uiuLEARN TUTORIAL

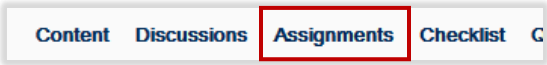## GRADES> CREATE GRADE ITEMS FOR ASSIGNMENTS

This tutorial covers the basics of creating Grade Items that represent assignments in the gradebook. There are 3 options to create a grade item so this tutorial contains 3 sets of instructions. Click on any of the links below to take you to those specific instructions:

⇒ OPTION 1 – CREATING A GRADE ITEM VIA THE ASSIGNMENT SUBMISSION FOLDER (also associates item to gradable content)

⇒ OPTION 2 – CREATING A GRADE ITEM VIA THE ASSIGNMENT IN WEEKLY CONTENT (also associates item to gradable content)

⇒ OPTION 3 – CREATING A GRADE ITEM VIA THE GRADES AREA

## OPTION 1 – CREATING A GRADE ITEM VIA THE ASSIGNMENT SUBMISSION FOLDER

To complete Option 1, you must have already set up an assignment submission folder. In this option, you will complete two tasks at the same time: 1) create a grade item for your Grades and 2) associate that grade item with the assignment.

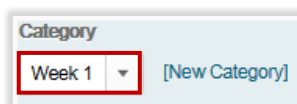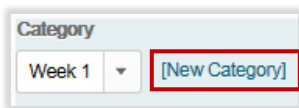**STEP 1>** Click on Assignments in the navigation bar.

STEP 2> Click the arrow next to the assignment title and select Edit Folder.
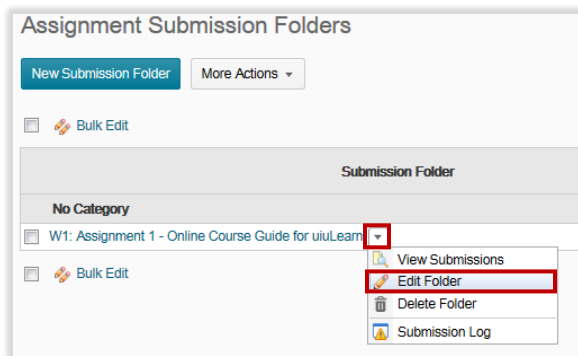
STEP 3> Select the Category (Week #) the grade item belongs to and proceed to Step 4.
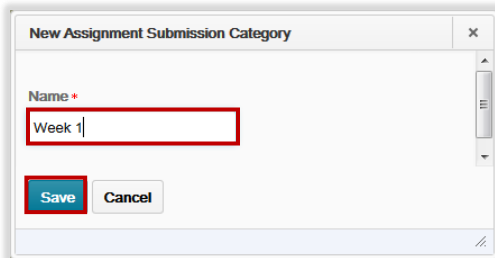
Or, if you have not already created a Category for this grade item, you can create one now by clicking on [New Category] before proceeding to Step 4.
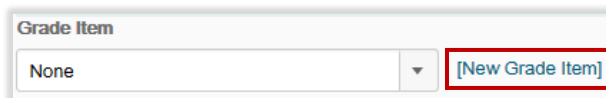
Category

Week 1 ▾ [New Category]

Enter the category Name (Week #) and click Save.
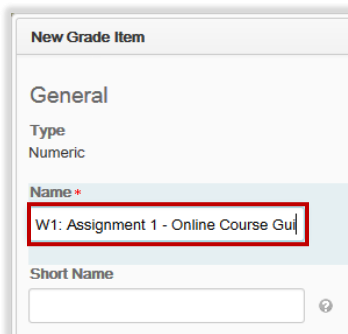
New Assignment Submission Category ✕

Name *

Week 1

Save Cancel

STEP 4>   Click on [New Grade Item]
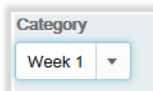
Grade Item

None ▾ [New Grade Item]

