Grade a single assessment task comprising one item

Scenarios

- Students submit their work to a MyLO Dropbox. Their submission is worth 100% of Assessment Task 1.
- Students contribute to one Discussion Topic. Their contributions to the topic are worth 100% of Assessment Task 1.
- Students complete a Quiz. The Quiz is worth 100% of Assessment Task 1.
- Students complete a presentation in class. It is worth 100% of the Assessment Task. As no files will be submitted, you will use a Standalone Grade Item.

You will need to:

1. [Create one Grade Item](#) and use the options described on page 3.
2. [Link a Dropbox/Discussion/Quiz with your new Grade Item](#). If students perform their task in class and do not need to submit something electronically, you can skip this step.
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Visual examples:

IN MANAGE GRADES VIEW
Note: If you are using a ‘Points’ grading system, you will not see the Weight column.

IN ENTER GRADES VIEW
Note: In this example, the marker has chosen to see the Points, Weighted and Grade Scheme results for each student.
# Grade a single assessment task comprising one item

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

<table>
<thead>
<tr>
<th>Do you want to mark out of 100 &amp; have MyLO calculate the final grade based on the value (weighting) of the task?</th>
</tr>
</thead>
</table>
| **IF YES:**  
  - Type 100 into the Maximum Points field.  
  - Type the value of the assessment into the Weight field (e.g. if the assessment is worth 25% of the unit, type 25).  |
| **IF NO:**  
  - Type the value of the assessment task into the Maximum Points 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 Weight field (e.g. 25).  |

<table>
<thead>
<tr>
<th>Do you want students to see their UTAS Grade (e.g. HD, DN…) or a Percentage?</th>
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</table>
| **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 should already be selected).  |

<table>
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<tr>
<th>Do you want to mark using an electronic Rubric?</th>
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| **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.  |

<table>
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<tr>
<th>Do you want to keep marks and/or feedback in draft until you are ready to publish the results to the Grade Item?</th>
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</table>
| **IF YES:**  
  - When marking with a Dropbox, keep your marks in Draft and publish all student marks to the Grades tool in bulk.  
  - If you are using a Quiz, ensure that the Submission View for your Quiz does not allow students to see their score and feedback. You can publish the results en masse later.  |
| **IF NO:**  
  - There is no need to change any settings.  |

<table>
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<tr>
<th>Do you want students to be able to see their grade immediately after it is published to the Grade Item?</th>
</tr>
</thead>
</table>
| **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.  |

<table>
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<tr>
<th>Do you want all students to be able to see this Grade Item?</th>
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</thead>
</table>
| **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.  |