

# Manually Add a Grade Item Column to Gradebook

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1. Select **Gradebook Setup** tab within the gradebook either from:
    - Course > Grades > Setup tab > Gradebook setup
    - Administration Block > Course Administration > Gradebook setup > Setup tab > Gradebook setup tab
  2. Scroll to the bottom of table > select Add grade button. The New grade item page will open.
  3. In the Item name field, enter a name for the column. Use short, alphanumeric names; do not use special characters, commas, ampersands, or quotes.
    - Enter a numerical value for maximum and minimum grade.
    - Enter a numerical value for grade to pass. This setting determines the minimum grade required to pass.
    - Overall decimal points. This setting determines the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of 5 decimal places.
    - Hidden. If ticked, grades are hidden from students. A hidden until date may be set if desired, to release grades after grading is completed. If you enter a date, check the Enable box.
    - Locked. If ticked, grades can no longer be automatically updated by the related activity. If you enter a date, check the Enable box.
  4. Parent Category > Extra Credit. If the extra credit checkbox is ticked, the grade item's maximum grade is not added to the category's maximum grade, resulting in the possibility of achieving the maximum grade (or grades over the maximum if enabled by the site administrator) in the category without having the maximum grade in all the grade items.
  5. When finished, click Save changes.
  6. You will see the grade item has been added to the gradebook.
  7. Select Save Changes.
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