## Overview of Laulima

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Overview of Laulima

This handout is intended to give a brief and basic overview of Laulima. After reviewing this material, one should have a general idea about what Laulima is and have knowledge of basic tools that can help to start a course: how to communicate with participants; send and receive material from participants; and how to tell participants how they did.

Introduction to Laulima

According to the Hawaiian Electronic Library, Laulima means “Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Literally, Laulima means ‘many hands.’” Our implementation of Laulima is a set of web based tools for learning, instruction, and collaboration. These tools are based on the open source Sakai collaborative learning environment (http://www.sakaiproject.org).

Laulima: What Do You Need?

To use Laulima, you need an internet connection (broadband preferred) and a recent web browser (Firefox recommended: http://www.getfirefox.com) and a UH username/guest account. Depending on the content of the course, you may need additional resources (eg. pdf reader, etc). You may want to either poll your participants to see if they meet the technical requirements or alert them ahead of time that they will require such tools.

To log in to Laulima, point your web browser to: https://laulima.hawaii.edu

The main Laulima page looks similar to this:
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Logging in to Laulima
Use the fields provided in the upper right of the Laulima page to log in to Laulima. If you are a UH faculty, staff, or student, you can use your UH username (no @hawaii.edu) and password. If you use a guest account, enter the entire email address in the user id space, then the password that is sent to you (if this is the first time you are logging in and did not change it).

Basic Layout of a Laulima Site
Illustrated is the basic layout of a Laulima site/space. When you first log in, you are placed in the “My Workspace” tab. Across the top of every page in Laulima is a blue tab bar that contains the courses/worksites you are in. If you have many sites then there will be a “My Active Sites” tab (A) that you can click on to show more sites. Along the left are tools/links. Clicking on these links will show you content.

Reminder that the links for assistance and account requests are at the bottom of each page in Laulima (though not illustrated here).
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My Workspace Tab
Upon logging into Laulima, you will be placed in your My Workspace area, indicated by the My Workspace Tab being highlighted. This is your own personal space, by default not viewable to anyone else. Here you can customize certain things in your account, add things to your schedule, and see your items from your courses, etc if your instructor set them up.

My Workspace - Profile
The Profile tool is not used very much, but did have a limited interaction with the now phased out “Roster” tool.

Clicking on the “Edit Profile” link near the top of the tool area, shows you some space you can fill in.
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**My Workspace - Membership Tool**

The Membership tool shows you which sites you are associated with. If you are looking for a site that is joinable, you can use the “Joinable Sites” link in this tool.

**My Workspace - Schedule Tool**

Using this tool you can see any scheduled events your instructors/group leaders setup in their courses (if they use their Schedule Tool in their sites, or create your own personal events). This tool is associated with the Calendar Channel on the home page of My Workspace.
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My Workspace - Resources Tool
The Resources tool is an area where you can upload files for your personal use. This tool will be touched upon later in this handout and in more detail in a separate handout (and TALENT workshop).

My Workspace - Announcements Tool
This tool allows you to see any announcements from the sites that you are affiliated with. This is helpful since the Announcements channel only displays a certain amount of announcement messages. Clicking on the announcement title shows the body of the message.
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My Workspace Tab - Preferences Tool

The Preferences Tool allows you to change the preferences of certain aspects of your user account.

The first setting you are presented with is for email notifications. You have a limited amount of control on how you get email notification from certain tools (Announcements, Email Archive, Resources, Syllabus), providing they send email with these tools.

The next link near the top is “Cutomize Tabs”. This allows you to show and hide courses show up in the blue tab bar. The field on the left is your visible tabs, the closer to the top the more to the left the course shows up. Select the course(es) you want and use the arrow buttons to move the courses up or down or to the visible or not visible lists.

The “Time Zone” and “Languages” links aren’t used in many scenarios.
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My Workspace Tab - Account Tool
The Account tool lets you edit certain things regarding your user account. If you are a guest user, you can add your name and reset your password (Modify Details button). For those using UH usernames, your account password should be changed from the UH account page (http://www.hawaii.edu/account).

Working with Laulima - Introduction
One of the more important tools in a course or group worksite is Site Info.

As a reminder, to get to a course/group space, click on its title in the blue tab bar.

The default toolset a site comes with are: Home, Announcements, Discussion and Private Messages, Resources, Site Info, and Mailtool*. You can use these tools, a subset of these, additional tools, or none of these (though you will need the Site Info tool).

