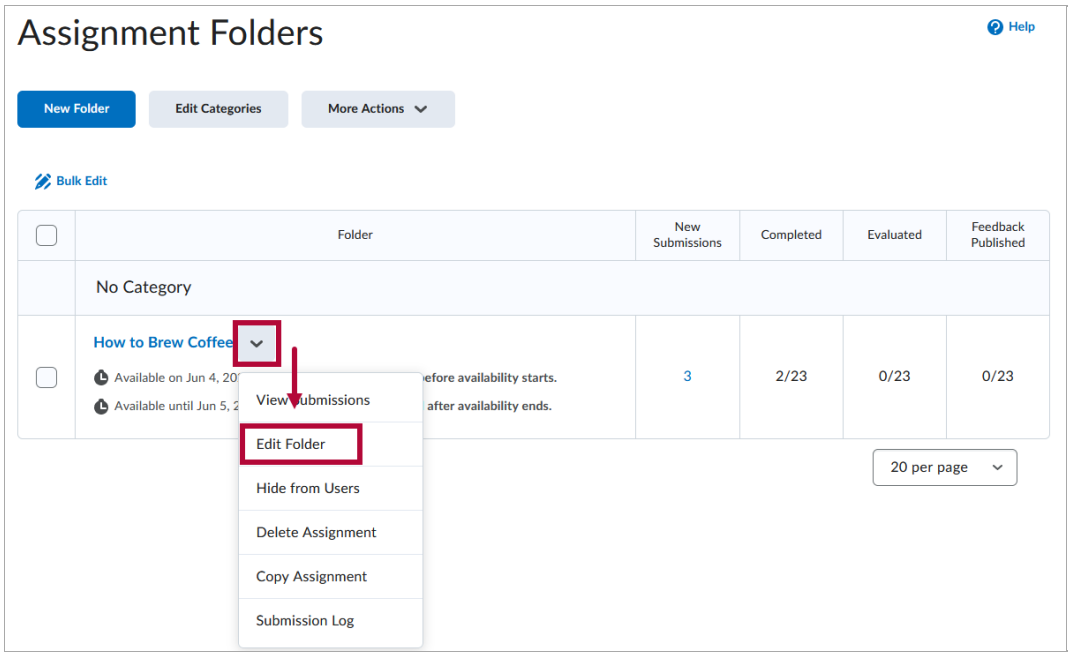
Associate a Grading Activity with a Grade Item

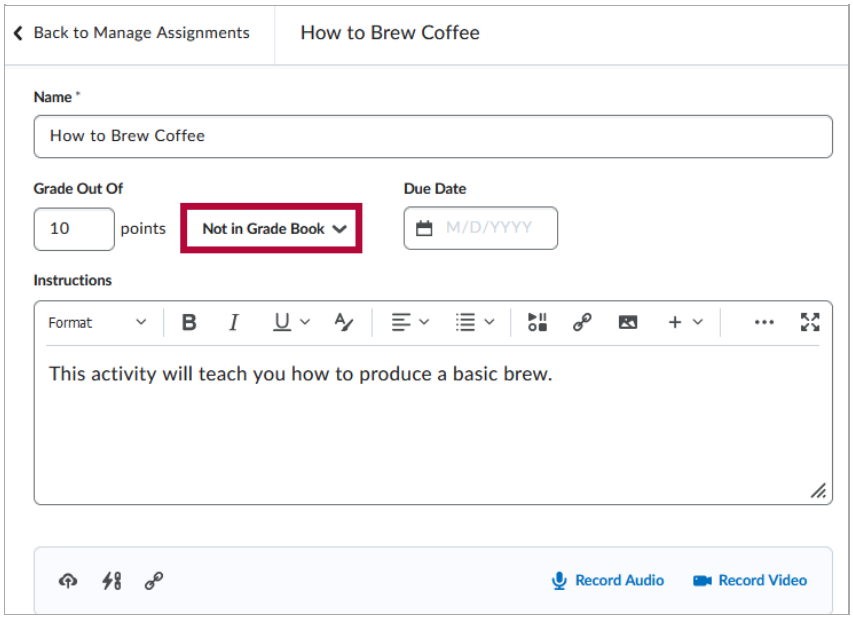
Last Modified on 06/21/2023 12:46 pm CDT

Grading Activities can include— but not limited to— assignments and quizzes. To link the Grading Activity with a specific Grade Item in the Gradebook, you want to link **from** the Grading Activity to the grade item. In this example, the Grading Activity is an assignment.

