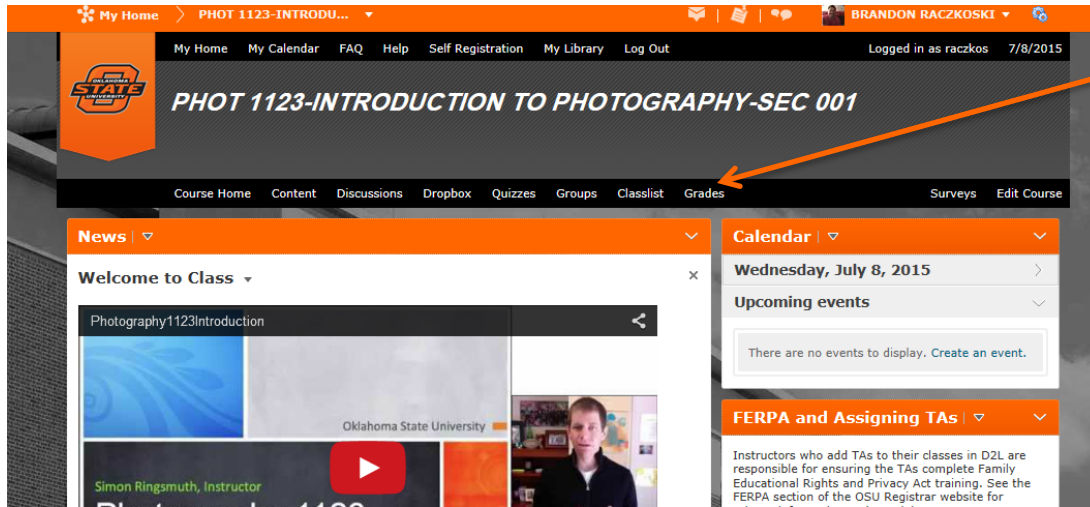


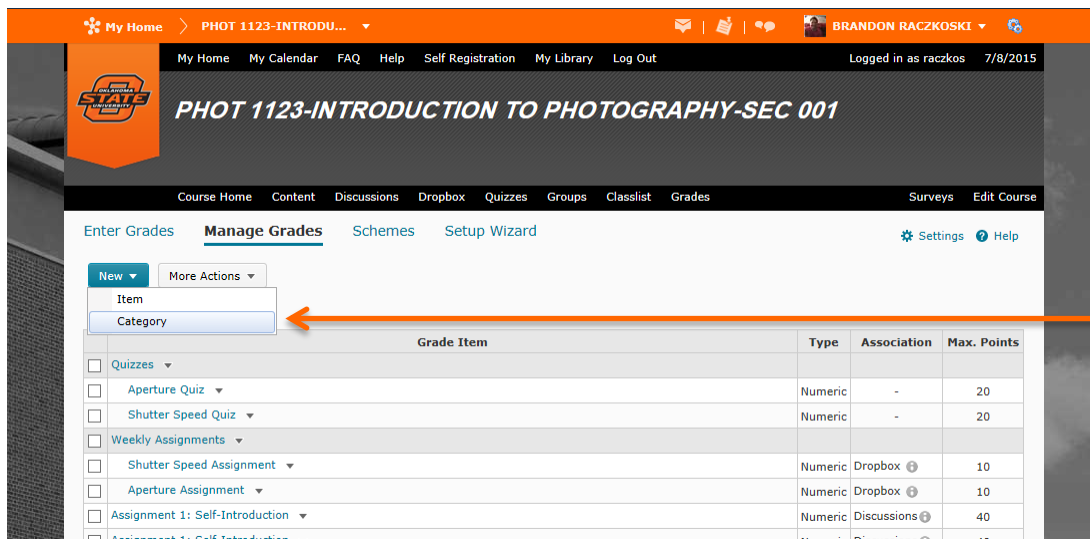


Grade Category Advanced Options in D2L

1. In D2L, select the course you intend to edit.
2. Select **Grades** on the Navigation bar.



3. Grade items can be put into separate Categories. Use categories for organization as well as grade calculations. Within Grades, under **Manage Grades** select **New / Category**.





4. Enter the **Category Name**. Under **Grading**, Can exceed: Allow total points of assignments in Category to exceed the max allowed for the Category. Exclude: All Grade Items in the Category are excluded from final grade calculation. Distribute: All Grade Items in the Category are given the same number of points. (Note: you may elect to drop the highest/lowest grade within a Category). Click **Save and Close**. Note: choose display options for how the students will see the Category.

Enter **Category Name** (i.e. Weekly Assignments)

Grading

Click **Save and Close**

You should now be able to drop the lowest score on an assignment within a given Grade Category, and how to distribute points across multiple items in a Grade Category.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.