

Laulima: The Resources Tool

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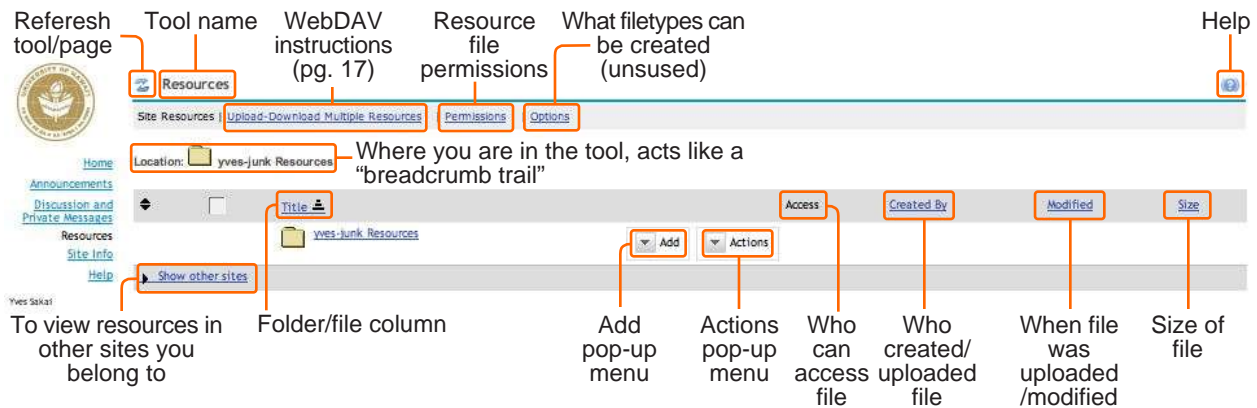
Resources Tool - Overview

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 it's 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.



* 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.

| Permission | Instructor | Student | Teaching Assistant | |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|
| Create resources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Can create/add new files |
| Read resources | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Can access files |
| Edit any resource | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Can revise/edit any file |
| Edit own resources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Can revise only files you created/added |
| Delete any resource | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Can delete any file |
| Delete own resources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Can delete only files you created/added |
| Access/create group resources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Can see items in assigned to any group |
| Read hidden resources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Can see hidden files |

Save | Cancel | Click to save any changes

Resources Options link

Unused.

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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.

Upload Files — Upload single/few files to Resources (pg. 02)

Create Folders — Create a folder to Organize items (pg. 03)

Add Web Links (URLs) — Add a web link to Resources (pg. 04)

Create HTML Page — Create an html/web page (pg. 06)

Create Text Document — Create a text file (pg. 08)

Add Citation List — Add a citation list (pg. 05)

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](#)

[Add Another File](#)

Email Notification

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.*

File Upload

Overview_of_Laulima

2shotPrimary.JPG bon0807.jpg

254_120...53_D.pdf footer-its-logo.gif

Overvie...f_Laulima IMG_3392.JPG

Resources tool Laulima...ining.doc

sample_postem.csv laulimalo...larger.jpg

Szpakow...1216.pdf laulimaoverview.ppt

monthor...3106.jpg

original...overview

Name footer-its-logo.gif

Size 4 KB

Kind Graphics Interchange Format Image

Created 11/6/06

2

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

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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 /

File To Upload: **3** After selecting file, path to file will be displayed here

Display Name: **3a** Optional You can change how the name appears in Resources rather than displaying the filename

3b Optional Click to add additional settings

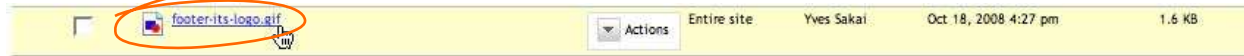
Email Notification: **4** Optional You can select another file to upload via this link (repeat steps 1-3)

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.

Location: Overview of Laulima /

Folder Name: **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 Pop-up Menu - Create HTML page" section (pg. 06)

Folder Name:

Description:

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.

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: From: Date: FEB 14 2009 Time: 2:00 pm

Until: Until: Date: FEB 21 2009 Time: 2:00 pm

Hide this folder and its contents.

*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

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

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



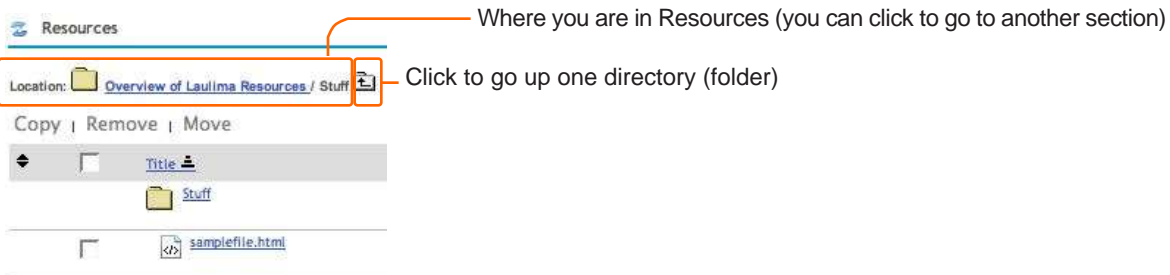
Note that the folder shown above is empty. If it contained an item and it was closed, you would see a + sign on it.



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.



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

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

Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' button beside it. Press the 'Add Web Links Now' button when you have finished.

