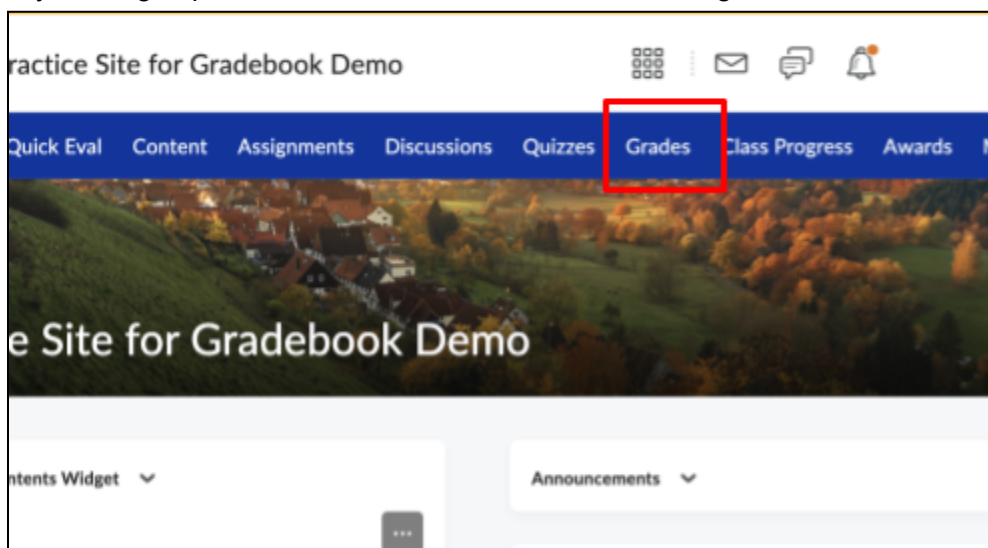


Setting up the Brightspace Grade book

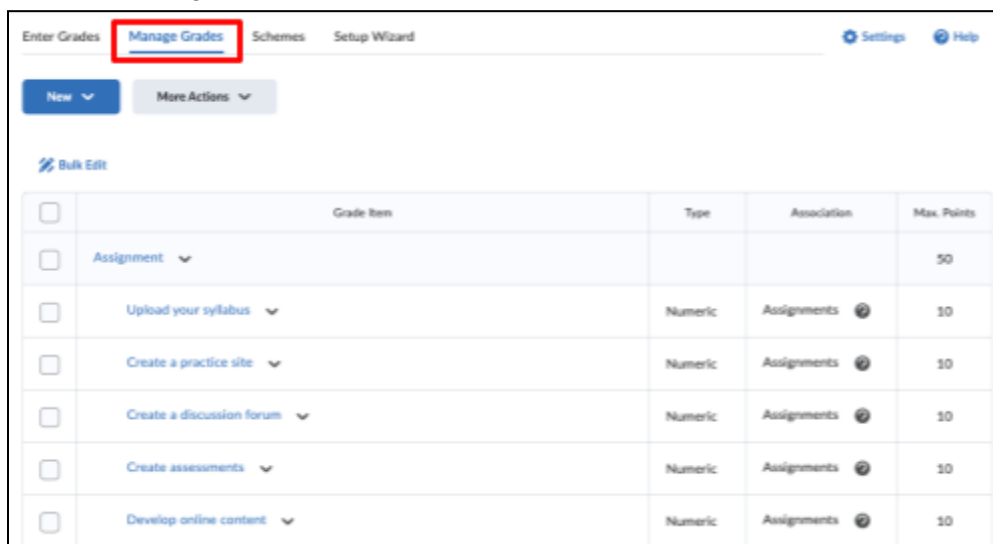
Brightspace Guides Collection

Working with a Grade Center imported from Blackboard:

