

Oncourse: Gradebook, Adding, Editing & Deleting

The Gradebook allows you to add gradebook items, edit existing gradebook items, or delete gradebook items.

Adding a Gradebook Item Individually

Once the gradebook is set up, you can begin entering gradebook items or edit and delete items.

1. From the tools to the left, **Click Gradebook**.
2. **Verify that the Gradebook Items tool function link is active** → **Click Add Gradebook Item(s)**.

You will see a screen similar to this:

Gradebook Items > **Add Gradebook Item(s)**

Complete the required fields and click on 'Add Item' to add a gradebook item to the gradebook.

* means required

Add Gradebook Item(s) Individually

Add Gradebook Item(s) in Bulk

Grade Entry Type:

* Title:

* Gradebook Item Point Value:

Due Date (mm/dd/yy):

Release this item to Students

Include this item in course grade calculations

[Add Another Gradebook Item](#)

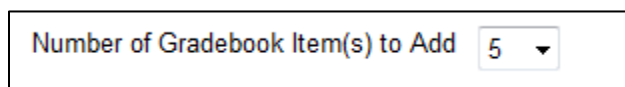
3. **Select the Add Gradebook Item(s) Individually option.**
4. In the **Grade Entry Type** drop-down box, choose one of the following:
 - **Points or Percentage**– what you see here will depend on how you originally set up the gradebook.
 - **Non-calculating** – a non-calculating item is not calculated in the course grade.
 - **Adjustment** – this would count as a penalty or extra credit.
5. **Type a Title.**
A title is required for all Gradebook items. The title can be up to 255 characters in length.
6. **Type a value** based on one of the options:
 - For the **Points Gradebook setup**, you have **Gradebook Item Point Value**.
This value must be greater than zero. You must assign a point value to all calculating Gradebook items. Enter a value greater than zero. Decimals are permitted, but values are limited to two decimal places.
 - For the **Percentages Gradebook setup**, you have **Gradebook Item Relative Weight**.
An item with a relative weight of 2 will count twice as much as a relative weight of 1.
Note: If using the Test/Survey tool, make the weights related to the value of the Test/Survey items.

7. If you have assigned categories, then you can **Assign this item to a category** using the drop-down list.
Note: If categories have been assigned, then items not assigned to categories will not be calculated in the course grade.
8. Optionally, **Type Due Date** or you can click the calendar icon to select a date from a pop-up calendar.
9. To set the option for releasing grades to students, **Check** or **Uncheck the Release this item to Students checkbox**.
Note: For this item to be visible to students, Gradebook Setup must also have Display released Gradebook Items to students selected.
10. For items graded in points or percentages, you can set the option for making the grade part of the course grade.
To do so, **Check or Uncheck the Include this item in course grade calculations checkbox**. You can always change this option later.
Note: Students will see their grades for that item in parentheses if it is excluded from the course grade.
11. **Click Add Item(s)**.
You will see a message saying the **Gradebook Item** has been added on a page showing the **Gradebook Items Summary**.

Adding Gradebook Items in Bulk

Once you have set up the Gradebook using points or percentage, you can enter gradebook items in bulk rather than entering them individually.

12. To add several Gradebook items at once, **Click the Add Gradebook Item(s) in Bulk radio button**.
You will see a new option at the bottom of the screen:



The image shows a rectangular form with a light gray border. Inside the form, the text "Number of Gradebook Item(s) to Add" is followed by a small square dropdown menu containing the number "5" and a downward-pointing arrow.

13. Using the drop-down arrow, **Select the number of Gradebook Item(s)** to add.
14. **Click Continue**.
You will see a row for each of the new items.
15. Assign a **category** for the items to be added.
Note: Items not assigned to a category will not be counted toward the course grade calculation.
16. Optionally, to change the **Grade Entry Type**, **Select Non-calculating** or **Adjustment**.
17. **Enter the appropriate information in each row** for each new gradebook item.
18. When finished, **Click Save Changes**.

Editing an Existing Gradebook Item

Once you have entered a gradebook item, you can edit the settings for the gradebook item.

1. In the list of tools on the left, **Click Gradebook**.
2. If necessary, **Click the Gradebook Items** link.
3. In the list of **Gradebook items**, to the right of the item you want to modify, **Click the Edit link**.
4. **Change the Gradebook item settings**.
5. **Click Save Changes**.
You will then be returned to the Gradebook Items page, where you will see a message indicating that the item has been updated.

Deleting an Existing Gradebook Item

Once you have created a gradebook with items, you can delete a gradebook item.

1. In the menubar, **Click Gradebook**.
2. If necessary, **Click the Gradebook Items** link.
3. In the list of gradebook items, under **Title**, **Click the title of the item** you want to delete.
4. On the Gradebook Item Summary page, under **Options**, **Click Remove gradebook item from gradebook**.
5. On the Remove Gradebook Item confirmation page, **Check the box next to Remove this gradebook item and all associated scores from the gradebook**.
6. To delete the item from the Gradebook, **Click Remove**,
Or you can **Click Cancel** to exit the page, preserving the item.
7. **Click Save Changes**.