Overview of Laulima

TALENT

Spring 2011

Sakai version 2.7.1

http://www.hawaii.edu/talent

itech-l@lists.hawaii.edu

- Back of cover (for printing) -

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).

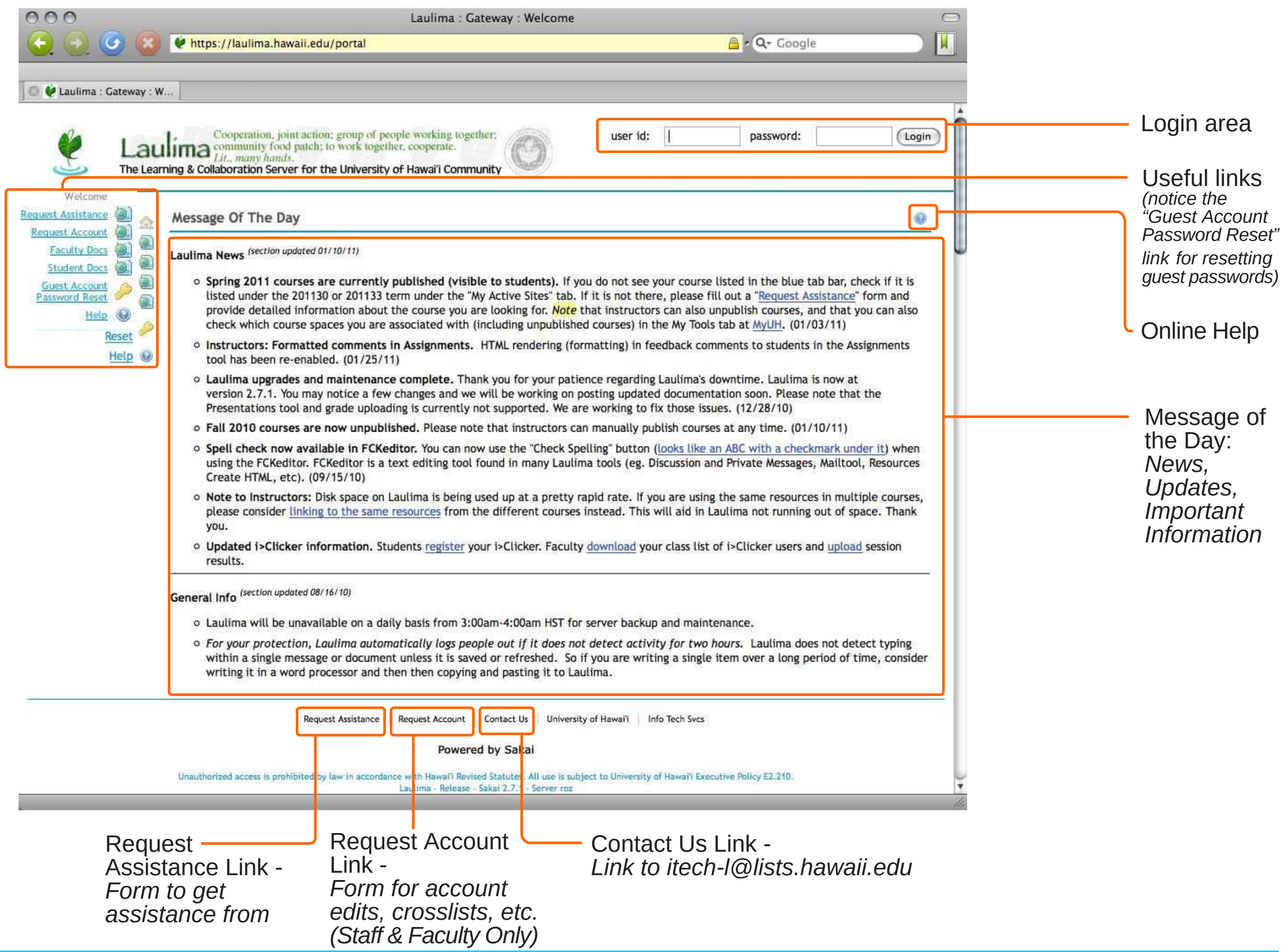
Laulima: What Do You Need?

To use Laulima, you need an internet connection (broadband preferred) and a recent web browser (Firefox recomended: 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:



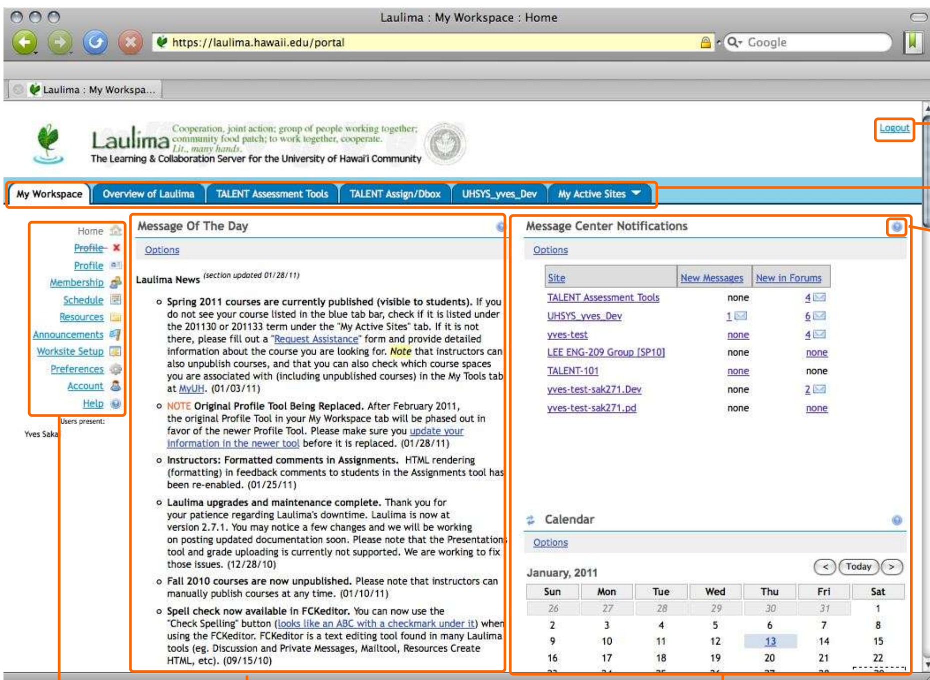
Overview of Laulima

Logging in to Laulima

Use the fields provided in the upper right of the Laulima page ot 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. Every user will have a different set of tabs. If you have more active sites than your tab bar can accomodate, then there will be a “My Active Sties” 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.



Logout from Laulima

Blue tab bar (courses, worksites)

Link to online help

Tools and Links

Main content area

Some tools have quick views (”channels”). In some of these channels, you can click the “Options” link to show a different view.

A

The My Active Sites tab shows you all of the sites you are associated with that are visible. Semester courses are usually under a numerical designation (eg. 201130 = Spring 2011).

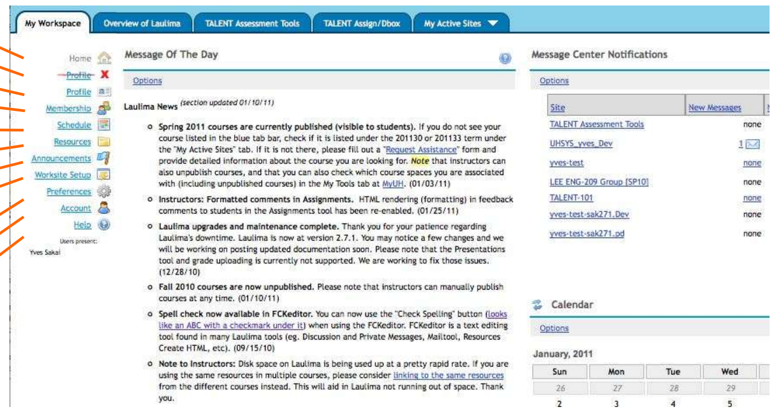
Reminder that the links for assistance and account requests are at the bottom of each page in Laulima (though not illustrated here).

Overview of Laulima

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.

Home (main view)
Profile (being phased out)
Profile (2) (social networking; pg. 03)
Membership (site association; pg. 04)
Schedule (calendaring tool; pg. 04)
Resources (storage space; pg. 04)
Announcements (pg. 05)
Worksite Setup (not used much)
Preferences (account settings; pg. 05)
Account (user account info; pg. 06)
Help (online help)



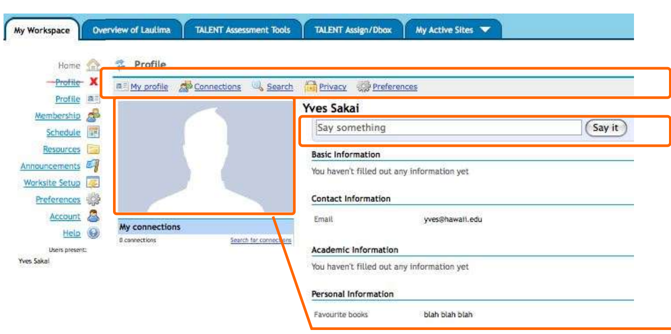
My Workspace - Profile

Depending on when you read this, the original Profile tool may no longer be in your My Workspace tab. Currently, two Profile tools are listed, the upper one (with a strikeout over the text and a red "X" next to it) is the original and will be phased out. The Profile tool (aka. Profile 2) will eventually be the only Profile Tool remaining. If you are going to use Profile, use this one.

Use this Profile Tool

This tool does have a limited interaction with the now phased out (needs to be activated by Laulima staff) "Roster" tool.

