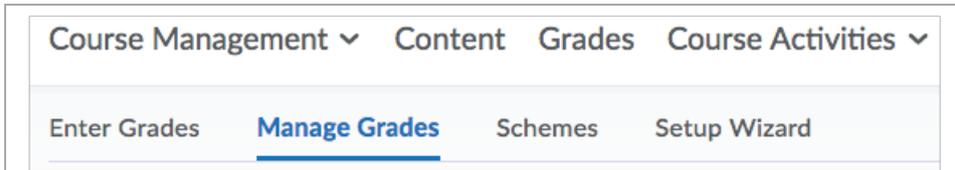


Create a Grade Item

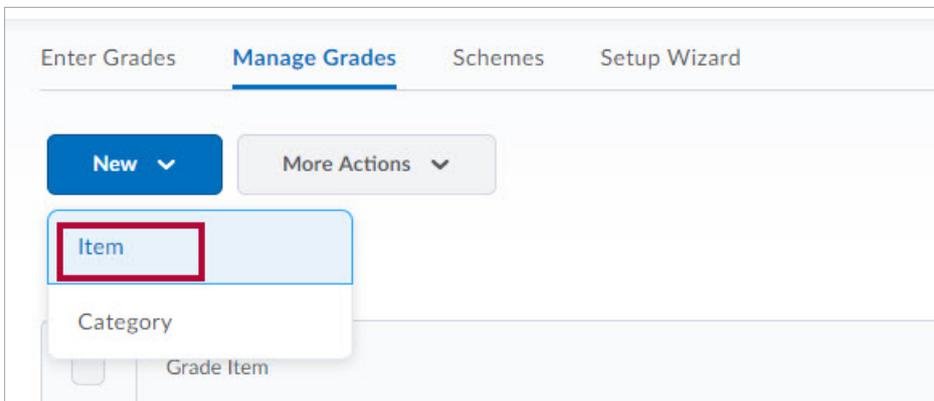
Last Modified on 01/30/2024 12:49 pm CST

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

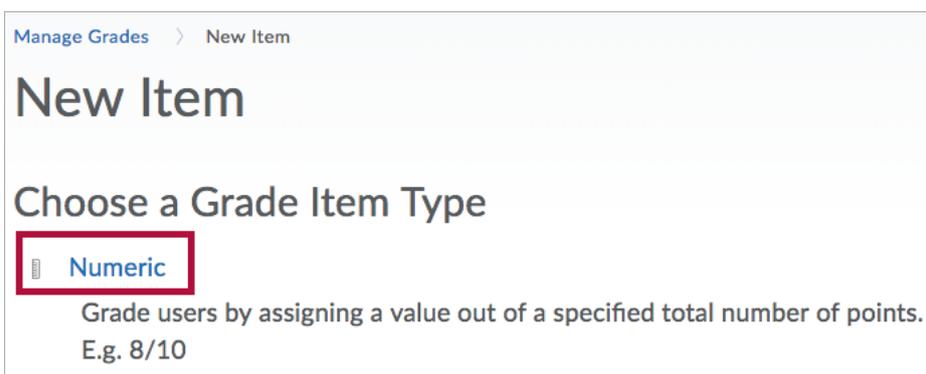
1. Click **[Grades]** in the navbar, then click the **[Manage Grades]** tab.



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 the 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 *

Short Name

Category

None ▾

[\[New Category\]](#)

▼ Hide Description

Description

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Allow users to view grade item description

- E. Enter the **[Maximum Points]** possible for the grade item. If your gradebook is using the weighted system (not shown here), enter the **[Weight]** you want the grade item to contribute towards the category (or final grade if the item does not belong to a category).
- 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 the **[Create Rubric in New**

Window] link 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 screenshot shows a 'Grading' settings panel with the following elements:

- E**: Maximum Points* input field with the value '10' and a help icon.
- F**: Can Exceed checkbox, which is currently unchecked, with a help icon.
- G**: Bonus checkbox, which is currently unchecked, with a help icon.
- H**: Exclude from Final Grade Calculation checkbox, which is currently unchecked, with a help icon.
- I**: Grade Scheme dropdown menu showing '-- Default Scheme -- (Percentag' and a help icon.
- J**: Rubrics section containing an 'Add Rubric' button and the text 'No rubrics selected.' Below this is a blue link: '[Create Rubric in New Window]'.
- K**: Display Options section containing a blue link: 'Show Display Options'.

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

The screenshot shows the 'Display Options' panel with a blue link: 'Show Display Options'. At the bottom, there is a bar with four buttons: 'Save and Close' (highlighted in blue), 'Save and New', 'Save', and 'Cancel'.

