

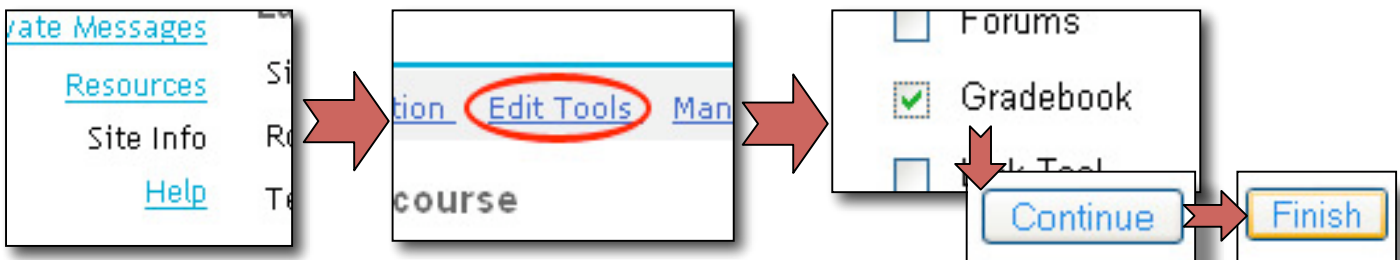
# Student Management Tools

The gradebook and post'em tool provide 2 options for instructor to show students their grades. 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 to show students how they scored. 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.**



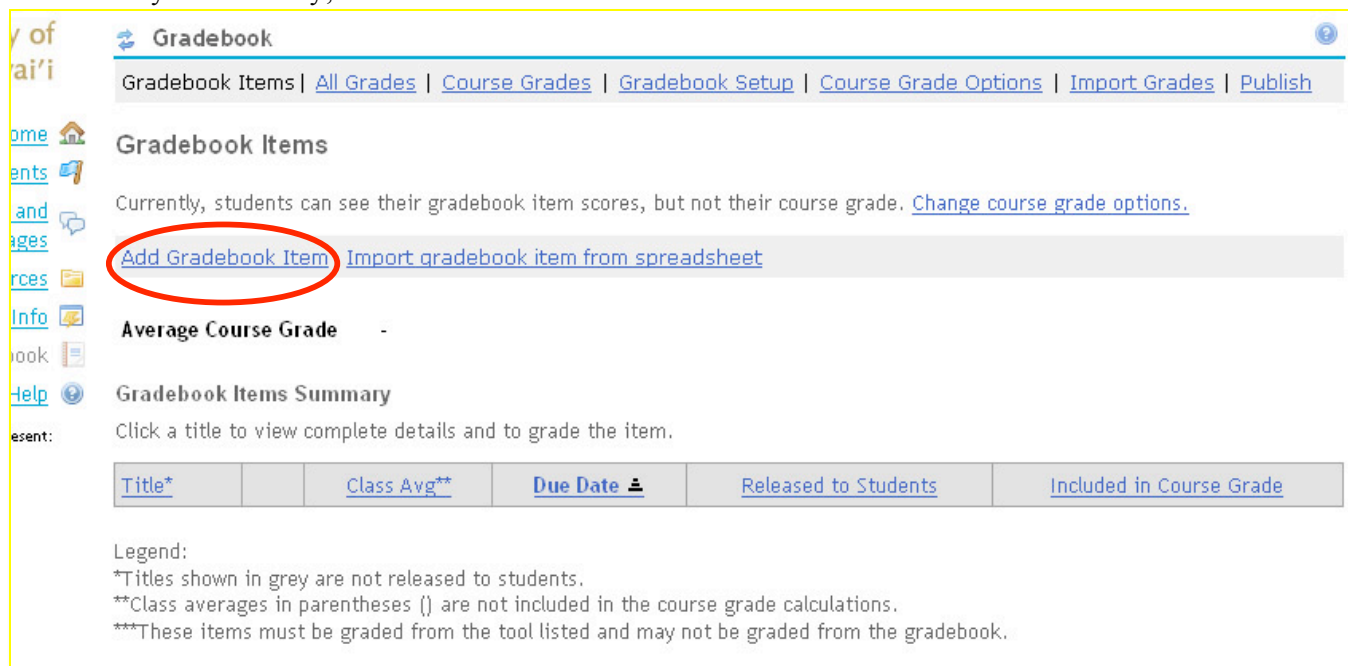
Here is what the gradebook tool looks like when you first add it. There are no entries yet.

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, and Publish. Below this, the main heading is 'Gradebook Items'. A message states: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)'. Below this, there are two buttons: 'Add Gradebook Item' and 'Import gradebook item from spreadsheet'. The 'Average Course Grade' is shown as '-'. Below this, there is a section titled 'Gradebook Items Summary' with a note: 'Click a title to view complete details and to grade the item.' A table with five columns is shown: Title\*, Class Avg\*\*, Due Date, Released to Students, and Included in Course Grade. Below the table, there is a legend: '\*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.'



