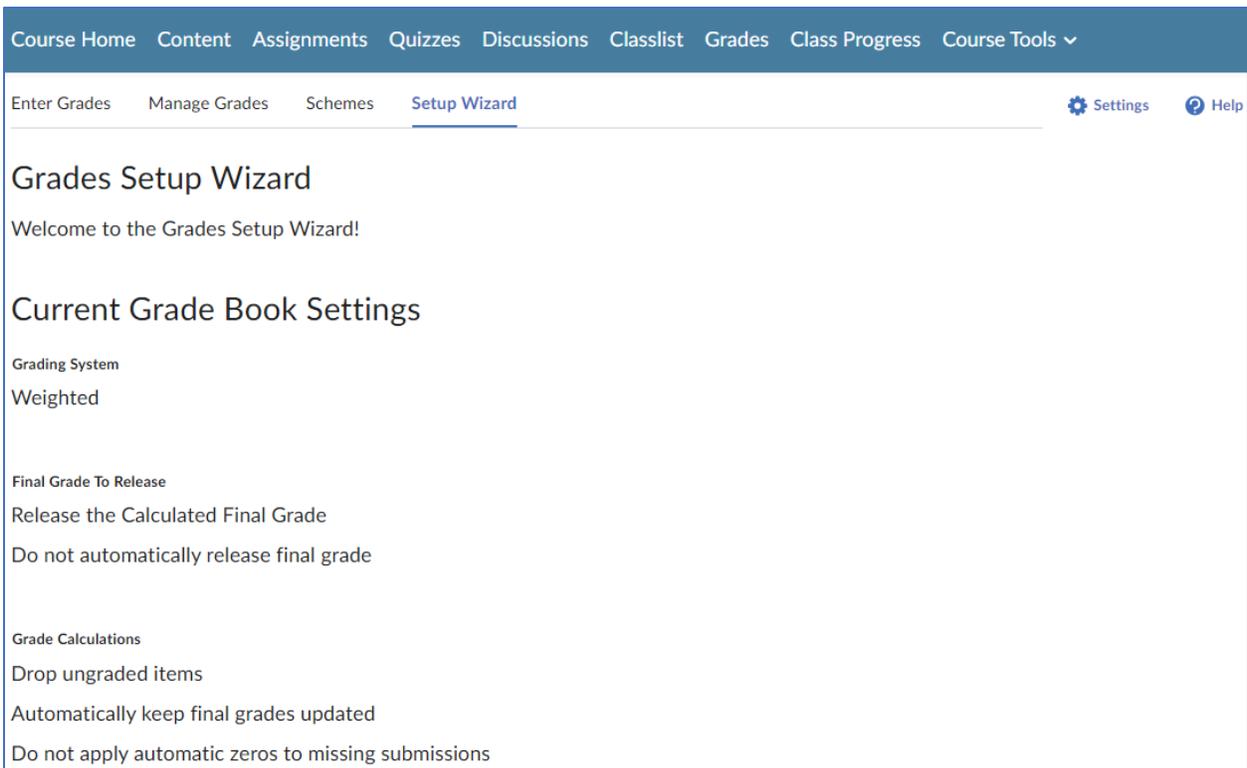# Brightspace: Grades
New York City College of Technology

How do I access Grades Center?

In Brightspace, Grade Center Gradebook is referred as Grades

From a Brightspace course NavBar, click Grades
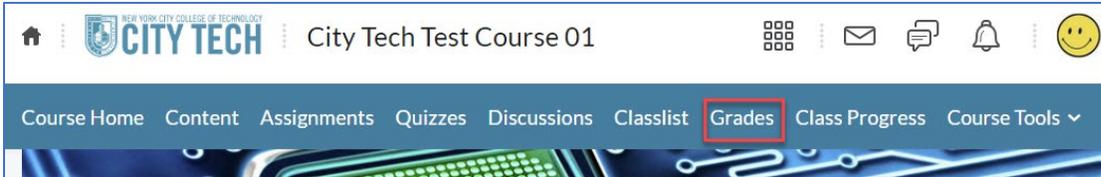
You will be inside the Grades

How do I run Grades Setup Wizard?

