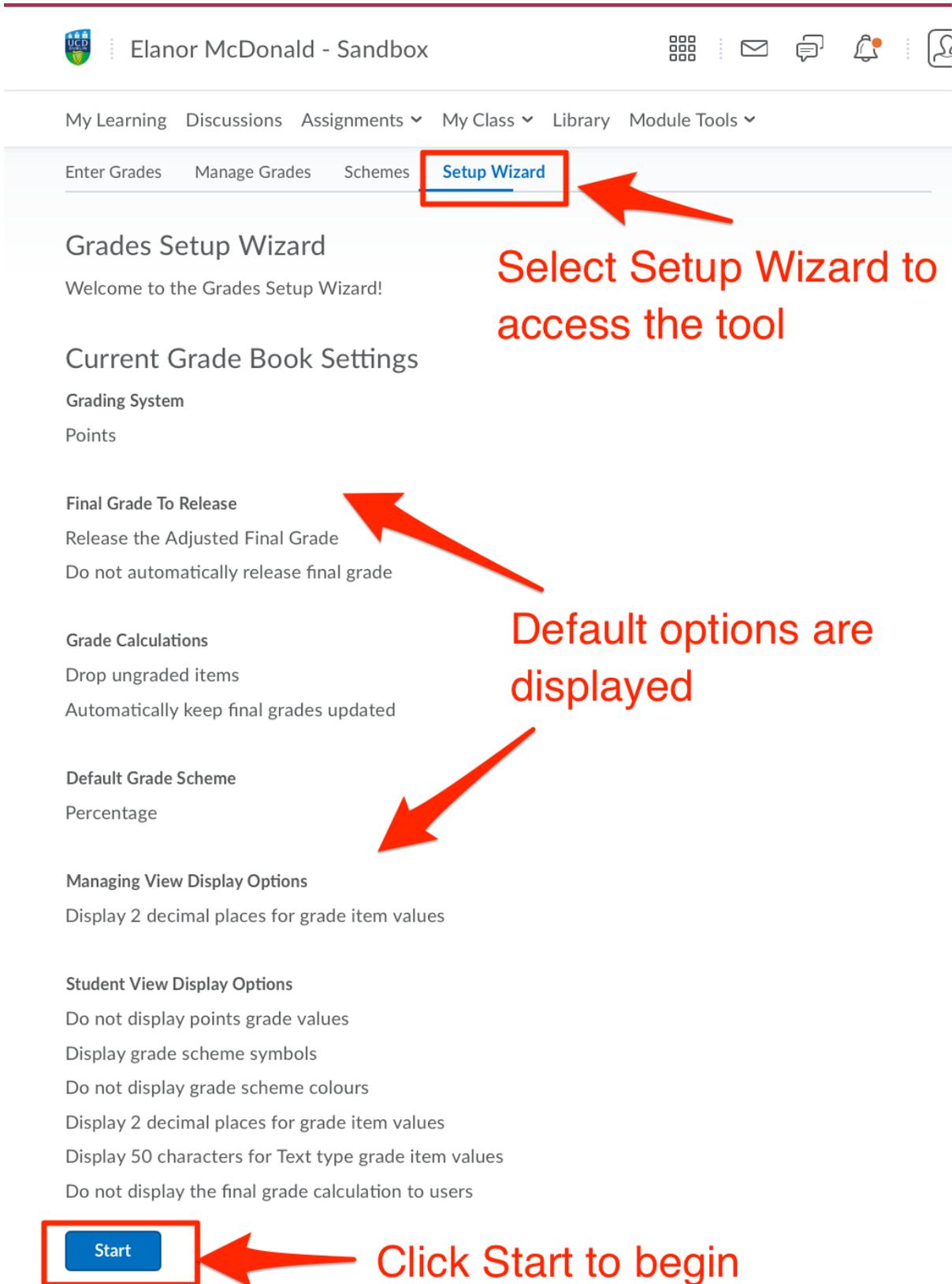# Using the Grades Wizard in Brightspace

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*.

Business eLearning
UCD College of Business

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.

Elanor McDonald - Sandbox

My Learning   Discussions   Assignments ⌄   My Class ⌄   Library   Module Tools ⌄

Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Select Setup Wizard to access the tool

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Grade Book Settings

Grading System

Points

Final Grade To Release

Release the Adjusted Final Grade

Do not automatically release final grade

Default options are displayed

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

Start

Click Start to begin

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.
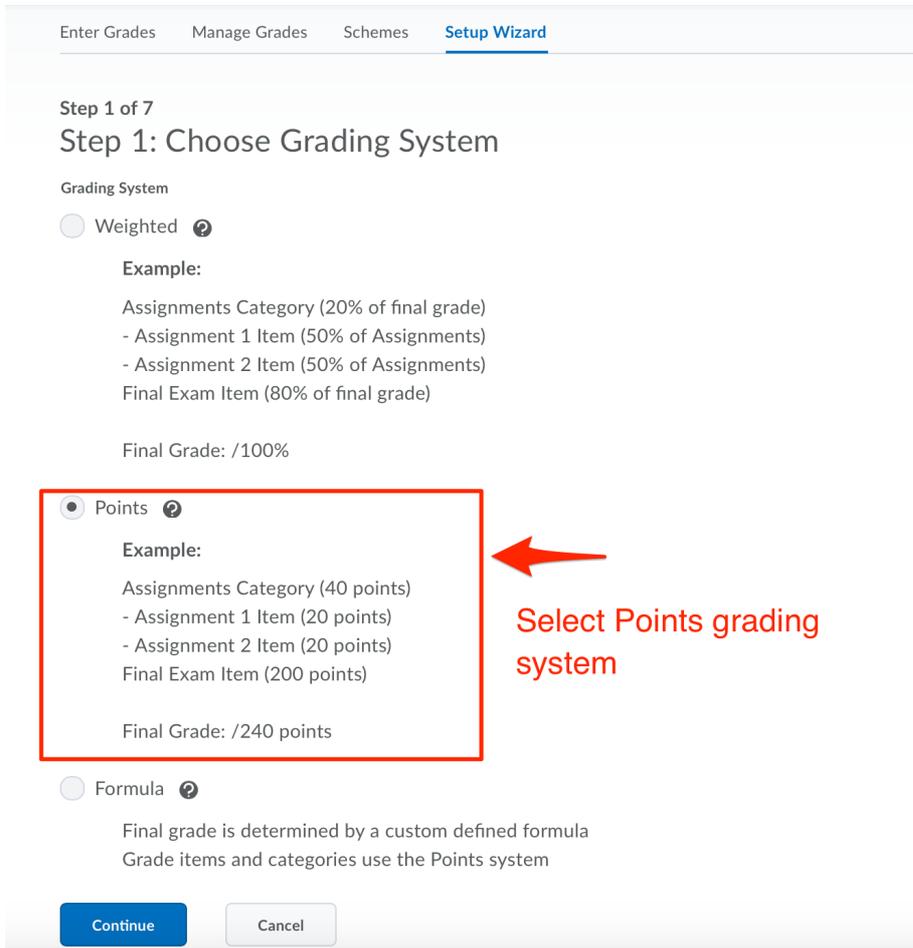
Enter Grades	Manage Grades	Schemes	Setup Wizard

