

SAKAI 11 USER GUIDE

Table of Contents

About Help.....	11
About Sakai Help	12
Accessibility	13
Accessibility Information.....	14
What does it mean to make content accessible?.....	23
What are some guidelines for making content accessible?	26
How can I make images more accessible?	27
How can I make tables more accessible?	30
How can I make videos and audio files more accessible?	32
How can I make links accessible?	34
How can I make lists of items accessible?	36
How can choices in background and text color affect accessibility?	37
How can I structure my document to make it more accessible?	41
Why should I use paragraph breaks in my document?	45
Announcements	47
What is the Announcements tool?	48
How do I add an announcement?	49
How do I edit an announcement?	56
How do I delete an announcement?	58
How do I merge announcements?	60
How do I reorder announcements?	64
How do I change Announcements tool permissions?	68
Assignments	70
What is the Assignments tool?	71
How do I add an assignment?	72
How do I edit an existing assignment?	87
How do I enable student peer review for an assignment?	90
How do I enable group submissions for an assignment?	95
How do I delete an assignment?	99
How do I submit an assignment on behalf of a student?	101
How do I grade an assignment?	107
How do I grade a peer review assignment?	114
How do I download assignments for grading offline?	121
How do I upload graded assignment submissions and feedback?	128
How do I release assignment grades?	133
How do I change the Assignments tool permissions?	135
How do students submit an assignment?	137
How do students complete a peer assessment assignment?	144
How do students view their assignment feedback?	148
Calendar.....	151
What is the Calendar tool?	152
How do I customize my Calendar display?	153

How do I view calendar item details?	156
How do I change the Calendar view?	159
How do I add items to the Calendar?	166
How do I edit a calendar item?	174
How do I delete a calendar item?	178
How do I print the Calendar?	181
How do I merge the Calendar with another site?	184
How do I import Calendar entries from a file?	187
How do I modify Calendar permissions?	190
Chat.....	192
What is the Chat Room tool?	193
How do I add a chat room?	194
How do I delete a chat room?	196
How do I clear the chat history?	198
How do I change the Chat Room tool permissions?	200
How do I read, post, or delete Chat Room messages?	202
Contact Us.....	205
What is the Contact Us tool?	206
How do I use the Contact Us tool?	207
Course and Project Sites.....	209
What are course sites?	210
What are project sites?	211
How do I navigate among different sites?	212
How do I navigate within a site?	213
How do I reset a tool?	217
What does Unpublished Site mean?	218
How do I create a new course or project site?	219
Drop Box	230
What is the Drop Box tool?	231
How do I upload files to multiple dropbox folders?	232
How do students add items to the Drop Box?	234
Email.....	236
What is the Email tool?	237
How do I send an Email message?	238
How do I set the Email tool options for my site?	244
How do I change the Email tool permissions?	246
Email Archive	248
What is the Email Archive tool?	249
How do I view Email Archive messages?	250
How do I send messages to the Email Archive?	251
How do I modify the Email Archive options?	253
How do I change the Email Archive permissions?	256
How do students view archived messages?	258
External Tool (LTI)	259
What is the External Tool (LTI)?	260
How do I configure the External Tool (LTI) settings?	261
Forums	266
What is the Forums tool?	267
How do I create forums and topics?	269

How do I organize forums and topics?	277
How do I add a new topic?	279
How do I post to a forum topic?	285
How do I reply to a forum post (i.e. conversation)?	290
How do I email a forum post author?	295
How do I delete a forum post (i.e. conversation)?	298
How do I moderate a topic?	300
How do I grade discussion forums?	305
How do I move a thread to a different topic?	311
How do I delete a topic?	315
How do I delete a forum?	318
How do I modify forum template settings?	320
How do I watch or subscribe to forums?	323
Gradebook.....	325
What is Gradebook?	326
How do I view and organize information in Gradebook?	328
How do I set up my Gradebook?	345
How are grades calculated in Gradebook?	354
How do I add items to the Gradebook?	362
How do I enter and/or edit grades in Gradebook?	366
How do I export grades from Gradebook?	372
How do I import grades into Gradebook?	374
How do I override a course grade in Gradebook?	379
How do I view the course grade override log in Gradebook?	381
How do I set all ungraded items to zero in Gradebook?	383
How does extra credit work in Gradebook?	385
How do students view their grades in the Gradebook?	392
What are the different gradebook scenarios and which one is right for me?	394
How do I set up a simple points-based Gradebook?	395
How do I set up a Gradebook with categories for organization and/or dropping grades?	400
How do I set up a Gradebook with categories and weighting?	410
Gradebook Classic	417
What is Gradebook Classic?	418
How do I set up my Gradebook Classic?	419
How do I add items to Gradebook Classic?	425
How do I enter and/or edit grades in Gradebook Classic?	428
How do I export grades from Gradebook Classic?	434
How do I import grades into Gradebook Classic?	437
How do I override a course grade in Gradebook Classic?	442
How do I set all ungraded items to zero in Gradebook Classic?	444
How does extra credit work in Gradebook Classic?	446
How are grades calculated in Gradebook Classic?	453
How do students view their grades in Gradebook Classic?	461
Gradebook2.....	463
What is the Gradebook2?	464
How do I navigate the Gradebook2 tool?	467
How do I create a non-weighted gradebook in the Gradebook2 tool?	472
How do I create non-weighted categories in Gradebook2?	480
How do I create weighted categories in Gradebook2?	490

How do I specify TA grading permissions in the Gradebook2 tool?	503
How do I add grades and comments to the Gradebook2 spreadsheet?	505
How do I view and enter grades/comments for an item by group/section in Gradebook2?	510
How do I add extra credit to a non-weighted Gradebook2?	515
How do I add extra credit to non-weighted categories in Gradebook2?	523
How do I add extra credit to weighted categories in Gradebook2?	531
How do I drop the lowest grade(s) from a category in Gradebook2?	542
How do I connect the Test & Quizzes tool to Gradebook2?	548
How do I connect the Assignments tool to Gradebook2?	553
How do I connect the Forums tool to Gradebook2?	559
How do I download a Gradebook2 template?	566
How do I Import grades from an Excel (.csv) file into Gradebook2?	569
How do I view the Gradebook2 as a student?	577
Why are students not seeing released grades in Gradebook2?	580
How do I export the Gradebook2 grades?	582
Why are some item scores displayed in red with a strike-through in Gradebook2?	585
How do I override the course grade in Gradebook2?	587
How do I view grade statistics in Gradebook2?	590
How do I enter grades and comments by student in Gradebook2?	592
How do I reorder items or categories in Gradebook2?	597
How do I exclude an individual student from a graded item in Gradebook2?	600
How do I edit the Letter Grade Scale in Gradebook2?	604
How do I view the Gradebook2 history?	610
How do I view instructor comments in my gradebook?	613
Home	614
What is Home?	615
What is Site Navigation?	618
What is the Home Tool Menu?	623
What is the Home Message of the Day?	625
What is the Home Calendar?	628
What is the Home Information Display?	633
What are the Home Recent Announcements?	634
What are the Home Message Center Notifications?	636
What is Membership?	640
How do I view and edit my account details?	644
What is Worksite Setup?	647
What is the Preferences tool?	648
What are the Resources in Home?	654
Lessons	655
What is the Lessons tool?	656
How do I create a new Lessons page?	659
How do I add text to a Lessons page?	665
How do I embed an image on a Lessons page?	670
How do I embed a video from my computer on a Lessons page?	684
How do I embed a YouTube video on a Lessons Page?	693
How do I embed an audio file on a Lessons page?	703
How do I add a website link to a Lessons page?	709
How do I add a file from Resources to a Lessons page?	715
How do I add assignments to a Lessons page?	730

How do I add forum topics to a Lessons page?	735
How do I add tests and quizzes to a Lessons page?	741
How do I add an in-line question to a Lessons page?	746
How do I allow comments to be posted on a Lessons page?	758
How do I allow students to add content to Lessons?	764
How do I reorder items on a Lessons page?	771
How do I delete items on a Lessons page?	773
How do I limit access to Lessons page items to groups?	778
How do I add subpages to a Lessons page?	782
How do I view the Index of Pages?	787
How do I require completion of a Lessons item?	790
How do I rename a Lessons page?	797
How do I delete a top-level Lessons page?	799
How do I delete a Lessons subpage?	802
How do I export Lessons content?	805
How do I import Lessons content?	808
How do I create multiple sections on a Lessons page?	811
How do I create two columns on a Lessons page?	814
How do I create two columns inside a block on a Lessons page?	816
How do I merge columns and sections to one block on a Lessons page?	818
Messages	820
What is the Messages tool?	821
How do I view my messages?	823
How do I send a message?	826
How do I reply to a message?	830
How do I create a Messages folder?	833
How do I move a message?	835
How do I delete a message?	838
How do I modify the settings for Messages?	841
How do I determine who site participants can send a message to?	844
News	847
What is the News tool?	848
How do I add a News tool?	849
How do I edit the News tool?	852
How do I delete a News tool?	854
Permissions and Roles	856
What are Permissions and Roles?	857
How do I change participant roles within a site?	859
Podcasts	860
What is the Podcasts tool?	861
How do I add a podcast?	863
How do I subscribe to a podcast?	867
How do I allow students to upload podcast files?	872
How do I view or download an individual podcast?	874
Polls	876
What is the Polls tool?	877
How do I add a new poll?	879
How do I take a poll?	887
How do I view poll results?	889

How do I modify Polls tool permissions?	890
PostEm	892
What is the PostEm tool?	893
How do I add PostEm feedback?	896
How do students view their feedback in PostEm?	907
Profile	909
What is the Profile tool?	910
How do I set up my profile?	911
How do I post to my wall?	921
How do I add pictures to my profile picture gallery?	924
How do I search for and add connections?	927
How do I send a message to a connection in Profile?	931
How do I change my privacy settings?	933
How do I set my notification and other profile preferences?	936
Resources	941
What is the Resources tool?	942
How do I navigate the Resources tool?	944
How do I create folders?	948
How do I upload files to Resources?	957
How do I upload and unpack a zip file to a Resources folder?	963
How do I create a zip archive file in Resources?	970
How do I add a web link or URL?	973
How do I create a text document?	978
How do I create an HTML page?	982
How do I create a citation list?	987
How do I move a file or folder within Resources in the same site?	999
How do I copy a file or folder within Resources in the same site?	1004
How do I copy a Resources file or folder from one site to another site?	1014
How do I reorder files or folders within Resources?	1018
How do I upload a new version of a file in Resources?	1023
How do I hide files and folders?	1027
How do I unhide files or folders?	1031
How do I set the display of a Resources item to a specific time period?	1035
How do I remove a file or folder in Resources?	1038
How do I restore a removed file or folder in Resources?	1042
How do I add and display contextual information about a file or folder?	1044
How do I notify site participants that content has been added to Resources?	1047
How do I obtain the URL for a file or folder in Resources?	1049
How do I make a link to a Resources folder appear in the Tool Menu?	1052
How do I create a group folder in Resources?	1055
How do I allow group members to upload content to a group Resources folder?	1059
How do I allow all students to upload content to a selected folder?	1063
How do I make a file or folder publicly viewable?	1067
What is the Resources quota?	1070
How do I transfer files to Resources using WebDAV?	1072
Rich Text Editor	1074
What is the Rich Text Editor?	1075
What actions can I perform using the Rich Text Editor icons?	1076
How do I create a link to a web site in a text box?	1084

How do I create a link to a Resources item in a text box?	1086
How do I create a link to an activity in a text box?	1094
How do I embed an image in a text box?	1098
How do I embed a linked web image in a text box?	1105
How do I embed a YouTube video in a text box?	1110
How do I add special characters to a text box?	1116
How do I add/edit a table in a text box?	1118
How do I add a content template to a text box?	1124
How do I paste text from a Microsoft Word document to a text box?	1128
How do I embed an mp4 video in a text box?	1132
How do I embed an mp3 audio in a text box?	1141
How do I check my content for accessibility?	1147
Roster	1153
What is the Roster tool?	1154
How do I view/search the roster?	1155
How do I view roster photos and/or profiles?	1157
How do I edit Roster tool permissions?	1159
Search	1161
What is the Search tool?	1162
How do I perform a basic search?	1163
How do I perform an advanced search?	1165
Section Info	1171
What is the Section Info tool?	1172
How are sections different than groups?	1173
How do I create a section?	1174
How do I edit a section?	1177
How do I delete a section?	1180
How do I add site members to a section?	1182
How do I add teaching assistants to a section?	1184
How do I view student memberships?	1186
How do I manage section options?	1189
Sign-Up	1191
What is the Sign-Up tool?	1192
What are Sign-Up meeting types?	1193
How do I view meetings in Sign-Up?	1196
How do I create a meeting?	1200
How do I edit a meeting?	1208
How do I lock or cancel a time slot?	1212
How do I copy a meeting?	1215
How do students or participants sign-up for meetings?	1217
How do I export meeting data?	1221
How can I use the Sign-Up tool in my site?	1226
How do I manually add users to meetings?	1229
How do I add meetings to the site Calendar?	1232
How do I modify Sign-Up tool permissions?	1235
Site Info	1238
What is the Site Info tool?	1239
How do I edit the site information?	1240
How do I choose which tools will be available in my course?	1243

How do I rearrange or rename the items in the Tool Menu?	1248
How do I add users to my course or project?	1253
How do I remove users from my course or project?	1258
How do I add a class roster?	1261
How do I delete a class roster?	1265
How do I create groups?	1266
How do I link to a parent site?	1273
How do I control site access?	1277
How do I duplicate a site?	1280
How do I copy my content from one site to another?	1282
How do I import content from an archive file?	1287
What is the User Audit Log?	1290
How do I add LaTex language to my course site?	1292
Statistics	1296
What is the Statistics tool?	1297
How do I view summary reports in the Statistics tool?	1298
How do I create and run a report?	1304
How do I duplicate a report?	1310
How do I edit a report?	1312
How do I delete a report?	1314
How do I print a report?	1316
How do I export a report?	1318
How do I modify preferences in the Statistics tool?	1320
Syllabus	1323
What is the Syllabus tool?	1324
How do I create a multi-part syllabus based on number of items needed?	1325
How do I add my syllabus as a file attachment?	1330
How do I create a syllabus using cut and paste from a document?	1334
How do I print the syllabus?	1338
How do I point my syllabus to a webpage?	1340
How do I create a multi-part syllabus by dates?	1342
Tests and Quizzes	1347
What is the Tests & Quizzes tool?	1348
How do I create an assessment in Tests and Quizzes?	1351
How do I create a new assessment using markup text or cut and paste?	1360
How do I create a new question (with the assessment builder)?	1365
How do I create a multiple choice question?	1371
How do I create a matching question?	1379
How do I create a true/false question?	1385
How do I create a short answer/essay question?	1390
How do I create a fill in the blank question?	1395
How do I create a numeric response question?	1401
How do I create a calculated question?	1407
How do I create a hot spot question?	1414
How do I create a student audio response question?	1423
How do I create a file upload question?	1429
How do I add multiple parts to an assessment?	1433
How do I use assessment parts?	1438
What is a question pool?	1445

How do I add, copy, move, or delete a question pool?	1448
How do I add a question to a question pool?	1455
How do I copy questions from the question pool into an assessment?	1459
How do I set up a random question set?.....	1463
How do I import and export assessments?	1467
How do I import a question pool?.....	1471
How do I share a question pool?.....	1474
How do I revoke access to a question pool?.....	1477
How do I transfer ownership of a question pool?	1480
How do I create a survey?	1483
How do I view and modify the settings of an assessment?.....	1491
How do I publish an assessment (i.e. test or quiz)?	1507
How do I grade Tests & Quizzes?	1513
What is the Tests & Quizzes Event Log?	1521
What is the Tests & Quizzes User Activity Report?	1523
How do students submit an assessment (i.e. test or quiz)?	1525
How do students view assessment (i.e. test or quiz) feedback?	1532
Web Content.....	1536
What is the Web Content tool?.....	1537
How do I create a Web Content link to a web site?	1539
How do I create a Web Content link to a folder in Resources.....	1544
How do I edit a Web Content link?	1548
How do I delete a Web Content link?	1551
Wiki.....	1555
What is the Wiki tool?.....	1556
How do I view wiki pages?	1557
How do I search wiki pages?	1559
How do I edit wiki pages?	1560
How do I create a new wiki page?	1564
How do I add images to a wiki page?	1567
How do I add attachments to a wiki page?	1571
How do I view wiki page info?	1577
How do I watch or subscribe to a wiki?	1580
How do I view wiki page history?	1581
How do I set wiki permissions?	1583

About Help

About Sakai Help

Please note that the help documentation provided for Sakai is written for "out-of-the-box" (OOTB) Sakai. As such, it is designed to support the core tools available for this version.

The screen images incorporated into the documentation are all taken using the generic, OOTB Sakai theme or "skin".

Depending on local customizations, your individual instance of Sakai may have some differences in available tools, tool names, user roles, skins, or default permissions.

Also note that while all users have the ability to search and view all available help, your user account must have the necessary permissions in order to perform administrative or site management tasks. Help articles may describe features or settings that are not available to you, depending on your role within a site. See [What are permissions and roles?](#) for more information.

Navigating Help

You can navigate to any Help article by clicking on the title of a collection name in the contents pane on the left to expand the collection, and then clicking on the article title.

Searching Help

You can search Help content by entering a search term or phrase in the search pane on the left, and clicking on the Search button. Search results are ranked by relevance.

Tool Help



While using a tool, you can go directly to the Help for that tool by clicking on the Help link in the tool content frame.

Additional Help Resources

If the information you're looking for is not available here, try looking in the online [Sakai Community Wiki](#).

Accessibility

Accessibility Information

Sakai is a Learning Management System created to assist faculty and students by providing online tools for communication, assessment, content delivery, etc.

Sakai is composed of sites, and each site has a number of tools selected by the site creator. There is also a special site, My Workspace, private to you, where you can access personal information and change your settings.

This document is assistive technology agnostic and will briefly describe the different areas of the interface, point out how they are implemented for accessibility, and go into more depth where extra assistance may be needed.

If you need specific help with your assistive technology, please contact your institution's office for Disability Student Services and/or Information Technology Services.

For additional information visit the [Accessibility Working Group](#) on the Confluence Wiki.

Note: The content depicted in images on this page may differ from what you experience, due to your institutions customization of Sakai.

Description of the Environment

Portal Organization

The portal consists of the following elements. They are always present:

- Quick access "Skip to..." links
- Login/logout links
- List of favorite sites
- List of tools for the current site
- Minimize tool navigation link
- Footer

Quick Access Links ("Skip to...")

Location: The first three links on the page. They are announced by text-to speech software after the page title.

These links enable the user to reach frequently used areas of Sakai.

Login and Logout Links

Login Link

Location: the second link in the portal

This link will take you to a login screen if you are not logged in. After successful login you will be returned to Sakai.

Logout Link

Location: When logged in, the Logout link is the fifth link after the access key links.

This link will take you to a logout page.

The list of Favorite Sites



- **Location:** at the top of the screen
- **Landmark:** navigation ("Sites begin here ")
- **Heading:** Level 1 ("Sites begin here ")
- **Access key:** [W]

Note: Access keys will be capitalized for clarity only.

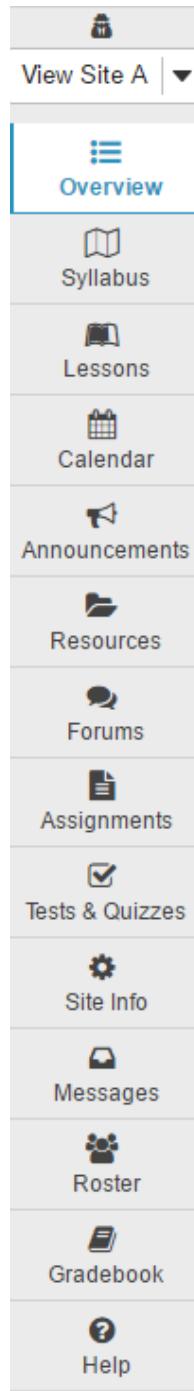
This list contains the menu links to sites you most commonly use. Each menu link will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site's tools so that you can go straight to that tool on the selected site.

Using the Up and Down arrow keys, you can navigate the submenu to the site specific tool links. These links can be activated using the Enter key.

If you have a large number of favorite sites in this list, some sites will not be displayed due to space limitations. Any sites not displayed are contained in a submenu accessed via the More Sites link (not shown in screen capture), which is the last link in the favorite sites list.

The rest of the sites you may be a member of can be found in your My Workspace site, This site is always the first link in the favorite sites list, in the Worksite Setup tool .

The List of Tools for the Current Site



- **Location:** to the left of the screen
- **Landmark:** navigation ("Tools begin here")
- **Heading:** Level 1 ("Tools begin here")
- **Access key:** [L]

Note: The Help tool will always be present as the last item in the tools list no matter what site you are on. This enables quick access to the Sakai help information.

Minimize Tool Navigation Link

Location: right after the current site's tools list is a link to minimize the tools list.

The link text switches between “Expand Tool Navigation” and “Minimize tool navigation”, depending on the state of the tools list.

Note: Using this link will have no effect on page navigation for users of screen reading software as all tools will still be available and announced.

The Current Site or Current Tool Content Container.

The content comes right after the favorite sites list and the tools list.

- **Location:** to the right of the tool list.
- **Landmark:** main
- **Heading:** Level 1 “Content begins here”
- **Access key:** [C]

For more details on this part of the portal, see the Content Container Details section

Footer Area

Location: Bottom of the screen. After the content container.

Landmark: contentinfo

This area contains a list of three links: Gateway which takes you to the main page (similar to a homepage) of the current Sakai instance, Mobile View which takes you to the mobile version (simplified interface and supports smaller screen resolutions), and The Sakai Project which takes you to the Sakai project home page.

Note: These links may differ based on your institution's customization of Sakai.

This section also contains the copyright information and the current version of Sakai used on this server [e.g., sakai/trunk on Oracle - Built: 05/21/13 12:00 - Sakai Revision: 124764 (Kernel 1.4.0-SNAPSHOT)].

Portal navigation summary

All major areas of the portal are announced by a heading level 1, consist of landmark areas, and can be accessed via access keys:

- Favorite Sites list
 - **Landmark:** navigation (“Sites begin here ”)
 - **Access key:** [W]

- Tools list
 - **Landmark:** navigation (“Tools begin here”)
 - **Access key:** [L]
- Content
 - **Landmark:** main
 - **Access key:** [C]

Content Container Details

The content container will have the following elements:

- Content title
- Content area

Content Title

The title is contained in a heading level 2 and briefly describes the purpose of the tool (usually the tool title).

The title may be preceded by a Reset link to return the content area to the initial state.

The title will be followed by a link that opens a new window with help documentation for that particular tool.

Content Area

The actual content of the tool is contained in an iframe. The iframe's title will match the name of the current tool

Organization of content area

The organization will vary with the tool, but will typically consist of:

- a toolbar for actions on the content (creating new items, navigating to other views)
- the content itself

Note: Most actions in a given tool will return the focus to the top of the content area, a few will reload the portal, returning you to the top of that instead.

Navigating content area summary

All content areas are organized by heading levels. Links should all be unique and descriptive.

Most content views use some or all of these access keys:

- Delete, remove, or cancel - **Access key:** [X]

- Edit or revise - **Access key:** [E]
- Help - **Access key:** [0]
- Refresh - **Access key:** [U]
- Save - **Access key:** [S]
- View or preview - **Access key:** [V]

Information on specific tools

The most common tools used in Sakai are Resources, Announcements and Assignments.

Resources

This tool lists files and links that the site creator shares with the site users. The main screen lists these in a hierarchical structure. Each line in the table will list the title in the link to the item and other data associated with the item, as well as menus with actions that you can take on the item. These actions will depend on your access level.

Navigating: the hierarchical list is represented by heading levels. You can also navigate via link lists. If you tab into a menu link, pressing down arrow will disclose the menu and you can use the up/down arrow keys to navigate the menu choices. If you are a site owner you will be able to create, revise and delete new items with these menus .

Announcements

This tool contains communications from the site owner to the participants. To read a specific announcement navigate to its link and open it .

Navigating: It is a simple list with each item a heading level 4. Link lists will work well as well. If you are a site owner you will be able to create new announcements via the toolbar menu at the top of the tool, edit existing announcements via the “Edit” link associated with each one. You can delete announcements by selecting the checkbox associated with it, and then pressing **Access key:** [S]

Assignments

Site owners set up assignments for participants with this tool. The initial screen lists the assignments as links in heading level 4.

If you are a student this will list the assignments available to you. Each assignment will reflect the status (open, in progress, completed). To start or revise an assignment follow its link to a form .

Working with the rich text editor

All tools use a rich text editor to allow users to create content. You will find this editor while adding resources, creating announcements, responding to assignments, etc. To operate the rich text editor:

Basic Navigation

- **Tab** or **arrow down** into the editor edit field to edit content. When you are done you can tab or arrow down out of the editor.
- **Alt+F10** – enters the toolbar or the tab list of the currently open dialog window.
- **Shift+F10** – Opens the context menu of an element inside the editing area.
- **Alt+F11** – enters the elements path.
- **Alt+0** – opens Help.

Navigating Toolbar

- **Alt+- (minus)**– collapses and restores the toolbar.
- **Tab** and **Shift+Tab** – move focus forward and backward among the toolbar button groups.
- **Left Arrow** and **Right Arrow** – move focus forward and backward among the toolbar buttons within a group, respectively.
- **Enter** and **Space**– activates a selected toolbar feature.
- **Escape** - puts the focus back to the editing area without executing any commands.

Navigating Dialog Window

- **Tab** and **Shift+Tab**
 - when dialog window tabs are not in focus, these keyboard shortcuts move focus among input element of the dialog window.
 - when a dialog window tab is in focus, Tab and Shift+Tab cycle through dialog window tabs.
- **Left Arrow** and **Right Arrow** – when a dialog window tab is in focus, the Left Arrow and Right Arrow keys can be used to cycle between tabs just like **Tab** and **Shift+Tab**.
- **Enter**
 - while inside the dialog window, when a single-line text input is in focus, is equivalent to pressing the **OK** button.
 - while inside the dialog window, when a dialog window tab is in focus, puts the focus back to the first input element inside that tab.
- **Escape** – while inside the dialog window is equivalent to clicking the **Cancel** or **Close** buttons.

Navigating Context Menus

- **Tab**, **Shift+Tab** – cycle through menu items forward or **Shift+Tab** to cycle backwards.
- **Down Arrow** and **Up Arrow** – can be used to cycle between menu items just like **Tab** and **Shift+Tab**, respectively.
- **Right Arrow** and **Left Arrow**
 - when the context menu item contains a submenu, the **Right Arrow** lets you enter the submenu.
 - to return to the parent context menu, use the **Left Arrow**.

- **Enter** and **Space** – activate a menu item or open a submenu.
- **Escape**
 - Closes a context menu without executing any command.
 - When inside a submenu, closes the submenu and returns focus to the parent context menu. Press **Esc** again to close it.

Navigating Toolbar Drop-down Lists

- **Down Arrow**, **Enter**, and **Space** – enter the drop-down list once it is selected on the toolbar.
- **Tab**, **Shift+Tab** – cycle through list items forward or **Shift+Tab** to cycle backwards.
- **Down Arrow** and **Up Arrow** – can be used to cycle between list items just like **Tab** and **Shift+Tab**, respectively.
- **Enter** and **Space** – activate a feature selected from the drop-down list and put the focus back to the editing area.
- **Escape** – closes a drop-down list without introducing any changes.

Editor Hotkeys

- When focus is in the editor you can use these shortcut keys:
 - **Bold** - **Control/Command b**
 - **Italics** - **Control/Command i**
 - **Underline** - **Control/Command u**
- To add a link
 - Highlight the link text (**shift + arrow keys**)
 - then press **Control/Command + I**
 - fill in the link information.

Note: For a complete list of all keyboard commands, please see the [CKEditor 3.x Accessibility Guide](#).

Instructions for enlarging screen elements, modifying colors/contrast

You can use the browser's zooming function to increase text size. Sakai will work well with up to 200% zoom.

If you need a higher level of magnification, or if you need to have the cursor/pointer augmented, you may be more comfortable using a third-party magnifier such as MAGic (which is available on all Sites computers) or ZoomText.

To change color and contrast settings use the operating system settings, browser settings, or your preferred browser plug ins.

Getting more help

If you need further help, please contact your institution's local support center and ask to be directed to the unit that assists users with disabilities.

What does it mean to make content accessible?

Everybody experiences the world, including content they access on the internet, in their own way.

How someone experiences content on the internet can be vastly different depending on the computer or device and size of the screen on which they view it, and how they interact with it.

For example, while some people read text and interpret images they view, others use assistive technology to listen to content using a screen reader. Meanwhile, some people click on links using a mouse or similar device, while others navigate using a keyboard or by tapping on touch screens.

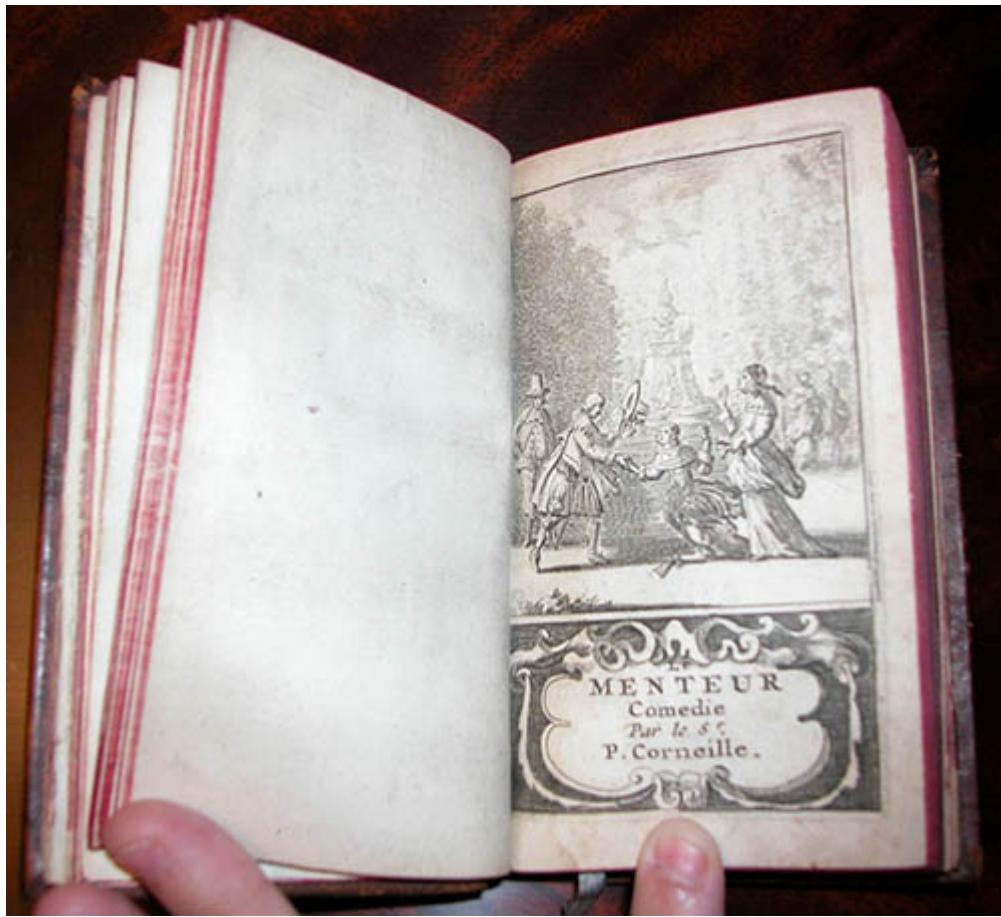
Improving the *accessibility* of content is about reducing basic barriers to comprehension, such as providing *alternative text* for images, so that those who cannot see the images can grasp their meaning. Similarly, making captions or transcript text available for a video file can make it *accessible* to someone who cannot hear audio.

For more technical information about making content accessible, see [What are some guidelines for making content accessible?](#)

What does an example of inaccessible content look like?

The next section on this page contains a photograph with no *alternative text*. It is an example of very inaccessible content. The reasons why it is inaccessible will become apparent by the number of questions we need to ask and answer in order to understand its content.

What is depicted in the image below?



The photograph above depicts a title page of a book, which was published in 1682. Unless you're curious about this image, which is irrelevant to the topic at hand, you might want to skip to the next question: [Why is the content of the image above inaccessible?](#)

The book in the picture contains a play, titled *Le Menteur*, a French comedy written by Pierre Corneille.

At the top of the page in the photograph is a frontispiece, a picture of a scene from the play. This frontispiece contains some of the following information:

- There are four young people, two women and two men, in a park.
- The two men are positioned to the right of a fountain (the reader's left), and the two women to the left (the reader's right).
- One woman has tripped and nearly fallen. The other woman stands behind her. The woman in back is holding up her right hand, but it's not clear what gesture she's making; maybe she's motioning to stop her friend from falling. The standing woman holds a pair of gloves near her waist in her left hand.
- One man has caught the falling woman by her right hand, and is helping her up. In his left hand, he has taken off his hat and is holding it up, as if to greet the women. He is dressed in nice clothing.

- The other man, who is more plainly dressed, stands demurely behind the man who is helping the woman to stand.
- Behind the people and fountain are some bystanders. You can't tell if the people in the background are watching what the other four are doing.

Underneath the frontispiece is a decorative border that surrounds text. The text indicates the title of the play, that it is a comedy, and that it was written by Pierre Corneille: "Le Menteur / Comedie / Par le Sr. / P. Corneille."

Why is the content of the image above inaccessible?

Below are just some of the reasons why the image above might be inaccessible.

- All of the text included above regarding what the photograph contains is necessary for a screen reader user to get similar meaning out of it to what someone else might be able to interpret by looking at the image.
- There's no meaningful **Alternative Text (Alt Text)** on the image. A screen reader user might hear the image's file name, or nothing at all, where someone else might see an image.
- There's text on the page of the book, which must be typed out so a screen reader can present it to users.
- The image is small. It's in a format that doesn't allow you to zoom in on it to see it very well, so someone with vision impairment may have greater difficulty seeing or understanding it than someone else.
- The quality of the image is relatively poor. On a high-resolution screen, it may appear grainy or blurry.
- It doesn't have very good color contrast, and that may also make it harder for some users to see or read.

What types of content are inaccessible?

Certain types of content tend to be more inaccessible than others. Below is a list of the worst offenders that can cause barriers to comprehension, when they are not marked up for assistive technology to present them adequately or when they lack critical contextual information. Click on an item in the list for more information on how to make it more accessible.

1. [Images](#) (as demonstrated in the example above)
2. [Tables](#)
3. [Videos and audio files](#)
4. [Links](#)
5. [Lists of items](#)
6. [Background and text colors](#)
7. [Page structure](#) that isn't clearly defined, such as important information which is conveyed only with reference to a location on a page (e.g. "Click the link at the top left corner of the page" as opposed to "Click the **Reset** link")
8. [Line breaks \(Shift + Enter/Return\) instead of paragraph breaks \(Enter/Return\)](#)

What are some guidelines for making content accessible?

Sakai uses a single consistent [Rich-Text Editor](#) across all areas where text can be added that is more than a few lines. This editor is based on the most recent stable version of the [CKEditor](#).

When creating content using the Rich-Text Editor, it is important that the author follow the simple guidelines below to ensure that the content can be read and understood by all. Creating well-structured and accessible content is a best practice which ensures that content is compatible with assistive devices, such as screen readers, and robust enough to be copied and pasted to other contexts or presented in unanticipated contexts. Making content accessible is also a legal requirement.

The Rich-Text Editor's [Accessibility Checker](#) feature can help you check your content for accessibility issues and edit it to fix them.

The technical measure of accessibility for a web-based resource is the [WCAG 2.0](#) standard from the [W3C](#). The requirements of the [WCAG 2.0](#) are summarized in the four-letter acronym POUR:

- Perceivable - Information must be presentable to users in ways they can perceive.
- Operable - User interface components, navigation and structure must be operable.
- Understandable - Information and the operation of user interface must be understandable, and structural elements should be used in a meaningful way.
- Robust - Content must be robust enough so that it can be interpreted reliably by a wide variety of technologies, including assistive technologies.

These relatively simple considerations make a big difference if applied when content is created. The [W3C](#) provides more information in their [Introduction to Understanding WCAG 2.0](#).

See the articles linked below.

The articles below provide instructions to make specific kinds of content more accessible.

- [How can I make images more accessible?](#)
- [How can I make tables more accessible?](#)
- [How can I make videos and audio files more accessible?](#)
- [How can I make links accessible?](#)
- [How can I make lists of items accessible?](#)
- [How can choices in background and text color affect accessibility?](#)
- [How can I structure my page to make it more accessible?](#)
- [Why should I use paragraph breaks in my document?](#)

How can I make images more accessible?

Users with some disabilities will be unable to see images and/or comprehend what they are meant to convey. **Alternative Text** can help give context and meaning to an image.

When to Add Alternative Text Descriptions for Images

- **Simple image with "simple meaning"** - add descriptive alternative text of 10 to 169 character as outlined below. The alternative text should describe the educational/informational purpose of the image.
- **Complex image with "rich meaning"** - add a paragraph above or below the image that goes into more detail. Some pointers, such as "Next image," or "Previous image," will help tie them together. If the image is referenced from elsewhere in the document, add a paragraph below it that can serve as a caption, and then refer to it. If the longer alternative text is not feasible, create a link to an external Web page that contains an appropriate description.
- **Decorative image** - if the image is purely decorative or used for visual formatting, the alternative text description should be left blank to hide it from users of assistive technology.

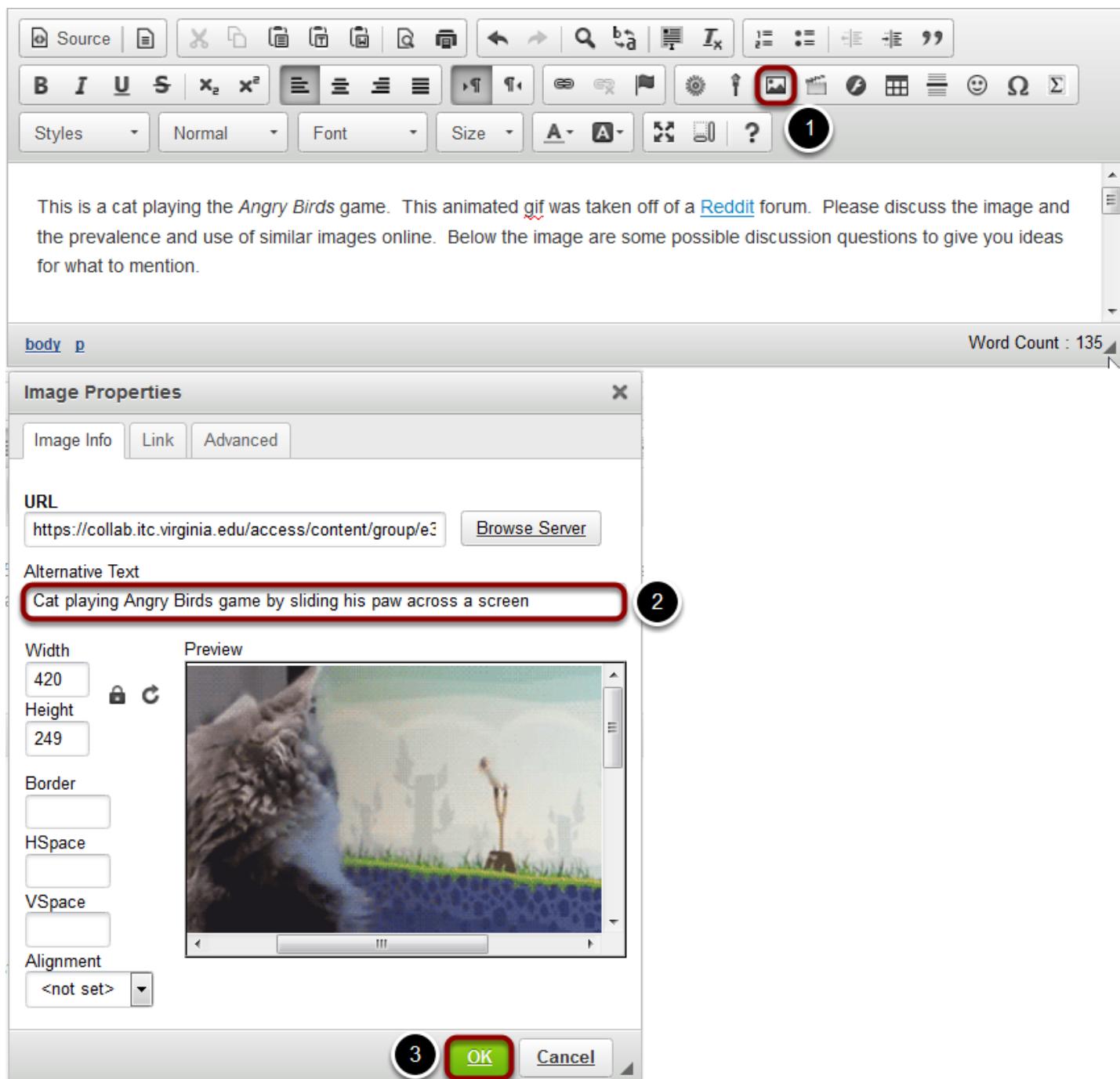
Examples of Text Alternatives for Images

- **Alternative Text:** “Scientist in a lab filling a vial with fluid”
- **Description in the text before or after the image:** “Next/Previous image shows a female forensic scientist, who is filling a vial containing a small amount of blood with fluid to denature the sample as part of the process of the PCR analysis method of DNA profiling. In the background is a centrifuge which will aid in the process of extracting the DNA from the sample of blood.”
- **Reference farther away in the body of the document:**

“... Figure 1.3 shows the correlation between the....”

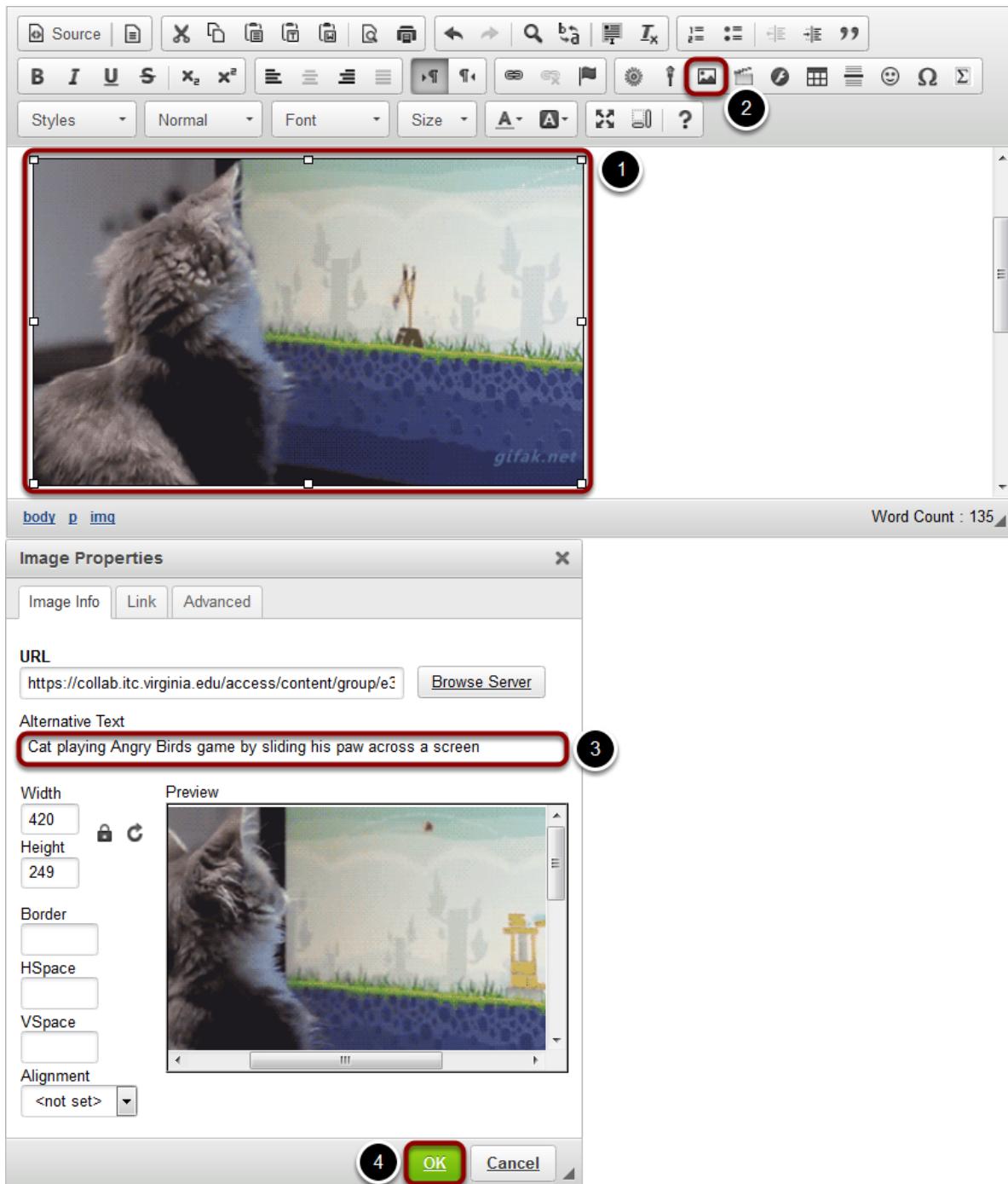
[Image] Figure 1.3

Steps to Add Alternative Text to a Newly Embedded Image



1. If you do not already have an image embedded in the text box, click on the **Image** icon in the Rich-Text Editor's toolbar to insert an image. The **Image** icon displays a picture that looks like a landscape, with mountains and a sun. For more information on adding an image, please see the article [How do I embed an image in a text box?](#)
2. In the *Image Properties* dialog window, enter short, meaningful descriptive text in the **Alternative Text** box.
3. Click **OK** to confirm the addition of the text.

Steps to Add Alternative Text to an Existing Image



1. Click on the image you have embedded in the text box to select it.
2. Click on the **Image** icon in the Rich-Text Editor's toolbar. The **Image** icon displays a picture that looks like a landscape, with mountains and a sun.
3. In the *Image Properties* dialog window, enter short, meaningful descriptive text in the **Alternative Text** box.
4. Click **OK** to confirm the addition of the text.

How can I make tables more accessible?

Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a properly coded table. To make tables usable, additional steps will need to be taken to make them accessible.

Examples of Tables: Simple table

John	Tomiko
Game of Thrones	Crime and Punishment
Ender's Game	Brothers Karamazov
Farewell to Arms	Sound and Fury

The image above displays a simple table: books read by 2 people. Only column headers are needed to identify who read which books.

Examples of Tables: Complex table

	John	Tomiko
Week 1	Game of Thrones	Crime and Punishment
Week 2	Ender's Game	Brothers Karamazov
Week 3	Farewell to Arms	Sound and Fury

In the image above, there is a complex table: books read by 2 people each week. Both column and row headers are needed.

In the second example, a screen reader user will know that *The Sound and the Fury* was the book read by Tomiko on Week 3.

Steps to Making Accessible Tables



When adding tables, add a row and/or column to be used as a heading for each as appropriate. The table creation menu contains **Headers** options that allow for selecting the first row, column or both.

Add a **Summary** of the table that will inform readers of the table's content. Good examples are: "Data from recent study," "Table of inputs and outputs," etc.

Tables should only be used for tabular data, not for layout.

How can I make videos and audio files more accessible?

When you include video or audio content in your document, you must provide an alternative method for your audience to understand the content if they cannot hear the audio or see the images in the video. You can improve video and audio accessibility by providing transcripts and captions, and descriptions of video images.

Please contact your institution's office for Disability Student Services and/or Information Technology Services for students to get help with accessibility issues and instructors to get help with adapting their course content for accessibility.

Provide a transcript.

```
1          P R O C E E D I N G S
2
3          CHIEF JUSTICE ROBERTS: We'll hear argument
4  first this morning in Case No. 14-916, Kingdomware
5 Technologies v. United States.
6          Mr. Saunders.
7          ORAL ARGUMENT OF THOMAS G. SAUNDERS
8          ON BEHALF OF THE PETITIONER
9          MR. SAUNDERS: Mr. Chief Justice, and may it
10 please the Court:
11          By its plain terms, the 2006 Veterans Act
12 requires the VA to consider veterans first under the
```

Transcripts are required to provide basic accessibility. A transcript is a textual version of video or audio content that can be read either visually or by a screen reader, searched by a web browser or other software, and scanned by a reader for important information.

A transcript should contain the words spoken in a video or audio clip, and additional descriptions, explanations, or comments that may be beneficial. For example, a transcript of a video that shows children playing ball in a school gymnasium might describe the room and indicate when the teacher blows a whistle to get the students' attention.

If you do not have a transcript of your video or audio content readily available, you can create a transcript yourself. Note that if you did not create the video or audio yourself, you may encounter copyright issues in creating your own transcript. Please refer to your institution's Copyright Policy for

more information. For some video and audio content, you may be able to find an existing transcript by searching in your institution's library catalog or online.

Note: Minutes are not sufficient for a transcript of an audio or video of a meeting (unless done by a court reporter or someone who can capture every word).

Use video with captions.



Captions are like the text of a transcript synchronized with audiovisual content so that someone can get the audio information in text at the same time as the corresponding image displays in the video. Captions for audio files can also help non-native speakers to follow along and understand better.

If you are presenting a video in class, it's best to find videos that are already captioned. Your institution's library may have video and media resources available, and may be able to assist you with finding appropriate captioned videos.

Your institution's office for Disability Student Services may also provide captioning assistance for those with an immediate need.

Include an audio description for video.

Audio descriptions are required for important visual elements of a video that aren't already described in spoken text. For example, if a graph or chart is displayed in a lecture video, and the instructor does not describe it when speaking, an audio description would be needed to supplement the video.

How can I make links accessible?

Assistive technology users use link lists to navigate content. This means they cannot rely on context to tell what a link does. Each link needs to be uniquely descriptive of what it does. The best place to uniquely identify a link is in the link text. Good examples are: "View Assignment 34," "Visit Entomological Society of America," etc.

Use Unique and Descriptive Link Text

Item		
Item 1	Vote	Delete
Item 2	Vote	Delete
Item 3	Vote	Delete

Item		
Item 1	Vote on Item 1	Delete Item 1
Item 2	Vote on Item 2	Delete Item 2
Item 3	Vote on Item 3	Delete Item 3

Above is an image displaying two tables.

1. In lists where each item has several links associated with it, the temptation would be to create a table like the first example shown above. It contains three rows, each containing an Item where you can click a link to **Vote** for the item or **Delete** it. Because each item only has **Vote** and **Delete** for the links, someone using assistive technology, such as a screen reader, might not be able to tell for which item they're voting.
2. The second example shown would be better, if a bit verbose. Each item's links contain all the information you need to know to select them: **Vote on Item 1**, **Delete Item 1**, **Vote on Item 2**, **Delete Item 2**, etc.

Add Alternative Text for Image Links

For every HTML web link embedded into the rich text editor that contains only an image and no textual content, concise and descriptive alternative text is mandatory. The alternative text should describe the purpose of the link (e.g., The "destination" that the user will be taken to upon activation of the link.) For more information on adding alternative text to an image, see [How can I make images more accessible?](#)

Identify File Types in Links to Downloadable Files

Assistive technology users will benefit from knowing what type of file it is they are downloading. When you link to a file in the Rich-Text Editor, include the information in the link text.

Example: essay (MS Word), report (PDF), presentation (MS Powerpoint).

How can I make lists of items accessible?

If you think of a vertical series of items as a list, you should include it in your page as a *numbered* or *bulleted list*. Screen readers can identify lists; for example, a bulleted list containing two items may begin: "List of two items. Bullet 1."

Create a numbered or bulleted list.



To create a *numbered list* in a document, click the **Insert/Remove Numbered List** button. This button has a picture of the numbers 1 and 2, each followed by lines that represent text. If you have already entered text in the editor from which you want to create a list, select the text, then click the button.

To create a *bulleted list* in a document, click the **Insert/Remove Bulleted List** button. This button has a picture of two bullets, each followed by lines that represent text. If you have already entered text in the editor from which you want to create a list, select the text, then click the button.

How can choices in background and text color affect accessibility?

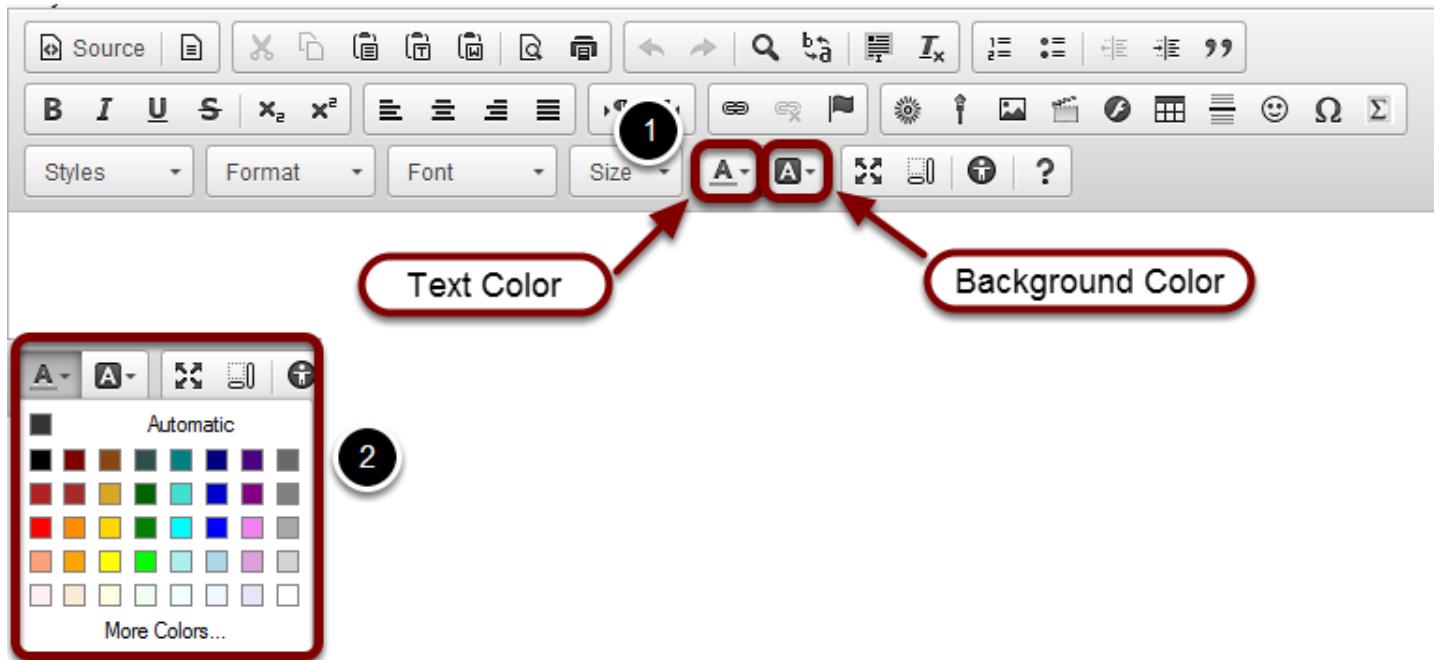
Many users will have visual impediments that will require good contrast in the documents you are producing. The best way to help these users is to make sure that the contrast between background and foreground has a ratio of 4.5:1 or higher. Leaving the defaults of the editor intact is best - black text on white, with a ratio of 21:1.

Examples of Contrast

Sample	Contrast ratio	Passes?
This is example text. Some of it bolded. Some of it italicized.	19.56:1	Yes
This is example text. Some of it bolded. Some of it italicized.	7.7:1	Sort of
This is example text. Some of it bolded. Some of it italicized.	5.48:1	No
This is example text. Some of it bolded. Some of it italicized.	16.63:1	Yes
This is example text. Some of it bolded. Some of it italicized.	20.62:1	Yes

The image above contains examples of text with varying contrast ratios, and indicates whether the level of contrast would be adequate.

Steps to Change Foreground and Background Colors

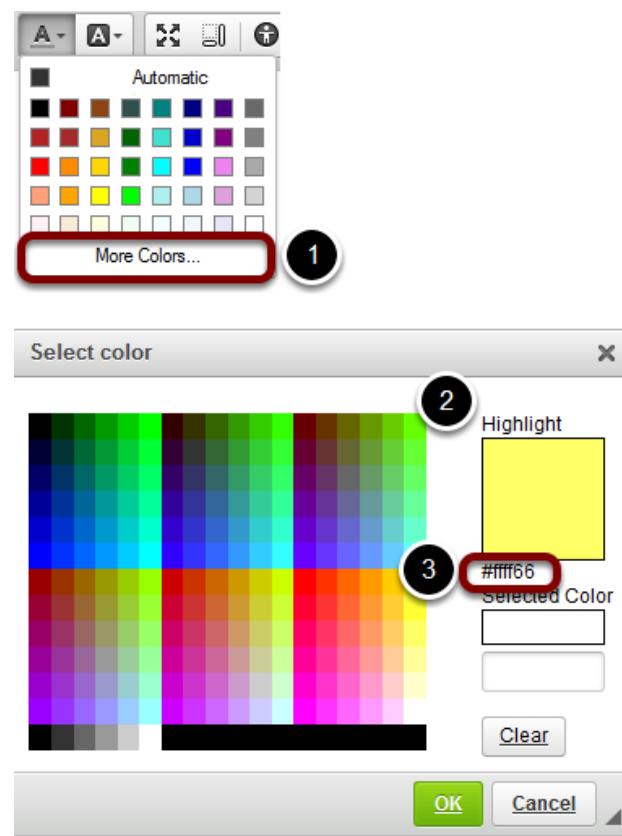


If you need to edit the text color, click on the **Text Color** button, which resembles a letter A with an underline: A.

To edit the background color of the text, which displays as if you had highlighted the text with a highlighter, click on the **Background Color** button to the right of the **Text Color** button. The **Background Color** button resembles a solid black box containing a white letter A.

Clicking on either of these buttons will display a **Color Picker**, from which you can select a color, such as **Black** or **Maroon**. **Yellow** is a **Background Color** commonly used to highlight text. Click on a color to select it.

Check your color selection for adequate contrast.



Color Contrast Checker

[Home](#) > [Resources](#) > Color Contrast Checker

Foreground color: #0000ff [lighten](#) | [darker](#)

Background color: #ffffff [lighten](#) | [darker](#)

Contrast Ratio: **8.59:1**

Normal Text

WCAG AA: **Pass**

WCAG AAA: **Pass**

Sample:

In most cases the contrast will be obvious, but if you need to verify, take the following steps:

1. Click on the **More Colors...** option in the **Color Picker**.
2. A **Select color** window will pop up. At the top right of the window, your selected color will be displayed under *Highlight*.
3. Under this box with your selected color, you'll see a 6-digit *hex number*, starting with **#**. This is the number that allows the internet browser to display the selected color.

4. Record the the 6-digit hex number for the color you have selected. Using an online tool such as [WebAIM's Color Contrast Checker](#), check how the **Text Color** you've selected contrasts with the background color behind your text (if you're selecting a **Text Color**) or how your selected **Background Color** contrasts with the color of your text. To use WebAIM's Color Contrast Checker, enter the hex number for your text and background colors into the boxes provided. The contrast checker will tell you the colors *Pass* if they have enough contrast.

How can I structure my document to make it more accessible?

Organizing your page with helpful titles and headings creates an outline that helps your audience access the most important information more quickly and easily.

Assistive technology users rely heavily on page titles and headings to navigate complex content. Structuring complex content will help all users parse it as well. Headings allow users to jump from one part of a document to another, without using a mouse. Screen readers will interpret headings for those who use them.

Note that for this reason, you should not use headings for typographical effects. If you need to increase or decrease the font size of large blocks of text, please use the **Normal Paragraph Format** and select a new **Font size** from the **Size** menu, or use **Styles**.

Use Unique and Descriptive Page Titles

Assistive technology users rely on page titles. You will run across the need to specify this when you are creating a page in the *Lessons* tool or an HTML page in the *Resources* tool. The title of the new document will be the same as the name of the item as it shows on the left-hand tool menu or the list in *Resources*.

Do Not Use Color or Spatial Position to Convey Information

Using color or spatial position to convey important information can be problematic. For example, if you were to say, "click the green button on the left," color blind users may not be able to distinguish the button. Screen reader users may have difficulty interpreting "left" because a screen reader reads from the top of the page to the bottom, as well as left to right - the best solution is to quote the target label, for example: "*Click on Start Assignment*," or, "*Click the Save button*."

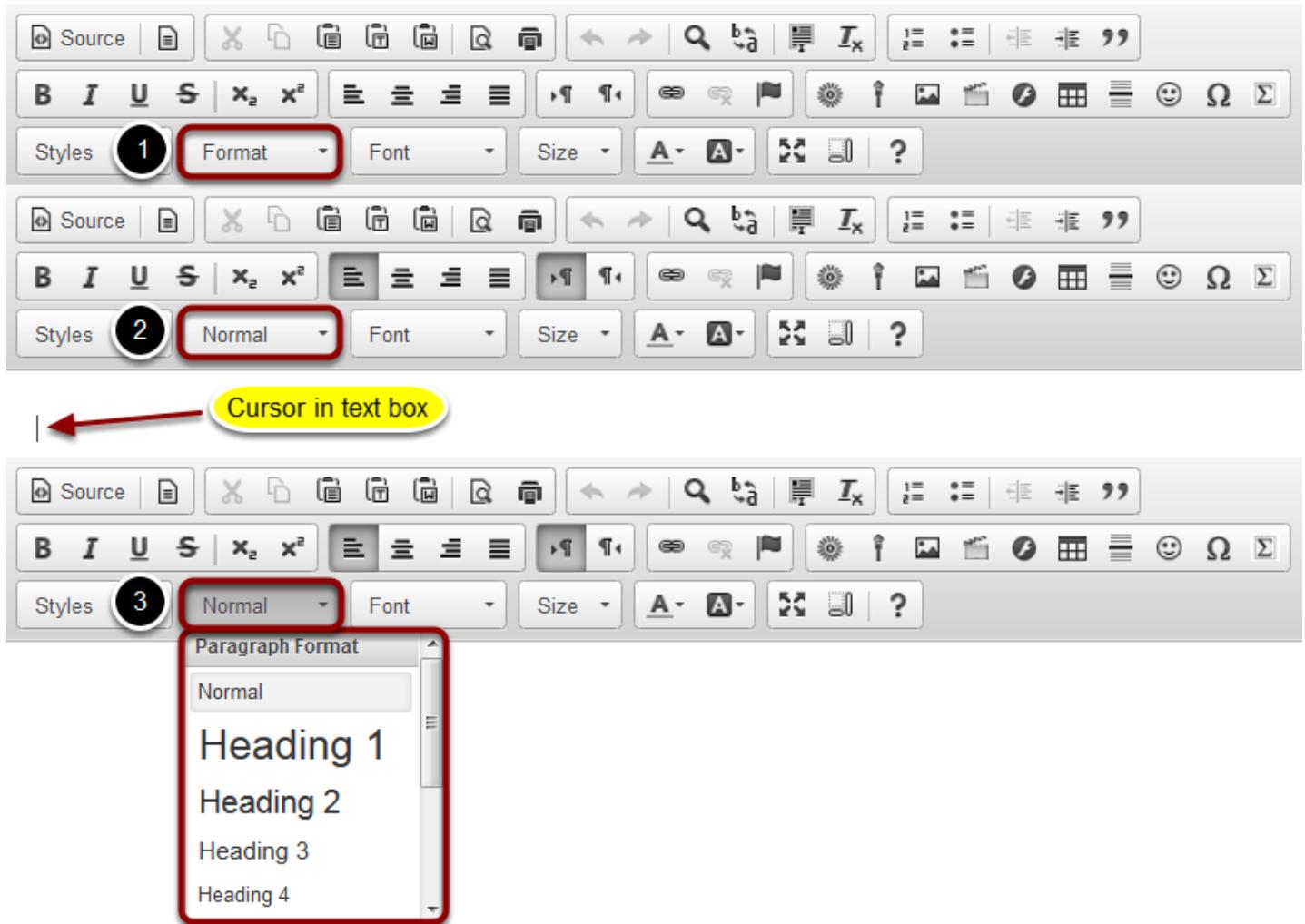
Add Structure with Headings.

