Grade Transfer Process

Grade Transfer – Brightspace - InfoHub - Gradebook

A background process in Brightspace runs every hour (7am to 6pm), which moves any grades available for transfer automatically from Brightspace to a holding area in InfoHub. The module coordinator must then select the Brightspace Grade Item from which grades are to be transferred and match this against the Gradebook component into which grades are to be transferred. See following pages for a step by step guide.

It is important to note that the existing business rules around grading will continue to apply, namely:

- The existing open and close dates used by the Grade Approvals Process will continue to apply - grades can only be transferred if Gradebook is open (see Grade Approval Process timelines: http://www.ucd.ie/registry/assessment/gap.html)

- Nothing can be entered into Gradebook that is not initiated by the module coordinator (or tutor/administrator who has rights to enter grades into Gradebook)

- The module coordinator will continue to have the responsibility to ensure that the grades in Gradebook are correct before committing them to academic history

- For module coordinators who do not wish to use the transfer process, the upload facility is still available in Gradebook, however, this will not accept marks.

Grade Transfer – Brightspace - InfoHub - Gradebook

Accessing the Transfer Screen

The grade transfer screen can be accessed from the **Input & Manage Grades** section in **Assessment & Grading** section of InfoHub.

- Log into **UCD InfoHub** and select the **Students** tab

- Click on **Assessment & Grading**

- Click on **Input & Manage Grades**

The transfer process will **only** support the transfer of letter grades.

Home / Students / Assessment & Grading

Assessment & Grading

› Input & Manage Grades (previously My Grading Classlist)
Multiple grading-related functions including upload and transfer of grades, publishing of component grades and opening access for tutor grade entry. Also provides a link to Gradebook ☆

› Gradebook
Link to Gradebook to enter grades for your modules ★

- Click on the **Transfer button** for the module for grades are to be transferred

Input & Manage Grades

Select Academic Year: Academic Year 2019/2020 ▾

This screen provides you with links to input, manage and view grades for your modules.
This includes facilities to upload from spreadsheets, transfer grades from Brightspace, enable tutor grading and publish component grades to students.
You can also link directly to Gradebook from the button here. [Gradebook]

Module Code	Title	Graders	CRNS	Registered	Graded	Outstanding	Committed	Gradebook Status	Spreadsheet	Blackboard	Brightspace	Click to	Click (Mod Coord only)	Click to View

■ 2018/19 Semester 2

| MOD10000 | Module 1 | 1 | 1 | 278 | 0 | 278 | 0 | Upload | Upload | Transfer |
| MOD20000 | Module 2 | 0 | 1 | 99 | 0 | 99 | 0 | Upload | Upload | Transfer |

⚠ Error: There is no transfer button

This means that no grades have been downloaded from Brightspace for this module. Check the module in Brightspace to ensure the grades are appearing

Grade Transfer – Brightspace - InfoHub - Gradebook

Step 1

● On the Step 1 screen, click on **Select and Continue** against the Brightspace Grade Item for which grades are to be transferred

Step 2

● On the Step 2 screen, click on **Select and Continue** against the Gradebook component into which grades are to be transferred

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Grade Transfer – Brightspace - InfoHub - Gradebook

Step 3

- On the Step 3 screen, click on **Transfer Grades** to transfer the grades to the selected component in Gradebook

- Confirmation to transfer the grades will be sought

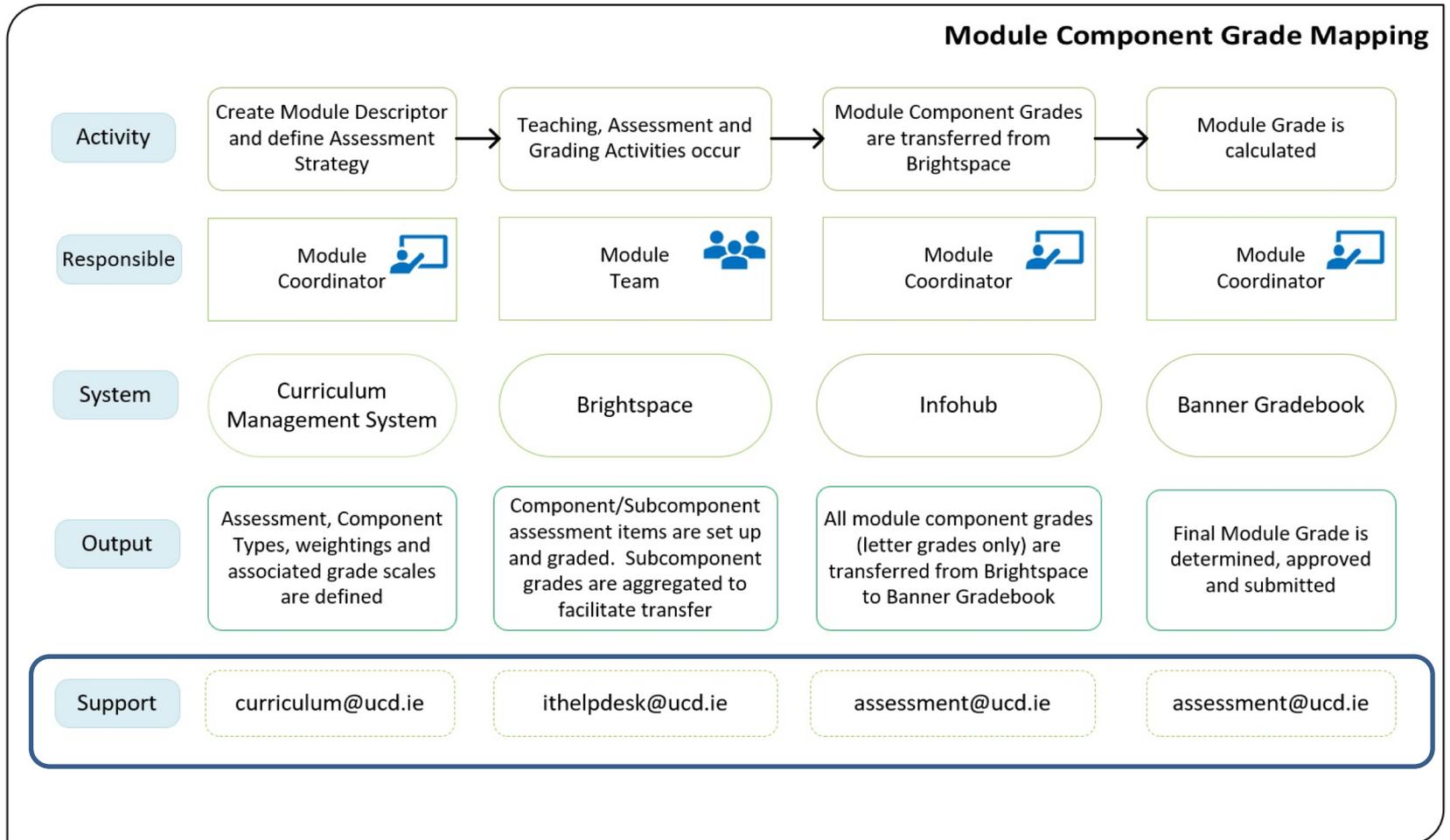- The following screen will appear when transfer is complete

