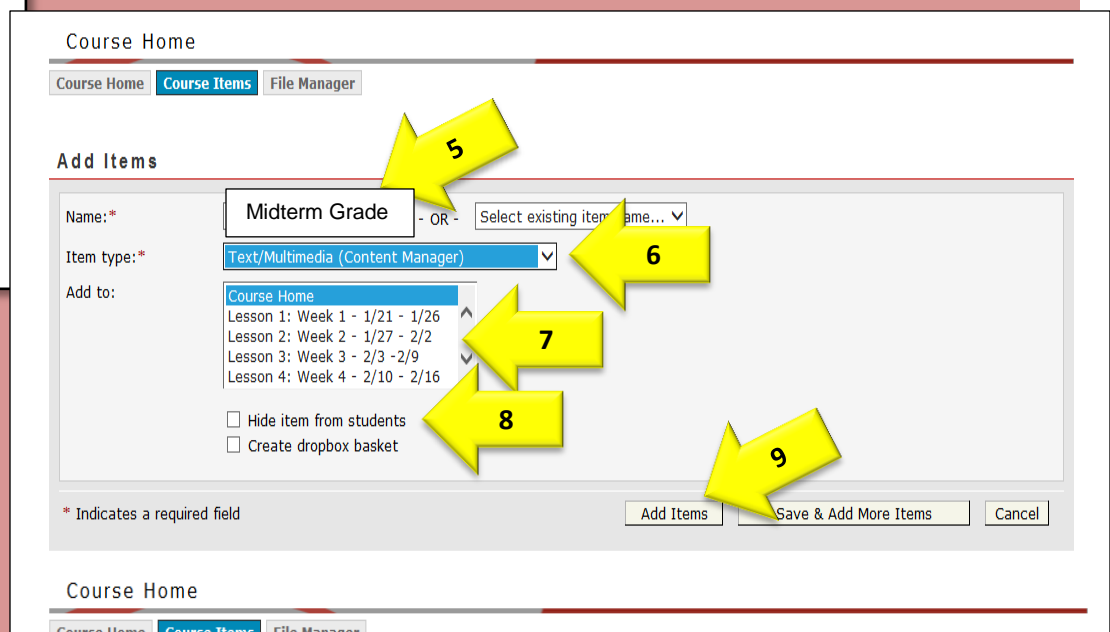
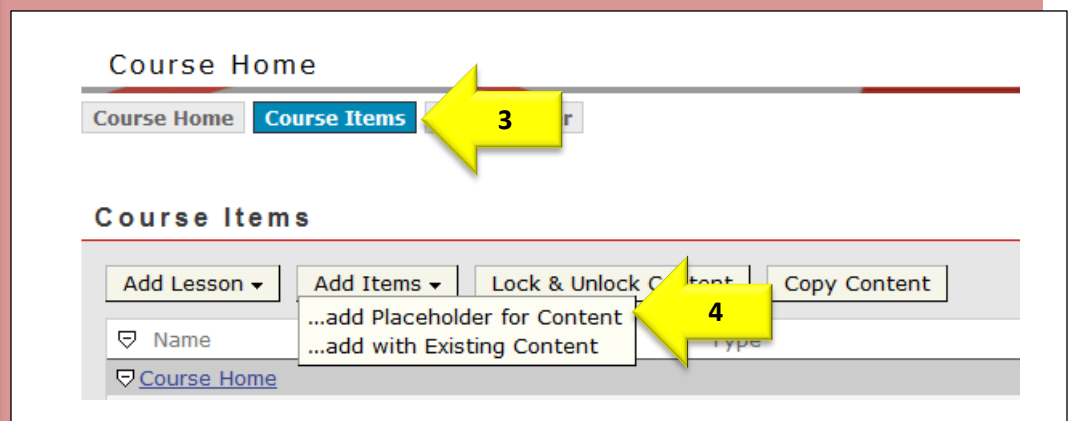
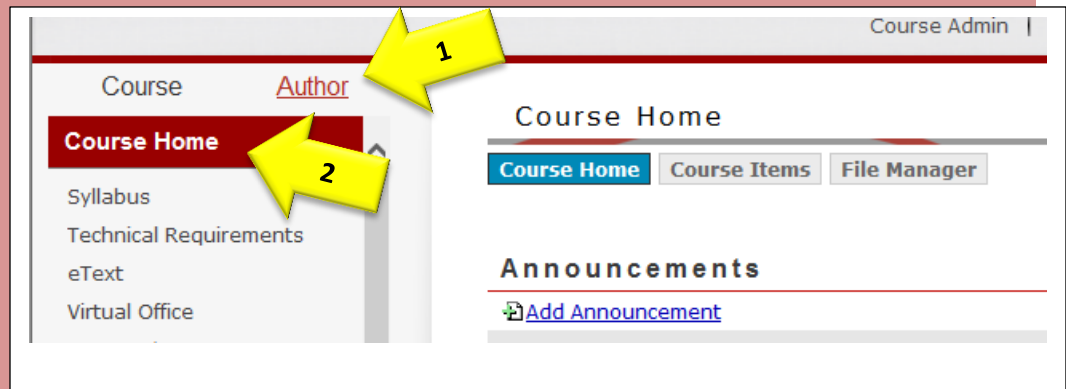


How to Add a Midterm Grade Content Item in the Gradebook

In order to enter midterm grades, you will need to have a Midterm Grade Content Item set up in your Gradebook. The following steps explain how to create the content item and add it to your Gradebook.

1. Click on the Author Tab
2. Click on the Course Home tab
3. Click on Course Items button
4. Click on Add Items button and select **...add Placeholder for Content**
5. Type **Midterm Grade** in the **Name** textbox (see comment below)
6. Select Text/Multimedia (Content Manager) in the **Item type** area
7. Select Course Home or the Unit where you would like to place the item in the **Add to** area
8. Place a checkmark in the **Hide item from students** box
9. Click the Add Items button



The content item must be entered as **Midterm Grade**. Our grade reports look for this exact wording to pull the letter grade. If it doesn't match, then the report cannot find the grades.

The following steps explain how to add the Midterm Grade content item to your Gradebook.

1. Click on the Gradebook tab in Author mode
2. Click on the Setup Gradebook & Rubrics button
3. Click the Add New Items button
4. Place a checkmark in the Midterm Grade item
5. Click the Save Changes button
6. Click the Select Gradable Items button
7. Place a checkmark in the Midterm Grade Item and Save Changes
8. Click the Assign Points/Weight button
9. Add zeroes to both points textboxes and Save Changes

Midterm Grade		Home	1	2	3	4	5	6	7	8	9	10	11	(select row)
All Class Members	<input checked="" type="checkbox"/>													

Quiz		Home	1	2	3	4	5	6	7	8	9	10	11	(select row)
All Class Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Student Intake Quiz		Home	1	2	3	4	5	6	7	8	9	10	11	(select row)
All Class Members	<input checked="" type="checkbox"/>													

Midterm Grade		Home	1	2	3	4	5
All Class Members	<input type="text" value="0"/> %						
	<input type="text" value="0"/> pts.						