

Setting up your Brightspace Gradebook & Linking a Sample Assignment

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The first time you use Brightspace to teach a particular module, you will need to set up the structure of the gradebook for that module. In preparation for this, you will need to map out, on paper, all of the assessments that you plan to set during that module; categorise them under headings; and note the weightings for each category and each individual assessment with each category. The category totals within the gradebook must all add up to 100%, and the total of each category of assignments with it must each add up to 100% also. If you do not usually weight your assessments, you can also set up your gradebook using points alone and work out the final % yourself at the end of the module.

Sample Plan:

Item	Max. Points	Weight
Exams		50%
Mid term written exam	100 points	40%
Mid term Practical exam	100 points	60%
Assignments		20%
Assignment 1	100 points	50%
Assignment 2	100 points	50%
Discussions		20%
Discussion 1	100 points	20%
Discussion 2	100 points	20%
Discussion 3	100 points	20%
Discussion 4	100 points	20%
Discussion 5	100 points	20%
In Class		10%
Presentation	100 points	100%

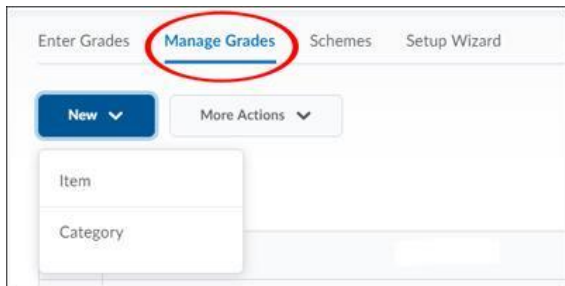
Note: It would be advisable to give your assignments and graded discussions etc. descriptive titles rather than 'Assignment 1' and 'Discussion 2' as shown in this example. Descriptive titles make it easier for students to find the correct assignments in your module, and understand the gradebook later.

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Once you have a clear picture of your assessment map and points/weightings, log into your module. From the Assessment dropdown menu on the navigation bar, choose 'Grades'. This will automatically bring you to the Grades setup wizard if this is your first time to access the grades area in that module. Using the gradebook setup wizard, decide on the settings for your gradebook such as the grading system (points or weighted) and what grade values students see etc. More information on the various gradebook settings [can be found here](#).

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Now that you've decided the different settings for your gradebook, it's time to build out the structure of your gradebook itself by creating your categories and grade items and assigning the correct weightings, as per your paper plan made earlier. This is all done from the Manage Grades tab.



Choose *New > Category* to set up the categories or headings for the different types of graded assessments you'll be setting your students such as 'Exams' and 'In Class' from the example above.

Next, choose *New > Item* to set up the names of the individual assessments themselves. Don't forget when setting these items up to assign them to the correct category. When you have the structure set up, you'll notice that the *items* are indented under the *categories* so you'll easily see if you've made a mistake. An error message will appear if your weightings do not add up to 100%.

Sample Gradebook as per plan above:

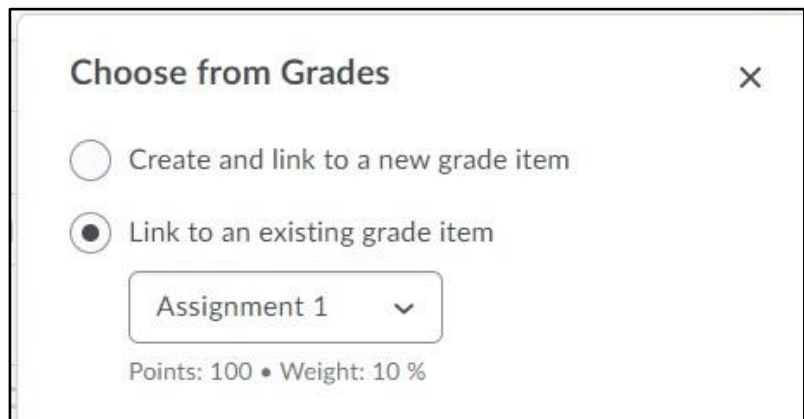
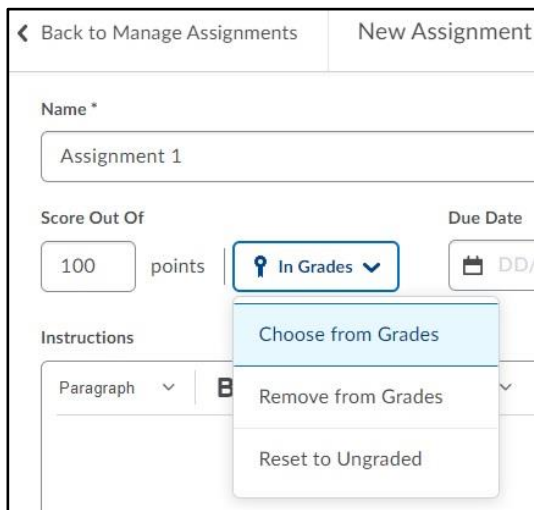
<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Exams ▾				50
<input type="checkbox"/>	Mid-Term written exam ▾	Numeric	→	100	40
<input type="checkbox"/>	Mid-Term practical exam ▾	Numeric	-	100	60
<input type="checkbox"/>	Assignments ▾				20
<input type="checkbox"/>	Assignment 1 ▾	Numeric	→	100	50
<input type="checkbox"/>	Assignment 2 ▾	Numeric	→	100	50
<input type="checkbox"/>	Discussions ▾				20
<input type="checkbox"/>	Discussion 1 ▾	Numeric	-	100	20
<input type="checkbox"/>	Discussion 2 ▾	Numeric	-	100	20
<input type="checkbox"/>	Discussion 3 ▾	Numeric	-	100	20
<input type="checkbox"/>	Discussion 4 ▾	Numeric	-	100	20
<input type="checkbox"/>	Discussion 5 ▾	Numeric	-	100	20
<input type="checkbox"/>	In class ▾				10
<input type="checkbox"/>	Presentation ▾	Numeric	→	100	100
<input type="checkbox"/>	Final Calculated Grade ▾				
<input type="checkbox"/>	Final Adjusted Grade ▾				

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Now, as you create the actual assignments themselves, or set up the graded discussions in the discussion forum as per the example above, you will need to link them to the appropriate item in the gradebook. Once that's done, any grade you award an assignment or a discussion will populate the appropriate item in the gradebook.

For example, let's set up Assignment 1, as noted in the sample gradebook above, and then link that Assignment to the Assignment 1 item in the gradebook.

From the Assessment dropdown menu on the nav bar, choose Assignments, then click the 'New Assignment' button. Give the assignment the same name as you used when you were setting up the structure of your gradebook, so in this case 'Assignment 1'. When you click to insert a 'Score Out Of' for this assignment the 'In Grades' options will appear for you. Click the 'In Grades' button and choose 'Choose from Grades', then link the new assignment to the Assignment 1 grade item in the gradebook.



Once you have finished setting up the assignment, you'll see in your assignments area that Assignment 1 is tied to an item in the gradebook - see the symbol circled in the image below.



And you can see in the gradebook that the Assignment 1 item is now associated with an actual assignment.

	Grade Item	Type	Association	Max. Points	Weight
	Exams				50
	Mid-Term written exam	Numeric	-	100	40
	Mid-Term practical exam	Numeric	-	100	60
	Assignments				20
	Assignment 1	Numeric	Assignments	100	50

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Additional help on setting up and using the gradebook can be found in [this more detailed gradebook guide](#), or sought from the D2L's Brightspace End User Support Team, contacted via the Help Tab after logging in to Brightspace.