STEP 5>   Type the name of your grade item (W#: assignment title) in the Name box. Even though there is an option to create a Short Name (a way to shorten how the name appears in the gradebook), it's important to stay consistent with your assignment title so that you can easily identify it. (Students will not see this short name.) Don't forget to use the "W#:" (week number) prefix.
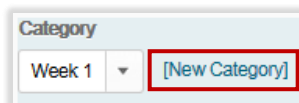
New Grade Item

General

Type
Numeric

Name *

W1: Assignment 1 - Online Course Gui

Short Name

❓

STEP 6>   Click the dropdown arrow to select the Category (week the assignment/grade item pertains to).

Category

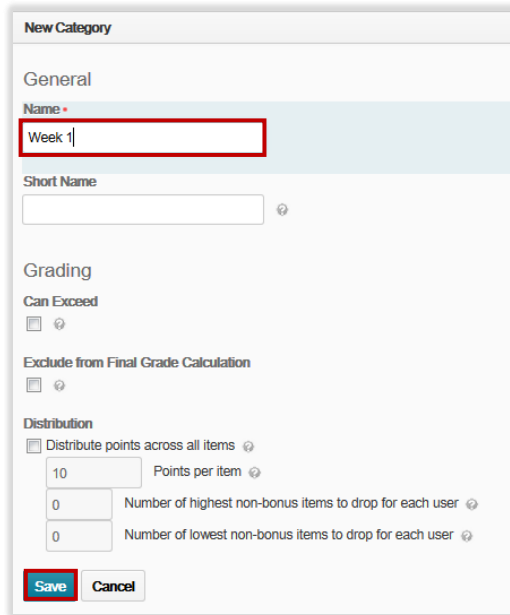Week 1 ▾

Or, if you have not already created a Category for this grade item, you can create one now as shown below before moving on to Step 7.

Category

Week 1 ▾ [New Category]

Enter the Category Name (Week #) and click Save.

New Category

General

Name *

Week 1

Short Name

Grading

Can Exceed

☐ ⓘ

Exclude from Final Grade Calculation

☐ ⓘ

Distribution

☐ Distribute points across all items ⓘ

10   Points per item ⓘ

0   Number of highest non-bonus items to drop for each user ⓘ

0   Number of lowest non-bonus items to drop for each user ⓘ

Save Cancel

STEP 7>   Enter the total points possible for the assignment in Maximum Points.

Grading

Maximum Points *

50   ⓘ

STEP 8>   Click Save.

Save Cancel

STEP 9>   Enter the total points possible for the assignment in Out Of.

Out Of

50

STEP 10>   Click Save and Close.
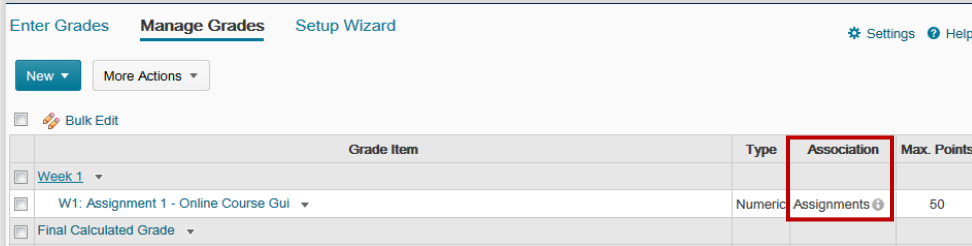
Save and Close Save and New Save Cancel

✔ CHECKPOINT

With completion of Step 10 you have:
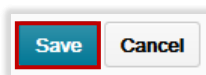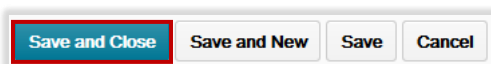
⇢ Created your grade item
⇢ Associated that grade item with the assignment

Check your work by going to Grades and looking at the Association column:

Enter Grades	Manage Grades	Setup Wizard			⚙ Settings ❓ Help

New ▾   More Actions ▾

☐ 🎨 Bulk Edit

Grade Item	Type	Association	Max. Points
☐ Week 1 ▾			
☐ W1: Assignment 1 - Online Course Gui ▾	Numeric	Assignments ⓘ	50
☐ Final Calculated Grade ▾			

RETURN TO TOP

OPTION 2 – CREATING A GRADE ITEM VIA THE ASSIGNMENT IN WEEKLY CONTENT

To complete Option 2, you must have already setup an assignment in your weekly content. In this option, you will complete two tasks at the same time: 1) create a grade item for your Grades and 2) associate that grade item with the assignment.

STEP 1>   Go to the week that the assignment resides in and click the assignment title or the dropdown arrow to the right of the title and select View Topic.
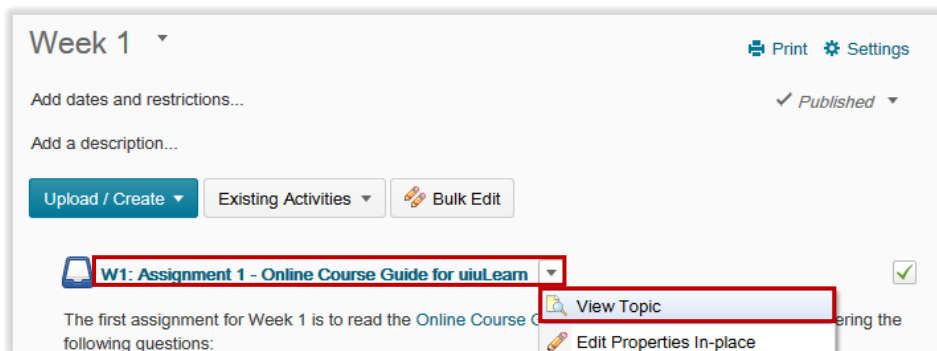
STEP 2>   Under Assessment (in the bottom right-hand corner) click on "Add a grade item…".
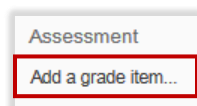
STEP 3>   Enter the total possible assignment points under Points in the box that says Out Of.

STEP 4>   Click on the green plus sign.

STEP 5>   Type the name of your grade item (W#: assignment title) in the Name box. It's important to stay consistent with your assignment title so that it's easily identified by yourself and your students. Don't forget to use the "W#:" (week number) prefix.
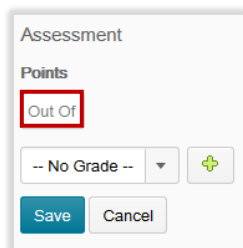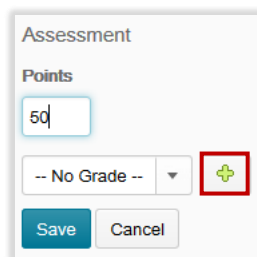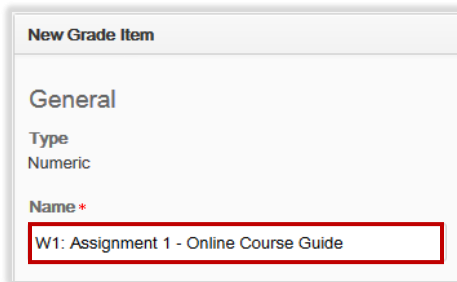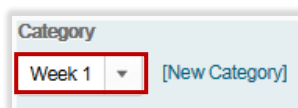
New Grade Item

General

Type
Numeric

Name *
W1: Assignment 1 - Online Course Guide
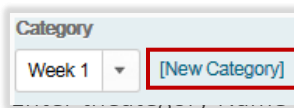
STEP 6>   Select the Category (Week #) the grade item belongs to and proceed to Step 7.

