
Grade Entry

Guidebook



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Grade Entry

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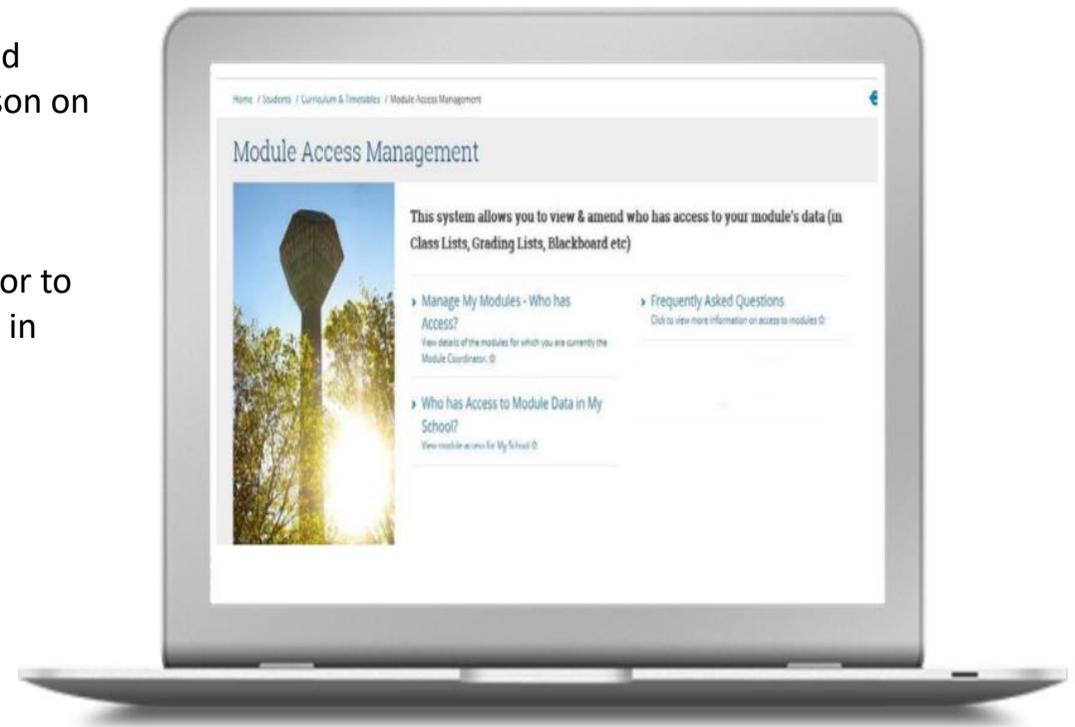


Grade Entry

How to get access to Grade Entry

Module Coordinators gain access automatically based on the information submitted at the **Module Descriptor** stage. If you need Module Coordinator access to a module contact your College Liaison on the Curriculum Team.

New Assistant Graders should ask the relevant Module Coordinator to give access to modules via the [Module Access Management](#) page in InfoHub.



Grade Entry

Log into UCD Connect

Go to the **UCD Connect** web page (www.ucd.ie/connect) and click on the **InfoHub** icon. Log in with your **Connect** username and password.

Once you are in InfoHub, click on the **Students** tab from the menu bar.

The screenshot shows the UCD Connect website. At the top, there is a navigation bar with icons for Mail, Calendar, Drive, Brightspace, and Password. Below this is a blue navigation bar with links to Community, Library, Registry, Teaching & Learning, Research & Innovation, IT Services, Students' Union, and Student Help. The main content area features a grid of icons for various services: InfoHub (highlighted with a red box), SISWeb, AppsAnywhere, Software Download, OneSearch, Library Account, UCD Directory, UCD Zoom, People Development, Faculty & Staff Intranet, Office 365, and Banner 8.

The screenshot shows the UCD InfoHub website. At the top, there is a navigation bar with the UCD logo and the text "UCD InfoHub My services & information portal". Below this is a menu bar with links to Students (highlighted with a red box), Research, Human Resources, Campus, and Systems. The main content area features a banner with the text "Designing Teaching & Learning for next Trimester?" and "Step-by-step resources and webinars are available".



Grade Entry

Students

On the **Students** page, please select **Assessment & Grading** from the list of icons.



Registration & Class Lists
Information on current module & major registrations and class lists for your School ☆



Assessment & Grading
Links to gradebook, extenuating circumstances and reports relating to assessment ☆



Quality Enhancement & Student Feedback
View Information to support the module enhancement process ☆



Graduate and Alumni Management
Review conferring, alumni management and first destination returns ☆



Curriculum, Module Capacity & Timetables
View/manage a range of reports and services at school / college level ☆



Student Support
View Student support statistics, manage Student welfare fund applications and manage Student health accounts ☆



International Students
Reports on International Students registered at UCD



Registry Services & Reporting
Administer a range of admissions, registration and

Assessment & Grading



Finally, click on **My Module Grades**, the grade entry function sits within this section.

You can favourite 'My Module Grades' by clicking on the star next to it. This will move a direct link to 'My Module Grades' to your home page in Infohub to make future access easier.



› **My Module Grades**
Multiple grading-related functions including upload and transfer of grades, publishing of component grades and opening access for tutor grade entry. Also provides a link to Gradebook. ☆

› **Grade Upload, Tutor Grading & Publishing Grades - Help**
Link to help pages relating to supplemental grading services for module coordinators ☆

› **Exam Paper Management**

› **My Exam Committee Tasks**
Exam Committee Tasks ☆

› **eThesis Dashboard**
Click here to view the eThesis Dashboard for your associated Schools. ☆

› **School Grading Summary**
View school grading progress and module grade distribution ☆

› **Guide to Grade Approval Process**
Review and new GAP Reports ☆



Grade Entry

How to select a module

The **My Module Grades** screen lists all modules that you are associated with and have grade entry access to. From the list of modules, select the module you would like to enter grades for by clicking on the **Open** button in the **Grade Entry** column.

Module	Term Code	Registered	Outstanding Grades	Grading Actions			GAP			
				Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2019/20 Autumn Trimester										
AH10120 - The Art of Renaissance	201900	59	6	Open	—	—	↓ A Z	📊	+	⚠️ Closed
PHPS20010 RESIT - Epi, Biostats & Public Health	201900	4	0	Complete	—	—	↓ A Z	📊	+	⚠️ Closed
2019/20 Spring Trimester										
CHEN30130 - Heat Transfer & Fluid Mech.	201900	49	0	Open	Tutor	Publish	↓ A Z	📊	+	⚠️ Closed
PHPS20010 - Epi, Biostats &	201900	323	323	Open	Tutor	Publish	↓ A Z	📊	+	⚠️ Closed

Please note, the Open button indicates that the window for entering grades is open. If grades have already been entered for the module and rolled to Academic History the Open button will change to **Complete**. In addition, when the grade entry window closes during the Grade Approval Process (GAP) this button will change to **Closed**.



