

Determine Grading Categories and Weights

Determine the grading categories you will use for your class and the weighting you will assign. The total must be equal to 100%. For example:

Assignments 30%

Tests 40%

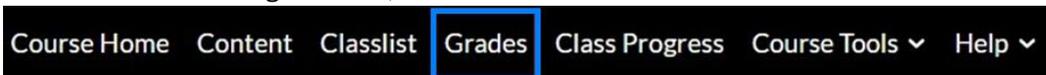
Quizzes 20%

Final Exam 10%

You may also include individual non-categorized items; for example, if you have a Final Exam worth 10% of the total grade, that can be set as 10% on its own without being considered part of any category.

Set Gradebook To Use Weighted Grades

1. **Login** to Brightspace and **open** the class where you want to set up weighted grades.
2. From the course navigation bar, **click Grades**.



3. **Click Settings** near the top-right.

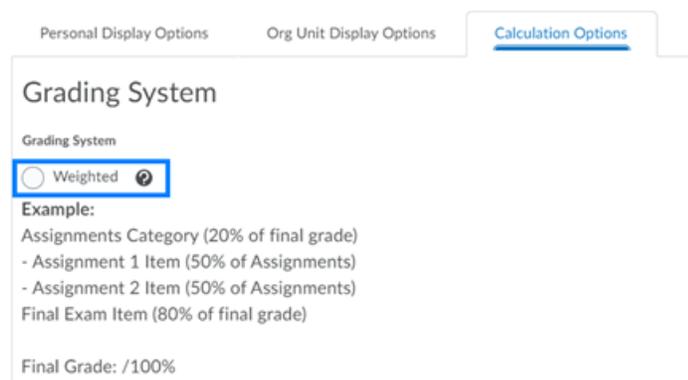


4. The *Personal Display Options* screen will open. **Click the Calculation Options** tab.

Personal Display Options



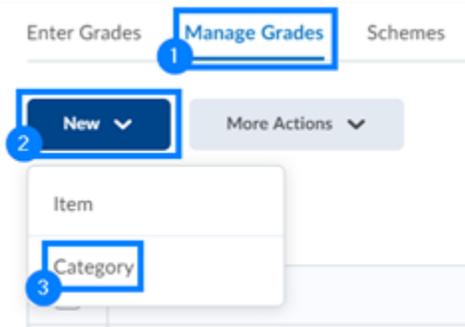
5. **Click the Weighted** option and **click Save**.



6. **Click Yes** on the pop-up boxes to confirm the changes. Your gradebook is now set to use weighted grades.
7. **Click the Close** button at the bottom of the screen to return to the gradebook.

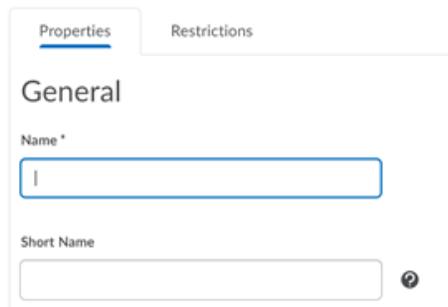
Add Categories And Weights To Gradebook

1. In the Gradebook, **click the Manage Grades. Click New** and **select Category** from the drop-down.



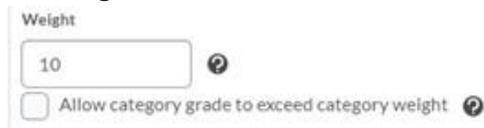
2. On the *New Category* screen, **enter a name** for the category.

New Category

A screenshot of the 'New Category' screen. The 'Properties' tab is selected. Under the 'General' section, there is a 'Name*' field with a cursor inside, and a 'Short Name' field with a question mark icon to its right.

3. **Scroll** down to the Grading section:

- **Enter the weight** for the overall category in the Weight text box. You may optionally choose to allow the weight to exceed the total for the column if you use any bonus within the category.

A screenshot of the 'Weight' section. It shows a text box with the value '10' and a question mark icon to its right. Below the text box is a checkbox labeled 'Allow category grade to exceed category weight' with a question mark icon to its right.

- In the *Distribution* area, **select** how you want individual grade columns assigned to the category weighted within the category itself:
 - **Manually assign weight to items in the category:** Allows the choice to assign a percentage to individual grade columns assigned to the category. The total percentages to the individual grade columns must equal 100%.
 - **Distribute weights by points across all items in the category:** If individual items within a category have different point values, those with higher point values will be given more value than those with lower values.
 - **Distribute weight evenly across all items:** Regardless of the number of items assigned to the category, each item will have the same weight. If you have two items within the category, regardless of points they'll be worth 50% each of the value of the category. If you have 10 items, they'll be worth 10% each of the value of the category. This option also gives you the option to drop a specified number of highest and lowest scores for each user.

4. **Click Save and Close** to finish your work on the category or **click Save and New** to create a new grading category with weights.

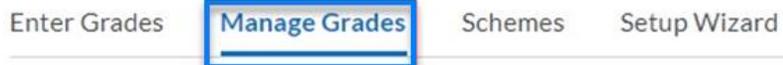
Save and Close

Save and New

PLEASE NOTE: You may choose different distributions for your categories. For example, you can manually assign weights to items in one category and distribute weight evenly across all items in another category.

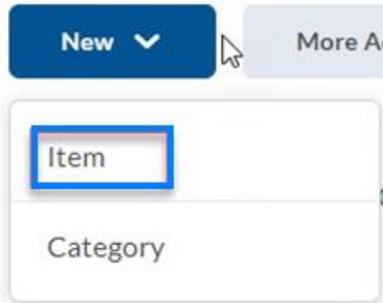
Create An Item Within A Weighted Gradebook

1. In the Gradebook, **click** the **Manage Grades** tab.



Enter Grades **Manage Grades** Schemes Setup Wizard

2. **Click New** and **select Item** from the drop-down.



3. **Choose the type** of column you would like. In this example, the *Numeric* option is being used.

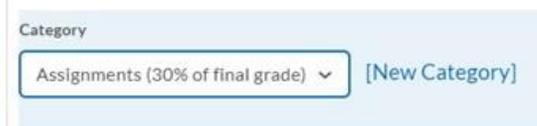
Manage Grades > New Item

New Item

Choose a Grade Item Type

- || Numeric
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- || Selectbox
Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- || Pass/Fail
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"
- || Formula

4. **Type** in the **name** for your item.
5. If your item will be part of a category:
 - In the *Category* drop-down, **select** the **category** for the item.



- **Type** in a **description** for the column (optional).

- In the *Maximum Points* area, **enter** the **total possible points** for the item.

 A screenshot of a form field labeled "Maximum Points *". The input box contains the number "50". To the right of the input box is a help icon (a question mark inside a circle).

- If you are individually weighting each item within the category with the *Manually assign weight to items in the category* option, **enter** the **percentage weight** for the column. Otherwise, this field will be disabled.

 A screenshot of a form field labeled "Weight *". The input box contains the number "25". To the right of the input box is a help icon (a question mark inside a circle).

- If you will allow this column to exceed the maximum points, **check** the **Can Exceed** option. If this is for *Bonus Points* only, **check** the **Bonus** option.
- You may then **change** the scheme or add a rubric.
- **Click Save and Close** if you are done or **Save and New** to create and move on to a new item.

6. If your item will stand alone and be weighted separately:

- Leave the **Category** drop-down set to None.
- **Enter** a description for the column (optional).
- In the *Maximum Points* area, **enter** the **total possible points** for the item.

 A screenshot of a form field labeled "Maximum Points *". The input box contains the number "50". To the right of the input box is a help icon (a question mark inside a circle).

- In the *Weight* text box, **enter** the **percentage** that this column will be worth for the overall course grade.

