Grades: Using the Setup Wizard

When you get your Brightspace course sites, it is recommended that you begin by setting up Grades. This will make it easier to connect your assignments, discussions, and quizzes to Grade Items as you build your course. The first step is to set up your gradebook using the **Setup Wizard**.

The Setup Wizard available in Grades provides a step-by-step walkthrough of available grade book settings. If you have not imported or set up your grade book for your course, the Setup Wizard page will be displayed the first time you navigate to Grades. This document will walk you through how to find the Setup Wizard and provide an overview of the seven steps in the Setup Wizard.

Video Walkthrough

If you would prefer to learn about the Setup Wizard in a video format, you can follow the link below. The videos covers the same information that is contained in this document.

[Setting Up Grades: Setup Wizard](#)
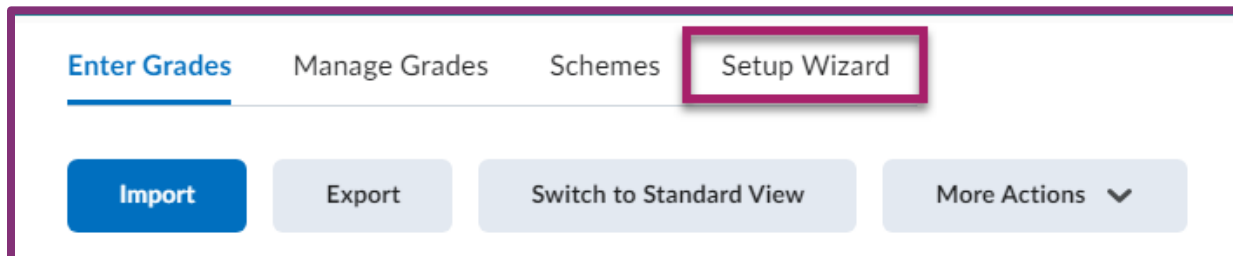
Find the Setup Wizard

Step 1

Enter your course site and select **Grades** on the navbar.
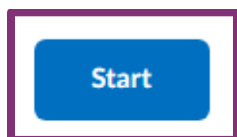

Step 2

If the setup wizard is not already displayed, select the **Setup Wizard** tab on the upper lefthand side of the page.


Step 3

Scroll to the bottom of the Setup Wizard intro page and select the blue **Start** button.

Using the Setup Wizard

The Setup Wizard will take you through seven steps to set up your course grade book. As you complete each step, there are three buttons at the bottom of the screen. Select: **(1) Continue** to move to the next step, **(2) Go Back** to return to the previous step, or **(3) Cancel** to exit the Setup Wizard.
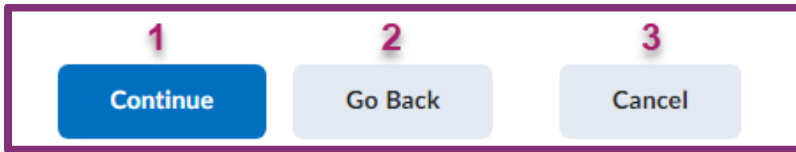
Step 1: Choosing Grading System

In step one you can choose to use one of three available grading systems: **Weighted**, **Points**, or **Formula**.

Note: The value assigned to a category, or an item that is not assigned to a category, is its value toward the final grade, while value assigned to an item in a category is its value toward that category. See the Weighted and Points images below for examples.

- **Weighted**: This system allows you to assign a value to grade items and categories as a percentage of a final grade that is worth 100%. Weights can be added both to grade categories and items in this grade system. See example below:

  Weighted ❓

  Example:

  Assignments Category (20% of final grade)
  - Assignment 1 Item (50% of Assignments)
  - Assignment 2 Item (50% of Assignments)
  Final Exam Item (80% of final grade)

  Final Grade: /100%

- **Points:** In this system, the points assigned to a grade item are equal to its value toward the final grade. The sum of all points does not have to equal 100, and the final grade is calculated by dividing the sum of points earned by the sum of the maximum possible points. See example below:

  Points ❓

  Example:

  Assignments Category (40 points)
  - Assignment 1 Item (20 points)
  - Assignment 2 Item (20 points)
  Final Exam Item (200 points)

  Final Grade: /240 points

- **Formula:** The formula system is based on the points system but allows you to calculate final grades using a custom formula that can include conditions. For example, you could require that users receive at least 75% on their final exam to pass a course.

