

## **Laulima Student Tutorial: Chat Room 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 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:

Home Chat Room

[Announcements](#) [Change Room](#)

[Schedule](#)

[Chat Room](#) **Currently viewing messages for 'Main Chat Room'**

[Messages](#) View

[Discussion and Private Messages](#) All chat messages are archived and can be read by any site participant.

[Help](#)

Users present:

- Linda Maeno
- Student Test Account

Users in Chat

- Linda Maeno
- Student Test Account

[Add message](#)

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.

Home Chat Room

[Announcements](#) [Change Room](#)

[Schedule](#)

[Chat Room](#) **Currently viewing messages for 'Main Chat Room'**

[Messages](#) View

[Discussion and Private Messages](#) All chat messages are archived and can be read by any site participant.

[Help](#)

Users present:

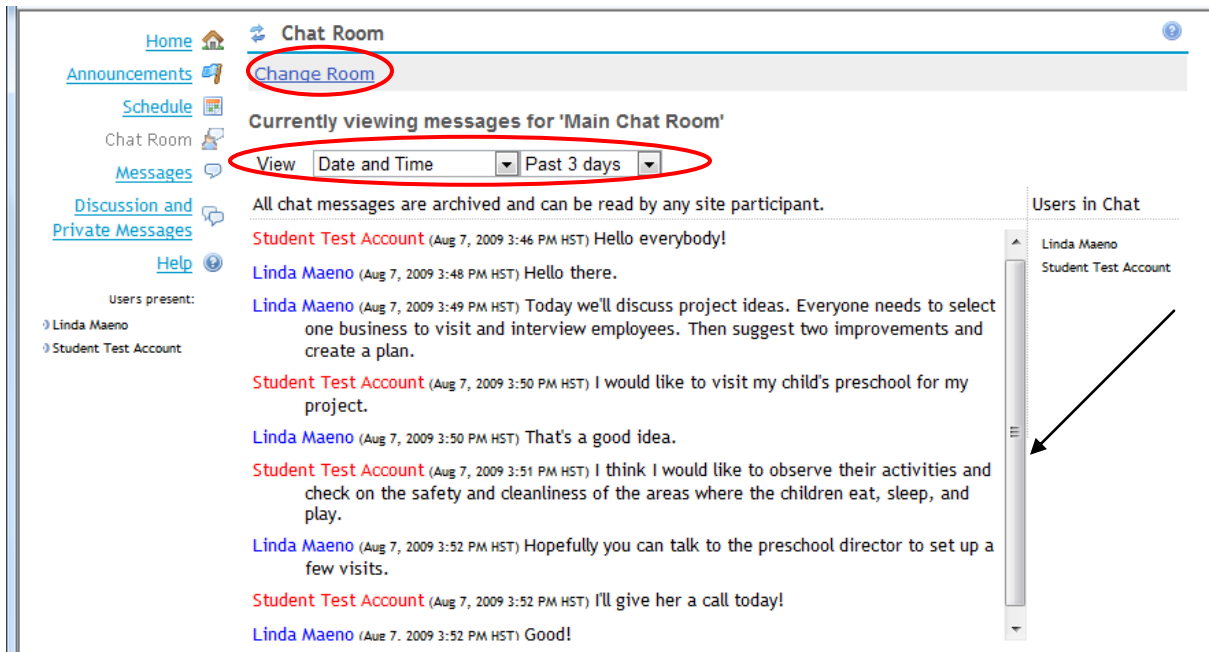
- Linda Maeno
- Student Test Account

Users in Chat

- Linda Maeno
- Student Test Account

**Student Test Account (Aug 7, 2009 3:46 PM HST) Hello everybody!**

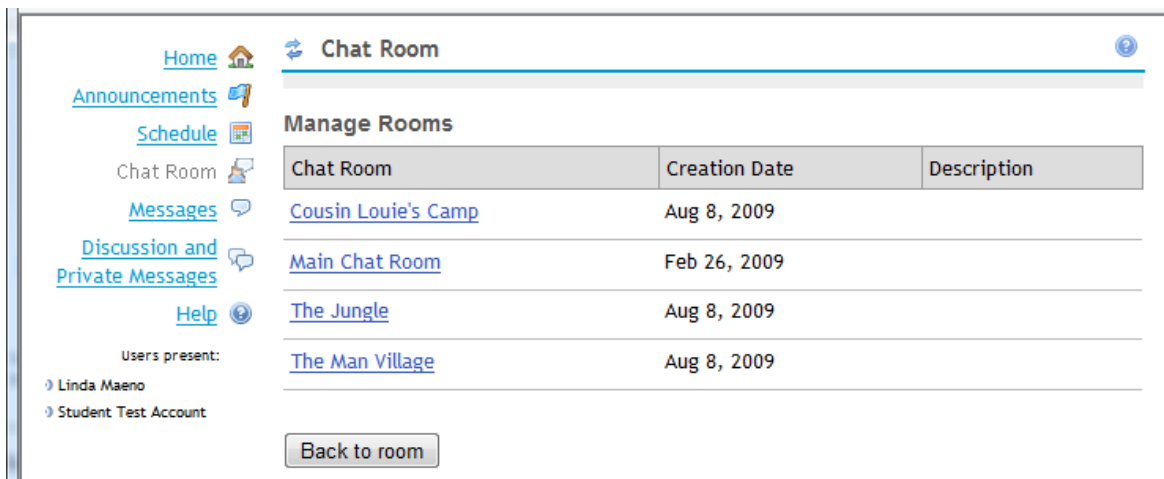
The chat tool works like a running log and every participant's name is color coded. If messages fill the chat window, they will start scrolling off from view. Use the scroll bar to scroll up to see older messages, but be sure to keep up with the current messages!



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?**

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](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:

[linda@hawaii.edu](mailto:linda@hawaii.edu)

(808) 454-4785