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 Discussion and Private Messages 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.

**Discussions and Private Messages**
Class discussions are held using the Discussions and Private Messages tool. Postings are generally public, which means that everyone can see the postings and anyone can reply to the postings.

The instructor may also create private forums which only specific teams or small groups can access. This will give your group the ability to collaborate and share ideas within your small group.

Discussions are asynchronous, which means that students do not need to be logged in at the same time to participate in discussions. They can read and reply to postings whenever they log in.

*A note on the Discussion and Private Messages tool*:

Discussion and Private Messages has its own private email feature, which is used to reply privately to a posting on the discussion board. Note that email sent through this tool remains in the tool… it is separate from private email using the Messages tool.

Instructors at UH West Oahu usually use the Messages tool instead for private email. Therefore, the Private Messages feature of the Discussion and Private Messages tool will not be covered in this tutorial.
Click on **Discussion and Private Messages** in the Course Menu.

Here is an example of what you might see on the discussion board.

The “Main” category contains two forums: “Questions” and “Class Discussions”.

The “Question of the Week” category contains the forum called “Week 1 Question”.

The “Other” category contains the forum called “Student Lounge”.

Note that your discussion board may look different since each instructor decides on the categories and forums for the course.
Posting Topics:

Discussions usually begin when one person posts a topic on one of the forums. Your instructor may post a topic and ask everyone in the class to post a response. You may have a question or want to start a discussion on a certain topic. It is important that each person posts their topics and responses in the appropriate forum.

As an example, say that you have a question about the first lecture. Looking over the forums, the best place for these types of questions is in the “Questions” forum.

Click on the name of the forum to enter the forum.

No topics have been posted to the “Questions” forum yet.

Click on “New Topic” to post a new topic.
Enter a subject for your posting and type your question in the text box.

I would like to read more about what was covered in lecture 1. Does anyone have any web sites or other resources I can refer to?

Attachments can be added to the posting if desired.

Click on “Submit” at the bottom to post the topic to the forum.

The topic has been posted.

Since “Questions” is a public forum, everyone in your course can see the posting.

Now you can watch as others reply to your posting.
Replied to a Posting:

Let’s say that another student (Student 2 Test Account) in the course has a reply to your question.

Here’s what the second student would see in the Discussion and Private Messages tool:

The icon in front of the “Questions” forum is colored.

The key at the bottom of the screen shows that this means there are new messages in the forum.

On the right, the date and time of the most recent posting to the forum is listed, along with the name of the person who posted the message.

To enter the “Questions” forum, click on the name of the forum.
We are now in the “Questions forum.

There is only one topic in this forum so far. The topic is called “Lecture 1”.

Click on the name of the topic to read it.

The posting is displayed.

Note that the background color of the topic is a salmon color. This signifies that this topic has not yet been read.

After reading the post, click on “Mark Topic as Read” to turn the background to white.

Note: If you don’t “Mark Topic as Read”, the next time you enter Discussions and Private Messages, the topic will appear to be unread (background will be salmon again).

Click on the “post reply” or “quote” button to reply to the posting.

If the “quote” button is used, the original message will be displayed as quoted text in the response. This helps readers of the forum to keep track of which posting is being referenced in the reply.
In this case, we are replying to the original posting so we'll use the “post reply” button.

The response is entered in the text box, and then submitted.

Now the response appears on the discussion board.

Everyone can read the response and continue the discussion.

Note that there is a “Go to:” pull-down menu to quickly move to different forums on the discussion board.
Graded Forums:

Your instructor may set up forums which are graded based on student responses.

The “Question of the Week” forum is a graded forum. The instructor would typically post a topic, and then ask students to submit responses. After the students have posted responses, the instructor assigns grades to each student.

To see your grade from a graded forum, click on the “View Forum Scores” link.

Your grade will be displayed. You can only see your own grade. The grade may also be posted in the Gradebook if the instructor has chosen to do so.
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.