



Grades Quick Start Guide

Access the Grades Tool

Click the **Grades** link on your course navigation bar.

There are 2 main areas within Grades: 1) **Manage Grades** - where you create and edit your categories and items. 2) **Enter grades** - where you can enter grades for your students. The vertical navigation bar on the left lets you move between these areas and access your **Grades Settings** and **Schemes**.



Create a Grade book with the Setup Wizard

The **Grades Setup Wizard** takes you through a list of setup options that you should set before you create grade items and categories. It can help you make decisions about how grades should be calculated and displayed in the grade book. When you access the **Grades** tool for the very first time, the Setup Wizard is automatically selected. Click **Start**.

1. Choose Grading System

The grading system determines how the grade items contribute to users' final grades.

- **Weighted:** Categories and grade items not in a category are calculated as a percentage of a final grade. The Max. Points assigned to individual grade items can be any value, but their contribution towards the final grade is always their assigned weight. The combined weight of grade items within a category must be 100%. The combined weight of all categories and grade items not in a category must be 100%.
- **Points:** The Max. Points assigned to each grade item are totaled for the final grade.

- **Formula:** Grade items are calculated using points, but a formula is used to set conditions as to how grade items contribute to the final grade.

2. Final Grade Released

There are two types of Final Grades:

- **Calculated Final Grade:** The grade that is achieved by users based on the grading system. It cannot be adjusted without editing individual grade item scores.
- **Adjusted Final Grade :** Allows you to modify or adjust users' final grades before releasing them.

❖ **Note:** The final grade is **not** visible to students until you **Release** it.

3. Grade Calculations

Grade calculation lets you decide how you want to calculate ungraded items and whether you want to keep users' final grades up-to-date automatically (recommended).

4. Choose Default Grade Scheme

Grade schemes define how grades are labeled within a course or for a particular grade item. The default is Percentage (ex. 80% is displayed for an 8/10). You can create your own Grade Scheme(s), such as Letter Grades.

5. View Display Options and Submission View Display Options

Allows you to decide how many decimal places are used and what details the user sees.

6. Grade Setup Summary

The final step summarizes the choices you made while setting up your grade book. If you change your mind on any of the choices, click the Back button to return to the step and adjust it. Clicking **Finish** on this page completes the set up and takes you to a list of options to continue working in the Grades tool:

- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme
- Manage Grade Items and Categories
- Enter Grades

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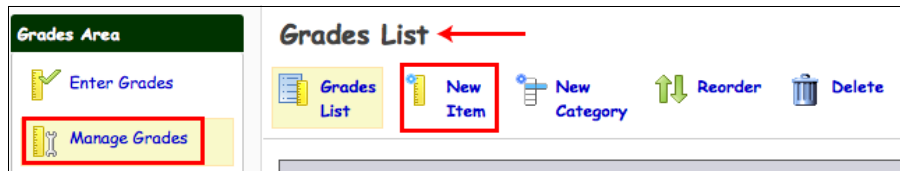
Grade Items

Each grade item has its own entry in the grade book. Grade items can be linked to other course objects, such as quizzes, dropbox folders, or discussion topics, but they do not have to be. Grade items can also be organized into categories or they can be on their own. By default, grade items are visible to students.

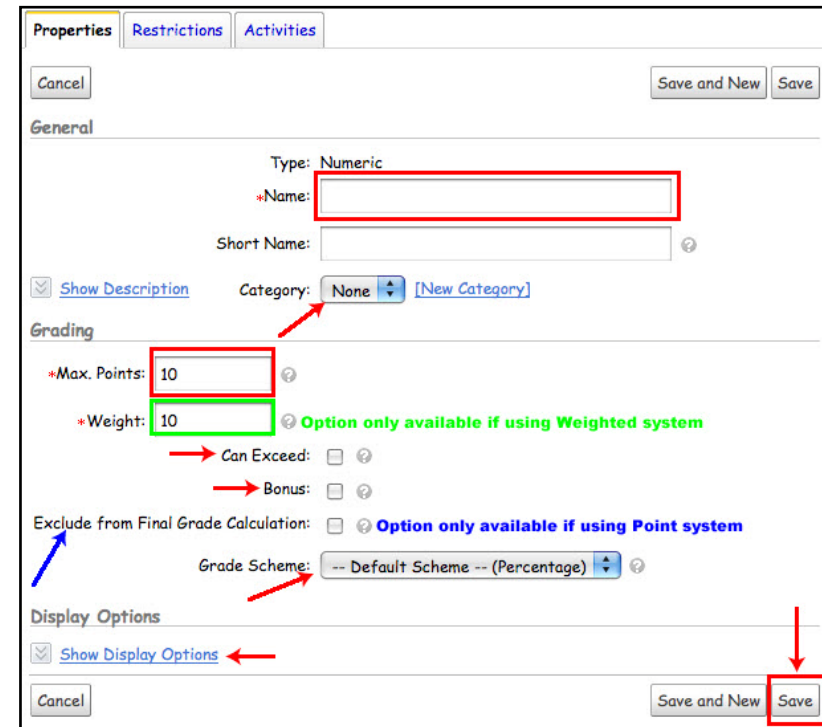
There are several types of grade items: Numeric (most commonly used), Selectbox, Pass/Fail, Formula, Calculated, and Text.