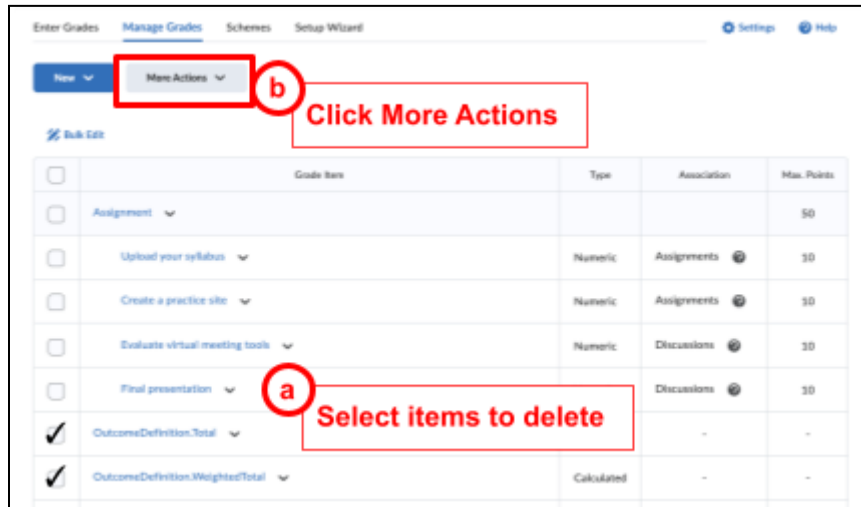
1. In your Brightspace course, click on Grades in the Navigation bar.



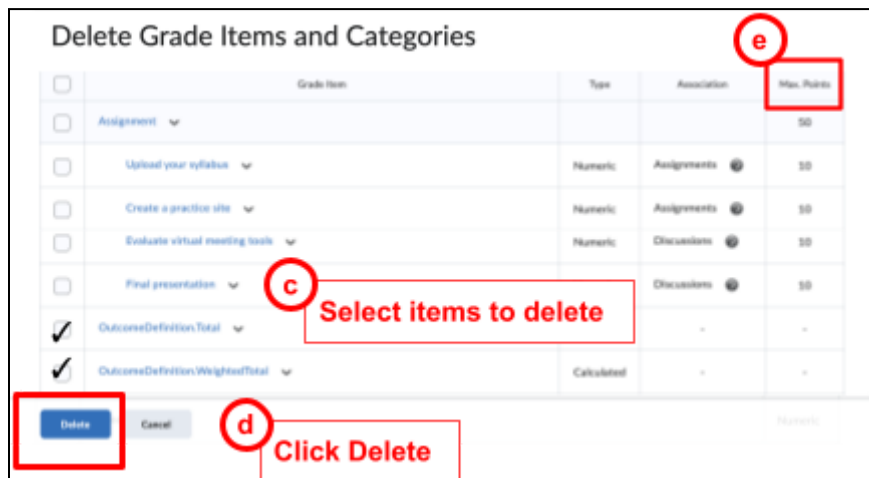
2. Click on Manage Grades



3. Delete unnecessary items such as OutcomeDefinition.Total and OutcomeDefinition.WeightedTotal. These are relics of an imported Blackboard course and are not connected to the Brightspace Grade book.
 - a. Select items to delete.
 - b. Click More Actions.

