Adding Your Mentor as TA in Your Laulima Site

1. Login to Laulima and go to your English 100 section. (You may have to click on the tab My Active Sites (to the far right along the top) and navigate to the section. It should be under the heading 201010.) Click on that site. *

2. Click on Site Info in the left-hand column. You should be taken to a screen that shows all of your currently enrolled students. Note that this screen enables you to make changes to a number of site features, including who has access to your site.

3. Choose Add Participants from the top menu. You will be taken to a screen with instructions.

4. Insert your TA's UH e-mail username, without the "@hawaii.edu."

5. Near the bottom of this screen, under Participant Roles, check the radio button next to "Assign each participant a role individually." Doing so enables you to assign the mentor the role of "Teaching Assistant" rather than "Student."

5. Urge your mentor to use this e-mail account for all course work. If he or she regularly uses another account for e-mail, suggest that the forwarding function from within UH mail be set!

*If you want to make this English 100 page one of the tabs that displays at the top of your page when you login, the process is arduous: While in the My Workspace tab, Click on Preferences in the left menu. Once there, click on Customize Tabs just below the Preferences heading along the top. You should see a screen that includes My Active Sites. Scroll down until you find your English 100 section, highlight it, and select the "up" arrow on the left side of the screen. Each push on "up" moves the site up one slot in the queue, so you may have to push several times to get it into the top three sites, which are the ones that display as tabs.