



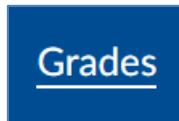
Grading within the Brightspace Gradebook

While there are times when it is convenient, and even necessary, to enter or adjust grades within the Brightspace Gradebook, you will find that providing student feedback on gradable activities is much more efficient when using the Quick Eval Tool in Brightspace. Within the Gradebook you have a number of ways to edit grade values, both in the Standard View and Spreadsheet View. These methods are indicated below.

Menu:

- [Standard View](#)
 - [Grading an activity from the gradebook using icon](#)
 - [Entering grades from the Grade menu](#)
- [Spreadsheet View](#)
 - [Entering grade values](#)
 - [Entering grades from the Grade menu](#)

1. Click on the **Grades** link on the NavBar in your Brightspace course



2. There are two views within the Gradebook, **Standard View** and **Spreadsheet View**. You can toggle between the views using the **Switch** button

Switch to Spreadsheet View




or

Switch to Standard View

3. In **Standard View** in the gradebook you have a few options
 - a. **Grading an activity from the gradebook**
 - i. When a student submits an activity you will see an indicator (orange dot in the upper right hand corner of the activity icon) in the standard view within the column for that particular activity.


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- ii. Click the **Icon** within the appropriate gradebook column

7_1SWD ▾
 100 / 100, 6.67 / 6.67
 96 / 100, 6.4 / 6.67
 - / 100, - / -

- iii. This will take you to the **Assessment** page for the gradable activity
- iv. Hover over student's profile image/name to email student or see class progress

[← Back to Quick Eval](#) **7/1 SW Discussion TOPIC**
7/1 SW Discussion FORUM


 Jane Student



Jane Student • Offline
Training.Student1-CPD

[✉ Email](#) [✉ Instant Message](#) [📊 User Progress](#)

- v. Review student's posts, word counts, student ratings aggregate (if applicable), and filter, as necessary

 Jane Student

[Filter ▾](#) [Sort: Oldest First ▾](#)

