

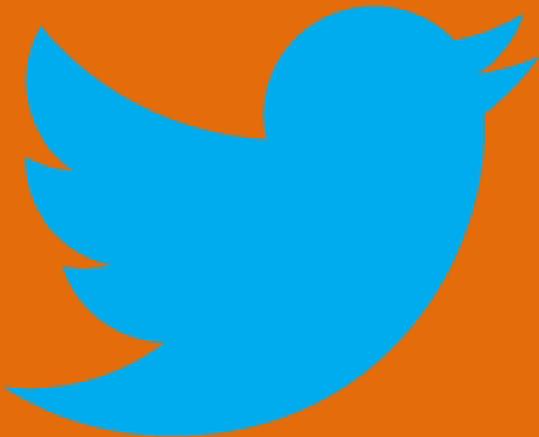
Making the Grade:

Using the Grades and Rubrics Tools

Janice Florent
jflorent@xula.edu
Ext. 7418

Join the Conversation

#edtech
@xulacat



Prerequisites

- Attend one of the Intro to Brightspace training sessions

OR

- Familiar with the navigating in the Brightspace Learning Environment

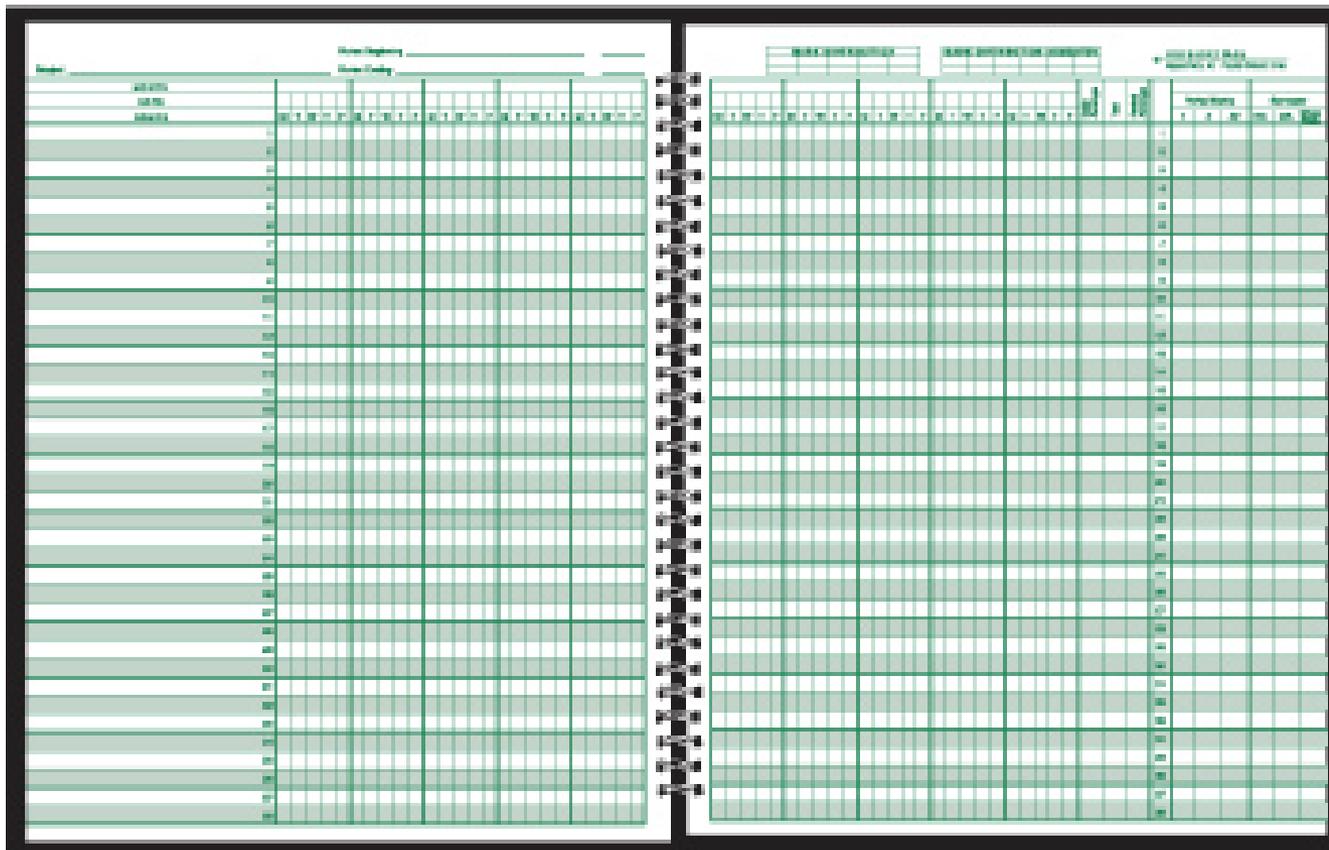


Agenda

- Grades Tool Overview
- Grade Book Setup Wizard
- Grade Schemes
- Grading Systems
- Associate Grade Items
- Entering Grades
- Rubrics Tool

