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Introduction

D2L Brightspace® - Daylight Experience is an excellent tool for instructors. This document has been developed to introduce you to the Grade Book. The following will help you gain a greater understanding of D2L Brightspace, as it relates to setting up and managing your Grade Book:

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Set up the grade book
- Build categories and grade items
- Enter grades
- Hide Grade Items from student view
- Release final grades to students
- Preview the grade book of a specific student
- Access a student’s graded work from the Grades tool
Grades
In D2L Brightspace - Daylight Experience, student grades are managed using the Grades tool and functions as your grade book. The following explains the various features of the grade book:

Grade Settings
At the beginning of each semester, you will configure your grade book for each course. It is important that you have a clear vision of how you will calculate the grades for the semester as making changes later in the semester can be very difficult, and in some cases, may result in inaccurate statistics. It is recommended that you create your course syllabus prior to beginning the process of configuring your grade book. The following explains how to configure your grade book:

1. Create your course syllabus. This will help you determine the grade system and grade items to configure in your grade book.

2. Select the grading system that you will use for the course. The following options are available:
   a. **Weighted**: Select this option if there will be various categories containing grade items that will count as a percentage of the final grade (e.g., Written Reports=30%, Oral Reports=30%, Exams=30%, Participation=10%).

   **Note**: The total weight must sum to 100%.

   b. **Points**: Select this option if assignments are given specific point values. The points assessed for each graded item will accumulate through the semester providing a final grade.

   **Note**: Final grade is determined by total points divided by possible points.

   c. **Formula**: Final grade is determined by a customer-defined formula. Grade categories and items use the Points system.

3. To access Grades, click **Grades** on the Navigation bar (or NavBar).

4. In **Grades**, click **Setup Wizard**.
5. The *Grades Setup Wizard* window will appear, displaying the default setup structure. Review the default values and click the **Start** button at the bottom of the page.

**Note:** Depending on your device display, you may need to scroll to the bottom.

6. The *Step 1: Choose Grading System* window will appear. Select **Weighted**, **Points**, or **Formula** (e.g., Weighted) (See Figure 4).

7. Click **Continue** (See Figure 4).
8. The *Step 2: Final Grade Release* page appears. The following options are available:

   a. **Calculated Final Grade:** This option releases the system calculated grade to students as the final grade for the course (See Figure 5).

   b. **Adjusted Final Grade:** This option allows you to view the system-calculated grade and enter your own adjusted grade to release as the final grade for the course (See Figure 5).

9. Click the **checkbox** next to *Automatically release final grade* to automatically mark final grades as released once created (See Figure 5).

**Note:** You may alter the release status after being automatically released if necessary.

10. Click **Continue** (See Figure 5).

---

![Figure 5 - Final Grade Release](image-url)
11. The *Step 3: Grade Calculations* window will appear. Under *Ungraded* Items, the following options are available:

a. **Drop ungraded items**: Grade items that do not have a grade entered are not counted in the final grade calculation (See Figure 6).

**Note:** When using Drop ungraded items, it is important to enter a 0 for any student who does not complete an assignment or exam; otherwise any grade item without a score will not be included in the total points possible in the final grade calculation (points/points possible).

b. **Treat ungraded items as 0**: Items that do not have a grade entered are counted as zero in the final grade (See Figure 6).

12. Under *Auto Update*, to update the final grade automatically each time you enter a grade, click the checkbox next to *Automatically keep final grade updated* (recommended) (See Figure 6).

**Note:** If you do not select this option, you must manually recalculate the grades after all of the grades have been entered.

13. Click the **Continue** button (See Figure 6).
14. The **Step 4: Choose Default Grade Scheme** window appears. While assignment of an Organizational grade scheme is required, assignment of an Attendance scheme is not. You can assign an attendance scheme at a later time if you do not do so during the Setup Wizard session. Under *Organizational Schemes*, the following options are available for selection:

   a. **Percentage**: Displays the grade percentage in the grade book (See Figure 7).

   b. **Letter Grade**: Displays both the letter grade and grade percentage in the grade book. This is checked by default, but you do have setting options to display only points if you do not want students to view the percentage (See Figure 7).

