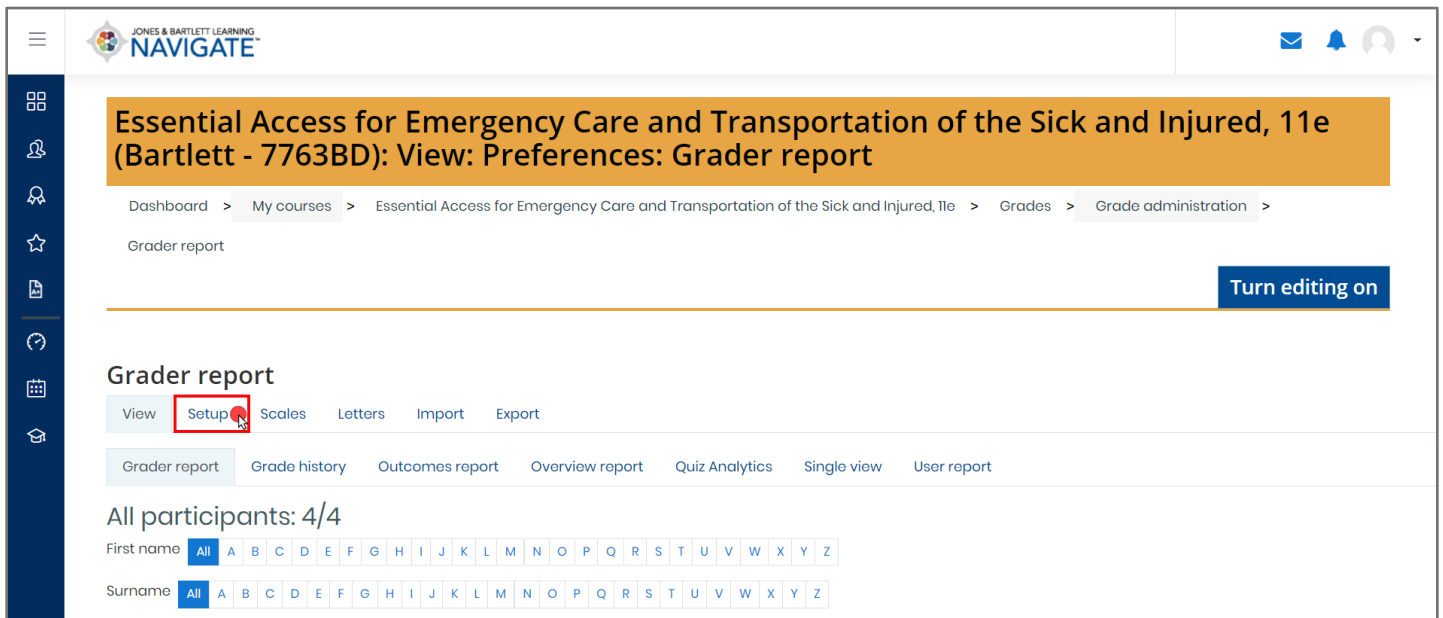
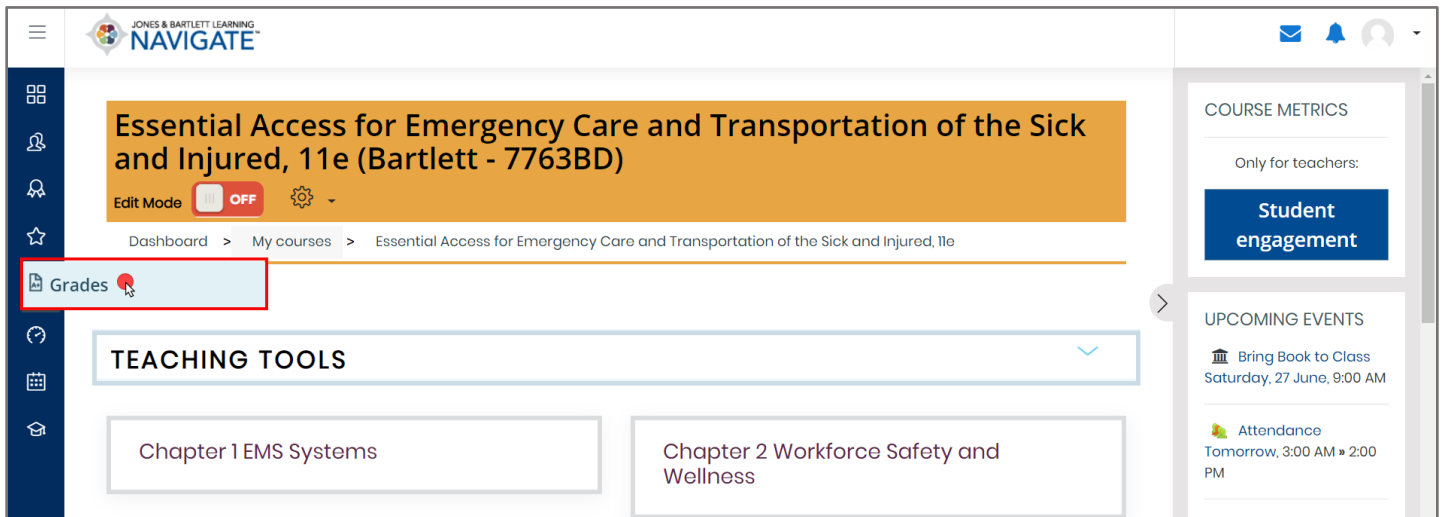