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)
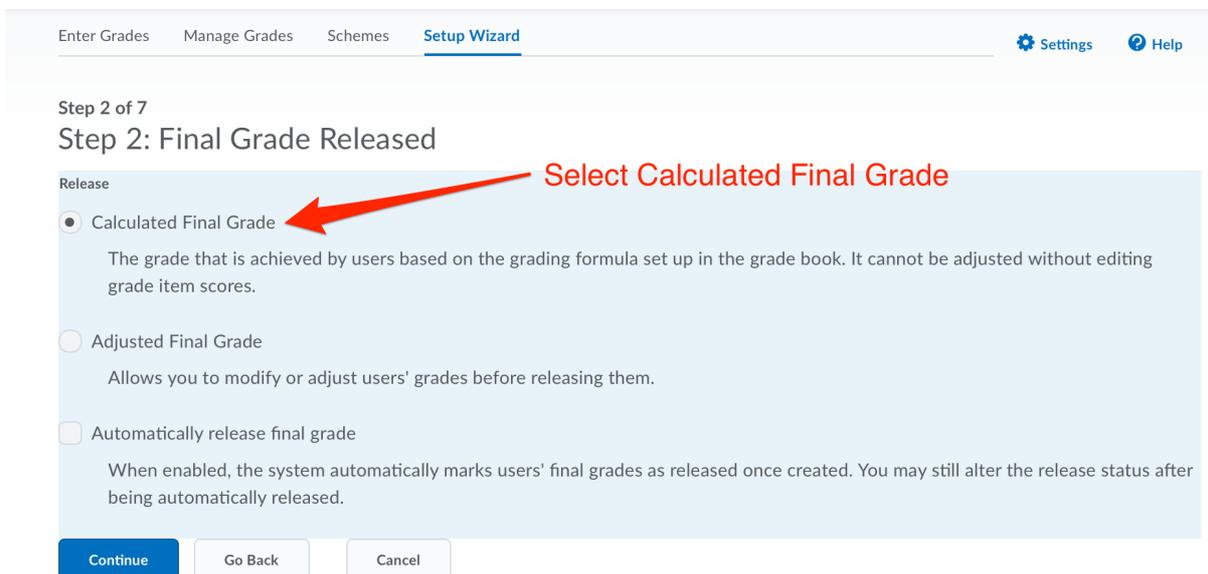
    Final Grade: /240 points

Select Points grading system

◯ Formula ❓

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

[Continue] [Cancel]

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

Select Calculated Final Grade

◉ 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]

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   N

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.
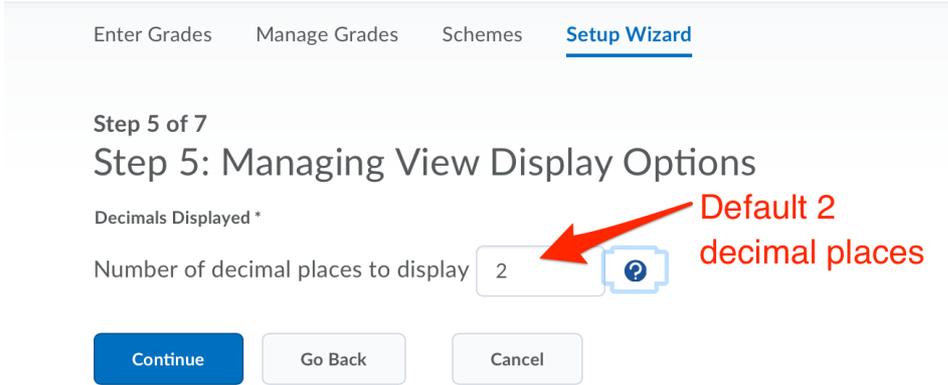
Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 4 of 7
Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme
Organisation Schemes	
Percentage ⓘ	◯
UCD Component Letter Pass at 40%	⦿
UCD Component Letter Pass at 50%	◯