If a document can be outlined or you have an outline in mind when writing it, then adding headings will convey its structure. Use short title-like headings that describe content which follows.

Nest headings appropriately:

- **Heading 1 > Heading 2**
- If you have a section containing three sub-sections, it might look like this: **Heading 2 > Heading 3, Heading 3, Heading 3**
- In most cases, you should start with a Heading 1.

Steps to add Headings



1. Headings are available from the **Paragraph Format** menu. By default, this menu will say **Normal**.
2. When you position your cursor in the text box, the name of this menu will change to match the *Paragraph Format* of your text. In a blank document, it will say **Normal**.
3. Click on the **Format** menu (**Normal**, in a blank document) to select a **Heading**.

Notes:

- The default size of the Headings can always be adjusted with the **Size** menu. The default size of some of the higher-level headings (the ones with small font sizes, e.g. **Heading 5-Heading 6**) may need adjustment.
- Conversely, do not use headings for typographical effects; users of assistive technologies can navigate through a document by jumping from heading to heading. If you need to increase or decrease the font size of large blocks of text, please use the **Normal Paragraph Format** and select a new **font size** from the **Size** menu.

Use inline Styles.



Using the right style to format a bit of text is very helpful as it "codes" it appropriately. The following types of formatting are all available in the **Styles** menu:

- **Italic Title** - Makes selected text an *italicized Heading 2*.
- **Subtitle** - Makes selected text an *italicized Heading 3*, colored pale gray.
- **Special Container** - Inserts a block of text (a <div> HTML element) which can be used to group together several items in a document and/or format them with background color or borders. As with *paragraph breaks*, using <div> *containers* to group items in meaningful ways can assist with navigation because keyboard users can skip from one group of elements to another.
- **Small** - Without setting a specific font size, this style makes selected text slightly smaller than the text that surrounds it.
- **Computer Code** - Indicates a block of text that has been identified as computer code; for example, a list of HTML tags to indicate how to code in HTML.
- **Keyboard Phrase** - Defines keyboard input.
- **Sample Text**
- **Variable**
- **Deleted Text** - This puts a strikethrough through selected text (a line through the middle of the text to cross it out).
- **Inserted Text** - This underlines text.
- **Cited Work** - Visually, text is *italicized*.
- **"Inline Quotation"**
- **Language: RTL** - Indicates that the language reads from right to left. Some examples of RTL languages include Hebrew and Arabic.
- **Language: LTR** - Indicates that the language reads from left to right. English is an example of an LTR language.

If you are curious to see what these do, add one and switch to **Source** view - Inline quotation will use <q>, which will signify the opening of an inline quotation, very helpful. **Cited Work** will create an

element that presents itself as such. Conversely, avoid using these special formats to achieve a typographical effect. For example, **Cited Work** produces italic text, but it would be confusing to a screen reader if you used it just for that reason.

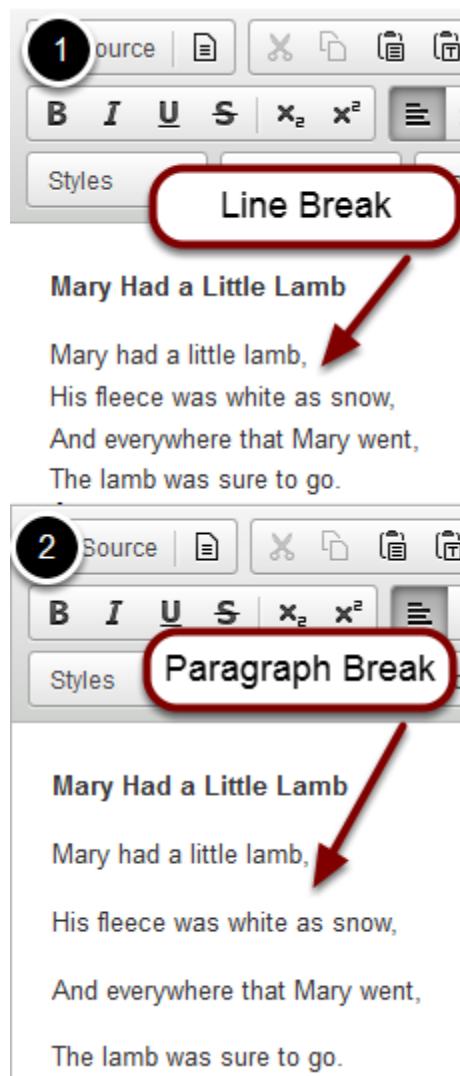
Why should I use paragraph breaks in my document?

A *paragraph break* (hit **Enter** or **Return** on the keyboard) is always more meaningful than a *line break* (hit **Shift + Enter** or **Return** on the keyboard). A *paragraph break* inserts what looks like a double-space in between one line of text and another, and allows screen reader users to parse the information on the page more readily.

Although programs like Microsoft Word have options to create single-spaced documents with paragraph breaks, web pages do not. You may find using a line break more esthetically pleasing than a paragraph break, but line breaks can create problems for screen reader users.

While a screen reader can interpret a paragraph break as "blank," a line break may not be indicated to the user. The text on the new line may sound like a new sentence, instead of the start of a new paragraph.

Images with examples of paragraph and line breaks.



1. The first image above depicts a poem, *Mary Had a Little Lamb*, where line breaks were used to separate each line.
2. In the second image, paragraph breaks separate the lines.

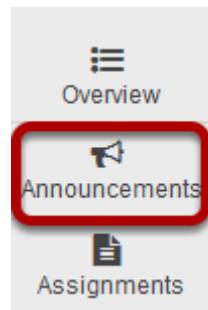
While the line breaks may "look better" for a visual reader, a screen reader user will hear the poem that is split up with line breaks as one contiguous sentence: "Mary had a little lamb, his fleece was white as snow, etc."

Announcements

What is the Announcements tool?

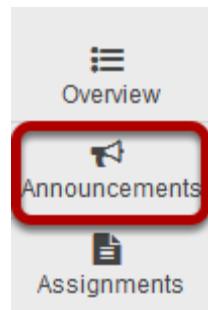
The Announcements tool allows for the delivery of messages to the entire class, to groups, or to specific sections within the class. Participants will see the Announcement message displayed in the Announcements area of their Home area, as well as within the course itself. These messages can be set to show immediately, or to show during specific dates. Email notifications can be sent to alert participants of the Announcement message.

To access this tool, select Announcements from the Tool Menu in your site.



How do I add an announcement?

Go to the Announcements tool.



Select the **Announcements** tool from the Tool Menu of your site.

Click Add.

A screenshot of the Announcements tool interface. At the top, there is a horizontal bar with several buttons: 'ADD' (which is highlighted with a red box), 'MERGE', 'REORDER', 'OPTIONS', and 'PERMISSIONS'. Below this bar, the word 'Announcements' is displayed in large, bold, black font. Underneath it, in smaller gray font, is the text '(viewing announcements from the last 365 days)'. The rest of the page is blank white space.

Title your announcement and add content.

Post Announcement

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

* Announcement title

*Body

The image shows a detailed view of the Sakai rich text editor. At the top is a toolbar with icons for Source, Text, Paragraph, Insert, and other document-related functions. Below the toolbar is a second row of buttons for Styles, Font, Size, and Colors. The main area is a large text box containing the text "Please begin by reviewing the Syllabus. Then post an introductory message in Forums." The entire editor interface is highlighted with a thick red border.

Give your announcement a title, and then enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

Determine who can view the announcement.

Access

- Only members of this site can see this announcement
- This announcement is publicly viewable

By default, all people enrolled in this site see the announcement.

Making the announcement "publicly viewable" means that you can send a link to the announcement to people outside the course, even outside your instance of Sakai, and the announcement will be viewable by them.

Post announcement to group(s). (Optional)

Access

- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**
- Display this announcement **to selected groups** only

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group A	
<input type="checkbox"/>	Group B	

If you have created groups in your course, the option to display to groups is shown. Select the group(s) you want to see the announcement. Only these people will see this announcement.

Select when the announcement will be displayed.

Availability

- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)

By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.

Select availability dates. (Optional)

Availability

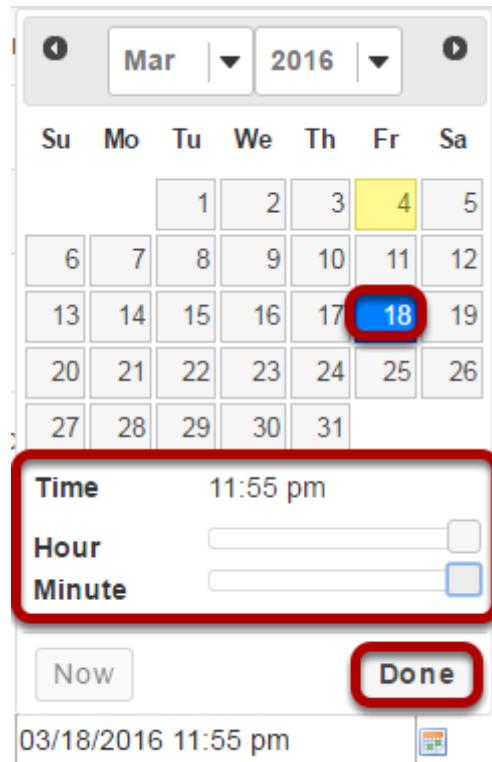
- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)

Beginning **Date:** 03/04/2016 11:00 am 

Ending **Date:** 03/18/2016 11:55 pm 

If you want the announcement to display during a specific time frame, choose **Specify Dates**. Select the box beside **Beginning** and/or **Ending** and click the calendar icon to insert the properly formatted date and time when the announcement will begin and/or end.

Click calendar icon to insert date and time.



Click the date on the calendar, and use the sliders to select the time. Then click **Done**.

Add attachments. (Optional)

Attachments

No Attachments Yet

Add Attachments

Click the **Add Attachments** button

Browse for the file.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload local file

Choose File No file chosen

or a URL (link to website) Add

Continue Cancel

Select a resource

Location:  ND Intro to Psychology Resources

Actions	Title
	 ND Intro to Psychology
Attach a copy	 FA16 Intro to Psych Syllabus

If the file is not already in your Resources in the course, click **Browse** to locate the file on your computer. Click **Continue** to attach the file.

If the file is in your Resources, click **Attach a copy** to the right of the file. Click **Continue** to attach the file.

Notify participants of announcement by email. (Optional)

Email Notification

None - No notification

High - All group members

Low - Not received by those who have opted out

None - No notification

By default, no email notification is sent. You may also select:

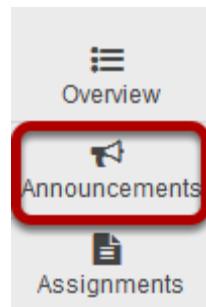
- **High - All participants** to send an email to everyone in the course.
- **Low - Not received by those who have opted out** to send to everyone *except* people who have intentionally changed their settings so that they don't receive low priority messages.

Click Post Announcement.



How do I edit an announcement?

Go to the Announcements tool.



Select the **Announcements** tool from the Tool Menu of your site.

Click **Edit** below the title of the announcement.

A screenshot of the 'Announcements' tool interface. At the top, it says 'Announcements (viewing announcements from the last 365 days)'. Below that is a 'View' dropdown set to 'All'. A blue header bar indicates 'Viewing 1 - 2 of 2 items'. Below the header are navigation buttons (<, <=, >, >=) and a 'show 10 items...' dropdown. The main content area shows one announcement card. The card has a 'Subject' field containing 'Welcome!' and an 'Edit' button at the bottom, which is highlighted with a red rounded rectangle. There are also '<' and '>' buttons next to the 'Edit' button.

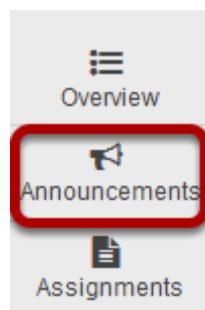
Make your edits.

Make edits based on the "[How do I Add an Announcement](#)" tutorial

Click Save Changes when edits are complete.

How do I delete an announcement?

Go to the Announcements tool.



Select the **Announcements** tool from the Tool Menu of your site.

Select the announcement.

Announcements

(viewing announcements from the last 365 days)

View All ▾

Viewing 1 - 1 of 1 items

|< < show 10 items... ▾ > >|

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Welcome!	[redacted]	Mar 4, 2016 2:58 pm	Group A	Mar 4, 2016 11:00 am	Mar 18, 2016 11:55 pm	<input checked="" type="checkbox"/>

Update

Cancel

Select the check box in the "Remove?" column for the announcement you would like to delete, and then click **Update**.

Confirm deletion message.

Deleting announcements...

Are you sure you want to delete the following announcements?

Subject	Saved By	Modified Date
Welcome!	[REDACTED]	Mar 4, 2016 11:00 am

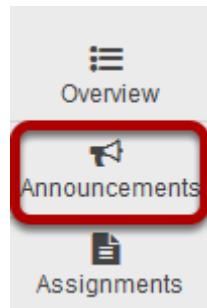
Remove **Cancel**

Click **Remove**.

How do I merge announcements?

The function to merge announcements allows for a central course to push out announcements to other courses. For example, a Nursing Program includes twenty different courses. But a single Nursing Program Master course or project site could be used to push announcements out to all twenty of the Nursing Program courses. Announcements that are merged from the Master course cannot be edited or deleted in the individual Nursing Program courses. Those courses could create additional announcements that would apply to their specific course only. Those would appear in addition to the announcements merged from the Master Course.

Go to the Announcements tool.



Select the **Announcements** tool from the Tool Menu of your site.

Click Merge.

The screenshot shows the 'Announcements' page. At the top, there is a horizontal menu bar with five buttons: ADD, MERGE, REORDER, OPTIONS, and PERMISSIONS. The 'MERGE' button is highlighted with a red box. Below the menu, the title 'Announcements' is displayed, followed by the subtitle '(viewing announcements from the last 365 days)'. A 'View' dropdown menu is set to 'All'. A light blue header bar indicates 'Viewing 1 - 1 of 1 items'. Below this, there are navigation buttons for page navigation and a 'show 10 items...' dropdown. The main content area displays one announcement titled 'Assignment 1 Due Tomorrow' with an 'Edit' link below it.

Select the course to merge from.

Show Announcements from Another Site

Select what announcements you want to merge into this site.

This screenshot shows a dialog box for selecting a course to merge from. It has two main sections: 'Site' and 'Show Announcements'. In the 'Site' section, 'Master Nursing Site (ebf8efaa-6d0b-4ed1-a41a-3fe79832fc29)' is listed with a checked checkbox. At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' being highlighted with a red box.

Check the box beside the course from which this course will draw its announcements, and then click **Save**.

Example: Master Site Announcements

The screenshot shows the 'Announcements' page for the 'Master Nursing Site'. At the top, there are three dropdown menus: 'Master Nursing Site' (selected), 'Nursing 102', and 'Nursing 101'. Below the menu bar are five buttons: ADD, MERGE, REORDER, OPTIONS, and PERMISSIONS. The main title is 'Announcements' with the subtitle '(viewing announcements from the last 365 days)'. A 'View' dropdown is set to 'All'. A message box indicates 'Viewing 1 - 2 of 2 items'. Navigation buttons include '<', '>', and '>>'. The announcement table has columns for Subject, Saved By, Modified Date, and For. Two rows are listed:

Subject	Saved By	Modified Date	For
Welcome Reception Edit	[redacted]	Mar 4, 2016 3:25 pm	site
Welcome to the Nursing Program Edit	[redacted]	Mar 4, 2016 3:23 pm	site

At the bottom are 'Update' and 'Cancel' buttons.

This image shows the *Master Nursing* site with announcements created.

Example: Merged Site Announcements

Announcements

(viewing announcements from the last 365 days)

View All ▾

Viewing 1 - 3 of 3 items

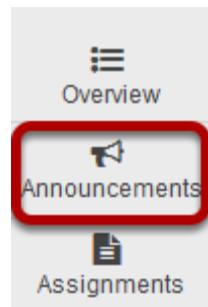
|< < show 10 items... > >|

Subject	Saved By	Modified Date	Site
<u>Assignment 1 Due Tomorrow</u>	[REDACTED]	Mar 10, 2016 2:03 pm	Nursing 101
<u>Edit</u>			
<u>Welcome Reception</u>	[REDACTED]	Mar 4, 2016 3:25 pm	Master Nursing Site
<u>Welcome to the Nursing Program</u>	[REDACTED]	Mar 4, 2016 3:23 pm	Master Nursing Site

Merged announcements show up in the *Nursing 101* Announcements list, but there is no option to edit here. Announcements can only be edited within their site of origin. Edits made in originating message will display in merged sites once they are saved.

How do I reorder announcements?

Go to the Announcements tool.



Select the **Announcements** tool from the Tool Menu of your site.

Click Reorder at the top of the screen.



Announcements

(viewing announcements from the last 365 days)

View All ▾

Viewing 1 - 4 of 4 items

|< < show 10 items... ▾ > >|

Subject	Saved By
<u>Program Updates</u> Edit	[REDACTED]
<u>Calling all nurses</u> Edit	[REDACTED]
<u>Welcome Reception</u> Edit	[REDACTED]
<u>Welcome to the Nursing Program</u> Edit	[REDACTED]

Drag and drop to re-order announcements.

Reorder Announcements

To reorder, drag and drop list items and then click Update.

Undo last | Undo all

[Sort by subject](#) | [Sort by author](#) | [Sort by beginning date](#) | [Sort by ending date](#)

Program Updates

Calling all nurses

Welcome Reception

Welcome to the Nursing Program



Welcome to the Nursing Program

The announcement that you have selected will be green until it is dropped in its new location. It will turn blue for a few seconds before it reverts to the default gray color.

Click Update.

Welcome to the Nursing Program

Program Updates

Calling all nurses

Welcome Reception

Update

Cancel

Auto-Sort Options

The screenshot shows a user interface for managing announcements. At the top, there are two buttons: 'Undo' (with a '1' icon) and 'Undo all'. Below them is a horizontal menu bar with five links: 'Sort by subject', 'Sort by author', 'Sort by beginning date', 'Sort by ending date', and 'Sort by modified date' (which has a yellow background and a downward arrow icon). The main area displays four announcement entries:

Welcome to the Nursing Program	Laura Cira	Mar 4, 2016 3:23 pm
Welcome Reception	Laura Cira	Mar 10, 2016 2:30 pm
Calling all nurses	Laura Cira	Mar 10, 2016 2:33 pm
Program Updates	Laura Cira	Mar 10, 2016 2:34 pm

At the bottom left are two buttons: 'Update' and 'Cancel'.

There are five options that allow you to auto-sort the Announcements:

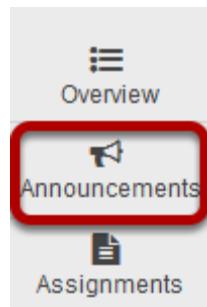
1. Sort by subject - orders the announcements in alphabetical order according to the subject line
2. Sort by author - orders the announcements in alphabetical order according to the person who created the announcement
3. Sort by beginning date - orders the announcements based on first date of display
4. Sort by ending date - orders all announcements based on last date of display
5. Sort by modified date - orders the announcements in order based the creation (or most recent modification) date.

When you click the link, an arrow icon appears beside it showing if the list is sorted smallest to largest, or largest to smallest. In the above illustration, the announcements are sorted by modified date, with the oldest at the top and the most recent at the bottom. If the link is clicked again, the arrow icon points down showing that the most recent announcements are at the top and the oldest ones are at the bottom of the list.

How do I change Announcements tool permissions?

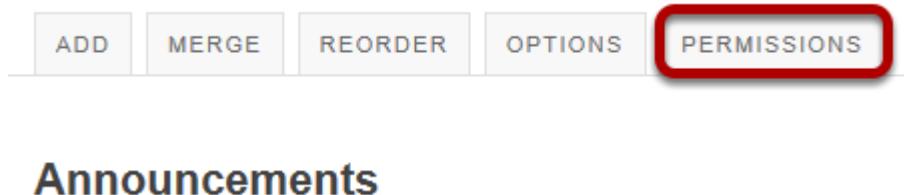
By default, students may only read announcements that have been posted by instructors and other instructor-type roles. But permissions can be changed so that students may create, edit, delete, and even access draft versions of the announcements not yet published.

Go to the Announcements tool.



Select the **Announcements** tool from the Tool Menu of your site.

Click Permissions.



Modify the permissions for the roles listed.

Permissions

Set permissions for Announcements in worksite "Nursing 101" (8a5ccd26-536c-458d-adc6-8d65cddae8)

Undo changes

Permission	Instructor	Student	Teaching Assistant
Read announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete all announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit all announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access all group announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read all draft announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

2

Save Cancel

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

In the illustration above, students have been given access to create announcements, and they can edit or delete an announcement that they created themselves, but not the announcements created by others.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions. For instance, in a project site, you will see role for Access (i.e. students/participants) and Maintain (i.e. site owners/instructors).

Assignments

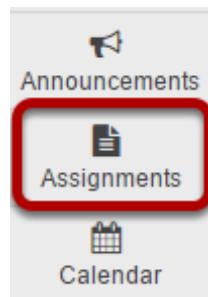
What is the Assignments tool?

The Assignments tool allows instructors to create, distribute, collect, and grade online assignments.

Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments if desired.

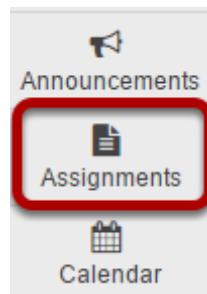
Assignments may be submitted via file upload or in-line using the [Rich Text Editor](#), depending on instructor preference.

To access this tool, select Assignments in the Tool Menu of your site.



How do I add an assignment?

Go to the Assignment tool.



Select the **Assignments** tool from the Tools Menu in your site.

Click Add.



Add new assignment

Click the **Add** button to add a new assignment.

Give your assignment a title.

Title	
<input type="text" value="Title"/>	<input type="button" value=""/>

The title of your assignment should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.

Specify the availability.

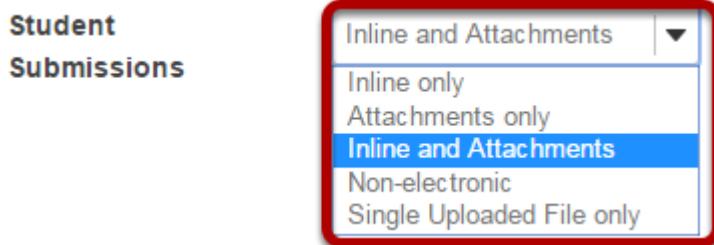
Open Date	1 <input type="text" value="03/07/2016 12:00 pm"/>  Students can not save or submit the assignment until the open date.																																																
Due Date	2 <input type="text" value="03/14/2016 05:00 pm"/> 																																																
Accept Until	3 <input type="text" value="03/14/2016 05:00 pm"/>  <table border="1"><tr><td>1</td><td>Mar</td><td>▼</td><td>2016</td><td>▼</td><td>●</td></tr><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td><td></td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table> Time 05:00 pm Hour <input type="text"/> Minute <input type="text"/> Now Done	1	Mar	▼	2016	▼	●	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5			6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1	Mar	▼	2016	▼	●																																												
Su	Mo	Tu	We	Th	Fr	Sa																																											
1	2	3	4	5																																													
6	7	8	9	10	11	12																																											
13	14	15	16	17	18	19																																											
20	21	22	23	24	25	26																																											
27	28	29	30	31																																													

When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

1. The **Open Date** for your assignment is when it becomes available for students.
2. The **Due Date** is the deadline to turn in the assignment.
3. The **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.) If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.

Tip: Often, faculty like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

Choose the submission format.



There are several submission formats that you may accept.

- **Inline and Attachments:** This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.
- **Inline only:** Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.
- **Attachments only:** This format removes the rich text editor option and leaves only the attachment option available.
- **Non-electronic:** This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.
- **Single Uploaded File only:** If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)

Choose your preferred format from the drop-down menu.

Allow resubmission. (Optional)

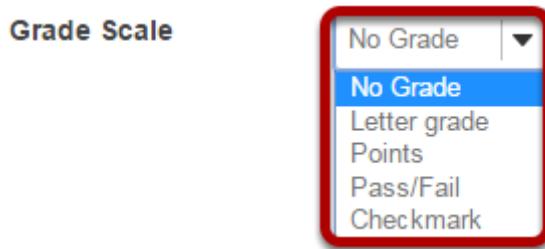
<p>Allow Resubmission</p> <p>1 Number of resubmissions allowed</p> <p>2 Resubmission Accept Until</p> <p>3 Released Resubmission Notification Email Options:</p> <p><input checked="" type="radio"/> Do not send notification email to student when the grade is released and resubmission is available</p> <p><input type="radio"/> Send notification email to student when the grade is released and resubmission is available</p>	<input checked="" type="checkbox"/> <input type="text" value="1"/> <input type="text" value="03/14/2016 05:00 pm"/> <input type="radio"/> <input type="radio"/>
---	--

If you select **Allow Resubmission**, you may specify:

1. The number of resubmissions allowed for the class.
2. The deadline for resubmitting.
3. You may also select to notify students via email when the grade is released and resubmission is available.

Tip: You may also choose to allow resubmissions on an individual basis when you grade student submissions.

Choose the grade scale.



There are several grade scales to choose from:

- **No grade:** This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading in Sakai.
- **Letter grade:** You may select this option if you like to grade your assignments by letter grade only.
- **Points:** Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.
- **Pass/Fail:** Designates an assignment as pass/fail.
- **Checkmark:** Allows you to mark assignments with a checkmark for completion.

Select the assignment's grade scale from the drop-down menu.

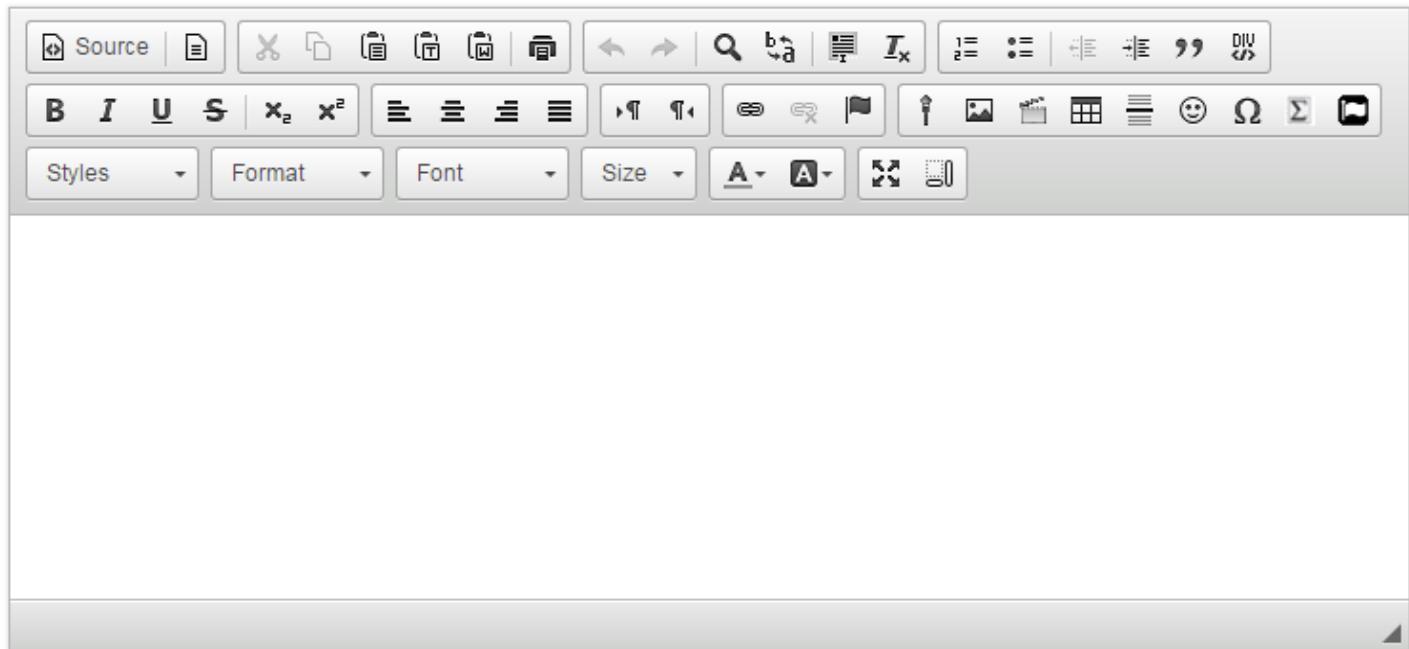
Note: The only grade scale option that can be added to the gradebook automatically is Points.

Enter maximum points.

If you select **Points** as the grade scale, you must enter a maximum number of points for the assignment.

Add assignment instructions.

* Assignment Instructions



Enter the instructions for the assignment into the [Rich Text Editor](#). You may use the editor to format your assignment description, and add images, links, or other media if desired.

Hide due date from students. (Optional)

Hide due date from students

If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option.

Add due date to Schedule. (Optional)

Add due date to calendar

If you would like your assignment due date to be added automatically to the Schedule (a.k.a. Calendar) in your class, check the **Add due date to Schedule** box.

Add an announcement. (Optional)

Add an announcement about the open date to Announcements

Do not send email notification

Do not send email notification

Send email notification with the open date to participants who have opted for it
Send email notification with the open date to all participants

If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the **Add an announcement about the open date to Announcements** box. If you enable an announcement about the option date, you will also have the option to choose an email notification for the announcement.

Note: The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.

Add honor pledge. (Optional)

Add honor pledge

If you would like to add an honor pledge to your assignment, check the **Add honor pledge** box.

Student view of honor pledge.

Honor Pledge: I have neither given nor received aid on this assignment.
(You must respond to submit your assignment.)

When the honor pledge option is selected, students must accept the statement pictured above that reads "I have neither given nor received aid on this assignment" in order to submit their assignment.

Grading

Grading

- Do not add assignment to Gradebook
- Add Assignment to Gradebook
- Associate with existing Gradebook entry

The default selection is **Do not add assignment to Gradebook**. If you would like your assignment added to the gradebook, you may select either of the following options:

- **Add assignment to Gradebook:** This will create a new item in the gradebook with the same name as your assignment title.
- **Associate with existing Gradebook entry:** This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and you want to use one of them, rather than creating a new assignment. You may only link an assignment to a single gradebook item, and vice versa.

Select the radio button for the gradebook option you would like to use.

Tip: Remember that you must have a Points grade scale in order to add the assignment to the gradebook!

Additional Assignment Options

Peer assessment.

Additional Assignment Options

- No additional assignment options
 Use peer assessment

Peer assessment requires a points grading scale and do not allow group assignments.

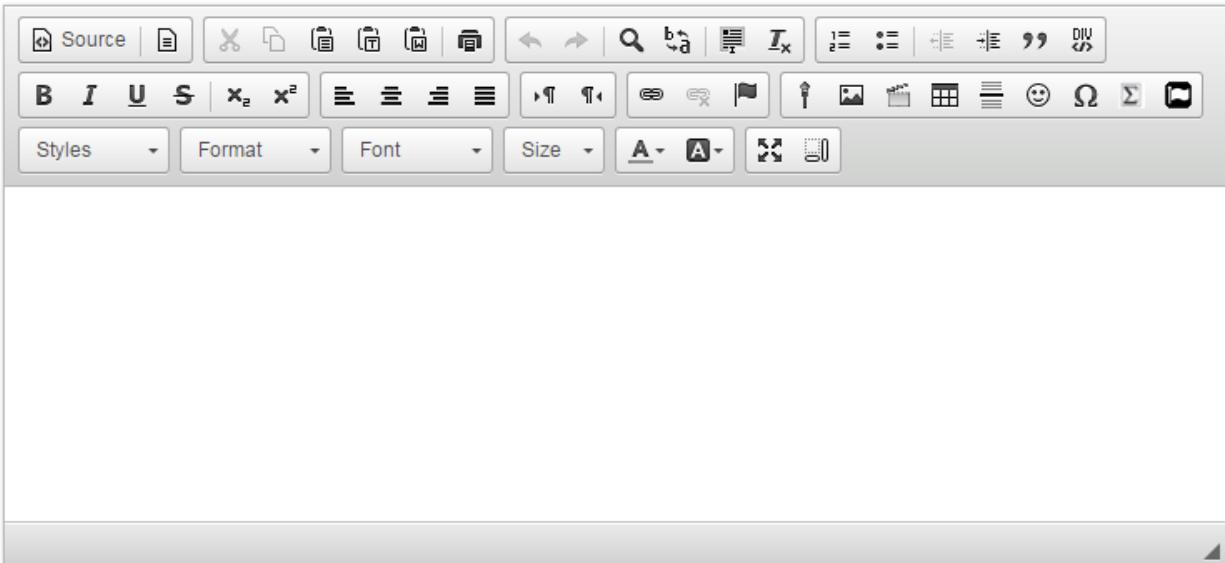
Evaluation Period Finishes: 

Anonymous evaluation

Allow students to see reviews of their submissions

* Number of submissions students must review

Instructions for reviewers:



A screenshot of a rich text editor toolbar. The toolbar includes various icons for document operations like Source, Save, Print, and Insert, as well as styling tools for bold (B), italic (I), underline (U), superscript (S), subscript (x²), and superscript (x²). It also features alignment options (left, center, right, justify), lists (bullet, numbered), and other common editing functions like font size, font style, and alignment.

Peer assessment facilitates student peer review of assignments.

If you select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

- The evaluation period end date. (This date must be after the Accept Until date for the assignment.)
- Whether or not reviews are anonymous.
- Whether or not students may see reviews of their own assignments.
- The number of reviews each student must complete.
- Instructions for reviewers.

Note: You must be using a Points grade scale in order to enable peer review.

Group Submissions (Optional)

Additional Assignment Options

- No additional assignment options
- Use peer assessment
- Group Submission - One submission per group

If you select the radio button for **Group Submission - One submission per group** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Note: You cannot enable both Peer Assessment and Group Submission for the same assignment.

Access.

Access (also limits groups for group submissions)

- Display to site
- Display only to selected groups

You may display your assignment to everyone in the site (the default), or to selected groups.

*Note: You must have existing groups in your site in order for the **Display to selected groups** option to appear.*

Display only to selected groups. (Optional)

Access (also limits groups for group submissions)

- Display to site
- Display only to selected groups

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group01	
<input checked="" type="checkbox"/>	Group02	
<input type="checkbox"/>	Lab1	DAC-EDUCATION-DEPT1-SUBJ1-126, Lab1

If you select the **Display only to selected groups** option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups

only. If you selected the Group Submission option, you may limit the groups that are allowed to submit here.

Note: The display option only controls the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.

*Tip: If you want students to submit one assignment per group, use the **Group Submission - One submission per group** option above.*

Submission notification.

Submission Notification Email Options:

- Do not send notification emails for any student submissions
- Send a notification email for each student submission
- Send one email per day summarizing notifications for student submissions

The default notification setting is **Do not send me notification emails for any student submissions**. If you would like to be notified, select either of the following two options:

- **Send me a notification email for each student submission:** This option will send a separate email for each student immediately upon submission.
- **Send me one email per day summarizing notifications for student submissions:** This option will send a digest email listing all student submissions for that day.

Choose the radio button for the notification setting you prefer.

Note: The notification email message will be sent to the external email address for your Sakai user account. It does not send the notification to the Sakai Messages tool.

Released grade notification.

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

The default notification setting is **Do not send notification email to student when the grade is released**.

If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released**.

Note: The notification email message will be sent to the external email address for the student's Sakai user account. It does not send the notification to the Sakai Messages tool.

Attachments. (Optional)

Attachments
No attachments yet
Add Attachments

If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, click the **Add attachments** button to browse for and attach file/s.

Additional information. (Optional)

Additional information

Supplement Items

Model Answer

[Add](#)

Private Note

[Add](#)

All Purpose item

[Add](#)

This section gives you the option of including additional information, such as a **Model Answer**, **Private Note**, or **All Purpose Item**.

Click the **Add** link to add any of these items.

Model answer.

Additional information

Model Answer

*Provide a model answer or a solution to the assignment

1

Attachments

No attachments yet

2 Add Attachments

*

Show to students

3 --select one--

4 Save Cancel

The screenshot shows the 'Model Answer' section of a Sakai assignment page. At the top, there's a large red-bordered text area labeled '1'. Below it is a section titled 'Attachments' with a message 'No attachments yet'. To the left of the attachments section is a red circle containing the number '2' next to a blue 'Add Attachments' button. Below the attachments section is a red circle containing the number '3' next to a dropdown menu labeled '--select one--'. At the bottom left is a red circle containing the number '4' next to two buttons: 'Save' (blue) and 'Cancel' (blue). The entire section is enclosed in a blue border.

The model answer can provide an example of the ideal correct answer or solution for a particular assignment.

1. You may enter your model answer in the text box provided.
2. You may also click the **Add Attachments** button to browse for and select a file containing the model answer and/or solution.
3. Select when you would like the model answer to be displayed: Before student starts assignment, After student submits, After submission is graded and returned, or After accept-until date.
4. Click **Save** to save your changes.

Private note.

Additional information

Private Note

*

You can use a note to track assignment issues, thoughts, etc.
Available to those you specify while grading.

1

2

3

Share

-- select one --

Save Cancel

The form is enclosed in a blue border. A vertical line on the left side has three numbered circles (1, 2, 3) corresponding to the steps in the instructions below. A red box highlights the large text area, and another red box highlights the 'Save' button.

If you would like to make any private notes which are not visible to students, you may enter them here.

1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Click **Save** to save your changes.

All purpose item.

Additional information

All Purpose item

- 1 * Title
- 2 Information displayed at a specific time to whomever you choose.
- 3 **Add Attachments**
 Show this item
 From
Date:

 Until
Date:

 Hide this item
- 4 **Show to**
 Instructor (0 selected)
 Student (0 selected)
- 5 **Save** **Cancel**

You may also create an **All Purpose Item** which can be displayed based on specific dates or users.

1. Enter a **Title** for your item.
2. Enter the content of the item in the text box provided.
3. You may also click **Add Attachments** to browse for and attach file/s.
4. Select when the item should be displayed.
5. Choose which users can see the item.
6. Click **Save** to save your changes.

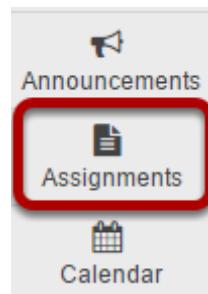
Post your assignment.



Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

How do I edit an existing assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Select the **Edit** link for the assignment you want to edit.

The Assignment List page displays a single item:

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

At the bottom left, there is a button labeled "Remove Selected".

Make your changes to the assignment.

[ADD](#) [ASSIGNMENT LIST](#) [GRADE REPORT](#) [STUDENT VIEW](#) [PERMISSIONS](#) [OPTIONS](#)

Assignment 1 - Edit

Alert: You are revising an assignment after the open date.

Title	Assignment 1	Edit
Open Date	03/07/2016 12:00 pm	Edit
Students can not save or submit the assignment until the open date.		
Due Date	03/14/2016 05:00 pm	Edit
Assignments cannot be submitted after the close date.		
Accept Until	03/14/2016 05:00 pm	Edit
Assignments cannot be submitted after the close date.		
Student Submissions	Inline and Attachments	Edit
Allow Resubmission	<input type="checkbox"/>	Edit
Grade Scale	Points	Edit
For points, enter maximum possible		
100.00		
Assignment Instructions <div style="border: 1px solid #ccc; padding: 5px;"> <p>Please submit a 5 page paper.</p> </div>		
<input type="checkbox"/> Hide due date from students <input type="checkbox"/> Add due date to calendar <input type="checkbox"/> Add an announcement about the open date to Announcements <input type="checkbox"/> Add honor pledge		
Grading <input type="radio"/> Do not associate assignment to Gradebook <input checked="" type="radio"/> Associate with existing Gradebook entry		
Assignment 1 (associated with 'Assignment 1')		
Additional Assignment Options <input type="radio"/> No additional assignment options <input type="radio"/> Use peer assessment <input type="radio"/> Group Submission - One submission per group		
Access (also limits groups for group submissions) <input checked="" type="radio"/> Display to site <input type="radio"/> Display only to selected groups		
Submission Notification Email Options: <input checked="" type="radio"/> Do not send notification emails for any student submissions <input type="radio"/> Send a notification email for each student submission <input type="radio"/> Send one email per day summarizing notifications for student submissions		
Released Grade Notification Email Options: <input checked="" type="radio"/> Do not send notification email to student when the grade is released <input type="radio"/> Send notification email to student when the grade is released		
Attachments No attachments yet Add Attachments		
Additional information		
Supplement Items		
Model Answer Add		
Private Note Add		
All Purpose Item Add		

The assignment settings window will appear. Make any necessary changes. For more information on assignment settings, see [How do I add an assignment?](#)

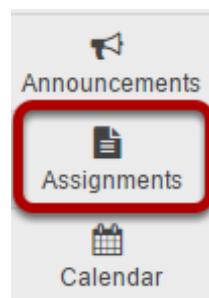
Click Post.



Click **Post** to save your changes.

How do I enable student peer review for an assignment?

Go to the Assignment tool.



Select the **Assignments** tool from the Tools Menu in your site.

Add or Edit an assignment.

Click Add to create a new assignment.



Add new assignment

Or, click Edit to modify an existing assignment.

The screenshot shows the Sakai Assignment List interface. At the top, there is a navigation bar with buttons for ADD, ASSIGNMENT LIST (which is selected), GRADE REPORT, STUDENT VIEW, PERMISSIONS, OPTIONS, a LINK button, and a HELP button. Below the navigation bar, the title "Assignment List" is displayed. A "View" dropdown menu is set to "Assignment List". A message box indicates "Viewing 1 - 1 of 1 items". Below this, there are navigation links for page navigation and a dropdown for item count. The main content area displays a table with one row. The columns are: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The first column contains a user icon and the text "Assignment 1". The "Edit" link in this row is circled in red. The other cells in the row show "Entire Site", "Open", "Mar 7, 2016 12:00 pm", "Mar 14, 2016 5:00 pm", "0/0", "0-100.00", and an empty checkbox.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

Choose Points as the grade scale and enter a maximum point value.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS

Add new assignment

Title * Peer Review Assignment 

Open Date * 07/06/2016 12:00 pm 
Students can not save or submit the assignment until the open date.

Due Date * 07/13/2016 05:00 pm 

Accept Until * 07/13/2016 05:00 pm 
Assignments cannot be submitted after the close date.

Student Submissions * 

Allow Resubmission

Grade Scale * Points 

For points, enter maximum possible *

In order to use Peer Assessment, the assignment must be set to a **Points** grade scale.

Under Additional Assignment Options, select Use peer assessment.

The screenshot shows the 'Add new assignment' page in Sakai 11. At the top, there are tabs for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, OPTIONS, LINK, and HELP. Below the tabs, the form is titled 'Add new assignment'. It includes fields for Title (Peer Review Assignment), Open Date (07/06/2016 12:00 pm), Due Date (07/13/2016 05:00 pm), Accept Until (07/15/2016 05:00 pm), Student Submissions (Inline and Attachments), Allow Resubmission (unchecked), Grade Scale (Points), and Points (100). The 'Assignment instructions' section contains a rich text editor and a text area with the instruction: 'Please submit your chapter presentation and then review 2 of your classmates' presentations.' Below this, there are several checkboxes for due date options, announcements, honor pledge, and grading. The 'Grading' section includes options for adding to Gradebook, associating with existing item, choosing a category (Unassigned), and anonymous grading. The 'Additional Assignment Options' section, highlighted with a red box, contains a radio button for 'peer assessment'. This section also includes fields for Evaluation Period Finishes (07/20/2016 05:10 pm), Anonymous evaluation (checked), Allow students to see reviews of their submissions (checked), and a field for Number of submissions students must review (set to 2). The 'Instructions for reviewers' section contains a rich text editor. Further down, there are sections for Access (Display to site), Submission Notification Email Options (Do not send notification email for any student submissions, Send a notification email for each student submission, Send one email per day summarizing notifications for student submissions), Released Grade Notification Email Options (Do not send notification email to student when the grade is released, Send notification email to student when the grade is released), and Attachments (No attachments yet, Add Attachments). At the bottom, there is an 'Additional Information' section for Supplement Items (Model Answer, Private Note, All Purpose Item) with 'Add' buttons. Finally, at the very bottom are buttons for Post, Preview, Save Draft, and Cancel.

Peer assessment facilitates student peer review of assignments.

When select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

- The evaluation period end date. (This date must be after the Accept Until date for the assignment.)
- Whether or not reviews are anonymous.

- Whether or not students may see reviews of their own assignments.
- The number of reviews each student must complete.
- Instructions for reviewers.

Note: You must be using a Points grade scale in order to enable peer review and it cannot be a group assignment.

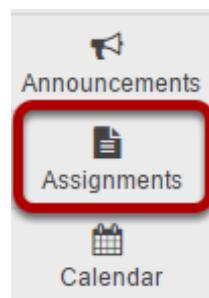
Post your assignment.



Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

How do I enable group submissions for an assignment?

Go to the Assignment tool.



Select the **Assignments** tool from the Tools Menu in your site.

Add or Edit an assignment.

Click Add to create a new assignment.



Add new assignment

Or, click Edit to modify an existing assignment.

The screenshot shows the Sakai Assignment List interface. At the top, there is a navigation bar with buttons for ADD, ASSIGNMENT LIST (which is selected), GRADE REPORT, STUDENT VIEW, PERMISSIONS, OPTIONS, a LINK button, and a HELP button. Below the navigation bar, the title "Assignment List" is displayed. A "View" dropdown menu is set to "Assignment List". A message box indicates "Viewing 1 - 1 of 1 items". Below this, there are navigation links for page navigation and a dropdown for item count. The main content area displays a table with one row. The columns are: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The first column contains a user icon and the text "Assignment 1". The "Edit" link in this row is circled in red. The other cells in the row show "Entire Site", "Open", "Mar 7, 2016 12:00 pm", "Mar 14, 2016 5:00 pm", "0/0", "0-100.00", and an empty checkbox.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

Select Group Submission - One submission per group.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS

Add new assignment

Title

Open Date Students can not save or submit the assignment until the open date.

Due Date Assignments cannot be submitted after the close date.

Accept Until

Student Submissions

Allow Resubmission

Grade Scale For points, enter maximum possible

Assignment Instructions

Hide due date from students
 Add due date to calendar
 Add an announcement about the open date to Announcements
 Add honor pledge

Grading

Do not add assignment to Gradebook
 Add Assignment to Gradebook
 Associate with existing Gradebook entry

Additional Assignment Options

No additional assignment options
 Use peer assessment

Access (also limits groups for group submissions)

① Group Submission - One submission per group

② Display to site
 Display only to selected groups

<input type="checkbox"/> Title	Description
<input checked="" type="checkbox"/> Group01	
<input checked="" type="checkbox"/> Group02	
<input type="checkbox"/> Lab1	DAC-EDUCATION-DEPT1-SUBJ1-126, Lab1

Submission Notification Email Options:

Do not send notification emails for any student submissions
 Send a notification email for each student submission
 Send one email per day summarizing notifications for student submissions

Released Grade Notification Email Options:

Do not send notification email to student when the grade is released
 Send notification email to student when the grade is released

Attachments
No attachments yet

Add Attachments

Additional information

Supplement Items

Model Answer	Add
Private Note	Add
All Purpose Item	Add

1. If you select the radio button for **Group Submission - One submission per group** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.
2. Selecting Group Submission automatically expands the **Display only to selected groups** option under Access to show a list of all existing groups in the site. Choose one or more groups to limit assignment submission to those groups only.

Note: You must have existing groups in your site in order for the group options to appear.

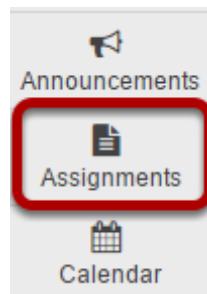
Post your assignment.



Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

How do I delete an assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Select the assignment(s) you want to delete.

The Assignment List page is shown. At the top, there are several tabs: ADD, ASSIGNMENT LIST (which is selected and highlighted in blue), GRADE REPORT, STUDENT VIEW, PERMISSIONS, OPTIONS, and links to LINK and HELP. Below the tabs, the title 'Assignment List' is displayed. A 'View' dropdown menu is set to 'Assignment List'. A message 'Viewing 1 - 1 of 1 items' is shown in a light blue box. Below this, there are navigation buttons for viewing more items: '<', '< |', 'Show 200 items...', '| >', and '> |'. The main content area displays a single assignment row in a table:

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	0/0	0-100.00	<input checked="" type="checkbox"/>

In the "Remove?" column, click to place a check in the box for the item(s) you want to delete.

Click Remove Selected.



Click the **Remove Selected** button at the bottom of the assignment listing.

Confirm the deletion.

 [LINK](#)  [? HELP](#)

Delete an assignment...

Are you sure you want to delete this assignment?

Title	Due Date	Status	Submissions
Assignment 1	Mar 14, 2016 5:00 pm	Open	0

[Delete](#)

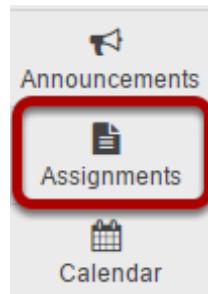
[Cancel](#)

Click the **Delete** button to confirm the removal of the assignment(s) you have selected.

Note: Removing an assignment with student submissions will also delete the submissions for that assignment.

How do I submit an assignment on behalf of a student?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

From the View drop-down menu, select Assignment List by Student.

The screenshot shows the 'Assignment List' page. At the top, there is a navigation bar with buttons for ADD, ASSIGNMENT LIST (which is highlighted in blue), GRADE REPORT, STUDENT VIEW, PERMISSIONS, and OPTIONS. To the right of the navigation bar are links for LINK and HELP. Below the navigation bar, the title 'Assignment List' is displayed. A 'View' dropdown menu is open, showing 'Assignment List' and 'Assignment List by Student' (which is highlighted with a red box). Below the dropdown, a message says 'Viewing 1 - 1 of 1 items'. The main content area displays a table with one item. The table columns are: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The item in the table is 'Assignment 1' (with a person icon), assigned to 'Entire Site', status 'Open', due date 'Mar 14, 2016 5:00 pm', grade '0/0', scale '0-100.00', and has a 'Remove?' checkbox. Below the table is a button labeled 'Remove Selected'. At the bottom of the page are navigation links: '< < > >' and 'Show 200 items... ▾'.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Select a student.



Assignment List by Student

Click the triangle icon beside a student to view the student's status for all assignments.

View Assignment List by Student ▾

Please choose a group to view student submissions.

Entire Site ▾

Name, ID, or Email

Find

Student	Assignment	Submitted	Status	Grade
▶ student01 (student01)				
	Show student's assignments/submissions			
▶ student02 (student02)				
▶ student03 (student03)				
▶ student04 (student04)				

You will see a list of all the students in the class. Click on the triangle icon to the left of the student's name to expand and view submission information for that student.

Click Submit on behalf of Student.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS [LINK](#) [HELP](#)

Assignment List by Student

Click the triangle icon beside a student to view the student's status for all assignments.

View Assignment List by Student ▾

Please choose a group to view student submissions.

Entire Site ▾

Name, ID, or Email **Find**

Student	Assignment	Submitted	Status	Grade
▼ student01 (student01)	Assignment 1 Submit on behalf of Student		Ungraded	
▶ student02 (student02)				
▶ student03 (student03)				
▶ student04 (student04)				

Submit the student assignment.

Submit Example Assignment

Complete the form, then choose the appropriate button at the bottom.

Title	Assignment 1
Due	Mar 14, 2016 5:00 pm
Number of resubmissions allowed	0
Status	In progress
Grade Scale	Points (max 100.00)

Instructions
Please submit a 5 page paper.

Submission
Submit on behalf of Student

student01

Assignment Text

This is a sample in-line text submission.

1

body p Word Count: 7

Attachments

No attachments yet

2 Select a file from computer Choose File No file chosen or select files from workspace or site

3 Submit Preview Save Draft Cancel Don't forget to save or submit!

The screenshot shows the Sakai assignment submission interface. Step 1 highlights the rich text editor where text can be entered. Step 2 highlights the 'Select a file from computer' input field and its associated 'Choose File' button. Step 3 highlights the 'Submit' button, which is highlighted with a red box.

1. Enter an in-line submission (if applicable).
2. Select a file to attach (if applicable).
3. Click **Submit** to submit the student assignment.

A submission confirmation will display.

[LINK](#) [HELP](#)

Submission Confirmation

You have successfully submitted your work.

No email confirmation containing this information could be sent to you due to missing email address.

User: student01 (student01)

Class site: DAC-EDUCATION-DEPT1-SUBJ1-126

Assignment title:  Assignment 1

Submission ID: **05ced78f-e425-4618-ad44-fd5b853b115e**

Submitted on: Mar 7, 2016 5:34 pm

History Mon Mar 07 17:34:41 EST 2016 Demo Professor (demoprofessor) submitted on behalf of student01 (student01)

Your submission included the following:

This is a sample in-line text submission.

Submitted Attachments

No attachments yet

[Back to list](#)

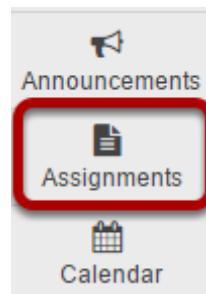
When you view the list, you will see the name of the instructor next to the submission.

The screenshot shows the 'Assignment List by Student' page. At the top, there is a navigation bar with links for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, PERMISSIONS, OPTIONS, a LINK icon, and a HELP icon. Below the navigation bar, the title 'Assignment List by Student' is displayed. A message box contains the instruction: 'Click the triangle icon beside a student to view the student's status for all assignments.' Below this, a 'View' dropdown menu is set to 'Assignment List by Student'. Another message box says 'Please choose a group to view student submissions.' On the left, there is a search bar with 'Entire Site' and a dropdown arrow, and a 'Find' button. The main content area is a table with columns: Student, Assignment, Submitted, Status, and Grade. It lists four students: student01, student02, student03, and student04. For student01, there is a row for 'Assignment 1' with a link to 'Submit on behalf of Student'. The 'Submitted' column for this row contains the text 'Mar 7, 2016 5:34 pm by Demo Professor (on behalf of student01)', which is highlighted with a red rectangle. The 'Status' column for this row is 'Ungraded'.

Student	Assignment	Submitted	Status	Grade
▼ student01 (student01)	Assignment 1 Submit on behalf of Student	Mar 7, 2016 5:34 pm by Demo Professor (on behalf of student01)	Ungraded	
► student02 (student02)				
► student03 (student03)				
► student04 (student04)				

How do I grade an assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Select the assignment to grade.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS [LINK](#) [HELP](#)

Assignment List

View Assignment List ▾

Viewing 1 - 1 of 1 items

|< < Show 200 items... ▾ > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	3/2	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

Select a student to grade.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS [LINK](#) [HELP](#)

Assignment 1 🧑 - Submissions

View Entire Site ▾

Name, ID, or Email

[Download All](#) | [Upload All](#) | [Release Grades](#)

Found 4 participant(s). Assign this grade to participants without a grade:

Viewing 1 - 4 of 4 items

|< < Show 200 items... ▾ > >|

▶ Show settings for sending feedback

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>  Student	Submitted	Status	Grade	Release
<input type="checkbox"/> student01 (student01)	Mar 7, 2016 5:34 pm by Professor, Demo (on behalf of student01)	Graded	80.00	
<input type="checkbox"/> student02 (student02)	Mar 7, 2016 5:39 pm	Ungraded		
<input type="checkbox"/>  student03 (student03)	Mar 8, 2016 4:49 pm	Ungraded		
<input type="checkbox"/> student04 (student04)		No Submission		

▶ Assignment Details

You will see a list of all the students in the class, along with the submission date, status, grade, and release columns for each student. You may sort by any of these columns by clicking on the title of the column if desired.

Click on the **Grade** link for the student submission that you would like to grade.

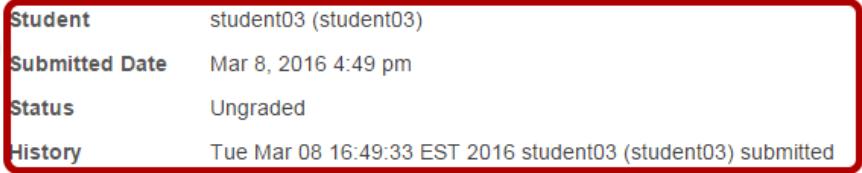
Navigate submissions.

The screenshot shows the 'Assignment 1 - Grading' page. At the top, there are several navigation links: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, PERMISSIONS, and OPTIONS. To the right of these are two buttons: a blue 'LINK' button with a magnifying glass icon and a white 'HELP' button with a question mark icon. Below the links, the title 'Assignment 1 - Grading' is displayed in red, followed by a bold reminder message: 'Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.' A large, light-gray box titled 'Navigate Submissions' contains various controls. On the left, there are buttons for '< Previous', '< Previous Ungraded', 'Return to List', 'Next Ungraded >', and 'Next >'. In the center, there is a checkbox labeled 'Navigate between students with submissions only'. Below these controls are two blue boxes with the text '(Changes will be saved)' on both the left and right sides.

The navigation buttons at the top and bottom of the page allow you to quickly cycle through student submissions. You may use these buttons to jump to the **Preview**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

Optionally, you may select the **Navigate between students with submissions only** check box to skip any students in the list without submissions.

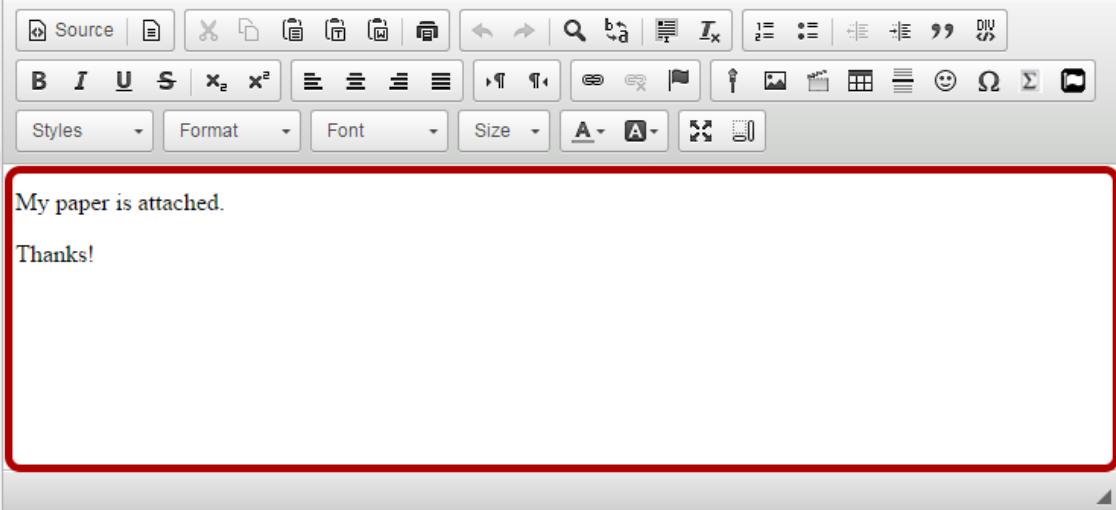
View student submission.

1 

▶ Assignment Instructions

Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, {{like this}}, will appear red to the student.

2 

3 

The student submission will be displayed at the top of the page.

1. The student's name, username, submission date, and graded status appear at the very top.
2. Next, under "Assignment Submission" the student's inline submission text (if applicable) is shown.
3. Under "Submitted Attachments" any attached files will appear. The filename as well as the file size and submission date are also shown.

Note: To view student file attachments, you will need to click on the filename to download and open the file.

Enter grade.

Grade: 100

(max 100.00)

Enter the score for the student's assignment in the grade entry text box provided.

Enter instructor comments.

Instructor Summary Comments

Use the box below to enter additional summary comments about this submission.

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and text styling (bold, italic, underline, superscript, subscript). Below the toolbar are buttons for styles (Normal, Bold, Italic, Underline, Superscript, Subscript), font selection, size selection, and alignment (left, center, right, justify). A large text area is present, containing the text "Good work!". This text area is highlighted with a red rectangle. At the bottom left, it says "body p". At the bottom right, it says "Word Count: 2".

Good work!

If you would like to include additional comments along with the grade, you may enter them into the rich text editor under the "Instructor Summary Comments" section.

Return an attachment.

Attachments to Return with Grade

No attachments yet

Add Attachments

▶ Previous Returned Attachments

If you would like to return a file attachment to the student with additional feedback, click on the **Add Attachments** button to browse for and select a file.

*Note: You may also click on **Previous Returned Attachments** to expand that section and view any other attachments that you have returned to a given student for this assignment.*

Allow resubmissions.

Allow Resubmission

Number of resubmissions allowed ▾ Accept Until 

If you would like to allow the student to resubmit the assignment, you may check the **Allow Resubmission** box and specify the number of resubmissions allowed and the date until which they will be accepted.

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Save grade.

Save and Don't Release to Student

Save and Release to Student

Preview

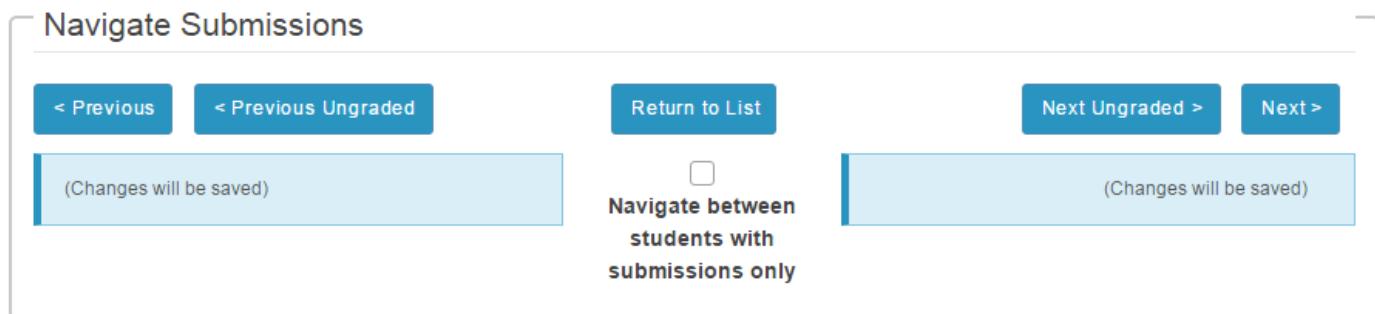
Cancel Changes

If you are finished grading and would like to release the information to the student, click the **Save and Release to Student** button.

Alternately, if you would like to save the grade but wait and release to the student at a later date, you may select the **Save and Don't Release to Student** button instead.

Tip: Some faculty prefer to release all of the grades at one time when they have finished entering grades for the whole class.

Navigate submissions.

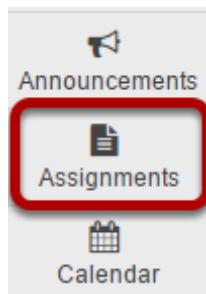


The Navigate Submission buttons appear at both the top and bottom of the page. You may use these buttons to jump to the **Preview**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

Optionally, you may select the **Navigate between students with submissions only** check box to skip any students in the list without submissions.

How do I grade a peer review assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Select the peer review assignment to grade.

A screenshot of the 'Assignment List' page. At the top, there are navigation buttons: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, and OPTIONS. To the right are links for LINK and HELP. Below this is a search bar labeled 'View Assignment List'. On the right, a message says 'Viewing 1 - 3 of 3 items' with navigation buttons for page numbers and a link to 'Show 200 items...'. The main area displays a table of assignments:

	<u>Assignment Title</u>	<u>For</u>	<u>Status</u>	<u>Open</u>	<u>Due</u>	<u>In / New</u>	<u>Scale</u>	<u>Remove?</u>
	Assignment 1 Edit Duplicate Grade	Entire Site	Open	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm	3/0	0-100.00	<input type="checkbox"/>
	Assignment 2 Edit Duplicate Grade	Entire Site	Open	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>
	Chapter Presentation Edit Duplicate Grade	Entire Site	Closed	Jun 1, 2016 12:00 pm	Jun 8, 2016 12:05 pm	4/0	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

View overall peer assessment scores.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS [LINK](#) [HELP](#)

Chapter Presentation  - Submissions

View Find students Download All | Upload All | Release Grades

Viewing 1 - 5 of 5 items Show 200 items...

