

Grades Set up Wizard

1. Log onto Brightspace using CUNY credentials and select the course in which you would like to work in.
2. Once in the course, on the navigation bar click on the **Grades** tab.
3. Next click on **Setup Wizard**

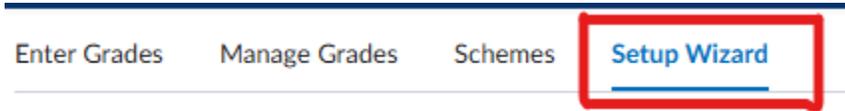


Figure 1 Brightspace interface with menu options highlighted around 'Setup Wizard'.

4. At the bottom of the page click the **Start** button.
5. Select your **grading system** (Weighted, Points, or Formula), then click **Continue**.

Step 1 of 7 Step 1: Choose Grading System

Grading System

Weighted 

Example:

Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

Example:

Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
Final Exam Item (200 points)

Final Grade: /240 points

Formula 

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

Continue

Cancel

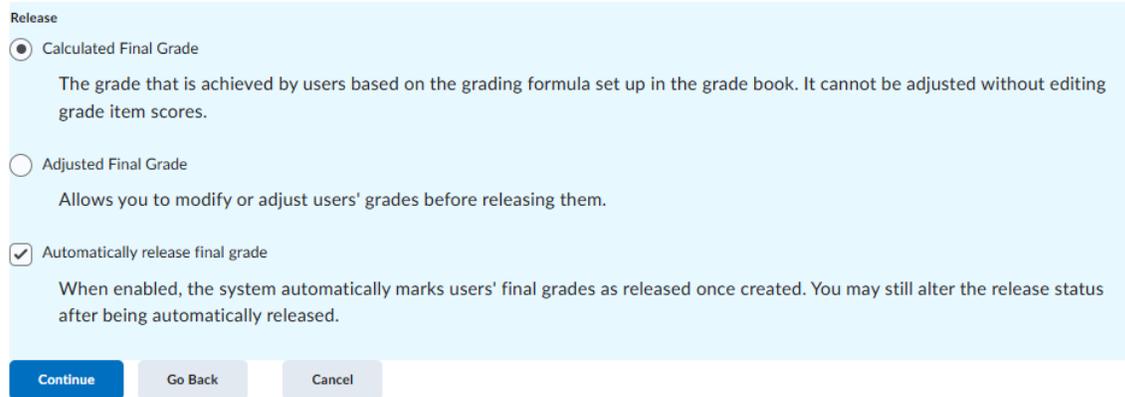
Figure 2 Brightspace grading system with options: Weighted, Points, and Formula, with examples and continue or cancel buttons.

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- Step 2: Final Grade Release page, choose how you want to release final grades.

Step 2 of 7

Step 2: Final Grade Released



Release

Calculated Final Grade
The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade
Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade
When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

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

Figure 3 Brightspace grading system interface with options for releasing final grades.

You can select the following:

- Select **Calculated Final grade** if you will always rely on the grading formula you have identified, and there is no requirement to adjust those grades without editing the grade item score.
- Select **Adjusted final grade** if you want the ability to adjust users' grades before releasing them.
- Additionally, you can select the optional **Automatically release final grade** check box. If you prefer to manually release final grades, leave the check box unchecked.

Note: If you selected **Automatically release final grade**, D2L recommends that you select **Drop ungraded items** (in Step 3, below) so that the released grades better reflect the users' current grades throughout the term.

- Click **Continue**.
- Step 3 is the **Grade Calculations** page, select how you want **Ungraded Items** to be treated.

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Step 3: Grade Calculations

Ungraded Items

- Drop ungraded items 
- Treat ungraded items as 0 

Automatic Zero for Missing Submissions

- Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue
Changes to this setting only take effect on assessments with future due dates

Auto Update

- Automatically keep final grade updated 

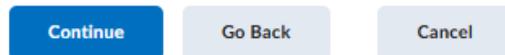


Figure 4 Brightspace digital interface for grade calculations with options for ungraded items, auto zero for missing submissions, and auto final grade update.

You can choose to:

- **Drop ungraded items:** Items that are not graded will not count towards the final grade.
- **Treat ungraded items as 0:** Items that do not have a grade input are counted as 0 in the final grade.
- Select the **Automatically keep final grade updated** checkbox if you want to always keep learners' final grades updated. This option automatically adjusts final grades after you change a grade item or calculation option.

9. Click **Continue**.

10. On the **Choose Default Grade Scheme** page, select your default grading scheme.

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Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage 	<input type="radio"/>	
Baruch Complete/Incomplete	<input type="radio"/>	EQ
Baruch Graduate Letter	<input type="radio"/>	EQ
Baruch Pass/Fail	<input type="radio"/>	EQ
Baruch Undergrad Letter	<input type="radio"/>	EQ
BMCC Letter	<input type="radio"/>	EQ
Bronx Community College Letter	<input type="radio"/>	EQ
Brooklyn Graduate Grading scheme	<input type="radio"/>	EQ
Brooklyn Undergraduate Grading Scheme	<input type="radio"/>	EQ
City College - Graduate	<input type="radio"/>	EQ
City College - Undergraduate	<input type="radio"/>	EQ
City Tech - Letter	<input type="radio"/>	EQ
City Tech Dental Hygiene Clinical Grade Scheme	<input type="radio"/>	EQ
City Tech Nursing Scheme	<input type="radio"/>	EQ
CSI Letter	<input type="radio"/>	EQ
CSI Nursing Letter	<input type="radio"/>	EQ
Demo Letter	<input type="radio"/>	EQ

Figure 5 Displays options to choose a default grade scheme with various scheme names listed.

11. Click **Continue**

12. On the **Managing View Display Options** page, in the **Number of decimal places to display** field, enter the number of decimal places to display to users who enter grades using the grade book.

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Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

Figure 6 Managing View Display Options with decimal setting and control buttons

13. Click **Continue**

14. Step 6 **Student View Display Options** page, select your **Grade Details**, the number of **Decimals Displayed**, the number of **Characters Displayed**, and the **Final Grade Calculation** display.

Step 6 of 7

Step 6: Student View Display Options

Grade Details

- Points grade ?
- Weighted grade ?
- Grade scheme symbol ?
- Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

- Display final grade calculation to users ?

Figure 7 Step 6: Student View Display Options with grade detail settings and display settings.



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15. Click **Continue**

16. Step 7 is the **Grades Setup Summary** page, review the selections here.

17. Do one of the following:

- To make changes to your grade book setup, click **Go Back**.

- Click **Finish**.