



Gradebook Replacement Project - Grade Entry Live Demo Booking Form

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, College/School Office Directors, Graduate School Managers, Programme Managers, College Administrator, School Administrators (students), UCD Registry

Dear Colleagues

Further to the Registrar's email, I am pleased to inform you that the grade entry facility upgrade which is due to take place in early November 2020 is currently on schedule. It has provided an opportunity to make enhancements to the existing version of Gradebook and align better to the related reports and tools already available and in use across the university. Following implementation in early November, the old gradebook interface will be decommissioned. 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.

What training is available?

Assessment, UCD Registry will host live demos to provide an overview of the functionality of the new grade entry mechanism.

Each demo will run for approximately 45 minutes with a Q&A session at the end. The demo will be recorded and emailed to participants.

Please complete our Grade Entry Live Demo [Booking Form](#) to sign-up for your chosen day and time. Closer to the date those on the participation list will receive a zoom invite.

What ongoing support will be available?

Ongoing support will be available through FAQ's, guidelines and recorded videos in November on the [Assessment webpage](#).

You will also find further information about the project on the [Registry project web page](#).

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

Timelines

The new facility for grade entry will be live for all grading records as of November 2020. Grades already entered via the current version of Gradebook will be retained and will not need to be reentered. Following implementation in early November, the old gradebook interface will be decommissioned. At this point, all grades for Autumn Trimester 20/21 must be entered via the new version.

What does this mean for me?

If you are receiving this email it means that you are an active participant in grade processing and must be fully aware, trained and compliant in the new gradebook facility in order to ensure minimal impact to your grading schedules. Please ensure to review all details provided, supporting documentation and participate in the training sessions to ensure you fully understand the changes and requirements for you and your school.

Scope of Changes

1. Facility:

- **Summary of Change:** More intuitive grade entry mechanism, accessed through '[My Module Grades](#)' in InfoHub. There are no changes to the student record system, just the interface for grade entry. All grades will be housed in the same secure environment as previously used.
- **Further Details:** All current modules coordinators will have access to the new facility automatically based on the information submitted at the module descriptor stage.

2. Process:

- **Summary of Change:** There will be three available methods to enter your component and final grades; transfer from brightspace, upload using excel sheet or manual entry.
- **Further Details:** All grades will need to be committed to academic history for students by the Module Coordinator.

Thank you for your assistance and we look forward to seeing you at one of our upcoming live demos.

Kind regards,

Karen McHugh
Director of Assessment
UCD Registry



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[Tierney Building](#)

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