

Creating a Grade Event in Tusk

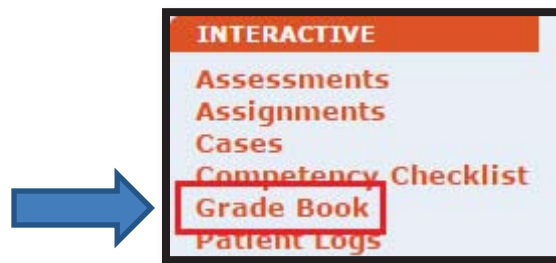
- Login to <http://tusk.tufts.edu> using your Tufts Credentials. Above your Dashboard, click “Manage Content”.



- Find your course in the list on the next page. Click on the name.



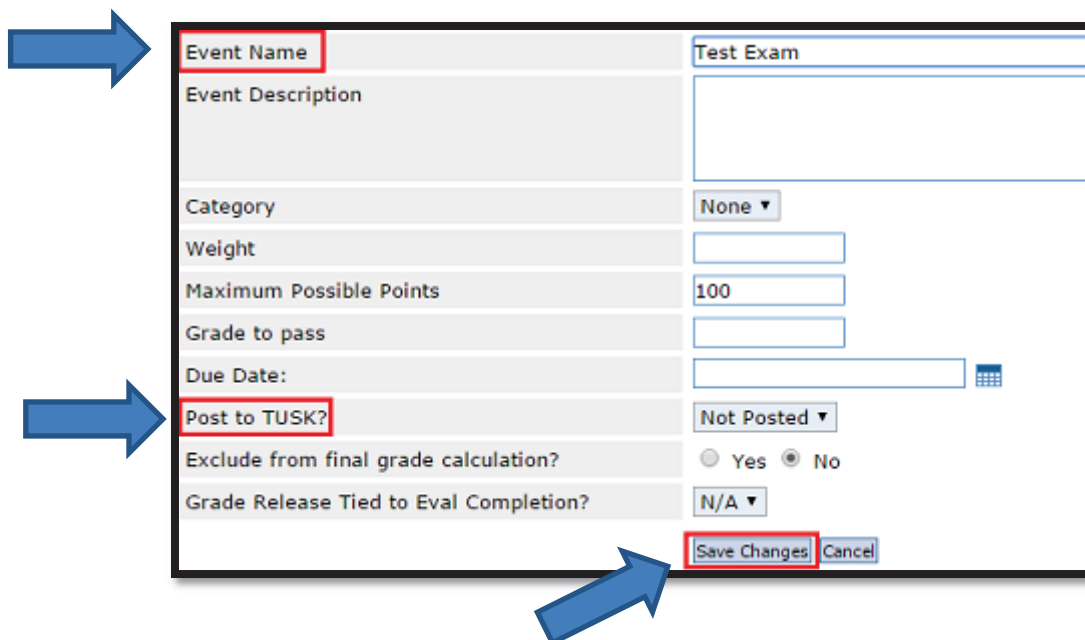
- On the left hand side of the page, under “Interactive”, click on “Grade Book”



- Select “New Grade Event”



- Enter in your Event name, leave the event as “Not Posted”, and click “Save Changes”.



A form for creating a new grade event. The fields are: "Event Name" (with "Test Exam" entered), "Event Description", "Category" (with "None" selected), "Weight", "Maximum Possible Points" (with "100" entered), "Grade to pass", "Due Date:" (with a calendar icon), "Post to TUSK?" (with "Not Posted" selected), "Exclude from final grade calculation?" (with "No" selected), and "Grade Release Tied to Eval Completion?" (with "N/A" selected). The "Save Changes" button is highlighted with a red border and a blue arrow points to it from the bottom.