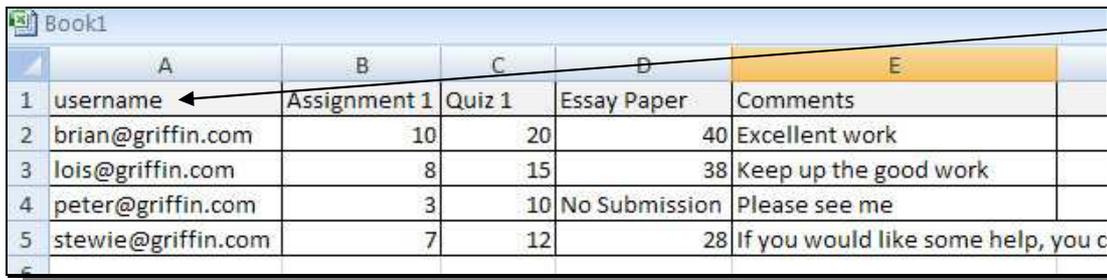


Post'em:

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

To use the Post'em tool, you will need to create an Excel sheet that will be uploaded to the tool. This Excel sheet must begin with the students' usernames in the first column with "username" as the heading. The other columns will have the headings for your assignments, test/quizzes, and any other activities that the students receive points for. You can also add a Comments column if you would like to add comments for the students to read.

Here is an example of an Excel sheet that you would upload to the Post'em tool.

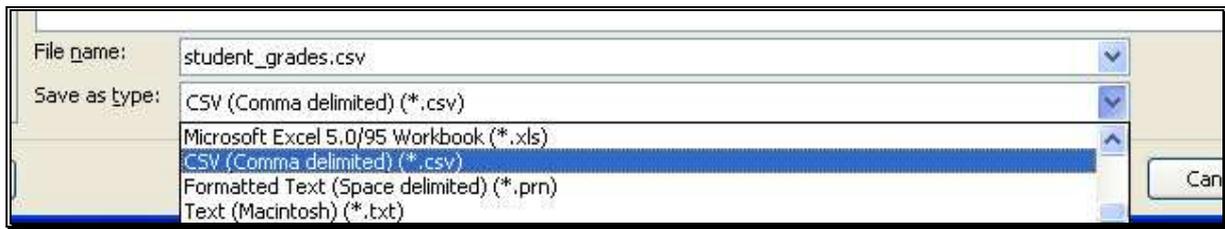


	A	B	C	D	E
1	username	Assignment 1	Quiz 1	Essay Paper	Comments
2	brian@griffin.com	10	20	40	Excellent work
3	lois@griffin.com	8	15	38	Keep up the good work
4	peter@griffin.com	3	10	No Submission	Please see me
5	stewie@griffin.com	7	12	28	If you would like some help, you c

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

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

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



You will be asked to confirm if you would really like to save the file as a CSV file. Keep clicking OK until the file is saved.

Once you have saved this Excel file, go to the Post'em tool in Lulima.

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



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

The screenshot shows the 'Post'Em' tool interface. It has a title bar 'Post'Em' and a sub-header 'Add/Update Feedback File'. Below this are 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.' There are three main sections: 'Title' with a text box containing 'Student Grades'; 'Choose a file' with a text box showing 'C:\Documents and Settings\...' and a 'Browse...' button; and 'Feedback Availability' with a checked checkbox 'Release feedback to participants?'. At the bottom are 'Post' and 'Cancel' buttons. Four callout boxes with arrows point to these elements: 'Type in the title for your Post'em file' points to the title box; 'Browse for your .csv file' points to the 'Browse...' button; 'For students to see their scores, check the box to Release feedback to participants' points to the checkbox; and 'Click "Post"' points to the 'Post' button.

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

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

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

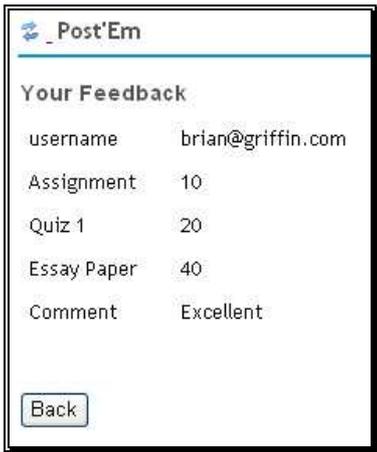


When students go to the Post'em tool, they click on "View" to see their scores.



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

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



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

[Back](#)

