

# How To Link A Grade Item To An Assessment

## 1) Go to final exam – edit

The screenshot shows a table of quizzes with columns for quiz name, availability, and score. The 'Final Exam' row is highlighted, and a context menu is open over it with 'Edit' selected. Other rows include 'Current Quizzes', 'Reading Quiz #1', 'Reading Quiz #2', 'Midterm', and 'Reading Quiz #3'.

Quiz Name	Availability	Score
Current Quizzes	Published	
Reading Quiz #1	Available on Feb 17, 2020 12:00 PM	41/42
Final Exam	Due on May 1, 2020 7:00 PM Available on May 1, 2020 7:00 PM	78/78
Reading Quiz #2		-
Past Quizzes	Published	
Midterm	Available on Mar 11, 2020 11:59 PM	79/79
Reading Quiz #3	Due on Apr 24, 2020 11:59 PM	0/43

## The final exam was not linked to a grade item

The screenshot shows the 'Assessment' configuration page with tabs for Properties, Restrictions, Assessment, Objectives, Submission Views, and Reports Setup. The 'Assessment' tab is active. Under 'Automatic Grade', the checkbox 'Allow attempt to be set as graded immediately upon completion' is checked. Under 'Grade Item', the dropdown menu is set to 'None', with a red arrow pointing to it. There is also a '[add grade item]' link. Below this, 'Auto Export to Grades' is unchecked, and 'Student View Preview' is set to '100 / 100 - 100 %'. At the bottom, there are 'Save and Close', 'Save', and 'Cancel' buttons, and a 'Saved successfully' notification box.

## 2) Link the final exam to a grade item

The screenshot shows the 'Assessment' configuration page with the 'Grade Item' dropdown menu open. The 'Final' option is selected. The dropdown menu lists 'None' (checked), 'Discussion Posts' (Discussion Post #1-5), and 'Exams' (Final). The rest of the page is identical to the previous screenshot, showing the 'Assessment' configuration options and the 'Saved successfully' notification.

To export the grades to the gradebook

1) Go back to Quizzes – Final Exam – Grade

The screenshot shows the 'Manage Quizzes' page. A context menu is open over the 'Final Exam' quiz, with the 'Grade' option selected. The table below shows the quiz details.

Quiz	Status
Current Quiz	Published
Reading Quiz #1	41/42
Final Exam	78/78
Reading Quiz #2	-

2) Select all students and export to gradebook

The screenshot shows the 'Grade Quiz - Final Exam' page. The 'Export to Grades' button is highlighted with a red arrow. The 'Users' tab is selected, and the 'View By' dropdown is set to 'User'. A search bar is visible below the tabs. At the bottom, a table header is shown with a red arrow pointing to the first column.

<input checked="" type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Status
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