

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

### Example

Students will deliver a presentation and then respond to questions from teachers and peers for an Assessment Task worth 35 marks. Face-to-face (F2F) students deliver their presentation and respond to questions in class. You will use a standalone *Grade Item* to provide F2F students with a grade and feedback. Distance students will pre-record a presentation. They will submit a copy to a *Dropbox* (worth 70%). You make the presentations available for viewing by linking to them to *Discussion Topic*. You will mark the *Discussion Topic* to assess how students respond to questions about their presentation (worth 30%).

### Grading system and other requirements

This method [requires the use of a weighted grading system](#). See also the instructions for marking un-submitted and irrelevant items below.

### You will need to create:

1. [Create one Category](#) to represent the assessment task and use the options suggested on page 3.
2. [Create one Grade Item per assessment item](#) and use the options suggested on page 4. You must link each *Grade Item* to the *Category* that you have created.
3. [Link each Dropbox/Discussion/Quiz with one of your new Grade Items](#). If students perform a task in class and do not need to submit items electronically, you can skip this step.

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### Visual example:

#### IN MANAGE GRADES VIEW

Assessment 3				35
In Class Presentation	Numeric	-	100	100
Distance Presentation Submission	Numeric	Dropbox	100	70
Distance Q&A	Numeric	Discussions	100	30

Category Name

Grade Items linked to the Category are shown as indented.

This symbol indicates that Release Conditions have been applied to the Grade Item, meaning only certain students can see it.

Though each Grade Item is marked out of 100, each contributes a different value to the Category.

Category is worth 35%.

#### IN ENTER GRADES VIEW

**Note:** In this example, the marker has chosen to see the *Points*, *Weighted* and *Grade Scheme* results for each student.

The *Subtotal* shows the calculation of the students' overall mark for the assessment task. Note that grades have been recorded only for the *Distance Presentation* and *Distance Q&A*, as this student is studying by Distance.

First Name ▲, Last Name, Org Defined ID	F2F Presentation	Distance Pres	Distance Q&A	Subtotal
View, Student, u88461	- / 100, - / -, -	82 / 100, 20.09 / 24.5, HD	75 / 100, 7.88 / 10.5, DN	27.97 / 35, 79.9 %

No grade has been recorded here. This is deliberate. As no grade has been recorded, this item will be dropped from the *Category Subtotal*.

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### Options to use when setting up your *Category*:

#### Set the *Weight of the Category*

- Set the *Category Weight* to equal the value of the Assessment Task to the unit (e.g. if it is worth 35% of the unit, record 35 as the *Weight*).

#### Set the *Grading option*

- In the *Grading* section, select *Manually assign weights to items in the Category*.
- When you create the associated *Grade Items*, you will need to record a weighting for each item (out of 100).

#### Do you want students to see their overall mark for the *Category*?

##### IF NO, OR YOU DON'T WANT THEM TO SEE IT UNTIL LATER:

- Ensure that the *Display Options* do not have the *Weighted Grade* option checked under *Show*. If it is checked, check the *Override display options for this item* option, then uncheck the *Weighted Grade* option.
- Alternatively, you could hide the *Category* by going to the *Restrictions* tab and selecting the *Hide this category* option. **Note:** this option will also hide all the *Grade Items* in the *Category*.

##### YES:

- **Note:** students will see only a *Subtotal* out of the *Grade Items* marked so far. This can be confusing for the student, as the subtotal accrues gradually as more *Grade Items* are marked. We recommend hiding the *Category* subtotal until all the *Grade Items* have been marked. See instructions in right-hand column.
- In the *Display Options* area, check that the *Weighted grade* option is checked under *Show*.

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### 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.

### When marking:

- Do not record a mark for items that a student does not need to submit.
- If a student fails to submit an item that they are expected to complete, [record a 0 as their grade](#).

In the example below, Tam is studying F2F, while View Student is studying by Distance. Tam has received a mark of 67/100 for the presentation she delivered in class. No marks need to be recorded for the other tasks, as the *F2F Presentation* is worth 100% of Assessment 3 (A3) for F2F students.

View Student, on the other hand, failed to participate in the *Distance Q&A* required of Distance students. To account for this, a 0 mark was recorded for this task, bringing down the student's overall mark (*Subtotal*) for the assessment task accordingly.

First Name ▲, Last Name, Org Defined ID	A3 ▼			
	F2F Presentation ▼	Distance Pres ▼	Distance Q&A ▼	Subtotal
 Tam, Lynch, 02161127	67 / 100	/ 100	/ 100	23.45 / 35, 67 %
 View, Student, u88461	/ 100	82 / 100	0 / 100	20.09 / 35, 57.4 %