Laulima Tool

Reference and Use Guide

of Discussions

Brought to you by

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

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1. Clicking on "discussion" in the left navigation will take you to the discussion tool. Its default view is "row layout". You can change the views by choosing a layout from the drop down menu.

🔮 La	Cooperation, joint action; group community food patch; to work Lit., many hands. Learning & Collaboration Server for the Univ	of people working together; together, cooperate.	Logout
My Workspace Demo	_caldridg_01_Dev Chervll_Workshops	KAP.Laulim*	
Home Site Info	Discussion Add Tonic Add Category Frand All	Permissions	0
Resources Announcements	View: Row Layout		Search
Email Archive Mailtool Discussion Discussion Discussion and Private Messages Forums Wiki	 Alternative Assessment¹ Copyright¹ Lesson Plans¹ Professional Development¹ Questions About Assignments¹ Questions About Course Material¹ Teacher Tools Online¹ 		
Modules Assignments	▼ Tell Us A Bit About Yourself		

In the [default] row layout the top frame shows the hierarchy of categories, topics, and replies; the content appears in the bottom frame.



In the column view, the left frame shows the hierarchy of categories, topics, and replies. Clicking a topic or reply shows the content of the message in the right frame.

2. In column view, you can read through all your messages in the discussion by using the top navigation.



3. You can tell which message you are currently reading by looking for the green arrow in the hierarchy.

Modules	 Tell Us A Bit About Yourself 自 	Reply to this message with a story ak
Assignments	Personal Introduction Cherve Motion Leo 10,	20 cechnology-related experiences (or st
Tests & Quiz es	Europeration Cheryle Adridge My Faves (1 response) Cheryle Adridge Feb 10,	Ff If you prefer, you can reply to the c Faves. 20
Polls	 ▼ WordProcessing Project¹ 	Reply to Topic
Post'Em	 Workshop [⊕] 	
Link Tool	Demo (1 response) Cheryll Adridge Mar 14, 200	3.8
RSS Links	Friday - Afternoon Cheryl Adridge Mar 14, 2	00

4. You can delete whole threads or individual responses by clicking on the trash icon at the end of each line in the hierarchy.



5. For a topic that has a thread, you can click on the paper icon at the end of each line in the hierarchy for a printer-friendly view.



Here is the printer friendly view of the thread

You can also navigate through all the discussion threads in this view by using the top navigation buttons.

Home	2 Discussion
Site Info Resources	<previous list="" next="" return="" to="" topic=""></previous>
nnouncements	Topic Contents: " Personal Introduction"
Email Archive Mailtool	- Cheryll Aldridge (Feb 10, 2008 1:18 PM HST)
Messages Discussion	Aloha!
iscussion and ate Messages Forums Wiki	We'll be spending the whole semester together online, so we should get to know each other a bit. As your instructor, it is important for me to know more about you so that I can be better equipped to help you learn.
Modules Assignments	Please respond to this email with a message that tells us a little about you. You may include answers to the following questions and/or share any other information you'd like to.
Gradebook	Where did you grow up
ation System	Where do you live now
Polls	What is your educational background

6. Back in the regular view, you can click "expand all" to show all threads and all responses to threads/responses.

Site Info	Add Topic Add Category Previous Mess	age <u>Next Message</u> Expa	and All ermissions
Resources ouncements	View: Column Layout		Sea
<u>Mailtool</u>	 Alternative Assessment[□] Copyright[□] 	Tell Us A Bit About Technology Momer	Yourself > Funny ht
Discussion	 ▼ Lesson Plans[®] Performant[®] 	Technology is b	eautiful, but can s



Here is the expand all view:

notice that all arrows are pointing down (they are opened/expanded) and "expand all" in the top navigation changed to "collapse all". You are also able to see the number of responses to each thread.

7. In the Laulima discussion tool a category holds a topic.

To add a new category, click on the "add category" link in the top navigation.

Home	Ciscussion	0
Site Info	Add Topi Add Category) evious Message	Next Message Collapse All Permissions
Resources Announcements	View: Column Layout	Search
Email Archive Mailtool	 ✓ Alternative Assessment[□] ✓ Copyright[□] 	Copyright > Case Study One > Re: Case Study One > Re: Case Study One > Re: Case Study One > Re: Case Study One >
Discussion	<u>Case Study One (</u> 21 responses) Cheryll Adridg <u>Re: Case Study One (</u> 4 responses) Harry F	Re: Case Study One > Re: Case Study One From Harry Potter (Feb 12, 2008 6:22 PM HST)
Private Messages	Ret Case Study One Luna Loverood Feb	hi Luna,

8. You will see a list of preexisting categories (if any) and a "create a new category" input box.

Alternative Assessment	t
 Copyright 	
 Lesson Plans 	
 Professional Developme 	ent
 Questions About Assign 	iments
Questions About Course Toochar Tools Online	2 Material
Teacher Tools Online Tell Lis A Bit About Your	rsalf
WordProcessing Project	t
Workshop	
 Workshop 2 	
 ePortfolios 	
Create a New Category	Video Demonstration
Create a New Category	Video Demonstration

9. Categories in the discussion tool are organized alphabetically.

Add Topic Add Category Expand All Permissions



10. To add a new topic, click on "add topic" in the top navigation.

Home	* Dissussion	0
Site Info	Add Topic	age Next Message Expand All Permissions
Announcements	View. Column Layout	Search
Email Archive <u>Mailtool</u> <u>Messages</u>	 Alternative Assessment¹ Copyright¹ Lesson Plans¹ 	Tell Us A Bit About Yourself > Funny Technology Moment From Cheryll Adridge (Feb 10, 2008 1:30 PM HST)
Discussion	▼ Drofessional Development	Technology is beautiful, but can some

11. You will be taken to the New Discussion Topic window. You can choose a preexisting category for your topic to appear in or create a new one.

New Discussion Topic

Complete the form, then choose the appropriate button at the bottom. Required information marked with a *

 Category 	- Select a category -	-
Or Create a Category	Select a category	4
Topic Title	Copyright Lesson Plans Professional Development	
Topic Format	Questions About Assignments Questions About Course Material	
• Within this topic, allow replies to	Teacher Tools Online Tell Us A Bit About Yourself	
O Within this topic, only allow replic	Video Demonstration WordProcessing Project	
Message	Workshop	
Source 🕞 🗎 🗼 🛝 📾	Workshop 2 ePortfolios	S B Z ∐ AN ×1 ×1
1 = = = = = = = = = = = = = = = = = = =	- Har (Mar Mar (Mar)	

12. You must then create a topic title.

New Discussion Topic

Complete the form, then choose the appropriate button at the bottom. Required information marked with a *

	0 C	12.23	 0	
10011		0.0	 -	
			 -	

...

 Category 	Video Demonstration
	<u> </u>
Topic Title	

• Within this topic, allow replies to any message

C Within this topic, only allow replies directly to this message

13. You can then choose a topic format. You can allow replies to any message created in the topic or only allow replies to this topic.

Message		
Category	Video Demonstration	
Or Create a Category	I I	
Topic Title		
	Mar 16, 2008 10:41 PM HST	

14. You can create your message using rich text.

⊡ Source 🛗	〕) X № 08.08.0 : E = = = ¶	· @ · @ @ ⊕ ⊠	A 14 B Z	' <u>U</u> ABC ×₂ ×) <3
Style	- Format	· Font Arial	• Size	• 2
st.		I		
it.		1		

15. You can add attachments.

Attachments No Attachment	ts Yet	
Add attach	iments	
Add Topic	Save Draft	Cance

Select your attachment from your "resources" or upload a new file from a computer or a URL.

Home	Discussion Add Attachment Select an existing item from Resources to attach OR add a new item to a folder to be attached. "Continue" when done.		
Site Info Resources Announcements			
Email Archive	Items to attach	Remove?	
Messages	Dutty.exe	Remove	
Discussion and Private Messages	Upload local file	Browse	
<u>Forums</u> <u>Wiki</u>	or a URL (link to website)	Add	
<u>Modules</u> <u>Assignments</u> <u>Gradebook</u>	Continue		

16. Your newly added attachment will be seen here.



17. After submitting, you will be redirected to the discussion view.

Announcements	View. Column cayour	Contra
Email Archive	Alternative Assessment	Video Demonstration > Aloha
Mailtool	▶ Copyright ¹	From Cheryll Adridge (Mar 16, 2008 10:44 PM HST)
Messages	・ Lesson Plans 自	Best.
Discussion and	Professional Development	putty.exe (412 KB)
Private Messages	Questions About Assignments	Reply to Topic
Forums	Questions About Course Material	
Wiki	Teacher Tools Online	
Modules	Tell Us A Bit About Yourself	
Assignments	▼ Video Demonstration	
Gradebook	Aloha Cheryll Adridge Mar 16, 2008 10:44 PM HST	c
Evaluation System	WordProcessing Project	

your new topic shows up in the hierarchy under the category you placed it in. The message itself can be expanded and viewed, along with any attachments. You will be able to reply to the topic through a button in the message.



