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 Chat Room 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.

Chat Room Tool
An important feature of many online Laulima courses is chat. Many UHWO courses will require chat attendance weekly or several times during the semester.

For online courses, there are no class meetings so chat may be the only time that instructors and students “meet” at a specified day and time.

During a chat session, the instructor and students all login to Laulima and enter the specified chat room on the appointed date and time.

If the class is large, students may be placed into smaller groups with different chat times. This is because it may be difficult to read everyone’s entries while typing in your own responses. The text may scroll off the screen before you have a chance to read it!

Chat messages will remain in the chat room unless the instructor deletes them. You can go back to a chat room at any time to see the log of chat messages.

To join a chat session, click on Chat Room in the Course Menu.
The following screen is displayed:

The message at the top tells you that you are in the "Main Chat Room". Current participants are listed on the right.

Type your message in the text box and click on “Add message” to post the message.

The message is displayed in the Main Chat Room window with a date and time stamp.
The chat tool works like a running log and every participant’s name is color coded. If messages fill the chat window, they will start scrolling off from view. Use the scroll bar to scroll up to see older messages, but be sure to keep up with the current messages!

Use the pull-down menus to select the information to be viewed (date, time) and whether you want to see all messages or just a few days in the past.

If your instructor has set up additional chat rooms, there will be a “Change Room” link towards the top of the screen.

Click on “Change Room” to go to the list of chat rooms, and then click on the chat room desired.

You will end up in the selected chat room and can begin adding messages.
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.