

Manual Grade Entry

A guide on how to manually enter grades in My
Module Grades. .

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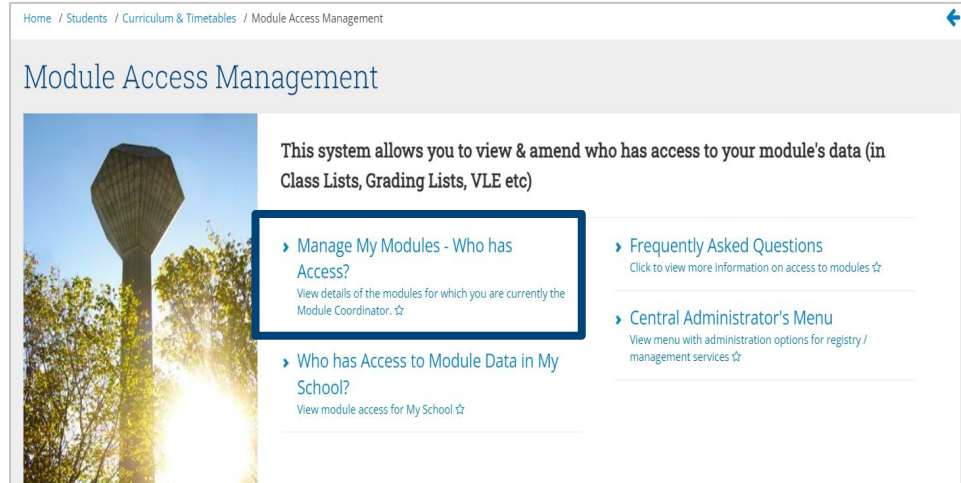
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Manage Access to My Module Grades.

Module Coordinators are automatically assigned access to **'My Module Grades'** based on the information entered on the Module Descriptor for the relevant academic year.

If you are a Module Coordinator and are unable to access 'My Module Grades' contact your [College Liaison on the Curriculum Team](#).

A Module Coordinator will also be able to manage the Assistant Graders role for a module. The Assistant Grader role is managed via Module Access Management on Infohub.



Home / Students / Curriculum & Timetables / Module Access Management

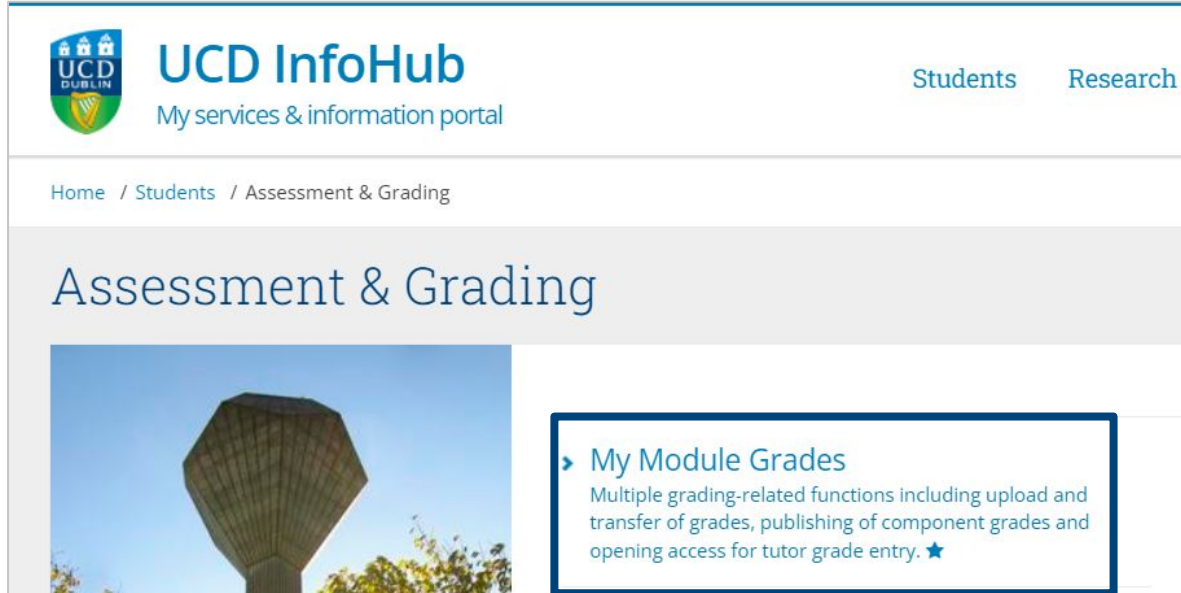
Module Access Management

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?**
View module access for 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 ☆

Accessing My Module Grades.

