

Grading – Quiz Grade Visibility

Quiz Grade Visibility

To reveal the results of a graded quiz to students in Brightspace, the following conditions must be met:

- 1. A grade item must be attached to the quiz
- 2. The grade item must be set as visible to students
- 3. A schema must be set for the grade item
- 4. The grade item display options must be set to show either points grade or grade scheme symbol
- 5. The grade for the quiz must be exported to the grade item
- 1. To check there is a grade item attached to the quiz

Step 1 - Go to Assessment – Quizzes.

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My Learr	ning <u>Assessment</u> ~ Disc	ussions My Class 🛩 L	Library 🗸 Module T	ōols 🗸				
Manage (New (Assignments Quizzes Go to	Statistics Assessment - Quiz: More Actions ~	zes					🕜 Help
	Feedback and Progress				View:	By Category	~	Apply
🌮 Bulk	Grades							
	Without Category							Published
	Mid term quiz 🗸 🦞							4/7

Step 2 - Click to Edit the quiz.

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My Learning Assessr	Hide from Use	ly Class 🖌 Library 🖌 Module Tools 🗸	
Manage Quizzes Que:	Preview		🕐 Help
	Delete		
New Quiz Edi	Сору	tions 🗸	
	Grade	View: By Category ~	Apply
🌮 Bulk Edit	Reports	Click to Edit the quiz	
Without Catego	Statistics	_	Published
Mid term quz	~ 9		4/7



Step 3 - Click on the Assessment tab.

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My Learning Assessment 🗸 Discussions My Class 🗸 Library 🗸 Module	e Tools 🗸
Edit Quiz - Mid term quiz 🗸	
Click on the Assessment tab	
Properties Restrictions Assessment Objectives Submiss	sion Views Reports Setup
Assessment Automatic Grade Allow attempt to be set argraded immediately upon completion	
Grade Item The grade item should be listed here	3
mid term ~ [add grade item] 🕢	
Auto Export to Grades Allow automatic export to grades	

Note: The grade item should be listed here.

2. To check that the grade item is set as visible to students

Step 1 - Go to Assessment – Grades.

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My Learning Assessment Discussions My Class Library Module T	Tools 🗸
Assignments	
Quizzes	
Ni ^{Originality Chriter} Sandbox	
Feedback an Progress	
Calendar V Go to Assessment - Grades	Welcome to the Module
Thursday, 15 April 2021	Þ
	Updates V
Upcoming events	▼ B 1 New Assignment Submissions



Step 2 - Click Manage Grades.

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My Learning Assessment -> Discussions My Class -> Library -> N	Module Tools 🗸
Enter Grades Manage Grades Schemes Setup Wizard Click on Manage Grades	🌣 Settings 🛛 🥥 Help
Note	(Chaw Columns to change which items are visible
View By: User V Apply	7 show columns to change which items are visible.
Search Options	

Step 3 - Click to Edit the grade item.

grade export 🗸 🙍	Numeric	-	100
change to	Numeric	-	2
Hide from Up s Rubric gra	Numeric	-	100
rubric tes View Statistics	Numeric	Assignments 🕗	100
case 🗸 View Even Log	Selectbox	Assignments 🕗	100
mid tern 🗸 Click to Edit the grade item	Numeric	Quizzes 😧	100
Final Calculated Grade 🗸			722
Final Adjusted Grade 🗸 🗸			

Step 4 - Click on the Restrictions tab.





Step 5 - Hide from Users should be unchecked.

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My Learning Assessment ~ Discussions My Class ~ Library ~ Module To	ools 🗸								
Edit Item: mid term	Edit Item: mid term								
Properties Restrictions Objectives									
Hide from Users Hide from Users should be unchecked									
Availability									
Has Start Date									
Has End Date									
22/04/2021 9:56 PM									
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3. To check that the correct schema has been set for the grade item

Step 1 - Click the Properties tab.

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My Learning Assessment - Discussions My Class - Library - Module	e Tools 🗸	
Edit Item: mid term		
Properties Restrictions Objectives		
General Click the Properties tab		
Туре		
Numeric		
Association		
This grade item is associated with the quiz "Mid term quiz"		



Step 2 - Scroll down to the *Grade Scheme* section, and make sure the correct scheme is selected.



4. Under the Display Options heading, confirm the options are set to show either Points grade or a Grade scheme symbol

Display Options							
 Hide Display Options 							
Student View							
Display class average to users							
Display grade distribution to users 2							
 Override display options for this item 							
Show							
Points grade							
Grade scheme colour							

5. The export of grades to the grade item can be set to happen automatically in the quiz settings, or grades can be manually exported



Step 1 - To check that grades have been set to export automatically go to *Assessment – Quizzes*.

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My Learn	ing <u>Assessment</u> ~ Disc	ussions My Class 🗸 Library 🗸	Module Tools 🗸			
Manage (New (Assignments Quizzes Go to	Statistics Assessment - Quizzes More Actions				🕐 Help
🌮 Bulk	Feedback and Progress Grades			View:	By Category 🗸 🗸	Apply
	Without Category					Published
	Mid term quiz 🗸 🦞					4/7

Step 2 - Click to *Edit* the quiz.

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My Learning Assessr	Hide from Use	ty Class ∽ Library ∽ Module Tools ∽	
Manage Quizzes Que	Preview		Help
	Delete		
New Quiz Edi	Сору	tions 🗸	
	Grade	View: By Category ~	Apply
🌮 Bulk Edit	Reports	Click to Edit the quiz	
Without Catego	Statistics		Published
Mid term qu'z	~ የ		4/7

Step 3 - Click on the Assessment tab.

Edit Quiz - Mid term quiz 🗸

Properties	Restrictions	Assessment	Objectives	Submission Views	Reports Setup
General	Click c	on the Asses	sment tab		
Name *					
Mid term quiz					
Category					
no category	 [add category 	y] (?			



Step 4 - Make sure *Auto Export to Grades* has been checked.

Properties	Restrictions	Assessment	Objectives	Submission Views	Reports Setup
Assessme Automatic Grade	nt to be set as graded	immediately upon	completion O		
Grade Item	✓ [add gra	de item] 🛛 😧	Ū		
Auto Export to Grade	es tic export to grades	Make s checke	sure Auto Exp ed	port to Grades ha	is been
Student View Preview	w				

If you do not want to export grades automatically, grades can also be exported manually when grading quiz questions for an individual student

Step 1 - Go to Assessment – Quizzes.

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My Learr	ning <u>Assessment</u> ~ Disc	ussions My Class 🗸 Lib	rary 🗸 Module Tools 🗸			
Manage (New (Assignments Quizzes Go to	Statistics Assessment - Quizze More Actions ~	25			Help
🌮 Bull	Feedback and Progress			View:	By Category 🗸	Apply
	Without Category					Published
	Mid term quiz 🗸 🦞					4/7



Step 2 - Click to Grade the quiz.

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My Learning Assessr	Hide from Users	ly Class 👻 Library 🗸	Module Tools 🗸					
Manage Quizzes Que	Preview						0	Help
	Delete							
New Quiz Edi	Сору	tions 🗸						
	Grade	Click to Grade	the quiz	View:	By Category	у ~	App	bly
🌮 Bulk Edit	Reports							
Without Catego	Statistics						Publis	hed
Mid term qui	~ P						4/7	7

Step 3 - Click on a quiz Attempt.

Export to CSV Export to Excel Export to Gra	ades Attempt Logs	More	Actions 🗸				
Users Attempts Questions							
View By: User ~ Apply Search For Q Show Search Options							
First Name ▲ , Last Name	Completed	Score	Grade	Status			
Niall Test Student1 Scroll down and click on a quiz Attempt							
attempt 1	10 April 2021 6:06 PM	5 / 15	Е	Published: 11 April 2021 5:29 PM			
overall grade (highest attempt)		5 / 15	E				

Step 4 - Scroll through the Attempt to review answers and scores.





Step 5 - Click Publish to export the attempt to Grades.

Question 1 (Mandatory)							
"For the MNC, agency costs are typically:"							
× non-existent							
\Rightarrow larger than agency costs of a small purely	domestic firm						
smaller than agency costs of a small purely	v domestic firm						
the same as agency costs of a small purely	domestic firm						
Save Time							
6:06 PM							
Score 2 / 3 (graded by Niall Flaherty)	Click Publish to export the attempt to Grades						
Expand question feedback	Publish Save Draft						

Step 6 - Click through each user to grade their attempts.

Alternatively, to export some or all students quiz grades

Step 1 - Go *Back* to the quiz Grade area, and select the students whose grades you wish to export.

	First Name 🔺 , Last Name	Completed	Score	Grade	Status				
🖌 Nia	Test Student1 Select the students whose grades you wish to export								
	attempt 1	10 April 2021 6:06 PM	5 / 15	E	Draft Saved: 15 April 2021 11:25 PM				
	overall grade		-	-					
🖌 Nia	l Test Student2								
	attempt 1	10 April 2021 6:07 PM	8 / 15	C	Draft Saved: 10 April 2021 9:53 PM				
	overall grade		-	-					
🖌 Nia	l Test Student3								
	attempt 1	10 April 2021 6:08 PM	5 / 15	E	Draft Saved: 10 April 2021 9:53 PM				
	overall grade		-	-					



Step 3 - Click Export to Grades.

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My Learning Assessment - Discussions My Class - Library - Module Tools -									
Manage Quizzes → Mid term quiz									
Grade Quiz - Mid term quiz 🧅									
Export to CSV Export to Excel Export to Grades Attempt Logs More Actions 🗸									
Users Attempts Questions Click Export	o Grades								
View By: User Apply Search For Q Show Search Options									
💼 Reset 🖓 Publish Feedback 🥍 Retract Feedback									
First Name A, Last Name Completed	Score Grade Status								

Note: If no grade item is associated with the quiz, it is still possible to export quiz results from Brightspace as a CSV or Excel file for grading offline.

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My Learning Assessment ~ Discussio	ns My Class 🗸 Library	y ∽ Module To	ols 🗸						
Manage Quizzes > Mid term quiz Grade Quiz - Mid term quiz ~									
Export to CSV Export to Excel Export to Grades Attempt Logs More Actions Users Attempts Questions									
View By: User Apply Export a .csv or .xslx file type Search For Show Search Options Reset Publish Feedback P. Retract Feedback									
First Name 🔺 , Last Name	Completed	Score G	Grade	Statu	s				
Niall Test Student1									