



## 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.

## Contents

|  |    |
|--|----|
| Grades .....   | 1  |
| Tutorial Video(s) .....                                    | 2  |
| Grading Concepts .....                                     | 2  |
| Grade Book .....   | 2  |
| Grading System .....                                       | 3  |
| Grade Items .....  | 3  |
| Grade Categories .....                                     | 3  |
| Calculated Final Grade .....                               | 3  |
| Adjusted Final Grade .....                                 | 3  |
| Create Grade Categories and Items .....                    | 4  |
| Set the Grading System for a Course .....                  | 6  |
| Weighted and Points Grading Systems .....                  | 7  |
| Weighted Grading System .....                              | 8  |
| Points Grading System .....                                | 8  |
| Points System .....  | 9  |
| Weighted System .....                                      | 11 |
| Re-order Grade Categories and Items .....                  | 13 |
| Hide Grade Categories and Grade Items .....                | 15 |
| Set Date Restrictions for Grade Categories and Items ..... | 17 |
| Attach a Discussion Topic to a Grade Item .....            | 18 |
| Attach an Assignment to a Grade Item .....                 | 19 |
| Attach a Quiz to a Grade Item .....                        | 20 |
| Delete a Grade Item Associated with a Tool .....           | 21 |
| Import Grades .....  | 23 |

|                                       |    |
|---------------------------------------|----|
| File Format for Importing Grades..... | 28 |
| Export Grades.....                    | 30 |

## 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

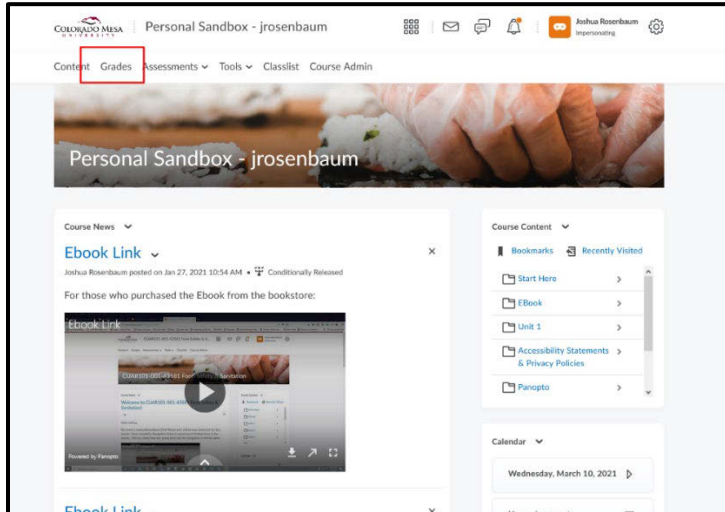
The final grade calculated by the grade book. You cannot adjust the final grade without adjusting grade item scores.

## Adjusted Final Grade

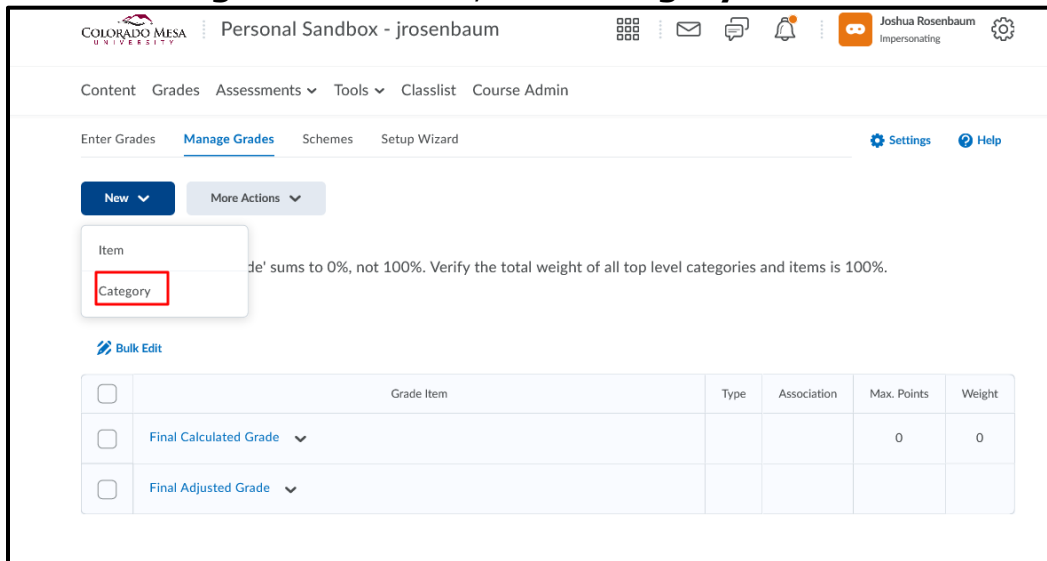
You can manually change the final grade calculation without affecting grade item scores.

## 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.

New Category

Properties Restrictions

General

Name \*

Short Name

[Show Description](#)

Grading

Weight

10

☐ Allow category grade to exceed category weight

Distribution

☒ Manually assign weight to items in the category

☐ 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

Display Options

[Show Display Options](#)

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

4. Click **Save and Close**.

New Category

Properties Restrictions

General

Name \*

Example

Short Name

[Show Description](#)

Grading

Weight

10

☐ Allow category grade to exceed category weight

Distribution

☒ Manually assign weight to items in the category

☐ 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

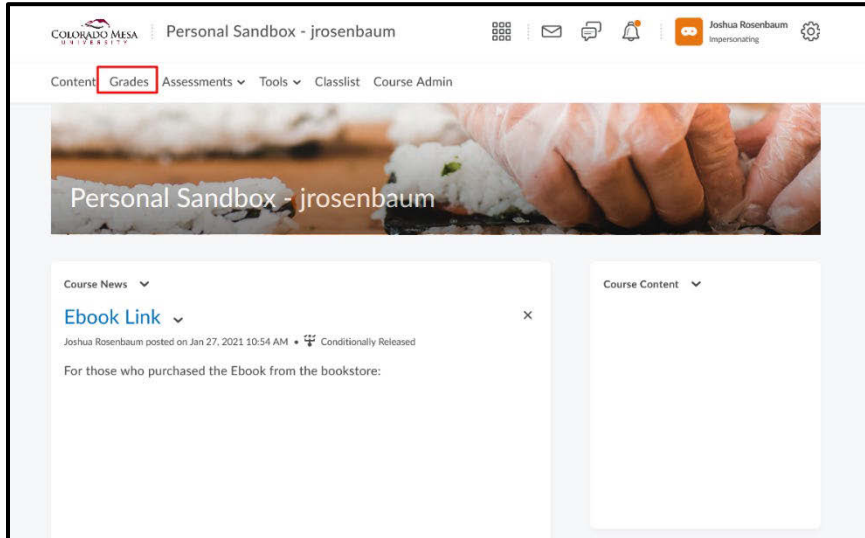
Display Options

[Show Display Options](#)

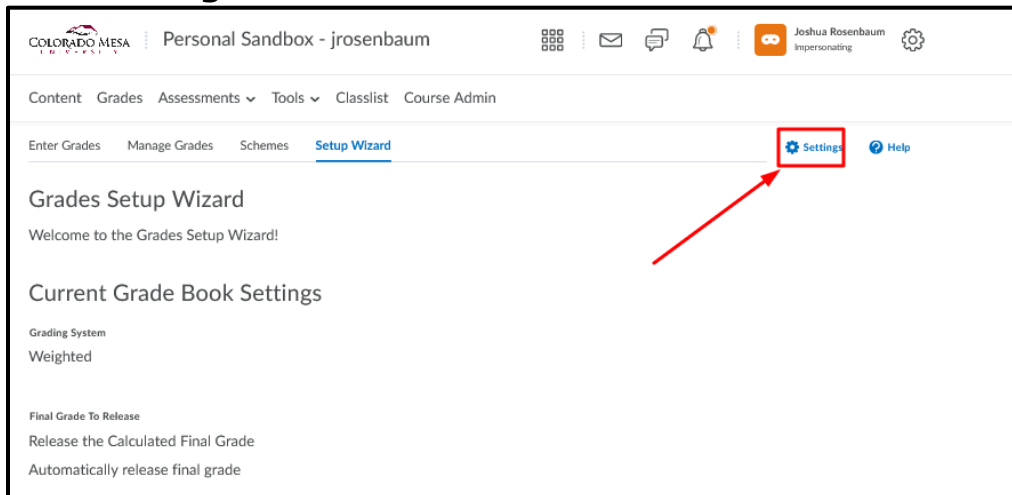
[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

## Set the Grading System for a Course

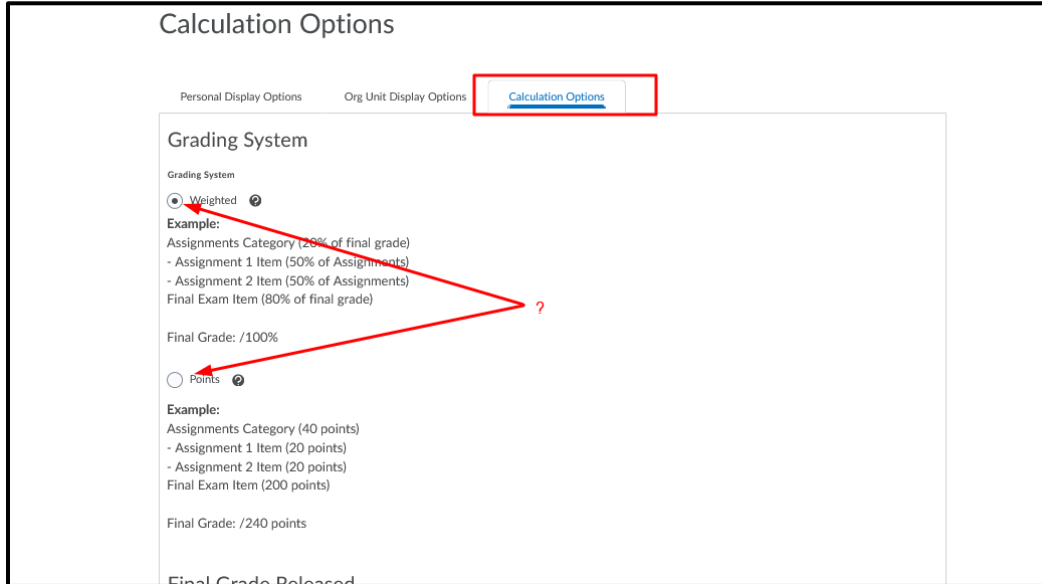
1. On the course home page, click **Grades**.



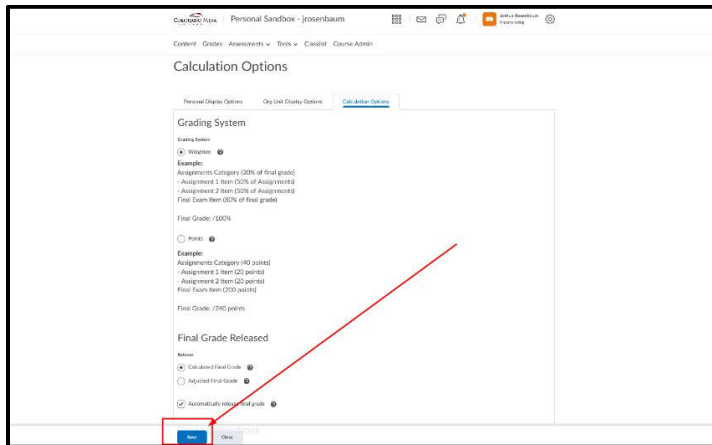
2. Click **Settings**.



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%.

