

# Creating a Numeric Grade Item

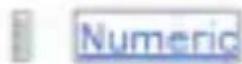
In this tutorial we will learn how to add a numeric grade item to your grades. This item will grade students on a numeric grade scheme.

## Step 1. General Setup of Numeric Grade Item

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1A. To begin click on new item



1B. and then numeric.

Type: Numeric

Name:

Short Name:

Category:   
None  
Assignments  
Quizzes  
Participation

1C. You must enter a name

1D. And you can enter a short name.

1E. You can also categorize the item if you want.

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



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

## Step 2. Grading Numeric Grade Items

\* Max. Points:

2A. You need to enter a maximum number of points that the item can receive.

Can Exceed:

2B. You can check the can exceed box if you want to allow this item to exceed the max score.

Bonus:

2C. You can check the bonus box if you want this item to be a bonus item. If it is a bonus item the score received will be added on top of the calculated grade.

Exclude from Final Grade Calculation:

2D. You can also exclude this item from the final calculated grade by checking the respective box.

Grade Scheme:   
Rubrics:

2E. The grade scheme option lets you choose which grade scheme to grade the item with. It is recommended to leave the grade scheme as is.

### Display Options

Show Display Options

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

Save and New

Save

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

The restrictions and objectives tabs will be covered in another tutorial as will rubrics.

In this tutorial we learned how to add numeric grade item.