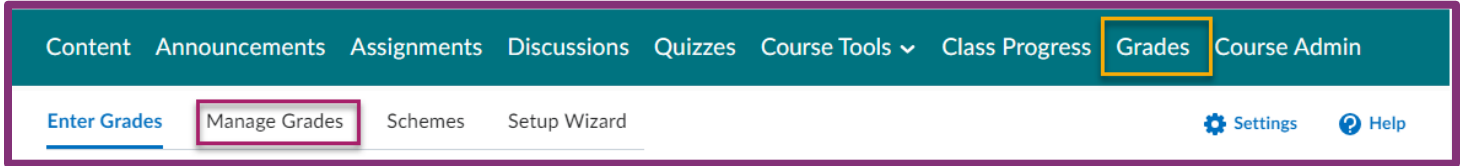


Create a new Grade Book Column/Item

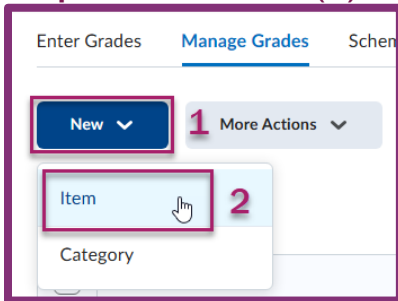
Faculty can use individual Grade Items in Brightspace to create a column in the Grade Book that can be manually graded. Examples could include participation or attendance.

How to create a new Grade Item

Step 1: Select Grades on the navbar, and then Manage Grades.

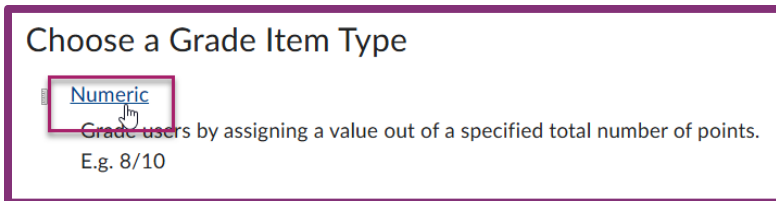


Step 2: Select New (1) and Item (2).



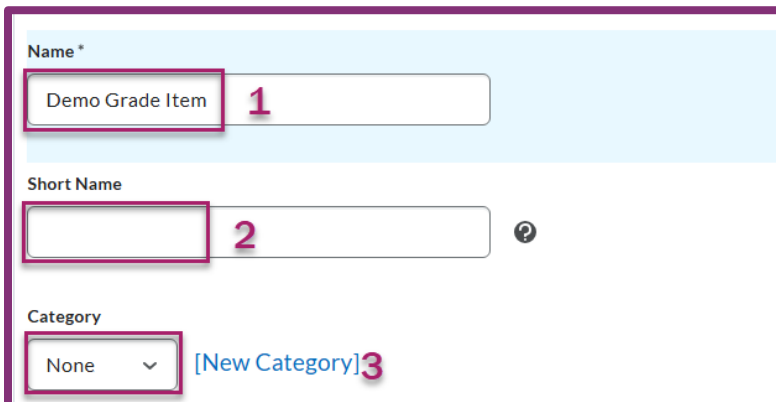
Step 3: Choose a Grade Item Type (usually Numeric).

In most cases, the Numeric Grade Item Type is needed. Other options include Selectbox, Pass/Fail, Formula, Calculated, and Text. An explanation of each option is listed when selecting the Grade Item Type.



Step 4: Enter General Grade Item properties.

1. Enter name for Grade Item (required).
2. Add optional Short Name for display if desired.
3. Select Category if using Weighted Grades.
4. Add Grade Item Description and allow users to view grade item description if desired.



▼ Hide Description

Description

Paragraph | B | I | U | A | | | | | | |

4

Allow users to view grade item description

Step 5: Select Grading options.

1. Enter Maximum Points.
2. If you want to have the ability to enter more than the maximum points, check Can Exceed.
3. If this is a Bonus/Extra Credit grade item, check Bonus.
4. Check Exclude from Final Grade Calculation if this grade item is not part of the final grade.
5. Select a Grade Scheme. Items with points are typically Percentage.
6. Add a rubric if desired.

Grading

Maximum Points *

10 1

Can Exceed

2

Bonus

3

Exclude from Final Grade Calculation

4

Grade Scheme

-- Default Scheme -- (Percentage) 5

Rubrics

Add Rubric 6

Step 6: Display options will be the same as are set for your Grade Book. Change any desired Display options for Student View or Managing (Instructor) view.

Step 7: Select Save and Close.

Save and Close | Save and New | Save | Cancel