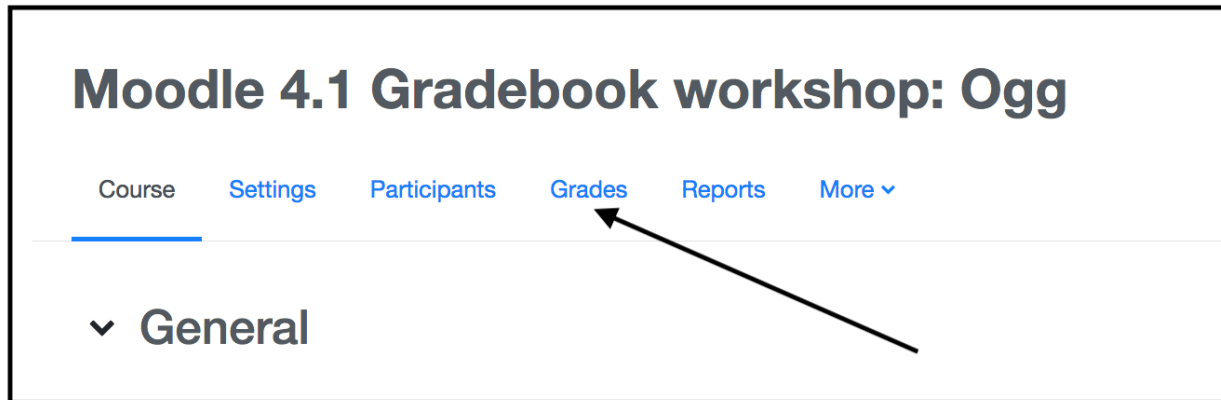
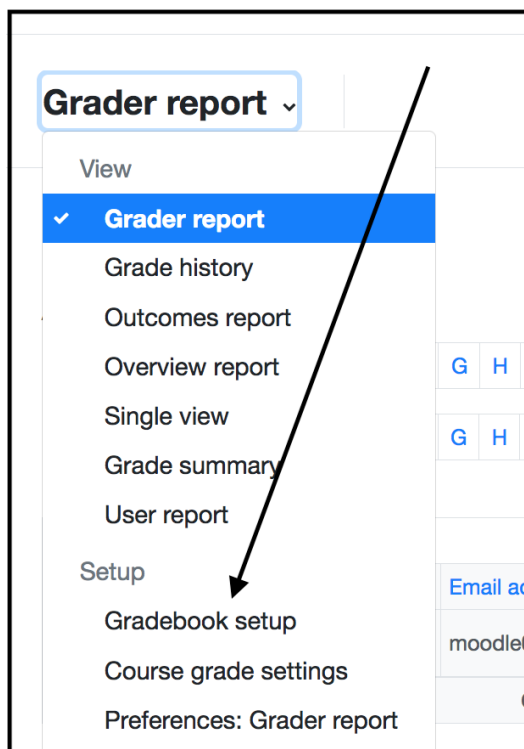


