



Associate Activities to a Grade Item

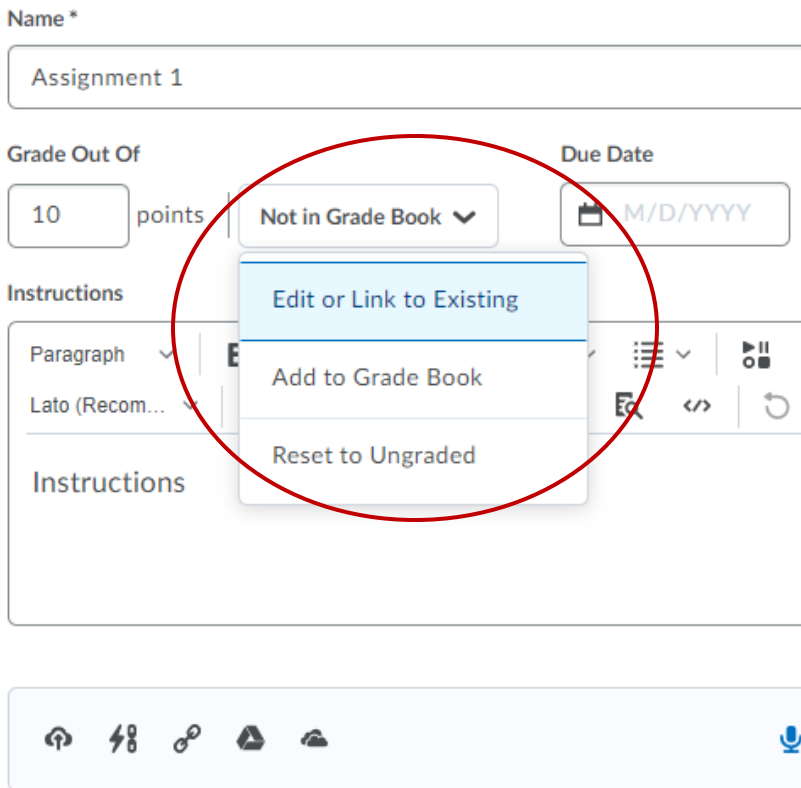
Creating your Grade Categories and Grade Items prior to creating the activities allows you to easily associate the activity to the item.

1. Tests: In the **Test settings**, click on the **Assessment tab** and use the **drop-down box** to choose the grade item you'd like to associate it to.

Edit Quiz - Test 1 ▾

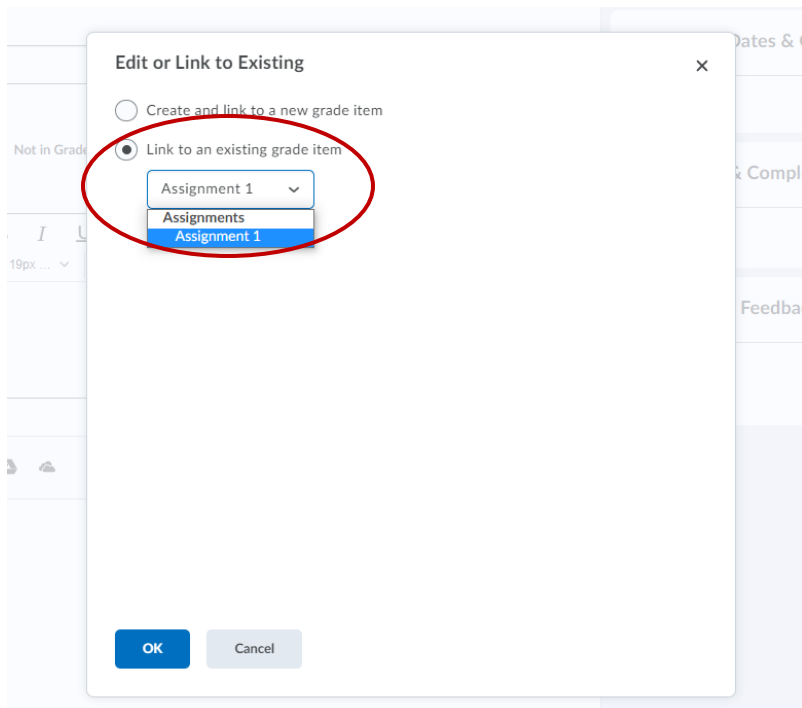
The screenshot shows the 'Edit Quiz - Test 1' interface. At the top, there are four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Assessment' tab is selected and circled in red. Below the tabs, the 'Assessment' section is visible. It includes a section for 'Automatically Publish Evaluation' with a checked checkbox for 'Auto-publish attempt results immediately upon completion'. Below that is the 'Grade Item' section, which has a dropdown menu open. The dropdown menu shows 'Test 1' selected, with other options 'None' and 'Tests' visible. The 'Grade Item' section also includes a link '[add grade item]' and a help icon. Below the dropdown is another checked checkbox for 'Automatically update evaluations in grade book when published'. At the bottom, there is a 'Student View Preview' section with a blue circle and the text '2 / 2 - 100 %'.

2. Assignments: In the **Assignment settings**, click on the dropdown next to points and select Edit or Link to Existing.



The screenshot shows the 'Assignment settings' form. The 'Name' field contains 'Assignment 1'. The 'Grade Out Of' field is set to '10 points'. A dropdown menu is open next to the '10 points' field, showing three options: 'Edit or Link to Existing' (highlighted in blue), 'Add to Grade Book', and 'Reset to Ungraded'. The 'Due Date' field is set to 'M/D/YYYY'. The 'Instructions' field is empty. The form has a toolbar at the bottom with icons for undo, redo, link, unlink, and a microphone.

Click on **Link to an existing grade item** and use the dropdown to choose the grade item. Press **OK** when finished then **Save and Close**.



The screenshot shows the 'Edit or Link to Existing' dialog box. It has two radio buttons: 'Create and link to a new grade item' (unselected) and 'Link to an existing grade item' (selected). Below the radio buttons is a dropdown menu with 'Assignment 1' selected. The dropdown menu is open, showing a list of 'Assignments' with 'Assignment 1' highlighted. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. Discussions: In the **Discussion settings**, click on the **Assessment tab** and use the **drop-down box** to choose the grade item you'd like to associate it to.

Properties Restrictions **Assessment** Objectives

Assessment

Grade Item

-- Choose a grade item -- ▾ [New Grade Item] ?

Score Out Of

?

Recommendations:

1. While you can create grade items within the activity at the time you create the activity, for a smoother Gradebook process you should set up your Grade Items in the Grade Tool and then associate as shown on this page.

2. Be aware of the points you assign to an item and activity. It is important to have assigned the same point value to both to reduce confusion.

Note: It is difficult to adjust the Gradebook after students have started to turn things in. The Distance Education Team is available to help with set up to avoid issues later in the term. Email us with any questions at d2lhelp@msutexas.edu