Step 2: Final Grade Released

This page allows you to choose how you would like to release final grades to your students. There are two choices provided for how you would like to release final grades, and there is also an option for Automatically releasing grades:

- **Option 1 - Calculated Final Grade:** This option uses only the grading system that you have set up to determine final grades. If selected, you will have to adjust individual grade items to adjust final grades.

- **Option 2 - Adjusted Final Grade:** This option allows you to adjust the final grades prior to releasing them without having to adjust individual grade item scores. If selected, you will see an additional Final Adjusted Grade column in your grade book.

- **Automatically release final grade:** This checkbox is also located at the bottom of this page. This means that final grades will be automatically released to students as soon as they are entered. **Note:** If a grade is adjusted after the final grades are automatically released, they will not automatically release again, and will have to be manually released. To learn how to manually release grades, follow the Part 2 instructions in the Turning on/off Final Grade Visibility for Students in Brightspace How-To document.

Step 2 of 7
Step 2: Final Grade Released

Release

○ Calculated Final Grade

   The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

⦿ Adjusted Final Grade

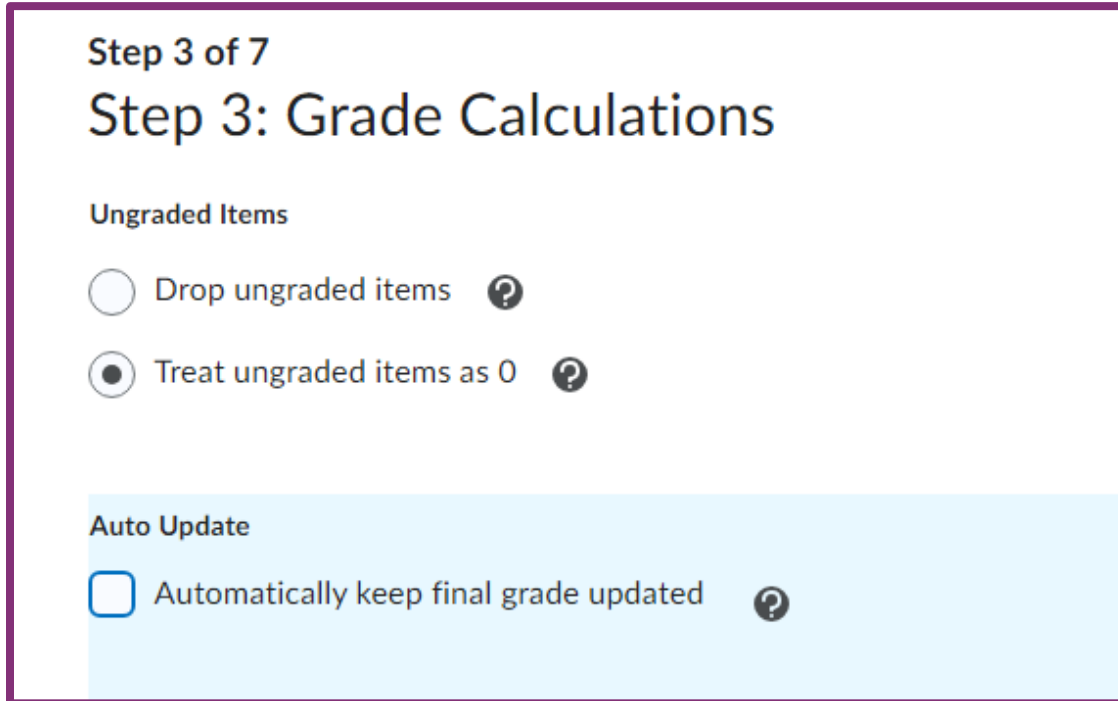   Allows you to modify or adjust users' grades before releasing them.

☐ Automatically release final grade

   When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

Step 3: Grade Calculations

The options in this step allow you to choose how you would like ungraded items to be calculated in final grades. There is also a checkbox that allows you to indicate if you would like to automatically keep the final grade updated.

