

## Gradebook-Add Items

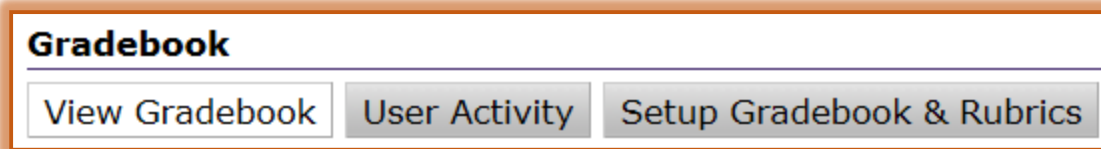
This is the first step in setting up the Gradebook. All Content Items are added to this list automatically. It is up to the instructor to determine which items should be gradable items. When items are added to the Gradebook, the instructor is selecting which course items and course tools the students will see when they access the Gradebook.

### Add New Items

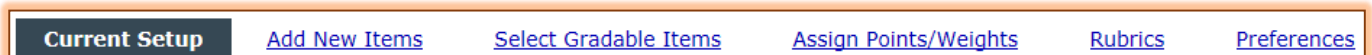
- ✦ Click the **Author** tab in the **Navigation Tree**.
- ✦ Click **Gradebook** on the **Tools Menu**.



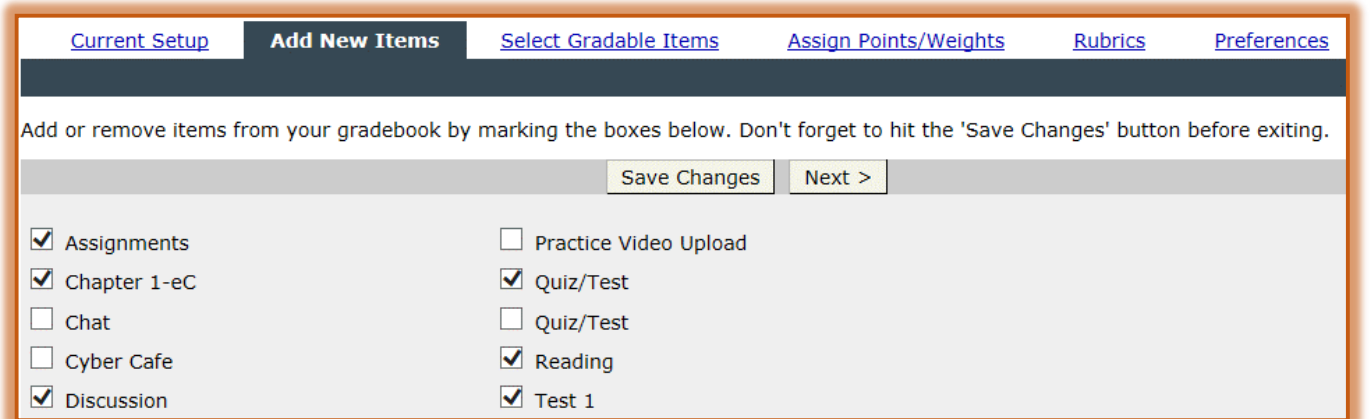
- ✦ Click **Setup Gradebook and Rubrics** (see illustration below).



- ✦ The **Gradebook: Current Settings** window will display.
- ✦ Click the **Add New Items** tab (see illustration below).



- ✦ The **Add New Items** window will display (see illustration below).

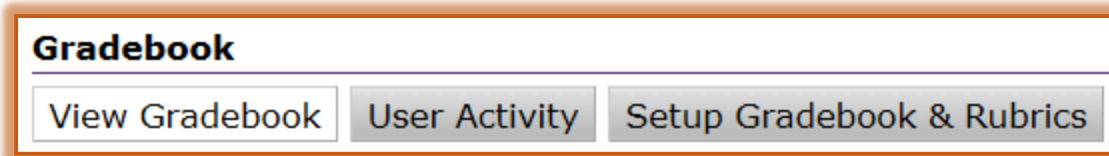


- ✦ Click the check box next to each item that is to display in the **Gradebook**.
  - ★ **Exams** and **Content Items** that have a **Dropbox** assigned are selected in the list by default.
  - ★ When an item is selected it will be visible to the instructor and the student in the **View Gradebook** area.
- ✦ Click **Next** to move to the next step in the setup process.
- ✦ Click **Save Changes** if you aren't moving to the next step.

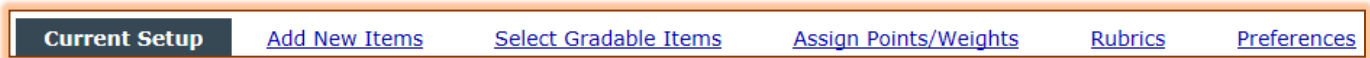
## Add Custom Items

In addition to selecting from the list of Content Items, it is possible to add Custom Items to the Gradebook. Be careful that you don't add a Custom Item that has the same name as a Content Item which already appears in the list. Once the items are added they are then selected in the same way that the Content Items are selected. When a Custom Item is added, any checkmarks that have not been saved will be removed. They will have to be selected again.

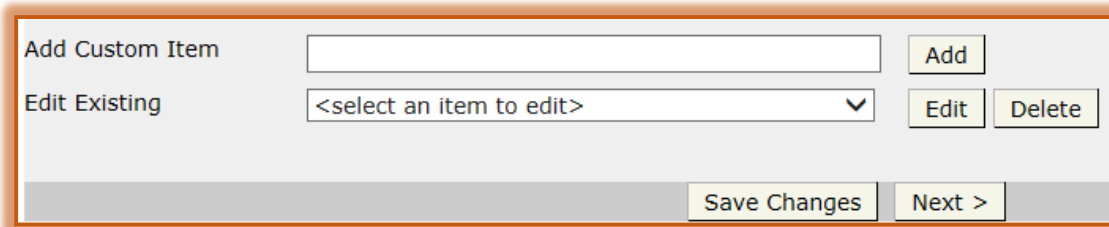
- ✦ Click the **Author** tab in the **Navigation Tree**.
- ✦ Click **Gradebook** on the **Tools Menu**.
- ✦ Click **Setup Gradebook and Rubrics**.



- ✦ The **Gradebook: Current Settings** window will display.
- ✦ Click the **Add New Items** tab (see illustration below).



- ✦ In the **Custom Item** field (see illustration below), input a name for the item.

A screenshot of a form titled "Add Custom Item". It has two rows of input fields. The first row has a text input field and an "Add" button. The second row has a dropdown menu with the text "<select an item to edit>" and a downward arrow, followed by "Edit" and "Delete" buttons. At the bottom right of the form, there are two buttons: "Save Changes" and "Next >".

- ✦ Click the **Add** button.
  - ✦ The new item will display in the list of **Content Items**.
  - ✦ Continue this process until all the **Custom Items** have been added.
  - ✦ Click the check box(es) next to the **Custom Item(s)** to add them to the **Gradebook**.
  - ✦ Click the **Next** button to move to the next step in the setup process.
- Click **Save Changes** to stay in the same window.