

# Laulima - Modules tool

## Melete:

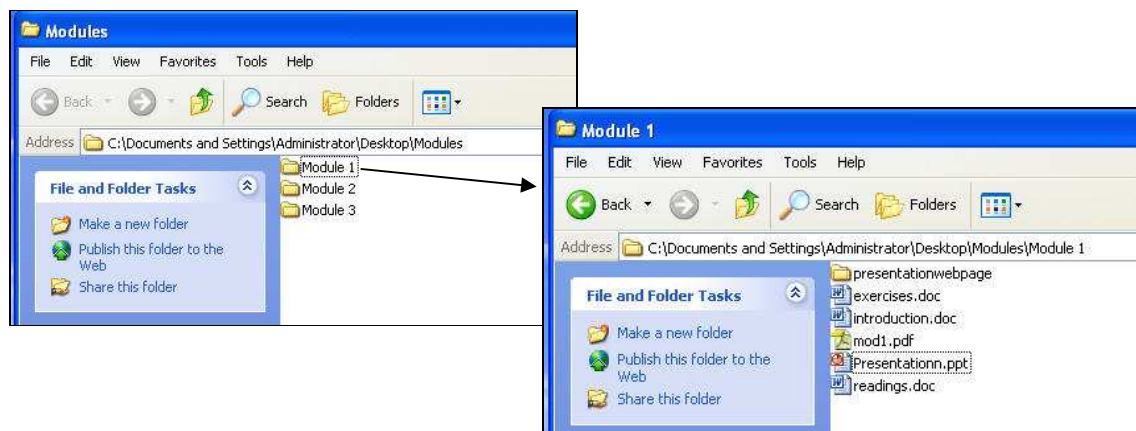
"Melete is a lesson builder tool in Laulima (Sakai) which allows instructors to publish learning sequences that can be created online with an HTML editor, by uploading learning objects, or pointing to URL resources." In Modern Greek, melete means intense, focused study - thus the name for this content tool.

Otherwise known as the Module tool, Melete can be used as an instructional unit designed to satisfy one or more learning objectives.

## Creating Module Content:

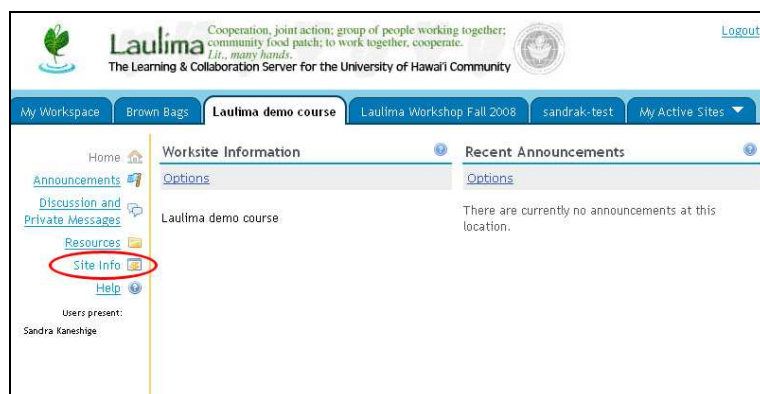
Course modules can be structured within blocks of units, weeks, topics, etc. Each unit could consist of content designed to meet course goals and objectives such as Unit Introductions, Required Readings, Lectures, Exercises, etc.

You can create content directly in Microsoft Word, then copy and paste text into a Module using the HTML editor.



## Laulima's Module tool

1. Log into Laulima (<https://laulima.hawaii.edu>), select a Course in the course tab and click "Site Info" (we need to add the Module tool to the course)



2. Select the link in the menu bar for "Edit Tools", scroll down the list of tools and check the box for "Modules" and click "Continue"

<input type="checkbox"/> Messages	Display messages to/ from users of a particular site
<input checked="" type="checkbox"/> Modules	Modules - Melete Lesson Builder for creating and organizing learning sequences.
<input type="checkbox"/> News	For viewing content from online sources.
<input type="checkbox"/> Podcasts	For managing individual podcast and podcast feed information.
<input type="checkbox"/> Polls	For anonymous polls or voting
<input type="checkbox"/> Post'Em	For uploading .csv formatted file to display feedback (e.g., comments, grades) to site participants.
<input type="checkbox"/> Presentation	For showing and viewing slideshows of image collections from Resources.
<input checked="" type="checkbox"/> Resources	For posting documents, URLs to other websites, etc.
<input type="checkbox"/> Roster	For viewing the site participants list.
<input type="checkbox"/> Schedule	For posting and viewing deadlines, events, etc.
<input checked="" type="checkbox"/> Site Info	For showing worksite information and site participants.
<input type="checkbox"/> Syllabus	For posting a summary outline and/or requirements for a site.
<input type="checkbox"/> Tests & Quizzes	For creating and taking online tests and quizzes.
<input type="checkbox"/> Web Content	For accessing an external website within the site.
<input type="checkbox"/> Wiki	For collaborative editing of pages and content

[Continue](#) [Cancel](#)

3. Click "Finish" and select the text link in the Course Menu for "Modules"



**Laulima**  
Cooperation, joint action; group of people working together;  
community food patch; to work together, cooperate.  
*Lit., many hands.*  
The Learning & Collaboration Server for the University of Hawai'i Community



[My Workspace](#) | [Brown Bags](#) | **Laulima demo course** | [Laulima Workshop Fall 2008](#) | [sandrak-test](#) | [My Active S](#)

[Home](#) | **Site Info**

[Announcements](#)  
[Discussion and Private Messages](#)  
[Resources](#)  
[Site Info](#)  
[Help](#)

Users present:  
Sandra Kaneshige

**Confirming site tools for Laulima demo course**

You have removed the following:

And have selected the following for your site (added tools highlighted):

- Home
- Announcements
- Discussion and Private Messages
- Modules**
- Resources
- Site Info


[Finish](#) [Back](#) [Cancel](#)



## Adding a Module & Content

There is only 1 module tool, but within Modules you can have a variety of module or unit sections.

1. To add a module (unit/section), click the text link in the menu bar for "Add Module"



The screenshot shows the Laulima LMS interface. At the top, there is a header with the Laulima logo and the text "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit., many hands. The Learning & Collaboration Server for the University of Hawai'i Community". A navigation bar below the header contains tabs for "Workspace", "Brown Bags", "Laulima demo course", "Laulima Workshop Fall 2008", "sandrak-test", and "My Active Sites". On the left side, there is a sidebar with links for "Home", "Announcements", "Discussion and Rate Messages", "Resources", "Site Info", "Modules", and "Help". The main content area is titled "Modules" and has sub-tabs for "View", "Author", "Manage", and "Preferences". Below these tabs, there is a section for "Authoring options..." with a red circle highlighting the "Add Module" button. Other buttons in this section include "Add Content", "Edit", "Left", "Right", "Delete", "Archive", and "Move Section(s)". Below the buttons, there is a table with columns for "Title", "Start Date", "End Date", and "Actions". The table is currently empty, and a message below it states "No modules are available for the course at this time".

2. Enter a title (Module 1, Unit 1, Week 1) and click "Add"



Adding module...

Define Properties

Module Title \*

Description/Overview or Objectives

Keywords

Added by: Linda Mcconnell

Term/Year: Dev

Start Date [mm/dd/yyyy]

End Date [mm/dd/yyyy]

### 3. Add a section by clicking on "Add Content Sections"

Laulima Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. *Lit., many hands.* The Learning & Collaboration Server for the University of Hawai'i Community [Logout](#)

[Brown Bags](#) [Laulima demo course](#) [Laulima Workshop Fall 2008](#) [sandrak-test](#) [My Active Sites](#)

[Home](#) [Modules](#) [View](#) [Author](#) [Manage](#) [Preferences](#)

Confirming module addition...

You have successfully added:  
**Module 1**  
Continue adding content or return to the list of modules.

[Add Content Sections](#) [Return To Modules](#)

4. Enter content title (for example: Introduction) and choose how you would like to insert the content - there are basically 3 choices



**Compose with editor:** copy/paste from a document OR type text using the HTML editor

**Upload or link to a file:** upload a file (.pdf, .ppt, .doc, etc.) by browsing and selecting - (files added using this option are stored as quick links in this area)

