

Brightspace

Instructor Guide: Grades- Part III – Points

I. Setting up grade book categories and items – With the points system you do not need categories because it is the Max. Points assigned to an individual grade item that counts toward the final grade.

1. Click **Manage Grades** at the top of the page.

II. Creating a Category - *Optional*

1. From the Manage Grades area, click **New** then **Category**.
2. Type a Name for the category.
3. Type a Short Name to display in the grade book. (Optional)
4. Type a Description of the category. (Optional)
5. To "Allow users' grades to exceed the maximum value for the category" check box. (optional)
6. You must check the "Distribute weight evenly across all items in the weighted system" box to use the automatic drop of grades listed below. Also recommended for ease in grading.
 - ❖ Number of highest non-bonus items to drop for each user
 - ❖ Number of lowest non-bonus items to drop for each user

Note: You cannot drop bonus items.

7. Click on "Show Display Options" to expand.
8. The "Display class average to users" and the "Display grade distribution to users" are available. However, we recommend not checking these options to allow grade confidentiality. .

III. Creating Grade Items

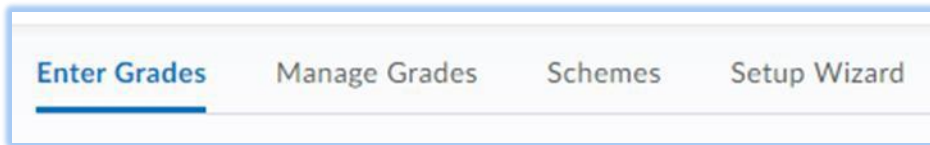
1. Click on **New** then **Item**.
2. Choose a grade item type. The most widely used type is numeric.
3. Enter a name for the item.
4. Use the drop down menu to select a category for the grade item if categories have been created.
5. Enter the Max. Points assigned for that grade item.
6. You may choose to use the "Can Exceed" and "Bonus" options.
7. Click on "Show Display Options" to expand.
8. The student view has "Display class average to users" and the "Display grade distribution to users". We recommend not checking these options to allow grade confidentiality.
9. Click on "Save" and then click on the **Restrictions** tab at the top of the page.
10. On this page you can hide or make grade item is visible for a specific date range. You can also attach conditions.
11. Click **Save and Close** to finish or **Save and New** if you want to create more grade items.

IV. Review of Gradebook

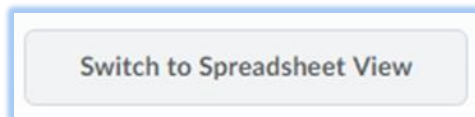
1. Once you finished adding grade items and click **Save and Close**, you will see your completed gradebook.
2. Look for any errors and click on the grade item name to make any revisions.

V. Entering Students Grades

1. Click on "Enter Grades" from the list at the top of the page.



2. There are three ways to enter a student's grade from the grade area.
 - a. Click on the drop-down menu for the grade item you are entering grades and choose "**Grade All**" from the list.
 - b. Click on the name of the student to get a complete list of the grade items. Then enter the grade.
 - c. Click on "**Switch to spreadsheet view**" to enter grade.



3. Click "**Save**".