Grade Entry

How to enter grades

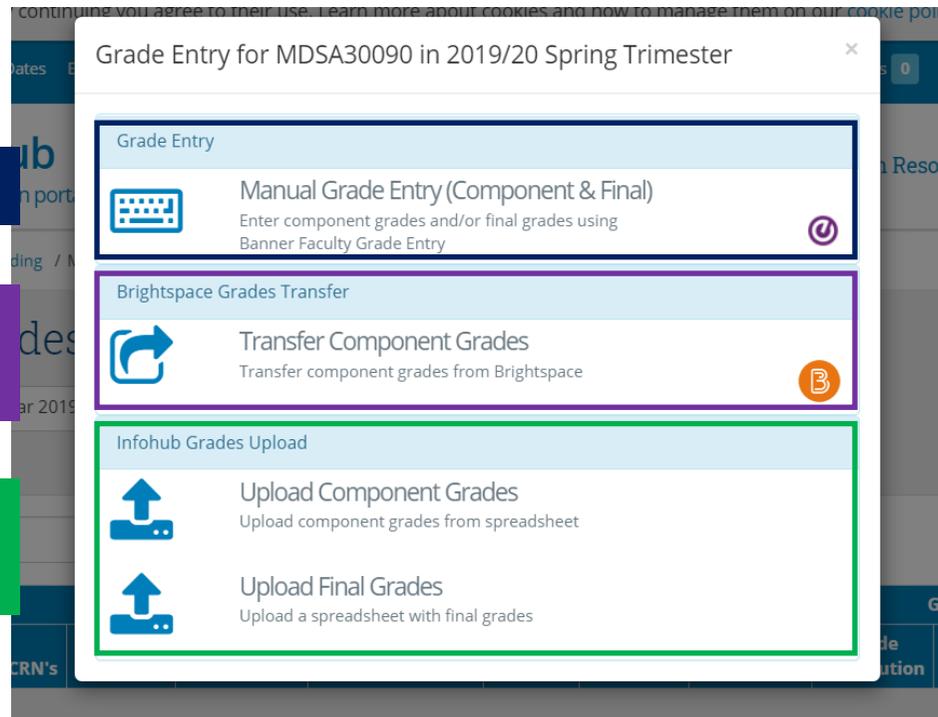
There are 3 methods available: Enter Manually, Transfer From Brightspace and Upload using an excel sheet.

Once you have clicked on the **Open** button in My Module Grades you will be presented with the grade transfer options list, allowing you to choose your preferred transfer method

- Enter manually

- Transfer from Brightspace

- Upload using an excel sheet



Grade Entry

Method 1: Manual Grade Entry

Once you have selected the **manual entry** option from the grade entry method list, you will land on the **Faculty Grade Entry** page.

The system's default setting will bring you directly to the **Final Grades** entry function. If you would like to enter Component Grades, you can do so by selecting the Gradebook (Component Grades) function from the tab at the top left of the page.

Faculty Grade Entry

Final Grades Gradebook (Component Grades)

My Courses

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



Grade Entry

Method 1: Final Grades Manual Entry

Term	Subject	Cour
201900 - 2019/2020 September	MDSA - Medicine Systems One	3009

Records Found: 1

ID	Full Name	Rolled
Redacted for data protection purposes		

Grade Scale Menu:

- DS
- PK
- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- D-
- PR
- E
- FM+
- FM
- FM-

The Final Grades page lists all of the modules that you are assigned to.

Select the module that you would like to enter grades for. This will bring up the class list for the module.

On the Final Grade screen, you can manually assign final grades from the drop down grade scale menu available for that module.

When grades have been entered for all students, **click** on the **save** button.

Final Grades for that module are saved in the system.

Save

Reset



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Grade Entry

Method 1: Component Grades Manual

Final Grades **Gradebook (Component Grades)**

My Courses



Search



Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	MDSA - Medicine Systems One	30090	VQ1	Disability	201900 - 2019/2020 September	10208
Completed	ZOOL - Zoology	20020	VA1	Animal Behaviour	201900 - 2019/2020 September	15088

To enter component grades, click on the **Gradebook (Component Grades)** tab on the Faculty Grade Entry Page. The Gradebook (component grades) page will list all of the modules that you are assigned to.

First, **select** the module that you would like to enter grades for and then **click** on the **component button** on the bottom right hand corner of the screen.

Records Found: 2

Components



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Method 1: Component Grades Manual

Final Grades Gradebook (Component Grades)

MDSA, 30090, VQ1, Disability, 10208, 201900

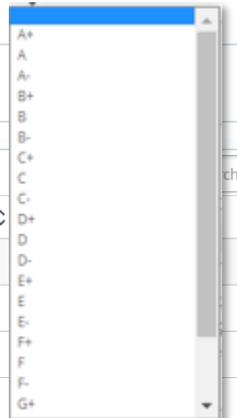
Disability - Components



Search



Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
EXAM	End_Sem_Exam_1:Online Exam: Multiple Choice and Short Answer Questions	0.8	COMGRD	NO	Final	283	04/02/2020
GRP_PROJ	Varies:Case report and poster submission	0.2	COMGRD	NO	Final	283	



Next you will see a screen listing all components associated with the module you have selected. **Click** on the component for which you would like to enter grades.

This will bring up the student list for the module. You can now manually assign grades from the drop down grade scale menu available for that module.

When grades have been entered for all students, **click** on the **save** button.

Grades for that component are now entered and saved in the system.

Component Grades

Assessment

Student Name	Rolled	Assessment
235		
660		
576		
559		
011		
526		
928		
523		
262		
666		

Redacted for data protection purposes

Save

Reset



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Method 2: Brightspace Transfer

Step 1:

Select the Grade Item you want to transfer from Brightspace.

Step 2:

Select the component grade into which you want to transfer the grades you have selected.

Step 3:

Review the grades displayed and click transfer.

Grade Transfer from Brightspace - Step 1 of 3

[Back to Input & Manage Grades](#)

Available Brightspace Grade Items for MOD10000 in 2018/19 Semester 2

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	
Prescribing CAL 1	0	118	0	Select and Continue
Prescribing CAL 2 - 2019	0	54		Select and Continue

Grade Transfer from Brightspace - Step 2 of 3

[Back to Input & Manage Grades](#) [Back to Step 1](#)

Available Gradebook Components for MOD10000 in 2018/19 Semester 2

Brightspace Grade Item chosen: **Prescribing CAL 1**

Choose the Gradebook component that you wish to transfer grades into.

Gradebook Component	
EXAM - End_Sem_Mcq/MCQ 30% Weighting - Graded	Select and Continue
EXAM - Varies/Prescribing test 25% Weighting - Graded	Select and Continue

Grade Transfer from Brightspace - Step 3 of 3

[Back to Input & Manage Grades](#) [Back to Step 2](#)

Grade Transfer for MOD10000 in 2018/19 Semester 2

Transfer grades from Brightspace Grade item: **Prescribing CAL 1**
to Gradebook Component: **EXAM - End_Sem_Mcq/MCQ 30% Weighting - Graded**

[Transfer Grades](#)

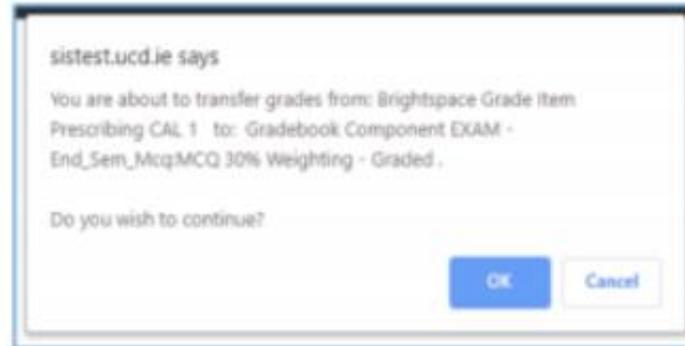
Student ID	Student Name	Mark/Grade to be Transferred	Error
12345678	Mary Biggs		A+
12345678	Mary Biggs		A-
12345678	Mary Biggs		D



