Austin Peay State University

CLARKSVILLE • TENNESSEE

Distance Education

D2L
BRIGHTSPACE
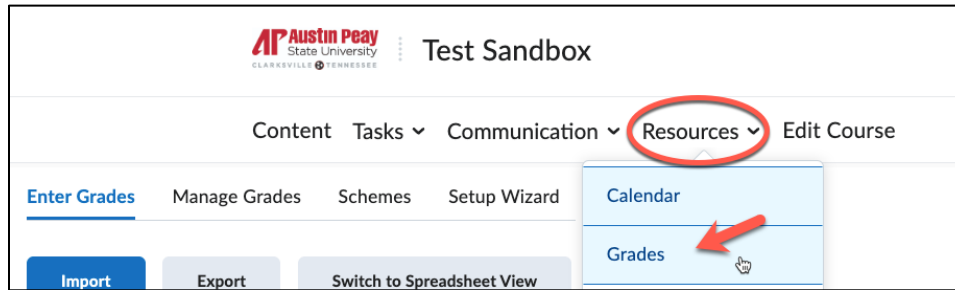# Gradebook Instructor Guide
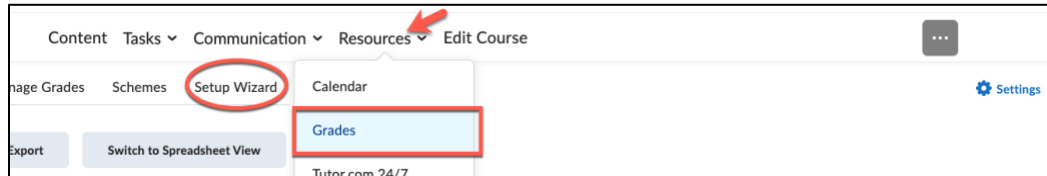
Table of Contents

Accessing the D2L Grades Tool

1. Click on **Resources** in NavBar
2. Click **Grades**

Setup Wizard

If you are starting on a new gradebook, locate the Setup Wizard to create the overall gradebook settings.

1. Click on **Resources** in NavBar
2. Click **Grades**
3. Click **Setup Wizard**

Changing Grade Settings

If you have already created your gradebook with categories and/or items, and want to change the overall gradebook settings, locate the Settings Page to change the settings in place.

1. Click on **Resources in Navbar**
2. Click **Grades**
3. Click **Settings**
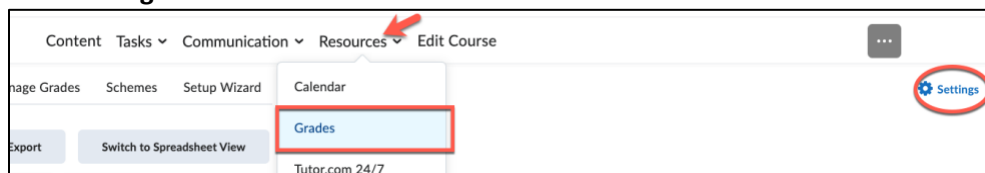
Select how ungraded items are calculated

1. Click on **Resources in Navbar**
2. Click **Grades**
3. Click **Settings**
4. Click the **Calculation Options** tab
5. Scroll down to the Grade Calculation Section
6. Select **Drop ungraded items** or **Treat ungraded items as 0**
7. Click **Save**

Grade Calculations

Ungraded Items

◉ Drop ungraded items ❓

◯ Treat ungraded items as 0 ❓

- **Drop ungraded items:**
  - About: Items don't count toward the final grade until an actual grade (including a zero) is entered.
  - Benefit: Final grades are calculated based only on activities that have been completed and assessed.
  - Drawback: You must enter zeros. If you release the calculated grade to them, students see their running grade but may have a false sense of how they are doing, especially if more heavily weighted activities are later in the semester.

- **Treat ungraded items as 0:**
  - About: Students have zeros for all assignments until the zero is replaced with a score.
  - Benefit: You do not need to enter zeros. If you release the calculated grade (section 5 below), students know exactly what their grade is at any point in time if they were to stop doing work.
  - Drawback: If you release the calculated grade, students appear to fail the course until they have completed a significant number of activities.

Weighted Gradebook

The weighted system calculates grade items as 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). Since it's a category's weight and not an individual grade item's weight that counts toward the final grade, the final grade is inaccurate until all the items in the category are graded. If you want to release final grades to users before all the items are graded, you can drop ungraded items (see above section) from the calculation until the end of the course when you want all grade items to be considered. Otherwise, the final grades might be misleading.

