



Avoiding Gradebook Gaffes

Gradebook is a powerful tool provided by Brightspace to help you calculate student grades quickly and efficiently. It is highly recommended to seek [training](#) prior to using it, so you can use Gradebook to its full extent. If you do not have time for a synchronous session, consider viewing a [workshop recording](#) or reviewing the online videos and articles regarding the Gradebook on the CTL's [Resources for Instructors](#).

Note: final grades must be submitted to UWinsite Student system, which is separate from Brightspace. At the end of the term use the [Gradeflow](#) tool to [transfer final grades](#) from Brightspace to UWinsite. The official grades will be posted in UWinsite student after final approval from the Dean or Department head; the grades displayed in Brightspace Gradebook are considered unofficial.

Major Errors to Avoid

Wrong Column Exported to UWinsite Student (Gradeflow)

Enter Grades Manage Grades Schemes **Setup Wizard** Settings Help

Step 2 of 7
Step 2: Final Grade Released

Release

Calculated Final Grade
The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade
Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade
When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

Gradeflow takes either the Final Calculated Grade or Final Adjusted Grade column, whichever is marked as the final grade by instructors in Brightspace. The default option is Calculated Final Grades. It is important to check if the correct column is selected before transferring final grades to UWinsite using Gradeflow.

To check that the proper column is selected, in **Grades**:

1. Select the **Setup Wizard** tab.
2. Click **Start** (at the bottom) and click **Continue** to proceed to **Step 2**.
3. Under **Final Grade Released**, ensure the correct option is selected. To have the Final Adjusted Grade column of grades transfer to UWinsite, the **Adjusted Final Grade** option must be selected.
4. **Continue** through the Wizard and click **Finish** at the end.

(Alternatively, you can click **Settings (the blue gear icon just below the Nav bar)** click the **Calculation Options** tab and scroll down to find the **Final Grade Released** section.)



Transfer Final Grades Values Still in Draft Mode

When entering grades into UWinsite from Gradelow, Excel, or manual input, these grades are saved in **Draft** mode. Once you have transferred or entered final grades into UWinsite, log into UWinsite and move your grades from **Draft** mode to **Submitted** mode. Grades are not submitted for the Dean or Department Head's approval until you have completed this step.

Common Gaffes

Not using Gradelow or using it incorrectly

Gradelow is a tool that simplifies the final grade transfer process. It automatically pulls final grades from Brightspace and transfers them to UWinsite. Instructors can also make modifications (i.e., change the numeric grades into P/F based on a threshold, mark certain student grades as IP: In Progress) in Gradelow. Visit <https://www.uwindsor.ca/brightspace/320/gradelow> for more information on how to use Gradelow.

Modifying the Properties of Final Calculated Grade and Final Adjusted Grade

Gradebook comes with some standard columns that are unreleased (hidden) from students until you release them.

- **Final Calculated Grade** is a calculated column that Brightspace uses to display final grades according to the weight / point, depending on your grade system, that you assign to the different grade items.
- **Final Adjusted Grade** is a manually entered column for instructors to assign student grades based on the grades from Final Calculated Grade. This is useful for inputting student final grades when some aspects of your grade scheme cannot be implemented using Gradebook functions, but there are a few steps to using it correctly.

Instructors should not rename these columns for other uses (e.g., inputting midterm marks). Instead, create a new grade item by going to Gradebook's **Manage Grades > New > Item**.

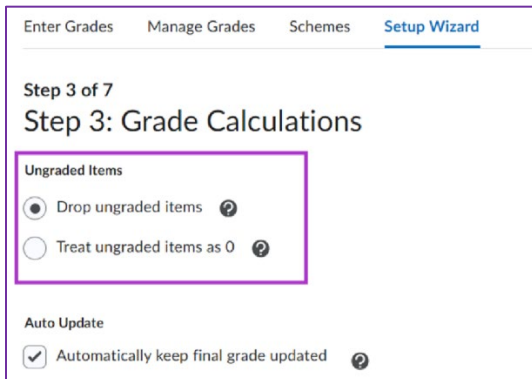
Not Checking Final Grades when Transferring with Gradelow

Gradelow uses the values in either the Final Calculated Grade or Final Adjusted Grade columns when transferring final grades. You should ALWAYS compare the grades in Gradelow against your syllabus and the Brightspace columns to ensure the grades have been accurately transferred.

