An Introduction to Laulima and Google Calendar for Faculty Senate and Committees
Updated 9/30/2010

Purpose
The purpose of this document is to help the Faculty Senate Executive Committee and standing and ad hoc committee chairs maintain their Laulima sites and committee calendars.

Introduction
In August 2009, one of the Faculty Senate’s primary goals was to “increase the effectiveness of the Faculty Senate by improving faculty senate communications with its own senate committees and with the campus at large”. Chair Harry Davis and Vice Chair Ibrahim Dik worked on creating a communications system.

The objectives were:
1) Each committee will have a Laulima site.
   The Faculty Senate created Laulima websites for all of the standing (except elections) and ad hoc committees.

2) The use of the Laulima sites will be standardized to make them easier to use and navigate and to improve communications between the committees and the senate.
   A meeting of all committee chairs was held on 2/8/2010 to discuss how this would best be accomplished. Guidelines were set regarding the content and the Laulima tools to be included on each site. A Google calendar was created for each of the standing (except elections) and ad hoc committees to schedule their activities and incorporated into each committee’s Laulima site. Chairs who had Laulima sites were asked to set up their sites according to the guidelines. The Executive Committee had sites created for those who did not have sites.

3) Create a public website by which activities of the Faculty Senate and its committees would be publicly viewable.
   The website was created at http:// facultysenate.kcc.hawaii.edu, and includes the Faculty Senate Constitution, Committee Membership, Reports & Minutes, and a calendar that automatically aggregates and displays events from the individual committee Google calendars.
**Your Laulima site**

Membership on the Faculty Senate committee Laulima sites is limited to the committee members to facilitate the work of the committee without disruption. Work products of the committee are official work of the college and, except for specific limited exceptions, are not confidential. The work products of the committees are recommendations to the Faculty Senate and do not represent official work of the Senate. The Senate will vote to accept committee recommendations, to not accept them, or to modify them to represent the official work of the Faculty Senate. The committee Laulima sites are intended to enhance the work of future committee members. Thus future committee members will have access to past documents, discussions, resources, etc. on the committee site.

Starting with the decisions made at a meeting of all of the committee chairs on 2/8/10, it was agreed that on each Laulima site:

- The committee chair will maintain, for his/her committee site, a participant list of its current members only.
- Committee members will have access rights and only one other committee member, designated by the committee chair, may have maintainer rights. The Faculty Senate Chair, Vice-Chair, and a technical support person designated by the Faculty Senate Executive Committee will also be maintainers on each committee site.
- As each committee is expected to meet once a month, the committee chair will post its agenda prior to the meeting in the Resources tool/section under the folder. After the meeting the committee will post its minutes in the folder Minutes under the tool Resources.
- The committee chair will post the schedule of its monthly meetings on the committee’s calendar (for more information refer to **Your Google Calendar Site** below).

Each Laulima site will include the following tools. If your site does not yet have all these tools, please add them, using these labels to make navigation easier:

- Home Page – The name of the chair, description of duties of the committee as expressed in the Faculty Senate Constitution, and, if desired, a picture that represents your committee.
- Announcements – Announcements internal to your site members. Note that the Google calendar (listed below) is used for your public calendar.
- Discussion and Private Messages – used for discussions and private messages.
- Resources – store minutes, agendas, and committee-specific documents that will be shared among the Faculty Senate and committees.
- Mailtool – for committee email purposes.
- Polls – for anonymous voting.
- Site Info – tool for site maintenance.
- Email archives – for archiving emails.
- Drop Box – for sharing of documents.
- Roster – for current members, as mentioned above.
- Schedule – showing meeting dates and other relevant dates.
- Site Stats – shows site statistics.
• Google calendar – this is your committee’s calendar and the committee chair or designee can keep it updated. This calendar is meant for events for your committee that are visible to the rest of the faculty senate community and the public.

• Website – A link to the official KCC Faculty Senate website at http://facultysenate.kcc.hawaii.edu.
Site Maintainer Guide

The Faculty Senate and committee chairs are the primary people responsible for maintaining their respective Laulima sites.

The Senate Chair or Vice Chair must, at the beginning of each fall semester, do the following for the Faculty Senate Laulima site.
   1. Add as maintainers of the site the Chair, the Vice Chair, the Secretary, and any technical support person designated by the Executive Committee.
   2. Add new senate members to his/her site as access users.
   3. Delete any members who are not returning to the senate.

Each committee chair must, at the beginning of each fall semester, do the following for his/her committee Laulima site.
   1. Add as maintainers of the site the Faculty Senate Chair, the Vice Chair, and any technical support person designated by the Executive Committee.
   2. Add, if needed, one additional committee member as a site maintainer to help with the upkeep of the site.
   3. Add all new committee members to his/her site as access users.
   4. Delete any members who are not returning to the committee.

The Executive Committee asks that the committee chair ensures that the following folders are created in the Resources folder:
   • Agenda
   • Minutes
   • Resolutions
   • Reports to Faculty Senate
   • Tasks from the Faculty Senate

Included below are very basic “how-tos” for common maintainer tasks. This is not meant to be comprehensive. For technical learning, Laulima has a good help menu and CELTT and UH System offer classes and online tutorials in using Laulima (http://celtt.kcc.hawaii.edu, http://www.hawaii.edu/talent/laulima_manu als.htm). You can also click on Request Assistance on the Laulima home page or click on Contact Us at the bottom of each Laulima page for personal assistance. The how-tos in this guide include:
   1. Updating the Home Page
   2. Add Committee Members (Participants)
   3. Edit Committee Members (Participants) to Change Roles
   4. Remove Committee Members (Participants)
   5. Adding a Tool
   6. Creating and Managing Groups
   7. Checking Who is a Member of Your Site with the Roster
   8. Creating Announcements
   9. Adding Agendas and Minutes to Your Site with Resources
   10. Emailing Members of Your Site with Mailtool
   11. Checking Your Email Archives
   12. Referring to the Faculty Senate Website
   13. Google Calendar
1. Updating the Home Page

   1. Click on **Home** in the left navigation column of your committee’s Laulima site. Then click on **Options** in the upper left corner of the main screen.

   ![Home Options in Laulima](image)

   2. Use the text editing box and tools to edit the text for your home page. Click **Update Options** to save your changes.

   ![Home Editing Area](image)
2. Add Committee Members (Participants)

Anyone added as a participant to your site will have varying degrees of access to information on your site, depending on how the different resources of your site are configured. There are two basic roles, maintainers and access users, and each participant must have one of these roles. Maintainers administer the site and have privileges such as adding participants. Access users can use the services of the site and what they can use or have access to can be determined by the maintainers. This section will focus on adding participants and giving them roles.

1. Click on the Site Info tool in the left navigation column
2. Click on Add Participants, one of the tools listed under the Site Info page title.

3. Enter the UH email login names of those you need to add to your site. You may wish to add the access users as a group and assign them the same role of access user.
4. The next screen will ask you if you wish to add the participant(s) as an access user or a maintainer. Select your choice then save your changes. Then go back and add maintainers as a batch and assign them the maintainer role.

3. **Edit Committee Members (Participants) to Change Roles**
   1. Click on the Site Info tool in the left navigation column of your Laulima site.
   2. Edit Participants by scrolling past the first screen of site info, past the site description and contact information, to the Participant List
   3. In the Participant List, you can change a participant's status or role using the drop-down list under "Role".
      - Under “Role”, use the drop-down list to change a participant's role; choose **access** or **maintain**.
      - To save your changes, click **Update Participants** at the bottom of the page.

4. **Remove Committee Members (Participants)**
   1. Click on the Site Info tool in the left navigation column of your Laulima site.
   2. Edit Participants by scrolling down the main page of site info past the site description and contact information to the Participant List
   3. In the Participant List, you can remove a participant by clicking the corresponding box in the **Remove** column. Click on **Update Participants** at the bottom of the page to save your changes. **This action cannot be undone**, but you can always go back and add the person in.
Note: Another way to access a Participant List is to select your My Workspace, select Worksite Setup, select the site you wish to edit, then click Edit at the top of the Worksite Setup page.

5. Adding a Tool
   1. Click on the Site Info tool in the left navigation column
   2. Click on Edit Tools, listed under the Site Info title
   3. You will see a list of the possible tools you can install into your site. The tools that are installed already have check marks. Click on the tool you want to add then click Continue at the bottom of the page.
   4. Continue the instructions to finish adding the tool.

   Creating groups out of the pool of participants in your site could be helpful if you wish to do things like regularly send emails to select members of your site or wish to limit editing access of resources to groups within your site’s pool of participants.

To create a group:
   1. Click on the Site Info tool in the left navigation column
   2. Click on Manage Groups, listed under the Site Info title
   3. Click on Add
   4. In the next screen, create a “Title” for the group and a short description. Highlight the names you want in the group and click on Add to group to create the Group Member List. If you wish to highlight more than one name at a time keep the control key depressed as you click on the names (on a PC). Click Update to complete the task.
To edit a group:

1. Click on the Site Info tool in the left navigation column of your site.
2. Click on Manage Groups, listed under the Site Info title.
3. To edit a group, click on the Edit link for the group you wish to edit.

You will be shown a page that will allow you to both add and remove names from the group.
4. To add names, click on names in the left column and click **Add to group** to add them to your group. To remove names, click on names in the right column and click **Remove** to remove them from your group. Follow the instructions to save your changes.

To remove a group:
1. Click on the **Site Info** tool in the left navigation column of your site.
2. Click on **Manage Groups**, listed under the **Site Info** title.
3. Select the group you wish to remove in the Remove column and click **Remove**.
7. Checking Who is a Member of Your Site with the Roster
The Roster tool allows you to view the names, roles (access vs. maintain), photos, and profiles of site participants. A count of site participants is also displayed.
1. Click on Roster in the left navigation column of your committee’s site to view the information.

