



Creating an Item in a Brightspace Gradebook

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



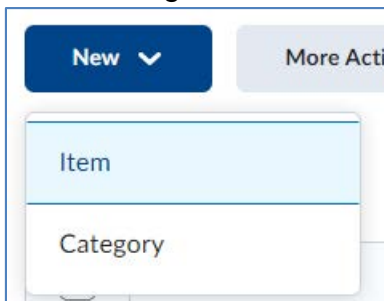
Grades

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



Enter Grades **Manage Grades** Schemes Setup Wizard

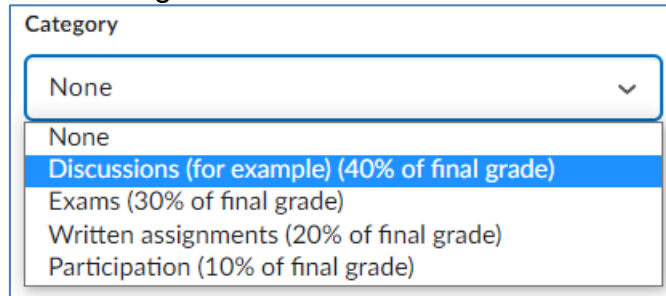
3. From Manage Grades, click the **New** button and select **Item**



4. **Choose a Grade Item Type** (click the hyperlink to be taken to the instructions for a specific grade item type)
 - a. **Numeric** – Grade users by assigning a value out of a specified total number of points. This is the most frequently used grade item type
 - b. **Selectbox** – Grade users by selecting the grade scheme level that best matches their achievement
 - c. **Pass/Fail** – Grade users using a simple pass/fail grade scheme
 - d. **Formula** – Automatically grade users using a custom formula based on achievement on other grade items. This typically will accept Excel formulas
 - e. **Calculated** – Calculate users' cumulative achievement across multiple grade items
 - f. **Text** – Provide comments in the gradebook. These items are not calculated in the final grade
5. **Numeric Grade Item**
 - a. Type in **Item Name**

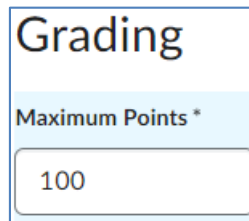
SUNY DLE Brightspace Guides

- b. If using a Weighted Gradebook, select **Category** to which this Grade item belongs



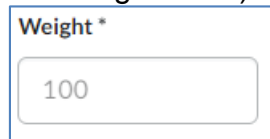
A screenshot of a 'Category' dropdown menu. The menu is open, showing a list of options. The top option is 'None'. Below it, 'Discussions (for example) (40% of final grade)' is highlighted in blue. Other options include 'Exams (30% of final grade)', 'Written assignments (20% of final grade)', and 'Participation (10% of final grade)'.

- c. Provide a description and make visible to students, if desired
d. Set **Maximum Points** value for this grade item



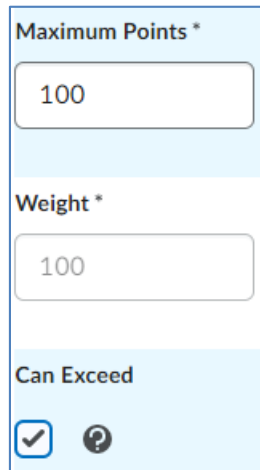
A screenshot of the 'Grading' section in Brightspace. It features a header 'Grading' and a field labeled 'Maximum Points *' with the value '100' entered.

- e. Set **Weight** for this item, if appropriate. This field is controlled by the Distribution setting of your gradebook category, and may not be editable for this item, based upon the category settings (as portrayed in the image below).



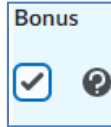
A screenshot of the 'Weight *' field in Brightspace. The field is a text input box containing the value '100'.

- f. Check the **Can Exceed** box if you want to allow users' grades to exceed the maximum points specified for the item.




A screenshot of the 'Maximum Points *', 'Weight *', and 'Can Exceed' fields in Brightspace. The 'Maximum Points *' field contains '100'. The 'Weight *' field contains '100'. The 'Can Exceed' field has a checked checkbox and a help icon.

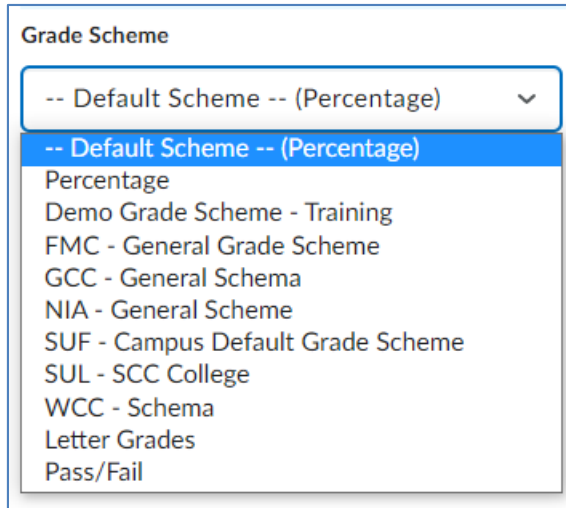
- g. Check the **Bonus** box if this grade item is intended as extra credit.



Bonus



- h. Set a **Grade Scheme** if you are using a scheme other than the Default Scheme



Grade Scheme

-- Default Scheme -- (Percentage) ▾

-- Default Scheme -- (Percentage)

Percentage

Demo Grade Scheme - Training

FMC - General Grade Scheme

GCC - General Schema

NIA - General Scheme

SUF - Campus Default Grade Scheme

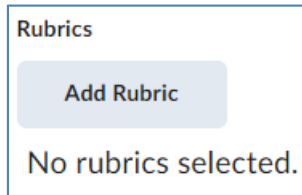
SUL - SCC College

WCC - Schema

Letter Grades

Pass/Fail

- i. **Add Rubric** if desired



Rubrics

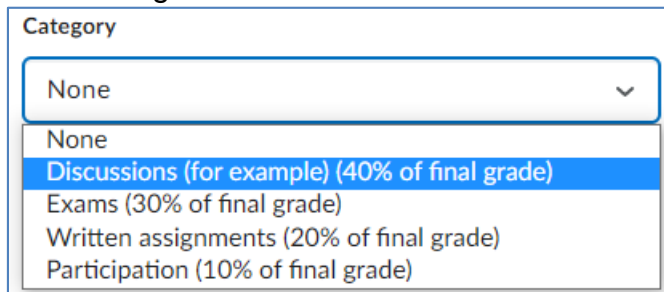
Add Rubric

No rubrics selected.

- j. Click **Save and Close** if you are done creating Items. OR **Save and New** to create an additional Item.

6. Selectbox Item Type

- a. Type in **Item Name**
- b. If using a Weighted Gradebook, select **Category** to which this Grade item belongs



Category

None ▾

None

Discussions (for example) (40% of final grade)

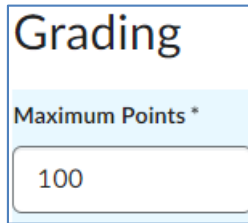
Exams (30% of final grade)

Written assignments (20% of final grade)

Participation (10% of final grade)

- c. Provide a description and make visible to students, if desired

- d. Set **Maximum Points** value for this grade item

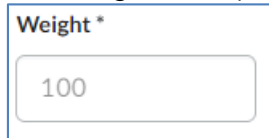


Grading

Maximum Points *

100

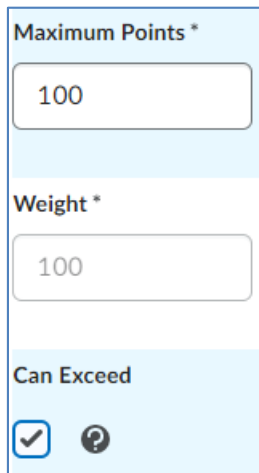
- e. Set **Weight** for this item, if appropriate. This field is controlled by the Distribution setting of your gradebook category, and may not be editable for this item, based upon the category settings (as portrayed in the image below).



Weight *

100

- f. Check the **Can Exceed** box if you want to allow users' grades to exceed the maximum points specified for the item.