The tool also has basic social networking features such as Twitter posting and a Facebook-style interface (connections a.k.a. friends).



Links to edit profile, connections, privacy (who can see your info, etc), and Profiile2 preferences

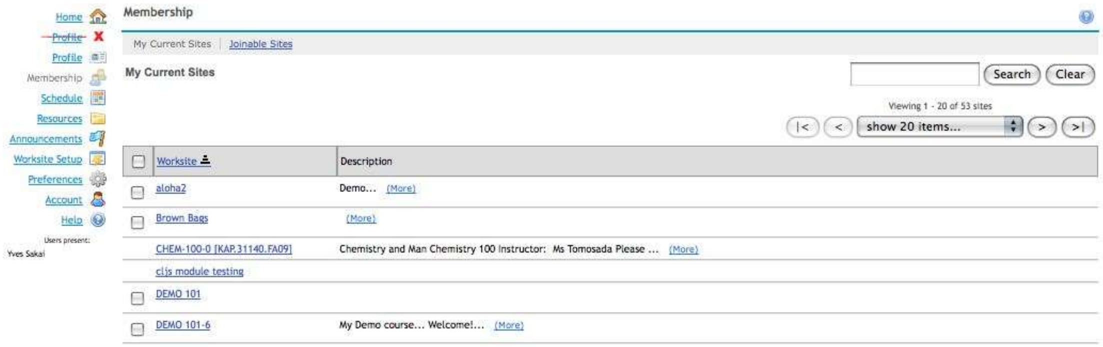
Your status, connections may see this

Hovering your cursor over the image area, will show a link to "Change Picture", clicking this will show buttons to find and upload an image from your computer

Overview of Laulima

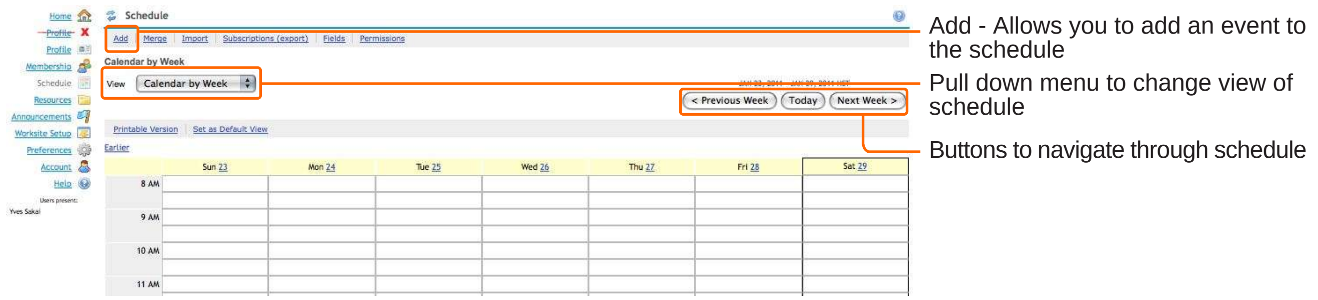
My Workspace - Membership Tool

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.



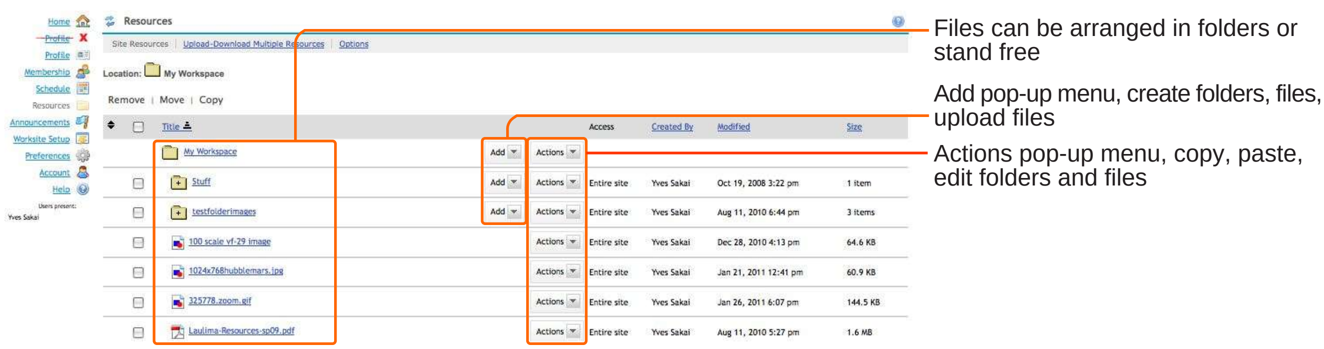
My Workspace - Schedule Tool

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.



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 seperate handout.



Overview of Laulima

My Workspace - Announcements Tool

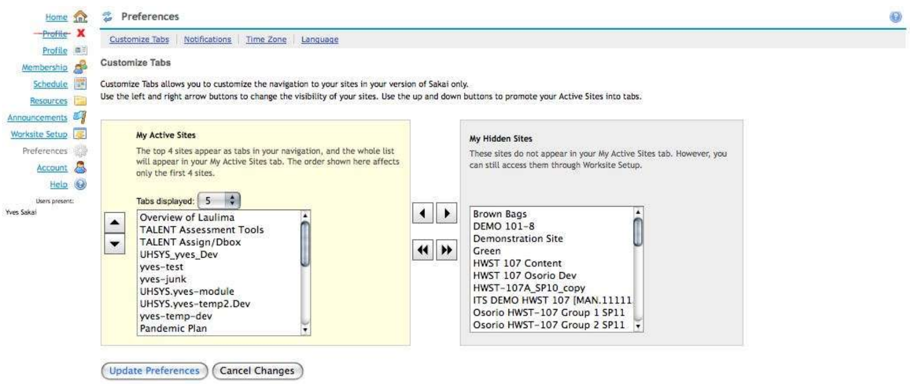
This tool allows you to see any announcements from the sites that you are affiliated with. This is helpful since the Announcements channel only displays a certain amount of announcement messages. Clicking on the announcement title shows the body of the message.

My Workspace Tab - Preferences Tool

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

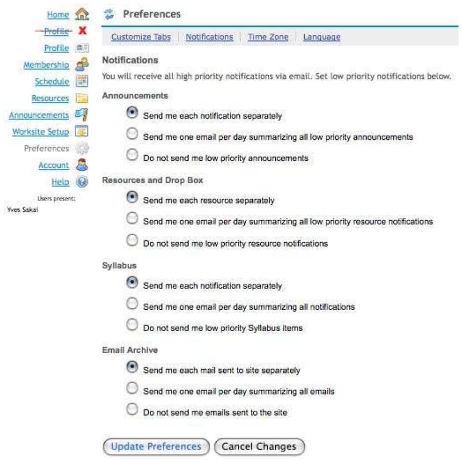
The first setting you are presented with is “Customize Tabs”. This allows you to show and hide courses show up in the blue tab bar. The field on the left is your visible tabs, the closer to the top the more to the left the course shows up. Select the course(es) you want and use the arrow buttons to move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

In this version there is also a “Tabs displayed” popup menu that you can choose the amount of active tabs you can have displayed in your tab bar. If you have more active sites than that number, the rest will appear in the “My Active Sites” tab. When you are done with these settings click “Update Preferences”, you may have to click another tool to see the effects.



My Workspace Tab - Preferences Tool (cont'd)

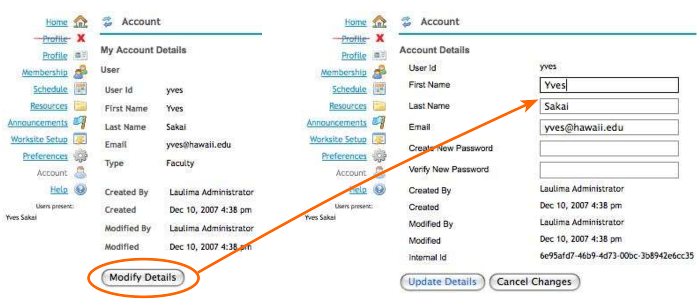
The next link near the top is is for email notifications. You have a limited amount of control on how you get email notification from certain tools (Announcements, Resources, Email Archive, Syllabus), providing email is sent via these tools.



The "Time Zone" and "Languages" links aren't used in many scenarios.

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) and not this tool.

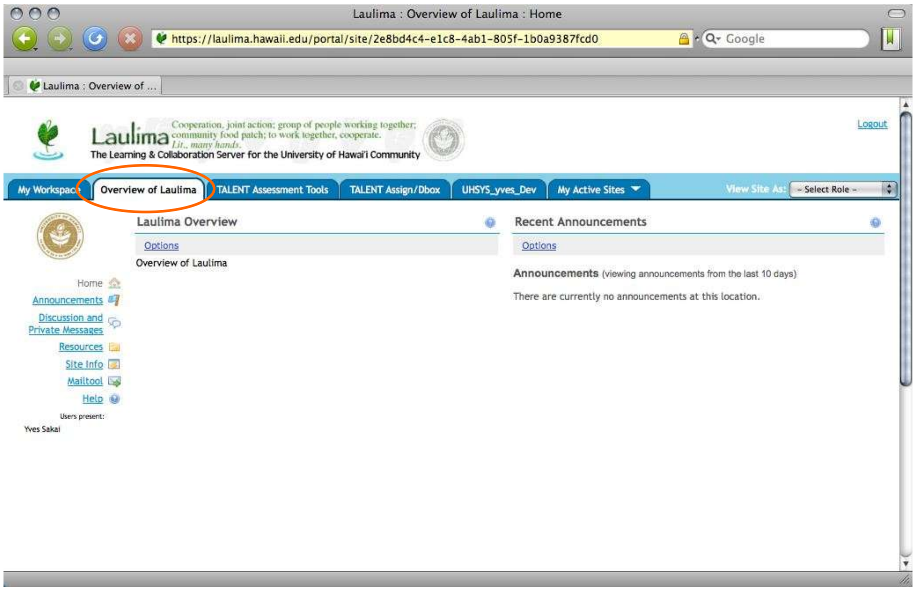


Overview of Laulima

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.



