

# Laulima: The Resource Tool and Laulima

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# Laulima: The Resources Tool

## Resources Tool - Overview

The Resources Tool acts as a repository for files and links. Files can be shared via this tool to members of your site or to anyone with web access. The Resources Tool is a simple tool to help you to distribute materials to your students/participants.

Each course has its own independent Resources Tool and in addition, each user has their own private Resources Tool. The Resources Tool is part of the default toolset (found on the left of each workspace) with each course and user account so you don't need to add it (though if you deleted by accident, you can get it back by going to the Site Info, then click on the Edit Tools and reselecting it).

## Anatomy of the Resources Tool

This image shows a sample of the default Resources Tool. Note that there are no files in this area yet.

The screenshot shows the Laulima Resources Tool interface. Key components and their descriptions are as follows:

- Refresh tool/page**: Refresh button.
- Tool name**: Resources link.
- WebDAV instructions (pg. 17)**: Link to instructions on using WebDAV.
- Resource file permissions**: Permissions and Options buttons.
- What filetypes can be created (unused)**: Placeholder for creating new file types.
- Help**: Help button.
- Site Resources**: Main folder.
- Upload-Download Multiple Resources**: Link to upload/download multiple files.
- Location: yves-junk Resources**: Breadcrumb trail showing the current location.
- Home**, **Announcements**, **Discussion and Private Messages**, **Resources**, **Site Info**, **Help**: Site navigation menu.
- Yves Sakai**: User profile.
- Show other sites**: Link to view resources in other sites.
- Title**: Title of the folder.
- yves-junk Resources**: Folder name.
- Add**: Add pop-up menu.
- Actions**: Actions pop-up menu.
- Access**: Who can access file.
- Created By**: Who created/uploaded file.
- Modified**: When file was uploaded/modified.
- Size**: Size of file.

\* Note: item view can be sorted by clicking on the column title

## Resources Upload-Download Multiple Files link

Instructions on how to use WebDAV with Laulima. See pg 17

## Resources Permissions link

The permissions area allows you to customize who can perform certain actions on your folders/files. Shown is the default permissions.

The screenshot shows the Laulima Resources Permissions interface. It displays a grid of permissions for different roles. The columns represent various actions, and the rows represent user roles. The 'Instructor' role is selected.

Role	new	read	revise.any	revise.own	delete.any	delete.own	all.groups	hidden
Instructor	<input checked="" type="checkbox"/>							
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teaching Assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

Role column

Can create/add new files

Can access files

Can revise/edit any file

Can revise only files you added

Can delete any file

Can delete only files you added

Can see items in assigned to any group

Can see hidden files

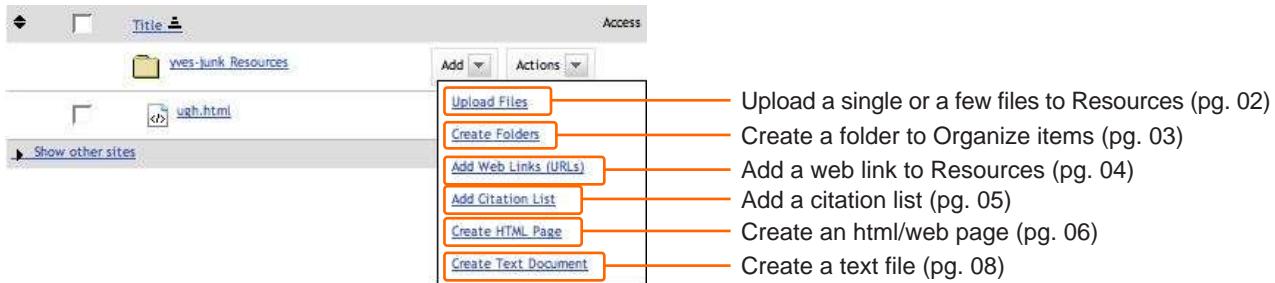
## Resources Options link

Unused.

# Laulima: The Resources Tool

## Resources Add Pop-up Menu

To the right of any folder in the Resources section, is an Add popup menu. You can perform adding/creation type actions using this menu.



## Add Pop-up Menu - Upload Files

You can upload a single file or a few files within the Resources Tool via the Add popup menu. Select the "Upload Files" in the Add popup menu.

Upload Files

Upload as many files as you like. If you change your mind about uploading one of your files, click the 'X' button beside it. Press the 'Upload' button when you have selected all the files you want to upload.

Location: Overview of Laulima /

File To Upload  [Browse...](#) ① Click the "Browse..." button

Display Name  [Add details for this item](#) X

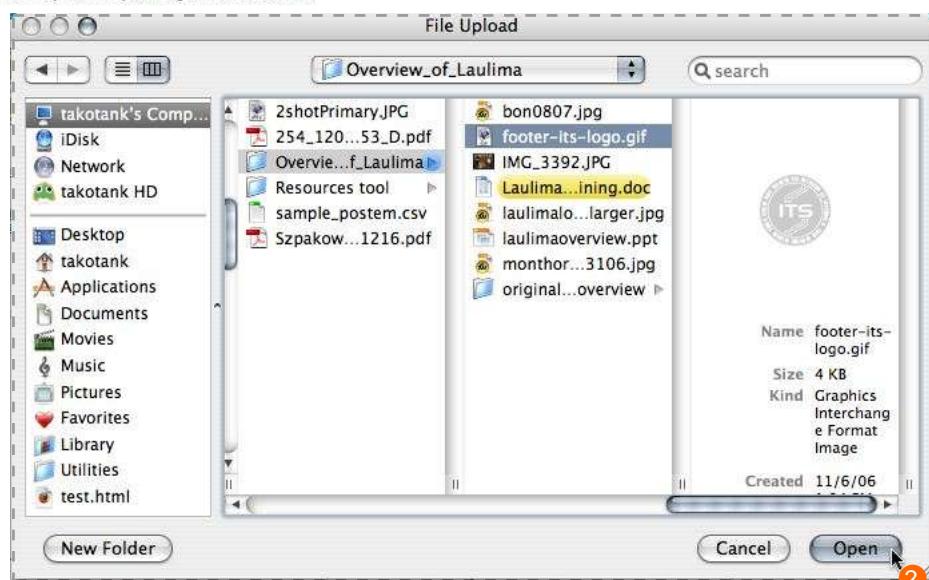
[Add Another File](#)

Email Notification

[Upload Files Now](#) [Cancel](#)

You can only upload 60 MB worth of files at one time. You may need to upload large files one at a time.

\*Note: You can only upload a total of up to 60 MB of data at one time. Your course can have more than this in Resources, but 60MB in a single upload is the limit for courses.



A new window will open. Navigate to the file you want to upload. Select it, then click to confirm your choice

# Laulima: The Resources Tool

## Add Pop-up Menu - Upload Files (cont'd)

### Upload Files

Upload as many files as you like. If you change your mind about uploading one of your files, click the 'X' button beside it. Press the 'Upload' button when you have selected all the files you want to upload.

Location: Overview of Laulima /

The screenshot shows the 'Upload Files' interface. It includes fields for 'File To Upload' (set to '/Users/takotank/Desktop'), 'Display Name' (set to 'footer-its-logo.gif'), 'Add Another File' (button), 'Email Notification' (dropdown set to 'None – No notification'), and 'Upload Files Now' (button). Annotations explain:

- ③ After selecting file, path to file will be displayed here
- ③a Optional You can change how the name appears in Resources rather than displaying the filename
- ③b Optional Click to add additional settings
- ④ Optional You can select another file to upload via this link (repeat steps 1-3)
- ⑤ Optional Choose to send an email that an item(s) was added
- ⑥ Click to upload file(s)

You can only upload 60 MB worth of files at one time. You may need to upload large files one at a time.