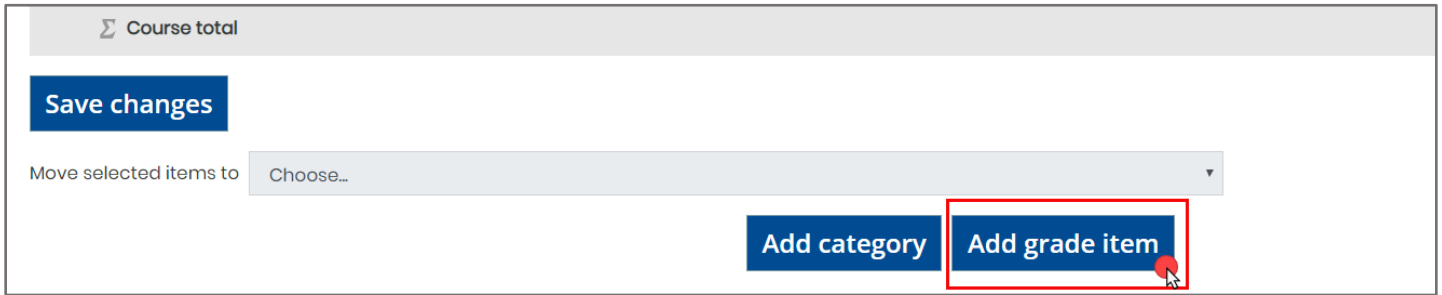
How to Create a Manually Graded Activity

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 drawer. When the resulting Grader Report loads, click the **Setup** tab.



2. Scroll to the bottom of the Grader report setup page and click the **Add Grade Item** button. The New grade item page will open, 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.



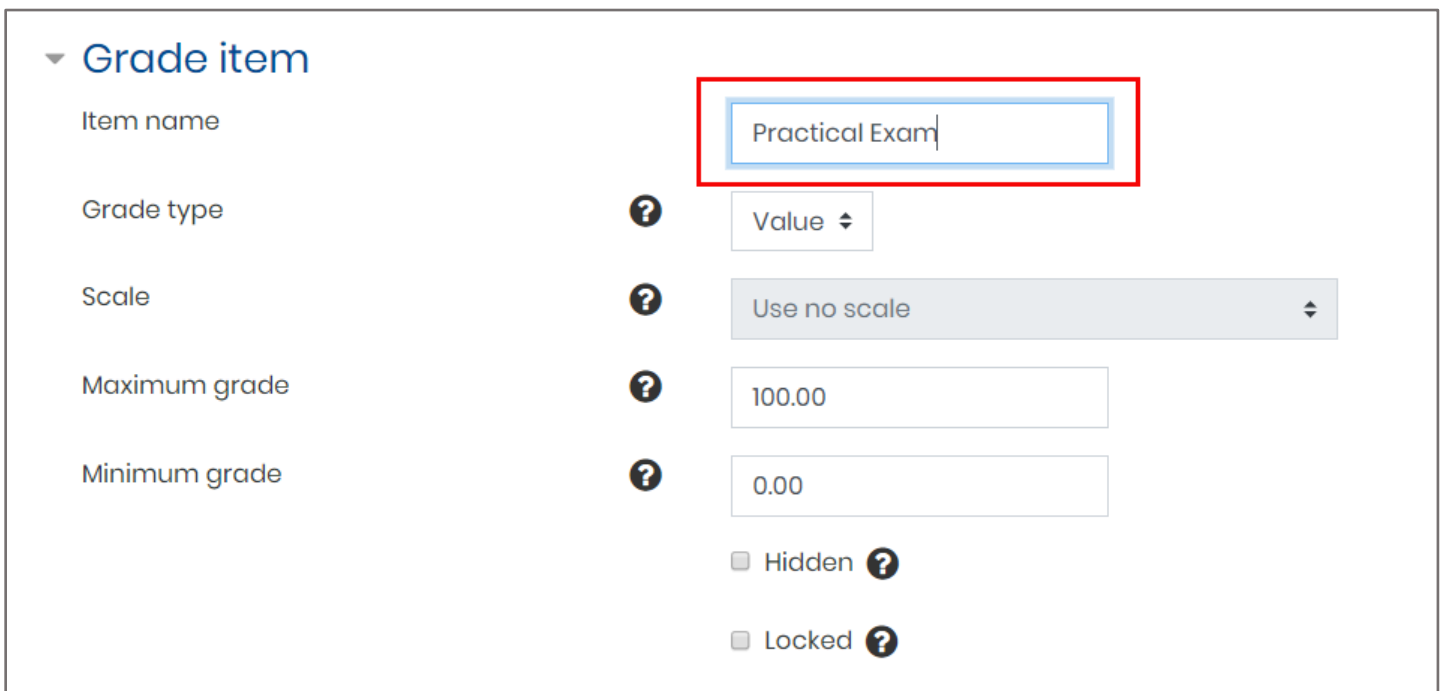
Σ Course total

Save changes

Move selected items to Choose...

Add category Add grade item

3. Enter a name for the activity in the **Item name** field.



Grade item

Item name Practical Exam

Grade type ? Value

Scale ? Use no scale

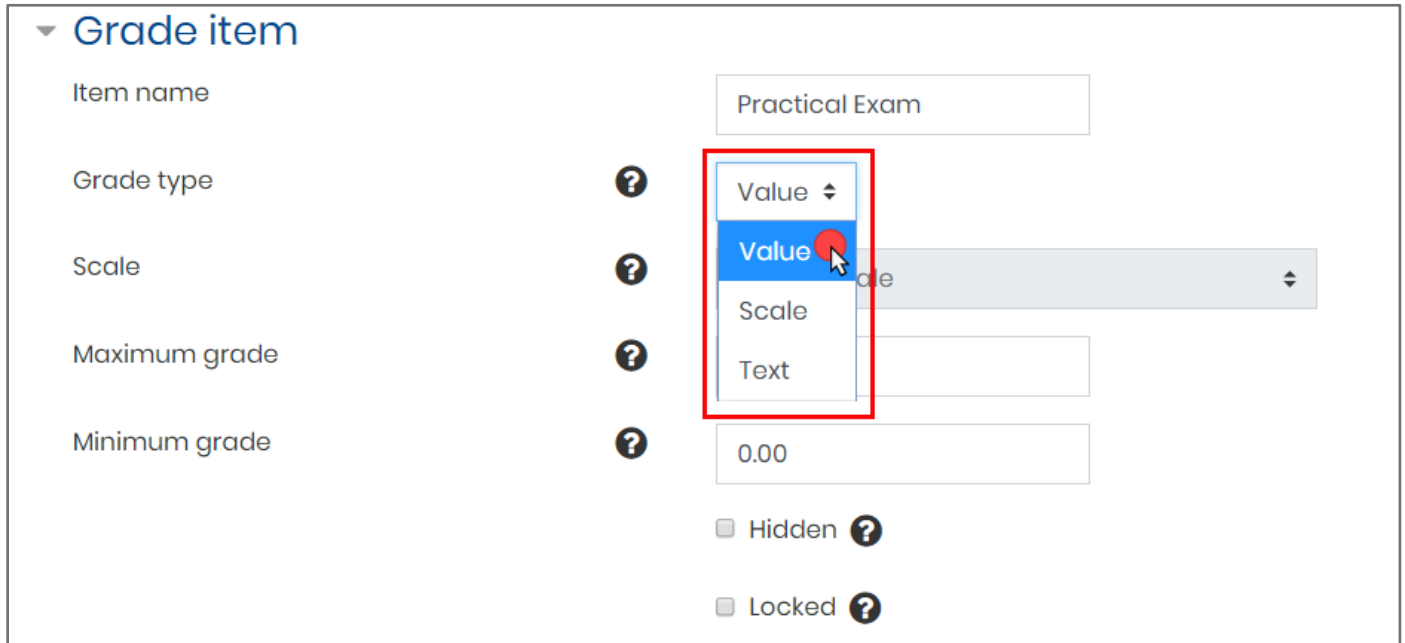
Maximum grade ? 100.00

Minimum grade ? 0.00

Hidden ?

Locked ?

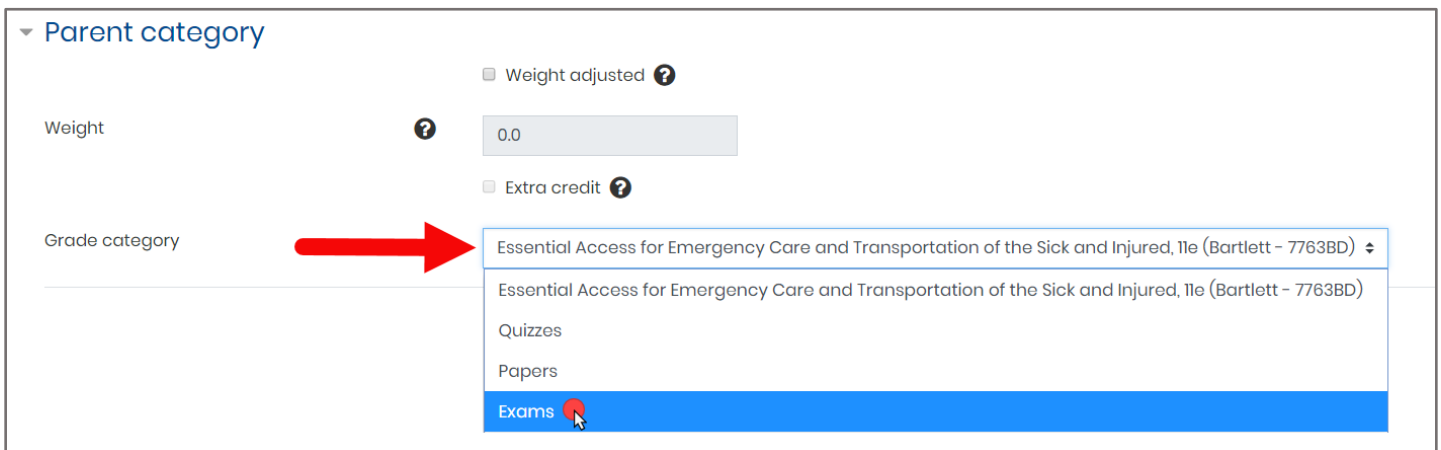
4. Use the **Grade type** dropdown menu to set your grading preference for the activity. Choose **Value** to assign a numerical point value, **Scale** to use a preset grade scale, or **Text** to provide feedback only.



Grade item configuration form:

- Item name: Practical Exam
- Grade type: Value (dropdown menu open, showing options: Value, Value, Scale, Text)
- Scale: [dropdown menu]
- Maximum grade: [input field]
- Minimum grade: 0.00
- Hidden:
- Locked:

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



Parent category configuration form:

- Weight adjusted:
- Weight: 0.0
- Extra credit:
- Grade category: Exams (dropdown menu open, showing options: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD), Quizzes, Papers, Exams)

6. If you leave the **Weight adjusted checkbox** clear, the item grade will be assigned a natural weight calculated relative to other activities within the gradebook or selected category. If you click to add a checkmark, you can manually specify a value used to adjust the weighting.

▼ Parent category

Weight ? Weight adjusted ? ?

Extra credit ?