8. Creating Announcements
1. Announcements entered with this tool will show up on your site’s home page. You can set a start and end date and other options.
2. Click on Announcements in the left navigation column of your committee’s site. You may see a listing of previous announcements.
3. Click on Add, right under the Announcements title.
4. Add an Announcement title and type in your announcement in the Body. Select whether you wish the announcement to be publicly displayed or displayed only to site. You can choose to specify dates to have the announcement display, add an attachment and send out an Email notification. When you are done, click Add Announcement.

9. Adding Agendas and Minutes to Your Site with Resources
Documents can be uploaded into this area for use by your site participants and are often organized into folders. The Executive Committee requires that the following folders be created in the Resources folder:
- Agenda
- Minutes
- Resolutions
- Reports to Faculty Senate
Tasks from the Faculty Senate

1. Click on Resources in the left navigation column. To create a folder under your site’s Resources tool, click on the Add button and select Create Folders.

2. You will get a screen that asks for a Folder Name and add any details you may wish to add about that folder. When you click Create Folders Now, your folder will be created.

Note: If you wish to do more advanced work on who can access the folder, overall permissions to this tool can be set by the Permissions tool on the main Resources screen (e.g. who can upload to Resources, etc.).
Note: For an individual folder created in the Resources section, access to that folder can be configured in different ways. In the same row as the folder name, click on **Actions** then **Edit Details** (see upper circle in illustration below). For example, you can set a folder so that (a) the public has access (b) only members of the site has access OR (c) only select groups within the members of your site has access. It is currently not possible to restrict access to Laulima members only.

10. Emailing Members of Your Site with Mailtool
A great way to send email to members of your site, groups of members within your site, and those outside of your laulima site. Emails out of your mailtool and emails received by your laulima mail account will be stored in the archive.

1. Click on the Mailtool in the navigation bar in the left column of your committee’s site.
2. You will see a Compose screen under the Mailtool page title.
3. You have the option of emailing the site’s access users and/or the maintainers and/or members of groups that have been created for your site (see **Creating and Managing Groups** above) and/or others who are not members of your site.
4. You can also send an attached file and have the option to send yourself a copy to your UH email address and to add the email to the Email Archive (see **Checking Your Email Archives** below).
11. Checking Your Email Archives

This tool will assign you an email address for your Laulima site and save your incoming and outgoing emails. It will become an essential tool to keep track of your committee’s work.

1. Click on the Email Archive tool in the navigation bar in the left column of your committee’s site.
2. You will see that Laulima has assigned a Laulima email address to your site. In the example below the red circle shows the Faculty Senate Laulima email address kapccfs@laulima.hawaii.edu that the maintainer chose. The other address is the default machine-assigned name that Laulima gives your site’s email address.

12. Referring to the Faculty Senate Website

The Website tool will link you to the http://facultysenate.kcc.hawaii.edu. Here you will find the faculty senate’s constitution, a directory of committee members, public reports and minutes from the Faculty Senate, and a calendar that shows the publicly scheduled events of all the committees and Faculty Senate.

13. Google Calendar

Every committee has a Google calendar. Each committee's calendar can be viewed by clicking the Google Calendar link in the navigation bar in the left column of your committee’s site.
Your Google Calendar site

Google calendars have been created for the Faculty Senate and all standing and ad hoc committees. The logins are below and the passwords will be distributed by the Executive Committee.

kapec.facultysenate
kapec.facsen.acadstandards
kapec.facsen.budget
kapec.facsen.curriculum
kapec.facsen.evaluation
kapec.facsen.studentrelations
kapec.facsen.profrightsresp
kapec.facsen.slo
kapec.facsen.distanceed

The how-tos are:
1. Accessing your Google calendar for maintenance purposes
2. How to add a committee event

1. Accessing your Google calendar for maintenance purposes
   1. Go to http://www.google.com/calendar and login. OR
   2. From within your committee’s Laulima site, click on Google calendar in the left navigation bar in the left column of your site. Then click on the Google Calendar button at the bottom right of the screen.

3. Login with the committee’s account name and password. You can edit events on the calendar as desired. (All updates will be immediately reflected in your embedded Laulima Google Calendar AND the calendar on the public KapCC Faculty Senate website.)

4. You will see, in the left column in the box My calendars, a calendar named after your committee. Make sure it is highlighted when you wish to work with this calendar, so that the calendar displays in the main large window. Entries you make in the calendar should
match the color of your committee calendar. In the illustration below the Budget Calendar is blue and the event entered in the Budget Calendar is also blue.

5. If you wish to change the color of your calendar’s events, click on the down arrow to the right of your calendar’s name and you will see the option to change the color.
2. How to add a committee event
   1. To add an event, click on a day and click Edit event details.

2. Add your event’s information in **Title** and unclick the **All day** box. This will allow you to enter your specific time. Make sure it is updating your committee’s **Calendar** (look for the Calendar drop down box and make sure you are editing your committee’s calendar). Add a **Description** and **Where** information if you wish. Then click **Save**.
3. Hint: It is quicker for people to see “what time” and “where” details by entering them in the Title field.
4. Your information should then show in your calendar and in the Faculty Senate website’s calendar. If you include an event for the entire day, the event will show up with a colored background with white text. If it is for part of a day, the event will show up on a white background with colored text. If for some reason it is not displaying, contact the Executive Committee.