



Setting Up Your Brightspace Gradebook

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

Grades

2. If your course shell is blank and this is the first time you are clicking into the Grades area, you will be brought automatically to the Setup Wizard. If your course shell is not blank and you wish to use the Setup Wizard, click on **Setup Wizard**

Enter Grades Manage Grades Schemes Setup Wizard

3. Scroll to the bottom of the page and click **Start**
4. **Step 1 of 7**
 - a. Select your preferred **Grading System**
 - i. **Weighted** – Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%
 - ii. **Points** – Calculate the final grade by totaling the points users received on grade items
 - iii. **Formula** – Calculate the final grade using a custom formula that lets you set conditions on grade items. This is an advanced system and requires significant amounts of testing
 - b. Click **Continue**
5. **Step 2 of 7**
 - a. Select how you would like the **Final Grade Released**
 - i. **Calculated Final Grade** – The grade that is achieved by users based on the grading formula set up in the grade book. It can only be adjusted by editing individual grade item scores.
 - ii. **Adjusted Final Grade** – Allows you to modify or adjust users' grades before releasing them.
 - b. Maintain checkmark in **Automatically release final grade**, unless you wish to restrict this view from students.
 - c. Click **Continue**
6. **Step 3 of 7**
 - a. Select your preferred method for **Grade Calculations**
 - i. **Drop ungraded items** – Items that do not have a grade inputted are not counted in the final grade. Instructors **MUST** add zeroes

- for gradable activities that are not submitted by students in order to maintain grade book accuracy.
- ii. **Treat ungraded items as zero (0)** – Items that do not have a grade inputted are counted as 0 in the final grade
 - iii. Maintain checkmark in **Auto Update**, unless you wish to restrict this view from students.
- b. Click **Continue**
7. **Step 4 of 7**
 - a. Choose **Default Grade Scheme** – If your campus is not on this list, you can **maintain the default scheme**
 - b. Click **Continue**
 8. **Step 5 of 7**
 - a. Determine **Number of decimal places to display** in instructor view
 - b. Click **Continue**
 9. **Step 6 of 7**
 - a. Set your **Student View Display Options**
 - i. **Grade Details**
 1. We recommend you select both **Points Grade** and **Weighted Grade**
 2. If you use a Grade Scheme, select **Grade scheme symbol** and **Grade scheme color**. If you are not using a grade scheme, leave these unselected
 - ii. **Decimals Displayed**
 1. Select the number of decimals you would like to have displayed to students in their grades report
 - iii. **Characters Displayed**
 1. If you plan to use Text grade items in your grade book, you can adjust the number of characters displayed in that column. Otherwise, leave this at 50.
 - iv. **Final Grade Calculation**
 1. Maintain the checkmark in **Final Grade Calculation**, unless you wish to restrict this view from students.
 - b. Click **Continue**
 10. **Step 7 of 7**
 - a. **Review the Grades Setup Summary** – if you notice an error, click the **“Go Back”** button until you get to the step with the error in it. Otherwise...
 - b. Click **Finish**