Grades Tool

- Allows instructor to setup grading system in Brightspace



The image displays a screenshot of the Brightspace Grades Tool interface, which is designed to look like a spiral-bound notebook. The interface is divided into two main sections by a central vertical line, representing the notebook's spine. Each section contains a grid for entering student grades. The top of each page has a header area with fields for 'Section', 'Section Number', and 'Section Name'. The grid itself has columns for 'Student ID', 'Student Name', and multiple columns for 'Grade' (representing different assignments or tests). The grid is currently empty, with only the header information visible.

Why is Grades Tool Important?

- Customizable to reflect your assessment style
- Use it to show student progress and tracking
- Use it to show student success
- Instructor will have the ability to choose to transfer grades directly to Banner

Coming
SOON

Grade Book

Students can:

- Check their own grades and feedback on learning activities
- View class averages and stats (if allowed by Instructor)
- View final grades and the grade formula used to evaluate them (depending on Grade Book set-up)



Grade Book

- Unlike Blackboard, Grade Book and grade columns (grade items) are **NOT** automatically created in Brightspace courses



Stick by simpologist (2009) <https://www.flickr.com/photos/simpologist/64247699/>
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Photo Attribution by PhotosForClass.com

Grading Systems

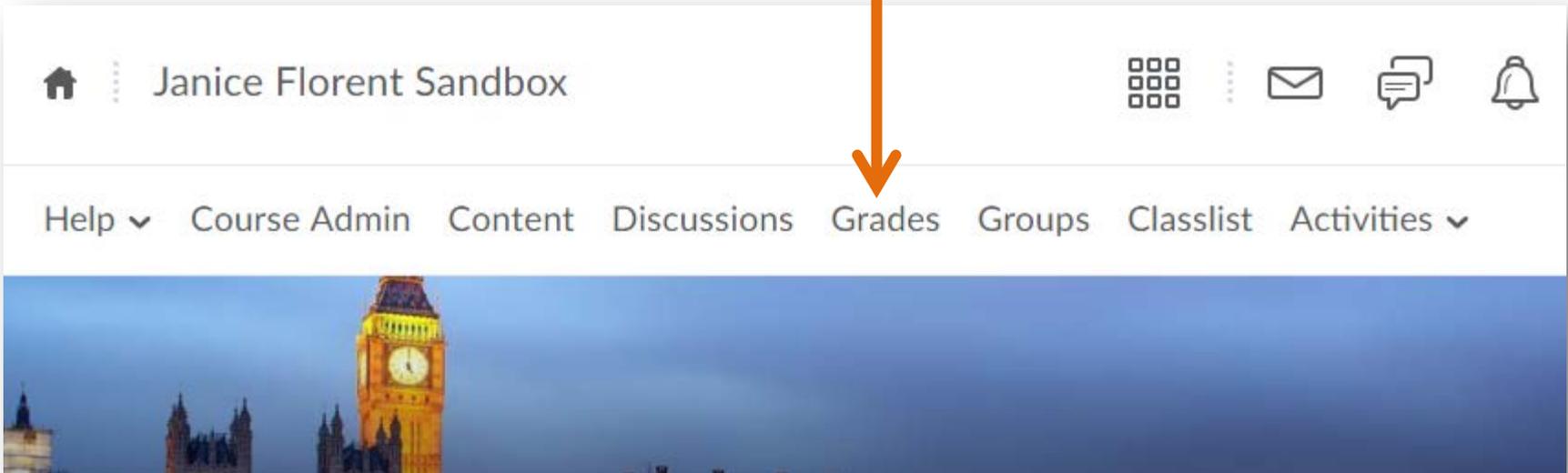
Determines how the grade items in your Grade Book contribute to final grade

- Grade items can count as a percentage of a final grade worth 100%
- Grade items can be worth a certain amount of points that are totaled for a final grade
- You can define a custom formula for how grade items contribute to a final grade

Grade Book Considerations

- Which grading system is most appropriate for your course
- What grade items you plan to evaluate
- How you will allocate points or weights across grade items
- Which grade items you want to associate with course items
- Do you want to include milestone grade
- How you want to calculate final grades

Grades Tool



Setup Wizard

Janice Florent Sandbox



Help ▾ Course Admin Content Discussions Grades Groups Classlist Activities ▾

Enter Grades Manage Grades Schemes

Setup Wizard

Settings Help

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current

Student View Display Options

Grading System

Do not display points grade values

Points

Display grade scheme symbols

Do not display grade scheme colors

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

Start

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

Grade Categories

- Use Grade Categories to
 - Organize Grade Book
 - Simplify weighted grade calculations
 - Drop highest/lowest grade