Found 5 participant(s). Assign this grade to participants without a grade:

▶ Show settings for sending feedback

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>  Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
<input type="checkbox"/>  demo_student01 (student01)	Jun 8, 2016 12:00 pm	Graded	demo_student04 	98.0	98.00	
<input type="checkbox"/>  demo_student02 (student02)	Jun 8, 2016 11:59 am	Graded	demo_student01 	100.0	100.00	
<input type="checkbox"/>  demo_student03 (student03)	Jun 8, 2016 11:59 am	Graded	demo_student02 	95.0	95.00	
<input type="checkbox"/>  demo_student04 (student04)	Jun 8, 2016 12:01 pm	Graded	demo_student03 	100.0	100.00	
<input type="checkbox"/> demo_student05 (student05)		No Submission				

▶ Assignment Details

The scores provided by peer reviewers will be shown on this page. If more than one review was assigned for each student, the reviewer grade will be an average of all the reviewer scores submitted.

By default, the grade for the assignment is set to the reviewer grade. You may override this grade if you choose.

Click on the reviewer name to view individual peer review feedback.

The screenshot shows the Sakai 11 Grade Report interface for an assignment titled "Chapter Presentation". The top navigation bar includes links for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, and OPTIONS, along with links for LINK and HELP. The main content area displays a list of 5 items, with a message indicating 5 participant(s) found. A search bar allows filtering by "Entire Site" or "Name, ID, or Email". Buttons for "Download All", "Upload All", and "Release Grades" are present. A large table lists student submissions with columns for Student, Submitted Date, Status, Reviewed By, Reviewer Grade, Grade, and Release. The "Reviewed By" column for the first submission, "demo_student04", is highlighted with a red box. Below the table, sections for "Assignment Details" and "Select User(s) and Allow Resubmission" are visible.

Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
demo_student01 (student01)	Jun 8, 2016 12:00 pm	Graded	demo_student04 ✓	98.0	98.00	
demo_student02 (student02)	Jun 8, 2016 11:59 am	Graded	demo_student01 ✓	100.0	100.00	
demo_student03 (student03)	Jun 8, 2016 11:59 am	Graded	demo_student02 ✓	95.0	95.00	
demo_student04 (student04)	Jun 8, 2016 12:01 pm	Graded	demo_student03 ✓	100.0	100.00	
demo_student05 (student05)		No Submission				

Individual reviewer feedback will display.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS  

 Chapter Presentation - Reviewing: student01 demo (student01)
Reviewer: student04 demo (student04)

< Previous

Return to List

Next >

Assignment Instructions

Prepare and deliver a presentation for the class on your assigned chapter.

Additional resources for assignment

No attachments yet

Instructions for the Reviewer

Please review one of your peer presentations and provide a score out of 100.

Assignment Submission

There is no student submitted text.

Submitted Attachments

 [Presentation1.pptx](#) (29 KB; Jun 8, 2016 12:00 pm)

Grade: **98.00**

(max 100.00)

Reviewer Comments

Good job on the presentation.

Reviewer Attachments

[Remove Review](#)

< Previous

Return to List

Next >

This is the feedback as entered by the reviewer. Students will be able to see this peer feedback once the grade has been released for the assignment.

Remove review. (Optional)

Remove Review

If a reviewer has provided incorrect or inappropriate feedback, you may click on **Remove Review** to delete the peer feedback and score.

Release grades.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS [LINK](#) [HELP](#)

Chapter Presentation - Submissions

View Entire Site ▾

Find students Name, ID, or Email Find

[Download All](#) | [Upload All](#) **Release Grades**

Viewing 1 - 5 of 5 items

|< < Show 200 items... > >|

Found 5 participant(s). Assign this grade to participants without a grade:

Apply

▶ Show settings for sending feedback

▶ Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
<input type="checkbox"/>	demo_student01 (student01)	Jun 8, 2016 12:00 pm	Graded	demo_student04 ✓	98.0	98.00	
<input type="checkbox"/>	demo_student02 (student02)	Jun 8, 2016 11:59 am	Graded	demo_student01 ✓	100.0	100.00	
<input type="checkbox"/>	demo_student03 (student03)	Jun 8, 2016 11:59 am	Graded	demo_student02 ✓	95.0	95.00	
<input type="checkbox"/>	demo_student04 (student04)	Jun 8, 2016 12:01 pm	Graded	demo_student03 ✓	100.0	100.00	
<input type="checkbox"/>	demo_student05 (student05)		No Submission				

▶ Assignment Details

If you want to make the peer review scores the official grade, you may simply select **Release Grades** and the reviewer scores will be sent to the gradebook.

Or, select a student to enter a score adjustment or instructor comments.

The screenshot shows the Sakai Grade Report interface for an assignment titled "Chapter Presentation". At the top, there are navigation links: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, and OPTIONS. To the right are links for LINK and HELP.

The main content area displays the assignment details: "Chapter Presentation" and "Submissions". There are filters for "View" (Entire Site) and "Find students" (Name, ID, or Email). Below these are buttons for "Download All", "Upload All", and "Release Grades".

A message indicates "Found 5 participant(s). Assign this grade to participants without a grade:" followed by an "Apply" button.

Two expandable sections are shown: "Show settings for sending feedback" and "Select User(s) and Allow Resubmission".

The central part of the screen is a table listing student submissions:

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
<input type="checkbox"/>	demo_student01 (student01)	Jun 8, 2016 12:00 pm	Graded	demo_student04 ✓	98.0	98.00	
<input type="checkbox"/>	demo_student02 (student02)	Jun 8, 2016 11:59 am	Graded	demo_student01 ✓	100.0	100.00	
<input type="checkbox"/>	demo_student03 (student03)	Jun 8, 2016 11:59 am	Graded	demo_student02 ✓	95.0	95.00	
<input type="checkbox"/>	demo_student04 (student04)	Jun 8, 2016 12:01 pm	Graded	demo_student03 ✓	100.0	100.00	
<input type="checkbox"/>	demo_student05 (student05)		No Submission				

An expandable section labeled "Assignment Details" is shown at the bottom.

Click on a student name to go to the detailed view of the student submission.

Adjust score or enter comments.

The screenshot shows the 'Chapter Presentation - Re-grading' page. At the top, there are navigation links: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, OPTIONS, a LINK button, and a HELP button. A red box highlights the 'Grade' field in step 1. Step 2 highlights the rich text editor area. Step 3 highlights the 'Add Attachments' button. Step 4 highlights the 'Save and Release to Student' button, which is also highlighted with a red box.

1 Grade: (max 100.00)

2 Instructor Summary Comments
Use the box below to enter additional summary comments about this submission.

3 Add Attachments

4 Save and Don't Release to Student **Save and Release to Student** Preview Cancel Changes

Navigate Submissions

< Previous < Previous Ungraded Return to List Next Ungraded > Next >

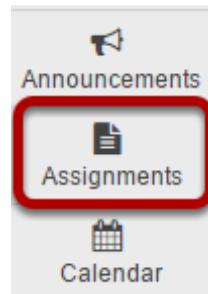
(Changes will be saved) Navigate between students with submissions only (Changes will be saved)

On the re-grading screen, you may:

1. Enter a score adjustment in the **Grade** field.
2. Add instructor comments using the Rich Text Editor.
3. Attach a file with additional feedback.
4. **Save and Release to Student** to send the score to the gradebook.

How do I download assignments for grading offline?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click the **Grade** link for the assignment to be graded.

The Assignment List page displays two assignments:

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm	3/3	0-100.00	<input type="checkbox"/>
Assignment 2 Edit Duplicate Grade	Entire Site	Open	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

At the bottom left is a 'Remove Selected' button.

Click the Download All link.

The screenshot shows the Sakai Assignment 1 page. At the top, there is a navigation bar with links for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, and OPTIONS. To the right of the navigation bar are links for LINK and HELP. Below the navigation bar, the page title is "Assignment 1" followed by a user icon and the text "- Submissions".
The main content area has a "View" dropdown set to "Entire Site". A "Find students" section includes a search input field for "Name, ID, or Email" and a "Find" button. Below these are links for "Download All", "Upload All", and "Release Grades", where "Download All" is highlighted with a red box.
A message indicates "Found 4 participant(s). Assign this grade to participants without a grade:" followed by an "Apply" button.
There are two blue header sections: "Show settings for sending feedback" and "Select User(s) and Allow Resubmission".
The main table lists four student submissions:

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	demo_student01 (student01)	Jun 8, 2016 11:08 am	Ungraded		
<input type="checkbox"/>	demo_student02 (student02)	Jun 8, 2016 11:10 am	Ungraded		
<input type="checkbox"/>	demo_student03 (student03)	Jun 8, 2016 11:11 am	Ungraded		
<input type="checkbox"/>	demo_student04 (student04)		No Submission		

A blue header section labeled "Assignment Details" is visible at the bottom.

Select the desired download options.

[LINK](#) [HELP](#)

Download All

Choose download options, and then click 'Download' at the bottom.

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

- All
 Student submission text (original student submitted text, possibly containing instructor added comments)
 Student submission attachment(s)
 Grade file (file at top level of archive)
 CSV format, file grades.csv
 EXCEL format, file grades.xls
 Feedback text (the inline comments with student submission)
 Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
 Feedback Attachment(s)

Include students who have not yet submitted

[Download](#)

[Cancel](#)

You may choose "All" to select all of the download options, or select only some of them by placing a check mark next to an individual item or items. The options available for download are:

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

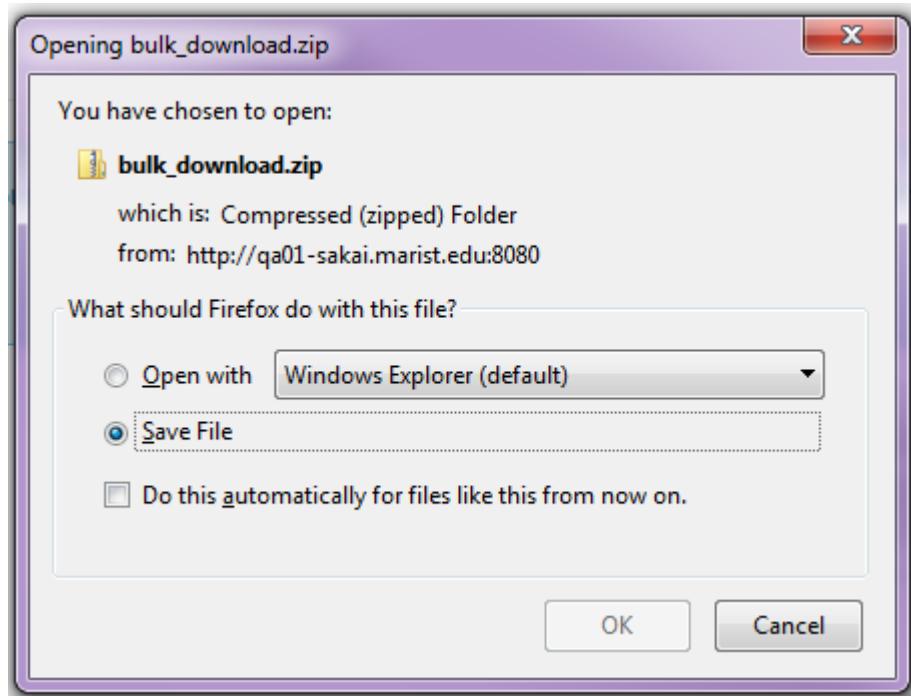
Download the submissions.

[Download](#)

[Cancel](#)

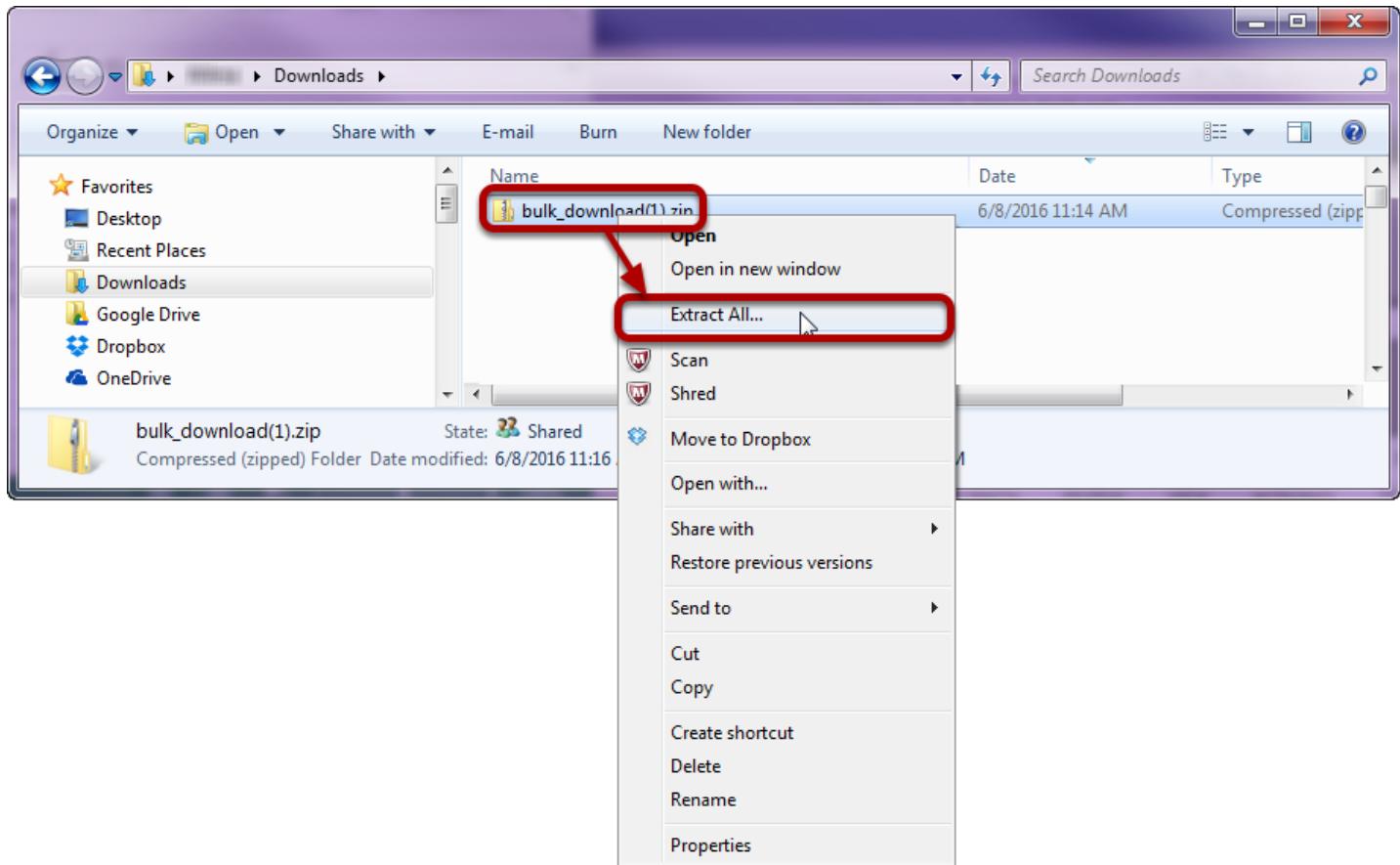
Click the **Download** button to save the files to your computer.

Save zip file.



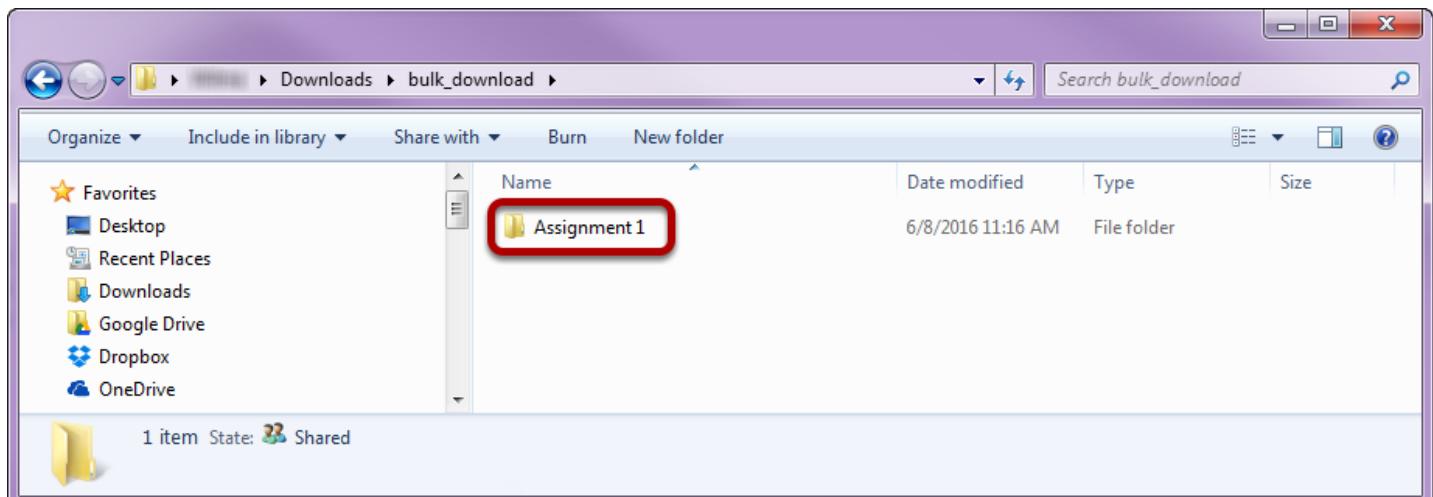
The assignment files will download as an archive file, or .zip file to your local computer. The archive file has the default name of bulk_download.zip.

Extract files.



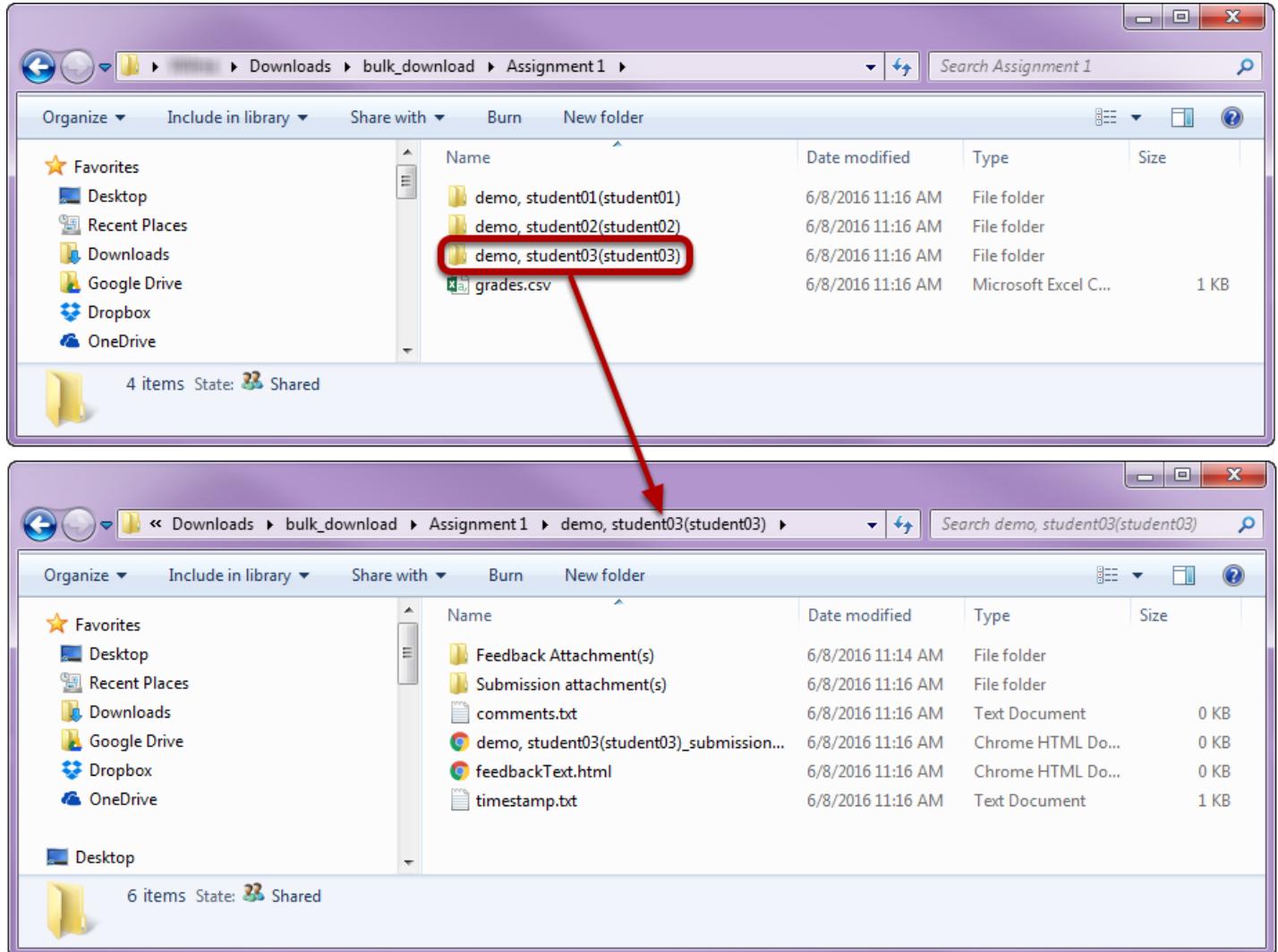
Extract the archive to a location on your computer. (You can do this by right-clicking on the file and selecting **Extract All** in Windows, or by using your preferred unzipping program on your computer.)

View assignment folder.



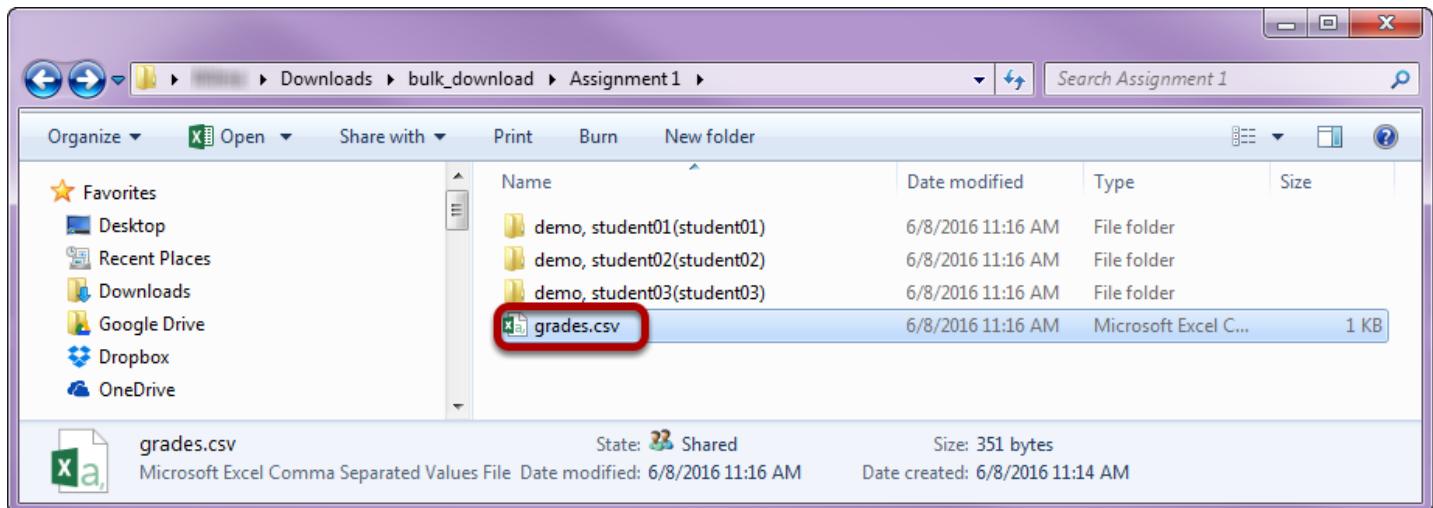
There will be a folder for each of the assignments in your course.

View student submissions.



Within the assignment folder, there will be individual folders for each of the students in the site. Open a student folder to view his or her submissions, feedback, and comments.

Grade the submissions.



When you are ready to enter student grades, open the **grades.csv** file within the assignment folder.

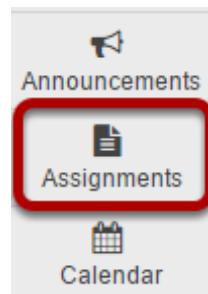
Enter grades and comments into spreadsheet and save.

A screenshot of Microsoft Excel showing the 'grades.csv' spreadsheet. The data is as follows:

	A	B	C	D	E	F	G	H
1	Assignment 1	Points						
2								
3	Display ID	ID	Last Name	First Name	grade	Submission date	Late submission	
4	student01	student01	demo	student01	95	6/8/2016 11:08	On time	
5	student02	student02	demo	student02	100	6/8/2016 11:10	On time	
6	student03	student03	demo	student03	80	6/8/2016 11:11	On time	
7								
8								
9								
10								

How do I upload graded assignment submissions and feedback?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click the **Grade** link for the assignment to be graded.

The screenshot shows the 'Assignment List' interface. At the top, there is a toolbar with buttons for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, OPTIONS, and links for LINK and HELP. Below the toolbar, the title 'Assignment List' is displayed. On the left, a 'View' dropdown is set to 'Assignment List'. To the right, a message box says 'Viewing 1 - 2 of 2 items' with navigation buttons for |<, <, >, >|, and 'Show 200 items...'. The main area contains a table with two rows of assignment data:

	Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
	Assignment 1 Edit Duplicate Grade	Entire Site	Open	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm	3/3	0-100.00	<input type="checkbox"/>
	Assignment 2 Edit Duplicate Grade	Entire Site	Open	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

At the bottom left, there is a button labeled 'Remove Selected'.

Click the Upload All link.

The screenshot shows the Sakai Assignment tool interface. At the top, there is a navigation bar with links: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, and OPTIONS. To the right of the navigation bar are two buttons: a magnifying glass icon labeled 'LINK' and a question mark icon labeled 'HELP'.

The main content area is titled 'Assignment 1' and shows a list of participants. On the left, there are filters for 'View' (Entire Site) and 'Find students' (Name, ID, or Email). Below these are three buttons: 'Download All', 'Upload All' (which is highlighted with a red box), and 'Release Grades'.

A message indicates 'Found 4 participant(s). Assign this grade to participants without a grade:' followed by a search input field and an 'Apply' button.

Below this, there are two sections: 'Show settings for sending feedback' and 'Select User(s) and Allow Resubmission'. Under 'Select User(s)', there is a table listing five students:

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	demo_student01 (student01)	Jun 8, 2016 11:08 am	Ungraded		
<input type="checkbox"/>	demo_student02 (student02)	Jun 8, 2016 11:10 am	Ungraded		
<input type="checkbox"/>	demo_student03 (student03)	Jun 8, 2016 11:11 am	Ungraded		
<input type="checkbox"/>	demo_student04 (student04)		No Submission		

At the bottom, there is a section titled 'Assignment Details'.

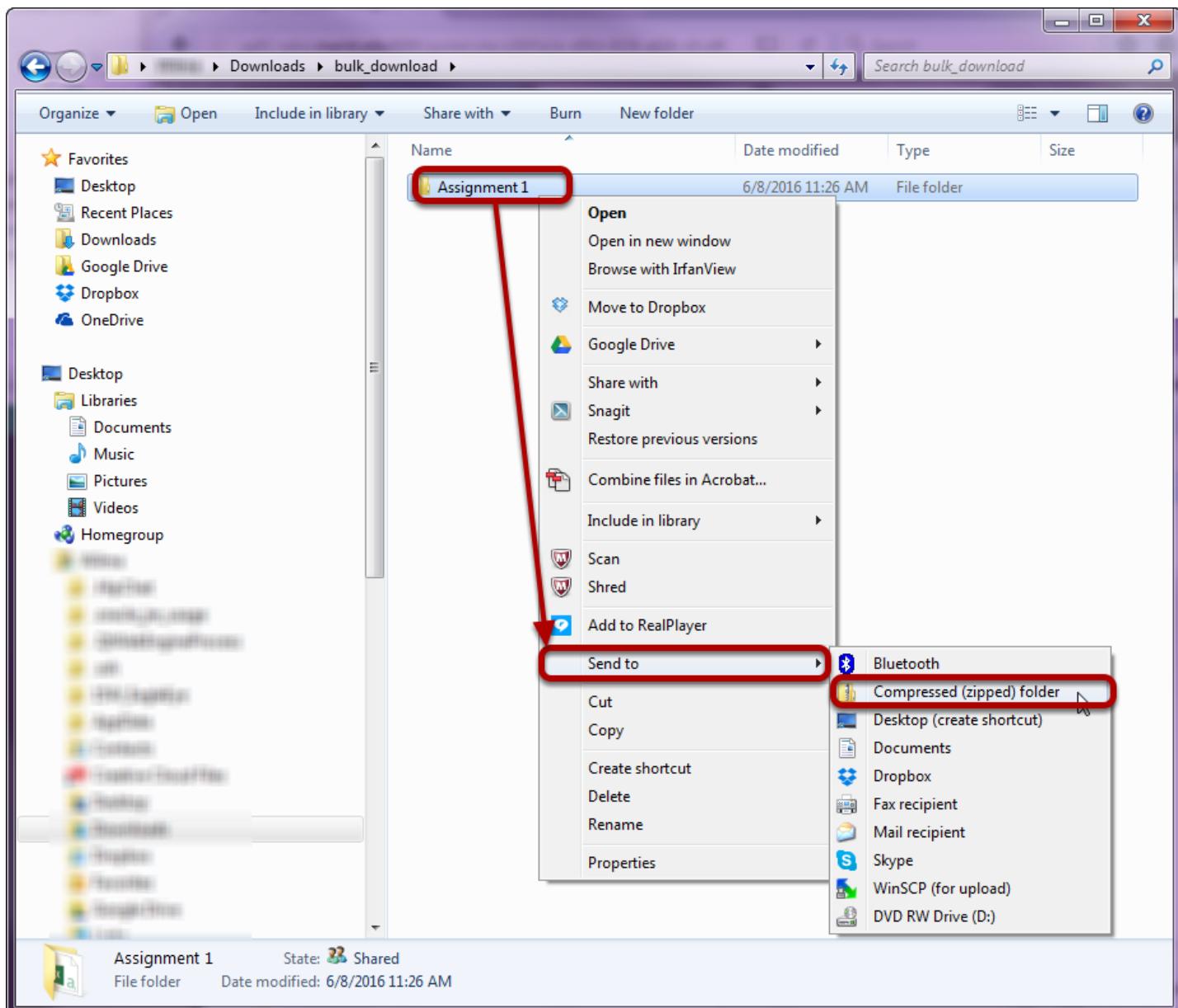
Select the archive file containing grades and feedback.

*File:
 No file selected.

Click the **Browse** button to browse for and select the archive file on your local computer.

Note: The archive file needs to be in a specific format. It should contain a folder for the assignment and subfolders for each of the individual students. The easiest way to ensure that your file is in the correct format is to download the assignment submissions (or the template provided) directly from the Assignments tool in your site.

Create a zip file from the extracted folder on your computer.



If you have previously extracted the bulk_download.zip file on your computer, and then edited or added to the assignment grades or feedback, you will need to create a new archive or zip file for upload which includes your changes.

You can create a zip file from a folder in Windows by right-clicking on the folder, and then selecting **Send to** and **Compressed (zipped) folder**. The zip file will have the same name as the folder you selected.

Tip: You can either compress/zip all existing assignment folders at once for upload, or just one assignment folder at a time.

Select the desired upload and release options.

[LINK](#) [HELP](#)

Upload All

Select an archive file to upload, choose options, and then click 'Upload' at the bottom. Required items marked with *
The archive file should contain a folder for each student. ([Download Template](#)) Each folder can contain a comments.txt file, the student's submission with instructor comments you have added, and/or other files you want to return with the student's submission. The upload time needed is related to the zip file size and the connection speed. If you only need to upload a subset of the zip file, please limit your zip file size first by choosing options accordingly in the Download All process.

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

*File:

Assignment 1.zip

1 You have selected the archive file for uploading. Files contained in the archive will be uploaded to the corresponding student submission for the assignment.

***Choose which elements in the archive file to upload**

- All
 Student submission text (original student submitted text, possibly containing instructor added comments)
 Student submission attachment(s)
 Grade file (file at top level of archive)
 CSV format, file grades.csv
 EXCEL format, file grades.xls
 Feedback text (the inline comments with student submission)
 Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
 Feedback Attachment(s)

Select release option

- Release uploaded grades and feedback comments to students
 Do not release uploaded information - I'll release it later

1. You may choose "All" to select all of the upload options, or select only some of them by placing a check mark next to an individual item or items. The options available for upload are:

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

2. Select the radio button to **Release uploaded information to students** if you want them to be able to see their grades and feedback right away. (If you would rather wait to release at a later date, select **Do not release uploaded information - I'll release it later** instead.)

Click Upload



Click the **Upload** button to upload your file.

View grades.

The screenshot shows the 'Assignment 1' page with the following interface elements:

- Top navigation bar with buttons: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, OPTIONS, LINK, and HELP.
- Section title: Assignment 1 - Submissions.
- Filter: View dropdown set to "Entire Site".
- Search: Find students input field and a Find button.
- Actions: Download All, Upload All, Release Grades.
- Message: Viewing 1 - 4 of 4 items.
- Navigation: Previous, Next, Show 200 items... buttons.
- Feedback section: Show settings for sending feedback.
- User selection section: Select User(s) and Allow Resubmission.
- Table of student submissions:

Student	Submitted	Status	Grade	Release
demo_student01 (student01)	Jun 8, 2016 11:08 am	Graded	95.00	
demo_student02 (student02)	Jun 8, 2016 11:10 am	Graded	100.00	
demo_student03 (student03)	Jun 8, 2016 11:11 am	Graded	80.00	
demo_student04 (student04)		No Submission		

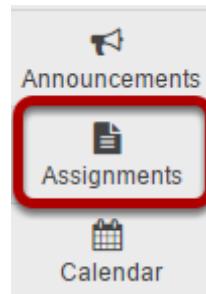
- Assignment Details section.

Once your upload is complete, you will be returned to the assignment grading screen. Notice that the grades have now been uploaded and the student submissions are marked as "Graded".

How do I release assignment grades?

When you grade an assignment, students will not be able to view the grade and your feedback in the assignment area until you release their grades.

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click the Grade link for the assignment with grades to be released.

The screenshot shows the 'Assignment List' page. At the top, there are several buttons: ADD, ASSIGNMENT LIST (highlighted in blue), GRADE REPORT, STUDENT VIEW, PERMISSIONS, and OPTIONS. To the right are links for LINK and HELP.

The main area is titled 'Assignment List'. A dropdown menu is open under 'View' with 'Assignment List' selected. Below it, a message says 'Viewing 1 - 1 of 1 items'.

Navigation buttons include '<' and '>' for page navigation, and a dropdown for 'Show 200 items...'. The table below lists one assignment:

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	3/2	0-100.00	<input type="checkbox"/>

At the bottom left is a button for 'Remove Selected'.

Click Release Grades.

The screenshot shows the 'Assignment 1' page in the 'Submissions' section. At the top, there are tabs for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, PERMISSIONS, and OPTIONS, along with links for LINK and HELP. Below the tabs, there's a search bar with 'View' set to 'Entire Site' and a 'Find' button. A red box highlights the 'Release Grades' button in the 'Actions' column of a table listing student submissions. The table has columns for Student, Submitted, Status, Grade, and Release. The 'Submitted' column shows dates and times, and the 'Status' column shows 'Graded' or 'No Submission'. The 'Grade' column shows numerical values. The 'Release' column contains checkmarks for released grades. Below the table, there are navigation buttons for viewing more items (Show 200 items...), and sections for 'Show settings for sending feedback' and 'Select User(s) and Allow Resubmission'.

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	student01 (student01)	Mar 7, 2016 5:34 pm by Professor, Demo (on behalf of student01)	Graded	80.00	
<input type="checkbox"/>	student02 (student02)	Mar 7, 2016 5:39 pm	Graded	95.00	
<input type="checkbox"/>	student03 (student03)	Mar 8, 2016 4:49 pm	Graded	100.00	
<input type="checkbox"/>	student04 (student04)		No Submission		

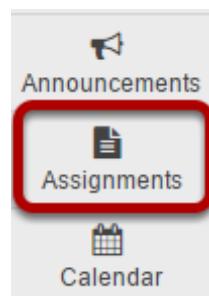
View released grades.

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	student01 (student01)	Mar 7, 2016 5:34 pm by Professor, Demo (on behalf of student01)	Returned	80.00	✓
<input type="checkbox"/>	student02 (student02)	Mar 7, 2016 5:39 pm	Returned	95.00	✓
<input type="checkbox"/>	student03 (student03)	Mar 8, 2016 4:49 pm	Returned	100.00	✓
<input type="checkbox"/>	student04 (student04)		No Submission		

Once grades have been released to students, you will see a check mark in the "Release" column.

How do I change the Assignments tool permissions?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu of your site.

Click Permissions.

The screenshot shows the 'Assignment List' page. At the top, there are navigation links: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, PERMISSIONS (which is highlighted with a red box), and OPTIONS. To the right are links for LINK and HELP. Below the links, the title 'Assignment List' is displayed. A 'View' dropdown is set to 'Assignment List'. A message box says 'Viewing 1 - 1 of 1 items'. At the bottom left, there are navigation buttons for page navigation and a link to show 200 items. The main table lists one assignment:

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	3/2	0-100.00	<input type="checkbox"/>

A button at the bottom left says 'Remove Selected'.

Modify the permissions for the roles listed.

Permissions

Set permissions for Assignments in worksite "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

Undo changes

1

Permission	Instructor	Student	Teaching Assistant
Same site level permissions for all groups inside the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create new assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit to assignment(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read assignment(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Revise assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade assignment submission(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Receive email notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Able to view draft assignment(s) created by other users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save

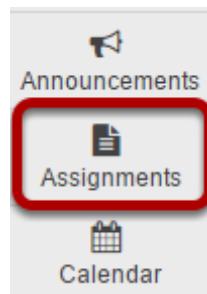
Cancel

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

How do students submit an assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Click on the title of the assignment.

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 2 of 2 items

|< < Show 200 items... > >|

1	2	3	4
Assignment Title	Status	Open	Due
Assignment 1	Returned	Mar 7, 2016 12:00 pm	Mar 28, 2016 5:00 pm
	Peer Assessment - Students assess each other	Not open	Mar 28, 2016 5:00 pm
Assignment 2	Not Started	Mar 14, 2016 12:00 pm	Apr 4, 2016 5:00 pm

You will see a list of all assignments in the site. The following information will be displayed for each assignment.

1. **Assignment title**, or name of the assignment.
2. **Status** (i.e. Not Started, Assignment submission required, Returned, etc.).
3. **Open** date when the assignment becomes available to students.
4. **Due** date, or deadline to turn in the assignment.

Select the assignment you want to submit by clicking on the title of the assignment in the list.

Note: If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list.

Or, click the direct link to the assignment in Lessons.

Lessons



[Print view](#) [Index of pages](#)

Reading:

Chapters 1 and 2 in the textbook.

Activities:

 [Assignment 1](#)

If your instructor has included a link to the assignment in the Lessons tool, you may also access it from this location within the course content.

Or, click the direct link to the assignment from Announcements.

Assignment: Open Date for 'Assignment 1'

Saved By	Demo Professor
Modified Date	Mar 21, 2016 5:16 pm
Groups	site
Assignment Link	Assignment 1

Message

Open date for assignment 'Assignment 1' is Mar 7, 2016 12:00 pm.

If your instructor has posted an announcement about the assignment open date, you may also access it from the assignment link in the Announcement tool.

Or, click the direct link to the assignment from Schedule/Calendar.

< Last Event Go to Today Back to Calendar Next Event >

Due Assignment 1

Date	Mar 28, 2016
Time	5:00 pm EDT
Description	Assignment Assignment 1 is due on Mar 28, 2016 5:00 pm.
Frequency	Activity occurs once
Event Type	<input checked="" type="checkbox"/> Deadline
Owner	Demo Professor
Site	DAC-EDUCATION-DEPT1-SUBJ1-126
From Site	"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)
Assignment Link	Assignment 1

< Last Event Go to Today Back to Calendar Next Event >

If your instructor has included a calendar post about the assignment deadline, you may also access it from the assignment link in the Schedule/Calendar tool.

Enter and/or attach your assignment.

Assignment - In progress

Complete the form, then choose the appropriate button at the bottom.

Once submitted, this assignment will be part of an anonymous peer review. Make sure not to include your name in any submission text, files or file names.

Title	Assignment 1
Due	Mar 28, 2016 5:00 pm
Number of resubmissions allowed	0
Status	Not Started
Grade Scale	Points (max 100.00)
Modified by instructor	Mar 21, 2016 5:30 pm

Instructions

Please submit a 5 page paper.

Submission

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently while working.**

1

My assignment file is attached.

body p Word Count : 4

Attachments

No attachments yet

2

Select a file from computer Choose File No file chosen or select files from workspace or site

Submit Preview Save Draft Cancel Don't forget to save or submit!

Depending on the assignment settings, you may be allowed to enter your submission in-line and/or attach a file or files.

1. Enter your submission text into the **Assignment Text** area using the [Rich Text Editor](#).
2. Under **Attachments**, click the **Choose File** button to browse for an select a file to upload from your computer. (Alternately, you may also click the **or select files from workspace or site** button to select a file you have already uploaded.)

View attached file.

Attachments

 My paper.docx (11 KB; Mar 21, 2016 5:33 pm) [Remove](#)

Select more files from computer

[Choose File](#)

No file chosen

or select more files from workspace or site

Once you have attached your file, the name of the file, as well as the file size and upload time stamp will be displayed under **Attachments**.

Tip: You may click Remove to remove the attachment if you selected the wrong file.

Submit your assignment.



When you are ready to turn in your assignment, click the **Submit** button to complete your assignment submission.

*Tip: If you are not yet ready to submit, you may click **Preview** to preview the submission, or **Save Draft** to save your submission and submit it later. Click **Cancel** to exit the assignment without saving or submitting.*

Submission confirmation.

 [LINK](#)  [HELP](#)

Submission Confirmation

 You have successfully submitted your work. You will receive an email confirmation containing this information.

User: student05 (student05)

Class site: DAC-EDUCATION-DEPT1-SUBJ1-126

Assignment title:  Assignment 1

Submission ID: **6cd8189a-eb45-4279-93b4-ff99c8bc0072**

Submitted on: Mar 21, 2016 5:36 pm

History Mon Mar 21 17:36:27 EDT 2016 student05 (student05) submitted

Your submission included the following:

No submission text

Submitted Attachments

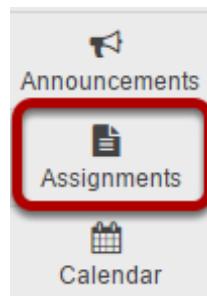
My paper.docx (11 KB; Mar 21, 2016 5:36 pm)

[Back to list](#)

Once you have submitted your assignment, you will receive a confirmation message on screen. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.

How do students complete a peer assessment assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Submit your assignment.

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	Status	Open	Due
 Assignment 1	Not Started	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm
 Assignment 2	Not Started	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm
 Chapter Presentation	Not Started	Jun 1, 2016 12:00 pm	Jun 8, 2016 12:05 pm
Chapter Presentation Peer Assessment - Students assess each other	Assignment submission required	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm

If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list. However, you must submit your own assignment before you can complete your peer review(s) for other students.

Click on the assignment title to submit your work. Refer to [How do students submit an assignment?](#) for more information on submitting assignments.

Select a student submission to review.

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 3 of 3 items

| < < Show 200 items... > > |

Assignment Title	Status	Open	Due
Assignment 1	Submitted Jun 8, 2016 11:08 am	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm
Assignment 2	Not Started	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm
Chapter Presentation	Submitted Jun 8, 2016 12:00 pm	Jun 1, 2016 12:00 pm	Jun 8, 2016 12:05 pm
Chapter Presentation Peer Assessment - Students assess each other	Not started	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm
Student 1	Not started		

Once you have submitted your own assignment, the Peer Assessment information will display.

Click on a student in the list to select that submission for review. You will not see the other students' names, only Student 1, Student 2, etc. Peer reviews are anonymous.

Note: The Open date begins after the due date for the assignment. The Due date is the deadline for completing your peer assessment.

Review your peer's submission.

The screenshot shows the 'Review your peer's submission' interface in Sakai 11. At the top, there are links for 'ASSIGNMENT LIST', 'LINK', and 'HELP'. Below that, it says 'Chapter Presentation - Reviewing: Student (1 of 1)' and 'Peer review due date: Jun 8, 2016 12:30 pm'. A reminder states: 'Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.' Navigation buttons include '< Previous', 'Return to List', and 'Next >'. A message '(Changes will be saved)' is displayed. The main content is organized into numbered steps:

- 1 Instructions for the Reviewer**: A note says 'Please review one of your peer presentations and provide a score out of 100.'
- 2 Assignment Submission**: A message says 'There is no student submitted text.'
- 3 Grade**: A field shows '100' with a red box around it. A note says '(max 100.00)'.
- 4 Reviewer Comments**: A note says 'Use the box below to enter additional summary comments about this submission.' Below it is a rich text editor toolbar. A comment 'Great job on your presentation!' is entered, and the character count is shown as 'Character Count (Includes HTML formatting characters): 41 Word Count: 5'.
- 5 Attachments**: A note says 'No attachments yet'. A 'Browse...' button is highlighted with a red box.
- 6 Save, Cancel Changes, Submit**: Buttons for saving changes, canceling changes, and submitting the review are shown. The 'Submit' button is highlighted with a red box.

1. You will see the **Instructions for the Reviewers** provided by the instructor.
2. The student **Assignment Submission** will display. Depending on the assignment settings, you may see your peer's submission in-line and/or as a file attachment(s).
3. Enter your grade for the peer review.
4. Enter your feedback into the **Reviewer Comments** area using the [Rich Text Editor](#).
5. Click **Browse** to add an attachment containing additional feedback. (Optional)
6. Click **Submit** to submit your peer review.

View submitted peer assessments.

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 3 of 3 items				
<	<	Show 200 items... ▾	>	>

Assignment Title	Status	Open	Due
 Assignment 1	Submitted Jun 8, 2016 11:08 am	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm
 Assignment 2	Not Started	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm
 Chapter Presentation	Submitted Jun 8, 2016 12:00 pm	Jun 1, 2016 12:00 pm	Jun 8, 2016 12:05 pm
<input checked="" type="checkbox"/> Chapter Presentation Peer Assessment - Students assess each other	Submitted	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm
Student 1 	Submitted		

Once you have submitted your review, the status for that student submission will change to **Submitted** and a green check mark will appear next to the student in the list.

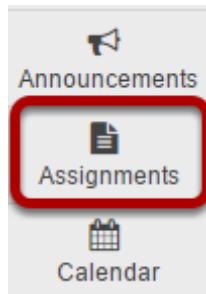
Repeat the steps above to submit additional reviews. (Optional)

If your instructor has specified more than one review per student, repeat the process above to submit the number of peer assessments required.

How do students view their assignment feedback?

Once your instructor has graded your assignment, you can view the feedback on your work in the Assignments tool.

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Click on an assignment.

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 3 of 3 items

| < < Show 200 items... > >|

	<u>Assignment Title</u>	<u>Status</u>	<u>Open</u>	<u>Due</u>
	 Assignment 1	Returned	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm
	 Assignment 2	Not Started	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm
	 Chapter Presentation	Returned	Jun 1, 2016 12:00 pm	Jun 8, 2016 12:05 pm
	 Chapter Presentation Peer Assessment - Students assess each other	Submitted	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm

Click on the title of an assignment to view the feedback for that item.

*Note: Assignments which display **Returned** in the Status column have been graded and the feedback released for student viewing.*

View assignment feedback.

Assignment 1 - Returned

1 Title  Assignment 1

Student student01 demo

Submitted Date Jun 8, 2016 11:08 am

Grade **95.00 (max 100.00)**

History Wed Jun 08 11:08:48 EDT 2016 student01 demo (student01) submitted

2 Instructions
Please submit a 5 page paper.

3 Submitted Attachments
 [Assignment1.docx](#) (20 KB; Jun 8, 2016 11:08 am)
 [Assignment1.docx](#) (20 KB; Jun 8, 2016 11:48 am)

4 Additional instructor's comments about your submission
Good work on your assignment. Please see the attached file for additional feedback.
Instructor's attachments to this submission
 [Assignment1 - Feedback.docx](#) (20 KB; Jun 8, 2016 3:25 pm)

[Back to list](#)

Your assignment and feedback will be displayed.

1. The title, student name, submission date, grade, and submission history appear at the top.
2. The original assignment instructions and attachments appear below the submission and grade information.
3. Your submission and/or attached files display below the assignment instructions.
4. Instructor comments and/or attached files appear at the bottom.

Peer review feedback.

Chapter Presentation - Returned

Title	 Chapter Presentation
Student	student01 demo
Submitted Date	Jun 8, 2016 12:00 pm
Grade	98.00 (max 100.00)
History	Wed Jun 08 12:00:05 EDT 2016 student01 demo (student01) submitted

Instructions

Prepare and deliver a presentation for the class on your assigned chapter.

Submitted Attachments

 [Presentation1.pptx](#) (29 KB; Jun 8, 2016 12:00 pm)

Additional instructor's comments about your submission

Excellent presentation. You covered the chapter well.

Peer Reviews

▼ Reviewer (1)

Score: 98.0

Comments:

Good job on the presentation.

Attachments

[Back to list](#)

If your assignment had a peer assessment component, and your instructor has allowed students to see peer reviews of their own work, you will also see peer reviewer comments and/or attachments on the feedback screen.

Calendar

What is the Calendar tool?

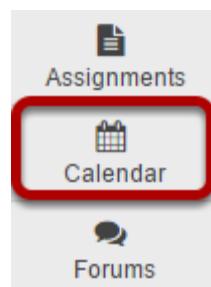
The Calendar tool allows instructors or site organizers to post events in a calendar format. The calendar has day, week, month, year, and simple list views.

The Calendar can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

Project sites may use Calendar to post key dates, such as deadlines.

All calendars from all sites you have access to are merged in your My Workspace Calendar.

To access this tool, select Calendar from the Tool Menu of your site.



How do I customize my Calendar display?

The Calendar tool can be customized according to your individual display preferences.

Calendar Options

The screenshot shows the Sakai 11 Calendar tool interface. At the top, there is a navigation bar with tabs: CALENDAR (highlighted in blue), OPTIONS (which is redboxed), PUBLISH (PRIVATE), and two help links. To the right of the navigation are buttons for LINK and HELP. Below the navigation is a month view for March 2016. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates for March are as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Below the month view are three small boxes labeled <, Today, and >.

To modify the display , select the **Options** button.

Display Settings

[CALENDAR](#)

[LINK](#) [HELP](#)

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View: Calendar by Month ▾ 1

Priority events

Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

Event types

High priority:

Move up	Move down
---------	-----------

Medium priority:

Move up	Move down
---------	-----------

Low priority:

Academic Calendar
Activity
Cancellation

Colors

High priority:

--

Medium priority:

--

Low priority:

--

1
2
3

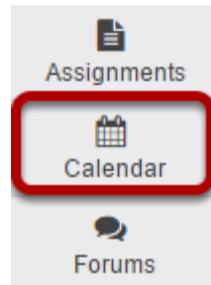
Update **Cancel**

1. The drop-down menu under Calendar Display allows you to select your default view by *Month* or by *Day*.
 2. You may define *High*, *Medium*, or *Low* priority for items on the Calendar. This will change the color of the item as it is displayed on your Calendar. Click on an item type in the list and select the **Move Up** or **Move Down** buttons to change the priority level of that item.
 3. You may also specify custom colors for different priority levels. You may indicate the color by typing in a numerical *Hex color value*, or by clicking on the *color palate icon* to bring up a selection of web colors from which to choose.

4. Don't forget to click **Update** to save any changes.

How do I view calendar item details?

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click on the item you want to view.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS [LINK](#) [HELP](#)

Calendar by Month

View **Calendar by Month** ▾

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION SET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Legend

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment

Tip: If you have concurrently scheduled events, it may be difficult to view their titles. To see more details for a particular day, from the "View" drop-down list, change your calendar's view to Calendar by Day or List of Events.

View item details.

The screenshot shows the 'View item details' page for an event titled 'My Event'. At the top, there are several buttons: 'ADD EVENT', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', and 'PERMISSIONS'. To the right of these are 'LINK' and 'HELP' buttons. Below the buttons are navigation links: '< Last Event', 'Go to Today' (which is highlighted in blue), 'Back to Calendar', and 'Next Event >'. The main content area displays event details in a table format:

Date	Mar 31, 2016
Time	8:00 am - 9:00 am EST
Description	This is a sample calendar event description.
Attachments	Presentation1.pptx (474 KB)
Frequency	Activity occurs once
Event Type	Activity
Owner	Demo Professor
Site	DAC-EDUCATION-DEPT1-SUBJ1-126
From Site	"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

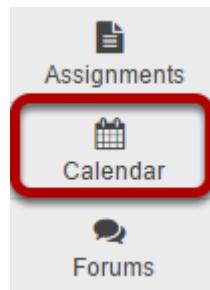
At the bottom of the content area are two buttons: 'Edit' and 'Remove event'. Below the content area are the same navigation links as at the top of the page: '< Last Event', 'Go to Today', 'Back to Calendar', and 'Next Event >'.

The item details will display.

How do I change the Calendar view?

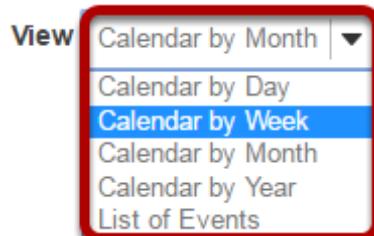
In Calendar, you can view your calendar by day, week, month, or year. You can also set the default view for your calendar.

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Select the desired view in the drop-down menu.



Calendar by day.

The screenshot shows the 'Calendar by Day' view for Friday, March 4, 2016 EST. At the top, there are several buttons: ADD EVENT, MERGE INTERNAL CALENDARS, PUBLISH (PRIVATE), FIELDS, PERMISSIONS, a LINK button, and a HELP button. Below these, a 'View' dropdown is set to 'Calendar by Day'. The main area displays a 24-hour timeline from 8 AM to 5 PM. The 4 PM slot is highlighted with a blue background and contains the text 'My Event' with a small event icon. Navigation buttons include '< Previous Day', 'Today', 'Next Day >', 'PRINTABLE VERSION', and 'SET AS DEFAULT VIEW'. There are also 'Earlier' and 'Later' links on the left side of the timeline.

The item details will display.

Calendar by week.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS  LINK  HELP

Calendar by Week

View **Calendar by Week** ▾

Sunday, February 28, 2016 - Saturday, March 5, 2016 EST

< Previous Week Today Next Week >

PRINTABLE VERSION SET AS DEFAULT VIEW

[Earlier](#)

	Sun 28	Mon 29	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM						 My Event	
5 PM							

[Later](#)

Calendar by month.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS LINK HELP

Calendar by Month

View **Calendar by Month** ▾

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION SET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4 My Event	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Calendar by year.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS [LINK](#) [? HELP](#)

Calendar by Year

View: **Calendar by Year** ▾

2016

< Previous Year Today Next Year >

SET AS DEFAULT VIEW

Jan							Feb							Mar						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	29	1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29	1	2	3	4	5	27	28	29	30	31	1	2
31	1	2	3	4	5	6														

Apr							May							Jun						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2	1	2	3	4	5	6	7	29	30	31	1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	1	2

Jul							Aug							Sep						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6														

Oct							Nov							Dec						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5														

List of events.

The screenshot shows the Sakai 11 Calendar interface. At the top, there are several buttons: ADD EVENT, MERGE INTERNAL CALENDARS, PUBLISH (PRIVATE), FIELDS, and PERMISSIONS. To the right of these are links for LINK and HELP. Below these buttons are sections for View (set to 'List of Events'), Show (set to 'Custom date range'), Start (set to FEB 1 2016) and End (set to MAR 31 2016). A green button labeled 'Filter Events' is highlighted with a yellow box. Below these controls is a blue button labeled 'Go to Today'. At the bottom of the interface are two buttons: PRINTABLE VERSION and SET AS DEFAULT VIEW. The main area displays a table of events:

Date	Time	For	Event
Mar 4	4:00 pm - 5:00 pm EST	Site	My Event This is a sample calendar event description. ...
Mar 31	8:00 am - 9:00 am EST	Site	Presentation1.pptx (474 KB)

Note: When viewing the calendar in list format, you also have the option to select a custom date range and filter events by start/end dates.

Set default view of calendar.

The screenshot shows the Sakai 11 Calendar interface for March 2016. At the top, there are several navigation buttons: ADD EVENT, MERGE INTERNAL CALENDARS, PUBLISH (PRIVATE), FIELDS, PERMISSIONS, a LINK button, and a HELP button. Below these, a 'View' dropdown menu is set to 'Calendar by Month'. The main area displays the month of March 2016. Navigation buttons for '< Previous Month', 'Today', and 'Next Month >' are available. A 'PRINTABLE VERSION' link is on the left, and a 'SET AS DEFAULT VIEW' button is highlighted with a red box. The calendar grid itself shows days from Sunday to Saturday, with specific dates like 'My Event' on Friday the 4th and Saturday the 31st.

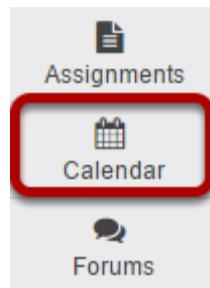
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4 My Event	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

If you have a preferred view (e.g. monthly view), click the **Set as Default View** button while viewing the calendar in your preferred view.

How do I add items to the Calendar?

The Calendar tool allows instructors to post items to the class calendar. You may use the Calendar to post reminders about class activities and due dates. This lesson will show you how to add items to your class calendar.

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click Add Event.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS  

Calendar by Month

View Calendar by Month ▾

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION SET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Legend

 Academic Calendar	 Activity	 Cancellation	 Class section - Discussion
 Class section - Lab	 Class section - Lecture	 Class section - Small Group	 Class session
 Computer Session	 Deadline	 Exam	 Meeting
 Multidisciplinary Conference	 Quiz	 Special event	 Web Assignment

You will be taken to the default view of the calendar, the current date is highlighted.

Click on the **Add Event** to create a new event.

Note: multiple day (overnight) events cannot be added as a single event, they need to be added as an all day event with a frequency of daily.

Add event content.

Add Event

[LINK](#) [HELP](#)

To add an event to the Calendar, complete the form and choose 'Save Event' at the bottom. Required items marked with *

Event

* Title	Exam 1
* Date	MAR 11 2016
* Start Time	10:00 AM EST
Duration	2 Hours 00 Minutes
End Time	12:00 PM EST

Message

Exam 1 covers chapters 1 through 5 in your textbook.

Calendar Selection Pop-up:

The calendar shows the month of March 2016. The date '11' is highlighted in red, indicating it is selected. The days of the week are labeled from Sunday to Saturday. The days in March are numbered sequentially from 28 to 31, followed by 1 through 5 for April. The dialog has a standard window interface with minimize, maximize, and close buttons.

You must enter a **Title**, **Date**, and **Start Time** to create an event. All other fields are optional.

- Your **Title** will be displayed on the calendar, so it is best to make it something short and informative. For this example, we have entered Exam 1.
- The **Date** is the day that the event takes place. You may select the date from the drop-down menus, or you may use the calendar icon to the right to bring up a pop-up calendar for selecting your date.
- The **Start Time** is the time of day when the event begins. For a live event, the start time is easy to determine. If your event is simply a reminder about required reading or other non-time-specific activities on a certain day, you may enter any time you choose.

If desired, you may also enter an event **Duration**, **End Time**, and **Message**.

- The **Duration** is how long the event will last. Selecting an amount of time from the Duration drop-down menus will automatically update your End Time accordingly.
- The **End Time** is when you expect the event to end. Selecting a time of day from the End Time drop-down menus will automatically update your Duration accordingly.
- You may also provide additional event details in the **Message** area. The rich text editor is available to you in the Message area, which means that you can format your text, or include images, links, or other embedded content as part of the event detail.

Display Options.

- Display to site
 Display to selected groups

You may select to display the event to the whole site, or to selected groups. **Display to site** is the default.

Note: You must have existing groups (or sections) in your course for the groups option to appear.

Display to selected groups.

- Display to site
 Display to selected groups

	Title	Description
<input checked="" type="checkbox"/>	Group01	
<input type="checkbox"/>	Group02	

If you have groups in your class and you would like to post events that are only visible to specific groups, select the **Display to selected groups** option.

The menu will expand to show a listing of existing groups and you may select one or several groups from this list.

Recurring events.

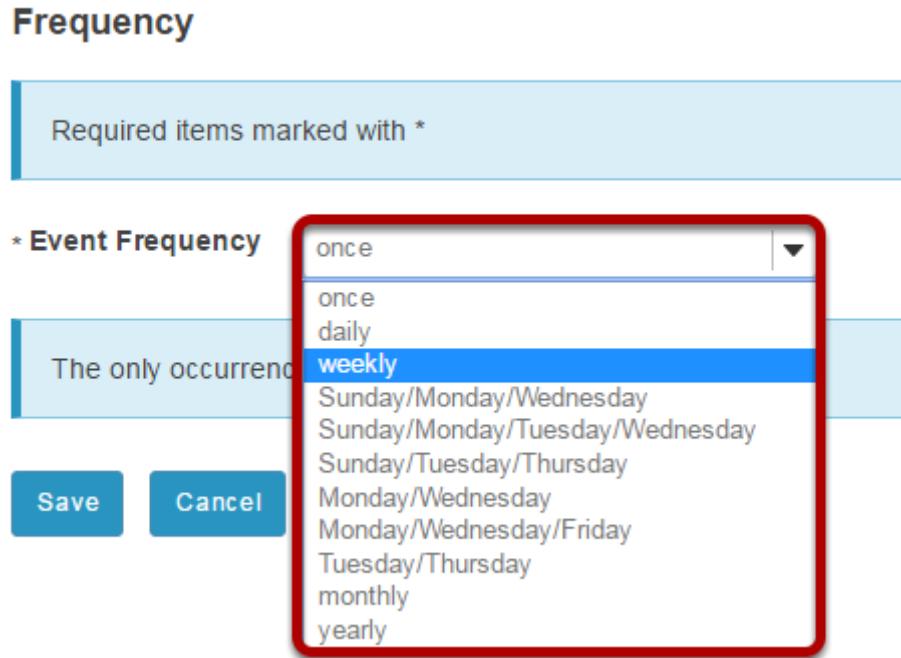
Frequency Activity occurs once

Frequency

If your event happens more than once throughout the term, you have the option to modify the frequency of the event so that it posts to the calendar at specified intervals.

Click the **Frequency** button to add a recurring event.

Select event frequency.



Select the frequency option from the drop-down menu that best describes your event.

Specify interval and end date.

Frequency

Required items marked with *

* Event Frequency: weekly

* Every: 1 week(s)

Ends:

After 3 time(s)

On MAR 4 2016

Never

Save **Cancel**

The calendar shows the following dates for March 2016:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Does your event happen every week, every other week, or some other interval? Select the appropriate interval from the **Every** drop-down menu.

