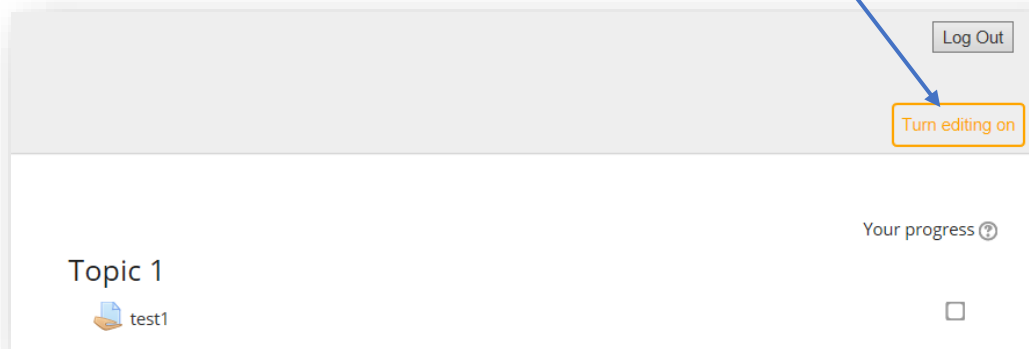


Overall result manual

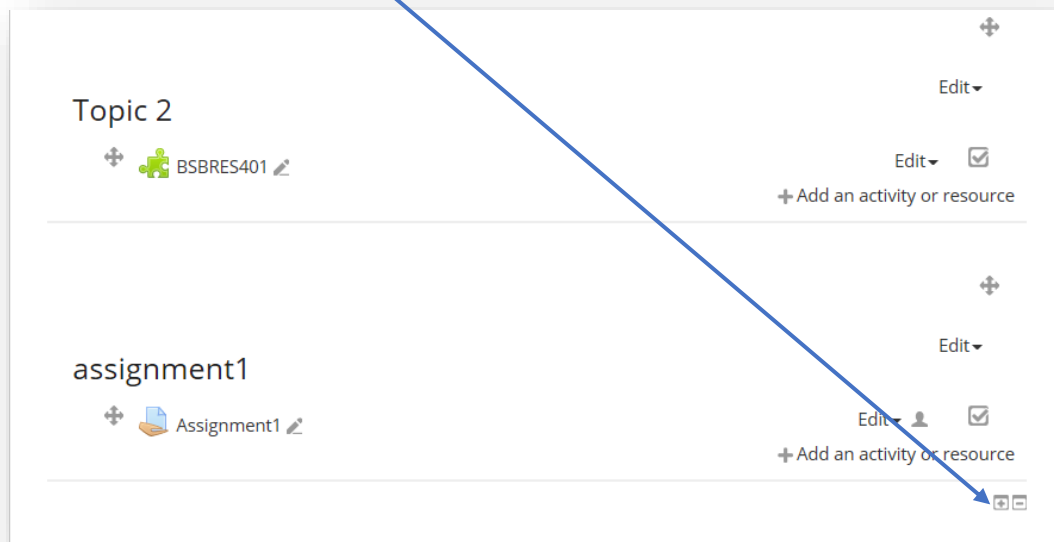
You need to set up an overall result in your course to let students know their final result, in addition, please also put a cover sheet in this part, you can grade students once they have signed and submitted their cover sheet.

Please follow these steps below:

Step 1. After you enter the course, please click the 'turn editing on' button.



Step 2. Click the 'plus button' on the bottom to create a new topic and then click edit to edit the topic.



Step 3. Untick the box to change the topic name to Overall result and add a summary 'This is an overall result for students of this course.' in this column, then click save changes button.

▼ General

Section name: Overall Result ☐

Use default section name [Topic 5]

Summary: This is an overall result for students of this course.

Restrict access

Save changes Cancel

Step 4. Click 'add an activity or resource',

Overall Result

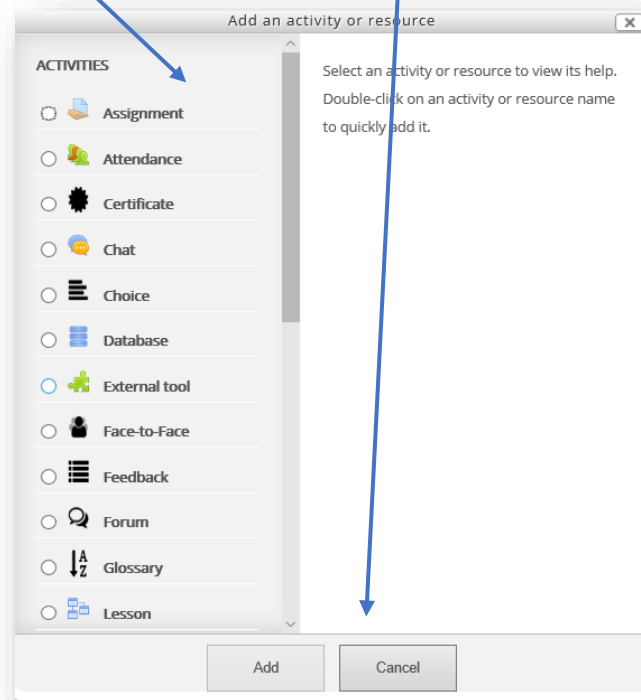
This is an overall result for students of this course.