Post: 1 thread, 3 replies

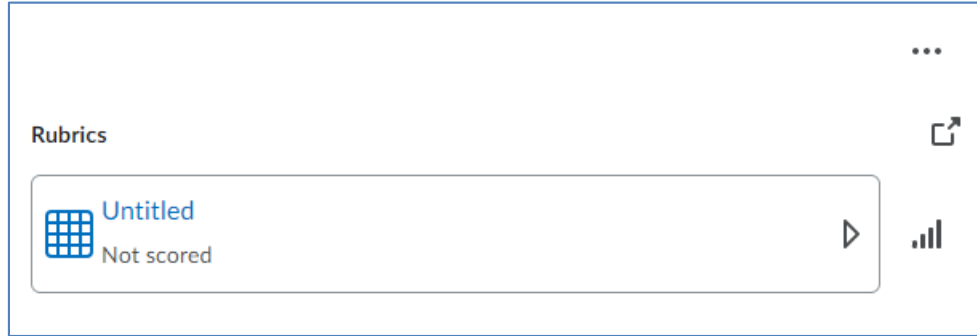
Jane's Main Post Up Votes: 0

Jul 7, 2022 14:56 • 577 words

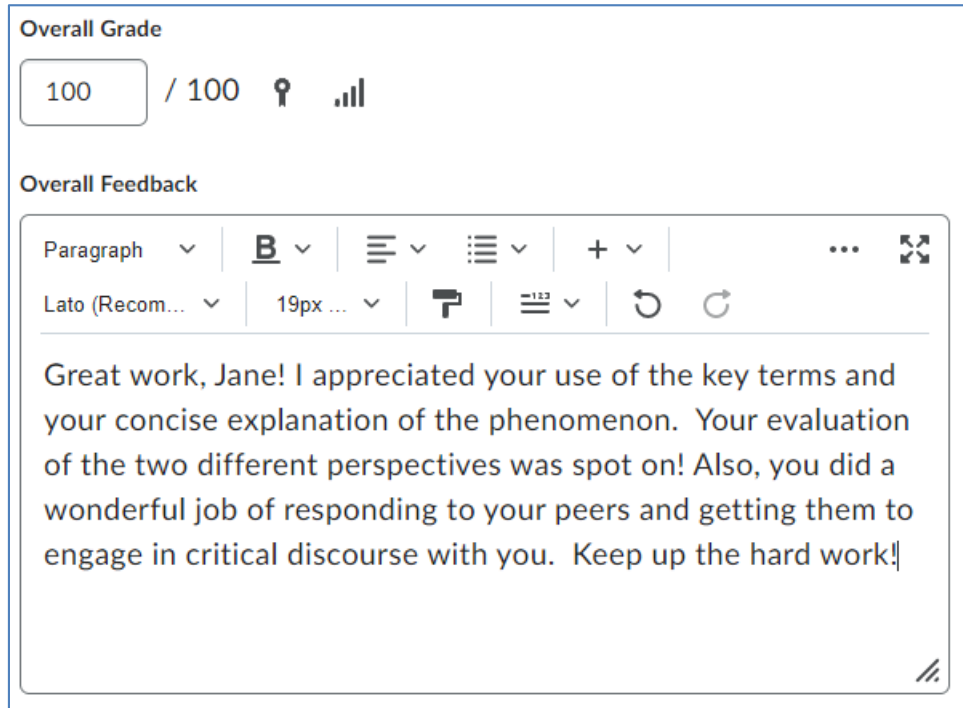
Nam gravida sem sagittis ligula maximus sodales. Donec mollis sapien quam, consectetur malesuada dolor lacinia sit amet. Praesent rutrum nisi ac mi convallis lacinia. Nam ut libero nec ex venenatis commodo. Sed vulputate tempus eleifend. Nullam molestie lacus id vestibulum vehicula. Aenean pharetra rhoncus tempus. Aenean sodales orci non odio feugiat mattis. Phasellus lorem eros, dictum vel tellus a, efficitur sagittis felis. Class aptent taciti sociosqu ad

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- vi. Score using a rubric, if rubric is attached to this activity

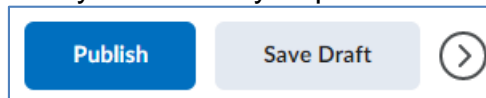


- vii. **Insert Overall Grade and provide Overall Feedback**



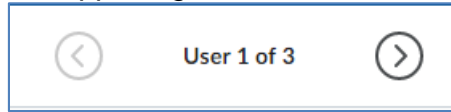
- viii. **Publish or Save Draft**

1. Publishing will give the student immediate access to the feedback
2. Save draft keeps the feedback hidden from student view until you are ready to publish

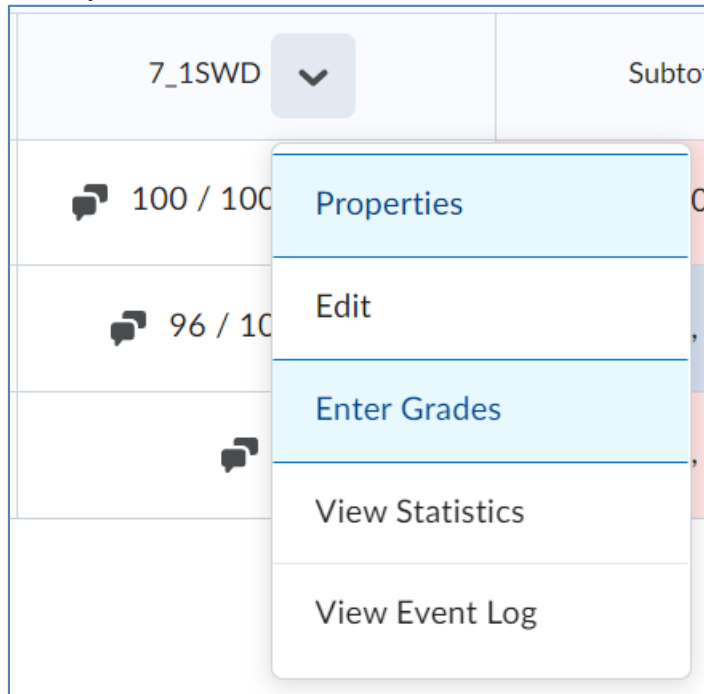


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- ix. **Navigate** between students' submissions using the arrows in the upper right hand corner of the evaluation page



- x. When grading is complete, click **Back to Assess Topic** and then click the **Grades** link on the NavBar
- b. **Enter grades from the grade column** in standard view
- i. Select the **Chevron** at the top of the column for the gradable activity and click **Enter Grades**



- ii. On this page you can:






1. **Set grades**
2. **Clear grades**
3. **Add feedback**
4. **Exempt/unexempt grades**
5. **Email students**