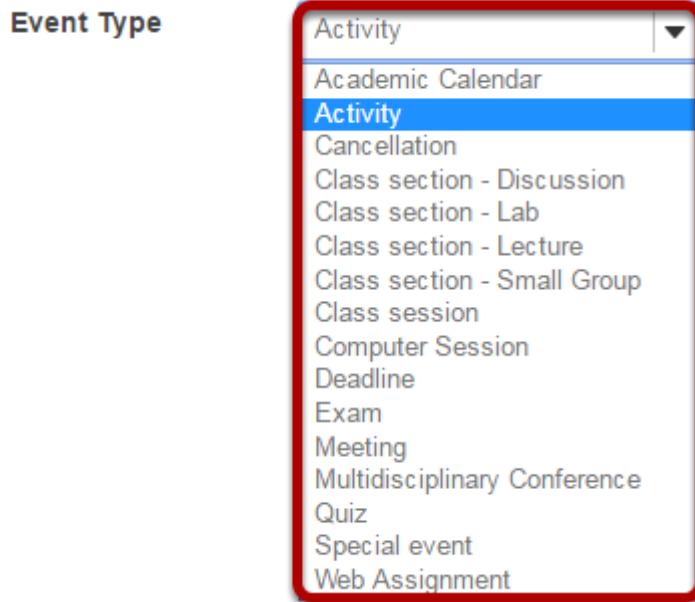
You also have the option to specify when the frequency **Ends**. You may select for it to end after a certain number of times, until a specific date, or never.

For example, if you are posting office hours and you want them to repeat on the same day and time each week until the end of the term, then you might select the last day of the term as the end date.

You may enter this date using the drop-down menus, or by clicking on the calendar icon to select a date from the pop-up calendar.

Don't forget to click **Save** to save your changes!

Event type.



Click on the **Event Type** drop-down menu to view all available types. The default event type is **Activity**.

Selecting a different event type.

Legend

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment

You may select a different event type if it is more appropriate for your calendar item. For example, for the Exam 1 event, you might select **Exam** as the event type.

The type of event that you choose controls the icon associated with that event when displayed on the calendar, as shown in the legend above. It will also control the priority of the item as specified in the user's individual preferences.

Event location.



If your event is happening in a specific location, you may enter the **Event Location** here.

Tip: For events with no physical location, you could enter Online, or Via Meetings Tool if you do not want to leave it blank.

File attachments

Attachments

No attachments Yet

Add Attachments

You may attach a file to your event if desired.

For example, you might attach an agenda, a map or instructions on how to get to the location, or any other items that would be helpful for participants attending the event.

Click on the **Add Attachments** button to browse for and select your file.

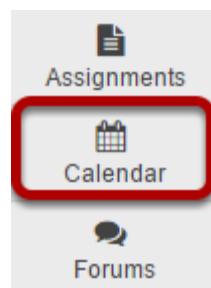
Save your event.



Once you have entered all of the information for your event, click the **Save Event** button to post your event on the calendar.

How do I edit a calendar item?

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click on the calendar entry that you want to edit.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS [LINK](#) [HELP](#)

Calendar by Month

View [Calendar by Month](#) ▾

March 2016

< Previous Month Today Next Month >

[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Legend

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment

Click Edit.

My Event

Date	Mar 31, 2016
Time	8:00 am - 9:00 am EST
Description	This is a sample calendar event description.
Attachments	 Presentation1.pptx (474 KB)
Frequency	Activity occurs once
Event Type	 Activity
Owner	Demo Professor
Site	DAC-EDUCATION-DEPT1-SUBJ1-126
From Site	"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

[Edit](#)

[Remove event](#)

Make your changes to the event.

[LINK](#) [HELP](#)

Editing event...

To edit the event, update the form and choose 'Save Event' at the bottom.
Required items marked with *

Event

* Title

* Date 

* Start Time 

Duration

End Time

Message



Please note the time change from 8AM to 10AM!



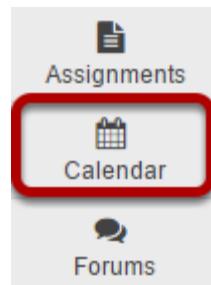
body p Auto Saved Word Count: 16

Click Save Event.

How do I delete a calendar item?

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click on the calendar entry that you want to delete.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS [LINK](#) [HELP](#)

Calendar by Month

View **Calendar by Month** ▾

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION SET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Legend

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment

Click Remove Event.

My Event

Date	Mar 31, 2016
Time	8:00 am - 9:00 am EST
Description	This is a sample calendar event description.
Attachments	 Presentation1.pptx (474 KB)
Frequency	Activity occurs once
Event Type	 Activity
Owner	Demo Professor
Site	DAC-EDUCATION-DEPT1-SUBJ1-126
From Site	"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

[Edit](#)

[Remove event](#)

Confirm removal.

Deleting calendar item...

 [LINK](#)  [HELP](#)

Are you sure you want to remove this event?

Title	My Event
Date	Mar 31, 2016
Time	8:00 am - 9:00 am EST
Frequency	Activity occurs once.
Event type	

Description

This is a sample calendar event description.

Attachments

 [Presentation1.pptx \(474 KB\)](#)

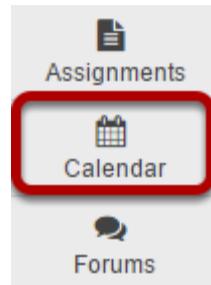
[Remove event](#)

[Cancel](#)

You will be prompted to confirm the removal. If you are sure you want to delete the item, click **Remove event**.

How do I print the Calendar?

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click Printable Version.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS [LINK](#) [HELP](#)

Calendar by Month

View **Calendar by Month** ▾

March 2016

< Previous Month Today Next Month >

[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Legend

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment

Print PDF.

Calendar for Demo Professor - March 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 8:00AM: My Event		

-1-

A new window will open with a PDF version of the current calendar version displayed. Print or save the PDF file from this window.

Tip: The printable view will change depending on which view of the calendar you are currently viewing (i.e. day, week, month, year, or list). Be sure to [select your desired calendar view](#) for printing before clicking Printable Version.

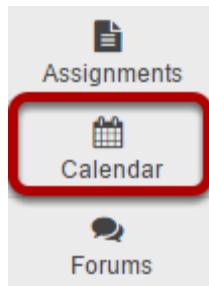
How do I merge the Calendar with another site?

If you would like to combine calendar items from two or more sites, you may choose to merge the calendars.

Remember that all calendar entries for sites you have access to are automatically merged in your My Workspace Schedule.

Note: You must have appropriate level permissions (i.e. calendar owner) to merge calendars. Merged calendar items will only be visible for site participants who are active in both sites.

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click Merge Internal Calendars.



The screenshot shows a navigation bar with several buttons: ADD EVENT, MERGE INTERNAL CALENDARS (highlighted with a red box), PUBLISH (PRIVATE), FIELDS, and PERMISSIONS. Below the navigation bar is a section titled "Calendar by Month". It includes a "View" dropdown set to "Calendar by Month", a date header for "March 2016", and buttons for "< Previous Month", "Today", and "Next Month >". At the bottom are links for "PRINTABLE VERSION" and "SET AS DEFAULT VIEW". The main area is a monthly calendar grid from March 2016. The days are numbered 28 through 31. The 31st is highlighted with a blue background and labeled "My Event".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Select calendars to be merged.

Show Events from Another Site



Select what calendars you want to merge into this site. This site's users will only see those events they had permission to see in the source site.

Site	Show Calendar
DAC-EDUCATION-DEPT1-SUBJ1-101 (DAC-EDUCATION-DEPT1-SUBJ1-101)	<input type="checkbox"/>
DAC-EDUCATION-DEPT1-SUBJ1-151 (DAC-EDUCATION-DEPT1-SUBJ1-151)	<input checked="" type="checkbox"/>
DAC-EDUCATION-DEPT1-SUBJ1-201 (DAC-EDUCATION-DEPT1-SUBJ1-201)	<input checked="" type="checkbox"/>

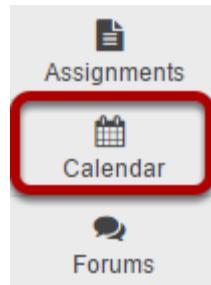
In the **Show Schedule** column, check the box next to any calendars from other sites that you would like to merge with the current site.

Click Save.



How do I import Calendar entries from a file?

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click Import Events.

The screenshot shows the 'Calendar by Month' view. At the top, there is a navigation bar with several buttons: 'ADD EVENT', 'IMPORT EVENTS' (which is highlighted with a red box), 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below the navigation bar, the title 'Calendar by Month' is displayed, followed by a 'View' dropdown set to 'Calendar by Month'. A large blue header bar indicates the month as 'March 2016'. At the bottom of the header bar are buttons for '< Previous Month', 'Today', and 'Next Month >'. At the very bottom of the page are two buttons: 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. The main content area is a monthly calendar grid for March 2016. The days of the week are labeled 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', and 'Sat'. The dates are numbered sequentially from 28 to 31. The date '31' is highlighted with a blue background and contains the text 'My Event' with a small icon.

Note: If you do not see the *Import Events* option, you may need to check the Permissions for Calendar to see if you the *Import Events* permission is enabled for your role in the site.

Choose the import file format.

Import Events

Step 1 of 3: Select type of calendar to import from

Type of calendar to import

- Microsoft Outlook
- Meeting Maker
- Generic calendar import (comma-separate values)

Continue

Cancel

Select the type of calendar file you are importing (Microsoft Outlook, Meeting Maker, or Generic calendar import (comma-separate values)), and then click **Continue**.

Choose your file.

Import Events

Step 2 of 3: Reformat data and select the file to import

 [LINK](#)

 [HELP](#)

To perform an import of generic calendar data, download the template package below. The package includes a 'Readme' file with instructions, as well as a CSV format example file that can be opened with Microsoft Excel or similar applications. Convert your data into the exact format shown in the CSV file to ensure compatibility.

[!\[\]\(6fc27dfe7a71e2b8ffef2f4cb92f30a2_img.jpg\) Generic Import Template](#)

When you have your calendar information in the correct format, browse for the file below and upload it to the system.

File

Choose File example_import_file.txt

Continue

Back

Cancel

Click the **Choose File** button to browse for and select your file, and then click **Continue**.

Note: Your import file must be in a specific format. For example, if you selected the generic calendar import option, you will see a link for a Generic Import Template that you can download to view an example of the correct import file format.

Preview items and import events.

Import Events

Step 3 of 3: Review activities and confirm import

You are importing 7 activities, listed below. Uncheck the 'Import' box for any activity(s) you do not want to import.

Date	Activity and Time	Import?
May 2, 2016	Example Event 1 (11:00 am - 12:00 pm)	<input checked="" type="checkbox"/>
May 2, 2016	Example Event 2 (11:00 am - 12:00 pm)	<input checked="" type="checkbox"/>
May 2, 2016	Example Event 3 (11:00 am - 11:30 am)	<input checked="" type="checkbox"/>
May 2, 2016	Event with a custom property (11:00 am - 11:30 am)	<input checked="" type="checkbox"/>
Jun 7, 2016	Repeating Event 1 (2:00 pm - 3:30 pm)	<input checked="" type="checkbox"/>
Jun 7, 2016	Repeating Event 2 (2:00 pm - 2:30 pm)	<input checked="" type="checkbox"/>
Jun 7, 2016	Repeating Event 3 (2:00 pm - 3:30 pm)	<input checked="" type="checkbox"/>

1

2

3 Import Events Back Cancel

Import events for site
Import events for selected groups

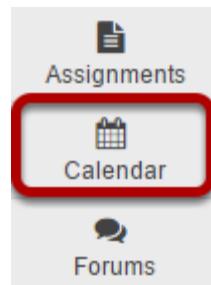
Import Events Back Cancel

You will now see a preview of the items to be imported. Verify that all the event information looks correct.

1. Remove the check mark for any items you don't want to import.
2. If you would like to import events for a specific group, select Import events for selected groups, and then select the desired group.
3. Click **Import Events** to complete the import.

How do I modify Calendar permissions?

Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

Click Permissions.

The screenshot shows the 'Calendar by Month' view for March 2016. At the top, there is a navigation bar with buttons for 'ADD EVENT', 'IMPORT EVENTS', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS' (which is highlighted with a red box), 'LINK', and 'HELP'. Below the navigation bar, there is a 'View' dropdown set to 'Calendar by Month'. The main area displays the month of March 2016. At the bottom left, there are buttons for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. The calendar grid shows dates from 28 to 31. A blue box highlights the date '31' in the Friday slot, with the text 'My Event' written below it.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Modify the permissions for the roles listed.

The screenshot shows the 'Permissions' section of the Sakai interface. At the top right are 'LINK' and 'HELP' buttons. Below is a header bar with the text 'Set permissions for Calendar in worksite "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)'. A 'Undo changes' button is on the left. In the center is a grid table with rows for permissions and columns for 'Instructor', 'Student', and 'Teaching Assistant'. The 'Instructor' column has a red border around it. The 'View events' row has a red border around its entire cell. Buttons 'Save' and 'Cancel' are at the bottom. Numbered circles 1 and 2 point to the grid and the 'Save' button respectively.

Permission	Instructor	Student	Teaching Assistant
Create events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribe to calendars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change calendar options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View event audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

2

Save

Cancel

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Chat

What is the Chat Room tool?

The Chat Room is a real-time, text-only chat tool within a site. The Chat Room tool can be used for synchronous, unstructured conversations among site participants who are logged into the site at the same time. Only participants enrolled in the same site may chat using the Chat Room.

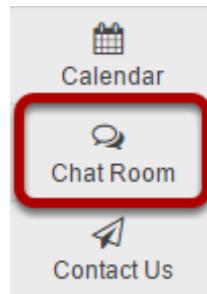
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members across distances.

The Chat Room tool alerts users to other participants who have entered the same chat room. This way, users know who is available to talk.

Site owners can specify how many chat messages are archived and for how long, or they can allow participants to configure their own archive settings.

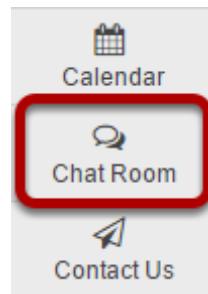
The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

To access this tool, select Chat Room from the Tool Menu in your site.



How do I add a chat room?

Go to Chat Room.



Select the **Chat Room** tool from the Tool Menu of your site.

Click Options.

A screenshot of the 'Options' tab for the Chat Room tool. The 'OPTIONS' tab is highlighted with a red box. The page displays the message list for 'Main Chat Room'. It includes filters for 'View', 'Date and Time', 'View messages from...', and 'Last 100 messages'. A note says 'All chat messages are archived and can be read by any site participant.' Below the message list is an 'Enter chat message' text area. At the bottom are 'Add message' and 'Clear' buttons. On the right, there's a 'Users in Chat' box showing 'Demo Professor' and 'student01'. Top right buttons include 'LINK' and 'HELP'.

Click Add Room.

A screenshot of the 'ADD ROOM' tab for managing rooms. The 'ADD ROOM' tab is highlighted with a red box. The page shows a table for 'Manage Rooms' with columns for 'Chat Room', 'Creation Date', and 'Description'. One row is listed: 'Main Chat Room' (Creation Date: Mar 4, 2016). Below the table are 'Edit | Delete' links and a 'Back to room' button.

Enter the room details.

[LINK](#) [HELP](#)

Add Room

* Title 1

Description 2

Recent Chat Display

Show no message history

Show all messages 3

Show the last 10 messages

Show messages from the past 3 days

Allow chat participants to change the chat display settings for their own chat window 4

Allowed Posting Dates

Users are allowed to post to the chatroom between the dates specified below. Leaving or setting a date blank indicates no date restriction (only the permissions would limit posting). The end date must be the same as or later than the start date.

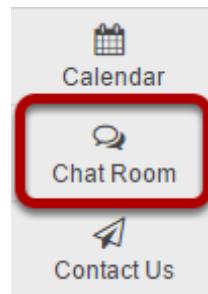
Start (mm/dd/yy) 5 End (mm/dd/yy) 6

Update Options Cancel

1. A **title** is required for the new room.
2. You may enter a **description** of the room if desired. (Optional)
3. Select the number of messages you would like to be displayed in the message history.
4. Check the box next to **Allow chat participants to change the chat display settings for their own chat window** if you would like to allow this ability. (Optional)
5. You may set a start and end date for the chat room. (Optional)
6. Click the **Update Options** button to save your details and add the room.

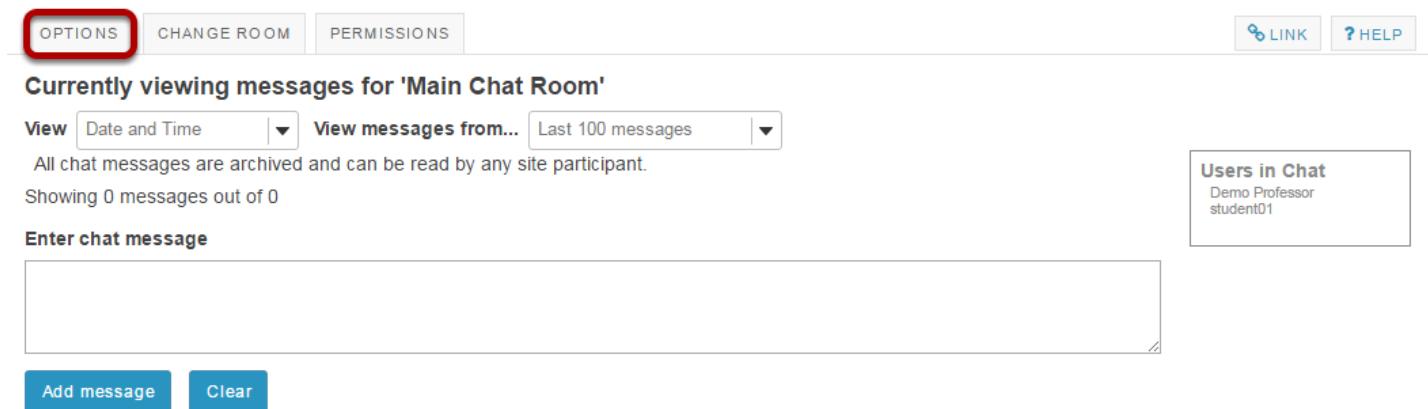
How do I delete a chat room?

Go to Chat Room.



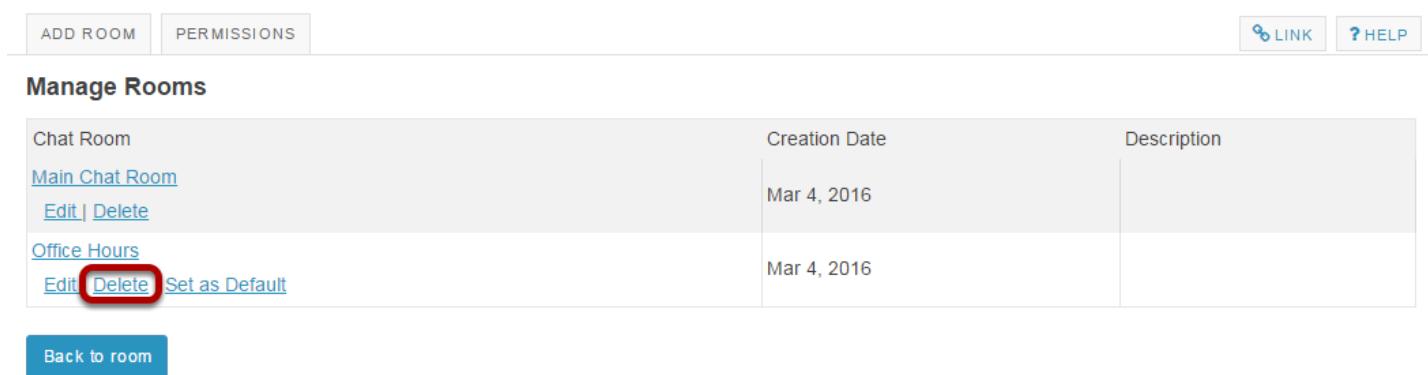
Select the **Chat Room** tool from the Tool Menu of your site.

Click on Options.



The screenshot shows the 'Options' tab selected in the Chat Room interface. The main area displays a message archive for the 'Main Chat Room'. It includes filters for 'Date and Time' and 'View messages from...', and a note that all messages are archived and readable by any participant. A message input field and 'Add message' button are at the bottom. On the right, a sidebar titled 'Users in Chat' lists 'Demo Professor' and 'student01'. Top navigation tabs include 'OPTIONS' (highlighted), 'CHANGE ROOM', and 'PERMISSIONS'. Help links are also present.

Click the Delete link for the room you want to remove.



The screenshot shows the 'Manage Rooms' page. It lists two rooms: 'Main Chat Room' and 'Office Hours'. For each room, it shows the creation date (Mar 4, 2016) and a 'Description' column. Below each room, there are 'Edit' and 'Delete' links. The 'Delete' link for 'Main Chat Room' is circled in red. A 'Set as Default' link is also visible. Navigation tabs include 'ADD ROOM', 'PERMISSIONS', and 'LINK/HELP'. A 'Back to room' button is at the bottom left.

Confirm the deletion.

 LINK  HELP

Deleting chat room

Are you sure you want to permanently delete this chat room?

Title: Office Hours

Description:

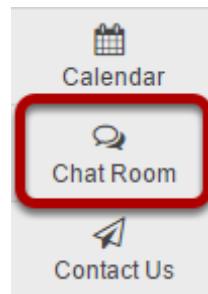
Delete

Cancel

Click the **Delete** button to confirm the removal of the chat room.

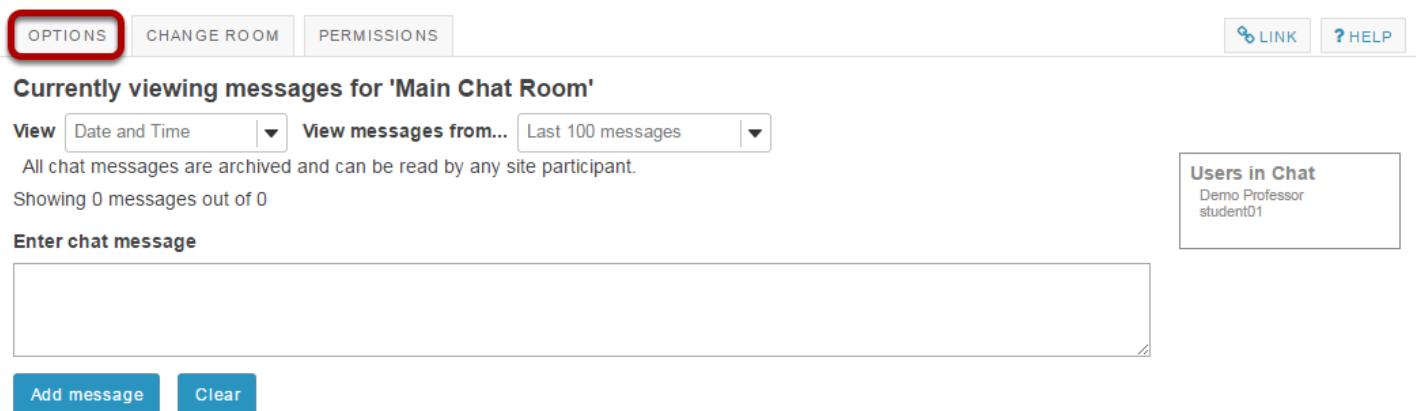
How do I clear the chat history?

Go to Chat Room.



Select the **Chat Room** tool from the Tool Menu of your site.

Click on Options.



A screenshot of the 'Main Chat Room' options page. At the top, there are tabs: 'OPTIONS' (which is highlighted with a red box), 'CHANGE ROOM', and 'PERMISSIONS'. To the right are links for 'LINK' and 'HELP'. Below the tabs, it says 'Currently viewing messages for 'Main Chat Room''. There are dropdown menus for 'View Date and Time' and 'View messages from...' set to 'Last 100 messages'. A message states 'All chat messages are archived and can be read by any site participant.' and 'Showing 0 messages out of 0'. On the right, a box titled 'Users in Chat' lists 'Demo Professor' and 'student01'. At the bottom are buttons for 'Add message' and 'Clear'.

Click the Clear History link for the room you want to clear.



A screenshot of the 'Manage Rooms' page. At the top, there are tabs: 'ADD ROOM' and 'PERMISSIONS'. To the right are links for 'LINK' and 'HELP'. Below the tabs, it says 'Manage Rooms'. A table lists rooms:

Chat Room	Creation Date	Description
Main Chat Room Edit Delete	Mar 4, 2016	
Office Hours Edit Delete Clear History Set as Default	Mar 4, 2016	

At the bottom left is a button for 'Back to room'.

Confirm the deletion.

Deleting all messages from chat room

 LINK  HELP

Are you sure you want to permanently delete all messages from this chat room?

Title: Office Hours

Description:

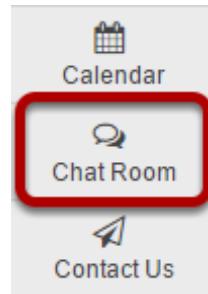
Delete

Cancel

Click the **Delete** button to confirm the permanent removal of all chat messages from the room.

How do I change the Chat Room tool permissions?

Go to Chat Room.



Select the **Chat Room** tool from the Tool Menu of your site.

Click Permissions.

The screenshot shows the 'Permissions' tab selected in the top navigation bar. The main content area displays the message history for the 'Main Chat Room'. It includes filters for 'View Date and Time' and 'View messages from... Last 100 messages'. A note states that all chat messages are archived and can be read by any site participant. Below this, it shows 'Showing 0 messages out of 0'. On the right, there is a box titled 'Users in Chat' listing 'Demo Professor' and 'student01'. At the bottom left are buttons for 'Add message' and 'Clear'.

Modify the permissions for the roles listed.

[LINK](#) [HELP](#)

Permissions

Set permissions for Chat Room in worksite 'DAC-EDUCATION-DEPT1-SUBJ1-126'

[Undo changes](#)

1

Permission	Instructor	Student	Teaching Assistant
Read chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Post chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any chat messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own chat messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete a chat room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a new chat room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set chat room options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

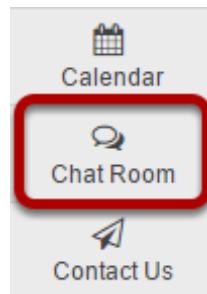
[Save](#)[Cancel](#)

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

How do I read, post, or delete Chat Room messages?

Go to Chat Room.



Select the **Chat Room** tool from the Tool Menu of your site.

To read Chat Room messages:

The screenshot shows the Chat Room interface with the following numbered callouts:

- 1: A red box highlights the "CHANGE ROOM" button at the top left.
- 2: A red box highlights the "Users in Chat" section on the right side, which lists "Demo Professor" and "student01".
- 3: A red box highlights the message list area, which shows four messages from "Demo Professor" and "student01".
- 4: A red box highlights the "View" dropdown menu at the top left, which includes options like "Date and Time", "View messages from...", and "Last 100 messages".
- 5: A red box highlights the "Last 100 messages" dropdown option in the "View" menu.

When you click **Chat Room**, you will enter the default room (as specified by the site leader).

1. To change rooms, click **Change Room** at the top, and select the room you'd like to enter.
2. To see who is presently in the room, look under "Users in Chat" on the right side of the screen.
3. Messages appear in chronological order, with the most recent at the bottom. Messages will always identify the sender.
4. To hide or display the date or time messages were posted, select the appropriate option from the "View" drop-down list: Time Only, Date and Time, Date Only, Neither Date nor Time, or ID Only.

- To change how many messages you see, from the second drop-down list, select one of the following options: Last 100 messages, Last 10 messages, Past 3 days, or Show no message history. (If you choose Show no message history, you will see only messages posted after you made this selection.)

To post Chat Room messages:

Enter chat message

Add messageClear

In the text box at the bottom of the window, type your message, and then click **Add message** or hit the **Enter** key on your keyboard.

*Note: No one can see your message until you click **Add message** or hit **Enter**, but once you do, only an instructor or a participant with special permission can delete your message.*

To discard a message that you haven't sent yet, click **Clear**.

To delete a Chat Room messages.

OPTIONSCHANGE ROOMPERMISSIONSLINKHELP

Currently viewing messages for 'Main Chat Room'

View Date and Time ▾ View messages from... Last 100 messages ▾

All chat messages are archived and can be read by any site participant.

Showing 5 messages out of 5

Demo Professor (Mar 4, 2016 3:09 PM EST) Hello Class!
Demo Professor (Mar 4, 2016 3:09 PM EST) How are you today?
student01 (Mar 4, 2016 3:11 PM EST) Hello Professor!
student01 (Mar 4, 2016 3:11 PM EST) I have a question about Homework 2.
Demo Professor (Mar 4, 2016 3:16 PM EST) What is your question?

Enter chat message Delete this message

Users in Chat
Demo Professor
student01

Add messageClear

To delete a Chat Room message that you have sufficient permission to delete, click the trash can icon (**Delete this Message**) next to the posting

Note: If you don't see a trash can icon, you don't have permission to delete the message.

Confirm deletion.

 [LINK](#)  [HELP](#)

Deleting chat message

Are you sure you want to permanently delete this message?

From: Demo Professor

Date: Mar 4, 2016

Message:What is your question?

Delete

Cancel

You will be prompted to confirm the deletion. If you are sure you want to delete the message, click the **Delete** button to confirm.

*Tip: To permanently delete all messages from a chat room, click **Options**, and then click **Clear History**. Click **Delete** to confirm.*

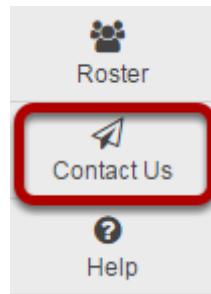
Contact Us

What is the Contact Us tool?

The Contact Us tool allows users to quickly and easily reach the appropriate contact for system issues. The user has the opportunity to choose if the issue is content-related, if they need help with the system, if they are having a technical problem, or if they wish to make a feature request. Links specific to each of those areas are automatically configured for each site based on system settings.

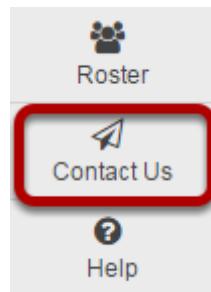
Note: This tool, like the Help tool, appears in all Sakai sites by default.

To access this tool, select Contact Us from the Tool Menu in your site.



How do I use the Contact Us tool?

Go to Contact Us.



Select the **Contact Us** tool from the Tool Menu of your site.

Click on the relevant link to send a message to the appropriate contact at your institution.

[LINK](#) [HELP](#)

Contact us about any problems or suggestions for improvement

This page allows you to report problems with, or suggest improvements to, Sakai.

If you cannot find the answer in the [Help pages](#) then please choose the most relevant section below to get in touch with the appropriate people.

Problem with content?

- Site unavailable or permission denied?
- Missing file, broken link, or blank page?
- Problem with dates in calendar?
- Erroneous or misleading information?
- General query about the site?

[Report the problem to the site owner](#)

1

Ask for help?

- Cannot log in?
- How can I do this?
- Cannot find the answer in the Help pages?

[Report the problem to the Sakai team](#)

2

Report a technical problem?

- Something has gone wrong?
- Problem with the system?
- Tool not working as it should?

[Report the problem to the Sakai team](#)

3

Suggest improvement?

- Voice a request for an improvement to one of the tools
- Suggest a brand new feature that would be useful to other users

[Make a request for improvement](#)

4

1. **Problem with content?** Clicking on this link will send an email to the site owner, in most cases this is the instructor of the course.
2. **Ask for help?** Clicking on this link will send an email to the primary support email address designated by your institution.
3. **Report a technical problem?** Clicking on this link will send an email to the primary support email address designated by your institution.
4. **Suggest improvement?** Clicking on this link will take you to the web address specified by your institution for the submission of feature requests.

Note: The primary support address is specified as the "mail.support" property in the sakai.properties file. Your system administrator modify this email setting by updating the sakai.properties to point to the desired address. Additionally, to enable Feature Suggestion feedback, your Sakai administrator needs to add the feedback.featureSuggestionUrl property to this Sakai server's configuration.

Course and Project Sites

What are course sites?

A course site is the official worksite for a particular academic course for an institution and can be linked to a database (such as a registrar's) to automatically populate its roster.

Course sites usually contain a selection of tools and resources provided by the instructor so that students may access course materials, interact with other site participants, and submit work.

Default participant roles for course sites.

The default participant roles in a course site are:

- **Instructor:** Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

Note: Additional customized roles may be added by the system administrator.

What are project sites?

Project sites are designed to facilitate collaboration. You can invite anyone you wish to join your project site.

Project sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Project sites have all of the same tools available as course sites; however, they are typically not associated with credit course sections or academic terms.

Default participant roles for project sites.

The default roles in project sites are:

- **Maintain:** The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

Note: Additional custom roles may be added by the system administrator.

How do I navigate among different sites?

Home.



Home is your individual online workspace. When you first log in, you go to Home automatically. To return to your workspace after visiting other sites, click Home in the upper left corner of the screen.

For more information about Home, see [What is Home?](#)

Site Navigation.



Additional course and project sites appear as buttons across the top of the screen. Click a button to go to the corresponding site.

You may also click on **Sites** to view all active sites and manage favorites. For more information about site navigation, see [What is Site Navigation?](#)

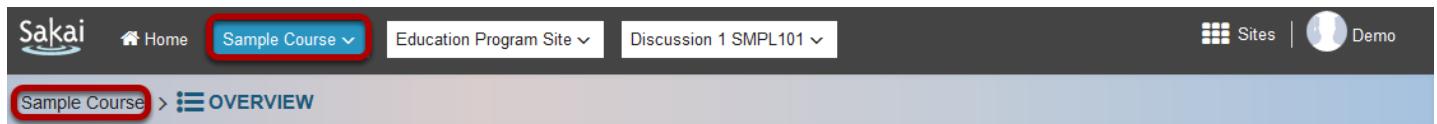
It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate among different sites in the system.

Note: If you are not yet a member of any sites, you will see only a Home button at the top of the screen.

How do I navigate within a site?

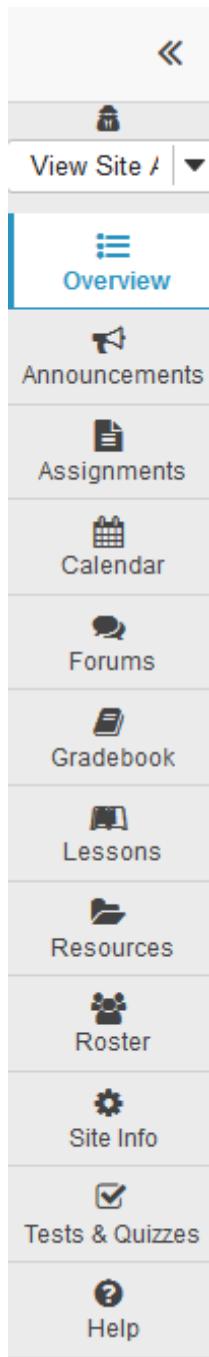
It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

Currently selected site.



The currently selected site will appear highlighted in a different color in the navigation bar. You will also see the title of the site as the first item in the breadcrumbs below the site navigation bar.

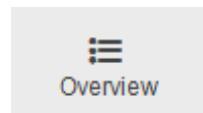
The Tool Menu.



The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site.

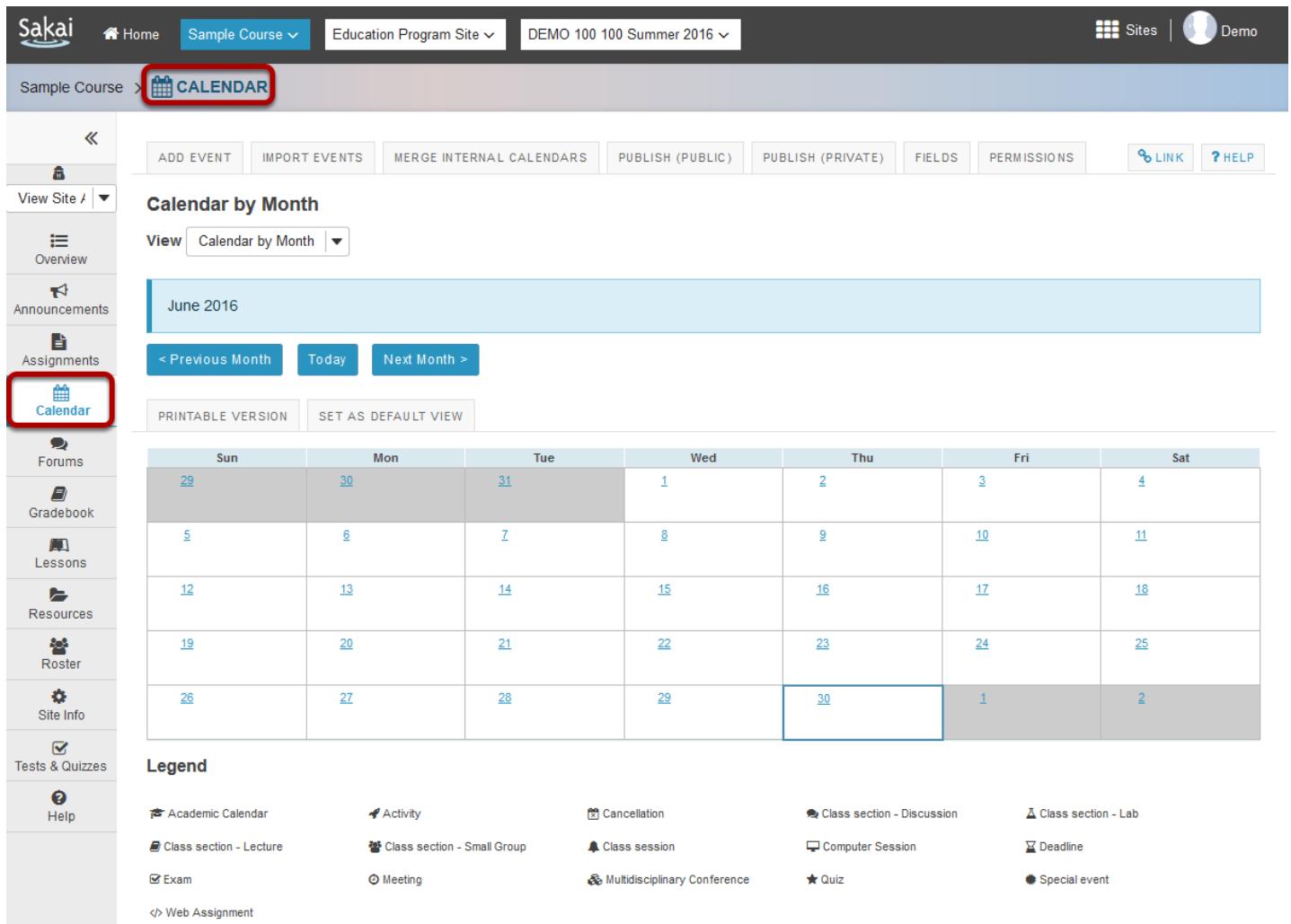
Click the tool's name to go to the corresponding tool.

The Overview page.



Overview on the Tool Menu takes you to the primary landing page for the site you're in. Overview pages can contain a list of recent announcements, recent message or forum discussions, calendar posts and other selected resources for that specific site.

Resetting a tool.



A screenshot of the Sakai interface showing the 'Calendar' tool. The top navigation bar includes 'Home', 'Sample Course', 'Education Program Site', 'DEMO 100 100 Summer 2016', 'Sites', and a user icon. The 'Sample Course' breadcrumb is followed by 'CALENDAR'. The left sidebar shows links for 'View Site /', 'Overview', 'Announcements', 'Assignments', and 'Calendar' (which is highlighted with a red box). The main content area displays a 'Calendar by Month' for June 2016. It includes buttons for 'ADD EVENT', 'IMPORT EVENTS', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PUBLIC)', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below these are buttons for 'View', 'Calendar by Month', '< Previous Month', 'Today', and 'Next Month >'. At the bottom are 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW' buttons. The calendar grid shows dates from 29 to 30 June (grayed out), 1 to 2 July (light blue), and 3 to 25 July (white). A legend at the bottom defines icons for various event types.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Legend

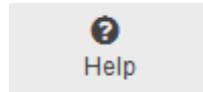
- Academic Calendar
- Activity
- Cancellation
- Class section - Discussion
- Class section - Lab
- Class section - Lecture
- Class section - Small Group
- Class session
- Computer Session
- Deadline
- Exam
- Meeting
- Multidisciplinary Conference
- Quiz
- Special event
- Web Assignment

When you're using a tool, clicking on the tool's name in either the Tool Menu or the Breadcrumbs, takes you back to the first page of that tool and resets the tool.

Online help.

You can get help by clicking **Help** in the Tool Menu. You can also get contextual help by clicking the **Help** link within the tool content frame.

Help in the Tool Menu.



Contextual help for a given tool.



How do I reset a tool?

Resetting a tool returns you to the starting point of the tool you're using, as if you had entered the tool in a new session.

Click on the tool name.

The screenshot shows the Sakai 11 Calendar tool interface. At the top, there's a navigation bar with links for Home, Sample Course, Education Program Site, and DEMO 100 100 Summer 2016. Below the navigation bar, the Breadcrumbs show 'Sample Course > CALENDAR'. The main content area is titled 'Calendar by Month' with a sub-view of 'Calendar by Month'. It displays the month of June 2016. Navigation buttons for '< Previous Month', 'Today', and 'Next Month >' are visible. Below the calendar grid, there are links for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. The calendar grid itself shows days from 29 to 30 of June. A legend at the bottom defines various event types with their corresponding icons.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Legend

- Academic Calendar
- Activity
- Cancellation
- Class section - Discussion
- Class section - Lab
- Class section - Lecture
- Class section - Small Group
- Class session
- Computer Session
- Deadline
- Exam
- Meeting
- Multidisciplinary Conference
- Quiz
- Special event
- Web Assignment

When you're using a tool, clicking on the tool's name in either the Tool Menu or the Breadcrumbs, takes you back to the first page of that tool and resets the tool.

Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.

What does Unpublished Site mean?

By default, most sites in Sakai are Unpublished when they are first created. This gives instructors or course designers a chance to go in and edit the content of the site before it is available to students and other users. Some institutions publish all current courses automatically at the beginning of the academic term. Institutions may also unpublish courses from prior or future terms.

Unpublished Site Indicator

Unpublished Site

(Publish Now)

If you see the Unpublished Site indicator at the top of your site, that means your site is unpublished and is unavailable to students, teaching assistants, or other user roles which do not have editing permission.

If the Unpublished Site indicator does not appear, this means that your site has already been published.

Instructors always have access to both published and unpublished courses in which they are enrolled.

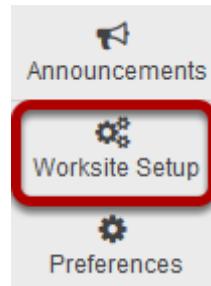
Click the **(Publish Now)** button to make your site available to all enrolled users. (Depending on the site publishing permissions established by your institution, you may or may not see this button.)

Note: You may also publish/unpublish your site from the Manage Access area in [Site Info](#).

How do I create a new course or project site?

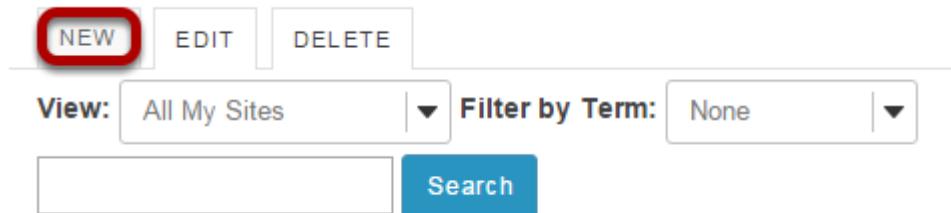
If you have the appropriate permissions to create new course or project sites, you may do so from either Worksite Setup or Sites in your Home area.

Go to Worksite Setup.



Select the **Worksite Setup** tool from the Tool Menu in Home.

Click New.

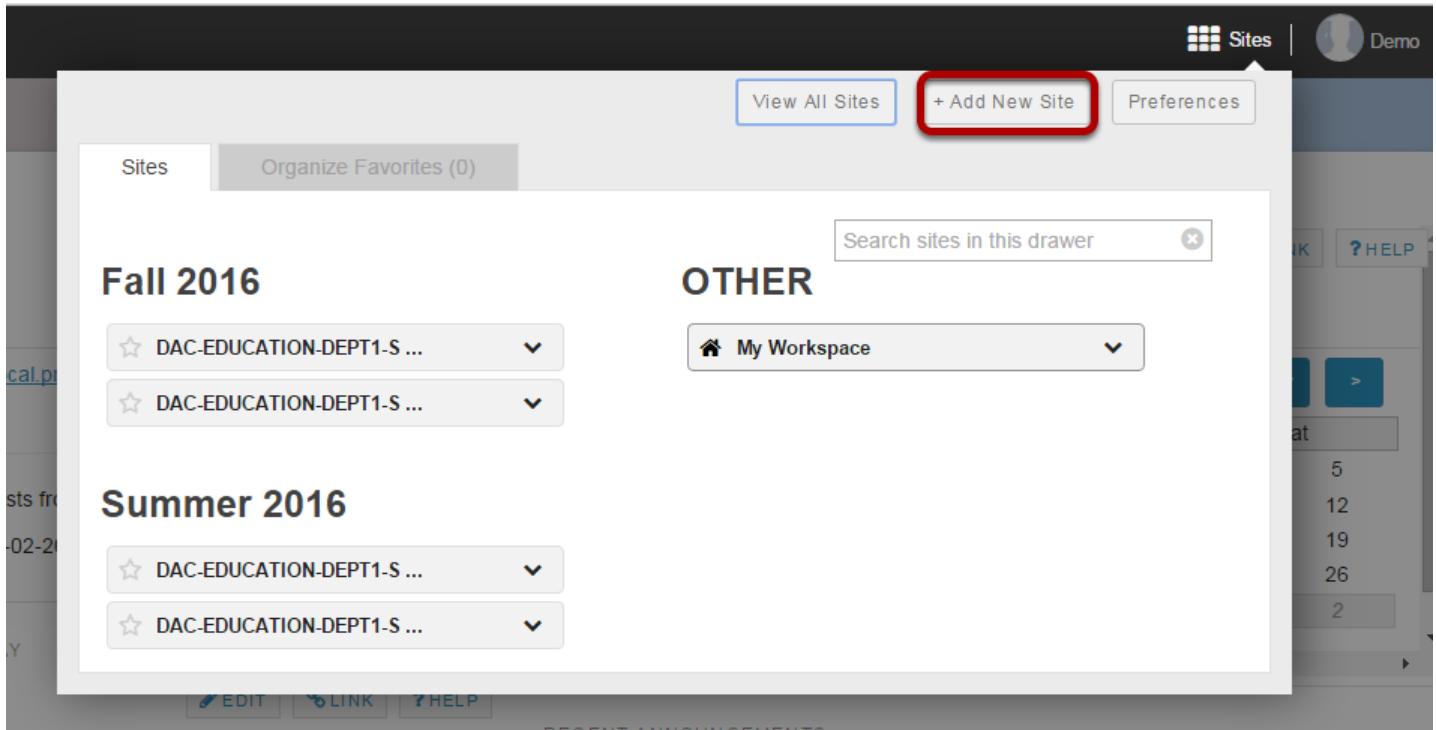


Or, go to Sites.



Click on the **Sites** link to view your sites drawer.

From your sites list, click Add New Site.



Select the type of site.

Create Site

[LINK](#) [? HELP](#)

A site can be created in a number of different ways:

- Build your own site

This is for experienced users and lets site owners add individual site tools.

- course site
- project site

You can add or remove tools from either type of site at any time.

[Continue](#)

[Cancel](#)

Choose either **course site** or **project site** depending in which type of site you want to create.

For Course sites only.

If you select to add a course site, there are some additional steps.

Select the term.

 [LINK](#)  [HELP](#)

Create Site

A site can be created in a number of different ways:

- Build your own site

This is for experienced users and lets site owners add individual site tools.

course site

* Academic term: ▾

project site

You can add or remove tools from either type of site at any time.

Continue

Cancel

Select a term from the drop-down menu and then click **Continue**.

Enter course information.

Course/Section Information

Course/Section(s) Selection - - Spring 2016

Please find course/section by entering the information below

1 Subject: Sample Department ▾

2 Course: SMPL101 ▾

3 Section: Select
Discussion 1 SMPL101
Discussion 2 SMPL101
Discussion 3 SMPL101

Current Selection:
Discussion 3 SMPL101 (Requested)

4 * Authorizer's username:

Email will be sent asking for authorization for you to create this site.

5 Special Instructions:

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)
[Still cannot find your course/section?](#)

6 **Continue** Back Cancel

1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. The authorizer's username will appear here. An email message requesting authorization to create the site will be sent to the user listed.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the course site.

Enter site information.

Enter the site title.

* Site Title Discussion 3 SMPL101

Select site language.



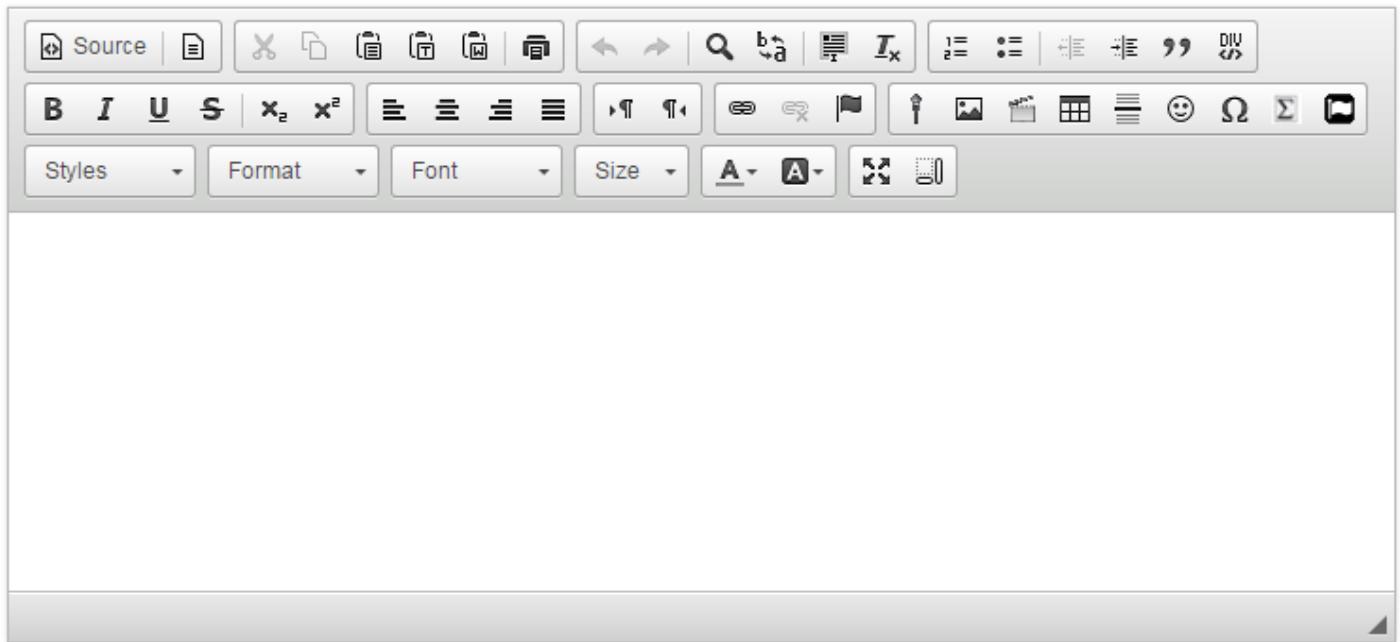
If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

Enter a site description.

Description

(displayed on the site's home page)



The information entered into the description area will appear on the site's home page. You may use the [Rich Text Editor](#) here to enter your description.

Enter a short description.

Short Description

(displayed in publicly viewable list of sites. Max 80 characters)

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Select a theme.

Appearance (Theme) *default* ▾

Site will display this theme.

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

Enter the site contact information.

* Site Contact Name Demo Professor

Site Contact Email demoprof@myschool.edu

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.

Continue Back Cancel

Click **Continue** to save your changes.

Select site tools.

Course Site Tools

Choose tools to include on your site...

General		Selected tools	Remove
<input checked="" type="checkbox"/>	Overview	Overview	X
	For viewing recent announcements, discussion, and chat items.		
<input checked="" type="checkbox"/>	Announcements	Announcements	X
	For posting current, time-critical information		
<input checked="" type="checkbox"/>	Assignments	Assignments	X
	For posting, submitting and grading assignment(s) online		
<input checked="" type="checkbox"/>	Calendar	Calendar	X
	For posting and viewing deadlines, events, etc.		
<input type="checkbox"/>	Chat Room	For real-time conversations in written form	X
<input type="checkbox"/>	Contact Us	A site content and functionality reporting tool.	X
<input type="checkbox"/>	Dashboard	Unified Home display of recent announcements, resources, assignments, calendar events, etc.	X
<input type="checkbox"/>	Drop Box	For private file sharing between instructor and student	X
<input type="checkbox"/>	Email	Send mail to select participants in your site.	X
<input type="checkbox"/>	Email Archive	For viewing email sent to the site	X
<input type="checkbox"/>	Evaluation System	For running evaluations/feedback and surveys.	X
<input type="checkbox"/>	External Tool	Launch external tools using IMS Learning Tools Interoperability	X
<input checked="" type="checkbox"/>	Forums	Display forums and topics of a particular site	X
<input checked="" type="checkbox"/>	Gradebook	The next generation gradebook tool for the Sakai CLE	X
<input type="checkbox"/>	Gradebook Classic	For storing and computing assessment grades from Tests & Quizzes or that are manually entered	X
<input checked="" type="checkbox"/>	Lessons	For creating content modules and sequences; can be organized by week or unit	X
<input checked="" type="checkbox"/>	Messages	Display messages to/from users of a particular site	X
<input type="checkbox"/>	News	For viewing content from RSS News Feeds	X
<input type="checkbox"/>	Podcasts	For managing individual podcast and podcast feed information	X
<input type="checkbox"/>	Polls	For anonymous polls or voting	X
<input type="checkbox"/>	PostEm	For posting individualized text to each user in the site	X
<input type="checkbox"/>	Resources	For posting documents, URLs to other websites, etc.	X
<input type="checkbox"/>	Roster	For viewing the site participants list	X
<input type="checkbox"/>	Search	For searching content	X
<input type="checkbox"/>	Section Info	For managing sections within a site	X
<input type="checkbox"/>	Sign-up	For enabling online registration for meetings and other events	X
<input checked="" type="checkbox"/>	Site Info	For showing worksite information and site participants	X
<input type="checkbox"/>	Statistics	For showing site statistics by user, event or resource of the site	X
<input checked="" type="checkbox"/>	Syllabus	For posting a summary outline and/or requirements for a site	X
<input type="checkbox"/>	Tests & Quizzes	For creating and taking online tests and quizzes	X
<input type="checkbox"/>	Web Content	For accessing internal resources or an external website within the site.	X
<input type="checkbox"/>	Wiki	For collaborative editing of pages and content	X

Place a check mark next to any tools that you would like to use in this course site.

Re-use existing material.

Re-use Material from Other Sites You Own

- No, thanks.
 Yes, from these sites:

DAC-EDUCATION-DEPT1-SUBJ1-101
DAC-EDUCATION-DEPT1-SUBJ1-126
DAC-EDUCATION-DEPT1-SUBJ1-151
DAC-EDUCATION-DEPT1-SUBJ1-201

Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections.

You may choose to re-use material from other sites that you own. Choose either **No** or **Yes** for this option. (If you select Yes, indicate the site(s) from which to copy content in the list shown below.)

Click Continue.

Continue **Back** **Cancel**

Configure site access.

Course Site Access

Set access options for your site...

Site Status

1 Publishing your site makes it available to the site participants.

Publish site - accessible to all site participants
 Leave as Draft - accessible only to site maintainers

Additional Access

2 As well as site members, you can allow other people to access your site without being a member of the site.

By Origin

Internal users
 Provided users

By Role

All Staff
 All Students
 All Users

Site Visibility

Display in Site Browser

Global Access

3 Global access settings allow you to decide who has access to your site once it is published. You can change these settings later by going to Site Info.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

Limit to official course members or to those I add manually (recommended)
 Allow any QA01 user to join the site

4 **Continue** **Back** **Cancel**

- Site Status:** Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
- Additional Access:** In addition to enrolled users, you may also elect to allow all users of a particular origin or role to have access to your site, such as all Internal users or all Students. (Optional)
- Global Access:** Choose to make site access **Limit to official course members or to those I add manually** (recommended) or **Allow any user to join the site**.
- Click **Continue**.

Confirm site setup.

 [LINK](#)  [HELP](#)

Confirm Your Course Site Setup

Confirm your site setup selections...

Please review the following information about your site. If this information is correct, click Create Site. If you need to make changes, click the Back button at the bottom of the page. To make changes to this setup later, go to Site Info within your site.

You are setting up a class site that includes the following class/sections:

Site Title	Discussion 3 SMPL101
Site URL	No URL provided
Tools	Overview Syllabus Lessons (Lessons) Calendar Announcements Forums Assignments Site Info Gradebook Messages
Available To	Site participants only
Joinable:	No
Included on public index of sites	Yes
Appearance (Icon)	*default*
Site Contact Name	Demo Professor
Site Contact Email	demoprof@myschool.edu
Short Description	No short description provided
Site Language	No Language provided
Description	No description provided.

[Create Site](#) [Back](#) [Cancel](#)

You will see a screen which displays all of the site settings for verification. If everything appears correct, click **Create Site**.

Drop Box

What is the Drop Box tool?

The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

The Drop Box mirrors the file management features and functionality of the Resources tool. See [What is the Resources tool?](#) for more information on how to add, upload, edit, and delete files and folders within Drop Box. (As with Resources, multiple files can also be uploaded using [Drag and Drop](#).)

To access this tool, select Drop Box from the Tool Menu in your site.



Example: Folders for each student

A screenshot of a list of student drop boxes. The list includes:

- Intro to Psychology Drop Box (Actions ▾)
- Gandhi, Mohandas (mgandhi) (Actions ▾)
- Mandela, Nelson (nmandela) (Actions ▾)
- Parks, Rosa (rparks) (Actions ▾)

Each item shows a folder icon and the student's name and login ID. The folder for "Mandela, Nelson" has a plus sign next to it, indicating it contains files.

Folders with the plus sign contain files.

How do I upload files to multiple dropbox folders?

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Select "Upload files to multiple dropbox folders".

A screenshot of the 'DROP BOX' tool page. At the top, there's a breadcrumb trail: 'Psychology > DROP BOX'. Below it is a navigation bar with several buttons: 'LIST OF DROP BOXES', 'TRASH', 'UPLOAD FILES TO MULTIPLE DROPBOX FOLDERS' (which is highlighted with a red rectangular border), 'TRANSFER FILES', and 'OPTIONS'. There's also a 'CHECK QUOTA' link. The main content area is partially visible.

Select the file to be uploaded.

Upload files to multiple dropbox folders

Select the files to upload and then click 'Continue' at the bottom.

File To Upload

to Psychology Syllabus.p

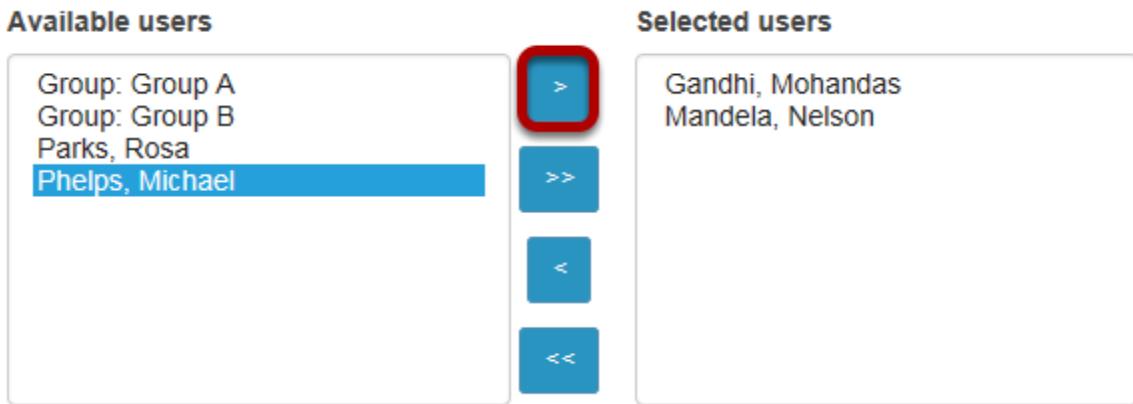
Display Name

FA16 Intro to Psychology Syllabus

Click the **Choose File** button to browse for and locate the file on your local computer.

Optionally, you may also edit the display name of your file if you would like it to be different than the file name.

Select the destination folders for your file.



You will see a list of the student folders in your course Drop Box. Select the student name or group from the list of "Available users" on the left and use the arrow buttons to move the name or names over to the "Selected users" on the right.

Email notification. (Optional)

Send an email notification to the student.

If you want students to be notified about the file upload, select the box next to **Send an email notification to the student.**

Click Continue.



How do students add items to the Drop Box?

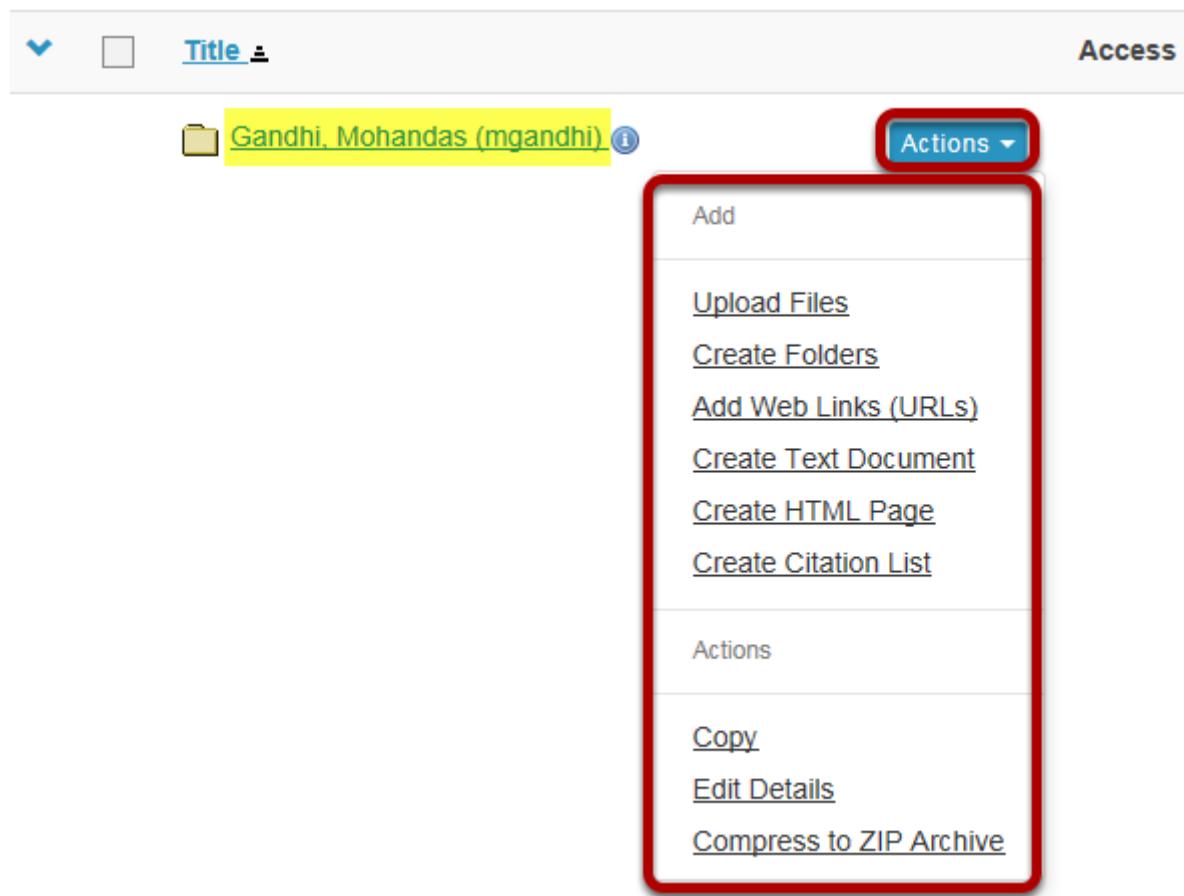
The Drop Box tool functions very much like the Resources tool. The only difference is that Drop Box is an individual folder for each student within a particular course.

