Creating a Gradebook in Mosaic – Part 2: Adding a Grade Item to your Gradebook

You should have a Gradebook already setup according to the "Creating a Gradebook in Mosaic – Part 1: Gradebook Setup" tutorial. Now we'll go through how to add grade items under each of your Gradebook categories you created in Part 1. It is helpful to have your Syllabus in front of you as a reference outlining the names, categories and maximum grades for each grading item.

Adding a Quiz or Assignment that you have created in Mosaic to your Gradebook

If you have already created a quiz or an assignment in Mosaic it should already be included in your Gradebook. (Please see the tutorial "Adding an Activity or Resource in Mosaic" if you do not already know how to do this.) The only thing to note is what category you want the item to fall under in the Gradebook.

If you are creating Assignments, choose the appropriate Grade category under the Grade header:

It should then appear under the appropriate category in your Gradebook:

Quizzes in Mosaic should automatically appear under the Quizzes and Assignments category:

If they do not, click the ⬦ symbol beside your grade item and a window will appear that allows you to move your grade items to other categories.

Click the symbol under the category you want it to move to and it should now appear under your Gradebook in the proper category.

Adding grade items manually

You may have items that you are grading students on that you have them do independent of Mosaic. For example, you may have written assignments that you have handed out and they submit back to you in person rather than using the Mosaic assignment tool. You can still add these events to your gradebook.

In Gradebook Setup, click Add grade item and fill out the form that appears. Ensure you put the item in the proper Grade category. When you save changes, the item will appear under the category you assigned and the item weight will be automatically calculated based on your original setup.

You can also add multiple items under each Grade category; just select Add grade item and ensure the Grade category is selected. Again, the system will calculate the Item weight automatically, so don't add anything here. You should now see all your items under the parent category:

Note that even if you don't have more than one item associated with a Category, you must add a grade item under it. For example, if Participation is just a singular mark based on Attendance, put in a grade item for that category:

Continue this process until each Category has at least one Grade item sitting under it. Once you begin to grade students, the course total should display the running mark that the student has achieved in the class to this point. This is further explained in the Grading Students in Mosaic tutorial.