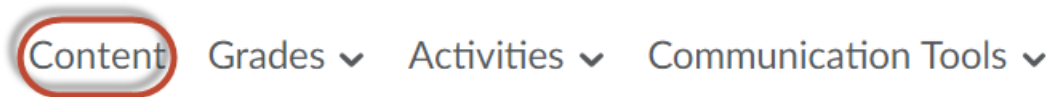# Tying an Assignment to the Gradebook

This handout is for attaching a pre-existing grade item to a pre-existing assignment. For other options check our page at **tamuc.edu/oat**.

1. Go to Content. You can do this from other places, but from Content is the easiest way I've found.

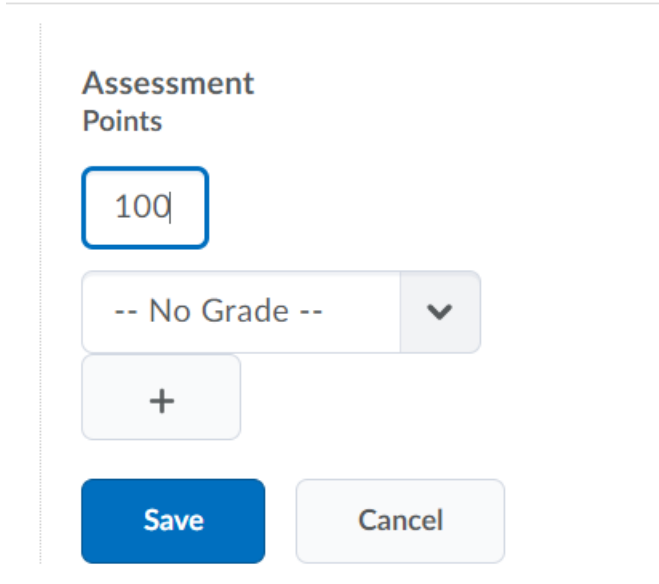Content   Grades ⌄   Activities ⌄   Communication Tools ⌄

2. Click on the name of your assignment. Let it open up in the window.

Example Assignment ⌄
Assignment

Turn in your assignment here!

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".

Assessment
Add a grade item...
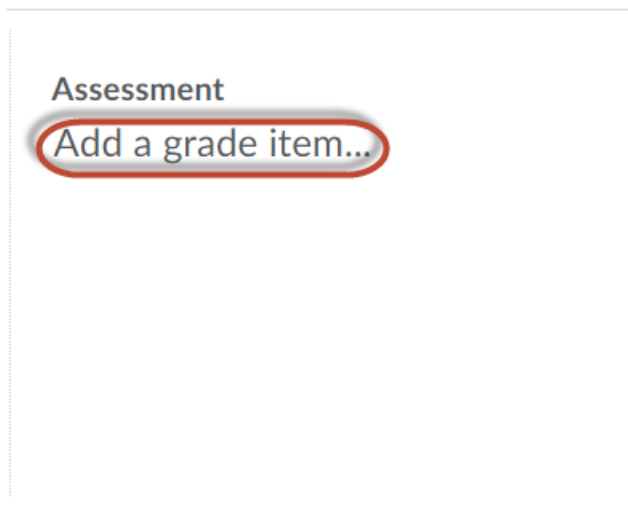
4. Put your points in the box that says "Out".
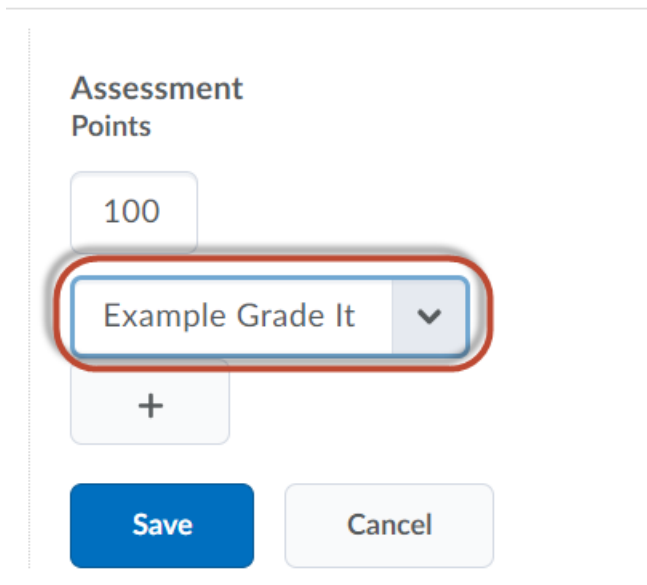
5. Click the drop-down menu here. Your grade item should appear as one of the options. Select it.

6. Hit **save**.