Error: Can't get the process to work

Contact assessment@ucd.ie for support

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Support

The below graphic depicts who to contact should you require support on the different elements of this process:

Module Component Grade Mapping

Activity	Create Module Descriptor and define Assessment Strategy	Teaching, Assessment and Grading Activities occur	Module Component Grades are transferred from Brightspace	Module Grade is calculated
Responsible	Module Coordinator	Module Team	Module Coordinator	Module Coordinator
System	Curriculum Management System	Brightspace	Infohub	Banner Gradebook
Output	Assessment, Component Types, weightings and associated grade scales are defined	Component/Subcomponent assessment items are set up and graded. Subcomponent grades are aggregated to facilitate transfer	All module component grades (letter grades only) are transferred from Brightspace to Banner Gradebook	Final Module Grade is determined, approved and submitted
Support	curriculum@ucd.ie	ithelpdesk@ucd.ie	assessment@ucd.ie	assessment@ucd.ie

FAQs

Q. Can I transfer marked assessment to Gradebook?
A. No, the University has determined that all assessment shall be graded, and Gradebook is only set-up to accept grades. Marks can be used at sub-component level in Brightspace but must be converted to Grades before transferring to Gradebook.

Q. I have completed my grading in Brightspace but no grades are visible to transfer when I log into Infohub?
A. The data transfer job that moves grade values from Brightspace to InfoHub runs once an hour. There will be a delay (maximum of 60 minutes) between grades being entered or changed in Brightspace, before they are available for transfer to Banner Gradebook.

Q. I have recently changed a grade value in Brightspace but that changed grade is not visible for transfer?
A. The data transfer job that moves grade values from Brightspace to InfoHub runs once an hour. There will be a delay (maximum of 60 minutes) between grades being entered or changed in Brightspace, before they are available for transfer to Banner Gradebook.

Q. The Assessment Strategy in Gradebook does not match the assessment types I have used during the trimester, and as a result, I can't transfer grades from Brightspace to Gradebook
A. The information relating to a module's assessment strategy, including associated type, grade scale and weighting, is pulled from the Curriculum Management System into Gradebook. If there is a mismatch in information, please request an assessment strategy or module grade scale change via the Module Exemption request process (See next page)

Q. Can I use different grade scales for different pieces of assessment?
A. Yes, different scales can be applied to different pieces of assessment. For example in a module, the assessment strategy could comprise an essay, graded by the letter grade scale and an MCQ, graded by 40% marking scale. The information on which scale is to be applied to each piece of assessment is drawn from information captured in the Curriculum Management system.

Useful Links

The following links may be of use:

UCD Academic Regulations

https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=123

Assessment webpages - Grading information

http://www.ucd.ie/registry/assessment/grading.html

Assessment Team contacts

http://www.ucd.ie/registry/assessment/contacts.html

InfoHub log in page

https://sisweb.ucd.ie/usis/W_HU_MENU.InfoHubMenu

Brightspace supporting information

https://www.ucd.ie/itservices/ourservices/educationaltechnologies/virtuallearning-brightspace/brightspaceinstructors/

Brightspace support

ithelpdesk@ucd.ie

How to use Gradebook guidelines

https://intranet.ucd.ie/registry/documents/how-to-use-Banner-Gradebook.pdf

Curriculum Management Timelines

http://www.ucd.ie/registry/adminservices/curriculum/index.html

How to request a module exemption guidelines

http://www.ucd.ie/registry/adminservices/curriculum/curriculum_management.html

Curriculum Management System

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-HOME

Curriculum Liaison Team contacts

http://www.ucd.ie/registry/adminservices/curriculum/contact.html

UCD Registry
University College Dublin
Belfield
Dublin 4

W: www.ucd.ie/registry
E: registry@ucd.ie

UCD IT Services
University College Dublin
Belfield
Dublin 4

W: www.ucd.ie/itservices
E: ithelpdesk@ucd.ie