

To put an Assignment or Grade into the Gradebook (without having to go to the Assignment tool), do the following:

1. Go to Gradebook
2. Select Gradebook Items (the window is already selected by default)
3. Under "Gradebook Items: Currently, students cannot see their gradebook item..." select Add Gradebook Item
4. Title the assignment/activity/Grade
5. Give it a grade (the gradebook only works on a point scale; however, it is weighted)
6. You can give it a due date (you don't have to)
7. If your gradebook is in Category form, this is where you would place the gradebook item into the category.
8. Check to release to students if desired
9. Select Add Item