Participation Verification & Certification When Using the Laulima Engagement Tool

- From the first day of instruction through the add deadline (to accommodate late-registrants), students can submit the Week 1 Assignment in Laulima to meet the participation requirement. Executive Policy 7.209 details other student actions that also meet the requirement.

- After the deadline to add classes, students who did not submit the Laulima Week 1 Assignment will appear on your MyUH Final Grading roster with an "X" grade. The "X" grade represents non-participation.

- During the faculty certification period, you may add and remove "X" grades accordingly. Remember to remove the "X" grade for students who may not have submitted the Laulima assignment but fulfilled the participation requirement through another action (e.g. taking an exam or interacting with you about academic affairs).

- **IMPORTANT:** Even when the Laulima Engagement Tool is used, you must still access your MyUH Final Grading roster to ensure the marked "X" grades are accurate and certify the class.

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

← Certification Status Box

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 Number	ID	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			☐	✉
2	16717438	Brown, Keiko U.	3.000	RW	⌄	N			☐	✉
3	27305207	California, Ronald I.	3.000	RW	⌄	N			☐	✉
4	25994237	Cardinal-Lee, Josie A.	3.000	RW	⌄	N			☐	✉

"No Show" Boxes →

Initial Display of Grade Roster

When the Laulima Engagement Tool is used, students who did not submit the Laulima Week 1 Assignment by the deadline will have an "X" preloaded as their grade. The class status will also display as "Not Certified."

Identifying Non-participating Students

Assign and remove "X" grades 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 Number	ID	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			☑

Click the NO SHOW box to assign an "X" grade.

Final Grades

Registration Number	ID	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			☐

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 Number	ID	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			☑	✉
27	24917364	Ui, Jessie-Ann C.	3.000	RW	⌄	N			☐	✉

Record Sets: 1 - 25   26 - 27

[Submit]   [Reset]

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.

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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 Number	ID	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			✉
2	16717438	Brown, Keiko U.	3.000	RW		N			✉
3	27305207	California, Ronald I.	3.000	RW		N			✉
4	25994237	Cardinal-Lee, Josie A.	3.000	RW	X	N			✉