the module you would like to enter grades for by clicking on the **Open** button in the **Grade Entry** column.



				Grading Actions			GAP			
Module	Term Code	Registered	Outstanding Grades	Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2019/20 Autumn Trimester										
AH10120 - The Art of Renaissance	201900	59	6	Open	—	—				Closed
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2019/20 Spring Trimester										
CHEN30130 - Heat Transfer & Fluid Mech.	201900	49	0	Open	Tutor	Publish				Closed
PHPS20010 - Epi, Biostats &	201900	323	323							

Please note, the Open button indicates that the window for entering grades is open. If grades have already been entered for the module and rolled to Academic History the Open button will change to **Complete**. In addition, when the grade entry window closes during the Grade Approval Process (GAP) this button will change to **Closed**.

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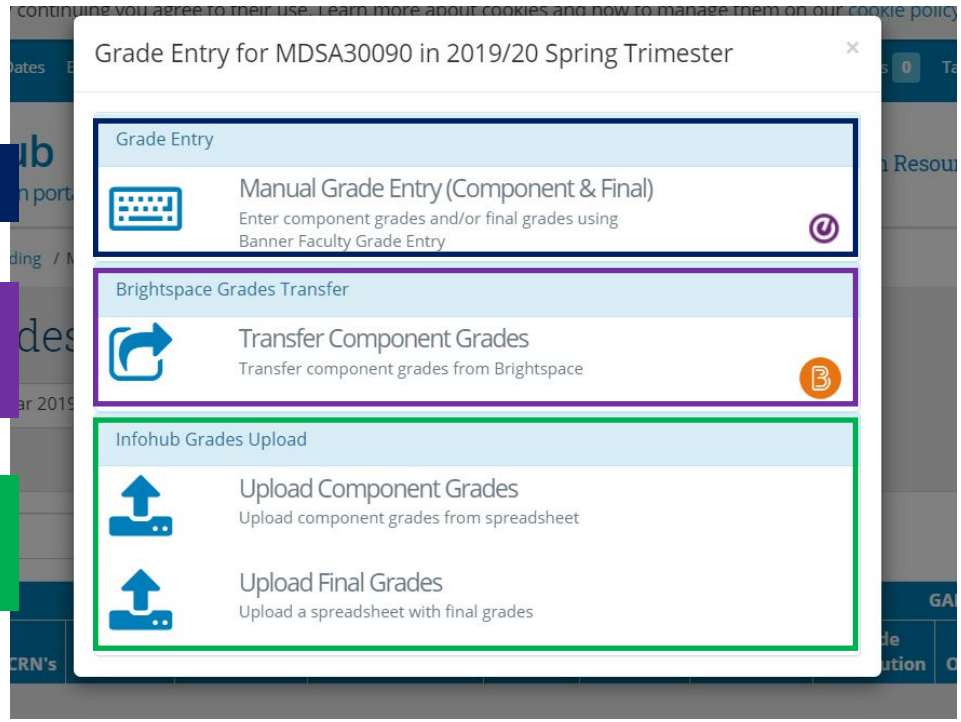
How to enter grades

There are 3 methods available: Enter Manually, Transfer From Brightspace and Upload using an excel sheet.

Once you have clicked on the **Open** button in My Module Grades you will be presented with the grade transfer options list, allowing you to choose your preferred transfer method

- **Enter manually**
- **Transfer from Brightspace**
- **Upload using an excel sheet**



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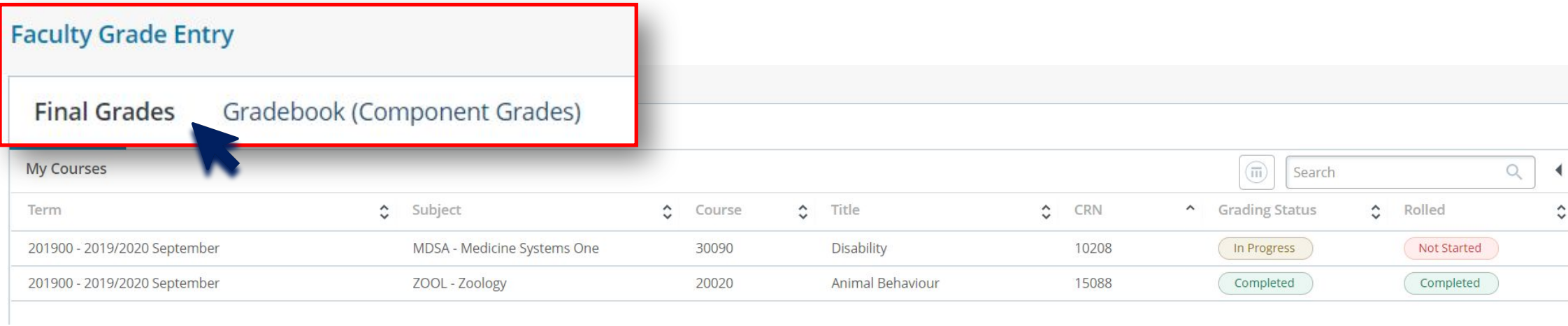
Method 1: Manual Grade Entry

Once you have selected the **manual entry** option from the grade entry method list, you will land on the **Faculty Grade Entry** page.

The system's default setting will bring you directly to the **Final Grades** entry function. If you would like to enter Component Grades, you can do so by selecting the Gradebook (Component Grades) function from the tab at the top left of the page.



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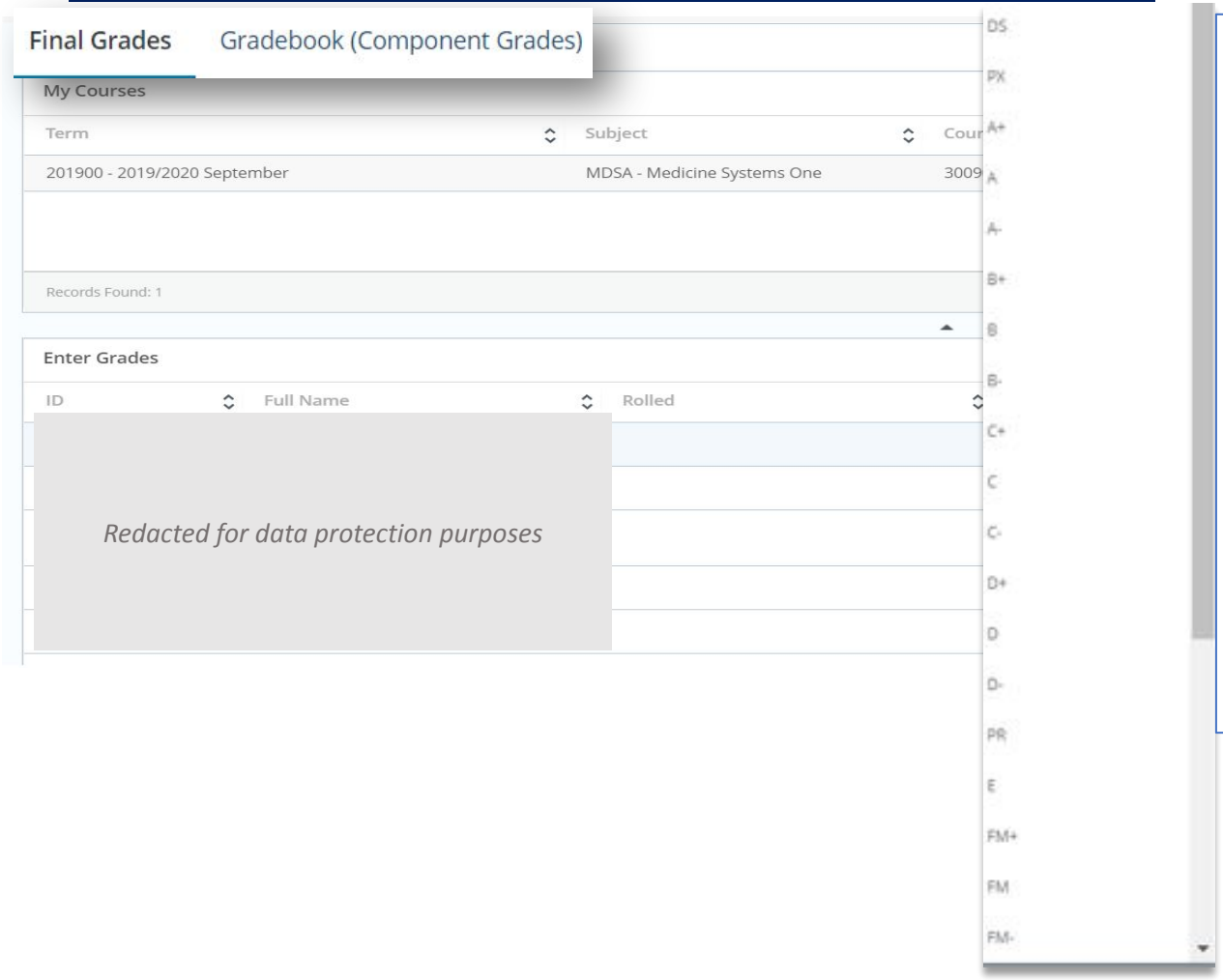
Method 1: Final Grades Manual Entry