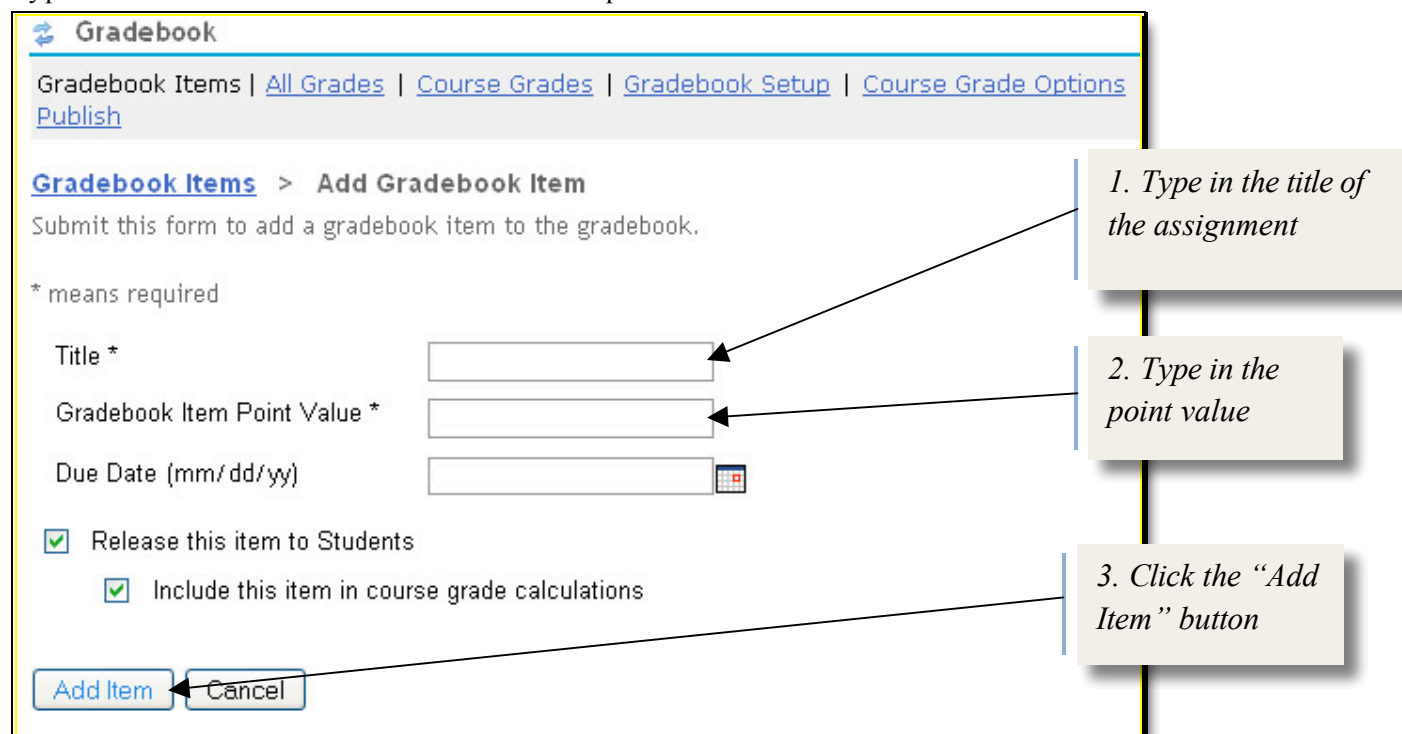
## Manually adding a Gradebook Item

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



The screenshot shows the 'Gradebook' section of a web application. The breadcrumb trail is: Gradebook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades | Publish. The main heading is 'Gradebook Items'. Below it, a message states: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)' Two links are present: 'Add Gradebook Item' (circled in red) and 'Import gradebook item from spreadsheet'. Below these links, the 'Average Course Grade' is shown as '-'. A 'Gradebook Items Summary' section follows, with the instruction: 'Click a title to view complete details and to grade the item.' A table with five columns is shown: 'Title\*', 'Class Avg\*\*', 'Due Date' (with a calendar icon), '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 breadcrumb trail is: Gradebook Items > Add Gradebook Item. The instruction is: 'Submit this form to add a gradebook item to the gradebook.' A note states: '\* means required'. The form has three input fields: 'Title \*', 'Gradebook Item Point Value \*', and 'Due Date (mm/dd/yy)' (with a calendar icon). There are two checkboxes: 'Release this item to Students' (checked) and 'Include this item in course grade calculations' (checked). At the bottom are 'Add Item' and 'Cancel' buttons. Three numbered instructions 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. 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
<a href="#">Manually added grade</a> <a href="#">Edit</a>	-	-	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

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

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

**Gradebook**

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

[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** 7

**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](#)

<a href="#">Student Name</a>	<a href="#">Student ID</a>	Log	<a href="#">Points</a>	<a href="#">Edit Comments &gt;&gt;</a>
<a href="#">Griffin, Brian</a>	brian@griffin.com		9	
<a href="#">Griffin, Lois</a>	lois@griffin.com		8	
<a href="#">Griffin, Peter</a>	peter@griffin.com		3	
<a href="#">Griffin, Stewie</a>	stewie@griffin.com		10	

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

**Gradebook**

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

**Remove Gradebook Item**

By checking the box below and clicking the "Remove" button, the gradebook item and scores entered will be removed from the gradebook.

Are you sure you want to remove "Manually added grade"?

☒ Remove this gradebook item and all associated scores from the gradebook.

[Remove](#)   [Cancel](#)

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

2. Click the "Remove" button

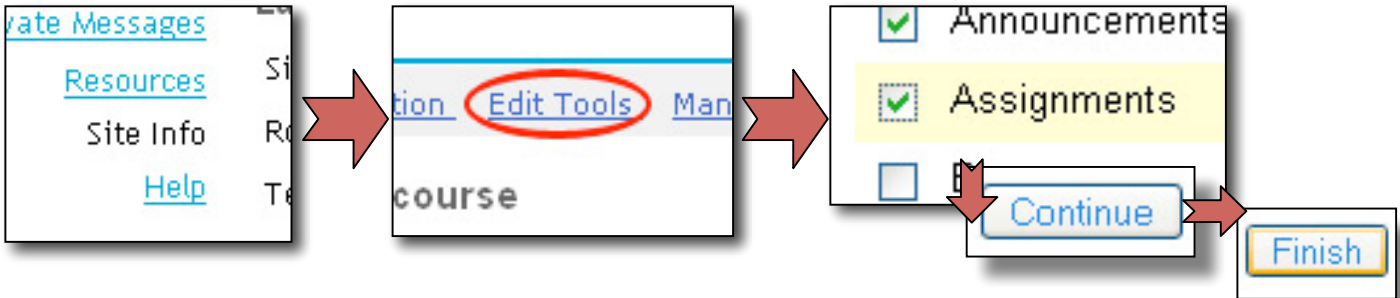
**\*NOTE:** This method **ONLY** removes **MANUALLY** added gradebook items. Items linked from other tools such as the Assignment or Tasks, Tests & Surveys tool must be removed from within the linked tool.