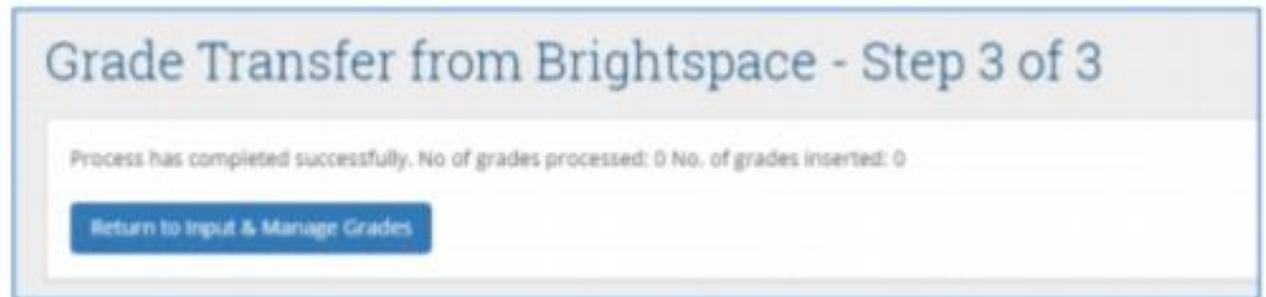
Grade Entry

Method 2: Brightspace Transfer

A pop-up window will ask you to confirm your choice. **Confirm.**



The following screen will appear when transfer is complete.



Method 3: Upload Component Grades

Upload Component Grades

MDSA30090 - 2019/20 Spring Trimester

1. CRN & Component Details

Select Component for upload

Components	Registered	Outstanding Grades	Committed Grades	Grade Scale	Grading	Select for Grades Upload
CRN: 10208						
Case report and poster submission 20% Weighting - Graded	283	283	0	Component Grade Scale	Incomplete	<input checked="" type="checkbox"/>
Online Exam: Multiple Choice and Short Answer Questions 80% Weighting - Graded	283	283	0	Component Grade Scale	Incomplete	<input type="checkbox"/>

1. Once you have selected the **upload component grades** option from the grade entry method list, this will bring you to the **Upload Component Grades** screen. Select the component that you would like to upload grades for **by ticking the box** associated with the component.

2. Prepare upload file

Prepare a CSV file in the required format*. You can create your own file or download a template with all students registered in the chosen CRN & Component and any existing grades.

CRN: 10208
Component: Case report and poster submission 20%
Weighting - Graded

Download Template

2. Next, click on **download template**

OR

You can create your own spreadsheet on your computer

If you are using your own excel sheet it 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**. Please see example on the next slide.

The upload does not happen at this stage of the process.



Grade Entry

Method 3: Upload Component Grades

	A	B	C
1	Student ID	Student Name	Component Grade
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Redacted for data protection purposes

MDSA30090_CRN-10208_CMPNT-40211

The upload file must be a comma-delimited (.csv) file containing exactly three columns with the **Student ID in Column A** and the **Component Grade entered into 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.



Grade Entry

Method 3: Upload Component Grades

3. Upload file for CRN 10208 Online Exam: Multiple Choice and Short Answer Questions 80% Weighting - Graded

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

Choose File MDSA30090_...134404.csv

3. Click **Choose file** to import csv. file.

Before uploading the file, click on **Validate Only**. This will identify any errors that exist within the file, such as invalid student ids or missing grades.

* **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
1	Student ID	St
2	<i>Redacted for data protection purposes</i>	Bl
3		Or

Mode: Validate Only

283 lines in the uploaded file

Error in line 4: Invalid/missing value in Marks/Grade column

Error in line 35: Invalid Student ID

Error in line 159: Invalid Student ID

Error in line 236: Invalid Student ID

Error in line 276: Invalid Student ID

5 line(s) with errors were encountered and not uploaded

278 line(s) would be successfully processed

Upload

Validate Only



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Method 3: Upload Component Grades

Upload

Validate Only



4. When you are happy that all errors have been corrected, the file is now ready for upload.

When the upload is complete you will receive a message detailing the number of lines that were uploaded successfully.

Upload Component Grades

Mode: Upload

277 lines in the uploaded file

277 line(s) were successfully processed



Grade Entry

Method 3: Upload Final Grades

Upload Final Grades

MDSA30090 - 2019/20 Spring Trimester

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
10208	Graded Grade Scale	283	281	0	Incomplete	<input checked="" type="checkbox"/>

1. Once you have selected the **upload final grades** option from the transfer method list, this will bring you to the **Upload Final Grades** screen. Select for Grades Upload.