The Final Grades page lists all of the modules that you are assigned to.

Select the module that you would like to enter grades for. This will bring up the class list for the module.

On the Final Grade screen, you can manually assign final grades from the drop down grade scale menu available for that module.

When grades have been entered for all students, **click** on the **save** button.

Final Grades for that module are saved in the system.

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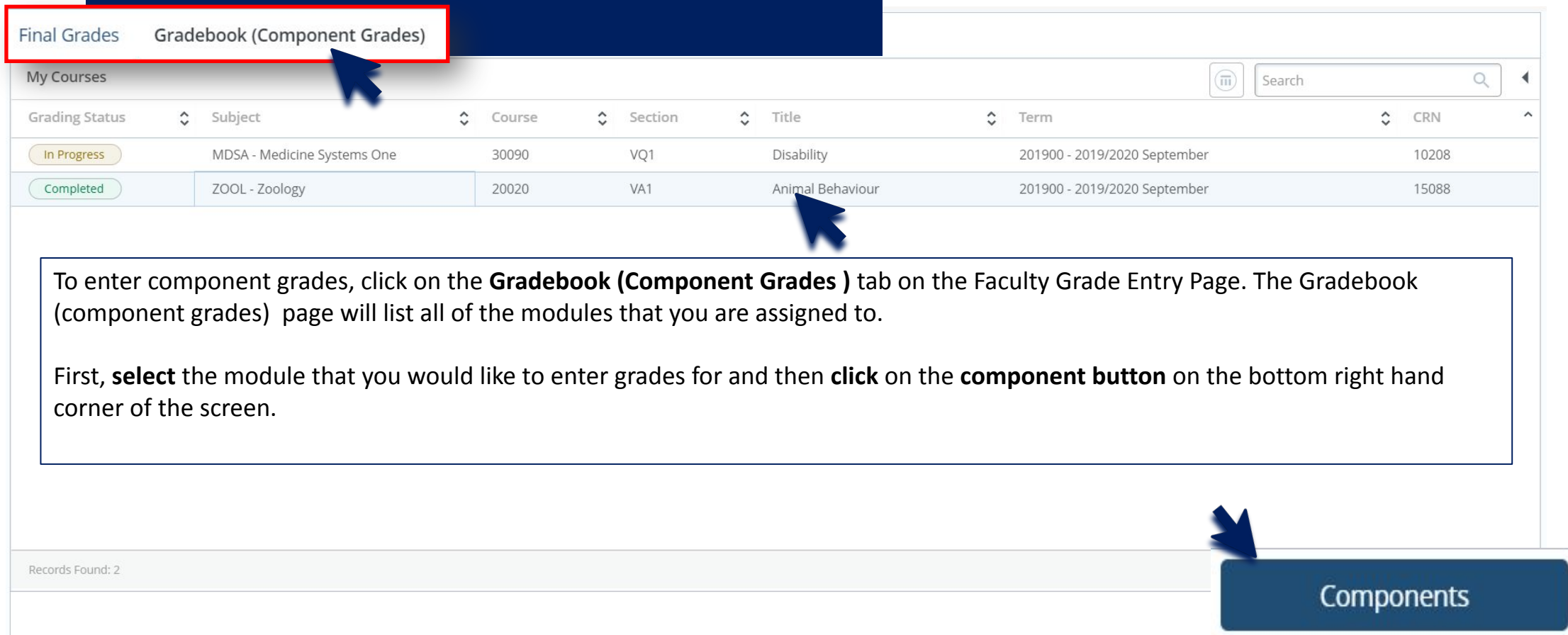
Method 1: Component Grades Manual



To enter component grades, click on the **Gradebook (Component Grades)** tab on the Faculty Grade Entry Page. The Gradebook (component grades) page will list all of the modules that you are assigned to.

First, **select** the module that you would like to enter grades for and then **click** on the **component button** on the bottom right hand corner of the screen.

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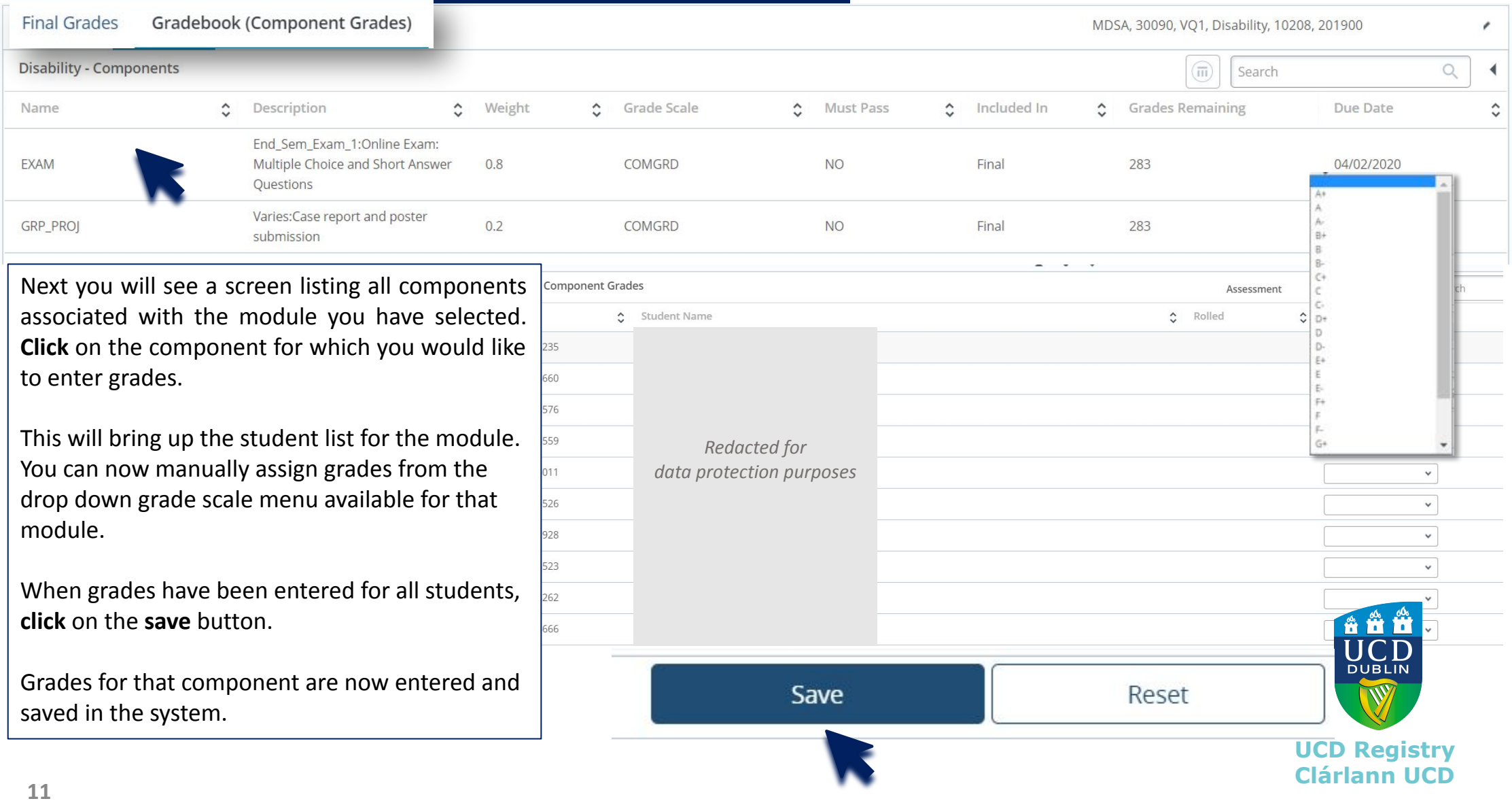
Method 1: Component Grades Manual

Next you will see a screen listing all components associated with the module you have selected. **Click** on the component for which you would like to enter grades.

This will bring up the student list for the module. You can now manually assign grades from the drop down grade scale menu available for that module.

When grades have been entered for all students, **click** on the **save** button.

Grades for that component are now entered and saved in the system.



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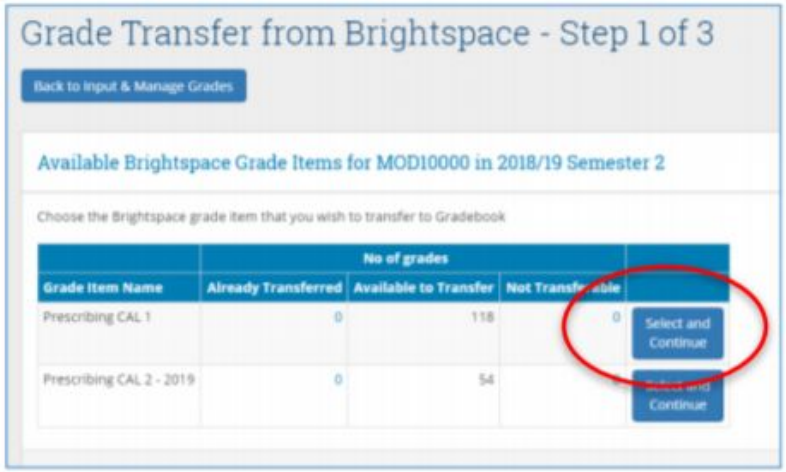
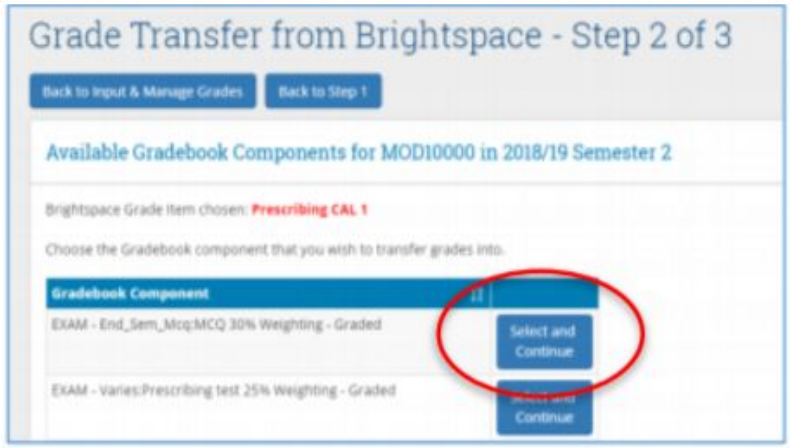
Method 2: Brightspace Transfer

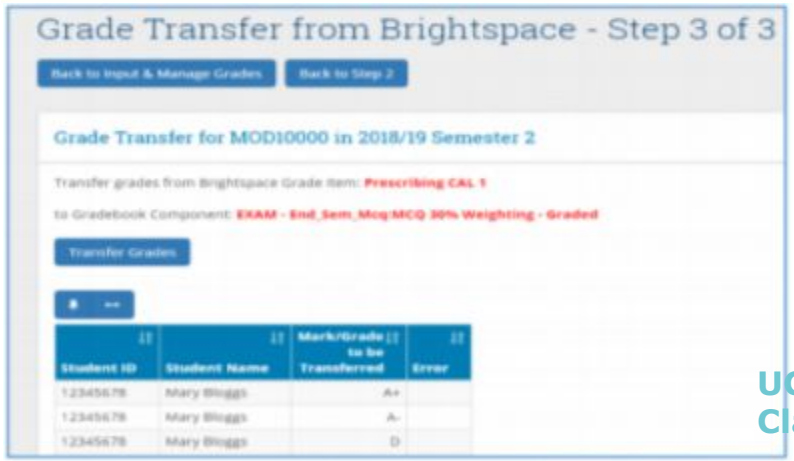
Step 1:
Select the Grade Item you want to transfer from Brightspace.

Step 2:
Select the component grade into which you want to transfer the grades you have selected.

Step 3:
Review the grades displayed and click transfer.







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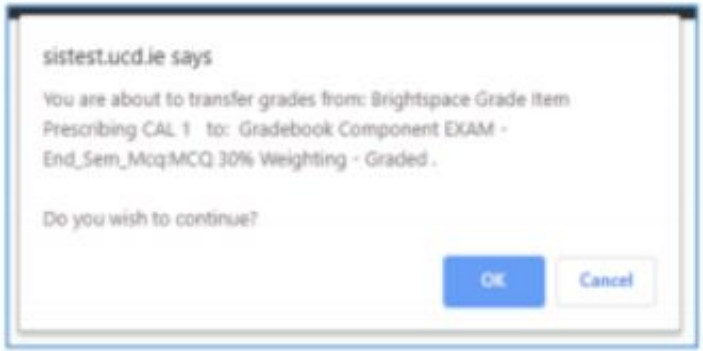
Method 2: Brightspace Transfer

A pop-up window will ask you to confirm your choice. **Confirm**.



The following screen will appear when transfer is complete.

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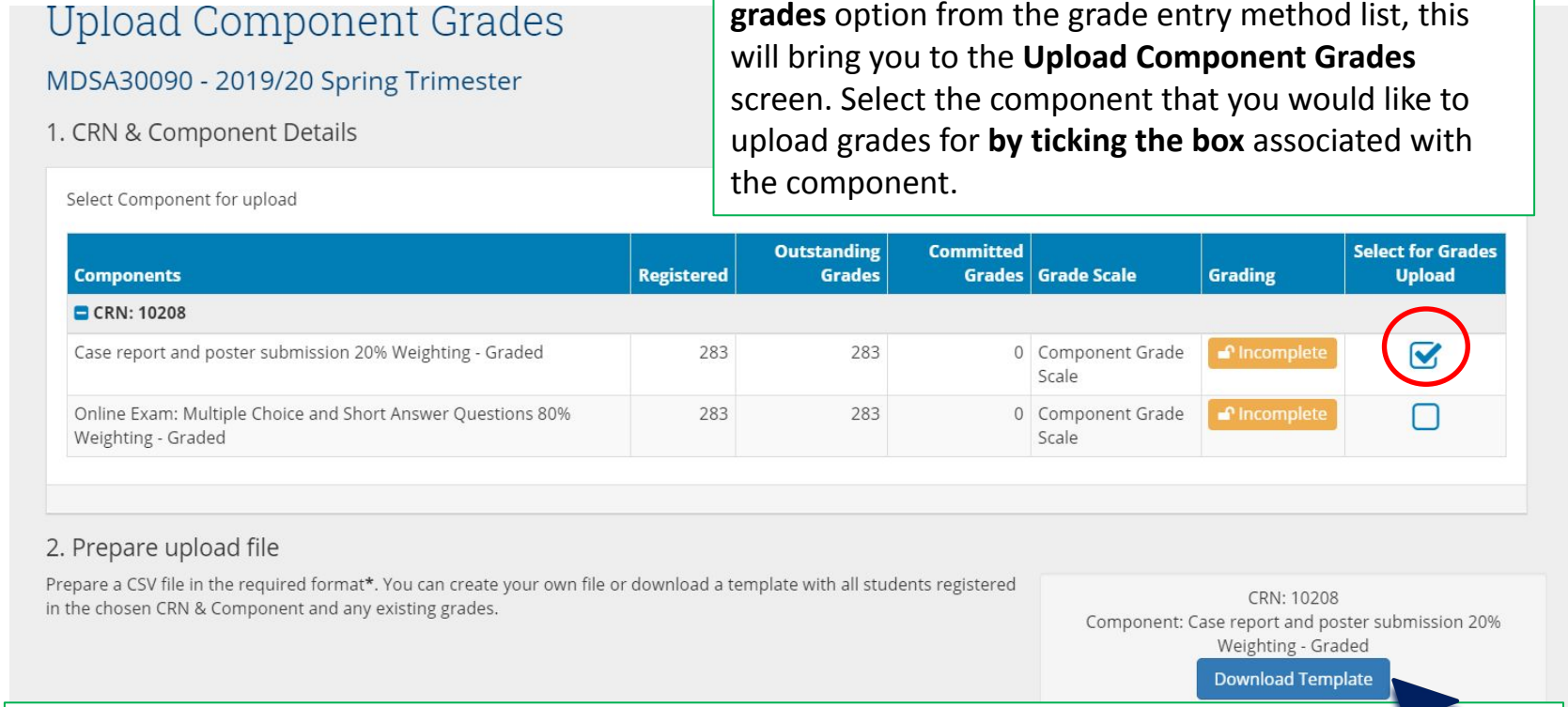
Method 3: Upload Component Grades

1. Once you have selected the **upload component grades** option from the grade entry method list, this will bring you to the **Upload Component Grades** screen. Select the component that you would like to upload grades for **by ticking the box** associated with the component.



2. Next, click on **download template**

OR

You can create your own spreadsheet on your computer

If you are using your own excel sheet it must be a comma-delimited (.csv) file containing exactly three columns with the **Student ID in Column A** and the **Final Grade in Column C**. Please see example on the next slide.

The upload does not happen at this stage of the process.

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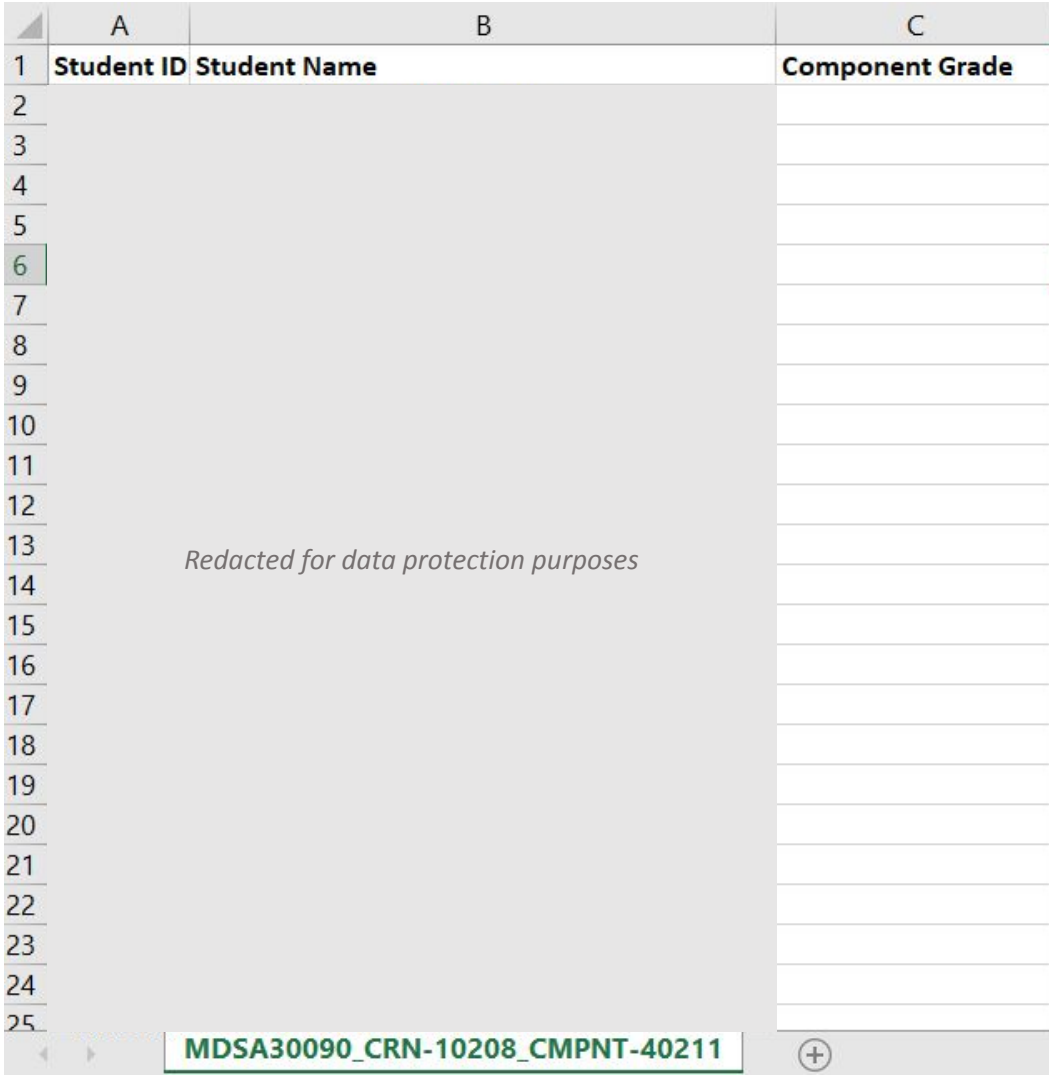
Method 3: Upload Component Grades



The upload file must be a comma-delimited (.csv) file containing exactly three columns with the **Student ID in Column A** and the **Component Grade entered into Column C**.

Column B is to assist you identifying students only and is not referenced when processing the upload but the **column must exist in the file**. The first row of the file is assumed to contain column headers and will be skipped.

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Method 3: Upload Component Grades

3. Upload file for CRN 10208 Online Exam: Multiple Choice and Short Answer Questions 80% Weighting - Graded

Component Grades will be inserted or updated for any students listed in the uploaded file who are registered in the chosen CRN and if the grade is valid. You can check the file data is valid without committing changes on the system by using the Validate Only option.

File to Upload Choose File MDSA30090_...134404.csv

3. Click **Choose file** to import csv. file.

Before uploading the file, click on **Validate Only**. This will identify any errors that exist within the file, such as invalid student ids or missing grades.

*** File Format:** The uploaded file must be a comma-delimited (.csv) file containing exactly three columns with the Student ID in Column A and the Final Grade in Column C. Column B is to assist you identifying students only and is not referenced when processing the upload but the column must exist in the file. The first row of the file is assumed to contain column headers and will be skipped.

CSV File Layout Example

	A	B
1	**Student ID**	St
2	*Redacted for data protection purposes*	Bl
3		Ot

Upload Validate Only

Mode: Validate Only

283 lines in the uploaded file
Error in line 4: Invalid/missing value in Marks/Grade column
Error in line 35: Invalid Student ID
Error in line 159: Invalid Student ID
Error in line 236: Invalid Student ID
Error in line 276: Invalid Student ID

5 line(s) with errors were encountered and not uploaded

278 line(s) would be successfully processed

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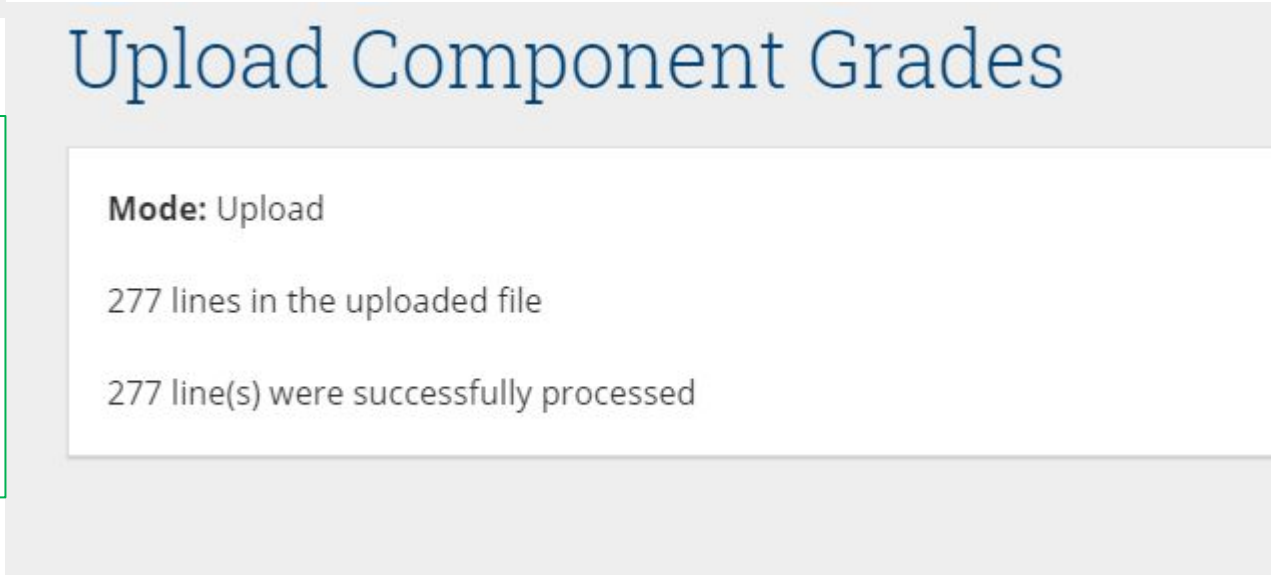
Method 3: Upload Component Grades

4. When you are happy that all errors have been corrected, the file is now ready for upload.

When the upload is complete you will receive a message detailing the number of lines that were uploaded successfully.



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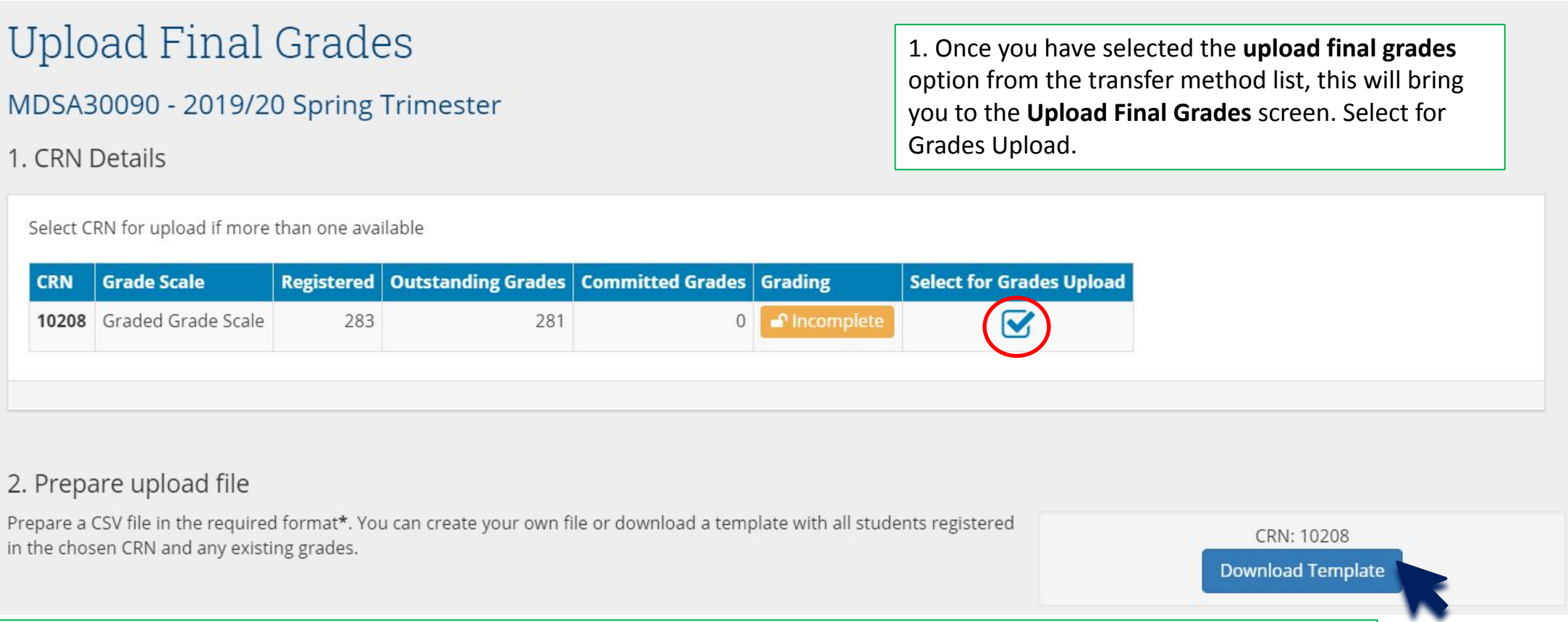
Method 3: Upload Final Grades



1. Once you have selected the **upload final grades** option from the transfer method list, this will bring you to the **Upload Final Grades** screen. Select for Grades Upload.

2. Next, click on **download template**

OR

You can create your own spreadsheet on your computer

If you are using your own excel sheet it must be a comma-delimited (.csv) file containing exactly three columns with the **Student ID in Column A** and the **Final Grade in Column C**. Please see example on the next slide.

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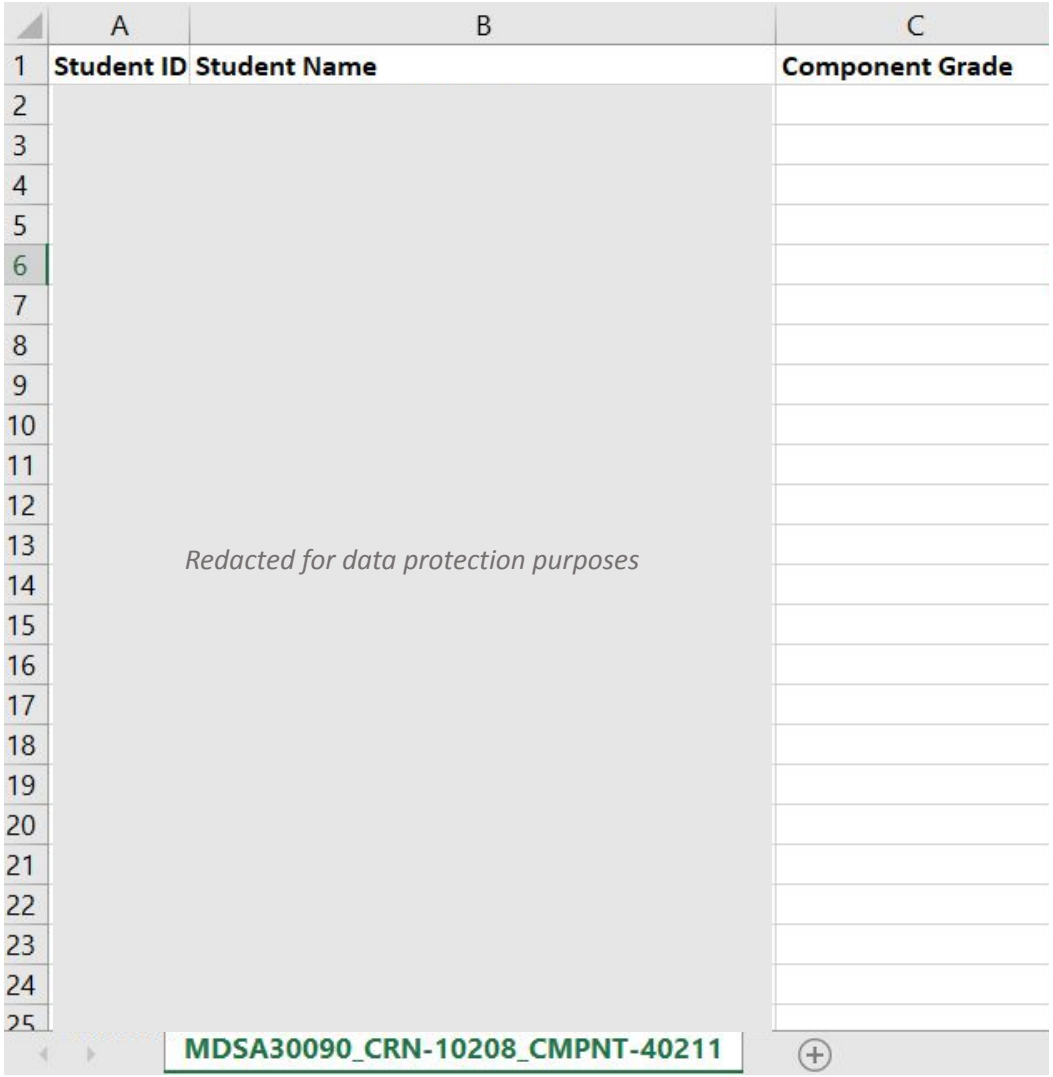