## Linking an assignment from the assignments tool to the gradebook.

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 (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](#)

**Post**
 Preview
  Cancel

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***
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-	Feb 5, 2009	Y	Y	from Assignments
<a href="#">Manually added grade</a>	<a href="#">Edit</a>	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.

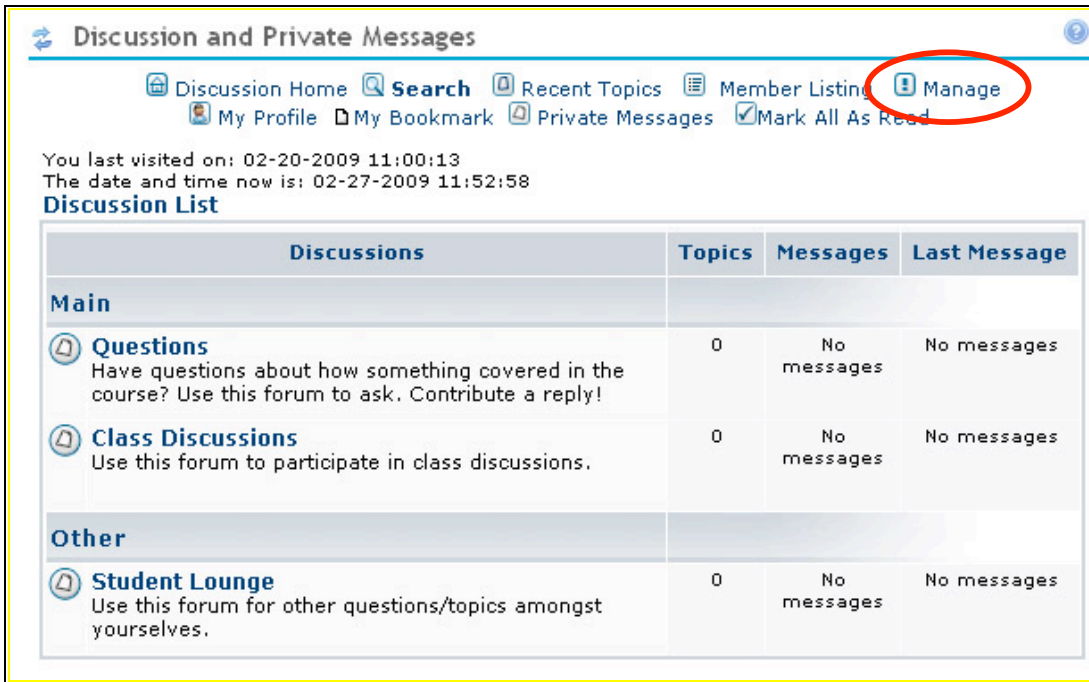


## Linking Grades from the Discussions and Private Messages tool:

*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. This can be useful if students are required to participate in Discussions as part of their grade for the course.*

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

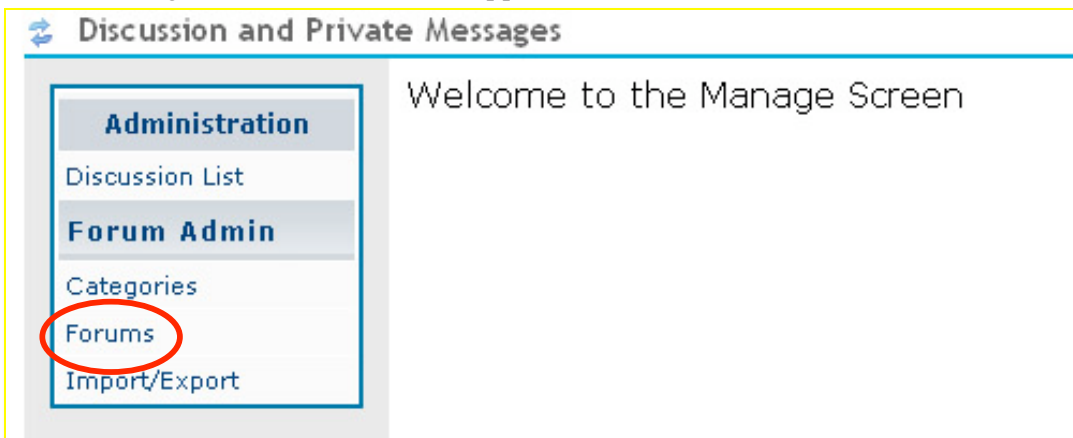
Discussion Home Search Recent Topics Member Listing **Manage** My Profile My Bookmark Private Messages Mark All As Read

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
<b>Main</b>			
<b>Questions</b> Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!	0	No messages	No messages
<b>Class Discussions</b> Use this forum to participate in class discussions.	0	No messages	No messages
<b>Other</b>			
<b>Student Lounge</b> 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