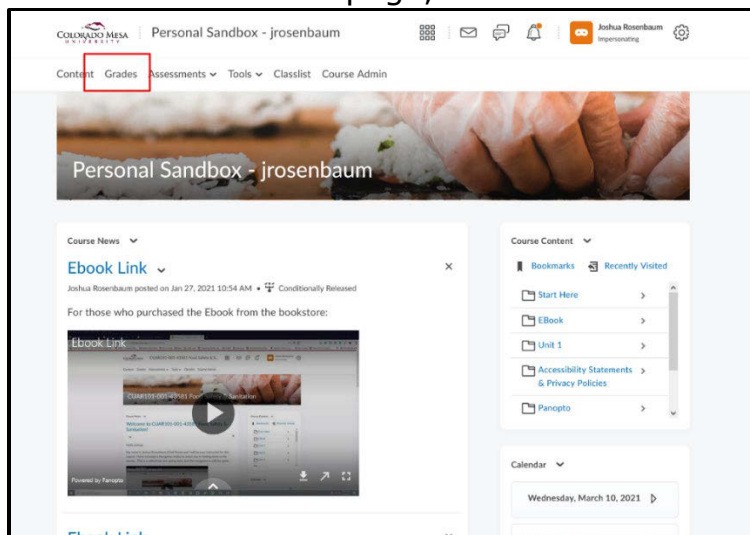
## Exclude a Grade Category or Item from the Final Grade Calculation

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.

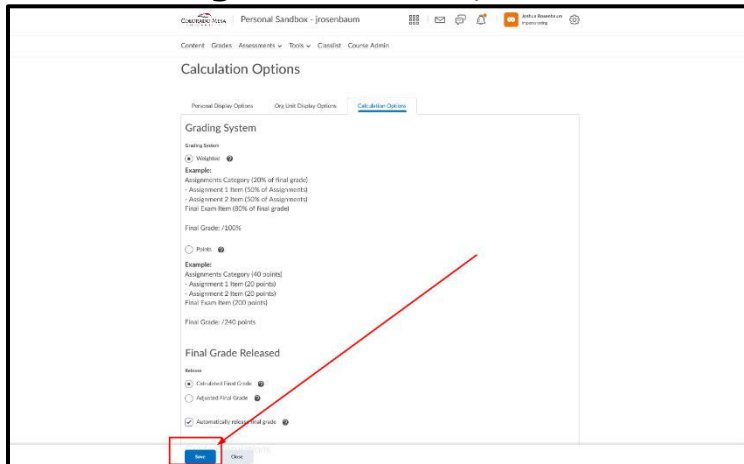
### Points System

Use the **Exclude from Final Grade Calculation** check box to exclude items and categories while using the Points system.

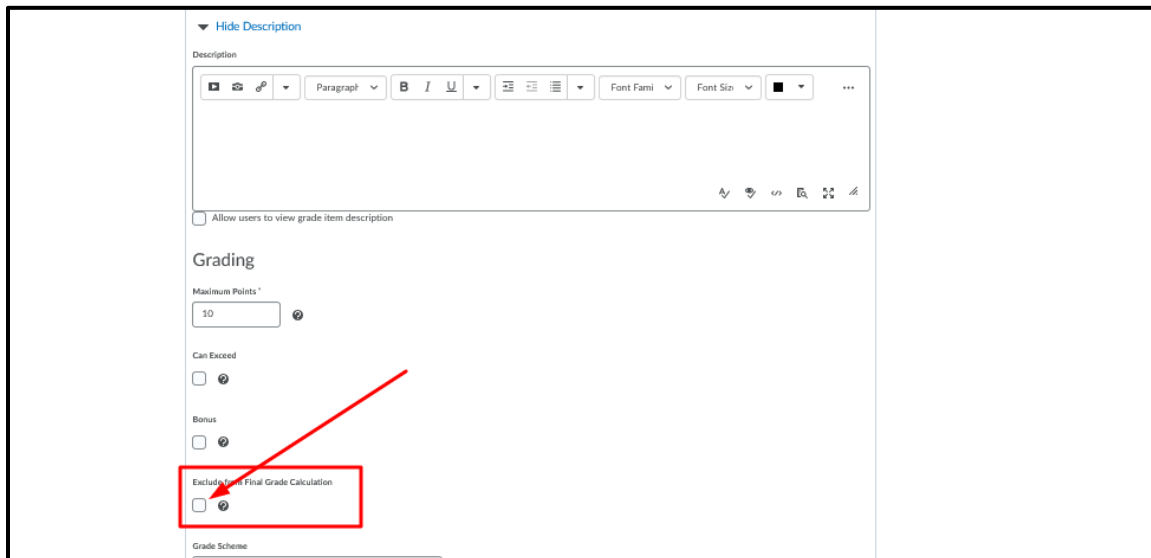
1. On the course home page, click **Grades**.



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.

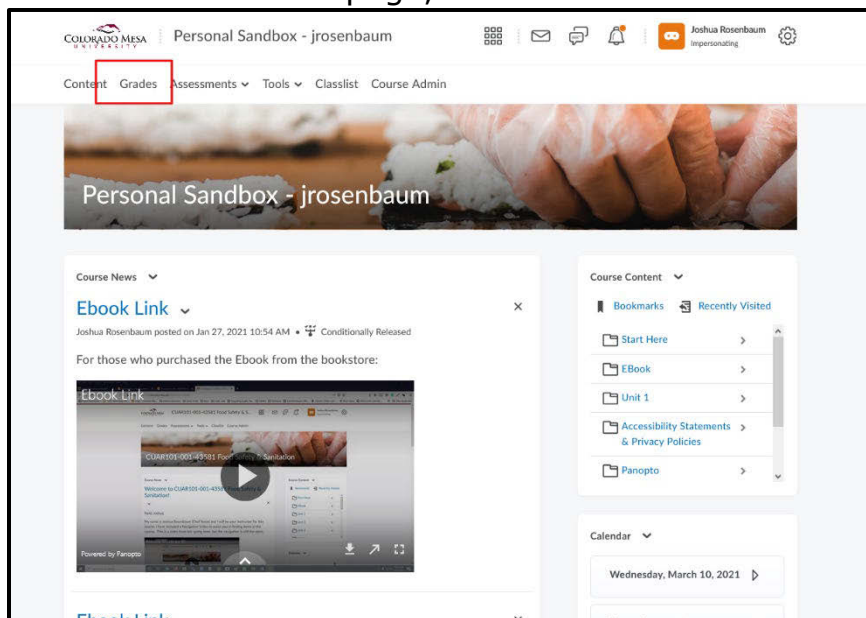


4. Click **Save and Close**.

## 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**.



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

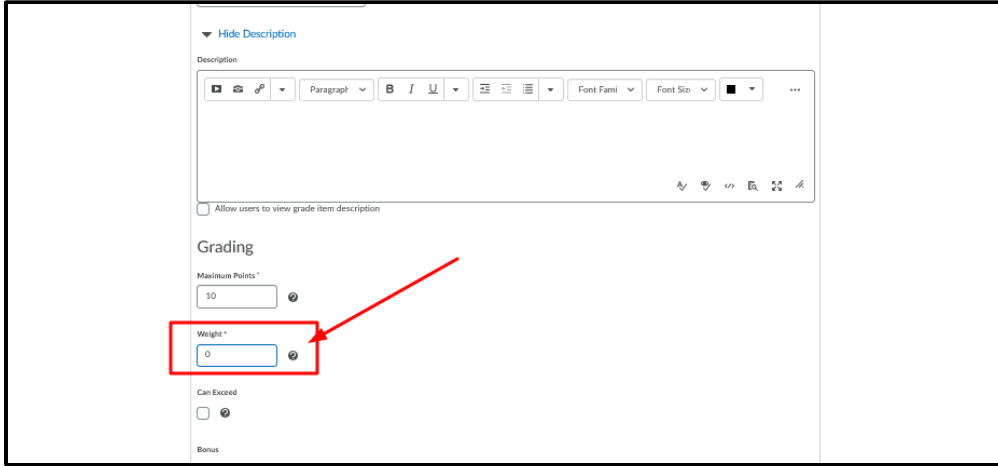
Final Calculated Grade: Sums to 110%, not 100%. Verify the total weight of all top-level categories and items is 100%.

[Bulk Edit](#)

| <input type="checkbox"/> | Grade Item     | Type    | Association | Max. Points | Weight     |
|--------------------------|----------------|---------|-------------|-------------|------------|
| <input type="checkbox"/> | HACCP          | Numeric | -           | 10          | 0          |
| <input type="checkbox"/> | Quizzes        |         |             | 187         | 25         |
| <input type="checkbox"/> | Chapter 1 Quiz | Numeric | Quizzes     | 10          | 6.66666667 |
| <input type="checkbox"/> | Chapter 2 Quiz | Numeric | -           | 10          | 6.66666667 |
| <input type="checkbox"/> | Chapter 3 Quiz | Numeric | -           | 10          | 6.66666667 |
| <input type="checkbox"/> | Chapter 4 Quiz | Numeric | -           | 16          | 6.66666667 |
| <input type="checkbox"/> | Ch 5 Quiz      | Numeric | -           | 14          | 6.66666667 |
| <input type="checkbox"/> | Chapter 6 quiz | Numeric | -           | 10          | 6.66666667 |
| <input type="checkbox"/> | Chapter 7 Quiz | Numeric | -           | 19          | 6.66666667 |

A red arrow points to the 'Edit' option in the dropdown menu for 'Chapter 2 Quiz'. The dropdown menu also includes options: 'Hide from Users', 'Enter Grades', 'View Statistics', and 'View Event Log'.

3. In the **Grading** section, add a value of 0 in the **Weight** field.



The screenshot shows a 'Grading' section with a 'Maximum Points' field set to 10 and a 'Weight' field set to 0. A red box highlights the 'Weight' field, and a red arrow points to it. The 'Weight' field is labeled 'Weight \*' and has a small 'i' icon next to it. Below the 'Weight' field is a 'Can Exceed' checkbox, which is unchecked. At the bottom of the section is a 'Bonus' checkbox, which is also unchecked. The 'Description' section above the 'Grading' section is collapsed, showing a 'Hide Description' link and a rich text editor toolbar.

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.

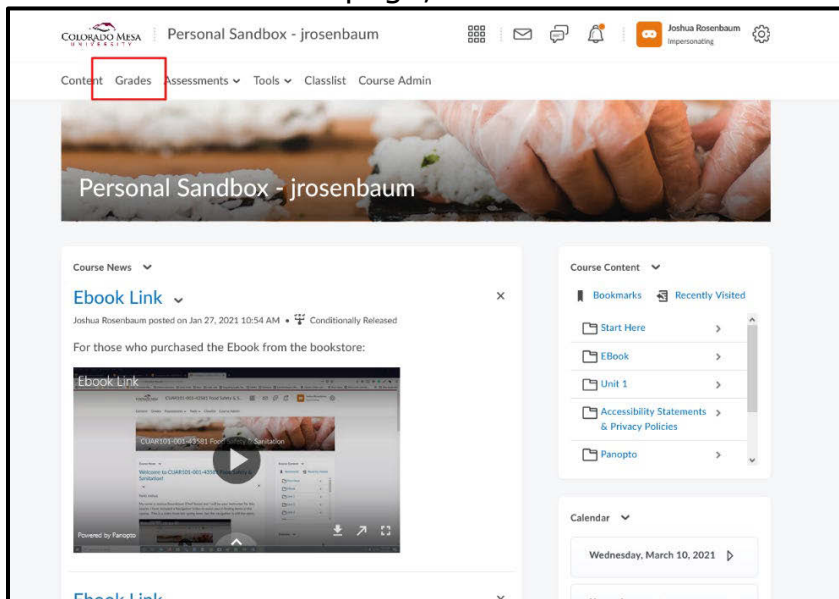
To avoid this issue, enter grades from within the **Leave Feedback** area for each submission rather than updating in Grades directly.

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.

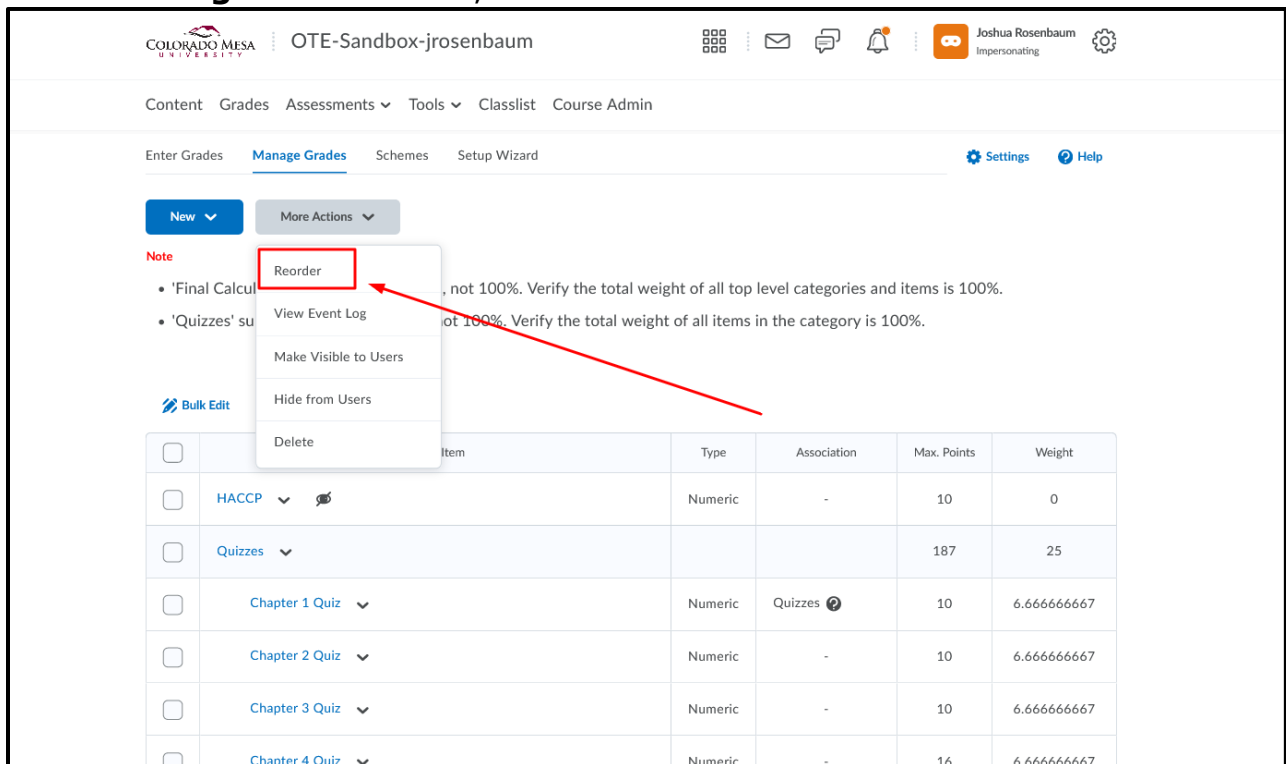
## Re-order Grade Categories and Items

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:

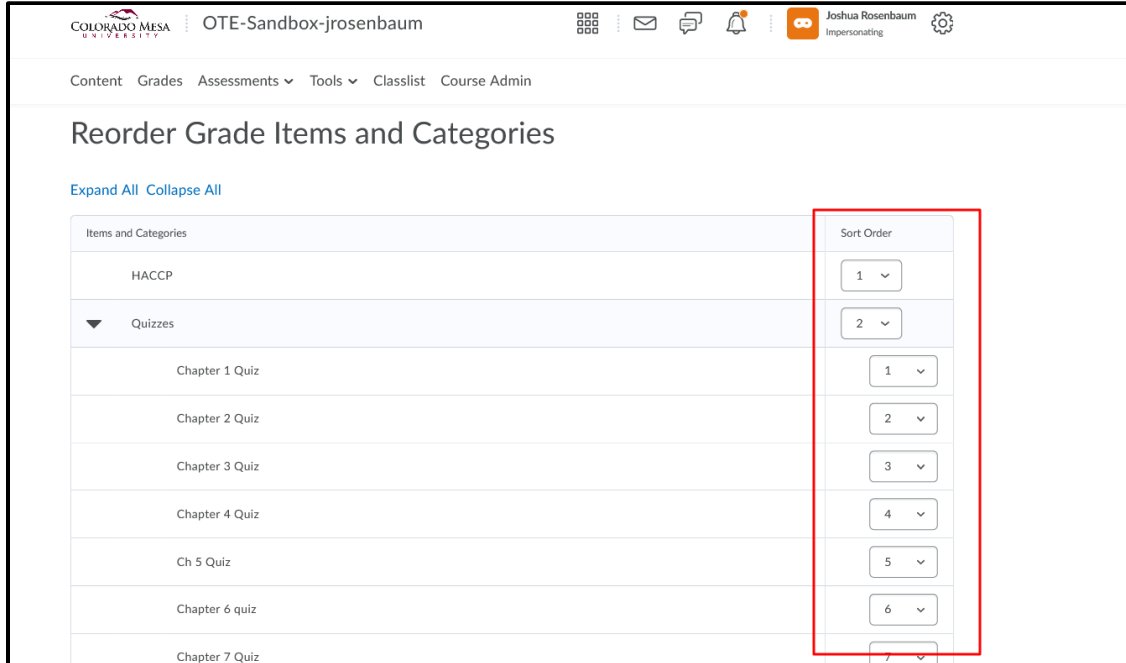
1. On the course home page, click **Grades**.



2. In the **Manage Grades** area, click Reorder from the **More Actions** button.



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



The screenshot shows the 'Reorder Grade Items and Categories' page. The table has two main columns: 'Items and Categories' and 'Sort Order'. The 'Sort Order' column contains numeric drop-down menus for each item. The items are organized into categories: HACCP, Quizzes, and Chapter 1 Quiz through Chapter 7 Quiz. The 'Sort Order' column is highlighted with a red box.

| Items and Categories | Sort Order |
|----------------------|------------|
| HACCP                | 1          |
| Quizzes              | 2          |
| Chapter 1 Quiz       | 1          |
| Chapter 2 Quiz       | 2          |
| Chapter 3 Quiz       | 3          |
| Chapter 4 Quiz       | 4          |
| Ch 5 Quiz            | 5          |
| Chapter 6 quiz       | 6          |
| Chapter 7 Quiz       | 7          |

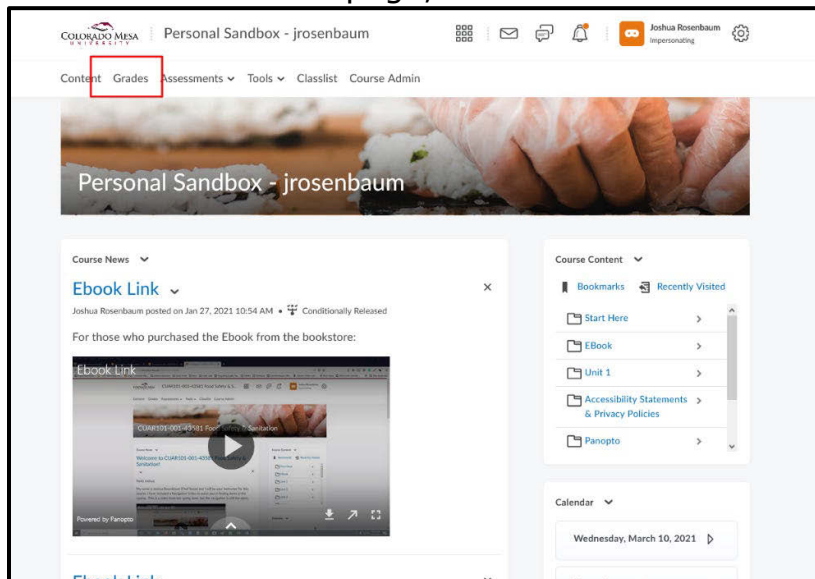
- Click **Save**.

**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.

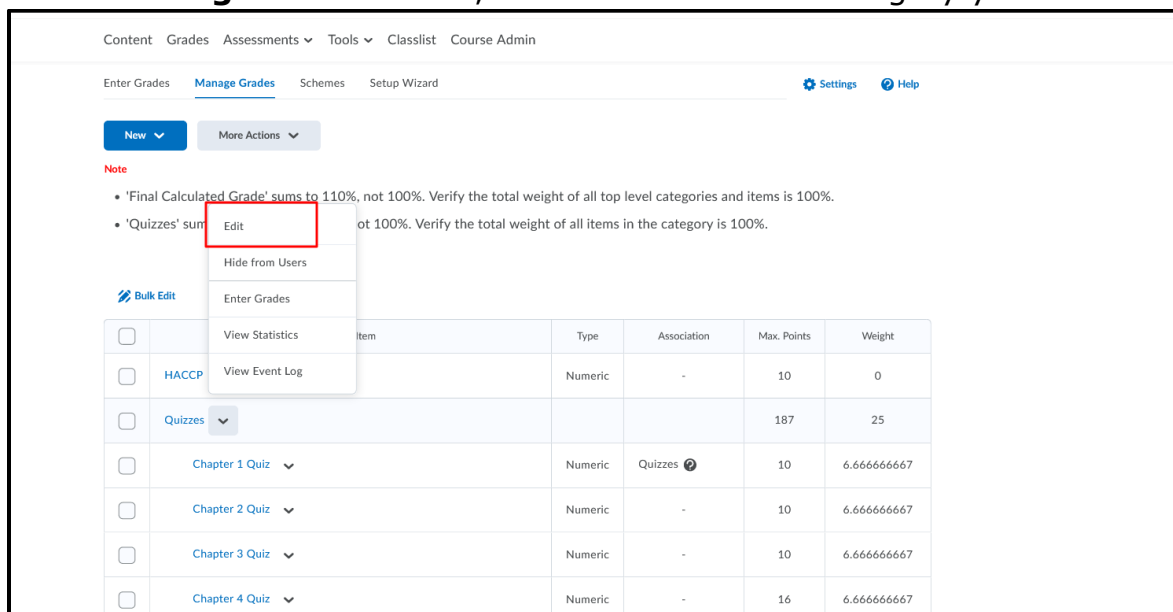
The Sort Order drop-down menu still appears for Gradebooks with fewer than 200 grade items.

## Hide Grade Categories and Grade Items

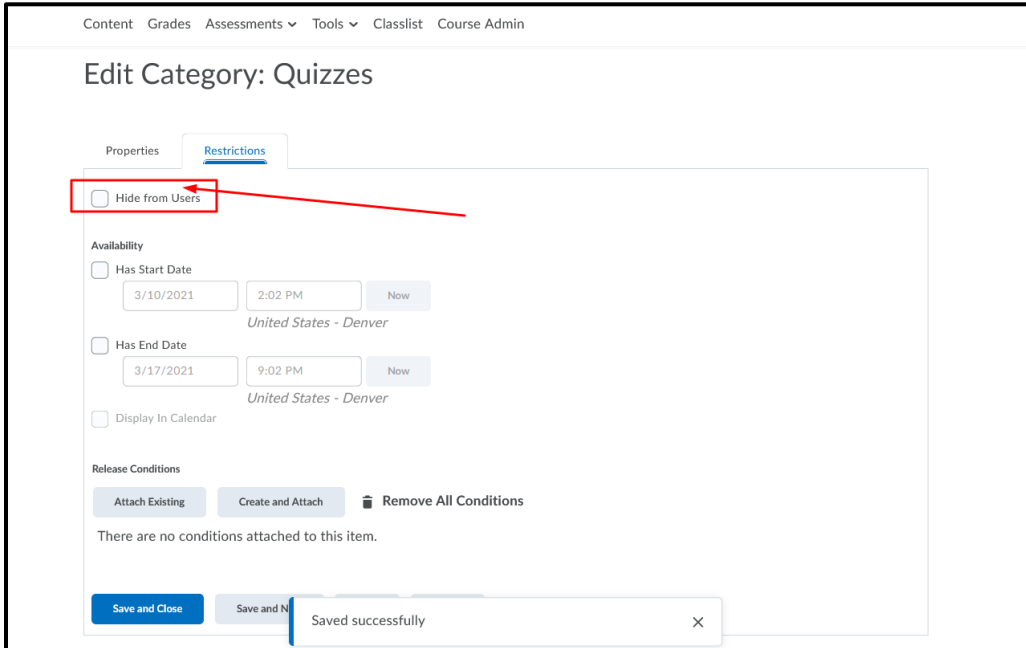
1. On the course home page, click **Grades**.



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.



Content Grades Assessments Tools Classlist Course Admin

### Edit Category: Quizzes

Properties **Restrictions**

☐ Hide from Users

**Availability**

☐ Has Start Date  
3/10/2021 2:02 PM Now  
United States - Denver

☐ Has End Date  
3/17/2021 9:02 PM Now  
United States - Denver

☐ Display In Calendar

**Release Conditions**

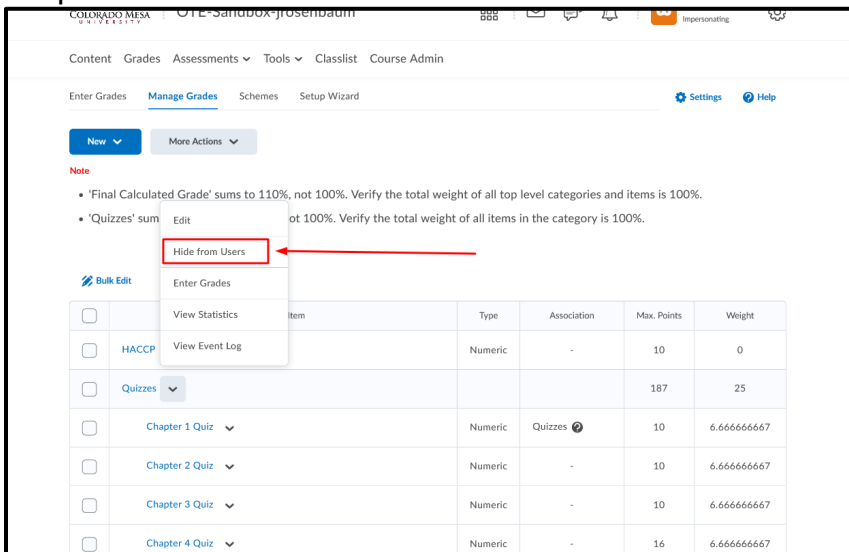
Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Save and Close Save and N Saved successfully

4. Click **Save and Close**.

5. Alternatively, you can also select **Hide from Users** from the **Category/Item** dropdown menu.



Content Grades Assessments Tools Classlist Course Admin

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

**Note**

- 'Final Calculated Grade' sums to 110%, not 100%. Verify the total weight of all top level categories and items is 100%.
- 'Quizzes' sum Edit not 100%. Verify the total weight of all items in the category is 100%.

Bulk Edit

Enter Grades

View Statistics

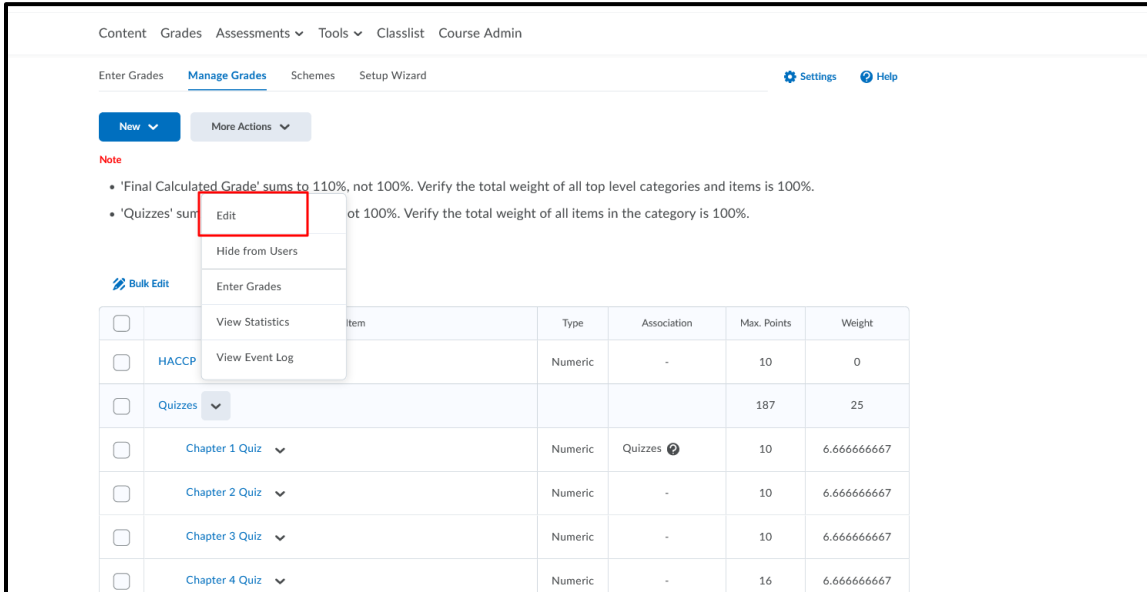
View Event Log

| Item                                    | Type    | Association | Max. Points | Weight     |
|---|---------|-------------|-------------|------------|
| <input type="checkbox"/> HACC           | Numeric | -           | 10          | 0          |
| <input type="checkbox"/> Quizzes        |         |             | 187         | 25         |
| <input type="checkbox"/> Chapter 1 Quiz | Numeric | Quizzes     | 10          | 6.66666667 |
| <input type="checkbox"/> Chapter 2 Quiz | Numeric | -           | 10          | 6.66666667 |
| <input type="checkbox"/> Chapter 3 Quiz | Numeric | -           | 10          | 6.66666667 |
| <input type="checkbox"/> Chapter 4 Quiz | Numeric | -           | 16          | 6.66666667 |



## 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.



Content Grades Assessments Tools Classlist Course Admin

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

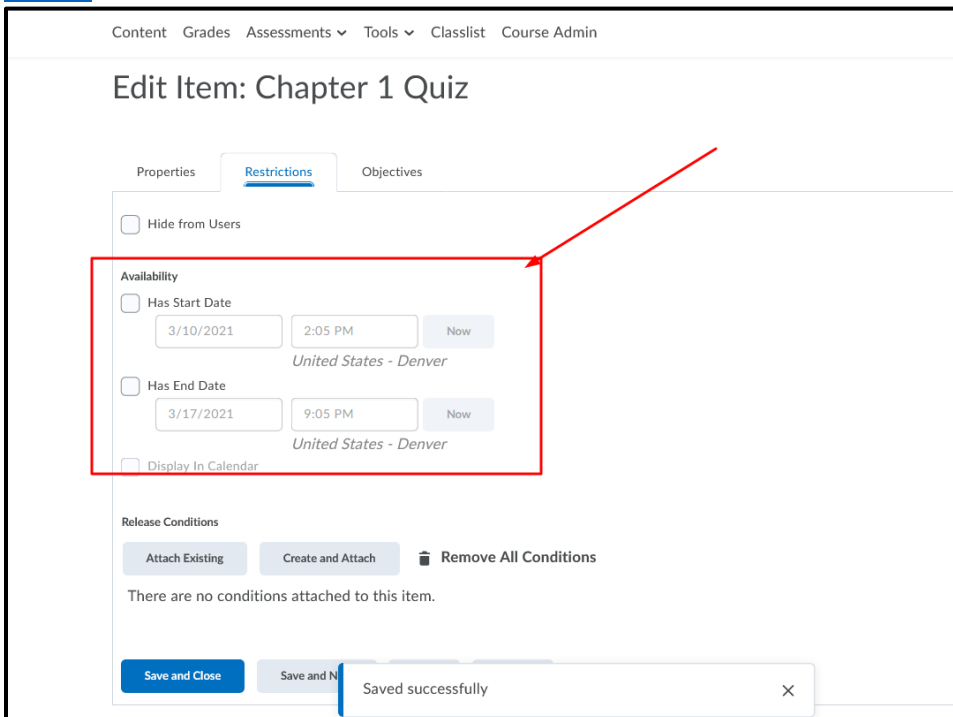
**Note**

- 'Final Calculated Grade' sums to 110%, not 100%. Verify the total weight of all top level categories and items is 100%.
- 'Quizzes' sum to 110%, not 100%. Verify the total weight of all items in the category is 100%.

Bulk Edit

|                          | Item           | Type    | Association | Max. Points | Weight     |
|--------------------------|----------------|---------|-------------|-------------|------------|
| <input type="checkbox"/> | HACCP          | Numeric | -           | 10          | 0          |
| <input type="checkbox"/> | Quizzes        |         |             | 187         | 25         |
| <input type="checkbox"/> | Chapter 1 Quiz | Numeric | Quizzes     | 10          | 6.66666667 |
| <input type="checkbox"/> | Chapter 2 Quiz | Numeric | -           | 10          | 6.66666667 |
| <input type="checkbox"/> | Chapter 3 Quiz | Numeric | -           | 10          | 6.66666667 |
| <input type="checkbox"/> | Chapter 4 Quiz | Numeric | -           | 16          | 6.66666667 |

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.



Content Grades Assessments Tools Classlist Course Admin

### Edit Item: Chapter 1 Quiz

Properties **Restrictions** Objectives

☐ Hide from Users

**Availability**

☐ Has Start Date

3/10/2021 2:05 PM Now

United States - Denver

☐ Has End Date

3/17/2021 9:05 PM Now

United States - Denver

☐ Display in Calendar

**Release Conditions**

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

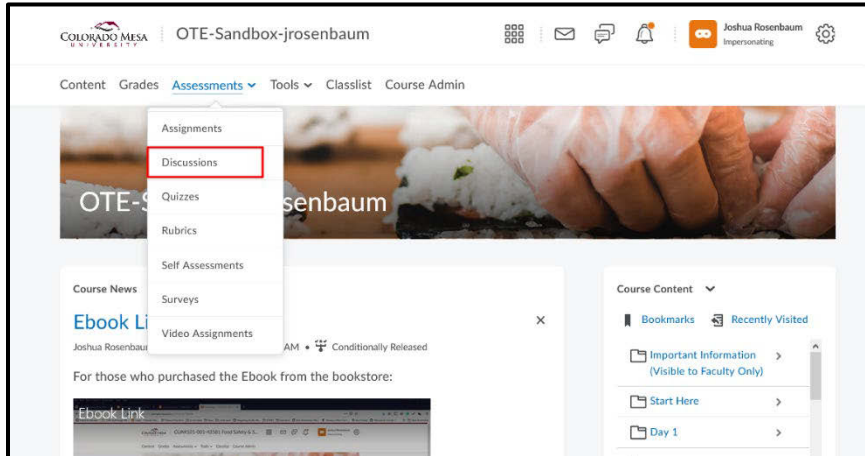
Save and Close Save and N

Saved successfully

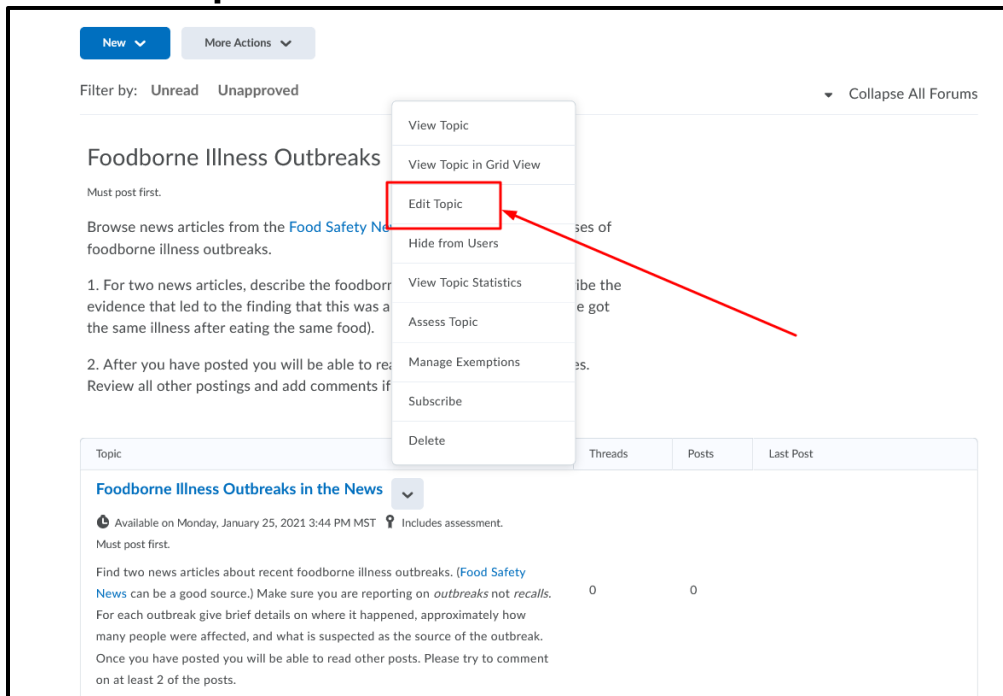
4. Click **Save and Close**.