	A	B	C
1	Student ID	Student Name	Component Grade
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13		*Redacted for data protection purposes*	
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

MDSA30090_CRN-10208_CMPNT-40211

The upload file must be a comma-delimited (.csv) file containing exactly three columns with the **Student ID in Column A** and the **Final Grade entered into Column C**.

Column B is to assist you identifying students only and is not referenced when processing the upload but the **column must exist in the file**. The first row of the file is assumed to contain column headers and will be skipped.

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Method 3: Upload Final Grades

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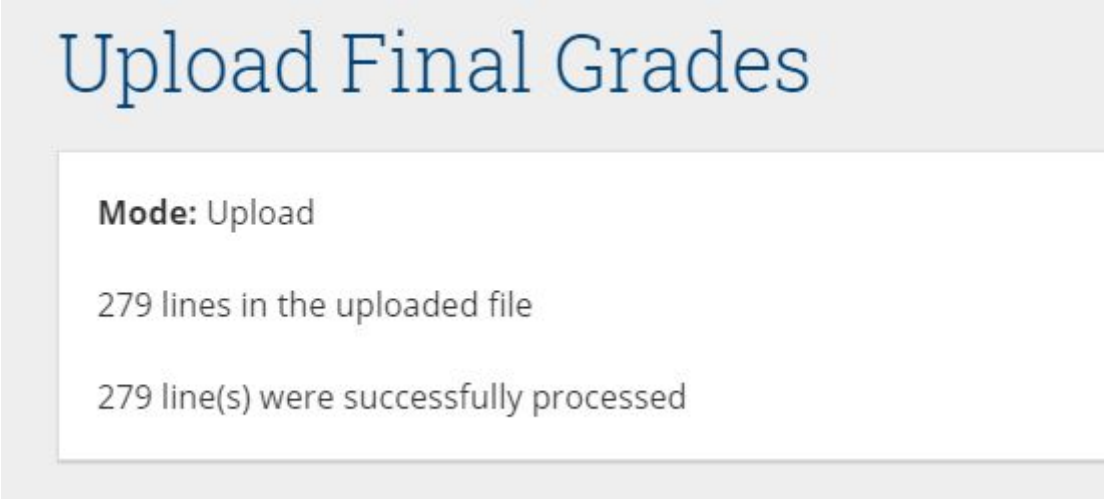

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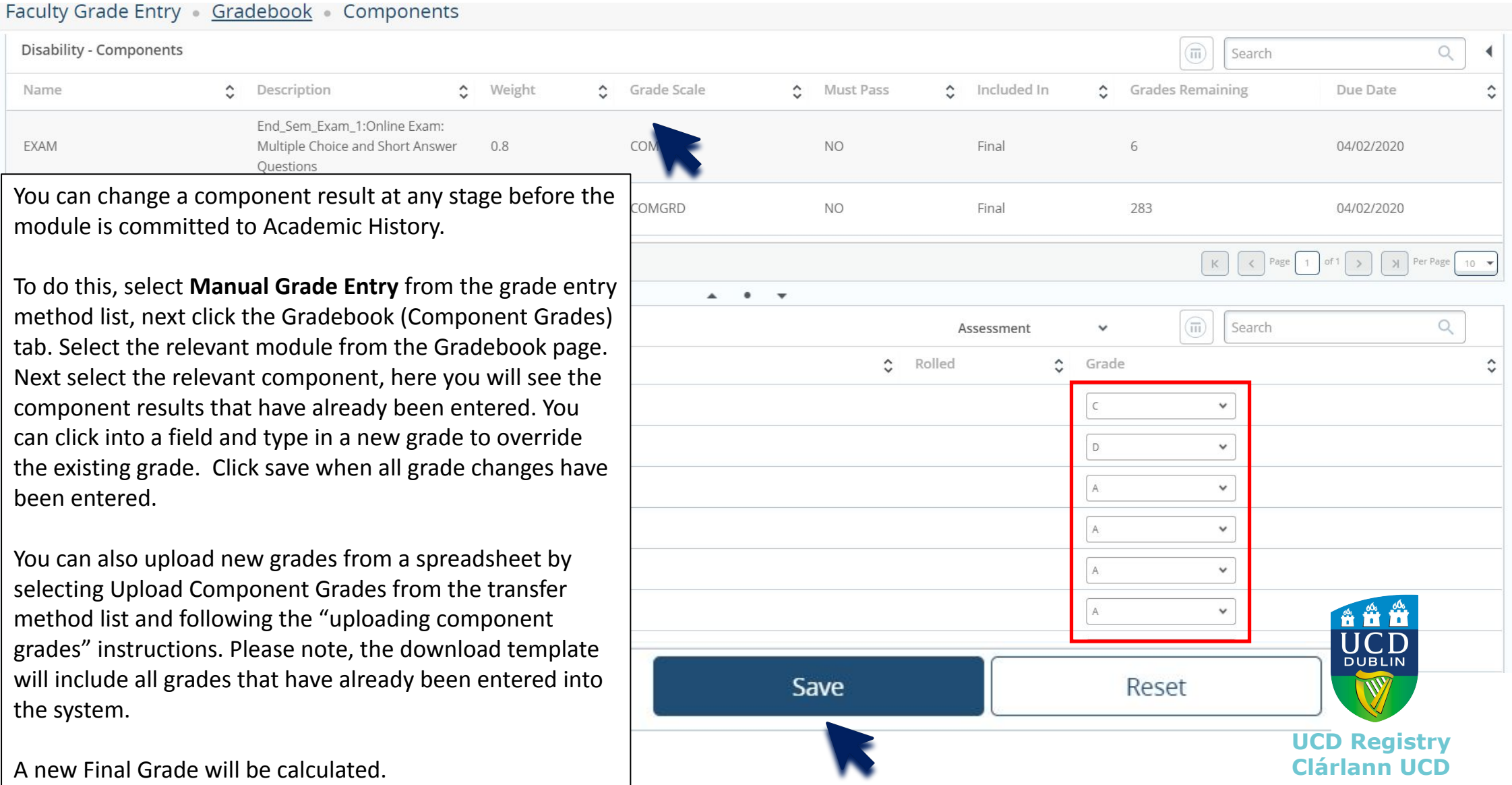
How to change Component Grades



