

# HOW TO SET UP YOUR GRADES TOOL

MyLO's *Grades* tool is flexible and offers many options for recording, tracking and calculating student grades. This document provides an overview, and helps you set up *Grades* to best meet your needs. It also provides examples of common grade management scenarios and includes MyLO *Grades* settings suited to each scenario.

## How to use this document

### If you are new to *Grades*...

- Familiarise yourself with some commonly used terms (see p. 2) and the *Grades* tool environment (see p. 3).

### If you want to set up your *Grades* tool to maximise efficiency of grades management and marking...

- Decide whether you will use a *points* or *weighted* grade system (see p. 4), and set up the system accordingly (see p. 5). Most of the grading scenarios (see p. 13) described in this document require the use of a *weighted* system.
- Decide how you want student to see their grades (see p. 7) and set up your *Grades* tool (see p. 8) accordingly. If you prefer students to see a *UTAS Grade* instead of a percentage, you should consider changing your default *Grade Scheme* (see p. 6)
- Set up your view of student *Grades* to suit your needs (see p. 9).

### If you need to identify solutions to meet your *Grading* needs, and set up your *Grades* tool...

- The *Grading with different MyLO tools* table (p. 12) provides you with advice about the relationship between tools like *Dropbox Folders*, *Discussions* and *Quizzes*.
- Do you cater to different cohorts of students using the same MyLO site? The information on page 10 will be useful when you're making decisions about how to set up your *Grades* tool.
- Review the sample grading scenarios (p. 13). Each scenario links to a *Grades* solution which details the grading system required, what needs to be created and the settings required for each tool.
- A range of step-by-step guides detail how to set up *Categories* (p. 43) and *Grade Items* (p. 45), and link *Grade Items* to items like *Dropboxes*, *Quizzes* and *Discussions* (p. 48).

### If you are approaching the end of your unit...

- Learn how to mark a final assessment, without releasing the grade to your students (p. 52).
- Learn how to release an internal grade to students before they sit their exams (p. 54).
- Learn how to can export your *Grades* to an Excel spreadsheet for safe keeping (p. 51).

# HOW TO SET UP YOUR GRADES TOOL

## Commonly used terms and their meanings

### **Grade Item**

A column of the *Grades* tool dedicated to tracking the grades associated with a particular task. It may be associated with a MyLO assessment tool like a *Dropbox* or *Quiz*, or it could be a standalone item used to track classroom participation or presentations.

### **Standalone Grade Item**

A *Grade Item* that is not linked to any type of MyLO activity. Generally used to track attendance and participation, or the scores associated with an in-class performance (like a presentation).

### **Category**

Used to organise *Grade Items* into clusters. It can convert the sum total of all the *Grade Items* in the *Category* in accordance with specified weightings. The outcome of this calculation is seen as a *Subtotal*. *Categories* can also be set up to drop a specified number of *items* with the lowest or highest grades, or to drop ungraded *items*.

### **Settings**

Used to control elements of the *Grades* tool, such as whether a points or weightings system is used, the way students see their *Grades* (by default) and the way you see *Grades*.

### **Release Conditions**

Control student access to objects, based on date, or on *Group* membership (including whether students are enrolled in *Internal* or *External* study modes).

# HOW TO SET UP YOUR GRADES TOOL

## MyLO Grades: A snapshot of the *Standard View*

**Enter Grades** shows the standard view of Grades. Best for getting a general overview of student progress.

**Manage Grades** provides an overview of *Grade Items* and *Categories*. Useful when setting up the Grades tool and managing *Items*.

This button provides access to the Grades tool for both teachers and students.

**Switch to spreadsheet view** is useful when you want to quickly type student grades into *Grade Items*.

**Settings** allow you to change the default settings of the Grades tool, including the way you, and students, see their grades. You can also choose whether to use a *points* or *weighted* system.

**Import** **Export** **More Actions**

View By: User **Apply**

Search For: View Student **Show Search Options**

1 Search Result **Clear Search**

**Email** 20 per page

Allows you to select specific *Grade Items* to view.

A Grade Item records marks for one particular task. May be 'standalone' or associated with a *Dropbox*, *Quiz* or *Discussion*.

**Switch to Spreadsheet View**

You can search for individual students (*Users*) or filter by *Group*.

*Categories* can be used to group related *Items* and calculate a subtotal from those items, even when the value of each item is different.

Shows the subtotal of *Items* in a *Category*.

First Name ▲, Last Name, Org Defined ID	Final Grades		Argumentative E ▼	Assessment 1: Reflective Writing Summaries ▼			Subtotal
	Final Calculated Grade ▼			Reflective Summary Individual ▼	Reflective Summary Group ▼	Reflective Summary Organisation ▼	
<input type="checkbox"/> View, Student, u81819	34 / 60, 57 %		23 / 30, 23 / 30, DN	86 / 100, 4 / 5, HD	67 / 100, 3 / 5, CR	79 / 100, 4 / 5, DN	12 / 15, 77 %

**Email** 20 per page

You can *Import* and *Export* Grades to or from a CSV file (e.g. Excel spreadsheet).

This row shows all the grades associated with a student called *View Student*.

*Final Calculated Grade* shows a student's progress by calculating the total of marks received from marked items. Can be released to students. Good indicator of student progress.

A small icon indicates that this grade is linked to an object, like a *Dropbox*, and that the student has completed this activity.

## Should I use a 'weighted' or 'points' grading system?

Before you start building your *Grades* tool, you should make a decision about the grading system that you're going to use. This decision will impact on the options you will have available to you when setting up *Categories* and *Grade Items*.

### Points system

The points system is simple, but it does have limitations. It does not suit scenarios where multiple *Grade Items* contribute to the same assessment task. Furthermore, the *Final Grade Calculation*, which shows a student's progress on marked assessments to date, will show only a percentage or UTAS Grade when this system is used. A points system suits scenarios in which you have only one *Grade Item* per assessment task for all students. The image below shows a *Grades* tool using a points system.

First Name ▲, Last Name, Org Defined ID	Final Grades	Assessment 1 ▼	Assessment 2 ▼	Assessment 3 ▼	Assessment 4 ▼
	Final Calculated Grade ▼				
View, Student, u88461	75 %	7 / 10, DN	13 / 20, CR	27 / 35, DN	28 / 35, HD

### Weighted system

Using a weighted system provides you with more flexibility. Firstly it allows you to mark a *Grade Item* out of 100 points. MyLO can then calculate the overall grade according to the weight allocated to the *Item*. Weightings can also be used to determine the contribution that a particular *Grade Item* makes to a *Category*. For example, let's say you have *Part 1* and *Part 2* of *Assessment 3*. Each part is marked separately, but you need an overall score for the assessment. *Assessment 3* is worth 35% (35/100) of the unit. You can set up *Part 1* to be worth 20% of the assessment task, and *Part 2* to be worth 80%. The *Category Subtotal* will calculate the overall grade for *Assessment 3*.

Final Grades	Assessment 1 ▼	Assessment 2 ▼	Assessment 3 ▼			Assessment 4 ▼
Final Calculated Grade ▼			Part 1 ▼	Part 2 ▼	Subtotal	
76 / 100, 76 %	7 / 10, 7 / 10, DN	13 / 20, 13 / 20, CR	67 / 100, 5 / 7, CR	84 / 100, 24 / 28, HD	28 / 35, 81 %	28 / 35, 28 / 35, 80 %

Raw points  
(score out  
of 100).

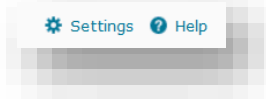
The student has received a  
credit overall for this part  
of the task.

*Subtotal* shows  
the total score  
for the task.

Score after weighting is applied.  
This task is worth 20% of 35%, or  
7/35. The student has scored 5  
out of a possible 7.

## Check or change grading system

1. Go to the *Grades* tool and select the *Settings* option (it appears to the top right of the screen).



2. Choose the *Calculation Options* tab.
3. Under the *Grading System* heading, you will see the *Weighted* and *Points* systems. The radio box that is checked represents the grading system currently in use. You can change systems by checking the radio box next to your preferred system and pressing the *Save* button at the bottom of the screen.

### Calculation Options

**Personal Display Options**   **Org Unit Display Options**   **Calculation Options**

#### Grading System

**Grading System**

Weighted ?

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

Points ?

**Example:**  
Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

Final Grade: /240 points

Formula ?

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

#### Final Grade Released

**Release**

Calculated Final Grade ?

Adjusted Final Grade ?

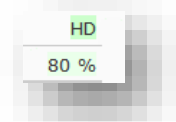
#### Grade Calculations

**Save**   **Close**

## Set a default *Grade Scheme*

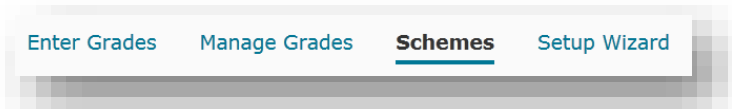
MyLO has a series of *Grade Schemes*. These control how a score is interpreted to students. The two main *Grading Schemes* in use at UTAS are:

- *UTAS Grades*: students see their score represented as a *NN, PP, CR, DN* or *HD*.
- *Percentage*: students see their score represented as a percentage



By default, MyLO uses the *Percentage Grade Scheme*. If you would prefer to use the *UTAS Grades Scheme* for most *Grade Items*, save yourself some time by setting it as the default for your *Grades* tool. Do this before you create your *Grade Items* for maximum efficiency.

1. Open the *Grades* tool.
2. Click on the *Schemes* tab.



3. You will see a list of available *Schemes*. The *Percentage Scheme* will be checked as the *Default Scheme*. To change *schemes*, click on the check (tick) icon next to your preferred *scheme*.

Scheme Name	Default Scheme	Set As Default
Organisation Schemes		
Percentage ⓘ	✓	
Letter Grade		✓
Pass/Fail		✓
UTAS Grades		✓

Clicking this check (tick) will make *UTAS Grades* the default *scheme*.

4. You will be prompted to confirm your choice of *scheme*. Click the *Yes* button.
5. Your chosen *scheme* should now be checked as the *Default Scheme*.

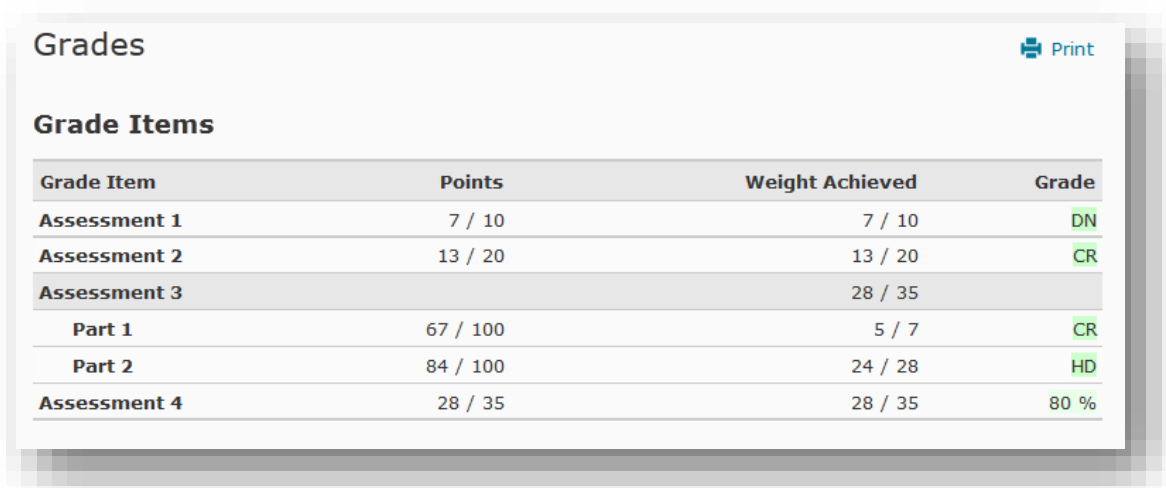
Scheme Name	Default Scheme	Set As Default
Organisation Schemes		
Percentage ⓘ		✓
Letter Grade		✓
Pass/Fail		✓
UTAS Grades	✓	

## How will students see their *Grades*?

You can easily change how students see their *Grades*, especially if you do this before you start setting up your *Grade Items*.

