

# Grades

## Grade book basics

### Grading concepts



Concept	Description
Grade book	<p>A grade book contains your grading system, grade calculations, grade scheme, grade items, and view and display options. Grade items in your grade book represent all the work that you want to evaluate users on in a course. You can evaluate specific tasks such as Dropbox, tests, and participation, and you can also create grade items and associate them with course objects such as assignment submission folders and quizzes.</p> <p>You must set up a grade book before you can use the Grades tool. As you plan your grade book, consider:</p> <ul style="list-style-type: none"><li>• Which grade items you plan to evaluate.</li><li>• Which grading system is most appropriate for your course.</li><li>• How you will allocate points or weights across grade items.</li><li>• Which grade items you want to associate with course objects. Note that only numeric grade items can be associated with course objects.</li><li>• If you want to include a milestone grade at least once during the course.</li><li>• How you want to calculate final grades.</li></ul> <p>Making changes to a grade book's settings and calculation options after you begin tracking users' grades can significantly affect existing data.</p>
Grading system	<p>The grading system determines how the grade items in your grade book contribute to users' final grades. There are three options:</p> <ul style="list-style-type: none"><li>• Grade items can count as a percentage of a final grade worth 100%.</li><li>• Grade items can be worth a certain amount of points that are totaled for a final grade.</li><li>• You can define a custom formula for how grade items contribute to a final grade.</li></ul>
Grade items	<p>Grade items in your grade book represent all the work that you want to evaluate users on in a course. Grade items can exist independently in your grade book, or you can associate numeric grade items with course objects such as discussions, quizzes, and assignment submission folders. Each grade item has an entry in the grade book, which you assign a grade to for each user. Depending on the grade item type you want to create, grade items can be graded numerically or based on a grade scheme.</p>
Calculated final grade	<p>The final grade calculated by the grade book. You cannot adjust the final grade without adjusting grade item scores.</p>
Adjusted final grade	<p>You can manually change the final grade calculation without affecting grade item scores.</p>

## Grading schemes

A grade scheme enables you to organize users' performances on grade items into levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use schemes set up by your organization.

Grade scheme	Example
Letter	F, D, C, B, A, A+
Numeric	2.0, 2.5, 3.0, 3.5, 4.0
Text	Below Expectations, Meets Expectations, Exceeds Expectations

### Create a grade scheme

1. On the navbar, click  **Grades**.
2. On the **Schemes** page, click **New Scheme**.
3. In the **General** area, enter the scheme **Name**.
4. In the **Ranges** area, enter your scheme details. If you do not assign a value in the **Assigned Value %** field, the **Start %** is used as the default.
5. To add more levels to your scheme, click  **Add Ranges**.
6. Click **Save and Close**.

## Grading systems


Selecting a grading system is the first step in setting up your grade book.

System	Description
Weighted	<p>The weighted system calculates grade items as a percentage of a final grade worth 100%. The maximum points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.</p> <p>Grade items in a category count as a percentage of that category, not of the final grade. Therefore, grade items in a category should combine to a weight of 100%.</p> <p>For example, if you have a category worth 10% of the final grade with two equally weighted grade items, the weight of each grade item is 50%, (its contribution to the category), not 5% (its contribution to the final grade).</p> <p>Since it's a category's weight and not an individual grade item's weight that counts toward the final grade, the final grade is inaccurate until all the items in the category are graded. If you want to release final grades to users before all the items are graded, you can drop ungraded items from the calculation until the end of the course when you want all grade items to be considered. Otherwise, the final grades might be misleading.</p> <p>If your grade items do not add up to 100%, you will receive a warning message. You can ignore this message if you choose; a balanced grade book is not required. If the weights assigned to grade items do not sum to 100%, the tool adjusts the weight of each item. For example, if you have three grade items with a weight of 25% each, each item is actually calculated as 33%. This is true for categories and the final grade.</p>
Points	<p>Use the points system when you want the maximum points assigned to a grade item to be equal to its contribution to the final grade. Final grades are calculated by adding a user's score on all grade items together and dividing by the sum of the maximum points values. The sum of the maximum points values for all grade items does not need to equal 100.</p> <p>With the points system you do not specify a category's weight or total points. It is the maximum points assigned to an individual grade item that counts toward the final grade.</p> <p>Make sure the maximum points assigned to grade items reflect how much you want them to be worth. For example, don't grade each of your 20 homework Dropbox out of 50 points and then your final exam out of 80 points.</p> <p>Another option in the point system is to exclude an item from the final grade calculation. This enables you to evaluate a grade category, numeric grade item, selectbox grade item, or pass/fail grade item without including the grade in users' calculated or adjusted final grades. The New/Edit Item page and the New/Edit Category page both include an Exclude from Final Grade Calculation check box.</p> <p>You can achieve similar functionality in the weighted system by setting the grade item or category's weight to 0%.</p>

Formula	<p>Use the formula system when you want to calculate final grades using a custom formula that allows for conditions. The formula system is based on the points system, but allows you to set conditions around grade items to determine the final grade. For example, you could require that users receive at least 50% on their midterm and final exam to pass a course.</p> <p>The formula system might not be available at your organization. If you do not have this option, you can release the adjusted final grade and calculate your custom formula manually, or you can contact your site administration about getting access to this functionality.</p>
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### Set up your grade book


In the Grades tool, if a grade book is not set up or imported for your course, you will see the Grades Setup Wizard page when you first navigate to the tool.