If your grade items do not add up to 100%, you will receive a warning message when you access the gradebook. You can ignore this message if you choose; a balanced grade book is not required. If the weights assigned to grade items do not sum to 100%, the tool adjusts the weight of each item. For example, if you have three grade items with a weight of 25% each, each item is actually calculated as 33%. This is true for categories and the final grade.

# Change grading system to weighted

Weighted grades allow you to use both points (for grading) and percentages of the final grade. This allows for more flexibility within categories of items - for instance, you can have any number of Quizzes that total to 25% of the final grade.

1. Click on **Resources in Navbar**
2. Click **Grades**
3. Click **Settings**
4. Select the **Calculations Options** Tab
5. Select **Weighted** under Grading System
6. Click **Save** button
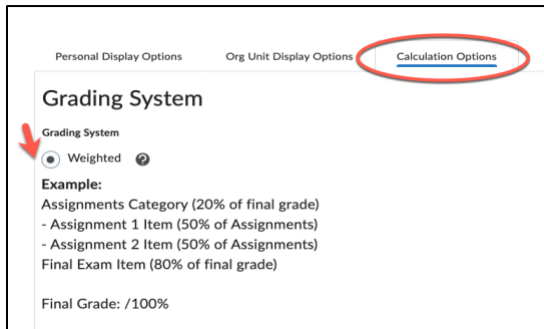
Creating a category in weighted gradebook

1. Click on **Resources in Navbar**
2. Click **Grades**
3. Click **Manage Grades**
4. Click **New**
5. Select **Category**
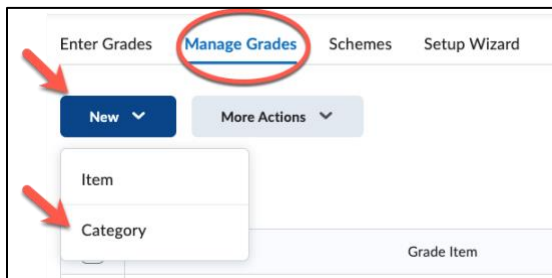
You must determine how you would like the grade items in that category to be treated. Most often you would weigh them evenly. You also have the option to drop lowest grade(s) from the category.
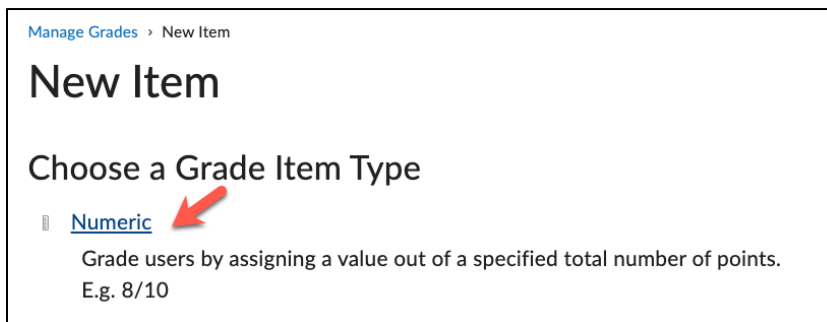
6. Click **Save**

Creating a grade item in a weighted gradebook

1. Click on **Resources in Navbar**
2. Click **Grades**
3. Click **Manage Grades**
4. Click **New**
5. Select **Item**
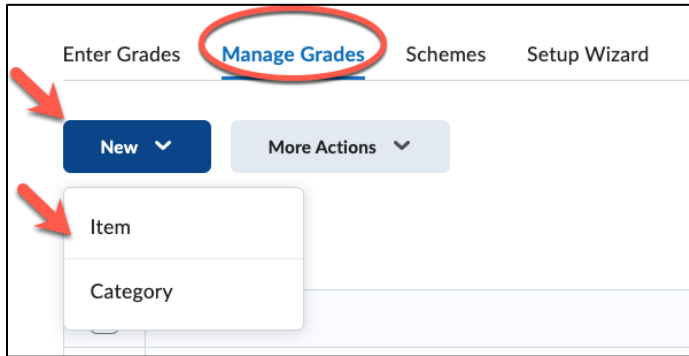
On the first page, you will need to choose the type of Grade Item. It is most common to use **Numeric** and it is the best option if you want Brightspace to calculate a final grade.

