Laulima has communication tools which help instructors and students keep in touch and informed throughout the course.

To get started, login to Laulima at https://laulima.hawaii.edu with your UH Username and password and click into your course.

There are several Laulima tools for communication.

This tutorial will cover the Announcements Tool.

**Note on Laulima tools:**
One of the features of Laulima is that it comes with a wide variety of tools. In some cases, there may be multiple tools to perform similar tasks. Note that instructors will select different tools, depending on what they need and what works well for the course. Look on the left of your course home page to see which tools are available in your course.

**Announcements Tool**

This tool allows the instructor to make announcements to the class.

**Recent Announcements:**
New announcements are displayed in the Recent Announcements area of your course home page. To view the entire announcement, click on the announcement title.

The complete announcement is displayed:
After reading the announcement, click on “Return to List” to go back to the list of Recent Announcements.

**Announcements Archive:**
Only a few of the most recent announcements are displayed on the course home page. To see an archived list of all announcements for your course, click on Announcements in the Course Menu.

All the announcements for your course will be listed.

By default, announcements are listed from the most recent to the oldest.

Click on the column headings to sort the announcements by that field (Subject, Saved By, Date, For, Beginning Date, Ending Date).

Click on an announcement title to view the entire announcement.

The complete announcement is displayed.
Announcements in My Workspace:
A consolidated list of all recent announcements from all your Laulima courses can also be seen in your “My Workspace” area. Click on “My Workspace” in the blue bar. All recent announcements from all your Laulima courses are conveniently listed.

Announcements to hawaii.edu email:

Last updated: 4/2014
Instructors may also choose to send announcements to your hawaii.edu email account. In this case, you would receive the announcement when you access your hawaii.edu email.

**Need Help?**

If you have questions about the distance education program at UH West O’ahu, contact the UH West O’ahu Student Services Office:

For students on O’ahu:
(808) 689-2900 for questions about registration, dropping courses, etc.
(808) 689-2689 for questions about course selection, advising, financial aid, etc.

Neighbor Islands: call toll-free at (866) 299-8656

Students new to Laulima should view the online tutorials before classes begin:

http://www.uhwo.hawaii.edu/academics/distance-learning/online-student-tutorials/

For more in-depth information on how to use Laulima tools and features, refer to the Laulima Student Orientation, Tutorials, and FAQ provided by Information Technology Services:

http://www.hawaii.edu/talent/laulima_students.htm

UH West O’ahu Students may submit requests for Laulima technical support in any of the following ways:

In-person: Visit the UHWO IT Service Center on the first floor of the Library
Phone: (808) 689-2411
Email: uhwohelp@hawaii.edu

Please provide a description of the request and your contact information (name, phone number, email address). A Help Desk ticket will be submitted on your behalf.

Online requests for assistance may also be submitted to the Laulima support staff at UH ITS by clicking on the “Request Assistance” link at https://laulima.hawaii.edu.