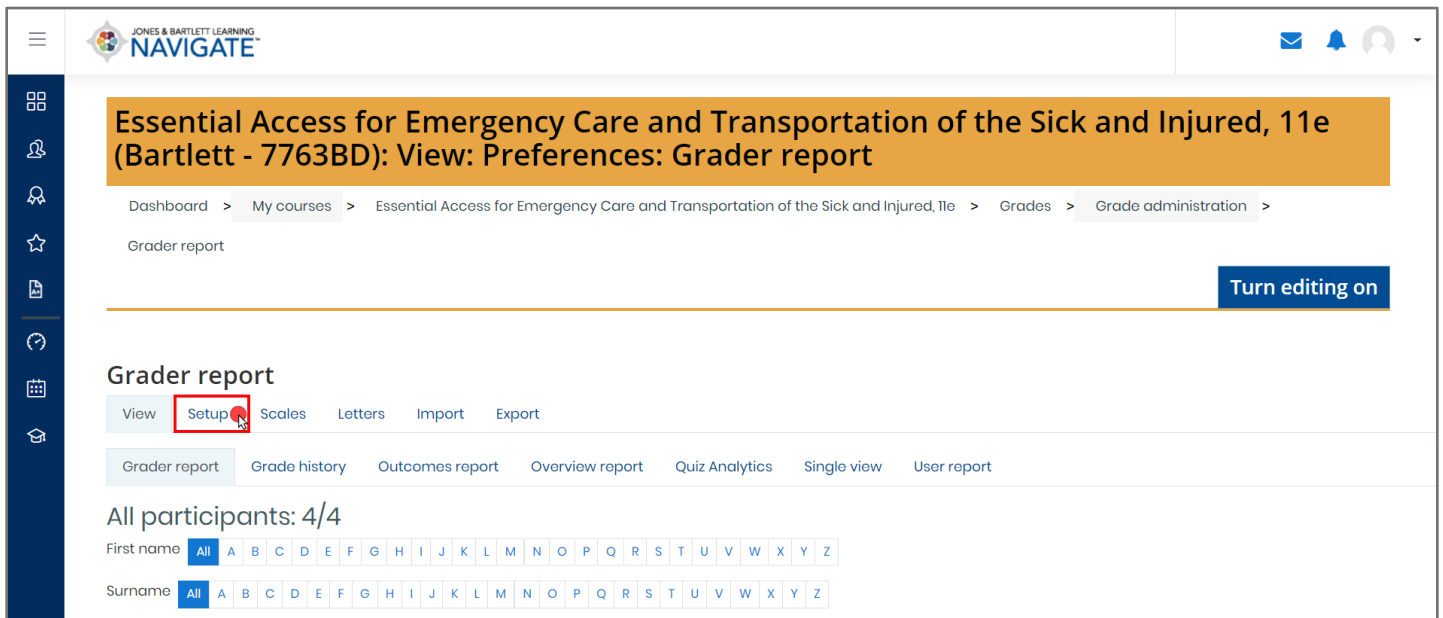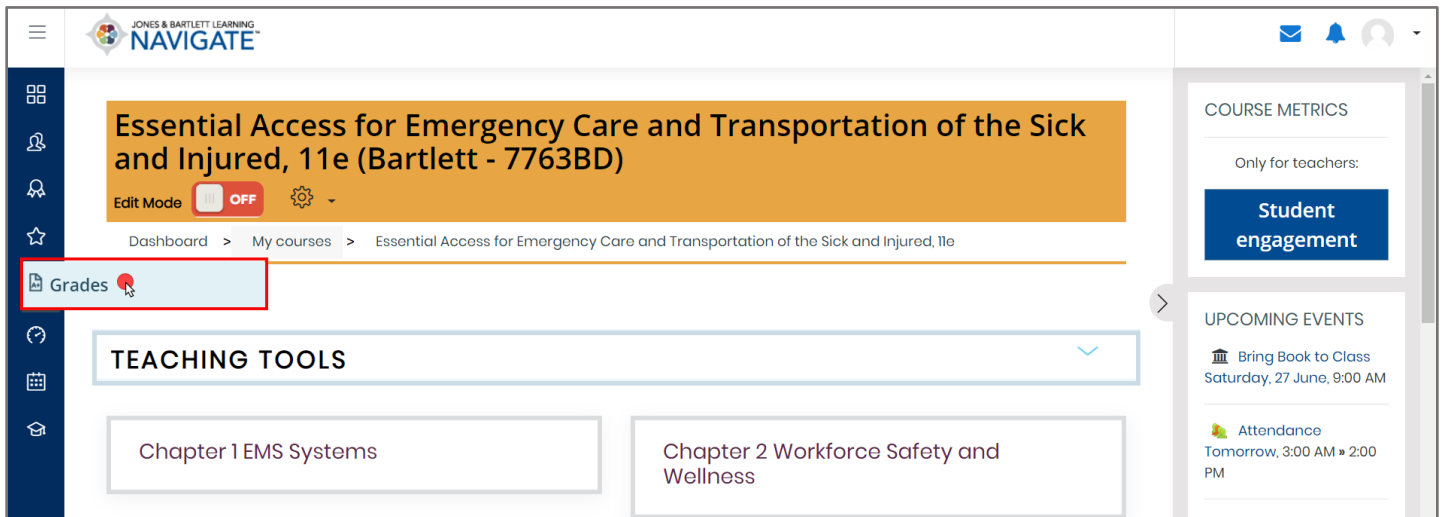