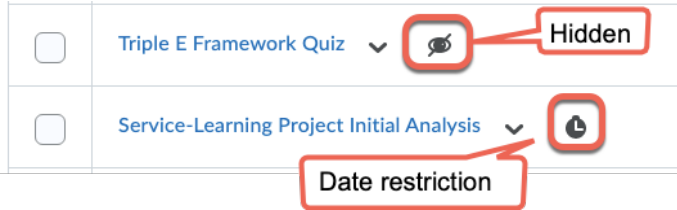# Gradebook Checklist for Self-Checking

This checklist is intended to help instructors self-check their Gradebook before the grading starts. Use this checklist to ensure the gradebook displays accurate and organized information to students about their progress in your course. If you need assistance or have any questions about the checklist, please contact the help desk or book a one-on-one consultation with a CELT consultant.
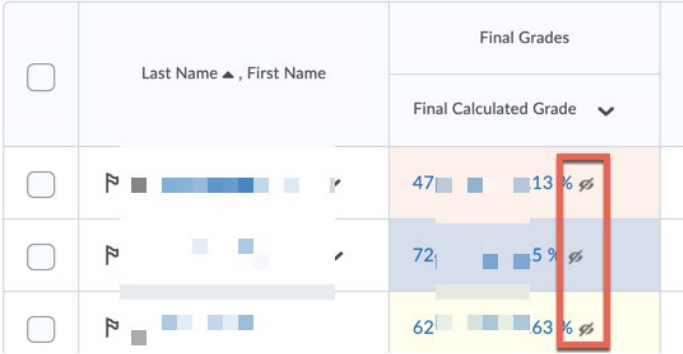
Course Reviewed:

Met?	Item to Check	Why & How	Notes/Questions
	1. All assignments, quizzes, discussions are linked to the gradebook.	**Note**: Although some External Learning Tools (e.g., GoReact) integration is indicated in the Association column, some will not (e.g., My Math Lab, Mobius). Go to **Grades > Manage Grades** and confirm each grade item is associated with an item in the **Association** column. • Create an Assignment in Content (Part 1) • Create & Manage Quizzes in Brightspace (Part 3) • Create a Discussion in Content (step 22 on page 4) • Troubleshoot Releasing Grades (Part 1, 2, and 3)	
	2. Each grade item max points match the course syllabus.	Go to **Grades>Manage Grades**, and check the **Max. Points** column.	
	3. Each grade item **maximum points** matches the **Score out of** points in the assessment tool (e.g., Assignments, Discussions, Quizzes).	**Note**: Check **before** students start working on the assignments, discussions, or quizzes. • Check Assignment "Score Out Of" points matching grade item Max points (no audio) • Check Discussion Topic "Score Out Of" points matching grade item max points • Check a Quiz' Total points matching its Grade item Max points	

Credit: This checklist is adapted from the Gradebook Checklist from PNW

Last updated: August 3, 2021

Met?	Item to Check	Why & How	Notes/Questions
	4. The **Final Calculated Grade** matches the course syllabus.	Go to **Grades>Manage Grades**, and check the **Max. Points** for **Final Calculated Grade**. • Troubleshoot Releasing Grades (Part 7)	
	5. Appropriate gradebook items are released to students.	Confirm each grade item is not hidden nor date restricted. • Go to **Grades > Manage Grades**. • Check if there are any icons beside the grade items. Triple E Framework Quiz — Hidden Service-Learning Project Initial Analysis — Date restriction • Remove Date Restriction for Grade Items • Create and impersonate a demo student to ensure items are released [Video][PDF]	
	6. Gradebook items are organized and clearly labeled.	**Note**: Grade items can be organized by category, chronological order, etc. • Grades Tool Setup (Part 3 and 8)	
	7. Ungraded items are "**dropped**."	**Benefit**: Students see their current progress based only on the work they have submitted at that point in time. • Grades Tool Setup (Part 1: Step 3)	

Met?	Item to Check	Why & How	Notes/Questions
	8. The "*Calculated Final Grade*" is being used (vs. "Adjusted Final Grade").	**Benefit**: Students see a current grade total displayed at the top of their gradebook. ● Grades Tool Setup (Part 1 and 2) ● Troubleshoot Releasing Grades (Part 6)	
	9. The "*Calculated Final Grade*" is released to students.	**Benefit**: Students are aware of their current standing in the course. Check after the first grading. Go to *Grades>Enter Grades* to see if the *Final Calculated Grades* are released to all students. (The closed eye icon in the screenshot below indicates the Final Calculated Grade is not released to students.) ● Release Final Calculated Grade	