

# Uploading Grades.

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

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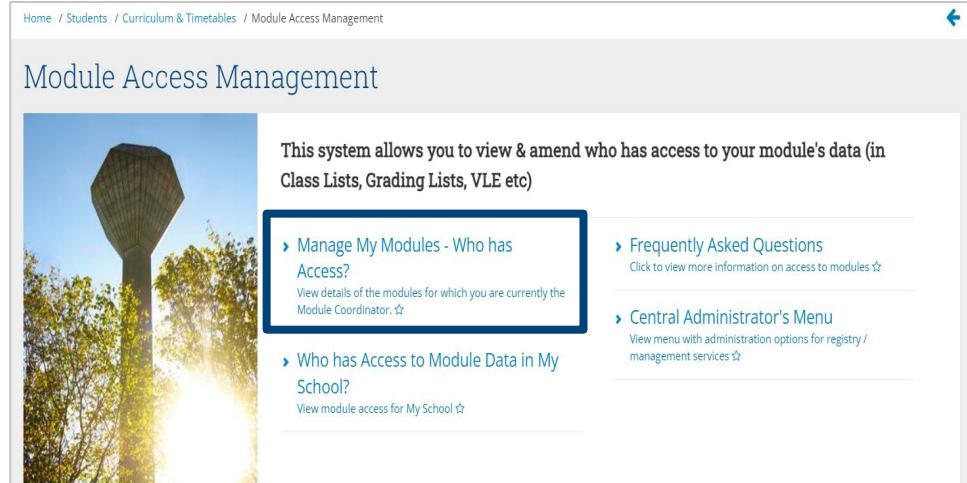
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# Manage Access to My Module Grades.

**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.



Home / Students / Curriculum & Timetables / Module Access Management

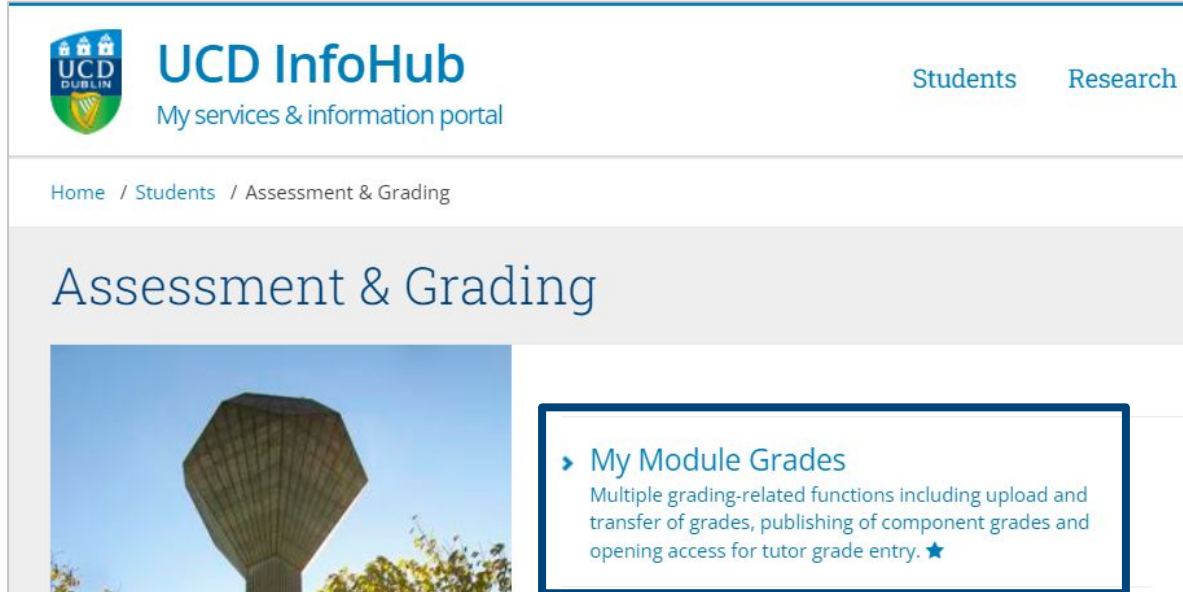
## Module Access Management

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 with the text 'UCD InfoHub My services & information portal'. To the right are links for 'Students' and 'Research'. Below the header 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 a link: '› My Module Grades'. Below this link is 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 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

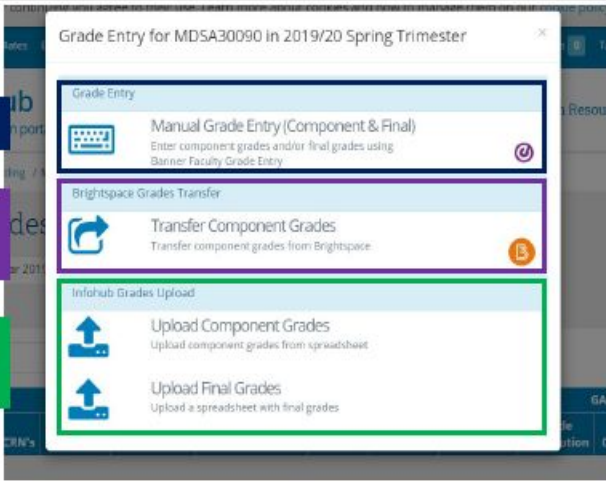
My Students with Outstanding IX, IA and IM Grades

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

Three colored callout boxes on the left point to these sections:

- Blue box: Enter manually
- Purple box: Transfer from Brightspace
- Green box: 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.


