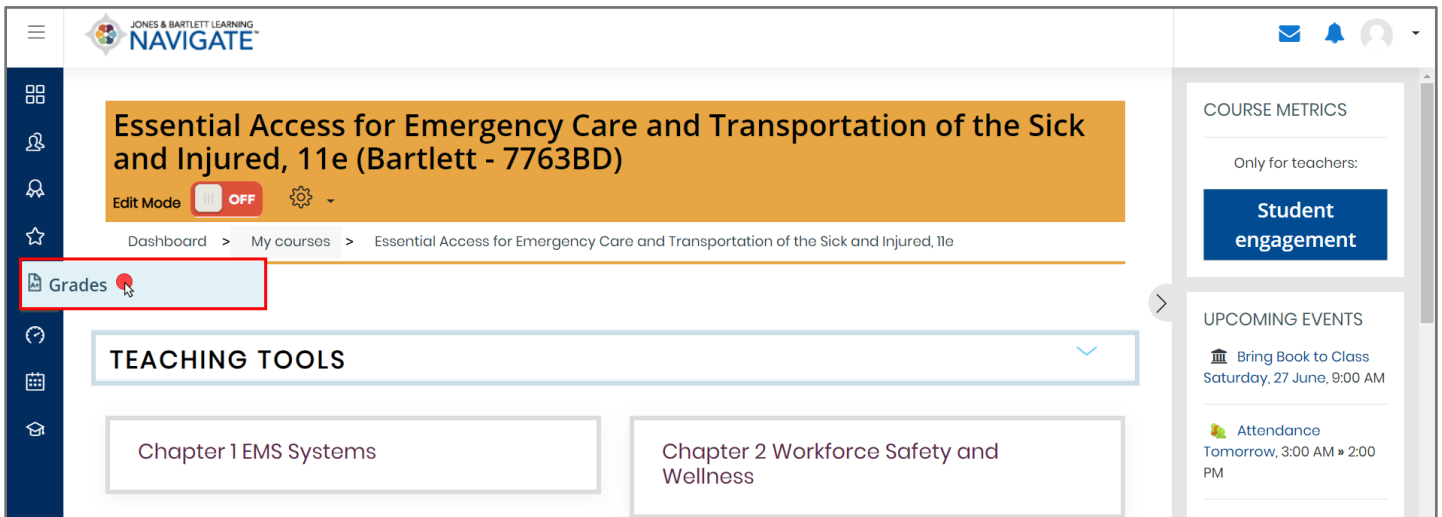


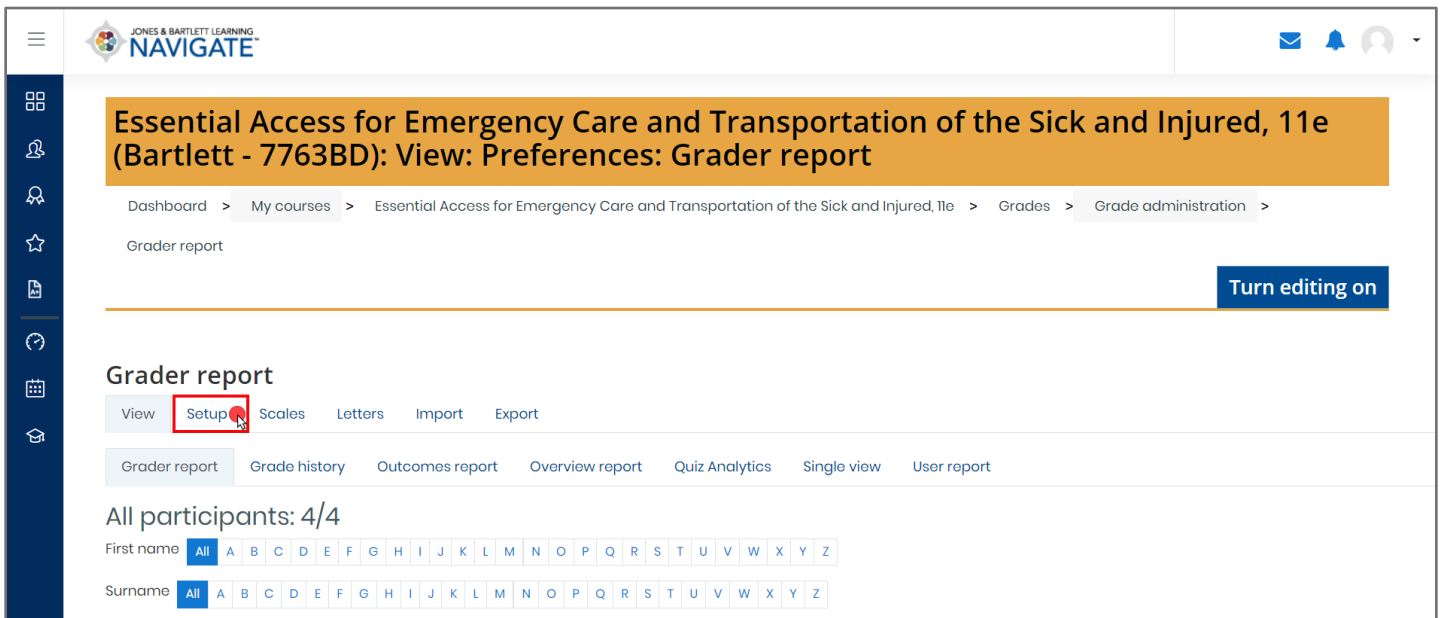
# How to Create a Manually Graded Activity

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 drawer. When the resulting Grader Report loads, click the **Setup** tab.

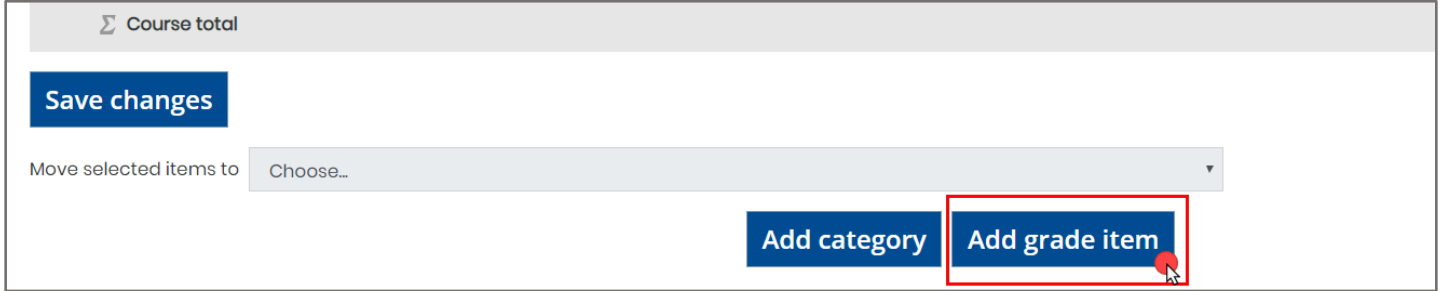


The screenshot shows the course page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The navigation drawer on the left contains a "Grades" button, which is highlighted with a red box. The main content area shows "TEACHING TOOLS" with two chapters: "Chapter 1 EMS Systems" and "Chapter 2 Workforce Safety and Wellness". The right sidebar displays "COURSE METRICS" with a "Student engagement" button and "UPCOMING EVENTS" including "Bring Book to Class" and "Attendance".



The screenshot shows the "Grader report" page for the same course. The breadcrumb trail is "Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Grades > Grade administration > Grader report". The "Setup" tab in the "Grader report" menu is highlighted with a red box. Other tabs include "View", "Scales", "Letters", "Import", and "Export". Below the menu, there are options for "Grader report", "Grade history", "Outcomes report", "Overview report", "Quiz Analytics", "Single view", and "User report". The page shows "All participants: 4/4" with filters for "First name" and "Surname" set to "All".

2. Scroll to the bottom of the Grader report setup page and click the **Add Grade Item** button. The New grade item page will open, 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.