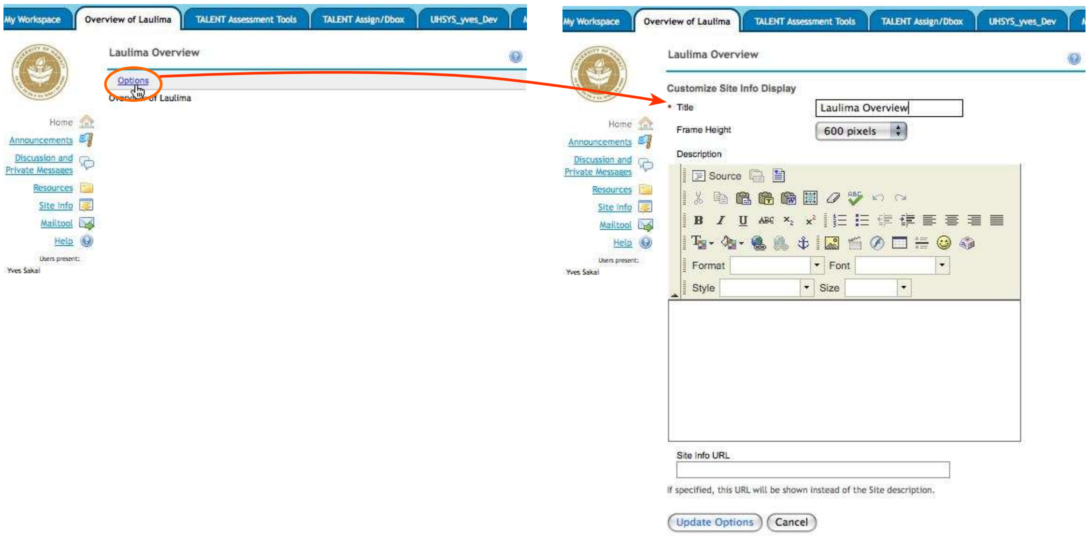
The default toolset a site comes with are: Home, Announcements, Discussion and Private Messages, Resources, Site Info, and Mailtool. You can use these tools, a subset of these, additional tools, or none of these (though you will need the Site Info tool).If you have the instructor / maintain role in a site, you will see a pop-up menu in the upper right which will give you a simulated view of the course through a different role.

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.

Overview of Laulima

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.

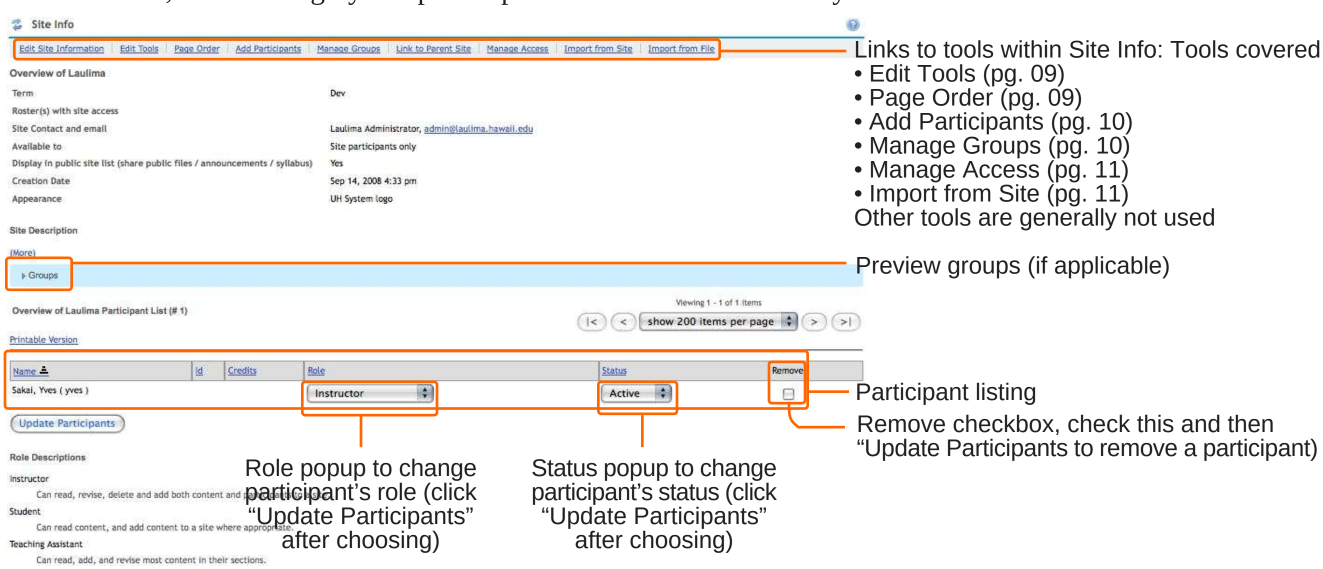


You can use the editor to add text to the home area, or you can use the “Site Info URL” to link to a web page. Just a note that it is “either-or”. It’s either the text from the text editor, or the link which will show up (if a link is input that will show and not what is input into the text editor).

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

Working with Laulima - Site Info

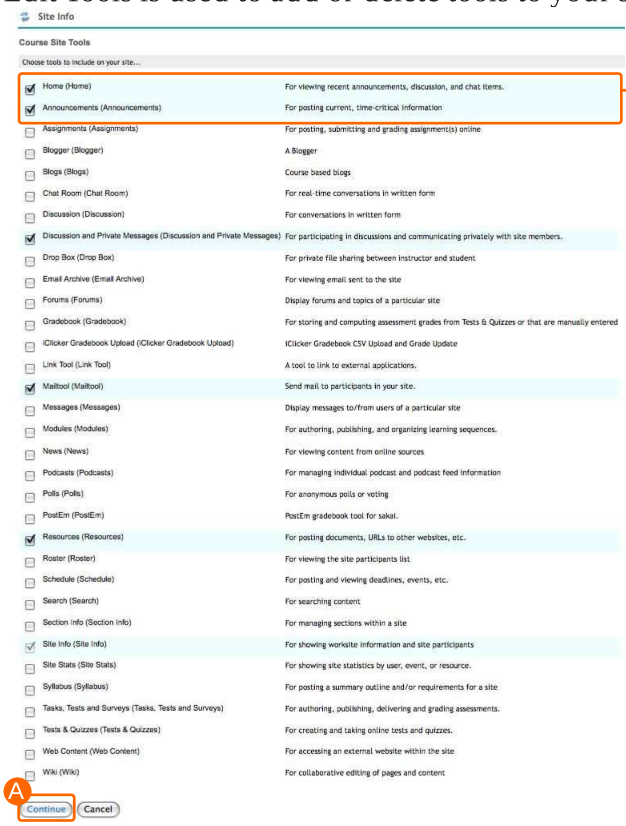
One of the most important tools in an instructor / maintainer’s toolset is the Site Info tool. If you have used WebCT previously, this tool is similar to the Control Panel in that software. Site Info is where you can add tools, and manage your participants. It is not viewable by students.



Overview of Laulima

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).

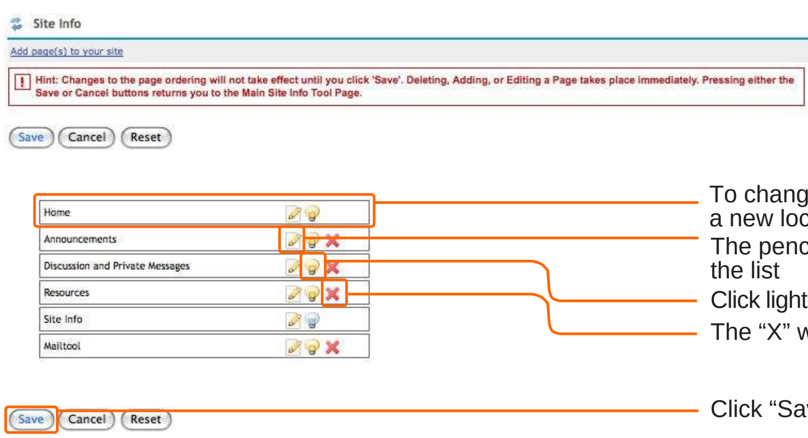


Items that show up in the tool menu are checked and highlighted. To add a new tool, check the box next to it, then click the "Continue" button A at the bottom of the list. Conversely, if you want to delete a tool from the menu, uncheck the box next to it's name, then click the "Continue" button.

There are a few additional screens that confirm the choices, that you need to click through.

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

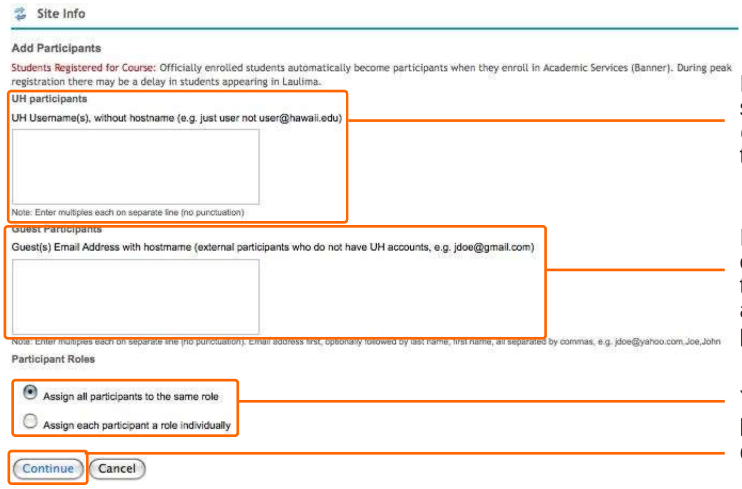
Click lightbulb icon if you want to hide it (gray) or show (yellow)

The "X" will delete the tool from the list in your course.