Create a New Numeric Grade Item

Click the **New Item** in the Manage Grades page.



1. Select **Numeric**.
2. Enter a **Name** for the grade item.
3. If you want the grade item to be associated with a category, select a category from the **Category** drop-down or click **New Category** to create one.
4. Enter the value the item will be graded out of in **Max. Points** field.
5. If you are using the weighted system, enter the **Weight** you want the grade item to contribute to its category. If the item does not belong to a category, enter the **Weight** you want it to contribute to the final grade.
6. Select the **Can Exceed** check box if you want users' grades to be able to exceed the Max. Points for that item.
7. Select the **Bonus** check box if you want the item to be calculated as an extra credit item.
8. Select a **Grade Scheme** to associate with the item, if applicable.
9. Select **Show Display Options** to set the views for your users.
10. Click on the **Restrictions** tab to limit the availability.
11. Click **Save** or **Save and New** if you want to save this and create a new grade item.

A screenshot of the 'Properties' tab in the grade item configuration interface. The 'General' section includes fields for 'Type' (set to 'Numeric'), 'Name' (highlighted with a red box), 'Short Name', and 'Category' (set to 'None'). The 'Grading' section includes 'Max. Points' (set to '10', highlighted with a red box), 'Weight' (set to '10', highlighted with a green box), and checkboxes for 'Can Exceed', 'Bonus', and 'Exclude from Final Grade Calculation'. The 'Display Options' section includes a 'Show Display Options' checkbox (checked). The 'Save' button is highlighted with a red box. Red arrows point from the 'New Item' button in the previous screenshot to the 'Name' field, 'Max. Points' field, 'Weight' field, 'Category' dropdown, 'Can Exceed' checkbox, 'Exclude from Final Grade Calculation' checkbox, and 'Show Display Options' checkbox.

Create a Grades Scheme

To create a Grades Scheme (such as letter grades), click on Grades Schemes on the vertical navigation bar on the left side of the Grades area.



1. In the Schemes List box click on **New**.
2. Type a **Name** for the scheme (ex. Letter Grades)
3. Define your grade **Ranges**.
 - Type the **symbol** you want to display for the grade range in the **Symbol** column (ex. D).
 - Type the **lowest percentage** to include in the range in the **Start %** column (ex. 50 for 50%).
 - Type the **numeric grade** you want users to achieve when they are evaluated using this grades scheme (for grade item type Selectbox) in the **Assigned Value %** field. For example, using grade item type Selectbox, an instructor would assign the

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student a letter grade of D and the system would use the Assigned Value of that grade (69%) in the final grade calculation.

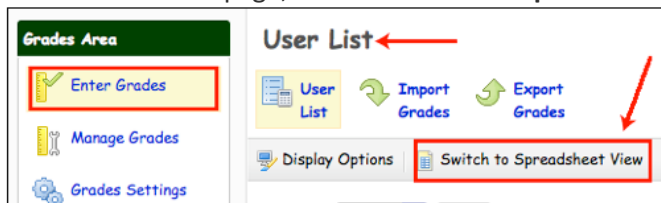
4. Click **Add Ranges** to add additional levels.
5. Click the **Delete** icon beside a level to delete it.
6. When finished, click **Save**.

Enter Grades

The **Enter Grades** area is where you enter, import, and export grades. From the **User List** you can grade by user, item, category, or all at once. To sort Users by Last Name, click Last Name in the column header.

Enter grades using the spreadsheet view of the User List

1. From the **User List** page, click the **Switch to Spreadsheet View**



2. Enter grades in the input fields in the **User List**.
3. Click **Save**.

Enter grades by user

1. From the **User List**, click on the name of a user.
2. On the **Grade User** page, enter grades for the user in the **Grade** fields for the appropriate grade items.
3. Click the **Show Comments** link to add **Comments for User**.
4. Click **Save**.

