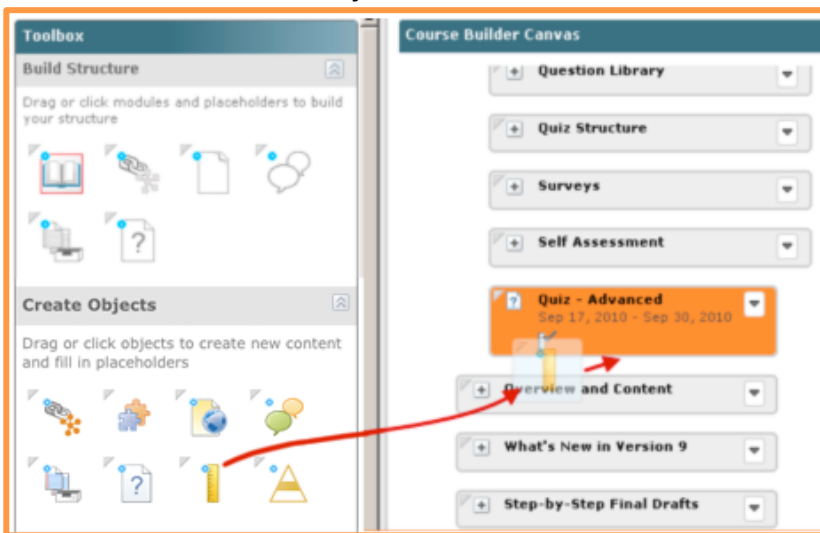


This step-by-step guide will demonstrate how to create and associate a new grade item using the **Course Builder** tool in Desire2Learn (D2L).

## Course Builder: Create and Associate a Grade Item

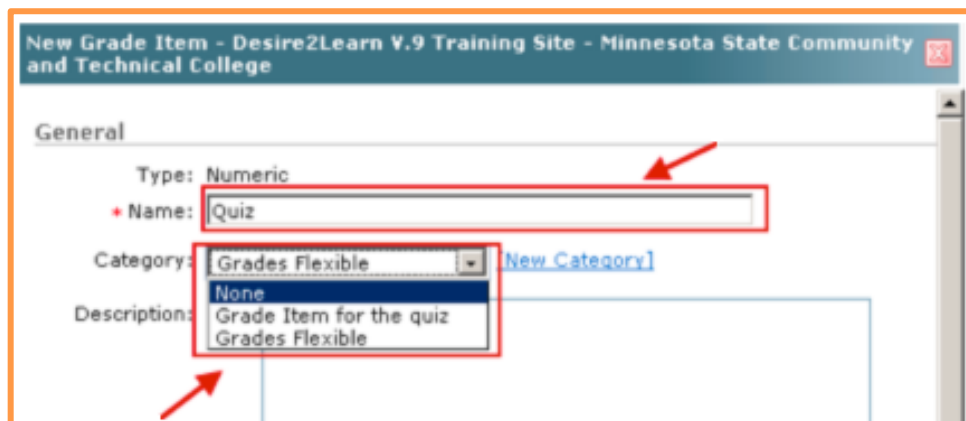
1. Open **Course Builder**.
2. Drag the **Create and associate a new grade item** icon from the **Create Objects** section of the **Toolbox** to the desired object in the **Course Builder Canvas**.

*Note:* Grade items can only be associated with Discussions, Dropboxes, or Quizzes.




3. Enter a **Name** for the grade item.
4. *Optional:* Select an existing grade category from the **Category** dropdown menu.

*Note:* Refer to the *Creating a Grade Category* step-by-step guide for detailed information on creating a new grade category.



5. *Optional:* Enter a description for the grade item.
  - a. *Optional:* Check the box to allow users to view the grade item description.

Description: 

Allow users to view grade item description

6. Enter the maximum point value in the **Max Points** field.
  - a. *Optional:* Select **Can Exceed** to allow for bonus points.
  - b. *Optional:* Select **Bonus** to make the entire grade item extra credit.

\* Max. Points: 10

Can Exceed:

Bonus:

Exclude from Final Grade Calculation:

Grade Scheme: -- Default Scheme -- (Percentage)

- c. *Optional:* Select the **Exclude from Final Grade Calculation** checkbox.
  - d. *Optional:* Select a grade scheme from the **Grade Scheme** dropdown menu.

Bonus:

Exclude from Final Grade Calculation:

Grade Scheme: (100-80)(79-60)(59-40)(39-0)

Restrictions: Percentage

Visibility: (100-80)(79-60)(59-40)(39-0)

7. Determine grade item visibility options by selecting one of the following options:

- a. Select **Grade item is always visible**.
- b. Select **Hide this grade item**.
- c. Select **Grade item is visible for a specific date range**.
  - i. Enter a **Start Date** and/or **End Date**.
  - ii. *Optional:* If a start or end date is entered, select **Display in Calendar**.

**Restrictions**

Visibility:  Grade item is always visible  
 Hide this grade item  
 Grade item is visible for a specific date range

Has Start Date  
12/14/2011  
10 15 AM Now  
United States - New York

Has End Date  
12/21/2011  
10 15 AM Now  
United States - New York

Display in Calendar

Cancel Create

8. Select **Create**.