The Center for Excellence in
Teaching, Learning & Leadership
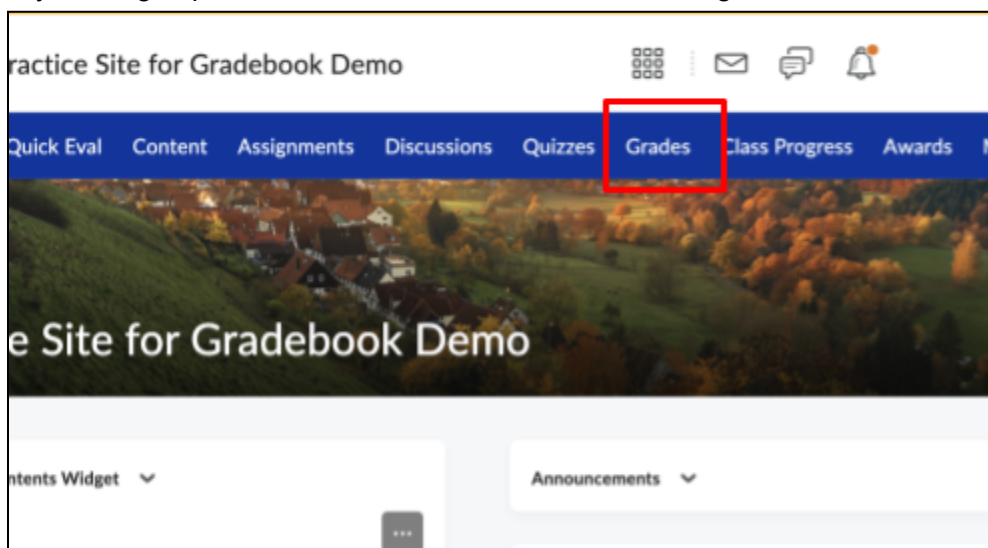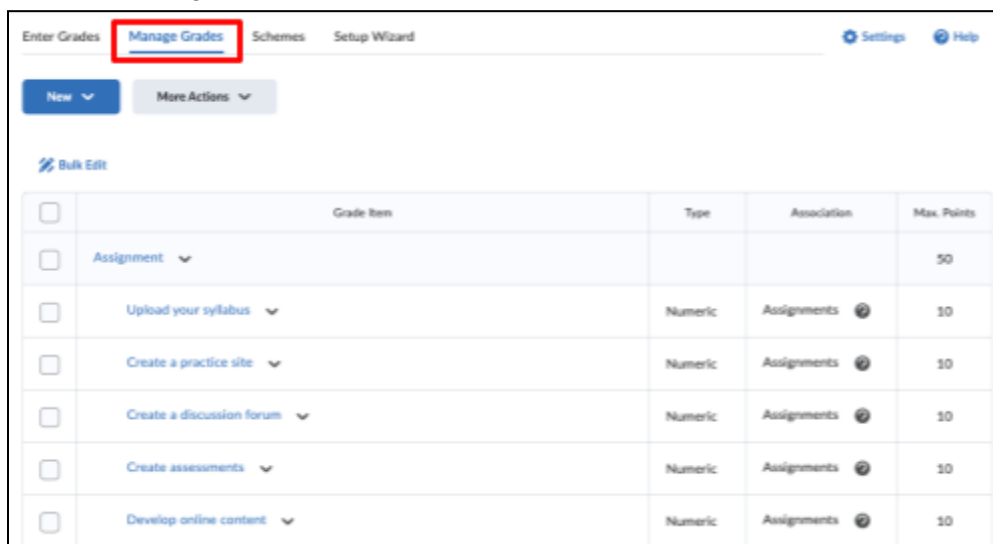Queens College, City University of New York

Setting up the Brightspace Grade book

Brightspace Guides Collection

Working with a Grade Center imported from Blackboard:
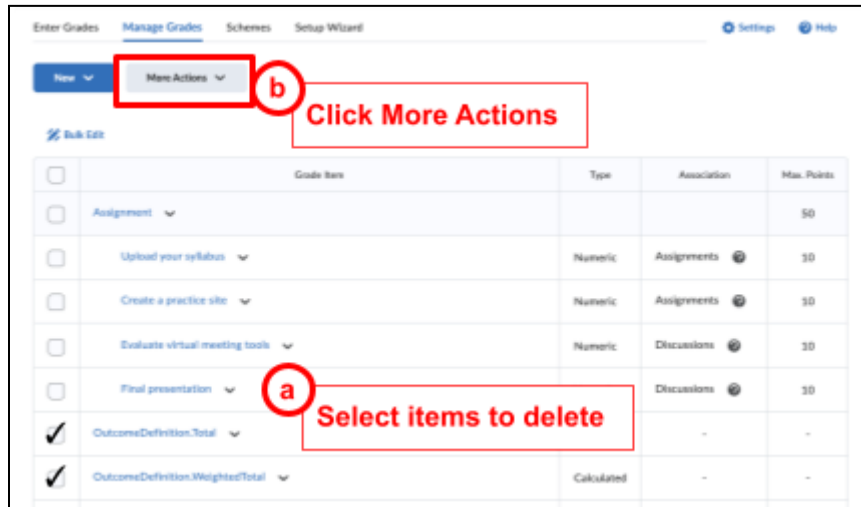
1. In your Brightspace course, click on Grades in the Navigation bar.

