



Getting Started with Laulima Group Collaboration

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Introduction

The University of Hawai'i supports an enterprise system called Laulima which serves as a course management tool and also a group collaboration tool. This document is an introduction to the Laulima Group Collaboration tools needed in a group environment i.e. messaging, announcements, file sharing, and organization of group materials.

Supported Browsers

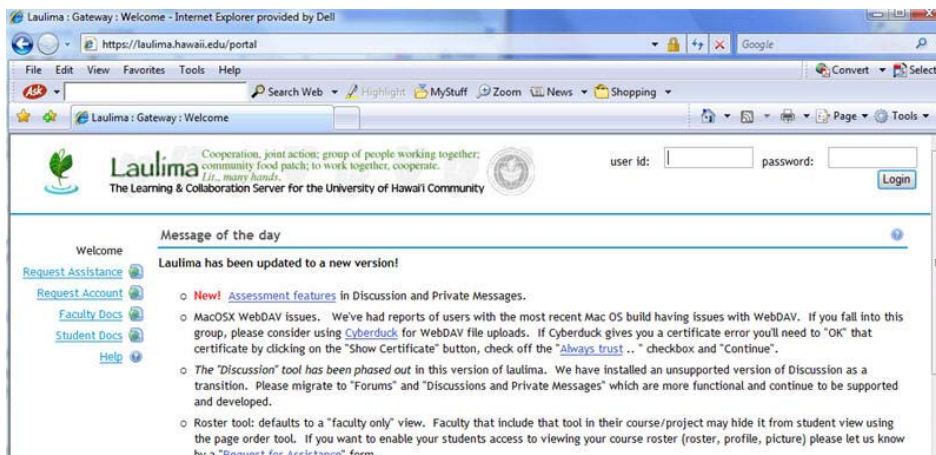
You can use the following web browsers to access Laulima, but Firefox is the preferred browser to use on both the Windows and Macintosh platforms.

Windows - Internet Explorer 6.0 and 7.0, and Mozilla Firefox

Macintosh – Mozilla Firefox [Safari is NOT recommended]

How Do I Access Laulima?

You can access Laulima at laulima.hawaii.edu.



In the top right hand corner of your browser window, you would log in by typing your UH Username in the 'user id' field, type your password and then click on 'login'. If you do not have a UH Username, you can check on the status of your username at the following link.

<https://www.hawaii.edu/uh-username-status>

You can also access Lulima through the MyUH Portal. After logging into the Portal at <http://myuh.hawaii.edu> with your UH Username and password, find the **Quick Links** located on the top right, and click on **Lulima**. This should log you into the lulima system. [After May 21, 2009, a new interface will show the Lulima graphic at the top right of the screen, and you may click on it to get logged into Lulima. If you click on the **My Tools** tab, you should also see a channel in the left column named **My Lulima**. This channel automatically displays your Lulima sites.]

When logging in through the portal, you will want to change your portal timeout so that you don't get logged out while you are working. From the main MyUH Portal homepage click on **My Profile**. On left side of the screen you will see the **MyUH Portal Time out** section. The maximum that you can adjust your timeout to here is 180 minutes. After you make the changes click **Save Changes**. You will need to log out and back into the portal for the changes to take effect.

Requesting a Collaborative Group

Faculty and Staff:

If you are faculty or staff and would like to set up a group account, please go to the <https://lulima.hawaii.edu/portal/> homepage and click on **Request Account**.

This will take you to a form where you can request the following services:

- Collaborative projects
- Development of future courses
- Conversion of WebCT material (files, modules, quizzes)
- Grouping (cross listing) of Lulima courses

You will need to login if you are not already logged in.

Under the **I am requesting a** section, choose **Collaborative project**. Choose your **Campus affiliation** and then enter the project title that you wish to use. When you are finished, click **Request**.

Note: Please limit your group project name to no more than 15 characters.

