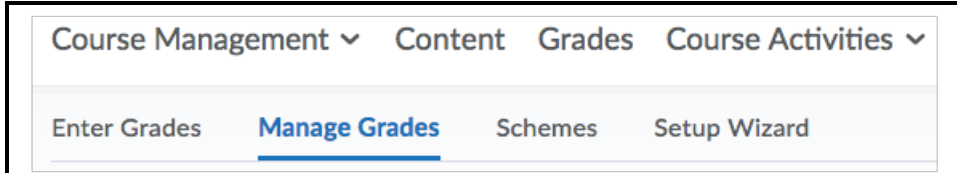


Create a Grade Item

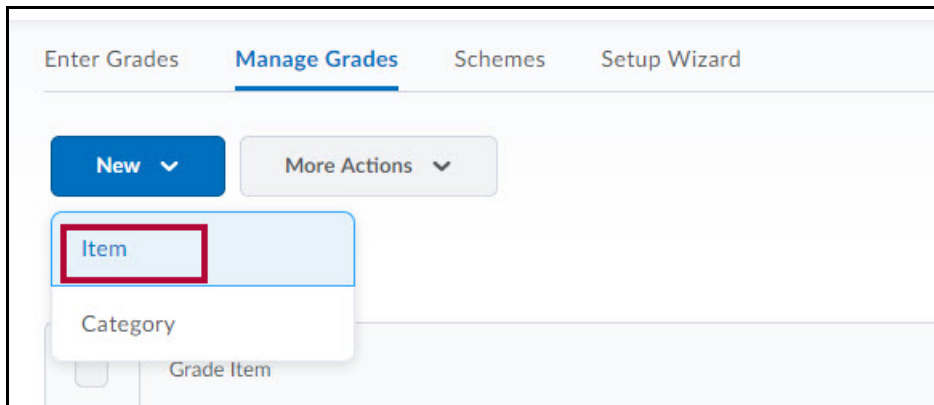
Last Modified on 10/19/2021 2:30 pm CDT

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

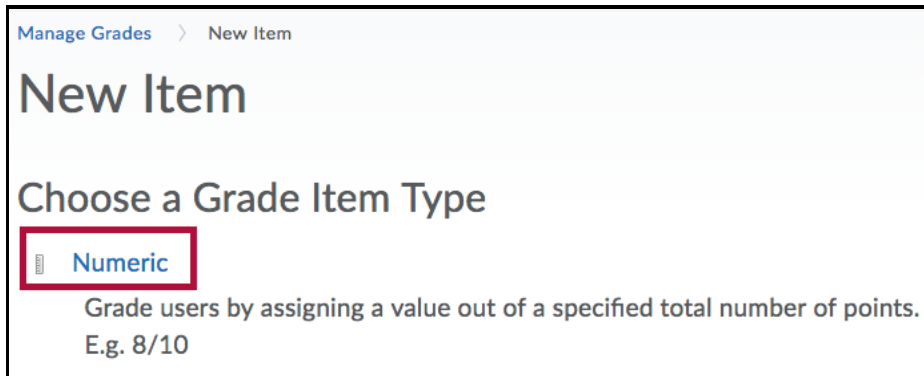
1. Click **Grades** in the navbar, then click the **Manage Grades** tab.



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



3. Click **Numeric**.



For steps 4 through 7, refer to the image below:

The image shows a 'New Item' form with three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'Properties' tab is active, showing a 'General' section. The form includes the following fields and elements:

- Type:** Numeric
- Name ***: A text input field with a red circle '4' next to it.
- Short Name:** A text input field with a red circle '5' next to it and a help icon.
- Category:** A dropdown menu with 'None' selected and a red circle '6' next to it. A '[New Category]' link is visible to the right.
- Hide Description:** A blue link with a downward arrow.
- Description:** A rich text editor with a toolbar containing icons for video, image, link, paragraph, and more options. A red circle '7' is next to the editor.
- Allow users to view grade item description:** A checkbox at the bottom of the form.

4. Enter a **Name** for the grade item.
5. You can enter a **Short Name** to display in the instructor gradebook (this is never seen by the students).
6. 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.
7. 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**.

For steps 8 through 15, refer to the following image:

The screenshot shows a 'Grading' configuration window with the following elements and callouts:

- 8:** Maximum Points * input field containing '10'.
- 9:** Can Exceed checkbox (unchecked).
- 10:** Bonus checkbox (unchecked).
- 11:** Exclude from Final Grade Calculation checkbox (unchecked).
- 12:** Grade Scheme dropdown menu showing '-- Default Scheme -- (Percentage)'.
- 13:** Rubrics section containing an 'Add Rubric' button and the text 'No rubrics selected.' with a link '[Create Rubric in New Window]'.
- 14:** Display Options section containing a 'Show Display Options' button.
- 15:** Action buttons at the bottom: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

8. 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).
9. Check **Can Exceed** if you want students' grades to be able to exceed the Maximum Points for the item.
10. Check **Bonus** if you want this item to be an extra credit item.
11. Select **Exclude from Final Grade Calculation** to remove a grade item from the final calculated grade total.
12. Select a **Grade Scheme** to associate with the item.
13. You can click **Add Rubric** to attach a rubric, or click the **Create Rubric in New Window** link to create a new rubric.
14. Click **Show Display Options** if you want to change how the item displays to yourself or to your students.
15. Click **Save and Close**, **Save and New**, or **Save**.