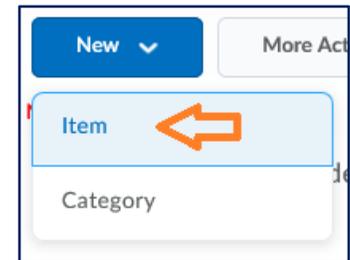Brightspace provides different ways of setting up a grade book. This guide covers the specific setting that is most commonly used at Bow Valley College (BVC), that is setting up a simple, standalone (not in a category) grade item in a weighted grading system.

1. Navigate to *Assessments > Grades* page *> Manage Grades* tab.

2. Click the *New* button and choose *Item*.

3. In the *New Item* page, choose a grade item type.

   Most grade items at BVC are of *Numeric* type; therefore, this instruction is created for creating a *Numeric* grade.

4. Enter the *Name* of the grade item.

   Short name would be helpful in saving space in the display if the name is too long.

5. Under *Grading* options, enter the *Maximum Points* and *Weight* values.

   Maximum Points is the maximum number of points that can be achieved in the activity that is associated with this grade item. This value should be the same as the overall grade of an assignment rubric, or the overall grade of a quiz.

   Weight should reflect the value of this grade item in the overall grade of the course. Usually there is some guideline about the weight of each grade item in a course's outline.
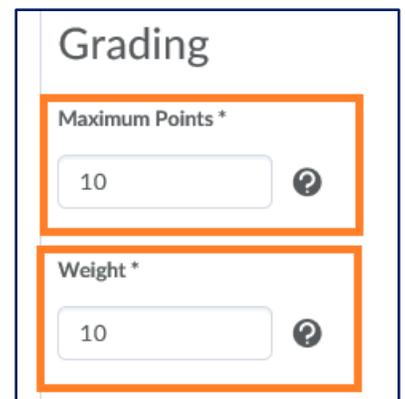
6. Save this item using one of the *Save* buttons provided at the bottom of the page.

   There are other options and other tabs in the *New Item* page that you can use to customize a grade item to meet specific needs. However, for a simple, standalone grade item you need to complete the mandatory fields with the star next to the field name as described here.