Using GRADE BOOK in Laulima
Overview

• Reasons to use Laulima Gradebook
• Adding Gradebook & Assignments to your Laulima Menu
• Why use weighted grades?
• An example of what we’re aiming for
• Setting up weighted categories
• Adding items to Gradebook
• Student view options
• Questions & Help
Why use Laulima Gradebook?

• Provide students with continuous access to feedback so that they know where they stand
• Documented place to provide feedback → interim reports
• Time-saving
Adding Gradebook tool

... have the Gradebook tool enabled.
Why use weighted categories?

• Weighted categories allow for easy calculations because each time you enter a grade, the calculations are done automatically.

• At all times, students know where they stand for each category.
Gradebook with weighted categories

<table>
<thead>
<tr>
<th>Grade Report for Brian Griffin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Grade</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gradebook Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Assignment 1</td>
</tr>
<tr>
<td>Assignment 2</td>
</tr>
<tr>
<td>Discussions</td>
</tr>
<tr>
<td>Brian's Topic</td>
</tr>
<tr>
<td>Grading by Forum</td>
</tr>
<tr>
<td>Participation</td>
</tr>
<tr>
<td>Participation Points week 1</td>
</tr>
<tr>
<td>Participation Points week 2</td>
</tr>
<tr>
<td>Quizzes</td>
</tr>
<tr>
<td>Quiz 1</td>
</tr>
<tr>
<td>Quiz 2</td>
</tr>
</tbody>
</table>
Setting up weighted categories

1. Click on “Gradebook Setup”
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”
4. Type in the title for the category you want to add

5. Type in the % weight for that category.

To add more categories, click the "Add a Category" link.
6. After adding all your categories and/or % weights, click on “Save Changes”
Adding Items

• Directly within Gradebook
• Through Assignments, you can link the assignment to the Gradebook
Adding Items: Gradebook

Gradebook Items  >  Add Gradebook Item(s)
Submit this form to add gradebook item(s) to the gradebook.
* means required

Title *

Gradebook Item Relative Weight *

Due Date (mm/dd/yy) 

Category
- Unassigned
- Class Participation, Homework, & Assignments
- Expert Interview
- Discussion Circles
- Individual Presentation (Short)
- Individual Presentation (Final)
- Weekly Presentations

- Release this item to students
- Include this item in course grade calculations

Add Another Gradebook Item

Add Item(s)  Cancel
Adding Items: Assignments

Add new assignment

Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

* Title
* Open Date
  JAN 5 2012 at 12 00 PM
Students will not see this assignment until the open date.

* Due Date
  JAN 12 2012 at 5 00 PM

* Accept Until
  JAN 12 2012 at 5 00 PM
Assignments cannot be submitted after the close date.

* Student Submissions
  Inline and Attachments

* Allow Resubmission

* Grade Scale
  Ungraded
  For points, enter maximum possible
Adding Items: Assignments

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

Released Grade Notification Email Options:
- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

Attachments
No attachments yet

Additional information
Supplement Items
- Model Answer: Add
- Private Note: Add
- All Purpose item: Add

Post | Preview | Save Draft | Cancel
## Grade Report for Brian Griffin

**Course Grade:** Not yet available

### Gradebook Items

<table>
<thead>
<tr>
<th>Title</th>
<th>Due Date</th>
<th>Grade</th>
<th>Weight</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1</td>
<td>Mar 5, 2009</td>
<td>10/10</td>
<td>20%</td>
<td>from Assignments</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Mar 17, 2009</td>
<td>9/10</td>
<td></td>
<td>from Assignments</td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian's Topic</td>
<td></td>
<td>10/10</td>
<td>20%</td>
<td>from Discussions</td>
</tr>
<tr>
<td>Grading by Forum</td>
<td></td>
<td>10/10</td>
<td></td>
<td>from Discussions</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation Points</td>
<td></td>
<td>9/10</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>week 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation Points</td>
<td></td>
<td>10/10</td>
<td></td>
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<td><strong>Quizzes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td></td>
<td>6/29</td>
<td>50%</td>
<td>from Tasks, Tests and Surveys</td>
</tr>
<tr>
<td>Quiz 2</td>
<td></td>
<td>-</td>
<td></td>
<td>from Tasks, Tests and Surveys</td>
</tr>
</tbody>
</table>


# Student viewing options

## Gradebook

### Gradebook Items | All Grades | Course Grades | Gradebook Setup | Permission Settings | Course Grade Options | Import Grades | Publish

### All Grades > Grades for Hyewon Suh

#### Student Summary

- < Save and View Previous Student
- Return to All Grades
- Save and View Next Student

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>ID</th>
<th>Sections/Groups</th>
</tr>
</thead>
</table>

| Course Grade | P (99.72%) |

Hyewon Suh's View of Grades
Student viewing options

Grade Report for

Course Grade  P (99.72%)

Gradebook Items

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</tr>
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<tbody>
<tr>
<td>Class Participation, Homework, &amp; Assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 1 checklist assignment</td>
<td>Aug 25, 2011</td>
<td>100%</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>W2: Ted.com DB Entry</td>
<td>Sep 1, 2011</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W3 Ted.com</td>
<td>Sep 8, 2011</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Usage Reflection</td>
<td>Sep 15, 2011</td>
<td>100%</td>
<td></td>
<td>Hyewon--I wish I were a scientist! :) Please do not be depressed about.</td>
</tr>
</tbody>
</table>
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• Time-saving
Questions & Help?