

# Grade Transfer Guide.

A guide to transferring grades from Brightspace to My Module Grades.

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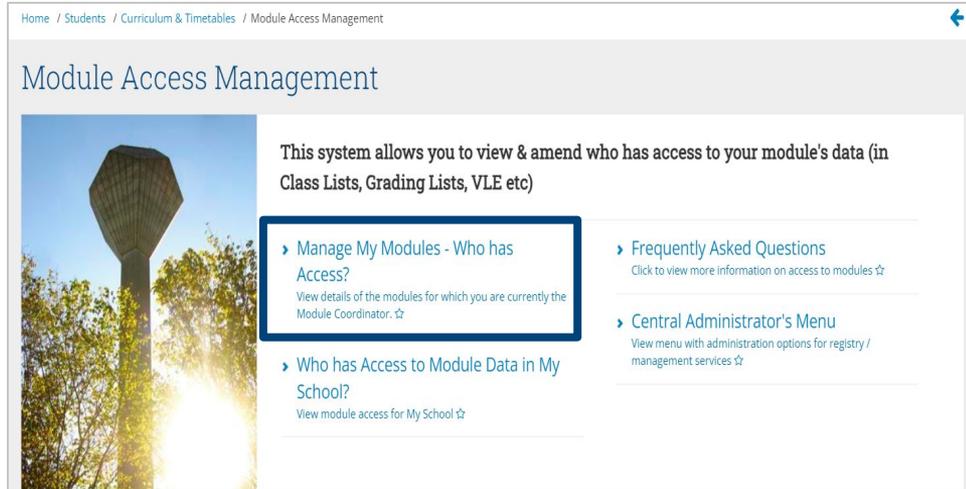
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# Manage Access to My Module Grades.

**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 interface. 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	–	–				N/A
BMGT10170 - Inside Organisations	202400	18902, 18903	574	574	 Open	–	–				N/A
CHEM30210 - Struct	202400	10626	47	47	 Open	–	–				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:

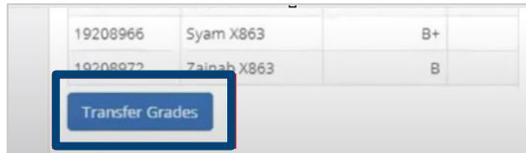
- Blue box: **Enter manually** (points to Manual Grade Entry)
- Purple box: **Transfer from Brightspace** (points to Transfer Component Grades)
- Green box: **Upload using an excel sheet** (points to Upload Component Grades)

# My Module Grades – Brightspace Transfer.

The **Brightspace Transfer** process has **3 steps**.

1. Click the Grade Item you want to transfer from Brightspace.
2. Click the component you are transferring grades to.
3. Review grades and confirm transfer of grades.

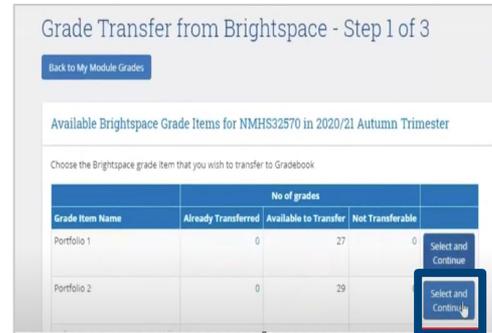
To confirm the transfer of grades from Brightspace to My Module Grades select Transfer Grades.



19208966	Syam X863	B+
19208972	Zainab X863	B

Transfer Grades

Once the transfer is complete the **Return to Input & Manage Grades** button will appear. Click this button to close out the transfer process.



Grade Transfer from Brightspace - Step 1 of 3

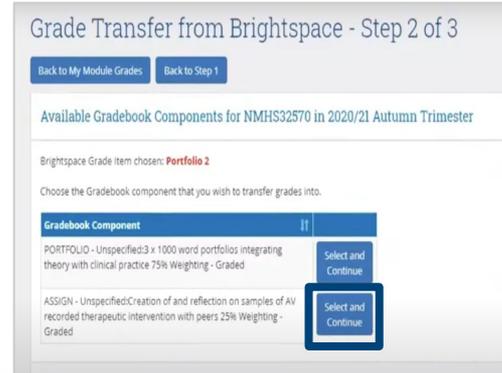
Available Brightspace Grade Items for NMHS32570 in 2020/21 Autumn Trimester

Choose the Brightspace grade item that you wish to transfer to Gradebook

Grade Item Name	No of grades		
	Already Transferred	Available to Transfer	Not Transferable
Portfolio 1	0	27	0
Portfolio 2	0	29	0

Select and Continue

Select and Continue



Grade Transfer from Brightspace - Step 2 of 3

Available Gradebook Components for NMHS32570 in 2020/21 Autumn Trimester

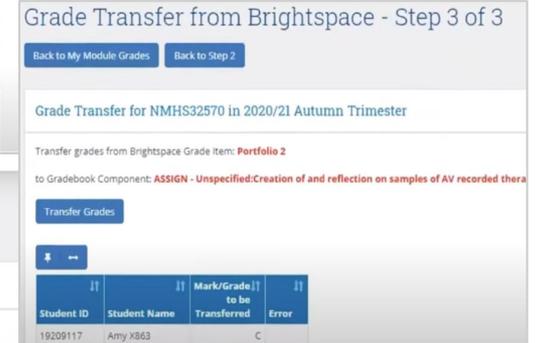
Brightspace Grade Item chosen: **Portfolio 2**

Choose the Gradebook component that you wish to transfer grades into.

Gradebook Component
PORTFOLIO - Unspecified:3 x 1000 word portfolios integrating theory with clinical practice 75% Weighting - Graded
ASSIGN - Unspecified:Creation of and reflection on samples of AV recorded therapeutic intervention with peers 25% Weighting - Graded

Select and Continue

Select and Continue



Grade Transfer from Brightspace - Step 3 of 3

Grade Transfer for NMHS32570 in 2020/21 Autumn Trimester

Transfer grades from Brightspace Grade Item: **Portfolio 2**

to Gradebook Component: **ASSIGN - Unspecified:Creation of and reflection on samples of AV recorded ther**

Transfer Grades

Student ID	Student Name	Mark/Grade to be Transferred	Error
19209117	Amy X863	C	

# Brightspace Transfer Grade Item Missing.

If the **Brightspace Grade Item** is not appearing in Step 1. of the Grade Transfer from Brightspace process.

You will need to return to Brightspace to ensure the Grade Item is a Letter Grade and has been published on Brightspace. Please be advised, any changes which are applied in Brightspace will only be reflected in Step 1 after the hourly update.

If the Grade item is a Letter Grade and has been published but the Grade Item is still not appearing. Please email [grading.support@ucd.ie](mailto:grading.support@ucd.ie) for assistance.

Grade Transfer from Brightspace - Step 1 of 3

[Back to My Module Grades](#)

Available Brightspace Grade Items for NMHS32570 in 2020/21 Autumn Trimester

Choose the Brightspace grade item that you wish to transfer to Gradebook

Grade Item Name	No of grades			
	Already Transferred	Available to Transfer	Not Transferable	
Portfolio 1	0	27	0	<a href="#">Select and Continue</a>
Portfolio 2	0	29	0	<a href="#">Select and Continue</a>
Reflection on communication skills	28	0	0	
TOTAL Portfolio	29	0	0	

# 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

Select Academic Year: Academic Year 2024/2025

My Students with Outstanding IX, IA and IM Grades

Filter...

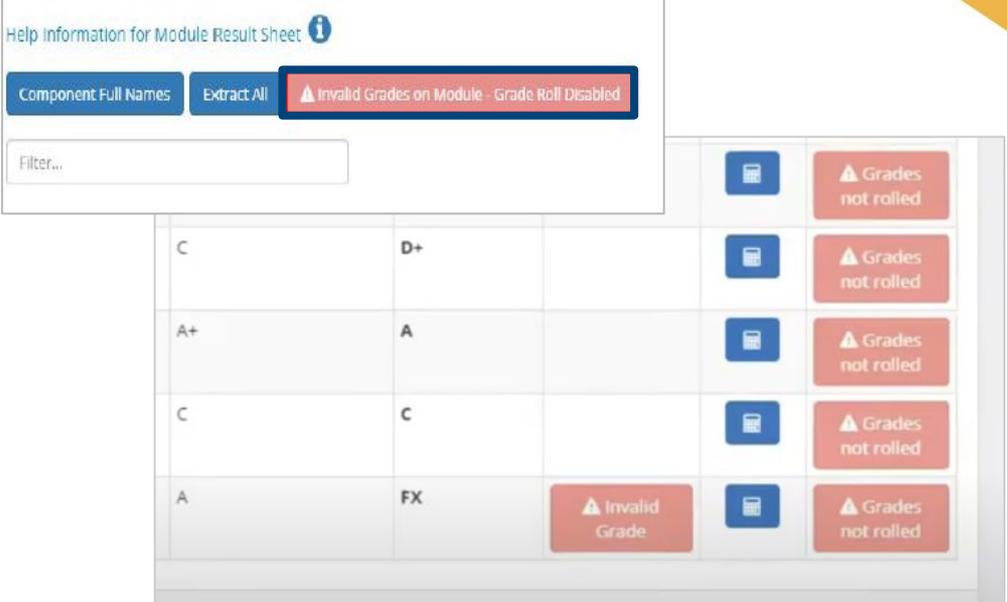
Module	Term Code	CRN	Registered	Outstanding Grades	Grading Actions			GAP				
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BMGT10170 - Inside Organisations	202400	18902, 18903	574	574		–	–				N/A	
CHEM30210 - Struct	202400	10626	47	47		–	–				N/A	

# 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

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](http://www.ucd.ie/registry)

