My Module Grades – Reports.

A guide for Module Coordinators Grading Reports.

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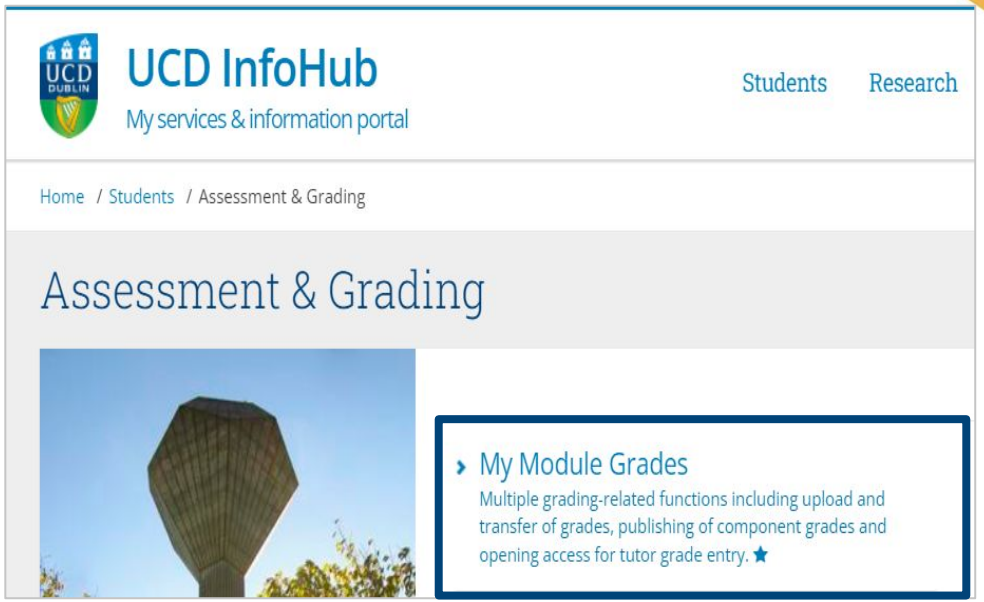
Access to Grading Reports.

Module Coordinators grading reports are located on Infohub under the Assessment and Grading menu.

All Module Coordinators will have automatic access to their own module(s) reports. The Module Coordinator can also grant access to the individuals in the following roles:

- Module Assistants.
- Lecturer/ Co-Lecturer.
- Assistant Grader.

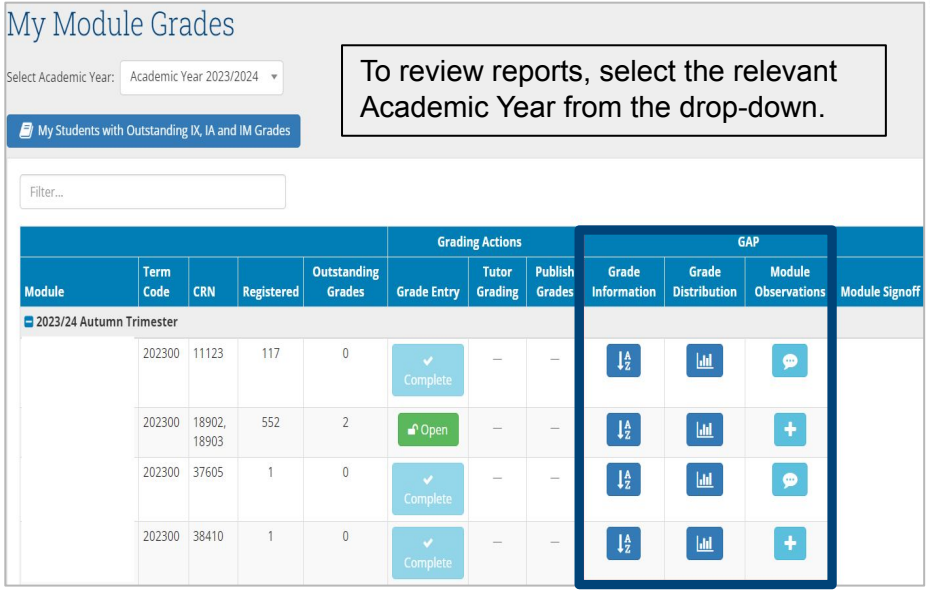
Access to the Grading Reports can be managed through **Module Access Management section Manage My Modules – Who has Access?**



Grading Reports.

In the **My Module Grades** screen, depending on your role, you will see the modules with which you are associated, displayed by trimester.

As well as the tutor grading and publish grades (for component grades)and the following five Reporting functions - Grade Information, Grade Distribution, Module Observation, Module Sign Off and My Students with Outstanding IX, IA and IM Grades.

