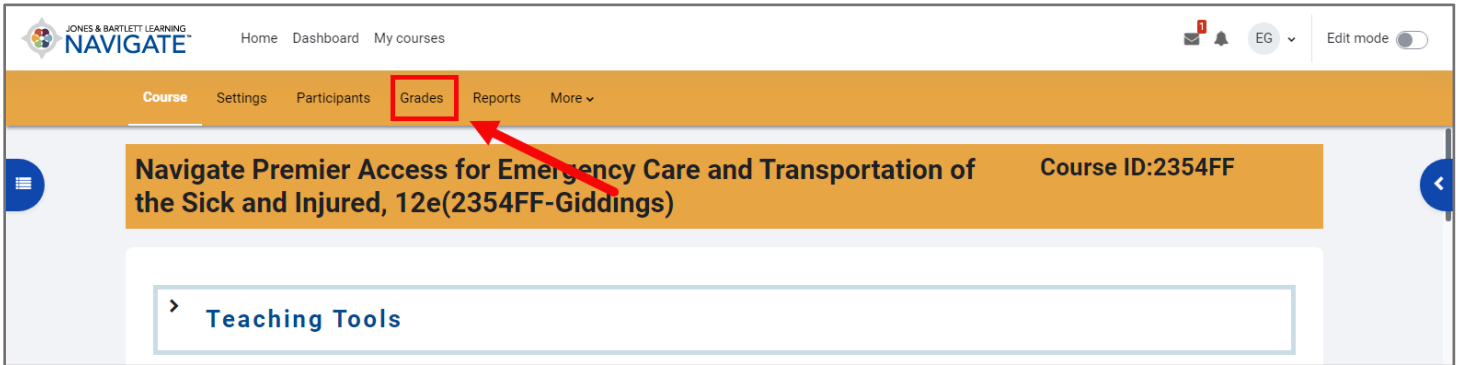


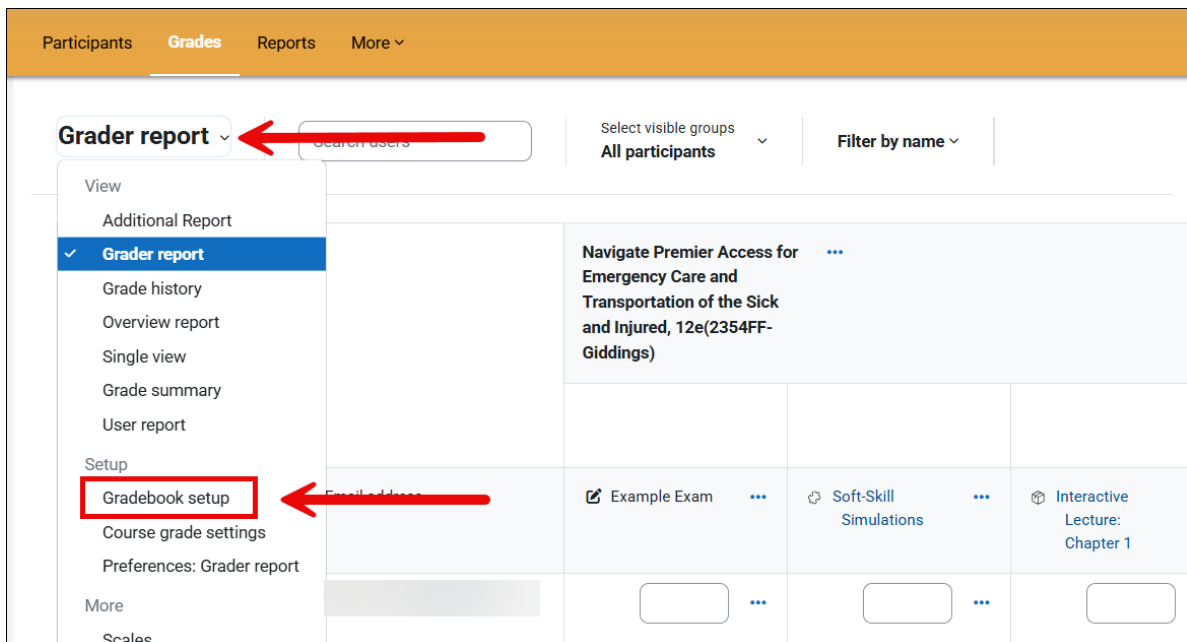
How to Create a Manually Graded Activity

This document contains instructions on how to create manually graded activities and categorize them within the gradebook.

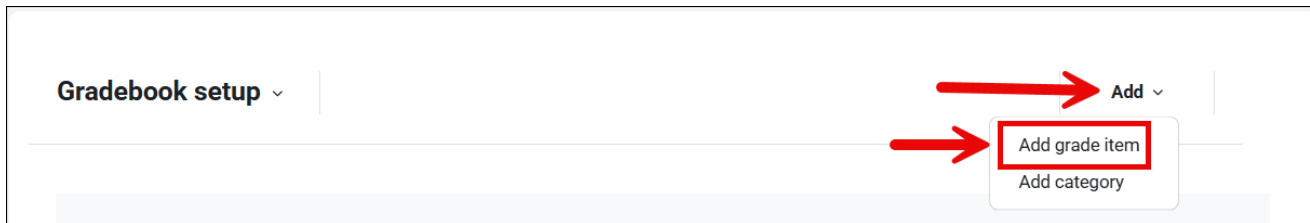
1. On the course page, click the **Grades** button from the navigation bar.



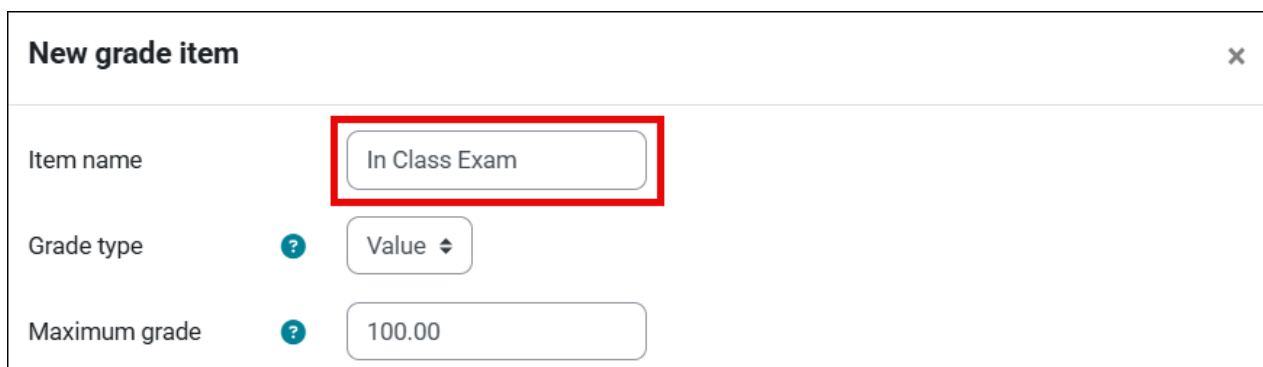
2. When the resulting Grader Report loads, select **Gradebook setup** from the dropdown menu at the top of the report.



3. On the gradebook setup page, click the **Add Grade Item** button. The New grade item page opens, 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.

