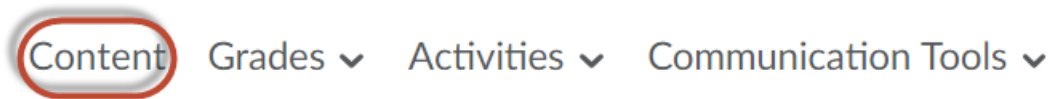


Creating a new Grade Item from Content

This handout is for creating a new grade item from the Content page rather than from Grades. This is for when you are building your gradebook as you build assignments and discussions. For other options check our page at tamuc.edu/oat.

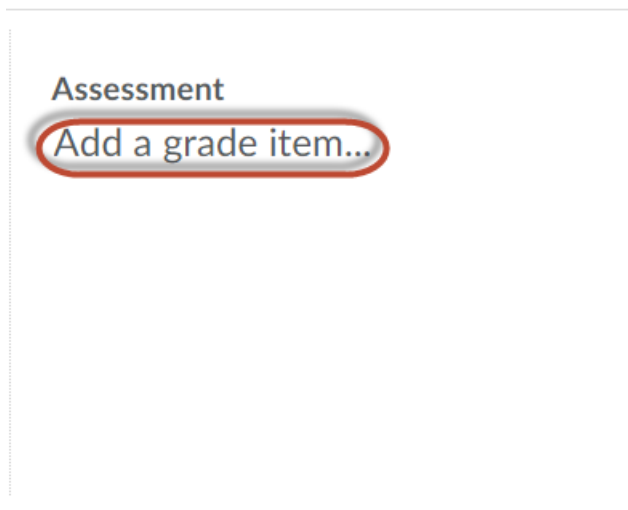
1. Go to Content.



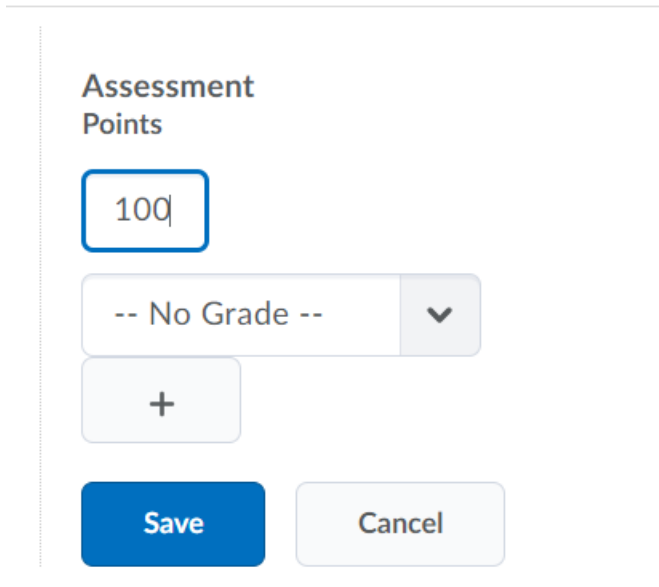
2. Click on the name of the assignment or discussion you want to tie to the gradebook. Let it open up in the window.



3. Scroll all the way to the bottom of the screen. In the right hand corner there's a box that says "Assessment." Click where it says "Add a Grade Item" under "Assessment".



- Put your points in the box that says “Out”.



Assessment Points

100

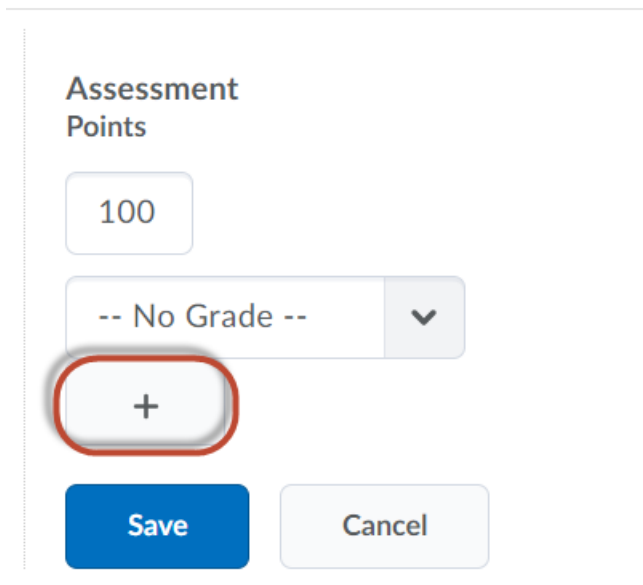
-- No Grade --

+

Save Cancel

Detailed description: This is a screenshot of a web form titled "Assessment Points". It features a text input field containing the number "100", which is highlighted with a blue border. Below the input field is a dropdown menu currently showing "-- No Grade --" with a downward arrow. Underneath the dropdown is a button with a plus sign "+". At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (light gray).

- Click the big “Plus” button underneath the drop-down menu. This is how you add a grade item.



Assessment Points

100

-- No Grade --

+

Save Cancel

Detailed description: This is a screenshot of the same "Assessment Points" form. In this view, the plus sign "+" button is highlighted with a red oval, indicating it should be clicked to add a grade item. The other elements, including the "100" input field, the "-- No Grade --" dropdown, and the "Save" and "Cancel" buttons, are identical to the previous screenshot.

- Give your grade item the same name as your assignment or something similar enough that students can tell what it’s supposed to be associated with.

Name *



Example Assignment 2

Detailed description: This is a screenshot of a text input field labeled "Name *". The field contains the text "Example Assignment 2" and is highlighted with a blue border.

7. If you've established gradebook categories already and want to put your grade item in a category, select the category from the drop-down menu.

Category

 ▼ [\[New Category\]](#)

8. Scroll down past the description to where it allows you to input Max Points. Make sure these match the Max Points you set earlier.

Maximum Points *

 ?

9. If you have a weighted gradebook, enter the weight for your grade item. If you put the item in a category, the weight might be grayed out. This is because the weight is being decided by the category.

Weight *

 ?

10. Hit the "Create" button. This will populate your grade item into the drop-down menu.

Assessment Points

 ▼

11. Hit "Save".