SUNY DLE Brightspace Guides



Creating a Category in a Brightspace Weighted Gradebook

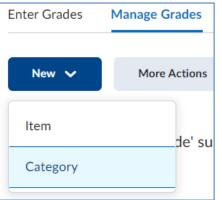
1. On the NavBar, click the Grades link.

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



- 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)	0

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

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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	0

- d. Determine how you would like the grade values for activities to be distributed across the category
 - Manually assign weight to items in the category for example: 50% for final exam, 25% for mid-term exam, 5% for shorter quizzes
 - 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

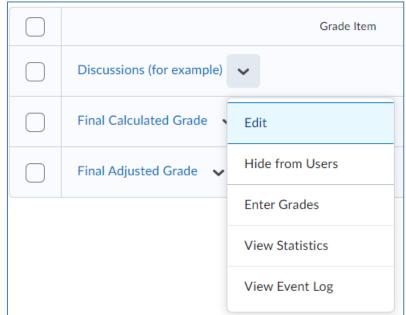
1.	You	can choos	e to drop non-bonus items for each user	
	Distr	ibution		
	\bigcirc	Manually assig	n weight to items in the category	
	\bigcirc	Distribute wei	ghts by points across all items in the category	
	ullet	Distribute wei	ght evenly across all items	
		0	Number of highest non-bonus items to drop for each user	0
		1	Number of lowest non-bonus items to drop for each user	0

- 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. <u>OR</u> 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.



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



 <u>OR</u> Select the checkboxes next to your categories (or select the checkbox at the top of the table to select all)

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and then click Bulk Edit

🌮 Bul	k Edit
	Discussions (for example) 🗸 🗸
	Exams 🗸
	Written assignments 🗸 🗸
	Participation 🗸
	Final Calculated Grade 🛛 🗸
	Final Adjusted Grade 🛛 🗸

3. Adjust weights as necessary and click Save

#	Name*	Short Name	Туре	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					