



THE CLERKSHIP  
COORDINATORS GUIDE TO  
THE BRIGHTSPACE  
GRADEBOOK



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## About Weighted Gradebooks

Points you assign to individual **grade** items can be any value, but their contribution towards the category they belong to and the final **grade** is the percentage value (**weight**) assigned to them. **Grade** items in a category count as a percentage of that category, not of the final **grade**. The advantages to using a weighted grade book are many. For one, with a weighted system, an instructor can easily change how much “weight” you want to assign a particular exam. A 100 question exam, can be weighted as 40% of a final grade or 20% without a lot of complex math or shuffling of points. You still use points in a weighted system to figure out a grade for an assignment or assessment but the value of that assignment or assessment can be “weighted” differently when computing the final grade.

## Creating Gradebook Groups

You can use the Brightspace Groups Tool to Group your sections into one group. This way, you can see your entire rotation in the gradebook.

The Course Admin > Sections Tool shows you the students as they enrolled in MCWconnect into your clerkship. You will have 2-4 sections per rotation. You can export your classlist, including section membership, from the Gradebook Export command.

### To make a Rotation group

- Click on Course Admin > Groups
- Create a Group Category titled Rotation
- In the Number of groups field, enter the number of rotations you have.

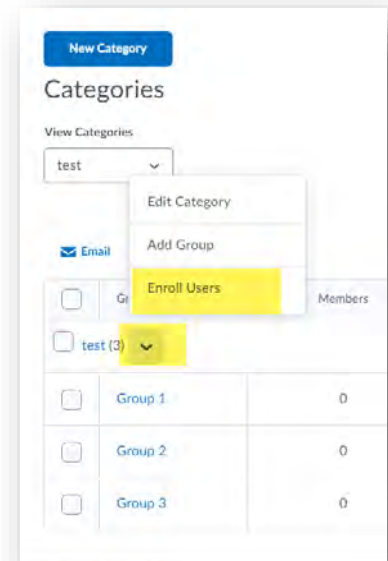
- Click Save.

### To add student to the groups

From the Manage Groups view, Choose the Rotation Category

At the Carat next to the category name, choose Enroll Students

A list of students will return, with the groups listed as columns.  
Use the spreadsheet downloaded from the gradebook to assign the students to rotations.



## The Enter Grades and Manage Grades Tab

### The Enter Grades Tab

This is a spreadsheet style view. You will see students on the far left, and each grade item is a column. If you have several grade items assigned to a category, you will see a header row above the grade items.

This tab features two view, Spreadsheet and standard. Use the spreadsheet view to enter grades. The standard view is to view grades, and not editable. This view also features Import and export options.

### The Manage Grades Tab

This tab is for Grade Item management. If you have to add a grade item, use this tab.

## About Grade Categories and Items

Categories in the grade book allow for summing several grade items together, to calculate a percentage of the grade. Grade items are each individual activity that is assessed.

Because this is a weighted gradebook, with multiple grade items in a category having equal points, you can add grade items without breaking the calculation.

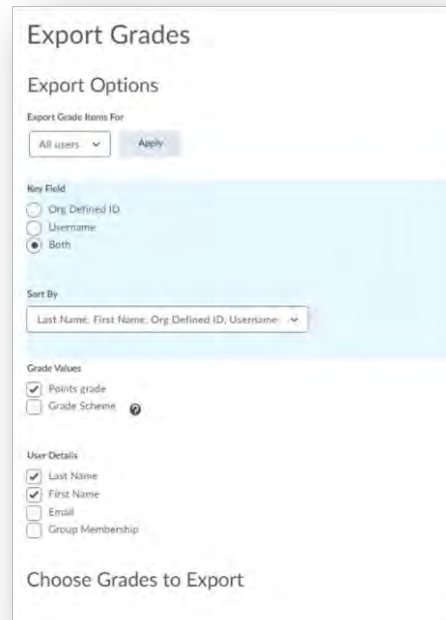
Grade Items and Categories can be added in the Manage Tab. Use the blue New button. A few details to know:

- ✓ Give the grade item a meaningful name
- ✓ Know how many points the activity is worth
- ✓ Know what category the grade item should be assigned to.

If you are adding a new category, add from the same menu. The total of all categories must add up to 100. You will see a bullet point error if there is any other total.

## Exporting from the Gradebook

1. From Course Admin > Grades > Enter grades > Export
2. \*\* Export for the users you are grading.  
Usually, this will be *All users*.
3. *Key Field* should be set to “Both”
4. *Sort by*: Username, Org Defined ID, Last name, First name
5. Choose Grades to Export > Check the appropriate grade item
6. Export to CSV
7. Close the download dialogue box.
8. Verify that the spreadsheet is sorted appropriately



## Importing Grade Items

The easiest way to ensure an Import will work is to first export as outlined above. After you enter grades into the appropriate column, you should remove the first and last name columns. Be sure to keep the Org Defined ID and the Username column:

- Click on Course Admin > Grades
- From the **Enter Grades** Tab, click *Import*
- Click on the Choose File button, then continue.
- The file will process, and you will see a preview. This preview gives you one more look before the grades are added to the gradebook.
- Complete the import process after reviewing the Preview. If you see a mistake, click on cancel. Return to the spreadsheets to review and correct the error.
- In the event an error is detected after the import is complete, the grade item entries can be manually corrected.

## The CBAF Form

For the time being, we will continue to use the CBAF form in OASIS. ***The final clinical grade will no longer be calculated in the Excel spreadsheet created by the Office of Measurement and Evaluation.***

## Getting the CBAF Recommended Clinical Grade to Excel

The directions for this task are in two parts. The first part outlines how to export multiple student grades to Excel, the second part (starting at number 15) outlines how to sort the Excel spreadsheet.

Coordinators can pull a summary of recommended grades from the course into a spreadsheet they can customize to support entry of clinical grades into Brightspace. To do so, login to your course in OASIS.

1. Click on the Course tab at the top of the screen, then **click** on Evaluations (do not use the hover feature, you must click to enter a new screen).
2. Scroll down to Data Analysis Reports and click on Student Performance Evaluations.
3. Leave default setting (**No instructions, Individual Form Questions, Auto configure Q4**). You will then choose the latest Clinical Assessment Form version and Load.
4. Remove all questions except for the “**Recommended Clinical Grade**” Question.
5. Select the rotation(s) needed.
6. Select which evaluation to include – most will be all, but some (e.g., Internal Medicine has a Pre-Clerkship Evaluation) will need to pick and choose.
7. Leave as default.
8. Primary grouping should be “Person.”
9. Once report is run, go into “**Modify View**” in the upper right and select “**Show Person**” for the first filter. This will give a breakdown of grades by student.
10. Click on the “**Download**” button on the right side of the screen.
11. For “**File Type**,” select Comma Separated.
12. For “**Data Format**,” select Horizontal.
13. Leave Report as “Selected Questions” and click to have the spreadsheet emailed to you.
14. Open the spreadsheet and “Save As” to save the file to your computer. **Be sure to change file type to “Excel Workbook” when saving! DO NOT leave the spreadsheet as a Comma Separated (CSV) file.**
15. **Remove** the following columns from the Excel worksheet so you only have the data you need for entry into Brightspace.
  - a. Course ID
  - b. Department
  - c. Course
  - d. Location
  - e. Start Date
  - f. End Date
  - g. Student Username
  - h. Student External ID
  - i. Student Email
  - j. Student AAMC ID
  - k. Student USMLE ID
  - l. Student Gender
  - m. Evaluator Username
  - n. Evaluator External ID

- o. Evaluator Email
  - p. Evaluator Gender
  - q. Who Completed
  - r. Evaluation
  - s. Form Record
  - t. Submit Date
  - u. 1 Question Number
  - v. 1 Question ID
  - w. 1 Answer Text
  - x. 1 Multiple Choice Order
  - y. Choice Label
16. This will leave you with the following columns:
- a. Student
  - b. Evaluator
  - c. 1 Question
  - d. 1 Multiple Choice Value
  - e. 1 Multiple Choice Label
17. Highlight the entire worksheet, then click on the **Sort & Filter** icon on the tool bar.
18. Select *Custom Sort*.
19. Sort by *“Column A” (Student)*, with an Order of *“A to Z.”*
20. Your spreadsheet will now be sorted so each student’s evaluations are listed together for entry into Brightspace.

Once the clinical evaluation scores are in Excel, you can transcribe them to the proper grade item in the Brightspace Gradebook.

#### [Getting the Recommended Clinical Grade from Excel into the Brightspace Gradebook](#)

To enter the CBAF scores into Brightspace, navigate to the Gradebook by entering your course, clicking on Assessments, and selecting Grades.

1. The Gradebook will open in Standard View. Click on the icon to “Switch to Spreadsheet View.”
2. You will see the empty fields for Evaluation scores (Eval 1, Eval 2, etc.).
3. Enter the numerical scores from the “1 Multiple Choice Label” column in your CBAF spreadsheet into the field for each evaluation. You may need to scroll the screen horizontally depending on the number of evaluation scores you need to enter.
  - a. **Note:** *Clinical Evaluation scores are entered on a 100-point scale. Numerical scores based on recommended clinical grade labels of Honors, High Pass, Pass, Low Pass, and Fail are determined by each individual clerkship.*

- b. **Note:** *There are multiple evaluation fields that allow you to enter multiple scores for the clerkship rotation. If you do not have that many evaluations for a student, simply leave the remaining fields blank. The Gradebook will not take empty fields into account when calculating the overall score.*
4. When you are done entering scores, click on the Save icon at the bottom of the screen.
  5. A pop-up screen will appear asking if you are sure you want to continue. Click on “Yes” to save the scores.
  6. Click on the icon to “Switch to Standard View.” You will see the adjusted scores in the evaluation fields based on the data you entered.
  7. Scroll to the right to see the “Subtotal” score for the Clinical Evaluations category. This provides you with the total score for that grade category. You will translate this to an overall clinical grade based on your clerkship’s grade cut points.