



Brightspace Grade Display Settings – Ungraded Items

Treat ungraded items as 0 vs. Drop ungraded items

The default setting within Brightspace Grades for ungraded items is currently set to **Treat ungraded items as 0**. As a result, any assessment to which students have not made a submission will show as zero out of points possible and a letter grade of F. Once students submit their assessment and are graded, the items are updated with the score and letter grade the student receives. The Grades page will also display any weighted percentages if applied. The **Treat ungraded items as 0** option allows any ungraded items to automatically have a zero grade in grade calculations without any manual change from the instructor.

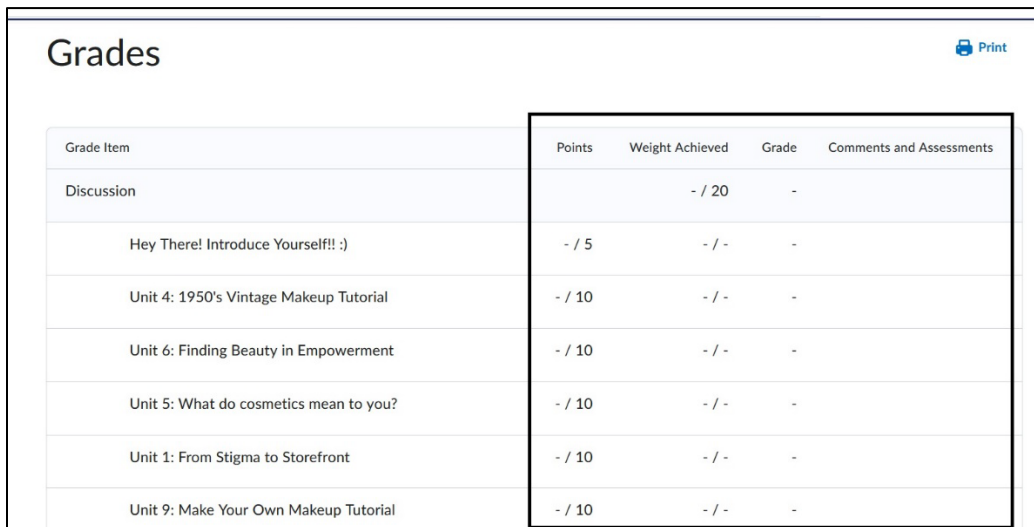
When **Drop ungraded items** is selected, students will see a dash in place of zero and no letter grade. Once the student submits their assessment and are graded, the score will replace the dash and the associated letter grade will appear. The **Drop ungraded items** option will require instructors to manually enter zeros for any assessments that the student did not submit in order to accurately calculate grades.

Students see the Grades area as follows when **Treat ungraded items as 0** is selected:

The screenshot shows a 'Grades' page with a table of items. A 'Print' button is visible in the top right corner. The table has four columns: 'Grade Item', 'Points', 'Weight Achieved', 'Grade', and 'Comments and Assessments'. All items listed have a score of 0 and a grade of F.

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Discussion		0 / 20	F	
Hey There! Introduce Yourself! :)	0 / 5	0 / 2	F	
Unit 4: 1950's Vintage Makeup Tutorial	0 / 10	0 / 2	F	
Unit 6: Finding Beauty in Empowerment	0 / 10	0 / 2	F	
Unit 5: What do cosmetics mean to you?	0 / 10	0 / 2	F	
Unit 1: From Stigma to Storefront	0 / 10	0 / 2	F	

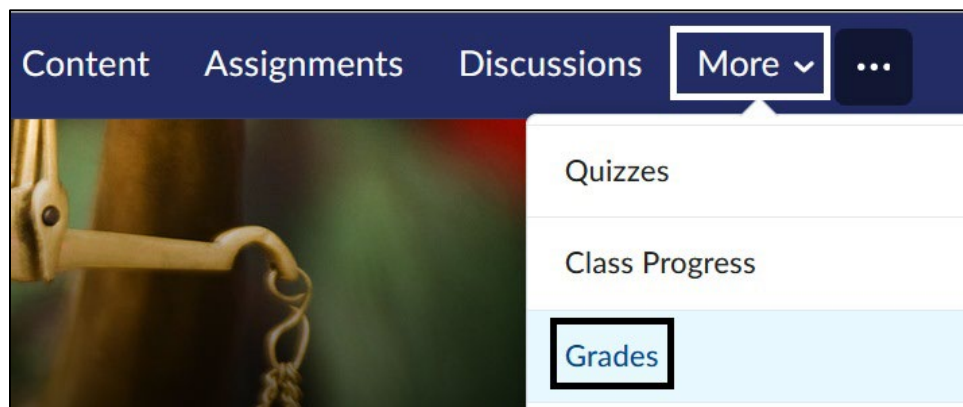
Students see the Grades area as follows when **Drop ungraded items** is selected:



Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Discussion		- / 20	-	
Hey There! Introduce Yourself!! :)	- / 5	- / -	-	
Unit 4: 1950's Vintage Makeup Tutorial	- / 10	- / -	-	
Unit 6: Finding Beauty in Empowerment	- / 10	- / -	-	
Unit 5: What do cosmetics mean to you?	- / 10	- / -	-	
Unit 1: From Stigma to Storefront	- / 10	- / -	-	
Unit 9: Make Your Own Makeup Tutorial	- / 10	- / -	-	

To change the Grade Calculation option from **Treat ungraded items as 0** to **Drop ungraded items**, please do the following:

1. In your course, select **Grades** from the top Course Navbar. If you do not see Grades listed, select **More** and access it from the drop-down menu



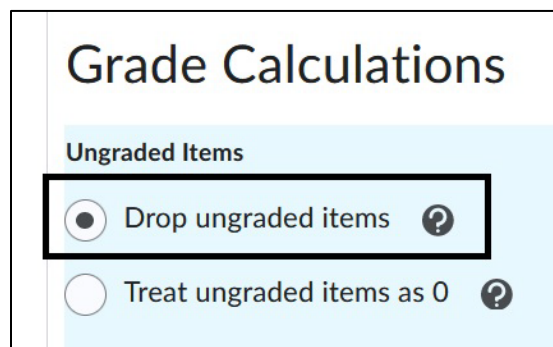
2. On the **Grades** page, select the **Settings gear icon** in the upper right corner of the page



3. Select the **Calculation Options** tab



4. Scroll down the page to **Grade Calculations**, select the **Drop ungraded items** selection. Select **Save** to retain changes



Select [Set up your Grade Book](#) for more information about Grades in Brightspace.

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu