Step-by-Step User Guide:
Outcomes-Based Assessment on Connect

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Introduction

Connect’s Outcomes-Based Assessment (OBA) tools support English programs and individual instructors who want to design and administer goal-oriented writing assignments. The pre-built, customizable grading rubrics make the setup, management, and reporting of outcomes-based assessment efficient and professional—whether used to look at the performance of sections, programs, assignments, or individual students. OBA offers a selection of powerful reports that can be shared with students, colleagues, administrators, assessment committees, and accrediting bodies.

If this is your first term using OBA, we recommend you start lightly:

- Use learning outcomes with just one or two writing assignments.
- Read through this guide before getting started, and consider printing it as a handy reference.

Overall, the process for using OBA as a course coordinator or individual instructor involves these steps:

1. Set up a course and a Master Section.
2. Create your course outcomes.
3. Create Writing Assignment(s) in the Master Section, and tag the assignment(s) with relevant course outcomes.
4. Create any other “real” sections you are teaching this term and share the assignments from the Master Section with those “real” sections.
5. If using this as a course coordinator, share the Master Section with other instructors.
6. Have your students complete the Writing Assignment(s).
7. Score the Writing Assignment(s) for each of the relevant course outcomes, and give a final score.
8. Generate reports.

NOTE: Are you an instructor who has received a shared section with course outcomes from a course coordinator or other colleague? Please, see page 20 for instructions specifically for you. The instructions that follow are written for the person setting up the course for themselves or to share with others.
Step 1 > Set up a course and a master section

You may already have a course and a section set up on Connect. You can add outcomes to that course by clicking set up outcomes on the My Courses page (see Step 2, page 4 of this guide). Or you can start with a new course.

Go to your My Courses page.

**my courses**

1.1 Click add course.
1.2 Select English – Composition, English – Developmental Writing, English – Developmental Reading, or English – Literature from the dropdown menu labeled “select a subject.”
1.3 Use the slider bar to find and select your book. (OBA is available at this time only for titles in the English discipline). Click Next >

1.4 Type in a name for your course.
1.5 Type in a name for the master section, for example, “Fall 2013: Section 123m.” We recommend that you include some indicator (such as an “m”) to remind you this is your “master”; then click Create Course.
1.6 You will see the Student Registration Info. You can skip this page for now. Just click Continue to section home.
1.7 You will see this page that asks you if you want to set up learning outcomes now. Click yes, set up learning outcomes now.

Step 2 > Create your course outcomes

2.1 Start from the page that asks you, “Would you like to use Outcomes-Based Assessment?” (Select yes, set up learning outcomes now)

Or start from your My Courses page, where you have your OBA course and section already created (step 1). Click set up outcomes.

2.2 You’ll see a page listing the learning outcomes recommended by the Council of Writing Program Administrators (WPA). You can select all or only some of the WPA outcomes, create your own outcomes from scratch, or select WPA outcomes and then make edits to them.
2.3 From the screen listing the WPA outcomes, select all of the outcomes or full categories you want to use. You will not be able to return to this page to select more WPA outcomes in the future, so spend some time here making sure you’ve got what you need. You can always delete outcomes and categories later if necessary. When done, click continue.

2.4 You’ll see the main page where you can manage your course outcomes.

If you selected from the WPA list, those outcomes will appear here:

If you plan to create your outcomes from scratch and did not select any WPA outcomes, the page will be mostly blank.
Creating your course outcomes may require more than one sitting. Whenever you want to stop, you can click done. You’ll return to the My Courses page, and any outcomes that you have saved will be retained when you come back to complete this task. (And you can come back by clicking view & manage outcomes next to this OBA course on your My Courses page)

2.5 Edit item values, create new outcome categories and outcomes, and make edits:

To change anything about the outcome item values click the edit link next to the heading that says outcome points.

RECOMMENDATION: Do this before making any other changes to your course outcomes. By default, you’ll have a range of 1-6 points with an associated range of descriptions (Unsatisfactory – Highly Effective). You can change any or all of this if you want. After you have your points set, then add and edit categories and outcomes.

To delete an entire column, click the trash can next to any item value. You’ll see a warning message that asks you if you are sure you want to delete the column. This action will delete every description associated with this point value in your entire set of outcomes. Be careful!

Change the item values and descriptions as you wish. You can use a 0-point value, and you can even change the values to 5, 10, 15, 20 – whatever you wish.

When you are done editing outcome values, click save.
To add an outcome category, click create category. Some new fields will appear, where you can type: a name of the category, a name of the first outcome within the category, and descriptions for each point value for that outcome. When you’re done, click save.

To add an outcome within an already existing category, click add outcome. Fields where you can type a name of the outcome and descriptions will appear. When you’re done, click save.

To change anything about an outcome (name or descriptions), click the edit link next to the outcome name. Make your changes and click save.

When you are done editing outcomes, click done. You can come back later and make more edits by clicking view & manage outcomes next to this course on your My Courses page.

Step 3 > Create Writing Assignment(s) in the master section, and tag the assignment(s) with relevant course outcomes

When using Outcomes-Based Assessment for the first time, we recommend attaching course outcomes to just one to two Writing Assignments—perhaps one scheduled for early in the term and another at the end. You can, of course, have your students complete as many assignments as you wish, but you may want to start lightly with OBA to see how it works, and avoid tagging many assignments with outcomes your first term using this feature.

3.1 To set up a Writing Assignment with course outcomes, first click add assignment from your master section home page.

3.2 Select writing assignment.
You can create writing assignments that have multiple drafts and peer review, and you can create writing assignments where the student will submit their writing via an online editor or via a file attachment.

3.3 To set up a writing assignment with learning outcomes, follow these steps.

- Enter an assignment name and instructions for students.
- Select make assignment available later and enter a future date by which time you expect you’ll have your assignments established and your section and assignments shared with one or two of your colleagues.
- Establish the point value of the assignment.
- Select compose online as the student submission format.
- Select the text editor palette you want to use.
- Select the number of drafts. Select 0 if you only want a final submission. Learning outcomes will be assessed only on the final submission.
- If you select 1 or 2 drafts, peer review will be included. For peer review, select the peer review questions, view/manage peer groups, and set the privacy levels.
- Provide due dates for drafts and peer review (if applicable), and the final submission.
- Select include learning outcomes and then click the button that is labeled select assignment outcomes.
- You’ll see a page listing your course outcome categories, as you set them up in Step 2 > Create your course outcomes.

- Click the category name to “open up” the list of outcomes within that category.
Select any outcome(s) that apply to the writing assignment you are creating.

Once you select any outcome, the screen displays “weight: 0%” for that category. You can ignore that 0%; it does not mean that the category won’t be included!

NOTE: If you do not specifically weight the categories, they will be weighted evenly. But evenly weighted categories does not mean evenly weighted outcomes if the categories do not have the same number of outcomes. You will want to understand how weighting of categories will affect the average scores shown as you score assignments, so you may want to read the last section in this guide before deciding how to incorporate weights.
To weight the outcome categories specifically for this assignment, click **weight categories** near the top of the page and apply different weights, totaling 100%. Then click **save**.

Once you’ve selected the outcomes for the assignment, click **save** at the bottom of the “select learning outcomes” page. You will then see the writing assignment setup page again.

Assuming everything is now set as you wish, click **next: review and assign** at the bottom of the writing assignment setup page. You will see the assignment “review and assign” page.

Attach files, if you wish, and review what you just set up. When you are ready, click **assign**. You will then see your section home page, with this new assignment listed.

If this is a peer review assignment and you may discover that, even after you have clicked **assign**, it appears as unassigned on your home page. This will happen if you do not have any students registered in the section. Don’t worry about this; you and your colleagues will be able to assign Peer Review assignments once students have registered.

3.4 Repeat the above process to add a second writing assignment tagged with outcomes.

3.5 Once you have your writing assignments created in this master section, you may want click the eye icon on the assignment list to set these assignments as “hidden.” Then, when you are done sharing the assignments and completely comfortable that everything is all set, you can “unhide.” There is a Connect issue that affects assignments that have been opened by students; some aspects of such assignments cannot be edited. Setting the assignments as hidden until
they are shared with all sections where applicable will ensure a student does not open the assignment and disrupt plans for editing.

Assignment is not hidden:

Assignment is hidden:

Step 4 > Create any other sections you are teaching this term and share the assignments from the master section with those other sections.

4.1 Create any other “real” sections you’ll be teaching this term. Make sure those sections are within the same OBA Course as your Master Section and the duplicate of your Master Section. Create the new “real” sections by click + add section.

A box will appear where you can enter the name of any section(s) you wish to add. Click + add another section to create more sections, name each section, and click save when you are done.
4.2 Next, select the master section (Fall 2013: Section 123m in our example).

4.3 From the section’s home page, select the first Writing Assignment, which you tagged with outcomes in Step 3.

4.4 Click share assignment.

4.5 You will see a pop-up screen that describes share versus copy. Click share.

4.6 You’ll see your other section(s) listed under your name. Click into the box next to each section where you want to use this assignment. Do not select any sections belonging to colleagues even if they are listed as well. Instructions for sharing with colleagues are included in Step 6.

4.7 After selecting your section(s), click share.

4.8 Repeat this process with the other writing assignment(s) that are tagged with course outcomes.

Don’t forget! When you’re all done sharing (and feel confident that everything is set up correctly, click the eye icon on your assignment list (as described in Step 3.5) to “unhide” the assignment!
Step 5 > If using this as a course coordinator, share the master section with other instructors.

5.1 From your My Courses page, select share section with a colleague from the section options menu next to your master section, Fall 2013: Section 123m in our example.

5.2 You will see a pop-up describing share versus copy. Click share.

5.3 Enter the email address of each colleague with whom you want to share. After each email address, type a comma and a space before typing the next email address. You can enter as many as 10 different email addresses. When you’re done, click find colleagues.

Note: Instructors with whom you are sharing need first of all to be registered on Connect.

5.4 If Connect is able to find the colleague(s) whose email addresses you have entered, you’ll be asked to specify the number of sections you want created for each colleague. You’ll also be asked what you’d like each colleague to be able to edit about the assignments. You probably want to select only start and due dates. Make a selection, and click share.

Note: No matter what you select here, colleagues will not be able to edit the outcomes tagged to the shared assignments; they also will not be able to edit course outcomes. Colleagues will, however, be able to create their own assignments and tag those assignments with outcomes.
5.5 Sharing your section in this way will create a new course on the recipient’s My Courses page, along with however many sections you have specified. Each of the recipient’s sections will contain the same assignments as yours, plus the course outcomes you set up.

Don’t forget! When you’re done sharing and feel confident that everything is set up correctly, click the eye icon on your assignment list (as described in Step 3.5) to “unhide” the assignment.

REPORTS AVAILABLE TO YOU AND TO THE RECIPIENTS YOUR SECTION

<table>
<thead>
<tr>
<th>What You Will See in Reports</th>
<th>What Instructors With Whom You Have Shared Will See in Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your colleagues’ outcomes scores, for any assignments that you shared from your Master Section</td>
<td>Their own outcome scores, for any assignments that you shared from your Master Section.</td>
</tr>
<tr>
<td>Your outcomes scores, for any assignments you shared with yourself from your Master Section</td>
<td>Their own outcome scores, for any assignments that the colleague created and tagged with course outcomes, separate from your Master Section.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What You Will NOT See in Reports</th>
<th>What Instructors With Whom You Have Shared Will NOT See in Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome scores for any assignments that your colleagues created and tagged with course outcomes, separate from your Master Section.</td>
<td>Outcome scores for assignments submitted by students in your section and assignments submitted by students in other colleagues’ sections with whom you have shared.</td>
</tr>
</tbody>
</table>

Step 6 > Have your students complete the Writing Assignments

This is the easy part. Your students and the students in the sections you have shared complete the writing assignments. You will be notified via messages on your home page any time a student in your section completes a final submission; your colleagues will be notified about submissions from students in their sections.
Step 7 > Score Writing Assignments on learning outcomes, and give an overall score

You will score your students’ submissions, and your colleagues will score their students’ submissions.

7.1 From the Messages area of your Section Home Page, click assignments to grade. Then click writing submissions to grade.
7.2 You’ll see the grading to-do list. Select a student by clicking the ready to grade link.
7.3 You’ll see the student’s submission.
7.4 To comment on the paper, drag your cursor along some text to highlight, release the mouse, and then click the comment button that will appear.
7.5 Type your comment, and select the related category and outcome from the pull-down menus provided. Click add comment.

7.6 Continue in this manner until you are finished with inline comments.

7.7 Complete the rubric of outcomes for the assignment beneath the writing submission by selecting the rating that applies for each outcome. Use the triangle/arrow keys to scroll through the entire set of outcomes. You can also click view all outcomes.
7.8 The scores you select will appear below the rubric window, along with weighted average score. The weighting of categories is also displayed. Don’t let this confuse you if you did not select to weight your outcome categories; in that case the categories are still actually weighted – equally, or as close to equally as the system can do. (If there are three categories, for example, they will be weighted 33%, 33% and 34%, which can slightly skew the number results.)

