QUICK GRADEBOOK CHECKLIST

ITEMS TO CHECK <u>BEFORE</u> SEMESTER STARTS

1. CHECK YOUR SYLLABUS

Grading System: Weighted or Points?
- Weighted: How will the allocated points per assignment be distributed in the weighted category?
- Points: How many points do you have assigned to each assignment? The total should add up to the specified amount of points you declared in the syllabus.
  - **Click Here** for a more in depth look at the Grading System options in Brightspace.
  - **Click Here** to view Grading Scenario examples.

- Graded Items: Check that the graded items in the syllabus are present in your gradebook and that the points and/or category match the syllabus.

- Ungraded Items: Drop or 0%?
  - Drop: This works best if items are of equal value or weighted evenly among a category.
  - 0%: This works best if items are unequal number of points or weighted in a category based on their points.
  - **Click Here** for more information on Grade Exemptions and how it affects student grades

2. CREATE GRADED ITEMS

Create Items or Categories
- Create items if you want all graded items to be individual titles in the gradebook. **All** graded **items** must be **numeric** to show up in the gradebook.

- Make categories if you want graded items to be in a weighted category or if you have multiple items for a unit, module, chapter, etc.

- Check each of your assignments/quizzes for association links to the gradebook. Without the links, the grades will not show up in the gradebook.

  - **Click Here** for a more in depth look at Creating Graded Items and Associations.
  - **Click Here** for a short video on Grade Association
  - **Click Here** for a more in depth look at Entering Grades and Releasing Grades.
  - **Click Here** to learn how to delete grade items and categories.

3. GRADE VIEW SETTINGS

Display Options
- Decimal Display: Set the decimal display to at least 1 decimal place. This ensures that none of the grades will be rounded up or down, which would be the case if the decimal display is set at 0.

Grade View Settings
- Professor View: choose the grade details you want to see from points grade, grading scheme, and grade scheme color.

- Student View: choose the grade details you want students to see from points grade, grading scheme, and grade scheme color. Too many grade details may become overwhelming for students. Less is more.

  - **Click here** for more information on Grade Schemes

4. GRADEBOOK SET-UP

Click Here Basic Gradebook Set-Up Infographic

Click Here Gradebook Set-Up Word Document

Click Here Inaccurate Final Grade Issues

Click Here Troubleshoot Gradebook Issues