

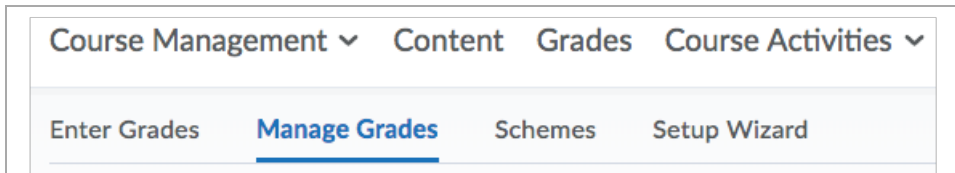
Create a Grade Item

Last Modified on 04/02/2026 1:25 pm CDT

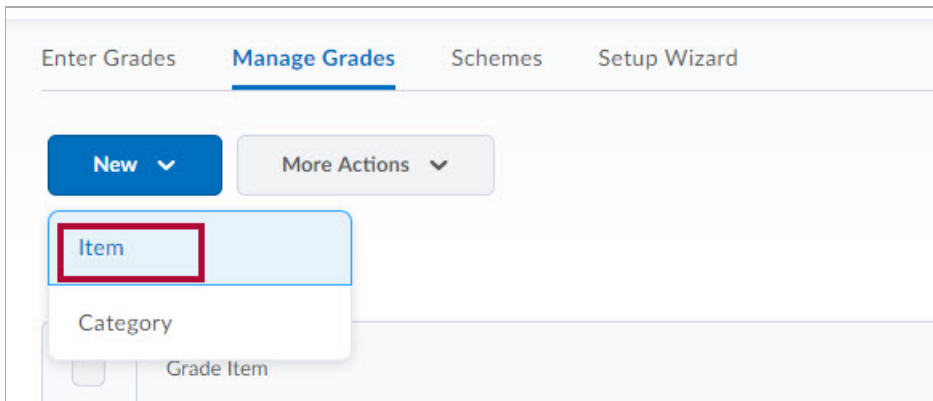
The **Numeric** grade item allows you to grade students by assigning a value out of a specified total of points (e.g., 8/10).

Creating a Numeric Grade Item

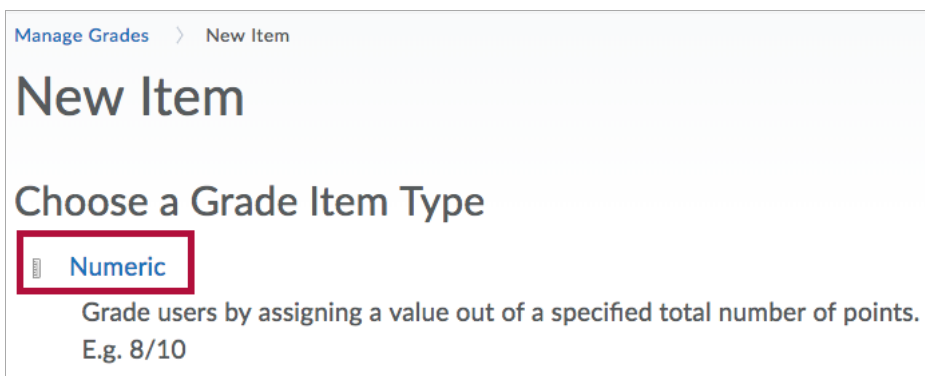
1. Click **[Grades]** in the **Navbar**, then click the **[Manage Grades]** tab.



2. On the **Manage Grades** page, click the **[New]** button, then select **[Item]**.



3. Click **[Numeric]**.



- A. Enter a **[Name]** for the grade item.
- B. You can enter a **[Short Name]** to display in the instructor gradebook (this is never seen by students).
- C. If you want the grade item associated with a category, select a category from the **[Category]** dropdown list or click **[New Category]** to create a category.

- D. Click **[Show Description]** to enter a description of the grade item. If you want the description available to users, select **[Allow users to view grade item description]**.

New Item

Properties Restrictions Objectives

General

Type
Numeric

Name * A

Short Name B ?

Category
None ▾ [New Category] C

▼ Hide Description

Description D

Par... ▾ B ▾ ≡ ▾ ≡ ▾ + ▾ ... ↻

A ▾ T ≡ ▾ ↻ ↻

Allow users to view grade item description

- E. Enter the **[Maximum Points]** possible for the grade item. If your gradebook uses the weighted system, enter the **[Weight]** you want the grade item to contribute toward the category or final grade.
- F. Check **[Can Exceed]** if you want students' grades to be able to exceed the **Maximum Points** for the item.
- G. Check **[Bonus]** if you want this item to be an extra credit item.

- H. Select **[Exclude from Final Grade Calculation]** to remove a grade item from the final calculated grade total.
- I. Select a **[Grade Scheme]** to associate with the item.
- J. You can click **[Add Rubric]** to attach a rubric, or click **[Create Rubric in New Window]** to create a new rubric.
- K. Click **[Show Display Options]** if you want to change how the item displays to yourself or to your students.

The image shows a 'Grading' settings panel with the following elements and callout letters:

- E**: Maximum Points * input field containing '10'.
- F**: Can Exceed checkbox, which is unchecked.
- G**: Bonus checkbox, which is unchecked.
- H**: Exclude from Final Grade Calculation checkbox, which is unchecked.
- I**: Grade Scheme dropdown menu showing '-- Default Scheme -- (Percentag'.
- J**: Add Rubric button.
- K**: Show Display Options button.

Below the 'Add Rubric' button, the text 'No rubrics selected.' and a blue link '[Create Rubric in New Window]' are visible. The 'Display Options' section is partially visible at the bottom.

4. When finished, click **[Save and Close]**, **[Save and New]**, or **[Save]**.

Display Options

▶ Show Display Options

Save and Close

Save and New

Save

Cancel

Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).