

My Module Grades

A guide to UCD's Grade Entry System.

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Manage Access to My Module Grades.

Module Coordinators are automatically assigned access to **'My Module Grades'** based on the information entered on the Module Descriptor for the relevant academic year.

If you are a Module Coordinator and are unable to access 'My Module Grades' contact your [College Liaison on the Curriculum Team](#).

A Module Coordinator will also be able to manage the Assistant Graders role for a module. The Assistant Grader role is managed via Module Access Management on Infohub.

Home / Students / Curriculum & Timetables / Module Access Management

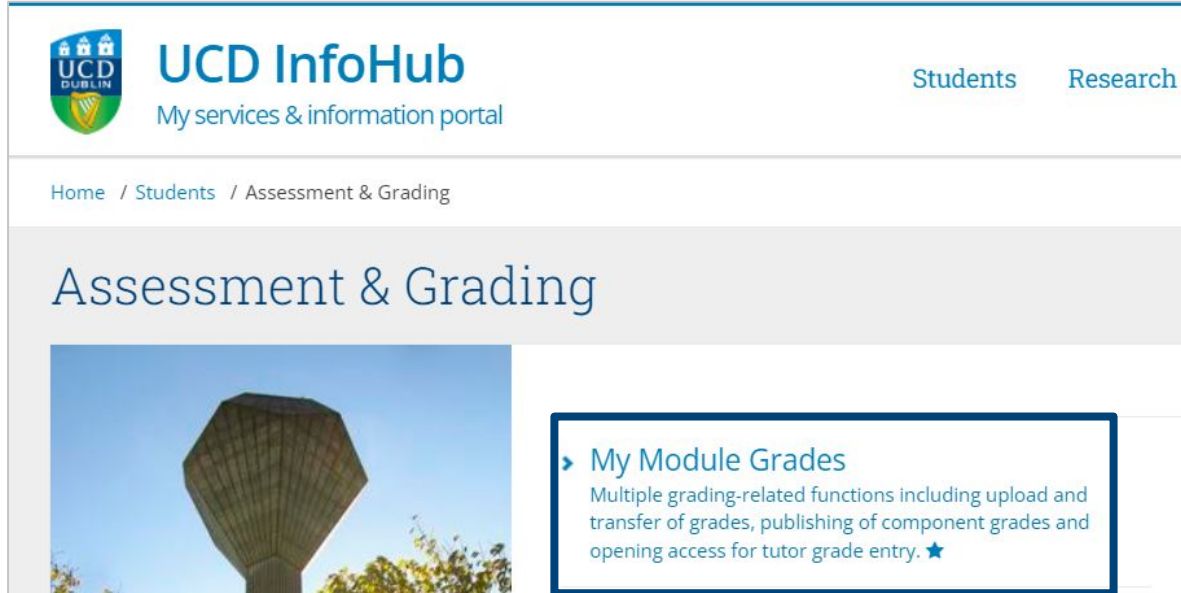
Module Access Management

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 ☆

Accessing My Module Grades.

My Module Grade is accessed under **Assessment & Grading** menu of Infohub.



The screenshot shows the UCD InfoHub website interface. At the top left is the UCD Dublin logo and the text 'UCD InfoHub My services & information portal'. To the right are links for 'Students' and 'Research'. Below this is a breadcrumb trail: 'Home / Students / Assessment & Grading'. The main heading is 'Assessment & Grading'. On the left is a photograph of a large, octagonal stone structure. On the right, a blue-bordered box highlights the 'My Module Grades' link, which is accompanied by a description: 'Multiple grading-related functions including upload and transfer of grades, publishing of component grades and opening access for tutor grade entry. ★'.

My Module Grades – Selecting a Module.

In order, to entry grades for a module you must first click on the **Open** button located under the Grade Entry Column.













Please note Grade Entry may appear as **Closed** during specific times during the Grade Approvals Process. If your module is displaying as **Complete** grades have already been entered for the module and commit to Academic History.

