

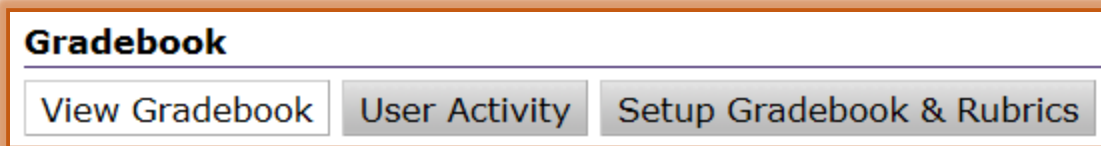
Gradebook-Select Gradable Items

The process of selecting which week or session the gradable item is to appear in is the second step in the Gradebook setup process.

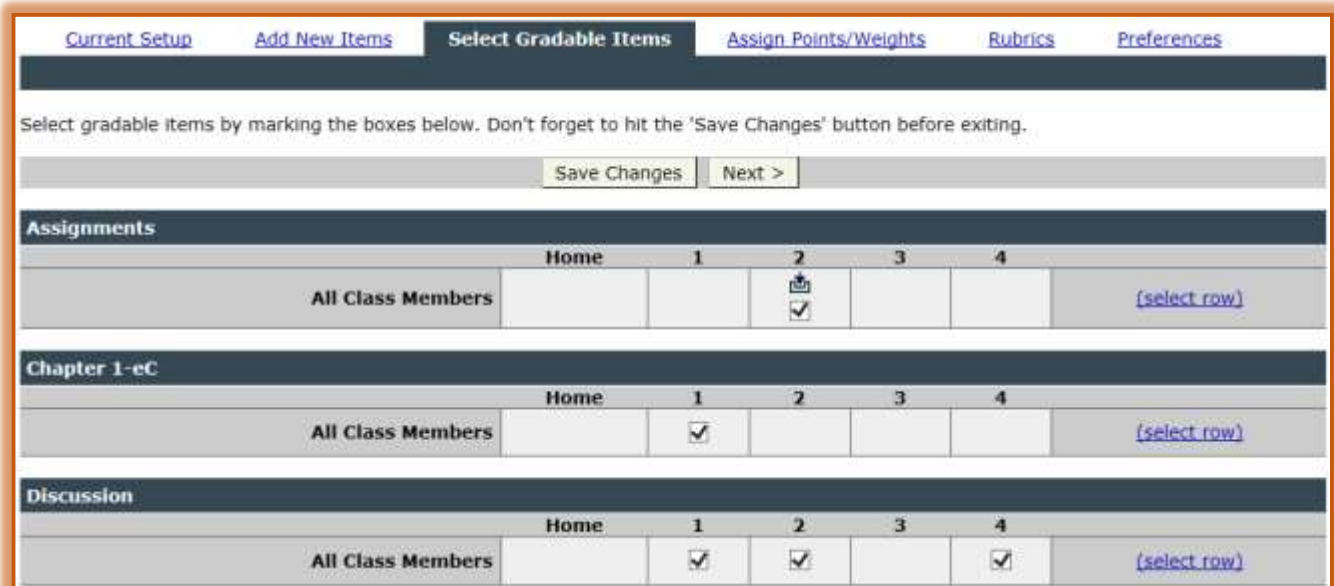
- ✦ Click the **Author** tab in the **Navigation Tree**.



- ✦ Click **Gradebook** on the **Tools Menu**.
- ✦ Click **Setup Gradebook and Rubrics** (see illustration below).



- ✦ The **Gradebook: Current Settings** window will display.
- ✦ Click **Gradebook** on the **Tools Menu**.
- ✦ Click the **Setup Gradebook and Rubrics** button.
- ✦ Click the **Select Gradable Items** tab (see illustration below).

A screenshot of the 'Select Gradable Items' page. The page has a navigation bar with tabs: 'Current Setup', 'Add New Items', 'Select Gradable Items', 'Assign Points/Weights', 'Rubrics', and 'Preferences'. Below the navigation bar, there is a message: 'Select gradable items by marking the boxes below. Don't forget to hit the 'Save Changes' button before exiting.' Below the message, there are two buttons: 'Save Changes' and 'Next >'. The main content area is a table with three sections: 'Assignments', 'Chapter 1-eC', and 'Discussion'. Each section has a header row with columns: 'Home', '1', '2', '3', '4'. Below each header row, there is a row for 'All Class Members' with checkboxes in the '1', '2', '3', and '4' columns. A '(select row)' link is at the end of each row. In the 'Assignments' section, the checkbox for week 2 is checked. In the 'Chapter 1-eC' section, the checkbox for week 1 is checked. In the 'Discussion' section, the checkboxes for weeks 1, 2, and 4 are checked.

- ✦ The **Select Gradable Items** page will display (see illustration above).
- ✦ Select the weeks into which the gradable items are to appear.
 - ★ If a check box doesn't appear for a particular content item in a given week, it means the item was not added to the Week when the course was set up.
 - ★ Custom items will have a checkbox for every week of the course.
 - ★ If Course Tools was selected in the Add Items area they will be available in every Week.
- ✦ Click **Save Changes** or **Next**.