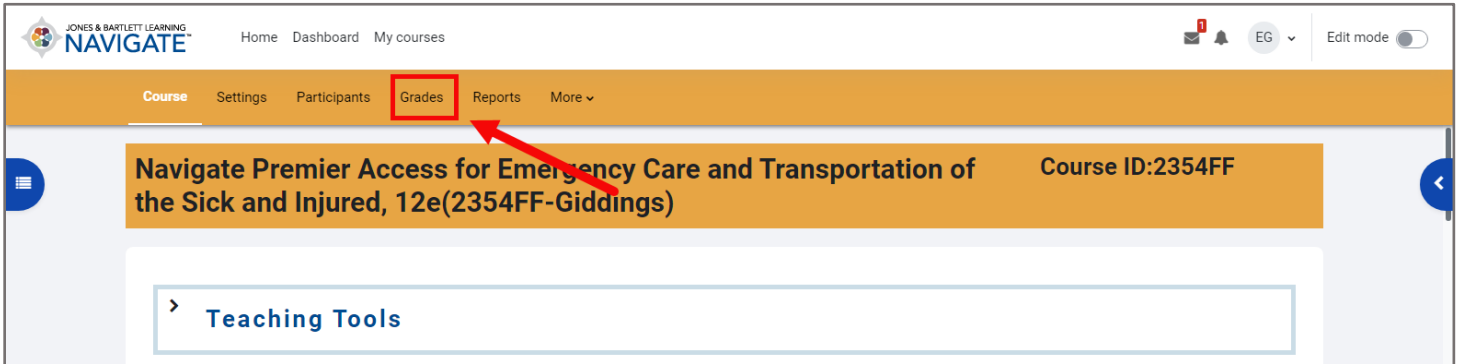


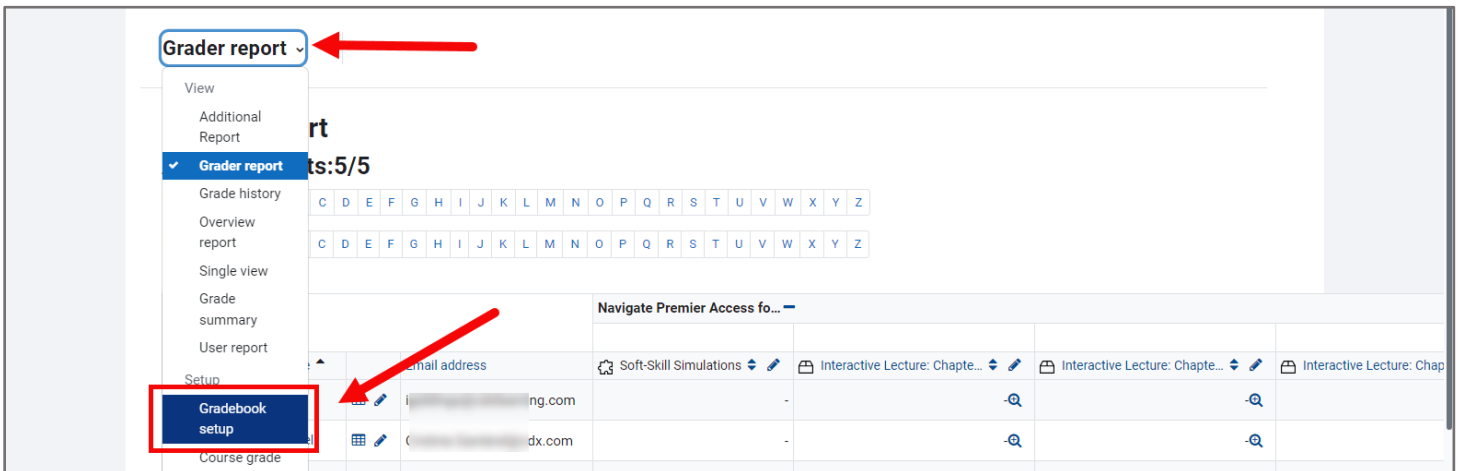
# How to Create a Manually Graded Activity

This document contains instructions on how to create manually graded activities and categorize them within the gradebook.

