

# Grades Tool Setup

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## Objectives

By following the guide, you will be able to set up your gradebook and adjust the settings to fit your grading needs. This guide will cover how to:

- Part 1: Set up the Gradebook using the Setup Wizard
- Part 2: Change Grading System Settings after Setup
- Part 3: Create Grade Categories
- Part 4: Create a New Numeric Grade Item
- Part 5: Review your Gradebook using Manage Grades
- Part 6: Edit a Grade Item or Category
- Part 7: Delete Unneeded Grade Items
- Part 8: Reorder Grade Items
- Part 9: Select or Create a New Grading Scheme

## Part 1: Set up the Gradebook using the Setup Wizard

This step is optional. The Setup Wizard tab summarizes all your gradebook settings. You can visit this tab anytime to review the summary. If you click the 'Start' button, the Setup Wizard will walk you through the major settings. If you are familiar with these settings, you can bypass the Setup Wizard and go directly to 'Settings' (see Part 2). **However**, it is strongly recommended to use the Setup Wizard to change any decimal point settings for grade item values since 'Settings' does not provide all options.

1. Click **Grades** in the course navigation bar.
2. Click the **Setup Wizard** tab.
3. Scroll down and click the blue **Start** button at the bottom of the page.

### Step 1: Choose Grading System

4. Choose a grading system from the following:

<b>Points</b>	Use this setting if each grade item is worth a certain amount of points that total to a final grade.
<b>Weighted</b>	Use this setting if grade items need to be grouped into categories to count as a percentage of the final grade. e.g., <i>Discussions (20%); Quizzes (30%); and Research Papers (50%).</i> <b>NOTE:</b> Weights must equal 100%.
<b>Formula</b>	Use this setting if you have a special need to define a custom formula for how grade items contribute to the final grade. (not recommended)

5. Click the **Continue** button.

## Step 2: Final Grade Released

6. Select **Final Grade Release** option:

<b>Calculated Final Grade</b>	Select this setting if you want students to see a current grade total displayed at the top of their gradebook.
<b>Adjusted Final Grade</b>	Select this setting if you do NOT want a current grade total displayed in your students' gradebook.

7. Determine whether to **Automatically release final grade**.

<b>Check the box</b>	✓ Use this setting if you selected "Calculated Final Grade" in step 6 and want students to see their total points.
<b>Leave Unchecked</b>	Leaving the box unchecked will not update the final grade for students. (Use this option when extra time is needed to verify grades prior to releasing.)

8. Select the **Continue** button.

## Step 3: Grade Calculations

9. Select how to treat ungraded items:

<b>Drop Ungraded Items</b>	<ul style="list-style-type: none"><li>• If a score is not entered for a grade item, it will not be calculated as part of students' cumulative score.</li><li>• If you selected "Automatically Release Final Grade" in step 7 along with "Drop Ungraded Items", the students' Final Calculated Grade (if selected in step 6) will reflect students' current grades based only on completed work as the term progresses. In this case, the total points value builds up as work is completed. (This only applies if you selected "Final Calculated Grade" in step 6.)</li><li>• If you added a letter grading scheme (Part 7) to Brightspace, students will start with an "A" with this setting.</li><li>• <b>IMPORTANT:</b> Instructors must manually enter a score of "0" for incomplete assignments or switch to "Treat ungraded items as 0" at end of the course.</li></ul>
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<b>Treat Ungraded Items as 0</b>	<ul style="list-style-type: none"> <li>• If a score is not entered for a grade item, it will be calculated as "0" towards the final score.</li> <li>• If you selected "Automatically Release Final Grade" in step 7 along with "Treat Ungraded Items as 0", the students' Final Calculated Grade (if selected in step 6) will include incomplete assignments in the total grade. In this case, the total points remain constant.</li> <li>• If you have added a letter grading scheme (Part 7) to Brightspace, students will start with an "F" with this setting. (This only applies if you selected "Final Calculated Grade" in step 6.)</li> <li>• <b>NOTE:</b> Brightspace automatically adds a zero in the gradebook and marks it with an asterisk in the Instructors view.</li> </ul>
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10. Check the box to **Automatically keep final grade updated.**

<b>Check the box</b>	<ul style="list-style-type: none"> <li>✓ Highly recommended.</li> <li>✓ This setting will keep the students' grade total current and automatically updated as new grades are entered or changed.</li> </ul>
<b>Leave Unchecked</b>	Leaving the box unchecked will require the grade to be manually recalculated. Out of date final calculated grades are indicated with a calculator icon.

11. Click the **Continue** button.

#### Step 4: Choose Default Grade Scheme

Refer to Part 9 to Select or Create a New Grading Scheme.