On the next page, you will make decisions about how your Grade Item is to be treated. Be sure to indicate which **Category** this Grade Item will be associated with, along with the point value.
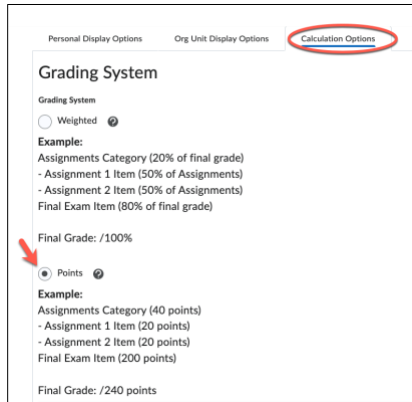
Points Gradebook

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.

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. Make sure the maximum points assigned to grade items reflect how much you want them to be worth.

Another option in the point system is to exclude an item from the final grade calculation. This enables you to evaluate a grade category, numeric grade item, selectbox grade item, or pass/fail grade item without including the grade in users' calculated or adjusted final grades. The **New/Edit Item** page and the **New/Edit Category** page both include an **Exclude from Final Grade Calculation** check box.
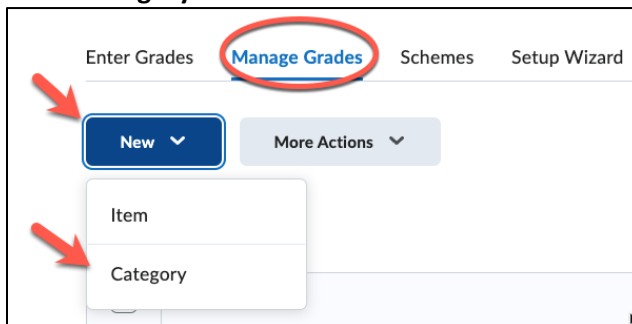
Change grading system to point gradebook

1. Click **Grades**
2. Click **Settings**
3. Select the **Calculations Options** Tab
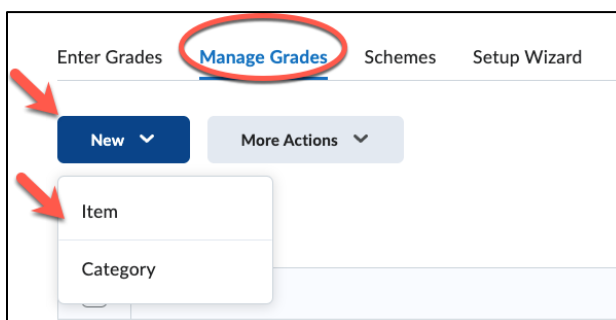4. Select **Points** under grading System
5. Click **Save** button

Creating a category in a points gradebook

1. Click **Grades**
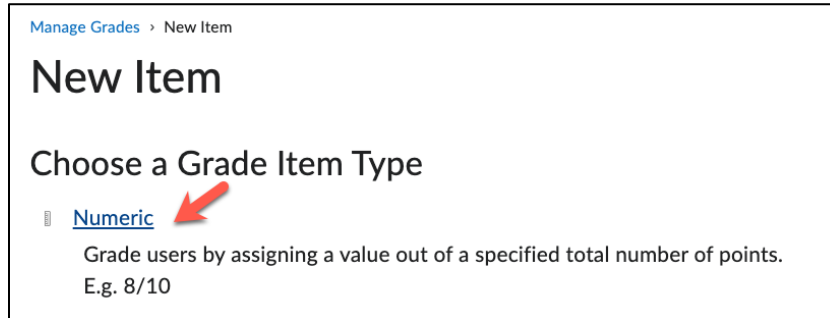2. Click **Manage Grades**
3. Click **New**
4. Select **Category**

Creating grade item in points gradebook

1. Click **Grades**
2. Click **Manage Grades**
3. Click **New**
4. Select **Item**

On the first page, you will need to choose what type of grade item this is. It is most common to use **Numeric** grades. These are best if you want Brightspace to calculate a final grade.

On the next page, you will make decisions about how your Grade Item is to be treated, if it belongs in a category, and the point value.
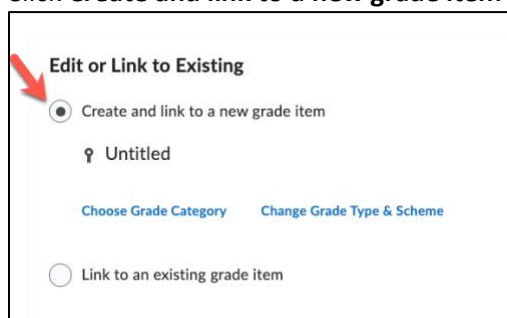
Creating grade items when creating activities

