

# Laulima Tool

## Reference and Use Guide

### of Discussions and Private Messages

*Brought to you by*

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

*12/12/2008*

1. Going to the “discussion and private messages” link in the left navigation will take you to a bulletin board within Laulima.

The screenshot shows the Laulima website interface. At the top, there is a logo for Laulima with the tagline "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit., many hands." and "The Learning & Collaboration Server for the University of Hawai'i Community". A "Logout" link is visible in the top right. Below the logo is a blue navigation bar with links: "My Workspace", "Demo\_caldridg\_01\_Dev", "Cheryll\_Workshops", "KAP.Laulima", and "- more -".

The main content area is titled "Discussion and Private Messages". It features a navigation menu on the left with links: "Home", "Site Info", "Resources", "Announcements", "Email Archive", "Mailtool", "Messages", "Discussion", "Discussion and Private Messages", "Forums", "Wiki", and "Modules".

The main content area includes a sub-navigation bar with links: "Discussion Home", "Search", "Recent Topics", "Member Listing", "Manage", "My Profile", "My Bookmark", "Private Messages", and "Mark All As Read". Below this, it shows the user's last visit and current date/time.

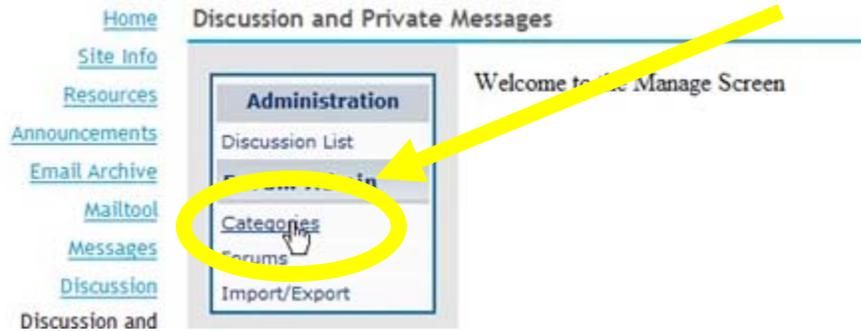
The "Discussion List" table is as follows:

Discussions	Topics	Messages	Last Message
<b>Questions</b>			
<b>Lesson Plans</b> Discussion about lesson plans.	0	No messages	No messages
<b>Assignments</b> Questions about Assignments	2	2	02-28-2008 15:15:49 Cheryll Aldridge →
<b>Workshop</b>			

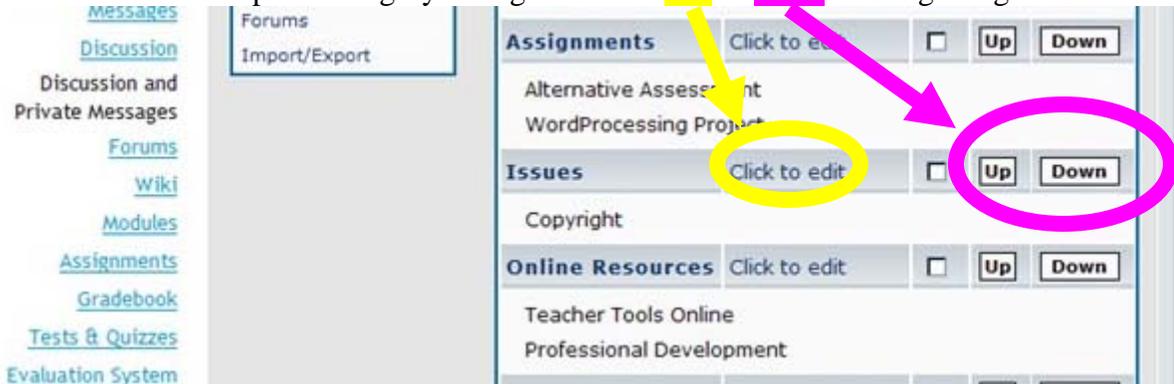
2. To edit a category, click on “manage”.

This screenshot is identical to the one above, but with a yellow arrow pointing from the text "2. To edit a category, click on “manage”." to the "Manage" link in the sub-navigation bar. The "Manage" link is also circled in yellow.

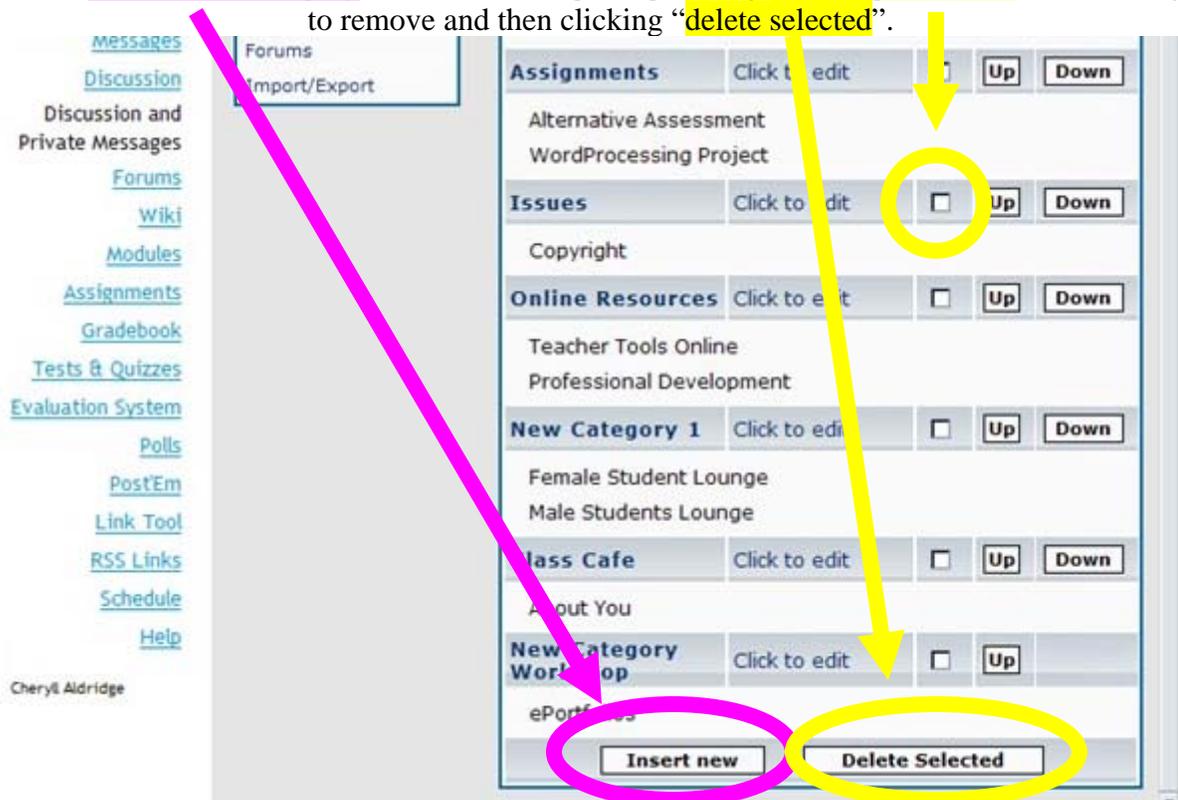
3. You will be taken to the Management screen. Click on “Categories”.