2. Prepare upload file

Prepare a CSV file in the required format*. You can create your own file or download a template with all students registered in the chosen CRN and any existing grades.

CRN: 10208

Download Template



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2. Next, click on **download template**

OR

You can create your own spreadsheet on your computer

If you are using your own excel sheet it 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**. Please see example on the next slide.

The upload does not happen at this stage of the process

Grade Entry

Method 3: Upload Final Grades

	A	B	C
1	Student ID	Student Name	Component Grade
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Redacted for data protection purposes

MDSA30090_CRN-10208_CMPNT-40211

The upload file must be a comma-delimited (.csv) file containing exactly three columns with the **Student ID in Column A** and the **Final Grade entered into 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.



Grade Entry

Method 3: Upload Final Grades

3. Upload file for CRN 10208 Online Exam: Multiple Choice and Short Answer Questions 80% Weighting - Graded

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

Choose File MDSA30090_...134404.csv

3. Click **Choose file** to import csv. file.

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CSV File Layout Example

	A	B
1	Student ID	St
2	<i>Redacted for data protection purposes</i>	Bl
3		Or

Mode: Validate Only

283 lines in the uploaded file

Error in line 4: Invalid/missing value in Marks/Grade column

Error in line 35: Invalid Student ID

Error in line 159: Invalid Student ID

Error in line 236: Invalid Student ID

Error in line 276: Invalid Student ID

5 line(s) with errors were encountered and not uploaded

278 line(s) would be successfully processed

Upload

Validate Only



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Method 3: Upload Final Grades

Upload

Validate Only



4. When you are happy that all errors have been corrected, the file is now ready for upload.

When the upload is complete you will receive a message detailing the number of lines that were uploaded successfully.

Upload Final Grades

Mode: Upload

279 lines in the uploaded file

279 line(s) were successfully processed



Grade Entry

How to change Component Grades

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

Disability - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
EXAM	End_Sem_Exam_1:Online Exam: Multiple Choice and Short Answer Questions	0.8	COM	NO	Final	6	04/02/2020
			COMGRD	NO	Final	283	04/02/2020

Assessment

Rolled	Grade
	C
	D
	A
	A
	A
	A

Save Reset



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You can change a component result at any stage before the module is committed to Academic History.

To do this, select **Manual Grade Entry** from the grade entry method list, next click the Gradebook (Component Grades) tab. Select the relevant module from the Gradebook page. Next select the relevant component, here you will see the component results that have already been entered. You can click into a field and type in a new grade to override the existing grade. Click save when all grade changes have been entered.

You can also upload new grades from a spreadsheet by selecting Upload Component Grades from the transfer method list and following the “uploading component grades” instructions. Please note, the download template will include all grades that have already been entered into the system.

A new Final Grade will be calculated.

Grade Entry

How to change Final Grade

Final Grades Gradebook

My Courses

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			al Behaviour	15088	Completed	Completed

If you are the module coordinator for the module in question then you may change the final grade at any stage before the grade is committed to Academic History.

To do this, select **Manual Grade Entry** from the grade entry method list. Select the relevant module from the Final Grades page. Here you will see the final results that have already been entered. You can click into a field and type in a new grade to override the existing grade. Click save when all grade changes have been entered.

You can also upload new grades from a spreadsheet by selecting Upload Final Grades from the transfer method list and following the "upload final grades" instructions. Please note, the download template will include all grades that have already been entered into the system.

Records Found: Page 1 of 1 Per Page 10

Final Grade
C
B+
B+
B+
B+
R+

Save

Reset



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Grade Entry

How to select another module

Go back to the **My Module Grades** screen, here you will find all modules that you are associated with and have grade entry access to. From the list of modules, select the module you would like to enter grades for by clicking on the **Open** button in the **Grade Entry** column.

