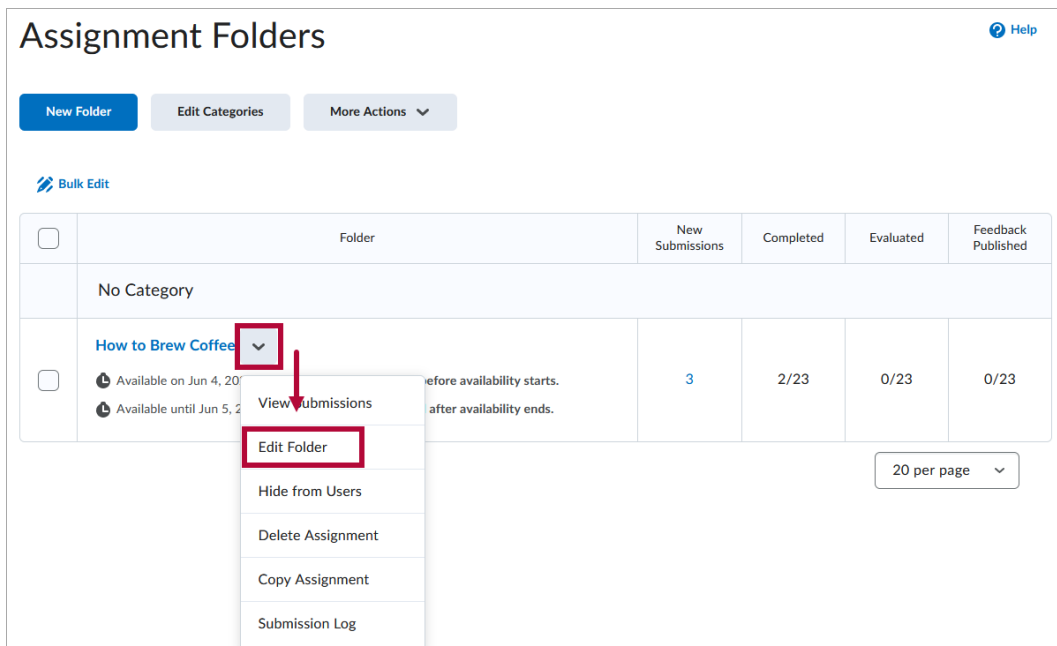


Associate a Grading Activity with a Grade Item

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

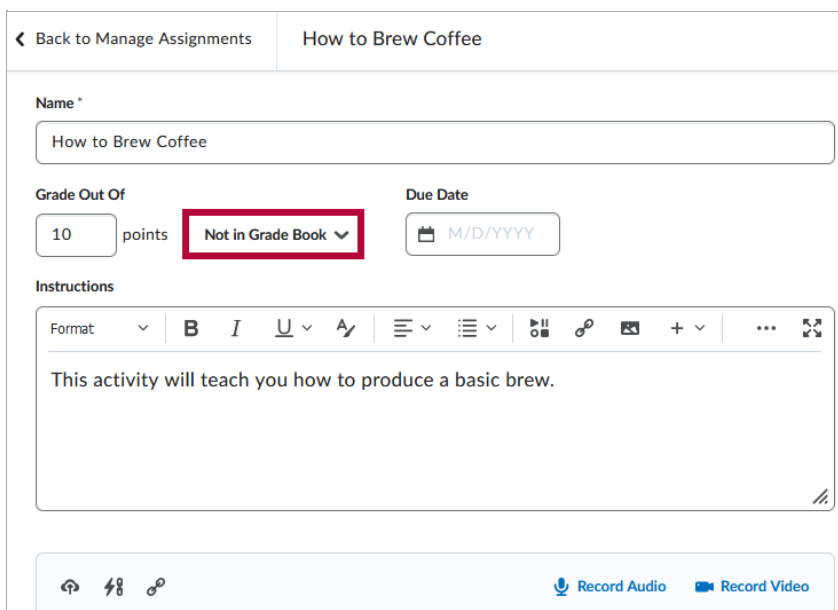
Grading Activities can include— but not limited to— assignments and quizzes. To link the Grading Activity with a specific Grade Item in the Gradebook, you want to link **from** the Grading Activity to the grade item. In this example, the Grading Activity is an assignment.

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



The screenshot shows the 'Assignment Folders' page. At the top, there are buttons for 'New Folder', 'Edit Categories', and 'More Actions'. Below these is a 'Bulk Edit' link. The main area is a table with columns: 'Folder', 'New Submissions', 'Completed', 'Evaluated', and 'Feedback Published'. The table has a 'No Category' header row. The first data row is for 'How to Brew Coffee', which has 3 new submissions, 2/23 completed, 0/23 evaluated, and 0/23 feedback published. A dropdown menu is open for this row, showing options: 'View Submissions', 'Edit Folder', 'Hide from Users', 'Delete Assignment', 'Copy Assignment', and 'Submission Log'. The 'Edit Folder' option is highlighted with a red box.

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



The screenshot shows the 'How to Brew Coffee' assignment edit form. The 'Name' field contains 'How to Brew Coffee'. The 'Grade Out Of' field is set to 10 points, and the 'Not in Grade Book' dropdown is highlighted with a red box. The 'Due Date' field is empty. The 'Instructions' field contains the text: 'This activity will teach you how to produce a basic brew.' At the bottom, there are buttons for 'Record Audio' and 'Record Video'.

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]**.

The screenshot shows the assignment editor for 'How to Brew Coffee'. The 'Grade Out Of' is set to 10 points, and the 'Due Date' is set to 'Not in Grade Book'. The 'Instructions' section contains the text 'This activity will... e a basic brew.' A red box highlights the 'Edit or Link to Existing' button in the top right corner of the instructions area. A dropdown menu is open, showing three options: 'Edit or Link to Existing' (highlighted in blue), 'Add to Grade Book', and 'Reset to Ungraded'. At the bottom of the editor, there are icons for 'Record Audio' and 'Record Video'.

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.

The screenshot shows the 'Edit or Link to Existing' dialog box. It has two radio button options: 'Create and link to a new grade item' (unselected) and 'Link to an existing grade item' (selected). Below the selected option, there is a dropdown menu showing 'How to Brew Coffee' and 'Points: 10'. A red box highlights the 'Link to an existing grade item' option and the dropdown menu.

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.

[← Back to Manage Assignments](#) **How to Brew Coffee**

Name *

How to Brew Coffee

Grade Out Of **Due Date**

10 points **In Grade Book** ▼ M/D/YYYY

Instructions

Format ▼ **B** *I* U ▼ *A* ≡ ▼ ≡ ▼ 📄 🔗 📧 + ▼ ... 🗑️

This activity will teach you how to produce a basic brew.

🔄 ⚡ 🔗 🎤 Record Audio 📹 Record Video

D2L Brightspace Tutorials:

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