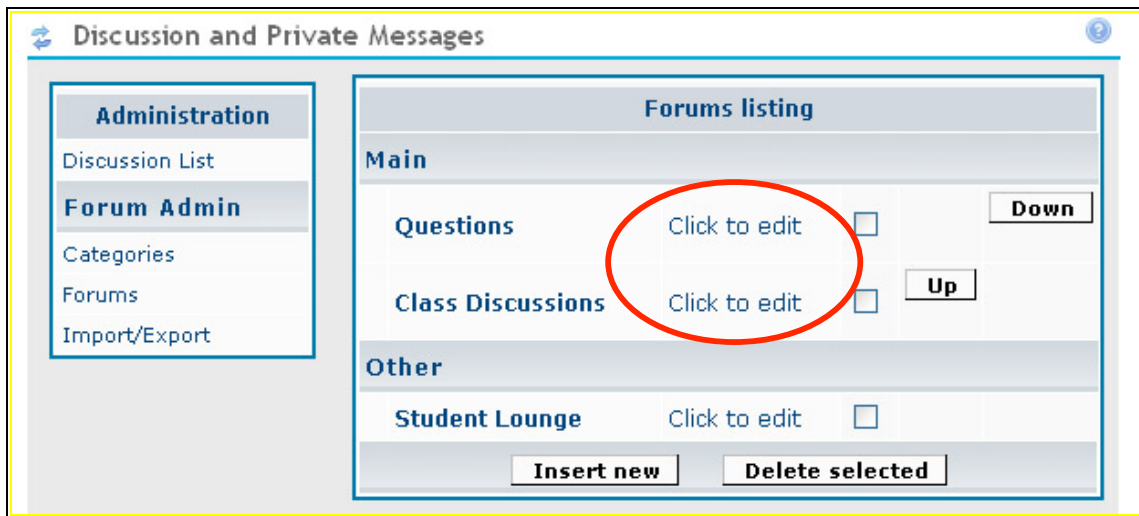
**Forums**

Import/Export





Next, click on the “Click to edit” link to the right of the Forum that you want to be able to grade.



Discussion and Private Messages

**Administration**

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

**Forums listing**

**Main**

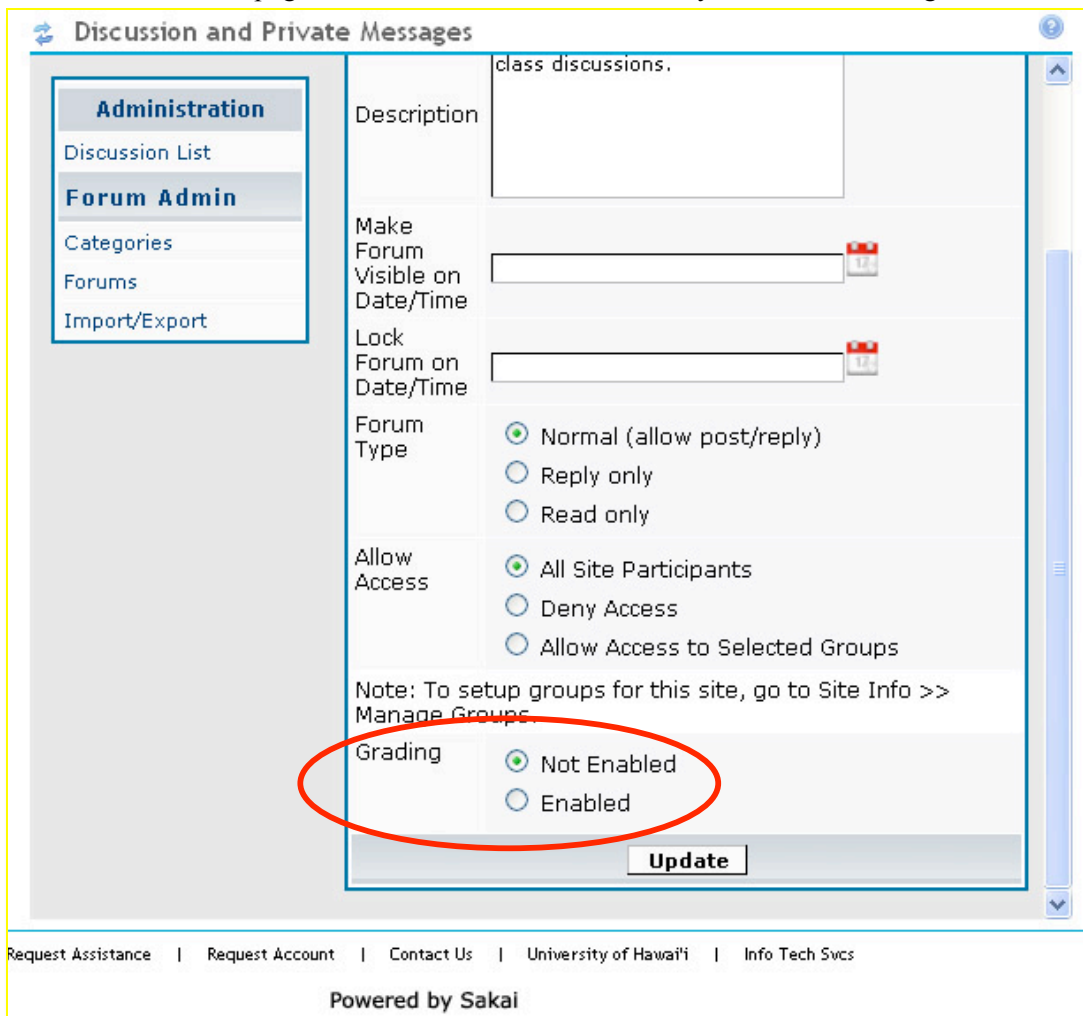
Questions	Click to edit	<input type="checkbox"/>	Down
Class Discussions	Click to edit	<input type="checkbox"/>	Up

**Other**

Student Lounge	Click to edit	<input type="checkbox"/>
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Insert new Delete selected

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



Discussion and Private Messages

**Administration**

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

Description: class discussions.

Make Forum Visible on Date/Time:  1/1/12

Lock Forum on Date/Time:  1/1/12

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

Update

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

Powered by Sakai



Select the “Enabled” radio button and the grading options will then appear. Select to grade either “By Topic” or “By Forum” . By Topic means that you will grade individual postings. By Forum is for giving a grade for the entire 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)
 **Update**

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

*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	<input type="checkbox"/>	<b>Down</b>
Class Discussions	Click to edit	<input type="checkbox"/>	<b>Up</b>

