uiuLearn TUTORIAL

GRADES> ASSOCIATE GRADE ITEMS AND ASSIGNMENTS

This tutorial covers the basics of associating Grade Items with gradable course content, specifically assignments. Note: You must have already set up your grade items in Grades. If you haven't, refer to the Create Grade Item Tutorials located at HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML.

Click on any of the links below to take you to those specific instructions:

⇒ OPTION 1 – ASSOCIATING AN ASSIGNMENT FROM THE WEEKLY CONTENT AREA
⇒ OPTION 2 – ASSOCIATING AN ASSIGNMENT IN THE ASSIGNMENT SUBMISSION FOLDER

OPTION 1 – ASSOCIATING A GRADE ITEM AND ASSIGNMENT FROM THE WEEKLY CONTENT AREA
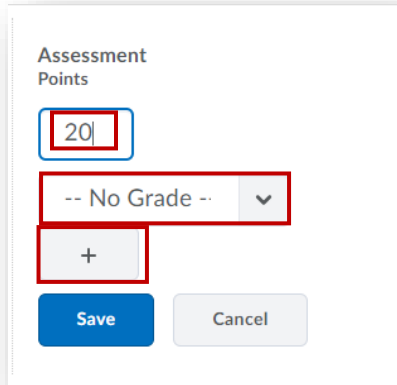
STEP 1>   Go to the week where the assignment resides and click on the assignment title, or click on the arrow to the right of the title and select View Topic.
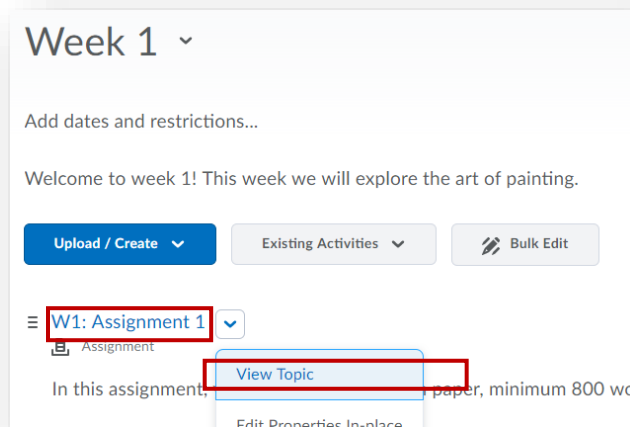
STEP 2>   Under Assessment (in the lower right-hand corner), click on Add a grade item.
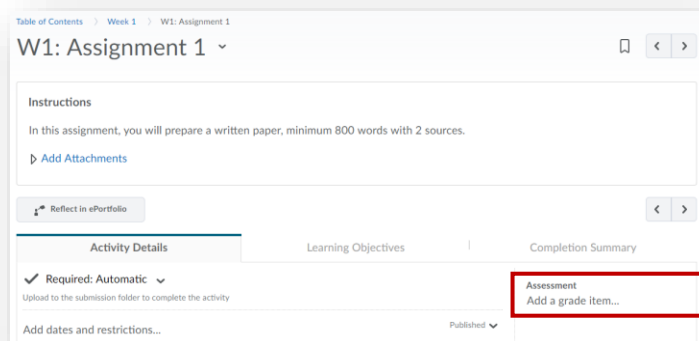
STEP 3>   Enter the number of points possible for the assignment and select the grade item it belongs to in the dropdown menu. Click Save. (If you have no options or the correct option in the dropdown it means you have not set up that particular grade item yet. Click the green plus sign to create the grade item now.)

STEP 4>   You will now see the grade item information populated under Assessment.

⇒ RETURN TO TOP
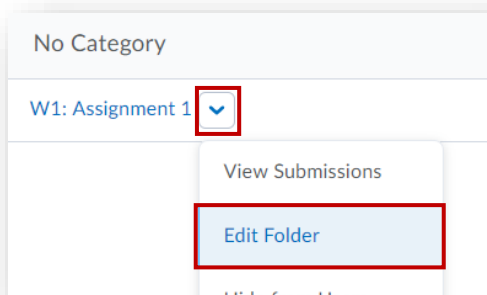
⇒ GO TO CHECKPOINT

OPTION 2 – ASSOCIATING AN ASSIGNMENT TO A GRADE ITEM FROM THE ASSIGNMENT SUBMISSION FOLDER

STEP 1>   Click on Assignments in the navigation bar.

STEP 2>   Click on the arrow to the right of the assignment submission folder title and select Edit Folder.
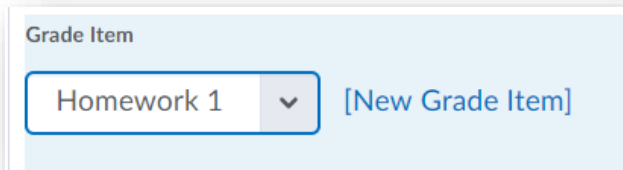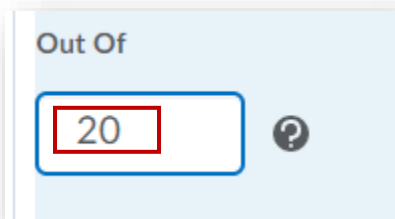
STEP 3> Under Grade Item use the dropdown arrow to select the corresponding grade item for the assignment you are associating.

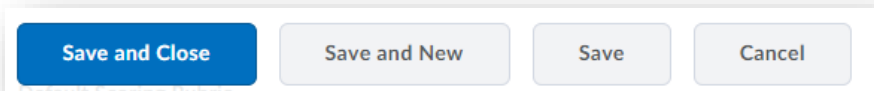**STEP 4>** Under Out Of enter the number of total possible points for the assignment.

STEP 5> Click Save and Close.
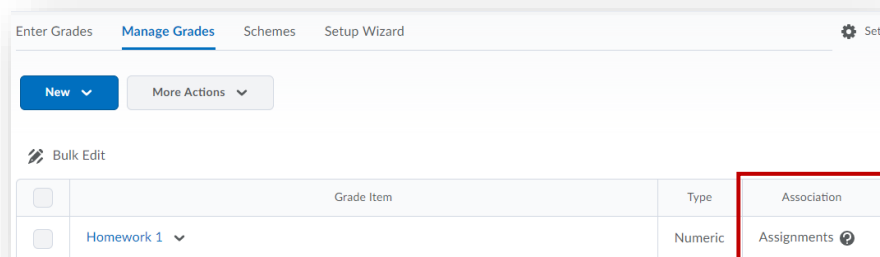
⇒ RETURN TO TOP

✔ CHECKPOINT 1 – CONFIRM YOU HAVE CORRECTLY ASSOCIATED THE GRADE ITEM & ASSIGNMENT

Go to Grades. You should see Assignments in the Association column belonging to the assignment you associated:

✔ CHECKPOINT 2 – WHAT IF YOU CAN'T FIND A GRADE ITEM?

If you can't find a grade item that corresponds to your assignment you will need to create that grade item. If you are not sure how to do so, go to the Create Grade Item Tutorials located at HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML.

ⓘ IN NEED OF MORE uiuLEARN TUTORIALS? FIND THEM HERE: http://uiu.edu/online/resources/faculty.html.