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Add or create items.



You will see a Drop Box folder with your name as the folder name. This is the location where you will add or create items in the Drop Box.

Click the Actions drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy a file
- Edit Details of a file
- Compress to ZIP Archive

The Drop Box functions mirror the functions of the Resources tool. See [What is the Resources Tool?](#) for more information.

Email

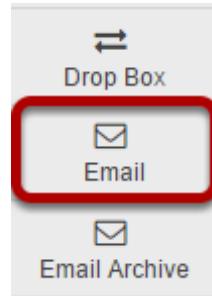
What is the Email tool?

The Email tool allows user to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses.

The Email tool works using the sender's external email address, which is specified in the user's [account details](#). Typically, this email address is the user's institutional email.

Note: The Email tool can work in conjunction with the [Email Archive](#) tool to post email messages to the course archive.

To access this tool, select the Email tool from the Tool Menu of your site.



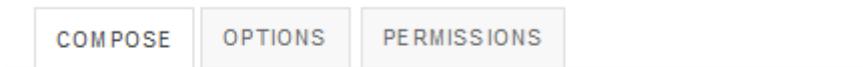
How do I send an Email message?

Go to Email.



Select the **Email** tool from the Tool Menu of your site.

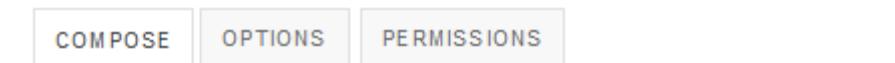
Select the message recipients.



When you compose a message in the Email tool, you have the option to select recipients in the course by role, section, or group.

You may also add other recipients who are not enrolled in the course.

Select All.



From: Demo Professor <demoprofessor@longsight.com>

To: All [Roles | Sections | Groups](#)

[Add Other Recipients](#)

Click to place a check mark next to **All** to send an email to everyone in the site.

Choose recipients by role.

From: Demo Professor <demoprofessor@longsight.com>

To: All Roles [Sections | Groups](#)

[Instructor](#)

[Student](#)

demo, student01 (student01)

demo, student02 (student02)

demo, student03 (student03)

demo, student04 (student04)

[Teaching Assistant](#)

[Add Other Recipients](#)

Click the **Roles** link to expand the list of roles within the site. You may also click on the link for a role (e.g. **Student**) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

From: Demo Professor <demoprofessor@longsight.com>

To: All | [Roles](#) [Sections](#) [Groups](#)

[Lab1](#)

demo, student01 (student01)

demo, student02 (student02)

[Lab2](#)

[Add Other Recipients](#)

Click the **Sections** link to expand the list of existing sections within the site. You may also click on the link for a section (e.g. **Lab1**) to expand the list and show individual users in that section.

Place a check mark next to the sections you would like to address in your message.

Choose recipients by group.

From: Demo Professor <demoprofessor@longsight.com>

To: All | [Roles](#) | [Sections](#) [Groups](#)

[Group01](#)

demo, student02 (student02)

demo, student04 (student04)

[Group02](#)

[Add Other Recipients](#)

Click the **Groups** link to expand the list of existing groups within the site. You may also click on the link for a group (e.g. **Team-1**) to expand the list and show individual users in that group.

Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.

To: All | [Roles](#) | [Sections](#) | Groups
 [Group01](#)
 demo, student02 (student02)
 demo, student04 (student04)

[Group02](#)

[Other Recipients](#)

guestspeaker1@gmail.com, guestspeaker2@gmail.com

Separate additional email addresses with commas or semicolons.

To send a message to a user who is not enrolled in the site, select the Other Recipients link and then enter the email address or addresses (separated by commas) into the text area provided.

Enter a subject line.

Subject: Welcome

Give your email message a subject.

Add an attachment. (Optional)

 [Attach a file](#)

Click the **Attach a file** link if you would like to browse for and attach a file to your email.

Enter the message body text.

The screenshot shows the Sakai Rich Text Editor interface. At the top is a toolbar with various icons for text formatting, such as bold, italic, underline, and alignment. Below the toolbar is a second row of icons for lists, tables, and other document-related functions. A third row contains buttons for styles, normal text, font selection, size, and alignment. The main editing area contains the text "Hello," and "Welcome to class!". In the bottom left corner of the editor area, there are links for "body" and "p". In the bottom right corner, there is a status bar displaying "Character Count (Includes HTML formatting characters) : 56 Word Count : 4".

Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

Send me a copy

If you would like to be copied on the email message, click the box next to **Send me a copy**.

Select to add to Email Archive. (Optional)

Add to Email Archive, visible to all site participants

If you would like the email message to be added to the course Email Archive, click the box next to **Add to Email Archive, visible to all site participants**.

Note: This option only appears if the Email Archive tool is active in your site.

Append list of recipients. (Optional)

Append list of recipients to message

If you would like recipients to see the users copied on the message, select this option to include the recipient list in the message.

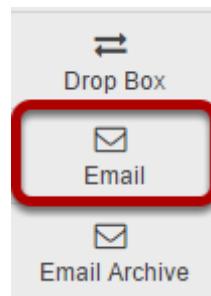
Click Send Mail.



The message will be sent using your external email address as specified for your user account in the system.

How to I set the Email tool options for my site?

Go to Email.



Select the **Email** tool from the Tool Menu of your site.

Click the Options link.



Select the default settings.

You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.

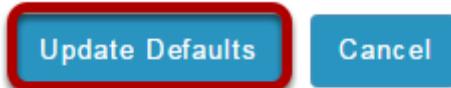
The screenshot shows the "Email" tool's "OPTIONS" tab. A red box highlights the "Reply-to:" section. This section includes a "Copies" field with a checkbox for "Send me a copy", a "Show recipients" field with a checkbox for "Append list of recipients to message", and a "Reply-to:" field where "Sender" is selected. Below these are two groups of radio buttons: "Do not allow reply" (disabled) and "Yes/No" options. The "Yes" option is selected in the first group, and the "No" option is selected in the second group.

Copies:	<input type="checkbox"/> Send me a copy
Show recipients:	<input type="checkbox"/> Append list of recipients to message
Reply-to:	<input checked="" type="radio"/> Sender
	<input type="radio"/> Do not allow reply
Display invalid emails:	<input type="radio"/> Yes
Display empty recipient groups:	<input checked="" type="radio"/> Yes
	<input type="radio"/> No

Choose the desired default settings by selecting the check boxes or radio buttons next to the options you want. These settings will become the default Email tool setting for the entire site.

For example, you may want to check the box for **Send me a copy** and **Add to Email Archive** so that they are selected by default. (Individual users may still choose to de-select these two options when sending a message.)

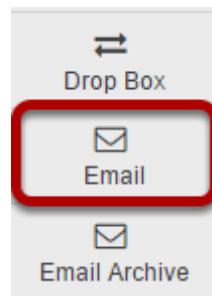
Click Update Defaults.



Click the **Update Defaults** button to save your changes.

How do I change the Email tool permissions?

Go to Email.



Select the **Email** tool from the Tool Menu of your site.

Click the Permissions link.



Modify the permissions for the roles listed.

Permissions

Set permissions for DAC-EDUCATION-DEPT1-SUBJ1-126

Permission	Instructor	Student	Teaching Assistant
Administer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Send email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1

2

Save Cancel

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Email Archive

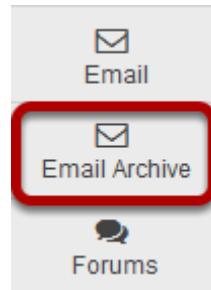
What is the Email Archive tool?

The Email Archive tool allows site managers to specify an alias email address which essentially serves as a listserv for the site. By default, email you send to the site email address is copied to the email addresses of all site participants and owners. All email messages sent to your site's email address are stored in the Email Archive. You can use any email program to send mail to the email address listed at the top of your Email Archive page.

Site members can use [Preferences](#) in My Workspace to choose how often they want to receive email sent to the site's email address: either as it is sent, or in digest mode, with all posts for the day sent in a single email message.

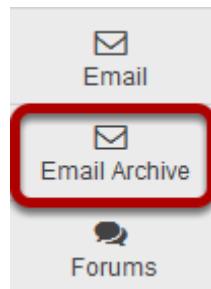
Note: You cannot use Email Archive to send mail to particular individuals. To send messages to individual participants or a group, use either the [Messages](#) tool (for internal course mail) or the [Email](#) tool (for external institutional mail).

To access this tool, select Email Archive from the Tool Menu in your site.



How do I view Email Archive messages?

Go to Email Archive.



Select the **Email Archive** tool from the Tool Menu in your site.

Viewing Email Archive messages.

You are authorized to send email from: demoprofessor@longsight.com
Email sent to the following addresses will be archived and sent to participants:

samplecourse@qa01-sakai.marist.edu

Viewing 1 - 1 of 1

|< < show 20 items... |▼| > >|

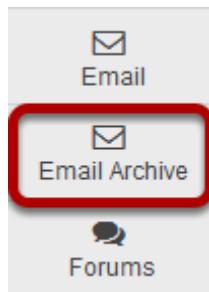
From	Subject	Date Received	2
Demo Professor < demoprofessor@longsight.com >	1 Sample Course: Welcome Message	Apr 19, 2016 2:51 PM EDT	

1. Click on the subject of a message to view the message content.
2. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.

How do I send messages to the Email Archive?

Note: You cannot use Email Archive to send mail to particular individuals. To send messages to individual participants or a group, use either the [Messages](#) tool (for internal course mail) or the [Email](#) tool (for external institutional mail).

Go to Email Archive.



Select the **Email Archive** tool from the Tool Menu in your site.

Locate email address for sending messages to the archive.

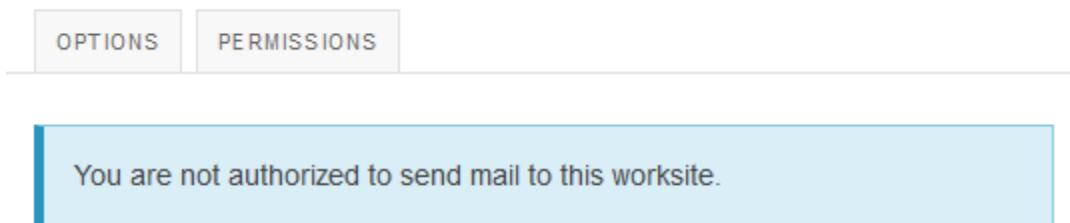
A screenshot of the Email Archive settings screen. At the top, there are two tabs: 'OPTIONS' and 'PERMISSIONS'. Below them is a message box containing text about email authorization. A red circle with the number '1' is positioned to the right of the message box. At the bottom, there is a text input field containing the email address 'samplecourse@qa01-sakai.marist.edu'. A red circle with the number '2' is positioned to the right of the input field.

You are authorized to send email from: demoprofessor@longsight.com
Email sent to the following addresses will be archived and sent to participants:

samplecourse@qa01-sakai.marist.edu

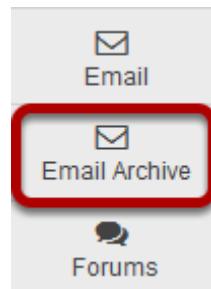
1. Above the site address, you'll see a message telling you if you are authorized to send email. If this site is set up to accept mail only from site participants, you will also see the address from which you are authorized to send email; use this account to send messages to the site address.
2. On the Email Archive screen, under "Email sent to the following addresses will be archived and sent to participants", you'll see the site email address. Send email to your site's Email Archive address from your email account, just as you would to any other email address.

If you are not authorized to send mail, you will see the following message instead.



How do I modify the Email Archive options?

Go to Email Archive.



Select the **Email Archive** tool from the Tool Menu of your site.

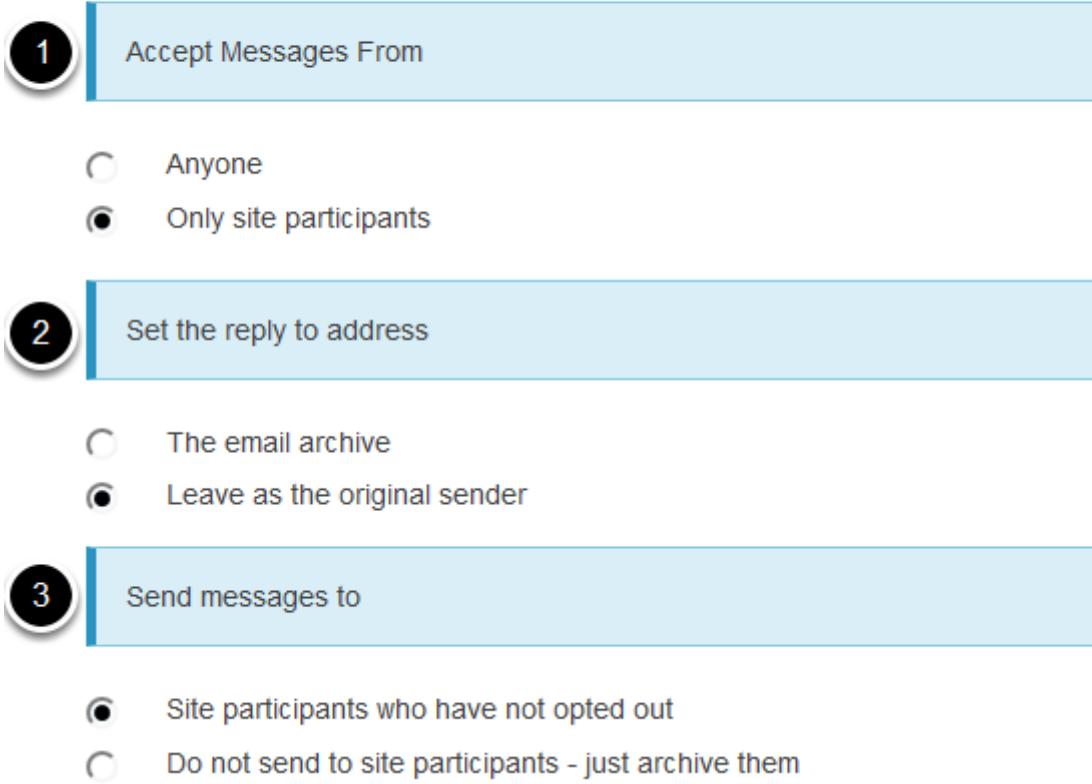
Click Options.



Select the desired settings.

Customize Email Archive

Mailbox settings



1 Accept Messages From

Anyone
 Only site participants

2 Set the reply to address

The email archive
 Leave as the original sender

3 Send messages to

Site participants who have not opted out
 Do not send to site participants - just archive them

Choose the radio buttons for the settings you want to enable. You can customize the following settings:

- Accept Messages From:** You can choose to allow anyone to send mail to the Email Archive address, or to allow only site participants to send mail.
- Set the reply-to address:** You can set the reply-to address for messages sent through the archive so that users automatically reply to the original sender or to the Email Archive address.
- Send messages to:** You can choose to send email to site participants as well as archiving the messages, or you can choose to archive messages without emailing the site participants.

Customize the site email address.

Mail Address

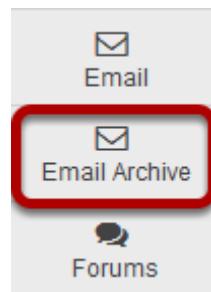
Site Email Address @qa01-sakai.marist.edu

If you would like to customize the site email alias to make it easier to remember, you can modify the address here.

Click Update Options to save your settings.

How do I change the Email Archive permissions?

Go to Email Archive.



Select the **Email Archive** tool from the Tool Menu of your site.

Click the **Permissions** button.



Modify the permissions for the roles listed.

Permissions

Set permissions for Email Archive in worksite "Sample Course" (a3845e3a-e90d-4039-a826-c0cd40c4d3a9)

Undo changes

Permission	Instructor	Student	Teaching Assistant
Read email in the archive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send email to the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any email in the archive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

2

Save

Cancel

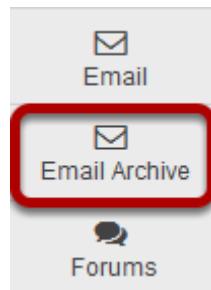
1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

How do students view archived messages?

Typically, students have read-only permissions for Email Archive.

Go to Email Archive.



Select the **Email Archive** tool from the Tool Menu in your site.

Viewing Email Archive messages.

A screenshot of the Sakai Email Archive interface. At the top, there is a blue banner with the text "You are not authorized to send mail to this worksite." Below this is a search bar with a "Search" button. The main area shows a message list with one item: "Viewing 1 - 1 of 1". The message details are shown in a table:

From	Subject	Date Received
Demo Professor <demoprofessor@longsight.com>	1 Sample Course: Welcome Message	2 Apr 19, 2016 2:51 PM EDT

Annotations: A red circle with the number "1" is over the "Subject" column header. A red rectangle surrounds the "Subject" value "Sample Course: Welcome Message". A red circle with the number "2" is over the "Date Received" column header. A red rectangle surrounds the "Date Received" value "Apr 19, 2016 2:51 PM EDT".

You are not authorized to send mail to this worksite.

Search

Viewing 1 - 1 of 1

|< < show 20 items... ▾ > >|

From	Subject	Date Received
Demo Professor <demoprofessor@longsight.com>	1 Sample Course: Welcome Message	2 Apr 19, 2016 2:51 PM EDT

All of the messages that have been sent to the course Email Archive will be displayed.

1. Click on the message subject to view the message content.
2. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.

External Tool (LTI)

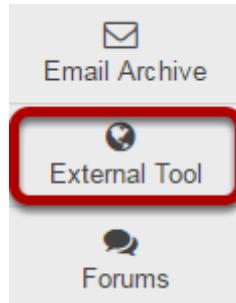
What is the External Tool (LTI)?

The External Tool (LTI) allows you to include tools that support the IMS Basic Learning Tools Interoperability standard in your sites. The External Tool (LTI) launch protocol securely sends user, site, and role information to the external tool using the OAuth (www.oauth.net) security mechanism.

The site owner or the system administrator can configure this tool. If the system administrator pre-configures an External Tool, it appears in the list of tools like any other tool that can be added to the site by the site owner via [Edit Tools](#) in [Site Info](#).

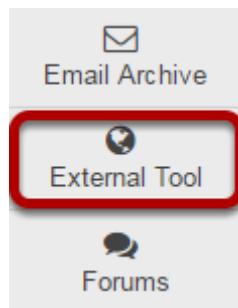
For more information or assistance, please contact your local support team. For more details on the technical aspects of the IMS LTI standard, go to www.imsglobal.org.

To access this tool, select External Tool (LTI) from the Tool Menu in your site.



How do I configure the External Tool (LTI) settings?

Go to External Tool (LTI).



Select the **External Tool (LTI)** from the Tool Menu of your site.

Click on Edit.



When you enter the External Tool initially, you will see a message saying that it has not yet been configured.

Click on the **Edit** icon in the upper right hand corner of the tool, near direct link and Help icons.

Configure the External Tool settings.

Required Information

*Remote Tool Url:

*Remote Tool Key:

* Remote Tool Secret:

The site owner can set up a link to any external tool by configuring the External Tool (LTI) manually. When you make arrangements with an external tool provider, they will provide you with a launch URL for the tool, key, and a secret. These values must be entered as part of the configuration of the tool. Make sure not to reveal these values to the other members of the site. Once you have entered

these values into the tool, it can properly sign launch requests. Site members who are not site owners cannot see the configuration screen for the tool.

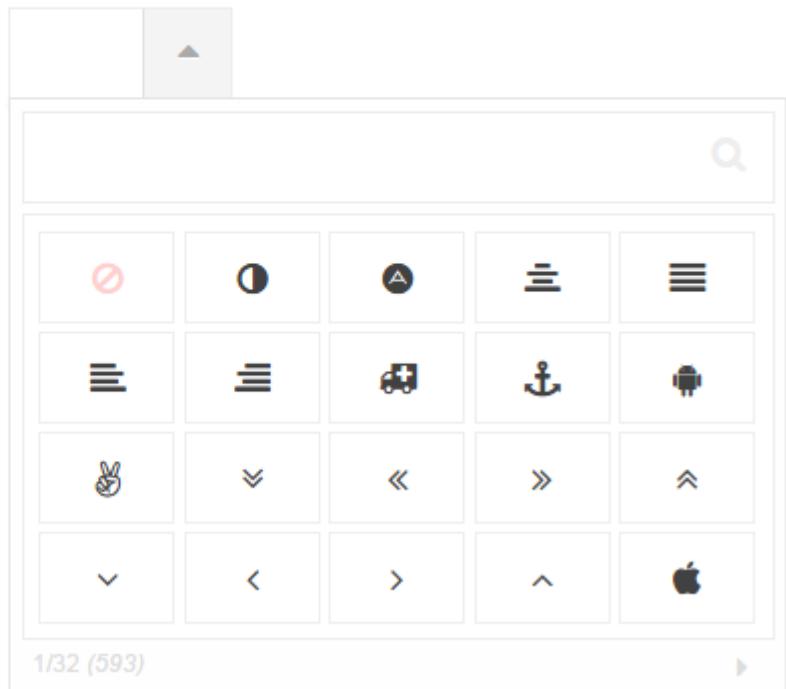
Display options.

Display Information

Set Button Text: (Text in tool menu)

Set Tool Title: (Above the tool)

Choose an icon for this tool:



You can indicate the button text and tool title location here. You may also select an icon for the tool from the **Choose an icon for this tool** drop-down menu.

Gradebook settings.

Routing Grades to the Gradebook

Create Gradebook Item

This creates a new gradebook item and routes grades to this new item. You only need to create the item once.

Select Gradebook Item

Do not accept grades from this tool | ▾

Be careful when changing this value. If you change this value, existing grades will **not** be moved to the new gradebook item. Only future grades received from the tool will be routed to the new gradebook item.

If you want the tool to send information to the Gradebook, you can enter a gradebook item here. Or, you can select an existing gradebook item from the drop-down menu.

Launch window information. (Optional)

Optional Launch Information

Open in a New Window:

iFrame Height:

Debug Launch:

When Debug Launch is selected, the tool pauses before launching and displays launch data.

You can select to open the tool in a new window, or set the iframe to a particular size. You may also opt to set it to "Debug Launch" which displays the launch data and can be helpful in troubleshooting the tool configuration.

User Information

Releasing Roster Information

Send Names to the External Tool

Send Email Addresses to the External Tool

These options allow you to control which information is released to the external tool. Some tools may require roster information to function.

Allow the External Tool to retrieve the course roster

The External Tool (LTI) configuration also includes the ability to send or suppress user identity information to the external tool such as the user's name or email address. In addition, you can set the frame size, as well as the button and title text for the tool from the configuration screen. (If the tool you are working with was created by a system administrator, they may have already pre-configured and locked a number of the configuration options for the tool.)

Storing Tool Settings. (Optional)

Storing Tool Settings

Allow the External Tool to store and retrieve its settings

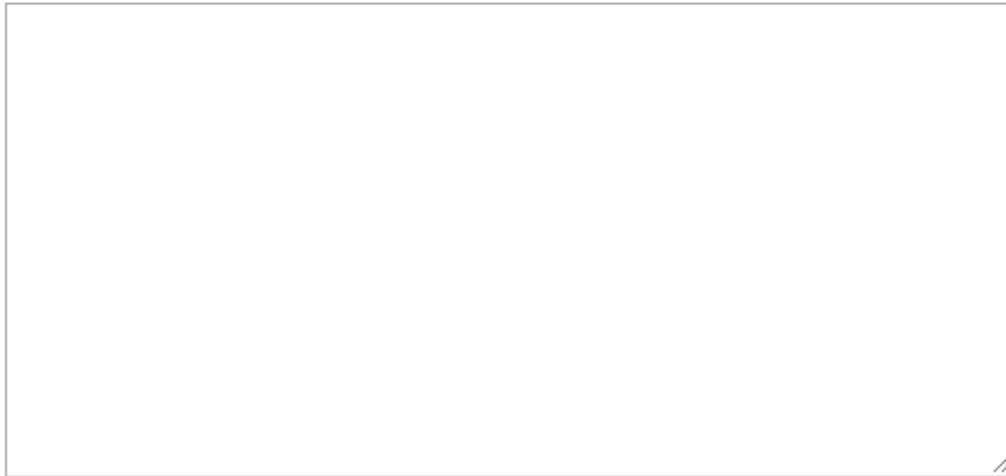
This allows the External Tool to store and retrieve its own settings in this placement. This only gives the tool access a scratch area to store and retrieve its own settings. It does not give the tool any access to any of the other setting.

This option allows the external tool to store and retrieve its own settings.

Splash Screen. (Optional)

Splash Screen

This text will be displayed to users before they are sent to the External Tool. You cannot use HTML in this field.

A large, empty rectangular text input field with a thin black border. It is positioned below the "Splash Screen" heading and above the explanatory text about displaying custom text to users.

If you would like to display custom text to users before they are redirected to the external tool, you may enter it here.

Note: This field is plain text only. HTML is not allowed.

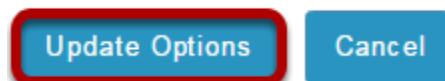
Custom launch parameters. (Optional)

Custom Launch Parameters

You can add a series of launch parameters using keyword=value. You can either put separate parameters on their own lines or separate them by semicolons (;).

If you would like to add custom launch parameters, you may do so here.

Click Update Options to save your configuration settings.



Forums

What is the Forums tool?

The Forums tool allows instructors or site leaders to create an unlimited number of discussion forums, and is integrated closely with other tools such as Resources and Gradebook.

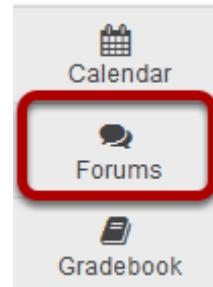
A **Forum** is a mandatory category or grouping for topics. **Topics**, which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students inside of a topic.

Some the features in the Forums tool include:

- **Grading:** Interactions can be assigned a point value and sent to the gradebook with comments.
- **Availability dates:** Forums and topics can be released according to specified dates.
- **Moderation:** Instructors can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance:** On your site's Home or Overview page, you can see how many unread messages or posts you have in both Messages and Forums. From Home, you can see these totals for all sites in which you are enrolled.
- **Email notifications:** Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive notifications about new postings in conversations to which you have contributed.
- **Statistics:** Forum statistics are available for site owners to determine the participation level of individual participants. You can also read all of a particular participant's posts using this feature.
- **Post before reading option:** The site owner (or another participant with the appropriate role) can enable participants to submit their posts to a topic before they have permission to read the responses of others.
- **Group awareness:** Site leaders can change forum and topic settings in combination with predefined groups to allow or deny access to specific discussions per group.
- **Direct link to individual messages:** Site leaders can copy a direct link to individual messages to use elsewhere.
- **Composing messages:** A [rich-text editor](#) allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to files or web links in Resources.
- **Quoted text:** Use the Insert Original Text option to insert the previous post into your response.
- **Email the author of a message:** Site leaders can directly email the author of a posting from within the Forums tool.

Note: A forum with the name of the site and a topic titled "General Discussion" are created by default.

To access this tool, select **Forums** from the Tool Menu in your site.

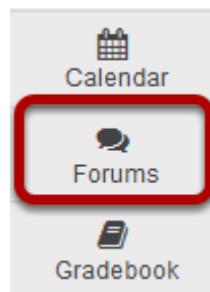


How do I create forums and topics?

The **Forum** tool is organized by **Forums**, **Topics**, and **Conversations**.

- A **Forum** is a mandatory category or grouping for topics. There may be more than one Forum in the course or project site.
- **Topics** are required within Forums in order for site participants to be able to post, read, and reply to messages.
- **Conversations** are messages or threads of discussion posted within a Topic.

Go to Forums.



Select the **Forums** tool from the Tool Menu.

Click New Forum.

A screenshot of the 'Forums' tool interface. At the top, there is a navigation bar with several buttons: 'NEW FORUM' (highlighted with a red box), 'ORGANIZE', 'TEMPLATE SETTINGS', 'STATISTICS & GRADING', 'WATCH', 'LINK', and 'HELP'. Below the navigation bar, the word 'Forums' is displayed in bold. A note message box contains the text: 'Note: All forums are draft. Forums saved as drafts cannot be seen by all participants.' At the bottom, there is a header for 'DRAFT - DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' with links for 'New Topic', 'Forum Settings', and 'More'. Below the header, there is a topic titled 'General Discussion' with a link for 'Topic Settings'.

By default, new sites are populated with a single forum titled after the name of the site, and containing one topic for General Discussion. The default forum and topic may be edited for posting messages, add more topics to the existing forum, or add a new forum.

Click **New Forum** to add a new forum.

Title the Forum

 LINK  HELP

Forum Settings

Required items marked with *

* Forum Title

Case Study Discussions

Forum titles are required. Name the forum a title to easily identify the types of topics expected within it. Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.

Enter a short description

Short Description (255 characters max) 178 chars remain

Use this area to discuss the case studies from each chapter of your textbook.

If desired, enter a description into the text box provided. The **Short Description** field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to the user when they view the Forum tool.

Enter a detailed description.

Description

For each topic, be sure that you:

1. Address the question with an original post.
2. Use specific examples from the chapter case study to support your main points.
3. Reply to at least 2 other student posts.

Character Count (Includes HTML formatting characters) : 254 Word Count : 35

To provide more detailed instructions about the items in this forum, use the **Description** area to enter the information. This area includes the [Rich Text Editor](#) and allows for more advanced formatting options.

Add attachments. (Optional)

Attachments

No attachments yet

Add attachments

Additionally, file attachments to the forum. Click the **Add attachments** button to browse for and select a file.

View attachments

Attachments

Title	Size	Type
Discussion_Rubric.pdf	Remove 105126	application/pdf

Add more attachments

After a file is attached, the file name, file size, and file format will be displayed.

Select forum posting options.

Forum Posting

- Lock forum (disable forum postings)
- Moderate topics in forum
- Require users to post before reading

There are several forum posting options from which to choose. Remember, any settings selected here will apply to all of the topics within this forum by default. (However, these may be overridden the settings on an individual topic if desired.)

- **Lock forum:** This option locks the forum so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topics in forum:** This option means all messages posted within topics in this forum, must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

Select availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or choose to **Specify dates to open (show) and/or close (hide)**.

Tip: Setting open and close dates at the forum level can be tricky because individual topics may also have specified dates. However, the forum must be visible in order for the topics within the forum to be available to students. Typically, instructors set open/close dates at the topic level only.

Select Read Options

Mark All Messages in Conversations Read



Automatically mark all messages in a conversation as read

The default option is to unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item

Grading

Gradebook item:

Select a Gradebook item ▾

This will be the default in this forum's topics. ([More?](#))

When grading forum posts, select a specific gradebook item for the grades to be included in the Gradebook calculations.

Note: You must first create the gradebook item in Gradebook tool before you can select it to be associated with a forum or topic.

Tip: Similar to open/close dates, associating with the Gradebook at the forum level is not always ideal because individual topics may also be graded. Faculty may prefer to grade discussions at the topic level.

Permissions

 Permissions

In most cases, the default forum permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

Role	Permission Level	
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	Contributor	Customize
Group01	None	Customize
Group02	None	Customize
Lab1	None	Customize
Lab2	None	Customize

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Forum permissions may be customized for different user roles, or for groups within the class. Click the **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.



Once completed, scroll to the bottom of the page and select the **Save Settings & Add Topic** button.

Note: All forums need at least one topic in order to be active.

Topic Settings.

Topic settings are identical to forum settings except these settings apply to a single topic, not all of the topics in the forum. Topics must be created within Forums in order for site participants to be able to post, read, and reply to messages.

An additional options within a Topic settings are **Anonymous posts** and **Automatically create topics for groups**

Tip: To keep all of the same settings that selected on the forum level, just specify a title and (optionally) a description for the new topic.

Anonymous posts.

Topic Posting

- Lock Topic (Disable topic postings)
- Moderate Topic
- Require users to post before reading
- Posts are anonymous This setting cannot be changed after topic creation.

Select the check box next to **Posts are anonymous** if you want site participants to be able to post without displaying the name of the post's author.

Note: This setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Automatically create topics for groups

Automatically Create Topics

Create one topic

Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. ([More?](#))

Group01

Group02

Lab1

Lab2

To create multiple, private group topic areas, select the radio button for **Automatically create topics for groups** and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None".

Save.

 Save

Save Draft

Save Settings & Add Topic

Cancel

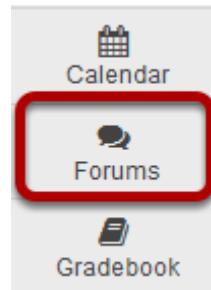
If this completes the topic/s to be added to this forum, click on the **Save** button at the bottom of the screen to save your topic settings.

To add additional topics to this forum, click on the **Save Settings & Add Topic** button to add another topic.

How do I organize forums and topics?

Forums may be rearranged to change the order in which discussions are listed.

Go to Forums.



Select the **Forums** tool from the Tool Menu of your site.

Select the Organize button



Select the appropriate number next to the Forum or Topic

The screenshot shows the 'Organize Forums and Topics' page. At the top right are 'LINK' and 'HELP' buttons. Below is a header 'Organize Forums and Topics'. The page contains two main sections:

- Case Study Discussions**: A numeric pull-down menu shows '1'. Below it is a list:
 - 5 Chapter 5 Case Studies
 - 4 Chapter 4 Case Studies
 - 3 Chapter 3 Case Studies
 - 2 Chapter 2 Case Studies
 - 1 Chapter 1 Case StudiesA red arrow points to the numeric pull-down menu.
- DAC-EDUCATION-DEPT1-SUBJ1-126 Forum**: A numeric pull-down menu shows '2'. Below it is a list:
 - 1 General DiscussionA red arrow points to the numeric pull-down menu.

The numeric pull down menu allows for reordering the Forum, Topic or both. Select the appropriate number for the order the content should appear.

Click Save

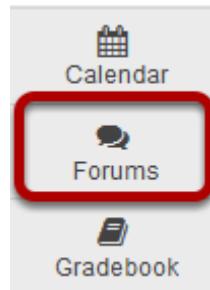


After you placed the forums and topics in the desired order, click **Save**.

How do I add a new topic?

A **Forum** must contain a **Topic** for users to create a post. (See also [How do I create Forums and Topics?](#))

Go to Forums.



Select the **Forums** tool from Tool Menu in your site.

Select New Topic.

A screenshot of the 'Case Study Discussions' forum page. At the top, there are several buttons: 'NEW FORUM', 'ORGANIZE', 'TEMPLATE SETTINGS', 'STATISTICS & GRADING', 'WATCH', 'LINK', and 'HELP'. Below these, the title 'Case Study Discussions' is shown, followed by a red box around the 'New Topic' button. A link 'Forum Settings | More ▾' is also visible. The main content area contains the text 'Use this area to discuss the case studies from each chapter of your textbook.' and a link 'View Full Description and Attachment(s)'. The entire screenshot is enclosed in a light gray border.

Create a topic title.

* Topic Title

Chapter 6 Case Studies

Topic titles are required for every topic.

Create a short description.

Short Description (255 characters max) 208 chars remain

Please discuss the case studies from chapter 6.

Be aware that this short description only allows a maximum of 255 characters.

Create a detailed description.

Description

The screenshot shows the Sakai Rich Text Editor. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), navigation (Back, Forward), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar is a larger text area where the user has typed "Please discuss the case studies from chapter 6.". At the bottom of the editor window is a status bar displaying "body ul li" on the left and "Character Count (Includes HTML formatting characters): 91 Word Count: 12" on the right.

This description box allows the use of [Rich Text Editor](#).

Add attachments. (Optional)

Attachments

The screenshot shows the "Attachments" section. A message "No attachments yet" is displayed in a light blue box. Below this is a red rectangular button with the text "Add attachments" in white.

Additionally, file attachments to the forum. Click the **Add attachments** button to browse for and select a file.

View attachments

Attachments

Title	Size	Type
Discussion_Rubric.pdf	Remove	105126 application/pdf
Add more attachments		

After a file is attached, the file name, file size, and file format will be displayed.

Select topic posting options.

Topic Posting

Lock Topic (Disable topic postings)

Moderate Topic

Require users to post before reading

Posts are anonymous This setting cannot be changed after topic creation.

There are several topic posting options from which to choose. Any settings selected here will apply to this topic only.

- **Lock topic:** This option locks the topic so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topic:** This option means all messages posted within the topic must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.
- **Posts are anonymous:** Select this option if you want site participants to be able to post without displaying the name of the post's author.

Note: The anonymous setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Select availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or choose to **Specify dates to open (show) and/or close (hide)**.

Select Read Options

Mark All Messages in Conversations Read



Automatically mark all messages in a conversation as read

The default option is to unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item

Grading

Gradebook item:

Select a Gradebook item ▾ This will be the default in this forum's topics. ([More?](#))

When grading topic posts, select a specific item for the grades to be included in the Gradebook calculations.

Note: You must first create the gradebook item in the Gradebook tool before you can select it to be associated with a topic.

Automatically create topics for groups

Automatically Create Topics

- Create one topic
- Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. ([More?](#))

Group01

Group02

Lab1

Lab2

To create multiple, private group topic areas, select the radio button for **Automatically create topics for groups** and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None".

Permissions

Permissions

In most cases, the default topic permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The topic owner may add and delete topics, modify permissions, edit the topic settings and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

Role	Permission Level	
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	Contributor	Customize
Group01	None	Customize
Group02	None	Customize
Lab1	None	Customize
Lab2	None	Customize

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Forum permissions may be customized for different user roles, or for groups within the class. Click the **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.



Once completed, scroll to the bottom of the page and select the **Save Settings & Add Topic** button.

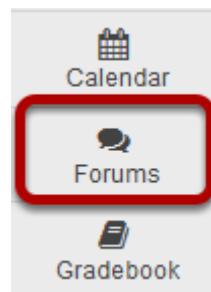
Note: All forums need at least one topic in order to be active.

How do I post to a forum topic?

Forums are organizational units that group topics within the site. You cannot post directly to a forum, you must first enter a topic and post your message there.

In order to post to a forum topic, you will **Start a New Conversation** or thread.

Go to Forums.



Select the **Forums** tool from Tool Menu in your site.

Choose a forum.

Forums

[Small Group Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

This forum is for your private group discussion topics.

 [Private Topic - Group01](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Private Topic - Group02](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

► [View Full Description and Attachment\(s\)](#)

 [Chapter 1 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

 [General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

This is an example of a forum. The forum title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the forum, you may click **[View Full Description](#)** to view any additional information provided by the site owner.

Select a topic within the forum.

Class-wide Case Study Discussions [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

 Chapter 1 Case Studies	0 unread of 0 messages	Topic Settings More ▾
 Chapter 2 Case Studies	0 unread of 0 messages	Topic Settings More ▾
 Chapter 3 Case Studies	0 unread of 0 messages	Topic Settings More ▾
 Chapter 4 Case Studies	0 unread of 0 messages	Topic Settings More ▾
 Chapter 5 Case Studies	0 unread of 0 messages	Topic Settings More ▾

This is an example of a forum topic.

Click on the title of the topic to enter that topic.

Click Start a New Conversation.

[START A NEW CONVERSATION](#) [DISPLAY MESSAGE CONTENT](#) [TOPIC SETTINGS](#) [DELETE TOPIC](#) [LINK](#) [? HELP](#)

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#)

< Previous Topic [Next Topic >](#)

Chapter 1 Case Studies

[Move Thread\(s\)](#)

There are no messages posted.

< Previous Topic [Next Topic >](#)

Starting a new conversation is the same thing as starting a new thread.

After you click **Start a New Conversation**, the message composition window will appear.

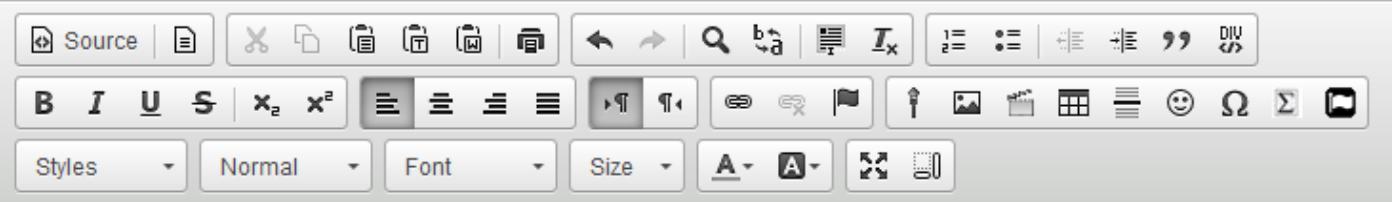
Enter a title.

* Title

Case Study #1

Enter a message.

Message  Word Count: (8)



This is an example of a conversation message.

body p Character Count (Includes HTML formatting characters) : 55 Word Count : 8

This description box allows the use of [Rich Text Editor](#).

Note: The message box will keep track of word count in the lower right corner.

Click Add attachments. (Optional)

Attachments

No attachments yet

Add attachments

If desired, there is an option to upload attachments to the conversation. Click **Add attachments** to browse for and select your file.

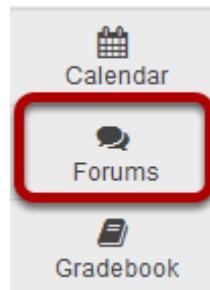
Click Post.



After completing the conversation, click **Post** to make the conversation viewable.

How do I reply to a forum post (i.e. conversation)?

Go to Forums.



Select the **Forums** tool from Tool Menu in your site.

Choose a topic within a forum.

Forums

A screenshot of a forum page titled "DAC-EDUCATION-DEPT1-SUBJ1-126 Forum". Below the title, there are two topic entries. The first topic, "Introductions", is highlighted with a red rectangular border around its title and has a message indicator "1 unread of 1 message" next to it. The second topic, "General Discussion", has a message indicator "0 unread of 0 messages" next to it. Both topics have a small speech bubble icon to their left.

Click on the title of the topic to enter the topic.

Note: The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.

Click on the title of an existing post to view the conversation.

START A NEW CONVERSATION DISPLAY MESSAGE CONTENT LINK HELP

[Forums / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions](#) < Previous Topic Next Topic >

Introductions

Conversation	Authored By	Date
New! Hello and welcome 1 unread of 1 message	Demo Professor (demoprofessor)	May 13, 2016 4:55 PM

Click reply.

1 REPLY TO INITIAL MESSAGE MARK ALL AS READ LINK HELP

[Forums / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions / Hello and welcome](#) < Previous Conversation | Next Conversation >

View by Conversation Go to first new message



New! **Hello and welcome**
Demo Professor (demoprofessor) (May 13, 2016 4:55 PM) - Read by: 1
 2

Welcome to class! Please reply to this message with a short introduction.

< Previous Conversation | Next Conversation >

You have two different options for replying to the post within the Forums tool.

1. Click **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Click the **Reply** link within the message itself to reply to the item you are currently viewing. This is the option you want to use if you would like to reply to someone else's reply.

Compose your message.

Reply to Forum Conversation

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions

Replies to: Hello and welcome Demo Professor (demoprofessor) (May 13, 2016 4:55 PM)

[Hide message you are replying to](#)

Welcome to class! Please reply to this message with a short introduction.

Required items marked with *

* Reply Title

Re: Hello and welcome

Message [Insert original text](#) [Word Count](#)

Attachments

No attachments yet

Add attachments

Post Cancel

The message you are replying to will be displayed at the top. You can hide the message by clicking on the small downward arrow next to "Hide the message you are replying to".

Edit the reply title. (Optional)

* Reply Title

Re: Hello and welcome

The title will be taken from the initial message and prefilled for you, but you may modify it if you wish.

Enter your message.

Message [Insert original text](#) Word Count: (50)

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

Original Message:
From Demo Professor ([demoprofessor](#)) (May 13, 2016 4:55 PM EDT)
Subject Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

body p b i Character Count (Includes HTML formatting characters) : 430 Word Count : 48

Use the [Rich Text Editor](#) to compose your response.

Note: You may optionally click on the **Insert original text link** above the editor area to include the original message along with your reply.

Add attachment. (Optional)

Attachments

No attachments yet

Add attachments

Click the **Add attachments** button if you would like to browse for and attach a file.

Click Post.



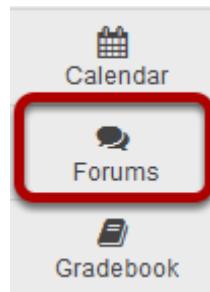
After you have finished your reply, click **Post** to add your message to the conversation.

How do I email a forum post author?

This outlines the process of contacting an author of a Forum post by email. Typically, the email option is only available for instructors or site owners.

Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Forums.



Select the **Forums** tool from Tool Menu in your site.

Choose a Forum

Forums

A screenshot of the 'Forums' page. At the top, there is a header bar with the title 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' (which is bolded and has a red border around it), 'New Topic', 'Forum Settings', and a 'More' dropdown. Below the header, there are two forum categories: 'Introductions' and 'General Discussion'. Each category has a small icon, the category name, the number of unread messages (1 unread for Introductions, 0 for General Discussion), 'Topic Settings', and a 'More' dropdown.

This is an example of a **Forum**, bolded and in the largest comparative font. Click **View Full Description** to view more information about the **Forum**.

Select the Topic within the Forum

Forums

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

[Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More ▾](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

This is an example of a **Forum** topic. Click **View Full Description** to view more information about the **Topic**. Otherwise, select the Topic.

Select the Conversation

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#)

[< Previous Topic](#) [Next Topic >](#)

Introductions

[Move Thread\(s\)](#)

	Conversation	Authored By	Date
<input type="checkbox"/>	Hello and welcome 1 unread of 2 messages	Demo Professor (demoprofessor)	May 13, 2016 4:55 PM

Select a **conversation**, or thread by the particular Forum post author.

Click Email

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#) / [Hello and welcome](#)

View by Conversation ▾

< Previous Conversation | Next Conversation >

[Go to first new message](#)



Hello and welcome

Demo Professor (demoprofessor) (May 13, 2016 4:55 PM) - Read by: 2

[Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

Welcome to class! Please reply to this message with a short introduction.



New! Re: Hello and welcome

student01 demo (student01) (May 13, 2016 5:07 PM) - Read by: 1

[Mark as Read](#) [Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

Original Message:

From Demo Professor (demoprofessor) (May 13, 2016 4:55 PM EDT)

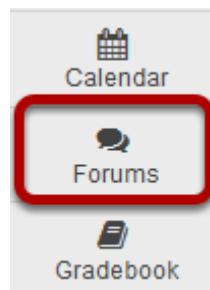
Subject Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

Click **Email** in order to email the Forum post author.

How do I delete a forum post (i.e. conversation)?

Go to Forums.



Select the **Forums** tool from Tool Menu in your site.

Choose a topic within a forum.

[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

[Chapter 1 Case Studies](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

[Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

Click on the title of the topic to enter the topic.

Select a conversation from list.

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) 

[< Previous Topic](#)

[Next Topic >](#)

Chapter 1 Case Studies

[Move Thread\(s\)](#)

Conversation	Authored By	Date
<input type="checkbox"/> Case Study #1 0 unread of 1 message	Demo Professor (demoprofessor)	May 13, 2016 4:42 PM

Click on the title of the conversation.

Click delete message.

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) / [Case Study #1](#)

[View](#) by Conversation ▾

[< Previous Conversation](#) | [Next Conversation >](#)



[Case Study #1](#)
Demo Professor (demoprofessor) (May 13, 2016 4:42 PM) - Read by: 1
[Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

This is an example of a conversation message.

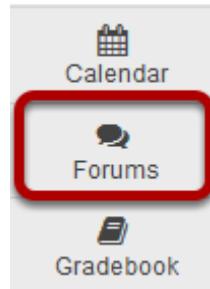
[< Previous Conversation](#) | [Next Conversation >](#)

Click **Delete Message** and the conversation will be removed.

How do I moderate a topic?

A moderated discussion allows the instructor to review and approve a discussion posting before the participants may view the post. When a discussion is moderated, each message submitted by a participant must be reviewed and approved before other participants may read them.

Go to Forums.



Select the **Forums** tool from the Tool Menu in your site.

Click Topic Settings.

Forums

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

[Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More ▾](#)

[General Discussion](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

► [View Full Description and Attachment\(s\)](#)

[Chapter 1 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

Click **Topic Settings** to moderate a particular Topic.

Check the box next to Moderate Topic.

Topic Posting

Lock Topic (Disable topic postings)

Moderate Topic

Require users to post before reading

Posts are anonymous This setting cannot be changed.

Select the **Moderate Topic** option in the settings and then scroll down and click **Save**.

View moderated topic in forums list.

Forums

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) | [More ▾](#)

-  [Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More ▾](#)
-  [General Discussion](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

Class-wide Case Study Discussions [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

-  [Chapter 1 Case Studies](#) 0 unread of 0 messages (Moderated) [Topic Settings](#) | [More ▾](#)
-  [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)
-  [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)
-  [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)
-  [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

Moderated topics will have the text (**Moderated**) shown next to the title of the topic.

View Pending Messages.

START A NEW CONVERSATION DISPLAY MESSAGE CONTENT TOPIC SETTINGS DELETE TOPIC

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) < Previous Topic Next Topic >

Chapter 1 Case Studies (Moderated)

[Move Thread\(s\)](#)

Conversation	Authored By	Date
New! Pending My new post 1 unread of 1 message	student01 demo (student01)	Jun 8, 2016 4:01 PM

All messages pending approval will display Pending highlighted in green next to the message.

Click on the title of the message to view it.

Click Moderate.

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) / [My new post](#)

View by Conversation | ▾ < Previous Conversation Next Conversation >

[Go to first pending message](#)

Pending **My new post**
student01 demo (student01) (Jun 8, 2016 4:01 PM) - Read by: 1
[Email](#) [Grade](#) [Edit](#) [Delete Message](#) **Moderate**

This is my first post to the moderated topic.

Approve or Deny pending posts.

Word Count: (9)

Delete Edit Grade Copy link

Deny Approve

< Previous Message Next Message >

Pending My new post
[student01 demo \(student01\)](#) (Jun 8, 2016 4:01 PM)

This is my first post to the moderated topic.

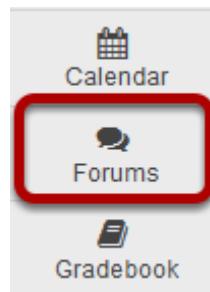
Delete Cancel

Click either **Deny** or **Approve** to moderate the message. Approved messages will be visible to the rest of the site participants. Denied messages remain visible to the instructor only.

How do I grade discussion forums?

Note: You must create the gradebook item in the gradebook BEFORE you can associate a Forum or Topic with the item for grading.

Go to Forums.



Select the **Forums** tool from the Tool Menu in your site.

Select the Topic you want to grade.

Forums

A screenshot of the 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' page. It shows two topics: 'Introductions' (1 unread of 2 messages) and 'General Discussion' (0 unread of 1 message). For each topic, there are 'Topic Settings' and 'More' links. The 'More' link for 'Introductions' is circled in red. A dropdown menu for 'General Discussion' is shown, containing 'Topic Setting' (circled in red), 'Duplicate Topic', 'Grade' (highlighted with a mouse cursor and circled in red), and 'Delete Topic'. Other links like 'New Topic' and 'Forum Settings' are also visible at the top of the forum page.

Click on the **More** link for the Topic you want to grade, and then select **Grade** from the list of expanded options.

Note: You may grade by either Forum or Topic. The grading process is very similar. However, most faculty prefer to grade by Topic, since a Forum may contain several different Topics and each Topic may represent a separate gradebook item or score.

Select a gradebook item.

[Forums](#) / [Statistics & Grading](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126](#)
[Forum](#) / [Introductions](#)

Name		Authored	Read	Unread	Percent Read	
demo_student01	Details	1	2	0	100%	Grade
demo_student02	Details	0	0	2	0%	Grade
demo_student03	Details	0	0	2	0%	Grade
demo_student04	Details	0	0	2	0%	Grade
demo_student05	Details	0	0	2	0%	Grade
Lecturer_Guest	Details	0	0	2	0%	Grade
Professor_Demo	Details	1	1	1	50%	Grade

Select a Gradebook item:

Filter by group:

[Forums](#) / [Statistics & Grading](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126](#)
[Forum](#) / [Introductions](#)

0	Apply Grade to all Ungraded		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	Details	1	2	0	100%	<input type="text"/>	--Hidden--	
demo_student02	Details	0	0	2	0%	<input type="text"/>	--Hidden--	
demo_student03	Details	0	0	2	0%	<input type="text"/>	--Hidden--	
demo_student04	Details	0	0	2	0%	<input type="text"/>	--Hidden--	
demo_student05	Details	0	0	2	0%	<input type="text"/>	--Hidden--	
Lecturer_Guest	Details	0	0	2	0%	N/A	N/A	
Professor_Demo	Details	1	1	1	50%	N/A	N/A	

Select a Gradebook item:

Filter by group:

You will see a list of site participants along with summary statistics for each user on number of posts authored, read, unread, and percent read in the current topic. You may sort the list by any of those columns by clicking on the column title if you choose.

Select the gradebook item where you would like to record the scores for this topic from the drop-down menu in the upper right corner. Once you select a gradebook item, the screen will change to display a grade entry column where you may enter points.

Note: If you already associated your Topic with a gradebook item, then you do not need to complete this step. You should have been taken directly to the grade entry screen.

View posts.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	Details	1	2	0	100%	<input type="text"/>	--Hidden--
demo_student02	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student03	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student04	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student05	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Lecturer_Guest	Details	0	0	2	0%	N/A	N/A
Professor_Demo	Details	1	1	1	50%	N/A	N/A

[Close Window](#)

demo, student01 (student01)

[Sort by Topic](#) | [Sort by Date](#)

Word Count: (49) DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions / Re: Hello and welcome (May 13, 2016 5:07 PM)

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

Original Message:
From Demo Professor (demoprofessor) (May 13, 2016 4:55 PM EDT)
Subject Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

[Close Window](#)

To view posts, click on the author's name. A pop-up window will open showing the message/s posted by that author. Notice that the Word Count in each post is also shown.

Click the **Close Window** button to close the pop-up window and return to the grade entry screen.

Enter points.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	Details	1	2	0	100%	<input type="text" value="10"/>	--Hidden--
demo_student02	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student03	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student04	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student05	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Lecturer, Guest	Details	0	0	2	0%	N/A	N/A
Professor, Demo	Details	1	1	1	50%	N/A	N/A

Enter points into the grade entry column.

Add Comments.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Hide Comments
demo_student01	Details	1	2	0	100%	10	Good work!
demo_student02	Details	0	0	2	0%		
demo_student03	Details	0	0	2	0%		
demo_student04	Details	0	0	2	0%		

If you would like to add comments, click on the **Show Comments** link to expand the comment column.

Enter your comments into the text boxes provided.

Apply a grade to all ungraded.

[Forums / Statistics & Grading / DAC-EDUCATION-DEPT1-SUBJ1-126](#)
[Forum / Introductions](#)

Select a Gradebook item:

Filter by group:

If you would like to apply a single score to all ungraded items, enter the score to be applied and then click the **Apply Grade to all Ungraded** button.

Tip: This is a useful option if, for example, you would like to apply zeros to all students that did not post.

Submit grades.

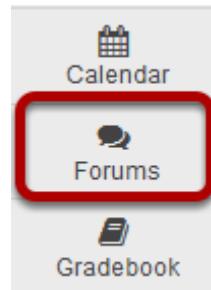


After you have entered all of the grades and/or comments, scroll down to the bottom of the list and click the **Submit Grades** button to save your changes and send the grades to the gradebook.

How do I move a thread to a different topic?

This option allows for a thread or conversation to be moved to a different topic.

Go to Forums.



Select the **Forums** tool from Tool Menu in your site.

Select a forum topic.

Forums

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) | [More ▾](#)

 [Introductions](#) 0 unread of 2 messages [Topic Settings](#) | [More ▾](#)

 **[General Discussion](#)** 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

Class-wide Case Study Discussions [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

 [Chapter 1 Case Studies](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

The topics will be listed underneath the corresponding forum in smaller, bold font. Click on the topic containing the item to be moved.

Check the box next to the conversation to be moved.

Forums / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / General Discussion  < Previous Topic Next Topic >

General Discussion

[Move Thread\(s\)](#)

Conversation	Authored By	Date
<input checked="" type="checkbox"/> Case Study #1 0 unread of 1 message	Demo Professor (demoprofessor)	May 13, 2016 4:42 PM

All conversations, or threads, will be listed.

Select move thread(s).

Forums / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / General Discussion  < Previous Topic Next Topic >

General Discussion

[Move Thread\(s\)](#)

Case Study #1 0 unread of 1 message [Demo Professor \(demoprofessor\)](#) May 13, 2016 4:42 PM

After selecting move threads, a box will open with options pertaining to the thread and where it will be moved.

Select options and click Move Thread(s) to the selected topic.

Move Thread(s)

The following conversation(s) will be moved from **General Discussion** to the topic selected below.

- Case Study #1

Leave reminder about the move in the old topic

Filter Topics

By Name:

In Forum: - Select Forum -

⚠ Locked topics will not show up as available options

Topics (showing 9 of 9 topics)

1 Chapter 1 Case Studies

2 Introductions
 General Discussion
 Chapter 2 Case Studies
 Chapter 3 Case Studies
 Chapter 4 Case Studies
 Chapter 5 Case Studies
 Private Topic - Group01
 Private Topic - Group02

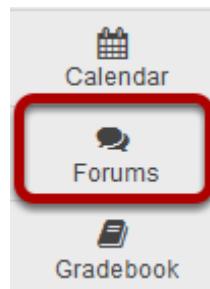
The available topics will be shown.

1. Select the topic where you would like to move the thread.
2. Click **Move Thread(s) to Selected Topic** to continue.

Tip: You may optionally select the check box to leave a reminder about the move in the old topic.

How do I delete a topic?

Go to Forums.



Select the **Forums** tool from the Tool Menu of your site.

Select **Delete Topic** from the drop-down menu.

Forums

A screenshot of the 'Forums' page. At the top, it shows the title 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' and links for 'New Topic', 'Forum Settings', and a 'More' dropdown. Below this, there are two forum topics: 'Introductions' (0 unread messages) and 'General Discussion' (0 unread messages). Next to each topic is a 'Topic Settings' link and a 'More' link. A red box highlights the 'More' link next to the 'General Discussion' topic. A dropdown menu is shown for the 'General Discussion' 'More' link, containing options: 'Duplicate Topic', 'Grade', and 'Delete Topic'. The 'Delete Topic' option is also highlighted with a red box.

Click the **More** link next to the topic you want to delete, then chose the **Delete Topic** option from the drop-down menu.

You can also click on the title of a topic to select it.

Forums

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) | [More](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) | [More](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#)

Topics are indented underneath each of the forums. Click on the title of a topic to enter that topic.

Then click Delete Topic from within that topic.

START A NEW CONVERSATION [DISPLAY MESSAGE CONTENT](#) [TOPIC SETTINGS](#) **DELETE TOPIC** [LINK](#) [HELP](#)

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [General Discussion](#) [< Previous Topic](#) [Next Topic >](#)

General Discussion

[Move Thread\(s\)](#)

There are no messages posted.

The **Delete Topic** button is located at the top of the page below the course name. This will **erase** the topic and all conversations on the topic from its particular forum.

Confirm deletion.

 LINK  HELP

① You are about to delete this topic and all of the messages associated with the topic. Are you sure you want to delete the following topic and its contents?

 General Discussion (not moderated)

► Full Description

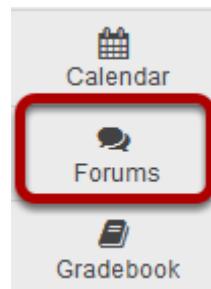
Delete Topic

Cancel

You will be prompted to confirm the deletion. If you are sure that you want to delete the topic and all of the messages within it, click the **Delete Topic** button.

How do I delete a forum?

Go to Forums.



Select the **Forums** tool from the Tool Menu of your site.

Select **Delete Forum** from the drop-down menu.

Forums

A screenshot of the 'Forums' page. At the top, it shows the title 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' and links for 'New Topic', 'Forum Settings', and a 'More' dropdown menu. The 'More' menu is open, showing options: 'Duplicate Forum', 'Grade', and 'Delete Forum'. The 'Delete Forum' option is highlighted with a red box.

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) [Forum Settings](#) [More](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) [More](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) [More](#)

[Duplicate Forum](#)
[Grade](#)
[Delete Forum](#)

Click the **More** link next to the forum you want to delete, then chose the **Delete Forum** option from the drop-down menu.

You can also click **Forum Settings** next to the forum you want to delete.

Forums

A screenshot of the 'Forums' page, similar to the previous one but without the dropdown menu open. It shows the title 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' and links for 'New Topic', 'Forum Settings', and a 'More' dropdown menu. The 'Forum Settings' link is highlighted with a red box.

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) [Forum Settings](#) [More](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) [More](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) [More](#)

Then scroll down to bottom of page and click **Delete Forum**.



Confirm deletion.

LINK HELP

⚠ You are about to delete all the topics and messages associated with the forum. Are you sure you want to delete the following forum and its contents?

 **DAC-EDUCATION-DEPT1-SUBJ1-126 Forum** (not moderated)

[Full Description](#)

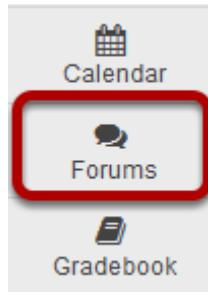
Delete Forum Cancel

Deleting a forum will remove the forum and everything associated with it, including all topics and conversations. If you are sure you want to delete the forum, click **Delete Forum** to remove it from the site.

How do I modify forum template settings?

Template Settings control the default settings of each created forum. These settings can be overridden for a specific forum or topic, but must be manually changed after the default settings template is created.

Go to Forums.



Select the **Forums** tool from the Tool Menu of your site.

Click Template Settings.



Configure default settings.

Default Settings Template



Settings from this template will apply each time a new Forum or Topic is created. You can override these settings for a specific Forum or Topic after it has been created.

The default settings template allows you to configure the default settings for all new Forums and Topics in this site.

Choose Forum Posting settings.

Forum Posting

Moderate topics in forums

Yes

No

Require users to post before reading

Yes

No

Template settings allows the option for all topics in forums to be moderated. There is also an option that requires users to post before reading.

Choose Availability settings.

Availability

Show immediately

Specify dates to open (show) and/or close (hide)

Template Settings allows the option for all **Forums** to be shown immediately after they are created or based on specified open (show) and close (hide) dates.

Choose if messages are marked "read".

Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

Yes

No

Template settings allows the option for conversations to be marked read automatically.

Select role permissions.

Role	Permission Level	
Instructor	Owner ▾	▶ Customize
Student	Contributor ▾	▶ Customize
Teaching Assistant	Contributor ▾	▶ Customize
Group01	None ▾	▶ Customize
Group02	None ▾	▶ Customize
Lab1	None ▾	▶ Customize
Lab2	None ▾	▶ Customize

Template Settings allows the option to select permission levels within Forums based on user roles or groups within the site. User roles can be given the title of Author, Contributor, None, Nonediting Author, Owner, Reviewer, and Custom. In the Customize drop-down menu, the check boxes are automatically selected based on the permission level selected. If the check boxes are manually chosen, this fulfills the Custom Permission Level.

Note: You may see different roles depending on whether your site is a course or a project, and whether or not there are any groups or custom roles in your site.

Click Save.



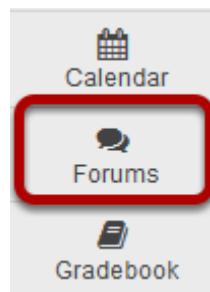
Click **Save** to save your settings (or **Cancel** to continue without saving).

How do I watch or subscribe to forums?

In order to stay notified of recent posts on a forum, the Watch option is helpful in doing so.

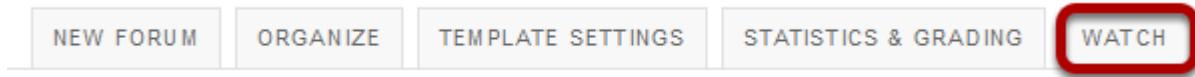
Note: New post notifications will be sent to the user's external/institutional email address, not via the Messages tool.