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
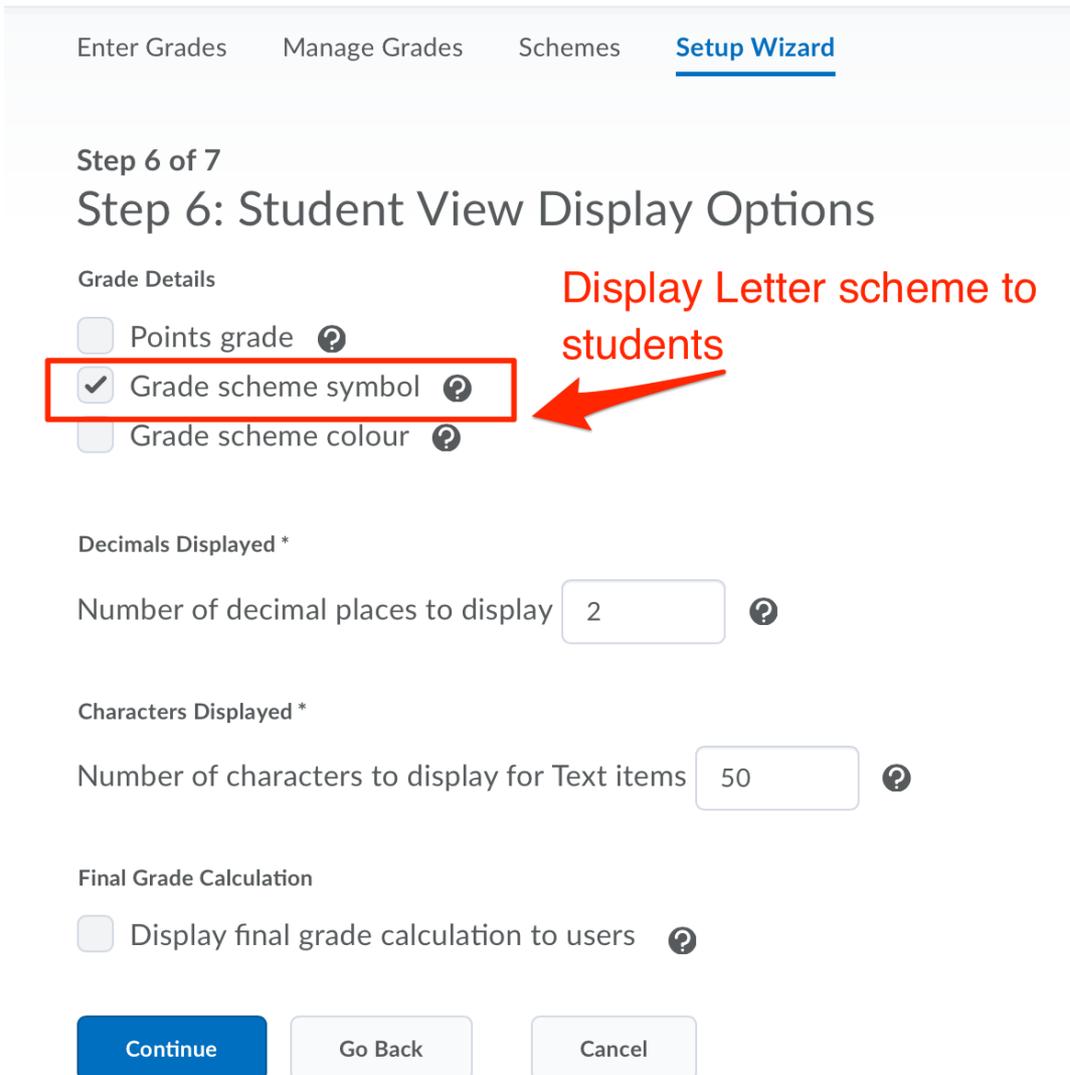
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display | 2 | ❓

Default 2 decimal places

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

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 ❓

☐ Grade scheme colour ❓

Display Letter scheme to students

Decimals Displayed *
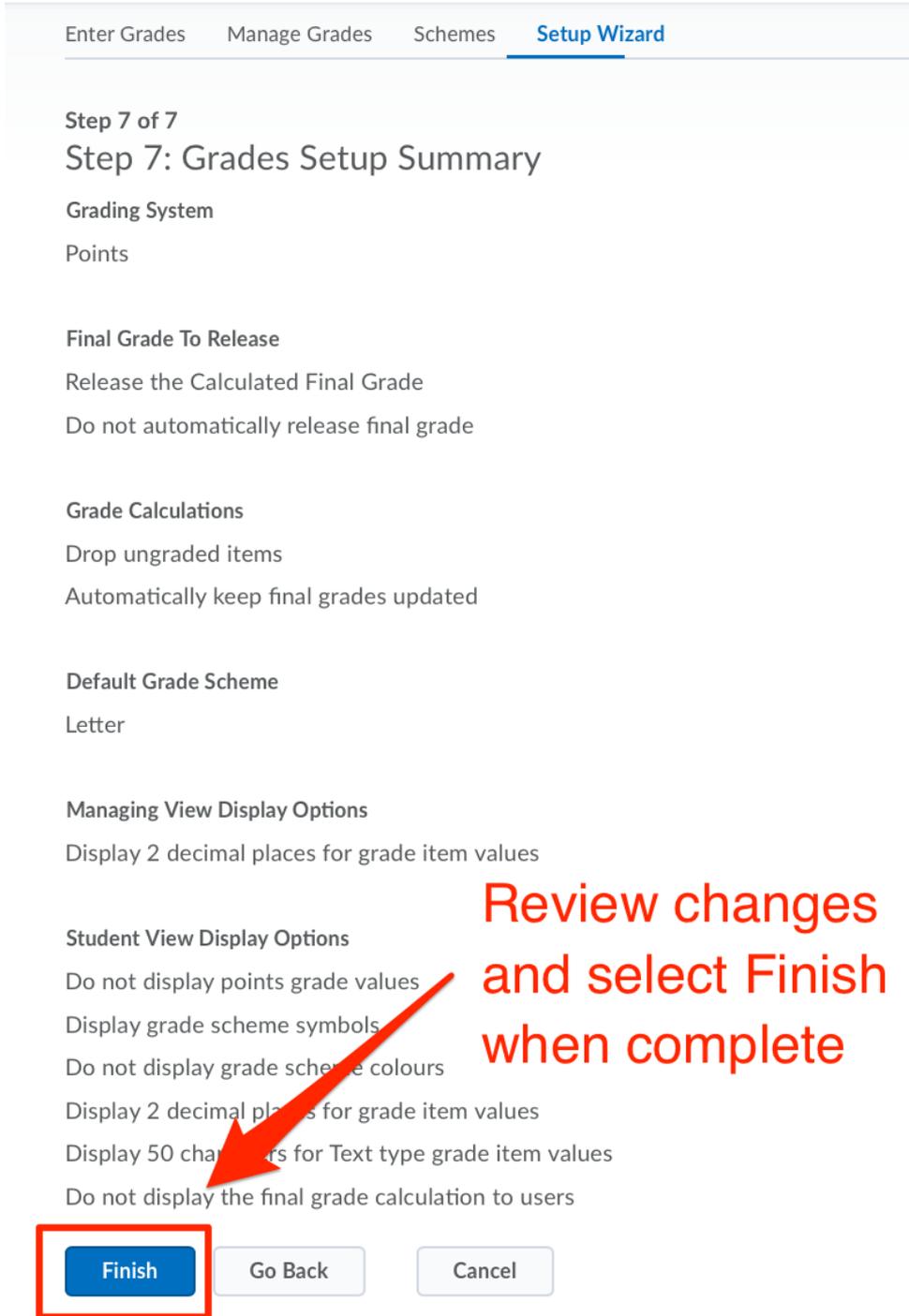
Number of decimal places to display | 2 | ❓

Characters Displayed *

Number of characters to display for Text items | 50 | ❓

Final Grade Calculation

☐ Display final grade calculation to users ❓

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

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*.

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.