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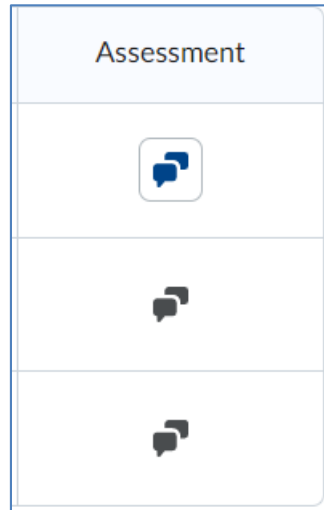
iii. Enter the value for the grade

<input type="checkbox"/>	Last Name ▲ , First Name	Grade
<input type="checkbox"/>	Student, Jane ▼	<input type="text" value="100"/> / 100
<input type="checkbox"/>	Student2, Amir ▼	<input type="text" value="96"/> / 100
<input type="checkbox"/>	Student3, Tamara ▼	<input type="text"/> / 100

iv. Provide feedback by clicking the **Pencil** icon

Feedback	
Great work, Jane! I a...	
Amir, great posts. Re...	
No feedback provided.	

- v. To view the gradable activity submission, click the **icon in the Assessment column**



- vi. When grading is complete, click the **Save and Close** button







4. Grading in Spreadsheet View

- a. Enter grades directly

- i. In the spreadsheet view you can type the value for the grade into a specific cell in the gradebook

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- ii. **Type value** click **Save** when done adding grades

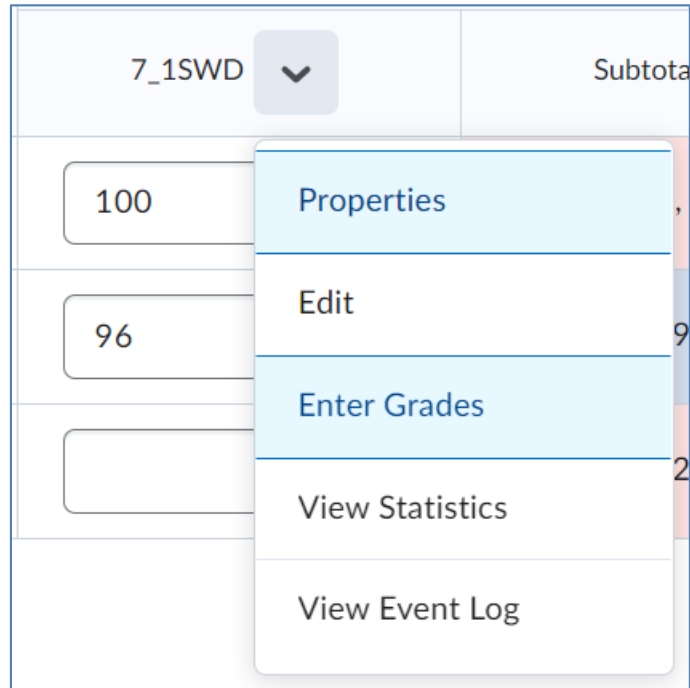
Last Name ▲, First Name	7_1SWD ▼
  Student, Jane ▼	<input type="text" value="100"/> / 100
  Student2, Amir ▼	<input type="text" value="96"/> / 100
  Student3, Tamara ▼	<input type="text"/> / 100

▼

- b. **Enter grades from the grade column** in spreadsheet view

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- i. Select the **Chevron** at the top of the column for the gradable activity and click **Enter Grades**



7_1SWD	Subtotal
100	
96	9
	2

- ii. On this page you can:



[Set Grades](#) [Clear Grades](#) [Add Feedback](#) [Exempt](#) [Unexempt](#) [Email](#)




1. **Set grades**
2. **Clear grades**
3. **Add feedback**
4. **Exempt/unexempt grades**
5. **Email students**

- iii. **Enter the value for the grade**




<input type="checkbox"/>	Last Name ▲, First Name	Grade
<input type="checkbox"/>	Student, Jane ▼	<input type="text" value="100"/> / 100
<input type="checkbox"/>	Student2, Amir ▼	<input type="text" value="96"/> / 100
<input type="checkbox"/>	Student3, Tamara ▼	<input type="text"/> / 100

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- iv. Provide feedback by clicking the **Pencil** icon

Feedback	
Great work, Jane! I a...	
Amir, great posts. Re...	
No feedback provided.	

- v. To view the gradable activity submission, click the **icon in the Assessment column**

Assessment




- vi. When grading is complete, click the **Save and Close** button