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 <u>requires the use of a weighted grading system</u>. See also the instructions for marking un-submitted and irrelevant items below.

You will need to create:

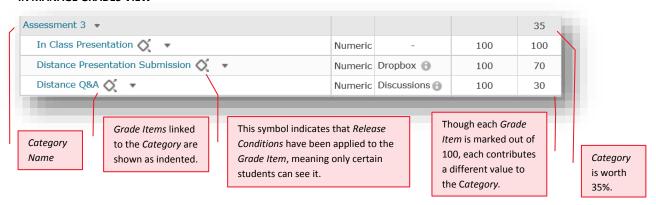
- 1. <u>Create one Category</u> to represent the assessment task and use the options suggested on page 3.
- 2. <u>Create one *Grade Item* per assessment item</u> and use the options suggested on page 4. You must link each *Grade Item* to the *Category* that you have created.
- 3. <u>Link each *Dropbox/Discussion/Quiz* with one of your new *Grade Items*</u>. 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:

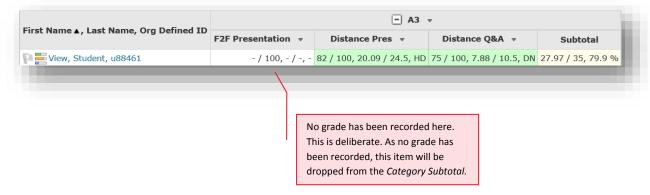
IN MANAGE GRADES VIEW



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.





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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 righthand 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?

- 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?

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

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

Do you want to mark using an electronic Rubric? IF YES:

IF UTAS GRADE:

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:

IF PERCENTAGE:

There is no need to attach a Rubric to your Grade

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.

