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 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**.

3. 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**.

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

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

6. 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% (10/25x100). Click **Save and Close**.
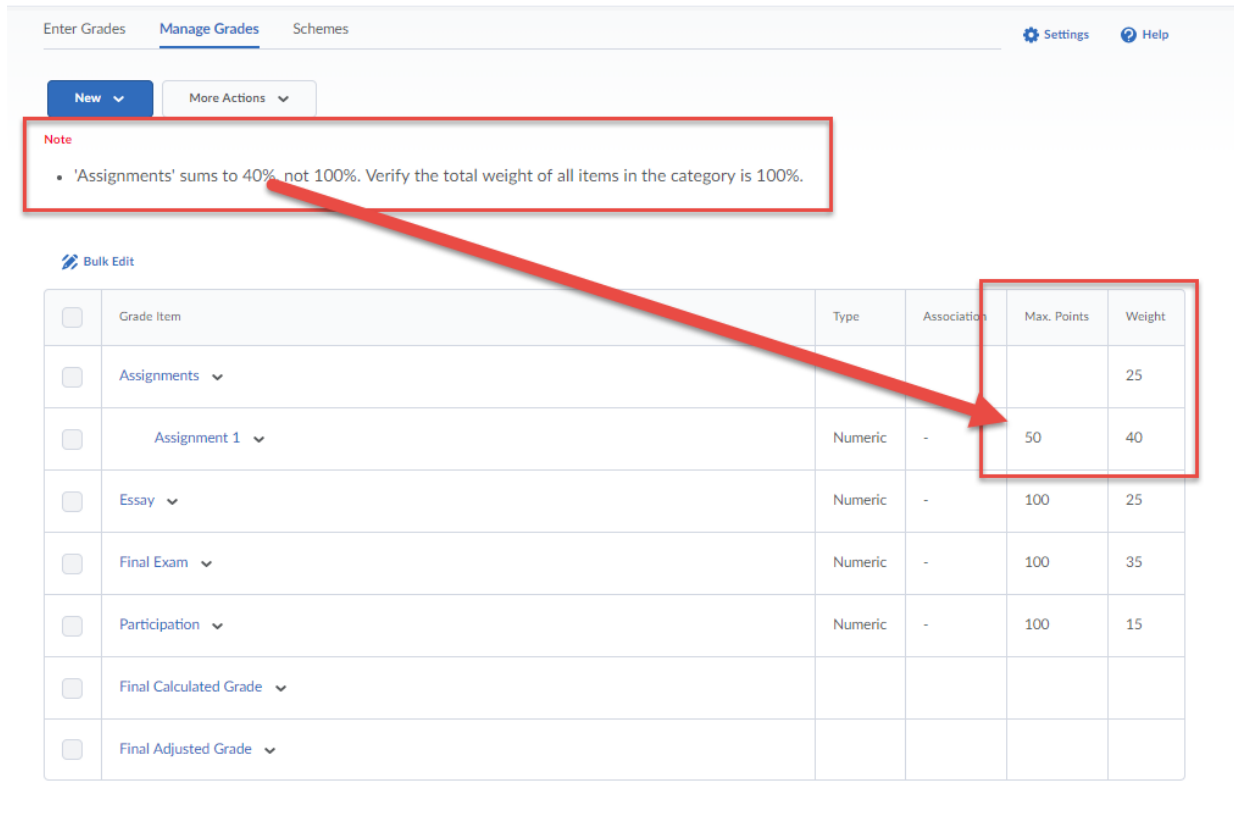

7. Continue to create **New Items** until you have added all the Items for your Category.

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%.