4. This will open a category listing. You can edit or move existing categories.



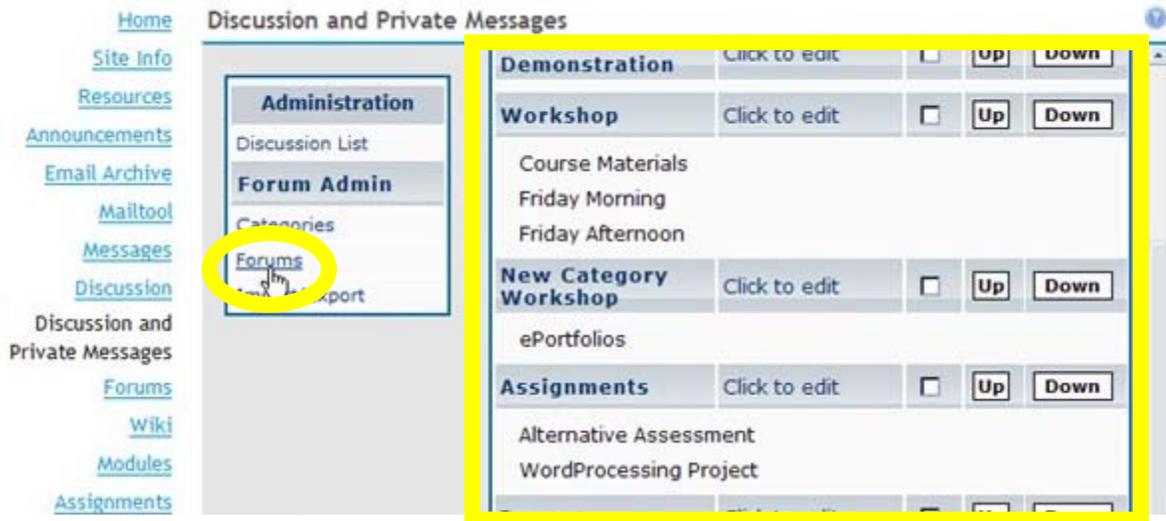
5. You can also insert a new category or delete existing categories by checking the boxes of the ones you wish to remove and then clicking “delete selected”.



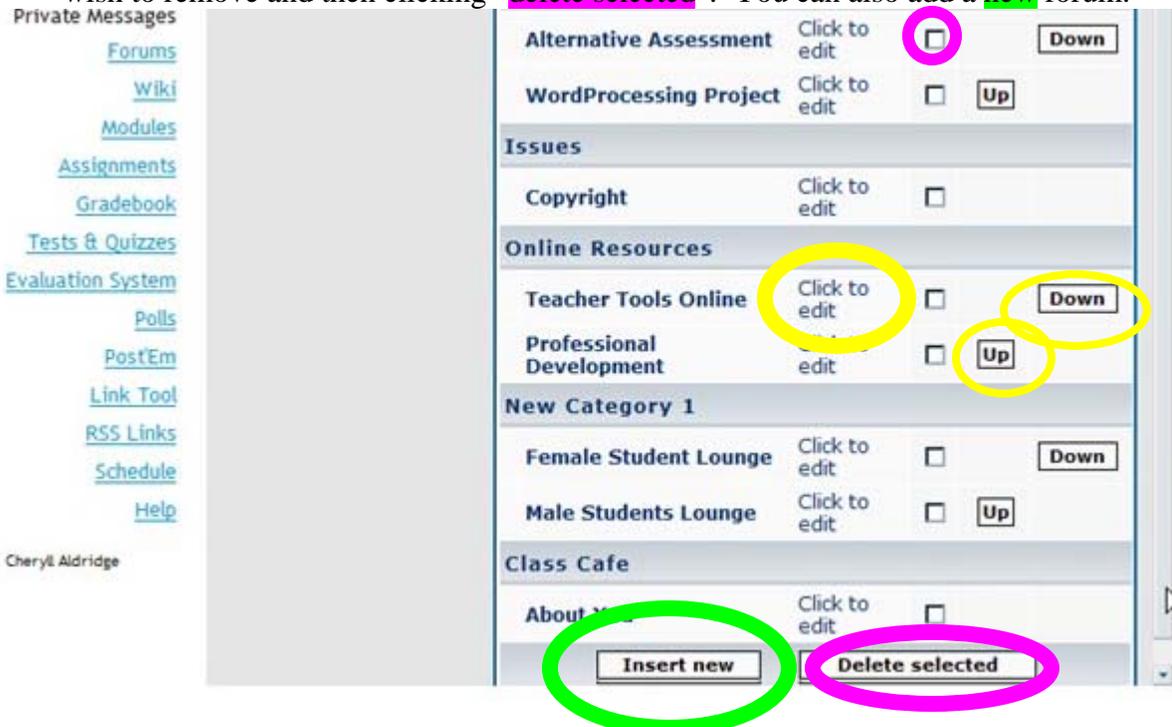
6. You may not delete categories that have forums in it. You will be notified with this error message.



7. You can edit forums in this same area (management). Click on “forums” in the left menu and a management area will display on the right side.