Click "Save" to save your changes.

Working with Laulima - Site Info: Add Participants (cont'd)

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 .



If you want to add a person with a UH username to your space, you can enter that username in the top field (no @hawaii.edu). You can add more than one person at a time, with each username on a seperate line.

Please enter only one type (UH username or external email account) at a time.

If you want to add a person outside UH (note any address ending with hawaii.edu will not work here), you can add their full email address here. If they have an account already on the system they will not be sent a new password.

You can choose if you want to assign each of the participants with the same role or not

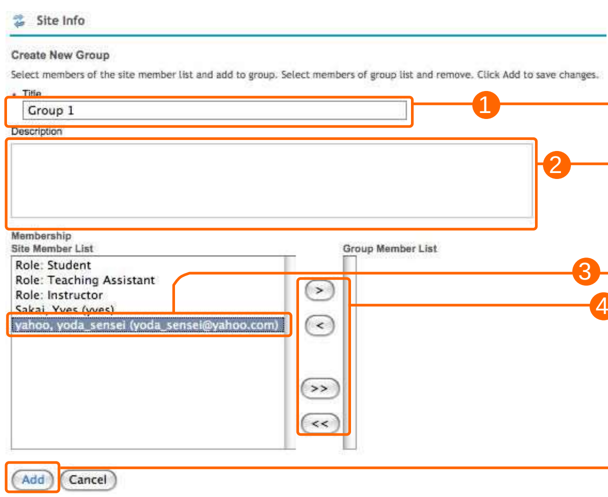
Click to continue, you will choose a role, confirm, etc..

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 need to confirm your selection.

Working with Laulima - Site Info: Manage Groups

Some of the tools in Laulima (eg. 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 "Create New Group" link in the Manage Groups tool.



1 Name your group

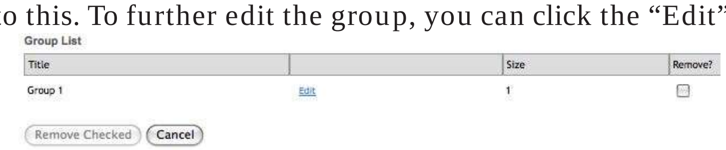
2 Add a desctiption (optional)

3 Select participant(s) to put in the group

4 Click to add (or remove) from a group

5 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. You can also check the Remove box and then "Remove Checked" to delete a group.



Overview of Laulima

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 maintain role) to see the site. You can also make the site joinable from this tool.

Folks can search for your site My Workspace -> Membership if it is joinable.

For Banner generated courses (courses that have a CRN that Banner creates / manages), they will be created as unpublished intitally. 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:

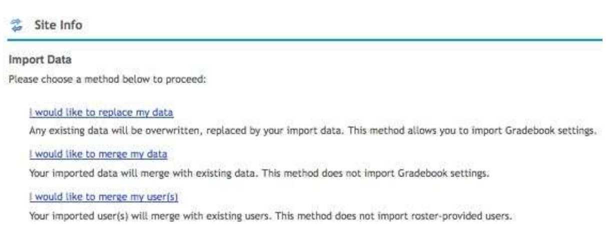
You can publish the site early if you want to start earlier than we release it, or unpublish it after it is published want more time (or if you will not be using the site for the semester).

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.

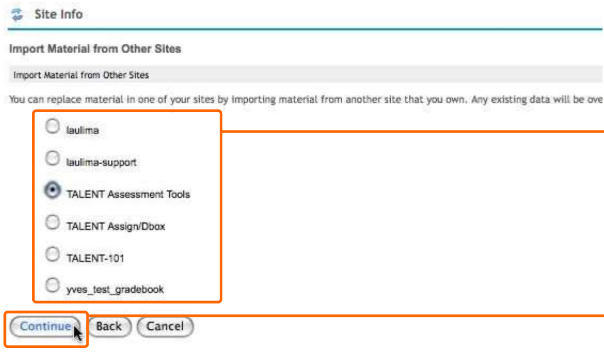
Before you do this, make sure you have the tools (if not you can add them Site Info -> Edit Tools) you want content from that the other site has. You can then click the “Import from Site” link.

You will be faced with three options. If your course is empty it is best to choose the first option I(would like to replace my data). If you have items in your tools already, choose the second option (I would like to merge my data).



Working with Laulima - Site Info: Import from Site (cont'd)

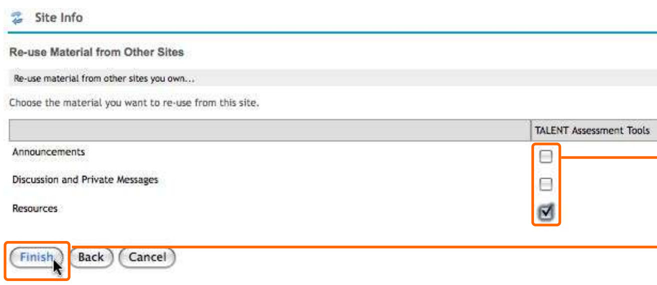
The next screen will allow you to choose which site you want content from.



Click the radio button 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

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 have access to the other site so they will not be able to see this if it links to the other space).

The Home and Web Content Link tools' contents do not get transferred via "Import from Site".

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).

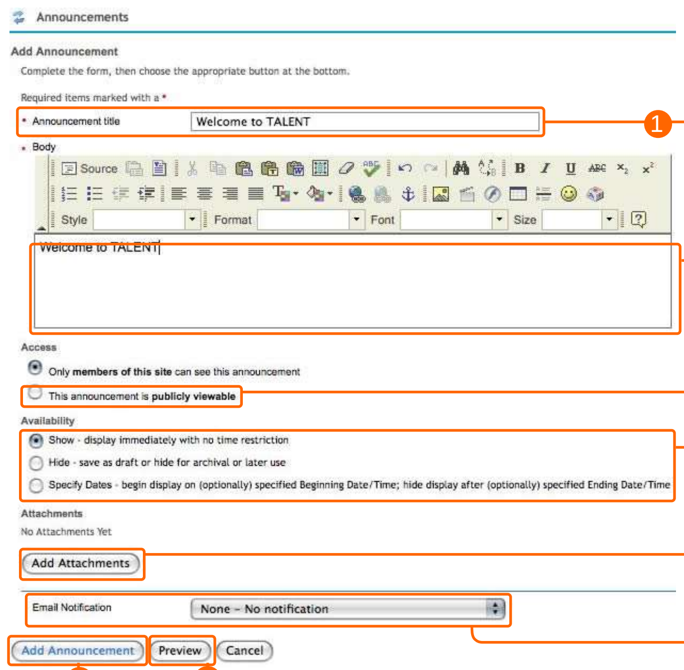
You can also send an email of the announcement to participants.

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:

Overview of Laulima

Announcements Tool - Sending a Message to Participants (cont’d)

You will be taken to the announcement add / editing screen:



1 Add an announcement title

2 Add body text of the announcement

a Optional: You can make the announcement publically viewable

b 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

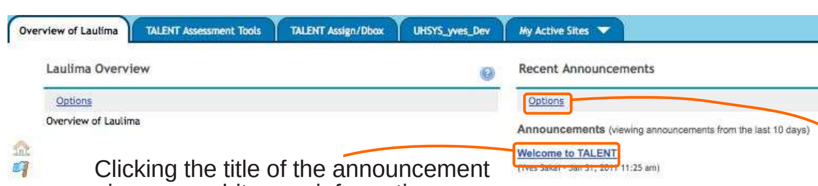
c Optional: You can add a file attachment to the announcement (also a way to get material to the participants)

d Optional: You can send an email of this announcement to the participants

3 Click “Add Announcement” when done

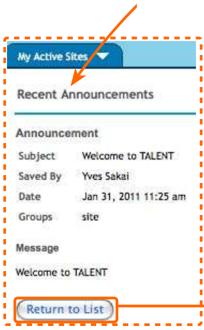
e Optional: You can preview the announcement

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 in the announcement channel shows more info, while clicking on Options above the announcements in the channel will give you some options regarding how the Announcements channel displays.

