

Module 5:

Gradebook

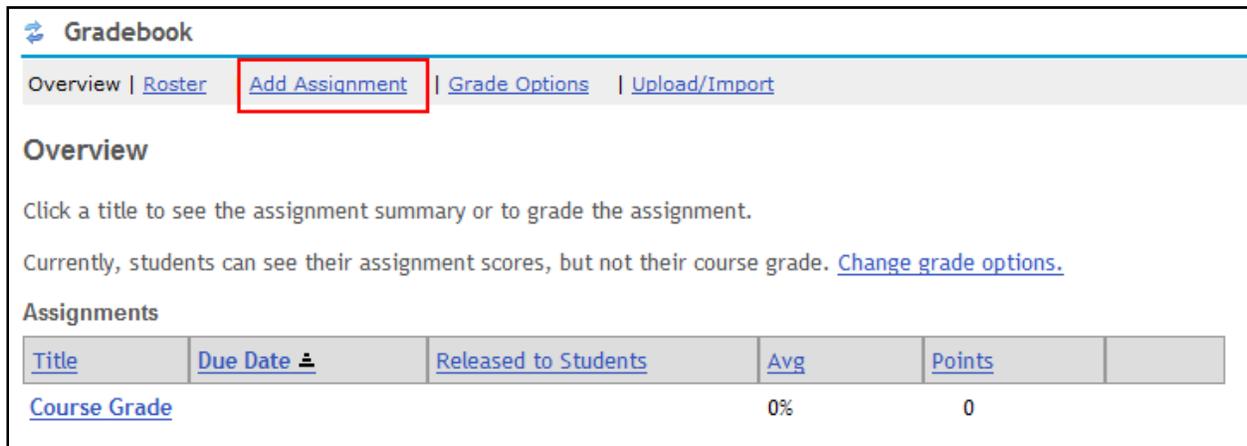


Manage your Gradebook

Add/Create a Gradebook Assignment

To create or add an assignment to the Gradebook, follow these steps:

1. From the menu along the left side of your screen, click on **Gradebook** and then click on **Add Assignment**.



The screenshot shows the Gradebook interface. At the top, there is a navigation bar with the following links: Overview, Roster, Add Assignment (highlighted with a red box), Grade Options, and Upload/Import. Below the navigation bar, the 'Overview' section is displayed. It contains the text: 'Click a title to see the assignment summary or to grade the assignment.' and 'Currently, students can see their assignment scores, but not their course grade. [Change grade options.](#)' Below this, there is an 'Assignments' section with a table. The table has the following columns: Title, Due Date (with a dropdown arrow), Released to Students, Avg, Points, and an empty column. The 'Avg' column shows '0%' and the 'Points' column shows '0'. Below the table, there is a 'Course Grade' link.

2. On the Add Assignment screen, fill in the following information:
 - a. **Title:** A title is required for all Gradebook assignments. The title can be up to 255 characters long.
 - b. **Assignment Point Value:** You must assign a point value to all Gradebook assignments. Enter a value greater than zero. Decimals are permitted, but values are limited to two decimal places.

- c. **Due Date:** You can optionally designate a due date for a Gradebook assignment. You can manually enter the due date (e.g., 09/28/06), or you can click the calendar icon to select a date from a pop-up calendar.

Gradebook

[Overview](#) | [Roster](#) | [Add Assignment](#) | [Grade Options](#) | [Upload/Import](#)

Add Assignment

Submit this form to add an assignment to the gradebook.
* = required

Assignment

Title * **a.**

Assignment Point Value * **b.**

3 Due Date (mm/dd/yy) **c.**

Include this assignment when calculating course grade

Release assignment. Make this assignment visible in the assignment list displayed to students **4**

5

3. If you wish to include this assignment when calculating students' final grades, place a checkmark in the box provided. You can change this later.



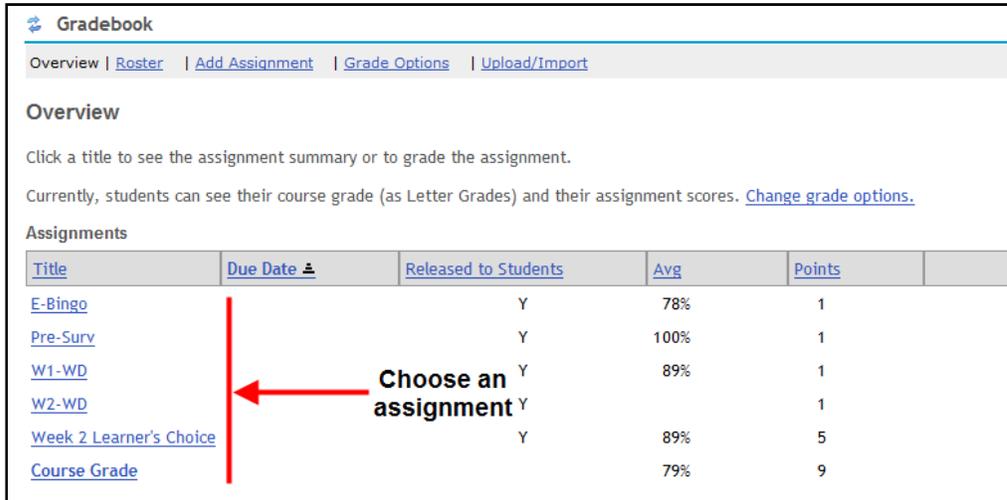
To prevent the assignment from being counted in the running grade, **do not** select this option. After you've scored submissions for this assignment, you can edit the assignment and choose to add the assignment to the Gradebook.

4. To make the assignment visible to students, place a checkmark in the box next to "Release assignment".
5. To create the assignment, click **Submit**. You will see a message saying the assignment has been added. Alternatively, click **Cancel** to discard the assignment, and you will be returned to the Assignment Overview page.

Edit an Existing Gradebook Assignment

To edit an existing Gradebook assignment follow these steps:

1. From the menu along the left side of your screen, click on **Gradebook**.
2. In the list of Gradebook assignments, click the title of the item you want to modify.



Gradebook

Overview | Roster | Add Assignment | Grade Options | Upload/Import

Overview

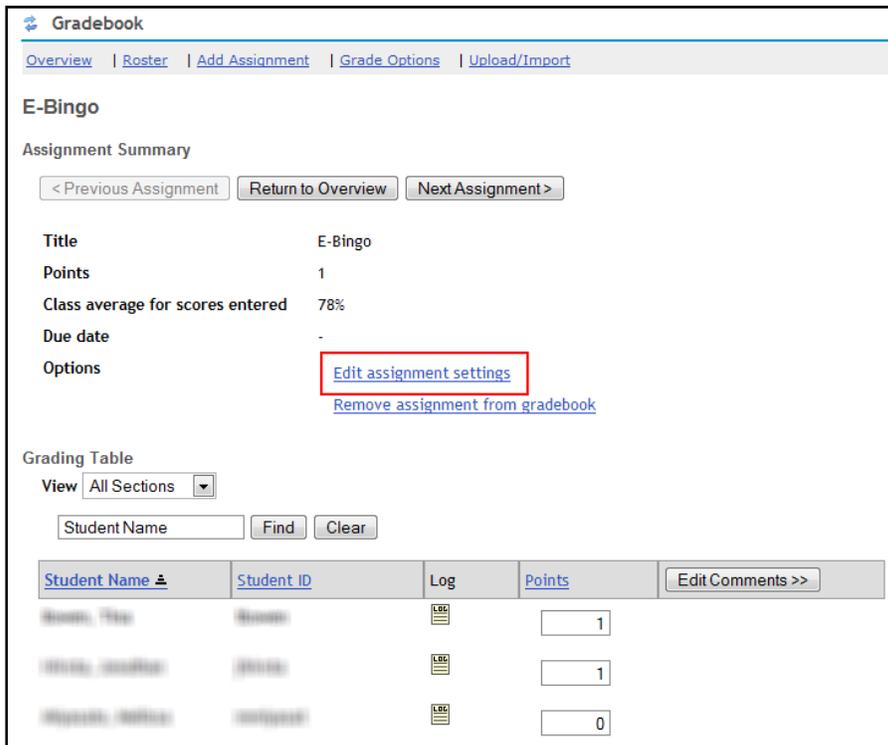
Click a title to see the assignment summary or to grade the assignment.

Currently, students can see their course grade (as Letter Grades) and their assignment scores. [Change grade options.](#)

Assignments

| Title | Due Date | Released to Students | Avg | Points |
|---|----------|----------------------|------|--------|
| E-Bingo | | Y | 78% | 1 |
| Pre-Surv | | Y | 100% | 1 |
| W1-WD | | Y | 89% | 1 |
| W2-WD | | Y | | 1 |
| Week 2 Learner's Choice | | Y | 89% | 5 |
| Course Grade | | | 79% | 9 |

3. On the Assignment Summary page that opens, next to "Options", click **Edit assignment settings**.



Gradebook

Overview | Roster | Add Assignment | Grade Options | Upload/Import

E-Bingo

Assignment Summary

< Previous Assignment | Return to Overview | Next Assignment >

Title E-Bingo
Points 1
Class average for scores entered 78%
Due date -
Options [Edit assignment settings](#)
[Remove assignment from gradebook](#)

Grading Table

View: All Sections

Student Name Find Clear

| Student Name | Student ID | Log | Points | Edit Comments >> |
|------------------|------------|-----|--------------------------------|------------------|
| James, Tim | 100000 | | <input type="text" value="1"/> | |
| White, Jonathan | 100000 | | <input type="text" value="1"/> | |
| Wheeler, William | 100000 | | <input type="text" value="0"/> | |



If the assignment is created in another tool, you must make changes in the tool you created the assignment in (i.e. Tests & Quizzes, Assignments).

4. Change the Gradebook assignment's settings, and then click **Submit**. You will see a message saying that the assignment has been updated. Alternatively, click **Cancel** to discard the changes.

Gradebook

[Overview](#) | [Roster](#) | [Add Assignment](#) | [Grade Options](#) | [Upload/Import](#)

Edit Assignment

Submit this form to edit an assignment in the grade book.

* = required

Assignment

Title *

Assignment Point Value *

Due Date (mm/dd/yy) 

Include this assignment when calculating course grade

Release assignment. Make this assignment visible in the assignment list displayed to students

Delete a Gradebook Assignment

To delete a Gradebook assignment follow these steps:

1. From the menu on the left side of your screen, click **Gradebook**.
2. In the list of Gradebook assignments, click the title of the item you want to delete.
3. On the Assignment Summary page that opens, under "Options", click **Remove assignment from gradebook**.

Gradebook

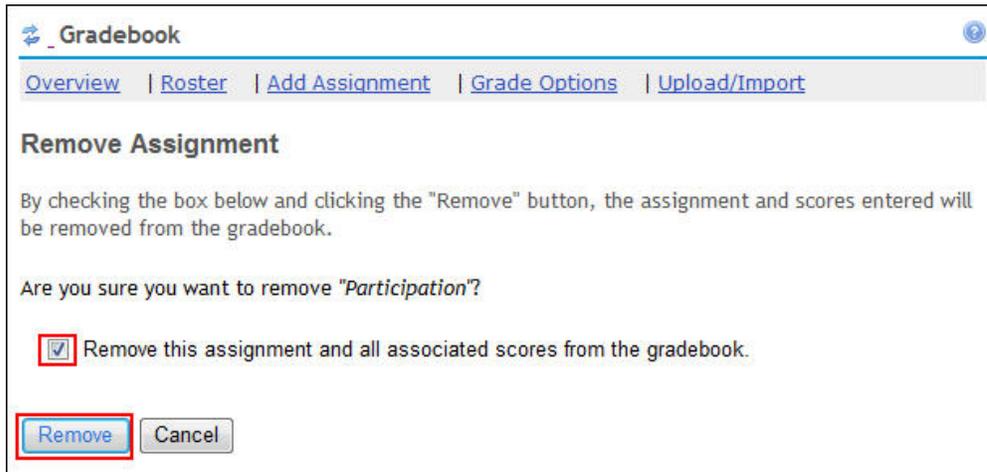
[Overview](#) | [Roster](#) | [Add Assignment](#) | [Grade Options](#) | [Upload/Import](#)

E-Bingo

Assignment Summary

| | |
|---|--|
| Title | E-Bingo |
| Points | 1 |
| Class average for scores entered | 78% |
| Due date | - |
| Options | Edit assignment settings Remove assignment from gradebook |

4. On the Remove Assignment confirmation page, check the box next to **Remove this assignment and all associated scores from the gradebook.**



The screenshot shows a web interface for a 'Gradebook'. At the top, there are navigation links: 'Overview', 'Roster', 'Add Assignment', 'Grade Options', and 'Upload/Import'. Below these is the title 'Remove Assignment'. A paragraph explains that checking the box and clicking 'Remove' will delete the assignment and scores. A question asks, 'Are you sure you want to remove "Participation"?'. Below this is a checked checkbox with the text 'Remove this assignment and all associated scores from the gradebook.'. At the bottom, there are two buttons: 'Remove' and 'Cancel'. The 'Remove' button is highlighted with a red box.

5. To delete the assignment from the Gradebook, click **Remove**. You will see a message saying the assignment has been deleted.

Enter a Grade into the Gradebook

Some Gradebook assignments will be graded within other tools such as Tests & Quizzes or Assignments. You may have Gradebook assignments that you enter the grade manually. Follow these steps to add a grade manually:

1. From the menu on the left side of your screen, click **Gradebook**.
2. In the list of Gradebook assignments, click the title of the item you want to grade.
3. On the Assignment Summary page that opens, you will see the list of students. You can change the view to see a group or section, by clicking on the drop down box next to **View**.

4. Enter the appropriate number of points or letter grade. You can also add comments from this page by clicking the Edit Comments button.
5. When viewing the students, you can select to view by group or section.
6. Click **Save**.

The screenshot shows the LMS Gradebook interface for a participation assignment. The assignment summary indicates a title of 'Participation', 100 points, and a class average of 18%. Below this is a 'Grading Table' with columns for Student Name, Student ID, Log, Points, and Edit Comments. Three students are listed: Brent Hirata (15 points), Student Kunimune (25 points), and Gregory Walker (15 points). A red box highlights the points input fields, and a red arrow points to them with the text 'Enter in points and/or comments.' and 'Great job!'. A 'Save' button is highlighted with a red box at the bottom left.

| Student Name | Student ID | Log | Points | Edit Comments >> |
|-------------------|---------------------|-----|--------|------------------|
| Hirata, Brent | bhirata | | 15 | |
| Kunimune, Student | dkunimune@yahoo.com | | 25 | |
| Walker, Gregory | gmwalker | | 15 | |

Grade Discussion Postings in Forums

When using the Forums tool, you can grade student postings and responses. See Module 2 on pages 16 to 18 for more information on this topic.

Modify Grade Options

Grade options is a setting used to determine the course grade for each student. You will want to modify the default setting for grade options.

1. From the menu on the left side of your screen, click **Gradebook**.
2. Click on **Grade Options** in the top toolbar.

3. You will need to change the Grade Type to Letter Grades.

Grade Options

Student privacy is built in – students can not see each other's grades.

Grade Display

- Display any released assignments and entered scores to students. Assignments that display to students until this is checked.
- Display course grades to students now. Note: A student's calculated course grade is marked to be included in the course grade calculation, including any assignments that assignments included in the course grade calculation are treated as zeros.

Grade Conversion

Grade Type: Letter Grades with +/-

[Reset to default](#)

| Grade | Minimum % |
|-------|-----------|
| A+ | 100.0 |
| A | 95.0 |
| A- | 90.0 |
| B+ | 87.0 |
| B | 83.0 |
| B- | 80.0 |

4. Click **Change grade type**.
5. Modify percentages if necessary.
6. Click **Save**.

Copy Course Content to a New Course

You can develop course content within a development course which is not available to students. Or you can choose to develop course content within an unpublished course shell provided by the UH system. To use a development course, you will need to request it first.

Request a Development Course

1. Using a web browser, go to <https://laulima.hawaii.edu>.
2. On the main page, click on the **Request Account** link from the left hand menu or at the bottom of the page.
3. Login using your UH username and password.
4. Enter the information into the appropriate textboxes.

Request Account

Laulima - The learning and collaboration server for the University of Hawai'i Community [UH Home](#) | [Search UH](#)

[HOME](#) | [SERVICES](#) | [STATUS](#) | [ABOUT](#) | [LOGOUT \(kunimune\)](#)

Request (or modify) laulima account(s)
Fill in the appropriate info, then click on "Request".

- [What can I request?](#)

I am requesting a

Campus affiliation:

Enter project title or for courses enter Campus, Course CRN(s), Semester/TERM, and title e.g. MAN.70105.20830 [\[Look up course CRNs\]](#)

Special requests and other info.

- For cross listed courses please include which course should be the 'master' to copy content from if any as well as all courses you wish to group together.
- For WebCT conversion we need the Campus, Course CRN(s), Semester/TERM, and title e.g. MAN.70105.20830 of the WebCT course

WebCT conversion, include my files | modules | quiz

5. Click **Request**.

Import Content to a Live Course

As an instructor you are able to import content into your course from prior Laulima courses that you have taught or from your development course.

1. Open the course that you would like to import the content to the target.

2. Click on **Site Info** and select **Import from Site**.

The screenshot shows the 'Site Info' page for the course 'ED_297A_bhirata_Dev'. The left sidebar contains navigation links: Home, Weekly Modules, Discussion Board, Quizzes Surveys, Resources, Drop Box, Gradebook, Site Info, Assignments, and Help. The main content area shows site details: Site Description, Roster(s) with site access (Term: Dev), Site Contact and email, Available to (Site participants only), Included on public sites list (Yes), Creation Date (Nov 13, 2007 1:29 pm), and Appearance (*default*). At the bottom, there is a link for 'ED_297A_bhirata_Dev Participant List (# 2)'. The 'Import from Site' link in the top navigation bar is highlighted with a red box.

3. Select the course that contains the content you would like to import and click on **Continue**.

The screenshot shows the 'Re-use Material from Other Sites' page. The left sidebar is the same as in the previous screenshot. The main content area has the heading 'Re-use Material from Other Sites' and a sub-heading 'Re-use Material from Other Sites'. Below this, it says 'You can choose to re-use material only from other sites that you own.' There is a list of checkboxes with the following labels: ED-297A-0, ED-297A-0 [LEE.53830.200810], ED-297A-0 [LEE.53840.200810], Lailima @ Leeward, and Leeward DG: EMC. The 'Continue' and 'Cancel' buttons are at the bottom.

4. Select the content that you would like to import and click **Finish**.

The screenshot shows the 'Re-use Material from Other Sites' page with a table of content to be imported. The left sidebar is the same as in the previous screenshot. The main content area has the heading 'Re-use Material from Other Sites' and a sub-heading 'Re-use material from other sites you own...'. Below this, it says 'Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites)'. There is a table with the following content:

| | ED-297A-0 |
|---------------------------------|--------------------------|
| Assignments | <input type="checkbox"/> |
| Discussion and Private Messages | <input type="checkbox"/> |
| Gradebook | <input type="checkbox"/> |
| Modules | <input type="checkbox"/> |
| News | <input type="checkbox"/> |
| Resources | <input type="checkbox"/> |
| Tests & Quizzes | <input type="checkbox"/> |

At the bottom, there are 'Finish', 'Back', and 'Cancel' buttons. The 'Finish' button is highlighted.

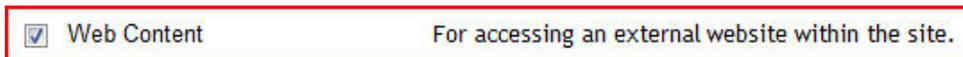
 The content you see for import depends on the tools you have activated in your target course. The tool needs to be active in both courses before you will be able to import tool contents.

Add Web Link to DE Student Resources

All instructors are asked to add a link in their Lualima courses to the Student Resources Web site. Student Resources is an online Web page with links to a variety of services and resources that students will commonly use. There is also an online tutorial and student guide to assist them in using the Lualima tools.

To add this link to your course site,

1. Click **Site Info** in the menu on the left side of your screen.
2. Click **Edit Tools**.
3. Checkmark the tool named Web Content.



4. In the window that opens, type in **DE Support Links** for the title and the Web site address as follows: http://emedia.leeward.hawaii.edu/de/Learner_Support/Learner_Support.html.

_ Site Info

Customize Tools
Customize these tools for your site.

Web Content

Title: **Type Title and URL** → DE Support Links (Suggested length 15 char.)

URL: http://emedia.leeward.hawaii.edu/de/Learner_Support/Lea

More Web Content Tools? ▾

Continue Back Cancel

5. Click **Continue**.
6. The link will appear in your menu on the left hand side of the screen.

Lualima Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. *Lili, many hands.*
The Learning & Collaboration Server for the University of Hawai'i Community

My Workspace | LEE DE Orientation | ACC-132-0 | ACC-132-0 | - more -

Home | Worksite Information | Recent Announcements

Announcements | Options

Resources

Site Info | Cross Listed Section Group | Welcome

Section Info | (This course is used in Lualima training) | (Della Kunimune - Apr 8, 2008 10:00 AM)

Assignments

Forums

Gradebook

Messages

Schedule

Syllabus

Tests & Quizzes

Student Resources

Help

_ Calendar

Options

April, 2008

| Sun | Mon | Tue | Wed |
|-----|-----|-----|-----|
| 30 | 31 | 1 | 2 |
| 6 | 7 | 8 | 9 |