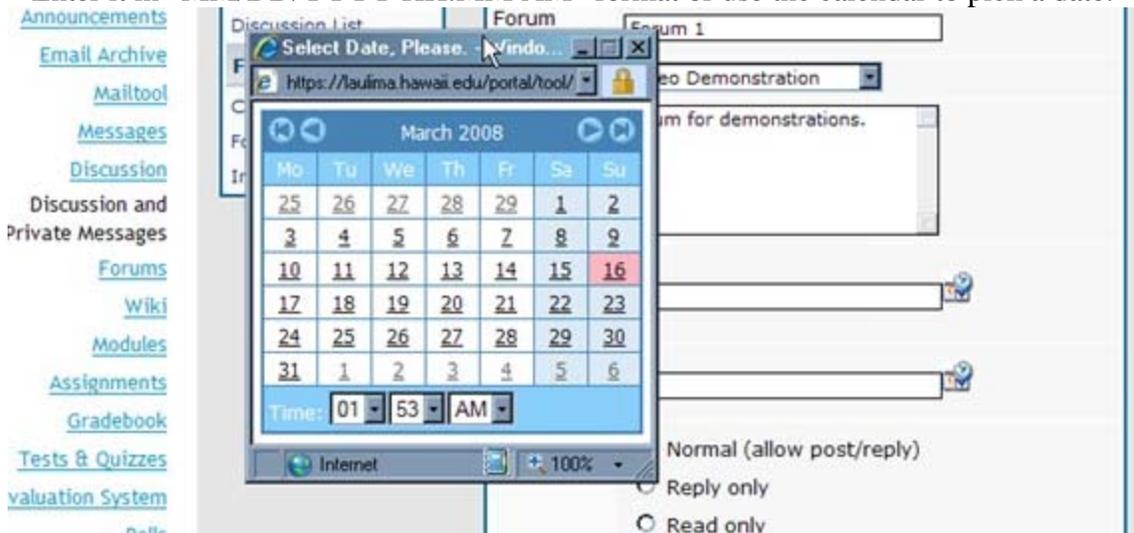
8. You can edit forums and move them up and down. You can also delete forums by checking the ones you wish to remove and then clicking “delete selected”. You can also add a new forum.



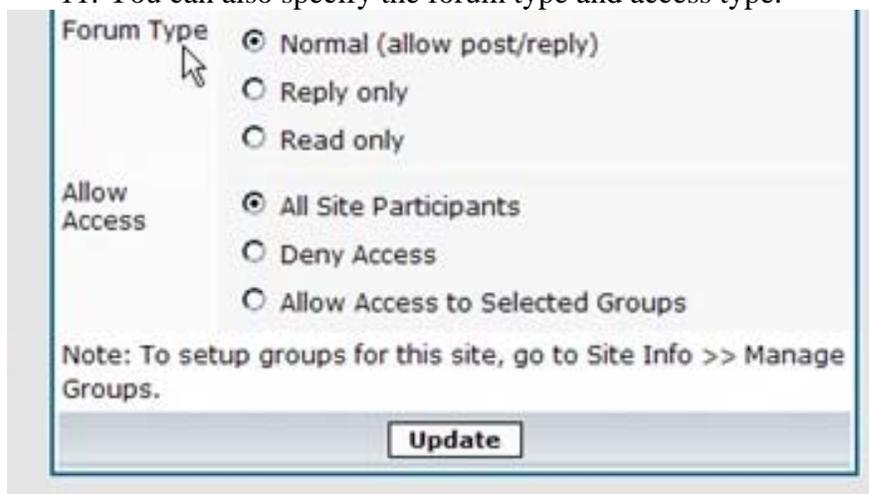
9. When editing a forum, you will be taken to an options screen. you can choose the forum name, the category (select from a dropdown list), and the description.



10. Then you can choose the visibility (available/lock) dates (optional). Enter it in “MM/DD/YYYY HH:MM AM” format or use the calendar to pick a date.



11. You can also specify the forum type and access type.



**Types of forums:**

- Normal- students can post and reply.
- Reply only- students cannot create topics (only the instructor can)
- Read only- students can neither create or reply (only instructor can)

12. Creating a new forum requires similar information.

### Forum Management

Forum Name

Category

Description

Make Forum Visible on Date/Time

Lock Forum on Date/Time

Forum Type

- Normal (allow post/reply)
- Reply only
- Read only

Allow Access

- All Site Participants
- Deny Access
- Allow Access to Selected Groups

Note: To setup groups for this site, go to Site Info >> Manage Groups.

13. To create a new topic, go to the forum you would like to post in. click on the “new topic” button.

The screenshot shows the Laulima website interface. At the top, there is a logo for Laulima with the tagline "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. *Lī, many hands.*" and the text "The Learning & Collaboration Server for the University of Hawai'i Community". A navigation bar below the logo contains links for "My Workspace", "Demo\_caldridg\_01\_Dev", "Cheryll\_Workshops", "KAP.Laulima", and "more".

The main content area is titled "Discussion and Private Messages". It includes a navigation menu with links for "Home", "Site Info", "Resources", "Announcements", "Email Archive", "Mailtool", "Messages", "Discussion", "Discussion and Private Messages", "Forums", "Wiki", "Modules", and "Assignments".

The "Discussion" section is active, showing a "Forum 1" discussion list. A yellow circle highlights a "new topic" button with a hand cursor over it. A yellow arrow points from the text in step 13 to this button. Below the button is a table with columns for "Topic", "Answers", "Author", "Last message", and "Check All :: Uncheck All". The table contains one row with a "new topic" button and a "Discussion List -> Forum 1" link. At the bottom, there is a "Go to:" dropdown menu with "Select a forum" and a "Go" button.

14. This will take you to the New Topic screen. You must enter a subject and message body.

15. Before submitting, you can choose from other options. You can disable the HTML, append your signature, and receive notifications.

You can also set the topic type.

- sticky**- always sets the topic at the top of the discussion.
- announce**- always sets the topic at the top of the discussion, in all forums.

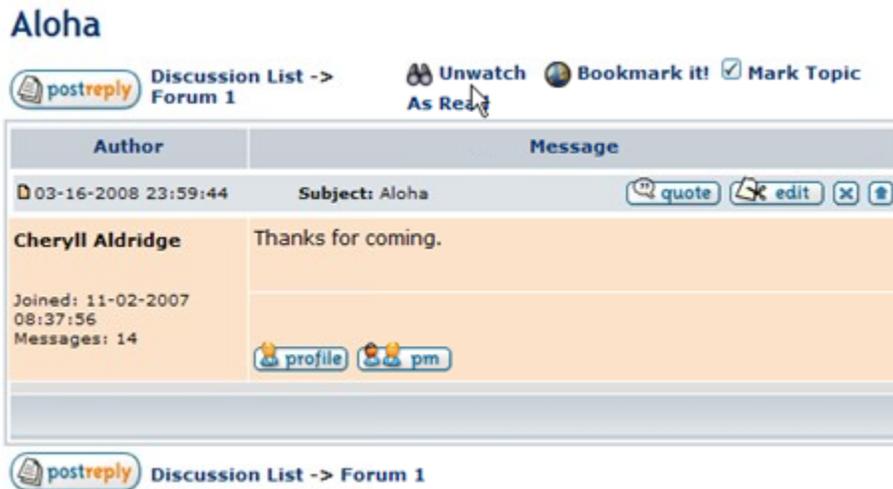
You can add up to three attachments. By clicking “attach files” a file attachment panel will open allowing you to browse your computer for files and add its description.

