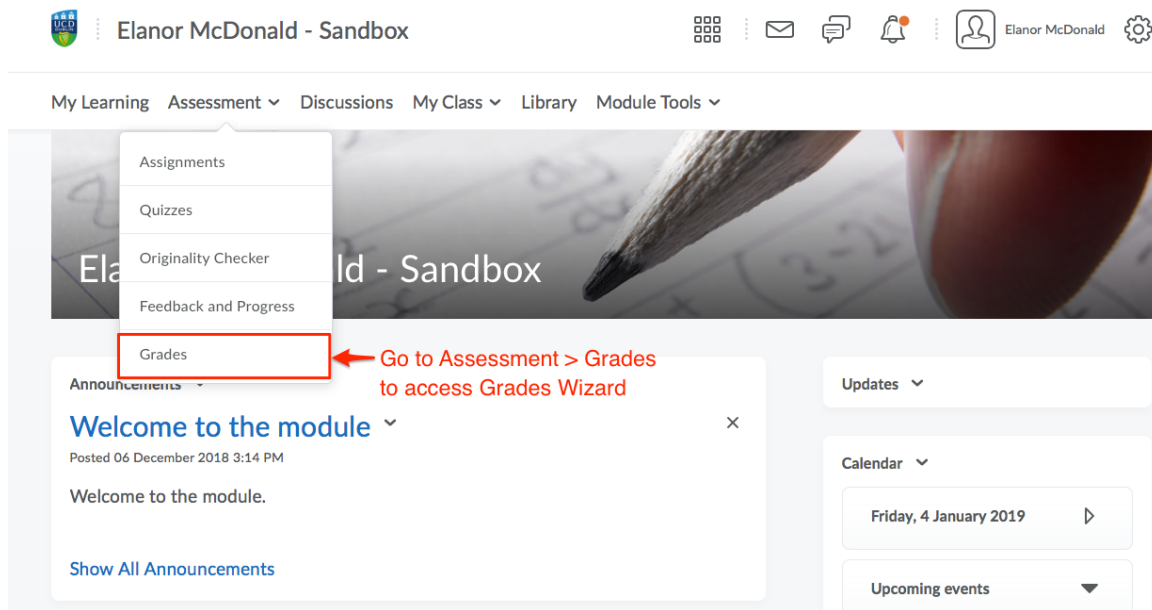


Using the Grades Wizard in Brightspace

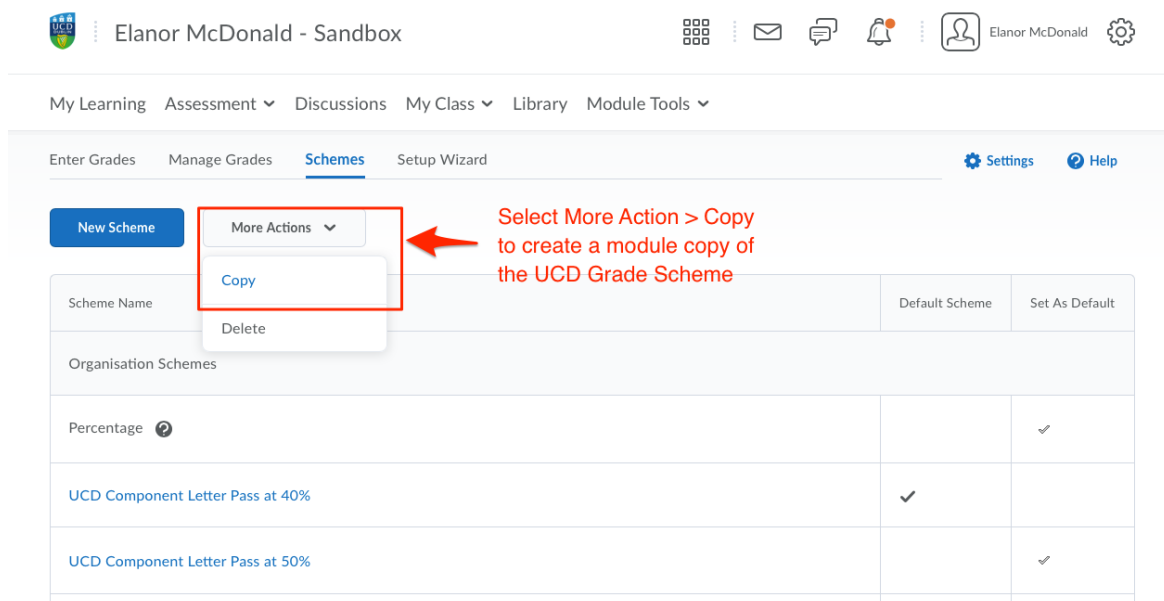
You should use the *Grades Wizard* tool to establish the grades area of your module.