Grade Item Types

- **Numeric**
 - E.g. 8/10
- **Selectbox**
 - E.g. “Very Good” or “B+”
- **Pass/Fail**
 - E.g. “Pass” or “Fail”
- **Formula**
 - E.g. $\text{IF}\{\text{MIN}\{[P1.\text{Percent}], [P2.\text{Percent}]\} < 50, 0, 1\}$
- **Calculated**
 - E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max.Points} * 100 = 73\%$
- **Text**
 - E.g. “Course Evaluation Completed”

Points Grade Book Example

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Participation ▼	Numeric	-	20
<input type="checkbox"/>	Quiz 1 ▼	Numeric	-	20
<input type="checkbox"/>	Quiz 2 ▼	Numeric	-	20
<input type="checkbox"/>	Quiz 3 ▼	Numeric	-	20
<input type="checkbox"/>	Quiz 4 ▼	Numeric	-	20
<input type="checkbox"/>	Discussion 1 ▼	Numeric	-	50
<input type="checkbox"/>	Discussion 2 ▼	Numeric	-	50
<input type="checkbox"/>	Discussion 3 ▼	Numeric	-	50
<input type="checkbox"/>	Discussion 4 ▼	Numeric	-	50
<input type="checkbox"/>	Exam 1 ▼	Numeric	-	100
<input type="checkbox"/>	Exam 2 ▼	Numeric	-	100
<input type="checkbox"/>	Final Exam ▼	Numeric	-	400
<input type="checkbox"/>	Final Calculated Grade ▼	Total Possible Points = 900		

Weighted Grade Book Example

= 100%

Categories



Grade Item	Type	Association	Max. Points	Weight
Assignments ▾				40
<input type="checkbox"/> Student Reflection Assignment ▾	Numeric	Assignments ⓘ	10	18.2
<input type="checkbox"/> Video Assignment ▾	Numeric	Assignments ⓘ	10	18.2
<input type="checkbox"/> Paper draft 1 ▾	Numeric	-	10	18.2
<input type="checkbox"/> Homework 1 ▾	Numeric	Assignments ⓘ	25	45.5
Quizzes ▾				10
<input type="checkbox"/> Syllabus Quiz ▾	Numeric	Quizzes ⓘ	6	37.5
<input type="checkbox"/> Backwards Design Quiz ▾	Numeric	Quizzes ⓘ	10	62.5
Self-Assessments ▾				20
<input type="checkbox"/> Mod 1 Self-Assessment ▾	Numeric	-	10	100
Discussions ▾				30
<input type="checkbox"/> What Do Students Think ▾	Numeric	Discussions ⓘ	10	33.3
<input type="checkbox"/> Brightspace and Students ▾	Numeric	Discussions ⓘ	10	33.3
<input type="checkbox"/> Video Discussion ▾	Numeric	Discussions ⓘ	10	33.3
<input type="checkbox"/> Final Calculated Grade ▾				
<input type="checkbox"/> Final Adjusted Grade ▾				

Grade Items

Grade Items

Grade Item

Grade Items

40%

10%

20%

30%

Assignments 40%
 Quizzes 10%
 Self-Assessments 20%
 Discussions 30%

Weighted Grade Book Example

Categories

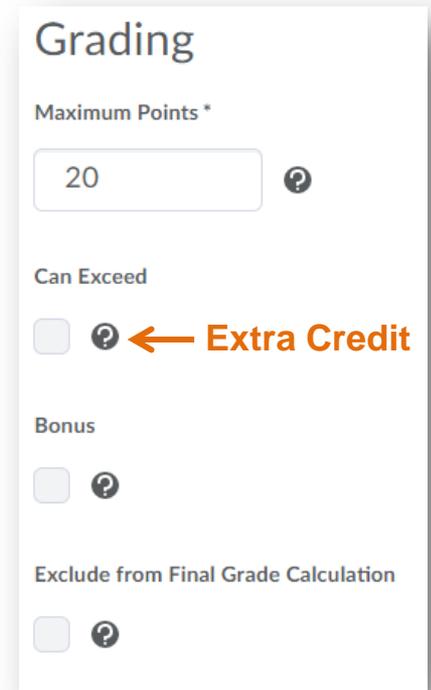
<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes 				25
<input type="checkbox"/>	Quiz 1  	Numeric	Quizzes 	7	50
<input type="checkbox"/>	Quiz 2  	Numeric	Quizzes 	10	50
<input type="checkbox"/>	Assignment 1  	Numeric	Assignments 	15	15
<input type="checkbox"/>	Assignment 2 	Numeric	-	15	15
<input type="checkbox"/>	Assignment 3 	Numeric	Assignments 	40	15
<input type="checkbox"/>	Assignment 3 Grade Item 	Numeric	Assignments 	10	5
<input type="checkbox"/>	Participation 				25
<input type="checkbox"/>	Ethics Discussion 	Numeric	Discussions 	15	40
<input type="checkbox"/>	Class Participation 	Numeric	-	15	60
<input type="checkbox"/>	Final Calculated Grade 				
<input type="checkbox"/>	Final Adjusted Grade 				