You can choose to allow students to see one or all of the following views. We wouldn't recommend showing all of these, as it can be quite confusing! To demonstrate, however, we have chosen to show all the views in the image below. The image shows what a student would see.

- **Points grade (shown as *Points* to students)**  
This shows students their raw score out of the total possible points associated with the task. In the image below, *Assessment 3* is an example of two items that are marked out of 100 points, but weighted to their true value. Generally, this view is not displayed to students.
- **Weighted grade (shown as *Weight Achieved* to students)**  
This shows the student what they have received out of the total *value* of the assessment task. In the image below, *Assessment 3* is worth 35% of the unit. Two tasks (*Grade Items*) combine to provide the student with 28 out of 35 possible marks. This view only works when a 'weighted' grading system is in use. Note that it is the only view that will show an overall score for a *Category* to the student.
- **Grade scheme symbol (shown as *Grade* to students)**  
What the students see will depend on what you choose as the *Grade Scheme* for each *Grade Item*. You can choose the *Percentage* grade scheme (so students see their score represented as a percentage) OR the *UTAS Grades* scheme, which shows students their grade (e.g. *NN*, *PP*, *CR*, *DN* or *HD*). To save time, you may wish to change the default *Grade Scheme* for your unit (see instructions on p. 6). In the image below, the *UTAS Grades* scheme was used for all *Grade Items*, except *Assessment 4*, which uses the *Percentage* grading scheme.

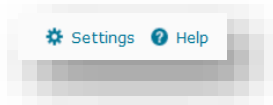


The screenshot shows a 'Grades' report with a 'Print' button in the top right corner. Below the title is a 'Grade Items' section containing a table with the following data:

Grade Item	Points	Weight Achieved	Grade
Assessment 1	7 / 10	7 / 10	DN
Assessment 2	13 / 20	13 / 20	CR
Assessment 3		28 / 35	
Part 1	67 / 100	5 / 7	CR
Part 2	84 / 100	24 / 28	HD
Assessment 4	28 / 35	28 / 35	80 %

## Set up the default for how students see their *Grades*.

1. Go to the *Grades* tool and select the *Settings* option (it appears to the top right of the screen).



2. Choose the *Org Unit Display Options* tab. Choose the settings you require, then click on the *Save* button.

**Org Unit Display Options**

Personal Display Options | **Org Unit Display Options** | Calculation Options

**Managing View Display Options**

Decimals Displayed \*  
Number of decimal places to display 2

**Student View Display Options**

Grade Details

- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme colour

Decimals Displayed \*  
Number of decimal places to display 2

Characters Displayed \*  
Number of characters to display for Text items 20

Final Grade Calculation

- Display how final grade was calculated to users

Save Close

Type in 2 here. This allows you to see decimal places in your view of *Grades*.

Choose the *Grade Detail* options that you would like your students to see. At a minimum, choose *Grade Scheme Symbol* and *Grade Scheme Colour*. Choose the *Weighted grade* option if you intend to use a weighted system and *Categories*. We generally do not recommend selecting the *Points Grade* option.

We recommend showing 2 decimal points to students if you plan to show them their *Points* and *Weighted* grades.

### REMEMBER:

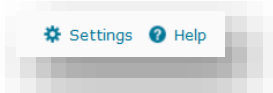
If you ever need to, you can override the default *Grade Scheme* for individual *Grade Items*.



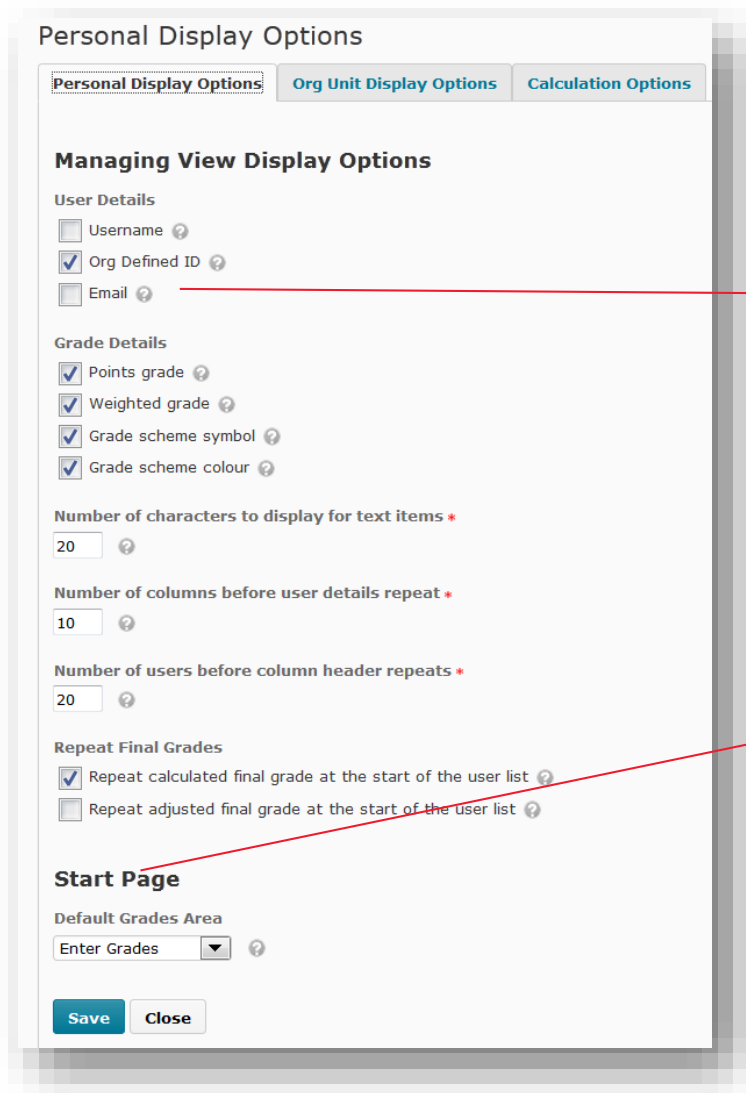
## Change how you see *Grades*

You can easily change how you see grades in the *Grades* tool. For example, you may wish to see only the *Grade Scheme*, or you can choose to see *Points*, *Weighted* and *Grade Schemes* presented. Note that these changes will apply only to YOUR view of the *Grades* tool. Tutors and other colleagues who wish to see the same view, will have to follow the procedure below themselves.

1. Go to the *Grades* tool and select the *Settings* option (it appears to the top right of the screen).



2. Choose the *Personal Display Options* tab. Choose the settings you require, then click on the *Save* button. You can change these settings at any time.



Choose the *Grade Detail* options that you would like to see. At a minimum, choose *Grade Scheme Symbol* and *Grade Scheme Colour*. Choose the *Weighted grade* option if you intend to use a weighted system and *Categories*. Many staff like to have all four options selected, including the *Points Grade* option.

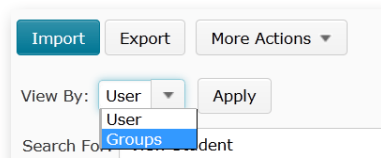
Controls which view is presented to you when you open the *Grades* tool. If you often need to check student results or record results, keep the *Enter Grades* option. If you're more likely to set up *Grade Items* and *Categories*, choose the *Manage Grades* option.

## Do I need to create different *Grade Items* and *Categories* to represent different cohorts of students?

We do not recommend creating different *Grade Items* or *Categories* for different cohorts, unless the submission methods used for each cohort are substantially different (see scenarios on next page).

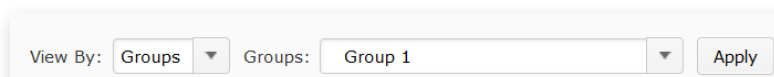
Markers can easily change the marking environment to view a specific group of students. This means there is no need to create separate *Dropbox Folders* or *Grade Items* to differentiate between cohorts (in most cases). You can choose to view and mark only *External* or *Internal* students. If you have set up tutorial/workshop groups using the MyLO *Groups* tool, you can choose to mark students in a particular tutorial/workshop group. You can do this in any environment that features the *View By* tool, as shown below.

1. First, select *Groups* from the *View by* drop-down menu, then click the *Apply* button.



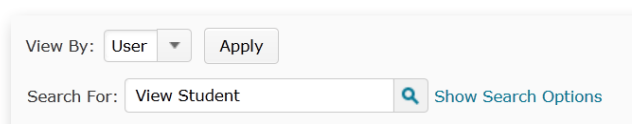
A screenshot of a user interface showing a 'View By' dropdown menu. The menu is open, displaying 'User' and 'Groups' as options. 'Groups' is highlighted in blue. Above the dropdown are buttons for 'Import', 'Export', and 'More Actions'. Below the dropdown is a search field labeled 'Search For' with the text 'Student' and a magnifying glass icon.

2. Next, choose the appropriate *Group* from the *Groups* drop-down menu and click the *Apply* button.



A screenshot of a user interface showing the 'View By' dropdown menu set to 'Groups'. To the right, a 'Groups' dropdown menu is open, showing 'Group 1' as the selected option. An 'Apply' button is visible to the right of the 'Groups' dropdown.

3. Alternatively, you can choose to limit your view to a particular student. To do this, select *User* from the *View By* dropdown list (if it isn't already selected) and click *Apply*. Next, enter all (or part) of the student's name into *Search for* field, and click on the magnifying glass icon. You should now see only students matching your search criteria.



A screenshot of a user interface showing the 'View By' dropdown menu set to 'User'. Below it, a search field labeled 'Search For' contains the text 'View Student'. To the right of the search field is a magnifying glass icon and a link labeled 'Show Search Options'.

**TIP:** To view the full class again, select *User* from the *View By* list and click on the *Apply* button.

**Some examples of scenarios that require the creation of different *Grade Items* to represent different cohorts**

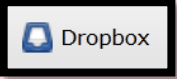
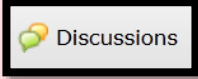
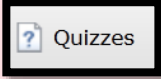
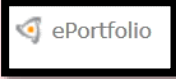
1. All students must deliver a presentation. Face-to-face students do this in class. They also respond to questions about their presentation in class. The marker records F2F students' grades for both activities in a single standalone *Grade Item* in MyLO. Distance students must submit a presentation to a *Dropbox* folder. Thereafter, their presentations are shared in a *Discussion Topic*. They must reply to students' queries about their presentation. The marks for their replies are recorded in a *Grade Item* connected to the *Discussion*.
2. Students must contribute to small group discussion tasks over a period of time. Each group requires its own *Discussion Topic*; therefore, a different *Grade Item* has to be created to connect to each group's *Topic*.

