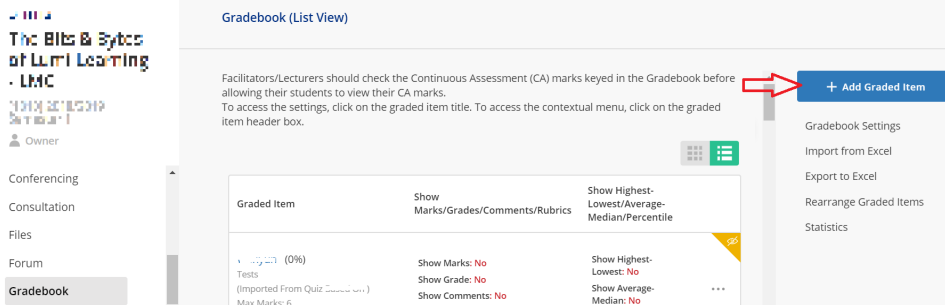


# Create a graded item from scratch

Creating graded item from scratch means the grades are not imported from an excel file or from any of the assessment tools in LumiNUS. You may find that this option is useful when you are marking things like presentation.

The steps to create a graded item from scratch are as follows:

1. Go to your module.
2. Click **Gradebook**.
3. Click **+ Add Graded Item**.



4. You will need to complete the form that appear:
  - a. Select **Create graded item from scratch**.
  - b. Fill in the **Item Name**.
  - c. Fill in the **Maximum Marks**.
  - d. Fill in the **Description** if you have any.
  - e. Set **Mark Anonymously** to **Yes** or **No** depending on your requirement.

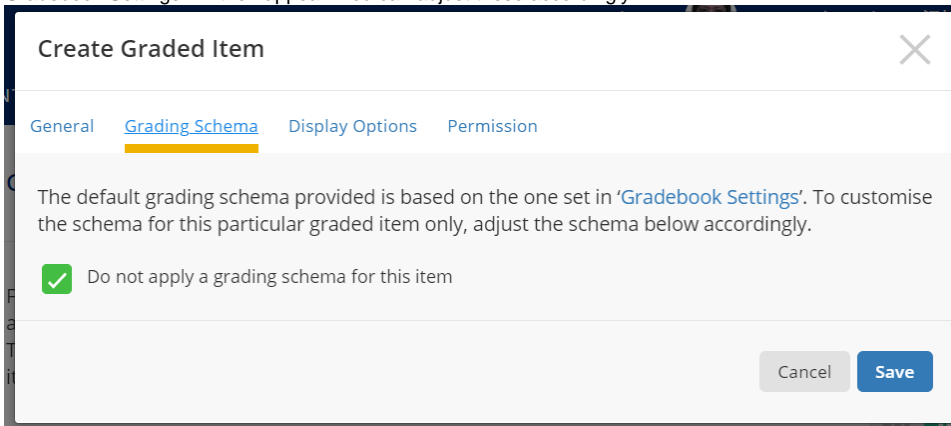
The screenshot shows the 'Create Graded Item' form with a close button (X) in the top right. The form has five tabs: 'General' (selected), 'Grading Schema', 'Marking Options', 'Display Options', and 'Permission'. Under the 'General' tab, there are several fields:

- Creation Type:** Three radio buttons: 'Create graded item from scratch' (selected), 'Import from tool', and 'Import from Excel file'.
- Item Name:** A text input field.
- Description:** A text area with the placeholder text 'Enter optional item description.'
- Maximum Marks:** A text input field.
- Mark Anonymously:** A checkbox labeled 'No'.

Below the 'Mark Anonymously' checkbox, there is a note: 'Yes to mark anonymously by student number and not the name.' At the bottom right, there are 'Cancel' and 'Save' buttons.

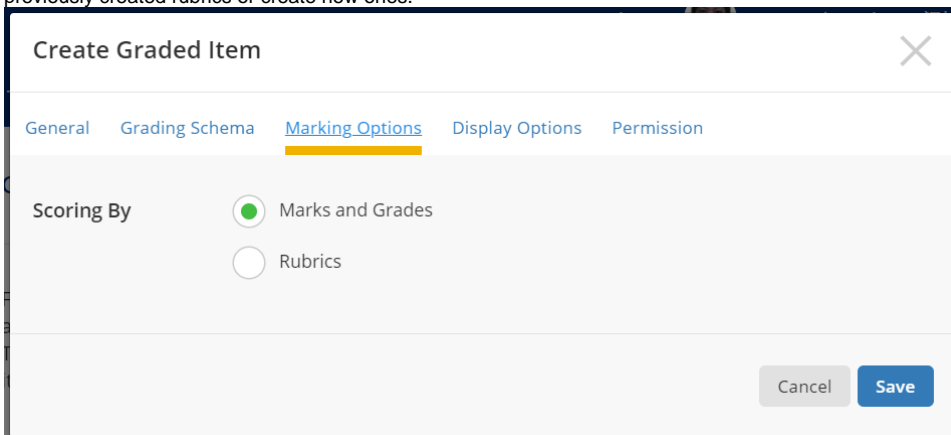
5. Click the **Grading Schema** tab.

- If you want to apply a grading schema, untick **Do not apply a grading schema for this item**. A Letter Grade and Mark Range as specified in Gradebook Settings will then appear. You can adjust these accordingly.



The screenshot shows the 'Create Graded Item' dialog box with the 'Grading Schema' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with 'General', 'Grading Schema', 'Display Options', and 'Permission'. The 'Grading Schema' tab is active and contains the following text: 'The default grading schema provided is based on the one set in 'Gradebook Settings'. To customise the schema for this particular graded item only, adjust the schema below accordingly.' Below this text is a checkbox labeled 'Do not apply a grading schema for this item' which is checked. At the bottom right, there are 'Cancel' and 'Save' buttons.

- Click the **Marking Options** tab.
- Select **Scoring by Marks and Grades** or **Rubrics** according to your requirement. If you choose Rubrics, you will find the option to select previously created rubrics or create new ones.



The screenshot shows the 'Create Graded Item' dialog box with the 'Marking Options' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with 'General', 'Grading Schema', 'Marking Options', 'Display Options', and 'Permission'. The 'Marking Options' tab is active and contains the following text: 'Scoring By' followed by two radio button options: 'Marks and Grades' (which is selected) and 'Rubrics'. At the bottom right, there are 'Cancel' and 'Save' buttons.

- Click the **Display Options** tab.
- Specify if you want the **Marks, Grades, Comments, Rubrics, or Statistics** to be published by setting them to **Yes** or **No** accordingly. Some of the options may not appear depending if you choose to apply Grade or Rubrics in the previous steps. For example, **Rubrics** option will not be available if you have not chosen **Scoring By Rubrics** under step (8).

### Create Graded Item

General Grading Schema Marking Options Display Options Permission

Marks  No  
Yes, to show the final mark to students, after moderation.

Grades  Yes  
Yes, to show the grades to students.

Comments  No  
Yes, to show the comments to students.

Rubrics  No  
Yes, to display the selected performance but not the mark given.

Statistics  No  
Yes, to show the statistics (highest-lowest, average, median, percentile) to students.

Cancel Save

The **Grades** option will not be editable if you have not enabled Grading Schema under step (6).

### Create Graded Item

General Grading Schema Marking Options Display Options Permission

Marks  No  
Please enable the Grading Schema to use this option. after moderation.

Grades  No  
Yes, to show the grades to students.

11. Click **Save**.

You can start [Input marks](#) for your students.