



UCD Registry
Clárann UCD

Guide For UCD Staff

How to assign Subject Extern Examiners to UCD modules



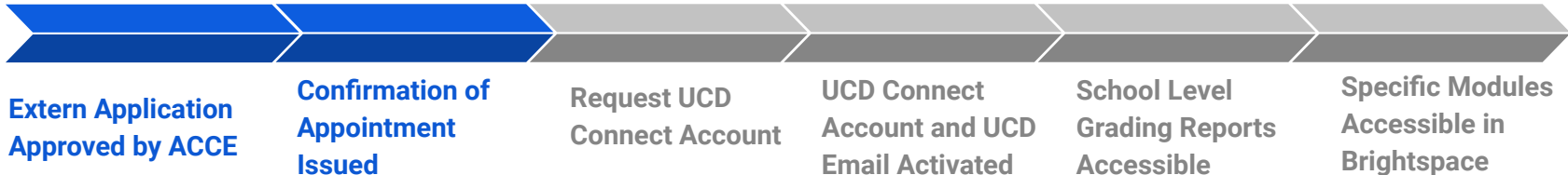
Introduction

Subject Extern Examiners will now be provided with a UCD account to facilitate limited and secure access to view information directly in UCD systems. This will include access to School summary grading data and, with agreement of the School, access to relevant module information in Brightspace.

UCD System	Access Level Information
School Grading Summary Reports in InfoHub	Access to view School grading summaries and distributions relating to individual modules and as well as subjects
Module access in Brightspace	Access to view a module’s curriculum, assessment and feedback

This guide will provide an overview of how to provide your Subject Extern Examiner with access to specific modules in Brightspace.

The below graph depicts the full process of how Subject Externs will receive access to the UCD systems.



Step 1 - Module Access Management

To provide your Subject Extern Examiner with access to specific modules in Brightspace, in InfoHub, log into **'Module Access Management'**, which is located in the [Curriculum & Timetables menu](#). It is recommended that access is granted by a staff member in the School Office to ensure the appointed Subject Extern Examiners receives the access they require.

Home / Students / Curriculum & Timetables



Curriculum & Timetables



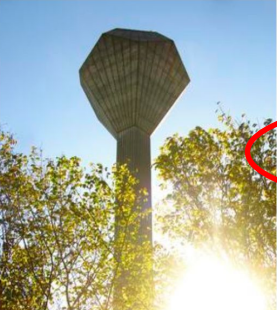
- › **Curriculum Management System**
Link to Curriculum Management System to manage your module descriptors ☆
- › **Curriculum Manager Access Roles**
View CMS user access by School ☆
- › **Curriculum Management - School Module Summary**
Access details for modules in your School, including module descriptor information for current and previous years. ☆
- › **Curriculum Management - School Review**
View curriculum details in my school that may require review. ☆
- › **Structures Reporting**
View major and program structures information ☆
- › **Programme Register**
Programme Register ☆
- › **Capacity Management**
Link to capacity management reports for Schools ☆
- › **Module Access Management**
Manage access to your module's data ☆
- › **Timetables**
View module timetables by module, school or programme ☆
- › **Curriculum Archive**

Step 2 - Assign Access to Modules.

Click on **'Who has access to Module Data in my School?'**. A report with a list of the School's modules and the staff who have access to them will be presented.

Home / Students / Curriculum & Timetables / Module Access Management

Module Access Management



This system allows you to view & amend who has access to your module's data (in Class Lists, Grading Lists, VLE etc)

- ▶ **Manage My Modules - Who has Access?**
View details of the modules for which you are currently the Module Coordinator. ☆
- ▶ **Who has Access to Module Data in My School?**
View module access for My School ☆
- ▶ **Frequently Asked Questions**
Click to view more information on access to modules ☆
- ▶ **Central Administrator's Menu**
View menu with administration options for registry / management services ☆

Who has Access to Module Data in My School?

Select School/Unit: School of Information and Communication Studies

Module Code	Module Title	Who has Access to Module Data ?
IS10010	Information & Social Media	Click to view details
IS10030	Information Design	Click to view details

Redacted for data protection purposes

Make sure you are in the correct School. To give access to a subject extern, click on **'Click to view details'** against the module.

Step 2 - Assign Access to Modules

This screen will depict who currently has access to a module. Click on **'Grant Access to the Module'**.

