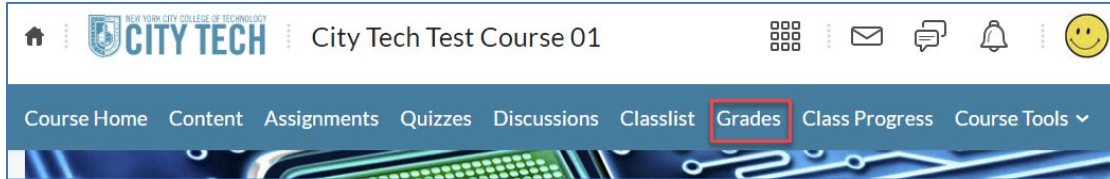


ATOL Academic Technologies & Online Learning

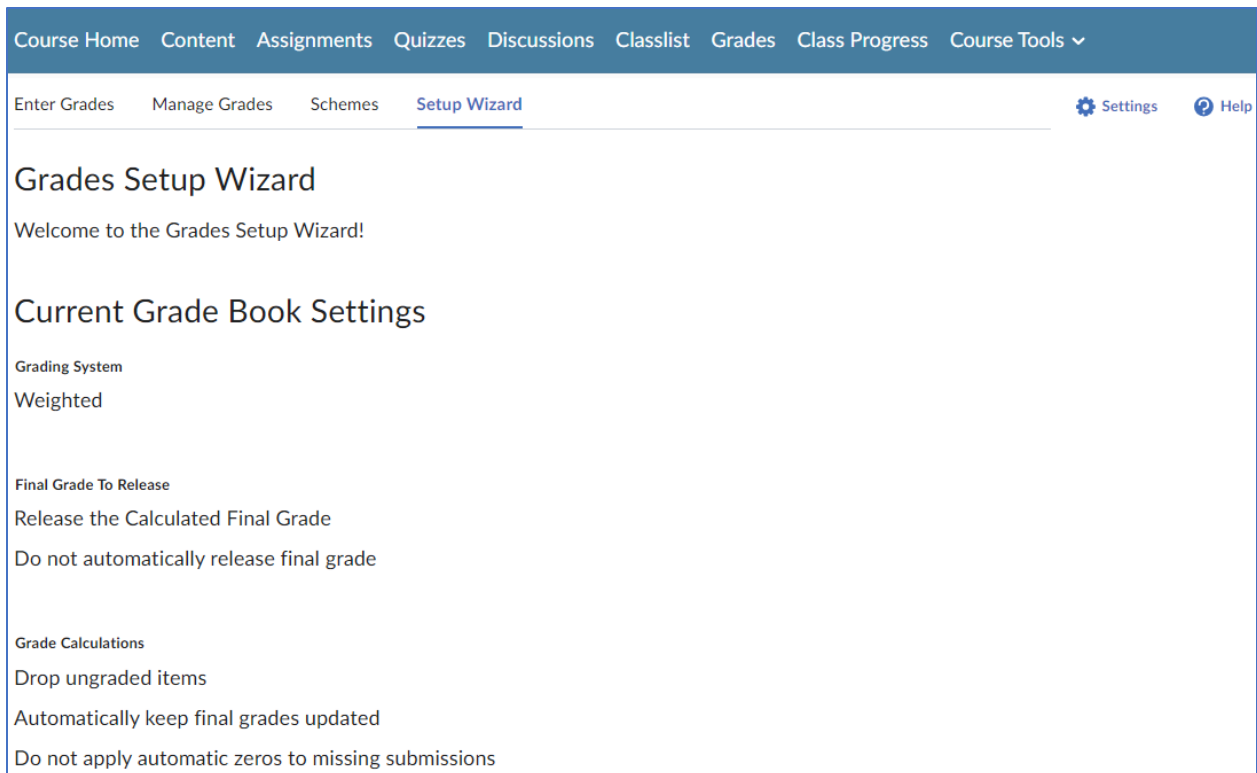
Brightspace: Grades New York City College of Technology

How do I access Grades Center?

In Brightspace, Grade Center Gradebook is referred as Grades
From a Brightspace course NavBar, click Grades

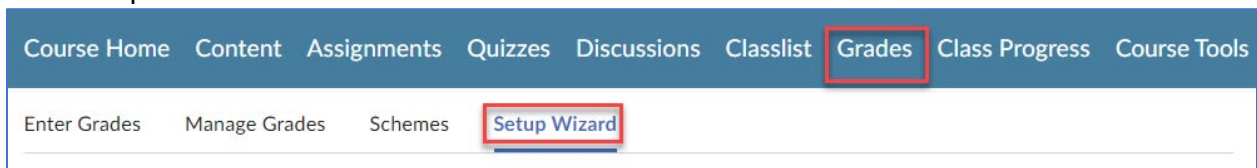


You will be inside the Grades



How do I run Grades Setup Wizard?

