



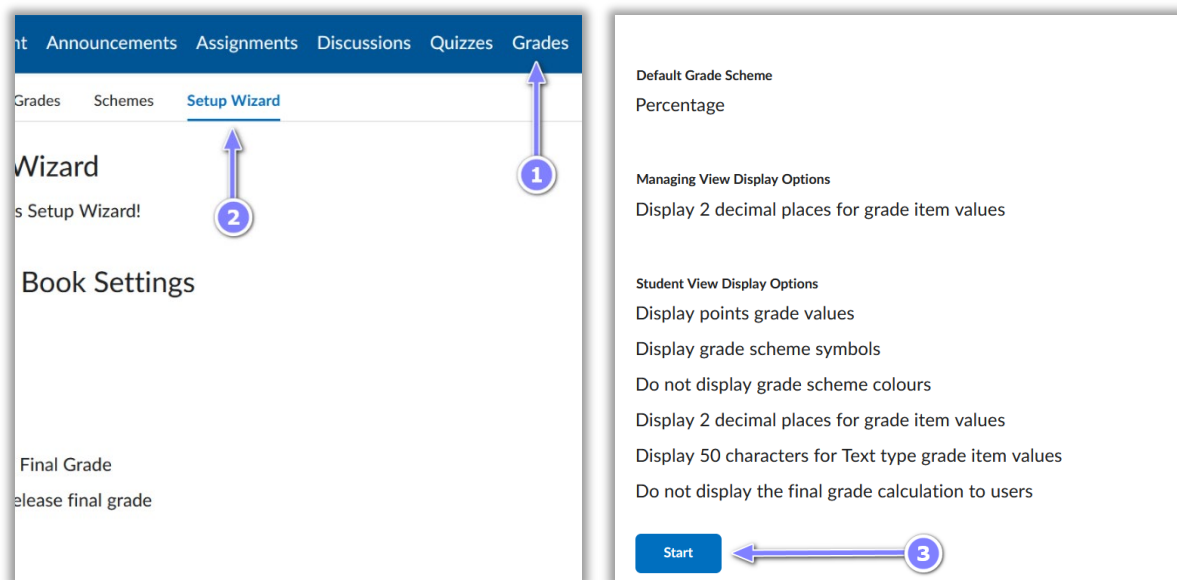
Brightspace Grades Workshop Exercises

Log in at brightspace.uwindsor.ca. Use your Sandbox course site to complete these exercises.

Exercise 1 – Set up your Grade Book using the Setup Wizard

In the Grades tool, if a grade book is not set up or imported for your course, you will see the **Grades Setup Wizard** page when you first navigate to the tool.

1. On the navbar of your course site, click **Grades**.
2. Click **Setup Wizard**.
3. On the **Grades Setup Wizard** page, scroll down to the bottom and click **Start**.



4. You will see the options for **Grading System:**
Weighted

Weighted grade items are a percentage of a final grade worth 100%. The maximum points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

Grade items in a category count as a percentage of that category, *not of the final grade*. Therefore, grade items in a category should combine to a weight of 100%.



For example, if you have a category worth 10% of the final grade with two equally weighted grade items, the weight of each grade item is 50%, (its contribution to the category), not 5% (its contribution to the final grade).

Points

Use the points system when you want the maximum points assigned to a grade item to be equal to its contribution to the final grade. Final grades are calculated by adding a user's score on all grade items together and dividing by the sum of the maximum points values. The sum of the maximum points values for all grade items does not need to equal 100.

With the points system you do not specify a category's weight or total points. It is the maximum points assigned to an individual grade item that counts toward the final grade.

Formula:

Use the formula system when you want to calculate final grades using a custom formula that allows for conditions. The formula system is based on the points system but allows you to set conditions around grade items to determine the final grade. For example, you could require that users receive at least 50% on their midterm and final exam to pass a course.

For this exercise, select **weighted**, then click **Continue**.

5. Select **Adjusted Final Grade** and leave **Automatically release final grade** unchecked.

Note: If you change the final grade value after the final grade is automatically released, the final grade is not released again with the new value. For example, when you grade the next assignment, the final grade does not get "released" again. Student final grades that already have a value are not automatically released when this variable is turned on. The grades are only released the first time a Final Grade is calculated from Null to a final grade value.

