Grades: Creating A New Numeric Grade Item

1) From your course Navigation Bar, select the “Communication” button, then select Grades.

2) Make sure “Manage Grades” tab is selected at the top of the screen, then press the blue “New” button.

3) Select the first option, titled “Item”.

4) Under the “Choose a Grade Item Type” area, select the first link titled “Numeric”.

5) Put in a “Name” for the Grade Item.
6) Optional: If you wish, you can also put in a “Short Name” for the grade item (or an abbreviation) to display in the grade book to save space.
7) **Optional**: Select one of the following “**Category**” options:
   
   a) Select and existing “**Category**” from the dropdown menu.
   
   b) Press the “**New Category**” link.
      
      i) Put in “**Name**” of New Category
      
      ii) **Optional**: Put in “**Short Name**” of New Category.
      
      iii) **Optional**: You can check off the “**Can Exceed**” box if you want users’ grades for the category to be able to exceed the maximum value for the category.
      
      iv) **Optional**: You can check off the “**Exclude from Final Grade Calculation**” if you don’t want items in this category to be included in the final grade calculation.
      
      v) **Optional**: Select the “**Distribute points across all items**” box if you want all items within the category to be worth the same amount and place the value for all items within the “**Points Per Item**” box. You can also place a numeric value inside of either the “**number of highest non-bonus items to drop for each user**” or “**number of lowest non-bonus items to drop for each user**”.
      
      vi) Press the “**Save**” button.
8) Optional: Press the “Show Description” link to expand the Description box. Place a description of the grade item within the description box. If you’d like your students to see this description, check off the “Allow users to view grade item description” box.

**Grading**

9) Inside the “Max. Points” box enter the maximum points you want the grade item to be evaluated out of. *NOTE: If you are using a weighted grade system you’ll also have to enter the “Weight” for this grade item.*

10) Optional: Check off the “Can Exceed” box if you want to allow users’ grades to exceed the maximum points specified for this item.

11) Optional: Check off the “Bonus” box if bonus marks are associated with this grade item. *NOTE: Bonus items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade. Bonus items cannot make users’ grades exceed the maximum points specified, unless the Can Exceed option is selected.*

12) Optional: Check off the “Exclude from Final Grade Calculation” box if you want this grade item to be excluded from the final grade calculation.

13) Optional: Use the drop down menu to select a “Grade Scheme”, otherwise, the default scheme will be used.
14) Optional: Select one of the following options:
   a) Press the “Add Rubric” button to attach a previously created rubric to this Grade Item.
   b) Press the “Create Rubric in New Window” link to create and attach a new rubric to this Grade Item.

**Display Options**

15) Optional: Select the “Show Display Options” link:
   a) Optional: Under the “Student View” heading, select any of the following options:
      i) Display Class Average to Users.
      ii) Display Grade Distribution to Users.
      iii) Override Display Options for This Item.

   b) Under the “Managing View” heading, you can select “Override display options for this item” and choose the
item/s (Either **Points Grade**, **Grade Scheme Symbol** and or **Grade Scheme Color**) that you want the students to view.

16) Press either the “**Save and Close**”, “**Save and New**”, or “**Save**” button.