In the **'Name'** field, search for and select the name of your Subject Extern. The Subject Extern's name will appear as follows: Alan Smith (Subject Extern - School Name).

In the **'Role'** dropdown, select **'Subject Extern Examiner'** and click **Save**. Click on the link underneath the role for an explanation of what access the role permits.

Use **'Advanced Options'** in the **'Who can access data'** screen to set an end academic year for the Extern's access. This should match the end academic year of the Extern's appointment.

Who can access data for IS10010 - Information & Social Media?

IS10010 Information & Social Media

Grant Access to this Module

You can use the link above to give colleagues access to view module data. **Please note, Module Coordinator details will continue to be recorded and maintained through Curriculum Management.**
Use the **Advanced Options** link to assign Tutors directly to CRNs - doing this will ensure that they display against their tutorial groups on Class Lists.

**** Please note users flagged below will not carry over to Brightspace VLE as they do not have University IT Accounts**

		Advanced Options				
Role	Name	Which Academic Year's data can be viewed?	When can data be viewed?	Which CRNs can be viewed?		
Module Coordinator	Redacted for data protection purposes	From 2016/17 to 2020/21	Always	All		
Assistant Grader	Redacted for data protection purposes	From 2013/14 onwards	Always	All	Advanced Options	Remove Access
Assistant Grader	Redacted for data protection purposes	From 2018/19 onwards	Always	All	Advanced Options	Remove Access

Grant Access to TS00002 Live Test 2

Search for and select a person to grant access to your module.
Please note:

- If the person you are granting access to is also a registered UCD student, please select their staff (Stuworking) record.
- If the person you are granting access to has both Staff and Affiliate record please select their staff record

Name*

Alan Smith [Subject Extern - Physics]

Clear

Role*

Subject Extern Examiner

[Click here for an explanation of these roles](#)

Save

Step 2 - Assign Access to Modules - Troubleshooting Tips

If you attempt to assign your Subject Extern Examiner to another role, when you click Save, you will receive an error message.

If you attempt to assign an individual who is not an approved Subject Extern Examiner to the Subject Extern Examiner role, when you click Save, you will receive an error message.

Contributor cannot be assigned to this role

Grant Access to TS00002 Live Test 2

Search for and select a person to grant access to your module.
Please note:

- If the person you are granting access to is also a registered UCD student, please select their staff (Stuworking) record.
- If the person you are granting access to has both Staff and Affiliate record please select their staff record

Name*

Role*

[Click here for an explanation of these roles](#)

Contributor is not an approved subject external examiner

Grant Access to TS00002 Live Test 2

Search for and select a person to grant access to your module.
Please note:

- If the person you are granting access to is also a registered UCD student, please select their staff (Stuworking) record.
- If the person you are granting access to has both Staff and Affiliate record please select their staff record

