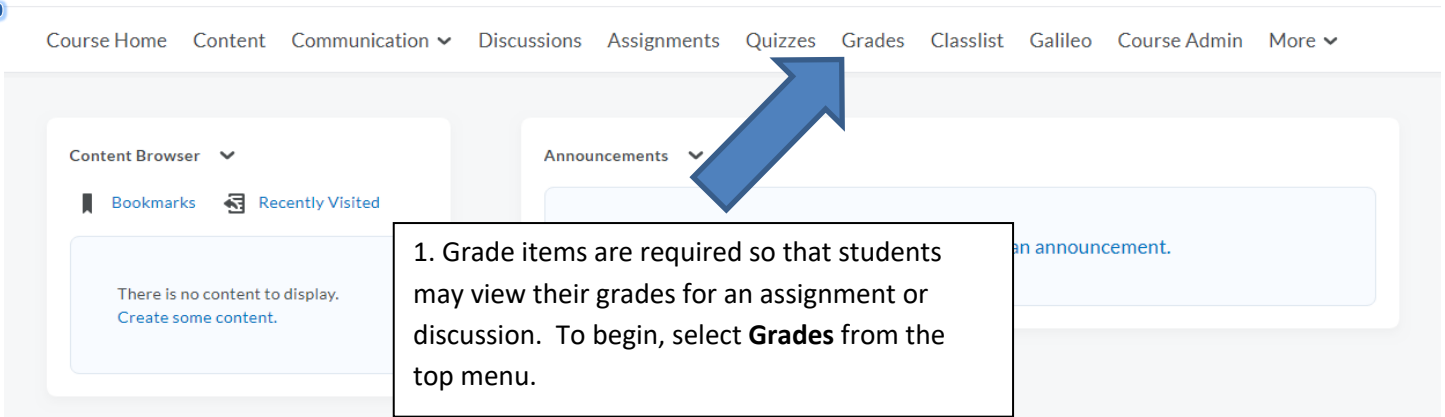# Creating a Grade Item

1.

Course Home   Content   Communication ⌄   Discussions   Assignments   Quizzes   Grades   Classlist   Galileo   Course Admin   More ⌄

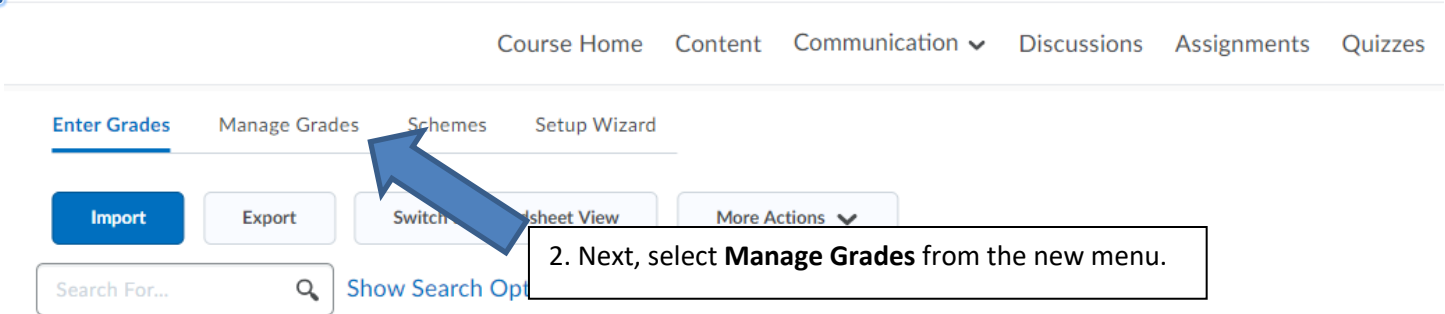Content Browser ⌄

🔖 Bookmarks   📇 Recently Visited

There is no content to display.
Create some content.

Announcements ⌄

an announcement.

1. Grade items are required so that students may view their grades for an assignment or discussion. To begin, select **Grades** from the top menu.

2.

