Manual Grade Entry

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

Table of Content.

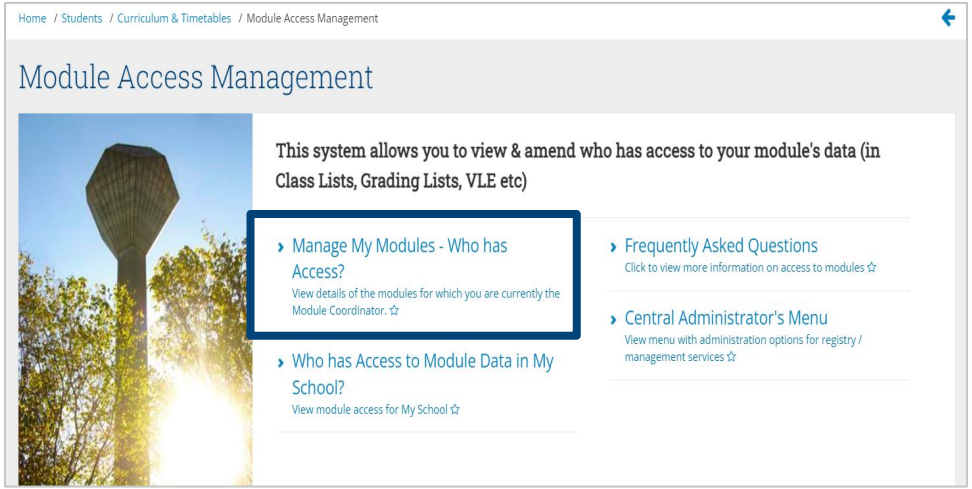
Manage Access to My Module Grades. Slide 3
Accessing My Module Grades. Slide 4
My Module Grades - Selecting a Module. Slide 5
My Module Grades - Grade Entry Options. Slide 6
My Module Grades - Manual Grade Entry. Slide 7
Manually Entering Final Grades. Slide 8
Selecting Components for Manual Grade Entry. Slide 9
Manually Entering Component Grades. Slide 10
How to Amend Manually Entered Grades. Slide 11
My Module Grades - Grade Review. Slide 12
My Module Grades - Invalid Grades. Slide 13
My Module Grades - Committing Grades. Slide 14

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.



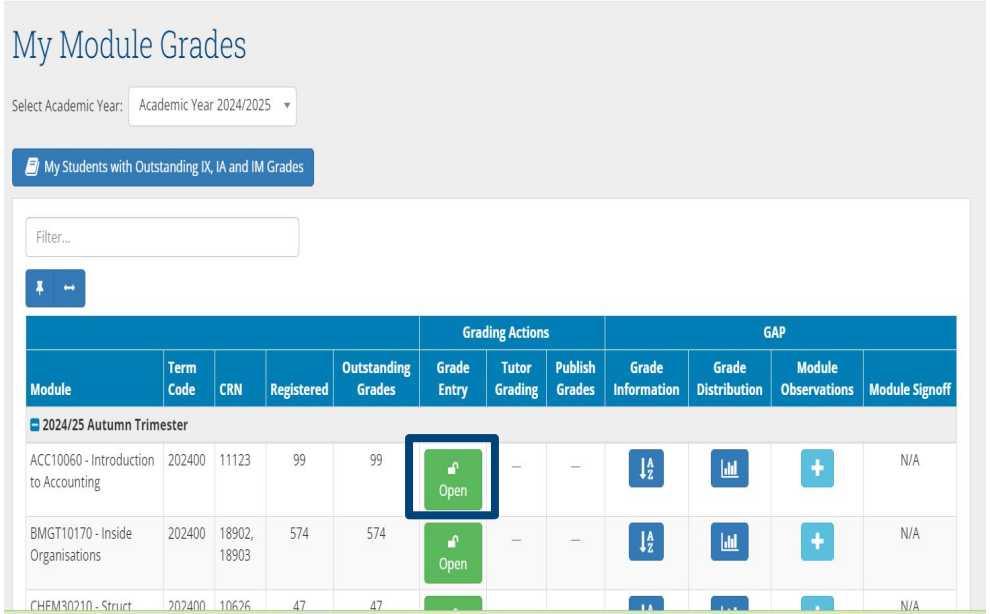
Accessing My Module Grades.

