Haiku LMS Quick Start

A Helpful Guide for Teachers

haiku
Learning Management System

Getting Started

Logging In

Log on to your class by going to your school's Haiku LMS address. Once you log in to your class, you will find yourself on the My Classes page.
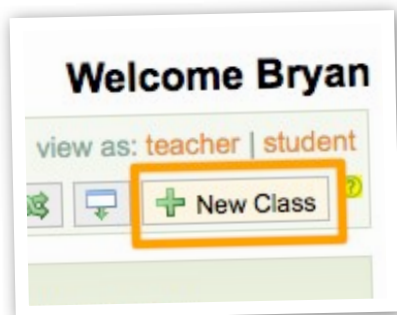
Creating a new Class

The first thing to do (besides reading the on-screen tutorial) is to create your first class. Click the New Class button to begin setting up your new class.

Selecting a URL

When you type a Class Name in the space provided, the URL (web address) is created automatically. Your class URL is created automatically when you set up your class, but you can change this URL so that it's easy to read and remember.

To keep the URL simple select a short, concise name for your class. The URL for your class is https://yourschool.haikulearning.com/yourname/yourclass, where your name is your user name and your class is the name you gave your class. (e.g. If your username is jsmith and your class name is math, the URL would be https://yourschool.haikulearning.com/jsmith/math.)

Class Summary

Next type a short summary of your class, describing it to your audience. The Class Summary is displayed on the Class Listing page. Click on Next.

Selecting a Skin

On the next screen, choose a "Skin" for your class. This will determine what your class looks like to anyone who visits your class. You can change the skin later by clicking the Class Management drop menu and selecting Skins, or you can click the Preview button and then click Skins at the top of the page.
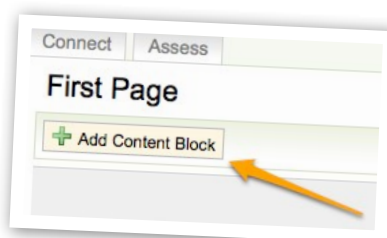
Defining your Class Schedule

Next, define your class schedule. Your class schedule is used primarily for the Gradebook, and thus if you are not using the Gradebook then you can choose No Schedule Required.

And done.

That's it! Your class is created.

So...what's Next?

Now that your class is set up, you may want to get started by clicking the Add Content Block button.

Then select the type of content you wish to enter and see what happens.

What Do I Place?

You can include any information and resources relevant to your class. You can:

- Type information directly onto a page

- Upload handouts such as Word documents, Excel files, and PowerPoint slide shows

- Include images and pictures

- Upload audio and video files

- Include weblinks to other online resources

- Create a calendar to post assignment due dates and class activities and events

- Post announcements

- Create assessments and quizzes

- Keep track of attendance and grades

- Embed content from other sites like TeacherTube, del.icio.us, and CNN

- Create a WikiProject for student collaborative work

- Post discussion topics so that your class members can interact online

Organizing your Haiku Class

Pages

Simply put, pages are the classroom webpages. They're what the teacher has created for students and parents. Like all websites Pages include various types of content, like text, images, videos, audio files, and so on.

Calendar

The calendar is just that - a schedule of events and assignments. The calendar helps you keep organized by showing you what's happening when.
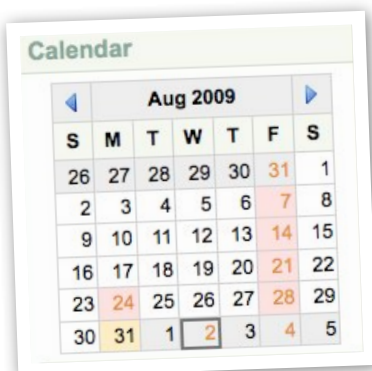

Connect

This section is where you can interact. There are four ways this can happen: Announcements, Discussions, Dropbox, and Inbox.

All of these except Inbox can also be content blocks that the teacher can place on Pages. From the Connect tab you can see each of these pieces in list form so that you have a complete picture of what's going on.
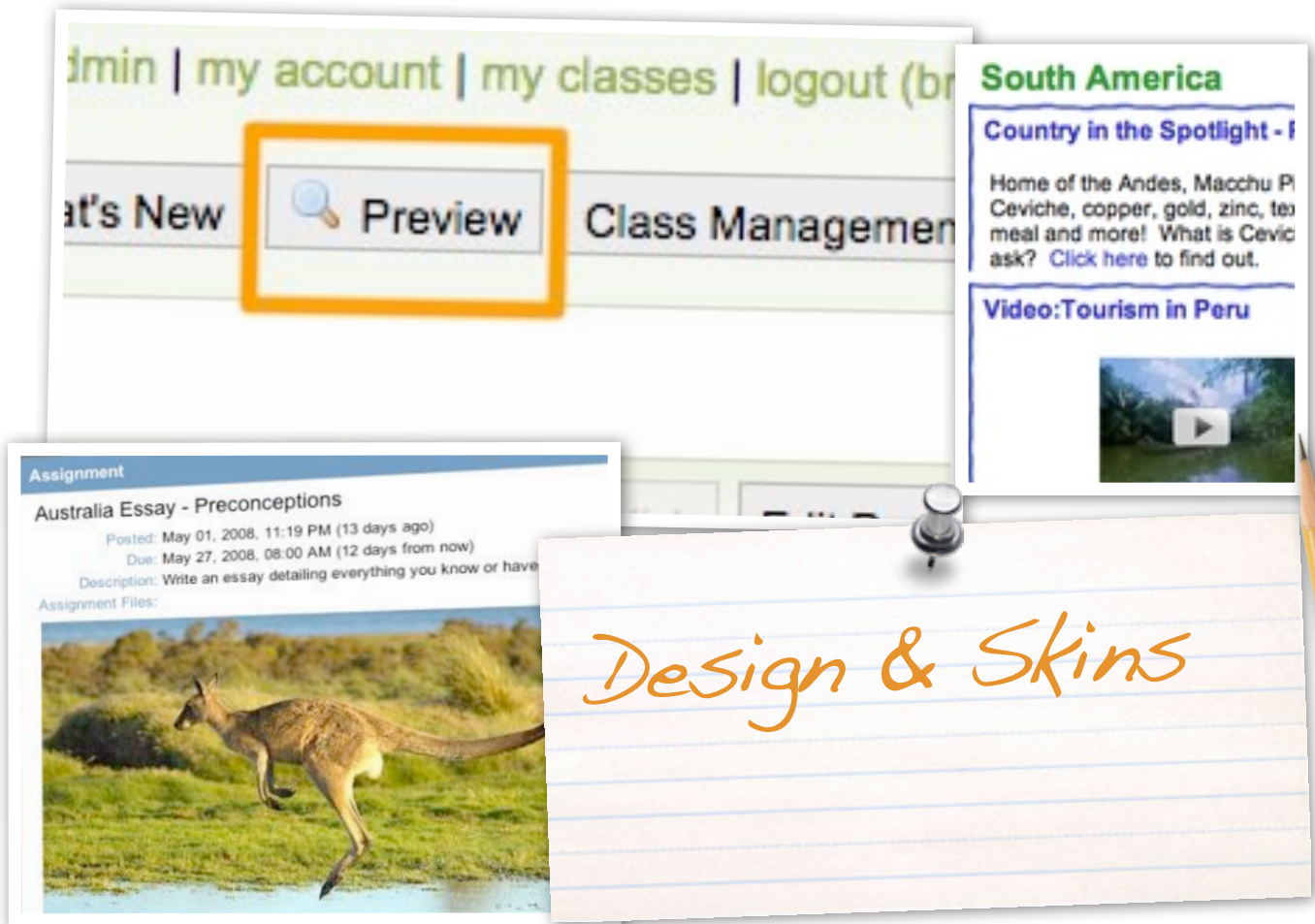
Assess

This Assess tab is where you can create practice quizzes, exams as well as track attendance and grades in Haiku LMS' built-in gradebook.
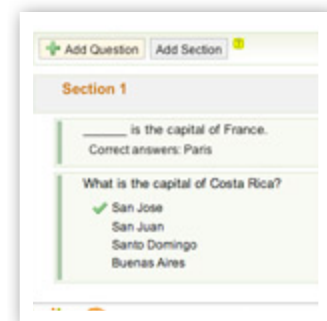
Home

Because you can have more that one classroom website, you need a way to get to them all. The my classes button in the upper right, takes you to the opening page where you will see a list of all of your classes.

Design & Skins

Preview

You can see what your class will look like to students and parents by clicking the Preview button in the upper right-hand corner of the screen.

You can browse the site just as they would. When you're finished previewing click the Exit Preview button at the very top of the page to go back to the editing mode.

Skins

Skins are pre-built design themes you can apply to your class. When you set up your class you can select the skin to be applied to the class. You can change the skin later by clicking the Class Management drop menu and selecting Skins, or you can click the Preview button and then click Skins at the top of the page.

Note that while you're in editing mode you won't see the skin, but students and parents will always see whatever you've selected and applied.

View Published

When you're in Preview mode (you've clicked the Preview button and are seeing what students and parents see) you further refine the view by looking at only what is published.

To do this click the View Published button at the very top of the page. If you have a lot of Unpublished page those will no longer display.

When you're looking at a Published page, you can quickly Unpublish it by clicking the Unpublish button at the very top of the page. You can click the View All button to see all pages regardless of their status.

When you're done looking at the preview click the Exit Preview button.

Working with Pages

Overview

Pages are where you place the content for your website. They can be Published so that everyone in your class can see them, or Unpublished so that only you can see them. Each page has a layout that determines where content can be placed, and you can change the layout of any page at any time.

You can create a new page by clicking on the Add Page button in the upper left hand corner of your screen. New pages can be placed at the end of your site and then rearranged or moved to another location by click on the Organize Pages button (next to the Add Page button) or they may be created as sub pages of an existing page.

Add a Page

Click on the Add Page button in the upper left hand corner to add additional pages to your class site.
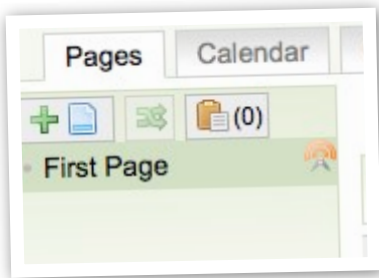
Give the page a title and specify where you'd like it inserted - it can either be a one of the main links in the left side navigation, or it can be a subpage of one of those links. Click the Save button to make the page. You're now ready to begin placing content blocks.

Note that when you create a page it isn't published yet, so only you can see it. When you're ready for others to see it (and the class is active) click the Publish button on the right-hand side of the screen. You can Unpublish and Publish pages at any time.

Edit a Page

To edit a page, click on the Edit Page button on the upper right hand corner of the screen. Your options will be to edit the page title, change the page layout, add a content block, and delete the page.

To change or edit the title of your page, click on the Edit Page button on the upper right hand side of the screen. Select Edit Page Title. Type in the new title and click on Save.

Delete a Page

To delete a page, click on the Edit Page button on the upper right hand side of the screen and select Delete Page. You'll be prompted to confirm that you really do want to delete the page.

Note that deleting pages means that the page is gone forever. If you'd like to hide the page but not throw it away completely you can Unpublish it. Then when you're ready for people to access it again you can Publish it.

Page Layout

Pages are laid out in columns. There are five layout options to choose from, and you can change a page's layout at any time. When you change a

page's layout existing content blocks adjust to fit the new layout.

To change how your page can be organized - such as increasing or decreasing the number of columns - click the Edit Page button on the right-hand side of the screen and select Page Layout. Then choose the layout you'd like the current page to have; you can have a different layout for each page if you wish.

You can also change the location of content blocks on your page by clicking on the title bar, dragging the block to a new location, and dropping the block into place.
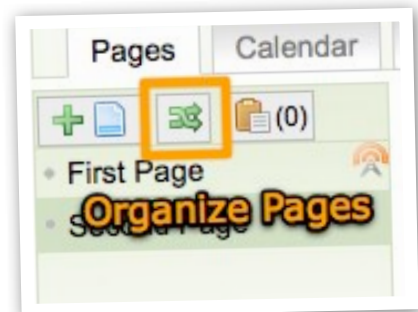
Organize Pages

To rearrange the order of your pages click the Organize Pages button above the left side navigation. In the Organize Pages view, hover the mouse over the page title until the mouse pointer turns into a 2-headed arrow. Click on the page title and hold the left mouse button down while you drag the pages up or down to the desired location. You can also drag pages to the left or right to make them sub pages. When you are done arranging pages click the Apply button.
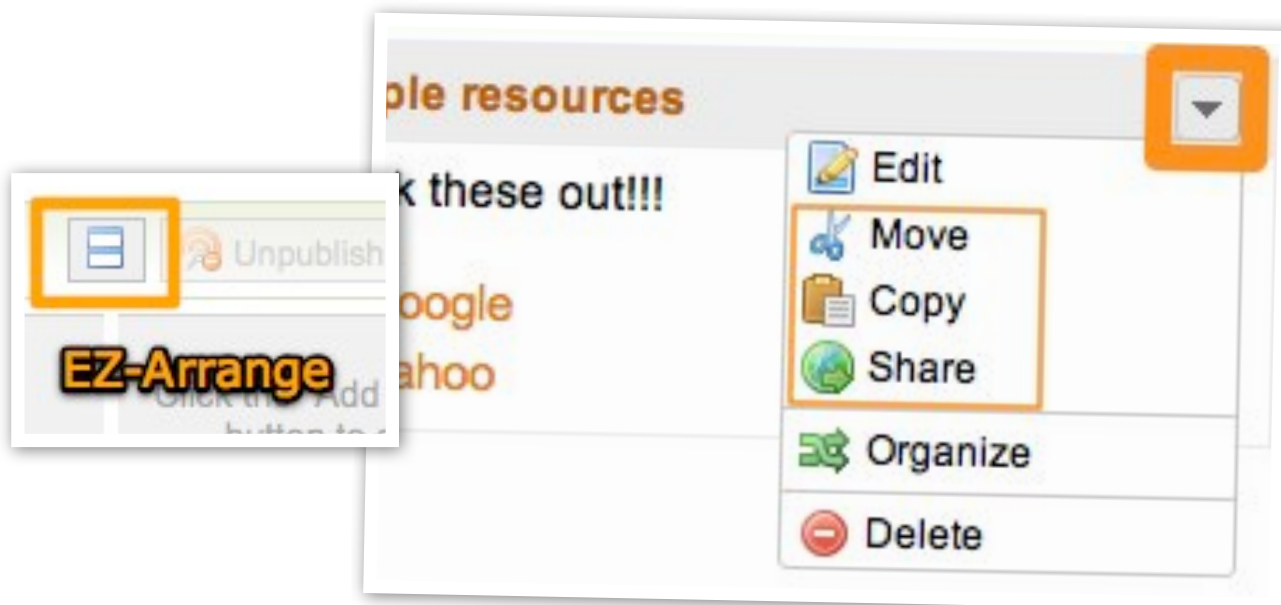
EZ Arrange

EZ Arrange enables you to collapse all the content blocks on a page so that you don't have to scroll as much when laying out the page. Click on the Enable EZ Arrange Button on the right side of the screen to collapse the content blocks on your page. Just like when the blocks are expanded you can drag and drop to organize them. Expand blocks by clicking the EZ Arrange button again.

Moving, Copying and Sharing Content

Every Block and Page can be moved or copied to your other pages or classes. You can find the options to Move or Copy a block on the Manage menu in the upper right hand corner of a block. For a page you can find it under the Manage Page menu in the upper right hand corner of the page

If you wish to Share content with other teachers, this is possible via the Share option. Click on the Share under the Manage menu for a Block, Page or Class. Follow the instructions to create a link that you can email or post to other webpages. Anyone following the link will be able to make a copy of your shared content for their own use!

Publishing/Unpublishing a Page

If a page isn't published only you can access it. When you're ready for others to see it, click the Publish button to the right of the page. If a page is published but you want to hide it so that only you can see it, click the Unpublish button.

And in Conclusion…

You have just learned the basics on how to use a Haiku class.   However, it is important to say that there is so much more to be discovered when you click on the Calendar, Connect and Assess tabs. Go ahead and try them…the best way to learn Haiku is by clicking away.

You'll find that each section has Getting Started on-screen tutorials. These tutorials make sure that you know the basics of each section. And as always, you can always turn to the Haiku LMS Knowledgebase by clicking on the Help link at the top of your class page. We have a healthy listing of screencasts on the Knowledgebase site.

You can also share and learn from others by participating in our HUG Users group on Google Groups. You can find us by going to https://groups.google.com/ and searching for Haiku LMS.

We also love to hear from you. If you have suggestions on what you would like us to enhance next, drop us a note by clicking on our make suggestions link at the bottom of the page.

We hope that you enjoy your experience and best wishes to you this school year.

Regards,
The Haiku LMS Design Team