Your uploaded file(s) should then appear in Resources



## Add Pop-up Menu - Create Folder

You can create a folder to organize files. Select the "Create Folders" link in the Add pop-up menu.

### Resources

#### Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' button. Press the 'Add' button when you have finished.

The screenshot shows the 'Create Folders' interface. It includes fields for 'Folder Name' (set to 'Stuff') and 'Add Another Folder' (button). Annotations explain:

- ① Enter file name here
- ①a Optional Click to add additional settings
- ①b Optional Click to add additional folder
- ② Click to create folder

More information regarding these types of settings see "Add Popup Menu - Create HTML page" section (pg. 06)

The screenshot shows the 'Create Folders' configuration dialog for the 'Stuff' folder. It includes sections for 'Availability and Access' (with options for visibility: 'Only members of this site', 'publicly viewable', 'selected groups only', and 'Show this folder' with date/time controls), 'Optional properties', and 'Create Folders Now' (button).

\*Note: By default, files take on the properties of the folders they are in (eg. if you hide a folder, the files within will be hidden). Folders, by default, are viewable to members of the workspace

# Laulima: The Resources Tool

## Add Pop-up Menu - Create Folder (cont'd)

After clicking the "Create Folder Now" button you should see it listed in Resources.

The screenshot shows a list of items in the 'Overview of Laulima Resources' section. The items are:

Title	Access	Created By	Modified	Size	
Overview of Laulima Resources	Add Actions	Entire site	Yves Sakai	Oct 16, 2008 6:10 pm	0 items
Stuff	Add Actions	Entire site	Yves Sakai	Sep 16, 2008 12:51 pm	157.6 KB
Fall Syllabus (pdf)	Actions	Entire site	Yves Sakai	Sep 16, 2008 12:50 pm	21 bytes
UH Website	Actions	Entire site	Yves Sakai	Sep 16, 2008 12:50 pm	21 bytes

A folder icon with the title 'Stuff' is circled in red.

Note that the folder shown above is empty. If it contained an item and it was closed, you would see a + sign on it.



To open the folder click on the folder icon. You can click on it again to close it.



Clicking the folder title will take you into a view of only the folder's contents.

The screenshot shows the contents of the 'Stuff' folder. The only item listed is 'samplefile.html'.

## Add Pop-up Menu - Add Web Links (URLs)

This link allows you to have web links available in Resources.

The screenshot shows the 'Add Web Links (URLs)' form. The fields and their descriptions are:

- Location: Overview of Laulima / Where the web link will be added
- Web Address (URL): http://www.hawaii.edu (1) Web address goes here
- Website Name: http://www.hawaii.edu (2) You can change how students will see link
- Add details for this item (2a) Optional Edit details for link
- Email Notification: None – No notification (3) Send email that it has been added or not
- Add Web Links Now (4) Click to create link
- Cancel

# Laulima: The Resources Tool

## Add Pop-up Menu - Add Web Links (URLs) (cont'd)

After clicking the "Add Web Links Now" button you should see it listed in Resources. By default, folders appear above the files.



## Add Pop-up Menu - Add Citation List

The "Add Citation List" link is to create a link that contains lists of articles, books, journals your site might reference.

A screenshot of the 'Add Citations' page. It shows three main options: 'Search Google Scholar' (with a note to search world-wide database of scholarly resources), 'Create New Citation' (with a note to add a citation by typing in data), and 'Import Citations' (with a note to import citations in RIS format from EndNote, RefWorks or other citation management tools). Below these options are 'Edit Citation List' and 'Cancel Citation List' buttons.

Below is a sample form for a manually created citation ("Create New Citation"):

A screenshot of the 'Save Citation' form. The form fields include: 'Select Citation Type' (set to 'Journal Article'), 'Author(s)' (input: 'writer, article'), 'Article Title' (input: 'article 1'), 'Journal Title' (input: 'the journal'), 'Year' (input: '2009'), 'Date' (input: '02/17/09'), 'Volume', 'Issue', 'Pages', 'Start Page', 'End Page', 'Abstract' (input: 'Article with words'), 'Note(s)', 'ISBN', 'Subject(s)' (input: 'Laulima'), 'Language' (input: 'English'), 'Call Number', 'Date Retrieved', 'Open URL', 'DOI', 'Rights', 'Link(s)' (input: 'https://laulima.hawaii.edu'), and 'Label'. A red arrow points from the 'Save Citation' button at the bottom left to the right, indicating where the item is added to the list. The 'Save Citation' and 'Cancel Citation' buttons are at the bottom.

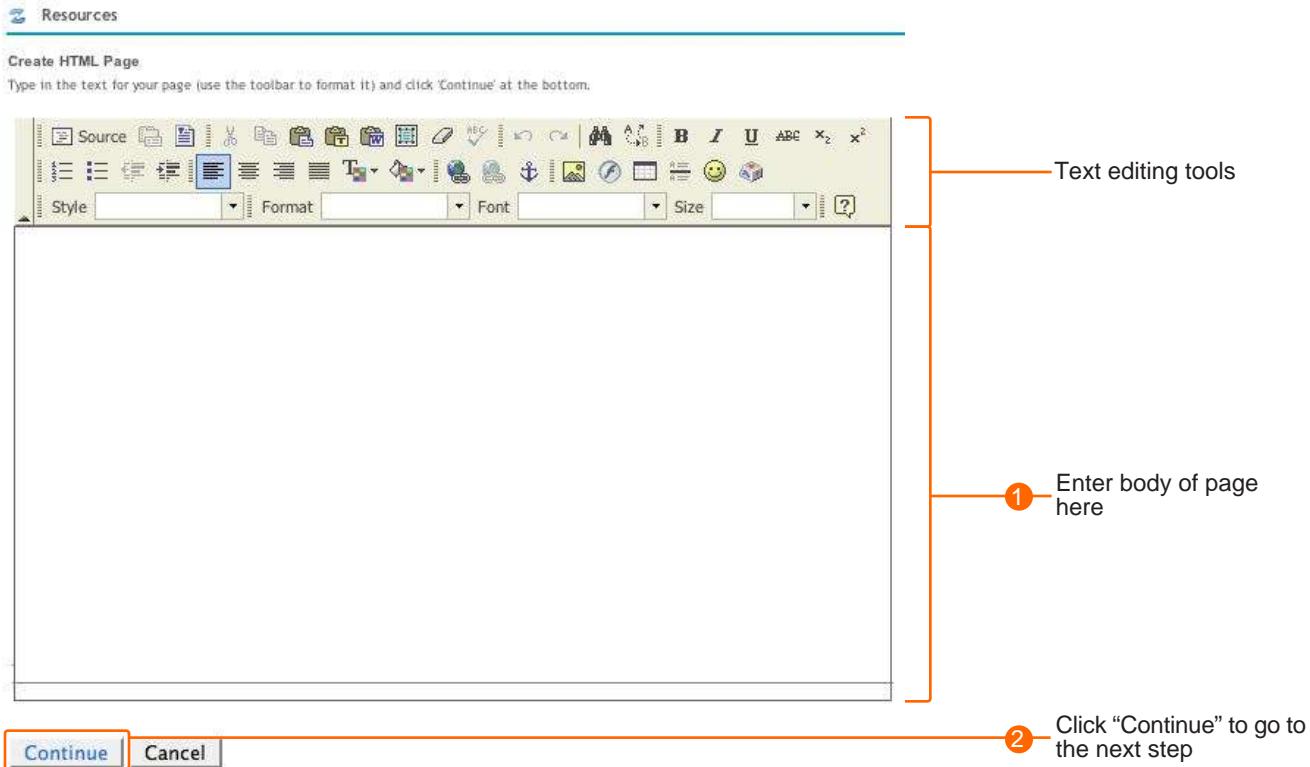
A screenshot of the 'Edit Citation List' page. It shows a table of citations with one item: 'article 1' (writer, article, the journal 2009). Buttons for 'Finish', 'Add Citations to List', and 'Cancel Citation List' are at the bottom. Below this is a 'Citations (viewing 1 - 1 of 1)' section with a table showing the same item. A red arrow points from the 'Finish' button on the first screen to the 'Finish' button on the second screen, indicating the final step. The 'Finish' and 'Add Citations to List' buttons are circled in orange.

# Laulima: The Resources Tool

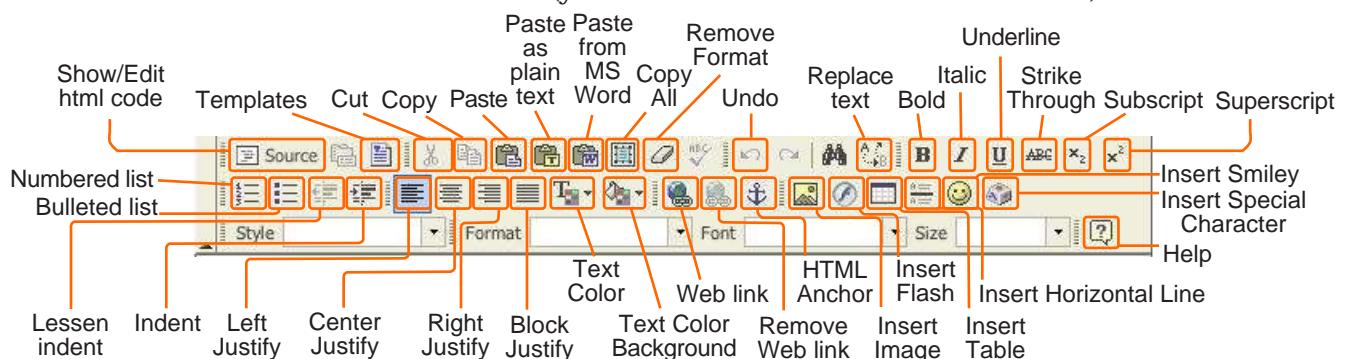
## Add Pop-up Menu - Create HTML Page

This link allows you to create an HTML page (web page) within the Resources tool. Web browsers can read this type of file natively. Select “Create HTML Page” from the Add pop-up menu in Resources.

The following screen will be presented for you to edit, very similar to most text editors. Note that some web browsers will not show the text editing tools (eg. Safari). You may want to use Firefox which does show the editor.



A closer look at the tools in the text editor (you can roll over the tool to see its name):



# Laulima: The Resources Tool

## Add Pop-up Menu - Create HTML Page (cont'd)

After entering your content and clicking "Continue", you will be taken to a page to edit the new file's detail:

The screenshot shows the 'Create HTML Page' configuration screen. The 'Name' field contains 'samplefile.html'. The 'Copyright Status' section includes a note about public domain material and a link to display copyright alerts. The 'Availability and Access' section offers options for visibility: 'Only members of this site can see this file.' (selected), 'This file is publicly viewable.', and 'Display this file to selected groups only.'. The 'Show this item' section allows setting visibility dates and times, with 'From' set to FEB 14 2009 2:00 pm and 'Until' set to FEB 21 2009 2:00 pm. The 'Hide this item' option is also present. The 'Email Notification' dropdown is set to 'None - No notification'. At the bottom are 'Finish' and 'Cancel' buttons.

- ③ Enter a filename, it's recommended to add a tag (.html or .htm) so that the web browser knows how to handle it
- ③a *Optional* You can enter text describing the file
- ③b *Optional* You can designate copyright information
- ③c *Optional* You can make this viewable to the public, also *if you have groups in your site, you can make it only available to it/them*
- ③d *Optional* You can make the file viewable starting a certain date and you can also make it not available after a certain date
- ③e *Optional* You can hide this item from those who cannot see hidden items (icon will turn gray)
- ③f *Optional* Choose to send an email that an item(s) was added
- ④ Click "Finish" to create the HTML file

Your file should then appear in your Resources.

<input type="checkbox"/>	<a href="#">samplefile.html</a>	<input type="button" value="Actions"/>	Entire site	Yves Sakai	Oct 18, 2008 6:37 pm	506 bytes
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*\*Note: By default, files take on the properties of the folders they are in (eg. if the folder is hidden, the file within will be hidden). Also by default, folders are viewable to members of the workspace.*

# Laulima: The Resources Tool

## Add Pop-up Menu - Create Text Page

This link allows you to create a text file within the Resources tool. Web browsers can read type of file natively. Unlike HTML files, text files have no formatting.

Resources

Create Text Document  
Type in the text and click 'Continue' at the bottom.

Sample Text:  
[Text Input Field]

1 Enter text in the text field

2 Click "Continue" to go to the next step

Continue Cancel

After entering your content and clicking “Continue”, you will be taken to a page to edit the new file’s detail:

Create Text Document  
Enter the name of the Simple Text Document (required), set any other properties you wish, and then click "Finish" to create the Simple Text Document. Required items marked with \*

\* Name: sampletext.txt 3 Enter a filename, it's recommended to add a tag (.txt) so that the web browser knows how to handle it

Description: 3a Optional You can enter text describing the file

\* Copyright Status: Material is in public domain. 3b Optional You can designate copyright information

Copyright Alert: Display copyright alert and require acknowledgement when accessed by others. (what's this?)

Availability and Access: Choose who can see this item.  
Only members of this site can see this file. 3c Optional You can make this viewable to the public, if you have groups in the course you will see an option to make it available only to the selected group(s)

Display this file to publicly viewable.  
Display this file to selected groups only.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item: From: Date: FEB 14 2009 Time: 2:00 pm Until: Date: FEB 21 2009 Time: 2:00 pm 3d Optional You can make the file viewable starting a certain date and you can also make it not available after a certain date

Hide this item 3e Optional You can hide this item from those who cannot see hidden items

Email Notification: None - No notification 3f Optional Choose to send an email that an item(s) was added

Finish Cancel 4 Click "Finish" to create the HTML file

Your file should then appear in your Resources.

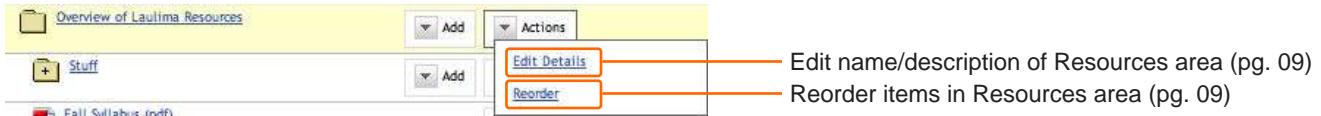


# Laulima: The Resources Tool

## The Resources Action Pop-up Menu

Next to every folder and file in the Resources Tool is an Action pop-up menu. Depending on which item the menu is next to, changes what actions you can take.

The Resources area itself has its own short set of actions that can be performed.



## Main Resources area Action Pop-up Menu - Edit Details

The Edit Details action allows you to change the name of the Resources area and add some details.

