



Grade Items

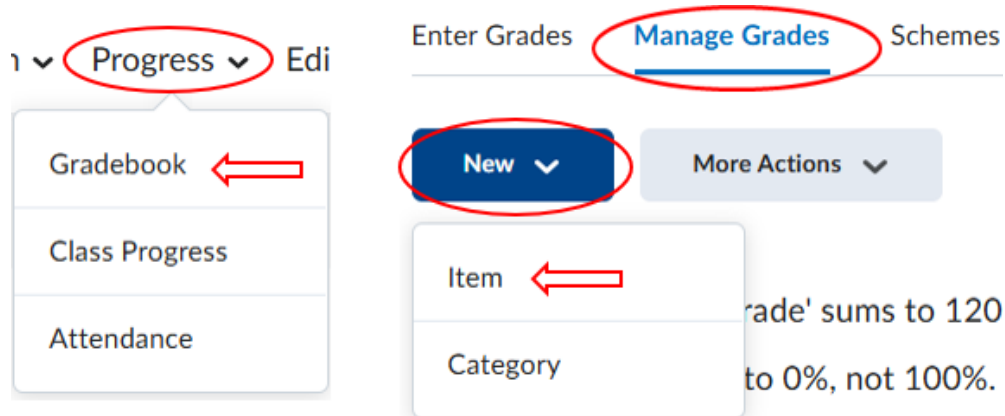
Why Do I Need This Workflow?

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

Workflow Steps:

Step one:

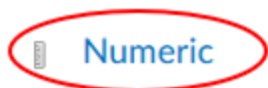
To navigate to the Grade tool, click **Progress** in the navbar, then select **Gradebook**. Next, click on the **Manage Grades** tab, select **New**, then **Item**.



Step two:

Select **Numeric** from the menu. This is the only option that allows you to assign a point-based grade.

Choose a Grade Item Type



Grade users by assigning a value out of a specified total number of points.

E.g. 8/10

Step three:

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

- Enter a **Name**. It is recommended to use the same name as the activity (e.g., *Assignment 1*).
- Use the drop-down to assign the item to an existing category. Any categories you've created will appear in the list.
- Enter the points and weight. The weight will populate based on the selected category. Points may auto-fill if the category is set to distribute them automatically; otherwise, enter them manually.
- If students can earn extra points, select **Can Exceed** so the points count toward the final grade. Select **Bonus** if you do not want the points included in the final grade.
- Add a rubric if desired.
- Save and Close

Properties

Name *

Short Name

Category

None [New C]

▶ Show Description

Grading

Maximum Points *

10

Weight *

10

Can Exceed

Bonus

Grade Scheme

-- Default Scheme -- (Percentage) ▾

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Display Options

▶ Show Display Options

Save and Close Save and New

Note:

Grade item settings include a **Restrictions** tab. It is recommended to avoid using this feature. Any date restrictions apply to the grade item—not the activity—meaning the item will only be visible in the Gradebook during that date range.