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



The screenshot shows the Brightspace interface for user 'Elanor McDonald - Sandbox'. The main navigation bar includes 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. The 'Assessment' dropdown menu is open, showing options: 'Assignments', 'Quizzes', 'Originality Checker', 'Feedback and Progress', and 'Grades'. The 'Grades' option is highlighted with a red box. A red arrow points to it with the text: 'Go to Assessment > Grades to access Grades Wizard'. Below the menu, there is an 'Announcements' section with a 'Welcome to the module' message and a 'Calendar' section showing 'Friday, 4 January 2019'.

Step 2 – Copy the UCD Grade Scheme into the module by going to *Schemes* and selecting *Copy* from the *More Action* dropdown



The screenshot shows the 'Schemes' page in Brightspace. The page has tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Schemes' tab is active. There is a 'New Scheme' button and a 'More Actions' dropdown menu. The 'More Actions' dropdown menu is open, showing options: 'Copy' and 'Delete'. The 'Copy' option is highlighted with a red box. A red arrow points to it with the text: 'Select More Action > Copy to create a module copy of the UCD Grade Scheme'. Below the dropdown, there is a table with columns: 'Scheme Name', 'Default Scheme', and 'Set As Default'. The table lists 'Organisation Schemes' and 'UCD Component Letter Pass at 40%' and 'UCD Component Letter Pass at 50%'. The 'Set As Default' column has checkmarks for the UCD schemes.

Scheme Name	Default Scheme	Set As Default
Organisation Schemes		
Percentage ?		✓
UCD Component Letter Pass at 40%	✓	
UCD Component Letter Pass at 50%		✓

Copy a Scheme

Scheme Name	
University College Dublin	
<input checked="" type="radio"/>	UCD Component Letter Pass at 40%
<input type="radio"/>	UCD Component Letter Pass at 50%
<input type="radio"/>	UCD Pass/Fail

ACC1007D-Acc for Non-Acc Students 2018/19 Semester 2 (ACC1007D-2018-S2)

Select the UCD Component
 Letter Pass at 40% Scheme and
 then click Copy

[Enter Grades](#)
[Manage Grades](#)
[Schemes](#)
[Setup Wizard](#)

[Settings](#)
[Help](#)

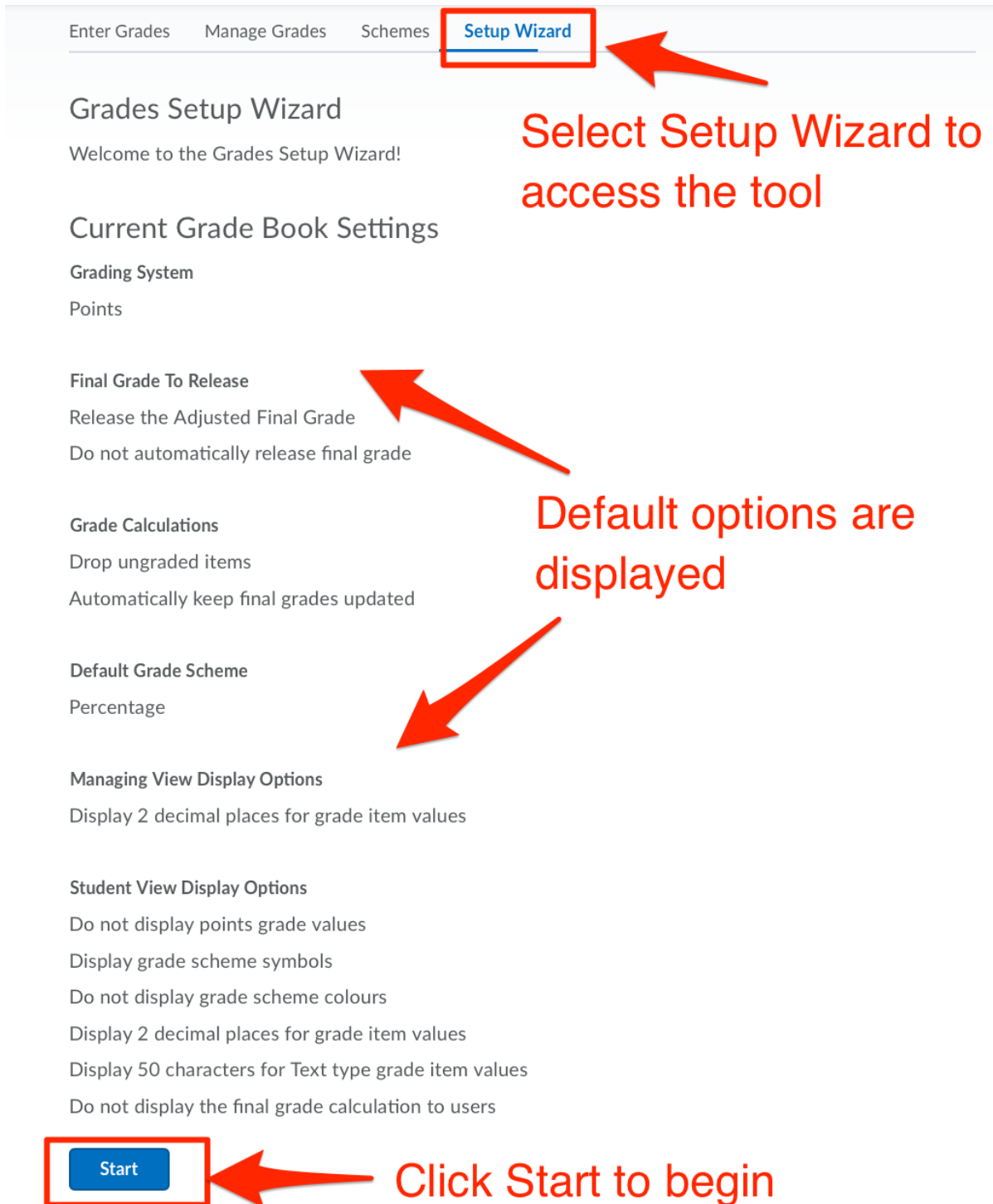
[New Scheme](#)

