



Laulima: Student Management Manual

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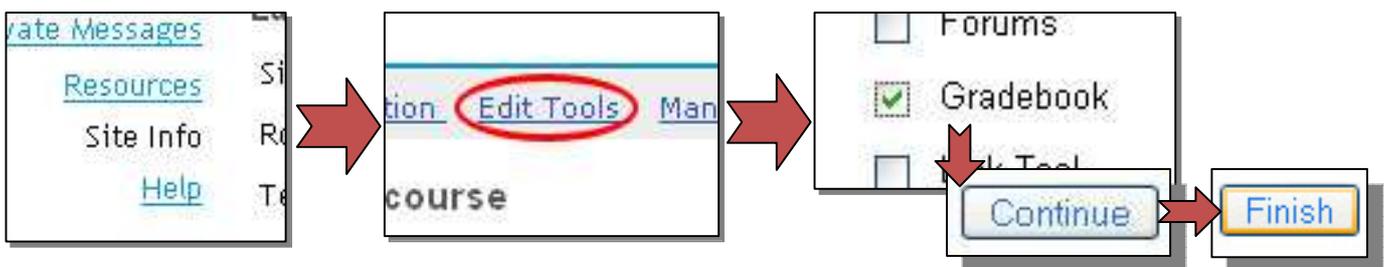
Student Management Tools

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.



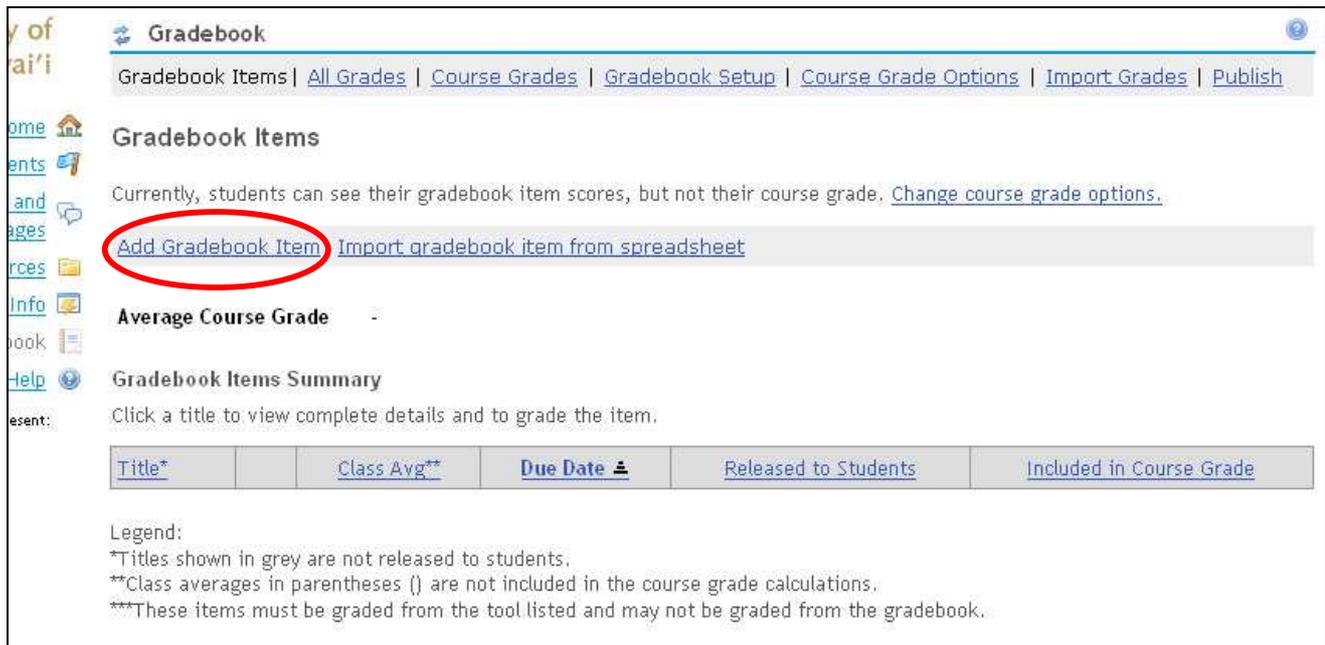
Here is what the Gradebook tool looks like when you first add it. There are no entries yet.

The screenshot shows the Gradebook tool interface. At the top, there is a navigation bar with links: Gradebook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades | Publish. Below this, the main content area is titled 'Gradebook Items' and contains the text: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)' There are two buttons: 'Add Gradebook Item' and 'Import gradebook item from spreadsheet'. Below this, there is a section for 'Average Course Grade' which is currently empty. Further down, there is a 'Gradebook Items Summary' section with the instruction: 'Click a title to view complete details and to grade the item.' Below this is a table with the following columns: Title*, Class Avg**, Due Date, Released to Students, and Included in Course Grade. A legend at the bottom explains the symbols: '*Titles shown in grey are not released to students.', '**Class averages in parentheses () are not included in the course grade calculations.', and '***These items must be graded from the tool listed and may not be graded from the gradebook.'



