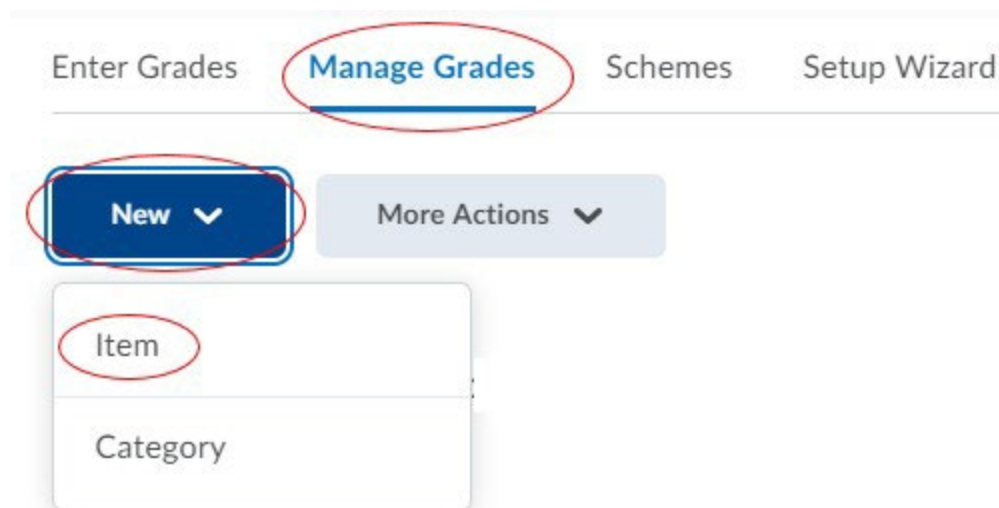# Grade Items

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 / 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 *

[10] ?　←

Weight *

[10] ?　←

- 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.

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.