   **Note**: A preview icon allows you to view the grade scheme ranges.

15. Under *Course Schemes*, the following options are available for selection:

   a. **Attendance**: Displays the symbol and percentage value for Absent and Present along with assigned colors (See Figure 7).

   b. **Class Attendance**: Displays the symbol and percentage value for Absent and Present without color designations (See Figure 7).

   **Note**: A preview icon allows you to view attendance scheme ranges and colors.

16. Click the **Continue** button (See Figure 7).
17. The Step 5: Managing View Display Options will appear. This setting controls how many decimals will be displayed in your grade book. The value must be an integer between 0 and 5 (See Figure 8).

18. Click Continue (See Figure 8).

![Figure 8 - Managing View Display Options]

19. The Step 6: Student View Display Options will appear. The settings on this page determine how the grade book is displayed to students in their Grades view. Under Grade Details, you may select any or all of the following options:

   a. **Points grade**: Displays the points grade value of the grade item (See Figure 9).
   b. **Weighted grade**: Displays the weighted grade value of the grade item (See Figure 9).
   c. **Grade scheme symbol**: Displays the letter grade of the grade item (See Figure 9).
   d. **Grade scheme color**: Displays the grade scheme color associated with a grade item (See Figure 9).

**Note**: The grade scheme color can only be displayed if the grade scheme symbol is also selected.

![Figure 9 - Grade Details Options]
20. In the *Decimals Displayed* section, the number of decimal places to display defaults to two. Enter an alternate value, if desired, in the field (See Figure 10).

21. In the *Characters Displayed* section, the number of characters to display for Text items defaults to 15. Enter an alternate value, if desired, in the field (See Figure 10).

22. **Display final grade calculation to users:** if you select this option, students will be able to see which grade items are included in their final grade. This option is useful when students receive grades for grade items that are excluded from the final grade calculation (See Figure 10).

23. Click **Continue** (See Figure 10).
24. The Step 7: Grades Setup Summary window will appear to allow you to verify the options you selected. Click Finish to verify your selections.
Creating Categories

Categories allow you to create sections in your grade book for similar items (example: Tests, Quizzes, Oral Reports, Participation, etc.). The following explains how to create categories in your grade book:

Creating Categories for the Weighted Grading System

The following explains how to create categories if you are using the Weighted grading system:

**Note:** If you are using the Points grading system, please skip to the next section, System Creating.

1. From Grades, click Manage Grades (See Figure 12).
2. The Manage Grades window will appear. Click the New button (See Figure 12).

![Figure 12 - Click New](image)

3. In the drop-down box, click Category.

![Figure 13 - New/Category](image)
4. The New Category window will appear. In the General section, enter a name for the category (e.g., Assignments) (See Figure 14).

5. If the name is long, you can enter a Short Name that will appear in the grade book to save space (See Figure 14).

6. To enter a description for the category item, click the drop-down arrow to enable a description entry text field (See Figure 14).

7. Under the Grading section, enter the weight for the category that will be applied towards the final grade (e.g., 20 representing 20% of the final grade) (See Figure 15).

Note: The weight must be an integer between 0 and 100.

8. To allow the category grade to exceed category weight, you have the option of entering grades higher than 100% in this category (See Figure 15).
9. Determine the appropriate weight distribution of grade items within the category. Click the radio button corresponding to one of the following options:

a. **Manually assign weight to items in the category**: Allows the weight to be set manually for each grade item in the category (See Figure 16).

b. **Distribute weights by points across all items in the category**: Allows the points of individual, non-bonus grade items to determine the relative weight of each item out of 100% (See Figure 16).

c. **Distribute weight evenly across all items**: Allows assignment of item weight equally across the category. As you add more grade items to the category, the weight is automatically adjusted for each item within the category (See Figure 16).

**Note**: This option also allows you to drop the highest and/or lowest grades and set the number of items to drop. In the example below, the lowest grade in this category will be dropped.

![Figure 16 - Distribution](image)

**Note**: A gray exclamation point icon will appear in the grade book to indicate the grade items that are dropped automatically from the final grade calculation.

![Figure 17 - Dropped Grade](image)
10. If you want to view the default display settings for the category, click the **Show Display Options drop-down arrow**. This displays the default settings and allows you to override (uncheck) items you do not want displayed to students.

11. To create another category, click the **Save and New button**, and follow steps 1-10 above.

**Note:** The total combined weight for all categories and uncategorized grade items must sum up to 100%.

If you are finished, skip to the *Creating Grade Items* section to continue configuring your grade book. The following section explains how to set up Categories in the grade book for instructors using the Points grading system.

**Creating Categories for the Points Grading System**

The following explains how to create categories using the *Points* grading system:

1. **From Grades**, click the **Manage Grades** tab (See Figure 19).
2. The **Manage Grades** window appears. Click the **New** button (See Figure 19).

3. **Select Category** from the drop-down list that appears.
4. The New Category window will appear. In the General section, enter a name for the category (e.g., Assignments) (See Figure 21).

5. If the name is long, you can enter a Short Name that will appear in the grade book to save space (See Figure 21).

6. To enter a description for the category item, click the drop-down arrow to enable a description entry text field (See Figure 21).

7. In the Grading section, select the following options as needed:

   a. **Can Exceed**: Select this option if you want to have the ability to enter points above the maximum points possible (See Figure 22).

   b. **Exclude from Final Grade Calculation**: Select this option if you do not want this category to be included when D2L Brightspace calculates each student’s final grade (See Figure 22).
c. **Distribute points across all items**: Select this option if you want all of the items in this category to be worth the same number of points. To set the distribution, enter the number of **Points per item**. You also have the ability to drop the highest or the lowest grade(s). For example, in Figure 23 below, the lowest grade that each student receives in this category will be dropped.

![Figure 23 - Distribution]

**Note**: A gray exclamation point icon will appear in the grade book to indicate the grade items that are dropped automatically from the final grade calculation.

![Figure 24 - Dropped Grade]

8. If you want to view the default display settings the category, click the **Show Display Options drop-down arrow**. This displays the default settings and allows you to override (uncheck) items you do not want displayed to student (See Figure 25).

9. To create another category, click the **Save and New button**, and then follow steps 1-8 above (See Figure 25).

![Figure 25 - Save and New]

10. If you are finished, skip to the section **Creating Grade Items** to continue configuring your grade book.
Creating Grade Items

Once you have created your categories, you are ready to enter grade items into your grade book (example: Unit 1 Test, Unit 2 Test, Oral Report, etc.). Creating grade items for weighted or points grading systems contain virtually the same entry fields, with some minor differences. The following explains how to create a grade item:

1. From within Grades, click Manage Grades (See Figure 26).
2. The Manage Grades page appears. Click the New button (See Figure 26).

![Figure 26 - New Button in Manage Grades]

3. In the drop-down list, click Item.

![Figure 27 - New Item]

4. The New Item window will appear. The majority of grade items will be assigned a value out of a specific set of points (numeric-based). Click Numeric.

![Figure 28 - New Item]
5. The properties for the new item appear. In the *General* section, enter a **Name** for the grade item.

**Note:** If you want the name in the grade book to appear differently to save space, enter an abbreviated version in the *Short Name* field. This will be what your students view in Grades.

![Figure 29 - New Item Name](image)

6. If you want to assign a category, click the **Category drop-down arrow** (See Figure 30).

7. In the drop-down menu, click the applicable **category** for the item (See Figure 30).

**Note:** Category selection for a weighted grade system will display the percentage weight of the category to the right of the category name.

![Figure 30 - Category](image)

**Note:** Category selection for a points grade system will display only the category name (See Figure 31).

8. To create a new category for the item, click **New Category**.

![Figure 31 - Click New Category](image)
9. In the Grading section, in the Maximum Points field, enter the maximum points possible for the grade item (See Figure 32).

10. The weighted grade system includes an additional field for the weight value not available in the points grade system. If your grade book is configured as a weighted grade system, enter the weight of the grade item as a percentage (See Figure 32).

**Note:** If a grade item within a category, this field will be the percentage of the category.

- If the Weight field appears greyed out, the value is determined by the category and it cannot be edited at the grade item level.

- If you do not want this entry to count towards the final grade, set the weight of the grade item to 0. To be able to adjust the weight, the category of the grade item must not be set to Distribute weight evenly across all items, unless the category's weight is set to 0.

