

# **Laulima Tool**

## **Reference and Use Guide**

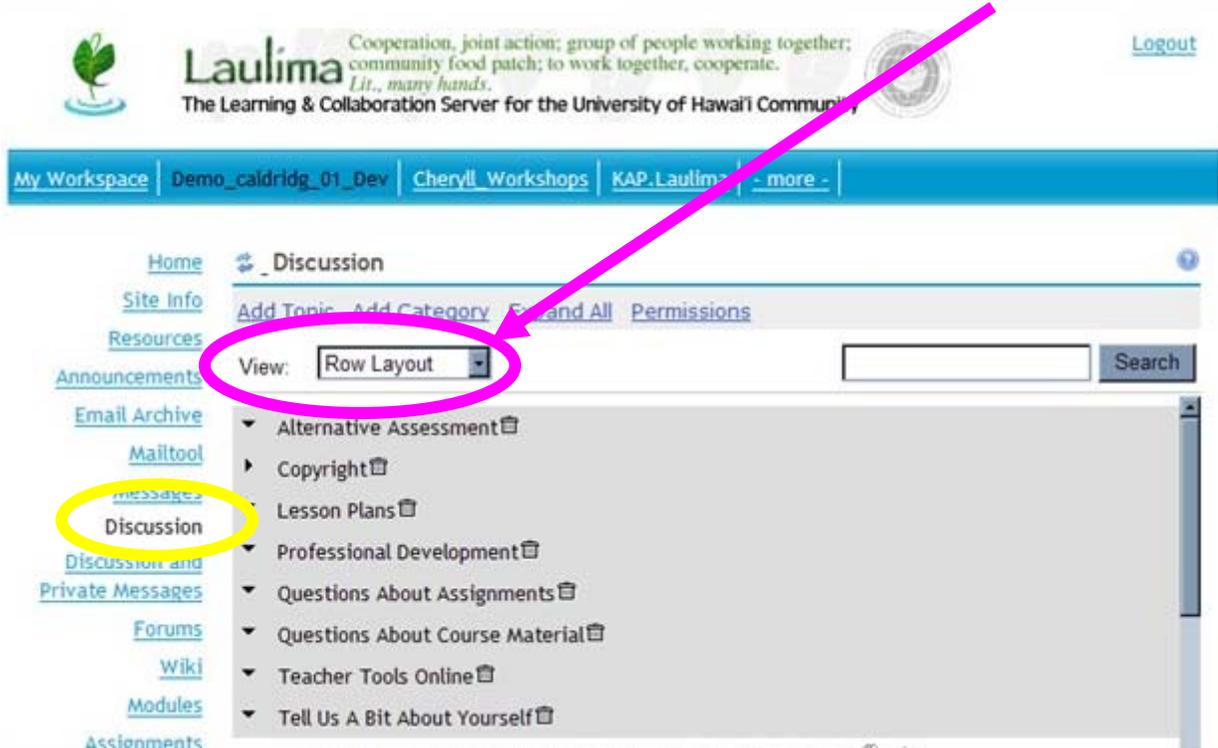
### **of Discussions**

*Brought to you by*

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

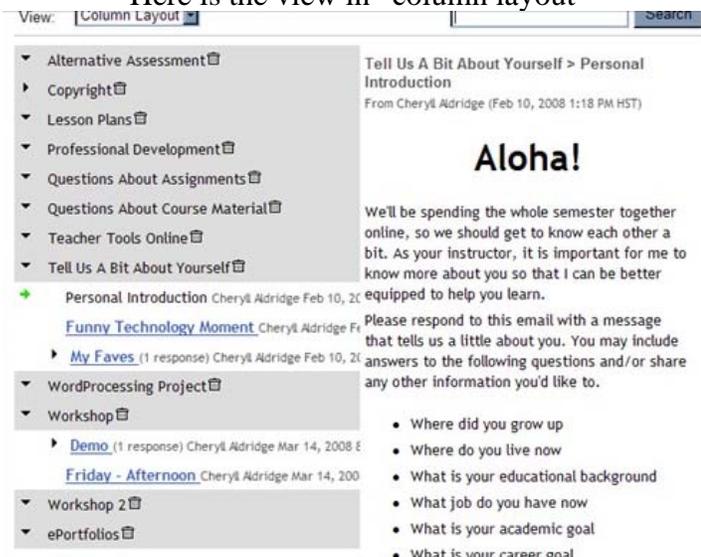
*12/12/2008*

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.