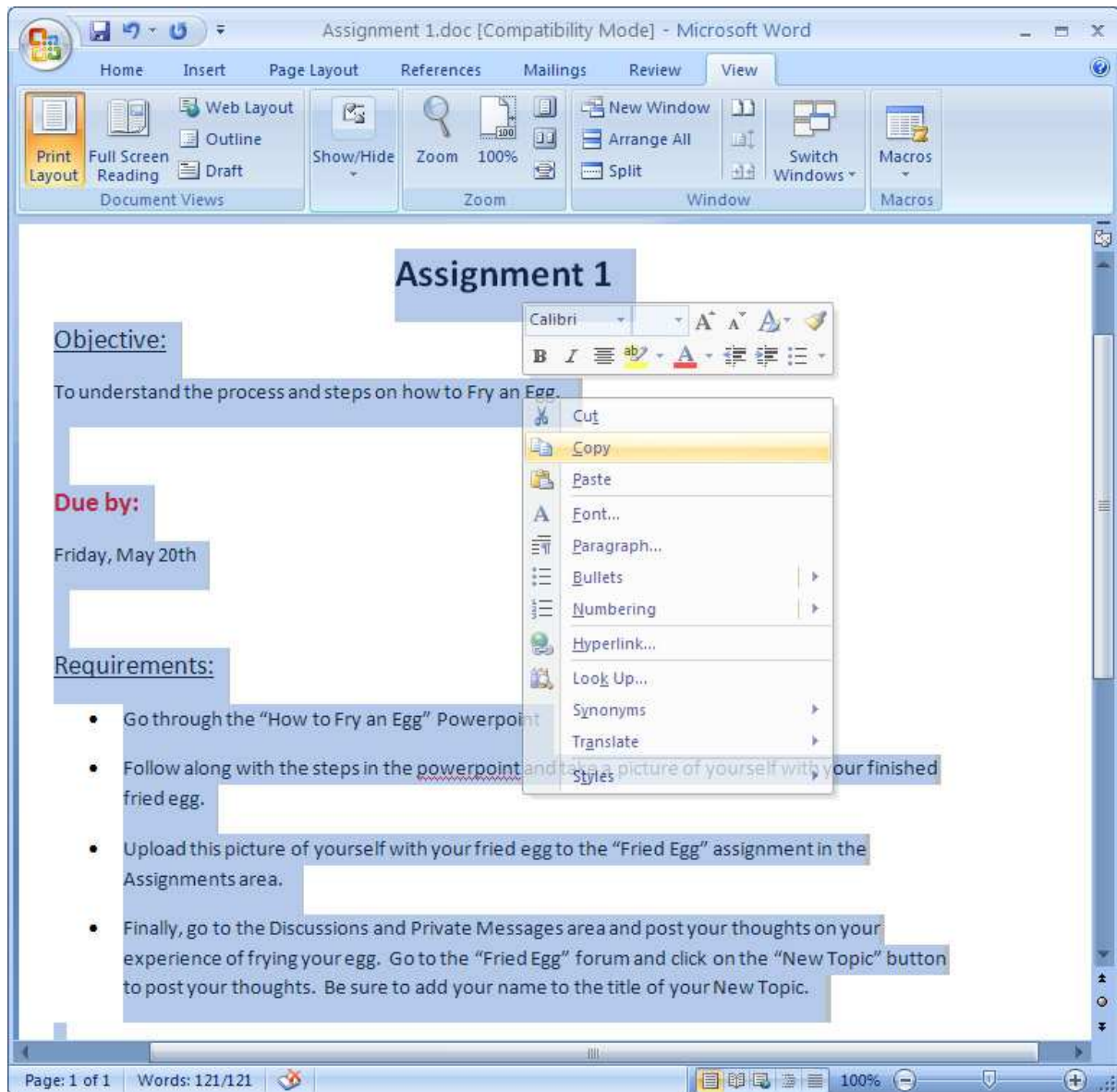
**Link to new or existing URL resource on server:** link to external web sites or internally to a webpage or file uploaded to Resources; links made using the option for "Link to new URL" are stored as quick links in this area

## Inserting Content via "Compose with Editor" (copy & paste method)

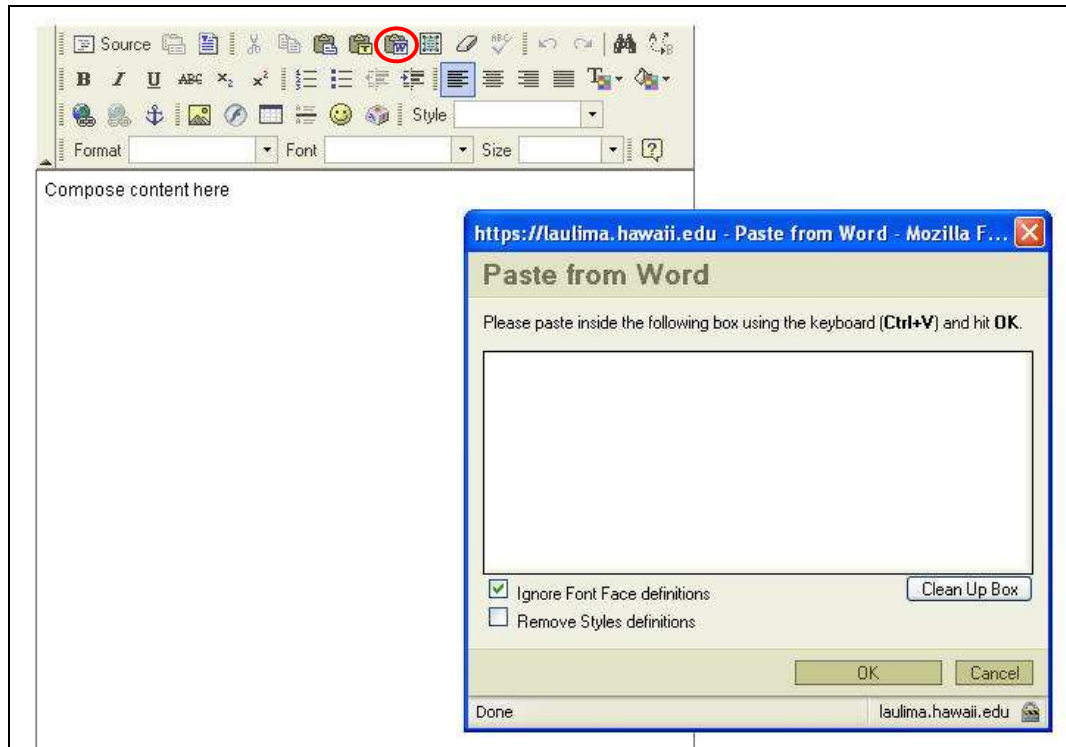
1. Select "Compose with Editor", minimize the browser window so you can view the computer desktop (we need to copy the content from the saved document file)

2. Open the Word or text file and either right click, select all and copy OR use the Edit menu and select all then copy

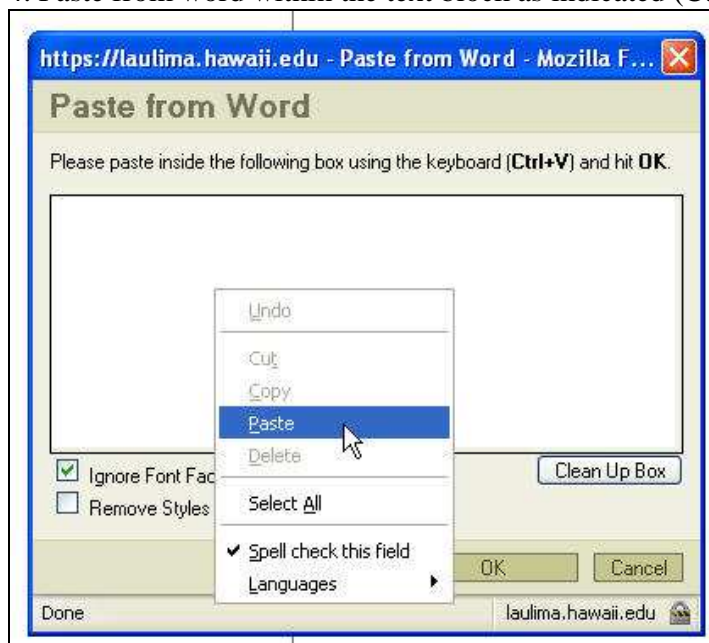




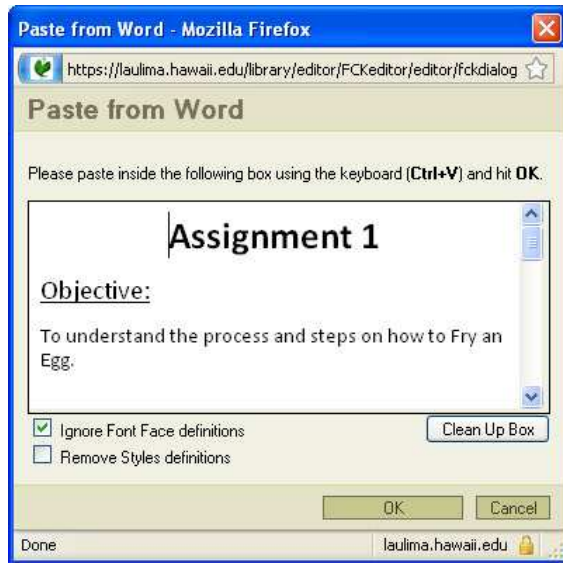




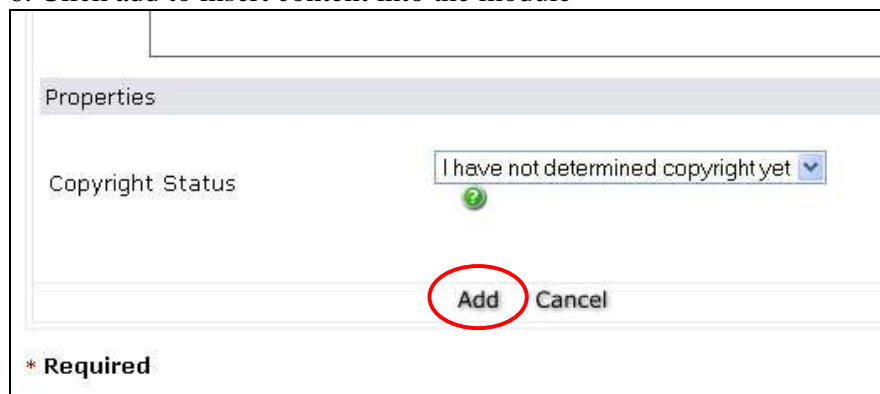
4. Paste from word within the text block as indicated (Ctrl+V) or right click and paste



5. Click OK when done



6. Click add to insert content into the module



7. Click the link for "Add Another Section" (continue this process till all content has been added)





[Brown Bags](#) [Laulima demo course](#) [Laulima Workshop Fall 2008](#) [sandrak-test](#) [My Active Sites](#) ▼

ne Modules

[View](#) [Author](#) [Manage](#) [Preferences](#)

Confirming section addition...

You have successfully added:

**Assignment 1**

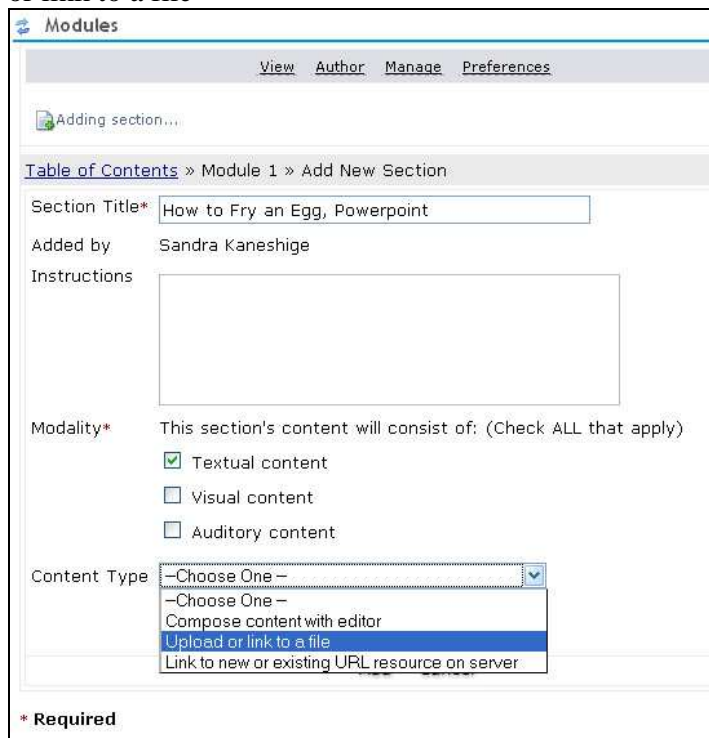
You may continue adding more sections to your module, or finish and preview the content of the module.

[View Section](#) [Add Another Section](#) [Finish](#)



## Inserting Content via "Upload or link to a file"

1. Enter a title for the new content section (for example: How to Fry an Egg) and select "Upload or link to a file"



The screenshot shows a web interface titled 'Modules'. At the top, there are tabs for 'View', 'Author', 'Manage', and 'Preferences'. Below the tabs, there is a breadcrumb trail: 'Table of Contents » Module 1 » Add New Section'. The form contains the following fields:

- Section Title\***: A text input field containing 'How to Fry an Egg, Powerpoint'.
- Added by**: A text input field containing 'Sandra Kaneshige'.
- Instructions**: A large text area for additional information.
- Modality\***: A section with the text 'This section's content will consist of: (Check ALL that apply)'. It includes three checkboxes:
  - ☒ Textual content
  - ☐ Visual content
  - ☐ Auditory content
- Content Type**: A dropdown menu with the following options:
  - Choose One—
  - Choose One—
  - Compose content with editor
  - Upload or link to a file** (highlighted)
  - Link to new or existing URL resource on server

At the bottom left of the form, there is a note: '\* Required'.

2. Click "Select"



Adding section...

[Table of Contents](#) » Module 1 » Add New Section

Section Title\*

Added by Sandra Kaneshige

Instructions


Modality\* This section's content will consist of: (Check ALL that apply)

☒ Textual content

☐ Visual content

☐ Auditory content

Content Type

Upload a file (Select a file) 

☐ Open in new window?

3. Click the "Browse" button

Modules

Selecting content...

Select a new OR an existing item from the list below for this section's content.

**New Item**

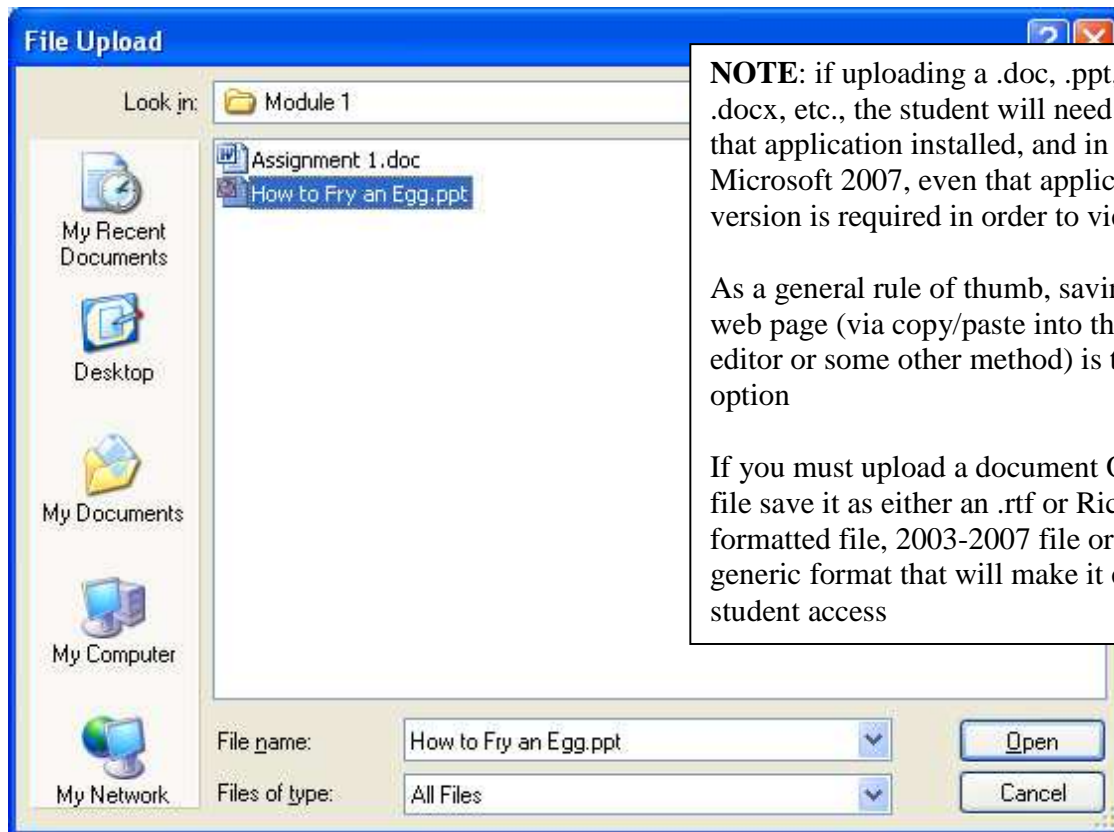
Upload Local File

Note: You cannot upload files that are larger than 60MB.

☐ Open in new window?

4. Browse for the file, click on it once to select and choose "Open"





5. Click "Continue" (doesn't matter if it is the first "Continue" link or the second one on the screen)



me Modules

Selecting content...

Select a new OR an existing item from the list below for this section's content

**New Item**

Upload Local File

Note: You cannot upload files that are larger than 60MB.

☐ Open in new window?

**Select an Item**

6. Click "Add"

☐ Auditory content

Content Type

Upload a file **How to Fry an Egg.ppt** [Select](#)

☐ Open in new window?

**Properties**

Description

Copyright Status

**\* Required**

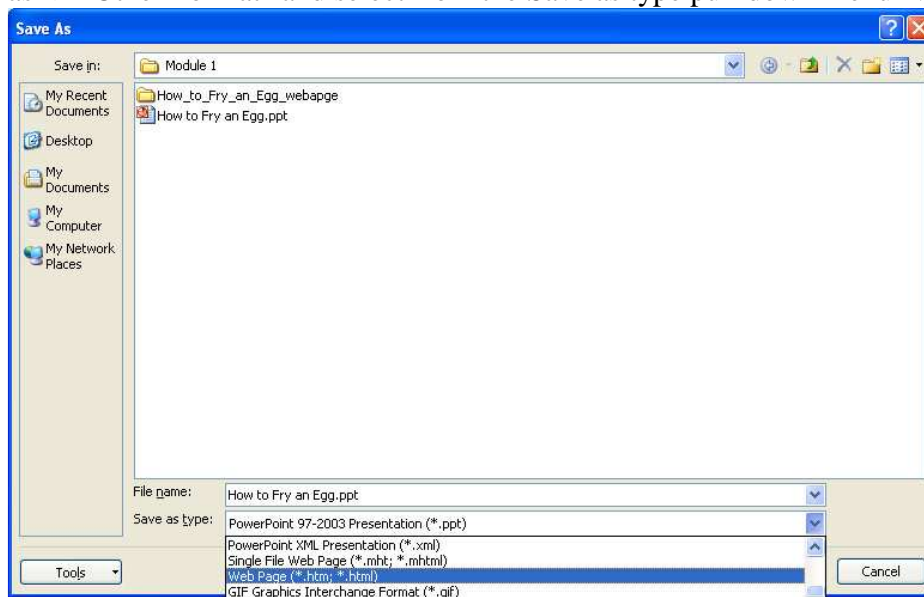


## Inserting Content via "Link to new or existing URL resource on server"

To use this option you must have already uploaded a file or group of files to the Resources area of the course. For the purpose of this workshop I have created a web page out of the PowerPoint presentation uploaded earlier. This way I can supply 2 alternatives for students to access the presentation: download the PPT file or view it directly online via the web page version.

