

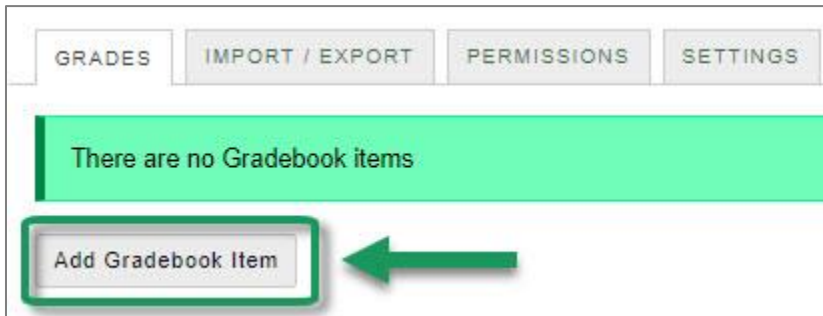
How to Add Gradebook Items and Enter Grades

In the Sakai Gradebook, instructors can create items (or columns) and enter grades and comments for assignments such as homework collected in class, online forum discussions, or class participation.

Important: In Sakai, the *Assignments* tool and the *Tests & Quizzes* tool can create Gradebook items for you. You do NOT need to add Gradebook items for online assignments or online tests and quizzes.

Step 1: Add a Gradebook item

1. On the main course menu, click the **Gradebook** button.
2. Near the top, click the **Add Gradebook Item** button.



3. Enter details for the Gradebook item:
 - a. **Title (required)** - Enter a brief descriptive title.
Example: Homework 1 or Week 1 Homework ("Week 1" alone is not a good title)
 - b. **Point value (required)** - Enter the maximum points for the assignment.
Example: 100
IMPORTANT: In Gradebook **Settings**, if you enable *drop lowest grade for a category*, all Gradebook items *in that category* must have the **same point value**.
 - c. **Due Date (recommended)**
Due dates display to the instructor AND to students in the Gradebook. To select a **due date**, click on the **calendar** and click on a **date**.
 - d. **Category (recommended)**
This option appears only if you set up categories in Gradebook **Settings**. If so, you can click on the **drop down menu** and select a category – *for example: Homework*.

A screenshot of the 'Add Gradebook Item' form. The form has four main sections, each with a green circle containing a letter (a, b, c, d) to the left of the label. Section 'a' is 'Title' with a text input field containing 'Week 1 Homework'. Section 'b' is 'Point value' with a text input field containing '100' and a checkbox labeled 'Extra credit' which is unchecked. Section 'c' is 'Due date' with a date picker showing '08/18/2017' and a calendar icon. Section 'd' is 'Category' with a dropdown menu showing 'Homework (50%)' and a downward arrow.

- e. **Release item to students** (*recommended*)
By default, the **Release item to students** box is checked. When this is checked, students can view this item in the Gradebook, along with any scores you enter for it. If the box is unchecked students will **not** be able to see this item (or any grades you enter for it).
- f. **Include item in course grade calculations** (*recommended*)
Be sure to select this box if you want grades for this item to count towards the final grade. If the item will **not** count towards the final course grade, such as a practice assignment, do not check the box.
- g. Click **Create**. A confirmation message displays that the item has been added.

Note: For information on **Extra Credit** options in Sakai, see Durham Tech's [Sakai Gradebook](https://courses.durhamtech.edu/wiki/index.php/Sakai:_Gradebook) resource page [https://courses.durhamtech.edu/wiki/index.php/Sakai:_Gradebook]

- 4. Upon creating a new Gradebook item, a new column appears for it in the Gradebook. The column heading displays the item's title, point value, and due date.

If you assigned the item to a category, the **category name** (and weight) displays in a bar above the item. An additional column also appears under the category – this column will display each student's **category average** across all assignments within the category.

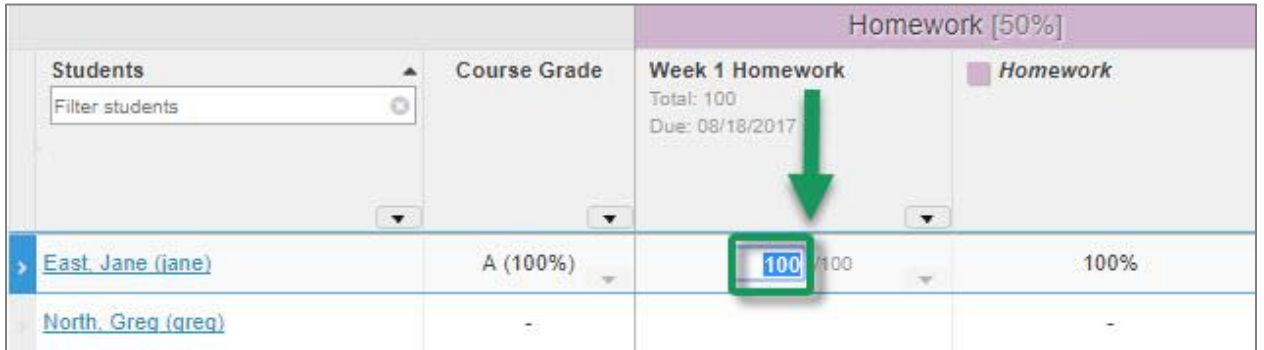
Students	Course Grade	Homework [50%]	
		Week 1 Homework Total: 100 Due: 08/18/2017	Homework
> East, Jane (jane)	-	-	-

- 5. After creating a Gradebook item, you edit the item to change its details if needed. To do this, in the column heading, click the **down arrow** in lower right corner, and choose **Edit Item Details**.

Step 2: Enter grades and comments

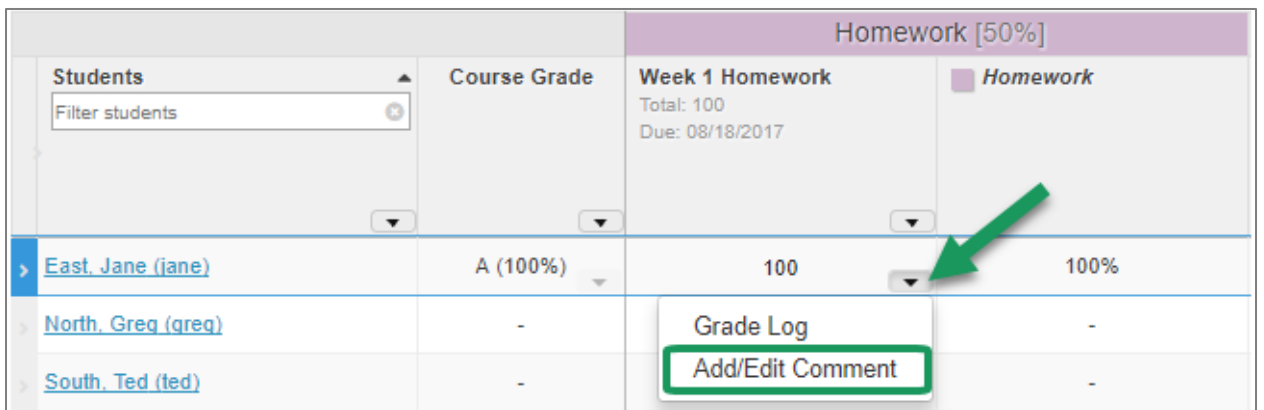
To enter student grades and comments in the Sakai Gradebook:

1. In the Grades area, you'll see a spreadsheet view of the gradebook. Below the **Title** of a Gradebook item, click in the cell, and enter the score for the first student.
2. Press the **Enter** key (or down-arrow key) to save the score and to move automatically to the next cell. A green check mark displays temporarily, letting you know the score was saved.



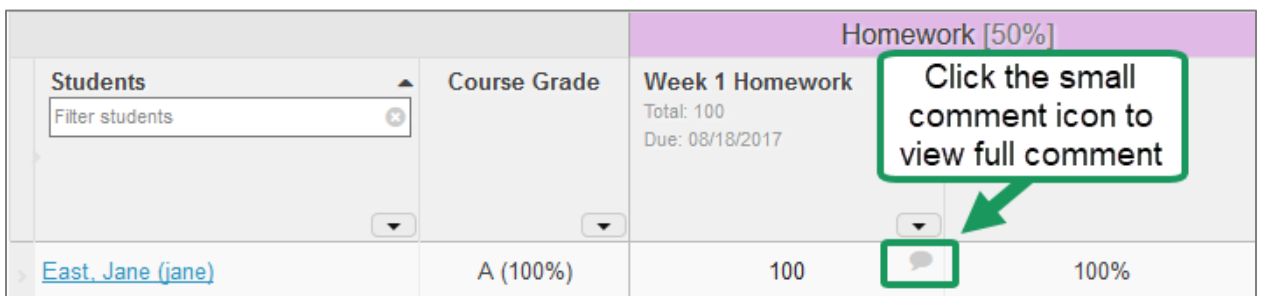
Students	Course Grade	Week 1 Homework Total: 100 Due: 08/18/2017	Homework [50%]
East, Jane (jane)	A (100%)	100	100%
North, Greg (greg)	-		-

3. To add a comment along with the score, click on the small down arrow within the cell for a particular student's score and choose **Add/Edit Comment**. Type your comment in the box, and click **Save Comment**.



Students	Course Grade	Week 1 Homework Total: 100 Due: 08/18/2017	Homework [50%]
East, Jane (jane)	A (100%)	100	100%
North, Greg (greg)	-		-
South, Ted (ted)	-		-

A small gray **comment icon** will display within the cell, indicating that there is an instructor comment associated with the score. You can **click on the comment icon** to view the comment.



Students	Course Grade	Week 1 Homework Total: 100 Due: 08/18/2017	Homework [50%]
East, Jane (jane)	A (100%)	100	100%

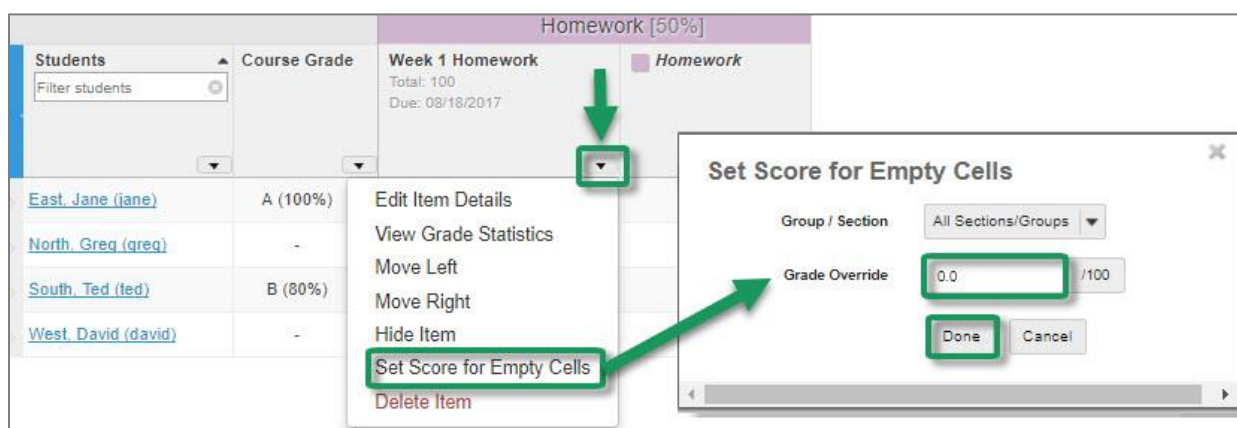
Step 3: Enter zero grades for students who did not submit the assignment

If a student does not turn in an assignment, that student will have an empty cell in the Gradebook, with no grade in it. **An empty cell has no impact on a student's overall course grade** – leaving a cell empty is the same as “forgiving” the assignment.

You will need to enter a zero for any students who did not submit an assignment, or those students' course grades will be higher than they should be.

You can enter zero grades the same way you enter other grades – as described earlier. Or you can follow these steps to quickly **set the score for all empty cells** to zero for a particular gradebook item:

1. In the Gradebook item column heading, click the **down arrow** in the lower right corner, and select **Set Score for Empty Cells**
2. In the **Grade Override** field, type zero, then click **Done**. All empty cells for this Gradebook item are now set to zero.



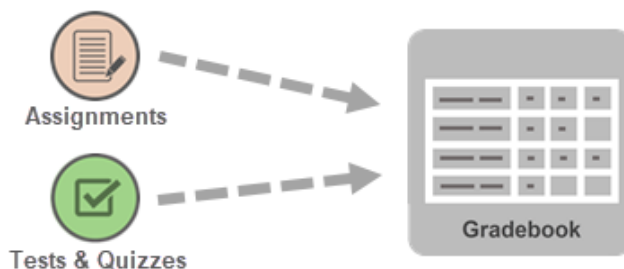
Step 4: View grade statistics (optional)

After entering scores for a gradebook item, you can view statistics for the item, including the grade distribution, mean, median, standard deviation, etc.

To view grade statistics: In the column heading for any Gradebook item, click the **drop down arrow** and select **View Grade Statistics**.

Grades transferred from other Sakai tools

Several Sakai tools – such as the *Tests & Quizzes* tool and the *Assignments* tool – can **create Gradebook items** for you and **transfer grades into the Gradebook**.



When a Gradebook item has been created by another Sakai tool, a small **tool icon** shows in the column header, and gray **padlock icons** display in the cells, as pictured below.

	Week 2 Assignment	Week 3 Quiz
90	100	
78	90	
96	95	
82	80	

When you see a padlock, it means you cannot enter (or edit) grades in the Gradebook for this item!
You must enter the grades in the tool that created the item.

If you click on any of the padlock icons, a pop-up displays, reminding you that you must grade these items in another tool, and scores will be transferred to the Gradebook.

Note: Although you cannot enter or edit grades for these items in the Gradebook, you **CAN** edit the details for the gradebook item – for example to release the item to students or to assign the item to a category. To edit item details, click the down arrow in the column heading and choose **Edit Item Details**.

For more details on how these tools work with the gradebook, see our videos and handouts on grading Assignments and grading Tests & Quizzes. These can be found on our [Sakai Resources for Instructors](https://courses.durhamtech.edu/wiki/index.php/Sakai_Resources_for_Instructors) website [https://courses.durhamtech.edu/wiki/index.php/Sakai_Resources_for_Instructors]