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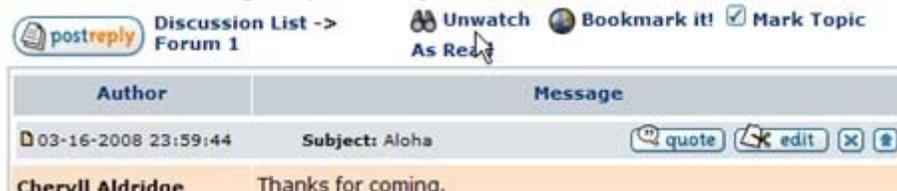
17. You are not allowed to upload .exe files because they may carry viruses. You will get this error message if you attempt to upload an .exe file.



18. This is what a reply looks like:



19. You are automatically subscribed to the topics/messages/replies you create. You can choose to “unwatch” the topic by clicking “unwatch” in the menu.



20. You can bookmark posts and also “mark them as read”. Like the Laulima “discussion” tool, unread messages show up bold and highlighted, as well as displaying a “new post” icon. Marking messages as read removes the notification.



21. To return to the forum the topic is located in or to the main discussion board, click on the “bread crumbs”.



22. To return to the first page or refresh the topic you are in click on the topic title.



23. To see how many posts each person has made go to the “Member Listing” link on the top navigation menu.



24. This will open a list page. Their total **number of posts** are in the far right column.

Name	Private Message	E-mail	From	Registration date	Messages
Aldridge, Cheryll				11-02-2007 08:37:56	14
Delacour, Fleur				02-12-2008 22:03:02	2
Granger, Hermione				11-09-2007 12:16:18	2
Krum, Viktor				02-12-2008 22:03:02	0
Longbottom, Neville				11-09-2007 12:16:18	3
Lovegood, Luna				11-09-2007 12:16:18	5
Malfroy, Draco				02-12-2008	

Clicking on a **person's name** will take you to their profile page.

Discussion and Private Messages

[Discussion Home](#)
[Search](#)
[Recent Topics](#)
[Member Listing](#)  
[My Profile](#)
[My Bookmark](#)
[Private Messages](#)
 Mark All As Read

**Discussion List**

Profile for :: Cheryll Aldridge	
<b>Avatar</b>	<b>All about Cheryll Aldridge</b>
Ranking:	Registration date: <b>11-02-2007 08:37:56</b>
<b>Contact Cheryll Aldridge</b>	Number of messages posted: <b>20</b>
Email Address:	Website: <a href="http://www.hawaii.edu/kcccelt">http://www.hawaii.edu/kcccelt</a>
Private Message:	Occupation: <b>IT Specialist</b>
	Interests: <b>Technology, Gadgets, cats</b>

25. If you need to send a message to an individual (private) instead of posting to a forum (public) you need to send a Private Message (PM). You can click on the **PM link** next to the person's name.

Name	Private Message	E-mail	From	Registration date	Messages
Aldridge, Cheryll				11-02-2007 08:37:56	14
Delacour, Fleur				02-12-2008 22:03:02	2
Granger, Hermione				11-09-2007 12:16:18	2

26. You can also click the **PM link** in a person's profile.

Discussion and Private Messages

[Discussion Home](#)
[Search](#)
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[My Profile](#)
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[Private Messages](#)
 Mark All As Read

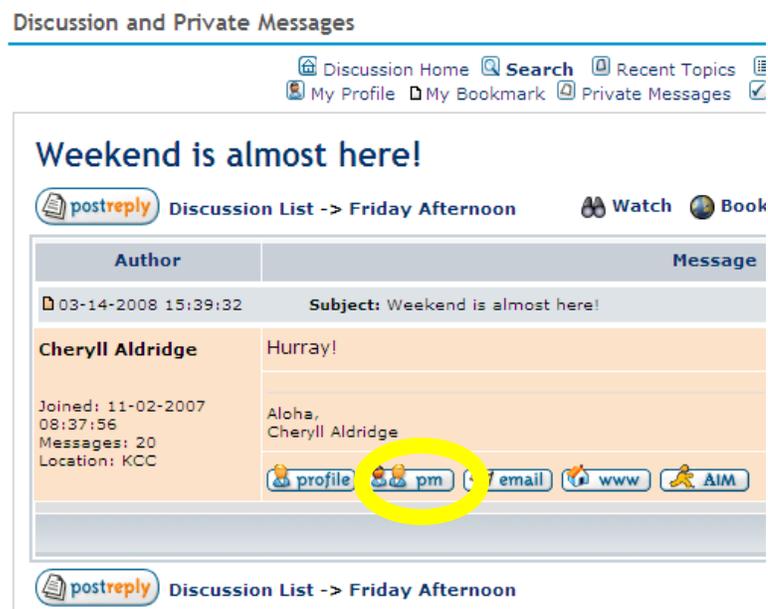
**Discussion List**

Profile for :: Cheryll Aldridge	
<b>Avatar</b>	<b>All about Cheryll Aldridge</b>
Ranking:	Registration date: <b>11-02-2007 08:37:56</b>
<b>Contact Cheryll Aldridge</b>	Number of messages posted: <b>20</b>
Email Address:	Website: <a href="http://www.hawaii.edu/kcccelt">http://www.hawaii.edu/kcccelt</a>
Private Message:	Occupation: <b>IT Specialist</b>
	Interests: <b>Technology, Gadgets, cats</b>

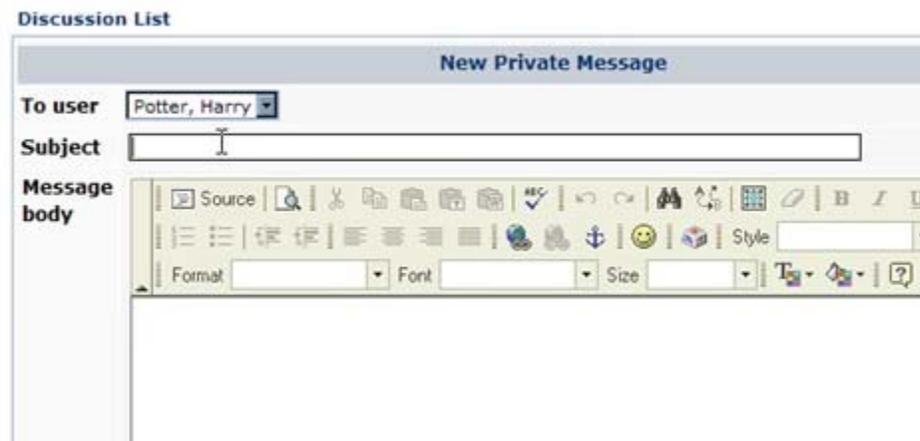
27. You can also click the “Private Message” Link in the Top navigation bar.



