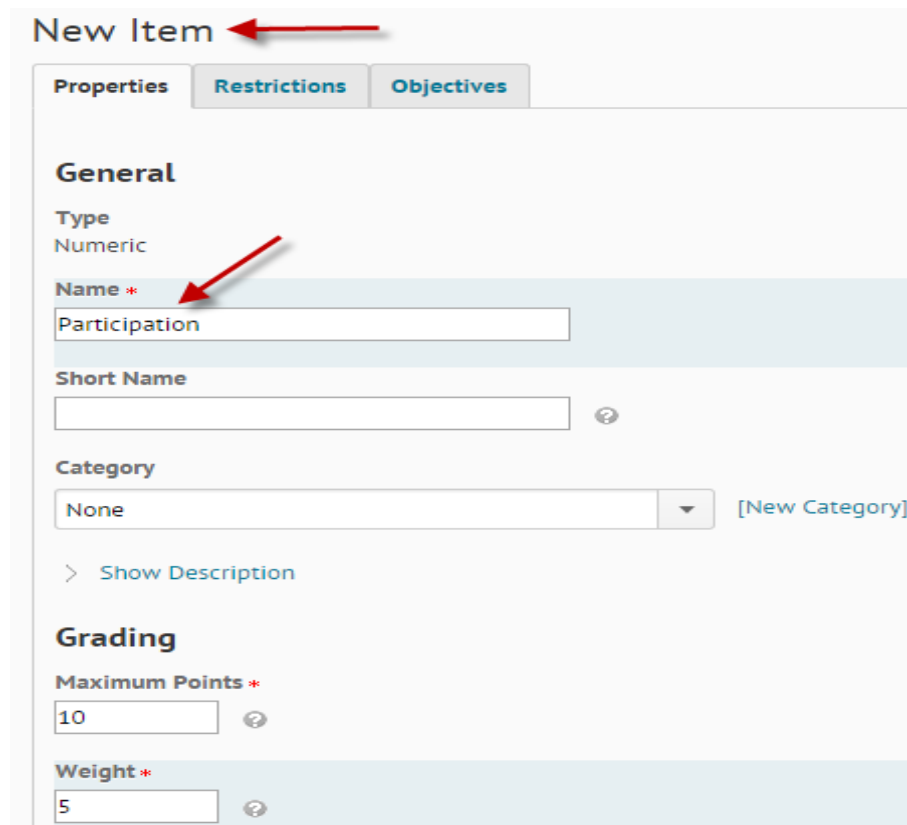6. Gradebook Items;

Note: There are two ways to enter Items in the Gradebook. The first way, designated 'I.', is to manually create placeholder Grade Items in the Gradebook that you'll manually grade. An example of this is Participation. The second way, and also the recommended way, designated 'II.', is to connect the Content Items such as Dropboxes, Discussion Forums, and Quizzes to the Gradebook when creating them.
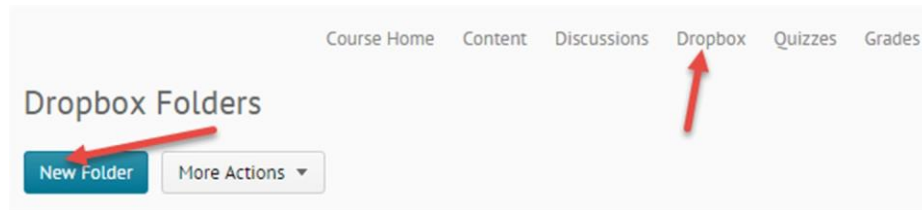
I. Manually create gradebook items for each graded assessment in the course, e.g. dropbox, quiz, discussion topic;

A. On the Manage Grades page, click Item from the New button.
B. Click Numeric.
C. Enter a Name for the grade item.
D. If needed, enter a Short Name to display in the grade book.
E. Select the appropriate category from the Category drop-down list (if you're using categories for weighting).
F. If needed, enter a Description of the grade item. If you want to make the description available to users, select Allow users to view grade item description.
G. Enter the point value of the item graded in the Maximum Points field.
H. If the Distribution Options in 4F above are set to "Manually assign weight to items in the category", enter the Weight you want the grade item to contribute to the category. If the item is not weighted, leave this box blank. D2L will calculate according to the Maximum Points in 5G above.
I. If you want users' grades to exceed the total value of the item, select the Can Exceed check box.
J. Select the Bonus check box if you want the item counted as a bonus item.
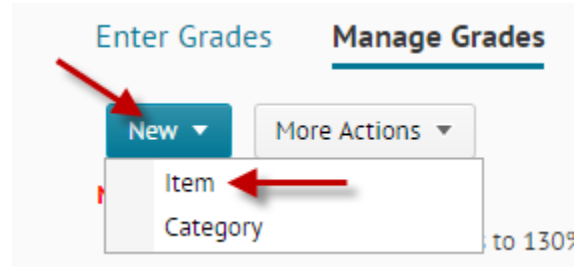
II. Connect Content Items to the Gradebook when creating them (Dropbox Example);

A. Click on Dropbox.
B. On the Dropbox Folders page, click New Folder.

Course Home   Content   Discussions   Dropbox   Quizzes   Grades

Dropbox Folders

New Folder   More Actions ▼

C. Name the Dropbox and make any other needed option changes (ignore Category field).
D. Next to Grade Item, select [New Grade Item].

Edit Folder - Exam 1 ▼

Properties   Restrictions   Objectives

Folder Properties

Name *

Essay 1

OriginalityCheck
☐ Enable for this folder *How does originality checking work?*

Folder Type
Individual submission folder

Category
No Category   ▼   [New Category]

Grade Item
None   ▼   [New Grade Item]

Out Of
100   ⊘

E. In the new pop up screen, name the Grade Item the same name as the Content Item as to not get mixed up.
F. If needed, associate the newly created Grade Item with the relevant Category in the pop up window.

New Grade Item

General

Type
Numeric

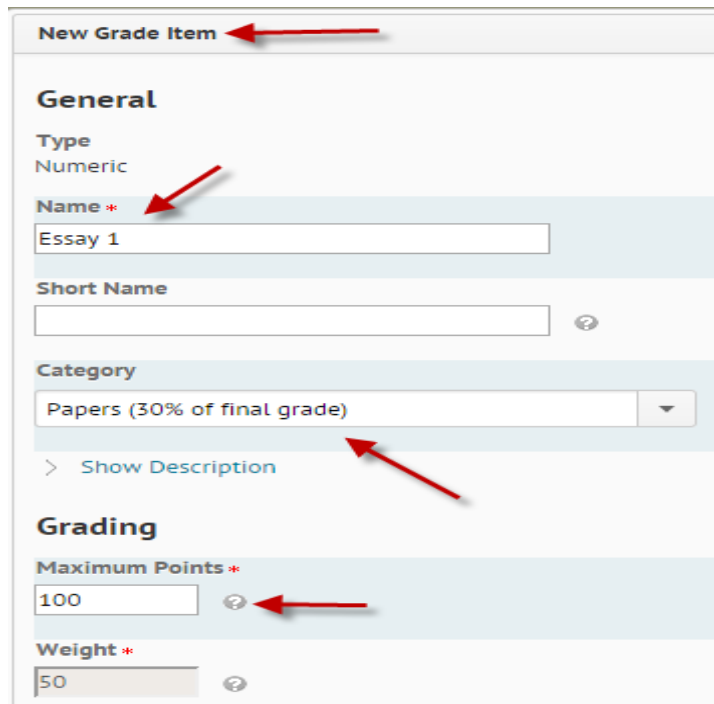**Name** *
Essay 1

Short Name

Category
Papers (30% of final grade)

> Show Description

Grading

Maximum Points *
100

Weight *
50

G. Save the Grade Item window, and Save and Close the newly made Dropbox. To verify the Grade Item has been created, go to Resources, Grades, Manage Grades, and find the new Grade Item in the Gradebook.