Nottingham Trent
University

Using grade schemes in NOW

NTU standard undergraduate and postgraduate grade schemes are available to be selected when setting up Grade Items for for assessed activities within your Learning Room.

Setting up a Dropbox assignment to enable grading

To be able to assign a grade to a submission, a grade scheme is required. Grade schemes enable you to organise users' performances on grade items into levels of achievement.

The standard NTU grade schemes for undergraduate and postgraduate are available within NOW but need attaching to a Dropbox folder using a Grade Item.

Setting up a Grade Item

If using one of the standard NTU grade schemes, follow the steps below. If not, follow the steps in the **Creating a Grade Scheme** section and then return to this section.

- On the navbar, click **Edit Room**.

- Within the Assessments section, select **Grades**.

- On the Manage Grades page, from the New button, click **Item**.

- Select the **Selectbox** option.

- In the General area, enter your grade item details.

- Select the relevant scheme from the **Grade Scheme** menu.

- In the Display Options area, select how you want the Managing View to appear.

- Click **Save and Close** once your grade item is setup.

Watch this video to learn how to create a Selectbox Grade Item (02:03)

Creating a Grade Scheme

You should only set up a new grade scheme if the NTU standard schemes do not apply.

To create a grade scheme:

- On the navbar, click **Edit Room**.

- Within the Assessments section, select **Grades**.

- On the Grades Schemes page, click **New Scheme**.

- In the General area, enter the scheme Name.

- In the Ranges area, enter your scheme details. If you do not assign a value in the Assigned Value % field, the Start % is used as the default.

- To add more levels to your scheme, click **Add Ranges**.

- Click **Save and Close** once your scheme is complete.

Watch this video to learn how to create a Grade Scheme (02:04)

Assign a Grade Item to a Dropbox assignment

Once your selected Grade Scheme is attached to a Grade Item, it then needs assigning to the relevant Dropbox assignment that you wish to use it with.

To assign the grade item to a dropbox folder:

- On the navbar, click Dropbox.

- Using the menu icon to the right of the assignment title, select Edit Folder.

- Scroll down to locate the Grade Item option and select the relevant Grade Item from the list.

- Add 17 to the **Out of** field under **Evaluation and Feedback.**

- Change the **Student View Preview** display settings to **Override display options for this item** and select **Grade scheme symbol**.

- Select **Save and Close** to complete the process.

Watch this video to learn how to assign a Grade Item to a Dropbox assignment (02:08)