

BRIGHTSPACE GRADES: LINK AN ASSIGNMENT OR QUIZ TO THE GRADE BOOK



Teaching and Learning Support Service, uOttawa

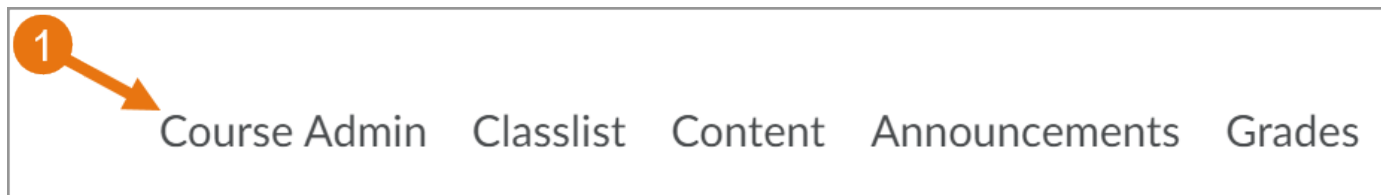
CONTEXT

You can create new **Grade Items** through an assessment/activity tool, but we recommend setting up your **Grade book** prior to creating any assessments or graded activities as this ensures grade calculations are made correctly and are displayed properly. This also allows you to enter not just the **points** for a **Grade Item** but the **Weight** (i.e. how much that item is worth out of 100% in the course) for that item. Once your **Grade book** is set up, you can then link evaluations to the **Grade Items** that have been created in the grade book. This guide reviews:

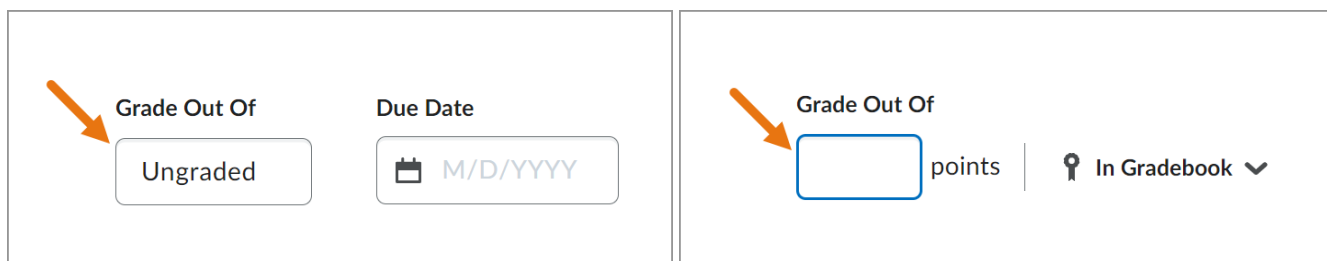
- I. How to link an **Assignment** to a **Grade Item** in the grade book - Section I
- II. How to link a **Quiz** to a **Grade Item** the grade book – Section II

I. LINK AN ASSIGNMENT TO A GRADE ITEM IN THE GRADE BOOK

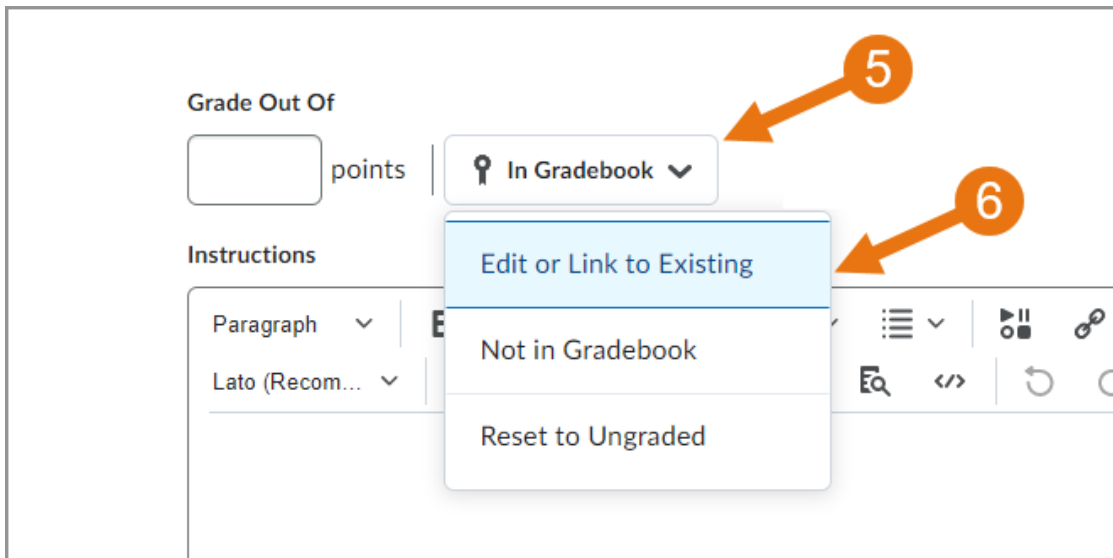
1. Within the navbar of the course, click on “**Course Admin**”.



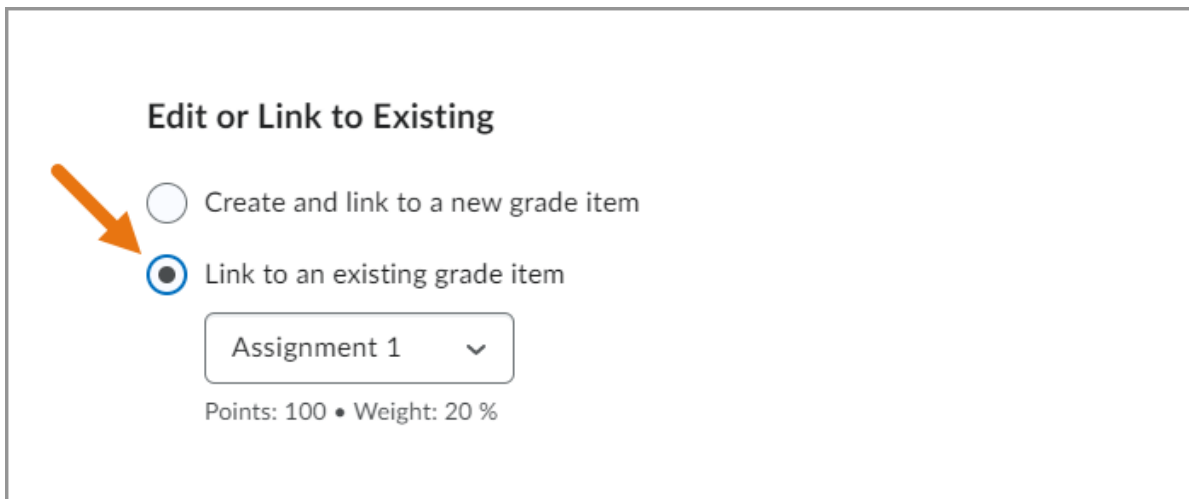
2. Next, click on “**Assignments**”.
3. You then have two options:
 - A. If you have already created the **Assignment**, next to the title of that “**Assignment**”, click on the downward pointing arrow and select “**Edit Assignment**” and then proceed to Step 4.
 - B. If you have not created the **Assignment**, please refer to our [Create an Assignment](#) guide and follow the steps outlined to create an **Assignment**, which includes how to tie the **Assignment** to the **Grade book**.
4. If the assignment will be graded, under **Grade Out Of**, click “**Ungraded**” and modify the “**points**” value. This is the maximum score that the **Assignment** will be graded out of.



5. Next, click “**In Gradebook**”.
6. Then, click on “**Edit or Link to Existing**” and select “**Link to an existing grade item**”.



- Next, use the drop-down under **Link to an existing grade item** to select the **Grade Item** to link the **Assignment** to. Then click “OK”

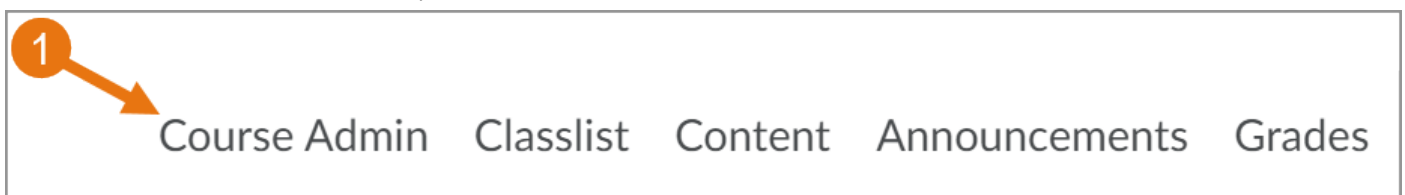


Note: To unlink the **Assignment** from the **Grade book**, repeat the steps, and under Step 6 (above), select “**Not in Gradebook**”. Selecting this option will result in the **Assignment** being scored, but that score will not be included in the **Grade book** or final grade calculations. It can be reviewed by students through **Class Progress**. To set the **Assignment** item to be **Ungraded** and not tied to the **Grade book**, repeat the steps, and under Step 6 (above), select “**Reset to Ungraded**”. Selecting this option will remove the scoring information from the **Assignment** and a **Grade** field will not be provided during grading.

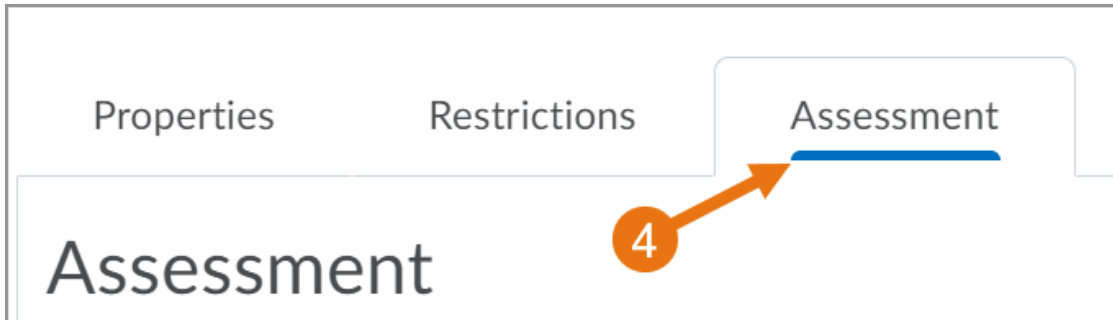
- Once you are done adjusting the **Assignment** grade settings, click on “**Save and Close**”.

II. LINK A QUIZ TO A GRADE ITEM IN THE GRADE BOOK

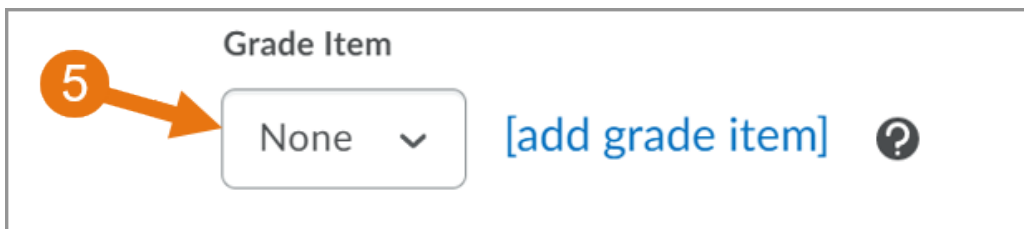
- Within the navbar of the course, click on “**Course Admin**”.



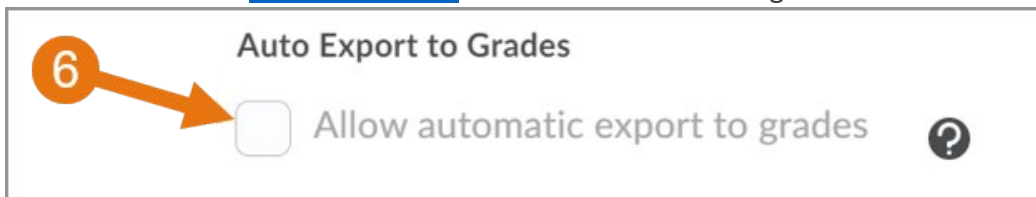
2. Then, click “**Quizzes**”.
3. You then have two options:
 - A. If you have already created the **Quiz**, next to the title of that “**Quiz**”, click on the downward pointing arrow and select “**Edit**” and then proceed to Step 4.
 - B. If you have not created the **Quiz**, please refer to our [Create a Quiz](#) guide and follow the steps outlined to create a **Quiz**, which includes how to tie the **Quiz** to the **Grade book**.
4. Then, in the header, click on the “**Assessment**” tab.



5. Under “**Grade Item**”, use the drop-down to select the “**Grade Item**” to tie the **Quiz** to.



6. Select “**Allow automatic export to grades**” if you want the system to automatically export published grades to the **Grade book**. **Note:** If you do not select the “**Allow automatic export to grades**” option, the grades will not be sent to the **Grade book** even if you have manually graded the **Quizzes** and published the grades. The grades will however be visible in the **Class Progress** section of the **Brightspace** platform once published. However, you can return here to check off this option later, prior to publishing the grades. Please consult the [Grading Quizzes](#) resource for additional guidance.



7. Once you are done adjusting the grade settings, click on “**Save and Close**”.