Edit

+ Add an activity or resource



Step 5. Choose 'Assignment' and then click 'add'.



Step 6. Please change the assignment name to this format 'Overall result for BSBMGT517 Manage operational plan 2018 Term 4 Group A' and upload the course cover sheet.

General

Assignment name* Overall result for BSBMGT517 Manage operational plan 2018 Term 4 Gr

Description

Display description on course page ☐

Additional files Maximum size for new files: 1GB

Files

Assessment

Step 7. Change the due date in 'Availability' column, you don't need to set up a cut-off date.

Step 8. You need to tick 'Feedback files' in the 'feedback' column, since you need to give them the cover sheet that you signed as a record.

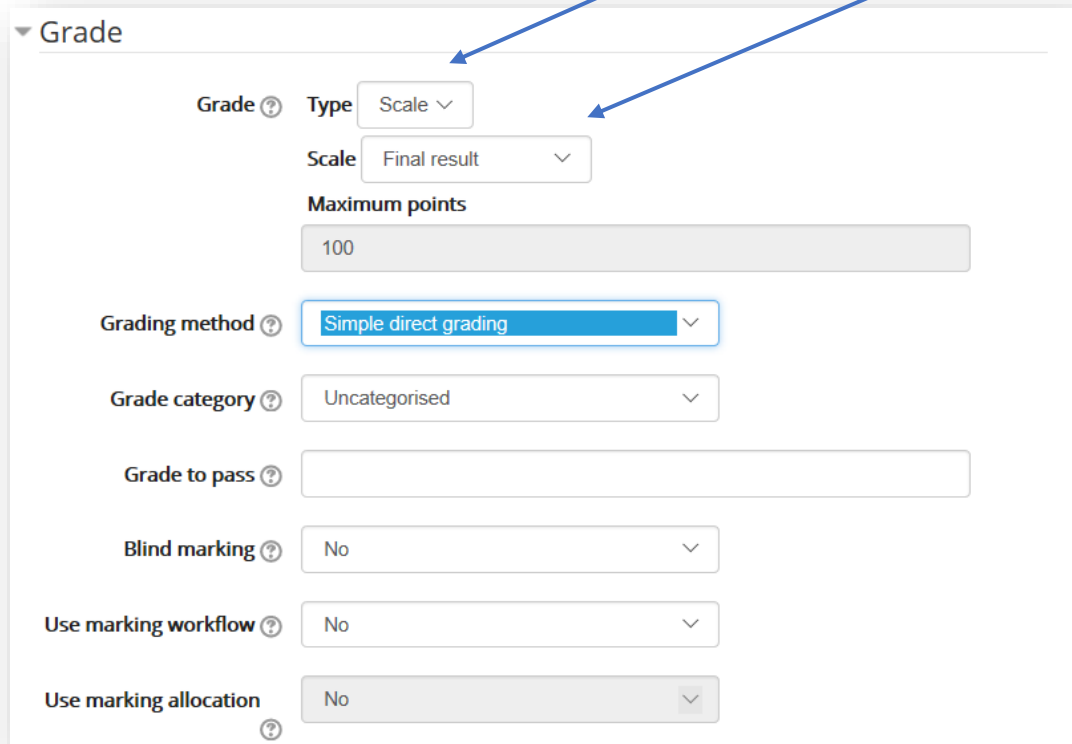
Feedback types

Feedback types ☒ Feedback comments ☐ Offline grading worksheet ☒ Feedback files

Comment inline No



Step 9. In the 'Grade' column, please choose grade type to 'Scale' and choose 'Final result'.



The screenshot shows a 'Grade' configuration form. Two blue arrows point from the text above to the 'Type' and 'Scale' dropdowns. The 'Type' dropdown is set to 'Scale' and the 'Scale' dropdown is set to 'Final result'. Other fields include 'Maximum points' (100), 'Grading method' (Simple direct grading), 'Grade category' (Uncategorised), 'Grade to pass' (empty), 'Blind marking' (No), 'Use marking workflow' (No), and 'Use marking allocation' (No).

Grade ?	Type	Scale ▾
	Scale	Final result ▾
	Maximum points	100
Grading method ?		Simple direct grading ▾
Grade category ?		Uncategorised ▾
Grade to pass ?		
Blind marking ?		No ▾
Use marking workflow ?		No ▾
Use marking allocation ?		No ▾

Definitions:

CA – competent achieved

NYC – not yet competent

TBC – to be confirmed

RA – re-assess

RE – re-enroll

Step 10. Finally, 'choose save and return to course' or 'save and display'.

You can provide grades after they submit the cover sheet that they already signed.



PS: Students need to download cover sheet and then submit the scanned version with their signature. After that, trainers can grade them and give them cover sheet with trainers' signature.

***Note:** If you still have questions about this, please do not hesitate to contact IT by following email accounts should you have any queries.*

servicedesk@aibt.edu.au

