

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.

Click on Schedule in the Course Menu.

Note that some instructors may have renamed this tool to “Calendar”.

The screenshot shows the Laulima interface. At the top, there is a logo and the text "Laulima Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit. many hands. The Learning & Collaboration Server for the University of Hawai'i Community". A "Logout" link is visible. Below this is a blue navigation bar with "My Workspace" and several course identifiers: "BUSA-435-0", "Demo_1_WOA_Dev", "Demo_2_WOA_Dev", and "- more -".

On the left side, there is a vertical menu with links: "Home", "Site Info", "Announcements", "Schedule" (circled in red), "Messages", "Discussion and Private Messages", "Chat Room", and "Help".

The main content area is titled "Schedule" and shows "Calendar by Week" with a dropdown menu set to "Calendar by Week". The date range is "Jul 6, 2008 - Jul 12, 2008 HST". Navigation buttons are: "< Previous Week", "Today", and "Next Week >" (all circled in red).

Below the navigation is a "Printable Version" link and an "Earlier" link. A calendar grid follows with columns for "Sun 6", "Mon 7", "Tue 8", "Wed 9", "Thu 10", "Fri 11", and "Sat 12". The rows represent times: "8 AM", "9 AM", "10 AM", and "11 AM". A "Student Test Account" is listed on the left. A "Chat session today" event is circled in red on Tuesday, July 8, at 9 AM.

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 today”:

The screenshot shows a web interface with a left sidebar containing navigation links: Home, Site Info, Announcements, Schedule, Messages, Discussion and Private Messages, Chat Room, and Help. The main content area is titled 'Schedule' and features a red oval highlighting four navigation buttons: '< Last Event', 'Go to Today', 'Back to Calendar', and 'Next Event >'. Below these buttons, the event details for 'Chat session today' are displayed:

- Date: Jul 8, 2008
- Time: 9:00 am - 9:59 am HST
- Description: Meet for chat today at 9:00 a.m.
- Frequency: Every 1 week(s) , Number of occurrences: 2 Times
- Event Type: Computer Session
- Owner: Linda Maeno

At the bottom of the event details, there are three more navigation buttons: '< Last Event', 'Back to Calendar', and 'Next Event >'.

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”.

The screenshot shows the same web interface, but with the 'View' dropdown menu open. An arrow points to the menu, which contains the following options: Calendar by Week (selected), Calendar by Day, Calendar by Month, Calendar by Year, and List of Events. The calendar view is currently set to 'Calendar by Week' for the period 'Jul 6, 2008 - Jul 12, 2008 HST'. Navigation buttons include '< Previous Week', 'Today', and 'Next Week >'. The calendar grid shows a 'Chat session today' event on Tuesday, July 8th, at 9 AM.

	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12
8 AM							
9 AM			Chat session today				
10 AM							
11 AM							

In this view, all the events in the month can be seen at a glance.

Home
Site Info
Announcements
Schedule
Messages
Discussion and Private Messages
Chat Room
Help

Student Test Account

Schedule

Calendar by Month

View: Calendar by Month

Jul 2008

< Previous Month Today Next Month >

Printable Version

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8 Chat ses...	9	10	11	12
13	14	15 Chat ses...	16	17	18 Video qu...	19
20	21	22 No chat ...	23	24	25	26
27	28	29	30	31 Paper du...	1	2

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:

Legend		
Academic Calendar	Activity	Cancellation
Class section - Discussion	Class section - Lab	Class section - Lecture
Class section - Small Group	Class session	Computer Session
Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event
Web Assignment		

Calendar on the Course Home Page:

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

The screenshot shows the course home page with a navigation menu on the left and a main content area. The "Home" link in the navigation menu is circled in red. The main content area includes "Worksite Information" with a "Sample Course" link, "Recent Announcements" with three items, and a "Calendar" section. The "Options" link in the calendar section is circled in red. The calendar shows July 2008 with the 8th, 15th, 22nd, and 31st highlighted. Below the calendar, there is a section for "Events for Jul 08, 2008" with a link to "Chat session today".

Home Worksite Information Recent Announcements

Site Info Announcements Schedule Messages Discussion and Private Messages Chat Room Help

Student Test Account

Sample Course

Online study group meeting Saturday night
(Linda Maeno - Jul 7, 2008 2:58 pm)

Chat sessions on Thursdays at 7:00 p.m.
(Linda Maeno - Jul 3, 2008 11:43 am)

Please read syllabus!
(Linda Maeno - Jul 3, 2008 11:42 am)

Calendar Options

July, 2008 < Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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

Events for Jul 08, 2008
Computer Session - Chat session today

A small calendar of the current month is displayed.

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 to see a list of the event(s) for that day.

To customize your course calendar, click on “Options” (above the calendar).

Calendar Options

Set calendar preferences.

Calendar display
Change your calendar's view.
View: **Calendar by Month**

Priority events
Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

Event types

High priority: Quiz, Deadline, Exam
 [Move up] [Move down]

Medium priority: Computer Session, Cancellation
 [Move up] [Move down]

Low priority: Academic Calendar, Activity, Class section - Discussion

Colors

High priority: #FF0000
 Medium priority: #3300FF
 Low priority: #66CC00

[Update] [Cancel]

Use the pull-down menu to select whether the calendar will be displayed by month or by week.

Events can be color-coded based on priority set by you.

All events are “Low priority” by default. Select events from the list and use the “Move up” or “Move down” buttons to place them into high, medium or low priority categories.

Next, choose the colors you would like for the different priority levels by clicking on the palette icon and selecting a color.

Click on “Update” to save your changes.

Your calendar will be color-coded to reflect your preferences.

Calendar

Options

July, 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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

Events for Jul 08, 2008

Computer Session - [Chat session today](#)

Calendar in My Workspace:

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

Click on “My Workspace” in the blue bar.

The screenshot shows the Laulima interface. At the top, there is a logo and the text: "Laulima Cooperation, joint action; group of people working together; community food patch; to work together, cooperate. Lit., many hands. The Learning & Collaboration Server for the University of Hawai'i Community". A "Logout" link is in the top right. Below this is a blue navigation bar with "My Workspace" circled in red, followed by "3USA-435-0", "Demo_1_WOA_Dev", "Demo_2_WOA_Dev", and "- more -".

The main content area is divided into two columns. The left column has a sidebar with links: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. Below the sidebar is "Student Test Account".

The right column has two main sections. The top section is "Message of the Day" with an "Options" link and "Server updates" from the Laulima Administrator. Below this is "My Workspace Information" with an "Options" link. The bottom section is "Welcome to your personal workspace." with a paragraph explaining the workspace.

The "Calendar" section shows a calendar for July 2008. The calendar table is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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

Below the calendar, there is an "Events for Jul 20, 2008" section with a link to "Activity - Study group".

The color-coding options that were set in your course are in effect in My Workspace.

Need Help?

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

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

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

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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