Adding a grade item to the gradebook

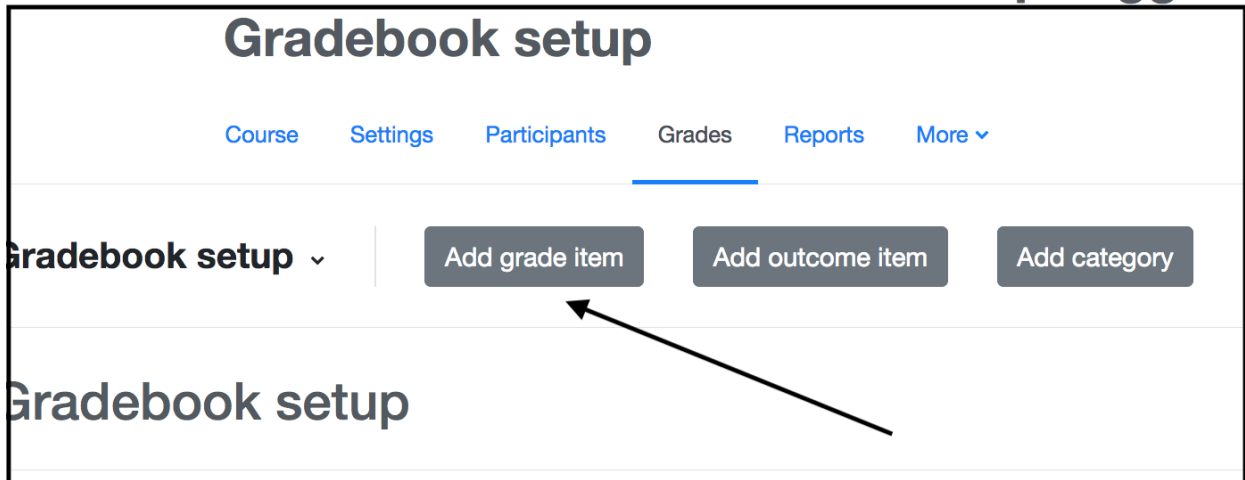
1. Click on Grades



2. Click on Gradebook setup



3. Click Add a grade item

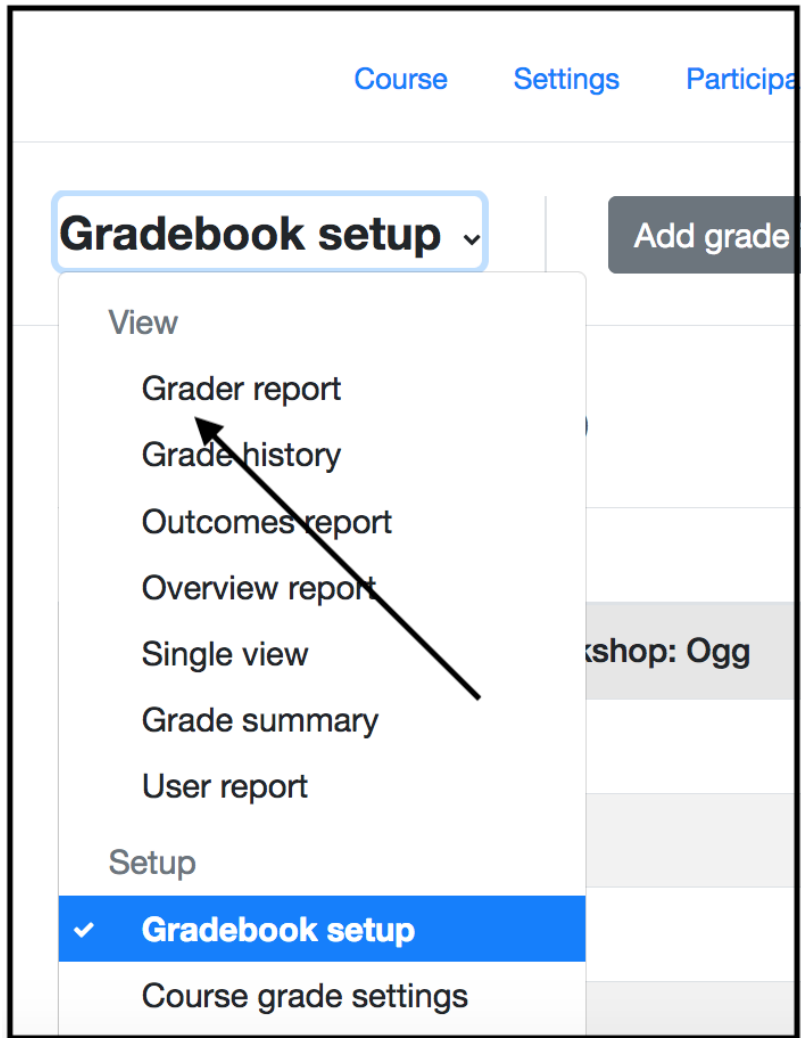


4. Name the item, and then Save changes

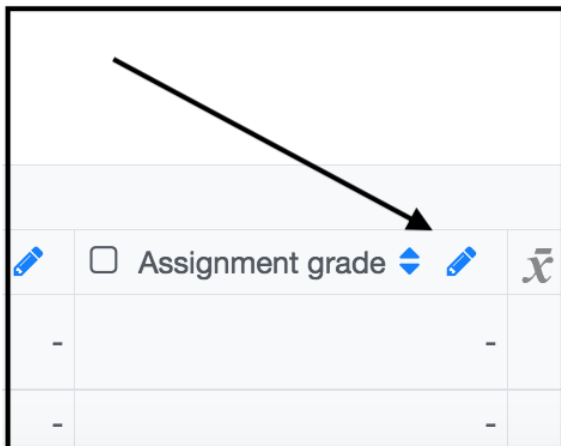
The screenshot shows the 'Grade item' form. It has a 'Show more...' link on the left. The form fields are: 'Item name' (with the value 'Assignment grade'), 'Grade type' (with a question mark icon and a 'Value' dropdown), 'Scale' (with a question mark icon and a 'Use no scale' dropdown), 'Maximum grade' (with a question mark icon and the value '100.00'), and 'Minimum grade' (with a question mark icon and the value '0.00'). Below these are checkboxes for 'Hidden' and 'Locked', each with a question mark icon. At the bottom, there's a 'Parent category' section with an 'Extra credit' checkbox and a question mark icon. At the very bottom are two buttons: 'Save changes' (in orange) and 'Cancel' (in grey). Two arrows point from the left towards the 'Item name' field and the 'Save changes' button.

