

Laulima Tutorial – Uploading to Resources

Here you will find instructions on how to upload your course content into Laulima Resources:

Add the Resources tool.

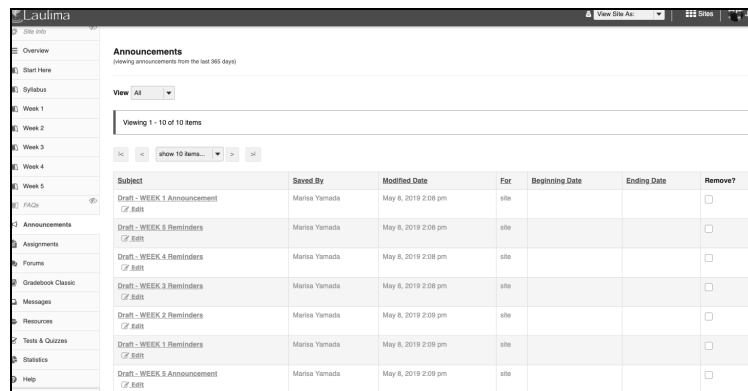
How to create a folder, [Video Screenshot](#) (0:51).

How to upload PDFs, external links and other content into a folder, [Screenshot](#) (1:40).

Step 1: Add the Resources tool.

Log into Laulima (<https://laulima.hawaii.edu>) and go to your course site. If you do not already have the Resources tool added to the course, you can do so via **Site Info > Manage Tools > checkmark Resources > select the Continue** button.

Step 2: How to create a folder.

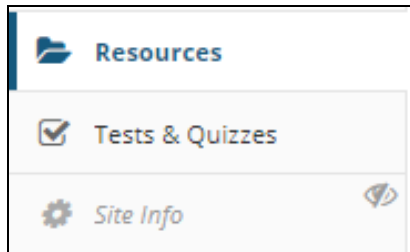


Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Draft - WEEK 1 Announcement View	Marisa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 5 Reminders View	Marisa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 4 Reminders View	Marisa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 3 Reminders View	Marisa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 2 Reminders View	Marisa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 1 Reminders View	Marisa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 5 Announcement View	Marisa Yamada	May 8, 2019 2:08 pm	site			☐

[Video Screenshot](#) (0:51)



1. Go to **Resources** in the left-hand menu.

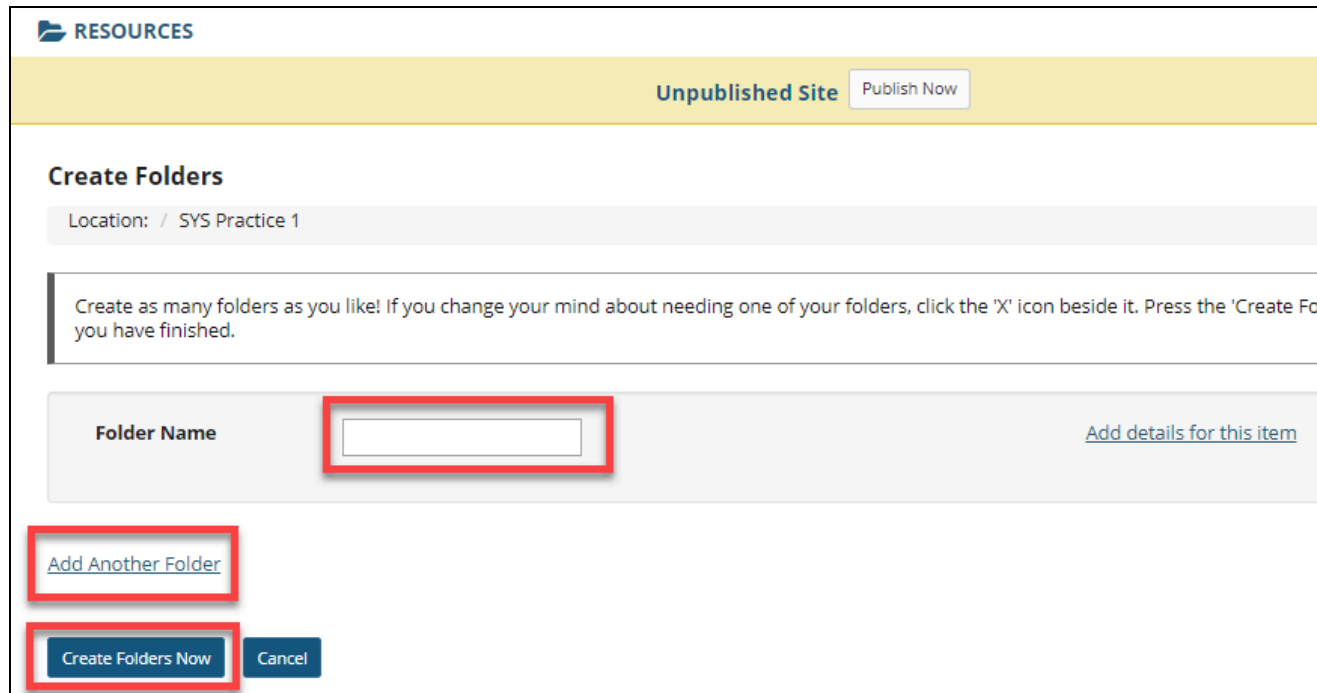


The course's root folder will show up at the very top of the Resources list. Select the root folder's **Actions** button and select **Create Folders** to create a new folder.

A screenshot of the 'RESOURCES' page in a learning management system. The left-hand menu is visible with 'Resources' selected. The main content area shows a list of resources under the heading 'Unpublished Site'. The root folder 'SYS Practice 1 Resources' is at the top. Below it are 'LB-CSS', 'Overview Page Templates', and 'Week 1'. The 'Actions' button for the root folder is highlighted with a red box, and its dropdown menu is open, showing options like 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', and 'Create HTML Page'. The 'Create Folders' option is also highlighted with a red box. A table of resources is visible in the background.

	Title	Access	Created By	Modified	Size
	SYS Practice 1 Resources				
☐	LB-CSS	Entire site	Marisa Yamada	Feb 25, 2019 9:51 am	22 items
☐	Overview Page Templates	Entire site	Marisa Yamada	Jul 23, 2019 10:19 am	64 items
☐	Week 1	Entire site	Marisa Yamada	Oct 11, 2019 9:04 am	0 items

Type the **Folder Name** (for example if you want to create a Weekly or Unit folder to hold learning materials, type Week # or Unit #). You can select **Add Another Folder** if you want to create more folders at the same folder level (for example a Week 2 or Unit 2 folder). Select the Create Folders Now button.



The screenshot shows the 'Create Folders' interface within the 'RESOURCES' section. At the top, there is a yellow banner with the text 'Unpublished Site' and a 'Publish Now' button. Below this, the 'Create Folders' section is displayed. It includes a 'Location' field showing '/ SYS Practice 1'. A text box contains instructions: 'Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.' Below the instructions is a table with one row. The table has a 'Folder Name' header and a text input field. A red box highlights the input field. To the right of the input field is a link 'Add details for this item'. Below the table is a link 'Add Another Folder', which is also highlighted with a red box. At the bottom, there are two buttons: 'Create Folders Now' and 'Cancel'. The 'Create Folders Now' button is highlighted with a red box.

RESOURCES

Unpublished Site [Publish Now](#)

Create Folders

Location: / SYS Practice 1

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

Folder Name

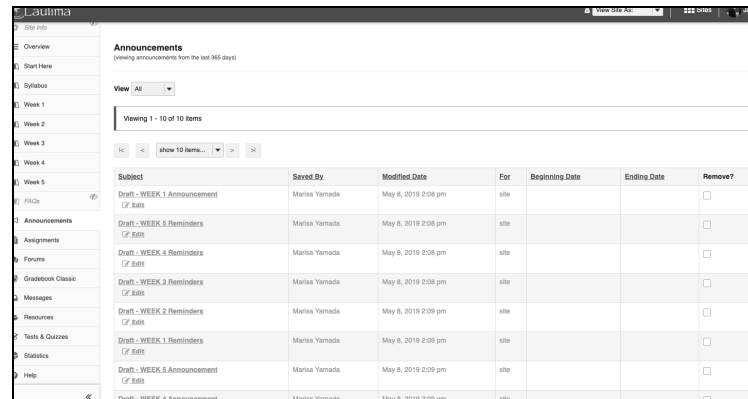
[Add details for this item](#)

[Add Another Folder](#)

[Create Folders Now](#) [Cancel](#)



Step 3: How to upload PDFs, external links, and other content into a folder.