Location: Overview of Laulima /

Web Address (URL)

Website Name

Add Another Web Link

Email Notification

Annotations:

- 1 - Web address goes here
- 2 - You can change how students will see link
- 2a - Optional Edit details for link
- 3 - Send email that it has been added or not
- 4 - Click to create link

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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.

Resources

Add Citations
Citation List: New Citation List Citation Count: 0

Add citations to the list using one or more of the methods below. Edit the list to modify the citations, title the list, and add it to your resources.

- Search Google Scholar** Search world-wide database of scholarly resources and save search results to this citation list. To search Google Scholar to find citations
- Create New Citation** Add a citation by typing in data. To create your own citations
- Import Citations** Import citations in RIS format from EndNote, RefWorks or other citation management tools. To import a citation list from a RIS formatted file

[Edit Citation List](#) [Cancel Citation List](#)

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

Resources

Add Citation
Enter citation information and click "Save Citation".
Required items marked with *

[Save Citation](#) [Cancel Citation](#)

Select Citation Type:

Author(s)
[Add another](#)

Article Title

Journal Title

Year

Date

Volume

Issue

Pages

Start Page

End Page

Abstract

Notes

ISSN

Subject(s)
[Add another](#)

Language

Cat. Number

Date Retrieved

Open URL

DOI

Rights

Links
 Use as title link?
Label
[Add another](#)

[Save Citation](#) [Cancel Citation](#)

After saving that entry, the item is added to the list

Resources

Edit Citation List
Citation List: New Citation List Citation Count: 1

View, edit or remove citations below. Click "Get IT!" to see if a copy of the citation is available through your library. Click "Finish" to title and save this citation list to your resources.

[Finish](#) [Add Citations to List](#) [Cancel Citation List](#)

Citations (viewing 1 - 1 of 1)

Citation Actions: Sort By: [Save Sort](#)

[Select All](#) | [Select None](#)

[article 1](#)
writer, article, the journal 2009.
[Related Links](#) | [Get IT!](#) | [view citation](#) | [edit](#) | [remove](#)

[Select All](#) | [Select None](#)

Citation Actions: Sort By: [Save Sort](#)

Citations (viewing 1 - 1 of 1)

[Finish](#) [Add Citations to List](#) [Cancel Citation List](#)

How a citation list appears in Resources

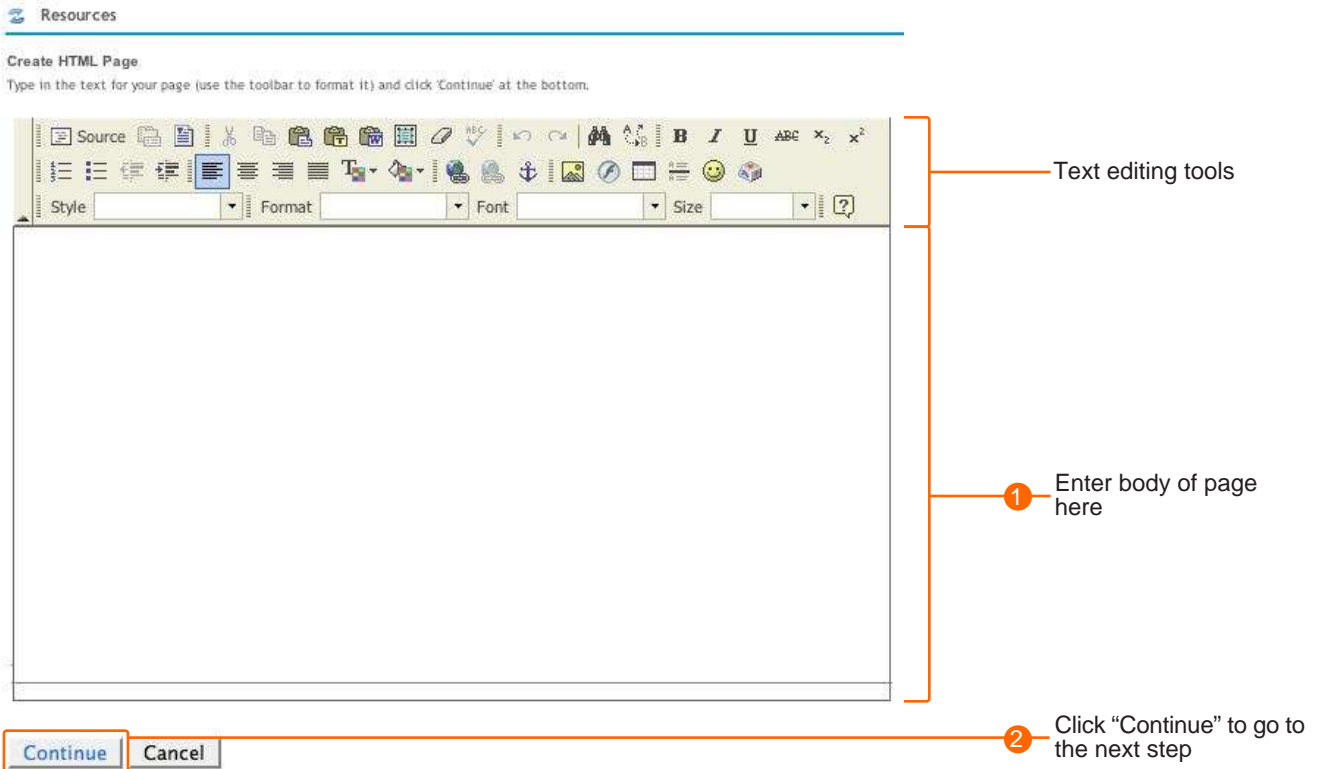
| | Title | Access | Created By | Modified | Size | |
|--|----------------------|---------|-------------|------------|----------------------|-------------|
| | Yves Sakai Resources | Add | Actions | | | |
| | New Citation List | Actions | Entire site | Yves Sakai | Feb 14, 2009 1:52 pm | 1 citations |

