

Manage Special Grading for Honors and Graduate Assignments

Overview

Instructors may need to manage special student projects, such as H-Option for Honors students (or additional assignments for Graduate students). In these cases, the following settings are often required:

- Two different final grade totals
- Controlled visibility of the special assignment/project

This guide provides a solution by using groups to manage grading between the H-Option and Non-H-Option students. Groups allow you to set exemptions for Non H-Option students and make filtering easier when grading. The same process can be applied for a crosslisted course having multiple sections with an entire section dedicated to Honors/Graduate students.

Objectives

By following this guide, you will be able to:

Part 1: Set up Special Grading Using Groups (for Points or Weighted System)

Step 1: Create Grading Groups (H-option & NON-H-option)

Step 2: Enroll student(s) in the Grading Groups

Step 3: Create a Special Assignment Only Released to the H-option Group

Step 4: Confirm that the grade item is restricted

Step 5: Set exemptions for the NON-H-option students

Part 2: (Weighted Grading System ONLY) Understand how H-option works in a weighted gradebook

Part 3: (Crosslist Courses ONLY) Setup special grading for a section in a crosslisted course.

Part 1: Setup Special Grading Using Groups (for Points or Weighted System)

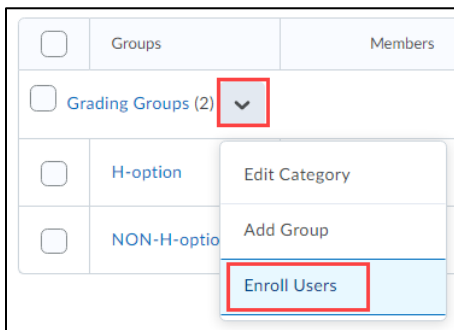
Step 1: Create Grading Groups (H-option & NON-H-option)

1. Click **Course Tools** in the navigation bar.
2. Select **Groups** in the dropdown menu.
3. On the Manage Groups page, click the **New Category** button.
4. Add a Category Name. (Ex: Grading Groups)
5. Under "Enrollment Type" select **# of Groups – No Auto Enrollments**
6. Under "Number of Groups" type **"2"**.
7. Under "Group Prefix" type "H-option")
8. Do NOT check box "Make category and group descriptions visible to group members.
9. Do NOT create workspaces.

10. Click **Save**.
11. **IMPORTANT:** Edit the group names to fit your needs to best distinguish the groups.
 - a. Recommended: Click the second group (Ex: H-option 2) and edit the name to best identify the non-H-option group. (Ex: NON-H-option).
 - b. Optional: Click the first group (Ex: H-option 1) and edit (Ex: H-option).
 - c. Click **Save**.
12. Continue to Step 2.

Step 2: Enroll student(s) in the Grading Groups

1. From the Manage Groups page, click the context arrow to the right of the category name (Ex: Grading Groups).



2. Select **Enroll Users** in the dropdown menu.
3. Scroll down to users list and enroll users in the appropriate group.
 - a. Under the “H-option” column, click the checkbox for the Honors student(s)
 - b. Under the “NON-H-option” column, click the checkbox for all other users.

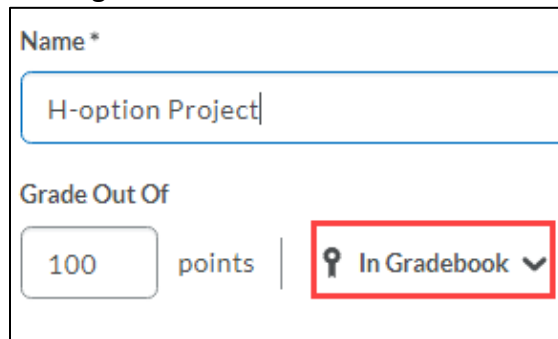
Last Name ▲, First Name, Username, Org Defined ID	H-option Users: 1	NON-H-option Users: 8
Alcott, Louisa, hljung_student7, hljung_student7 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Austen, Jane, hljung_student1, hljung_student1 🗑️	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bishop, Larry, jiax_student8, jiax_student8 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dickens, Charles, hljung_student10, hljung_student10 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dickinson, Emily, hljung_student2, hljung_student2 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doyle, Arthur, hljung_student3, hljung_student3 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Duke, Sam, jiax_student2, jiax_student2 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hemingway, Ernest, hljung_student6, hljung_student6 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Henry, James, jiax_student4, jiax_student4 🗑️	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel 7614

4. Click **Save**.

Step 3: Create a Special Assignment Only Released to the Honors Group

1. Click **Course Tools** in the navigation bar.
2. Select **Assignments** in the dropdown menu.
3. On the Assignments page, click the **New Assignment** button.
 - a. Set up the assignment with a name (Ex: H-option Project)
 - b. Click in the “Grade Out Of” field and enter the points value for the assignment (Ex: 100)
 - c. Note: Brightspace will automatically create a matching grade item with the same name in your gradebook. If you had already created the grade item prior to setting up this assignment, click the link to “In Gradebook” and select “Edit or Link to Existing”.



The screenshot shows a form with two main sections. The first section is labeled "Name *" and contains a text input field with the text "H-option Project". The second section is labeled "Grade Out Of" and contains a text input field with the number "100", followed by the word "points", and a dropdown menu. The dropdown menu is currently set to "In Gradebook" and has a red box around it.

- d. Enter additional appropriate information (Due Date, Instructions, etc.).
- e. Click **Availability Dates & Conditions** in the top-right pane.
- f. Click the **Add Release Conditions** link.
- g. In the dropdown menu, select **Create New**.
- h. Under the Condition Type, click the context menu to “**Select Condition Type**”.
- i. Scroll down to “Classlist” and select **Group Enrollment**.
- j. Under the Condition Details, click the context menu to “**Select Group**”.
- k. Under the category (Ex: Grading Groups), select the group (Ex: H-option)
- l. Click the **Create** button.



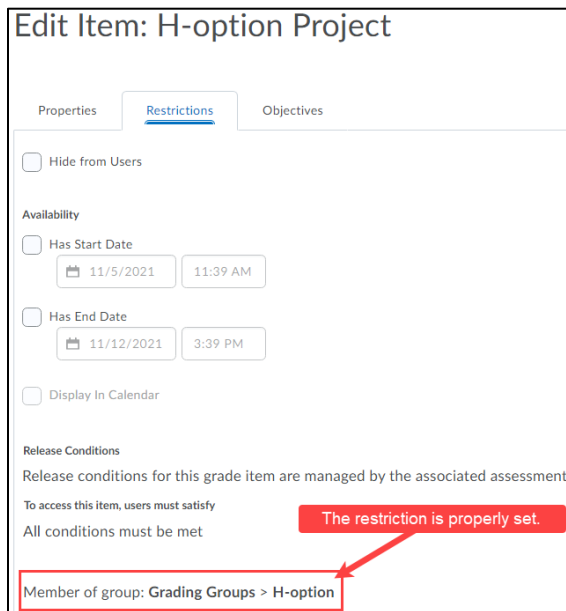
The screenshot shows the "Availability Dates & Conditions" panel. It has a title bar and a main content area. The "Start Date" and "End Date" fields are visible, each with a calendar icon and a placeholder "M/D/YYYY". Below these is the "Release Conditions" section, which has a sub-header "To view this item, users must satisfy". Underneath, there is a dropdown menu with a red box around it, showing the selected option "Member of group: Grading Groups > H-option".

- m. Click **Save and Close**.

Step 4: Confirm that the grade item is restricted to the H-option group only

Note: The restriction should automatically be set when the grade item is automatically created during Assignment creation, however, it is always a good idea to double check. With this restriction, the NON-H-option students will NOT see the grade item including the exemption.

1. Click **Grades** in the navigation bar.
2. Locate the grade item (Ex: H-option Project)
3. Click the context arrow next to the name.
4. Select **Edit** in the dropdown menu.
5. Click the **Restrictions** tab.



Edit Item: H-option Project

Properties **Restrictions** Objectives

Hide from Users

Availability

Has Start Date
11/5/2021 11:39 AM

Has End Date
11/12/2021 3:39 PM

Display In Calendar

Release Conditions

Release conditions for this grade item are managed by the associated assessment.

To access this item, users must satisfy
All conditions must be met

The restriction is properly set.

Member of group: Grading Groups > H-option

3. Don't see the restriction?

Note: If you do not see the restriction, follow these steps:

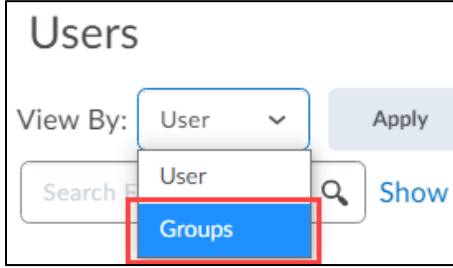
- a. On the "Restrictions" tab, click the **Create and Attach** button.
 - b. Under the Condition Type, click the context menu to "**Select Condition Type**".
 - c. Scroll down to "Classlist" and select **Group Enrollment**.
 - d. Under the Condition Details, click the context menu to "**Select Group**".
 - e. Under the category (Ex: Grading Groups), select the group (Ex: H-option)
 - f. Click the **Create** button.
4. Click **Save and Close**.

Step 5: Set exemptions for the NON-H-option students

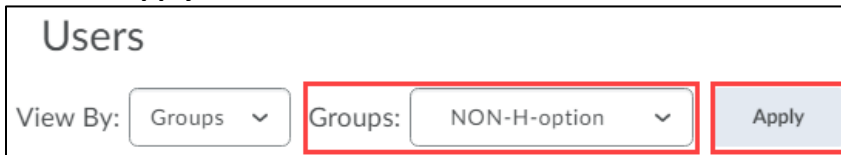
This important step will help ensure that the Final Calculated Grade is correct for both H-option students and NON-H-option students.

1. From the "Enter Grades tab, locate the grade item (Ex: H-option Project)
2. Click the context arrow next to the name.
3. Select **Enter Grades** in the dropdown menu.
4. Scroll down to the list of users.

5. Next to the “View By” menu, click the context arrow to change view to **Groups**.



6. Click the **Apply** button.
7. Scroll back down to the list of users.
8. Next to the “Groups” menu, select the “**NON-H-option**” group.
9. Click the **Apply** button.



10. Scroll back down to the list of users.
11. Click the top checkbox to select all the users in the Non-H-option group.
12. Click the link to **Exempt**.

The screenshot shows a table of users. At the top, there are several action links: 'Set Grades', 'Clear Grades', 'Add Feedback', 'Exempt', 'Unexempt', and 'Email'. The 'Exempt' link is highlighted with a red box. Below the links is a table with the following columns: 'Last Name ▲, First Name', 'Submission', 'Grade', and 'Scheme'. The first row of the table has a checkbox in the first column, which is checked and highlighted with a red box. The table contains five rows of user data:

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme
<input checked="" type="checkbox"/>	Alcott, Louisa ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Dickens, Charles ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Dickinson, Emily ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Doyle, Arthur ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Hemingway, Ernest ▼		<input type="text"/> / 100	0 %

13. All users will be set to Exempt for this grade item.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme
<input checked="" type="checkbox"/>	Alcott, Louisa ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Dickens, Charles ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Dickinson, Emily ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Doyle, Arthur ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Hemingway, Ernest ▼		- / -	Exempt

14. Click **Save and Close**.

15. Click **Yes** to confirm.

Gradebook View:

Notice in this example that the Final Calculated Grade is different between the H-option student (total of 300 points) and the other students (total of 200 points).

Last Name ▲, First Name	Final Grades	
	Final Calculated Grade ▼	H-option Project ▼
Alcott, Louisa ▼	20.5 / 200	Exempt
Austen, Jane ▼	117 / 300	0* / 100
Dickens, Charles ▼	0 / 200	Exempt
Dickinson, Emily ▼	80 / 200	Exempt
Doyle, Arthur ▼	18 / 200	Exempt

Part 2: (Weighted Grading System ONLY) Understand how H-option works in a weighted gradebook

Under normal circumstances, Brightspace expects the Final Calculated Grade to have a sum weight of 100% in a weighted grading system. However, if you have set up a weighted gradebook to equal 100% and then add an H-option grade item (which will be an additional assignment), the gradebook will display a warning at the top in Grades.

Example:

Note

- 'Final Calculated Grade' sums to 110%, not 100%. Verify the total weight of all top level categories and items is 100%.

Here are your options:

1. Ignore the warning. Assuming you have followed the instructions in Part 1, your gradebook will still function sufficiently for your specific needs.
2. Place the H-option grade item under an existing category (Ex: Assignments) but be aware that the H-option student(s) will have their assignments with adjusted value to fit the category weight which will be different than the other students.

For example:

- NON-H-option students may have 4 assignments each worth 25% for a total weight of 60% of the final grade.
- H-option students will have 5 assignments (with the additional H-option Project) each worth 20% for a total weight of 60% of the final grade.

Note: It is important to set up your weighted gradebook before you start any grading. Contact a CELT Consultant for additional help.

Part 3: (Crosslist Courses ONLY) Setup special grading for a section in a crosslisted course.

