



How to Access and Set Up Your Laulima Course Site

Important things to remember about using Laulima:

- You and your students should be using [Firefox](#) (Laulima Admin. currently recommends Firefox [ESR](#) Win/Mac/Linux). They have found it to be the most compatible, and it is especially recommended for test taking.
- Lauima Admin. does not recommend the use of Internet Explorer (or Edge), especially for submitting work or taking tests in Laulima.
- With the changes being implemented in Google Chrome, it is no longer being recommended for Laulima.

There are seven steps to accessing and setting up your Laulima course site:

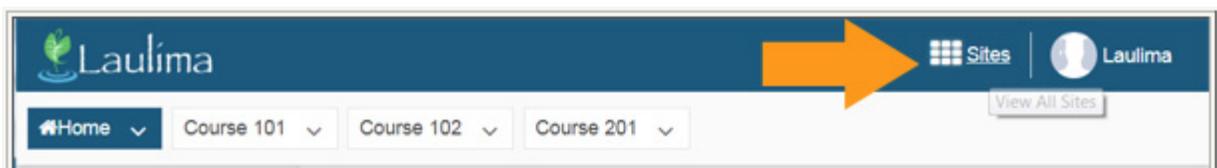
1. [Accessing Laulima.](#)
2. [Accessing Your Course From Within the Sites Drawer.](#)
 - [Optional Information - Rearranging Site Tabs.](#)
3. [Adding Course Tools.](#)
4. [Renaming and Rearranging Course Tools.](#)
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6. [Organize Your Resources for Course Materials Delivery.](#)
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Accessing Laulima

You should [always access Laulima from the Laulima portal](#) at <https://laulima.hawaii.edu/lum/fp/login.php>. In the top right-hand corner enter your UH ID and password, then click the **Log In** button.

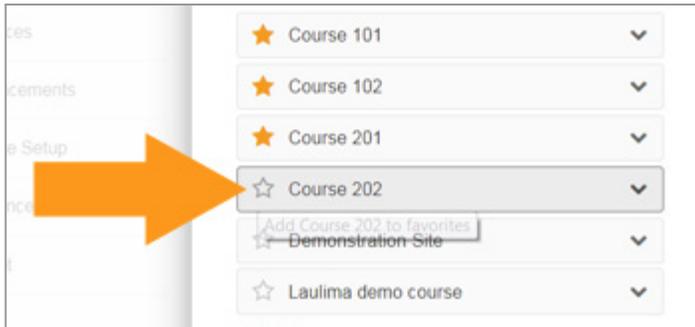
Accessing Your Course From Within the Sites Drawer

1. **Click the Sites link**



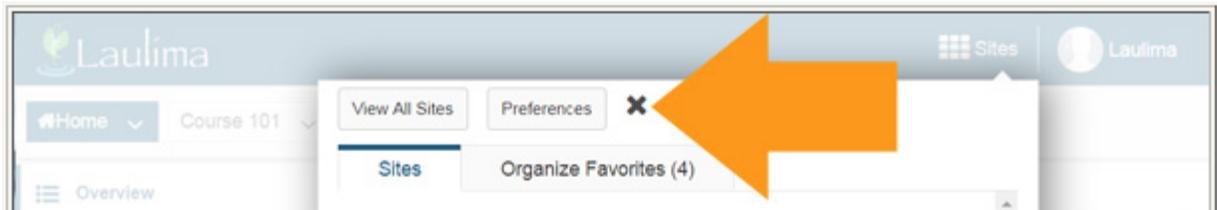
Once you've logged into Laulima, to the right of your course tabs, click the **Sites** link.

2. Select a course from the list



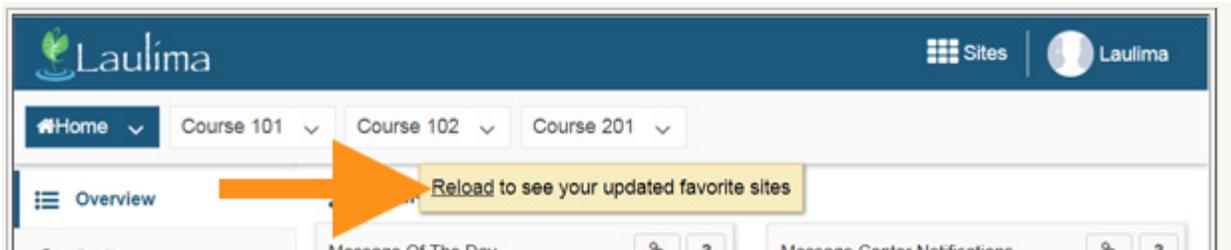
Select the course site(s) you wish to have appear in the tabs at the top of your Laulima page by clicking the star icon to the left of that course.

