

# Module 1:

## My Workspace

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**Laulima** is the University of Hawaii's online Collaboration and Learning Environment which will replace WebCT for use in online and web-enhanced (hybrid) classes. Laulima provides instructors and students with accessibility to course content and communication tools for interaction between the instructor and students within the course. A course offered through Laulima can be accessed 22 hours a day, 7 days a week via the Internet. Some courses will use Laulima as a supplement to their traditional face-to-face (f2f) course. Other courses will deliver all of the course material, testing, and communication within Laulima as a totally online course.

## Navigate to Laulima and Log In

1. Using a  **supported web browser**, go to:  
<https://laulima.hawaii.edu>.

The **Message of the day** will change. Site downtimes and other messages will be posted here.

**Supported Browsers:**  
Windows

- Internet Explorer 6.0 and newer
- Mozilla Firefox

Macintosh

- Mozilla Firefox
- Safari



**Laulima**  
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



[Login](#)

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Welcome

[Features](#)

[Training](#)

[Acknowledgements](#)

[Help](#)

### Message of the day

Spring courses are now available for faculty prep.

- Laulima will be unavailable on a daily basis from 3:00am-4:00am for server backup and maintenance.
- Please be aware that there are currently some issues with the wiki tool. We are working to resolve this.
- Help is available for many of laulima's tools. Discussion and private messages "help" is being worked on. In the meantime a [help page](#) is available at Rutgers University.
- We are now [accepting requests](#) for collaboration groups, development accounts, cross listing, and WebCT conversion. Due to the number of requests our turn around time will be a bit slower than usual.

Thank you for your patience.

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**Welcome!**

Welcome to Laulima.

[Login](#)

2. Click on the **Login** link in the upper right corner of the screen.

- Enter your UH username and password. This is the same username and password you use to access Banner for your student lists and UH e-mail. Click **Login**.



A UH Username has no @. Example: If your email address is [instructor@hawaii.edu](mailto:instructor@hawaii.edu), your UH username is simply instructor.

**Login Required**

user id

password

## My Workspace

After logging into Laulima, you will be in My Workspace, a private online area for each user; not shared with anyone else.

Within 'My Workspace', you can:

- View and print a consolidated schedule from all of the sites on which you have appointments. You can also create your own private schedule items.
- View announcements from all of your joined sites.
- Save files in a Resources area which only you can access (These may be works in progress or you may use it as a file repository.)
- Set preferences for how you receive notifications from your joined sites.

The screenshot shows the Laulima My Workspace interface. At the top, there is a navigation bar with the Laulima logo and the text "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. The Learning & Collaboration Server for the University of Hawaii Community". Below this, there is a "My Workspace" section with a list of class links: "ICS 101 - Fall 2007 [LEE\_53118\_200810]", "ICS-101-0 [LEE\_55303\_200830]", "ICS-101-0 [LEE\_55304\_200830]", and a "- more -" link. Three red callout boxes point to these elements:

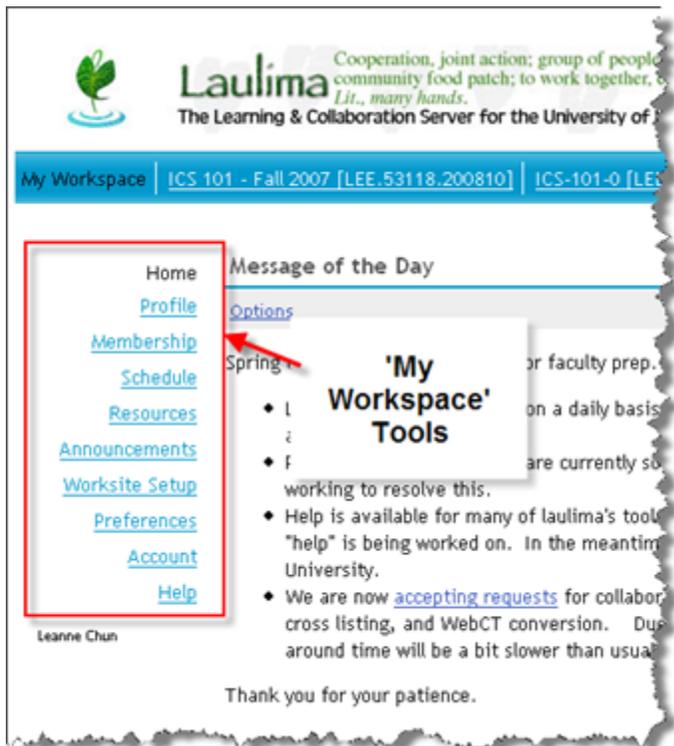
- One callout points to the "My Workspace" header: "After logging in, you will be in My Workspace."
- Another callout points to the class links: "Your classes are listed here."
- The third callout points to the "- more -" link: "If you have additional classes, they are listed under the - more- link."

The interface also includes a "Message of the Day", a "Calendar" section with a table for November 2007, and a "Recent Announcements" section.

| Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|
| 31  | 1   | 2   | 3   |
| 7   | 8   | 9   | 10  |
| 14  | 15  | 16  | 17  |
| 21  | 22  | 23  | 24  |
| 28  | 29  | 30  | 1   |

## Set Personal Settings in My Workspace

Along the left side of your screen, you will see a menu of the tools you can use in 'My Workspace'.



### Site Info

The two-arrow symbol next to the Heading allows you to “reset” the page back to its original setting. This is useful if you have been making changes within a tool and would like to go back to the “root-level” of that tool.

### Preferences-Notifications

You may choose how your notifications are sent to you under Preferences.

1. Click on the **Preferences** link.
2. Select the radio button for how you want to receive your Announcements, Email, Resources, and Syllabus items. The default is set to receive each separately. Alternately, you may choose to receive a summary once a day.

### Preferences-Customize Tabs

You may choose the order in which your courses appear along the top of your window.

1. Click on the **Customize Tabs** from the Preferences tool title bar.
2. Select your course from the list of visible Sites. If you have any courses in the Sites not visible in Tabs, you may move them over to make them visible if you wish.
3. Move the course up or down in your list by using the up and down arrow.

#### 4. Click **Update Preferences**.

My Workspace | ICS 101 - Fall 2007 [LEE.53118.20081] | ICS-101-0 [LEE.55303.200830] | ICS-101-0 [LEE.55304.200830] | - m

Home **Preferences**

Profile [Notifications](#) [Customize Tabs](#) [Time Zone](#) [Language](#)

Membership **Customize Tabs**

[Schedule](#) To hide a site, select the site from Sites Visible in Tabs and use the left arrow to move the site to Sites  
[Resources](#) Tabs and use the right arrow to move the site to Sites Visible in Tabs. Then click Update Preferences to  
[Announcements](#) To change the order of your sites in your tabs, select a site from Sites Visible in Tabs and use the up or  
[Worksite Setup](#) Preferences to make the changes.

Preferences **Sites not visible in Tabs** **Sites visible in Tabs**

Leanne Chun

[Update Preferences](#) [Cancel Changes](#)

**2. Select a course.**

**3. Click to move course up or down on your list.**

### **Account**

Shows you a summary of your user account and allows you to change your default email address for Laulima and your Laulima password.

1. Click on the **Modify Details** from the My Account Details page.
2. The e-mail textbox allows you to enter in a preferred email address for your Laulima account profile.

3. There is also the option to change your password. It is recommended that you only use the change password function on your guest/ test account. Faculty, Student and Staff accounts are tied to the UH ID system and will not reflect password changes made in Laulima. You will only succeed in creating an additional password for the same Laulima account.

My Workspace | ED-297A-0

**Account**

[Home](#)  
[Profile](#)  
[Membership](#)  
[Schedule](#)  
[Resources](#)  
[Announcements](#)  
[Worksite Setup](#)  
[Preferences](#)  
Account  
[Help](#)

laulimasakai@gmail.com

**Account Details**

|                     |                                      |
|---------------------|--------------------------------------|
| User Id             | laulimasakai@gmail.com               |
| First Name          | <input type="text"/>                 |
| Last Name           | <input type="text"/>                 |
| Email               | laulimasakai@gmail.com               |
| Create New Password | <input type="text"/>                 |
| Verify New Password | <input type="text"/>                 |
| Created By          | Brent Hirata                         |
| Created             | Jan 14, 2008 10:49 pm                |
| Modified By         | laulimasakai@gmail.com               |
| Modified            | Jan 14, 2008 10:51 pm                |
| Internal Id         | 7da3b263-996c-45cb-0014-d69132946fc9 |

### Help

The Help link will lead you to the general help database for Sakai, the parent software to Laulima. Some of the features and functions that you read about in help may not apply to our version of Laulima.

## Access Your Course

Once you have logged into Laulima, you can access any of your courses by clicking on the name of your course along the blue strip at the top of the screen. If your course is not there, you may have to click on the **–more–** link for a listing of all of your courses. When viewing your courses, you will see a list of classes by semester. Semesters are indicated using the following number scheme.

- 200810 – Fall 2007
- 200830 – Spring 2008
- 200840 – Summer 2008
- 200910 – Fall 2008



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*Lii...many hands.*  
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[Logout](#)

My Workspace

[ICS 101 - Fall 2007 \[LEE\\_53118\\_200810\]](#)

[ICS-101-0 \[LEE\\_55303\\_200830\]](#)

[ICS-101-0 \[LEE\\_55304\\_200830\]](#)

[- more -](#)

After logging in,  
you will be in My  
Workspace.

Your classes are  
listed here.

If you have additional  
classes, they are  
listed under the -  
more- link.

[Home](#) [Message of the Day](#)

[File](#) [Options](#)

[Members](#)

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[Account](#)

[Help](#)

Leanne Chun

Thank you for your patience.

[Calendar](#)

[Options](#)

November 2007

| Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|
| 31  | 1   | 2   | 3   |
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| 21  | 22  | 23  | 24  |
| 28  | 29  | 30  | 1   |

[Recent Announcements](#)

Announcements

View

There are currently no announcements at this location.