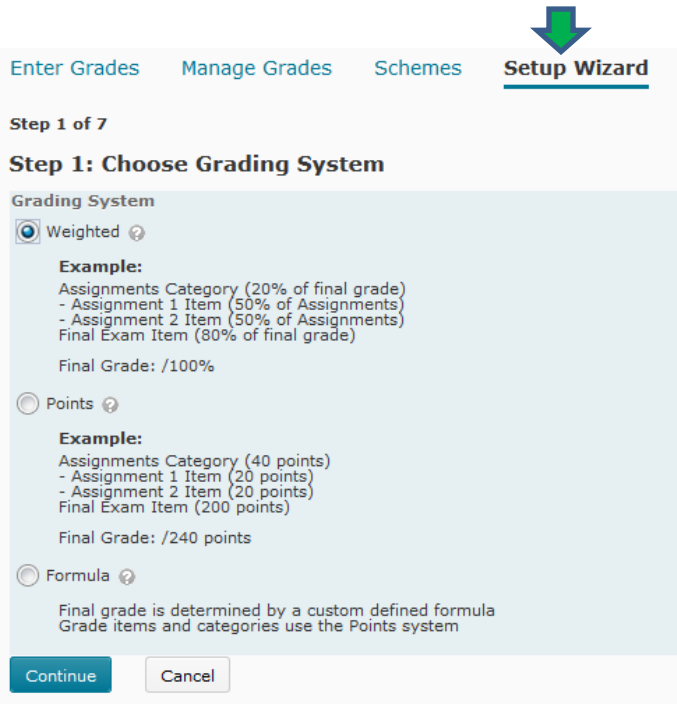


Brightspace/D2L Gradebook Settings (particularly those that do not copy from course to course)

I. **Setup Wizard:** (The Setup Wizard settings do copy from course-course, but make sure to check them to ensure they are correct!)



Enter Grades Manage Grades Schemes **Setup Wizard**

Step 1 of 7

Step 1: Choose 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 ?

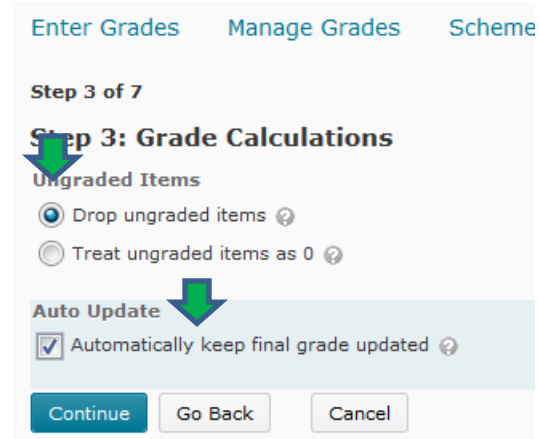
Example:
Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
Final Exam Item (200 points)
Final Grade: /240 points

☐ Formula ?

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

Continue Cancel

1. From “Grades” on the navbar choose “Setup Wizard.” Start the setup wizard process. Be sure to choose if you use “weighted/percentages” or just a compilation of “points”.



Enter Grades Manage Grades Scheme

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

☒ Drop ungraded items ?

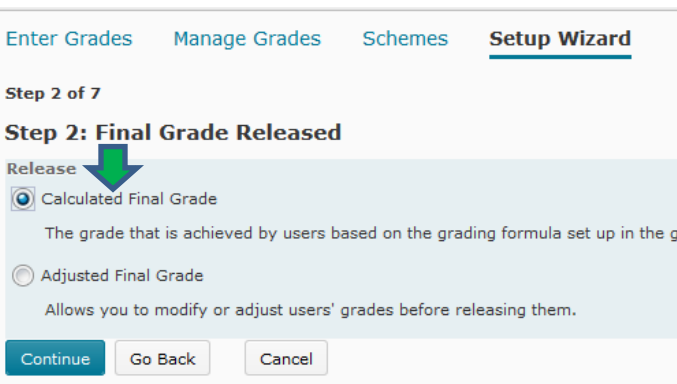
☐ Treat ungraded items as 0 ?

Auto Update

☒ Automatically keep final grade updated ?

Continue Go Back Cancel

3. So they students will not see a “0” for grades that have not been submitted, choose “Drop ungraded items”. Also choose “automatically keep final grade updated”.



Enter Grades Manage Grades Schemes **Setup Wizard**

Step 2 of 7

Step 2: Final Grade Released

Release

☒ Calculated Final Grade

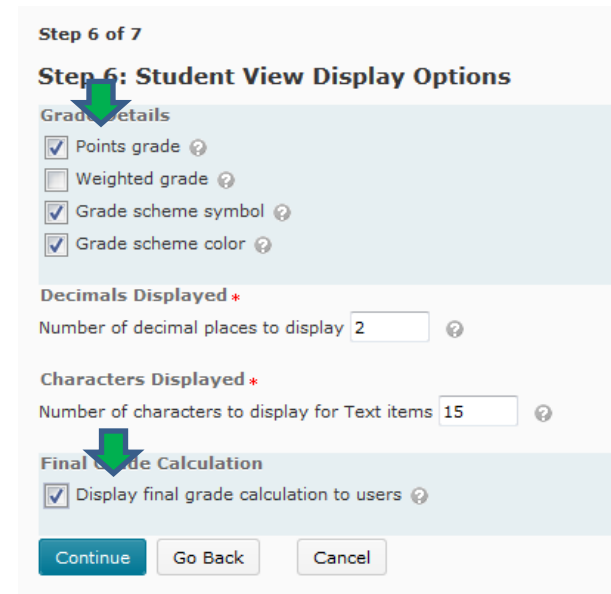
The grade that is achieved by users based on the grading formula set up in the g

☐ Adjusted Final Grade

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

Continue Go Back Cancel

2. For the students to view their average correctly, choose “Calculated Final Grade”. (You can always come back and adjust the grade later).



Step 6 of 7

Step 6: Student View Display Options

Grade Details

☒ Points grade ?

☐ Weighted grade ?

☒ Grade scheme symbol ?

☒ Grade scheme color ?

Decimals Displayed *

Number of decimal places to display 2 ?

Characters Displayed *

Number of characters to display for Text items 15 ?

Final Grade Calculation

☒ Display final grade calculation to users ?

Continue Go Back Cancel

4. For the “Student View Display,” choose “points grade,” “Grade scheme symbol,” and perhaps “grade scheme color.”

Also check “display final grade calculation to users”.

II. **Uncopied Settings:** The following settings do not copy from course-course. (You will need to set every semester per course.)

Enter GradesManage GradesSchemesSetup Wizard

ImportExportMore Actions

Note

- 'Final Calculated Grade' sums to 10%, not 100%. Verify the total weight of all top level categories and items is 100%.

View By: UserApply

Search For:Show Search Options

Email200per page

First Name ▲, Last Name	Final Grades				Quizzes ▼		First Name ▲, Last Name	Final Grades	
	Final Calculated Grade ▼	Quiz 1 ▼	Quiz 2 ▼	Quiz 3 ▼	Subtotal	Final Calculated Grade ▼		Final Adjusted Grade ▼	
Sample, Student1					8 / 10, 80 %	Sample, Student1			

Email200per page

Personal Display Options

Personal Display OptionsOrg Unit Display OptionsCalculation Options

Managing View Display Options

User Details

- ☐ Username
- ☐ Org Defined ID
- ☐ Email

Grade Details

- ☒ Points grade
- ☐ Weighted grade
- ☒ Grade scheme symbol
- ☒ Grade scheme color

Number of characters to display for text items *
50

Number of columns before user details repeat *
5

Number of users before column header repeats *
10

Repeat Final Grades

- ☒ Repeat calculated final grade at the start of the user list
- ☐ Repeat adjusted final grade at the start of the user list

Start Page

Default Grades Area
Enter Grades

SaveClose

1. Upon entering “Grades” and “Enter Grades,” you will see that initially, input grades do not display (only colors). Choose “Settings” in the upper right corner.
2. Under the “Personal Display Options” tab, choose check “points grade,” “grade scheme symbol,” and “grade scheme color”. Also select “repeat calculated final grade at the start of the user list” as well as perhaps choose “enter grades” as the default area.
3. After saving and navigating back to the grades area, you will now see the points (9/10) and the percentage (90%) display.
4. If the class is large, perhaps also choose 100 or 200 per page so that all students display on one screen in the gradebook.

Email200per page

First Name ▲, Last Name	Final Grades		Quizzes ▼		
	Final Calculated Grade ▼	Quiz 1 ▼	Quiz 2 ▼	Quiz 3 ▼	
Sample, Student1	80 %	9 / 10, 90 %	- / 10, -%	7 / 10, 70 %	

Email200per page

III. Releasing Current/Final Grade to Students

1. Within the “Grades,” “Enter Grades” area, choose the dropdown beside “Final Calculated Grade”. Choose “Grade All”.

Email200per page

First Name ▲, Last Name	Final Grades		Quiz 1 ▼	Quiz 2 ▼
	Final Calculated Grade ▼			
Sample, Student1	80 %			

Email200per page

Edit

Grade All

Statistics

Event Log

2

3

☒

☒

Grade

Email

Release/Unrelease

200per page

First Name ▲, Last Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Calculated Grade	Event Log
	Grade	Scheme	Grade	Scheme			
☒ Sample, Student1	8 / 10	80 %	/	%		☒	

☒

☒

Grade

Email

Release/Unrelease

200per page

Save

Cancel

1

2. Make sure all students are loaded on the same page (choose 100 or 200 per page). Select the left select all box to select all students. Choose “Release/Unrelease” on the min-navbar. Then “save”.

Email200per page

First Name ▲, Last Name	Final Grades	
	Final Calculated Grade ▼	
Sample, Student1	80 %	

Email200per page

3. You should now see an eyeball icon beside each student’s final calculated grade. This means they are able to view not only their individual grade items but also the overall average.

III. **How do students see their grades?:** As the instructor you can view how students see their grades.

1. Within the “Grades,” “Enter Grades” area, choose the name of any student.

Email200per page

First Name ▲, Last Name	Final Grades	
	Final Calculated Grade ▼	Quiz 1 ▼
 Sample, Student1	80 % 	9 / 10, 90 %

Email200per page

Sample Student1

← →
User Details

Name
Student1, Sample

▼

Preview

Event Log

Email user

2. At the top of the next screen, choose the dropdown beside the student’s name. Choose “preview”.

3. The individual grades will be listed in a table format. The overall average (if released to the student) will be located in the upper left.

Final Calculated Grade

Grade
80 %

Grade Items

Grade Item	Points	Weight Achieved	Grade
Quizzes			
Quiz 1	9 / 10		90 %
Quiz 2	- / 10		-%
Quiz 3	7 / 10		70 %