

Grading systems types

Weighted

The weighted system calculates grade items as a percentage of a final grade worth 100%. The maximum points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

Grade items in a category count as a percentage of that category, not of the final grade. Therefore, grade items in a category should combine to a weight of 100%.

For example, if you have a category worth 10% of the final grade with two equally weighted grade items, the weight of each grade item is 50%, (its contribution to the category), not 5% (its contribution to the final grade).

Since it's a category's weight and not an individual grade item's weight that counts toward the final grade, the final grade is inaccurate until all the items in the category are graded. If you want to release final grades to users before all the items are graded, you can drop ungraded items from the calculation until the end of the course when you want all grade items to be considered. Otherwise, the final grades might be misleading.

If your grade items do not add up to 100%, you will receive a warning message. You can ignore this message if you choose; a balanced grade book is not required. If the weights assigned to grade items do not sum to 100%, the tool adjusts the weight of each item. For example, if you have three grade items with a weight of 25% each, each item is actually calculated as 33%. This is true for categories and the final grade.

Points

Use the points system when you want the maximum points assigned to a grade item to be equal to its contribution to the final grade. Final grades are calculated by adding a user's score on all grade items together and dividing by the sum of the maximum points values. The sum of the maximum points values for all grade items does not need to equal 100.

With the points system you do not specify a category's weight or total points. It is the maximum points assigned to an individual grade item that counts toward the final grade.

Make sure the maximum points assigned to grade items reflect how much you want them to be worth. For example, don't grade each of your 20 homework assignments out of 50 points and then your final exam out of 80 points.

Another option in the point system is to exclude an item from the final grade calculation. This enables you to evaluate a grade category, numeric grade item, selectbox grade item, or pass/fail grade item without including the grade in users' calculated or adjusted final grades. The **New/Edit Item** page and the **New/Edit Category** page both include an **Exclude from Final Grade Calculation** check box.

You can achieve similar functionality in the weighted system by setting the grade item or category's weight to 0%.

Formula

Use the formula system when you want to calculate final grades using a custom formula that allows for conditions. The formula system is based on the points system, but allows you to set conditions around grade items to determine the final grade. For example, you could require that users receive at least 50% on their midterm and final exam to pass a course.

The formula system might not be available at your organization. If you do not have this option, you can release the adjusted final grade and calculate your custom formula manually, or you can contact your site administration about getting access to this functionality.

Set up your Grade book

If a grade book is not set up or imported for your course, the **Grades Setup Wizard** page is displayed when you first navigate to the Grades tool.

Note: If you cannot select the **Automatically release final grade** option, contact your administrator and request the permission for your role.

1. Navigate to **Grades**.
2. Click **Setup Wizard**.

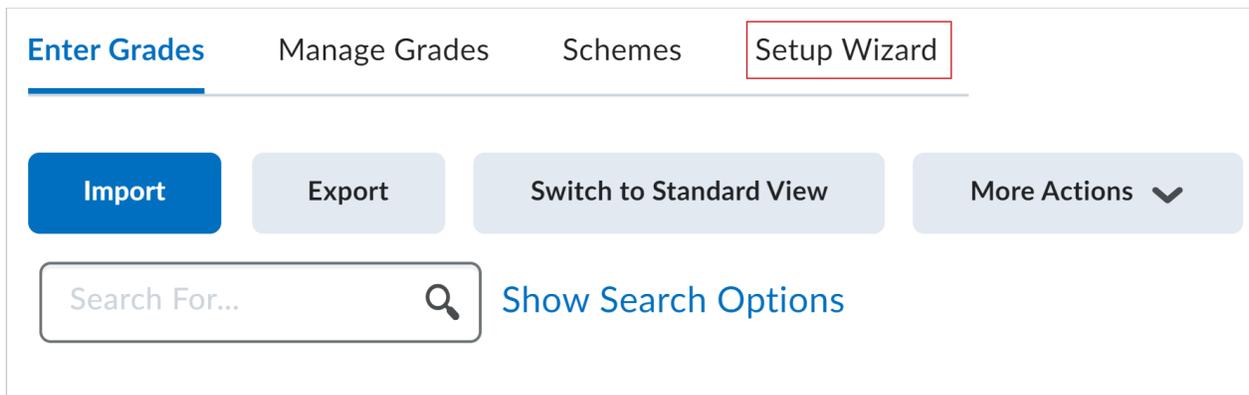


Figure: The **Setup Wizard** tab in **Grades**.

