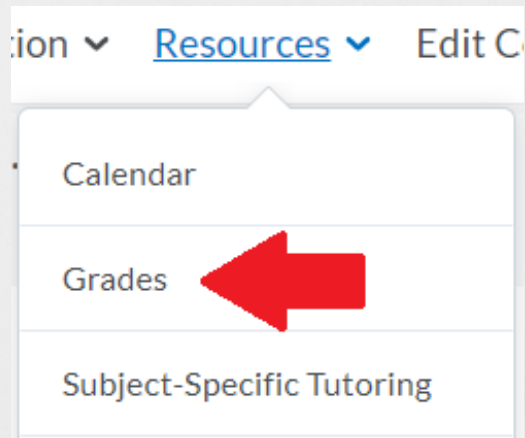# D2L: Creating a Weighted Gradebook
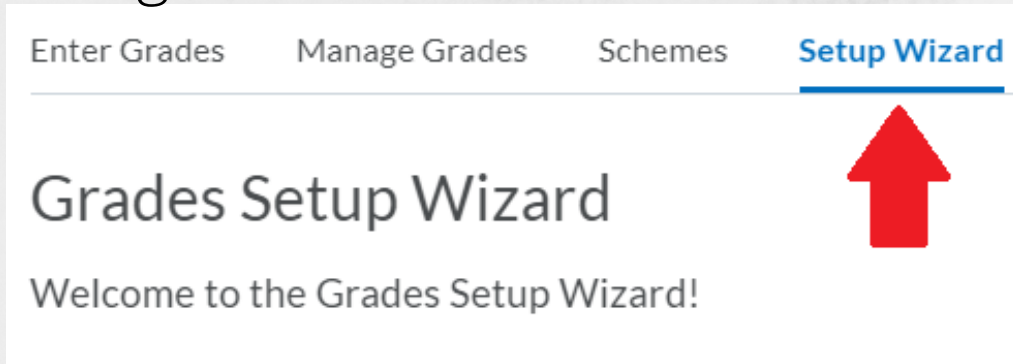
**1 Accessing Grades**
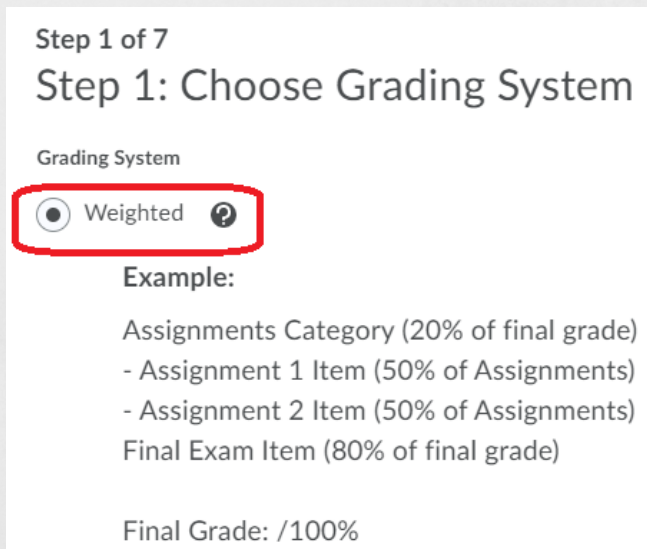The Grades tool can be found in the Resources menu in your courses.

**2 First Time Setup**
You can use the **Setup Wizard** to choose your initial gradebook settings, such as grading system, calculated vs adjusted final grade, etc. Select **Start** at the bottom to begin.
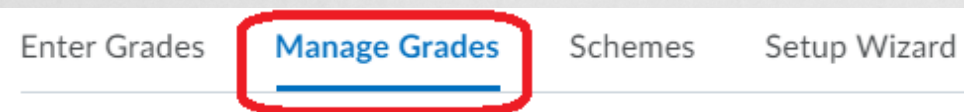
**3** Select **Weighted** as your **Grading System.**

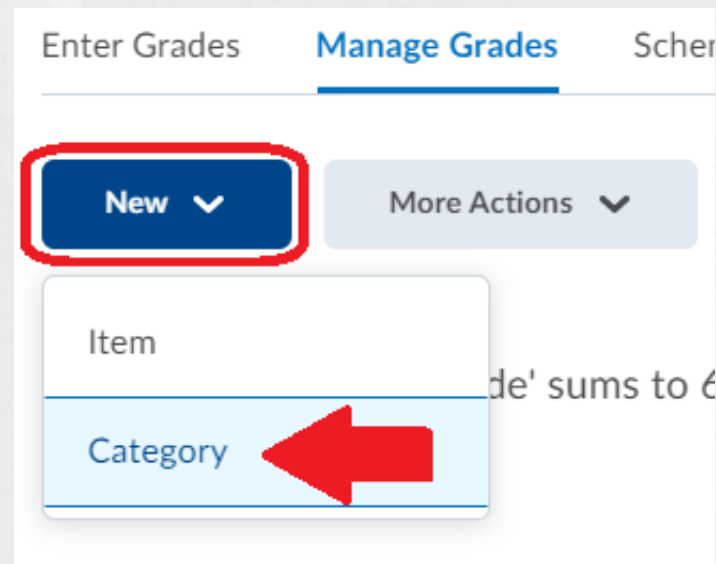**4** Continue through the subsequent steps:
1. Choosing **Calculated** or **Adjusted Final Grade**
2. Choosing **Grade Calculation** Options
3. Choosing **Grade Scheme**
4. Choosing **Display Options**
5. Choosing **Student View Options**
6. Click **Finish** to complete the Setup Wizard

**1 Creating Categories**
In the **Grades** area, select the **Manage Grades** tab.

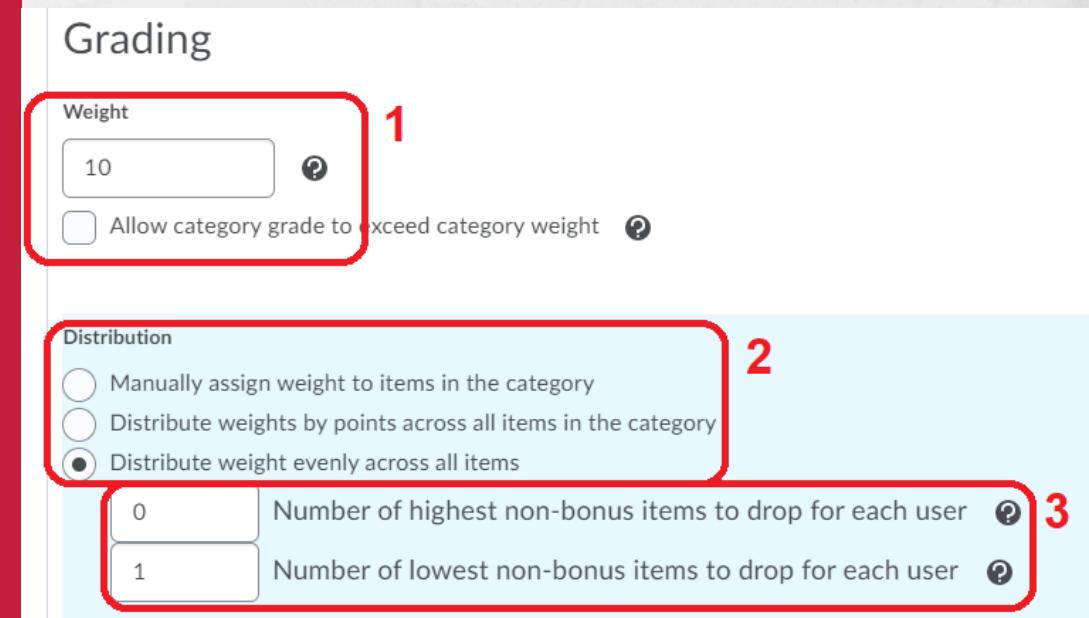**2** Select **New**, then select **Category** from the menu.

**3** Give the Category a **Name**, then scroll down to **Grading**.

In **Grading** you can:
1. Assign a **Weight** to the Category
2. Choose **Distribution** options
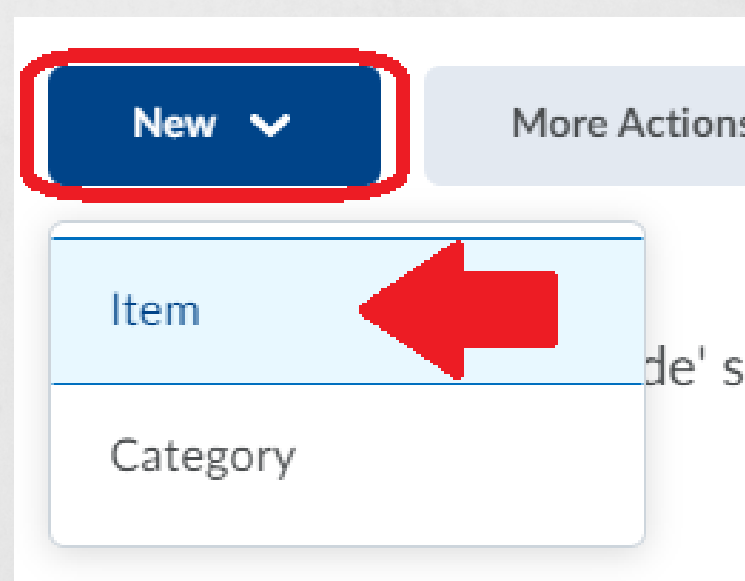3. If you choose **Distribute Weight Evenly**, you can choose to automatically **drop** a number of lowest or highest grades in the Category.
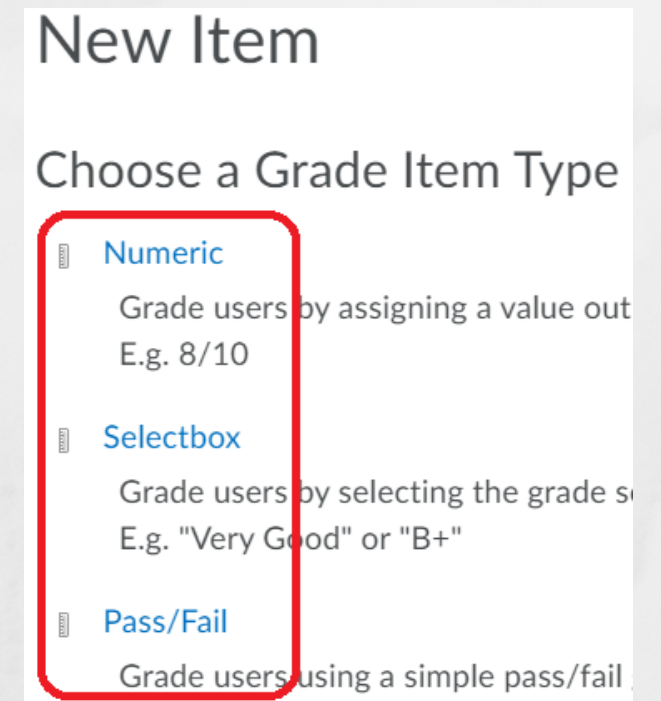
**4** Select **Save and Close**, to finish or select **Save and New** to create another Category
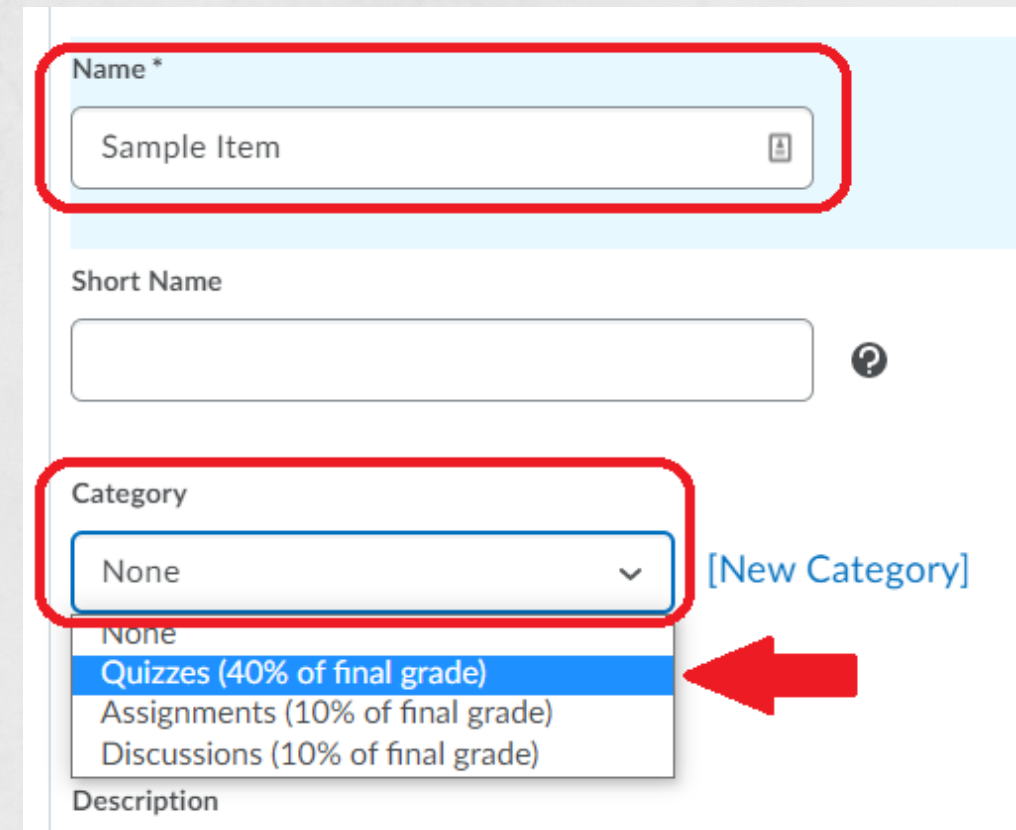
**1 Creating Grade Items**
Select **New**, then select **Item** from the menu.