Go to Forums.



Select the **Forums** tool from the Tool Menu of your site.

Click Watch.



Choose your notification preference.

Watch Forums Options

Use the settings below to change what notifications **you** receive when activity in the forums of **this** site take place.

- Send me an email whenever a new message is posted
- Send me an email when a conversation that I have contributed to receives a new message
- No notification

Select whether an email is desired for **every new message posted on the Forum, every new message posted on a Forum that the user has contributed to, or turn off all notifications.**

Click Save.



Gradebook

What is Gradebook?

Gradebook (previously known as GradebookNG) is a new core tool for instructors to calculate and store grade information and distribute it to students online. It has been designed based on the same back-end as the Gradebook Classic tool, but with a number of new features and enhancements.

The following provides a high-level overview of the functional requirements guiding the development of the enhanced Gradebook.

- **Editable Spreadsheet View:** The default “Grades” view within the gradebook will be replaced by an editable spreadsheet view, wherein gradebook items will be displayed as a series of columns. The layout and data-entry process will be familiar to users of modern spreadsheet applications such as Excel and Google Sheets. Gradebook actions will be available within the context of dropdowns in spreadsheet cells and columns. Modal windows (lightboxes) will be used for entering and editing information, thereby maintaining a sense of continuity and place for users.
- **Automatic Saving/Data Validation:** Changes to data within the spreadsheet view will be automatically saved, with clear feedback confirming to users that their data has been saved. The interface will also provide data validation feedback.
- **New Course Grade Display Options:** Course grades will benefit from additional display options. Instructors will have the option of displaying course grades to students as letter grades, percentages, points, or combinations thereof.
- **Student Summary View:** Within the spreadsheet view, instructors will be able to view a gradebook item summary for each student. This view will display grade information solely for the selected student, providing an overview of the student’s grades in a vertical orientation whilst obscuring the grade data of other students.
- **Enhanced Import/Export Process:** The existing Import/Export process will be simplified and consolidated into one page. The improved workflow will allow instructors to update existing gradebook items/comments and add new gradebook items in bulk. Users will also be able to export the gradebook as they can today.

In Gradebook, Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

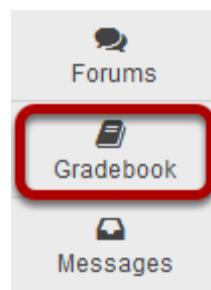
Gradebook is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using Gradebook, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.

- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.

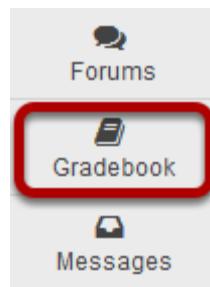
To access this tool, select Gradebook from the Tool Menu of your site.



How do I view and organize information in Gradebook?

The Gradebook offers several enhanced features for ease of navigation and information display. To access these and other features of the Gradebook:

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Filtering the list of students.

The Gradebook allows you to filter the student list by section/group or by searching for all or part of a student's name.

Filter by section/group.

All Sections/Groups ▾	Showing 5 students		Showing 14 of 14 items		Show/Hide Items ▾	<input checked="" type="checkbox"/> Group By Category
All Sections/Groups						
Group01	Course Grade		Discussions	Homework		
Group02	Lab1	Lab2	Discussion 1 Total: 10 Due: -	Introductions Total: 10 Due: -	Discussions Total: 100 Due: -	Homework 1 Total: 100 Due: -
						Homework 2 Total: 100 Due: -
> demo_student01 (student01)	A (90.78%)		10	100%	80	90
> demo_student05 (student05)	C (75.45%)		8	80%		75
> demo_student04 (student04)	A (96.13%)		10	100%	100	88
> demo_student03 (student03)	A (90%)		10	100%	80	92
> demo_student02 (student02)	A (94.88%)		9	90%	95	85

Select the desired section or group from the drop-down menu at the top to view only that section/group.

Filter by search criteria.

All Sections/Groups ▾		Showing 5 students		Showing 14 of 14 items		Show/Hide Items ▾		<input checked="" type="checkbox"/> Group By Category	
Students		Course Grade		Discussions		Homework			
04		A (96.13%)		Discussion 1 Total: 10 Due: -		Introductions Total: 10 Due: -		Discussions Total: 100 Due: -	
> demo_student04 (student04)				10	10%		100%	100	88

Enter part or all of a student's name to display only matching results in the list. The dynamic, wildcard-friendly search will update as you type.

Notice the fixed student information and course grade columns.

GRADES		IMPORT / EXPORT		PERMISSIONS		SETTINGS		LINK	
Add Gradebook Item		All changes saved.							
All Sections/Groups ▾		Showing 5 students		Showing 16 of 16 items		Show/Hide Items ▾		<input checked="" type="checkbox"/> Group By Category	
Students		Course Grade		Discussions		Homework			
Filter students		A (96.13%)		Discussion 1 10		Homework 1 Total: 100 Due: -		Homework 2 Total: 100 Due: -	
demo_student04 (student04)		A (96.13%)		10 10%		100% 100		88	
demo_student03 (student03)		A (90%)		10 10%		100% 80		92	
demo_student01 (student01)		A (90.78%)		10 10%		100% 80		90	
demo_student02 (student02)		A (94.88%)		9 9%		90% 95		85	
demo_student05 (student05)		B (80%)		8 8%		80%			



When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remains frozen.

Order students by First Name.

A screenshot of a web-based application interface titled "Students". At the top left is a search bar labeled "Filter students" with a clear button. Below the search bar is a dropdown menu with the option "Order By First Name" highlighted by a red rectangle and a cursor icon pointing at it. The list below contains five student entries, each with a blue link: "demo. student01 (student01)", "demo. student02 (student02)", "demo. student03 (student03)", "demo. student04 (student04)", and "demo. student05 (student05)".

The default display for student names is Last Name. First Name. However, if you prefer to view students listed as First Name Last Name, click the down arrow in the Students column and select **Order By First Name**.

Order students by Last Name.

A screenshot of a web-based application interface titled "Students". At the top left is a search bar labeled "Filter students" with a clear button. Below the search bar is a dropdown menu with the option "Order By Last Name" highlighted by a red rectangle and a cursor icon pointing at it. The list below contains five student entries, each with a blue link: "student01 demo (student01)", "student02 demo (student02)", "student03 demo (student03)", "student04 demo (student04)", and "student05 demo (student05)".

If students are currently display in First Name Last Name order, you may revert to the Last Name, First Name order by clicking the down arrow in the Students column and selecting **Order By Last Name**.

Show/hide course grade points.

Students	Course Grade
demo_student01	Set Zero Score For Empty Cells
demo_student05	Show Points 
demo_student04 (student04)	A (96.13%)
demo_student03 (student03)	A (90%)
demo_student02 (student02)	A (94.88%)

If you would like to display course points, select the down arrow in the Course Grade column and choose **Show Points**.

Note: This option is not available if Categories and Weighting is selected.

Points will display.

Students	Course Grade
demo_student01 (student01)	A (90.78%) [463/510]
demo_student05 (student05)	B (80%) [8/10]
demo_student04 (student04)	A (96.13%) [298/310]
demo_student03 (student03)	A (90%) [357/410]
demo_student02 (student02)	A (94.88%) [389/410]

*Tip: If points are already displayed and you would like to hide them, select the down arrow in the Course Grade column and choose **Hide Points**.*

Group/UnGroup by Category.

All Sections/Groups ▾		Showing 5 students		Showing 16 of 16 items		Show/Hide Items ▾		<input checked="" type="checkbox"/> Group By Category
Students		Course Grade		Discussions		Homework		
Filter students		Total: 10 Due: -		Discussion 1 Total: 10 Due: -	Discussions	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -	
demo_student01 (student01)	A (90.78%)			10	100%	80	90	
demo_student05 (student05)	C (75.45%)			8	80%		75	
demo_student04 (student04)	A (96.13%)			10	100%	100	88	
demo_student03 (student03)	A (90%)			10	100%	80	92	
demo_student02 (student02)	A (94.88%)			9	90%	95	85	

All Sections/Groups ▾		Showing 5 students		Showing 16 of 16 items		Show/Hide Items ▾		<input type="checkbox"/> Group By Category
Students		Course Grade		Final		Midterm		
Filter students		Total: 100 Due: 05/31/2016		Total: 100 Due: 05/31/2016		Chapter Presentation	Assignment 1	Assignment 2
demo_student01 (student01)	A (90.78%)				98	95	95	
demo_student05 (student05)	C (75.45%)							
demo_student04 (student04)	A (96.13%)				100			
demo_student03 (student03)	A (90%)				95	80		
demo_student02 (student02)	A (94.88%)				100	100		

If you have categories in your Gradebook, you may select/deselect the box next to **Group by Category** to display or hide the category groupings in your view of the Gradebook.

Show/Hide Items.

The screenshot shows the Sakai Gradebook interface with the 'Show/Hide Items' menu open. The menu includes options like 'Show All', 'Hide All', 'Show only this item', and 'Hide this item'. Numbered callouts point to specific items: 1 points to the 'Show/Hide Items' button; 2 points to the 'Discussions' category; 3 points to the 'Show only this item' option; 4 points to the 'Hide All' link; and 5 points to the 'Homework 3' item which has arrows indicating it is hidden.

1. Click **Show/Hide Items** to select which items you want displayed in your current view of the Gradebook.
2. Click on the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are visible. Unshaded items are hidden. Categories that are half shaded and half unshaded indicate that only some of the items within that category are hidden.
3. If you want to hide everything except the one item you are currently grading, click on the down arrow next to the item and select **Show only this item**.
4. To **Show All** or **Hide All** items, click on the appropriate link at the top of the menu.
5. Hidden items are indicated by two arrows in place of the item. Click on the arrows to show the item.

Note: Show/Hide Items DOES NOT control which items are or are not released to students. It only controls the columns displayed in the instructor view of the tool.

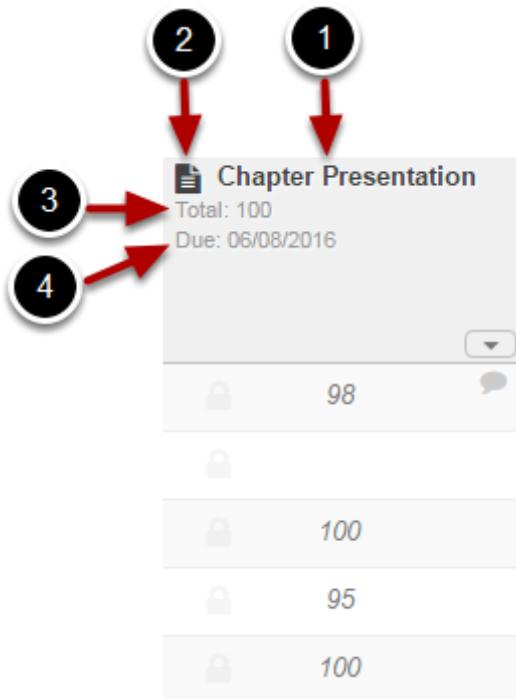
Drag and Drop to reorder columns.

The screenshot shows a Sakai Gradebook interface. At the top, there are navigation buttons: 'All Sections/Groups' (with a dropdown arrow), 'Showing 5 students', 'Showing 14 of 14 items', 'Show/Hide Items' (with a dropdown arrow), and 'Group By Category' (with a checked checkbox). The main area is a grid of student items. The columns are labeled: 'Students' (with a 'Filter students' dropdown), 'Course Grade', 'Introduction' (Total: 10, Due: -), 'Discussion 1' (Total: 10, Due: -), 'Discussions' (highlighted with a blue border), 'Homework 1' (Total: 100, Due: -), and 'Homework 2' (Total: 100, Due: -). Below the headers, there are rows of student data. For example, the first row shows 'demo_student01 (student01)' with a grade of 'A (90.78%)'. The 'Discussions' column is currently empty. A cursor is visible over the 'Discussions' header.

You may drag and drop to reorder columns.

Note: When viewing items grouped by category, you can only reorder columns within a category. To reorder categories, you need to go to Gradebook > Settings > Categories and Weighting.

Gradebook item information.

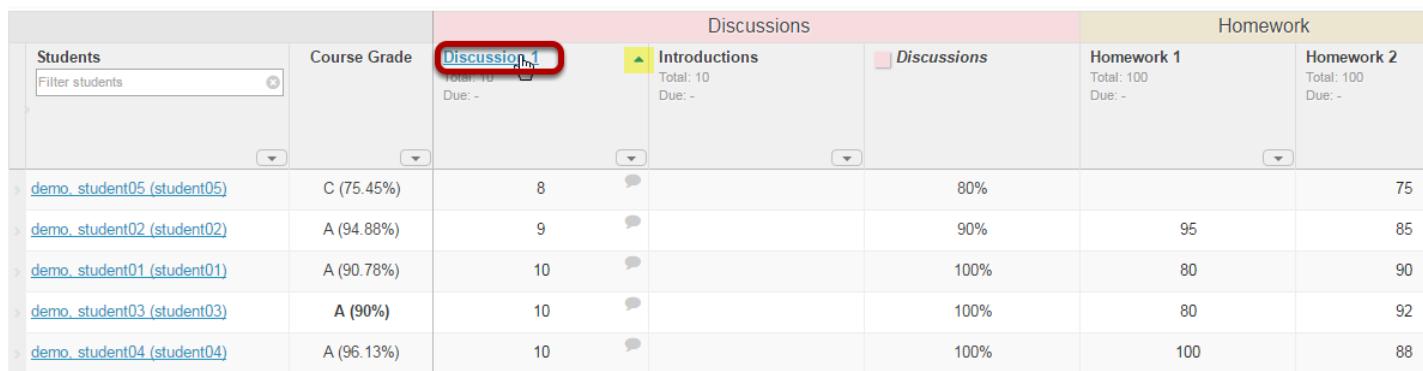


The following information is displayed for each gradebook item:

1. The name of the item.

2. The icon of the associated tool (i.e. Assignments, Tests & Quizzes, etc.) sending the item to the gradebook. *Note: No icon displays if the item was created within the Gradebook tool itself.*
3. The total points possible for that item.
4. The due date for the item (if applicable).

Sorting by a gradebook column.



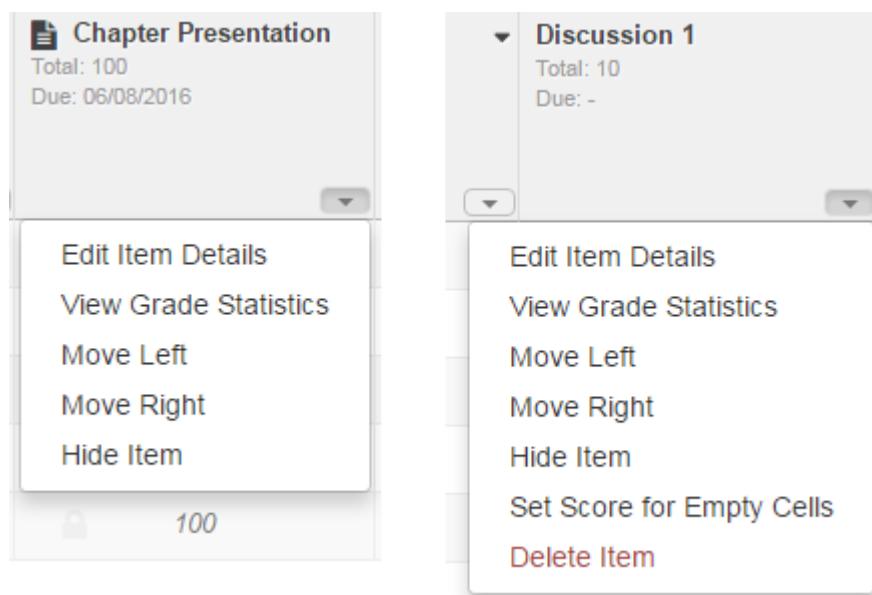
The screenshot shows a Sakai Gradebook interface. At the top, there are columns for 'Students' (with a 'Filter students' dropdown), 'Course Grade', and 'Discussions'. The 'Discussions' column header is highlighted with a red box and has an upward-pointing arrow indicating it is sorted in ascending order. Below this, there are five rows of student data. Each row contains a student link, their course grade, a score of 8, a speech bubble icon, a percentage of 80%, and a final score of 75. The second row from the bottom shows a different score of 9, a different percentage of 90%, and a final score of 85. The third row shows a score of 10, a 100% completion rate, and a final score of 90. The fourth row shows a score of 10, a 100% completion rate, and a final score of 92. The fifth row shows a score of 10, a 100% completion rate, and a final score of 88.

Students		Course Grade	Discussions	Homework		
demo_student05 (student05)	C (75.45%)	Discussion 1 Total: 10 Due: -	Introductions Total: 10 Due: -	Discussions Total: 100 Due: -	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -
demo_student02 (student02)	A (94.88%)	8	80%	90%	95	85
demo_student01 (student01)	A (90.78%)	9	90%	100%	80	90
demo_student03 (student03)	A (90%)	10	100%	100%	80	92
demo_student04 (student04)	A (96.13%)	10	100%	100%	100	88

To sort the list by a gradebook column, click on the title of the item. Click again on the same item title to reverse the sort order.

Note: When you are sorting by an item, a directional arrow will display. The direction of the arrow indicates if you are sorting ascending or descending.

Gradebook item actions.



The drop-down menu in each gradebook item column allows you to perform several actions. These actions vary somewhat, depending on the origin of the item. Items created within the Gradebook itself allow more options than items being sent to the Gradebook from other tools.

All gradebook items allow you to:

- Edit Item Details
- View Grade Statistics
- Move Left
- Move Right
- Hide Item

Gradebook-created items also allow you to:

- Set Score for Empty Cells
- Delete Item

Edit Item Details

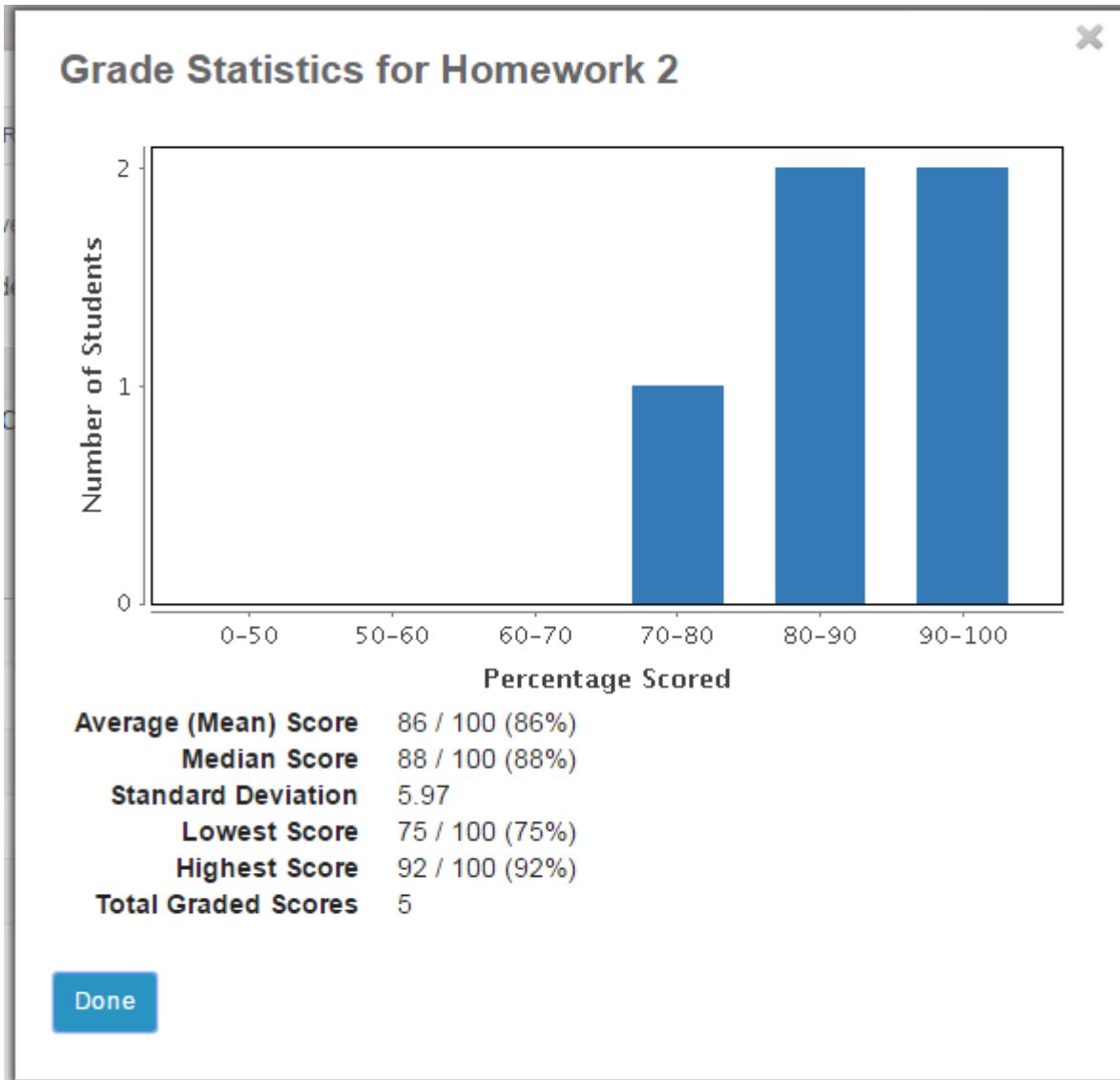
Edit Gradebook Item

Title	Chapter Presentation
Point value	100
<input type="checkbox"/> Extra credit	
Due date	06/08/2016 <input type="button" value="Calendar"/> <input type="button" value="X"/>
Category	Assignments <input type="button" value="▼"/>
Items not assigned to a category will not be counted toward the course grade calculation.	
<input checked="" type="checkbox"/> Release item to students?	
<input checked="" type="checkbox"/> Include item in course grade calculations?	
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

The **Edit Item Details** option allows you to make changes to extra credit, category, release, and grade calculation settings.

For Gradebook-created items, you may also modify the title, point value, and due date. Items coming from other tools must be modified within the origin tool.

View Grade Statistics.



The View Grade Statistics option gives you a quick summary of the grade distribution for that item, including the mean, median, standard deviation, lowest score, highest score, total number of graded scores, and a bar chart illustrating the data.

Move Left.

Homework 2	Homework 1
Total: 100	Total: 100
Due: -	Due: -
90	80
75	
88	100
92	80
85	95

The **Move Left** option moves the selected item one column to the left.

Move Right.

Homework 1	Homework 2
Total: 100	Total: 100
Due: -	Due: -
80	90
	75
100	88
80	92
95	85

The **Move Right** option moves the selected item one column to the right.

Hide Item.

Discussions		Homework	
Discussions	Homework 2	Homework 3	
	Total: 100 Due: -		
100%	90	90	
80%	75		
100%	88		
100%	92		
90%	85		

The **Hide Item** option hides the column from the instructor's display. However, it DOES NOT control release of the item to students.

Notice that hidden items are indicated by small arrows in place of the item. Click on the arrows to show the item again.

Set Score for Empty Cells.

Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

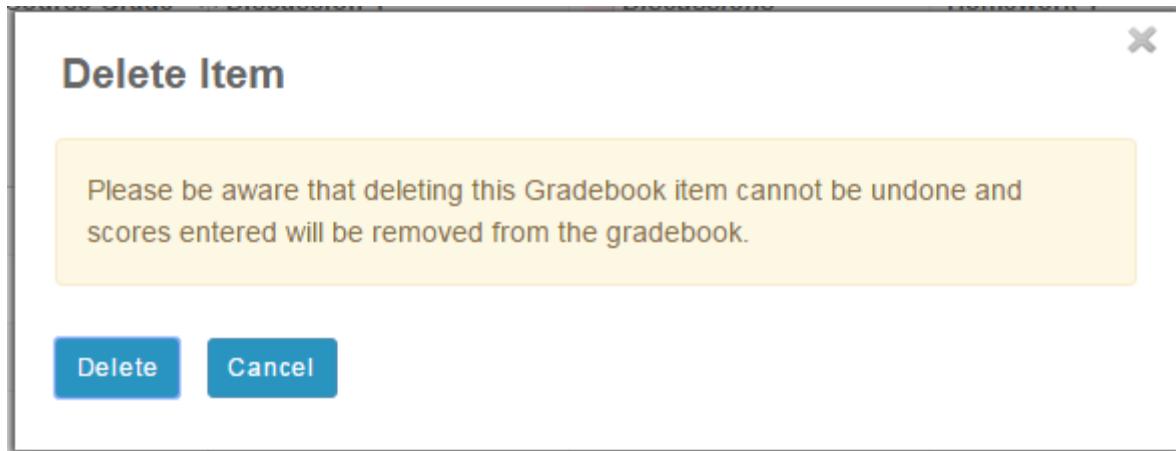
Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section	All Sections/Groups ▾
Grade Override	0.0 /100
<input type="button" value="Done"/> <input type="button" value="Cancel"/>	

For Gradebook-created items, you may select **Set Score for Empty Cells** to automatically set the score for all ungraded students for that gradebook item only. You may also select a specific section

or group from the drop-down menu to apply the specified grade to only that section or group. This action only applies to students with ungraded items. Previously graded students will not be affected.

Delete Item.



For Gradebook-created items, you may select **Delete Item** to remove the item and all associated scores for that item.

Note: Be careful! This action cannot be undone!

Viewing individual student grades.

All Sections/Groups ▾	Showing 5 students	Showing 14 of 14 items				Show/Hide Items ▾	<input checked="" type="checkbox"/> Group By Category
Students	Course Grade	Discussions			Homework		
		Discussion 1	Introductions	Discussions	Homework 1	Homework 2	
demo_student04 (student04)	A (96.13%)	10	100%	100	88		
demo_student03 (student03)	A (90%)	10	100%	80	92		
demo_student01 (student01)	A (90.78%)	10	100%	80	90		
demo_student02 (student02)	A (94.88%)	9	90%	95	85		
demo_student05 (student05)	C (75.45%)	8	80%		75		

To view all grades for a single student, click on the student's name.

The student's individual grade summary will appear.

Grade Summary for student04 demo (student04)

[Grade Summary](#) [Student Review Mode](#) [Print](#)

Course Grade: A (96.13%)

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	100%	0%		
Chapter Presentation	100 /100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
Discussions	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
Homework	94%	50%		
Homework 1	100 /100		-	
Homework 2	88 /100		-	
Homework 3			-	

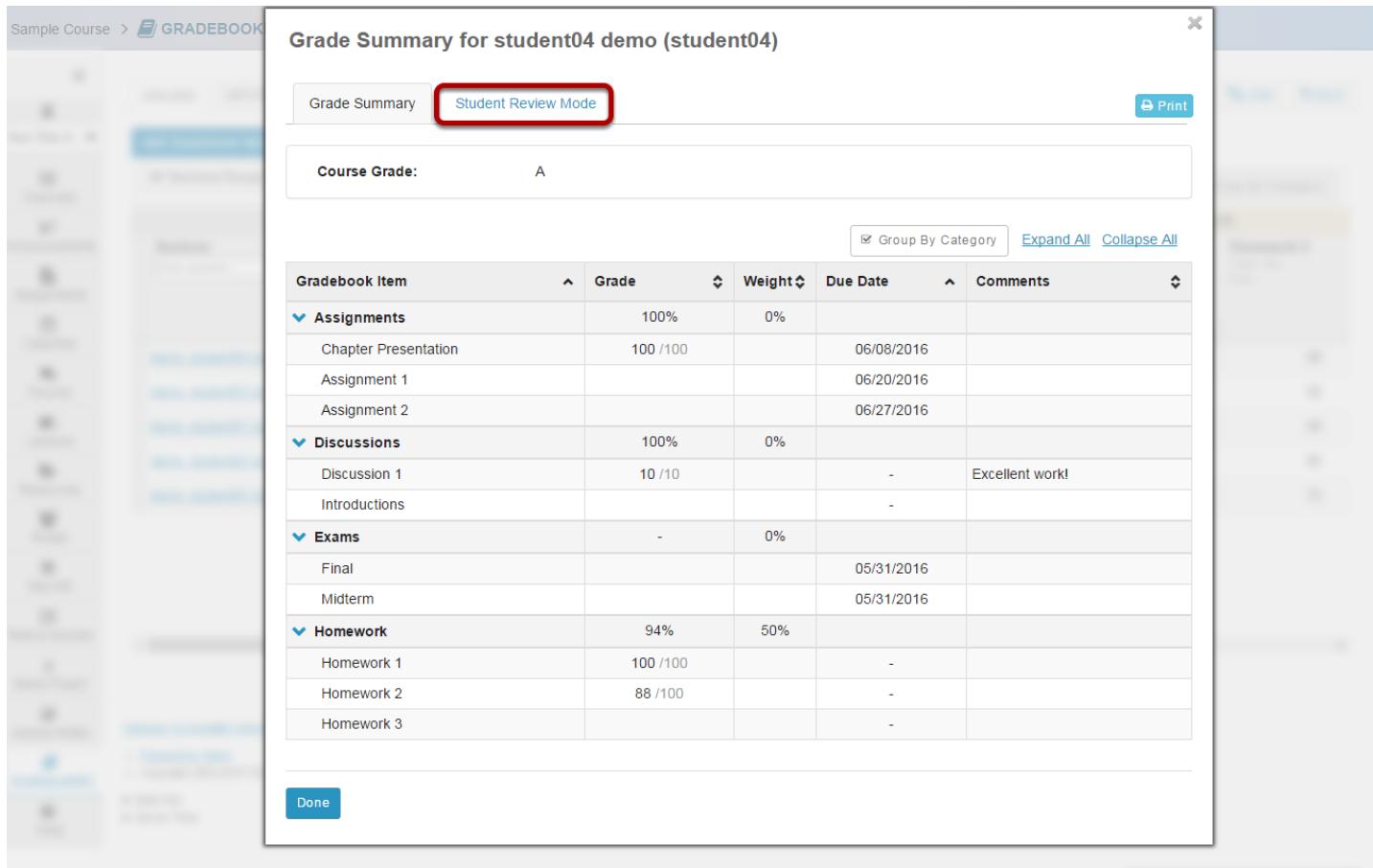
[Next Student ➔](#)

[Done](#)

The individual grade summary is the same information a student sees when he or she views their grades.

You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

Student Review Mode.



The screenshot shows a Sakai Gradebook window titled "Grade Summary for student04 demo (student04)". At the top, there are two tabs: "Grade Summary" and "Student Review Mode", with "Student Review Mode" being the active tab and highlighted with a red box. To the right of the tabs is a "Print" button. Below the tabs, the "Course Grade:" is listed as "A". Underneath this, there are three buttons: "Group By Category", "Expand All", and "Collapse All". The main content area is a table showing gradebook items categorized by type: Assignments, Discussions, Exams, and Homework. Each category has a collapse/expand arrow icon. The table columns are: Gradebook Item, Grade, Weight, Due Date, and Comments. The data in the table is as follows:

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	100%	0%		
Chapter Presentation	100 /100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
Discussions	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
Homework	94%	50%		
Homework 1	100 /100		-	
Homework 2	88 /100		-	
Homework 3			-	

At the bottom left of the table is a "Done" button.

If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

Printing individual student grades.

Grade Summary for student04 demo (student04)

[Grade Summary](#) [Student Review Mode](#) [Print](#) [X](#)

Course Grade: A (96.13%)

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	100%	0%		
Chapter Presentation	100 /100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
Discussions	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
Homework	94%	50%		
Homework 1	100 /100		-	
Homework 2	88 /100		-	
Homework 3			-	

[Next Student ➔](#)

[Done](#)

Click the **Print** button in the individual grade summary screen to print an individual student's grades.

How do I set up my Gradebook?

The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Click Settings.

The screenshot shows the 'Settings' tab selected in the Gradebook tool's navigation bar. Below the tabs, there are four expandable sections: 'Grade Entry', 'Grade Release Rules', 'Categories & Weighting', and 'Grading Schema'. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS

Grade Entry

Grade Release Rules

Categories & Weighting

Grading Schema

Save Changes Cancel

Grade Entry.

Grade Entry

How will graders enter grades into this gradebook?

Points
 Percentages

You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.

Grade Release Rules.

Grade Release Rules

1 Display released Gradebook items to students
You can release a Gradebook item when creating or editing the Gradebook item.

2 Display final course grade to students
Choose the options for formatting the course grade. You must choose at least one option.
Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'.

3 Letter Grade
 Percentage
 Points
Preview B+

1. Check the **Display released Gradebook items** to students box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.

3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, or **Points**.

Categories and Weighting.

Categories & Weighting

No categories
 Categories only
 Categories & weighting

You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

The **No categories** option is used when you want to have a simple grade calculation based strictly on the points or percentages of all your gradebook items, without any groupings, weighting, or dropping of items.

The **Categories only** option is used for grouping similar gradebook items, like all homework, or all projects. This option also allows you to drop grades within categories. If all items within a category have the same point value, you can choose to drop the highest grade, keep the highest grade, or drop the lowest grade within the category.

The **Categories and Weighting** option groups items and supports weighting of grades. For example, if all homework assignments added together comprise 20% of the final course grade, projects make up 50% of the course grade, and exams are worth 30% of the final grade, this option will allow you to group the items and weight them accordingly.

Note: If you use Categories, you must have at least one Gradebook Item in each category to enter grades. For example, if you have a Final Exam worth 30% of the final grade, you will need a Final Exam category AND a single Final Exam gradebook item within that category.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.

Categories & Weighting

1 Categories only

No categories
 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	Extra Credit	Gradebook Items	Remove
2	Total Points	<input type="checkbox"/>	0 items(s)	<button>Remove</button>

3 [Add a category](#)

1. Select the radio button for **Categories only**.
2. Enter a title for the category in the text box provided.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.

Adding weighting.

Categories & Weighting

No categories
 Categories only
 Categories & weighting 1

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
 To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
 Extra credit categories do not participate in the overall weightings.
 Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category 2	% 3	Extra Credit	Gradebook Items	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)	Remove
	Exams	40	<input type="checkbox"/>	0 items(s)	Remove
Total:	100%				

Add a category

1. Select the radio button for **Categories & Weighting**.
2. Enter the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

Enabling drop lowest and/or keep highest.

Categories & Weighting

No categories
 Categories only
 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Assignments	40	<input type="checkbox"/>	0 items(s)			1		<input type="button" value="Remove"/>
Discussions	20	<input type="checkbox"/>	0 items(s)				3	<input type="button" value="Remove"/>
Exams	40	<input type="checkbox"/>	0 items(s)					<input type="button" value="Remove"/>
Total:	100%							

Add a category

If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
 - **Enable Drop Highest:** Automatically drops the highest score/s among items in a category.
 - **Enable Drop Lowest:** Automatically drops the lowest score/s among items in a category.
 - **Enable Keep Highest:** Automatically keeps the highest score/s among items in a category.
2. In the appropriate column, enter the number of items in each category that you wish to drop or keep.

Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

Extra credit category.

Categories & Weighting

No categories
 Categories only
 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
≡	Assignments	40	<input type="checkbox"/>	0 items(s)		1		<button>Remove</button>
≡	Discussions	20	<input type="checkbox"/>	0 items(s)			3	<button>Remove</button>
≡	Exams	40	<input type="checkbox"/>	0 items(s)				<button>Remove</button>
≡	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				<button>Remove</button>
Total:	100%							

[Add a category](#)

If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

Tip: Both entire categories and individual gradebook items may be designated as extra credit. However, you cannot have an extra credit item within an extra credit category.

Reordering categories.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)	1			Remove
	Exams	40	<input type="checkbox"/>	0 items(s)				Remove
	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				Remove
Total:	100%							

You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

Deleting categories.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)	1			Remove
	Exams	40	<input type="checkbox"/>	0 items(s)				Remove
	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				Remove
Total:	100%							

If you would like to delete a category, click the **Remove** button for that category.

Grading Schema.

Grade	M
A	90
B	80
C	70
D	60
F	0

1. Choose your preferred Grade Type: **Letter Grades**, **Letter Grades with +/-**, or **Pass/ Not Pass**.
2. The default grading schema values are displayed. If you would like to customize the score threshold for any of the grade levels, enter the desired value into the fields provided. (Optional)

Save your changes.

Save Changes **Cancel**

Once you have finished with your gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

How are grades calculated in Gradebook?

Gradebook automatically calculates a course grade based on the number of points scored out of the total points submitted (i.e., a running grade). Ungraded items will not be included in the course grade calculation, so the course grade will not necessarily reflect the student's true score. To include ungraded items in the course grade calculation, you need to enter a 0 (zero) for those items.

To exclude a gradebook item from the course grade, you can edit the gradebook item and deselect **Include this item in course grade calculations**. The score for that item will appear in parentheses to indicate that it is not included in the course grade calculation.

Extra credit points are excluded from the total possible points available, but included in student grade calculations for points awarded. See [How does extra credit work in Gradebook?](#) for more information on extra credit gradebook items and categories.

*Note: Students can't see their grades for an item unless you select **Release this item to students** when editing the gradebook item.*

Example of a non-weighted gradebook calculation:

If your gradebook does not have weighted categories, the calculation is relatively simple. The Course Grade is the total number of points awarded divided by the total points possible. Let's look at an example of this below.

Assignment is worth 50 points.

Edit Gradebook Item

Title: Assignment

Point value: 50

Extra credit

Due date: mm/dd/yyyy

Release item to students?

Include item in course grade calculations?

In this example, the Assignment has a total points possible of 50 points.

Only Assignments has been graded.

Students	Course Grade	Assignment	Homework	Quiz
Filter students <input type="button" value="Edit"/>		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
> demo_student01 (student01)	C- (70%)	35		
> demo_student02 (student02)	B- (80%)	40		
> demo_student03 (student03)	A- (90%)	45		

Notice the scores for each student.

- student01 has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment.

- student02 has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment.
- student03 has a course grade of 90%. This grade is based on 45 out of 50 points on Assignment.

The Homework and Quiz are not calculated in the course grade since they have not been assigned any scores.

Homework is worth 100 points.

Edit Gradebook Item

Title

Point value

Extra credit

Due date X

Release item to students?

Include item in course grade calculations?

Save Changes Cancel

Homework has now been graded.

Students	Course Grade	Assignment	Homework	Quiz
Filter students		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
demo_student01 (student01)	B (83.33%)	35	90	
demo_student02 (student02)	B- (80%)	40	80	
demo_student03 (student03)	C (76.67%)	45	70	

Cumulative grades after Homework is graded.

Students	Course Grade	Assignment	Homework	Quiz
Filter students		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
demo_student01 (student01)	B (83.33%)	35	90	
demo_student02 (student02)	B- (80%)	40	80	
demo_student03 (student03)	C (76.67%)	45	70	

Now, notice the updated course grades for each student. The scores for Assignment and Homework are added together, and then they are divided by the total possible points for those two items combined.

- student01 has a course grade of 83.33%. This grade is based on the following calculation: $(35 + 90) / 150 = 83.33\%$
- student02 has a course grade of 80%. This grade is based on the following calculation: $(40 + 80) / 150 = 80\%$
- student03 has a course grade of 76.67%. This grade is based on the following calculation: $(45 + 70) / 150 = 76.67\%$

Not all Quizzes have been submitted.

Students	Course Grade	Assignment	Homework	Quiz
demo_student01 (student01)	B (83.33%)	35	90	
demo_student02 (student02)	B- (82.29%)	40	80	24
demo_student03 (student03)	B- (80%)	45	70	25

Only the grades that have been entered are calculated. Student01 has not submitted a quiz, so his grade is still $(90 + 35) / 150$ or 83.33%.

The other students have submitted quizzes. Quizzes are worth 25 points. so their scores are:

- student02 $(40 + 80 + 24) / 175 = 82.29\%$
- student03 $(45 + 70 + 25) / 175 = 80\%$

The student did not submit the quiz.

Students	Course Grade	Assignment	Homework	Quiz
demo_student01 (student01)	C- (71.43%)	35	90	0
demo_student02 (student02)	B- (82.29%)	40	80	24
demo_student03 (student03)	B- (80%)	45	70	25

Since student01 did not turn in the quiz and was assigned a zero on that item by the instructor, now the grade is $(90 + 35) / 175 = 71.43\%$

Example of a weighted gradebook calculation:

On the other hand, if you have weighted categories in your gradebook, the calculation is a little more complex. First, all of the items within each category are averaged, taking the total points awarded within the category, and dividing that by the total possible points within the category. Then, all category averages are multiplied by the category weighting and added together to determine the final score.

The example below shows the grade for an individual student in a weighted gradebook with three categories: Assignments (50% of course grade), Discussions (20% of course grade), and Quizzes (30% of course grade).

Student01 course grade with ungraded items.

Grade Summary for student01 demo (student01)

Grade Summary Student Review Mode [Print](#)

Course Grade: B- (82%) *

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	-	50%	-	
Assignment 1	80 /100		-	
Assignment 2	90 /100		-	
Assignment 3			-	
Discussions	-	20%	-	
Discussion 1	10 /10		-	
Discussion 2	10 /10		-	
Discussion 3	10 /10		-	
Quizzes	-	30%	-	
Quiz 1	13 /20		-	
Quiz 2			-	
Quiz 3			-	

* The final course grade has not been released to students. To release final course grade to students, select "Display Final Course Grades to Students" within Settings.

[Next Student ➔](#)

[Done](#)

In this example, demostudent01 has not received a score for Assignment 3, Module 02 Quiz, or Module 03 Quiz. Those three items and their associated possible points are automatically excluded from the grade calculation. Therefore, the grade is calculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90) / 200 = 0.85$ or 85%
- Discussions = $(10 + 10 +10) / 30 = 1$ or 100%
- Quizzes = $13 / 20 = 0.65$ or 65%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.85 \times 50) + (1 \times 20) + (0.65 \times 30) = 82\%$

Demostudent01 with no ungraded items.

Grade Summary for student01 demo (student01)

[Grade Summary](#) [Student Review Mode](#) [Print](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	-	50%	-	
Assignment 1	80 /100		-	
Assignment 2	90 /100		-	
Assignment 3	100 /100		-	
Discussions	-	20%	-	
Discussion 1	10 /10		-	
Discussion 2	10 /10		-	
Discussion 3	10 /10		-	
Quizzes	-	30%	-	
Quiz 1	13 /20		-	
Quiz 2	15 /20		-	
Quiz 3	0 /20		-	

* The final course grade has not been released to students. To release final course grade to students, select "Display Final Course Grades to Students" within Settings.

[Next Student ➔](#)

[Done](#)

Now, demostudent01 has received grades for all items, including a zero for the Module 03 Quiz which the student failed to submit. The grade is recalculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90 + 100) / 300 = 0.90$ or 90%
- Discussions = $(10 + 10 + 10) / 30 = 1$ or 100%
- Quizzes = $(13 + 15 + 0) / 60 = 0.46$ or 46%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.90 \times 50) + (1 \times 20) + (0.46 \times 30) = 79\%$

Setting all ungraded items to zero.

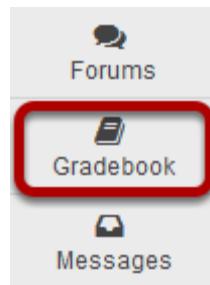
Students	Course Grade
demo_student01	-
demo_student02 (student02)	-
demo_student03 (student03)	-

If you would like to enter zeros for all ungraded items in the course, select the down arrow in the **Course Grades** column and then select the **Set Zero Score for Empty Cells** option to update all items at once.

Note: This option should be used with caution, as it will enter a zero for any items not yet scored. It is best used at the end of the term after all submitted work has been graded.

How do I add items to the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Click the Add Gradebook Item button.

A screenshot of the Gradebook interface. At the top, there are four tabs: 'GRADES', 'IMPORT / EXPORT', 'PERMISSIONS', and 'SETTINGS'. Below the tabs, a message box states 'There are no Gradebook items'. At the bottom, a blue button with white text says 'Add Gradebook Item'. To the right of the button, the text 'All changes saved.' is displayed.

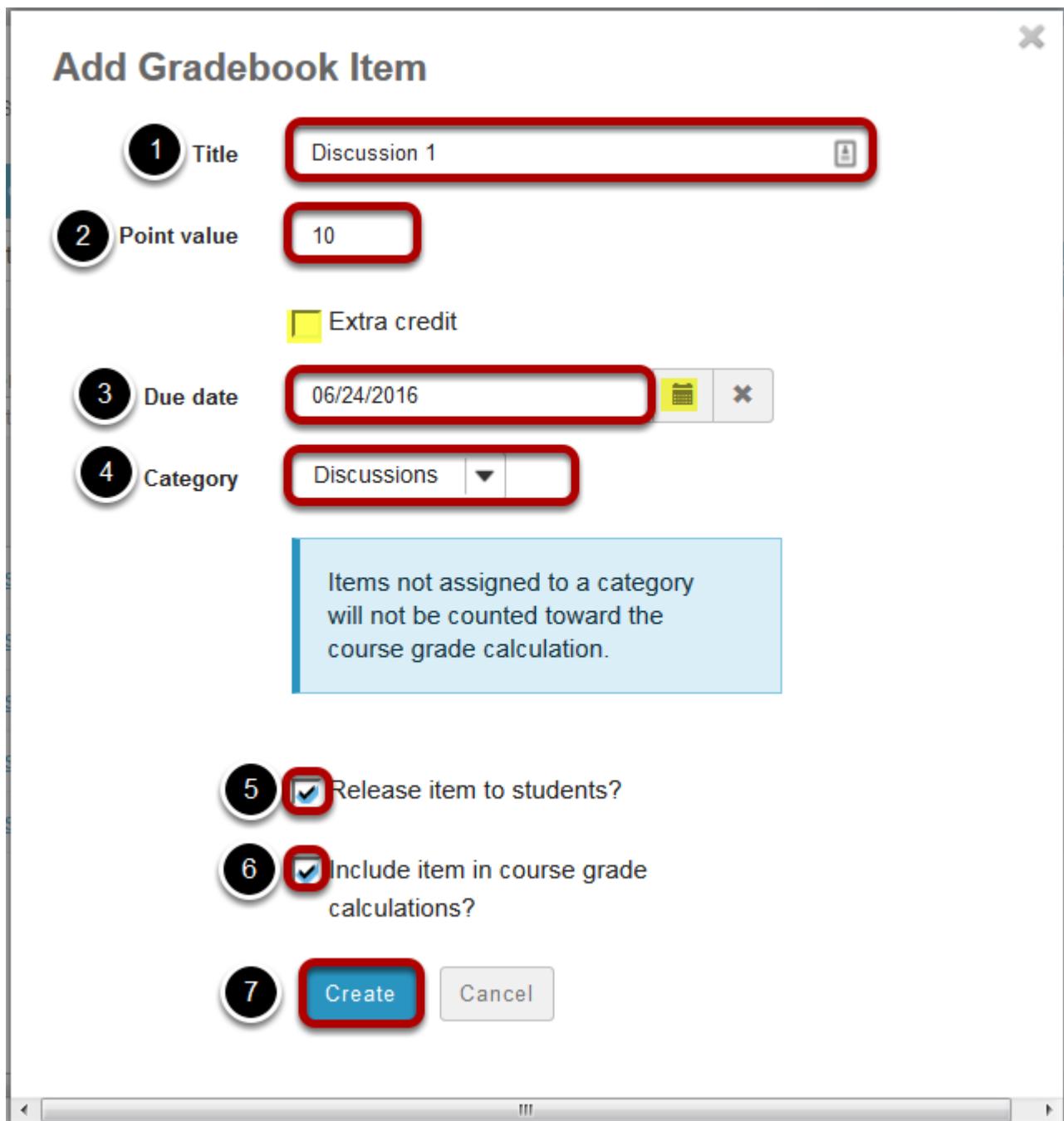
Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Attendance

Click the **Add Gradebook Items** button to manually add items to your gradebook.

Item settings.



1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
 - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.

4. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
5. Check the box for **Release this item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
6. Check the box for **Include this item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade.
7. Once you have entered all of the information for this item, click the Create button to save your changes.

View gradebook items.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. On the right, there are links for LINK and HELP. Below the tabs, a message says "All changes saved." A dropdown menu shows "All Sections/Groups" and "Showing 5 students". Another message says "Showing 14 of 14 items" with a "Show/Hide Items" button and a "Group By Category" checkbox. The main area has a grid with columns for Students, Course Grade, Introductions, Discussions, Assignments, and Chapter Presentation. The grid rows show student names, their course grade, and their scores for each item type. The "Assignments" column includes average scores for each student.

Students	Course Grade	Introductions	Discussions	Assignments	Chapter Presentation
demo_student01 (student01)	A (90.98%)	Total: 10 Due: -	Discussion 1 Total: 10 Due: -	Assignment 1 Total: 100 Due: 06/20/2016	Assignment 2 Total: 100 Due: 06/27/2016
demo_student02 (student02)	A (94.88%)		9	95	98
demo_student03 (student03)	B (87.07%)		10	100	100
demo_student04 (student04)	A (96.13%)		10	80	95
demo_student05 (student05)	B (80%)		8	100%	100

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Grades** tab (which is also the tool landing page).

If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

Items coming from other tools.

Assignments			Exams		
Assignment 1	Chapter Presentation	Assignments	Final	Midterm	Exams
Total: 100 Due: 06/20/2016	Total: 100 Due: 06/08/2016		Total: 100 Due: 05/31/2016	Total: 100 Due: 05/31/2016	
95	98	96.5%			-
100	100	100%			-
80	95	87.5%			-
	100	100%			-
		-			-

Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will show a grayed out padlock icon in each cell and will also display the tool icon in the column label.

Items not released to students.

Introductions
Total: 10 Due: -
 

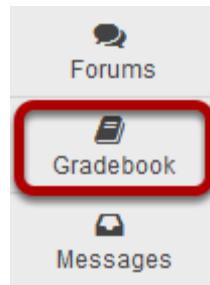
Any items which are not released to students will have crossed out eye icon and a crossed out calculator icon to indicate that they are not visible to students, and that they are not being calculated as part of the course grade.

How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Search or filter your list of students. (Optional)

The screenshot shows the Gradebook interface with the following elements:

- Top navigation bar with tabs: GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS, LINK, and HELP.
- Middle section with a message: "Add Gradebook Item All changes saved."
- Filtering dropdown: "All Sections/Groups" (highlighted with a red box) and "Showing 5 students".
- Table header: "Students", "Course Grade", "Homework 2", "Homework 3", "Homework", and "Assignment 1".
- Student row: "01" (highlighted with a red box) and "demo_student01 (student01)".
- Table body: Homework scores (90, 90, 86.67%) and Assignment 1 score (95).
- Bottom right corner: "Group By Category" checkbox.

Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook to view students by:

1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Student Name** - Type all or part of a student's name to filter the results.

Click in the appropriate cell to enter a grade.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. Below the tabs, a message says "All changes saved." A button for "Add Gradebook Item" is visible. The main area displays a grid of student grades across various items. The columns include Students, Course Grade, Homework 2, Homework 3, Homework, and Assignment 1. A red box highlights the score entry field for student demo_student01 (student01) under Assignment 1, which contains "/100". The grid also shows other students like demo_student02 (student02), demo_student03 (student03), demo_student04 (student04), and demo_student05 (student05) with their respective scores and percentages.

Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.98%)	90	/100	85%	Total: 100 Due: 06/20/2016
demo_student02 (student02)	A (94.88%)	85		90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

You will see a spreadsheet view of all the existing gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved grades.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. A message box indicates "All changes saved." Below this, a dropdown menu shows "All Sections/Groups" and "Showing 5 students". The main area displays a grid of student grades for "Homework". The grid includes columns for Students, Course Grade, Homework 2, Homework 3, Homework category, and Assignment 1. A green checkmark and highlighted cells are present in the first row, indicating a grade has been saved. The data for the first row is:

Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95

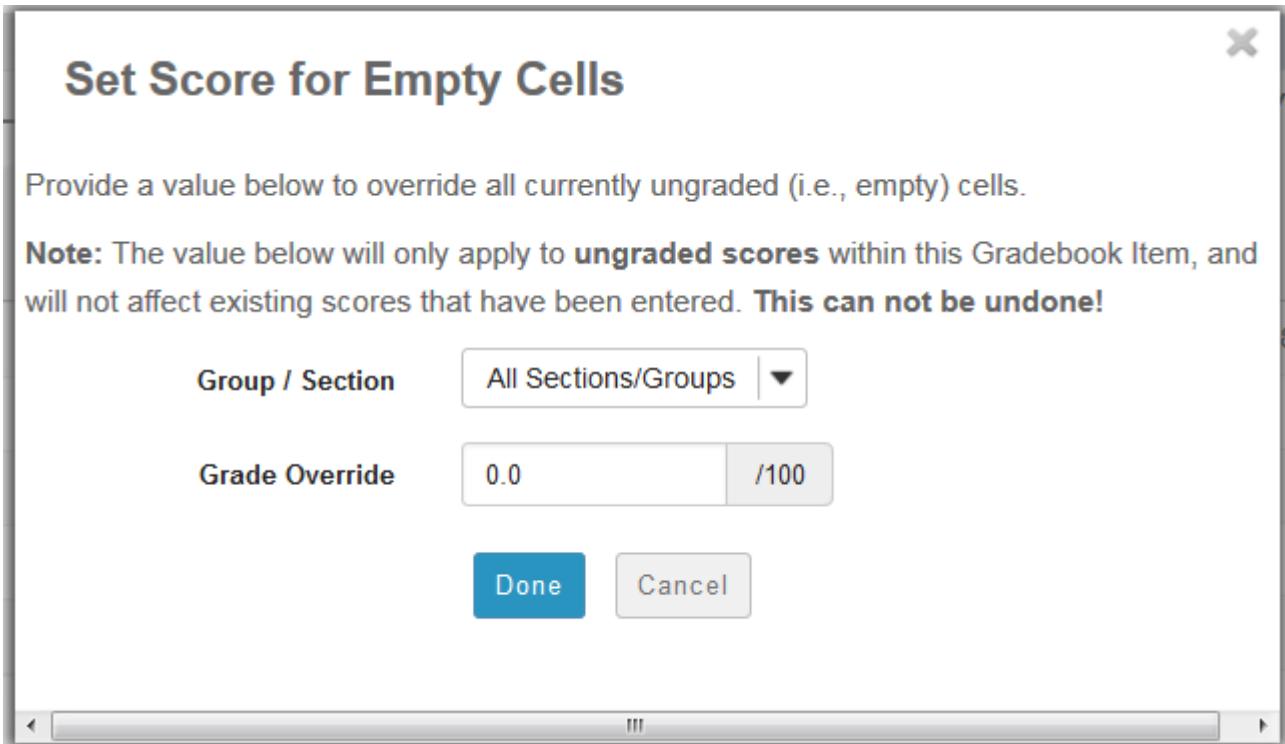
You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

Set score for empty cells.

The screenshot shows the Sakai Gradebook interface with a context menu open over an empty cell in the "Homework 3" column for the first student. The menu options are: Edit Item Details, View Grade Statistics, Move Left, Move Right, Hide Item, Set Score for Empty Cells (which is highlighted with a red box), and Delete Item. The "Set Score for Empty Cells" option is the target of the instruction.

If you would like to set a score for all empty cells for a specific gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.

Enter the desired score and click Done.



View grade log.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS

Add Gradebook Item All changes saved.

All Sections/Groups Showing 5 students Showing 14 of 14 items Show/Hide Items Group By Category

		Homework			
Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85	Grade Log	90%	100
demo_student03 (student03)	B (87.07%)	92	Edit Comment	86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

To view the grade log, select the down arrow within the cell for a particular student score and then choose the **Grade Log** option.

The grade log will display.

The screenshot shows a modal dialog box titled "Grade Log for student01 demo (student01)". Inside the box, there is a list of six entries, each consisting of a date and time, a message indicating a score was set, and the user who made the change ("demoprofessor"). A cursor arrow is visible on the right side of the list. At the bottom left of the dialog is a blue "Done" button.

- 06/20/2016 13:38 - Score set to **90** by demoprofessor
- 06/20/2016 13:37 - Score set to **95** by demoprofessor
- 06/20/2016 13:36 - Score set to **90** by demoprofessor
- 06/20/2016 13:36 - Score set to **95** by demoprofessor
- 05/18/2016 14:27 - Score set to by demoprofessor
- 03/28/2016 12:03 - Score set to **100** by demoprofessor

Done

The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

Add/edit comments.

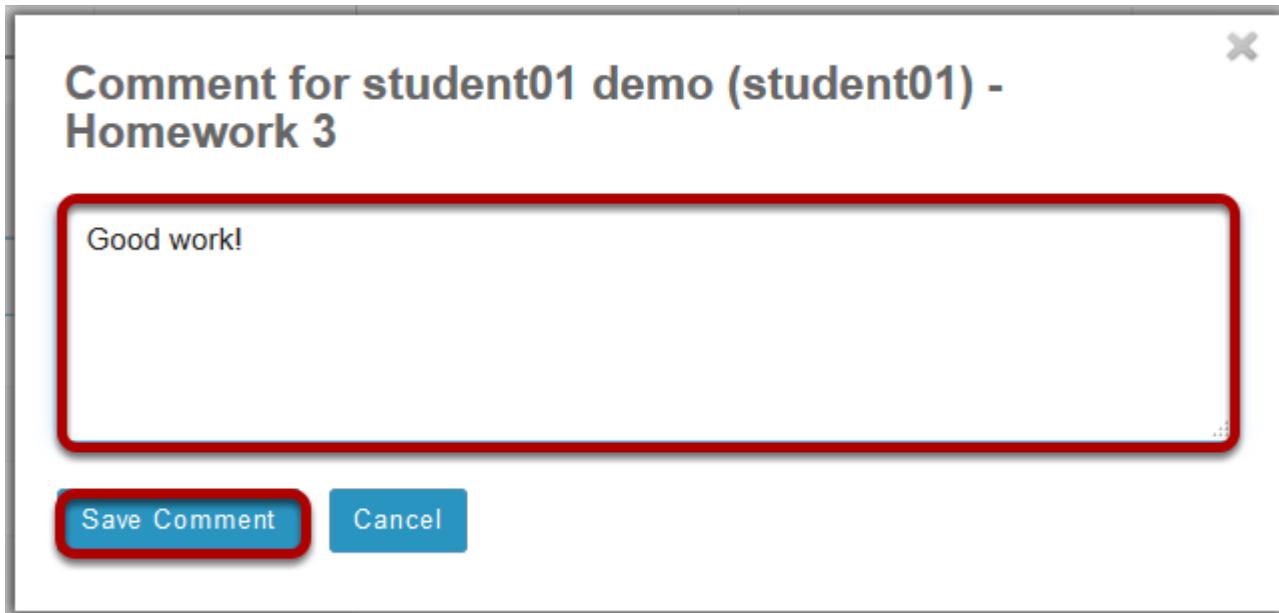
The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. Below the tabs, a message says "Add Gradebook Item" and "All changes saved." There are dropdown menus for "All Sections/Groups" and "Showing 5 students". On the right, there are buttons for "Show/Hide Items" and "Group By Category".

		Homework			
Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85	Grade Log	90%	100
demo_student03 (student03)	B (87.07%)	92	Edit Comment	86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

In the "Grade Log" cell for student02, a red box highlights the "Edit Comment" option. In the "Grade Log" cell for student03, a red box highlights the "Edit Comment" option. The "Edit Comment" option is also highlighted with a red box in the "Grade Log" cell for student03.

If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Edit Comments** option.

Enter your comment and click Save Comment.



View comment icon.

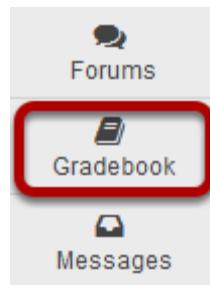
The Gradebook page displays student scores for various assignments. A comment icon (a small speech bubble with a dot) is visible in the "Homework 3" column for student01, indicating an associated comment. The page includes navigation tabs (GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS), a toolbar (LINK, HELP), and search/filter options.

Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85		90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

How do I export grades from Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Select Advanced Options. (Optional)



Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Download Gradebook](#) [Advanced Options](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.

No file selected.

You may set the options for customized exports by clicking the **Advanced Options** link.

Choose the items you would like to include in your export.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Select from the options below to customize your Gradebook export.

Note: customized exports can **not** be imported back into the system.

- Student Name
- Student ID
- Total Points
- Course Grade
- Last Log Date

- Gradebook Item Scores
- Gradebook Item Comments
- Calculated Course Grade
- Grade Override

[Download Gradebook](#)

[Advanced Options](#)

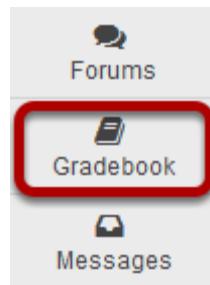
Click Download Gradebook.

[Download Gradebook](#)

[Advanced Options](#)

How do I import grades into Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Click Browse.



Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Download Gradebook](#) [Advanced Options](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

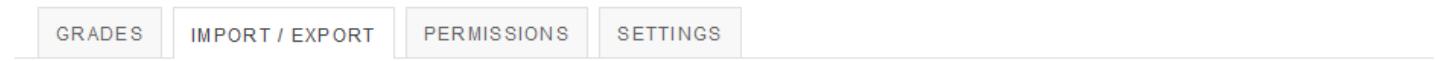
Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.

No file selected.

Click the **Browse** button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be a CSV file and contain the appropriate student and gradebook item data. Refer to the Download Gradebook export file for an example of the correct format.

Click Import Spreadsheet.



Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Download Gradebook](#) [Advanced Options](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.

grades.csv

After locating and selecting your import file, click **Continue** to import the grades.

Select the items to be imported.



Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing scores for that item.

	Title	Points	Status
<input checked="" type="checkbox"/>	Discussion 1	10	New
<input checked="" type="checkbox"/>	Discussion 2	10	New
<input checked="" type="checkbox"/>	Discussion 3	10	New
<input checked="" type="checkbox"/>	Assignment 1	100	New
<input checked="" type="checkbox"/>	Assignment 2	100	New
<input checked="" type="checkbox"/>	Assignment 3	100	New
<input checked="" type="checkbox"/>	Quiz 1	20	New
<input checked="" type="checkbox"/>	Quiz 2	20	New
<input checked="" type="checkbox"/>	Quiz 3	20	New

If selecting new items, you will be asked to confirm their Settings on the following screen(s).

[Back](#) [Next](#)

A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

New item options.

New Item Creation (1 of 9)

Title	Discussion 1	
Point value	10	
<input type="checkbox"/> Extra credit		
Due date	mm/dd/yyyy	
<input checked="" type="checkbox"/> Release item to students?		
<input checked="" type="checkbox"/> Include item in course grade calculations?		

If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

Click Finish.

Confirmation

Upon clicking **Finish**, you will be completing the following import actions:

--	--

Import confirmation.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. A green banner at the top of the main content area says "Gradebook Items Imported successfully!". Below this, there are buttons for "Add Gradebook Item" and "All changes saved.". The main area displays a grid of student data. On the left, there's a sidebar with "Students" and a "Filter students" dropdown. Next to it is a "Course Grade" section. The grid has columns for "Discussions", "Homework", and other items. The "Discussions" column shows counts (e.g., 10, 9, 10, 10, 8) and completion percentages (100%, 90%, 100%, 100%, 80%). The "Homework" column shows scores (80, 95, 80, 100, blank). The grid also includes sections for "Introductions" and "Discussion 1". At the top right of the grid, there are buttons for "Show/Hide Items" and "Group By Category".

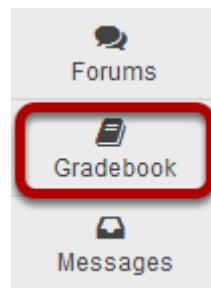
		Discussions			Homework
Students	Course Grade	Introductions	Discussion 1	Discussions	Homework 1
demo_student01 (student01)	A (90.78%)	Total: 10 Due: -	10	100%	80
demo_student02 (student02)	A (94.88%)		9	90%	95
demo_student03 (student03)	B (87.07%)		10	100%	80
demo_student04 (student04)	A (96.13%)		10	100%	100
demo_student05 (student05)	B (80%)		8	80%	

You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade in Gradebook?

