



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 Lulima, 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 Lulima 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 Name	Student ID	Course Grade	Assignment 1 <small>Details</small>	Assignment 2 <small>Details</small>	Assignments (20%)	Brian's Topic <small>Details</small>	Grading by Forum <small>Details</small>	Di
Griffin, Brian	brian@griffin.com	89.87%	10	9	95%	10	10	
Griffin, Lois	lois@griffin.com	88.33%	-	-	N/A	-	9	
Griffin, Peter	peter@griffin.com	55%	-	-	N/A	-	-	
Griffin, Stewie	stewie@griffin.com	95%	-	-	N/A	-	-	

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.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | [Publish](#)

Course Grades

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.

Course Summary

Average Course Grade B- (82%)

Grading Table

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 Find Viewing 1 to 4 of 4 students

Student Name	Student ID	Course Grade	Log	Grade Override
Griffin, Brian	brian@griffin.com	B+ (89.87%)		<input type="text"/>
Griffin, Lois	lois@griffin.com	B+ (88.33%)		<input type="text"/>
Griffin, Peter	peter@griffin.com	F (55%)		<input type="text"/>
Griffin, Stewie	stewie@griffin.com	A (95%)		<input type="text"/>

1. Click on “Course Grades”

2. Click on “Calculate Course Grades”

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.

Gradebook

Calculate Course Grades

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 Continue. **Please note that this action is irreversible.**

3. Click on “Continue”



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

Viewing 1 to 4 of 4 students

Student Name

Student Name	Student ID	Course Grade	Log	Grade Override
Griffin, Brian	brian@griffin.com	C (73.5%)		<input type="text"/>
Griffin, Lois	lois@griffin.com	F (17.5%)		<input type="text"/>
Griffin, Peter	peter@griffin.com	F (5.5%)		<input type="text"/>
Griffin, Stewie	stewie@griffin.com	F (9.5%)		<input type="text"/>

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

Viewing 1 to 4 of 4 students

Student Name

Student Name	Student ID	Course Grade	Assignment 1 <i>Details</i>	Assignment 2 <i>Details</i>	Assignments (20%)	Brian's Topic <i>Details</i>	Grading by Foru <i>Details</i>
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.

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

[Add Gradebook Item](#) [Import gradebook item from spreadsheet](#)

Average Course Grade F (26%)

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

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Grade Editor***
Assignments 23% 20%						
Assignment 1 Edit	2/10		Mar 5, 2009	Y	Y	from Assignments
Assignment 2 Edit	2/10		Mar 17, 2009	Y	Y	from Assignments
Discussions 36% 20%						

Click on “Edit” next to the entry that will NOT be included in Course Grade Calculation

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.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | [Publish](#)

Gradebook Items > **Edit: Assignment 1**

* Please go to Assignments to edit these settings.

Title * Assignment 1

Gradebook Item Point Value * 10.0

Due Date * Mar 5, 2009

Category [Assignments](#)

Items not assigned to a category will not be counted toward the course grade calculation.

Release this item to Students

Include this item in course grade calculations

[Save Changes](#) [Cancel](#)

Uncheck the box next to “Include this item in course grade calculations”

Click on “Save Changes”



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

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | [Publish](#)

All Grades Export Gradebook

Average Course Grade B (85%)

View [All Sections/Groups](#) and [All Categories](#)

Viewing 1 to 7 of 7 students

Student Name Find |< < Show 50 > >|

Student Name	Student ID	Course Grade	Assignment 1 <small>Details</small>	Assignment 2 <small>Details</small>	Exam 1 <small>Details</small>	Exam 2 <small>Details</small>
Johnson, Donald	donaldjo	92.85%	9	8	24	24
Kesler, Robert	kesler	94.28%	10	10	24	22
Kuwahara, Carole	cmk4	92.85%	9	8	25	23
Ogata, Joanne	jeogata	94.28%	8	9	24	25
Parcon, Matt	parcon	94.28%	10	9	22	25
Takamoto, Carol	ctakamot	44.28%	7	0	0	24

Legend:
 *Grades in parentheses () are not included in the category average or course grade calculations.
 **Items with a grey 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.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | [Publish](#)

Grade Preview

Grade Preview [Published Grades](#)

Instructor: Sandra Kaneshige
 IMS ID: 201895

For crosslisted courses, each CRN will be listed separately.