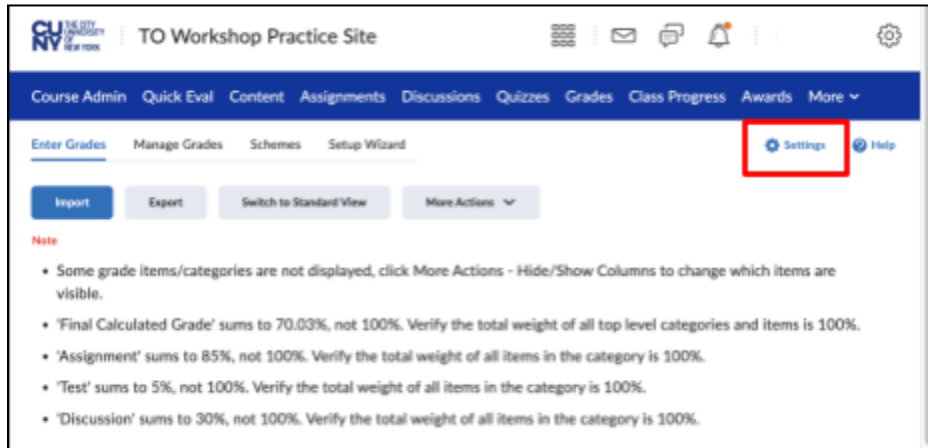


- c. You will be asked to delete again under Delete Grade Items and Categories. Select items to delete.
- d. Click Delete.
- e. The Weighted Total column isn't imported from Blackboard courses. Instead, you'll see a "Max. Points" column. To resolve this, set up [Weighted Grades](#).

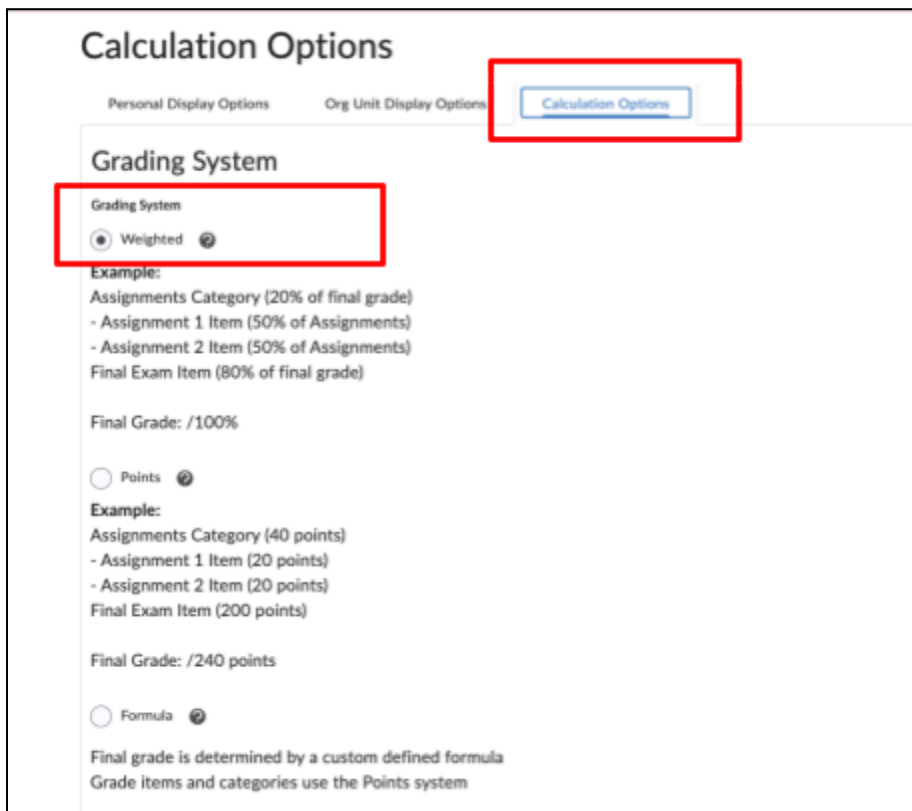


Set Up Weighted Grades - the quick way

1. In Grades, click on Settings (the gear icon at the upper right)



2. Click on the Calculation Options tab and select Weighted, under Grading System.



3. Under Final Grade Released, choose Calculated Final Grade or Adjusted Final Grade (recommended)
4. Under Grade Calculations - Ungraded Items, Choose Drop ungraded items (recommended) or Treat ungraded items as 0
5. Click Save

Final Grade Released 3

Release

Calculated Final Grade

Adjusted Final Grade

Automatically release final grade

Grade Calculations 4

Ungraded Items

Drop ungraded items

Treat ungraded items as 0

Auto Update

Automatically keep final grades updated

5 Save Close

Resolve error messages in Manage Grades

To resolve the errors resulting from converting to the weighted system, you must redistribute the weights for categories and/or grade items. Using categories is a good way to assign weights and keep your Grade book organized.