Grading System

Weighted ⓘ ←

Example:

- Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
- Final Exam Item (80% of final grade)

Final Grade: /100%

Points ⓘ

Example:

- Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
- Final Exam Item (200 points)

Final Grade: /240 points

Formula ⓘ 4

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

Continue Cancel

Enter Grades Manage Grades Schemes Setup Wizard

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 grade item scores.

Adjusted Final Grade ← 5

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 after being automatically released.

Continue Go Back Cancel






6. Select **Drop ungraded items**. You can change this later in the term to **Treat ungraded items as 0** so that the released grades better reflect the users' current grades throughout the term.
7. Select **Automatically keep final grade updated** so final grades will automatically adjust after changing a grade item or calculation option.
8. Click **Continue**.
9. Click **Continue** again to keep the default scheme.

Enter Grades Manage Grades Schemes Setup Wizard


Step 3 of 7
Step 3: Grade Calculations

Ungraded Items


Drop ungraded items  

Treat ungraded items as 0 

Auto Update


Automatically keep final grade updated 

Continue Go Back Cancel




Enter Grades Manage Grades Schemes Setup Wizard

Step 4 of 7
Step 4: Choose Default Grade Scheme

Scheme Name	
Organization Schemes	
Percentage 	

Continue Go Back Cancel



10. Keep the default 2 decimal places in the **Number of decimal places to display** field for instructors and other users who enter grades using the grade book. Click **Continue**.
11. Select your **Student View Display Options** and then click **Continue**.



Enter Grades Manage Grades Schemes **Setup Wizard**

Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ←

Continue Go Back Cancel

10

Step 6: Student View Display Options

Grade Details

- Points grade ?
- Weighted grade ?
- Grade scheme symbol ?
- Grade scheme colour ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

- Display final grade calculation to users ?

Continue Go Back Cancel

11

12. On the **Grades Setup Summary** page, review your selections. Do one of the following:
- To make changes to your grade book setup, click **Go Back**.
 - Click **Finish**.

Automatically keep final grades updated

Default Grade Scheme
Percentage

Managing View Display Options
Display 2 decimal places for grade item values

Student View Display Options
Display points grade values
Display weighted grade values
Display grade scheme symbols
Do not display grade scheme colours
Display 2 decimal places for grade item values
Display 50 characters for Text type grade item values
Do not display the final grade calculation to users

Finish Go Back Cancel

12



Exercise 2 – Create grade categories and items

Part A - Create grade categories

1. On the course home page, click **Grades**.
2. In the **Manage Grades** area, click **Category** from the **New** button.
3. Type the name *Assignments*.
4. In the **Weight** box, enter **30** so the Assignments category will be worth 30% of the final grade.

The left screenshot shows the 'Manage Grades' page. The 'New' button is clicked, and the 'Category' option is selected from the dropdown menu. The right screenshot shows the 'New Category' form. The 'Name' field is filled with 'Assignments' and the 'Weight' field is filled with '30'.

5. Select **Distribute weight evenly across all items** so that all the assignments in the Assignment category will be worth the same weight.
6. Set the desired Display options.
7. Click **Save and New**.

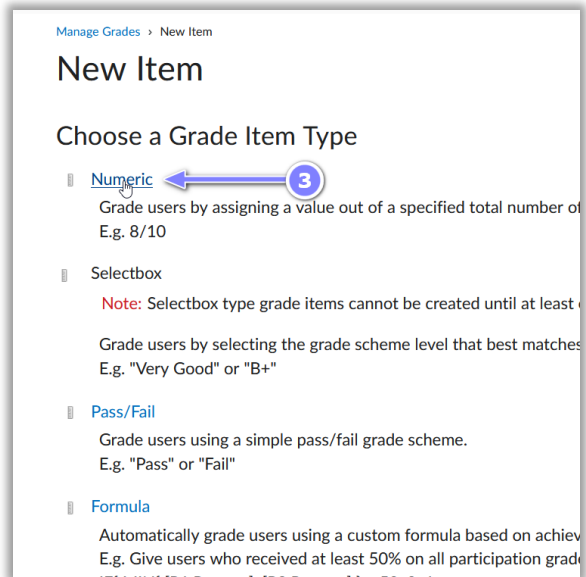
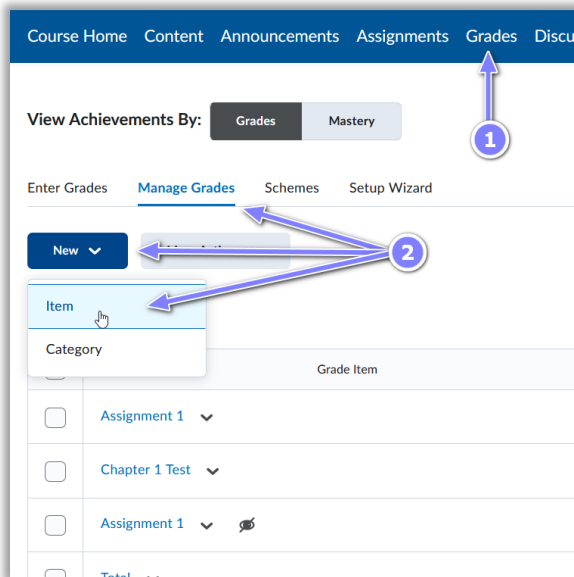
The screenshot shows the 'Distribution' section with the 'Distribute weight evenly across all items' radio button selected. The 'Display Options' section is expanded, and the 'Save and New' button is highlighted.



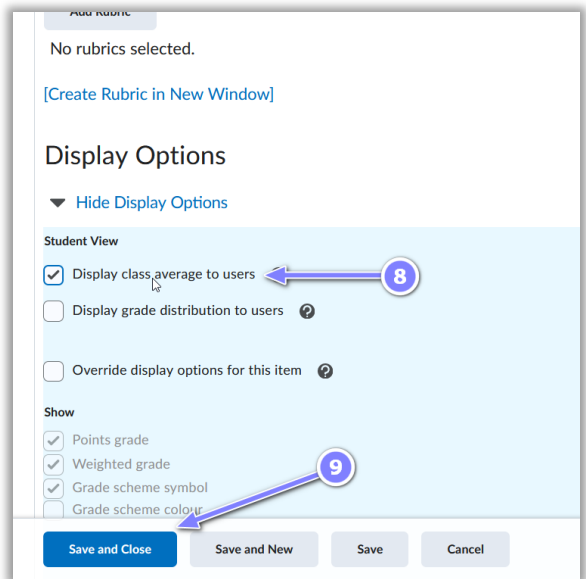
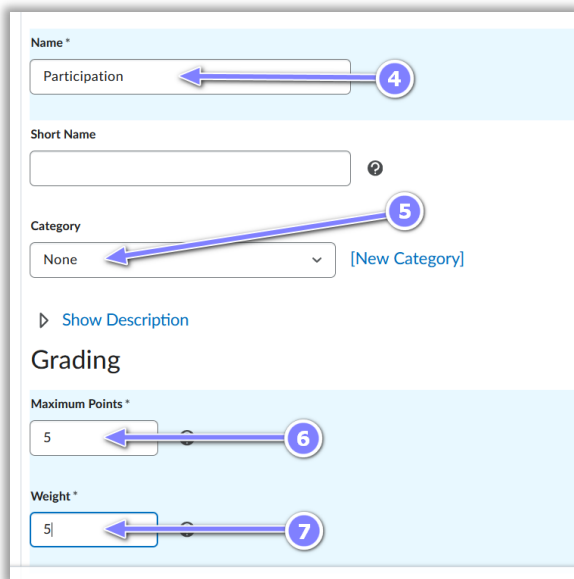
8. In the New Category screen, type the name *Quizzes*.
9. In the **Weight** box, enter **30** so the Discussions category will be worth 30% of the final grade.
10. Select **Distribute weight evenly across all items** so that all the quizzes will be worth the same weight.
11. Set the desired Display options.
12. Click **Save and Close**.

Part B – Create grade items

1. On the course home page, click **Grades**.
2. Click **Manage Grades**, click the **New** button and select **Item** from the drop-down menu.
3. Select **Numeric**.



4. Name the item *Participation*.
5. Do not select a category as there is no other item this will be grouped with.
6. In the **Maximum Points**, type in the maximum number of points students can achieve for Participation, **5**.
7. For the **Weight**, type **5**.
8. Select any Display option you wish for your students.
9. Leave the rest of the default options and select **Save and New**.



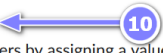
10. On the **New Item** page you will see if you selected **Save and New**, select **Numeric**.



Manage Grades > New Item

New Item

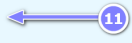
Choose a Grade Item Type

- Numeric** 
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- Selectbox
Note: Selectbox type grade items cannot be created until at least one category has been created.
Grade users by selecting the grade scheme level that best matches the student's performance.
E.g. "Very Good" or "B+"
- Pass/Fail
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"
- Formula
Automatically grade users using a custom formula based on achievement.
E.g. Give users who received at least 50% on all participation grades a bonus.

11. Type the name *Bonus*.
12. Do not select a category as this will be a general bonus. If you would like the bonus to be part of a category yet help the student's overall grade, you will need to select the category here and then edit the category to **Allow category grade to exceed category weight**.
13. Place **2** in the **Maximum Points**, to allow for a maximum of 2 bonus points, and a **2** in the **Weight**. The weight should be the most you want the student's final percentage grade to increase if they earn all of the bonus points.
14. Place a check in the **Bonus** box.
15. Select **Save and Close**.

General


Type
Numeric


Name *
 


Short Name

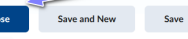
Category
None [New Category]

Grading

Maximum Points *
 

Weight *
 

Bonus
 

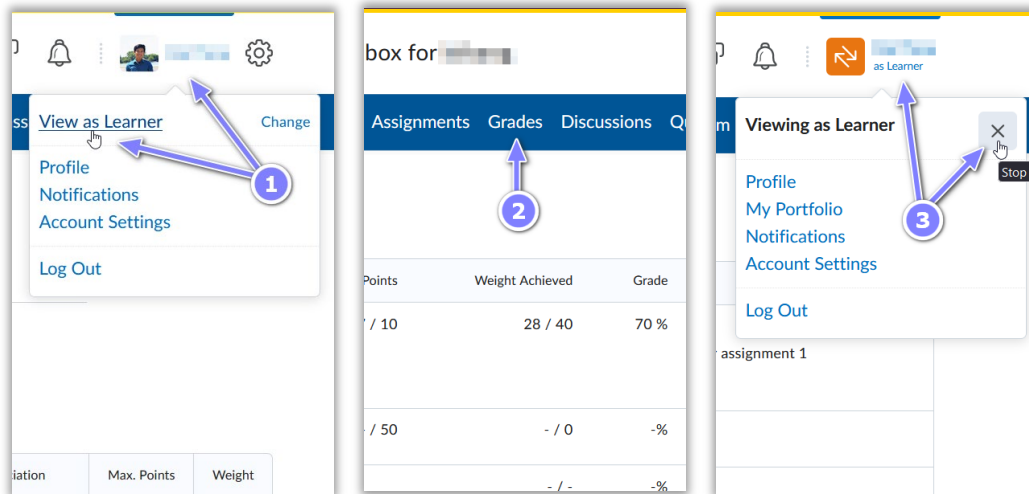


Save and Close Save and New Save Cancel



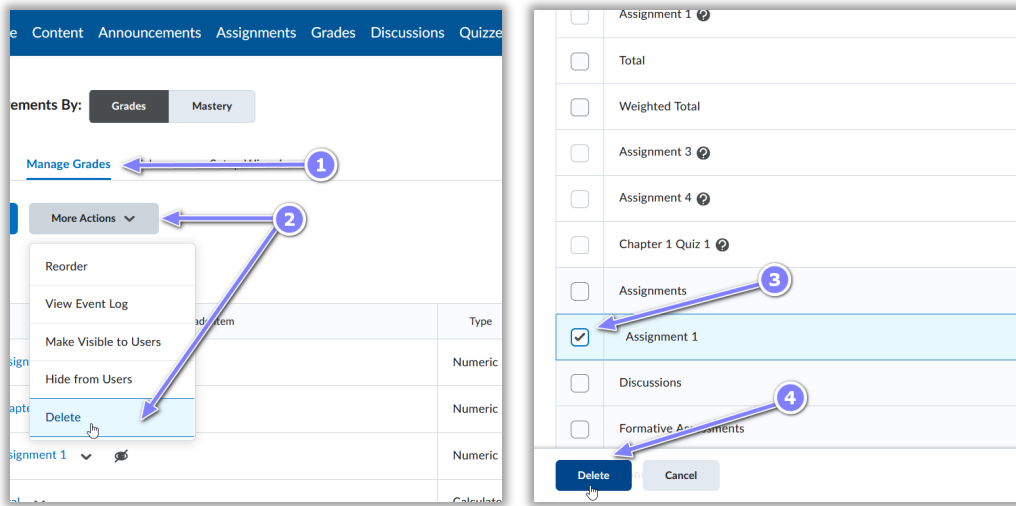
Exercise 3 – View as learner

1. Click on your profile card in the mini nav bar and select **View as Learner**.
2. Select **Grades** from the Nav bar. You will now see what a student will see.
3. When done, click your name in the profile card again and click the **X** to return to instructor role.

