

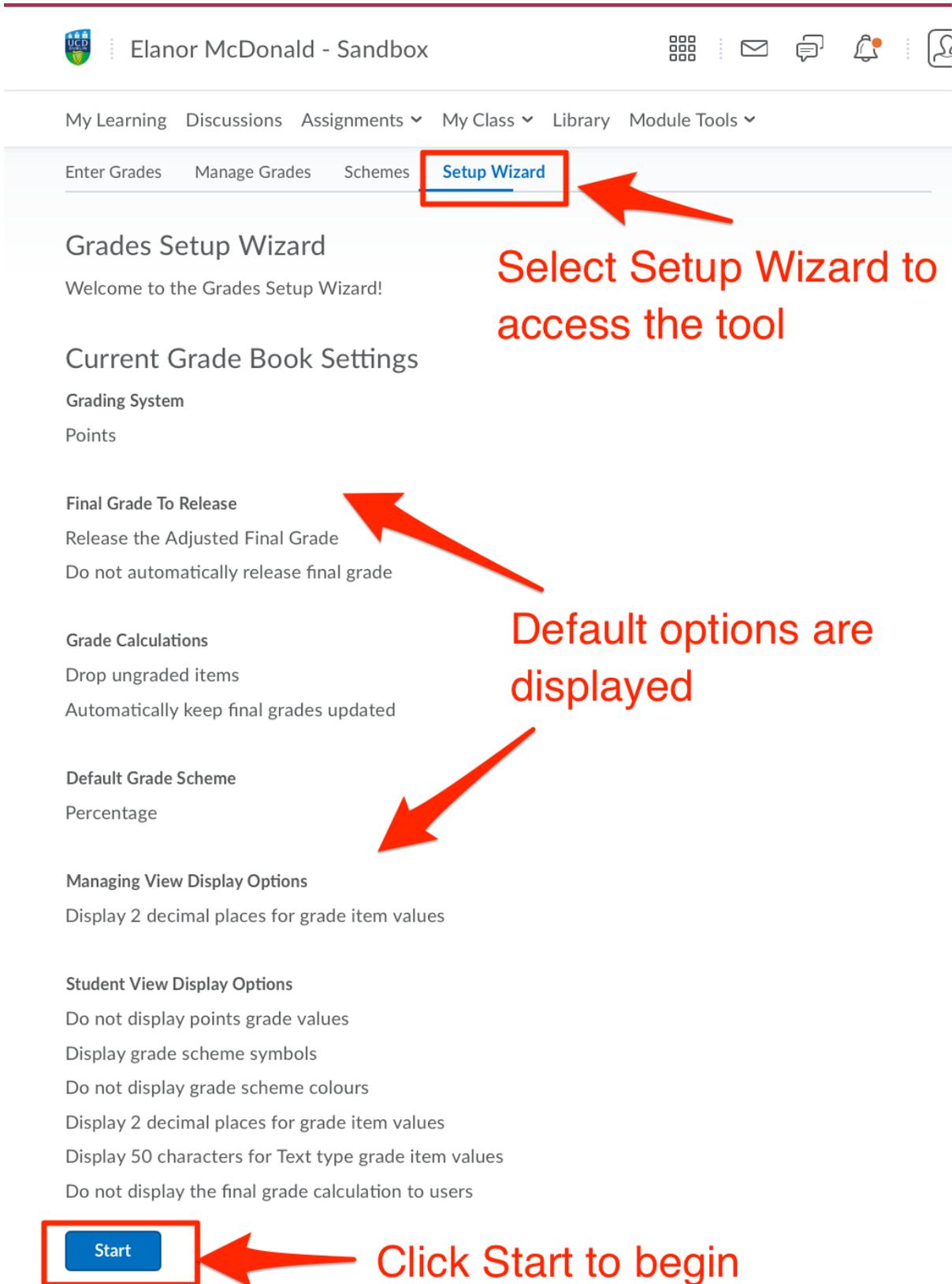
## Using the Grades Wizard in Brightspace

You should use the *Grades Wizard* tool to establish the grades area of your module.