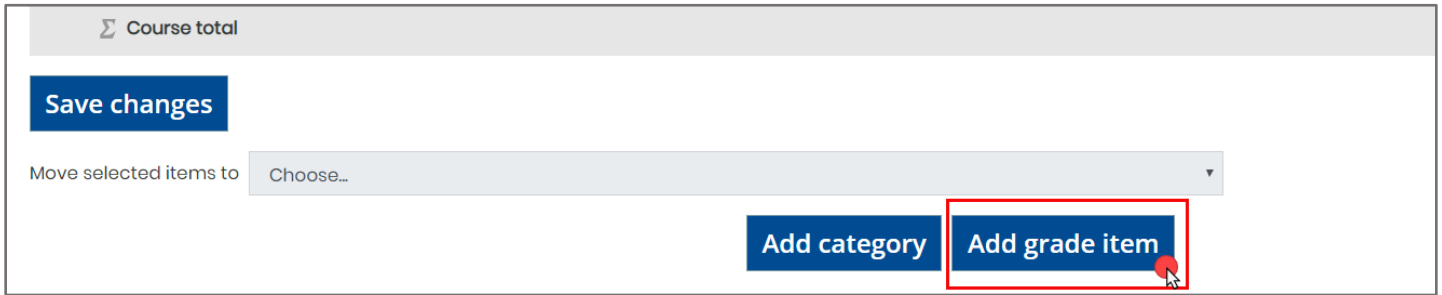# How to Create a Manually Graded Activity