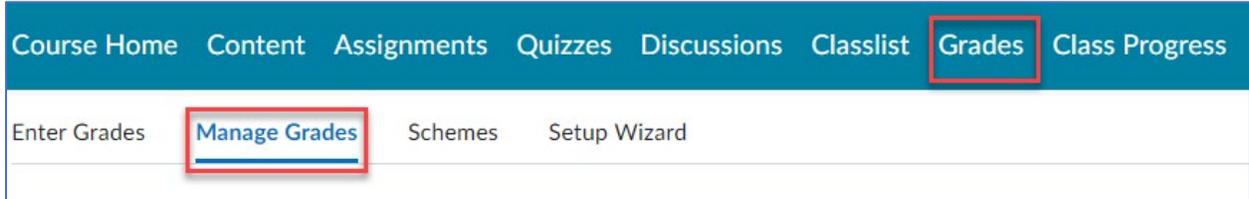From a Brightspace course NavBar, click Grades

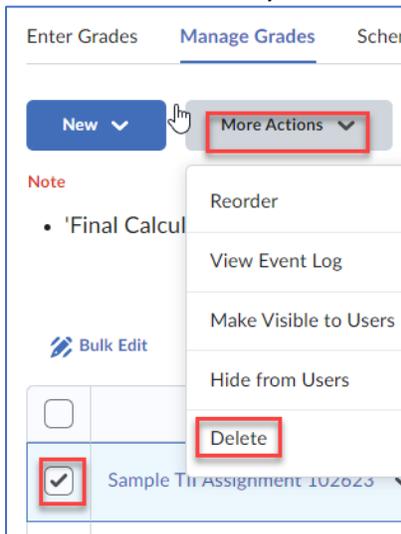Click Setup Wizard

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
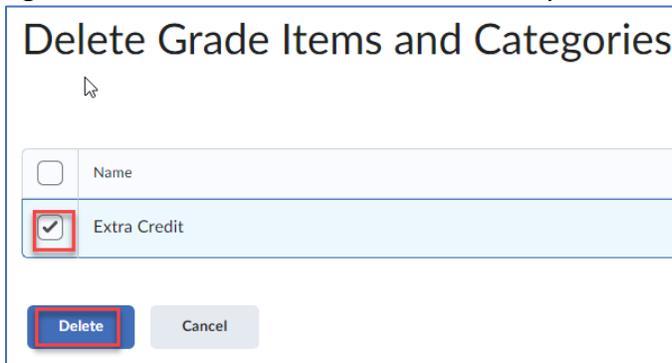
How to delete a column?
From the Grades page, click Manage Grades tab

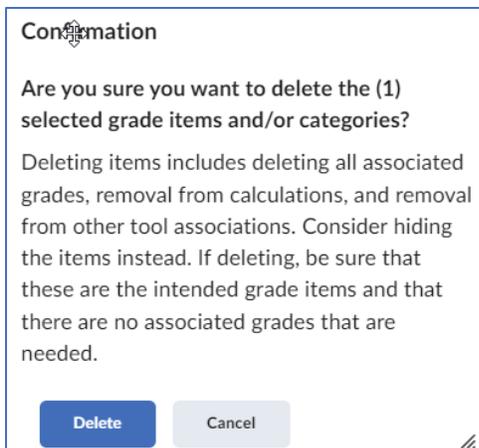Select a Grade Item you want to delete, click More Actions and click Delete
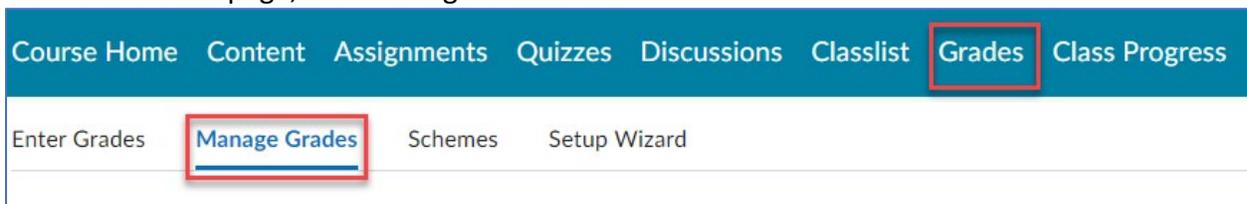