 A screenshot of a form field labeled "Weight *". The input box contains the number "25". To the right of the input box is a help icon (a question mark inside a circle).

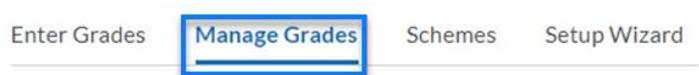
- If you will allow this column to exceed the maximum points, **check** the **Can Exceed** If this is for **Bonus Points** only, **check** the **Bonus** option.

If this is a standalone weighted column, it is not recommended to check the *Bonus* option.

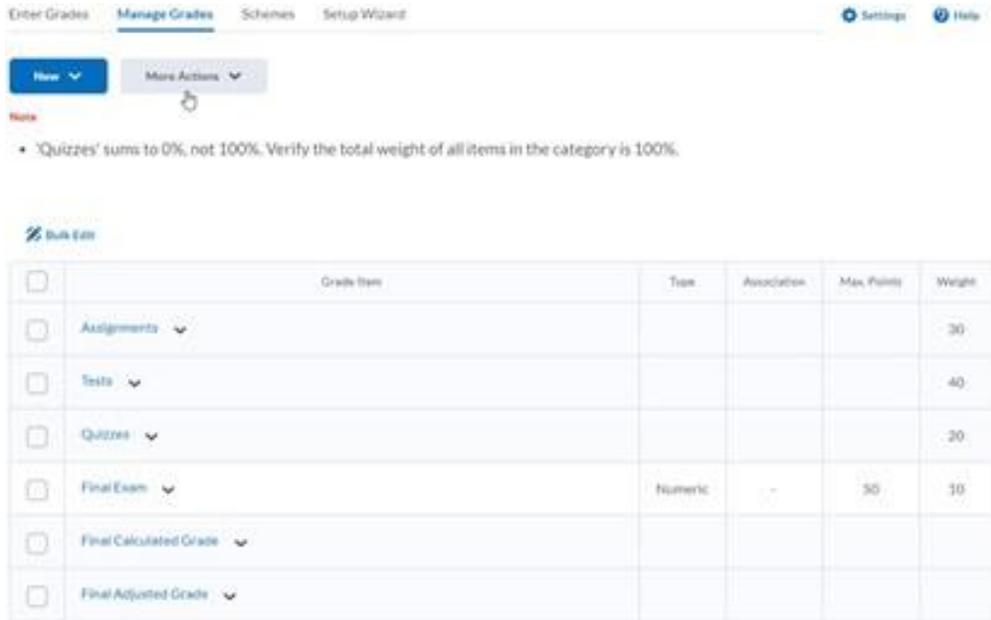
- If you will allow this column to exceed the maximum points, **check** the **Can Exceed** If this is for **Bonus Points** only, **check** the **Bonus** option.
- You may then change the scheme or add a rubric.
- **Click Save and Close** if you are done or **click Save and New** to create your item and move on to a new item.

Review Weighting

1. From Grades, **click the Manage Grades tab.**



2. **Review** your weighting scheme.



The screenshot shows the 'Manage Grades' page. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs, there are buttons for 'New' and 'More Actions'. A note is displayed: 'Note: Quizzes sums to 0%, not 100%. Verify the total weight of all items in the category is 100%.' Below the note, there is a table with the following data:

<input type="checkbox"/>	Grade Item	Type	Association	Max Points	Weight
<input type="checkbox"/>	Assignments				30
<input type="checkbox"/>	Tests				40
<input type="checkbox"/>	Quizzes				20
<input type="checkbox"/>	Final Exam	Numeric	-	30	10
<input type="checkbox"/>	Final Calculated Grade				
<input type="checkbox"/>	Final Adjusted Grade				

If there are any issues, Brightspace will include a notification at the top of the screen. If you plan on adding items through the term, you may ignore the notification, but you will need to fix any issues by the end of the term to generate an accurate final grade.