

## 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.

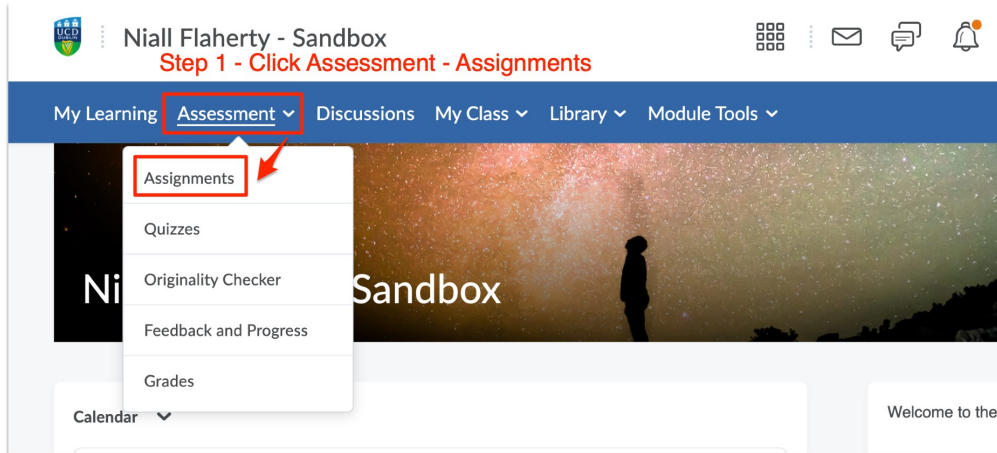
Brightspace offers a number of different types of grade item for use in assessing student work. Assignments can have either the *Numeric* or *Select-box* grade item associated with them. In addition to these two options there are a number of other types of grade item available in Brightspace which cannot be associated with assignments but can be used in a number of different ways to assess student work.

*This resource will show you how to:*

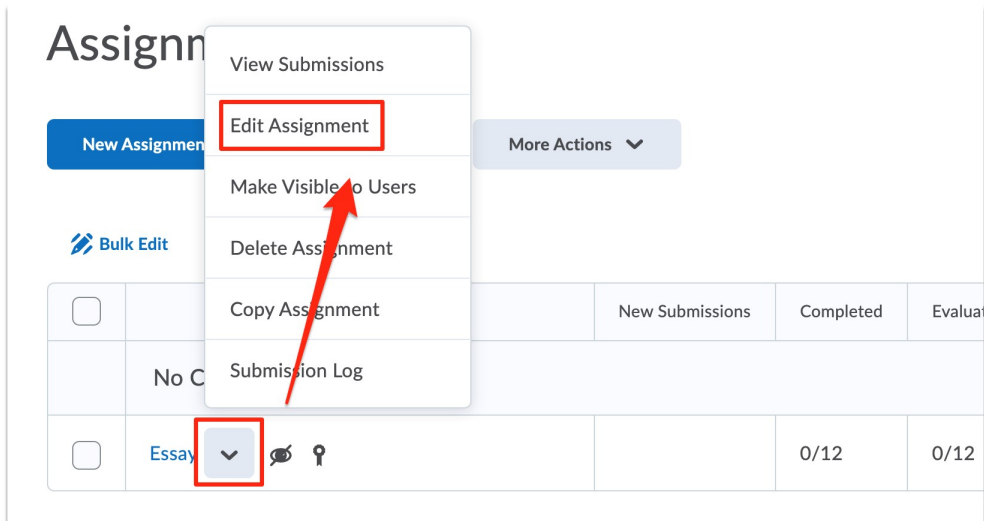
1. Attach a new grade item to an existing assignment grade item
2. Hide the Grade Item from students until the release of grades
3. How to create Pass/Fail grade items
4. How to create Text Grade Items
5. How to create Calculated Grade Items
6. How to create Formula Grade Items
7. How to create Grade item Categories

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~~ ≡ ≡ ≡ ≡ ≡ ≡ ≡ + ⋮ ⌕

**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 ▼ **B** *I* U ~~A~~ ≡ ≡ ≡ ≡ ≡ ≡ ≡ + ⋮ ⌕

**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 ▼ Due Date 07/01/2022 11:59 PM

Instructions

Paragraph ▼ **B** *I* U ~~A~~ ≡ ≡ ≡ ≡ ≡ ≡ ≡ + ⋮ ⌕

**Edit or Link to Existing**

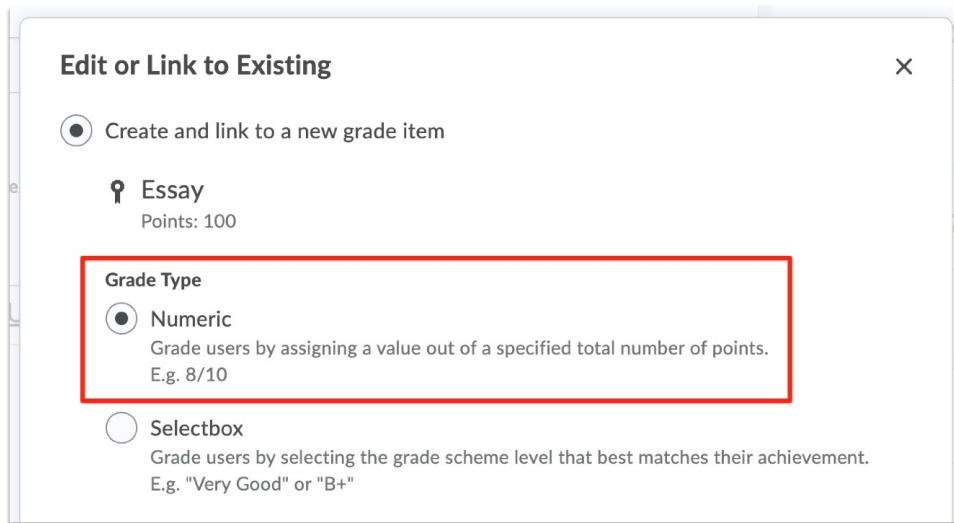
☒ **Create and link to a new grade item** Step 6

