

## Track student progress without generating a grade

### Options to use when setting up your *Category*:

#### Set weighting

##### TO BEGIN WITH:

- If you are tracking only attendance, record a *weight* of your choice. You will change it to 0% later.
- If you are tracking attendance for assessment purposes, record the value of the assessment task as the *weight*. You will change it to 0% later.

##### AFTER YOU HAVE EXPORTED THE CATEGORY/RECORDED AN OVERALL GRADE MANUALLY

- You will need to change the *Category Weight* to 0.

#### Set grade *Distribution* options

- In the *Grading* section, select the *Distribute weight evenly across all items* option.

#### 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*.