Uploading Grades.

A guide on how to upload grades in My Module Grades.

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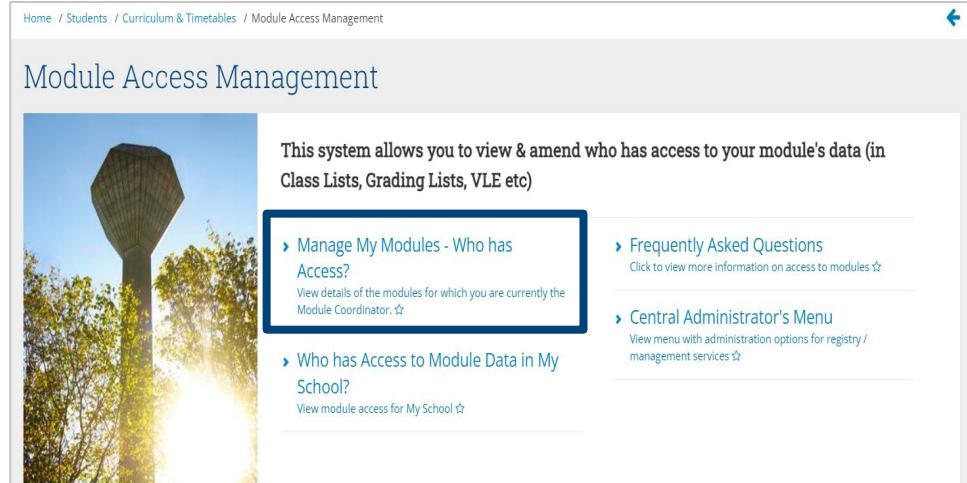
Manage Access to My Module Grades.

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' please contact your College Liaison on the Curriculum Team.

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

Accessing My Module Grades.

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

My Module Grades – Selecting a Module.

In order, to entry grades for a module you must first click 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.
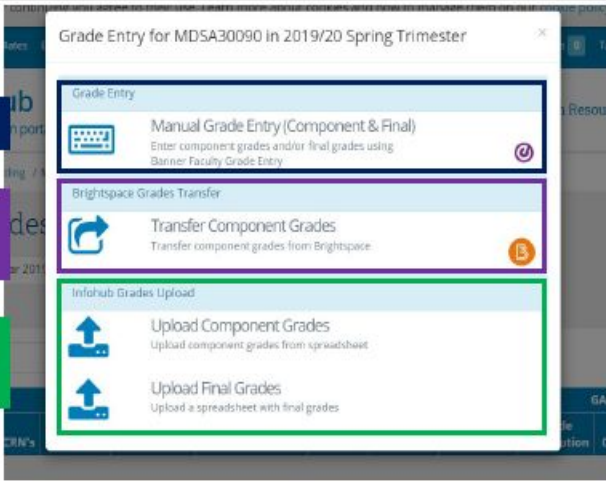
My Module Grades – Grade Entry Options.

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.**

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.

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, select 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**.

Uploading Final Grades.

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

Once you have selected 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	☑

* 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

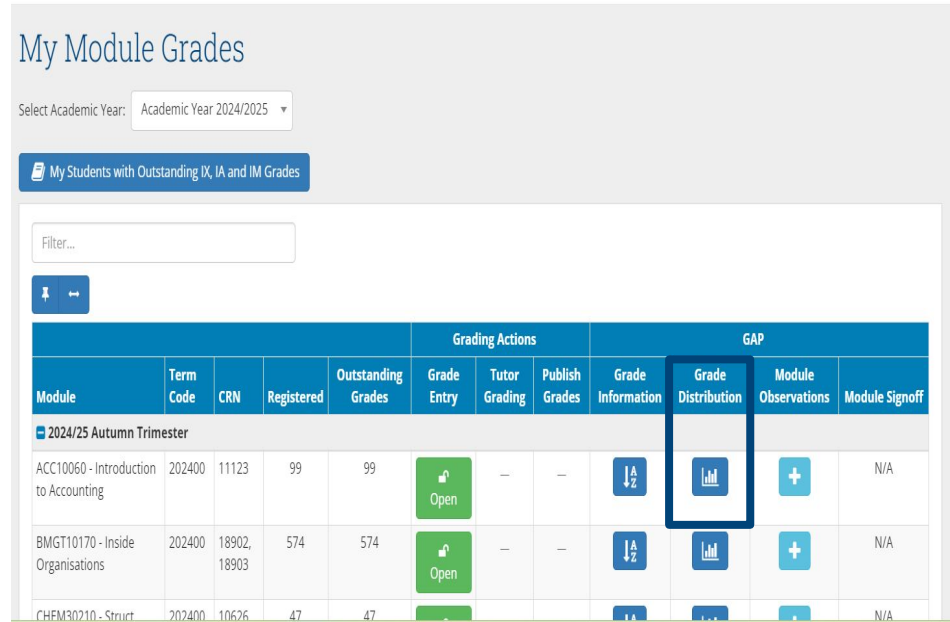|	A	B	C
1	**Student ID**	Student Name (or other info/empty)	**Component Grade**
2	20123456	Bloggs Joe	B+
3	20654321	Other A N	C

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 or Grade Information 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.

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.

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.

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