19. Clicking on the "reply to topic" in the message will allow you to create a reply.

Video	Demonstration > Aloha
From C	heryl Adridge (Mar 16, 2008 10:44 PM HST)
Best.	
	putty.exe (412 KB)
Re	ply to Topic

20. You will be redirected to a new message window.

You must create a reply title. An example of an appropriate title is "Re: [topic title]".

incements	In reply to: Video Demonstration > Aloha Cheryll Aldridge (Mar 16, 2008 10:44 PM HST)			
<u>ail Archive</u> <u>Mailtool</u>	Best.			
Messages	putty.exe (412 KB)			
Discussion ussion and	Required items marked w	vith •		
Messages	Your Reply			
Forums	* Reply Title	Re: Aloha		
Wiki		Mar 16, 20	08 10:46 PM HST	
Modules	Message			
signments	Source (2)	IX DO B B	a 1 10 0	1 44 25
Gradebook			h-100.00. A.ID	
& Quizzes	I Stule	Format	va i ese ete ↓ i e	
on System	A 1 0010	1 1 00000	, ow	
Polls				
Post'Em				
Link Tool				

21. You can use rich text to formulate your message as well as add attachments before submitting.

No Attachme	ants Yet		
Add attachm	ents		
	I HARD STREET	No. of Concession, Name	and the local division of the

22. It is good to save a draft of your message if you think you will be typing for a long time. Laulima times out after ONE HOUR. Any text that you typed will not be saved if Laulima times out. To avoid losing data, you can periodically save your work by clicking "save draft".



This is the view of the hierarchy when you have saved a message as a draft. Your message is not viewable to the site as a draft; you must submit the message for it to be viewable.

ssion and	-	Professional Development	* Subject	Re: Aloha
Forums	-	Questions About Assignments	From	Harry Potter
Wiki	-	Questions About Course Material	Date	Mar 16, 2008 10:47 PM HST
Modules	•	Teacher Tools Online	Reply type	
ignments	•	Tell Us A Bit About Yourself	Within this top	oic, only allow replies directly to
iradebook		Personal Introduction Cheryll Aldridge Feb 10, :	this message	
t Quizzes		Funny Technology Moment Cheryll Aldridge Fe	* Message	
on System		My Faves (1 response) Cheryll Aldridge Feb 10, 20	Sour	ce 🛱 🗎 👗 🖻 🛍 👘 🕅
Polls	•	Video Demonstration		(\$\$; \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
PostEm		Aloha (1 response) Cheryll Aldridge Mar 16, 2008 1	Style	Format Normal
RSS Links	+	Draft - Re: Aloha Harry Potter Mar 16, 2008 10	Thanks.	G.
Schedule	•	WordProcessing Project		
Help	•	Workshop		
idge		Demo (1 response) Cheryll Aldridge Mar 14, 2008 8		

23. Similarly, you can reply to message in a topic (if allowed by the original topic) or to the original topic.

Assignments	Re: Case Study One Hermione Granger Feb	it appears to be a non-fictional piece. I we
Gradebook	 Re: Case Study One Neville Longbottom Feb 	favor
Gradebook Tests & Quizzes Evaluation System Polls Post'Em Link Tool RSS Links Schedule Help Cheryll Aldridge Harry Potter	 Re: Case Study One Neville Longbottom Feb Lesson Plans Professional Development Questions About Assignments Questions About Course Material Teacher Tools Online Tell Us A Bit About Yourself <u>Personal Introduction</u> Cheryll Aldridge Feb 10 <u>Funny Technology Moment</u> Cheryll Aldridge Feb 10, Video Demonstration <u>Aloha</u> (1 response) Cheryll Aldridge Mar 16, 2006 <u>Re: Aloha Harry Potter Mar 16, 2008</u> 10:47 Pc 	 have to say that "Fair Use" again would be favor. 3. Amount used Now, he is using the entire article and not j paragraph or page would seem to be a viola he is not only capturing the idea but also us every word. 4. Effect on the market Could the author have gain monetarily? I'd is a possibility as Dr. Alltalk has used the air for 3 years. I think this would have to be determined by the value of the article and 1 length of its use. My thoughts are that Dr Alltalk should ask fipermission on this article. Especially if he continues to use this particular article Reply to Message
	×	×

24. You can use the search functions to search words or partial words in all categories, topics and messages. You should "expand all" to see all messages (they will be highlighted) that match the search.

Home	S Discussion	
Site Info	Add Topic Add Category Previous Message C	Collapse All
Resources Announcements	View: Column Layout	ourpose Search Ch
Email Archive Mailtool	 Alternative Assessment Copyright 	Copyright > Case Study One > Re: (Study One From Neville Lonsbottom (Feb 12, 2008 6:36 F
Messages Discussion Discussion and	<u>Case Study One</u> (21 responses) Cheryll Aldridge <u>Re: Case Study One</u> (4 responses) Harry P	1. Purpose of use Gr. Alltalk appears to use the article for Educational purposes in support bis
ivate Messages Forums	Re: Case Study One Luna Lovegood Feb Re: Case Study One (1 response) Hermit	lesson/discussion. "Fair Use" would be in this factor.
<u>Wiki</u> Modules	Re: Case Study One Harry Potter Feb Re: Case Study One Neville Longbottom	 Nature of the work am unclear in this area. What kind c using? Assuming all work is copyrighter
Gradebook	<u>Re: Case Study One (</u> 7 responses) Luna Lo <u>Re: Case Study One (</u> 6 responses) Harry	it appears to be a non-fictional piece. have to say that "Fair Use" again wou favor.