Even in these scenarios, there may be some creative ways to avoid the creation of multiple *Grade Items*. For example, in Scenario 1 all students could be required to submit their slides/notes to a *Dropbox* prior to their presentation, and all marks could be recorded in the same *Grade Item*.

We suggest discussing different scenarios with a member of the Flexible Education Team ([Teaching.TSBE@utas.edu.au](mailto:Teaching.TSBE@utas.edu.au)). It is best to do this whilst designing your assessment tasks, as small changes made at this point can make a big difference to the organisation and complexity of your *Grades* tool down the track.

## Grading with different MyLO tools

This table provides an overview of common MyLO tools, and their relationship to *Grade Items*. It also takes into account electronic *Rubrics*, *Turnitin* and *Grademark*.

	 Dropbox	 Discussions	 Quizzes	 ePortfolio	<b>Standalone Grade Items</b>
<b>Attach a <i>Grade Item</i> or use a standalone <i>Grade Item</i>?</b>	Attach a <i>Grade Item</i> (instructions p. 45 & 48)	If you are not using a <i>Rubric*</i> , attach a <i>Grade Item</i> (instructions p. 45 & 48)	Attach a <i>Grade Item</i> (instructions p. 45 & 48)	Create a <i>Dropbox Folder</i> for students to submit to. Attach a <i>Grade Item</i> to the <i>Dropbox Folder</i> (instructions p. 45 & 48)	Use for performances that cannot be submitted, like tracking participation (instructions p. 45)
<b>Can <i>Turnitin</i> be used?</b>	Yes	No	No	No	No
<b>Can <i>Grademark</i> be used?</b>	Yes (depending on type of file submitted)	No	No	No	No
<b>Attach a MyLO <i>Rubric</i></b>	Attach it to the <i>Dropbox</i> .	*You can use a <i>Rubric</i> , but the grading process will be quite complex. Use a standalone <i>Grade Item</i> instead of attaching a <i>Grade Item</i> to the <i>Discussion</i> . Attach the <i>Rubric</i> to the <i>Grade Item</i> .	It is possible to use a <i>Rubric</i> for feedback purposes; however, typing directly into the feedback fields within the <i>Quiz</i> tool itself is easier and more efficient. You can attach a feedback (text) <i>Rubric</i> to a <i>Quiz</i> OR a <i>Grade Item</i> associated with a <i>Quiz</i> , but how you mark and where students see the <i>Rubric</i> will differ accordingly.	Attach it to the <i>Dropbox</i> . Requires the use of two monitors – one to view the <i>Rubric</i> , and another to view the students' work. Does not work well in Google Chrome.	Attach the <i>Rubric</i> to the <i>Grade Item</i> . Best used for feedback purposes only.
<b>Mark and provide feedback to a group</b>	<i>Dropbox</i> must be set up as a <i>Group Dropbox</i> when it is first created.	N/A	N/A	N/A	N/A
<b>Alter an individual group member's grade</b>	Do this in the associated <i>Grade Item</i> . Direct students to look at the <i>Grades</i> tool for their final results for the task.	N/A	N/A	N/A	N/A

## Solutions to common grading scenarios

Choose a scenario from the left column, then refer to the solution in the right column.

Scenarios	Solutions		
<ul style="list-style-type: none"> <li>Students submit their work to a MyLO <i>Dropbox</i>. Their submission is worth 100% of Assessment Task 1.</li> <li>Students contribute to one <i>Discussion Topic</i>. Their contributions to the topic are worth 100% of Assessment Task 1.</li> <li>Students complete a <i>Quiz</i>. The <i>Quiz</i> is worth 100% of Assessment Task 1.</li> <li>Students complete a presentation in class. It is worth 100% of the Assessment Task. As no files will be submitted, you will use a <i>Standalone Grade Item</i>.</li> </ul>	<p>} Grade a single assessment task comprising one item (refer to p. 14)</p>		
<ul style="list-style-type: none"> <li>Students submit four items at different points, each to a separate <i>Dropbox</i>. Three submissions are each worth 10%. The fourth submission is worth 70% of Assessment Task 3.</li> <li>Students submit four items at different points during your unit, each to a separate <i>Dropbox</i>. Each submission is worth 25% of Assessment Task 3.</li> <li>Students complete 10 <i>Quizzes</i>. Each <i>Quiz</i> is worth 10% of Assessment Item 3.</li> <li>Students work in groups to create a Report. It is submitted to a group <i>Dropbox</i> and worth 70% of Assessment Item 3. Students then submit a personal reflection about the task to an individual <i>Dropbox</i>. This is worth 30% of Assessment Item 3.</li> </ul>		<p>} Grade a single assessment task comprising two or more items (refer to p. 17)</p>	
<ul style="list-style-type: none"> <li>Students will deliver a presentation and respond to questions for an Assessment Task worth 35 marks. Internal students deliver their presentation and respond to questions in class. You will use a standalone <i>Grade Item</i> to provide these students with a grade and feedback. Distance students will pre-record a presentation. They will submit a copy to a <i>Dropbox</i> (worth 70%). You make the presentations available for viewing by linking to them to a <i>Discussion Topic</i>. You will mark the <i>Discussion Topic</i> to assess how students respond to questions about their presentation (worth 30%).</li> </ul>			<p>} Distance students and face-to-face students complete different items as part of the same assessment task (refer to p. 22)</p>
<ul style="list-style-type: none"> <li>Students must deliver a presentation for one assessment task. The task is worth 20% of the unit assessment. Students may deliver their presentation at a nominated tutorial time between weeks 5 and 10 of semester. You decide to make students submit their presentation plan/slides to a <i>Dropbox</i> the day prior to their scheduled presentation session. You will provide feedback to students and record their mark via the <i>Dropbox</i> folder. The issue you need to resolve here is different due dates for different students.</li> </ul>			
<ul style="list-style-type: none"> <li>Each week, students complete a <i>Quiz</i> as preparation for class. There are 12 <i>Quizzes</i>. The two lowest scores are dropped, so that the 10 remaining <i>Quizzes</i> contribute 10% each towards Assessment Task 2, worth a total of 10 marks.</li> <li>You wish to monitor student participation. Each week, a score is recorded for each student in a standalone <i>Grade Item</i>. The five highest scoring <i>Grade Items</i> are calculated to form the final grade for Assessment Task 2, worth a total of 10 marks.</li> </ul>	<p>} Students submit several items. Only a select number of these items will count towards the final grade for the assessment task (refer to p. 33)</p>		
<ul style="list-style-type: none"> <li>You monitor students' participation in weekly tutorials and workshops. Participation is not assessable, however, you wish to collect data about participation to inform the ongoing development of your unit.</li> <li>You monitor students' participation in weekly tutorials and workshops for assessment purposes. You would prefer to make a judgement about a student's participation overall (rather than have MyLO calculate a score automatically), and record a mark based on your judgement.</li> </ul>		<p>} Track student progress without generating a grade (refer to p. 37)</p>	

## 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.

# Grade a single assessment task comprising one item

## 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

## Grade a single assessment task comprising one item

### 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>



## 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](#).

## Grade a single assessment task comprising two or more items

### 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 %

## Grade a single assessment task comprising two or more items

### 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*.

## Grade a single assessment task comprising two or more items

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

<b>Link your <i>Grade Item</i> to your <i>Category</i></b>	
<ul style="list-style-type: none"><li>Select the name of the <i>Category</i> that you created from the <i>Category</i> dropdown menu.</li></ul>	
<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>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%.</li></ul>	<b>IF NO:</b> <ul style="list-style-type: none"><li>Type your preferred score into the <i>Maximum Points</i> field.</li><li>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%.</li></ul>
<b>Do you want students to see their <i>UTAS Grade</i> (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 is auto selected anyway).</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 Rubric to a Grade Item</a> for most assessment types. If using a <i>Dropbox</i>, <a href="#">attach the Rubric to the Dropbox</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 students to be able to see their <i>Grade</i> 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>



## Distance students and face-to-face students complete different items as part of the same assessment task

### Example

Students will deliver a presentation and then respond to questions from teachers and peers for an Assessment Task worth 35 marks. Face-to-face (F2F) students deliver their presentation and respond to questions in class. You will use a standalone *Grade Item* to provide F2F students with a grade and feedback. Distance students will pre-record a presentation. They will submit a copy to a *Dropbox* (worth 70%). You make the presentations available for viewing by linking to them to *Discussion Topic*. You will mark the *Discussion Topic* to assess how students respond to questions about their presentation (worth 30%).

### Grading system and other requirements

This method [requires the use of a weighted grading system](#). See also the instructions for marking un-submitted and irrelevant items below.

### You will need to create:

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.

## Distance students and face-to-face students complete different items as part of the same assessment task

### Visual example:

#### IN MANAGE GRADES VIEW

Assessment 3				35
In Class Presentation	Numeric	-	100	100
Distance Presentation Submission	Numeric	Dropbox	100	70
Distance Q&A	Numeric	Discussions	100	30

Category Name

Grade Items linked to the Category are shown as indented.

This symbol indicates that Release Conditions have been applied to the Grade Item, meaning only certain students can see it.

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. Note that grades have been recorded only for the *Distance Presentation* and *Distance Q&A*, as this student is studying by Distance.

First Name ▲, Last Name, Org Defined ID	F2F Presentation	Distance Pres	Distance Q&A	Subtotal
View, Student, u88461	- / 100, - / -, -	82 / 100, 20.09 / 24.5, HD	75 / 100, 7.88 / 10.5, DN	27.97 / 35, 79.9 %

No grade has been recorded here. This is deliberate. As no grade has been recorded, this item will be dropped from the *Category Subtotal*.

## Distance students and face-to-face students complete different items as part of the same assessment task

### 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*).

#### Set the *Grading option*

- 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*.



## Distance students and face-to-face students complete different items as part of the same assessment task

### Options to use when setting up 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.
- You will need to specify a *Weight* for each *Grade Item*. The *Weight* should reflect the value (out of 100) that the item contributes to the Assessment Task for a specific cohort of students. So, if Distance students submit two pieces of work to separate *Dropboxes*, the first *Dropbox* might be linked with a *Grade Item* with a *Weight* of 70%, while the second is linked to a *Grade Item* with a *Weight* of 30%. If the *Face to Face* students submit to only one *Dropbox*, then the *Grade Item* linked to it would have a *Weight* of 100%. The combined value of all the *Grade Items* in the *Category* should be 200%.

##### IF NO:

- Type your preferred score into the *Maximum Points* field.
- You will need to specify a *Weight* for each *Grade Item*. The *Weight* should reflect the value (out of 100) that the item contributes to the Assessment Task for a specific cohort of students. So, if Distance students submit two pieces of work to separate *Dropboxes*, the first *Dropbox* might be linked with a *Grade Item* with a *Weight* of 70%, while the second is linked to a *Grade Item* with a *Weight* of 30%. If the *Face to Face* students submit to only one *Dropbox*, then the *Grade Item* linked to it would have a *Weight* of 100%. The combined value of all the *Grade Items* in the *Category* should be 200%.

