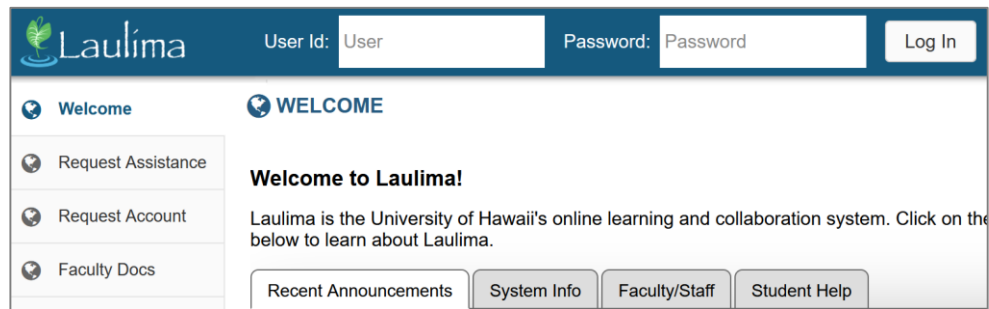


Opt Out of using the Laulima Weekly Engagement Tool

Log into Laulima

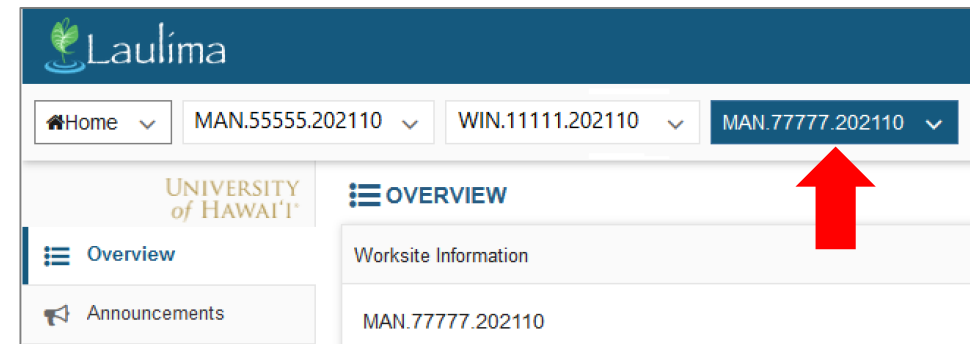
<https://laulima.hawaii.edu/portal>



The screenshot shows the Laulima login interface. 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 message: 'Welcome to Laulima! Laulima is the University of Hawaii's online learning and collaboration system. Click on the below to learn about Laulima.' To the left of this message is a sidebar with links: 'Request Assistance', 'Request Account', and 'Faculty Docs'. At the bottom of the page are four buttons: 'Recent Announcements', 'System Info', 'Faculty/Staff', and 'Student Help'.

