

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**.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>