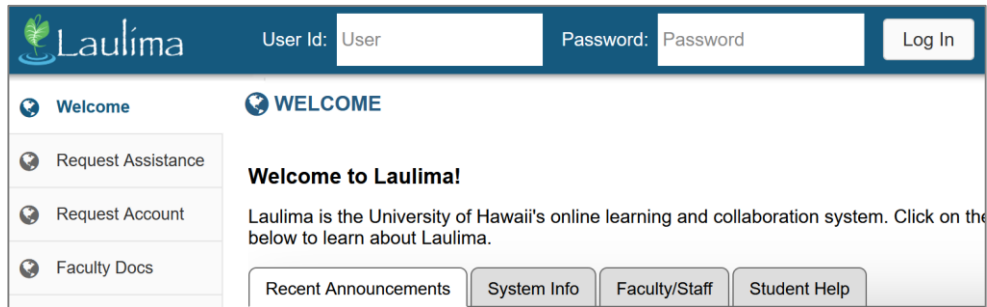


# Change Assignment Instructions in Laulima

## Log into Laulima

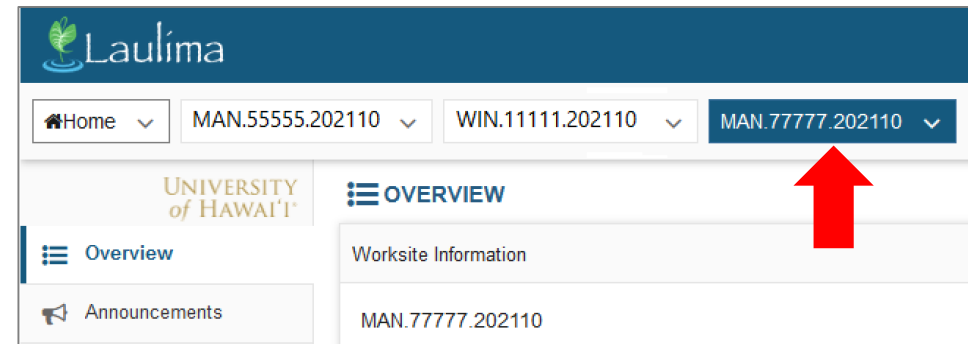
*<https://laulima.hawaii.edu/portal>*



The screenshot shows the Laulima login page. At the top left is the Laulima logo. To its right are two input fields: "User Id: User" and "Password: Password", followed by a "Log In" button. Below the login fields is a "Welcome" section with a "WELCOME" heading and a "Welcome to Laulima!" message. To the left of the main content is a sidebar with links: "Request Assistance", "Request Account", and "Faculty Docs". At the bottom of the page are buttons for "Recent Announcements", "System Info", "Faculty/Staff", and "Student Help".

1

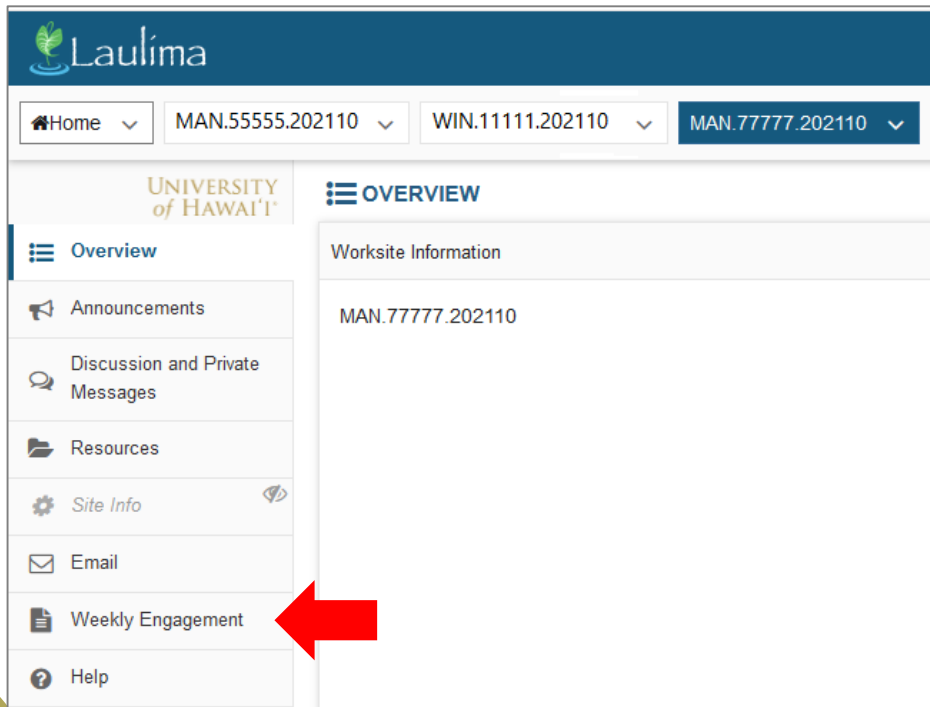
## Select the class



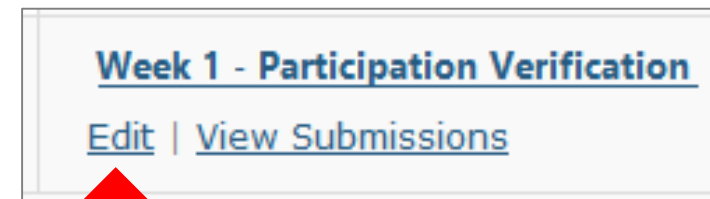
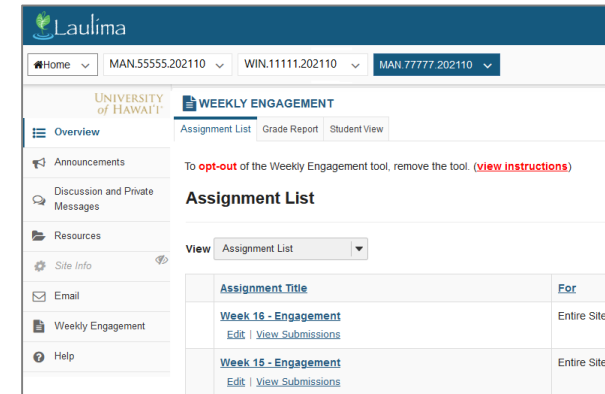
The screenshot shows the Laulima dashboard after login. At the top left is the Laulima logo. To its right are three dropdown menus for class selection: "Home", "MAN.55555.202110", and "WIN.11111.202110". The fourth dropdown menu, "MAN.77777.202110", is highlighted in blue and has a red arrow pointing to it. Below the dropdowns is the "UNIVERSITY of HAWAII" logo and an "OVERVIEW" section. The "OVERVIEW" section includes a "Worksite Information" table with the entry "MAN.77777.202110".

2

Click “Weekly Engagement” on the left menu



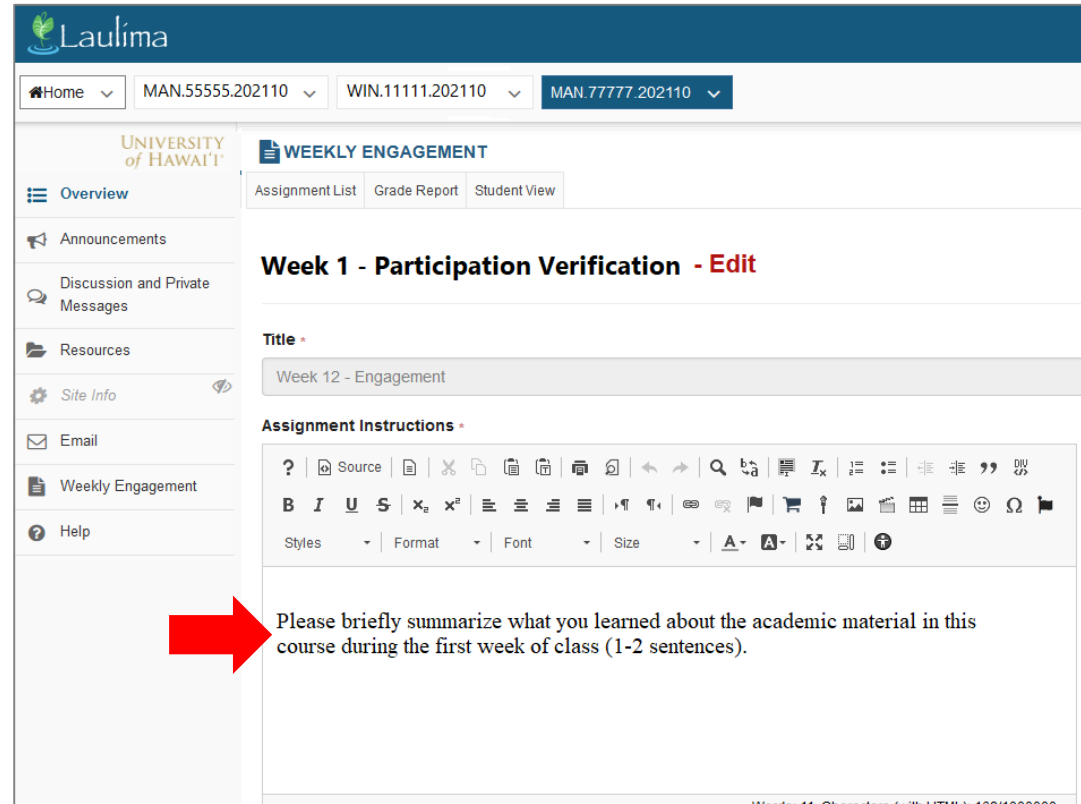
Scroll down to the “Week 1” assignment and click “Edit”



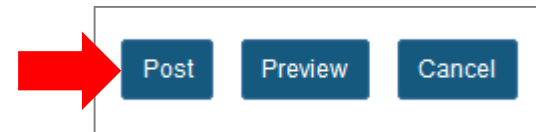
3

4

**Edit the instructions in the text box. When you are done, scroll to the bottom of the page and click the “Post” button.**



The screenshot shows the Laulima interface. At the top, there are navigation tabs for 'Home', 'MAN.5555.202110', 'WIN.1111.202110', and 'MAN.7777.202110'. Below this is the 'UNIVERSITY of HAWAII' logo and a 'WEEKLY ENGAGEMENT' header. A sidebar on the left contains links for 'Overview', 'Announcements', 'Discussion and Private Messages', 'Resources', 'Site Info', 'Email', 'Weekly Engagement', and 'Help'. The main content area shows 'Assignment List', 'Grade Report', and 'Student View' tabs. The current assignment is 'Week 1 - Participation Verification - Edit'. The 'Title' field contains 'Week 12 - Engagement'. The 'Assignment Instructions' field contains a rich text editor with a toolbar and the text: 'Please briefly summarize what you learned about the academic material in this course during the first week of class (1-2 sentences)'. A red arrow points to this text box.



A close-up of the bottom of the page showing three buttons: 'Post', 'Preview', and 'Cancel'. A red arrow points to the 'Post' button.

5