



## Weighted Grade System in Brightspace

The Brightspace Grade book offers two grading systems for calculating overall final course grades.

- A *Points Grade system* adds all assessment points together in a cumulative final grade. By default, all John Jay Brightspace courses are set as a Points Grade system.
- A *Weighted Grade system*, in which assessments and/or categories can be assigned a percentage equaling a final grade of 100%. This is the most common grading system used by instructors at John Jay and must be manually configured within a course.

Access [Grading System Types](#) for more information about grading systems.

Below are examples comparing a Points Grade system and a Weighted Grade system.

### Points:

Assignments Category (40 points)

- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)

Final Exam Item (200 points)

**Final Grade:** /240 points

### Weighted:

Assignments Category (20% of final grade)

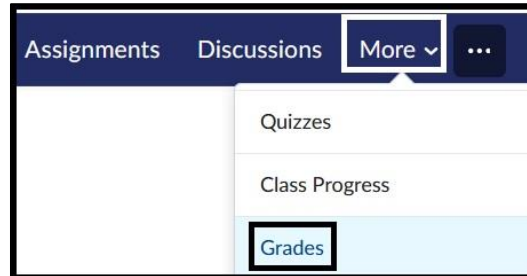
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)

Final Exam Item (80% of final grade)

**Final Grade:** /100

## Setting your Brightspace Grade book to a Weight Grades System

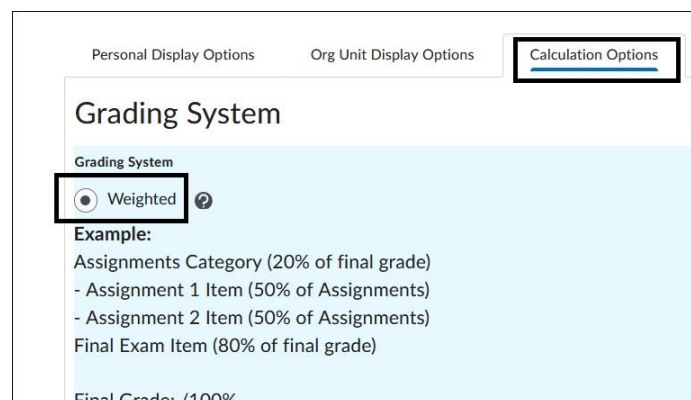
1. In your course, select **More** on the course navbar and select **Grades** from the drop-down menu. You can also access Grades through **Course Admin > Assessment > Grades**.



2. On the **Enter Grades** page, select the **Settings** icon in the upper right.



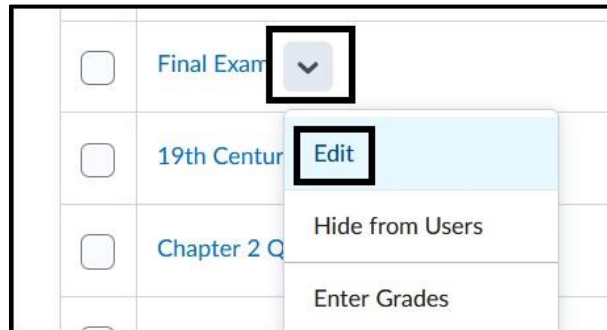
3. Select the **Calculation Options** tab, then select the **Weighted** radio button to choose a Weighted Grade System. Select **Save** to retain changes. Select **Yes** to confirm the change. Select **Close** to move to the Manage grades page.



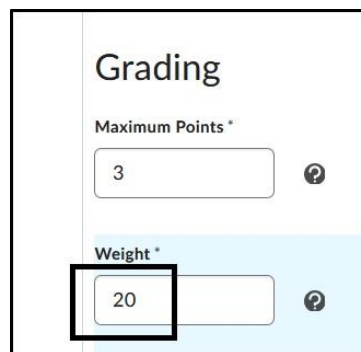
Once you have changed the grading system to Weighted, the weights are applied on the **Manage Grades** page. Weights can be applied to a singular grade item like a Final Exam or across a Category like Discussions where there are multiple items under one Category.

## Applying Weights to a singular grade item

1. On the **Manage Grades** page, all grade items are listed. To apply a weight to a singular item, scroll to that item and select the **action arrow to the right of the name**. Select **Edit** from the drop-down menu.