My Module Grades

Select Academic Year: Academic Year 2024/2025

My Students with Outstanding IX, IA and IM Grades

Filter...

Module	Term Code	CRN	Registered	Outstanding Grades	Grading Actions			GAP			
					Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2024/25 Autumn Trimester											
ACC10060 - Introduction to Accounting	202400	11123	99	99		–	–				N/A
BMGT10170 - Inside Organisations	202400	18902, 18903	574	574		–	–				N/A
CHEM30210 - Struct	202400	10626	47	47		–	–				N/A

My Module Grades – Grade Entry Options.

There are 3 methods available on My Module Grades once you have clicked on the Open button. The three methods available are as follows 1. **Manual Grade Entry**. 2. **Grade Transfer from Brightspace** and 3. **Upload using an Excel sheet**.

The screenshot shows a dialog box titled "Grade Entry for MDSA30090 in 2019/20 Spring Trimester". It contains three main sections:

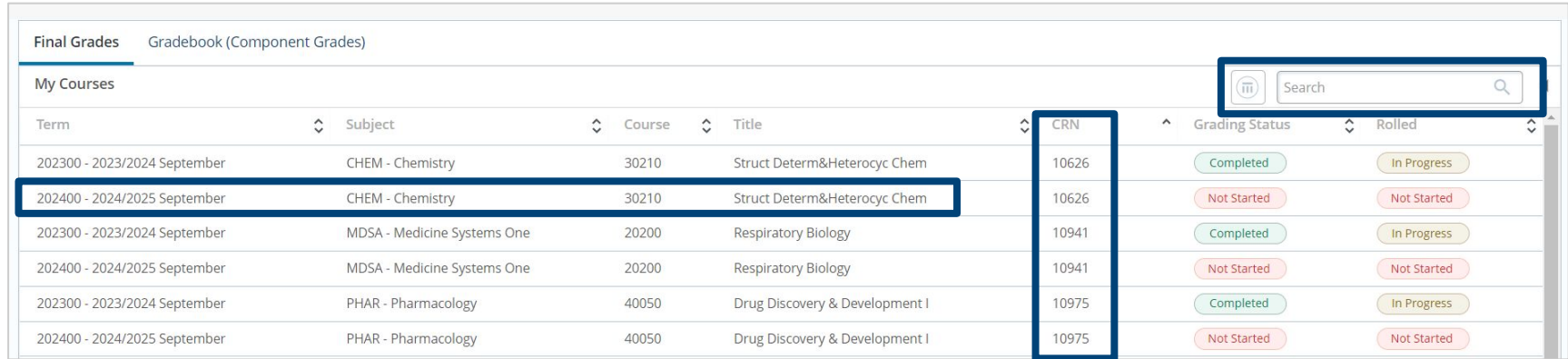
- Grade Entry**: Includes "Manual Grade Entry (Component & Final)" with a keyboard icon and a description: "Enter component grades and/or final grades using Banner Faculty Grade Entry".
- Brightspace Grades Transfer**: Includes "Transfer Component Grades" with a circular arrow icon and a description: "Transfer component grades from Brightspace".
- Infohub Grades Upload**: Includes "Upload Component Grades" (spreadsheet icon) and "Upload Final Grades" (spreadsheet icon).

Three callout boxes on the left point to these sections:

- Blue box: "Enter manually" (points to Manual Grade Entry)
- Purple box: "Transfer from Brightspace" (points to Transfer Component Grades)
- Green box: "Upload using an excel sheet" (points to Upload Component Grades)

My Module Grades – Manual Grade Entry.

The manual grade entry option defaults to Final Grades on the **Faculty Grade Entry** page. If you are manually entering **Component Grades** you can do so by clicking **Gradebook (Component Grades)** function located at the top left of the Faculty Grade Entry page.



