

# Brightspace Gradebook: Everything You Need to Know

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## New Processes Compared to Fall 2024

### Discontinuation of Utilizing Negative Numerical Grades

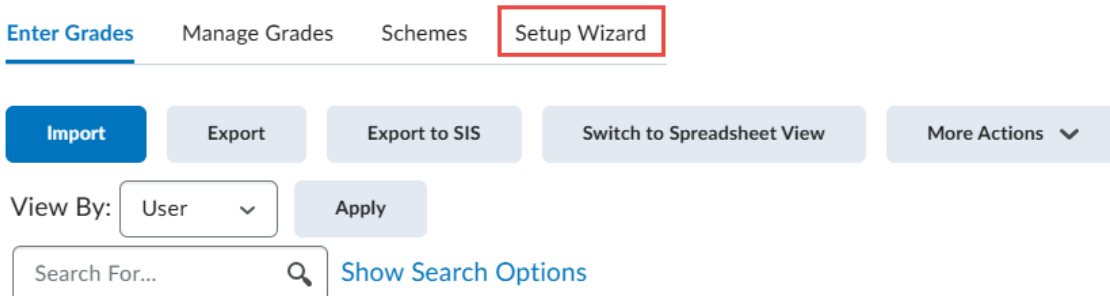
1. Incomplete – You now just assign an I grade.
2. CR/NC – The system will automatically generate CR/NC based upon the numeric grade. On your side you will see alpha grade. Once the grade is exporting Colleague will automatically assign the CR/NC for the transcript.

### Overview of Grading Process

1. Ensure your [Gradebook](#) is setup correctly.
2. Final Grade should have [Final Adjusted Grade released](#).
3. [Releasing and Entering Grades](#)
4. Change [Grade Scheme](#) to MCC Default
5. [Export to SIS](#) (Exports grades into Ellucian Colleague). This happens immediately without staff intervention. **Grade changes have to be submitted through Etrieve-Softdocs**  
<https://mcccentral.etrieve.cloud/Index#/form/29>)

### Setting Up Your Gradebook

1. The first step in getting your gradebook set up is to either use a previous course where things were already configured, or to go through the Setup Wizard within Brightspace.



2. You will click Start at the bottom of the Setup Wizard to begin the process.

## Student View Display Options

Display points grade values

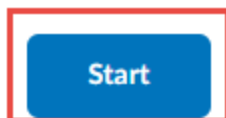
Display grade scheme symbols

Do not display grade scheme colors

Display 2 decimal places for grade item values

Display 50 characters for Text type grade item values

Do not display the final grade calculation to users



You will continue by choosing the options that most accurately line up with the way you teach your course. You can choose between Weighted (Percentages), Points (plain numerical values), or Formulas (Customized gradebooks). Most users will go between Weighted or Points.

3. You will then choose the Final Grade to be released. At this stage, your best option is to select the Final Calculated Grade. This will allow the students to see the grade that Brightspace has calculated for them based off weights, percentages, etc. You will also want to select the checkbox for the option that states “Automatically release final grade”.

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.

Choose either of these options

Select this everytime.

Continue

Go Back

Cancel



4. It is recommended on the next step to choose the option that states “Drop ungraded items”. This will only calculate the items that have been graded and show that to the user. So, if you

have 10 items in your course and they're all weighted the same and the student gets a perfect score on 3 of them, well they have a 100% in the course currently. However, if you were to select the "Treat ungraded items as 0" with the above scenario that student that has scored perfectly on all submissions will only show as having a 30% in your course, which can be very alarming.


### Step 3 of 7

## Step 3: Grade Calculations

#### Ungraded Items

- ☒ Drop ungraded items 
- ☐ Treat ungraded items as 0 

#### Auto Update

- ☒ Automatically keep final grade updated 

Continue

Go Back

Cancel

5. Choosing your Default Grade Scheme is up to you, but it is something that will have to be changed later when you go to submit your Final Grades. Choose what works for you and your learners for the time being.

#### Step 4 of 7

### Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ?	<input type="radio"/>	
75> Passing	<input type="radio"/>	Eg
Credit/No Credit	<input type="radio"/>	Eg
MCC Default	<input checked="" type="radio"/>	Eg

- The next step has you select how many decimal points you want displayed in the gradebook. The default is 2, you can choose whatever works best for you.
- The next step is how you want the Student View configured. It is recommended that you have these options selected.