Maximum Points *

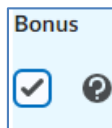
100

Weight *

100

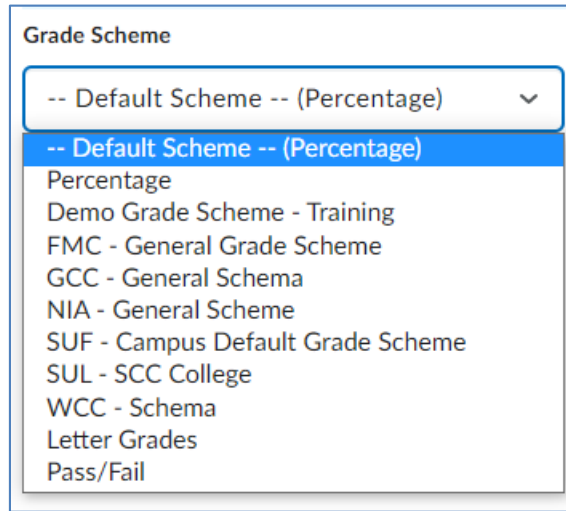
Can Exceed

- g. Check the **Bonus** box if this grade item is intended as extra credit.



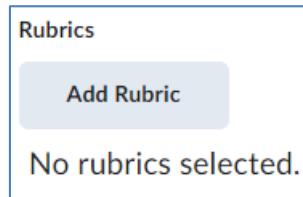
Bonus

h. Set a **Grade Scheme**



The screenshot shows a dropdown menu titled "Grade Scheme". The current selection is "-- Default Scheme -- (Percentage)". The dropdown is open, showing a list of options: "-- Default Scheme -- (Percentage)", "Percentage", "Demo Grade Scheme - Training", "FMC - General Grade Scheme", "GCC - General Schema", "NIA - General Scheme", "SUF - Campus Default Grade Scheme", "SUL - SCC College", "WCC - Schema", "Letter Grades", and "Pass/Fail".

i. **Add Rubric** if desired



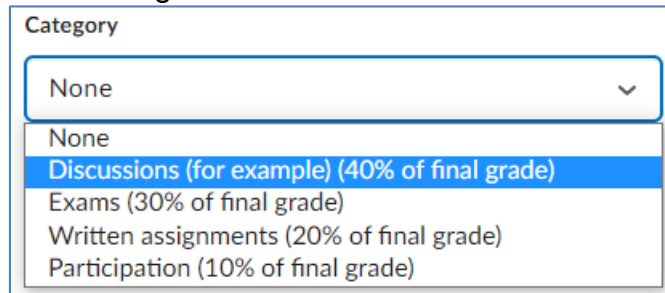
The screenshot shows a section titled "Rubrics". There is a button labeled "Add Rubric". Below the button, it says "No rubrics selected."

j. Click **Save and Close** if you are done creating Items. OR **Save and New** to create an additional Item.

7. **Pass/Fail Grade Item**

a. Type in **Item Name**

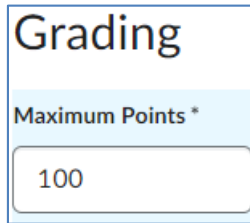
b. If using a Weighted Gradebook, select **Category** to which this Grade item belongs



The screenshot shows a dropdown menu titled "Category". The current selection is "None". The dropdown is open, showing a list of options: "None", "Discussions (for example) (40% of final grade)", "Exams (30% of final grade)", "Written assignments (20% of final grade)", and "Participation (10% of final grade)".

c. Provide a description and make visible to students, if desired

- d. Set **Maximum Points** value for this grade item

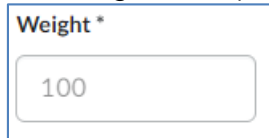


Grading

Maximum Points *

100

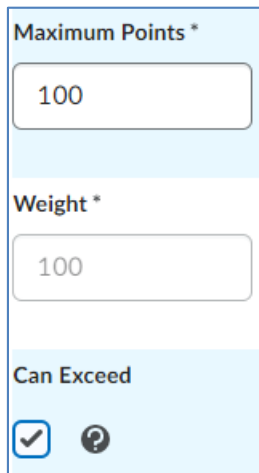
- e. Set **Weight** for this item, if appropriate. This field is controlled by the Distribution setting of your gradebook category, and may not be editable for this item, based upon the category settings (as portrayed in the image below).



Weight *

100

- f. Check the **Can Exceed** box if you want to allow users' grades to exceed the maximum points specified for the item.



