

- This document outlines what is covered in the workshop: Brightspace 6 - Using the Gradebook
- It lists the syllabus, together with a link which covers that particular topic / task
- Its purpose is to act as a refresher for staff who attend the Brightspace 6 workshop.
- It also operates as an alternative to the workshop for those staff who cannot attend the workshop.

Brightspace 6: Using the Gradebook

Aim of this resource

This resource provides guidance on setting up and using the Brightspace gradebook. After working your way through this resource you will have the knowledge necessary to establish your gradebook and map it to your assessments.

Prerequisites for this resource:

- It is recommended that before working through this resource that you are familiar with Brightspace and have already worked through, or attended the workshops for, Brightspace 1 and 2.

Syllabus	Syllabus
What is the Brightspace module gradebook?	You can set up a gradebook within each of your Brightspace modules. It contains your grading system, grade calculations, grade scheme, grade items, and view and display options. Grade items in your gradebook represent all the work that you want to evaluate your student on in that module. You can evaluate specific tasks such as assignments, tests, and participation, and you can also create grade items and associate them with course objects such as assignments and quizzes. For more information on the gradebook, please click here .
Understanding the difference between a weighted gradebook and a points-based gradebook and a gradebook based on a custom formula	As you set up your gradebook, you will be asked to choose your grading system. There are three available (weighted and points are the most commonly used): <ol style="list-style-type: none"> 1) Weighted: The grade items in your gradebook count as a percentage of a final grade worth 100%. 2) Points: The grade items can be worth a certain amount of points that are totalled for a final grade. 3) Formula: The final grade is calculated using a custom formula that lets you set conditions on grade items. For example, if a student's score on any item is below 60%, then they automatically fail the module. For a full explanation of each grading system and differences between them, please click here .
Relationship between Brightspace module gradebook and EGB	The gradebook in Brightspace is entirely separate to EGB (the Electronic Gradebook that is part of the student registration system Banner). However, once assessment grades have been 'published' in Brightspace to the Brightspace gradebook, an excel spreadsheet can be downloaded to be used as an aid when populating EGB. For step-by-step instructions (text and video) on how to export all of your grades an excel file, click here .

<p>Importance of mapping out your module assessments before creating the module gradebook</p>	<p>The module gradebook is essentially a summary of the assessment types, or categories of assessments, that you will be setting your students taking that module, as well as a list of each of the individual assessments (or grade items as they are known in Brightspace) that will run under each of those categories. The gradebook can be set up at the outset as you design your module and before you have actually created any of the assessments themselves. Later, as you create each individual assessment, you link them one-by-one to the associated grade item in the gradebook. Now, as you publish grades and feedback to your students throughout the module, the gradebook will automatically be populated with those scores and all of the assessment weightings will be worked out for you.</p> <p>Click here for some guidance to make this assessment mapping exercise easy.</p>
<p>How to create a Brightspace module gradebook</p>	<p>Once you have mapped out your assessment structure on paper, it can be easily built in Brightspace. A guide, with screenshots, on how to create your gradebook can be found here.</p>
<p>Understanding the difference between an assessment item and a grade item</p>	<p>An <i>assessment item</i> is an assignment or a quiz or a discussion posting that you will build in your module to assess your students.</p> <p>In your gradebook, a '<i>grade item</i>' is created for each of the assessments that you will build in your module and they are given the same names as the actual assessments. Then when you build the assessments during the semester, they are linked to their associated grade item in the gradebook. Then, as you grade and publish the assessment scores, the appropriate grade item in the gradebook will be automatically populated with those scores.</p>
<p>Linking assessment items (assignment, quiz etc.) to a grade item in the gradebook</p>	<p>How to create assessment items like assignments and quizzes is covered in the resources Brightspace 7 & Brightspace 8 respectively. While creating assessment items in Brightspace, you will be prompted by the system to link that assessment item to its associated grade item in the gradebook, the structure of which you should have built out beforehand. See this short guide that shows how assessment items are linked to grade items.</p> <p>To <i>retrospectively</i> link an assignment to a grade item in the gradebook just edit the assignment in question and, beside the 'score out of' field, click the 'In Grades' dropdown and click 'Choose from Grades>Link to an existing grade item'.</p> <p>Information on how to link a quiz to its grade item can be found here.</p>
<p>Understanding how the grade book gets populated with results from assignments/quizzes etc.</p>	<p>As you mark assignments, you can either save your mark and feedback as a draft or 'publish' it. Once you publish it, the mark (score) is automatically sent to the gradebook for you. If the assignment and its associated grade item in the gradebook have not been hidden from student view, students will then see their mark and feedback.</p> <p>As you create your quiz, you can choose whether or not to automatically export the results to the gradebook. Alternatively you can review the attempts first before setting them as 'marked' and pushing the marks to the gradebook.</p> <p>Further details on this process is given in Brightspace 7 & Brightspace 8 respectively.</p>
<p>Adding results directly to the gradebook</p>	<p>If you wish, you can manually enter grades into the gradebook for assignments that were submitted outside of Brightspace, or for in-class presentations for example. To do so, create a grade item in your gradebook via the 'Manage Grades' screen. You will now see a column in the gradebook via the 'Enter Grades' screen for the assignment in question</p>

	<p>into which you can input grades. You can also create an assignment too if you wish, and link this with the grade item, as this will allow you to also give feedback to your students on the assignment/in-class presentation. Now click Assessment>Grades<Enter Grades. You can enter grades by individual or you can filter the view by grade category or grade item. For guidance, click here.</p>
<p>How to see exactly how the gradebook appears to individual students</p>	<p>To see how your gradebook appears to students, go to Assessment - Grades - Enter Grades. You will see a list of student names. Click the dropdown arrow to the right of a student's name and click "Preview". This displays a popup box which shows the grade information visible to that specific student - this is exactly what that student sees when he/she clicks into Assessment >Grades in your module. Note: students will only ever see their own grade, or that of their group if an assessment was a group assessment.</p>
<p>How to get DRAFT results into the gradebook without the students seeing their marks</p>	<p>When you use the gradebook there are TWO places where students can access their results - the grades tool and also via the individual assessment (quiz or assignment). So, before publishing results you need to hide BOTH the assessment (quiz or assignment) AND the corresponding grade item in the gradebook. Once both are hidden you can go ahead and publish feedback - the students will not be able to see their grades in Brightspace until you UN-hide either the assessment OR grade item For guidance, click here</p>
<p>How to download an excel spreadsheet of results from the gradebook</p>	<p>For step-by-step instructions (text and video) on how to export all of your grades an excel file, click here.</p>

