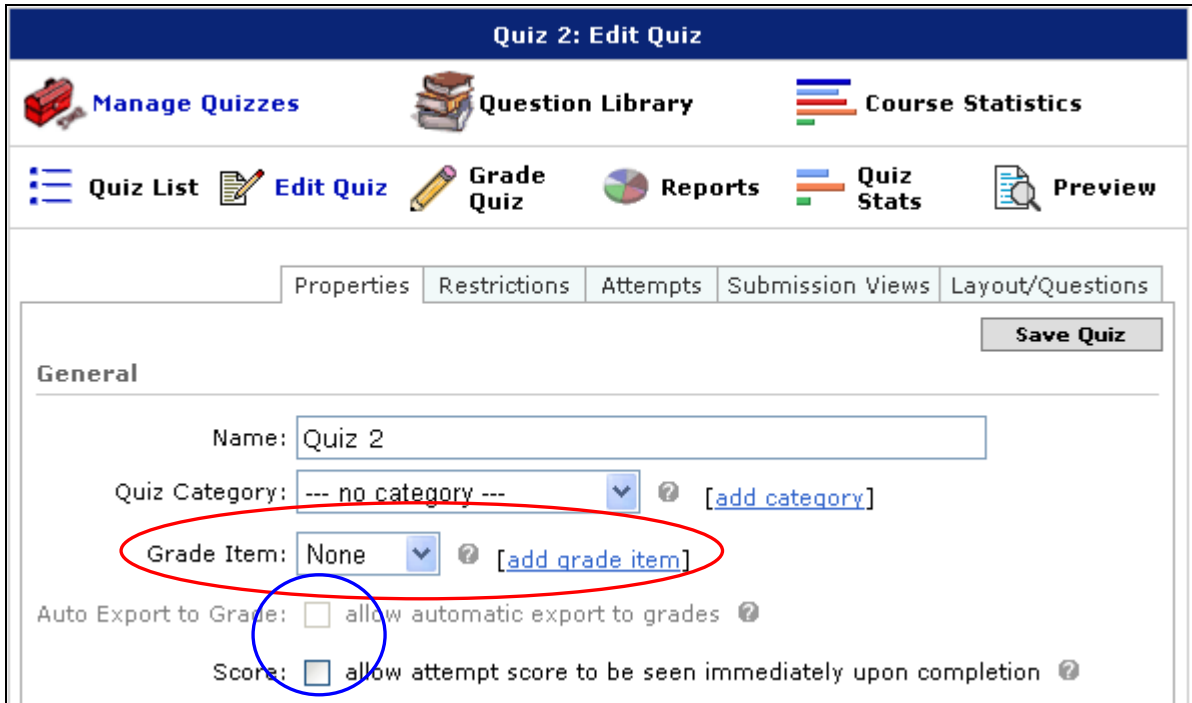


Desire2Learn: Beyond the Basics

Linking a Quiz Grade to the Gradebook

D2L allows you to link a quiz grade to the gradebook.



1. To access this feature, click on the **Quizzes** link on your navigation bar.
2. Click on the name of the quiz (in the left column) that you want to link to the gradebook.

If you already have the quiz-related grade items created in the gradebook:

3. Under **Properties & General**, look for “Grade Item.”
4. Click on the dropdown (where it says “None”).
5. Find the correct quiz name and select it.
6. Click on the two boxes under the “Grade Item”: (1) “Auto Export to Grade: allow automatic export to grades” and (2) “Score: allow attempt score to be seen immediately upon completion.” **NOTE:** If you do not click the “Score” box, you will not be allowed to click the “Auto Export to Grade” box.

If you do NOT have the quiz-related grade items created in the gradebook:

3. Under **Properties & General**, look for “Grade Item.”
4. Click on “add grade item.” [See image on next page.]
5. Type in the Name of the grade item (include a Short Name, if the Name is relatively long).
6. **RECOMMENDED:** Unclick the checks in the Statistics boxes.
7. Under **Grading**, enter the correct points for the grade item (in this case, for the quiz).
8. Click on the **Add** button at the bottom.
9. In the original screen, click on the two boxes under the “Grade Item”: (1) “Auto Export to Grade: allow automatic export to grades” and (2) “Score: allow attempt score to be seen

Linking a Quiz Grade to the Gradebook

immediately upon completion.” **NOTE:** If you do not click the “Score” box, you will not be allowed to click the “Auto Export to Grade” box.

The screenshot shows the 'New Grade Item' form with several fields and options. A blue oval highlights the 'Name' and 'Short Name' text boxes. A red circle highlights the 'Statistics' section, which includes two checked checkboxes: 'display class average for this item to everyone' and 'display grade distribution for this item to everyone'. Another blue oval highlights the 'Points' text box containing the value '10'. The form also includes a 'Parent Category' dropdown set to 'None', a 'Status' dropdown set to 'Visible', and a 'Grading' section with checkboxes for 'Allow grade to exceed points' and 'This item is a bonus item'. The 'Description' section has checkboxes for 'Allow this description to be seen by students' and 'In HTML', along with a rich text editor icon. At the bottom, there are 'Cancel' and 'Add' buttons.

New Grade Item

Grades : Manage Grades

Name:

Short Name:

Parent Category:

Status:

Statistics:

- display class average for this item to everyone
- display grade distribution for this item to everyone


Grading

Points: (counted towards final grade)

Allow grade to exceed points

Bonus: This item is a bonus item

Description

Allow this description to be seen by students In HTML 

Cancel **Add**