

## Students submit the same assessment task at different times

### Example

Students must deliver a presentation for one assessment task. The task is worth 20% of the unit assessment. Students may deliver their presentation at a nominated tutorial time between weeks 5 and 10 of semester. You decide to make students submit their presentation plan/slides to a *Dropbox* the day prior to their scheduled presentation session. You will provide feedback to students and record their mark via the *Dropbox* folder. The issue you need to resolve here is different due dates for different students.

### Options

You have three options in this scenario:

1. Create a *Dropbox* with no *Start*, *Due* or *End Date* restrictions and link it to a single *Grade Item* (see [Grade a single assessment task comprising one item](#)). A date will be recorded against each student's submission, but overdue submissions will not be flagged as late.
2. Place students in presentation groups (based on their presentation delivery date) using the *Groups* tool. [Create one Dropbox](#) and associate a *Grade Item* (see [Grade a single assessment task comprising one item](#)) Use the *Dropbox Restrictions* to [add a Special Access condition](#) for each presentation group. The *Special Access* condition will need to specify a *Due date* unique to that group. Students will see the due date specified by their *Special Access* condition. Their submission will be flagged as late if they fail to submit before the due date set as their *Special Access* condition.
3. This is the most complex option. Place students in presentation groups (based on their submission date) [using the Groups tool](#). [Create a unique Dropbox folder](#) for each presentation group. You will also need to [create a new Grade Item](#) to attach to each *Dropbox*. You may wish to restrict access to each *Dropbox* and *Grade Item* according to *Group* membership [by using Release Conditions](#).

The remainder of this section assumes that you have chosen option 3. If you have chosen options 1 or 2, refer to the instructions for [Grade a single assessment task comprising one item](#).

### Grading system and other requirements

This method requires the [use of a weighted grading system](#) and the use of a special marking method (refer to page 6).

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### You will need:

1. [Create one Category](#) to represent the assessment task and use the options suggested on page 4.
2. [Create one Grade Item per Dropbox](#) and use the options suggested on page 5. You must link each *Grade Item* to the *Category* that you have created.
3. Create one *Dropbox* for each presentation group. You must [link each Dropbox with one of the Grade Items](#) that you have created.

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### Visual example:

#### IN MANAGE GRADES VIEW

**Note:** Note that each *Grade Item* is worth 100%, as students will only have to deliver their presentation during only one of the nominated weeks.

Grade Item	Type	Association	Max. Points	Weight
Assessment 1 Presentation ▾				10
Week 5 Presentations ▾	Numeric	Dropbox ⓘ	10	100
Week 6 Presentation ▾	Numeric	Dropbox ⓘ	10	100
Week 7 Presentation ▾	Numeric	Dropbox ⓘ	10	100
Week 8 Presentation ▾	Numeric	Dropbox ⓘ	10	100

Category Name

Grade Items linked to the Category are shown as indented.

Students are marked out of 10. As students only submit one presentation, the weight of each *Grade Item* is set to 100% (e.g. one presentation is worth 100% of 10%)

Category is worth 10% of the unit.

#### IN ENTER GRADES VIEW

**Note:** In this example, the marker has chosen to see the *Points*, *Weighted* and *Grade Scheme* results for each student. The *Subtotal* shows the calculation of the students' overall mark for the assessment task.

Note that each student only has a grade recorded in only one *Grade Item* column. All other columns are left empty for that student (e.g. no grade is recorded).

First Name ▲, Last Name, Org Defined ID	Assessment 1 Presentation ▾					Subtotal
	Week 5 ▾	Week 6 ▾	Week 7 ▾	Week 8 ▾		
Tam, Lynch, 02161127	- / 10, - / -, -	9 / 10, 9 / 10, 90 %	- / 10, - / -, -%	- / 10, - / -, -%	9 / 10, 90 %	
View, Student, u88461	7 / 10, 7 / 10, DN	- / 10, - / -, -%	- / 10, - / -, -%	- / 10, - / -, -%	7 / 10, 70 %	

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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 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:

- 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*.

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### 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>	<b>IF NO:</b>
<ul style="list-style-type: none"> <li>Type 100 into the <i>Maximum Points</i> field.</li> </ul>	<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>	<b>IF SEVERAL PRESENTATIONS:</b>
<ul style="list-style-type: none"> <li>Type 100 into the <i>Weight</i> field of each <i>Grade Item</i>.</li> </ul>	<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>	<b>IF PERCENTAGE:</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>	<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>	<b>IF NO:</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>	<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>	<b>IF NO:</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>	<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>	
<p>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.</p>	

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### When marking:

You will need to do the following:

- Record marks only for those *Grade Items* that the student needs to complete. Leave the other *Grade Items* unmarked. For example, if Tam needs to deliver only one presentation, and delivers it during *Week 6*, record a mark for her only in the *Week 6 Grade Item*.
- If a student fails to submit an item that they are expected to complete, record a *0* as their grade. For example, View Student failed to deliver their presentation for *Week 5* and has therefore received *0* for this assessment task.

First Name ▲, Last Name, Org Defined ID	Assessment 1 Presentation ▼			
	Week 5 ▼	Week 6 ▼	Week 7 ▼	Week 8 ▼
 Tam, Lynch, 02161127	<input type="text"/> / 10	9 <input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10
 View, Student, u88461	0 <input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10