

Track student progress without generating a grade

Examples

- You/your tutors monitor students' participation in weekly tutorials and workshops. Participation is not assessable; however, you wish to collect data about participation to inform the ongoing development of your unit.
- You/your tutors monitor students' participation in weekly tutorials and workshops for assessment purposes. You would prefer to make a judgement about a student's participation overall (rather than have MyLO calculate a score automatically), and record a mark based on your judgement.

Grading system and other requirements

This method requires the [use of a weighted grading system](#). You will need to develop your own scoring system for tracking student participation. For example, a simple system might be as follows:

- 0 – indicates non-attendance;
- 1 – indicates attendance but minimal participation;
- 2 – indicates a reasonable level of participation; and
- 3 – indicates a high level of participation.

Your *Category* will initially need to be assigned a weighting (e.g. if participation is worth 10% of the unit, assign a *Weight* of 10). This will allow you to track how students perform over time using the *Category Subtotal*. This weighting is changed to 0% later in the unit, so that it does not impact on the *Final Calculated Grade*. If you wish to track participation, we suggest that you export the [Category and Subtotal to an Excel spreadsheet](#) **before** you change the *Category weight* to 0. This way, you will retain a record of the *Subtotal*. If you wish to manually generate a final overall participation mark for assessment purposes, you should [create a Standalone Grade Item](#) and record grades into it **before** you change the *Category weight* to 0.

When marking, you will need to [record 0 as the grade for any un-submitted Quizzes or to represent non-attendance/lack of participation](#).

You will need to:

1. [Create one Category](#) to represent the assessment task (if participation is assessable) to organise your weekly items. Use the options suggested on page 4.
2. [Create one Grade Item for each week](#). Use the options suggested on page 5. You must link each *Grade Item* to the *Category* that you have created.
3. If you wish to manually generate an overall grade for the assessment task, we suggest [creating another standalone Grade Item](#) that is not linked to the *Category* you have created. Weight the *Grade Item* accordingly (e.g. if the assessment is worth 10%, record 10 as the *weight*). Use the options suggested on page 6.

Track student progress without generating a grade

Visual example:

IN MANAGE GRADES VIEW

This example demonstrates a system used to track participation only. The category will calculate a *Subtotal*. In this image, all *items* are hidden from students.

Assessment 1: Participation				10
Week 2	Numeric	-	3	9.1
Week 3	Numeric	-	3	9.1
Week 4	Numeric	-	3	9.1
Week 5	Numeric	-	3	9.1
Week 6	Numeric	-	3	9.1
Week 7	Numeric	-	3	9.1
Week 8	Numeric	-	3	9.1
Week 9	Numeric	-	3	9.1
Week 10	Numeric	-	3	9.1
Week 11	Numeric	-	3	9.1
Week 12	Numeric	-	3	9.1

Once the tracking of participation has ended, an overall score is manually generated and recorded in a *Standalone Grade Item* (named *Participation Grade Overall*). Note that this is not part of the *Assessment 1: Participation Category*. The value of the *Category* is changed to 0%, as the *Standalone Grade Item* is now worth 10% in its place.

Assessment 1: Participation				0
Week 2	Numeric	-	3	9.1
Week 3	Numeric	-	3	9.1
Week 4	Numeric	-	3	9.1
Week 5	Numeric	-	3	9.1
Week 6	Numeric	-	3	9.1
Week 7	Numeric	-	3	9.1
Week 8	Numeric	-	3	9.1
Week 9	Numeric	-	3	9.1
Week 10	Numeric	-	3	9.1
Week 11	Numeric	-	3	9.1
Week 12	Numeric	-	3	9.1
Participation Grade Overall	Numeric	-	10	10

Track student progress without generating a grade

IN ENTER GRADES VIEW

Note: In this example, the marker has chosen to see the *Points*, *Weighted* and *Grade Scheme* (percentage) results for each student. This image shows the student's results prior to inclusion of the *Participation Grade Overall* item.

