



## Adding or Adjusting Grades by Item

This tutorial will show you how to add grades to the Gradebook for a specific item (i.e. homework assignments, quizzes, tests, etc.)

**1** Click on **Gradebook** under **Assessment**.

| Assessment                     |                                   |
|--------------------------------|-----------------------------------|
| <a href="#">Test Manager</a>   | <a href="#">Gradebook</a>         |
| <a href="#">Survey Manager</a> | <a href="#">Gradebook Views</a>   |
| <a href="#">Pool Manager</a>   | <a href="#">Course Statistics</a> |

**2** To add or adjust a grade, click on the desired item.

| Student Name (Last, First)    | Research Background Quiz                 |
|-------------------------------|--|
|                               | Exam<br>Pts Possible: 104<br>Weight: 15% |
| <a href="#">Avondet, Cara</a> | -  |
| <a href="#">Cougar, Joe</a>   | -  |
| <a href="#">Lopez, Lili</a>   | -  |
| <a href="#">Zoobie, Jan</a>   | -  |

**3** Click on **Item Grade List**.

**Item Options: Research Background Quiz**

- ▶ [Item Grade List](#)
- ▶ [Item Information](#)
- ▶ [Item Detail](#)
- ▶ [Assessment Attempt Details](#)

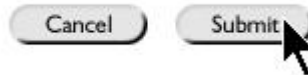
- 4 Add and adjust the grades as needed.



## View Item Grades: Research Background Quiz

| Last Name, First Name | User ID | Student ID | Item Date    | Last Submitted/Modified | Grade |
|-----------------------|---------|------------|--------------|-------------------------|-------|
| Avondet, Cara         | cma36   | cma36      | Oct 29, 2003 |                         | 96    |
| Cougar, Joe           | 123     |            | Oct 29, 2003 |                         | 84    |
| Lopez, Lili           | lili    | lili       | Oct 29, 2003 |                         | 87    |
| Zoobie, Jan           | 321     |            | Oct 29, 2003 |                         | 92    |

- 5 Once all the grades have been added or adjusted, click **Submit**.



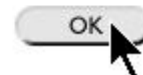
- 6 Click on **OK**.



## Grade Updated.

Grade successfully updated.

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- 7 Click on **OK** again to return to the **Control Panel**.