#### 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](#).

#### Ensure that students only see the *Grade Items* that relate to them



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. You will need to use the *Default Group Study Mode External* group to release a *Grade Item* to distance students, or the *Default Group Study Mode Internal* group to release a *Grade Item* to face-to-face students.

### When marking:

- Do not record a mark for items that a student does not need to submit.
- If a student fails to submit an item that they are expected to complete, [record a 0 as their grade](#).

In the example below, Tam is studying F2F, while View Student is studying by Distance. Tam has received a mark of 67/100 for the presentation she delivered in class. No marks need to be recorded for the other tasks, as the *F2F Presentation* is worth 100% of Assessment 3 (A3) for F2F students.

View Student, on the other hand, failed to participate in the *Distance Q&A* required of Distance students. To account for this, a 0 mark was recorded for this task, bringing down the student's overall mark (*Subtotal*) for the assessment task accordingly.

First Name ▲, Last Name, Org Defined ID	A3 ▼			
	F2F Presentation ▼	Distance Pres ▼	Distance Q&A ▼	Subtotal
 Tam, Lynch, 02161127	67 / 100	/ 100	/ 100	23.45 / 35, 67 %
 View, Student, u88461	/ 100	82 / 100	0 / 100	20.09 / 35, 57.4 %

## Students submit the same assessment task at different times

### Example

Students must deliver a presentation for one assessment task. The task is worth 20% of the unit assessment. Students may deliver their presentation at a nominated tutorial time between weeks 5 and 10 of semester. You decide to make students submit their presentation plan/slides to a *Dropbox* the day prior to their scheduled presentation session. You will provide feedback to students and record their mark via the *Dropbox* folder. The issue you need to resolve here is different due dates for different students.

### Options

You have three options in this scenario:

1. Create a *Dropbox* with no *Start*, *Due* or *End Date* restrictions and link it to a single *Grade Item* (see [Grade a single assessment task comprising one item](#)). A date will be recorded against each student's submission, but overdue submissions will not be flagged as late.
2. Place students in presentation groups (based on their presentation delivery date) using the *Groups* tool. [Create one Dropbox](#) and associate a *Grade Item* (see [Grade a single assessment task comprising one item](#)) Use the *Dropbox Restrictions* to [add a Special Access condition](#) for each presentation group. The *Special Access* condition will need to specify a *Due date* unique to that group. Students will see the due date specified by their *Special Access* condition. Their submission will be flagged as late if they fail to submit before the due date set as their *Special Access* condition.
3. This is the most complex option. Place students in presentation groups (based on their submission date) [using the Groups tool](#). [Create a unique Dropbox folder](#) for each presentation group. You will also need to [create a new Grade Item](#) to attach to each *Dropbox*. You may wish to restrict access to each *Dropbox* and *Grade Item* according to *Group* membership [by using Release Conditions](#).

The remainder of this section assumes that you have chosen option 3. If you have chosen options 1 or 2, refer to the instructions for [Grade a single assessment task comprising one item](#).

### Grading system and other requirements

This method requires the [use of a weighted grading system](#) and the use of a special marking method (refer to page 6).

## Students submit the same assessment task at different times

### You will need:

1. [Create one Category](#) to represent the assessment task and use the options suggested on page 4.
2. [Create one Grade Item per Dropbox](#) and use the options suggested on page 5. You must link each *Grade Item* to the *Category* that you have created.
3. Create one *Dropbox* for each presentation group. You must [link each Dropbox with one of the Grade Items](#) that you have created.

## Students submit the same assessment task at different times

### Visual example:

#### IN MANAGE GRADES VIEW

**Note:** Note that each *Grade Item* is worth 100%, as students will only have to deliver their presentation during only one of the nominated weeks.

Grade Item	Type	Association	Max. Points	Weight
Assessment 1 Presentation ▾				10
Week 5 Presentations ▾	Numeric	Dropbox ⓘ	10	100
Week 6 Presentation ▾	Numeric	Dropbox ⓘ	10	100
Week 7 Presentation ▾	Numeric	Dropbox ⓘ	10	100
Week 8 Presentation ▾	Numeric	Dropbox ⓘ	10	100

Category Name

Grade Items linked to the Category are shown as indented.

Students are marked out of 10. As students only submit one presentation, the weight of each *Grade Item* is set to 100% (e.g. one presentation is worth 100% of 10%)

Category is 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. The *Subtotal* shows the calculation of the students' overall mark for the assessment task.

Note that each student only has a grade recorded in only one *Grade Item* column. All other columns are left empty for that student (e.g. no grade is recorded).

First Name ▲, Last Name, Org Defined ID	Assessment 1 Presentation ▾					Subtotal
	Week 5 ▾	Week 6 ▾	Week 7 ▾	Week 8 ▾		
Tam, Lynch, 02161127	- / 10, - / -, -	9 / 10, 9 / 10, 90 %	- / 10, - / -, -%	- / 10, - / -, -%	9 / 10, 90 %	
View, Student, u88461	7 / 10, 7 / 10, DN	- / 10, - / -, -%	- / 10, - / -, -%	- / 10, - / -, -%	7 / 10, 70 %	

## Students submit the same assessment task at different times

### 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*).

#### Set the *Grading* option

- 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*.

## Students submit the same assessment task at different times

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



<b>Link your <i>Grade Item</i> to your <i>Category</i></b>	
<ul style="list-style-type: none"> <li>Select the name of the <i>Category</i> that you created from the <i>Category</i> drop-down menu.</li> </ul>	
<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>	<b>IF NO:</b>
<ul style="list-style-type: none"> <li>Type 100 into the <i>Maximum Points</i> field.</li> </ul>	<ul style="list-style-type: none"> <li>Type your preferred score into the <i>Maximum Points</i> field.</li> </ul>
<b>Do students only need to deliver one presentation, or several?</b>	
<b>IF ONE PRESENTATION:</b>	<b>IF SEVERAL PRESENTATIONS:</b>
<ul style="list-style-type: none"> <li>Type 100 into the <i>Weight</i> field of each <i>Grade Item</i>.</li> </ul>	<ul style="list-style-type: none"> <li>If students need to deliver two presentations, type 50 into the <i>Weight</i> field.</li> <li>If they need to deliver three presentations, type 33.33333333333333 into the <i>Weight</i> field etc.</li> </ul>
<b>Do you want students to see their <i>UTAS Grade</i> (e.g. <i>HD, DN...</i>) or a <i>Percentage</i>?</b>	
<b>IF UTAS GRADE:</b>	<b>IF PERCENTAGE:</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>	<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 is auto selected anyway).</li> </ul>
<b>Do you want to mark using an electronic <i>Rubric</i>?</b>	
<b>IF YES:</b>	<b>IF NO:</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>	<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 students to be able to see their <i>Grade</i> immediately after it is published to the <i>Grade Item</i>?</b>	
<b>IF YES:</b>	<b>IF NO:</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>	<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>Ensure that students see only the <i>Grade Items</i> that relate to them</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 Condition Type</i> to restrict to a particular cohort/group. You will need to use the <i>Default Group Study Mode External</i> group to release a <i>Grade Item</i> to distance students, or the <i>Default Group Study Mode Internal</i> group to release a <i>Grade Item</i> to face-to-face students.</p>	

## Students submit the same assessment task at different times

### When marking:

You will need to do the following:

- Record marks only for those *Grade Items* that the student needs to complete. Leave the other *Grade Items* unmarked. For example, if Tam needs to deliver only one presentation, and delivers it during *Week 6*, record a mark for her only in the *Week 6 Grade Item*.
- If a student fails to submit an item that they are expected to complete, record a *0* as their grade. For example, View Student failed to deliver their presentation for *Week 5* and has therefore received *0* for this assessment task.

First Name ▲, Last Name, Org Defined ID	Assessment 1 Presentation ▼			
	Week 5 ▼	Week 6 ▼	Week 7 ▼	Week 8 ▼
 Tam, Lynch, 02161127	<input type="text"/> / 10	9 <input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10
 View, Student, u88461	0 <input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10



**Students submit several items. Only a select number of these items will count towards the final grade for the assessment task**

### Examples

- Each week, students complete a *Quiz* as preparation for class. There are 12 *Quizzes*. The two lowest scores are dropped, so that the 10 remaining *Quizzes* contribute 10% each towards Assessment Task 2, worth a total of 10 marks.
- You wish to monitor student participation. Each week, a score is recorded for each student in a standalone *Grade Item*. The five highest scoring *Grade Items* are calculated to form the final grade for Assessment Task 2, worth a total of 10 marks.

### Grading system and other requirements

This method requires the [use of a weighted grading system](#). When marking, you will need to record '0' as the grade for any un-submitted *Quizzes* or to represent non-attendance/lack of participation. Once the students have completed their final task, you will need to make a slight alteration to the *Category* settings so that the *Category* 'drops' the required number of *Grade Items*.

### 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 task](#), either standalone (for participation marking) or to be linked to a tool like a *Quiz*. Use the options suggested on page 4. You must link each *Grade Item* to the *Category* that you have created.
3. [Link each Quiz \(where relevant\) with one of your new Grade Items](#). Note that you can skip this step if you have created *Standalone Grade Items*.

### 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](#).

Students submit several items. Only a select number of these items will count towards the final grade for the assessment task

**Visual example:**

**IN MANAGE GRADES VIEW**

**Note:** Each *Grade Item* is set up to be worth 6 marks, as each *Quiz* tallies to a total possible score of 6. Note that each *Grade Item* is worth 8.3%, of the 10 marks available in the *Category*. Note that MyLO will convert this to 10% when you change the settings to drop the two lowest grades; however, you will not see this change reflected in the *Manage Grades* view.

Assessment Task 2: JITTs				10
<input type="checkbox"/>	Week 1 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 2 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 3 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 4 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 5 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 6 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 7 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 8 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 9 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 10 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 11 Quiz	Numeric	Quizzes	6 8.3
<input type="checkbox"/>	Week 12 Quiz	Numeric	Quizzes	6 8.3

**IN ENTER GRADES VIEW**

**Note:** In this example, the marker has chosen to see the *Points*, *Weighted* and *Grade Scheme* (percentage) results for each student. Note that a grade is recorded for every student, including a 0, where necessary, to indicate any incidences of non-completion. In this first example, the *Subtotal* shows the calculation of the students' overall mark for all 12 *Grade Items*. The image has been spliced to fit it on the page.