7.9 Type an overall comment on the paper and give the student the final score. This final score will is based on the original point value you set up for the assignment (100 is commonly used), and is not to be confused with the outcome average. In fact, although this final score will likely be somewhat based on the outcome average, you can enter whatever score you want, as long as it is less than or equal to the point value of the assignment. For example, the submission shown below received an outcome average of 4 out of 5 but the instructor decided to award it 85 out of 100 points.
7.10 Check the box that will allow students to see the learning outcomes scores if you want them to see those details. If you do not want students to see learning outcomes scores, leave the checkbox unchecked.

7.11 Click **submit final score & comments**. If you **exit** without submitting, your inline comments will be retained; however, your scores on outcomes and overall score and comment will not be retained. After you click **submit final score & comments**, the student will be able to view the final score and your comments; if you checked off “show learning outcomes results to the student,” the student will also be able to see those scores.
Step 8 > Generate reports

OBA offers a selection of powerful reports that can be shared with students, colleagues, administrators, assessment committees, and accrediting bodies.

8.1 Starting from the home page of the duplicate of your Master Section, click the reports tab.

8.2 Scroll through the list of reports available on Connect, and select learning outcomes assessment reports.

8.3 At the top of the learning outcomes assessment report screen, you will see the criteria you can select to run a report: sections, assignments, students, and outcomes. You can select any combination of the items, then click apply changes. By default, the current section is selected, along with all assignments, all students, and all outcomes.

8.4 Then, if you scroll down the page, you’ll see a pie chart and some bar charts.
8.5 The pie chart shows the percentage of students whose average score across all selected outcomes falls into each range. The key beneath the charts explains the range associated with each color.

8.6 The bar charts show the how the outcome categories and specific outcomes were scored across the sections, students, and assignments selected. You can “open” any category to see specific outcome scores by clicking on the category name.

8.7 Beneath the pie chart and bar charts is an assignment list. This shows average scores across all outcomes for each assignment. If you are looking at a report covering more than one section, you can sort this part of the report by assignment or by section.

NOTE: All data shown on the screen are based on unweighted categories and scores. You can see the weighted scores if you click export to Excel.
8.8 To look at a different report, simply make different selections at the top of this page.

8.9 You can also get an Excel version of the report by clicking the export to excel icon, or get a printout by clicking the printer icon. These icons are located above the bar charts on the page.

Reports are updated every four hours. If you are not seeing a recently scored assignment, the reason may be that the four-hour update has not yet occurred. Check again in four hours.

Advanced Share/Copy Considerations

1. **Duplicating your OBA Course.** You can duplicate your OBA course from the My Courses page. This will create a whole new course with the same assignments as the original. However, when you duplicate a course, the course outcomes are not copied. To use course outcomes with another section, create a section within your original OBA course and share assignments to it.

2. **Creating a section in another course.** You can, of course, create another course and sections within that new course at any time. And, you can even share assignments from a section within your Master OBA course with sections(s) that you created in other courses. However, outcomes will not be shared across courses.

3. **Copying an OBA section to a colleague.** If you copy an OBA section to a colleague, outcomes for the section will be copied to the colleague along with all assignments you have set up. However, the new sections created your colleague will not be visible in your reports.

4. **Copying assignments to your other sections or to colleagues.** If the receiving section was originally set up as a “share” from the originator and therefore has the same outcomes as the original section from which this assignment is being copied, outcomes will copy with the assignment. If the receiving section was not originally set up as a “share” from the originator, the copied assignment will not include outcomes. In either case, the results of the copied assignment will not be visible in your reports.
If You Are a Recipient of a Section Using Outcomes

When a colleague shares section(s) with you, you will see them on your My Courses page, labeled as the originating instructor named them, plus a number, 1, 2, 3, etc. A banner “NEW” indicates it’s a new section from another instructor, and a link icon, indicating it is a “shared” section. Here’s an example:

You can see the course outcomes that your colleague has created by clicking view outcomes. Note that you will be able to view the outcomes but you cannot make changes to them.

Recommended Best Practices:

1. Change the section name to one that is meaningful to you and your students. Usually instructors use the section name as it is listed in the school’s course catalog. Change the section name by pulling down the section options menu to the right of the section name; then select edit section details.

2. You may also want to change the section url that your students will use to register for your section. (You don’t have to do this, and you should do this ONLY if you have not already distributed the auto-generated section url.) Click the card icon under registration info for the section. You’ll see the student registration info card for the section; scroll down to see the section web address, and click edit this address.