Term	Subject	Course	Title	CRN	Grading Status	Rolled
202300 - 2023/2024 September	CHEM - Chemistry	30210	Struct Determ&Heterocyc Chem	10626	Completed	In Progress
202400 - 2024/2025 September	CHEM - Chemistry	30210	Struct Determ&Heterocyc Chem	10626	Not Started	Not Started
202300 - 2023/2024 September	MDSA - Medicine Systems One	20200	Respiratory Biology	10941	Completed	In Progress
202400 - 2024/2025 September	MDSA - Medicine Systems One	20200	Respiratory Biology	10941	Not Started	Not Started
202300 - 2023/2024 September	PHAR - Pharmacology	40050	Drug Discovery & Development I	10975	Completed	In Progress
202400 - 2024/2025 September	PHAR - Pharmacology	40050	Drug Discovery & Development I	10975	Not Started	Not Started

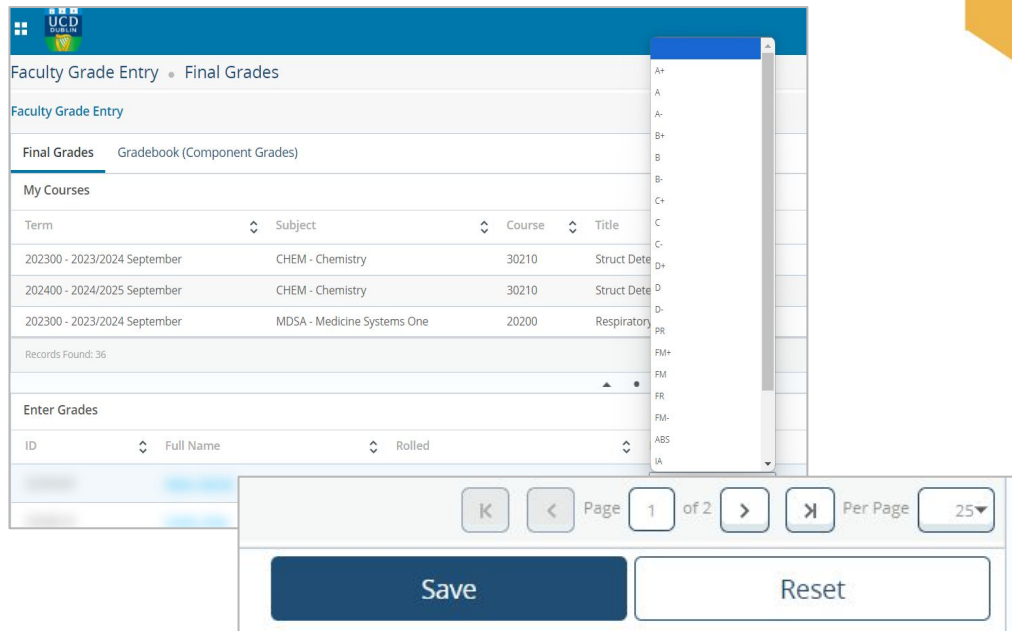
To enter grades, click the module being graded entered from the list of modules. If you are unable to locate your module from the list, use the Search function located in the top right corner. The **Search** function works best using the **CRN** for the module.

Manually Entering Final Grades.

Once you have clicked on the relevant module from the Faculty Grade Entry page, the Final Grades page will open.

In order, to enter a final grade click the drop-down menu located to the right of the Student Names and Student Number.

Once Final Grades have been selected for all students list, click **Save** located in the bottom right corner.



The screenshot displays the 'Faculty Grade Entry' page for 'Final Grades'. It features a table of courses and a dropdown menu for grade selection.

