

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:

😻 Nia	all Flaherty - Sa Step 1 - Click	andbox <mark>Assessmen</mark>	t - Assignn	nents				Þ	<u>ل</u>
My Learning	g Assessment ~	Discussions	My Class 🗸	Library 🗸	Module ⁻	Tools 🗸			
A	Assignments								
· C	Quizzes			1 Aller					
Ni	Driginality Checker	Sand	lbox						
F	eedback and Progress						-	a'r C	STR 2
G	Grades								
Calendar	~							vveicon	ne to the

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	debook 🗸	Due Date	11:59 8	PM		
Instructions	<u>U</u> ~ Ay	≕ × ≡ × b	e ^o 🖪	+ ~	•••	53

Step 4 - Click In Gradebook Step 5 - Click Edit or Link to Existing

Essay	
Grade Out Of	P In Gradebook ▼
nstructions	Edit or Link to Existing
Paragraph 🗸	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 *	Edit or Link to Existing ×	Da
Grade Out Of	• Create and link to a new grade item Step 6	
100 points 9 In Grade	Points: 100	i (
Paragraph ~ B I <u>L</u>	Change Grade Type & Scheme Step 7	
	○ Link to an existing grade item	F



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

dit or	Link to Existing	×
• Cre	ate and link to a new grade item	
Ŷ	Essay Points: 100	1
Grad	de Type Numeric Grade users by assigning a value out of a specified total number of points. E.g. 8/10	
\bigcirc	Selectbox Grade users by selecting the grade scheme level that best matches their ach E.g. "Very Good" or "B+"	lievement.

Step 9 - Confirm the correct Grade Scheme is selected Step 10 - Click Ok

	Step 9
Gr	rade Scheme
	Default ((Default) 40% Pass Standard Letter/Numeric (NM)) 🗸
C Lir	ink to an existing grade item
Step	3 10
ок	K 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

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My Learning <u>Assessment</u> ~	Discussions	My Class 🗸	Library 🗸	Module Tools	~		
Assi Assignments							
Quizzes							
New A Originality Chacker	s	More Actions	~				
Feedback and Progress	5						
Grades		Ν	lew Submissions	Completed	Evaluated	Feedba	ck Publis

Step 2 - Click on the Manage Grades tab

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My Learnin	g Assessmen	t 🗸 Discussions	s My Class ∽	Library 🗸	Module Tools	•
Enter Grades	Manage Grades	s Schemes S	etup Wizard			
Import	Export	Switch to Spreads	heet View	More Actions	~	
Note • Some grad	de items/categ	ories are not disp	layed, click Mc	ore Actions -	Hide/Show Col	um

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

	Financial Times Online-bb 🗸 🚿 🕐	Numeric	External Learning Tool 👔
	Essay	Numeric	-
	Essay(Edit	Selectbox	Assignments 😧
	report Hide from Users	Numeric	-
	Enter Grades		



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.

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	Essay 🗸
	Essay(1) 🗸
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