This document contains instructions on how to create manually graded activities and categorize them within the gradebook.

1. On the course page, click the **Grades** button from the navigation drawer. When the resulting Grader Report loads, click the **Setup** tab.

2. Scroll to the bottom of the Grader report setup page and click the **Add Grade Item** button. The New grade item page will open, ready for you to name the new activity, specify how it is graded, and select a Category in which to place it within the Grader Report if applicable.
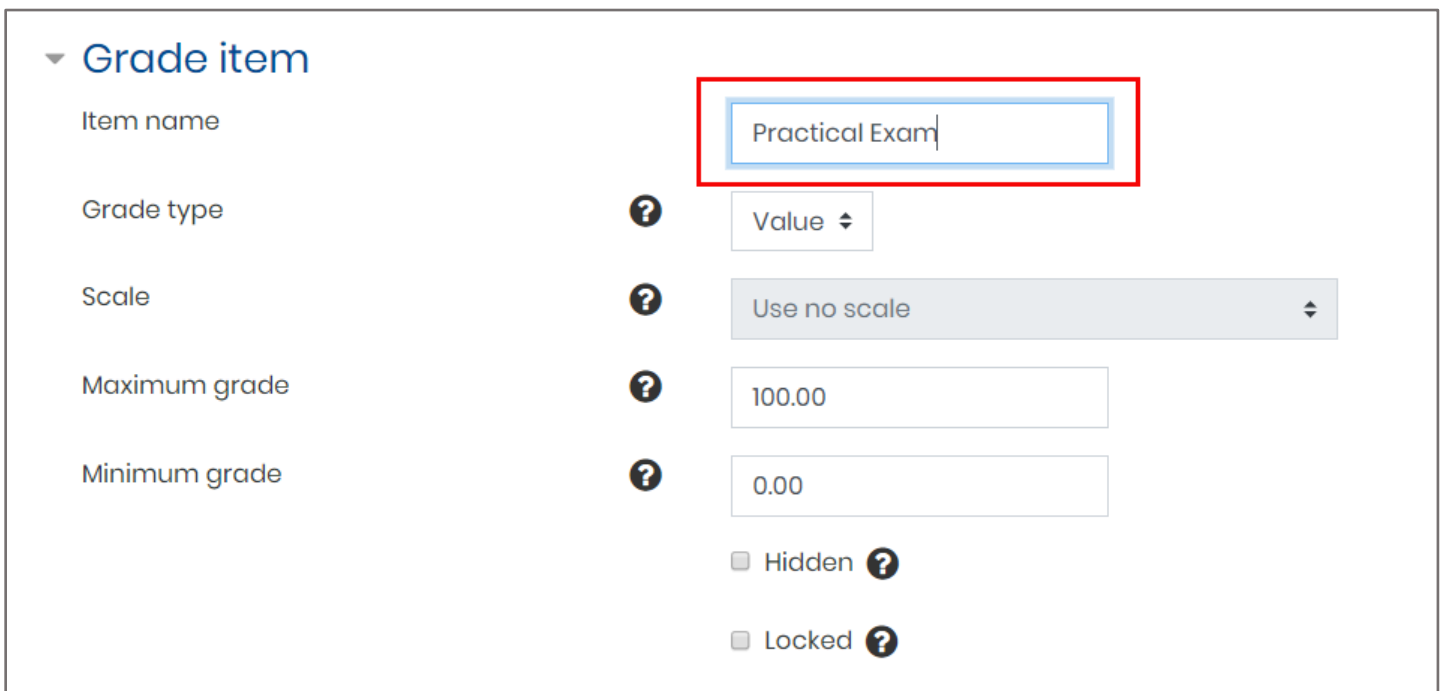
Σ Course total

