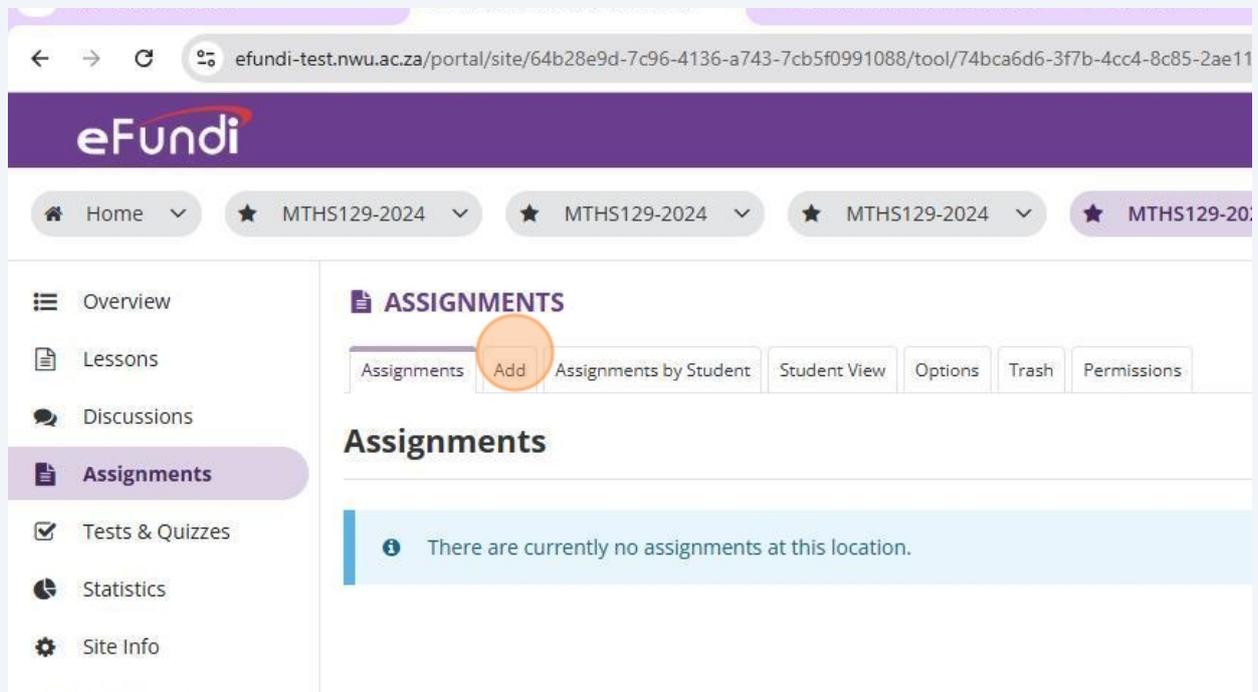


# How to Link an Assignment to an Existing Gradebook Item

 Tip! This tutorial is for linking an assignment to the SIS created gradebook.

1 Go to the Assignments tool, click **Add**



2

Enter the assignment's title and instructions. For a detailed tutorial, refer to "How to Create an Assignment."

ASSIGNMENTS

Assignments Add Assignments by Student Student View Options Trash Permissions

### Add new assignment

**Title \***

Title

**Assignment Instructions \***



Note! if you already have an assignment created, please follow the steps below.

3 Go to the **Assignments** tool

The screenshot shows the eFundI interface. At the top, there is a purple header with the eFundI logo. Below the header, there are several navigation tabs, each with a star icon and the text 'MTHS129-2024'. On the left side, there is a sidebar with a list of navigation items: Overview, Lessons, Discussions, Assignments (highlighted with a purple background and a red circle), Tests & Quizzes, Statistics, Site Info, Contact Us, and Gradebook. The main content area is titled 'ASSIGNMENTS' and contains a sub-header 'Assignments' with a list of actions: Assignments, Add, Assignments by Student, Grade Report, Student View, Options, Trash, and Per. Below this, there is a table with the following data:

| Assignment Title  | For         | Status |
|---|-------------|--------|
| <a href="#">Assignment 01</a><br><a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a> | Entire Site | Open   |

4 Click **Edit** to access the assignment's settings.

This screenshot is similar to the previous one, but the 'Edit' button in the table row for 'Assignment 01' is highlighted with a red circle. Additionally, a 'Remove Selected' button is visible at the bottom of the main content area.

| Assignment Title  | For         | Status |
|---|-------------|--------|
| <a href="#">Assignment 01</a><br><a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a> | Entire Site | Open   |

Remove Selected

5

To link the assignment to an existing Gradebook item, select the "Grade this item" checkbox and enter the maximum grade.

Send one email per day summarizing notifications for student submissions

**Turnitin Plagiarism Service**

Use Turnitin

**Grading**

Grade this assignment

**Grade Scale\*** Points ▾

Max Points\*

Send released grades to the Gradebook

Use peer assessment

**Released Grade Notification Email Options:**

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

6

Please note that the maximum grade should align with the grade specified in the assessment plan for that specific assignment.

**Grading**

Grade this assignment

**Grade Scale\*** Points ▾

Max Points\*

Send released grades to the Gradebook

Use peer assessment

**Released Grade Notification Email Options:**

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

**Additional information**

**Supplement Items**

7 Select "Send released grades to Gradebook".

Use Turnitin

**Grading**

Grade this assignment

**Grade Scale\*** Points ▾

Max Points\* 100

Send released grades to the Gradebook

Use peer assessment

**Released Grade Notification Email Options:**

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

**Additional information**

8 Click "Associate with existing Gradebook item"

Use Turnitin

**Grading**

Grade this assignment

**Grade Scale\*** Points ▾

Max Points\* 100

Send released grades to the Gradebook

Create new Gradebook item

Associate with existing Gradebook item

Select a Gradebook Item ▾

Use peer assessment

**Released Grade Notification Email Options:**

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released



Tip! Associating an assignment grade to the gradebook with an existing gradebook item is to ensure that all the SIS assessment plans are graded.

9

Click on the dropdown to select the Gradebook item from the list of available items

### Grading

Grade this assignment

Grade Scale\* Points

Max Points\* 100

Send released grades to the Gradebook

Create new Gradebook item

Associate with existing Gradebook item

Select a Gradebook Item

Use peer assessment

### Released Grade Notification Email Options:

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

### Additional information

10 Click on the Gradebook item

Grade Scale\* Points

Max Points\* 100

Send released grades to the Gradebook

Create new Gradebook item

Associate with existing Gradebook item

Select a Gradebook Item

Use peer assessment

**Released Grade Notification Email Options:**

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

**Additional information**

**Supplement Items**

SP-Assignment1-(ASSIGN1)-100

SP-Assignment2-(ASSIGN2)-100

SP-Assignment3-(ASSIGN3)-100

SP-Assignment4-(ASSIGN4)-100

SP-Class Test1-(CLT1)-20

SP-Class Test2-(CLT2)-15

SP-Class Test3-(CLT3)-20

SP-Class Test4-(CLT4)-15

SP-Class Test5-(CLT5)-20

SP-Class Test6-(CLT6)-20

11 Click Post when done

Create new Gradebook item

Associate with existing Gradebook item

SP-Assignment1-(ASSIGN1)-100

Use peer assessment

**Released Grade Notification Email Options:**

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

**Additional information**

**Supplement Items**

Model Answer [Add](#)

Private Note [Add](#)

All Purpose Item [Add](#)

**Post** Preview Save Draft Cancel