Laulima: Student Management Manual

Contents
Gradebook ................................................................................................................................. 2
Manually adding an entry ............................................................................................... 3
Linking Grades from the Assignments tool: ........................................................... 7
Linking Grades from the Discussions and Private Messages tool: ................................. 9
Linking Forum postings to the Gradebook: ............................................................ 19
Adding Categories and/or Weighting to the Gradebook: .................................... 23
Course Grades: .................................................................................................................. 28
Uploading Grades from the Gradebook to Banner (MyUH): .................................... 32
Student View: ..................................................................................................................... 40
Post’em: ............................................................................................................................... 41
Site Stats: ............................................................................................................................ 44
Student Management Tools

The Gradebook and Post’em tool provide 2 options for instructor to provide feedback to the students on their grades as well as other comments about their progress in the course. Site Stats provides instructors with the ability to view when the last time a student logged into their course as well as tool usage within the course.

Gradebook

The Gradebook tool allows an instructor to link their assignments and quizzes scores, as well as grades for discussion postings sent directly to the Gradebook. We will begin by showing you how to add an assignment and then link it to the Gradebook. To begin, you must make sure that you . . .

. . . have the Gradebook tool enabled.

Here is what the Gradebook tool looks like when you first add it. There are no entries yet.

<table>
<thead>
<tr>
<th>Gradebook Items</th>
<th>All Grades</th>
<th>Course Grades</th>
<th>Gradebook Setup</th>
<th>Course Grade Options</th>
<th>Import Grades</th>
<th>Publish</th>
</tr>
</thead>
</table>

Gradebook Items Summary

Click a title to view complete details and to grade the item.

<table>
<thead>
<tr>
<th>Title</th>
<th>Class Avg</th>
<th>Due Date</th>
<th>Released to Students</th>
<th>Included in Course Grade</th>
</tr>
</thead>
</table>

Legend:
*Titles shown in grey are not released to students.
**Class averages in parentheses () are not included in the course grade calculations.
***These items must be graded from the tool listed and may not be graded from the gradebook.
Manually adding an entry

To manually add an entry, click on “Add Gradebook Item”.

1. Type in the title of the assignment
2. Type in the point value
3. Click the “Add Item” button
To input the grades for this entry, click on the title of the Gradebook item.

1. Once you have the grades, type in point value in the Points column.

2. Click on “Save Changes” when you have finished entering grades.

(Optional): Comments can also be added to each student's score.
If the setting to release the grade to the students is selected (default settings), then once the grades are entered the students should be able to view their own scores and any comments you may have added.

If you click on the “Log” icon, it will show you the date of when the grade was inputted as well as who inputted the grade. In most cases it will be you, the instructor for the course. However for courses that have multiple TAs that do grading, this can be a useful feature.
To remove a MANUALLY inputted Gradebook item, click on the “Remove gradebook item from gradebook” link.

1. You must check the box to confirm that you want to remove the item.
2. Click the “Remove” button

*NOTE: This method ONLY removes MANUALLY added Gradebook items. Items linked from other tools such as the Assignment or Tasks, Tests & Surveys tool must be removed from within the linked tool.
Linking Grades from the Assignments tool:

First add the assignments tool.

When an assignment is added, you can select the option to have the assignment linked to the Gradebook. However, only assignments with a POINT VALUE can be linked to the Gradebook.

*To link to the Gradebook, the assignment must be on a points scale.
At the bottom of the “add an assignment” page, select the option to add the assignment to the Gradebook. Then click Post.

If we go to the Gradebook, we will also see an entry for Assignment 1.

Grades are automatically added to the Gradebook when inputted into the assignments tool.
Linking Grades from the Discussions and Private Messages tool:

In the Discussions and Private Messages tool, you can grade either individual postings or topics made by students, or you can grade by the overall Forums.

You can either use the default Forums that come with the Discussions and Private Messages tool, or you can create your own to customize it for your course. For more information on how to customize your Discussions and Private Messages, please refer to the “Discussion Tools Manual”.

First, you must enable grading in your Forum for the overall forum or the individual topics. In the Discussions and Private Messages tool, click on the Manage link.

On the Manage Welcome Screen that appears, click on the Forums link listed on the left.
Click on the “Click to edit” link to the right of the Forum.

On the Edit Forums page, scroll down to the bottom till you see the Grading: “Not Enabled” and “Enabled” options.
Select the “Enabled” radio button and the grading options will then appear. Select to grade either “By Topic” or “By Forum”. Grading “By Topic” allows you to grade individual postings. Grading “By Forum” allows you to grade a student based on all postings for a particular forum. For example, if you grade by Forum, the students would receive a grade for all their postings that they have done in that Forum.

If you selected to grade By Topic, you will then see the link for “Grade Topics” in a new column titled, “Scores”.

You will then be back at the “Manage” screen. Click on the “Discussion List” link on the left to get back to the main Discussions and Private Messages page.
If you selected, By Forum, you will see the link for “Grade Forum” instead.

Grading By Topic in Discussion and Private Messages:

After setting the Forum to be graded by topic, click either the forum title or the “Grade Topics” link.

Next, click on the topic that will be graded. Because the grading By Topic option does not have an area to input a point value, this must be done within a posting.
Next, click on the “edit” button in the top right hand corner of the topic.

3. Click on the “edit” button.

You will then see the Edit Topic page, which looks similar to the original “New Topic” page. At the bottom you will see the Grade Topic option.
Select the radio button next to “Yes” and add a point value for the topic. Then click the “Submit” button.

4. Select “Yes”.

5. Type in Point Value

6. Click “Submit”

You will then be taken back to the original topic that you added the grading to. Go to the grading area, click on the title of the topic link at the top.

7. Click on title of forum

You should then see the list of topics within the forum. Next to the topic you have added the grading to, you should see the “Grade Topic” link. Click on the “Grade Topic” link. *note: clicking on the icon will not work, you must click the link
You should then see the topic grading area. You can input grades for each student or you can give all the students who posted to this topic the same grade. You can also add comments to their grade as well as add the same comment to all users who had posted to this topic.

9. Type in grades or add grades for all users who posted to the topic

Optional: Comments can be added to individual grades or for all users who posted to the topic

10. If the box is not already selected, check box for “Send to Gradebook”

11. Click “Update”

Once you have finished adding the grades (and comments) check the box to “Send to Gradebook”. Then click the “Update” button.
The grades should then be sent to the Gradebook and the entry will automatically appear with the same title as the graded topic.

Grading by Forums in the Discussions and Private Messages:

After setting the grading to be done by the Forum, click on the "Grade Forum" link.
You should then see the grading area for the Forum. Similar to grading by topic, you can input grades for each student or you can give all the students who posted in this forum the same grade. You can also add comments to their grade as well as add the same comment to all users who had posted to this forum.

Once you have finished adding the grades (and comments) check the box to “Send to Gradebook”. Then click the “Update” button.
The grades should be automatically sent to the Gradebook. The Gradebook entry will be the same as the forum title.

<table>
<thead>
<tr>
<th>Title*</th>
<th>Class Avg**</th>
<th>Due Date</th>
<th>Released to Students</th>
<th>Included In Course Grade</th>
<th>Grade Editor***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Edit</td>
<td>-</td>
<td>Mar 5, 2009</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Brian's Topic</td>
<td>Edit</td>
<td>10/10</td>
<td>-</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Grading by Forum</td>
<td>Edit</td>
<td>9/10</td>
<td>-</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Manually added grade</td>
<td>Edit</td>
<td>7/10</td>
<td>-</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Practice Test</td>
<td>Edit</td>
<td>6/29</td>
<td>-</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

If you need to update or add grades to the topic or forum grades, this must be done in the Discussions and Private Messages tool.
Linking Forum postings to the Gradebook:
If you grade discussion postings made by students, you can use the Forums tool and have the grades directly sent to the Gradebook.

