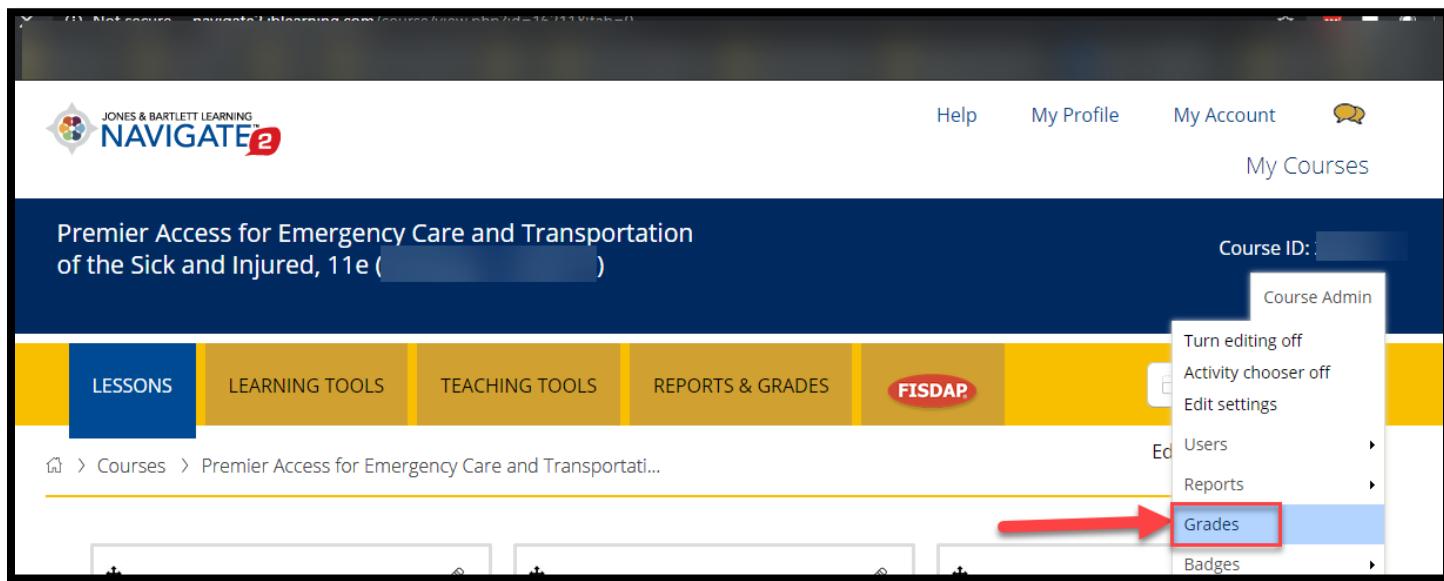


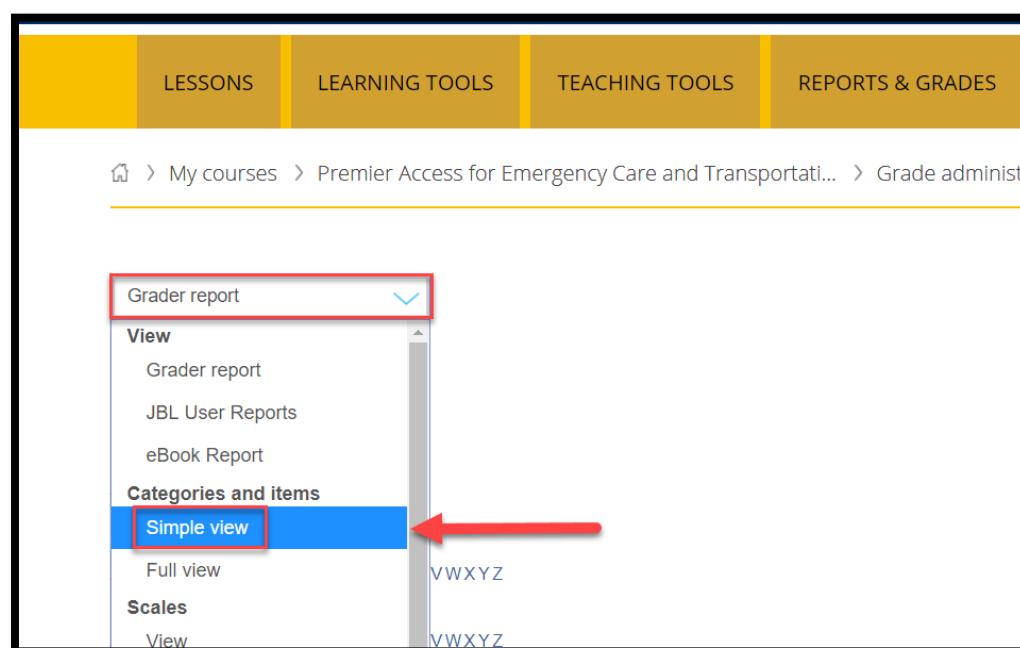
How do I create a manually graded item?

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.



The screenshot shows the NAVIGATE 2 course homepage for 'Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e'. The top navigation bar includes 'Help', 'My Profile', 'My Account', and 'My Courses'. The 'Course Admin' menu is open, showing options like 'Turn editing off', 'Edit settings', 'Users', 'Reports', and 'Grades'. A red arrow points to the 'Grades' option, which is highlighted with a red box.

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



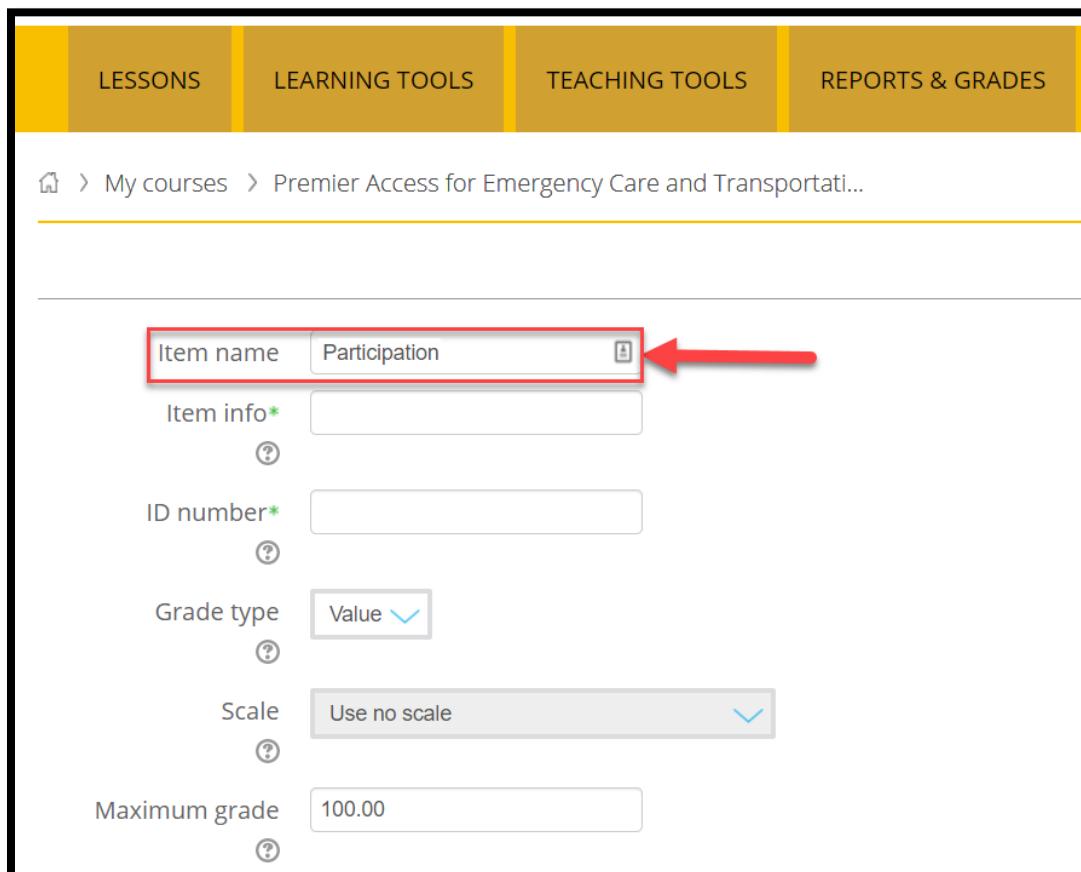
The screenshot shows the 'Grader Report' page. The top navigation bar includes 'LESSONS', 'LEARNING TOOLS', 'TEACHING TOOLS', and 'REPORTS & GRADES'. The breadcrumb navigation shows 'My courses > Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e > Grade administration'. A dropdown menu is open under 'View', with 'Simple view' highlighted with a red box and a red arrow pointing to it. Other options in the dropdown include 'Grader report', 'JBL User Reports', 'eBook Report', 'Full view', and 'Scales'.

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.



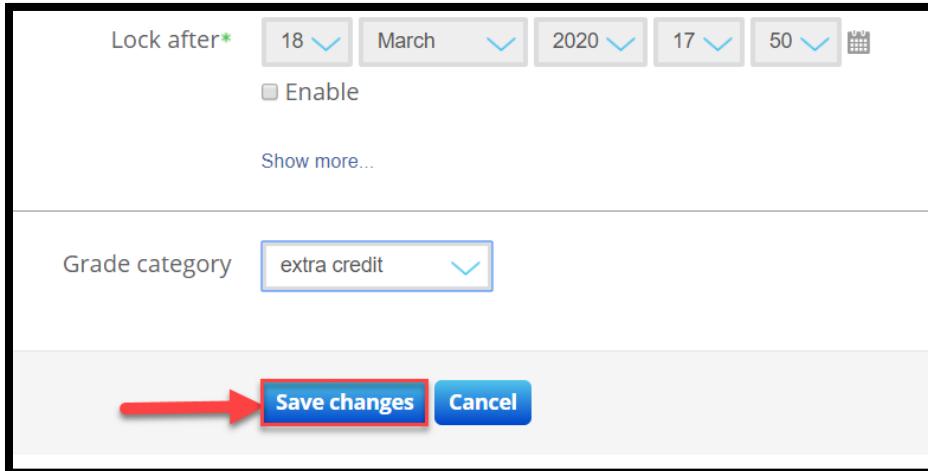
4. Use the subsequent settings page to name your graded item and adjust any additional parameters as needed. Please note, it is recommended that you select the appropriate **Grade Category** in which to place this item at the bottom of this page. This will help you avoid having to move it later.



Item name	Participation	
Item info*		
ID number*		
Grade type	Value	
Scale	Use no scale	
Maximum grade	100.00	

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

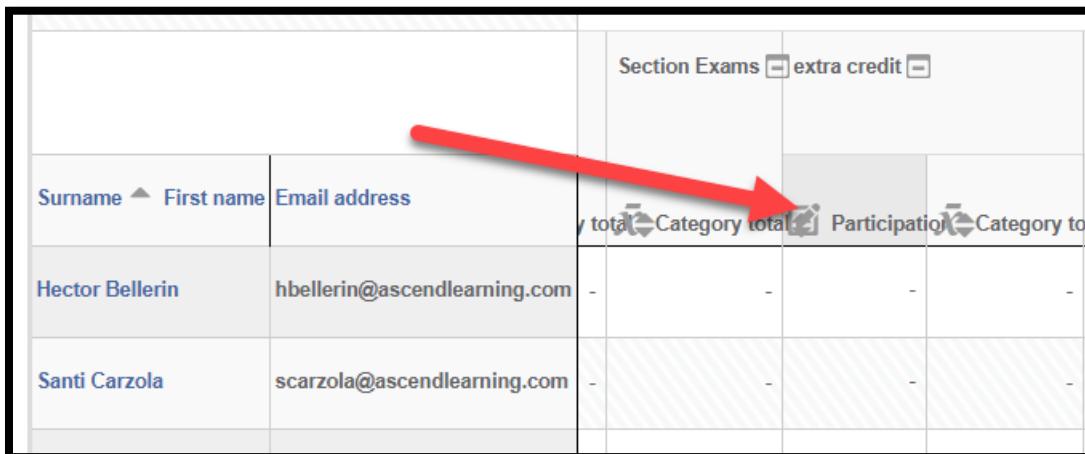
Enable

Show more...

Grade category extra credit

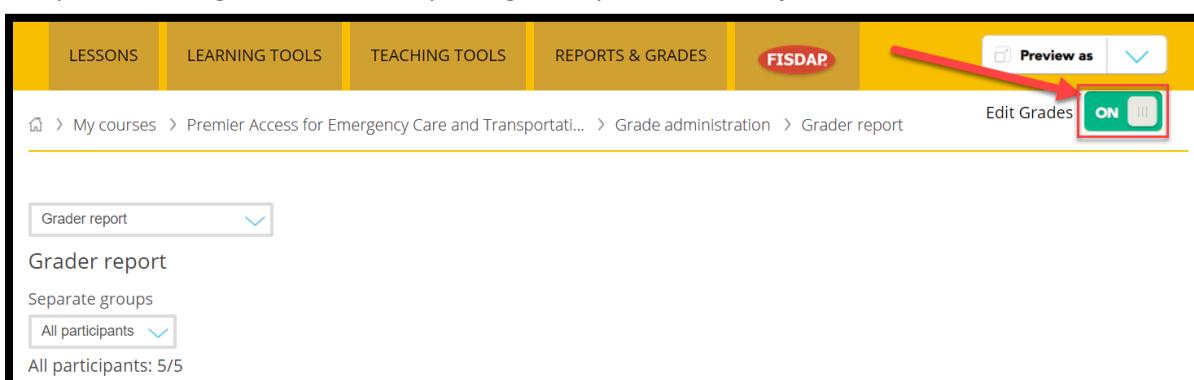
Save changes **Cancel**

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	total	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 **FISDAP** Preview as

Edit Grades **ON**

My courses > Premier Access for Emergency Care and Transportati... > Grade administration > 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	pter	Lecture: Chapter 1	Lecture: Chapter 1	Category total	Category total	Category total	Participation
Controls			gear	gear	gear				gear
Hector Bellerin	hbellerin@ascendlearning.com		gear	gear	gear	3.50	gear	gear	90
Santi Carzola	scarzola@ascendlearning.com		gear	gear	gear	1.67	gear	gear	100
			gear	gear	gear		gear	gear	gear
Mesut Ozil	mozil@ascendlearning.com		gear	gear	gear	2.13	gear	gear	0
Patrick Viera	pviera@fake.com		gear	gear	gear	0.00	gear	gear	100
Overall average			-	-	-	1.82	-	-	

 **Update**