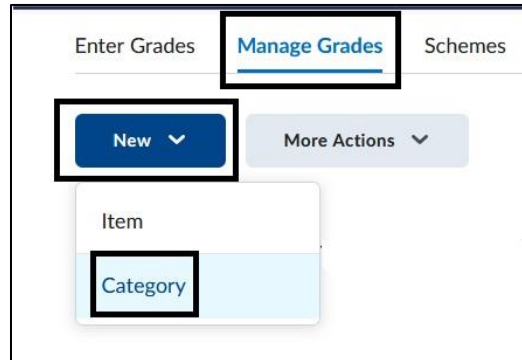
2. On the Edit page, scroll down to **Grading**. Under **Weight**, enter the percentage value for the weight. Select **Save and Close** to retain all changes.

A screenshot of the 'Grading' section in an edit page. It features two input fields. The first is labeled 'Maximum Points \*' and contains the number '3'. The second is labeled 'Weight \*' and contains the number '20'. Both fields have a question mark icon to their right. The 'Weight \*' field and its label are highlighted with a light blue background and a black box around the input field.

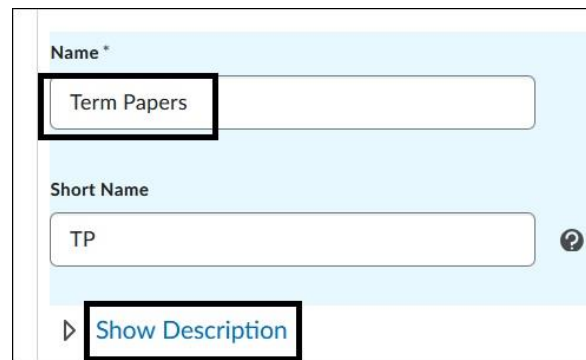
## Creating Categories

To apply weights by Category, you must first create categories on the Manage Grades page and associate grade items with their corresponding category.

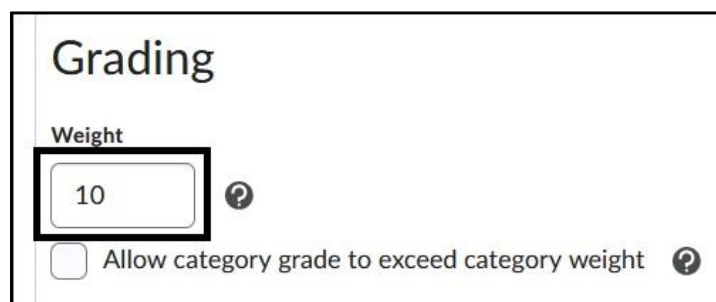
1. On the **Manage Grades** page, select **New > Category**



2. Provide a **Name for the Category**, for example Term Papers or Discussions. You can provide a Short Name which will display on the Enter Grades page for this grade item. A Description of the Category can also be entered.

A screenshot of the category creation form. It has a light blue background. The first field is labeled 'Name \*' and contains the text 'Term Papers', which is highlighted with a black box. Below it is a field labeled 'Short Name' containing the text 'TP'. At the bottom of the form, there is a button labeled 'Show Description' with a right-pointing triangle icon, also highlighted with a black box.

3. Under **Grading**, enter the percentage weight value for that category.

A screenshot of the 'Grading' section. The title 'Grading' is at the top. Below it is a field labeled 'Weight' containing the number '10', which is highlighted with a black box. To the right of the field is a question mark icon. Below the field is a checkbox labeled 'Allow category grade to exceed category weight' with a question mark icon to its right.

4. Under **Distribution**, select how the weight is applied to the items in the Category. Select **Save and Close** once complete.

**Distribution**

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user ?

Number of lowest non-bonus items to drop for each user ?

**Available Distribution options:**

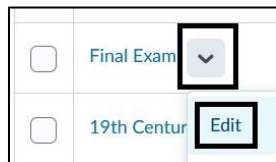
- **Manually assign weight to items in the category** - allows instructors to assign an individual weight to each item in the category. All items in that category must add up to 100.
- **Distribute weights by points across all items in the category** - allows instructors to assign weight according to the number of points given for each item in the category. This selection would give one item a higher weight than another item in the same category. All items must be added to 100 in that category.
- **Distribute weight evenly across all items** - makes all items in the category even in weight. (Optional) Enter the number of grade items for Brightspace to automatically drop in the "Number of lowest non-bonus items to drop for each user" field. This can be used if you have quizzes and want to drop the lowest score of all of them, for example.

## Assign Categories to Grade Items – Individually vs. Bulk

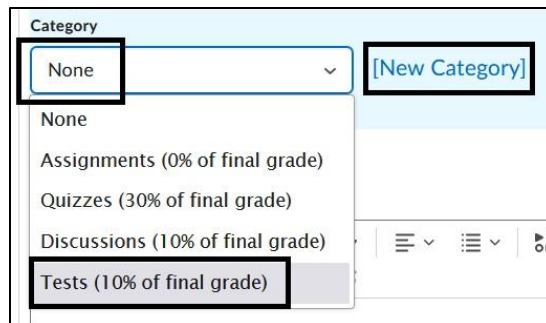
Most instructors create graded assessments in their courses before creating categories. Once Categories are created, they can be assigned to assessments one at a time or assigned in bulk on the Manage Grades page. Please note, it is possible to create categories first, then the assessments, which are added to categories using the instructions below.

### Assign Category One at a Time:

1. On the **Manage Grades** page, scroll to the grade item being assigned to a category. Select the **action arrow to the right of the grade item name** and select **Edit**.

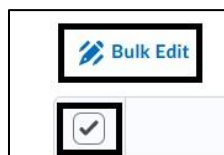


2. On the **Edit Item** page, scroll down to **Category** and select the correct category from the drop-down. If needed, select **New Category** to create an additional Category. Select **Save and Close** to hold changes.

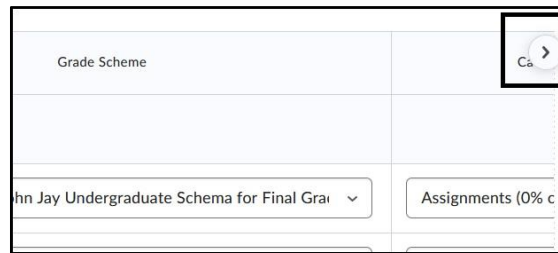


### Assign Categories in Bulk

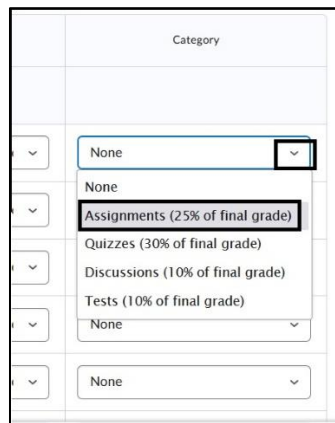
1. On the **Manage Grades** page, check off the **Select All box** in the upper left to highlight all grade items. Select **Bulk Edit**.



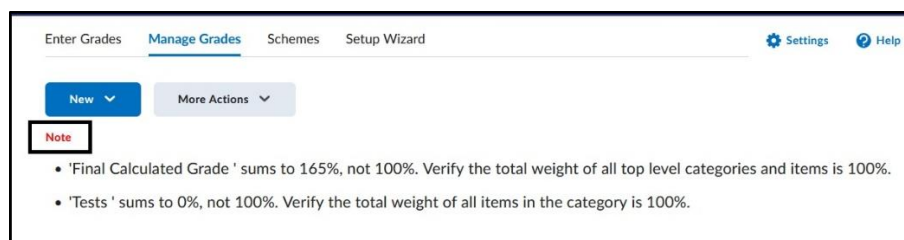
2. On the **Bulk Edit** page, select the **arrow in the upper right** to view the Category column.



3. Select the **drop-down menu to assign grade items to a category**. Additional changes can be made on the Bulk Edit page like changing the overall Weight percentage and editing Grade item names. Select **Save** to hold changes.



Once weights are assigned, check the Note field labelled in red that may show on the Manage Grades page. This is a warning that the weights are not configured correctly. Once any highlighted issues are corrected, the note will be removed.



Access [Grades](#) for more information about the Grade book 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](mailto:LMS.faculty@jjay.cuny.edu).