The 'Edit Details' dialog box for the main Resources area. It contains the following fields:

- Name:** Overview of Laulima (highlighted with an orange box)
- Description:** (empty text area)
- Folder Details:**
  - Created by:** Laulima Support Account 1
  - Created:** Sep 14, 2008 4:33 pm
  - Last changed by:** Yves Sakai
  - Last changed:** Sep 15, 2008 2:44 pm
  - Web address (URL):** <https://laulima.hawaii.edu/access/content/group/2e8bd4c4-e1cb-4ab1-805f-1b0a9387fc00>
- Optional properties:** (button)

Buttons at the bottom: **Update** (highlighted with an orange box) and **Cancel**.

Annotations with orange arrows and text:

- To the right of the Name field: You can edit the name of the Resources area
- To the right of the Description field: You can add a description of this area
- To the right of the Folder Details section: Information about the main Resources area, including its direct web address
- To the right of the Optional properties button: You can add additional descriptive information

## Main Resources area Action Pop-up Menu - Reorder

You can edit the order files appear in using the Reorder action.

The 'Reordering' dialog box for the main Resources area. It shows a list of files and folders with their current position and allows for reordering:

Title	Created By	Modified	Position
Overview of Laulima Resources	Yves Sakai	10/16/08	1
Stuff	Yves Sakai	9/16/08	2
Fall Syllabus (pdf)	Yves Sakai	10/18/08	3
footer-its-logo.gif	Yves Sakai	10/16/08	4
http://www.hawaii.edu	Yves Sakai	10/18/08	5
samplefile.html	Yves Sakai	10/18/08	6
sampletext.txt	Yves Sakai	10/18/08	

Annotations with orange arrows and text:

- 1 To the left of the first column: You can move the files/folders up or down by using the up/down arrows (left side of items) OR by using the numerical popups (to the right of the items)
- 2 To the left of the Save button: Click to save your changes

# Laulima: The Resources Tool

## The Resources Folders Action Pop-up Menu

Folders have specific actions that can be performed on them:



### Folder Action Pop-up Menu - Copy

After selecting "Copy" in the Folder pop-up action menu, you may not see any noticeable effect *unless* you have another folder. For this example, the "Show other sites" link under the Resources listings was clicked:

Location: Overview of Laulima Resources

Copy | Remove | Move

◆  Title

Overview of Laulima Resources

Stuff

Fall Syllabus (pdf)

footer-its-logo.gif

http://www.hawaii.edu

samplefile.html

sampletext.txt

Show other sites 1

Click here to show other sites to paste your copied folder  
(if you have another folder to paste into you may not need to do this)

You will see clipboard icons indicating where you can paste your copied folder:

My Workspace

Brown Bags Drop Box

Brown Bags Resources

FNG-100-0 Resources

Hide other sites

My Workspace

Brown Bags Drop Box

Brown Bags Resources

FNG-100-0 Resources

Hide other sites

2 Click the clipboard icon in the area you want to paste the copied folder

A copy of the folder will now appear in its new location:

My Workspace

Stuff

Add

Add

# Laulima: The Resources Tool

## Folder Action Pop-up Menu - Edit Details

The Edit Details action allows you to change the name of the folder and add some details.

Edit Details  
Change the resource's details and then choose 'Update' at the bottom. Required items marked with \*

Name:  You can edit the name of the folder

Description:  You can add a description of this folder

Availability and Access  
Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.  
 This folder and its contents are publicly viewable.  
 Display this folder and its contents to selected groups only. You can make this viewable to the public, or if you have groups, available to a selected group(s)

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder  
From Date: FEB 14 2009 Time: 2:20 pm Until Date: FEB 21 2009 Time: 2:20 pm You can make the folder viewable starting a certain date and you can also make it not available after a certain date

Hide this folder and its contents You can hide this folder from those who cannot see hidden items (folder will turn gray when hidden)

Folder Details  
Created by: Yves Sakai Information about the folder, including its direct web address  
Created: Feb 14, 2009 2:00 pm  
Last changed by: Yves Sakai  
Last changed: Feb 14, 2009 2:09 pm  
Web address (URL): <https://laulima.hawaii.edu/access/content/group/38db37fa5704474-80a0-c18db1ec0c8/link/>

Optional properties You can add additional descriptive information

Email Notification: None - No notification You can send an email when updated

Update | Cancel Click to either update details or cancel

## Folder Action Pop-up Menu - Reorder

The Reorder link allows you to change the order that files/links/subfolders appear within a folder.

Resources

Reordering:  yves-junk Resources

Move an item within the list by clicking an arrow on the left or adjusting a drop-down menu on the right. Save your changes before leaving the page.

	Title	Created By	Modified	Position
<input type="checkbox"/>	Stuff	Yves Sakai	2/14/09	<input type="button" value="1"/> <input type="button" value="2"/>
<input type="checkbox"/>	textfile1.txt	Yves Sakai	2/14/09	
<input type="checkbox"/>	textfile2.txt	Yves Sakai	2/14/09	

Save | Cancel

1 You can move the files/folders up or down by using the up/down arrows (left side of items) OR by using the numerical popups (to the right of the items)

2 Click to save your changes

# Laulima: The Resources Tool

## Folder Action Pop-up Menu - Move

After selecting “Move” in the Folder pop-up action menu, the original folder will gray out. Unless you have folders in your Resources you won’t see a paste clipboard icon. If you don’t, then click the “Show Other sites” link below the resource listing (not illustrated).

The screenshot shows a list of resources in the "Resources" tool. A folder named "Move\_This" is selected, indicated by a red box around its row. To the right of the folder's row, there is a clipboard icon (also highlighted with a red box). Another clipboard icon is located to the right of the "Fall Syllabus (pdf)" row. A red circle labeled '1' points to the clipboard icon in the "Fall Syllabus (pdf)" row. The columns include Title, Access, Created By, and Modified.

\*Note the original folder will turn gray after Move is selected

Click the clipboard icon of the folder you want to move your folder into

After clicking the clipboard icon, the folder will move to its new location.

The screenshot shows the same list of resources. The "Move\_This" folder has been moved to the top of the list and is now highlighted with a red oval. The "Fall Syllabus (pdf)" folder is now grayed out, indicating it has been moved. The other resources ("Stuff", "samplefile.html") remain in their original positions.

## Folder Action Pop-up Menu - Remove

Selecting the “Remove” link in the folder “Actions” pop-up menu will remove the folder associated with that link.

The screenshot shows a confirmation dialog for removing the "Move\_This" folder. It contains two alert messages: "Alert: The folder Move\_This contains item(s) that will also be removed!" and "Are you sure you want to remove the following item(s)?". Below the alerts is a "Remove confirmation..." table with one item listed: "Move\_This" (Size: 1 item, Added By: Yves Sakai, Last Modified: Oct 19, 2008 4:05 pm). At the bottom are "Remove" and "Cancel" buttons, with "Remove" being the active button.

Note that the items within that folder will also be deleted (you can see how many items are within the folder under the “Size” column). If you only want to delete the folder, move the items out first.

## Folder Action Pop-up Menu - Edit Folder Permissions

Folder permissions are specific to the folder being edited. It allows you to customize who can perform

### Permissions

The screenshot shows the "Edit Folder Permissions" dialog for the "Stuff" folder. It lists roles: Instructor, Student, and Teaching Assistant. For each role, checkboxes indicate permission levels: new, read, revise.any, revise.own, delete.any, delete.own, all.groups, and hidden. The "new" column has checkboxes checked for Instructor and Student. The "read" column has checkboxes checked for Instructor and Teaching Assistant. The "revise.any" column has checkboxes checked for Instructor and Student. The "revise.own" column has checkboxes checked for Instructor and Teaching Assistant. The "delete.any" column has checkboxes checked for Instructor and Student. The "delete.own" column has checkboxes checked for Instructor and Teaching Assistant. The "all.groups" column has checkboxes checked for Instructor and Student. The "hidden" column has checkboxes checked for Instructor and Teaching Assistant. At the bottom are "Save" and "Cancel" buttons.