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

My Module Grades – Selecting a Module.

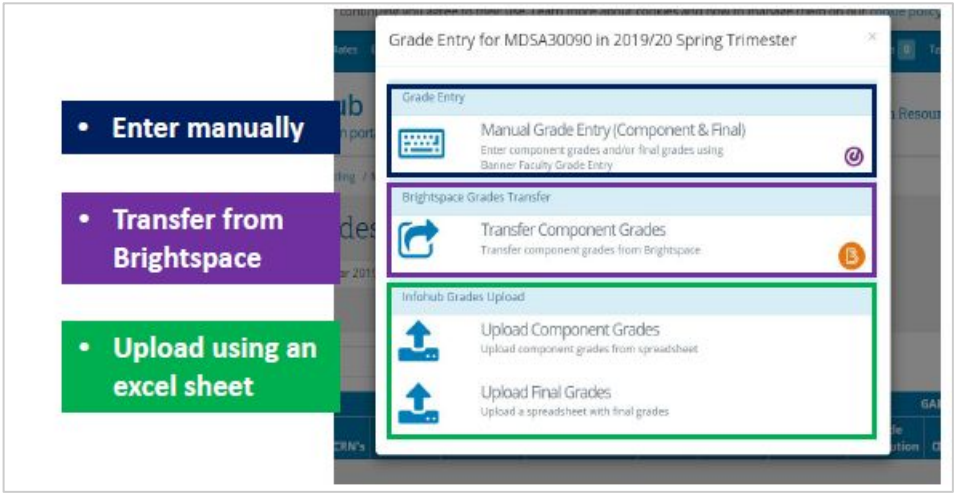
In order, to entry grades for a module you must first click the **Open** button located under the Grade Entry Column.

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.



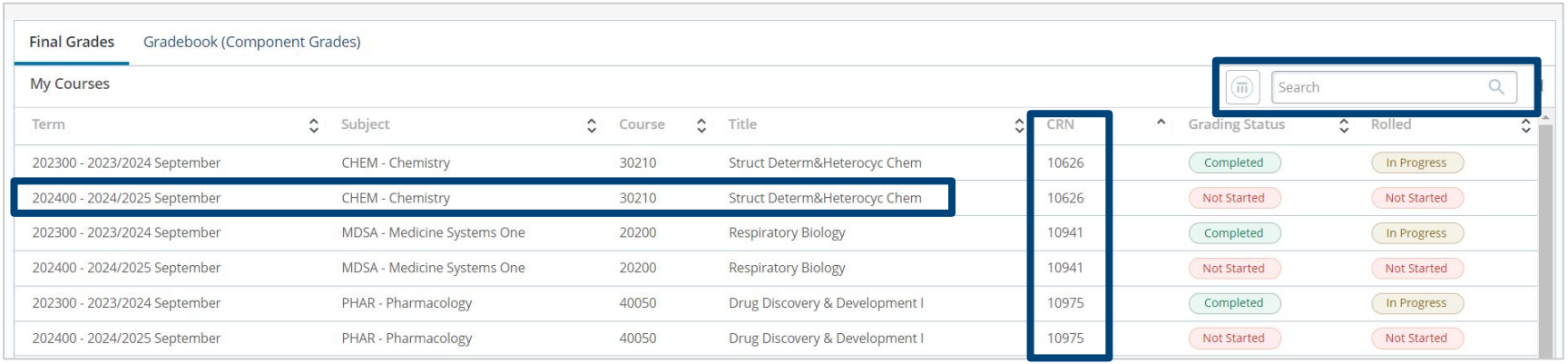
My Module Grades – Grade Entry Options.

