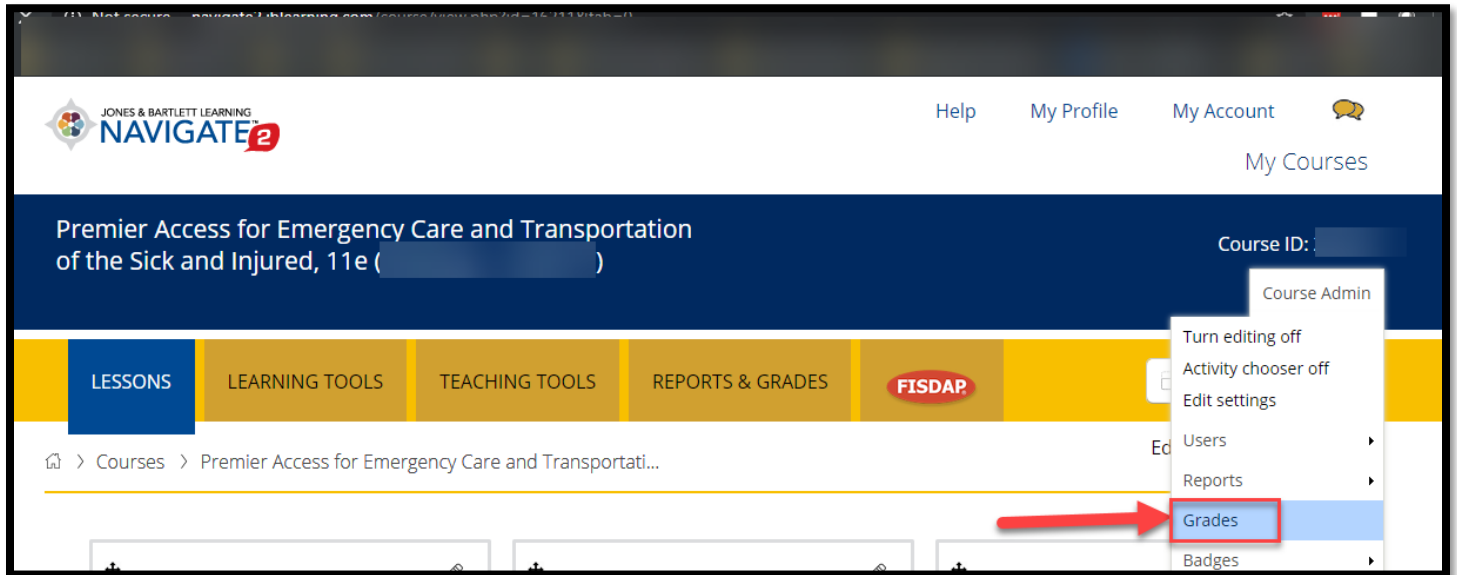
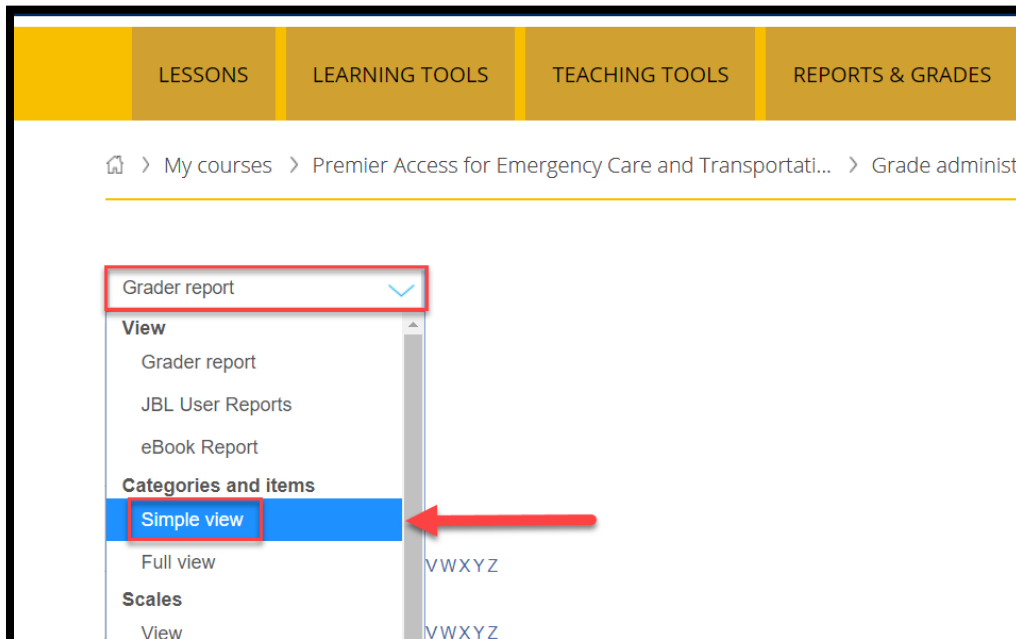


How do I create a manually graded item?