First Name ▲, Last Name, Org Defined ID	W1 Quiz	W2 Quiz	W3 Quiz	W4 Quiz	W5 Quiz	W6 Quiz
Tam, Lynch, 02161127	1 / 6, 0.14 / 0.83, 16.67 %	4 / 6, 0.56 / 0.83, 66.67 %	5 / 6, 0.69 / 0.83, 83.33 %	3 / 6, 0.42 / 0.83, 50 %	2 / 6, 0.28 / 0.83, 33.33 %	0 / 6, 0 / 0.83, 0 %

Assessment Task 2: JITTs						
W7 Quiz	W8 Quiz	W9 Quiz	W10 Quiz	W11 Quiz	W12 Quiz	Subtotal
0 / 6, 0 / 0.83, 0 %	6 / 6, 0.83 / 0.83, 100 %	5 / 6, 0.69 / 0.83, 83.33 %	3.5 / 6, 0.49 / 0.83, 58.33 %	4 / 6, 0.56 / 0.83, 66.67 %	6 / 6, 0.83 / 0.83, 100 %	5.49 / 10, 54.86 %

In this example, the *Category* settings have been changed to 'drop' the lowest 2 grades. Note that the *Subtotal* has changed from the *Subtotal* seen in the first image. Dropped *Grade Items* are indicated by an exclamation mark.

First Name ▲, Last Name, Org Defined ID	W1 Quiz	W2 Quiz	W3 Quiz	W4 Quiz	W5 Quiz	W6 Quiz
Tam, Lynch, 02161127	1 / 6, 0.17 / 1, 16.67 %	4 / 6, 0.67 / 1, 66.67 %	5 / 6, 0.83 / 1, 83.33 %	3 / 6, 0.5 / 1, 50 %	2 / 6, 0.33 / 1, 33.33 %	0 / 6, 0 / 0, 0 % !

Assessment Task 2: JITTs						
W7 Quiz	W8 Quiz	W9 Quiz	W10 Quiz	W11 Quiz	W12 Quiz	Subtotal
0 / 6, 0 / 0, 0 % !	6 / 6, 1 / 1, 100 %	5 / 6, 0.83 / 1, 83.33 %	3.5 / 6, 0.58 / 1, 58.33 %	4 / 6, 0.67 / 1, 66.67 %	6 / 6, 1 / 1, 100 %	6.58 / 10, 65.83 %

Students submit several items. Only a select number of these items will count towards the final grade for the assessment task

### 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*).

#### Set grade *Distribution* options

- In the *Grading* section, select the *Distribute weight evenly across all items* option.

#### 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*.

#### After all *Grade Items* are marked, instruct MyLO to drop the correct number of *Items* from the *Category*

- In the *Grading* section, under the *Distribute weight evenly across all items* option, you will need to record a number in front of either the *Number of highest non-bonus items to drop for each user* option (to drop a select number of items with the highest scores) OR *Number of lowest non-bonus items to drop for each user* (to drop a select number of items with the lowest scores) options.
- For example, if you have 12 *Grade items* and want only the ten highest scores to count towards the Assessment Task, record 2 in the field next to the *Number of lowest non-bonus items to drop for each* option, like so:

Distribution

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

0 Number of highest non-bonus items to drop for each user ?

2 Number of lowest non-bonus items to drop for each user ?

Students submit several items. Only a select number of these items will count towards the final grade for the assessment task

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

<p><b>Do you want to mark out of 100 &amp; have MyLO calculate the final grade based on the value (weighting) of the item?</b></p>	
<p><b>IF YES:</b></p> <ul style="list-style-type: none"> <li>Type <i>100</i> into the <i>Maximum Points</i> field.</li> <li>There is no need to set a <i>Weight</i> – MyLO will do this for you.</li> </ul>	<p><b>IF NO:</b></p> <ul style="list-style-type: none"> <li>Type your preferred score into the <i>Maximum Points</i> field.</li> <li>There is no need to set a <i>Weight</i> – MyLO will do this for you.</li> </ul>
<p><b>Do you want students to see their <i>UTAS Grade</i> (e.g. <i>HD, DN...</i>) or a <i>Percentage</i>?</b></p>	
<p><b>IF UTAS GRADE:</b></p> <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>	<p><b>IF PERCENTAGE:</b></p> <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 is auto selected anyway).</li> </ul>
<p><b>Do you want students to be able to see their <i>Grade</i> immediately after it is published to the <i>Grade Item</i>?</b></p>	
<p><b>IF YES:</b></p> <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>	<p><b>IF NO:</b></p> <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>
<p><b>Ensure that students see only the <i>Grade Items</i> that relate to them</b></p> <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 Condition Type</i> to restrict to a particular cohort/group. You will need to use the <i>Default Group Study Mode External</i> group to release a <i>Grade Item</i> to distance students, or the <i>Default Group Study Mode Internal</i> group to release a <i>Grade Item</i> to face-to-face students.</p>	

## Track student progress without generating a grade

### Examples

- You/your tutors monitor students' participation in weekly tutorials and workshops. Participation is not assessable; however, you wish to collect data about participation to inform the ongoing development of your unit.
- You/your tutors monitor students' participation in weekly tutorials and workshops for assessment purposes. You would prefer to make a judgement about a student's participation overall (rather than have MyLO calculate a score automatically), and record a mark based on your judgement.

### Grading system and other requirements

This method requires the [use of a weighted grading system](#). You will need to develop your own scoring system for tracking student participation. For example, a simple system might be as follows:

- 0 – indicates non-attendance;
- 1 – indicates attendance but minimal participation;
- 2 – indicates a reasonable level of participation; and
- 3 – indicates a high level of participation.

Your *Category* will initially need to be assigned a weighting (e.g. if participation is worth 10% of the unit, assign a *Weight* of 10). This will allow you to track how students perform over time using the *Category Subtotal*. This weighting is changed to 0% later in the unit, so that it does not impact on the *Final Calculated Grade*. If you wish to track participation, we suggest that you export the [Category and Subtotal to an Excel spreadsheet](#) **before** you change the *Category weight* to 0. This way, you will retain a record of the *Subtotal*. If you wish to manually generate a final overall participation mark for assessment purposes, you should [create a Standalone Grade Item](#) and record grades into it **before** you change the *Category weight* to 0.

When marking, you will need to [record 0 as the grade for any un-submitted Quizzes or to represent non-attendance/lack of participation](#).

### You will need to:

1. [Create one Category](#) to represent the assessment task (if participation is assessable) to organise your weekly items. Use the options suggested on page 4.
2. [Create one Grade Item for each week](#). Use the options suggested on page 5. You must link each *Grade Item* to the *Category* that you have created.
3. If you wish to manually generate an overall grade for the assessment task, we suggest [creating another standalone Grade Item](#) that is not linked to the *Category* you have created. Weight the *Grade Item* accordingly (e.g. if the assessment is worth 10%, record 10 as the *weight*). Use the options suggested on page 6.

## Track student progress without generating a grade

### Visual example:

#### IN MANAGE GRADES VIEW

This example demonstrates a system used to track participation only. The category will calculate a *Subtotal*. In this image, all *items* are hidden from students.

Assessment 1: Participation				10
Week 2	Numeric	-	3	9.1
Week 3	Numeric	-	3	9.1
Week 4	Numeric	-	3	9.1
Week 5	Numeric	-	3	9.1
Week 6	Numeric	-	3	9.1
Week 7	Numeric	-	3	9.1
Week 8	Numeric	-	3	9.1
Week 9	Numeric	-	3	9.1
Week 10	Numeric	-	3	9.1
Week 11	Numeric	-	3	9.1
Week 12	Numeric	-	3	9.1


Once the tracking of participation has ended, an overall score is manually generated and recorded in a *Standalone Grade Item* (named *Participation Grade Overall*). Note that this is not part of the *Assessment 1: Participation Category*. The value of the *Category* is changed to 0%, as the *Standalone Grade Item* is now worth 10% in its place.

Assessment 1: Participation				0
Week 2	Numeric	-	3	9.1
Week 3	Numeric	-	3	9.1
Week 4	Numeric	-	3	9.1
Week 5	Numeric	-	3	9.1
Week 6	Numeric	-	3	9.1
Week 7	Numeric	-	3	9.1
Week 8	Numeric	-	3	9.1
Week 9	Numeric	-	3	9.1
Week 10	Numeric	-	3	9.1
Week 11	Numeric	-	3	9.1
Week 12	Numeric	-	3	9.1
Participation Grade Overall	Numeric	-	10	10

## Track student progress without generating a grade

### IN ENTER GRADES VIEW

**Note:** In this example, the marker has chosen to see the *Points*, *Weighted* and *Grade Scheme* (percentage) results for each student. This image shows the student's results prior to inclusion of the *Participation Grade Overall* item.

First Name ▲, Last Name, Org Defined ID	AT1					
	W2 ▼	W3 ▼	W4 ▼	W5 ▼	W6 ▼	W7 ▼
 View, Student, u88461	2 / 3, 0.61 / 0.91, CR	2 / 3, 0.61 / 0.91, CR	3 / 3, 0.91 / 0.91, HD	0 / 3, 0 / 0.91, NN	1 / 3, 0.3 / 0.91, NN	3 / 3, 0.91 / 0.91, HD
	W8 ▼	W9 ▼	W10 ▼	W11 ▼	W12 ▼	Subtotal
	2 / 3, 0.61 / 0.91, CR	2 / 3, 0.61 / 0.91, CR	1 / 3, 0.3 / 0.91, NN	2 / 3, 0.61 / 0.91, CR	3 / 3, 0.91 / 0.91, HD	6.36 / 10, CR

This example shows the *Participation Grade Overall* item. Note how the *Subtotal* for the *Category* has changed now that the *Category* weight has been changed to 0%.

AT1							AT1 Overall ▼
W7 ▼	W8 ▼	W9 ▼	W10 ▼	W11 ▼	W12 ▼	Subtotal	
3 / 3, 0 / 0, HD	2 / 3, 0 / 0, CR	2 / 3, 0 / 0, CR	1 / 3, 0 / 0, NN	2 / 3, 0 / 0, CR	3 / 3, 0 / 0, HD	0 / 0, NN	7 / 10, 7 / 10, DN

## Track student progress without generating a grade

### Options to use when setting up your *Category*:

#### Set weighting

##### TO BEGIN WITH:

- If you are tracking only attendance, record a *weight* of your choice. You will change it to 0% later.
- If you are tracking attendance for assessment purposes, record the value of the assessment task as the *weight*. You will change it to 0% later.

##### AFTER YOU HAVE EXPORTED THE CATEGORY/RECORDED AN OVERALL GRADE MANUALLY

- You will need to change the *Category Weight* to 0.

#### Set grade *Distribution* options

- In the *Grading* section, select the *Distribute weight evenly across all items* option.

#### 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*.



## Track student progress without generating a grade

### Options to use when setting up your Participation *Grade Items*:

#### Link your *Grade Items* with the *Category* you have created.

- Select the *Category* you have created using the *Category* drop-down menu.

#### Record a score for each item.

- Type the maximum score (e.g. 3) into the *Maximum Points* field.

#### 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 *UTAS GRADE*:

- When choosing the *Grade Scheme*, select *UTAS Grades* from the drop-down list.

#### 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*:

- Go to the *Restrictions* tab and select the *Hide this grade item* option.

