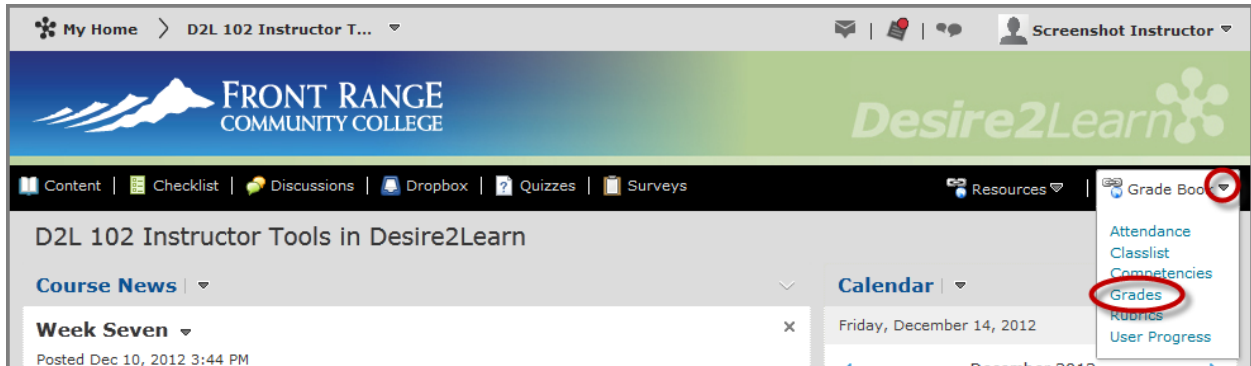
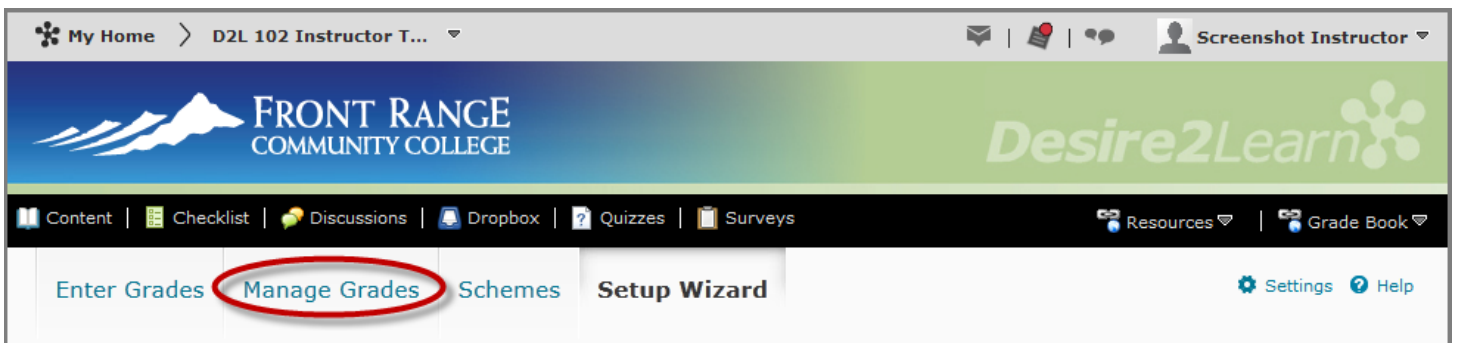


Creating Grade Items in Desire2Learn

Log into D2L and open one of your courses. Click on Grade Book in the Course Navigation Bar and choose **Grades** in the dropdown menu that opens.

