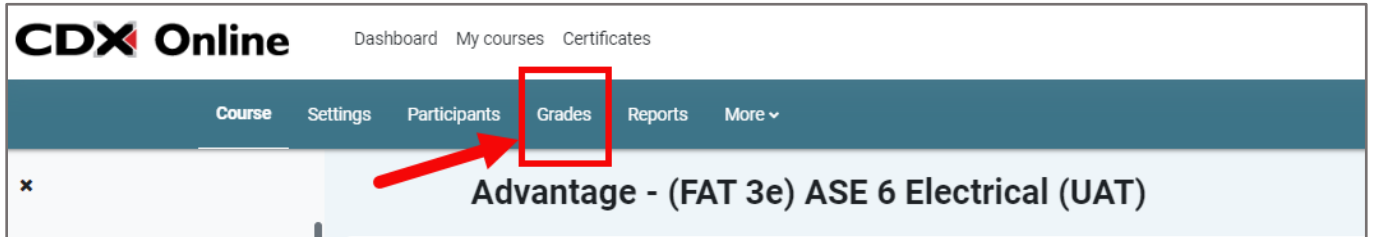


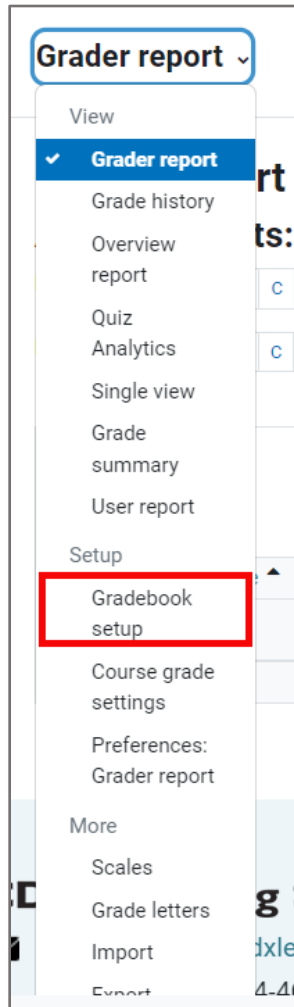
How to Create a Manually Graded Activity

This document contains instructions on how to create a manually graded activity and categorize them within the gradebook.

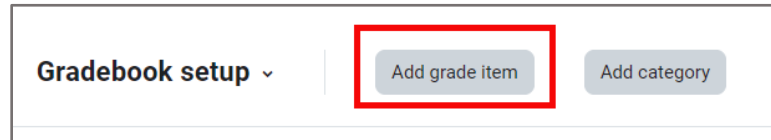
1. On the course page, click **Grades** to open the Grader Report for the course.