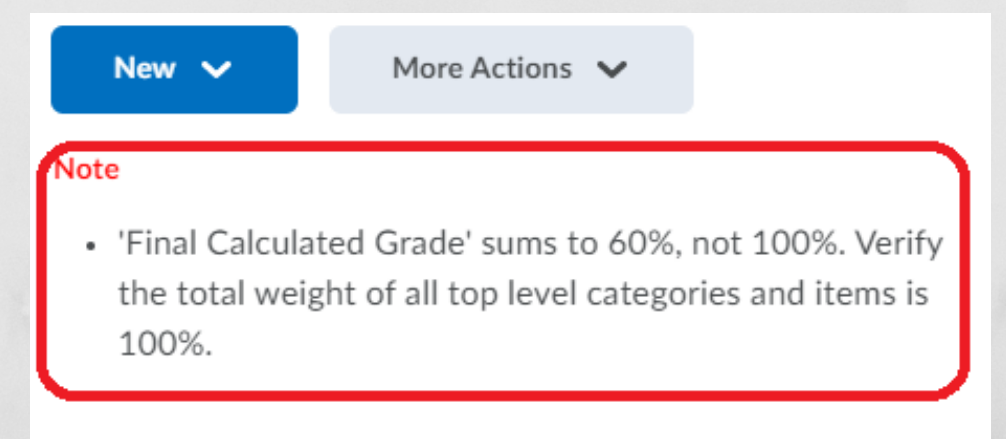**2** Choose a **Grade Item Type.**

**3** Give the item a **Name**, and use the menu under **Category** to assign it to a Category, or select **New Category** to create a new Category and assign the new Item to it.

**Please Note:** The **combined weight of all Categories** must total **100%**. Within each Category, **all Items combined** must total **100%.**

**If you see a message like this one in your weighted gradebook:**

**Check to make sure your Categories add up to 100% and the Items within each Category add up to 100%.**