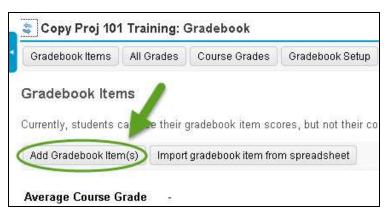# How to Add Gradebook Items and Add Grades

With the Sakai Gradebook instructors can add items to the Gradebook to enter grades and feedback for class assignments such as homework collected in class, class attendance and for online discussion topics.

Step 1: Add a Gradebook item

1. On the main course menu, click the **Gradebook** button.

2. Near the top, click on the **Add Gradebook Item(s)** button.

3. Enter the info for the Gradebook item. These are the **recommended** Gradebook item settings:

   a. **Title** (**required**) - Enter a brief descriptive title.
      Example: Homework 1 or Week 1 Homework ("Week 1" alone is not a good title)

   b. **Gradebook Item Point value (required) -** Enter the maximum points for the assignment.
      Example: 100
      <mark>Note:</mark> In **Gradebook Setup**, if you enabled *dropping a 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)*
      Click on the **drop down menu** and select a category, *example: Homework*. The categories listed are categories entered in **Gradebook Setup**.

e. **Release this item to Students** *(recommended)*
By default the **Release this item to Students** box is checked. When this box is checked students will be able to view this item in the Gradebook. If the box is unchecked students will **not** be able to see this item (or any grades you enter for it) in the Gradebook.

f. **Include this item in course grade calculations** *(recommended)*
<mark>Check this box to include this item in the course grade calculations.</mark> This box is **not** checked by default. If the item will **not** count towards the final course grade, such as a practice assignment, do not check the box.

> <mark>TIP:</mark> You can add another Gradebook item by clicking on **Add Another Gradebook Item**.

g. Click **Add Item(s)** to save. A confirmation message displays that the item has been added.

4. **Gradebook Items Summary**
The new gradebook item appears under its category. *Check the following columns for the new gradebook item*:

- The item's **Released to Students** column should contain **Yes**, if you want students to be able to view the item in the Gradebook.

- The item's **Included in Course Grade** column should contain **Yes,** if you want the item calculated into your students' final class grade.

Step 2: Enter Grades and Feedback in the Sakai Gradebook

To enter students' grades and feedback in the Sakai Gradebook:

1. In the *Gradebook Items Summary* area, click on the **Title** of an item, *example: Homework 1*.

2. Scroll down to your student's names. In the **Points** column, enter your student's **score** in the box provided.

3. Click on the **Edit Comments** *column heading.* The **Comments** box will display, where you can enter feedback for a student. *(optional)*
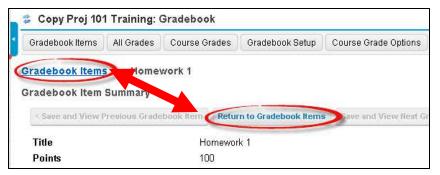

4. Click the **Save Changes** button often-- your changes are **NOT** automatically saved. After saving changes, a **message** displays that new scores and comments were saved.

Note: Ungraded assignments are **not** included in the course grade calculations. Therefore, you **must** record a zero grade when a student does not complete an assignment.

5. To return to the Gradebook, you have two choices:

- Click **Gradebook Items** on the bread crumb trail near the top of the page **OR**

- Click on **the Return to Gradebook Items** button, near the top, middle of the page

6. *The Sakai Gradebook now contains your student grades and feedback for the assignment. You'll now see the* **Class Avg** *(Average) displayed to the right of the* gradebook item. *If you set up your Gradebook with Categories or Categories and Weighting, you'll also see the* **Class Average** *percentage displayed to the right of the* category title (such as Homework).

Note: The Class Averages are **only visible to the instructor.** They are helpful for instructors to find out how students are performing as a group on particular assignments and by grading categories.

IMPORTANT: Some items can NOT be graded in the Gradebook. This is the case for items that were generated automatically by another Sakai tool: Assignments or Tests & Quizzes. Items generated by these tools are highlighted in yellow on the Gradebook Items screen. To the right of these items, in the *Grade Editor* column, you'll see which tool generated the gradebook item. You must grade these items in THAT tool, **not** in the Gradebook.