

BASIC GRADEBOOK SETUP

with Setup Wizard

BRIGHTSPACE GRADEBOOK

THIS EXAMPLE

This infographic shows the 7 step by step process using the Setup Wizard in the Brightspace Gradebook tool.

Your gradebook is a reflection on your approach for evaluating student learning.

SETTING UP YOUR GRADEBOOK QUICK TIPS

You should have a clear plan of each activity, discussion post, quiz, assignment, etc that will be a graded item for your course before you begin to setup your gradebook.

Making changes to a grade book's settings and calculation options after you begin tracking users' grades can significantly affect existing data but can still be changed.

There is still flexibility with the gradebook even after it has been created. From creating new assignments/quizzes/etc to changing the number of points an assignment will be graded out of.

You must set up a grade book before you can use the Grades tool. As you plan your grade book, consider:

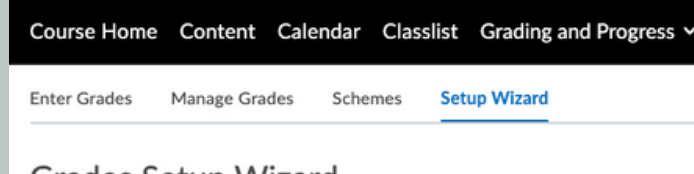
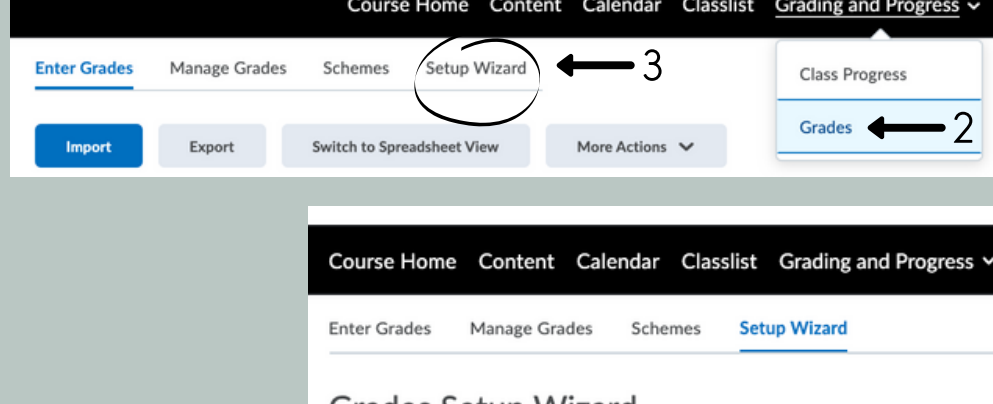
- Which grade items you plan to evaluate.
- Which grading system is most appropriate for your course.
- How you will allocate points or weights across grade items.
- Which grade items you want to associate with course objects. Note that only numeric grade items can be associated with course objects.
- If you want to include a milestone grade at least once during the course.
- How you want to calculate final grades.

ACCESSING SETUP WIZARD

1. Go to Grading and Progress tab on your course page.

2. Choose the drop down arrow and click on **Grades**.

3. Choose Setup Wizard and it brings you to the Grades Setup Wizard page. Scroll down until you see the blue **Start** button. Click the button.



