

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, as well as for collaborative projects. Laulima is a local implementation of the Sakai course management system.

This document will help you to get started with Laulima.

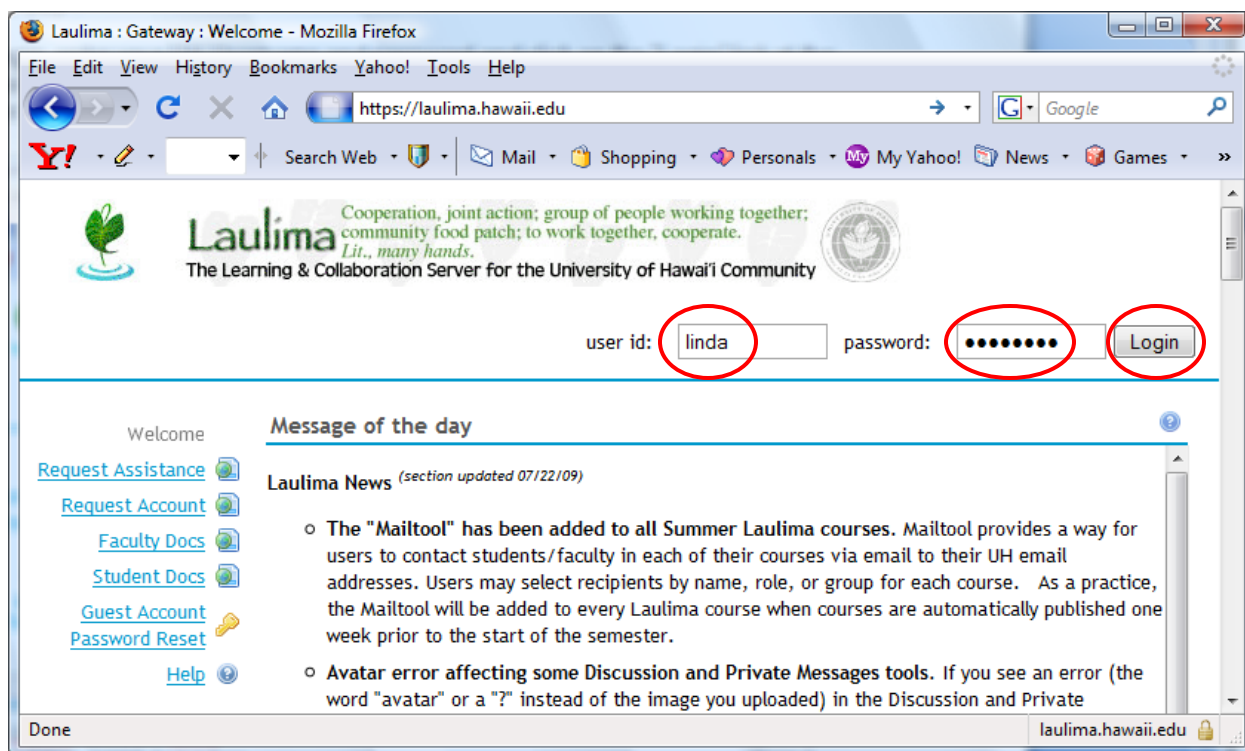
Accessing Laulima:

To login to Laulima, you need a web browser, such as Mozilla Firefox. You will also need your UH username and password.

Type **https://laulima.hawaii.edu** in the address box and press enter.

The general Laulima page will be displayed, along with news items under "Message of the Day". Be sure to read the news items and 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.



Note that there are links on the left to “Request Assistance” and “Student Docs”.

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, a consolidated calendar, and an area for recent announcements.

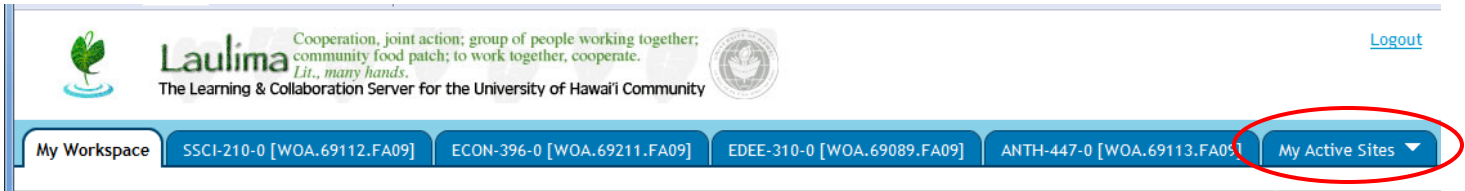
If your instructors entered events on their class calendars or created announcements, you can view them all from this page. Once you enter a specific class, only the calendar or announcements for that specific class will be displayed.

The screenshot displays the Laulima My Workspace interface. At the top, there is a navigation bar with tabs for "My Workspace", "Demo_1_WOA_Dev", "Demo_2_WOA_Dev", "Linda Test 1", "Linda Test 2", and "My Active Sites". The main content area is divided into several sections:

- Message of the Day**: Includes a "Message of the Day" section with an "Options" link.
- Calendar**: Shows a calendar for August 2009. The calendar grid highlights the 4th of August. Below the calendar, there is an "Events for Aug 04, 2009" section listing "Class section - Lecture - LESSON 9 - REMAINING SEGMENTS".
- My Workspace Information**: Includes a "Welcome to your personal workspace." message and a "My Workspace Information" section with an "Options" link.
- Recent Announcements**: Includes a "Recent Announcements" section with a "View" dropdown menu set to "All".

