Managing Grade Categories and Items

Edit a Grade Book Category or Item

After you create a grade book category or item, you can edit how and when it is displayed and apply release conditions to it.

Step 1: On the **Manage Grades** page, select the category or item you want to edit, for example, the **Quizzes** category or the **Quiz 1** item.

Step 2: Make your changes.

Edit Item: Quiz 1

Properties	Restrictions	Objectives

General

Type

Numeric

Association

This grade item is associated with the quiz "Quiz 1 - Syllabus"

Name *

Quiz 1

Step 3: Select **Save and Close** to save your changes and return to **Manage Grades.**

Grading

Maximum Points *

25   ?

Weight *

9.090909091   ?

Can Exceed

☐ ?

Bonus

☐ ?

Grade Scheme

-- Default Scheme -- (Percentage) ▾   ?

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Display Options

▷ Show Display Options

Save and Close	Save and New	Save	Cancel

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Editing Multiple Gradebook Categories and Items

Step 1: On the **Manage Grades** page, select the checkboxes beside the categories and items you want to edit. Select **Bulk Edit**.

Step 3: Use the table to update fields and select **Save.**

Bulk Edit Items and Categories

#	Name*	Short Name	Type	Max Points*	Bonus	Can Exceed	Grade Scheme	Category
1	Exams					☐		
2	Midterm Exam		Numeric	100	☐	☐	-- Default Scheme -- (Percentage) ⌄	Exams ⌄
3	Final Exam		Numeric	200	☐	☐	-- Default Scheme -- (Percentage) ⌄	Exams ⌄
4	Quizzes					☐		
5	Quiz 1		Numeric	50	☐	☐	-- Default Scheme -- (Percentage) ⌄	Quizzes ⌄
6	Quiz 2		Numeric	7	☐	☐	-- Default Scheme -- (Percentage) ⌄	Quizzes ⌄

Hiding/Showing Items in the Grade Book

You can change which grade items appear in your view of the grade book using **Hide/Show Columns**.

Step 1: On the **Enter Grades** page, select **Hide/Show Columns** from the **More Actions** dropdown menu.

**Step 2:** Select the grade items you want to appear in your gradebook. Select **Save**.

Note: Hiding grade items using this step will make them invisible only to you (in your Gradebook view) and **not** to the students.

If you would like to hide grade book items from students, go to **Manage Grades**, and select the dropdown menu next to the grade item or category. Select **Hide from Users**.
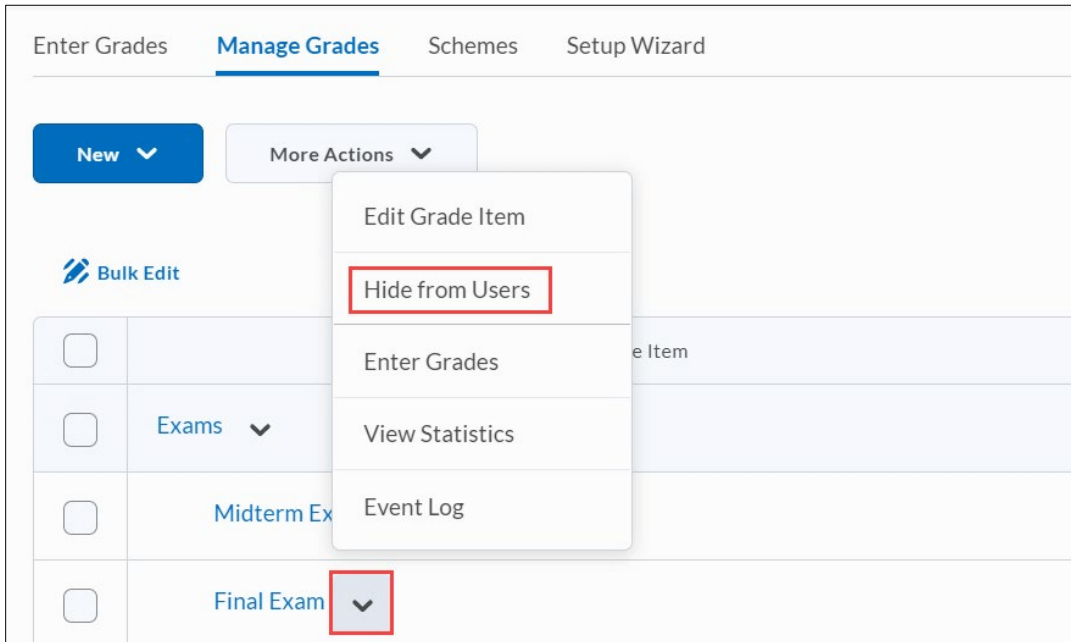
Set Display Options for a Category or Item