#### Step 6 of 7

### Step 6: Student View Display Options

#### Grade Details

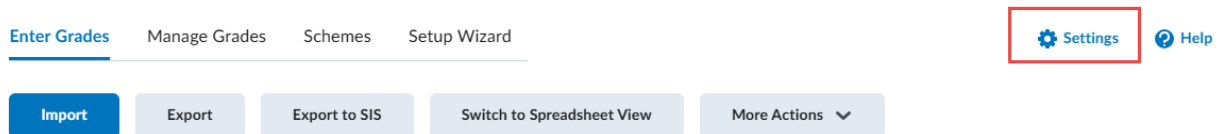
- ☒ Points grade ?
- ☒ Weighted grade ?
- ☒ Grade scheme symbol ?
- ☐ Grade scheme color ?

This will ensure that learners will be able to see either the numeric grade you selected (points or weights) as well as the grade symbol, which would be a letter grade that correlates to your particular system. You can choose to select grade scheme color if you like, it only adds a color identifier for the learners to see at a glance how they performed on a graded item.

8. The final step of setup is just a review of all the options you previously selected, if you followed this guide you can confidently click Finish to be good to go for the semester.

## Submitting Final Grades

1. In order to submit your Final Grades there are a few things that we will have to take a look at. The first thing is we want to ensure that we are releasing the correct column to be picked up by Colleague. To do this you will first navigate to the Settings within your gradebook.



2. Once you are in the gradebook settings you will need to click on “Calculation Options”.

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## Personal Display Options



## Releasing and Entering Final Adjusted Grade

Once in the Calculation Options sub-menu you will need to make a few small adjustments. The first is you'll need to scroll down to the section titled “Final Grade Released” and see the two radial buttons titled “Calculated Final Grade” and “Adjusted Final Grade”. **The calculated final grade should be selected when you first arrive as that is what you will use for the bulk of the**

semester. However, when it is time to submit final grades you will need to select the “Adjusted Final Grade” option here.

## Final Grade Released



Release

☐ Calculated Final Grade ?

☒ Adjusted Final Grade ?

☒ Automatically release final grade ?

1. Once you have saved your selection you will navigate back to your gradebook. Once you have made it to your gradebook, I like to scroll all the way to the right of the page so that I can see the Final Grades category which houses the Final Calculated Grade and the Final Adjusted Grade. You will see a distinct difference in these two columns. The first is that there is no data in the Final Adjusted Grade and that the eyeball in Final Adjusted Grade has a line going through it. This means that learners can not see data even if it was present.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
10 / 10, 100 %	- / -, -% 
10 / 10, 100 %	- / -, -% 

2. You will begin by clicking on the downward pointing arrow next to the text “Final Adjusted Grade”. You will then click on Enter Grades in the sub-menu that appears.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
10 / 10, 100 %	<div> Edit </div> <div> Enter Grades </div> <div> View Statistics </div> <div> View Event Log </div>
10 / 10, 100 %	

Now that you are in the Enter Grades screen you have a few tasks to perform here. The first is to migrate grades from the Final Calculated Column over to the Final Adjusted Column. If you are satisfied with the calculations that Brightspace has performed, you can simply click the arrow between this box and the calculator to port the existing grade over.

Final Calculated Grade		Final Adjusted Grade	
Grade	Scheme	Grade	Scheme
10 / 10	100 %	<input type="text" value="10"/> / <input type="text" value="10"/> <input type="button" value="➤"/> <input type="button" value="📊"/>	-%
10 / 10	100 %	<input type="text"/> / <input type="text"/> <input type="button" value="➤"/> <input type="button" value="📊"/>	-%

You can also manually type in the grades in these boxes if you want to make a manual adjustment to the grade that was calculated. Let's say a learner received an 89.9, but you feel that a 90 is more reflective of their effort, then you have the opportunity to make that change here.



The next step that you will do is confirm that the Released Column at the far right is selected and has checkmarks in it for each learner. If not, you will click the button where hotspot 1 is to select all users, the click the button where hotspot 2 is to toggle the release/unrelease function, confirm that hotspot 3 shows the checkmark for all learners.

