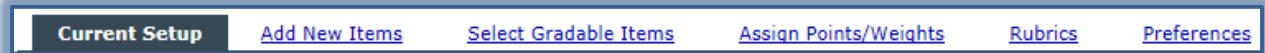
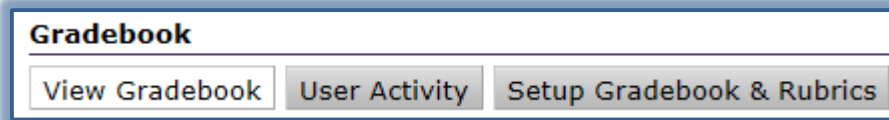


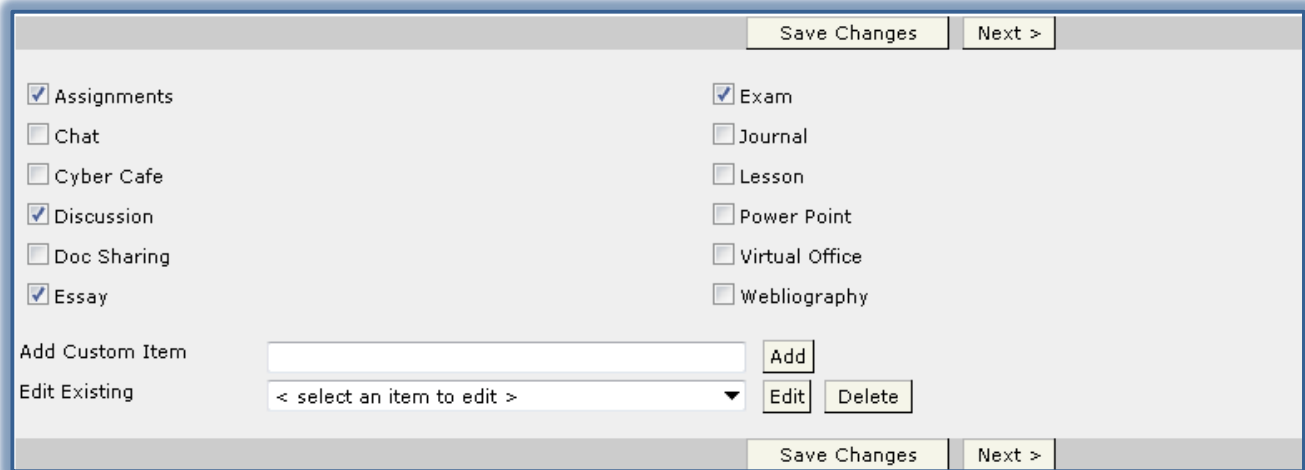
## Gradebook-Custom Gradebook Items

Custom Gradebook Items can be created when a spot is needed to record a grade such as Attendance, Participation, or Initiative when there isn't a Content Item connected with the grade.

- † Click the **Gradebook** link in the **Tools** area.
- † Click the **Setup Gradebook and Rubrics** tab (see illustration below).



- † Click the **Add New Items** tab (see illustration above).
- † The **Add New Items** page will display (see illustration below).

A screenshot of the "Add New Items" page. At the top right are "Save Changes" and "Next >" buttons. The main area contains two columns of content items, each with a checkbox: Assignments (checked), Chat, Cyber Cafe, Discussion (checked), Doc Sharing, Essay (checked), Exam (checked), Journal, Lesson, Power Point, Virtual Office, and Webliography. Below this is an "Add Custom Item" section with a text input box and an "Add" button. Underneath is an "Edit Existing" section with a dropdown menu showing "< select an item to edit >" and "Edit" and "Delete" buttons. At the bottom right are "Save Changes" and "Next >" buttons.

- † Scroll down to the bottom of the **Add Items** page.
- † Add the name of your new item in the box next to **Add Custom Item**.
- † Click the **Add** button to the right of the text box.
  - ☆ The name must be different than any of the **Content Items** listed in the **Gradebook**.
  - ☆ If a **Content Item** by that name, such as **Threaded Discussion**-exists, click the check box for that item.
  - ☆ Be careful, because the **Custom Item** can be added even if it is named the same as a Content Item.
    - ☆ This can cause confusion, especially if the **Custom Item** is checked instead of the **Content Item**.
    - ☆ If the **Custom Item** is chosen, it will not be tied to the real **Content Item**.
    - ☆ Examples:
      - If the original item is a **Threaded Discussion**, the students' Thread responses will not be displayed in the **Gradebook** if the **Custom Item** is selected.
      - If the original item is an **Exam/Quiz**, the students' grades for the **Exam/Quiz** will not be displayed in the **Gradebook** if the **Custom Item** is selected.
- † When all the **Custom Items** have been added, do one of the following:
  - ☆ Click the **Next** button to move to the next item in the **Gradebook Setup**.
  - ☆ Click the **Save Changes** button.