

PARTICIPATION VERIFICATION WITH LAULIMA

Identify
Non-Participating Students

Certify the Class

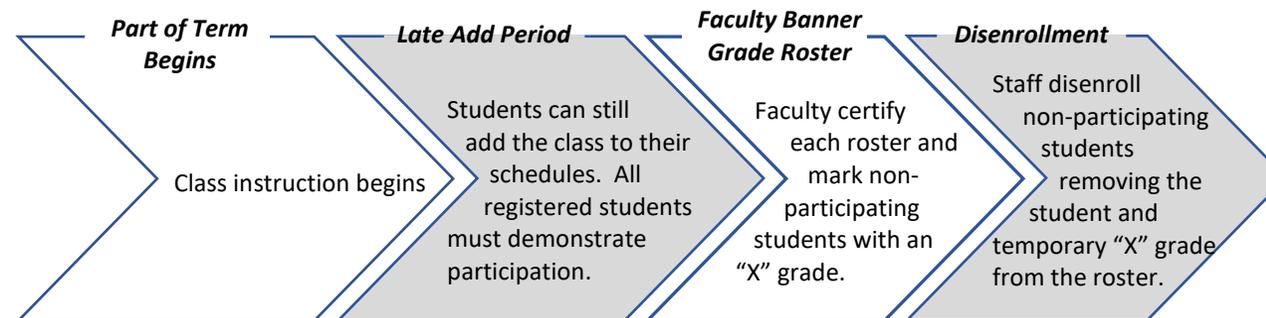
Overview

Executive Policy 7.209: Student Participation Verification in Coursework

Each institution must comply with Federal Student Aid Title IV financial aid regulations regarding verification of students' participation in the courses in which they are enrolled. Any student who fails to establish attendance and participation by the end of the late registration period will be dropped from the class with tuition and fee charges reversed from their account. They may also be dropped from other classes that are dependent on the class where they failed to establish attendance (i.e. co-requisite or future class where the dropped class meets the prerequisite requirement).

Faculty identifying non-participating students is critical in this institutional obligation. The process requires that faculty identify non-participating students via the MyUH grade roster. Students flagged as non-participating will later be processed by the records office and disenrolled from the appropriate class(es).

Process at a Glance



Laulima Feature

- From the first day of instruction through the add deadline (for late-registering students), students can submit an assignment in Laulima that identifies them as “participating.”
- After the deadline to add classes, students who did not submit the Laulima assignment will appear on your MyUH Final Grade roster with an “X” grade. The “X” grade represents non-participation, and at this point, means the student did not submit the Laulima assignment. NOTE: If you assign an “X” grade to a student *before* the “X” grades are scheduled to load from Laulima, the Laulima “X” grades will not load. For this reason (and the fact that more students could be late registering for your class), it is recommended that no “X” grade be assigned in MyUH until after the deadline to add classes.
- After “X” grades are loaded: Since some students may have participated in a manner that did not include the Laulima assignment, you must review the entire roster and remove or add “X” grades accordingly.
- All classes that are in the distance learning program 5-week modules (parts of term D51, D52 and D53) will have this Laulima feature turned “on.” You have the option to turn off the Laulima assignment feature by “opting out” in Laulima. This should be done before instruction begins.
- **REMINDER:** Regardless of whether the Laulima assignment is used, you are responsible to identify non-participating students and certify your classes using the MyUH Final Grade roster.

Access Your Grade Roster

1. Go to <https://myuh.hawaii.edu/>, search for “final grading” and click on the tile. You may be prompted to login if you have not done so already.



2. Select the term, then CRN from the drop-down lists.

MyUH Grade Roster Roadmap

During the faculty verification and certification period, two features will display.

Course Information
Human Adaptations - ANTH 150 0
CRN: 52200
Students Registered: 31

"I certify that I have reviewed this roster for non-participation as defined by system policy. Non-participating students have been identified by checking the NO SHOW box and are subject to disenrollment from the class. This certification applies to any of my changes made thereafter to the roster."
To save "no show" grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: NOT CERTIFIED



Please submit the grades often. There is a 60 minute time limit starting at 10:40 am on Apr 19, 2021 for this page.