Again, select Grade Item to delete to verify

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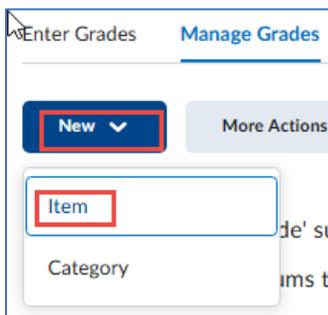Click Delete to confirm

Confirmation

Are you sure you want to delete the (1) selected grade items and/or categories?

Deleting items includes deleting all associated grades, removal from calculations, and removal from other tool associations. Consider hiding the items instead. If deleting, be sure that these are the intended grade items and that there are no associated grades that are needed.

Delete   Cancel

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 Grades | Schemes | Setup Wizard |

Click New and Item

Enter Grades   Manage Grades

New ⌄   More Actions

Item
Category

Click Calculated for an item type

Manage Grades › New Item

New Item

Choose a Grade Item Type

Numeric
   Grade users by assigning a value out
   E.g. 8/10
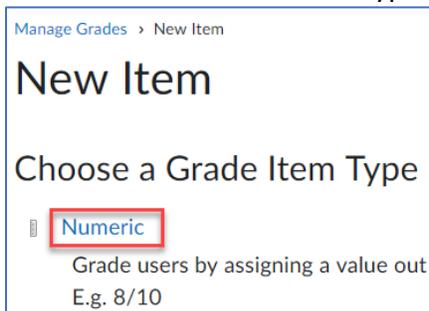
Give a name of this item, for example, Class Participation

Click Save and close

How to organize reorder rearrange Grades columns?
From the Grades page, click Manage Grades tab

Select Grade Item, click More Actions and click Reorder

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

Course Home   Content   Assignments   Quizzes   Discussions   Classlist   Grades   Class Progress

Enter Grades   Manage Grades   Schemes   Setup Wizard

Standard is the default view for Grades, click Switch to Spreadsheet View to enter grades

Enter Grades   Manage Grades   Schemes   Setup Wizard

Import   Export   Switch to Spreadsheet View

Enter grade for a student and click Save

Click Yes to confirm

How to change weight for an assessment

From the Grades page, click Manage Grades tab

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

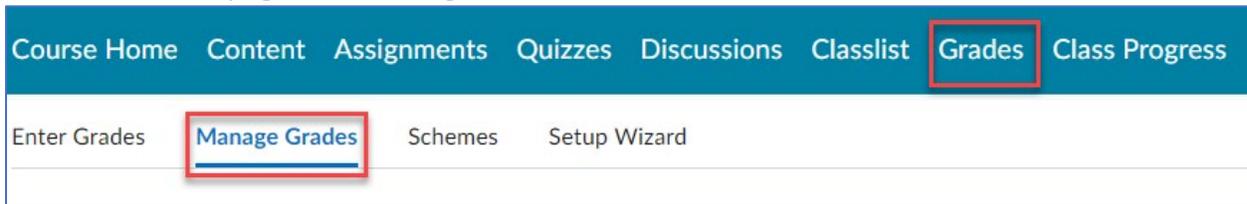Scroll down to the Grading section, change the weight and click Save and Close
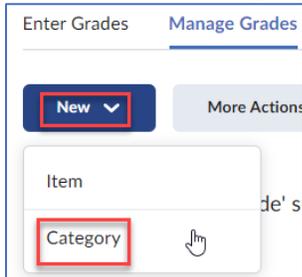

Click Save and close

How to Create a Grade Category?