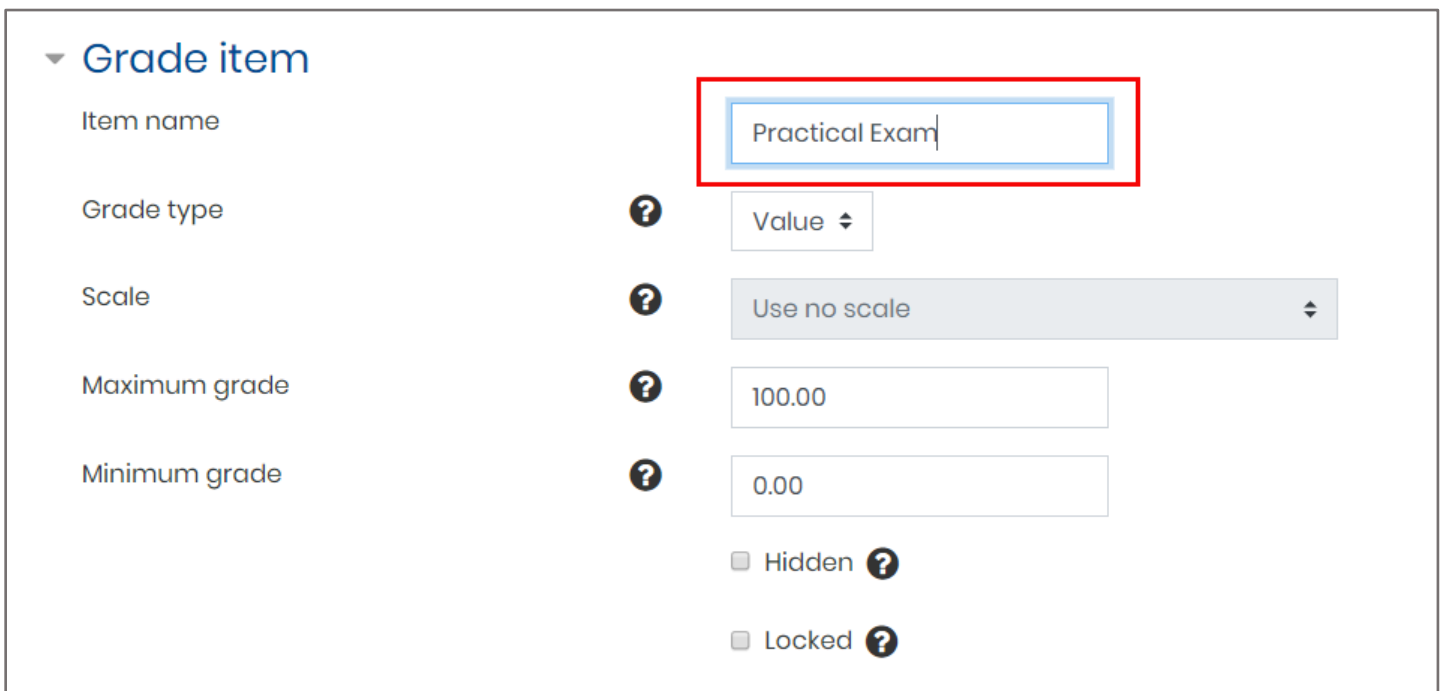
Σ Course total

Save changes

Move selected items to Choose...

Add category Add grade item

3. Enter a name for the activity in the **Item name** field.



Grade item

Item name Practical Exam

Grade type Value

Scale Use no scale

Maximum grade 100.00

Minimum grade 0.00

Hidden

Locked

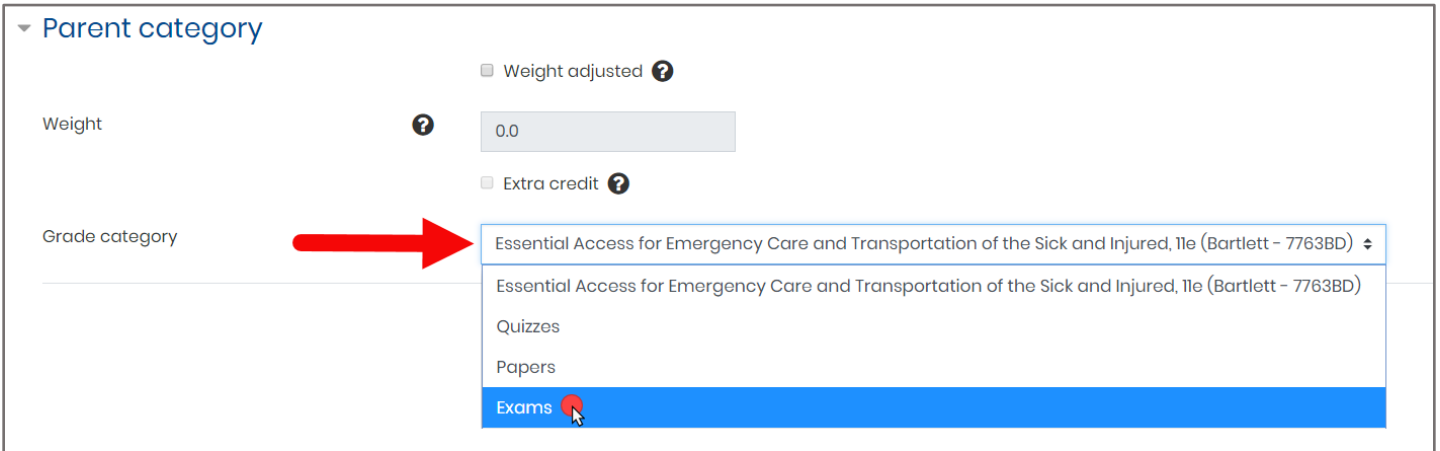
4. Use the **Grade type** dropdown menu to set your grading preference for the activity. Choose **Value** to assign a numerical point value, **Scale** to use a preset grade scale, or **Text** to provide feedback only.

Grade item configuration form showing the 'Grade type' dropdown menu open, with 'Value' selected. The form includes fields for 'Item name' (Practical Exam), 'Scale', 'Maximum grade', and 'Minimum grade' (0.00). There are also checkboxes for 'Hidden' and 'Locked'.

**Please note**, when using the **Scale** grading 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).

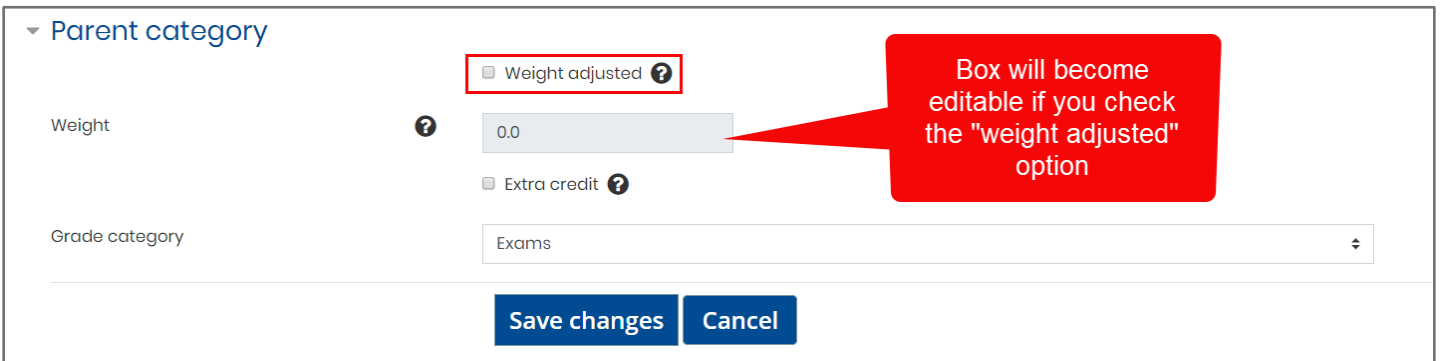
Grade type configuration form showing the 'Scale' dropdown menu open, with 'Fail / Pass (New)' selected. The dropdown menu includes options: 'Fail / Pass (New)', 'Use no scale', 'Separate and Connected ways of knowing', 'Fail / Pass', 'Satisfactory', 'Incomplete, Complete', 'Fail / Pass (New)', 'Incomplete / Complete (New)', and 'Default competence scale'.

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



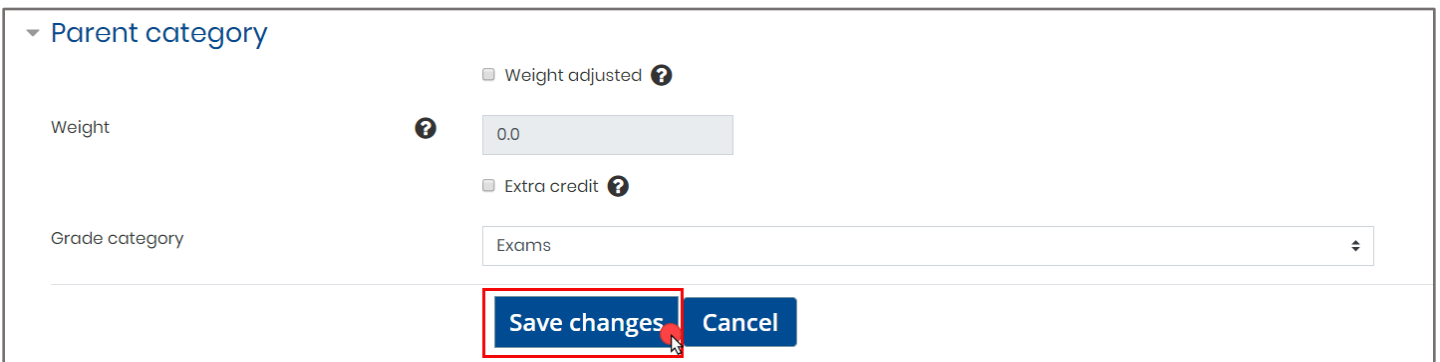
The screenshot shows the 'Parent category' section of a form. It includes a 'Weight' field with a value of 0.0, a 'Weight adjusted' checkbox, and an 'Extra credit' checkbox. The 'Grade category' dropdown menu is open, showing options: 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)', 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)', 'Quizzes', 'Papers', and 'Exams'. A red arrow points to the 'Exams' option, which is highlighted in blue.

6. If you leave the **Weight adjusted checkbox** clear, the item grade will be assigned a natural weight calculated relative to other activities within the gradebook or selected category. If you click to add a checkmark, you can manually specify a value used to adjust the weighting.



The screenshot shows the 'Parent category' section of a form. The 'Weight adjusted' checkbox is checked and highlighted with a red box. A red callout box points to the 'Weight' field, stating: 'Box will become editable if you check the "weight adjusted" option'. The 'Grade category' dropdown menu is set to 'Exams'. At the bottom, there are 'Save changes' and 'Cancel' buttons.

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



The screenshot shows the 'Parent category' section of a form. The 'Weight adjusted' checkbox is checked. The 'Grade category' dropdown menu is set to 'Exams'. At the bottom, the 'Save changes' button is highlighted with a red box, and a mouse cursor is clicking on it.

8. You will now find the manually graded activity listed as a grade column within your **Grader Report**, and you may turn editing on to manually enter or adjust scores as needed.

**Grader report**

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

All participants: 4/4

First name All 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

Surname All 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

Essential Access for Emer... ☯

Exams ☯

First name / Surname ^	Email address	Module 1 Test ↕ ✎	Chapter 2 Exam ↕ ✎	Practical Exam ↕ ✎	Exams total ↕ ✎
Lisa Adams	ladams@ascendlearning.com	90.00 🔍	86.00	-	72.00
Michelle Doe	mdoe@ascendlearning.com	- 🔍	79.00	-	79.00

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm