In a weighted Gradebook, D2L assumes that your course grades will group into categories, and that those categories, with their various weighs in comparison to each other, add to the final course grade. Within those broad categories are actual graded activities called Grade Items. Here, we'll see how to add Grade Items.

**Grade Categories vs Grade Items?**

In the syllabus, you tell your students how their grades will be determined. Your D2L Gradebook should reflect that same approach. In this course, the Grade Categories are weighted with Quizzes: 25%, Exams: 30%, Writings: 30%, and (required) Fun: 15%. Those category percentages add up to 100% of the course grade. Within each category, we have an idea of how many individual activities we plan to have. Those individual graded activities are called Grade Items.

**Getting Started**

Our Gradebook already has our weighted categories. Now we need somewhere to put actual grades. We'll add items for each category. The approach is a little counter-intuitive, but you don't open a category to add its items. We add New Items just as we did New Categories, from the New menu. Then we'll choose the appropriate category for it.

**New ... Item**

In your Grades too, in the Manage Grades tab, click the New button to open the dropdown. We'll select Item, since we want to add some grade Items. Click Item to add the first.
Grade Item Type

A Grade Item can be one of several *Types*: Numeric, Selectbox, Pass/Fail, a Formula, Calculated, or Text. Most grades are *Numeric*, where the student's grade is a certain number of earned points out of a specified maximum points value (80/100). Click the *Numeric* link.

New Item Settings

In the *Item Properties*, we have several settings to decide about:
1) **Name**: Give the new item a Name. This is the name that Students will see in their Grades list.
2) The (Optional) **Short Name** is useful if the Item name is long, the short name can make your Grade Item columns narrower.
3) **Category** is where we associate the Grade Item to its Grade Category. We’ll add **Quiz 1** to the **Quizzes** Category.
4) Under Grading, Set the **Maximum Points** value for the item.
5) **Weight**: Weight for the Item will be added automatically, based on the number of items in the category (see figure below.)
6) **Can Exceed**: Can a student score more that the Maximum Points on this (105/100)? *Bonus* is for Extra Credit assignments. (see the side notes on these.)
7) **Grade Scheme**: Most Grade items will be a Percentage scheme.
8) Saving: **Save and New** saves this item and opens new one at the Item Type page.

... Repeat for several items...
**Weight is Automatic**

**Weight:** Weight for the Item will be added automatically, based on the number of items in the category. Here we see 100% because there is only one item.

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**Oops**

I forgot to add Essay 2 to a Category. See it is NOT Indented, so it's weight throws off the total Final Calculated Grade. **Edit the Essay 2 Item** and put it into the Writings Category will fix this.
The categories add to 100% of the Course Grade. All the Items are indented inside their appropriate categories. The weights inside a category are relative to the other items inside that category, where each category adds to 100% (of the category). As additional items are added within the category, those relative weights shift appropriately.