

## How can I add and edit entries to my Online Gradebooks?

Grades may be added or modified by accessing the Add Gradebook Item page or Modify Gradebook item page. The fields on the Add Gradebook Item page and Modify Gradebook Item page are the same. The difference being, the Add Gradebook Item page opens with empty fields while the Modify Gradebook Item page opens with populated fields.

### Add or Modify Gradebook Item page

Click **Add Grade** to add a new gradebook item. The Add Gradebook Item page will appear as shown below. Click **Modify Grade** and the Modify Gradebook Item page will appear. Select the item to modify and click **Submit**. The Modify Gradebook Item page appears.

### Entry fields

The table below details the entry fields on the Add Gradebook item page.

Enter Item Information	
<b>Name:</b>	Enter the item's name.
<b>Type:</b>	Select the item type, such as homework or test, from the drop-down menu.
<b>Points possible:</b>	Enter the total points possible.