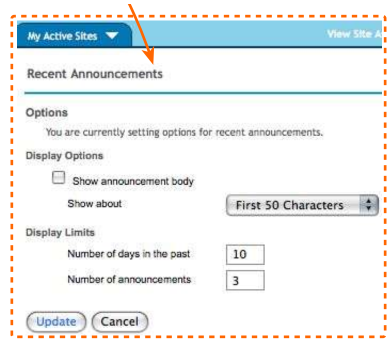


Clicking the title of the announcement gives you a bit more information

Clicking the “Options” link in the announcement channel gives you some options on displaying the announcements



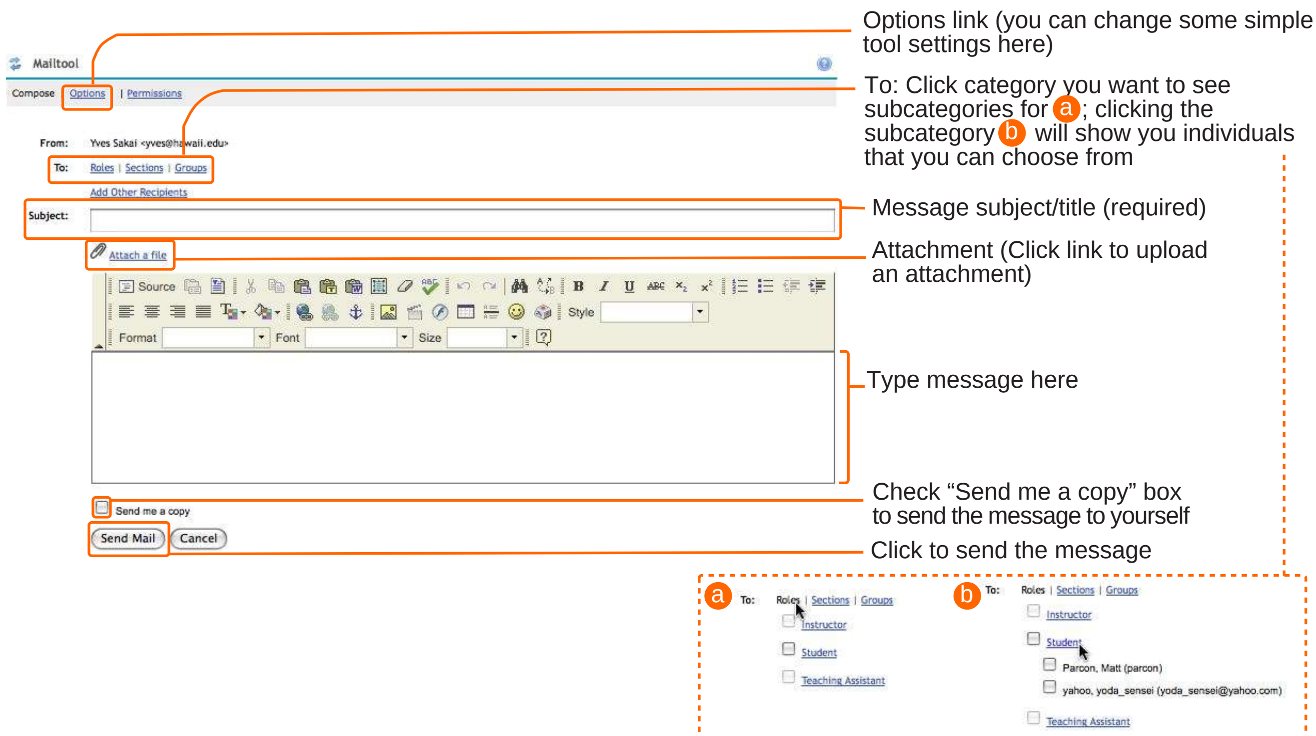
Click to return to the list view



Laulima: The Resources Tool

Mailtool - Sending a Message to Participants 2

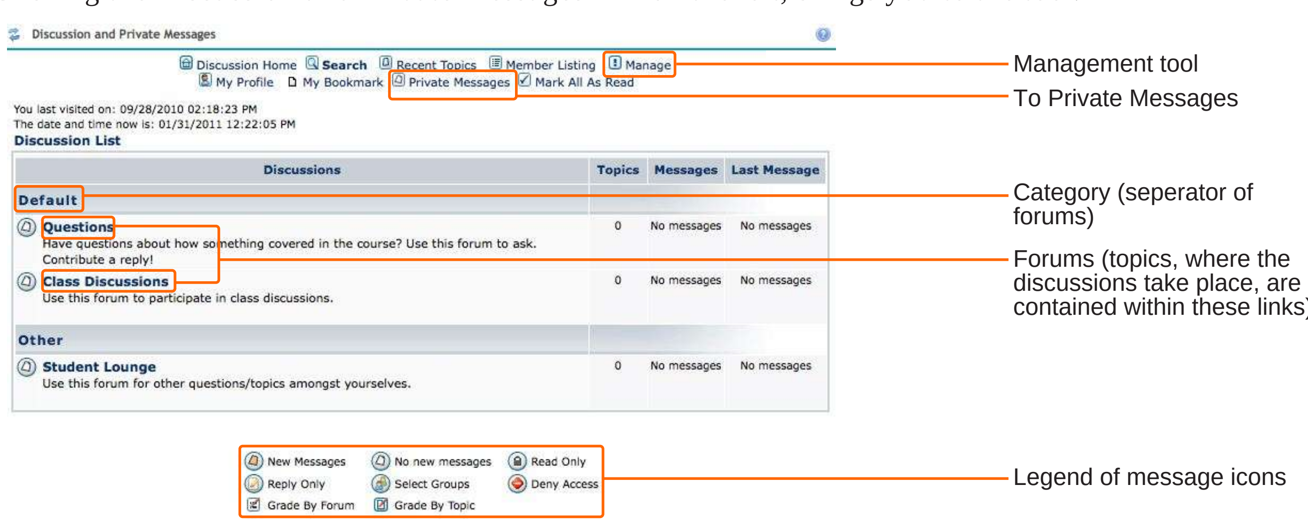
Mailtool is a very rudimentary tool to send out a message to an external email account. There is no inbox or sent box in this tool, so any message sent to an email address will need to be handled via email afterwards. Using this, you can send to a group of people or only a few or a single person. You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



Discussion and Private Messages Tool - Communicating with Participants

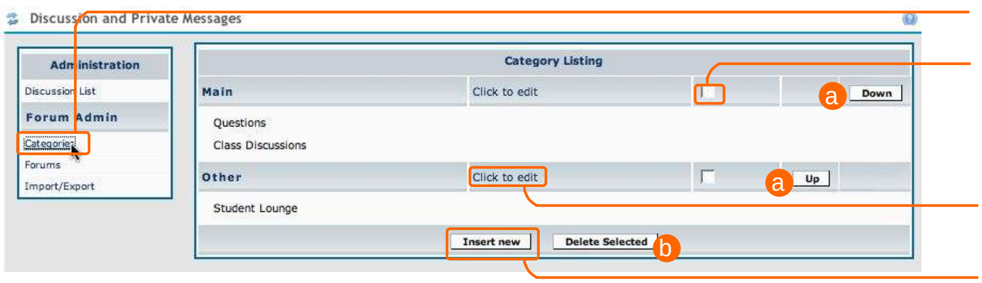
For back and forth communication with your participants (Announcements and Mailtool are one way), “Discussion and Private Messages” (aka. jforum) comes default with each worksite. This tool will be covered in more detail in another handout and workshop, so it is only briefly covered here.

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

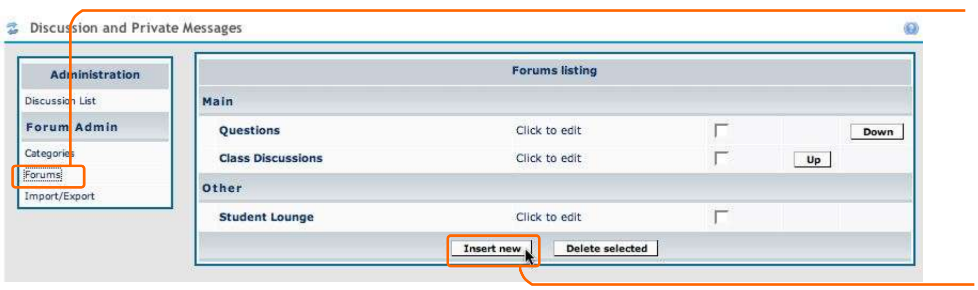


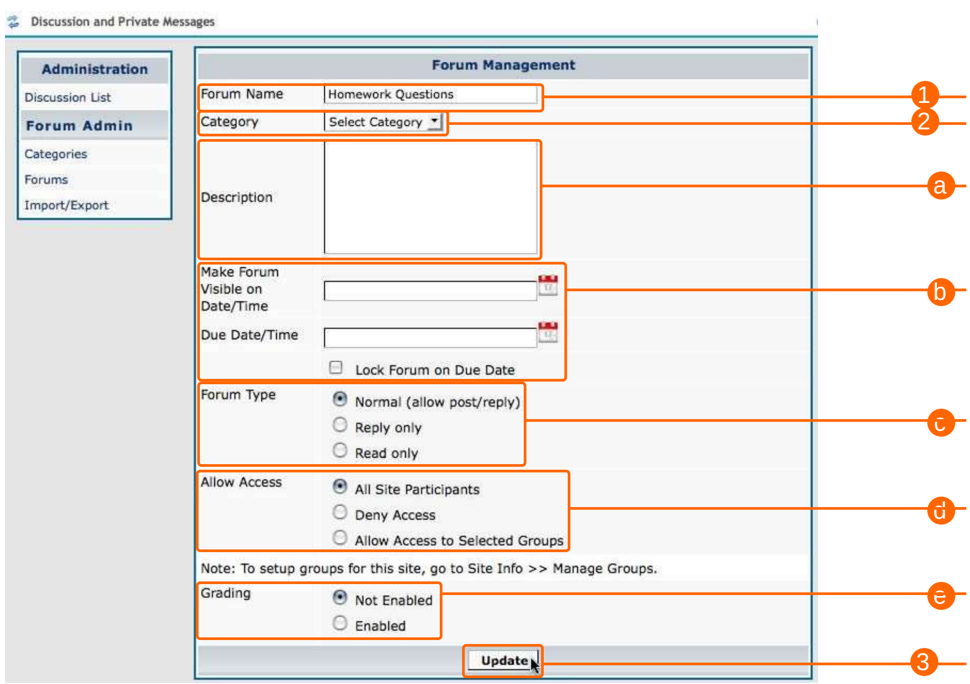
Discussion and Private Messages Tool - Communicating with Participants (cont'd)

Clicking the "Manage" link above the discussions brings you the administration area for this tool. Adminstration 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.



