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.

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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
☐	Week 1 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 2 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 3 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 4 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 5 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 6 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 7 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 8 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 9 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 10 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	Week 11 Quiz ▾	Numeric	Quizzes ⓘ	6	8.3
☐	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 %

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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:	YES:
- 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*.	**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 <u>either</u> 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 ⓘ

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

Do you want to mark out of 100 & have MyLO calculate the final grade based on the value (weighting) of the item?	
IF YES: • Type *100* into the *Maximum Points* field. • There is no need to set a *Weight* – MyLO will do this for you.	**IF NO:** • Type your preferred score into the *Maximum Points* field. • There is no need to set a *Weight* – MyLO will do this for you.
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 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 see only 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.	