



Associate Activities to a Grade Item

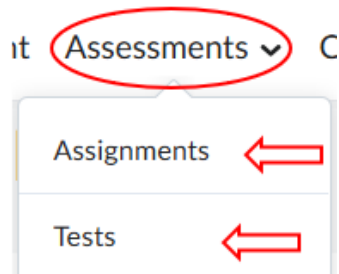
Why Do I Need This Workflow?

Create grade categories and grade items before building activities to make linking easier.

Workflow Steps:

Step one:

To access your test or assignment settings, click **Assessments** in the navbar, then select **Tests** or **Assignments**. Open the settings for the item you want to associate with a grade item.



Step two:

Click **Not in Grade Book** to open the drop-down menu, then select **Edit or Link to Existing**.

Quiz Title *

Test 1

Grade Out Of 0 points

Not in Grade Book ?

Due Date 4/17/2026 11:59 PM

Description

Pratice

Edit or Link to Existing

Add to Grade Book

Step three:

In the **Edit or Link to Existing** window, click **Link to an existing grade item**, choose the grade item from the drop-down menu, then click **OK**.

Edit or Link to Existing

Create and link to a new grade item

Link to an existing grade item ←

HW 1 ←

Points: 100 • Weight: 10 %

Recommendations:

1. While you can create grade items within an activity, it is recommended to set them up in the Grade Tool first, then associate them as shown here for a smoother Gradebook process.
2. Ensure the point values for the grade item and activity match to avoid confusion.

Note:

1. Follow the same workflow process to Associate Activities to a Grade Item for Tests, Assignments, and Discussions.
2. Adjusting the Gradebook after students have begun submitting work can be difficult. The Distance Education Team is available to assist with setup to help prevent issues later in the term. Contact d2lhelp@msutexas.edu with any questions.