

# Guide For UCD Staff How to assign Extern Examiners for Taught Programmes to UCD modules

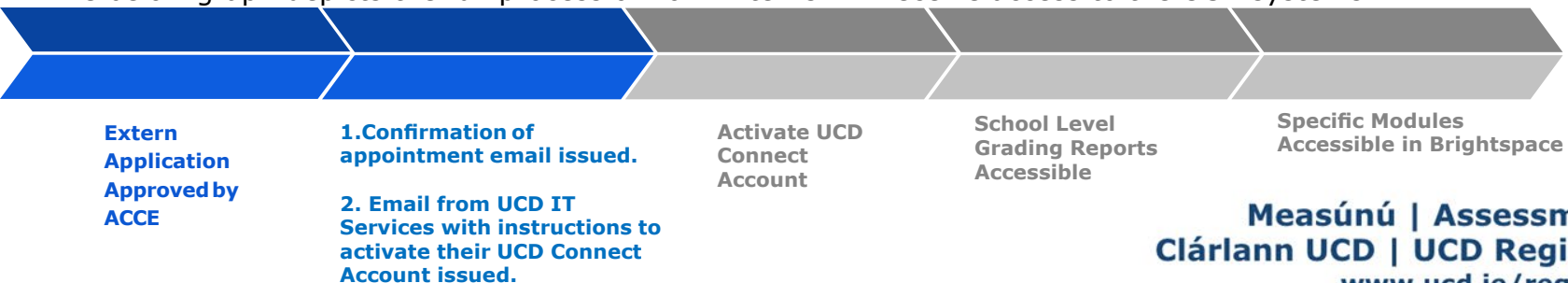
# Introduction

Extern Examiners for Taught Programmes will now be provided with a UCD account to facilitate limited and secure access to view information directly in UCD systems. This will include access to School summary grading data and, with agreement of the School, access to relevant module information in Brightspace.

UCD system	Access Level Information
School Grading Summary Reports in InfoHub	Access to view School grading summaries and distributions relating to individual modules and as well as subjects
Module access in Brightspace	Access to view a module's curriculum, assessment and feedback

This guide will provide an overview of how to provide your Extern Examiner with access to specific modules in Brightspace.

The below graph depicts the full process of how Externs will receive access to the UCD systems.



**Measúnú | Assessment**  
**Clárann UCD | UCD Registry**  
[www.ucd.ie/registry](http://www.ucd.ie/registry)

## Step 1 - Module Access Management

To provide your Extern Examiner with access to specific modules in Brightspace, in InfoHub, log into '**Module Access Management**', which is located in the **Curriculum & Timetables** menu. It is recommended that access is granted by a staff member in the School Office to ensure the appointed Extern Examiner receives the access they require.

### Curriculum & Timetables



#### › Curriculum Management System

Link to Curriculum Management System to manage your module descriptors ☆

#### › Curriculum Management Access Roles

View CMS user access by School ☆

#### › Curriculum Management - School Module Summary

Access details for modules in your School, including module descriptor information for current and previous years. ☆

#### › Curriculum Management - School Review

View curriculum details in my school that may require review. ☆

#### › Curriculum Trends

Structural information about modules and majors trended over time ☆

#### › Structures Reporting

View major and program structures information ☆

#### › Assessment Workload Report

Assessment Workload Report ☆

#### › Programme Approvals

Submission of new programme proposals or changes to existing programmes - please contact [curriculum@ucd.ie](mailto:curriculum@ucd.ie) before proceeding. ☆

#### › Course Catalogue Management

Maintain inclusion/application criteria and course information for Majors in the UCD Course Catalogue year-on-year ☆

#### › Curriculum Management Rights Control

Enable or disable screens in Curriculum Management for different services ☆

#### › Curriculum Management Status Summary All Schools

Details of module status for all schools ☆

#### › Module Access Management

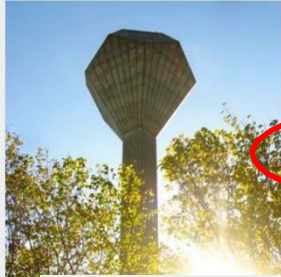
Manage access to your module's data ☆

## Step 2 – Assign Access to Modules

Click on **'Who has access to Module Data in my School?'**. A report with a list of the School's modules and the staff who have access to them will be presented.

[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?**
- **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 ☆

### Who has Access to Module Data in My School?

Select School/Unit: **School of Information and Communication Studies**

Module Code	Module Title	Who has Access to Module Data ?
IS10010	Information & Social Media	<a href="#">Click to view details</a>
Redacted for data protection purposes		
IS10030	Information Design	<a href="#">Click to view details</a>

Make sure you are in the correct School.  
To give access to an extern, click on **'Click to view details'** against the module.

## Step 2 – Assign Access to Modules

This screen will depict who currently has access to a module. Click on '**Grant Access to the Module**'.

Who can access data for IS10010 - Information & Social Media?