My Module Grade is accessed under **Assessment & Grading** menu of Infohub.



The screenshot shows the UCD InfoHub website. At the top left is the UCD Dublin logo and the text 'UCD InfoHub My services & information portal'. To the right are links for 'Students' and 'Research'. Below this is a breadcrumb trail: 'Home / Students / Assessment & Grading'. The main heading is 'Assessment & Grading'. On the left is a photograph of a large, octagonal stone structure. On the right, a blue-bordered box highlights a link: '► My Module Grades'. Below the link is a description: 'Multiple grading-related functions including upload and transfer of grades, publishing of component grades and opening access for tutor grade entry. ★'.

My Module Grades – Selecting a Module.

In order, to entry grades for a module you must first click the **Open** button located under the Grade Entry Column.

Please note Grade Entry may appear as **Closed** during specific times during the Grade Approvals Process. If your module is displaying as **Complete** grades have already been entered for the module and commit to Academic History.

My Module Grades

Select Academic Year: Academic Year 2024/2025 ▾

My Students with Outstanding IX, IA and IM Grades

Filter...

Module	Term Code	CRN	Registered	Outstanding Grades	Grading Actions			GAP			
					Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff
2024/25 Autumn Trimester											
ACC10060 - Introduction to Accounting	202400	11123	99	99	Open	–	–	↓ A ↑ Z	📊	+	N/A
BMGT10170 - Inside Organisations	202400	18902, 18903	574	574	Open	–	–	↓ A ↑ Z	📊	+	N/A
CHEM30210 - Struct	202400	10626	47	47	Open	–	–	↓ A ↑ Z	📊	+	N/A

My Module Grades – Grade Entry Options.

There are 3 methods available on My Module Grades once you have clicked on the Open button. The three methods available are as follows 1. **Manual Grade Entry**. 2. **Grade Transfer from Brightspace** and 3. **Upload using an Excel sheet**.

The screenshot shows a dialog box titled "Grade Entry for MDSA30090 in 2019/20 Spring Trimester". It contains three main sections:

- Grade Entry**: Includes "Manual Grade Entry (Component & Final)" with a keyboard icon and a description: "Enter component grades and/or final grades using Banner Faculty Grade Entry".
- Brightspace Grades Transfer**: Includes "Transfer Component Grades" with a circular arrow icon and a description: "Transfer component grades from Brightspace".
- Infohub Grades Upload**: Includes "Upload Component Grades" (spreadsheet icon) and "Upload Final Grades" (spreadsheet icon).

Three callout boxes on the left point to these sections:

- Blue box: **Enter manually** (points to Manual Grade Entry)
- Purple box: **Transfer from Brightspace** (points to Transfer Component Grades)
- Green box: **Upload using an excel sheet** (points to Upload Component Grades)

My Module Grades – Manual Grade Entry.

The manual grade entry option defaults to Final Grades on the **Faculty Grade Entry** page. If you are manually entering **Component Grades** you can do so by clicking **Gradebook (Component Grades)** function located at the top left of the Faculty Grade Entry page.

Term	Subject	Course	Title	CRN	Grading Status	Rolled
202300 - 2023/2024 September	CHEM - Chemistry	30210	Struct Determ&Heterocyc Chem	10626	Completed	In Progress
202400 - 2024/2025 September	CHEM - Chemistry	30210	Struct Determ&Heterocyc Chem	10626	Not Started	Not Started
202300 - 2023/2024 September	MDSA - Medicine Systems One	20200	Respiratory Biology	10941	Completed	In Progress
202400 - 2024/2025 September	MDSA - Medicine Systems One	20200	Respiratory Biology	10941	Not Started	Not Started
202300 - 2023/2024 September	PHAR - Pharmacology	40050	Drug Discovery & Development I	10975	Completed	In Progress
202400 - 2024/2025 September	PHAR - Pharmacology	40050	Drug Discovery & Development I	10975	Not Started	Not Started

To enter grades, click the module being graded entered from the list of modules. If you are unable to locate your module from the list, use the Search function located in the top right corner. The **Search** function works best using the **CRN** for the module.

Manually Entering Final Grades.

Once you have clicked on the relevant module from the Faculty Grade Entry page, the Final Grades page will open.

In order, to enter a final grade click drop-down menu located to the right of the Student Names and Student Number.