- **Option 1 – Drop Ungraded Items:** Ungraded items will not be counted in the final grade calculation.

- **Option 2 – Treat Ungraded items as 0:** Ungraded items will be calculated as 0 points in the final grades.

- **Automatically keep final grade updated:** Check this box if you would like to keep final grades updated, such as when you adjust a grade item or a calculation option in your grade book.

Step 4: Choose a Default Grade Scheme

A grade scheme applies levels of achievement to students' grades based on given ranges. You can use numeric, letter, or text descriptions to represent grades. There are several Organization Schemes available at Tri-C, described below. You can also create custom schemes; to learn more visit the Brightspace Community page on Schemes. **Note:** Points and scheme information will always be displayed for you in your grade book. You can choose whether or not they will be displayed for students in Step 6.

- **Percentage:** This is the default scheme at Tri-C and will display students' grades as a percentage of achievement (e.g. 95/100, 95%).

- **Letter:** There are two letter options that work on two different achievement scales. These options will display students' grades as a letter grade (e.g. 95/100, A).

Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ❓	⦿	
Letter (A=90-100%, B=80-89.99%, C=70-79.99%, D=60-69.99%, F=0-59.99%)	◯	🔍
Letter (A=93-100%, B=85-92.99%, C=78-84.99%, F=0-77.99%)	◯	🔍

Step 5: Managing View Display Options

This setting controls how many decimal places you will see while grading in your course. You can choose a value between 0 and 5, with 2 being the default.

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display [2] ❓

Step 6: Student View Display Options

These settings control how students see various aspects of grades in your course.

- **Grade details:** This setting allows you to choose whether students can see their points, grade scheme symbols (e.g. percentage, letter grade), and grade scheme colors. Select each box that you **do want** students to see.

- **Decimals Displayed:** This setting controls how many decimal places students will see while viewing grades in your course. You can choose a value between 0 and 5, with 2 being the default.

- **Characters Displayed:** This setting applies only to Text grade items only (grade items that allow instructors to add comments to students that do not count towards their final grade), and indicates how many characters of a text grade item can be displayed. 50 is the maximum; anything over 50 will be truncated.

- **Final grade Calculation:** Selecting this option allows students to see how their final grade was calculated in their Grades view. A calculator icon will appear in their view that they can select. A pop-up will appear that provides the details of their final grade calculation.

Step 6 of 7

Step 6: Student View Display Options

Step 7: Grades Setup Summary

The final step in the Setup Wizard is a summary review of your selections on the previous pages. Be sure to look over the summary to check that all details are correct. If it looks like a setting is incorrect, you can use the **Go Back** button to return to that step and change the settings.
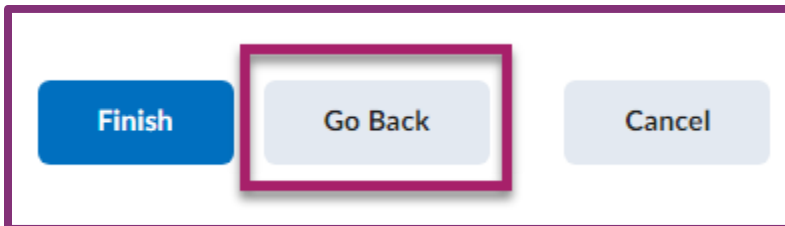
Once you are satisfied that you have made all the correct selections to set up your grade book, scroll to the bottom of the page and select **Finish**.
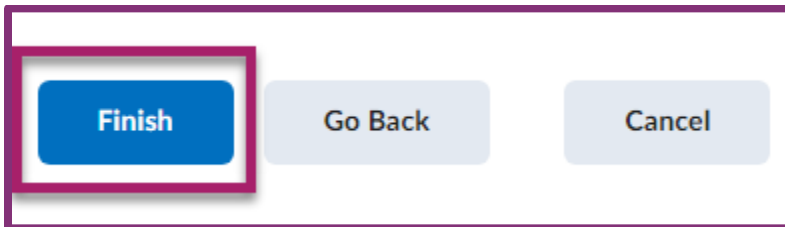
Need Help?

For help setting up your gradebook or reviewing settings, book an appointment with a Senior Instructional Designer or Technologist or one of the Faculty Champions or Ambassadors.