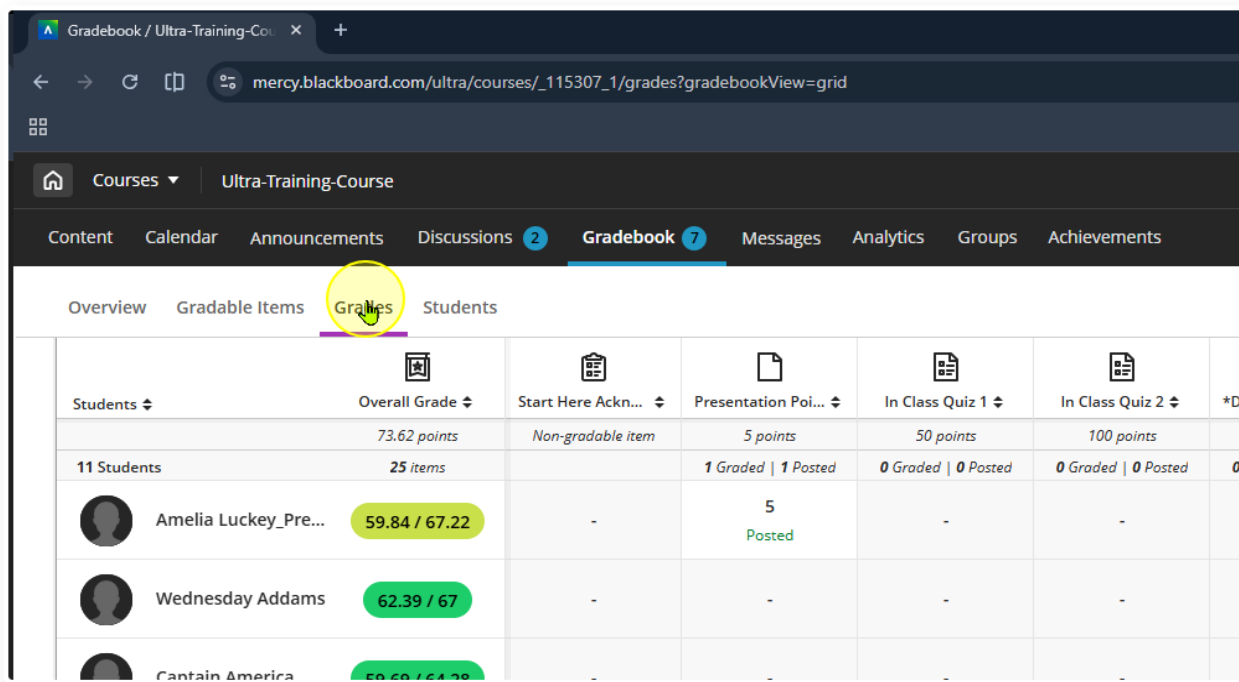
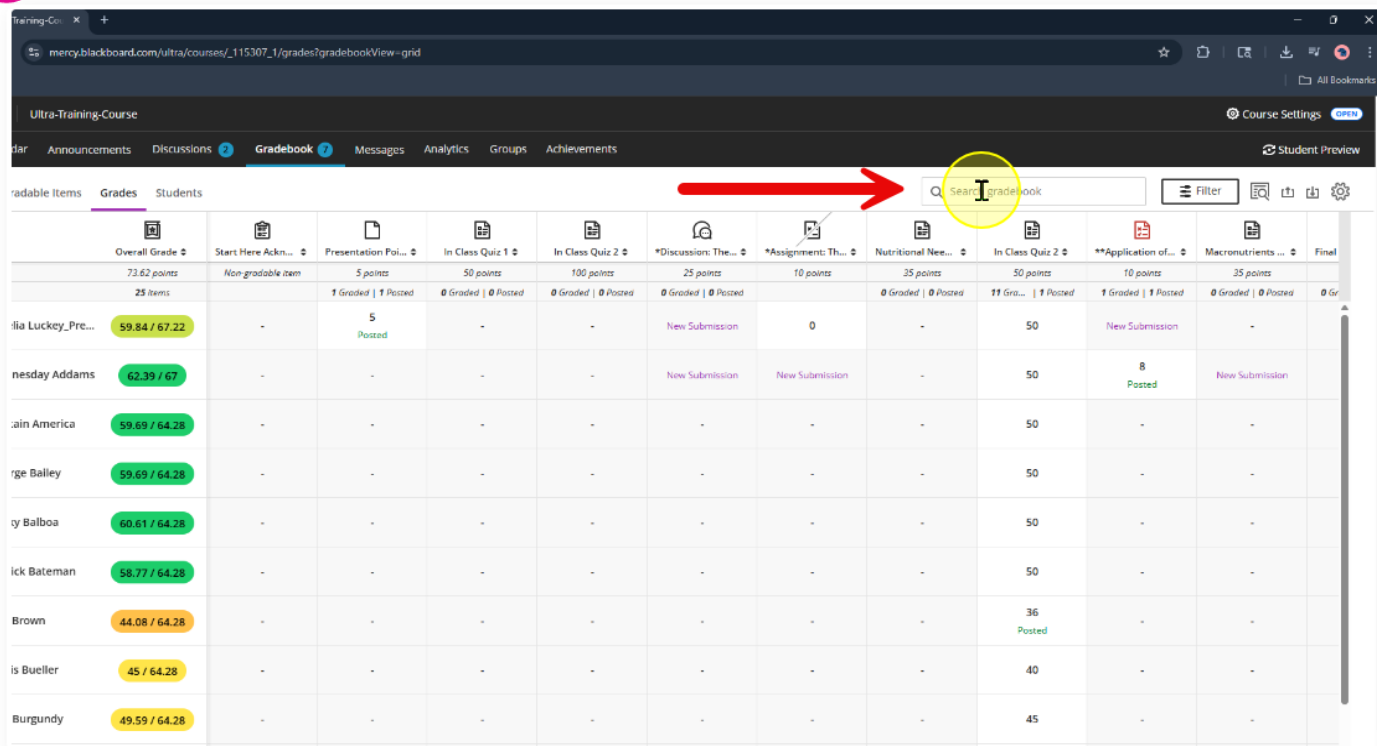


# Searching for Items in the Gradebook

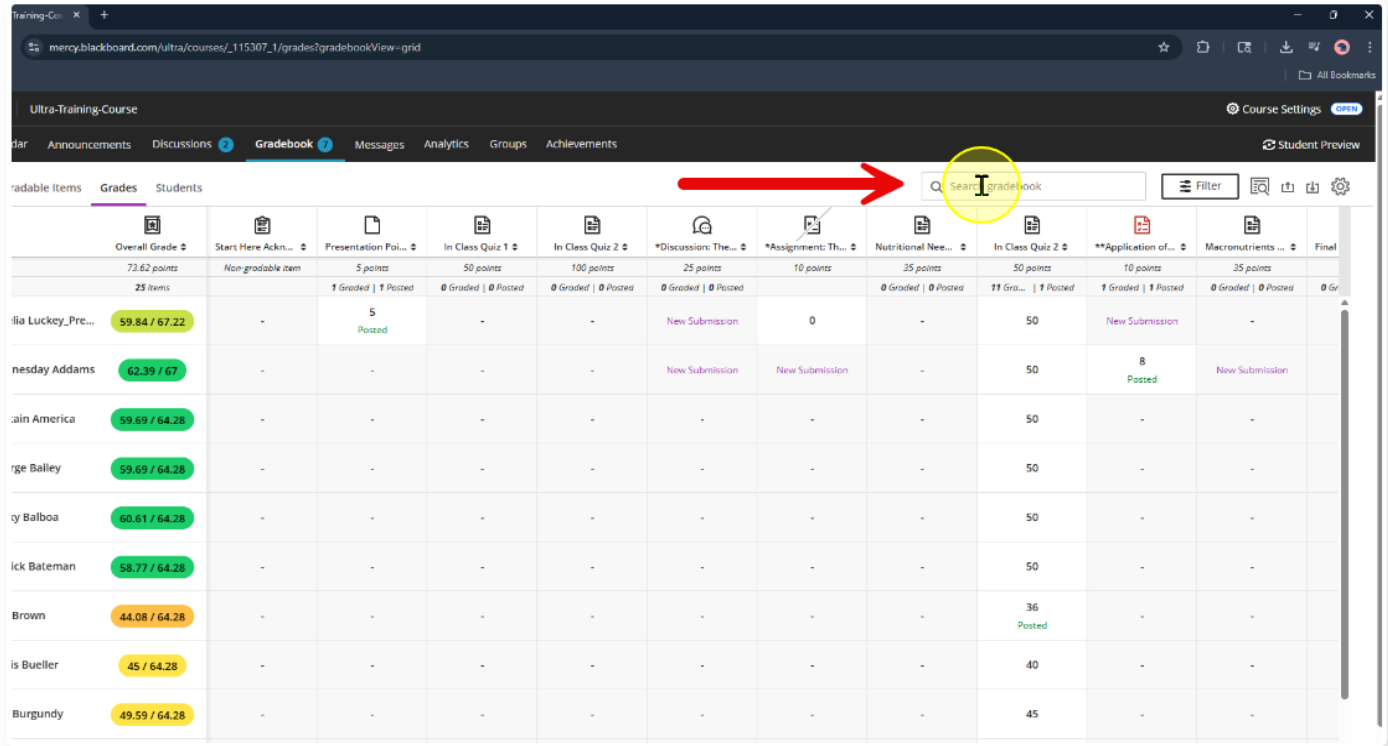
1 Click on the "Grades" tab within your gradebook



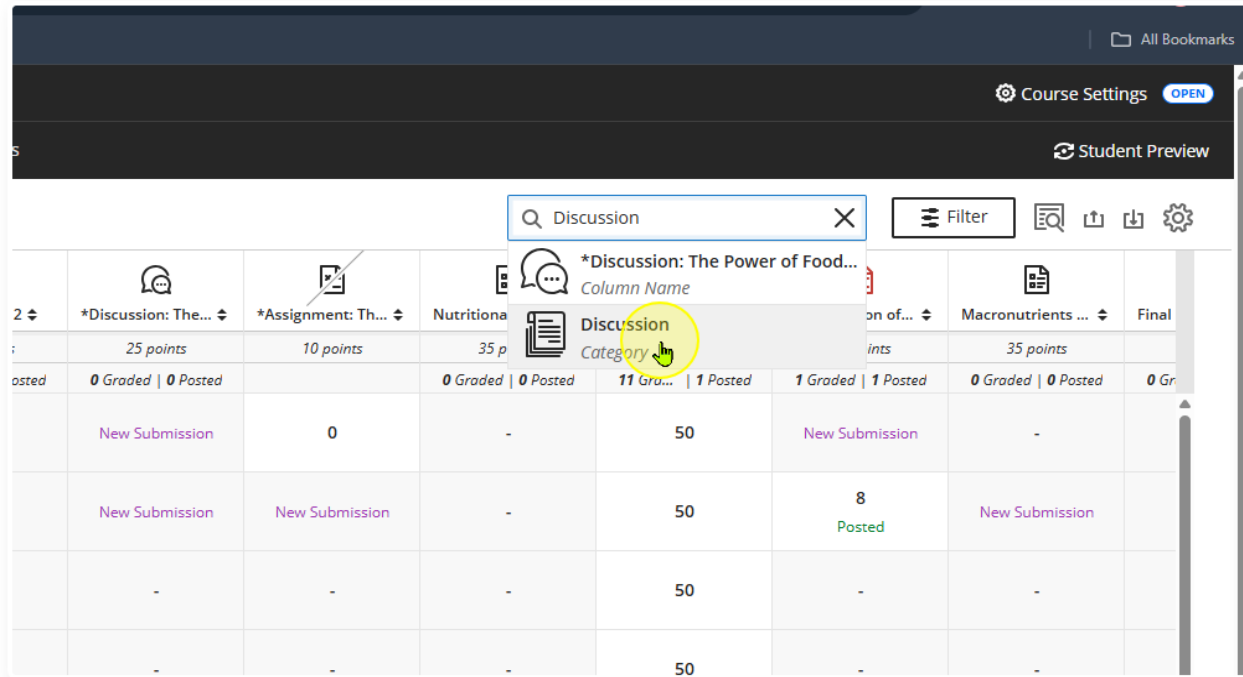
2 Locate the search bar on the right hand side. Click "Search gradebook"



3 . Click "Search gradebook"



4 Type in the name of the item or a gradebook category or a students name.



5 As you type, a little search box will appear underneath. Click on the item you were looking for.

The screenshot shows a course management interface with a search bar at the top. The search bar contains the text "Discussion". Below the search bar, a dropdown menu is open, showing a search result "Discussion" with a document icon. A red arrow points from the search bar to this result. The background shows a table of assignments with columns for "Column Name", "Points", "Graded", and "Posted".

Column Name	Points	Graded	Posted
*Discussion: The Power of Food...	25 points	0 Graded	0 Posted
*Assignment: Th...	10 points	0 Graded	0 Posted
Nutritional...	35 points	0 Graded	0 Posted
Discussion	50 points	11 Graded	1 Posted
Macronutrients ...	35 points	1 Graded	1 Posted
Final	0 points	0 Graded	0 Posted