From a Brightspace course NavBar, click Grades
Click Setup Wizard

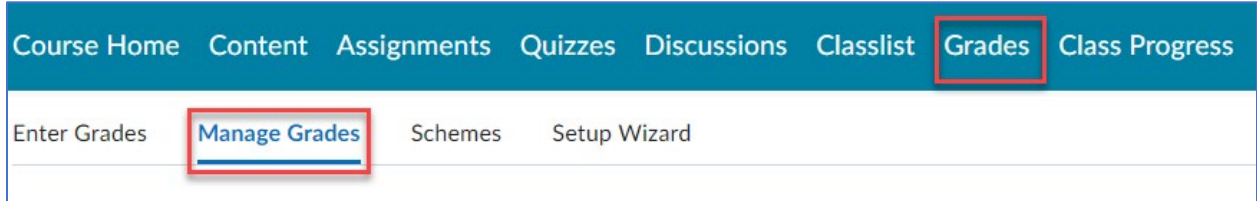


Follow the onscreen instruction

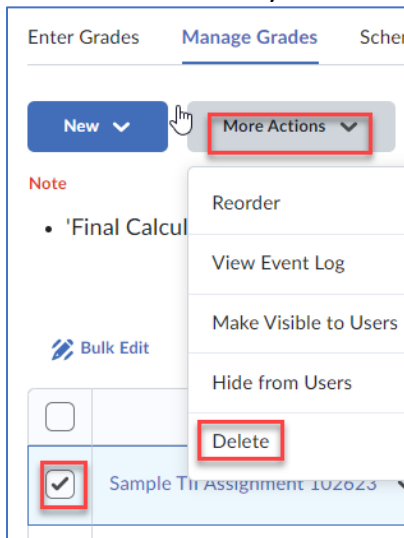
Note, you can run the Setup Wizard anytime and change the settings even if you previously ran the wizard from the Settings section

How to delete a column?

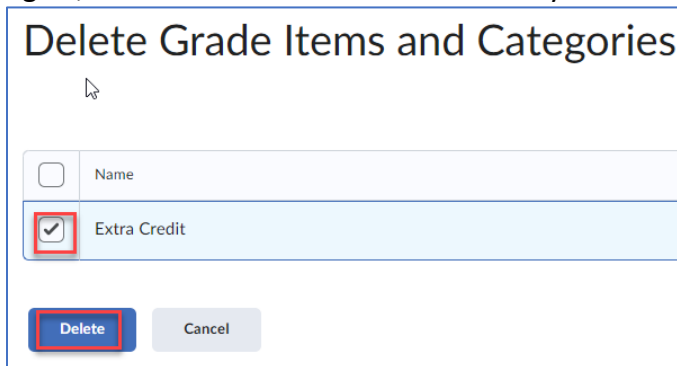
From the Grades page, click Manage Grades tab



Select a Grade Item you want to delete, click More Actions and click Delete



Again, select Grade Item to delete to verify



Note: if you cannot select the item again to delete, you need to go the content folder where the assessment is located.

Click Delete to confirm

Confirmation

Are you sure you want to delete the (1) selected grade items and/or categories?

Deleting items includes deleting all associated grades, removal from calculations, and removal from other tool associations. Consider hiding the items instead. If deleting, be sure that these are the intended grade items and that there are no associated grades that are needed.

Delete Cancel

How do I create a grade item in Brightspace?

From the Grades page, click Manage Grades tab

Course Home Content Assignments Quizzes Discussions Classlist **Grades** Class Progress

Enter Grades **Manage Grades** Schemes Setup Wizard

Click New and Item

Enter Grades **Manage Grades**

New More Actions

Item

Category

Click Calculated for an item type

Manage Grades > New Item

New Item

Choose a Grade Item Type

Numeric

Grade users by assigning a value out
E.g. 8/10

Give a name of this item, for example, Class Participation

Name *

Short Name

Category

None [New Category]

Show Description

Grading

Maximum Points *

Click Save and close

How to organize reorder rearrange Grades columns?

From the Grades page, click Manage Grades tab

Course Home Content Assignments Quizzes Discussions Classlist **Grades** Class Progress

Enter Grades **Manage Grades** Schemes Setup Wizard

Select Grade Item, click More Actions and click Reorder

Enter Grades **Manage Grades** Sche

New More Actions

Note

- 'Final Calcul

Bulk Edit

Final Exam

Sample TII Assignment 102623

Test

Quiz-2

Reorder

View Event Log

Make Visible to Users

Hide from Users

Delete

Under Sort Order column, change the numbers next to each grade item to sort accordingly and click Save

Reorder Grade Items and Categories

[Expand All](#) [Collapse All](#)

Items and Categories	Sort Order
Final Exam	1 ▾
Midterm	2 ▾
Weighted Total	3 ▾
▼ Quizzes Category	4 ▾
Quiz -1	1 ▾
Quiz-2	2 ▾
Quiz-3	3 ▾
Quiz 4	4 ▾
Extra Credit	5 ▾

[Save](#) [Cancel](#)

How to enter grades?

