

How to add a grade column manually

1. Log onto Brightspace using your CUNY credentials
2. Once on the Brightspace homepage select the course where you want to view its grades. Next click on the “**Grades**” icon displayed on the navigation bar.



Figure 1 A navigation menu with the "Grades" section highlighted in red.

3. Once in the grade center, click “**Manage Grades**”

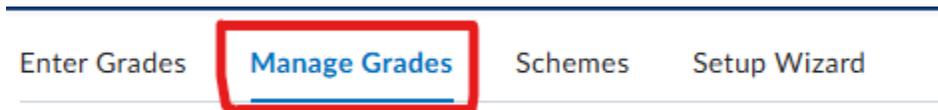


Figure 1 Navigation menu with "Manage Grades" highlighted in red.

4. After that, click on “**new**” and then “**item**”

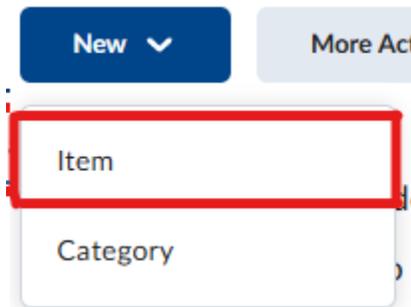


Figure 2 A dropdown menu with options "Item" and "Category" under a "New" button. “Item” section highlighted in red.

5. Choose what **Type** of Grade Item this is. It is most common to use Numeric grades.
 - *Note: You must use a Numeric, Selectbox, or Pass/Fail grade type if you want the Grade item to be used towards calculating the final grade*

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[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

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

Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

Calculated

Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

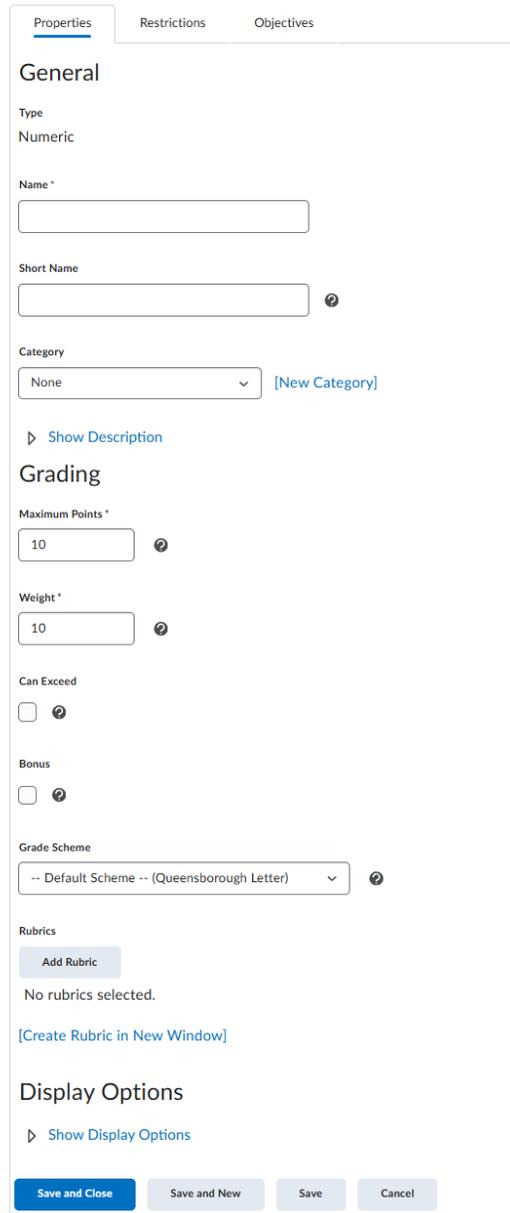
Text

Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

Figure 3 Brightspace grading system options for choosing a grade item type, including Numeric, Selectbox, Pass/Fail, Formula, Calculated, and Text.

6. Enter information about how your Grade Item is to be treated.

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The screenshot shows the 'Properties' tab of a Brightspace form. It is divided into three sections: 'General', 'Grading', and 'Display Options'.
- **General:** Includes fields for 'Name *' (empty), 'Short Name' (empty), and a 'Category' dropdown menu set to 'None' with a '[New Category]' link.
- **Grading:** Includes 'Maximum Points *' (10), 'Weight *' (10), 'Can Exceed' (checkbox), 'Bonus' (checkbox), and 'Grade Scheme' (dropdown set to '-- Default Scheme -- (Queensborough Letter)').
- **Display Options:** Includes a 'Show Display Options' link.
At the bottom, there are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

Figure 4 Screenshot of Brightspace properties and grading options.

- Name – It's best to have the name match up with the associated assignment or syllabus item to avoid confusion
- Short name – A shortened version that appears at the top of the grade column. For example: Homework 1 could be shortened to HW1
- Category – Choose which category heading this grade item will fall under in your gradebook.

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- Description – This isn't necessary unless you have multiple instructors and want to clarify what this grade item is for
 - Maximum points – This is how many points the assignment is worth.
 - Can Exceed – Check this if you want to allow students to exceed the maximum points, for example with extra credit questions on a quiz
 - Bonus – Check this if the Grade Item is a bonus item that is not required, such as an extra credit assignment
 - Exclude from final grade calculation – Check this if you don't want the item to count toward the final grade
 - Grade scheme – Typically this will be set to the default scheme “percentage” unless you have created your own grade scheme in Brightspace
 - Rubric – Attach the Grade Item to a Rubric you have already created in Brightspace, or create one here
 - Student View – Determine what the students will see. Typically you would check “points grade” and “grade scheme color” only
 - Managing View – Determine what the instructor will see. Typically you would check “points grade” and “grade scheme color” only
7. Click Save and Close when you are finished