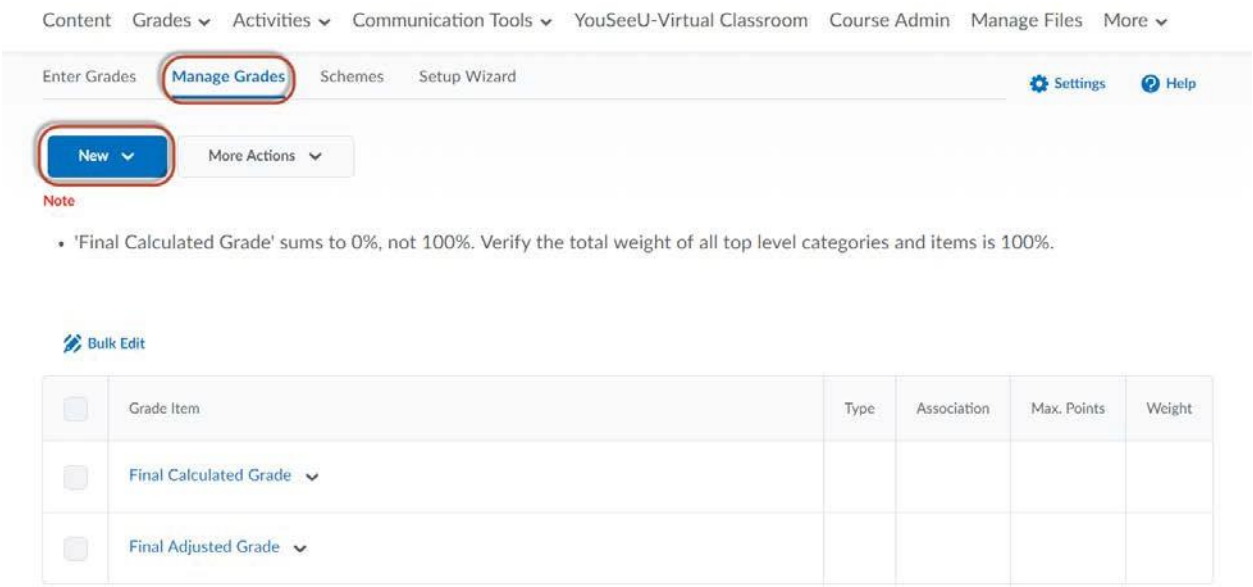
Creating your Gradebook Structure

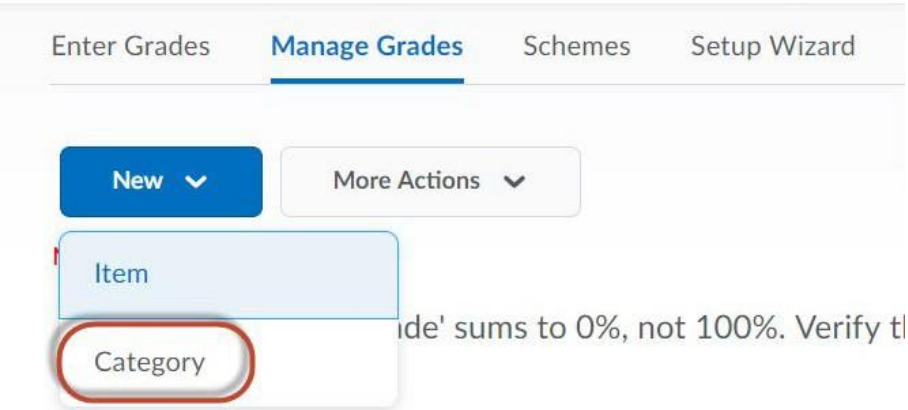
To set up the gradebook in myLeo Online (D2L Brightspace) you'll be creating a structure made up of grade items for every assignment you plan to grade. This means if you have 15 discussion topics that you will be grading, you'll need to create 15 grade items to match those discussion topics.

Grade items can be organized into categories. Categories are especially useful if you have a weighted gradebook, if you want to drop items in a category, or if you have a lot of a particular type of item (for example, discussions) and want to organize your gradebook.

To create a category, click on Grades → Grades, and then click on "Manage Grades". This will take you to the screen where you can create items by clicking the big blue "New" button.



Click "Category".



