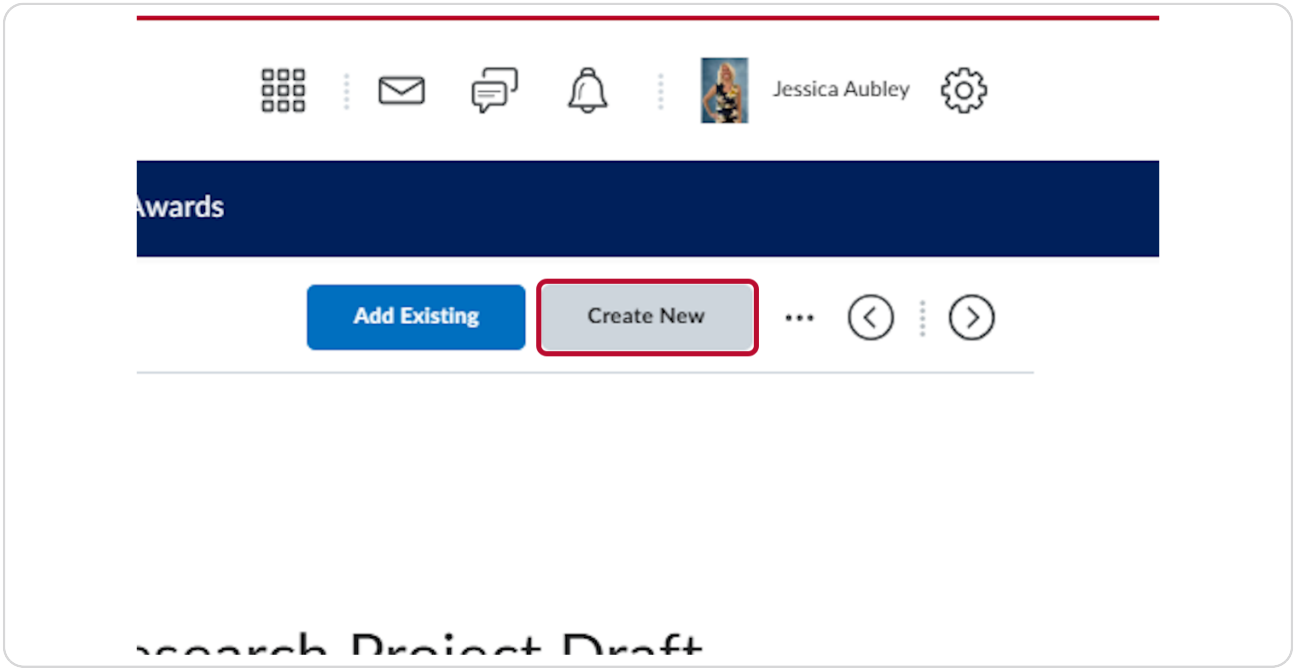
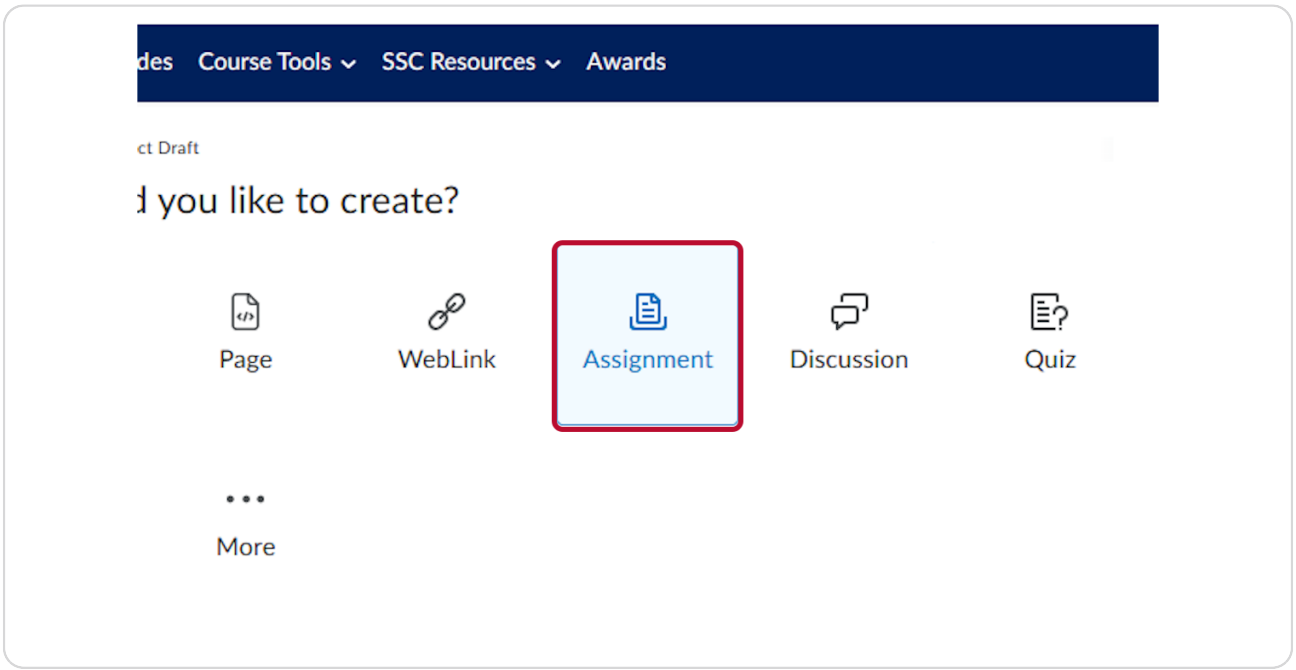
STEP 1