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**.
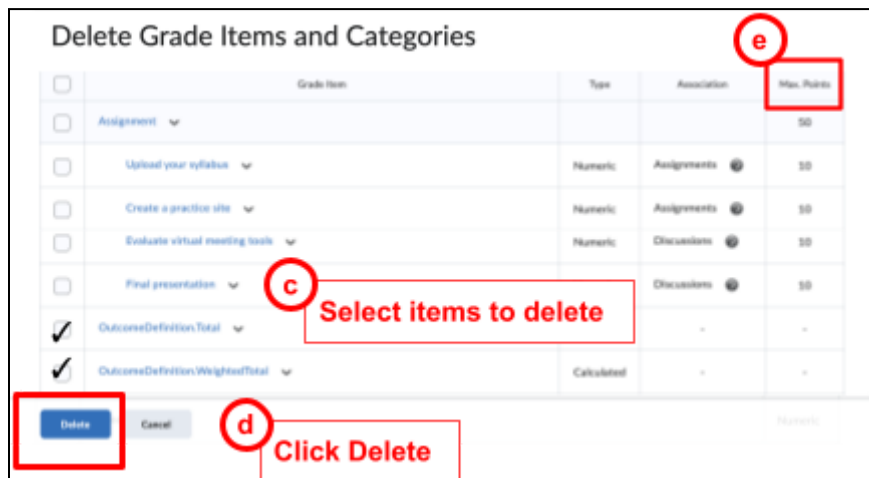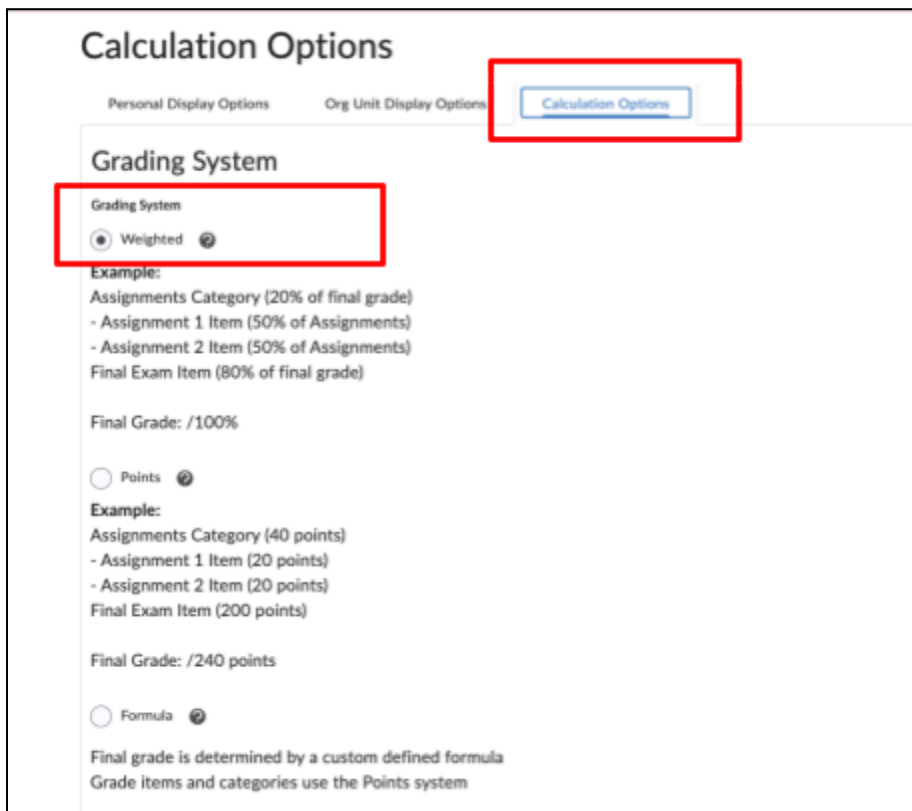
Set Up Weighted Grades - the quick way

