Laulima: Wrapping up the Semester and Preparing for the Next

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Publishing Grades: Uploading Grades from the Gradebook to Banner (MyUH):

Using the Publish function in the Gradebook tool, you can upload Final course grades directly to Banner. Within Laulima, this is only possible via the Gradebook Tool. If you posted grades using Post'em, you'll need to add the Gradebook tool and enter the students' final course grades.

Double check your grades to make sure they are accurate and all scores have been entered/calculated. Make sure that dash marks only appear in the “All Grades” area of the Gradebook if they are supposed to be there. If you do not have any entries that are optional or won’t count toward the final grade, then no dash marks should appear.

Course Grades:

*IMPORTANT:* If a student does not submit an assignment or missed a quiz and there is no score inputted for that Gradebook entry, that entry is not calculated in the overall course grade. Below is a copy of the message shown in Laulima on the “Course Grades” area of the Gradebook:

Currently, the Gradebook does not include Gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student. To include a Gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeroes for any Gradebook item that has not been graded and then re-calculate the course grade, click Calculate Course Grades.

Example:
The image below shows the “All Grades” view of the Gradebook. The first entry, Brian Griffin, shows the course grade as 89.87% where Brian has completed most of the work and has points assigned to his Gradebook items. The rest of the entries have many blanks showing that they have not completed much of the work. However most of them still have high grades of 88.33% and 95%.

Student has NOT completed most of the work, yet still has a high course grade (95% A). This is because the entries with a dash line are NOT counted toward the overall course grade.
To automatically add zeros to any blank entries where the “dash” appears, go to the “Course Grades” area in the Gradebook.

1. Click on “Course Grades”
2. Click on “Calculate Course Grades”
3. Click on “Continue”

Click on the “Calculate Course Grades” button. You will then see the warning screen, letting you know that if you continue and add in zeros for any missing grades, you cannot undo this action.

Please note that this action is irreversible.
Now that the dashes have been replaced by zeros, the course grades show a more accurate calculation of all the students' grades.

### Course Summary

**Average Course Grade**: F (26%)

### Grading Table

- **Course Grades have been calculated**

Override a course grade by entering a different one in the Grade Override box and click Save. To remove an override, delete the grade and click Save.

#### View

- All Sections/Groups

#### Student Name | Student ID | Course Grade | Log | Grade Override
---|---|---|---|---
Griffin, Brian | brian@griffin.com | C (73.5%) | | |
Griffin, Lois | lois@griffin.com | F (17.5%) | | |
Griffin, Peter | peter@griffin.com | F (5.5%) | | |
Griffin, Stewie | stewie@griffin.com | F (9.5%) | | |

### If we go back to the “All Grades” area, we now see the zeros that have been added to each Gradebook entry.

#### Gradebook

- Gradebook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades | Publish

#### All Grades

**Average Course Grade**: F (26%)

#### View

- All Sections/Groups

#### Student Name | Student ID | Course Grade | Assignment 1 Details | Assignment 2 Details | Assignments (20%) | Brian's Topic | Grading by Forum
---|---|---|---|---|---|---|---
Griffin, Brian | brian@griffin.com | 73.5% | 10 | 9 | 95% | 10 | 10
Griffin, Lois | lois@griffin.com | 17.5% | 0 | 0 | 0% | 0 | 9
Griffin, Peter | peter@griffin.com | 5.5% | 0 | 0 | 0% | 0 | 0
Griffin, Stewie | stewie@griffin.com | 9.5% | 0 | 0 | 0% | 0 | 0
If you wanted to exclude a Gradebook entry from adding zeros by doing the course grade calculations, you would have had to indicate that the entry is not included in the course grade calculations. To do this, click the “Edit” link next to the title of the entry in the “Gradebook Items” area which is the main area you see when you first go to the Gradebook.

On the edit page for that gradebook entry, uncheck the box next to “Include this item in course grade calculations”. Then click the “Save Changes” button.
When you are ready to publish your grades to Banner, click on the "Publish" link at the top of the Gradebook.

In the Publish area, you will see the title of your course. If you have a cross listed course with multiple sections, you will see each CRN (course reference number) listed separately as illustrated in the image below.

*Note: There are radio buttons to select between submitting a "Final" grade or a "Mid-term" grade. The Mid-term option is not available at this time.*
For Cross Listed Courses:

The following portion of the tutorial refers to problems that can occur with cross listed courses. If you do not have a cross listed course, you can skip ahead to finish publishing your grades.

