



Laulima: Tips and Tricks

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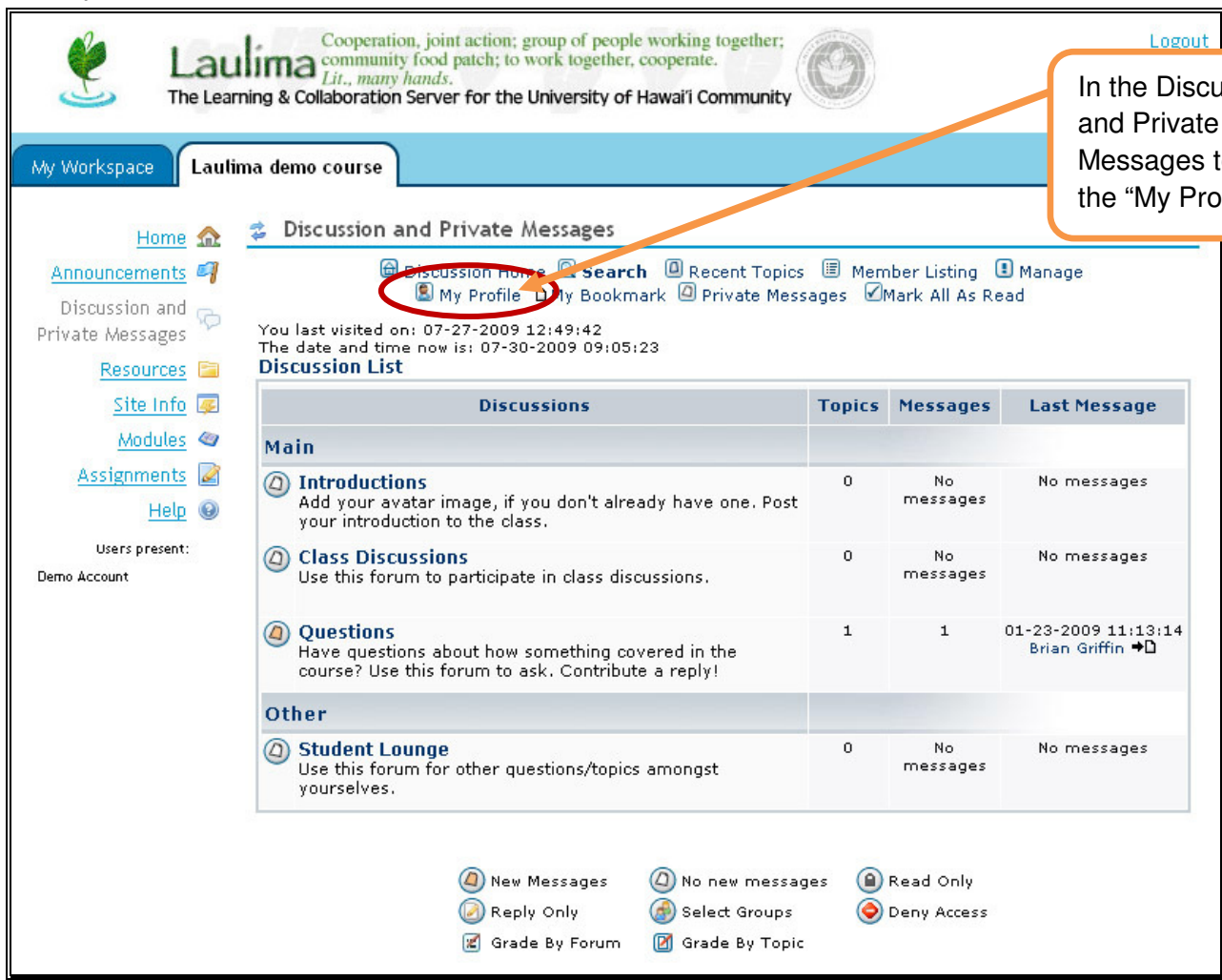
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Adding an Avatar to Discussion and Private Messages

An **Avatar** is a graphic image used to represent a user. An avatar does not have to be a real-life digital photo of a person. The image can be of anything meant to project the users' personality or sometimes an alter ego. An avatar can bring more personality to class or group discussions in an on-line environment and help users feel more connected to their classmates or group members.

To add an avatar to your Discussion and Private Messages postings, go to the Discussion and Private Messages tool in any site in Laulima. It does NOT matter which site you go to, once you add an avatar for one site, it will appear in all sites and any postings made so far. In the Discussion and Private Messages tool, click the "My Profile" link.



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

My Workspace **Laulima demo course**

Home **Discussion and Private Messages**

Announcements Search Recent Topics Member Listing Manage
Discussion Home My Profile My Bookmark Private Messages Mark All As Read

Discussion and Private Messages

Resources Site Info Modules Assignments Help

Users present:
Demo Account

You last visited on: 07-27-2009 12:49:42
The date and time now is: 07-30-2009 09:05:23

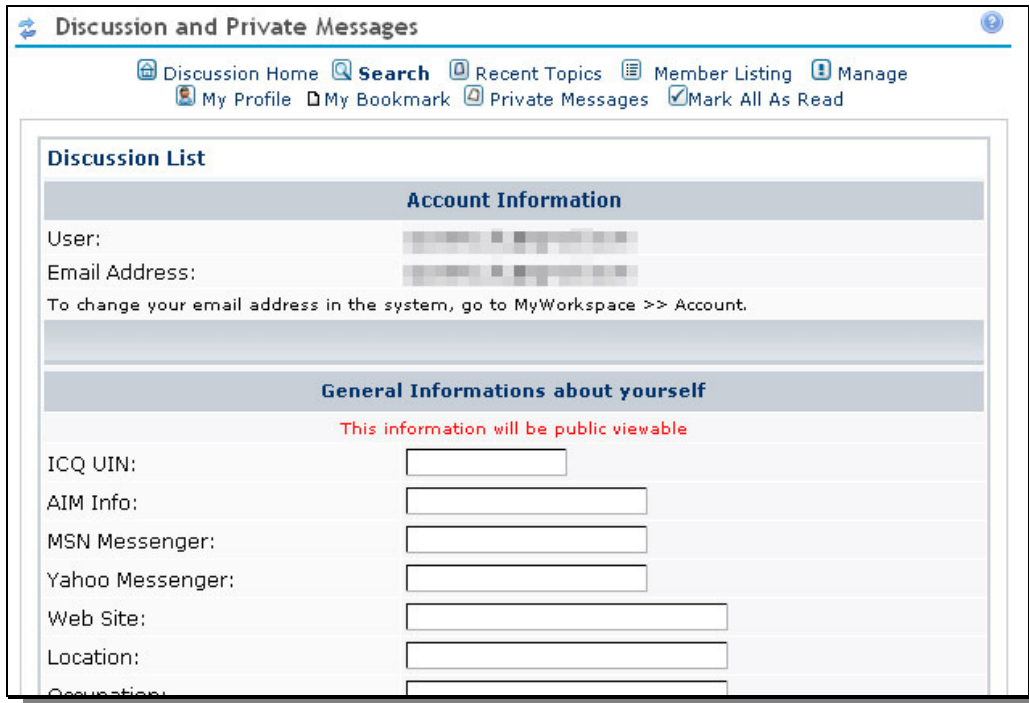
Discussion List

Discussions	Topics	Messages	Last Message
Main			
Introductions Add your avatar image, if you don't already have one. Post your introduction to the class.	0	No messages	No messages
Class Discussions Use this forum to participate in class discussions.	0	No messages	No messages
Questions Have questions about how something covered in the course? Use this forum to ask. Contribute a reply!	1	1	01-23-2009 11:13:14 Brian Griffin ↗
Other			
Student Lounge Use this forum for other questions/topics amongst yourselves.	0	No messages	No messages

New Messages No new messages Read Only
 Reply Only Select Groups Deny Access
 Grade By Forum Grade By Topic



In the “My Profile” area, you will see your account information and options for other information about yourself that you can make available to others such as an Instant Messenger account and personal web site address.



The screenshot shows a web interface titled "Discussion and Private Messages". At the top, there are navigation links: Discussion Home, Search, Recent Topics, Member Listing, Manage, My Profile, My Bookmark, Private Messages, and Mark All As Read. Below this is a "Discussion List" section. The main content area is divided into two sections: "Account Information" and "General Informations about yourself".

Account Information

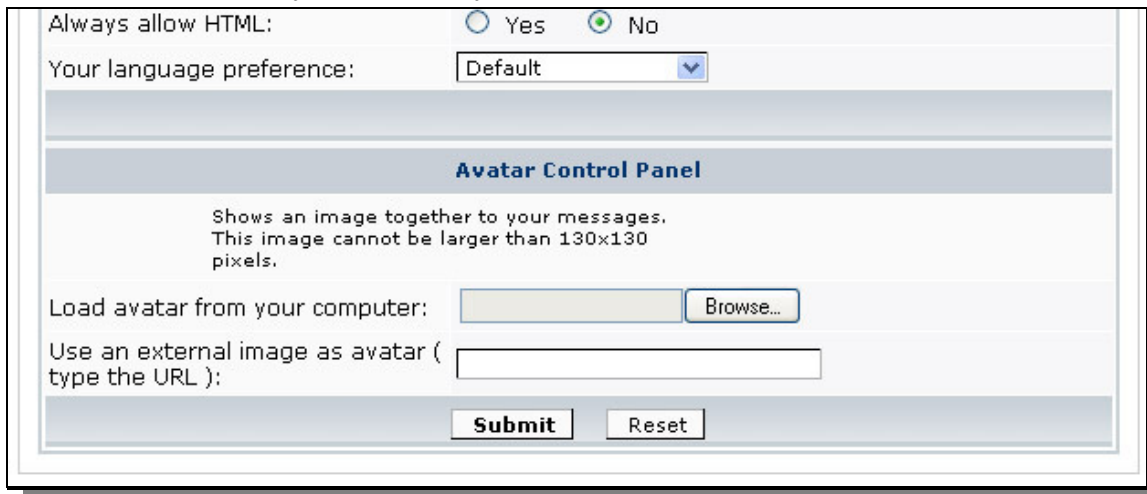
User: [Redacted]
Email Address: [Redacted]
To change your email address in the system, go to MyWorkspace >> Account.

General Informations about yourself

This information will be public viewable

ICQ UIN: [Text Input]
AIM Info: [Text Input]
MSN Messenger: [Text Input]
Yahoo Messenger: [Text Input]
Web Site: [Text Input]
Location: [Text Input]
Occupation: [Text Input]

At the bottom of the My Profile area you will see the Avatar Control Panel.



The screenshot shows the "Avatar Control Panel" section of a web interface. It includes the following elements:

Always allow HTML: Yes No
Your language preference: [Default] [v]
Avatar Control Panel
Shows an image together to your messages.
This image cannot be larger than 130x130 pixels.

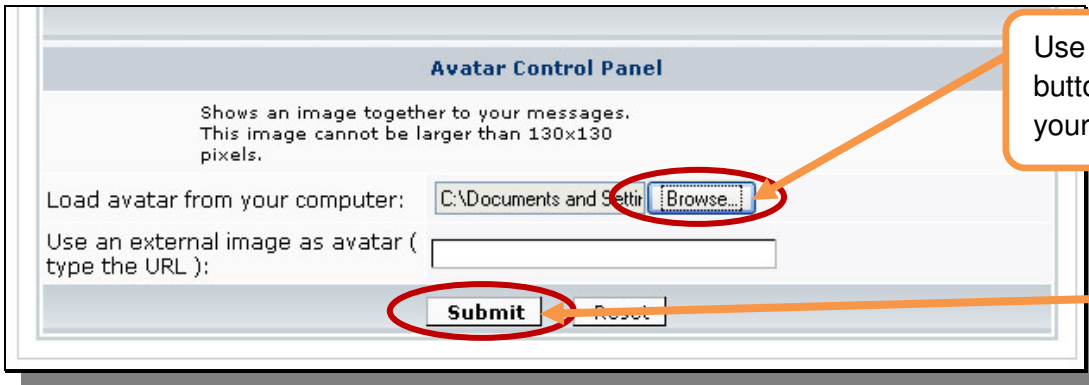
Load avatar from your computer: [Text Input] [Browse...]
Use an external image as avatar (type the URL): [Text Input]

[Submit] [Reset]

To add an avatar, there are two options. You can either upload an image from your computer or you can copy and paste a URL to an image you already have uploaded to another account such as a PhotoBucket or Picasa account. In this example, an image will be uploaded from the computer.



To upload your avatar, click the “Browse” button and select the file from your computer. Click the “Submit” button.



Avatar Control Panel

Shows an image together to your messages.
This image cannot be larger than 130x130 pixels.

Load avatar from your computer: C:\Documents and Settings [Browse...]

