Grade a single assessment task comprising two or more items

Options to use when setting up each of 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. • Unless you instructed the *Category* to *Distribute weight evenly across all items*, you will need to specify a *Weight* for each *Grade Item*. For example, if your *Category* is worth 35% of the unit assessment and a *Grade Item* is worth 70% of that 35%, type *50* into the *Weight* field. In this case, the combined value of all the *Grade Items* in the *Category* must be 100%.	**IF NO:** • Type your preferred score into the *Maximum Points* field. • Unless you instructed the *Category* to *Distribute weight evenly across all items*, you will need to specify a *Weight* for each *Grade Item*. For example, if your *Category* is worth 35% of the unit assessment and a *Grade Item* is worth 70% of that 35%, type *70* into the *Weight* field. In this case, the combined value of all the *Grade Items* in the *Category* must be 100%.

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.

Do you want all students to be able to see this *Grade Item*?	
IF YES: Click *Save and Close*: the *Grade Item* is shown to all students by default.	**IF NO:** 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.

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