Associate Assignment with a Grade Item

In order to grade within D2L and have the grade appear in the Gradebook, you must associate the assignment with a Grade Item. This means that when the assignment grading process is done, it will show up in the appropriate column in the Gradebook for both student and instructor.

1. Click on the Properties tab in the Assignment:

2. Scroll down to Evaluation and Feedback. In the "Score Out Of" box, assign the number of points the assignment is worth. If you already have a grade item in the gradebook, you will use the drop down box to associate the assignment to the grade item. If you do not have a grade item in the gradebook, click New Grade Item.
3. When you click the New Grade Item, a menu will pop up and ask you to select a grade type. You will select Numeric.
4. This will open up the menu to fill out to create your grade item. Give it a name (best practice: same name as the assignment). The category is not required information, however, if you have one you can assign it with the dropdown box. Categories are covered in the Gradebook Module of this course.
5. Scroll down to assign points to the grade item. The maximum points should be the same as the points you put in the "Score Out Of" box. If you are using a weighted gradebook, you can also assign weight.
6. Scroll down to Restrictions. You have to option to set restrictions on the Grade Item. These are NOT the Assignment availability dates. If you set a start and end date here, that is the only time frame the student will be able to see their grade. If you want them to be able to see their grade once assigned for the rest of the term, do NOT set dates.
7. Click Save. It will take you back to the Assignment settings. Your grade item has been created. If you are done with the Assignment settings, click save and close.

Note: This process ties in heavily with the setup of your Gradebook. It is recommended to complete the Gradebook Module in this course prior to starting the setup of Grade Items in your course.