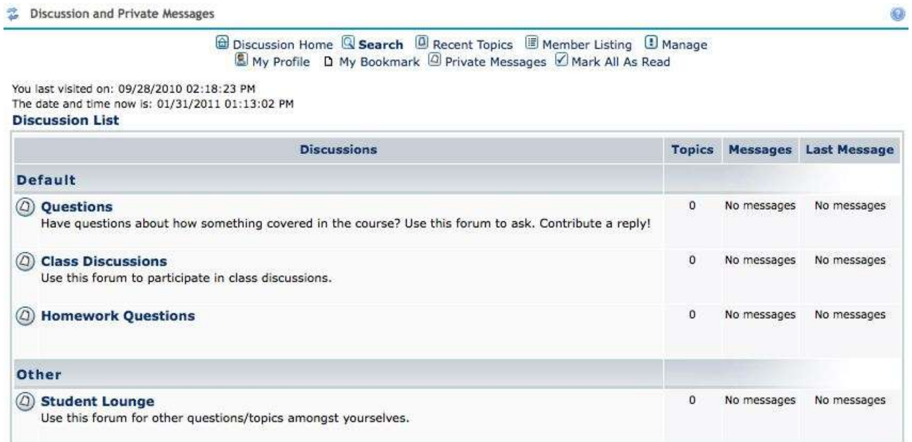


Overview of Laulima

Discussion and Private Messages Tool - Communicating with Participants (cont'd)

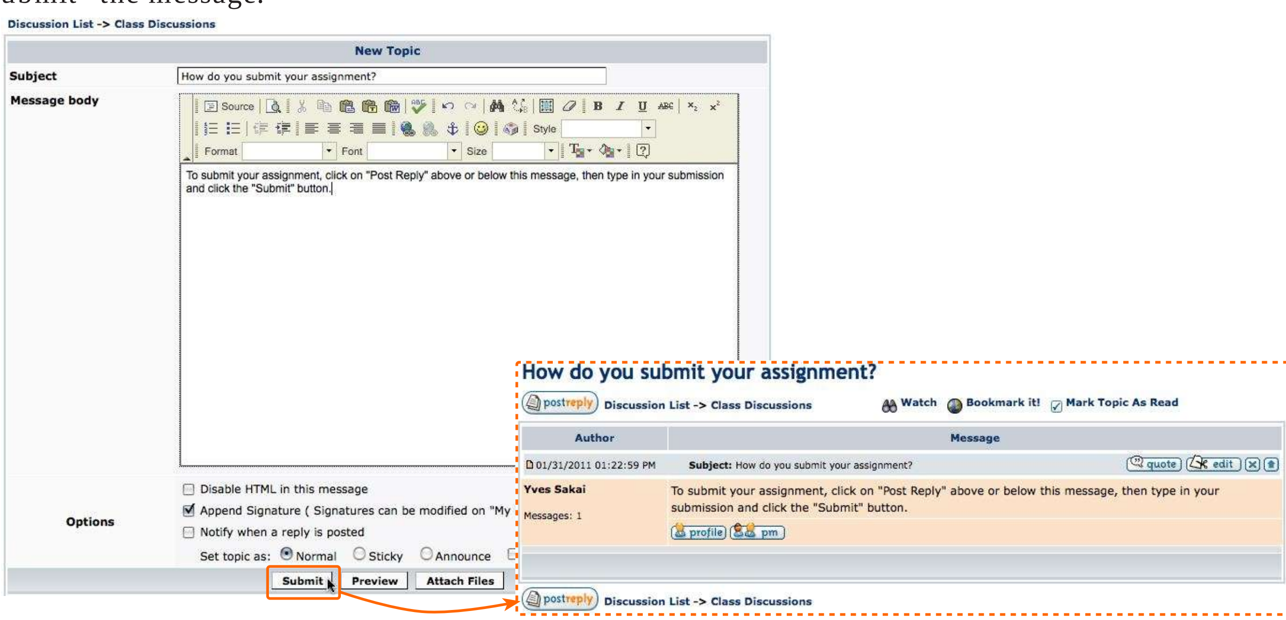
Like Categories, you can edit the order of the forums and delete them. You also can go back in and change the forum's settings ("Click to edit").

Clicking on "Discussion List" in the management area brings you back to the discussions area.



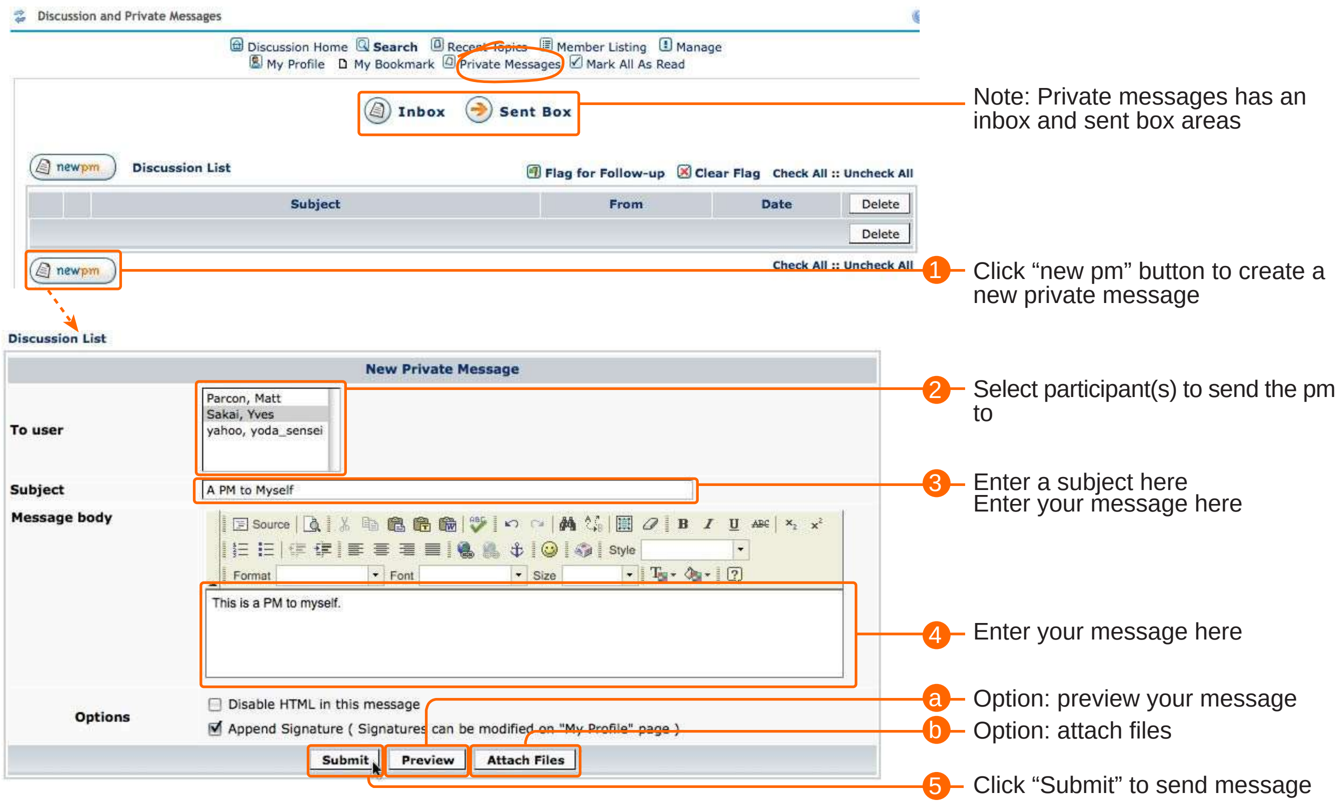
To add or reply to a topic, click one of the forums. In the sample below there are no topics, so the only option is the "new topic" button. However if you are in a topic you will also see a "post reply" button and a "quote" button to include the message in it.

A new page with a text editor that you can enter your message loads. Type your message then click to "Submit" the message.



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:

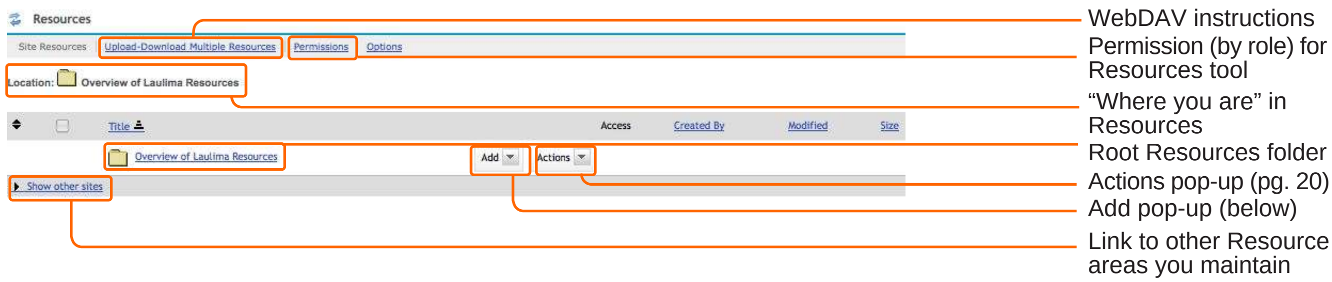


Below is what your Private Messages area looks like with a message in it. You can see the messages you sent by clicking the "Sent Box" link above the listing of private messages.