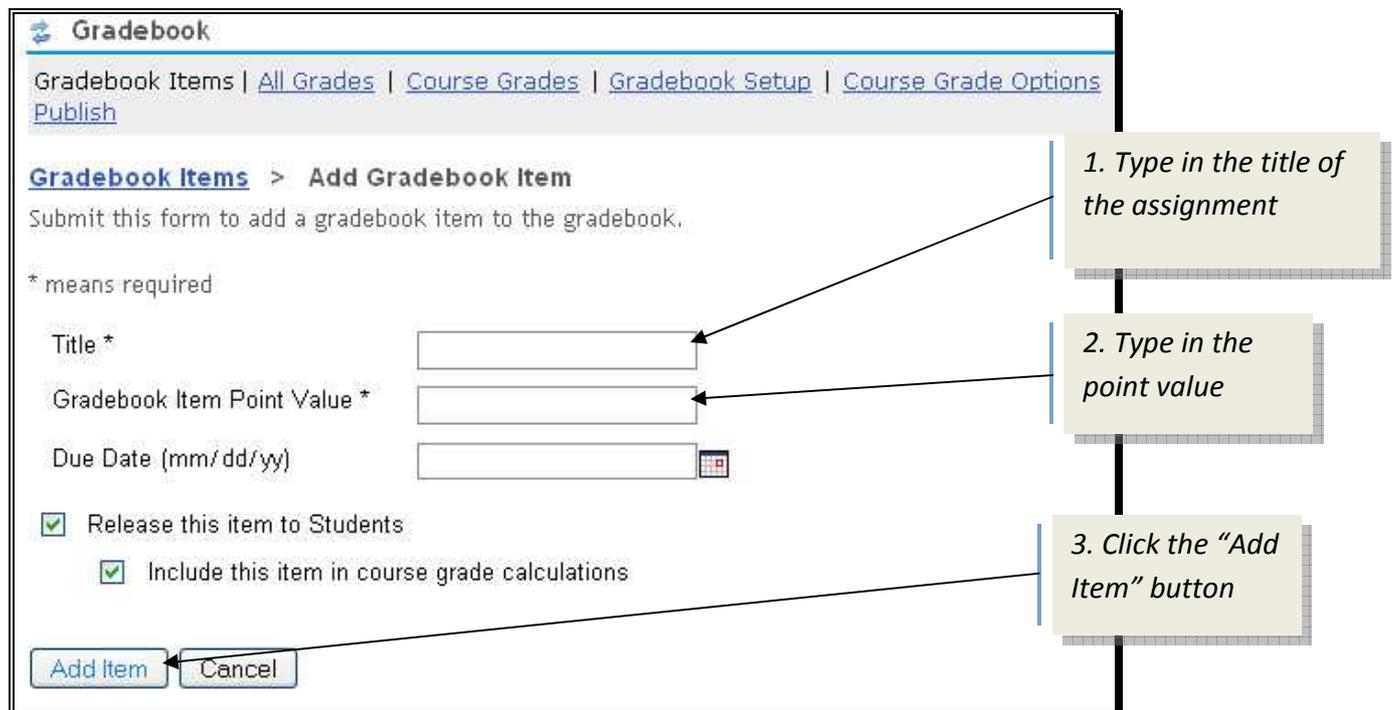
Manually adding an entry

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



The screenshot shows the 'Gradebook Items' page. At the top, there is a navigation bar with links: Gradebook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades | Publish. Below this, the page title is 'Gradebook Items'. A message states: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)' Two buttons are visible: 'Add Gradebook Item' (circled in red) and 'Import gradebook item from spreadsheet'. Below the buttons, there is a section for 'Average Course Grade' showing a dash '-'. A 'Gradebook Items Summary' section follows, with a note: 'Click a title to view complete details and to grade the item.' Below this is a table with columns: Title*, Class Avg**, Due Date, Released to Students, and Included in Course Grade. A legend at the bottom explains the symbols: '*Titles shown in grey are not released to students.', '**Class averages in parentheses () are not included in the course grade calculations.', and '***These items must be graded from the tool listed and may not be graded from the gradebook.'

Type in the title of the Gradebook item and the point value for that item. Then click on the “Add Item” button.



The screenshot shows the 'Add Gradebook Item' form. The page title is 'Gradebook Items > Add Gradebook Item'. A message says: 'Submit this form to add a gradebook item to the gradebook.' Below this, it says '* means required'. The form has three input fields: 'Title *', 'Gradebook Item Point Value *', and 'Due Date (mm/dd/yy)'. There are two checkboxes: 'Release this item to Students' (checked) and 'Include this item in course grade calculations' (checked). At the bottom, there are two buttons: 'Add Item' and 'Cancel'. Three callout boxes with arrows point to the form elements: '1. Type in the title of the assignment' points to the Title field, '2. Type in the point value' points to the Gradebook Item Point Value field, and '3. Click the “Add Item” button' points to the Add Item button.



To input the grades for this entry, click on the title of the Gradebook item.

Gradebook

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

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 --

Gradebook item Manually added grade has been added.

Gradebook Items Summary

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

Title*	Class Avg.**	Due Date	Released to Students	Included in Course Grade
Manually added grade Edit	--	--	Y	Y

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.

Click on title of item to input grades.

Type in the point value for each student in the box under Points. Comments can also be added to each students score. Once you have finished adding in all the grades, click the "Save" button.

Gradebook Items > **Manually added grade**

Gradebook Item Summary

< Previous Gradebook Item | [Return to Gradebook Items](#) | Next Gradebook Item >

Title Manually added grade
Points 10
Class average for scores entered --
Due date --
Options [Edit gradebook item settings](#)
[Remove gradebook item from gradebook](#)

Grading Table

View: [All Sections/Groups](#)

Student Name [Find](#) [Clear](#) Viewing 1 to 4 of 4 students

< < Show 50 > >

[Save Changes](#) [Clear Changes](#)

Student Name	Student ID	Log	Points	Edit Comments >>
Griffin, Brian	brian@griffin.com		<input type="text"/>	
Griffin, Lois	lois@griffin.com		<input type="text"/>	
Griffin, Peter	peter@griffin.com		<input type="text"/>	
Griffin, Stewie	stewie@griffin.com		<input type="text"/>	

[Save Changes](#) [Clear Changes](#)

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

(Optional): Comments can also be added to each students score.

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



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.

Options [Edit gradebook item settings](#)
[Remove gradebook item from gradebook](#)

Grading Table

New scores saved.

View All Sections/Groups Viewing 1 to 4 of 4 students

Student Name

Student Name	Student ID	Log	Points	Edit Comments >>
Griffin, Brian	brian@griffin.com		<input type="text" value="9"/>	
Griffin, Lois	lois@griffin.com		<input type="text" value="8"/>	
Griffin, Peter	peter@griffin.com		<input type="text" value="3"/>	
Griffin, Stewie	stewie@griffin.com		<input type="text" value="10"/>	

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.

Student Name	Student ID	Log	Points	Edit Comments >>
Griffin, Brian	brian@griffin.com		<input type="text" value="9"/>	
Griffin, Lois	lois@griffin.com			
Griffin, Peter	peter@griffin.com			
Griffin, Stewie	stewie@griffin.com		<input type="text" value="10"/>	

Grade Log: Brian Griffin ✕

2/26/09 **Score Set** to 9.0 by Sandra Kaneshige



To remove a MANUALLY inputted Gradebook item, click on the “Remove gradebook item from gradebook” link.

The screenshot shows the 'Gradebook' interface. At the top, there are navigation links: 'Gradebook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades | Publish'. Below this, the page title is 'Gradebook Items > Manually added grade'. Under 'Gradebook Item Summary', there are navigation buttons: '< Previous Gradebook Item', 'Return to Gradebook Items', and 'Next Gradebook Item >'. The item details are: Title: Manually added grade, Points: 10, Class average for scores entered: 7, Due date: -, and Options: Edit gradebook item settings, Remove gradebook item from gradebook (circled in red). Below is the 'Grading Table' section with a 'View' dropdown set to 'All Sections/Groups'. It shows 'Viewing 1 to 4 of 4 students' and a search bar for 'Student Name'. There are 'Save Changes' and 'Clear Changes' buttons. The table has columns for Student Name, Student ID, Log, Points, and Edit Comments >>. The data rows are: Griffin, Brian (brian@griffin.com, 9), Griffin, Lois (lois@griffin.com, 8), Griffin, Peter (peter@griffin.com, 3), and Griffin, Stewie (stewie@griffin.com, 10). There are 'Save Changes' and 'Clear Changes' buttons at the bottom of the table.

The screenshot shows the 'Remove Gradebook Item' confirmation dialog. It has the same navigation links at the top. The title is 'Remove Gradebook Item'. The text says: 'By checking the box below and clicking the "Remove" button, the gradebook item and scores entered will be removed from the gradebook.' Below this, it asks: 'Are you sure you want to remove "Manually added grade"?'. There is a checked checkbox with the text: 'Remove this gradebook item and all associated scores from the gradebook.' At the bottom, there are 'Remove' and 'Cancel' buttons, both of which are circled in red.

1. You must check the box to confirm that you want to remove the item.

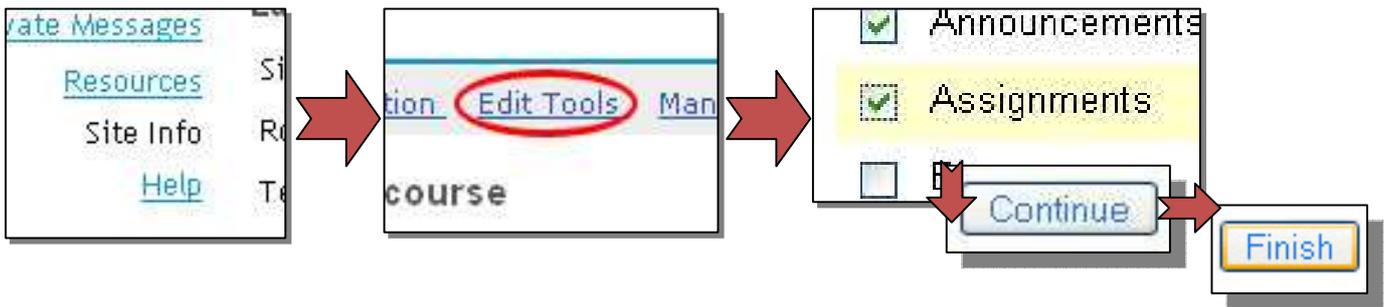
2. Click the "Remove" button

***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.**

Assignments
Add | Assignment List | Student View | Permissions
Assignment List
There are currently no assignments at this location.

