

uiuLEARN TUTORIAL

GRADES> CREATE GRADE ITEMS FOR QUIZZES

This tutorial covers the basics of creating Grade Items that represent Quizzes in the gradebook (Grades). 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:

1. [OPTION 1 – CREATING A GRADE ITEM VIA THE DISCUSSION TOPIC IN MANAGE QUIZZES \(also associates item to gradable content\)](#)
2. [OPTION 2 – CREATING A GRADE ITEM VIA THE QUIZ IN WEEKLY CONTENT \(also associates item to gradable content\)](#)
3. [OPTION 3 – CREATING A GRADE ITEM VIA THE GRADES AREA](#)

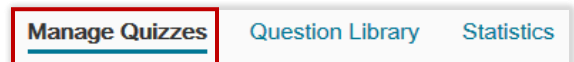
OPTION 1 – CREATING A GRADE ITEM VIA THE DISCUSSION TOPIC IN MANAGE QUIZZES

To complete Option 1, you must have already set up your quiz. 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 quiz.

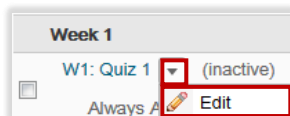
STEP 1> Click on Quizzes in the navigation bar.



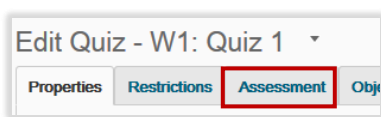
STEP 2> Click on Manage Quizzes if you are not already there.



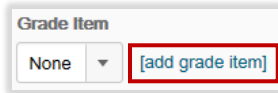
STEP 3> Click on the dropdown arrow to the right of the quiz title and select Edit.



STEP 4> Click on the Assessment tab.

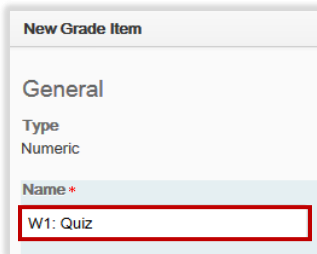


STEP 5> Click on [add grade item].



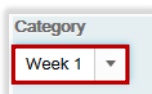
A dialog box titled "Grade Item" with a dropdown menu set to "None" and a button labeled "[add grade item]" highlighted with a red border.

STEP 6> Type the name of your grade item (W#: quiz title) in the Name box.



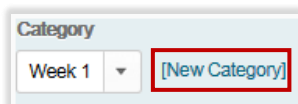
A dialog box titled "New Grade Item" with a "General" section. The "Type" is set to "Numeric" and the "Name" field contains "W1: Quiz", both highlighted with red borders.

STEP 7> Click the dropdown arrow to select the Category (week the discussion topic/grade item pertains to) and proceed to Step 8.



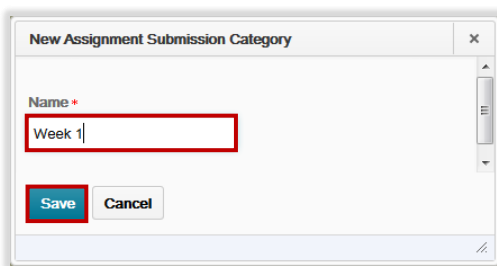
A "Category" dropdown menu with "Week 1" selected and highlighted with a red border.

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 8.



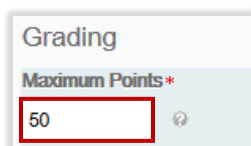
A "Category" dialog box with a dropdown menu set to "Week 1" and a button labeled "[New Category]" highlighted with a red border.

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



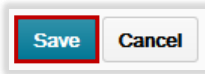
A dialog box titled "New Assignment Submission Category" with a "Name" field containing "Week 1" and "Save" and "Cancel" buttons at the bottom.

STEP 8> Enter the total points possible for the quiz in Maximum Points.



A "Grading" dialog box with a "Maximum Points" field containing "50" and a refresh icon to its right.

STEP 9> Click Save.



