

Laulima Tool

Reference and Use Guide

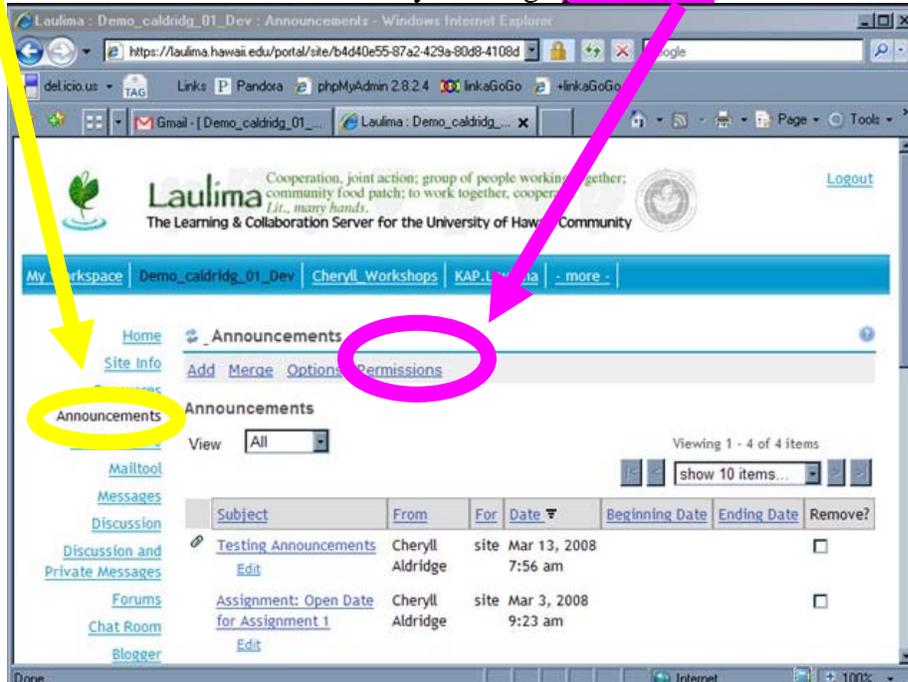
of Announcements

Brought to you by

*Center for Excellence in Learning, Teaching and Technology
at Kapi'olani Community College*

12/12/2008

1. Go to the **announcement** section by going to the link in the left hand navigation. Change permissions of the announcements by clicking “**permissions**”.



2. Under permissions you can allow site participants to add, edit, or view announcements. Make sure that the instructor is allowed full permissions and students have at least read permissions. The other commands are as follows:

- new: Create a new item
- delete: Delete an item
- import: Import an item
- read: Read an item
- revise: Revise an item
- all.groups: See postings associated with any group

Laulima : Demo_caldrdg_01_Dev : Announcements - Windows Internet Explorer

https://laulima.hawaii.edu/portal/site/b4d40e55-87a2-429a-80d8-4108d...

delicio.us TAG Links Pandora phpMyAdmin 2.8.2.4 linkaGoGo +linkaGoGo

Gmail - [Demo_caldrdg_01_...]

Laulima : Demo_caldrdg_01_...

My Workspace Demo_caldrdg_01_Dev Cheryll_Workshops KAP_Laulima . more .

Home Site Info Resources Announcements Email Archive Mailtool Messages Discussion Discussion and Private Messages Forums Chat Room Blogger

Announcements

Permissions

Set permissions for Announcements in worksite "Demo_caldrdg_01_Dev" (b4d40e55-87a2-429a-80d8-4108dd854515)

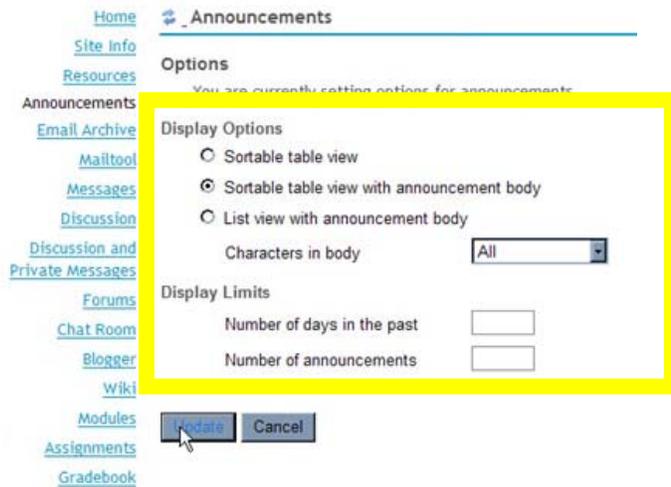
Role	read	new	delete.any	delete.own	revise.any	revise.own	all.groups	read.drafts
Instructor	<input checked="" type="checkbox"/>							
Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