Grade Entry


 Manual Grade Entry (Component & Final)  
Enter component grades and/or final grades using Banner Faculty Grade Entry 

Brightspace Grades Transfer

 Transfer Component Grades  
Transfer component grades from Brightspace 

Infohub Grades Upload

 Upload Component Grades  
Upload component grades from spreadsheet

 Upload Final Grades  
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, 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**.

1. CRN & Component Details

Select Component for upload

Components	Registered	Outstanding Grades	Committed Grades	Grade Scale	Grading	Select for Grades Upload
<b>CRN 18902</b>						
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"/>
<b>CRN 18903</b>						
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 -	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	Bloggs Joe	B+
3	20654321	Other A N	C

CRN: 18903  
Component:



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

Upload Validate Only

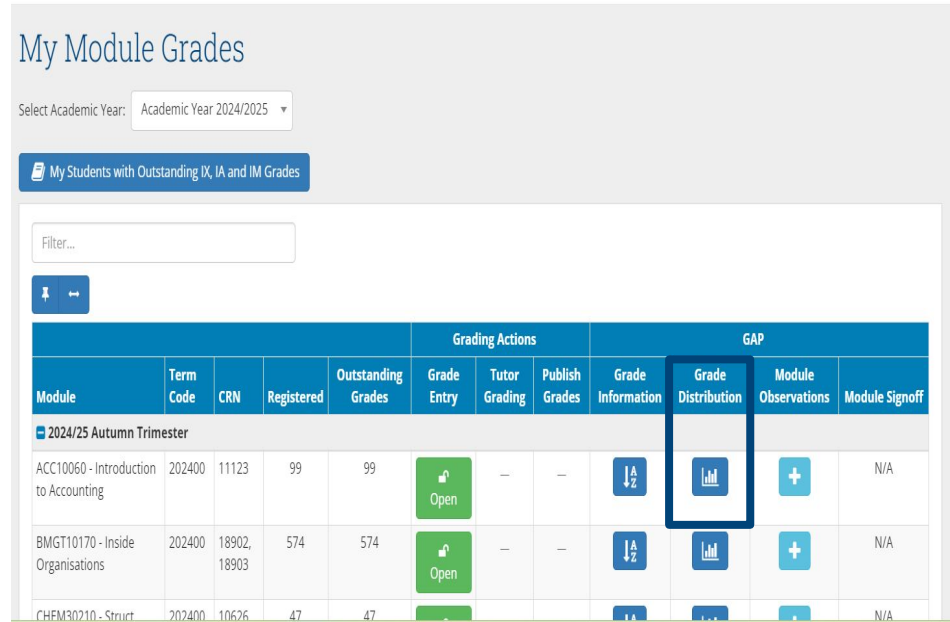
# My Module Grades – Grade Review.

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.



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 filter box is present with the text 'Filter...'. The main content is a table with columns for 'Module', 'Term Code', 'CRN', 'Registered', 'Outstanding Grades', 'Grading Actions', and 'GAP'. The 'Grading Actions' column includes 'Grade Entry', 'Tutor Grading', and 'Publish Grades'. The 'GAP' column includes 'Grade Information', 'Grade Distribution', 'Module Observations', and 'Module Signoff'. The 'Grade Distribution' button is highlighted with a blue box. The table lists three modules: ACC10060 - Introduction to Accounting, BMGT10170 - Inside Organisations, and CHEM30210 - Struct.

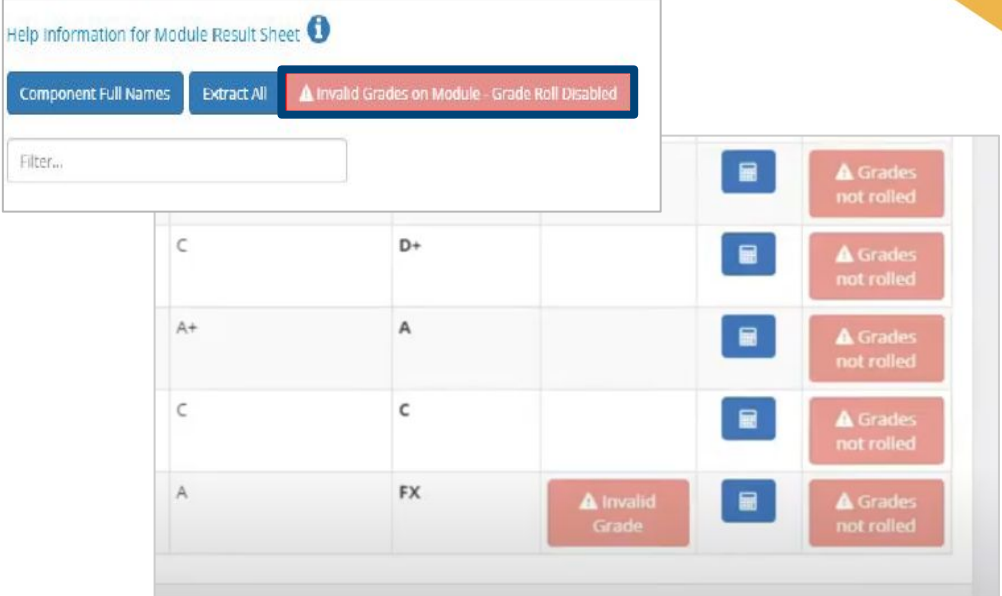
Module	Term Code	CRN	Registered	Outstanding Grades	Grading Actions			GAP				
					Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff	
2024/25 Autumn Trimester												
ACC10060 - Introduction to Accounting	202400	11123	99	99	Open	-	-	↓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

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](http://www.ucd.ie/registry)

