



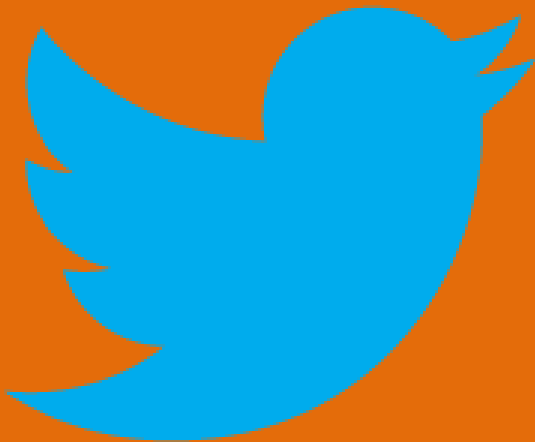
A Grade Ahead:

Using the Brightspace Grades Tool

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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
- Release Final Grades

- [illegible]

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



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



Grading Systems

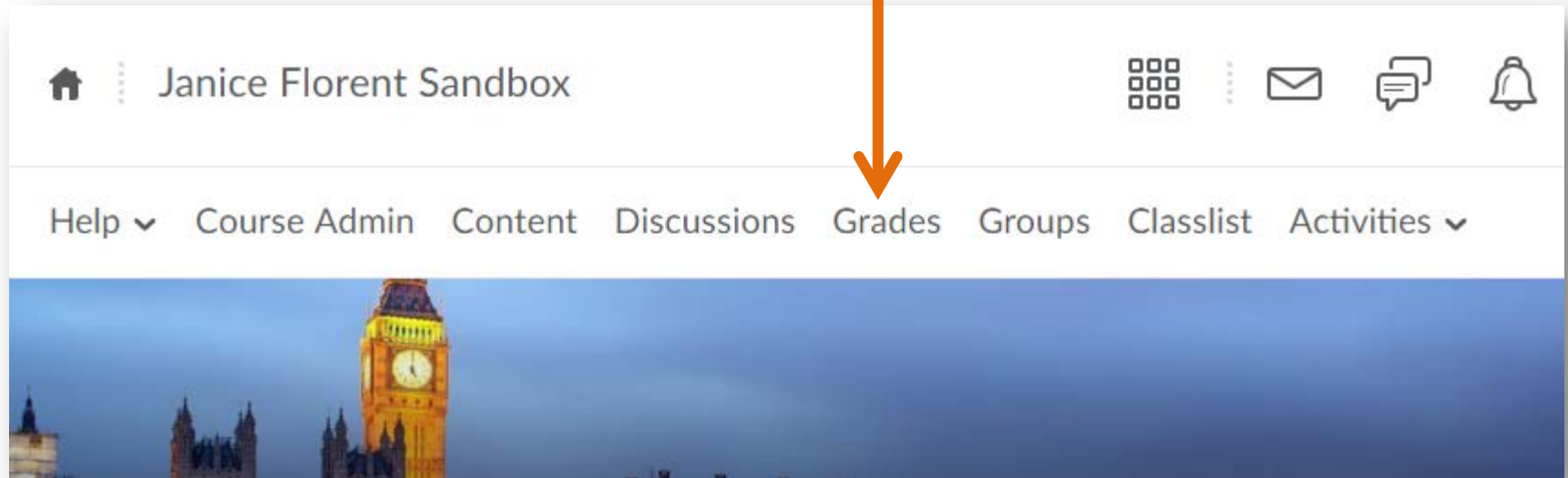
Determines how the grade items in your Grade Book contribute to final grade

- 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

Do not display points grade values

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

Categories	Grade Item	Type	Association	Max. Points	Weight	
→	Assignments ▾				40	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	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	20%
	<input type="checkbox"/> Mod 1 Self-Assessment ▾	Numeric	-	10	100	
→	Discussions ▾				30	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 ▾					