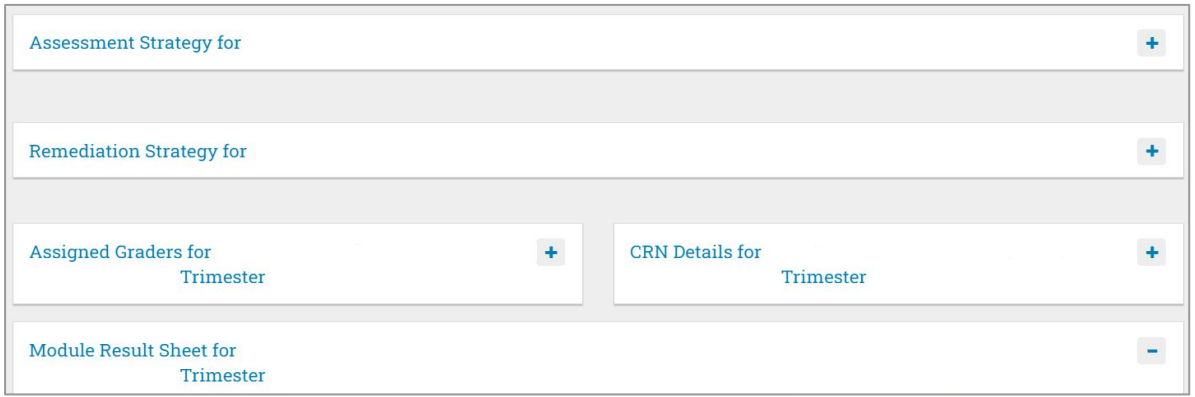


Grade Information Reports.

The **Grade Information Report** displays the following information for the module:

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

Along with the **Module Results Sheet** which should be used to ensure the grades entered for the module are correct.



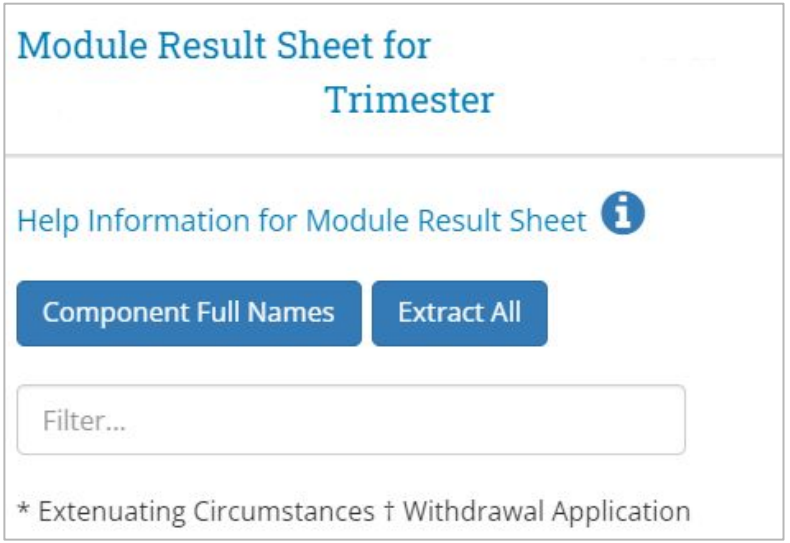
Grade Information Report – Review Grades.

The following features of the Grade Information Report should be used when reviewing and verifying of your grades:

The **Extract All** button allows you to download the report data, as well as additional information such as Programme and major registrations, to MS Excel.

The **Filter** function allows you to filter by any information present on the report such as CRN, grade, stage, or Programme.

Students with outstanding Extenuating Circumstances or Withdrawal applications will be flagged with a special character /symbol.



