CREATE A STANDALONE GRADE ITEM

The MyLO *Grades* tool allows you to create *Grade Items* that are not linked to *Discussions, Dropboxes* or *Quizzes*. These can be used for a range of purposes, like recording grades for an exam, recording grades for participation/attendance, or recording grades for an in-class presentation. They are also useful for specific tasks, like grading discussion postings using a rubric.

Grades

Enter Grades

Set up a standalone Grade Item

- 1. Select the *Grades* tool from the tool bar.
- 2. Select the *Manage Grades* option.

Click on the New button and

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Manage Grades

select the Item option.

4. You will now be asked to Choose a Grade Item Type. The most common type of item is the Numeric grade, and this is certainly the easiest type to use. Students are allocated a score out of a maximum number of points. Click on the Numeric link to continue.

5. Give your *Grade Item* a *Name*. Note that students will also see this name in their view of *Grades*.

Item	
Category	

Choose a Grade Item Type

Numeric Grade users by assigning a value out of a specified total number of points.

E.g. 8/10

Selectbox

Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.

Schemes

Setup Wizard

Grade users by selecting the grade scheme level that best matches their achievement. E.g. "Very Good" or "B+" $\,$

Pass/Fail

Grade users using a simple pass/fail grade scheme. E.g. "Pass" or "Fail"

Formula

Automatically grade users using a custom formula based on achievement on other grade items. E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus. IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

Calculated

Calculate users' cumulative achievement across multiple grade items. E.g. Midterm Grade A1+A2+Q1+Q2 / Total Max. Points * 100 = 73%

Text

Provide comments in the grade book that are not calculated in the final grade. E.g. "Unit Evaluation Completed"

Name * Discusson Task 1



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 Insert a score into the Maximum points field, then choose a Grade Scheme – generally, it is best to choose UTAS Grades.

Grading
Maximum Points *
10 0
Can Exceed
Bonus
Exclude from Final Grade Calculation
Grade Scheme
Default Scheme (Percentage) Default Scheme (Percentage) Percentage Letter Grade Pass/Fail UTAS Grades No rubnes selected.

 At this point, you may wish to *Add* (an existing) *Rubric*, or *Create* (a new) *Rubric in New Window.*

For more information about creating online *Rubrics*, <u>click here</u>.

8. Click the **Save and Close** button.

Rubrics	
Add Rubric	
No rubrics sel	ected.
[Create Rubric	in New Window]
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	Save and Close	Save and New	Save	Cancel
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