#### 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.

## Track student progress without generating a grade

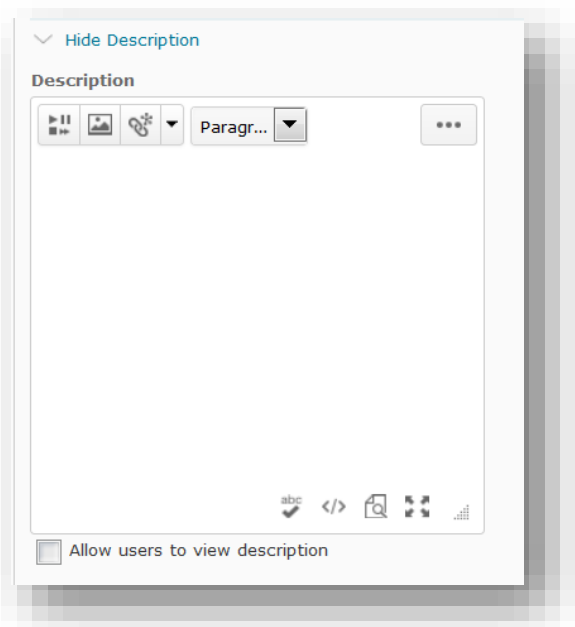
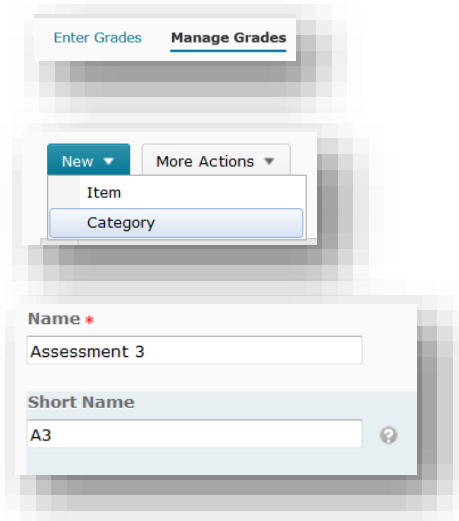
### Options to use when setting up a *Standalone Grade Item* to manually record an overall *Participation Grade*:

<b>Do you want to mark out of 100 &amp; have MyLO calculate the final grade based on the value (weighting) of the item?</b>	
<b>IF YES:</b> <ul style="list-style-type: none"><li>Type <i>100</i> into the <i>Maximum Points</i> field.</li></ul>	<b>IF NO:</b> <ul style="list-style-type: none"><li>Type your preferred score into the <i>Maximum Points</i> field.</li></ul>
<b>Set the weighting</b> <ul style="list-style-type: none"><li>Set the weighting to match the value of the associated assessment task. So, if the Assessment Task for participation is worth 10%, record <i>10</i> in the <i>Weight</i> field.</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>Percentage</i> from the drop-down list.</li></ul>
<b>Do you want students to be able to see their Grade immediately after it is published to the Grade Item?</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>Go to the <i>Restrictions</i> tab and select the <i>Hide this grade item</i> option.</li></ul>
<b>Do you want all students to be able to see this Grade Item?</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>

## Create a *Category*: Basics

These instructions show you how to create a *Category*. *Categories* are not required, but they can be very useful. If you're unsure whether you need to use *Categories*, check out these [Solutions to common grading scenarios](#).

1. Open the *Grades* tool. Select the *Manage Grades* tab.
2. Click on the *New* button, then select *Category*.
3. Give your *Category* a *Name*. This is the name that students will see in their view of the *Grades* tool.
4. You can give your *Category* a *Short Name*. This helps keep your columns narrow in the *Enter Grades* (spreadsheet style) view of the *Grades* tool. If you don't fill in this field, the *Name* will be used instead.
5. It is possible to give your *Category* a description (optional). You may need to click the *Show Description* link to see it. Check the *Allow users to view description* option if you want your students to see the description when they visit the *Grades* tool.



- The *Grading* section gives you several options, which are explained in these [Solutions to common grading scenarios](#).

- If you need to hide this *Category* from students (at least initially), click on the *Restrictions* tab (by default, students can see the *Category* as soon as it is created). Otherwise, skip steps 7 and 8.

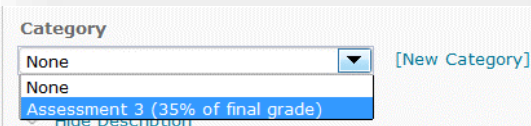
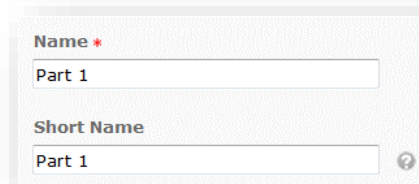
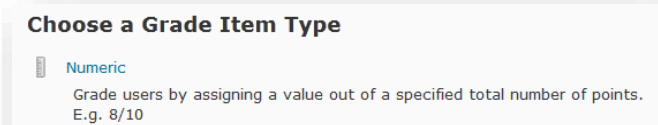
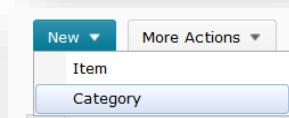
- Here you can choose whether the *Category* is visible. You can choose a date and time that it becomes visible (*Category is visible for a specific date range*) or choose *Hide this category* until you are ready to reveal it. You can also *Create and Attach a Release Condition* so that only certain students see it (e.g. students in the *External Study Mode* group).

- When you're finished, click the *Save and Close* button (bottom of the screen). You can edit the *Category* by clicking the small down arrow next to it and choosing *Edit Grade Item*.

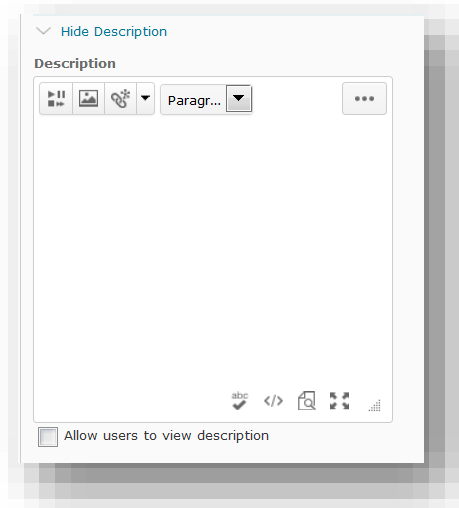
## Create a *Grade Item*: Basics

These instructions show you how to create a *Grade Item*.

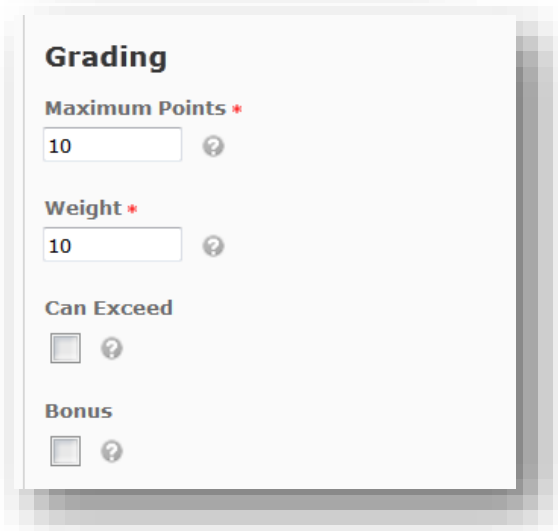
1. Open the *Grades* tool. Select the *Manage Grades* tab.
2. Click on the *New* button, then select *Item*.
3. You will now be prompted to *Choose a Grade Item type*. Choose the *Numeric* type by clicking on the *Numeric* link.
4. Give your *Grade Item* a *Name*. This is the name that students will see in their view of the *Grades* tool.
5. You can give your *Grade Item* a *Short Name*. This helps keep your columns narrow in the *Enter Grades* (spreadsheet style) view of the *Grades* tool. If you don't fill in this field, the *Name* will be used instead.
6. If you need to link this *Grade item* with a *Category*, select the appropriate *Category* from the *Category* drop-down menu. If you're not sure whether to use *Categories*, check these [Solutions to common grading scenarios](#).



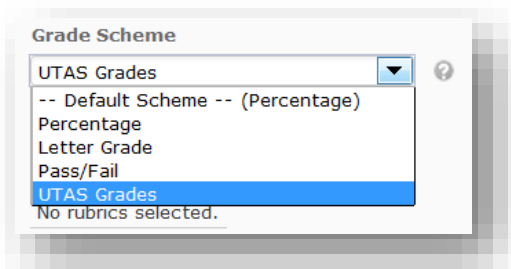
7. It is possible to give your *Grade Item* a description (optional). You may need to click the *Show Description* link to see it. Check the *Allow users to view description* option if you want your students to see the description when they visit the *Grades* tool.



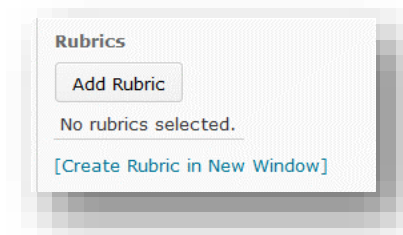
8. You will now need to enter the *Maximum Points* and, if you are using a 'weighted' grading system, the *Weight* for this item. If you're not sure what to do here, check out the check these [Solutions to common grading scenarios](#).



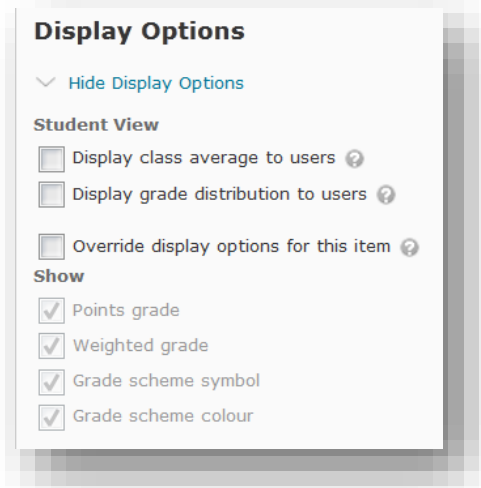
9. Choose your preferred *Grade Scheme* from the drop-down menu. This controls what students see in the *Grades* section in their *Grades* tool. Most staff in the TSBE select the *UTAS Grades* option. Refer to page 5 for an explanation of *Grade Schemes*.



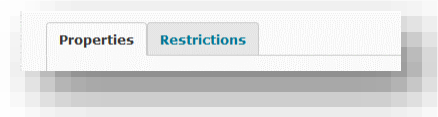
10. At this point, you can choose to attach a *Rubric* to the *Grade Item*. **Note:** If you're using a *Dropbox*, attach the *Rubric* to the *Dropbox* instead of the *Grade Item*.



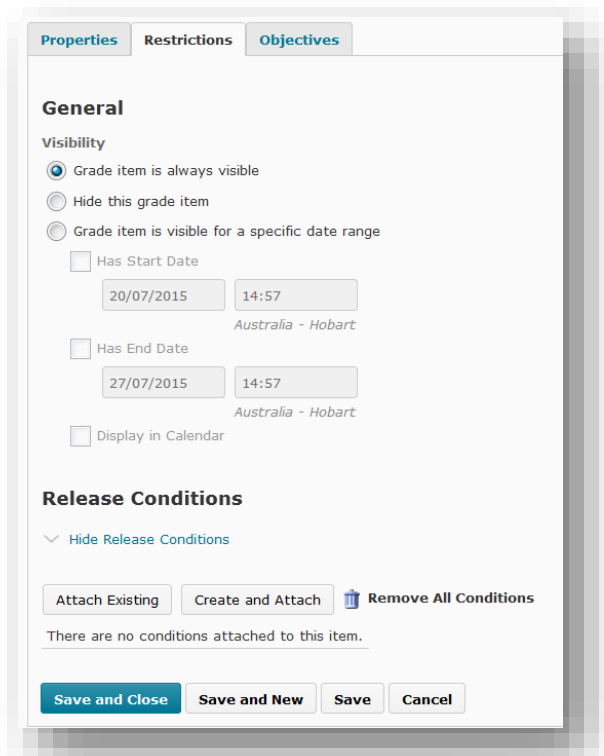
11. You can choose to override the default display options here (by checking the *Override display options for this item* option), if you need to.