1. On the navbar, click  **Grades**.
2. On the **Grades Setup Wizard** page, click **Start**.
3. Choose your grading system, then click **Continue**.
4. Choose how you want final grades to be released.
5. If you want users' final grades to be released automatically when you create them, select **Automatically release final grade**, then click **Continue**.  
**Note:** If you cannot select the **Automatically release final grade** option, contact your administrator and request that they grant you permission.
6. Choose how you want to treat ungraded items. If you selected **Automatically release final grade**, D2L recommends that you select **Drop ungraded items** so that the released grades better reflect the users' current grades throughout the term.
7. If you want final grades to automatically adjust after changing a grade item or calculation option, select **Automatically keep final grade updated**.
8. Click **Continue**.
9. Choose your default grade scheme and then click **Continue**.
10. In the **Number of decimal places to display** field, enter the number of decimal places to display to users who enter grades using the grade book.
11. Click **Continue**.
12. Select your learner view display options and then click **Continue**.
13. On the **Grades Setup Summary** page, review your selections.
14. Do one of the following:
  - To make changes to your grade book setup, click **Go Back**.
  - Click **Finish**.

# Creating grade items

## Create calculated grade items

You can use a calculated grade item to display a user's cumulative achievement across multiple grade items. Unlike the calculated final grade, calculated grade items do not recognize grade category settings of the grade items they evaluate, such as exclusion or distribution options. They cannot belong to a category and they cannot contribute to the calculated final grade. Note that you cannot associate calculated grade items with course objects such as discussions, quizzes, and assignment submission folders. Only numeric grade items can be associated with course objects.


1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the **New** button, click **Item**.
3. Click **Calculated**.
4. In the **General** area, enter your grade item details.
5. In the **Grading** area, do any of the following:
  - If you want users' grades to be able to exceed the maximum points specified for the item, select the **Can Exceed** check box.
  - From the **Grade Scheme** drop-down list, select a grading scheme for your grade item.
  - In the **Grade Item to Include** list, select any grade items you want to include in the calculated grade item.
  - Select your calculation method (not available when using a Points grading system).
  - To attach a rubric to the grade item, click **Add Rubric**.
6. In the **Display Options** area, select how you want the **Learner View** and **Managing View** for the grade item to appear.
7. To associate a learning objective with the grade item, click the **Objectives** tab, and then **Associate Learning Objectives**.
8. Click **Save and Close**.

## Create formula grade items

Use formula grade items to automatically grade users using a custom formula based on achievements in other grade items.

The following limitations apply to formula grade items: Formula grade items cannot belong to a category; you must create all of the grade items you want to include in the formula grade item before you create the formula item; and Formula grade items do not contribute to the calculated final grade in a points-based or weighted-based grade book. You can only calculate the final grade with formula grade items using the Formula grading system.

Note that you cannot associate formula grade items with course objects such as discussions, quizzes, and assignment submission folders. Only numeric grade items can be associated with course objects.

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the **New** button, click **Item > Formula**.

3. In the **General** area, enter your grade item details.
4. In the **Grading** area, enter the **Maximum Points** for the grade item. Then, do any of the following:
  - To define the formula for your grade item, click the **Edit Using the Formula Editor** link. In the **Formula Editor** window, enter your formula and click **Insert**.
  - If you want users' grades to be able to exceed the maximum points specified for the item, select the **Can Exceed** check box.
  - From the **Grade Scheme** drop-down list, select a grading scheme for your grade item.
  - To attach a rubric to the grade item, click **Add Rubric**.
5. In the **Display Options** area, select how you want the Learner View and Managing View for the grade item to appear.
6. To associate a learning objective with the grade item, click the **Objectives** tab, and then **Associate Learning Objectives**.
7. Click **Save and Close**.

#### About formula grade items

Use the Formula Editor to define a formula that calculates a grade item's value based on other grade items. When you create a formula, you specify which grade items you want included in the formula and the relationships

between them. An example of a simple formula is one that calculates the sum of a number of grade items. A more complicated formula is one that drops the minimum or maximum value from a set of grade items.