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%

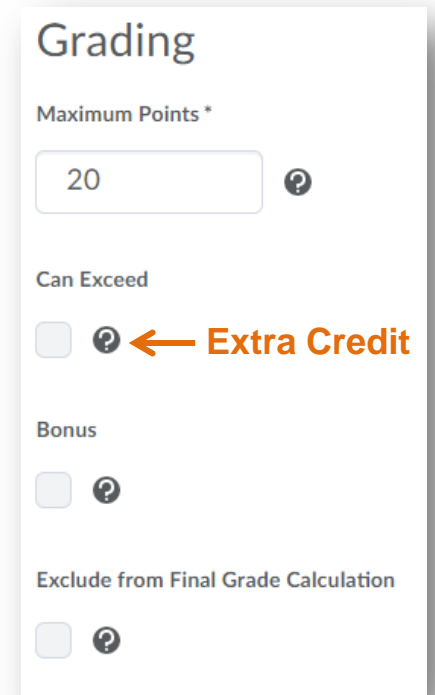
Milestone Grades

- Create a Grade Item for milestone grade (e.g. Mid-Term Grade)



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



The screenshot shows the 'Grading' settings in Brightspace. It includes a 'Maximum Points *' field set to 20, a 'Can Exceed' checkbox which is checked and highlighted with an orange arrow and the text 'Extra Credit', a 'Bonus' checkbox which is unchecked, and an 'Exclude from Final Grade Calculation' checkbox which is also unchecked. Each checkbox has a help icon (question mark) next to it.

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 <u>not</u> 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

Janice Florent Sandbox

Help ▾ Course Admin Content Discussions Grades Groups Classlist Activities ▾

Enter Grades Manage Grades **Schemes** Setup Wizard

Settings Help

New Scheme More Actions ▾

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ?	<input checked="" type="checkbox"/>	
Letter Grade (A-90)		<input checked="" type="checkbox"/>

Grade Scheme Example

General










Name *

Letter Grade



Short Name

Letter

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text" value="F"/>	<input type="text" value="0"/>		<input type="text" value="55"/>	
2	<input type="text" value="D"/>	<input type="text" value="60"/>		<input type="text" value="65"/>	
3	<input type="text" value="C"/>	<input type="text" value="70"/>		<input type="text" value="75"/>	
4	<input type="text" value="B"/>	<input type="text" value="80"/>		<input type="text" value="85"/>	
5	<input type="text" value="A"/>	<input type="text" value="90"/>		<input type="text" value="95"/>	

Final Grade Released

Calculated 	Adjusted 
<ul style="list-style-type: none">• Hands Off	<ul style="list-style-type: none">• Hands On
<ul style="list-style-type: none">• Calculated based on grading formula setup in the Grade Book	<ul style="list-style-type: none">• Enables you to modify or adjust a student's final grade before releasing it

Final Grade Released

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.

View Display Options


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 

Characters Displayed *

Number of characters to display for Text items 

Final Grade Calculation

☐ Display final grade calculation to users 

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		

View Display Options Example

Choosing this
display option:

Show

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

Would result in Grade Item being displayed like this:

Participation ▼
- / 20
18 / 20
19 / 20
- / 20

View Display Options Example

Would result in Grade Item being displayed like this:

Choosing this
display option:

Show

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

Percentage
Scheme

Participation ▼
-%
90 %
95 %
-%

Letter Grade (A-90)
Scheme

Participation ▼
-
A
A
-

View Display Options Example

Would result in Grade Item being displayed like this:

Choosing these
display options:

Show

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

Percentage
Scheme

Participation ▼	
	-%
	90 %
	95 %
	-%

Letter Grade (A-90)
Scheme

Participation ▼	
	-
	A
	A
	-

View Display Options Example

Would result in Grade Item being displayed like this:

Choosing these
display options:

Show

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

Percentage
Scheme

Participation ▼
- / 20, -%
18 / 20, 90 %
19 / 20, 95 %
- / 20, -%

Letter Grade (A-90)
Scheme

Participation ▼
- / 20, -
18 / 20, A
19 / 20, A
- / 20, -

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



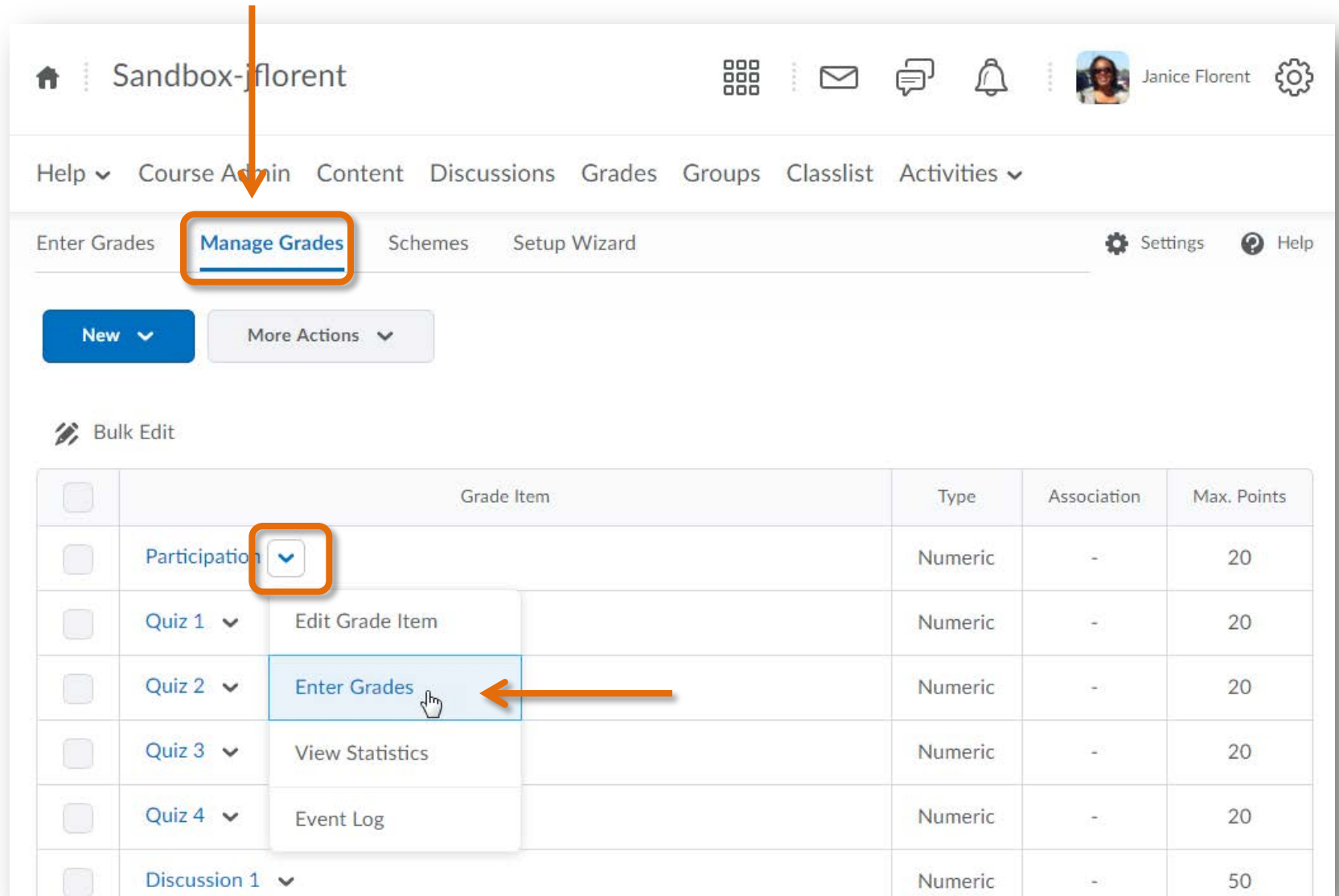
Entering Grades

- 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

Using the Manage Grades Tab




The screenshot shows the Brightspace interface for a course named "Sandbox-jflorent". The user is Janice Florent. The "Manage Grades" tab is highlighted in the top navigation bar. Below the navigation bar, there are buttons for "New" and "More Actions". A "Bulk Edit" link is also visible. The main content area displays a table of grade items. The first row is "Participation" with a dropdown menu. The second row is "Quiz 1" with a dropdown menu. The third row is "Quiz 2" with a dropdown menu. The fourth row is "Quiz 3" with a dropdown menu. The fifth row is "Quiz 4" with a dropdown menu. The sixth row is "Discussion 1" with a dropdown menu. The "Enter Grades" option is highlighted in the dropdown menu for "Quiz 2".

Sandbox-jflorent

Help ▾ Course Admin Content Discussions Grades Groups Classlist Activities ▾

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

New ▾ More Actions ▾

 Bulk Edit

	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

Entering Grades

Using the Manage Grades Tab (continued)

Grade Item: Participation ▾

► [Show details and overall feedback](#)









Users

Search For...



