Grades
As an instructor, you can determine how to set up your grade book to best reflect your approach to evaluation, including the grading system and grade scheme that is most appropriate for your course.

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Video Tutorial

Grades - Create a Category
Grades – Associate an Assignment with a Grade Item
Grades – Associate a Quiz with a Grade Item
Grades- Export Grades

Grading Concepts

Grade Book

A grade book contains your grading system, grade calculations, grade scheme, grade items, and view and display options. Grade items in your grade book represent all the work that you want to evaluate users on in a course. You can evaluate specific tasks such as assignments, tests, and participation, and you can also create grade items and associate them with course objects such as assignments and quizzes.

Starting with Brightspace Learning Environment 20.19.09, any grades you enter in Grade Book for discussion grade items and assignment grade items are also synchronized back to Discussions and Assignments. This change ensures data consistency between Discussions and Grade Book, and Assignments and Grade Book.

You must set up a grade book before you can use the Grades tool. As you plan your grade book, consider:

- Which grade items you plan to evaluate.
- Which grading system is most appropriate for your course.
- How you will allocate points or weights across grade items.
- Which grade items you want to associate with course objects. Note that only numeric grade items can be associated with course objects.
- If you want to include a milestone grade at least once during the course.
- How you want to calculate final grades.

Making changes to a grade book's settings and calculation options after you begin tracking users' grades can significantly affect existing data.

Grading System

The grading system determines how the grade items in your grade book contribute to users’ final grades. There are three options:

- 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 Items

Grade items in your grade book represent all the work that you want to evaluate users on in a course. Grade items can exist independently in your grade book, or you can associate numeric grade items with course objects such as discussions, quizzes, and assignments. Each grade item has an entry in the grade book, which you assign a grade to for each user. Depending on the grade item type you want to create, grade items can be graded numerically or based on a grade scheme.

Grade Categories

Grade categories organize and group related grade items into sections in your grade book, for example, a Writing Assignments grade category to group assignment items and a Class Participation grade category to group discussion items. Grade categories display in Manage Grades.

Calculated Final Grade

The final grade calculated by the grade book. You cannot adjust the final grade without adjusting grade item scores.

Adjusted Final Grade

You can manually change the final grade calculation without affecting grade item scores.

Create Grade Categories and Items

1. On the course home page, click Grades.
2. In the Manage Grades area, click Category or Item from the New button.

![Image of Manage Grades interface]

3. Set the desired preferences and options for the category or item.

![Image of New Category settings]

- **General**
  - **Type**: Select the type of the category or item.
  - **Max. Points**: Set the maximum points for the category or item.
  - **Weight**: Set the weight percentage for the category or item.

- **Grading**
  - **Show Description**: Check to display the description.
  - **Grading Scale**: Select the grading scale.

- **Restrictions**
  - **Number of highest/n lowest scores items to drop for each user**: Specify the number of items to drop.

- **Display Options**
  - **Show Grade Options**: Customize the display settings.
4. Click Save and Close.

Set the Grading System for a Course

1. On the course home page, click Grades.
2. **Click Settings.**

![Grades Setup Wizard](image1)

**Current Grade Book Settings**
- Grading System
- Weighted

![Calculation Options](image2)

3. **In the Calculation Options tab, select the grading system you prefer: Weighted, Points, or Formula.**

![Calculation Options](image3)

4. **Click Save.**
Weighted and Points Grading Systems

The grading system determines how the grade items in your grade book contribute to users' final grades. There are two options:

- 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.

The weighted system calculates grade items as a percentage of a final grade worth 100%. The Max. 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.

Use the points system when you want the Max. 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 Max. Points values. The sum of the Max. Points values for all grade items does not need to equal 100.

Weighted Grading System

The weighted system calculates grade items as a percentage of a final grade worth 100%. The Max. 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 from the calculation. Otherwise, the final grades might be misleading.

If your grade items do not add up to 100% you receive a warning message. 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.

**Points Grading System**

Use the points system when you want the Max. 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 Max. Points values. The sum of the Max. Points values for all grade items does not need to equal 100.

With the points system you do not specify a category’s weight or total points. It is the Max. Points assigned to an individual grade item that counts toward the final grade.

**Tip:** Make sure the Max. Points assigned to grade items reflect how much you want them to be worth. For example, don’t grade each of your 20 homework assignments out of 50 points and then your final exam out of 80 points.

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, select box grade item, or pass/fail grade item without including the grade in users’ calculated or adjusted final grades. The **Exclude from Final Grade Calculation** check box is available from the **Grading** section of the **New/Edit Item** page and the **New/Edit Category** page.

You can achieve similar functionality in the weighted system by setting the grade item or category’s weight to 0%.