**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

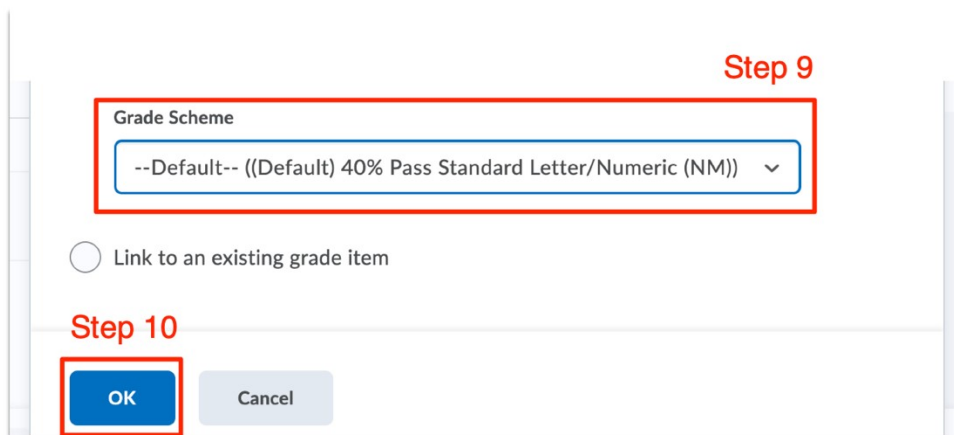
**Grade Type**

☒ **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**

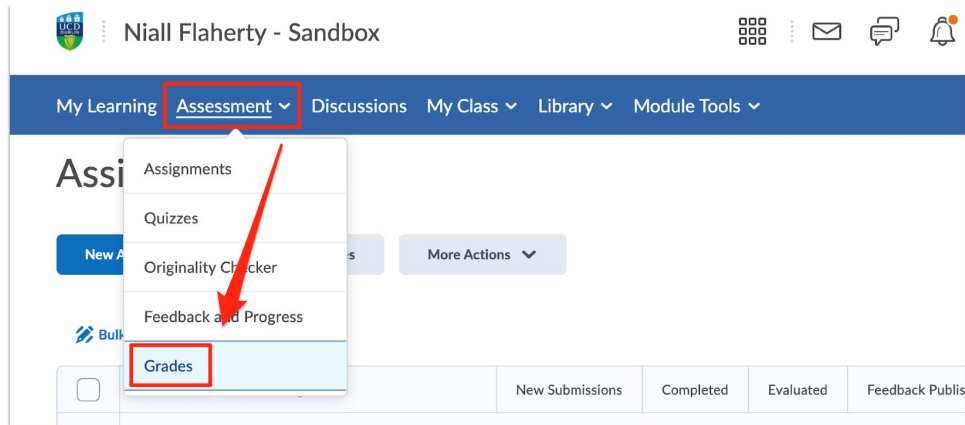
**OK** Cancel

**Step 11** - Click *Save and Close*.

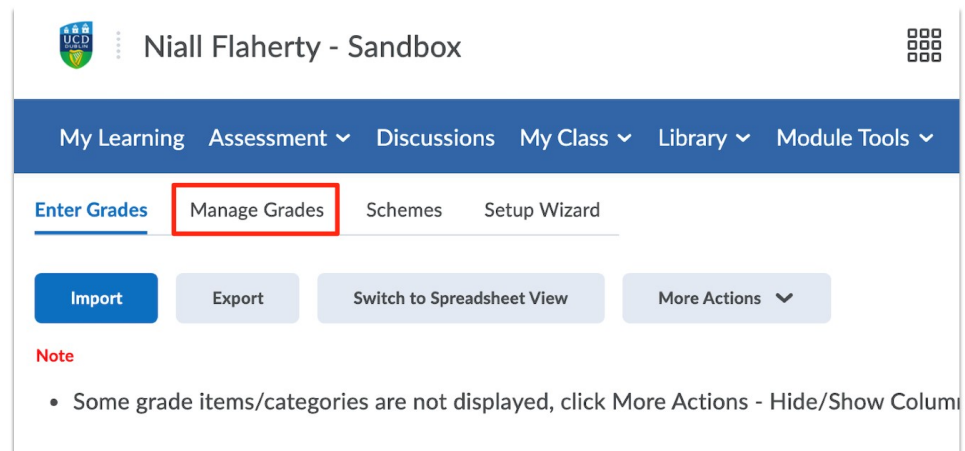


2. If you want to hide the Grade Item from students until the release of provisional grades:

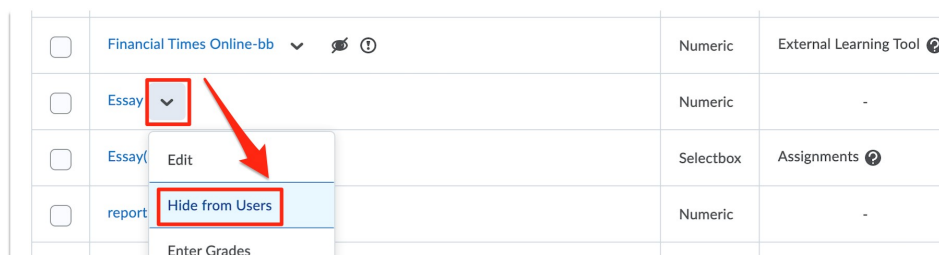
**Step 1 - Go to Assessment – Grades**



**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***



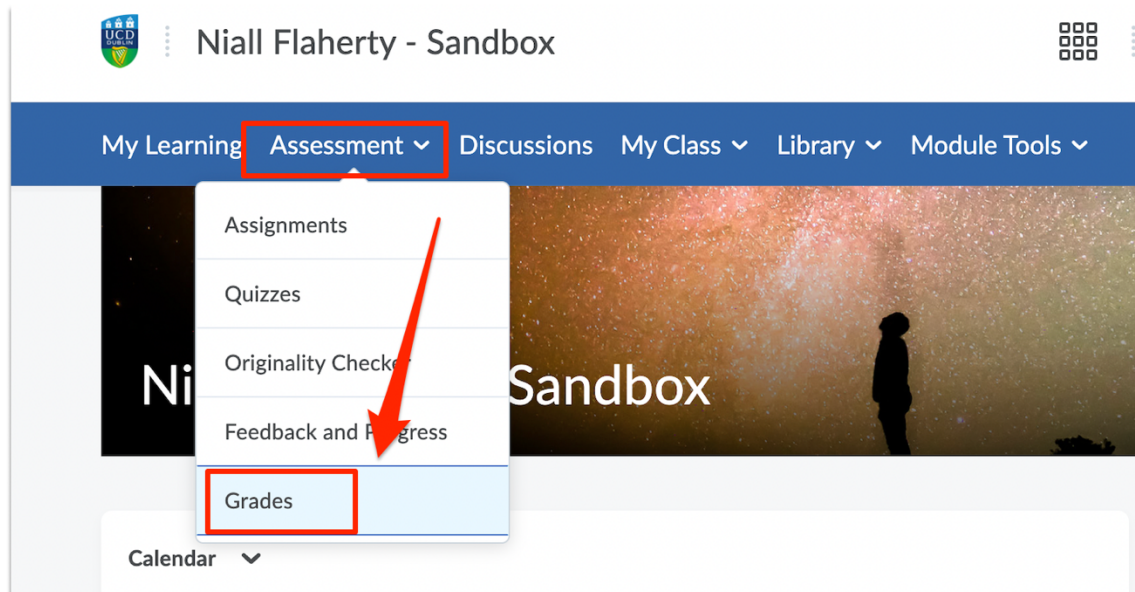
*Note:* The default grade item is *Numeric*. If you change to a *Selectbox* grade item, Brightspace creates a new grade item and adds a number to the end of the name.

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

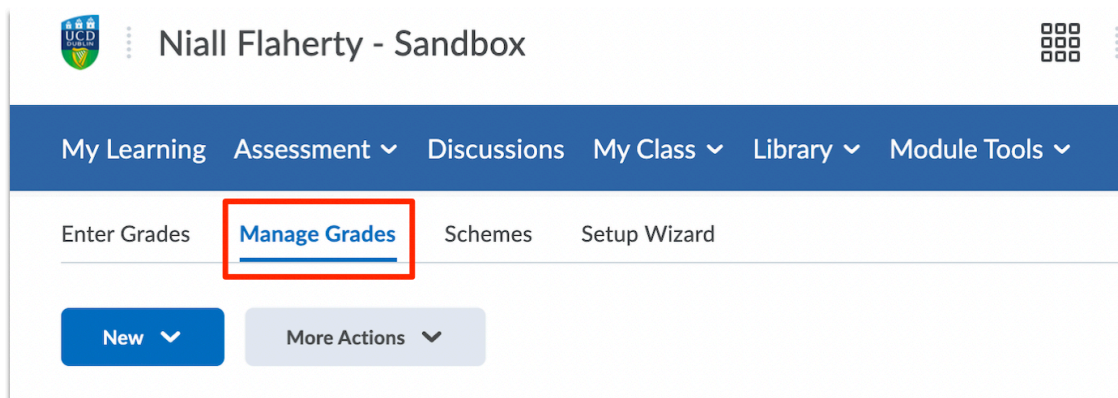
## How to Create Pass/Fail grade items

You can grade users using a simple pass/fail grade item. A Pass/Fail grade item is useful when you want to quickly either allocate all or none of the points available for a component. For example: Instructors have made use of Pass/Fail for class engagement grades.

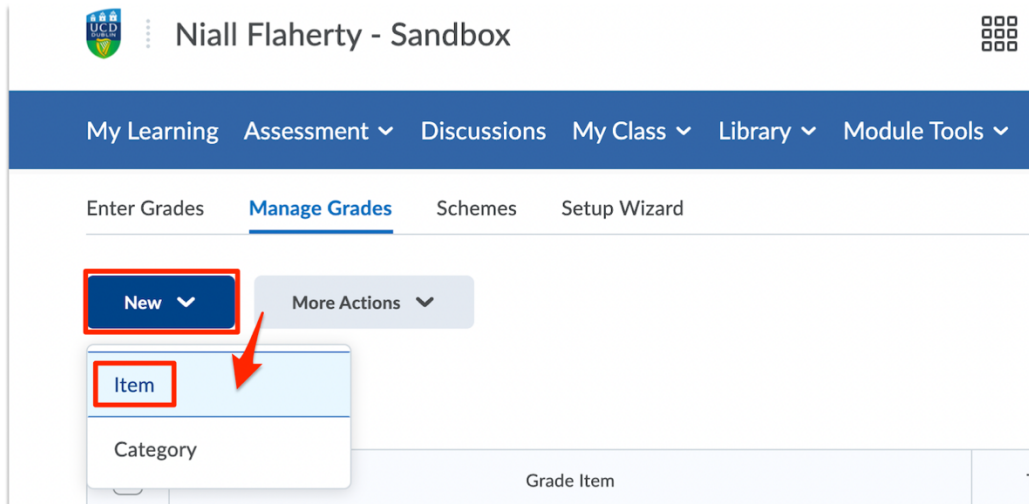
**Step 1** - To create a Pass/Fail grade item go to *Assessment – Grades*.



