

Laulima Student Tutorial: Announcements 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 Announcements Tool.

Note on Laulima tools:

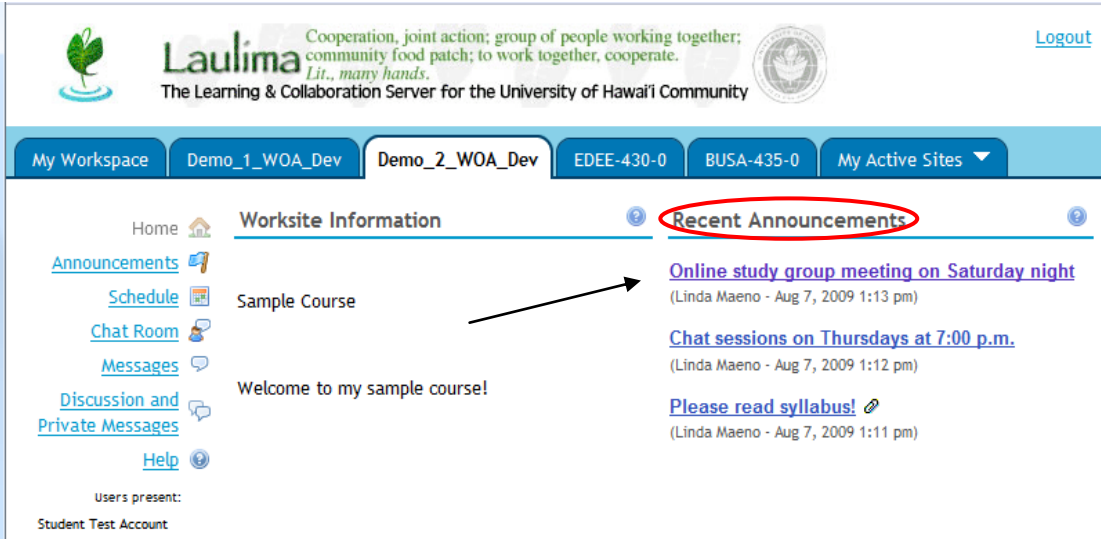
One of the features of Laulima is that it comes with a wide variety of tools. In some cases, there may be multiple tools to perform similar tasks. Note that instructors will select different tools, depending on what they need and what works well for the course. Look on the left of your course home page 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 screenshot shows the Laulima interface. At the top, there is a header with the Laulima logo, the tagline "Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit., many hands.", and the text "The Learning & Collaboration Server for the University of Hawai'i Community". A "Logout" link is in the top right. Below the header is a navigation bar with tabs for "My Workspace", "Demo_1_WOA_Dev", "Demo_2_WOA_Dev", "EDEE-430-0", "BUSA-435-0", and "My Active Sites". The main content area is divided into sections. On the left, there is a sidebar with links for "Home", "Announcements", "Schedule", "Chat Room", "Messages", "Discussion and Private Messages", and "Help". The "Worksite Information" section is active, showing "Sample Course" and "Welcome to my sample course!". The "Recent Announcements" section is highlighted with a red circle and contains three announcements: "Online study group meeting on Saturday night" (Linda Maeno - Aug 7, 2009 1:13 pm), "Chat sessions on Thursdays at 7:00 p.m." (Linda Maeno - Aug 7, 2009 1:12 pm), and "Please read syllabus!" (Linda Maeno - Aug 7, 2009 1:11 pm). An arrow points from the "Announcements" link in the sidebar to the "Recent Announcements" section.

The complete announcement is displayed:

Home [Announcements](#) [Schedule](#) [Chat Room](#) [Messages](#) [Discussion and Private Messages](#) [Help](#)

Users present:
Student Test Account

Worksite Information

Recent Announcements

Announcement

Subject Online study group meeting on Saturday night

From Linda Maeno

Date Aug 7, 2009 1:13 pm

Groups site

Message

Join us in chat on Saturday at 7:00 p.m. to review material from chapters 1-3.

[Return to List](#)

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, From, For, Date, Beginning Date, Ending Date).

Click on an announcement title to view the entire announcement.

Home [Announcements](#) [Schedule](#) [Chat Room](#) [Messages](#) [Discussion and Private Messages](#) [Help](#)

Users present:
Student Test Account

Announcements

View All

Viewing 1 - 4 of 4 items

show 10 items...

Subject	From	For	Date	Beginning Date	Ending Date
Online study group meeting on Saturday night	Linda Maeno	site	Aug 7, 2009 1:13 pm		
Chat sessions on Thursdays at 7:00 p.m.	Linda Maeno	site	Aug 7, 2009 1:12 pm		
Please read syllabus!	Linda Maeno	site	Aug 7, 2009 1:11 pm		
Welcome to the Sample Course!	Linda Maeno	site	Aug 7, 2009 1:06 pm		

The screenshot shows the Laulima interface with a navigation bar at the top containing 'My Workspace', 'Demo_1_WOA_Dev', 'Demo_2_WOA_Dev', 'EDEE-430-0', 'BUSA-435-0', and 'My Active Sites'. The main content area is titled 'Announcements' and displays an announcement with the following details:

- Subject: Chat sessions on Thursdays at 7:00 p.m.
- From: Linda Maeno
- Date: Aug 7, 2009 1:12 pm
- Groups: site
- Message: Just a reminder that chats are required for this course.

Navigation buttons '< Previous', 'Return to List', and 'Next >' are located at the bottom of the announcement and are circled in red.

The complete announcement is displayed.

After reading the announcement, click on the "Previous" or "Next" buttons to move to another announcement or click on "Return to List" to go back to the list of announcements.

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 Laulima courses are conveniently listed.

The screenshot shows the 'My Workspace' page. The 'My Workspace' tab in the top navigation bar is circled in red. The main content area includes a 'Message of the Day', 'Server updates', and 'My Workspace Information'. A 'Recent Announcements' section is visible, showing a list of announcements:

Subject	From	Site
Workshop today	Linda Maeno	Demo_1_WOA_Dev
Online study group meeting on Saturday night	Linda Maeno	Demo_2_WOA_Dev
Chat sessions on Thursdays at 7:00 p.m.	Linda Maeno	Demo_2_WOA_Dev

An arrow points from the 'Recent Announcements' section to the 'My Workspace Information' section.

Announcements to hawaii.edu email:

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?

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

<http://www.uhwo.hawaii.edu/dltutorials>

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

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

If you have any questions about UH West O'ahu distance education courses (course selection, online registration, dropping a course, etc.), contact the UH West O'ahu Student Services Office:

O'ahu: (808) 454-4700

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

For Lulima technical support at UH West O'ahu, contact Linda Maeno:

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(808) 454-4785