Again, this handout is meant to only provide basic information, using the most basic of tools and concepts. Your solutions may vary differently from what is presented here. Other handouts and workshops will go into more detail regarding often used tools.

*Mailtool is added on the first day of the term for Banner courses.
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Working with Laulima - Home Tool
The Home tool is usually the first thing that participants see (you can delete this tool, see Site Info for more). Often people leave this at the default, but you can add additional information by clicking the “Options” link near the top of the Home tool.

You can use the editor to add text to the home area, or you can use the “Site Info URL” to link to a web page. Just a note that it is “either-or”. It’s either the text from the text editor, or the link which will show up.

Also note that in a course space, should you use the inline text editor to input information, should you request a course synch with Banner, the Home tool will default back it’s original state, so you may want to keep a copy of what you input separate from Laulima.

Working with Laulima - Site Info
One of the most important tools in an instructor/maintainer’s toolset is the Site Info tool. If you have used WebCT previously, this tool is similar to the Control Panel in that software. Site Info is where you can add tools, and manage your participants. It is not viewable by students.

Links to tools within Site Info: Tools covered:
- Edit Tools (pg. 09)
- Add Participants (pg. 09)
- Manage Groups (pg. 10)
- Manage Access (pg. 11)
- Import from Site (pg. 11)
- Page Order (pg. 12)
Other tools are generally not used

Participant listing
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Working with Laulima - Site Info: Edit Tools
Edit Tools is used to add or delete tools to your site (these links appear on the left side of your worksite).

- **Site Info**
  - **Add Participants**
    - You can use the "Add Participants" tool within Site Info to add participants to your course. You can add a person with a UH username or add a guest from outside UH to your worksite. You will also choose a role for the participant during this process.

  - **Add Participant(s) to Overview of Laulima...**
    - Students Registered for Course
      - Officially enrolled students automatically become participants when you add your course roster to the site.
      - Go to Site Info > Edit Roster > Add Roster to add your roster now if you haven't already.

    - **UH participants**
      - UH Username(s), without @hawaii.edu (e.g., juser, not juser@hawaii.edu)
      - Note: Enter multiple names each on separate line (no punctuation/space)

    - **Guest participants**
      - Guest(s) Email Address with @hawaii.edu (external participants who do not have UH accounts, e.g., guse@com)
      - Email, user@com
      - Note: Enter multiple names each on separate line (no punctuation/space)

    - **Participant Notes**
      - Assign all participants the same role
      - Assign each participant a role individually

    - **Continue | Back | Cancel**

You can add different types of accounts (UH or external) but not at the same time. If you add a UH participant and only the username shows up, we may need to fix the account, please contact us.
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Working with Laulima - Site Info: Add Participants (cont’d)
After clicking to continue, you will be prompted to select a role for each participant added (you can choose Instructor, Teaching Assistant, Student in a course or Maintain, Access in a collaborative group). You will also then confirm your selection.

Working with Laulima - Site Info: Manage Groups
Some of the tools in Laulima (e.g., Discussion and Private Messages, Forums) can work with the Manage Groups tool in Site Info. With this tool, you can create groups and add participants to them. If limit access to portions of a tool to a certain group, only that group will have access to that portion.

By default there are no groups in a course. You can create one by clicking the “Add” link in the Manage Groups tool.

Name your group
Add a description (optional)
Select participant(s) to put in the group
Click to add (or remove) from a group
Click to update group

After creation, the group will appear similar to this. To further edit the group, you can click the “Edit” link in the same row as the group.
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Working with Laulima - Site Info: Manage Access
The Manage Access tool in Site Info allows you to publish or unpublish your worksite. Publishing allows your participants (with non-instructor or main role) to see the site. You can also make the site joinable from this tool.

Check to publish site, or uncheck to unpublish site.
Check to make site joinable (uncheck to change this. You will also select a role for the participants who join.
Click the Update button to make the changes.

You can supply the URL to your course to those you want to join if you make the site joinable.

For Banner generated courses (courses that have a CRN that Banner creates/Manages), they will be created as unpublished initially. These courses will be published about a week before courses start and unpublished again a bit after the semester ends. You can tell if a course is unpublished by the “Unpublished Site” notation in the upper left of the site:

You can publish the site early if you want to start earlier than we release it, or unpublish it want more time (or if you will not be using the site for the semester).

