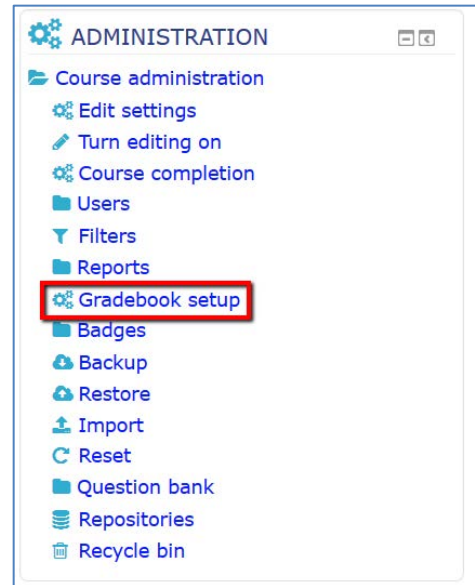


Why Do This

Cougar Courses creates a gradebook entry for every assignment you create using the “Add an Activity or Resource” function. However, there are occasions when you want to assign grades for other things, such as in-class exams, hard copy assignments, or class participation. In these cases, you will want to create a manual **grade item** in your gradebook.

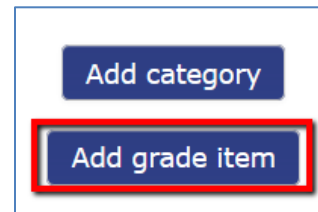
1. Go to the *Administration* block. Select **Gradebook setup**.



2. Select the **Setup** tab.



3. Scroll to the bottom and select **Add grade item**.



4. Enter the **Item name**. Keep these names short to minimize the gradebook column width.

Grade item

Item name

ID number

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

5. Enter the grade item's total point value in **Maximum grade**.

6. If you use categories in your Gradebook, go to the **Parent Category** section and select the desired category in which this item should appear from the **Grade category** dropdown.

Parent category

Weight adjusted

Weight

Grade category

7. Select **Save changes** at the bottom of the page.