### *Saving a PowerPoint presentation as a web page:*

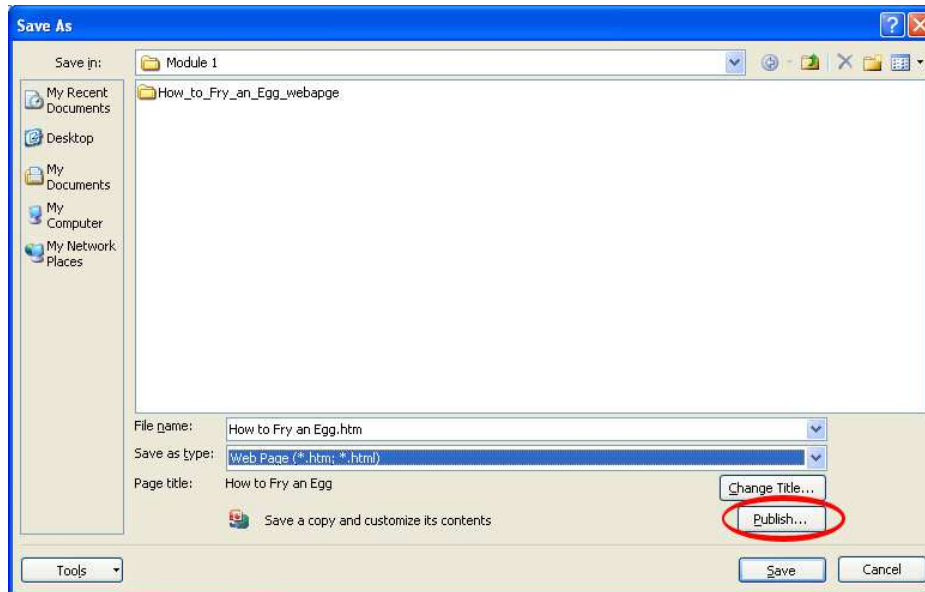
1. Within PowerPoint, select "File" > "Save as a web page" (in the 2007 version choose "Save as" > "Other Format" and select from the Save as type pull down menu "web page (\*.htm/\*.html)")



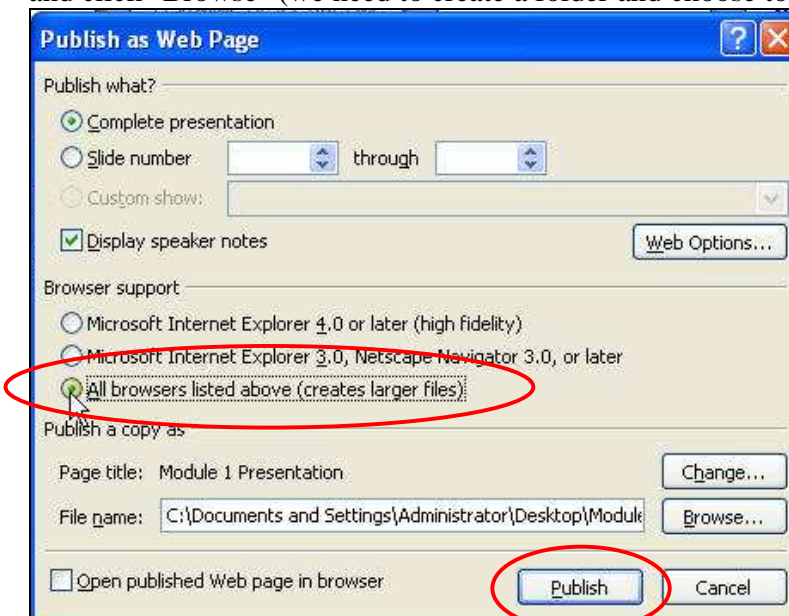
2. Select the "Publish" button





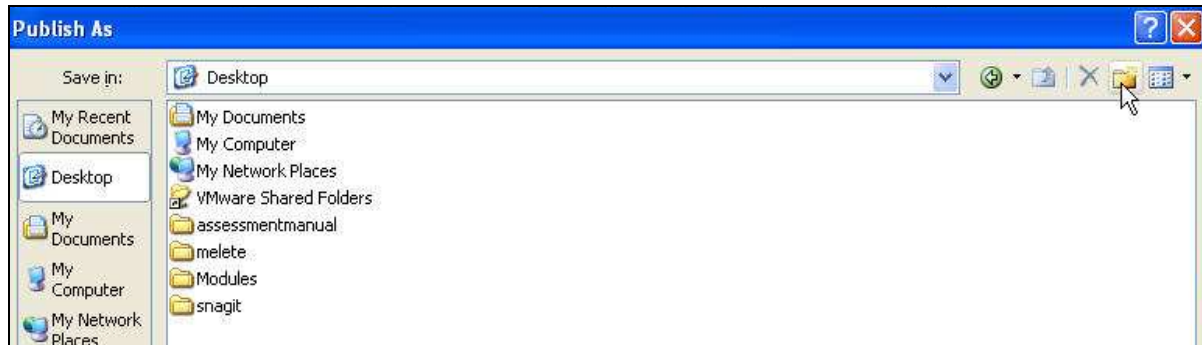


3. Under the Browser Support header select the 3rd radio button for "All browsers listed above" and click "Browse" (we need to create a folder and choose to save the presentation in)

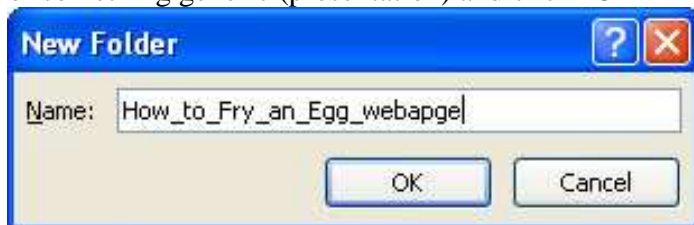


4. Go to the Desktop (I save everything on my desktop for easier uploading) and click the icon in the right corner for "New folder"

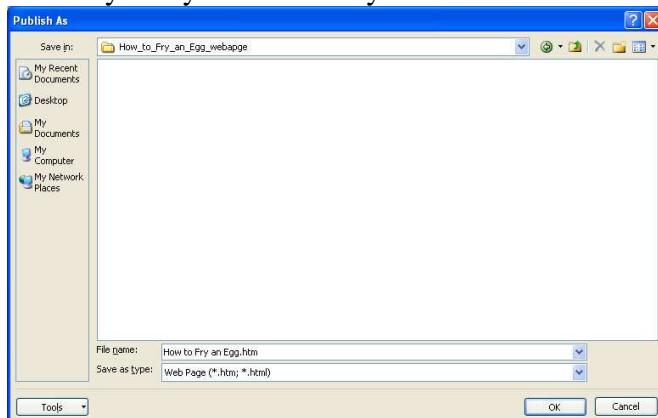




5. Enter a title for the folder (if you plan on having several presentations you may consider folder titles that are specific to the presentation or even module section (module1presentation) instead of something generic (presentation) and click "OK"

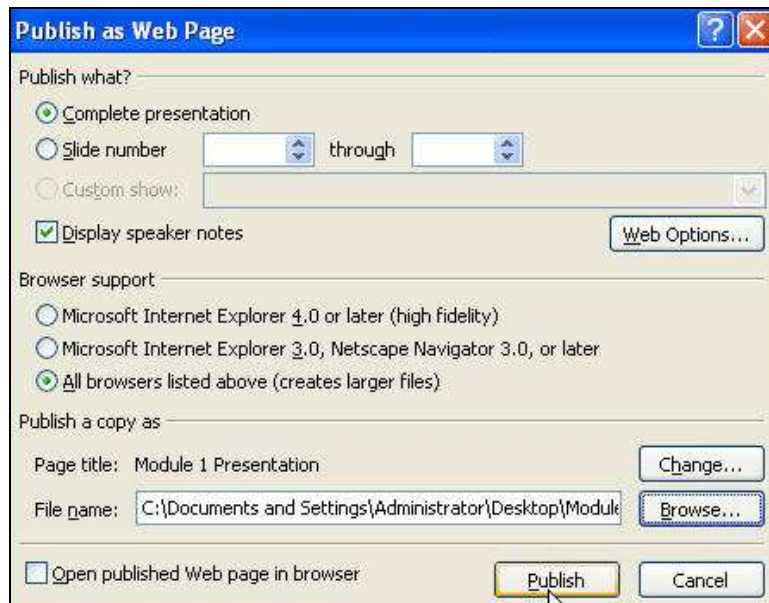


6. Verify that you are actually INSIDE the folder and select the OK button

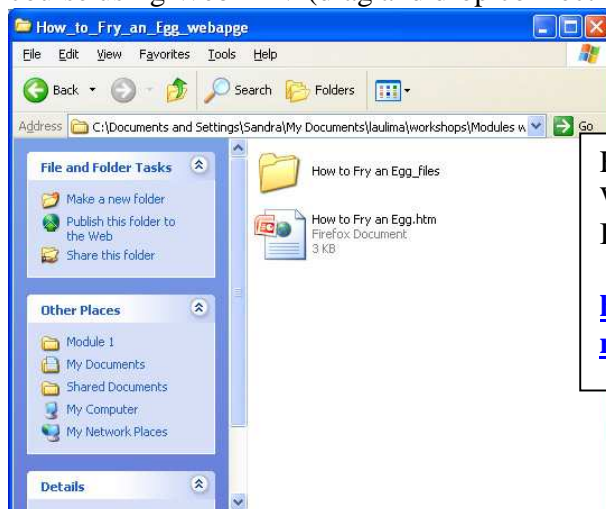


7. Click "Publish"





In the presentation folder on the desktop should be 2 things (1 folder containing various files and 1 .htm file). The entire folder needs to be uploaded to your My Workspace Resources area of the course using WebDAV (drag and drop connection that allows for multiple file/folder uploading)



For detailed information on how to upload files via WebDAV visit the tutorial site, under the Laulima Based Tutorials section at:

[http://www.hawaii.edu/talent/laulimatutorials/laulima\\_uploadingviawedav.htm](http://www.hawaii.edu/talent/laulimatutorials/laulima_uploadingviawedav.htm)

After the folder is uploaded to your My Workspace Resources area, proceed with adding it to the module using the "Link to new or existing URL resources on server" feature.

1. Enter a title for the new content section (for example: powerpoint webpage) and select "Link to new or existing URL resource on server"



**Modules**

View Author Manage Preferences

Adding section...

Table of Contents » Module 1 » Add New Section

Section Title\* powerpoint webpage

Added by Sandra Kaneshige

Instructions

Modality\* This section's content will consist of: (Check ALL that apply)

☒ Textual content

☐ Visual content

☐ Auditory content

Content Type

- Choose One -
- Choose One -
- Compose content with editor
- Upload or link to a file
- Link to new or existing URL resource on server

## 2. Click on “Select” to link to the URL

**Modules**

View Author Manage Preferences

Adding section...

Table of Contents » Module 1 » Add New Section

Section Title\* powerpoint webpage

Added by Sandra Kaneshige

Instructions

Modality\* This section's content will consist of: (Check ALL that apply)


☒ Textual content

☐ Visual content

☐ Auditory content

Content Type

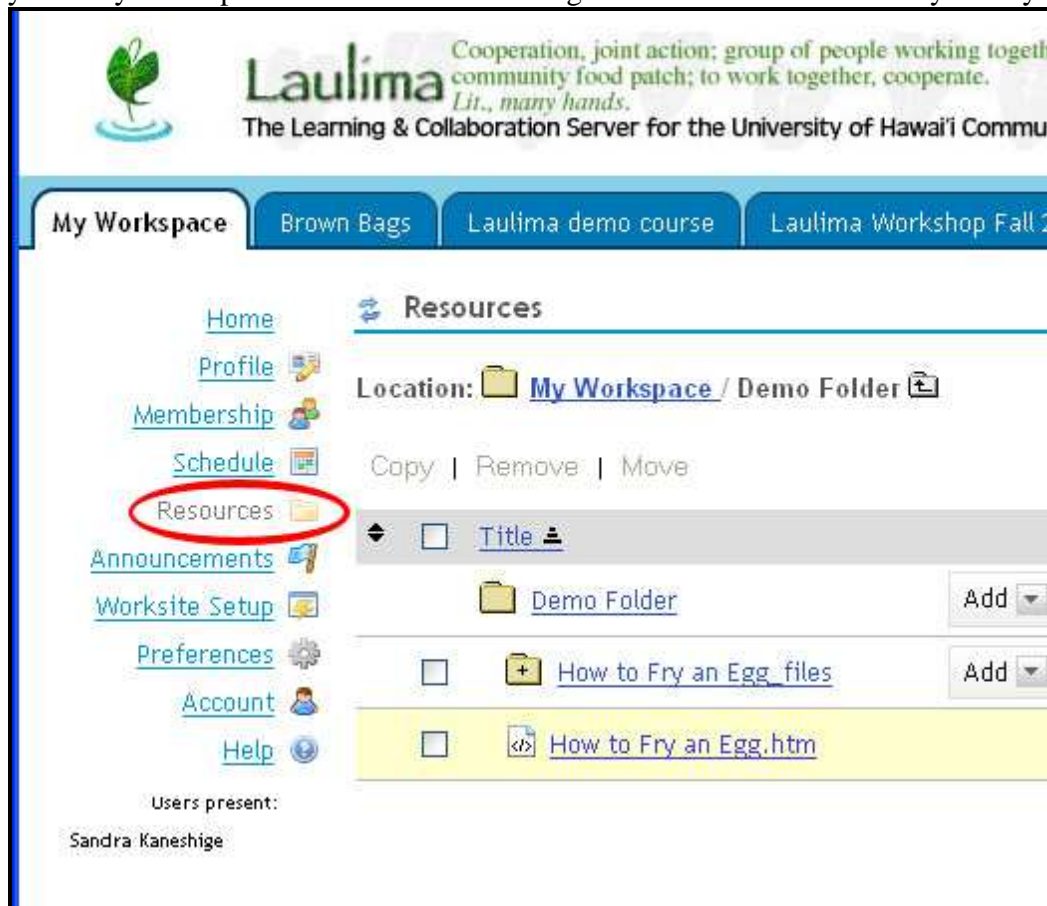
Link to new or existing URL resource on server

Link to New URL (Select URL)  Select

☐ Open in new window?



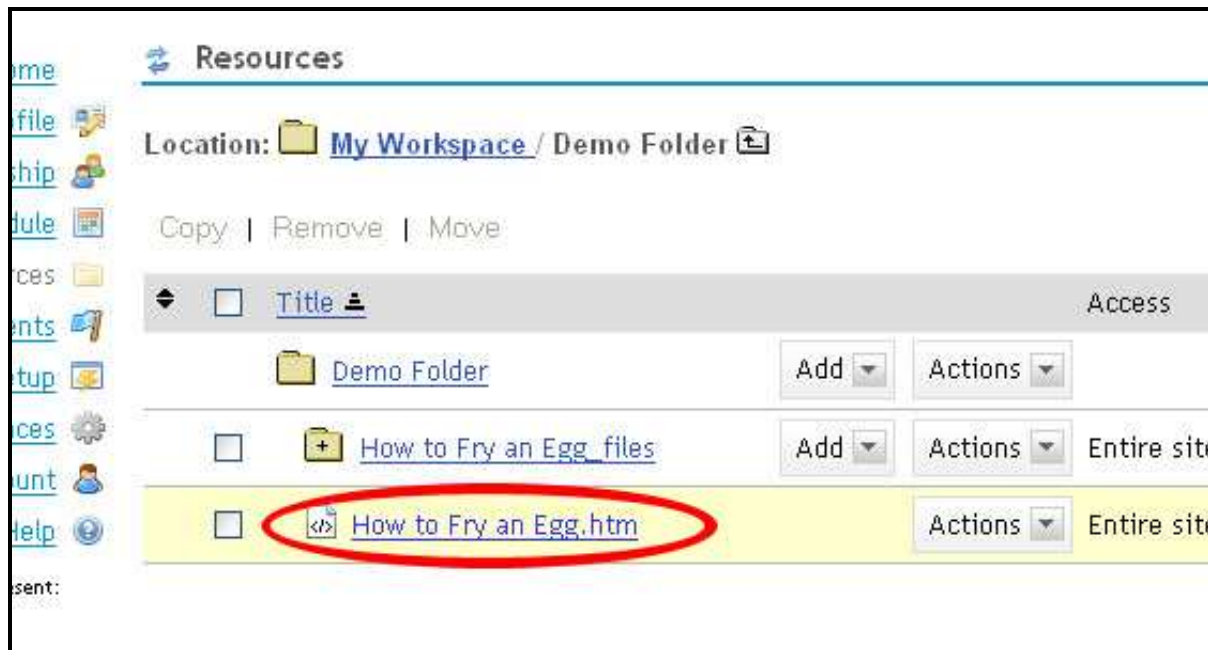
3. We need to find out what the URL or web address is for the presentation web page by going to your "My Workspace" first and then selecting the link for "Resources" in your My Workspace.



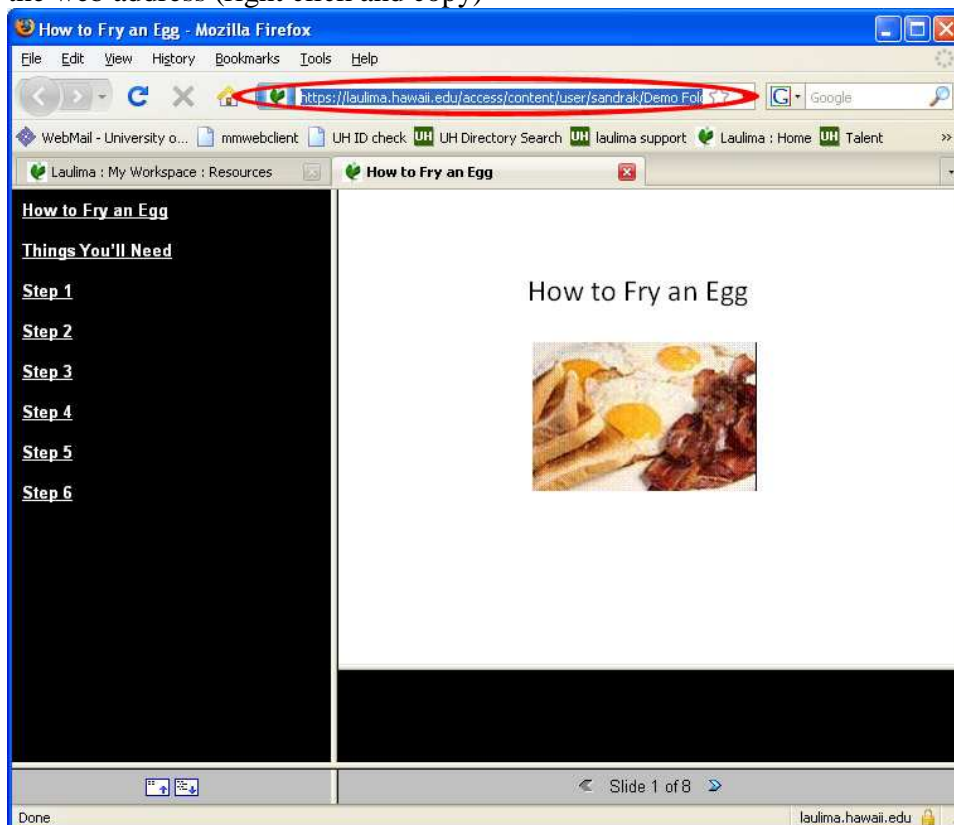
The screenshot shows the Laulima web interface. At the top, the Laulima logo is on the left, and the text "Cooperation, joint action; group of people working together community food patch; to work together, cooperate. Lit., many hands." is on the right. Below the logo, it says "The Learning & Collaboration Server for the University of Hawai'i Commu". A navigation bar at the top has tabs for "My Workspace", "Brown Bags", "Laulima demo course", and "Laulima Workshop Fall 2". On the left side, there is a sidebar with links: "Home", "Profile", "Membership", "Schedule", "Resources" (circled in red), "Announcements", "Worksite Setup", "Preferences", "Account", and "Help". The main content area is titled "Resources" and shows the location "My Workspace / Demo Folder". It includes a list of items: a folder named "Demo Folder", a file named "How to Fry an Egg\_files", and a file named "How to Fry an Egg.htm" (highlighted in yellow). At the bottom, it says "Users present: Sandra Kaneshige".