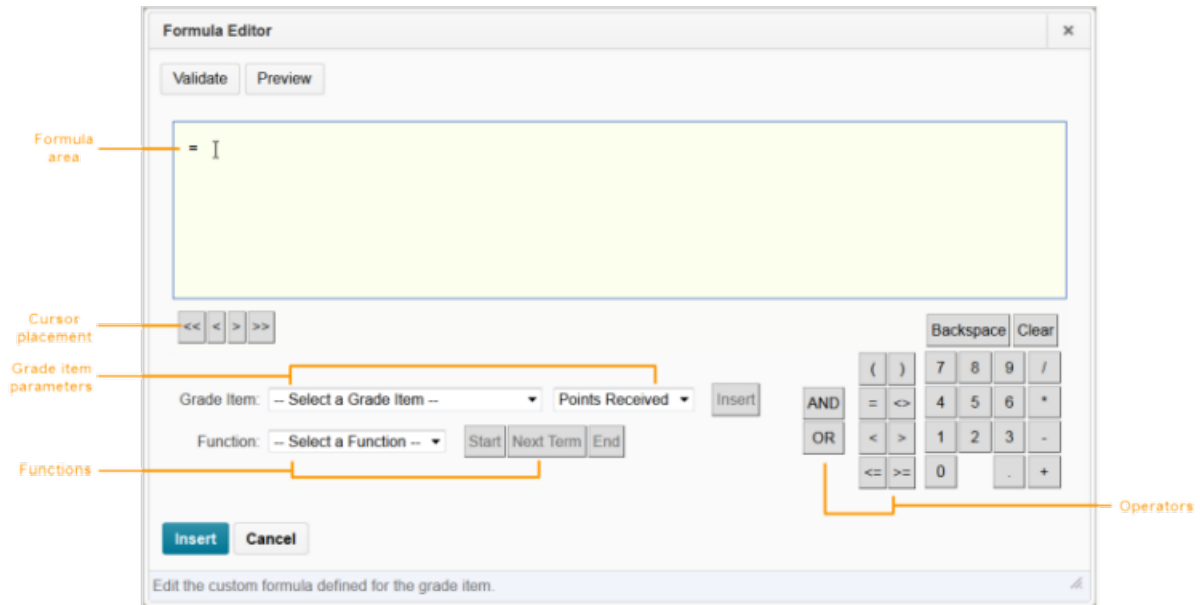


Figure 1: Formula Editor



Component	Description
Formula area	The formula area is where the formula text displays. The equals sign (=) at the start of the formula cannot be deleted. A cursor shows your position in the formula.
Cursor placement	<p>Use the cursor placement icons to move the cursor forwards and backwards in the formula. You can also move the cursor by clicking on the new location with your mouse. There are four options:</p> <ul style="list-style-type: none"> <li>• &lt;&lt; - Move cursor to start of formula</li> <li>• &lt; - Move cursor back one element</li> <li>• &gt; - Move cursor forward one element</li> <li>• &gt;&gt; - Move cursor to end of formula</li> </ul>
Grade item parameters	<p>To view what grade items you can insert as a parameter in your formula, use the <b>Grade Item</b> drop-down list. You can insert Numeric, Pass/Fail, Selectbox, and Formula type grade items. You cannot reference the formula grade item you are defining or a final grade.</p> <p>To view the values associated with the grade item you want to use in the formula, use the <b>Grade Item Value</b> drop-down list. There are three options:</p> <ul style="list-style-type: none"> <li>• <b>Points Received</b> - The grade the user achieved. For example, 7 (out of 10 points).</li> <li>• <b>Max Points</b> - The maximum points available for the grade item. For example, 10 points.</li> <li>• <b>Percent</b> - The percent grade the user achieved. For example, 70%.</li> </ul> <p>When using the weighted system, category and grade item weights are ignored in formula calculations.</p> <p>Dropped grade items and bonus grade items are calculated the same as other grade items.</p>

<p>Functions</p>	<p>The <b>Function</b> drop-down list contains a list of functions that you can use in your calculation formula:</p> <ul style="list-style-type: none"> <li>• <b>MAX</b> - Calculates the maximum (largest) value in a set of values.</li> <li>• <b>MIN</b> - Calculates the minimum (smallest) value in a set of values.</li> <li>• <b>SUM</b> - Calculates the sum (total) of a set of values.</li> <li>• <b>AVG</b> - Calculates the average for a set of values by adding all the values and dividing by the total number of values.</li> <li>• <b>IF</b> - Operates as a Boolean statement that returns either the value set as true or as false. You must define the condition (Boolean statement), true (then) value, and false (else) value.</li> <li>• <b>NOT</b> - Operates as a Boolean statement that returns the value set as true if the condition is false and as false if the condition is true.</li> </ul> <p>You can embed functions within functions.</p> <p>The Start, Next Term, and End options are used to define elements of a function:</p> <ul style="list-style-type: none"> <li>• <b>Start</b> - Starts the function selected in the <b>Function</b> drop-down list with an opening bracket ({}).</li> <li>• <b>Next Term</b> - Inserts a comma to separate grade items or parts of a Boolean statement.</li> <li>• <b>End</b> - Ends the function with a closing bracket ({}).</li> </ul>
<p>Operators</p>	<p>Operators are usually used in conjunction with at least one grade item.</p>


## Formula Editor validation errors

The following are errors you might encounter while using the Formula Editor.