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

Here is the view in “column layout”

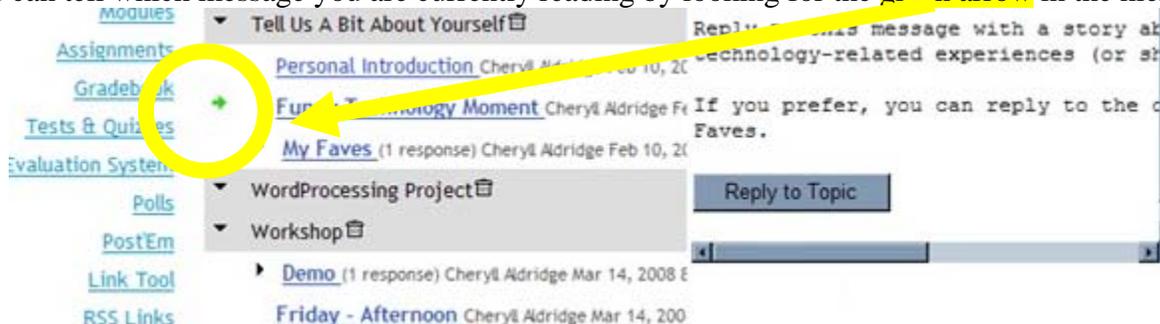


In the column view, the left frame shows the hierarchy of categories, topics, and replies. Clicking a topic or reply shows the content of the message in the right frame.

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



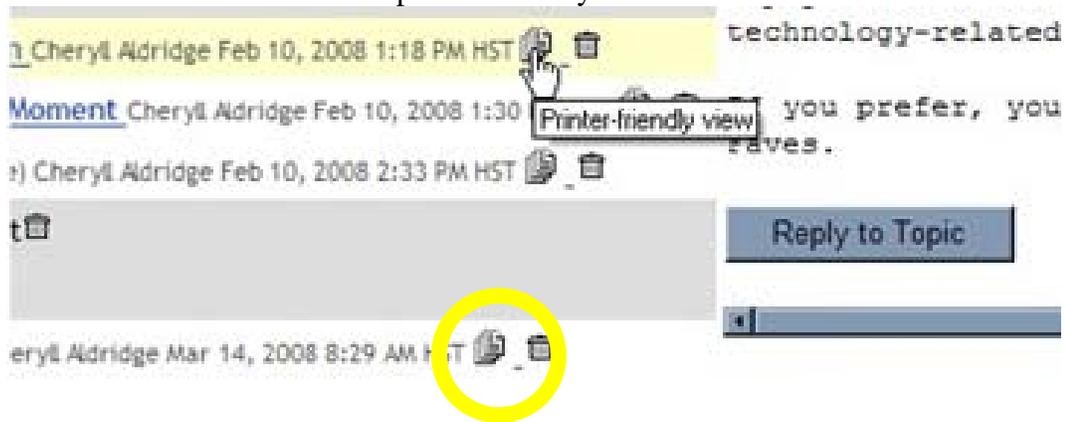
3. You can tell which message you are currently reading by looking for the **green arrow** in the hierarchy.



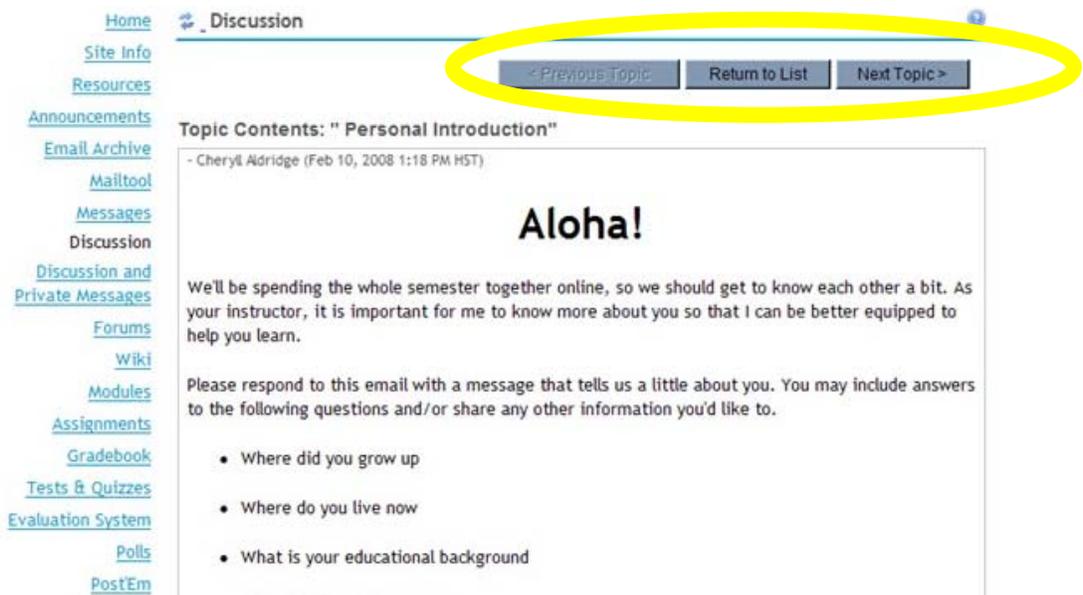
4. You can delete whole threads or individual responses by clicking on the **trash icon** at the end of each line in the hierarchy.



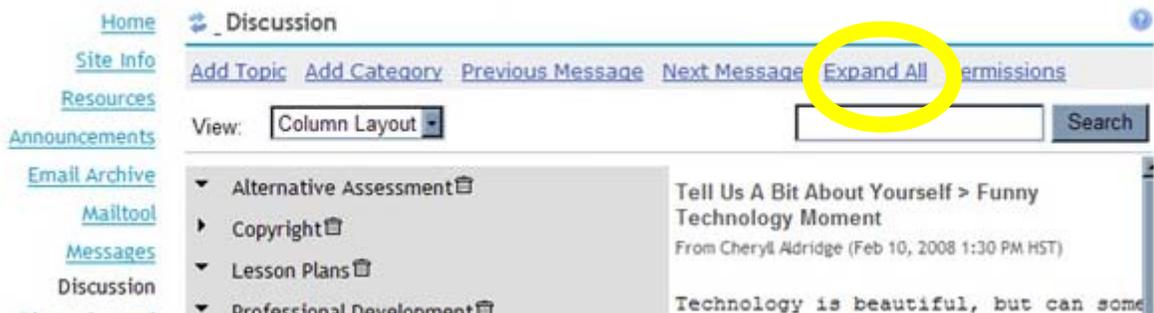
5. For a topic that has a thread, you can click on the **paper icon** at the end of each line in the hierarchy for a printer-friendly view.



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**.



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



Here is the expand all view:

Site Info  
Resources  
Announcements  
Email Archive  
Mailtool  
Messages  
Discussion  
Discussion and Private Messages  
Forums  
Wiki  
Modules  
Assignments  
Gradebook  
Tests & Quizzes  
Evaluation System

Add Topic Add Category Collapse All Permissions

View: Column Layout Search

- Alternative Assessment
- Copyright
  - Case Study One (21 responses) Cheryl Aldridge
  - Re: Case Study One (4 responses) Harry Potter
  - Re: Case Study One Luna Lovegood Feb
  - Re: Case Study One (1 response) Hermione Granger
  - Re: Case Study One Harry Potter Feb
  - Re: Case Study One Neville Longbottom
  - Re: Case Study One (7 responses) Luna Lovegood
  - Re: Case Study One (6 responses) Harry Potter
  - Re: Case Study One (5 responses) Draco Malfoy
  - Re: Case Study One (3 responses)

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 Discussion

Add Topic Add Category Previous Message Next Message Collapse All Permissions

View: Column Layout Search

- Alternative Assessment
- Copyright
  - Case Study One (21 responses) Cheryl Aldridge
  - Re: Case Study One (4 responses) Harry Potter
  - Re: Case Study One Luna Lovegood Feb

Copyright > Case Study One > Re: Case Study One  
From Harry Potter (Feb 12, 2008 6:22 PM HST)  
hi Luna,

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

Discussion

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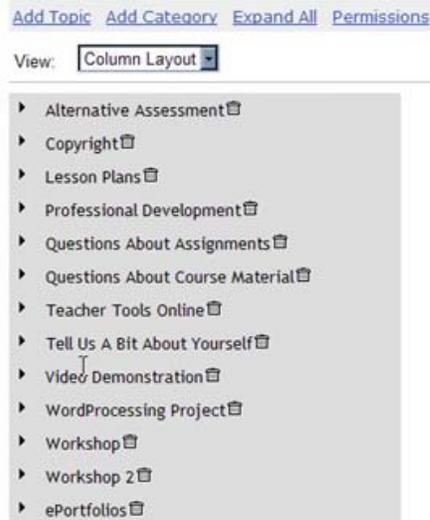
**Create a Category**  
Required information is denoted with a \*