Click "Add" to add a new assignment.

Assignments
Add | Assignment List | Student View | Permissions
Add
Complete form and then choose 'post' at the bottom. A * means required information.
Assignment
* Title: Assignment 1
* Open Date: FEB 26 2009 at 12 00 PM
Students won't see this assignment until this open date.
* Due Date: MAR 5 2009 at 5 00 PM
* Accept Until: MAR 5 2009 at 5 00 PM
No assignments can be submitted after this close date.
* Student Submissions: Inline and Attachments
* Grade Scale: Points (circled in red)
10.0 For points, enter maximum possible
Assignment Instructions
Complete all the readings for Module 1. Then go through the Powerpoint for Module 1.
Write out your response in a Microsoft Word file. Attach the file to this assignment and then submit.

*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.

Grading

Do not add assignment to Gradebook
 Add Assignment to Gradebook
 Associate with existing Gradebook entry

Submission Notification Email Options:

Do not send me notification emails for any student submissions
 Send me a notification email for each student submission
 Send me one email per day summarizing notifications for student submissions

Attachments

No attachments yet

[Add Attachments](#)

1. Select the Grading option, “Add Assignment to Gradebook”.

2. Click the “Post” button

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

Gradebook

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

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 C (75%)

Gradebook Items Summary

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

Title*	Class Avg**	Due Date	Released to Students	Included in Course Grade	Grade Editor***
Assignment 1	-	Feb 5, 2009	Y	Y	from Assignments
Manually added grade	7/10	-	Y	Y	

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.

New Gradebook entry from the Assignments

Grades are automatically added to the Gradebook when inputted into the assignments tool.

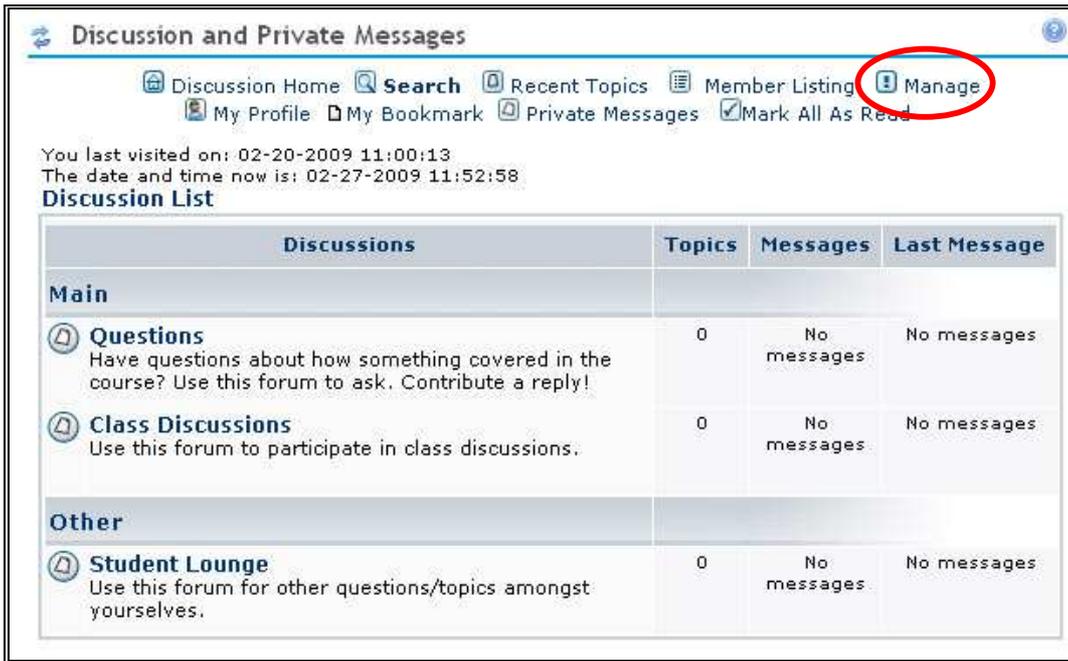


Linking Grades from the Discussions and Private Messages tool:

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.



Discussion and Private Messages

Discussion Home Search Recent Topics Member Listing **Manage**
My Profile My Bookmark Private Messages Mark All As Read

You last visited on: 02-20-2009 11:00:13
The date and time now is: 02-27-2009 11:52:58

Discussion List

Discussions	Topics	Messages	Last Message
Main			
Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!	0	No messages	No messages
Class Discussions Use this forum to participate in class discussions.	0	No messages	No messages
Other			
Student Lounge Use this forum for other questions/topics amongst yourselves.	0	No messages	No messages

On the Manage Welcome Screen that appears, click on the Forums link listed on the left.



Discussion and Private Messages

Welcome to the Manage Screen

- Administration
- Discussion List
- Forum Admin**
- Categories
- Forums**
- Import/Export



Click on the "Click to edit" link to the right of the Forum.

The screenshot shows the 'Discussion and Private Messages' interface. On the left is a navigation menu with 'Administration' and 'Forum Admin' sections. The main area is titled 'Forums listing' and contains a table with the following rows:

Main		
Questions	Click to edit	<input type="checkbox"/> Down
Class Discussions	Click to edit	<input type="checkbox"/> Up

Below the table is an 'Other' section with a row for 'Student Lounge' and a 'Click to edit' link with an unchecked checkbox. At the bottom of the listing area are two buttons: 'Insert new' and 'Delete selected'.

On the Edit Forums page, scroll down to the bottom till you see the Grading: "Not Enabled" and "Enabled" options.

The screenshot shows the 'Edit Forums' page. The left navigation menu is the same as in the previous screenshot. The main area contains the following configuration options:

- Description: class discussions.
- Make Forum Visible on Date/Time: [Date/Time picker]
- Lock Forum on Date/Time: [Date/Time picker]
- Forum Type:
 - Normal (allow post/reply)
 - Reply only
 - Read only
- Allow Access:
 - All Site Participants
 - Deny Access
 - Allow Access to Selected Groups
- Note: To setup groups for this site, go to Site Info >> Manage Groups.
- Grading:
 - Not Enabled
 - Enabled

An 'Update' button is located at the bottom of the configuration area. The 'Grading' section is circled in red.

Request Assistance | Request Account | Contact Us | University of Hawai'i | Info Tech Svcs

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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.

Note: To setup groups for this site, go to Site Info >> Manage Groups

Grading

Not Enabled

Enabled

By Topic

By Forum

Point Value (max)

Send to Gradebook

Select either to grade By Topic or By Form. If by Forum then add the max points that can be earned.

Check the box next to "Send to Gradebook"

Click the Update button.

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.

Discussion and Private Messages

Administration

Discussion List

Forum Admin

Categories

Forums

Import/Export

Forums listing

Main

Questions Click to edit Down

Class Discussions Click to edit Up

Other

Student Lounge Click to edit

Insert new Delete selected

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

Discussion and Private Messages

Discussion Home Search Recent Topics Member Listing Manage

My Profile My Bookmark Private Messages Mark All As Read

You last visited on: 02-20-2009 11:00:13

The date and time now is: 02-27-2009 12:32:58

Discussion List

Discussions	Scores	Topics	Messages	Last Message
Main				
<input checked="" type="radio"/> Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	No messages
<input checked="" type="radio"/> Class Discussions Use this forum to participate in class discussions.	<input checked="" type="checkbox"/> Grade Topics	0	No messages	No messages
Other				
<input checked="" type="radio"/> Student Lounge Use this forum for other questions/topics amongst yourselves.		0	No messages	No messages



If you selected, By Forum, you will see the link for “Grade Forum” instead.