1. In Grades, click on Settings (the gear icon at the upper right)
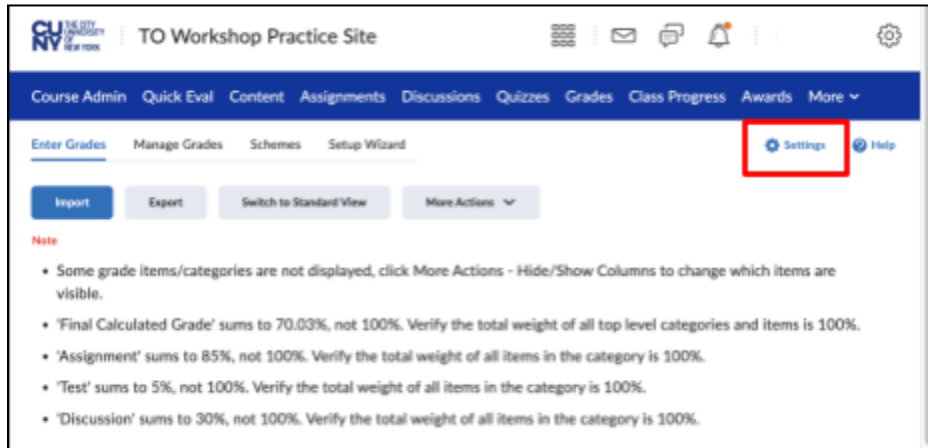
2. Click on the Calculation Options tab and select Weighted, under Grading System.

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

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.

1. To organize items into categories, click New and select Category
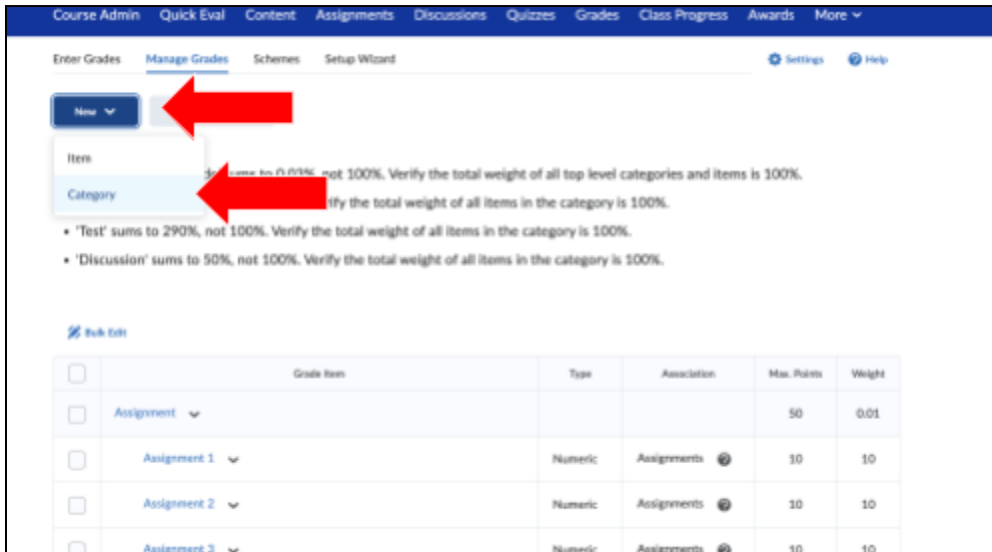
2. Enter a Name.

3. Enter a percentage for the Weight.

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

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.

7. Click Bulk edit.

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

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

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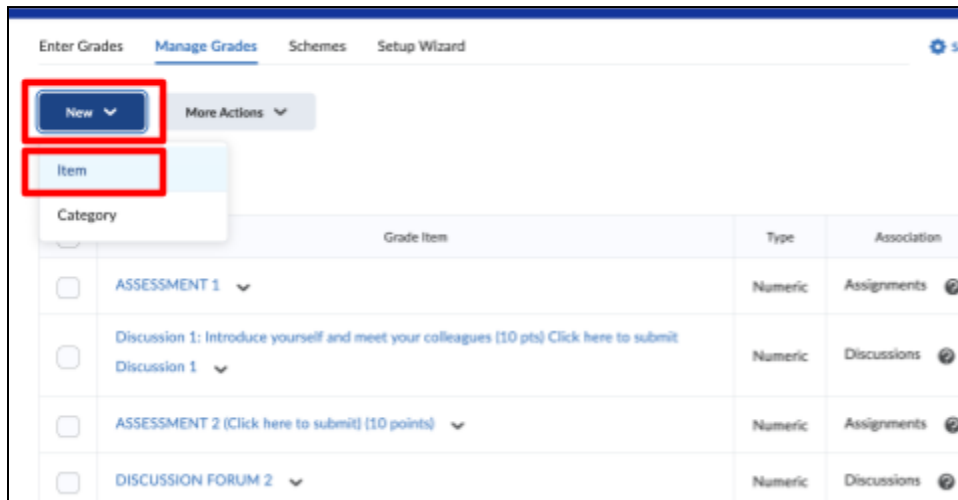
2. Give it a name.
3. Enter a description (optional)

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.

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

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.