

## 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> <ul style="list-style-type: none"><li>Type 100 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>Do students only need to deliver one presentation, or several?</b>	
<b>IF ONE PRESENTATION:</b> <ul style="list-style-type: none"><li>Type 100 into the <i>Weight</i> field of each <i>Grade Item</i>.</li></ul>	<b>IF SEVERAL PRESENTATIONS:</b> <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 33.333333333333 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> <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 <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 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>Ensure that students see only the <i>Grade Items</i> that relate to them</b>	
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.	