**Exclude a Grade Category or Item from the Final Grade Calculation**

Excluding an item from the final grade calculation enables you to evaluate a grade category, numeric grade item, select box grade item, or pass/fail grade item without including the grade in users' calculated or adjusted final grades.
Points System
Use the **Exclude from Final Grade Calculation** check box to exclude items and categories while using the Points system.

1. On the course home page, click Grades.

2. In the Manage Grades area, click on the category or item you want to edit.
3. Select the Exclude from Final Grade Calculation check box.

4. Click Save and Close.

**Weighted System**
You can exclude a grade item or category from the final grade calculation in the weighted system by setting the grade item or category's weight to 0%.
1. On the course home page, click Grades.

2. In the Manage Grades area, click on the category or item you want to edit.

3. In the Grading section, add a value of 0 in the Weight field.
4. Click Save and Close.

Grades Return to Null Ffter Leaving Feedback in the Assignment

This happens because the **Leave Feedback** function in the assignment has an area where the topic's score can be entered for that specific user's submission. If that assignment is linked to a grade item, when any feedback is submitted within the **Leave Feedback** area, the feedback will overwrite any previously existing feedback or grades for that item in the grade book.

In order to avoid this issue, enter grades from within the **Leave Feedback** area for each submission rather than updating in Grades directly.

Another alternative is to enter all feedback from within the **Leave Feedback** area, save it, and then enter grades for the item in the grade book.

Re-order Grade Categories and Items

1. On the course home page, click Grades.
2. In the Manage Grades area, click Reorder from the More Actions button.

3. Use the numeric drop-down lists beside each grade item or category to sort accordingly. Grade items are nested below underneath their category.
4. Click Save.

**Note**: Gradebooks that exceed 200+ grade items feature Sort Order text fields beside the grade items on the Reorder Grade Items and Categories page. The order of the grade items can be changed by entering a positive integer in the fields. Items with the same sort order number, such as two grade items being marked "1," retain their current sort order, relative to each other.

The Sort Order drop-down menu still appears for Gradebooks with fewer than 200 grade items.

**Hide Grade Categories and Grade Items**

1. On the course home page, click Grades.
2. In the Manage Grades area, click on the item or category you want to hide.

3. In the Restrictions tab, select Hide this grade item from the General section.
4. Click Save and Close.
5. Alternatively, you can also select “Hide from Users” from the Category/Item dropdown menu

![Image of Grade Management Interface]

Set Date Restrictions for Grade Categories and Items

1. On the course home page, click Grades.

![Image of Course Home Page]

2. In the Manage Grades area, click on the item or category you want to restrict.

3. In the Restrictions tab, select Grade item is visible for a specific date range in the Visibility area and enter your date restrictions. See Setting start and end dates for more information.

4. Click Save and Close.
Attach a Discussion Topic to a Grade Item

1. On the course home page, click Discussions.

2. From the context menu of the discussion topic you want to attach a grade item to, click Edit Topic.
3. In the Assessment tab, select an existing grade item from the Grade Item drop-down list, or click New Grade Item to create a new one.

4. Click Save and Close.
Starting with Brightspace Learning Environment 20.19.09, any grades you enter in Grade Book for discussion grade items are also synchronized back to Discussions. This change ensures data consistency between Discussions and Grade Book.

Attach an Assignment to a Grade Item

1. On the course home page, click Assignments.

2. From the context menu of the assignment you want to attach a grade item to, click Edit Assignment.
3. Select an existing grade item from the Grade Item drop-down list, or click New Grade Item to create a new one.

4. Click Save and Close.
Starting with Brightspace Learning Environment 20.19.09, any grades you enter in Grade Book for assignment grade items are also synchronized back to Assignments. This change ensures data consistency between Assignments and Grade Book.

Attach a Quiz to a Grade Item

1. On the course home page, click Quizzes.

2. Click the quiz you want to associate the grade item with.
3. In the Assessment tab, select an existing grade item from the Grade Item dropdown list, or click New Grade Item to create a new one.
4. Click Save and Close.

Delete a Grade Item Associated with a Tool

If your grade item has an association, you must first de-associate the grade item from the tool before you can delete it. Here is an example of how to de-associate a grade item from an assignment. The same method applies to all other possible grade item associations.

1. On the course home page, click the tool you want to de-associate a grade item from. For example, Assignments.
2. From the context menu of the item you want to edit, click Edit.

3. Depending on the tool, browse in the Properties or Assessment tab for the Grade Item drop-down list, and then select Choose a grade item from the Grade Item drop-down menu.

4. Click Save and Close.
5. From the course navbar, click Grades

6. In the Manage Grades area, click Delete from the More Actions button.

7. Select the check box for the grade item you want to delete, and then click Delete.
Import Grades

You can enter grades in another application and import them into Brightspace Learning Environment using a CSV, TSV or TXT file. You can also create new grade items through an import file by adding a column to the file. Any grades you import for discussion grade items and assignment grade items are also synchronized back to Discussions and Assignments.