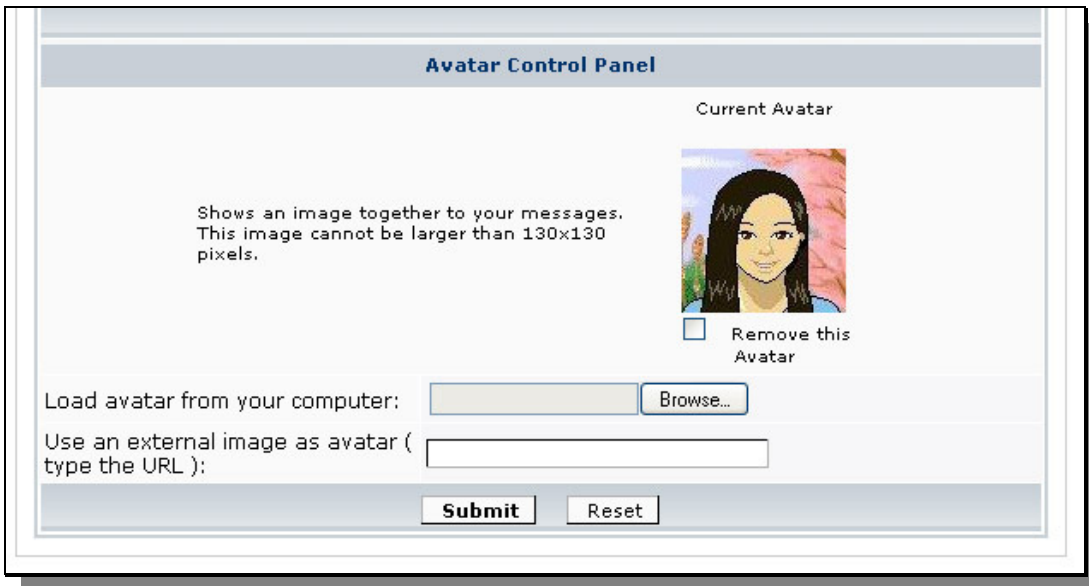
Use an external image as avatar (type the URL): []

[Submit] [Reset]

Use the “Browse” button to select your file.


Click “Submit” to upload your image.

You should then see the image of your avatar in your profile area.



Avatar Control Panel

Current Avatar



Shows an image together to your messages.
This image cannot be larger than 130x130 pixels.

Remove this Avatar

Load avatar from your computer: [] [Browse...]

Use an external image as avatar (type the URL): []

[Submit] [Reset]

To return to the main Discussion and Private Messages area, scroll to the top of the page and click the “Discussion Home” link. Or you can refresh tool by clicking the double blue arrows in the top left corner.



To return to the main area, click “Discussion Home” or the double blue arrows.

Discussion and Private Messages

[Refresh] [Discussion Home] [Search] [Recent Topics] [Member Listing] [Manage]

[My Profile] [My Bookmark] [Private Messages] [Mark All As Read]

Discussion List

Account Information

User: []
Email Address: []
To change your email address in the system, go to MyWorkspace >> Account.

General Informations about yourself

This information will be public viewable

ICQ UIN: []



Your avatar image will now appear on new posts as well as old posts you had made previously.

The screenshot displays the Laulima forum interface. At the top, the Laulima logo is accompanied by the tagline "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit., many hands." and the text "The Learning & Collaboration Server for the University of Hawai'i Community". A "Logout" link is visible in the top right corner. Below the header, a navigation bar shows "My Workspace" and "Laulima demo course".

The main content area is titled "Discussion and Private Messages" and includes a navigation menu with options like "Discussion Home", "Search", "Recent Topics", "Member Listing", "Manage", "My Profile", "My Bookmark", "Private Messages", and "Mark All As Read".

The central focus is a post titled "Instructor Intro" by "Demo Account". The post content reads: "Greetings Everyone! Here is a brief introduction about myself . . .". The user's profile picture is visible on the left. Below the post, there are buttons for "profile" and "pm".

At the bottom of the post area, there are options for "Quick Reply" and "Mark Topic As Read". A "Go to:" dropdown menu is set to "Select a forum" with a "Go" button next to it.

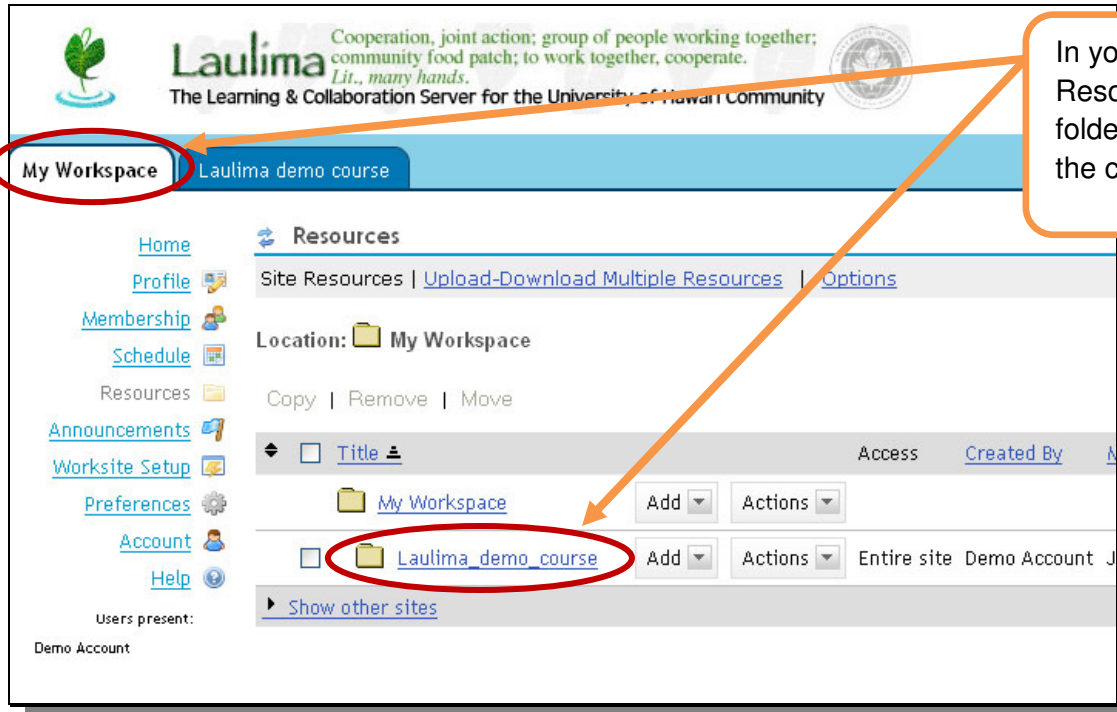


Creating a Web page using Laulima

Homepage looking a little boring? Add some interest to your homepage with images. A homepage can help set the tone for the class as well as provide important or updated information to those in the site. This section covers creating a web page within Laulima and then linking it to your Homepage.

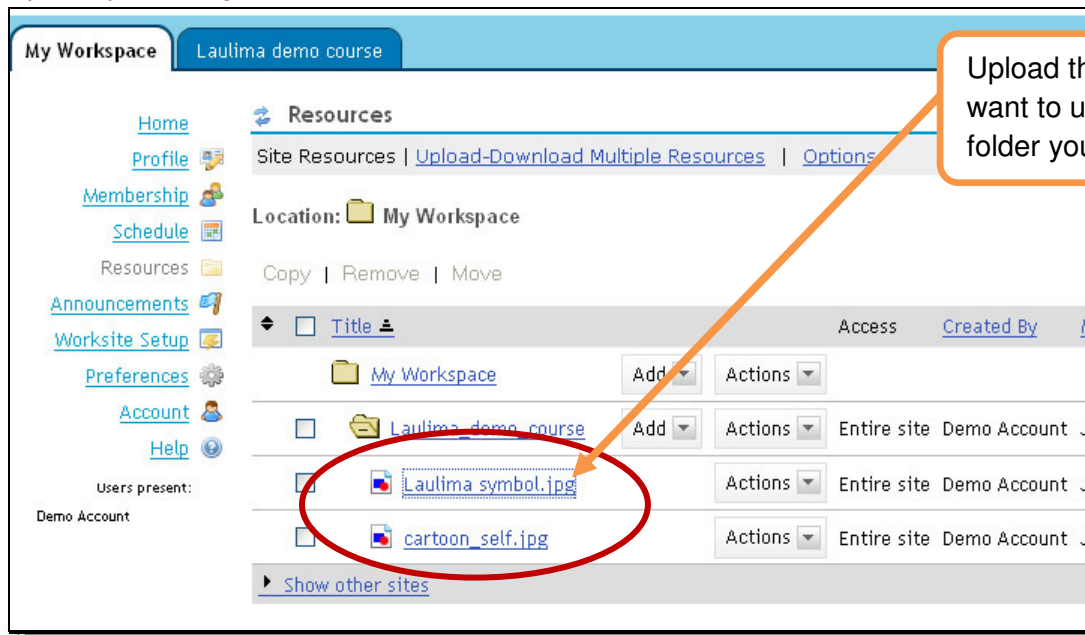
For web page (html) files and images, we suggest keeping these files in your “My Workspace” area. By doing this, the file does not need to be copied to a new course every semester or for every section of the course you teach.

To begin, we will create a folder in the Resources of the My Workspace area.



The screenshot shows the Laulima interface. The top navigation bar includes 'My Workspace' (circled in red) and 'Laulima demo course'. The left sidebar contains various navigation links. The main content area shows the 'Resources' section for 'My Workspace'. A table lists resources, with a new folder 'Laulima_demo_course' (circled in red) added below the 'My Workspace' folder. An orange callout box with an arrow pointing to the 'Laulima_demo_course' folder contains the text: "In your My Workspace Resources, add a folder with the title of the course."

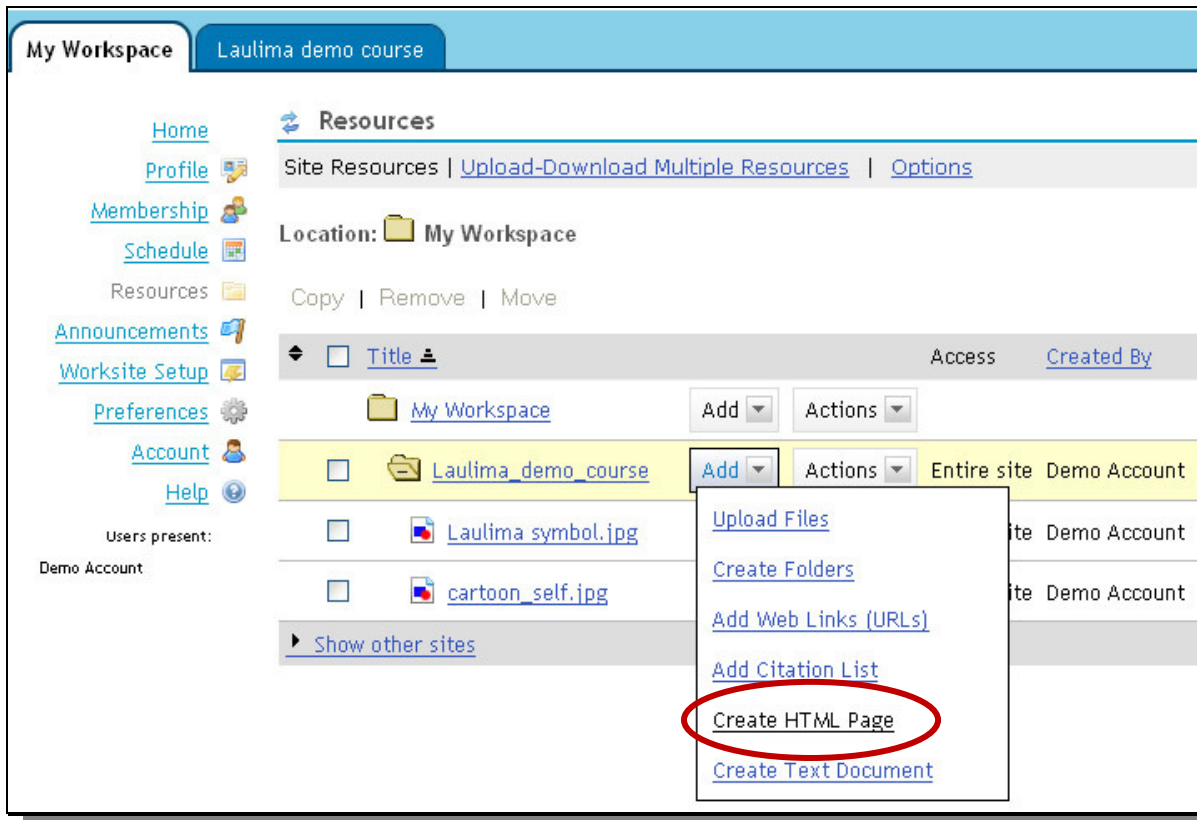
Upload your image files to this new folder.



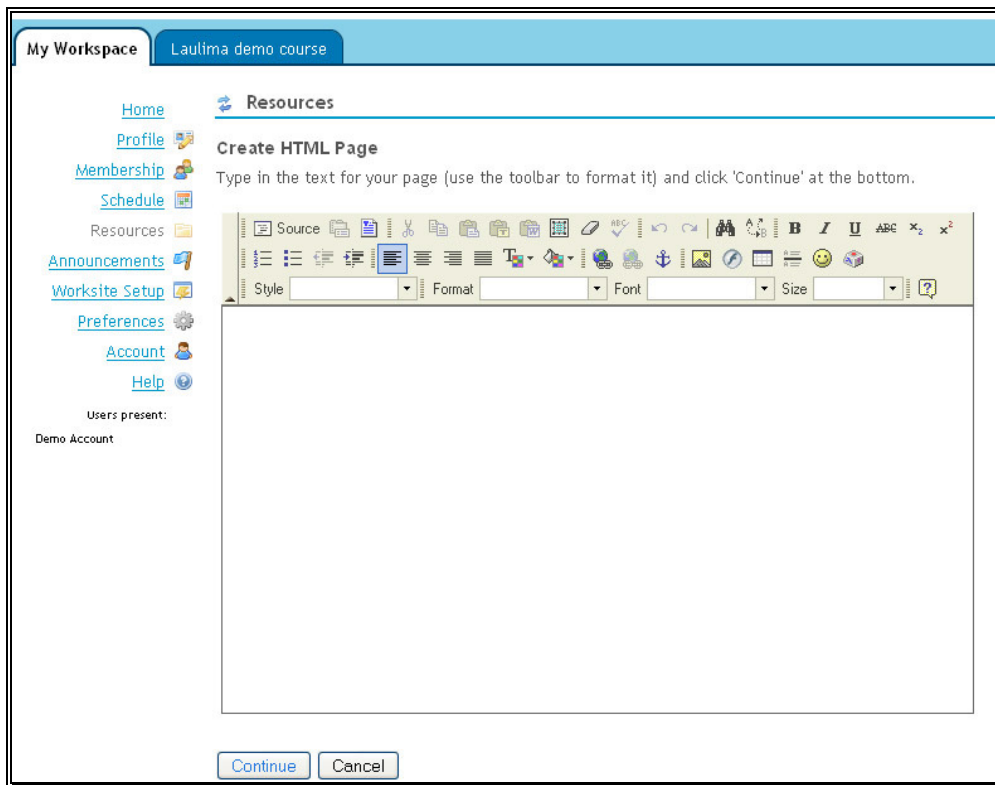
The screenshot shows the Laulima interface with the 'Laulima_demo_course' folder selected. The resource table now includes two image files: 'Laulima symbol.jpg' and 'cartoon_self.jpg', both circled in red. An orange callout box with an arrow pointing to the 'Laulima symbol.jpg' file contains the text: "Upload the image you want to use to the folder you just created."



To create a new web page in Laulima, click the “Add” drop-down menu next to your folder and click “Create HTML page”.

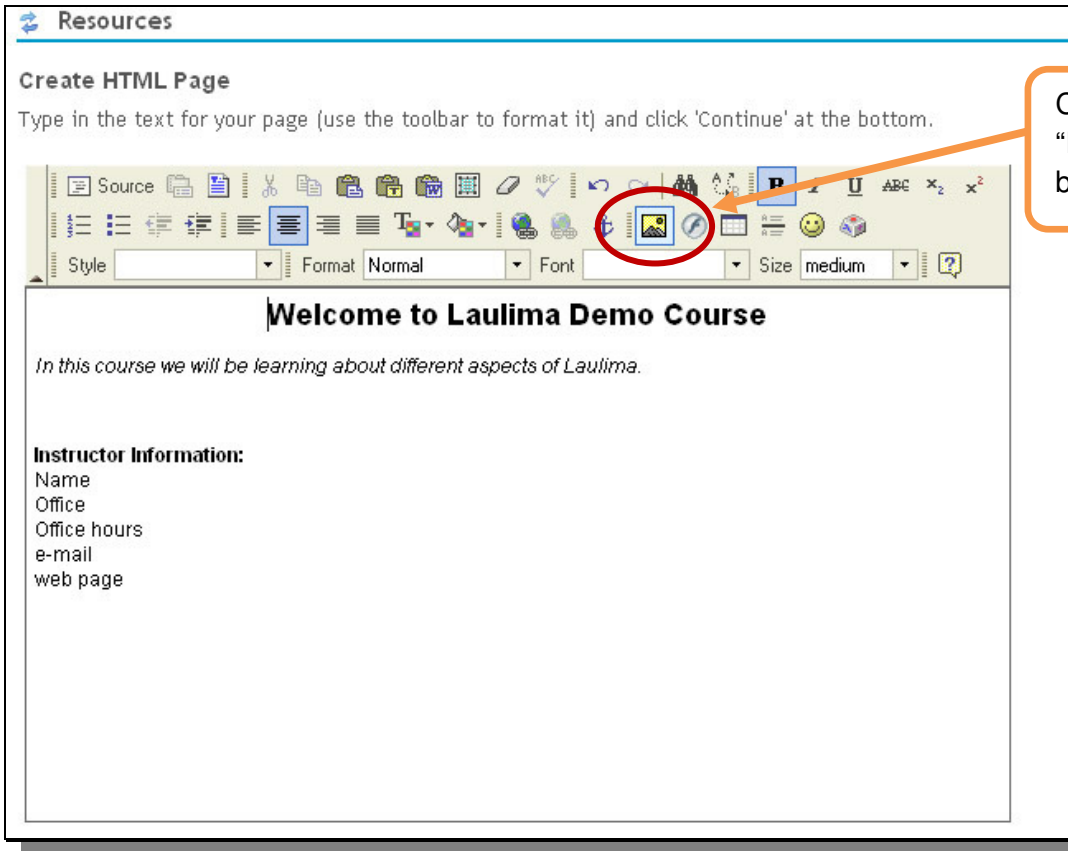


You can then create your web page using the html editor options similar to using Microsoft Word. You can also copy and paste text from Word if you already have it typed out.



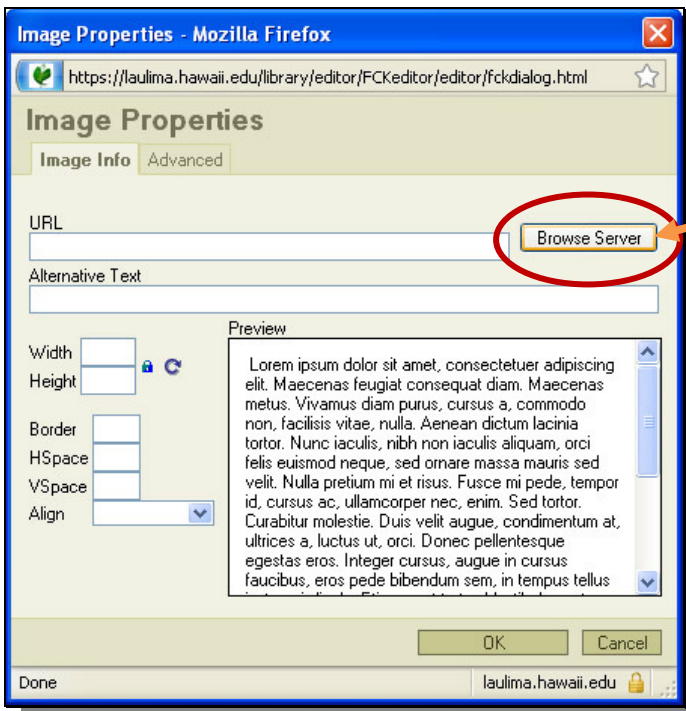
Adding an image to your web page:

When you are ready to insert your image, put your cursor where you want your image to appear and click the “Insert/Edit Image” button.



Click the “Insert/Edit Image” button.

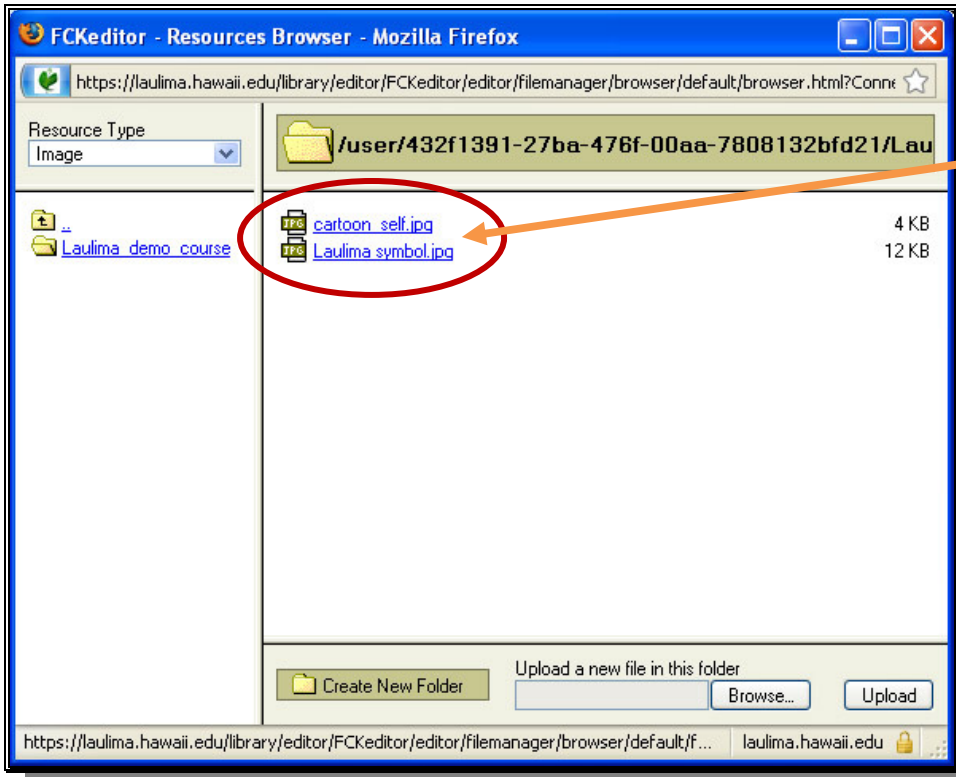
On the Insert/Edit Image window that appears, you can either copy and paste the URL for an image or you can click on the “Browse Server” button.



Either copy and paste the URL for your image or use the “Browse Server” button.

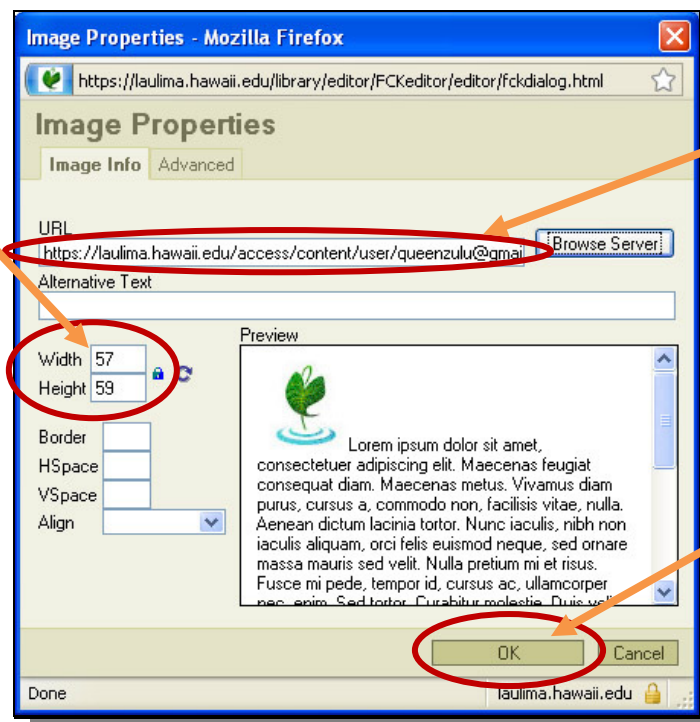


You will then see the folders of sites you are the instructor/maintainer for listed on the left. Image files and folders will appear in the main area. Click on the title of the folder for the course you are making the homepage for and then click the image you want to insert.



Click on the image you want to use.

The URL for the image will automatically be put into the box. A preview of what the image looks like will appear. You can also change the size of the image if it is too big. If your image looks alright to you, click the “OK” button.



Size of image can be adjusted.

URL will be added

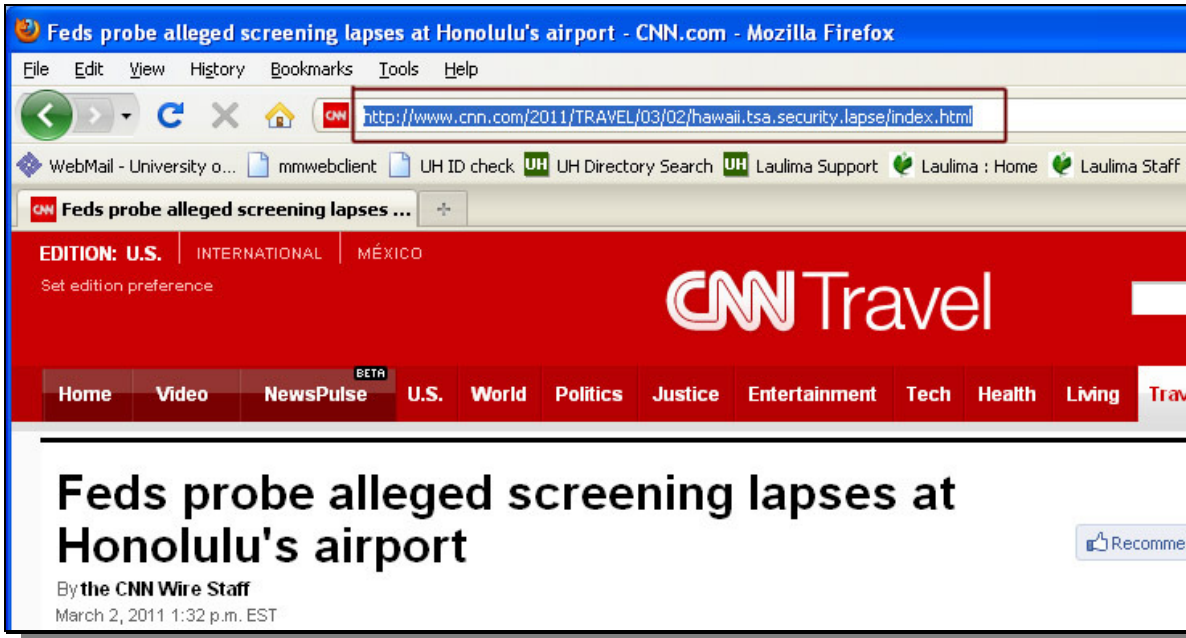
When ready, click “OK” button.



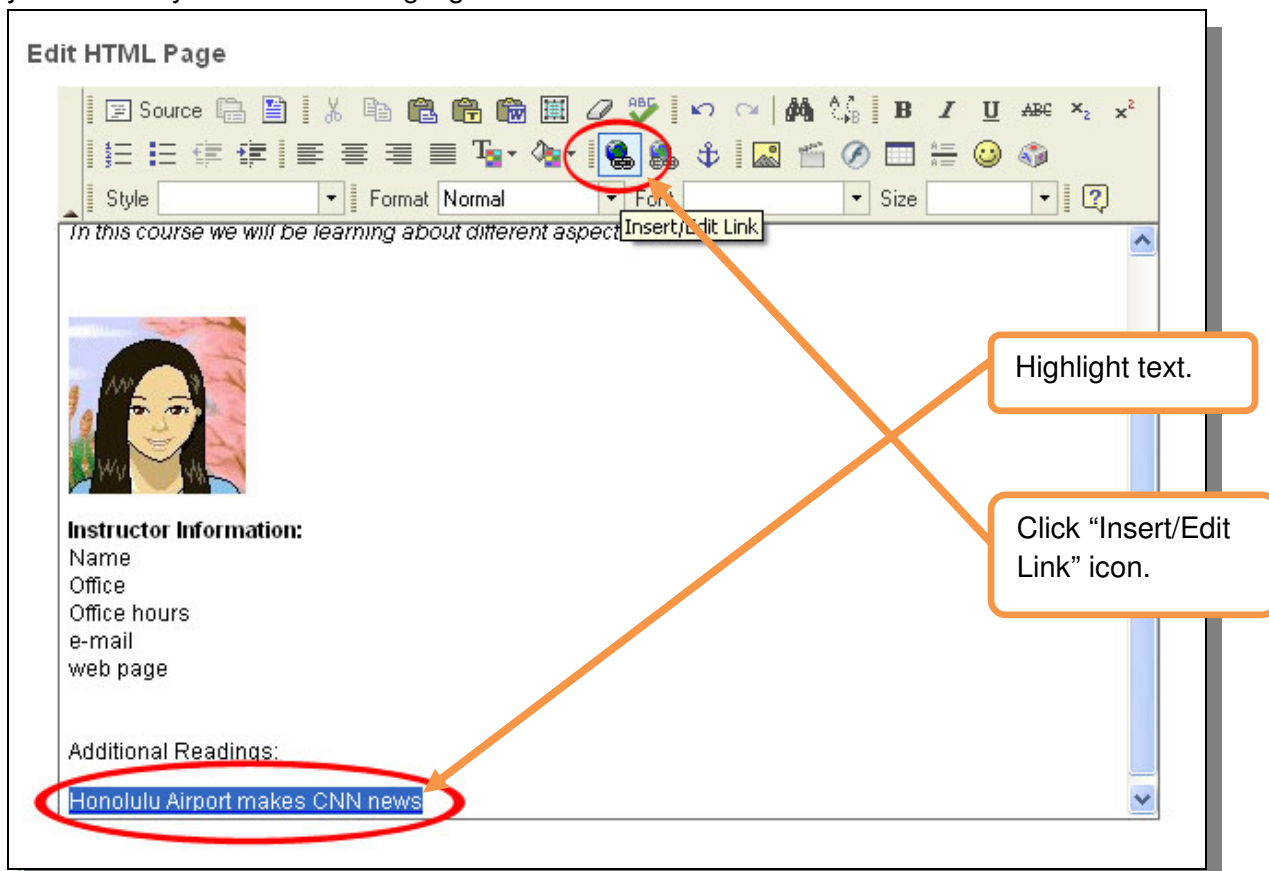
Adding a link to your web page:

You can also add link to other web pages. You can list suggested or interesting articles for the students to read. For instance, you can link to a specific CNN news article or video.

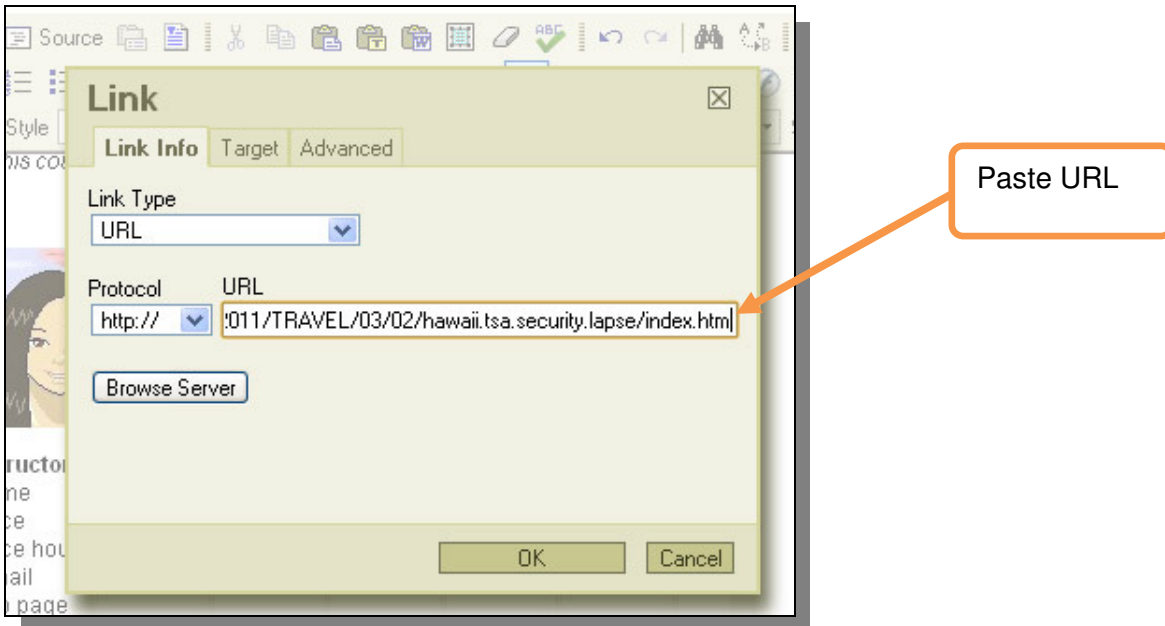
To do this, on a separate browser window, go to the web page you want to link to and copy the URL from the address bar. Copy the URL by right clicking while the mouse is on the URL and then select "Copy". Or by going to "Edit" and selecting "Copy" from the drop-down menu.



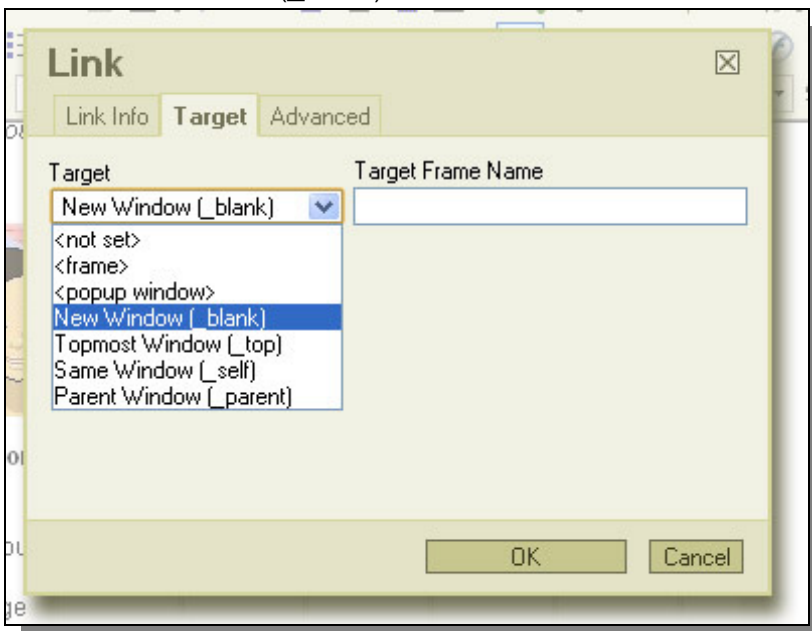
After copying the URL, go back to your other browser where you are editing your web page and type the text you want as your link. Then highlight that text and click the "Insert/Edit link" icon.



On the “Insert/Edit Link” window that appears, paste the URL you had copied into the box.



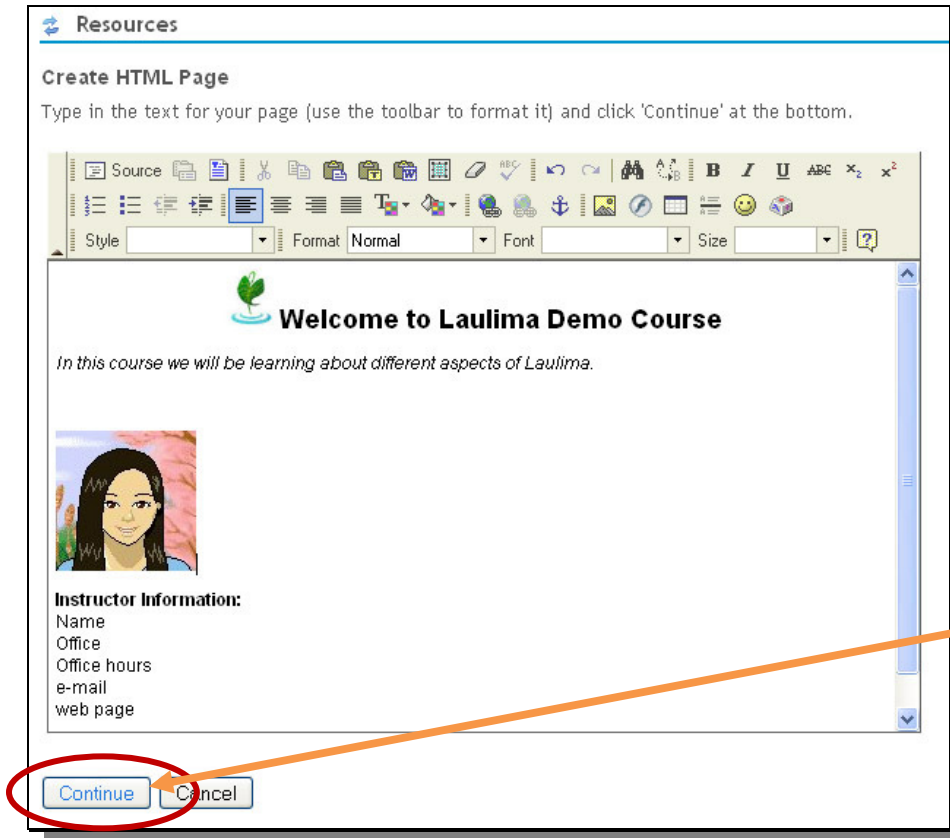
To have this link open in another window, click the “Target” tab. From the drop-down menu under Target, select “New Window (_blank)”.



Once you are done with your URL, click the “OK” button and your text will appear as a link. This link will not go to the web page until you save the file and open it in a browser.



When you are ready to finish your web page, click the “Continue” button to save the file.



When ready to save, click “Continue”



Name the file of your web page. Example: "homepage.html". You should add either .html or .htm to the title of the file or the web page may not work. Click the "Finish" button.

Resources

Create HTML Page

Enter the name of the HTML Page (required), set any other properties you wish, and then click "Finish" to create the HTML Page. Required items marked with *

* Name

Description

* Copyright Status [\(more info\)](#)

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.

This file is **publicly viewable**.

[Optional properties](#)

Type in a title for your web page. Title MUST end in .html or .htm for file to work.

Click "Finish" button.

You will then see your new web page listed in your Resources folder. To view your web page, click on the link.

My Workspace | **Laulima demo course**

Resources

Site Resources | [Upload-Download Multiple Resources](#) | [Options](#)

Location: **My Workspace**

Copy | Remove | Move

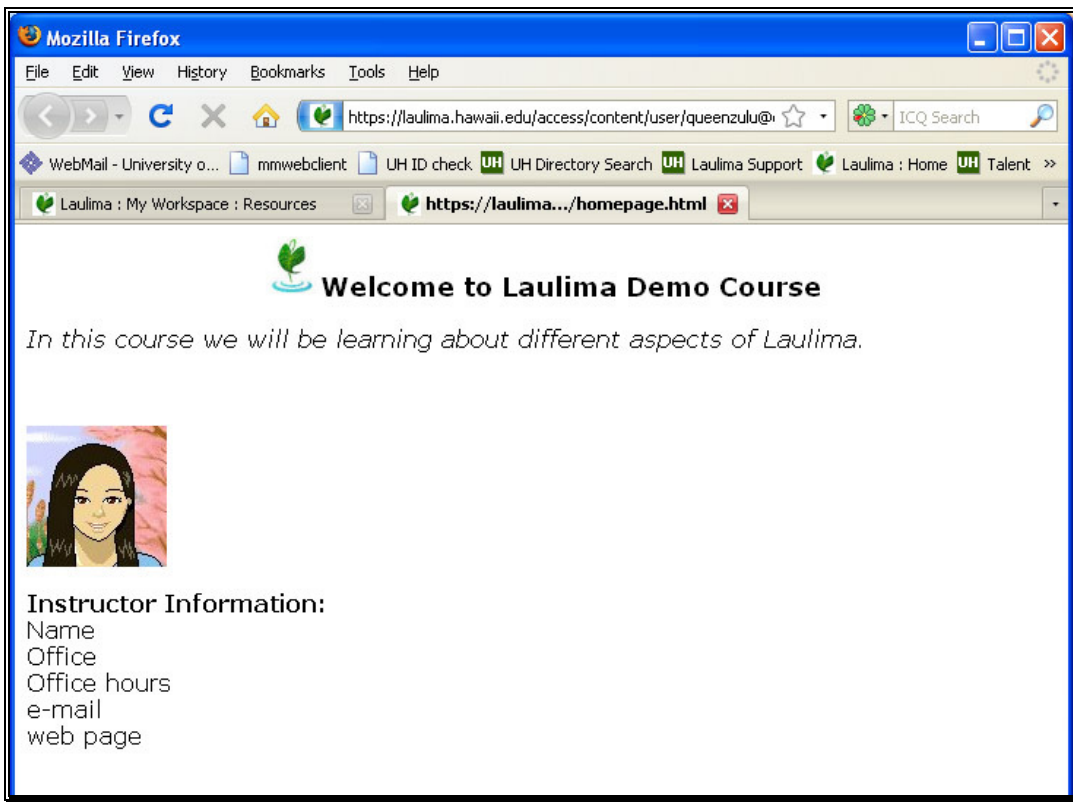
<input type="checkbox"/>	Title	Access	Created		
<input type="checkbox"/>	My Workspace	Add	Actions		
<input type="checkbox"/>	Laulima_demo_course	Add	Actions	Entire site	Demo Account
<input type="checkbox"/>	Laulima symbol.jpg	Actions	Entire site	Demo Account	
<input type="checkbox"/>	cartoon_self.jpg	Actions	Entire site	Demo Account	
<input type="checkbox"/>	homepage.html	Actions	Entire site	Demo Account	

[Show other sites](#)

To view the web page, click on the link

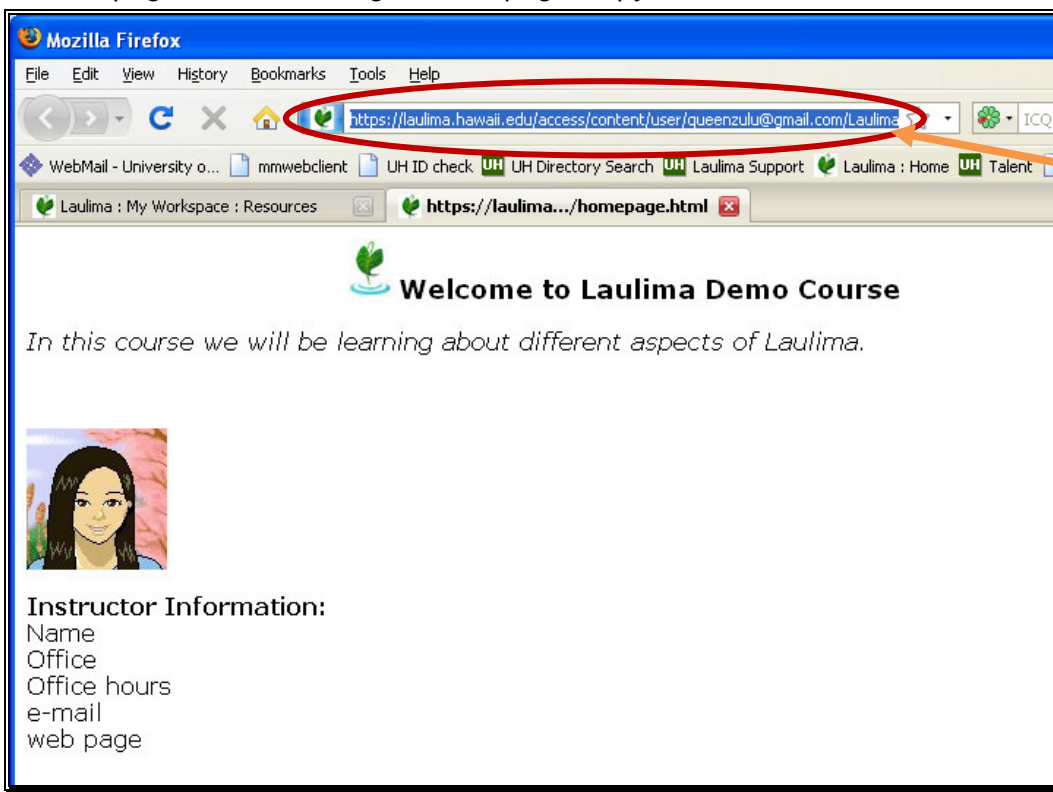


Your web page will open in a new window or tab.



Linking the web page to your Homepage area:

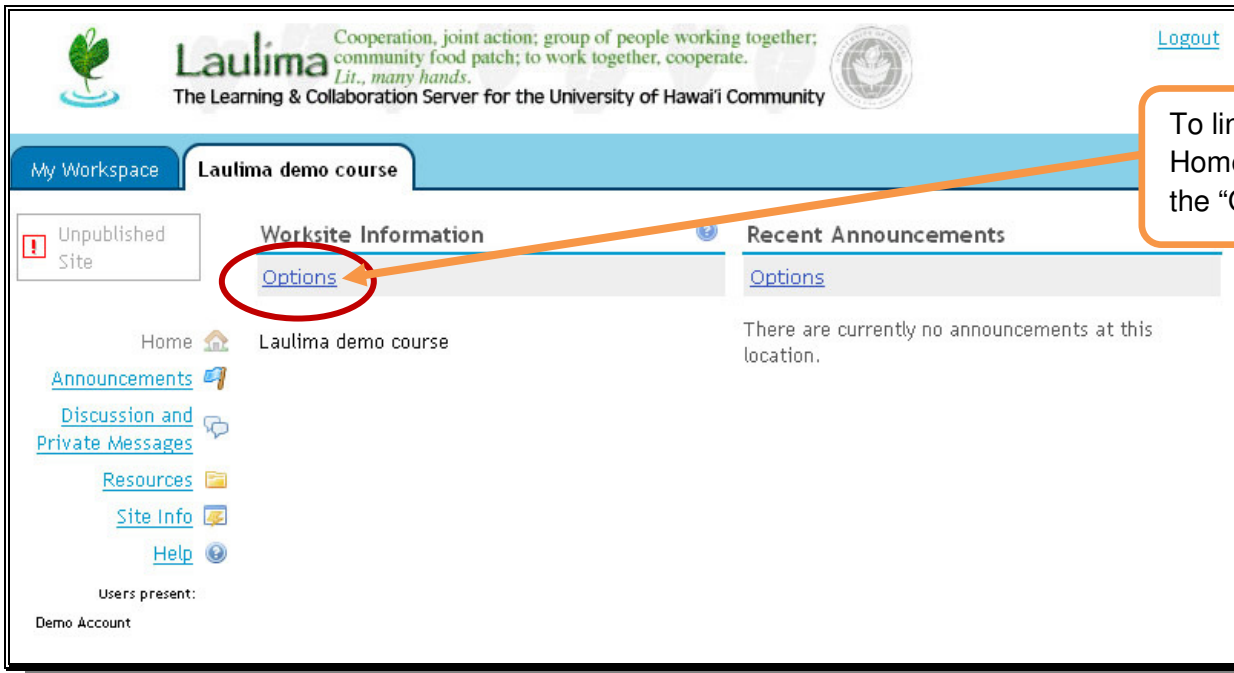
Now we will add the link to this web page to the Home area of our course. To do this we first need the URL for the web page. When viewing the web page, copy the URL from the new window or tab.



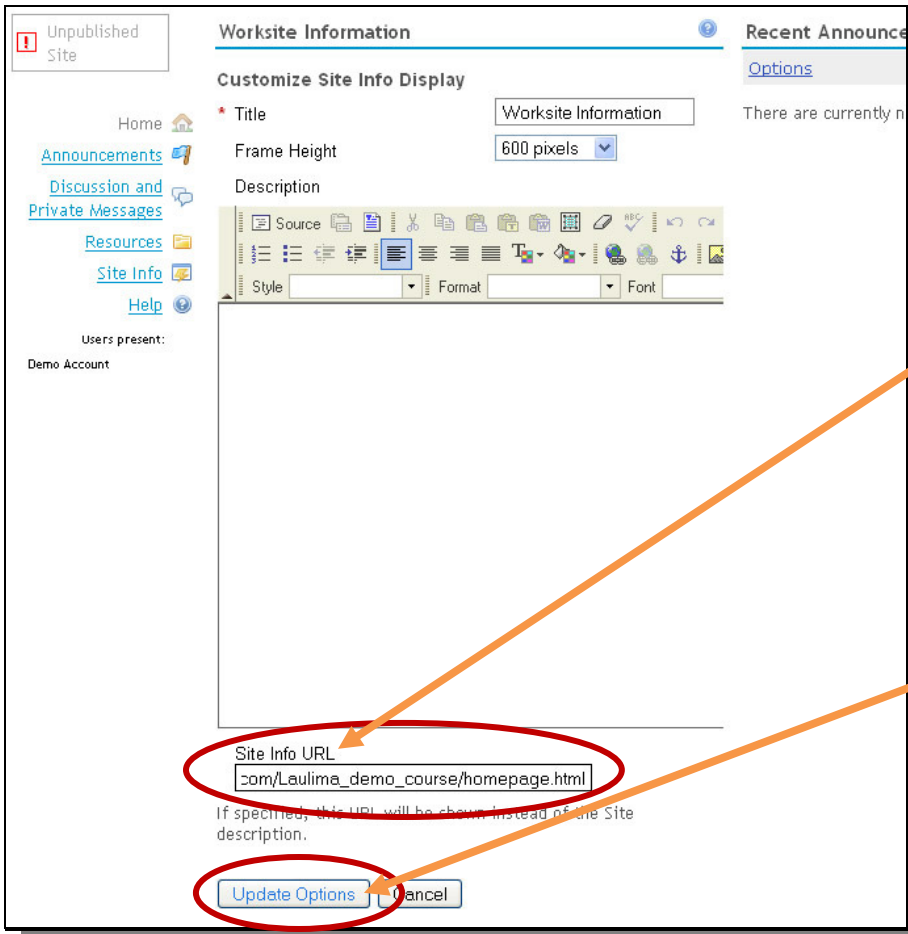
Copy the URL for the web page.