3. Accept the selections



After selecting the course site(s), click the **X** at the top to close the pop-up.

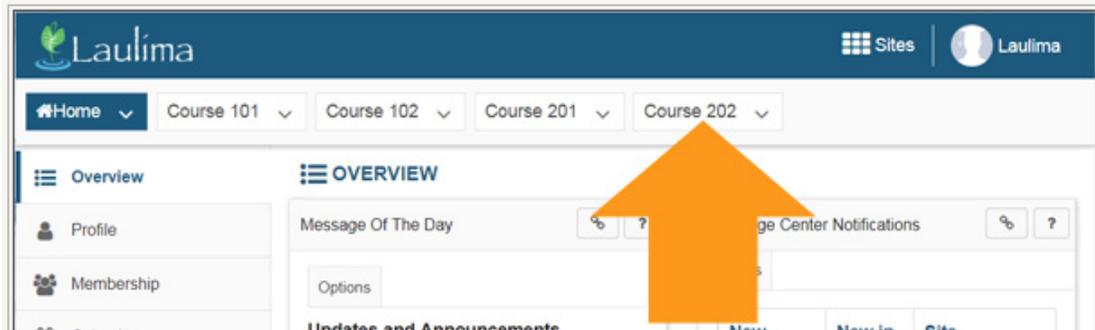
4. Reload the browser



You will then see a notice to reload the page. Click the **Reload** link to see the course site(s) you selected appear in the tabs.

Reload the browser (cont'd)

After clicking the "Reload" link, you will see the course site(s) appear in the tabs at the top of your Lulima account.

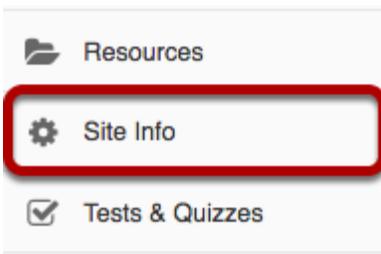


Adding Course Tools

In addition to the default set of tools that come with all Lulima course sites, it's recommended that you add the following:

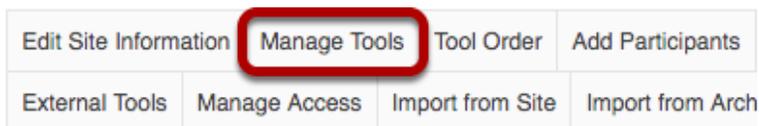
- Assignments
- Gradebook Classic
- Syllabus
- Tests & Quizzes

1. Go to Site Info



Select the **Site Info** tool from the Tool Menu of your course site.

2. Click Manage Tools



3. Select your set of tools

SITE INFO % Link ? Help

Course Site Tools
Choose tools to include on your site...

General 13

- Overview**
For viewing description of the site. May include recent announcements, discussion, and chat items.
- Announcements**
For posting current, time-critical information
- Assignments**
For posting, submitting and grading assignment(s) online
- Calendar**
For posting and viewing deadlines, events, etc.
- Chat Room**
For real-time conversations in written form
- Commons**
A social networking style tool allowing posts with url to thumbnail expansion, and unthreaded replies.
- Contact Us**
A site content and functionality reporting tool.
- Drop Box**
For private file sharing between instructor and student
- Email**
Send mail to select participants in your site.
- Email Archive**
For viewing email sent to the site
- External Tool**
Launch external tools using IMS Learning Tools Interoperability.
- Forums**
Display forums and topics of a particular site
- Gradebook**
The next generation gradebook tool for the Sakai CLE
- Lessons**
For creating content modules and sequences; can be organized by week or unit
- Lessons**
- Messages**
Display messages to/from users of a particular site
- News**
For viewing content from RSS News Feeds
- Podcasts**
For managing individual podcast and podcast feed information
- Polls**
For anonymous polls or voting
- PostEm**
For posting individualized text to each user in the site

| Selected tools | Remove |
|-----------------|--------|
| Overview | X |
| Announcements | X |
| Assignments | X |
| Calendar | X |
| Forums | X |
| Gradebook | X |
| Lessons | X |
| Messages | X |
| Resources | X |
| Roster | X |
| Site Info | |
| Syllabus | X |
| Tests & Quizzes | X |

Enable **MathJax** for automatic rendering of LaTeX and AsciiMath in this site. [Learn More.](#)

Enable **Lessons subpage navigation** in the left tool menu.