From the Grades page, click Enter Grades tab

Course Home Content Assignments Quizzes Discussions Classlist **Grades** Class Progress

Enter Grades Manage Grades Schemes Setup Wizard

Standard is the default view for Grades, click Switch to Spreadsheet View to enter grades

Enter Grades Manage Grades Schemes Setup Wizard

[Import](#) [Export](#) [Switch to Spreadsheet View](#)

Enter grade for a student and click Save

<input type="checkbox"/>	Last Name ▲ First Name	Final Grades		Sample TII Assignment 102623 ▼
		Final Calculated Grade ▼		
<input type="checkbox"/>	Accreditation, CityTech ▼	50 / 50, 100 %		100 / 100
<input type="checkbox"/>	Banana, Anna ▼	60 / 60, 100 %		/ 100
<input type="checkbox"/>	Faculty, Citytech ▼	- / -, -%		/ 100
		- / -, -%		/ 100

Save Cancel

Click Yes to confirm

How to change weight for an assessment

From the Grades page, click Manage Grades tab

Course Home Content Assignments Quizzes Discussions Classlist **Grades** Class Progress

Enter Grades **Manage Grades** Schemes Setup Wizard

Locate an assessment, click drop-down arrow and click Edit

<input type="checkbox"/>	'Final Calculat	Edit
		Hide from Users
		Enter Grades
<input type="checkbox"/>		View Statistics
<input type="checkbox"/>	Sample TII /	View Event Log
<input type="checkbox"/>	Final Exam	▼

Scroll down to the Grading section, change the weight and click Save and Close

Grading

Maximum Points *

100

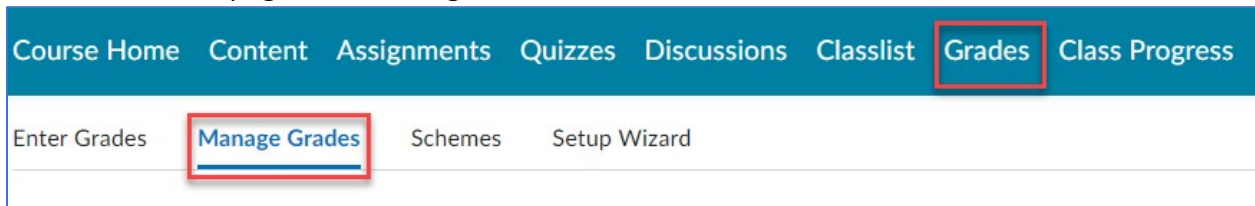
Weight *

50

Click Save and close

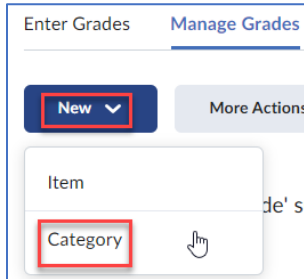
How to Create a Grade Category?

From the Grades page, click Manage Grades tab



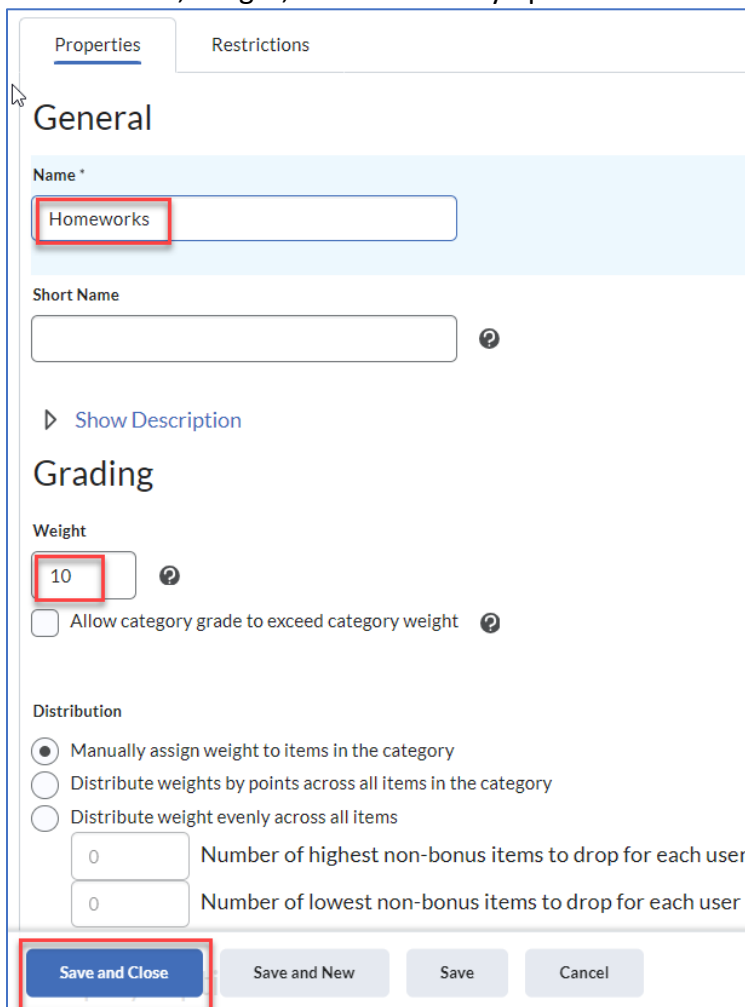
The screenshot shows a navigation bar with the following items: Course Home, Content, Assignments, Quizzes, Discussions, Classlist, Grades, and Class Progress. The 'Grades' tab is highlighted with a red box. Below the navigation bar, there is a sub-menu with 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Manage Grades' option is also highlighted with a red box.

Click New and Category



The screenshot shows the 'Manage Grades' sub-menu. The 'New' button is highlighted with a red box. A dropdown menu is open, showing 'Item' and 'Category' options. The 'Category' option is highlighted with a red box and a mouse cursor is pointing at it.

