



Setting Manual Weights for Items in a Category – 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 when you wish to manually weight items in a category. Note that your Gradebook must be set with a **Weighted Grading System** in order to weight items in a category. We will use the scenario for manual weighting where we have multiple Assignments all totalling 25% of the final grade, but where each assignment is worth a different amount (i.e., the assignments are NOT equally weighted), for example, one assignment worth 3%, one worth 10%, etc.

Steps

1. First, go to the **Grades** tool in your course site.
2. Create a Category for your Items by going to **Manage Grades** area, clicking **New** and selecting **Category**.

Training Course 03 Course Home My Tools Edit Course

Enter Grades **Manage Grades** Schematics Settings Help

New More Actions

Item

Category

Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Essay	Numeric	-	100	25
<input type="checkbox"/>	Final Exam	Numeric	-	100	35
<input type="checkbox"/>	Participation	Numeric	-	100	15
<input type="checkbox"/>	Final Calculated Grade				
<input type="checkbox"/>	Final Adjusted Grade				



- In the Properties tab, give your Category a **Name**. Then set the **Weight** of your category (the percentage of the final grade that all the items in this category will be worth), and set the **Distribution** as **Manual assign weight to items in the category**. Click **Save and Close**.

- Now, create the grade Items for your Category, one at a time. Click **New** and select **Item**.

	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments				25
<input type="checkbox"/>	Essay	Numeric	-	100	25
<input type="checkbox"/>	Final Exam	Numeric	-	100	35
<input type="checkbox"/>	Participation	Numeric	-	100	15



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5. Select the **Grade Item Type** for your item. For this scenario we will click on **Numeric**.

Training Course 03 Course Home My Tools ▾ Edit Course

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`



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- In the Properties tab, give your Item a **Name** and choose its **Category**. Choose the **Maximum Points** the item will be graded out of (for example, out of 50 points). And choose the **Weight** of your item *within the Category* (the percentage of the Category the item will be worth). For example, if the Category *Assignment* is worth 25% of the final grade, and the Item *Assignment 1* is worth 10% of the final grade, then the weight of *Assignment 1* in the Category *Assignment* is 40% ($10/25 \times 100$). Click **Save and Close**.

The screenshot shows the 'New Item' form with the 'Properties' tab selected. The form is divided into three sections: 'General', 'Grading', and 'Bonus'. Red arrows point to the following fields:

- Name ***: A text input field containing 'Assignment 1'.
- Category**: A dropdown menu with 'None' selected, and a blue highlight on 'Assignments (25% of final grade)'. A '[New Category]' link is visible to the right.
- Maximum Points ***: A text input field containing '50'.
- Weight ***: A text input field containing '40'.
- Can Exceed**: A checkbox that is unchecked.
- Save and Close**: A blue button at the bottom left of the form.

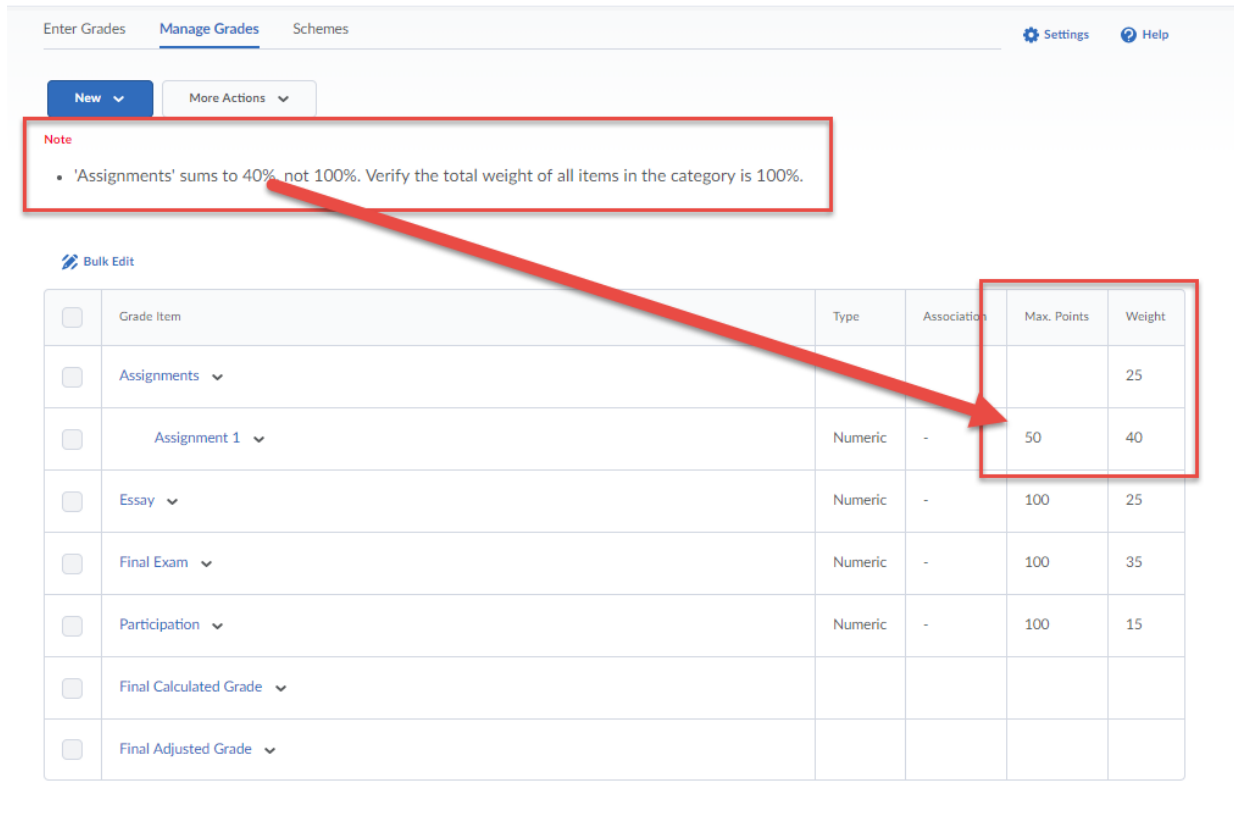
- Continue to create **New Items** until you have added all the Items for your Category.



Things to Remember

Keep an eye on the **Note** at the top of the **Manage Grades** area as you add and weight items. It will keep a running tally of the total weight both in the Category and in the Gradebook (see below).

Note that, depending on the complexity of the weighting of items in your Category, you may need to make minor adjustments to ensure your gradebook sums to 100%.



The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'New' and 'More Actions'. A red box highlights a note that reads: "Note: 'Assignments' sums to 40% not 100%. Verify the total weight of all items in the category is 100%." Below the note is a 'Bulk Edit' button. A table lists grade items with columns for 'Grade Item', 'Type', 'Association', 'Max. Points', and 'Weight'. A red arrow points from the note to the 'Weight' column of the 'Assignment 1' row, which is also highlighted with a red box.

Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/> Assignments				25
<input type="checkbox"/> Assignment 1	Numeric	-	50	40
<input type="checkbox"/> Essay	Numeric	-	100	25
<input type="checkbox"/> Final Exam	Numeric	-	100	35
<input type="checkbox"/> Participation	Numeric	-	100	15
<input type="checkbox"/> Final Calculated Grade				
<input type="checkbox"/> Final Adjusted Grade				