**Step 2** - Click the *Manage Grades* tab.



### Step 3 - Click New - Item



Niall Flaherty - Sandbox

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

Enter Grades **Manage Grades** Schemes Setup Wizard

New ▾ More Actions ▾

Item

Category

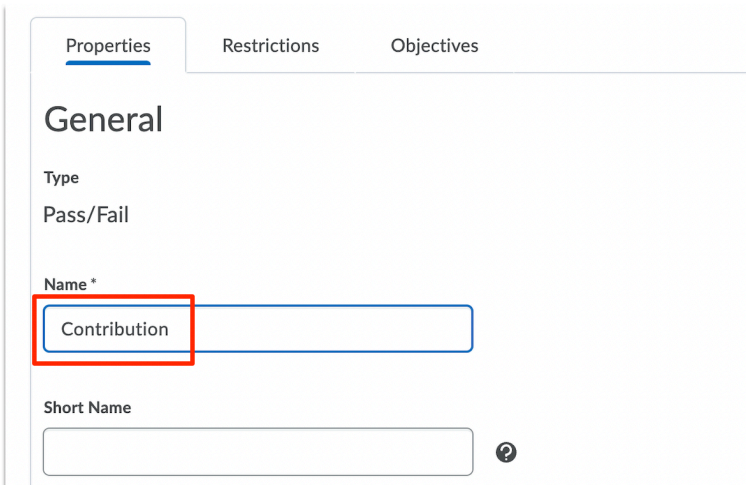
Grade Item

### Step 4 - Click on the *Pass/Fail* grade item type.

#### Choose a Grade Item 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+"
- ☒ **Pass/Fail**  
 Grade users using a simple pass/fail grade scheme.  
 E.g. "Pass" or "Fail"

### Step 5 - Give your Grade item a name.



Properties Restrictions Objectives

**General**

Type  
Pass/Fail

Name \*

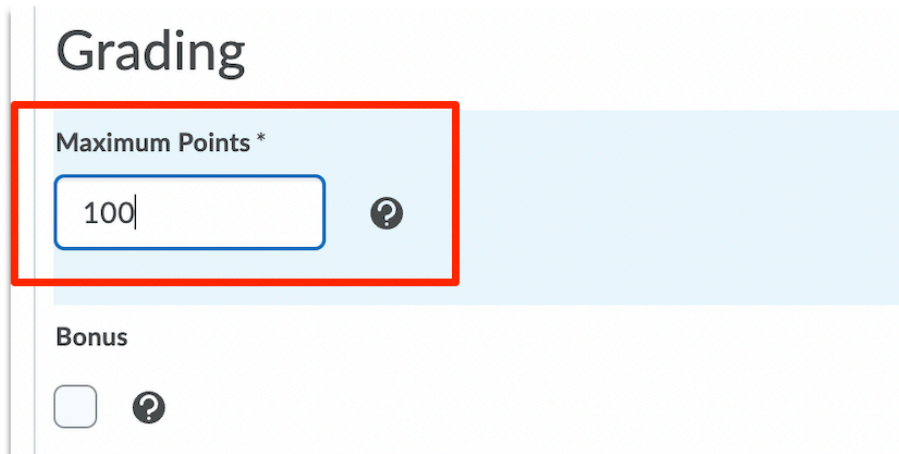
Contribution

Short Name

?

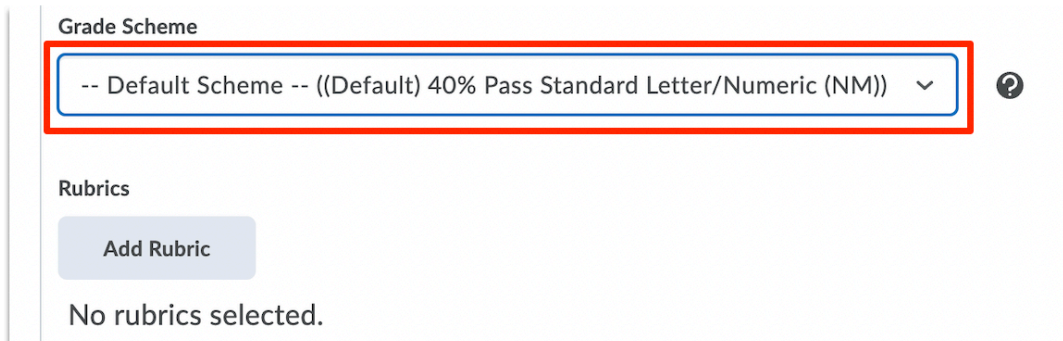
**Step 6** – Scroll down

**Step 7** - Set the Maximum points value for your grade.



The image shows a 'Grading' form. The 'Maximum Points \*' field is highlighted with a red box and contains the value '100'. Below it, the 'Bonus' section has an unchecked checkbox and a help icon.

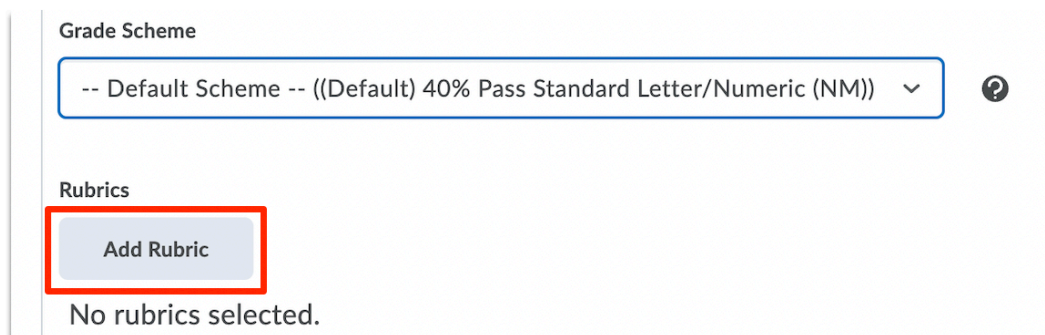
**Step 8** - Check that you have selected the correct grade scheme for your grade item.



The image shows the 'Grade Scheme' dropdown menu highlighted with a red box. The selected option is '-- Default Scheme -- ((Default) 40% Pass Standard Letter/Numeric (NM))'. Below this, the 'Rubrics' section has an 'Add Rubric' button and the text 'No rubrics selected.'

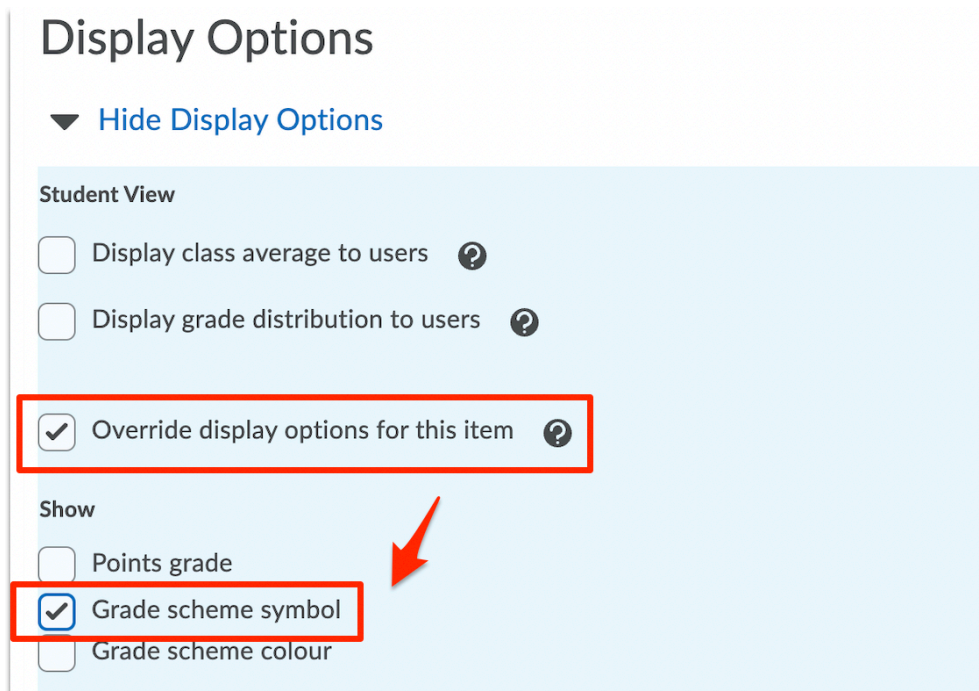
*Note: If you are grading the entire module on a Pass/Fail basis, there is a Pass/Fail grade scheme you can select.*

**Step 9** - Optionally add a Rubric for more detailed feedback with levels of achievement across a number of criteria.



The image shows the 'Grading' form with the 'Add Rubric' button in the 'Rubrics' section highlighted with a red box. The 'Grade Scheme' dropdown is also visible, showing the same default option as in the previous step.