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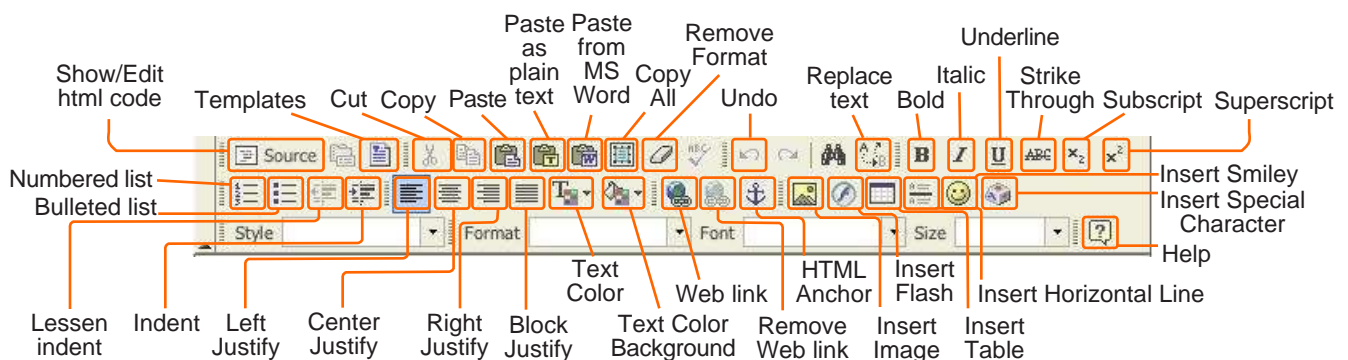
Add Pop-up Menu - Create HTML Page

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. Most of the popular web browsers can display the text editor toolbar, if you don't see this consider trying Firefox.



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



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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' form with the following fields and callouts:

- 3** Name: Enter a filename, it's recommended to add a tag (.html or .htm) so that the web browser knows how to handle it
- 3a** Description: Optional You can enter text describing the file
- 3b** Copyright Status: Optional You can designate copyright information
- 3c** Availability and Access: Only members of this site can see this file. This file is publicly viewable. Display this file to selected groups only. 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
- 3c** Show this item: From: Date: FEB 14 2009 Time: 2 00 pm Until: Date: FEB 21 2009 Time: 2 00 pm Optional You can make the file viewable starting a certain date and you can also make it not available after a certain date
- 3e** Hide this item Optional You can hide this item from those who cannot see hidden items (icon will turn gray)
- 3f** Email Notification: 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.

The screenshot shows the Resources tool interface with the following details:

- File name: samplefile.html (circled in orange)
- Actions:
- Entire site:
- Yves Sakai
- Oct 18, 2008 6:37 pm
- 506 bytes

**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.*

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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

1 Enter text in the text field

2 Click "Continue" to go to the next step

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: 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: (more info) 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)

This file is publicly viewable.

Display this file to selected groups only.

Resources can be scheduled to be visible between certain dates only. Site admin istrators 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 3c Optional You can make the file viewable starting a certain date and you can also make it not available after a certain date

Until: Date: FEB 21 2009 Time: 2 00 pm

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

Optional properties

Email Notification: 3f Optional Choose to send an email that an item(s) was added

4 Click "Finish" to create the HTML file

Finish Cancel

Your file should then appear in your Resources.

sampletext.txt

Actions Entire site Yes Sakai Oct 18, 2008 11:08 pm 11 bytes

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The Resources Actions 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 Actions Pop-up Menu - Edit Details

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

Edit Details

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

Name: Overview of Laulima

Description:

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-e1c8-4ab1-805f-1b0a9387fcd0/>

Optional properties

Update Cancel

You can edit the name of the Resources area

You can add a description of this area

Information about the main Resources area, including its direct web address

You can add additional descriptive information

Main Resources area Actions Pop-up Menu - Reorder

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

Reordering: Overview of Laulima 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 |
|---|------------|----------|----------|
| Overview of Laulima Resources | | | |
| Stuff | Yves Sakai | 10/16/08 | 1 |
| Full Syllabus.pdf | Yves Sakai | 9/16/08 | 2 |
| footer-its-logo.gif | Yves Sakai | 10/18/08 | 3 |
| http://www.hawaii.edu | Yves Sakai | 10/16/08 | 4 |
| samplefile.html | Yves Sakai | 10/18/08 | 5 |
| sampletext.txt | Yves Sakai | 10/18/08 | 6 |

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

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The Resources Folders Actions Pop-up Menu

Folders have specific actions that can be performed on them:



- Copy/paste items (pg. 10)
- Edit name/description of folder (pg. 11)
- Reorder the contents of the folder (pg. 11)
- Move folder to another place (pg. 12)
- Delete folder (pg. 12)
- Edit who can perform what actions on folders (pg. 12)

Folder Actions Pop-up Menu - Copy

After selecting “Copy” in the folder’s Action pop-up menu, you may not see any noticeable effect *unless* you have another folder. In this example, the “Show other sites” link under the Resources listings is used:



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:



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:



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Folder Actions 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. You can make this viewable to the public, or if you have groups, available to a selected group(s)

Display this folder and its contents to selected groups only.