Discussion and Private Messages

Discussion Home Search Recent Topics Member Listing Manage
My Profile My Bookmark Private Messages Mark All As Read

You last visited on: 02-20-2009 11:00:13
The date and time now is: 02-27-2009 12:36:28

Discussion List

Discussions	Scores	Topics	Messages	Last Message
Main				
Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	No messages
Class Discussions Use this forum to participate in class discussions.	Grade Forum	0	No messages	No messages
Other				
Student Lounge Use this forum for other questions/topics amongst yourselves.		0	No messages	No messages

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.

Discussion List

Discussions	Scores	Topics	Messages	Last Message
Main				
Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	
Forum Graded by Topic Use this forum to participate in class discussions.	Grade Topics	2	2	02-27-2009 12:58:50 Brian Griffin →
Other				
Student Lounge Use this forum for other questions/topics amongst yourselves.		0	No messages	No messages

1. Click either 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.

Forum Graded by Topic

[new topic](#) Discussion List -> Forum Graded by Topic Mark Topic As Read

Topic	Scores	Posts	Author	Last message	Check All Uncheck All
Brian's additional thought		0	Brian Griffin	02-27-2009 12:58:50 Brian Griffin →	<input type="checkbox"/>
Brian's Topic		0	Brian Griffin	02-27-2009 12:54:48 Brian Griffin →	<input type="checkbox"/>

Delete Move Lock Unlock **Check All :: Uncheck All**

Mark Topic As Read

[new topic](#) Discussion List -> Forum Graded by Topic

Go to:

2. Click on the topic to be graded.



Next, click on the "edit" button in the top right hand corner of the topic.

Brian's Topic

Discussion List -> Forum Graded by Topic

Watch Read Bookmark it! Mark Topic As Read

02-27-2009 12:54:48 Subject: Brian's Topic quote edit

Brian Griffin
Messages: 2
profile pm

These are my thoughts on the discussions that were held in class.

Discussion List -> Forum Graded by Topic

Quick Reply

Mark Topic As Read

Go to: Select a forum Go

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.

Discussion List -> Forum Graded by Topic

Editing "Brian's Topic"

Subject: Brian's Topic

Message body: These are my thoughts on the discussions that were held in class.

Options:

- Disable HTML in this message
- Append Signature (Signatures can be modified on "My Profile" page)
- Notify when a reply is posted
- Set topic as: Normal Sticky Announce I'll re-use

Grade Topic: Yes No
Topic Point Value:

Submit Attach Files



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

Topic	Scores	Posts	Author
Brian's additional thought		0	Brian Gr
Brian's Topic	Grade Topic	0	Brian Griffin



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.

Brian's Topic
 Discussion List -> Forum Graded by Topic

Points Max : 10.00

Adjust the score of all users with posts by

Add comments to all users with posts

Send to Gradebook **Update**

Name	Posts	Grade Topic	Comments
Brian Griffin	1	<input type="text"/>	Grader Comments
Lois Griffin	0	<input type="text"/>	Grader Comments
Stewie Griffin	0	<input type="text"/>	Grader Comments
Peter Griffin	0	<input type="text"/>	Grader Comments
Matt Parcon (inactive)	0	<input type="text"/>	Grader Comments

Send to Gradebook **Update**

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

Once you have finished adding the grades (and comments) check the box to "Send to Gradebook". Then click the "Update" button.

Add comments to all users with posts

Send to Gradebook **Update**

Name	Posts	Grade Topic	Comments
Brian Griffin	1	10.00	Grader Comments
Lois Griffin	0	<input type="text"/>	Grader Comments
Stewie Griffin	0	<input type="text"/>	Grader Comments
Peter Griffin	0	<input type="text"/>	Grader Comments
Matt Parcon (inactive)	0	<input type="text"/>	Grader Comments

Send to Gradebook **Update**

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

11. Click "Update"



The grades should then be sent to the Gradebook and the entry will automatically appear with the same title as the graded topic.

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

Title*		Class Avg**	Due Date ▲	Released to Students	Included in Course Grade	Grade Editor***
Assignment 1	Edit	-	Mar 5, 2009	Y	Y	from Assignments
Brian's Topic	Edit	10/10	-	Y	Y	from Discussions
Manually added grade	Edit	7/10	-	Y	Y	
Practice Test	Edit	6/29	-	Y	Y	from Tasks, Tests and Surveys

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.

The date and time now is: 03-04-2009 14:03:58

Discussion List

Discussions	Scores	Topics	Messages	Last Message
Main				
Graded by Topic	Grade Topics	2	2	02-27-2009 12:58:50 Brian Griffin →
Grading by Forum	Grade Forum	2	2	03-04-2009 14:01:10 Lois Griffin →
Other				



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.

Grading by Forum

 Discussion List -> Grading by Forum

Points Max : 10.00

 Adjust the score of all users with posts by

 Add comments to all users with posts

Send to Gradebook **Update**

Name	Posts	Grade Forum	Comments
Brian Griffin	1	<input type="text"/>	 Grader Comments
Lois Griffin	1	<input type="text"/>	 Grader Comments
Stewie Griffin	0	<input type="text"/>	 Grader Comments
Peter Griffin	0	<input type="text"/>	 Grader Comments
Matt Parcon (inactive)	0	<input type="text"/>	 Grader Comments

Send to Gradebook **Update**

Type in grades or add grades for all users who posted to the forum

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

Once you have finished adding the grades (and comments) check the box to "Send to Gradebook". Then click the "Update" button.

 Add comments to all users with posts

Send to Gradebook **Update**

Name	Posts	Grade Forum	Comments
Brian Griffin	1	<input type="text" value="10"/>	 Grader Comments
Lois Griffin	1	<input type="text" value="9"/>	 Grader Comments
Stewie Griffin	0	<input type="text"/>	 Grader Comments
Peter Griffin	0	<input type="text"/>	 Grader Comments
Matt Parcon (inactive)	0	<input type="text"/>	 Grader Comments

Send to Gradebook **Update**

If the box is not already selected, check box for "Send to Gradebook"

Click "Update"



The grades should be automatically sent to the Gradebook. The Gradebook entry will be the same as the forum title.

Gradebook Items Summary						
Click a title to view complete details and to grade the item.						
Title*		Class Avg**	Due Date ▲	Released to Students	Included in Course Grade	Grade Editor***
Assignment 1	Edit	-	Mar 5, 2009	Y	Y	<i>from Assignments</i>
Brian's Topic	Edit	10/10	-	Y	Y	<i>from Discussions</i>
Grading by Forum	Edit	9/10	-	Y	Y	<i>from Discussions</i>
Manually added grade	Edit	7/10	-	Y	Y	
Practice Test	Edit	6/29	-	Y	Y	<i>from Tasks, Tests and Surveys</i>

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.

Title	Due Date	Released to Students	Avg	Points
Assignment 1	Jul 3, 2008	Y	86%	10
Forum discussion	-	Y		10
manual assignment	-	Y	75%	10
Course Grade			54%	30

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.

Forums

Forum Settings

Required items marked with *

* Forum Title

Short Description

Description

Discuss the topic we have covered in Module 1.

Add a title to your forum

Add a description for your forum



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”.

▼ Permissions

Role : Instructor (Owner)
Student (Contributor)
Teaching Assistant (Contributor)

Permission Level : Owner

New Forum Change Settings
 New Topic Read
 New Response Mark as Read
 Response to Response Moderate Postings
 Post to Gradebook

Edit Postings None Own All

Delete Postings None Own All

Gradebook Assignment: Forum discussion

Save Draft Save Settings & Add Topic Cancel

Click “Save Settings & Add Topic”

Once you have created the Forum, Lulima 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.

