
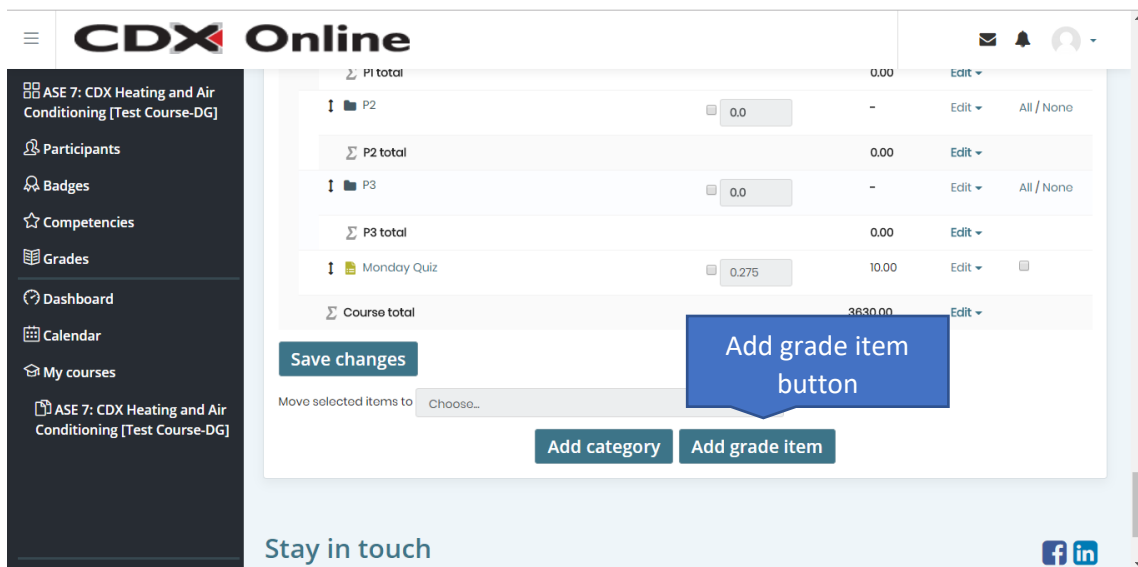
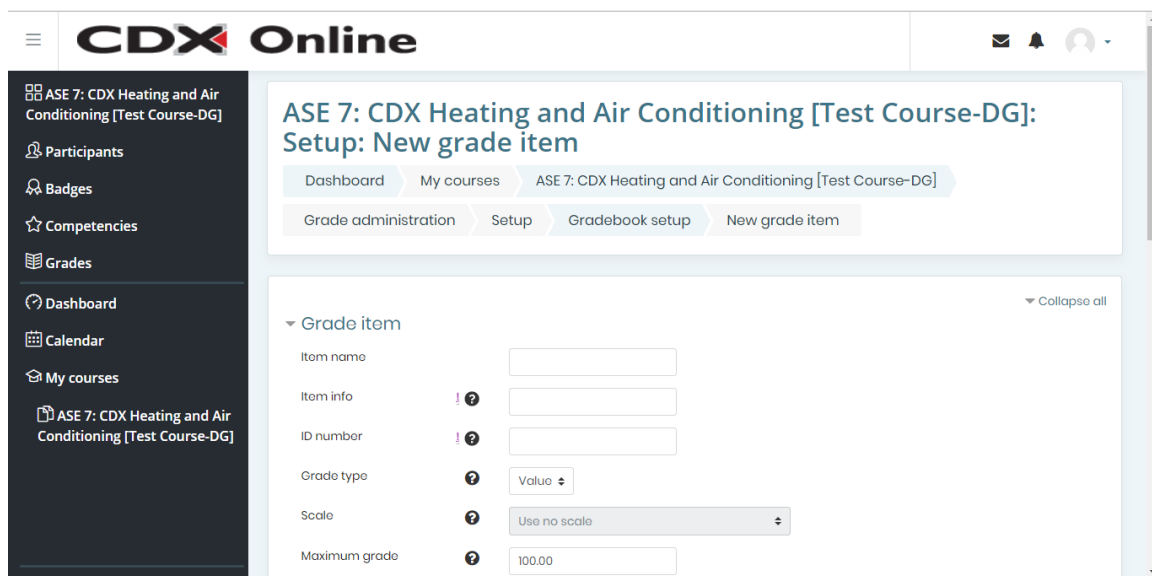


How Do I Create a Manually Graded Activity?

1. On the course page, click the **Grades icon**  in the navigation drawer to open the gradebook for the course. From your Grader Report, click the **Setup tab**.



2. Scroll to the bottom of the Gradebook setup page, then click the **Add Grade Item button**. The New grade item page opens, ready for you to name the new activity, specify how to grade it, and specify a grade category.



3. Enter a name for the activity in the **Item name field**.
4. Click the **Grade type list arrow**. Then, 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**.

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5. Click the **Show More** link to see all available fields, then continue completing the fields to specify parameters for grading the activity. 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. The **Maximum grade** and **Minimum grade** fields are available only if you selected the Value grade type.

The screenshot shows the CDX Online interface for creating a manually graded activity. The left sidebar contains a navigation menu with options like Participants, Badges, Competencies, Grades, Dashboard, and Calendar. A 'Show more...' link is highlighted in the sidebar. The main form area is titled 'Grade item' and contains the following fields:

- Item name: Practical lab
- Grade type: Value (dropdown menu)
- Scale: Use no scale (dropdown menu, grayed out)
- Maximum grade: 100.00
- Minimum grade: 0.00
- Hidden:
- Locked:

Callout boxes provide additional information: one points to the grayed-out 'Scale' field stating 'Grayed-out settings are unavailable for the selected Grade type', and another points to the 'Locked' field stating 'Click Help icon for more help on a setting'. At the bottom of the form are 'Save changes' and 'Cancel' buttons.

6. Next, select the **Parent category** heading to expand it, then click the **Grade category** dropdown menu to assign the item to a specific category. If you leave the **Weight adjusted** checkbox clear, the item grade will be assigned a natural weight calculated relative to other activities within that category. If you click to add a checkmark, you can manually specify a value used to adjust the weighting.

The screenshot shows the CDX Online interface for creating a manually graded activity, with the 'Parent category' section expanded. The form includes the following fields:

- Scale: Use no scale (dropdown menu)
- Maximum grade: 100.00
- Minimum grade: 0.00
- Hidden:
- Locked:
- Show more...
- Parent category: Weight adjusted (checked)
- Weight: 0.0
- Extra credit:
- Grade category: ASE 7: CDX Heating and Air Conditioning [Test Course-DG] (dropdown menu)

At the bottom of the form are 'Save changes' and 'Cancel' buttons.

7. When finished, click the **Save changes** button on this page.

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