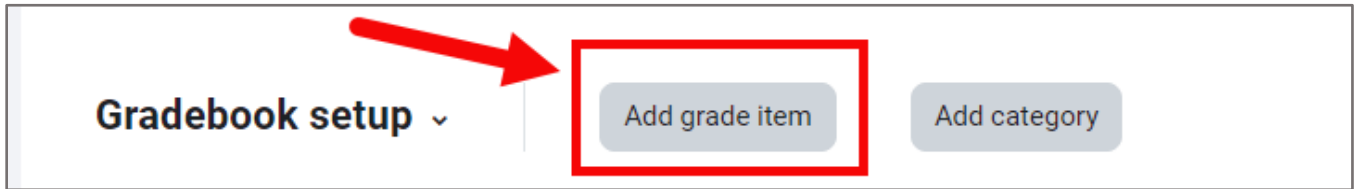
1. On the course page, click the **Grades** button from the navigation bar.



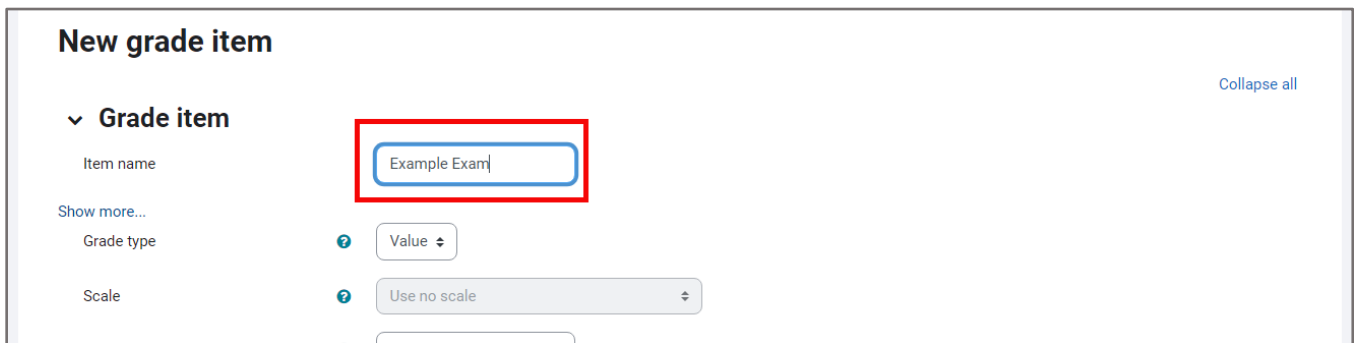
2. When the resulting Grader Report loads, select **Gradebook setup** from the dropdown menu at the top of the report.



3. On the gradebook setup page, click the **Add Grade Item** button. The New grade item page opens, ready for you to name the new activity, specify how it is graded, and select a Category in which to place it within the Grader Report if applicable.



4. Begin by entering a name for the activity in the **Item name** field.



5. Use the **Grade type** dropdown menu to set your grading preference. Choose **Value** to assign a numerical point value, **Scale** to use a preset grade scale, or **Text** to provide feedback only. Note, if using the Scale type, there are two options available for each of the Fail/Pass and Incomplete/Complete scales. Ensure you select the applicable option with “(New)” in the title for the correct grading behavior i.e., Fail/Pass (New).



6. Next, under the **Parent category** section, use the **Grade category** dropdown menu to assign the item to a specific Category if applicable.

▼ **Parent category**

Item weight

Grade category

- Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)
- Tests
- Quizzes
- Interactive Lectures
- Interactive Lectures

7. If you place the activity in a category using a weighted aggregation method, you may assign a weight using the **Item weight** field which is calculated relative to other activities' weights within the same category.

▼ **Parent category**

Item weight

Grade category

8. When finished, click the **Save changes** button on this page.

▼ **Parent category**

Item weight

Grade category

9. The manually graded activity is now listed as a grade column within your **Grader Report**, and you may turn editing on to manually enter individual scores as needed.

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**Grader report**  
All participants:5/5

First name  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	Email address	Example Exam	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
MA Mikel Arteta	ning.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MG Madalyn Gambrel	cdx.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. When done, scroll as needed to the bottom of the Grader Report page and click **Save changes** to apply your manually entered scores. Course edit mode may be toggled off when you're finished.

**Grader report**  
All participants: 3/3

First name: All A B C D E S T U V W X Y Z  
Last name: All A B C D E S T U V W X Y Z

Enter scores manually before clicking "Save changes" below.

First name / Last name	Email address	Controls	Example Exam	eBook Quiz: Chapter 1
HB Hector Bellerin	hbellerin@ascendlearning.com		70	
SC Santi Carzola	scarzola@ascendlearning.com		80	
MO Mesut Ozil	mozil@ascendlearning.com		100	
Overall average			-	-

Save changes