

uiuLearn TUTORIAL

GRADES > ASSOCIATE GRADE ITEMS AND ASSIGNMENTS

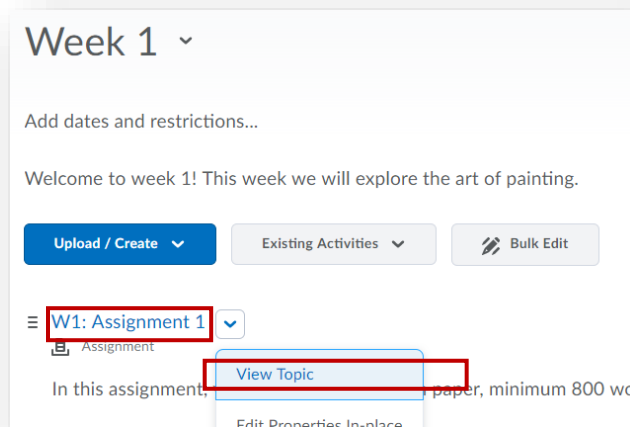
This tutorial covers the basics of associating Grade Items with gradable course content, specifically assignments. Note: You must have already set up your grade items in Grades. If you haven't, refer to the Create Grade Item Tutorials located at [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uiu.edu/online/resources/faculty.html).

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

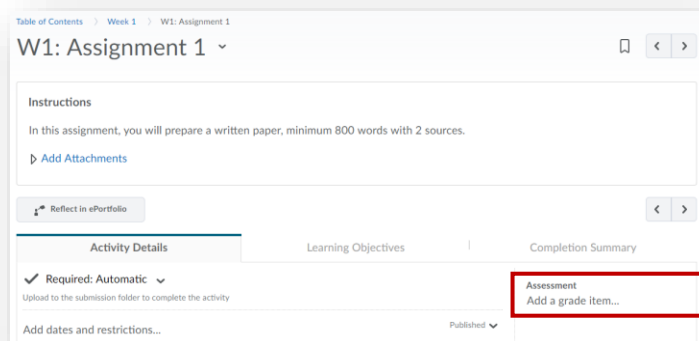
- ⇒ [OPTION 1 – ASSOCIATING AN ASSIGNMENT FROM THE WEEKLY CONTENT AREA](#)
- ⇒ [OPTION 2 – ASSOCIATING AN ASSIGNMENT IN THE ASSIGNMENT SUBMISSION FOLDER](#)

OPTION 1 – ASSOCIATING A GRADE ITEM AND ASSIGNMENT FROM THE WEEKLY CONTENT AREA

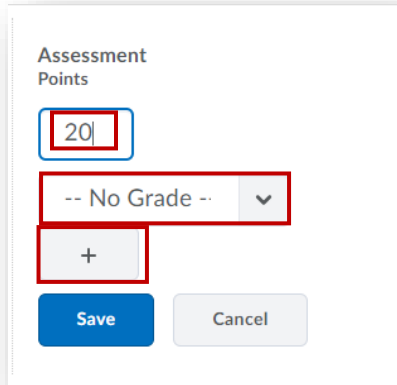
STEP 1> Go to the week where the assignment resides and click on the assignment title, or click on the arrow to the right of the title and select View Topic.



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.)



Assessment Points

20

-- No Grade --

+

Save Cancel

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

⇒ RETURN TO TOP

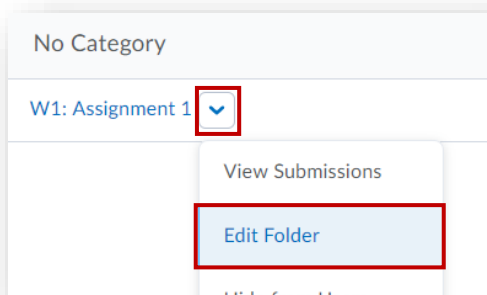
⇒ GO TO CHECKPOINT

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

STEP 1> Click on Assignments in the navigation bar.

Content **Assignments** Discussions Quizzes Grades Cl

STEP 2> Click on the arrow to the right of the assignment submission folder title and select Edit Folder.



No Category

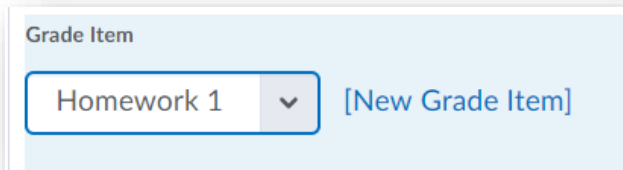
W1: Assignment 1

View Submissions

Edit Folder

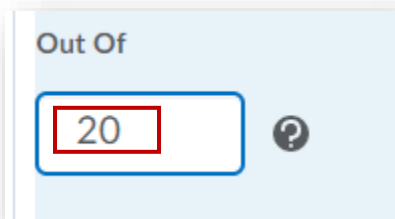
Hide from Users

STEP 3> Under Grade Item use the dropdown arrow to select the corresponding grade item for the assignment you are associating.



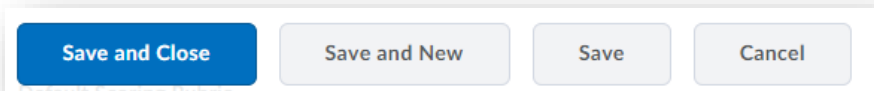
A light blue rectangular box with a white background. At the top left, it says "Grade Item". Below this is a dropdown menu with "Homework 1" selected and a small downward arrow to its right. To the right of the dropdown is a blue link that says "[New Grade Item]".

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



A light blue rectangular box with a white background. At the top left, it says "Out Of". Below this is a text input field containing the number "20". To the right of the input field is a small grey circle containing a question mark.

STEP 5> Click Save and Close.

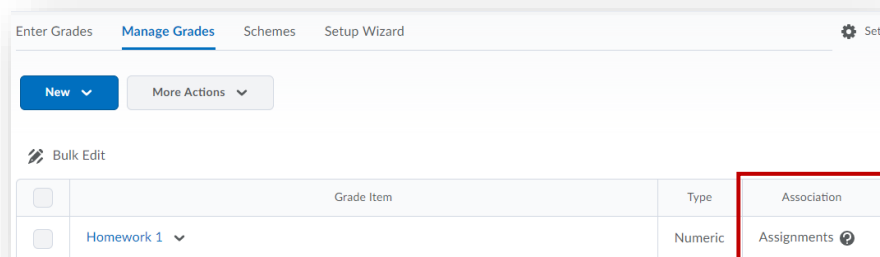


A horizontal row of four buttons. The first button is blue with white text and says "Save and Close". The second button is light grey with grey text and says "Save and New". The third button is light grey with grey text and says "Save". The fourth button is light grey with grey text and says "Cancel".

⇒ 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:



A screenshot of a web application interface for managing grades. At the top, there are tabs for "Enter Grades", "Manage Grades" (which is active), "Schemes", and "Setup Wizard". Below the tabs are buttons for "New" and "More Actions". There is also a "Bulk Edit" option. The main part of the interface is a table with columns for "Grade Item", "Type", and "Association". The "Association" column has a red box around it, highlighting the word "Assignments" with a question mark icon next to it.

	Grade Item	Type	Association
<input type="checkbox"/>	Homework 1	Numeric	Assignments ?

✓ 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.](http://uiu.edu/online/resources/faculty.html)

ⓘ IN NEED OF MORE UIULEARN TUTORIALS? FIND THEM HERE: [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML.](http://uiu.edu/online/resources/faculty.html)