**Step 10** - Optionally set the *Display Options* for the *Student View*.



## Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☒ Override display options for this item ?

Show

☐ Points grade

☒ Grade scheme symbol

☐ Grade scheme colour

**Step 11** – Scroll Up

**Step 12** - Click the *Restrictions* tab.



## Edit Item: Contribution

Properties **Restrictions** Objectives

**Step 13** - Click *Hide from Users* until you wish for students to see their grades.



## Edit Item: Contribution

Properties **Restrictions** Objectives

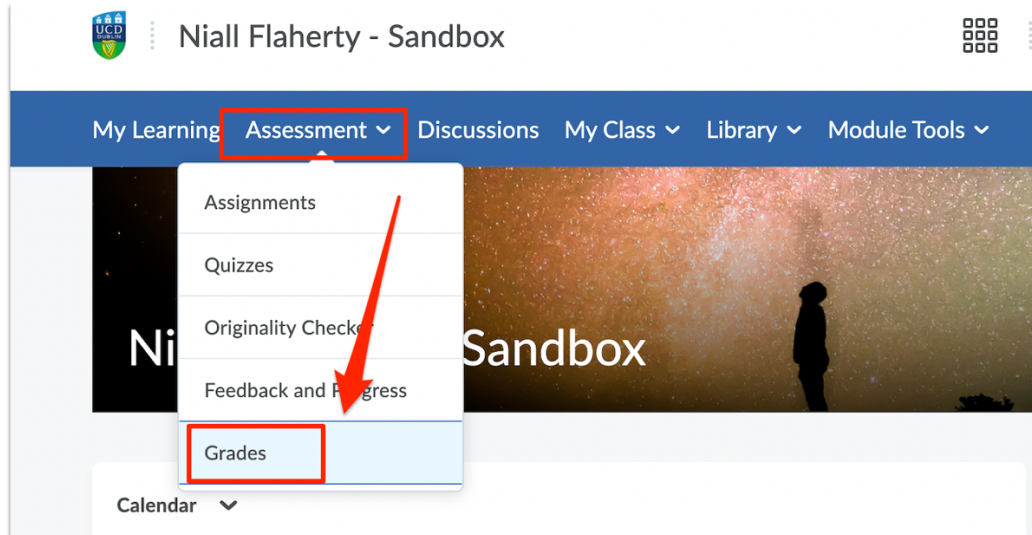
☐ Hide from Users

**Step 14** - Click *Save and Close*.

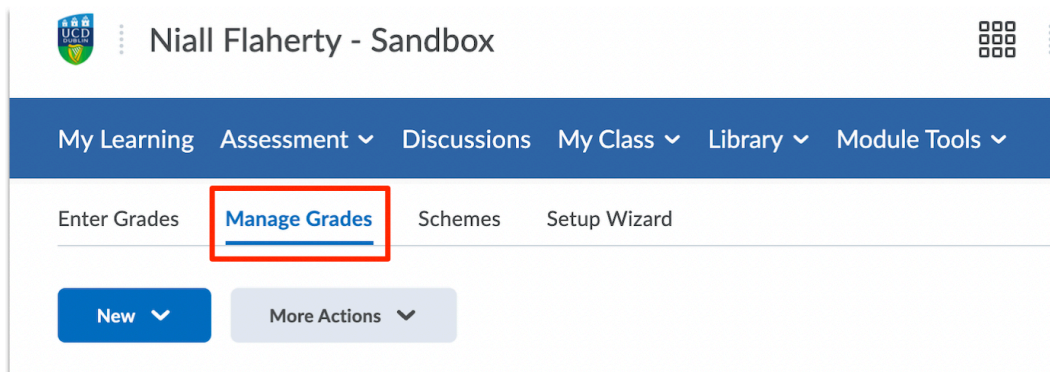


To grade students using the Pass/Fail grade item, go to:

**Step 1** – Click on *Assessment – Grades*

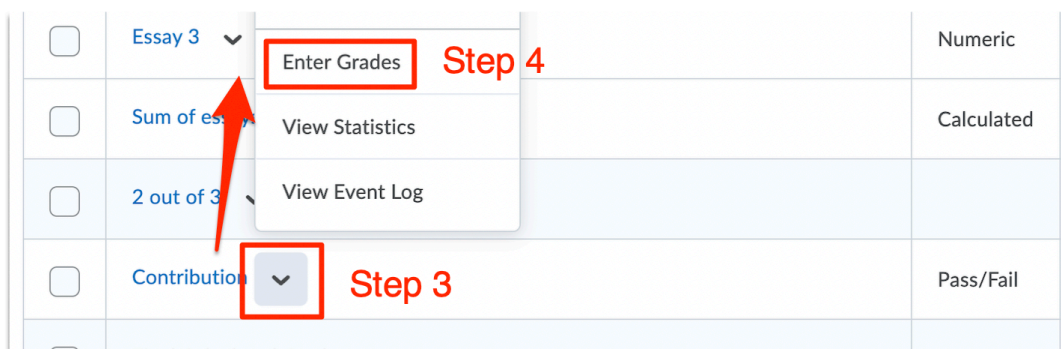


**Step 2** - Click the *Manage Grades* tab.





**Step 3** - Click the down-arrow to the right of the grade item name

**Step 4** - Select *Enter Grades*.





**Step 5** – Scroll down

**Step 6** - Under the Grade heading, click the down-arrow and select *Pass or Fail*.

<input type="checkbox"/>	Student1, Niall Test, stu_nflahert1 ▾	<div> <div>✓ None</div> <div>Pass</div> <div>Fail</div> </div>	-	No feedback provided.	
<input type="checkbox"/>	Student10, Niall Test, stu_nflahert10 ▾		-	No feedback provided.	

**Step 7** - You can add additional feedback by clicking on the feedback icon and entering additional feedback text.

<input type="checkbox"/>	Student1, Niall Test, stu_nflahert1 ▾	<div> <div>✓ None</div> <div>Pass</div> <div>Fail</div> </div>	-	No feedback provided.	
<input type="checkbox"/>	Student10, Niall Test, stu_nflahert10 ▾		-	No feedback provided.	

Grade Feedback for Elanor McDonald

Feedback

Pa... ▾

B ▾

≡ ▾


≡ ▾

+ ▾

A ▾

T

...



Private Comments

Anyone who can grade this activity can see these comments

Pa... ▾

B ▾


≡ ▾

≡ ▾

+ ▾

A ▾

...