✓ CHECKPOINT

With completion of Step 11 you have:

- Created your grade item
- Associated that grade item with the quiz

Check your work by going to Grades. You will see the grade item under the W# category. To see that it has been associated properly it should say Quizzes in the Association column:

The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Setup Wizard'. Below the tabs are buttons for 'New' and 'More Actions', and a 'Bulk Edit' option. A table lists grade items. The first row is a header with columns: 'Grade Item', 'Type', 'Association', and 'Max. Points'. The second row shows a grade item for 'Week 1' with a sub-item 'W1: Quiz'. The 'Type' is 'Numeric', the 'Association' is 'Quizzes', and the 'Max. Points' is '50'. Red boxes highlight the 'W1: Quiz' dropdown and the 'Quizzes' association text.

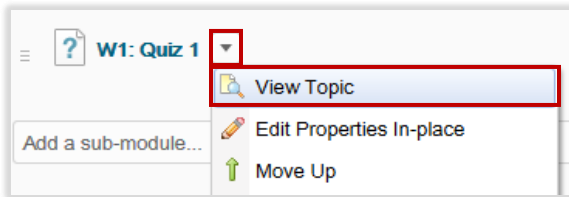
Grade Item	Type	Association	Max. Points
Week 1 W1: Quiz	Numeric	Quizzes	50

RETURN TO TOP

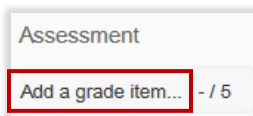
OPTION 2 – CREATING A GRADE ITEM VIA THE QUIZ IN WEEKLY CONTENT

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

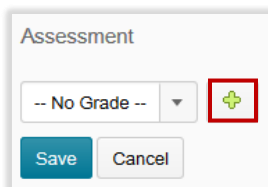
STEP 1> Go to the week that the quiz resides in and click the quiz title or the dropdown arrow to the right of the title and select View Topic.



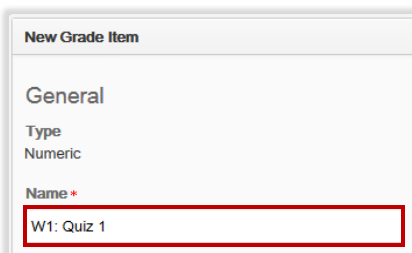
STEP 2> Under Assessment (in the bottom right-hand corner) click on “Add a grade item...”.



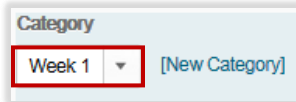
STEP 3> Click on the green plus sign.



STEP 4> Type the name of your grade item (W#: quiz title) in the Name box.

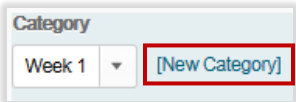


STEP 5> Select the Category (Week #) the grade item belongs to and proceed to Step 6.



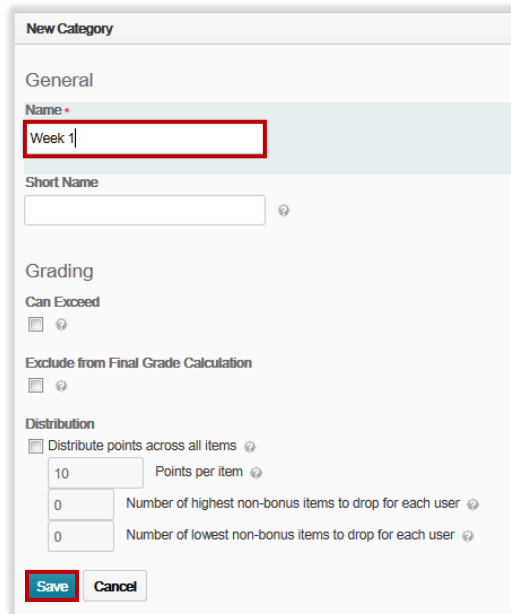
A screenshot of a 'Category' dropdown menu. The dropdown is open, showing 'Week 1' selected. To the right of the dropdown is a button labeled '[New Category]'.

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 6.



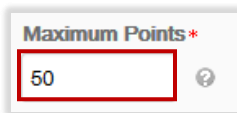
A screenshot of a 'Category' dropdown menu. The dropdown is open, showing 'Week 1' selected. The '[New Category]' button is highlighted with a red box.

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



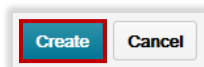
A screenshot of the 'New Category' form. The 'Name' field is highlighted with a red box and contains the text 'Week 1'. Other fields include 'Short Name', 'Can Exceed', 'Exclude from Final Grade Calculation', and 'Distribution' options. At the bottom are 'Save' and 'Cancel' buttons.

STEP 6> Enter the number of total points possible for the quiz under Maximum Points.



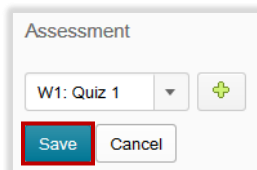
A screenshot of the 'Maximum Points*' input field. The field contains the number '50' and is highlighted with a red box.

STEP 7> Click Create.



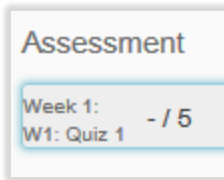
A screenshot of two buttons: 'Create' and 'Cancel'. The 'Create' button is highlighted with a red box.

STEP 8> Click Save.



A screenshot of the 'Assessment' form. The dropdown menu shows 'W1: Quiz 1' selected. The 'Save' button is highlighted with a red box.

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



✓ CHECKPOINT

With completion of Step 8 you have:

- Created your grade item
- Associated that grade item with the quiz

Check your work by going to Grades > Manage 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: Quiz 1	Numeric	Quizzes	50

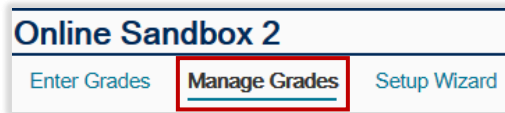
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OPTION 3 – CREATING A GRADE ITEM VIA THE GRADES AREA

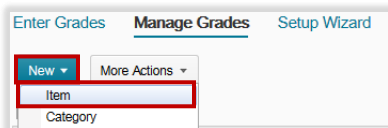
STEP 1> Click on Grades in the navigation bar.



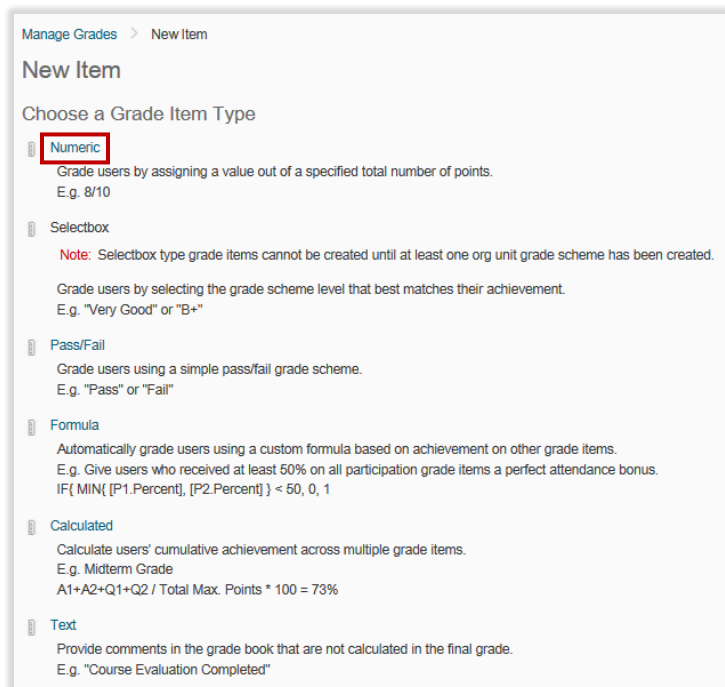
STEP 2> Click on Manage Grades (unless your default setting already placed you there).



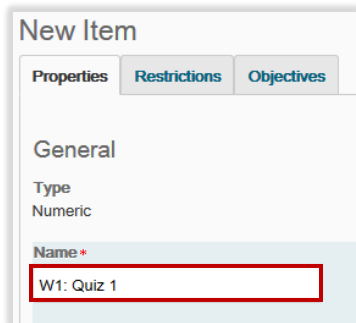
STEP 3> Click on New and select Item.



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.

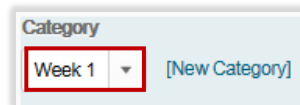


STEP 5> Type the name of your grade item (W#: quiz title) in the Name box. Even though there is an option to create a Short Name (a way to shorten how the name appears in the gradebook), it's important to stay consistent with your assignment title so that it's easily identified by yourself and your students. Don't forget to use the "W#:" (week number) prefix.



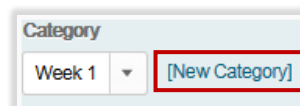
The screenshot shows the 'New Item' dialog box with three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'General' section is active, showing 'Type' as 'Numeric'. The 'Name*' field is highlighted with a red border and contains the text 'W1: Quiz 1'.

STEP 6> Select the Category (Week #) the grade item belongs to and proceed to Step 7.



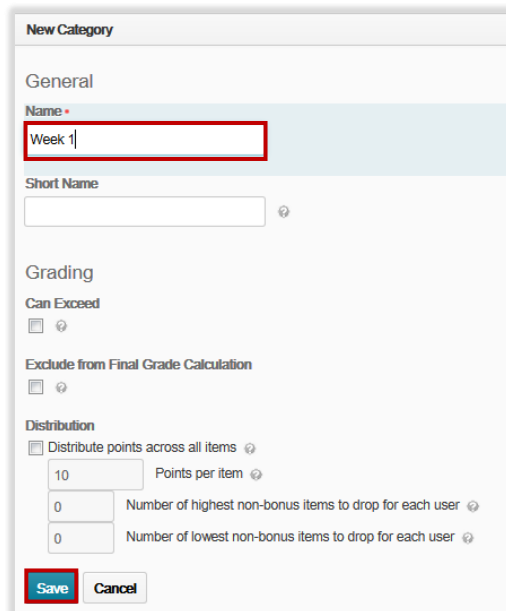
The screenshot shows a 'Category' dropdown menu with 'Week 1' selected and highlighted by a red box. A '[New Category]' link is visible to the right.

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.



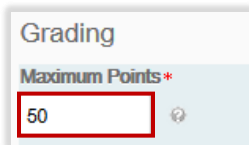
The screenshot shows the 'Category' dropdown menu with 'Week 1' selected. The '[New Category]' link is highlighted with a red box.

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



The screenshot shows the 'New Category' dialog box with the 'General' section active. The 'Name*' field is highlighted with a red border and contains the text 'Week 1'. Other fields include 'Short Name', 'Grading' (Can Exceed checkbox), 'Exclude from Final Grade Calculation' (checkbox), and 'Distribution' (Distribute points across all items checkbox, Points per item field, and Number of highest/lowest non-bonus items to drop for each user fields). 'Save' and 'Cancel' buttons are at the bottom.

STEP 7> Enter the assignment points in Maximum Points.



A dialog box titled "Grading" with a sub-section "Maximum Points*" containing a text input field with the number "50" and a refresh icon to its right.

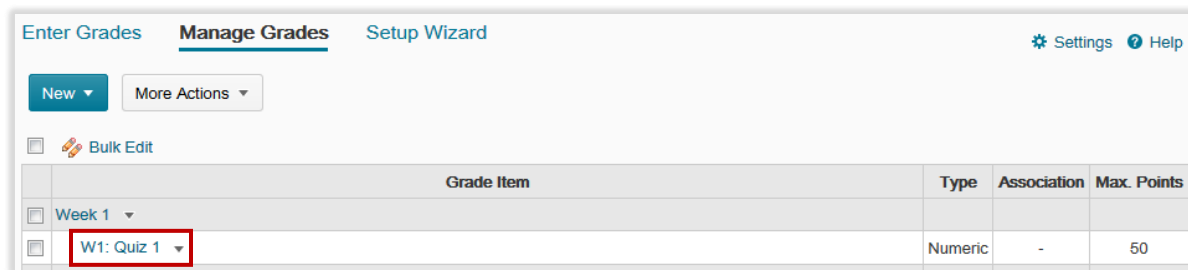
STEP 8> Click Save and Close. Or Click Save and New if you are ready to create another Grade Item right away.



Two buttons: "Save and Close" (highlighted with a red border) and "Save and New".

✓ CHECKPOINT

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



The screenshot shows the "Manage Grades" interface. At the top, there are tabs for "Enter Grades", "Manage Grades" (selected), and "Setup Wizard". There are also "Settings" and "Help" links. Below the tabs are buttons for "New" and "More Actions", and a "Bulk Edit" link. A table lists grade items with columns for "Grade Item", "Type", "Association", and "Max. Points".

	Grade Item	Type	Association	Max. Points
Week 1				
	W1: Quiz 1	Numeric	-	50

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

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