

## How to enter grade items

1. To do this go into your grade book click on the "Categories and items" tab scroll to the bottom and find the "Add grade item" button.

**Edit categories and items: Full**

View Categories and items Scales Outcomes Letters Import

Simple view Full view

	Aggregation ?	Extra Credit ?	Max grade	Aggregate include subcategory ?
Building Construction	Sum of grades	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>
-	-	<input type="checkbox"/>	10	-
-	-	<input type="checkbox"/>	10	-
	Sum of grades	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>
-	-	<input type="checkbox"/>	10	-
	Sum of grades	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>
-	-	<input type="checkbox"/>	0	-
-	-	<input type="checkbox"/>	20	-

Save changes

Move selected items to Choose...

Click this to add graded items → Add category → **Add grade item** → Add out...

2. Creating a graded item is similar to creating a category, which you have already done. Once you have the item created and placed inside the correct category click in the "View" tab click "turn on editing" and enter your grades.

Item name  Enter name of item

Item info\* ?

ID number\* ?

Grade type ? Value

Scale ? Use no scale

Maximum grade ? 100 Enter you max grade for Item

Minimum grade ? 0

Grade to pass\* ? 0

Grade display type\* ? Default (Real)

Overall decimal points\* ? Default (0)

Hidden\* ?

Hidden until\* ? 31 January 2011 15 20  Disable

Locked\* ?

Lock after\* ? 31 January 2011 15 20  Disable

Grade category ? 11/SP\_FIRE\_1760\_N1\_Building Construction Place grade item into correct category

Save changes Cancel