These grade items are also included in weighted grade %

Quizzes - 25%
Assignment #1 - 15%
Assignment #2 - 15%
Assignment #3 - 15%
Assignment #3 Grade Item - 5%
Participation - 25%

Extra Credit and Bonus Points

- Extra Credit Points
 - Factored into required activities
(i.e., students are penalized if they do not complete activity)
 - Boost student's score on activity making it feasible to earn more than 100%
- Bonus Points
 - Refer to optional activities
(i.e., students are not penalized for skipping the activity)
 - Will improve student's grade



Grading

Maximum Points *

20

Can Exceed

? ← Extra Credit

Bonus

?

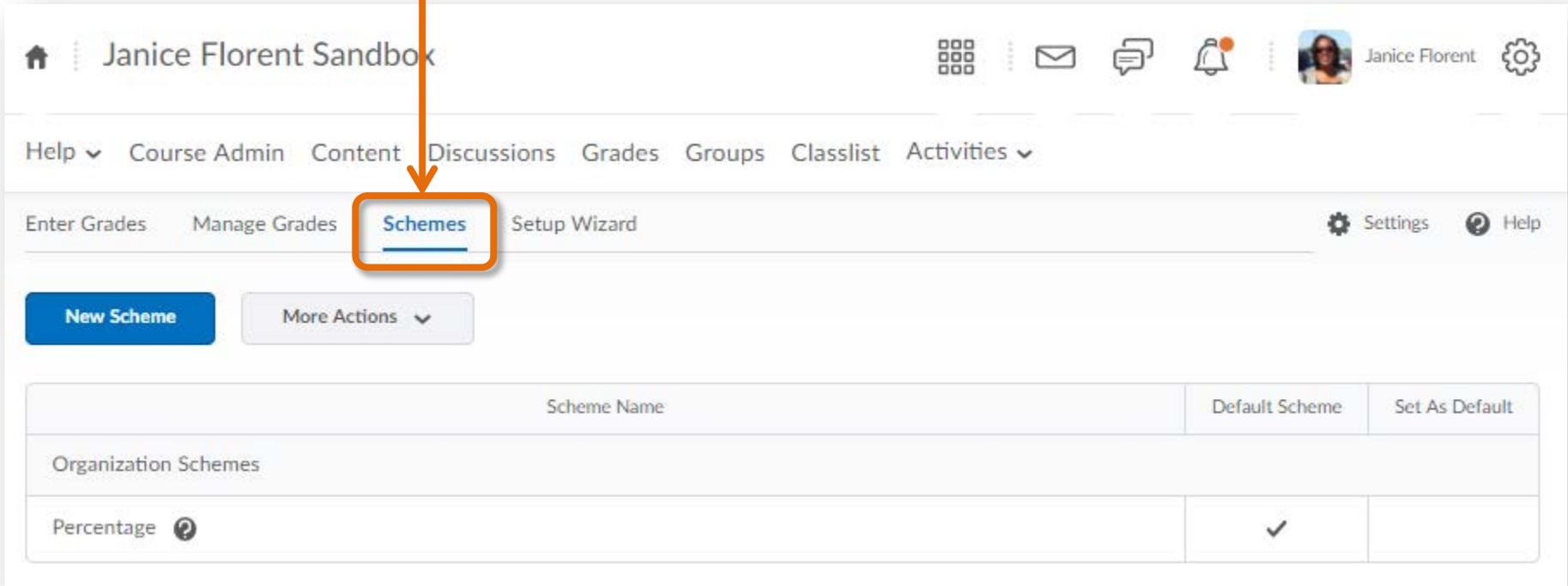
Exclude from Final Grade Calculation

?

Grade Calculations

Ungraded Items Options	Pros	Cons
Drop Ungraded Items	Students can see current “final grade” throughout the course.	Student work that has not been submitted and graded is not counted as zero (0). Students final grade may not be accurate if the instructor does not enter zeros for work where student earned a zero.
Treat Ungraded Items as 0	Students who do not submit work have an accurate reflection of their grade.	Students do not view accurate grade throughout the course.

