GRADES – CREATE A GRADE ITEM

Build your grade book by creating grade items. This tutorial shows how to create a new grade item in your grade book.

Step 1.
On your **Grades** tool, go to **Manage Grades**.

Step 2.
Click **New** and select **Item**.

Step 3.
Enter a **name** for the grade item.

Step 4.
If the grade item will be included in a category in your grade book, select the **Category** from the dropdown list.

Step 5.
Enter the **point's values** in the **Grading** section. This section will look different depending on the grading system you use.

Step 6.
When you are ready, click **Save and Close.**