3. Assignments that your colleague shared with you in a section with course outcomes may be tagged with specific outcomes. Set up those assignments for your use.
   - From the home page, click on the assignment name.
   - You will see the Student Activity page. If you have students registered in this section, you’ll see them listed here. Click edit assignment.
   - You’ll see the assignment as set up by your colleague. In most cases, your colleague will allow you to edit dates. Change the availability and due dates, including any due dates for drafts and peer reviews, if applicable.
To see the outcomes associated with this assignment, click view assignment outcomes at the bottom of the page.

Click the outcome category name on this page to see the specific outcomes tagged to the assignment. When you are done with your review, click done or set up your assignment.

You'll be returned to the page with all of the assignment details. Simply click next: review and assign at the bottom of this page, and then click assign on the next page.

This assignment is now set up for use by your students. Repeat the above steps with any other assignments your colleague shared with you.

4. Once your students have completed the assignments and you have scored them, you can generate learning outcomes reports:

- Starting from the home page, click the reports tab.
- Scroll through the list of reports available on Connect, and select learning outcomes assessment reports.

At the top of the learning outcomes assessment report screen, you will see the criteria you can select to run a report: sections, assignments, students, and outcomes. You can select any combination of the items, then click apply changes. By default, the current section is selected, along with all assignments, all students, and all outcomes.

Then, if you scroll down the page, you’ll see a pie chart and some bar charts.
AVG: 2.78  
OUT OF 5

- The pie chart shows the percentage of students whose average score across all selected outcomes falls into each range. The key beneath the charts explains the range associated with each color.
- The bar charts show the how the outcome categories and specific outcomes were scored across the sections, students, and assignments selected. You can “open” any category to see specific outcome scores by clicking on the category name.
- Beneath the pie chart and bar charts is an assignment list. This shows average scores across all outcomes for each assignment. If you are looking at a report covering more than one section, you can sort this part of the report by assignment or by section.
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- To look at a different report, simply make different selections at the top of this page.
- You can also get an Excel version of the report by clicking the export to excel icon, or get a printout by clicking the printer icon. These two icons are located directly above the bar charts on the page.

- All data shown on Reports screens are based on unweighted categories and scores. You can see the weighted scores if you click export to Excel.
- Reports are updated every four hours. If you are not seeing a recently scored assignment, the reason may be that the four-hour update has not yet occurred. Check again in four hours.

### REPORTS AVAILABLE TO SECTION ORIGINATORS AND SECTION RECIPIENTS

<table>
<thead>
<tr>
<th>What You (as a Shared Section Recipient) Will See in Reports</th>
<th>What the Section Originator Will See in Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome scores across all assignments in any of your own sections, as long as those sections are listed under the course shared with you. This includes sections that were shared by your colleague and those you created yourself (as long as they are listed under the course shared with you and the assignments have been tagged with outcomes).</td>
<td>Outcome scores across all assignments in the originator’s own sections and in sections that the originator shared with you and with other colleagues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What You (as a Shared Section Recipient) Will NOT See in Reports</th>
<th>What the Section Originator Will NOT See in Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome scores for assignments submitted by students in other colleague’s sections.</td>
<td>Outcome scores for assignments you created and tagged with course outcomes yourself.</td>
</tr>
</tbody>
</table>
An Explanation of Weights

The average shown when scoring an assignment is the weighted average. Reports, on the other hand, show unweighted averages (although you can pull weighted scores in an Excel version of any learning outcomes assessment report). The weights are shown when scoring to provide you with a way to see the effect of weighting as you are determining a final score. But in the reports, where multiple assignments – potentially all with different weights – are mixed together, using weighted averages might be confusing. In the future, we plan to update Connect to give you more flexibility to choose what you want to see (weighted or unweighted) in individual assignment scores as well as reports.

In the current version of Outcome Based Assessment, if you do not select weights when selecting outcomes for a writing assignment, the categories are weighted evenly. Below are some examples, from simple to more complicated, that attempt to illustrate how the weighting is calculated.

Example A. You have tagged two categories and two outcomes in each category to an assignment. You did not assign any specific weights to the categories, so they were automatically weighted evenly. Since the categories are weighted evenly and each category has the same number of outcomes, the weighted and unweighted values of the outcomes are identical. The average, then, is the result of adding together all of the outcome scores and then dividing by the number of outcomes. In the example below $1 + 3 + 5 + 3 = 12$. And 12 divided by 4 = 3.

| Outcome 1a | 1 |
| Outcome 1b | 3 |
| Outcome 2a | 5 |
| Outcome 2b | 3 |
| Overall Average | 3 |

Example B. You have tagged two categories to an assignment but one category has one outcome and the other category has two outcomes. You did not assign any specific weights to the categories, so they were automatically weighted evenly. Since the categories are weighted evenly and each category has a different number of outcomes, the weighted average is equal to weighted score for each outcome divided by the number of outcomes.

