Contents
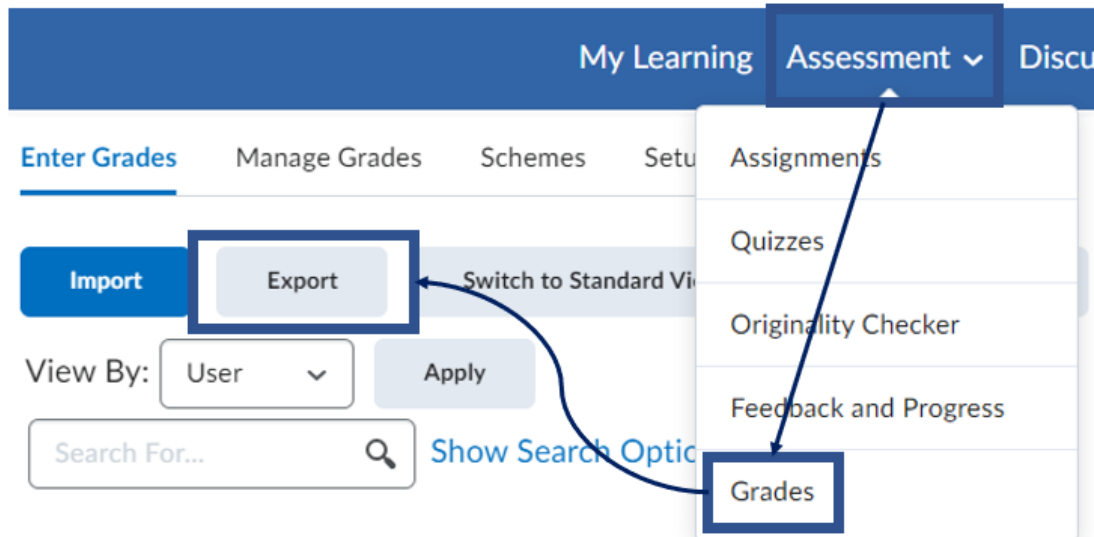
Introduction

You can [create a calculated grade item](#) within the **Grades** section on Brightspace to combine results for several assessments via their grade items to obtain an overall total grade for a module component.

When creating a calculated grade item, the grade item types you can include within the calculation are just numeric and selectbox. If you wish to include a calculated grade item you had previously created, you will first need to convert this from a calculated grade item to a numeric grade item so that it will appear on the list.

Method

1) Within your module, navigate to **Assessment** and then **Grades**. Select the button to **Export**.

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2) This will open a new page. Ensure the options for **Username** in the **Key Fields** and **Points Grade** in the **Grade Values** section are selected.

3) Select the grade item you wish to export by checking the box next to its name in the list at the end of the page.

4) Click **Export to CSV** and then **Download** from the window that pops up.

5) When the file is downloaded, open it. It will have four columns as shown below, with the calculated grade item name appearing at the start of the column headings for the second and third columns. The second column will display the grade for each student.

	A	D	E	F	G
1	Username	Calc Calculated Numerator <Calculated>	Calculated	End-of-Line Indicator	
2	#Stu_areilly31	60	#		
3	#Stu_areilly32	70	#		

6) Delete the third column, with the heading *[calculated grade item name] Calculated Denominator <Calculated>*.

7) Edit the column heading for the second column by removing the text saying *Calculated Numerator <Calculated>* and replacing it with *Points Grade*. This column heading should then read:
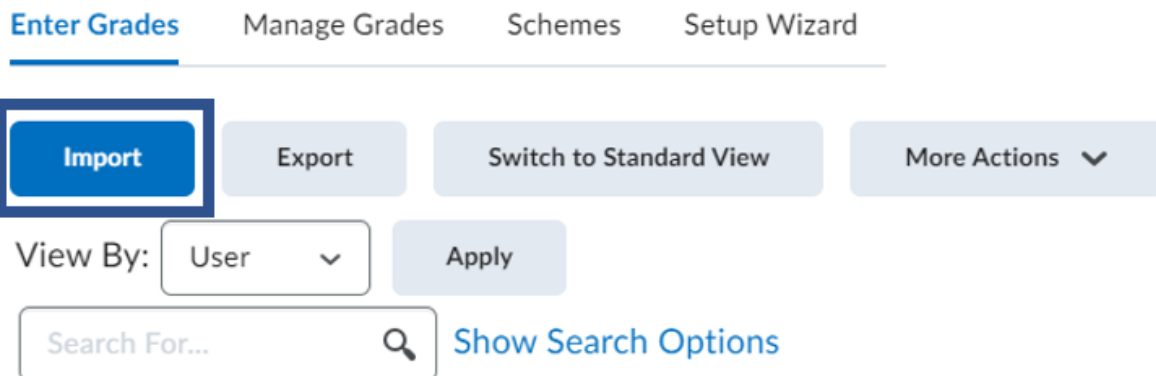
[calculated grade item name] Points Grade.
Do not make changes to the other columns - the formatting is required for a successful import.

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	A	D	E
1	Username	Calc Points Grde	End-of-Line Indicator
2	#Stu_areilly31	60	#
3	#Stu_areilly32	70	#

8) Save this file in CSV format.

9) Returning to Brightspace, navigate back to the **Grades** section, and this time select the **Import** button.

Enter Grades   Manage Grades   Schemes   Setup Wizard

Import   Export   Switch to Standard View   More Actions ∨

View By: User ∨   Apply

Search For... 🔍   Show Search Options

10) This will open a new page; select **Choose File** and upload the edited CSV file.

11) Check the box to **Create new grade item when an unrecognised item is referenced** and then **Continue**.

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Note: Only Numeric, Pass/Fail, Selectbox and Text grade items, and

Step 1: Select File to Import

Format

.CSV,.TSV,.TXT

Sample

Grades_Sample_Import_File.csv (657 Bytes)

Import File *

Choose File | oife Reilly ...09-12-35.csv

Item Creation

☑ Create new grade item when an unrecognised item is referenced   ❓

Continue   Cancel

12)   This will bring you to **Step 2**, where the new grade item will be created. This is automatically set as **Numeric**. Select **Continue**.

Import Grades

Step 2: Create New Grade Items

The following unrecognised items have been found.
To create a new grade item for an unrecognised item, select the Create New Grade Item tick box.

Unrecognised Item	Create New Grade Item	Type
Calc	☑	Numeric ⌄

Continue   Go Back   Cancel

13)   You will next need to define the settings of the new grade item as part of **Step 3**; add the **Maximum Points**

(it is recommended to set this at 100). The other two options can be left unchecked, and then select **Continue**.

Import Grades

Step 3: New Grade Item Properties
Calc (Numeric)

Category

None ⌄

Maximum Points *

100   ❓

Can Exceed

☐ ❓

Bonus

☐ ❓

14)   This will move to **Step 4** page on **Errors and Warnings Found** of which there should be none; select **Continue**.

15)   Next, you will see a preview of the grades to be imported. If these are correct, click **Import**.

Import Grades

Step 5 : Preview Import

Last Name ▲ , First Name, Username	Calc
Student1, Aoife Test, Stu_areilly31	60 / 100
Student2, Aoife Test, Stu_areilly32	70 / 100
Student3, Aoife Test, Stu_areilly33	55 / 100
Student4, Aoife Test, Stu_areilly34	51.67 / 100

50 per page ⌄

Import   Go Back   Cancel

16)   You will be returned to the **Grades** section when this is complete, and the new grade item will have been added at the end of the gradebook. As this is a numeric grade item, it will now be available for inclusion in calculated grade items.