Faculty Grade Entry

Final Grades Gradebook (Component Grades)

My Courses

Term	Subject	Course	Title
202300 - 2023/2024 September	CHEM - Chemistry	30210	Struct Dete
202400 - 2024/2025 September	CHEM - Chemistry	30210	Struct Dete
202300 - 2023/2024 September	MDSA - Medicine Systems One	20200	Respirator

Records Found: 36

Enter Grades

ID	Full Name	Rolled

Grade Selection Dropdown Menu:

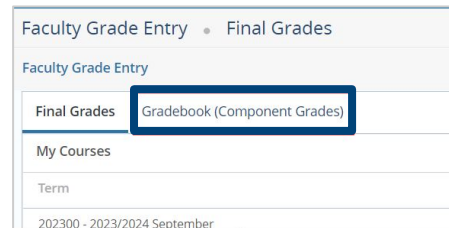
- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- D-
- PR
- FM+
- FM
- FR
- FM-
- ABS
- IA

Page 1 of 2 Per Page 25

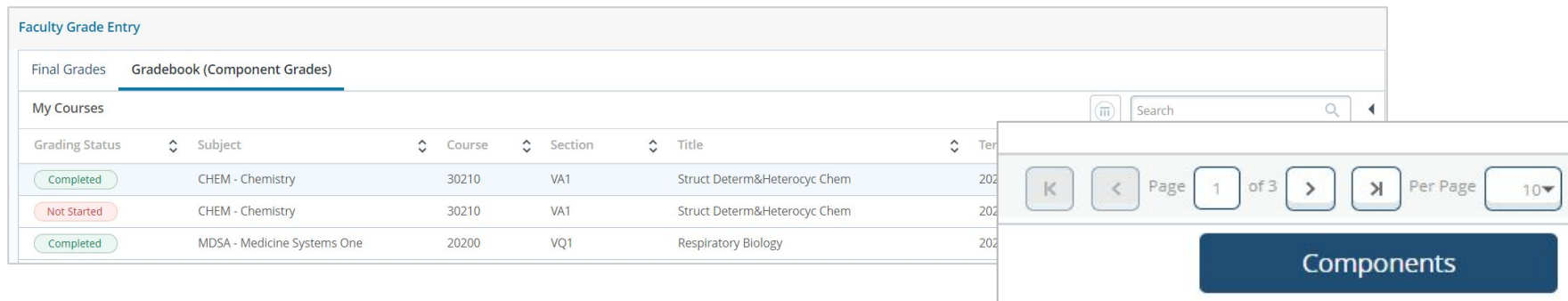
Save **Reset**

Selecting Components for Manual Grade Entry.

To enter component grades, you will first need to click on the **Gradebook (Component Grades)** tab on the Faculty Grade Entry page.



Next, click the module which enter component grades are being entered. Then click on the **Component** button on the bottom right corner of the screen.



A screenshot of the 'Faculty Grade Entry' page with the 'Gradebook (Component Grades)' tab selected. The page shows a table of courses with columns for Grading Status, Subject, Course, Section, Title, and Term. The table contains three rows of data. Below the table, there is a search bar and a pagination control showing 'Page 1 of 3' and 'Per Page 10'. A large blue button labeled 'Components' is positioned at the bottom right of the page.

Grading Status	Subject	Course	Section	Title	Term
Completed	CHEM - Chemistry	30210	VA1	Struct Determ&Heterocyc Chem	202300 - 2023/2024 September
Not Started	CHEM - Chemistry	30210	VA1	Struct Determ&Heterocyc Chem	202300 - 2023/2024 September
Completed	MDSA - Medicine Systems One	20200	VQ1	Respiratory Biology	202300 - 2023/2024 September

Manually Entering Component Grades.

Once you have clicked on the **Component button**, the module component list will be displayed. To enter grades for a component, double click on the relevant component, this will open the Component Grades page will open.

In order, to enter component grades click on the drop-down menu located to the right of the Student Names and Student Number.

Once Final Grades have been selected for all students list, Select **Save** located in the bottom right corner.

Faculty Grade Entry • [Gradebook](#) • Components

Components

Final Grades [Gradebook \(Component Grades\)](#)

Struct Determ&Heterocyc Chem - Components

Name	Description	Weight	Grade Scale	Must Pass
ASSIGNSSAY	Spectroscopy will be assessed by 4 assignments that will be graded and returned to the students at 4 tutorials. The heterocyclic component will have one	10	COMGRD	NO

Records Found: 3

Enter Component Grades

Id Student Name

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Save Reset

How to Amend Manually Entered Grades.

