

# Module 3:

## Resources

---



## Working with Content in Laulima

Laulima offers several ways to present content to students. We will introduce two different ways you can use – **Resources** and **Modules**.

**Resources** is a tool that allows you to store files, Web links, and other resources for your courses. You have a Resources tool in My Workspace as well as in your individual courses. We recommend using Resources within your individual course for storing handouts, slideshows, files, and Web site links for students to access on demand. My Workspace Resources is recommended for advanced users.

Another more organized way to present content for students is the use of the **Modules** tool. The Modules tool allows you to create a table of contents for students to follow as they move through the course material in a step-by-step manner. When uploading course material into Modules it is recommended you use the PDF file format.

See the next page for a graphical representation of Resources and Modules.

# Managing Content in Laulima

## Resources

### Course Specific

- Good place to store handouts, files, and URLs for students
- Can set "timed release" for content
- Can grant different levels of access
- Can link into Modules tool
- Can use WebDAV to upload multiple files

### My Workspace (Advanced users only)

- Good place to store files for personal use and as a common location for course resources
- Can grant different levels of access
- Have to "make files publically viewable" to use with a course
- Can link into Modules tool
- Can use WebDAV to upload multiple files

## Modules Tool

- Organization is alphabetical and files are shown in one long list
- Easiest to use if you want to modify your content infrequently
- Files uploaded one file at a time

## Use Resources to Share Files

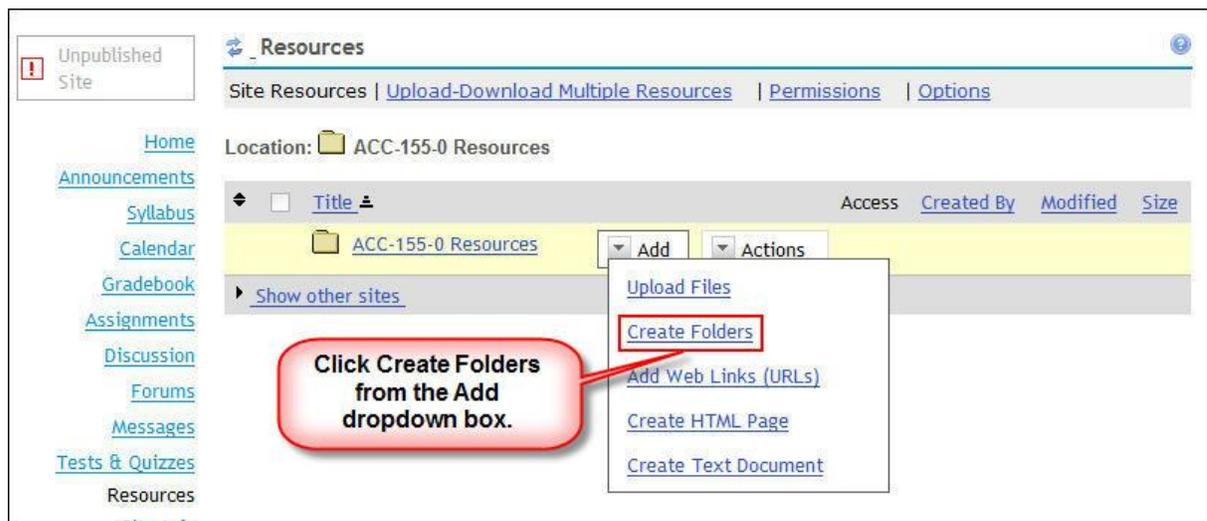
Using the Resources tool, you can share many kinds of material securely with members of your site, or make them available to the public. You also have your own private Resources area in your My Workspace.

You can upload files (e.g., word processing documents, spreadsheets, slide presentations, and videos), as well as create and post HTML (Web) pages and simple text documents, and share links to useful Web sites. You can organize your Resources items into folders, and you can control which groups or types of users can access and add to different folders. Also, you can show or hide an item at any time, and set a start and/or end time for its availability.

### Create a Folder in Resources

Folders are a useful way to organize your Resources area, and make it easier for site participants to find the items they need. By default, your Resources area has one folder in it, named after your course or project site. To add a subfolder, follow these steps:

1. From your course Web site, click on **Resources** from the menu on the left side of your screen.
2. Next to an existing folder, mouse over **Add** and click **Create Folders**.



3. Next to Folder Name, enter a title for your folder.
4. Click **Add details for this item** to add a description and control who can access the contents of the folder.

5. Click **Create Folders Now** to add the folder.

**Resources**

**Create Folders**

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' button. Press the 'Add' button when you have finished.

Location: ACC-155-0 /

Folder Name:  [Add details for this item](#) ✕

[Add Another Folder](#)

[Create Folders Now](#)

**Click to add copyright and availability information.**

### Add a File to Resources

1. Navigate to your course Web site.
2. Click on **Resources** from the menu on the left side of your screen.
3. Next to the folder to which you want to add a file, mouse over **Add** and click **Upload Files**.

**Resources**

Site Resources | [Upload-Download Multiple Resources](#) | [Permissions](#) | [Options](#)

Location: ACC-155-0 [LEE.53141.200810] Resources

Copy | Remove | Move

| <input type="checkbox"/> | Title                                  | Access      | Created By     | Modified              | Size    |
|--------------------------|--|-------------|----------------|-----------------------|---------|
| <input type="checkbox"/> | ACC-155-0 [LEE.53141.200810] Resources |             |                |                       |         |
| <input type="checkbox"/> | Week 1 Handouts                        | Entire site | Della Kunimune | May 16, 2008 11:44 am | 0 items |

[Show other sites](#)

**Click Upload Files from the Add dropdown box.**

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document

4. Click **Browse** to find the appropriate file and click **Open**.
5. The Display Name will default to the filename unless you modify it.
6. Click **Add details for this item** to add a description, modify copyright details and/or edit availability information.

7. Click **Upload Files Now** to add the file to your Resources folder.

**\_ Resources**

**Upload Files**

Upload as many files as you like. If you change your mind about uploading one of your files, click the 'X' button beside it. Press the 'Upload' button when you have selected all the files you want to upload.

Location: ACC-155-0 /

File To Upload: C:\Users\kunimune\Docur Browse...

Display Name: FSAnalysis handout.pdf Add details for this item X

Add Another File

Email Notification: None - No notification

Upload Files Now Cancel

### Edit Details of a File or Folder

To modify the access rights to a file or folder or change the availability, you would use the following steps.

1. Select the file or folder you would like to modify and mouse over the **Actions** menu.
2. Click **Edit Details**.

**\_ Resources**

Site Resources | [Upload-Download Multiple Resources](#) | [Permissions](#) | [Options](#)

Location: ACC-155-0 [LEE.53141.200810] Resources

Copy | Remove | Move

| Title                                  | Access  | Created By | Modified   | Size     |
|--|---------|------------|--|----------|
| ACC-155-0 [LEE.53141.200810] Resources | Add     | Actions    |  |          |
| Week 1 Handouts                        | Add     | Actions    | Entire site Della Kunimune May 16, 2008 11:44 am | 1 item   |
| FSAnalysis handout.pdf                 | Actions | Actions    | Entire site Della Kunimune May 16, 2008 11:51 am | 241.9 KB |

Show other sites

Copy

**Edit Details**

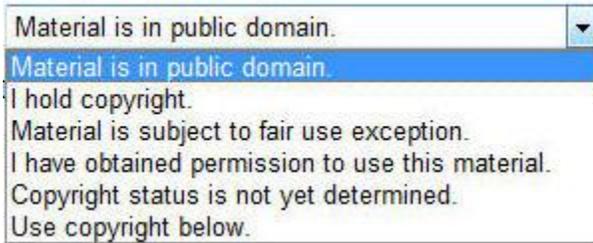
Upload New Version

Move

Remove

Duplicate

3. Copyright information can be added by clicking on the dropdown box and selecting the appropriate setting. Additional information will be needed if there is a copyright.



4. You can control which groups or types of users can access the file or folder, determine whether to show or hide an item, or set a start and/or end time for the file or folder availability.

**Resources**

**Edit Details**  
Change the resource's details and then choose 'Update' at the bottom. Required items marked with \*

\* Name: FSAAnalysis handout.pdf

Description: [Empty text area]

\* Copyright Status: Material is in public domain. (more info)

Copyright Alert:  Display copyright alert and require acknowledgement when accessed by others. (what's this?)

**Availability and Access**  
Choose who can see this item.

Only members of this site can see this file. **Determine who has access to view the file or folder.**

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item

From

Date: MAY 16 2008 Time: 11 00 am

Until

Date: MAY 23 2008 Time: 11 00 am

Hide this item

**Determine if the file or folder will "Show", "Hide", or set specific dates to make it available.**

5. Determine if an email notification will be sent to students and click **Update**.

Hide this item

**File Details**

Originally uploaded by Della Kunimune

Uploaded May 16, 2008 11:51 am

Last changed by Della Kunimune

Last changed May 16, 2008 11:51 am

Web address (URL) <https://lulima.hawaii.edu/access/content/group/LEE.53141.200810/Week 1 Handouts/FSAnalysis handout.pdf>

File size 241.9 KB (247,689 bytes)

File Type application/pdf

▸ [Optional properties](#)

---

Email Notification

### View Contents of a Folder

To view the contents of a folder, click the folder's name to view the contents, or click the folder icon to expand its contents in the list. To expand or collapse all folders, at the top, next to Title, click the black double arrow.

### Reorder Folder Contents

1. To reorder folders in Resources, from the **Actions** menu, choose **Reorder**.
2. On the Reorder page, move an item by clicking the up or down arrow next to it. Alternatively, you can use the drop-down list at the far right. To save your changes, click **Save**.

**Resources**

Reordering: ACC-155-0 [LEE.53141.200810] Resources

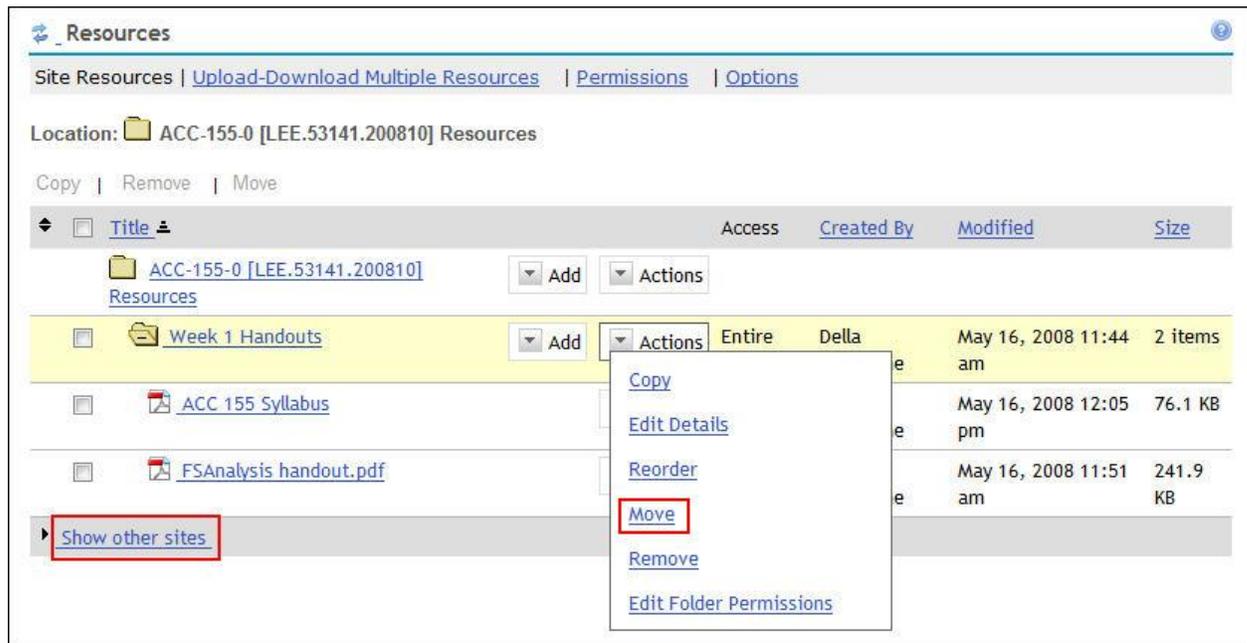
Move an item within the list by clicking an arrow on the left or adjusting a drop-down menu on the right. Save your changes before leaving the page.

|  | Title                  | Created By     | Modified | Position |
|--|------------------------|----------------|----------|----------|
|  | Week 1 Handouts        |                |          |          |
|  | ACC 155 Syllabus       | Della Kunimune | 5/16/08  | 1        |
|  | FSAnalysis handout.pdf | Della Kunimune | 5/16/08  | 2        |

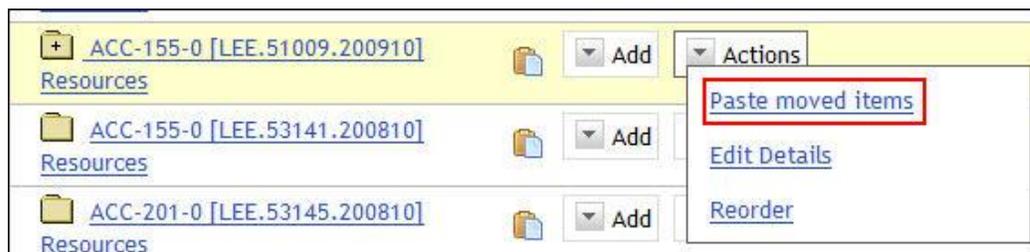
**Reorder the files in one of two ways.**

## Other Actions within Folders

1. Select the folder you would like to modify and mouse over the **Actions** menu.



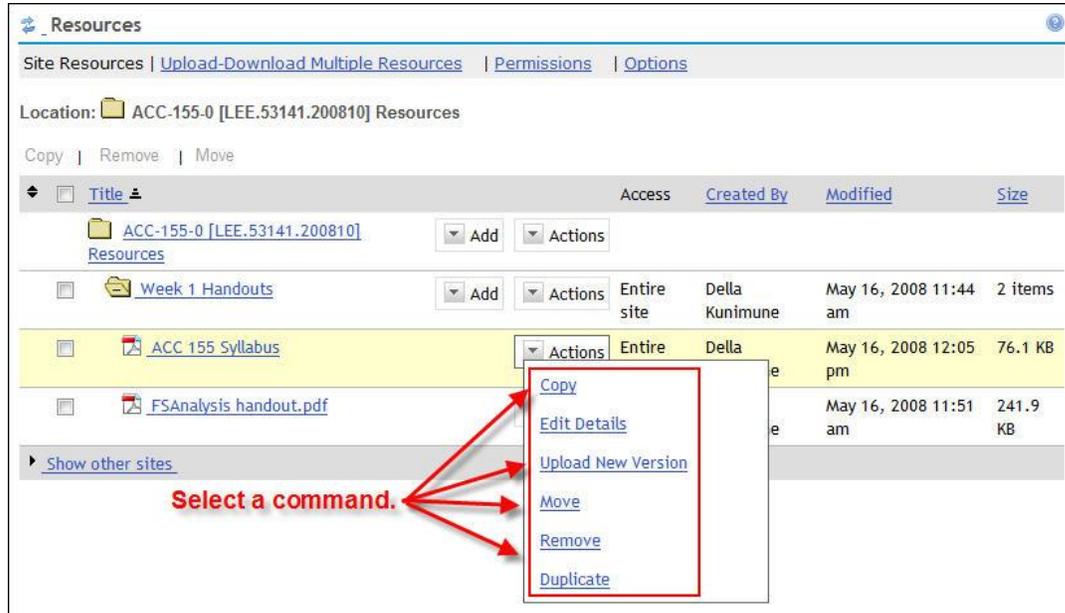
2. From the **Actions** menu, the most common commands would be to **Move** or **Remove** the folder.
3. To move the folder, click **Move**.
4. The folder can now be pasted into another folder within the course Resources, or you can move the folder into another course resource site. To paste into another course resource site, click **Show other sites** to see the Resources for all of your courses.



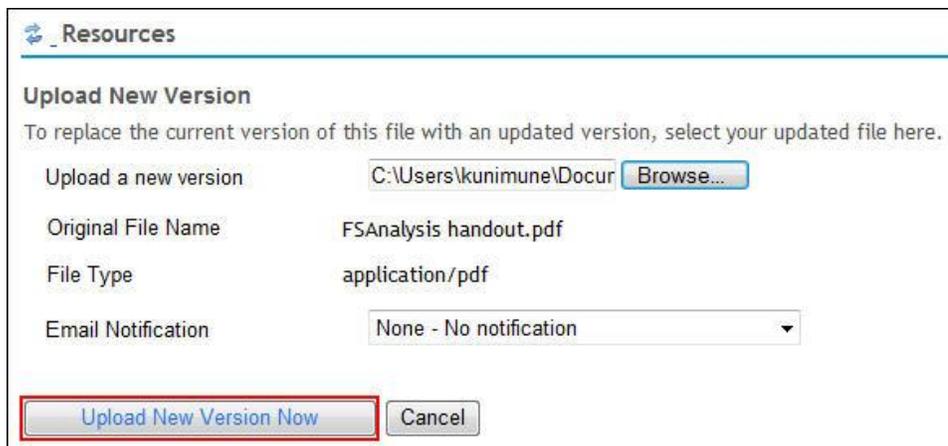
5. Mouse over the **Actions** menu and click **Paste moved items**. Note the clipboard icons.

## Other Actions with Files

1. Select the file you would like to modify and mouse over the **Actions** menu.
2. From the **Actions** menu, the most common commands would be to **Copy**, **Upload New Version**, **Move**, **Remove**, or **Duplicate** the file.



3. Click the appropriate command to execute the action.
  - a. Click **Copy** or **Move** to copy or move a file.
    - i. The file can now be pasted into another folder within the course Resources, or you can paste the file into another course resource site. To paste into another course resource site, click **Show other sites** to see the Resources for all of your courses.
    - ii. Mouse over the **Actions** menu and click **Paste copied items** or **Paste moved items**.
  - b. To upload a new version of the same file, click **Upload New Version**.



- i. A new window will open up. Browse for the file and click **Upload New Version Now** to replace the file in Resources.
- c. To delete a file, click **Remove**. You will be asked to confirm the removal of the file.
- d. To make a copy of the file, click **Duplicate**. A copy of the file will automatically be added to your Resources site.