More Actions ▾

Scheme Name	Default Scheme	Set As Default
Organisation Schemes		
Percentage ?		✓
UCD Component Letter Pass at 40%	✓	
UCD Component Letter Pass at 50%		✓
UCD Pass/Fail		✓
Module Schemes		
Copy of UCD Component Letter Pass at 40%		✓

The Grade Scheme appears on the Module Schemes list

Step 3 - Select the *Setup Wizard* option to begin to set up the grades area. 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, there is a navigation bar with four tabs: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Setup Wizard' tab is highlighted with a red box and a red arrow pointing to it, with the text 'Select Setup Wizard to access the tool' next to it. Below the navigation bar, the main content area is titled 'Grades Setup Wizard' and 'Welcome to the Grades Setup Wizard!'. It lists several settings categories: 'Current Grade Book 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), and a 'Start' button at the bottom. The 'Start' button is highlighted with a red box and a red arrow pointing to it, with the text 'Click Start to begin' next to it. The text 'Default options are displayed' is also present, with a red arrow pointing to the 'Final Grade To Release' section.

Enter Grades Manage Grades Schemes **Setup Wizard**

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

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

Select Setup Wizard to access the tool

Default options are displayed


Click Start to begin

Step 4 - 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 5 - Next select how the *Final Grade* is utilised by the grades area. Select *Adjusted Final Grade*. This option will allow you to adjust student's grade before release, if required.

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 Adjusted Final Grade

Step 6 - Determine how *Grade Calculations* are managed in the Grades area. You can choose to *Drop ungraded items* (meaning students that miss assignments or tests will not have any

mark against them in grading) or to *Treat ungraded items as 0* (meaning any missed assignments will have a resulting 0 mark automatically added against the student in the grades area). Ensure that the *Automatically keep final grade updated* option is turned on.

My Learning Assessment ▾ Discussions My Class ▾ Library Module Tools ▾

Enter Grades Manage Grades Schemes Setup Wizard

Step 3 of 7
Step 3: Grade Calculations

Ungraded Items

☐ Drop ungraded items ?
☒ Treat ungraded items as 0 ?

Auto Update

☒ Automatically keep final grade updated ?

Continue Go Back Cancel

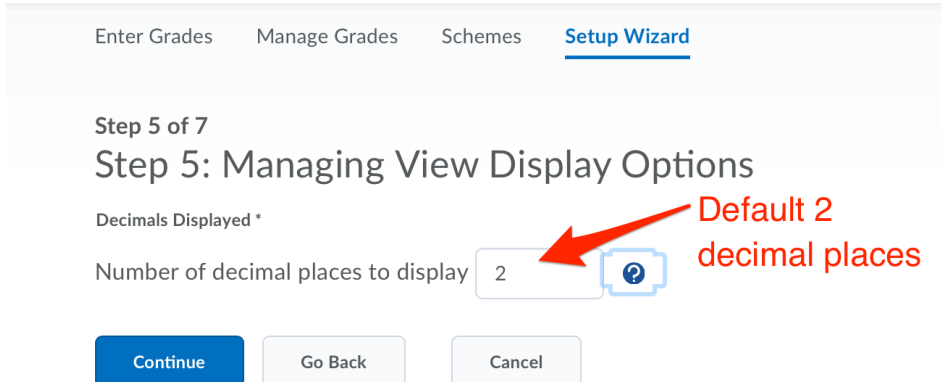
Step 7 - Next, select the *Grading Scheme* that will be used in the *Grades* area. Make sure to select the module grade scheme that you copied at the start of this process, *UCD Component Letter Pass at 40%*, which is the standard marking scheme for modules in the College of Business. Set this to the default scheme. If your module requires the use of a different marking scheme be sure to enable it here.

Step 4 of 7

Step 4: Choose Default Grade Scheme

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


Step 8 - Next select the amount of decimal places to set the points values to. The default is 2.



Enter Grades Manage Grades Schemes Setup Wizard

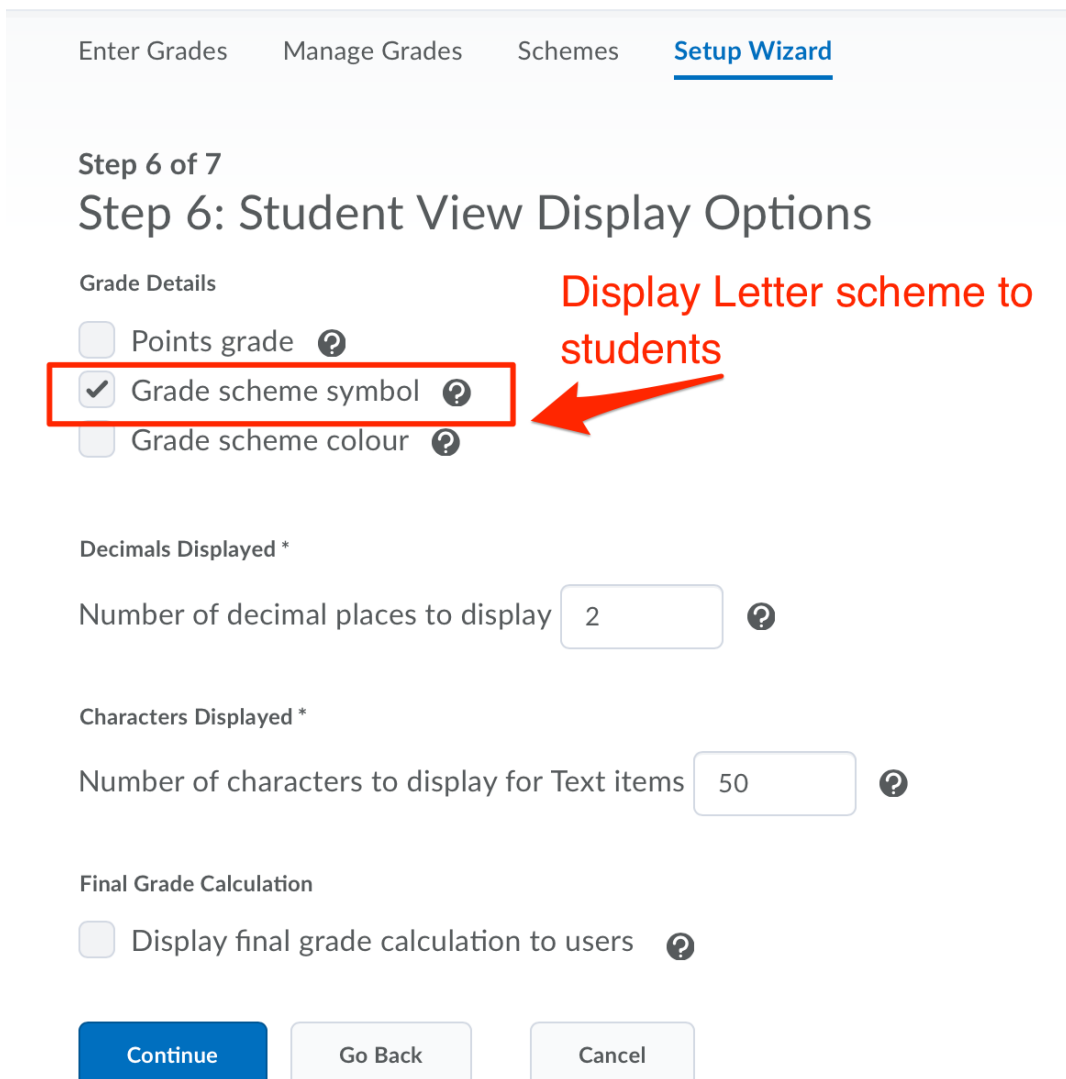
Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display 