In order to link a discussion posting in Forums to the Gradebook, you must first manually add an assignment in the Gradebook. Refer back to the Manually Adding an Assignment section of this manual if you are not sure of how to begin.

Add your forum discussion assignment to the Gradebook.

<table>
<thead>
<tr>
<th>Title</th>
<th>Due Date</th>
<th>Released to Students</th>
<th>Avg</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Jul 3, 2008</td>
<td>Y</td>
<td>86%</td>
<td>10</td>
</tr>
<tr>
<td>Forum discussion</td>
<td></td>
<td>Y</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>manual assignment</td>
<td></td>
<td>Y</td>
<td>75%</td>
<td>10</td>
</tr>
<tr>
<td>Course Grade</td>
<td></td>
<td></td>
<td>54%</td>
<td>30</td>
</tr>
</tbody>
</table>

If you haven’t done so already, you will have to add the Forums tool to your course. Click on New Forum and add a title and a description for this forum in the text editor.
Scroll down to the bottom of the page and select the assignment that it is going to be linked to in the gradebook. Then click on “Save Settings & Add Topic”.

Once you have created the Forum, Laulima will automatically take you to the page to create a topic. The “create a topic” page looks similar to the create a forum page. The topic is what is going to be linked to the Gradebook.
Once you have clicked on “Save Settings & Add Topic”, it will automatically take you to the Add Topic page again, to add another topic. If you are done adding topics, click on Cancel.

After a student has added a message to the topic, it will indicate how many messages there are if how many of them are unread. Click on the link for your topic to go to the grading.

Next, click on the message that you would like to grade.

In order to see the Grade option, you must first click on “Other Actions”. Then you can click on the Grade option.
Add a point value for the grade that the student will receive for this posting. The click on “Submit Grade”.

Now when you go to the Gradebook, the grade for that students posting will be there. Below is a view of what the students see when they go to the Gradebook.
Adding Categories and/or Weighting to the Gradebook:
You can create categories for the different types of Gradebook entries as well as assigning different weight, or percentage, values for each category.

For this section of the manual, we will be using an example Gradebook. In this example Gradebook, there are 4 general areas that the instructor is using as part of the course grade. These 4 areas are “Assignments”, “Discussion Postings”, “Participation Points”, and “Quizzes”. Below is an example of what the Gradebook might look like at the beginning of the semester.

First, we will add the 4 categories to the Gradebook. Begin by clicking on the link “Gradebook Setup”.

1. Click on “Gradebook Setup”
On the Gradebook Setup page, there are different options to choose from. You can change how you enter grades into manually added items. You can choose the have or NOT have the Gradebook items visible to the students. This option is available so that you can have the Gradebook items count towards the course grade, but NOT have the specific item grade visible to the students. The last option allows you to add categories and weighting to the Gradebook items. In this example, we are going to select “Categories & Weighting”.

After you select “Categories & Weighting”, the Category and percentage input boxes will appear. Type in the title for the different categories. In this case, we have 4 different categories to create.

2. Select “Categories & Weighting”

3. Click on “Save Changes”

4. Type in the title for the category you want to add

5. Type in the % weight for that category.

To add more categories, click the “Add a Category” link.
In the image below, I have added the 4 categories needed for this example Gradebook. Click the “Save Changes” button to save and add these categories to your Gradebook.

<table>
<thead>
<tr>
<th>Category</th>
<th>%</th>
<th>Gradebook Items</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>20</td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
<tr>
<td>Discussions</td>
<td>20</td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
<tr>
<td>Participation</td>
<td>10</td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
</tbody>
</table>

6. After adding all your categories and/or % weights, click on “Save Changes”

After saving, go back to the “Gradebook Items” area. Click on the link at the top, “Gradebook Items”.

7. Go back to the main Gradebook area. Click on “Gradebook Items”
The categories just created now appear at the top of the Gradebook items. Next, the Gradebook items need to be assigned to a category. Click on the “Edit” link next to the Gradebook item you want to put into a category. In this example, we will add “Assignment 1” to the Assignments category.