12. Select the Default Grading Scheme

<b>Percentage</b>	This option calculates a straight percentage (Total points/Total possible points)	96 / 110, 87%
<b>Generic Letter +-</b>	Use this scheme for a calculated letter grade. (Use the "Preview" link to review the scheme. The scheme can be copied and edited under the <b>More Actions</b> button.	96 / 110, B+

13. Click the **Continue** button.

### Step 5: Managing View Display Options

1. Select the number of decimal places to display in the calculated grade. (2 is the default)

**Note:** At this time, this change (Instructor's view) can only be done from the Setup Wizard.

2. Click the **Continue** button.

### Step 6: Student View Display Options

3. Review the **Student View Display Options** to control what students see in their gradebook.

4. Click **Continue**.

### Step 7: Grades Setup Summary

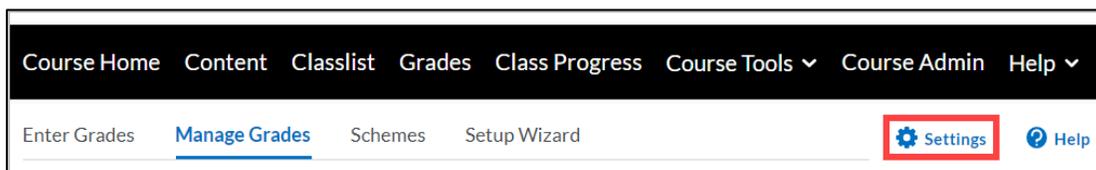
5. Click **Finish** to save your changes.

## Part 2: Change Grading System Settings after Setup

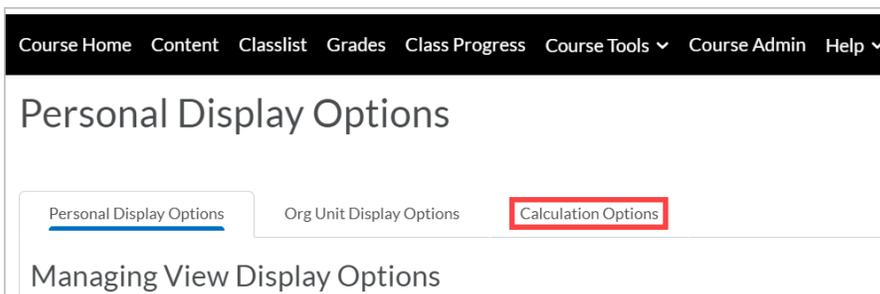
After using the Setup Wizard, you can still change the grading system and calculation options using *Settings*. (Example: Changing from Points to Weighted). **Note:** It is strongly recommended to use the Setup Wizard (Part 1, Steps 5 & 6) to change the decimal point setting to grade item values.

**CAUTION:** Making changes to a grade book's settings and calculation options after you begin tracking students' grades can significantly affect existing data and is not recommended.

1. Click **Grades**.
2. Click **Settings** icon on the top-right corner.



3. Click **Calculation Options** tab.



- **Personal Display Options:** This tab controls the instructor's gradebook view.
- **Org Unit Display Options:** This tab controls how grades appear for your students.
- **Calculation Options:** This tab controls how the overall grade is calculated and whether students see a current overall grade.

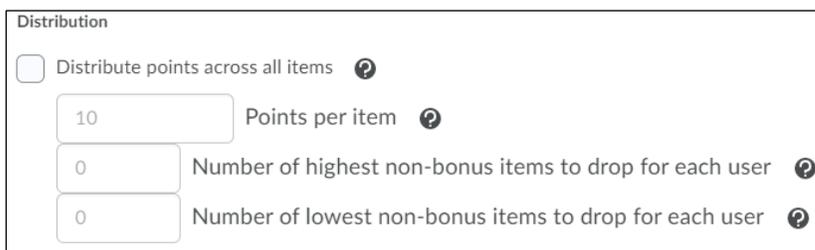
4. When finished, click **Save**.

### Part 3: Create Grade Categories

Grade Categories can be used to organize related grade items. These grouped sections can also be set to be weighted, if needed. Depending on whether you are using a Points or Weighted system, the steps are slightly different.

1. Click **Grades**.
2. Click **Manage Grades**.
3. Click **New** button.
4. Select **Category** in the dropdown menu.
5. In the Name field, enter a name for the category. (Example: Assignments)
6. (optional) If you want to set the category as weighted, scroll to the 'Distribution' section and determine how you would like the points distributed. Depending on whether you are using a Points or Weighted system will reflect on the distribution choices. (See tables below.)

In a Points System:



Distribution

Distribute points across all items ?

Points per item ?

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

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

- Check the box to **Distribute points across all items**. (If left unchecked, the category will NOT be weighted and the grade items associated will keep their individual point values.)
- If you checked the box, enter the value for **Points per item** (For example, all assignments will be worth 10 points each.)
- Determine whether you are **dropping the highest** graded assignment by entering how many you will drop. (For example, "If you are not dropping the highest assignments"- enter 0.)
- Determine whether you are **dropping the lowest** graded assignment by entering how many you will drop. (For example, "If you are dropping the 2 lowest graded assignments"- enter 2.)

### In a Weighted System:

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 ?

Select one of the Distribution options:

- **Manually assign weight to items in the category**
- **Distribute weights by points across all items in the category**
- **Distribute weights evening across all items**
  - Determine whether you are **dropping the highest** graded assignment by entering how many you will drop. (For example, “If you are not dropping the highest assignments”- enter 0.)
  - Determine whether you are **dropping the lowest** graded assignment by entering how many you will drop. (For example, “If you are dropping the 2 lowest graded assignments”- enter 2.)

*IMPORTANT:* All Weights must equal 100%.

7. Click **Save and Close** button.
8. Repeat Steps 3 – 7 to create more categories. (Example: Quizzes; Assignments)

### Part 4: Create a New Numeric Grade Item

Grade items represent each of the graded assignments and activities in your course. Numeric is the most common type. Grade items can be independent or grouped in a category.

Grade items can also be made directly from an activity (Assignments, Discussions, Quizzes). Assignment grade items are created automatically as soon as you provide a score value. If you have already created activities, it is highly recommended that you review all your grade columns first to avoid duplication and confirm that the maximum points match. (Refer to Part 5 to Review Your Gradebook using Manage Grades.)

1. Click **Grades**.
2. Click **Manage Grades**.
3. Click **New** button.
4. Select **Item** in the dropdown menu.
5. Click **Numeric**.
6. In the **Name** field, enter a name for the grade item.

7. Determine whether the item is to be part of a **Category**.
  - Click the dropdown arrow in the category menu.
  - Select the appropriate category OR click 'New Category' to create a new one.
8. Scroll to the 'Grading' section. Confirm that the **Maximum Points** is the correct value.
9. (For weighted system only.) Confirm that the **Weight** value is correct for this grade item.
10. Click **Save and Close** button.

### Part 5: Review your Gradebook using Manage Grades

Manage Grades provides a helpful view of your gradebook. It is highly recommended to review this page to make sure that all the grade items are listed and organized correctly. This is also the location to edit, delete, or reorder grade items, as needed.

1. Click **Grades**.
2. Click **Manage Grades**.
3. Review your categories, grade items, associations, and points and weights (if applicable).
  - Hover your mouse over any icon for a description.
  - Refer to Part 6 to Edit a Grade Item or Category.
4. Make changes as needed.
  - Refer to Part 6 to Edit a Grade Item or Category.
  - Refer to Part 7 to Delete Unneeded Grade Items.
  - Refer to Part 8 to Reorder Grade Items.

### Part 6: Edit a Grade Item or Category

1. Click **Grades**.
2. Click **Manage Grades**.
3. Click the dropdown arrow next to the item or category to edit.
4. Select **Edit** in the dropdown menu. The most common edits include:
  - Edit the **Name** or give it a **Short Name** that only appears in the Instructor's gradebook.
  - Connect to a **Category**.
  - Adjust the **Maximum Points** and/or Weight (if using a weighted system).
  - Set a grade item that **Can Exceed** the maximum points. (Used when extra credit points are potentially included.)

- Make a grade item set as a **Bonus** column to track extra credit and be added on top of the calculated grade. (**Note:** It is recommended to NOT include Bonus items in a Category to avoid potential incorrect calculations.)
  - **Exclude** a grade item from the final grade
5. Click **Save and Close** button.

## Part 7: Delete Unneeded Grade Items

1. Click **Grades**.
2. Click **Manage Grades**.
3. Click the **More Actions** button.
4. Select **Delete** in the dropdown menu. (This will take you to a separate page.)
5. Click the check box next to each grade item to delete.

**NOTE:** You will NOT be able to delete grade items that display an Association icon  next to the name. The icon indicates that the grade item is connected to an activity. To delete associated grade items, disconnect it from the activity first, and then repeat these steps.

## Part 8: Reorder Grade Items

1. Click **Grades**.
2. Click **Manage Grades**.
3. Click the **More Actions** button.
4. Select **Reorder** in the dropdown menu. (This will take you to a separate page.)
5. Use the 'Sort Order' column to renumber categories/items.
6. Click **Save** at the bottom of the page.