Course Home   Content   Communication ⌄   Discussions   Assignments   Quizzes
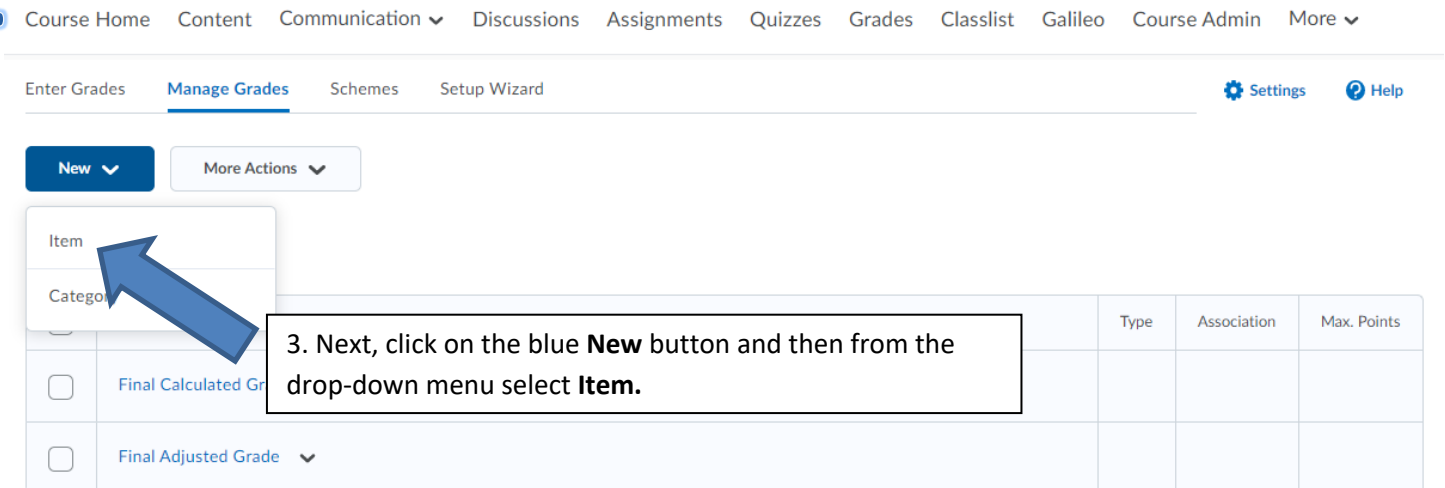
Enter Grades   Manage Grades   Schemes   Setup Wizard

Import   Export   Switch   sheet View   More Actions ⌄

Search For... 🔍   Show Search Opt

2. Next, select **Manage Grades** from the new menu.

3.

Course Home   Content   Communication ⌄   Discussions   Assignments   Quizzes   Grades   Classlist   Galileo   Course Admin   More ⌄

Enter Grades   **Manage Grades**   Schemes   Setup Wizard   ⚙ Settings   ❓ Help

New ⌄   More Actions ⌄

| Item |
| Catego |

			Type	Association	Max. Points
☐					
☐	Final Calculated Gr				
☐	Final Adjusted Grade ⌄				

3. Next, click on the blue **New** button and then from the drop-down menu select **Item.**

4.

Manage Grades 〉 New Item

New Item

Choose a Grade Item Type

▯ **Numeric**   ⬅ 4. Select **Numeric** from the New Item Type page.

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+"

5.

New Item

| Properties | Restrictions | Objectives |

General

Type
Numeric

Name *

[   ]   ⬅

Short Name

[   ] ❷

Category

[None ⌄] [New Category]

▷ Show Description

Grading

Maximum Points *

[10] ❷   ⬅

Can Exceed

☐ ❷

Bonus

☐ ❷

Exclude from Final Grade Calculation

☐ ❷

Grade Scheme

[-- Default Scheme -- (...tage) ⌄] ❷

[Save and Close] [Save and New] [Save] [Cancel]

5. Finally, enter in a **Name** for the Grade item (It is suggested that the Grade Item and the assignment/discussion title share the same name. For example: if your assignment is titled "Assignment #10" then your Grade Item should be titled as "Assignment #10") and enter in the point value for the assignment/discussion (example: 10, 20, 100, etc.) under **Maximum Points**. Complete this process by pressing the blue **Save and Close** button.