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.**



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

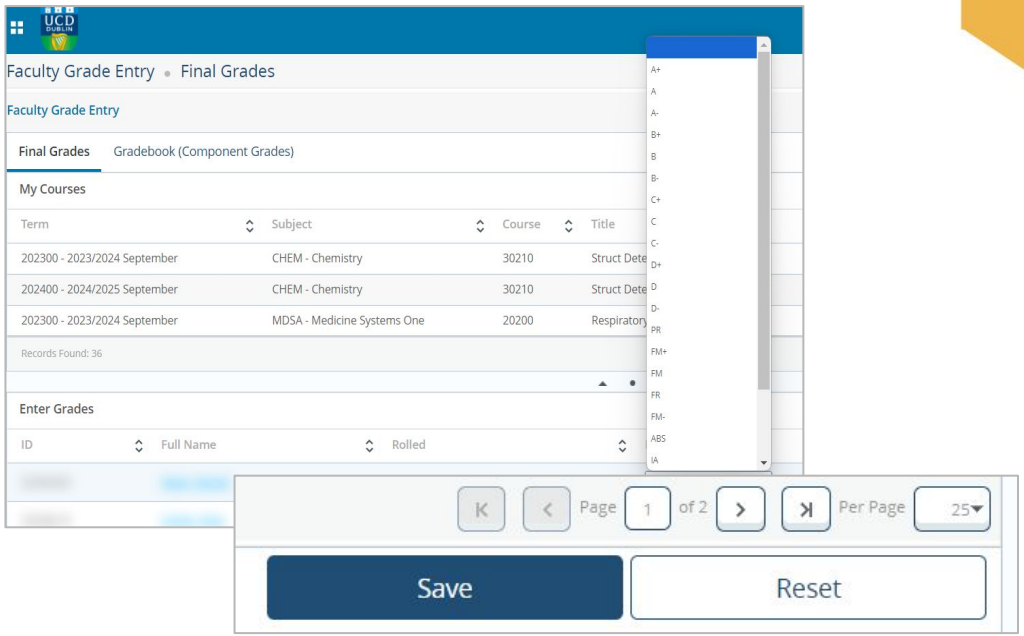
To enter grades, click the module being graded entered from the list of modules. If you are unable to locate your module from the list, use the Search function located in the top right corner. The **Search** function works best using the **CRN** for the module.

Manually Entering Final Grades.

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

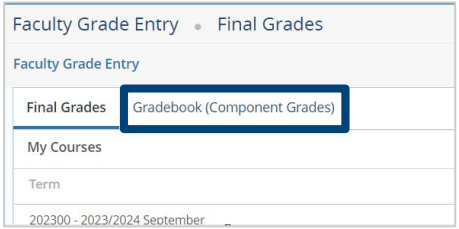
In order, to enter a final grade click drop-down menu located to the right of the Student Names and Student Number.

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

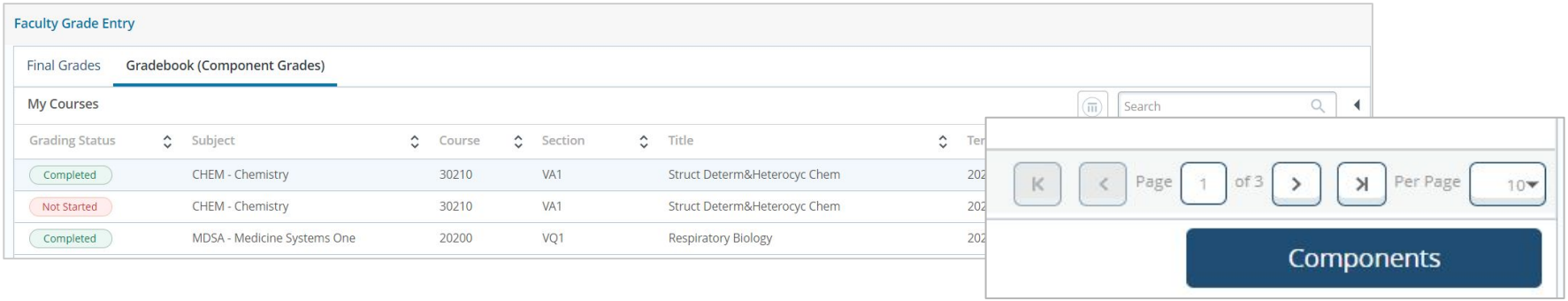


Selecting Components for Manual Grade Entry.