To change which column for Brightspace to consider as final grades, go to **Grades > Setup Wizard** and select the appropriate column at the step **Final Grade Released**.



Not Reviewing Calculation Options for Ungraded Items, inflating grades



By default, Brightspace drops any ungraded item that was not assigned a grade. So, if a student did not submit an assignment or complete a quiz, or if you have not graded the assessment, the item will be omitted from the students' final grade calculation.

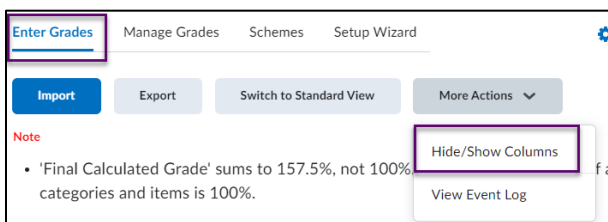
This may be fine at the beginning of term, but before submitting final grades be sure to either:

- enter a zero for missed assessments or
- change the option for ungraded items and change it to “**Treat ungraded items as 0**”. The option can be found by going to **Grades > Setup Wizard > Grade Calculations > Ungraded Items**.

(Alternately, you can find this option under **Settings (the blue gear icon just under the Nav bar) > Calculation Options > Grade Calculations**.)

Hiding Column in Gradebook from Instructor but not from Students

The option to hide grade items on the **Enter Grades** page, only hides the item from instructors, *not* from students.



To hide grade items from students, go to **Manage Grades** page, select the item's chevron arrow and then click on **Hide from Users** from the menu.

	Grade Item	Type
<input type="checkbox"/>	Student Sample Submission	Numeric
<input type="checkbox"/>	Midterm	Numeric
<input type="checkbox"/>	Final Exam	Numeric
<input type="checkbox"/>	Bonus	Numeric
<input type="checkbox"/>	Final Calculated Grade	

The 'Final Exam' row has a dropdown menu open with the following options: Edit, Hide from Users (highlighted with a purple box), Enter Grades, View Statistics, and View Event Log.



It is recommended to hide all columns from students, and unhide them one by one as grades are entered. This also includes any Grade Categories, Calculated items, and Final Grade items, as these items can take grades from items that are currently not visible to students.

Hiding only the Grade Item but not the associated Assessment

Even if you have hidden the grade item in the Gradebook from students, students can still access their grades and feedback from the assessment tool (e.g., Assignments, Quizzes, etc.) if the assessment is conducted using Brightspace. To avoid this, make sure you hide the assessment grades in both places, in the Grades tool and the assessment tool (Assignments, Quizzes, Discussions) and make them visible after the grades are ready for release.

Can't find the new column that was just made

When you create a new column, it appears as the last column on the right of Gradebook, just to the left of the Final Grades columns. You may need to scroll horizontally to gain access to it. You can change the position of columns by clicking **Manage Grades, More Actions** and **Reorder**.

Issues uploading from an External Spreadsheet

Brightspace will only import files of the following extensions: CSV, TSV, or TXT. Additionally, Brightspace requires the grade items and entered grades to be in a [specific format](#) for the import to be successful.

It is recommended to create the grade item in Brightspace first, [export the grade item](#) into a spreadsheet (preferably in CSV), and then [import the same spreadsheet](#) that is filled out with student grades. When importing, Brightspace will match the column name with the grade items in Gradebook and overwrite existing values with imported values.

Troublesome Issues

Display Issues - Small Screen Devices

Gradebook may not be displayed properly on small screen devices like tablets and smartphones. It is recommended to use a laptop or desktop to take full advantage of the display features.

Missing Scroll Bars - Mac Users

If Mac users are experiencing issues with scroll bars disappearing in large screen devices, go to the System Preferences and click **Appearance**. Select the radio button **Always** below **Show scroll bars**.