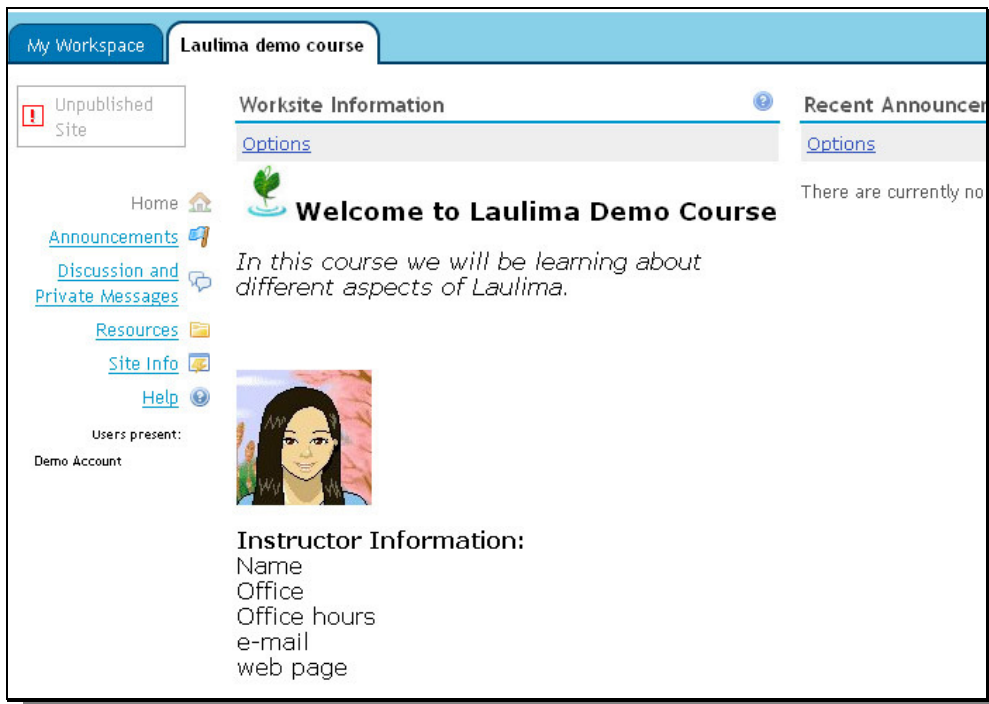
Go to the site you would like to link the web page to. To link to the Home area, click the “Options” link.



On the Options page, paste the URL for the web page in the box labeled, “Site Info URL”. Then click the “Update Options” button.

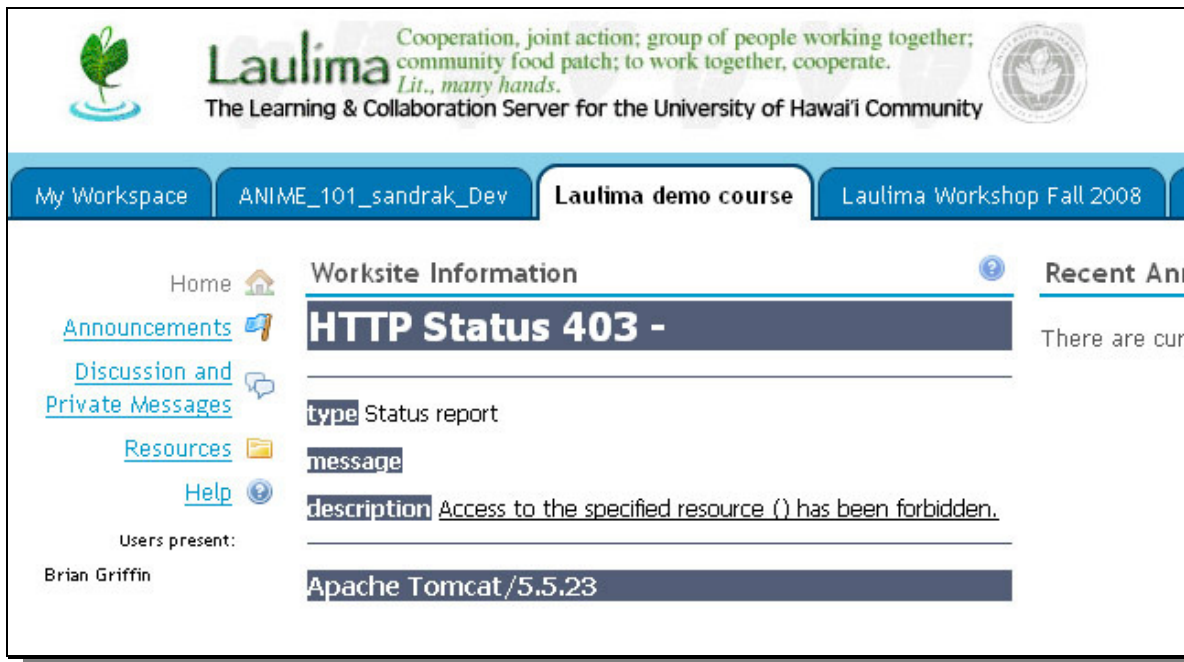


Your web page will then appear on the Home area of your site.



The screenshot shows a web browser window displaying the Lulima interface for a course titled "Laulima demo course". The page has a blue header with "My Workspace" and "Laulima demo course". On the left, there is a navigation menu with links for Home, Announcements, Discussion and Private Messages, Resources, Site Info, and Help. Below the menu, it says "Users present: Demo Account". The main content area is titled "Worksite Information" and features a "Welcome to Lulima Demo Course" message with a green leaf icon. The message reads: "In this course we will be learning about different aspects of Lulima." Below the message is a profile picture of a woman. Underneath the picture, there is an "Instructor Information:" section with fields for Name, Office, Office hours, e-mail, and web page. On the right side, there is a "Recent Announcements" section with an "Options" link and the text "There are currently no announcements".

***NOTE:** Web page and image files MUST be made publicly viewable or your students/participants will NOT be able to see them. If the files are not publicly viewable, the students/participants will see the error message below.



The screenshot shows a web browser window displaying the Lulima interface for a course titled "Laulima demo course". The page has a blue header with "My Workspace", "ANIME_101_sandrak_Dev", "Laulima demo course", and "Laulima Workshop Fall 2008". On the left, there is a navigation menu with links for Home, Announcements, Discussion and Private Messages, Resources, and Help. Below the menu, it says "Users present: Brian Griffin". The main content area is titled "Worksite Information" and features a large dark blue banner with the text "HTTP Status 403 -". Below the banner, there is a "type" field with the value "Status report", a "message" field with the value "Access to the specified resource () has been forbidden.", and a "description" field with the value "Apache Tomcat/5.5.23". On the right side, there is a "Recent Announcements" section with an "Options" link and the text "There are currently no announcements".



To make these files publicly viewable, go back to the Resources in your My Workspace. Because all the files in the `Laulima_demo_course` folder need to be view able in the site, we will make the folder publicly viewable. Individual files can also be made publicly viewable. To do this click the “Actions” drop-down menu to the right of the folder. Click on “Edit Details”.

Resources

Site Resources | [Upload-Download Multiple Resources](#) | [Options](#)

Location: **My Workspace**

Copy | Remove | Move

<input type="checkbox"/>	Title	Access	Created By
<input type="checkbox"/>	My Workspace	Add	Actions
<input type="checkbox"/>	Laulima_demo_course	Add	Actions Entire site Demo Acco
<input type="checkbox"/>	Laulima_symbol.jpg		Acco
<input type="checkbox"/>	cartoon_self.jpg		Acco
<input type="checkbox"/>	homepage.html		Acco

[Show other sites](#)

To make files publicly viewable, click “Edit Details” in the Actions drop-down menu.



On the Edit Details page, select the radio button next to “This folder and its contents are **publicly viewable.**” Click the “Update” button to save.

Resources

Edit Details

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

* 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.**

Folder Details

Created by Demo Account

Created Jul 27, 2009 1:24 pm

Last changed by Demo Account

Last changed Jul 27, 2009 1:24 pm

Web address (URL) https://laulima.hawaii.edu/access/content/user/queenzulu@gmail.com/Laulima_demo_course/

Optional properties

Select “This folder and its contents are **publicly viewable.**”

Click “Update” button to save.

Your folder/files will then be labeled as public. Members of your site will then be able to view those files.

Resources

Site Resources | [Upload-Download Multiple Resources](#) | [Options](#)

Location: My Workspace

Copy | Remove | Move

<input type="checkbox"/>	Title	Access	Created By	Mod
<input type="checkbox"/>	My Workspace			
<input type="checkbox"/>	Laulima_demo_course	Public	Demo Account	Jul 2
<input type="checkbox"/>	Laulima symbol.jpg	Public	Demo Account	Jul 2
<input type="checkbox"/>	cartoon_self.jpg	Public	Demo Account	Jul 2
<input type="checkbox"/>	homepage.html	Public	Demo Account	Jul 2

[Show other sites](#)

The folder and all the files in it are publicly viewable.