<input type="checkbox"/>	Description	CRN	
<input type="checkbox"/>	ENG-100-1 [MAN.10001.FA09]	10001	<input type="button" value="Preview grades"/>
<input type="checkbox"/>	ENG-100-2 [MAN.10002.FA09]	10002	<input type="button" value="Preview grades"/>

Final Mid-term

Viewing 0 items

Course Name:
 CRN: |< < Show 5 > >|

Student Name	IMS ID:	Grade
--------------	---------	-------

***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.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | [Publish](#)

Grade Preview

Grade Preview | [Published Grades](#)

Instructor: Sandra Kaneshige
IMS ID: 201895

<input type="checkbox"/>	Description	CRN	
<input type="checkbox"/>	ENG-100-1 [MAN.10001.FA09]	10001	Preview grades
<input type="checkbox"/>	ENG-100-2 [MAN.10002.FA09]	10002	Preview grades

[Submit grades for selected CRNs](#) Final Mid-term

Course Name: **ENG-100-1 [MAN.10001.FA09]**
CRN: 10001

Viewing 1 to 2 of 2 student grade records

Student Name	IMS ID:	Grade
Joanne Ogata	129373	A-
Carole Kuwahara	175593	A-

[Request Assistance](#) | [Request Account](#) | [Contact Us](#) | [University of Hawai'i](#) | [Info Tech Svcs](#)

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.

My Workspace | MAN ENG-100 Group (FA09) | Brown Bags

University of Hawai'i

Section Info

Overview | Add Sections | Student Memberships | Options

Instructor's Overview

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
ENG-100-1 [MAN.10001.FA09]					2	Unlimited	<input type="checkbox"/>
ENG-100-2 [MAN.10002.FA09]					3	Unlimited	<input type="checkbox"/>

Remove Sections | Cancel

There should be 4 students in CRN 10001. Click on Assign Students to see list of students.

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.

Section Info

Overview | Add Sections | Student Memberships | Options

Assign Students

ENG-100-1 [MAN.10001.FA09]

Unassigned Students

Parcon, Matt
jksmith

ENG-100-1 [M... Section Size: 2

Kuwahara, Carole
Ogata, Joanne

Move Selected

> <

Move All

>> <<

Assign students | Cancel

Use the right arrow to move selected students or move all students.



Once students are put into their respective CRN section, go back to the Gradebook to finish publishing the grades to Banner.

University of Hawaii'i

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Announcements
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Resources
Site Info
Section Info
Gradebook
Assignments
Tasks, Tests and Surveys
Help

Users present:
Sandra Kaneshige

Section Info

Overview | [Add Sections](#) | [Student Memberships](#) | [Options](#)

Instructor's Overview

Students in ENG-100-1 [MAN.10001.FA09] were updated successfully!

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
null Sections							
ENG-100-1 [MAN.10001.FA09]					4	Unlimited	<input type="checkbox"/>
Edit Assign TAs Assign Students							
Banner Info:MAN.10001.201010							
ENG-100-2 [MAN.10002.FA09]					3	Unlimited	<input type="checkbox"/>
Edit Assign TAs Assign Students							
Banner Info:MAN.10002.201010							

[Remove Sections](#) [Cancel](#)

-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.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | [Publish](#)

Grade Preview

Grade Preview [Published Grades](#)

