

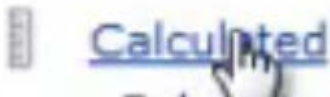
# Creating a Calculated Grade Item

In this tutorial we will learn how to add a calculated item to your grades. This item will calculate students' cumulative achievement across multiple grade items.

## Step 1. General Setup of Calculated Grade Item



1A. To begin click on new item



1B. and then calculated.

### General

Type: Calculated

1C. You must enter a name

\* Name: Midterm Grade

1D. and can enter a short

Short Name:

Remember that the short name is the name that will be displayed in the gradebook.

Show Description

1E. To enter a description of the item click the corresponding pull down arrow.

# Step 2. Grading Setup for Calculated Grade Item

## Grading

Can Exceed:

2A.. You have the option to click the can exceed box. This box allows the item to exceed the maximum number of points allowed.

You should check this box if you plan on including bonus items in the calculation.

Grade Scheme: -- Default Scheme -- (Percentage)   
 Calculation: -- Default Scheme -- (Percentage)   
 Percentage   
 In Progress Final   
 Lab Grade Scheme

2B. The grade scheme option lets you choose which grade scheme to grade the item with.

We recommend you to leave the grade scheme as is.

## Grade Item to Include

- Assignments
- Assignment 1
- Assignment 2
- Essays
- Gettysburg
- Quizzes
- Quiz 1

Next you will see a list of the items you have so far created. This list permits you to choose items to include in the calculation. In this calculated grade item the score will be the sum of the points received from the selected grade items.

## Display Options

[Show Display Options](#)

2C. To change the display options click the pull down arrow.

Cancel

2D. When you have finished editing this screen click save.

Save

The restrictions and objectives tabs will be covered in another tutorial as will rubrics. In this tutorial we learned how to add a calculated grade item.