

## Reweighting the Gradebook for Individual Students

### *Introduction*

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There are times when a final grade calculation for a student does not follow the same weighting as the other students in the class. For example, a student might miss an assessment (for some acceptable reason), and the course outline describes that the weight of this missed assessment will be transferred to a later (or final) assessment.

### *Content*

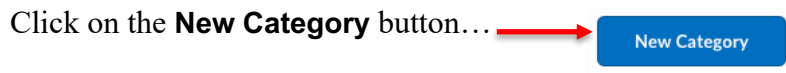
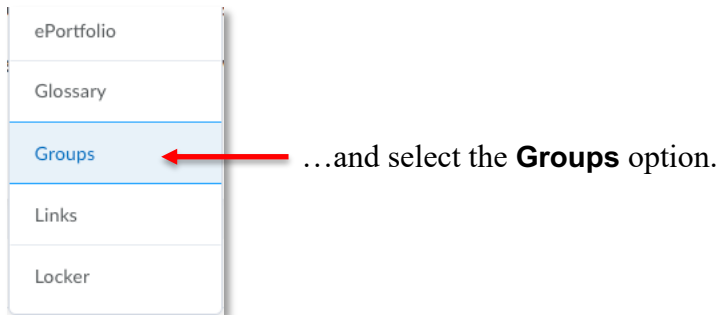
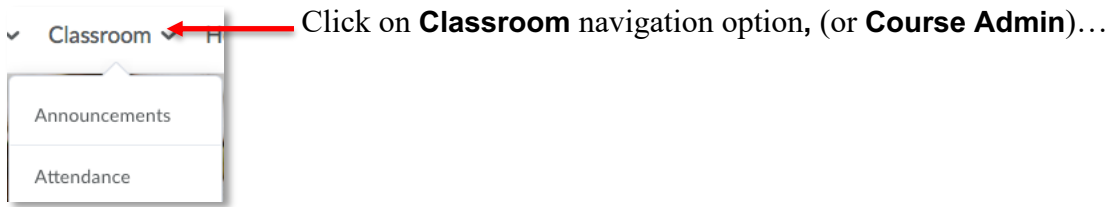
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This document covers the following topics:

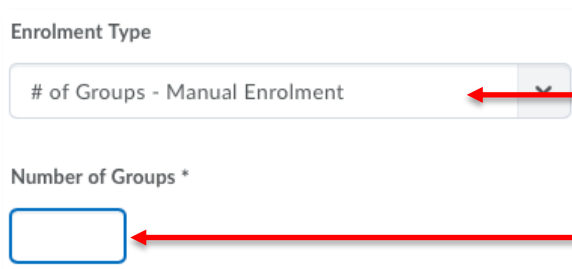
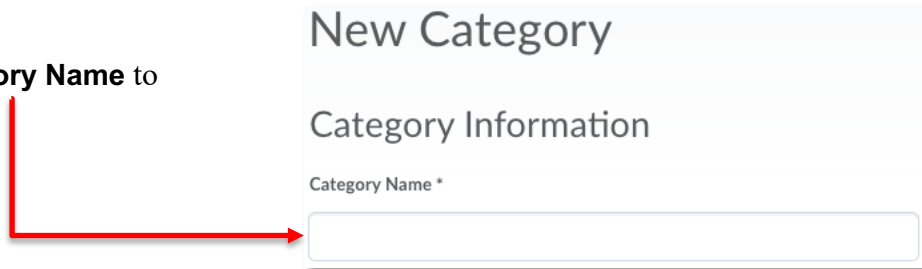
- *Setting up Groups*
- *Setting up a consolidated grade item*
- *Inputting marks and documenting the process*

## Setting up Groups

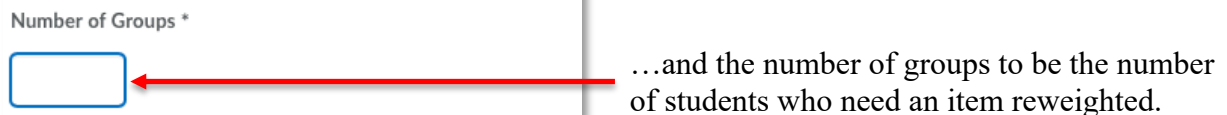
The first step is to set up the ability for students to see their reweighted grades, without breaching any privacy.



... and set the **Category Name** to "Reweighted".

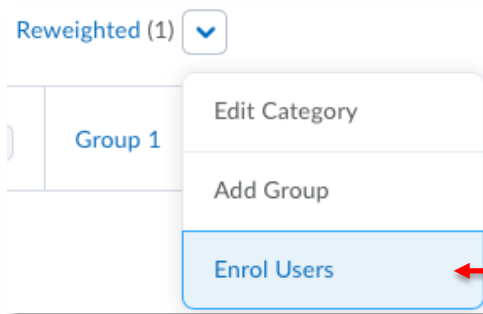


Set the **Enrolment Type** to be **# of Groups - Manual Enrolment...**



...and the number of groups to be the number of students who need an item reweighted.

Next, click the **Save** button.



Now click the action menu for the Rewighted item you just created and select the **Enrol Users** option.

Last Name ▲, First Name, Username, Org Defined ID	Group 1 Users: 1
Student1, Test, test.student1, test.student1 🗑️	<input checked="" type="checkbox"/>

Click on the checkboxes to enrol **one** student in each of the available groups.

**NOTE:** The students in these groups are only the ones who need an item reweighted.

Click the **Save** button to set your enrolments. You can now go to the course **Grades**.

## Setting up a consolidated grade item

In this example, the Test 2 item will be reweighted to receive the weight of the Assignment #2 item.

<input type="checkbox"/>	Assignment #2 ▾	Numeric	-	12	10
<input type="checkbox"/>	Test 1 ▾	Numeric	-	100	25
<input type="checkbox"/>	Test 2 ▾	Numeric	-	100	25

Click on the **Grades** navigation option and go to the **Manage Grades** page (if you are not taken there by default).

Create a **New** grade item, **Numeric** type, and call it **(Final Assessment) - Reweighted**.

New Item

Properties Restrictions Objectives

General

Type  
Numeric

Name \*  
Test 2 - Reweighted

Set the **Maximum Points** to be the *same* as the original (Final Assessment)...

...and set the **Weight** to be the *combined* weight of the missed item and the final assessment item.

Maximum Points \*  
100

Weight \*  
35

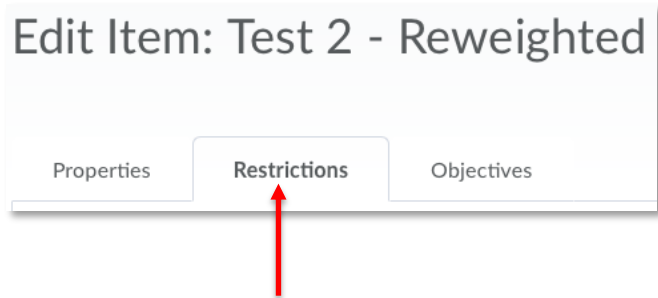
Check the **Bonus** checkbox to make this new item a bonus to your course.

Bonus  
 ?

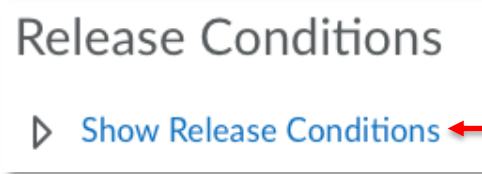
Click **Save**, but don't close the item.



To prevent confusion, it is best that only the desired student(s) see this new grade item.

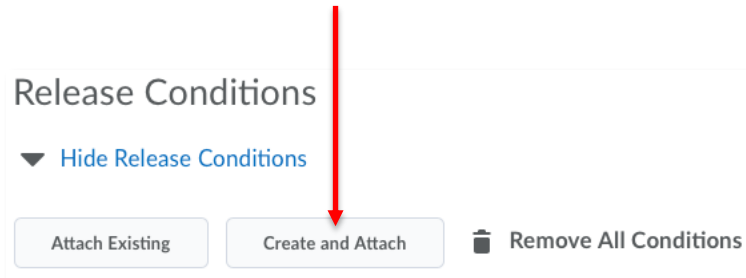


Click on the **Restrictions** tab of the item you are still editing.

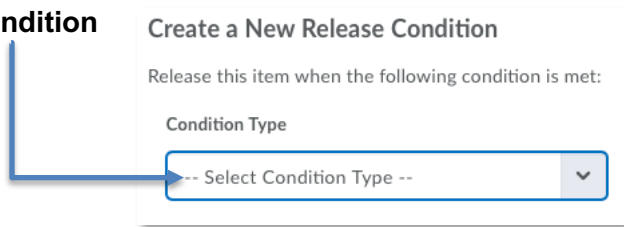


Scroll down to the **Release Conditions** section of the page and click **Show Release Conditions** if they are not currently displayed.

Click the **Create and Attach** button.



