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 the 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.

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Type</th>
<th>Association</th>
<th>Max. Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1 Presentation</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Week 5 Presentations</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Week 6 Presentations</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Week 7 Presentation</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Week 8 Presentations</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>First Name, Last Name, Org Defined ID</th>
<th>Week 5</th>
<th>Week 6</th>
<th>Week 7</th>
<th>Week 8</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom, Lynch, 02161127</td>
<td>- / 10</td>
<td>- / -</td>
<td>9 / 10</td>
<td>9 / 10</td>
<td>90 %</td>
</tr>
<tr>
<td>View, Student, u08461</td>
<td>7 / 10</td>
<td>7 / 10</td>
<td>- / -</td>
<td>- / -</td>
<td>9 / 10</td>
</tr>
</tbody>
</table>

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Options to use when setting up your Category:

<table>
<thead>
<tr>
<th>Set the weight of the Category</th>
<th>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).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set the Grading option</td>
<td>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).</td>
</tr>
</tbody>
</table>

Do you want students to see their overall mark for the Category?

<table>
<thead>
<tr>
<th>IF NO, OR YOU DON'T WANT THEM TO SEE IT UNTIL LATER</th>
<th>YES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Students submit the same assessment task at different times

Options to use when setting up your Grade Items:

<table>
<thead>
<tr>
<th>Link your Grade Item to your Category</th>
<th>Do you want to mark out of 100 &amp; have MyLO calculate the final grade based on the value (weighting) of the task?</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 ONE PRESENTATION:  
• Type 100 into the Weight field of each Grade Item.  

| 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. |
| 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 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.
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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.