Maximum Points *

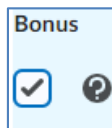
100

Weight *

100

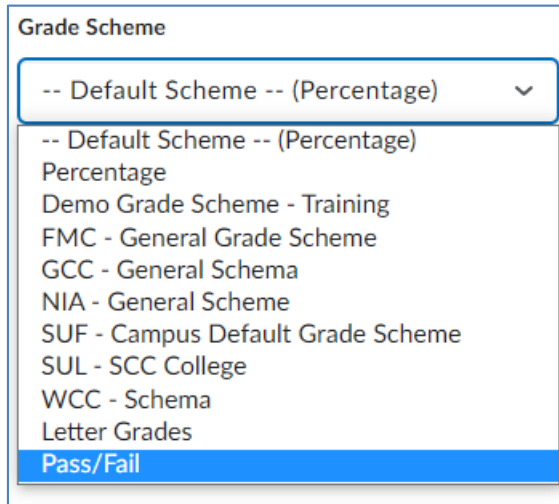
Can Exceed

- g. Check the **Bonus** box if this grade item is intended as extra credit.



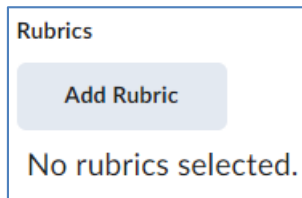
Bonus

h. Set **Grade Scheme** to **Pass/Fail**



A screenshot of a dropdown menu titled "Grade Scheme". The menu is open, showing a list of options. The top option is "-- Default Scheme -- (Percentage)" with a downward arrow. Below it are several other options: "Percentage", "Demo Grade Scheme - Training", "FMC - General Grade Scheme", "GCC - General Schema", "NIA - General Scheme", "SUF - Campus Default Grade Scheme", "SUL - SCC College", "WCC - Schema", and "Letter Grades". The bottom option, "Pass/Fail", is highlighted in blue.

i. **Add Rubric** if desired

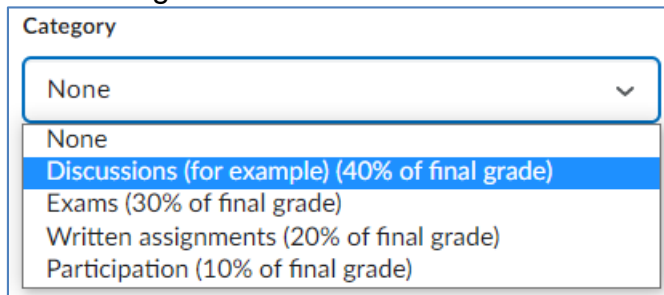


A screenshot of a section titled "Rubrics". It contains a button labeled "Add Rubric" and the text "No rubrics selected." below it.

j. Click **Save and Close** if you are done creating Items. OR **Save and New** to create an additional Item.

8. **Formula Grade Item**

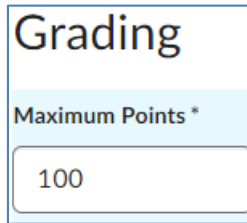
- a. Type in **Item Name**
- b. If using a Weighted Gradebook, select **Category** to which this Grade item belongs



A screenshot of a dropdown menu titled "Category". The menu is open, showing a list of options. The top option is "None" with a downward arrow. Below it are several other options: "None", "Discussions (for example) (40% of final grade)", "Exams (30% of final grade)", "Written assignments (20% of final grade)", and "Participation (10% of final grade)". The option "Discussions (for example) (40% of final grade)" is highlighted in blue.

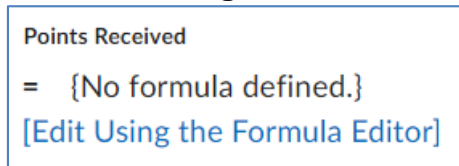
c. Provide a description and make visible to students, if desired

- d. Set **Maximum Points** value for this grade item



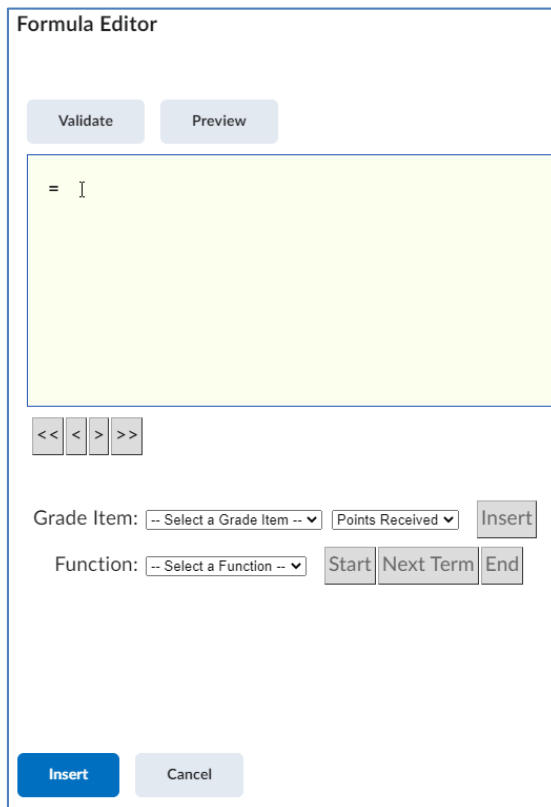
A screenshot of the 'Grading' settings panel. The title 'Grading' is at the top. Below it, the label 'Maximum Points *' is followed by a text input field containing the number '100'.

- e. Click **Edit using the Formula Editor**



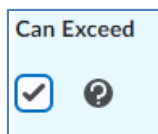
A screenshot of the 'Points Received' field. It shows the text '= {No formula defined.}' and a blue link below it that says '[Edit Using the Formula Editor]'.

- f. **Enter and Validate** your formula in the Formula Editor field. Click **Insert**.



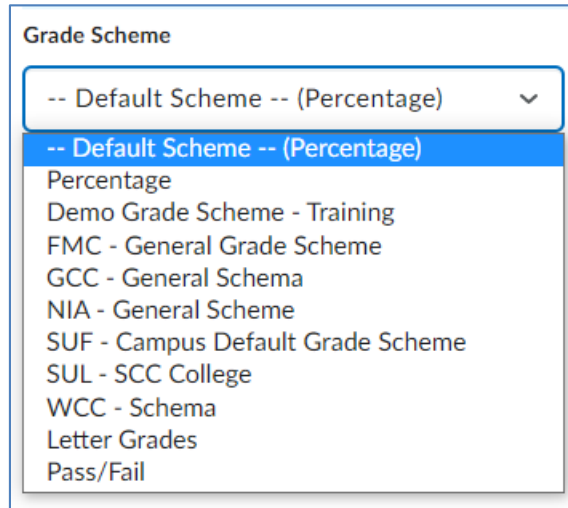
A screenshot of the 'Formula Editor' dialog box. At the top, there are 'Validate' and 'Preview' buttons. The main area is a large yellow text field containing '= I'. Below the text field are navigation buttons: '<<', '<', '>', and '>>'. At the bottom, there are two rows of controls. The first row has a 'Grade Item:' dropdown menu with '-- Select a Grade Item --', a 'Points Received' dropdown menu, and an 'Insert' button. The second row has a 'Function:' dropdown menu with '-- Select a Function --', and three buttons: 'Start', 'Next Term', and 'End'. At the very bottom of the dialog are two buttons: 'Insert' (in blue) and 'Cancel'.

- g. Check the **Can Exceed** box if you want to allow users' grades to exceed the maximum points specified for the item.



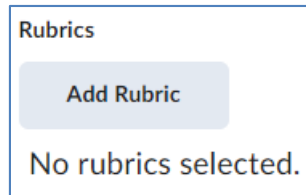
A screenshot of the 'Can Exceed' checkbox. The checkbox is checked, and there is a question mark icon to its right.

- h. Set a **Grade Scheme** if you are using a scheme other than the Default Scheme



The screenshot shows a dropdown menu titled "Grade Scheme". The selected option is "-- Default Scheme -- (Percentage)". The dropdown is open, showing a list of options: "-- Default Scheme -- (Percentage)", "Percentage", "Demo Grade Scheme - Training", "FMC - General Grade Scheme", "GCC - General Schema", "NIA - General Scheme", "SUF - Campus Default Grade Scheme", "SUL - SCC College", "WCC - Schema", "Letter Grades", and "Pass/Fail".

- i. **Add Rubric** if desired

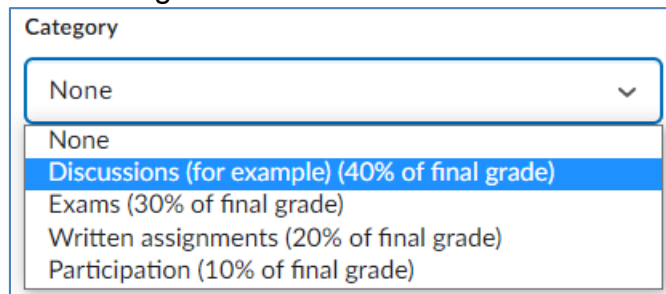


The screenshot shows a section titled "Rubrics". There is a button labeled "Add Rubric". Below the button, it says "No rubrics selected."

