Creating Grade Items

Grade items can exist independently in the grade book or can be associated with Discussions, Quizzes, Assignments, and more. We recommend creating the associated activity first to automatically create grade items.

- Create a Grade Item from New Activities
- Create a Grade Item from Gradebook
- Edit a Grade Item
- Delete a Grade Item
- Restore a Grade Item

Create a Grade Item from New Activities

Assignments/Discussions

1. Select **Assignments/Discussions** in the navigation bar.
2. Select **New Assignment/Topic**.
3. Click on **Ungraded** under Grade Out Of
4. Type the number of points in the textbox
5. Click **In Grade Book** [1].
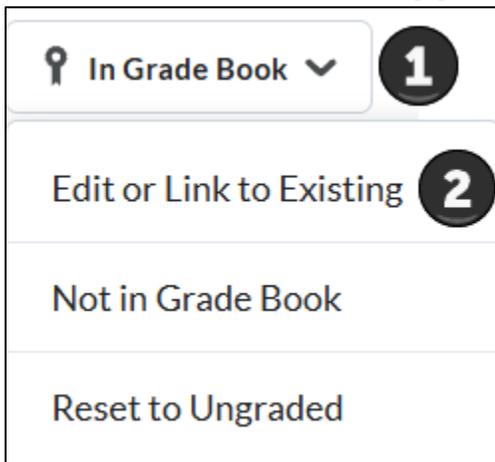6. Select **Edit or Link to Existing** [2].

Figure: Select In Grade Book, then choose Edit or Link to Existing

7. *Click the radio button to choose, then click **OK**.*
8. *(Optional) Choose Grade Category and Change Grade Type & Scheme*
9. Click **Save and Close**.

Quizzes

1. Select **Quizzes** in the navigation bar.
2. Select **New Quiz**.
3. Click on the drop-down box Not in Grade Book and select **Add to Grade Book**.

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4. Type the number of points in the textbox
5. Select Save and Close.

Create a Grade Item from Gradebook

1. Select Grades in the navigation bar.
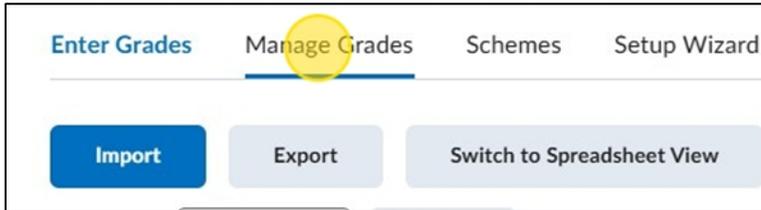2. Select **Manage Grades.**

Figure: Choose Manage Grades to see a list of your grade items.

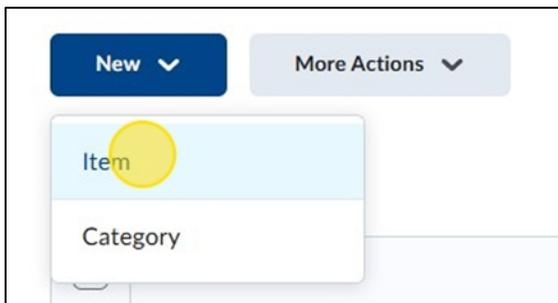3. Click **New,** then select **Item**.

Figure: To add a new item, click new, then select item.

4. Select **Numeric**.
5. Enter a name.
6. (Optional) Select or create a **category**. Some fields on this page might be automatically filled based on the grade category settings if an existing category is selected.
7. Enter the maximum number of available points in the **Maximum Points** field.
8. Enter a value for the weight in the **Weight** field. (This field is only available for weighted grade items.)
9. Select **Save and Close**.

Edit a Grade Item

Once created, grade items can be edited. However, if grades have already been entered for the item, altering the point value will affect the existing grades.

1. Select **Grades** in the navigation bar.
2. The "Enter Grades" screen will open. Select **Manage Grades**.
3. Select the dropdown arrow next to the grade item to edit.
4. Select **Edit**.
5. Make the necessary changes.
   Reminder: Any changes to point values will affect any grades already given to the item.

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6. When finished, select **Save and Close**.

If you would like to allow the grade to exceed to maximum number of points, please see Creating Extra Credit Grade Items.

Delete a Grade Item

Grade items associated with another course object, such as a quiz, discussion topic, or assignment cannot be deleted until the association is removed by editing the item.

1. Select **Grades** in the course navigation bar.
2. The "Enter Grades" tab will open. Select the **Manage Grades** tab.
3. **You cannot delete grade items with associations.** Any grade item with a "-" in the column does not have an association and can be deleted.

Figure: Items with - in the association column can be deleted. Grade items with something in the association column will need to be disassociated before it can be deleted.

4. Click the checkbox(es) next to the grade item(s) you want to delete.
5. Select **More Options** to release a dropdown menu.
6. From the dropdown menu, select **Delete**.
7. Select the checkbox next to the item(s) to be deleted.
8. Select **Delete**.
9. A confirmation window will open. Select **Delete** to finalize.

Restore a Deleted Grade Item

1. Select **Grades** in the navigation bar.
2. Select **Manage Grades**.
3. Select **More Actions**.
4. Select **View Event Log**.
5. A page will open with a log of created and deleted grade items. Next to a deleted item, select **Restore**.

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