▼ Permissions

Role : Instructor (Owner)
Student (Contributor)
Teaching Assistant (Contributor)

Permission Level : Owner

New Forum Change Settings
 New Topic Read
 New Response Mark as Read
 Response to Response Moderate Postings
 Post to Gradebook

Edit Postings None Own All

Delete Postings None Own All

Gradebook Assignment: Forum discussion

Save Settings Save Draft Save Settings & Add Topic Delete Cancel

Select the assignment from the drop-down menu

Click “Save Settings & Add Topic”

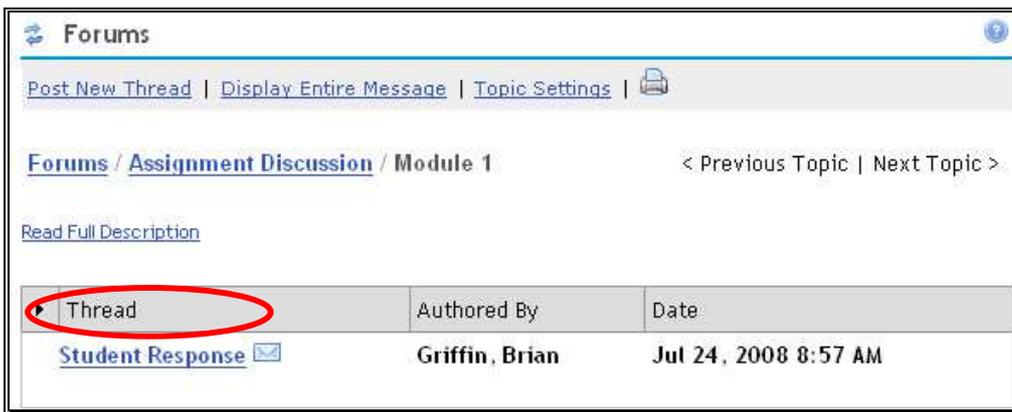


Once you have clicked on “Save Settings & Add Topic”, it will automatically take you to the Add Topic page again, to add another topic. If you are done adding topics, click on Cancel.

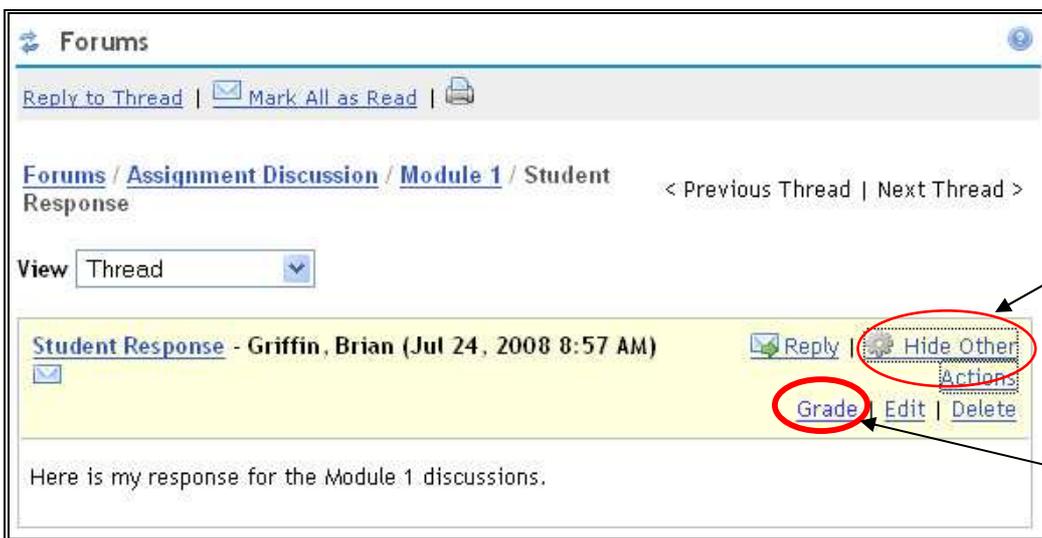
After a student has added a message to the topic, it will indicate how many messages there are if how many of them are unread. Click on the link for your topic to go to the grading.



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.



1. Click on “Other Actions” first to see the Grade option

2. Click on “Grade”



Add a point value for the grade that the student will receive for this posting. The click on "Submit Grade".

3. Add point value

4. 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.

Title	Due Date	Score	Points	Comments
Assignment 1	Jul 3, 2008	8	10	Assignments
Forum discussion	-	8	10	
manual assignment	-	9	10	



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.

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 C (75%)

Gradebook Items Summary

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

Title*		Class Avg**	Due Date ▲	Released to Students	Included in Course Grade	Grade Editor***
Assignment 1	Edit	-	Mar 5, 2009	Y	Y	from Assignments
Assignment 2	Edit	-	Mar 17, 2009	Y	Y	from Assignments
Brian's Topic	Edit	10/10	-	Y	Y	from Discussions
Grading by Forum	Edit	9/10	-	Y	Y	from Discussions
Participation Points week 1	Edit	7/10	-	Y	Y	
Participation Points week 2	Edit	9/10	-	Y	Y	
Quiz 1	Edit	6/29	-	Y	Y	from Tasks, Tests and Surveys
Quiz 2	Edit	-	-	Y	Y	from Tasks, Tests and Surveys

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

Gradebook

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

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](#)

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 to 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".

Gradebook Setup

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

Grade Entry
How will you enter your grades?

Points
 Percentages
 Letter Grades

Gradebook Items Display
 Display released Gradebook Items to students
You can release a gradebook item when creating or editing the gradebook item.

Categories & Weighting

No categories
 Categories only
 Categories & Weighting

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

2. Select "Categories & Weighting"

3. Click on "Save Changes"

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.

Categories & Weighting

No categories
 Categories only
 Categories & Weighting

To exclude a category from the course grade, use 0% for the weight.

Category	%	Gradebook Items	Remove
<input type="text"/>	<input type="text"/>	0 item(s)	Remove

[Add a Category](#)

Running Total 0.0%
Needed Total 100.0%

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

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.

Categories & Weighting

No categories
 Categories only
 Categories & Weighting

To exclude a category from the course grade, use 0% for the weight.

Category	%	Gradebook Items	Remove
Assignments	20	0 item(s)	Remove
Discussions	20	0 item(s)	Remove
Participation	10	0 item(s)	Remove
Quizzes	50	0 item(s)	Remove

[Add a Category](#)

Running Total 100%
Needed Total 0%

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

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".

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course](#)

Gradebook Setup

Congratulations! Your changes have been saved.

Grade Entry

How will you enter your grades?

Points
 Percentages
 Letter Grades

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.

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

Title*		Class Avg**	Weight	Due Date	Released to Students	Ir
Assignments		-	20%			
Discussions		-	20%			
Participation		-	10%			
Quizzes		-	50%			
Unassigned		N/A				
Assignment 1	Edit	-		Mar 5, 2009	Y	
Assignment 2	Edit	-		Mar 17, 2009	Y	
Brian's Topic	Edit	(10/10)		-	Y	
Grading by	Edit	(9/10)		-	Y	

8. Click the “Edit” link next to the item to add it to a 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.

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

- Unassigned
- Unassigned
- Assignments**
- Discussions
- Participation
- Quizzes

Release this item to Students

Include this item in course grade calculations

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

Save Changes Cancel

9. Click the Category drop-down menu and select a category.

10. Click “Save Changes”



Assignment 1 is now listed under the Assignments category.

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

Average Course Grade -

Gradebook item Assignment 1 has been updated.

