Laulima Student Tutorial:  
Schedule Tool

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 Schedule 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.

Schedule Tool
Laulima has a schedule tool, basically a calendar, which is useful to help instructors and students keep track of chat sessions, assignment due dates, exams, etc. Instructors add events to the calendar for the entire class to see. Note that students can only view the course calendar. Only instructors can add events or modify the calendar. (Refer to the section below, Calendar in “My Workspace”, for information on how you can add events to your personal calendar).

Click on Schedule in the Course Menu.  
Note that some instructors may have renamed this tool to “Calendar”.

![Schedule Tool Image]
By default, the calendar is displayed in “Calendar by Week” view. This view is good to see all the events in the current week. Use the “Previous Week”, “Next Week”, and “Today” buttons to move back a week, forward a week or to the current week.

Click on an event to view the complete event information.

Here’s what is displayed for “Chat session”:

![Screenshot of Chat session event](image)

Use the buttons to move to previous or future events, today’s events, or back to the calendar.

To see the calendar from a different view, select an option from the pull-down menu. We’ll select “Calendar by Month”.

![Screenshot of Calendar by Month](image)
In this view, all the events in the month can be seen at a glance.

Use the “Previous Month”, “Next Month”, and “Today” buttons to move back a month, forward a month or to the current month.

Click on any event to see the complete information for the event.

Each event has a different icon. The legend is displayed below the calendar:
**Calendar on the Course Home Page:**

Click on **Home** in the Course Menu to go to the Home Page for the course.

A small calendar of the current month is displayed.

This is a convenient way to see the important dates for your course as soon as you enter the course.

Use the back and forward arrows to move back or forward one month at a time.

Events of the day are listed under the calendar.

Click on any day with a link (underlined and colored) to see a list of the event(s) for that day.
Calendar in “My Workspace”:

A consolidated calendar containing events from all your Laulima courses can also be seen in your “My Workspace” area.

This is a good way to see the important dates from all your courses at a glance.

Click on the “My Workspace” tab in the blue bar.

This calendar is similar to the course calendar on the home page of each course:

Use the back and forward arrows to move back or forward one month at a time.

Events of the day are listed under the calendar.

Click on any day with a link (underlined and colored) to see a list of the event(s) for that day.

Since this is your personal calendar in your “My Workspace”, you are able to add events that only you will see. This is a good way to add reminders for appointments with instructors, meetings with group members, or anything that will help you manage your time.
Click on **Schedule** to enter the tool.

The calendar displays events from all your courses.

Again, by default, the calendar is displayed in “Calendar by Week” view.

Use the pull-down menu for “View” to change the view to “Calendar by Month” to see the events for the entire month.

To add your own event to the calendar, click on “Add”.
Enter information about the event. All fields with asterisks are required.

Click on “Frequency” to indicate recurring events.

An “Event Type” may be selected using the pull-down menu. This determines the type of icon that will be placed on the calendar.

Location can be specified and attachments can be added, if desired.

Click on “Save Event” to add the event to your personal calendar.
The event will appear on your calendar. You can add as many events as you want to keep you organized and on top of your studies!

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.