11. If you want the ability to enter a grade point value greater than the Max. Points, select Can Exceed (See Figure 32).

12. If this entire grade item will count only as bonus points, select Bonus (See Figure 32).

**Note:** To add bonus points to a grade item, a second grade item should be created with the bonus option selected.

![Figure 32 - Grading](image)
13. If you want to view the default display settings for the item, click the **Show Display Options drop-down arrow**. This displays the default settings and allows you to override (uncheck) items you do not want displayed to student (See Figure 33).

14. To create another grade item, click the **Save and New button**, and follow steps 2-12 above (See Figure 33).

![Display Options](image)

**Figure 33 - Save and New**

15. Click the **Save** button at the bottom of the page when done.
16. Next, click the **Restrictions** tab.

![Edit Item: Exam 2](image)

**Figure 34 - Restrictions Tab**
17. Determine the *Visibility* for the grade item. The following options are available:

a. **Grade item is always visible:** Grade item is visible to students in the grade book (See Figure 35).

b. **Hide this grade item:** Grade item not visible to students in the grade book (See Figure 35).

c. **Grade item is visible for a specific date range:** Grade item is visible only for the date range specified (See Figure 35).

**Note:** When a specified date range is selected, *Has Start Date* and *Has End Date* fields are enabled and must contain valid date and time designations. The *Display in Calendar* checkbox, when checked, places the grade item in the course calendar, which may not be edited by students.

![Figure 35 - Visibility Options](image)

18. The *Release Conditions* section allows you to set grade item visibility upon completion of other activities in course content. To assign and/or configure release conditions, click the **Show Release Conditions** drop-down arrow (See Figure 36).

19. Click the **Save and Close** button in the lower-left area of the page when done (See Figure 36).
20. The grade item appears in the grade book.

**Note:** If assigned to a category, grade items will appear indented below the category. In a weighted system, the grade book will display the points and percentage weight within the category. If the grade item is not assigned to a category, it will display the total percentage weight. Grade items in a points system will display the maximum points possible without a weighted value.

![Figure 37 - Grade Item](image)

21. Repeat steps 1-20 above to enter additional grade items in your grade book.

**Deleting a Category or Grade Item**

The following explains how to delete a category or item in your grade book:

1. From within Grades, click **Manage Grades** (See Figure 38).
2. Click the **More Actions** button (See Figure 38).
3. In the drop-down list, click **Delete** (See Figure 38).
4. The *Delete Grade Items and Categories* window appears. Click the checkbox to the left of the items to be deleted (See Figure 39).

5. Click the **Delete** button (See Figure 39).

![Figure 39 - Delete Grade Items and Categories](image)

6. Click the **Delete** button in the *Confirmation* window that appears to proceed with the deletion of the selected item(s).

![Figure 40 - Deletion Confirmation](image)

**Note:** If an item contains an association to an activity or tool, it will appear in the Association column of the grade book with the name of the tool to which it is associated (e.g., the Assignments, Quizzes, etc.). You may not delete the item until you remove the association to the grade book item/category using the corresponding tool.

![Figure 41 – Association](image)
Editing a Category or Grade Item

The following explains how to edit an item in your grade book so that you can make necessary changes:

1. From within Grades, click Manage Grades.
2. Click the name of the item that you want to edit.

![Manage Grades](image)

**Note:** You may also click the drop-down arrow next to the name and select Edit Grade Item from the drop-down menu.

![Right-Click and Edit](image)

3. The Edit Item window opens for the item selected. You will now edit as needed.
4. Click the Save and Close button in the lower area of the page when done.

![Save and Close](image)
Manually Entering Grades

The following explains how to manually enter student grades for coursework, such as classroom participation or an essay submitted in class:

1. From within Grades, click Enter Grades.

![Figure 45 - Click Enter Grades](image)

2. Click the drop-down arrow next to the name of the grade item you wish to enter (See Figure 46).

3. Select Grade All from the menu that appears (See Figure 46).

![Figure 46 - Click Grade All](image)

4. The Grade Item Users window appears. If needed, adjust the paging to display all students. To adjust the paging:

   a. Click per page drop-down arrow at the bottom of the page (See Figure 47).
   b. Click one of the per page options in the drop-down list (See Figure 47).