3. There are other editable options in the Announcement tool. Go to the **options** link.



4. In Options you can change the **display options** of the announcement page.



here is the default table view



this is the table view with announcement body

Discussion and Private Messages	Aloha	Cheryll Aldridge	site	Dec 18, 2007 10:03 am	<input type="checkbox"/>
Forums	Aloha everyone. This is a test. This is only a test.				
Chat Room	Assignment: Open Date for Assignment 1	Cheryll Aldridge	site	Mar 3, 2008 9:23 am	<input type="checkbox"/>
Blogger	Open date for assignment Assignment 1 is Mar 3, 2008 12:00 pm.				
Wiki	Testing	Cheryll Aldridge	site	Dec 18, 2007 10:12 am	<input type="checkbox"/>
Modules	Testing once again.				
Assignments	Testing Announcements	Cheryll Aldridge	site	Mar 13, 2008 7:56 am	<input type="checkbox"/>
Gradebook					
Drop Box					
Tests & Quizzes					
Evaluation System					
Polls					
Link Tool					
Aldridge News					

list view has **additional options**; how many lines of text should be shown

Options
You are currently setting options for announcements.

Display Options

- Sortable table view
- Sortable table view with announcement body
- List view with announcement body

Characters in body

Display Limits
Number of days in the past

All

First Line

First Two Lines

All

this is the list view with "all" text

[Home](#) [Resources](#) [Schedule](#) [Announcements](#) [Discussion](#) [Assignments](#) [Gradebook](#) [Wiki](#) [Roster](#) [Site Info](#) [Blogger](#) [Discussion and Private Messages](#) [Modules](#) [Mailtool](#) [Messages](#) [Podcasts](#) [Drop Box](#)

Announcements Viewing 1 - 4 of 4 items

[Review Content from the Workshops](#) [Edit](#) | [Remove](#)

(Karl Naito - Feb 15, 2008 4:15 pm)

On the left side of the *KCC OnlineConnections* course, be sure to click on "Modules" and review in detail the content presented during the first week of your *Distance Learning Certificate Program*.

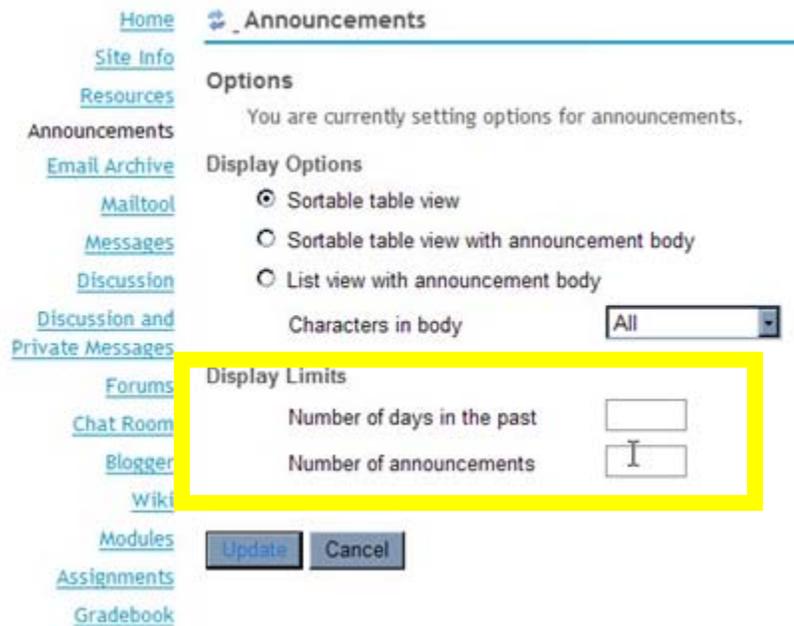
Information presented during future workshops will also be available in "Modules."

[Schedule of Cohort Meetings for Spring 2008](#) [Edit](#) | [Remove](#)

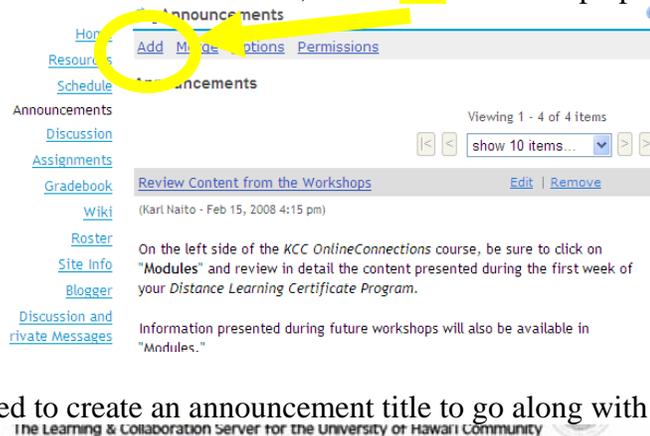
(Mary Hattori - Feb 5, 2008 9:04 pm)

Participants in the DL Certification Program must attend one cohort meeting for each topic. If you miss your regular cohort meeting day, you can attend any one

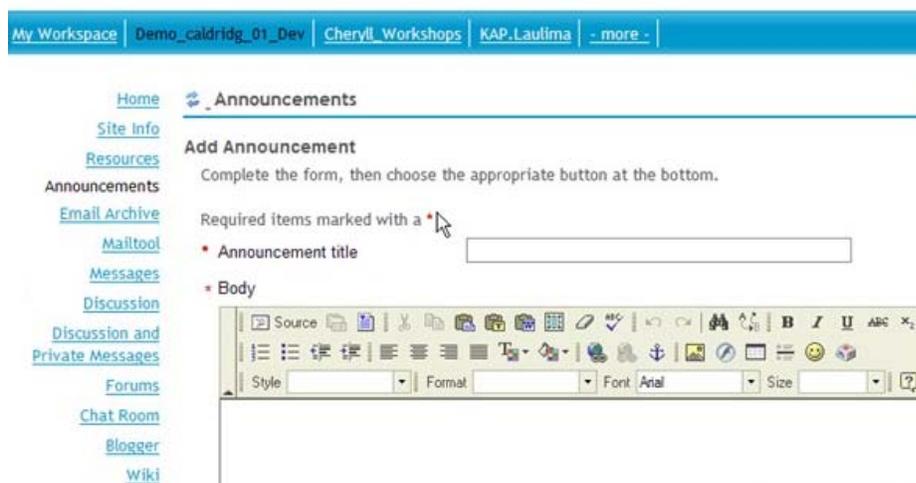
5. Another section in the Announcement options is the “Display Limits”. This limits the amount of announcements displayed at once on the page. You can enter a number in one or both of the text boxes to limit the announcements by days or total number. If you would like all the announcements available, keep the boxes blank.



6. To add a new announcement, click “add” on the top option bar.



7. You will need to create an announcement title to go along with the body text.



8. Before submitting, there are a few other options you can choose from. In the **Access** section, you can choose to display announcements to the public or to the site. in the **availability** portion, you can show, hide or specify a viewing date. You are also able to add **attachments** to the announcements.

The screenshot shows three distinct sections of a form:

- Access:** A yellow-bordered box containing two radio buttons: "Display to public" (unselected) and "Display to site" (selected).
- Availability:** A pink-bordered box containing three radio buttons: "Show" (selected), "Hide" (unselected), and "Specify Dates" (unselected). Under "Specify Dates", there are two checkboxes: "Beginning" (unselected) and "Ending" (unselected). Each checkbox is followed by a date and time selector. The "Beginning" date is set to MAR 13 2008 at 9:00 pm. The "Ending" date is set to APR 12 2008 at 9:00 pm.
- Attachments:** A green-bordered box containing the text "Attachments" and "No Attachments Yet", with a blue "Add Attachments" button below.

9. Furthermore, you can add an email notification to all participants, only opted in participants or send no email notifications.

The screenshot shows the "Email Notification" dropdown menu open. The menu options are:

- None - No notification
- High - All participants
- Low - Only participants who have opted in
- None - No notification

Buttons for "Add Announcement" and "Preview" are visible below the dropdown.

10. When you are finished, you can add the announcement or **preview** it before submitting,

The screenshot shows the "Email Notification" dropdown menu set to "High - All participants". Below the dropdown are three buttons: "Add Announcement", "Preview", and "Cancel". A green arrow points to the "Preview" button.

this is the announcement preview window.
From here you can **add the announcement** or go back and edit it before adding. Pressing “cancel” here will also take you back to the create announcement page. To cancel the announcement, you must press cancel on the announcement creating page.

Announcement Preview

Subject TEST
From Codi
Date Mar 18, 2008 12:02 pm
Display to Non-Members No
Email Notification None - No notification

Message

TEST ANNOUNCEMENT.

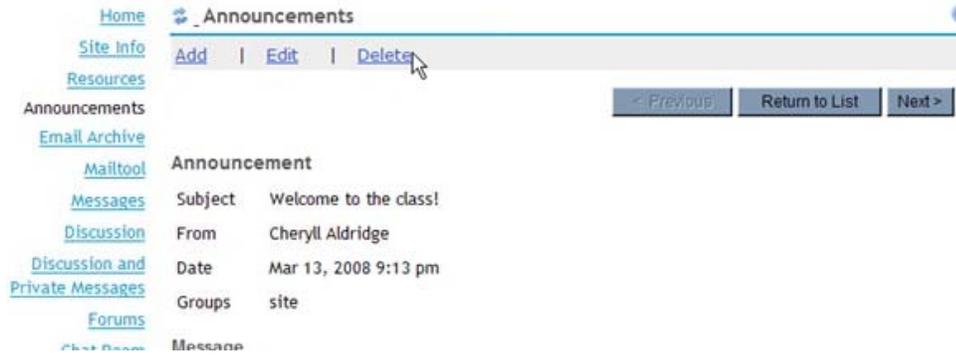
[Add Announcement](#) [Edit](#) [Cancel](#)

11. After submitting an announcement you can still edit it. To view your submitted announcement, click on the title.

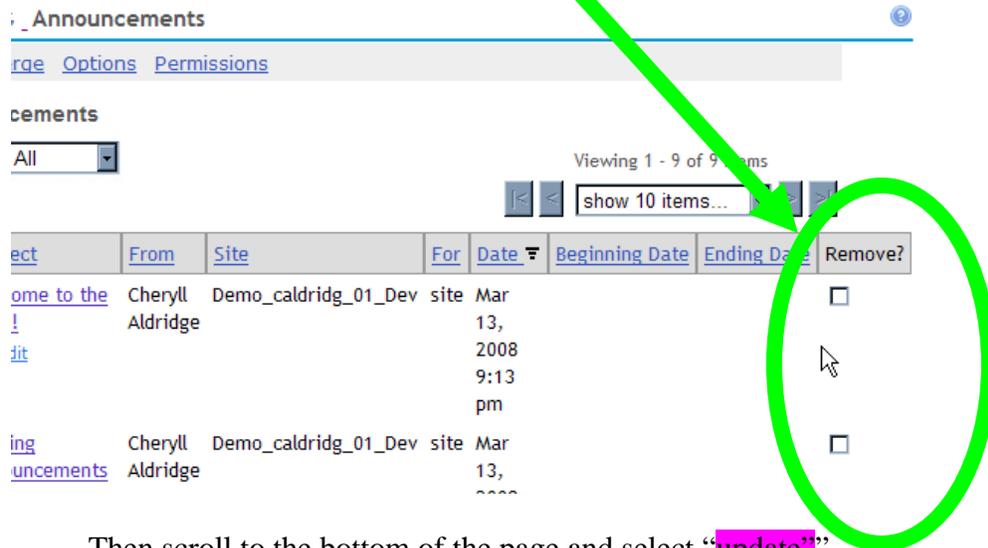
The screenshot shows a web interface for managing announcements. On the left is a navigation menu with links like Home, Site Info, Resources, Announcements, Email Archive, Mailtool, Messages, Discussion, Discussion and Private Messages, Forums, and Chat Room. The main content area is titled '_ Announcements' and includes sub-links for Add, Merge, Options, and Permissions. Below this, there's a 'View' dropdown set to 'All' and a 'show 10 items' button. A table lists announcements with columns for Subject, From, Site, For, Date, and Beginning Date. The first row shows an announcement with the subject 'Welcome to the class!' by Ceryll Aridge, dated Mar 13, 2008 at 9:13 pm. A green circle highlights the subject text, and a mouse cursor is positioned over the 'Date' column header.

Subject	From	Site	For	Date	Beginning Date
Welcome to the class! Edit	Ceryll Aridge	Demo_caldridd_01_Dev	site	Mar 13, 2008 9:13 pm	

12. You now have the options to edit, delete or add a new announcement.



13. Another way to remove announcements is to check the “remove” checkbox next to the announcement you wish to delete.



Then scroll to the bottom of the page and select “update”.



14. You will be taken to a confirmation page before it is removed. You will see the announcements you have chosen. If you wish to continue, click “remove”.

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 | Demo_caldrigg_01_Dev | Cheryll_Workshops | KAP.Laulima | - more -

Home | Site Info | Resources | Announcements | Email Archive | Mailtool | Messages | Discussion | Discussion and Private Message | Forum

Deleting announcements...