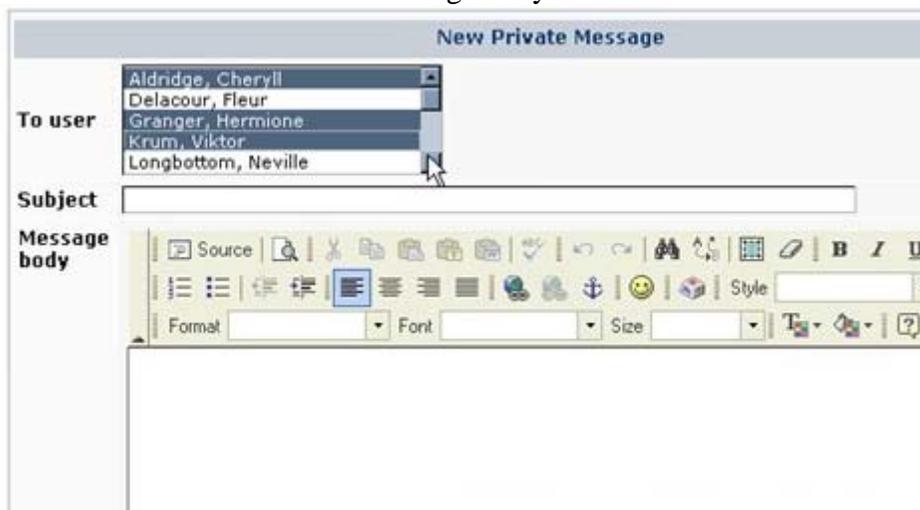
28. You can also click the PM Link in a poster’s message [to the forum].



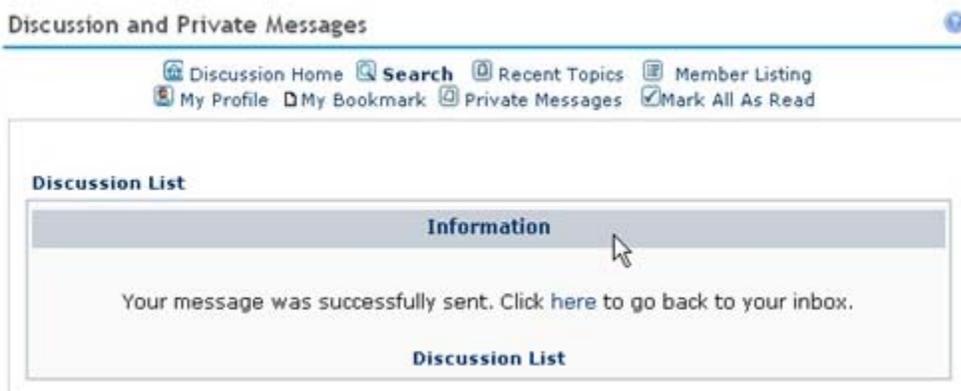
29. When PMing from the discussion list, profile, or individual post, you will be selecting a specific recipient. The new PM form will show the user’s name, a subject line and a message body.



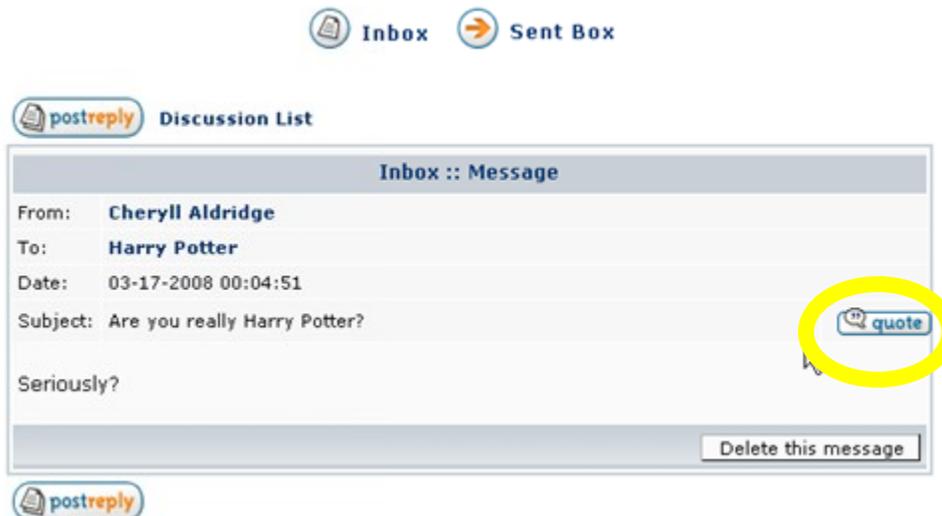
30. When writing a new PM if you click on the “private message” link you can select from multiple recipients by holding the “ctrl” while clicking desired recipients from the list. You must also enter a subject line and message body.



