



Adding an Item to Gradebook

This tutorial will show you how to add an item (i.e. homework assignments, quizzes, tests, ect.) to your course Gradebook.

- 1 Click on **Gradebook** under **Assessment** in the **Control Panel**.



- 2 Click on **Add Item**.



- 3 You must enter a title for the item that you are adding.

1 Item Information

* **Item Name:**

- 4 Choose a category for the item you are entering.

Category: Final Exam

Description: Final Exam
Group Project
Homework
Journal
Lab
Midterm Exam
Other
Paper
Presentation
Problem Set

Date:

Points Possible:

Display As: Quiz

- 5 You can now add a description about the item. However, this is optional.

Description: Students took a quiz on a movie that was shown in class.


- 6 Type in how many points are possible.

Points Possible: 20

- 7 Once all the options are selected, click **Submit**.

Cancel Submit

- 8 Click **OK**.

 **Gradebook Item successfully updated.**

Item Updated.

Wed Nov 05 13:50:08 MST 2003

OK

-
- 9** The item has now been added to the **Gradebook**. Click **OK** to return to the **Control Panel**.