Last Name ▾, First Name, Username	Final
<input type="checkbox"/> Student90, Demo, demostudent90	/ - / -
<input type="checkbox"/> Student72, Demo, demostudent72	/ - / -

Enter Grades by Category

1. From the **User List**, click the **Enter Grades** icon next to the category name.

First Name, Username	Final Grades	Quizz	Home work		
	Final Calculated Grade		Week 1	Week 1 HW	Week 2
90, Demo,	/ - / -	/ 4	/ 10	/ 50	/ :

2. Enter grades in the Grade fields.
3. Click the **Enter Comments** icon if you want to add comments on a user's performance.
4. Click **Save**.

Enter Grades by Grade Item

1. From the **User List** page, click the **Enter Grades** icon next to individual grade item.

Last Name ▾, First Name, Username	Final Grades	Quizz
Student90, Demo, demostudent90	/ - / -	/ 4

2. Enter grades in the **Grade** fields.
3. If you want to add comments on a user's performance, click the **Enter Comments** icon.

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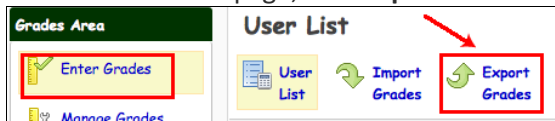
4. Click **Save**.

Import and Export Grades

You can export your grades from BeachBoard as a CSV file to retain for your records. You can also manage/enter grades in a CSV file and import them into BeachBoard when you are ready. If you will be doing so, we recommend exporting first and then entering/managing grades in that CSV file.

Export Grade Items to a CSV (Excel) File

1. From the **User List** page, click **Export Grades**.



2. Select the **Org Defined ID** for **Key Field**.
3. Select the **Grade Values** and **User Details** you want to export.
4. Select the **Grade Items** you want to export.
5. Click **Export to CSV**.
6. **Open** (with Excel) or **Save** the file.

Import grade items

To ensure proper formatting, see our Help Pages.

1. From the **User List**, click **Import Grades**.
2. Click **Browse**. Locate and upload the file you want to import.
3. Select **Create new grade item when an unrecognized item is referenced** if there are grade items in your CSV file that are not in your BeachBoard Grades list.
4. Click **Next**.

The screenshot shows the 'Import Grades' dialog box. It includes a note: 'Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported'. Below this, it says 'Step 1: Select File to Import'. There is a 'Format: .CSV' field and a 'Sample: Grades_Sample_Import_File.csv (606 Bytes)' field. An 'Import File:' field has a 'Browse...' button (highlighted with a red arrow). Below that, there is a checkbox for 'Item Creation: Create new grade item when an unrecognized item is referenced' (checked). At the bottom, there are 'Cancel' and 'Next' buttons (the 'Next' button is highlighted with a red box and a red arrow).

5. The next few steps will take you through error reports and the creation/approval of grade item details (Max. Points, Weight, etc.), and a preview of the imported grades.
6. Confirm your changes and click **Import**.

Final Grades

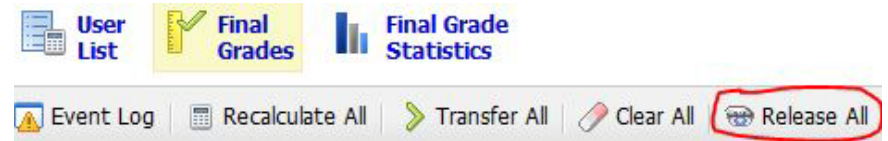
Final Grades are not visible to the student until the instructor has released them. Once they have been released, they cannot be hidden from the students, though they can be updated. There are two types of Final Grades: Calculated and Adjusted. **Calculated Final Grade** is the grade that is achieved by a user based on the grading system. **Adjusted Final Grade** allows you to modify or adjust users' final grades before releasing them. You can set which type to release in **Grade Settings > Calculation Options > Final Grade Released**.

To release Calculated Final Grades:

1. From **User list**, click on the Enter Grades icon next to **Final Grade**.

First Name, Last Name, Org Defined ID	Final Grades	
	Final Calculated Grade ▲	Final Adjusted Grade
Demo19, Student, demostudent19	-%	-%

2. Click the button **Release All**.



To release Adjusted Final Grades:

1. From **User list**, click on the Enter Grades icon next to **Final Grade**.
2. Click the green arrow **Transfer All** (2 icons to the left of Release All). This will transfer the Calculated Final Grade to the Adjusted Final Grade input fields for each user.
3. Now you can easily adjust the points earned / total points for each user.
4. **Save** and then click **Release All**.

For more information, see our [BeachBoard Help Pages](#).

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