



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

Name \*

LDB Test 1 - Requires Respondus LockDown Browser + Webcam

Grade Out Of

5 points

Not in Grade Book ▾



Due Date

📅 M/D/YYYY

Description

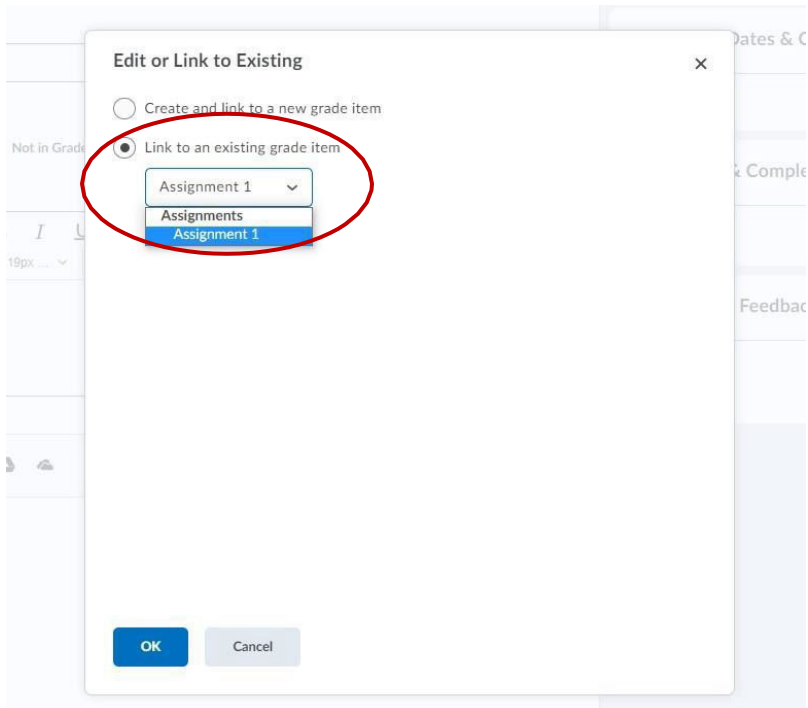
Edit or Link to Existing

Just a fa

Add to Grade Book

people can run LDB.

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**.



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.

**Topic Title \***

W1

Forum: First Forum [Change Forum](#)

**Grade Out Of**

100

points



In Grade Book

**Description**

**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](mailto:d2lhelp@msutexas.edu)

