**Topic: Creating Grade Items**

1. Select **ASSESSMENTS** then **Grades**

   ![ASSESSMENTS](image)

2. Select the **Manage Grades** tab

   ![Manage Grades](image)

3. The Manage Grades page will then open

**Grade Items**

1. Select **New** then **Item**

   ![New Item](image)

2. The New Item page will open

3. Select what type of grade item you will create (numeric, select box, pass/fail, calculated, or text)

4. In this example, we will select Numeric

   ![Numeric](image)

5. Give your grade item a **Name** and a **Short Name** (not required)
6. You will need to put the item in a category if you have the categories set up as a percentage or point total.

   **Category**
   
   - None
   - None
   - Tests (20% of final grade)
   - Homework (50% of final grade)
   - Quizzes (15% of final grade)
   - Course Projects (15% of final grade)

7. You may also add a description and show the description to students if you select the **Show Description** link.

   **Description**
   
   These are the quizzes we will be taking in class.

   ![Description](image)

   - Allow users to view description

**Grading**

8. Type in the Maximum points and the weight of the grade item.

   **Grading**
   
   - Maximum Points: 25
     - Weight: 10

**Note:** Weight is not part the final grade; it’s the percentage of the category. So a weight of 10% for the grade item is 10% of the category it’s in.
9. Select if the Item can exceed the maximum points and/or select if item is counted as bonus. (Bonus is excluded from the final grade)

<table>
<thead>
<tr>
<th>Can Exceed</th>
<th>Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Select the Grade Scheme for the grade item (default scheme is always selected)

```plaintext
Grade Scheme
--- Default Scheme --- (Classic-90-80-70-60)
```

11. Attach Rubric(s) for student to review or create a new rubric in a new window

**Display Options**

12. Student View: Choose to display class average and/or grade distribution to students

```plaintext
Student View
- [ ] Display class average to users
- [ ] Display grade distribution to users
```

13. Select whether to override display options for this item

```plaintext
Managing View
- [ ] Override display options for this item
```

**Note:** Select this option if you want view grade information for this item differently from other items in your grade book. (Only display the grade scheme Pass/Fail)

14. If you selected Override display options, select to show points grade, weighted grade, grade scheme symbol, and/or grade scheme color

```plaintext
Show
- [ ] Points grade
- [ ] Weighted grade
- [ ] Grade scheme symbol
- [ ] Grade scheme color
```

**Restrictions**
Select the **Restrictions** tab to change restriction settings for your item

1. Select Visibility options such as whether the item is always visible, hidden, or visible for a specific date range

![Visibility](image)

2. Attach Existing or Create and Attach Release Conditions

![Release Conditions](image)

**Objectives**

Select the **Objectives** tab to change Objective Settings for your Grade Item

1. Select **Associate Learning Objectives** to add competencies to your Grade Item
2. Select the Competency element(s) you wish to use

3. Select **Add Selected** to insert the competency item

4. Select **Save and Close** when you are all done creating your grade item.

**For More Information**

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.