- j. Click **Save and Close** if you are done creating Items. OR **Save and New** to create an additional Item.

9. Calculation Grade Item

- a. Type in **Item Name**
- b. If using a Weighted Gradebook, select **Category** to which this Grade item belongs



The screenshot shows a dropdown menu titled "Category". The selected option is "None". The dropdown is open, showing a list of options: "None", "Discussions (for example) (40% of final grade)", "Exams (30% of final grade)", "Written assignments (20% of final grade)", and "Participation (10% of final grade)".

- c. Provide a description and make visible to students, if desired
- d. Check the **Can Exceed** box if you want to allow users' grades to exceed the maximum points specified for the item.

Can Exceed

- e. Set a **Grade Scheme** if you are using a scheme other than the Default Scheme

Grade Scheme

-- Default Scheme -- (Percentage) ▾

-- Default Scheme -- (Percentage)

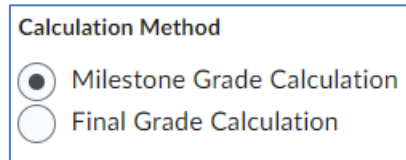
- Percentage
- Demo Grade Scheme - Training
- FMC - General Grade Scheme
- GCC - General Schema
- NIA - General Scheme
- SUF - Campus Default Grade Scheme
- SUL - SCC College
- WCC - Schema
- Letter Grades
- Pass/Fail

- f. Set **Calculation**, select **Grade Item to Include** in calculation

Calculation

<input type="checkbox"/>	
<input type="checkbox"/>	Discussions
<input checked="" type="checkbox"/>	5_11 Training Discussion
<input checked="" type="checkbox"/>	C2 ID Training Topic
<input checked="" type="checkbox"/>	SW 5_16 Discussion
<input type="checkbox"/>	5_20 Discussion
<input type="checkbox"/>	5_23 to 5_26 Discussion

- g. Select **Calculation method**. Choose between Milestone or Final Grade Calculation

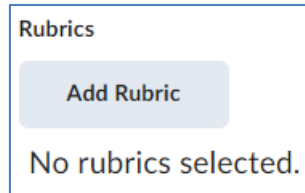


Calculation Method

Milestone Grade Calculation

Final Grade Calculation

- h. **Add Rubric** if desired



Rubrics

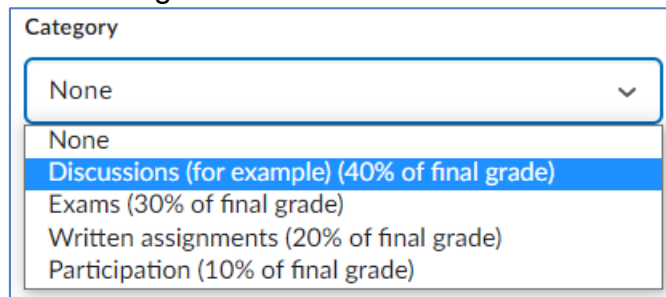
Add Rubric

No rubrics selected.

- i. Click **Save and Close** if you are done creating Items. OR **Save and New** to create an additional Item.

10. **Text Grade Item** (Please note, the default character limit (50) for the Text Grade Item is determined in the Setup Wizard. To adjust this character limit, click on the **Settings** icon in the top right hand corner of the Manage Grades page and adjust the character limit there.)

- a. Type in **Item Name**
- b. If using a Weighted Gradebook, select **Category** to which this Grade item belongs



Category

None

None

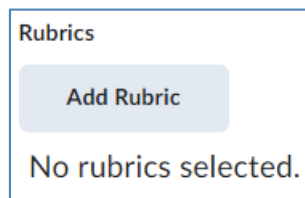
Discussions (for example) (40% of final grade)

Exams (30% of final grade)

Written assignments (20% of final grade)

Participation (10% of final grade)

- c. Provide a description and make visible to students, if desired
- d. **Add Rubric** if desired



Rubrics

Add Rubric

No rubrics selected.

- e. Click **Save and Close** if you are done creating Items. OR **Save and New** to create an additional Item.