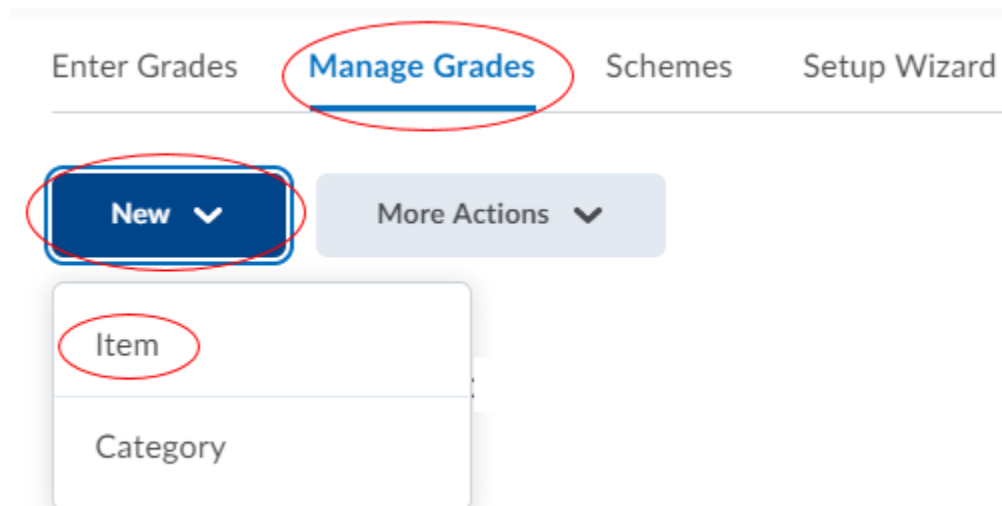




Grade Items

Grade Items are the individual activities (Tests, Assignments, Discussions) that will be put in the category for the gradebook.

1. Navigate to the Grade Tool. Click on Progress in the navbar and select Gradebook.
2. Click Manage Grades. Click New and select Item.



3. Select Numeric from the menu that populates. That is the only option that will allow you to give them a points grade.

New Item

Choose a Grade Item Type

Numeric

Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

Selectbox

Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Pass/Fail

Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"

Formula

Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF[MIN[[P1.Percent], [P2.Percent]] < 50, 0, 1

Calculated

Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

Text

Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

4. This will open up the settings menu to the Properties tab.

- Give it a name, the recommended name is the same name you will be giving or have given to the activity. For example: Assignment 1.
- Use the drop-down box to assign the item to an existing category. For example, if you followed the process to create a category, it will populate when you click on the drop-down box.
- Assign the points and weight. The weight will populate with the category you assign since you set that in the category settings. The points will populate if you set the category to automatically distribute points. If you do this manually, you can input the points here.

Properties Restrictions Objectives

General

Type
Numeric

Name *

Short Name

 ?

Category

None [\[New Category\]](#)

▶ [Show Description](#)

Grading

Maximum Points *

 ? ←

Weight *

 ? ←

- If the activity has an opportunity for students to earn extra points, you will choose "Can Exceed" from the menu, not "Bonus." "Can exceed" will allow the points to calculate into the final grade. The "bonus" will not. If you don't want it to calculate in the final grade, choose Bonus.

- You can add a rubric if desired.

The screenshot shows a settings panel for a grade item. At the top, the 'Can Exceed' and 'Bonus' options are each represented by an unchecked checkbox and a help icon, both of which are circled in red. Below these is the 'Grade Scheme' section, featuring a dropdown menu currently set to '-- Default Scheme -- (Percentage)' and a help icon. The 'Rubrics' section contains a blue 'Add Rubric' button, which is pointed to by a red arrow from the right. Below the button, it says 'No rubrics selected.' and provides a blue link: '[Create Rubric in New Window]'. The 'Display Options' section has a blue link: '▶ Show Display Options'. At the bottom, there are four buttons: 'Save and Close' (highlighted with a red oval), 'Save and New', 'Save', and 'Cancel'.

4. Save and Close.

The video [here](#) shows this process in action:

Note: Grade item settings also have a restrictions tab. This is a setting recommended to avoid. If you set date restrictions, it doesn't apply to the activities, it applies to the item. This means that if you set a start and end date, the item can only be seen in the gradebook for that date range.