In some cases, you may need to amend Final or Component grades before grades are committed to Academic History.

To amend grades, you should follow the same process used to manually enter grades. It is extremely important once you have chosen the new grade from the drop-down menu, you select **Save**.

The screenshot displays the 'Final Grades' section of the UCD Gradebook. It features a table of courses and a form for entering or amending grades.

Term	Subject	Course	Title	CRN	Grading Status	Rolled
201900 - 2019/2020 September	MDSA - Medicine Systems One	30090	Disability	10208	In Progress	Not Started
201900 - 2019/2020 September	ZOOL - Zoology	20020	Animal Behaviour	15088	Completed	Completed

Below the table, there is a section for 'Enter Grades' with a search bar and a table with columns for 'ID', 'Full Name', 'Rolled', and 'Final Grade'. A blue box highlights the 'Final Grade' column, which contains a drop-down menu with options: C, B+, B-, B, B-, B+, B+, B+, B+, B+.

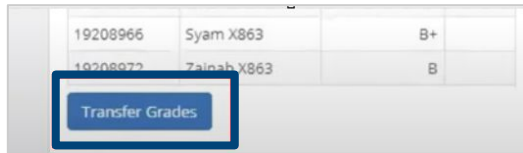
At the bottom of the interface, there is a navigation bar with 'Page 1 of 2' and 'Per Page 25'. Below this are two buttons: 'Save' and 'Reset'.

My Module Grades – Brightspace Transfer.

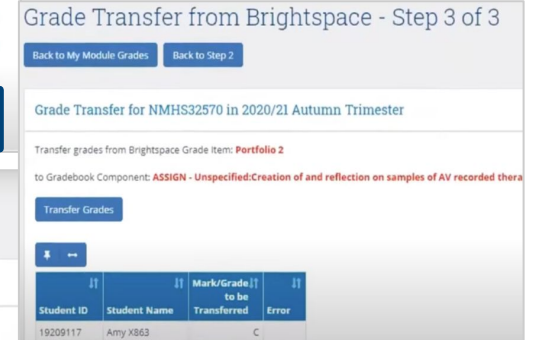
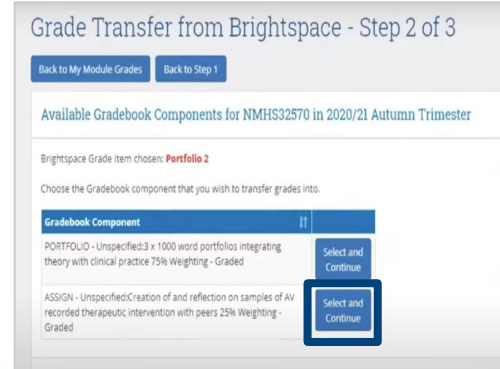
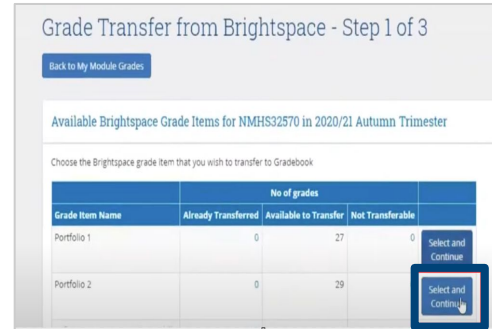
The **Brightspace Transfer** process has **3 steps**.

1. Click on the Grade Item you want to transfer from Brightspace.
2. Click the component you are transferring grades to.
3. Review grades and confirm transfer of grades.

To confirm the transfer of grades from Brightspace to My Module Grades click Transfer Grades.



Once the transfer is complete the **Return to Input & Manage Grades** button will appear. Select this button to close out the transfer process.



Brightspace Transfer Grade Item Missing.

If the **Brightspace Grade Item** is not appearing in Step 1. of the Grade Transfer from Brightspace process.

You will need to return to Brightspace to ensure the Grade Item is a Letter Grade and has been published on Brightspace. Please be advised, any changes which are applied in Brightspace will only be reflected in Step 1 after the hourly update.

If the Grade item is a Letter Grade and has been published but the Grade Item is still not appearing. Please email grading.support@ucd.ie for assistance.

Grade Transfer from Brightspace - Step 1 of 3

[Back to My Module Grades](#)

Available Brightspace Grade Items for NMHS32570 in 2020/21 Autumn Trimester

Choose the Brightspace grade item that you wish to transfer to Gradebook

Grade Item Name	No of grades			
	Already Transferred	Available to Transfer	Not Transferable	
Portfolio 1	0	27	0	Select and Continue
Portfolio 2	0	29	0	Select and Continue
Reflection on communication skills	28	0	0	
TOTAL Portfolio	29	0	0	

My Module Grades – Uploading Grades.

There are two options available for uploading grades to My Module Grades.

1. Upload Component Grades.
2. Upload Final Grades.

Both Final and Component Upload options will require an excel sheet in **comma-delimited (.csv) text format** to upload grades.

You can create your own file with the following headings **Student ID** (Student Number) must be in **Column A** and the **Final Grade** in **Column C**.

Alternatively, you can use the **Prepare Upload File** option which can be found under each option. This will allow you to download a template in which you can enter your grade into Column C.

To do this, you will first need to select the Grade for Upload.

The screenshot displays a user interface for grade entry, organized into three sections:

- Grade Entry**: Contains the option "Manual Grade Entry (Component & Final)" with a keyboard icon. The description is "Enter component grades and/or final grades using Banner Faculty Grade Entry".
- Brightspace Grades Transfer**: Contains the option "Transfer Component Grades" with a curved arrow icon. The description is "Transfer component grades from Brightspace".
- Infohub Grades Upload**: This section is highlighted with a blue border and contains two options:
 - "Upload Component Grades" with an upload icon (arrow and document). Description: "Upload component grades from spreadsheet".
 - "Upload Final Grades" with an upload icon. Description: "Upload a spreadsheet with final grades".

Uploading Component Grades.

Once the Component Upload file has been prepared and saved in comma-delimited (.csv) text format you can proceed with the upload process.

First, click the **Grade for Upload**, ensuring you have ticked the correct CRN and Component.

Next, **Choose File** for Component Upload.

Next, click **Validate Only**. This will identify any errors that exist within the file, such as invalid student IDs or missing grades which need to be fixed on the file.

If there are no errors click, **Upload**.

1. CRN & Component Details

Select Component for upload

Components	Registered	Outstanding Grades	Committed Grades	Grade Scale	Grading	Select for Grades Upload
CRN 18902						
Group-Work Team Creative Video Submission (OBLive/LIFT) 25% Weighting - Graded	317	317	0	Component Grade Scale	Incomplete	<input type="checkbox"/>
Group-Work Team Interview & Debrief/Prebrief 25% Weighting - Graded	317	317	0	Component Grade Scale	Incomplete	<input type="checkbox"/>
Part-Learn Early Stage Teambuild Submission 10% Weighting - Graded	317	317	0	Component Grade Scale	Incomplete	<input type="checkbox"/>
Group-Work Team Dossier - Portfolio of Collaborative Activ... 40% Weighting - Graded	317	317	0	Component Grade Scale	Incomplete	<input type="checkbox"/>
CRN 18903						
Group-Work Team Creative Video Submission (OBLive/LIFT) 25% Weighting - Graded	257	257	0	Component Grade Scale	Incomplete	<input type="checkbox"/>
Group-Work Team Interview & Debrief/Prebrief 25% Weighting - Graded	257	257	0	Component Grade Scale	Incomplete	<input type="checkbox"/>
Part-Learn Early Stage Teambuild Submission 10% Weighting - Graded	257	257	0	Component Grade Scale	Incomplete	<input type="checkbox"/>

3. Upload file for CRN 18903

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: No file chosen

* **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	C
1	Student ID	Student Name (or other info/empty)	Component Grade
2	20123456	Blogs Joe	B+
3	20654321	Other A N	C

CRN: 18903
Component:

Uploading Final Grades.

To upload **Final Grades** you must first click the **Grades for Upload**.

Once you have clicked on the correct final grades for upload click on **Validate Only**. If there are no errors, proceed with uploading the grades.

1. CRN Details

Select CRN for upload if more than one available

CRN	Grade Scale	Registered	Outstanding Grades	Committed Grades	Grading	Select for Grades Upload
30537	Graded Grade Scale	30	30	0	Incomplete	<input checked="" type="checkbox"/>

* **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	C
1	Student ID	Student Name (or other info/empty)	Component Grade
2	20123456	Bloggs Joe	B+
3	20654321	Other A N	C

Upload Validate Only

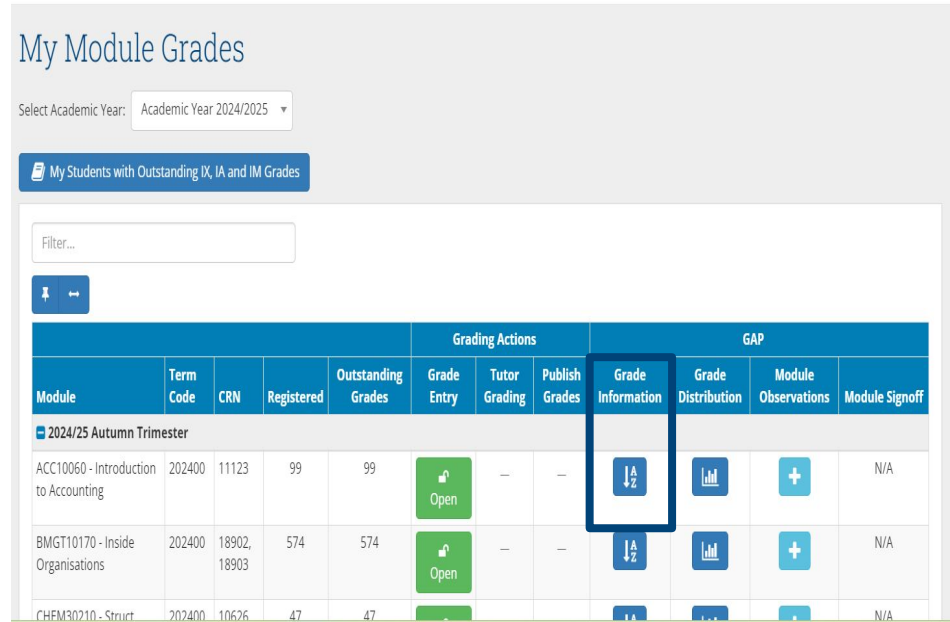
My Module Grades – Grade Review.

Once all grades have been entered for a module, grades should be reviewed to ensure no errors have occurred during grade entry.

To review grades, click the A-Z button located under the Grade Information column. This will open a page with the following information for the module:

- Assessment Strategy.
- Remediation Strategy.
- Assigned Graders.
- Module Course Reference. Number (CRN) for the trimester.
- Module Results Sheet.

Grades can be reviewed on the **Module Results Sheet** located at the bottom of the report.



