

# Laulima Tools Summary

A brief listing of tool features and suggestions to help with choosing which tool might best facilitate and manage your course activities.

## Tools for Communication

### Announcements

- posts/archives message to Home page
- email notification
- post attachments
- can use to drive/direct a course; guide students

### *Mail tools (one-to-one)*

#### Email

- a message composer that primarily sends to hawaii.edu addresses
- does not receive messages

#### Messages

- messages are “internal” to a course
- similar to most email clients but for internal email
- can Cc messages to hawaii.edu addresses but replies must be done within tool

### *Discussion boards (one-to-many)*

- facilitates asynchronous discussions (same place, different times)
- good tool for online introductions

### Discussion and Private Messages

- threads messages linearly
- more visual presentation
- avatars (via internal DPM profile)
- private messaging feature

### Forums

- messages threaded in outline format
- granular permission settings
- richer statistics
- avatars (via My Workspace: Profile)

### Clog (Collaborative Log)

- basically a blogging tool
- can be used to facilitate introductions
- posts can be public/private
- members can post comments



## **Chat Room**

- synchronous communication/discussion
  - same place, same time
  - not private
  - can use for office hours
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## **Tools for Distributing Course Content/Materials**

### **Resources**

- simplest, straightforward means to make course materials available
- simply upload files, create Web links, Web pages
- can upload multiple files at a time
- can organize via folders
- group-aware (access to files/folders can be limited to groups)
- can schedule availability
- files/folders can be conditionally released

### **Lessons**

- can use to present different types of content (text, images, embedded videos, links)
- ability to link to other tools
- content can be conditionally released
- links are posted on the left-hand course menu
- can enable checklist

### **Modules**

- can make materials available in the context of course content
- organized in outline format; more recognizable structure; enables students to view course organization which may help them better understand the course strategy/direction
- can upload files, create Web links, Web pages
- can schedule availability

**Web Content** - creates link on tools list to external web page

**News** - creates link on tools list to external web page with RSS updates

**Syllabus** - tool to link to a syllabus file; can also be used to create syllabus

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## **Tools for Gathering Student Work**

### **Assignments**

- enables instructors to create, distribute, collect, and grade assignments
- manages assignment availability and tracks submissions
- grades can be sent to Gradebook
- option for peer assessment
- option for group submission

### **Drop Box**

- no management functions
- similar to Resources except designed for private exchange of files
- works well for projects/assignments where feedback is needed on a working document/file

### **Assignments, Tests and Surveys**

- primarily a testing tool but is capable of creating, distributing, collecting, and grading assignments

discussion boards (for peer feedback)

- students can post/attach work for others to view
- can be used to facilitate peer feedback

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## **Tools for Testing**

### **Assignments, Tests and Surveys**

- more visual
- Special Access (allow extra time, different test period, multiple retakes for certain students)
- tests created via question pools
- question pools can be created via copy/paste with proper formatting

### **Tests & Quizzes**

- scroll menu control interface (instructor)
- settings for higher security (isolate testing by IP address)
- tests can be created on the fly
- results indicate student start/end
- richer statistics over TTS
- ability to restrict test access to certain groups
- ability to print tests
- tests can be created via copy/paste with proper formatting

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## Tools for Providing Feedback

### Gradebook

- stores, calculates, privately presents grades
- data entered directly into tool
- can display grades sent from certain tools
- capable of "weighing" grades higher/lower compared to others
- capable of uploading final grades to Banner (MyUH); typically for larger classes
- comments
- extra credit
- drop lowest/highest, keep highest score (within category)

### PostEm

- privately presents grades
- data entered onto a spreadsheet (.csv) then uploaded/imported into the tool
- flexible in what can be displayed (non-numeric items)
- can be a quick means to provide feedback
- enables more complex grade calculations (via spreadsheet software)

Assignments - can post grades and send them to Gradebook

Testing tools - can post grades and send them to Gradebook

discussion boards - can post grades and send them to Gradebook

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## Tools for Collaboration

### Email, Messages

- can send messages to group but viewing message thread can be tedious

### Discussion and Private Messages and Forums tools

- more conducive to facilitating and managing discussions
- interface makes it easier to reference messages
- discussions can be restricted to specific groups

### Chat Room

- facilitates synchronous discussions for more immediate collaboration
- requires group members to be in the chat room at the same time
- not group-aware so discussions are viewable to the entire class

### Resources

- folders can be created and assigned to groups (need to enable upload permission to students for the folder)
- creates a semi-private area to share files and other content between group



members (create groups in Site Info > Manage Groups)

### **Wiki**

- working document in which entire class contributes
- great tool for creating a body of knowledge
- not group-aware
- key is to keep track of what/when it is being saved as work may get overwritten
- Laulima's Wiki tool is "OK"
- not as intuitive as others out there; tracking is not as refined