**Other**

Student Lounge	Click to edit	<input type="checkbox"/>	
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**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
<b>Main</b>				
<b>Questions</b> Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	No messages
<b>Class Discussions</b> Use this forum to participate in class discussions.	<a href="#">Grade Topics</a>	0	No messages	No messages
<b>Other</b>				
<b>Student Lounge</b> 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
<b>Main</b>				
<b>Questions</b> Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	No messages
<b>Class Discussions</b> Use this forum to participate in class discussions.	<a href="#">Grade Forum</a>	0	No messages	No messages
<b>Other</b>				
<b>Student Lounge</b> 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
<b>Main</b>				
<b>Questions</b> Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!		0	No messages	
<b>Forum Graded by Topic</b> Use this forum to participate in class discussions.	<a href="#">Grade Topics</a>	2	2	02-27-2009 12:58:50 Brian Griffin
<b>Other</b>				
<b>Student Lounge</b> 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
<b>Brian's additional thought</b>		0	Brian Griffin	02-27-2009 12:58:50 Brian Griffin	<input type="checkbox"/>
<b>Brian's Topic</b>		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:  Go

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**

postreply Discussion List -> Forum Graded by Topic Watch Read Bookmark it! ☒ Mark Topic As Read

Author	Message
02-27-2009 12:54:48 <b>Brian Griffin</b> Messages: 2	<b>Subject:</b> Brian's Topic These are my thoughts on the discussions that were held in class. <a href="#">quote</a> <a href="#">edit</a> <a href="#">x</a> <a href="#">+</a>

[profile](#) [pm](#)

postreply Discussion List -> Forum Graded by Topic

☐ Quick Reply ☒ Mark Topic As Read

Go to:

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**

**Message body**

Source

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	Grade Topic
Brian's additional thought		0	Brian Griffin	
Brian's Topic		0	Brian Griffin	<a href="#">Grade Topic</a>


8. Click on  
“Grade Topic”.  
NOT the icon!







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	<input type="text" value="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. 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***
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-	Mar 5, 2009	Y	Y	from Assignments
<a href="#">Brian's Topic</a>	<a href="#">Edit</a>	10/10	-	Y	Y	from Discussions
<a href="#">Manually added grade</a>	<a href="#">Edit</a>	7/10	-	Y	Y	
<a href="#">Practice Test</a>	<a href="#">Edit</a>	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
<b>Main</b>				
<b>Graded by Topic</b>	Grade Topics	2	2	02-27-2009 12:58:50 Brian Griffin →
<b>Grading by Forum</b>	Grade Forum	2	2	03-04-2009 14:01:10 Lois Griffin →
<b>Other</b>				



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

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

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

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

10. Check box for “Send to Gradebook”


11. 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***
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-	Mar 5, 2009	Y	Y	from Assignments
<a href="#">Brian's Topic</a>	<a href="#">Edit</a>	10/10	-	Y	Y	from Discussions
<a href="#">Grading by Forum</a>	<a href="#">Edit</a>	9/10	-	Y	Y	from Discussions
<a href="#">Manually added grade</a>	<a href="#">Edit</a>	7/10	-	Y	Y	
<a href="#">Practice Test</a>	<a href="#">Edit</a>	6/29	-	Y	Y	from Tasks, Tests and Surveys

*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. Similar to the Discussion and Private Messages, this can help with keeping track of grades which are required by actively participating in discussions between classmates.

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
<a href="#">Assignment 1</a>	Jul 3, 2008	Y	86%	10
<a href="#">Forum discussion</a>	-	Y		10
<a href="#">manual assignment</a>	-	Y	75%	10
<a href="#">Course Grade</a>			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.

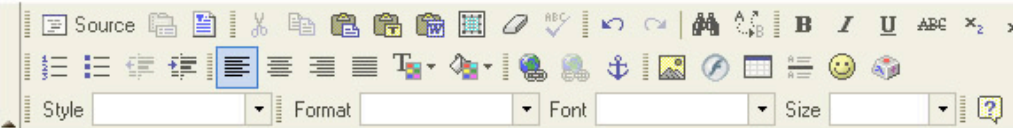
 Forums

**Forum Settings**  
Required items marked with \*

\* Forum Title

Short Description

Description



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  
☒ New Topic  
☒ New Response  
☒ Response to Response  
☒ Post to Gradebook

☒ Change Settings  
☒ Read  
☒ Mark as Read  
☒ Moderate Postings

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  
☒ New Topic  
☒ New Response  
☒ Response to Response  
☒ Post to Gradebook

☒ Change Settings  
☒ Read  
☒ Mark as Read  
☒ Moderate Postings

Edit Postings  
☐ None  
☐ Own  
☒ All

Delete Postings  
☐ None  
☐ Own  
☒ All

Gradebook Assignment: Forum discussion

Save Settings Save Draft Save Settings & Add Topic Delete Cancel

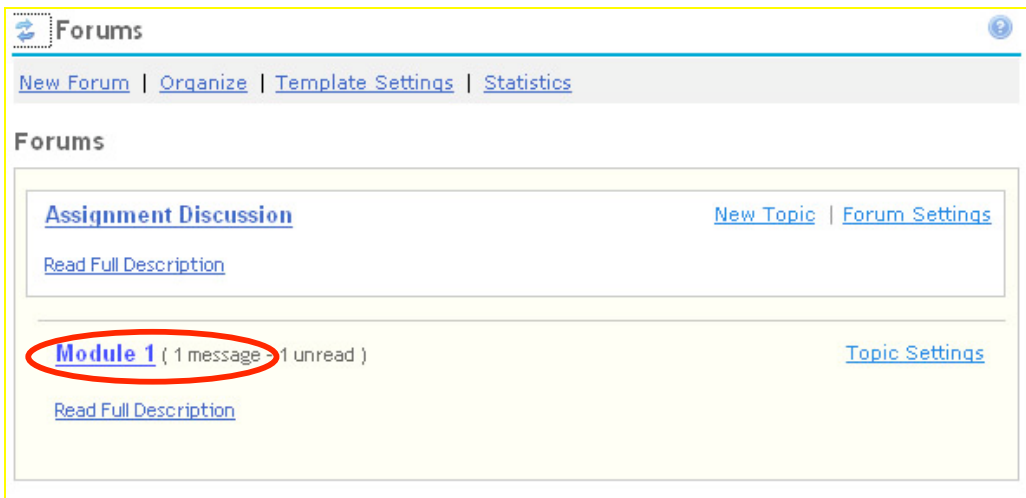
Select the assignment from the gradebook

