## Creating an Manual Assignment in the Moodle Gradebook

1. Enter your Moodle course
2. Click on “cog wheel” in the upper right corner of the Moodle course page and select Gradebook setup
3. Scroll to the bottom on the page and select “Add grade item” ( DO NOT select add category).
4. Add the assignment name to Item Name, Grade type –Value, Maximum grade – enter your value here. The rest can be left as is. **Save changes**



## Entering grades

1. To enter grades return to the View tab.

1. Option 1 - Under the assignment you would like to enter, click the dash for the student to enter the grade.
2. Option 2 – Click the pencil next to the assignment. You also have the option to enter bulk grades, if you use this option.



* 1. Enter your grades and Save