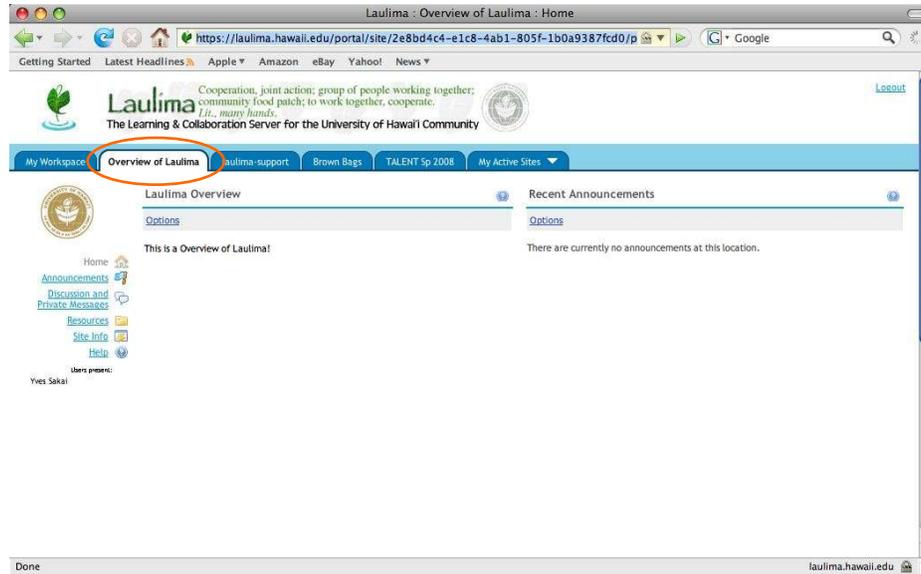


## Working with Laulima - Introduction

One of the more important tools in a course or group worksite is Site Info.

As a reminder, to get to a course/group space, click on its title in the blue tab bar.



The default toolset a site comes with are: Home, Announcements, Discussion and Private Messages, Resources, Site Info, and Mailtool\*. You can use these tools, a subset of these, additional tools, or none of these (though you will need the Site Info tool).

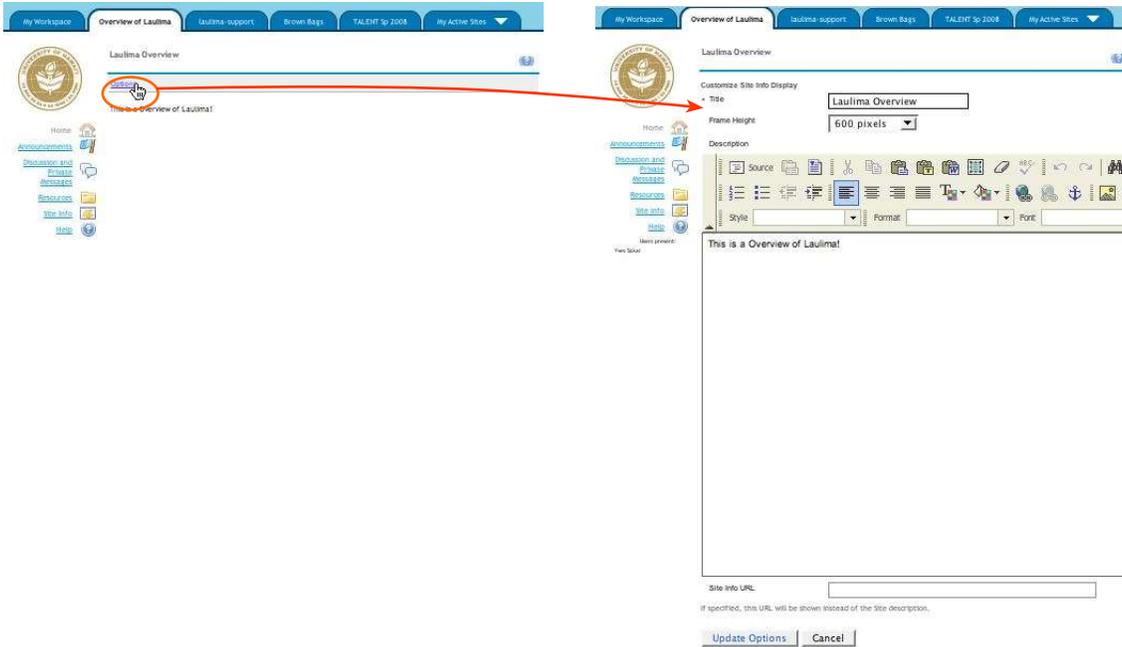
Again, this handout is meant to only provide basic information, using the most basic of tools and concepts. Your solutions may vary differently from what is presented here. Other handouts and workshops will go into more detail regarding often used tools.