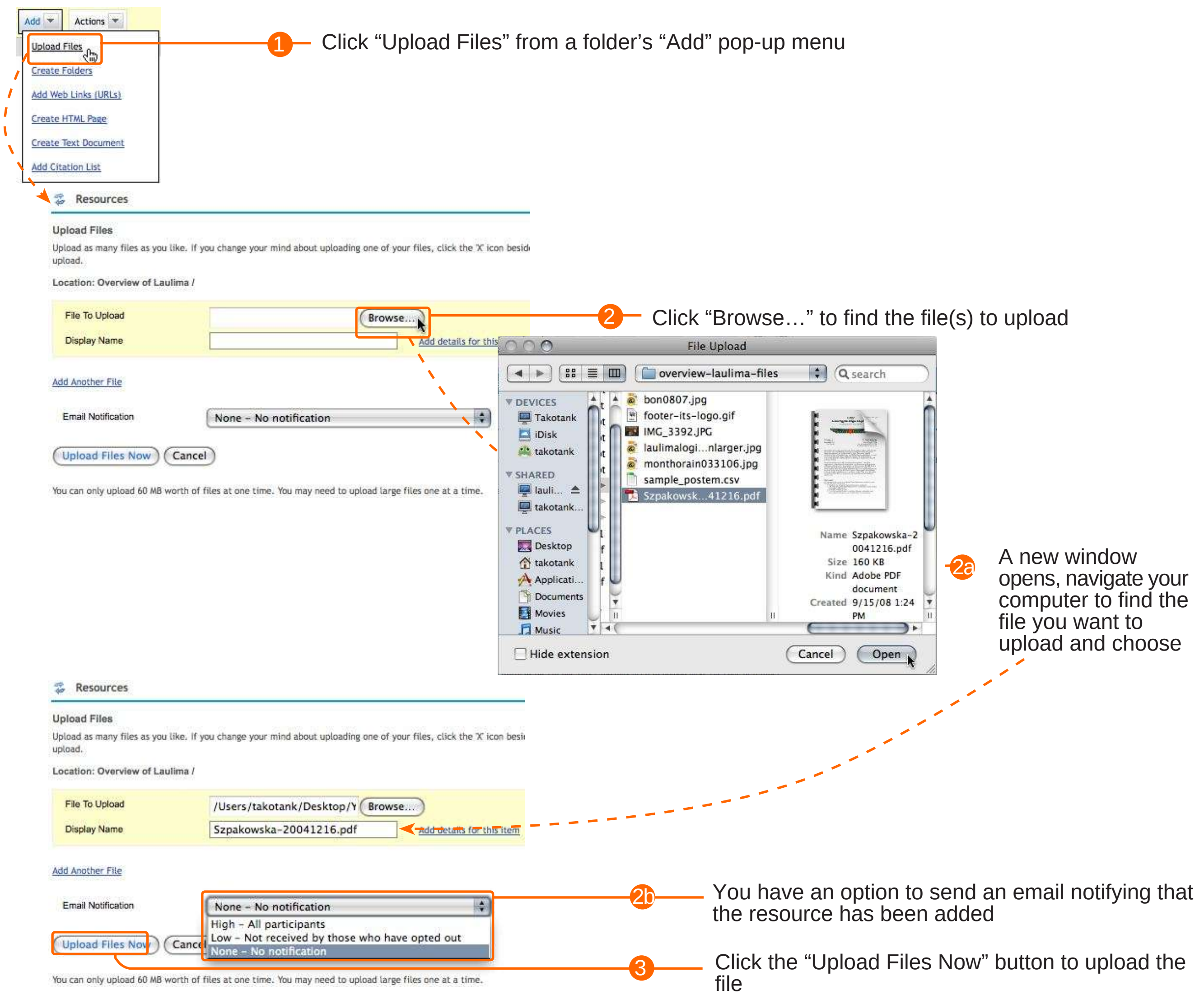
Overview of Laulima

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:

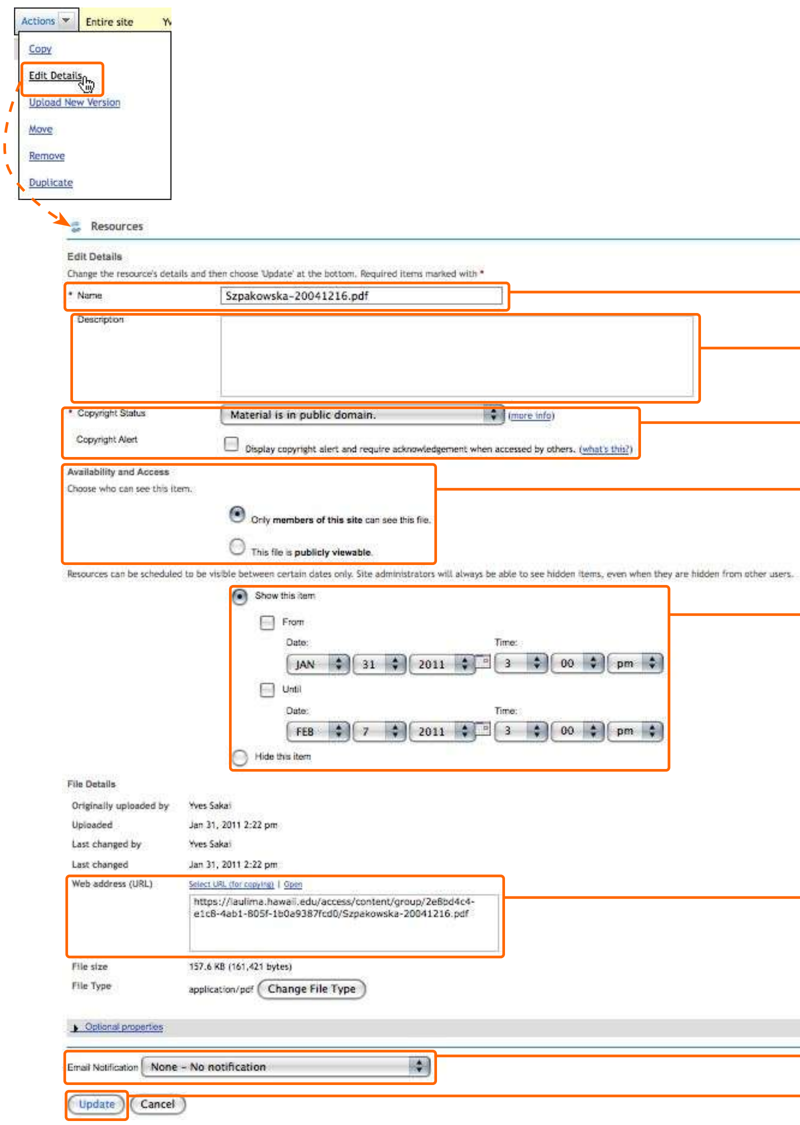


Resources Tool - Getting Stuff to Participants (cont'd)

The file will then appear in your Resources area.

**Note: By default, items in Resources are viewable by the site's participants*

The most common use of the "Actions" pop-up next to the file in Resources is to "Edit Details" for editing some details and settings for the file. These are all optional. To do this click on the Actions pop-up next to the file / folder.



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 *only* within the site

The item can released at a specific time and/or hidden at a specific time; or hidden altogether

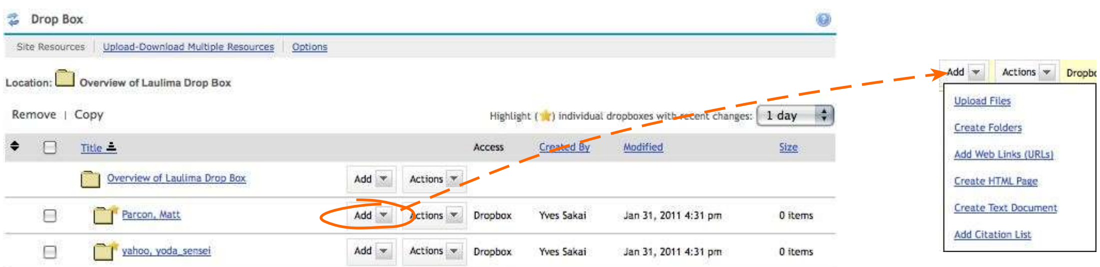
The item's web address and actual filename

You can choose to send an email update

If changes were made, click the "Update" button

Drop Box Tool - Getting Stuff From Participants

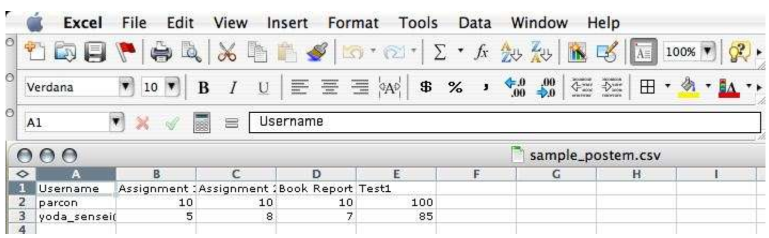
One way you you can get items from participants is via the Discussion and Private Messages tool, but the Drop Box Tool allows for a space that you can get items from a particular participant (and you can load stuff there too) and is much like the Resources tool. The Drop Box is private, only you and the participant see that particular Drop Box. The Drop Box tool is not in a course by default so you will have to add it via Site Info -> Edit Tools (see pg. 9). 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.



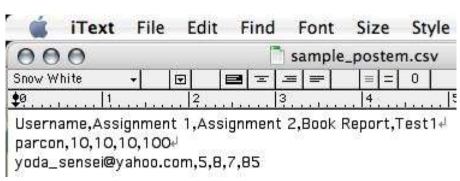
Clicking the "Add" pop-up brings up the same interface as in Resources (pg. 19). From the student point of view, they only see their folder and its contents.

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 allows for you to use your spreadsheet to upload into Laulima to show grades. It does require a specific format for the file that needs to be uploaded and displayed. 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. Seperate each item by a comma, and rows need to be seperated by returns.

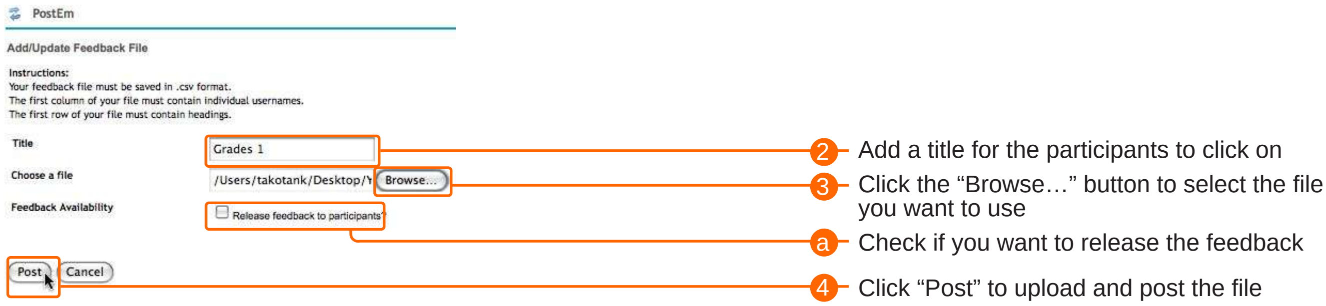


Once you have the data in your document, make sure to save it as a .csv file.

Click the "Post'Em" link on the left side of the course (again, after adding the tool).

Post 'Em Tool - Telling Participants How They Did

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

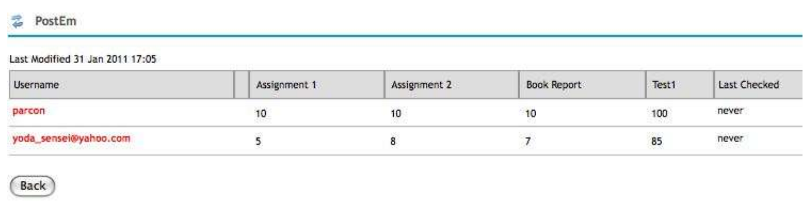


The next screen shows a sample of how the students will see the feedback.

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.

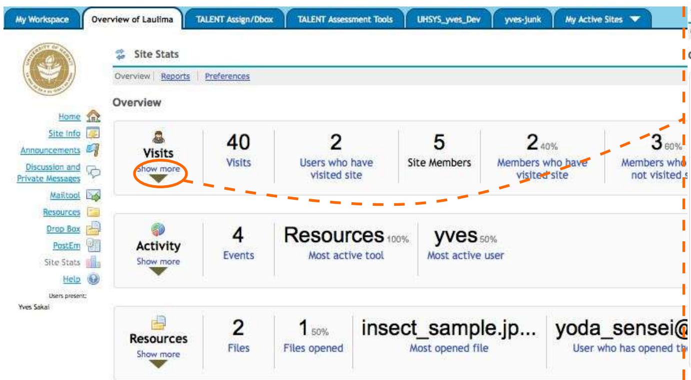


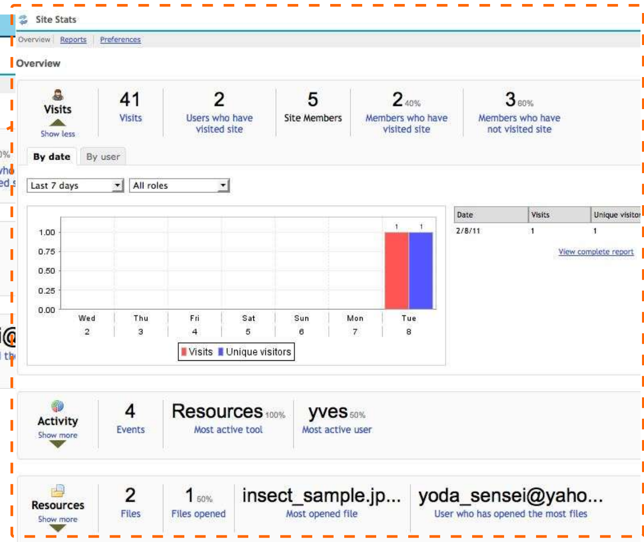
Overview of Laulima

Site Stats Tool - Basic Statistics About Your Site

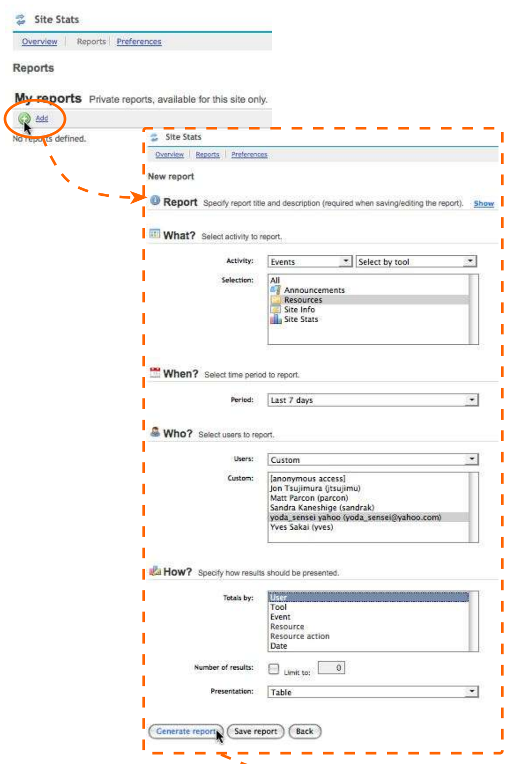
You can add the Site Stats tool to your site if you want to get basic statistics on your site (attendance, tool access, etc). Note that this tool is not in the site by default and does not start recording information until you add it so you should add it early in the site's life.

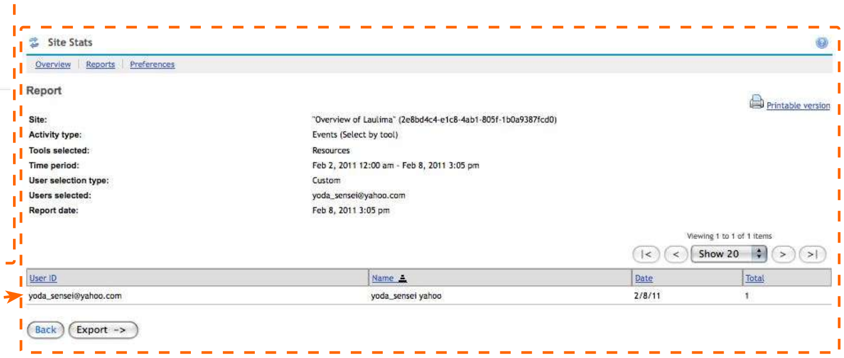
Since it does not start working until you add it, you'll likely not see any numbers until a bit later. There are some preset stats already available once people start accessing the site. You can see more about those preset numbers by clicking the "Show more" link under the preset title.





You can also click the "Reports" link above the statistics to see more sets of premade reports and then click "Add" in that section to create your own custom report.





Overview of Laulima

Further Information

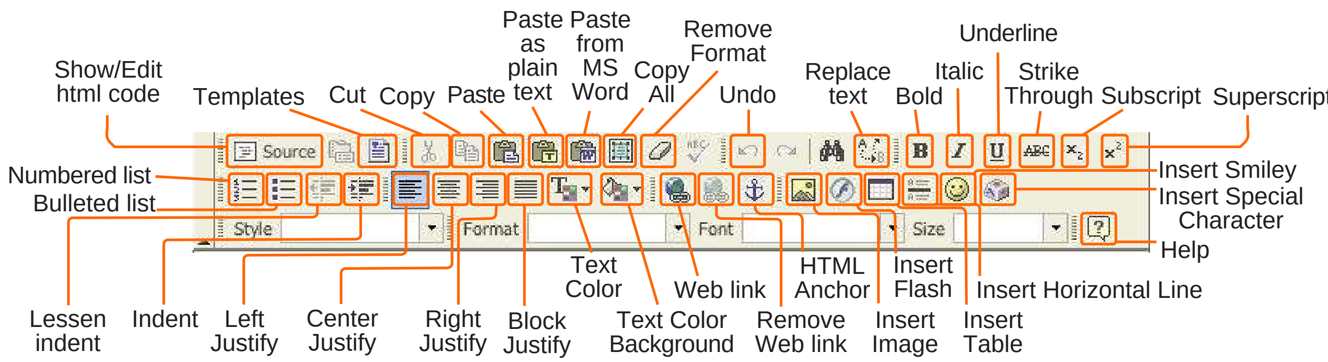
The information in this handout is very basic and other handouts will go into more detail and will provide other solutions for tasks you want to do in Laulima.

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

For more informaiton 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:



Note: Reset Icon

Many tools have a "Reset" icon in the upper left area, next to the tool's name. The icon looks like two blue circular arrows. If the tool gets "stuck" or you want to refresh the view of the tool, you can click this "Reset" icon.

Note: Help Icon

Many tools have a "Help" icon in the upper right corner of the tool area which looks like a small blue question circle with a question mark in it. This links to the online help of that tool (if clicked within the tool, it will try to find that part of the help documents that the tool relates to). Further note, not all tools are entered into the built-in online help and some of the instructions do not apply to our implementation of the tools.