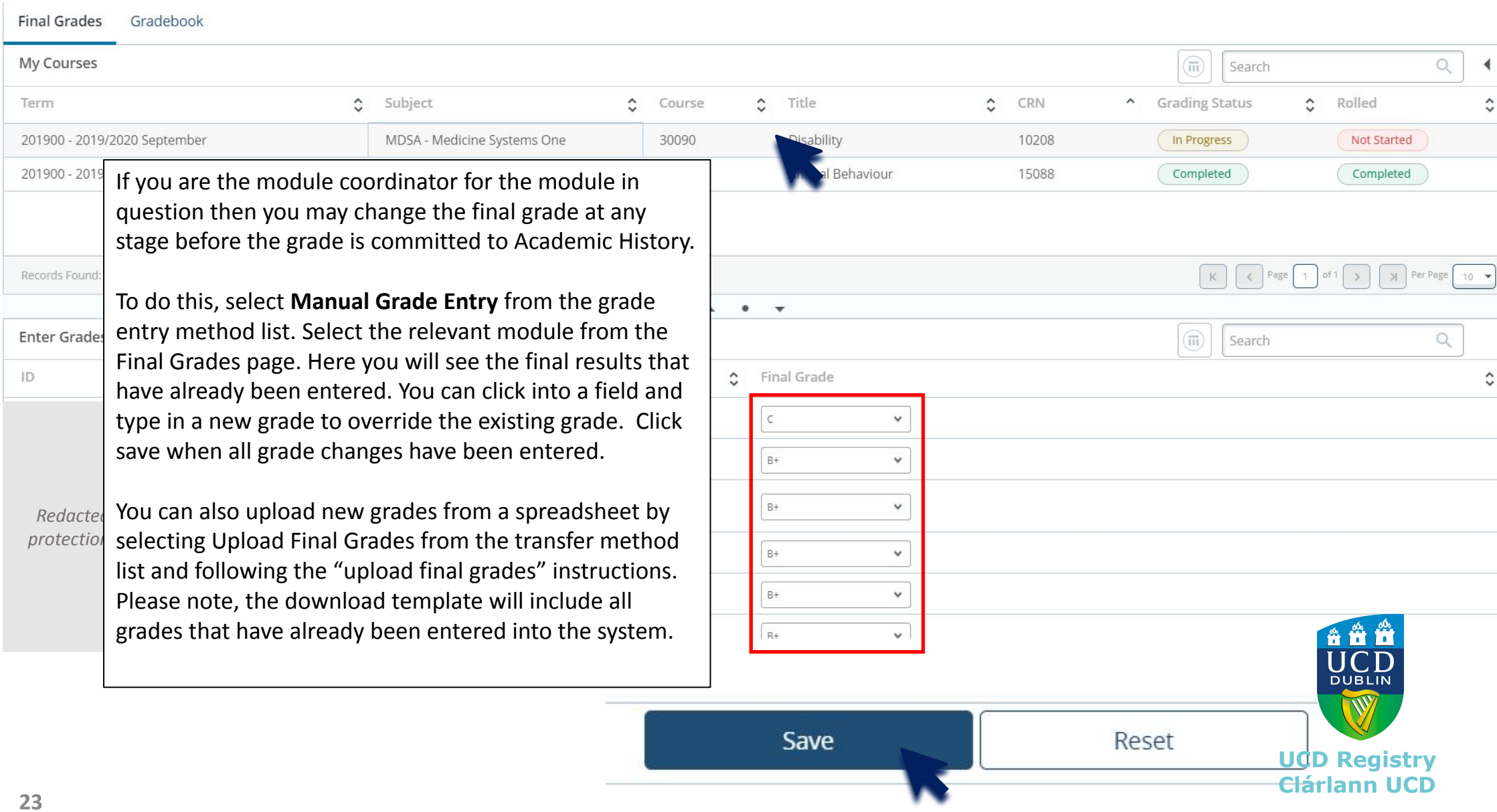
You can change a component result at any stage before the module is committed to Academic History.

To do this, select **Manual Grade Entry** from the grade entry method list, next click the Gradebook (Component Grades) tab. Select the relevant module from the Gradebook page. Next select the relevant component, here you will see the component results that have already been entered. You can click into a field and type in a new grade to override the existing grade. Click save when all grade changes have been entered.

You can also upload new grades from a spreadsheet by selecting Upload Component Grades from the transfer method list and following the "uploading component grades" instructions. Please note, the download template will include all grades that have already been entered into the system.

A new Final Grade will be calculated.

How to change Final Grade



If you are the module coordinator for the module in question then you may change the final grade at any stage before the grade is committed to Academic History.

To do this, select **Manual Grade Entry** from the grade entry method list. Select the relevant module from the Final Grades page. Here you will see the final results that have already been entered. You can click into a field and type in a new grade to override the existing grade. Click save when all grade changes have been entered.

You can also upload new grades from a spreadsheet by selecting Upload Final Grades from the transfer method list and following the “upload final grades” instructions. Please note, the download template will include all grades that have already been entered into the system.

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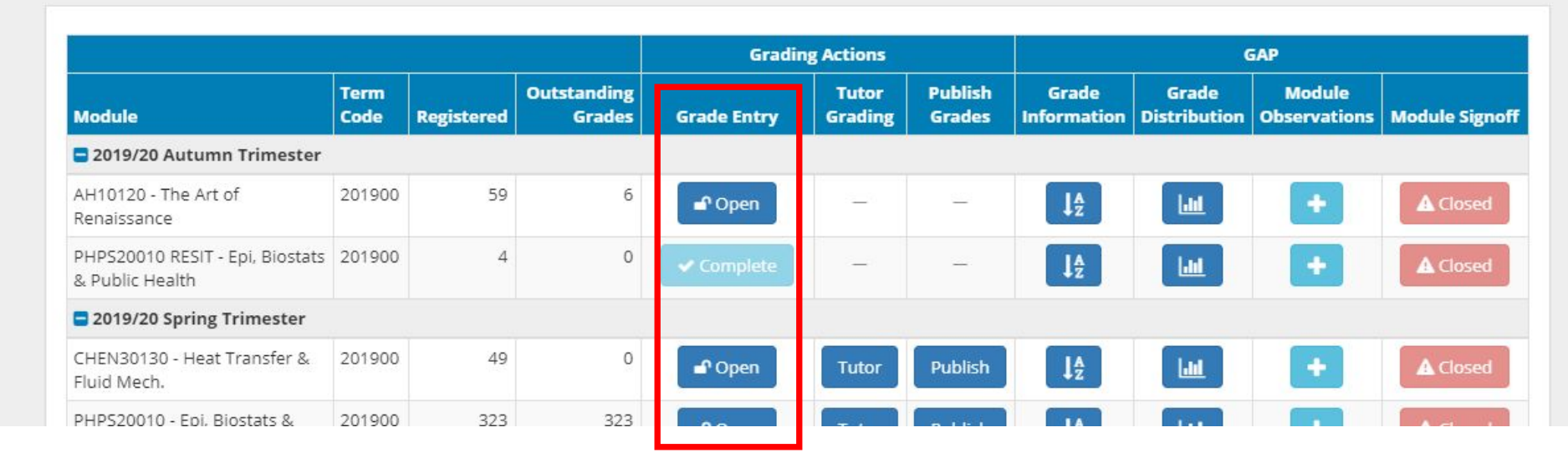
How to select another module

Go back to the **My Module Grades** screen, here you will find all modules that you are associated with and have grade entry access to. From the list of modules, select the module you would like to enter grades for by clicking on the **Open** button in the **Grade Entry** column.



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PHPS20010 RESIT - Epi, Biostats & Public Health	201900	4	0	Complete	—	—				Closed
2019/20 Spring Trimester										
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PHPS20010 - Epi, Biostats &	201900	323	323							

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How to commit grades to Academic History

My Module Grades

Select Academic Year: Academic Year 2019/2020

Go to the **My Modules** screen and **click** the **AZ** button under the Grade Information column, this will bring you to the Grade Information page for the module you would like to commit to Academic History. From this screen, you can view all entered grades for the module.

				Grading Actions			GAP			
Module	Term Code	Registered	Outstanding Grades	Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2019/20 Autumn Trimester										
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PHPS20010 - Epi, Biostats &	201900	323	323							

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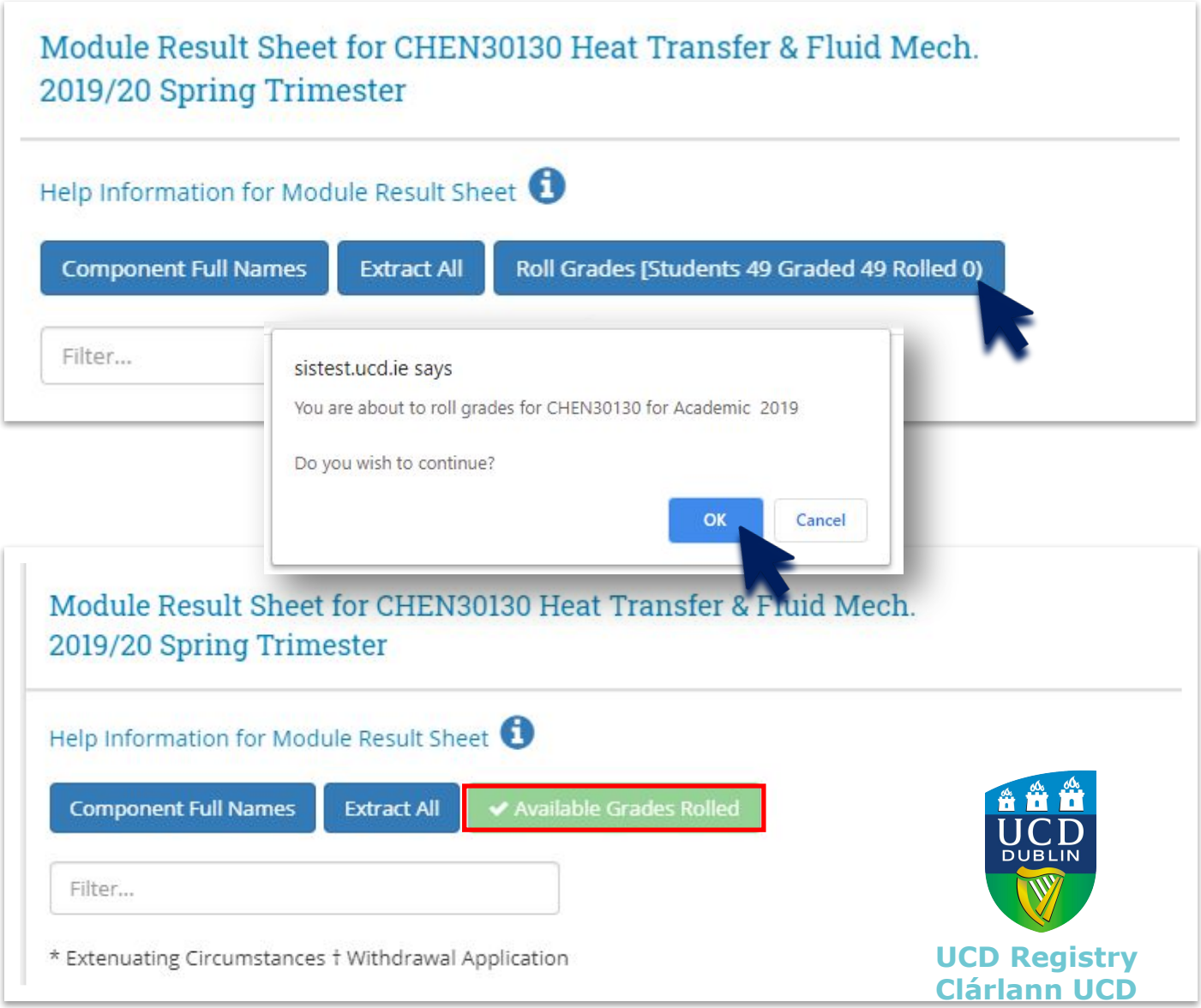
How to commit grades to Academic History

On the Grading Information page, scroll down to the **Module Result Sheet** section. Here you will see a Roll Grades button, this button will allow you to roll grades to Academic History. It is important to note, the information contained within the brackets details how many students are associated to the module, how many have been graded and how many grades have been rolled to Academic History.

To commit grades to academic history, click on the Roll Grades button. Before completing the rolling of grades the system will seek confirmation to continue. Click **OK** to roll grades.

When the process is complete the button will turn green and say ***Available Grades Rolled.***



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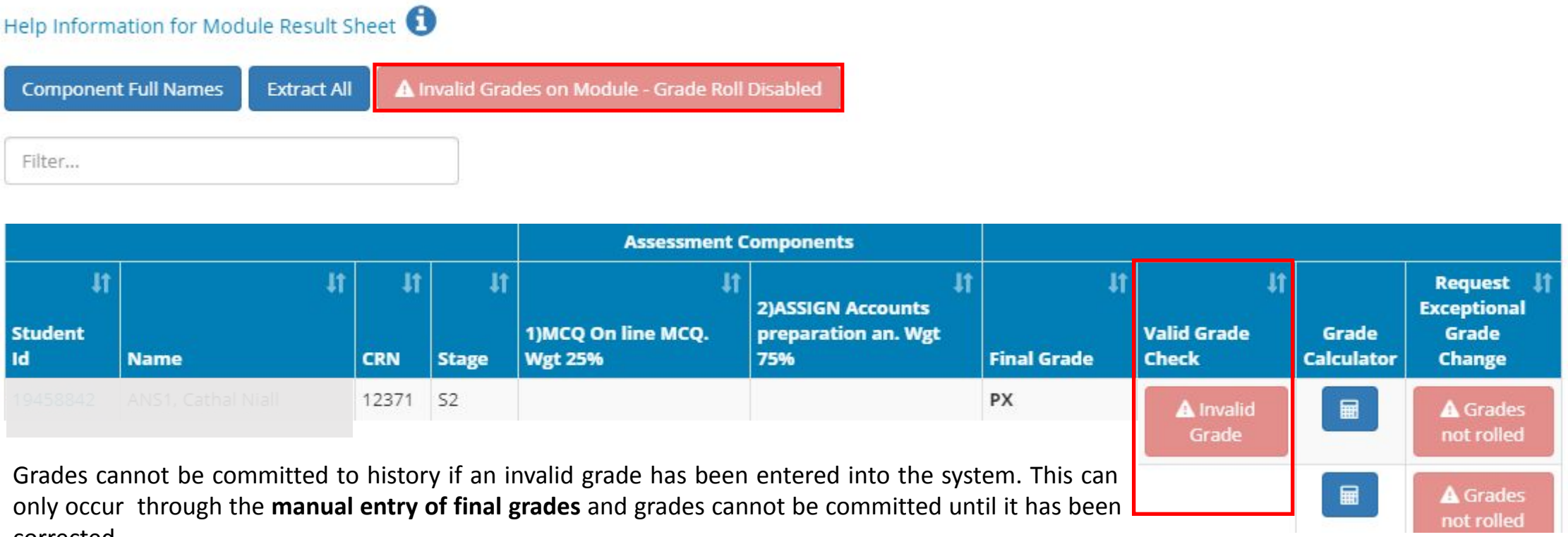
Invalid Grade Entry Warning Messages



Grades cannot be committed to history if an invalid grade has been entered into the system. This can only occur through the **manual entry of final grades** and grades cannot be committed until it has been corrected.

If an invalid grade has been entered, a warning message will appear on the Roll Grades button displaying that the grade roll function has been disabled. An error message will also appear in the **Valid Grade Check** column on the Module Results Sheet, highlighting the student the error relates to.

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