## Attach a Discussion Topic to a Grade Item

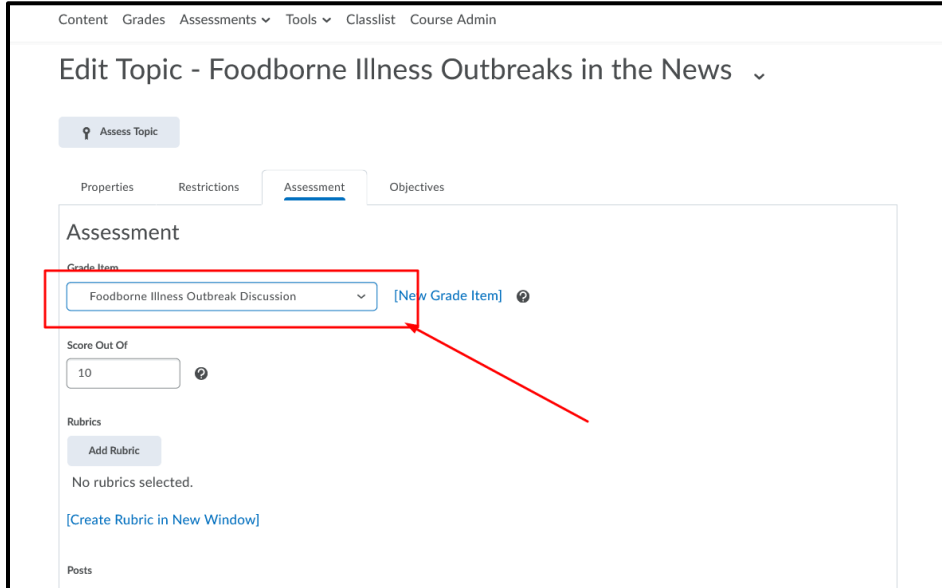
1. On the course home page, click **Assessments** > **Discussions**.



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



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.



Content Grades Assessments Tools Classlist Course Admin

Edit Topic - Foodborne Illness Outbreaks in the News

Assess Topic

Properties Restrictions **Assessment** Objectives

Assessment

Grade Item

Foodborne Illness Outbreak Discussion [New Grade Item]

Score Out Of

10

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

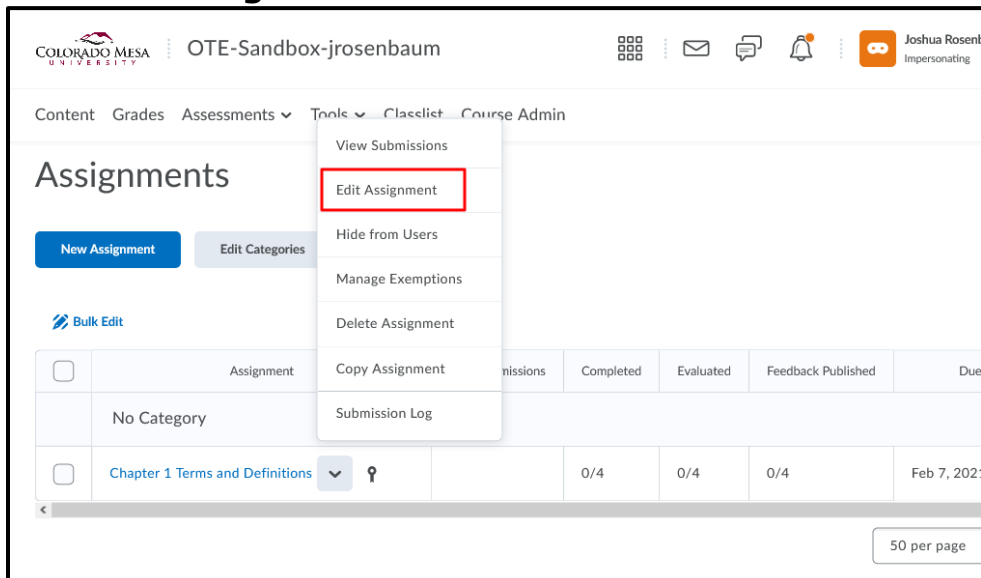
Posts

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**.



COLORADO MESA UNIVERSITY OTE-Sandbox-jrosenbaum

Content Grades Assessments Tools Classlist Course Admin

Assignments

New Assignment Edit Categories

Bulk Edit

View Submissions

**Edit Assignment**

Hide from Users

Manage Exemptions

Delete Assignment

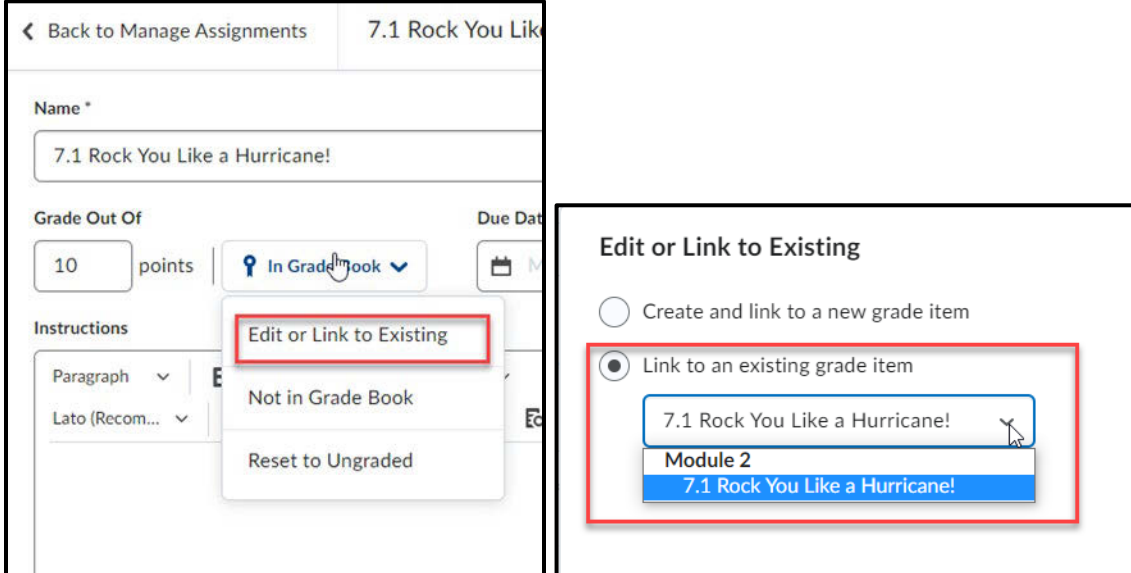
Copy Assignment

Submission Log

| Assignment                      | Submissions | Completed | Evaluated | Feedback Published | Due         |
|---------------------------------|-------------|-----------|-----------|--------------------|-------------|
| No Category                     |             |           |           |                    |             |
| Chapter 1 Terms and Definitions | 0/4         | 0/4       | 0/4       |                    | Feb 7, 2021 |

50 per page

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.

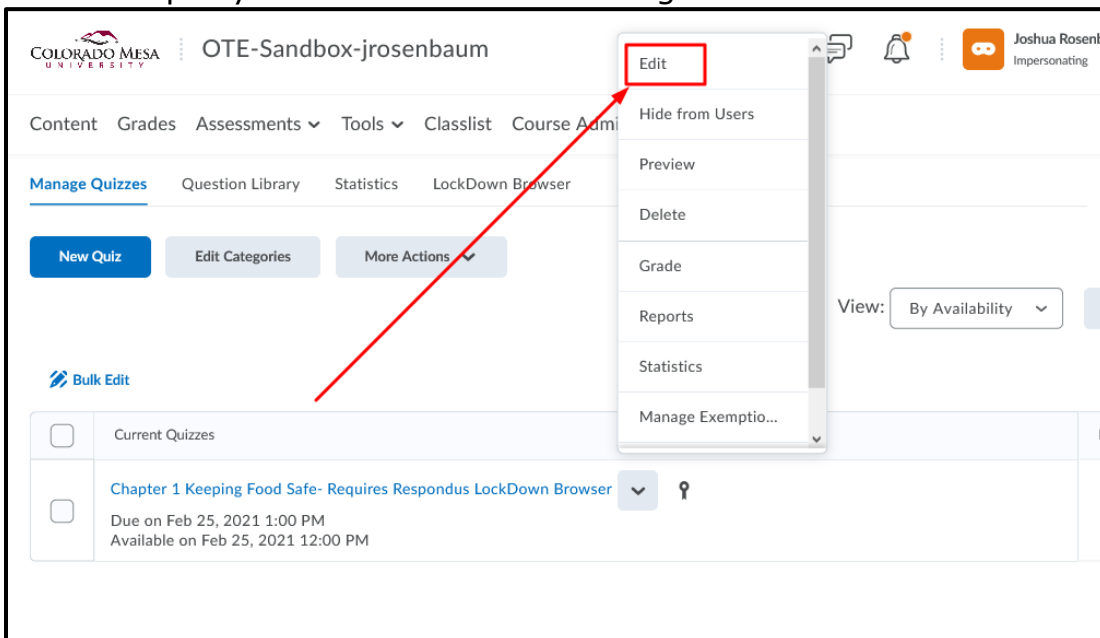


4. Click **Save and Close**.

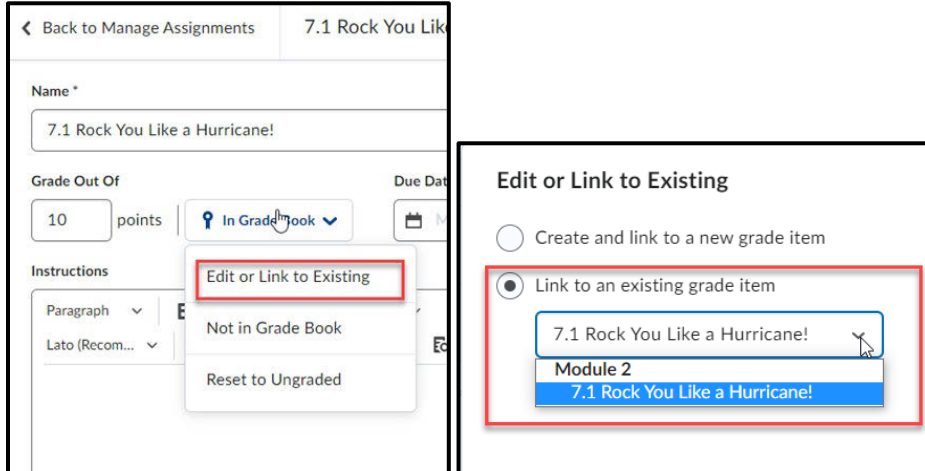
Starting with Brightspace Learning Environment 20.19.09, any grades you enter in Grade Book for assignment grade items are also synchronized back to Assignments. This change ensures data consistency between Assignments and Grade Book.

## 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.

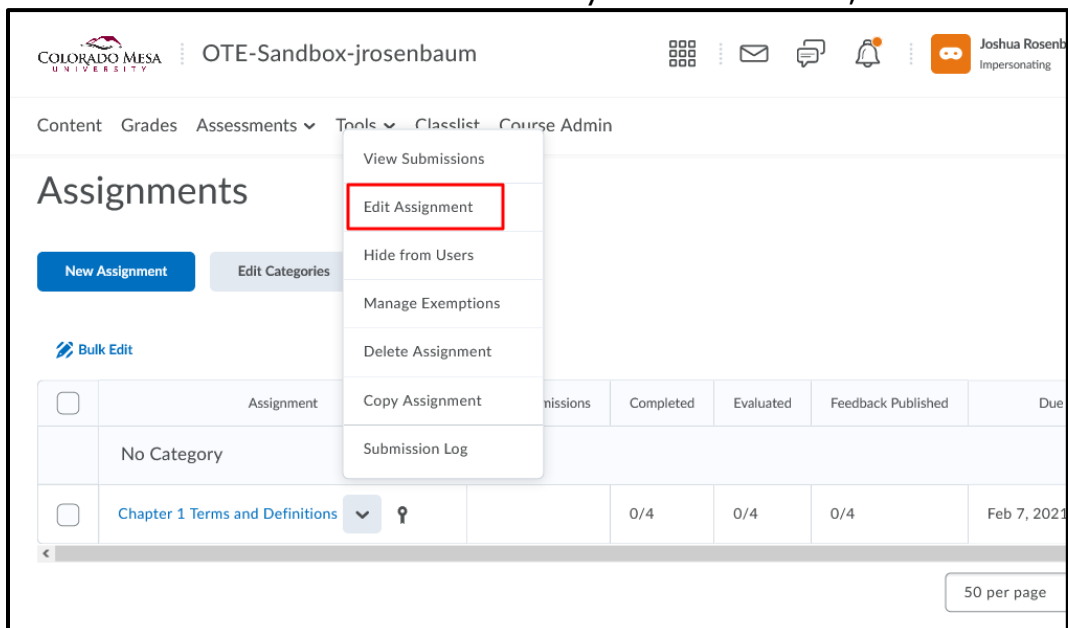


4. Click **Save and Close**.

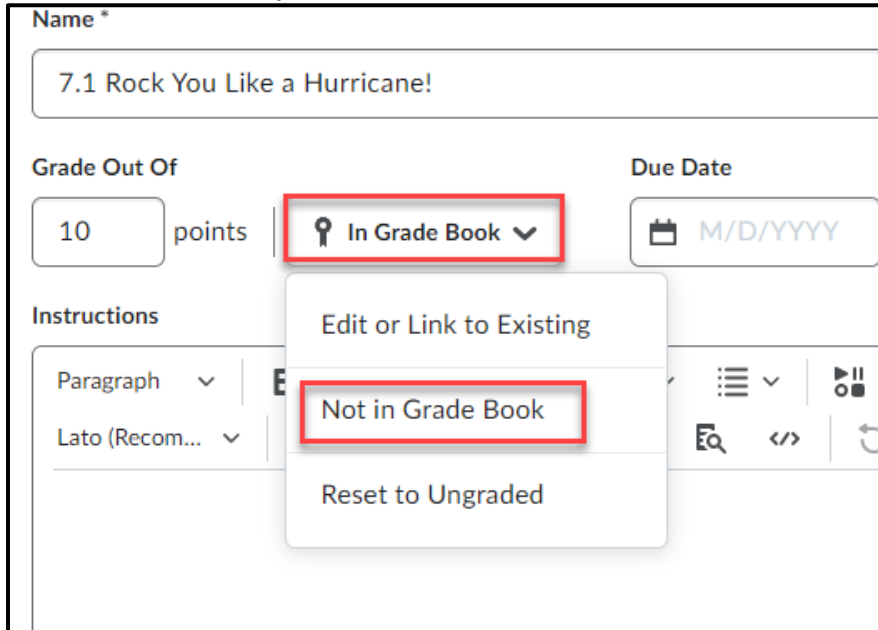
## Delete a Grade Item Associated with a Tool

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**.

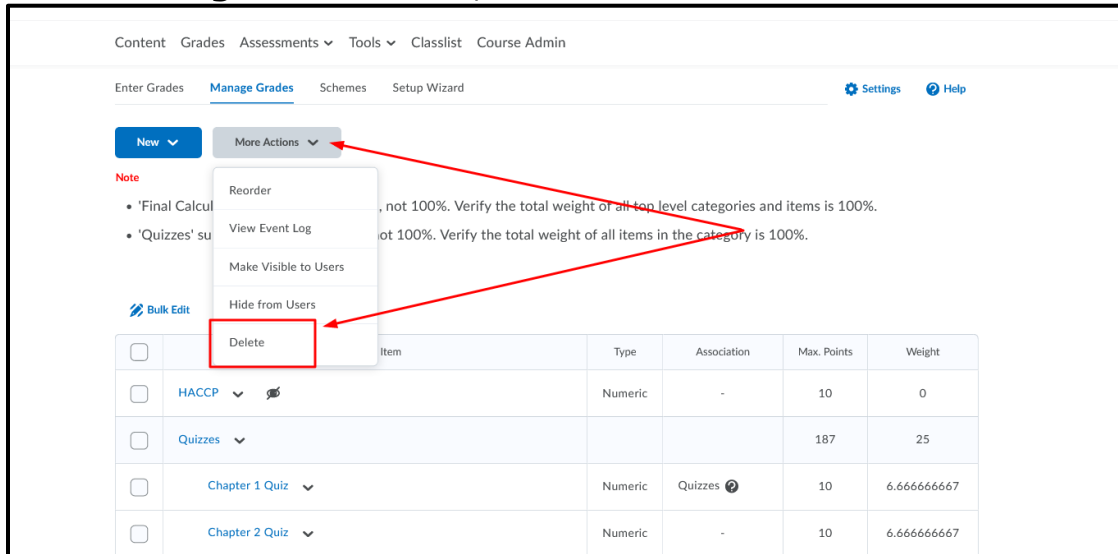


- Depending on the tool, browse in the **Properties** or **Assessment** tab for the **Grade Item** drop-down list, and then select **Choose a grade item** from the **Grade Item** drop-down menu.



The screenshot shows a form for creating a grade item. The 'Name' field contains '7.1 Rock You Like a Hurricane!'. The 'Grade Out Of' is set to '10 points'. The 'Due Date' is set to 'M/D/YYYY'. The 'Instructions' section shows a 'Paragraph' format. A dropdown menu is open for the 'In Grade Book' field, showing options: 'Edit or Link to Existing', 'Not in Grade Book' (highlighted with a red box), and 'Reset to Ungraded'.

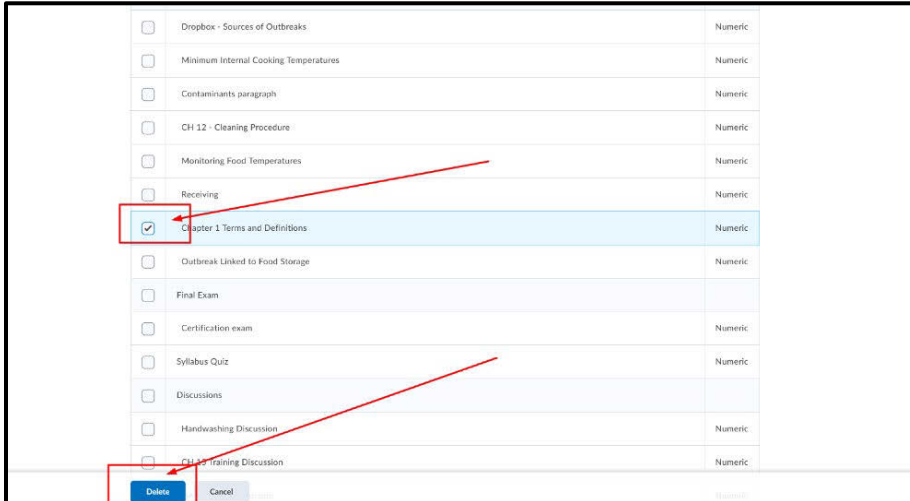
- Click **Save and Close**.
- From the course navbar, click **Grades**.
- In the **Manage Grades** area, click **Delete** from the **More Actions** button.



The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Content', 'Grades', 'Assessments', 'Tools', 'Classlist', and 'Course Admin'. Below these, there are links for 'Enter Grades', 'Manage Grades' (active), 'Schemes', and 'Setup Wizard'. A 'Now' button and a 'More Actions' dropdown menu are visible. The 'More Actions' menu is open, showing options: 'Reorder', 'View Event Log', 'Make Visible to Users', 'Hide from Users', and 'Delete' (highlighted with a red box). A red arrow points from the 'Delete' option to the 'More Actions' button. Below the menu, there is a table with columns: 'Item', 'Type', 'Association', 'Max. Points', and 'Weight'.

| Item           | Type    | Association | Max. Points | Weight     |
|----------------|---------|-------------|-------------|------------|
| HACCP          | Numeric | -           | 10          | 0          |
| Quizzes        |         |             | 187         | 25         |
| Chapter 1 Quiz | Numeric | Quizzes     | 10          | 6.66666667 |
| Chapter 2 Quiz | Numeric | -           | 10          | 6.66666667 |

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

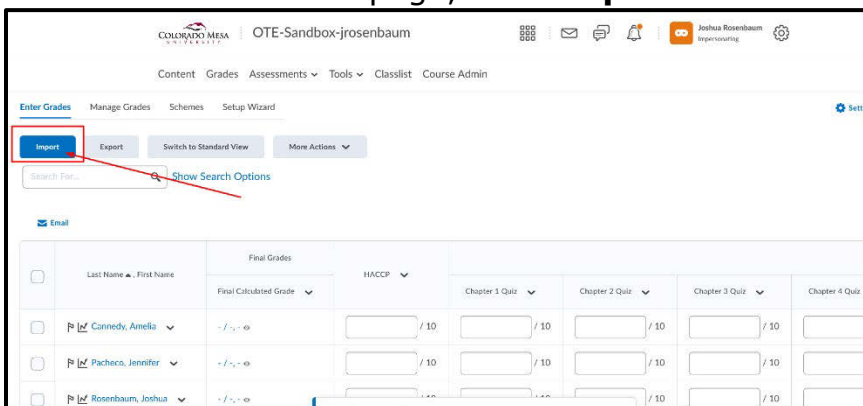


|                                     |                                       |         |
|-------------------------------------|---------------------------------------|---------|
| <input type="checkbox"/>            | Dropbox - Sources of Outbreaks        | Numeric |
| <input type="checkbox"/>            | Minimum Internal Cooking Temperatures | Numeric |
| <input type="checkbox"/>            | Contaminants paragraph                | Numeric |
| <input type="checkbox"/>            | CH 12 - Cleaning Procedure            | Numeric |
| <input type="checkbox"/>            | Monitoring Food Temperatures          | Numeric |
| <input type="checkbox"/>            | Receiving                             | Numeric |
| <input checked="" type="checkbox"/> | Chapter 1 Terms and Definitions       | Numeric |
| <input type="checkbox"/>            | Outbreak Linked to Food Storage       | Numeric |
| <input type="checkbox"/>            | Final Exam                            |         |
| <input type="checkbox"/>            | Certification exam                    | Numeric |
| <input type="checkbox"/>            | Syllabus Quiz                         | Numeric |
| <input type="checkbox"/>            | Discussions                           |         |
| <input type="checkbox"/>            | Handwashing Discussion                | Numeric |
| <input type="checkbox"/>            | CH 13 Training Discussion             | Numeric |

