



Overview of Weighting Options in the Grades Tool – 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 basics of weighting grade items within categories. Note that your Gradebook must be set with a Weighted Grading System in order weight items in a category.

The Basics

When creating Categories for your grade items, you are given the choice of manually weighting items, having item weights distributed by points, or having item weights distributed evenly within the category. The following is a break-down of what each of these means.

Manually assign weights

- When you set a category to *Manually assign weight to items in the category*, this means that you will need to calculate how much each grade item is weighted within a category.

The screenshot shows the 'Edit Category: Quizzes' interface in the D2L Grades Tool. The 'Grading' section is highlighted with a red box. It includes a 'Weight' field set to 25, a checkbox for 'Allow category grade to exceed category weight', and three radio button options for 'Distribution'. The 'Manually assign weight to items in the category' option is selected and also highlighted with a red box. Below it are two input fields for 'Number of highest non-bonus items to drop for each user' and 'Number of lowest non-bonus items to drop for each user', both set to 0. The 'Display Options' section is partially visible at the bottom.



- To do this, take the weight of the **item** toward the Final grade, and divide that by the weight of the **category** towards the Final grade. For example, in this category (Quizzes), there are 2 quizzes, which together are worth **25%** of the final grade.

Grade Item	Type	Association	Max. Points	Weight
Assignments				40
Assignment 1	Numeric	-	20	33.33333333
Assignment 2	Numeric	-	20	33.33333333
Assignment 3	Numeric	-	25	33.33333333
Quizzes				25
Quiz 1	Numeric	-	36	40
Quiz 2	Numeric	-	58	60
Participation	Numeric	-	50	10
Final Exam	Numeric	-	100	55
Presentations				30
Presentation 1	Numeric	-	40	25
Presentation 2	Numeric	-	20	12.5
Presentation 3	Numeric	-	100	42.5
Final Calculated Grade				



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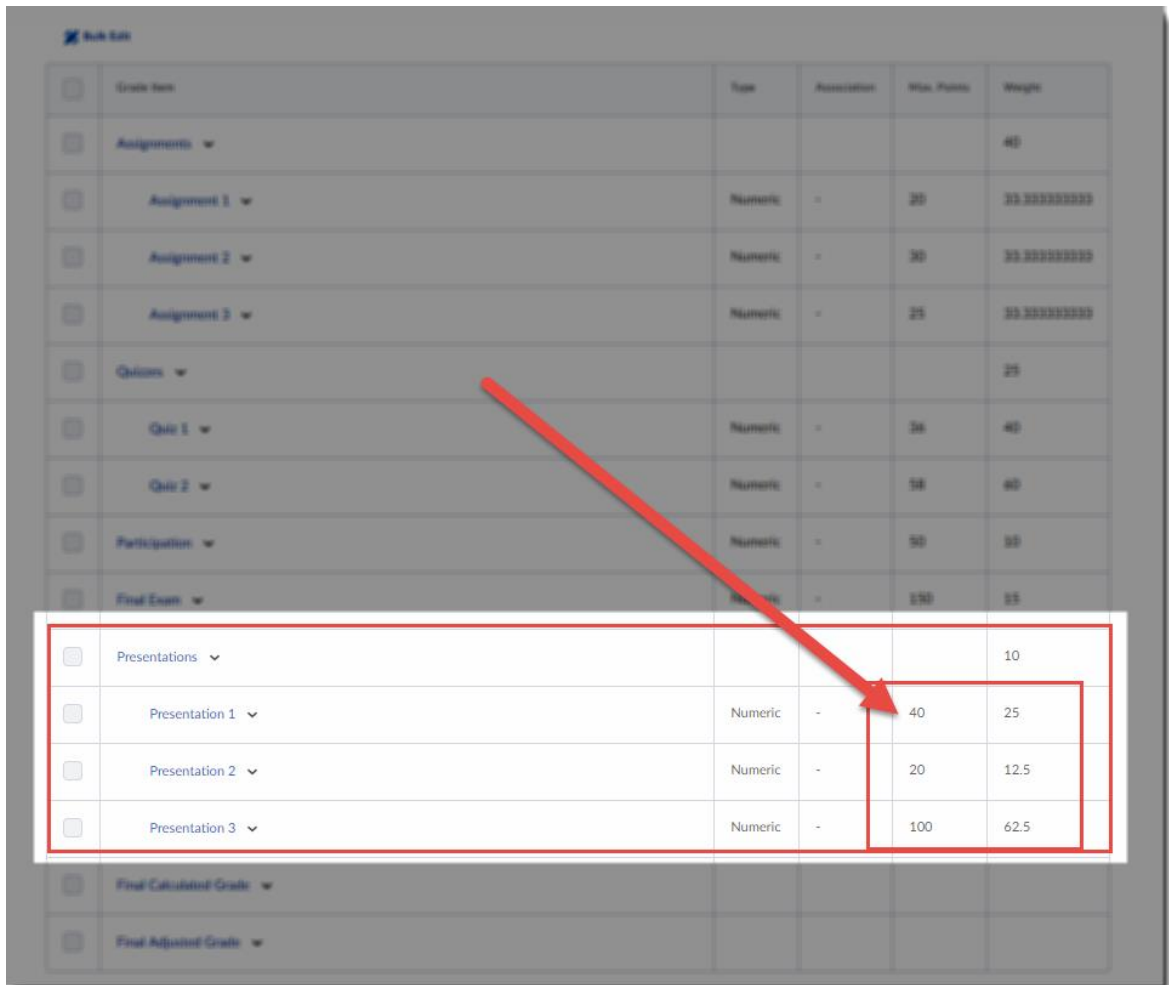
- So, if Quiz 1 is worth **10%** of the final grade, you will set the weight of the Quiz 1 item (within the category) as **40%** (10/25).

