# University Information Technology Services

D2L Brightspace®

Grades

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Introduction

D2L Brightspace® is an excellent tool for instructors. This document has been developed to introduce you to the Grade Book. The sections presented on the following pages 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 graded work from the Grades tool
Grades

In D2L Brightspace, the area where student grades are managed is called Grades and will function as your grade book. The following explains the various features of the grade book:

Grade Settings

At the beginning of each semester, you will need to set up your grade book in D2L Brightspace. The set up process is explained in the following. Before you follow the steps below, it is important that you have a clear vision of how you will calculate the grades for the semester. Making changes later in the semester can be very difficult, and in some cases possibly result in inaccurate statistics.

First, you will select the grading system that you will use for the semester. Select one of the following systems:

**Weighted** - Select this option if there will be different categories that will count as a percentage of the final grade. The following is an example: Written Reports=30%, Oral Reports=30%, Exams=30%, Participation=10%, etc. The total weight must sum up to 100%.

**Points** - Select this option if you plan on giving each assignment specific points. The points given for each graded item will accumulate through the semester providing a final grade.

1. To access Grades, click Grades on the Navigation bar (or Navbar).

![Figure 1 - Grades]

2. In Grades, click the Setup Wizard tab (See Figure 2).
3. Click the Start button (See Figure 2).
4. The Step 1: Choose Grading System page appears. Select either Weighted or Points.

![Step 1: Choose Grading System](image)

**Figure 3 - Grading System**

5. Click the Continue button.

6. The Step 2: Final Grade Release page appears. Select either Calculated Final Grade or Adjusted Final Grade.
   a. **Calculated Final Grade** - If you select this option, the Calculated Grade field will be released to students as their Final grade.
   b. **Adjusted Final Grade** - If you select this option, the Adjusted Grade field will be released to students as their Final grade.

![Step 2: Final Grade Released](image)

**Figure 4 - Final Grade Released**

7. Click the Continue button.
8. The *Step 3: Grade Calculations* page appears. Select either **Drop ungraded items** or **Treat ungraded items as 0**.
   a. **Drop ungraded item** - If you select this option, items that do not have a grade entered are not counted in the final grade (See Figure 5).
   b. **Treat ungraded items as 0** - If you select this option, items that do not have a grade entered are counted as 0 in the final grade (See Figure 5).

![Figure 5 - Ungraded Items Selection](image)

For example, you may enter an exam (example: *Unit 11 Test*) in the grade book on Monday and give the exam on Friday. If you select **Treat ungraded items as 0**, a grade of zero will initially be assigned to each student in the grade book for the exam until you enter the grade that the student actually receives on Friday. This zero will be included in each student's average in the grade book until the actual grade has been entered into the system.

If you select **Drop ungraded items**, no number will be entered when you create an item in the grade book. In the example described in the previous paragraph, selecting **Drop Ungraded Items** would result in each student seeing an accurate average for his or her performance in the class.

**Note:** When using **Drop ungraded items**, it is important to enter a 0 for any student who does not complete an assignment or exam.

9. Select **Automatically keep final grade updated** if you want the final grade to automatically change each time that you enter a grade (recommended). If you do not select this option, you must manually recalculate the grades after all of the grades have been entered (See Figure 6).

10. Click the **Continue** button (See Figure 6).

![Figure 6 - Grade Calculations](image)
11. The *Step 4: Choose Default Grade Scheme* page appears. The default scheme is percentage.

12. Click the Continue button.

13. The *Step 5: Managing View Display Options* appears. This setting controls how many decimals will be displayed to you in your grade book. The value must be an integer between 0 and 5.

14. Click the Continue button.

15. The *Step 6: Student View Display Options* appears. The settings on this page determine how the grade book is displayed to students in their Grades. You may select up to four grade details options:
   a. **Points grade** - select this option to display the points grade value to students (See Figure 7).
   b. **Weighted grade** - select this option to display the weighted grade value to students (See Figure 7).
   c. **Grade scheme symbol** - select this option if you are using a letter scheme for grades (See Figure 7).
   d. **Grade scheme color** - select this option to display the grade scheme color associated with a grade item to students. The grade scheme color can only be displayed if the grade scheme symbol is also displayed (See Figure 7).

![Step 6: Student View Display Options](image.png)

*Figure 7 - Grade Details Options*
16. 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 8).

17. 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 8).

18. 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 8).

19. Click the Continue button (See Figure 8).

20. The Step 7: Grades Setup Summary page appears. Verify the options you selected.

21. Click the Finish button.
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, Creating Categories for the Points Grading System.

1. From Grades, click the Manage Grades tab.
2. The Manage Grades page appears. Click the New button.

   Figure 10 - New Button in Manage Grades

3. Select Category from the drop-down list that appears.

   Figure 11 - New/Category

4. The New Category page appears. In the General section, enter a name for the category (i.e.: Assignments).

5. If the name is very long, you can enter a Short Name that will appear in the grade columns of the grade book (the space in the grade columns is limited).

   Figure 12 - Category Name
6. In the *Grading* section, enter the **weight** (example: 20 for 20%) for the category that will be applied towards the final grade. The weight must be an integer between 0 and 100.

7. If you select *Allow category grade to exceed category weight*, you will have the option of entering grades higher than 100% in this category (example: 103%).

![Figure 13 - Weight](image)

8. Determine the weight distribution of grade items within the category.
   a. **Manually assign weight to items in the category** - Select this option to control the weighting of individual grade items placed in this category.
   b. **Distribute weights by points across all items in the category** - Select this option to use the points of individual, non-bonus grade items to determine the relative weighting of each item out of 100%.
   c. **Distribute weight evenly across all items** - Select this option if you want each item within this category to be counted equally. When you select this choice, you have the option to drop the lowest or the highest grade(s). In the example below, the lowest grade in this category will be dropped.

![Figure 14 - Even Weight 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 15 - Dropped Grade](image)

9. To create another category, click the **Save and New button**, and then follow steps 1-8 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 section *Creating Grade Items*, to continue setting up 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:

**Note:** If you are using the Weighted grading system, you do not need to follow the instructions below. Please skip to the next section, Creating Grade Items, to continue setting up your grade book.

1. From Grades, click the Manage Grades tab.
2. The Manage Grades page appears. Click the New button.

![Figure 16 - New](image16.png)

3. Select **Category** from the drop-down list that appears.

![Figure 17 - New Category](image17.png)

4. The New Category page appears. In the General section, enter a name for the category (i.e.: Assignments).

**Note:** If the name is very long, you can enter a Short Name that will appear in the grade columns of the grade book (the space in the grade columns is limited).

![Figure 18 - Category Name](image18.png)
5. In the **Grading** section, select options as needed.
   a. **Can Exceed** - Select this option if you want to have the ability to enter points above the maximum. For example, later when you enter grades for one of the assignments, the maximum points possible might be 50 points. If you select *Can Exceed*, you have the ability to enter any number above 50 (55 for example).

   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.

   ![Figure 19 - Grading]

   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 have the ability to drop the highest or the lowest grade(s). For example, in Figure 20 below, the lowest two grades that each student receives in this category will be dropped.

   ![Figure 20 - 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 21 - Dropped Grade]

6. To create another category, click the **Save and New** button, and then follow steps 1-5 above. If you are finished, click the **Save and Close** button.
Creating Grade Items

Once you have created your categories, you are ready to enter your grade items into your grade book (example: Unit 1 Test, Unit 2 Test, Oral Report, etc.).

Creating Grade Items for the Weighted Grading System

Note: If you are using the Points grading system, you do not need to follow the instructions below. Please skip to the section, Creating Grade Items for the Points Grading System, to continue setting up your grade book.

1. From within Grades, click Manage Grades.
2. The Manage Grades page appears. Click the New button.

![Figure 22 - New Button in Manage Grades]

3. Select Item from the drop-down list that appears.

![Figure 23 - New Item]

4. The New Item page appears. Click Numeric.

![Figure 24 - New Item]
5. The properties for the new item appear on the screen. In the General section, enter a Name for the grade item. If you want the name in the grade book to appear differently to save space, enter an abbreviation for Short Name.

![Figure 25 - New Item Name](image)

6. Click the Category drop-down arrow and select the appropriate category for the grade item.

![Figure 26 - Category](image)
7. In the *Grading* section, in the *Maximum Points* field, enter the maximum points possible for the grade item (See Figure Figure 27).

8. Enter the **weight** of the grade item as a percentage of the category (See Figure 27).
   - 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".

9. If you want the ability to enter a number greater than the *Max. Points*, select **Can Exceed**. (See Figure Figure 27).