Manually entering the grade

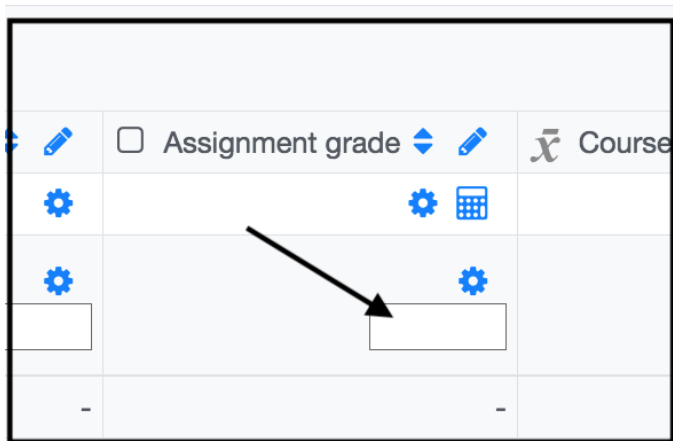
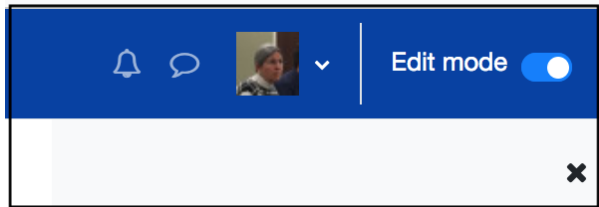
5. When it is time to grade, click on Grader Report



6. If editing is not turned on, grading window for the item can be accessed by clicking on the pencil icon next to the item name. Grades can then be entered in the next window. Be sure to SAVE!



7. If editing is turned on, then grades can be entered directly onto the gradebook from the Grader Report window.



8. Be sure to click SAVE!
9. If you want to add comments to the grade, click on the pencil to go to the next window.
10. If there is no space to enter the grade, turn editing on.
11. Enter the grades and comments, click Save

Single view ▾ Select a grade item **testing** ▾ Actions ▾ VIEW BY **Users** **Grade items**

Grade item: testing

User full name	Grade	Range	Feedback	Override	Exclude
 01 Moodle	...	0.00 - 100.00			☐
0M 02 Moodle	...	0.00 - 100.00			☐
0M 03 Moodle	...	0.00 - 100.00			☐