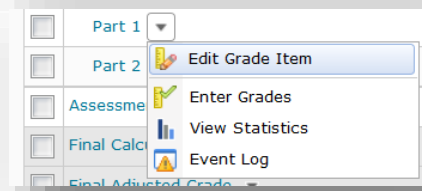
12. If you need to hide this *Grade Item* from students (at least initially), click on the *Restrictions* tab (by default, students can see the *Grade Item* as soon as it is created). Otherwise, skip steps 7 and 8.



13. Here you can choose whether the *Grade Item* is visible to students. You can choose a date and time that it becomes visible (*Grade Item is visible for a specific date range*) or choose *Hide this grade item* until you are ready to reveal it. You can also *Create and Attach a Release Condition* so that only certain students see it (e.g. students in the *External Study Mode* group).

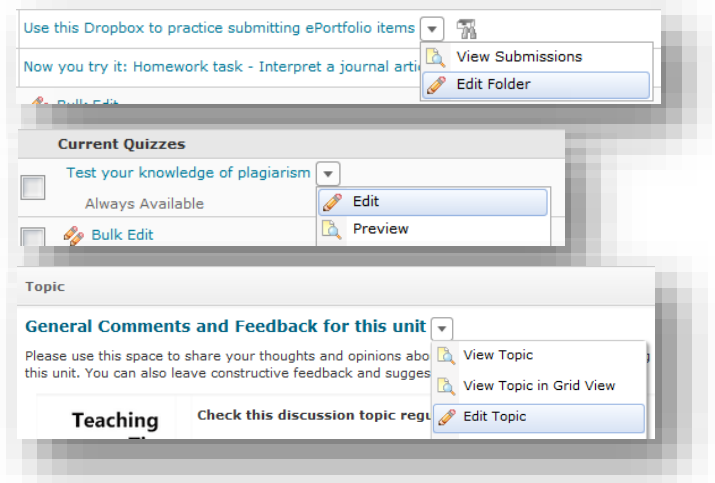


14. To finish, click the *Save and Close* button (bottom of the screen). You can edit the *Grade Item* by clicking the small down arrow next to it and choosing *Edit Grade Item*.

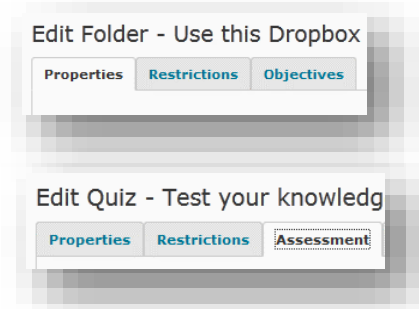


## Link a *Dropbox/Quiz/Discussion* to a *Grade Item*

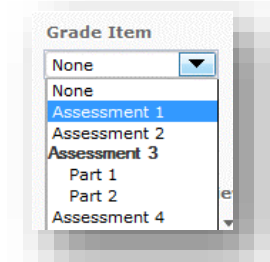
1. Before you start, write down the *Name* of the *Grade Item* and the *Maximum Score* recorded for the *Grade Item*.
2. Locate the *Dropbox folder, Quiz* or *Discussion Topic* you want to associate with the *Grade Item*. You should see a small arrow (pointing downwards) next to the name of the item. Click on the arrow and choose *Edit Folder/Edit/Edit Topic* from the menu.



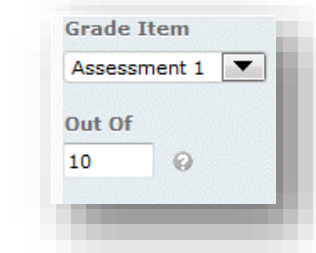
3. If you're editing a *Dropbox folder*, go to the *Properties* tab. If you're editing a *Quiz* or *Discussion Topic*, click on the *Assessment* tab.



4. Look for the *Grade Item* option. Use the drop-down menu to select the desired *Grade Item*.



5. If you are using a *Dropbox folder* or a *Discussion Topic*, enter an *Out of /Score Out Of* score. This should match the *Maximum Points* score that you recorded for the associated *Grade Item*. Skip *Step 6*.



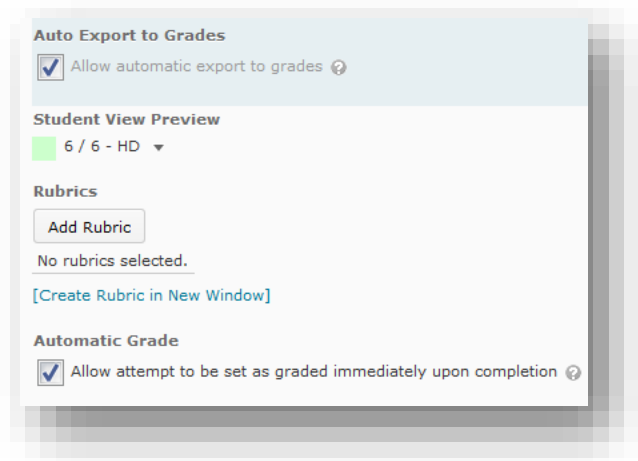


6. If you are setting up a *Quiz*, you will need to decide whether or not the *Quiz* will send students' scores to the *Grades* tool automatically.
- Remember:** if your *Grade Item* is hidden, students won't be able to see their scores there anyway. However, you must **also** ensure that the *Quiz's* default *Submission View* is set up to not show scores.

If all your *Quiz* questions can be auto-marked, check **both** the *Allow automatic export to grades* and the *Allow attempt to be set as graded immediately upon completion* options. For this to work, the *Quiz* questions must be *Multiple Choice*, *Matching*, *True/False*, *Ordering* or *Fill in the Blanks* question types.

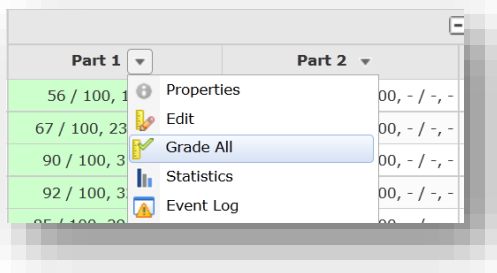
If you have included *Long Answer* or *Short Answer* type questions, you will need to mark these manually and publish the results to *Grades* when you are ready. Check only the *Allow attempt to be set as graded immediately upon completion* option.

7. Once you have finished associating your *Dropbox folder*, *Quiz* or *Discussion Topic* with your *Grade Item*, scroll to the bottom of the screen and click the *Save and Close* button.

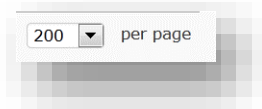


## Quickly grade un-submitted work as 0

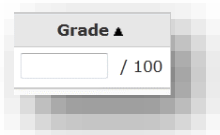
1. First, mark submitted work as normal, using your preferred method.
2. Go to *Grades*. Locate the *Grade Item* you wish to record scores against. Click the drop-down arrow next to the *Grade Item* name. Select the *Grade All* option.





3. Scroll down until you see a table with students' names and grades. To avoid having to continually change pages, adjust the *per page* option (found at the bottom right of the screen) to the maximum number (200).



4. If the small arrow pictured next in the *Grade* column header is pointing downwards, click on it. The arrow will then turn upwards and force ungraded items (empty items) to the top of the list.



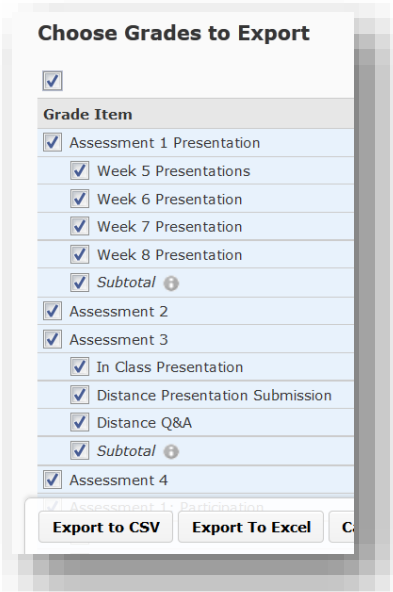
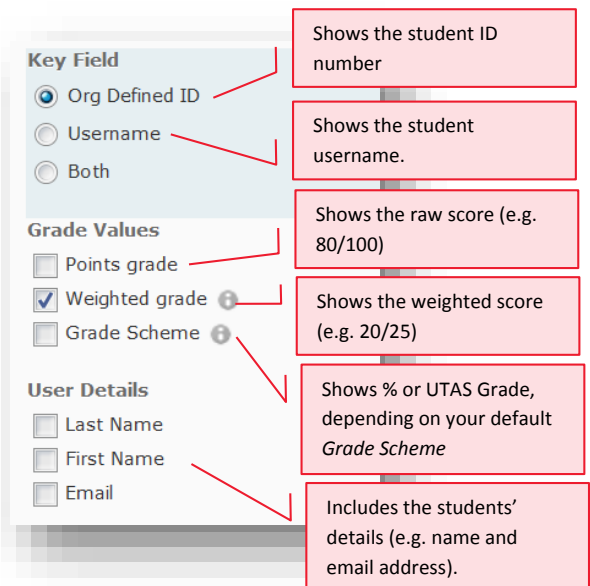
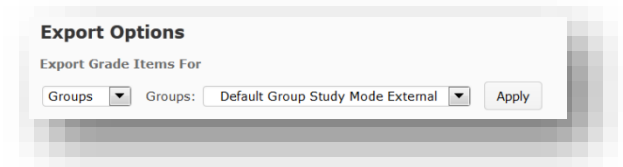
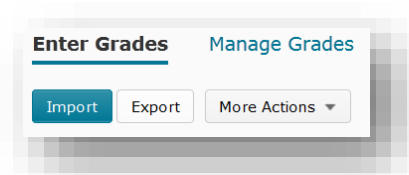
5. Record a zero (0) in each empty grade field. When you're done, click on the *Save and Close* button (bottom left of the screen).

First Name, Last Name, Org Defined ID	Submission	Grade ▲	Weighted Grade ▲	Scheme ▲	Feedback
Tam, Lynch, 02161127		0 / 100	- / -	-	
Rachel, Nichols, 078052		51 / 100	17.95 / 25	DD	

## Export Grades to an Excel spreadsheet

You can export *Grades* to an Excel spreadsheet at any time.