10. If this entire grade item will count only as bonus points, select **Bonus** (See Figure Figure 27).
    **Note:** To add bonus points to a grade item, a second grade item should be created with the bonus option selected.

11. Click the **Save** button at the bottom of the page when done.

12. Next, click the **Restrictions** tab.
13. Determine the *Visibility* for this item.

![Visibility Options](image)

**Figure 29 - Visibility Options**

14. Click the **Save and Close** button in the lower-left area of the page when done.

15. The grade item appears in the grade book. Repeat steps 1-14 above to enter additional numeric grade items in your grade book. If you are finished, skip to the section *Deleting a Category or Grade Item* to continue setting up your grade book. (The following section explains how to set up *Grade Items* in the grade book for instructors using the *Points* grading system.)

![Grade Item](image)

**Figure 30 - Grade Item**
Creating Grade Items for the Points Grading System

1. From within Grades, click Manage Grades.
2. The Manage Grades page appears. Click the New button.

![Figure 31 - New Button in Manage Grades](image1)

3. Select Item from the drop-down list that appears.

![Figure 32 - New Item](image2)

4. The New Item page appears. Click Numeric.

![Figure 33 - Numeric New Item](image3)
5. The properties for the new item appear on the screen. In the General section:
   a. Enter a **Name** for the grade item.
   b. If you want the name in the grade book to appear differently to save space, enter an abbreviation for **Short Name**.

![New Item Properties](image1)

**Figure 34 - New Item Properties**

6. Click the **Category** drop-down arrow and select the appropriate category for the grade item.

![Category](image2)

**Figure 35 - Category**
7. In the Grading section, in the Maximum Points field, enter the maximum points possible for the grade item (See Figure 36).
   Note: If the Max. Points field appears greyed out, the value is determined by the category and it cannot be edited at the grade item level.

8. If you want the ability to enter a number greater than the Maximum Points, select Can Exceed (See Figure 36).

9. If this entire grade item will count only as bonus points, select Bonus.
   Note: To add bonus points to a graded coursework, a second grade item should be created with the bonus option selected (See Figure 36).

10. If you do not want this entry to count towards the final grade, select Exclude from Final Grade Calculation.

11. Click the Save button at the bottom of the page when done.

12. Next, click the Restrictions tab.
13. Determine the **Visibility** for this item.

![Figure 39 - Visibility Options](image)

14. Click the **Save and Close** button in the lower-left area of the page when done.

15. The grade item appears in the grade book. Repeat steps 1-14 above to enter additional numeric grade items in your grade book.

![Figure 40 - Grade Item in Grade Book](image)

### 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**.
2. Click the **More Actions** button.
3. Select **Delete** from the drop-down list that appears.

![Figure 41 - Delete](image)
4. The *Delete Grade Items and Categories* page appears. Select the **checkbox** to the left of the items to be deleted.

![Delete Grade Items and Categories](image)

**Figure 42 - Delete Grade Items and Categories**

5. Click the **Delete** button.

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

**Note:** If an item is grayed-out and cannot be deleted, it is tied to another tool in the course, e.g., the Assignment. Before deleting the grade item, you must either delete the associated *Assignments* folder or break the association.

![Deletion Confirmation](image)

**Figure 43 - Deletion Confirmation**
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.

![Figure 44 - Manage Grades](image)

3. You will now be able to make your edits.
4. Click the Save and Close button in the lower area of the page when done.

Entering Grades

The following explains how to enter student grades for coursework that is not graded in D2L Brightspace, such as classroom participation or an essay submitted in class:

1. From within Grades, click Enter Grades.

![Figure 45 - Entering Grades](image)
2. Click the **drop-down arrow** next to the name of the grade item for which you want to enter a grade.

![Grade Item Drop-down Arrow](Figure 46 - Grade Item Drop-down Arrow)

3. Select **Grade All** from the menu that appears.

![Grade All](Figure 47 - Grade All)

4. The **Grade Item Users** page appears. If needed, adjust the paging to display all students.

5. To adjust the paging:
   a. Click the **drop-down arrow** that is next to *per page* in the upper-right above the *Event Log* column on the right.
   b. Select a higher paging number to include all students in your course.

![Paging](Figure 48 - Paging)
6. Enter the grade for the first student in the *Grade* field.

![Figure 49 - Grade Field](image)

7. Press the `ctrl + enter` keys to go to next student.
8. Enter the grades for the other students.
9. Optionally, click the *Feedback* icon to enter a comment for a specific student.

![Figure 50 - Feedback Icon](image)

10. When you are finished entering grades for all of the students, click the **Save** button in the lower-left area of the page.
11. A confirmation screen appears. Click **Yes**.

**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. Click **Grades** in the NavBar.
2. Click **Manage Grades**.
3. The *Grades List* will appear on your screen. Click to select the *grade* item in the *Grade Item* column that you want to hide from the student view.

![Figure 51 - Grade Item Column](image)

4. In the next window that appears, click to select the **Restrictions tab**.
5. Next, adjust the visibility of the item by selecting **Hide this grade item** to manually hide the grade item or set a specific date range to schedule the visibility of the grade item.

![Figure 52 - Hide Options](image)

6. When you are done, click the **Save and Close** button at the bottom of the page. Any item that is hidden from students will display the **Hidden** icon in the **Grade Item** column.

![Figure 53 - Hidden Icon](image)

**Note:** Even though the item is hidden from your students, you will still see the item in your grade book.
Releasing Final Grades

The following explains how to access and release the final grades for your students:

1. From within Grades, Click Enter Grades.
2. Under Final Grades column and click the drop-down arrow next to Final Calculated Grade.

![Figure 54 - Final Calculated Grade](image)

3. Select Grade All from the menu that appears.

![Figure 55 - Grade All](image)

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.

**To release final grades to all students:**

1. Click the drop-down arrow next to the Final Grades page title.

![Figure 56 - Final Grades](image)
2. Click **Release All** from the menu that appears.

![Figure 57 - Release All](image1.png)

To release final grades to individual students:

1. Select the **check box** in the **Release Final Calculated Grade** column for individual students (See Figure 58).
2. Click the **Save** button at the bottom of the page (See Figure 58).

![Figure 58 - Release Final Calculated Grade](image2.png)

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

![Figure 59 - Grade Released Icon](image3.png)
5. A closed eye icon will appear for any final grades not yet released for students to view.

![Figure 60 - Grade Not Released Icon](image)

### 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.

![Figure 61 - Student Name](image)

4. The **User Details** page appears. Click the **drop-down arrow** to the right of the student's name.

![Figure 62 - Drop-Down Arrow](image)

5. Select **Preview** from the drop-down list that appears.

![Figure 63 - Preview](image)
6. The student’s grade book appears. Once done previewing, click the Close button.

![Figure 64 - Student's Grade Preview](image)

7. Click Grades on the NavBar to return to the Grade Book.

## Restoring Deleted Grade Items

You can restore a deleted grade item along with any grades that were entered.

1. Navigate to Grades.
2. Click the More Actions button near the top of the screen.

![Figure 65 - More Actions](image)

3. Select Event Log from the drop-down list that appears.

![Event Log](image)
4. The Event Log page appears. Locate the grade item you would like to restore.

![Event Log](image)

**Figure 67 - Event Log**

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

![Restore Link](image)

**Figure 68 - Restore Link**

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.

![Restored Grade Item](image)

**Figure 69 - 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. The **Assignment Submission** icon appears in grade items for students with a submission.

![Student Grade Items](image)

**Figure 70 - Student Grade Items**
4. Click on the **Assignment Submission** icon to view a student submission.

![Assignment Submission Icon](image)

**Figure 71 - Assignment Submission Icon**

5. The **Evaluate Submission** page for the student appears in a new browser tab.

![Evaluate Submission](image)

**Figure 72 - Evaluate Submission**

6. Click on the **document name** to open the submission.
7. The document will be displayed in a document viewer. You may review using the following methods:
   a. **View** using the *Page* viewer.
      **Note:** the *Page* viewer contains tools at the bottom of the page to zoom in, zoom out, fit to width as well as arrows to help you navigate the pages of the submission.
   
   b. Click the **View as Text** button.
   
   c. Click the **download** button to download to a location of your choice.

---

![Evaluate Submission Image]

Figure 73 - Open or Download File
8. Once you have reviewed the submission, click in the **Score** field and enter a grade for the submission. You may also enter any feedback you have for your student in the **Feedback** field. **Note:** If you downloaded the file to edit and enter comments, you will upload the edited document using the **Add a File** button.

![Figure 74 - Score and Feedback](image)

9. Click **Update** to update the student records. Then, you may press next student to move on to the next student submission.

10. 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