Once Final Grades have been selected for all students list, click **Save** located in the bottom right corner.

The screenshot displays the UCD Faculty Grade Entry interface. The page title is "Faculty Grade Entry" and the sub-section is "Final Grades". Below this, there are tabs for "Final Grades" and "Gradebook (Component Grades)". A "My Courses" table lists courses with columns for Term, Subject, Course, and Title. Below the table, there is a "Records Found: 36" indicator and an "Enter Grades" section with columns for ID, Full Name, and Rolled. A dropdown menu is open on the right side of the page, showing a list of grades from A+ to IA. At the bottom of the page, there is a navigation bar with "Page 1 of 2" and "Per Page 25" options, and a "Save" button.

Term	Subject	Course	Title
202300 - 2023/2024 September	CHEM - Chemistry	30210	Struct Dete
202400 - 2024/2025 September	CHEM - Chemistry	30210	Struct Dete
202300 - 2023/2024 September	MDSA - Medicine Systems One	20200	Respirator

Records Found: 36

ID	Full Name	Rolled

Grade Dropdown Menu:

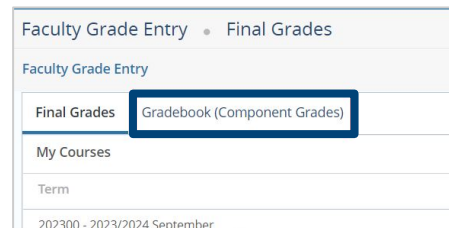
- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- D-
- PR
- FM+
- FM
- FR
- FM-
- ABS
- IA

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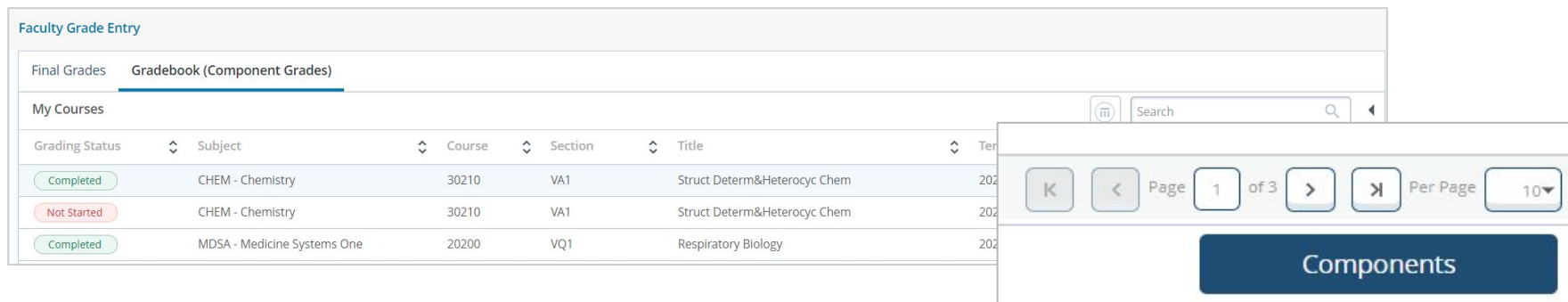
Save | Reset

Selecting Components for Manual Grade Entry.

To enter component grades, you will first need to click on the **Gradebook (Component Grades)** tab on the Faculty Grade Entry page.



Next, click the module which enter component grades are being entered. Then click on the **Component** button on the bottom right corner of the screen.



A screenshot of the Faculty Grade Entry page showing a table of courses. The page has a breadcrumb trail: Faculty Grade Entry > Final Grades > Gradebook (Component Grades). Below the breadcrumb trail, there are sections for 'My Courses' and 'Search'. The 'My Courses' section contains a table with columns: Grading Status, Subject, Course, Section, Title, and Term. The table has three rows. The first row is highlighted in blue and has a 'Completed' status. The second row has a 'Not Started' status. The third row has a 'Completed' status. Below the table, there is a 'Components' button.

Grading Status	Subject	Course	Section	Title	Term
Completed	CHEM - Chemistry	30210	VA1	Struct Determ&Heterocyc Chem	202300 - 2023/2024 September
Not Started	CHEM - Chemistry	30210	VA1	Struct Determ&Heterocyc Chem	202300 - 2023/2024 September
Completed	MDSA - Medicine Systems One	20200	VQ1	Respiratory Biology	202300 - 2023/2024 September

Manually Entering Component Grades.

Once you have clicked on the **Component button**, the module component list will be displayed. To enter grades for a component, double click on the relevant component, this will open the Component Grades page will open.