## 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**.

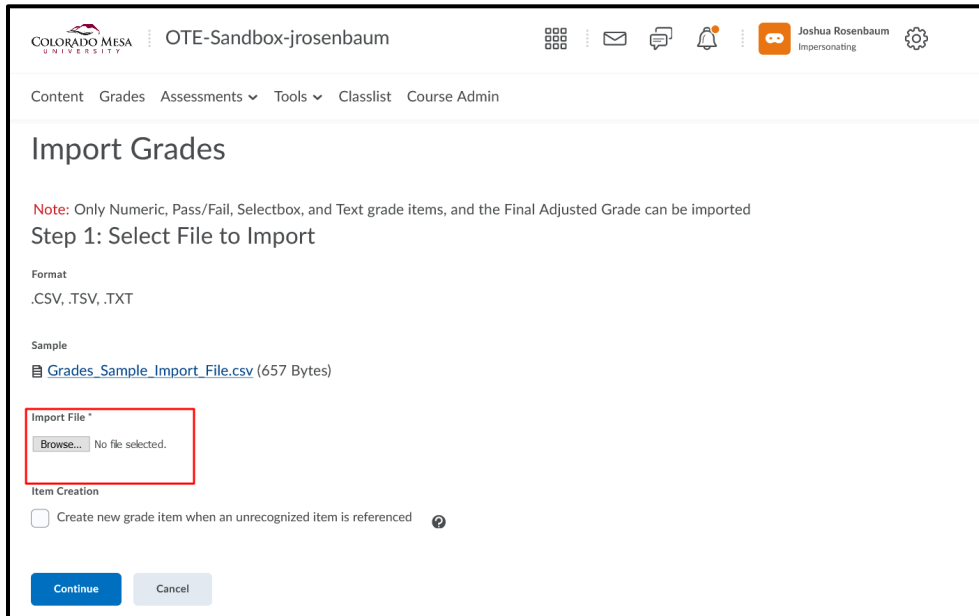


Enter Grades | Manage Grades | Schemes | Setup Wizard

Search For... [Show Search Options](#)

|                          | Last Name ▾, First Name | Final Grades             | HACCP ▾                   | Chapter 1 Quiz ▾          | Chapter 2 Quiz ▾          | Chapter 3 Quiz ▾          | Chapter 4 Quiz ▾          |
|--------------------------|-------------------------|--------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
|                          |                         | Final Calculated Grade ▾ |                           |                           |                           |                           |                           |
| <input type="checkbox"/> | Connolly, Amelia ▾      | - / - / -                | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 |
| <input type="checkbox"/> | Pacheco, Jennifer ▾     | - / - / -                | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 |
| <input type="checkbox"/> | Rosenbaum, Joshua ▾     | - / - / -                | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 | <input type="text"/> / 10 |

3. Click **Browse**.



Content Grades Assessments Tools Classlist Course Admin

## Import Grades

**Note:** Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

### Step 1: Select File to Import

Format  
.CSV, .TSV, .TXT

Sample  
[Grades\\_Sample\\_Import\\_File.csv](#) (657 Bytes)

Import File \*

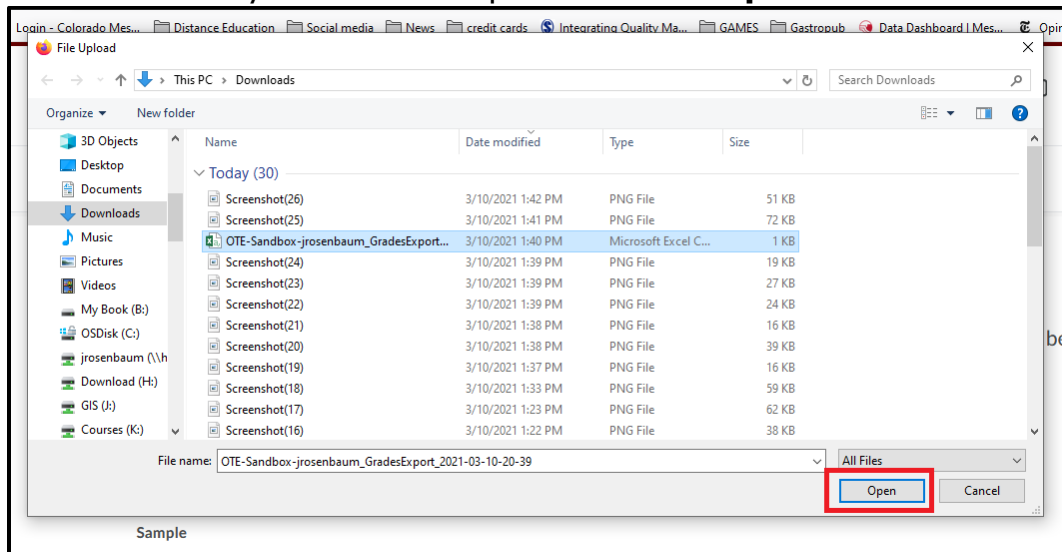
**Browse...** No file selected.

Item Creation

☐ Create new grade item when an unrecognized item is referenced

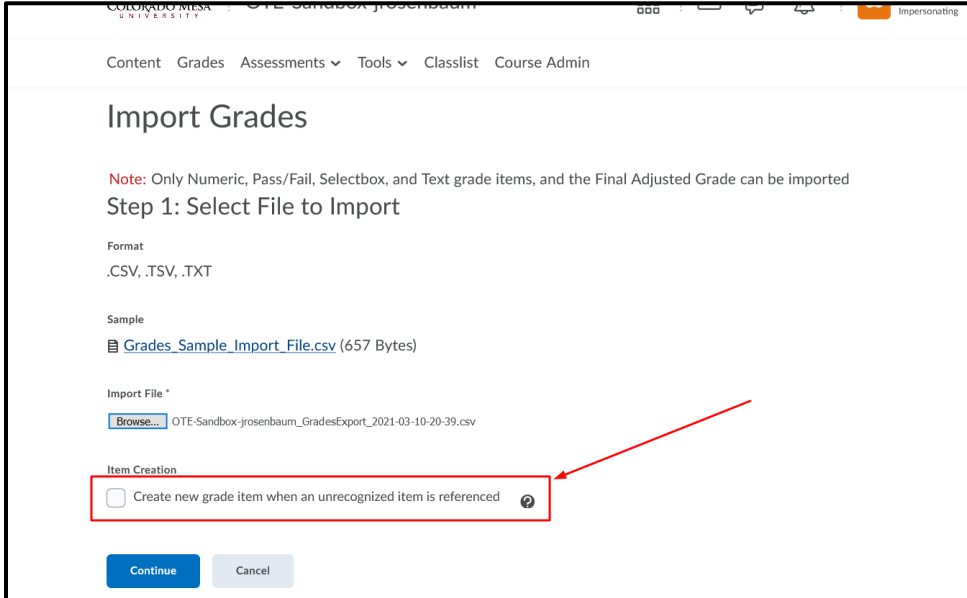
**Continue** **Cancel**

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.



Content Grades Assessments Tools Classlist Course Admin

## Import Grades

**Note:** Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

### Step 1: Select File to Import

Format  
.CSV, .TSV, .TXT

Sample  
[Grades\\_Sample\\_Import\\_File.csv](#) (657 Bytes)

Import File \*  
[Browse...](#) OTE-Sandbox-jrosenbaum\_GradesExport\_2021-03-10-20-39.csv

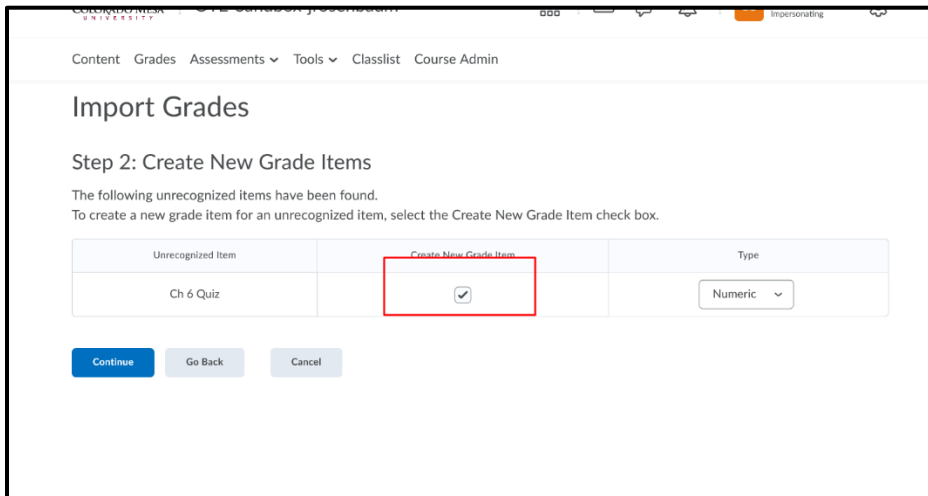
Item Creation  
☐ Create new grade item when an unrecognized item is referenced

[Continue](#) [Cancel](#)

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.



Content Grades Assessments Tools Classlist Course Admin

## Import Grades

### 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.

| Unrecognized Item | Create New Grade Item               | Type    |
|-------------------|-------------------------------------|---------|
| Ch 6 Quiz         | <input checked="" type="checkbox"/> | Numeric |

[Continue](#) [Go Back](#) [Cancel](#)

- b. Select a grade item **Type**.

### Import Grades

#### 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.

| Unrecognized Item | Create New Grade Item               | Type                 |
|-------------------|-------------------------------------|----------------------|
| Ch 6 Quiz         | <input checked="" type="checkbox"/> | <div>Numeric ▾</div> |

ContinueGo BackCancel

- 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  
☐

ContinueGo BackCancel

- 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**.

Content
Grades
Assessments
Tools
Classlist
Course Admin

### Import Grades

Step 5 : Preview Import

| Last Name ▲, First Name | HACCP             | Quizzes           |                   |                   |                   |                   | Ch 6 Quiz 🚩 |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|
|                         |                   | Chapter 1 Quiz    | Chapter 2 Quiz    | Chapter 3 Quiz    | Chapter 4 Quiz    | Ch 5 Quiz         |             |
| Cannedy, Amelia         | - / 10 -> 9 / 10  | - / 10 -> 9 / 10  | - / 10 -> 9 / 10  | - / 10 -> 9 / 10  | - / 16 -> 9 / 16  | - / 14 -> 9 / 14  | 2 / 10      |
| Pacheco, Jennifer       | - / 10 -> 8 / 10  | - / 10 -> 8 / 10  | - / 10 -> 8 / 10  | - / 10 -> 8 / 10  | - / 16 -> 8 / 16  | - / 14 -> 8 / 14  | 2 / 10      |
| Rosenbaum, Joshua       | - / 10 -> 10 / 10 | - / 10 -> 10 / 10 | - / 10 -> 10 / 10 | - / 10 -> 10 / 10 | - / 16 -> 10 / 16 | - / 14 -> 10 / 14 | 2 / 10      |

20 per page

Import
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:

| Field               | Description  | Example        |
|---------------------|--|----------------|
| Username            | A unique name for identifying a user in Brightspace Learning Environment.<br>You must provide a username or org defined ID (or both).  | Frank, Catcher |
| Org Defined ID      | A unique number for identifying a user in Brightspace Learning Environment.<br>You must provide a username or org defined ID (or both).  | 20067930       |
| <Item> Points Grade | Numeric and Pass/Fail grade items should be labeled the grade item name followed by <b>Points Grade</b> .<br>Users' grades should be the Points Grade the learner received.<br>For example, 44 points out of a possible 50 points. | 44             |
| <Item> Grade Symbol | Select box grade items should be labeled the grade item name followed by <b>Grade Symbol</b> .<br>Users' grades should be a pre-existing grade scheme symbol.<br>For example, <b>Very Good</b> , <b>Merit</b> , or <b>3.5</b> .    | Very Good      |

| Field                            | Description  | Example             |
|----------------------------------|--|---------------------|
| <Item> Text Grade                | Text grade items should be labeled the grade item name followed by <b>Text Grade</b> .<br>Users' grades can be any text value. Text grade items do not count towards users' final grades.                                    | Perfect Attendance! |
| 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.<br>For example, 84 points out of 100 points or 230 points out of 285 points. | 84                  |
| Adjusted Final Grade Denominator | The total possible points available in a course. Enter 100 if you want to record users' percentage grades.<br>For example, _ / 100 points available or _ / 285 points available.   | 100                 |
| End-of-Line Indicator            | The last column must be labeled <b>End-of-Line Indicator</b> so the system knows when the next set of data begins.<br>The end of each users' line should be indicated with the pound key <b>#</b> .                          | #                   |

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.

