

## 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.

Grade Item	Type	Association	Max. Points	Weight
Assessment 1	Numeric	Dropbox	10	10

Grade Item name

Grade Item is linked to a *Dropbox*.

Grade Item is marked out of 10, and worth 10% of the unit.

### IN *ENTER GRADES VIEW*

**Note:** In this example, the marker has chosen to see the *Points*, *Weighted* and *Grade Scheme* results for each student.

First Name ▲, Last Name, Org Defined ID	Assessment 1 ▼
View, Student, u88461	7 / 10, 7 / 10, DN

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

<b>Do you want to mark out of 100 &amp; have MyLO calculate the final grade based on the value (weighting) of the task?</b>	
<b>IF YES:</b> <ul style="list-style-type: none"><li>Type 100 into the <i>Maximum Points</i> field.</li><li>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).</li></ul>	<b>IF NO:</b> <ul style="list-style-type: none"><li>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).</li><li>If you're using a 'weighted' grading system, type the same value into the <i>Weight</i> field (e.g. 25).</li></ul>
<b>Do you want students to see their UTAS Grade (e.g. HD, DN...) or a Percentage?</b>	
<b>IF UTAS GRADE:</b> <ul style="list-style-type: none"><li>When choosing the <i>Grade Scheme</i>, select <i>UTAS Grades</i> from the drop-down list.</li></ul>	<b>IF PERCENTAGE:</b> <ul style="list-style-type: none"><li>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).</li></ul>
<b>Do you want to mark using an electronic <i>Rubric</i>?</b>	
<b>IF YES:</b> <ul style="list-style-type: none"><li>Whether you attach the <i>Rubric</i> to the <i>Grade Item</i> <a href="#">will depend on the tool you are using for submission</a>. <a href="#">Attach a <i>Rubric</i> to a <i>Grade Item</i></a> for most assessment types. If using a <i>Dropbox</i>, <a href="#">attach the <i>Rubric</i> to the <i>Dropbox</i></a> instead of to the <i>Grade Item</i>.</li></ul>	<b>IF NO:</b> <ul style="list-style-type: none"><li>There is no need to attach a <i>Rubric</i> to your <i>Grade Item</i>.</li></ul>
<b>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>?</b>	
<b>IF YES:</b> <ul style="list-style-type: none"><li>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.</li><li>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.</li></ul>	<b>IF NO:</b> <ul style="list-style-type: none"><li>There is no need to change any settings.</li></ul>
<b>Do you want students to be able to see their grade immediately after it is published to the <i>Grade Item</i>?</b>	
<b>IF YES:</b> <ul style="list-style-type: none"><li>Click <i>Save and Close</i>: the <i>Grade Item</i> is shown to students by default.</li></ul>	<b>IF NO:</b> <ul style="list-style-type: none"><li>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>.</li><li>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. <a href="#">Click here for information about to hide grades in these tools</a>.</li></ul>
<b>Do you want all students to be able to see this <i>Grade Item</i>?</b>	
<b>IF YES:</b> <p>Click <i>Save and Close</i>: the <i>Grade Item</i> is shown to all students by default.</p>	<b>IF NO:</b> <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 &gt; Group Enrolment</i> condition type to restrict to a particular cohort/group.</p>