In order, to enter component grades click on the drop-down menu located to the right of the Student Names and Student Number.

Once Final Grades have been selected for all students list, Select **Save** located in the bottom right corner.

Faculty Grade Entry • [Gradebook](#) • Components

Components

Final Grades [Gradebook \(Component Grades\)](#)

Struct Determ&Heterocyc Chem - Components

Name	Description	Weight	Grade Scale	Must Pass
ASSIGNSSAY	Spectroscopy will be assessed by 4 assignments that will be graded and returned to the students at 4 tutorials. The heterocyclic component will have one	10	COMGRD	NO

Records Found: 3

Enter Component Grades

Id Student Name

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Save Reset

How to Amend Manually Entered Grades.

In some cases, you may need to amend Final or Component grades before grades are committed to Academic History.

To amend grades, you should follow the same process used to manually enter grades. It is extremely important once you have entered the new grade from the drop-down menu, you select **Save**.

The screenshot displays the 'Final Grades' interface in the UCD Registry. It features a 'My Courses' table and an 'Enter Grades' table. The 'Enter Grades' table has a dropdown menu for 'Final Grade' that is open, showing options like 'C', 'B+', 'B-', 'C+', 'C-', 'D+', and 'D-'. Below the tables is a navigation bar with 'Page 1 of 2' and 'Per Page 25'. At the bottom, there are two buttons: 'Save' and 'Reset'.

Term	Subject	Course	Title	CRN	Grading Status	Rolled
201900 - 2019/2020 September	MDSA - Medicine Systems One	30090	Disability	10208	In Progress	Not Started
201900 - 2019/2020 September	ZOOL - Zoology	20020	Animal Behaviour	15088	Completed	Completed

ID	Full Name	Rolled	Final Grade
			C
			B+
			B-
			C+
			C-
			D+
			D-

My Module Grades – Grade Review.

Once all grades have been entered for a module, grades should be reviewed to ensure no errors have occurred during grade entry.

To review grades, Select the A-Z button located under the Grade Information column. This will open a page with the following information for the module:

- Assessment Strategy.
- Remediation Strategy.
- Assigned Graders.
- Module Course Reference. Number (CRN) for the trimester.
- Module Results Sheet.

Grades can be reviewed on the **Module Results Sheet** located at the bottom of the report.

The screenshot shows the 'My Module Grades' interface. At the top, there is a dropdown menu for 'Select Academic Year' set to 'Academic Year 2024/2025'. Below this is a blue button labeled 'My Students with Outstanding IX, IA and IM Grades'. A search bar with the placeholder 'Filter...' is present. The main content is a table with columns for 'Module', 'Term Code', 'CRN', 'Registered', 'Outstanding Grades', 'Grading Actions', and 'GAP'. The 'Grading Actions' column includes 'Grade Entry', 'Tutor Grading', and 'Publish Grades'. The 'GAP' column includes 'Grade Information', 'Grade Distribution', 'Module Observations', and 'Module Signoff'. The 'Grade Information' button is highlighted with a blue box. The table lists three modules: ACC10060 - Introduction to Accounting, BMGT10170 - Inside Organisations, and CHEM30210 - Struct.