[Show Search Options](#)

 Grade  Clear  Exempt  Unexempt  Email

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	🚩 Demo-Student, Alpha ▾	<input type="text"/> / 20	-%		
<input type="checkbox"/>	🚩 Demo-Student, Francis ▾	18 / 20	90 %		
<input type="checkbox"/>	🚩 Demo-Student, Jane ▾	19 / 20	95 %		
<input type="checkbox"/>	🚩 Demo-Student, Omega ▾	<input type="text"/> / 20	-%		

Save and Close

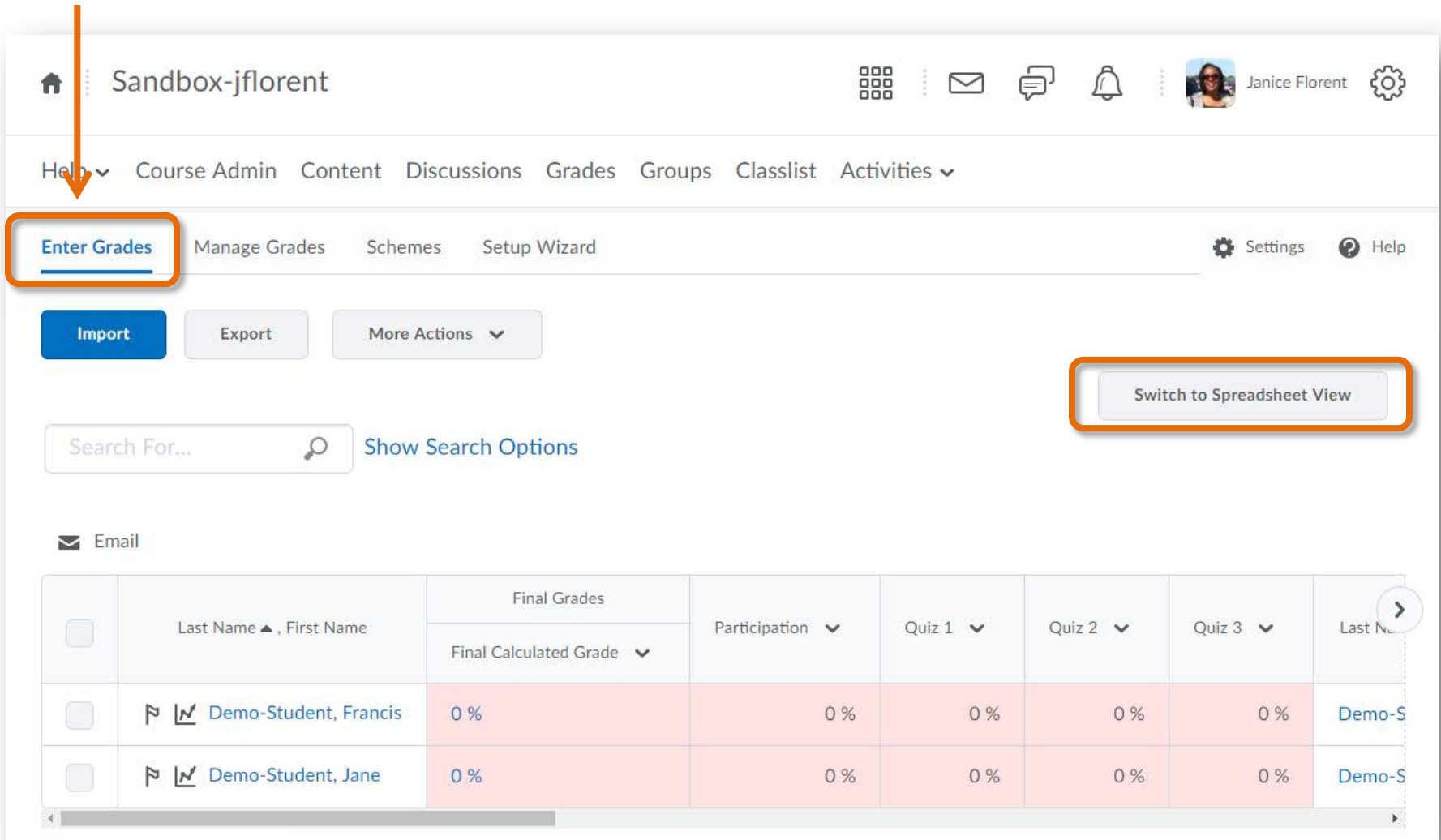
Save

Cancel

20 per page ▾

Entering Grades

Using the Enter Grades Tab




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



Enter Grades Tab

Spreadsheet View


 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 ▾

Search For...  [Show Search Options](#)