When you hit the **Request** button, you will get the following email from itech-1@hawaii.edu.

Thank you for submitting your request (ITS Test group for Documentation). You will be contacted at this email address when your account is active.

-Lulima Support

Once your group is created you are now ready to use it for collaboration.

Students:

Student Group Lulima Accounts are available as a service for Registered Independent Organizations (RIO) or similar campus authorized student organizations. You will need to have your organization registered with your campus before obtaining a group collaboration account. Information regarding campus authorized student organizations may be found at: <http://www.hawaii.edu/askus/985>

After registering your organization at your campus, you can then request a group at:

<http://www.hawaii.edu/its/groups>

Policies, guidelines and more information regarding Laulima accounts for student groups may be found at that site also.

Using Laulima Group Collaboration

When you receive notification that your group has been created, you can log in to Laulima at

<https://laulima.hawaii.edu> to access it.

Once you enter your username and password you will see the area called **My Workspace**. Here you can see the **Message of the Day**, your **Calendar**, and any **Recent Announcements** that you might have. For more details on the **My Workspace** section of Laulima see the Laulima Manuals link at the end of this document.

Your group will be listed on the blue tabs at the top of the page. **Click** on the group name to access the group area.

By default you will be taken to the **Home** menu option and see your group page divided into two sections. On the left side of the screen you will see a menu bar with different menus for the site. In the middle of the screen you will see your content. By default you will see **Worksite Information** and **Recent Announcements**.

Above the menu bar you will see the following message. This means that your site has not been published to the participants and they cannot access it as a web site.



To make it a published site, click on **Site Info**, then **Manage Access**. Check the box to **Publish Site in Site Status**. This allows you to publish your group making it available for users with **Access** role to view the entire group space.

You can make modifications to your **Worksite Information** and **Recent Announcements** by clicking on the **Options** link. Here you can customize the site display and edit options for recent announcements. When you are finished making updates click on **Update Options** to commit these changes to the group settings.

If you need help at any time you can click on the icon below to access the Laulima Help menu.



One of the first things you will probably want to do is add other people to your group, See the Section on **Add Participants** under **Site Information** on how to add people to your new group. You will need to make sure your site is **Published** for it to be available to participants.

Menu Options

The default menu options are below. For more information on each of the options, see the sections below.

Note: You might not see all of the options below if you are not the site creator.

Home - Returns you to the main page of the group.

Announcements – Allows you to change announcement settings and permissions as well as add an announcement.

Resources – Allows you to change and upload resources for the group.

Site Info - Where you change site information, manage site access and other settings for the entire group site.

Discussion and Private Messages – Allows you to have discussion threads and exchange private messages with group members.

Help – This is the same help screen that you can access by clicking on the following icon throughout the site.



You will also see the following icon throughout your site. Use this icon to **reset** yourself in any option. For example in the **Calendar** if you are on another date, clicking **reset** will bring you back to today's date. If you click on an option and are in an unfamiliar place, you can click this button as well to reset where you are.



Note: The menu option that is currently the active window will be shown in black. The inactive windows will be shown in blue font and are clickable links.

Announcements

Under the **Announcements** menu you have the following options:

Add- You can add a new group announcement. You can choose to make it public (visible to members of other sites) or for just the site and you can choose dates that the announcement is available.

Merge – You can choose to merge announcements from another site into this site.

Options - This is where you set options such as how they are viewed for your announcements.

Permissions – You can set permissions for users of the group specific to the announcements.

Resources

Using the **Resources** menu, you can share many different kinds of materials securely with members of your site, or you can make them available to the public.

You can upload files (word docs, spreadsheets, presentations, and images) as well as create and publish html files. Under the **Resources** tab, you have the following options:

Site Resources – Under this section you can add and organize resources. Each of these items becomes available by a URL (click on the uploaded items name to view the link), which you can share with other site participants.

Upload – Download Multiple Resources – This tab is an information page that explains how to access your site via WebDAV. Using WebDAV will allow you to drag and drop files and folders from your computer directly into the resources area. See this page for more information for setting up WebDAV for the operating system that you are using. Click **Return** when you are finished to return to your site resources.

Permissions – The permissions tab allows you to set permissions for the resources in your group. When you add a new user to your group, you can choose to give them **access** or **maintain** roles (see section on Site Info for more details on adding users). On this tab you can choose to remove permissions by unchecking the box next to the options. The options are:

- **new:** Add new resources
- **read:** View and download resources
- **revise any:** Modify any resources
- **revise own:** Modify own resources
- **delete any:** Remove any resources
- **delete own:** Remove own resources
- **all.groups:** Allows participants to see all resources, even those assigned to specific groups

Click **Save** when you are finished modifying permissions to return to your resources.

Options - This section should not be altered. Everything that is selected here is to allow resources to function correctly.

Site Info

This menu option allows to you change settings for the entire site. The default page will give you some basic information about the site, such as the site contact and when the site was created. This page also is where you can change the role of a participant of the site. The options under this menu are:

Edit Site Information – Under this menu option, you can change the site title, description and contact information for the site. It will also let you know if this site is available on the public sites list. You can also add a URL for an image. This image will appear on the left hand site above the menu options.

Edit Tools – This menu option lets you add or remove tools from your site. When you add a new tool, it will show up on the left menu bar. For more detailed information on each tool, you can look them up in the Laulima **Help**.

Manage Groups – Groups can be used to create teams or subsets of participants of your site. You can use groups with the following tools:

- Announcements: Post Announcements for your group.
- Message Center: Send Private Messages to your group.
- Resources: Allow specific access to files and folders for your group.
- Schedule: Schedule events for specific groups only.
- Site Info: Manage your groups.

To add groups click on **New** under **Manage Groups**. Choose the group name and the members you would like to add to the group. To delete the group, under **Manage Groups**, place a checkmark in **Remove?** and click on **Remove Checked**.

Manage Access – This menu option allows you to publish your site. Publishing your site makes it available to the participants that you add. You also manage the **Global Access** under this menu option. You can choose from the following:

Private – Setting your site to **Private** does not allow your site to be published in the directory for others to see.

Display my site in the directory, and share files I select- Lists your site in the directory.

Add Participants – This is where you can add new users and decide how to assign roles. In the **Username(s)** box, enter the usernames of the people you'd like to add one on each line. You can also add guests to access your site. A guest would be someone without a UH userid. In the **Guest(s) Email Address** box, enter the email addresses one per line.

Under **Participant roles**, you have the following options:

Assign all participants to the same role – You can choose to make all of the people you add at this time have either the role of **access** or **maintain**.

Assign each participant a role individually – You can set the role for each individual that you add at this time.

After you assign the roles, you have the option either send the following email to the individuals notifying them that the site is available or not to send one.

You have been added to the following Laulima site:
Test Group name
by *Group Owner*.

To log in:

1. Open Laulima: <https://laulima.hawaii.edu/portal>
2. Click the Login button.
3. Type your username and password, and click Login.
4. Go to the site, click on the site tab. (You will see two or more tabs in a row across the upper part of the screen.)

If you add an external user, they will get the above email in addition to an email similar to the one below:

You have been added to Laulima (<https://laulima.hawaii.edu/portal>) by *Site Owner*.

Your password is
XXXXXXXXXX

You can later go to the Account tool in your My Workspace site to reset it.

If your guest does not receive the email, have them check their spam folder for an email from laulima@laulima.hawaii.edu.

Import from Site – If you have materials in another site, you can combine them into your new site. Check the box next to the old site and then click **Continue**. You can then select which material you would like to import.

Import from File – Currently this is not a functioning feature.

Page Order – This page is a drag and drop page which allows you to change the order in which the pages appear in the menu. You can just click and drag on any box to move it to another location.