Assignments

1. Click on **Tasks** in NavBar and choose **Assignments**
2. Click the **New Assignment** button
3. Click **Ungraded** under "Grade Out Of"
4. Enter a point value
5. **Click drop-down menu next to In Grade Book**
6. Select the **Edit or Link to Existing**
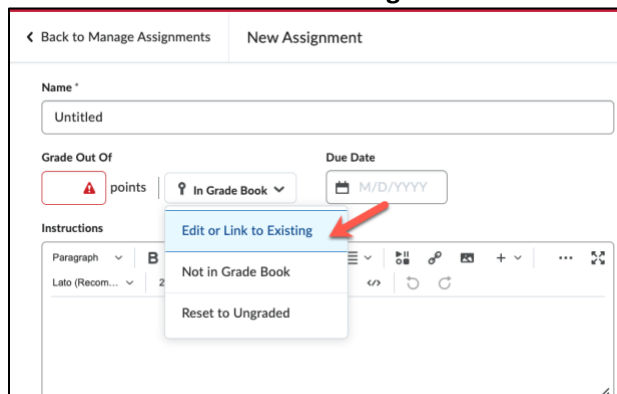
7. Click **Create and link to a new grade item**

8. Click **OK.**

Quizzes

1. Click on **Tasks** in NavBar and choose **Quizzes**
2. Click the **New Quiz** button
3. Click **Not in Grade Book** and choose **Edit or Link to Existing**

4. Click **Create and link to a new grade item**

5. Enter a point value
6. Click the **Save and Close** button

Discussions

1. Click on **Communication** in NavBar and choose **Discussions**
2. Click the **New** button and select **New Topic**

3. After entering the Forum and Topic title, enter the points value of the discussion in the box under **Grade Out Of**

   a. To link the discussion to an existing grade item, select **Edit or Link to Existing**, or
   b. click **Add to Grade Book** to create a new one
4. Click the **Save and Close** button

Associating Grade Items with Activities

Please note that if the graded item is associated with a learning activity, all grading and grade troubleshooting should take place in that specified learning activity or tool and not the grade book itself.

Quizzes

1. Click on **Tasks** in NavBar and choose **Quizzes**
2. Click on the drop-down menu of the assignment you want to attach a grade item to and choose **Edit**
3. Enter a point value in the Grade Out Of field.
   a. To link the quiz to an existing grade item, click **In Grade Book** and choose **Edit or Link to Existing**
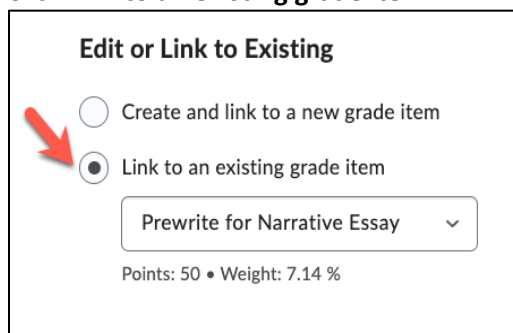

4. Click the **Save and Close** button

Assignments

1. Click on **Tasks** in NavBar and choose **Assignments**

2. Click on the drop-down menu of the assignment you want to attach a grade item to and choose **Edit Assignment**
3. Enter a point value in the Grade Out Of field.
   a. To link the assignment to an existing grade item, click **In Grade Book** and choose **Edit or Link to Existing**
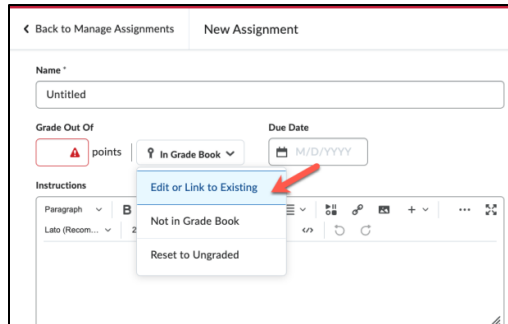

4. Click **Link to an existing grade item**

5. Click the **Save and Close** button

Discussions

1. Click on **Communication** in NavBar and choose **Discussions**
2. Click on the drop-down menu of the discussion topic you want to attach a grade item to and choose **Edit Topic**
1. Click the arrow next to **In Grade Book** (which will appear once points have been entered) and select **Edit or Link to Existing** and either:
   a. check Create and link to a new grade item or
   b. check Link to an existing grade item and choose which item to link it to
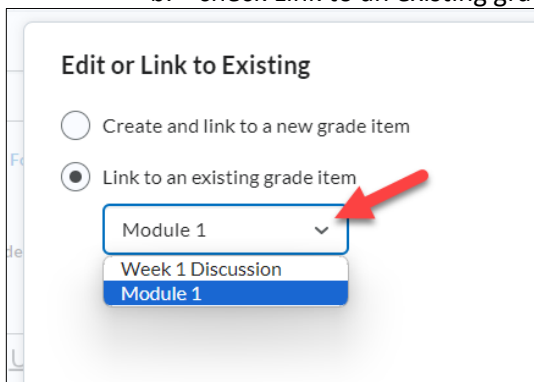
4. Click **Okay** and then click the **Save and Close** button

