Laulima Student Tutorial:
Getting Started with Laulima

Laulima is the course management and collaboration system for the University of Hawai‘i, and is used for online and hybrid courses. Most instructors choose to use Laulima to enhance their in-person courses as well. Laulima is a local implementation of the Sakai course management system.

Accessing Laulima:

To login to Laulima, you need a web browser (Mozilla Firefox is recommended). You will also need your UH username and password.

Type [https://laulima.hawaii.edu](https://laulima.hawaii.edu) in the address box and press enter.

The general Laulima page will be displayed, along with tabs to helpful information. Be sure to read the announcements and other information so you are aware of the most recent updates to Laulima.

To login, enter your UH Username and password and click on the “Login” link at the upper right corner of the page. This is the same username and password used to login to the UH Portal for registration, and to access hawaii.edu email.
Request Assistance: Click on this link to submit a request for assistance to the Laulima support team from Information Technology Services (ITS) at UH Manoa. The team provides support to Laulima users across the UH system. Fill in the online form and provide a detailed explanation of the problem. A response will be sent to the email address provided. Also note contact information at the end of this document for Laulima technical support at UH West O‘ahu.

Student Docs: Click on this link to access Laulima resources for students provided by Information Technology Services.

My Workspace:

After logging in, you will be in your “My Workspace” area. This area also has the Message of the Day information, notifications of new posts on the discussion board, a consolidated calendar, and an area for recent announcements.

If your instructors entered events on their class calendars or created announcements, you can view them all from this page. Once you enter a specific class, only the calendar or announcements for that specific class will be displayed.
All your courses (online and in-person) are listed in the blue tabs across the top of the window. See below for an example of what a student’s course tabs may look like. If you have many courses, click on the “My Active Sites” link to see all your courses.

All your courses are listed even if the instructors are not planning to use Laulima.

For this reason, you may wish to reorder the courses in the list or take some courses off the list.

To make changes, click on “Preferences” on the left, then on “Customize Tabs”.

All courses listed in the box on the left, “My Active Sites”, will be visible to you. To hide a course from view, move it to the box on the right, “My Hidden Sites”. The course will not show up as a course tab unless you move it back to “My Active Sites”.

Follow the instructions on the screen to make changes, then click on “Update Preferences”. Click on your course tabs to refresh the screen. The newly ordered list of course tabs will be displayed.
Accessing Your Courses:

To enter a specific course, click on the course tab.

That will take you to the home page for that specific course.

Laulima tools are listed on the left in the course menu.

Note that instructors may choose to use different Laulima tools and customize their courses differently.

Use the links in the course menu to access the different areas of your course.

Recent announcements, recent chat messages, notification of new messages or postings in the Discussion and Private Messages tool, and the course calendar are also displayed on the course home page, if the instructor uses those tools.
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.

Have fun with Laulima!