To set up restrictions based on a section instead of groups. Follow the steps below.

Step 1: Create a Special Assignment Only Released to the Honors Group

1. Click **Course Tools** in the navigation bar.
2. Select **Assignments** in the dropdown menu.
3. On the Assignments page, click the **New Assignment** button.
 - a. Set up the assignment with a name (Ex: H-option Project)
 - b. Click in the "Grade Out Of" field and enter the points value for the assignment (Ex: 100)

- c. Note: Brightspace will automatically create a matching grade item with the same name in your gradebook. If you had already created the grade item prior to setting up this assignment, click the link to “In Gradebook” and select “Edit or Link to Existing” to locate the correct grade item.

Name*

H-option Project

Grade Out Of

100 points | In Gradebook

- d. Enter additional appropriate information (Due Date, Instructions, etc.).
- e. Click **Availability Dates & Conditions** in the top-right pane.
- f. Click the **Add Release Conditions** link.
- g. In the dropdown menu, select **Create New**.
- h. Under the Condition Type, click the context menu to “**Select Condition Type**”.
- i. Scroll down to “Classlist” and select **Section Enrollment**.
- j. Under the Condition Details, click the context menu to “**Select Section**”.
- k. Select the appropriate section
- l. Click the **Create** button.
- m. Click **Save and Close**.

Create a Release Condition

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

-- Select Condition Type --

Assignments

- Submission to folder
- Receive feedback on submission
- Score on associated rubric
- No submission to folder

Awards

- Award Earned

Checklist

- Completed checklist
- Completed checklist item
- Incomplete checklist
- Incomplete checklist item

Classlist

- Group enrollment
- Org unit enrollment
- Section enrollment**
- Role in current org unit
- Date of enrollment in current org unit

Step 2: Confirm that the grade item is restricted to the H-option group only

Note: The restriction should automatically be set when the grade item is automatically created during Assignment creation, however, it is always a good idea to double check. With this restriction, the NON-H-option students will NOT see the grade item including the exemption.

1. Click **Grades** in the navigation bar.
2. Locate the grade item (Ex: H-option Project)
3. Click the context arrow next to the name.
4. Select **Edit** in the dropdown menu.
5. Click the **Restrictions** tab.
5. **Don't see the restriction?**

Note: If you do not see the restriction, follow these steps:

- g. On the "Restrictions" tab, click the **Create and Attach** button.
 - h. Under the Condition Type, click the context menu to "**Select Condition Type**".
 - i. Scroll down to "Classlist" and select **Group Enrollment**.
 - j. Under the Condition Details, click the context menu to "**Select Group**".
 - k. Under the category (Ex: Grading Groups), select the group (Ex: H-option)
 - l. Click the **Create** button.
6. Click **Save and Close**.

Step 3: Set exemptions for the NON-H-option students

This important step will help ensure that the Final Calculated Grade is correct for both H-option students and NON-H-option students.

1. From the "Enter Grades tab, locate the grade item (Ex: H-option Project)
2. Click the context arrow next to the name.
3. Select **Enter Grades** in the dropdown menu.
4. Scroll down to the list of users.
5. Next to the "View By" menu, click the context arrow to change view to **Sections**.
6. Click the **Apply** button.
7. Scroll back down to the list of users.
8. Next to the "Sections" menu, select the appropriate section.
9. Click the **Apply** button.



The image shows a screenshot of a software interface with two dropdown menus. The first menu is labeled "View By:" and has "Sections" selected with a downward arrow. The second menu is labeled "Sections:" and has "Fall 2020 ENGR 12700-05 Engr Fundamentals I LEC" selected with a downward arrow.

10. Scroll back down to the list of users.
11. Click the top checkbox to select all the users in the Non-H-option group.

12. Click the link to **Exempt**.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme
<input checked="" type="checkbox"/>	Alcott, Louisa ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Dickens, Charles ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Dickinson, Emily ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Doyle, Arthur ▼		<input type="text"/> / 100	0 %
<input checked="" type="checkbox"/>	Hemingway, Ernest ▼		<input type="text"/> / 100	0 %

13. All users will be set to Exempt for this grade item.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme
<input checked="" type="checkbox"/>	Alcott, Louisa ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Dickens, Charles ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Dickinson, Emily ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Doyle, Arthur ▼		- / -	Exempt
<input checked="" type="checkbox"/>	Hemingway, Ernest ▼		- / -	Exempt

14. Click **Save and Close**.

Click **Yes** to confirm.