

Grade a single assessment task comprising one item

Options to use when setting up your *Grade Item*:

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.Type the value of the assessment into the <i>Weight</i> field (e.g. if the assessment is worth 25% of the unit, type 25).	IF NO: <ul style="list-style-type: none">Type the value of the assessment task into the <i>Maximum Points</i> field (e.g. if the assessment is worth 25% of the unit, type 25).If you're using a 'weighted' grading system, type the same value into the <i>Weight</i> field (e.g. 25).
Do you want students to see their UTAS Grade (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 should already be selected).
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 to keep marks and/or feedback in draft until you are ready to publish the results to the <i>Grade Item</i>?	
IF YES: <ul style="list-style-type: none">When marking with a <i>Dropbox</i>, keep your marks in <i>Draft</i> and publish all student marks to the <i>Grades</i> tool in bulk.If you are using a <i>Quiz</i>, ensure that the <i>Submission View</i> for your <i>Quiz</i> does not allow students to see their score and feedback. You can publish the results en masse later.	IF NO: <ul style="list-style-type: none">There is no need to change any settings.
Do you want students to be able to see their grade 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>