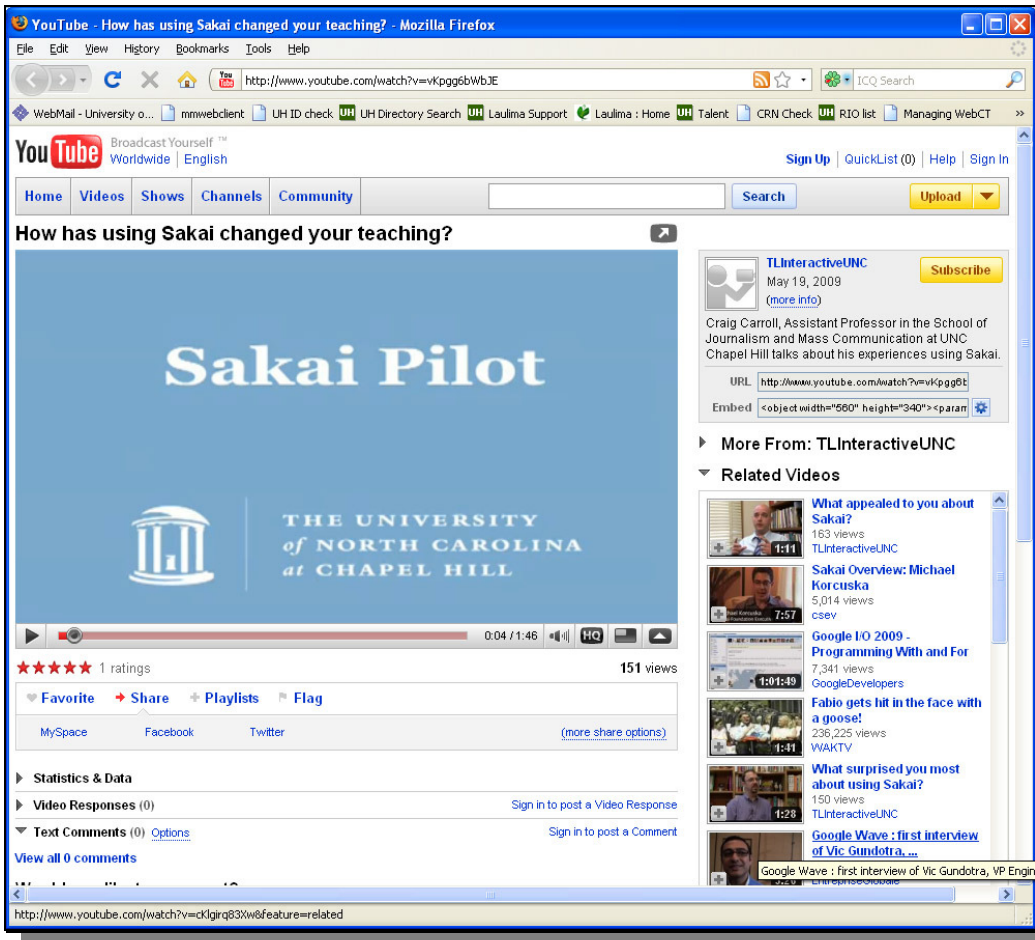


YouTube Embedding a YouTube Video

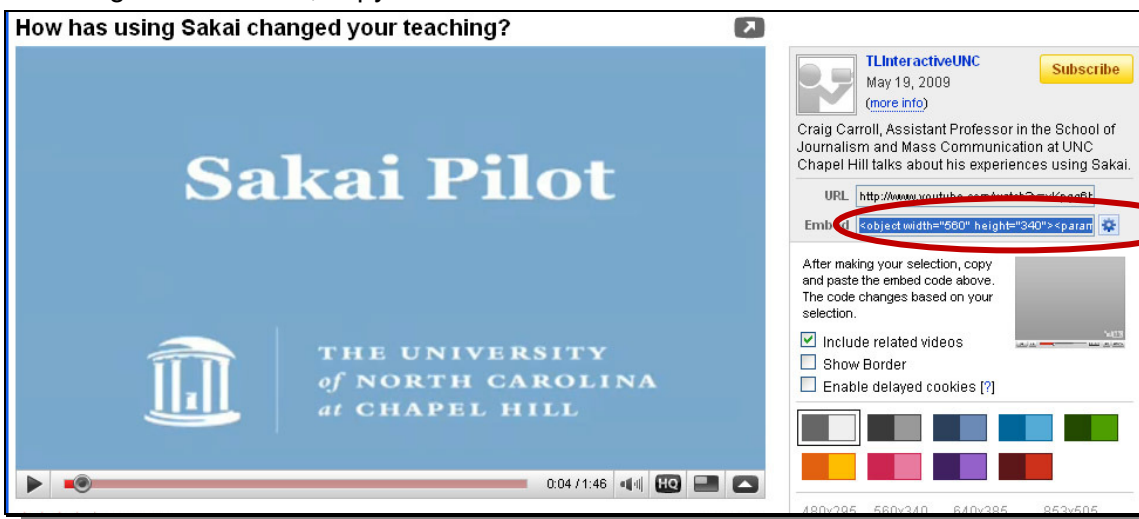
YouTube, as well as other embeddable videos can be added to some tools in Lulima. Videos can help illustrate an idea, provide additional information, and add visual interest to your site. This manual will cover embedding a video into the Modules and Assignments tool.

Embedding a video into Modules:

Begin by locating the video you would like to add to your Modules.



To the right of the video, copy the Embed code.

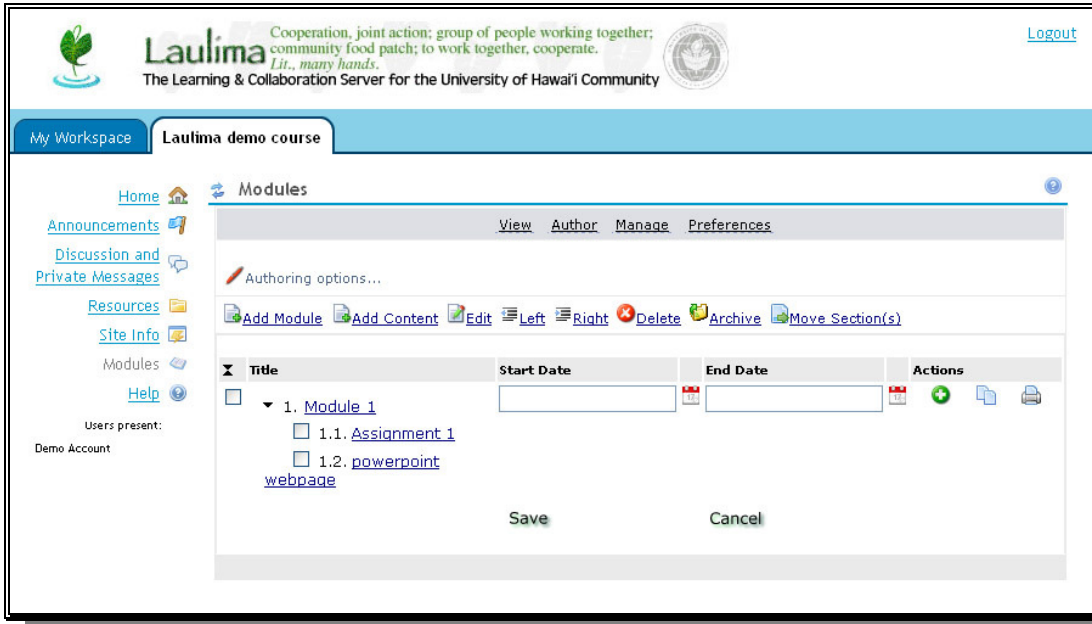


Copy the Embed coding

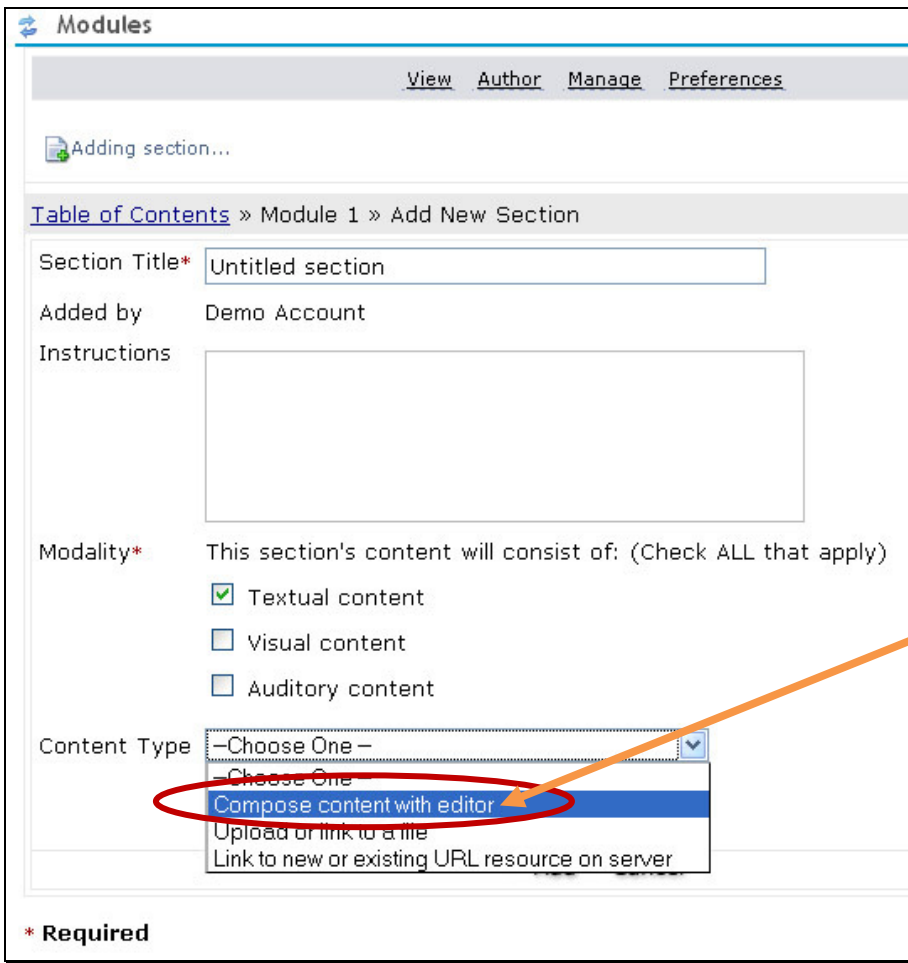


Go to your Laulima site you would like to add the video to and go to the Modules area.

**Note: The Modules are NOT a default tool and will have to be added if not done so already.*



Add a new Content section to a module and select "Compose Content with Editor".



Create new Content Section and select "Compose content with editor"



In the editor, click the “Source” button and paste the Embed code from YouTube into the box. By clicking the “Source” button, it grays out the other buttons and takes you into an html code view.

Table of Contents » Module 1 » Add New Section

Section Title* video

Added by Demo Account

Instructions

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

- Textual content
- Visual content
- Auditory content

Content Type Compose content with editor

Source

```
<object width="560" height="340"><param name="movie" value="http://www.youtube.com/v/vKpgg6bWbJE&hl=en&fs=1&"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/vKpgg6bWbJE&hl=en&fs=1&" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="560" height="340"></embed></object>
```

Click the “Source” button and paste the Embed code from YouTube into the box.

Click the “Add” link to save and add the content section to your module.

Properties

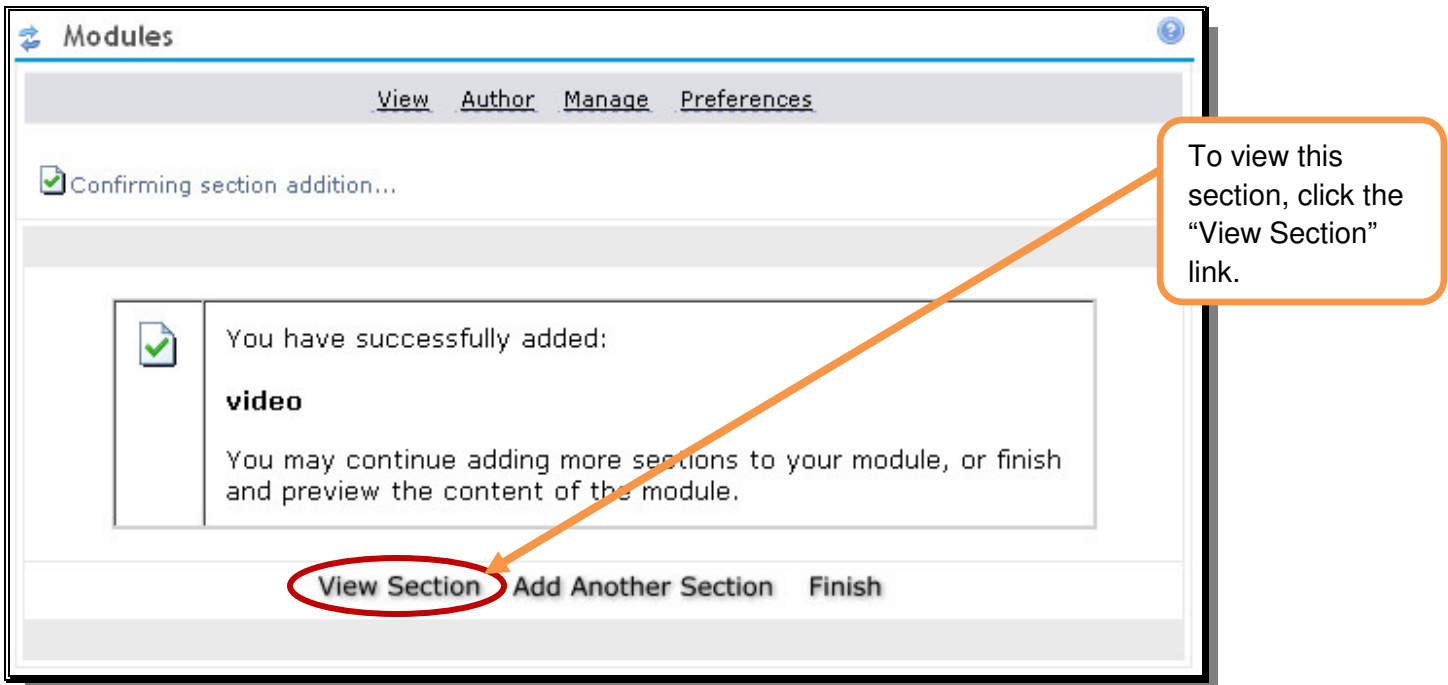
Copyright Status I have not determined copyright yet