Note: When manually entering a course grade, you must use the appropriate grade type for the gradebook in which you are working. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override.

GRADES		IMPORT / EXPORT		PERMISSIONS		SETTINGS			
Add Gradebook Item		All changes saved.							
All Sections/Groups		Showing 5 students						Showing 14 of 14 items	
								Show/Hide Items	
								<input checked="" type="checkbox"/> Group By Category	
Students Filter students		Course Grade		Discussions				Homework	
demo_student01 (student01)		A (90.78%)		Introductions Total: 10 Due: -		Discussion 1 Total: 10 Due: -		Discussions Total: 100 Due: -	
demo_student02 (student02)		A (94.88%)				9		100%	
demo_student03 (student03)		B (87.07%)				10		90%	
demo_student04 (student04)		Course Grade Override				10		100%	
demo_student05 (student05)		Course Grade Override Log				8		80%	

Enter override score and save.

**Course Grade Override for student03 demo
(student03)**

To provide a final course grade override, enter the desired letter grade into the field below. You may enter both + and - grades.

Student Name	Student ID	Points	Calculated Grade	Grade Override
student03 demo	student03	357/410	B (87.07%)	<input type="text" value="A"/> 1

Save Course Grade Override Cancel

The dialog box has a light blue header bar with the title. Below it is a message box with a light blue background containing instructions. The main content is a table with five columns: Student Name, Student ID, Points, Calculated Grade, and Grade Override. The Grade Override column contains a text input field with the letter 'A' and a small circular icon with the number '1'. At the bottom are two buttons: 'Save Course Grade Override' (highlighted with a red box and a '2') and 'Cancel'.

1. Enter the new course grade to replace the autocalculated grade.
2. Click **Save Course Grade Override**.

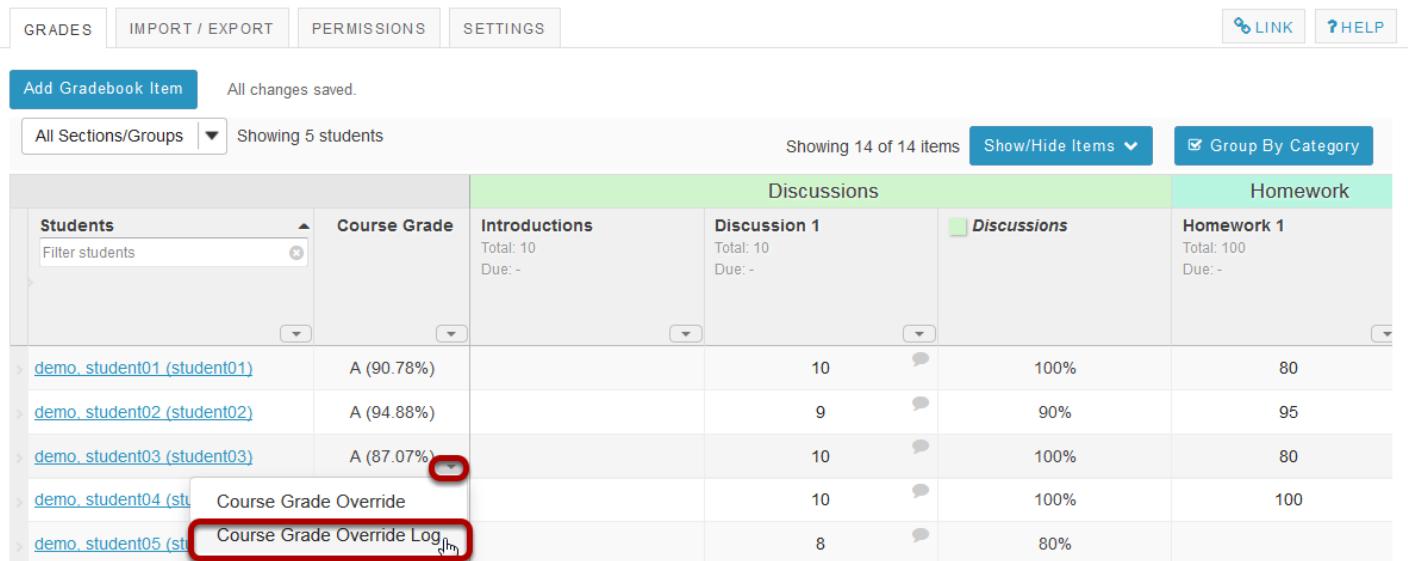
How do I view the course grade override log in Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

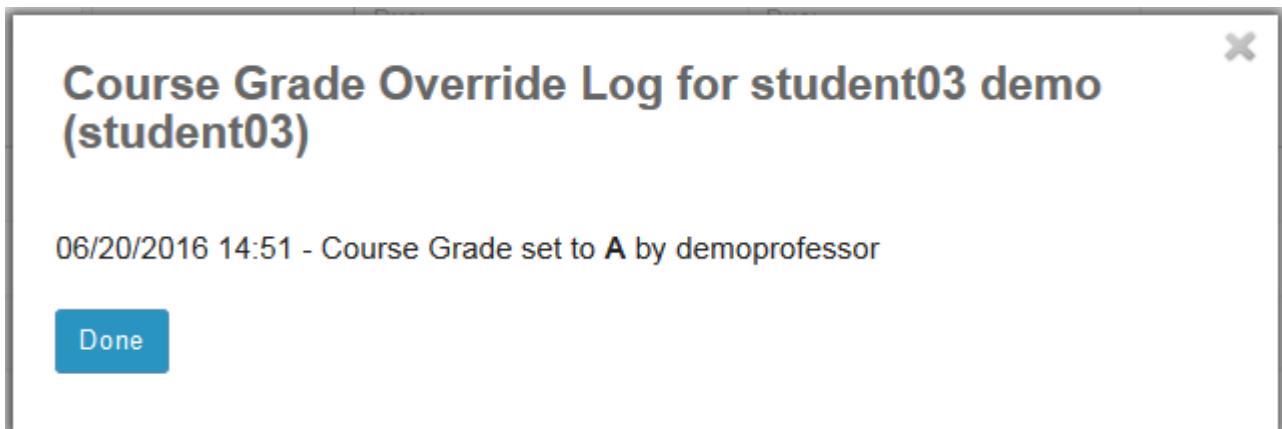
In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override Log.



A screenshot of the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. Below the tabs, a message says "Add Gradebook Item" and "All changes saved." There are dropdown menus for "All Sections/Groups" and "Showing 5 students". The main area shows a grid of student grades across various categories: Students, Course Grade, Introductions, Discussion 1, Discussions, and Homework. The "Course Grade" column for student demo_student03 has a red circle around its down arrow. The "Homework" column for student demo_student05 has a red box around the link "Course Grade Override Log".

		Discussions				Homework
Students	Course Grade	Introductions	Discussion 1	Discussions	Homework 1	
demo_student01 (student01)	A (90.78%)	Total: 10 Due: -	10	100%	80	
demo_student02 (student02)	A (94.88%)		9	90%	95	
demo_student03 (student03)	A (87.07%)		10	100%	80	
demo_student04 (stu	Course Grade Override		10	100%	100	
demo_student05 (st	Course Grade Override Log		8	80%		

The log will display.

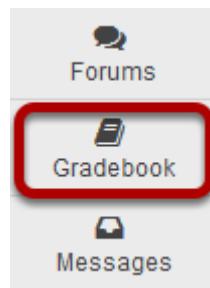


The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.

How do I set all ungraded items to zero in Gradebook?

Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all gradebook items in a single step.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the down arrow in the Course Grades column.

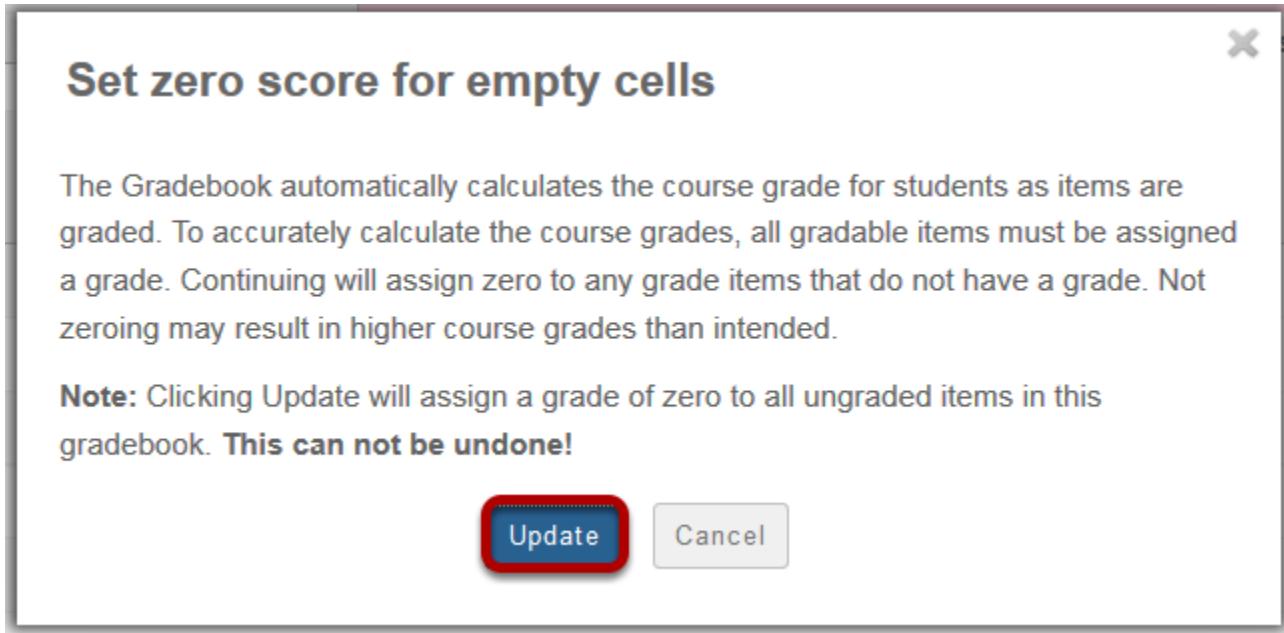
Students		Course Grade	Discussions	Homework
demo_student01	Set Zero Score For Empty Cells		Total: 10 Due: -	Total: 100 Due: -
demo_student02	Show Points		9	95
demo_student03 (student03)	A (87.07%)		10	80
demo_student04 (student04)	A (96.13%)		10	100
demo_student05 (student05)	B (80%)		8	80%

Click Set Zero Score for Empty Cells.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. Below the tabs, a message says "All changes saved." A dropdown menu shows "Showing 5 students". On the right, there's a filter for "Showing 14 of 14 items", a "Show/Hide Items" button, and a checked "Group By Category" option. The main area displays a grid of student grades across various categories: Introductions, Discussions, and Homework. A context menu is open over the first student row ("demo_student01"), with the option "Set Zero Score For Empty Cells" highlighted by a red box. The student rows are listed as follows:

Students	Course Grade	Introductions	Discussion 1	Discussions	Homework 1
demo_student01		Total: 10 Due: -	10	100%	80
demo_student02	Show Points		9	90%	95
demo_student03 (student03)	A (87.07%)		10	100%	80
demo_student04 (student04)	A (96.13%)		10	100%	100
demo_student05 (student05)	B (80%)		8	80%	

Click Update.



You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!

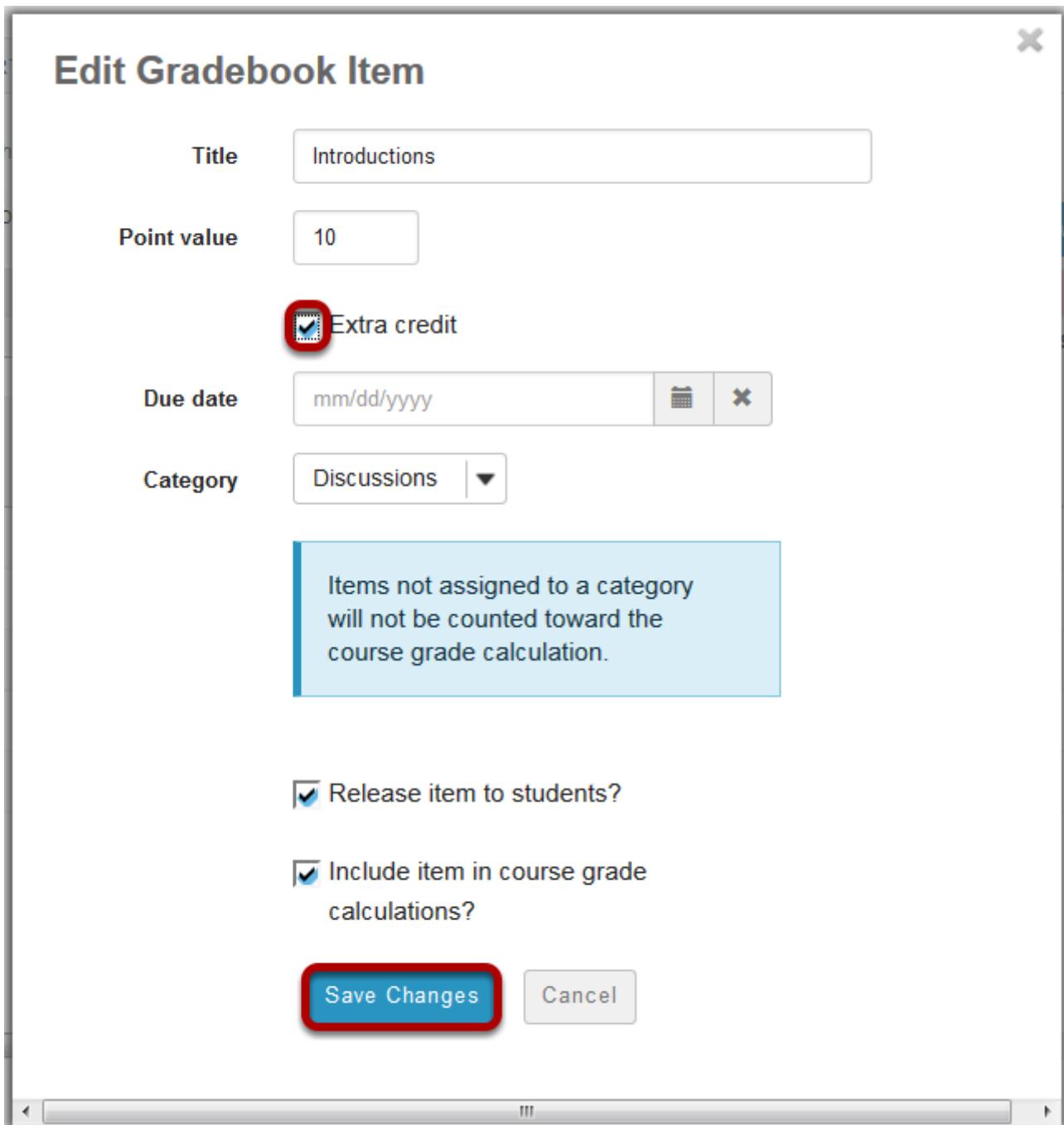
How does extra credit work in Gradebook?

The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see [How do I set up my Gradebook?](#) or [How do I add items to the Gradebook?](#)

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Setting EC at the item level.



In the Gradebook, edit the item. Then check the box next to **Extra Credit** and click **Save Changes**.

Setting EC at the category level.

The screenshot shows the 'Settings' tab selected in the top navigation bar. Below it, the 'Categories & Weighting' section is expanded. This section contains three radio button options: 'No categories' (unchecked), 'Categories only' (checked), and 'Categories & weighting' (unchecked). Underneath these are three checkboxes: 'Enable drop highest', 'Enable drop lowest', and 'Enable keep highest'. A note below these checkboxes states: 'Categories will only be visible if there are Gradebook items assigned to them. To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value. Extra credit categories do not participate in the overall weightings. Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.' A table below lists five categories: Discussions, Homework, Assignments, Exams, and Bonus. The 'Bonus' category has a checked checkbox in the 'Extra Credit' column, which is highlighted with a red circle. The 'Gradebook Items' column shows the number of items assigned to each category. At the bottom of the table is a 'Remove' link for each category. Below the table is a button labeled 'Add a category'. At the very bottom are 'Save Changes' and 'Cancel' buttons, with 'Save Changes' being highlighted with a red border.

	Category	Extra Credit	Gradebook Items	Remove
Discussions		<input type="checkbox"/>	2 items(s)	Remove
Homework		<input type="checkbox"/>	3 items(s)	Remove
Assignments		<input type="checkbox"/>	2 items(s)	Remove
Exams		<input type="checkbox"/>	2 items(s)	Remove
Bonus		<input checked="" type="checkbox"/>	0 items(s)	Remove

In Gradebook Settings, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **Save Changes**.

Extra credit item.

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories.

The screenshot shows a gradebook table with columns for Students, Course Grade, EC Quiz, Quiz 1, Quiz 2, Quiz 3, and Quiz 4. The EC Quiz column header has a small blue plus sign icon. The first student, demo_student01, has a yellow background in the EC Quiz cell, displaying 'A+ (125%) [50/40]'. The other students have '0/0' in their EC Quiz cells. The course grade is calculated as 50/40, resulting in 125%.

Students	Course Grade	EC Quiz	Quiz 1	Quiz 2	Quiz 3	Quiz 4
demo_student01 (student01)		A+ (125%) [50/40]	10	10	10	10
demo_student02 (student02)		0/0				
demo_student03 (student03)		0/0				
demo_student04 (student04)		0/0				
demo_student05 (student05)		0/0				

Let's say you have a gradebook that contains 5 quizzes, 4 of them are for credit and 1 of them is an extra credit quiz. The extra credit item will display a plus icon in the column header to indicate that it is an extra credit item.

Quizzes are worth 10 points each. The total points possible for the scenario above would be 40 points possible (i.e. 4 quizzes at 10 points each). The EC quiz does not factor into the total "out of" points possible, so the total points remain at 40.

If a student were to score 10/10 points on all 5 quizzes, that student would have a course grade of 50/40 points, or 125%. The 10 points for the extra credit quiz are added on top of the total points for the other items.

Note: If a student scores 10/10 points on only 4 of the 5 quizzes, skipping either the EC quiz or one of the other quiz items, that student would have a course grade of 40/40, or 100%. The EC item can "replace" or make up for another score if it is worth the same amount of points.

Example: EC items within weighted categories.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. On the right, there are links for LINK and HELP. Below the tabs, a message says "All changes saved." A button for "Add Gradebook Item" is visible. The main area shows a grid of student grades. The columns include Students, Course Grade, Assignment 1, Assignment 2, Assignment 3, EC Assignment, and Assignments. The "Assignments" column is highlighted in yellow and labeled "Assignments [40%]". The "Course Grade" column shows a grade of "A+ (129.17%)". The "EC Assignment" column shows a grade of "10". The "Assignments" column shows a grade of "100%". The "Course Grade" is calculated as 100% + 10% (from the EC assignment) = 110%, which is higher than 100%.

Students	Course Grade	Assignment 1	Assignment 2	Assignment 3	EC Assignment	Assignments
demo_student01 (student01)	A+ (129.17%)	10	10	10	10	100%
demo_student02 (student02)	-					-
demo_student03 (student03)	-					-
demo_student04 (student04)	-					-
demo_student05 (student05)	-					-

Things get a little more complicated when you have weighted categories. You can still specify individual items as extra credit within weighted categories, but the overall percentage grade is not a straight-forward points calculation. Instead, all of the items within each category are averaged together, and then each category average is weighted by the designated amount.

For example, if you have 3 regular assignments and 1 EC assignment in an "Assignments" category that is worth 40% of the total grade, the points for all 4 items (e.g. 40 points) will be added together and then divided by 30 (the total points possible) to result in a category percentage of 133%. Then, 133% will be weighted as 40% of the course grade, which along with other extra credit items, results in a course grade that is higher than 100%.

Extra credit category.

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC category only.

The screenshot shows a gradebook interface with the following columns: Students, Course Grade, Quizzes, EC Quiz, EC Assignment, EC Discussion, and Extra Credit. The Extra Credit column is highlighted in blue. A student named demo_student01 has a total score of 130/100, which is displayed in yellow in the Course Grade column. The EC Quiz column shows a total of 10 points. The Extra Credit column shows a total of 100%.

Students	Course Grade	Quizzes	EC Quiz	EC Assignment	EC Discussion	Extra Credit
demo_student01 (student01)	A+ (130%) [130/100]	100%	10	10	10	100%
demo_student02 (student02)	0/0	-	-	-	-	-
demo_student03 (student03)	0/0	-	-	-	-	-
demo_student04 (student04)	0/0	-	-	-	-	-
demo_student05 (student05)	0/0	-	-	-	-	-

In this example, there are categories only (no weighting) in the gradebook and one of the categories has been designated as extra credit. Any items placed into the EC category are automatically omitted from the total points possible for the course grade; however, any points earned for those items are still added to the total.

Therefore, if you have 3 items worth 10 points each in the EC category, and a student earns 10/10 points for all three of them, in addition to a perfect score on all other items in the other categories, the student would have 130/100 points possible, or 130%.

Example: EC with weighted categories.

The screenshot shows a gradebook interface with the following columns: Students, Course Grade, Quizzes [50%], EC Quiz, EC Assignment, EC Discussion, and Extra Credit [5%]. The Extra Credit [5%] column is highlighted in green. A student named demo_student01 has a total score of 105%, which is displayed in yellow in the Course Grade column. The EC Quiz column shows a total of 10 points. The Extra Credit [5%] column shows a total of 100%.

Students	Course Grade	Quizzes [50%]	EC Quiz	EC Assignment	EC Discussion	Extra Credit [5%]
demo_student01 (student01)	A+ (105%)	100%	10	10	10	100%
demo_student02 (student02)	-	-	-	-	-	-
demo_student03 (student03)	-	-	-	-	-	-
demo_student04 (student04)	-	-	-	-	-	-
demo_student05 (student05)	-	-	-	-	-	-

Now let's look at an example of weighted categories with extra credit. Notice that when you set up weighted categories in the gradebook, your combined category weighting must equal 100%. However, by designating a category as EC, you can have a sum that is greater than 100%. In this example, Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. The extra credit category is worth 5% of the course grade in addition to the 100% total. Including EC, a student could potentially earn 105% of the total grade.

Notice that, while none of the scores have changed from the prior example, the course grade percentage is now 105%, instead of 115%. This is due to the change in the weighting of the categories. The EC category has a maximum of 5% on top of the total grade (provided that you do not award more than the maximum number of points per item).

How do students view their grades in the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

View your grade report.

Grade Report for student01 demo

[LINK](#) [HELP](#)
 [Print](#)

Course Grade: A

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	96.5%	0%		
Chapter Presentation	98 /100		06/08/2016	Excellent presentation. You covered the chapter well.
Assignment 1	95 /100		06/20/2016	Good work on your assignment. Please see the attached file for additional feedback.
Assignment 2			06/27/2016	
Discussions	100%	0%	-	
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
Homework	86.67%	50%		
Homework 1	80 /100		-	
Homework 2	90 /100		-	
Homework 3	90 /100		-	Good work!

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

What are the different gradebook scenarios and which one is right for me?

There are many options for setting up your Gradebook in Sakai. Most gradebooks fall into one of the following types. Examples of each scenario are provided to help you determine which setup option is the best match for your course.

Simple points-based Gradebook.

This type of Gradebook is a simple calculation of total points. The point value for each item is added up and the total points reflect the cumulative student grade for the course.

For more information on this scenario, see the related article: [How do I set up a simple points-based Gradebook?](#)

Gradebook with categories for organization and/or dropping grades.

This type of Gradebook uses categories to organize items into groups. For example, you might group all of the assignments into one category, all the quizzes into another category, and so on. Optionally, once categories have been set up you have the ability to drop the lowest or keep the highest grades within a category.

For more information on this scenario, see the related article: [How do I set up a Gradebook with categories for organization and/or dropping grades.](#)

Gradebook with weighted categories.

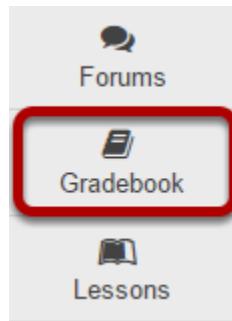
This type of Gradebook uses categories as well as weighting. For example, you might have a discussion category worth 20% of the grade, an assignments category worth 40% of the grade, and a quizzes category worth 40% of the grade.

For more information on this scenario, see the related article: [How do I set up a Gradebook with weighted categories?](#)

How do I set up a simple points-based Gradebook?

In this scenario, you are setting up a simple gradebook without any categories or weighting. It provides a straightforward calculation of total points earned in the course. With this type of gradebook setup, you cannot use the Group by Category option to organize the visual layout of your gradebook items. You also cannot drop scores automatically.

Go to Gradebook.



Click the Settings tab.

A screenshot of the Gradebook settings page. At the top, there are four tabs: "GRADES", "IMPORT / EXPORT", "PERMISSIONS", and "SETTINGS". The "SETTINGS" tab is highlighted with a red box. Below the tabs, a message box displays the text "There are no Gradebook items". At the bottom of the page is a blue button labeled "Add Gradebook Item".

Click to expand the Categories and Weighting section.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS

Settings

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

[Save Changes](#) [Cancel](#)

Select the No categories radio button and then click Save Changes.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS [LINK](#) [HELP](#)

Settings

[Expand All](#) [Collapse All](#)

[Grade Entry](#)

[Grade Release Rules](#)

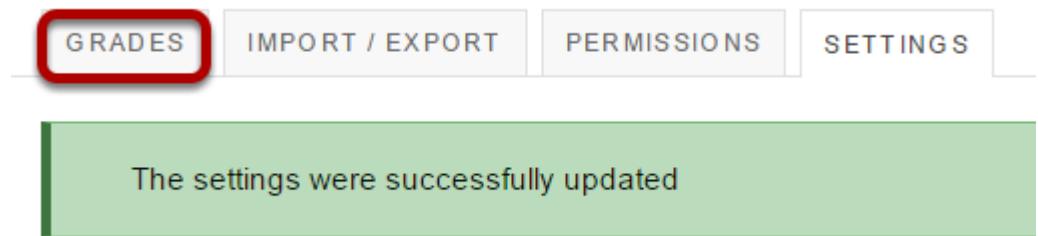
[Categories & Weighting](#)

No categories
 Categories only
 Categories & weighting

[Grading Schema](#)

[Save Changes](#) [Cancel](#)

Click the Grades tab.



Click Add Gradebook Item to create items and associate them with the appropriate categories.

The screenshot shows a modal dialog box titled "Add Gradebook Item". The dialog has a numbered list on the left side:

- 1 Title: Homework 1
- 2 Point value: 100
- 3 Release item to students?
 Include item in course grade calculations?
- 4 Create Cancel

1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.

3. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations** for each item.
4. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Grade Summary for Demo Student 1 (demostudent01)

[Grade Summary](#) [Student Review Mode](#) [Print](#)

Course Grade: B (88.5%) Not released to students*

Gradebook Item	Grade	Due Date	Comments
Final	95 /100	-	
Homework 1	89 /100	-	
Homework 2	94 /100	-	
Homework 3	78 /100	-	
Homework 4	82 /100	-	
Midterm	90 /100	-	
Project 1	83 /100	-	
Project 2	88 /100	-	
Project 3	95 /100	-	
Project 4	91 /100	-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[Next Student ➔](#)

[Done](#)

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 82 out of 100

- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

The grade calculation is $(89+94+78+82+83+88+95+91+90+95)/1000$ points. The student's overall grade average = 88.5%.

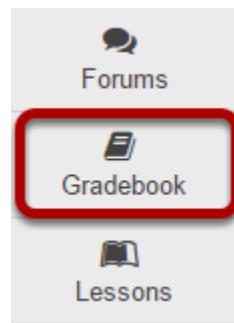
If you try this example and don't get the same results, you might want to go back and make sure that:

- Each gradebook item is worth 100 points.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set up a Gradebook with categories for organization and/or dropping grades?

In this scenario, you are setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your gradebook items. In addition, you have the option to drop grades within categories if desired.

Go to Gradebook.



Click the Settings tab.

A screenshot of the Gradebook settings page. At the top, there are four tabs: 'GRADES', 'IMPORT / EXPORT', 'PERMISSIONS', and 'SETTINGS'. The 'SETTINGS' tab is highlighted with a red rectangular border. Below the tabs, a message box displays the text 'There are no Gradebook items'. At the bottom, there is a blue button with white text that says 'Add Gradebook Item'.

Click to expand the Categories and Weighting section.



Settings

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

[Save Changes](#)

[Cancel](#)

Select the Categories only radio button.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS  

Settings

[Expand All](#) [Collapse All](#)

Grade Entry

Grade Release Rules

Categories & Weighting

No categories
 Categories only
 Categories & weighting
 Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	Extra Credit	Gradebook Items	Remove
	<input type="text"/>	<input type="checkbox"/>	0 items(s)	

 Add a category

Additional options will display once you select categories only.

Enter categories.

[Categories & Weighting](#)

No categories
 Categories only
 Categories & weighting
 Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

Category	Extra Credit	Gradebook Items	Remove
Homework	<input type="checkbox"/>	0 items(s)	Remove
Projects	<input type="checkbox"/>	0 items(s)	Remove
Exams	<input type="checkbox"/>	0 items(s)	Remove

1 [Add a category](#)

2 [Grading Schema](#)

1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework, Projects, Exams.

(Optional) Enable drop highest, drop lowest, and/or keep highest.

[Categories & Weighting](#)

No categories
 Categories only
 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Homework	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
Projects	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
Exams	<input type="checkbox"/>	0 items(s)	0	0	0	Remove

[Add a category](#)

[Grading Schema](#)

[Save Changes](#) [Cancel](#)

If you would like to be able to drop or keep a subset of scores within categories, check the box next to **Enable drop highest**, **Enable drop lowest**, and/or **Enable keep highest**.

Note: In order to drop items within a category, all items in that category must be worth the same point value.

Indicate the number of items to be dropped or kept within each category.

Categories & Weighting

No categories
 Categories only
 Categories & weighting
 Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Homework	<input type="checkbox"/>	0 items(s)	0	1	0	<button>Remove</button>
Projects	<input type="checkbox"/>	0 items(s)	0	0	2	<button>Remove</button>
Exams	<input type="checkbox"/>	0 items(s)	0	0	0	<button>Remove</button>

Add a category

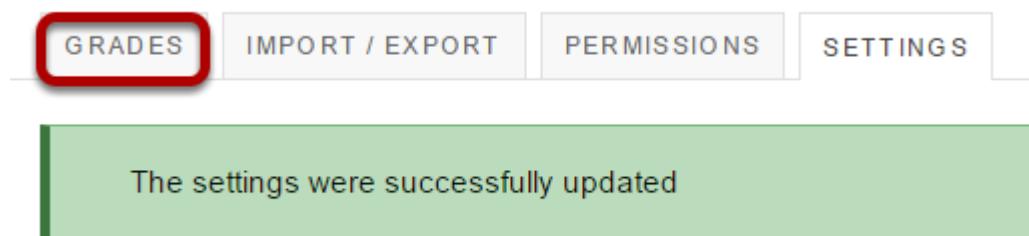
Grading Schema

Save Changes Cancel

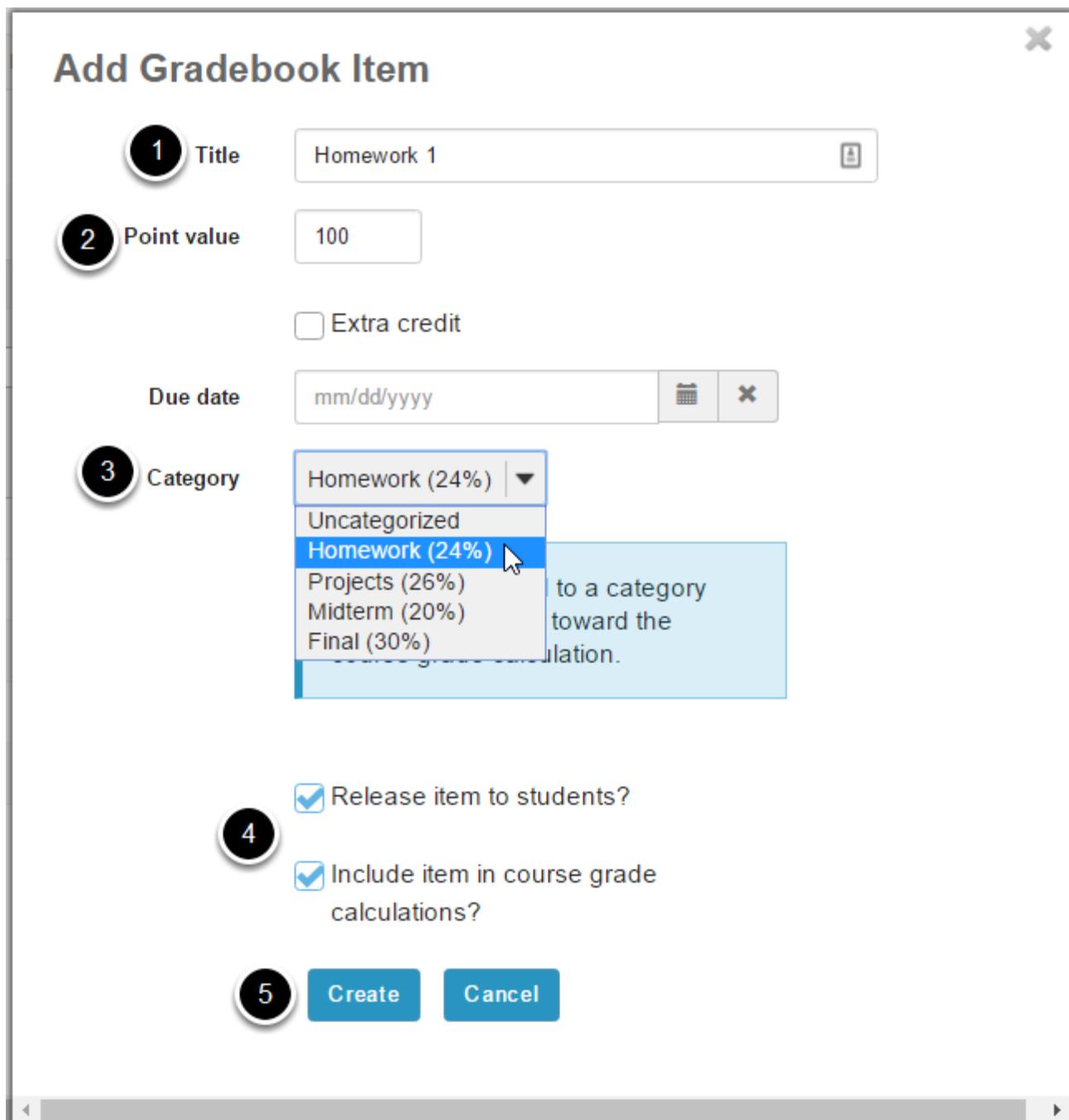
Click Save Changes.

Save Changes **Cancel**

Click the Grades tab.



Click Add Gradebook Item to create items and associate them with the appropriate categories.



1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Project 3, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All Homework items should be assigned to the Homework category, Project items should be assigned to the Projects category, the Midterm and the Final to the Exam category.

4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Grade Summary for Demo Student 1 (demostudent01)

Grade Summary
Student Review Mode
 Print

Course Grade: B (89%) Not released to students*
 Group By Category
[Expand All](#)
[Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Exams	92.5%	0%	-	
Final	95 /100	0%	-	
Midterm	90 /100	0%	-	
Homework	87%	0%	-	
Homework 1	89 /100	0%	-	
Homework 2	94 /100	0%	-	
Homework 3	78 /100	0%	-	
Projects	88.67%	0%	-	
Project 1	83 /100	0%	-	
Project 2	88 /100	0%	-	
Project 3	95 /100	0%	-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[Next Student ➔](#)

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100

- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

If no grades are dropped, then the grade calculation is $(89+94+78+83+88+95+90+95)/800$ points.
The student's overall grade average = 89%.

If the lowest 1 score is dropped in the Homework category, and the highest two scores are kept in the Projects category, the grade calculation would be $(89+94+88+95+90+95)/600$ points.
The student's overall grade average = 91.83%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- The categories and dropped scores within categories are set up correctly.
- Each gradebook item is worth 100 points.
- Each gradebook item is assigned to the correct category.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set up a Gradebook with categories and weighting?

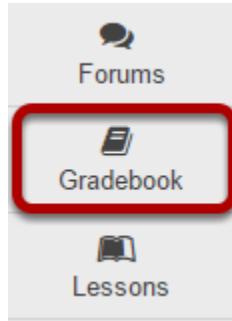
In this scenario we will pretend that you have homework, projects, a midterm, and a final to grade. You would like the weighting to be as follows:

- 3 Homework assignments - 24% of the total grade
- 2 Projects - 26%
- 1 Midterm - 20%
- 1 Final - 30%

The percentages of all the weighting must add up to 100% .

It is easiest to set up your gradebook first, and then create or add items to the gradebook. But don't worry, if you have already set up your gradebook items (homework assignments, projects,etc), you can come back and do this setup later and then assign the gradebook items to the appropriate categories. It is also easy to add categories and even change the weighting of grades at any time.

Go to Gradebook.



Click the Settings tab.

A screenshot of the Gradebook settings page. At the top, there are four tabs: "GRADES", "IMPORT / EXPORT", "PERMISSIONS", and "SETTINGS". The "SETTINGS" tab is highlighted with a red box. Below the tabs, a light blue rectangular area contains the text "There are no Gradebook items". At the bottom of this area, there is a blue button with white text that says "Add Gradebook Item".

Click to expand the Categories and Weighting section.



Settings

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

[Save Changes](#)

[Cancel](#)

Select the Categories & weighting radio button.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS [LINK](#) [HELP](#)

Settings

[Expand All](#) [Collapse All](#)

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

No categories
 Categories only
 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	%	Extra Credit	Gradebook Items	Remove
		0	<input type="checkbox"/>	0 items(s)	Remove
Total:	0%	Weighting for the categories must equal 100%			

[Add a category](#)

Additional options will display once you select categories and weighting.

Enter categories and percentage weighting.

Category	%	Extra Credit	Gradebook Items	Remove
Homework	24	<input type="checkbox"/>	3 items(s)	<button>Remove</button>
Projects	26	<input type="checkbox"/>	2 items(s)	<button>Remove</button>
Midterm	20	<input type="checkbox"/>	1 items(s)	<button>Remove</button>
Final	30	<input type="checkbox"/>	1 items(s)	<button>Remove</button>
Total:	100%			

1 Add a category

Grading Schema

2 Save Changes Cancel

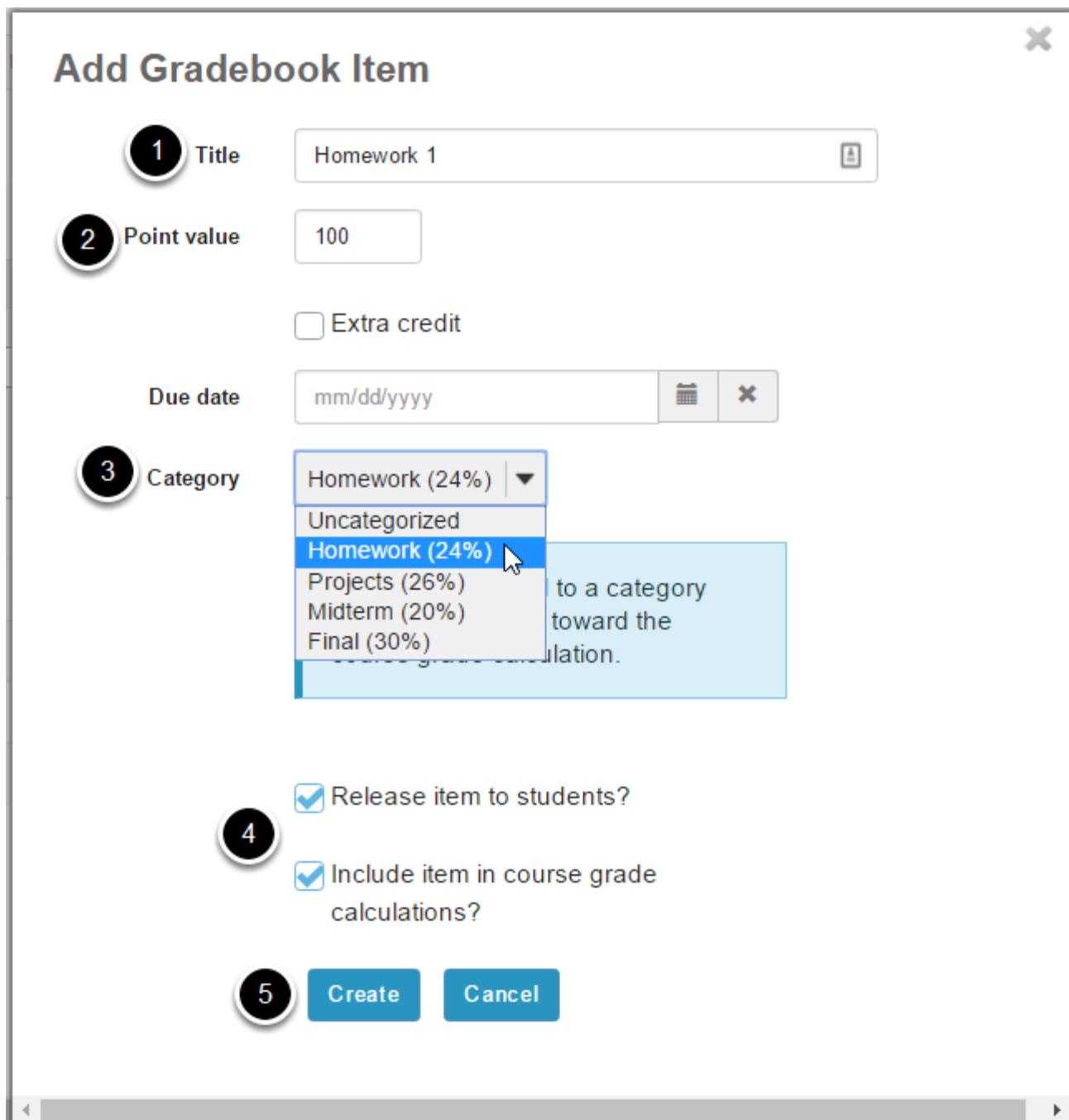
1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework 24%, Projects 26% , Midterm 20%, and Final 30%.
3. Click **Save Changes** when you finished adding categories.

Click the Grades tab.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS

The settings were successfully updated

Click Add Gradebook Item to create items and associate them with the appropriate categories.



1. You will end up adding 7 gradebook items: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Midterm, Final. The title for the first item is shown in the image above.
2. For the sake of this example we will assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All three Homework items should be assigned to the Homework category, both Project items should be assigned to the Projects category, the Midterm to the Midterm category, and the Final to the Final category. It may not feel intuitive to have categories with only one gradebook item but having all the grades accounted for at the category level is what allows us to control the weighting.

4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Grade Summary for student01 (student01)

Grade Summary
Student Review Mode
Print

Course Grade:
B+ (89.61%)
Not released to students*
Group By Category
Expand All
Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	95%	30%	-	
Final	95 /100		-	
▼ Homework	87%	24%	-	
Homework 1	89 /100		-	
Homework 2	94 /100		-	
Homework 3	78 /100		-	
▼ Midterm	90%	20%	-	
Midterm	90 /100		-	
▼ Projects	85.5%	26%	-	
Project 1	83 /100		-	
Project 2	88 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[Next Student ➔](#)

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100

- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically calculate the weighting for you. In this case the final score is 89.61%

How does it come up with 89.61%?

- The average of the homework is $(89+94+78)/300$ points possible. Total = 87%
- The average of projects is $(83+88)/200$ points possible. Total = 85.5%
- Midterm and Final only have one grade in those categories, therefore the category average is equal to the score / points possible (90 / 100 and 95 / 100 respectively).

Now apply the weighting:

- (.87 homework * .24 weighting) = .2088
- (.8550 projects * .26 weighting) = .2223
- (.9 midterm * .20 weighting) = .18
- (.95 final * .30 weighting) = .2850
- Add them up = .8961 = 89.61%

If you try this example and don't get the same results you might want to go back and make sure that:

- The category weighting is set up with the scenario percentages.
- That each gradebook item is assigned to the correct category.
- That each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

Gradebook Classic

What is Gradebook Classic?

Gradebook Classic is a tool for instructors to calculate and store grade information and distribute it to students online. (This tool was formerly known as Gradebook, prior to the addition of a new core gradebook tool in Sakai.)

Instructors can view information in Gradebook Classic in different ways, including an item summary for each course, item detail, all grade listing, course grade listing, gradebook setup, and course grade options.

Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

Gradebook Classic is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using Gradebook Classic, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

To access this tool, select Gradebook Classic from the Tool Menu of your site.



How do I set up my Gradebook Classic?

The Gradebook Classic (formerly known as Gradebook) is the hub for all graded activities and points earned in your site.

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu in your site.

Click Gradebook Setup.

The screenshot shows the 'Gradebook Items' page. At the top, there is a navigation bar with tabs: GRADEBOOK ITEMS, ALL GRADES, COURSE GRADES, GRADEBOOK SETUP (which is highlighted with a red box), COURSE GRADE OPTIONS, IMPORT GRADES, and two links: ?LINK and ?HELP.

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

ADD GRADEBOOK ITEM(S) IMPORT GRADEBOOK ITEM FROM SPREADSHEET

Average Course Grade -

Gradebook Items Summary

Title*	Class Avg**	Due Date	Released to Students	Included in Course Grade	Sorting ▾
--------	-------------	----------	----------------------	--------------------------	-----------

Click a title to view complete details and to grade the item.

Save current order as sorting order

Legend:
*Titles shown in grey are not released to students.
**Class averages in parentheses () are not included in the course grade calculations.
***These items must be graded from the tool listed and may not be graded from the gradebook.

Click on **Gradebook Setup**.

Gradebook setup options.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

Gradebook Setup

* means required

1 Grade Entry

How will graders enter grades into this gradebook?

Points
 Percentages

2 Gradebook Items Display

Display released Gradebook Items to students

You can release a gradebook item when creating or editing the gradebook item.

3 Categories & Weighting

No categories
 Categories only
 Categories & Weighting

Save Changes **Cancel**

There are three different options in Gradebook setup.

1. **Grade entry:** You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.
2. **Gradebook Items Display:** Check this box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
3. **Categories & Weighting:** You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.

Categories & Weighting

1 Categories only

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	Extra Credit	Gradebook Items	Remove
2 Total Points	<input type="checkbox"/>	0 item(s)	Remove
3 Add a Category			
4 Save Changes	Cancel		

1. Select the radio button for **Categories only**.
2. Enter a title for the category in the text box provided.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.
4. Click **Save** to save your settings.

Adding weighting.

Categories & Weighting

No categories

Categories only

1 Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	Remove
Assignments	30	2 <input checked="" type="checkbox"/>	0 item(s)	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	Remove

[Add a Category](#)

Running Total 100.00%

Needed Total 0.00%

1. Select the radio button for **Categories & Weighting**.
2. Enter the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

Enabling drop lowest and/or keep highest.

Categories & Weighting

No categories
 Categories only
 Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

1

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	5	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	4	Remove

[Add a Category](#)
 Running Total 100.00%
 Needed Total 0.00%

If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
 - **Enable Drop Highest:** Automatically drops the highest score/s among items in a category.
 - **Enable Drop Lowest:** Automatically drops the lowest score/s among items in a category.
 - **Enable Keep Highest:** Automatically keeps the highest score/s among items in a category.
2. In the appropriate column, enter the number of items in each category that you wish to drop or keep. You will notice that unavailable choices are grayed out. For example, you cannot both keep and drop items in the same category, so entering a number for one of these makes the other unavailable.

Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

Extra credit category.

Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	5	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	4	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	0 item(s)	0	0	0	Remove

[Add a Category](#)

Running Total 100.00%

Needed Total 0.00%

If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

Tip: Both entire categories and individual gradebook items within any category may be designated as extra credit.

Save your changes.



Once you have finished with your gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

How do I add items to Gradebook Classic?

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu in your site.

Click the Add Gradebook Item(s) button.

A screenshot of the 'Gradebook Items' page. At the top, there is a navigation bar with tabs: GRADEBOOK ITEMS (highlighted), ALL GRADES, COURSE GRADES, GRADEBOOK SETUP, COURSE GRADE OPTIONS, and IMPORT GRADES. Below the navigation bar, the title 'Gradebook Items' is displayed. A message box contains the text: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options](#)'. At the bottom of the page, there are two buttons: 'ADD GRADEBOOK ITEM(S)' (highlighted with a red box) and 'IMPORT GRADEBOOK ITEM FROM SPREADSHEET'.

Note: Assignments, Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Attendance

Click the **Add Gradebook Items(s)** button to manually add items to your gradebook.

Item settings.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

[Gradebook Items](#) > Add Gradebook Item(s)

Submit this form to add gradebook item(s) to the gradebook.

* means required

Title * 1 Discussion Post 1

Gradebook Item Point Value * 2 10 Extra Credit

Due Date (mm/dd) 3 03/31/16

Category 4 Discussions

Items not assigned to a category

5 Release this item to Students

6 Include this item in course grade calculations

course grade calculation.

Today is 03/25/16

Add Another Gradebook Item

7

1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Gradebook Item Point Value** for the item (also required).
 - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
4. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
5. Check the box for **Release this item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
6. Check the box for **Include this item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade.

- Once you have entered all of the information for this item, click the **Add Item(s)** button to save your changes.

*Tip: If you would like to add more than one item at a time, you may also click on the **Add Another Gradebook Item** link to add multiple items.*

View gradebook items.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES  

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

[ADD GRADEBOOK ITEM\(S\)](#) [IMPORT GRADEBOOK ITEM FROM SPREADSHEET](#)

Average Course Grade -

Gradebook item Bonus Points has been updated.

Gradebook Items Summary

Click a title to view complete details and to grade the item.

Save current order as sorting order

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting ▲▼	Grade Editor***
Assignments (Keep 5 Highest)	-	30%					
Assignment 1	Edit	-	Apr 1, 2016	Yes	Yes	1	from Assignments
Assignment 2 (Extra Credit)	Edit	-	Apr 8, 2016	Yes	Yes	2	from Assignments
Assignment 3	Edit	-	Apr 22, 2016	Yes	Yes	3	from Assignments
Discussions (Drop 1 Lowest)	-	20%					
Discussion Post 1	Edit	-	Mar 31, 2016	Yes	Yes	1	
Discussion Post 2	Edit	-	Apr 7, 2016	Yes	Yes	2	
Discussion Post 3	Edit	-	Apr 14, 2016	Yes	Yes	3	
Exams (Keep 4 Highest)	-	30%					
Exam 1	Edit	-	-	Yes	Yes	1	from Tests & Quizzes
Exam 2	Edit	-	-	Yes	Yes	2	from Tests & Quizzes
Exam 3	Edit	-	-	Yes	Yes	3	from Tests & Quizzes
Extra Credit (Extra Credit)	-	5%					
Bonus Points	Edit	-	-	No	No	1	
Quizzes (Drop 1 Lowest)	-	20%					
Quiz 1	Edit	-	-	Yes	Yes	1	from Tests & Quizzes
Quiz 2	Edit	-	-	Yes	Yes	2	from Tests & Quizzes
Quiz 3	Edit	-	-	Yes	Yes	3	from Tests & Quizzes

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Gradebook** tool landing page.

Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will be highlighted and the origin of the item will be noted in the **Grade Editor** column on the far right.

Also, notice that any items which are not released to students will appear in grey text.

How do I enter and/or edit grades in Gradebook Classic?

Gradebook Classic allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook Classic interface.

Note: Grades that are being sent to Gradebook Classic from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via Gradebook Classic.

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu in your site.

Select the gradebook item.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES  

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

[ADD GRADEBOOK ITEM\(S\)](#) [IMPORT GRADEBOOK ITEM FROM SPREADSHEET](#)

Average Course Grade -

Gradebook item Bonus Points has been updated.

Gradebook Items Summary

Click a title to view complete details and to grade the item.

Save current order as sorting order

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting ▲▼	Grade Editor***
Assignments (Keep 5 Highest)	-	30%					
Assignment 1	Edit	-	Apr 1, 2016	Yes	Yes	1	from Assignments
Assignment 2 (Extra Credit)	Edit	-	Apr 8, 2016	Yes	Yes	2	from Assignments
Assignment 3	Edit	-	Apr 22, 2016	Yes	Yes	3	from Assignments
Discussions (Drop 1 Lowest)	-	20%					
Discussion Post 1	Edit	-	Mar 31, 2016	Yes	Yes	1	
Discussion Post 2	Edit	-	Apr 7, 2016	Yes	Yes	2	
Discussion Post 3	Edit	-	Apr 14, 2016	Yes	Yes	3	
Exams (Keep 4 Highest)	-	30%					
Exam 1	Edit	-	-	Yes	Yes	1	from Tests & Quizzes
Exam 2	Edit	-	-	Yes	Yes	2	from Tests & Quizzes
Exam 3	Edit	-	-	Yes	Yes	3	from Tests & Quizzes
Extra Credit (Extra Credit)	-	5%					
Bonus Points	Edit	-	-	No	No	1	
Quizzes (Drop 1 Lowest)	-	20%					
Quiz 1	Edit	-	-	Yes	Yes	1	from Tests & Quizzes
Quiz 2	Edit	-	-	Yes	Yes	2	from Tests & Quizzes
Quiz 3	Edit	-	-	Yes	Yes	3	from Tests & Quizzes

You will see a listing of all the existing gradebook items in your course.

Select the gradebook item for which you would like to enter grades by clicking on the title of the item, in this example we have selected the **Discussion Post 1** item.

Note: Items highlighted in yellow are being sent to the Gradebook from other tools, as indicated in the "Grade Editor" column. You cannot edit those grades from the Gradebook, although you can view them from here,

Enter grades.

The screenshot shows the Gradebook Item Summary for 'Discussion Post 1'. At the top, there are navigation links: GRADEBOOK ITEMS, ALL GRADES, COURSE GRADES, GRADEBOOK SETUP, COURSE GRADE OPTIONS, IMPORT GRADES, a LINK button, and a HELP button. Below the links, the title 'Gradebook Items > Discussion Post 1' is displayed. A 'Gradebook Item Summary' section follows, containing fields for Title (Discussion Post 1), Points (10), Class average for scores entered (--), Category (Discussions), Due Date (--), and Options (links to edit settings or remove item). Below this is a 'Grading Table' section. On the left, a dropdown menu 'View' is set to 'All Sections/Groups'. To its right is a search bar with 'Student Name' input, a 'Find' button, and a 'Clear' button. On the far right of the table header, it says 'Viewing 1 to 5 of 5 students' with navigation arrows. In the bottom right corner of the table header, there are 'Save Changes' and 'Clear Changes' buttons. The main table lists five students: demo_student01 through demo_student05, each with their Student ID and a 'Log' column. The 'Points' column for demo_student01 is highlighted with a red box and contains five rows with values 10, 9, 10, 10, and 8. The entire table is enclosed in a light blue border.

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10 9 10 10 8	Edit >>
demo_student02	student02			
demo_student03	student03			
demo_student04	student04			
demo_student05	student05			

A summary of the gradebook item and the points possible will display at the top. You will also see a list of all the students enrolled and active in your site.

Note: You may also filter the gradebook to view students by:

1. Sections/Groups
2. Student Name
3. Viewing a certain number of students at a time

Enter grades by typing the scores into the **Points** column.

Click Edit next to Comments.

The diagram illustrates a user interaction with a table-based interface. In the top table, there is a column labeled 'Comments' with a blue 'Edit >>' button. A red arrow points from this button down to the bottom table, where the 'Comments' column is shown expanded in a large red-bordered box. The tables contain student data:

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	
demo_student02	student02		9	
demo_student03	student03		10	
demo_student04	student04		10	
demo_student05	student05		8	

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	
demo_student02	student02		9	
demo_student03	student03		10	
demo_student04	student04		10	
demo_student05	student05		8	

If you would like to enter additional comments along with the score, click the **Edit** button to expand the Comments section. You may then enter your comments into the text areas provided.

Save changes.

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	Excellent work!
demo_student02	student02		9	Nice job.
demo_student03	student03		10	Excellent work!
demo_student04	student04		10	Excellent work!
demo_student05	student05		8	Good.

Save Changes**Clear Changes**

Don't forget to save your changes! The **Save Changes** button appears both at the top and the bottom of the page.

View grade Log.

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	Excellent work!
		<div style="background-color: black; color: white; padding: 2px;">Grade Log: student01 demo X</div> <div style="border: 1px solid black; padding: 2px; font-size: small; background-color: #f0f0f0;">6/8/16 5:40:10 PM Score Set to 10.0 by Demo Professor</div>		
demo_student02	student02		9	Nice job.
demo_student03	student03		10	Excellent work!
demo_student04	student04		10	Excellent work!
demo_student05	student05		8	Good.

Notice that once you have saved your grades, a Log icon will appear in the Log column. If you click on the icon, a pop-up window will display the date, score, and name of the user that entered the grade,

How do I export grades from Gradebook Classic?

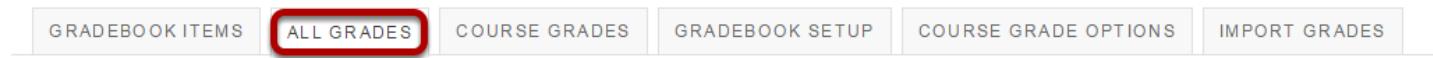
There are two locations in Gradebook Classic where you can export grades: from **All Grades** or from **Course Grades**.

Go to Gradebook Classic.

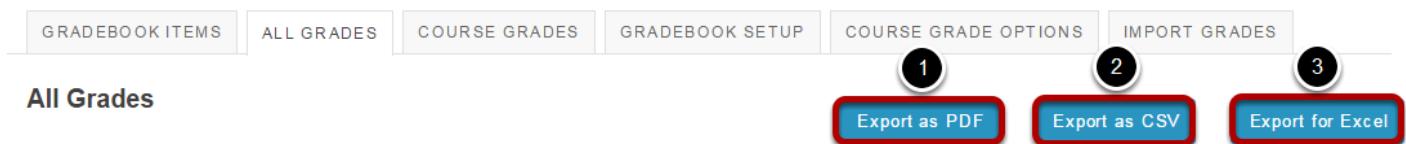


Select the **Gradebook Classic** tool from the Tool Menu of your site.

Click All Grades.



Select your export format.



All Grades will take you to a spreadsheet-style view of your student grades with all of the individual gradebook items shown. You have three format options for exporting the student grade data. Click on the button for your preferred export format.

1. **Export as PDF:** This will create a printer-friendly PDF document of your gradebook.
2. **Export as CSV:** This will create a comma separated variable (CSV) file that can be opened in any spreadsheet program, or text editor.
3. **Export for Excel:** This will create a Microsoft Excel format file that will open in Excel for editing/printing.

The export file will download to your local computer.

Click Course Grades.



If you would prefer to export final grade and score adjustments, click the **Course Grades** button instead.

Choose your export options.

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	-		
student02	student02	-		
student03	student03	-		
student04	student04	-		
student05	student05	-		

Export grades as:

1. CSV (dropdown menu: CSV, Excel, PDF)
2. Download
3. Data options

In the Course Grades screen, you also have several options:

1. Choose the desired export format from the **Export grades as** drop-down menu. You may choose from PDF, CSV, or Excel.
2. Click the **Download** button to download the export file to your computer.
3. You may also click **Data Options** to modify the settings for the data that will be included in the export.

Data Options.

Student Name Student ID X

Points Calculated Grade

Last Log Date Grade Override

Course Grade

If you click **Data Options**, you will be able to choose which items to include in the export.

- Student Name

- Student ID
- Calculated Grade
- Points
- Last Log Date
- Grade Override
- Course Grade

Check the boxes for the items you would like to include.

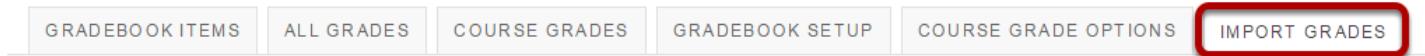
How do I import grades into Gradebook Classic?

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

Click Import Grades.



Click Choose File.

The page title is 'Import Grades'. A note says: 'If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:'

- 1. Download Spreadsheet Template**

[Download Spreadsheet Template for Excel](#) or [Download Spreadsheet Template as CSV](#)
- 2. Edit Spreadsheet**

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.
- 3. Import Spreadsheet**

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename * **Choose File**

Import Spreadsheet

Click the **Choose File** button to browse for and select your import file.

*Note: The import file must be in a specific format in order to import correctly. It should be an Excel or CSV file and contain the appropriate student and gradebook item data. Refer to the links to **Download Spreadsheet Template** for the correct file format.*

Click Continue to upload the file.

Upload a spreadsheet (csv or xls format) to Loading Dock X

Your Spreadsheet file must be saved in csv or xls format.
One column of your file must contain individual's usernames.
The first row of your file must contain headings for the columns. Click "Continue" when done.

Items to attach	Remove?
 gradebook-DAC-EDUCATION-DEPT1-SUBJ1-101-3-25-16.xls	x Remove

Upload local file
 No file chosen

or a URL (link to website) Add

Continue Cancel

Select a resource

Location:  DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

Actions
 DAC-EDUCATION-DEPT1-SUBJ1-101
▶ Show other sites

Continue Cancel

Click Import Spreadsheet.



Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps

1. Download Spreadsheet Template

[Download Spreadsheet Template for Excel](#) -or- [Download Spreadsheet Template as CSV](#)

2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename *

After selecting your import file, click **Import Spreadsheet** to import the grades.

Verify the import.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

Verify Grade Import

You are importing a spreadsheet file with:

13 gradebook item(s)

5 students

Below is a display of the contents of your spreadsheet. If it is not correct, click the Back button, make changes to your file, and import it again.

Student Name	Student ID	Assignment 1 [100]	Assignment 2 [100]	Assignment 3 [100]	Discussion Post 1 [10]	Discussion Post 2 [10]	Discussion Post 3 [10]
student01	student01				10	8	9
student02	student02				9	8	8
student03	student03				8	9	8
student04	student04				10	10	10
student05	student05				7	10	8

OK **Back**

The import data will be previewed for you. If everything looks correct, click **OK** to verify the data. (If you notice any errors, click **Back** to abort the import process.)

Confirmation message.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:

Your spreadsheet has imported successfully

1. Download Spreadsheet Template

 [Download Spreadsheet Template for Excel](#) -or-  [Download Spreadsheet Template as CSV](#)

2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename *

You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade in Gradebook Classic?

Note: When manually entering a course grade, you must use the appropriate grade type for the gradebook in which you are working. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

Click Course Grades.



Enter override score.

The screenshot shows the Sakai Grade Center. At the top, there is a search bar with 'View All Sections/Groups' and buttons for 'Find' and 'Clear'. Below is a table of student grades:

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	A (95%)		
student02	student02	B (85%)		B+
student03	student03	B (85%)		B+
student04	student04	A+ (100%)		
student05	student05	B+ (88.5%)		A

A red box highlights the 'Grade Override' column for student05. A yellow box at the bottom right shows a 'Grade Log' entry: 'Grade Log: student05' with a timestamp '3/25/16 3:34:54 PM' and the message 'Grade Set to A by Demo Professor'. Numbered circles '1' and '2' point to the log icon in the table and the 'Save Changes' button respectively.

At the bottom left, there are buttons for 'Export grades as CSV' (with a dropdown), 'Download', and 'Data options'. On the right, there are buttons for 'Save Changes' (circled in red), 'Clear Changes', and 'Set Ungraded Items to Zero'.

You will see a list of enrolled students and their calculated course grades. In the "Grade Override" column.

1. Enter the new course grade(s) to replace the autocalculated grade(s)
2. Click **Save Changes**.

Note: Once you save the grade override, a log icon will appear next to each modified grade which displays the time, date, grade information, and name of the person who changed the grade manually.

How do I set all ungraded items to zero in Gradebook Classic?

Note: The Gradebook Classic tool does not include gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done in one step from Gradebook Classic.

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

Click Course Grades.



Click Set Ungraded Items to Zero.

