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:	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*.