3. On the **Grades Setup Wizard** page, click **Start**.
4. Select your **Grading System** (**Weighted**, **Points**, or **Formula**), then click **Continue**.

Step 1 of 7
Step 1: Choose Grading System

Grading System

Weighted 

Example:

- Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
- Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

Example:

- Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
- Final Exam Item (200 points)

Final Grade: /240 points

Formula 

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

Figure: Choosing your grading system.

5. On the Step 2: Final Grade Release page, choose how you want to release final grades. You can select the following:
 - Select **Calculated Final grade** if you will always rely on the grading formula you have identified, and there is no requirement to adjust those grades without editing the grade item score.
 - Select **Adjusted final grade** if you want the ability to adjust users' grades before releasing them.
 - Additionally, you can select the optional **Automatically release final grade** check box. If you prefer to manually release final grades, leave the check box unchecked.



Note: If you selected **Automatically release final grade**, D2L recommends that you select **Drop ungraded items** (in Step 3, below) so that the released grades better reflect the users' current grades throughout the term.

Step 2 of 7

Step 2: Final Grade Released

Release

Calculated Final Grade

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted with scores.

Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade

When enabled, the system automatically marks users' final grades as released once created. You may still alter the release dates of grades that are automatically released.

[Continue](#) [Go Back](#) [Cancel](#)

Figure: The Final Grade Released page.



Note: If an instructor using the **Automatically release Final Grade** option changes the final grade value after it has already been released, the final grade is not automatically released again with the new value. This might occur if an instructor grades an additional item that changes the calculated final grade item. Student final grades that already have a value are not automatically released when this variable is turned on. The grades are only released the first time a Final Grade is calculated from Null to a final grade value.

6. Click **Continue**.
7. On the **Grade Calculations** page, select how you want **Ungraded Items** to be treated. You can choose to:
 - **Drop ungraded items:** Items that are not graded will not count towards the final grade.
 - **Treat ungraded items as 0:** Items that do not have a grade inputted are counted as 0 in the final grade.
 - Select the **Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue** check box if you want to apply this setting.
Note: This option may not be available in your organization, or it may be set by your administrator. In these cases, the check box may not appear.
 - Select the **Automatically keep final grade updated** check box if you want to always keep learners' final grades updated. This option automatically adjusts final grades after you change a grade item or calculation option.

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

- Drop ungraded items 
- Treat ungraded items as 0 

Automatic Zero for Missing Submissions

- Automatically apply a grade of zero (0) to missing submissions once an assessment becomes available. Changes to this setting only take effect on assessments with future due dates 

Auto Update

- Automatically keep final grade updated 

Continue

Go Back

Cancel

Figure: The **Grade Calculations** page. If enabled for your course, the **Automatic Zero for Missing Submissions** check box options appears.

8. Click **Continue**.
9. On the **Choose Default Grade Scheme** page, select your default grading scheme.
10. Click **Continue**.
11. On the **Managing View Display Options** page, in the **Number of decimal places to display** field, enter the number of decimal places to display to users who enter grades using the grade book.

Step 5 of 7

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display



Continue

Go Back

Cancel

Figure: The **Managing View Display Options** page.

12. Click **Continue**.

13. On the **Student View Display Options** page, select your **Grade Details**, the number of **Decimals Displayed**, the number of **Characters Displayed**, and the **Final Grade Calculation** display.

Step 6 of 7

Step 6: Student View Display Options

Grade Details

- Points grade 
- Grade scheme symbol 
- Grade scheme color 

Decimals Displayed *

Number of decimal places to display 

Characters Displayed *

Number of characters to display for Text items 

Final Grade Calculation

- Display final grade calculation to users 

Continue

Go Back

Cancel

Figure: The **Student View Display Options** page.

14. Click **Continue**.

15. On the **Grades Setup Summary** page, review your selections.

16. Do one of the following:

- To make changes to your grade book setup, click **Go Back**.
- Click **Finish**.

About bonus grade items

Bonus grade items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade.

Bonus grade items cannot make learners' grades exceed the maximum points specified, unless the **Can Exceed** option is selected.

Bonus grades cannot be the only grade items contributing to users' final grades. They need to be applied on top of other grades already entered.

Note: Bonus grade items do not display to learners with the grade scheme information like other grade items, no matter what display options you set. Because bonus grades are only added to final grades after all other calculations, learners can only view the numeric points, and potentially the weight achieved, for a bonus grade, but no other grade scheme information, as the actual weight or points of the bonus grade item may not be consistent with the rest of the grade scheme.

Create and delete grade categories and items

Grade categories provide a way to sort your grade items and create restrictions and conditions for grade items. They offer a way to sort and characterize learner activities like assignments and quizzes.

Create a grade category

Grade categories organize and group related grade items into sections in your grade book and display in the **Manage Grades** tab.

To create a grade category

1. On your course homepage, navigate to **Grades**.

2. In the Grades tool, click **Manage Grades**.

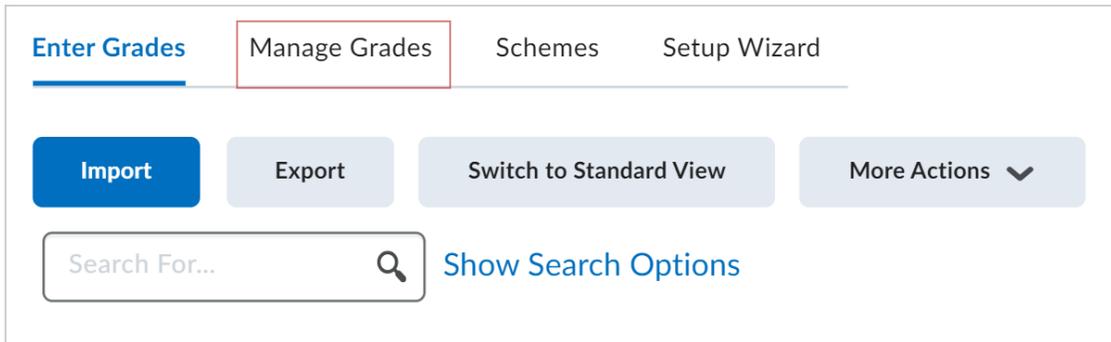


Figure: Click **Manage Grades** tab in the **Grades** tool.

