Manual Grades

If you add an activity in Moodle, a corresponding grade item is automatically added to the Moodle gradebook. Other graded items need to be added manually to your course.

To manually add a grade item to the Moodle gradebook:

1. Click on the gear icon, then select **Gradebook setup**.
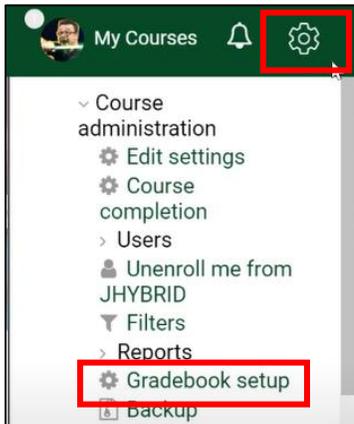
2. Scroll to the bottom of the gradebook and click on **Add grade item**.

3. Enter **Item name**. Scroll down, and click on **Show more**.

4. The default **Maximum grade** value is 100. Change, if needed.

5. Scroll to bottom of window and select **Save changes**. This grade item will appear at the bottom of the list of graded activities.

Note: A blue icon appears next to items which provide a drop box for students to upload submissions, while a gray box appears next to the manually added grade items which do not allow students to upload submissions.

These provide a dropbox for students to upload submissions.

These are manually added grade items. Students will not be able to upload submissions.