



## UCD REGISTRY

### Grade Entry demonstrations

To: Head of Schools, School Head of Teaching & Learning, School Managers, School Administrators - students, Directors of School and College Offices, Innovation Academy

Dear Colleagues,

As part of our preparations for the Autumn 2024/25 Grade Approvals Process we are running two Grade Entry demonstrations over zoom particularly for new Module Coordinators but open to any staff.

In these sessions we will cover the three modes of Grade Entry (manual Grade Entry, Brightspace transfer, and file upload) as well as highlighting some short Do's and Don'ts which may be of benefit.

These will be offered on:

- 2pm - 3pm Wednesday 4 December 2024
- 11am - 12pm Thursday 5 December 2024

We would be grateful if you would circulate this to colleagues in your School, in particular new members of staff, who may find it of benefit and ask them to complete [this google form](#) indicating which session they wish to attend.

The Grading Support team will still be running our open drop-in zoom calls from Wednesday 8 January 2025 - Wednesday 22 January 2025 and the details of those sessions will be available in [this google calendar](#).

Kind regards,

The Grading Support Team  
Grading Support | Tacaíocht le Gráid  
Assessment | Measúnú  
UCD Registry | Clárann UCD



[grading.support@ucd.ie](mailto:grading.support@ucd.ie)



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