Laulima Tool

Reference and Use Guide

of Discussions and Private Messages

Brought to you by

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

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1. Going to the “discussion and private messages” link in the left navigation will take you to a bulletin board within Laulima.

2. To edit a category, click on “manage”.

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3. You will be taken to the Management screen. Click on “Categories”.

4. This will open a category listing. You can edit or move existing categories.

5. You can also insert a new category or delete existing categories by checking the boxes of the ones you wish to remove and then clicking “delete selected”.
6. You may not delete categories that have forums in it. You will be notified with this error message.

7. You can edit forums in this same area (management). Click on “forums” in the left menu and a management area will display on the right side.

8. You can edit forums and move them up and down. You can also delete forums by checking the ones you wish to remove and then clicking “delete selected”. You can also add a new forum.
9. When editing a forum, you will be taken to an options screen. You can choose the forum name, the category (select from a dropdown list), and the description.

10. Then you can choose the visibility (available/lock) dates (optional). Enter it in “MM/DD/YYYY HH:MM AM” format or use the calendar to pick a date.

11. You can also specify the forum type and access type.

Types of forums:
Normal- students can post and reply.
Reply only- students cannot create topics (only the instructor can)
Read only- students can neither create or reply (only instructor can)
12. Creating a new forum requires similar information.

13. To create a new topic, go to the forum you would like to post in. Click on the “new topic” button.
14. This will take you to the New Topic screen. You must enter a subject and message body.

15. Before submitting, you can choose from other options. You can disable the HTML, append your signature, and receive notifications.

   You can also set the topic type.
   sticky- always sets the topic at the top of the discussion.
   announce- always sets the topic at the top of the discussion, in all forums.

   You can add up to three attachments. By clicking “attach files” a file attachment panel will open allowing you to browse your computer for files and add its description.

16. You can add up to three attachments. By clicking “attach files” a file attachment panel will open allowing you to browse your computer for files and add its description.
17. You are not allowed to upload .exe files because they may carry viruses. You will get this error message if you attempt to upload an .exe file.

18. This is what a reply looks like:

19. You are automatically subscribed to the topics/messages/replies you create. You can choose to “unwatch” the topic by clicking “unwatch” in the menu.

20. You can bookmark posts and also “mark them as read”. Like the Laulima “discussion” tool, unread messages show up bold and highlighted, as well as displaying a “new post” icon. Marking messages as read removes the notification.
21. To return to the forum the topic is located in or to the main discussion board, click on the “bread crumbs”.

22. To return to the first page or refresh the topic you are in click on the topic title.

23. To see how many posts each person has made go to the “Member Listing” link on the top navigation menu.
24. This will open a list page. Their total **number of posts** are in the far right column.

<table>
<thead>
<tr>
<th>Name</th>
<th>Private Message</th>
<th>E-mail</th>
<th>From</th>
<th>Registration date</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldridge, Cheryll</td>
<td>🔄 pm</td>
<td></td>
<td></td>
<td>11-02-2007 08:37:56</td>
<td>14</td>
</tr>
<tr>
<td>Delacour, Fleur</td>
<td>🔄 pm</td>
<td></td>
<td></td>
<td>02-12-2008 22:03:02</td>
<td>2</td>
</tr>
<tr>
<td>Granger, Hermione</td>
<td>🔄 pm</td>
<td></td>
<td></td>
<td>11-09-2007 12:16:18</td>
<td>2</td>
</tr>
<tr>
<td>Krum, Viktor</td>
<td>🔄 pm</td>
<td></td>
<td></td>
<td>02-12-2008 22:03:02</td>
<td>0</td>
</tr>
<tr>
<td>Longbottom, Neville</td>
<td>🔄 pm</td>
<td></td>
<td></td>
<td>11-09-2007 12:16:18</td>
<td>3</td>
</tr>
<tr>
<td>Lovegood, Luna</td>
<td>🔄 pm</td>
<td></td>
<td></td>
<td>11-09-2007 12:16:18</td>
<td>5</td>
</tr>
<tr>
<td>Malfoy, Draco</td>
<td>🔄 pm</td>
<td></td>
<td></td>
<td>02-12-2008 22:03:02</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on a **person’s name** will take you to their profile page.

25. If you need to send a message to an individual (private) instead of posting to a forum (public) you need to send a Private Message (PM). You can click on the **PM link** next to the person’s name.

26. You can also click the **PM link** in a person’s profile.
27. You can also click the “Private Message” Link in the Top navigation bar.

28. You can also click the PM Link in a poster’s message [to the forum].

29. When PMing from the discussion list, profile, or individual post, you will be selecting a specific recipient. The new PM form will show the user’s name, a subject line and a message body.
30. When writing a new PM if you click on the “private message” link you can select from multiple recipients by holding the “ctrl” while clicking desired recipients from the list. You must also enter a subject line and message body.

31. After submitting you will be shown a confirmation message and a link to return to your inbox or the discussion list.

32. When responding in a thread, you can also reference specific posts by quoting the post or part of the post. You can also use quoting to ask a person a question regarding a specific part of their post. To do this, click the Quote Button on the post you would like to quote (not necessarily the first post in the thread. Any thread responses are visible to all users.
33. You will be taken to a new message window where you will see the quoted post in the beginning.

34. Your quoted message will show up with the quote in an inline frame.

35. To respond to a message without quoting (creating a regular response) click on the Post Reply Button. (located on the top of the thread or the very bottom of a thread and on all pages of a thread)
36. You will be taken to a new message page.

37. And the submitted message will show up after the main post and after the previous responses in the thread.
38. You can use the search function to find posts containing a keyword or phrase. Go to “search” in the top navigation.

39. Enter a keyword to search. You can also narrow search results by selecting a forum or category to search in. You can make data easier to search through by ordering it by date, author, subject, etc.

40. The search will produce a list of topics containing the key words (if there are any matching results).
41. The keyword you typed could be in the original post or in one of the replies and on any page of the thread. To help find the specific portion of the thread including your keyword you may want to use your internet browser’s search function (usually “ctrl” + F or “command” + F).

42. If there were no matching results you will see the following page:
43. Discussion board uses symbols to help identify post types. The most common types of forums are:

- **reply only**: users can only reply to previously created topics; they cannot create new ones.
- **select groups**: only certain groups may access this forum
- **read only**: users may not post in this forum
- **deny access**: users may not read or post in this forum

The most common types of topics are:

- **orange colored icons**: there are new (unread) posts
- **hot**: the icon will be “blinking” and there are many posts in a short amount of time making it a “hot topic”
- **blocked**: users cannot view this topic
- **announce**: this will be the first post in every topic in the forum
- **sticky**: this will be the first topic in this forum
- **task**: first post after stickies in this forum

Topics are ordered in the forum first by post type, and then by most recently updated.

44. Here is a sample of a forum:
45. Other symbols might be combined as such:

46. To remove the “new/unread” post reminder, you must view the forum/topic/post or mark it as “read”. To do this, go to the forum with new posts and select the topics you would like to mark with the checkboxes on the right side. Then click “mark topic as read”.

47. To go to the last post, you can go to the last post icon, next to the poster’s name (clicking their name will take you to their discussion board profile).
48. You can be notified when new posts are made to certain topics. To select the topic you would like notifications for, go to the topic and select “watch”. With every new post to this topic you will receive an email notification and a link to the topic.

49. To stop receiving notifications you can go back to the topic and click “unwatch”.

50. You can also bookmark the topic

51. This will save the thread’s link into your internet browser’s bookmarks.

52. You will also see a “my bookmark” tab in the upper navigation containing the threads you have bookmarked. Click “delete” to remove the bookmark or “edit” to edit the bookmark.
53. clicking “edit” will open another window where you can change the preferences of the bookmark.

54. As a moderator of the board you can manage posts by moving, deleting, locking, and unlocking topics. In the forum you would like to moderate, select the topics you would like to manage by checking their boxes on the right side. Then select the action you would like to perform from the bottom buttons.

55. When moving topics, you will be taken to a confirmation window asking what forum you would like to move the topic to. Select the forum from the dropdown list and then click “move”. To cancel and return, click “back to previous page” or “discussion list”. You topic will not be moved UNLESS you click the “move” button.

56. After any type of action you will also see a confirmation message notifying you that you have completed an action and you will be prompted to return to the discussion board.
57. You can edit your discussion board profile by clicking on “my profile” in the upper navigation.

58. This will take you to the edit profile page. You can change the email address, enter extra information about how to contact you (instant messaging, website, etc.) and add personal information about occupation, location, etc. You can also add a “signature” which can include html, bbs code and pictures. This is a message that will be added to the end of every post and private message (unless you choose not to show it).

59. Under profile preferences, you can choose to display your email (this will show up as an icon on your profile bar), receive email notifications when new topics are posted or a new PM is received, signature attachment, allow HTML (in posts, besides bbs code), and the language you would like the discussion boards to appear in.
60. The last element of your profile that you can choose to customize is the avatar. This is a small picture (130 x 130 pixels maximum) that you would like to use to represent yourself. If you know the URL of the picture then type it in the “use an external image as avatar” box. Otherwise, click “browse” to find the image on your computer.

61. When you have filled in all your information, it will appear on all of your posts and messages.

62. On your profile page, you will also see the additional information that you have entered.