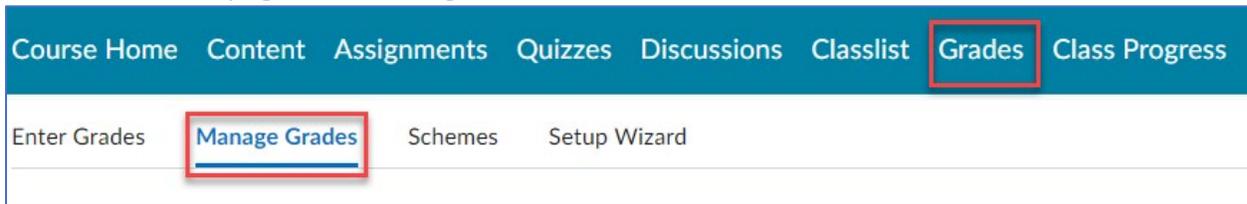From the Grades page, click Manage Grades tab

Click New and Category

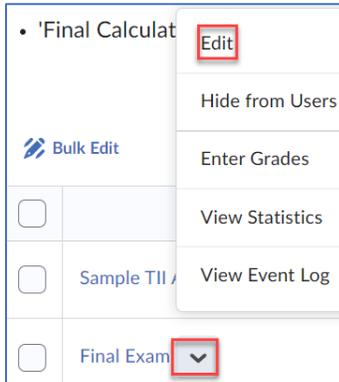Enter a name, weight, other necessary options and click Save and Close

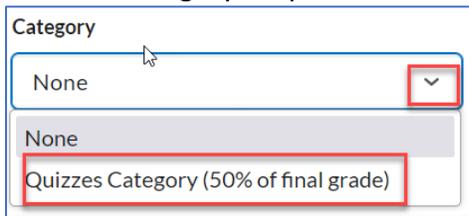**How to change the Category for an assessment?**
From the Grades page, click Manage Grades tab

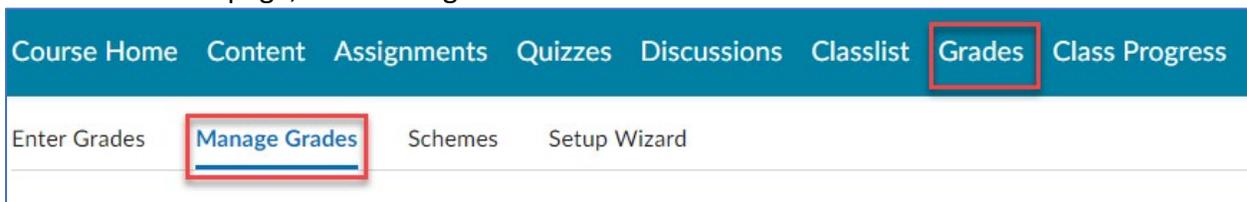Locate an assessment, click drop-down arrow and click Edit

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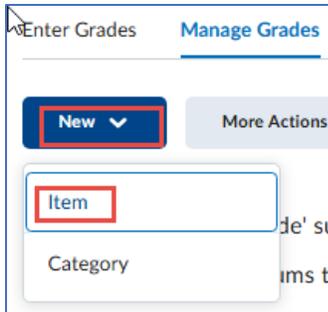