The sidebar on the left contains navigation links: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The top right corner has a "Logout" link.

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.



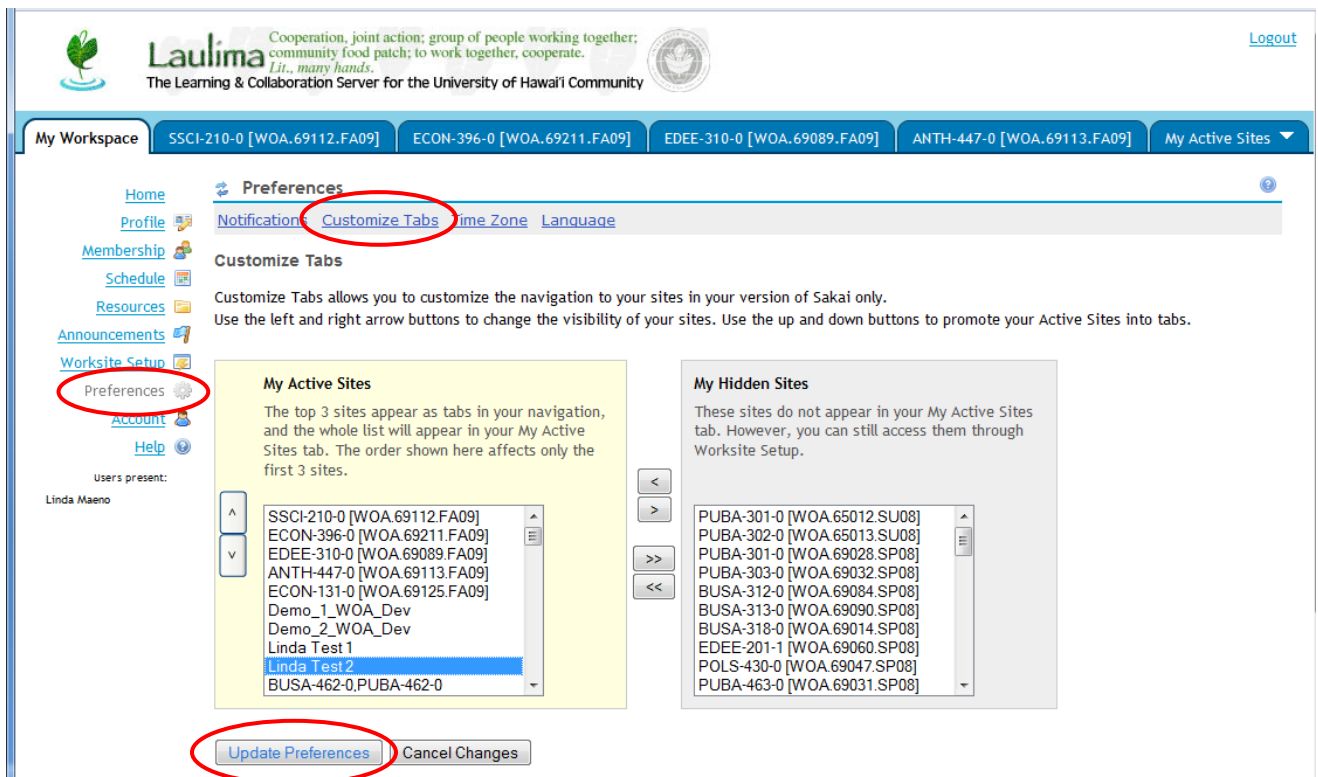
All your courses are listed even if the instructors are not planning to use Laulima.

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.

The screenshot shows the Laulima interface for a course. At the top, there is a header with the Laulima logo, the text 'Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit., many hands.', and '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: 'My Workspace', 'EDEE-430-0', 'BUSA-435-0', 'Demo_1_WOA_Dev', 'Demo_2_WOA_Dev' (highlighted with a red circle), and 'My Active Sites'. The main content area is divided into two columns. The left column is a course menu with links: Home, Announcements, Syllabus, Resources, Modules, Discussion and Private Messages, Messages, Chat Room, Schedule, Assignments, Gradebook, Drop Box, PostEm, Tasks, Tests and Surveys, and Help. Below the menu, it says 'Users present: Student Test Account'. The right column has sections: 'Worksite Information' with a 'Sample Course' and 'Welcome to my sample course!'; 'Recent Announcements' with an announcement 'Assignment: Open Date for Assignment Week 1' by Linda Maeno; 'Recent Chat Messages'; 'Calendar' for August 2009 with a table showing dates and a '5' highlighted in a dashed box; and 'Messages & Forums Notifications' with a 'Messages' link and a notification icon.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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

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:

linda@hawaii.edu

(808) 454-4785

Have fun with Lulima!