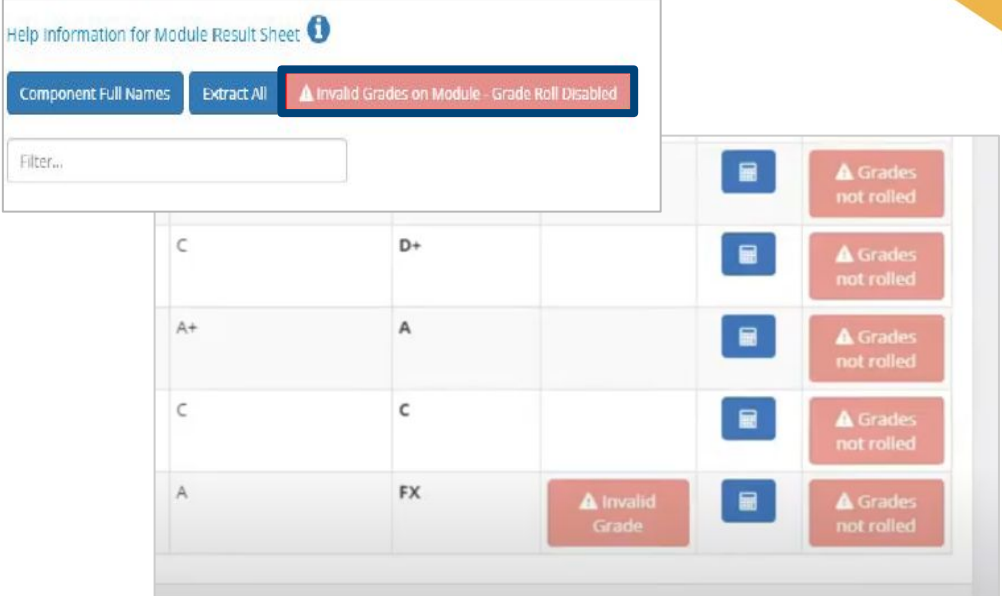
Module	Term Code	CRN	Registered	Outstanding Grades	Grading Actions			GAP				
					Grade Entry	Tutor Grading	Publish Grades	Grade Information	Grade Distribution	Module Observations	Module Signoff	
2024/25 Autumn Trimester												
ACC10060 - Introduction to Accounting	202400	11123	99	99		-	-				N/A	
BMGT10170 - Inside Organisations	202400	18902, 18903	574	574		-	-				N/A	
CHEM30210 - Struct	202400	10626	47	47		-	-				N/A	

My Module Grades – Invalid Grades.

While reviewing your grades the most common error which can be found is an **Invalid Grades** error.

If an invalid grade has been entered, a warning message will appear on as the Commit button as follows **Grade Roll Disabled**. An error message will also appear in the **Valid Grade Check** column on the Module Results Sheet, highlighting the student the error relates to.

In order, to be able to commit grades to academic history the invalid grade will need to be changed.



Help information for Module Result Sheet ⓘ

Component Full Names Extract All ⚠ Invalid Grades on Module - Grade Roll Disabled

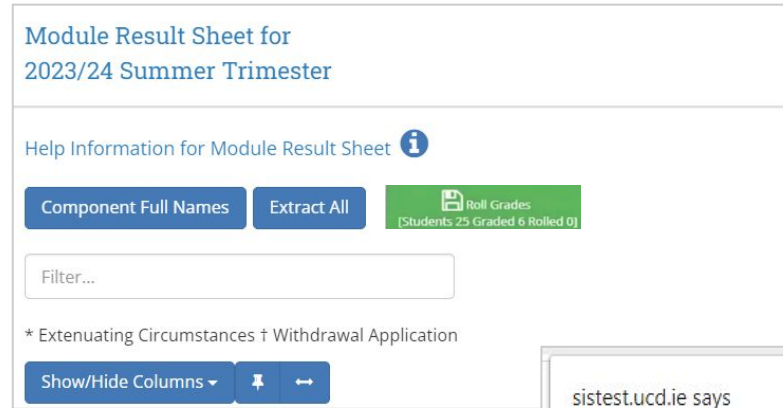
Filter...

C	D+		ⓘ	⚠ Grades not rolled
A+	A		ⓘ	⚠ Grades not rolled
C	C		ⓘ	⚠ Grades not rolled
A	FX	⚠ Invalid Grade	ⓘ	⚠ Grades not rolled


My Module Grades – Committing Grades.


Once all grades have been reviewed it is the responsibility of the Module Coordinator to commit grades.

To commit grades to Academic History, scroll to Module Result Sheet section and click on **Green Roll Grades** button.





Module Result Sheet for
2023/24 Summer Trimester

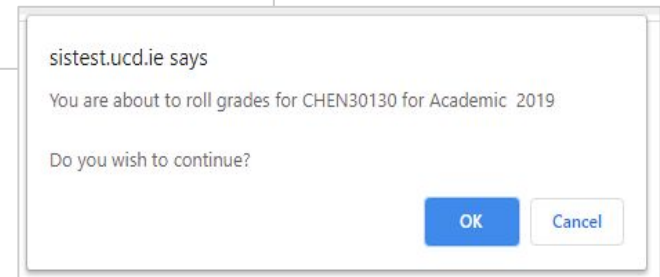
Help Information for Module Result Sheet 

Component Full Names Extract All  Roll Grades
[Students 25 Graded 6 Rolled 0]

Filter...

* Extenuating Circumstances † Withdrawal Application

Show/Hide Columns  



sistest.ucd.ie says

You are about to roll grades for CHEN30130 for Academic 2019

Do you wish to continue?

OK Cancel

Clárann UCD | UCD Registry
www.ucd.ie/registry

