

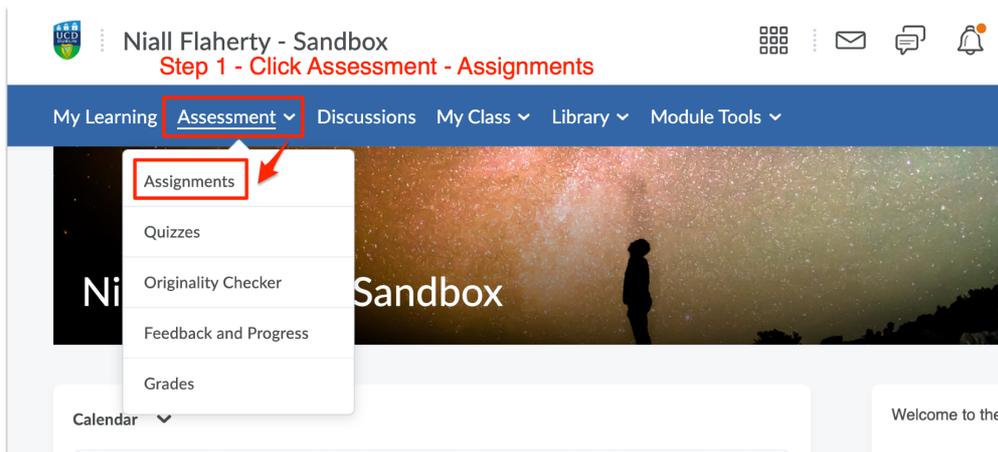
Module Setup – Grade Items

Grade Items

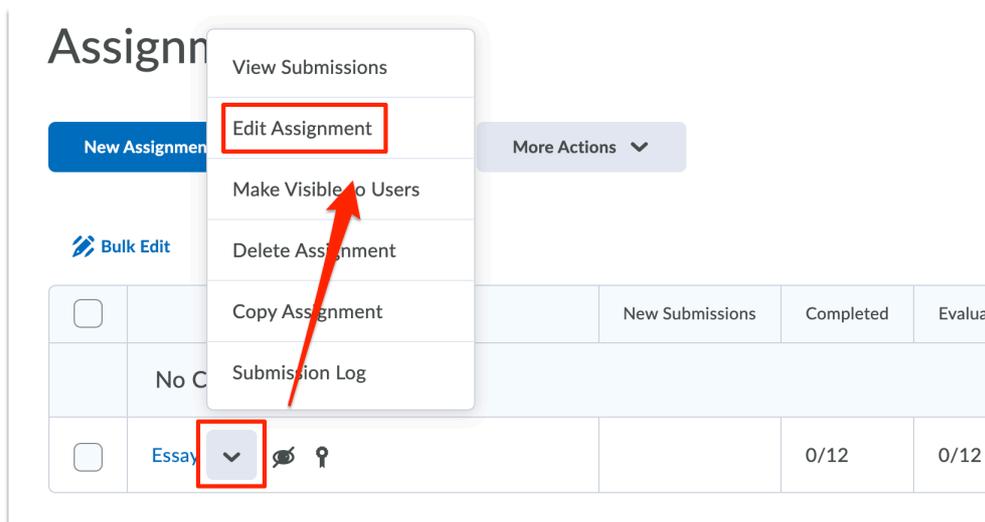
Grade items are used to store grades, they can be added to assignments to allow marks and grades to be set for assignments, which can then be collected in the Grades area of Brightspace. A number of different types of Grade items are possible including Pass/Fail, Numeric and Select-box. The example below involves adding first a *Numeric* (mark by points/percentages) and then a *Selectbox* (mark by letter grades) to an assignments.