1

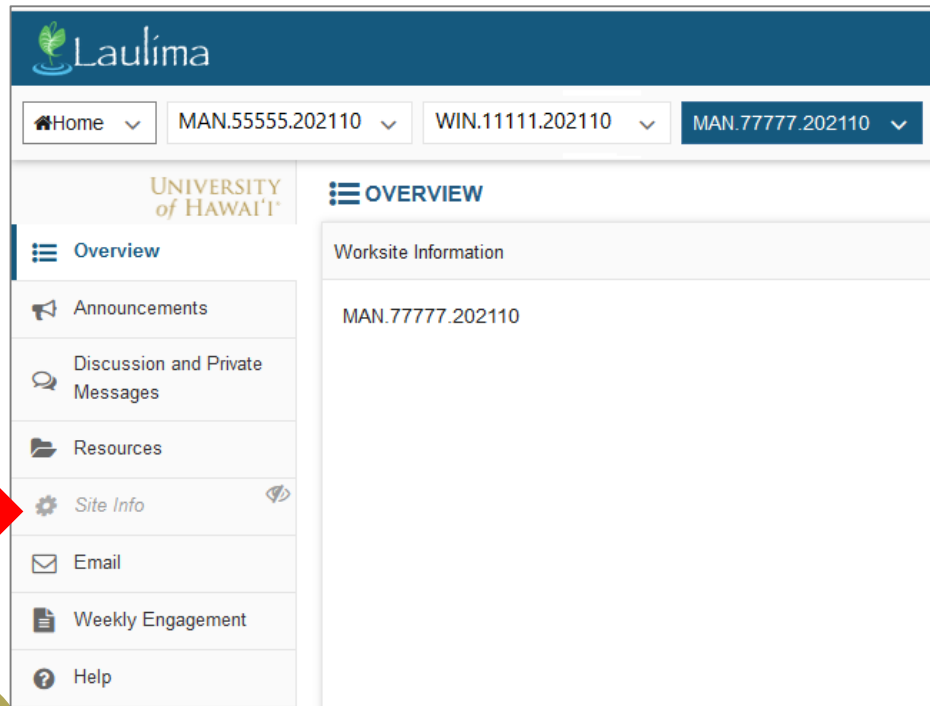
Select the class



The screenshot shows the Laulima class selection interface. At the top left is the Laulima logo. To its right are three dropdown menus: 'Home', 'MAN.55555.202110', and 'WIN.11111.202110'. The fourth dropdown menu is highlighted in blue and contains 'MAN.77777.202110', with a red arrow pointing to it. Below the dropdowns is the 'UNIVERSITY of HAWAII' logo and an 'OVERVIEW' section. The 'OVERVIEW' section has a sub-section 'Worksite Information' which displays 'MAN.77777.202110'. To the left of the 'OVERVIEW' section are two buttons: 'Overview' and 'Announcements'.

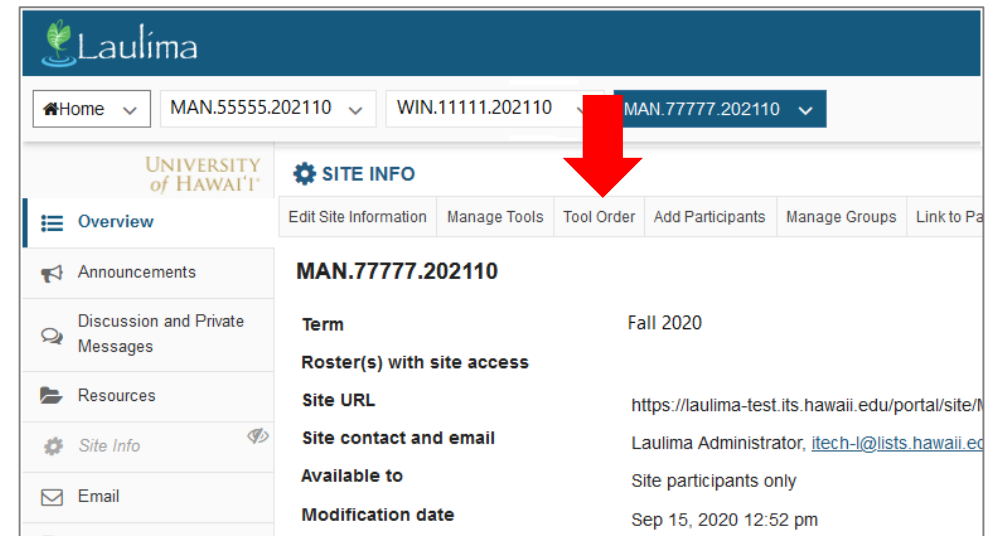
2

Click "Site Info" on the left menu



The screenshot shows the Laulima interface. At the top, there is a navigation bar with the Laulima logo and a dropdown menu showing 'MAN.77777.202110'. Below this is a secondary navigation bar with 'UNIVERSITY of HAWAII' and 'OVERVIEW'. The left sidebar contains a list of menu items: Overview, Announcements, Discussion and Private Messages, Resources, Site Info (highlighted with a red arrow), Email, Weekly Engagement, and Help. The main content area displays 'Worksite Information' for 'MAN.77777.202110'.

Select the "Tool Order" tab

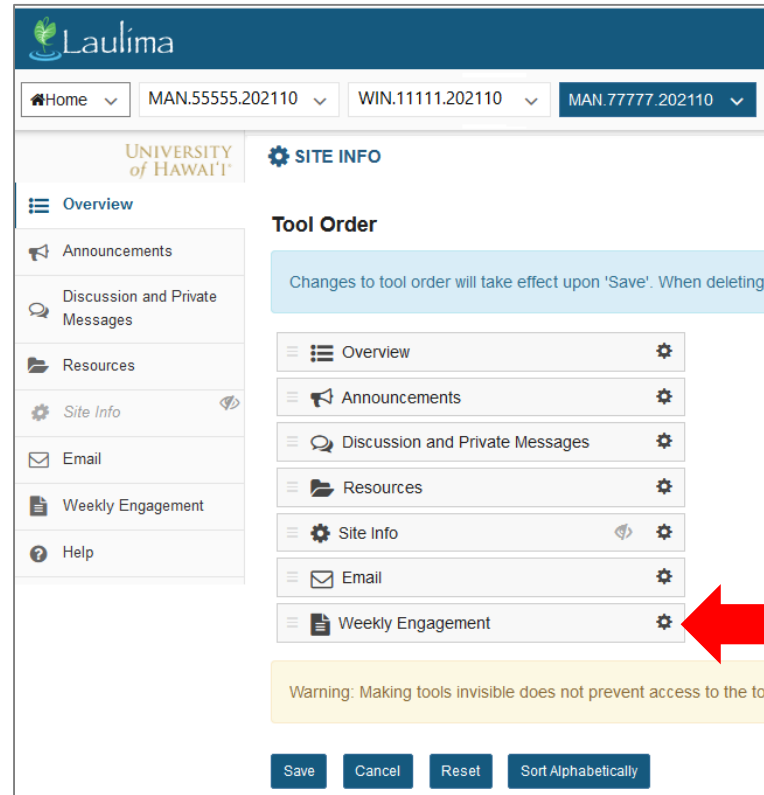


The screenshot shows the 'SITE INFO' page for 'MAN.77777.202110'. A red arrow points to the 'Tool Order' tab in the top navigation bar. The page content includes a table with the following information:

MAN.77777.202110	
Term	Fall 2020
Roster(s) with site access	
Site URL	https://laulima-test.its.hawaii.edu/portal/site/MAN.77777.202110
Site contact and email	Laulima Administrator, itech-l@lists.hawaii.edu
Available to	Site participants only
Modification date	Sep 15, 2020 12:52 pm

4

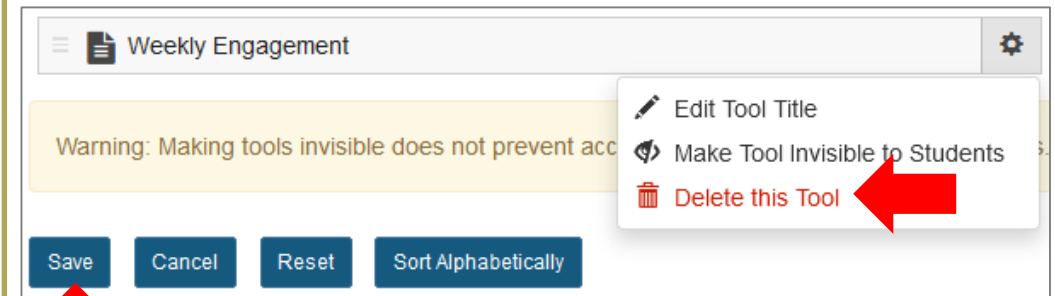
Click the gear  on the “Weekly Engagement” button



The screenshot shows the Laulima interface with the 'SITE INFO' section active. Under 'Tool Order', there is a list of tools: Overview, Announcements, Discussion and Private Messages, Resources, Site Info, Email, and Weekly Engagement. Each tool has a gear icon to its right. A red arrow points to the gear icon for 'Weekly Engagement'. A warning message is visible at the bottom: 'Warning: Making tools invisible does not prevent access to the to...'. At the bottom of the page are buttons for 'Save', 'Cancel', 'Reset', and 'Sort Alphabetically'.

5

Select “Delete This Tool” and “Save”



The screenshot shows the 'Weekly Engagement' tool configuration window. A context menu is open over the gear icon, with three options: 'Edit Tool Title', 'Make Tool Invisible to Students', and 'Delete this Tool'. The 'Delete this Tool' option is highlighted with a red arrow. At the bottom left of the window, there is a 'Save' button, also highlighted with a red arrow. Other buttons include 'Cancel', 'Reset', and 'Sort Alphabetically'. A warning message is visible at the top: 'Warning: Making tools invisible does not prevent acc...'. The window title is 'Weekly Engagement'.

6