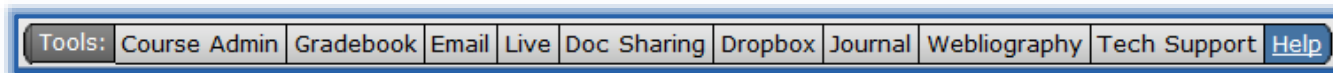


## Exam-Double Check for Setting up Points

After creating or editing exams, you'll want to be sure that the **Gradebook** points match the number of points that you believe you have put into an exam. Say you have built an exam with twenty five questions, all worth two points each, so it's an easy calculation of fifty total points possible for that exam.

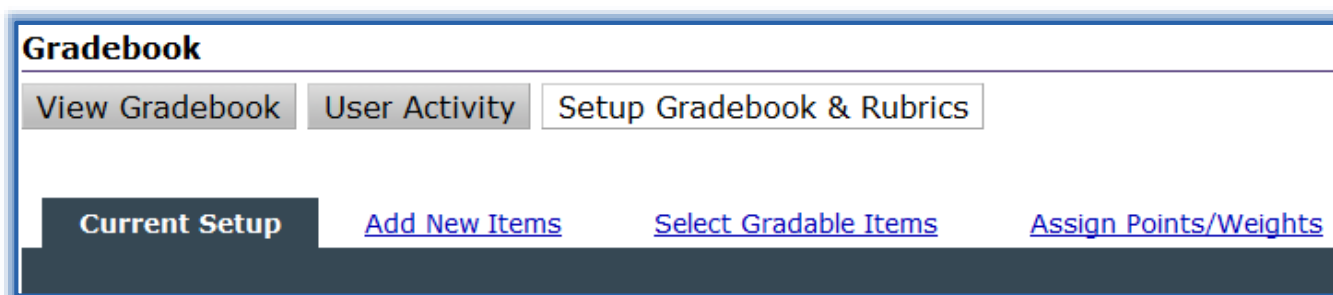
✚ Click the **Gradebook** tab on the **Tools Menu**.



✚ Click the **Setup Gradebook** link (see illustration below).

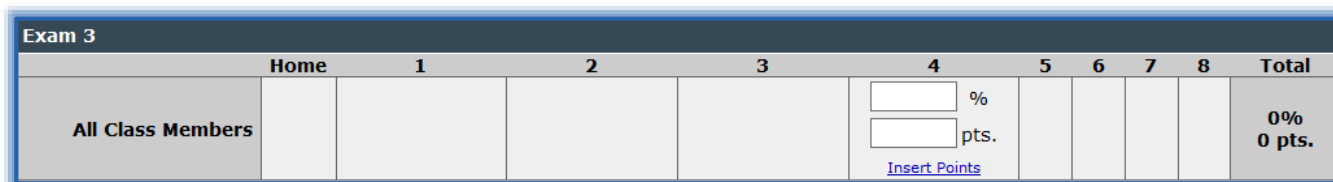
★ When exams are created, they are automatically added to the **Gradebook**.

★ The items are already selected in the **Add New Items** and **Select Gradable Items** areas.



✚ Click the **Assign Points/Weights** tab (see illustration above).

✚ An **Insert Points** link will appear under the points box for each of the exams (see illustration below).

A screenshot of the 'Exam 3' interface. It shows a table with columns for 'Home', '1', '2', '3', '4', '5', '6', '7', '8', and 'Total'. The '4' column has two input boxes: the top one is followed by a '%' sign and the bottom one by a 'pts.' sign. Below these boxes is a link labeled 'Insert Points'. The 'Total' column shows '0%' and '0 pts.'.

Exam 3	Home	1	2	3	4	5	6	7	8	Total
All Class Members					<input type="text"/> % <input type="text"/> pts. <a href="#">Insert Points</a>					0% 0 pts.

✚ Click the **Insert Points** link (see illustration above).

✚ The actual number of points that are in the exam will be inserted in the point's box.

★ If the points displayed are 48 instead of 50, you will need to go back to the exam and check the points.

★ If the points displayed are 50 then you can be pretty sure the points for each question are correct.

✚ Click the **Save Changes** button.

✚ A message will appear saying the changes have been saved successfully.

✚ Click **OK**.

✚ The points will be added to the **Gradebook**.