



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 [Team Dynamix Support portal](#) 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**.

Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media Edit Course ePortfolio

Enter Grades **Manage Grades** Schemes Settings Help

New ▾ More Actions ▾

Item Category sums to 120%, not 100%. Verify the total weight of all top level categories and items is 100%.

[Bulk Edit](#)

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Exams ▾				40
<input type="checkbox"/>	Midterm ▾ 📄 📅	Numeric	-	65	37.5
<input type="checkbox"/>	Final Exam ▾	Numeric	-	150	62.5
<input type="checkbox"/>	Video Quizzes ▾				20



3. Give your Category a **Name**.

New Category

Properties Restrictions

General

Name *

Assignments

Short Name

Show Description

Grading

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**.

Grading

Weight

10

Allow category grade to exceed category weight

Distribution

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

0 Number of highest non-bonus items to drop for each user

1 Number of lowest non-bonus items to drop for each user

Display Options

Hide Display Options

Student View

Display class average to users

Display grade distribution to users

Save and Close Save and New Save Cancel

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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