Grade Schemes

A screenshot of the Brightspace user interface. At the top, the user's name 'Janice Florent Sandbox' is displayed. Below this is a navigation bar with various menu items: 'Help', 'Course Admin', 'Content', 'Discussions', 'Grades', 'Groups', 'Classlist', and 'Activities'. Underneath the navigation bar, there are four main options: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Schemes' option is highlighted with an orange box, and an orange arrow points from the 'Grade Schemes' title above to this box. To the right of these options are 'Settings' and 'Help' icons. Below the navigation bar, there are two buttons: 'New Scheme' (blue) and 'More Actions' (grey). At the bottom, there is a table with the following structure:

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage 	✓	

Grade Scheme Example

General

Name *

Letter Grade

Short Name

Letter

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	F	0		55	
2	D	60		65	
3	C	70		75	
4	B	80		85	
5	A	90		95	

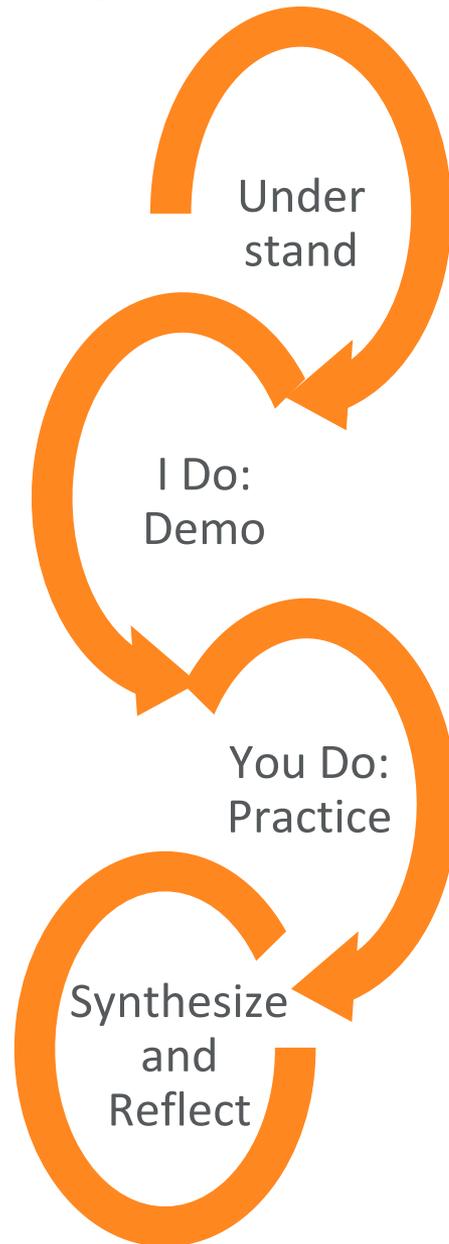
Effective Practices

- Start with backward design
 1. Setup Grade Book first
 2. Create learning activities and associate with grade items
- Utilize categories to organize Grade Book





Hands-on Activity Structure



Brightspace Training Courses

Student's Perspective



Brightspace Instructor Training

Instructor's Perspective



“Sandbox-username”

Hands-on Activity



Entering Grades

- Grades transfer is one way, from assessment tool to Grade Book



Entering Grades

- Grade student work through assessment tools where grading options exist
 - E.g., discussion topics, assignment submission folders, quizzes tool, etc.
- Grades for all other assessments should be entered directly into Grade Book



Entering Grades

Sandbox-jflorent

Help ▾ Course Admin Content Discussions Grades Groups Classlist Activities ▾

Enter Grades Manage Grades Schemes Setup Wizard

Settings Help

Import Export More Actions ▾

Search For...  Show Search Options

Switch to Spreadsheet View

Email

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Participation ▾	Quiz 1 ▾	Quiz 2 ▾	Quiz 3 ▾	Last Name
		Final Calculated Grade ▾					
<input type="checkbox"/>	  Demo-Student, Francis	0 %	0 %	0 %	0 %	0 %	Demo-S
<input type="checkbox"/>	  Demo-Student, Jane	0 %	0 %	0 %	0 %	0 %	Demo-S

Effective Practices

- No Draft or Publish options when entering grades directly into Grade Book
 - Hide grade columns if you do not want students to see grades, or
 - Set the visibility of a grade item/category for a specific date range
- Release final grade is set to “Off” by default
 - Instructors can choose to enable the “Automatically release final grade” option





Hands-on Activity



Additional Features of Grades Tool

- Import/Export Grades
- Hide/Show Columns
- Release Grades
- Event Log

Grades Tool

🏠 Sandbox-jflorent

📧 🗨️ 🔔 👤 Janice Florent ⚙️

Help ▾ Course Admin Content Discussions Grades Groups Classlist Activities ▾

Enter Grades Manage Grades Schemes Setup Wizard

⚙️ Settings ? Help

Import

Export

More Actions ▾

Switch to Spreadsheet View

Search For...