Category

Week 1 ▼   [New Category]

Or, if you have not already created a Category for this grade item, you can create one now by clicking on [New Category] before proceeding to Step 7.
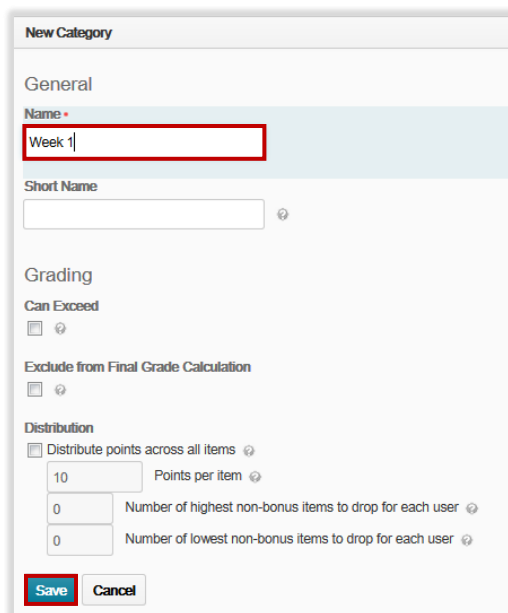
Category

Week 1 ▼   [New Category]
(Week #) and click Save.

Enter the category Name (Week #) and click Save.

New Category

General
Name *
Week 1

Short Name
　　　　　　　　　　 ⊚

Grading
Can Exceed
☐ ⊚

Exclude from Final Grade Calculation
☐ ⊚

Distribution
☐ Distribute points across all items ⊚
10   Points per item ⊚
0   Number of highest non-bonus items to drop for each user ⊚
0   Number of lowest non-bonus items to drop for each user ⊚

Save Cancel

STEP 7>   Enter the number of total points possible for the assignment under Maximum Points.
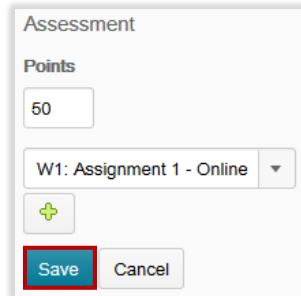
Maximum Points *

50

STEP 8>   Click Create.
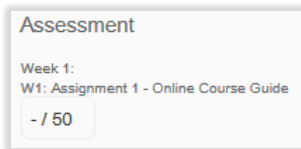
Create   Cancel

STEP 9>   Click Save.

Assessment

Points

50

W1: Assignment 1 - Online   ▾

➕

Save   Cancel

Once you click Save it will look like this under Assessment:
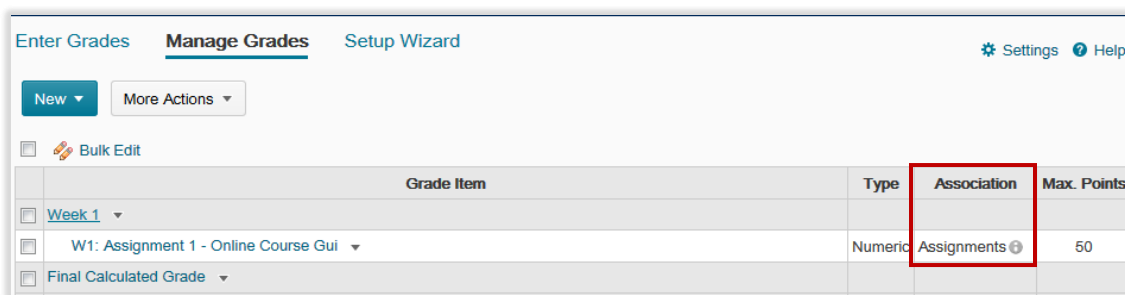
Assessment

Week 1:
W1: Assignment 1 - Online Course Guide

- / 50

✔ CHECKPOINT

With completion of Step 9 you have:
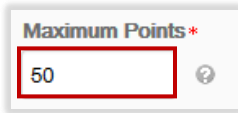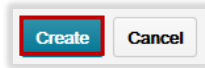
⇢ Created your grade item
⇢ Associated that grade item with the assignment

