

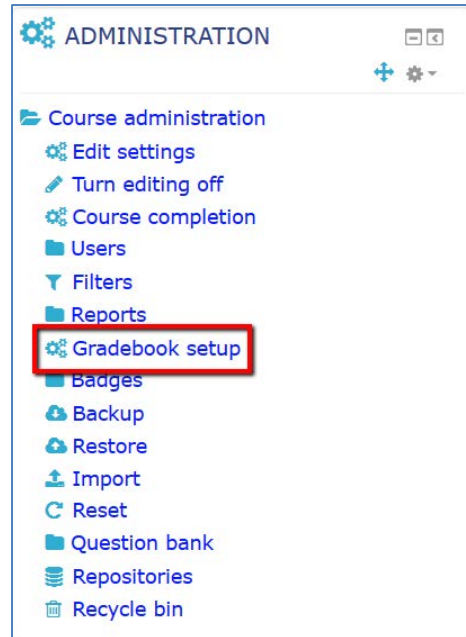


Gradebook – 3.2 - Creating & Grading a Negative Grade Item

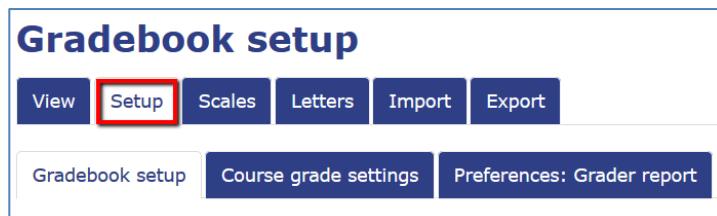
Why Do This

There might be scenarios where you would want to take away points from a student’s cumulative total in the Gradebook. For example, you may want a student to lose 5 points for every class session that they miss. Creating a negative grade item allows you to do this.

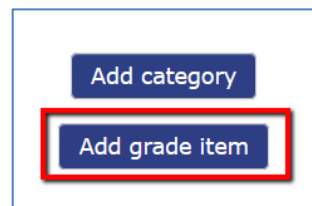
1. Go to the *Administration* block. Select **Gradebook setup**.



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 Negative Points

ID number ?

Grade type ? Value

Scale ? Use no scale

Maximum grade ? 1

Minimum grade ? -50

- The value in the **Maximum grade** box must be greater than 0. If you only want the grade item to take away points and not contribute points to the course total, put 1 in the box and make the item Extra Credit.
- The value in the **Minimum grade** box should include a minus sign and then the maximum number of points you want to be able to deduct.
- Select **Save changes** at the bottom of the page.
- Click Edit > Edit Settings for the grade item you just created.

Negative Points	0.498	1.00
Course total		201.00

Save changes

- Edit settings
- Edit calculation
- Delete
- Hide

9. Check the box for **Extra credit** at the bottom of the page.

Parent category

Weight adjusted ?

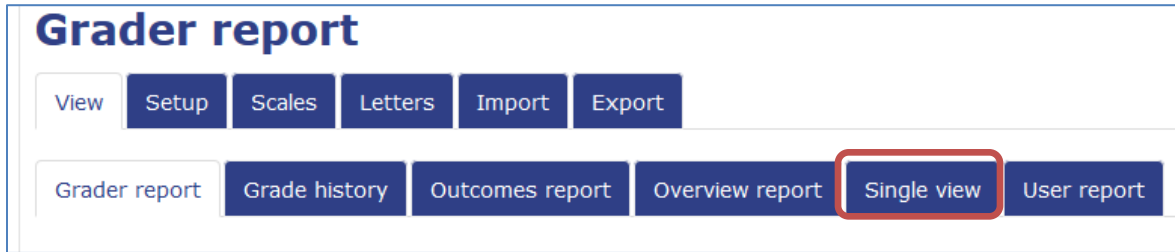
Weight ? 0.5

Extra credit ?

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

Grading a Negative Grade Item

1. In the gradebook, click on the **Single View** tab.



2. Select the negative grade item from the “**Select grade item...**” dropdown.



3. Enter a minus sign followed the number of points the student should lose in the **Grade** box for each student.



4. Click **Save** in either the upper or lower right.

Example:

			Test Course			
Last name	First name	Email address	Exam 1	Exam 2	Negative Points	Course total
Training Moodle		cctr20csusm@gmail.com	95.00	80.00	-5.00	170.00
CCTR Training 06		cctr06@csusm.edu	100.00	100.00	-10.00	190.00