## Part 9: Select or Create a New Grading Scheme

This step is optional. Brightspace already has a default Grading Scheme built in (called Percentage), which calculates a straight percentage (total points/total possible points). A Generic Letter scheme is also available to select. You can copy and edit the scheme OR create a new one.

1. Click **Grades** in the course navigation bar.
2. Click **Schemes** tab.

### To Change your Default Scheme:

1. Click the check mark in the 'Set as Default' column.
2. Click **Yes**, to confirm.

### To Copy & Edit a Scheme:

1. Click the **More Actions** button.
2. Select **Copy** in the dropdown menu.
3. Select the radio button next to the name of the scheme (e.g. Generic Letter +-)
4. Click the **Copy** button at the bottom.
5. To edit the scheme, click on the 'Scheme Name'. Click **Save and Close** when finished editing.

### To Create a New Scheme:

1. Click **New Scheme**.
2. In the General area, enter a **Name** for the scheme.
3. In the 1<sup>st</sup> Symbol field, enter a letter, number or phrase to describe the lowest level.  
(Example: F or Unsatisfactory)
4. (Optional) Use the Color field to select a color to associate with the grade scheme range of this level. (Example: Red) The color will be displayed in Grades for the Instructor and Students.
5. (Most Common Choice) Leave the Assigned Value % fields blank.
  - IF all your assignments and activities in your course have a numeric value, THEN leave the Assignment Value % blank. (Example: All students with F grade receive the associated point value as graded by the instructor.)
  - IF you want to assign all students same value when graded at that level, THEN use the **Assigned Value %** field.  
(Example: All students with F grade receive a 50%)
6. To add more levels to your scheme, enter the number of levels to add. (Example: 2)
7. Click **Add Ranges**.



The image shows a user interface element for adding ranges. It consists of a text input field labeled "Number of Ranges" containing the number "2". To the right of the input field is a light blue button with the text "Add Ranges".

8. For the 2<sup>nd</sup> range, enter a Symbol (Example: D) and Start % (Example: 60).
9. For the 3<sup>rd</sup> range, enter a Symbol (Example: C) and Start % (Example: 70).
10. For the 4<sup>th</sup> range, enter a Symbol (Example: B) and Start % (Example: 80).
11. For the 5<sup>th</sup> range, enter a Symbol (Example: A) and Start % (Example: 90).
12. When finished, click **Save and Close**.

**Grading Scheme Example:**

<p>In the example, students that are scored at:</p> <ul style="list-style-type: none"><li>• 0-59% will receive an F.</li><li>• 60-69% will receive an D.</li><li>• 70-79% will receive an C.</li><li>• 80-89% will receive an B.</li><li>• 90-100% will receive an A.</li></ul>	<table border="1"><thead><tr><th colspan="6">Ranges</th></tr><tr><th>#</th><th>Symbol*</th><th>Start %*</th><th>Color</th><th>Assigned Value %</th><th>Remove</th></tr></thead><tbody><tr><td>1</td><td><input type="text" value="F"/></td><td><input type="text" value="0"/></td><td><input type="text" value=""/></td><td><input type="text" value=""/></td><td></td></tr><tr><td>2</td><td><input type="text" value="D"/></td><td><input type="text" value="60"/></td><td><input type="text" value=""/></td><td><input type="text" value=""/></td><td></td></tr><tr><td>3</td><td><input type="text" value="C"/></td><td><input type="text" value="70"/></td><td><input type="text" value=""/></td><td><input type="text" value=""/></td><td></td></tr><tr><td>4</td><td><input type="text" value="B"/></td><td><input type="text" value="80"/></td><td><input type="text" value=""/></td><td><input type="text" value=""/></td><td></td></tr><tr><td>5</td><td><input type="text" value="A"/></td><td><input type="text" value="90"/></td><td><input type="text" value=""/></td><td><input type="text" value=""/></td><td></td></tr></tbody></table>	Ranges						#	Symbol*	Start %*	Color	Assigned Value %	Remove	1	<input type="text" value="F"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>		2	<input type="text" value="D"/>	<input type="text" value="60"/>	<input type="text" value=""/>	<input type="text" value=""/>		3	<input type="text" value="C"/>	<input type="text" value="70"/>	<input type="text" value=""/>	<input type="text" value=""/>		4	<input type="text" value="B"/>	<input type="text" value="80"/>	<input type="text" value=""/>	<input type="text" value=""/>		5	<input type="text" value="A"/>	<input type="text" value="90"/>	<input type="text" value=""/>	<input type="text" value=""/>	
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**Note:** The letter symbols will only display to students IF 'Grade Scheme Symbol' is selected. Find this setting, using either the **Setup Wizard** (Step 6: Student View Display Options) OR **Settings** (Org Unit Display Options tab).