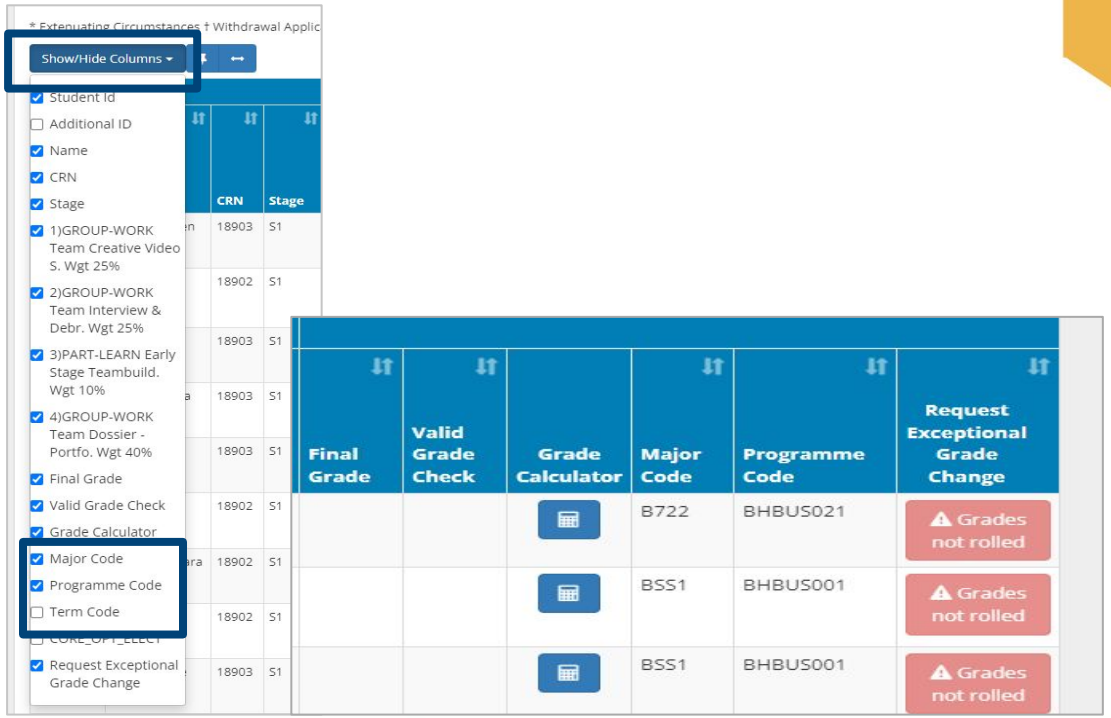
Grade Information Report – Show/Hide.

Another feature of the Grade Information Report is the Show/Hide Columns button.

The **Show/Hide Columns** button will allow you at add additional fields to the Module Results Sheet such as Major Code, Programme and Term code.

To add additional fields simply click on Show/Hide button and select the fields you require from the drop-down menu.

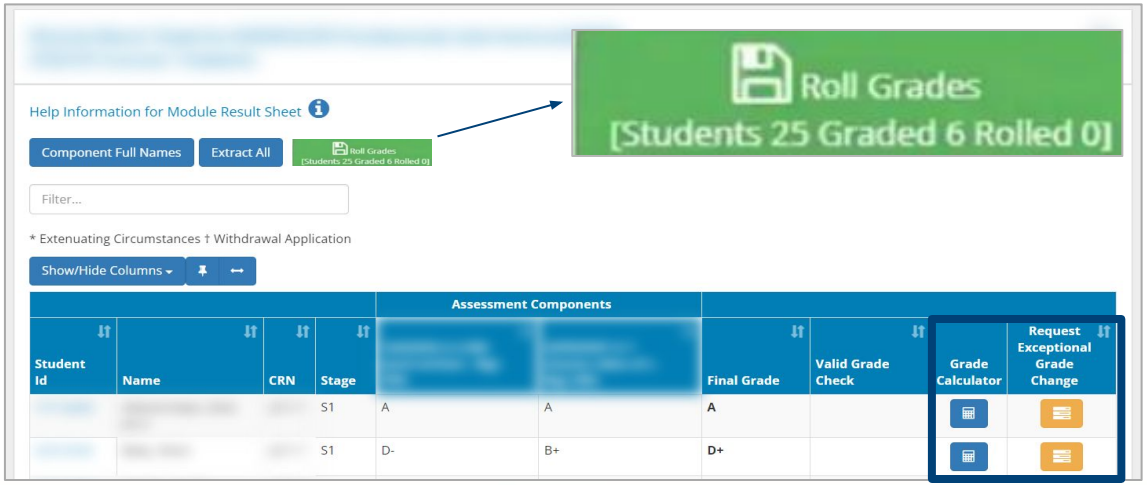
The selected fields will then be added to the Module Results Sheet.



Grade Information Report - Functions.

To support the accuracy and integrity of grades the following functions can be found under the **Module Result Sheet** section of the Grade Information Report.

- The **Grade Calculator** which provides a recalculation of a final grade based on a potential component grade change.
- The **Exceptional Grade Change** request function, where all change of grade can be submitted.



To **commit** grades to **Academic History**, click on the green **Grade Roll** button. The commit grade button will be available during the GAP from the Grade Entry Deadline up to the relevant SMEC deadline.

This button will not be visible outside of the GAP deadlines.