1. From the course homepage, navigate to your gradebook by hovering your mouse over the **Course Admin** menu in the top-right of the page and click the **Grades** option.

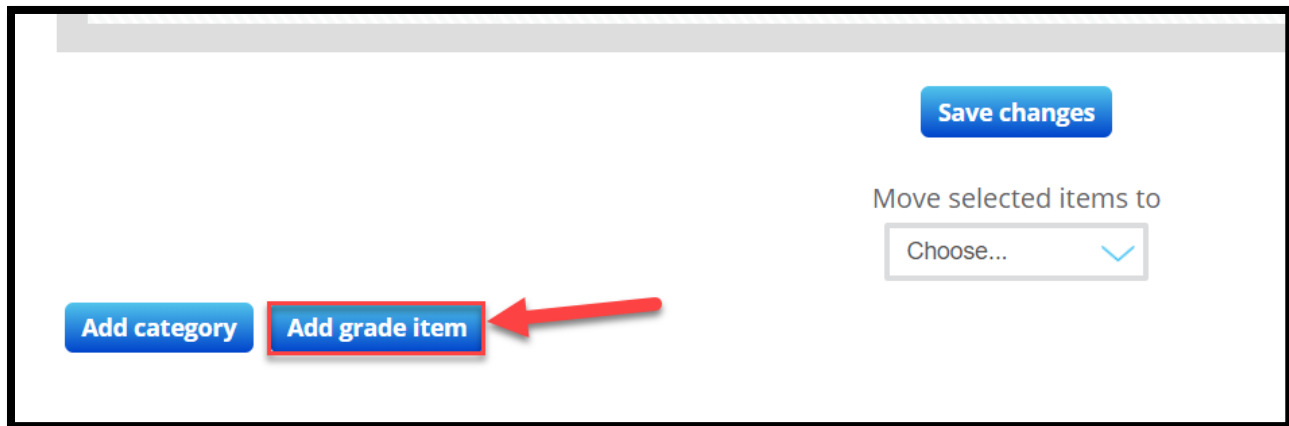


2. On the following **Grader Report** page, click the dropdown menu to the top-left and select the **Simple View** option.

