# Academic Technologies & Online Learning

# **Brightspace: Grades**

New York City College of Technology

#### How do I access Grades Center?

In Brightspace, Grade Center Gradebook is referred as Grades From a Brightspace course NavBar, click Grades

City Tech	Test Course 01			) 🗘 I 😳	
Course Home Content Assignments Qu	uizzes Discussions	Classlist Grades	Class Progress	Course Tools 🗸	
Vau will be inside the Grades		00			
You will be inside the Grades					
Course Home Content Assignments Qui	izzes Discussions	Classlist Grades	Class Progress	Course Tools 🗸	
Enter Grades Manage Grades Schemes S	Setup Wizard			🔅 Set	tings 🕜 Help
Grades Setup Wizard					
Welcome to the Grades Setup Wizard!					
Current Grade Book Settings	5				
Grading System					
Weighted					
Final Grade To Release					
Release the Calculated Final Grade					
Do not automatically release final grade					
Grade Calculations					
Drop ungraded items					
Automatically keep final grades updated					
Do not apply automatic zeros to missing subr	missions				

#### How do I run Grades Setup Wizard?

From a Brightspace course NavBar, click Grades Click Setup Wizard



Follow the onscreen instruction

Note, you can run the Setup Wizard anytime and change the settings even if you previously ran the wizard from the Settings section

#### How to delete a column?

From the Grades page, click Manage Grades tab

Course Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Gra	des Schemes	Setup V	Vizard			

Select a Grade Item you want to delete, click More Actions and click Delete

Enter Grades	Manage Grades Scher
New 🗸	More Actions 🗸
Note • 'Final Ca	Reorder
	View Event Log
🔏 Bulk Edit	Make Visible to Users
	Hide from Users
	Delete
Samp	ole Th Assignment 102623

Again, select Grade Item to delete to verify

Delete Grade Items and Categories
$\mathcal{L}_{\mathcal{S}}$
Name
Delete Cancel

Note: if you cannot select the item again to delete, you need to go the content folder where the assessment is located.

Click Delete to confirm



# How do I create a grade item in Brightspace?

From the Grades page, click Manage Grades tab

Course Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Gra	des Schemes	Setup V	Wizard			

#### Click New and Item



#### Click Calculated for an item type

Manage Grades > New Item
New Item
Choose a Grade Item Type
<b>Numeric</b>
Grade users by assigning a value out
E.g. 8/10

Give a name of this item, for example, Class Participation

Name *
Class Participation
Short Name
Ø
Category
None v [New Category]
Show Description
Grading
Maximum Points *
100

Click Save and close

#### How to organize reorder rearrange Grades columns?

From the Grades page, click Manage Grades tab

Course Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Gra	des Schemes	Setup V	Vizard			

# Select Grade Item, click More Actions and click Reorder

Enter Grades	Manage Grades Sche
New 🗸	More Actions 🗸
Note • 'Final Calcu	Reorder
	View Event Log
🖉 Bulk Edit	Make Visible to Users
	Hide from Users
	Delete
Final Exa	ain 🗸
Sample 7	TII Assignment 102623
Test 🗸	,
✓ Q	uiz-2 🗸

Under Sort Order column, change the numbers next to each grade item to sort accordingly and click Save

Reorder Grade Items and Categories						
Expand All Collapse All						
Items and Categories	Sort Order					
Final Exam	1 ~					
Midterm	2 ~					
Weighted Total	3 ~					
Quizzes Category	4 ~					
Quiz -1	1 ~					
Quiz-2	2 ~					
Quiz-3	3 ~					
Quiz 4	4 ~					
Extra Credit	5 🗸					
Save Cancel						

#### How to enter grades?

From the Grades page, click Enter Grades tab

	<b>&gt;</b>	С	ourse Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Grades	Schemes	Setup Wiza	rd						
Standard i	s the defau	lt view	for Grade	es, click	Switch to	Spread	sheet Viev	w to en	ter gra	des

Enter Grades	Manage Grades	Schemes Setup Wiz			
Import	Export	Switch to Spre	eadsheet View		

Enter grade for a student and click Save

	Last Name 🔺 First Name	Final Grades	Sample TII Assignment 102623 🗸 🗸
0		Final Calculated Grade 🗸	
	▶ 🗹 Accreditation, CityTech 🗸 🗸	50 / 50, 100 % ø	3 100 / 100
	🏱 🛃 Banana, Anna 🗸	60 / 60, 100 % ø	/ 100
	🎙 🗹 Faculty, Citytech 🗸 🗸	- / -, -% ø	/ 100
Sav	ve Cancel	- / -, -% ø	/ 100

Click Yes to confirm

# How to change weight for an assessment

From the Grades page, click Manage Grades tab

Course Home	Content Assign	nments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Grades	Schemes	Setup V	Vizard			
Locate an asses	sment, click dro	p-down	arrow ar	nd click Edit			
<ul> <li>'Final Calcul</li> </ul>	at Edit						
	Hide from Use	ers					
🚀 Bulk Edit	Enter Grades						
	View Statistics	5					
Sample T	II / View Event Lo	g					
Final Exa	m						

Scroll down to the Grading section, change the weight and click Save and Close

Grading		
Maximum Points *		
100	0	
Weight *		
50	0	

Click Save and close

#### How to Create a Grade Category?

From the Grades page, click Manage Grades tab

Course Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Gra	des Schemes	Setup V	Vizard			

## Click New and Category

Enter Grades	Manage Grades
New 🗸	More Actions
Item	de' si
Category	t.

Enter a name, weight, other necessary options and click Save and Close

Properties	Restrictions			
General				
Name *				
Short Name		0		
Show Description Grading	tion			
Weight	rade to exceed category	weight 🕑		
Distribution  Manually assign Distribute weigh Distribute weigh 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	weight to items in the ca ts by points across all ite t evenly across all items Number of highest no Number of lowest no	tegory ems in the catego on-bonus iten n-bonus item	ory ns to drop fo s to drop for	r each user each user
Save and Close	Save and New	Save	Cancel	

#### How to change the Category for an assessment?

From the Grades page, click Manage Grades tab

Course Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Gra	des Schemes	Setup V	Wizard			

Locate an assessment, click drop-down arrow and click Edit

<ul> <li>'Final Calculat</li> </ul>		Edit
		Hide from Users
🅢 В	ulk Edit	Enter Grades
		View Statistics
	Sample TII /	View Event Log
	Final Exam	~

Click the Category drop-down arrow and select a category from the list

Category				
None	~			
None				
Quizzes Category (50% of final grade)				

Click Save and Close

#### How to create a Weighted Total column in Brightspace

From the Grades page, click Manage Grades tab



Click New and Item

Enter Grades	Manage Grades
New 🗸	More Actions
Item	de' su
Category	ıms t

## Click Calculated for an item type

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 Grade users by selecting the grade scheme level that best matches their a E.g. "Very Good" or "B+"
<ul> <li>Pass/Fail</li> <li>Grade users using a simple pass/fail grade scheme.</li> <li>E.g. "Pass" or "Fail"</li> </ul>
<ul> <li>Formula</li> <li>Automatically grade users using a custom formula based on achievement</li> <li>E.g. Give users who received at least 50% on all participation grade items</li> <li>IF{ MIN{ [P1.Percent], [P2.Percent] } &lt; 50, 0, 1</li> </ul>
Calculated Calculate users' cumulative achievement across multiple grade items.

Enter a name, for example, Weighted Total, scroll down to the Grading section, click Grade Scheme drop-down and select Percentage



Under calculation, check the items to include

Calculat	ion
	Grade Item to Include
	Quiz -1
	Quiz-2
	Quiz-3
	Quiz 4
	Midterm

Under Managing View, check Override display options for this item option, uncheck Points grade and click Save and Close

Managing View		
Override display o	ptions for this item	
Show		
Weighted grade Grade scheme sym Grade scheme colo	ibol or	
Save and Close	Save and New	

#### How do I drop a lowest grade item?

From the Grades page, click Manage Grades tab



Click the drop-down next to a category item and click Edit

$\bigcirc$	Quizzes Category				
	Quiz -1 🗸	Edit			
$\cap$	Ouiz-2 🗸	Hide from Users			
		Enter Grades			
	Quiz-3 🗸	View Statistics			

See section How to Create a Grade Category if needed, scroll down to the Distribution section, click Distribute weight evenly across all items, enter a number of the item want to drop, here we are dropping 1 lowest grade

Distribution	
Manually assign weight to items in the category	
O Distribute weights by points across all items in the category	
Distribute weight evenly across all items	
0 Number of highest non-bonus items to drop for each user	0
Number of lowest non-bonus items to drop for each user	0

Click Save and close

#### How do I create an extra credit (Bonus) grade item?

Brightspace Bonus (extra credit) option gives students the opportunity to earn extra points without affecting the Final Calculated Grade.