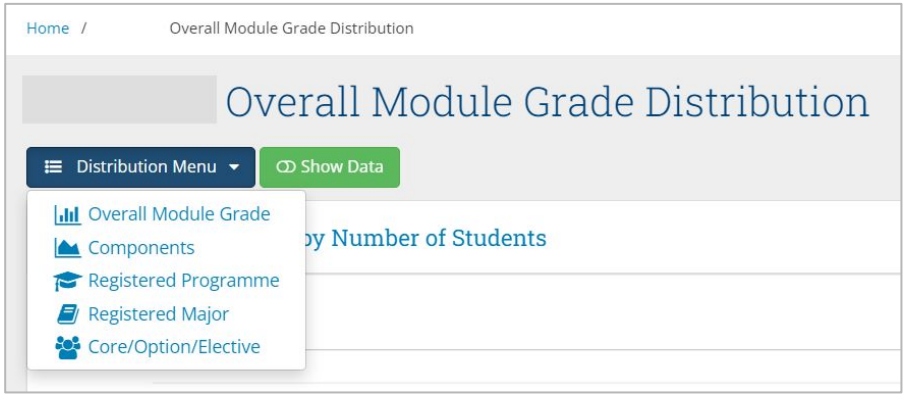
Grade Distribution.

Within My Module Grades you will also find the **Grade Distribution report**. This report provides context to the grading information by displaying different views of module grade data such as:

- Overall Module Grade distribution graph for the module.
- Component grade distributions.
- Grade distribution by Programme or Major.
- Grade distribution by Core /Option /Elective.

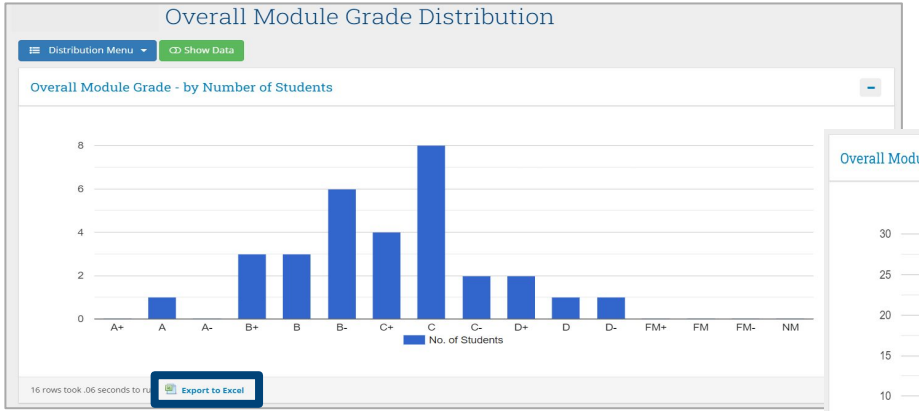
You can navigate to other data views via the **Distribution Menu**.

The green **Show Data** button is used to show the data on which the graph is based.

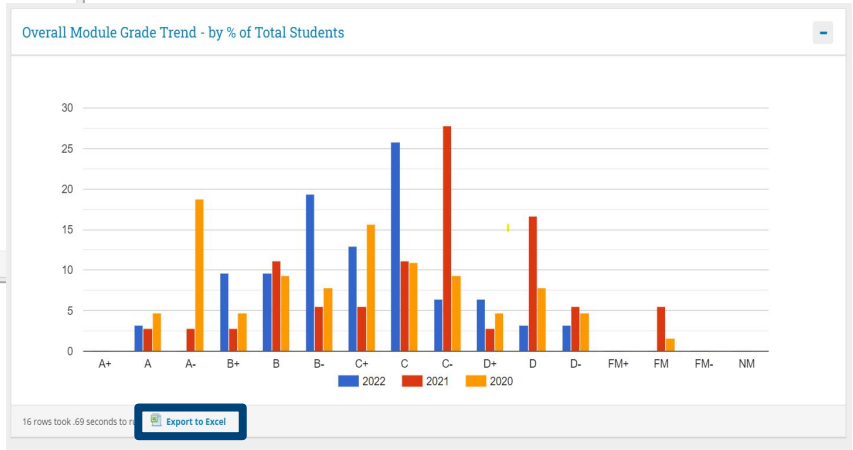


Grade Distribution – Overall Module Grade.

The **Overall Module Grade** view shows a grade distribution for the selected module and up to three years historical data, provided the Assessment Strategy has not changed during this period.



The option to **Export to Excel** can be found at the bottom of each chart.