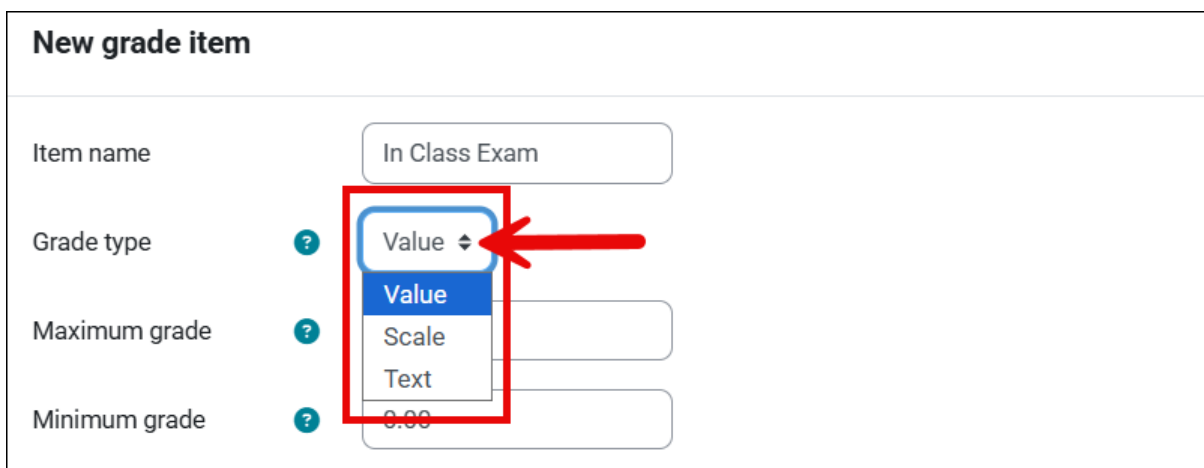


4. Begin by entering a name for the activity in the **Item name** field.



A screenshot of the 'New grade item' form. The 'Item name' field contains the text 'In Class Exam' and is highlighted with a red box. Below it, the 'Grade type' dropdown is set to 'Value' and the 'Maximum grade' field contains '100.00'.

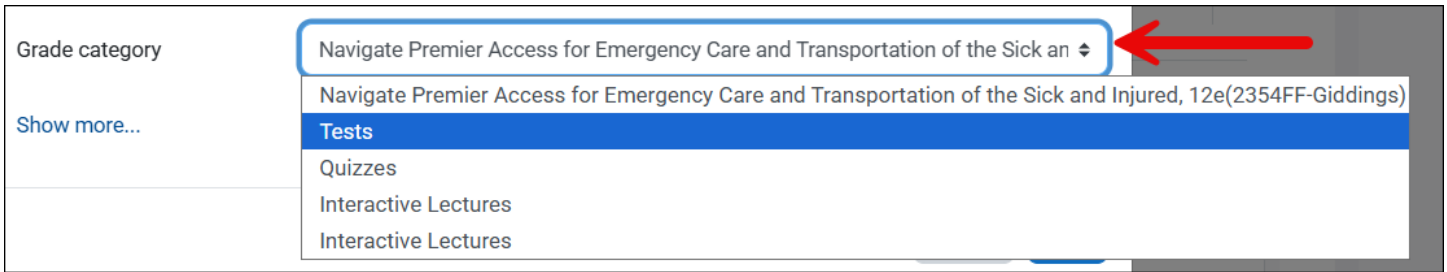
5. Use the **Grade type** dropdown menu to set your grading preference. Choose **Value** to assign a numerical point value, **Scale** to use a preset grade scale, or **Text** to provide feedback only. Note, if using the Scale type, there are two options available for each of the Fail/Pass and Incomplete/Complete scales. Ensure you select the applicable option with “(New)” in the title for the correct grading behavior i.e., Fail/Pass (New).



A screenshot of the 'New grade item' form. The 'Grade type' dropdown menu is open, showing three options: 'Value', 'Scale', and 'Text'. A red box highlights the dropdown menu, and a red arrow points to the 'Value' option. The 'Item name' field contains 'In Class Exam' and the 'Minimum grade' field contains '0.00'.

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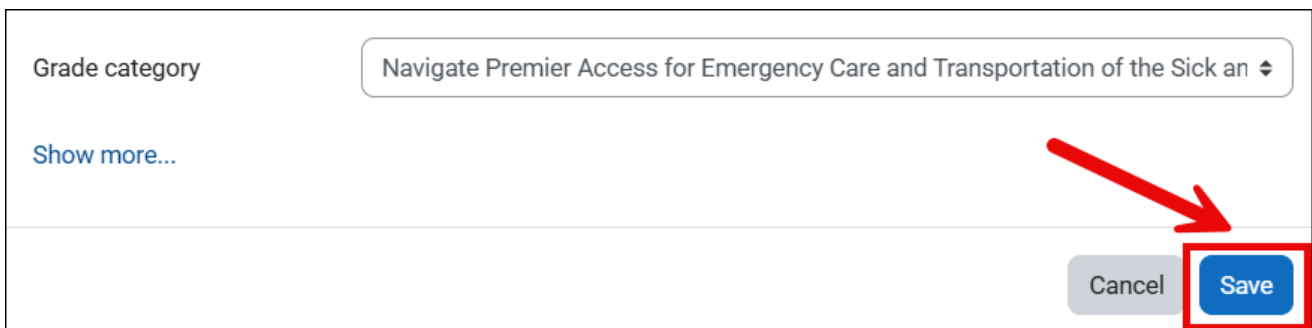
6. Next, under the **Parent category** section, use the **Grade category** dropdown menu to assign the item to a specific Category if applicable.