Breaking Grade Item Associations & Deleting Grade Items

Grade items that are associated with learning activities within the course cannot be deleted until the association is broken. You can view the associations of grade items on the Manage Grades tab.

1. Click on **Resources in Navbar**
2. Click **Grades**
3. Click **Manage Grades**

In the image below, Module Assignment #6 can be deleted because the Association column is blank. The other grade items listed would have to have the associations with the dropboxes broken before being deleted.

Breaking Associations

1. Click on **Tasks** in **NavBar** and choose the desired category (Assignments, Quizzes, etc.)
2. Use the dropdown arrow next to the item and select **Edit**
3. Click **In Grade Book** and select **Not in Grade Book**

4. Click the **Save and Close** button.

Deleting Grade Items

1. Click on **Resources** in NavBar
2. Click **Grades**
3. Click **Manage Grades**
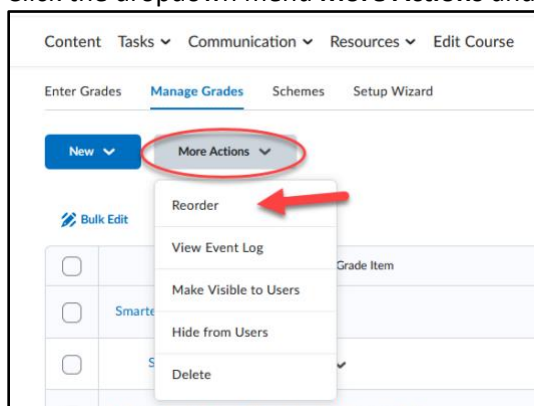4. Click the dropdown menu **More Actions** and choose **Delete**
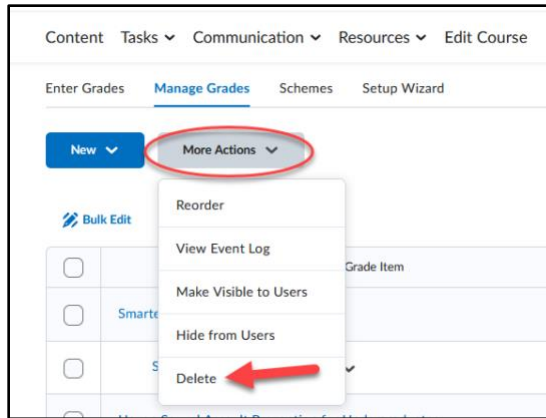
5. Select items to be deleted.
6. Click the **Delete** button
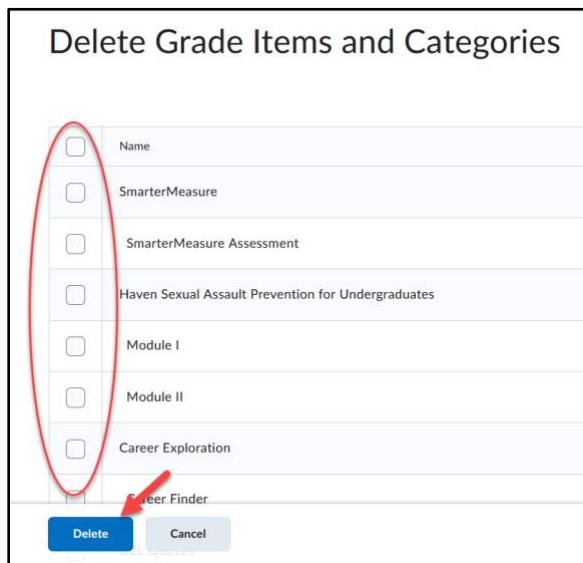
Reordering Grade Items & Categories

Grades

1. Click on **Resources** on NavBar
2. Click **Grades**
3. Click **Manage Grades**
4. Click the dropdown menu **More Actions** and choose **Reorder**

5. Make the desired changes to the order and click the **Save** button.

Categories

1. Click on **Tasks** in NavBar and choose the desired category (Assignments, Quizzes, etc.)
2. Click the dropdown menu **More Actions** and choose **Reorder**

3. Make the desired changes to the order and click the **Save** button.
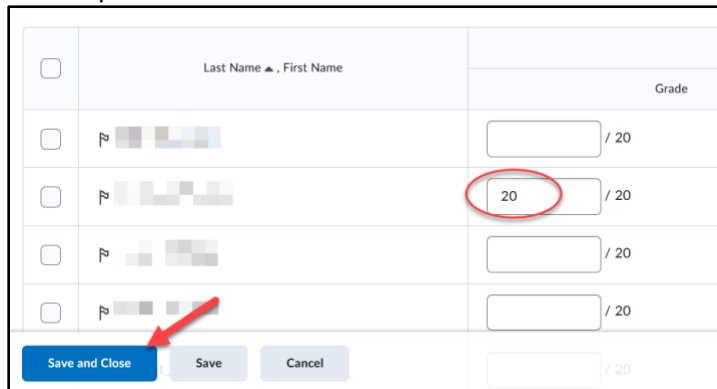
Entering Grades

Entering grades for a grade item

1. Click on **Resources** in NavBar
2. Click **Grades**
3. Click **Enter Grades**
4. Click on the drop-down menu next to the item you would like to grade and select **Enter Grades**
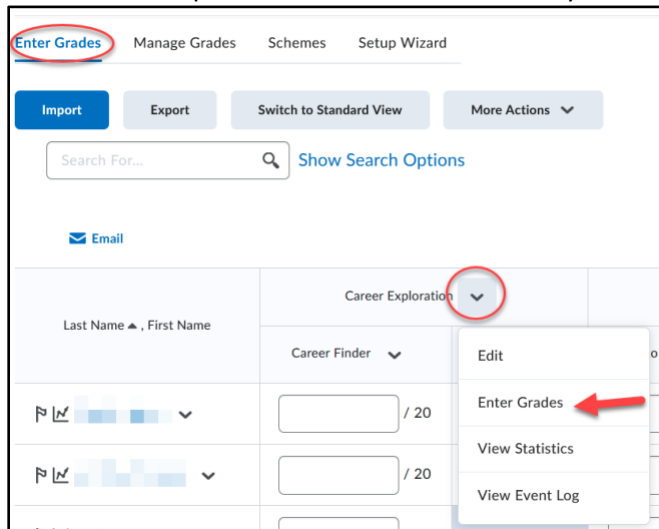
5. Enter a point value and click the **Save and Close** button

Entering the same grade for multiple students

If all or most students earned the same grade on an assignment, as a time saver, several students can be given the same grade at once.

1. Click on **Resources** on NavBar
2. Click **Grades**
3. Click **Enter Grades**
4. Click on the drop-down menu next to the item you would like to grade and select **Enter Grades**
5. Select the checkboxes next to the names of the students you would like to give the same grade. Select all of the students at once by selecting the checkbox above the list of students.)
6. Select the **Set Grades** link