4. Click Continue



Once you have made all of your tool selections, scroll down and click the **Continue** button to save your customizations.

5. Confirm tool selection

Confirming site tools edits for **SMPL101 Spring 2018**

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Syllabus (Syllabus)
Module 1 (Module 1)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Sakai (Sakai) (<http://www.sakaiproject.org>)
Site Info (Site Info)
Gradebook (Gradebook)
Module 2 (Module 2)
Module 3 (Module 3)
Messages (Messages)
Roster (Roster)
Apereo (Apereo) (<http://www.apereo.org>)

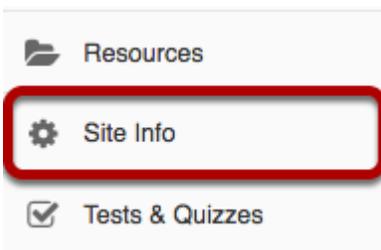
You have enabled the automatic rendering of LaTeX for this site



New tools added are shown in red font. Confirm that these are tools you want to add and click the **Finish** button. New tools are typically added to the bottom of the Tool Menu once you save your changes.

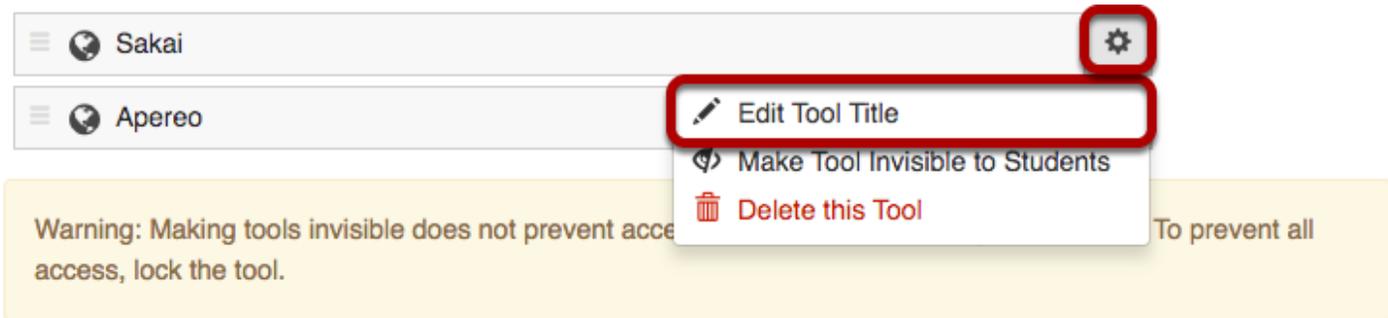
Renaming and Rearranging Course Tools

1. Go to Site Info



Select the **Site Info** tool from the Tool Menu of your course site.

2. Rename a tool



Click the gear icon to go to the tool settings. Then, select **Edit Tool Title** from the drop-down menu.

3. Type the new name for the tool



In this example, the Laulima tool was renamed as Sakai Project Website. Click the **green check mark** to save your changes.

4. Drag and Drop items to rearrange the tool order

Tool Order

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately. Click and move tool in list below, or use the keyboard to focus on the tool then use U or D keys.

| | | | |
|---|----|-----------------|------|
| ☰ | ☰ | Overview | ⚙️ |
| ☰ | 📣 | Announcements | ⚙️ |
| ☰ | 📄 | Assignments | ⚙️ |
| ☰ | 📅 | Calendar | ⚙️ |
| ☰ | 💬 | Forums | ⚙️ |
| ☰ | 📖 | Gradebook | ⚙️ |
| ☰ | ✉️ | Messages | ⚙️ |
| ☰ | 📖 | Module 1 | ⚙️ |
| ☰ | 📖 | Module 3 | ⚙️ |
| 1 | ☰ | Module 2 | ⚙️ |
| ☰ | 📁 | Resources | ⚙️ |
| ☰ | 👥 | Roster | ⚙️ |
| ☰ | ⚙️ | Site Info | ⚙️ |
| ☰ | 📊 | Statistics | 🔒 ⚙️ |
| ☰ | ✅ | Tests & Quizzes | ⚙️ |
| ☰ | 🌐 | Sakai | ⚙️ |
| ☰ | 🌐 | Apereo | ⚙️ |

Warning: Making tools invisible does not prevent access to the tool items through direct links. To prevent all access, lock the tool.