The screenshot shows the 'My Module Grades' interface. At the top, there is a dropdown menu for 'Select Academic Year' set to 'Academic Year 2024/2025'. Below this is a blue button labeled 'My Students with Outstanding IX, IA and IM Grades'. A search bar with the placeholder 'Filter...' is present. The main content is a table with the following columns: Module, Term Code, CRN, Registered, Outstanding Grades, Grading Actions (Grade Entry, Tutor Grading, Publish Grades), Grade Information, Grade Distribution, GAP (Module Observations, Module Signoff). The 'Grade Information' column is highlighted with a blue box, and a blue button with 'A-Z' and a downward arrow is visible in this column for the first two rows. The table data is as follows:

Module	Term Code	CRN	Registered	Outstanding Grades	Grading Actions			GAP				
					Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff	
2024/25 Autumn Trimester												
ACC10060 - Introduction to Accounting	202400	11123	99	99	Open	-	-	A-Z	Bar Chart	+	N/A	
BMGT10170 - Inside Organisations	202400	18902, 18903	574	574	Open	-	-	A-Z	Bar Chart	+	N/A	
CHEM30210 - Struct	202400	10626	47	47	Open	-	-	A-Z	Bar Chart	+	N/A	

My Module Grades – Invalid Grades.

While reviewing your grades the most common error which can be found is an **Invalid Grades** error.

If an invalid grade has been entered, a warning message will appear as follows **Grade Roll 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.

In order, to be able to commit grades to academic history the invalid grade will need to be changed.

Help information for Module Result Sheet ⓘ

Component Full Names Extract All **⚠ Invalid Grades on Module - Grade Roll Disabled**

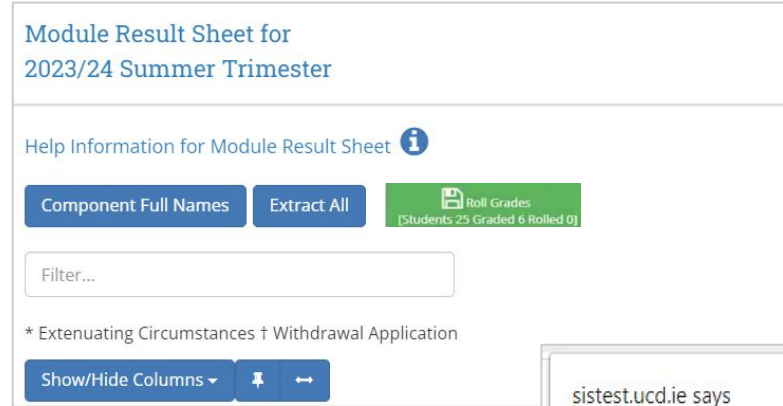
Filter...

C	D+		ⓘ	⚠ Grades not rolled
A+	A		ⓘ	⚠ Grades not rolled
C	C		ⓘ	⚠ Grades not rolled
A	FX	⚠ Invalid Grade	ⓘ	⚠ Grades not rolled


My Module Grades – Committing Grades.


Once all grades have been reviewed it is the responsibility of the Module Coordinator to commit grades.

To commit grades to Academic History, scroll to Module Result Sheet section and click on **Green Roll Grades** button.





Module Result Sheet for
2023/24 Summer Trimester

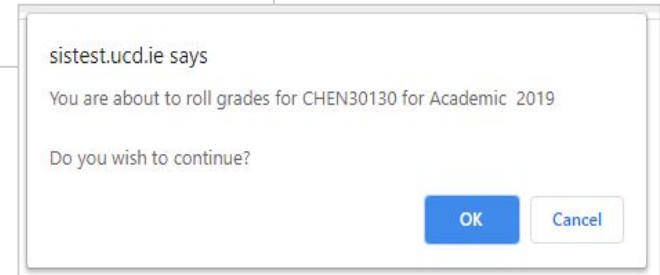
Help Information for Module Result Sheet 

Component Full Names Extract All  Roll Grades
[Students 25 Graded 6 Rolled 0]

Filter...

* Extenuating Circumstances † Withdrawal Application

Show/Hide Columns  



sistest.ucd.ie says

You are about to roll grades for CHEN30130 for Academic 2019

Do you wish to continue?

OK Cancel

Clárann UCD | UCD Registry
www.ucd.ie/registry