Click “Save Settings & Add Topic”

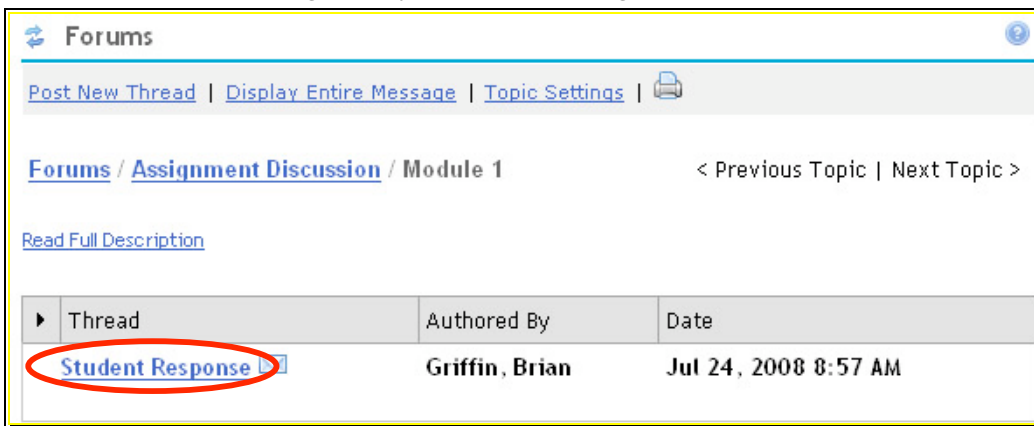


Once you have clicked on “Save Settings & Add Topic”, it will automatically take you to the Add Topic page again, to add another topic. If you are done adding topics, click on Cancel.

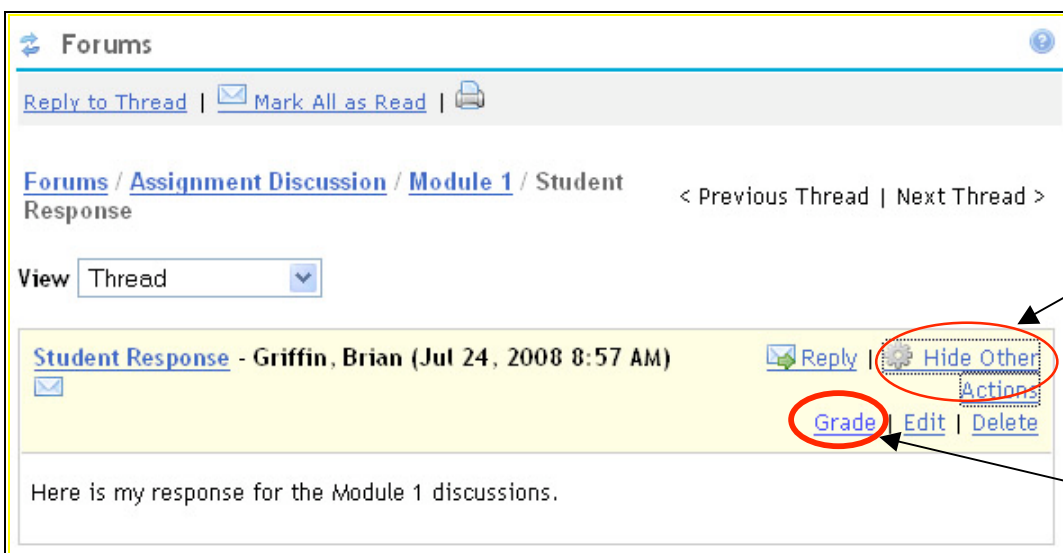
After a student has added a message to the topic, it will indicate how many messages there are if how many of them are unread. Click on the link for your topic to go to the grading.



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. Categories can help with your own bookkeeping within the Gradebook and must be added if you plan to use different weighting for your course grade. For instance, if the Midterm and Final exam are worth 50% of a student's final grade do not add up to 50 points out of a possible 100, the weighting calculate this for you.

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. <a href="#">Change course grade options.</a>						
<a href="#">Add Gradebook Item</a> <a href="#">Import gradebook item from spreadsheet</a>						
<b>Average Course Grade</b> 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***
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-	Mar 5, 2009	Y	Y	from Assignments
<a href="#">Assignment 2</a>	<a href="#">Edit</a>	-	Mar 17, 2009	Y	Y	from Assignments
<a href="#">Brian's Topic</a>	<a href="#">Edit</a>	10/10	-	Y	Y	from Discussions
<a href="#">Grading by Forum</a>	<a href="#">Edit</a>	9/10	-	Y	Y	from Discussions
<a href="#">Participation Points week 1</a>	<a href="#">Edit</a>	7/10	-	Y	Y	
<a href="#">Participation Points week 2</a>	<a href="#">Edit</a>	9/10	-	Y	Y	
<a href="#">Quiz 1</a>	<a href="#">Edit</a>	6/29	-	Y	Y	from Tasks, Tests and Surveys
<a href="#">Quiz 2</a>	<a href="#">Edit</a>	-	-	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**

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

### Gradebook Setup

**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)	<a href="#">Remove</a>

[Add a Category](#)

**Running Total 0.0%**  
**Needed Total 100.0%**

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

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

4. Type in the % weight for that category.

To add more categories, click the “Add a Category”





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)	<a href="#">Remove</a>
Discussions	20	0 item(s)	<a href="#">Remove</a>
Participation	10	0 item(s)	<a href="#">Remove</a>
Quizzes	50	0 item(s)	<a href="#">Remove</a>

[Add a Category](#)

**Running Total 100%**  
Needed Total 0%

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

5. 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

6. 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	Link
<b>Assignments</b>		-	20%			
<b>Discussions</b>		-	20%			
<b>Participation</b>		-	10%			
<b>Quizzes</b>		-	50%			
▼ <b>Unassigned</b>		N/A				
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-		Mar 5, 2009	Y	
<a href="#">Assignment 2</a>	<a href="#">Edit</a>	-		Mar 17, 2009	Y	
<a href="#">Brian's Topic</a>	<a href="#">Edit</a>	(10/10)		-	Y	
<a href="#">Grading by</a>	<a href="#">Edit</a>	(9/10)		-	Y	

7. 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

☒ Release this item to Students
 ☒ Include this item in course grade calculations

Unassigned ▼  
 Unassigned  
**Assignments**  
 Discussions  
 Participation  
 Quizzes

Save Changes Cancel

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

9. Click “Save



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
▼ <b>Assignments</b>		-	20%			
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-		Mar 5, 2009	Y	Y
<b>Discussions</b>		-	20%			
<b>Participation</b>		-	10%			
<b>Quizzes</b>		-	50%			
▼ <b>Unassigned</b>		N/A				
<a href="#">Assignment 2</a>	<a href="#">Edit</a>	-		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
▼ <b>Assignments</b>		95%	20%	
Assignment 1	Mar 5, 2009	10/10		from Assignments
Assignment 2	Mar 17, 2009	9/10		from Assignments
▼ <b>Discussions</b>		100%	20%	
Brian's Topic	-	10/10		from Discussions
Grading by Forum	-	10/10		from Discussions
▼ <b>Participation</b>		95%	10%	
Participation Points week 1	-	9/10		
Participation Points week 2	-	10/10		
▼ <b>Quizzes</b>		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%.

All Grades								
Average Course Grade B- (82%)								
View All Sections/Groups and All Categories								
Student Name Find Clear								
Viewing 1 to 4 of 4 students								
< < Show 50 > >								
Student Name	Student ID	Course Grade	Assignment 1	Assignment 2	Assignments (20%)	Brian's Topic	Grading by Forum	Di
<a href="#">Griffin, Brian</a>	brian@griffin.com	89.87%	10	9	95%	10	10	
<a href="#">Griffin, Lois</a>	lois@griffin.com	88.33%	-	-	N/A	-	9	
<a href="#">Griffin, Peter</a>	peter@griffin.com	55%	-	-	N/A	-	-	
<a href="#">Griffin, Stewie</a>	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.

The screenshot shows the 'Gradebook' interface with the 'Course Grades' tab selected. A red circle highlights the 'Course Grades' link in the top navigation bar. An arrow points from a callout box to this link. Below the navigation bar, the 'Course Grades' section contains a warning message and a 'Calculate Course Grades' button, which is also circled in red. Another arrow points from a second callout box to this button. The 'Grading Table' below shows a list of students with their IDs and current course grades. At the bottom, there are buttons for 'Save Changes', 'Clear Changes', 'Calculate Course Grades', 'Export Course Grades', and 'Publish Course Grades'.

**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.

The screenshot shows the 'Calculate Course Grades' warning screen. It contains a warning message and two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red, and an arrow points from a callout box to it. The 'Please note that this action is irreversible.' text is highlighted with a red box.

**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

Student Name  Find Clear Viewing 1 to 4 of 4 students < < Show 50 > >

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"/>

Save Changes Clear Changes Calculate Course Grades Export Course Grades Publish Course Grades

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

Export Gradebook

**Average Course Grade**    F (26%)

**View** All Sections/Groups **and** All Categories

Student Name  Find Clear Viewing 1 to 4 of 4 students < < Show 50 > >

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 Forur <small>Details</small>
<a href="#">Griffin, Brian</a>	brian@griffin.com	73.5%	10	9	95%	10	10
<a href="#">Griffin, Lois</a>	lois@griffin.com	17.5%	0	0	0%	0	9
<a href="#">Griffin, Peter</a>	peter@griffin.com	5.5%	0	0	0%	0	0
<a href="#">Griffin, Stewie</a>	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***
<b>Assignments</b> 23% 20%						
<a href="#">Assignment 1</a> <a href="#">Edit</a>	2/10		Mar 5, 2009	Y	Y	from Assignments
<a href="#">Assignment 2</a> <a href="#">Edit</a>	2/10		Mar 17, 2009	Y	Y	from Assignments
<b>Discussions</b> 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”



## 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		Assignments
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			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

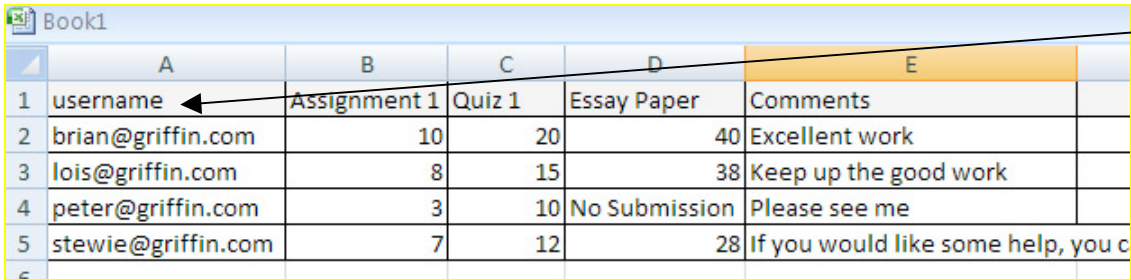


## **Post'em:**

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

To use the Post'em tool, you will need to create an Excel sheet that will be uploaded to the tool. This Excel sheet must begin 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.

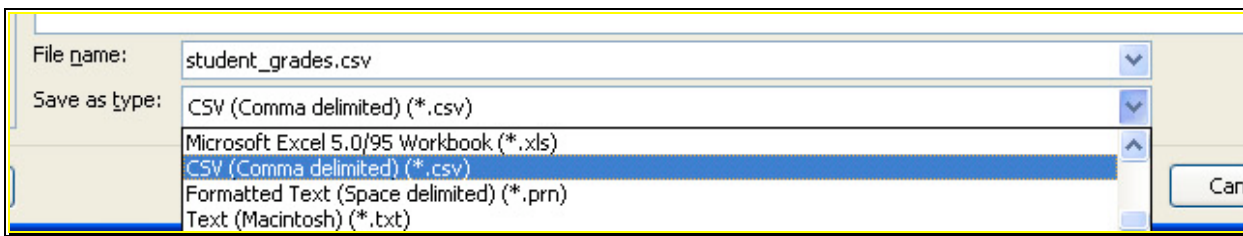


	A	B	C	D	E
1	username	Assignment 1	Quiz 1	Essay Paper	Comments
2	brian@griffin.com	10	20	40	Excellent work
3	lois@griffin.com	8	15	38	Keep up the good work
4	peter@griffin.com	3	10	No Submission	Please see me
5	stewie@griffin.com	7	12	28	If you would like some help, you c

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

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

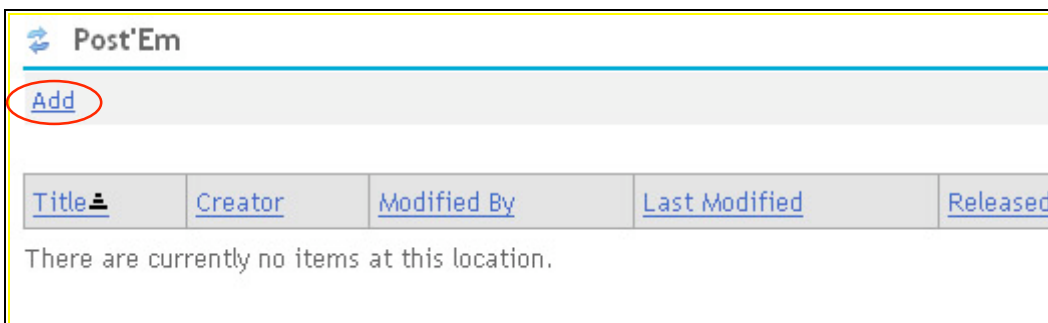
When saving the Excel sheet, click on the drop-down menu for Save as type: and choose "CSV (Comma delimited)" as the file type.



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 Laulima.

*If you have not done so already, you must add the Post'em tool to your course.*



Click on the “Add” link at the top to add your excel file to the Post'em tool. Add a title for your Post'em file. Then click on the “Browse” button and select your file on your computer. Click the “Post” button.

**Post'em**

**Add/Update Feedback File**

**Instructions:**  
 Your feedback file must be saved in .csv format.  
 The first column of your file must contain individual usernames.  
 The first row of your file must contain headings.

**Title**

**Choose a file**

**Feedback Availability** ☒ Release feedback to participants?

*Type in the title for your Post'em file*

*Browse for your .csv file*

*For students to see their scores, check the box to Release feedback to participants*

*Click "Post"*

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

**Post'em**

Last Modified 24 Jul 2008 12:16

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.

**Post'em**

Title	Last Modified	
Student Grades	24 Jul 2008 12:20	<a href="#">view</a>



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

 Post'Em

---

**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 Laulima. Viewing these activities can allow you to keep track of how often your students are logging in to the course and how often they use 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.

**Site Stats**

Overview | [Reports](#) | [Preferences](#)

### Overview

#### Visits

Last week | [Last month](#) | [Last year](#)

No data available

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

#### Activity

Last week | [Last month](#) | [Last year](#)      by tool | [by date](#)

No data available

<b>Activity</b>	
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.

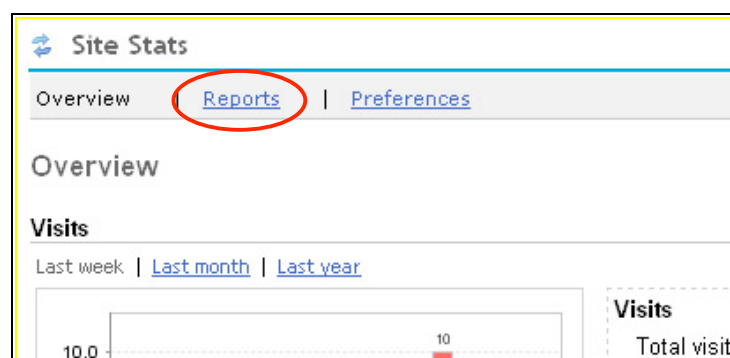
Below is an example of what some of the information that Site Stats collects.



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.

**Site Stats**

[Overview](#) | [Reports](#) | [Preferences](#)

### Reports

**What?** ←

Select activity to report.

☒ Visits  
☐ Events  
☐ Resources

**When?** ←

Select time period to report.

☐ All  
☐ Custom  
☒ Last 7 days  
☐ Last 30 days

**Who?** ←

Select users to report.

☐ All  
☒ Role  
☐ Group  
☐ Custom  
☐ None (Users not matching previous conditions)

Instructor  
Instructor  
**Student**  
Teaching Assistant

[Generate report](#) ←

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

Select time frame shown in report

Select the Role or group or individual that will be shown

Click on "Generate Report"

Click on "Generate Report".

**Site Stats**

[Overview](#) | [Reports](#) | [Preferences](#)

**Report** [Printable version](#)

**Activity type:** Visits  
**Time period:** Jul 19, 2008 12:00 am - Jul 25, 2008 12:35 pm  
**User selection type:** Role  
**Role selected:** Student  
**Report date:** Jul 25, 2008 12:35 pm

Viewing 1 to 2 of 2 items

[|<](#) [<](#) [Show 20](#) [>](#) [>|](#)

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

[Back](#) [Export ->](#)

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



By clicking on the “Export ->” button, you will get 3 options to choose from on what kind of file you would like this report exported out as. Either an Excel (.xls), CSV or comma delimited (.csv) , or PDF file.

lois@griffin.com	Lois Griffin	Site visit	Jul 2
<a href="#">Back</a>	<a href="#">Export XLS</a>	<a href="#">Export CSV</a>	<a href="#">Export PDF</a>

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

Visits-07252008.xls [Compatibility Mode]						
	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						