Locate where you want to put the assessment in the course



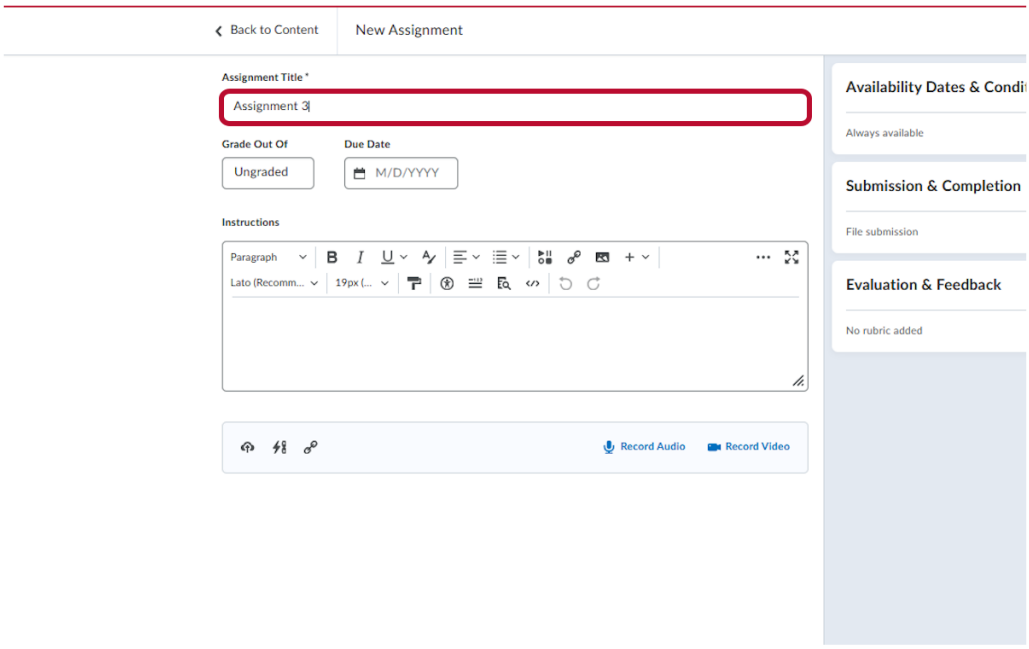
STEP 2

Click on Assignment



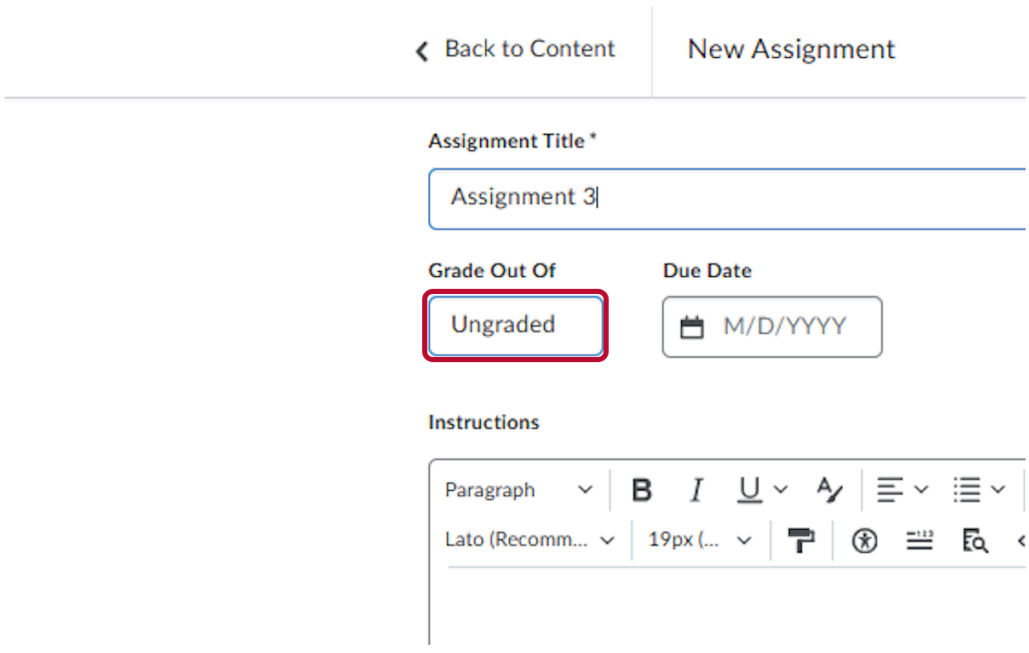
STEP 3

Add the Assessment title



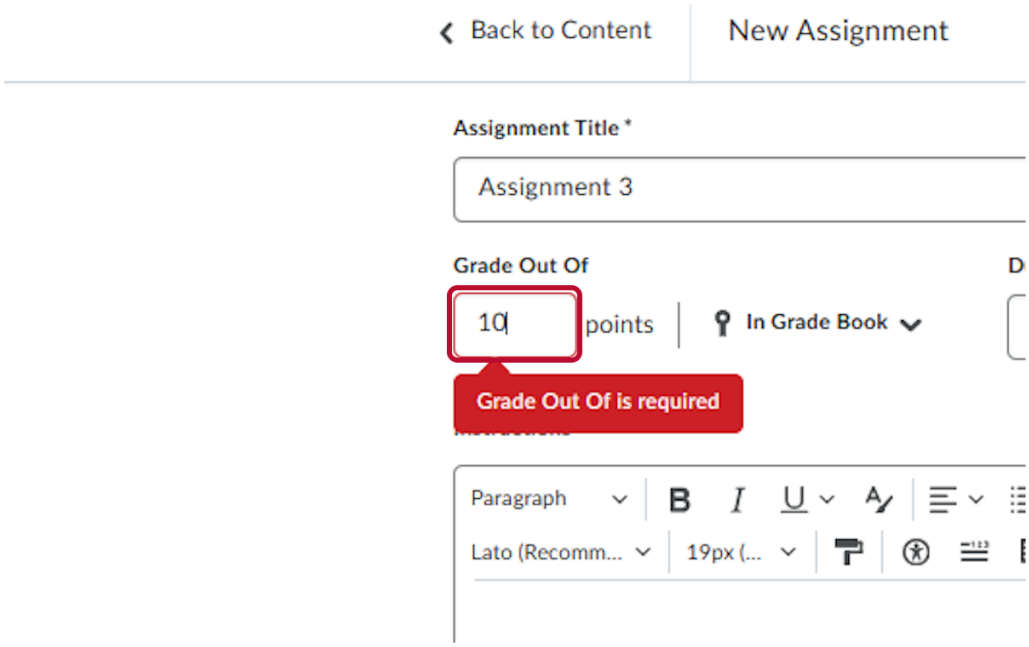
STEP 4

Click on Ungraded