Save changes

Move selected items to   Choose...   ▾

Add category   **Add grade item**

3. Enter a name for the activity in the **Item name** field.
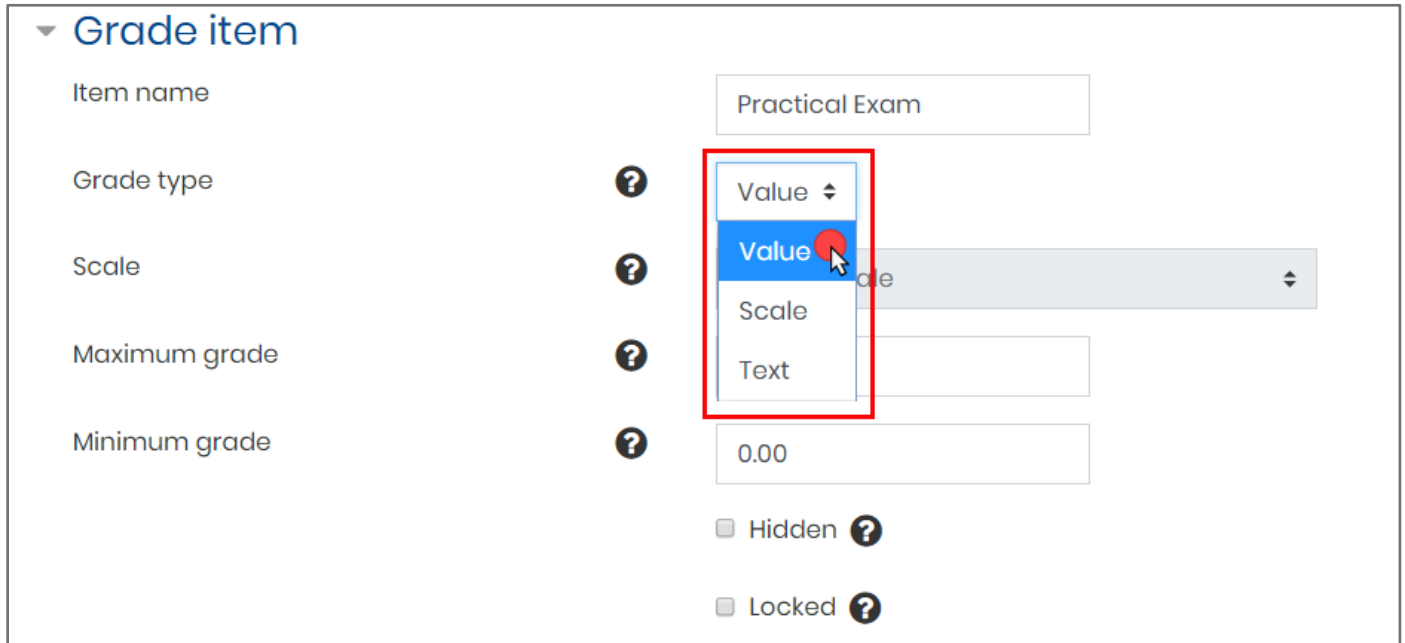
▾ **Grade item**

Item name		Practical Exam
Grade type	❓	Value ⇕
Scale	❓	Use no scale ⇕
Maximum grade	❓	100.00
Minimum grade	❓	0.00
		☐ Hidden ❓
		☐ Locked ❓

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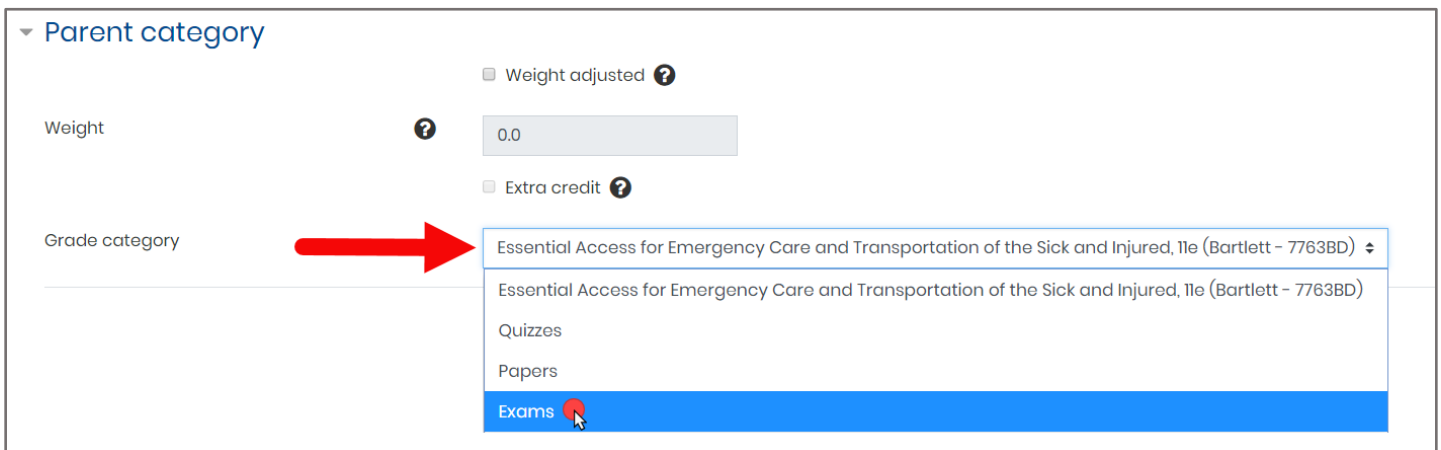
CDX Learning Systems™

4. Use the **Grade type** dropdown menu to set your grading preference for the activity. Choose **Value** to assign a numerical point value, **Scale** to use a preset grade scale, or **Text** to provide feedback only.

5. Next, under the **Parent category** section, use the **Grade category** dropdown menu to assign the item to a specific Category if applicable.

6. If you leave the **Weight adjusted checkbox** clear, the item grade will be assigned a natural weight calculated relative to other activities within the gradebook or selected category. If you click to add a checkmark, you can manually specify a value used to adjust the weighting.