![Figure 47 - Paging](image)
5. In the Grade field, enter the grade earned for the student grade item.

![Figure 48 - Grade Field](image)

6. Optionally, click the Feedback icon to enter a comment for a specific student.

![Figure 49 - Feedback Icon](image)

7. To provide feedback in bulk to multiple students:
   a. Click the checkboxes next to the student names (See Figure 50).
   b. Then, click Add Feedback (See Figure 50).

![Figure 50 - Add Feedback in Bulk](image)

8. Press the ctrl + enter keys to proceed to the next student grade in the grade item list.

9. To exempt a grade item for a particular student:
   a. Click the checkbox next to the student name (See Figure 51).
   b. Click the Exempt button (See Figure 51).

![Figure 51 - Exempt Grade](image)
10. To exempt students in bulk:
   a. Click the checkboxes next to the student names (See Figure 52).
   b. Then, click Exempt (b) (See Figure 52).

11. The grade is marked as Exempt and no grade may be entered in the field. It is also excluded from the final grade calculation.

12. To revert back to a grade entry field:
   a. Click the checkbox next to the student name (See Figure 54).
   b. Click Unexempt (See Figure 54).

13. The grade item reverts back to a grade entry field.
14. Enter the grades for the remaining students in the grade book.
15. When you are finished entering grades for all of the students, click **Save and Close**.

![Figure 56 - Save and Close](image)

16. A confirmation window appears. Click **Yes**.

![Figure 57 - Click Yes](image)

17. Your changes have been successfully saved.

**The Student View - Hiding and Showing Grade Items**

The following explains how to hide and show grade items in the grade book for the student view:

1. In the NavBar, click **Grades** (See Figure 58).
2. Click **Manage Grades** (See Figure 58).
3. The grade book will appear. In the Grade Item column, click the Grade Item you wish to hide from the student view (See Figure 58).

![Figure 58 - Click the Grade Item](image)
4. The *Edit Item* window appears for the selected grade item. Click the **Restrictions** tab.

![Figure 59 - Click the Restrictions Tab](image)

5. Under **Visibility**, you have two options available to prevent viewing of a grade item:
   a. **Hide this grade item**: Grade item not visible to students in the grade book (See Figure 60).
   
   ![Figure 60 - Visibility Options](image)

   b. **Grade item is visible for a specific date range**: Grade item is visible only for the date range specified (See Figure 60).

   **Note**: When a specified date range is selected, *Has Start Date* and *Has End Date* fields are enabled and must contain valid date and time designations.

6. When you are done, click the **Save and Close** button at the bottom of the page.

7. Any item that is hidden from students will display the **Hidden** icon in the **Grade Item** column.

![Figure 61 - Hidden Icon](image)

8. Any item that is visible only for a specified time period will display a clock symbol above the hidden icon.

![Figure 62 - Visible for Specified Period](image)

**Note**: Although the item is hidden from the student view, you will still see the item in your grade book.
Releasing Final Grades

The following explains how to access and release final grades to the student view:

1. From within Grades, Click Enter Grades.

2. Under Final Grades column and click the drop-down arrow next to Final Calculated Grade (See Figure 63).

Note: When using final adjusted grades, you must first enter the final score in the Final Adjusted Grades field prior to releasing grades and click the drop-down arrow next to that column header.

3. In the drop-down menu, click Grade All (See Figure 63).

4. The Final Grades page appears. At this point, you can do one of the following: release to all students or release to specific students.

5. To release grades to all students, click Release All.
Release Final Grades to Individual Students

1. Click the checkbox in front of the student name (See Figure 65).
2. Click Release/Unrelease (See Figure 65).

Note: This also checks the Release Final Calculated Grade checkbox.

3. Click Save and Close.

4. In the Confirmation window that appears, click Yes.
5. An open eye icon will appear to indicate that the final grade was released and is visible within D2L Brightspace.

<table>
<thead>
<tr>
<th></th>
<th>Final Calculated Grade</th>
<th>Final Adjusted Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account, Instruct-46, Instruct-46</td>
<td>92 / 100, 18 / 20, A</td>
<td>47 / 50, A</td>
</tr>
<tr>
<td>Account, Instruct-47, Instruct-47</td>
<td>85 / 100, 17 / 20, B</td>
<td>44 / 50, B</td>
</tr>
</tbody>
</table>

Figure 68 - Grade Released Icon

6. A closed eye icon will appear for any final grades not yet released for students to view.

<table>
<thead>
<tr>
<th></th>
<th>Final Calculated Grade</th>
<th>Final Adjusted Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account, Instruct-48, Instruct-48</td>
<td>79 / 100, 16 / 20, C</td>
<td>40 / 50, C</td>
</tr>
<tr>
<td>Account, Instruct-49, Instruct-49</td>
<td>89 / 100, 18 / 20, B</td>
<td>43 / 50, B</td>
</tr>
</tbody>
</table>

Figure 69 - Grade Not Released Icon

**Previewing Grades of Student**

To preview how the grade book appears to a student:

1. Click **Grades** in the NavBar.
2. Click **Enter Grades**.
3. Click the **name** of the student you wish to preview.
4. The User Details page appears. Click the drop-down arrow to the right of the student’s name (See Figure 71).

5. In the drop-down menu, click Preview (See Figure 71).

![Figure 71 - Preview](image)

6. The student’s grade book appears. To close the preview, click the Close button.

![Figure 72 - Student’s Grade Preview](image)

7. Click Grades on the NavBar to return to the grade book.
Restoring Deleted Grade Items

Using the Event Log, you can restore deleted grade items with any grades that were entered.

1. Navigate to Grades.
2. Click the More Actions button near the top of the screen (See Figure 73).
3. Select Event Log from the drop-down list that appears (See Figure 73).

   Figure 73 - Event Log in Drop-down List

4. The Event Log page appears. Locate the grade item you would like to restore.

   Figure 74 - Event Log

5. Click the Restore link to the right of the grade item's name.

   Figure 75 - Click Restore
6. The grade item is restored. Any grades in the grade item are restored as well. Click Grades on the NavBar to return to the Grade Book.

<table>
<thead>
<tr>
<th>Changed By</th>
<th>Action</th>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>instruct-41</td>
<td>Restored</td>
<td>Exam 1 (ID: 5781971)</td>
<td>May 4, 2018 10:54</td>
</tr>
</tbody>
</table>

**Figure 76 - Restored Grade Item**

### Accessing Submissions from Grades

You can view student submissions for Assignment, Discussions, and Quizzes directly from grade items linked to student submissions within the Grades area. The following example uses the Assignment icon.

1. Click Grades in the NavBar.
2. Click Enter Grades.
3. Locate the grade item. Click Grade All.
4. The Assignment Submission icon appears in grade items for students with a submission.
5. Click on the Assignment Submission icon to view a student submission.

**Figure 77 - Student Grade Items**

6. The Evaluate Submission page for the student appears in a new browser tab. The following options are available:
   a. Click the drop-down arrow to preview the submission, or download the submission to a location you specify (See Figure 78).

   **Note:** You may also click the submission name to open the submission in a viewer.

   b. Click Download All Files to download submissions to a location you specify (See Figure 78).
   c. Click Submission Folder History to view all files submitted (See Figure 78).

**Figure 78 - Evaluation Submission Options**
7. If you chose to open the submitted submission in the viewer, the following options are available within the view:

a. Click **the submission name** to download the submission to a location of your choice (See Figure 79).

b. Use the viewer tools to view the submission using the *Page* viewer (See Figure 79).

**Note:** The *Page* viewer contains tools at the bottom of the page to zoom in and zoom out as well as arrows to help you navigate the pages of the submission.

c. Click the **View as Text** button (See Figure 79).
8. Once you have reviewed the submission, click in the **Score** field and **enter a grade** for the submission (See Figure 80).

9. Enter any desired comments in the **Feedback** field (See Figure 80).

**Note:** If you downloaded the file to edit and enter comments, you will upload the edited document using the **Add a File** button.

10. Click **Publish** to update the student records (See Figure 80).

![Figure 80 - Score and Feedback](image)

11. Click **Next Student** to move on to the next student submission.

![Figure 81 - Click Next Student](image)

12. Return to your course when you have completed scoring all desired submissions.

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu
- **Website:** http://uits.kennesaw.edu