1. On the course home page, click Grades.

2. On the Enter Grades page, click Import.
3. Click Browse.

![Image of Import Grades window](image)

4. Locate the file you want to import and click Open.

![Image of selecting a file](image)

5. Select Create new grade item when an unrecognized item is referenced if you want to be able to create new grade items from the import file.
6. Click Continue.

7. If you are creating new grade items:
   
   a. Select the Create New Grade Item check box beside each of the items you want to create.
   
   b. Select a grade item Type.
c. Click Continue.

d. Fill in the grade items' properties.
Import Grades

Step 3: New Grade Item Properties
Ch 6 Quiz (Numeric)

Category
None

Maximum Points *
10

Weight *
10

Can Exceed

Bonus

Continue Go Back Cancel

e. Click Continue.
View error and warning messages associated with the import, and click Continue. **Note:** Fields with errors are not imported.

8. Preview your import and click Import.

### File Format for Importing Grades

The import file must follow a standard format. We recommend that you set up your grade book in Brightspace Learning Environment even if you want to enter grades in a
CSV, TSV or TXT file. That way, you can use the Export Grades option to create an appropriately structured file.

The file format is as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>A unique name for identifying a user in Brightspace Learning Environment.</td>
<td>Frank.Catcher</td>
</tr>
<tr>
<td></td>
<td>You must provide a username or org defined ID (or both).</td>
<td></td>
</tr>
<tr>
<td>Org Defined ID</td>
<td>A unique number for identifying a user in Brightspace Learning Environment.</td>
<td>20067930</td>
</tr>
<tr>
<td></td>
<td>You must provide a username or org defined ID (or both).</td>
<td></td>
</tr>
<tr>
<td>&lt;Item&gt; Points Grade</td>
<td>Numeric and Pass/Fail grade items should be labeled the grade item name followed by <strong>Points Grade</strong>.</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Users' grades should be the Points Grade the learner received.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For example, 44 points out of a possible 50 points.</td>
<td></td>
</tr>
<tr>
<td>&lt;Item&gt; Grade Symbol</td>
<td>Select box grade items should be labeled the grade item name followed by <strong>Grade Symbol</strong>.</td>
<td>Very Good</td>
</tr>
<tr>
<td></td>
<td>Users' grades should be a pre-existing grade scheme symbol.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For example, <strong>Very Good</strong>, <strong>Merit</strong>, or <strong>3.5</strong>.</td>
<td></td>
</tr>
<tr>
<td>&lt;Item&gt; Text Grade</td>
<td>Text grade items should be labeled the grade item name followed by <strong>Text Grade</strong>.</td>
<td>Perfect Attendance!</td>
</tr>
<tr>
<td></td>
<td>Users' grades can be any text value. Text grade items do not count towards users' final grades.</td>
<td></td>
</tr>
</tbody>
</table>
### Adjusted Final Grade Numerator

The total points a user achieved in a course. You can enter a user's percentage grade (without the % sign) if you enter the denominator as 100.

For example, 84 points out of 100 points or 230 points out of 285 points.

| Adjusted Final Grade Numerator | 84 |

### Adjusted Final Grade Denominator

The total possible points available in a course. Enter 100 if you want to record users' percentage grades.

For example, _ / 100 points available or _ / 285 points available.

| Adjusted Final Grade Denominator | 100 |

### End-of-Line Indicator

The last column must be labeled **End-of-Line Indicator** so the system knows when the next set of data begins.

The end of each user's line should be indicated with the pound key #.

| End-of-Line Indicator | # |

### NOTES

If you enter a grade value that is greater than the value for the grade item, the grade is capped at the value unless you select the **Can Exceed** check box when setting up the grade item.

Do not import other options, such as a user's first name, email, or weighted grade.

To improve performance when importing grades for large classes, only import grade items that have changed and import by group or section when possible.

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### Export Grades

D2L recommends that you set up your grade book in Brightspace Learning Environment even if you want to enter grades in a CSV or TXT file. You can then use the **Export Grades** option to create an appropriately structured file.

1. On the navbar, click Grades.
2. On the Enter Grades page, click Export.

3. In the Export Options area, do the following:
   a. Select the Key Field you want to use to identify users.
b. From the **Sort By** drop-down list, select the sorting order of the fields that appear in the exported file.

c. Select the **Grade Values** and **User Details** you want to export.

d. In the **Choose Grades to Export** area, select the grade items you want to export.
e. Click Export to CSV or Export to Excel. A pop-up window appears. Click on the file link to download it.

Note: If a student is enrolled in multiple groups within a Group Category, or multiple sections within a course, those enrollments are exported as a comma-separated list within a cell.