Click Save and Close

How to create a Weighted Total column in Brightspace
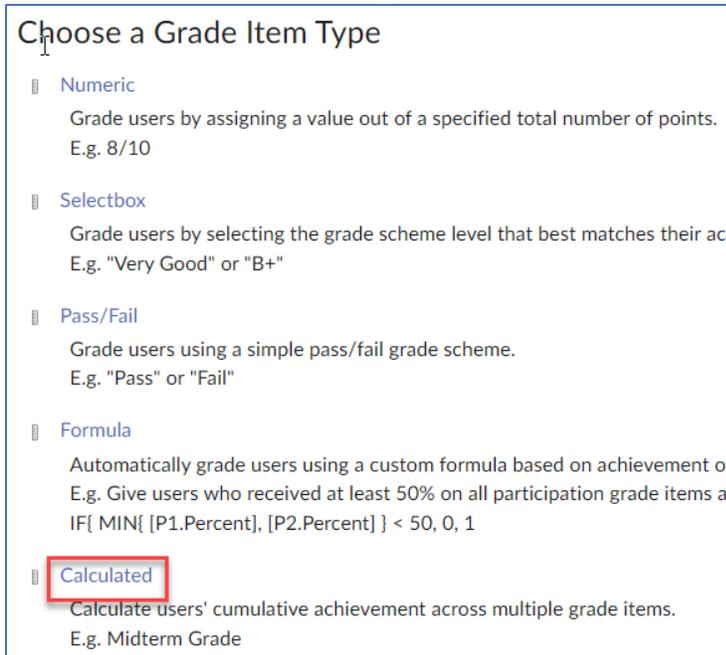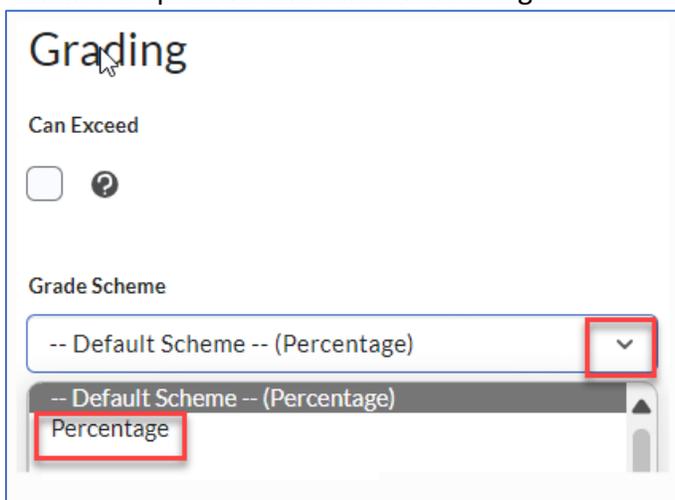From the Grades page, click Manage Grades tab

Click New and Item

Click Calculated for an item type

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

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

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

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
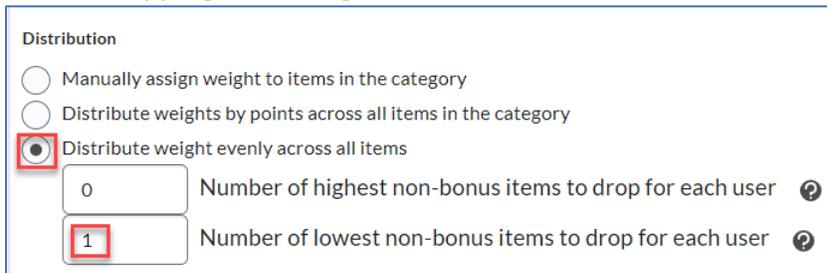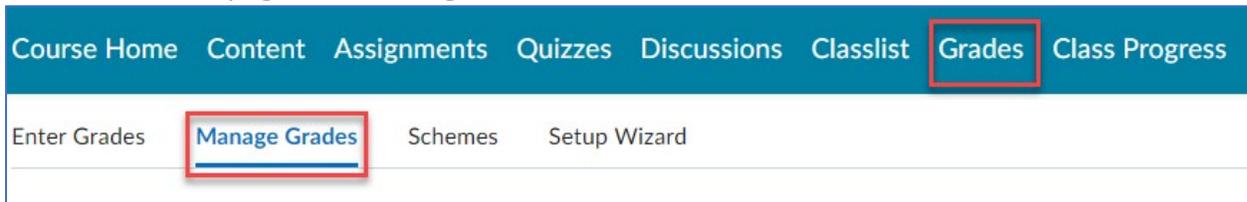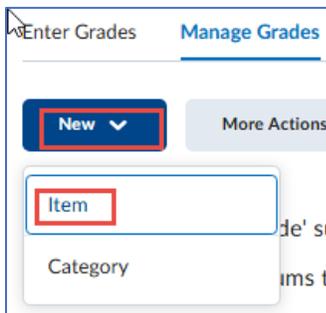

Click Save and close

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.
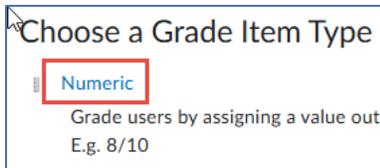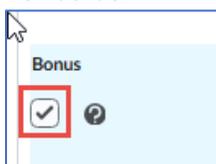From the Grades page, click Manage Grades

Click New and Item

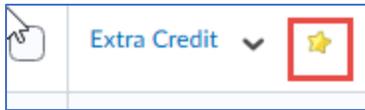Click on Numeric for the Grade Item Type

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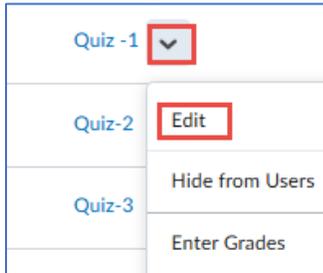

Click Save and Close

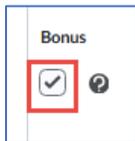You will notice a star next to an extra credit or bonus item

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
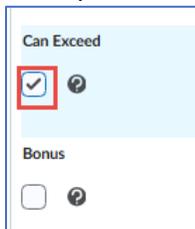

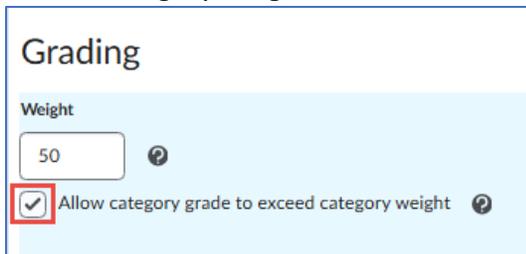Scroll down to the Bonus section and check the Bonus box

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

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

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

Bonus item will appear under the point value of the question

Click Save and close

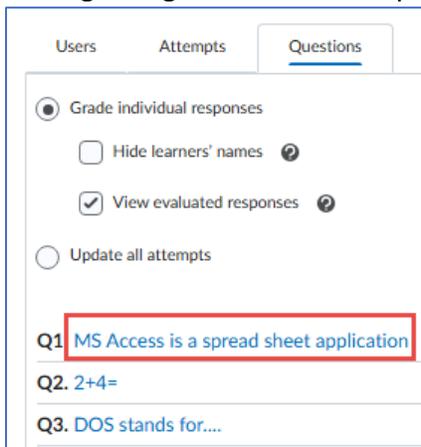**How do I grade and regrade a quiz?**

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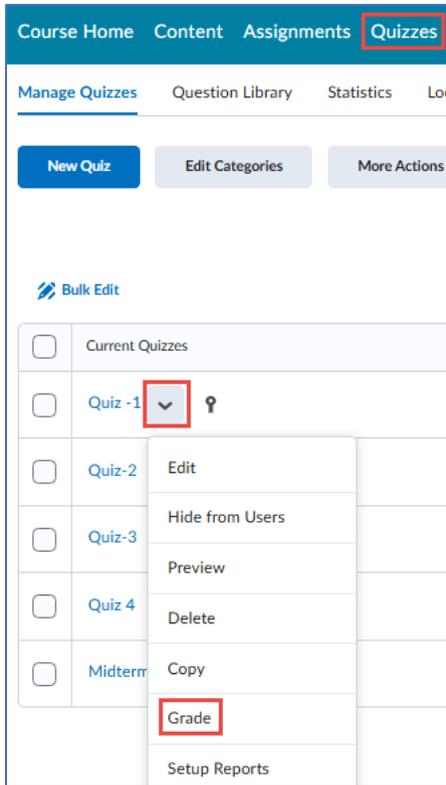
Click Questions tab