A screenshot of a dropdown menu for 'Grade category'. The menu is open, showing several options. The option 'Tests' is highlighted in blue. A red arrow points to the dropdown arrow on the right side of the menu.

Grade category	Navigate Premier Access for Emergency Care and Transportation of the Sick an ▾
Show more...	Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)
	Tests
	Quizzes
	Interactive Lectures
	Interactive Lectures

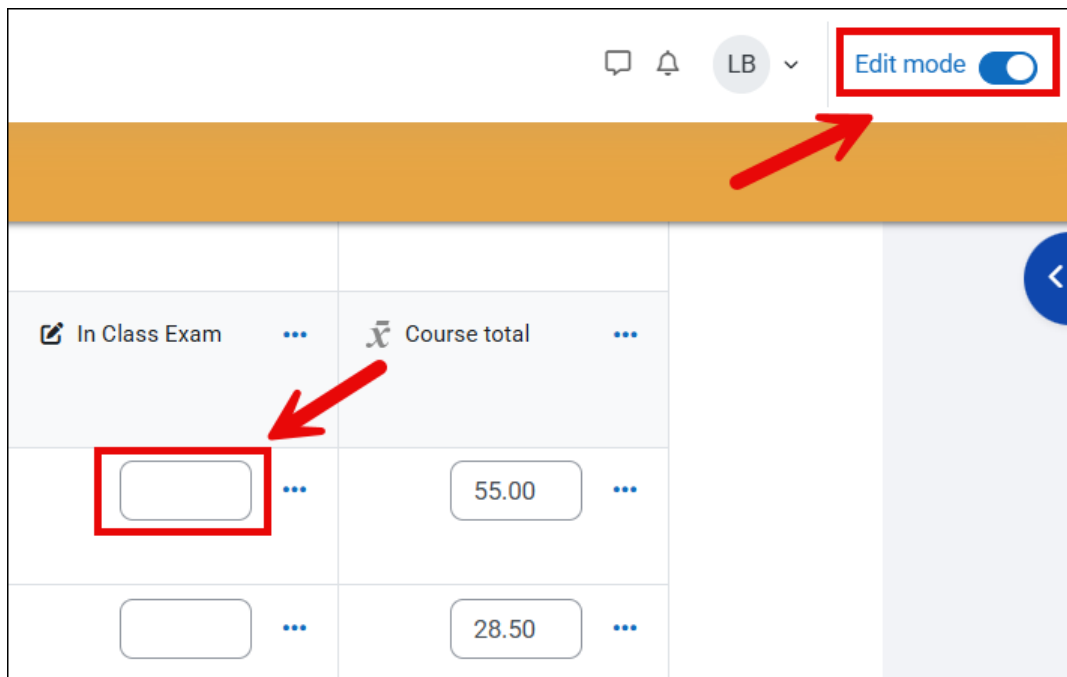
7. When finished, click the **Save changes button** on this page.



A screenshot of a form with a 'Grade category' dropdown menu and a 'Show more...' link. A red arrow points to the 'Save' button, which is highlighted with a red box. A 'Cancel' button is also visible.

Grade category	Navigate Premier Access for Emergency Care and Transportation of the Sick an ▾
Show more...	
	Cancel Save

8. The manually graded activity is now listed as a grade column within your **Grader Report**, and you may turn editing on to manually enter individual scores as needed.



A screenshot of a 'Grader Report' table. The table has two columns: 'In Class Exam' and 'Course total'. The 'In Class Exam' column has two rows with empty input boxes. The 'Course total' column has two rows with values '55.00' and '28.50'. A red arrow points to the 'Edit mode' toggle switch, which is turned on. Another red arrow points to the input box in the 'In Class Exam' column.

In Class Exam	Course total
<input type="text"/>	55.00
<input type="text"/>	28.50

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9. When done, click **Save changes** at the bottom right to apply your manually entered scores. Course edit mode may be toggled off when you're finished.

In Class Exam	Course total
80	8
85	9
75	80
90	95
-	32.88

Enter score manually before clicking "Save Changes" below.

Save changes