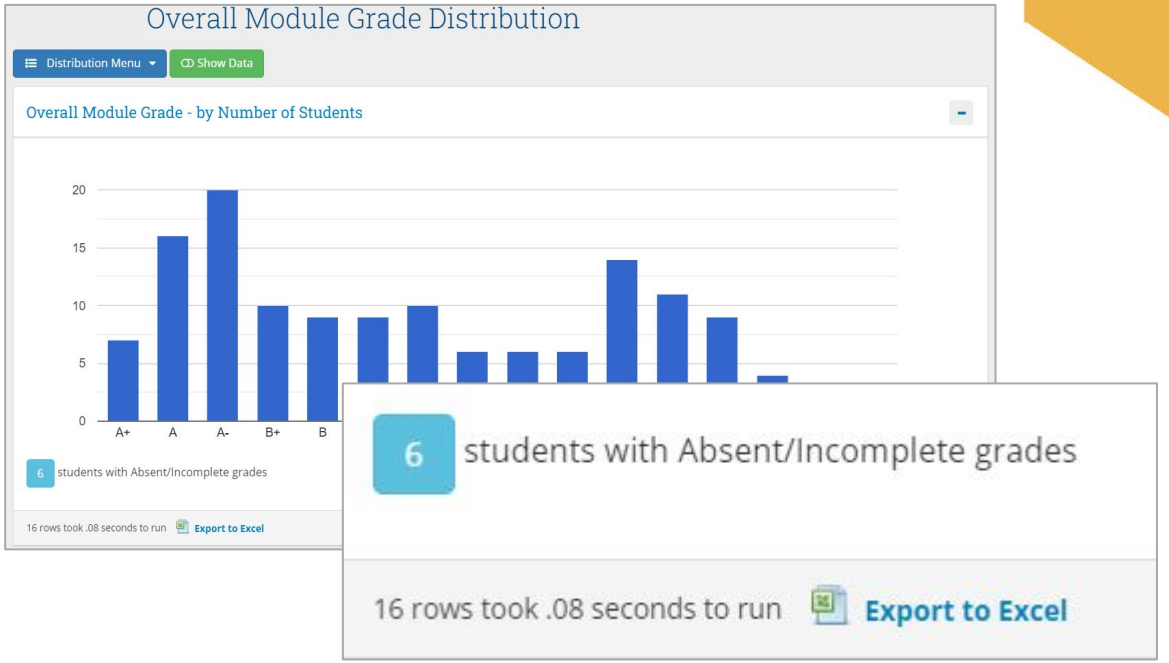


Grade Distribution – Discretionary Grades.

Under the Overall Module Grades graph, you will have access to a list of students with **Discretionary Grades** (such as IX, WN, IH, IA, IM which are grade point neutral).

This report has been included as students with discretionary grades are not included on the Grade Distribution graph. The Absent (ABS) grade is also displayed here.

Students who have been awarded these grades can be viewed in a standalone report accessed by selecting the light blue number highlighted.

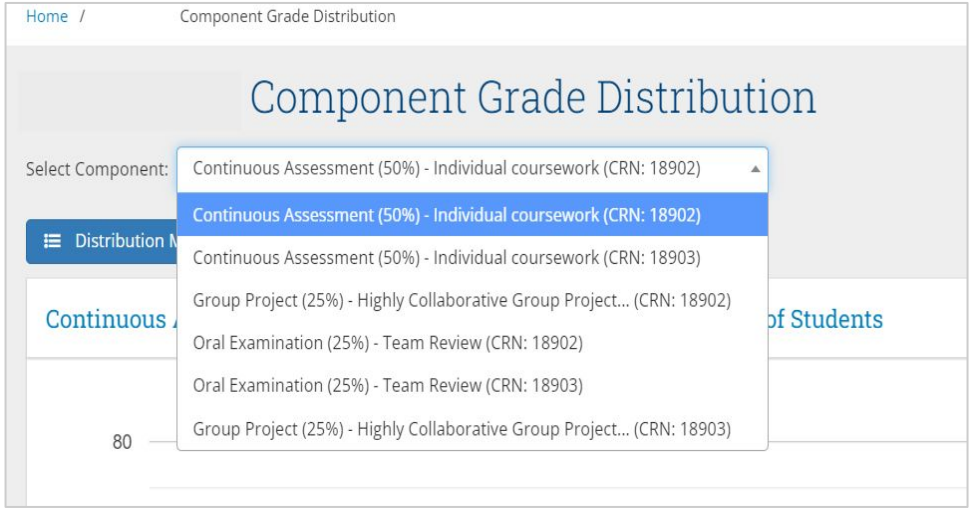


Grade Distribution - Components.

To view the **Component Grade,** you will first need to click on the relevant component from the drop-down menu.

Once you have selected the component you will be able to view the grade distribution for the selected component. Along with the three-years historical data for the component.