7. Enter a value in the **Grade** textbox popup and click **Save**
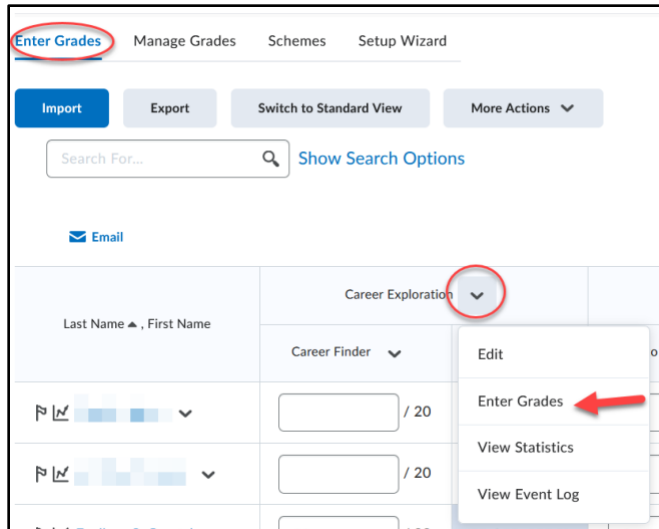

8. Select **Save and Close**

Adjusting grades

1. Click on **Resources** on NavBar
2. Click **Grades**
3. Click **Enter Grades**
4. In **Spreadsheet View**, change the point value to reflect the new grade and click the **Save and** Close button
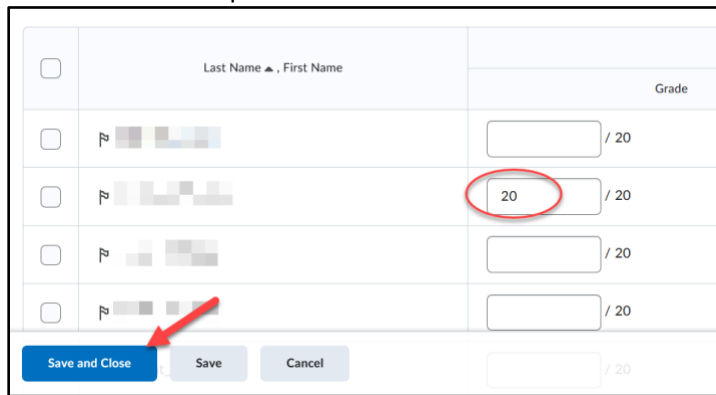

5. **Another way:**
   a. Next to the item you would like to update, click the drop-down menu and select **Enter Grades**

b. Enter the new point value and click the **Save and Close** button

Releasing Grades

Release calculated grades to students

Students, by default, cannot see the current grade (calculated grade) in the course. Instructors must release it for students to view it.

Switch Setting to release final calculated grade

1. Click on **Resources** on NavBar
2. Click **Grades**
3. Click **Settings**
4. Click **Calculation Options** tab
5. Scroll down to the Final Grade released section, select **Final Calculated Grade**
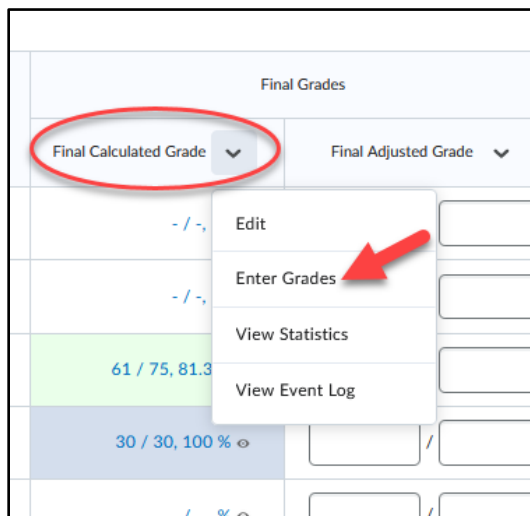6. Click **Save**
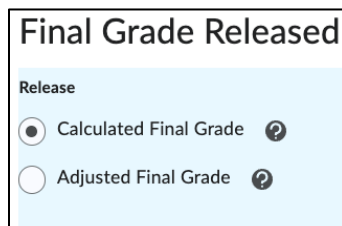
Automatically release grades

1. Click on **Resources** in NavBar
2. Click **Grades**
3. Click **Settings**
4. Click the **Calculation Options** tab
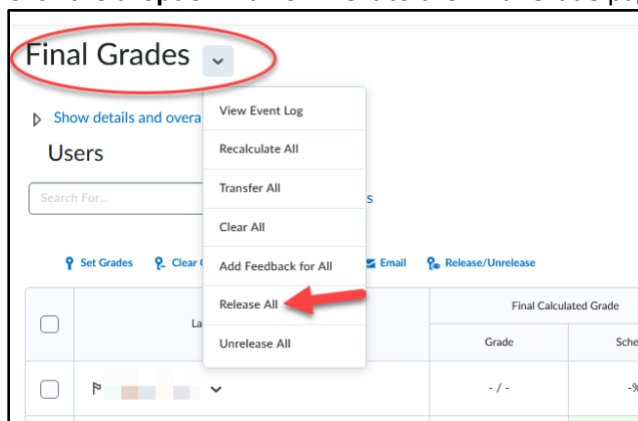5. Check the box next to "Automatically release final grade"
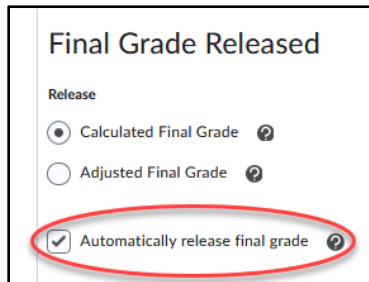
6. Click the **Save** button

Releasing final calculated grades

1. Click on **Resources** in NavBar
2. Click **Grades**
3. Select the **dropdown arrow** next to the Final Calculated Grade column title.
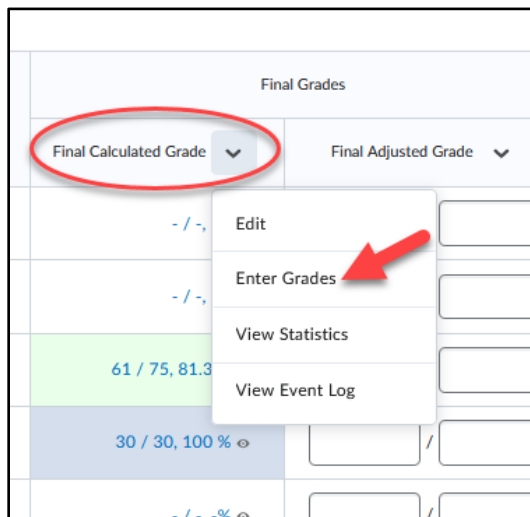4. Select **Enter Grades**.

5. Click the **dropdown arrow** next to the Final Grade page heading and choose **Release All**
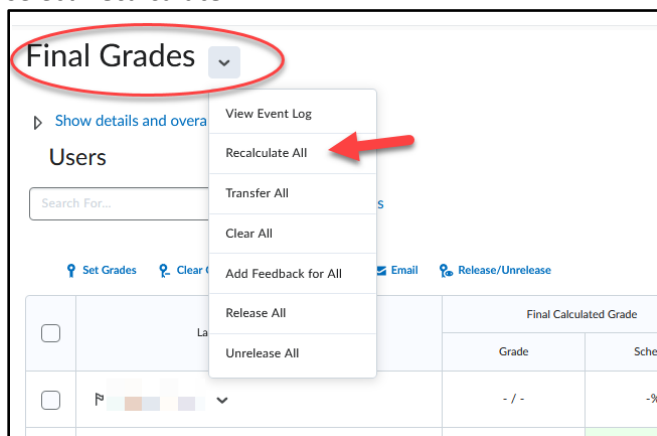

6. Click **Yes**
7. Click **Save and Close**

Releasing adjusted grades

1. Click on **Resources** on NavBar
2. Click **Grades**
3. Select the **dropdown arrow** next to the Final Calculated Grade column title.
4. Select **Enter Grades**.

5. To transfer scores for all students, select the **dropdown arrow** next to the Final Grades page title, then select **Recalculate All**.

6. A window with a list of the grade items in the course will open. Select the **checkbox** at the top of the list to select all of the grade items, then select **Save** at the bottom of the page.
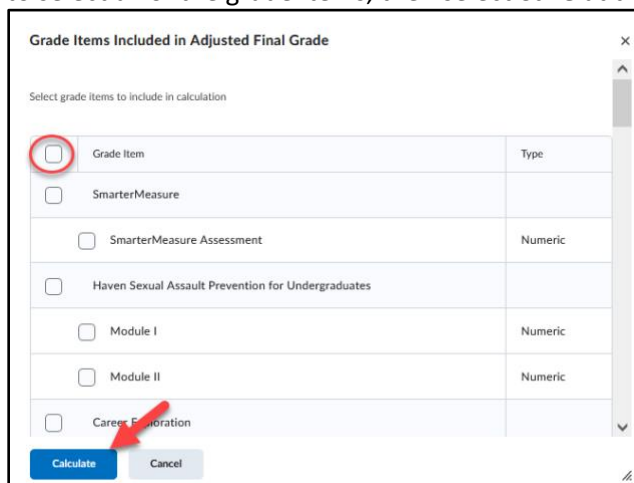
7. Click the **dropdown arrow** next to the Final Grade page heading and choose **Release All**
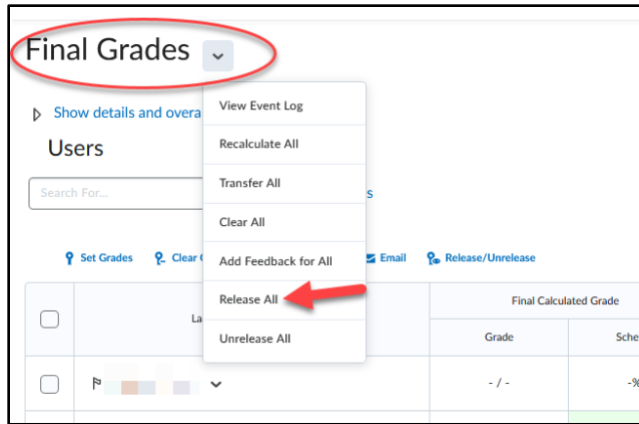
8. Click **Yes**
9. Click **Save and Close**