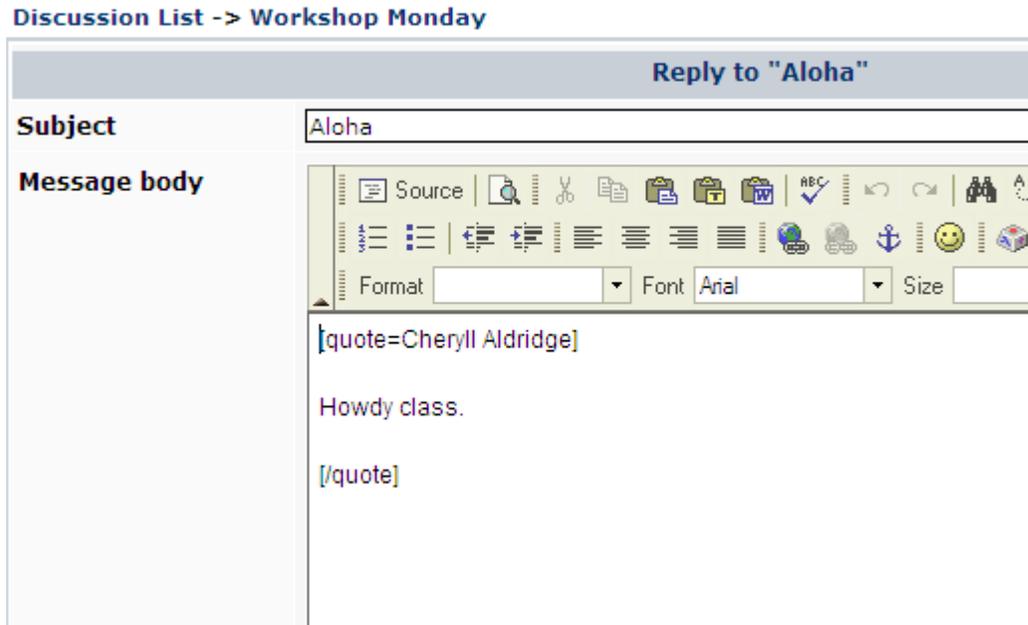
31. After submitting you will be shown a confirmation message and a link to return to your inbox or the discussion list.



32. When responding in a thread, you can also reference specific posts by quoting the post or part of the post. You can also use quoting to ask a person a question regarding a specific part of their post. To do this, click the **Quote Button** on the post you would like to quote (not necessarily the first post in the thread. Any thread responses are visible to all users.

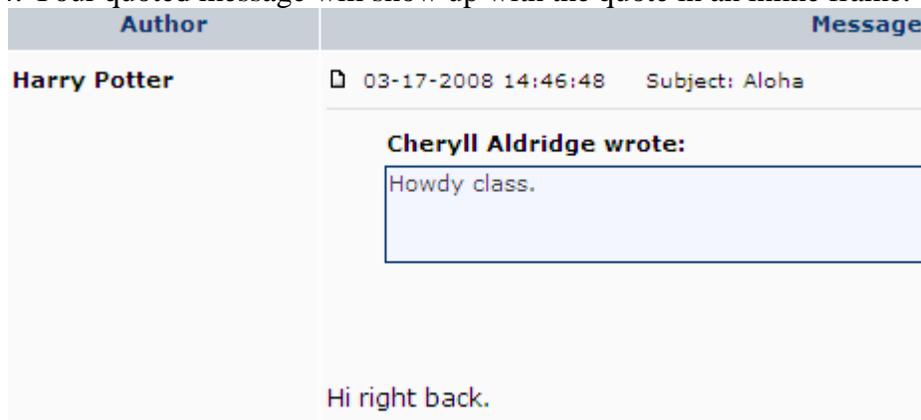


33. You will be taken to a new message window where you will see the quoted post in the beginning.

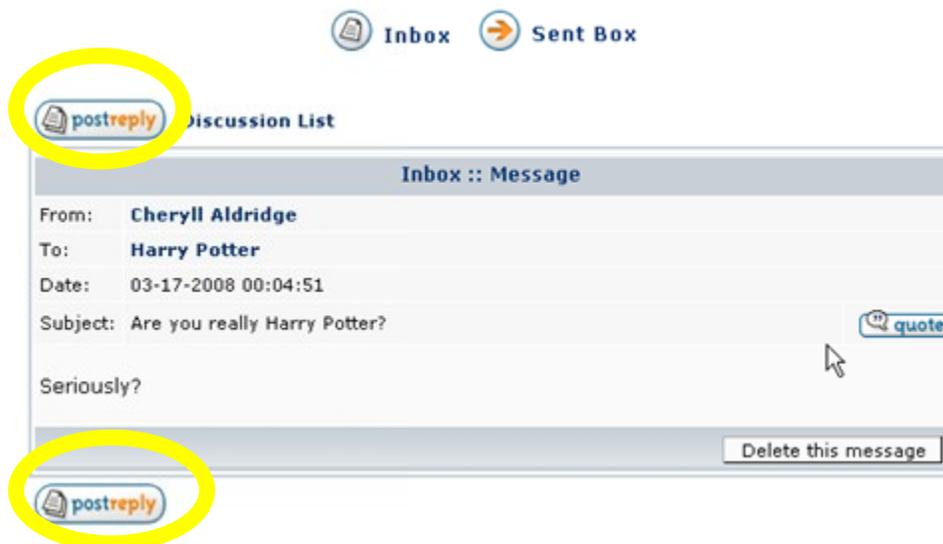


It is recommended that you begin your message after the end quote tag ( [/quote] ).

34. Your quoted message will show up with the quote in an inline frame.



35. To respond to a message without quoting (creating a regular response) click on the Post Reply Button. (located on the top of the thread or the very bottom of a thread and on all pages of a thread)



36. You will be taken to a new message page.



37. And the submitted message will show up after the main post and after the previous responses in the thread.

**Aloha**  
postreply Discussion List -> Workshop Monday

Author	
03-17-2008 14:44:05	Subject: Aloha
<b>Cheryll Aldridge</b> Joined: 11-02-2007 08:37:56 Messages: 20 Location: KCC	Howdy class.  Aloha, Cheryll Aldridge <a href="#">profile</a> <a href="#">pm</a> <a href="#">email</a> <a href="#">www</a>
03-17-2008 14:46:48	Subject: Aloha
<b>Harry Potter</b> Joined: 11-09-2007 12:16:18 Messages: 12	<b>Cheryll Aldridge wrote:</b> Howdy class.  Hi right back.  Aloha, Cheryll <a href="#">profile</a> <a href="#">pm</a> <a href="#">email</a> <a href="#">www</a>
03-27-2008 11:36:06	Subject: Re:Aloha
<b>Codi-Lee Wong</b> Joined: 11-16-2007 23:54:50 Messages: 1 Location: CELTT	TEST.  nerd in training. <a href="#">profile</a> <a href="#">pm</a> <a href="#">www</a>

**This is the original post.** (Yellow box with arrow pointing to the first post)

**This is a reply (with a quote of the original post).** (Green box with arrow pointing to the second post)

**This is a reply, made after the previous reply, to the first post.** (Magenta box with arrow pointing to the third post)