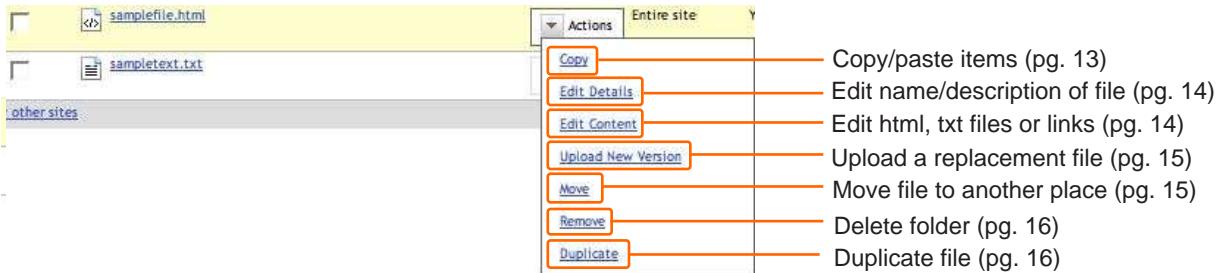
Role	new	read	revise.any	revise.own	delete.any	delete.own	all.groups	hidden
Instructor	<input checked="" type="checkbox"/>							
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teaching Assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Role column  
Can create/ add new files  
Can access files  
Can revise/ edit any file  
Can revise only files you added  
Can delete any file  
Can delete only files you added  
Can see items assigned to any group  
Can see hidden files

# Laulima: The Resources Tool

## The Resources Files Action Pop-up Menu

Files have specific actions that can be performed on them:



## File Action Pop-up Menu - Copy

After selecting “Copy” in the File popup action menu, you may not see any noticeable effect. Click the “Show other sites” link under the Resources listings:

A screenshot of the Laulima Resources tool. At the top, it says 'Location: Overview of Laulima Resources'. Below that is a toolbar with 'Copy', 'Remove', and 'Move'. The main area shows a list of files and folders: 'Overview of Laulima Resources' (selected), 'Stuff', 'Fall Syllabus (pdf)', 'footer-its-logo.gif', 'http://www.hawaii.edu', and 'samplefile.html'. To the right of the list is an 'Actions' button. A callout bubble points to the clipboard icon in the 'Actions' area with the text 'Click the clipboard icon in the area you want to paste the copied folder'. There is a red circle with the number '1' on it near the clipboard icon.

A copy of the folder will now appear in its new location. Note: since there was already a file of the same name, a “(1)” was appended to the filename:

A screenshot of the Laulima Resources tool showing the result of the copy operation. The 'Actions' menu is still open. The list of files now includes 'samplefile.html (1)' in addition to the original 'samplefile.html'. An orange oval highlights the '(1)' suffix on the copied file's name.

# Laulima: The Resources Tool

## Files Action Pop-up Menu - Edit Details

The Edit Details action allows you to change the name of the folder and add some details.

Edits Details  
Change the resource's details and then choose "Update" at the bottom. Required items marked with \*.

\* Name: samplefile.html You can edit the name of the file

Description: You can add a description of this file

\* Copyright Status: Material is in public domain. You can determine copyright for this file

Copyright Alert: Display copyright alert and require acknowledgement when accessed by others. You can require viewer to acknowledge receipt of copyright notice

Availability and Access  
Choose who can see this item.  
Only members of this site can see this file. You can make this viewable to the public, or if you have groups, make it available to a selected group(s)

This file is publicly viewable.

Display this file to selected groups only.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item From: Date: FEB 14 2009 Time: 2:00 pm Until: Date: FEB 21 2009 Time: 2:00 pm You can make the file viewable starting a certain date and you can also make it not available after a certain date

Hide this item You can hide this folder from those who cannot see hidden items (item will turn gray when hidden)

File Details  
Created by: Yves Sakai Information about the folder, including its direct web address; you can also change its type (from a list)  
Created: Feb 14, 2009 2:29 pm  
Last changed by: Yves Sakai  
Last changed: Feb 14, 2009 2:29 pm  
Web address (URL): https://laulima.hawaii.edu/access/content/group/36d0371-3370-4474-8030-c18db1ec0d8/samplefile.html  
File size: 12 bytes  
File Type: text/html Change File Type

Optional properties You can add additional descriptive information

Email Notification: None - No notification You can send an email for the update

Update Cancel

*\*Note: You can use the direct web address to link to files in your Resources from other files (or Laulima homepage). If you have this in your My Workspace, the file needs to be publicly available*

## Files Action Pop-up Menu - Edit Content

You can edit the content of certain types of files in your Resources area with this Action pop-up item. Items that you can edit include links (see pg. 04), html pages (see pg. 05), and text files (see pg. 06). Files that cannot be edited within Laulima will not have this option in this pop-up menu.

Edit URL (link to website)  
URL: http://www.hawaii.edu

Email Notification: None - No notification

Continue Cancel

Edit HTML Page

Sample Text

Email Notification: None - No notification

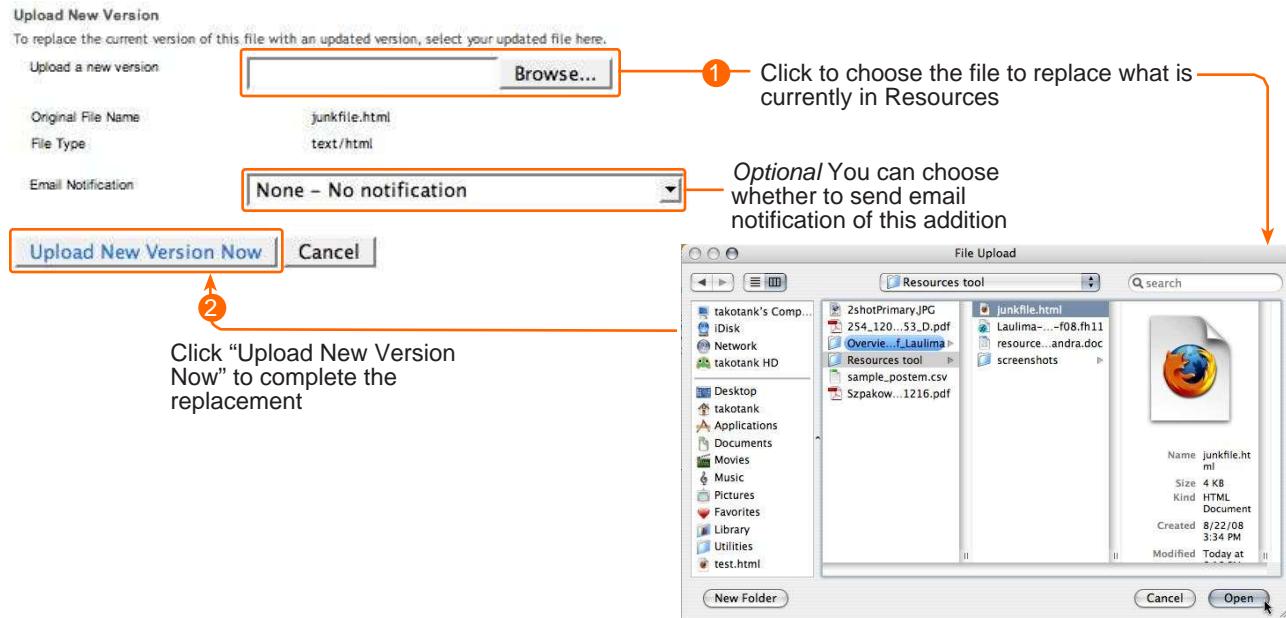
Continue Cancel

pg. 14

# Laulima: The Resources Tool

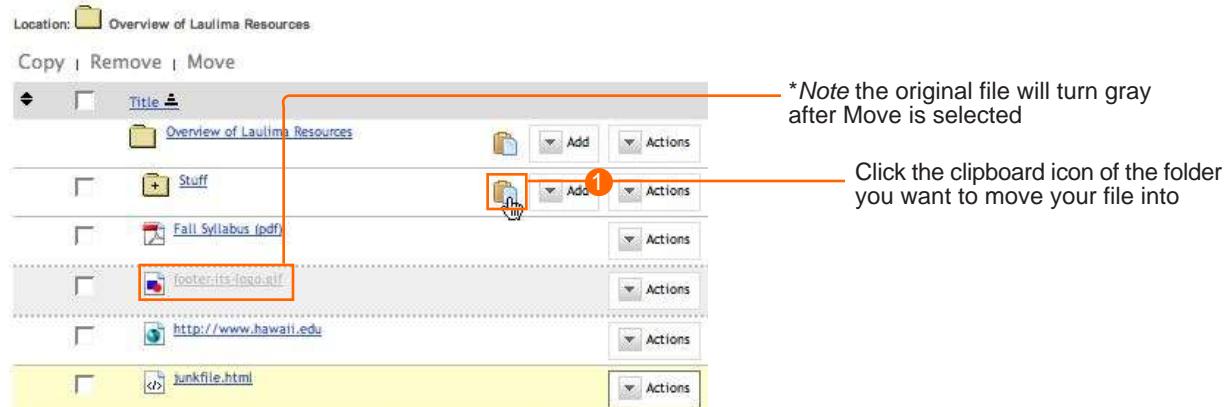
## Files Action Pop-up Menu - Upload New Version

"Upload New Version" allows you to replace a file currently in Resources, with a different version.



## File Action Pop-up Menu - Move

After selecting "Move" in the Files pop-up action menu, the original file will gray out. You should then see clipboard icons next to the locations you can move the file to. You can make a copy in the same location this way. You can also click the "Show other sites" to move this file to another space.



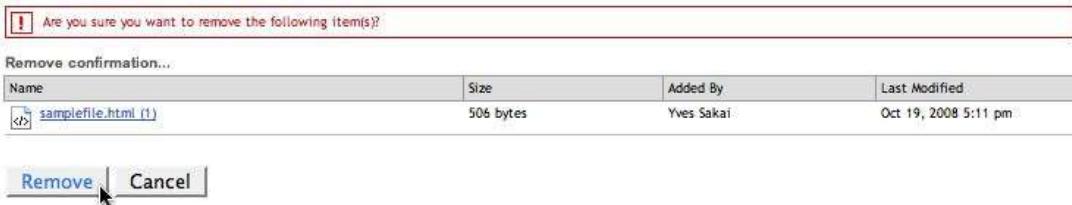
After clicking the clipboard icon, the file will move to its new location.



# Laulima: The Resources Tool

## File Action Pop-up Menu - Remove

Selecting the “Remove” link in the folder “Actions” pop-up menu will remove the file associated with that link.



## File Action Pop-up Menu - Duplicate

Selecting Duplicate in the Actions pop-up menu to the right of the file will create a copy of that file in the same location. The copy will have the title starting with “Copy of”. However, the actual filename will be the original filename with a number appended (can see this via Actions -> Edit Details where you can also change the file’s title).



## Shortcut to Often Used Actions

There are also shortcut to often used actions listed above the resource listing. These are “Copy”, “Remove”, and “Move”. These work in much the same way as they do in the Actions menu, except, how you select which item to take the action on. For these links to actions, select the item by clicking the checkbox next to the item before clicking the action you want. You can check multiple items to perform an action on.

A screenshot of the Laulima Resources tool showing a list of files. Above the list, there are three buttons: "Copy", "Remove", and "Move", all highlighted with a red border. The "Remove" button is specifically circled with a red oval. Below the buttons, a file named "footer-its-logo.gif" has a checkbox next to its name, which is checked. A red arrow points from the "Remove" button to this checkbox, with the text "1 Select the item you want to take action upon first". Another red arrow points from the "Remove" button to the "Actions" column of the file row, with the text "2 Choose action type".

After choosing the action, it is the same as if you chose the action via the Actions pop-up menu.

## Resources Tip

- If you want to save space and link to the same files from several courses, you can link to resources in your “My Workspace” Resources area. You would need to make these folders/files publicly available (see “Edit Details” of folders or files). You may also want to add a blank html index page (see pg. “Create HTML Page pg. 05 and name it index.html) so that people cannot see a listing of what is in a publicly available folder. Take note that if you update the items, it will update for all linked to it.

# Laulima: WebDAV and the Resources Tool

## What is WebDAV?

WebDAV stands for "Web-based Distributed Authoring and Versioning". WebDAV can be used to manage files (eg. upload/download) on remote web servers (eg. Laulima). The interface is similar to having an external hard drive/flash drive attached to your computer, allowing you to drag multiple files to the server.

For more information on WebDAV see: <http://webdav.org>

## WebDAV and Laulima

You can use WebDAV to upload multiple files to the Resources Tool in Laulima. You can also access information on how to do this via the “Upload-Download Multiple Resources” link in the Resources Tool within Laulima or at the TALENT page (<http://www.hawaii.edu/talent>).



The screenshot shows the Laulima Resources tool interface. At the top, there is a navigation bar with links for Home, Announcements, Discussion and Private Messages, Site Info, Help, and Yves Sakai. Below the navigation bar, there is a toolbar with buttons for Add and Actions. The main area displays a list of resources, with one item named "yves-junk Resources" selected. At the top of this list area, there is a link labeled "Upload-Download Multiple Resources".