1. If you want to attach a new grade item to an existing assignment grade item:

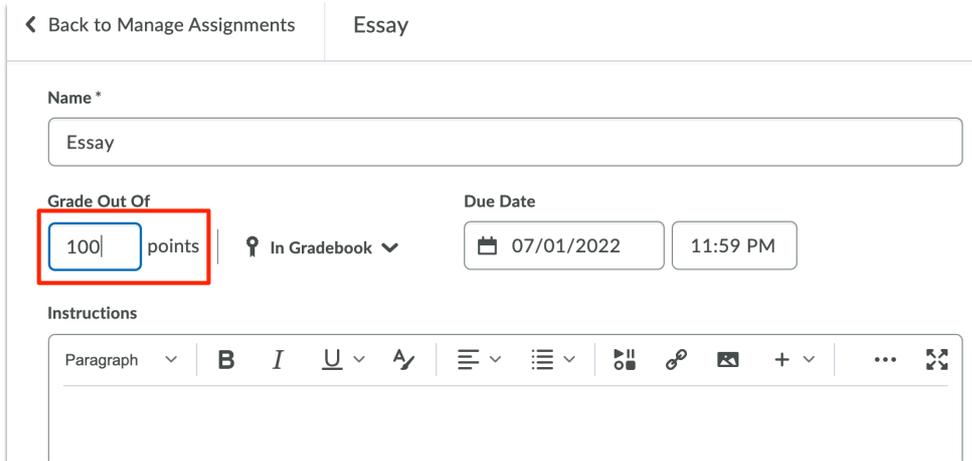
Step 1 - Click Assessment - Assignments



Step 2 - Then click on the down-arrow to the right of assignment name and click *Edit Assignment*



Step 3 - Add your preferred score, e.g. 100, to the *Grade Out of* field, a new grade item with the same name as your assignment is created automatically.



← Back to Manage Assignments Essay

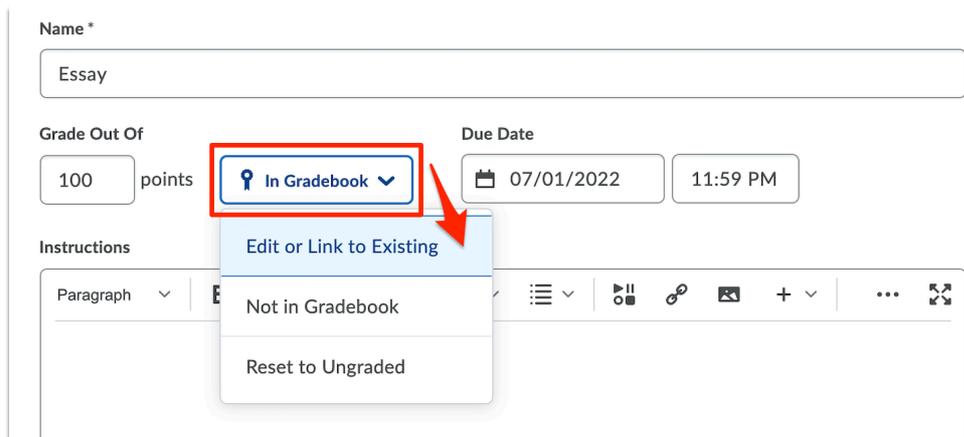
Name *
Essay

Grade Out Of: 100 points In Gradebook ▼ Due Date: 07/01/2022 11:59 PM

Instructions
Paragraph ▼ B I U A List Bullets Link Email + ... Expand

Step 4 - Click *In Gradebook*

Step 5 - Click *Edit or Link to Existing*



Name *
Essay

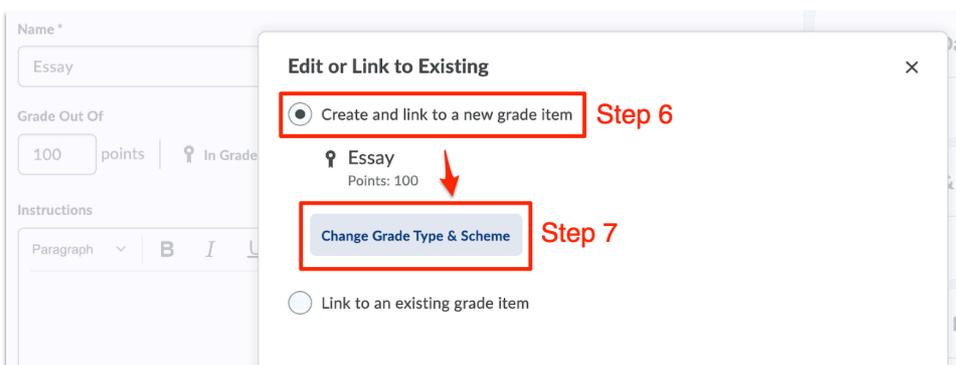
Grade Out Of: 100 points In Gradebook ▼ Due Date: 07/01/2022 11:59 PM