For regrading an individual responses, click on a question

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

◯ Grade individual responses

☐ Hide learners' names ❓

☑ View evaluated responses ❓

⦿ Update all attempts

Q1. MS Access is a spread sheet application

Q2. 2+4=

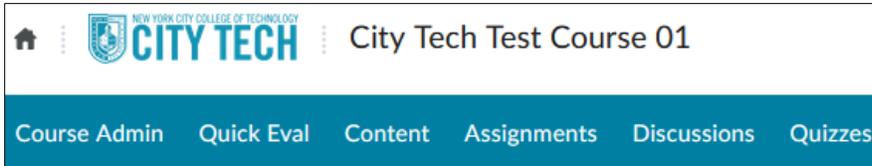Enter the point to every student regardless of their selection

Grading Type

⦿ Give to all attempts [2] points
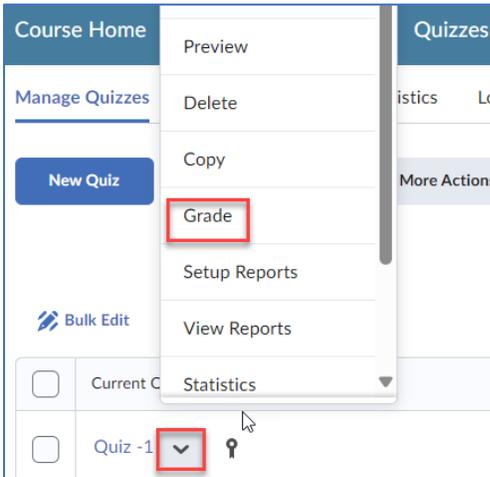
Or you can modify the correct answer, enter the point and Save

⦿ Give to attempts with answer [True ⌄] [2] points
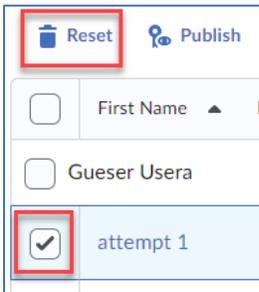
How to clear a test quiz attempt?
From the course NavBar, click Quizzes

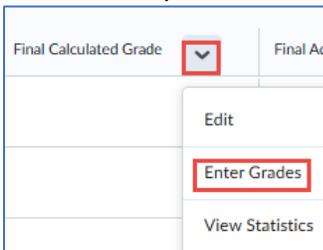Click drop-down menu of a quiz and click Grade

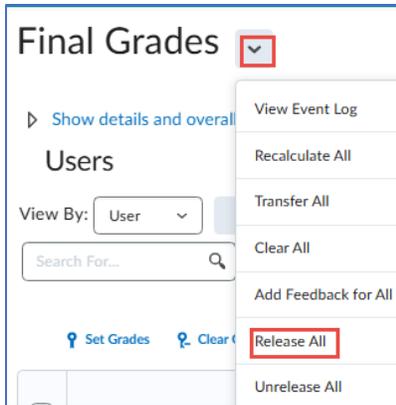Select an attempt for a student and click Reset

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

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


Click for Final Grades and click Release All

Click Yes to confirm

Released check marks will appear for each student's grade

| Last Name ▲ First Name | Final Calculated Grade | | Final Adjusted Grade | | Feedback | Released |
	Grade	Scheme	Grade	Scheme		
⚑ Banana, Anna ⌄	80 / 80	A	⬜ / ⬜ > 🖩	-%	No feedback provided. ✎	☑
⚑ Student, Citytech ⌄	- / -	-	⬜ / ⬜ > 🖩	-%	No feedback provided. ✎	☑
⚑ Usera, Gueser ⌄	100 / 100	A	⬜ / ⬜ > 🖩	-%	No feedback provided. ✎	☑