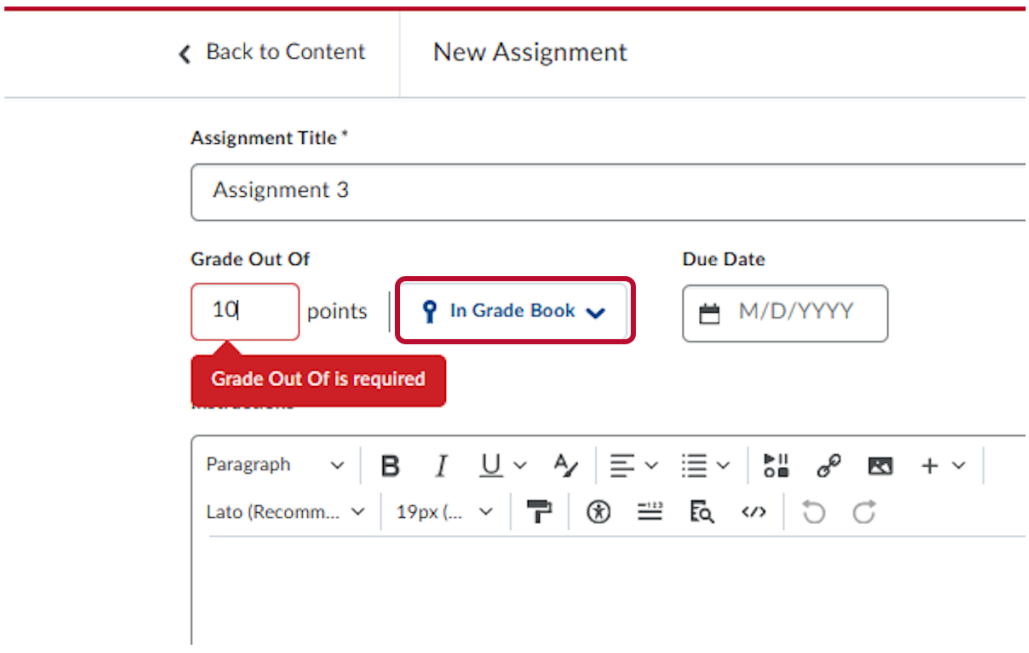
STEP 5

Add the point value



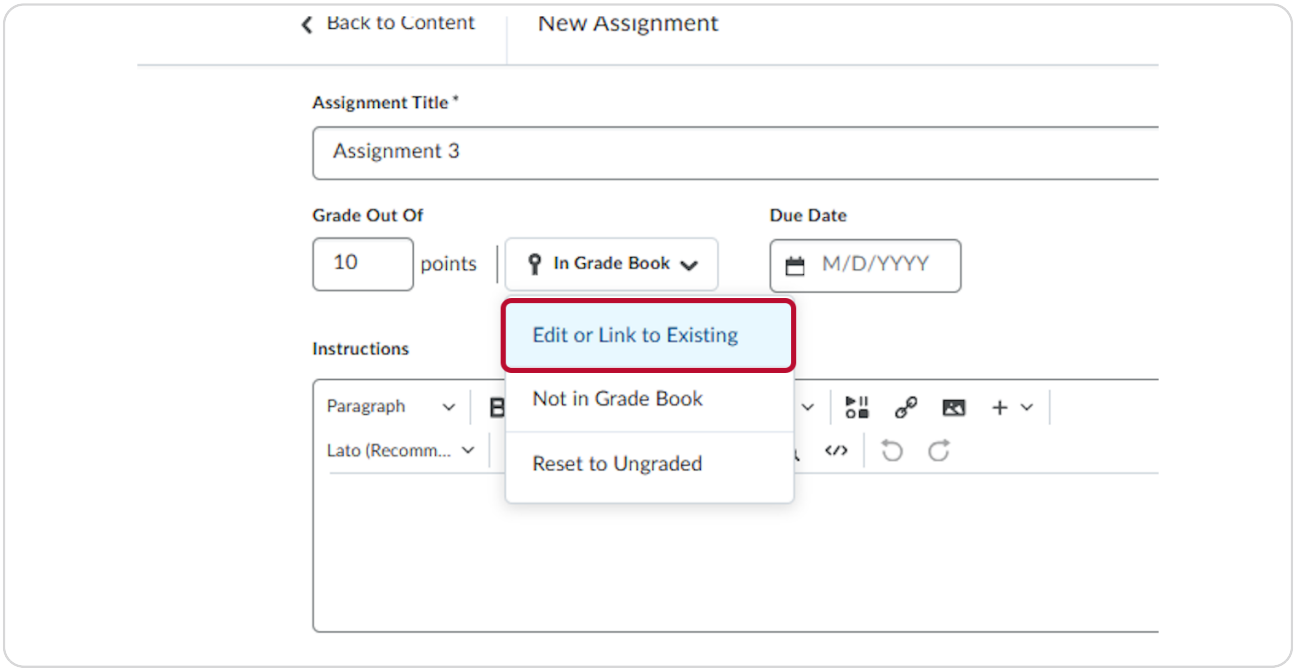
STEP 6

Click on In Grade Book