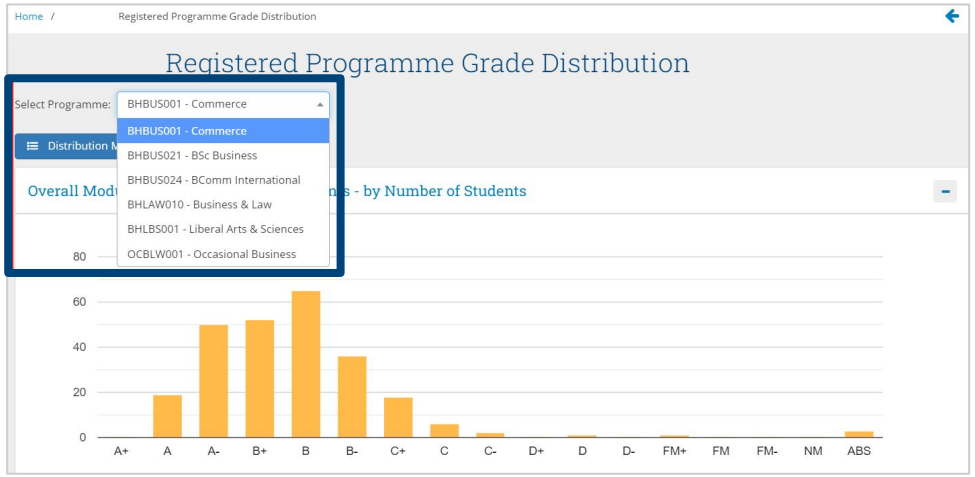
For the three-year trend data any changes to Assessment Strategy of a module within the that period will not be reflected in the trend data.



Grade Distribution by Programme.

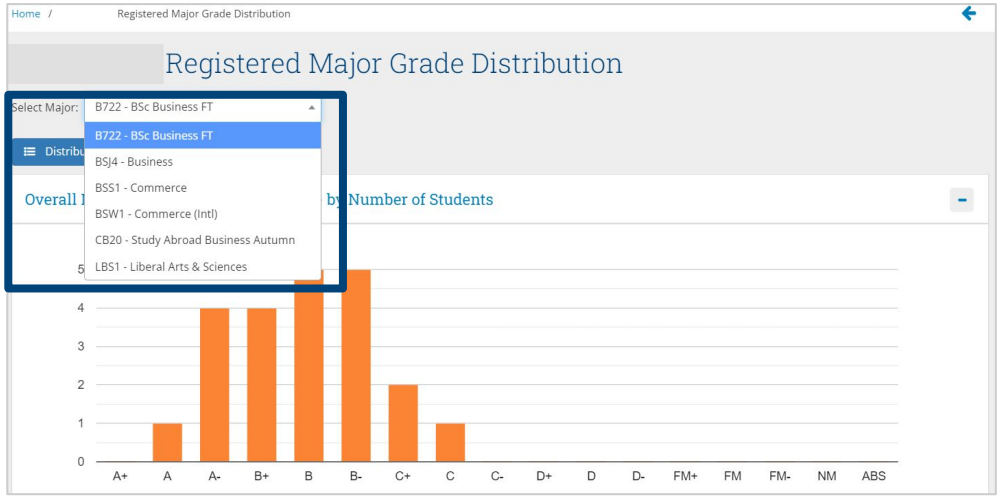
To view **Grade Distribution by Programme** click on the dropdown menu to view the Programme. A list of Programme that contain your modules in its structure will appear on this menu.

The grade distribution by Programme will display students registered to the selected Programme as a core or option module. The report will not include students who are registered to module as an elective.



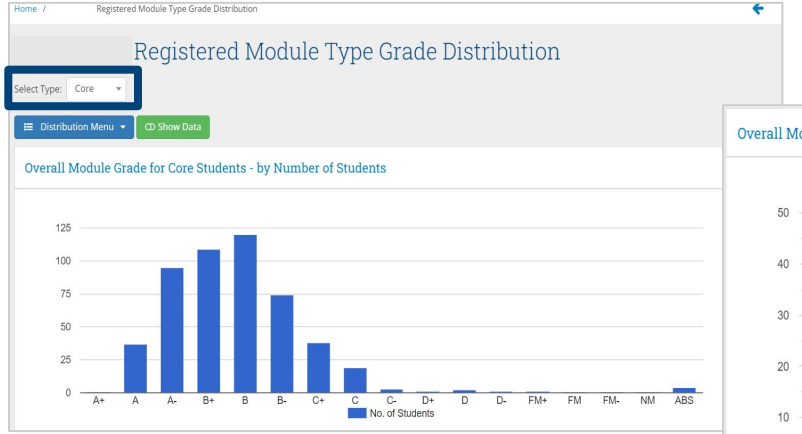
Grade Distribution by Major.

The **Grade Distribution by Major** is used in the same way you would use the report by Programme. This report displays the grade distribution of students registered to the selected major.

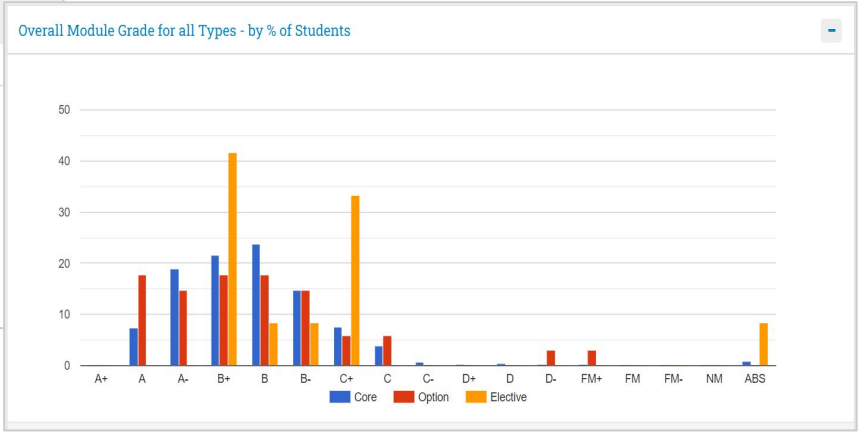


Grade Distribution – Core/Option/Elective.

This section of the report will allow you to review the module grade distribution based on whether the student is registered to the module as either a core, option or elective.



Each grade distribution can be viewed individually or as a comparison.



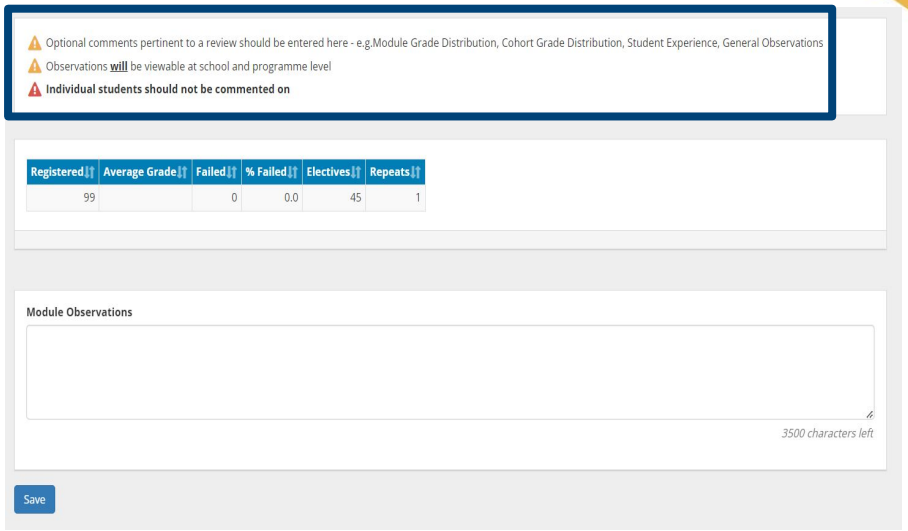
Module Observations.

The **Module Observations** feature provides an opportunity for **Module Coordinators** to record any comments or observations on the grading of the module. The observation section provides the following information.

- Number of registered students.
- Average Grade.
- Number of Fails.
- Percentage of Fails.
- Number of Repeats.
- Number of Electives.

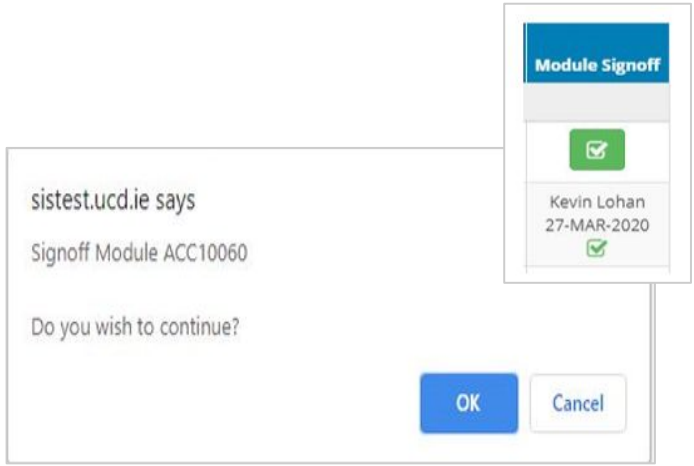
Before completing this section, it is essential that you read the advisory text located at the top of the page.

The module observations will be visible by the School Modular Examination Committee and the Programme Exam Board.



Module Sign-off.

The **Module Coordinator** is required, via the Module Sign-off, to confirm that the component and module grades have been reviewed and are correct. The Module Sign-off must be recorded prior to the School Module Examination Committee meeting each trimester.



To sign off on a module click on the green tick box corresponding to the module on the My Modules page.

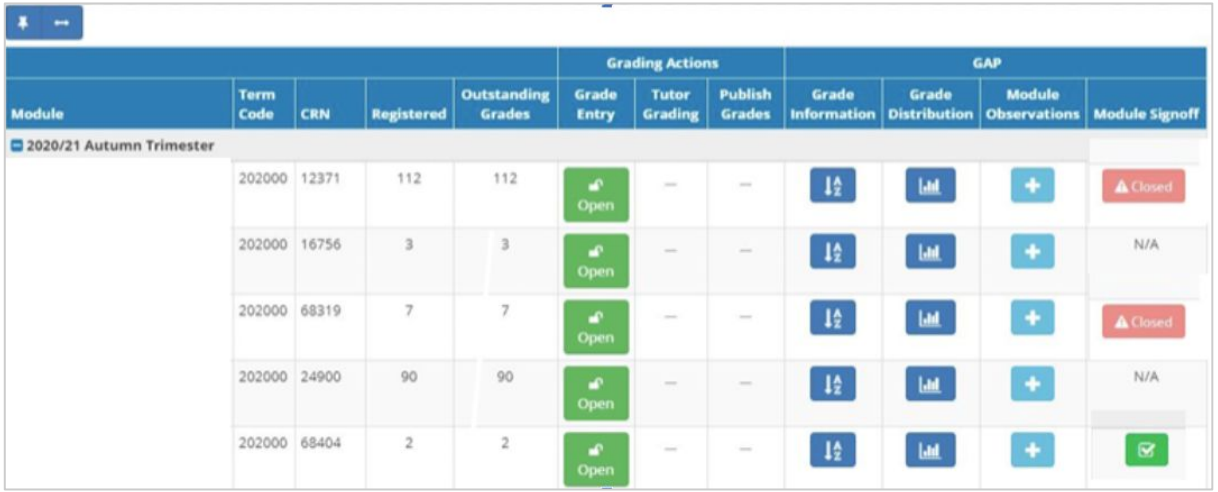
Once you have confirmed sign-off via the dialog box, the record will be updated to display the approver's name and date.

If you click the Sign-off in error contact grading.support@ucd.ie.

Module Sign-off - Status.

Depending on when the report is viewed. The Module Coordinators may see the Module Sign-off button as "**Closed**".

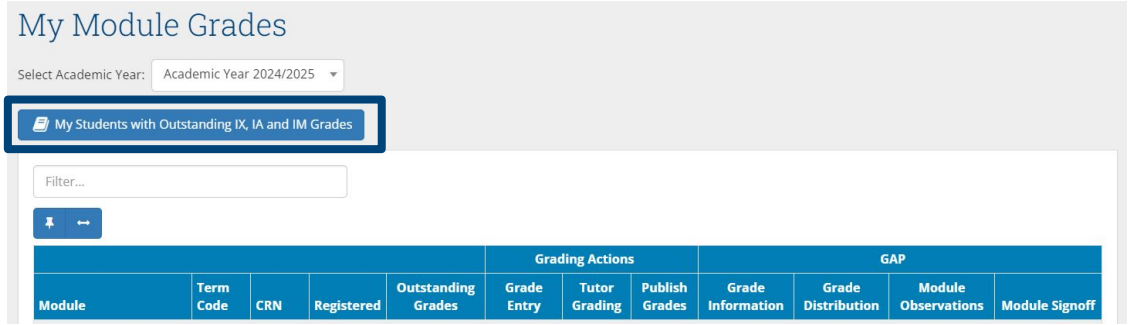
Other users of the report will see either the completed Sign-off record or N/A/ if the module grades have yet to be signed off.



					Grading Actions			GAP			
Module	Term Code	CRN	Registered	Outstanding Grades	Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2020/21 Autumn Trimester											
	202000	12371	112	112	Open	–	–				Closed
	202000	16756	3	3	Open	–	–				N/A
	202000	68319	7	7	Open	–	–				Closed
	202000	24900	90	90	Open	–	–				N/A
	202000	68404	2	2	Open	–	–				

Students with Outstanding Exceptional Grades.

Within My Module Grades Module Coordinators will also be able to view students with Outstanding IX, IA and IM Grades report. To access this report, you will need to click on the **My Student with Outstanding IX, IA, and IM Grades** button located on the main page of My Module Grades.

This report provides an overview of students with these grades. The report will display the following:

- Information on the student.
- When the student took the module.
- Information of any previous attempts at the module.