Save

Cancel

**Step 8** - Grade each student in turn, and then click Save and Close.

*Note: In our example because the Default 40% Pass NM schema is used, a Pass grade will receive ALL of the available marks (100), and will receive an A+ grade, and a Fail grade will receive NONE of the available marks (0) and will receive a NM grade.*

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12

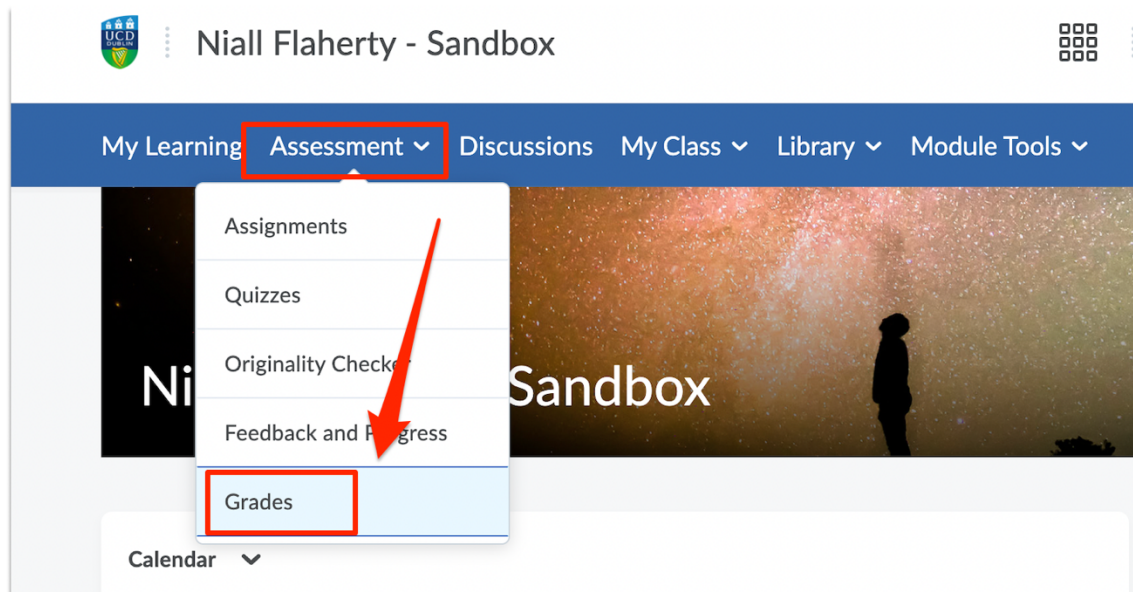


## How to create Text Grade Items

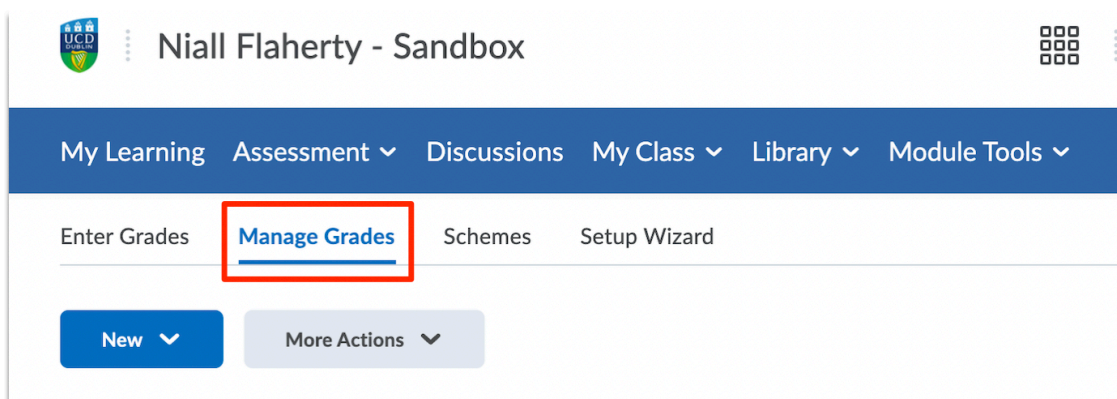
Text grade items can include custom written qualitative responses that don't otherwise exist in the grade scheme. E.g. 'Really Good Work' or 'Satisfactory' etc. Use text grade items to provide comments that are not counted towards users' final grades. While written feedback can be provided with the other grade items, only the text grade item exists to solely provide text feedback.

To create a Text grade item go to:

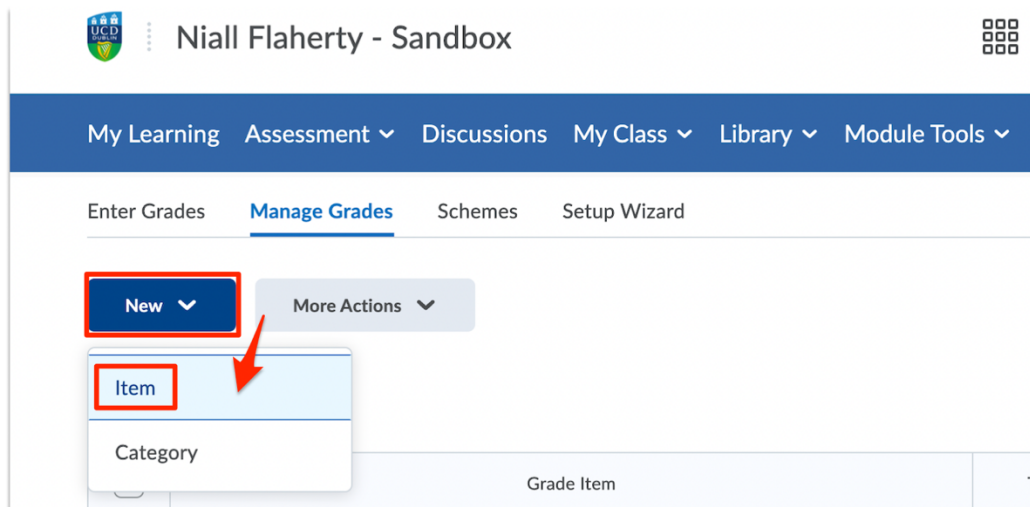
**Step 1** – Click *Assessment – Grades*.



**Step 2** - Click the *Manage Grades* tab.



### Step 3 - Click New - Item



### Step 4 - Click on the Text grade item type.

Formula

Automatically grade users using a custom formula based on achievement on other grade items.  
 E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.  

$$\text{IF}\{ \text{MIN}\{ [P1.Percent], [P2.Percent] \} < 50, 0, 1 \}$$

Calculated

Calculate users' cumulative achievement across multiple grade items.  
 E.g. Midterm Grade  

$$A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$$

Text

Provide comments in the grade book that are not calculated in the final grade.  
 E.g. "Module Evaluation Completed"

### Step 5 - Give your Grade item a name.

Properties

Restrictions

Objectives

General

Type


Text

Name \*

Custom text

*Note: For Text grade items, no score is set for the grade. When grading the instructor can add a short custom text instead of a grade.*

**Step 6** - Optionally add a Rubric for more detailed feedback with levels of achievement across a number of criteria.

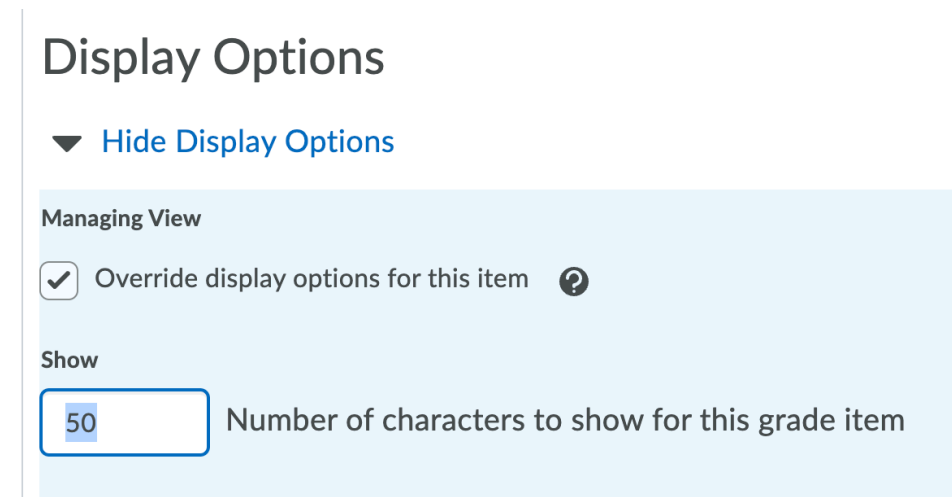


Rubrics

Add Rubric

No rubrics selected.

**Step 7** - Optionally set the *Display Options* for the *Managing View*. It is possible to set the number of text characters to show between 0 and 50.



