

# Associate an Assessment with a Grade Item

Last Modified on 05/29/2025 5:14 pm CDT

In D2L, **assessments** include *Assignments*, *Quizzes*, and *Discussions*. In the example below, the assessment being linked is an Assignment.

**NOTE:** To link an assessment to a specific grade item in the Gradebook, you must do so by linking the assessment to the grade item directly. It is not possible to create this connection from within the Gradebook.

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

Assignment Folders

New Folder Edit Categories More Actions

Bulk Edit

	Folder	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	<a href="#">How to Brew Coffee</a> <span>⌵</span> ⌚ Available on Jun 4, 2025 at 12:00 PM before availability starts. ⌚ Available until Jun 5, 2025 at 12:00 PM after availability ends.	3	2/23	0/23	0/23

View Submissions

**Edit Folder**

Hide from Users

Delete Assignment

Copy Assignment

Submission Log

20 per page

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

← Back to Manage Assignments      How to Brew Coffee

Name \*

How to Brew Coffee

Grade Out Of      Due Date

10 points      Not 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

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

How to Brew Coffee

Grade Out Of      Due Date

10 points      Not in Grade Book ▼      M/D/YYYY

Instructions

Format ▼    **B**    *I*    U    *A*    ≡ ▼    ≡ ▼    ▶    🔗    📎    + ▼    ...    🗑

This activity will      e a basic brew.

Edit or Link to Existing

Add to Grade Book

Reset to Ungraded

🔗    ⚡    🔗      🔊 Record Audio    📹 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.

### Edit or Link to Existing

☐ Create and link to a new grade item

☒ Link to an existing grade item

How to Brew Coffee ▾

Points: 10

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 Assessment is now linked with a Grade Item.

[← Back to Manage Assignments](#)

How to Brew Coffee

Name \*

How to Brew Coffee

Grade Out Of

10 points

In Grade Book ▾

Due Date

M/D/YYYY

Instructions

Format ▾

**B**

*I*

U

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)

