

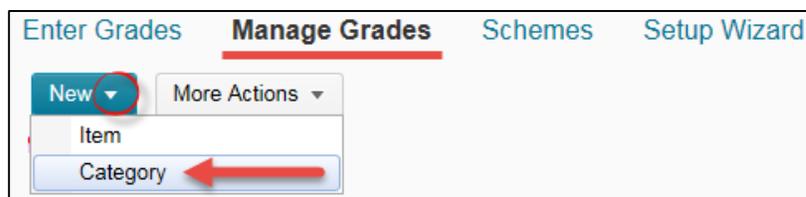
D2L Gradebook: How to Setup Gradebook Category

We recommend creating a gradebook category for any assignment that is comprised of several, related assessment items. For example, a category could be created for a group project that includes a project proposal, final written submission, and peer review. The category will be assigned a weight (e.g.: 30% of the final mark). The related assessment items are added to the category.

This tutorial explains how to set up the following types of assessment items:

- [Before you Start](#)
- [Create a Category in Gradebook](#)
- [Category Distribution Options](#)

1. Before you start, please ensure that you have completed the following tutorial: *D2L Gradebook Setup Wizard: Recommended Settings*.
2. In the red navigation bar, click **Assessments**. Select **Grades** from the dropdown menu. Under the **Manage Grades** tab, click **New**, and select **Category**.



3. Enter the **category name**, and the **weight** of the category (e.g.: 30% of the final grade). Create assessment items and assign them to the category. See below for a detailed description of **Distribution options**.

New Category

Properties Restrictions

General

Name *
 ← Enter name.

Short Name

Grading

Weight
 ← Enter the weight for the category.

Allow category grade to exceed category weight

Distribution ← Distribution Options

Manually assign weight to items in the category
 Distribute weights by points across all items in the category
 Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user
 Number of lowest non-bonus items to drop for each user

Display Options
 > Show Display Options

Save and Close Save and New Save Cancel

Create assessment items and assign those items to the category.

New Item

Properties Restrictions Objectives

General

Type
 Numeric

Name *

Short Name

Category
 [New Category]
 ← Select the category.

Grading

Maximum Points
 ← Assessment item is scored out of 20.

Weight *
 ← Assessment item is worth 10% of the assessment category.

Distribution Options:

- Manually assign weight to items in the category:** setting assessment item weights enables you to control the weighting of the individual items in the weighted category.

Grade Item	Type	Association	Max. Points	Weight
Group Project				30
Final Written Submission	Numeric	-	40	75
Peer Review	Numeric	-	20	15
Project Proposal	Numeric	-	20	10
Final Calculated Grade				
Final Adjusted Grade				

- Distribute weights by points across all items in the category:** uses the points of assessment items to determine the relative weighting of each item out of 100%

Grade Item	Type	Association	Max. Points	Weight
Group Project				30
Final Written Submission	Numeric	-	40	50
Peer Review	Numeric	-	20	25
Project Proposal	Numeric	-	20	25
Final Calculated Grade				
Final Adjusted Grade				

- Distribute weight evenly across all items:** gives all assessment items equal weight in the category regardless of the number of points assigned to the individual assessment item.

Grade Item	Type	Association	Max. Points	Weight
Group Project				30
Final Written Submission	Numeric	-	40	33.3
Peer Review	Numeric	-	20	33.3
Project Proposal	Numeric	-	20	33.3
Final Calculated Grade				
Final Adjusted Grade				

When distributing weight evenly across all assessment items, there is an additional option to **drop the lowest scores**. For example, if there are 7 quizzes, it is possible to drop the two lowest scores by entering 2 in the “Number of lowest non-bonus items to drop for each user”:

Distribution

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user

Number of lowest non-bonus items to drop for each user

Display Options

> Show Display Options

Save and Close **Save and New** **Save** **Cancel**

4. Save and Close. To make changes to the category settings, click the Category dropdown menu, and select **Edit Grade Item**.

Enter Grades **Manage Grades** Schemes Setup Wizard

New More Actions

Grade Item	
<input type="checkbox"/>	Group Project
<input type="checkbox"/>	Final Write
<input type="checkbox"/>	Peer Review
<input type="checkbox"/>	Project Pro
<input type="checkbox"/>	Final Calculate
<input type="checkbox"/>	Final Adjusted Grade
<input type="checkbox"/>	Bulk Edit

Dropdown menu for Group Project:

- Edit Grade Item
- Enter Grades
- View Statistics
- Event Log