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

Hide this folder and its contents. You can make the folder viewable starting a certain date and you can also make it not available after a certain date

Folder Details

Created by: Yves Sakai

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/38db37f1-a570-4474-80a0-c13db1ec19d8/junk/> Information about the folder, including its direct web address

Optional properties. You can add additional descriptive information

Email Notification: You can send an email when updated

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:

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 |
|---|------------|----------|--------------------------------|
| Stuff | | | |
| <input type="button" value="▲"/> textfile1.txt <input type="button" value="▼"/> | Yves Sakai | 2/14/09 | <input type="text" value="1"/> |
| <input type="button" value="▲"/> textfile2.txt <input type="button" value="▼"/> | Yves Sakai | 2/14/09 | <input type="text" value="2"/> |

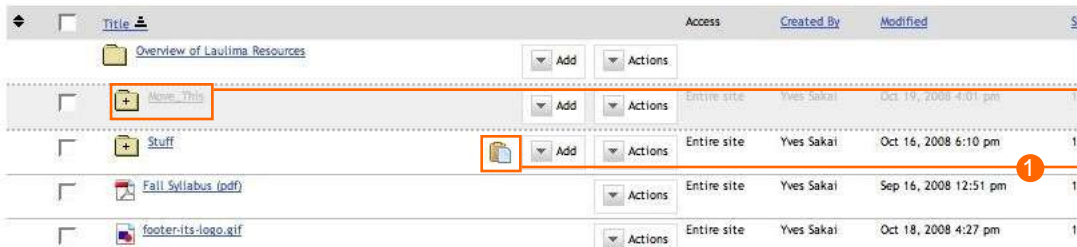
1 You can move the files/folders up or down by using the up/down arrows (left side of items) OR by using the numerical popups (to the right of the items)

2 Click to save your changes

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Folder Actions Pop-up Menu - Move

After selecting “Move” in the Folder’s Action pop-up 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).



*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.



Folder Actions Pop-up Menu - Remove

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



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 Actions Pop-up Menu - Edit Folder Permissions

Folder permissions are specific to the folder being edited. It allows you to customize who can perform certain actions on your folders/files. Shown is the default permissions.

Permissions
Set permissions for resources in folder: Stuff

[Clear all](#) | [Undo changes](#)

| Permission | Instructor | Student | Teaching Assistant |
|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| content.new | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| content.read | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| content.revise.any | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| content.revise.own | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| content.delete.any | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| content.delete.own | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| content.hidden | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Role columns (in collaborative sites this will be maintain and access)

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

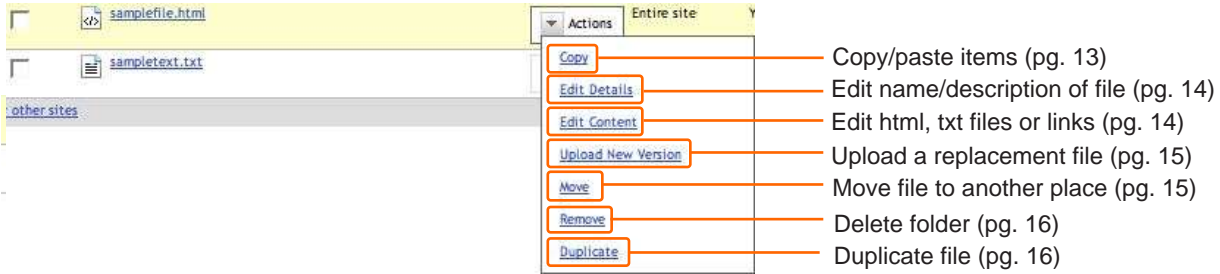
Can see hidden files

[Save](#) [Cancel](#)

Laulima: The Resources Tool

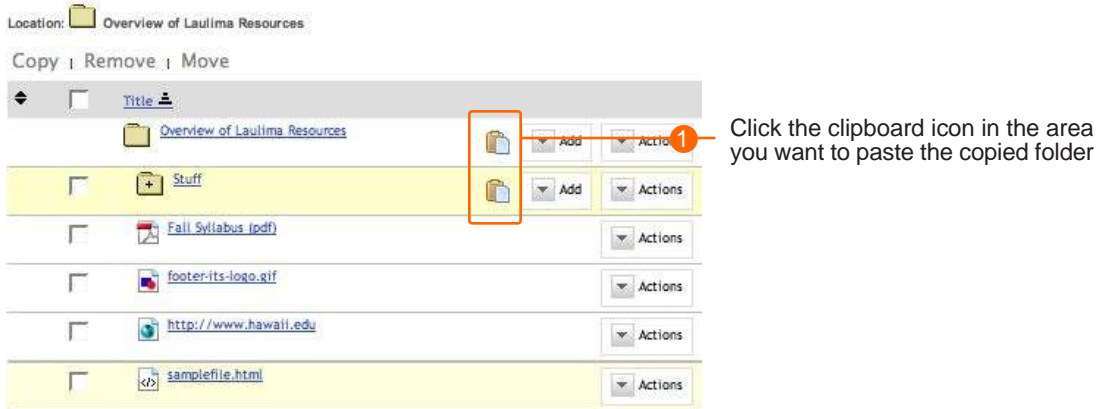
The Resources Files Actions Pop-up Menu

Files have specific actions that can be performed on them:



File Actions 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 (if you have folders you will see the clipboard icon as well):



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:



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Files Actions 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 file
- Description: You can add a description of this file
- Copyright Status: [more info](#) You can determine copyright for this file
- Copyright Alert: Display copyright alert and require acknowledgement when accessed by others [what's this!](#) 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
- 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
- Hide this item

File Details

| | |
|-------------------|---|
| Created by | Yes Sakai |
| Created | Feb 14, 2009 2:19 pm |
| Last changed by | Yes Sakai |
| Last changed | Feb 14, 2009 2:19 pm |
| Web address (URL) | https://laulima.hawaii.edu/access/content/group/38c8b37f-a370-4474-80a0-c18db1e0c1d8/samplefile.html |
| File size | 12 bytes |
| File Type | text/html <input type="button" value="Change File Type"/> |

Optional properties

Email Notification:

You can send an email for the update

**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 publically available*

Files Actions Pop-up Menu - Edit Content

You can edit the content of certain types of files (eg. html, txt) 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 HTML Page
URL:
Email Notification:

Edit HTML Page
Rich text editor interface with various formatting tools.

Edit Text Document
Sample Text:
Email Notification:

Email Notification:

Laulima: The Resources Tool

Files Actions Pop-up Menu - Upload New Version

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

Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

Upload a new version

 Browse...

1 Click to choose the file to replace what is currently in Resources

Original File Name

junkfile.html

File Type

text/html

Email Notification

None - No notification

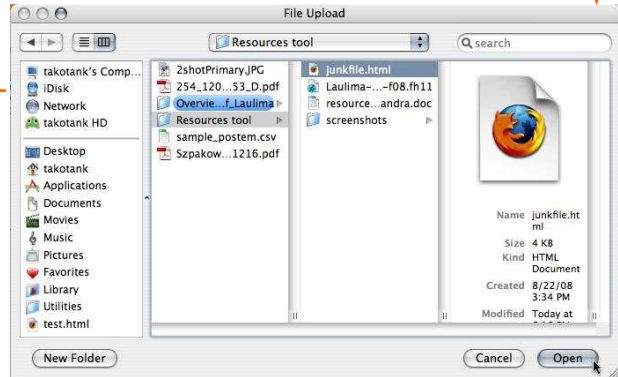
Optional You can choose whether to send email notification of this addition

Upload New Version Now

Cancel

2

Click “Upload New Version Now” to complete the replacement

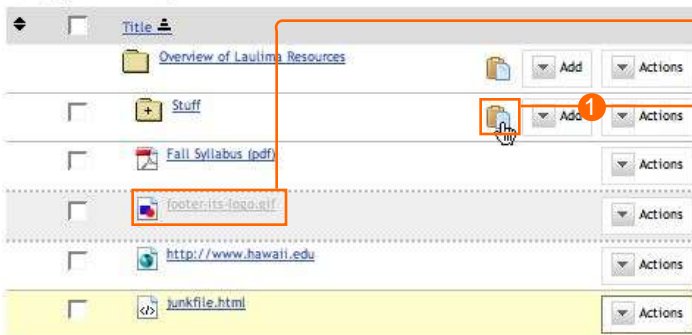


File Actions Pop-up Menu - Move

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.