Announcements
(showing announcements from the last 365 days)

View: All

Viewing 1 - 10 of 10 items

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Draft - WEEK 1 Announcement CF 8/8/19	Marissa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 2 Reminders CF 8/8/19	Marissa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 3 Reminders CF 8/8/19	Marissa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 4 Reminders CF 8/8/19	Marissa Yamada	May 8, 2019 2:08 pm	site			☐
Draft - WEEK 5 Reminders CF 8/8/19	Marissa Yamada	May 8, 2019 2:09 pm	site			☐
Draft - WEEK 6 Reminders CF 8/8/19	Marissa Yamada	May 8, 2019 2:09 pm	site			☐
Draft - WEEK 7 Announcement CF 8/8/19	Marissa Yamada	May 8, 2019 2:09 pm	site			☐

[Screencast Video](#) (1:40)



1. Uploading a PDF, video or an image file:

- Select the **Actions** button next to the folder you want to upload content into and select **Upload Files**. **Drag and Drop** files to upload into the dotted rectangle, or select the button to browse for the content on your computer. When ready, select the **Continue** button at the bottom of the page.

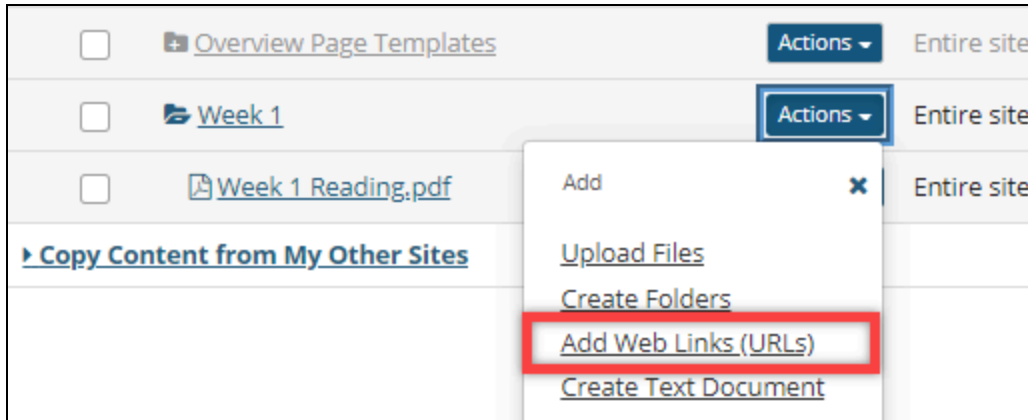
The screenshot shows the LMS interface. On the left, a list of folders is displayed: 'Images', 'LB-CSS', 'Overview Page Templates', and 'Week 1'. The 'Week 1' folder is selected, and its 'Actions' button is highlighted with a red box. A dropdown menu is open, showing options: 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Actions', 'Copy', 'Edit Details', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Upload Files' option is highlighted with a red box. On the right, the 'Upload Files' dialog is shown. It has a location bar indicating 'SYS Practice 1 / Week 1'. A large dotted rectangle is present, with a button inside that says 'Drop files to upload, or click here to browse.' Below this, there is text explaining the upload process and a copyright notice. At the bottom, there is a 'Versioning' section with two radio buttons: 'Create new version' (selected) and 'Overwrite existing files'.

- The file will show up indented inside the folder.

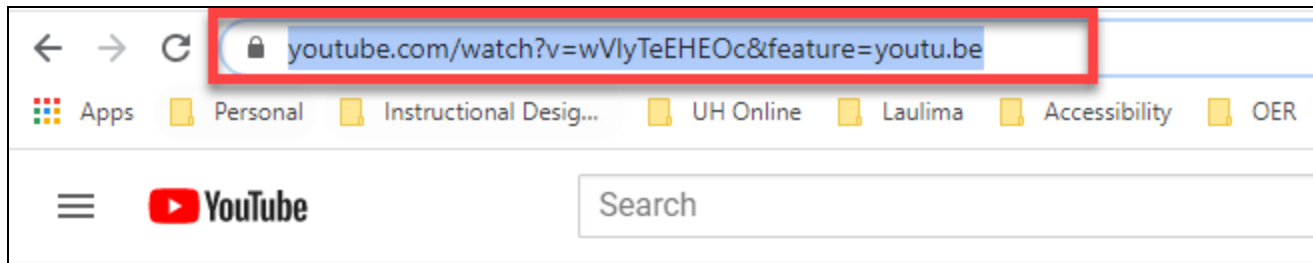
The screenshot shows the LMS interface. The 'Week 1' folder is selected, and a red arrow points to the 'Week 1 Reading.pdf' file, which is indented inside the folder. The 'Actions' button next to the file is also visible.

2. Uploading a Web Link (URLs) or Youtube Video link:

- a. Select the **Actions** button next to the folder you want to upload content into and select **Add Web Links (URLs)**.



- b. Open another browser window and visit your website. **Right-click** on the Web link (URL) from the bar at the top of your browser window (or highlight the Web link (URL) and hit Ctrl+C or Cmd+C on the keyboard).



- c. **Paste** (Ctrl+V or Cmd+V) the web link (URL) into the **Web Address (URLs)** textbox (or right click in the textbox and select Paste) and then type the **Website Name**. You can add another link by selecting **Add Another Web Link**. Select the **Add Web Links Now** button.

Add Web Links (URLs)

Location: / SYS Practice 1 / Week 1

Add as many web links (URLs) as you like. If you change your mind about needing button when you have finished.

Web Address (URL)

<https://www.youtube.com/watch?v=wVlyTeEHEOc&feature=youtu.be>

Website Name

Week 1 Video: Effective Course Design

[Add details for this item](#)

[Add Another Web Link](#)

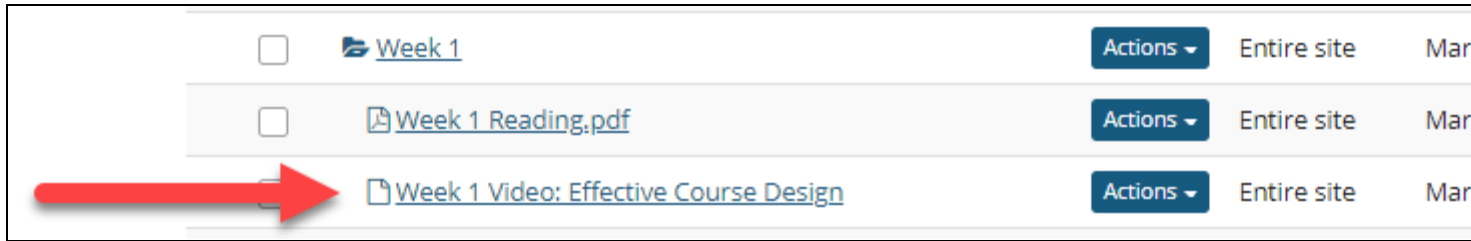
Email Notification None - No notification ▼

Add Web Links Now

Cancel



d. It will show up indented inside the folder.



☐	 Week 1	Actions ▾	Entire site	Mar
☐	 Week 1 Reading.pdf	Actions ▾	Entire site	Mar
	 Week 1 Video: Effective Course Design	Actions ▾	Entire site	Mar

Once you have added one or more Resource folders and content inside them, you may select the Actions button for more options such as Create a Text Document, Reorder (content) and Move to Trash.

For more information on Resources, see the Help tab at the bottom of the left menu bar of Laulima:

- [What is the Resources Tool?](#)
- [How do I navigate the Resources Tool?](#)
- [How do I create folders?](#)
- [How do I upload files to Resources?](#)