4. Click on the title of the .htm file of the presentation



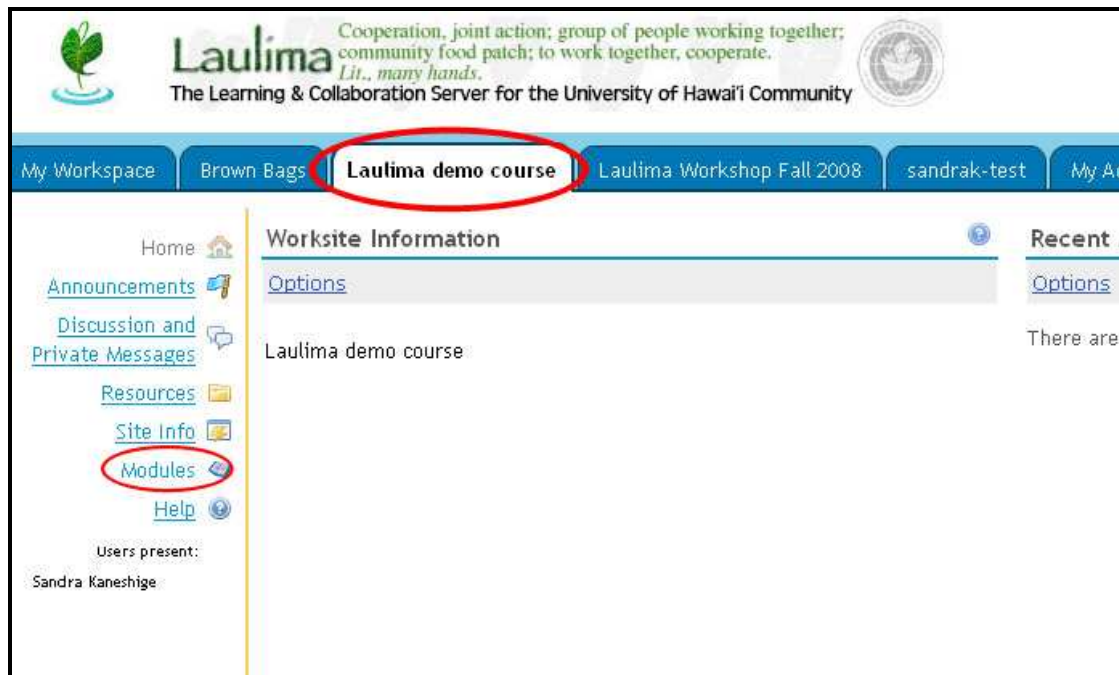


5. The presentation web page will either open in a new tab or browser window, select and copy the web address (right click and copy)

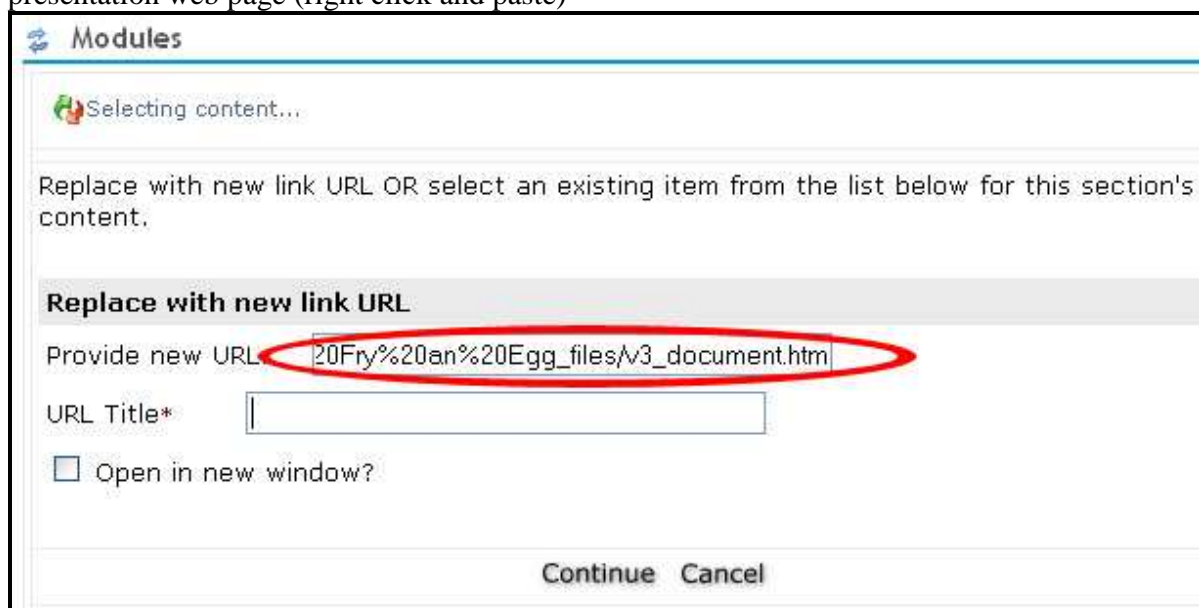




6. Return back to the Modules area in your course by clicking on the tab for your course and then click on the text link for "Modules" in the Course Menu



7. Click INSIDE the text block for "Provide new URL" and paste the copied web address of the presentation web page (right click and paste)



8. In the "URL Title" box, enter a title for this link (make it specific since this link will be stored in this area and can be selected for sharing in other modules via the "Link to new or existing URL resource on server" later if necessary) and click "Continue"



Modules

Selecting content...

Replace with new link URL OR select an existing item from the list below for this content.

**Replace with new link URL**

Provide new URL:

URL Title\*

☒ Open in new window?

9. Click “Add” on the next page

☐ Visual Content  
☐ Auditory content

Content Type

Link to New URL <http://https://laulima.hawaii.edu/access/content/u...>

Select

☒ Open in new window?

**Properties**

URL Title\*

Description

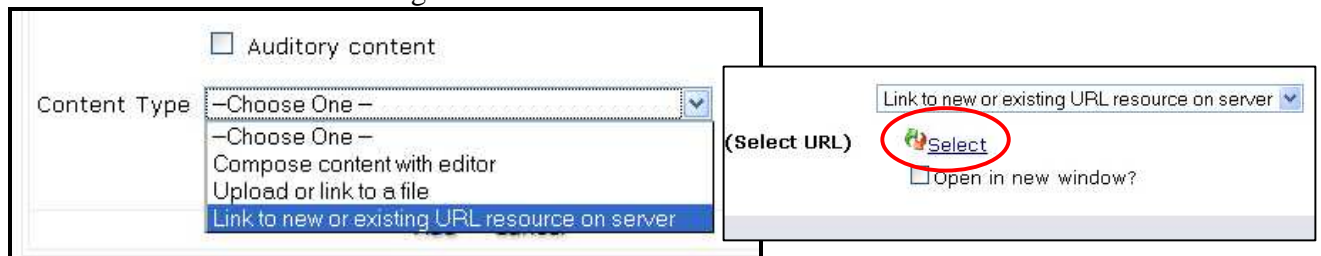
Copyright Status

\* Required



OR if you want to copy a URL link into another module section.

1. Select "Link to new or existing URL resource on server" and click the Select link



The image shows two overlapping windows from a software interface. The left window has a 'Content Type' dropdown menu with the following options: '-Choose One -', '-Choose One -', 'Compose content with editor', 'Upload or link to a file', and 'Link to new or existing URL resource on server'. The last option is highlighted in blue. Above this menu is a checkbox labeled 'Auditory content'. The right window is a dialog titled '(Select URL)'. It contains a dropdown menu with 'Link to new or existing URL resource on server' selected. Below the menu is a red circle around a 'Select' button with a green icon. At the bottom of the dialog is a checkbox labeled 'Open in new window?'.

2. Click the "link to me" text next to the appropriate previously added URL and click "Add"



The image shows a 'Select an Item' dialog box. It has a table with two columns: 'Title' and 'Actions'. The 'Title' column contains two items: 'Google Search' and 'UH Main Page', each with a small icon to its left. The 'Actions' column contains two rows of actions: 'link to me' and 'delete' for each item. The 'link to me' text is circled in red. At the bottom of the dialog are 'Continue' and 'Cancel' buttons.

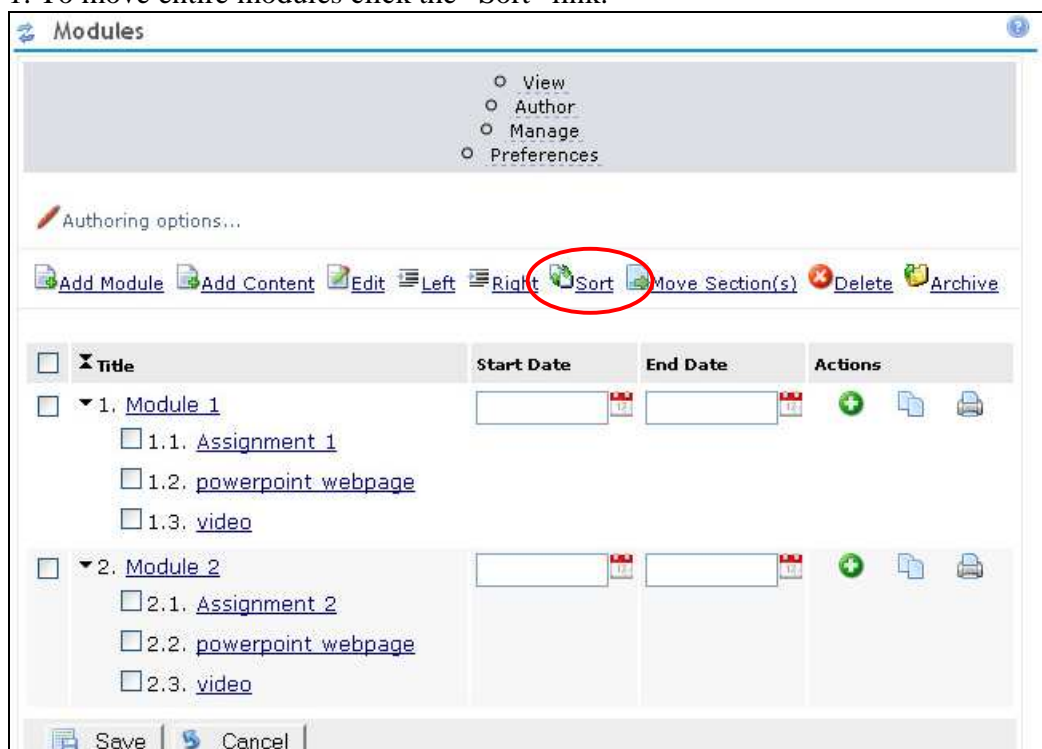
Title	Actions
 Google Search	 link to me  delete
 UH Main Page	 link to me  delete



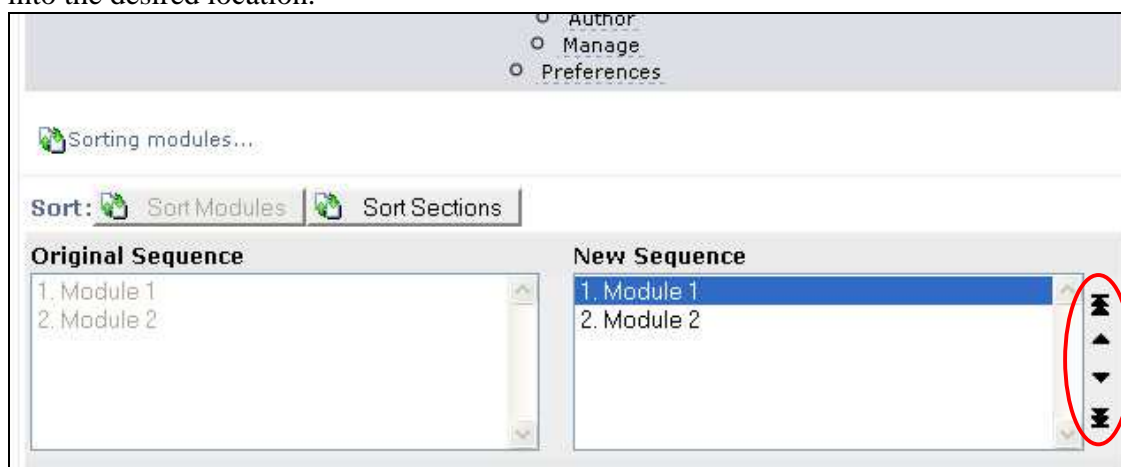
## Managing Modules and Content Sections:

Modules and content sections are added in a linear fashion, new sections are inserted under the LAST content section and new modules are added AFTER the last module. In some cases you may need to move either module sections or entire modules in a different order.

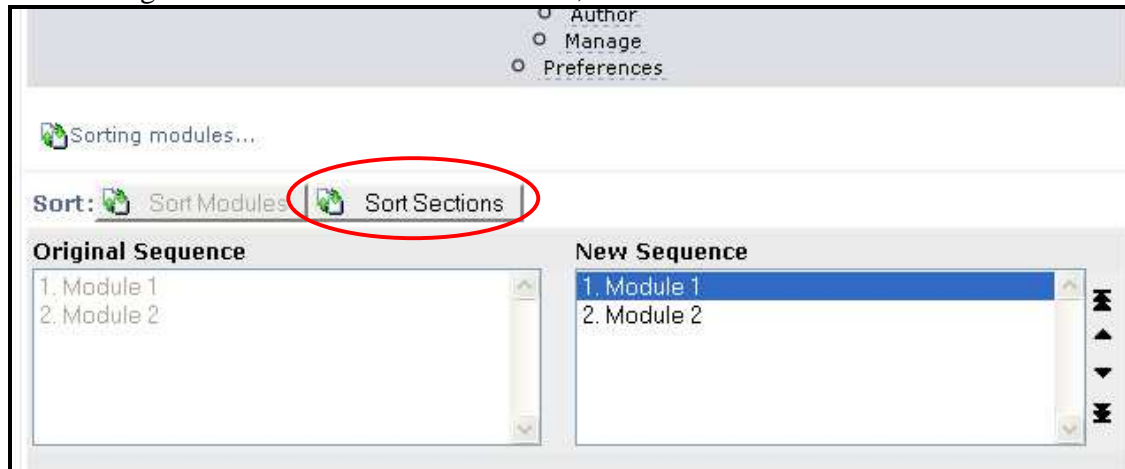
1. To move entire modules click the “Sort” link.



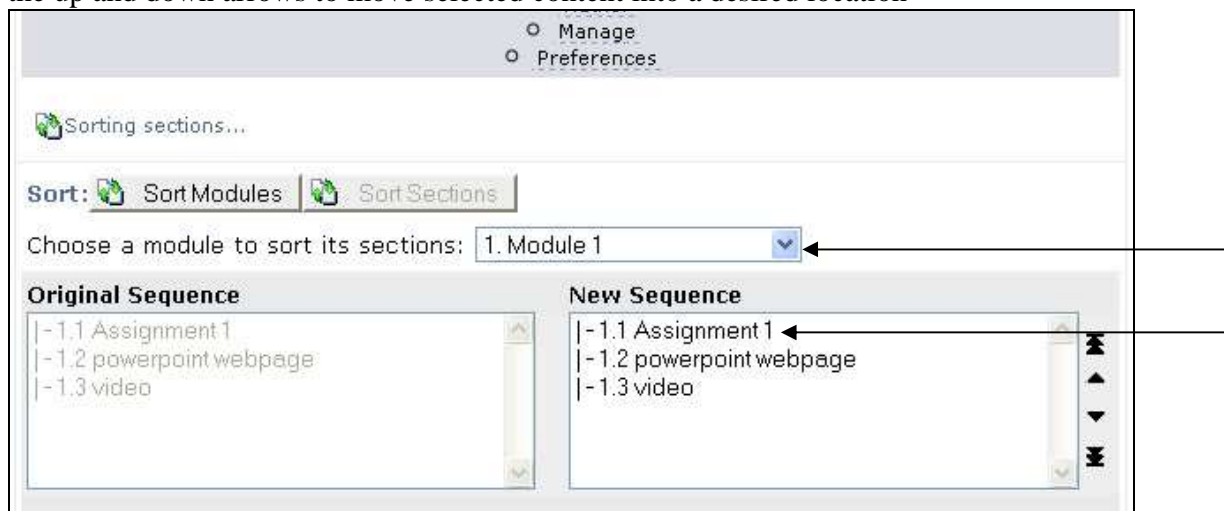
2. Highlight the module you wish to move and using the up and down arrows, move the module into the desired location.



3. To change the order of the content sections, click the “Sort Sections” button.



4. If you have a variety of Modules, use the pull down menu to choose a specific module and use the up and down arrows to move selected content into a desired location



## Moving Content Sections between Modules

1. Select the content section to be moved

The screenshot shows the 'Manage' window with the 'Preferences' tab selected. The 'Authoring options...' section is visible. The menu bar includes 'Add Module', 'Add Content', 'Edit', 'Left', 'Right', 'Sort', 'Move Section(s)', 'Delete', and 'Archive'. The main table has columns for 'Title', 'Start Date', 'End Date', and 'Actions'. Under '1. Module 1', the item '1.4. Assignment 2' is selected with a checkmark and is circled in red. Other items include '1.1. Assignment 1', '1.2. powerpoint webpage', and '1.3. video'. Under '2. Module 2', items include '2.1. powerpoint webpage' and '2.2. video'. The 'Save' and 'Cancel' buttons are at the bottom.

Title	Start Date	End Date	Actions		
1. Module 1			+		
1.1. Assignment 1					
1.2. powerpoint webpage					
1.3. video					
<input checked="" type="checkbox"/> 1.4. Assignment 2					
2. Module 2			+		
2.1. powerpoint webpage					
2.2. video					

2. Click on the “Move Section(s)” link on the menu bar

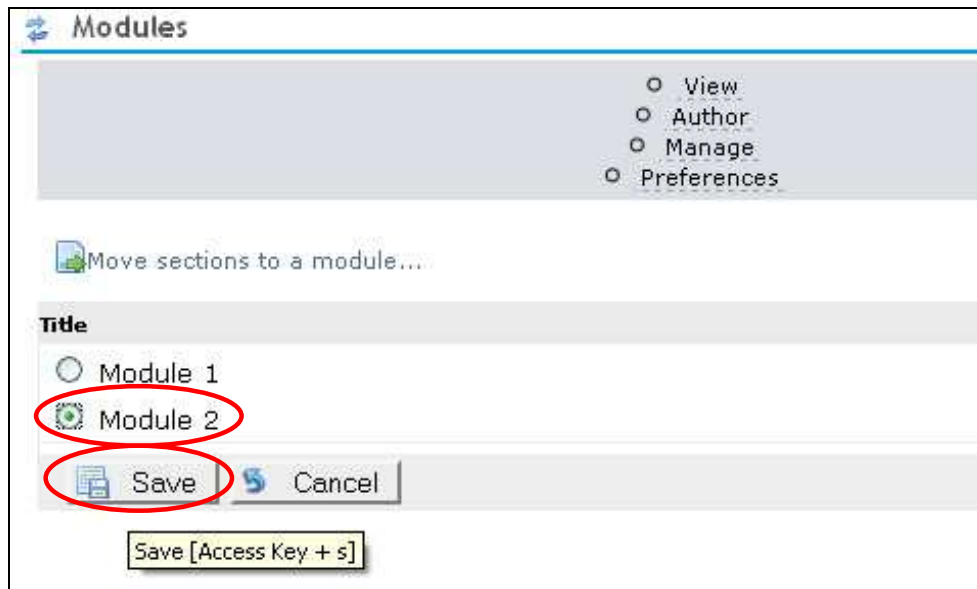
The screenshot shows the same 'Manage' window as before, but the 'Move Section(s)' link in the menu bar is now circled in red. The selection in the table remains the same: '1.4. Assignment 2' is checked and circled in red. The 'Save' and 'Cancel' buttons are still at the bottom.