 Email

Note: Use "Grade All" to enter feedback

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Participation ▾	Quiz 1 ▾	Quiz 2 ▾	
		Final Calculated Grade ▾				
<input type="checkbox"/>	  Demo-Student, Alpha	- / -, -%	<input type="text"/> / 20	<input type="text"/> / 20	<input type="text"/> / 20	<input type="checkbox"/>
<input type="checkbox"/>	  Demo-Student, Francis	35 / 40, 87.5 %	18 / 20	17 / 20	<input type="text"/> / 20	<input type="checkbox"/>
<input type="checkbox"/>	  Demo-Student, Jane	37 / 40, 92.5 %	19 / 20	18 / 20	<input type="text"/> / 20	<input type="checkbox"/>
<input type="checkbox"/>	  Demo-Student, Omega	- / -, -%	<input type="text"/> / 20	<input type="text"/> / 20	<input type="text"/> / 20	<input type="checkbox"/>

100 per page ▾

Save Cancel

Enter Grades Tab


Grade All Option

Home ... Sandbox-jflorent







Help ▾ Course Admin Content Discussions Grades Groups Classlist Activities ▾

Enter Grades Manage Grades Schemes Setup Wizard

Import Export More Actions ▾

Search For...  Show Search Options

Email

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Participation	Quiz 1 ▾
		Final Calculated Grade ▾		
<input type="checkbox"/>	  Demo-Student, Alpha	- / -, -%	<input type="text"/>	<input type="text"/> / 20
<input type="checkbox"/>	  Demo-Student, Francis	35 / 40, 87.5 %	18	<input type="text"/> / 20
<input type="checkbox"/>	  Demo-Student, Jane	37 / 40, 92.5 %	19	<input type="text"/> / 20

Properties

Edit

Grade All

Statistics

Grade All Option

Enter grades AND feedback

Grade Item: Participation ▾

► [Show details and overall feedback](#)









Users

Search For...



[Show Search Options](#)

 Grade  Clear  Exempt  Unexempt  Email

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	🚩 Demo-Student, Alpha ▾	<input type="text"/> / 20	-%		
<input type="checkbox"/>	🚩 Demo-Student, Francis ▾	18 / 20	90 %		
<input type="checkbox"/>	🚩 Demo-Student, Jane ▾	19 / 20	95 %		
<input type="checkbox"/>	🚩 Demo-Student, Omega ▾	<input type="text"/> / 20	-%		


20 per page ▾







Save and Close

Save

Cancel



Grade Book Settings

 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 ▾](#)

 [Show Search Options](#)

 Email

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

Note: Changing the view display options in Settings will apply to newly created Grade Items.

If you want the display options to be applied to existing Grade Items, you will have to change each Grade Item individually.

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





Hands-on Activity



Additional Features of Grades Tool

- Import/Export Grades
- Hide/Show Columns
- Release Final 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

Release Final Grades





Release final grades



Managing grades and grade items

Release final grades

▼ To release final grades

If you did not select the Automatically release final grade option when you set up your grade book, you can release final grades to learners manually.

1. On the navbar, click  **Grades**.
2. On the **Enter Grades** page, from the **Final Calculated Grade** or **Final Adjusted Grade** context menu, click  **Grade All**.
3. To release grades for all users, on the **Final Grades** page, from the **Final Grades** context menu, click  **Release All**. To release final grades for a specific user, do one of the following:
 - Select the check box by the user name and click the  **Release/Unrelease** link.
 - Select the check box in the **Release Final Calculated Grade** or **Release Adjusted Final Grade** column.
4. Click **Save**.

The  Final grade is released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who has their final grade released. The  Final grade is not released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who does not have their final grade released.