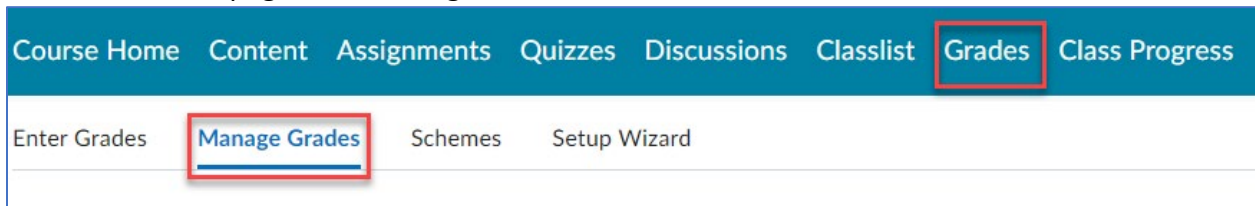
Enter a name, weight, other necessary options and click Save and Close



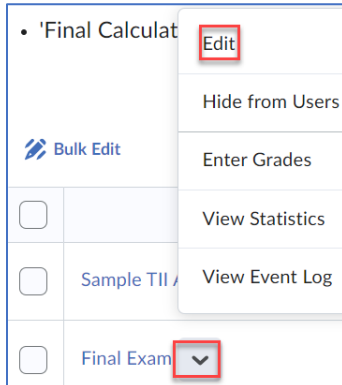
The screenshot shows the 'Manage Grades' form. The 'Properties' tab is selected. The 'General' section has a 'Name' field with the value 'Homeworks' highlighted by a red box. The 'Short Name' field is empty. There is a 'Show Description' link. The 'Grading' section has a 'Weight' field with the value '10' highlighted by a red box. There is a checkbox for 'Allow category grade to exceed category weight' which is unchecked. The 'Distribution' section has three radio button options: 'Manually assign weight to items in the category' (selected), 'Distribute weights by points across all items in the category', and 'Distribute weight evenly across all items'. There are two input fields for 'Number of highest non-bonus items to drop for each user' and 'Number of lowest non-bonus items to drop for each user', both with the value '0'. At the bottom, the 'Save and Close' button is highlighted with a red box.

How to change the Category for an assessment?

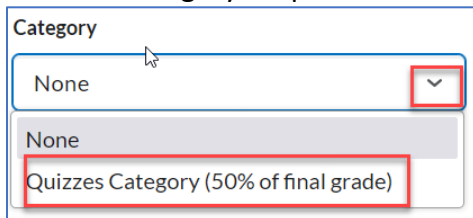
From the Grades page, click Manage Grades tab



Locate an assessment, click drop-down arrow and click Edit



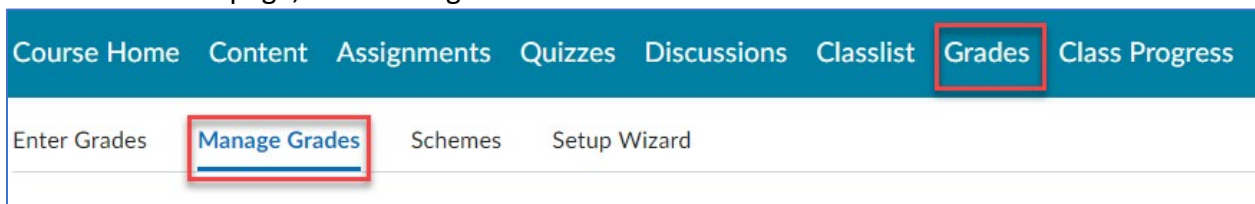
Click the Category drop-down arrow and select a category from the list



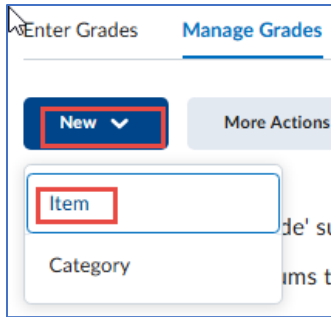
Click Save and Close

How to create a Weighted Total column in Brightspace

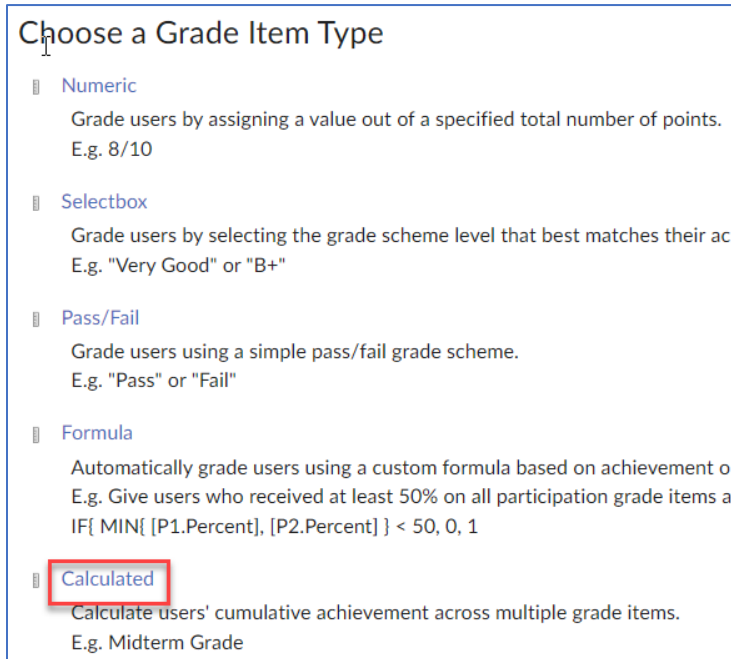
From the Grades page, click Manage Grades tab



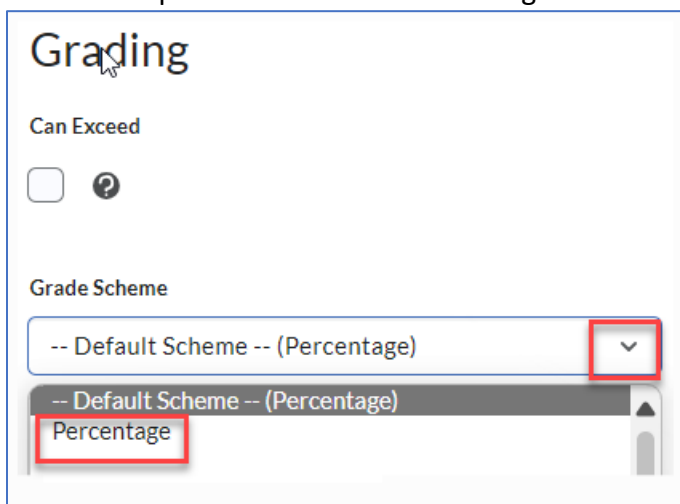
Click New and Item



Click Calculated for an item type



Enter a name, for example, Weighted Total, scroll down to the Grading section, click Grade Scheme drop-down and select Percentage



Under calculation, check the items to include

Calculation	
<input checked="" type="checkbox"/>	Grade Item to Include
<input checked="" type="checkbox"/>	Quiz -1
<input checked="" type="checkbox"/>	Quiz-2
<input checked="" type="checkbox"/>	Quiz-3
<input checked="" type="checkbox"/>	Quiz 4
<input checked="" type="checkbox"/>	Midterm

Under Managing View, check Override display options for this item option, uncheck Points grade and click Save and Close

Managing View

Override display options for this item

Show

Weighted grade

Grade scheme symbol

Grade scheme color

[Save and Close](#) [Save and New](#)

How do I drop a lowest grade item?

From the Grades page, click Manage Grades tab

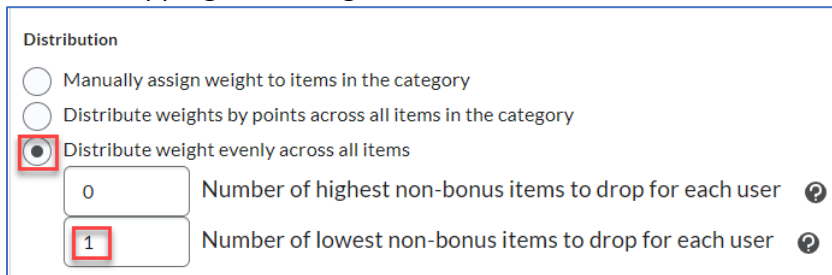
Course Home Content Assignments Quizzes Discussions Classlist Grades Class Progress

Enter Grades
Manage Grades
Schemes
Setup Wizard

Click the drop-down next to a category item and click Edit

<input type="checkbox"/>	Quizzes Category	▼
<input type="checkbox"/>	Quiz -1	▼ Edit
<input type="checkbox"/>	Quiz-2	▼ Hide from Users
<input type="checkbox"/>	Quiz-3	▼ Enter Grades
<input type="checkbox"/>		▼ View Statistics

See section How to Create a Grade Category if needed, scroll down to the Distribution section, click Distribute weight evenly across all items, enter a number of the item want to drop, here we are dropping 1 lowest grade

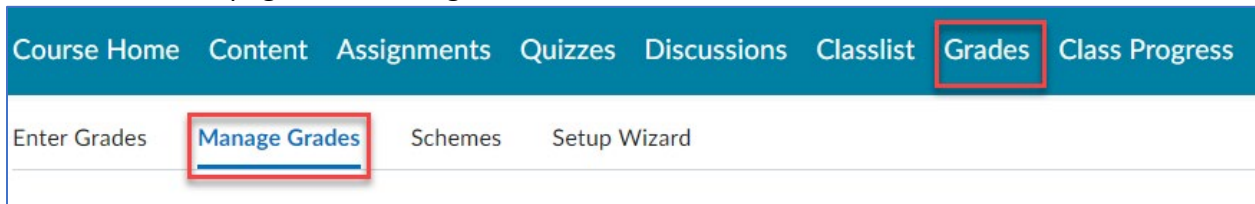


Click Save and close

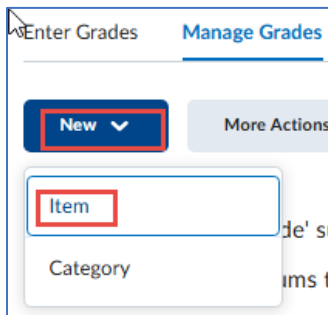
How do I create an extra credit (Bonus) grade item?

Brightspace Bonus (extra credit) option gives students the opportunity to earn extra points without affecting the Final Calculated Grade.

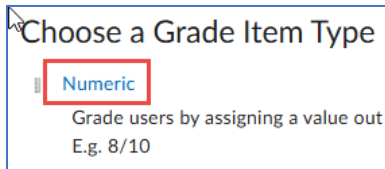
From the Grades page, click Manage Grades



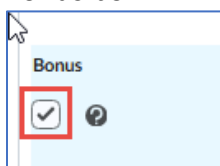
Click New and Item



Click on Numeric for the Grade Item Type

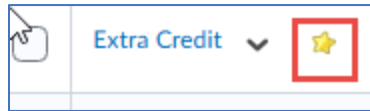


Give a name for this grade item, for example Extra Credit, Maximum Points and check the Bonus box



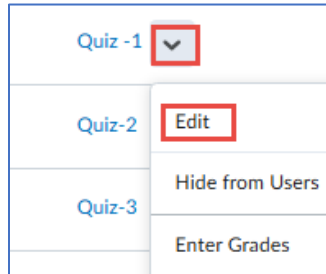
Click Save and Close

You will notice a star next to an extra credit or bonus item

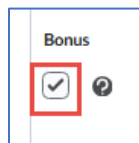


How do I make an existing grade item or column as an Extra Credit (Bonus) item?

Locate the grade item or column, click on the dropdown arrow and click Edit

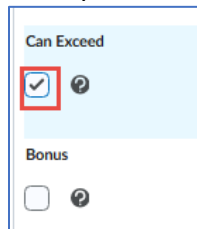


Scroll down to the Bonus section and check the Bonus box

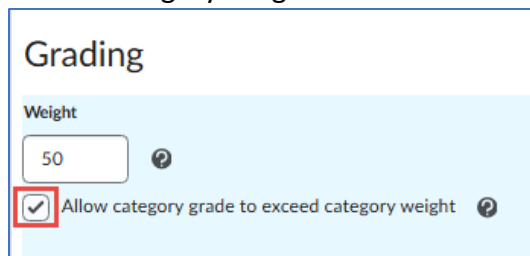


Click Save and Close

Note: in the event when you don't want the whole assignment as extra credit, but want to give extra points then you would not check 'Bonus' but check 'Can Exceed' box



Note: If the Bonus is for a category item, make sure to check the 'Allow category grade to exceed category weight' box



Note: when you have Bonus (extra credit) item, you may allow the students to exceed 100% of the Final Calculated or Adjusted Grade

Edit Calculated Final Grade

Properties Restrictions

General

Name *

Short Name

Grading

Can Exceed

How do I create an extra credit or bonus question on a quiz?

From a quiz, check on the question you want as a bonus, click More Actions and click Toggle Bonus

1 selected Add Move To More Actions

<input checked="" type="checkbox"/>	1	MS Access is a spread sheet application True or False • Mandatory
<input type="checkbox"/>	2	2+4= Multiple Choice • Mandatory
<input type="checkbox"/>	3	DOS stands for... Multiple Choice • Mandatory

Delete
Toggle Bonus
Toggle Mandatory
Set Points

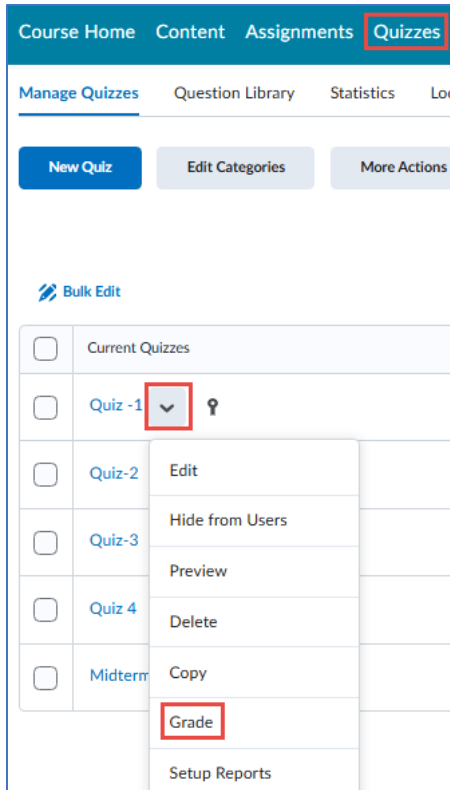
Bonus item will appear under the point value of the question

1	MS Access is a sprea...	20 points
	True or False • Manda...	BONUS

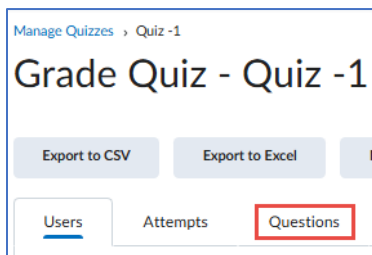
Click Save and close

How do I grade and regrade a quiz?