*\*Mailtool is added on the first day of the term for Banner courses.*

# Overview of Laulima

## Working with Laulima - Home Tool

The Home tool is usually the first thing that participants see (you can delete this tool, see Site Info for more). Often people leave this at the default, but you can add additional information by clicking the "Options" link near the top of the Home tool.

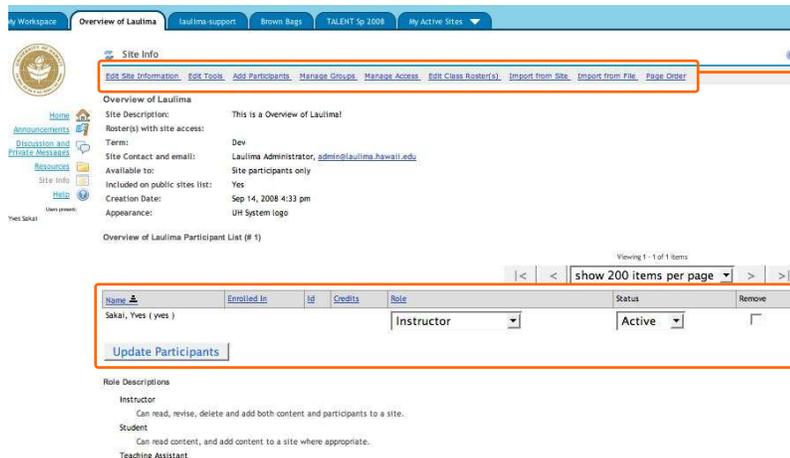


You can use the editor to add text to the home area, or you can use the "Site Info URL" to link to a web page. Just a note that it is "either-or". It's either the text from the text editor, or the link which will show up.

Also note that in a course space, should you use the inline text editor to input information, should you request a course synch with Banner, the Home tool will default back to its original state, so you may want to keep a copy of what you input separate from Laulima.

## Working with Laulima - Site Info

One of the most important tools in an instructor/maintainer's toolset is the Site Info tool. If you have used WebCT previously, this tool is similar to the Control Panel in that software. Site Info is where you can add tools, and manage your participants. It is not viewable by students.



- Links to tools within Site Info: Tools covered:
- Edit Tools (pg. 09)
  - Add Participants (pg. 09)
  - Manage Groups (pg. 10)
  - Manage Access (pg. 11)
  - Import from Site (pg. 11)
  - Page Order (pg. 12)
- Other tools are generally not used

Participant listing

# Overview of Laulima

## Working with Laulima - Site Info: Edit Tools

Edit Tools is used to add or delete tools to your site (these links appear on the left side of your worksite).

Revising site tools for Overview of Laulima...  
Check boxes to add or remove tools from your site:

<input checked="" type="checkbox"/>	Home	Description of the project, recent announcements, discussion, and chat items.
<input checked="" type="checkbox"/>	Announcements	For posting current, time-critical information.
<input type="checkbox"/>	Assignments	For posting, submitting and grading assignment(s) online.
<input type="checkbox"/>	Blogger	A blogger
<input type="checkbox"/>	Blogs	Blog entries for site participants.
<input type="checkbox"/>	Chat Room	For real-time conversations in written form.
<input type="checkbox"/>	Discussion	For conversations in written form.
<input checked="" type="checkbox"/>	Discussion and Private Messages	Forum-Discussion & Private Messages tool
<input type="checkbox"/>	Drop Box	For private file sharing between instructor and student.
<input type="checkbox"/>	Email Archive	For viewing email sent to the site.
<input type="checkbox"/>	Forums	Display forums and topics of a particular site
<input type="checkbox"/>	Gradebook	For storing and computing assessment grades from Tests & Quizzes or that are manually entered.
<input type="checkbox"/>	Mailtool	Send mail to groups in your course.(Attachment-enabled)
<input type="checkbox"/>	Messages	Display messages to/from users of a particular site
<input type="checkbox"/>	Modules	Modules - Melete Lesson Builder for creating and organizing learning sequences.
<input type="checkbox"/>	News	For viewing content from online sources.
<input type="checkbox"/>	Podcasts	For managing individual podcast and podcast feed information.
<input type="checkbox"/>	Polls	For anonymous polls or voting
<input type="checkbox"/>	PostEM	For uploading .csv formatted file to display feedback (e.g., comments, grades) to site participants.
<input type="checkbox"/>	Presentation	For showing and viewing slideshows of image collections from Resources.
<input checked="" type="checkbox"/>	Resources	For posting documents, URLs to other websites, etc.
<input type="checkbox"/>	Roster	For viewing the site participants list.
<input type="checkbox"/>	Schedule	For posting and viewing deadlines, events, etc.
<input type="checkbox"/>	Section Info	For managing sections within a site.
<input checked="" type="checkbox"/>	Site Info	For showing worksite information and site participants.
<input type="checkbox"/>	Site Stats	For showing site statistics by user, event, or resource.
<input type="checkbox"/>	Syllabus	For posting a summary outline and/or requirements for a site.
<input type="checkbox"/>	Tasks, Tests and Surveys	For authoring, publishing, delivering and grading assessments.
<input type="checkbox"/>	Tests & Quizzes	For creating and taking online tests and quizzes.
<input type="checkbox"/>	Web Content	For accessing an external website within the site.
<input type="checkbox"/>	Wiki	For collaborative editing of pages and content

Continue Cancel

Items that show up in the tool menu are checked. To add a new tool, check the box next to it, then click the "Continue" button **A** at the bottom of the list. Conversely, if you want to delete a tool from the menu, uncheck the box next to its name, then click the "Continue" button.

There are a few additional screens that confirm the choices, that you need to click through.

## Working with Laulima - Site Info: Add Participants

You can use the "Add Participants" tool within Site Info to add participants to your course. You can add a person with a UH username or add a guest from outside UH to your worksite. You will also choose a role for the participant during this process .

Add participant(s) to Overview of Laulima...

Students Registered for Course

Officially enrolled students automatically become participants when you add your course roster to the site.  
Go to Site Info > Edit Roster > Add Roster to add your roster now if you haven't already.

UH participants  
UH Username(s), without hostname (e.g. just user not user@hawaii.edu)

Note: Enter multiples each on separate line (no punctuation)

Guest participants  
Guest(s) Email Address with hostname (external participants who do not have UH accounts, e.g. jdoe@gmail.com)

Note: Enter multiples each on separate line (no punctuation)

Participant Roles

Assign all participants to the same role

Assign each participant a role individually

Continue Back Cancel

If you want to add a person with a UH username to your space, you can enter that username in the top field (no @hawaii.edu). You can add more than one person at a time, with each username on a separate line.

*Please enter only one type (UH username or external email account) or account at a time.*

If you want to add a person outside UH (note any address ending with hawaii.edu will not work here), you can add their full email address here. If they have an account already on the system they will not be sent a new password.

You can choose if you want to assign each of the participants with the same role or not

Click to continue, you will choose a role, confirm, etc..

You can add different types of accounts (UH or external) but not at the same time. If you add a UH participant and only the username shows up, we may need to fix the account, please contact us,

# Overview of Laulima

## Working with Laulima - Site Info: Add Participants (cont'd)

After clicking to continue, you will be prompted to select a role for each participant added (you can choose Instructor, Teaching Assistant, Student in a course or Maintain, Access in a collaborative group). You will also then confirm your selection.

## Working with Laulima - Site Info: Manage Groups

Some of the tools in Laulima (eg. Discussion and Private Messages, Forums) can work with the Manage Groups tool in Site Info. With this tool, you can create groups and add participants to them. If limit access to portions of a tool to a certain group, only that group will have access to that portion.

The screenshot shows the 'Create New Group' form in the Laulima Site Info interface. It includes a 'Title' field with 'Group1', a 'Description' field with 'For CRN 12345', and a 'Membership' section with 'Site Member List' and 'Group Member List' columns. The 'Site Member List' contains one entry: 'Sakai, Yves (yves)'. Callouts 1-5 point to the Title field, Description field, 'Add to group >' button, '< Remove' button, and 'Update' button respectively.

By default there are no groups in a course. You can create one by clicking the "Add" link in the Manage Groups tool.

- 1 Name your group
- 2 Add a description (optional)
- 3 Select participant(s) to put in the group
- 4 Click to add (or remove) from a group
- 5 Click to update group

After creation, the group will appear similar to this. To further edit the group, you can click the "Edit" link in the same row as the group.

The screenshot shows the 'Group List' table in the Laulima Site Info interface. The table has columns for 'Title', 'Size', and 'Remove?'. The first row contains the group 'Group1' with a size of 1. There is an 'Edit' link in the 'Title' column and a 'Remove?' checkbox in the 'Remove?' column. Below the table are 'Remove Checked' and 'Back' buttons.

Title	Size	Remove?
Group1	1	<input type="checkbox"/>

# Overview of Laulima

## Working with Laulima - Site Info: Manage Access

The Manage Access tool in Site Info allows you to publish or unpublish your worksite. Publishing allows your participants (with non-instructor or main role) to see the site. You can also make the site joinable from this tool.

Site Info

Change Access for Overview of Laulima

Site Status

Publishing your site makes it available to the site participants. Global access settings allow you to decide who has access to your site once it is published. You can change these settings later by going to Site Info.

Publish site

Global Access

Your site can be accessed by those you add as participants. Would you like others to have access to your site?

Can be joined by anyone with authorization to log in

Role for people that join site: Please select a role: ▼

Update Back

Check to publish site, or uncheck to unpublish site.

Check to make site joinable (uncheck to change this. You will also select a role for the participants who join.

Click the Update button to make the changes.

You can supply the URL to your course to those you want to join if you make the site joinable.

For Banner generated courses (courses that have a CRN that Banner creates/manages), they will be created as unpublished initially. These courses will be published about a week before courses start and unpublished again a bit after the semester ends. You can tell if a course is unpublished by the “Unpublished Site” notation in the upper left of the site:



You can publish the site early if you want to start earlier than we release it, or unpublish it want more time (or if you will not be using the site for the semester).

## Working with Laulima - Site Info: Import from Site

If you have materials you want to move from a different worksite to the one you are currently in, you can use the “Import from Site” tool in Site Info.

Before you do this, make sure you have the tools (if not you can add them Site Info -> Edit Tools) you want content from that the other site has. You can then click the “Import from Site” link.

Site Info

Re-use Material from Other Sites

Re-use Material from Other Sites

You can choose to re-use material only from other sites that you own. You can combine material from more than one site.

- laulima-support
- NURS-373-001 [HILL:14733.FA08]
- tempo01
- UHSYS.yves-module
- UHSYS.yves-temp2.Dev
- UHSYS.yves\_Dev
- yves-junk
- yves-temp-dev
- yves-test

Continue Cancel

Click the checkbox(es) next to the course you want to get content from. You need to have instructor/maintain access to the site you want content from.

Click to continue to the next screen

# Overview of Laulima

## Working with Laulima - Site Info: Import from Site (cont'd)

The next screen will allow you to choose which tools you want content from.

Site Info

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

	yes-test
Announcements	<input type="checkbox"/>
Discussion and Private Messages	<input type="checkbox"/>
Resources	<input checked="" type="checkbox"/>

Finish Back Cancel

Check which tools you want content from

Click “Finish” to complete the process, may take a few minutes depending on how much content you have.

Please note that if you have “hard” links to URLs within a worksite, you may need to edit these to reflect the new location of a resource/item (participants may not have access to the other site so they will not be able to see this if it links to the other space).

## Working with Laulima - Site Info: Page Order

If you want to rearrange the order of the tools for your worksite, you can use “Page Order” in Site Info. You can also edit the name in the tool list to something else with Page Order.

Site Info

Add page(s) to your site

Save Cancel Reset

Hint: Changes to page ordering will not take effect until you click 'Save'. Deleting, Adding or Editing a Page is saved immediately

Home			
Announcements			
Discussion and Private Messages			
Resources			
Site Info			

Save Cancel Reset

To change the order of a tool, click and drag the tool title to a new location

The pencil icon allows you to edit the name the tool has on the list

Click lightbulb icon if you want to hide it (gray) or show (yellow)

The “X” will delete the tool from the list in your course.

Click “Save” to save your changes.