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".

Laulima : Demo_caldrid	l <u>a_</u> 01	_Dev : Announcements - 1	Windows Int	lemet l	Explorer			
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Announcements	Ann	ouncements						
Announcements	Viev	V All				Viewin	ng 1 - 4 of 4 ite	ms
Mailtool						show	10 items	•
Discussion		Subject	From	For	Date 7	Beginning Date	Ending Date	Remove?
Discussion and Private Messages	0	Testing Announcements Edit	Cheryll Aldridge	site	Mar 13, 2008 7:56 am			
Forums Chat Room Blogger		Assignment: Open Date for Assignment 1 Edit	Cheryll Aldridge	site	Mar 3, 2008 9:23 am			
COLUCT	_					interne	at 1	+ 100% +

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:



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🗨 🖉 🖌 🖉	laulima.hawaii.edu/portal/s	ite/b4d	140e55	i-87a2-429a-80	d8-4108d 💌	🄒 🤧 🛪	Google	_	2
del.icio.us + TAG	Links P Pandora 🦉	phpMy	Admin	2.8.2.4 🕱	inkaGoGo ᇩ	+linkaGoGo			
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Site Info			1. 410						
Site Info Resources Announcements	Permissions Set permissions for 4108dd854515)	Annou	k uncer	nents in wo	rksite "Demo	_caldridg_0	1_Dev" (b4d4	40e55-87a2	-429a-80d8-
Site Info Resources Announcements Email Archive Mailtool	Permissions Set permissions for 4108dd854515) Role	Annou	uncer new	nents in wor delete.any	rksite "Demo delete.own	_caldridg_0	1_Dev" (b4d4	40e55-87a2 all.groups	-429a-80d8- read.drafts
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Site Info Resources Announcements Email Archive Mailtool Messages Discussion	Permissions Set permissions for 4108dd854515) Role Instructor Student	Annou read	new	delete.any	rksite "Demo delete.own I	o_caldridg_0 revise.any ₪	1_Dev" (b4d4 revise.own ☑	40e55-87a2 all.groups	-429a-80d8- read.drafts
Site info Resources Announcements Email Archive Messages Discussion Discussion and Private Messages	Permissions Set permissions for 4108dd854515) Role Instructor Student Teaching Assistant	read III III III III	new	delete.any	delete.own	revise.any	I_Dev" (b4d4 revise.own	40e55-87a2 all.groups	-429a-80d8- read.drafts
Site info Resources Announcements Email Archive Messages Discussion and Private Messages Eorums Chat Room	Permissions Set permissions for 4108dd854515) Role Instructor Student Teaching Assistant Cancel	Annou read I I I I I I I I	new	delete.any	delete.own	caldridg_0 revise.any ☑ □	I_Dev" (b4d4 revise.own	40e55-87a2 all.groups	read.drafts

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

Ay Workspace Dem	o_cali	dridg_01_Dev CherylL_Wo	orkshops 1	(AP.La	ulima <u>- more</u>			
Home Site Info Resources Announcements Email Archive Mailtool	Ad An Vie	Annou ements d Mer Options en nouncements ew All	missions			Viewin	ng 1 - 4 of 4 item 7 10 items	ns
Discussion		Subject	From	For	Date 🔻	Beginning Date	Ending Date	Re
Discussion and Private Messages	Ø	Testing Announcements Edit	Cheryll Aldridge	site	Mar 13, 2008 7:56 am			
Forums Chat Room		Assignment: Open Date for Assignment 1	Cheryll Aldridge	site	Mar 3, 2008 9:23 am			C

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



here is the default table view

Discussion		Subject	From	For	Date 7	Beginning Date	Ending Date	Remove
iscussion and ate Messages	0	Testing Announcements Edit	Cheryll Aldridge	site	Mar 13, 2008 7:56 am			
Forums Chat Room		Assignment: Open Date for Assignment 1	Cheryll Aldridge	site	Mar 3, 2008 9:23 am			
<u>Blogger</u> <u>Wiki</u> Modules		Edit Testing Edit	Cheryll Aldridge	site	Dec 18, 2007 10:12 am			
Assignments Gradebook	0	Aloha Edit	Cheryll Aldridge	site	Dec 18, 2007 10:03 am			

th	is is the table vi	ew wi	th a	nnouncement body	
Discussion and ivate Messages	Aloha Edit	Cheryll Aldridge	site	Dec 18, 2007 10:03 am	
Chat Room	Aloha everyone. This is	a test. This	is only	v a test.	
Blogger Wiki Modules	Assignment: Open Date for Assignment 1 Edit	Cheryll Aldridge	site	Mar 3, 2008 9:23 am	
Assignments	Open date for assignmen	t Assignmer	nt 1 is /	Mar 3, 2008 12:00 pm.	
Gradebook Drop Box Tests & Quizzes	Testing L	Cheryll Aldridge	site	Dec 18, 2007 10:12 am	
Iluation System	Testing once again.				
Link Tool	Testing Announcements Edit	Cheryll Aldridge	site	Mar 13, 2008 7:56	

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

Options You are currently atting options for announcements. **Display Options** O Sortable table view O Sortable table view with a uncement body List view with announcement body All Characters in body First Line **Display Limits** First Two Links All Number of days in the past this is the list view with "all" text Sector Announcements Ø Home Add Merge Options Permissions Resources Announcements <u>Schedule</u> Announcements Viewing 1 - 4 of 4 items Discussion I ≤ show 10 items... ▼ ≥ ≥ Assignments Edit | Remove <u>Gradebook</u> Review Content from the Workshops (Karl Naito - Feb 15, 2008 4:15 pm) Wiki Roster On the left side of the KCC OnlineConnections course, be sure to click on Site Info "Modules" and review in detail the content presented during the first week of Blogger your Distance Learning Certificate Program. Discussion and Information presented during future workshops will also be available in rivate Messages "Modules." Modules Schedule of Cohort Meetings for Spring 2008 Ø Edit | Remove <u>Mailtool</u> (Mary Hattori - Feb 5, 2008 9:04 pm) Messages Podcasts Participants in the DL Certification Program must attend one cohort meeting for Drop Box 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.

Site Info	-	
Resources	Options	
Announcements	You are currently setting options for	or announcements,
Email Archive	Display Options	
Mailtool	 Sortable table view 	
Messages	O Sortable table view with annour	ncement body
Discussion	O List view with announcement b	ody
Discussion and	Characters in body	All
rivate Messages	1.2.3 · · · 1.5.4 · · · · · · · · · · · · · · · · · · ·	
Forums	Display Limits	
Chat Room	Number of days in the past	
Blogger	Number of announcements	
Wiki		
Modules	Update Cancel	
Assignments		
Gradebook		

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

	a phouncements						
Hon Resources	Add Millae ptions Permissions						
Schedule	incements						
Announcements		Viewing 1 - 4 of 4 items					
Discussion		<pre>- </pre>					
Assignments							
Gradebook	Review Content from the Workshops	Edit <u>Remove</u>					
Wiki	(Karl Naito - Feb 15, 2008 4:15 pm)						
Roster	On the left side of the VCC OnlineConne	stions course, he sure to click on					
Site Info	"Modules" and review in detail the conte	"Modules" and review in detail the content presented during the first week of					
Blogger	your Distance Learning Certificate Progr	am.					
Discussion and rivate Messages	Information presented during future workshops will also be available in "Modules."						

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

Tionie	Announce	ments				
Site Info Resources Announcements Email Archive Mailtool Messages	Add Announce Complete the Required item • Announcem • Body	ement form, then choose the a s marked with a *12 ent title	opropriate button at t	he bottom.]	
Discussion and rivate Messages	[] Sour	······································	®8 ®8 20 ♥ Tar-3ar \$8,88		B / ∐ ∺ ③ ጭ	ABC
	and the second second second second					The second second

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.
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Access	
O Display to public	
 Display to site 	
Availat	
Show	
O Hide	
O Specify Dates	
Beginning	
Date:	Time:
MAR - 13 - 20	9 • 00 • pm •
Ending	and the second
Date:	Time:
APR • 12 • 20	08 💌 🗐 💌 00 💌 pm 💌
Attachments	
No Attachments Yet	
Add Attachments	

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

Email Notification	None - No notification
	High - All participants ^{V6} Low - Only participants who have opted in
Add Announcement	Preview None - No notification

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



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.