Also, the Release icon will appear on the Grades section indicating its visibility to students
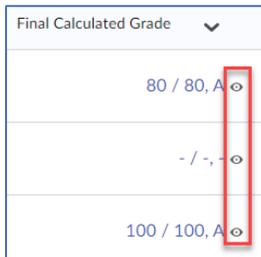
Note: you can use the Preview tool for student view
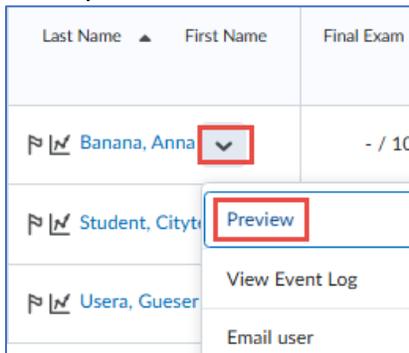
Student Grades preview

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

Click Calculation Options tab

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

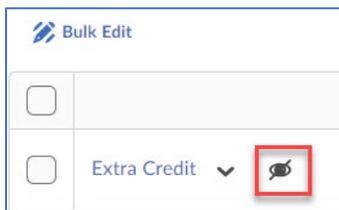## How to hide a column from the students?
From the Grades page, click Manage Grades tab
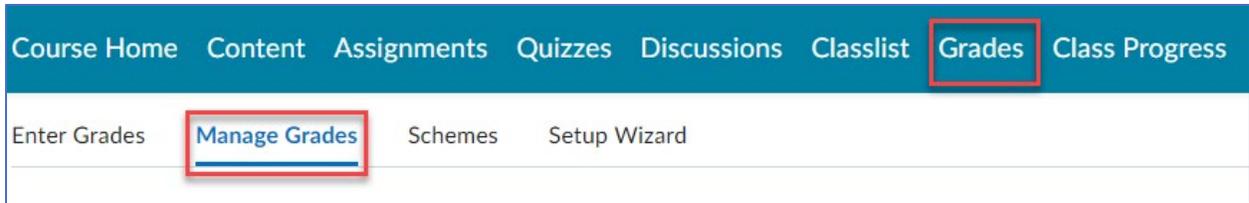
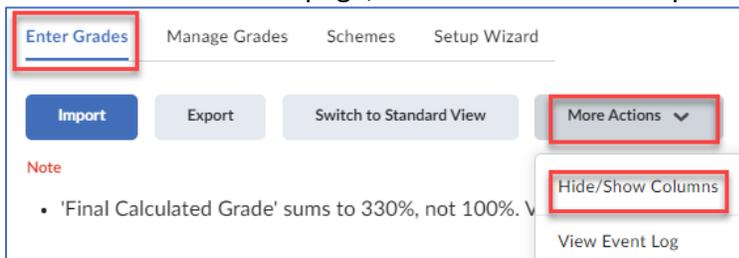Click the drop-down arrow next to a column and click Hide from Users
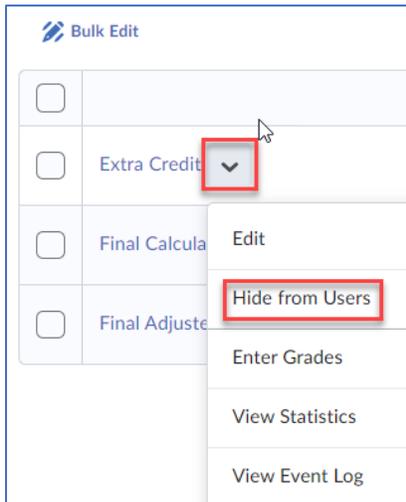
A hidden eye with cross across will appear next to the column and this column won't appear on the student view

How to hide column from the Instructor view?

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

Uncheck a column you want to hide and click Save

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 (comma-separated 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

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