The screenshot shows the 'Edit Item: Quiz 1' interface. It has three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'Properties' tab is active, showing a 'General' section with fields for 'Type' (Numeric), 'Name' (Quiz 1), 'Short Name', and 'Category' (Quizzes (25% of final grade)). Below this is a 'Grading' section with 'Maximum Points' (36) and 'Weight' (40). The 'Weight' field is circled in green, and a red arrow points from the 'Maximum Points' field to it. Other options include 'Can Exceed', 'Bonus', and 'Grade Scheme' (Default Scheme -- (Percentage)).



Distribute weights by points

- When you set a category to *Distribute weights by points across all items in the category*, this means that the more points an item in the category is worth, the higher its weight in the category will be (automatically) calculated. For example, in this Presentations category, there are 3 presentations. One is worth 40 points, one is worth 20 points, and one is worth 100 points. Note that each one is (automatically) weighted in the category according to the number of points it's worth.

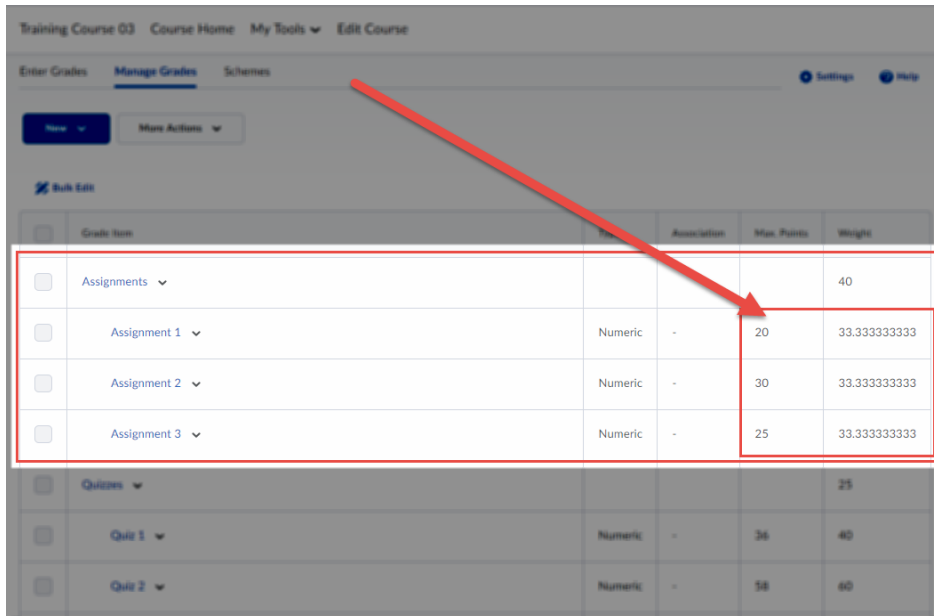


Grade Item	Type	Association	Max. Points	Weight
Assignments				40
Assignment 1	Numeric	-	20	33.33333333
Assignment 2	Numeric	-	30	33.33333333
Assignment 3	Numeric	-	25	33.33333333
Quizzes				25
Quiz 1	Numeric	-	36	40
Quiz 2	Numeric	-	58	40
Participation	Numeric	-	50	55
Final Exam	Numeric	-	150	55
Presentations				10
Presentation 1	Numeric	-	40	25
Presentation 2	Numeric	-	20	12.5
Presentation 3	Numeric	-	100	62.5
Final Calculated Grade				
Final Adjusted Grade				