Home	Announcemen	ts				
Site Info	Add Merge Option	ns <u>Perm</u>	issions			
Announcements	Announcements					
Email Archive	View All					Viewing 1 - 9
Mailtool					12	show 10 ite
Discussion	Subject	Trom	Site	For	Date T	Beginning Dat
Discussion and	Welcome to the	C eryll	Demo_caldridg_01_Dev	site	Mar	
Private Messages	class!	A ridge			13,	
Forums	Edit				2008	
1010113					9:13	
Chat Room					pm	

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

Home	S_Anno	uncements		
Site Info Resources Announcements Email Archive	<u>Add</u> I	Edit Deleter	< Freedoup	Return to List Next>
Mailtool	Annound	ement		
Messages	Subject	Welcome to the class!		
Discussion	From	Cheryll Aldridge		
Discussion and	Date	Mar 13, 2008 9:13 pm		
Forums	Groups	site		
Chat Deser	Message			

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

			WISI	1 10	actore					
Announ	cements								0	
<u>ge</u> <u>Optio</u>	ns <u>Perm</u>	issions								
ements							N			
AII 🔽						Viewing 1	-9 of	9 mms		
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	-	-		_						
<u>ect</u>	From	Site		For	Date =	Beginning D	<u>ate I</u>		Remove?	
ome to the	Cheryll Aldridge	Demo_caldridg	3_01_Dev	site	Mar 13.					
it					2008				Ν	
					9:13				2	
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<u>ng</u> uncements	Aldridge	Demo_caldridg	g_01_Dev	site	Mar 13.					
	5									
	Ad Wo Sd	ded RSS Feed orkshop to hedule	Cheryll Aldridge	Che	eryll_Wor	kshops	ite	Feb 21, 2008 12:59 pm		
	Te	<u>sting</u> Edit	Cheryll Aldridge	Der	no_edri	idg_01_Dev	site	Dec 18, 2007 10:12 am		
	Ø <u>Alo</u>	o <u>ha</u> Edit	CL ryll Aldridge	Der	mo_caldri	idg_01_Dev	site	Dec 18, 2007 10:03 am		
	Updat	Cancel								

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".

Workspace Dem	o_caldridg_01_Dev Cheryll_Wor	rkshops KAP.Laulima -	more -	
Home	幕 _ Announcements			
Site Info	Deleting announcements.			
Announcements	Are you sure you want to d	delete the following annour	ncements?	
Email Archive Mailtool	Subject	From	Date	For
Horrower	Testing Announcements	Cheryll Aldridge	Mar 13, 2008 7:56 am	site
wessages				

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

My Workspace	J_caldridg_01_Dev Cheryll_Workshops KAP.Laulima - more -
	2 Preferences
Home Profile	Notifications Customize Tabs Time 2 & Language
Membership	Notifications
Schedule	You will receive all high provity notifications via email. Set low priority notifications below.
Resources	Announcement
Announcements	O Stud me each notification separately
Worksite Setup	Send me one email per day summarizing all low priority announcements
Preferences	C ^S Do not send me low priority announcements
	Email Archive
Help	 Send me each mail sent to site separately
Cheryll Aldridge	O Send me one email per day summarizing all emails
	O Do not send me emails sent to the site
	Resources

Send me each resource senarately

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.

Notifications Customize Tabs Time Zone Language Iotifications ou will receive all high priority notifications via email. Set low priority notifications b
lotifications ou will receive all high priority notifications via email. Set low priority notifications b
ou will receive all high priority notifications via email. Set low priority notifications b
innouncements
O Send me each notification separately
R Send me one email per day summarizing all low priority announcements
C ^{KD} Do not send me low priority announcements
mail Archive
 Send me each mail sent to site separately
O Send me one email per day summarizing all emails
O Do not send me emails sent to the site

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".

🔮 La The	Coopera commun Lit., mar Learning & Collaboratio	tion, joint ac ity food pate ry hands. on Server fo	tion; group of people wor h; to work together, coop r the University of Hawa	king toge erate. al'i Comm	ther; unity	3	Logout
Wy Workspa	o_caldridg_01_Dev	heryll_Wor	kshops KAP.Laul	_ more	-		
Home Site Info	An	ents Dos Borm	issians				0
Announcements Eman w cmve Mailtool	Announcements View All	3				Viewing 1 - 7 of show 10 items	7 items
Messages Discussion	Subject	From	Site	For	Date 7	Beginning Date	Ending Date
Discussion and Private Messages Forums Chat Room	Added RSS Fee Workshop to Schedule	d 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.)