3. Click **New > Category**.

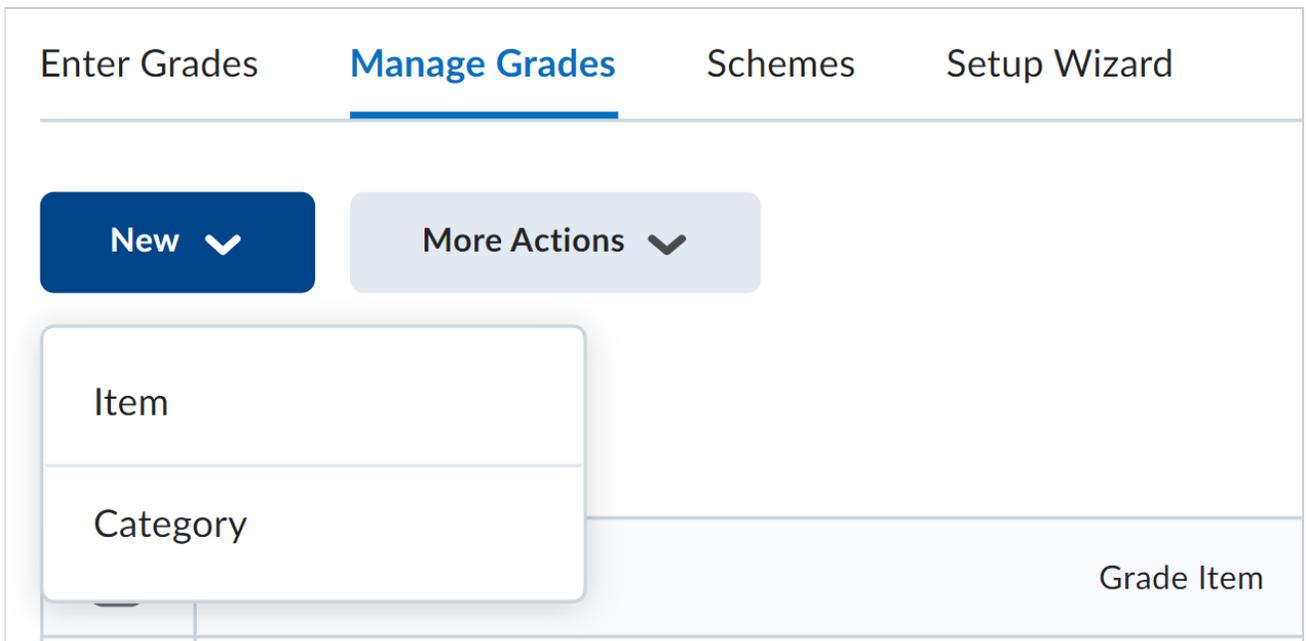


Figure: Click **Category** in the **New** drop-down menu.

4. In the **Properties** tab, enter the details for your category.
Note: The fields in the Properties tab will vary based on your grade book setup.
5. In the **Restrictions** tab, you can choose to configure the following:
 - **Hide from users:** Hide restrictions from learners.
 - **Has Start Date:** Set a Start Date for the grade category.
 - **Has End Date:** Set an End Date for the grade category.
 - **Display In Calendar:** Display Start and End Dates in the course Calendar.

- **Release Conditions:** You can **Attach Existing** conditions or **Create and Attach** conditions.

6. Click **Save and Close**.

Create a grade item

Grade items can exist independently in your grade book, or you can associate numeric grade items with course objects such as discussions, quizzes, and assignments.

Note: For more information about Grade items, refer to the [Create a grading system](#) topic.

To create a grade item

1. On your course homepage, navigate to **Grades**.
2. In the Grades tool, click **Manage Grades**.

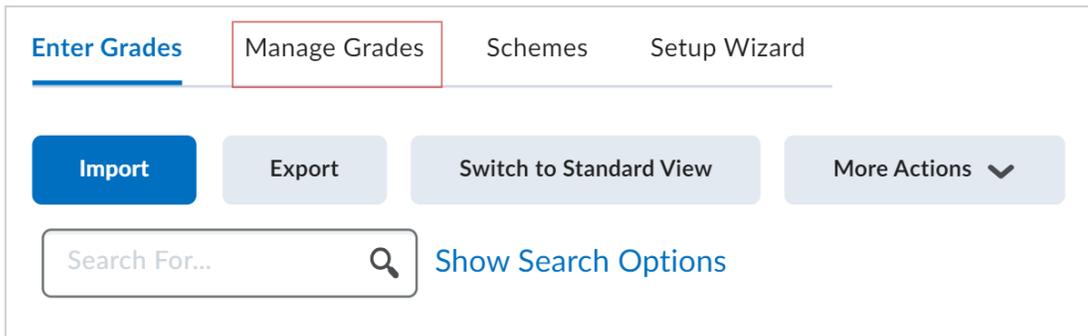


Figure: Click **Manage Grades** tab in the **Grades** tool.

3. Click **New > Item**.

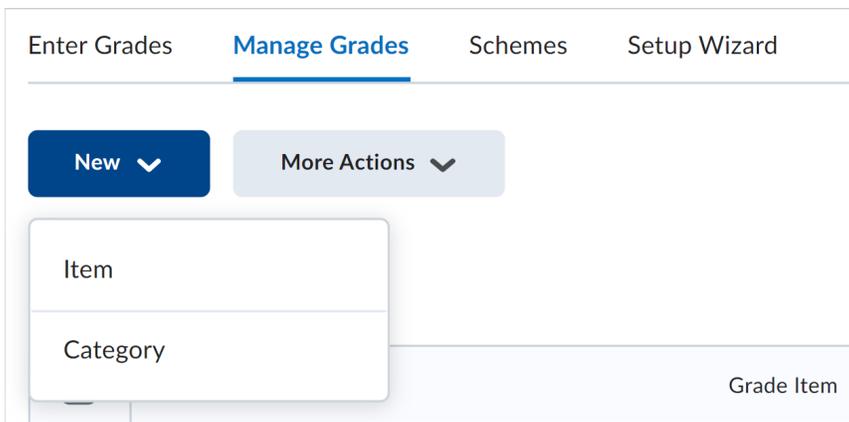


Figure: Click **Item** in the **New** drop-down menu.

4. On the **New Item** page, choose a **Grade Item Type** from the following:
 - **Numeric:** Grade users by assigning a value out of a specified total number of points.

- **Selectbox:** Grade users by selecting the grade scheme level that best matches their achievement. Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.
Note: **Numeric** and **Selectbox** are the only grade items that will support associations for grading and actively contribute to grade book calculations.
 - **Pass/Fail:** Grade users using a simple pass or fail grade scheme.
 - **Formula:** Automatically grade users using a custom formula based on their achievement for other grade items.
 - **Calculated:** Calculate users' cumulative achievement across multiple grade items.
 - **Text:** Provide comments in the grade book that are not calculated in the final grade.
5. In the **Properties** tab, enter the details for your grade item.
Note: The fields in Properties will vary based on your chosen Grade Item Type. To learn more about a particular field in Properties, click the **Get help on** (? icon) beside the field.
6. In the **Restrictions** tab, enter the following information:
- **Hide from users:** Hide restrictions from learners.
 - **Has Start Date:** Set a Start Date for the grade category.
 - **Has End Date:** Set an End Date for the grade category.
 - **Display In Calendar:** Display Start and End Dates in the course Calendar.
 - **Release Conditions:** You can **Attach Existing** conditions or **Create and Attach** conditions.
7. In the **Objectives** tab, click **Associate Learning Objectives** to add learning objectives to the grade item.
8. Click **Save and Close**.

Delete a grade item or category

1. On your course homepage, navigate to **Grades**.

2. In the Grades tool, click the **Manage Grades** tab.

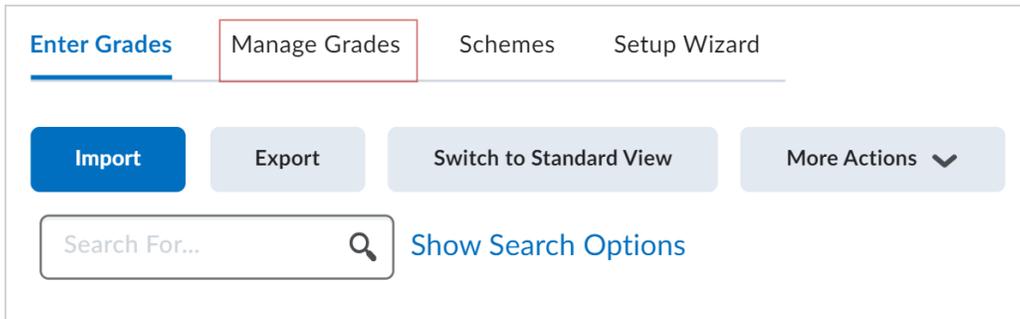


Figure: Click **Manage Grades** tab in the **Grades** tool.

