Brightspace
Instructor Guide: Grades Part II – Weighted

I.   **Setting up grade book categories and items -** When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group. Weighted grade books use categories.

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

II.   **Creating a Category**
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. If you are using the weighted system, enter the total Weight or percentage that you want the category to contribute towards the final grade.
6. To "Allow users' grades to exceed the maximum value for the category" check box. (optional)
7. 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.

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.
9. Click on "Save" or if you are going to create additional categories, click on "Save and New".

10. On your last category, click on **Save and Close**. You will now see a list of all your categories. Please note, if there is any error in your grade book calculations, a note will be displayed across the top of the list describing the error.
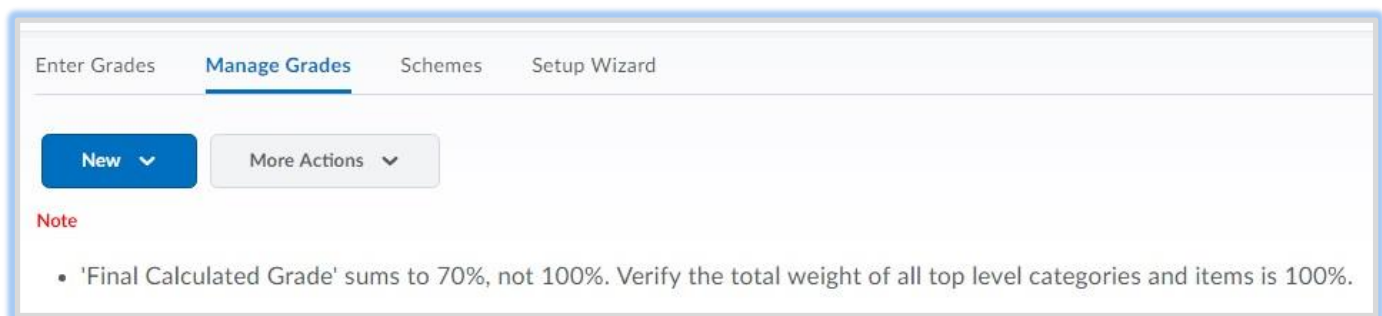
11. If there are errors, click on the erroneous category to edit weight.

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. This is very important for the weighted gradebook because it will calculate your grades based on the weight given to the category.
5. Enter the Max. Points assigned for that grade item.
6. The weight will be calculated automatically as you add more items to the category.
7. You may choose to use the "Can Exceed" and "Bonus" options.
8. Click on "Show Display Options" to expand.
9. 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.
10. Click on "Save" and then click on the **Restrictions** tab at the top of the page.
11. On this page you can hide or make grade item is visible for a specific date range. You can also attach conditions.
12. Click **Save and Close** to finish or **Save and New** if you want to create more grade items.
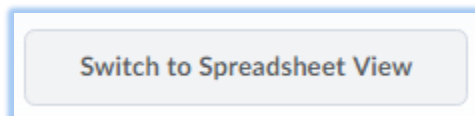
IV. Review of Gradebook

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.
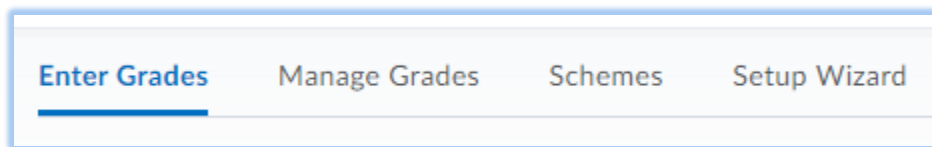
2. There are three ways to enter a student's grade from the grade area.
   a. Click on the drop-down menu for the grade item you are entering grades and choose "**Grade All**" from the list.

   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**".

Source: https://community.d2l.com/brightspace/kb/articles/3521-grading-systems-types