

## Gradebook Items

### Grade Items

A grade item is a unit of measurement by which participants in a course are graded (i.e. 'marked'). As such, a grade item is a container for grades and a set of settings applied to these grades. The settings affect the calculation and display of the grades in the Gradebook reports and exports.

Grade items are represented by columns in the Grader Report. They may refer to course activities (e.g. a quiz, an assignment etc.), or manual grades.

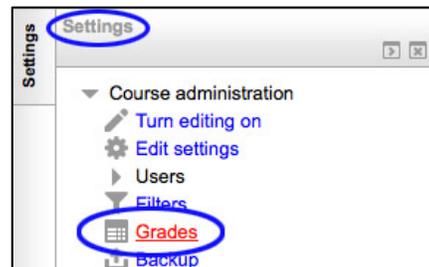
Within a category, a grade summary is also a grade item itself. Summary grade items for a category can show up in reports, and can be used in the calculation of the grade for the parent category.

Most grade items are activity-based (rated forums, assignments, quizzes, etc.). Activity-based grade items are generated automatically when those activities are created on the course home page. However, there may be times when a custom column is needed for manual grading. The subsection titled "**Adding a Grade Item**" outlines the process of creating custom column in the Gradebook.

### Adding a Grade Item

Custom grade items are created manually through the "**Edit Categories and Items**" page. To add a grade item:

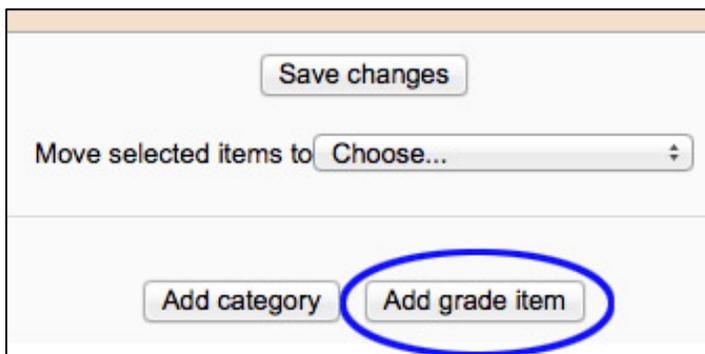
1. Click the **Grades** link from the Settings block (see figure to the right).



2. Select the **Categories and items** tab from the tabs near the top of the screen (see figure below).



3. Click the **Add grade item** button near the bottom of the page (see figure below).



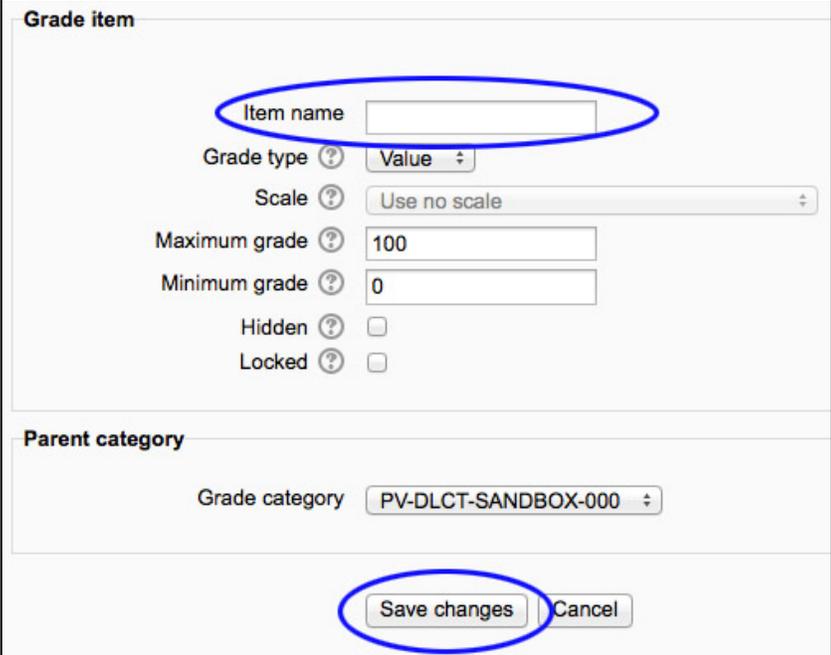
## Gradebook Items

Clicking the **Add grade item** button opens the **New grade item** page (see figure on the right).

- From the **New grade item** page, give the new grade item a meaningful name and select the item settings as necessary.

**NOTE:** Remember, to get more information about the item settings, click the  button.

- When you're done, click the "Save changes" button.



**Grade item**

Item name

Grade type  Value 

Scale  Use no scale 

Maximum grade  100

Minimum grade  0

Hidden 

Locked 

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**Parent category**

Grade category PV-DLCT-SANDBOX-000 