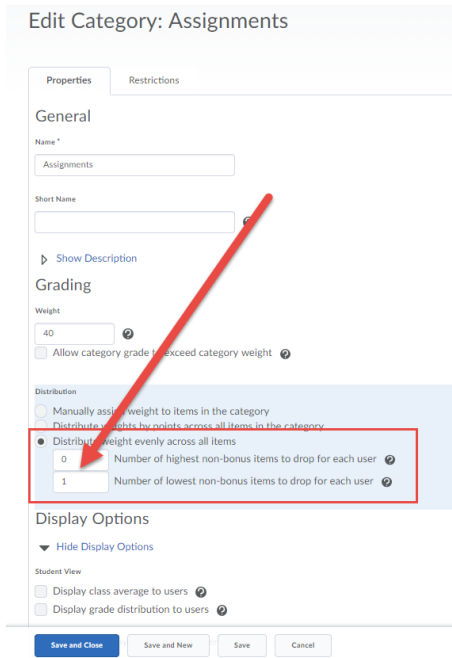
Distribute items evenly

- When you set a category to *Distribute weight evenly across all items*, this means that each item in the category will be given the same weight regardless of its points value. For example, in this Assignments category there are 3 assignments each of which are (automatically) weighted to 33.3% of the category, even though all are assigned different points values.



Grade Item	Type	Association	Max. Points	Weight
Assignments				40
Assignment 1	Numeric	-	20	33.33333333
Assignment 2	Numeric	-	30	33.33333333
Assignment 3	Numeric	-	25	33.33333333
Quizzes			25	
Quiz 1	Numeric	-	36	40
Quiz 2	Numeric	-	58	60

- Note that when you distribute weight evenly, you are also given the option (when you Edit Category) to drop the lowest grade(s) or the highest grade(s) in the category, so each student would have different items dropped depending on their grades.



Edit Category: Assignments

Properties Restrictions

General

Name *

Assignments

Short Name

Show Description

Grading

Weight

40

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

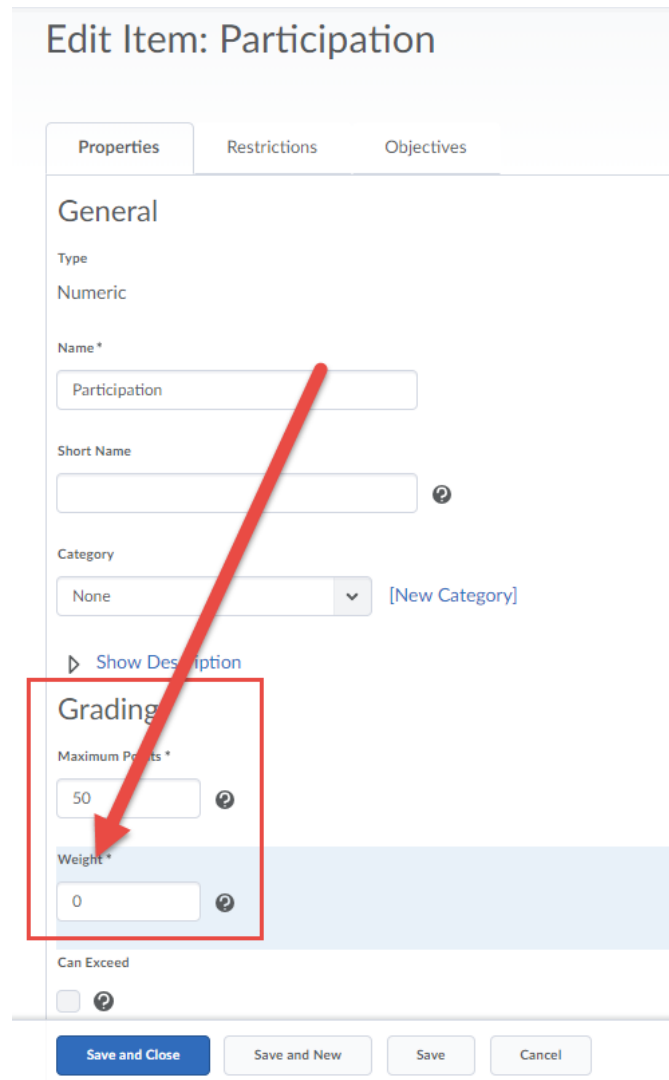
Save and Close Save and New Save Cancel



Things to Remember

Keep an eye on the Note at the top of the **Enter Grades** area as you add and weight items. It will keep a running tally of the total weight both in the Categories and in the Gradebook. Note that, depending on the complexity of the manual weight of items, you may need to make minor adjustments to individual items to ensure your gradebook sums to 100%.

In a weighted gradebook, if you want a grade item to NOT count in your final grade calculation, assign it a weight of zero (0) – see image below. This will only be possible for *manually weighted items*, or *items that are NOT in a category*.



The screenshot shows the 'Edit Item: Participation' form. The 'Properties' tab is active, and the 'General' section is expanded. The 'Name' field is 'Participation'. The 'Category' is set to 'None'. The 'Grading' section is highlighted with a red box, and a red arrow points to the 'Weight' field, which is set to '0'. The 'Maximum Points' field is set to '50'. The 'Can Exceed' checkbox is unchecked. The form has buttons for 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