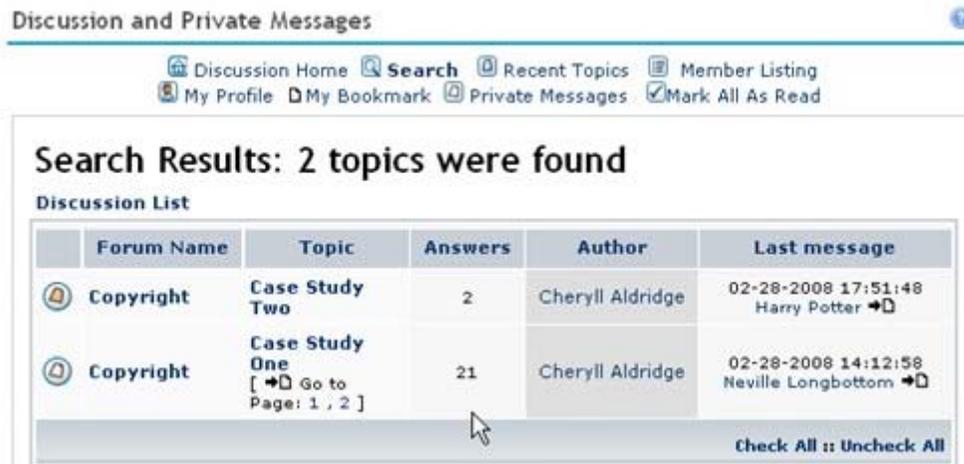
38. You can use the search function to find posts containing a keyword or phrase.  
Go to “search” in the top navigation.



39. Enter a keyword to search. You can also narrow search results by selecting a forum or category to search in. You can make data easier to search through by ordering it by date, author, subject, etc.



40. The search will produce a list of topics containing the key words (if there are any matching results).



41. The keyword you typed could be in the original post or in one of the replies and on any page of the thread. To help find the specific portion of the thread including your keyword you may want to use your internet browser's search function (usually "ctrl" + F or "command" + F).

The screenshot shows a forum thread titled "Case #1". The main post by "Aloha, Cheryll Aldridge" discusses Dr. Alltalk's preference for using outside material in lectures. A search window is overlaid on the text, showing the search term "evaluate" and options for "Match whole word only" and "Match case". Below the main post are navigation icons for profile, pm, email, www, and AIM. A second post by "Harry Potter" is visible, starting with "Let's evaluate this case by the Four Factors of Fair Use:" followed by a list item "1. The Purpose and Character of the Use".

42. If there were no matching results you will see the following page:

The screenshot shows a search results page with the heading "Search Results: 0 topics were found". Below this is a "Discussion List" section containing a table with the following headers: "Forum Name", "Topic", "Answers", "Author", and "Last message". At the bottom of the table area, there are links for "Check All" and "Uncheck All".

43. Discussion board uses symbols to help identify post types. The most common types of forums are:



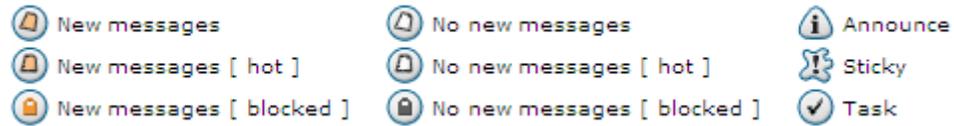
**reply only:** users can only reply to previously created topics; they cannot create new ones.

**select groups:** only certain groups may access this forum

**read only:** users may not post in this forum

**deny access:** users may not read or post in this forum

the most common types of topics are:



**orange colored icons:** there are new (unread) posts

**hot:** the icon will be “blinking” and there are many posts in a short amount of time making it a “hot topic”

**blocked:** users cannot view this topic

**announce:** this will be the first post in every topic in the forum

**sticky:** this will be the first topic in this forum

**task:** first post after stickies in this forum

Topics are ordered in the forum first by post type, and then by most recently updated.

44. Here is a sample of a forum:

This is the name of the forum.

Sticky topics are on top.

This has the newest posts and they are unread.

This topic has the next newest posts but all the posts have

Topic	Answers	Author	Last message	Check All :: Uncheck All
This is a sticky topic	0	Cheryll Aldridge	03-17-2008 22:29:41 Cheryll Aldridge →	<input type="checkbox"/>
This is new.	1	Cheryll Aldridge	03-17-2008 22:32:57 Harry Potter →	<input type="checkbox"/>
Aloha	0	Harry Potter	02-28-2008 18:08:48 Harry Potter →	<input type="checkbox"/>
Case Study Two	2	Cheryll Aldridge	02-28-2008 17:51:48 Harry Potter →	<input type="checkbox"/>
Case Study One [ → Go to Page: 1, 2 ]	21	Cheryll Aldridge	02-28-2008 14:12:58 Neville Longbottom →	<input type="checkbox"/>

Delete Move Lock Unlock Check All :: Uncheck All

45. Other symbols might be combined as such:



to have multiple meanings. In this case this means the forum is for select groups and is read only.

46. To remove the “new/unread” post reminder, you must view the forum/topic/post or mark it as “read”. To do this, go to the forum with new posts and select the topics you would like to mark with the checkboxes on the right side. Then click “mark topic as read”.

A screenshot of a forum page titled "Feedback". At the top left is a "new topic" button. To its right is the text "Discussion List -&gt; Feedback". On the far right, a checkbox labeled "Mark Topic As Read" is circled in yellow, with a yellow arrow pointing to it from the text above. Below this is a table with columns: "Topic", "Answers", "Author", "Last message", and "Check All :: Uncheck All". The table contains two rows of topic information. The first row has an orange bell icon next to the topic name "Repeat RSS Feeds". The second row has a grey bell icon next to "Thoughts on RSS Feeds Morning Session". A green box on the left contains the text "Orange icon means new or unread posts." with a green arrow pointing to the orange icon in the first row. At the bottom of the table, there is a "Check All :: Uncheck All" link and a "Mark Topic As Read" checkbox. A pink box at the bottom contains the text "Check boxes here that you would like to mark or select 'check all'." with a pink arrow pointing to the checkboxes in the table.

47. To go to the last post, you can go to the last post icon, next to the poster’s name (clicking their name will take you to their discussion board profile).



48. You can be notified when new posts are made to certain topics. To select the topic you would like notifications for, go to the topic and select “watch”. With every new post to this topic you will receive an email notification and a link to the topic.



49. To stop receiving notifications you can go back to the topic and click “unwatch”.



50. you can also bookmark the topic

The form is titled 'Insert a new bookmark'. It contains three input fields: 'Title' with the value 'This is a sticky topic', 'Description' which is empty, and 'Is public visible?' with a dropdown menu set to 'Yes'. An 'Update' button is located at the bottom right of the form.