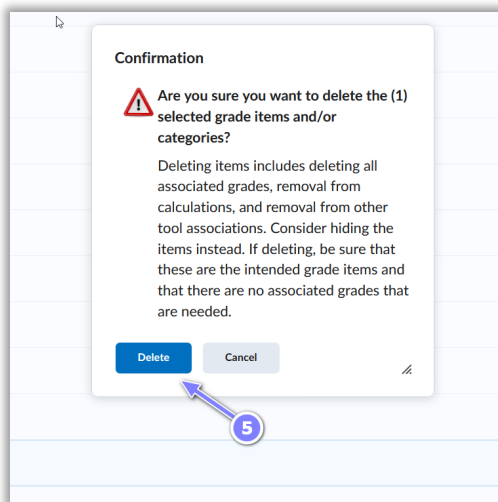


Exercise 4 – Delete Grade items

1. Select the **Manage Grades** tab.
2. From the **More Actions** button drop-down, select **Delete**.
3. Place a check in the box beside an item to delete. Ensure it is the correct one!
Note: You will not be able to delete any item that is associated with a Brightspace activity, ex. If you associated the assignment created in the Assignments tool with a grade book item. You will need to remove the association before deleting the Grade Book item.
4. Select the **Delete** button at the bottom of your screen.



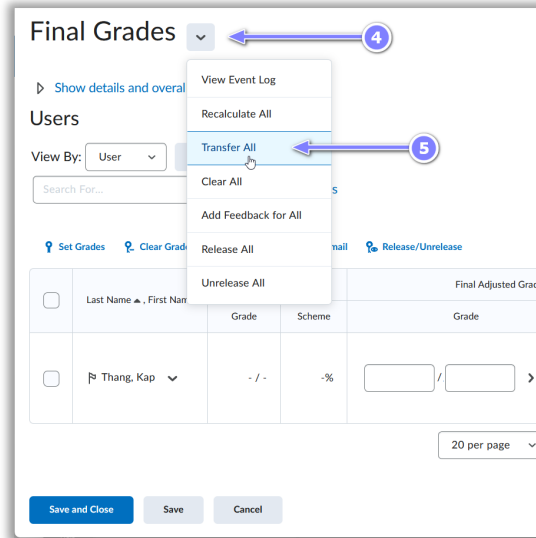
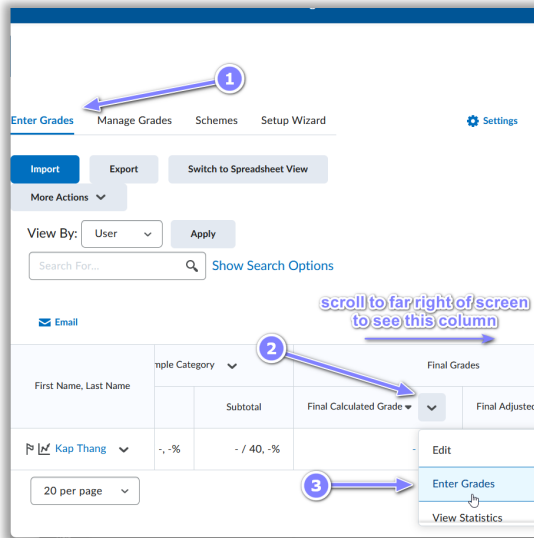
5. If you are sure, you have selected the correct item for deletion, select the **Delete** button in the dialog box.



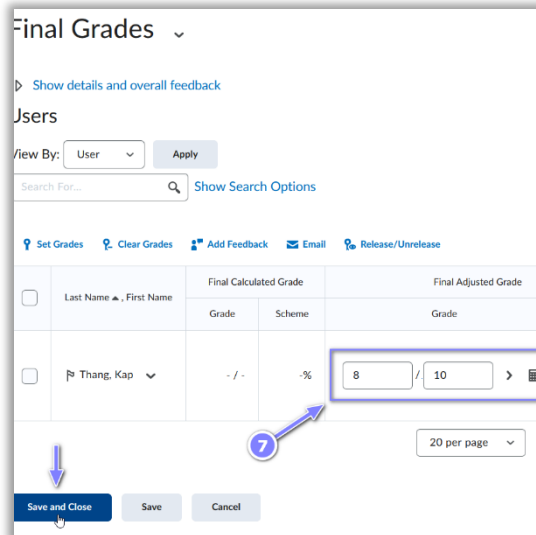
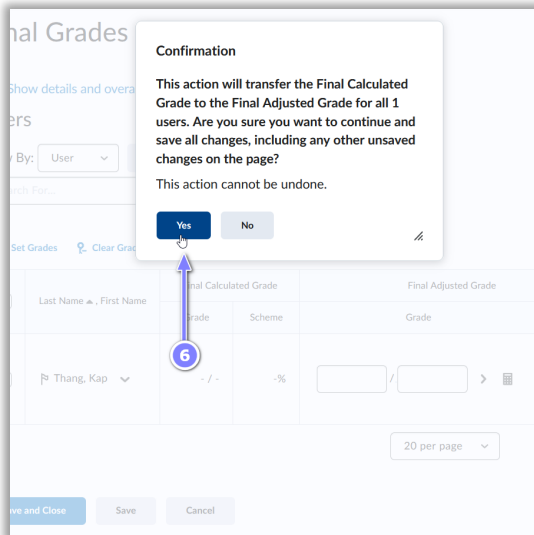
To be done at the end of the term:

Adjust final grades

1. Select the **Enter Grades** tab.
2. Click on the drop-down arrow beside **Final Calculated Grade**.
3. Select **Enter Grades**.
4. At the top of that page, beside the **Final Grades** title, click on the drop-down arrow.
5. Select **Transfer All** to transfer all grades from the **Final Grades** column to the **Final Adjusted Grade** column of your Grade Book.



6. A confirmation dialogue box will appear. (Note: transferring grades will override any grades previously entered in the Final Adjusted Grades column). Click **Yes**.
7. Make changes to any of the grades in the **Final Adjusted Grade** column.



Release Adjusted Final Grades

1. Check that the **Adjusted Final Grade** is selected as the grade for release.
 - a. Click the **Enter Grades** tab.
 - b. Click on the **Settings** gear icon in the top right.
 - c. Select the **Calculation Options** tab.
 - d. Under **Final Grade Released**, ensure **Adjusted Final Grade** is selected.
 - e. Select the **Save** button at the bottom of the page.



f. Select **Yes** in the dialogue box that pops up.

The composite image illustrates the steps to configure the grading system. It shows the 'Grades' page, the 'Calculation Options' for a 'grading System', the 'Final Exam Item' settings, and a 'Confirmation' dialog box.

2. Select the **Close** button.
3. Select **Enter Grades**.
4. Click on the drop-down arrow beside **Adjusted Final Grade**.
5. Select **Enter Grades**, once more.



Personal Display Options Org Unit Display Options Calculation Options

Grading System

Grading System

Weighted

Example:
Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
Final Exam Item (80% of final grade)

Final Grade: /100%

Points

Example:
Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)

Course Home Content Announcements Assignments Grades Discussions More

Enter Grades Manage Grades Schemes Setup Wizard Settings Help

Import Export Switch to Spreadsheet View

More Actions

View By: User Apply

Search For... Show Search Options

Email

First Name, Last Name	Sample Category	Subtotal	Final Calculated Grade	Final Adjusted Grade
<input checked="" type="checkbox"/> Kap Thang	- / - %	- / 40, - %	- / - %	<input type="button" value="Edit"/>

20 per page

scroll to far right to see this column

- Place a check in the box to the left of the **Last Name** column title to select all the students' names.
- Select **Release/Unrelease**. All the boxes under the **Release** column will now have checkmarks in them.
- Select **Save and Close** and then **Yes** in the pop-up box. Each student will now have a grade and an open eyeball icon in the **Final Adjusted Grade** column in the Grade Book.

Course Home Content Announcements Assignments

Final Grades

Show details and overall feedback

Users

View By: User Apply

Search For... Show Search Options

Set Grades Clear Grades Add Feedback Email Release/Unrelease

<input checked="" type="checkbox"/>	Last Name, First Name	Final Calculated Grade		
		Grade	Scheme	
<input checked="" type="checkbox"/>	Thang, Kap	- / -	- %	<input type="button" value="8"/>

Confirmation

You are about to save changes. Are you sure you want to continue?

Release/Unrelease

Grade	Final Adjusted Grade	
Scheme	Grade	Scheme
- %	<input type="text" value="8"/> / <input type="text" value="10"/>	<input type="text" value="80"/>