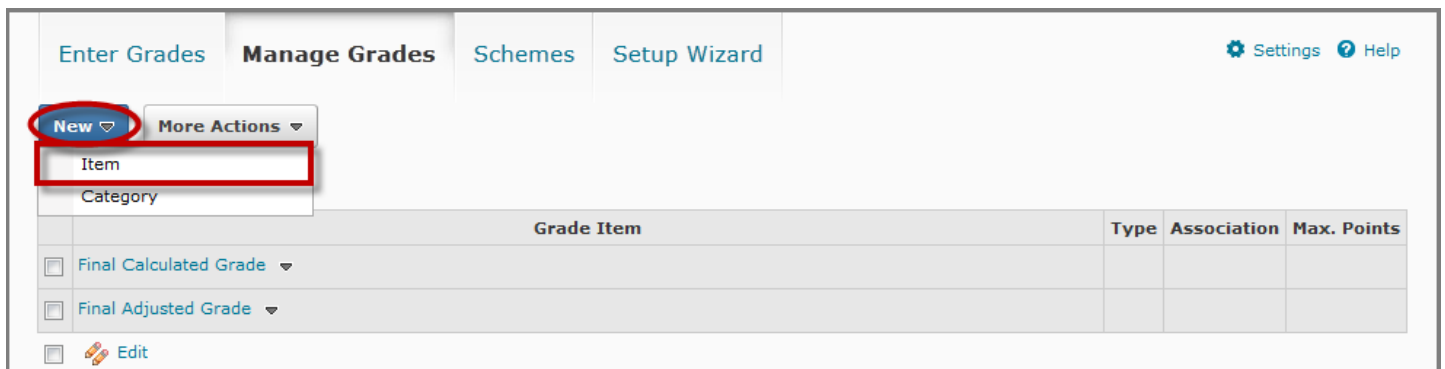


Click on the **Manage Grades** tab to begin building the components of your grade book. It is recommended to have your desired settings in place first. View the tutorial on Setting up the Grade book for more information on the settings.

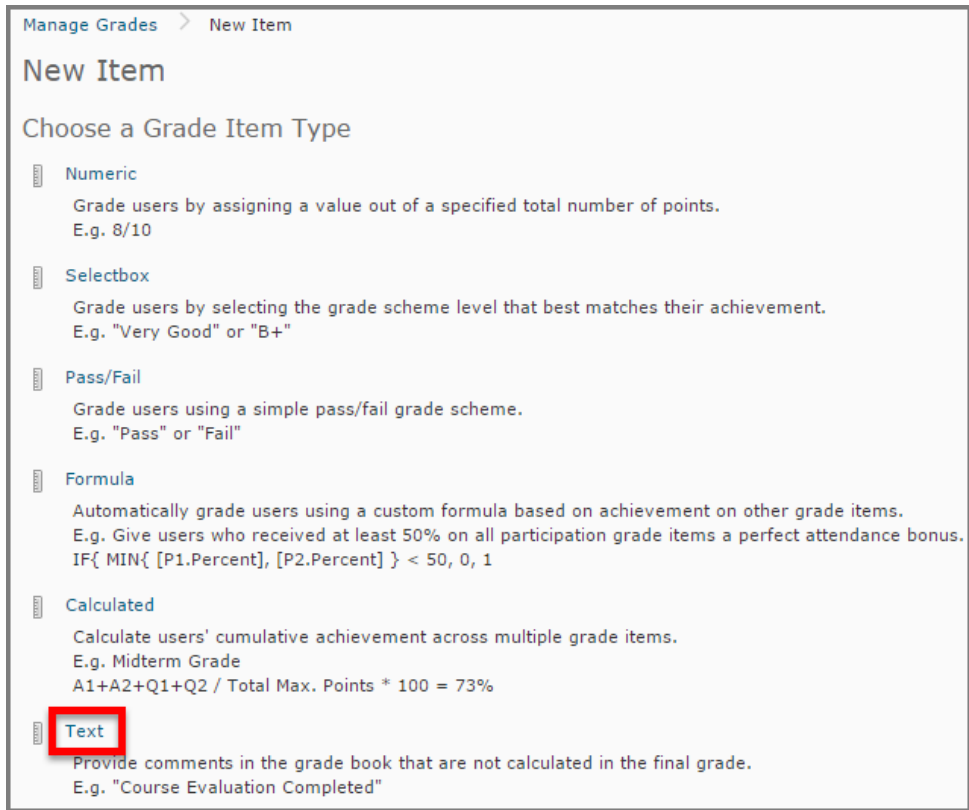


Creating Grade Items

Return to the **Manage Grades** area by selecting the tab at the top of the screen. Click on the **New** button and choose **Item** from the dropdown menu to begin building a new category.



The next screen will ask you to **Choose a Grade Item Type**. For a single-item gradebook, you will be using a **Text** type grade item to regularly enter an updated letter grade for your students.



By selecting the type of grade item, you will be taken to the **Properties** page to set the options for the Grade Item.

First, enter the **General** information for the Grade Item.

New Item

Properties Restrictions Objectives

General

Type
Text

Name * 1

Short Name 2

[Show Description](#) 3

1. The item's **name** must be unique, even if a similarly named item will be in another category.
2. A **Short Name** is used as a column header when viewing the grades in the Enter Grades view.
3. Click **Show Description** if you wish to create a Description for the Item.

Finally, set any Display Options and press **Save and Close** when finished. If you plan to create more Grade Items, press **Save and New**.

Display Options

> [Show Display Options](#)

Save and Close Save and New Save Cancel