3. Click the **More Actions** drop-down menu and select **Delete**.

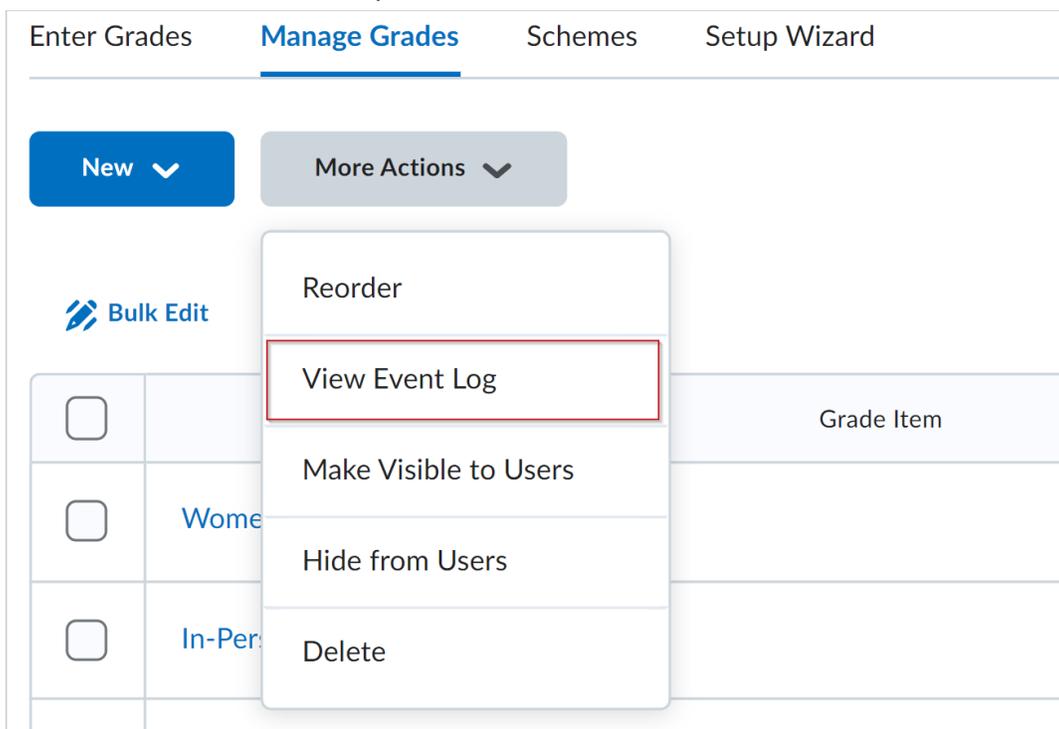


Figure: Click the **More Actions** drop-down menu and then click **Delete**.

4. Select the checkbox beside the grade items or categories you want to delete.

5. Click **Delete**.

Note: If you cannot select a checkbox, the grade item **End Date** already passed or the grade item is associated with another activity like a quiz or discussion. If a grade item has an association, it cannot be deleted unless the association is broken.

Delete grade items or categories

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Note: To delete a grade item or category, you require the **Manage Grades** permission. Contact your administrator if this permission is not assigned to your role.

1. From your course navbar, click **Grades**.
2. On the **Manage Grades** page, click the **More Actions** button, and select **Delete**.

The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Grades' and 'Mastery View'. Below that, there are links for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. On the right, there are 'Settings' and 'Help' icons. A 'New' button and a 'More Actions' dropdown menu are visible. The 'More Actions' menu is open, showing options: 'Reorder', 'View Event Log', 'Make Visible to Users', 'Hide from Users', and 'Delete'. The 'Delete' option is highlighted with a red box. Below the menu, there is a list of grade items with their respective weights and a note about verifying the total weight of all items in the category is 100%.

3. Select the check box for each grade item or category want to delete.

Note:

- When you delete a grade category, its grade items are not deleted; instead, they become standalone grade items in the grade book.
- You cannot delete a grade item if it is associated with a course object such as a quiz, discussion topic, or assignment. To delete the item, you must first remove its association. Click the Information icon beside the grade item to see where it is used. For more help, refer to the video [Delete grade items with associations](#).
- If you merge your course or delete your grade book, be aware that the grade book cannot be restored.

4. Click **Delete**.

Restore a deleted grade item

To restore a grade item requires the **Manage Grades** permission. Contact your administrator if this permission is not assigned to your role.

1. Navigate to **Grades**.
2. On the **Manage Grades** page, click **More Actions** > **View Event Log**.

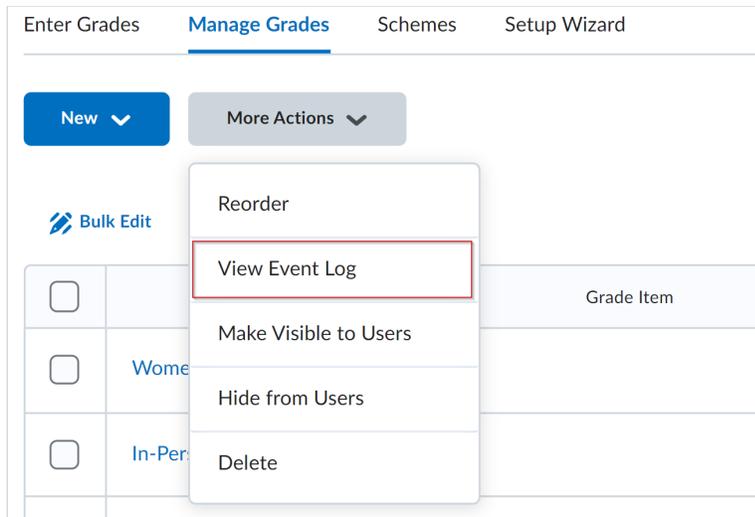


Figure: Click **View Event Log** from the **More Actions** menu.

3. Beside the appropriate grade item select **Restore**.