7. When finished, click the **Save changes button** on this page.
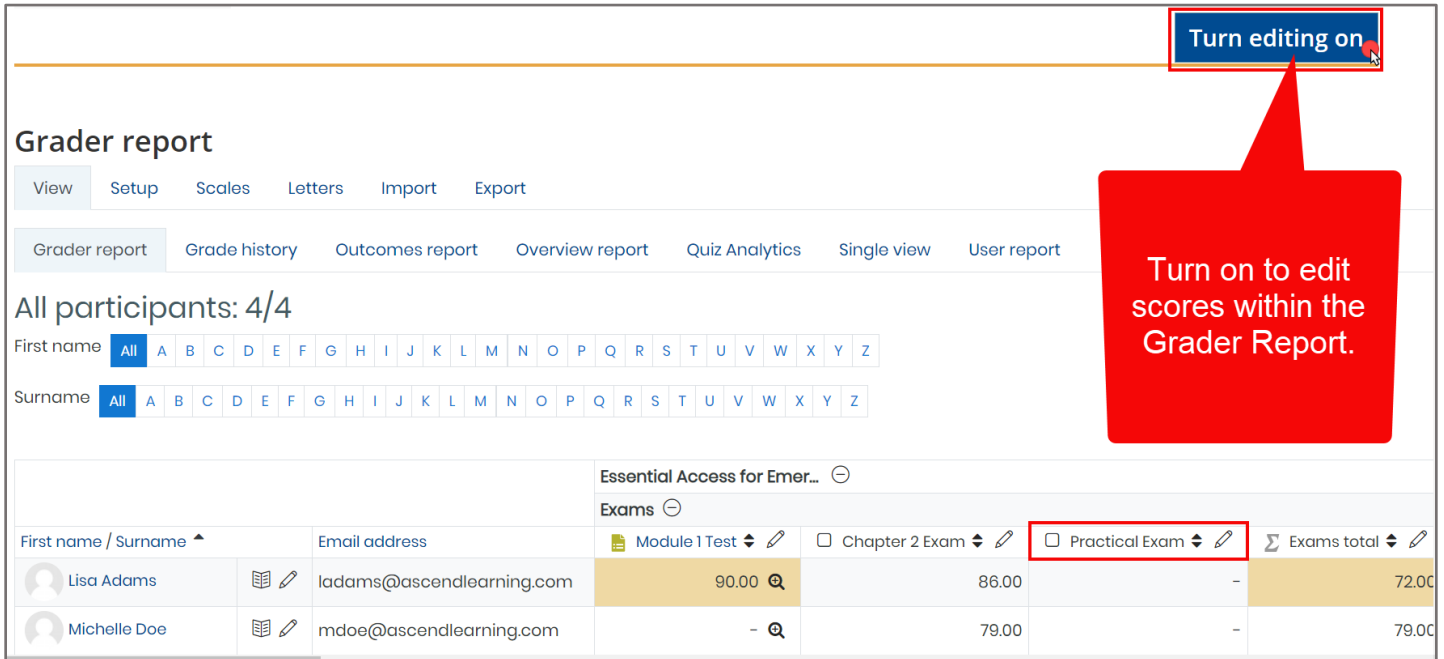
8. You will now find the manually graded activity listed as a grade column within your **Grader Report**, and you may turn editing on to manually enter or adjust scores as needed.

Turn editing on

Turn on to edit scores within the Grader Report.

Grader report

View | Setup | Scales | Letters | Import | Export

Grader report | Grade history | Outcomes report | Overview report | Quiz Analytics | Single view | User report

All participants: 4/4

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname ▲		Email address	📄 Module 1 Test ⬍ 🖉	☐ Chapter 2 Exam ⬍ 🖉	☐ Practical Exam ⬍ 🖉	Σ Exams total ⬍ 🖉
Essential Access for Emer... ⊖						
Exams ⊖						
Lisa Adams	📖 🖉	ladams@ascendlearning.com	90.00 🔍	86.00	–	72.00
Michelle Doe	📖 🖉	mdoe@ascendlearning.com	– 🔍	79.00	–	79.00