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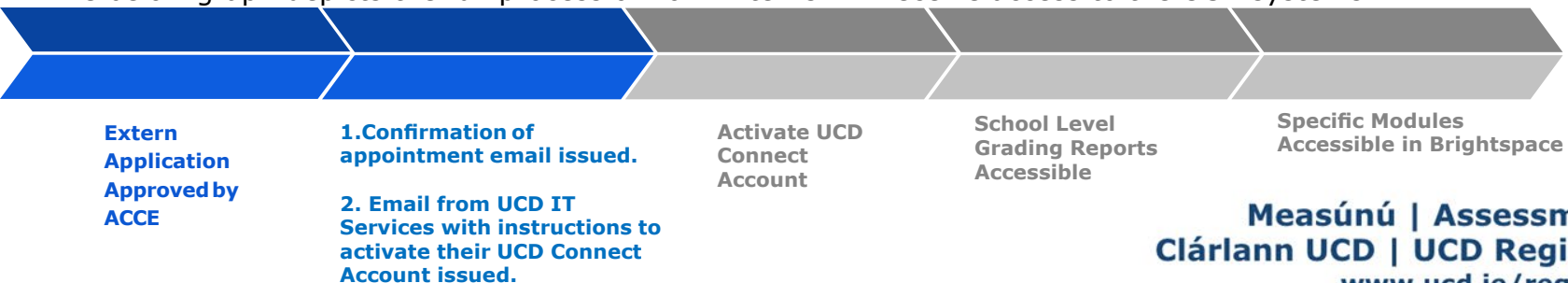
# Introduction

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.

**Extern Application Approved by ACCE**

**1. Confirmation of appointment email issued.**

**2. Email from UCD IT Services with instructions to activate their UCD Connect Account issued.**

**Activate UCD Connect Account**

**School Level Grading Reports Accessible**

**Specific Modules Accessible in Brightspace**

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# 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.
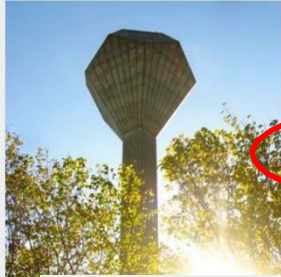
# Step 2 – Assign Access to Modules

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 | | Click to view details |
| | | *Redacted for data protection purposes* | |
| IS10030 | Information Design | | Click to view details |

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

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# Step 2 – Assign Access to Modules

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

# 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 Sm███████ Extern - Physics]   [Clear]

Role*     ███████ Extern Examiner

*Click here for an explanation of these roles*

[Save]

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# 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.*

Contributor cannot be asigned to this role

## 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          Clear

**Role***          Lecturer / Co-Lecturer    ▼

*Click here for an explanation of these roles*

*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*.

Contributor is not an approved subject external examiner

## 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***          John O'Connor          Clear

**Role***          ▮▮▮▮Extern Examiner    ▼

*Click here for an explanation of these roles*

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.



This is a screenshot of the Extern Examiners Infohub screen, which is accessible from the External Services Portal.

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# FAQs

**Q. I can't find our Extern Examiner for Taught Programmes in the Grant Access screen.**
A. Please contact 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. UCD IT Services hours of service are 9.00am to 5.30pm, Monday to Friday.

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# Support & Useful Links

[UCD Extern Examiner webpage](UCD Extern Examiner webpage)

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

[External Services Portal](External Services Portal)

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

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

[UCD GDPR Policy and Guidelines](UCD GDPR Policy and Guidelines)

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

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