



Grade Entry Facility Upgrade is now Live

This email has been circulated to: Heads of School, Module Coordinators, Module Assistants, University Deans, College Principals, Vice Principals for Teaching & Learning, School Heads of Teaching & Learning, Educational Technologists, Programme Office Directors, Graduate School Managers, Programme Managers, College Administrator, School Administrators (students), UCD Registry

Dear Colleagues

Further to our email on Friday, 30 October, I am pleased to inform you that the grade entry facility upgrade is now live. All grades for Autumn Trimester 20/21 should now be entered via the new grade entry mechanism.

The old gradebook interface will be decommissioned on Friday, 20 November. As previously described, there are no changes to the student record system, just the interface for grade entry. Grades already entered via the current version of Gradebook will be retained and will not need to be reentered.

Is there training still available?

Assessment, UCD Registry are currently hosting further live demos on the following dates;

Thursday, 19th November 3pm-4pm

Friday, 20th November 2.30pm-3.30pm

Please complete our Grade Entry Live Demo [Booking Form](#) to sign-up for your chosen day and time.

Additionally should you wish for Assessment to provide a live demo to an identified group please contact grading.support@ucd.ie

Where will I find additional resources?

The new Grade Entry guidebook is available on the [Assessment website](#).

Short videos detailing each process are also available on the [Assessment website](#).

How will I get access to the grade entry mechanism?

You can access through ['My Module Grades'](#) in InfoHub. All current module coordinators will have access to the new facility automatically based on the information submitted at the module descriptor stage. If you have any issues with access please contact grading.support@ucd.ie

Please do not hesitate to contact us should you have any questions.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



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[Tierney Building](#)

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