Working with Laulima - Site Info: Import from Site
If you have materials you want to move from a different worksite to the one you are currently in, you can use the “Import from Site” tool in Site Info.

Before you do this, make sure you have the tools (if not you can add them Site Info -> Edit Tools) you want content from that the other site has. You can then click the “Import from Site” link.

Click the checkbox(es) next to the course you want to get content from. You need to have instructor/maintain access to the site you want content from.
Click to continue to the next screen
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Working with Laulima - Site Info: Import from Site (cont’d)
The next screen will allow you to choose which tools you want content from.

Check which tools you want content from

Click “Finish” to complete the process, may take a few minutes depending on how much content you have.

Please note that if you have “hard” links to URLs within a worksite, you may need to edit these to reflect the new location of a resource/item (participants may not have access to the other site so they will not be able to see this if it links to the other space).

Working with Laulima - Site Info: Page Order
If you want to rearrange the order of the tools for your worksite, you can use “Page Order “in Site Info. You can also edit the name in the tool list to something else with Page Order.

To change the order of a tool, click and drag the tool title to a new location
The pencil icon allows you to edit the name the tool has on the list
Click lightbulb icon if you want to hide it (gray) or show (yellow)
The “X” will delete the tool from the list in your course.
Click “Save” to save your changes.

Announcements Tool - Sending a Message to Participants
The Announcements tool allows you to post announcements to the worksite. These announcements can be accessed via the Announcement tool if you want a record of them, and also be seen by the Announcement channel on the right side of the site’s page (and in a person’s My Workspace area).

You can also send an email of the announcement to the participants.

To add an announcement to your course, click the Announcement tool on the left of the worksite, then click the “Add” link in the tool:

There are currently no announcements at this location.
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Announcements Tool - Sending a Message to Participants (cont’d)

You will be taken to the announcement editing screen:

1. Add an announcement title
2. Add body text of the announcement
3. Optional: You can make the announcement publically viewable
4. Optional: You can hide the announcement from view (by default it is visible). You can also specify date and time that the announcement appears and/or disappears; check the options you want
5. Optional: You can add a file attachment to the announcement (also a way to get material to the participants)
6. Optional: You can send an email of this announcement to the participants

Click “Add Announcement” when done
Optional: You can preview the announcement

In the Announcements tool, the announcements will be listed. It is also visible in the Announcements channel on the home page.

Clicking the title of the announcement gives you a bit more information
Click to return to the list view
Announcements Tool - Sending a Message to Participants (cont’d)

You can adjust a bit how you see the announcements in the Announcements channel by clicking the “Options” link.

Mailtool - Communicating with Participants 2

On the first day of the semester (or if you added the tool on your own), the Mailtool will be added to your course.

Mailtool is a very rudimentary tool to send out a message to an external email account. There is no inbox or sent box in this tool, so any message sent to an email address will need to be handled via email afterwards. Using this, you can send to a group of people or only a few or a single person. You can also check a box to send the message to your own email account.

Additional information on this tool can be found in the Laulima Communication Tools documentation.
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Discussion and Private Messages Tool - Communicating with Participants

For back and forth communication with your participants (Announcements is one way), “Discussion and Private Messages” (aka. jforum) comes default with each worksite. This tool will be covered in more detail in another handout and workshop, so it is only briefly covered here.

Clicking the Discussion and Private Messages link on the left, brings you to the tool:

Clicking the “Manage” link above the discussions brings you the administration area for this tool. Administration for editing Categories is illustrated below.

Clicking on the “Forums” link in the Manage section takes you to the forum management area. This is the area that the conversations will take place. You can edit the existing forums (similar to how you would edit categories) by clicking the “Click to edit” link next to the forum title. In the sample below, the option to create a new forum is shown, by clicking the “Insert new” button.
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Discussion and Private Messages Tool - Communicating with Participants (cont’d)

Sample (Homework Questions) forum has been added

Like Categories, you can edit the order of the forums and delete them. You also can go back in and change the forum’s settings (“Click to edit”).

Clicking on “Discussion List” in the management area brings you back to the discussions area.
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Discussion and Private Messages Tool - Communicating with Participants (cont’d)

To add or reply to a topic, click one of the forums. In the sample below there are no topics, so the only option is the “new topic” button. However if you are in a topic you will also see a “post reply” button and a “quote” button to include the message in it.

