



## Contents

<b>Introduction</b> .....	1
<b>Method</b> .....	2
Attach Grade Items .....	2
Selecting the correct Grade Scheme .....	2
Publish Grades .....	5
Combine sub-component grades using a calculated grade item to create a component grade .....	9
Grade transfer from Brightspace to InfoHub Grade Entry .....	10

## Introduction

When creating assessments (Assignments, Quizzes and assessed Discussions) within your module on Brightspace, there are some settings that must be enabled in order to make the grades available for direct transfer from Brightspace to InfoHub Grade Entry when the module has been completed. When doing direct transfer, it is **student numbers (rather than student names) that are matched during the transfer process**; this means there will be no discrepancies in the class list order on Brightspace versus InfoHub Grade Entry. If using other methods for grade transfer, such as exporting grades from the **Grades** section to for an [InfoHub Grades Upload](#), a common issue is that the alphabetical sorting of names may not exactly match that on InfoHub Grade Entry,



leading to discrepancies in the grades entered. This can be avoided by using the **Brightspace Grades Transfer** option; how to make grades available for this is outlined in this document.

## Method

Each of the settings are outlined below.

### Attach Grade Items

A **Grade Item** defines an assessment as being summative, or contributing to the overall module grade. Attaching a Grade Item to an assessment adds it to the **Grades** section on Brightspace.

There are slight differences in the process of creating a Grade Item for a Quiz in comparison to an Assignment or Discussion. Both are outlined in the following documents:

[Create a Grade Item for a Quiz.](#)

[Create a Grade Item for an Assignment or Discussion.](#)

### Selecting the correct Grade Scheme

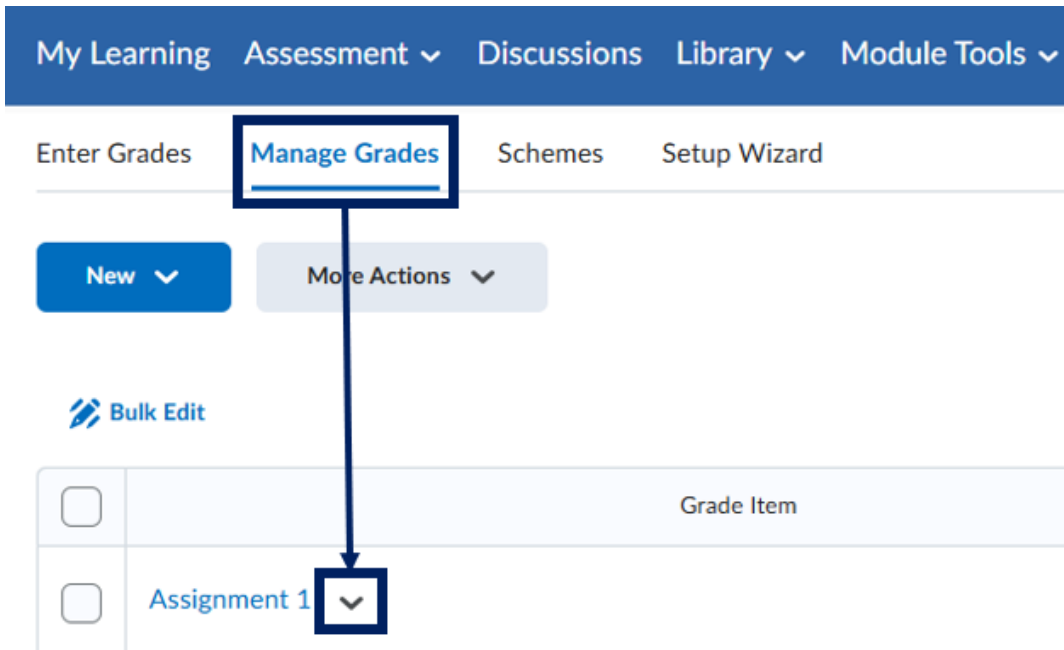
The Grade Scheme is a component of the Grade Item, and is common to both Quizzes and Assignments/Discussions. It is the grading framework that is applied to the assessment, and

by default this is set to **Percentage** in all modules. An assessment with a **Percentage** Grade Scheme does not transfer to InfoHub Grade Entry, and so this must be updated to match the scheme for that assessment in the Module Descriptor.

To alter the Grade Scheme of an assessment that has already been created,

**1)** Navigate to the Grade Item via the pathway:

**Assessment > Grades > Manage Grades** (this is one of the tabs at the top of the page) > downwards arrow beside [Grade Item Name] > **Edit**.