## Display Options

▼ Hide Display Options

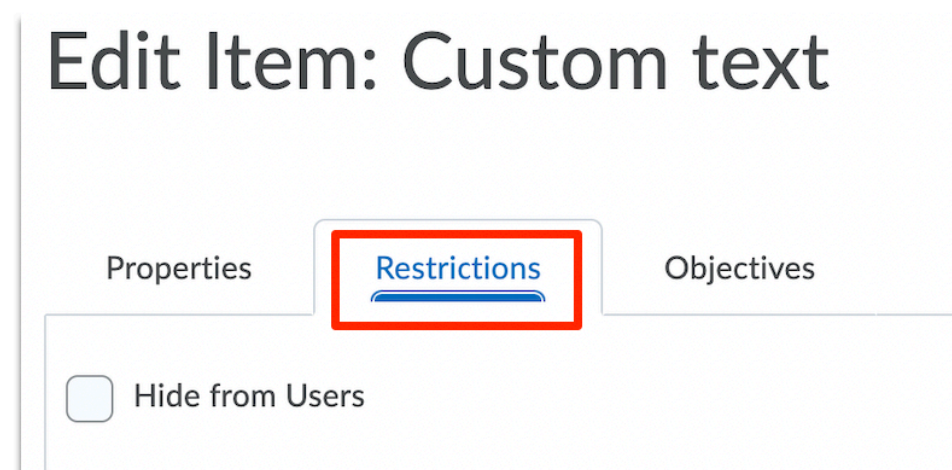
Managing View

☒ Override display options for this item ?

Show

50 Number of characters to show for this grade item

**Step 8** - Click the *Restrictions* tab.



## Edit Item: Custom text

Properties Restrictions Objectives

☐ Hide from Users

**Step 9** - Click *Hide from Users* until you wish for students to see their grades.

## Edit Item: Custom text

Properties

Restrictions

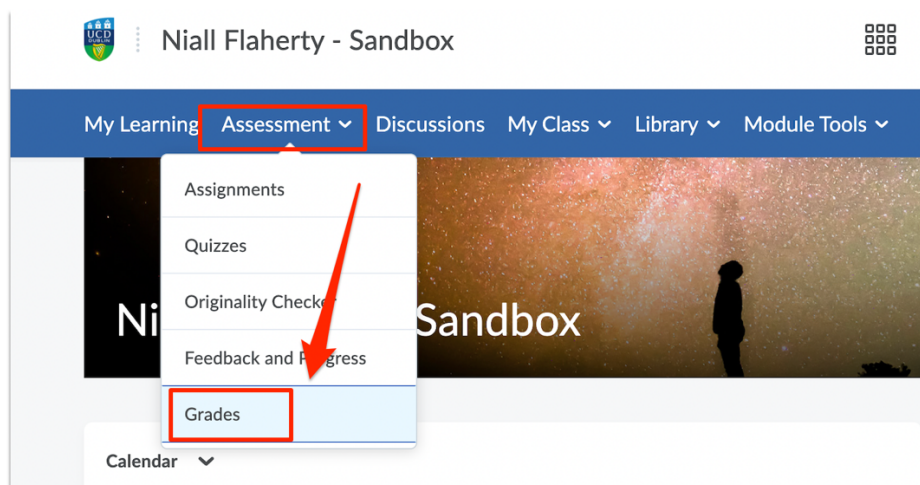
Objectives

☐ Hide from Users

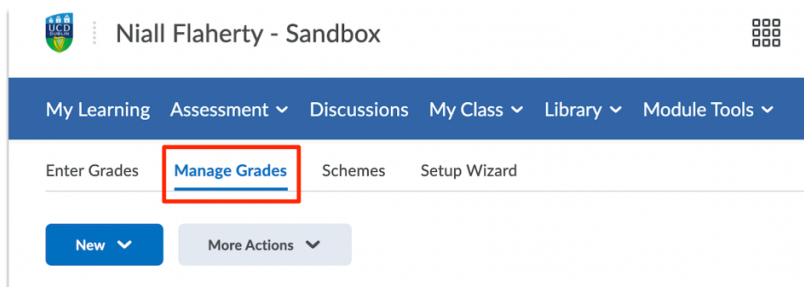
**Step 10** - Click *Save and Close*.

To grade students using the Text grade item:

**Step 1** - Go to *Assessment – Grades*.



**Step 2** - Click the *Manage Grades* tab.



**Step 3** - Click the down-arrow to the right of the grade item name

**Step 4** - Select *Enter Grades*.



<input type="checkbox"/>	Sum of essay	Enter Grades	Calculated
<input type="checkbox"/>	2 out of 3	View Statistics	
<input type="checkbox"/>	Contribution	View Event Log	Pass/Fail
<input type="checkbox"/>	Custom text	▼	Text

**Step 5** – Scroll down

**Step 6** - Under the Grade heading, click into the empty text field and type the custom text grade.

<input type="checkbox"/>	Student2, Niall Test, stu_nflahert2 ▼	Excellent!
<input type="checkbox"/>	Student3, Niall Test, stu_nflahert3 ▼	

**Step 7** - You can add additional feedback by clicking on the feedback icon and entering additional feedback text.

Excellent!	No feedback provided.	
	No feedback provided.	

**Step 8** - Grade each student in turn.

**Step 9** - Then click *Save and Close*.

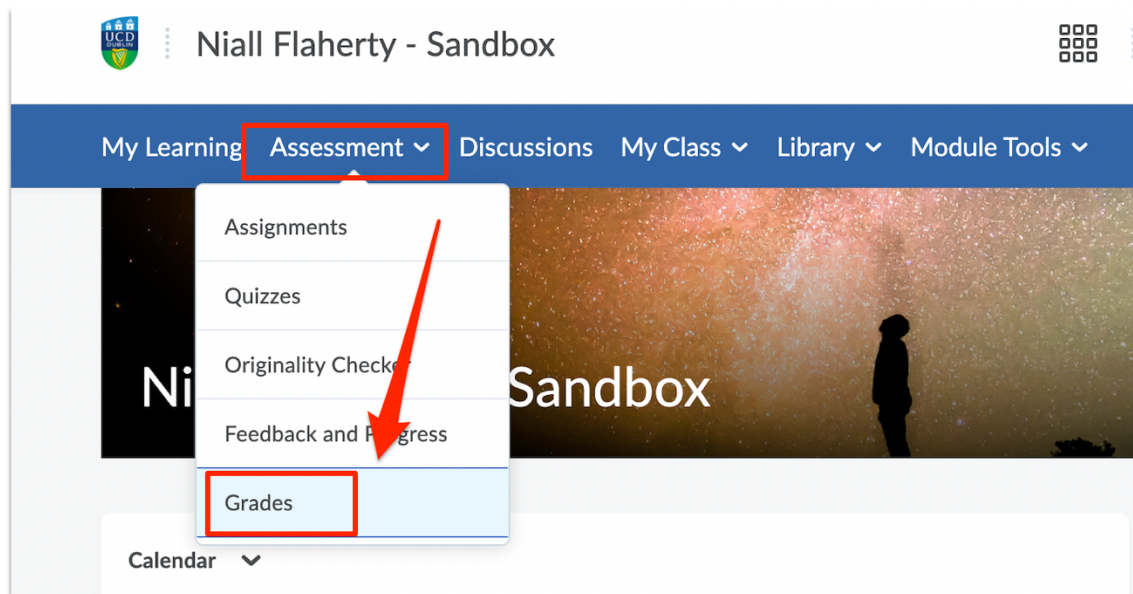


## How to create Calculated grade items

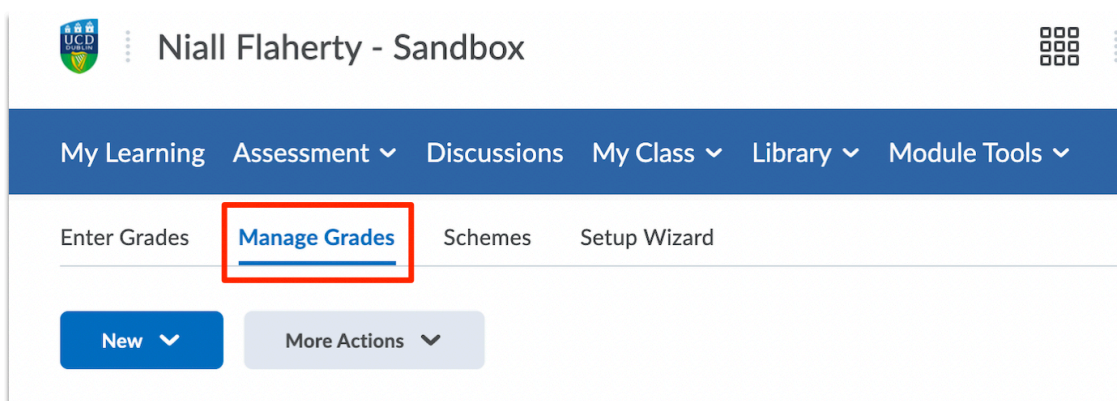
A calculated grade item can display the sum of a number of other grade items. You can use a calculated grade item to combine a number of graded sub-components into a component grade for grades transfer. A calculated grade item can also be used to provide weightings for sub-components.