A new page with a text editor that you can enter your message loads. Type your message then click to “Submit” the message.
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Discussion and Private Messages Tool - Communicating with Participants (cont’d)
There is also a mechanism to send private messages to participants in the worksite within “Discussion and Private Messages”. To access this function, click the “Private Messages” link above the discussion area in the tool. This will take you to the Private Messages area:

1. Click “new pm” button to create a new private message
2. Select participant(s) to send the pm to
3. Enter a subject here
4. Enter your message here
5. Option: attach files
6. Click “Submit” to send message

Below is what your Private Messages area looks like with a message in it. You can see the messages you sent by clicking the “Sent Box” link above the listing of private messages.

Resources Tool - Getting Stuff to Participants
Though there are other methods to send stuff to participants (eg. via Announcements & Discussions and Private Messages), the Resources tool is designed to be a storage place where participants can go to access files. This tool also comes default with a course or collaborative group.
To the right of folders and files in Resources are pop-up menus to serve certain functions. For folders, there is an “Add” pop-up from which you can select to “Upload files” or create HTML pages or web links. A common function is to upload a file to Laulima. In brief, it works in the following way:

1. Click “Upload Files” from a folder’s “Add” pop-up menu
2. Click “Browse…” to find the file(s) to upload
3. You have an option to send an email notifying that the resource has been added
4. Click the “Upload Files Now” button to upload the file

A new window opens, navigate your computer to find the file you want to upload and select it.

The file will then appear in your Resources area.

*Note: By default, items in Resources are viewable by the site’s participants*
Overview of Laulima

Resources Tool - Getting Stuff to Participants (cont’d)
Using the “Actions” pop-up next to the file in Resources and select “Edit Details” to edit some details and settings for the file. These are all optional.

You can change the file’s label (does not change the filename)
You can provide a short description of the item
A copyright notice can be added
The item can be publically viewable or remain viewable within the site (default)
The item can be released at a specific time and/or hidden at a specific time; or hidden altogether
The item’s web address and actual filename
You can choose to send an email update
If changes were made, click the “Update” button

Drop Box Tool - Getting Stuff From Participants
Though you can get items via the Discussion and Private Messages tool, the Drop Box Tool allows for a space that you can get items from a particular participant (and you can load stuff there too). The Drop Box is private, only you and the participant see that particular Drop Box. A participant’s (student/access only) Drop Box will not appear until the course is published. Also, Drop Boxes will not be created unless there are participants in a worksite. If the Drop Box is new or something added, an orange highlight is added.

Clicking the “Add” pop-up brings up the same interface as in Resources (pg. 19)
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Post ‘Em Tool - Telling Participants How They Did
The Post’Em tool allows a simple method to give feedback to the participants in your worksite. This tool does not come default in a course, so you need to add this (Site Info -> Edit Tools). Many instructors already keep track of their students via a spreadsheet. The Post’Em tool does require a specific format for the file that needs to be uploaded though. The first column needs to have username, and the first row of the file needs to have the headings for the grade/feedback columns.

You don’t need spreadsheet software to create this file. You can use a text editor. Separate each item by a comma, and rows need to be separated by returns.

Once you have the data in the document, make sure to save it as a .csv file.

Click the “Post’Em” link on the left side of the course (again, after adding the tool).

A new screen appears to upload the .csv file and setup the tool.

The next screen shows a sample of how the students will see the feedback.

Click “Save” to finalize the process.
Post ‘Em Tool - Telling Participants How They Did (cont’d)

The file will be listed in the Post’Em tool. You can have several files for different stages of the course.

There are several links here. You can view your students and the feedback from the “view” link; or view a specific student with “show participant”. You can also update the file with “update” or delete the entry with the “delete’ link.

Below is the “view” link’s view. You can see the participants’ scores and if they accessed that Post’Em file yet.

The view below is that of the student looking at that Post’Em entry:

Further Information

The information in this handout is very basic and other handouts will go into more detail and will provide other solutions for tasks you want to do in Laulima.

For more information and documentation you can visit the TALENT site:
http://www.hawaii.edu/talent

For more information on the engine that Laulima is based on:
http://www.sakaiproject.org

Additional Resource - FCKeditor Toolbar

Many tools in Laulima use the FCKEditor (http://www.fckeditor.net). Illustrated below is the toolbar of that editor with the icons labeled: