



Using the Grades Setup Wizard in Brightspace

When you enter your Grades tool, for the first time in any class, you will be prompted to set-up with the Grades Setup Wizard. The wizard will walk you through the following settings:

1. *Grading System*: Choose either a **weighted** or a **point-based** grading system. Be sure this system aligns with your syllabus language, and how you talk to students about how you will grade them. Once you have selected a system, click **Continue**
2. *Final Grade release*: Choose how to release final grades by selecting either **calculated** (based on information from the grades that have been entered) or **adjusted** (instructor reserves the ability to adjust/overwrite the final grade) final grade. Click **Continue**. *Note: If you choose **adjusted**, you will have to manually release student calculated grades, when you want them to be visible.*
3. *Grade Calculations*: Choose how to treat ungraded items by selecting the option to **drop** items or **treat them as 0**. The advantage of dropping items is that students will have a more accurate idea of the overall grade at the beginning of the class. Make sure the **Auto Update** box is checked off to keep final grades updated in the grade book. Select **Continue**.
4. *Default Grade Scheme*: Keep the grading scheme as the **percentage scheme** default, if you are utilizing weighting. In the future, you may choose to [create your own grade scheme](#) in the future
5. *Managing Display Settings*: Choose the number of decimal places you will see in the grade book (ie: 1 or 2)
6. *Student View Display Settings*: Choose **Student View Display Options**. Note that if the *Final Grade Calculation* option is checked on, learners will be able to see how their grades were calculated--which could be confusing if you chose the option to adjust the final grade!. Select **Continue**.