

Laulima Faculty Tutorials From ITS, UHM

Publishing your grades from the Gradebook to Banner

Publishing grades to Banner

Using the Publish function in the Gradebook tool, you can upload Final course grades directly to Banner. Within Laulima, 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 Laulima space), please read the section of this tutorial on Cross listed Courses.*

1. If you do not have the Gradebook tool in your course, it will need to be added. To add any tool in Laulima, go to the Site Info link listed on the left of your course. Click on the Edit Tools link at the top of the Site Info area. Select Gradebook then click the Continue button at the bottom of the page. Click the Finish button to confirm. The Gradebook tool will then show up with your tools on the left side of your course space (as shown in the image below).

The screenshot shows the Lulima Learning & Collaboration Server interface. At the top, the Lulima logo is on the left, followed by the text "Lulima Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. *Lii, many hands.*" and the University of Hawai'i seal on the right. A "Logout" link is in the top right corner. Below the header is a navigation bar with "My Workspace", "MAN ENG-100 Group (FA09)", and "Brown Bags". The main content area is divided into two columns: "Worksite Information" and "Recent Announcements". The "Worksite Information" column shows "Options" and "MAN ENG-100 Group (FA09)". The "Recent Announcements" column shows "Options" and "There are currently no announcements at this location." On the left side, there is a sidebar with the "University of Hawai'i" logo and several navigation links: Home, Announcements, Discussion and Private Messages, Resources, Site Info, Section info, Gradebook (circled in red), Assignments, Tasks, Tests and Surveys, and Help. At the bottom of the sidebar, it says "Users present:".

2. Grades can be input as the semester progresses or at the semester's end when you are ready to upload them to Banner. If you are using the Post'em tool to keep your own records, you can input the grades into the Gradebook tool at the end of the semester and then publish them to Banner.

Gradebook

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

Gradebook Items

Currently, students can see their course grade (as Letter Grades with +/-) and their gradebook item scores. [Change course grade options.](#)

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

Average Course Grade A- (92%)

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	8/10	Apr 27, 2009	Y	Y	<i>from Assignments</i>
Assignment 2	Edit	8/10	May 4, 2009	Y	Y	<i>from Assignments</i>
Exam 1	Edit	23/25	-	Y	Y	
Exam 2	Edit	23/25	-	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.

3. Double check your grades to make sure they are accurate and all scores have been entered/calculated. For students who have not taken a quiz or submitted an assignment, a dash mark will appear in place of a score. The dash is NOT a zero. A dash indicates that the associated grade book item will not be included in the calculation of that students' final course grade. This may result in a higher grade for the student. You can use Gradebook tool to automatically add in zeros for all dashes.

Gradebook

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

All Grades Export Gradebook

Average Course Grade B (85%)

View All Sections/Groups and All Categories

Viewing 1 to 7 of 7 students

Student Name Find

|< < Show 50 > >|

Student Name	Student ID	Course Grade	Assignment 1 <small>Details</small>	Assignment 2 <small>Details</small>	Exam 1 <small>Details</small>	Exam 2 <small>Details</small>
Johnson, Donald	donaldjo	92.85%	9	8	24	24
Kesler, Robert	kesler	94.28%	10	10	24	22
Kuwahara, Carole	cmk4	92.85%	9	8	25	23
Ogata, Joanne	jeogata	94.28%	8	9	24	25
Parcon, Matt	parcon	94.28%	10	9	22	22
Takamoto, Carol	ctakamot	88.57%	7	-	-	-

Entries that appear as dash marks are NOT counted in the students' Course Grade.

(Image below shows the grades after "[Calculating Course Grades](#)" has been done.)

Gradebook

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

All Grades

[Export Gradebook](#)

Average Course Grade B (85%)

View and

Student Name Viewing 1 to 7 of 7 students

|< < Show 50 > >|

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

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.

Dashes have been replaced by zeros. Grade has changed from 88.57% to 44.28%

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

Gradebook

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

All Grades Export Gradebook

Average Course Grade B (85%)

View and

Student Name Viewing 1 to 7 of 7 students

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

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

5. 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.

Please take note of the message posted in the Publish area:

For students who do not pass the course, please enter their last attended date (federal requirements) through the Academic Services link in myuh.hawaii.edu.

