



Creating a Grade Item (General) – 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 a basic Numeric Grade Item in the Grades tool.

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 **Item**.

Training Course 03 Course Home My Tools Edit Course

Enter Grades **Manage Grades** Schemes Settings Help

New More Actions

Item

Category

	Type	Association	Max. Points	Weight
<input type="checkbox"/> Grade Item				
<input type="checkbox"/> Assignments				40
<input type="checkbox"/> Assignment 1	Numeric	-	20	33.33333333
<input type="checkbox"/> Assignment 2	Numeric	-	30	33.33333333
<input type="checkbox"/> Assignment 3	Numeric	-	25	33.33333333
<input type="checkbox"/> Presentations				10



- Under **Choose a Grade Item Type**, select **Numeric**.

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

Manage Grades > New Item

New Item

Choose a Grade Item Type

- Numeric**
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- Selectbox**
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- Pass/Fail**
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"
- Formula**
Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

- Give your Grade Item a **Name**, use the **Category** menu to place the item in a **Category** if needed. See the tutorial **Creating a Grade Category** for more information.

New Item

Properties Restrictions Objectives

General

Type
Numeric

Name *
Assignment 1

Short Name
[Empty field]

Category
None [New Category]

Show Description

Grading

Maximum Points *

Save and Close Save and New Save Cancel



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5. Scroll down to **Grading**, and add **Maximum Points** and **Weight** (note that if the item is part of a Category, this box may be grayed out). Select **Can Exceed** if students could get more than 100% on this item. Click **Bonus** if this item counts for above the overall 100% for the full gradebook.

The screenshot shows the 'Grading' settings panel. It includes the following sections:

- Maximum Points ***: A text input field containing the value '35'.
- Weight ***: A text input field containing the value '10'.
- Can Exceed**: A checkbox that is currently unchecked.
- Bonus**: A checkbox that is currently unchecked.
- Grade Scheme**: A dropdown menu showing '-- Default Scheme -- (Percentage)'.
- Rubrics**: A section with an 'Add Rubric' button and the text 'No rubrics selected.' Below this is a link: '[Create Rubric in New Window]'.

At the bottom of the panel are four buttons: 'Save and Close' (highlighted in blue), 'Save and New', 'Save', and 'Cancel'.

Red boxes and arrows in the image highlight the 'Maximum Points', 'Weight', 'Can Exceed', and 'Bonus' sections.



6. Scroll down to **Display Options** and make any adjustments outside of the default settings you may want. Click **Save and Close**.

Display Options

▼ Hide Display Options

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme colour

Managing View

Override display options for this item ?

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme colour

Save and Close Save and New Save Cancel

Things to Remember

Once you have created a Grade Item (here, Numeric), you cannot change its type.



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