IS10010 Information & Social Media

[Grant Access to this Module](#)

You can use the link above to give colleagues access to view module data. **Please note, Module Coordinator details will continue to be recorded and maintained through Curriculum Management.**  
Use the **Advanced Options** link to assign Tutors directly to CRNs - doing this will ensure that they display against their tutorial groups on Class Lists.

**\*\* Please note users flagged below will not carry over to Brightspace VLE as they do not have University IT Accounts**

Role	Name	Advanced Options				
		Which Academic Year's data can be viewed?	When can data be viewed?	Which CRNs can be viewed?		
Module Coordinator	Redacted for data protection purposes	From 2016/17 to 2020/21	Always	All		
Assistant Grader		From 2013/14 onwards	Always	All	<a href="#">Advanced Options</a>	<a href="#">Remove Access</a>
Assistant Grader		From 2018/19 onwards	Always	All	<a href="#">Advanced</a>	<a href="#">Remove</a>

## Step 2 – Assign Access to Modules

In the '**Name**' field, search for and select the name of your Extern. The Extern's name will appear as follows: Alan Smith (Extern - School Name).

In the '**Role**' dropdown, select '**Extern Examiner for Taught Programmes**' and click **Save**. Click on the link underneath the role for an explanation of what access the role permits.

Use '**Advanced Options**' in the '**Who can access data**' screen to set an end academic year for the Extern's access. This should match the end academic year of the Extern's appointment.

### Grant Access to TS00002 Live Test 2

Search for and select a person to grant access to your module.

Please note:

- If the person you are granting access to is also a registered UCD student, please select their staff (Stuworking) record.
- If the person you are granting access to has both Staff and Affiliate record please select their staff record

Name\*

Alan Smith [redacted] Extern - Physics]

Clear

Role\*

[redacted] Extern Examiner

[Click here for an explanation of these roles](#)

Save



## Step 2–Assign Access to Modules–Troubleshooting Tips

*If you attempt to assign your Extern Examiner to another role, when you click Save, you will receive an error message.*



*If you attempt to assign an individual who is not an approved Extern Examiner to the Extern Examiner role, when you click Save, you will receive an error message.*



Save

# Extern Examiners for Taught Programmes Access

Once an Extern has activated their UCD Connect Account and has been assigned to modules by the School, they will have access to the School Grading Summary (for the relevant School) and to the specific modules in Brightspace to which they have been assigned (and only those modules). The permissions associated with the Extern's role are aligned with the roles and responsibilities outlined in the External Examination Policy for Taught Programmes.

## Extern Examiners

### Examiner Actions



**My Active Extern Examiner for Taught Programmes appointments**

View details of your appointments as Extern Examiner for Taught Programmes in UCD



**Guidelines for Extern Examiners for Taught Programmes in UCD**

Link to webpage with guidelines for Extern Examiners for Taught Programmes



**My Exam Committee Tasks**

Click here to view students and tasks assigned to you in your role as Exam Committee member.



**School Grading Summary**

View school grading progress and module grade distribution



**UCD Brightspace**

Access to UCD's Virtual Learning Environment, Brightspace (Consult school for content authorisation)

This is a screenshot of the Extern Examiners Infohub screen, which is accessible [from the External Services Portal](#).

**Measúnú | Assessment**  
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**Q. I can't find our Extern Examiner for Taught Programmes in the Grant Access screen.**

A. Please contact [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie) to check if the Extern Examiner's appointment has been approved by ACCE.

**Q. What access will Extern Examiners for Taught Programmes have in UCD Systems?**

A. Extern Examiners access has been aligned with their role and responsibilities as outlined in the [External Examination Policy for Taught Programmes](#). They will have 'view-only access' in UCD systems such as Brightspace and InfoHub.

**Q. I have concerns relating to access and privacy issues.**

A. Extern Examiners are provided with detailed guidelines relating to privacy, GDPR requirements, the purpose for which they are being provided access to this data, encryptions, storage and retention information.

**Q. Do we have to provide our Extern Examiner for Taught Programmes with access to modules in Brightspace?**

A. No. However, providing your Extern with direct system access is a more secure method of providing them with the information they require in order to fulfil their role. Externs are provided with guidance on GDPR, data storage and retention [here](#). If you are providing your Extern with copies of material, please adhere to UCD data protection guidelines.

**Q. Our Extern requires technical support with the setup of their UCD Connect Account.**

A. Please direct them to the UCD IT Helpdesk at +353 1 716 2700. Requests can also be submitted online at [ucd.ie/ithelp](http://ucd.ie/ithelp). UCD IT Services hours of service are 9.00am to 5.30pm, Monday to Friday.

# Support & Useful Links

[UCD Extern Examiner webpage](#)

[UCD Extern Examiners for Taught Programmes Policy](#)

[External Services Portal](#)

[User guidelines for Brightspace for Extern Examiners](#)

[Instructions for setting up your UCD Connect Account](#)

[UCD GDPR Policy and Guidelines](#)

[Guidelines on how to nominate Extern Examiners](#)

[Guidelines for Extern Examiners for Taught Programmes](#)