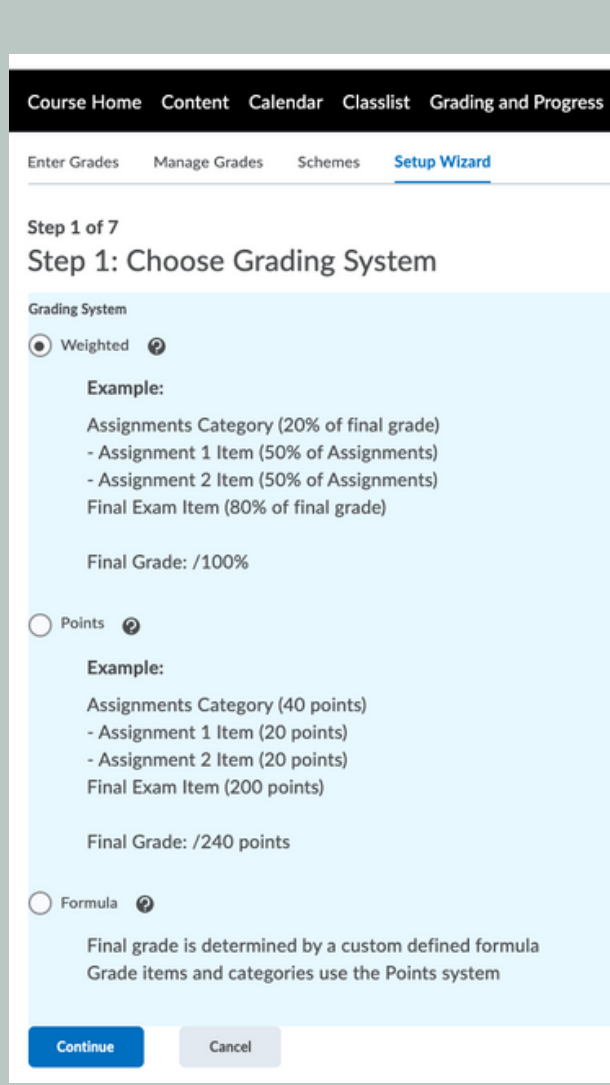
STEP 1: GRADING SYSTEM

Weighted Grading System: Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%.

- **Advantages**
 - Students are directly aware of the emphasis placed on each grading category.
 - You do not have to plan the point values necessary to achieve your desired emphasis on specific course activities.
- **Disadvantages**
 - A "point" in one grading category is not equivalent to a "point" in another category, thus point values attached to items can be misleading.

Points Grading System: Calculate the final grade by totaling the points users received on grade items.

- **Advantages**
 - The points possible assigned to a graded item notifies students of the emphasis placed on that item.
 - A point in one grading category has the same value as a point in other categories.
- **Disadvantages**
 - Students may not be aware of the grading emphasis on a category.
 - Point values for each graded item must be carefully selected to ensure your desired emphasis occurs.

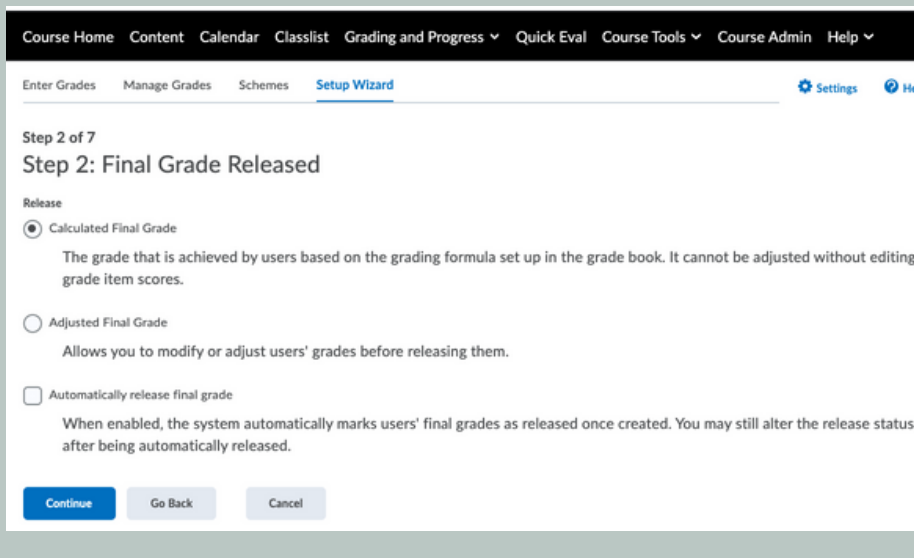


STEP 2: FINAL GRADE RELEASE

Choosing **Calculated Final Grade** selection will automatically calculate the final grade based on what is in the gradebook.

The **Adjusted Final Grade** can be useful in situations where the students' grade are modified before they are released. For example, you might need to fine-tune and adjust some of the grades up or down before they are released.

We suggest that you do **not** check **Automatically Release Final Grade** since this will push the grades as soon as you add the grade for the students.

