

Grade a single assessment task comprising two or more items

Examples

- Students submit four items at different points, each to a separate *Dropbox*. Three submissions are each worth 10%. The fourth submission is worth 70% of Assessment Task 3.
- Students submit four items at different points during your unit, each to a separate *Dropbox*. Each submission is worth 25% of Assessment Task 3.
- Students complete 10 *Quizzes*. Each *Quiz* is worth 10% of Assessment Item 3.
- Students work in groups to create a Report. It is submitted to a group *Dropbox* and worth 70% of Assessment Item 3. Students then submit a personal reflection about the task to an individual *Dropbox*. This is worth 30% of Assessment Item 3.

Grading system and other requirements

This method [requires the use of a weighted grading system](#). When marking, you will need to record a 0 for students who have not submitted work.

You will need to:

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.

When marking:

The *Category Subtotal* will calculate correctly only if you record a zero (0) for each un-submitted piece of work. [Here are some instructions on how to mark un-submitted items with a 0 quickly](#).

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Visual example:

IN MANAGE GRADES VIEW

Assessment 3					35
Part 1	Numeric	Dropbox	100	20	
Part 2	Numeric	Dropbox	100	80	
Part 3	Numeric	Dropbox	100	10	
Part 4	Numeric	Dropbox	100	70	

Category Name

Grade Items linked to the Category are shown as indented.

Grade Items are linked to Dropboxes.

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.

First Name ▲, Last Name, Org Defined ID	Part 1	Part 2	Part 3	Part 4	Subtotal
View, Student, u88461	67 / 100, 2.61 / 3.89, CR	84 / 100, 13.07 / 15.56, HD	78 / 100, 1.52 / 1.94, DN	72 / 100, 9.8 / 13.61, DN	26.99 / 35, 77.11 %

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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*).

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*.

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

Link your <i>Grade Item</i> to your <i>Category</i>	
<ul style="list-style-type: none">Select the name of the <i>Category</i> that you created from the <i>Category</i> 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: <ul style="list-style-type: none">Type 100 into the <i>Maximum Points</i> field.Unless you instructed the <i>Category</i> to <i>Distribute weight evenly across all items</i>, you will need to specify a <i>Weight</i> for each <i>Grade Item</i>. For example, if your <i>Category</i> is worth 35% of the unit assessment and a <i>Grade Item</i> is worth 70% of that 35%, type 50 into the <i>Weight</i> field. In this case, the combined value of all the <i>Grade Items</i> in the <i>Category</i> must be 100%.	IF NO: <ul style="list-style-type: none">Type your preferred score into the <i>Maximum Points</i> field.Unless you instructed the <i>Category</i> to <i>Distribute weight evenly across all items</i>, you will need to specify a <i>Weight</i> for each <i>Grade Item</i>. For example, if your <i>Category</i> is worth 35% of the unit assessment and a <i>Grade Item</i> is worth 70% of that 35%, type 70 into the <i>Weight</i> field. In this case, the combined value of all the <i>Grade Items</i> in the <i>Category</i> must be 100%.
Do you want students to see their <i>UTAS Grade</i> (e.g. HD, DN...) or a Percentage?	
IF UTAS GRADE: <ul style="list-style-type: none">When choosing the <i>Grade Scheme</i>, select <i>UTAS Grades</i> from the drop-down list.	IF PERCENTAGE: <ul style="list-style-type: none">When choosing the <i>Grade Scheme</i>, select – <i>Default Scheme – (Percentage)</i> from the drop-down list (as the default, this is auto selected anyway).
Do you want to mark using an electronic <i>Rubric</i>?	
IF YES: <ul style="list-style-type: none">Whether you attach the <i>Rubric</i> to the <i>Grade Item</i> will depend on the tool you are using for submission. Attach a Rubric to a Grade Item for most assessment types. If using a <i>Dropbox</i>, attach the Rubric to the Dropbox instead of to the <i>Grade Item</i>.	IF NO: <ul style="list-style-type: none">There is no need to attach a <i>Rubric</i> to your <i>Grade Item</i>.
Do you want students to be able to see their <i>Grade</i> immediately after it is published to the <i>Grade Item</i>?	
IF YES: <ul style="list-style-type: none">Click <i>Save and Close</i>: the <i>Grade Item</i> is shown to students by default.	IF NO: <ul style="list-style-type: none">Click on the <i>Restrictions</i> tab. Select either <i>Hide this Grade Item</i> (you can change this back to <i>Grade Item is always visible</i> when you're ready to reveal the results) OR check <i>Grade Item is visible for a specific date range</i> and create a <i>Start Date</i>.Be warned that some submission tools like <i>Dropbox Folders</i> and <i>Quizzes</i> may reveal a grade to students, even if the associated <i>Grade Item</i> is hidden. Click here for information about to hide grades in these tools.
Do you want all students to be able to see this <i>Grade Item</i>?	
IF YES: <p>Click <i>Save and Close</i>: the <i>Grade Item</i> is shown to all students by default.</p>	IF NO: <p>Click on the <i>Restrictions</i> tab. Under <i>Release Conditions</i> click the <i>Create and Attach</i> buttons and create a restriction using the <i>Classlist > Group Enrolment</i> condition type to restrict to a particular cohort/group.</p>