2 Save Cancel Reset Sort Alphabetically

Drag and drop tools to rearrange the order of tools in the menu.

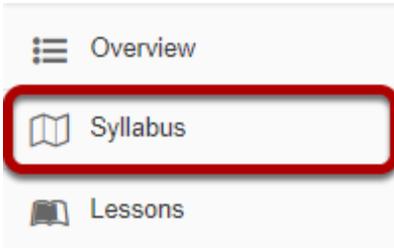
5. Save your work

Save Cancel Reset Sort Alphabetically

Once you have completed all of your changes, click the **Save** button at the bottom of the list.

Upload Your Syllabus

1. Go to Syllabus



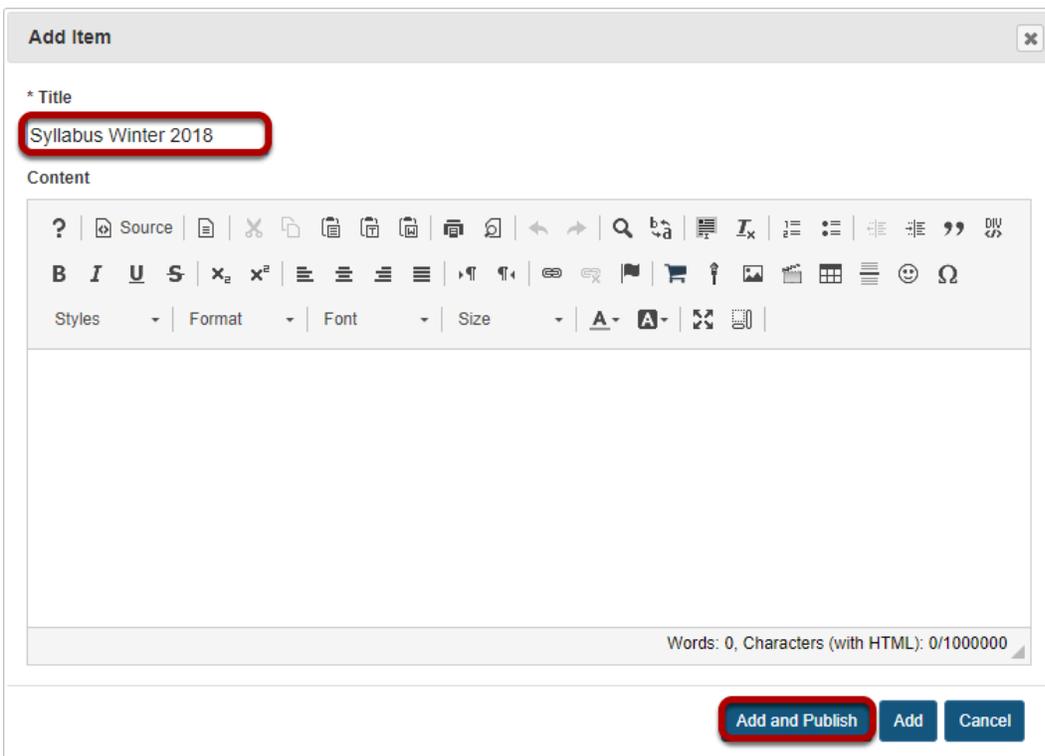
Select the **Syllabus** tool from the Tool Menu in your course site.

2. Click Add Item

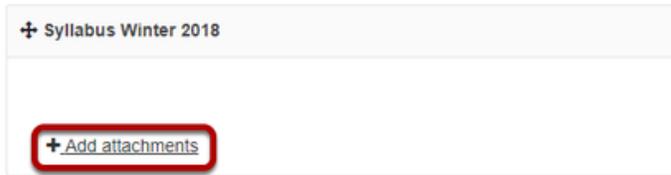


An "Add Item" window opens where you type the name of the item - "Syllabus Winter 2018" for example.

3. Type the Title of the item and click Add and Publish

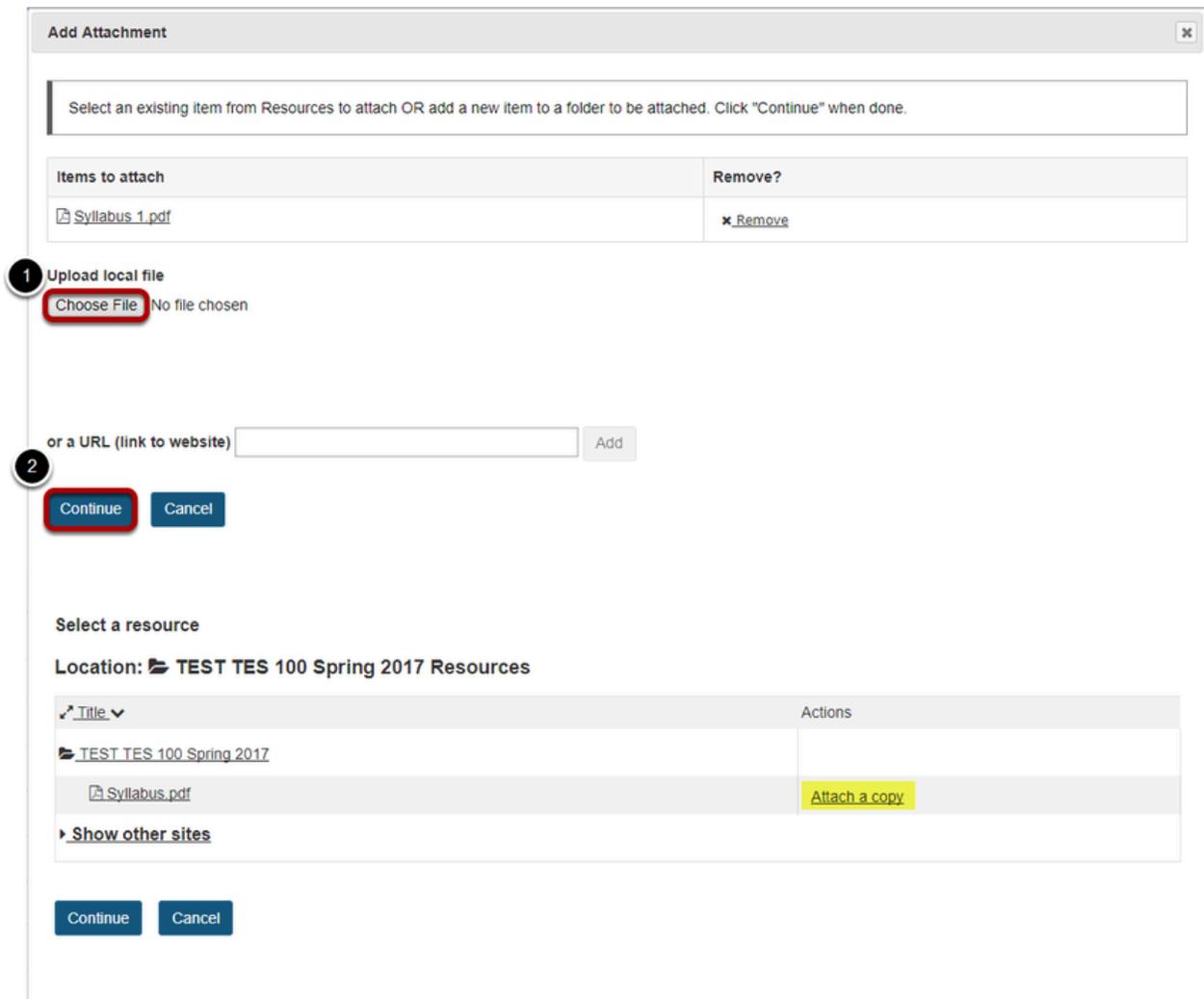


4. Add Attachments



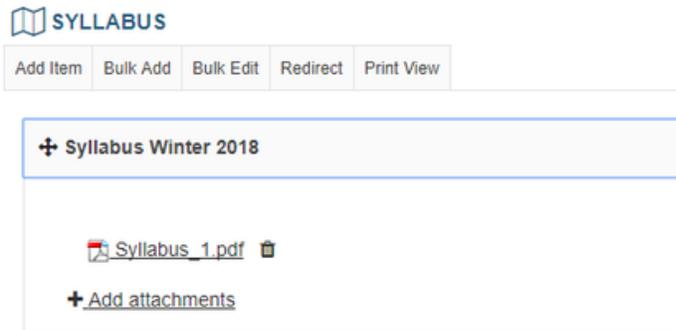
Click the **Add attachments** button to browse for your file.

5. Browse for your file.



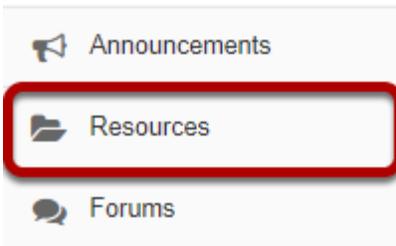
1. To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.
2. Click **Continue** to save.

Your file attachment will display.



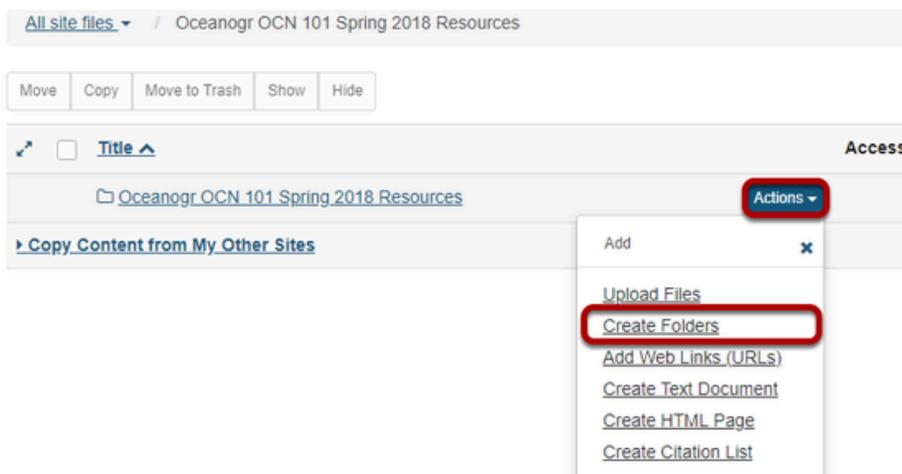
Organize Your Resources Tool for Course Material Delivery

1. Go to Resources



Select the **Resources** tool from the Tool Menu of your course site.

2. Click Actions, then Create Folders



To the right of the site's root folder, from the **Actions** drop-down menu, select **Create folders**.

This displays the Create Folders page.

3. Enter the name of the folder

Create Folders

Location: / Oceanogr OCN 101 Spring 2018

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside you have finished.

Folder Name

Syllabus and Guidelines

[Add Another Folder](#)

Create Folders Now

Cancel

Add multiple folders (Optional)

Create Folders

Location: / Oceanogr OCN 101 Spring 2018

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside you have finished.

Folder Name

Syllabus and Guidelines

Folder Name

Reading

Folder Name

Oceanography Websites

[Add Another Folder](#)

If you would like to create multiple folders, click **Add another folder**.

Note: You can add as many folders as you want by clicking "Add another folder".

4. Click Create Folders Now

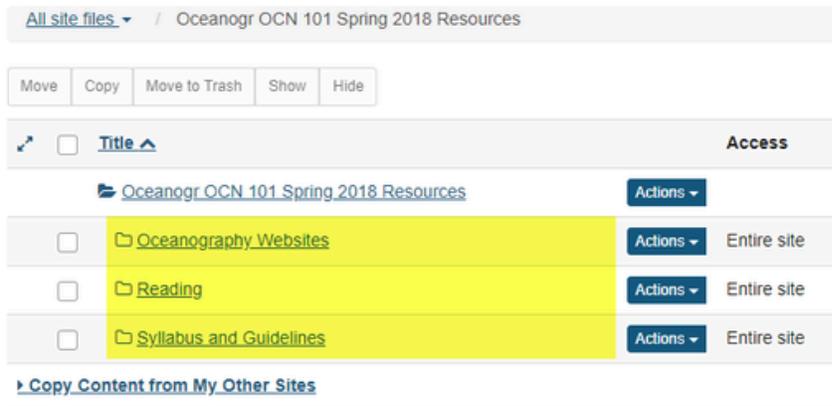
Create Folders Now

Cancel

To create the folder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.

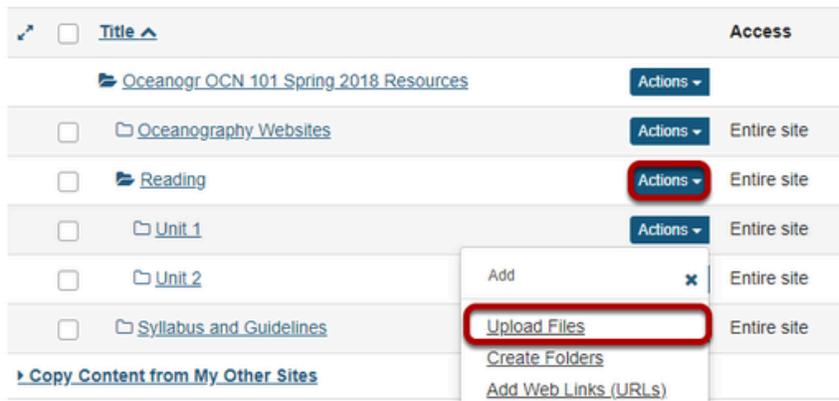
5. View folders in Resources



Notice that the folders are displayed slightly indented to the root folder.

Upload Course Materials

1. Click Actions, then Upload Files.



To the right of the folder to which you want to add files, click the **Actions** dropdown menu and select **Upload Files**.

2. Drag and drop files from your computer

Upload Files

Location: / Oceanogr OCN 101 Spring 2018 / Reading / Unit 1



Drag and drop files from your computer (cont'd)

Drag files from your computer and drop them in box **Drop files to upload, or click here to browse.**

This will display thumbnails of the files that will be uploaded.

Or, browse your computer for files

Upload Files

Location: / Oceanogr OCN 101 Spring 2018 / Reading / Unit 1



Click the **Drop files to upload, or click here to browse** button.

This will open your computer's **File Upload** window where you can browse for and select the file.

3. Click Continue

Upload Files

Location: / Oceanogr OCN 101 Spring 2018 / Reading / Unit 1

89.3 KB

class01.pdf

[Remove file](#)

89.3 KB

class02.pdf

[Remove file](#)

Drag and drop files from your desktop into the box above.
Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.
Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Versioning Uploaded items should

Create new version Overwrite existing files

Availability Uploaded items should be

Visible Hidden

Email Notification

None - No notification

[Continue](#) [Cancel](#)

This uploads the files.

4. View files in Resources.

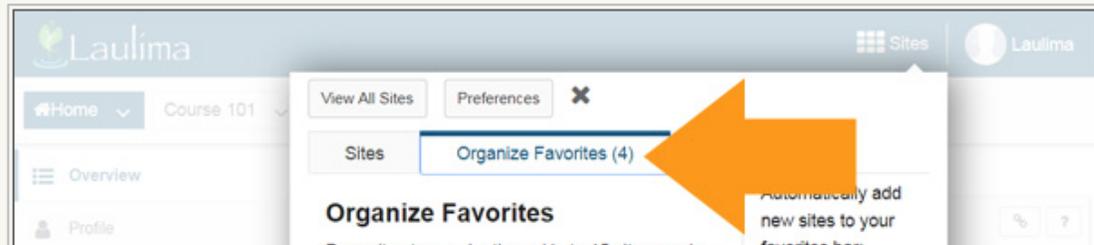
| <input type="checkbox"/> | Title | Access |
|--------------------------|--|-------------------------------------|
| <input type="checkbox"/> | Oceanogr OCN 101 Spring 2018 Resources | Actions |
| <input type="checkbox"/> | Oceanography Websites | Actions Entire site |
| <input type="checkbox"/> | Reading | Actions Entire site |
| <input type="checkbox"/> | Unit 1 | Actions Entire site |
| <input type="checkbox"/> | class01.pdf | Actions Entire site |
| <input type="checkbox"/> | class02.pdf | Actions Entire site |
| <input type="checkbox"/> | Unit 2 | Actions Entire site |
| <input type="checkbox"/> | Syllabus and Guidelines | Actions Entire site |

[Copy Content from My Other Sites](#)

The files are now located inside the selected Resources folder.

