

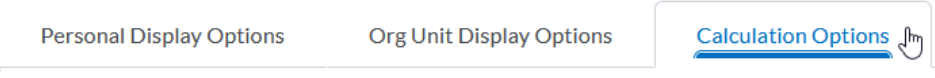
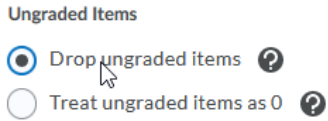
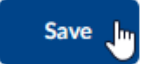


How to treat ungraded items not as zeros

Ungraded items can be treated as zeros or be "ignored" = dropped for grade calculations. If they are treated as zeros, the final grade calculation will be a poor estimate of the grade before most grades are in. To instead ignore ungraded items, you can follow these steps:

Log into a Brightspace course of your choice.		
1.		Click onto "Grades".
2.		Click onto "Settings" in the top right-hand corner.
3.		Switch to the "Calculation Options" tab.
4.		Scroll down and then you can switch the radio button from "Treat ungraded items as 0" to "Drop ungraded items".
5.		Hit "Save" at the bottom.


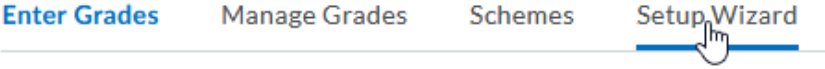

How are these two options different? Assume there are 2 assignments with 5 points and one assignment with 10 points for a total of 20 points in a category that counts towards the final grade. A student got 5/5 and 4/5 points and did not attempt the 10 point assignment yet.

When treating ungraded items as zeros, the student gets a subtotal of 9/20 points, **45%**. Every student has the same maximal subtotal (denominator) for this category. Every student has the same maximal points (denominator) for the final grade.

When dropping ungraded items, the student gets a subtotal of 9/10, **90%**. The subtotal of students can be different; e.g. if one student did an assignment already, but another has not, their subtotals will be different. The final grade also has different maximal points in this case. This is probably a better estimate for midterm grades. **Be careful** - now you must enter zeros for assignments which were not done by students, otherwise, they will be dropped in the students' favor.

There is another way to do this setting (see next page) which allows to change other settings as well.

Here is another way how to do set this setting:

Log into a Brightspace course of your choice.		
1.		Click onto "Grades".
2.		Switch to the tab "Setup Wizard".
3.		By clicking on "Start" ...
4.	<p>Grading System</p> <p>Points</p> <p>Final Grade To Release</p> <p>Release the Adjusted Final Grade</p> <p>Do not automatically release final grade</p> <p>Grade Calculations</p> <p>Drop ungraded items</p> <p>Automatically keep final grades updated</p> <p>Default Grade Scheme</p> <p>Percentage</p> <p>Managing View Display Options</p> <p>Display 1 decimal places for grade item values</p> <p>Student View Display Options</p> <p>Display points grade values</p> <p>Display grade scheme symbols</p> <p>Do not display grade scheme colors</p> <p>Display 2 decimal places for grade item values</p> <p>Display 50 characters for Text type grade item values</p> <p>Do not display the final grade calculation to users</p>	... you can change all the settings.