The screenshot shows the Brightspace interface for managing grades. At the top, there is a navigation bar with tabs: My Learning, Assessment (with a dropdown arrow), Discussions, Library (with a dropdown arrow), and Module Tools (with a dropdown arrow). Below this, there is a sub-navigation bar with tabs: Enter Grades, Manage Grades (highlighted with a blue box), Schemes, and Setup Wizard. Below the sub-navigation bar, there are buttons for 'New' (with a dropdown arrow) and 'More Actions' (with a dropdown arrow). Below these buttons, there is a 'Bulk Edit' link. Below the 'Bulk Edit' link, there is a table with two columns: a checkbox column and a 'Grade Item' column. The table has two rows: the first row has a checkbox and the text 'Assignment 1'; the second row has a checkbox and the text 'Assignment 1' followed by a dropdown arrow (highlighted with a blue box). A blue arrow points from the 'Manage Grades' tab to the dropdown arrow in the table.



**2)** Within the Grade Item settings, scroll down to the **Grade Scheme** dropdown.

**3)** Click on the dropdown to open it and select another scheme, ensuring it matches the one in the module descriptor.

[The 'Grades and Grading Guide for Staff – Component Grade Scales' dropdown on Registry's website provides details on the various component grade scales.](#)

Commonly used scales are **(Default) 40% Pass Standard Letter/Numeric** (where an A<sup>-</sup> starts at 70%) and **40% Pass Linear Letter/Numeric** (where an A<sup>-</sup> starts at 85%).

Grade Scheme

-- Default Scheme -- (Percentage) ▼

-- Default Scheme -- (Percentage)

Percentage

(Default) 40% Pass Standard Letter/Numeric (NM)

(Default) Pass/Fail

40% Pass Linear Letter/Numeric (ABS)

40% Pass Linear Letter/Numeric (NM)

40% Pass Standard Letter/Numeric (ABS)

50% Pass Standard Letter/Numeric (ABS)

50% Pass Standard Letter/Numeric (NM)

60% Pass Standard Letter/Numeric (China only)

X Letter Grading (Not in use)

X PRE SEPT 19 UCD Component Letter Pass at 40%

X PRE SEPT 19 UCD Component Letter Pass at 50%

4) Once the selection has been updated, click the **Save and Close** button to make the change.

The new Grade Scheme will be reflected in the **Grades** section.

## Publish Grades

In order for grades to appear in the Grades section and therefore be available for transfer to InfoHub Grade Entry, they need to be published.

For quizzes in which the auto-publish option has been disabled and for assignments where the grade and feedback on student submissions were saved as drafts while grading, the grades can be published in bulk.

To do this,

- 1) Navigate to the submission page for the quiz or assignment.
- 2) For larger classes (greater than 20 students), scroll to the bottom of the page and update the **20 per page** dropdown to the appropriate selection, which can display up to 200 students per page.
- 3) Return to the top of the page and select all the student submissions on the page by checking the box in the cell at the top left of the table.

Publish All
Edit Assignment
Email Users Without Submissions
Add Feedback Files
Submission Log

Users
Submissions

View By:

User

Apply

Search For...