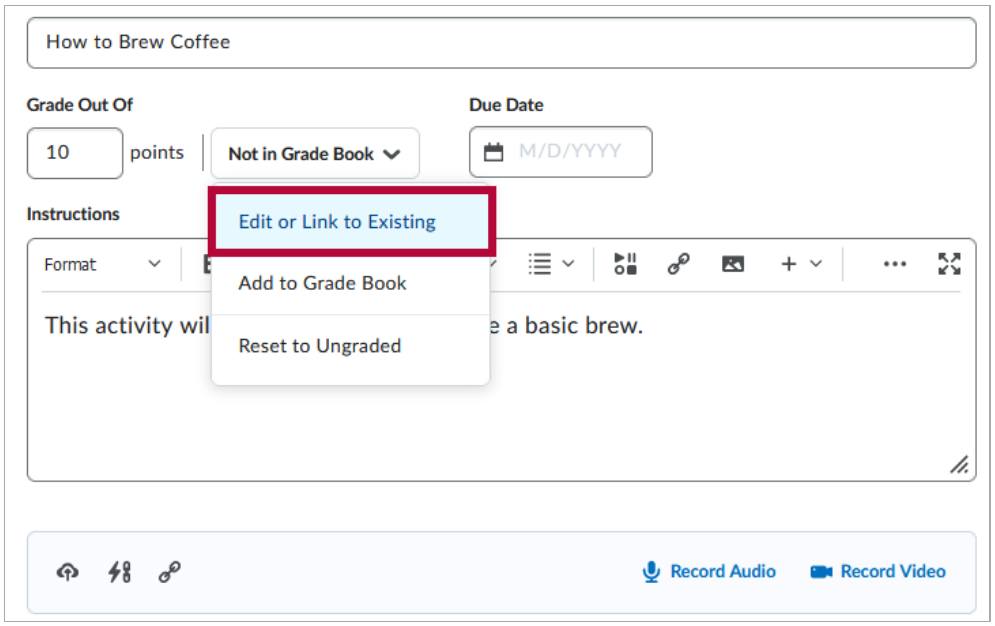
1. Head to the Assignment that you wish to link to a Grade Item. Click on the drop-down menu and select **[Edit Folder]**.



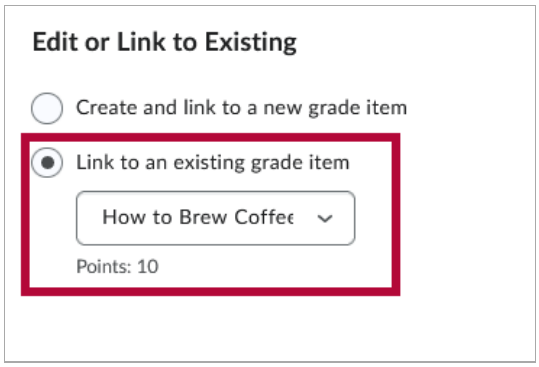
2. Currently since the assignment is not linked to any grade item. the box below should show **[Not in Grade Book]**.



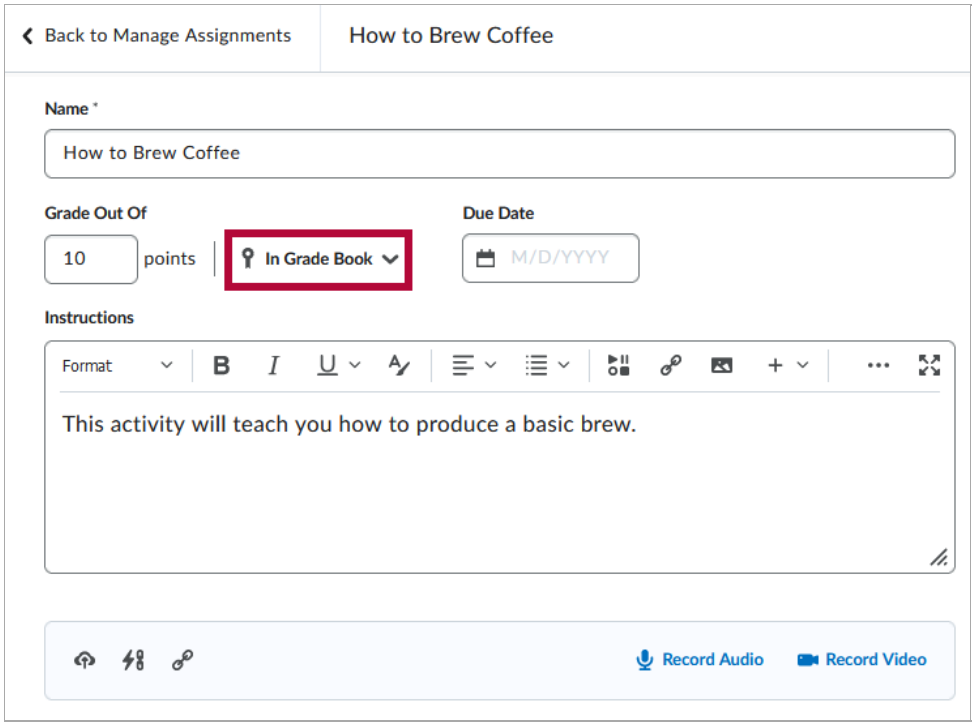
3. For best practice, it is advised to **Create the Grade Item** (https://vtac.lonestar.edu/help/a168) in the Gradebook first. In this example, we are linking the assignment to an existing Grade Item. Select **[Edit or Link to Existing]**.



4. Click on **[Link to an existing grade item]**, select the existing grade item you want to link to, then select **[OK]** at the bottom.



5. When done, this box should now show **[In Grade Book]**. The assignment is now linked with a grade item in the Gradebook. The ribbon icon indicates that the Grading Activity is now linked with a Grade Item.



D2L Brightspace Tutorials:

How to Associate an Activity with a Grade Item (https://www.youtube.com/watch?v=IRdoP_9k44w)