Existing categories

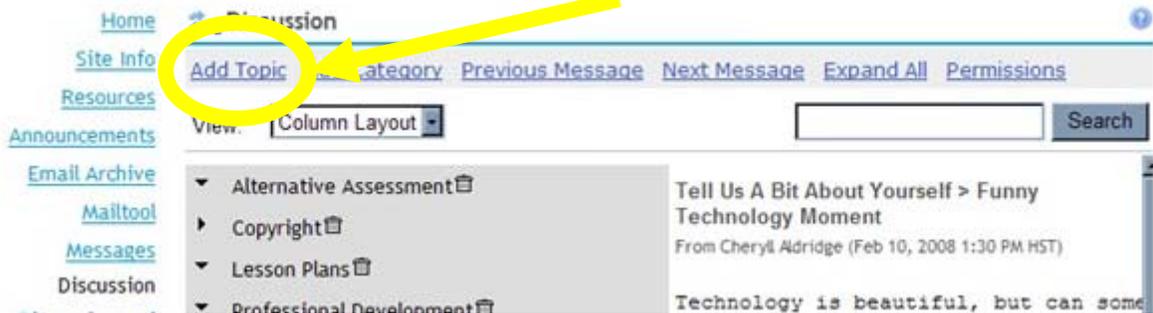
- Alternative Assessment
- Copyright
- Lesson Plans
- Professional Development
- Questions About Assignments
- Questions About Course Material
- Teacher Tools Online
- Tell Us A Bit About Yourself
- WordProcessing Project
- Workshop
- Workshop 2
- ePortfolios

\* Create a New Category

9. Categories in the discussion tool are organized alphabetically.



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

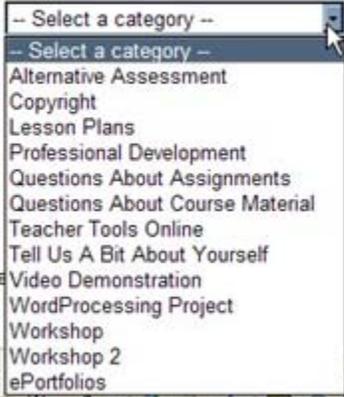


11. You will be taken to the New Discussion Topic window.  
You can choose a preexisting **category** for your topic to appear in or create a new one.

**New Discussion Topic**

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

**Message**

\* **Category** 

Or Create a Category

\* **Topic Title**

**Topic Format**

Within this topic, allow replies to

Within this topic, only allow replies to

**Message**



Style  Format  Font  Size

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 \*

Message

\* Category

\* Topic Title

Mar 16, 2008 10:41 PM HST

**Topic Format**

Within this topic, allow replies to any message

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.

**New Discussion Topic**

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

Message

\* Category

Or Create a Category

\* Topic Title

Mar 16, 2008 10:41 PM HST

**Topic Format**

Within this topic, allow replies to any message

Within this topic, only allow replies directly to this message

14. You can create your message using rich text.

Message

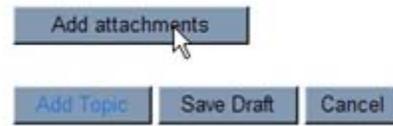


Best. |

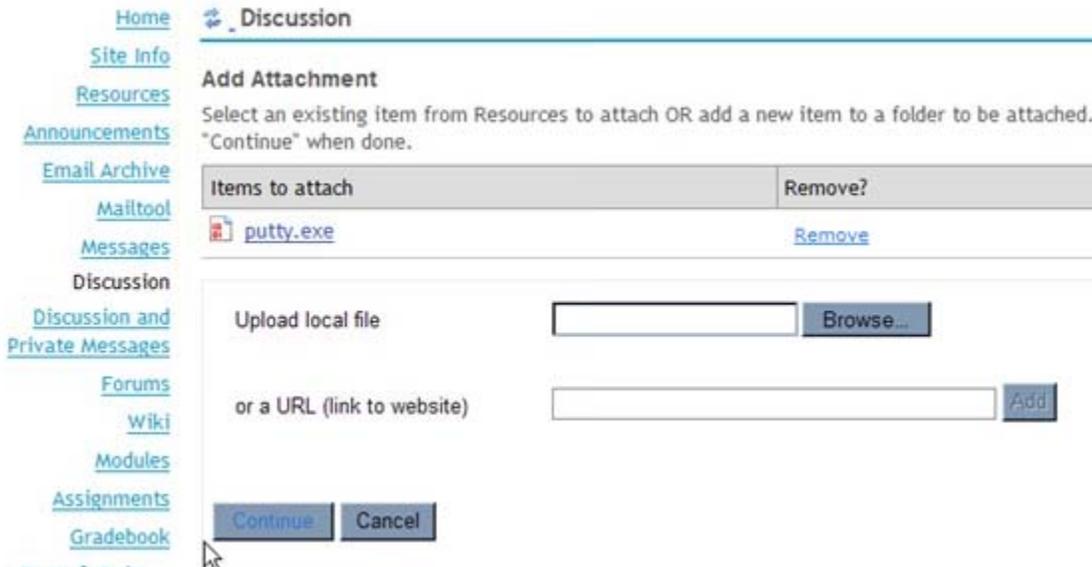
15. You can add attachments.