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

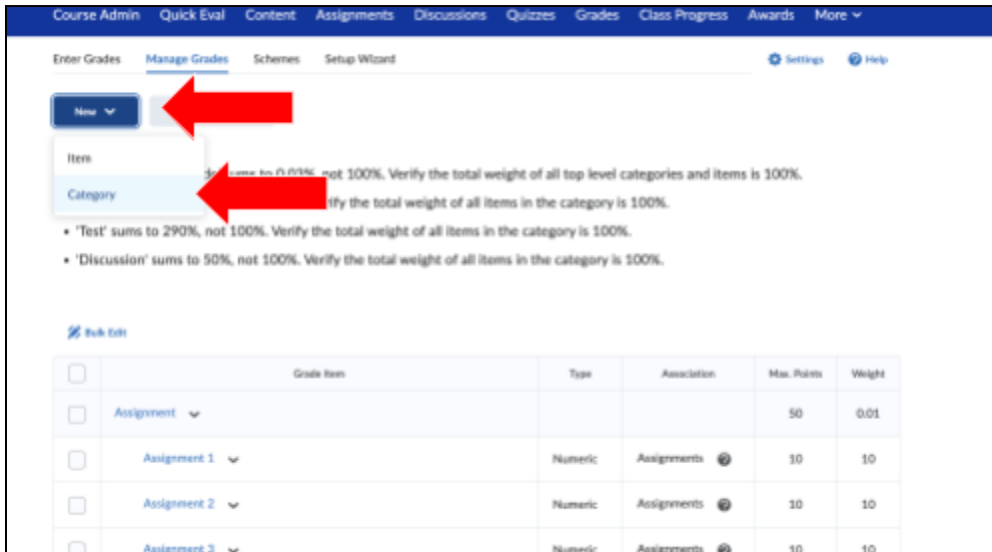
Note

- 'Final Calculated Grade' sums to 0.03%, not 100%. Verify the total weight of all top level categories and items is 100%.
- 'Assignment' sums to 50%, not 100%. Verify the total weight of all items in the category is 100%.
- 'Test' sums to 290%, not 100%. Verify the total weight of all items in the category is 100%.
- 'Discussion' sums to 50%, not 100%. Verify the total weight of all items in the category is 100%.

Bulk Edit

| <input type="checkbox"/> | Grade Item | Type | Association | Max. Points | Weight |
|--------------------------|--------------|---------|-------------|-------------|--------|
| <input type="checkbox"/> | Assignment | | | 50 | 0.01 |
| <input type="checkbox"/> | Assignment 1 | Numeric | Assignments | 10 | 10 |

1. To organize items into categories, click New and select Category



2. Enter a Name.
3. Enter a percentage for the Weight.

The screenshot shows the 'New Category' form. There are two tabs: 'Properties' and 'Restrictions'. The 'General' section is active. The 'Name' field is highlighted with a red box and a circled '2'. The 'Short Name' field is empty. Below the 'Short Name' field, there is a 'Show Description' link. The 'Grading' section is active. The 'Weight' field is highlighted with a red box and a circled '3'. Below the 'Weight' field, there is a checkbox labeled 'Allow category grade to exceed category weight'.

4. Select options under Distribution and Display Options. Click Save and Close

Distribution

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user

Number of lowest non-bonus items to drop for each user

Display Options

▼ Hide Display Options

Student View

Display class average to users

Display grade distribution to users

Override display options for this item

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme color

Click Save and Close

Save and Close Save and New Save Cancel

5. Repeat the process for other Categories such as Discussions and Quizzes.
6. In the Manage Grades tab, select items to add to a category by clicking the checkbox to the left of each item.


Note

- 'Final Calculated Grade' sums to 450%, not 100%. Verify the total weight of all top level categories and items is 100%.

