

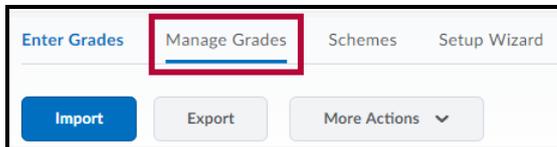
# Create a Selectbox Grade Column

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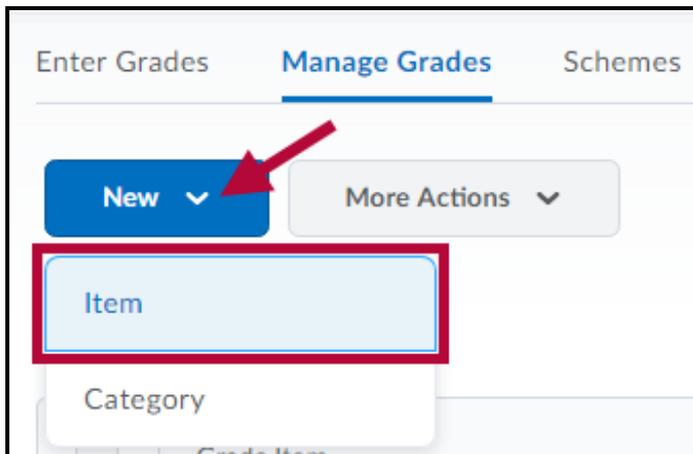
A Selectbox grade item allows you to grade students by assigning a grade scheme level that is equivalent to a percentage grade (e.g. 90%-100% = “Excellent”).

**NOTE:** The Selectbox grade item cannot be associated with content tools. Rather, the grades must be manually entered in the gradebook itself.

1. Click on **Grades** in the navbar.
2. Click the **Manage Grades** tab.



3. On the Manage Grades page, click the **New** button and choose **Item**.



4. Click **Selectbox**.

**NOTE:** Selectbox grade items cannot be created until you create at least one grade scheme for the course and include an Assigned Value for each letter grade.

5. Enter a **Name** for the grade item.
6. You can enter a **Short Name** to display in the gradebook.
7. If you want the grade item to be associated with a category, select a category from the **Category** drop-down list or click **New Category**.
8. Click **Show Description** to enter a description of the grade item. Select **Allow users to view the grade item description** if desired.
9. Enter the desired value in the **Maximum Points** field. If your gradebook uses the weighted system, enter the value you want the item to contribute towards its assigned category or the final grade in the Weight field.
10. Select the **Bonus** checkbox if you want the item counted as a bonus item.
11. Select a **Grade Scheme** to associate with the item.
12. You can click **Add Rubric** to attach a Rubric, or click the **Create Rubric in New Window** link to create a new rubric.
13. Click **Show Display Options** if you want to change how the item displays to yourself or to your students.
14. Click **Save**, **Save and Close** or **Save and New**.

The screenshot shows a form for configuring a grade item. It includes the following sections and fields:

- Name \***: A text input field with a lock icon.
- Short Name**: A text input field with a help icon.
- Category**: A dropdown menu currently set to "None" with a "[New Category]" link.
- Show Description**: A blue link with a right-pointing triangle.
- Grading**: A section header.
- Maximum Points \***: A text input field containing "10" with a help icon.
- Weight \***: A text input field containing "10" with a help icon.
- Bonus**: A checkbox that is currently unchecked with a help icon.
- Grade Scheme**: A dropdown menu currently set to "Letters" with a help icon.
- Rubrics**: A section containing an "Add Rubric" button, the text "No rubrics selected.", and a "[Create Rubric in New Window]" link.
- Display Options**: A section header with a "Show Display Options" link.
- Buttons**: Four buttons at the bottom: "Save and Close" (highlighted in blue), "Save and New", "Save", and "Cancel".