Enter a Name for your category, and scroll down to "Grading". Here's where things diverge based on a Weighted or a Points gradebook.

If you have a **weighted gradebook**, here you will see a "Weight" option. This should be the weight of all the items in your category – for example, if you have fifteen discussions worth 2% each, this weight would be 30%. Just enter the number, 30, and then move down to distribution. You have three distribution options:

- Manually assign weight to items in the category
- Distribute weights by points across all items in the category
- Distribute weight evenly across all items

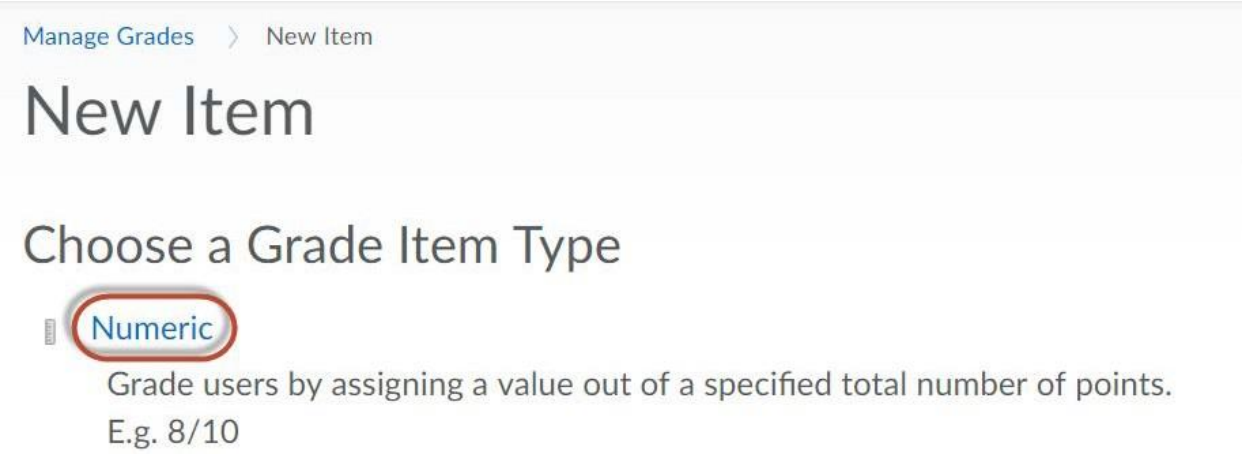
Choosing "Distribute weight evenly across all items" will distribute the weight of your category across all the grade items in it. This is the easiest way to use categories for weighted gradebooks.

If you have a **points gradebook**, you will not be given an option for a weight. Instead, you are given the option to "Exclude from Final Grade Calculation" and the Distribution option to distribute points across all items. If you want all of your items in a category to have the same points value, choose this option. Otherwise you can set the points value for each individual item.

Once you're finished choosing your grading options, click "Save and Close." Now your category has been created.

To create grade items, go back to the "Manage Grades" screen and click "New" again, but this time select "Item" from the drop-down menu.

If you want to be able to attach your grade item to a gradable activity, you must always choose "Numeric".



Once you've chosen Numeric, give your grade item a name. These names must be unique. For example, if you have fifteen discussions, you might make your grade item names "Discussion 1" through "Discussion 15". If you are planning to add additional discussions throughout the semester, you might alternately name your grade items "Discussion KEY WORD" where KEY WORD is a key word or phrase that identifies your discussion activity. Good naming practices are very important in the gradebook, for both you and your students.

If you created a category for this grade item, select it from the category drop-down menu. Then, scroll down to Grading.

Here you can enter the maximum points for your item. If you have a **Points gradebook** and you distributed your points via your category, you will not have this option. If you have a **Weighted gradebook**, you can enter points but if you distributed the weight among your grade items via your category, you will not have the option to adjust the weight of your item.

Next you have two options: Can Exceed and Bonus. If you want to give your students more than 100% on an item, for example, including bonus points on a regular assignment, click the checkbox for "Can Exceed". If the entire assignment is an extra credit assignment, click "Bonus". If you have a **Points gradebook**, you also have the option to "Exclude from Final Grade Calculation." If you would like to enact this in a **Weighted gradebook**, simply change the weight of your item to zero.

Once you've finished with these options, you can click "Save and Close" at the bottom of the screen. Repeat these steps for as many categories and grade items as you need for your course.