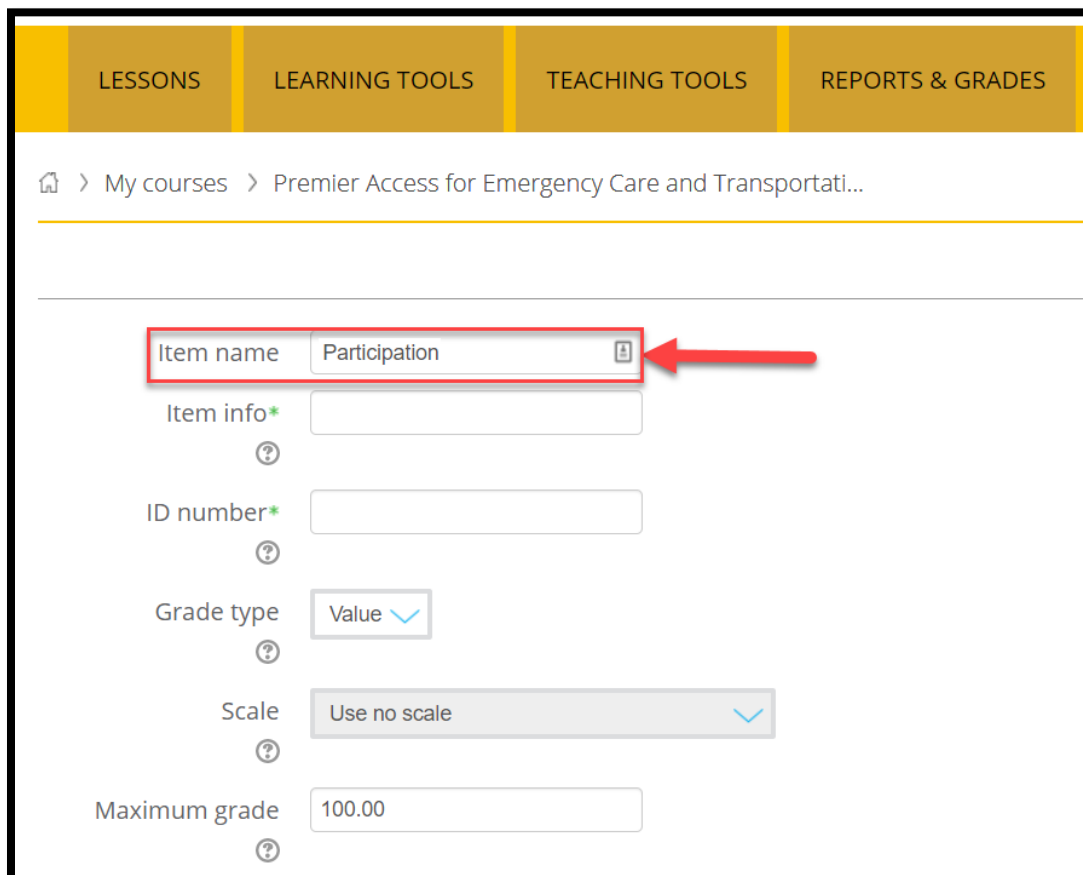


How do I create a manually graded item?

3. On the next page, scroll down to the bottom and click the **Add grade item** button.



4. Use the subsequent settings page to name your graded item and adjust any additional parameters as needed. Please note, it is recommended that you select the appropriate **Grade Category** in which to place this item at the bottom of this page. This will help you avoid having to move it later.

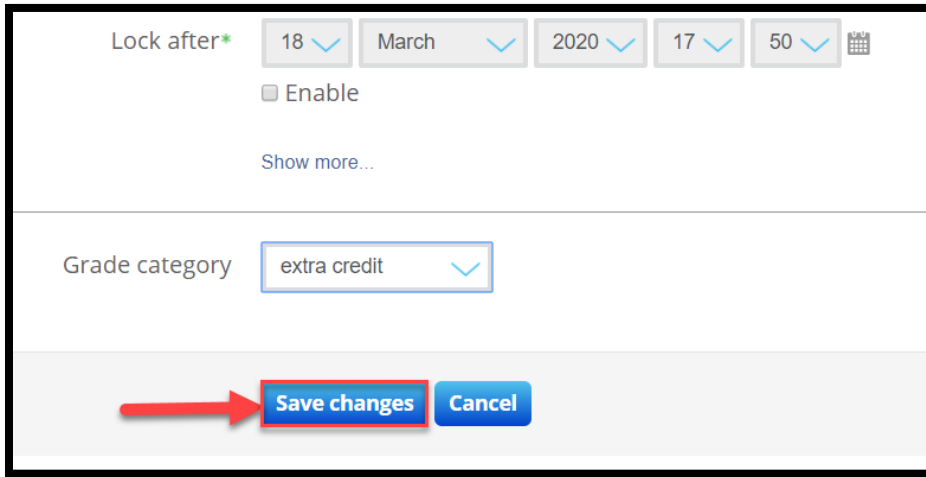


The screenshot shows a navigation bar with four tabs: 'LESSONS', 'LEARNING TOOLS', 'TEACHING TOOLS', and 'REPORTS & GRADES'. Below the navigation bar is a breadcrumb trail: 'My courses > Premier Access for Emergency Care and Transportati...'. The main content area contains several form fields:

- 'Item name' field with the text 'Participation' and a red box around it, with a red arrow pointing to it from the right.
- 'Item info*' field with a question mark icon below it.
- 'ID number*' field with a question mark icon below it.
- 'Grade type' dropdown menu with 'Value' selected and a question mark icon below it.
- 'Scale' dropdown menu with 'Use no scale' selected and a question mark icon below it.
- 'Maximum grade' field with the value '100.00' and a question mark icon below it.

How do I create a manually graded item?

5. When finished, scroll to the bottom of the page and click **Save changes**.



Lock after* 18 March 2020 17 50

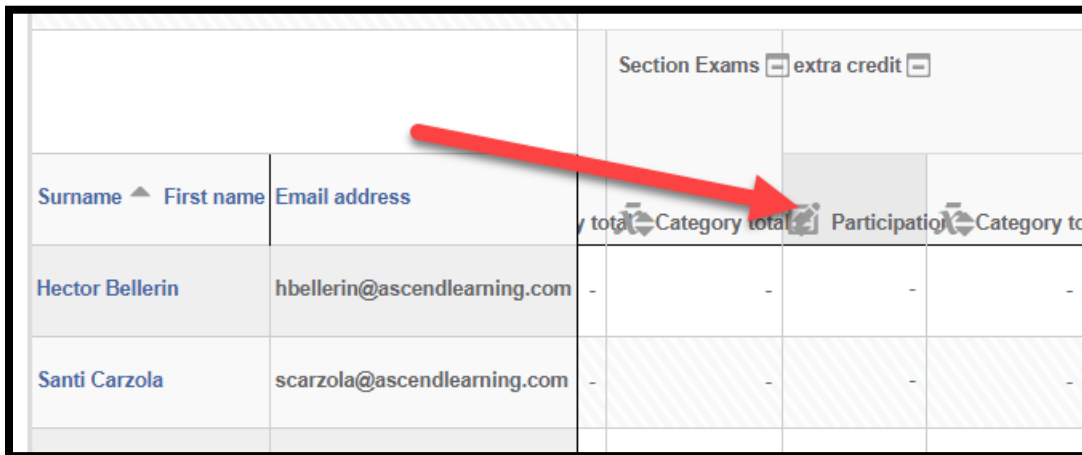
Enable

Show more...

Grade category extra credit

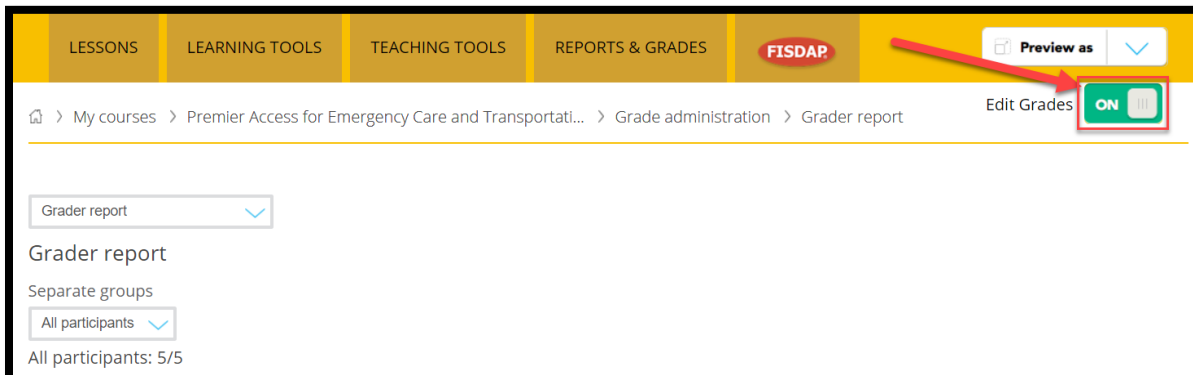
Save changes Cancel

6. You will now see the item populated in your **Grader Report** at the end of the grade category in which it is placed.



| | | | Section Exams extra credit | | | |
|---------|------------|------------------------------|----------------------------|---------------|----------------|---------------|
| Surname | First name | Email address | Category total | Participation | Category total | Participation |
| Hector | Bellerin | hbellerin@ascendlearning.com | - | - | - | - |
| Santi | Carzola | scarzola@ascendlearning.com | - | - | - | - |

7. To input students grades when ready, navigate to your **Grader Report** and turn **Edit Grades** "ON."



LESSONS LEARNING TOOLS TEACHING TOOLS REPORTS & GRADES FSDAP

My courses > Premier Access for Emergency Care and Transportati... > Grade administration > Grader report

Edit Grades **ON**

Grader report

Grader report

Separate groups


All participants

All participants: 5/5

How do I create a manually graded item?

8. Scroll as needed to find the item in the gradebook (quick tip, use **Ctrl+F** function and enter the item name in the browser Find field to jump to the applicable column in the gradebook).
9. Manually enter in the students' scores in the graded item's column and then click the **Update** button to save your changes

| | | Midterm | Section Exams | extra credit | | | | |
|-----------------|------------|------------------------------|---------------|------------------|----------------|----------------|----------------|---------------|
| Surname | First name | Email address | Chapter | Lecture: Chapter | Category total | Category total | Category total | Participation |
| Controls | | | | | | | | |
| Hector Bellerin | | hbellerin@ascendlearning.com | | | 3.50 | | | 90 |
| Santi Carzola | | scarzola@ascendlearning.com | | | 1.67 | | | 100 |
| | | | | | | | | |
| Mesut Ozil | | mozil@ascendlearning.com | | | 2.13 | | | 0 |
| Patrick Viera | | pviaera@fake.com | | | 0.00 | | | 100 |
| Overall average | | | | | 1.82 | | | |

 **Update**