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
▼ Assignments		-	20%			
Assignment 1	Edit	-		Mar 5, 2009	Y	Y
Discussions		-	20%			
Participation		-	10%			
Quizzes		-	50%			
▼ Unassigned		N/A				
Assignment 2	Edit	-		Mar 17, 2009	Y	Y

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

Gradebook

Grade Report for Brian Griffin

Course Grade Not yet available

Gradebook Items

▼ Title	Due Date ▲	Grade*	Weight	Comments
▼ Assignments		95%	20%	
Assignment 1	Mar 5, 2009	10/10		from Assignments
Assignment 2	Mar 17, 2009	9/10		from Assignments
▼ Discussions		100%	20%	
Brian's Topic	-	10/10		from Discussions
Grading by Forum	-	10/10		from Discussions
▼ Participation		95%	10%	
Participation Points week 1	-	9/10		
Participation Points week 2	-	10/10		
▼ Quizzes		20%	50%	
Quiz 1	-	6/29		from Tasks, Tests and Surveys
Quiz 2	-	-		from Tasks, Tests and Surveys



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%.

Student Name	Student ID	Course Grade	Assignment 1	Assignment 2	Assignments (20%)	Brian's Topic	Grading by Forum	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. 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 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 and All Categories

Viewing 1 to 4 of 4 students

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 Forum <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”



Uploading Grades from the Gradebook to Banner (MyUH):

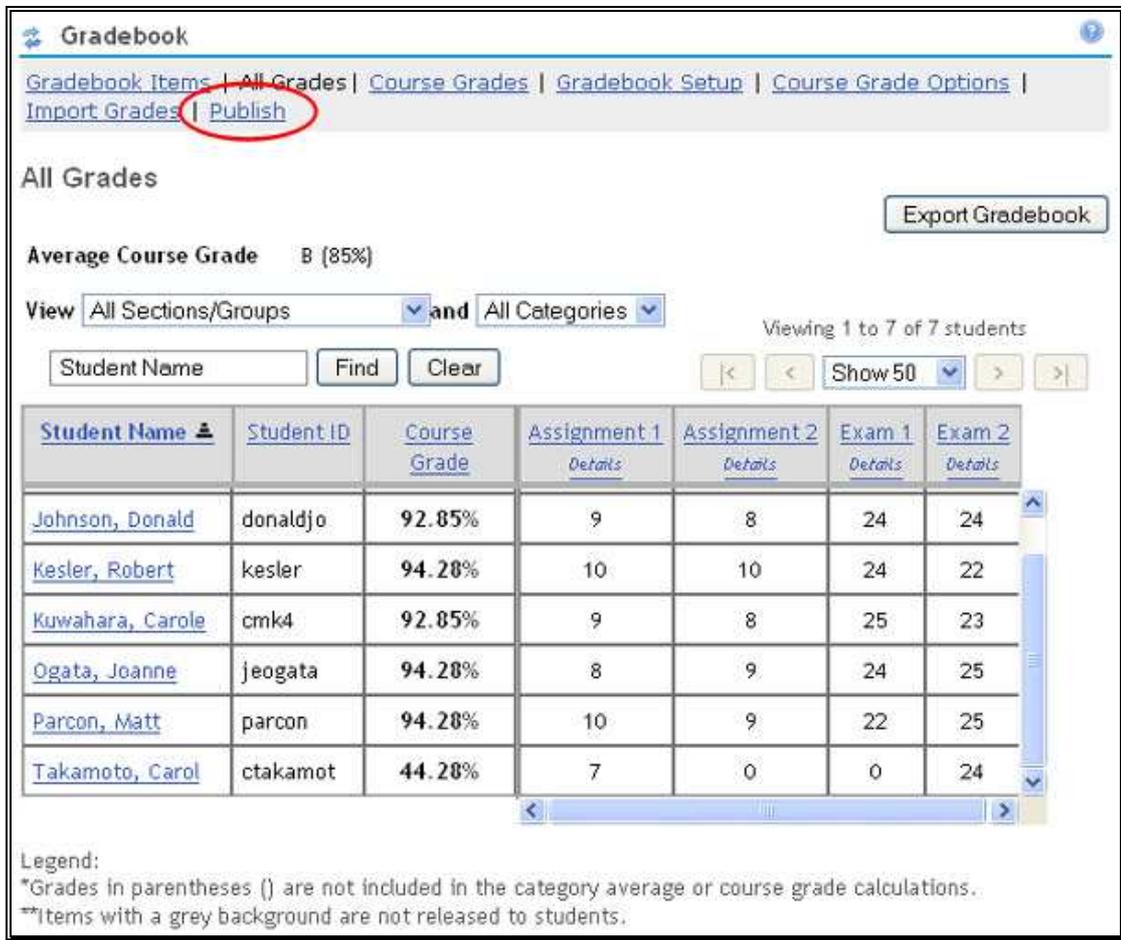
Using the Publish function in the Gradebook tool, you can upload Final course grades directly to Banner. Within Lulima, this is only possible via the Gradebook Tool. If you posted grades using Post'em, you'll need to add the Gradebook tool and enter the students' final course grades.

**Note: If you have a cross listed course (one course with multiple sections together in one Lulima 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.



The screenshot shows the Lulima Gradebook interface. At the top, there is a navigation bar with links: [Gradebook Items](#), [All Grades](#), [Course Grades](#), [Gradebook Setup](#), [Course Grade Options](#), [Import Grades](#), and [Publish](#). The [Publish](#) link is circled in red. Below the navigation bar, the page title is "All Grades". On the right side, there is a button labeled "Export Gradebook". Below this, the "Average Course Grade" is displayed as "B (85%)". There are two dropdown menus for "View" (set to "All Sections/Groups") and "All Categories". Below these are search fields for "Student Name" with "Find" and "Clear" buttons. To the right, it says "Viewing 1 to 7 of 7 students" and "Show 50" with navigation arrows. A table displays student grades for seven students. The table has columns for Student Name, Student ID, Course Grade, Assignment 1, Assignment 2, Exam 1, and Exam 2. The data is as follows:

Student Name	Student ID	Course Grade	Assignment 1	Assignment 2	Exam 1	Exam 2
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.

The screenshot shows the 'Gradebook' interface. At the top, there are navigation links: [Gradebook Items](#), [All Grades](#), [Course Grades](#), [Gradebook Setup](#), [Course Grade Options](#), [Import Grades](#), and [Publish](#). Below this is the 'Grade Preview' section, which includes a sub-link for [Published Grades](#). The instructor information is listed as 'Instructor: Sandra Kaneshige' and 'IMS ID: 201895'. A yellow callout bubble points to the CRN column, stating: 'For crosslisted courses, each CRN will be listed separately.' The main table has columns for 'Description' and 'CRN'. It lists two sections: 'ENG-100-1 [MAN.10001.FA09]' with CRN '10001' and 'ENG-100-2 [MAN.10002.FA09]' with CRN '10002'. Each row has a 'Preview grades' button. Below the table, there is a 'Submit grades for selected CRNs' button and radio buttons for 'Final' (selected) and 'Mid-term'. At the bottom, there are fields for 'Course Name:' and 'CRN:', a 'Viewing 0 items' indicator, and a pagination control showing 'Show 5' items. A table header at the very bottom shows columns for 'Student Name', 'IMS ID:', and '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

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

Users present:

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



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

University of Hawai'i

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							

Users present:
Sandra Kaneshige

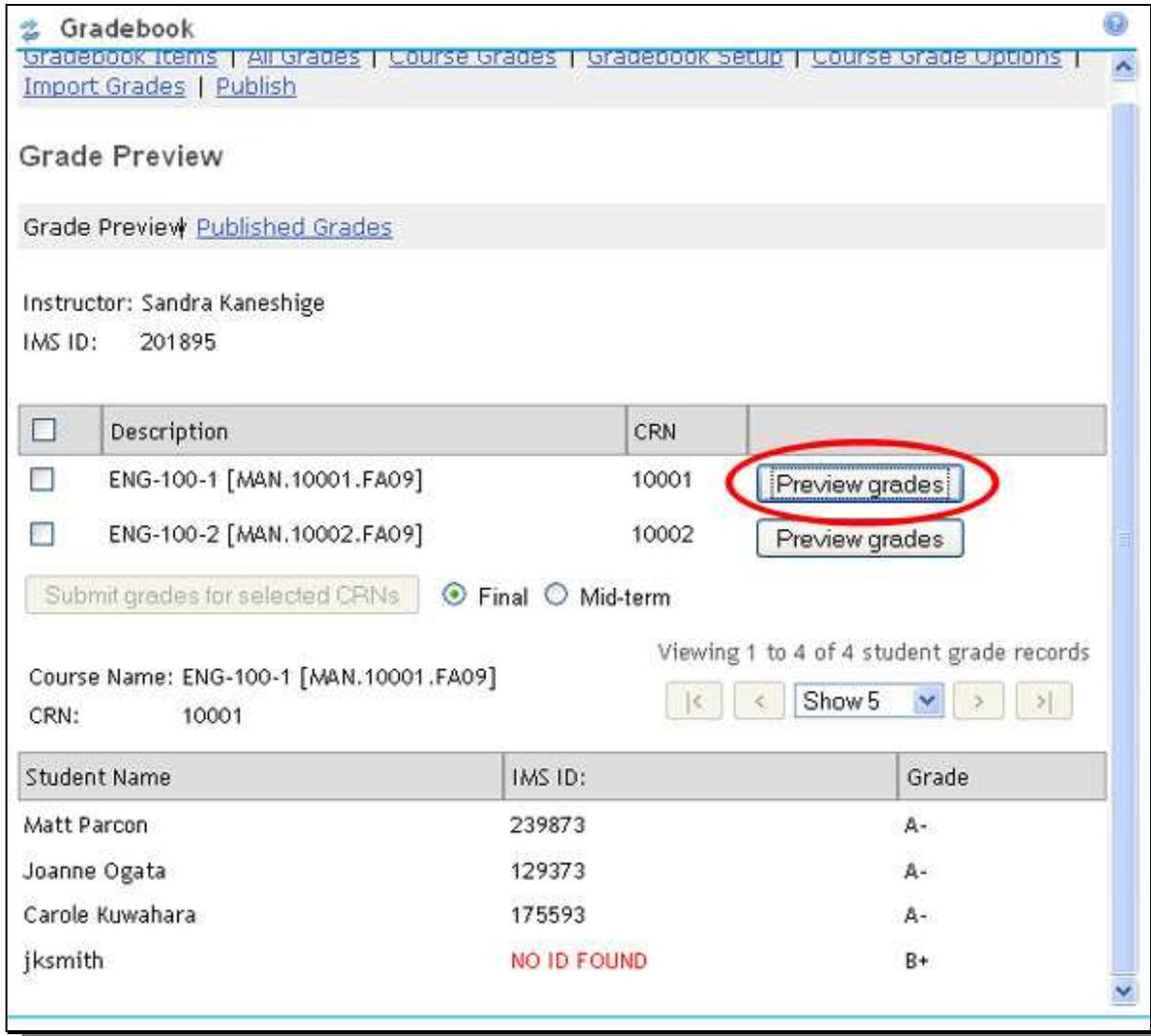
[Remove Sections](#) [Cancel](#)

-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 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".)



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

Submit grades for selected CRNs Final Mid-term

Course Name: ENG-100-1 [MAN.10001.FA09] 4 of 4 student grade records
CRN: 10001

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

Final Mid-term

Course Name: ENG-100-1 [MAN.10001.FA09] Viewing 1 to 4 of 4 student grade records
CRN: 10001

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



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.

Gradebook					
Grade Report for Brian Griffin					
Course Grade: Not yet available					
Assignments					
Title	Due Date	Score	Points	Comments	
Assignment 1	Jul 3, 2008	8	10		<i>Assignments</i>
manual assignment	-	9	10		

Below is an image of what the Gradebook looks like to the students WITH categories and weighted grading.

Gradebook					
Grade Report for Brian Griffin					
Course Grade: Not yet available					
Gradebook Items					
Title	Due Date	Grade*	Weight	Comments	
Assignments		95%	20%		
Assignment 1	Mar 5, 2009	10/10			<i>from Assignments</i>
Assignment 2	Mar 17, 2009	9/10			<i>from Assignments</i>
Discussions		100%	20%		
Brian's Topic	-	10/10			<i>from Discussions</i>
Grading by Forum	-	10/10			<i>from Discussions</i>
Participation		95%	10%		
Participation Points week 1	-	9/10			
Participation Points week 2	-	10/10			
Quizzes		20%	50%		
Quiz 1	-	6/29			<i>from Tasks, Tests and Surveys</i>
Quiz 2	-	-			<i>from Tasks, Tests and Surveys</i>

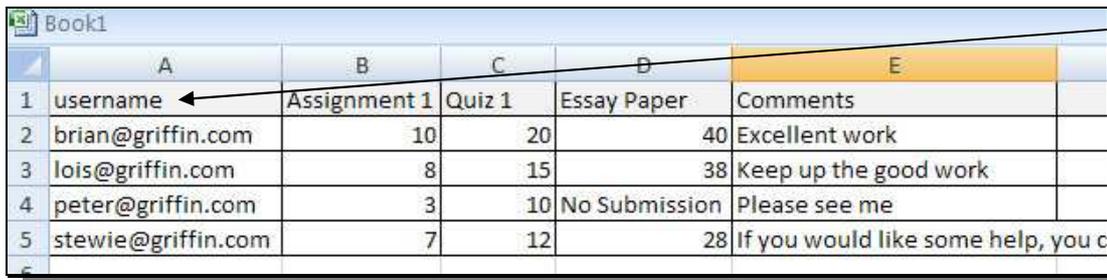


Post'em:

The Post'em tool is the second tool available in Lulima 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.

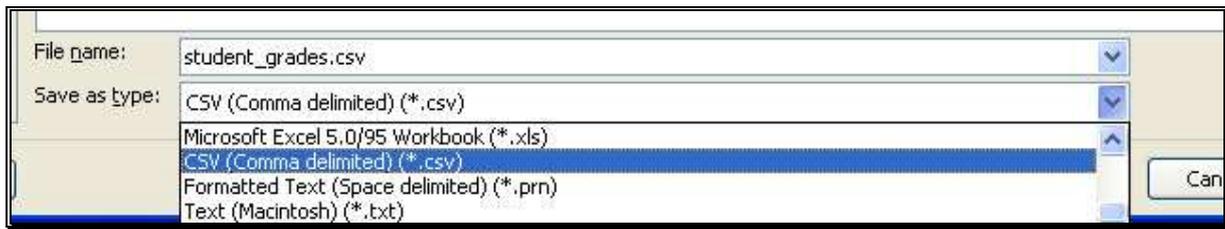


	A	B	C	D	E
1	username	Assignment 1	Quiz 1	Essay Paper	Comments
2	brian@griffin.com	10	20	40	Excellent work
3	lois@griffin.com	8	15	38	Keep up the good work
4	peter@griffin.com	3	10	No Submission	Please see me
5	stewie@griffin.com	7	12	28	If you would like some help, you c

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.



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 Lulima.

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 screenshot shows the 'Post'Em' tool interface. It includes a title field with 'Student Grades', a file selection field with 'C:\Documents and Settings\...' and a 'Browse...' button, and a 'Feedback Availability' section with a checked box for 'Release feedback to participants?'. Callout boxes provide instructions: 'Type in the title for your Post'em file' points to the title field; 'Browse for your .csv file' points to the 'Browse...' button; 'For students to see their scores, check the box to Release feedback to participants' points to the checked checkbox; and 'Click "Post"' points to the 'Post' button.

The students’ usernames will appear in red, indicating that they have not yet looked at the Post’em tool.

The screenshot shows the 'Post'Em' tool displaying a table of student feedback data. The table has columns for Username, Assignment, Quiz 1, Essay Paper, Comment, and Last Ch. The usernames are highlighted in red. A 'Back' button is visible at the bottom left.

Username	Assignment	Quiz 1	Essay Paper	Comment	Last Ch
brian@griffin.com	10	20	40	Excellent	never
lois@griffin.com	8	15	38	keep up the good work	never
peter@griffin.com	3	10	No submission	please see me	never
stewie@griffin.com	7	12	12	if you would like help, please see me	never

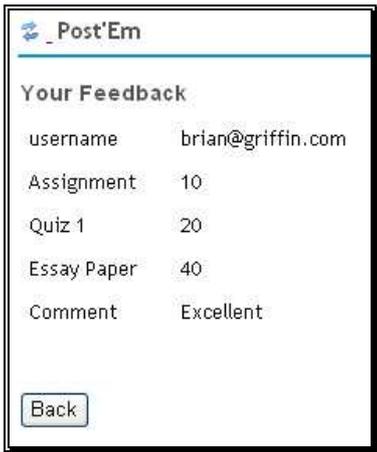


When students go to the Post'em tool, they click on "View" to see their scores.



Title	Last Modified	view
Student Grades	24 Jul 2008 12:20	view

When students click on "View" they will only see their scores.



Your Feedback	
username	brian@griffin.com
Assignment	10
Quiz 1	20
Essay Paper	40
Comment	Excellent

[Back](#)

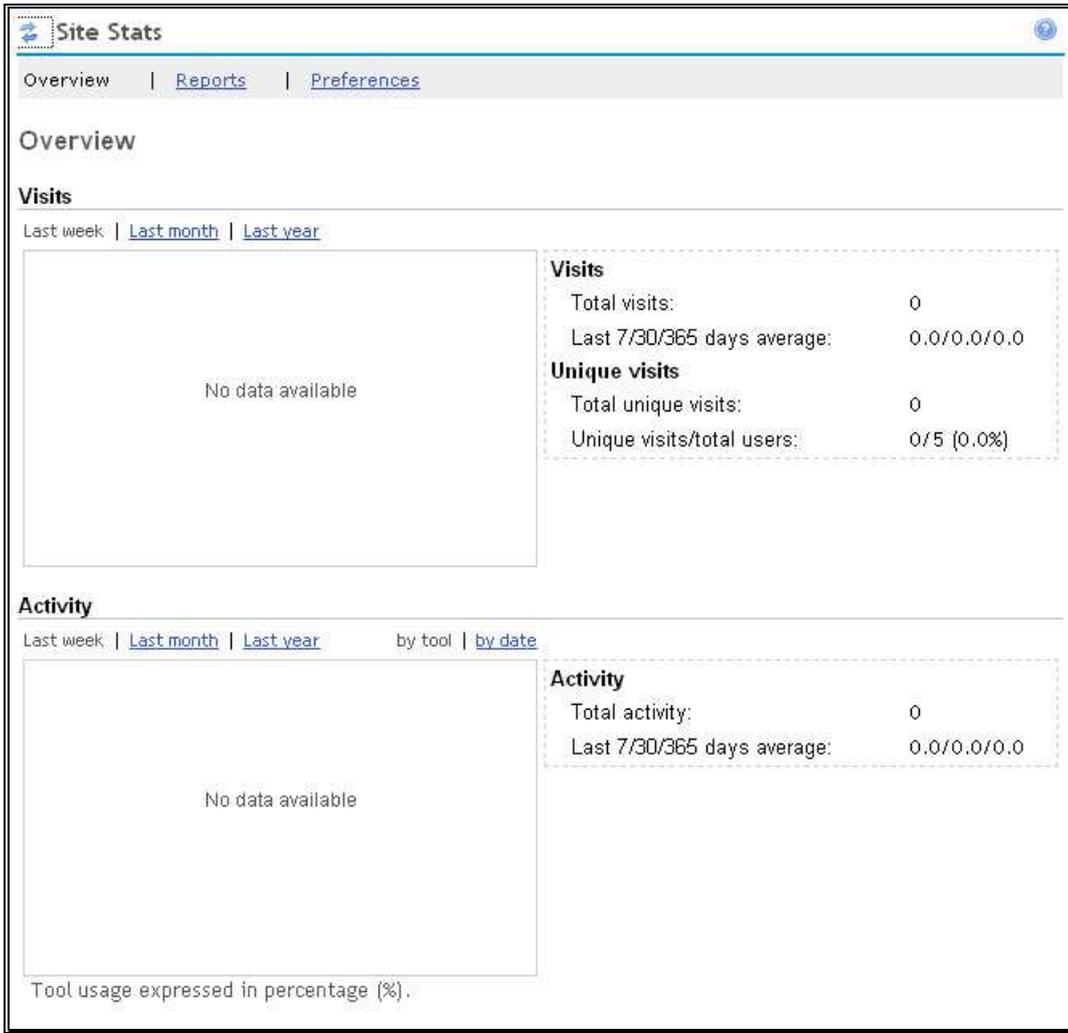


Site Stats:

Site Stats is a tool that will allow you to view some activities within a course in Lualima. 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.



The screenshot displays the Site Stats tool interface. At the top, there is a navigation bar with 'Overview', 'Reports', and 'Preferences' tabs. The main content area is divided into three sections: 'Overview', 'Visits', and 'Activity'. Each section contains a large box with the text 'No data available' and a summary table on the right. The 'Visits' section table shows: Total visits: 0, Last 7/30/365 days average: 0.0/0.0/0.0, Total unique visits: 0, and Unique visits/total users: 0/5 (0.0%). The 'Activity' section table shows: Total activity: 0, and Last 7/30/365 days average: 0.0/0.0/0.0. At the bottom, a note states 'Tool usage expressed in percentage (%)'.

Visits	
Total visits:	0
Last 7/30/365 days average:	0.0/0.0/0.0
Unique visits	
Total unique visits:	0
Unique visits/total users:	0/5 (0.0%)

Activity	
Total activity:	0
Last 7/30/365 days average:	0.0/0.0/0.0

Tool usage expressed in percentage (%).



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.

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

Click on "Generate Report".

User ID	Name	Event	Most recent date	Total
brian@griffin.com	Brian Griffin	Site visit	Jul 25, 2008	7
lois@griffin.com	Lois Griffin	Site visit	Jul 25, 2008	3

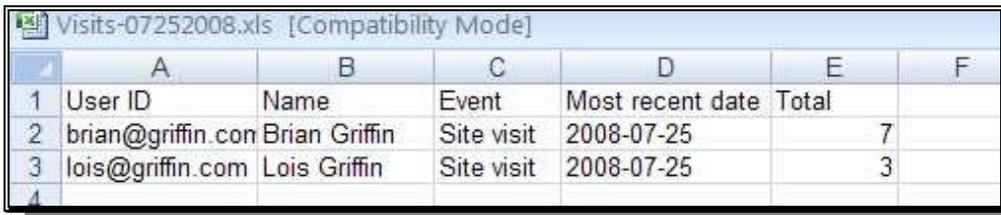
Shows the most recent visit and total visits within the time frame set



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 delimitate (.csv) , or PDF file.



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



A screenshot of an Excel spreadsheet titled "Visits-07252008.xls [Compatibility Mode]". The spreadsheet has the following data:

	A	B	C	D	E	F
1	User ID	Name	Event	Most recent date	Total	
2	brian@griffin.com	Brian Griffin	Site visit	2008-07-25	7	
3	lois@griffin.com	Lois Griffin	Site visit	2008-07-25	3	
4						