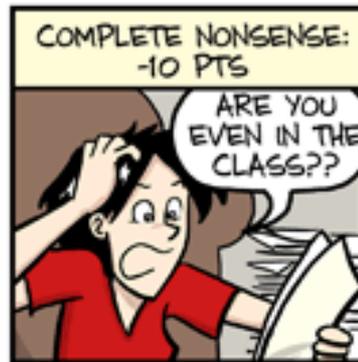
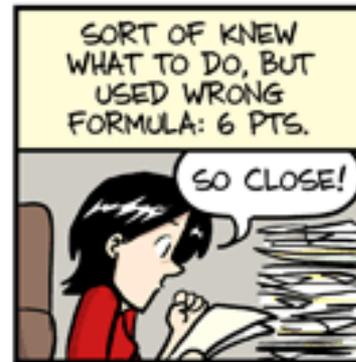
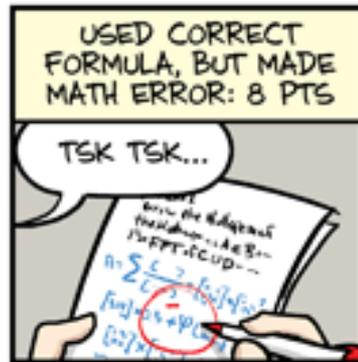
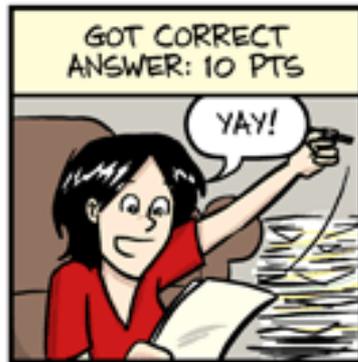
Show Search Options

✉ Email

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Participation ▾	Quiz 1 ▾	Quiz 2 ▾	Quiz 3 ▾	Last Name
		Final Calculated Grade ▾					
<input type="checkbox"/>	🔍 📄 Demo-Student, Francis	0 %	0 %	0 %	0 %	0 %	Demo-S
<input type="checkbox"/>	🔍 📄 Demo-Student, Jane	0 %	0 %	0 %	0 %	0 %	Demo-S

GRADING RUBRIC

PROBLEM 1 (TOTAL POINTS: 10)



JORGE CHAM © 2010

Grade the RMS Titanic:

A
B
C
D
F



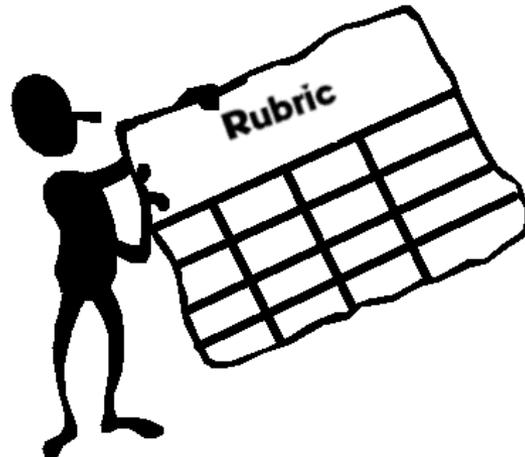
Grade the RMS Titanic

Your answer about the Titanic was based primarily on which factor?

- A. It sank, enough said.
- B. Engineering marvel: largest ship ever when built.
- C. The movie was awesome!

Use Rubrics

- Guide grading
- Communicate to students what is expected on learning activities



Brightspace Rubrics Types

- Analytic
 - Breaks goal or final product into measurable components
 - Typically use numbers to measure quality
- Holistic
 - Evaluates work as a whole; one overall assessment

Sample Analytic Rubric

GRADING RUBRIC FOR ESSAYS

Written communication (50 points)

• Organization

- Inadequate (10 points): There appears to be no organization of the essay's contents.
- Needs Improvement (15 points): Organization of the essay is difficult to follow, due to inadequate transitions and/or rambling format.
- Adequate (20 points): The essay can be easily followed. A combination of the following is apparent: Basic transitions are used; a structured format is used.
- Professional quality (25 points): The essay can be easily followed. A combination of the following is apparent: Effective transitions are used; a professional format is used.

• Mechanics and grammar

- Inadequate (10 points): Sentences and paragraphs are difficult to read and understand due to poor grammar or mechanics
- Needs improvement (15 points): The essay contains numerous grammatical and mechanical errors.
- Adequate (20 points): The essay contains minimal grammatical or mechanical errors.
- Professional quality (25 points): The essay is clear and concise and contains no grammatical or mechanical errors.

Content (50 points)

• Correctness of facts

- Inadequate (10 points): Most facts are wrong.
- Needs improvement (15 points): Some facts are wrong.
- Adequate (20 points): Technical details are generally correct.
- Professional quality (25 points): All facts are correct, and the technical explanation is both concise and complete.

• Completeness

- Inadequate (10 points): Did not address some of the questions.
- Needs improvement (15 points): Addressed the questions, but provided few details.
- Adequate (20 points): Address the questions, but left out some details.
- Professional quality (25 points): Addressed all questions completely.

Levels and Criteria

- Levels
 - Achievements
(e.g., Inadequate, Needs Improvement, Adequate, Professional Quality)
- Criteria
 - Categories you would judge using the levels
(e.g., Organization, Mechanics and Grammar, Correctness of Facts, Completeness)

NOTE: Holistic Rubrics have levels only

Scoring Methods

- Text Only
- Points  Most Common
- Custom Points
- Percentages

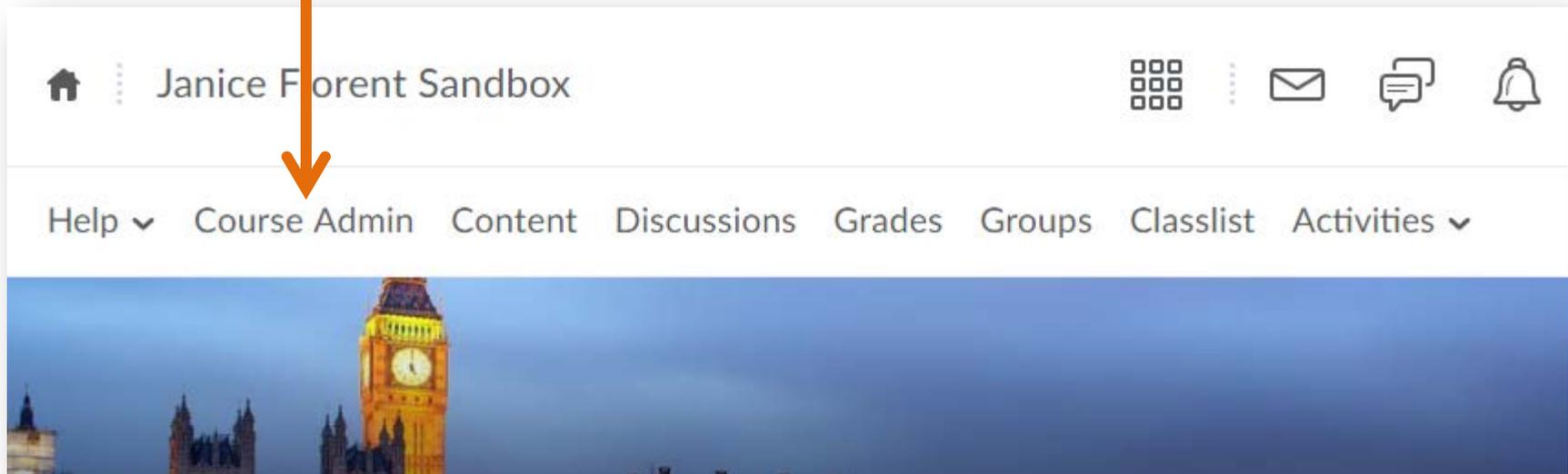
Sample Analytic Rubric

Criteria

Levels

Criteria	Proficient 25 points	Competent 15 points	Novice 8 points
State a Position	Makes strong stand and defines the context in introductory paragraph.	Makes a stand, but could be powerful.	Does not take a stand or provide context.
Support Hypothesis	Provides three main arguments in support of the hypothesis. Gives clear and accurate examples and development of the three main arguments. Minimum of three paragraphs in body.	Fewer than three main arguments and incomplete examples in support of arguments.	Does not give arguments in support of the hypothesis.
Organization	Writing is well organized, a compelling introduction has been included, strong informative body, and satisfying conclusion. Has appropriate paragraph format.	Writing has a clear beginning, middle, and end. General use of appropriate paragraph format.	No introduction and/or conclusion; paragraphs lack development and coherence.
Overall Score	Proficient 74 or more	Competent 44 or more	Novice 0 or more

Rubrics Tool



Rubrics Tool

Course Administration

Category

Name

Site Setup

 Course Offering Information

 Homepages

 Widgets

Site Resources

 Book Management

 Calendar

 Content

 Course Builder

 External Learning Tools

 Frequently Asked Questions

 Glossary

 Import / Export / Copy Components

 Links

 Manage Dates

 Manage Files

Learner Management

 Attendance

 Class Progress

 Classlist

 Groups

Assessment

 Assignments

 Awards

 Checklists

 Competencies

 Grades

 Quizzes

 Rubrics

 Self Assessments

 Surveys



Effective Practices

- Simplify your workflow
 1. Create rubrics first
 2. Create learning activities and associate rubrics
- Leave rubric status as “Draft” until it is complete and ready to use