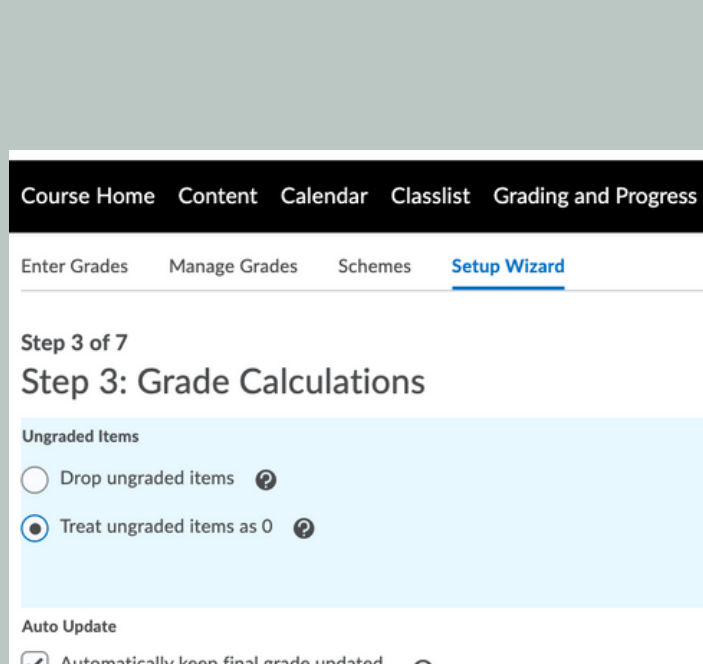


STEP 3: GRADE CALCULATIONS

In the **Drop Ungraded Items** option students see their grades reflecting their progress. In other words, items that are ungraded are not used to calculate their final grade. But this can mean the final grade appears higher than it might otherwise be at the end of the course.

If you choose **Treat Ungraded Items As 0** grade items that do not have a grade inputted are treated as 0. The final grade might therefore appear lower than it would be at the end of the course.

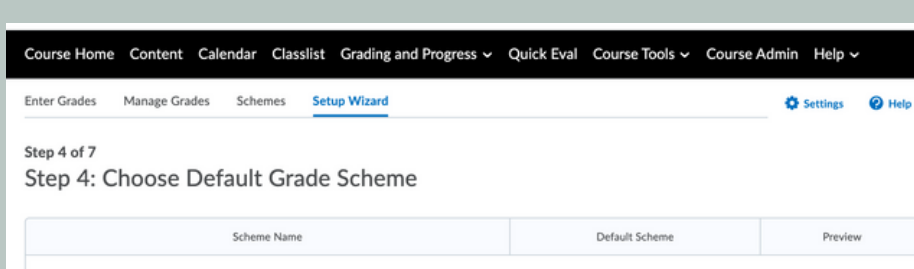
Furthermore, you want to make sure to check **Automatically Keep Final Grade Updated** so that the final grades are automatically adjusted when changes are made to grade items or calculation options.



STEP 4: DEFAULT GRADE SCHEME

Choose from the possible **Grading Schemes** available dependent on the course you are instructing.

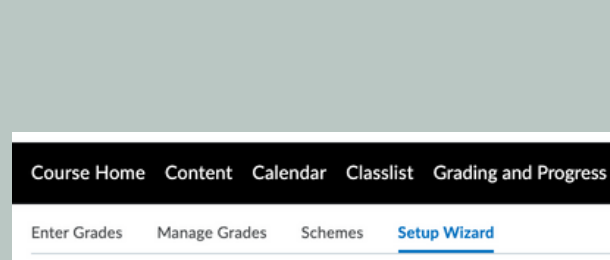
Click the preview button on the right to see what percentage correlates with the letter grade.



STEP 5: VIEW DISPLAY OPTIONS

This setting controls how many decimals will be displayed. We suggest using 2 decimals.

Showcasing extra decimals would be beneficial if Adjusted Final Grade was chosen in step 2.



STEP 6: VIEW DISPLAY OPTIONS

This step controls how grades appear to students. You can set whether they see their grades as straight values, percentages, or scheme levels, and whether they can see the calculation method (logic) behind their final grade. In general, these settings are a matter of clarity.

