Creating a Grade Item

Grade items represent the individual assignments, quizzes, performance measurements, etc. that you want to grade users on. Each grade item has its own entry in the grade book, which you assign a grade to for each user. Grade items can be tied to other course objects, such as quizzes or discussion forums, or they can exist independently. Grade items can be graded numerically, based on a grade scheme, or with a simple text message, depending on the grade item type chosen.

Create a New Grade Item

Click the **New Item** in the Manage Grades page.

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Types of grade items

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeric</td>
<td>Grade users by assigning a value out of a specified total number of points. E.g., 8/10</td>
</tr>
<tr>
<td>Selectbox</td>
<td>Grade users by assigning a grade scheme level that is equivalent to a percentage grade. E.g., 90% - 100% = &quot;Excellent&quot; Note: Selectbox grade items cannot be created until you create at least one grade scheme for the course.</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>Grade users using a simple pass/fail grade scheme. E.g., &quot;Pass&quot; or &quot;Fail&quot;</td>
</tr>
<tr>
<td>Formula</td>
<td>Automatically grade users using a custom formula based on achievement on other grade items. E.g., Give users who received at least 50% on all of their Weekly Participation grades a Perfect Attendance bonus. IF{ MIN{ [ITEM1.Percent], [ITEM2.Percent] } &lt; 50, 0, 100 } Notes:</td>
</tr>
<tr>
<td>Calculated</td>
<td>Display users’ cumulative achievement across multiple grade items. E.g., Midterm Grade: Item1 + Item2 + Item3 / Total points * 100 = 73% Notes</td>
</tr>
<tr>
<td>Text</td>
<td>Provide comments that are not counted towards users’ final grades. E.g., &quot;Consent form received” or &quot;Course evaluation completed” Notes:</td>
</tr>
</tbody>
</table>

Notes:

- Formula grade items cannot belong to a category.
- You must create all of the grade items you want to include in the formula grade item before you create the formula item. Formula grade items cannot contribute to the calculated final grade unless you are using the Formula grading system.
- Calculated grade items cannot belong to a category.
- Calculated grade items cannot contribute to the calculated final grade.
- Text grade items cannot belong to a category.
- Text grade items do not contribute to the calculated final grade.
Create a Numeric grade item

1. From the Manage Grades area, click **New Item**.
2. Select **Numeric**.

3. Enter a **Name** for the grade item.
4. If you want the grade item to be associated with a category, select a category from the Category drop-down or click New Category.
5. Enter the value you want the item graded out of in the **Max. Points** field.
6. If you are using the weighted system, enter the **Weight** you want the grade item to contribute to its category. If the item does not belong to a category, enter the Weight you want it to contribute to the final grade.
7. Select the Can Exceed check box if you want users’ grades to be able to exceed the total value of the item.
8. Select the **Bonus** check box if you want the item to be counted as a bonus item. (Note: You must still enter Max Points, but the item will be out of 0).
   - Note: Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.
   - Note: *If you choose to put your bonus items with in a category, then you must set the Category properties to “Can Exceed” in a Point System or "Allow category grade to exceed category weight" in a Weighted System. See Categories.*
9. If you are using the points system, you may also choose the Exclude from Final Grade Calculation option, if applicable. (If you are using the weighted system you can accomplish the same results by setting the weight to 0%).
10. Select a Grade Scheme to associate with the item, if applicable.
11. Add a Rubric by clicking the Add Rubric button or click the Create Rubric in New Window link to create a rubric. See Rubrics for more information.
12. Select Show Display Options to set the views for your users.
13. Click **Save** or **Save and New** if you want to save this and create a new grade item.
Create a Selectbox grade item

1. From the Manage Grades area, click New Item.
2. Click Selectbox.

![Selectbox interface](image)

3. Enter a Name for the grade item.
4. Select a category from the Category drop-down or click New Category if you want the grade item to be associated with a category.
5. Enter the value you want the item to contribute towards the final grade in the Weight field for the weighted system or the Max. Points field for the points or formula system.
6. Select the Bonus check box if you want the item to be a bonus item.
   - Note: Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.
   - Note: If you choose to put your bonus items with in a category, then you must set the Category properties to "Can Exceed". See Categories.
7. If you are using the points system, you may also choose the Exclude from Final Grade Calculation option, if applicable. (If you are using the weighted system you can accomplish the same results by setting the weight to 0%).
8. Select a Grade Scheme to associate with the item.
9. Add a Rubric by clicking the Add Rubric button or click the Create Rubric in New Window link to create a rubric. See Rubrics for more information.
10. Select Show Display Options to set the views for your users.
11. Click Save or Save and New if you want to save this and create a new grade item.
Create a Pass/Fail grade item

1. From the Manage Grades area, click New Item.
2. Click Pass/Fail.

3. Enter a Name for the grade item.
4. If you want the grade item to be associated with a category, select a category from the Category drop-down or click New Category.
5. Enter the value you want the item to contribute towards the final grade in the Weight field for the weighted system or the Max. Points field for the points or formula system.
6. Select the Bonus check box if you want the item to be counted as a bonus item.
   - Note: Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.
   - Note: If you choose to put your bonus items with in a category, then you must set the Category properties to “Can Exceed”. See Categories.
7. If you are using the points system, you may also choose the Exclude from Final Grade Calculation option, if applicable. (If you are using the weighted system you can accomplish the same results by setting the weight to 0%).
8. Select a Grade Scheme to associate with the item.
9. Add a Rubric by clicking the Add Rubric button or click the Create Rubric in New Window link to create a rubric. See Rubrics for more information.
10. Select Show Display Options to set the views for your users.
11. Click Save or Save and New if you want to save this and create a new grade item.
Create a Formula grade item

1. From the Manage Grades area, click **New Item**.
2. Select **Formula**.

3. Enter a **Name** for the grade item.
4. Enter the value you want the item graded out of in the **Max. Points** field.
5. Click **Edit Using the Formula Editor** to define a calculation formula. See Using the Formula Editor for more information.
6. Select the Can Exceed check box if you want users’ grades to be able to exceed the total value of the item.
7. Select a Grade Scheme to associate with the item.
8. Add a Rubric by clicking the Add Rubric button or click the Create Rubric in New Window link to create a rubric. See Rubrics for more information.
9. Select Show Display Options to set the views for your users.
10. Click **Save** or Save and New if you want to save this and create a new grade item.

Create a calculated grade item

1. From the Manage Grades area, click **New Item**.
2. Select **Calculated**.

3. Enter a **Name** for the grade item.
4. If you want users’ grades to be able to exceed the total value of the item, select either:
   - Allow grade to exceed weight.
   - Allow grade to exceed points.
5. Select a Grade Scheme to associate with the item.
6. In the Calculation section, **select the check boxes beside the items you want to include in the calculation**. Clicking a category selects all grade items in the category. Clicking the check box at the top or bottom of the list selects all items.
7. Add a Rubric by clicking the Add Rubric button or click the Create Rubric in New Window link to create a rubric. See Rubrics for more information.
8. Select Show Display Options to set the views for your users.
9. Click Save or Save and New if you want to save this and create a new grade item.

Create a Text grade item

1. From the Manage Grades area, click New Item.

2. Select Text.

3. Enter a Name for the grade item.

4. Add a Rubric by clicking the Add Rubric button or click the Create Rubric in New Window link to create a rubric. See Rubrics for more information.

5. Select Show Display Options to set the views for your users.

6. Click Save or Save and New if you want to save this and create a new grade item.