In the window that appears, set the **Condition Type...**



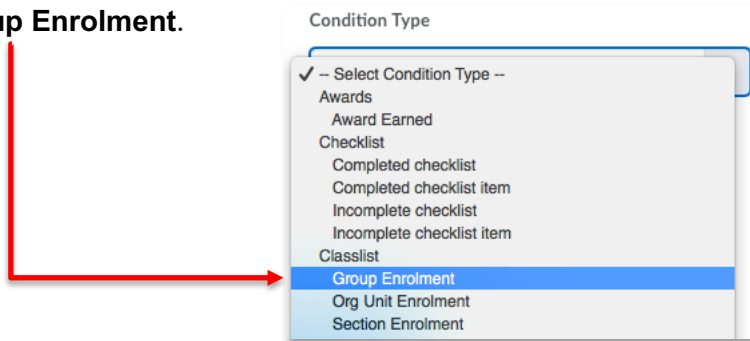
**Create a New Release Condition**

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

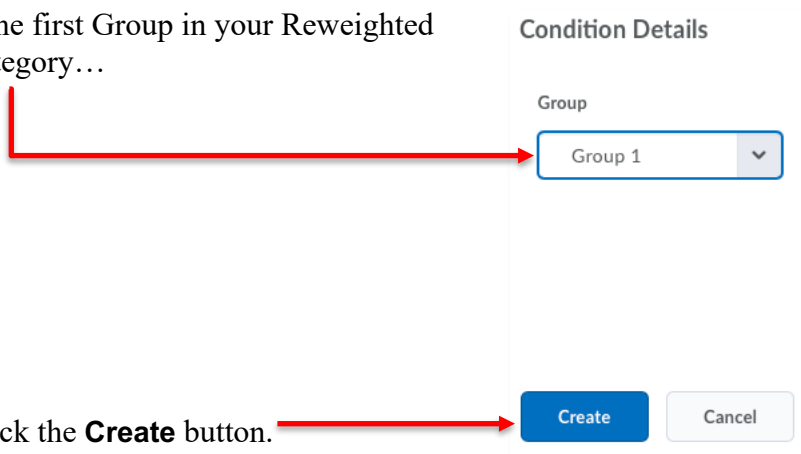
...to be **Classlist > Group Enrolment.**



Condition Type

- ✓ -- Select Condition Type --
- Awards
- Award Earned
- Checklist
- Completed checklist
- Completed checklist item
- Incomplete checklist
- Incomplete checklist item
- Classlist
- Group Enrolment**
- Org Unit Enrolment
- Section Enrolment

Choose the first Group in your Reweighted group category...



**Condition Details**

Group

Group 1

**Create** Cancel

...and click the **Create** button.

Repeat this Create and Attach process for each student that needs to be assigned this reweighted item.

You will see conditions listed at the bottom of the Restrictions page.

The screenshot shows a user interface for setting restrictions. At the top, there are three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. Below these buttons, the text reads 'To access this item, users must satisfy'. Underneath this text is a pull-down menu currently set to 'All conditions must be met'. At the bottom of the interface, a condition is listed: 'Member of group: Reweighted > Group 1' with a close icon (X) to its right. A red L-shaped arrow points from the text on the left to the condition list.

Be sure to change the **To access this item, users must satisfy** pull-down menu to **Any condition must be met**.

This screenshot is similar to the one above, but the pull-down menu is now set to 'Any condition must be met'. A red arrow points from the text on the left to this menu. The condition 'Member of group: Reweighted > Group 1' remains at the bottom of the interface.

You can now **Save and Close** the grade item

**NOTE:** if you have students who missed different assessments, you may need to make multiple (Final Assessment) - Reweighted items of different combined weights.

## *Inputting marks and documenting the process*

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The next steps are a matter of documentation.

For the appropriate student(s), assign a mark of **0** to the missed assessment and indicate in the grade Feedback that the weight of this missed assessment has been transferred to (Final Assessment) - Reweighted.

For the same student(s), note the student achievement on the final assessment, then overwrite that with a mark of **0**, and indicate in the grade Feedback that the weight of this assessment has been transferred to (Final Assessment) - Reweighted.

Lastly, input the achievement you noted in the step above in the (Final Assessment) - Reweighted item *only for the appropriate student*. The other students should have *no mark*.

The result is that the achievement (and high weighting) of the (Final Assessment) - Reweighted bonus item compensates for the zeroes that have been input for the missed and original final assessment grade items.

There is no need for manual calculations, or the Final Adjusted Grade item. The Final Calculated Grade will be correct for all students.