Location: Overview of Laulima Resources

Copy | Remove | Move



*Note the original file will turn gray after Move is selected

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

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

Location: Overview of Laulima Resources

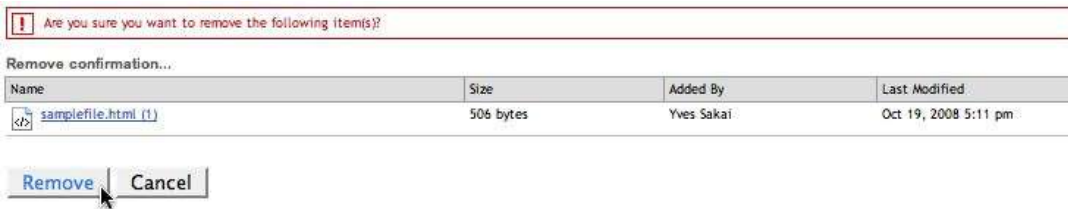
Copy | Remove | Move



Laulima: The Resources Tool

File Actions Pop-up Menu - Remove

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



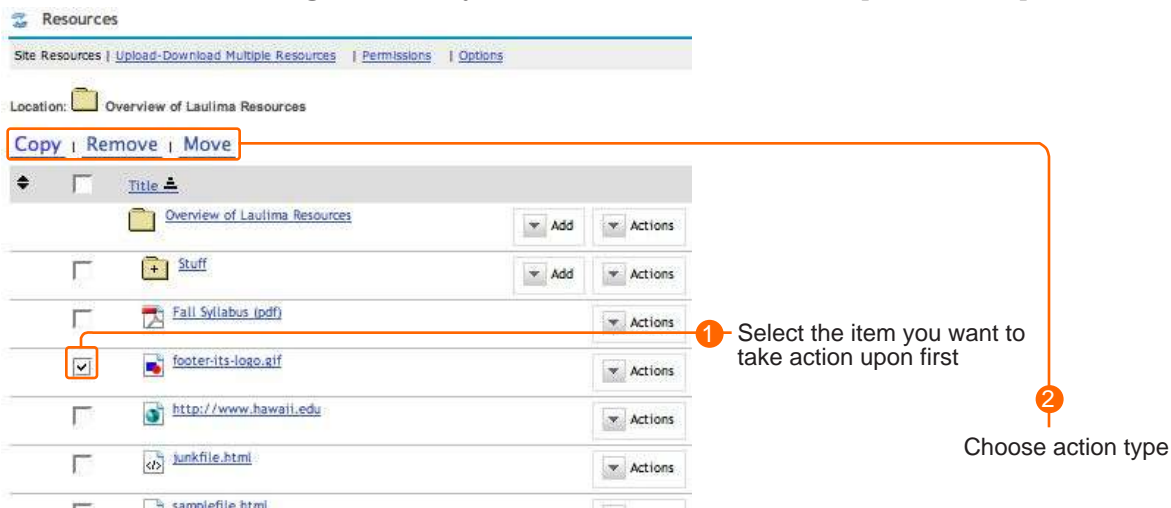
File Actions Pop-up Menu - Duplicate

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.



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 publically 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 publically 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 also see the most recent information on WebDAV and Laulima at: <http://www.hawaii.edu/askus/1113>

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>).



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:



1 Log in to the workspace that you want to create the connection for (each WebDAV connection is specific to a space).

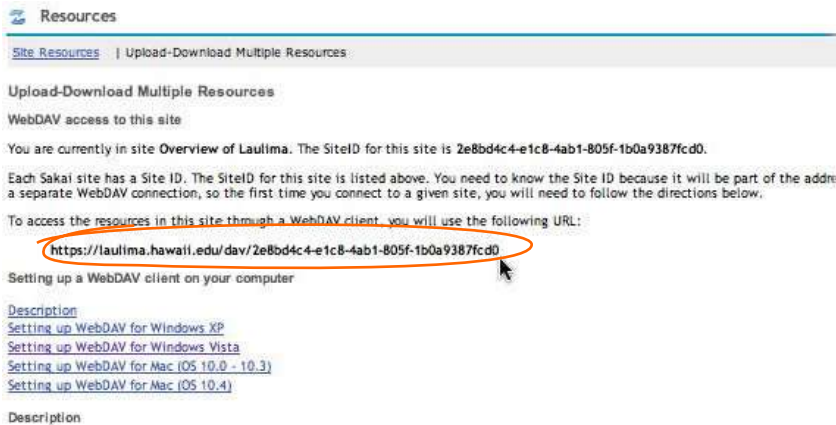
2 Select Resources Tool

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:



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.



*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.



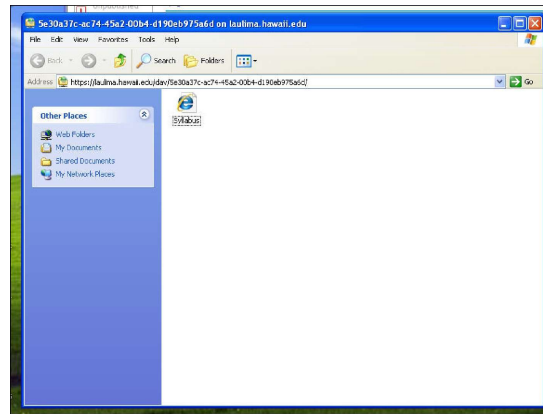
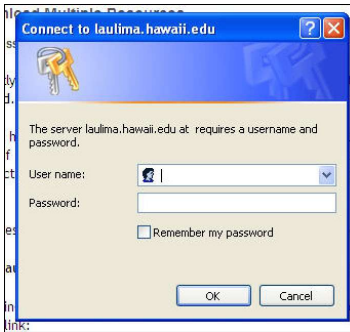
The next step is the final step, click the “Finish” button.



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 Windows Vista

Note that, to do this, there must be at least one object (file, folder etc.) in the course or project resource area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

Also, there are a number of known issues with support for WebDAV in Windows Vista. You may therefore experience difficulties using WebDAV as described below. However, Microsoft has a software update available that may help correct connection problems for some users. For information about the update and how to download it, see article 907306 in the Microsoft knowledge base at <http://support.microsoft.com/directlink:http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64&displaylang=en>.

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. Copy the web address of your Resources area (under "Step 1", see page 18), you can even paste it into a document for future reference if you want.

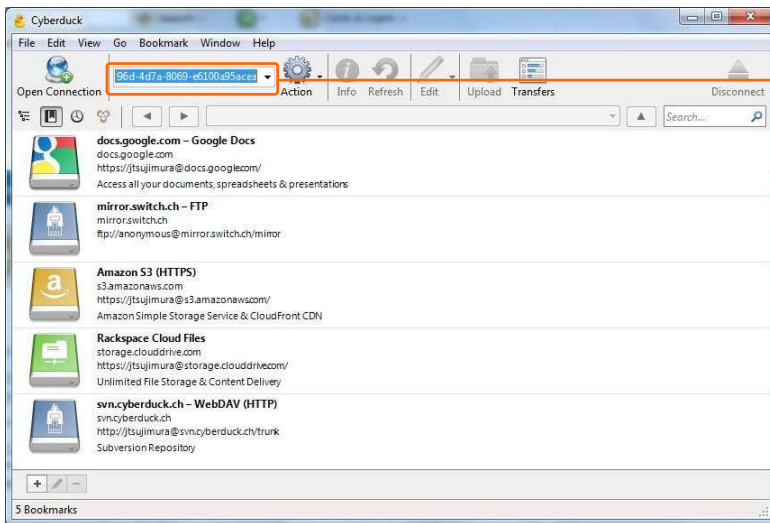
1. From the desktop, click Computer.
2. Click Map Network Drive.
3. On the Map Network Drive screen, click "Connect to a Web site that you can use to store your documents and pictures", and then click Next.
4. Click "Choose a custom network location", and then click Next.
5. In the "Internet or network address" field, type or paste the URL listed in the "Upload-Download Multiple Resource" link, and then click Next.
6. When prompted, enter your username and password.
7. You can now drag files and folders to and from your computer and the site Resources folder.

Laulima: WebDAV and the Resources Tool

Setting up a WebDAV Connection with Windows 7 (and above)

Connecting to Laulima through WebDAV/web folders currently does not work with Windows 7. ITS is aware of this issue, and we are working with Microsoft to resolve it.

Though not officially supported by UH, Cyberduck is a free application which supports WebDAV, and can be used for problems being encountered with Windows 7 and WebDAV. You can go to the Cyberduck website (<http://cyberduck.io>) to download the software. Running the installer will present you with a wizard to step through. You can run Cyberduck after installing it or launch it from the Start menu or any shortcut you may have created.



1 Using the WebDAV information you copied from Laulima (pg. 18), paste this in the "Quick Connect" field, then hit return on your keyboard



2 Enter your username and password

Note: Recommended to uncheck "Save password", as a security precaution

3 Click to Login to course's Resources with WebDAV

The window will then show the contents of your Resources folder (in Laulima, left, below). You can then drag files into this window from your computer to copy files, move files into different folders, etc.



Note: Cyberduck is not officially supported by the University. Alternatively, Windows 7 users might try AnyClient (<http://www.anyclient.com>), also not officially supported.

Laulima: WebDAV and the Resources Tool

Setting up a WebDAV Connection with Macintosh OSX (using “Connect To...”)

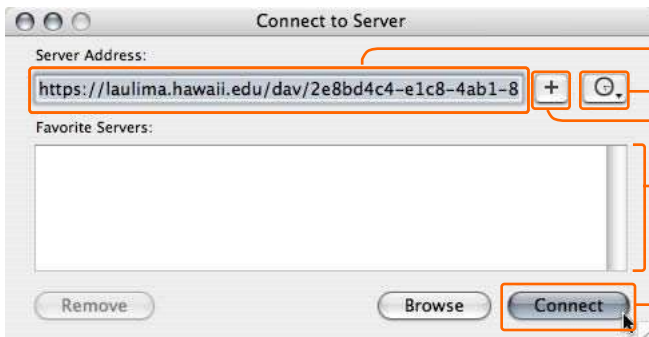
In Macintosh OSX 10.2 (Jaguar) and above, WebDAV is built in. Make sure you copy the Resources address (pg. 17) before you make a connection on a Macintosh.

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 “Sever 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

After clicking to connect to Laulima enter your username and password, then click “OK”.



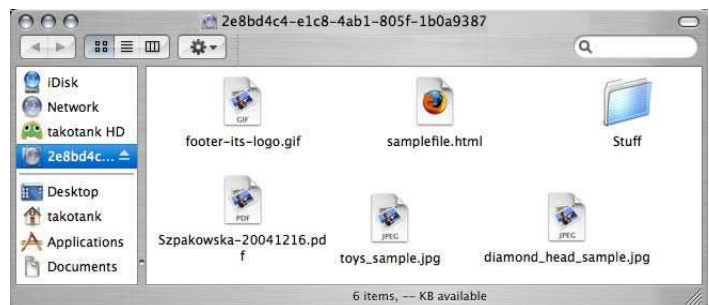
4a Enter username

4b Enter password

5 Click “OK”



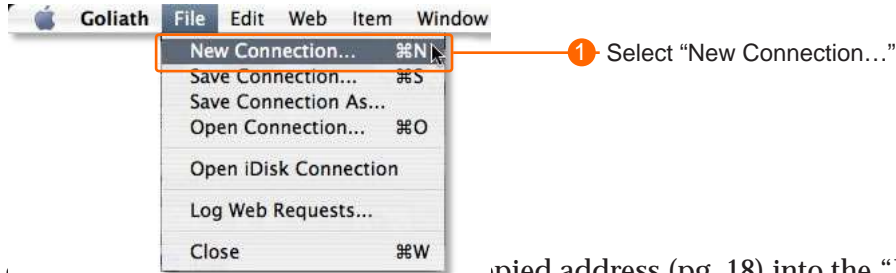
A new window will appear connecting to your work space. You can drag files and folders to this and it will be reflected in your workspace. Holding down the command (Apple) key while selecting allows you to select multiple files not next to one another.