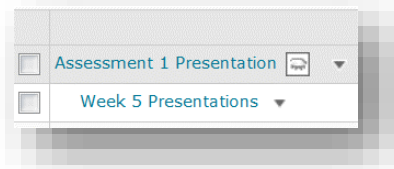
1. In *Grades*, ensure that you have the *Enter Grades* tab selected, then click on the *Export* button.
2. First, choose who you want to include in your *Grades* export. If you want a record of the entire class, choose *All Users*. For a specific *Group*, select *Groups*, click the *Apply* button, then choose a *Group*. Click the *Apply* button again.
3. Now choose how you want to view students and their *Grades*. Check any options that you want included in your spreadsheet. **Note:** Different *Grade Values* are represented in different columns. So, if you choose all three, you will see three columns representing one *Grade Item* in your spreadsheet.
4. Now choose the *Grade Categories* and *Items* you wish to export. You can select everything by clicking the checkbox at the very top of the list. Otherwise, select the ones you want by checking the box next to them. **Tip:** checking a *Category*, will automatically select all the *Grade Items* and *Subtotals* associated with it. You can then un-check any *Items* you don't wish to include.
5. When you're ready, click the *Export to Excel* button.



## Publish final assessment marks to the *Grades* tool, without releasing the marks and feedback to students

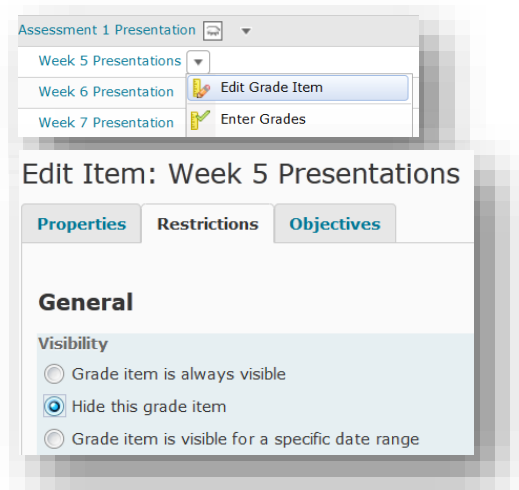
UTAS requires that academics do not release students' final assessment task marks on MyLO until after the exam period and release of formal grades by the University. You can still mark students' final assessment piece online, but you will need to ensure that students cannot see the marks or feedback associated with their final assessment.

1. Check that final assessment items are hidden. Go to the *Manage Grades* tab. Check that a closed eye icon appears next to each of the *Categories/Grade Items* related to the final assessment task. These indicate that a *Category* or *Item* is hidden.



To hide a *Category* or *Item*, click the dropdown arrow next to it and select *Edit Grade Item*. Go straight to the *Restrictions* tab, select the *Hide this grade item/Hide this category* option, and click on the *Save and Close* button.

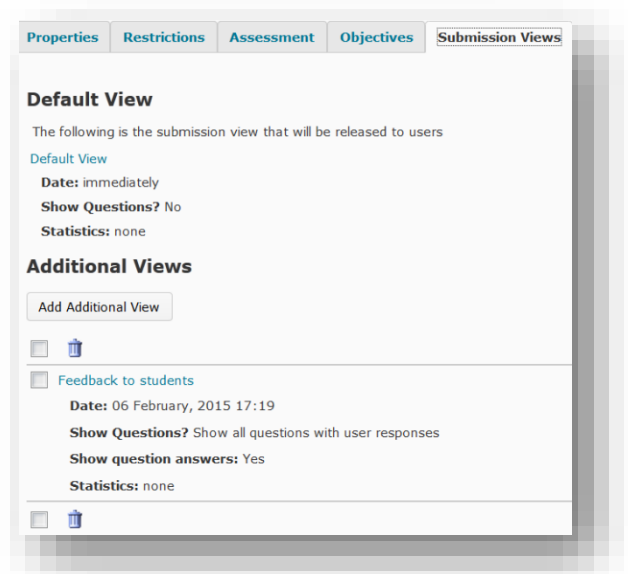
You must hide the associated *Categories* and *Grade Items* **before** you publish to the *Grades* tool (e.g. from a *Dropbox* or *Quiz*), or before you start manually entering grades into a *Standalone Grade Item*.



2. *Grades* and feedback can be seen in *Dropbox Folders* and *Quizzes*. You will need to check that *Grades* will not be seen in the tool used for your assessment task **before** you publish to the *Grades* tool.

**For a Quiz:** Choose to *Edit* the *Quiz*. Go straight to the *Submission Views* tab. Delete any *Additional Views* by clicking the *Delete* icon (garbage bin) that appears beneath them.

Next, click on the *Default View* link (back towards the top of the page).



Under *View Details*, ensure that the *No* option is checked. Also check that the *Show attempt score and overall attempt score* options are unchecked.

Click the *Save* button, then click *Save and Close* button.

**View Details**

Show Questions?

Yes

Show questions answered incorrectly ?

Show questions answered correctly ?

Show all questions without user responses ?

Show all questions with user responses ?

Show question answers ?

Show question score and out of score

No ?

Score

Show attempt score and overall attempt score ?

Statistics

Show class average

Show score distribution

**Save** **Cancel**

**For a Dropbox Folder:** choose to *Edit Folder*, then jump straight to the *Restrictions* tab.

Under *Release Conditions*, remove any existing *Release Conditions* by clicking on the *Remove all conditions* icon (garbage bin). A strikethrough will appear through any removed conditions.

Now click on the *Create and Attach* button. A pop-up window will open. Select *Role in Current Org Unit* from the *Condition Type* drop-down menu. Under *Condition Details*, select *Not Enrolled As* from the *Criteria* drop-down menu. Select *Student* from the *Role* menu and click *Create*.

Back on the main screen, ensure that the *All conditions must be met* option is selected, then click on the *Save and Close* button.

Release Conditions

**Attach Existing** **Create and Attach** **Remove All Conditions**

To access this item, users must satisfy

All conditions must be met ▼

Member of group: Mode-Groups -> Default-Group-Study-Mode-External +

**Create a New Release Condition**

Release this item when the following condition is met:

Condition Type

Role in Current Org Unit ▼

**Condition Details**

Criteria:

Not Enrolled As ▼

Role

Student ▼

**Create** **Cancel**

Release Conditions

**Attach Existing** **Create and Attach** **Remove All Conditions**

To access this item, users must satisfy

All conditions must be met ▼

Member of group: Mode-Groups -> Default-Group-Study-Mode-External +

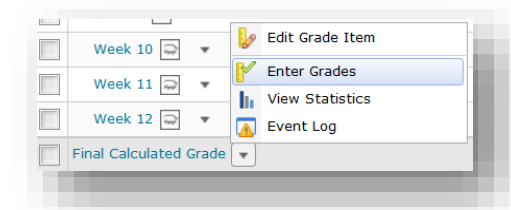
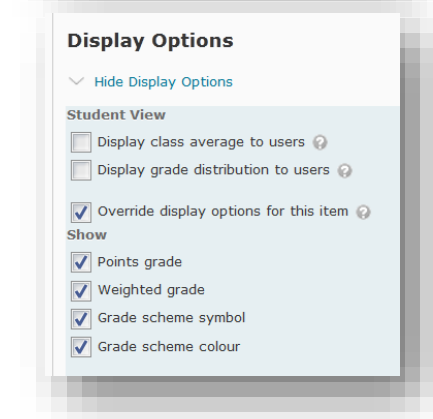
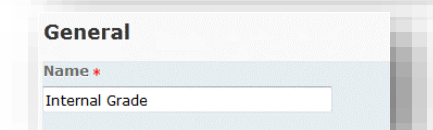
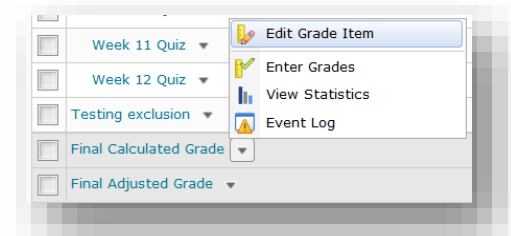
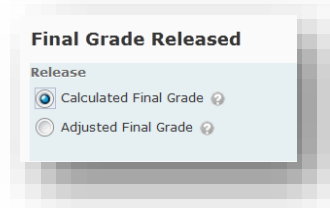
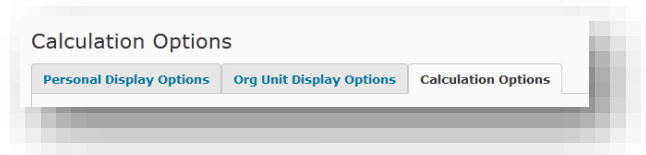
Enrolled in current org unit as the role: Lecturer +

Not enrolled in current org unit as the role: **Student** x

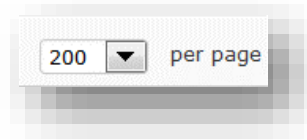
## Release internal *Grade* to students

If you have scheduled an examination as the final assessment piece for your unit, you may wish to release students' internal grade; that is, the grade that they have achieved to date. You can do this using the *Final Calculated Grade* tool.

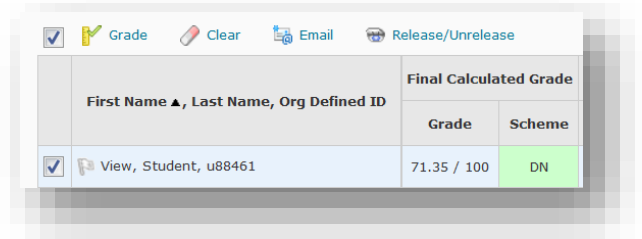
1. In *Grades*, select the *Settings* option.  
Select the *Calculation Options* tab.
2. Scroll down until you see the *Final Grade Released* option. Ensure that the *Calculated Final Grade* is selected. Click the *Save* button at the bottom of the screen.
3. Scroll down until you see the *Final Calculated Grade* item. Click on the drop-down arrow next to *Final Calculated Grade* and select the *Edit Grade Item* option.
4. You may wish to change the *Name* to something that students will understand.
5. Scroll down until you see the *Display Options*. Under *Student View*, check that *Grade Scheme Symbol* is selected. If you want students to know their mark out of 100, you will need to check the *Weighted Grade* option. If you need to check this and it is greyed out, check the *Override display options for this item* option first. Scroll down and click the *Save and Close* button.
6. Scroll down until you see the *Final Calculated Grade* item. Click on the drop-down arrow next to *Final Calculated Grade* and select the *Enter Grades* option.



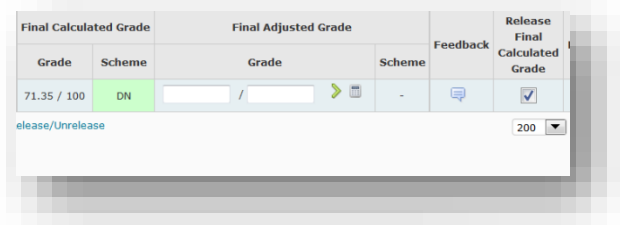
- You should now see a list of your students. To see as many students as possible, select the *200* option from the *per page* drop-down menu (top right). If you still have more than one page of students, you will need to repeat steps 5 & 6 onwards for each page of students.



- Select the checkbox to the top left of the list of names. This should select all students on the page. Now click on the *Release/Unrelease* option.



- A check should appear in the *Release Final Calculated Grade Column* next to each student's name. Click the *Save* button.



- When your students check their *Grades* tool, they should now see their *Final Calculated Grade* towards the top of the screen (as per the example). Note that the *Points* grade will not display.