Important

Release Final Grades

Enter Grades

Manage Grades

Schemes

Setup Wizard

 Settings

 Help

Import

Export

More Actions ▼

Switch to Spreadsheet View

Search For...



Show Search Options

Note: Final Calculated Grade option is selected in this Grading System example

 Email

Final Exam ▼	Mid-Term ▼	Last Name ▲, First Name	Final Grades	
			Final Calculated Grade ▼	Final Adjusted Grade ▼
0* / 400, 0 %	0 / 240, 0 %	Demo-Student, Alpha	0 / 900, 0	Edit / -, -%
0* / 400, 0 %	17 / 240, 7.08 %	Demo-Student, Francis	35 / 900, 3.89	Grade All / -, -%
0* / 400, 0 %	18 / 240, 7.5 %	Demo-Student, Jane	37 / 900, 4.11	Statistics / -, -%
0* / 400, 0 %	0 / 240, 0 %	Demo-Student, Omega	0 / 900, 0	Event Log / -, -%

Release Final Grades




Release ALL

Final Grades

► [Show details and overview](#)

Users

Search For...

 Grade  Clear  Email

[Release All](#)

<input type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		<input type="checkbox"/>
		Grade	Scheme	
<input type="checkbox"/>	🚩 Demo-Student, Alpha	0 / 900	0 %	<input type="checkbox"/>
<input type="checkbox"/>	🚩 Demo-Student, Francis	35 / 900	3.89 %	<input type="checkbox"/>
<input type="checkbox"/>	🚩 Demo-Student,	37 / 900	4.11 %	<input type="checkbox"/>

Save and Close

Save

Cancel

Release Final Grade For Selected Students

Final Grades ▾

► [Show details and overall feedback](#)














Users

Search For...



[Show Search Options](#)

 Grade  Clear  Email  Release/Unrelease

<input type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade			Feedback	Release 
		Grade	Scheme	Grade		Scheme		
<input type="checkbox"/>	 Demo-Student, Alpha	0 / 900	0 %	<input type="text"/> / <input type="text"/>	> 	-%		
<input checked="" type="checkbox"/>	 Demo-Student, Francis	35 / 900	3.89 %	<input type="text"/> / <input type="text"/>	> 	-%		
<input type="checkbox"/>	 Demo-Student, Jane	37 / 900	4.11 %	<input type="text"/> / <input type="text"/>	> 	-%		
<input type="checkbox"/>	 Demo-Student, Omega	0 / 900	0 %	<input type="text"/> / <input type="text"/>	> 	-%		

Save and Close

Save

Cancel

Student View of Grades

Final Grade Not Released

Grades

Grade Item	Points	Grade	Feedback
Participation	18 / 20	A	Individual Feedback Thank you for your active participation. Your participation enriched our classroom discussions.
Quiz 1	17 / 20	85 %	
Quiz 2	- / 20	-%	
Quiz 3	- / 20	-%	
Quiz 4	- / 20	-%	
Discussion 1	- / 50	-%	
Discussion 2	- / 50	-%	
Discussion 3	- / 50	-%	
Discussion 4	- / 50	-%	

Student View of Grades

Final Grade is Released

Grades

Final Calculated Grade

Points

35 / 40

Grade

B

Grade Item	Points	Grade	Feed
Participation	18 / 20	A	Indi The clas
Quiz 1	17 / 20	85 %	
Quiz 2	- / 20	-%	
Quiz 3	- / 20	-%	

Final Grade Display Options:

Show

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

Letter (A-90) Grade Scheme

Note: In this example the instructor has given the student a grade on two Grade Items.

The Calculation Option is set to drop ungraded items.

The Final Grade is calculated as follows:

$$17 + 18 = 35 / 40 = 87.5 \% (B)$$

Student View of Grades

Final Grade is Released

Grades

Final Calculated Grade

Points

35 / 900

Grade

3.89 %

Grade Item	Points	Grade	Feedback
Participation	18 / 20	A	Individual Thank you discussion
Quiz 1	17 / 20	85 %	
Quiz 2	0 / 20	0 %	
Quiz 3	0 / 20	0 %	

Final Grade Display Options:

Show

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

Percentage Grade Scheme

Note: In this example the instructor has given the student a grade on two Grade Items.

The Calculation Option is set to treat ungraded items as zero (0)

The Final Grade is calculated as follows:

$$17 + 18 = 35 / 900 = 3.89 \% (F)$$

Final Grades Column Instructors View

[Enter Grades](#)

[Manage Grades](#)

[Schemes](#)

[Setup Wizard](#)

Import

Export

More Actions ▾

Search For...



[Show Search Options](#)

✉ Email

Student Name ▲, First Name

Exam 1 ▾

Exam 2 ▾

Final Exam ▾

Final Grades

Final Calculated Grade ▾

Final Adjusted Grade ▾

Demo-Student, Alpha

- / 100, -%

- / 100, -%

- / 400, -%

- / -, -%

- / -, -%

Demo-Student, Francis

- / 100, -%

- / 100, -%

- / 400, -%

35 / 40, 87.5 %

- / -, -%

Demo-Student, Jane

- / 100, -%

- / 100, -%

- / 400, -%

37 / 40, 92.5 %

- / -, -%

Demo-Student, Omega

- / 100, -%

- / 100, -%

- / 400, -%

- / -, -%

- / -, -%

Final Grade Display Options:

Show

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

Percentage Grade Scheme

[Settings](#)

[Help](#)

[Worksheet View](#)

Effective Practices

- Release final grade is set to “Off” by default
 - Instructors can choose to enable the “Automatically release final grade” option
 - Choose how you want final grades released when you run setup wizard (i.e., when initially setting up Grade Book)



It's All Downhill From Here...



Tips and Takeaways

- Simplify your workflows
 1. Setup Grade Book first
 2. Create learning activities and associate them with grade items
- 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



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







CAT FooD

(for thought)

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ABOUT THIS BLOG

Brightspace Tip #16: Help Resources



As you work on setting up your courses you may have questions. Here is a list of Brightspace help resources you can use to get answers to your questions.

- [Brightspace How-to Documents](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Brightspace Training Recaps](#)
- [Brightspace Tips](#)
- [Brightspace Instructor Training Course](#)
- [Brightspace Help \(on D2L's website\)](#)
- [Brightspace Community](#)

LiveChat

Search ...

Search

BLACKBOARD

BLACKBOARD DOCUMENTS

- Guide to Taking Tests in Blackboard
- Collaborate
- Record, Upload, and Share Video on YouTube

BLACKBOARD FAQ

- Respondus Monitor FAQ
- Respondus LockDown Browser FAQ
- VoiceThread FAQ

BRIGHTSPACE

BRIGHTSPACE FAQ

BRIGHTSPACE DOCUMENTS

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ARCHIVES

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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

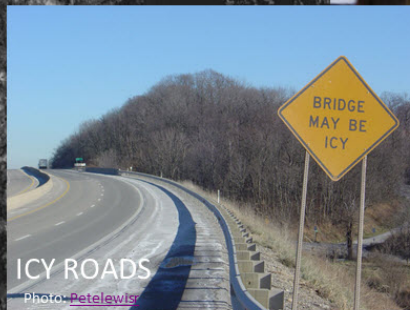
The threat of disasters is real...



PANDEMIC



FIRES



ICY ROADS



MEDICAL
EMERGENCY



TORNADOS

HURRICANES

Next Steps

- Sign up for Brightspace training
- Experiment and explore Brightspace features and functions
- Build your courses/organizations





Brightspace Tip #17: Copy Course or Copy Components

Janice Florent • December 20, 2017 • [Leave a comment](#) • [Edit](#)



There are a some situations where you may want to copy components of a Brightspace course OR copy an entire Brightspace course into another one. For example,

- You have a migrated course that you have tweaked and now would like to copy the course contents into your empty spring course shell.
- You have a Master Course Shell that you input content into and would like to copy the course contents into your empty spring course shell.
- You are teaching multiple sections of a course, you created all the content in one Brightspace course section and want to copy the content into the other sections.
- You created content in one course (e.g. rubrics, discussions, quizzes, etc.) and would like to copy that specific content from one Brightspace course into another.

BLACKBOARD

BLACKBOARD DOCUMENTS

- Guide to Taking Tests in Blackboard
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BLACKBOARD FAQ

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BRIGHTSPACE

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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

Photo Credit

- Stick by Matthew Kirkland
- No Internet by Marcelo Graciolli
- Help by Neal Sanche

Questions