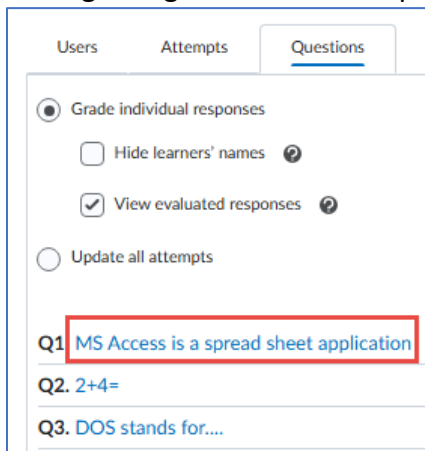
From the Manage Quizzes page, click the drop-down for a quiz and click Grade



Click Questions tab



For regrading an individual responses, click on a question



Modify the score as appropriate, click save and confirm

Question Responses

Gueser Usera (Bonus) (Mandatory)

Note: This question is an old version as it was modified after the quiz was taken.

MS Access is a spread sheet application

True
 False

Save Time
1:46 PM

Score
20 / 20 (auto-graded)

question feedback has been set

For regrading all attempts, click Update all attempts button then click on a question

Grade individual responses
 Hide learners' names
 View evaluated responses
 Update all attempts

Q1. MS Access is a spread sheet applicatio

Q2. 2+4=

Enter the point to every student regardless of their selection

Grading Type

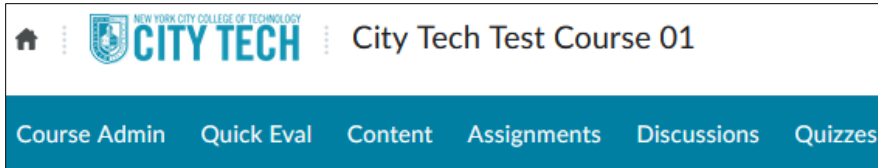
Give to all attempts points

Or you can modify the correct answer, enter the point and Save

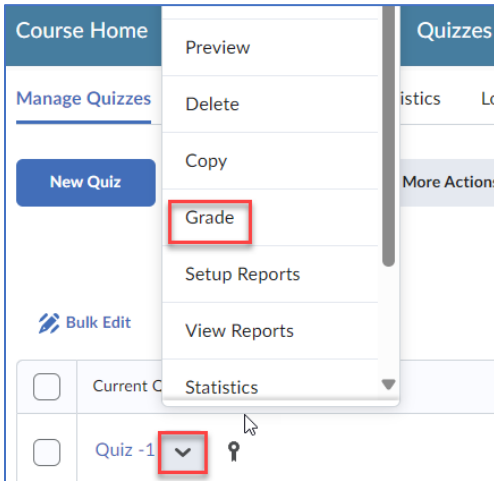
Give to attempts with answer points

How to clear a test quiz attempt?

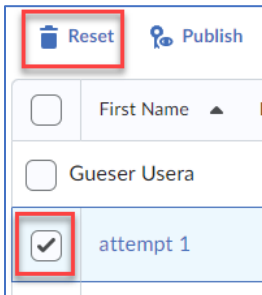
From the course NavBar, click Quizzes



Click drop-down menu of a quiz and click Grade

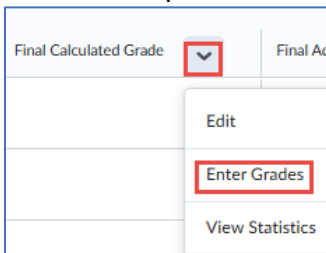


Select an attempt for a student and click Reset

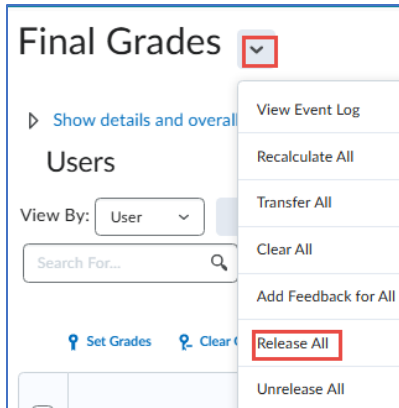


How do I publish Final Calculated or Adjusted Grades to students?

Click the drop-down for Final Calculated Grades and click Enter Grades



Click for Final Grades and click Release All

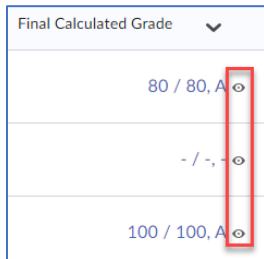


Click Yes to confirm

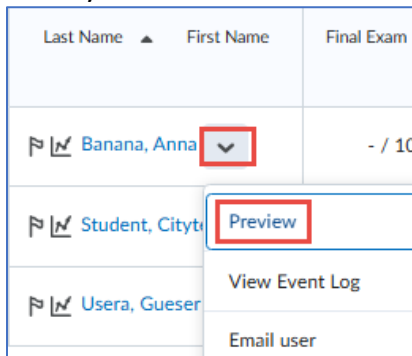
Released check marks will appear for each student's grade

Last Name ▲	First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
Banana, Anna ▼		80 / 80	A	<input type="text"/> / <input type="text"/>	> <input type="text"/> %	No feedback provided.	<input checked="" type="checkbox"/>
Student, Citytech ▼		- / -	-	<input type="text"/> / <input type="text"/>	> <input type="text"/> %	No feedback provided.	<input checked="" type="checkbox"/>
Usera, Gueser ▼		100 / 100	A	<input type="text"/> / <input type="text"/>	> <input type="text"/> %	No feedback provided.	<input checked="" type="checkbox"/>

Also, the Release icon will appear on the Grades section indicating its visibility to students



Note: you can use the Preview tool for student view



Student Grades preview

Grades

Final Calculated Grade

Weight Achieved
100 / 100

Grade
A

Grade Item	Points	Weight Achieved	Grade
Final Exam	100 / 100	20 / 20	A
Midterm	100 / 100	30 / 30	A

Close

Note: you may need to check final grade release options, click Grades and Settings

Classlist **Grades** Class Progress Course Tools ▾

Settings Help

Click Calculation Options tab

Personal Display Options Org Unit Display Options **Calculation Options**

Scroll down to Final Grade Released section, check Automatically release final grade and Automatically keep final grades updated

Final Grade Released

Release

Calculated Final Grade

Adjusted Final Grade

Automatically release final grade

Auto Update

Automatically keep final grades updated

Click Save

Where do I find Quiz Attempt Logs?

