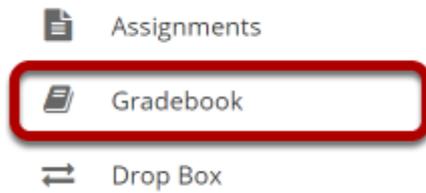


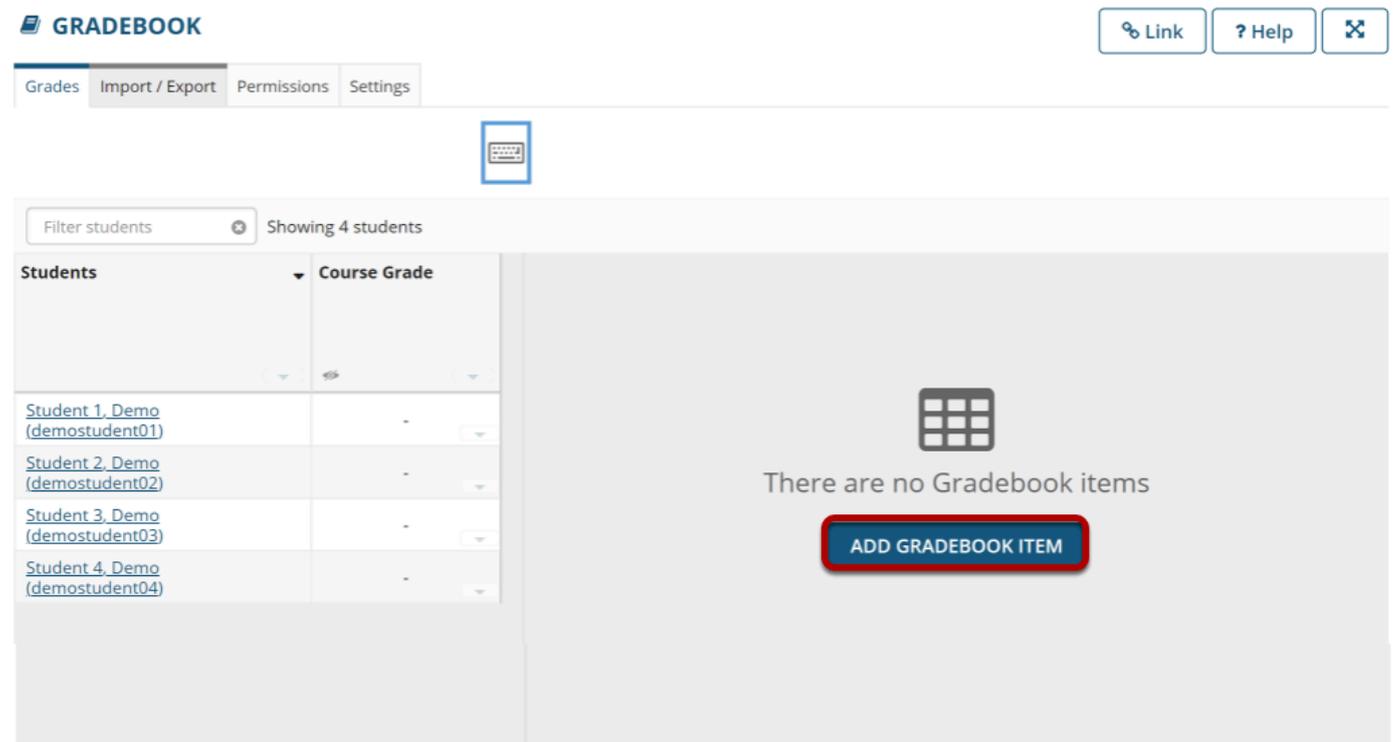
# How do I add items to the Gradebook?

## Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

## Click the Add Gradebook Item button.



*Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the Gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the Gradebook.*

Instructors typically add items to the Gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Participation

Click the **Add Gradebook Item** button to manually add items to your Gradebook.

## Item Settings

The screenshot shows the 'Add Gradebook Item' dialog box with the following fields and options:

- 1** \* Title: Text box containing 'Discussion 1'.
- 2** \* Point value: Text box containing '10'.
- Extra credit: Unchecked checkbox.
- 3** Grading Rubric: Radio button selected for 'Use the following rubric to grade this assignment'. Below it is a dropdown menu showing 'Chrome-No 0 - 20 total Copy' and a 'Preview Rubric' button. Unchecked checkboxes for 'Adjust individual student scores' and 'Hide Rubric from student' are also present.
- 4** Due date: Text box containing '03/14/2020' with a calendar icon and a close 'x' icon.
- 5** Category: Dropdown menu showing 'Assignment (50%)'. Below it is a note: 'Items not assigned to a category will not count toward the course grade.'
- 6** Release item to students?: Checked checkbox.
- 7** Include item in course grade calculations?: Checked checkbox.
- 8** Create button, a '+' button, and a Cancel button.
- 9** A small '+' button located below the 'Create' and '+' buttons.

1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
  - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. If you will be using a rubric to grade for this item, click the radio button for **Grading Rubric** and select a rubric from the drop-down menu.
4. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
5. If you have categories in your Gradebook, select the appropriate category for this item from the **Category** drop-down menu.
6. Check the box for **Release item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
7. Check the box for **Include item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade calculation.
8. Once you have entered all of the information for this item, click the **Create** button to save your changes.
9. Selecting the **+** button next to Create will create the current item and take you directly to the Add Gradebook Item dialog for another new item.

## View Gradebook items.

Students	Course Grade	Discussion 1 Cat: Discussions [20%] Total: 10 Due: 03/14/2020	Discussions Weighted Average [20%]	Assignment 1 Cat: Assignments [80%] Total: 100 Due: 03/04/2020	Midterm Cat: Assignments [80%] Total: 100 Due: -	Assignments Weighted Average [80%]
Johnson, Steven (student02)	B- (81.4%)	95	95%	78		78%
Martin, Erin (student03)	A (96%)	92	92%	97		97%
Smith, Jeremy (student04)	B+ (89%)	89	89%	89		89%
Thompson, Mary (student01)	A- (92.6%)	83	83%	95		95%

After you have added items to your Gradebook, you will be able to view a list of all Gradebook items on the **Grades** tab (which is also the tool landing page).

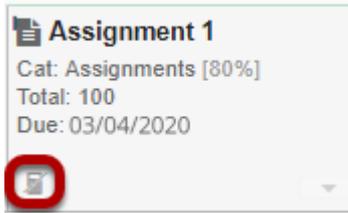
If you have categories and your Gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

## Items Coming from Other Tools

Assignment 1 Cat: Assignments [80%] Total: 100 Due: 03/04/2020	Midterm Cat: Assignments [80%] Total: 100 Due: -	Assignments Weighted Average [80%]
78		78%
97		97%
89		89%
95		95%

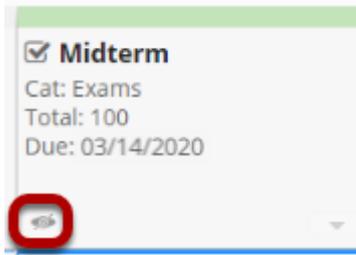
Notice that any items that are coming from **Assignments** or **Tests & Quizzes** will show a grayed out padlock icon in each cell and will also display the tool icon in the column label. Graders will not be able to enter or revise grades manually in these cells.

## Items Not Included in Grade Calculation



Any items not included in the grade calculation will display a crossed-out calculator icon.

## Items Not Released to Students



Any items that are not released (visible) to students will display a crossed-out eye icon.