Grade category

Box will become editable if you check the "weight adjusted" option

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

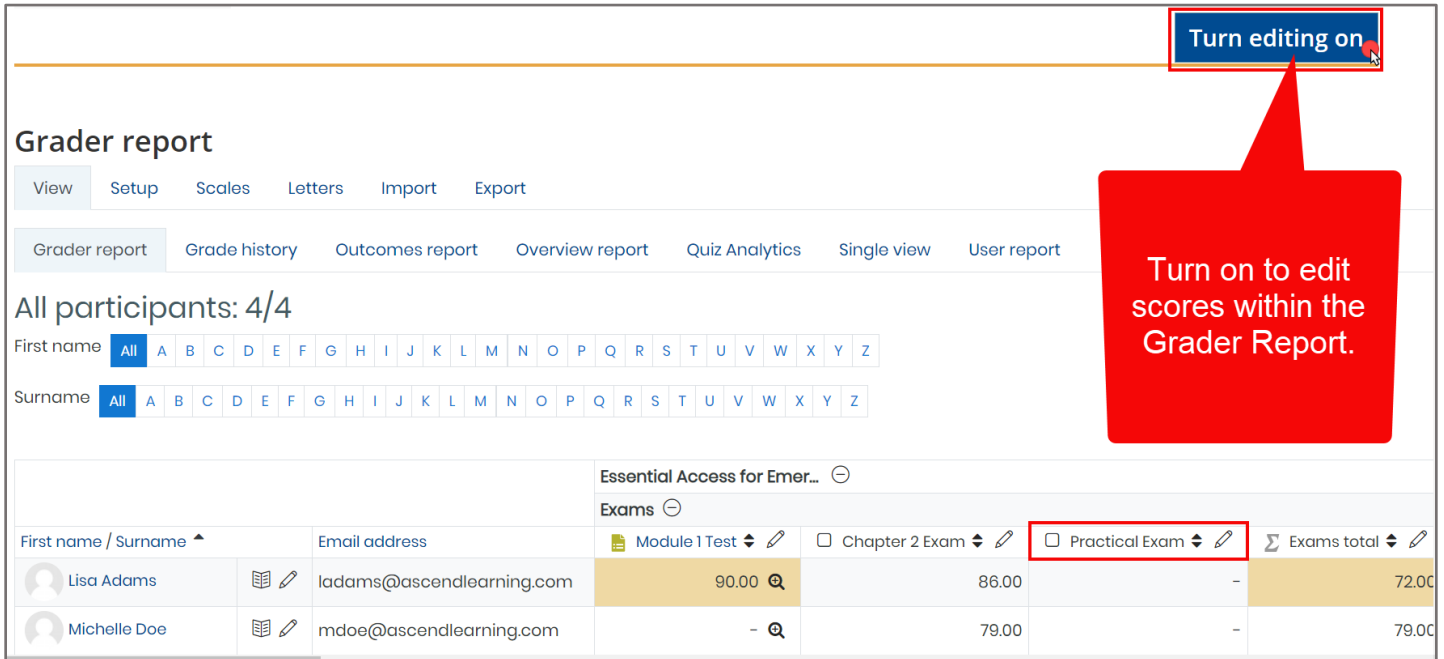
▼ Parent category

Weight ? Weight adjusted ? ?

Extra credit ?

Grade category

8. You will now find the manually graded activity listed as a grade column within your **Grader Report**, and you may turn editing on to manually enter or adjust scores as needed.



The screenshot shows the 'Grader report' interface. At the top right, a blue button labeled 'Turn editing on' is highlighted with a red box. A red callout box with a pointer to this button contains the text 'Turn on to edit scores within the Grader Report.' Below the button, the 'Grader report' title is followed by navigation tabs: 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Underneath, there are more tabs: 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Quiz Analytics', 'Single view', and 'User report'. The section 'All participants: 4/4' includes filters for 'First name' and 'Surname', each with an 'All' button and a grid of letters A-Z. The main table displays participant information and exam scores. The 'Practical Exam' column is highlighted with a red box. The table data is as follows:

First name / Surname		Email address	Module 1 Test	Chapter 2 Exam	Practical Exam	Exams total
Lisa Adams	ladams@ascendlearning.com	90.00	86.00	-	72.00	
Michelle Doe	mdoe@ascendlearning.com	-	79.00	-	79.00	