From the Grades page, click Manage Grades

Course Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Gra	des Schemes	Setup \	Wizard			
Click New and	Item						
New V	Manage Grades More Action de' s	is Su					
Click on Nume	ric for the	Grade Item Ty	vpe				
Choose a Gra	ade Item T	ӯре					
Numeric Grade users b	y assigning a va	lue out					

Give a name for this grade item, for example Extra Credit, Maximum Points and check the Bonus box

S.	
Bonus	
0	

E.g. 8/10

Click Save and Close

You will notice a star next to an extra credit or bonus item



How do I make an existing grade item or column as an Extra Credit (Bonus) item? Locate the grade item or column, click on the dropdown arrow and click Edit

Quiz -1 🔽		
Quiz-2	Edit	
Ouiz-3	Hide from Users	
	Enter Grades	

Scroll down to the Bonus section and check the Bonus box



Click Save and Close

Note: in the event when you don't want the whole assignment as extra credit, but want to give extra points then you would not check 'Bonus' but check 'Can Exceed' box



Note: If the Bonus is for a category item, make sure to check the 'Allow category grade to exceed category weight' box

Grading	
Weight	
50 0	
Allow category grade to exceed category weight	0

Note: when you have Bonus (extra credit) item, you may allow the students to exceed 100% of the Final Calculated or Adjusted Grade

Edit Calculated Final Grade				
Properties	Restrictions			
General				
Name *				
Final Calculate	d Grade			
Short Name		) 0		
Grading				
Can Exceed				
<ul> <li>Ø</li> </ul>				

#### How do I create an extra credit or bonus question on a quiz?

From a quiz, check on the question you want as a bonus, click More Actions and click Toggle Bonus

<ul> <li>1 selected</li> </ul>		Add 🗸	Move To 🗸 More Actions 🗸
1	MS Access is a spread sheet application True or False • Mandatory		Delete
2	2+4= Multiple Choice • Mandatory		Toggle Bonus Toggle Mandatory
3	DOS stands for		Set Points

Bonus item will appear under the point value of the question

1	MS Access is a sprea	20 points
	True or False • Manda	BONUS

Click Save and close

#### How do I grade and regrade a quiz?

From the Manage Quizzes page, click the drop-down for a quiz and click Grade

Course	e Home	Content	Assignm	ents	Quiz	zes
Manag	e Quizzes	Questio	n Library	Stati	stics	Lo
Nev	w Quiz	Edit Ca	tegories		More Ac	tions
🌮 В	ulk Edit					
$\Box$	Current C	Quizzes				
	Quiz -1	~ Ŷ				
	Quiz-2	Edit				
	Quiz-3	Hide from Users				
	Quiz 4	Preview				
		Delete				
	Midtern	Сору				
		Grade				
		Setup Re	ports			
Click	Quest	ions ta	b		_	
Manage ( Gra	de C	uiz -1 <b>)uiz -</b>	Quiz	z -1	-	
Ехро	ort to CSV	Expo	rt to Excel		P	
Use	rs /	Attempts	Questi	ons		

For regrading an individual responses, click on a question

Users	Attempts	Questions					
Grade in     H	Grade individual responses     Hide learners' names						
	View evaluated responses						
Update	all attempts						
Q1 MS Ac	cess is a spread	d sheet application					
<b>Q2.</b> 2+4=	<b>Q2.</b> 2+4=						
Q3. DOS s	Q3. DOS stands for						

Modify the score as appropriate, click save and confirm

Question Responses								
Gueser Usera (Bonus) (Mandatory)								
Note: This question is an old version as it was modified after the quiz was taken.								
MS Access is a spread sheet application								
🗙 💿 True								
➡ ○ False								
Save Time								
1:46 PM								
Score								
20 / 20 (auto-graded)								
Expand question 5 feedback								
Question feedback has been set								
Save Save and Continue Go Back to Questions								

For regrading all attempts, click Update all attempts button then click on a question



