

Distance students and face-to-face students complete different items as part of the same assessment task

Options to use when setting up your *Grade Items*:

Link your *Grade Item* to your *Category*

- Select the name of the *Category* that you created from the *Category* dropdown menu.

Do you want to mark out of 100 & have MyLO calculate the final grade based on the value (weighting) of the task?

IF YES:

- Type 100 into the *Maximum Points* field.
- You will need to specify a *Weight* for each *Grade Item*. The *Weight* should reflect the value (out of 100) that the item contributes to the Assessment Task for a specific cohort of students. So, if Distance students submit two pieces of work to separate *Dropboxes*, the first *Dropbox* might be linked with a *Grade Item* with a *Weight* of 70%, while the second is linked to a *Grade Item* with a *Weight* of 30%. If the *Face to Face* students submit to only one *Dropbox*, then the *Grade Item* linked to it would have a *Weight* of 100%. The combined value of all the *Grade Items* in the *Category* should be 200%.

IF NO:

- Type your preferred score into the *Maximum Points* field.
- You will need to specify a *Weight* for each *Grade Item*. The *Weight* should reflect the value (out of 100) that the item contributes to the Assessment Task for a specific cohort of students. So, if Distance students submit two pieces of work to separate *Dropboxes*, the first *Dropbox* might be linked with a *Grade Item* with a *Weight* of 70%, while the second is linked to a *Grade Item* with a *Weight* of 30%. If the *Face to Face* students submit to only one *Dropbox*, then the *Grade Item* linked to it would have a *Weight* of 100%. The combined value of all the *Grade Items* in the *Category* should be 200%.

Do you want students to see their *UTAS Grade* (e.g. *HD, DN...*) or a *Percentage*?

IF UTAS GRADE:

- When choosing the *Grade Scheme*, select *UTAS Grades* from the drop-down list.

IF PERCENTAGE:

- When choosing the *Grade Scheme*, select – *Default Scheme – (Percentage)* from the drop-down list (as the default, this is auto selected anyway).

Do you want to mark using an electronic *Rubric*?

IF YES:

- Whether you attach the *Rubric* to the *Grade Item* [will depend on the tool you are using for submission](#). [Attach a Rubric to a Grade Item](#) for most assessment types. If using a *Dropbox*, [attach the Rubric to the Dropbox](#) instead of to the *Grade Item*.

IF NO:

- There is no need to attach a *Rubric* to your *Grade Item*.

Do you want students to be able to see their *Grade* immediately after it is published to the *Grade Item*?

IF YES:

- Click *Save and Close*: the *Grade Item* is shown to students by default.

IF NO:

- Click on the *Restrictions* tab. Select either *Hide this Grade Item* (you can change this back to *Grade Item is always visible* when you're ready to reveal the results) OR check *Grade Item is visible for a specific date range* and create a *Start Date*.
- Be warned that some submission tools like *Dropbox Folders* and *Quizzes* may reveal a grade to students, even if the associated *Grade Item* is hidden. [Click here for information about to hide grades in these tools](#).

Ensure that students only see the *Grade Items* that relate to them

Click on the *Restrictions* tab. Under *Release Conditions* click the *Create and Attach* buttons and create a restriction using the *Classlist > Group Enrolment Condition Type* to restrict to a particular cohort/group. You will need to use the *Default Group Study Mode External* group to release a *Grade Item* to distance students, or the *Default Group Study Mode Internal* group to release a *Grade Item* to face-to-face students.