1. **Choose based on Step 1 choice:** The **Points Grade** value associated with a grade item is displayed in the student view of grades.

The **Weighted Grade** value associated with a grade item is displayed in the student view of grades.

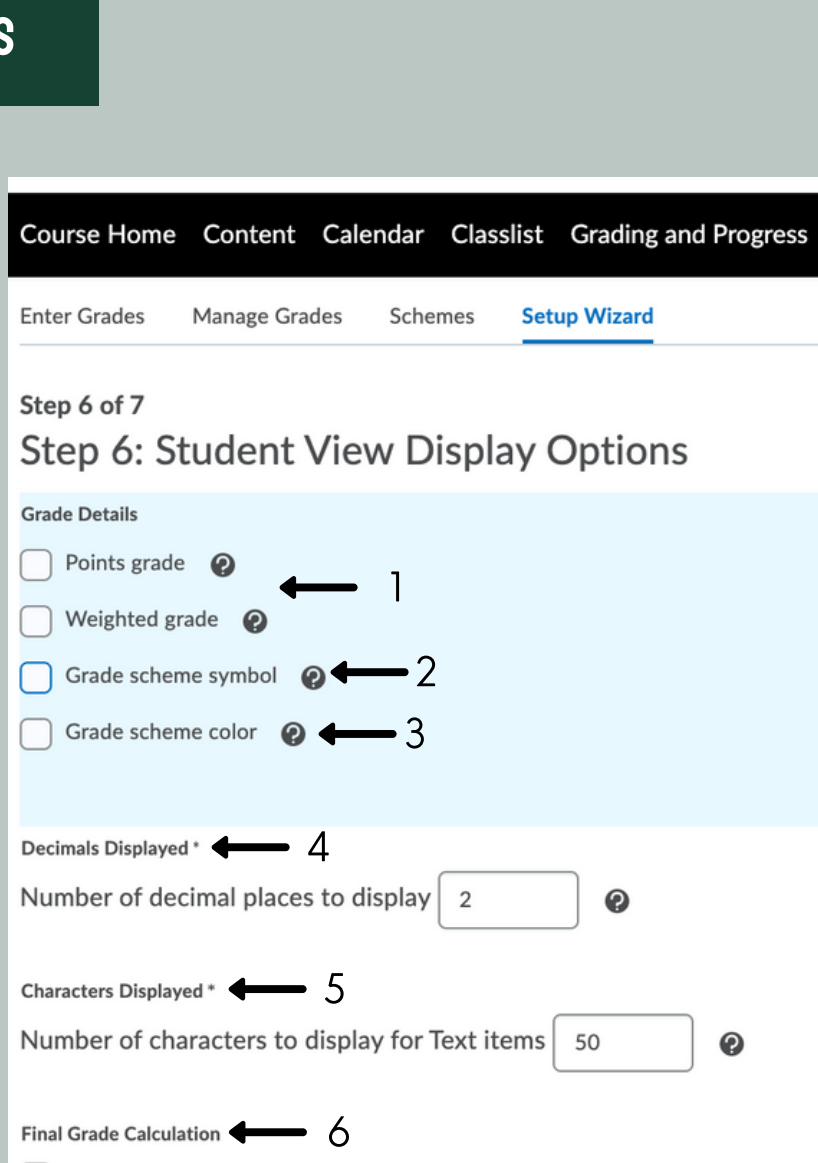
2. **Based on Step 4 choice:** Turn on the **Grade Scheme Symbol**, this is the actual grade the student received for the assignment or any other item.

3. **Grade Scheme Color** displays colors that are associated with a letter grade in any given grade scheme but Grade Scheme Symbol must be turned on to use this feature.

4. If applicable, choose the **Decimals to Display** for students.

5. **Character Displayed** controls how many characters of a grade item or category will be displayed on the User List. You must set a value between 0 and 50.

6. If you want students to see their Final Grade Calculation, check this box.



STEP 7: GRADES SETUP SUMMARY

Grades Setup Summary showcases all of the options you chose for your Setup Wizard in the previous steps.

Check the information. When finished, scroll to the bottom of the page and click the blue button, **finished**.