 **Hint: Changes to page ordering will not take effect until you click 'Save'. Deleting, Adding or Editing a Page is saved immediately**

Home	 
Announcements	  
Discussion and Private Messages	  
Resources	  
Site Info	 

You also have the following options on this page:

Add page(s) to your site – Clicking on this link will bring up another window with additional pages of functions that you can add to your site.



- Changes the name of the Page



- (yellow colored light bulb) Page is not hidden from normal users



- (blue colored light bulb) Page is hidden from normal users



- Removes the page. Not all pages can be removed. Removing the page does not remove the materials in it and you can re-add the page at any time by clicking on **Add page(s) to your site**.

Click **Save** after making any changes.

Discussion and Private Messages

In this section you can create discussion threads or send private messages to people in the site. At the bottom of pages, you will see a key of images you may see within the discussion area. For more detailed information, see the **Help** topic on **Discussion Overview**.

Under the **Discussion List**, you have the following options:

Discussions – Use this area to participate in discussions.

Questions – Ask questions or reply to other people’s questions in your group

Note: When posting topics and replies, you will get the following message if you try to post messages too soon after another post.

You cannot post a new message so soon. Please wait some time and try again.

The main discussions page also has the following menu options on the top:

Discussion Home – Returns you to the main discussion page.

Search – Allows you to search for keywords in discussions.

Recent Topics – Lists recently posted topics.

Member Listing – Shows you a list of members that can see public messages and the number of messages that they have left. You can also send people a **Private Message** that only they can see by clicking on the following icon.



Manage – This menu option allows you to update the titles of the main category listings. You can also add or delete the names of the default Forums. When you are done making changes to this page click **Discussion List** to return to the discussions main page.

My Profile – Allows you to add information that will be publicly viewable. You can also change settings related to email and HTML preferences as well as language preferences. At the bottom of this page, you can upload or link to an image to be your personal avatar.

My Bookmark – You can bookmark topics that are of interest to you and that you wish to save or revisit regularly. To bookmark a topic, click on the forum where the topic is located, and then click on the topic. Click on **Bookmark It!** located at the top right corner of the thread. Once you bookmark it, it will be listed under **My Bookmark** where you can view the item, edit the title, or delete it from your bookmark list.

Private Messages – This is where you can find all of your private messages that you have sent and received. When you have a new message the menu option will have a number next to it of how many new messages you have. If you have the setting in **My Profile** set to **Send e-mail notification when a private message is sent:** selected, you will receive the following email when you have a new private message to read.

Hi *User Name*,

You have a new Private Message in your site: *Site Name*

<https://laulima.hawaii.edu/portal>

Log on and go to the above site to read the message.

Regards,
System Administrator

Mark All As Read – Use to mark all messages as read.

More Information

For more information on Lulima see the following links.

Lulima Manuals http://www.hawaii.edu/talent/lulima_manuals.htm

Lulima Tutorials - http://www.hawaii.edu/talent/lulima_tutorials.htm

Lulima FAQs - http://www.hawaii.edu/talent/lulima_faq.htm

Getting Help

For help with Lulima you can click on the links at the bottom of the page within your group or on the main Lulima site – <http://lulima.hawaii.edu/portal>

Request Assistance – Here you can enter a problem and ask for help.

Request Account - You can request or modify accounts.

Contact Us – Opens a new email itech-1@hawaii.edu for suggestions or support.

For additional assistance, please phone the ITS Help Desk at (808) 956-8883,
send e-mail to help@hawaii.edu, or fax (808) 956-2108.
The Help Desk's toll-free phone number is (800) 558-2669.

Or visit the ITS Help Desk home page at <http://www.hawaii.edu/its>

The ITS walk-in Help Desks are located in
Keller 105, Keller 213, the Sinclair CLIC Lab, and the ITS Hamilton Lab on the UH Mānoa Campus.

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