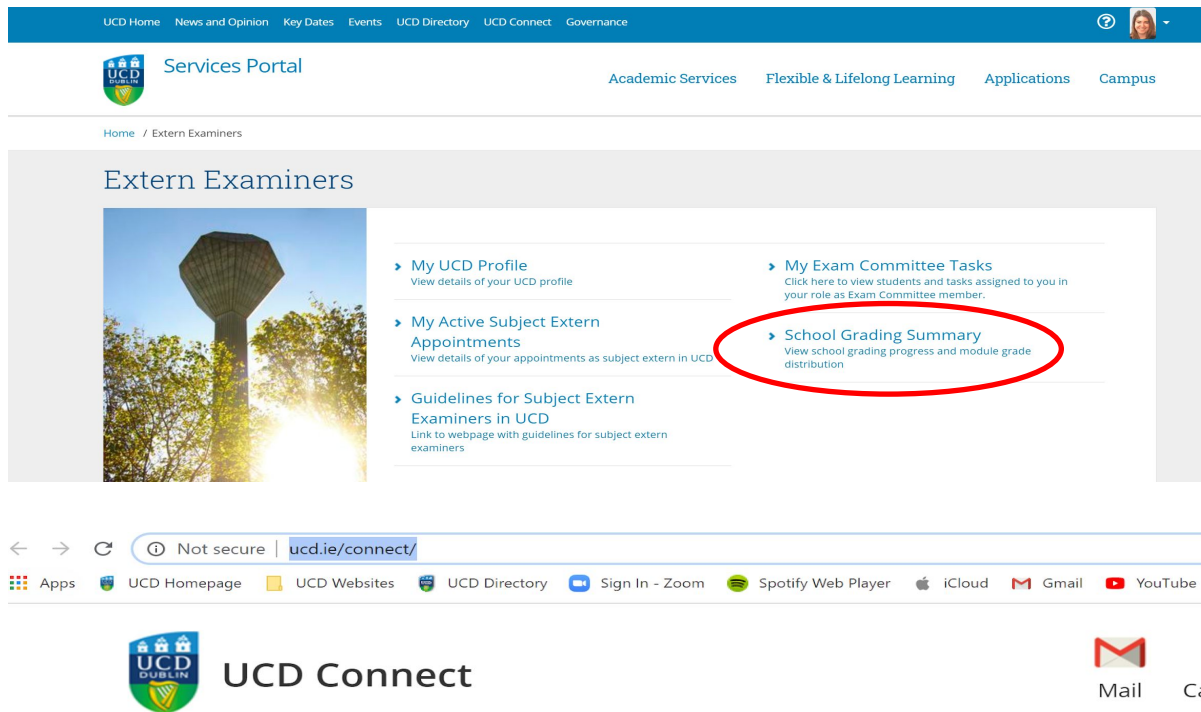
Name*

Role*

[Click here for an explanation of these roles](#)

Subject Extern Examiner Access

Once a Subject Extern has activated their UCD Connect Account (guidelines available [here](#)) and has been assigned to modules by the School, they will have access to the School Grading Summary (for the relevant School reports) and to the specific modules in Brightspace to which they have been assigned (and only those modules). The permissions associated with the Extern's role are aligned with the roles and responsibilities outlined in the [UCD Subject Extern Policy](#).



This is a screenshot of the Extern Examiners Infohub screen, which is accessible from the [External Services Portal](#).

Extern Examiners access Brightspace through the Brightspace logo on ucd.ie/connect

FAQs

Q. I can't find our Subject Extern Examiner in the Grant Access screen.

A. Please contact externexaminer@ucd.ie to check if the Subject Extern Examiner's appointment has been approved by ACCE.

Q. What access will Subject Extern Examiners have in UCD Systems?

A. Subject Extern Examiners access has been aligned with their role and responsibilities as outlined in the [UCD Subject Extern Examiner policy](#). They will have 'view-only access' in UCD systems such as Brightspace and InfoHub.

Q. I have concerns relating to access and privacy issues.

A. Subject Extern Examiners are provided with detailed [guidelines](#) relating to privacy, GDPR requirements, the purpose for which they are being provided access to this data, encryptions, storage and retention information.

Q. Do we have to provide our Subject Extern Examiner with access to modules in Brightspace?

A. No. However, providing your Extern with direct system access is a more secure method of providing them with the information they require in order to fulfil their role. Subject Externs are provided with guidance on GDPR, data storage and retention [here](#). If you are providing your Extern with copies of material, please adhere to [UCD data protection guidelines](#).

Q. Our Subject Extern Examiner requires support with the setup of their UCD Connect Account.

A. Please direct them to externexaminer@ucd.ie and also to the [Access to UCD Systems Guidelines](#).

Support & Useful Links

UCD Subject Extern webpage	https://www.ucd.ie/registry/staff/registryservices/assessment/researchdegrees/externexaminers/subjectexternsubjectssubjectarea/
UCD Subject Extern Policy	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-D OCLAND&ID=183
External Services Portal	https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=EXTERNS
User guidelines for Brightspace for Subject Extern Examiners	https://www.ucd.ie/registry/t4media/Brightspace%20Quick%20Guide%20Extern%20Examiner%20Access-%20On%20Website%2029%20May%2020.pdf
Guidelines for Accessing UCD Systems for Extern Examiners	https://www.ucd.ie/registry/t4media/Extern%20Access%20to%20UCD%20Systems.pdf
UCD GDPR Policy and Guidelines	https://www.ucd.ie/gdpr/policiesprocedures/
Guidelines on how to nominate Extern Examiners	https://www.ucd.ie/registry/t4media/How%20to%20Nominate%20Subject%20Extern%20Examiners-in%20template-updated%2029%20May%2020.pdf
Guidelines for UCD Staff on Extern Examiners	https://www.ucd.ie/registry/t4media/Guidelines%20For%20UCD%20Staff-Subject%20Extern%20Examiners.pdf

For support queries relating to the setup of the Subject Extern Examiner, contact externexaminer@ucd.ie



UCD Registry

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E: registry@ucd.ie