Creating Categories in Grades – D2L Tutorial

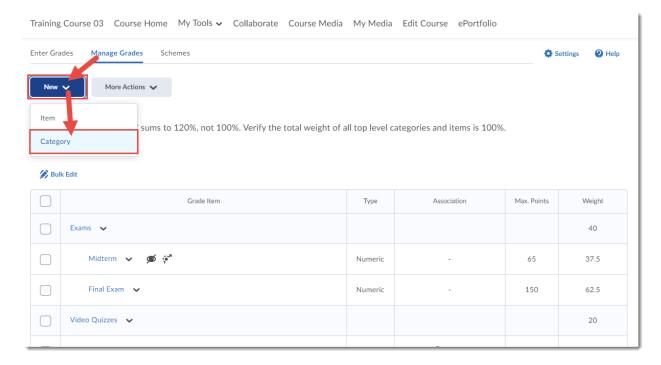
This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our <u>Team Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved in creating Categories in the Grades tool, and how Categories work. Categories are used to collect like items, for example all Quizzes, or all Assignments, both for general organization, and to allow for dropping the lowest Grade Item in a Category (if items are equally weighted). See the tutorial **Overview of Weighting Options in the Grades Tool** for more information.

Steps

- 1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.
- 2. Click the **New** button and select **Category**.

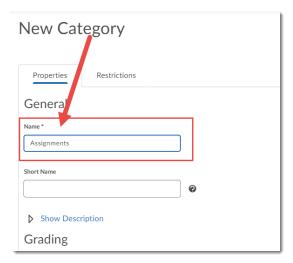




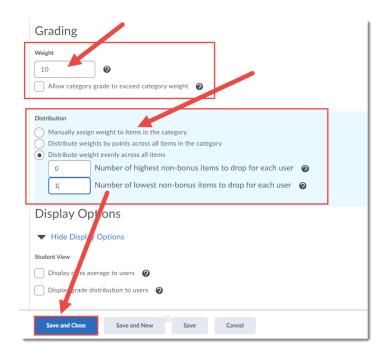
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3. Give your Category a Name.



4. Scroll down to Grading. Give your Category a Weight. This is the weighting of all the items in the Category within the 100% of the full gradebook. Click Allow category grade to exceed category weight if there will be Bonus items in the Category. Then select the Distribution of weighting for the items. If you want to drop a lowest item, you need to select Distribute weight evenly across all items (as seen in the image here where we are dropping the lowest grade item in the Category). Click Save and Close.



Things to Remember

Once you have a Category, you can add a Grade Item to it when you create that Grade Item. See the tutorial **Creating a Grade Item** for more information.



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