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


Step 9 - 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 

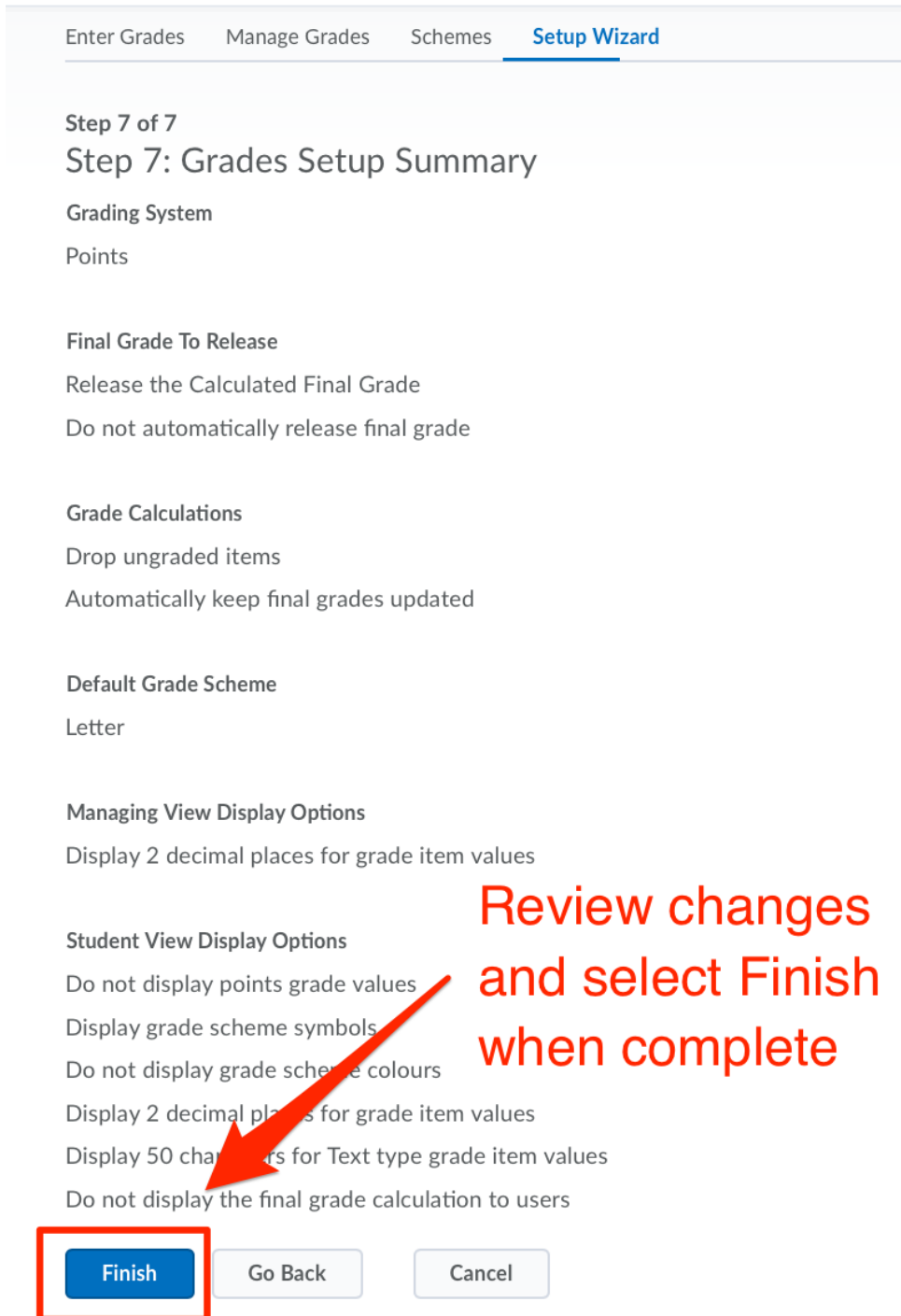
Characters Displayed *

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

Review changes and select Finish when complete

Finish Go Back Cancel

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.