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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Updated: 12/20/2023
Tutorial Video(s)

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

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
     - Welcome to the Grades Setup Wizard!
   
   - Current Grade Book Settings
     - Grading System: Weighted
   
   - Final Grades to Release
     - Release the Calculated Final Grade
     - Automatically release final grade
3. In the **Calculation Options** tab, select the grading system you prefer: **Weighted**, **Points**, or **Formula**.

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 number 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 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**.

![Grades interface](image)

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

![Manage Grades interface](image)
3. In the **Grading** section, add a value of 0 in the **Weight** field.

4. Click **Save and Close**.

**Grades Return to Null After 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.

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

Replace strings call system databases to automatically replace the string with names and terms by using curly brackets { }. For example, you could write the following:

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.
Set Date Restrictions for Grade Categories and Items

1. On the course home page, click **Grades**.
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 **Assessments > Discussions**.

2. From the context menu of the discussion topic you want to attach a grade item to, click **Edit Topic**.

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Foodborne Illness Outbreaks

Must post first.

Browse news articles from the Food Safety News about foodborne illness outbreaks.

1. For two news articles, describe the foodborne evidence that led to the finding that this was a single illness after eating the same food.

2. After you have posted, you will be able to read other postings. Please try to comment on at least 2 of the posts.

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Find two news articles about recent foodborne illness outbreaks. (Food Safety News can be a good source.) Make sure you are reporting on outbreaks, not recalls.

For each outbreak, give brief details on where it happened, approximately how many people were affected, and what is suspected as the source of the outbreak.
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 **Edit or Link to Existing** from the **Grade Item** drop-down list then select Link to an existing grade item 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 **Assessments > Quizzes**.
2. Click the quiz you want to associate the grade item with.
3. Select **Edit or Link to Existing** from the **Grade Item** drop-down list then select Link to an existing grade item 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, **Assessments > 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**.

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

![Import Grades](image1)

Step 2: Create New Grade Items

The following unrecognized items have been found. To create a new grade item for an unrecognized item, select the Create New Grade Item check box.

<table>
<thead>
<tr>
<th>Unrecognized Item</th>
<th>Create New Grade Item</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch 6 Quiz</td>
<td></td>
<td>Numeric</td>
</tr>
</tbody>
</table>

![Continue](image2)

Go Back Cancel

---

Step 3: New Grade Item Properties

Ch 6 Quiz (Numeric)

Category

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

Maximum Points

| 10 |

Weight

| 10 |

Can Exceed

| ☐ |

Bonus

| ☐ |

![Create New Grade Item](image3)

Continue Go Back Cancel

---

c. Click **Continue**.
d. Fill in the grade items' properties.

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**.

## Import Grades

**Step 5: Preview Import**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Chapter 1 Quiz</th>
<th>Chapter 2 Quiz</th>
<th>Chapter 3 Quiz</th>
<th>Chapter 4 Quiz</th>
<th>Ch 6 Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannedy, Amelia</td>
<td>Amelia</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
</tr>
<tr>
<td>Pacheco, Jennifer</td>
<td>Jennifer</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
</tr>
<tr>
<td>Rosenbaum, Joshua</td>
<td>Joshua</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>9 / 10</td>
</tr>
</tbody>
</table>

Go Back  | Cancel
**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. You must provide a username or org defined ID (or both).</td>
<td>Frank, Catcher</td>
</tr>
<tr>
<td>Org Defined ID</td>
<td>A unique number for identifying a user in Brightspace Learning Environment. You must provide a username or org defined ID (or both).</td>
<td>20067930</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>. Users' grades should be the Points Grade the learner received. For example, 44 points out of a possible 50 points.</td>
<td>44</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>. Users' grades should be a pre-existing grade scheme symbol. For example, <strong>Very Good</strong>, <strong>Merit</strong>, or <strong>3.5</strong>.</td>
<td>Very Good</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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>. Users' grades can be any text value. Text grade items do not count towards users' final grades.</td>
<td>Perfect Attendance!</td>
</tr>
<tr>
<td>Adjusted Final Grade Numerator</td>
<td>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.</td>
<td>84</td>
</tr>
<tr>
<td>Adjusted Final Grade Denominator</td>
<td>The total possible points available in a course. Enter 100 if you want to record users' percentage grades. For example, 84 points out of 100 points available or 230 points out of 285 points available.</td>
<td>100</td>
</tr>
<tr>
<td>End-of-Line Indicator</td>
<td>The last column must be labeled <strong>End-of-Line Indicator</strong> so the system knows when the next set of data begins. The end of each users' line should be indicated with the pound key #.</td>
<td>#</td>
</tr>
</tbody>
</table>

**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.
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.

![Choose Grades to Export](image)

e. Click **Export to CSV** or **Export to Excel**. A pop-up window appears. Click on the file link to download it.

![Export Grades](image)

**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.