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.

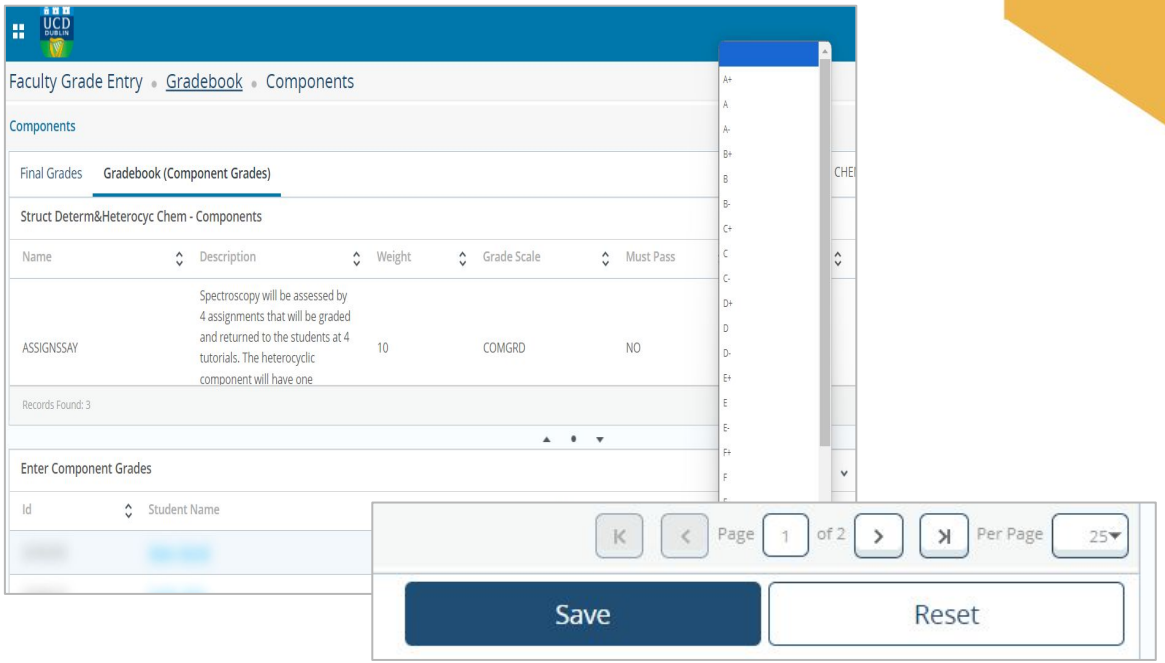


Manually Entering Component Grades.

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.