51. This will save the thread’s link into your internet browser’s bookmarks.



52. You will also see a “my bookmark” tab in the upper navigation containing the threads you have bookmarked. Click “delete” to remove the bookmark or “edit” to edit the bookmark.

Discussion and Private Messages

[Discussion Home](#)
[Search](#)
[Recent Topics](#)
[Member Listing](#)
[Manage](#)  
[My Profile](#)
[My Bookmark](#)
[New Private Messages: \(1\)](#)
[Mark All As Read](#)

Discussion List -> Bookmark entries for caldridg

Title	Description	Action	
Case Study One	ETEC Discussion	Edit	Delete
This is a sticky topic	vidoe demo	Edit	Delete

53. clicking “edit” will open another window where you can change the preferences of the bookmark.

54. As a moderator of the board you can manage posts by moving, deleting, locking, and unlocking topics. In the forum you would like to moderate, select the topics you would like to manage by **checking their boxes** on the right side. Then select the action you would like to perform from the **bottom buttons**.

Topic	Answers	Author	Last message	Check All :: Uncheck All
Aloha	0	Harry Potter	02-28-2008 18:08:48 Harry Potter →	<input checked="" type="checkbox"/>
Case Study Two	2	Cheryll Aldridge	02-28-2008 17:51:48 Harry Potter →	<input checked="" type="checkbox"/>
Case Study One [ → Go to Page: 1, 2 ]	21	Cheryll Aldridge	02-28-2008 14:12:58 Neville Longbottom →	<input checked="" type="checkbox"/>

Check All :: Uncheck All

Mark Topic As Read

new topic      Discussion List -> Copyright

55. When moving topics, you will be taken to a confirmation window asking what forum you would like to move the topic to. Select the forum from the dropdown list and then click “move”. To cancel and return, click “back to previous page” or “discussion list”. You topic will not be moved UNLESS you click the “move” button.

56. After any type of action you will also see a confirmation message notifying you that you have completed an action and you will be prompted to return to the discussion board.

57. You can edit your discussion board profile by clicking on “my profile” in the upper navigation.



58. This will take you to the edit profile page.

you can change the email address, enter extra information about how to contact you (instant messaging, website, etc.) and add personal information about occupation, location, etc. you can also add a “signature” which can include html, bbs code and pictures. This is a message that will be added to the end of every post and private message (unless you choose not to show it).

User:	caldrldg
Email Address:	<input type="text" value="caldrldg@hawaii.edu"/>
<b>General Informations about yourself</b>	
This information will be public viewable	
ICQ UIN:	<input type="text"/>
AIM Info:	<input type="text"/>
MSN Messenger:	<input type="text"/>
Yahoo Messenger:	<input type="text"/>
Web Site:	<input type="text"/>
Location:	<input type="text"/>
Occupation:	<input type="text"/>
Interests:	<input type="text"/>
Signature:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
<small>This (optional) signature text block will be added at the end of your message. Limit of 255 chars.</small>	

59. Under profile preferences, you can choose to display your email (this will show up as an icon on your profile bar), receive email notifications when new topics are posted or a new PM is received, signature attachment, allow HTML (in posts, besides bbs code), and the language you would like the discussion boards to appear in.

Preferences	
Show my e-mail address:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Send e-mail notification when new topics are posted:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send e-mail when a private message is sent:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Always attach my signature:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Always allow HTML:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Your language preference:	<input type="text" value="Default"/>

60. The last element of your profile that you can choose to customize is the avatar. This is a small picture (130 x 130 pixels maximum) that you would like to use to represent yourself. If you know the URL of the picture then type it in the “use an external image as avatar” box. Otherwise, click “browse” to find the image on your computer.



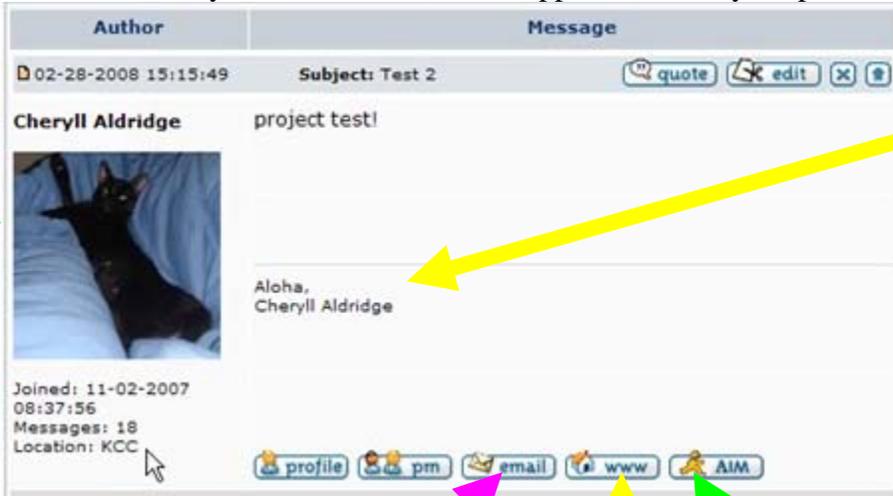
**Avatar Control Panel**

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

Load avatar from your computer:

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

61. When you have filled in all your information, it will appear on all of your posts and messages.



**Author** | **Message**

02-28-2008 15:15:49 | Subject: Test 2 | quote | edit | x

**Cheryll Aldridge** | project test!



Aloha,  
Cheryll Aldridge

Joined: 11-02-2007 08:37:56  
Messages: 18  
Location: KCC

[profile](#) [pm](#) [email](#) [www](#) [AIM](#)

**Annotations:**

- This is the avatar. (Green box pointing to the cat image)
- This is the signature. (Yellow box pointing to the text "Aloha, Cheryll Aldridge")
- This is the location [of the user]. (Yellow box pointing to "Location: KCC")
- Enabled contact via email. (Pink box pointing to the "email" button)
- User's website. (Yellow box pointing to the "www" button)
- Enabled contact via instant messaging (AIM). (Green box pointing to the "AIM" button)

62. On your profile page, you will also see the additional information that you have entered.

**Discussion List**

**Profile for :: Cheryll Aldridge**

Avatar	All about Cheryll Aldridge
	Registration date: <b>11-02-2007 08:37:56</b>
Ranking:	Number of messages posted: <b>18</b>
<b>Contact Cheryll Aldridge</b>	Website: <b>http://www.hawaii.edu/kcccel</b>
Email Address: <a href="#">email</a>	Occupation: <b>IT Specialist</b>
Private Message: <a href="#">pm</a>	Interests: <b>Technology, Gadgets, cats</b>