



Brightspace

Instructor Guide : Grades - Part I

Note: Before setting up your grade book you should have a clear idea of what grade items you plan to evaluate users on, how much each grade item should be worth, how you want grade items to be evaluated, and how you want to calculate final grades. Although you can adjust your grade book later, making changes to how the grade ERRN LV VWUXFWXUHG RU FDOFXODWHG DIWHU XVLKANG JUD your data.

1. Selecting a grading system is the first step in setting up your grade book.

There are two main options: grade items can count as a percentage of a final grade worth



3. Using the Grades Setup Wizard.

The Grades Setup Wizard takes you through a list of setup options that you should set before you create grade items and categories. For example, it helps you make decisions about how grades should be calculated and displayed in the grade book.

Step 1: Choose Grading System

- Weighted System
- Points System

Step 2: Final Grade Released

- Calculated Final Grade
- Adjusted Final Grade

Step 3: Grade Calculations

- Drop ungraded items
Grade items that you have not entered grades for are not counted towards the final grade calculation. They are ignored in the final grade calculation.
Assign a grade of 0 for any grade item you want to be graded as 0.
- Treat ungraded items as 0
Select this option if you leave grade items blank because no work was submitted and you do not want to manually change the grades to 0.
If you add new items to the grade book later, users receive a 0 until you update their score.
- Automatically keep final grade up to date.
If you select this option, final grades are automatically adjusted after changing a grade item. If you do not select this option, you must tell the grade book when to recalculate final grades.

Step 4: Choose Default Grade Scheme

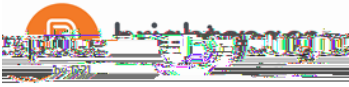
- Schemes define how grades are organized or labeled within a course or for a particular grade item. Our default grade scheme is set to percentage.

Step 5: Instructor Display Options

- You can set the number of decimal places you want to see for items in your grade book. The default value is 2 and the maximum value is 5.

Step 6: Student View Display Options

- Points grade
Releasing the points grade to a user shows them the value a grade item was marked out of and their score. E.g., 6/10.
- Weighted grade



Releasing the weighted grade to a user shows them how much the grade item is worth in