To create a Calculated grade item:

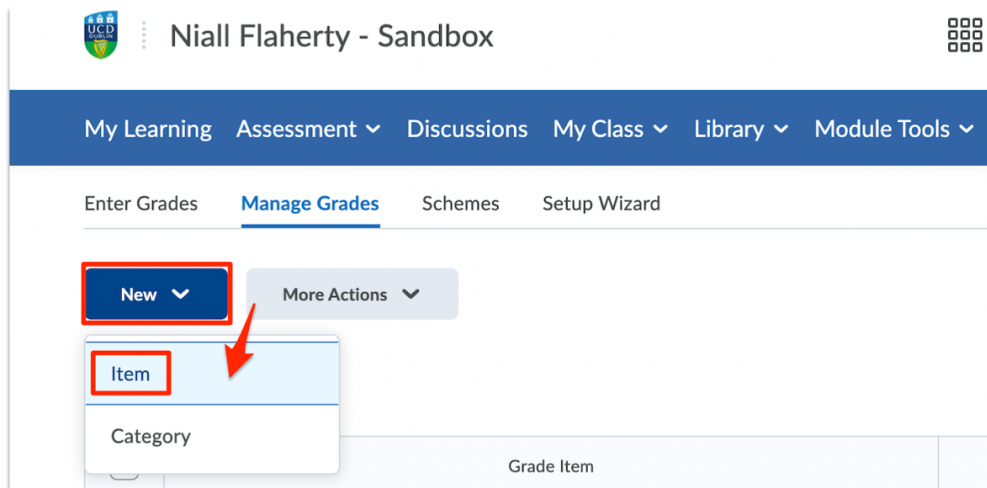
**Step 1** - Go to *Assessment – Grades*.



**Step 2** - Click the *Manage Grades* tab.



### Step 3 - Click New - Item



### Step 4 - Click on the *Calculated* grade item type.

Formula

Automatically grade users using a custom formula based on achievement on other grade items.  
 E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.  

$$\text{IF} \{ \text{MIN} \{ [P1.\text{Percent}], [P2.\text{Percent}] \} < 50, 0, 1 \}$$

Calculated

Calculate users' cumulative achievement across multiple grade items.  
 E.g. Midterm Grade  

$$A1 + A2 + Q1 + Q2 / \text{Total Max. Points} * 100 = 73\%$$

Text

Provide comments in the grade book that are not calculated in the final grade.  
 E.g. "Module Evaluation Completed"

### Step 5 - Give your Grade item a name.

## Edit Item: Sum of essays

Properties

Restrictions

Objectives

### General

Type

Calculated

Name \*

Sum of essays

*Note: For Calculated grade items, no score is set for the grade.*

**Step 7** - Check that you have selected the correct grade scheme for your grade item.

## Grading

Can Exceed

☐ ?

Grade Scheme

-- Default Scheme -- ((Default) 40% Pass Standard Letter/Numeric (NM)) ▼ ?

**Step 8** - Tick to select the sub-component grade items you would like to sum to produce a calculated component grade

<input checked="" type="checkbox"/>	Essay 1
<input checked="" type="checkbox"/>	Essay 2
<input checked="" type="checkbox"/>	Essay 3

*Note: If sub-component grade items do not have the same maximum points, then weightings will be applied to the calculated grade in proportion to the maximum scores of the sub-component grade items selected.*

**Step 9** - Optionally add a Rubric for more detailed feedback with levels of achievement across a number of criteria.

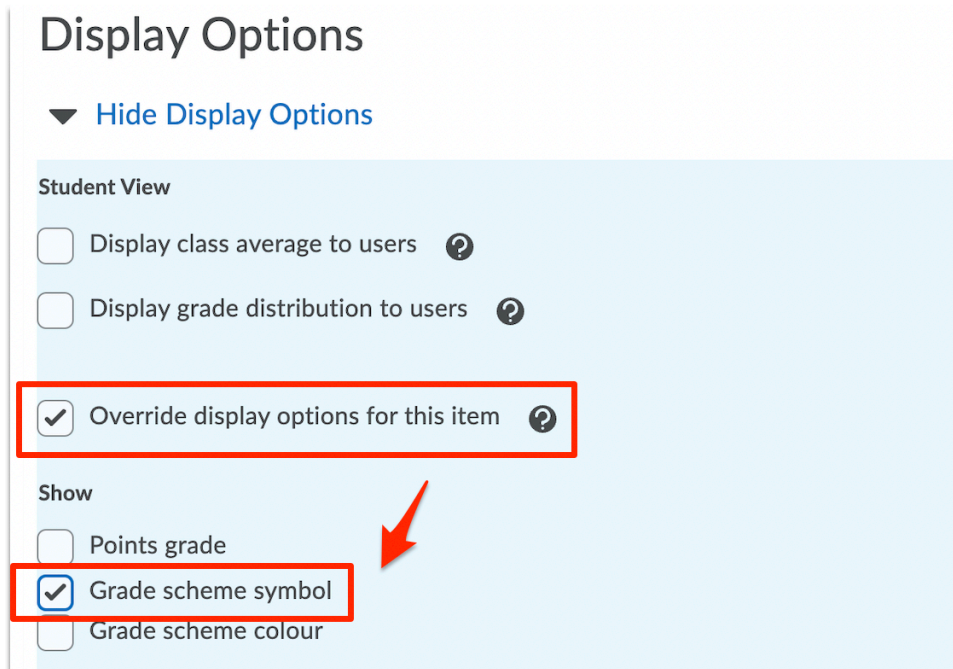
Rubrics

Add Rubric

No rubrics selected.



**Step 10** - Optionally set the *Display Options* for the *Student View*.



### Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☒ Override display options for this item ?

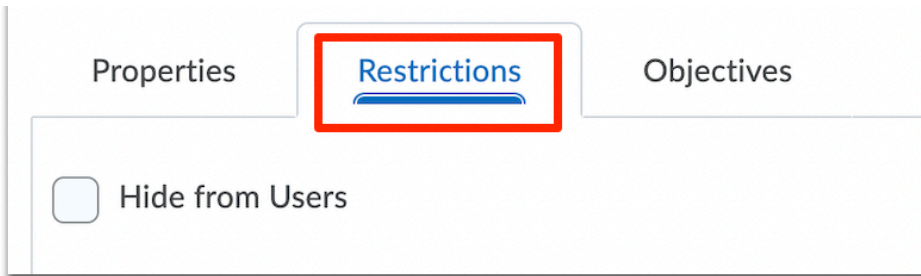
Show

☐ Points grade

☒ Grade scheme symbol

☐ Grade scheme colour

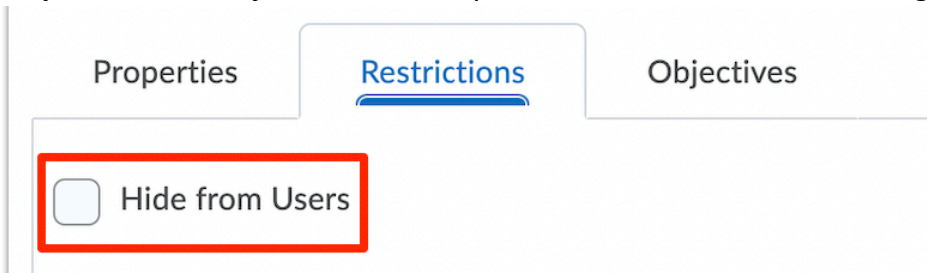
**Step 11** - Click the *Restrictions* tab.