Record Sets: [1 - 25](#) [26 - 32](#)

Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	24727304 Aloha, Kimberly T.	3.000	RW	▼	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	16717438 Brown, Keiko U.	3.000	RW	▼	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	27305207 California, Ronald I.	3.000	RW	▼	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	25994237 Cardinal-Lee, Josie A.	3.000	RW	▼	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



Initial Display of Grade Roster

When Laulima is used, students who did not submit the Laulima Week 1 assignment by the deadline to add classes will have an “X” preloaded as their grade. Also, the class status will initially display as “Not Certified.”

Course Information
Human Adaptations - ANTH 150 0
CRN: 52200
Students Registered: 31

CERTIFICATION STATUS: NOT CERTIFIED

Please submit the grades often. There is a 60 minute time limit starting at 11:30 am on Apr 20, 2021 for this page.

Record Sets: [1 - 25](#) [26 - 32](#)

Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	24727304 Aloha, Kimberly T.	3.000	F	X	N			<input checked="" type="checkbox"/>
2	16717438 Brown, Keiko U.	3.000	RW		N			<input type="checkbox"/>
3	27305207 California, Ronald I.	3.000	F	X	N			<input checked="" type="checkbox"/>
4	25994237 Cardinal-Lee, Josie A.	3.000	RW		N			<input type="checkbox"/>

Identifying Non-participating Students

Whether “X” grades were preloaded from Laulima or you opted out of using Laulima, assigning and removing “X” grades are done by clicking the NO SHOW box. “X” grades cannot be entered/removed directly in the GRADE field.

“X” grade = Student did not participate

Final Grades									
Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
1	22663899 Aloha, Shannon G.	3.000	RW	X	N			<input checked="" type="checkbox"/>	

Click the NO SHOW box to assign an “X” grade.

Final Grades									
Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
1	22663899 Aloha, Shannon G.	3.000	RW		N			<input type="checkbox"/>	

Click the same NO SHOW box to remove an “X” grade.

Be sure to review the entire roster and save your entries.

Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
26	22557861 Tucker, Jenny O.	3.000	RW	X	N	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
27	24917364 Ui, Jessie-Ann C.	3.000	RW		N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Record Sets: [1 - 25](#) [26 - 27](#)



For larger classes, remember to review all pages of the roster by clicking on the RECORD SETS links below the roster.

To ensure your entries saved, click the SUBMIT button. NOTE: This action also certifies the class, which is covered in the following section.

Certifying the Class

When “X” grade entries are submitted, the class will be viewed/recorded as certified. Certification status displays in the box above the roster.

Not Certified

“I certify that I have reviewed this roster for non-participation as defined by system policy. Non-participating students have been identified by checking the NO SHOW box and are subject to disenrollment from the class. This certification applies to any of my changes made thereafter to the roster.”

To save “no show” grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: NOT CERTIFIED

Certified

“I certify that I have reviewed this roster for non-participation as defined by system policy. Non-participating students have been identified by checking the NO SHOW box and are subject to disenrollment from the class. This certification applies to any of my changes made thereafter to the roster.”

To save “no show” grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: CERTIFIED ON 20-JAN-2021

For classes where all enrolled students participated and no “X” grades are assigned, simply click on the SUBMIT button below the roster to certify the class.

After the Verification/Certification Period

After the certification deadline, “X” grades will still be visible on the grade roster. But because the “no show” boxes no longer display, they cannot be changed by faculty. This ensures grades are not changing while staff is processing disenrollments. The student and the “X” grade will be removed from the roster once they have been administratively dropped from the class.

Course Information
Human Adaptations - ANTH 150 0
CRN: 52200
Students Registered: 31

Please submit the grades often. There is a 60 minute time limit starting at 10:27 am on Apr 19, 2021 for this page.

Record Sets: [1 - 25](#) [26 - 32](#)

Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
1	24727304 Aloha, Kimberly T.	3.000	RW	X ▾	N	<input type="text"/>	<input type="text"/>	
2	16717438 Brown, Keiko U.	3.000	RW	▾	N	<input type="text"/>	<input type="text"/>	
3	27305207 California, Ronald I.	3.000	RW	▾	N	<input type="text"/>	<input type="text"/>	
4	25994237 Cardinal-Lee, Josie A.	3.000	RW	X ▾	N	<input type="text"/>	<input type="text"/>	