**Students submit the same assessment task at different times**

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

<table>
<thead>
<tr>
<th><strong>Link your Grade Item to your Category</strong></th>
<th><strong>Do you want to mark out of 100 &amp; have MyLO calculate the final grade based on the value (weighting) of the task?</strong></th>
</tr>
</thead>
</table>
| • Select the name of the Category that you created from the Category drop-down menu. | IF YES:  
  • Type 100 into the Maximum Points field. |
|                                          | IF NO:  
  • Type your preferred score into the Maximum Points field. |

| **Do students only need to deliver one presentation, or several?** | **IF SEVERAL PRESENTATIONS:**  
  • If students need to deliver two presentations, type 50 into the Weight field.  
  • If they need to deliver three presentations, type 33.33333333333333 into the Weight field etc. |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IF ONE PRESENTATION:  
  • Type 100 into the Weight field of each Grade Item. |                                                                                                                                                                                                 |

| **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 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.