

## Gradebook-Not Find Item

Instructors sometimes wonder why they are not able to find completed exams in the Gradebook or why points don't display the way they should. The reason maybe how the exam was configured in the Gradebook (please see the image below).

The screenshot shows the 'Gradebook' interface with the 'Add New Items' tab selected. The interface includes a navigation bar with 'View Gradebook', 'User Activity', and 'Setup Gradebook' buttons. Below the navigation bar, there are tabs for 'Current Setup', 'Add New Items', 'Select Gradable Items', 'Assign Points/Weights', and 'Preferences'. The main area contains a list of items with checkboxes. The items are:

- Assignments
- Chapter 1-eC
- Chat
- Cyber Cafe
- Discussion
- Doc Sharing
- Journal
- PDF Upload
- Practice Video Upload
- Presentation
- Quiz/Test (circled in red)
- Quiz/Test (circled in red)
- Reading
- Test 1
- Video Upload
- Virtual Office
- Web Content
- Webliography

At the bottom, there are fields for 'Add Custom Item' (with a text input containing 'Quiz/Test') and 'Edit Existing' (with a dropdown menu showing '< select an item to edit >'). There are 'Add', 'Edit', and 'Delete' buttons. At the very bottom, there are 'Save Changes' and 'Next >' buttons.

- ✚ Creating identically titled items in the **Add New Item** function may prevent the instructor from seeing the item that needs to be graded.
- ✚ If two items are **identically titled** in the **Add New Item** area of the **Gradebook**, one is likely associated to the students' work and the other is not.
- ✚ This quite often occurs when faculty add a **Custom Item** to the **Gradebook** that has the same name as a **Content Item** that was added to the **Gradebook** automatically.
  - ☆ **Content Items** are added to the **Gradebook** when the item is created.
  - ☆ Exams are selected in the **Add New Items** list of the **Gradebook** at the time the exam is created.
- ✚ In the illustration above, **Quiz/Test** appears twice in the **Gradebook**.
  - ☆ The unchecked **Quiz/Test** is associated with the exam that was taken by the students.
  - ☆ The other is not associated with the exam; but appears in the Gradebook as a gradable item.
- ✚ If this does occur, the non-associated **Quiz/Test** item can be unchecked and the item taken by the student can be checked.
  - ☆ If the non-associated item was a **Custom Item**, it can be removed from the Gradebook.
    - Click the **Edit** list arrow.
    - Select the **Custom Item**.

- Click the **Delete** button.
- The item will be removed from the **Add New Items** list and, therefore, from the **Gradebook**.
- ☆ If the item is not a **Custom Item** it cannot be removed from the list.
- ✚ Once all the changes have been made, click **Save Changes**.
- ☆ No data will be lost from the student's work.
- ☆ If the **Select Gradable Items** and **Assign Points/Weight** have been properly formatted as a gradable item the grade for the student should appear in the Gradebook.