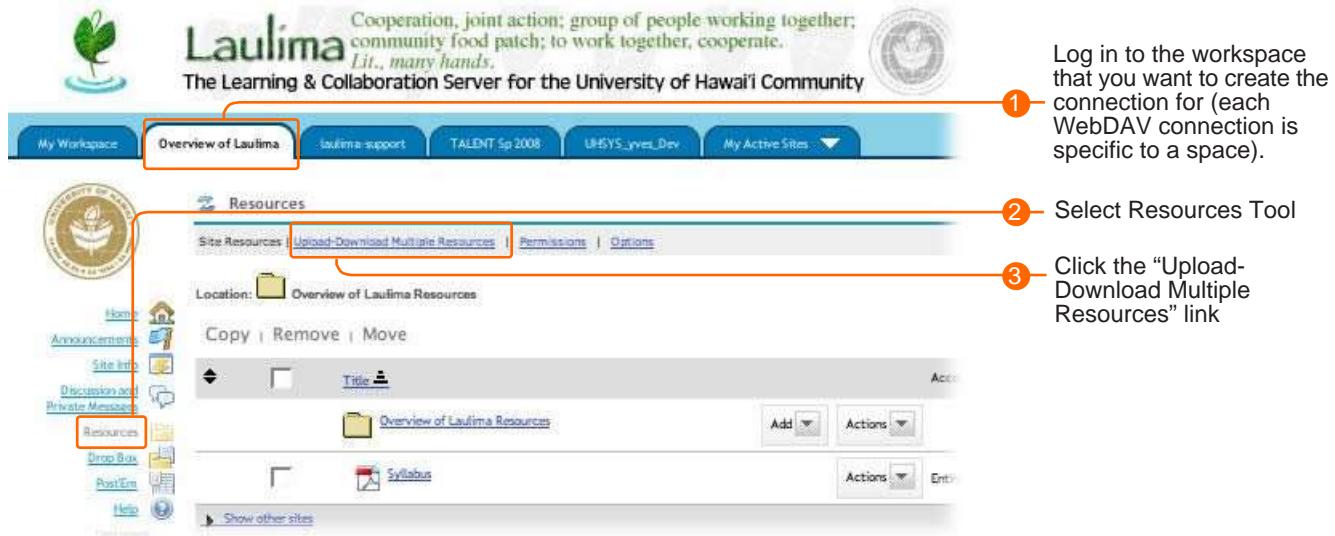
Depending on the version of Windows (2000, XP, Vista) being used, access WebDAV may differ. However, the process of creating the connection will be very similar. This document will reference Windows XP for when regarding a Windows setup. Note: using WebDAV with Windows Vista requires the “Software Update for Web Folders (KB907306)” update from Microsoft:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64&displaylang=en>

Macintosh users can also use WebDAV. WebDAV has been built in to the operating system since MacOS version 10.2 (Jaguar) and can be used via “Go -> Connect to Server...”. Older versions of the operating systems (you can also use this with new systems) can download Goliath (<http://www.webdav.org/goliath>).

## Using WebDAV to Upload Files to Resources

To set up a connection to the Resources area in Laulima:



The screenshot shows the Laulima Resources tool interface. At the top, there is a navigation bar with links for My Workspace, Overview of Laulima, laulima-support, TALENT Sp 2008, UHSYS\_yves\_Dev, and My Active Sites. Below the navigation bar, there is a toolbar with buttons for Copy, Remove, and Move. The main area displays a list of resources, with one item named "Overview of Laulima Resources" selected. At the top of this list area, there is a link labeled "Upload-Download Multiple Resources".

- 1 Log in to the workspace that you want to create the connection for (each WebDAV connection is specific to a space).
- 2 Select Resources Tool
- 3 Click the “Upload-Download Multiple Resources” link

# Laulima: WebDAV and the Resources Tool

## Using WebDAV to Upload Files to Resources (cont'd)

After logging into the space in Laulima you want and clicking the “Upload-Download Multiple Resource” link in Resources, you will be presented with a page of information on how to set up WebDAV with specific operating systems. An important bit of information you will need is the address to the Resources area for that work space:

The screenshot shows the "Resources" section of a Sakai site. The URL <https://aulima.hawaii.edu/dav/2e8bd4c4-e1c8-4ab1-805f-1b0a9387fc0> is highlighted with a red oval.

**Resources**

[Site Resources](#) | [Upload-Download Multiple Resources](#)

**Upload-Download Multiple Resources**

WebDAV access to this site

You are currently in site Overview of Laulima. The SiteID for this site is 2e8bd4c4-e1c8-4ab1-805f-1b0a9387fc0.

Each Sakai site has a Site ID. The SiteID for this site is listed above. You need to know the Site ID because it will be part of the address you will need to connect via WebDAV. Each site must be set up as a separate WebDAV connection, so the first time you connect to a given site, you will need to follow the directions below.

To access the resources in this site through a WebDAV client, you will use the following URL:

<https://aulima.hawaii.edu/dav/2e8bd4c4-e1c8-4ab1-805f-1b0a9387fc0>

Setting up a WebDAV client on your computer

Description

[Setting up WebDAV for Windows XP](#)  
[Setting up WebDAV for Windows Vista](#)  
[Setting up WebDAV for Mac \(OS 10.0 - 10.3\)](#)  
[Setting up WebDAV for Mac \(OS 10.4\)](#)

Copy the address of your Resources area (you may need this later especially on a Macintosh). You can even paste it into a document for future reference if you want. Note, your own My Workspace also has a web address.

## Setting up a WebDAV Connection with Windows XP

Log in to the Resources area of the course you want to set up a WebDAV connection for, then click the “Upload-Download Multiple Resources” link.

The screenshot shows the "Resources" section of the ENG\_100\_mcconnell\_Dev site. The URL <https://aulima.hawaii.edu/dav/ab28e6c8-a0bd-4cd6-8006-023f1d467800> is highlighted with a red oval.

**Resources**

[Site Resources](#) | [Upload-Download Multiple Resources](#)

**Upload-Download Multiple Resources**

WebDAV access to this site

You are currently in site ENG\_100\_mcconnell\_Dev. The SiteID for this site is ab28e6c8-a0bd-4cd6-8006-023f1d467800.

Each Sakai site has a Site ID. The SiteID for this site is listed above. You need to know the Site ID because it will be part of the address you will need to connect via WebDAV. Each site must be set up as a separate WebDAV connection, so the first time you connect to a given site, you will need to follow the directions below.

To access the resources in this site through a WebDAV client, you will use the following URL:

<https://aulima.hawaii.edu/dav/ab28e6c8-a0bd-4cd6-8006-023f1d467800>

If you are using Internet Explorer in Windows XP, you can go directly to this site's resources folder by clicking this link:

<https://aulima.hawaii.edu/dav/ab28e6c8-a0bd-4cd6-8006-023f1d467800>

Setting up a WebDAV client on your computer

Description

[Setting up WebDAV for Windows XP](#)  
[Setting up WebDAV for Windows Vista](#)

\*Note: If you are using Internet Explorer in Windows, you can use the WebDAV link in the “Upload-Download Multiple Resources” are. If you use this, go to pg.21.

# Laulima: WebDAV and the Resources Tool

## Setting up a WebDAV Connection with Windows XP (cont'd)

If you are using Internet Explorer, you can click the web address link to get start the WebDAV process, otherwise, you can double-click the icon for "My Network Places" (on Vista it is "Map Network Drive"). If you don't see this icon on your desktop, click the Start menu and check under the Control Panel.



In the newly opened window, select the link "Add a network place" (in Vista there is a "Connect to a website..." link, then click "Next").



Windows XP will start a Network Places wizard, click the "Next button" (Vista: select "Choose a Custom Network", then "Next >").



Click the link for "Choose another network location", then the "Next >" button.



# Laulima: WebDAV and the Resources Tool

## Setting up a WebDAV Connection with Windows XP (cont'd)

The next step in the Windows XP wizard prompts you to enter the web address of the space you want to connect to. This is the same address from the “Upload-Download Multiple Resources” link in the Laulima workspace (pg. 18).



Enter your UH username and password, then click “OK”



You can choose a different name for the network place shortcut at the next screen. Click “Next >” after you are done.



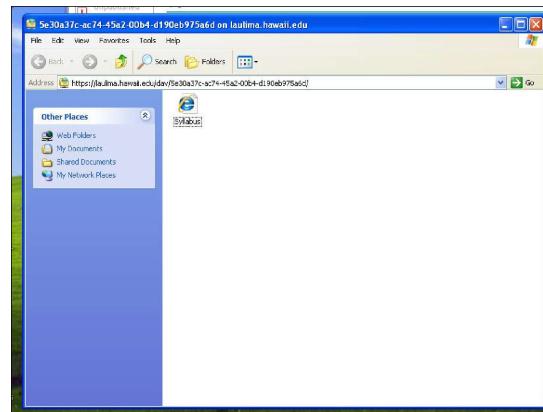
The next step is the final step, click the “Finish” button.



# Laulima: WebDAV and the Resources Tool

## Setting up a WebDAV Connection with Windows XP (cont'd)

You may be prompted to enter your username and password again (this is the point of entry using the Internet Explorer link pg. 18).



A new window representing your Resources area will appear. You can drag files and folders to this and it will be reflected in your workspace. Holding down the control key while selecting allows you to select multiple files not next to one another.

## Setting up a WebDAV Connection with Macintosh OSX (using "Connect To...")

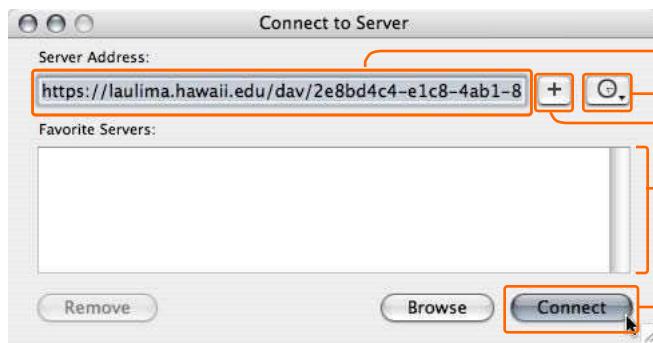
In Macintosh OSX 10.2 (Jaguar) and above, WebDAV is built in. Make sure you copy the Resources address (pg. 17) before you make a connection on a Macintosh.

In the Finder (click the Desktop to get to the Finder) click the "Go" menu near the top of the screen and select "Connect to Server..." (or command+K).



1 Click "Connect to Server" in the Finder's Go menu

A dialogue box will appear. Paste the copied address into the "Server Address" field and click "Connect".



2 Paste web address here

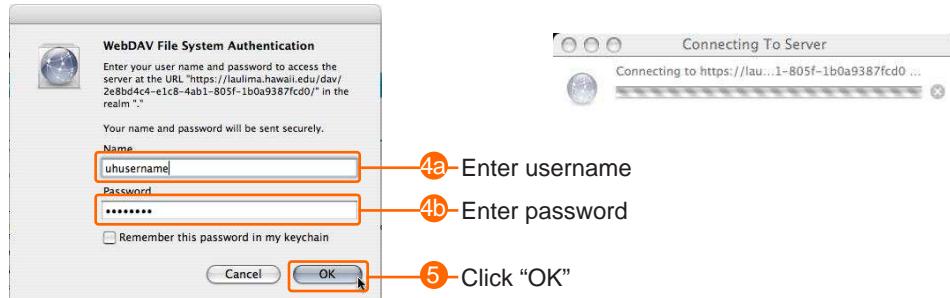
Recent connections  
To save favorite servers

List of favorite servers

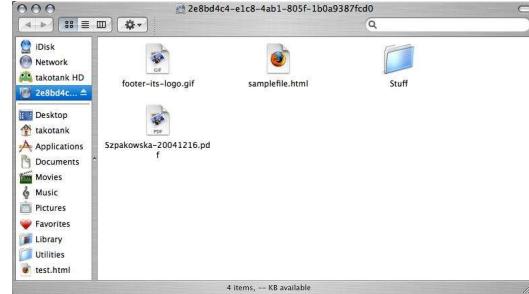
3 Click to connect to server

# Laulima: WebDAV and the Resources Tool

**Setting up a WebDAV Connection with Macintosh OSX (using “Connect To...”) (cont’d)**  
After clicking to connect to Laulima enter your username and password, then click “OK”.



A new window will appear connecting to your work space. You can drag files and folders to this and it will be reflected in your workspace. Holding down the command (Apple) key while selecting allows you to select multiple files not next to one another.

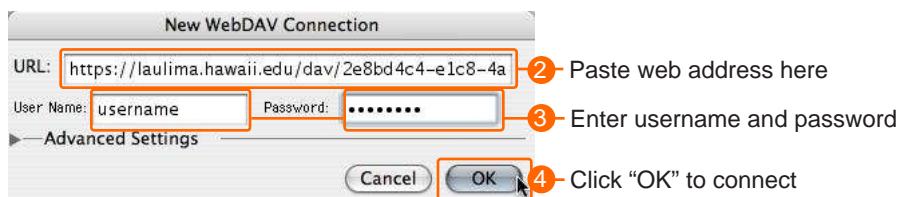


## Setting up a WebDAV Connection with Macintosh OSX (using Goliath)

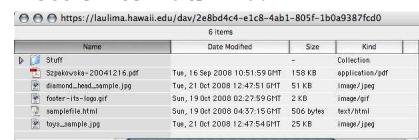
In older Macintosh operating systems (or in current ones if desired) Goliath can be used to establish a WebDAV connection. Go to the Goliath homepage (<http://www.webdav.org/goliath>) to download the software. After installation, double-click on its icon to launch it. Once in Goliath, click the “File” menu, then “New” Connection...”



A dialogue box will appear. Paste the copied address (pg. 17) into the “URL” field and click “OK”.



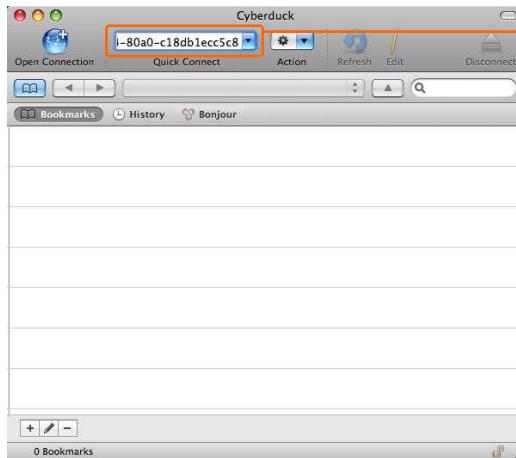
A new Goliath window will appear representing the connection to Laulima.



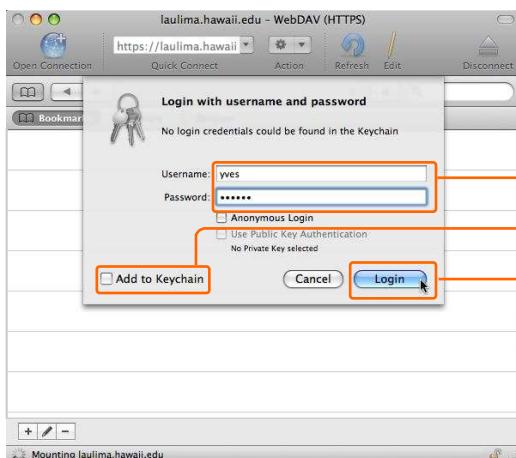
# Laulima: WebDAV and the Resources Tool

## Setting up a WebDAV Connection with Macintosh OSX (using Cyberduck)

In later versions Mac OSX 10.5, the implementation of WebDAV may be different. If you have difficulty uploading via WebDAV with the other techniques, you may want to try Cyberduck. Go to the Cyberduck homepage (<http://cyberduck.ch>) to download the software. After installation, double-click on its icon to launch it.



- 1 Using the WebDAV information you copied from Laulima, paste this in the "Quick Connect" field, then hit return on your keyboard



- 2 Enter your username and password
- 3 Note: Recommended to uncheck "Add to Keychain", as a security precaution
- 4 Click to Login to course's Resources with WebDAV

The window will then show the contents of your Resources folder. You can then drag files into this window to move files, move files into different folders, etc.