[Bulk Edit](#)


| <input type="checkbox"/> | Grade Item | Type | Association | Max. Points | Weight |
|-------------------------------------|----------------|---------|-------------|-------------|--------|
| <input type="checkbox"/> | Quizzes ▾ | | | 0 | 20 |
| <input type="checkbox"/> | Assignments ▾ | | | 0 | 20 |
| <input type="checkbox"/> | Discussions ▾ | | | 0 | 20 |
| <input checked="" type="checkbox"/> | Assignment 1 ▾ | Numeric | Assignments | 10 | 10 |
| <input checked="" type="checkbox"/> | Assignment 2 ▾ | Numeric | Assignments | 10 | 10 |
| <input checked="" type="checkbox"/> | Assignment 3 ▾ | Numeric | Assignments | 10 | 10 |
| <input checked="" type="checkbox"/> | Assignment 4 ▾ | Numeric | Assignments | 10 | 10 |
| <input checked="" type="checkbox"/> | Assignment 5 ▾ | Numeric | Assignments | 10 | 10 |
| <input type="checkbox"/> | Discussion 1 ▾ | Numeric | - | 10 | 10 |

7. Click Bulk edit.



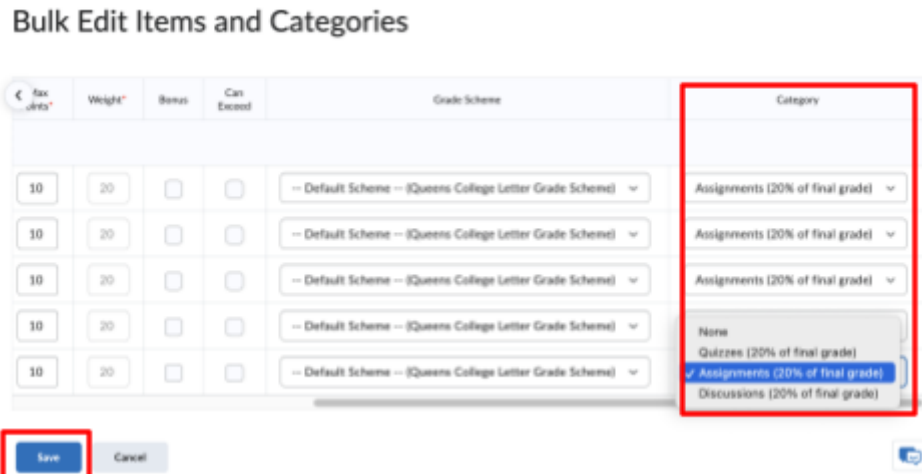
| | Grade Item | Type | Association | Max Points | Weight |
|-------------------------------------|--------------|---------|-------------|------------|--------|
| <input type="checkbox"/> | Quizzes | | | 0 | 20 |
| <input type="checkbox"/> | Assignments | | | 0 | 20 |
| <input type="checkbox"/> | Discussions | | | 0 | 20 |
| <input checked="" type="checkbox"/> | Assignment 1 | Numeric | Assignments | 10 | 10 |
| <input checked="" type="checkbox"/> | Assignment 2 | Numeric | Assignments | 10 | 10 |
| <input checked="" type="checkbox"/> | Assignment 3 | Numeric | Assignments | 10 | 10 |
| <input checked="" type="checkbox"/> | Assignment 4 | Numeric | Assignments | 10 | 10 |
| <input type="checkbox"/> | Assignment 5 | Numeric | Assignments | 10 | 10 |

8. Scroll to Categories, the last column on the right.



| # | Name* | Short Name | Type | Max Points* | Weight* | Bonus | Can Exceed | Grade Scheme | Categories |
|---|--------------|------------|---------|-------------|---------|--------------------------|--------------------------|---|----------------------------------|
| 1 | Assignment 1 | | Numeric | 10 | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 2 | Assignment 2 | | Numeric | 10 | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 3 | Assignment 3 | | Numeric | 10 | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 4 | Assignment 4 | | Numeric | 10 | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 5 | Assignment 5 | | Numeric | 10 | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |

9. Click on the drop-down menu to select a Category for each item and click Save



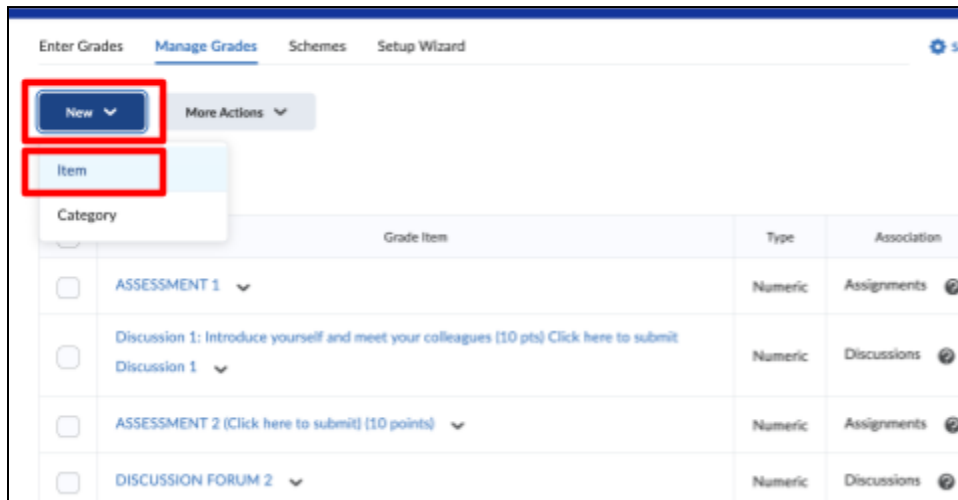
| # | Name* | Short Name | Type | Max Points* | Weight* | Bonus | Can Exceed | Grade Scheme | Categories |
|----|-------|------------|------|-------------|---------|--------------------------|--------------------------|---|----------------------------------|
| 10 | | | | | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 10 | | | | | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 10 | | | | | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 10 | | | | | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |
| 10 | | | | | 20 | <input type="checkbox"/> | <input type="checkbox"/> | -- Default Scheme -- (Queens College Letter Grade Scheme) | Assignments (20% of final grade) |

10. Follow the same steps for other items and categories (Discussions, Quizzes, etc.).

Add Grade book Items

To add a grade book item for activities that were not created using the Assignment, Discussion, or Quizzes tool, such as Participation:

1. Under Manage Grades, click on New, then Item.



2. Give it a name.
3. Enter a description (optional)

The screenshot shows the 'Properties' tab for a new grade item. The 'General' section is visible, with the 'Type' set to 'Numeric'. The 'Name' field contains the text 'Participation' and is highlighted with a red box and a circled '2' with the text 'Enter a name'. Below the 'Name' field is the 'Short Name' field. The 'Category' is set to 'None' with a '[New Category]' link. The 'Description' field contains the text 'Participation' and is highlighted with a red box and a circled '3' with the text 'Description (optional)'. A 'Hide Description' toggle is visible above the description field. At the bottom, there is a checkbox labeled 'Allow users to view grade item description'.

4. Assign a Grade and choose a Grade Scheme; select other options as desired. Click on the question marks for descriptions of each option; add a Rubric if desired.

Grading

Maximum Points *
10 ?

Weight *
10 ?

Can Exceed
 ?

Bonus
 ?

Grade Scheme
-- Default Scheme -- (Queens College Letter Grade Scheme) ?

Rubrics
Add Rubric

5. Select desired Display Options then click Save and Close.

Display Options

▼ Hide Display Options

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme color

Managing View

Override display options for this item ?

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme color

Save and Close Save and New Save Cancel

To edit the options of any grade book item or category, click on the downward arrow to the right of the item or category name then click Edit.

