



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.

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*:

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.

- 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

b. : There are multiple evaluation fields that allow you to enter multiple scores for the clerkship rotation you do at ha