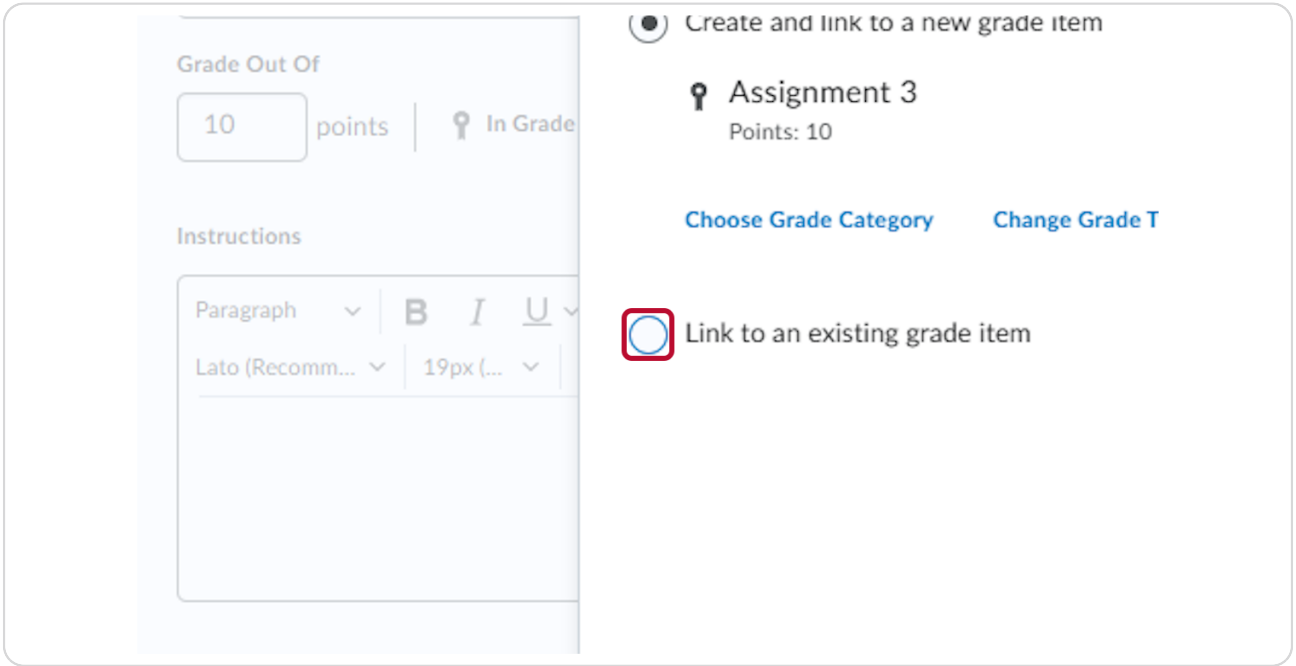
STEP 7

Click on Edit or Link to Existing



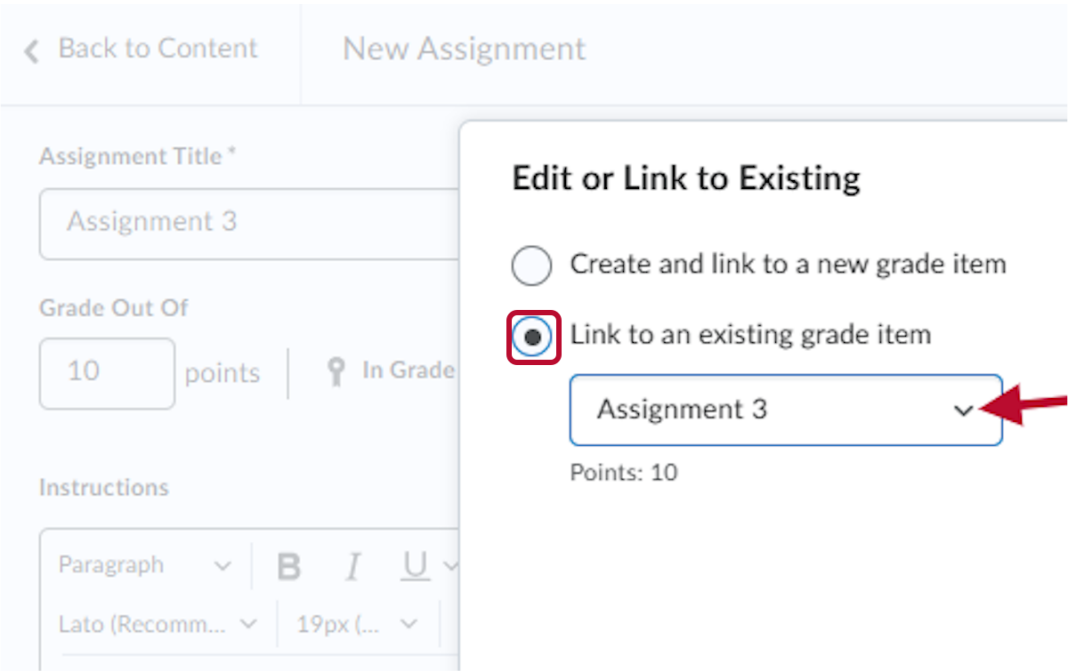
STEP 8

Select Link to an existing grade item



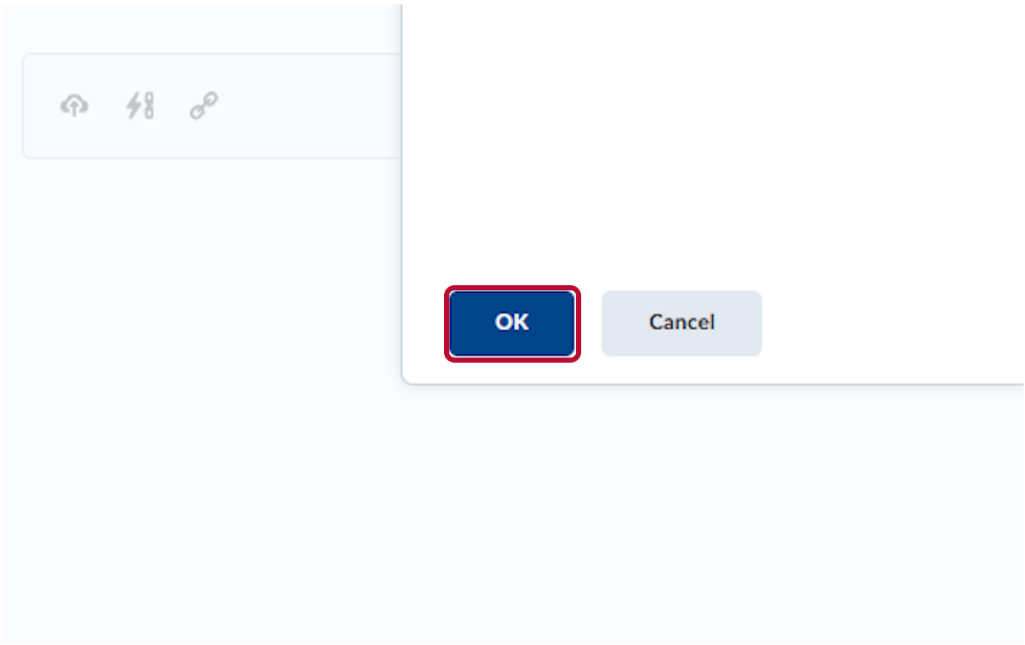
STEP 9

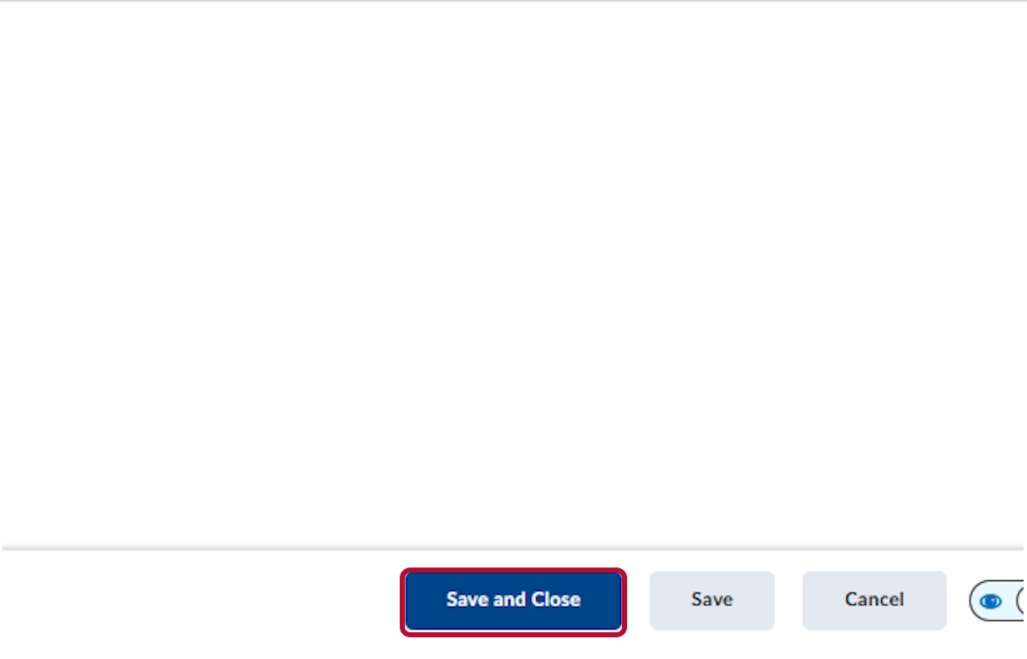
Select Link to an existing grade item and select the grading column from the dropdown menu



STEP 10

Click on OK



STEP 11

Click on Save and Close