Attachments

No Attachments Yet



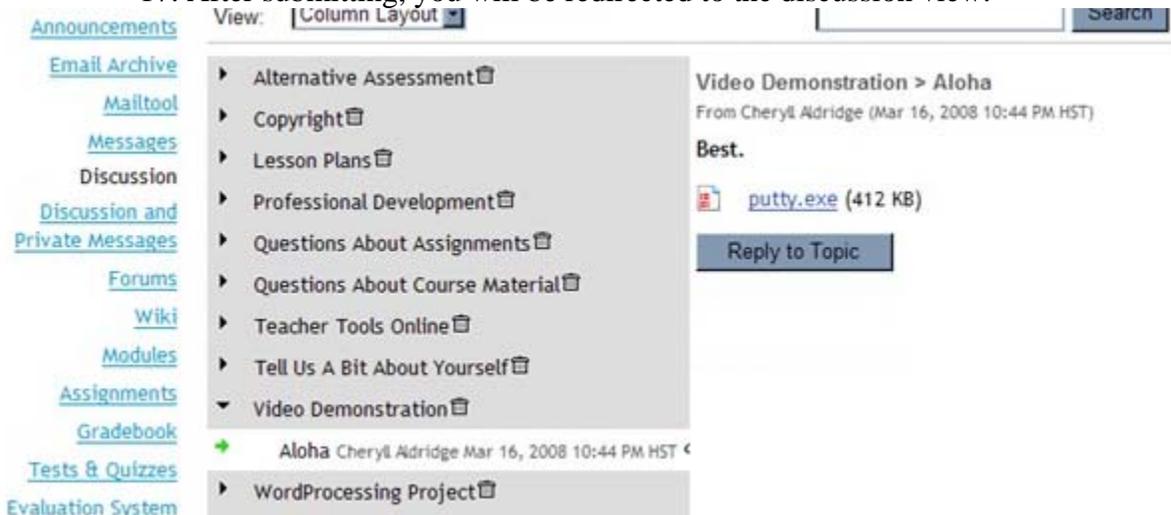
Select your attachment from your “resources” or upload a new file from a computer or a URL.



16. Your newly added attachment will be seen here.



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

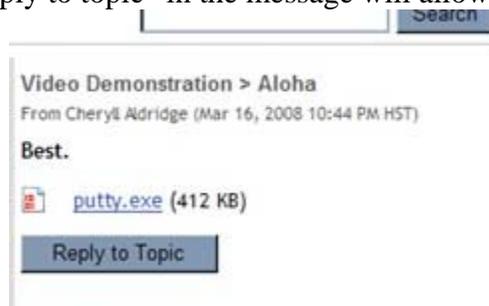


your new topic shows up in the hierarchy under the category you placed it in. The message itself can be expanded and viewed, along with any attachments. You will be able to reply to the topic through a button in the message.

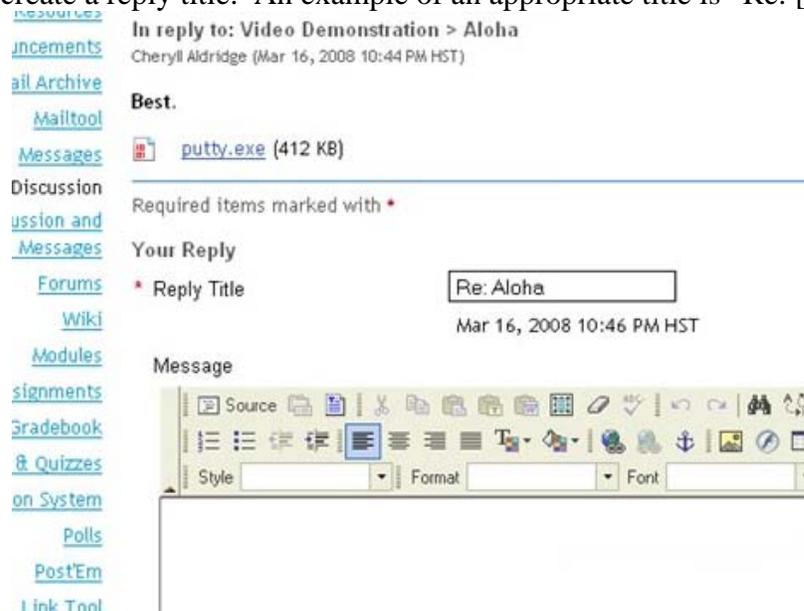
18. New (unviewed) messages are listed in bold.



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



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]”.



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



22. It is good to save a draft of your message if you think you will be typing for a long time. Lualima times out after ONE HOUR. Any text that you typed will not be saved if Lualima 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.

A screenshot of a forum hierarchy and message details. The hierarchy on the left shows a path from 'Lesson Plans' to 'Video Demonstration' to 'Aloha' to 'Draft - Re: Aloha'. The message details on the right show 'Subject: Re: Aloha', 'From: Harry Potter', and 'Date: Mar 16, 2008 10:47 PM HST'. The message content is 'Thanks.' The 'Draft - Re: Aloha' entry is highlighted with a green arrow. The message details also show 'Reply type: Within this topic, only allow replies directly to this message' and 'Message' details.

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

The screenshot shows a forum interface. On the left is a navigation menu with links: [Modules](#), [Assignments](#), [Gradebook](#), [Tests & Quizzes](#), [Evaluation System](#), [Polls](#), [Post'Em](#), [Link Tool](#), [RSS Links](#), [Schedule](#), and [Help](#). Below the menu, the user's name 'Cheryll Aldridge' and the course 'Harry Potter' are displayed. The main content area shows a list of topics with a dropdown menu open. The dropdown menu includes: Lesson Plans, Professional Development, Questions About Assignments, Questions About Course Material, Teacher Tools Online, and Tell Us A Bit About Yourself. The main list includes: [Re: Case Study One](#) (4 responses) by Hermione Granger Feb 10, [Re: Case Study One](#) by Neville Longbottom Feb 10, [Personal Introduction](#) by Cheryll Aldridge Feb 10, [Funny Technology Moment](#) by Cheryll Aldridge Feb 10, [My Faves](#) (1 response) by Cheryll Aldridge Feb 10, Video Demonstration, [Aloha](#) (1 response) by Cheryll Aldridge Mar 16, 2008, and [Re: Aloha](#) by Harry Potter Mar 16, 2008 10:47 PM. On the right, a message is displayed with the text: 'using? Assuming all work is copyrighted to... it appears to be a non-fictional piece. I wo... 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 a... for 3 years. I think this would have to be... determined by the value of the article and t... length of its use. My thoughts are that Dr Alltalk should ask f... permission on this article. Especially if he... continues to use this particular article'. At the bottom of the message area are two buttons: 'Reply to Message' and 'Reply to Topic'.

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  
Site Info  
Resources  
Announcements  
Email Archive  
Mailtool  
Messages  
Discussion  
Discussion and Private Messages  
Forums  
Wiki  
Modules  
Assignments  
Gradebook

Discussion

Add Topic Add Category Previous Message Collapse All

View: Column Layout purpose Search Cl

- Alternative Assessment
- Copyright
  - Case Study One (21 responses) Cheryl Aldridge
  - Re: Case Study One (4 responses) Harry Potter**
    - Re: Case Study One Luna Lovegood Feb
    - Re: Case Study One (1 response) Hermion
    - Re: Case Study One Harry Potter Feb
    - Re: Case Study One Neville Longbottom Feb
    - Re: Case Study One (7 responses) Luna Lovegood**
    - Re: Case Study One (6 responses) Harry Potter

Copyright > Case Study One > Re: Case Study One  
From Neville Longbottom (Feb 12, 2008 6:36 F

- Purpose of use  
Mr. Alltalk appears to use the article for Educational purposes in support his lesson/discussion. "Fair Use" would be in this factor.
- Nature of the work  
I am unclear in this area. What kind of work is it? Assuming all work is copyrighted it appears to be a non-fictional piece. I have to say that "Fair Use" again would be in favor.