



Associate an Assignment with the Grade book

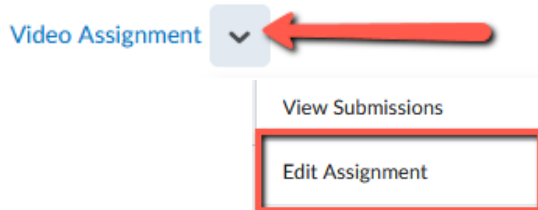
This document shows how to link an assignment with your grade book.

Part 1: Navigate to the Assignments tool

1. From your course homepage navigation bar, select **Assessments** > then, select **Assignments**:



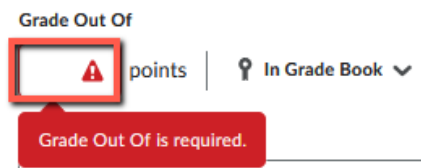
2. Select the dropdown menu beside an assignment > then, select **Edit Assignment**:



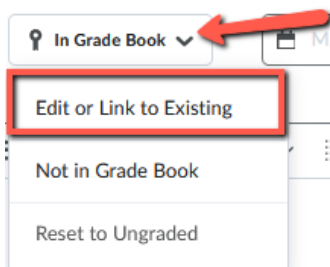
3. Click on **Ungraded**:



4. Under **Grade Out of**, enter a point value:



5. Click **In Grade Book**, then select **Edit or Link to Existing**:



Associate an Assignment with a Gradebook Item

Ver 3.0 12/29/22

For further assistance: [Create a JIRA ticket](#)



Part 2: Edit or Link to Existing

- Determine if you are going to create and link to a new grade book item, or link to an existing grade book item
 - Create and link to a new grade item:** Select this option to create a new grade item in your grade book, with the same name as the assignment

Create and link to a new grade item

Video Assignment

- Link to an existing grade item:** Select this option to link to an existing grade book item
 - Use the drop-down menu to choose the grade book item:

Link to an existing grade item

Secret Ingredient Quiz

Quizzes

Secret Ingredient Quiz

Assignments

Extra Credit

- Select **OK**:

- Select **Save and Close**: