

How to add a new Grade Item to Gradebook

1. Click Grades

- Jackie N | Test site
- Participants
- Grades**
- General
- Dropbox & Turnitin
- Ponopto
- Lecture pdf upload
- Topic 4
- Topic 5
- Topic 6
- Topic 7

Jackie N | Test site

Dashboard / Units / Faculty of Medicine, Nursing and Health Sciences / Jackie N | Test site / Grades / Grade administration / Grader report

Grader report

View **Setup** Scales Outcomes Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 1/1

First name **A** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2. Click Setup

Gradebook setup

View Setup Scales Outcomes Import Export

Gradebook setup Unit grade settings Preferences: Grader report

UNIT SETTINGS

Grading schema: **Standard**
Aggregation: **Weighted mean of grades**
Empty grade: **Include**
Grade type: **Value**
Max grade: **100.00**

Advanced Setting +

Name	Weights	Max Grade	Status	Settings
Jackie N Test site	Weighted mean of grades Include empty grades	-		
<input type="checkbox"/> Test Turnitin - Resubmission	1.0 %	100.00		
<input type="checkbox"/> Unit total	1 %	100.00		

3. Click Grade Item

Create -

- Category
- Grade item
- Final Exam item
- Outcome item

Hurdles +

Create a grade item



Grade item

Grade category

Jackie N | Test site

Item name



Item weight



0.0000

Grade type



Value

Scale



Use no scale

Minimum grade



0.00

Maximum grade



100.00

Student view



Default (Real)



Grade and feedback hidden



[Show more...](#)



Locked



There are required fields in this form marked .

4. Fill in assessment name



5. Enter what the assessment is going to be marked out of



6. Tick box if you would like Grade & Feedback hidden



7. Click Save changes



Save changes

Cancel

Example

Create a grade item ✕

▼ **Grade item**

Grade category

Item name !

Item weight ?

Grade type ?

Scale ?

Minimum grade ?

Maximum grade ?

Student view ?

Grade and feedback hidden ?

[Show more...](#)

Locked ?

There are required fields in this form marked !.

Once you have clicked Save the screen will return to Gradebook setup

Gradebook setup

View Setup Scales Outcomes Import Export

Gradebook setup Unit grade settings Preferences: Grader report

UNIT SETTINGS



Grading schema: **Standard**

Aggregation: **Weighted mean of grades**

Empty grade: **Include**

Grade type: **Value**

Max grade: **100.00**

Advanced Setting



Name	Weights	Max Grade	Status	Settings
Jackie N Test site				
Weighted mean of grades	Include empty grades			
<input type="checkbox"/> Test Turnitin - Resubmission	1.0 %	100.00		
<input type="checkbox"/> Practical Skills Assessment	0.0 %	5.00		
<input type="checkbox"/> Unit total	1 %	100.00		

Create



Category

Grade item

Final Exam item

Outcome item

Hurdles



8. Change the weighting of the item



Example

Gradebook setup

View Setup Scales Outcomes Import Export

Gradebook setup Unit grade settings Preferences: Grader report

UNIT SETTINGS

Grading schema: **Standard**
Aggregation: **Weighted mean of grades**
Empty grade: **Include**
Grade type: **Value**
Max grade: **100.00**

Advanced Setting



Name	Weights	Max Grade	Status	Settings
<input type="checkbox"/> Jackie N Test site	Weighted mean of grades Include empty grades	-		
<input type="checkbox"/> Test Turnitin - Resubmission	<input type="text" value="1.0"/> %	100.00		
<input type="checkbox"/> Practical Skills Assessment	<input type="text" value="2.0"/> %	5.00		
<input type="checkbox"/> Unit total	3 %	100.00		

Create

- Category
- Grade item
- Final Exam item
- Outcome item

Hurdles



In this example the Practical Skills Assessment will be marked out of 5 (Max Grade) but the weighting of the assessment is 2% (Weights) of the overall unit mark.

The new Grade Item (Practical Skills Assessment) is now set up in Gradebook.

To View:

Gradebook setup

View Setup Scales Outcomes Import Export

Gradebook setup Unit grade settings Preferences: Grader report

UNIT SETTINGS ⚙️

Grading schema: **Standard**

Aggregation: **Weighted mean of grades**

Empty grade: **Include**

Grade type: **Value**

Max grade: **100.00**

Advanced Setting +

Name	Weights ?	Max Grade	Status	Settings
Jackie N Test site				⚙️
Weighted mean of grades				
<input type="checkbox"/> Test Turnitin - Resubmission	1.0 %	100.00		⚙️
<input type="checkbox"/> Practical Skills Assessment	0.0 %	5.00	🗑️	⚙️
<input type="checkbox"/> Unit total	1 %	100.00	🗑️	

Create -

- Category
- Grade item
- Final Exam item
- Outcome item

Hurdles +

9. Click View

Grader report

View Setup Scales Outcomes Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 1/1

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The new Grade Item is shown here

				Jackie N Test site		
First name / Surname	Username	ID number	Email address	Test Turnitin - Resubmission	<input type="checkbox"/> Practical Skills Assessment	Unit total
m-Jackie Newman	m-jnewman		Jackie.Newman+m1@monash.edu	-	-	0.00 (N)
Range				0.00–100.00	0.00–5.00	0.00 (N)–100.00 (HD)
Overall average				-	-	0.00 (N) (1)

Note that the Grade Item is greyed out. This is because the item is currently hidden from student view.