[Set Grades](#)
[Clear Grades](#)
[Add Feedback](#)
[Email](#)
[Release/Unrelease](#)

1	Learner	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
2	<input checked="" type="checkbox"/> Bellum, Sara	10 / 10	100 %	<input type="text" value="10"/> / <input type="text" value="10"/> <input type="button" value="&gt;"/> <input type="button" value="⌂"/>	-%	No feedback provided.	3 <input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Cloth, Terry	10 / 10	100 %	<input type="text" value="10"/> / <input type="text" value="10"/> <input type="button" value="&gt;"/> <input type="button" value="⌂"/>	-%	No feedback provided.	<input checked="" type="checkbox"/>

Once you have saved your work you can navigate back to your gradebook and scroll all the way to the right of it again, we want to see the Final Grades category.

Final Grades	
Final Calculated Grade	Final Adjusted Grade
10 / 10, 100 %	10 / 10, 100 %
10 / 10, 100 %	10 / 10, 100 %

You can see now that the data in both columns is the exact same, with the addition of an open eye, indicating that learners can see this data. We are now ready to move on to the next step.

## Grade Scheme

1. I know that was a lot, but we are almost finished with submitting our grades. The next thing you'll need to do is change the grade scheme of your gradebook. This was not something we had to do in the past, as it was done manually for each user on the backend of things, but now that we have moved to an automation, this needs to be performed by the instructor before grades are moved over to Colleague.

[Enter Grades](#)
[Manage Grades](#)
[Schemes](#)
[Setup Wizard](#)
[Settings](#)
[Help](#)

Once in the grade scheme menu, you will see a table with all the schemes available to you. We need to select the MCC Default scheme at this point as it will apply a letter grade to whatever data is present in your gradebook.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ?	✓	
75> Passing		✓
Credit/No Credit		✓
MCC Default		✓



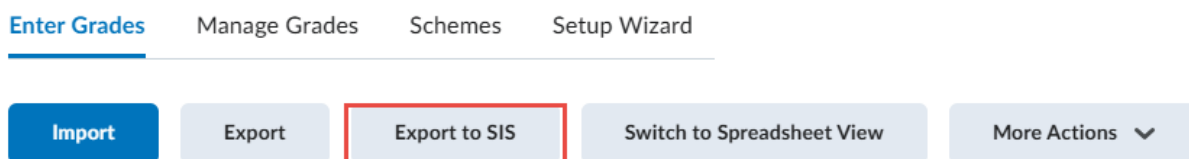
A pop up window may present asking if you're sure that you want to make this change, just click yes to move to the next step.

2. Navigate back to your gradebook and you will see a letter grade associated with user that reflects their numeric grade.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
10 / 10, A	10 / 10, A
10 / 10, A	10 / 10, A

## Exporting Grades to SIS (Colleague)

Now comes the cool part, the part where you can submit your grades directly to Colleague and get confirmation of the success in real-time. You may have noticed that there is an Export to SIS button now included in your gradebook. The SIS (Student Information System) is Colleague for our institution.



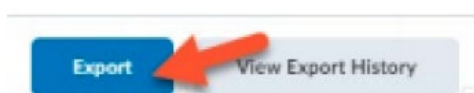
1. **The following screenshots were provided by D2L. They are slightly blurry, but we can still go through the process together. The reason for this is we do not have the ability to send grades over for a non-live course. So, we had to document in a test environment, with test students, with D2L reps.**

You will see a table with all of your students' data in it. If you need to make another last-minute change, this is the place to do it. The most important part here is to ensure that a letter grade is present for each learner. You can select individual learners by clicking the check box next to their name, or click the check box at the top of the table to select everyone.

Scope: 2023W1 Sea Kayaking 2 (TGA-106-CVB1V) ▾

Section: 2023W1 Sea Kayaking 2 (TGA-106-CVB1V)

<input type="checkbox"/>	Username	Last Name, First Name	Current Final Grade	Override Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension Expiry Date
<input checked="" type="checkbox"/>	n0137626	Arredis, Joyce	C	<input type="text"/>	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	<input type="text"/>	<input type="button" value="Select Date"/>
<input type="checkbox"/>	n0202223	Atchison, Savannah	C	<input type="text"/>	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	<input type="text"/>	<input type="button" value="Select Date"/>



Once you click Export you will be taken to a new screen, please do not navigate away from this screen until you have gotten confirmation that your grades have been processed successfully.

[Enter Grades](#) • [Export Grades to SIS](#) • [View All Exports](#) • [Export Details](#)

## Export Details

Exported Org Unit: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)  
Status: Export Requested  
Start: Jun 1, 2023 1:18 PM  
End:  
Initiated by: dpinel  
Excluded Users: 0  
Successful Exports: 0  
Failed Exports: 0  
Grade Type: Final Grade  
[Cancel](#)

## Export Details

Exported Org Unit: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)  
Status: Sending  
Start: Jun 1, 2023 1:18 PM  
End: Jun 1, 2023 1:18 PM  
Initiated by: dpinel  
Excluded Users: 11  
Successful Exports: 0  
Failed Exports: 0  
Grade Type: Final Grade  
[Cancel](#)

Status: Sending 

Username	Last Name, First Name	Submitted Grade	Result	History
n0137026	Arends, Joyce	C	To be sent	
n0202223	Atchison, Savannah		Excluded	Excluded - User manually excluded from upload

Once you see 'Success' and 'Accepted by SIS' you have successfully submitted your grades to Colleague!

## Export Details

Exported Org Unit: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)  
Status: Success  
Start: Jun 1, 2023 1:18 PM  
End: Jun 1, 2023 1:19 PM  
Initiated by: dpinel  
Excluded Users: 11  
Successful Exports: 1  
Failed Exports: 0  
Grade Type: Final Grade

Username	Last Name, First Name	Submitted Grade	Result	History
n0137026	Arends, Joyce	C	Accepted by SIS	Successfully processed grades for Student ID 0137026

## Common Errors

Some common errors you may see have to do with improper gradebook configuration.

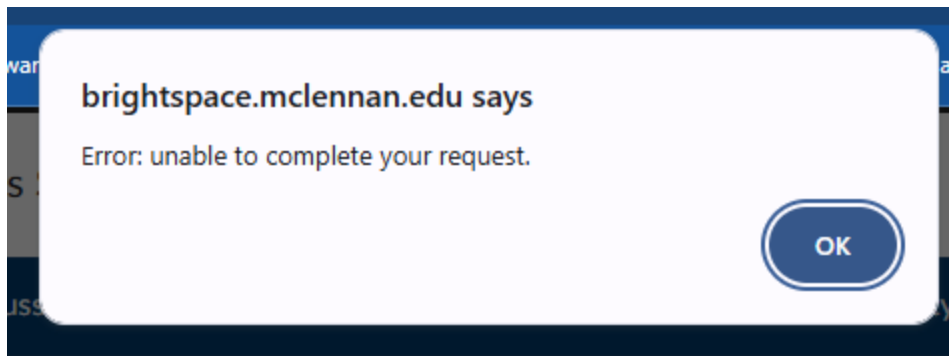
If you receive any kind of error please ensure that your grade book is set to release the **Final Adjusted Grade** as well as the **scheme set to MCC Default**. This will resolve most issues for you.

You can also check to make sure that you've actually released your grades to students by going back through [Step 4 of the Submitting Final Grades guide above](#).

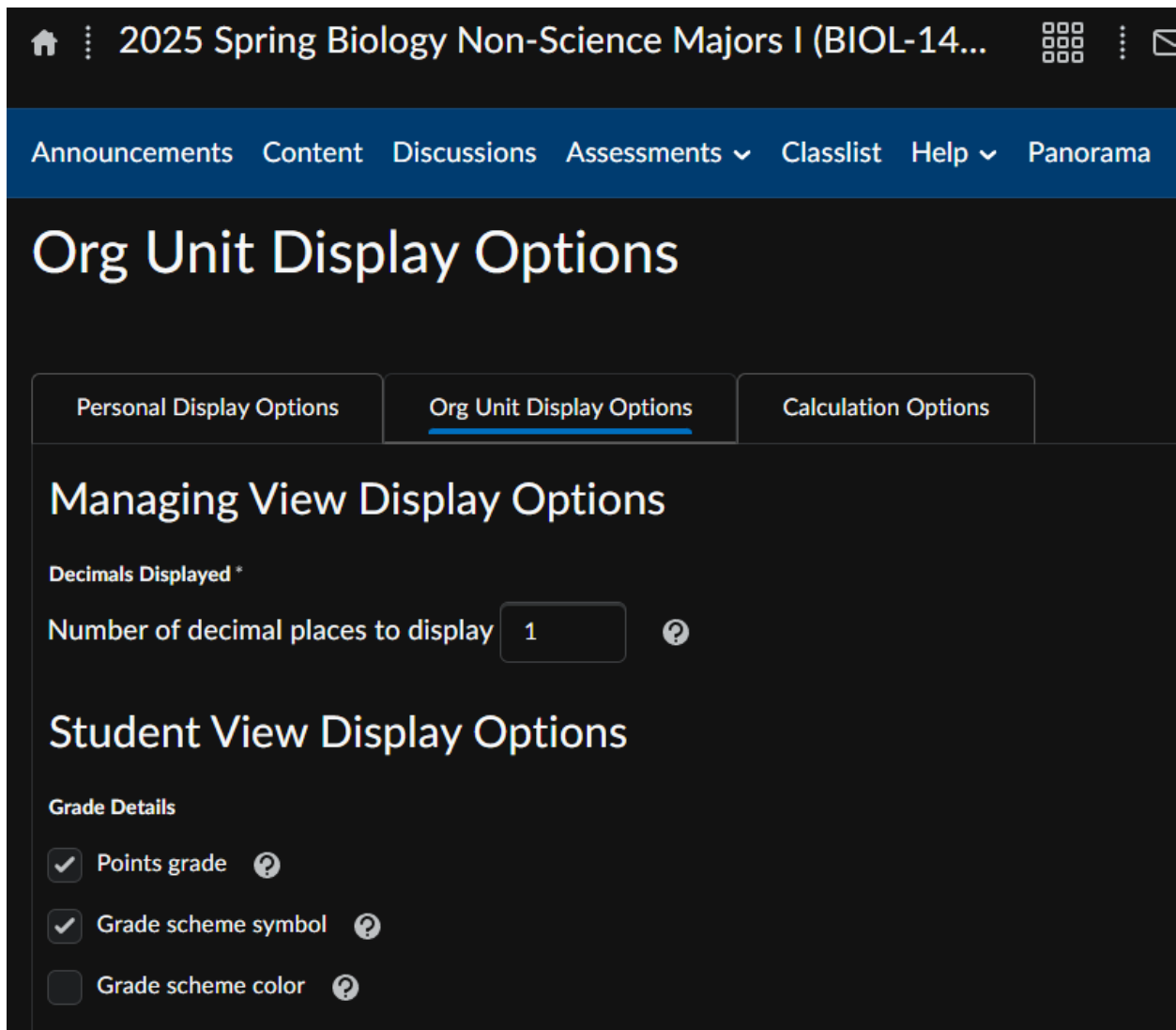
If you come across an error, please reach out and we will assist you. We will also document the error so that we can add it to this document for future reference.

## Unable to Complete your Request

What to do if you see this error message.



1. Navigate to your gradebook settings and click on Org Unit Display Options



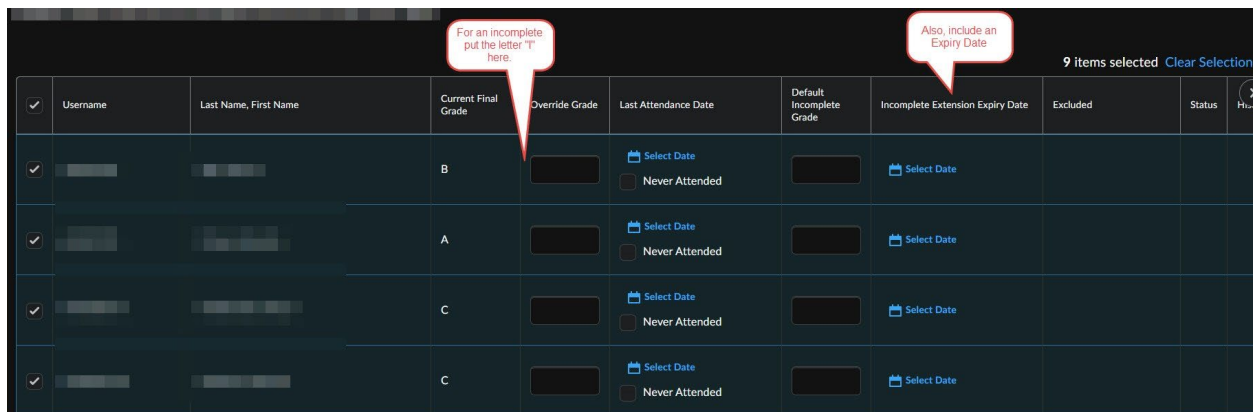
Once you are on this page, you can check the box that says “Grade Scheme Symbol”.

2. If that does not work then you can try swapping out which column you have released. For most users releasing the Final Adjusted Grade column is what works. However, we have found that

swapping the released column to Final Calculated Grades column allows us to export properly. This is typically not recommended in the standard workflow, but in these special instances is allowable.

## Processing an Incomplete

1. When processing an incomplete, ensure that the user has the grade that is accurate for them in the gradebook. Once you are at the export screen, you will ensure that you enter the letter “I” in the Override Grade Column, and enter an expiry date for the end of the next long semester in the appropriate column. Screenshot provided for clarity.



The screenshot shows a table with columns for student information, grades, attendance, and extension dates. Two red callout boxes provide instructions: one pointing to the 'Override Grade' column stating 'For an incomplete put the letter "I" here.' and another pointing to the 'Incomplete Extension Expiry Date' column stating 'Also, include an Expiry Date'.

	Username	Last Name, First Name	Current Final Grade	Override Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension Expiry Date	Excluded	Status	...
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	B	[Redacted]	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	[Redacted]	<input type="button" value="Select Date"/>			
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	A	[Redacted]	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	[Redacted]	<input type="button" value="Select Date"/>			
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	C	[Redacted]	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	[Redacted]	<input type="button" value="Select Date"/>			
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	C	[Redacted]	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	[Redacted]	<input type="button" value="Select Date"/>			

9 items selected [Clear Selection](#)

## Grade Scheme Change for Column and not the Entire Gradebook

1. If you do not feel comfortable with changing the entire grade scheme of your gradebook over to MCC Default then there is a different option for you. You can instead look at the provided screenshots to only change the grade scheme of that specific column (this will populate it with letters as opposed to numbers).

Final Grades	
Final Calculated Grade	Final Adjusted Grade
-%	<div>1</div> <div>2</div> <div>Edit</div> <div>Enter Grades</div> <div>View Statistics</div> <div>View Event Log</div>
-%	
-%	
-%	
-%	-%

## Grading

Can Exceed
☐

Grade Scheme

-- Default Scheme -- (Percentage)

1

-- Default Scheme -- (Percentage)
Percentage
75> Passing
Credit/No Credit
MCC Default

2

Student View

☐ Display class average to users

☐ Display grade distribution to users

☐ Override display options for this item

Show

☐ Points grade
☒ Grade scheme symbol

Save and Close

Save

Cancel

## CR/NC Courses

1. The provided screenshot is the best way to process our Credit/No Credit courses.

Step 4 of 7

### Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ?	<input type="radio"/>	
75> Passing	<input type="radio"/>	EQ
Credit/No Credit <b>Classes who only use CR/NC grading. Example: INRW</b>	<input type="radio"/>	EQ
MCC Default	<input checked="" type="radio"/>	EQ

## Account not Recognized by the SIS

1. If you get an error that looks like the one below it is because you are either not the official instructor of record for the course, or you were added manually to the course as an instructor. In order for the ILP Export to SIS feature to work (which is automated) the user would need to be added to the course via that proper automated tools.

[Enter Grades](#) > [Export Grades to SIS](#) >

## Export Grades for S25 Learning Framework (EDUC-1100-O281)-8week ONLINE

Sorry, you cannot export grades because your user account is not recognized by the SIS.

[View Export History](#)

2. To remedy this email [twaldie@mclennan.edu](mailto:twaldie@mclennan.edu) or [online@mclennan.edu](mailto:online@mclennan.edu)

## Grade Changes

All grade changes should take place in two steps.

1. Update grade in Brightspace (This will ensure that the student can view their correct grade.)
2. Submit Grade Change request through Etrieve-Softdocs  
<https://mcccentral.etrieve.cloud/Index#/form/29>.