Creating a Category in a Brightspace Weighted Gradebook

1. On the NavBar, click the **Grades** link.

   Grades

2. On the Grades page, click **Manage Grades**

   | Enter Grades | Manage Grades | Schemes | Setup Wizard |

3. From Manage Grades, click the **New** button and select **Category**

   Enter Grades   Manage Grades

   New ∨   More Actions

   Item

   Category

4. On the New Category editing page:
   a. Type the **Name of Your Category**. You can add a **Short Name**, if desired. (This is only visible to instructors.)

   ### General

   Name *

   Discussions (for example)

   Short Name

   Disc. (for example)

   b. You can provide a description for this category and make it visible to students.

c. Set the **Weight** for this category. If you would like the category grade to potentially exceed the category weight, ensure the **"Allow Category Grade to Exceed Category Weight"** checkbox is checked.

> **Grading**
>
> Weight
>
> [40] ❓
>
> [✓] Allow category grade to exceed category weight ❓

d. Determine how you would like the grade values for activities to be distributed across the category
   i. **Manually assign weight to items in the category** – for example: 50% for final exam, 25% for mid-term exam, 5% for shorter quizzes
   ii. **Distribute weights by points across all items in the category** – for example: 100 points for final exam, 50 points for mid-term exam, 5 points for shorter quizzes
   iii. **Distribute weight evenly across all items** – for example: all discussions are worth 100 points
      1. You can choose to drop non-bonus items for each user

> **Distribution**
>
> ( ) Manually assign weight to items in the category
> ( ) Distribute weights by points across all items in the category
> (●) Distribute weight evenly across all items
>
> [0] Number of highest non-bonus items to drop for each user ❓
>
> [1] Number of lowest non-bonus items to drop for each user ❓

e. Set your **Display Options** for student view
   i. These options are set at the instructor's discretion
      1. **Display class average to users**
      2. **Display grade distribution to users**
      3. **Override display options for this item**

5. Select **Save and Close** if you are done creating categories. OR Select **Save and New** to continue creating categories, and repeat steps 4a – 4e.

6. Ensure that your **Final Calculated Grade** is summing to 100%. If it is not, you will see a note below the "New" button on the Manage Grades page.

New ⌄   More Actions ⌄

Note

- 'Final Calculated Grade' sums to 40%, not 100%.

   a. To correct calculation errors
      i. Add more categories as needed (follow steps 3-5)
      ii. OR adjust the category weights
         1. Select the next to the offending category and adjust the weight

	Grade Item
☐ Discussions (for example) ⌄	
☐ Final Calculated Grade ⌄	Edit
☐ Final Adjusted Grade ⌄	Hide from Users
	Enter Grades
	View Statistics
	View Event Log

         2. OR **Select the checkboxes** next to your categories (or select the checkbox at the top of the table to select all)

and then click **Bulk Edit**

3. **Adjust weights** as necessary and click **Save**

#	Name*	Short Name	Type	Max Points*	Weight*
1	Discussions (for exampl	Disc. (for examp			40
2	Exams				30
3	Written assignments				20
4	Participation				20
5	Final Calculated Grade				
6	Final Adjusted Grade				

Save   Cancel