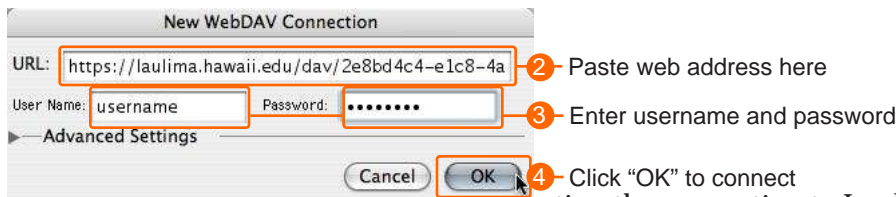
Laulima: WebDAV and the Resources Tool

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

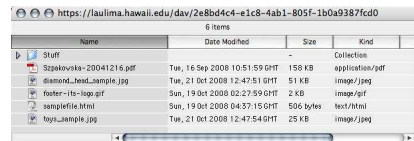
In older Macintosh operating systems Goliath can be used to establish a WebDAV connection. Go to the Goliath homepage (<http://www.webdav.org/goliath>) to download the software. After installation, double-click on it's icon to launch it. Once in Goliath, click the "File" menu, then "New" Connection..."



A new Goliath window will appear with the copied address (pg. 18) into the "URL" field and click "OK".

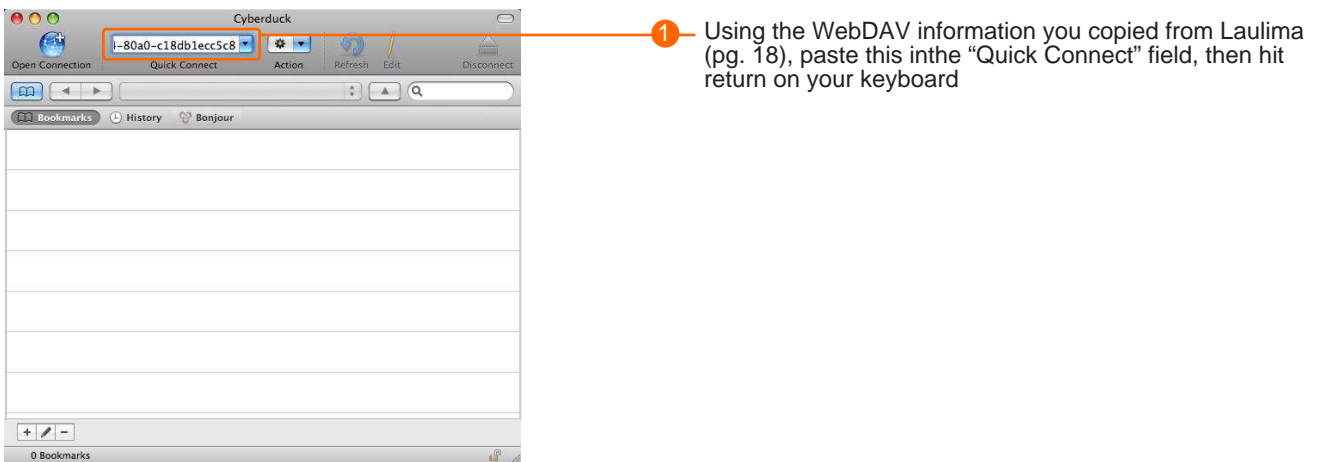


A new Goliath window will appear representing the connection to Laulima.



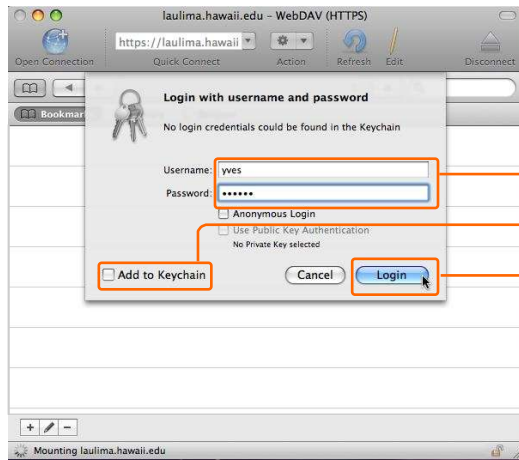
Setting up a WebDAV Connection with Macintosh OSX (using Cyberduck)

In later versions (eg. Mac OSX 10.5 and up), 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.io>) to download the software. After installation, double-click on its icon to launch it.

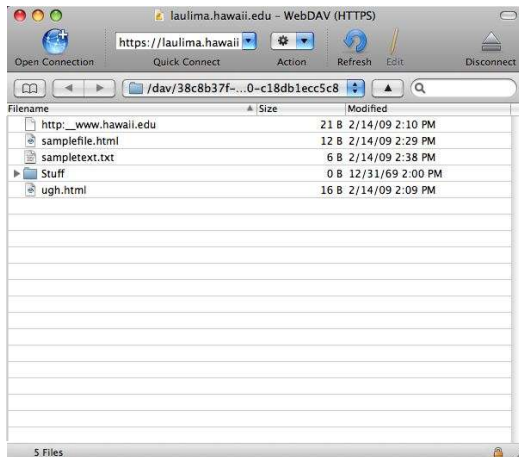


Laulima: WebDAV and the Resources Tool

Setting up a WebDAV Connection with Macintosh OSX (using Cyberduck (cont'd))



- 2 Enter your username and password
- Note: Recommended to uncheck "Add to Keychain", as a security precaution
- 3 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 copy files from your computer, move files into different folders, etc.

Note: Cyberduck is not officially supported by the University.