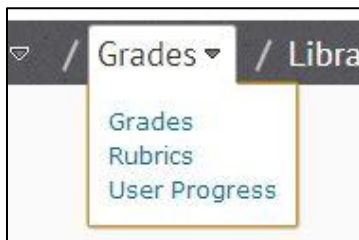


Grading in Carmen

This How-To will outline the steps needed to setup basic grading in Carmen.

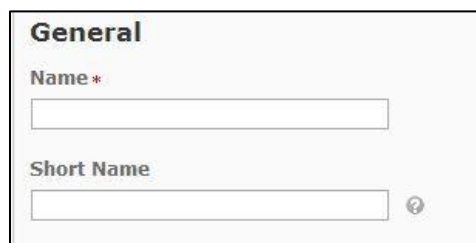
1. Select **Grades** from the navigation bar and then **Grades**.



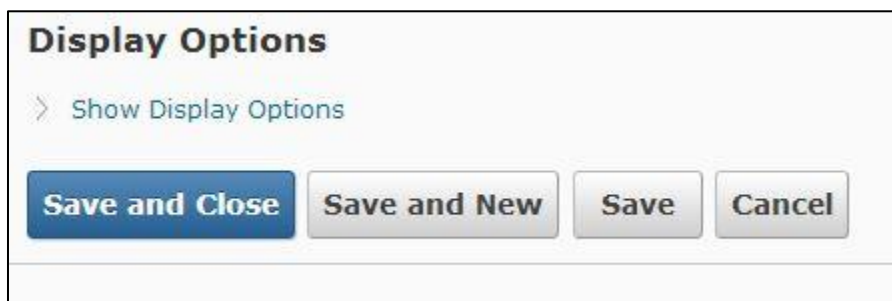
2. Select **Manage Grades**.
3. Click **New** > **Category**. Note: A category is a set of grade items, such as Homework or Quizzes.



4. Give the new Category a **Name**. Note: This name is visible to students; a Short Name is visible only to the instructor.

A screenshot of the 'General' form for creating a new category. It has two text input fields: 'Name *' and 'Short Name'. The 'Name *' field is required. There is a help icon (?) next to the 'Short Name' field.

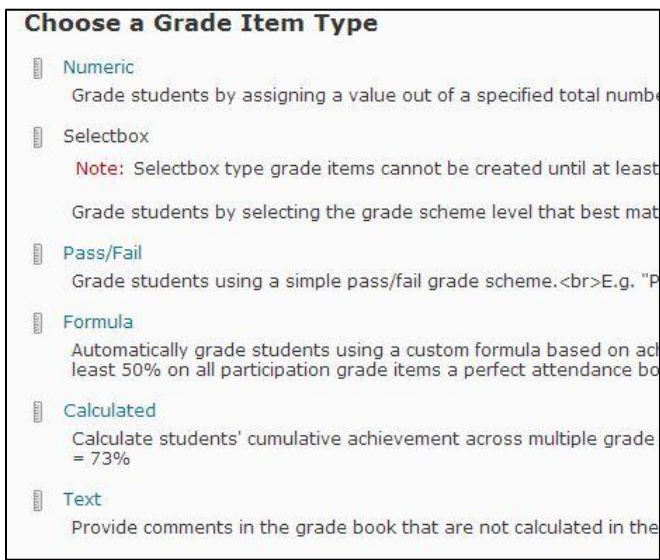
5. Select **Save and Close**.

A screenshot of the 'Display Options' dialog box. It has a 'Show Display Options' link and four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'. The 'Save and Close' button is highlighted in blue.

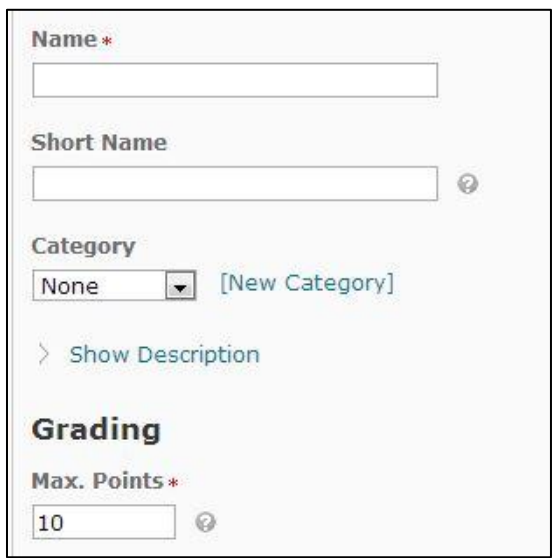
6. Select **New** and **Item**. Note: An Item is an actual grade item, such as Homework Week 1.



7. Select your grade item **Type**. Note: **Numeric** works best with Carmen.



8. Give your new Item a **Name**, select the **Category** you would like the Item to reside in, and input your desired **Max. Points**.



9. Select **Save and Close**.



10. You can now enter grades into your newly created **Item**.