Grades published after your campus deadline will not be updated in Banner and the student's record.

Gradebook

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

Grade Preview

For students who do not pass the course, please enter their last attended date (federal requirements) through the Academic Services link in myuh.hawaii.edu.
 Grades published after your campus deadline will not be updated in Banner and the student's record.

Grade Preview [Published Grades](#)

Instructor: Sandra Kaneshige
 IMS ID: 201895

For crosslisted courses, each CRN will be listed separately.

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

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

Course Name: _____ CRN: _____ Viewing 0 items

|< < Show 5 > >|

Student Name	IMS ID:	Grade

**Note: There are radio buttons to select between submitting a "Final" grade or a "Mid-term" grade. The Mid-term option is not available at this time.*

The following portion of the tutorial refers to problems that can occur with crosslisted courses. If you do not have a crosslisted course, you can skip ahead to finish publishing your grades. Skip ahead to ***Publishing Grades (continued)***.

For Cross listed Courses:

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

For students who do not pass the course, please enter their last attended date (federal requirements) through the Academic Services link in myuh.hawaii.edu.
Grades published after your campus deadline will not be updated in Banner and the student's record.

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-enable it.

If the number of students in a section does not match the amount according to the official student list in MyUH, 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

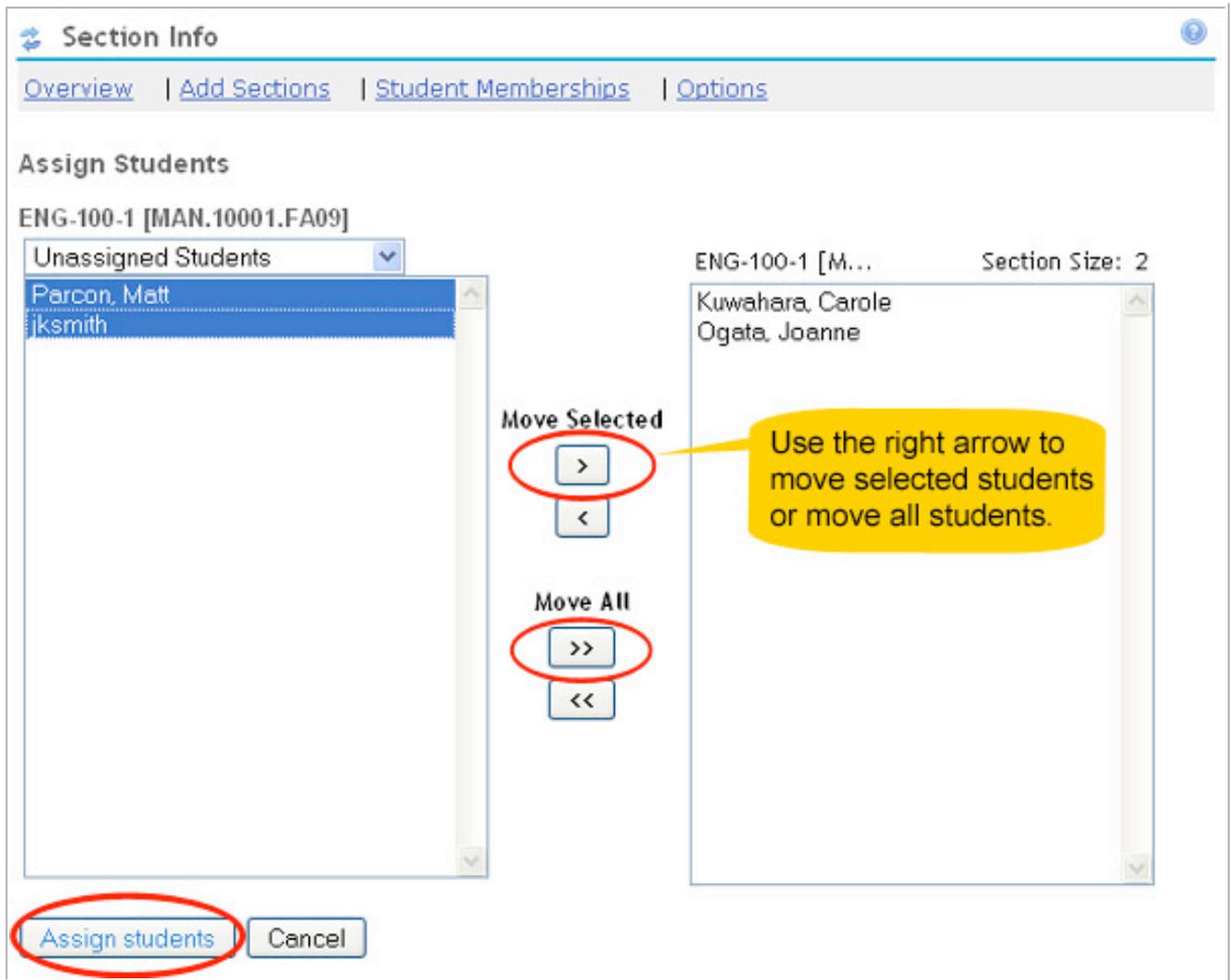
Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
null Sections							
ENG-100-1 [MAN.10001.FA09]					2	Unlimited	<input type="checkbox"/>
Edit Assign TAs Assign Students							
Banner Info:MAN.10001.201010							
ENG-100-2 [MAN.10002.FA09]					3	Unlimited	<input type="checkbox"/>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

Remove Sections | Cancel

Users present:

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

The two students who were missing from CRN 10001, appear in the "Unassigned Students" list. To move them into the 10001 section, highlight the names of the students you want to move then click on the right (>) arrow. You can also move over all the students from the Unassigned List to the right by using the double right (>>) arrows. Once all the proper students have been moved, click the "Assign students" button.



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							

Remove Sections Cancel

-End of crosslisted courses section.

-Publishing Grades (continued).

6. 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 crosslisted courses, you can click on this button again to see an updated version of your student list if any changes were made.

The screenshot shows the 'Gradebook' interface with a navigation menu at the top: [Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#) | [Publish](#). The main heading is 'Grade Preview'. Below it, a note states: 'For students who do not pass the course, please enter their last attended date (federal requirements) through the Academic Services link in myuh.hawaii.edu. Grades published after your campus deadline will not be updated in Banner and the student's record.' There are two tabs: 'Grade Preview' and 'Published Grades'. The instructor is Sandra Kaneshige (IMS ID: 201895). A table lists courses with checkboxes, descriptions, and CRNs. The 'Preview grades' button for CRN 10001 is circled in red. Below the table are buttons for 'Submit grades for selected CRNs', radio buttons for 'Final' (selected) and 'Mid-term', and a pagination section showing 'Viewing 1 to 4 of 4 student grade records' with navigation arrows and a 'Show 5' dropdown. A student list table is at the bottom.

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".)

The screenshot shows the Banner 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 instructions for students who do not pass the course and a link to [Published Grades](#). The instructor is identified as Sandra Kaneshige with IMS ID 201895. A table lists course sections: ENG-100-1 [MAN.10001.FA09] with CRN 10001 and ENG-100-2 [MAN.10002.FA09] with CRN 10002, each with a "Preview grades" button. Below the table are options to "Submit grades for selected CRNs" and radio buttons for "Final" (selected) and "Mid-term". The course name is ENG-100-1 [MAN.10001.FA09] and the CRN is 10001. A student list is shown with columns for Student Name and Grade. The student "jksmith" is highlighted with a red box and has the error message "NO ID FOUND" in red text. A yellow callout bubble points to this student, stating: "Student 'jksmith' has error message 'NO ID FOUND'. An error with the students Laulima account prevents the grade from being sent." Other students listed are Matt Parcon (A-), Joanne Ogata (A-), and Carole Kuwahara (A-).

Student Name	Grade
Matt Parcon	A-
Joanne Ogata	A-
Carole Kuwahara	A-
jksmith	NO ID FOUND

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

Gradebook

Grade Preview

For students who do not pass the course, please enter their last attended date (federal requirements) through the Academic Services link in myuh.hawaii.edu.
Grades published after your campus deadline will not be updated in Banner and the student's record.

Grade Preview [Published Grades](#)

Instructor: Sandra Kaneshige
IMS ID: 201895

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

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

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

Viewing 1 to 4 of 4 student grade records

[|<](#) [<](#) [Show 5](#) [>](#) [>|](#)

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

8. 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

9. 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: |< < Show 5 > >|

Student Name	IMS ID:	Grade	Status	Grade Term
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