

Create Grade Items & Enter Grades in Brightspace (Basic)

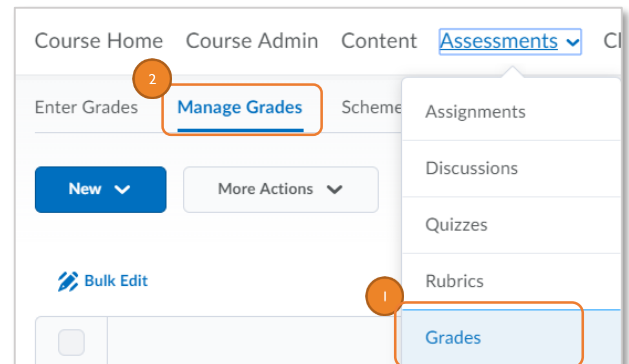
This document provides step by step instructions for creating Grade Items and entering grades in Brightspace.

Create a Grade Item

1. Inside your course, navigate to the Grades tool.

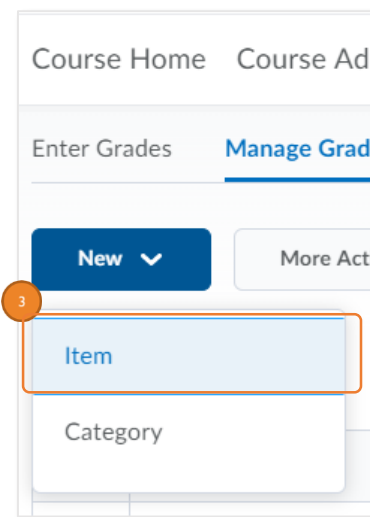
This is located under the Assessments dropdown or in Course Admin.

2. Then click on **Manage Grades**.

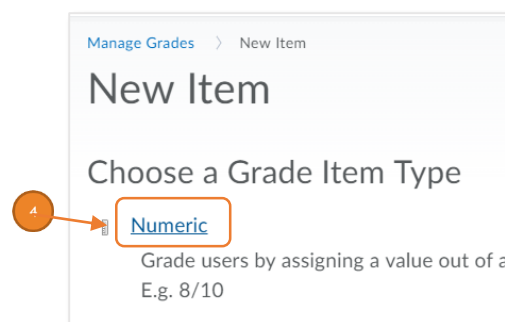


On the **Manage Grades** screen:

3. Click **New** and select **Item** from the dropdown menu.

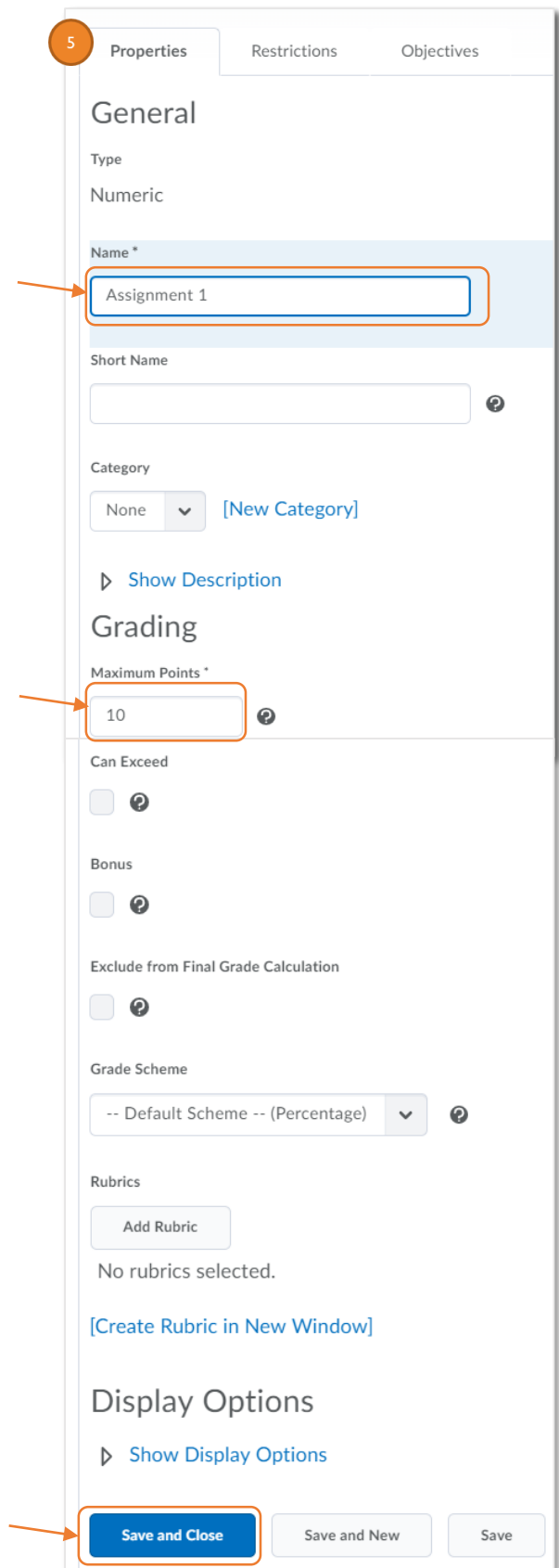


4. Choose grade type: **Numeric**



5. On the **Properties** tab:
 - a. **Name:** *title of the grade item (assignment)*
 - b. **Category:** *if you use categories for grading such as Exams, Quizzes, Homework, etc, you can select that category here, or create a new category*
 - c. **Maximum Points:** *enter the point value for the assignment*
 - d. **Can Exceed:** *Check this if you want to be able to give students extra points above the maximum points*
 - e. **Bonus:** *Check this if you want this to be an extra credit assignment*
 - f. **Exclude from Final Grade Calculation:** *Check this if you don't want this item to count in their total grade*
 - g. Click **Save and Close**

6. Repeat steps 1 thru 5 for each grade item you want to create.



5

Properties Restrictions Objectives

General

Type
Numeric

Name *
Assignment 1

Short Name
?

Category
None [New Category]

► Show Description

Grading

Maximum Points *
10

Can Exceed
☐ ?

Bonus
☐ ?

Exclude from Final Grade Calculation
☐ ?

Grade Scheme
-- Default Scheme -- (Percentage) ?

Rubrics
Add Rubric
No rubrics selected.
[Create Rubric in New Window]

Display Options

► Show Display Options

Save and Close Save and New Save

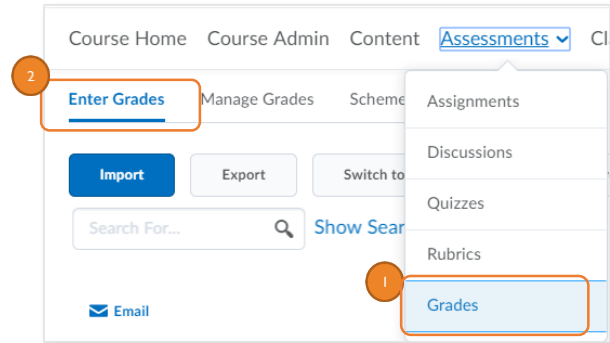
Enter Grades

To manually **enter grades** into your gradebook:

1. Inside your course, navigate to the Grades tool.

This is located under the Assessments dropdown or in Course Admin.

2. Then click on **Enter Grades**.



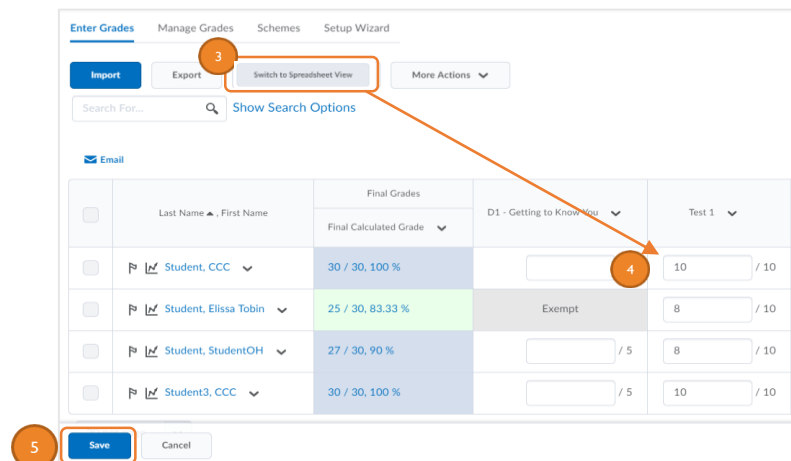
On the **Enter Grades** screen:

Option 1:

3. Click button “**Switch to Spreadsheet**” in order to convert the Enter Grades screen to a spreadsheet view that allows you to enter scores directly in the gradebook.

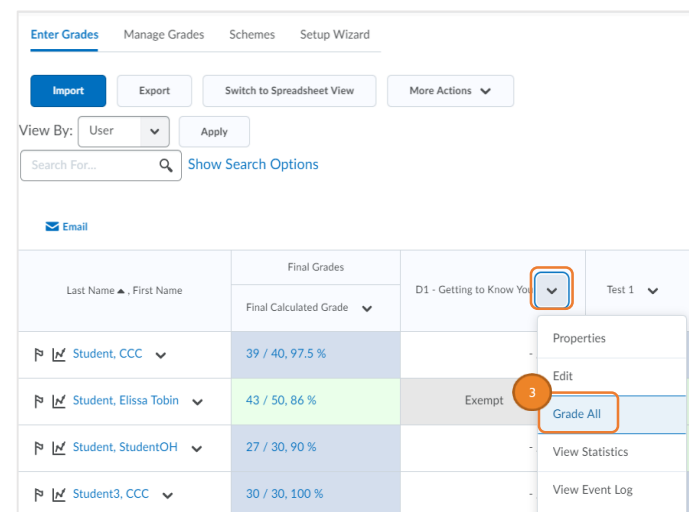
4. Enter scores directly on this page

5. Click **Save** often.



Option 2:

3. Click on the dropdown menu of the column you want to enter scores for and select **Grade All**.



4. Here you can easily enter grades for 1 grade item at a time and can easily post individual or general feedback to student, as well as make a student exempt for a particular assignment.

The additional options (set grades, clear grades, add feedback, etc) allow you to manage the scores and feedback in bulk.

5. Click **Save and Close** when done.

Grade Item: D1 - Getting to Know You ▾

☐ [Show details and overall feedback](#)

Users

View By: User ▾ Apply

Show Search Options

Set Grades
Clear Grades
Add Feedback
Exempt
Unexempt

<input type="checkbox"/>	First Name, Last Name	Submission	Grade ▾
<input type="checkbox"/>	Elissa Tobin, Student ▾		- / -
<input type="checkbox"/>	StudentOH, Student ▾		<input type="text"/> / 5
<input type="checkbox"/>	CCC, Student3 ▾		<input type="text"/> / 5
<input type="checkbox"/>	CCC, Student ▾		<input type="text"/> / 5

5 **Save and Close**
Save
Cancel