

Sakai Gradebook: Adding an item and entering grades

This handout describes how to add an "item" to your Gradebook in Sakai and then enter students' grades for that item. This is useful for assignments that students complete outside of Sakai (for example, homework they turn in in class) and that you want to include in the Sakai Gradebook and/or final grade calculations.

STEP 1: Add a new item to the Gradebook

1. In your Sakai course site, click **Gradebook** on the main course menu. (This should take you to the Gradebook Items screen, which lists all items in the Gradebook. If you land on another Gradebook screen, just click the Reset button () to get to the Gradebook Items screen.)
2. Click the **Add Gradebook Item(s)** button.
3. Enter the information requested:
 - **Title** (ex: Homework 1)
 - **Point value** (maximum possible points)
 - **Due date** (optional, but recommended)
 - Select a **category** (required if this item should be calculated into final grade)
 - Check **Release this item to** students if you want students to see the item in the Gradebook
 - Check **Include this item in course grade calculations** if the item counts toward the overall course grade
4. At the bottom, click **Add Item**. The new gradebook item is now added to the Gradebook Items screen.

STEP 2: Enter students' grades for the item

1. From the **Gradebook Items** screen (the main page of Sakai's Gradebook), locate the item you just added, and click on its title (ex: Homework 1)
2. In the **Points** column, enter each student's grade into the appropriate box.
3. When finished entering grades, click the **Save Changes** button. A green message box appears at the top, confirming that the new scores were saved.
4. Click **Gradebook Items** at the top to return to the main Gradebook page.