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).

❖ 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.