Error	Description	Examples
Unexpected [token_type] For example, Unexpected operator	The formula contains a function component in an unexpected location	= 5=/1 = (5+1)2
Unbalanced parentheses	The formula contains an opening or closing bracket without a corresponding bracket	= 5+1)
Missing end of function	The formula contains an unclosed function	= SUM{[Item1.Points], [Item2.Points]
Unexpected function end	The formula contains a closing bracket for a function that does not relate to a function	= [Item1.Points]/2}
Invalid number of operator parameters	The formula contains an invalid number of operator parameters	= [Item1.Points] +
Invalid number of function parameters	The formula contains an invalid number of function parameters	= SUM{ = IF{[Item1.Points]<2,5}
Numeric value expected	A Boolean statement or operator was entered in place of a numeric value	= IF{5<2,1 OR 1,4} = SUM{1 = 2,3,4}
Boolean value expected	A Boolean statement was not entered for a condition	= IF {MIN{4,5},100,0} = NOT{4}
Invalid terminal	The formula contains an incorrectly used terminal	= [Item1.Points] + 3.2.5

## Create text grade items


Use text grade items to provide comments that are not counted towards users' final grades. Text grade items cannot belong to a category and they do not contribute to the calculated final grade. Note that you cannot associate text grade items with course objects such as discussions, quizzes, and assignment submission folders. Only numeric grade items can be associated with course objects.

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the **New** button, click **Item**.
3. Click **Text**.
4. In the **General** area, enter your grade item details.
5. To attach a rubric to the grade item, in the **Grading** area, click **Add Rubric**.
6. In the **Display Options** area, select how you want the Managing View for the grade item to appear.

7. Click **Save and Close**.


#### Create selectbox grade items

Grade users by assigning a grade scheme level that is equivalent to a percentage grade range. You cannot create selectbox grade items if you do not have at least one grade scheme for the course. Note that you cannot associate calculated grade items with course objects such as discussions, quizzes, and assignment submission folders. Only numeric grade items can be associated with course objects.

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the **New** button, click **Item**.
3. Click **Selectbox**.
4. In the **General** area, enter your grade item details.
5. In the **Grading** area, enter the maximum points and weight for the grade item.
6. Do any of the following:
  - If you want the grade item to be a bonus, select the **Bonus** check box.
  - From the **Grade Scheme** drop-down list, select a grading scheme for your grade item.
  - To attach a rubric to the grade item, click **Add Rubric**.
7. In the **Display Options** area, select how you want the Learner View and Managing View for the grade item to appear.
8. Click **Save and Close**.


#### Create pass/fail grade items

You can grade users using a simple pass/fail grade scheme. Note that you cannot associate calculated grade items with course objects such as discussions, quizzes, and assignment submissions folders. Only numeric grade items can be associated with course objects.

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the **New** button, click **Item**.
3. Click **Pass/Fail**.
4. In the **General** area, enter your grade item details.
5. In the **Grading** area, enter the Maximum Points and Weight for the grade item.
6. Do any of the following:
  - If you want the grade item to be a bonus, select the **Bonus** check box.
  - From the **Grade Scheme** drop-down list, select a grading scheme for your grade item.
  - To attach a rubric to the grade item, click **Add Rubric**.
7. In the **Display Options** area, select how you want the Learner View and Managing View for the grade item to appear.
8. Click **Save and Close**.

## Create numeric grade items

Grade users by assigning a value out of a specified total number of points. Numeric grade items are the only type of grade item that you can associate with course objects such as discussions, quizzes, and Assignment submission folders.

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the **New** button, click **Item**.
3. Click **Numeric**.
4. In the **General** area, enter your grade item details.
5. In the **Grading** area, enter the maximum points and weight for the grade item.
6. Do any of the following:
  - If you want users' grades to be able to exceed the maximum points specified for the item, select the **Can Exceed** check box.
  - If you want the grade item to be a bonus, select the **Bonus** check box.
  - From the **Grade Scheme** drop-down list, select a grading scheme for your grade item.
  - To attach a rubric to the grade item, click **Add Rubric**.
7. In the **Display Options** area, select how you want the Learner View and Managing View for the grade item to appear.
8. Click **Save and Close**.

## Using grade exemptions

### About grade exemptions

Using grade exemptions, an instructor can provide an implicit reason why a learner does not have a score for a grade item. A blank grade or a zero (0) grade can mean that the learner hasn't submitted the item, that the item has not been graded, or that the learner has failed the item. Having an exemption setting supports the differentiation for a legitimate exemption.

Instructors can exempt numeric, selection box, pass/fail, calculated, formula, and text item grade item types; however, instructors cannot exempt a learner from a final calculated grade or final adjusted grade.

When an instructor exempts a grade item for a learner, the following pages are affected:

- Instructor view pages: Enter Grades, Grade User, Grade Category, Grade Items, Import Review
- Learner view pages: My Grades
- User Progress pages: Summary and Grades tabs; however, exempted grade items do not appear in the bar graph of received grades.

The process that exports and imports grade data includes exemptions. Post-processing during the import of grade data can differentiate between a learner with a grade, without a grade, and with an exemption. If you change the

value that identifies an exemption to the import process after instructors have set export file values to depend on a particular value, such as the word Exempt, there may be unexpected results in the imported grade exemptions.

#### Setting a grade item exemption for a learner

1. From the Grade Item page, select the check box beside the learner's name.
2. Above or below the table, click Exempt.
3. Click **Save and Close**.

#### Removing an exemption for a learner

1. From the Grade Item page, select the check box beside the learner's name.
2. Above or below the table, click **Unexempt**.
3. Click **Save and Close**.

#### Setting multiple grade item exemptions for a learner

1. On the Enter Grades page, click on the learner's name.
2. From the context menu of the learner's name, select **Bulk edit exemptions**.
3. On the Edit Grade Exemptions page for the learner, select the check boxes of the grade items that you want to exempt the learner from.
4. Click **Save and Close**.

#### How grade exemptions affect calculations

Grade exemptions affect any calculation that depends on the values of the constituent grade items.

##### **Category scores that include exemptions**

For category scores, grade exemptions affect the scores as follows:

- Exempted grade items are excluded from the calculation of category scores. The grade item is treated as though it does not exist within the category.
- In a category with drop rules, exempted items are removed before the specified number of grade items are dropped. Then, the category is calculated with the remaining items.
- If all the items in a category are exempted, there are not grade item scores to use in calculating a category score. In this case, the category does not have a score.
- In a weighted grade book, the exemption of a category item results in the remaining item weights not reaching 100%. Brightspace Learning Environment automatically scales the weights of the remaining items proportionally to each other.

##### **Calculated grade items that include exemptions**

For calculated grade item scores, grade exemptions affect the scores as follows:

- Exempted items are excluded from the calculated score.

- If all items in a calculated grade item are exempted, the item does not have a calculated score.

**Formula grade items that include exemptions**

For formula grade items, grade exemptions affect the scores as follows:

- Formulas treat exemptions as empty (null) grades; however, the *Treat ungraded as 0* setting is ignored. If a learner is exempted from a grade, then the exemption and its cascading results are treated as null.
- If a formula grade item used in another formula and the former is empty (null), then it is treated as though it were exempted during the formula calculation.

The following table describes the updated evaluation rules for formulas:



<b>Evaluation Rule</b>	<b>Result</b>
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**For Single grades**

If a grade item is exempt	Null
If a grade item has no value, and Drop Ungraded Items is turned on	Null
If grade item has no value, and Treat Ungraded Items as 0 is turned on	0
If a grade item has a value	[value]

**Addition/Subtraction (+/-)**

If both sides are exempt	Null
If one side is exempt and the other side has no value, and Drop Ungraded Items is turned on	Null
If one side is exempt and the other side has no value, and Treat Ungraded Items as Zero is turned on	0
If both sides are empty, and Drop Ungraded Items is turned on	Null
If both sides are empty, and Treat Ungraded Items as Zero is turned on	0
If one side has a value	(+/-) [Value]

**Multiplication/Division (\*//)**

If either side is exempt	Null
If either side is empty, and Drop Ungraded Items is turned on	Null
If either side is empty, and Treat Ungraded Items as Zero is turned on	0
If both sides have a value	[Result]

**Equality (=)**

If both sides are exempt	True
If both sides are empty and Drop Ungraded items is turned on	True

If both sides are empty and Treat Ungraded Items as Zero is turned on True

If both sides have different values False

If one side is exempt and the other side is empty and Treat Ungraded Items as Zero is turned on False

If one side is exempt and the other side has a value False

### **Inequality (<>)**

If both sides are exempt False

If both sides are empty and Drop Ungraded items is turned on False

If both sides are empty and Treat Ungraded Items as Zero is turned on False

If both sides have different values True

If one side is exempt and the other side is empty and Treat Ungraded Items as Zero is turned on True

If one side is exempt and the other side has a value True

### **Greater/Less than (>/<)**

Both sides have values Appropriate True/False

If one side is exempt False

If one side is empty and Drop Ungraded Items is turned on False

If one side has a value and the other side is empty and Treat Ungraded Items as Zero is turned on Appropriate True/False

### **Greater/Less Than or Equal (>=/<=)**

Both sides have values Appropriate True/False

If both sides are exempt True

If both sides are empty and Drop Ungraded Items is turned on True

If one side has a value and the other side is exempt	False
If one side has a value and the other is empty and Drop Ungraded Items is turned on	False
If one side has a value and the other side is empty and Treat Ungraded Items as Zero is turned on.	Appropriate True/False

### **Final Grades that include exemptions**

For final grade items, grade exemptions affect the scores as follows:

- Exempted items are excluded from the calculation. These grade items are treated as empty grades, not as 0 if Treat Ungraded Items as 0 is turned on.
- If all items are exempted, there are no grades to use to calculate a final grade. The final grade will not have a score.

### **Viewing grade item statistics that include exemptions**

Grade item exemptions appear in class statistics and are removed from statistic calculations.

- On the Class Statistics tab, the number of submitted grades is reduced (the exempted learner is not included); calculations, such as minimum and maximum, do not include the exempted learner; and the grade distribution excludes the students with the exempted grade item.
- On the User Statistics tab, Exempt displays in the grade column for learners with grade exemptions.

### **Viewing grade category statistics that include exemptions**

On the Class Statistics tab, learners who are exempted from all item in a category are handled as follows:

- The number of grades submitted is reduced from the maximum number of learner who can submit.
- Calculations such as minimum and maximum do not include the exempted learner.
- Grade distribution does not include exempted learners.