Title	Start Date	End Date	Actions		
1. Module 1			+		
1.1. Assignment 1					
1.2. powerpoint webpage					
1.3. video					
<input checked="" type="checkbox"/> 1.4. Assignment 2					
2. Module 2			+		
2.1. powerpoint webpage					
2.2. video					





3. Select the module to which the section will be moved then click “Save”



**Modules**

- View
- Author
- Manage
- Preferences

Move sections to a module...

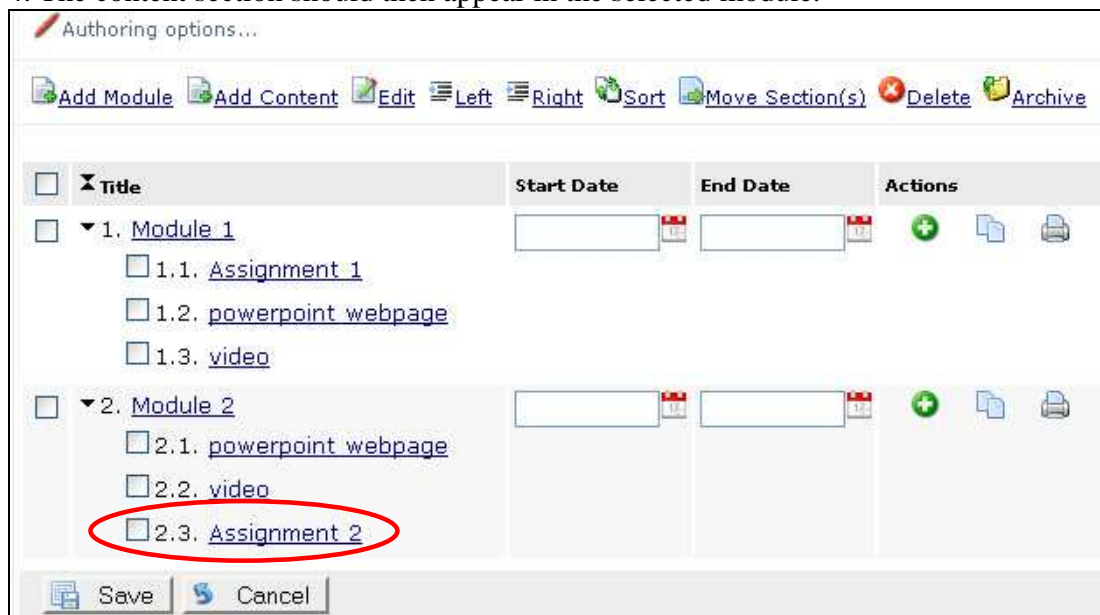
**Title**

☐ Module 1

☒ Module 2

Save [Access Key + s]

4. The content section should then appear in the selected module.



Authoring options...

<input type="checkbox"/> Title	Start Date	End Date	Actions
<input type="checkbox"/> 1. Module 1			<input type="button" value="+"/> <input type="button" value="Move"/> <input type="button" value="Print"/>
<input type="checkbox"/> 1.1. Assignment 1			
<input type="checkbox"/> 1.2. powerpoint webpage			
<input type="checkbox"/> 1.3. video			
<input type="checkbox"/> 2. Module 2			<input type="button" value="+"/> <input type="button" value="Move"/> <input type="button" value="Print"/>
<input type="checkbox"/> 2.1. powerpoint webpage			
<input type="checkbox"/> 2.2. video			
<input checked="" type="checkbox"/> 2.3. Assignment 2			



## Selective Release:

Modules, by default are automatically viewable to students once they are added, but can be selectively released based on month, day and time that can help guide and pace student learning.

1. To selectively release a module click either click and type in month, day and time OR click on the calendar icon to select a month, day, and use pull down menus for hour, minute and AM/PM (double click on selected day to insert release settings)

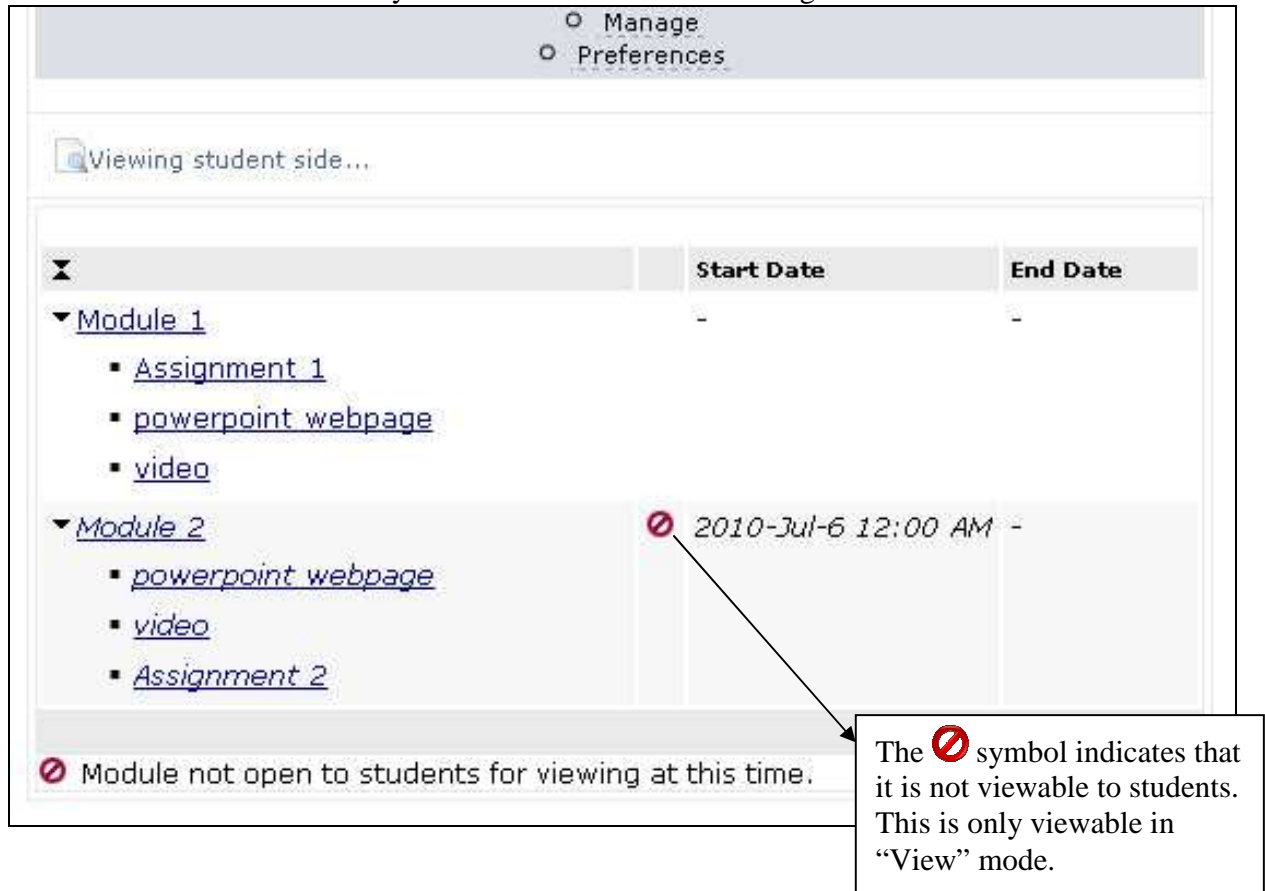
The screenshot displays the 'Authoring options...' window. At the top is a toolbar with icons for 'Add Module', 'Add Content', 'Edit', 'Left', 'Right', 'Sort', 'Move Section(s)', 'Delete', and 'Archive'. Below this is a table with columns: 'Title', 'Start Date', 'End Date', and 'Actions'.

Title	Start Date	End Date	Actions
1. Module 1			[+], [icon], [print]
1.1. Assignment 1			
1.2. powerpoint webpage			
1.3. video			
2. Module 2			[+], [icon], [print]
2.1. powerpoint webpage			
2.2. video			
2.3. Assig...			

An inset window shows a calendar for March 2008. The 6th is selected. Below the calendar is a 'Time' dropdown menu set to 08:00 AM. The URL bar shows 'https://lailim...'.



Students will not see selectively released modules until the designated release date/time.



Manage  
Preferences

Viewing student side...

	Start Date	End Date
▼ <u>Module 1</u>	-	-
▪ <u>Assignment 1</u>		
▪ <u>powerpoint webpage</u>		
▪ <u>video</u>		
▼ <u>Module 2</u>	2010-Jul-6 12:00 AM	-
▪ <u>powerpoint webpage</u>		
▪ <u>video</u>		
▪ <u>Assignment 2</u>		

Module not open to students for viewing at this time.

The prohibition symbol indicates that it is not viewable to students. This is only viewable in "View" mode.