Hands-on Activity



Grading with Rubrics

Criteria	Excellent 50 points	Above Average 35 points	Average 20 points	Below Average 5 points	Score and Feedback
Presentation	<input checked="" type="radio"/> Well-rehearsed with smooth delivery that holds audience attention	<input type="radio"/> Rehearsed with fairly smooth delivery that holds audience attention most of the time.	<input type="radio"/> Delivery not smooth, but able to maintain interest of the audience most of the time.	<input type="radio"/> Delivery not smooth and audience attention often lost.	 50 points
Content	<input type="radio"/> Covers topic in-depth with details and examples. Subject knowledge is excellent.	<input checked="" type="radio"/> Includes essential knowledge about the topic. Subject knowledge appears to be good.	<input type="radio"/> Includes essential information about the topic but there are 1-2 factual errors.	<input type="radio"/> Content is minimal OR there are several factual errors.	 35 points
Organization	<input checked="" type="radio"/> Content is well organized using headings or bulleted lists to group related material.	<input type="radio"/> Uses headings or bulleted lists to organize, but the overall organization of topics appears flawed.	<input type="radio"/> Content is logically organized for the most part.	<input type="radio"/> There was no clear or logical organizational structure, just lots of facts.	 50 points

Save & Record
Save
Cancel



It's All Downhill From Here...



Tips and Takeaways

- Simplify your workflows
 1. Setup Grade Book and create Rubrics first
 2. Create learning activities and associate them with grade items and rubrics
- Making changes to Grade Book settings and calculation options after you begin tracking users grades can significantly affect existing data



Tips and Takeaways

- Grade item visibility
 - Hide grade items and categories if you do not want students to see grades, or
 - Set the visibility of a grade item or category for a specific date range
- Choose how you want final grade to be released to students
- Replace Strings do not work in Rubrics feedback



Effective Practices

- Keep grading system simple so students know value of each assignment
- Provide students with regular feedback on how they are doing overall in the course
- Display a running total of what is graded so far by publishing the current calculated final grade
- Restrict the release of grade items you do not want seen by hiding them or restrict through availability or release conditions





Training & Help for Students

- Please point your students to help resources
 - Student Resources
 - In the NavBar on main landing page**
 - CAT FooD
 - cat.xula.edu/food**
 - D2L's Documentation
 - documentation.brightspace.com**
 - 24/7 End-user Support
 - Email**
 - Live Chat**



Instructional Continuity

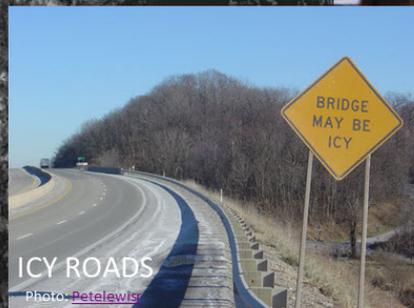
The threat of disasters is real...



PANDEMIC



FIRES



ICY ROADS



MEDICAL
EMERGENCY



TORNADOS

HURRICANES

Next Steps

- Sign up for Brightspace training
- Setup your profile, notifications, and account settings
- Experiment and explore Brightspace features and functions
- Migrate course or build course from scratch



Master Course Shells

- Faculty can:
 - Build a new course
 - Build out your course before the actual courses are made available for the upcoming semester
- Look for announcement on how to request



Import/Export/Copy Components

- You DO NOT have to build your courses from scratch each semester.



Help Resources

- CAT FooD
cat.xula.edu/food
- D2L's Documentation
documentation.brightspace.com
- D2L's Community
community.brightspace.com
- 24/7 End-user Support
Email
Live Chat



Product Ideas Exchange (PIE)

- Submit new ideas for product changes
- Vote on existing ideas
- **Goto community.brightspace.com**
and click on Products Ideas Exchange link



Additional Resources

- One-to-one help through CAT+
Appointment: jflorent.youcanbook.me
Email: jflorent@xula.edu
Phone: **ext. 7418**
- CAT+ training sessions
cat.xula.edu/events





Brightspace Faculty Share Showcase

Coming soon to the
Orange Room

Follow CAT+FD



[@xulacat](#)

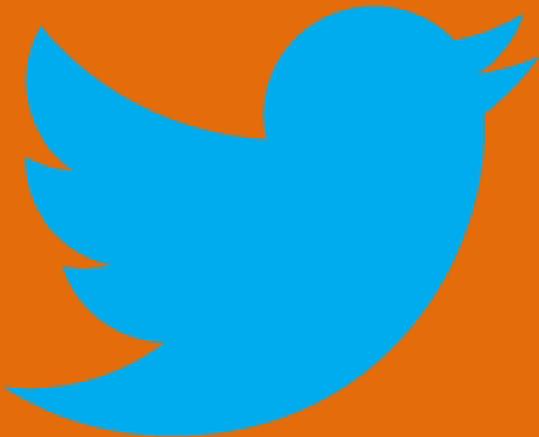


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- No Internet by Marcelo Gracioli
- Help by Neal Sanche

Questions

