Reminder: Grading Support PEB reporting demo
1 message

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To: john.oconnor1@ucd.ie

02 May 2025

Clárlann UCD | UCD Registry

Reminder: Grading Support PEB reporting demo

This email has been circulated to: Programme Deans, School & College Office Directors, Programme and Operations Managers, Programme Managers, Programme Officer Administrators, College Administrator - Programmes and Students, Innovation Academy

A Chairde,

- Following on from the communication below earlier this trimester we write to remind Programme/College Offices and Governing Boards that we are offering a demo on PEB reporting to members of the Programme Exam Boards and this demo will be offered at **2pm - 3pm Thursday 29 May 2025.**

- If you are a member of a PEB and want to attend please complete this Google Form.

- Programme and College Offices should also continue the audits of their student records' ahead of the Spring Grade Approvals Process. Any registration changes required should be completed by **Monday 9 June 2025**.

- Programme Audit Reports are found in Infohub and there is a Programme Audits Report supporting video available.

Please contact us at grading.support@ucd.ie for assistance or clarification.

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

19 February 2025

To: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator - Students, Programme Deans, Vice Principals for Teaching and Learning, School & College Office Directors, Programme Managers, College Administrator - Programmes and Students, Innovation Academy

A Chairde,

We write to advertise the supports and training available from the Grading Support team in preparation for the Spring trimester Grade Approvals Process at the end of this trimester

We are running **Live demos** to support the three stages of the Grade Approvals Process.

Faculty/Module Coordinators:

- 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 21 May 2025 and 11am - 12pm Thursday 22 May 2025.**

- 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.

Schools/SMECs:

- Again this trimester we are offering a demo to Schools in their use of School Grading Summary reporting in Infohub during the SMEC periods of a Grade Approvals Process. This will be a 60mins session over zoom at **2pm - 3pm Tuesday 27 May 2025.**
- If you are a member of a SMEC and want to attend please complete this Google Form.

Programme Exam Boards/Governing Boards:

- We are also offering a demo on PEB reporting to members of the Programme Exam Boards and this demo will be offered at **2pm - 3pm Thursday 29 May 2025.**
  If you are a member of a PEB and want to attend please complete this Google Form.

Drop-in zoom clinics:

The Grading Support team are extending the support for these calls.
They will still be offered each working day for two weeks **between 28 May - 10 June** and this year we will also be offering these **once a week 2:30pm - 4pm on Wednesday afternoons from 19 March - 23 April 2025.**
The details of those sessions are available in this google calendar.

We are also available to run ad hoc training sessions for different cohorts of staff if a School

or Governing Board request this and please contact us at grading.support@ucd.ie to discuss this.

Kind regards,

The Grading Support Team
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