First Name ▲, Last Name, Org Defined ID	AT1					
	W2 ▼	W3 ▼	W4 ▼	W5 ▼	W6 ▼	W7 ▼
View, Student, u88461	2 / 3, 0.61 / 0.91, CR	2 / 3, 0.61 / 0.91, CR	3 / 3, 0.91 / 0.91, HD	0 / 3, 0 / 0.91, NN	1 / 3, 0.3 / 0.91, NN	3 / 3, 0.91 / 0.91, HD
	W8 ▼	W9 ▼	W10 ▼	W11 ▼	W12 ▼	Subtotal
	2 / 3, 0.61 / 0.91, CR	2 / 3, 0.61 / 0.91, CR	1 / 3, 0.3 / 0.91, NN	2 / 3, 0.61 / 0.91, CR	3 / 3, 0.91 / 0.91, HD	6.36 / 10, CR

This example shows the *Participation Grade Overall* item. Note how the *Subtotal* for the *Category* has changed now that the *Category* weight has been changed to 0%.

AT1							AT1 Overall ▼
W7 ▼	W8 ▼	W9 ▼	W10 ▼	W11 ▼	W12 ▼	Subtotal	
3 / 3, 0 / 0, HD	2 / 3, 0 / 0, CR	2 / 3, 0 / 0, CR	1 / 3, 0 / 0, NN	2 / 3, 0 / 0, CR	3 / 3, 0 / 0, HD	0 / 0, NN	7 / 10, 7 / 10, DN

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*.

Track student progress without generating a grade

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

Link your *Grade Items* with the *Category* you have created.

- Select the *Category* you have created using the *Category* drop-down menu.

Record a score for each item.

- Type the maximum score (e.g. 3) into the *Maximum Points* field.

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 *UTAS GRADE*:

- When choosing the *Grade Scheme*, select *UTAS Grades* from the drop-down list.

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*:

- Go to the *Restrictions* tab and select the *Hide this grade item* option.

Do you want all students to be able to see this *Grade Item*?

IF *YES*:

Click *Save and Close*: the *Grade Item* is shown to all students by default.

IF *NO*:

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.

Track student progress without generating a grade

Options to use when setting up a *Standalone Grade Item* to manually record an overall *Participation Grade*:

Do you want to mark out of 100 & have MyLO calculate the final grade based on the value (weighting) of the item?	
IF YES: <ul style="list-style-type: none">Type <i>100</i> into the <i>Maximum Points</i> field.	IF NO: <ul style="list-style-type: none">Type your preferred score into the <i>Maximum Points</i> field.
Set the weighting <ul style="list-style-type: none">Set the weighting to match the value of the associated assessment task. So, if the Assessment Task for participation is worth 10%, record <i>10</i> in the <i>Weight</i> field.	
Do you want students to see their UTAS Grade (e.g. HD, DN...) or a Percentage?	
IF UTAS GRADE: <ul style="list-style-type: none">When choosing the <i>Grade Scheme</i>, select <i>UTAS Grades</i> from the drop-down list.	IF PERCENTAGE: <ul style="list-style-type: none">When choosing the <i>Grade Scheme</i>, select <i>Percentage</i> from the drop-down list.
Do you want students to be able to see their Grade immediately after it is published to the Grade Item?	
IF YES: <ul style="list-style-type: none">Click <i>Save and Close</i>: the <i>Grade Item</i> is shown to students by default.	IF NO: <ul style="list-style-type: none">Go to the <i>Restrictions</i> tab and select the <i>Hide this grade item</i> option.
Do you want all students to be able to see this Grade Item?	
IF YES: <p>Click <i>Save and Close</i>: the <i>Grade Item</i> is shown to all students by default.</p>	IF NO: <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 > Group Enrolment</i> condition type to restrict to a particular cohort/group.</p>