In this example, there are three outcomes each with a maximum unweighted score of 5. This means that the maximum total score is 15 (3 x 5 = 15). Since each category is worth half (or 50%) of the total score, each category is worth a maximum of 7.5 (15 divided by 2 = 7.5). Therefore, each outcome in category 1 is worth a maximum of 7.5, but each outcome in category 2 is worth a maximum of 3.75 (7.5 divided by 2 outcomes = 3.75 per outcome). The weighted vs. unweighted score equivalents are as follows:
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The averages are calculated by adding the individual outcome scores and then dividing by the total number of outcomes (3 in this example). If you score as shown in the unweighted column below, the weighted average will be as shown in the right-hand column below.

```
<table>
<thead>
<tr>
<th>Category 1 (1 outcome)</th>
<th>Category 1 Weight 50%</th>
<th>Category 2 (2 outcomes)</th>
<th>Category 2 Weight 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unweighted</td>
<td>Weighted</td>
<td>Unweighted</td>
<td>Weighted</td>
</tr>
<tr>
<td>5</td>
<td>7.50</td>
<td>5</td>
<td>3.75</td>
</tr>
<tr>
<td>4</td>
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</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
```

**Example C.** You have tagged three categories to an assignment. Since 100% does not divide equally by 3, the system cannot weight these categories equally and so provides weights of 33%, 33%, and 34%.

In this example, there are four outcomes each with a maximum unweighted score of 5. Therefore, the maximum total score is 20 (4 x 5 = 20). Two categories are each worth 33% of the total, or a maximum of 6.6. The third category is worth 34% of the total, or a maximum of 6.8, and since that category has two outcomes, each outcome in category 3 is worth a maximum of 3.4. The weighted vs. unweighted score equivalents are as follows:

```
<table>
<thead>
<tr>
<th>Category 1 (1 outcome)</th>
<th>Category 1 Weight 33%</th>
<th>Category 2 (1 outcome)</th>
<th>Category 2 Weight 33%</th>
<th>Category 3 (2 outcomes)</th>
<th>Category 3 weight 34%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unweighted</td>
<td>Weighted</td>
<td>Unweighted</td>
<td>Weighted</td>
<td>Unweighted</td>
<td>Weighted</td>
</tr>
<tr>
<td>5</td>
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<td>5.28</td>
<td>4</td>
<td>2.72</td>
</tr>
<tr>
<td>3</td>
<td>3.96</td>
<td>3</td>
<td>3.96</td>
<td>3</td>
<td>2.04</td>
</tr>
<tr>
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<td>2.64</td>
<td>2</td>
<td>2.64</td>
<td>2</td>
<td>1.36</td>
</tr>
<tr>
<td>1</td>
<td>1.32</td>
<td>1</td>
<td>1.32</td>
<td>1</td>
<td>0.68</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
```

Averages are calculated by totaling outcome scores and then dividing by the number of outcomes (4 in this example). If you score as in the unweighted column below, the weighted average will be as shown:
Example D. You tagged two categories to an assignment and applied weighting of 10% and 90% to the two categories. Category 1 (10%) has only one outcome, but Category 2 (90%) has two outcomes.

The three outcomes in this example each have a maximum unweighted score of 5. Therefore, the maximum total score is 15 ($3 \times 5 = 15$). Category 1 is worth 10% of the total, or a maximum of 1.5. Category 2 is worth 90% of the total, or 13.5, but since there are two outcomes in Category 2, each outcome is worth a maximum of 6.75 (half of 13.5). The weighted vs. unweighted score equivalents are:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unweighted</td>
<td>Weight</td>
<td>Weighted</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>0.3</td>
<td>0.3</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>1.2</td>
<td>4.8</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>0.9</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>0.6</td>
<td>1.2</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>0.3</td>
<td>0.3</td>
</tr>
<tr>
<td>Overall Average</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Averages are calculated by totaling outcome scores and then dividing by the number of outcomes (3 in this case). If you score as in the unweighted column below, the weighted average will be as shown:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unweighted</td>
<td>Weight</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>10%</td>
</tr>
<tr>
<td>Category 1</td>
<td>Outcome 1a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>90%</td>
</tr>
<tr>
<td>Category 2</td>
<td>Outcome 2a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Overall Average</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>