Step 1: On the **Enter Grades** page, select **Edit** from the dropdown menu of the category or item you want to edit.
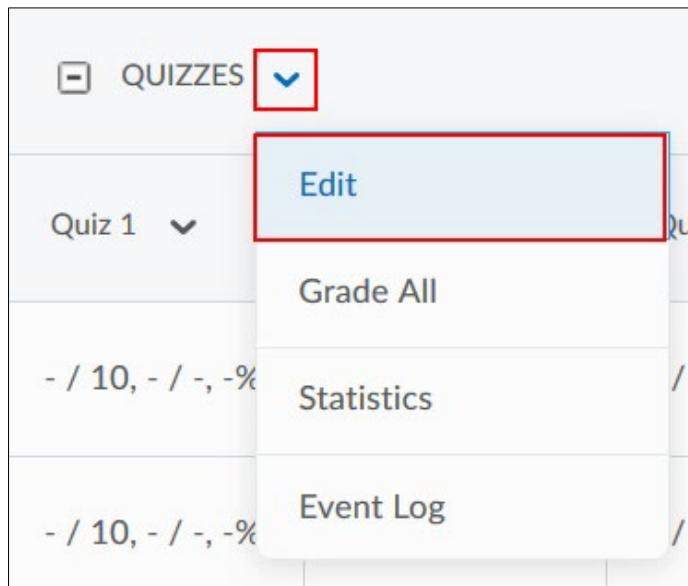
Step 2: Select the **Properties** tab.

- **Display class average to users** – Displays the class average for the category or item in user's view of the grade book.

- **Display grade distribution to users** – Displays a graph in user's view of the grade book showing how grades were distributed between different percentiles.

- **Override display options for this item** -- Displays different options for an item than what is specified on the Grades Settings pages. This option only affects your view of the grade book; it does not affect what other users see. Select the check boxes beside the following options to select or unselect them:

- **Points grade**: Displays the user's grade in points next to the total points available, for example, 6/10.

- **Weighted grade**: Displays the user's grade as the weight achieved towards the final grade, for example, 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade). This option is only available in the Weighted gradebook system.

- **Grade scheme symbol:** Displays the symbol for the grade scheme level achieved by the user, if applicable, for example, "A" or "Very Good."

- **Grade scheme color:** Displays the color associated with the grade scheme level achieved by the user, if applicable.

Step 3: Select **Save and Close**.

Reordering Categories and Grade Items

Step 1: On the **Manage Grades** page, select **Reorder** from the **More Actions** button.

Step 2: Select a new position for a category or grade item using the **Sort Order** dropdown list beside its name. The positions of other categories and grade items adjust accordingly. Select **Save.**

Deleting Categories and Grade Items

Step 1: On the **Manage Grades** page, select **Delete** from the **More Actions** dropdown menu.

Revision: March 3rd, 2020

Step 2. Select the checkbox beside the category or grade item you want to delete. Select **Delete.**

Delete Grade Items and Categories

More

	Name
☑	WRITING PRACTICE
☐	Writing Practice 1 ❓
☐	DISCUSSIONS

Delete   Cancel

Note: Selecting a category does not select the grade items that reside in it. If you delete a category, the grade items associated with it become independent grade items.

You cannot delete grade items that are associated with another course object, such as a quiz, discussion topic, or assignment folder. To delete the item you must first delete the item where it originates. For example, if you have grade items that are associated with the Assignment that you no longer would like to use, then you must delete the items out of the Assignment first, and then return to Manage Grades and delete the items here as well.