

Associate an Assessment with a Grade Item

Last Modified on 03/12/2026 1:09 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]**.

The screenshot displays 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 the following columns: 'Folder', 'New Submissions', 'Completed', 'Evaluated', and 'Feedback Published'. The table has a 'No Category' header row. The first data row is for the folder 'How to Brew Coffee', which has 3 new submissions, 2/23 completed, 0/23 evaluated, and 0/23 feedback published. A drop-down menu is open for this folder, with 'Edit Folder' highlighted. A red arrow points from the 'Edit Folder' option to the folder name. The table also includes availability dates and a '20 per page' pagination control.

	Folder	New Submissions	Completed	Evaluated	Feedback Published
No Category					
<input type="checkbox"/>	How to Brew Coffee ⌵	3	2/23	0/23	0/23

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.

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3. For best practice, it is advised to [Create the Grade Item](https://vtac.lonestar.edu/help/create-a-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.

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Edit or Link to Existing

Add to Grade Book

Reset to Ungraded

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 Due Date

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

Instructions

Format ▾ **B** *I* U ▾ *A* ≡ ▾ ≡ ▾ 🎧 🔗 📧 + ▾ ⋮ 🗑

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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)