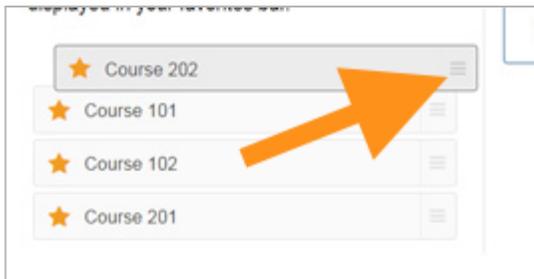
OPTIONAL INFORMATION - Rearranging Site Tabs

1. Click the Sites link and select the Organize Favorites tab



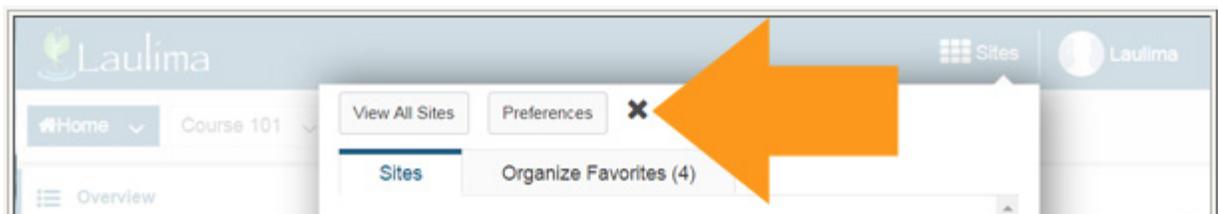
To change the order of the sites that appear in the tabs, click the **Sites** link at the top of your Laulima account. Then click on the **Organize Favorites** tab on the pop-up menu.

2. Move course button



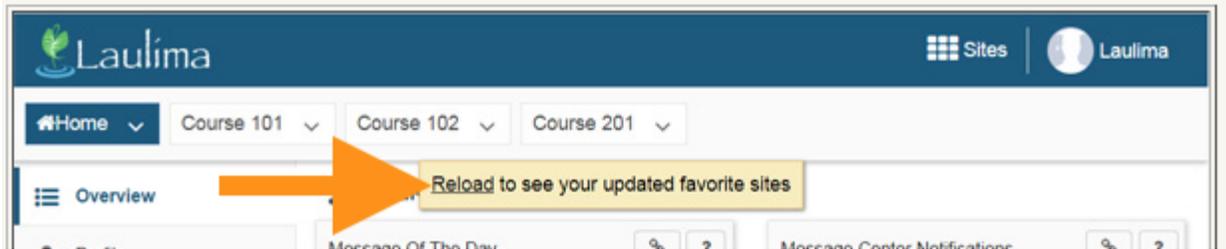
Click and hold on the three bars icon. Then drag the site to the desired order. Sites listed at the top will appear first from the top left after the Home tab.

3. Accept the new order



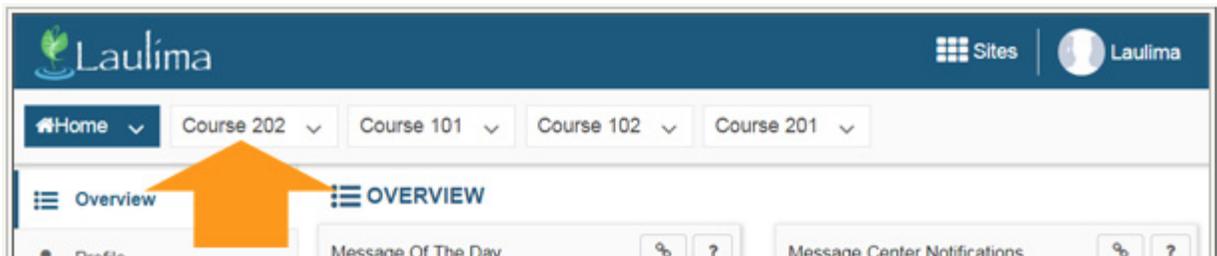
When you have your sites in the desired order, click the **X** at the top of the pop-up menu and click the **Reload** link.

4. Reload the browser



You will then see a notice to reload the page. Click the **Reload** link to see the sites you selected appear in the tabs.

After clicking the "Reload" link, the sites will appear in the order you have chosen.



Support

- To arrange in-person individualized attention, [send an email to uihilodl@hawaii.edu](mailto:uihilodl@hawaii.edu).