Click the drop-down of a quiz and click Attempt Logs

		View Reports
		Statistics
<input type="checkbox"/>	Current C	Manage Exemptions
<input type="checkbox"/>	Quiz -1	Attempt Logs
<input type="checkbox"/>	Quiz-2	▼ 🔑

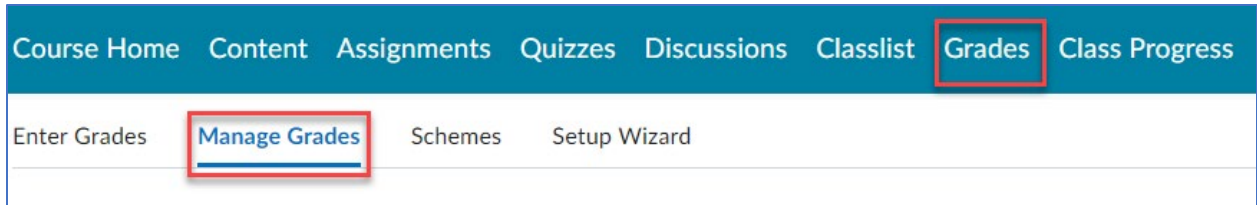
Where do I find Quiz Statistics Item Analysis?

Click the drop-down of a quiz and Statistics

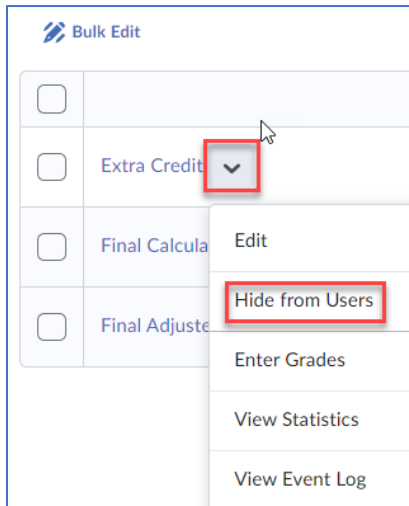
<input type="checkbox"/>	Current Quizzes	
<input type="checkbox"/>	Quiz -1	▼ 🔑
<input type="checkbox"/>	Quiz-2	Edit
<input type="checkbox"/>	Quiz-3	Hide from Users
<input type="checkbox"/>	Quiz 4	Preview
<input type="checkbox"/>	Midterm	Delete
		Copy
		Grade
		Setup Reports
		View Reports
		Statistics
		Manage Exemptions

How to hide a column from the students?

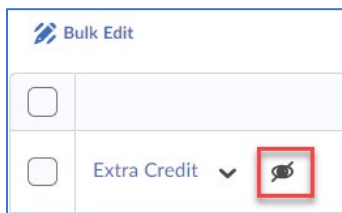
From the Grades page, click Manage Grades tab



Click the drop-down arrow next to a column and click Hide from Users

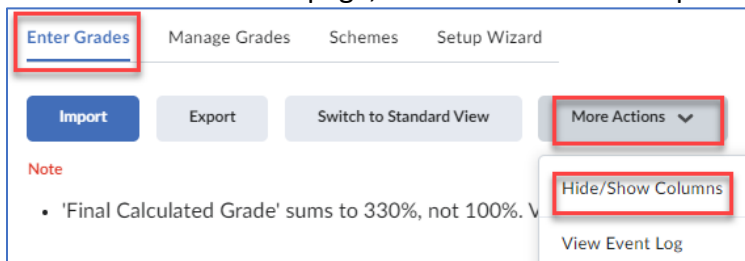


A hidden eye with cross across will appear next to the column and this column won't appear on the student view



How to hide column from the Instructor view?

From the Enter Grades page, click More Actions drop-down and click Hide/Show Columns



Uncheck a column you want to hide and click Save

Hide/Show Columns

Choose grade items to display

<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	Sample TII Assignment 102623
<input checked="" type="checkbox"/>	Final Exam
<input type="checkbox"/>	Test (Drop 1 lowest)
<input checked="" type="checkbox"/>	Quiz-2
<input checked="" type="checkbox"/>	Quiz -1
<input checked="" type="checkbox"/>	Midterm

How to download grades?

From the Enter Grades page, click Export

Click Export

Scroll down to the page and click either Export to CVS or Export to Excel. A CSV (comma-separated values) file is a simple text file that you can open in a wide variety of programs, including any program that works with plain text like the Notepad app

Click Download and the file will be saved on the device

Click close

Click Cancel or simply navigate away to any section of the course