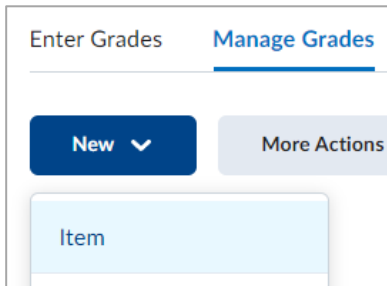


# How to create a grade item

A grade item is needed for each individual grade you give your student. Grade items are the columns within your D2L gradebook.

1. If you have just finished completing the **Setup Wizard**, click the link to **Create a New Grade Item**.  
– OR –  
Within the Grades area, click the option **Manage Grades**, then select the blue **New** button and choose **Item**.



2. Next, choose the type of grade item to create. The majority of the time you will be selecting “**Numeric**.”
  - **Numeric** – for when assigning a value out of a specified total (e.g., 25/30 points).
  - **Selectbox** – use this option to assign a letter grade (A-F) or Complete/Incomplete grade scheme.
  - **Pass/Fail** – the best choice for when you’re using a simple pass/fail grade scheme.
  - **Calculated** – for when you want a cumulative total across multiple grade items.
  - **Text** – best to use when entering comments in the gradebook.
3. Enter a **Name** for the item.  
(Optionally) Enter a short name for your view only to abbreviate the item.
4. If the grade item belongs to a category, choose the **Category** from the drop-down menu or create a **New Category**.

5. Enter the **Maximum Points** a student can earn for this item.

- If using a “Weighted” grading scale, also enter the **weight** for this item. Note that this option will be grayed out if a category was chosen that is set to distribute the weight evenly or by points.

**Please keep in mind that all items within a category must sum to 100% for the category.**

– In the following example, the “Tests” category is worth 40% of the course grade.

– With four tests within the “Tests” category, each individual test is worth 25%.

Tests ▼				40
Test 1 ▼	Numeric	-	100	25
Test 2 ▼	Numeric	-	100	25
Test 3 ▼	Numeric	-	100	25
Test 4 ▼	Numeric	-	100	25

6. (Optional) Select the following options if they are needed for this specific grade item.

- **Can Exceed** – check this option if a student can earn more than the maximum points.
- **Bonus** – check this option if this grade item is for extra credit.
- **Exclude from Final Grade Calculation** – check this option if this grade item should not be utilized in the calculation for the course grade.

7. (Optional) Adjust the grade scheme to be utilized. For the majority of the time, the default (percentage) grade scheme is what is needed.

8. (Optional) Add a D2L rubric to the grade item.

9. (Optional) Adjust the display options of this specific grade item for the students and/or yourself. For the majority of the time, the default display settings are utilized.

10. Click the blue **Save and Close** button to finish creating the grade item.  
(Repeat this process if additional grade items are needed.)