Are you sure you want to delete the following announcements?

Subject	From	Date	For
Testing Announcements	Cheryll Aldridge	Mar 13, 2008 7:56 am	site
Aloha	Cheryll Aldridge	Dec 18, 2007 10:03 am	site

Remove Cancel

15. More preferences can be found in your personal workspace, under the preferences area.

The Learning & Collaboration Server for the University of Hawai'i Community

My Workspace | Demo_caldrigg_01_Dev | Cheryll_Workshops | KAP.Laulima | - more -

Preferences

Notifications | Customize Tabs | Time Zone | Language

Notifications

You will receive all high priority notifications via email. Set low priority notifications below.

Announcements

- Send me each notification separately
- Send me one email per day summarizing all low priority announcements
- Do not send me low priority announcements

Email Archive

- Send me each mail sent to site separately
- Send me one email per day summarizing all emails
- Do not send me emails sent to the site

Resources

- Send me each resource separately

Cheryll Aldridge

16. You will always receive High Priority Announcements by Email. You can set the preferences for **Low priority** announcements here. Selecting “do not send announcements” is considered opting out of announcements. Don’t forget to click “update preferences” when done.

The screenshot shows the 'Preferences' page for a user named Cheryl Aldridge. The 'Announcements' section is highlighted with a yellow box. It contains three radio button options:

- Send me each notification separately
- Send me one email per day summarizing all low priority announcements
- Do not send me low priority announcements

 Other sections visible include 'Email Archive' and 'Resources'.

17. To display one or more worksite’s announcements in another site, you must “merge” them. Go to the **site** in which you want the merged announcements to display. Then go to “**announcements**” and click “**merge**”.

The screenshot shows the 'Announcements' page for the 'Demo_caldrigg_01_Dev' site. The 'Merge' link in the left sidebar is circled in pink, with a pink arrow pointing to it. The 'Announcements' link in the left sidebar is circled in green. The main content area shows a list of announcements with columns for Subject, From, Site, For, Date, Beginning Date, and Ending Date.

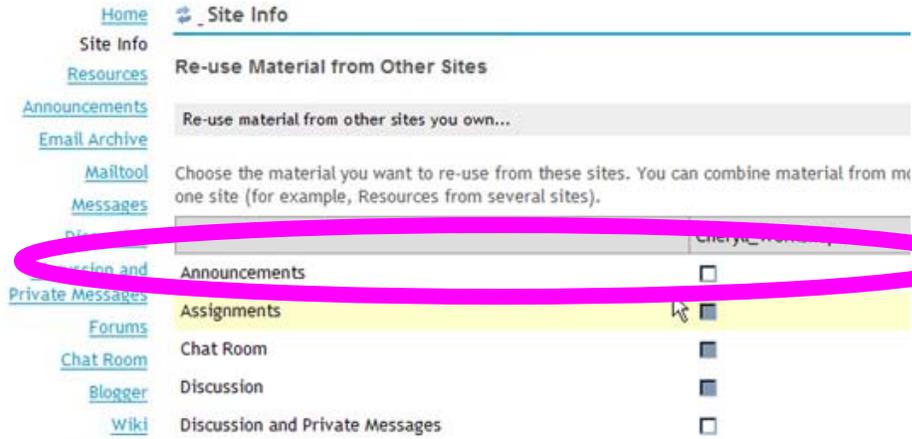
Subject	From	Site	For	Date	Beginning Date	Ending Date
Added RSS Feed Workshop to Schedule	Cheryll Aldridge	Cheryll_Workshops	site	Mar 13, 2008 10:44 pm		Mar 13, 2008 10:45 pm

18. You will see announcements you have made in other sites. Check the check boxes next to the site whose announcements you want to display in the current worksite. (The announcements will still show up in their originating sites as well.)

19. Another way to do this is to go to “site info” and then “import from site” (located on the upper navigation).

20. Check the box of the site (it can only be sites that you own) that you would like to share material from.

21. Then choose the material you want to re-use from these sites. In this case, choose **announcements**.



22. When you go back to your site's announcements you can now see the announcements imported from your other worksite. They are editable and in "draft format". You must go into edit mode and "post" them for it to be viewable by all participants.



23. When you receive an announcement by email, the subject line will be the name of your site and the title of the announcement. The sender will be "Laulima" and you cannot reply to it.



24. Any attachments on the announcement will show up in the email and can be downloaded. You can download the attachments even if you are not logged into Laulima. Furthermore, you can obtain the address of the attachment for sharing this link with people without a Laulima account or have not logged in.