	Announcements	
<u>Home</u> <u>Resources</u> <u>Schedule</u>	Show Announcements from Another Site Select what announcements you want to merge into this si	ite.
Announcements	Site	Show Announce
Discussion	Cheryll_Workshops (2101d593-558b-42a3-00f6-	
Assignments	df5362bc637d)	
<u>Gradebook</u>	Demo_caldridg_01_Dev (b4d40e55-87a2-429a-80d8- 4108dd854515)	
Roster	KAP.Second_Life (3649b6d8-5d49-490f-0058- 01551e828f3b)	
<u>Site Info</u> <u>Blogger</u>	Save Cancel	
Discussion and		

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

🔮 La	Cooperation, joint a community food path Lit., many hands. Learing & Collaboration Server for	ction; group of people wor ch; to work together, coop or the University of Haw	Community
My Workspace Der	_caldridg_01_Dev <u>Cheryll_Wo</u>	rkshops KAP.Laulima	- more -
<u>Film.</u>	💈 Site Info		
Site Info	Edit Site Information Edit T Edit Class Roster(s) Duplic	ools Martinessee	Site port from File Page Order
Announcements Email Archive	Demo_caldridg_01_Dev	d'm)	
Mailtool	Site Description: Roster(s) with site access:	Demo course for	3@hawaii.edu
Discussion	Term:	Dev	
Discussion and	Site Contact and email:	Cheryll Aldridge,	z@hawaii.edu
Private Messages	Available to:	Site participants only	1
Forums Chat Room	Included on public sites list:	Yes	

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

Announcements	Reuse Material from Other Sites
Email Archive	
Mailtool	You can choose to re-use material only from other sites that you own. You can combine material from more than one site.
Discussion	Cheryll_Workshops
Discussion and	ED_197_KAP_Dev
Private Messages	ED_197_KAP_Mig
Forums	ETEC_644_caldridg
Chat Room	HON-jkwong
Blogger	□ JPNS-131-0
Wiki	□ JPNS-131-0
Modules	KAP.Laulima
Assignments	KAP.Second_Life
Gradebook	KAP_ENG_209WI_Dev
Drop Box	KCC OnlineConnection
Tests & Quizzes Evaluation System	□ Kuilei_HS_Outreach
Dolls	

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

Home	Cite Info				
Site Info Resources	Re-use Material from Other Sites				
Announcements	Re-use material from other sites you own				
<u>Mailtool</u> Messages	Choose the material you want to re-use from these sites. You can combine material from mo one site (for example, Resources from several sites).				
Di		Cherys			
presion and	Announcements				
Private Messages	Assignments	k∂ ■			
Chat Room	Chat Room				
Blogger	Discussion	=			
Wiki	Discussion and Private Messages				

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.

Announcements Email Archive Mailtool	Ann Vie	w All		ore of an parts	npui		Viewing 1 - 10 of show 10 items	11 items
Discussion		Subject	From	Site	For	Date 7	Beginning Date	Ending Date
Discussion and Private Messages Forums Chat Room		Added RSS Feed Workshop to Schedule Edit	Cheryll Aldridge	Demo_caldridg_01_Dev	site	Mar 13, 2008 10:44 pm		Mar 13, 2008 10:45 pm
<u>Blogger</u> <u>Wiki</u> <u>Modules</u> <u>Assignments</u>		Found Video Tutorials of Linkagogo features Edit	Cheryll Aldridge	Demo_caldridg_01_Dev	public	Mar 13, 2008 10:41 pm		

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 of if 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.

Enjoy, Howlm Here is ho Cheryll the bored Warcraft. Eckhart Awaken 1 Attachments: Create Yo Testimage Thumb.jpg and Freed putty.exe dream: Address: https://laulima.hawaii.edu/access/content/attachment/b4d40e55-87a2-429a-80d8-4108dd854515/ Announcements/5l2deb35-cb8d-4b07-00a6-7l5113c68402/TestImage_Thumb.jpg This automatic nouncation message was sent by Launma (https://aunma.nawan.eou/ponan/nom Homewor the Demo_caldridg_01_Dev site. Fluid Mec You can modify how you receive notifications at My Workspace > Preferences. Math Horr