Properties **Restrictions** Objectives

☐ Hide from Users

**Step 12** - Click *Hide from Users* until you wish for students to see their grades.



Properties **Restrictions** Objectives

☒ Hide from Users

**Step 13** - Click *Save and Close*.

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## How to create Formula grade items

There is also a formula grade items. Use this grade item to automatically grade users using a custom formula based on achievements in other grade items. We don't advise the use of formula grade items at this time.

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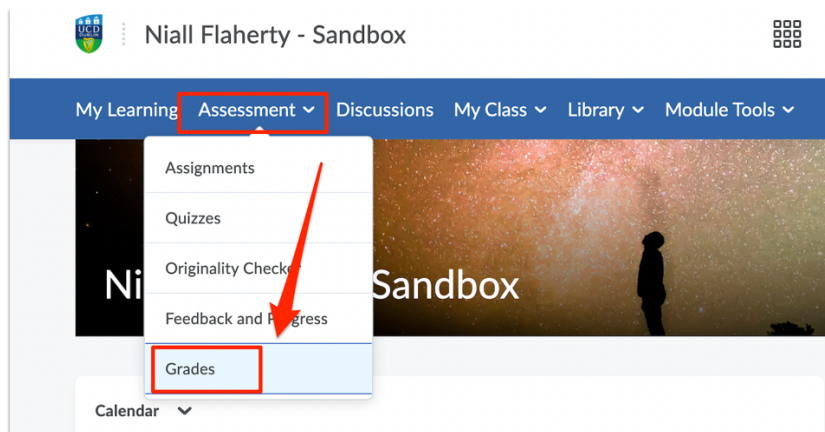
## How to create Grade item categories

In addition to grade items, grade categories can be created to group grade items. As with Calculated Grade items, grade category can sum the total of a group of grade items. The advantage of grade categories is that conditional rules can be set to drop a grade item from a category total where they are the highest or lowest achieved grade.

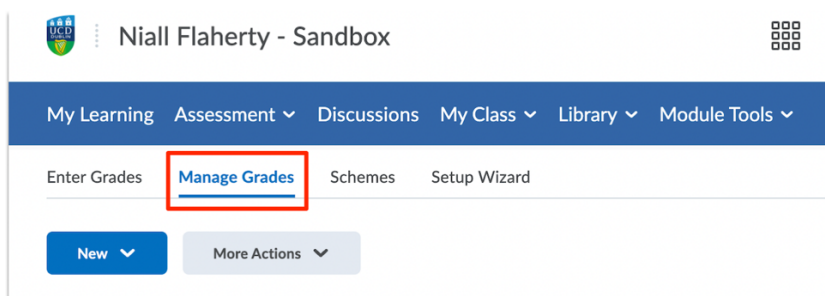
For example, you may want students to complete 3 essays but only to grade them on their best 2.

To create a grade category:

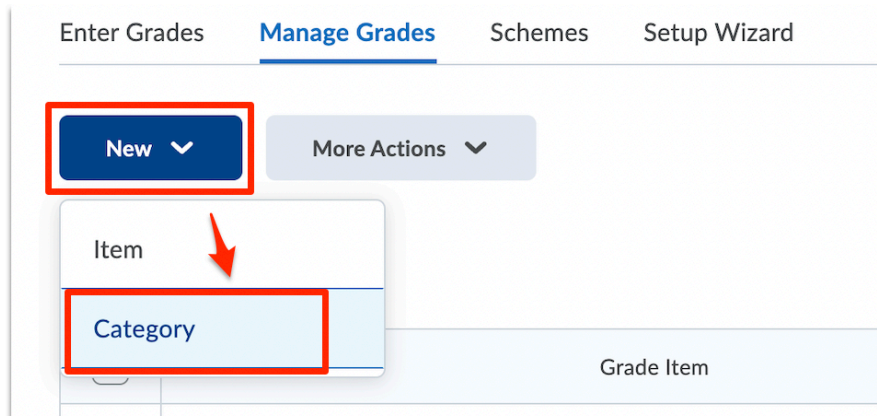
**Step 1** - Go to *Assessment – Grades*.



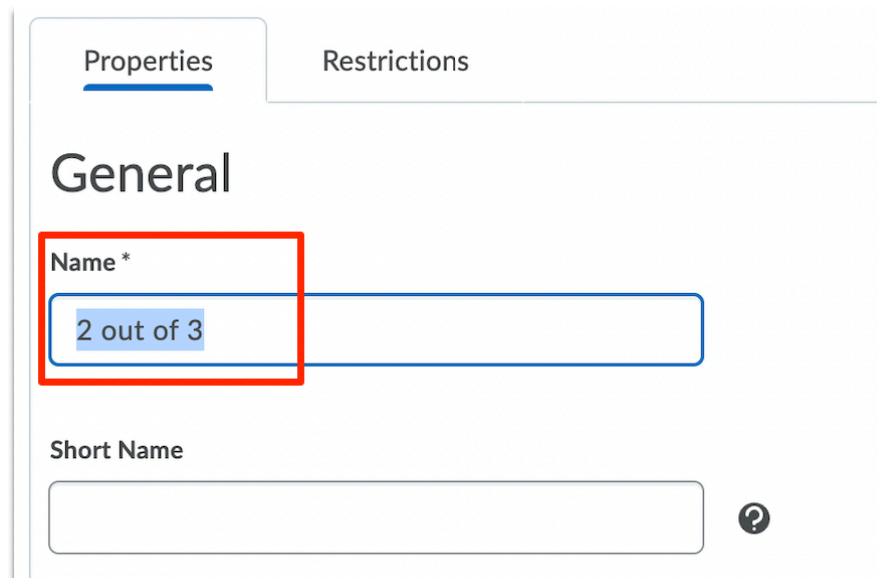
**Step 2** - Click the *Manage Grades* tab.



**Step 3** - Click *New - Category*.



**Step 4** - Give your Grade category a name.



*Note: As with Calculated grade items, grade items in categories can be weighted with different max point values, but if you want to drop categories they must have the same max points.*

**Step 5** - To distribute equal point across grade items that have the same max point value click *Distribute points across all items* and enter the value for each grade item in the category that is to be counted.

**Step 6** - Then indicate the number of either highest or lowest scoring grade items that should be dropped.

**Distribution** Step 5

☒ Distribute points across all items ?

50 Points per item ?

0 Number of highest non-bonus items to drop for each user ?

☒ 1 Number of lowest non-bonus items to drop for each user ? Step 6

*Note: In our example, we set 50 points per item, and 1 lowest item to be dropped. As a result the student's poorest result out of 3 essays will be removed, and the combined total from the remaining 2 will add to a maximum score of 100.*

**Step 7** - Optionally set the *Display Options* for the *Student View*.

## Display Options

▼ Hide Display Options

**Student View**

☐ Display class average to users ?

☐ Display grade distribution to users ?

☒ Override display options for this item ?

**Show**

☐ Points grade

☒ Grade scheme symbol

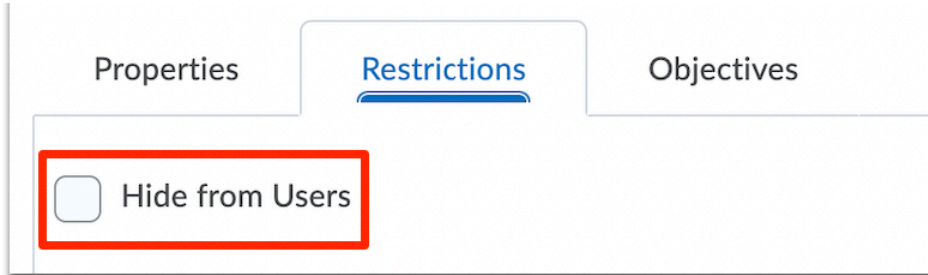
☐ Grade scheme colour

**Step 8** - Click the *Restrictions* tab.

Properties **Restrictions** Objectives

☐ Hide from Users

**Step 9** - Click *Hide from Users* until you wish for students to see their grades.



**Step 10** - Click Save and Close.

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## Grade item import/export

Once created a grade item can be populated by direct input or by csv upload. A template can also be downloaded for offline grading. View our Direct Input of Grades resource for more information on the direct input of grades via csv.

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## Grade item visibility

View our Grades item visibility resource for more information on the making grades visible to students.

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