Instructor: Sandra Kaneshige
IMS ID: 201895

<input type="checkbox"/>	Description	CRN	
<input type="checkbox"/>	ENG-100-1 [MAN.10001.FA09]	10001	Preview grades
<input type="checkbox"/>	ENG-100-2 [MAN.10002.FA09]	10002	Preview grades

[Submit grades for selected CRNs](#) Final Mid-term

Course Name: ENG-100-1 [MAN.10001.FA09] Viewing 1 to 4 of 4 student grade records
CRN: 10001 [|<](#) [<](#) [Show 5](#) [>](#) [>|](#)

Student Name	IMS ID:	Grade
Matt Parcon	239873	A-
Joanne Ogata	129373	A-
Carole Kuwahara	175593	A-
jksmith	NO ID FOUND	B+

***Note:** Student "jksmith" does not have his first and last name shown. Instead, his username is shown. This indicates a possible error with his Lulima 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".)



Gradebook

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

Grade Preview

Grade Preview Published Grades

Instructor: Sandra Kaneshige
IMS ID: 201895

<input type="checkbox"/>	Description	CRN	
<input type="checkbox"/>	ENG-100-1 [MAN.10001.FA09]	10001	Preview grades
<input type="checkbox"/>	ENG-100-2 [MAN.10002.FA09]	10002	Preview grades

Submit grades for selected CRNs Final Mid-term

Course Name: ENG-100-1 [MAN.10001.FA09] CRN: 10001

Viewing 1 to 4 of 4 student grade records

Student Name	IMS ID	Grade
Matt Parcon	239873	A-
Joanne Ogata	129373	A-
Carole Kuwahara	175593	A-
jksmith	NO ID FOUND	B+

Student "jksmith" has error message "NO ID FOUND". An error with the students Laulima account prevents the grade from being sent.

Check the box(es) to select your course(s) and click on the "Submit grades for selected CRNs" button.

Gradebook

Grade Preview

Grade Preview Published Grades

Instructor: Sandra Kaneshige
IMS ID: 201895

<input type="checkbox"/>	Description	CRN	
<input checked="" type="checkbox"/>	ENG-100-1 [MAN.10001.FA09]	10001	Preview grades
<input checked="" type="checkbox"/>	ENG-100-2 [MAN.10002.FA09]	10002	Preview grades

Submit grades for selected CRNs Final Mid-term

Course Name: ENG-100-1 [MAN.10001.FA09] CRN: 10001

Viewing 1 to 4 of 4 student grade records

Student Name	IMS ID	Grade
Matt Parcon	239873	A-
Joanne Ogata	129373	A-
Carole Kuwahara	175593	A-
jksmith	NO ID FOUND	B+



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.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | Publish

Publish Grades Confirmation

[Grade Preview](#) | [Published Grades](#)

Instructor: Sandra Kaneshige
IMS ID: 201895

! The user jksmith does not have a published UH imsID available and will not be submitted for grading.

✓ The following items will be submitted for publishing.

Description	Grade Term	CRN
ENG-100-1 [MAN.10001.FA09]	Final	10001
ENG-100-2 [MAN.10002.FA09]	Final	10002

Your grades have been submitted to Banner.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | Publish

Published Grades

[Grade Preview](#) | [Published Grades](#)

Instructor: Sandra Kaneshige
IMS ID: 201895

✓ Grades have been submitted.

Grades submitted on:

select one ▼

Viewing 0 items

CRN: Submitted On:

Student Name	IMS ID:	Grade	Status	Grade Term



Copying course materials to next semester's course

Instructional courses (those with a CRN assigned to them) are automatically created in Lulima 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 Lulima 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 to 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 Lulima 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.

My Workspace | **Demonstration Site 1** | Lulima Workshop Fall 10 | practice_site | Demonstration Site

View Site As: [dropdown]

University of Hawai'i

- Home
- Announcements
- Discussion and Private Messages
- Resources
- Site Info
- Mailtool
- Assignments**
- Gradebook
- Tasks, Tests and Surveys
- Help

Users present:
Demo Account

Worksite Information

[Options](#)

Welcome to Lulima

In this course we will be learning different aspects of Lulima.

Recent Announcements

[Options](#)

Announcements (viewing announcements last 10 days)

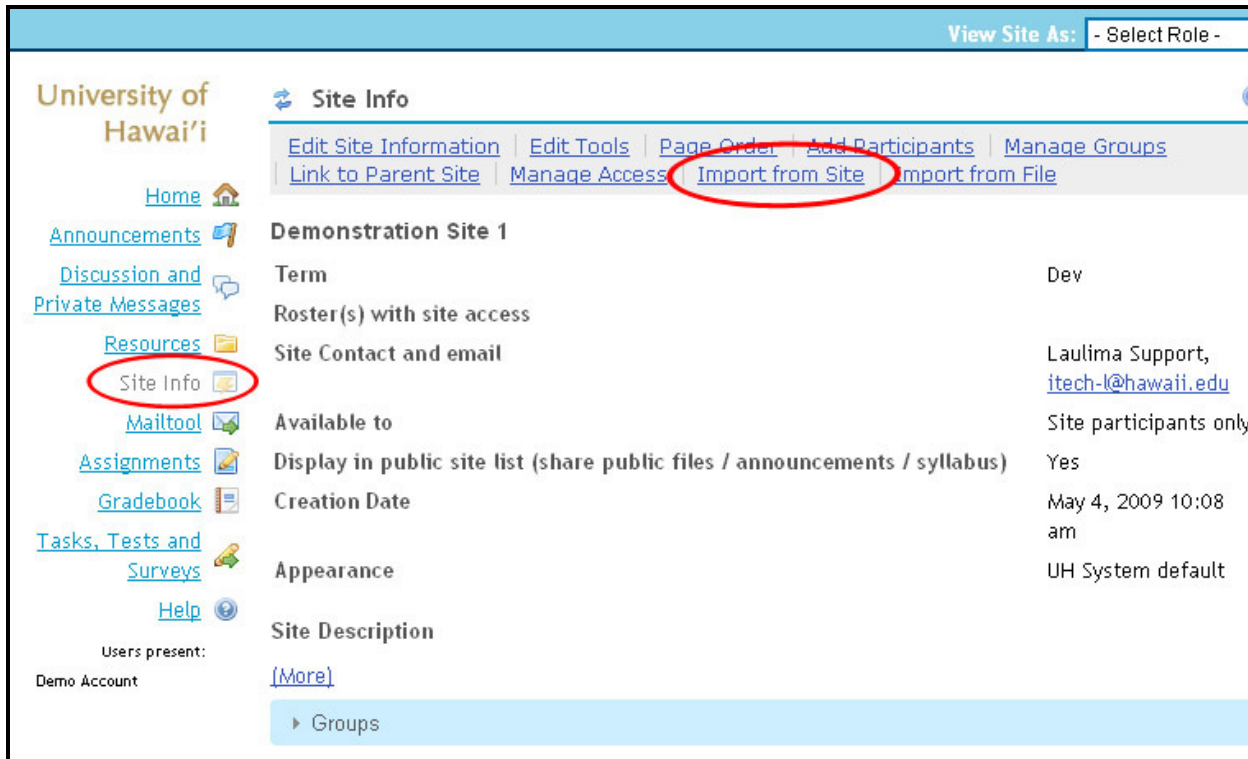
There are currently no announcements in this location.

Instructor Information:

Name
Office
Office hours



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."



University of Hawai'i

Home | Announcements | Discussion and Private Messages | Resources | **Site Info** | Mailtool | Assignments | Gradebook | Tasks, Tests and Surveys | Help

Users present:
Demo Account

Site Info

[Edit Site Information](#) | [Edit Tools](#) | [Page Order](#) | [Add Participants](#) | [Manage Groups](#)
[Link to Parent Site](#) | [Manage Access](#) | **[Import from Site](#)** | [Import from File](#)

Demonstration Site 1

Term: Dev

Roster(s) with site access

Site Contact and email: Laulima Support, itech-l@hawaii.edu

Available to: Site participants only

Display in public site list (share public files / announcements / syllabus): Yes

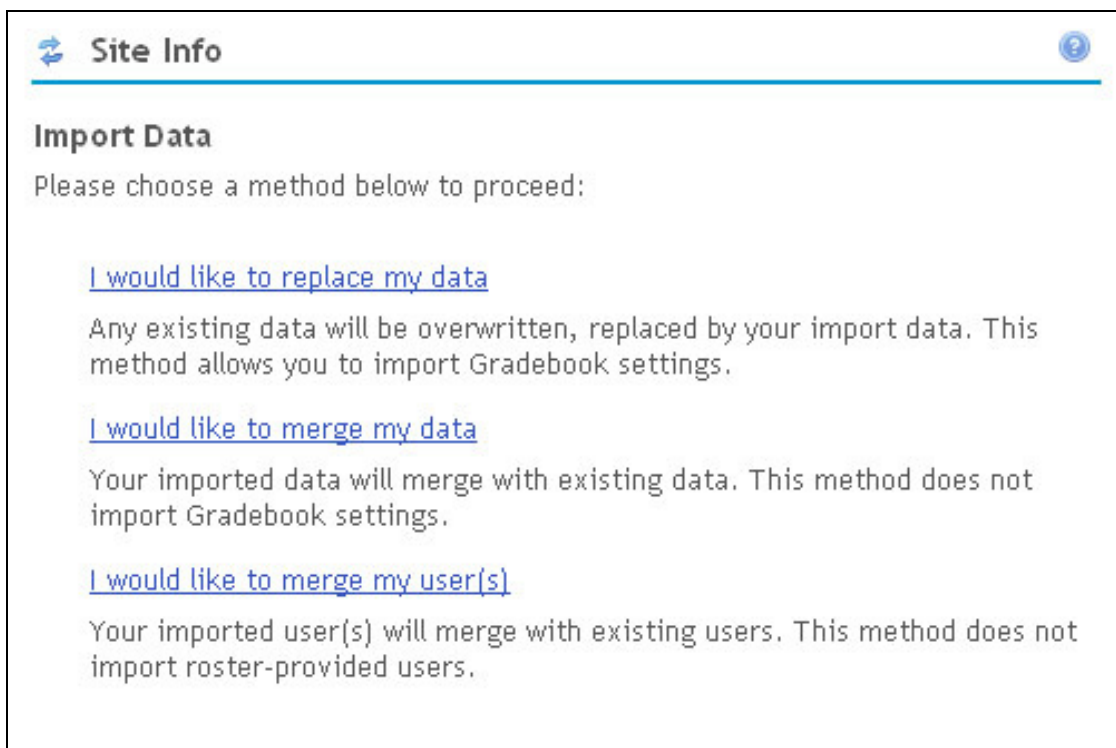
Creation Date: May 4, 2009 10:08 am

Appearance: UH System default

Site Description: [\(More\)](#)

Groups

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".



Site Info

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 .

Site Info

Import Material from Other Sites

Import Material from Other Sites

You can choose to import material only from other sites that you own. You can combine material from more than one site.

- Demonstration Site
- practice_site

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.

Site Info

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

	practice_site	Demonstration Site
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discussion and Private Messages	<input type="checkbox"/>	<input type="checkbox"/>
Gradebook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tasks, Tests and Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>

****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 import 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).*

Assignments

[Add](#) | [Assignment List](#) | [Grade Report](#) | [Student View](#) | [Permissions](#)

Assignment List

View Viewing 1 -

Assignment title	For	Status	Open	Due	In /
Draft - first assignment	site	Draft	Aug 17, 2010 5:00 am	Aug 24, 2010 5:00 pm	

[Edit](#) | [Duplicate](#)

