Grade a single assessment task comprising two or more items

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*).	
Do you want each *Grade Item* to contribute an equal value to the Assessment Task?	
IF YES: • In the *Grading* section, select *Distribute weight evenly across all items*. Do not enter anything into the *Number of highest non-bonus items to drop for each user* or the *Number of lowest non-bonus items to drop for each user options*. Leave them as 0. • MyLO will evenly distribute the weight automatically as you link more *Grade Items* to the *Category*.	**IF NO (e.g. one item is worth 70% of the Assessment Task, while the others are worth 10% each):** • 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*.