

Tips for mapping your assessments when creating the Brightspace gradebook

- 1) decide if your gradebook will be based on weightings or points
- 2) map out, on paper, the different categories of assessments (or assessment types) that you plan to set during that module e.g. assignments, quizzes, presentations, discussions, in-class presentation, end of module exam etc.
- 3) note the overall weightings for each category e.g. all of the assignments together might be worth 20% while the quizzes might be worth a further 15%. If you want to set up a gradebook based on points, note the overall points for each category
- 4) now list all of the actual assessments that will run under each of those categories, noting the precise name of each of the individual assessments e.g. you might have 2 different assignments, 4 separate quizzes, 5 graded discussions, 1 presentation, and 1 end of module exam
- 5) and finally, note the weightings (or points) of each individual assessment. Different assessments can hold different weightings in each category. So, as per the example above, the assignment category is worth 20% of the overall 100% for the module but the 2 assignments within that category must add up to 100% between them so for example they might be worth 50% each.

Once this mapping exercise has been completed on paper, it can easily be built in Brightspace. Guidance on how to create the gradebook in Brightspace [can be found here.](#)