When exempted from all items in a category, the learner appears as Exempt on the User Statistics page. Otherwise, the category reflects the appropriate calculations which account for the exemptions.

### **How grade exemptions affect release conditions**




Instructors can set release conditions to release new content to learners after a grade item is complete. Since grade exemptions do not count as a completed grade item nor do they count as an incomplete grade item, there are two release conditions that are effected by exemptions:

- Grade Value on grade item
- No grade received

These release items respect the exemption and do not trigger on the presence of a grade exemption. For example, if a Grade Value on grade item condition is set on a content item, a user who is exempt from the grade item listed in the release condition will not have access to the content.





## Managing grades and grade items



### Manually assign grades

1. On the navbar, click  **Grades**.
2. On the **Enter Grades** page, do one of the following:
  - To manually enter grades for an individual user, click the user name.
  - To manually enter grades for a grade item, from the context menu of the grade item, click  **Grade All**.
  - To manually enter grades for a category, from the context menu of the grade item, click  **Grade All**.
3. Enter your grades.
4. Click **Save and Close**.

### Release final grades


If you did not select the Automatically release final grade option when you set up your grade book, you can release final grades to learners manually.

1. On the navbar, click  **Grades**.
2. On the **Enter Grades** page, from the **Final Calculated Grade** or **Final Adjusted Grade** context menu, click  **Grade All**.
3. To release grades for all users, on the **Final Grades** page, from the **Final Grades** context menu, click  **Release All**. To release final grades for a specific user, do one of the following:
  - Select the check box by the user name and click the  **Release/Unrelease** link.
  - Select the check box in the **Release Final Calculated Grade** or **Release Adjusted Final Grade** column.
4. Click **Save**.

The  Final grade is released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who has their final grade released. The  Final grade is not released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who does not have their final grade released.

### Export grades



D2L recommends that you set up your grade book in Brightspace Learning Environment even if you want to enter grades in a CSV or TXT file. You can then use the Export Grades option to create an appropriately structured file.

1. On the navbar, click  **Grades**.
2. On the **Enter Grades** page, click **Export**.

3. In the **Export Options** area, do the following:
  - From the **Export Grade Items For** drop-down list, select who you want to export grade items for.
  - Select the **Key Field** you want to use to identify users.
  - Select the **Grade Values** and **User Details** you want to export.
4. In the **Choose Grades to Export** area, select the grade items you want to export.
5. Click **Export to CSV** or **Export to Excel**. A pop-up window appears. Click on the file link to download it.

**Note:** If a student is enrolled in multiple groups within a Group Category, or multiple sections within a course, those enrollments are exported as a comma-separated list within a cell.

#### Set grade visibility options for learners


1. On the navbar, click  **Grades**.
2. Click  **Settings**.
3. In the **Org Unit Display Options** tab, set your **Learner View Display Options**.
4. Click **Save**.

You can also edit grade visibility options for individual grade items using the **Edit Item** page by setting **Display Options**.

**Note:** Bonus grade items do not display to learners with the grade scheme information like other grade items, no matter what display options you set. Bonus grades are calculated differently than other grade items and only added to final grades after all other calculations. Therefore, learners can only view the numeric points, and potentially the weight achieved, for a bonus grade, but no other grade scheme information.

#### Set release conditions for grades

Release conditions allow you to associate grade items and grade book categories with other items in Brightspace Learning Environment. For example, you can require that users meet some other criteria, such as completing a quiz or submitting to an assignment submission folder, before a specific grade item appears in their grade book.

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, click on the grade item you want to set release conditions for.
3. In the **Restrictions** tab, in the **Release Conditions** area, do one of the following:
  - Click **Attach Existing**, then select the check box for any condition you want to attach. Click **Attach**.
  - Click **Create and Attach**, then select a **Condition Type** from the drop-down list. Complete any additional **Condition Details** that appear and click **Create**.
4. From the drop-down list, select if **All conditions must be met** or **Any condition must be met** to access the grade item or category.
5. Click **Save and Close**.

### About bonus grade items

Bonus grade items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade.

Bonus grade items cannot make users' grades exceed the maximum points specified, unless the Can Exceed option is selected.

**Note:** Bonus grade items do not display to students with the grade scheme information like other grade items, no matter what display options you set. Because bonus grades are only added to final grades after all other calculations, students can only view the numeric points, and potentially the weight achieved, for a bonus grade, but no other grade scheme information, as the actual weight or points of the bonus grade item may not be consistent with the rest of the grade scheme.





### Inaccurate final grades

The Final Grades page lists the calculated final grade for each user in your grade book. Final grades might be inaccurate if:



- You did not select the **Automatically keep final grades updated** option when you set up your grade book.
- There are grade items that you still need to enter grades for.
- You selected **Automatically release final grades** but you didn't change your selection from **Drop ungraded items** to **Treat ungraded items as 0** at the end of the course.
- You are using formula grade items in a Points-based grading system. Formula grade items do not contribute to the final grade in a points-based or weighted-based grade book.

### Manually recalculate the final grade




If you have not selected the Automatically keep final grades updated option, you may have to manually recalculate final grades at some point during your course.

1. On the navbar, click  **Grades**.
2. Do one of the following:
  - To recalculate a grade, click a user's name. In the **Final Grade** section, click the  **Recalculate the Final Calculated Grade** icon.
  - To recalculate all grades, from the **Final Calculated Grade** context menu, click  **Grade All**. On the **Final Grades** page, from the **Final Grades** context menu, select  **Recalculate All**.

### Enter an adjusted final grade

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the **Final Adjusted Grade** context menu, click  **Enter Grades**.
3. In the **Final Adjusted Grade** column, enter a grade for every user you want to give an adjusted grade to.
4. If you want to release a grade for a user, select their **Release Final Adjusted Grade** check box.
5. Click **Save**.

### Calculate final grades for a single user

1. On the navbar, click  **Grades**.
2. On the **Enter Grades** page, click on a user's name.
3. If you see the "Out of date!" message displaying by the **Final Calculate Grade**, click the  **Recalculate the Final Calculated Grade** icon. Click **Calculate**.
4. Enter a **Final Adjusted Grade** in the fields provided or click the  **Transfer Final Calculated Grade to Final Adjusted Grade** icon.
5. Select the **Release** check box.
6. Click **Save**.

### Restore a deleted grade item

1. On the navbar, click **Grades**.
2. On the **Manage Grades** page, from the **More Actions** button, select **Event Log**.
3. Beside the appropriate grade item select **Restore**.

### Scenario: Final calculated grade using Points system

You offer a number of online training courses that use similar content, but adjust the course content depending on your users' interests and skill levels. You set up specific courses by importing course content from a master course. You do not want to change the weight of each grade item to make every course grade book balance, so you use the points system and keep each grade item's maximum points the same. You grade basic tasks out of 5, intermediate tasks out of 10, and advanced tasks out of 15. You give users who receive at least 70% on all grade items 10 bonus points. You allow users to exceed the maximum points for a grade item, but not the final grade. Because you often allow some users to skip advanced tasks, you drop ungraded items from the final grade calculation.

You set up grade items with the following properties:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Bonus
Maximum Points	5	5	10	10	15	15	10
Can Exceed	Yes	Yes	Yes	Yes	Yes	Yes	No
Bonus	No	No	No	No	No	No	Yes

You assign the following grades for the user Frank Catcher:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Bonus
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Maximum Points	6	8	9	8	15	--	10
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You release the calculated final grade to Frank. It is calculated as follows:

Grade item	Calculation
Project 1	= $6/5 * 100$ = 120%
Project 2	= $8/5 * 100$ = 160%
Project 3	= $9/10 * 100$ = 90%
Project 4	= $8/10 * 100$ = 80%
Project 5	= $15/15 * 100$ = 100%
Project 6	= Dropped <b>Note:</b> Dropped grade items are not included in calculations; grades are calculated as if the item does not exist.
Bonus	= $10/10 * 100$ = 100% <b>Note:</b> Bonus points are added on top of the final grade.
Calculated Final Grade	= $(6+8+9+8+15)/(5+5+10+10+15) * 100 + 10$ = $46/45 * 100 + 10$ = 112.22% = 100%

#### Scenario: Final calculated grade using Weighted system

You are teaching an introductory science course in which users are graded on four labs, their participation in discussion topics, and a final examination. You allow users to drop their lowest grade on a lab. You also provide



bonus grades to users who act as moderators for discussion topics. If a user does not submit a lab, you leave it ungraded and treat ungraded items as a grade of 0.

You set up grade items and a Labs category with the following properties:

	<b>Labs</b>	<b>Lab 1</b>	<b>Lab 2</b>	<b>Lab 3</b>	<b>Lab 4</b>	<b>Discussions</b>	<b>Moderator</b>	<b>Exam</b>
Category	Labs	Labs	Labs	Labs	Labs	None	None	None
Maximum points	n/a	10	10	10	10	10	5	100
Weight	50% (for entire Labs category)							
		25%	25%	25%	25%			
Bonus	n/a	No	No	No	No	No	Yes	No
Drop lowest	1							

You assign the following grades for the user Frank Catcher:

	<b>Labs</b>	<b>Lab 1</b>	<b>Lab 2</b>	<b>Lab 3</b>	<b>Lab 4</b>	<b>Discussions</b>	<b>Moderator</b>	<b>Exam</b>
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Frank Catcher	n/a	0	8	0	7	8	3	71
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You release the calculated final grade to Frank. It is calculated as follows:

Grade item	Calculation
Lab 1	= Dropped <b>Note:</b> Dropped grade items are not included in calculations; grades are calculated as if the item does not exist.
Lab 2	$= 8/10 * 25 / (25 + 25 + 25) * 100$ $= 26.67\% \text{ towards the category}$ $= 26.67 * .5$ $= 13.33\% \text{ towards the final grade}$ <b>Note:</b> Lab 1 is worth 33.33% of the Labs category even though it is assigned a weight of 25%. This is because the lowest lab grade is dropped and there are only three labs contributing to the category.
Lab 3	$= 0/10 * 25 / (25 + 25 + 25) * 100$ $= 0\% \text{ towards the category}$ $= 0 * .5$ $= 0\% \text{ towards the final grade}$ See the note for Lab 1.
Lab 4	$= 7/10 * 25 / (25 + 25 + 25) * 100$ $= 23.33\% \text{ towards the category}$ $= 23.33 * .5$ $= 11.67\% \text{ towards the final grade}$ See the note for Lab 1.
Discussions	$= 8/10 * 10$ $= 8\% \text{ towards the final grade}$
Moderator	$= 3/5 * 5$ $= 3\% \text{ on top of the final grade}$ <b>Note:</b> Bonus items are added to the final grade after other calculations. Do not include a bonus item's weight in your total when balancing your grade book.
Exam	$= 71/100 * 40$ $= 28.4\% \text{ towards the final grade}$

Calculated Final Grade	= 13.33+11.67+8+3+28.4 = 64.4%
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### About automatic transfer of overall score to a learner's grade

You can automatically transfer the overall score of a numeric rubric to a learner's grade. A score transfers automatically only when the rubric has an overall score.

Numeric rubrics include the following types:




- Point analytic
- Custom point analytic
- Percentage holistic

When multiple rubrics are present in the rubric pop-up window, it is the overall score of the first numeric rubric that Brightspace Learning Environment transfers. If you want to transfer the score of a different rubric or scores from multiple rubrics, you must handle these situations separately.

Brightspace Learning Environment handles different types of grade items during the transfer as follows:

- **Numeric:** The overall score of the rubric is expressed as a percentage and applied to the grade item to ensure correct translation between different *out of* values. For example, if the grade item is *out of* 6 and the rubric is *out of* 10; when you assess the rubric and the learner achieves 8/10, the learner's grade will be 4.8 upon transfer.
- **Selectbox:** Brightspace Learning Environment finds the range in the selectbox values that has the translated rubric score and the learner is given the *Assigned Value %* corresponding to the range.
- **Pass/Fail:** If you assess the rubric to a score of 0, upon transfer, the grade item will be set to Fail; otherwise, the learner is given a Pass.

### Automatically transfer overall score to learner's grade

1. On the navbar, click  **Grades**.
2. On the **Manage Grades** page, from the grade item context menu, click  **Enter Grades**.
3. On the selected **Grade Item** page, click  **Assessment** for the learner you want to evaluate.
4. On the rubric pop-up window, evaluate the learner and click **Save and Record**. If you click **Save**, the overall score does not transfer to the learner's grade.

### Best practices for entering grades

- **When creating a grade item, ensure that the Max. Points field for the item is not set to null or zero**  
The Max. Points field can be found in the Grading section of the Create a new grade item page (or the edit page for existing grade items) under the Properties tab.
- **When sorting grade categories and items, ensure they are sorted in the appropriate order**  
The best way to ensure grade items are sorted correctly is to create the categories and items in the order that they will be marked. Brightspace Learning Environment automatically sorts the categories and grade items in the order that they are created.

If you want to see the order of your grade items, from the **Course Homepage**, go to **Grades**. Select **Manage Grades**.

- **When creating a grade item, make sure that you are not creating duplicate entries or blank grade items in the grade book**

Blank grade items often occur as a result of a grade item unintentionally being published instead of being saved as a draft. Blank grade items often do not have a name or are oddly named, and they usually do not have an association.

Duplicate grade items can occur for a variety of reasons. Duplicates are often similarly titled and either have the wrong association or no association.

## Managing event logs in grade book

### About event logs

Event logs maintain a record of changes made in the Grades tool. The logs can be useful when auditing a grade book, managing updates made by teaching assistants, and discussing grades with learners.

- User Grade event logs record all of the changes made to a particular user's grades.
- Grade Item event logs record changes to grades on a single grade item.
- Final Grade event logs record changes to users' final grades.
- Manage Grades event logs record changes made to the properties or restrictions of a specific grade item.
- Restoring Grade Item event logs record the date and time a grade item is created or removed, and the user who performs the action.


### Access the event log for a user

1. On the **Enter Grades** page, click the name of the user you want to access the event log for.
2. From the context menu of the user's name, select **Event Log**.

### Access the event log for an individual grade item

1. On the **Manage Grades** page, from the context menu of the grade item you want to access the event log for, select **Enter Grades**.
2. From the context menu of the grade item's name, select **Event Log**.

### Access the event log for a users' final grades

1. On the **Enter Grades** page, from the context menu of the Final Calculated Grade or Final Adjusted Grade item, select **Grade All**.
2. In the **Event Log** column for the desired user, select the  **Event Log** icon.

### Access the event log for changes to a grade item's properties or restrictions

1. On the **Manage Grades** page, from the context menu of the category or grade item you want to view, select **Event Log**.

### Access the event log for restoring grade items

1. On the **Manage Grades** page, from the **More Actions** button select **Event Log**.

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2. If you want to restore Numeric, Selectbox, Pass/Fail, or Text grade items that were removed, beside the item's name, click **Restore**.