

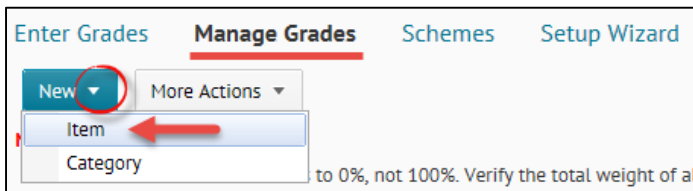


D2L Gradebook: Add Assessment Items to Gradebook

Complete the Gradebook Setup Wizard before adding assessment items to Gradebook. This tutorial explains how to set up the following types of assessment items:

- Weighted Assessment Item (percentile)
- Letter Grade Assessment Item (requires Letter Grade Scheme)

1. In the red navigation bar, click **Assessments**. Select **Grades** from the dropdown menu. Under the **Manage Grades** tab, click **New**, and select **Item**.



2. Choose **Numeric** (most popular) to assign a value out of a specified total number of points (this option cannot be changed later). Choose **Selectbox** to choose a letter grade from a dropdown menu.

 A screenshot of the 'Assessment Item Properties' form. The 'General' tab is active, showing fields for 'Type' (set to 'Numeric'), 'Name', 'Short Name', and 'Category' (set to 'None'). Below this is a 'Show Description' link. The 'Grading' tab is also visible, showing 'Maximum Points' (set to 10), 'Weight' (set to 10), 'Can Exceed' (checkbox), and 'Bonus' (checkbox).

Assessment Item **Properties** Tab

- Name: Name students will see
- Short Name: Name that will go in your gradebook
- Category: n/a
- Maximum Points: What this item will be graded out of
- Weight: What percentage this item is worth in the course
- Can Exceed: Allows a self-graded item (quiz, etc.) to be calculated over 100%
- Bonus: This ENTIRE item is a bonus item. It won't be counted towards the overall calculations. If a student scores 100% on this bonus, they will receive a bonus of the Weight you have assigned the Item.
- Display options (not shown in screenshot): Here you can override the default view details that have been chosen in [Settings](#) for both student and personal views.



Note

By default, entered grades are immediately visible to students. To restrict visibility of grades until after all grades have been entered, click the **Restrictions** tab and select Hide this grade item.

The screenshot shows a software interface with three tabs: Properties, Restrictions (highlighted with a red underline), and Objectives. Under the Restrictions tab, there is a 'General' section with a 'Visibility' subsection. Three radio buttons are present: 'Grade item is always visible', 'Hide this grade item' (which is selected and has a red arrow pointing to it), and 'Grade item is visible for a specific date range'. Below these are checkboxes for 'Has Start Date' and 'Has End Date', each with a date and time input field and a 'Now' button. A 'Display in Calendar' checkbox is also present. Below the 'General' section is a 'Release Conditions' section with a 'Hide Release Conditions' link and three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. A message states 'There are no conditions attached to this item.' At the bottom, there are four buttons: 'Save and Close' (circled in red), 'Save and New', 'Save', and 'Cancel'.