GRADES – ASSOCIATE ACTIVITY WITH GRADE ITEM

Link course activities to your grade book by associating activities with grade items. This tutorial shows how to associate an activity with a grade item.

You can associate different activities with grade items such as discussions, assignment submission folders and quizzes. In this example we will associate a discussion topic with a grade item.

Step 1.
Navigate to the **topic** you want to associate with an item in your grade book.

Step 2.
Click the topic's **context menu** and select **Edit Topic**.

Step 3.
Click on the **Assessment** tab.

Step 4.
If you have already created the grade item in your grade book, **select** the item you want to associate with the activity from the **dropdown list**. If you have not, click **New Grade Item**.
In this example, we will create a **New Grade Item**.

Step 5.
Enter a **name** for the Grade Item.

Step 6.
If the grade item will belong to a category in your grade book, **select the category** from the **dropdown list.**

Step 7.
Select the additional properties – if any, which you want to include with your grade such as a **grade scheme** or **restriction options.** When you are ready, click **Save.**

Step 8.
Enter the score that the topic will be out of. If you are associating this submission folder with an item from your grade book, maintain consistency for your learners by matching the value of the **Out Of** field to the grade item's **Max. Point's** value.

Step 9.
Click **Save and Close**. We have now associated the course activity with the designated grade item.

**If you still require assistance on the matter, CITL offers support for your online course issues.
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