Instructions
Paragraph ▼ E List Bullets Link Email + ... Expand

Edit or Link to Existing
● Edit or Link to Existing
○ Not in Gradebook
○ Reset to Ungraded

Step 6 - Select *Create and link to a new grade item*

Step 7 - Click *Change Grade Type & Scheme*



Name *
Essay

Grade Out Of: 100 points In Gradebook ▼

Instructions
Paragraph ▼ B I U

Edit or Link to Existing

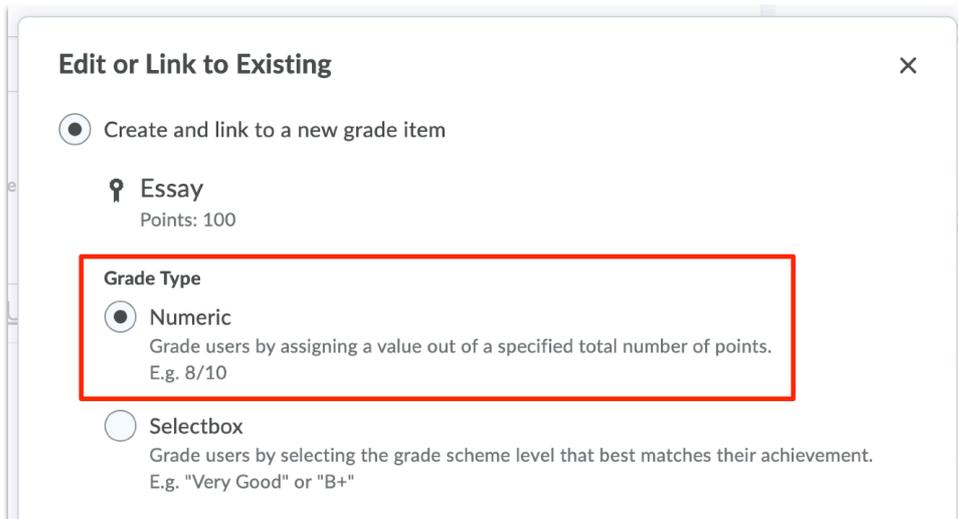
● Create and link to a new grade item **Step 6**

○ Essay
Points: 100

Change Grade Type & Scheme **Step 7**

○ Link to an existing grade item

Step 8 - Choose *Numeric* to mark with points or percentages



Edit or Link to Existing [X]

Create and link to a new grade item

Essay
Points: 100

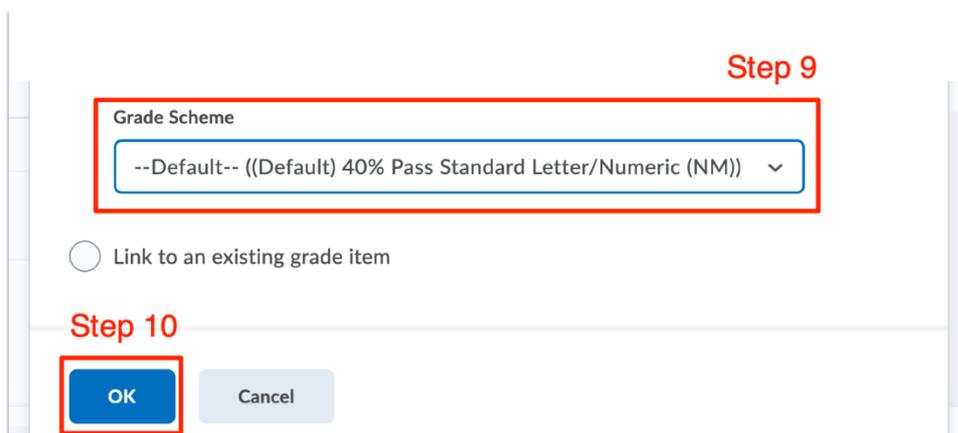
Grade Type

Numeric
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

Selectbox
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Step 9 - Confirm the correct Grade Scheme is selected

Step 10 - Click *Ok*



Grade Scheme

--Default-- ((Default) 40% Pass Standard Letter/Numeric (NM)) [v]

Link to an existing grade item

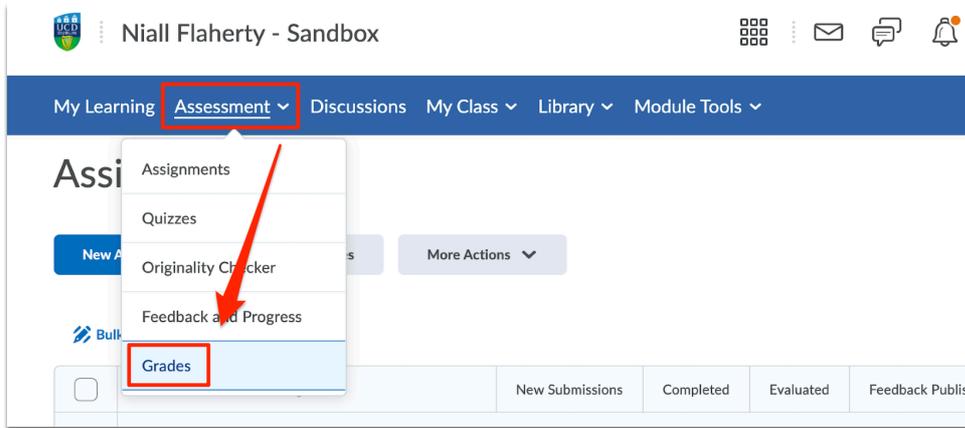
Step 10

OK Cancel

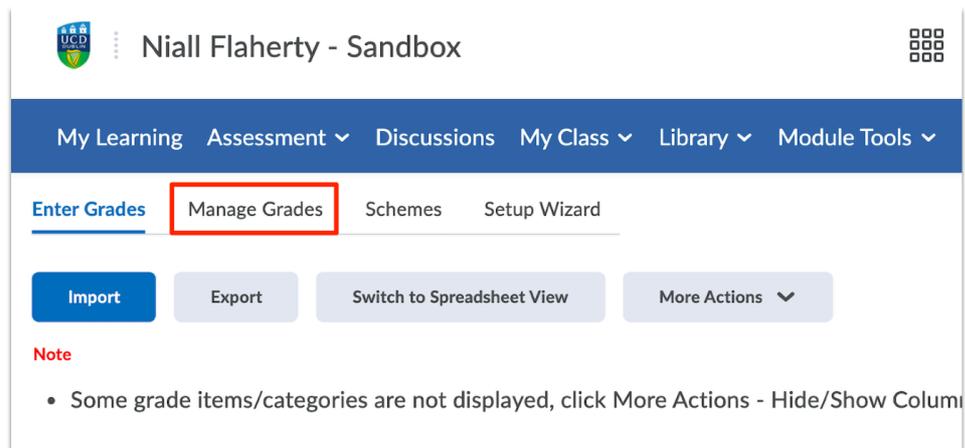
Step 11 - Click *Save and Close*

2. If you want to hide the Grade Item from students until the release of provisional grades:

Step 1 - Go to Assessment – Grades



Step 2 - Click on the Manage Grades tab



Step 3 - Click on the down-arrow to the right of the grade item name and select Hide from Users



Note: The default grade item is *Numeric*. If you change to a *Selectbox* grade item, Brightspace creates a new grade item and adds a number to the end of the name.

<input type="checkbox"/>	Financial Times Online-bb	▼	🗨️	⚠️
<input type="checkbox"/>	Essay	▼		
<input type="checkbox"/>	Essay(1)	▼		
<input type="checkbox"/>	report	▼		