Add Cancel

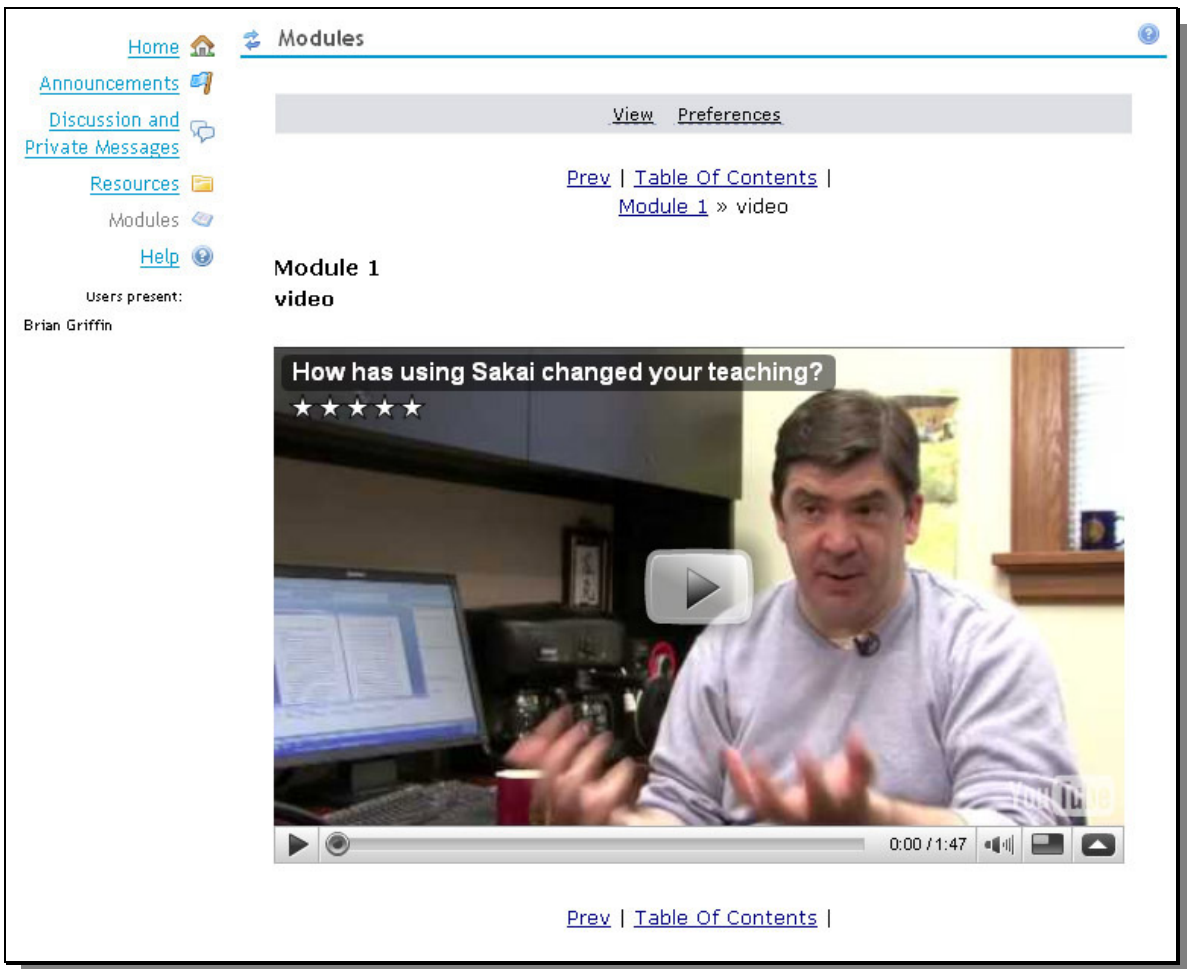
Click the “Add” link to add the content section.



On the confirmation page telling you that you have successfully added your content, you can click on the “View Section” link to see what your new content section with video looks like.



Below is an image of what the module content section would look like to your students/participants.



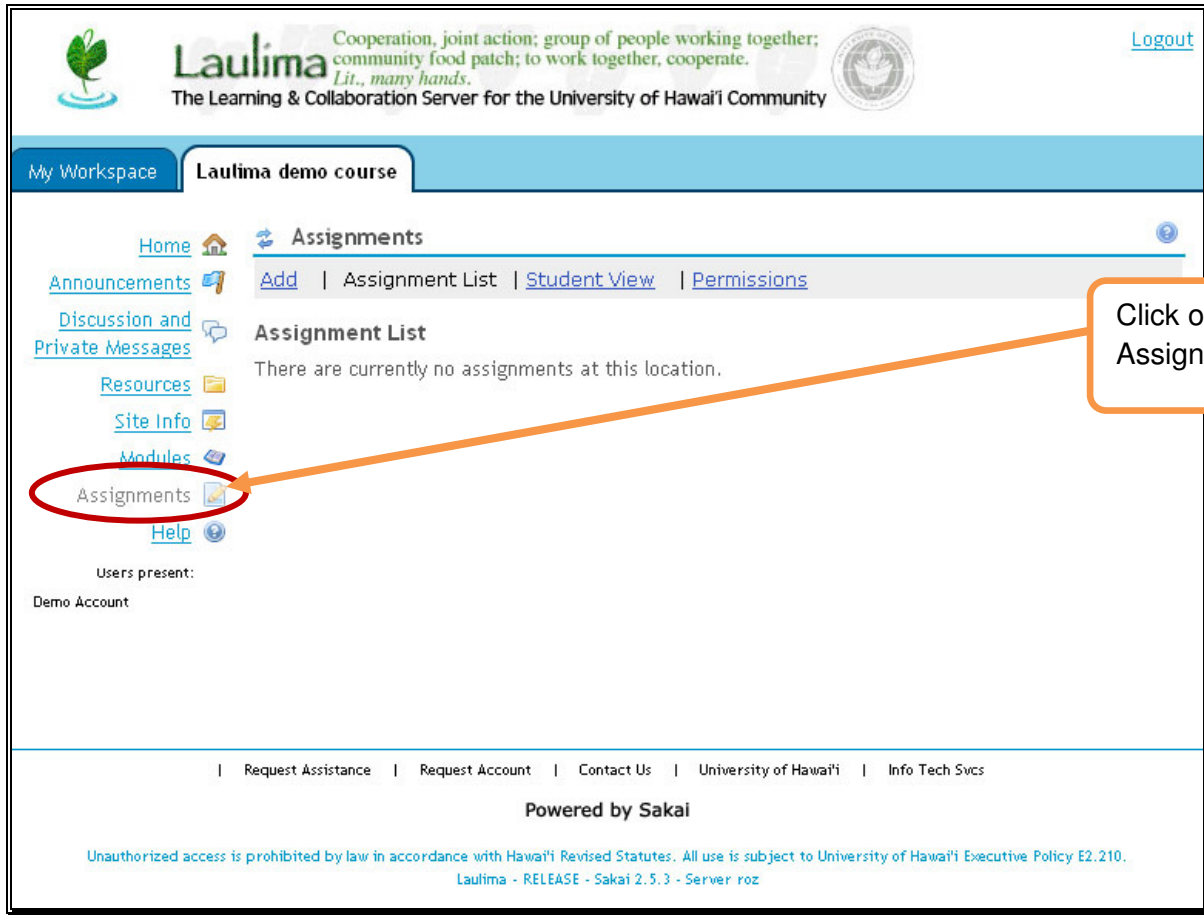
Embedding video into Assignments:

Videos can also be embedded into assignments made in the Assignments tool. A video in an assignment can also provide additional information and visual interest, but can also be used as part of the assignment itself.

While this process is similar to embedding in the Modules tool, a few adjustments must be made to the code before the video will play in the Assignment.

After copying the Embed code from YouTube, go to your Laulima site and click on the Assignments.

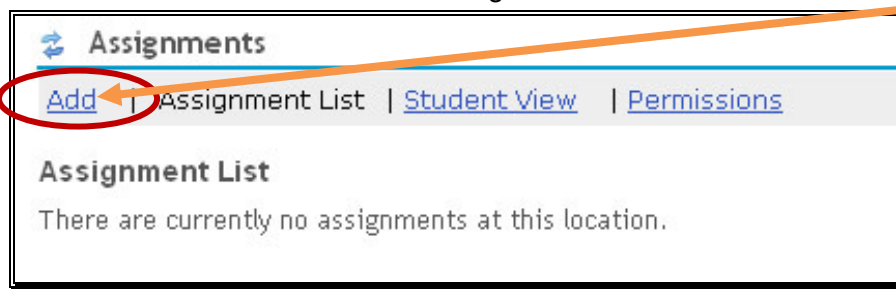
***Note:** *Assignments is not a default tool and will need to be added, if not done so already.*



The screenshot shows the Laulima interface for a "Laulima demo course". The top navigation bar includes "My Workspace" and "Laulima demo course". The main content area shows the "Assignments" tool selected in the left sidebar, which is circled in red. An orange arrow points from a callout box to the "Assignments" link. The "Assignments" tool is currently empty, displaying "Assignment List" and "There are currently no assignments at this location." The footer includes "Powered by Sakai" and "Unauthorized access is prohibited by law in accordance with Hawai'i Revised Statutes. All use is subject to University of Hawai'i Executive Policy E2.210. Laulima - RELEASE - Sakai 2.5.3 - Server: roz".

Click on the Assignments tool.

Click the "Add" link to add a new assignment.



This close-up screenshot shows the "Assignments" tool interface. The "Add" link is circled in red, and an orange arrow points from a callout box to it. The "Assignment List" section below it shows "There are currently no assignments at this location." The navigation links "Add", "Assignment List", "Student View", and "Permissions" are visible at the top of the tool's content area.

Add a new assignment.



Add a title for your Assignment and any other settings. In the editor tools, click the “Source” button in the top left-hand corner and paste the Embed code from YouTube into the box.

The screenshot shows the 'Assignments' tool interface. At the top, there are links for 'Add', 'Assignment List', 'Student View', and 'Permissions'. Below this is the 'Add' section with instructions: 'Complete form and then choose 'post' at the bottom. A * means required information.' The 'Assignment' section contains several fields: 'Title' (Video Assignment), 'Open Date' (JUL 29 2009 at 12 00 PM), 'Due Date' (AUG 5 2009 at 5 00 PM), 'Accept Until' (AUG 5 2009 at 5 00 PM), 'Student Submissions' (Inline and Attachments), and 'Grade Scale' (Points, 10). Below these is the 'Assignment Instructions' section, which contains a rich text editor. The 'Source' button in the editor's top-left corner is circled in red. The editor's content area contains the following code:

```
<object width="560" height="340"><param name="movie" value="http://www.youtube.com/v/vKpgg6bWbJE&hl=en&fs=1&"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/vKpgg6bWbJE&hl=en&fs=1&" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="560" height="340"></embed></object>
```

Add a title and any settings you need for your assignment

Click the “Source” button and paste the YouTube code into the box.

The Assignments tool does not work well with certain parameters. The parts highlighted will need to be deleted.

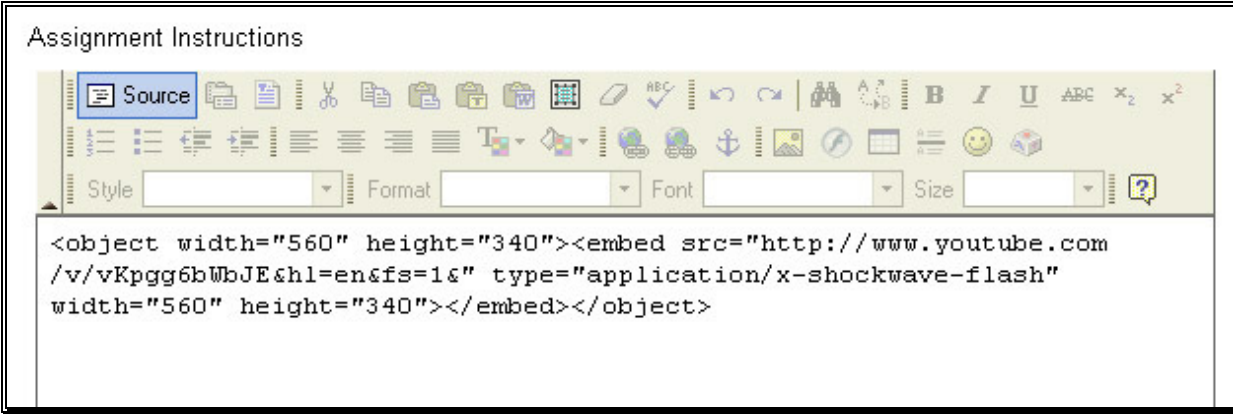
This is a close-up of the 'Assignment Instructions' section from the previous screenshot. The 'Source' button is highlighted in blue. The code in the editor's content area is also highlighted in blue, showing the same code as in the previous screenshot:

```
<object width="560" height="340"><param name="movie" value="http://www.youtube.com/v/vKpgg6bWbJE&hl=en&fs=1&"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/vKpgg6bWbJE&hl=en&fs=1&" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="560" height="340"></embed></object>
```



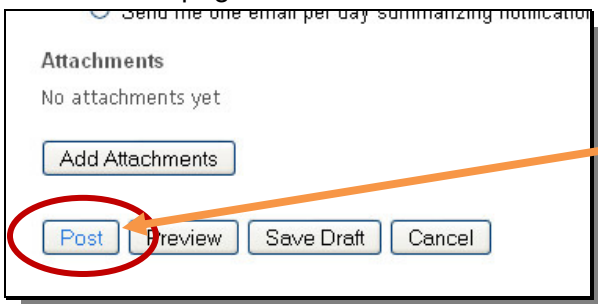
The remaining code should look like this:

```
Assignment Instructions
```



```
<object width="560" height="340"><embed src="http://www.youtube.com/v/vKpgg6bWbJE&hl=en&fs=1&" type="application/x-shockwave-flash" width="560" height="340"></embed></object>
```

When you are finished adding in content or changing settings for your assignment, click the "Post" button at the bottom of the page.



Click "Post" to save and post your assignment.

Below is an image of what the assignment would look like to a student/participant.