Check your work by going to Grades and looking at the Association column:

Enter Grades	**Manage Grades**	Setup Wizard		⚙ Settings ❓ Help

New ▾   More Actions ▾

☐ 🖉 Bulk Edit

	Grade Item	Type	**Association**	Max. Points
☐	Week 1 ▾			
☐	W1: Assignment 1 - Online Course Gui ▾	Numeric	Assignments ⓘ	50
☐	Final Calculated Grade ▾			

R ETURN TO T OP

OPTION 3 – CREATING A GRADE ITEM VIA THE GRADES AREA

STEP 1>   Click on Grades in the navigation bar.
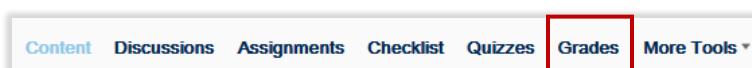
STEP 2>   Click on Manage Grades (unless your default setting already placed you there).
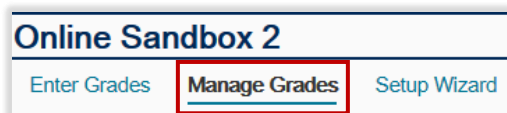
STEP 3>   Click on New and select Item.
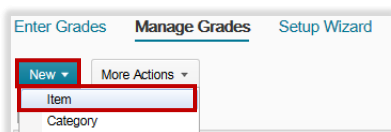
STEP 4>   You will now be at the New Item> Choose a Grade Item Type screen. You have a number of grade item types to select from, however for this example we will use the most common type for this example, which is numeric. Click on Numeric.

STEP 5>   Type the name of your grade item (W#: assignment title) in the Name box. Even though there is an option to create a Short Name (a way to shorten how the name appears in the gradebook), it's important to stay consistent with your assignment title you can easily identify it. (The short name will not be visible to students.) Don't forget to use the "W#:" (week number) prefix.

```
Type
Numeric

Name *
┌──────────────────────────────────┐
│ W1: Assignment 1 - Online Course Guid│
└──────────────────────────────────┘

Short Name
┌──────────────────────────┐
│                          │   ◎
└──────────────────────────┘
```
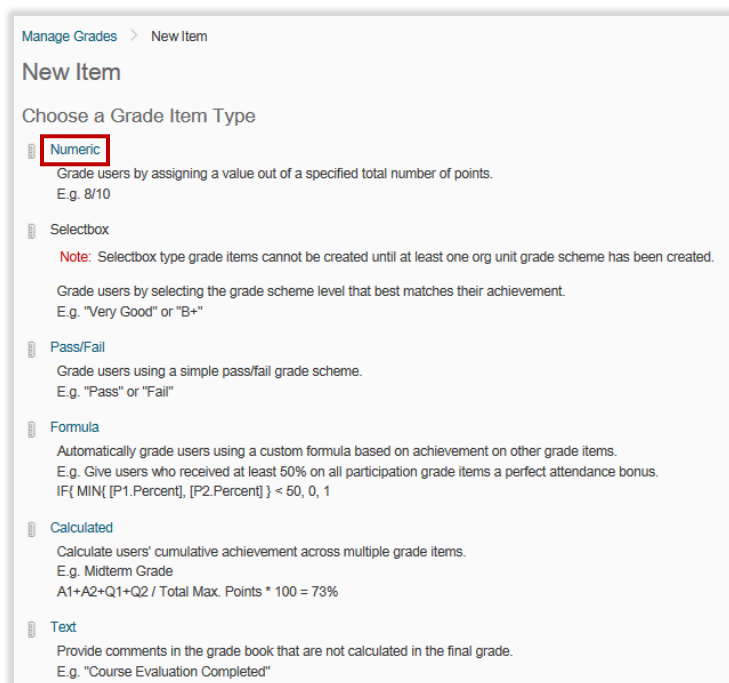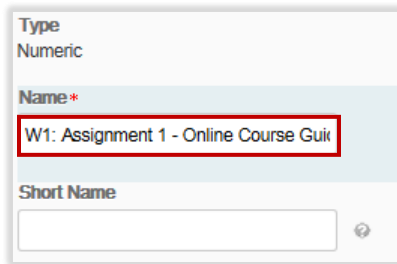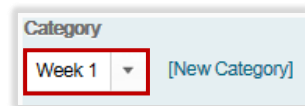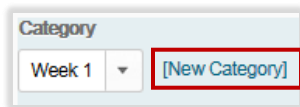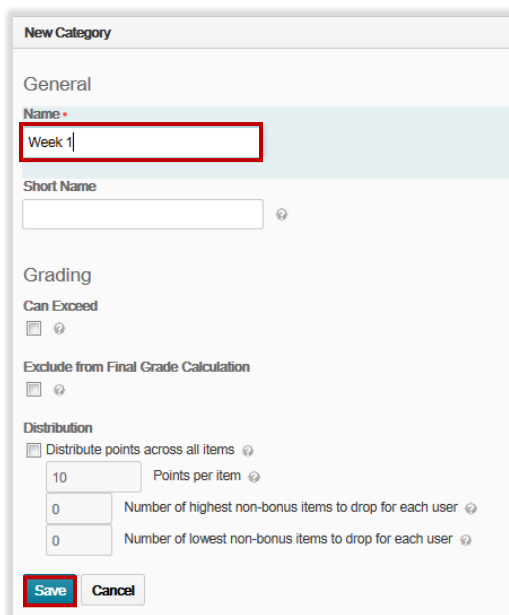
STEP 6>   Select the Category (Week #) the grade item belongs to and proceed to Step 7.

```
Category
┌──────────┐
│ Week 1  ▾ │   [New Category]
└──────────┘
```
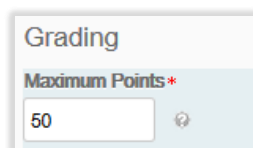
Or, if you have not already created a Category for this grade item, you can create one now by clicking on [New Category] before moving on to Step 7.

```
Category
Week 1   ▾   ┌──────────────┐
             │ [New Category] │
             └──────────────┘
```

Enter the Category Name (Week #) and click Save.

```
New Category

General
Name *
┌──────────────────────────────┐
│ Week 1|                       │
└──────────────────────────────┘

Short Name
┌──────────────────────────┐
│                          │   ◎
└──────────────────────────┘

Grading
Can Exceed
☐ ◎

Exclude from Final Grade Calculation
☐ ◎

Distribution
☐ Distribute points across all items  ◎
┌──────┐
│ 10   │  Points per item  ◎
└──────┘
┌──────┐
│ 0    │  Number of highest non-bonus items to drop for each user  ◎
└──────┘
┌──────┐
│ 0    │  Number of lowest non-bonus items to drop for each user  ◎
└──────┘
┌──────┐
│ Save │  Cancel
└──────┘
```

STEP 7>   Enter the assignment points in Maximum Points.

```
Grading

Maximum Points *
┌──────────┐
│ 50       │   ◎
└──────────┘
```

STEP 8>   Click Save and Close. Or Click Save and New if you are ready to create another Grade Item right away.
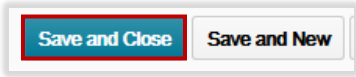
✔ CHECKPOINT

Check your work by going to Grades. You should see your grade item (assignment) under Week 1 and the points to the right:

Option 3 only creates the grade item in Grades. You still need to associate the newly created grade item with the assignment in order to prepare for assessment of assignments throughout the course. For instructions on associating grade items to gradable content, visit: http://uiu.edu/online/resources/faculty.html.

RETURN TO TOP

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