

Creating a Text Grade Item

In this tutorial we will learn how to add a text item to your grades. This type of item will let you provide general comments for the final calculated grade.

1. To begin click on new item



2. Then click text.



3. You must enter a name

Type: Text
* Name:

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

Short Name:

4. You can enter a short name.

Show Description

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

Display Options

Show Display Options

6. To change the display options click the pull down arrow.

Display Options

Hide Display Options

Managing View: Override display options for this item

Show: Number of characters to show for this grade item

Cancel

7. 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 text item.