

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:

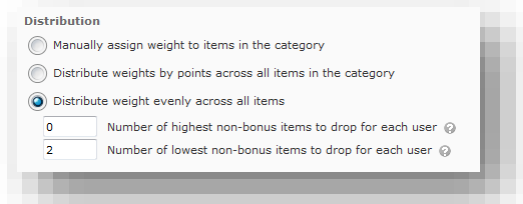
- Ensure that the *Display Options* do not have the *Weighted Grade* option checked under *Show*. If it is checked, check the *Override display options for this item* option, then uncheck the *Weighted Grade* option.
- Alternatively, you could hide the *Category* by going to the *Restrictions* tab and 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 ?