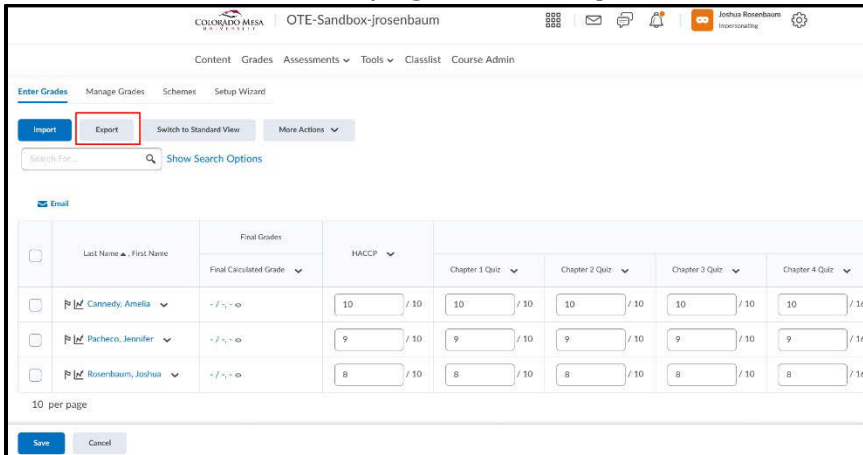
Do not import other options, such as a user's first name, email, or weighted grade.

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**.



The screenshot shows the 'Enter Grades' page for the course 'OTE-Sandbox-jrosenbaum'. The 'Export' button is highlighted with a red box. Below the buttons is a search bar and a table of student grades.

| Final Grades           | HACCP   | Chapter 1 Quiz | Chapter 2 Quiz | Chapter 3 Quiz | Chapter 4 Quiz |
|------------------------|---------|----------------|----------------|----------------|----------------|
| Final Calculated Grade |         |                |                |                |                |
| 10 / 10                | 10 / 10 | 10 / 10        | 10 / 10        | 10 / 10        | 10 / 16        |
| 9 / 10                 | 9 / 10  | 9 / 10         | 9 / 10         | 9 / 10         | 9 / 16         |
| 8 / 10                 | 8 / 10  | 8 / 10         | 8 / 10         | 8 / 10         | 8 / 16         |

3. In the **Export Options** area, do the following:
  - a. Select the **Key Field** you want to use to identify users.



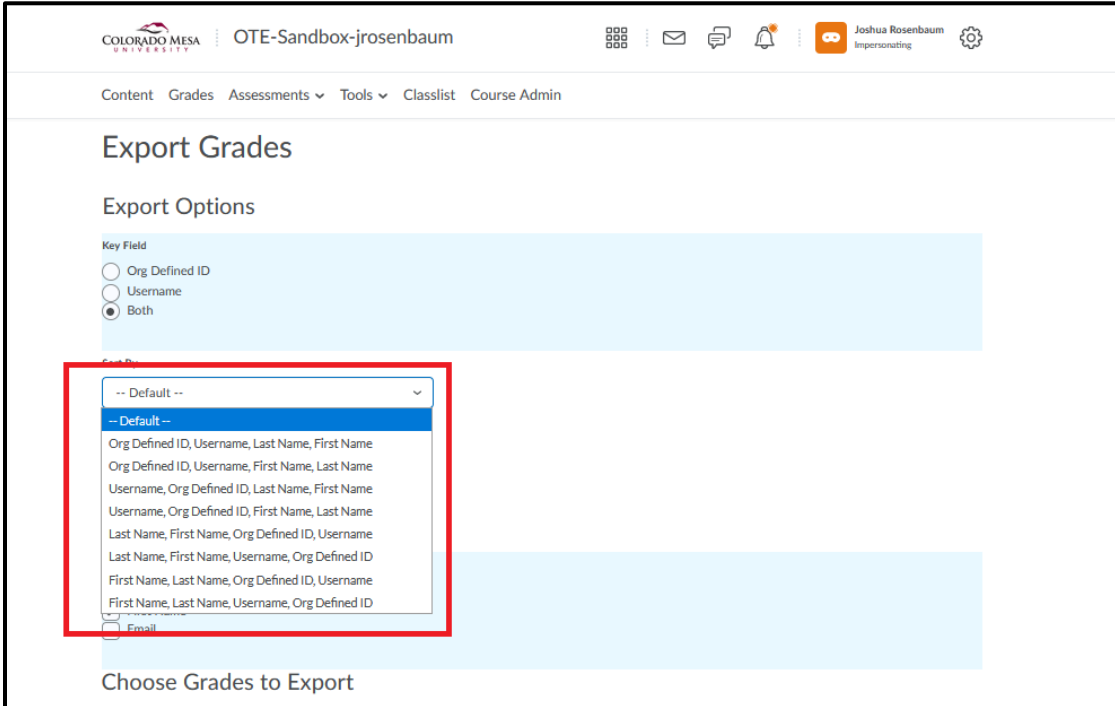
The screenshot shows the 'Export Grades' page with the 'Export Options' section. The 'Key Field' section has three radio buttons: 'Org Defined ID', 'Username', and 'Both'. The 'Both' option is selected and highlighted with a red box.

Sort by: -- Default --

Grade Values

- ☒ Points grade
- ☐ Weighted grade
- ☐ Grade Scheme

- b. From the **Sort By** drop-down list, select the sorting order of the fields that appear in the exported file.



Colorado Mesa University OTE-Sandbox-jrosenbaum

Content Grades Assessments Tools Classlist Course Admin

## Export Grades

### Export Options

**Key Field**

☐ Org Defined ID  
☐ Username  
☒ Both

**Sort By**

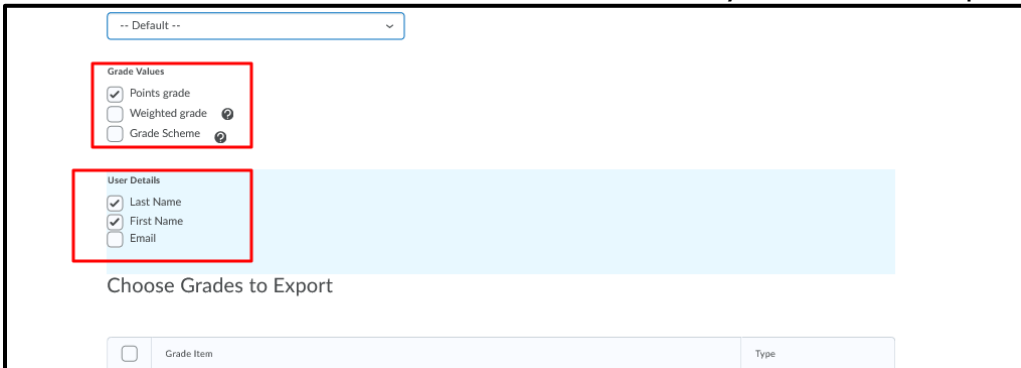
-- Default --

- Default --
- Org Defined ID, Username, Last Name, First Name
- Org Defined ID, Username, First Name, Last Name
- Username, Org Defined ID, Last Name, First Name
- Username, Org Defined ID, First Name, Last Name
- Last Name, First Name, Org Defined ID, Username
- Last Name, First Name, Username, Org Defined ID
- First Name, Last Name, Org Defined ID, Username
- First Name, Last Name, Username, Org Defined ID

☐ Email

Choose Grades to Export

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



-- Default --

**Grade Values**

☒ Points grade  
☐ Weighted grade  
☐ Grade Scheme

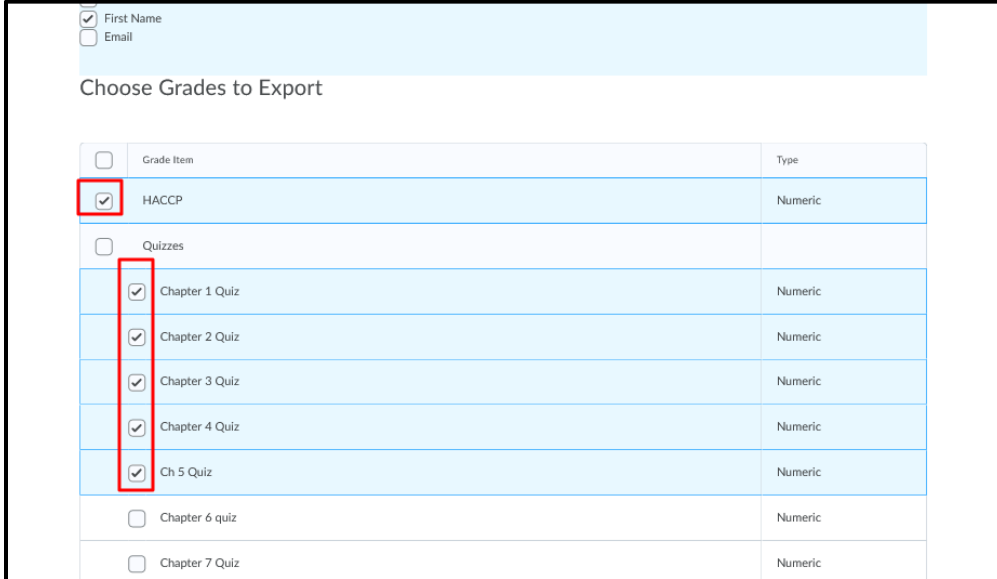
**User Details**

☒ Last Name  
☒ First Name  
☐ Email

Choose Grades to Export

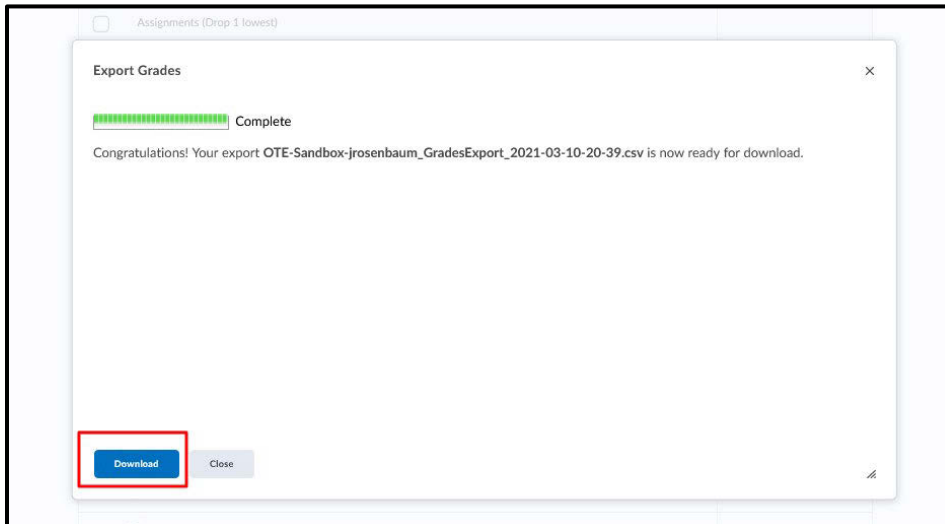
☐ Grade Item Type

- d. In the **Choose Grades to Export** area, select the grade items you want to export.



| <input type="checkbox"/>            | Grade Item     | Type    |
|-------------------------------------|----------------|---------|
| <input checked="" type="checkbox"/> | HACCP          | Numeric |
| <input type="checkbox"/>            | Quizzes        |         |
| <input checked="" type="checkbox"/> | Chapter 1 Quiz | Numeric |
| <input checked="" type="checkbox"/> | Chapter 2 Quiz | Numeric |
| <input checked="" type="checkbox"/> | Chapter 3 Quiz | Numeric |
| <input checked="" type="checkbox"/> | Chapter 4 Quiz | Numeric |
| <input checked="" type="checkbox"/> | Ch 5 Quiz      | Numeric |
| <input type="checkbox"/>            | Chapter 6 quiz | Numeric |
| <input type="checkbox"/>            | Chapter 7 Quiz | Numeric |

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



Export Grades

Complete

Congratulations! Your export OTE-Sandbox-jrosenbaum\_GradesExport\_2021-03-10-20-39.csv is now ready for download.

[Download](#) [Close](#)

**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.