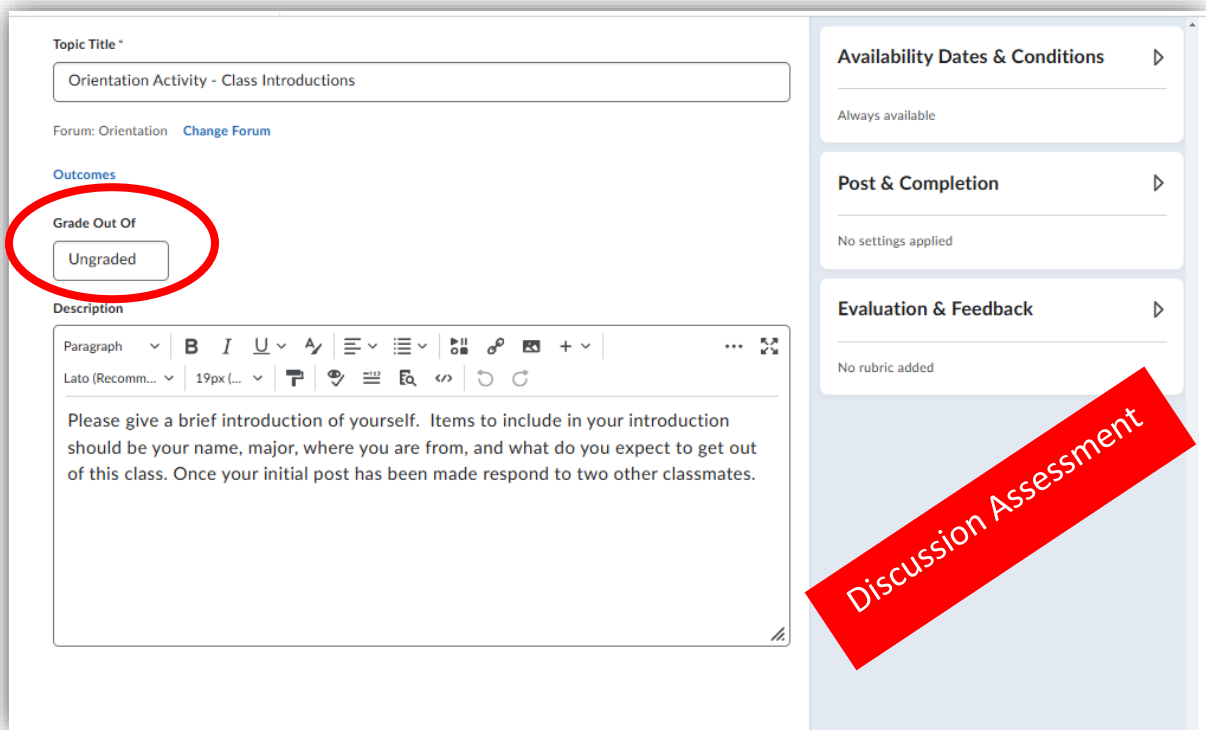


Linking Assessments in the Gradebook

How to Link Graded Assessments to the Gradebook

All assessments, discussions, assignments, and quizzes can be linked to the gradebook using the same process.

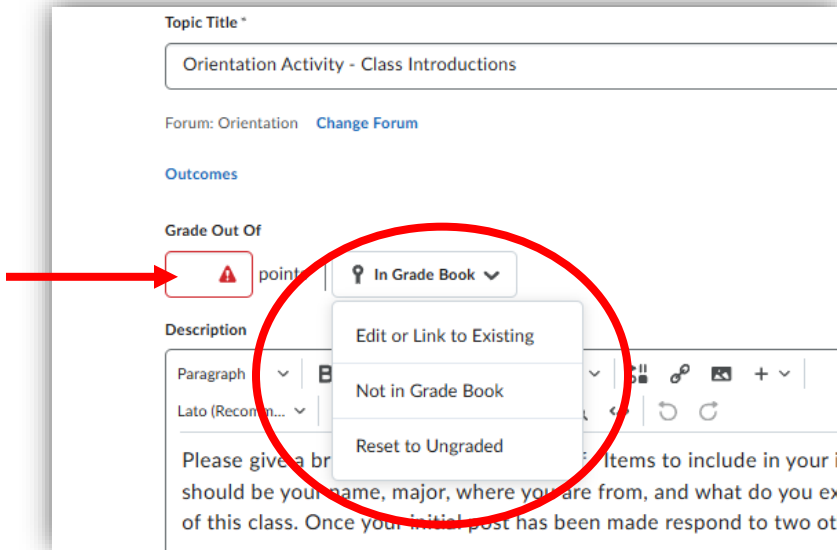
1. First, edit the assessment. From the edit view, you will see “Grade Out Of”. If no points have been assigned it will say “Ungraded”, click in the box to type the amount of points you want assigned to the assessment.



The screenshot displays the edit view for an assessment titled "Orientation Activity - Class Introductions". The "Grade Out Of" field is highlighted with a red circle and contains the text "Ungraded". The "Description" field contains the text: "Please give a brief introduction of yourself. Items to include in your introduction should be your name, major, where you are from, and what do you expect to get out of this class. Once your initial post has been made respond to two other classmates." The right sidebar shows settings for "Availability Dates & Conditions" (Always available), "Post & Completion" (No settings applied), and "Evaluation & Feedback" (No rubric added). A red diagonal banner in the bottom right corner reads "Discussion Assessment".

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2. After assigning a point value you will have to decide if the grade is linked to the grade book.



Once you click in the “Grade Out Of” box an additional box appears on the right with the following options:

In Grade Book – if you select this option a column will be created in the grade book with the same title as the assessment

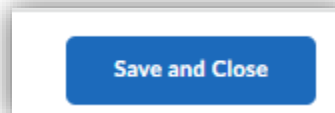
Edit or Link to Existing – if you select this option you will be prompted to link the assessment to a column in the grade book

Not in Grade Book – if you select this option the assessment can have

points assigned to it without being listed in the grade book

Reset to Ungraded - Keeps the assignment as ungraded

Once your selections have been made make sure you click



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The process is the same for quizzes as well as assignments.

Orientation Quiz - Requires Respondus LockDown Browser

Quiz Title *
Orientation Quiz - Requires Respondus LockDown Browser

Grade Out Of 10 points **Not in Grade Book** Due Date M/D/YYYY

Description
This activity is a quiz to get you familiar with taking and completing a quiz. This quiz will have questions from the course orientation and course syllabus.

Questions [Preview](#)

Add Existing Create New Total Points 10

Select All Add Move To More Actions

1 I have read the syllabus found in the Course Overview section of this cour... 1 point True or False

Availability Dates & Conditions
Always available

Timing & Display
No time limit
Paging applied

Attempts & Completion
1 attempt allowed
Completion tracking

Event Back

Quiz Assessment

Assignment Title *
Class Orientation Assignment

Outcomes

Grade Out Of 10 points **Not in Grade Book** Due Date M/D/YYYY

Instructions
Paragraph Lato (Recommended)
During your time at GSO you will have to write a paper and upload it to Brightspace. Now that you have watched the tutorial on how to do so, please write a brief paragraph about why you decided to attend Glenville State University in

Record Audio Record Video

Availability Dates & Conditions
Always available
1 user with special access

Submission & Completion
File submission

Evaluation & Feedback
No rubric added

Assignment Assessment

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