Laulima: Gradebook Tool Quickstart Guide

Introduction .............................................................................................................. pg. 01
Anatomy of the Gradebook Tool ............................................................................. pg. 01
Creating a Gradebook Item ..................................................................................... pg. 01
Scoring Your Gradebook Item ................................................................................ pg. 02
Brief Tour of Other Gradebook Sections ............................................................... pg. 04
  All Grades ............................................................................................................. pg. 04
  Course Grades ................................................................................................... pg. 05
  Gradebook Setup ............................................................................................... pg. 05
  Course Grade Options ....................................................................................... pg. 06
  Import Grades ................................................................................................... pg. 06
  Publish ................................................................................................................ pg. 07

TALENT
Spring 2011
Sakai version 2.7.1

http://www.hawaii.edu/talent
itech-l@lists.hawaii.edu
Introduction
This quickstart guide covers Laulima’s Gradebook tool. This guide is not meant to be a comprehensive guide, rather a brief document to orient someone new to the tool. The Gradebook tool is a very basic tool for keeping track of participant performance. Usually you would also use this to display the results to the users, but you can also just use this for your own viewing. Some tools in Laulima can link to the Gradebook, but although the Gradebook will display these scores, the actual grading takes place within those tools. You can also create scored items (Gradebook items) within the Gradebook tool - this will be the focus of this document. Gradebook can also be used to publish final grades to the Banner information system, but that is not covered in this document (see the TALENT website for that information).

The Gradebook tool is not in your site by default. Those with instructor/maintain role need to go to “Site Info” -> “Edit Tools” and select this tool to add to the available list of tools.

Anatomy of the Gradebook Tool
When you first access the Gradebook tool, there is not much to see. As you add content, other options will reveal themselves. By default, you will be placed in the “Gradebook Items” section. Next to this heading, you will see links to other sections of the Gradebook.

Below that section, there are some editing options then the space for listing the items items to be graded along with summary information about these items. This area is currently blank.

Creating A Gradebook Item
As mentioned previously, several tools have the ability to link their grading mechanisms to be displayed in the Gradebook. You can also create a Gradebook item manually to keep track of scores. To do this, make sure you are in the default “Gradebook Items” section, and click the “Add Gradebook Item” link under the “Gradebook Items” area.
Creating A Gradebook Item (cont’d)

You will see the “Add Gradebook Item” screen (very similar to the Edit Gradebook Item screen). Make sure to fill in the required fields - the “Title” and “Gradebook Item Point Value” fields. You can optionally add a due date. You can choose to disable the “Release Item to Students” if you want to which would make it not visible for students to see. Also checked by default (you can uncheck it) is “Include this item in course grade calculations” which is self explanatory. When you are done, click “Add Item”.

The Gradebook item has been created and you will be taken back to the Gradebook Items screen. You should now see the Gradebook item you just created listed in the summary area. Clicking the title of the Gradebook item you just created will give you an opportunity to score the item. If you click “Edit” next to it, you will see a screen similar to the create Gradebook item screen.

Scoring Your Gradebook Item

To add scores to each participant for your Gradebook item, make sure you are in the “Gradebook Items” section, then click the title of item you want to grade in the “Gradebook Items Summary” area.

1. Click title of item

2. Give a name to the item in the “Title” field

3. Give a numerical value for this item in the Point Value field

Optional: provide a due date

Optional: can change defaults for displaying to participants & calculating into final grade

Optional: Add another item

Click “Add Item” when done
This screen shows the Gradebook Item Summary. You will see a brief summary of the basic item information, as well as a link to edit the settings (again, to the edit item screen) and a link to remove the item from the Gradebook. Below those option links is an area that allows basic sorting of participants and finally a list of the participants in the worksite. To the right of the names are fields that allow you to input the scores the participant earned for this item.

Fill in the points in to the participants’ “Points” fields then click “Save Changes”.

The scores for the Gradebook Item will be saved and a clickable icon in the Log column will appear. Clicking on that icon will display the date that score was added and by whom.
Scoring Your Gradebook Item (cont'd)

Going back to the main “Gradebook Items” screen (if you are “in” an item, there is a link to the main area under the Gradebook sections links), you will see an “Average Course Grade” displayed. This is only visible to you. You can also see a “Class Avg” column in your summary section. This will display the average score of all the submissions for that item.

You might also note that in the far right column in the Gradebook Items Summary is a “Grade Editor” column. This indicates if an item is linked to the Gradebook and from which tool. You will need to go to that tool to change grades, as the Gradebook will only display what is linked from there.

There is also a “Sorting” column. You can use the triangle-like icons to move an item up or down to customize the order of display in the Gradebook Items view.

Brief Tour of Other Gradebook Sections

To get more detailed information on other sections of the Gradebook, please take a look at the other documentation at our TALENT site (http://www.hawaii.edu/talent/). Included here are a brief look at those other sections.

Make sure that if you make changes in these sections, that you save those changes (usually there is a save button) or else those changes will not take effect.

All Grades

The “All Grades” section displays a spreadsheet like view of the participants in the worksite and the scores they earned for each item. It also displays the average and individual course grades for the participants. Note that you can export your grades as a CSV formatted text file or an Excel file.
Brief Tour of Other Gradebook Sections (cont’d)

Course Grades
The Course Grades section displays information about the overall and specific course grades. It shows the total points going toward the course grade, a course average, and the specific grades for each participant. Note that it does not include grades for items that have not been graded, so grades may be inflated. You can Calculate Course Grades (giving anything not graded a 0) but most folks do not like to do this as it does not allow that zero to be turned back into something that does not count toward a grade (the process is irreversible, though you can change the zero into another number). Note there are buttons to export course grades and go to the publish area.

Gradebook Setup
The “Gradebook Setup” section allows you to change several global options for the Gradebook. “Grade Entry” allows you to change your grades to be entered by different methods. “Gradebook Items Display” allows you to toggle on or off your Gradebook items displaying to students even though you may have them set as being released in the item setting. This section also allows you to set up categories in your Gradebook as well as weighted categories.
Brief Tour of Other Gradebook Sections (cont’d)

Course Grade Options
The “Course Grade Options” section gives you the ability to show the participants their own course grade. This is a letter grade representing their progress (not the individual gradebook items) as determined by the grade point conversion also listed in this section. You can also change the “Grade Type” here as some campus will use straight letter grades, while others use the +/- system. If you find that the change does not work, use the “Reset to default values” link to clear up this “stickiness”.

Import Grades
The “Import Grades” section allows you to upload a properly formatted (.csv) file to add scores to the Gradebook. It is recommended to download the template to work off of (also available in this section) if you want to do this.
Laulima: Gradebook Tool Quickstart Guide

Brief Tour of Other Gradebook Sections (cont’d)

Publish

The “Publish” section allows you to upload final grade scores to Banner. Grades need to be in the proper format (letter grades vs. +/- grades) and the scores will only upload for students in the proper section. We strongly recommend that you check MyUH after you upload grades via this method to make sure everything went as intended. More information about publishing grades via Laulima is available on the TALENT website.