



Brightspace Gradebook Quick Tips Reference

Start with the Setup Wizard	Add a Grade Item (Add a Column)
<ul style="list-style-type: none"> • Grades > Setup Wizard • Scroll down and click Start • Fill in required fields to set up weighted grading and what students will see 	<p>In Manage Grades</p> <ul style="list-style-type: none"> • Click New > Item • Fill in the required fields • Click Save
Export Gradebook	Delete a Grade Item (Delete a Column)
<p>In Enter Grades</p> <ul style="list-style-type: none"> • Click Export • Make selections. • Click either Export to Excel or Export to CSV. • Click Download when process Complete 	<p>In Manage Grades</p> <ul style="list-style-type: none"> • More Actions > Delete • Click boxes left of item(s) (if you cannot click a box, you must first break the association in the assessment tool) • Click Delete and again, click Delete
Import Spreadsheet and Scantron	Reorder Items and Categories
<p>In Enter Grades</p> <ul style="list-style-type: none"> • Click Import • Choose file and select the CSV or TXT file (ensure in proper format) • Continue • If errors occur, fix and try again • Click Import 	<p>In Manage Grades</p> <ul style="list-style-type: none"> • Click More Actions > Reorder • Change numbers under Sort Order
Manually Add Students' Grades	Show/Hide Grade Items to Students
<p>In Enter Grades</p> <ul style="list-style-type: none"> • Switch to Spreadsheet View • Key in grades into appropriate cells • Click Save 	<p>In Manage Grades</p> <ul style="list-style-type: none"> • Click the down arrow next to the item/category to show/hide > Hide from Users or Make Visible to Users <p>TIP: This only hides/makes visible the item in Grades, not in the assessment tool (Assignments, Quizzes, Discussions). That must be done separately.</p>
View a Student's View	Bulk Edit Categories
<p>In Enter Grades</p> <ul style="list-style-type: none"> • Select down arrow next to student's name and click Preview 	<p>In Manage Grades</p> <ul style="list-style-type: none"> • Click boxes left of the categories/items • Click Bulk Edit found just above the table • Make changes • Click Save

Adjusting Final Grades	View Statistics
<p>For detailed steps: Adjust Final Grades</p> <p>In Enter Grades</p> <ul style="list-style-type: none"> • Click drop-down arrow beside Final Adjusted Grade at the top of the column > Enter Grades • Click drop-down arrow beside Final Grades • Select Transfer All to transfer grades from Final Calculated Grades to Adjusted Final Grades. • Make changes in Adjusted Final Grades column. 	<p>In Manage Grades</p> <ul style="list-style-type: none"> • Click down arrow beside any category or item and select View Statistics
Transferring Final Grades to Uwinsite	Sort Columns
<p>For detailed steps: https://www.uwindsor.ca/brightspace/gradeflow</p> <p>In Enter Grades</p> <ul style="list-style-type: none"> • Select Settings (top right of page> Calculation Options tab. Under Final Grade Released select whether you use the Adjusted Final Grade column or only the Calculated Final Grade column • Go to grades.uwindsor.ca in a new browser tab • Select course, check grades, click Send • Log into UWinsite, find course Class Roster, check grades, send grades for approval 	<p>In Enter Grades</p> <ul style="list-style-type: none"> • Click on First Name, Last Name or any of the column titles to sort the contents by that column. A small arrow to the right of the title will indicate whether it is sorted by ascending or descending order.

Warning: In **Enter Grades**, the **More Actions > Hide/Show Columns** does not hide/show grades to students. This only hides/shows the columns to instructors.