2. Click the **Grader Report dropdown** in the top left and select **Gradebook setup** from the list.

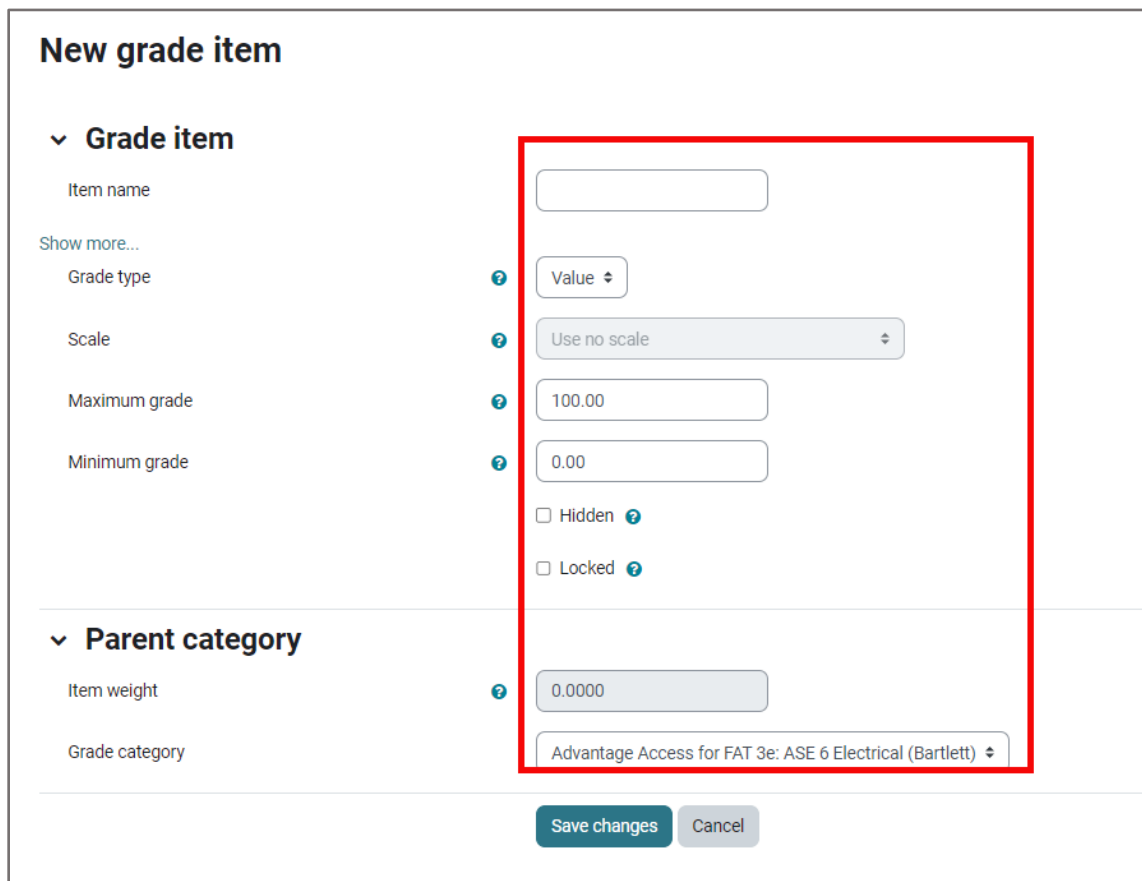


3. Click **Add grade item**.



4. The **New grade item** page opens, ready for you to name the new activity, specify how to grade it, and specify a grade category. Enter a name for the activity in **Item name**. Click the **Grade type dropdown** and click **Value** to assign a numerical value, **Scale** to assign an item in an available list, or **Text** to provide feedback only. If this will be a non-graded activity, select **None**.

- Depending on the **Grade type** you chose, some parameters may be unavailable. For example, the **Scale** field is available only if you selected the **Scale grade** type. **Maximum grade** and **Minimum grade** are available only if you selected the **Value** grade type. Depending on the **Grade category** selected, **Item weight** may be modified.

A screenshot of the "New grade item" form. The form is divided into two main sections: "Grade item" and "Parent category". The "Grade item" section includes fields for "Item name", "Grade type" (set to "Value"), "Scale" (set to "Use no scale"), "Maximum grade" (set to "100.00"), and "Minimum grade" (set to "0.00"). There are also checkboxes for "Hidden" and "Locked". The "Parent category" section includes "Item weight" (set to "0.0000") and "Grade category" (set to "Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)"). A red rectangular box highlights the input fields for "Item name", "Grade type", "Scale", "Maximum grade", "Minimum grade", "Hidden", "Locked", "Item weight", and "Grade category". At the bottom of the form are "Save changes" and "Cancel" buttons.

5. Click the **Show More link** to see all available fields and customization options, then continue completing the fields to specify parameters for grading the activity. For more information on what each of these fields does, click the question mark bubble next to each field.

New grade item

Grade item

Item name: Assignments

Show more...

Grade type: Value

Scale: Use no scale

Maximum grade: 100.00

Minimum grade: 0.00

Hidden

Locked

Show less...

Item info: ?

ID number: ?

Grade to pass: 0.00 ?

Grade display type: Default (Real) ?

Overall decimal places: Default (2) ?

Hidden until: 8, December, 2023, 13, 56, Enable

Lock after: 8, December, 2023, 13, 56, Enable

Grade type: Value

Scale: Use no scale

6. When finished, click **Save changes**.

Save changes Cancel

7. You will now find the manually graded activity listed as a grade column within your Grader Report.