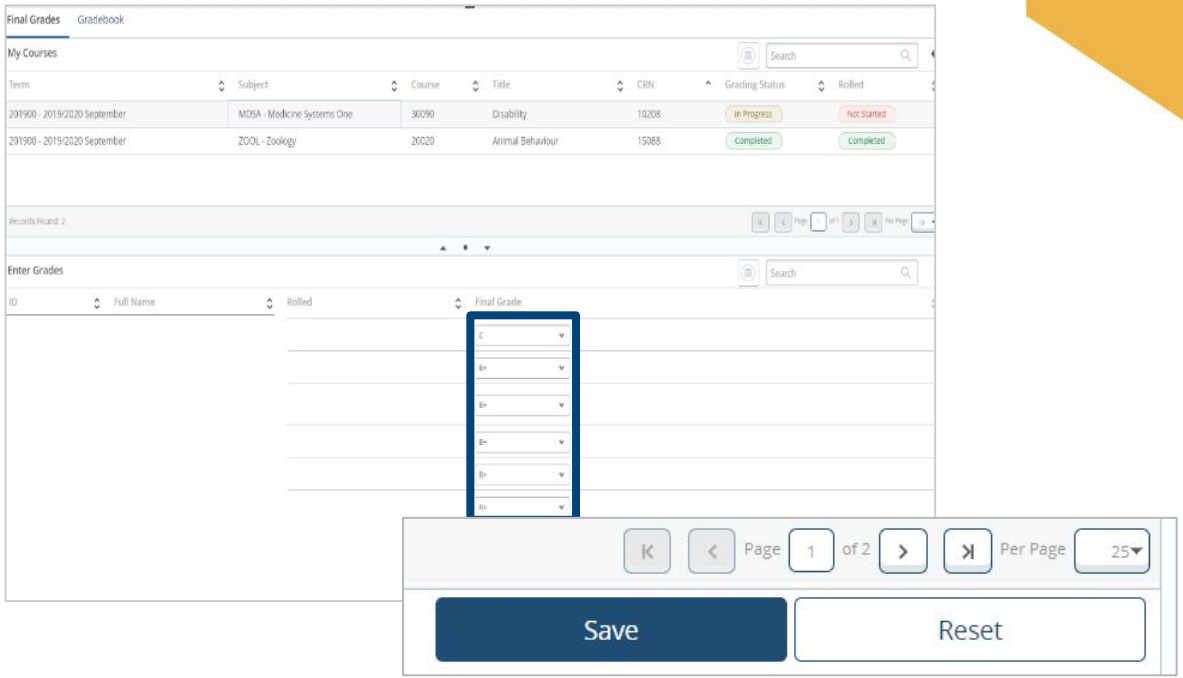
Once Final Grades have been selected for all students list, Select **Save** located in the bottom right corner.



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**.



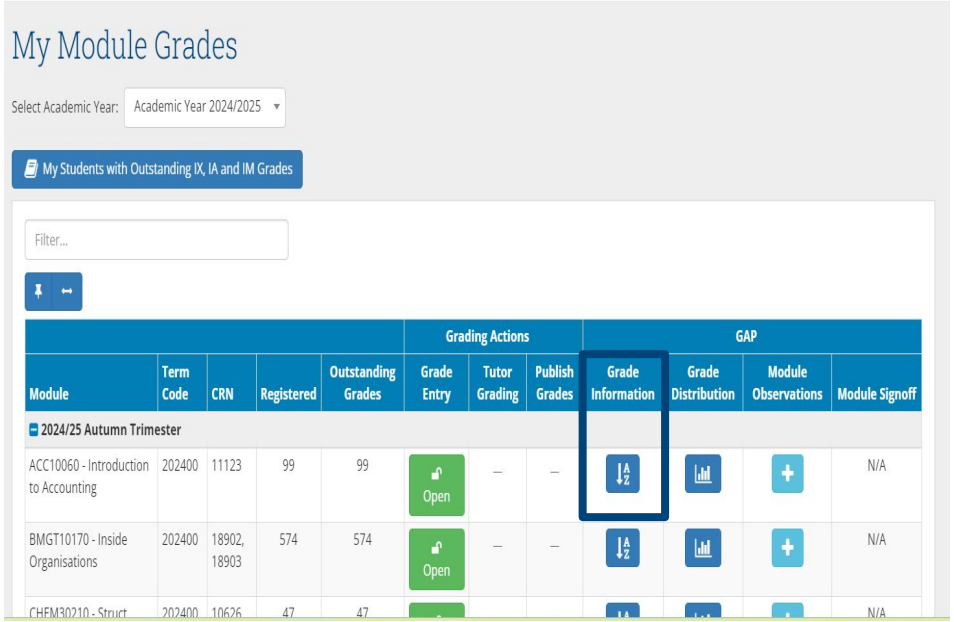
My Module Grades – Grade Review.

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.

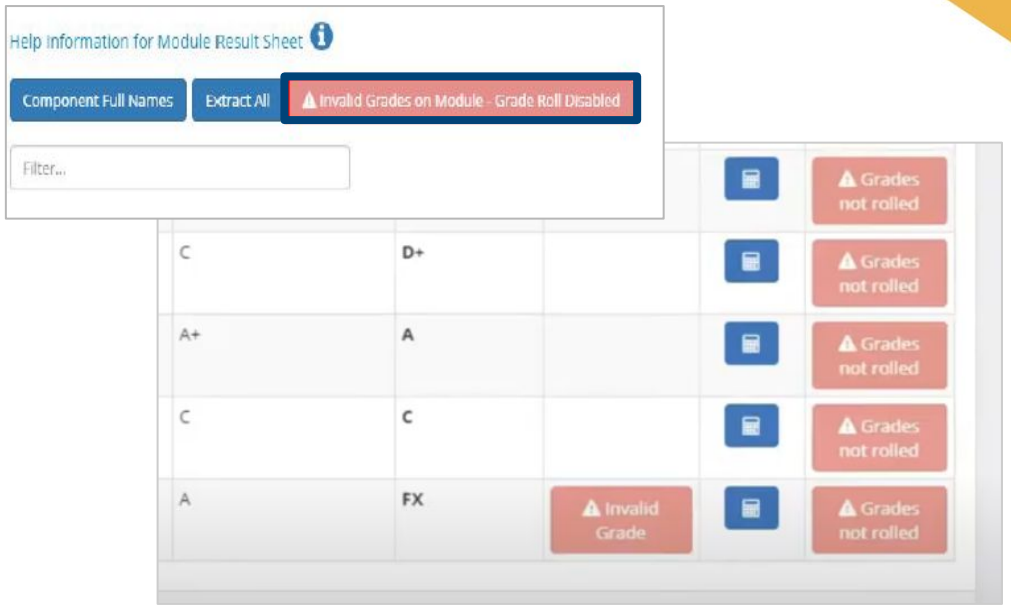


My Module Grades – Invalid Grades.

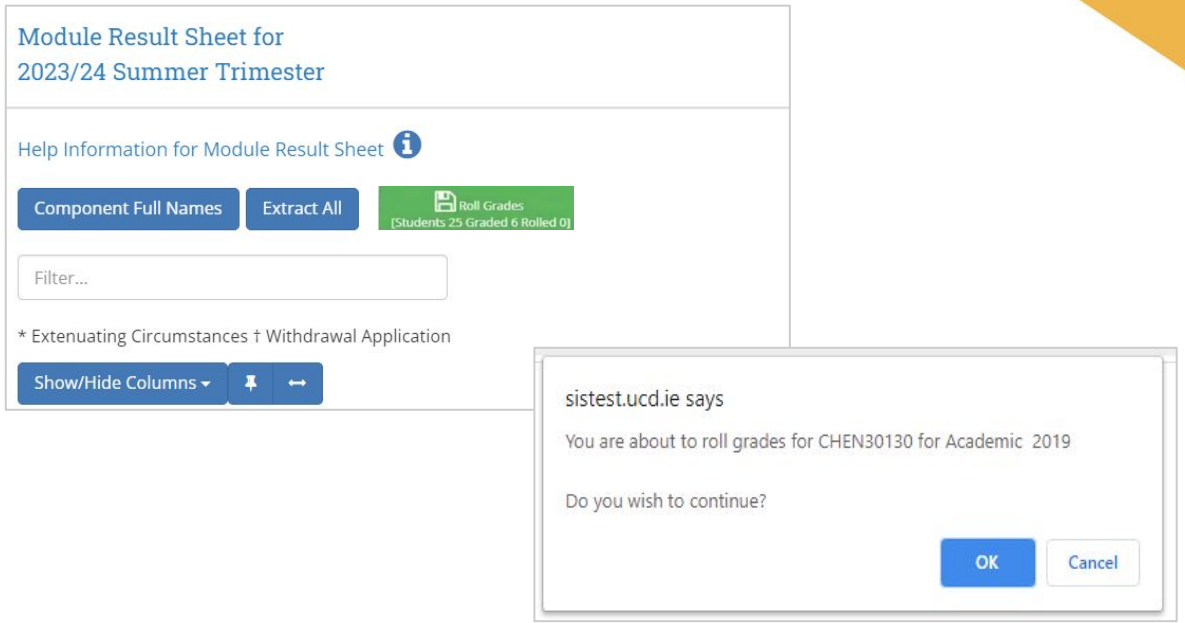
While reviewing your grades the most common error which can be found is an **Invalid Grades** error.

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.



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.