**Step 1** - To access the *Grades Wizard* go to the *Module Tools* dropdown on the main nav and select *Feedback and Grades*.

The screenshot shows the Brightspace interface for a course titled "Elanor McDonald - Sandbox". At the top, there is a navigation bar with the course name and a "Module Tools" dropdown menu. The dropdown menu is open, showing a list of options: "Module Admin", "Intelligent Agents", "Announcements", "Assignment Submissi...", "Checklist", "Class Progress", "Feedback and Grades", "My Groups", and "Manage Files". The "Feedback and Grades" option is highlighted with a red box, and a red arrow points to it from the text "Go to Feedback and Grades to access the Grades Wizard". Below the navigation bar, there is a header section with the course name and a "Welcome to the Module" announcement. The announcement text reads: "Dear Students, Welcome to the module. I look forward to working with you weeks. Please refer to the training material prior to the first c".

**Step 2** - Select the *Setup Wizard* option to access the tool. You will see that default options are displayed. To amend these options, click the *Start* button at the bottom of the screen.

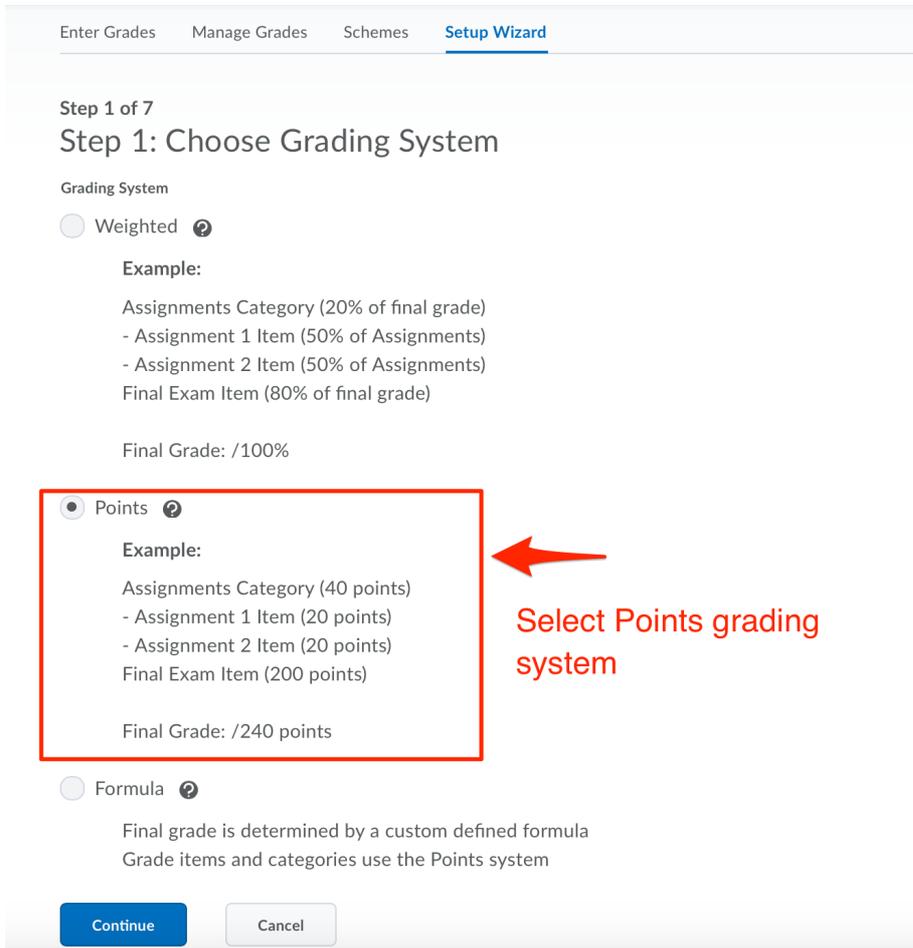


The screenshot shows the 'Grades Setup Wizard' interface. At the top, the user's name 'Elanor McDonald - Sandbox' is displayed. Below the navigation bar, the 'Setup Wizard' option is highlighted with a red box and a red arrow pointing to it. The main content area displays the following settings:

- Grading System**  
Points
- Final Grade To Release**  
Release the Adjusted Final Grade  
Do not automatically release final grade
- Grade Calculations**  
Drop ungraded items  
Automatically keep final grades updated
- Default Grade Scheme**  
Percentage
- Managing View Display Options**  
Display 2 decimal places for grade item values
- Student View Display Options**  
Do not display points grade values  
Display grade scheme symbols  
Do not display grade scheme colours  
Display 2 decimal places for grade item values  
Display 50 characters for Text type grade item values  
Do not display the final grade calculation to users

At the bottom of the screen, a blue 'Start' button is highlighted with a red box and a red arrow pointing to it. Red text annotations provide instructions: 'Select Setup Wizard to access the tool' points to the 'Setup Wizard' button, 'Default options are displayed' points to the settings list, and 'Click Start to begin' points to the 'Start' button.

**Step 3** - Select the *Grading Systems* that will form the basis of the grades area on Brightspace. Select *Points*. You can adjust what the student will see on another step of this process.



Enter Grades Manage Grades Schemes **Setup Wizard**

Step 1 of 7  
**Step 1: Choose Grading System**

Grading System

Weighted ⓘ

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

**Points** ⓘ

**Example:**  
Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

Final Grade: /240 points

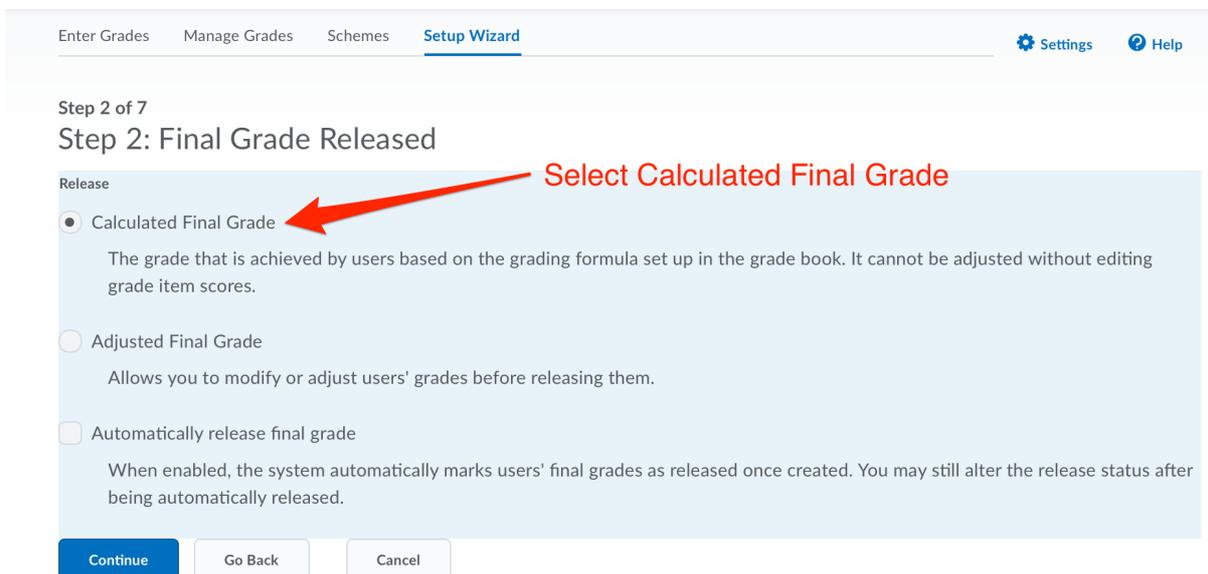
Formula ⓘ

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

**Continue** **Cancel**

Select Points grading system

**Step 4** - Next select how the *Final Grade* is utilised by the grades area. Select *Calculated Final Grade*.



Enter Grades Manage Grades Schemes **Setup Wizard** Settings Help

Step 2 of 7  
**Step 2: Final Grade Released**

Release

**Calculated Final Grade**

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade

When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

**Continue** **Go Back** **Cancel**

Select Calculated Final Grade

**Step 5** - Determine how *Grade Calculations* are managed in the Grades area. You can choose to *Drop ungraded items* or to *Treat ungraded items as 0*. Ensure that the *Automatically keep final grade updated* option is turned on.

My Learning Discussions Assignments ▾ My Class ▾ Library ▾

Enter Grades Manage Grades Schemes Setup Wizard

Step 3 of 7  
**Step 3: Grade Calculations**

Ungraded Items

Drop ungraded items ? **Select Drop Ungraded Items**

Treat ungraded items as 0 ?

Auto Update **Ensure Auto update grade is selected**

Automatically keep final grade updated ?

**Continue** Go Back Cancel

**Step 6** - Next, select the *Grading Scheme* that will be used in the *Grades* area. Make sure to select *UCD Component Letter Pass at 40%*, which is the standard marking scheme for modules in the College of Business. If your module requires the use of a different marking scheme be sure to enable it here.

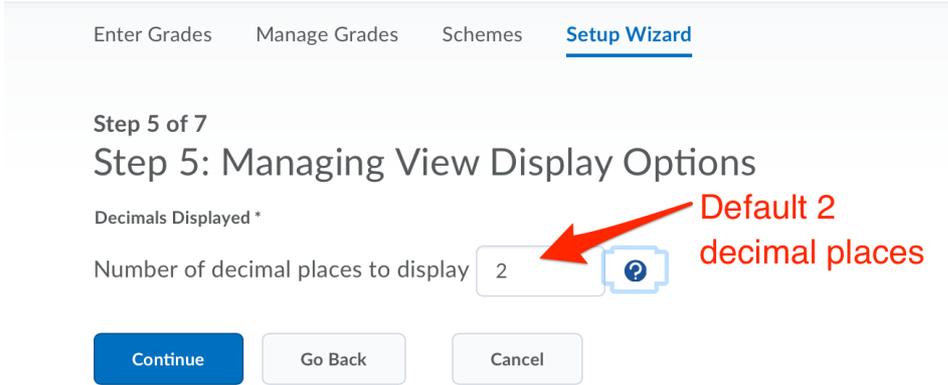
Enter Grades Manage Grades Schemes Setup Wizard

Step 4 of 7  
**Step 4: Choose Default Grade Scheme**

Scheme Name	Default Scheme
Organisation Schemes	
Percentage ?	<input type="radio"/>
UCD Component Letter Pass at 40%	<input checked="" type="radio"/>
UCD Component Letter Pass at 50%	<input type="radio"/>

**Choose UCD Component Letter Pass at 40% as default**

**Step 7** - Next select the amount of decimal places to set the points values to. The default is 2.



Enter Grades   Manage Grades   Schemes   Setup Wizard

Step 5 of 7  
**Step 5: Managing View Display Options**

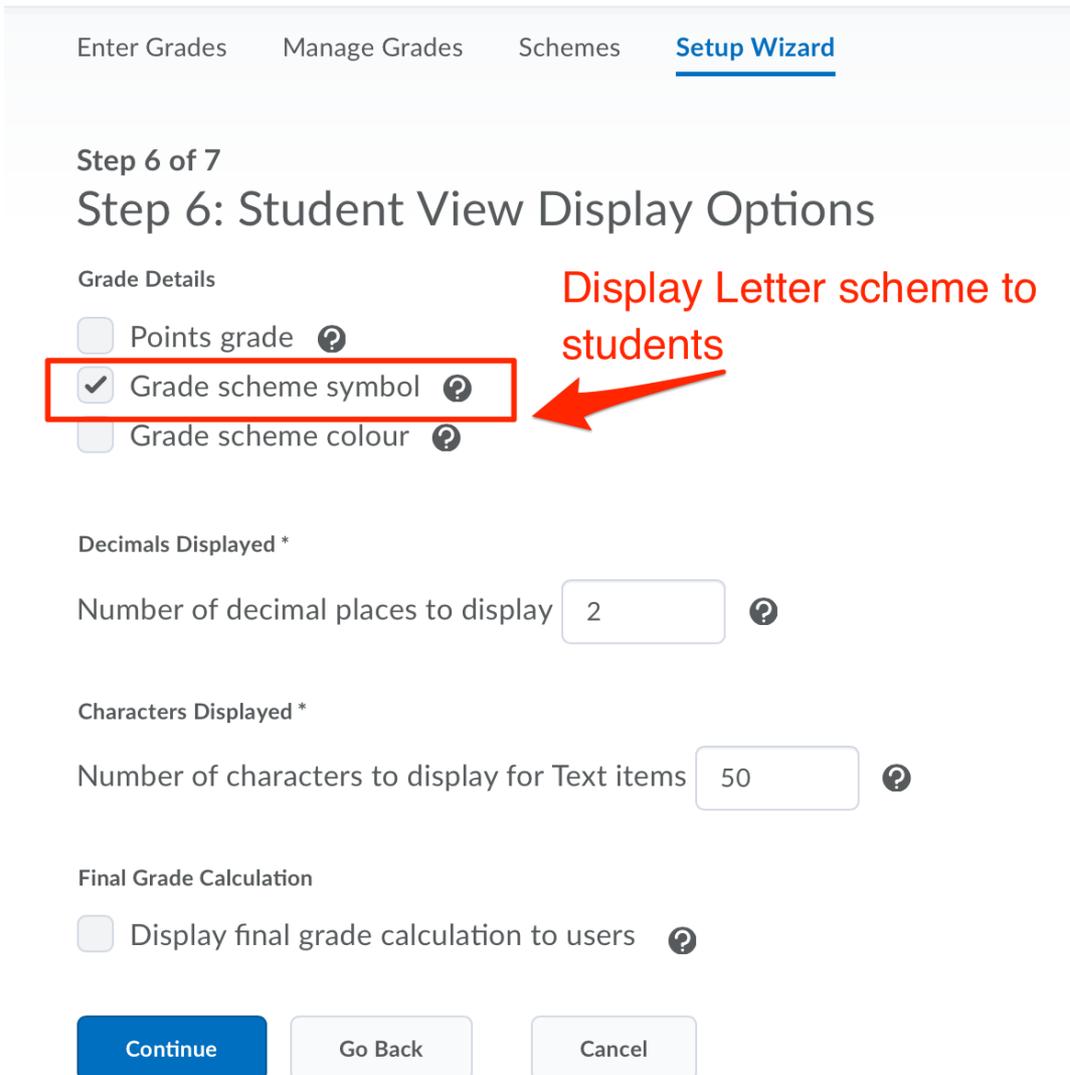
Decimals Displayed \*

Number of decimal places to display  

**Default 2 decimal places** (with red arrow pointing to the input field)

**Step 8** - In the next step, confirm how grades should be displayed to students. Ensure *Grade Scheme Symbol* is selected.



Enter Grades   Manage Grades   Schemes   Setup Wizard

Step 6 of 7  
**Step 6: Student View Display Options**

Grade Details

Points grade 

**Grade scheme symbol**  **Display Letter scheme to students** (with red arrow pointing to the checked option)

Grade scheme colour 

Decimals Displayed \*

Number of decimal places to display  

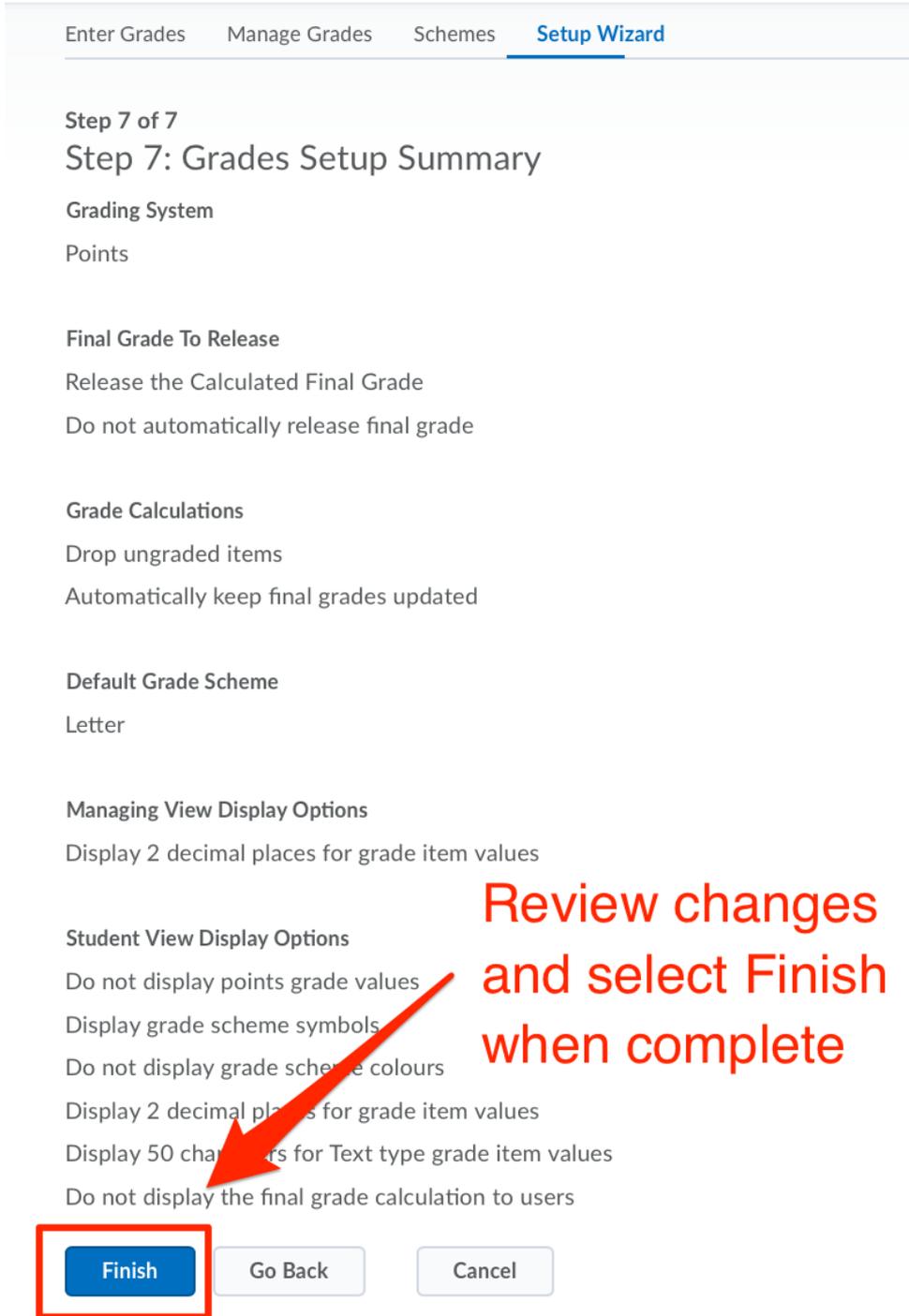
Characters Displayed \*

Number of characters to display for Text items  

Final Grade Calculation

Display final grade calculation to users 

**Step 9** - In the last step, confirm the changes that you have made in the summary page. When you are happy with those changes click *Finish*.



Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 7 of 7  
**Step 7: Grades Setup Summary**

**Grading System**  
Points

**Final Grade To Release**  
Release the Calculated Final Grade  
Do not automatically release final grade

**Grade Calculations**  
Drop ungraded items  
Automatically keep final grades updated

**Default Grade Scheme**  
Letter

**Managing View Display Options**  
Display 2 decimal places for grade item values

**Student View Display Options**  
Do not display points grade values  
Display grade scheme symbols  
Do not display grade scheme colours  
Display 2 decimal places for grade item values  
Display 50 characters for Text type grade item values  
Do not display the final grade calculation to users

**Finish**   Go Back   Cancel

**Review changes and select Finish when complete**

You are now ready to set up grade items and categories. Please refer to the Assessment guide to get an overview of how to do this.