Contents

Introduction

Grade items define a quiz, assignment or discussion as being part of the modular assessment, and will add them to the Brightspace Gradebook, where all assessments and grades can be viewed in a table.

You can create the grade item from within the settings for the quiz, assignment or discussion. There are slight differences in the processes; the assignment and discussion process is outlined below.
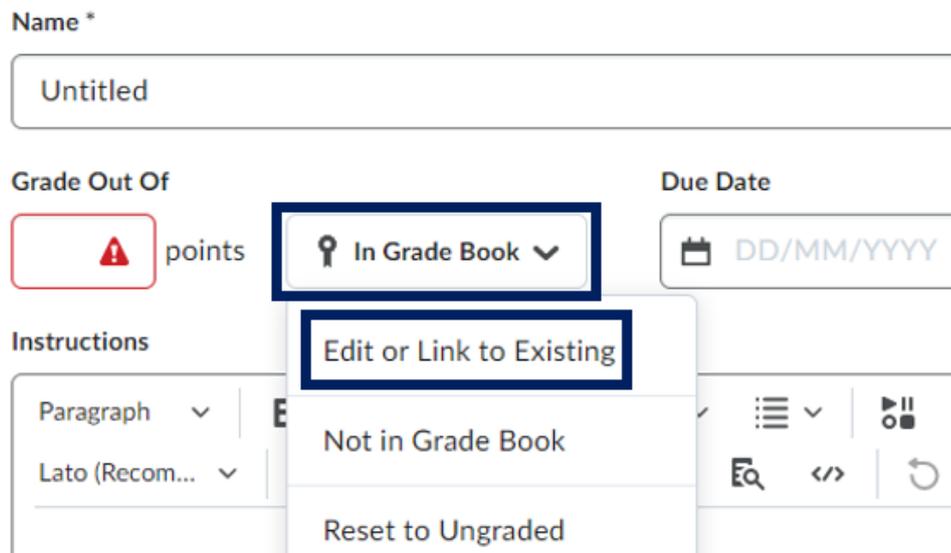
Method

1) Open your assignment settings, and click into the **Not in Grade Book** textbox.
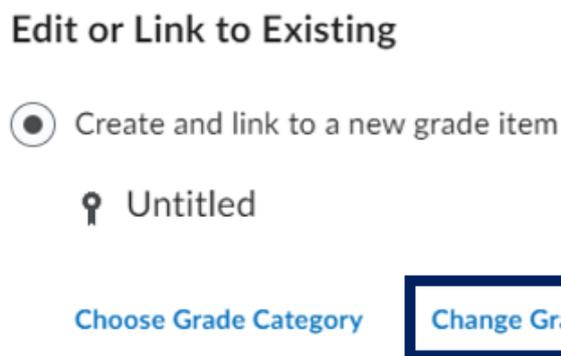
2) This will create some new options; select the **In Grade Book** dropdown and then **Edit or Link to Existing**.

3) This will open a new window - select **Choose Grade Type & Scheme**.

4) This will then display additional options.

The **Grade Type** refers to how you will grade the assignments, and there are two options here: *Numeric* and *Selectbox*.

Numeric means when grading, you will assign a value out of a specified total number of points.

Selectbox means when grading, you will assign a letter grade.

Choose the grade type you wish to apply to the assignment.

5) Next, the **Grade Scheme** refers to the scale of the letter grades i.e. what constitutes an A+, A, A- etc. (Note that even if you have selected a Numeric Grade Type, this will display as the associated letter grade to students on Brightspace, but the number grade will be stored on Brightspace and that is what will transfer to InfoHub Grade Entry).

The Grade Scheme is automatically set to **Percentage**, on all modules. Use the dropdown to change it to the scheme that matches the Module Descriptor (the most commonly used one is the **(Default) 40% Pass Standard Letter/Numeric (NM)** option, where an A- starts at 70%).

6) When you have selected the appropriate Grade Type and Grade Scheme, click **OK** to create the grade item.

7) This will close the window, and the **Grade Out Of** box will be highlighted in red; add the maximum number of points for the assignment here (it is recommended that this be 100 for ease of grading purposes. This score is unrelated to the modular weighting for this assignment, which is calculated separately, in InfoHub Grade Entry).

Assignment Title *

Grade Item

Grade Out Of

_____ points | 🔑 In Grade Book ∨

Grade Out Of is required.

Paragraph ∨ | **B** _I_ U ∨ A∕ | ☰

8) Complete the rest of your assignment settings.