Module	Term Code	Registered	Outstanding Grades	Grading Actions			GAP			
				Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2019/20 Autumn Trimester										
AH10120 - The Art of Renaissance	201900	59	6	Open	—	—	↓ A ↑ Z	Bar Chart	+	⚠ Closed
PHPS20010 RESIT - Epi, Biostats & Public Health	201900	4	0	Complete	—	—	↓ A ↑ Z	Bar Chart	+	⚠ Closed
2019/20 Spring Trimester										
CHEN30130 - Heat Transfer & Fluid Mech.	201900	49	0	Open	Tutor	Publish	↓ A ↑ Z	Bar Chart	+	⚠ Closed
PHPS20010 - Epi, Biostats &	201900	323	323	Open	Tutor	Publish	↓ A ↑ Z	Bar Chart	+	⚠ Closed



Grade Entry

How to commit changes to Academic History

My Module Grades

Select Academic Year: Academic Year 2019/2020 ▾

Go to the **My Modules** screen and **click** the **AZ** button under the Grade Information column, this will bring you to the Grade Information page for the module you would like to commit to Academic History. From this screen, you can view all entered grades for the module.

Module	Term Code	Registered	Outstanding Grades	Grading Actions			GAP			
				Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2019/20 Autumn Trimester										
AH10120 - The Art of Renaissance	201900	59	6	Open	—	—	AZ	Bar Chart	+	Closed
PHPS20010 RESIT - Epi, Biostats & Public Health	201900	4	0	Complete	—	—	AZ	Bar Chart	+	Closed
2019/20 Spring Trimester										
CHEN30130 - Heat Transfer & Fluid Mech.	201900	49	0	Open	Tutor	Publish	AZ	Bar Chart	+	Closed
PHPS20010 - Epi, Biostats & Public Health	201900	323	323	Open	Tutor	Publish	AZ	Bar Chart	+	Closed



Grade Entry

How to commit changes to Academic History

On the Grading Information page, scroll down to the **Module Result Sheet** section. Here you will see a Roll Grades button, this button will allow you to roll grades to Academic History. It is important to note, the information contained within the brackets details how many students are associated to the module, how many have been graded and how many grades have been rolled to Academic History.

To commit grades to academic history, click on the Roll Grades button. Before completing the rolling of grades the system will seek confirmation to continue. Click **OK** to roll grades.

When the process is complete the button will turn green and say **Available Grades Rolled**.

The image displays two screenshots of the 'Module Result Sheet for CHEN30130 Heat Transfer & Fluid Mech. 2019/20 Spring Trimester' interface. The top screenshot shows the 'Roll Grades [Students 49 Graded 49 Rolled 0]' button being clicked, with a confirmation dialog box appearing. The dialog box contains the text: 'sistest.ucd.ie says You are about to roll grades for CHEN30130 for Academic 2019 Do you wish to continue?' and 'OK' and 'Cancel' buttons. The bottom screenshot shows the 'Available Grades Rolled' button highlighted in green, indicating the process is complete. The interface also includes a 'Filter...' input field, 'Component Full Names', 'Extract All', and 'Help Information for Module Result Sheet' links. The UCD Dublin logo and 'UCD Registry ClárIann UCD' are visible in the bottom right corner.

Grade Entry

Invalid Grade Entry Warning Messages

Help Information for Module Result Sheet 

Component Full Names

Extract All

 Invalid Grades on Module - Grade Roll Disabled

Filter...

				Assessment Components					
Student Id	Name	CRN	Stage	1)MCQ On line MCQ. Wgt 25%	2)ASSIGN Accounts preparation an. Wgt 75%	Final Grade	Valid Grade Check	Grade Calculator	Request Exceptional Grade Change
19458842	ANS1, Cathal Niall	12371	S2			PX	 Invalid Grade		 Grades not rolled
									 Grades not rolled

Grades cannot be committed to history if an invalid grade has been entered into the system. This can only occur through the **manual entry of final grades** and grades cannot be committed until it has been corrected.

If an invalid grade has been entered, a warning message will appear on the Roll Grades button displaying that the grade roll function has been 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.



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