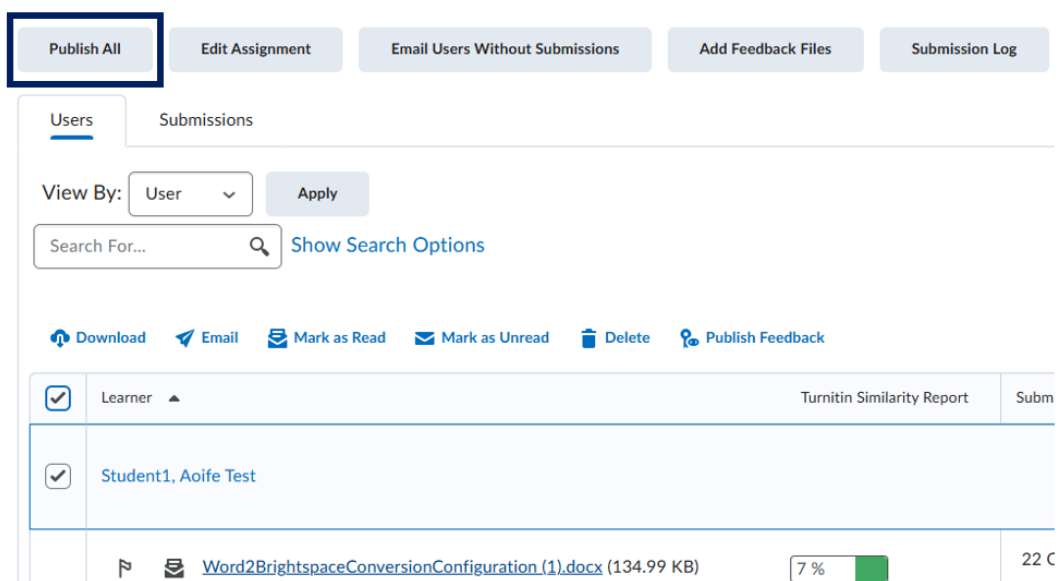
Show Search Options

Download
Email
Mark as Read
Mark as Unread
Delete
Publish Feedback

	Learner	Turnitin Similarity Report	Subm
<input checked="" type="checkbox"/>	Student1, Aoife Test		

Word2BrightspaceConversionConfiguration (1).docx (134.99 KB)
7 %
22 C

- 4) This will add a check beside all student names. Click the **Publish All** button to publish the grades, releasing them to students and populating the **Grades** section for that assessment.



- 5) If the class has more than 200 students, navigate to the next page to display the next group of student submissions, and repeat steps 3) – 4) to publish their grades and feedback (the **Publish All** button only applies to the submissions that are currently on display on the page).
- 6) Do this until you have reached the end of the list of submissions.

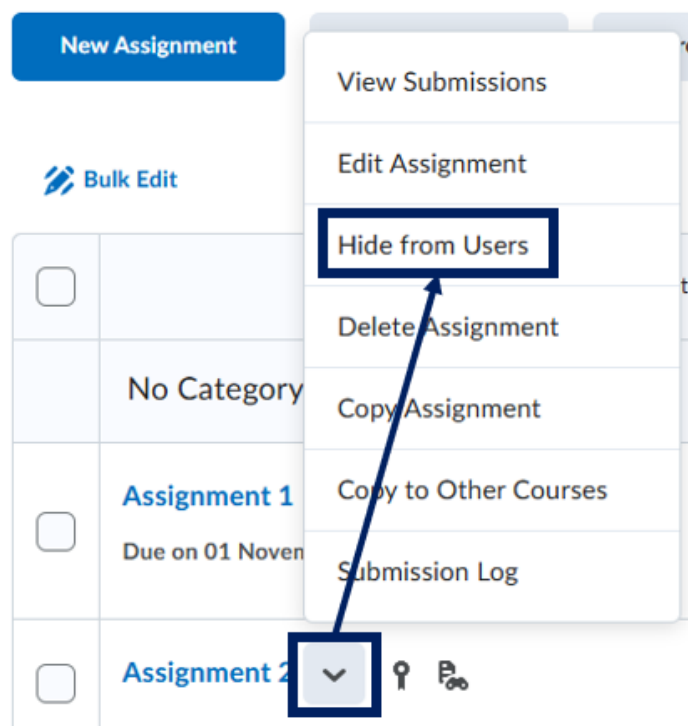
If you are publishing the grades, but do not want the students to see them, it is possible to hide them from students.

Note that you will need to hide them in two locations:

- The Assignment/Quiz itself and
- The associated Grade Item.

For both,

- 1) Navigate to the Assignment/Quiz page, or the Grade Items page (in the **Manage Grades** tab within **Grades**) and select the **downwards arrow** beside the item name.
- 2) From the dropdown, select the option to **Hide from users**.



- 3) This will hide the item, which will then have a **crossed-out eye icon** next to the item name, to indicate that it is hidden.

Assignment 2 ▼ 

- 4) Repeat this process for both the Quiz/Assignment and the Grade Item to ensure students cannot see the grade.

## Combine sub-component grades using a calculated grade item to create a component grade

Assessment grades must match the module descriptor to be available for transfer to InfoHub Grade Entry. When a component of module assessment consists of multiple sub-component assessments, these individual grades can be combined on Brightspace using a **Calculated Grade Item type** to provide an overall grade.

An example of this would be when the module contains multiple labs, each with one or more associated assessments, which all combine together for an overall continuous assessment component for the module.

[This article provides worked examples on how to create a Calculated Grade Item type.](#)



## **Grade transfer from Brightspace to InfoHub Grade Entry**

When your assessments have been set up following the above criteria, they should be available for direct transfer to InfoHub Grade Entry.

[The Grade Entry Guide for Staff provides information on this process.](#)

Assessment have also created a webpage on [Guides, Videos and FAQs around the transfer process.](#)