Enter the point to every student regardless of their selection



Or you can modify the correct answer, enter the point and Save

<ul> <li>Give to attempts with answer</li> </ul>	True 🗸	2	points

### How to clear a test quiz attempt?

From the course NavBar, click Quizzes



Click drop-down menu of a quiz and click Grade



Select an attempt for a student and click Reset



#### How do I publish Final Calculated or Adjusted Grades to students?

Click the drop-down for Final Calculated Grades and click Enter Grades

Final Calculated Grade	~	Final Ad
	Edit	
	Enter Grades	
	View Statistics	

Click for Final Grades and click Release All

Final Grades 🔽					
Show details and overall	View Event Log				
Users	Recalculate All				
View By: User ~	Transfer All				
Search For Q	Clear All				
	Add Feedback for All				
စ္ Set Grades စို့ Clear (	Release All				
	Unrelease All				

#### Click Yes to confirm Released check marks will appear for each student's grade

Last Nama a Cinst Nama	Final Calculated Grade Final Adjusted Grade		Fredhade	Palaasad		
	Grade	Scheme	Grade	Scheme	Feedback	Released
崎 Panana, Anna 🗸	80/80	A		-%	No feedback provided. 🌶	
🎙 Student, Citytech 🗸	-/-	-	/	-%	No feedback provided. 🌶	
Þ Usera, Gueser 🗸	100/100	А		-%	No feedback provided. 🌶	•

### Also, the Release icon will appear on the Grades section indicating its visibility to students



# Note: you can use the Preview tool for student view

Last Name 🔺 Fir	st Name Final Exam
🏱 🛃 Banana, Anna	- / 10
🎙 🛃 Student, Cityte	Preview
P IN Usera, Gueser	View Event Log
	Email user

Student Grades preview

020 Grades - Personal - Microsoft Edge		_		×
https://brightspace.cuny.edu/d2l/	common/popup/po	pup.d2l?ou=336320&que	Q	A
Grades				
Final Calculated Grade				
Weight Achieved				
100 / 100 📗				
Grade	G			
Grade Item	Points	Weight Achieved	Gr	ade
Final Exam	100 / 100	20 / 20		Α
Midterm	100 / 100	30 / 30		А
Close				

Note: you may need to check final grade release options, click Grades and Settings

Classlist Grades Class Progress	s Course Tools 🗸	
	🔅 Settings 🕜 Help	
Click Calculation Options tab		-
Personal Display Options	Org Unit Display Options	alculation Options

Scroll down to Final Grade Released section, check Automatically release final grade and Automatically keep final grades updated



**Click Save** 

#### Where do I find Quiz Attempt Logs?

Click the drop-down of a quiz and click Attempt Logs



### Where do I find Quiz Statistics Item Analysis? Click the drop-down of a quiz and Statistics

Current Quizzes					
	Quiz -1 🗸 🎙				
	Quiz-2 Edit				
$\bigcirc$	Quiz-3	Hide from Users			
		Preview			
	Quiz 4	Delete			
	Midtern Copy				
		Grade			
		Setup Reports			
View Reports					
		Statistics			
		Manage Exemptions			

#### How to hide a column from the students?

From the Grades page, click Manage Grades tab

Course Home	Content	Assignments	Quizzes	Discussions	Classlist	Grades	Class Progress
Enter Grades	Manage Gra	des Schemes	Setup V	Vizard			

Click the drop-down arrow next to a column and click Hide from Users

🌮 Bulk Edit					
		N			
	Extra Credit	<b>~</b>			
	Final Calcula	Edit			
$\square$	Final Adjuste	Hide from Users			
		Enter Grades			
		View Statistics			
		View Event Log			

A hidden eye with cross across will appear next to the column and this column won't appear on the student view



#### How to hide column from the Instructor view?

From the Enter Grades page, click More Actions drop-down and click Hide/Show Columns

Enter Grades	Manage Grades	Schemes	Setup Wizard	
Import	Export	Switch to Star	dard View	More Actions 🗸
Note • 'Final Ca	lculated Grade'	sums to 330%	, not 100%. √	Hide/Show Columns View Event Log

Uncheck a column you want to hide and click Save

Hide/Show Columns		
Choose grade items to display		
Grade Item		
Sample TII Assignment 102623		
<ul> <li>Final Exam</li> </ul>		
Test (Drop 1 lowest)		
Quiz-2		
Quiz -1		
✓ Midterm		
Save Cancel		

#### How to download grades?

From the Enter Grades page, click Export Click Export



Scroll down to the page and click either Export to CVS or Export to Excel. A CSV (commaseparated values) file is a simple text file that you can open in a wide variety of programs, including any program that works with plain text like the Notepad app

Export to CSV	Export To Excel	Cancel
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Click Download and the file will be saved on the device

Click close

Click Cancel or simply navigate away to any section of the course