Using the "Preview grades" button, you can check your students' grades before publishing them. After clicking on the "Preview grades" button, verify the total number of students and their assigned grades. You can only preview one CRN at a time.

Students not listed when previewing grades will NOT have their grades sent to Banner. If there are students missing, check your list of students in the "Section Info" area. If you removed the link for the "Section Info" tool, you will have to re-add it.
If the number of students in a section does not match the amount according to the official student list in MyUH Portal, click on the "Assign Students" link to see the list of students that are currently assigned to that CRN.

The two students, who were missing from CRN 10001, appear in the "Unassigned Students" list. To move them into the 10001 section, highlight the names of the students you want to move then click on the right (>) arrow. You can also move over all the students from the Unassigned List to the right by using the double right (>>) arrows. Once all the proper students have been moved, click the "Assign students" button.
Once students are put into their respective CRN section, go back to the Gradebook to finish publishing the grades to Banner.

-End of Cross Listed Courses section
Publish Grades Continued:

In the "Publish" area of the Gradebook, click on the "Preview grades" button to preview the list of students and their grades. For those with cross listed courses, you can click on this button again to see an updated version of your student list if any changes were made.

*Note: Student "jksmith" does not have his first and last name shown. Instead, his username is shown. This indicates a possible error with his Laulima account which will prevent his grade from being sent to Banner. In this case, his grade will have to be entered directly into MyUH Portal. (Guests added using an external e-mail address will also display the error message "NO ID FOUND").
Check the box(es) to select your course(s) and click on the "Submit grades for selected CRNs" button.

Student "jksmith" has error message "NO ID FOUND". An error with the students Laulima account prevents the grade from being sent.
You must confirm grade submission. Click on the "Submit grades" button to confirm that you want to publish the grades for your course(s). A warning message will be displayed for students with an error in their account, alerting you that the grades will not be sent for those students.

Your grades have been submitted to Banner.
Copying course materials to next semester’s course

Instructional courses (those with a CRN assigned to them) are automatically created in Laulima when the course is created in Banner by either your department or campus. Once the information has been inputted into Banner and an instructor is assigned, the course should automatically appear in that instructor’s Laulima account. Once the instructional site is available, the instructor can use the “Import from Site” function to copy materials from another site.

Import from Site:

Before beginning the “Import from Site” process, be sure that the same tools that you were using in the other course are active in the course you wish the copy the materials into. For instance, if you are preparing a Spring 2011 course and you wish to copy your materials from a Fall 2010 course which used the “Assignments”, “Tasks, Tests and Surveys” and “Gradebook” tools, you will need to add these tools to the Spring 2011 course first.

To add tools to your Laulima site, click the “Site Info” link listed on the left. At the top, click “Edit Tools”. Select which tools you want to add and click the “Continue” button at the bottom. Click the “Finish” button to confirm.

For this example we will import Announcements, Discussion and Private Message, Resources, and added the Assignments, Gradebook, and Tasks, Tests and Surveys tools to import as well.
To begin the import process, click the “Site Info” link listed on the left. Then in the menu bar at the top of the Site Info area, click “Import from Site.”

You will then see three links to choose from. If your course is empty and you have not yet added any materials, you can select the first link, "I would like to replace my data". If you have already added some materials to your site, you can select the second link "I would like to merge my data".

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**Import Data**

Please choose a method below to proceed:

- **I would like to replace my data**
  
  Any existing data will be overwritten, replaced by your import data. This method allows you to import Gradebook settings.

- **I would like to merge my data**
  
  Your imported data will merge with existing data. This method does not import Gradebook settings.

- **I would like to merge my user(s)**
  
  Your imported user(s) will merge with existing users. This method does not import roster-provided users.
Check the box next to the site (or course from a previous semester) that contains the material to import. You may choose more than one site. Then click Continue.

Check the box next to each tool that you would like import material from. If you are importing from more than one site, be sure to check the box next to the tool, and under the correct site from which the materials will come from. Then click Finish.

**Note:** Please be sure to click the "Finish" button ONCE. After clicking "Finish", you should see the page loading. Once the page finishes loading, it will return to the main "Site Info" page and the import will be complete. *If you click the "Finish" button multiple times, your materials may be copied multiple times.*
Newly imported announcements and assignments are saved as drafts. To make them viewable to users, you will have to post them. Other tools will be important without their original pre-set settings, each will have to be set for release within the new course.

**In the Discussion and Private Messages tool, only postings that were checked "I will reuse" will be imported (otherwise just category and forum titles will be imported).**