In the edit Assignment 1 page, you will see that Assignment 1 is unassigned to a category. Click the drop-down menu to select a category. In this case, we will select to put it in the Assignments category. Once you have selected a category, click on the “Save Changes” button.
Assignment 1 is now listed under the Assignments category.

This process can be repeated for each Gradebook item that you want to put into categories.
Course Grades:

*IMPORTANT*: If a student does not submit an assignment or does not take a quiz and there is no score available 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.

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%.

![Image of Gradebook view](image)

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.
Now that the dashes have been replaced by zeros, the course grades show a more accurate calculation of all the students’ grades.

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

*Note: If you have a cross listed course (one course with multiple sections together in one Laulima space), please read the section of this manual on Cross listed Courses.

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. Please refer to the “Course Grades” portion of this manual for more information.

When you are ready to publish your grades to Banner, click on the "Publish" link at the top of the Gradebook.

![Gradebook interface](image)

*Grades in parentheses ( ) are not included in the category average or course grade calculations.

**Items with a gray background are not released to students.
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.
Student View:
Here is a view of what the Gradebook looks like to the students. This is an example image of the Gradebook WITHOUT categories and weighted grading.

Below is an image of what the Gradebook looks like to the students WITH categories and weighted grading.
**Post’em:**

*The Post’em tool is the second tool available in Laulima that can be used for grading.*

To use the Post’em tool, you will need to create an Excel sheet that will be uploaded to the tool. This Excel sheet must begin with the students’ usernames in the first column with “username” as the heading. The other columns will have the headings for your assignments, test/quizzes, and any other activities that the students receive points for. You can also add a Comments column if you would like to add comments for the students to read.

Here is an example of an Excel sheet that you would upload to the Post’em tool.

![Excel sheet example](image)

**First column MUST be the students’ usernames**

This Excel sheet must be saved as a .csv file.

When saving the Excel sheet, click on the drop-down menu for Save as type: and choose “CSV (Comma delimited)” as the file type.

![Save as type CSV](image)

You will be asked to confirm if you would really like to save the file as a CSV file. Keep clicking OK until the file is saved.

Once you have saved this Excel file, go to the Post’em tool in Laulima. **If you have not done so already, you must add the Post’em tool to your course.**
Click on the “Add” link at the top to add your excel file to the Post’em tool. Add a title for your Post’em file. Then click on the “Browse” button and select your file on your computer. Click the “Post” button.

The students’ usernames will appear in red, indicating that they have not yet looked at the Post’em tool.
When students go to the Post’em tool, they click on “View” to see their scores.

When students click on “View” they will only see their scores.
**Site Stats:**

*Site Stats is a tool that will allow you to view some activities within a course in Laulima. Viewing these activities can allow you to keep track of how often your students are logging in to the course and using the tools.*

The Site Stats tool does **NOT** keep track of activity **UNTIL IT HAS BEEN ADDED TO THE COURSE**! If you intend to use it for your semester course, you should add the tool before the course begins. The students do **NOT** see the Site Stats tool. This tool is only for instructor use.

Right after adding the Site Stats tool, it will appear blank.
Once the course begins having work done in it (this includes work done by the instructor as well) Site Stats will begin keeping track of SOME of the activity.

Below is an example of what some of the information that Site Stats collects.

The 7 visits vs. the 4 unique visits means that a user could have visited the course 3 times in one day.

Activity: Tool usage (this includes work the instructor has done)

You can generate reports that will display specific information. To do this, click on the “Reports” link in the top menu.
In this example, we will create a report that shows us visits to the course by those with student status.

Click on “Generate Report”.

Select either Visits, Events, or Resources (for viewing specifics to the Resources tool).

Select time frame shown in report.

Select the Role or group or individual that will be shown.

Shows the most recent visit and total visits within the time frame set.
By clicking on the “Export ->” button, you will get 3 options to choose from on what kind of file you would like this report exported out as. Either an Excel (.xls), CSV or comma delimited (.csv), or PDF file.

Here is an example of a report exported out to an XLS file: