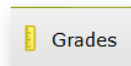


CREATE A STANDALONE GRADE ITEM

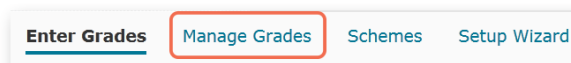
The MyLO **Grades** tool allows you to create **Grade Items** that are not linked to **Discussions**, **Dropboxes** or **Quizzes**. These can be used for a range of purposes, like recording grades for an exam, recording grades for participation/attendance, or recording grades for an in-class presentation. They are also useful for specific tasks, like grading discussion postings using a rubric.

Set up a standalone **Grade Item**

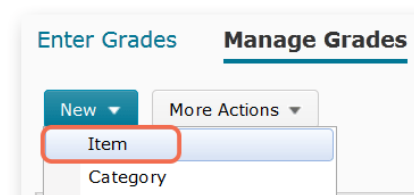
1. Select the **Grades** tool from the tool bar.



2. Select the **Manage Grades** option.

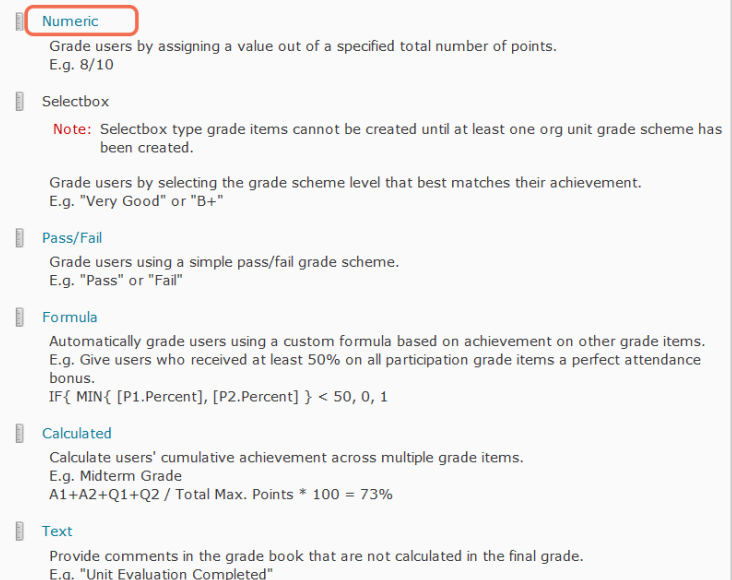


3. Click on the **New** button and select the **Item** option.

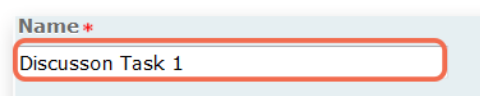


4. You will now be asked to **Choose a Grade Item Type**. The most common type of item is the **Numeric** grade, and this is certainly the easiest type to use. Students are allocated a score out of a maximum number of points. Click on the **Numeric** link to continue.

Choose a Grade Item Type

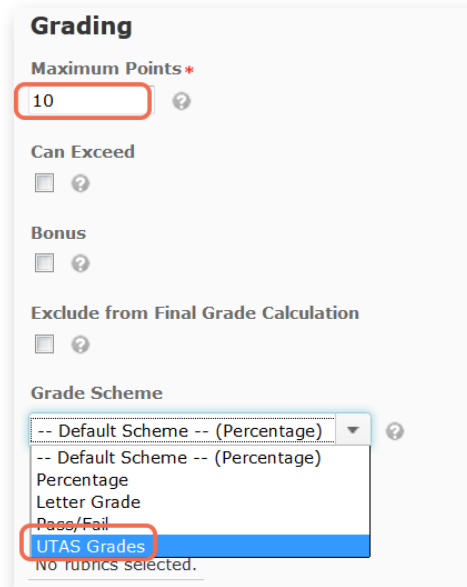


5. Give your **Grade Item** a **Name**. Note that students will also see this name in their view of **Grades**.



CREATE A STANDALONE GRADE ITEM

6. Insert a score into the **Maximum points** field, then choose a **Grade Scheme** – generally, it is best to choose **UTAS Grades**.

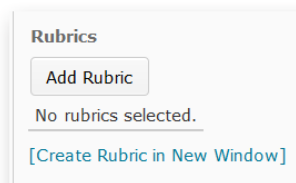


The 'Grading' panel contains the following fields and options:

- Maximum Points***: A text input field containing the number '10'.
- Can Exceed**: A checkbox that is currently unchecked.
- Bonus**: A checkbox that is currently unchecked.
- Exclude from Final Grade Calculation**: A checkbox that is currently unchecked.
- Grade Scheme**: A dropdown menu with the following options: '-- Default Scheme -- (Percentage)', '-- Default Scheme -- (Percentage)', 'Percentage', 'Letter Grade', 'Pass/Fail', and 'UTAS Grades'. The 'UTAS Grades' option is highlighted with a blue background.

7. At this point, you may wish to **Add** (an existing) **Rubric**, or **Create** (a new) **Rubric in New Window**.

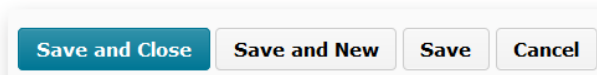
For more information about creating online **Rubrics**, [click here](#).



The 'Rubrics' panel contains the following elements:

- An 'Add Rubric' button.
- The text 'No rubrics selected.'
- A link: '[Create Rubric in New Window]'

8. Click the **Save and Close** button.



A row of four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.