The screenshot shows a gradebook interface with the following details:

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	A (95%)		
student02	student02	B (85%)	LSC	B+
student03	student03	B (85%)	LSC	B+
student04	student04	A+ (100%)		
student05	student05	B+ (88.5%)	LSC	A

Below the table are buttons for "Export grades as CSV" and "Download". At the bottom are buttons for "Save Changes", "Clear Changes", and "Set Ungraded Items to Zero" (which is highlighted with a red box).

Click Continue.

Set Ungraded Items to Zero

LINK HELP

* WARNING: Clicking continue will assign a grade of zero to all ungraded items in this gradebook.

The Gradebook automatically calculates the course grade for students as items are graded. To accurately calculate the course grades, all gradable items must be assigned a grade. Continuing will assign zero to any grade items that do not have a grade. Not zeroing may result in higher course grades than intended.

Continue **Cancel**

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Continue**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing.

How does extra credit work in Gradebook Classic?

The extra credit (EC) feature in the Gradebook Classic tool can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see [How do I set up my Gradebook Classic?](#) or [How do I add items to Gradebook Classic?](#)

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible in the gradebook. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: You cannot make individual items "extra credit" if they are within an extra credit category.

Setting EC at the item level.

The screenshot shows the Gradebook Items interface. At the top, there are tabs: GRADEBOOK ITEMS (selected), ALL GRADES, COURSE GRADES, GRADEBOOK SETUP, COURSE GRADE OPTIONS, and IMPORT GRADES. Below the tabs, the path Gradebook Items > Edit: EC Quiz is displayed. A note says "* means required". The form fields include:

Title *	EC Quiz
Gradebook Item Point Value *	10
<input checked="" type="checkbox"/> Extra Credit	
Due Date (mm/dd/yy)	<input type="text"/>
<input checked="" type="checkbox"/> Release this item to Students	
<input checked="" type="checkbox"/> Include this item in course grade calculations	

At the bottom are two buttons: Save Changes (highlighted with a red box) and Cancel.

In Gradebook Items, edit the item. Then check the box next to **Extra Credit** and click **Save Changes**.

Setting EC at the category level.

The screenshot shows the 'Gradebook Setup' section of the Sakai Gradebook. At the top, there are tabs: GRADEBOOK ITEMS, ALL GRADES, COURSE GRADES (which is selected), GRADEBOOK SETUP, COURSE GRADE OPTIONS, and IMPORT GRADES. Below the tabs, the 'Gradebook Setup' heading is displayed. A note says '* means required'. Under 'Grade Entry', it asks 'How will graders enter grades into this gradebook?' with options 'Points' (selected) and 'Percentages'. Under 'Gradebook Items Display', there is a checked checkbox for 'Display released Gradebook Items to students'. A note says 'You can release a gradebook item when creating or editing the gradebook item.' Under 'Categories & Weighting', it asks 'To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.' It lists categories: Assignments (30%), Discussions (20%), Exams (30%), Extra Credit (5%), and Quizzes (20%). The 'Extra Credit' row has a checked box in the 'Extra Credit' column. Below the table, there are buttons for 'Add a Category', 'Running Total 100%', 'Needed Total %', 'Save Changes' (which is highlighted with a red box), and 'Cancel'.

Category	%	Extra Credit	Gradebook Items	Remove
Assignments	30	<input type="checkbox"/>	3 item(s)	Remove
Discussions	20	<input type="checkbox"/>	3 item(s)	Remove
Exams	30	<input type="checkbox"/>	3 item(s)	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	1 item(s)	Remove
Quizzes	20	<input type="checkbox"/>	3 item(s)	Remove

In Gradebook Setup, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **Save Changes**.

Extra credit item.

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories.

 [LINK](#)
 [? HELP](#)

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade A (125%)

Gradebook Items

Title	Due Date	Grade*	Comments
EC Quiz (Extra Credit)	-	10/10	
Quiz 1	-	10/10	
Quiz 2	-	10/10	
Quiz 3	-	10/10	
Quiz 4	-	10/10	

Let's say you have a Gradebook that contains 5 quizzes, 4 of them are for credit and 1 of them is an extra credit quiz. Quizzes are worth 10 points each.

The total points possible for the scenario above would be 40 points possible (i.e. 4 quizzes at 10 points each). The EC quiz does not factor into the total "out of" points possible, so the total points remain at 40.

If a student were to score 10/10 points on all 5 quizzes, that student would have a course grade of 50/40 points, or 125%. The 10 points for the extra credit quiz are added on top of the total points for the other items.

Note: If a student scores 10/10 points on only 4 of the 5 quizzes, skipping either the EC quiz or one of the other quiz items, that student would have a course grade of 40/40, or 100%. The EC item can "replace" or make up for another score if it is worth the same amount of points.

Example: EC items within weighted categories.

LINK HELP

[Return to Instructor's View of Grades for student01](#)

Grade Report for student01				
Course Grade A (129.16%)				
Gradebook Items				
Title	Due Date	Grade*	Weight	Comments
Assignments		133.33%	40%	
Assignment 1	-	10/10		
Assignment 2	-	10/10		
Assignment 3	-	10/10		
EC Assignment (Extra Credit)	-	10/10		
Discussions		133.33%	10%	
Discussion Post 1	-	10/10		
Discussion Post 2	-	10/10		
Discussion Post 3	-	10/10		
EC Discussion (Extra Credit)	-	10/10		
Quizzes		125%	50%	
EC Quiz (Extra Credit)	-	10/10		
Quiz 1	-	10/10		
Quiz 2	-	10/10		
Quiz 3	-	10/10		
Quiz 4	-	10/10		

Things get a little more complicated when you have weighted categories. You can still specify individual items as extra credit within weighted categories, but the overall percentage grade is not a straight-forward points calculation. Instead, all of the items within each category are averaged together, and then each category average is weighted by the designated amount.

For example, if you have 3 regular assignments and 1 EC assignment in an "Assignments" category that is worth 40% of the total grade, the points for all 4 items (e.g. 40 points) will be added together and then divided by 30 (the total points possible) to result in a category percentage of 133%. Then, 133% will be weighted as 40% of the course grade.

Extra credit category.

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC category only.

[LINK](#) [HELP](#)

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade A (115%)

Gradebook Items

Title	Due Date	Grade*	Comments
Assignments		100%	
Assignment 1	-	10/10	
Assignment 2	-	10/10	
Assignment 3	-	10/10	
Discussions		100%	
Discussion Post 1	-	10/10	
Discussion Post 2	-	10/10	
Discussion Post 3	-	10/10	
Extra Credit (Extra Credit)		100%	
EC Assignment	-	5/5	
EC Discussion	-	5/5	
EC Quiz	-	5/5	
Quizzes		100%	
Quiz 1	-	10/10	
Quiz 2	-	10/10	
Quiz 3	-	10/10	
Quiz 4	-	10/10	

In this example, there are categories only (no weighting) in the gradebook and one of the categories has been designated as extra credit. Any items placed into the EC category are automatically omitted from the total points possible for the course grade; however, any points earned for those items are still added to the total.

Therefore, if you have 3 items worth 5 point each in the EC category, and a student earns 5/5 points for all three of them, in addition to a perfect score on all other items in the other categories, the student would have 115/100 points possible, or 115%.

Example: EC with weighted categories.

Categories & Weighting

- No categories
- Categories only
- Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Assignments	40	<input type="checkbox"/>	3 item(s)	Remove
Discussions	10	<input type="checkbox"/>	3 item(s)	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	3 item(s)	Remove
Quizzes	50	<input type="checkbox"/>	4 item(s)	Remove

[Add a Category](#)

Running Total 100%

Needed Total 0%

[Save Changes](#)

[Cancel](#)

Now let's look at an example of weighted categories with extra credit. Notice that when you set up weighted categories in the gradebook, your combined category weighting must equal 100%. However, by designating a category as EC, you can have a sum that is greater than 100%. In this example, Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. The extra credit category is worth 5% of the course grade in addition to the 100% total. Including EC, a student could potentially earn 105% of the total grade.

Student view of this scenario.

[LINK](#) [HELP](#)

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade A (105%)

Gradebook Items

<u>Title</u>	<u>Due Date</u>	<u>Grade*</u>	<u>Weight</u>	Comments
Assignments		100%	40%	
Assignment 1	-	10/10		
Assignment 2	-	10/10		
Assignment 3	-	10/10		
Discussions		100%	10%	
Discussion Post 1	-	10/10		
Discussion Post 2	-	10/10		
Discussion Post 3	-	10/10		
Extra Credit (Extra Credit)		100%	5%	
EC Assignment	-	5/5		
EC Discussion	-	5/5		
EC Quiz	-	5/5		
Quizzes		100%	50%	
Quiz 1	-	10/10		
Quiz 2	-	10/10		
Quiz 3	-	10/10		
Quiz 4	-	10/10		

Notice that, while none of the scores have changed from the prior example, the course grade percentage is now 105%, instead of 115%. This is due to the change in the weighting of the categories. The EC category has a maximum of 5% on top of the total grade (provided that you do not award more than the maximum number of points per item).

How are grades calculated in Gradebook Classic?

The Gradebook Classic tool automatically calculates a course grade based on the number of points scored out of the total points submitted (i.e., a running grade). Ungraded items will not be included in the course grade calculation, so the course grade will not necessarily reflect the student's true score. To include ungraded items in the course grade calculation, you need to enter a 0 (zero) for those items.

To exclude a gradebook item from the course grade, you can edit the gradebook item and deselect **Include this item in course grade calculations**. The score for that item will appear in parentheses to indicate that it is not included in the course grade calculation.

Extra credit points are excluded from the total possible points available, but included in student grade calculations for points awarded. See [How does extra credit work in Gradebook Classic?](#) for more information on extra credit gradebook items and categories.

*Note: Students can't see their grades for an item unless you select **Release this item to students** when editing the gradebook item.*

Example of a non-weighted gradebook calculation:

If your gradebook does not have weighted categories, the calculation is relatively simple. The Course Grade is the total number of points awarded divided by the total points possible. Let's look at an example of this below.

Assignment is worth 50 points.

Gradebook Items > Edit: Assignment

* means required

Title *	Assignment <input type="button" value="Edit"/>
Gradebook Item Point Value *	50
<input type="checkbox"/> Extra Credit	
Due Date (mm/dd/yy)	<input type="text"/> <input type="button" value="Calendar"/>
<input checked="" type="checkbox"/> Release this item to Students <input checked="" type="checkbox"/> Include this item in course grade calculations	
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

In this example, the Assignment has a total points possible of 50 points.

Only Assignments has been graded.

Student Name	Student ID 	Course Grade	Assignment Details	Homework Details	Quiz Details
student01	student01	70%	35	-	-
student02	student02	80%	40	-	-
student03	student03	90%	45	-	-

Notice the scores for each student.

- student01 has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment.
- student02 has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment.
- student03 has a course grade of 90%. This grade is based on 45 out of 50 points on Assignment.

The Homework and Quiz are not calculated in the course grade since they have not been assigned any scores.

Homework is worth 100 points.

[Gradebook Items](#) > **Edit: Homework**

* means required

Title *	<input type="text" value="Homework"/>
Gradebook Item Point Value *	<input type="text" value="100"/>
<input type="checkbox"/> Extra Credit	
Due Date (mm/dd/yy)	<input type="text"/>
<input checked="" type="checkbox"/> Release this item to Students	
<input checked="" type="checkbox"/> Include this item in course grade calculations	
<input type="button" value="Save Changes"/>	<input type="button" value="Cancel"/>

Homework has now been graded.

Student Name	Student ID	Log	Points	Comments	Edit >>
student01	student01		<input type="text" value="90"/>		
student02	student02		<input type="text" value="80"/>		
student03	student03		<input type="text" value="70"/>		

Cumulative grades after Homework is graded.

Student Name	Student ID	Course Grade	Assignment Details	Homework Details	Quiz Details
student01	student01	83.33%	35	90	-
student02	student02	80%	40	80	-
student03	student03	76.66%	45	70	-

Now, notice the updated course grades for each student. The scores for Assignment and Homework are added together, and then they are divided by the total possible points for those two items combined.

- student01 has a course grade of 83.33%. This grade is based on the following calculation: $(35 + 90) / 150 = 83.33\%$
- student02 has a course grade of 80%. This grade is based on the following calculation: $(40 + 80) / 150 = 80\%$
- student03 has a course grade of 76.66%. This grade is based on the following calculation: $(45 + 70) / 150 = 76.66\%$

Not all Quizzes have been submitted.

Student Name	Student ID	Course Grade	Assignment Details	Homework Details	Quiz Details
student01	student01	83.33%	35	90	-
student02	student02	82.28%	40	80	24
student03	student03	80%	45	70	25

Only the grades that have been entered are calculated. Student01 has not submitted a quiz, so his grade is still $(90 + 35) / 150$ or 83.33%.

The other students have submitted quizzes. Quizzes are worth 25 points. so their scores are:

- student02 $(40 + 80 + 24) / 175 = 82.28\%$
- student03 $(45 + 70 + 25) / 175 = 80\%$

The student did not submit the quiz.

Student Name	Student ID	Course Grade	Assignment Details	Homework Details	Quiz Details
student01	student01	71.42%	35	90	0
student02	student02	82.28%	40	80	24
student03	student03	80%	45	70	25

Since student01 did not turn in the quiz and was assigned a zero on that item by the instructor, now the grade is $(90 + 35) / 175 = 71.42\%$

Example of a weighted gradebook calculation:

On the other hand, if you have weighted categories in your gradebook, the calculation is a little more complex. First, all of the items within each category are averaged, taking the total points awarded within the category, and dividing that by the total possible points within the category. Then, all category averages are multiplied by the category weighting and added together to determine the final score.

The example below shows the grade for an individual student in a weighted gradebook with three categories: Assignments (50% of course grade), Discussions (20% of course grade), and Quizzes (30% of course grade).

Student01 course grade with ungraded items.

[LINK](#) [HELP](#)

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade B (82%)

Gradebook Items

Title	Due Date	Grade*	Weight	Comments
Assignments		85%	50%	
Assignment 1	-	80/100		
Assignment 2	-	90/100		
Assignment 3	-	-		
Discussions		100%	20%	
Discussion 1	-	10/10		
Discussion 2	-	10/10		
Discussion 3	-	10/10		
Quizzes		65%	30%	
Quiz 1	-	13/20		
Quiz 2	-	-		
Quiz 3	-	-		

In this example, student01 has not received a score for Assignment 3, Quiz 2, or Quiz 3. Those three items and their associated possible points are automatically excluded from the grade calculation. Therefore, the grade is calculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90) / 200 = 0.85$ or 85%
- Discussions = $(10 + 10 + 10) / 30 = 1$ or 100%
- Quizzes = $13 / 20 = 0.65$ or 65%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.85 \times 50) + (1 \times 20) + (0.65 \times 30) = 82\%$

Student01 with no ungraded items.

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)



Course Grade C (79%)

Gradebook Items

<u>Title</u>	<u>Due Date</u>	<u>Grade*</u>	<u>Weight</u>	Comments
Assignments		90%	50%	
Assignment 1	-	80/100		
Assignment 2	-	90/100		
Assignment 3	-	100/100		
Discussions		100%	20%	
Discussion 1	-	10/10		
Discussion 2	-	10/10		
Discussion 3	-	10/10		
Quizzes		46.66%	30%	
Quiz 1	-	13/20		
Quiz 2	-	15/20		
Quiz 3	-	0/20		

Now, student01 has received grades for all items, including a zero for Quiz 3 which the student failed to submit. The grade is recalculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90 + 100) / 300 = 0.90$ or 90%
- Discussions = $(10 + 10 + 10) / 30 = 1$ or 100%
- Quizzes = $(13 + 15 + 0) / 60 = 0.46$ or 46%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.90 \times 50) + (1 \times 20) + (0.46 \times 30) = 79\%$

Setting all ungraded items to zero.

If you would like to enter zeros for all ungraded items in the course, you may update all items at once.

Note: This option should be used with caution, as it will enter a zero for any items not yet scored. It is best used at the end of the term after all submitted work has been graded. THIS ACTION CANNOT BE UNDONE.

Go to Course Grades.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

Click the Set Ungraded Items to Zero button.

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	C (79%)		
student02	student02	-		
student03	student03	-		
student04	student04	-		

Export grades as CSV ▾ Download Data options

Save Changes Clear Changes Set Ungraded Items to Zero

How do students view their grades in Gradebook Classic?

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

View your grade report.

[LINK](#) [HELP](#)

Grade Report for student01 demo

Course Grade Not yet available

Course Points** Not yet available

Gradebook Items

Title	Due Date ▾	Grade*	Weight	Comments
Assignments (Keep 2 Highest)		100%	30%	
Assignment 1	Apr 1, 2016	100/100		Excellent work! from Assignments
Assignment 2 (Extra Credit)	Apr 8, 2016	-		from Assignments
Assignment 3	Apr 22, 2016	-		from Assignments
Discussions (Drop 1 Lowest)		95%	20%	
Discussion Post 1	Mar 31, 2016	10/10		
Discussion Post 2	Apr 7, 2016	8/10		
Discussion Post 3	Apr 14, 2016	9/10		
Exams (Keep 2 Highest)		100%	30%	
Exam 1	-	100/100		from Tests & Quizzes
Exam 2	-	100/100		from Tests & Quizzes
Exam 3	-	0/100		from Tests & Quizzes
Extra Credit (Extra Credit)		100%	5%	
Bonus Points	-	10/10		
Quizzes (Drop 1 Lowest)		100%	20%	
Quiz 1	-	40/10		from Tests & Quizzes
Quiz 2	-	10/10		from Tests & Quizzes
Quiz 3	-	-		from Tests & Quizzes

Legend:

*Grades in parentheses () are not included in the course grade calculation.

**"Course Points" does not include weighting or other grading factors at the discretion of the instructor(s). Please refer to your syllabus or instructor(s).

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

Gradebook2

What is the Gradebook2?

Note: Gradebook2 is not the default (or "core") gradebook tool in Sakai. It may or may not be installed/available on your system. Check with your system administrator if you are not certain which gradebook tool is available for your instance.

Gradebook2 allows instructors to calculate, store, and distribute grade information to students. It provides a spreadsheet-style interface and a variety of useful features.

As an instructor using Gradebook2, you may do all of the following:

- Enter grades as points, percentages, or letter grades. Correlate letter grades to a 100-percent course grade scale.
- Enter, view, edit, and release item grades and comments, as well as course grades, to students.
- Create categories that organize items in the gradebook.
- Weight categories in the gradebook, as well as assign relative weights for items within categories.
- Drop lowest-score items in a category.
- Create extra credit items that don't negatively impact course grades
- View a variety of statistics (including mean, median, mode, and class rank) as well as statistics charts.
- Import grades and comments for single or multiple items saved in .xls, .xlsx, or .csv format.
- Export grades and comments in .csv, .xls, or .xlsx format.
- Override default permissions for users with the Teaching Assistant (TA) role to specify unique permissions within the gradebook.

You can set up three types of gradebook:

Non-weighted--a simple gradebook with a series of items. A running "course grade" is the calculated grade for all items that have been graded to date.

Do not use this type of gradebook if:

- You want to organize your graded items by categories
- You want to weight your graded items
- You want to drop lowest-score items

Non-weighted categories--a gradebook in which items are organized in categories. A running "course grade" is the calculated grade for all items that have been graded to date.

With this type of gradebook, you can choose to drop a set number of lowest-score items in a category.

Weighted categories--a gradebook in which items are organized in weighted categories. The weight of an item is its relative weight in the category (i.e., weight relative to other items in category) multiplied by the category weight in the gradebook.

With this type of gradebook, you can:

- Specify the weight of each category
- Specify the relative weight of each item in a category manually
- Set up the category so the relative weights of all items are equal
- Set up a category so the maximum points of each item determines its relative weight in the category
- Include extra credit items in which the extra credit contribution is determined by item weight

A running "course grade" is the calculated grade for all items that have been graded to date.

Note: If some items are not scored, the calculated course grade will reflect scored item weights automatically adjusted to equal 100% of the gradebook.

Example of a non-weighted gradebook:

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel displays a list of items under the 'Gradebook' tab. The items listed are: Poetry 101 Fall 2014 (350 total points), Paper 1 (100 points), Paper 2 (100 points), Poetry Quiz 1 (50 points), and Week 1 Discussion (100 points). The 'Poetry 101 Fall 2014' item is expanded, showing its sub-items. On the right, the main gradebook table lists student names, their course grades, and individual scores for each item. The table has columns for Student Name, Last Name, First..., Course Grade, Grade Override, Paper 1 [%], and Poetry Quiz 1 [%]. The data is as follows:

Last Name, First...	Course Grade	Grade Override	Paper 1 [%]	Poetry Quiz 1 [%]
Doe, Jack	B (83.71%)		91	70
Doe, Jane	B+ (88.33...)		88	
Doe, Jasmine	A (96.00...)		96	
Doe, John	C+ (77.33...)		77	

Example of a non-weighted categories gradebook:

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel displays a hierarchy of assignments under 'Poetry 101 Fall 2014'. The assignments include 'Papers' (200 points), 'Paper 1' (100 points), 'Quizzes' (50 points), 'Poetry Quiz 1' (50 points), and 'Forum Participation' (100 points). On the right, the 'Student Grades' panel lists four students with their course grades and individual scores for 'Paper 1 [%]'. A red box labeled 'Categories' highlights the assignment categories in the Grade Items list.

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Grade Override	Paper 1 [%]
Doe, Jack	B (83.71%)		91
Doe, Jane	B+ (88.33...)		88
Doe, Jasmine	A (96.00...)		96
Doe, John	C+ (77.33...)		77

Example of a weighted categories gradebook:

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel displays a hierarchy of assignments under 'Poetry 101 Fall 2014'. The assignments include 'Papers' (50 points, 100% category weight), 'Paper 1' (16.67 points, 33.33% category weight), 'Paper 2' (16.67 points, 33.33% category weight), 'Paper 3' (16.67 points, 33.33% category weight), 'Tests' (35 points, 100% category weight), 'Midterm Exam' (12.25 points, 35% category weight), 'Final Exam' (22.75 points, 65% category weight), and 'Participation' (15 points, 100% category weight). On the right, the 'Student Grades' panel lists four students with their course grades and individual scores for 'Paper 1 [100pts]' and 'Paper 2 [100pts]'. A red box labeled 'Category Weights' highlights the percentage weights assigned to each category in the Grade Items list.

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
Doe, Jack	C- (72.00...)	78	66
Doe, Jane	B (83.50...)	89	78
Doe, Jill	A (95.50...)	96	95
Doe, John	A- (90.00...)	92	88

How do I navigate the Gradebook2 tool?

Example: Typical "weighted" gradebook.

The screenshot shows the Gradebook2 tool interface with several key components highlighted:

- Grade Item Panel (Left):** Displays a hierarchical list of grade items. A red arrow points to the "Tools" menu above it, and a yellow callout labeled "Menu" covers the top of the panel. A green callout labeled "Grade Item Panel" is at the bottom left of the panel.
- Spreadsheet Panel (Right):** Displays student grades in a grid format. A red arrow points to the "All Sections" dropdown button above the grid, and a yellow callout labeled "View all students or groups of students" is to its right. A green callout labeled "Spreadsheet Panel" is centered over the grid area.
- Page Number and Page Size:** At the bottom right, there is a page navigation bar with "Page 1 of 1" and a "Displaying 1 - 5 of 5 Page size: 19" message. Red arrows point from yellow callouts to both of these elements. The "Page number" callout is near the "Page 1" text, and the "Number of students listed on a page (editable)" callout is near the "Page size" text.

Name	% Grade	% Category
Gradebook	100 / 100	-
Papers	50	100 / 100
Paper 1	16.67	33.33
Paper 2	16.67	33.33
Paper 3	16.67	33.33
Research Paper	+ 7.5	+ 15
Participation	5	100 / 100
Attendance	5	100
Discussions	25	100 / 100
Discussions - Avian	6.25	25
Forum 1	6.25	25
Forum 2	6.25	25
Forum 3	6.25	25
Forum 4	6.25	25
Exams	20	100 / 100
Mid Term	10	50
Final Exam	10	50

Last Name, First...	Course Grade	Paper 1 [%]
Doe, Jane	B- (81.27%) ***	64
Doe, Janet	A- (92.50%) ***	89
Doe, Jasmine	B- (82.20%) ***	92
Doe, Jill	A (96.40%) ***	100
Doe, John	D- (62.50%) ***	75

Example: Grade Item Panel

Checkmark to see grading column in the spreadsheet panel

Blue color indicates item is released to students

Green color indicates extra credit item

Grey italics indicates item is not released and not included in Course Grade calculation

Number of lowest score items dropped in category

Category

Grade Item

Category weight

Item weight in gradebook

Item relative weight in category

Point value

The screenshot shows the 'Grade Items' panel with the 'Gradebook' tab selected. The left sidebar lists categories: Gradebook, Papers, Participation, Discussions, and Exams. The main table displays items with columns: Name, % Grade, % Category, and Points.

Name	% Grade	% Category	Points
Gradebook	100 / 100	-	1000
Papers	50	100 / 100	300
Paper 1	16.67	33.33	100
Paper 2	16.67	33.33	100
Paper 3	16.67	33.33	100
Research Paper	+ 7.5	+ 15	+ 100
Participation	5	100 / 100	100
Attendance	5	100	100
<i>Read Syllabus</i>	0	0	100
Discussions	25	100 / 100	400
Discussions - Avian	6.25	25	100
Forum 1	6.25	25	100
Forum 2	6.25	25	100
Forum 3	6.25	25	100
Forum 4	6.25	25	100
Exams	20	100 / 100	200
Mid Term	10	50	100
Final Exam	10	50	100

Example: Spreadsheet Panel

The screenshot shows a gradebook spreadsheet with the following columns: Student Name, Last Name, First..., Course Grade, Grade Override, Paper 1 [%], and Paper 2 [%]. The rows list students Doe, Jane, Doe, Janet, Doe, Jasmine, Doe, Jill, and Doe, John. A yellow callout labeled "Instructor comments" points to the "Grade Override" column. Red arrows point from four yellow callouts below to specific cells: "Student" to Doe, Jane's name; "Course Grade (running grad...)" to Doe, Janet's course grade; "Course Grade Override (manually entered)" to Doe, Jane's grade override; and "Graded Items" to the Paper 1 and Paper 2 percentage columns.

Student Name		Find	Clear	All Sections		Instructor comments	trunk
Last Name, First...	Course Grade	Grade Override	Paper 1 [%]	Paper 2 [%]			
Doe, Jane	B (override) ***	B	64	76			
Doe, Janet	A- (92.50%) ***		89	93			
Doe, Jasmine	B- (82.20%) ***		92	88			
Doe, Jill	A (96.40%) ***		100	93			
Doe, John	D- (62.50%) ***		75	60			

Example: Student view of Gradebook2.

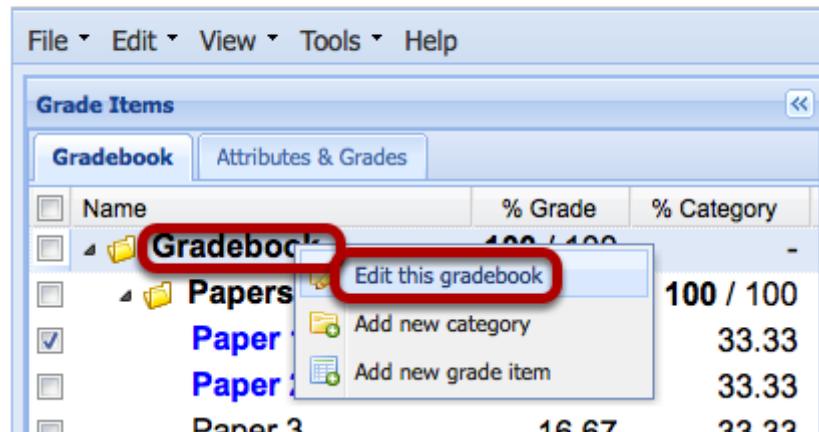
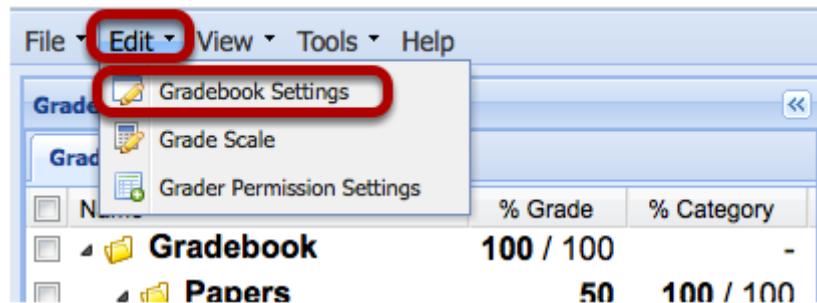
The screenshot shows a student view of Gradebook2. On the left, a sidebar displays the student's information: Name (Janet Doe), Email (janet.doe.tufts@gmail.com), Id (janetdoe), Section (Red Group), Course Grade (A-), and Calculated Grade (92.50). Below this is a table titled "Individual Scores (click on a row to see comments)". It contains two rows: "Course Grade" with weight - and scores - for both items, and "Papers (50% of course grade)" with items Paper 1 (16.667, 89%) and Paper 2 (16.667, 93%). To the right, a "Comments" section contains a message: "Very good observations. Some things might consider: Shakespeare's birds symbolize the characters his plays in much the same way. The use of "light" and "darkness" symbolizes traits. He used the martlet and the swan to symbolize good, and the raven, o (IV,iii,217) to symbolize evil."

Name	Janet Doe
Email	janet.doe.tufts@gmail.com
Id	janetdoe
Section	Red Group
Course Grade	A-
Calculated Grade	92.50

Item	Weight	Score	Date Due	Comments	Scoring ...
<input type="checkbox"/> Course Statistics					
Course Grade	-	-	-		
<input type="checkbox"/> Papers (50% of course grade)					
Paper 1	16.667	89%			
Paper 2	16.667	93%			

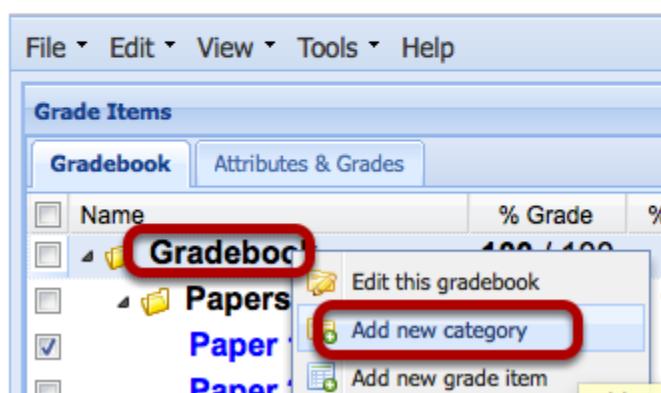
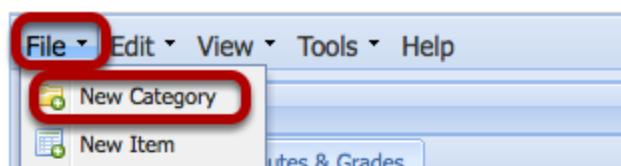
Comments:
Very good observations. Some things might consider: Shakespeare's birds symbolize the characters his plays in much the same way. The use of "light" and "darkness" symbolizes traits. He used the martlet and the swan to symbolize good, and the raven, o (IV,iii,217) to symbolize evil.

To set-up Gradebook, click Edit / Gradebook Settings



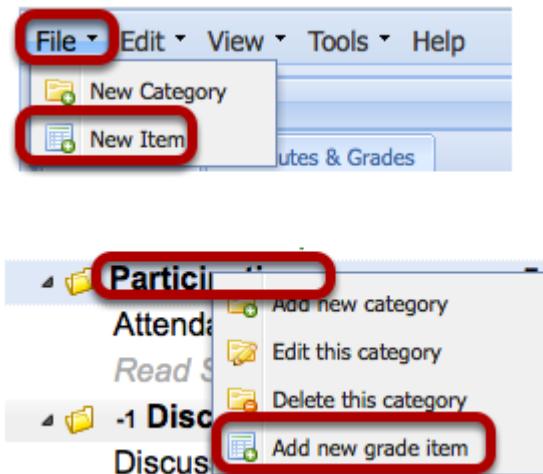
Note: OR Right-Click (CTRL-Click MAC) in the word "Gradebook" and select Edit this Gradebook.

To Add Categories, click File / New Category.



Note: OR Right-Click (CTRL-Click MAC) in the word "Gradebook" and select Add New Category.

To add a new item, click File / New Item



Note: OR Right-Click (CTRL-Click MAC) the name of a Category and select Add New Grade Item.

How do I create a non-weighted gradebook in the Gradebook2 tool?

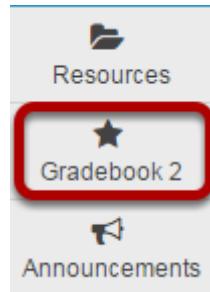
A non-weighted gradebook is a simple gradebook that allows instructors to post grades for a series of items.

Item grades can be further calculated into a running "Course Grade", which is the calculated grade for all items that have been graded to date.

Do not use this type of gradebook if:

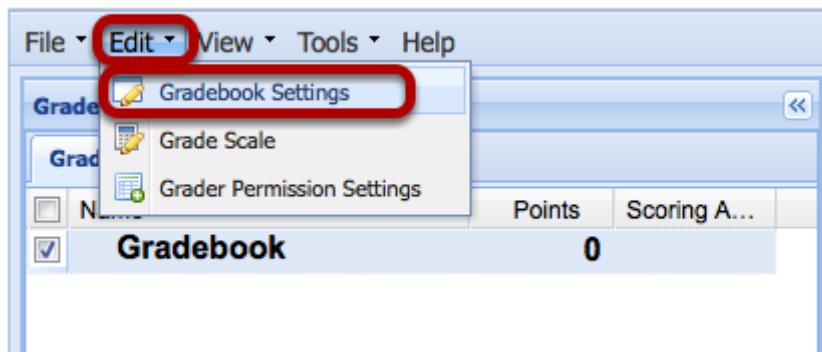
- You want to organize your graded items by categories
- You want to weight your graded items
- You want to drop lowest-score items

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

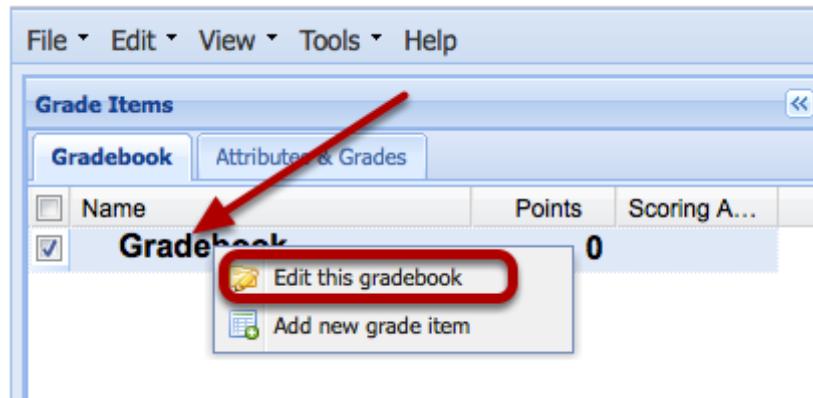
Click Edit > Gradebook Settings.



Alternately, you may also right-click the word **Gradebook** and select **Edit this Gradebook**.

This displays the Gradebook Settings in the right panel.

Or, right-click the word Gradebook and select Edit this Gradebook.



Set-up Gradebook.

The 'Set Up Gradebook' dialog box contains several configuration sections:

- Name:** Poetry 101 Fall 2014 (Step 1)
- Organize Gradebook using Category Style:** No Categories (Step 2)
- Grade Using:** Points (Step 3)
- Course grades:** Mean: Median: (Step 4)
- Mode:** Class rank: Statistics Chart: (Step 5)

Buttons at the bottom include Save, Save/Close (highlighted with a red box), and Cancel.

Gradebook Settings:

1. **Name:** By default The Gradebook is named "Gradebook". if you export a copy of the gradebook to your computer, the filename will also be the default, "Gradebook". Naming the gradebook makes it easy to identify the filename if you export a copy onto your computer. We recommend using the course name, quarter, and year, e.g., ENG001F11, or the actual site name.

2. **Organize by:** From the dropdown menu, choose the gradebook structure: For a simple non-weighted Gradebook select "No Categories" (the default). This is the most straightforward gradebook, listing only gradable items.

3. **Grade using:** from the dropdown menu, choose the grading format. *Note: You may choose only one option. Gradebook2 does not allow multiple grading systems.*

--- Points: This is a grading option that is commonly used by many instructors. All the item's points can add up to any total score and the Gradebook will automatically calculate the running Course Grade based on a 100% grade scale. If your gradebook is set up for points, the score entered for an item cannot be greater than the item's maximum possible points. You may enter a negative score.

--- Percentages: This option allows instructors to enter a percentage, between 0 and 100, of an item's maximum points. The Gradebook automatically calculates the percentage of each item's maximum points for the course grade, based on a 100% grade scale.

Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. If, in those three tools, you set the maximum points at any value other than 100, the Gradebook converts those points to the 0-100 scale used in percentage grading.

--- Letter Grades: This option allows instructors to enter letter scores of A+ through F, and 0, in the spreadsheet for grading. For the running Course Grade calculation, the Gradebook automatically adds all the item's letter grades and calculates the running course grade based on a 100% grade scale.

Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. The Gradebook converts these points to a letter grade.

4. **Display To Students options:** Gradebook2 allows instructors to release grade information to students. Checkmark any of the desired "display to students" settings

--- Course grades: Check the box if you want students to see a running total of their earned course grade, based solely on the work they have turned in.

--- Released items: This option is checked by default so students can see scores that the instructor has released via each item's settings. Instructors can decide to release or not release individual item scores. It is recommended that this "master" checkbox remain checked and instructors release or not release scores via the individual graded item settings. *Note: Uncheck this box if you do not want students to EVER see their scores for any items.*

--- Mean: Check the box to show students the mean, or average, of the class' course grades.

--- Median: Check the box to show students the median of the class' course grades.

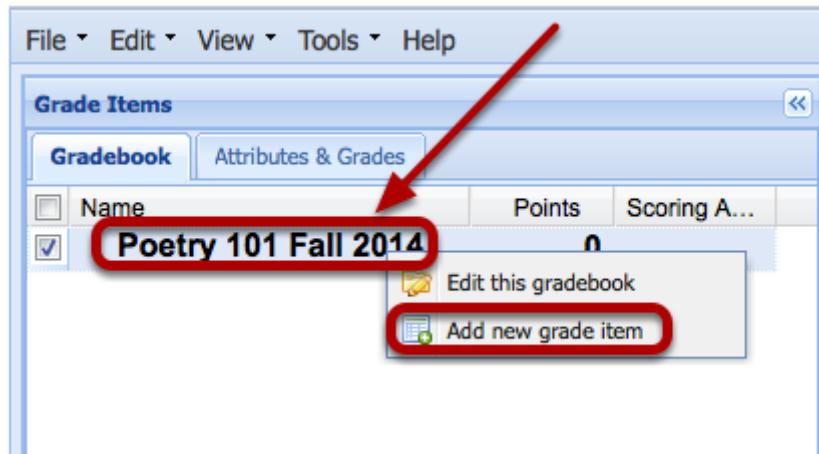
--- Mode: Check the box to show students the scores found most often in the class' set of course grades.

--- Class Rank: Check this box to show each student her or his course grade's class rank.

--- Statistics Chart: Check this box to let students see statistics charts for released items.

5. Once you are satisfied with all your settings, click **Save/Close**.

Add a grade item.



To add a grade item, right-click (CTRL-Click Mac) the gradebook title and select **Add a new grade item**.

This displays the New Item panel on the right.

Enter the graded item information.

The screenshot shows the 'New Item' dialog box with the following fields and settings:

- Name: Paper 1 (circled 1)
- Points: 150 (circled 2)
- Due date: Optional
- Source: Gradebook
- Include in grade: (circled 3)
- Extra credit: (circled 4)
- Release scores: (circled 5)
- Give ungraded no credit: (circled 6)
- Buttons: Add (circled 7), Add/CLOSE (circled 8), Cancel

Item Information:

1. Enter a name for the item in the **Name** box.
2. Enter a total **Point** value for the item. By default, this value is 100 points. If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
3. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
4. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. *Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing). Use this feature with caution.*
7. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/CLOSE** to add the item and close the New Item frame.

Example of the new item added to the Gradebook (Graded by Points):

The screenshot shows the Grade Items interface. On the left, under the Gradebook tab, there is a tree view with 'Poetry 101 Fall 2014' expanded. Under it, 'Paper 1' is listed with a value of '150'. A red arrow points from a yellow oval labeled 'New grading item' to the 'Paper 1' entry. On the right, a student list table shows five entries: Doe, Jack; Doe, Jane; Doe, Janet; Doe, Jill; and Doe, John.

Student Name	Find	Clear	All Sections
Last Name, First...			
Doe, Jack			
Doe, Jane			
Doe, Janet			
Doe, Jill			
Doe, John			

Example of the new item added to the Gradebook (Graded by Percentage):

The screenshot shows the Grade Items interface. On the left, under the Gradebook tab, there is a tree view with 'Poetry 101 Fall 2014' expanded. Under it, 'Paper 1' is listed with a value of '100'. A red arrow points from a yellow oval labeled 'New grading item' to the 'Paper 1' entry. On the right, a student list table shows five entries: Doe, Jack; Doe, Jane; Doe, Janet; Doe, Jill; and Doe, John.

Student Name	Find	Clear	All Sections
Last Name, First...			
Doe, Jack			
Doe, Jane			
Doe, Janet			
Doe, Jill			
Doe, John			

Display in spreadsheet.

The screenshot shows the Grade Items interface. On the left, under the Gradebook tab, there is a tree view with 'Poetry 101 Fall 2014' expanded. Under it, 'Paper 1' is listed with a value of '150'. A red arrow points from a yellow oval labeled 'New grading item' to the 'Paper 1' entry. A red circle highlights the checkbox next to 'Paper 1'. On the right, a student list table shows five entries: Doe, Jack; Doe, Jane; Doe, Janet; Doe, Jill; and Doe, John. A red arrow points from the 'Grade Override' column to the value 'Paper 1 [150pts]'.

Student Name	Find	Clear	All Sections	Grade Override
Last Name, First...				
Doe, Jack				Paper 1 [150pts]
Doe, Jane				
Doe, Janet				
Doe, Jill				
Doe, John				

To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel

Enter Grades in the spreadsheet grading column.

The screenshot shows the Grade Items page in Sakai 11. On the left, there is a 'Gradebook' section with a table for 'Poetry 101 Fall 2014'. The table has columns for Name, Points, and Scoring A... The row for 'Paper 1' has a checked checkbox in the first column. On the right, there is a 'Student Name' section with a table showing student names, course grades, grade overrides, and paper scores. The table has columns for Last Name, First..., Course Grade, Grade Override, and Paper 1 [150pts]. The rows are for Doe, Jack, Doe, Jane, Doe, Janet, Doe, Jill, and Doe, John. The last row, Doe, John, is highlighted in blue.

Last Name, First...	Course Grade	Grade Override	Paper 1 [150pts]
Doe, Jack	C (73.33%)		110
Doe, Jane	B- (80.00%)		120
Doe, Janet	A (97.33%)		146
Doe, Jill	C+ (78.00%)		117
Doe, John	B (86.67%)		130

Note:

- Points: You can only enter a number in the range of 0 to the maximum number of points you listed for the grade item.*
- Percentage: You can only enter a number in the range of 0% to 100 %*
- Letter Grade: you can only enter a letter grade between F and A+*

Release item grades to students.

The screenshot shows the Grade Items page with a context menu open over the 'Paper 1' grade item. The menu has three options: 'Add new grade item', 'Edit this grade item', and 'Delete this grade item'. The 'Edit this grade item' option is highlighted with a red box and a red arrow points to it from above.

To release the item grades to students, right-click (CTRL-Click Mac) the grade item and select **Edit this Item**.

This displays the Edit Item panel on the right.

Check Release Scores and click Save/Close.

Edit Item

Name:	Paper 1
Points:	150
Due date:	Optional
Source:	Gradebook
Include in grade:	<input checked="" type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input checked="" type="checkbox"/>
Give ungraded no credit:	<input type="checkbox"/>

Delete **Save** **Save/Close** **Cancel**

This changes the item color to Blue and releases the item scores to the students.

Example:

File ▾ Edit ▾ View ▾ Tools ▾ Help

Grade Items

Gradebook				Attributes & Grades			
Name	Points	Scoring A...		Last Name, First...	Course Grade	Grade Override	Paper 1 [150pts]
<input checked="" type="checkbox"/> Poetry 101 Fall 2014	150			Doe, Jack	C (73.33%)		110
<input checked="" type="checkbox"/> Paper 1	150			Doe, Jane	B- (80.00%)		120

Blue color denotes that item scores are released to students

Student Name	Find	Clear	All Sections
Last Name, First...			
Doe, Janet	A (97.33%)		146
Doe, Jill	C+ (78.00...)		117
Doe, John	B (86.67%)		130

How do I create non-weighted categories in Gradebook2?

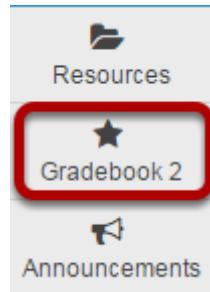
A non-weighted Categories gradebook is a simple gradebook that allows instructors to post grades for a series of items, which are organized in the Gradebook2 tool by Categories.

Item grades can be further calculated into a running "Course Grade", which is the calculated grade for all items that have been graded to date.

The difference between a "non-weighted gradebook" and a "non-weighted Categories gradebook" is:

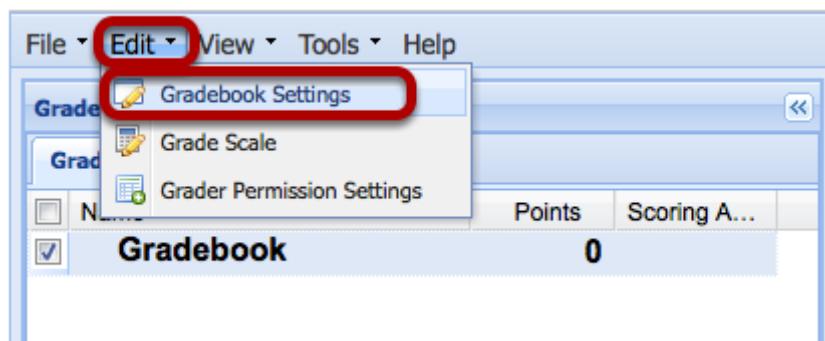
- Graded items are organized in instructor created categories.
- Instructors have the option to drop the lowest (or a number of the lowest) grades in a Category.

Go to Gradebook2.



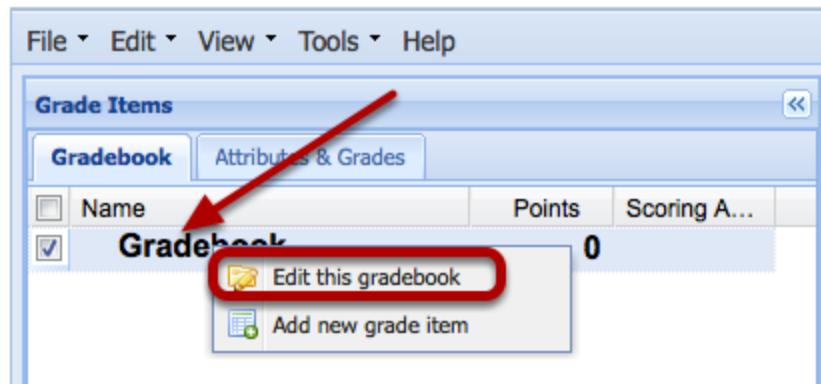
Select **Gradebook2** from the Tool Menu in your site.

Click Edit > Gradebook Settings.



This displays the Gradebook Settings in the right panel.

Or, you may right-click the word Gradebook and select Edit this Gradebook.



Set-up Gradebook.

The screenshot shows the 'Set Up Gradebook' dialog box. Step 1 highlights the 'Name:' field containing 'Poetry 101 Fall 2014'. Step 2 highlights the 'Categories' dropdown menu. Step 3 highlights the 'Points' option in the 'Grade Using' dropdown menu, which is open to show 'Points', 'Percentages', and 'Letter Grades'. Step 4 highlights the 'Released items:' checkbox, which is checked. Step 5 highlights the 'Save' button at the bottom right of the dialog.

Gradebook Settings:

- Name:** By default The Gradebook is named "Gradebook". if you export a copy of the gradebook to your computer, the filename will also be the default, "Gradebook". Naming the gradebook makes it

easy to identify the filename if you export a copy onto your computer. We recommend using the course name, quarter, and year, e.g., ENG001F11, or the actual site name.

2. **Organize by:** From the dropdown menu, choose the gradebook structure: For a simple non-weighted Categories Gradebook select "Categories". This is a straightforward gradebook, listing gradable items organized by Categories.
3. **Grade using:** from the dropdown menu, choose the grading format. *Note: You may choose only one option. Gradebook2 does not allow multiple grading systems.*

--- **Points:** This is a grading option that is commonly used by many instructors. All the item's points can add up to any total score and the Gradebook will automatically calculate the running Course Grade based on a 100% grade scale. If your gradebook is set up for points, the score entered for an item cannot be greater than the item's maximum possible points. You may enter a negative score.

--- **Percentages:** This option allows instructors to enter a percentage, between 0 and 100, of an item's maximum points. The Gradebook automatically calculates the percentage of each item's maximum points for the Course Grade, based on a 100% grade scale.

Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. If, in those three tools, you set the maximum points at any value other than 100, the Gradebook converts those points to the 0-100 scale used in percentage grading.

--- **Letter Grades:** This option allows instructors to enter letter scores of A+ thru F, and 0, in the spreadsheet for grading. For the running Course Grade calculation, the Gradebook automatically adds all the item's letter grades and calculates the running course grade based on a 100% grade scale.

Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. The Gradebook converts these points to a letter grade.

4. **Display To Students options:** Gradebook2 allows instructors to release grade information to students. Checkmark any of the desired "display to students" settings

--- **Course grades:** Check the box if you want students to see a running total of their earned course grade, based solely on the work they have turned in.

--- **Released items:** This option is checked by default so students can see scores that the instructor has released via each item's settings. Instructors can decide to release or not release individual item scores. It is recommended that this "master" checkbox remain checked and instructors release or not release scores via the individual graded item settings. *Note: Uncheck this box if you do not want students to EVER see their scores for any items.*

--- **Mean:** Check the box to show students the mean, or average, of the class' course grades.

--- **Median:** Check the box to show students the median of the class' course grades.

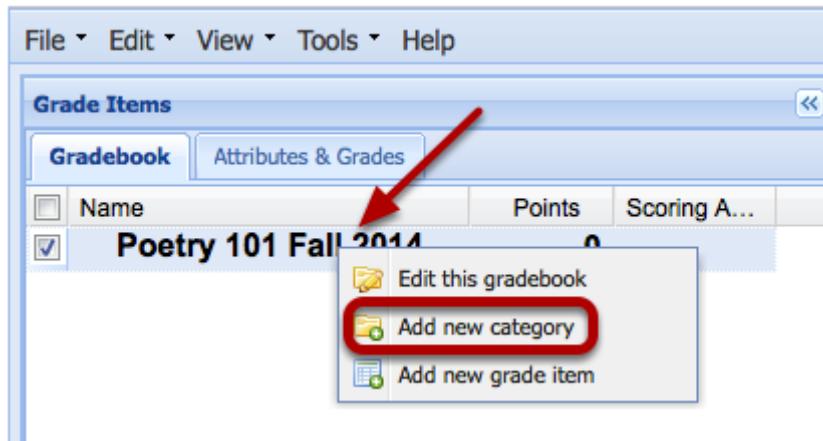
--- **Mode:** Check the box to show students the scores found most often in the class' set of course grades.

--- Class Rank: Check this box to show each student her or his course grade's class rank.

--- Statistics Chart: Check this box to let students see statistics charts for released items.

- Once you are satisfied with all your settings, click **Save/Close**.

Create a Category.



To Create a Category, right-click (CTRL-Click Mac) the gradebook title and select **Add new category**.

This displays the Add Category panel on the right.

Enter Category information.

A screenshot of the "New Category" dialog box. It has fields for Name (labeled 1), Drop lowest (labeled 2), Include in grade (labeled 3), Extra credit (labeled 4), Release scores (labeled 5), and buttons for Add (labeled 6), Add/Close (which is highlighted with a red box), and Cancel.

Category Information:

- Enter a **Name** for the category

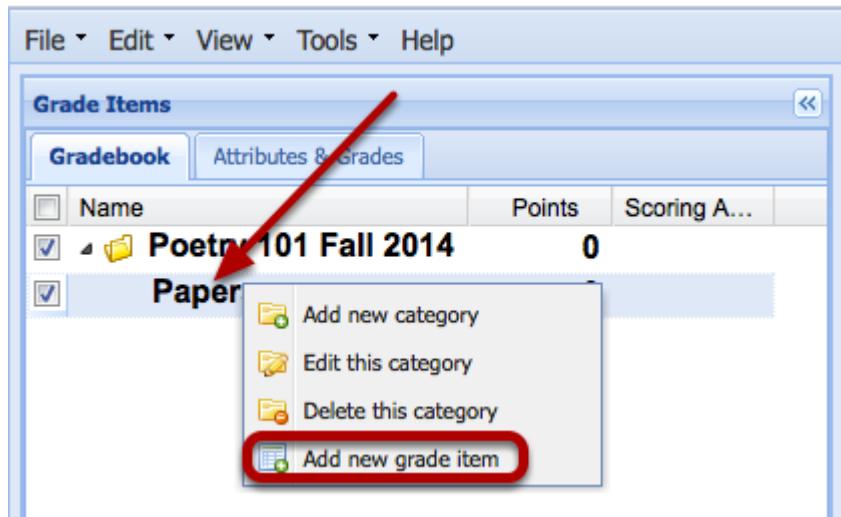
2. Instructors have the option to specify the number of lowest-score items in the category that they want to exclude from course grade calculations, by entering a number in the **Drop lowest** box. The Gradebook will display this number next to the category folder icon in the Gradebook tab of the Grade Items frame.
3. Check the **Include in grade** box to include all items in the category in running Course Grade calculations.
4. Check **Extra credit** if you want all items in the category to have no negative impact on grade course calculations
5. The **Release Scores** option is unchecked by default. It is recommended that this "semi-master" checkbox remain unchecked and instructors release or not release scores via the individual graded item settings. Checking this box will automatically release the scores for all of the items in the category.
6. Click **Add** if you want to add the Category and remain in the New Category frame to add another Category. Click **Add/Close** to add the Category and close the New Category frame.

Example of added Category:

The screenshot shows the Sakai Grade Items interface. On the left, there's a tree view with 'Poetry 101 Fall 2014' expanded, showing 'Papers' as a child node. A red arrow points from a yellow button labeled 'New Category' to the 'Papers' node. On the right, there's a grid of student names and course grades. The grid has columns for 'Last Name, First...', 'Course Grade', and 'Grade Override'. The student names listed are Doe, Jack; Doe, Jane; Doe, Janet; Doe, Jill; and Doe, John.

Last Name, First...	Course Grade	Grade Override
Doe, Jack		
Doe, Jane		
Doe, Janet		
Doe, Jill		
Doe, John		

Add a grade item to the category.



To add a grade item to the category, right-click (CTRL-Click Mac) the category title and select **Add a new grade item**.

This displays the New Item panel on the right.

Enter the Graded Item information.

A screenshot of the New Item panel. It has fields for Name (1), Category (2), Points (3), Due date (4), Source (5), Include in grade (6), Extra credit (7), Release scores (8), Give ungraded no credit (9), Add (10), Add/Close (11), and Cancel (12). The "Name" field contains "Paper 1", the "Category" dropdown contains "Papers", and the "Include in grade" checkbox is checked. The "Add/Close" button is highlighted with a red oval.

Name:	1	Paper 1
Category:	2	Papers
Points:	3	150
Due date:	4	Optional
Source:	5	Gradebook
Include in grade:	6	<input checked="" type="checkbox"/>
Extra credit:	7	<input type="checkbox"/>
Release scores:	8	<input type="checkbox"/>
Give ungraded no credit:	9	<input type="checkbox"/>
	10	Add
	11	Add/Close
	12	Cancel

Item Information:

1. Enter a name for the item in the **Name** box.
2. Note the **Category**

3. Enter a total **Point** value for the item. By default, this value is 100 points. If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
4. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
5. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing). *Note: Use this feature with caution.*
8. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/Close** to add the item and close the New Item frame.

Example of the new item added to the Gradebook Category (Graded by Points):

The screenshot shows the Sakai Gradebook interface. On the left, there's a tree view under 'Grade Items' with 'Gradebook' selected. A red arrow points from the 'Poetry 101 Fall 2014' category node to a yellow box labeled 'Category'. Another red arrow points from the 'Paper 1' item under 'Papers' to a yellow box labeled 'Grading item'. To the right is a table for entering student grades. A red circle highlights the '150' value in the 'Points' column for 'Paper 1'. The table has columns for 'Student Name', 'Last Name, First...', 'Course Grade', and 'Grade Override'.

Student Name	Last Name, First...	Course Grade	Grade Override
Doe, Jack			
Doe, Jane			
Doe, Janet			
Doe, Jill			
Doe, John			

Example of the new item added to the Gradebook Category (Graded by Percentage):

The screenshot shows the Sakai Grade Items interface. On the left, the Gradebook tab is selected, displaying a list of items under the category "Poetry 101 Fall 2014". A new item, "Paper 1", has been added and is highlighted with a red circle around its value of 100. On the right, the Gradebook spreadsheet panel shows student names and course grades. A yellow callout box labeled "Category" points to the category header in the Gradebook tab. Another yellow callout box labeled "New grading item" points to the newly added "Paper 1" item.

Name	Points	Scoring A...
Poetry 101 Fall 2014	100	
Papers	100	
Paper 1	100	

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Grade Override	
Doe, Jack			
Doe, Jane			
Doe, Janet			
Doe, Jill			
Doe, John			

Display in spreadsheet.

The screenshot shows the Sakai Grade Items interface. The Gradebook tab is selected, displaying the same list of items. A checkbox next to "Paper 1" is checked, indicated by a red circle. On the right, the Gradebook spreadsheet panel shows student names and course grades. A large red arrow points from the checked box in the Gradebook list to the "Grade Override" column in the spreadsheet, which now displays "Paper 1 [150pts]".

Name	Points	Scoring A...
Poetry 101 Fall 2014	150	
Papers	150	
<input checked="" type="checkbox"/> Paper 1	150	

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Grade Override	Paper 1 [150pts]
Doe, Jack			
Doe, Jane			
Doe, Janet			
Doe, Jill			
Doe, John			

To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel.

Enter Grades in the spreadsheet grading column.

The screenshot shows the Sakai Grade Items interface. On the left, a tree view of grade items: Poetry 101 Fall 2014 (150 points), Papers (150 points), and Paper 1 (150 points). On the right, a grid showing student grades:

Last Name, First...	Course Grade	Grade Override	Paper 1 [150pts]
Doe, Jack	C (73.33%)		110
Doe, Jane	B- (80.00%)		120
Doe, Janet	A (97.33%)		146
Doe, Jill	C+ (78.00...)		117
Doe, John	B (86.67%)		130

Note:

- Points: You can only enter a number in the range of 0 to the maximum number of points you listed for the grade item.*
- Percentage: You can only enter a number in the range of 0% to 100 %*
- Letter Grade: you can only enter a letter grade between F and A+*

Release item grades to students.

The screenshot shows the Grade Items interface with a context menu open over the "Paper 1" grade item. The menu options are:

- Add new category
- Add new grade item
- Edit this grade item** (highlighted with a red box and arrow)
- Delete this grade item

To release the item grades to students, right-click (CTRL-Click Mac) the grade item and select **Edit this Item**.

This displays the Edit Item panel on the right.

Check Release Scores and click Save/Close.

Edit Item

Name:	Paper 1
Category:	Papers
Points:	150
Due date:	Optional
Source:	Gradebook
Include in grade:	<input checked="" type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input checked="" type="checkbox"/>
Give ungraded no credit:	<input type="checkbox"/>

This changes the item color to Blue and releases the item scores to the students.

Example:

File ▼ Edit ▼ View ▼ Tools ▼ Help

Grade Items

Gradebook		Attributes & Grades	
Name	Points	Scoring A...	
<input checked="" type="checkbox"/> Poetry 101 Fall 2014	150		
<input checked="" type="checkbox"/> Poetry 101 Fall 2014	150		
<input checked="" type="checkbox"/> Papers	150		
<input checked="" type="checkbox"/> Paper 1	150		

Blue color denotes that item scores are released to students

Student Name	Find	Clear	All Sections
Last Name, First...	Find	Clear	All Sections
Doe, Jack	C (73.33%)		110
Doe, Jane	B- (80.00%)		120
Doe, Janet	A (97.33%)		146
Doe, Jill	C+ (78.00...)		117
Doe, John	B (86.67%)		130

How do I create weighted categories in Gradebook2?

A Weighted Categories gradebook allows the instructor to post grades to items organized by weighted categories. The weight of an item is its relative weight in the category (i.e., weight relative to other items in category) multiplied by the category weight in the gradebook.

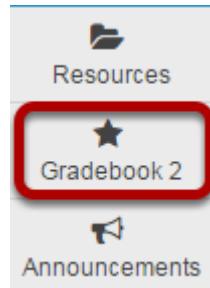
Instructors have the option to:

- Specify the weight of each category
- Specify the relative weight of each item in a category manually
- Set up the category so the relative weights of all items are equal
- Set up a category so the maximum points of each item determines its relative weight in the category
- Include extra credit items in which the extra credit contribution is determined by item weight

Item grades can be further calculated into a running "Course Grade", which is the calculated grade for all items that have been graded to date.

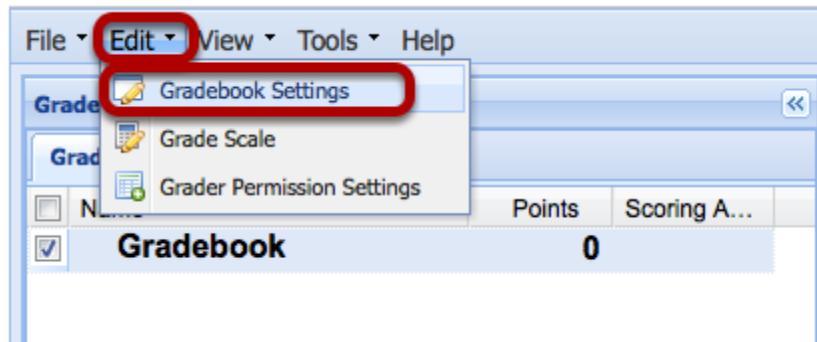
Note: If some items are not scored, the Course Grade will reflect scored item weights that are automatically adjusted to equal 100% of the gradebook.

Go to Gradebook2.



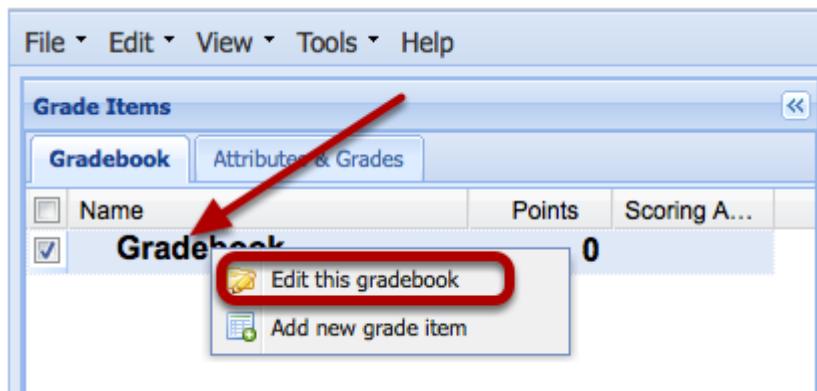
Select **Gradebook2** from the Tool Menu in your site.

Click Edit > Gradebook Settings.



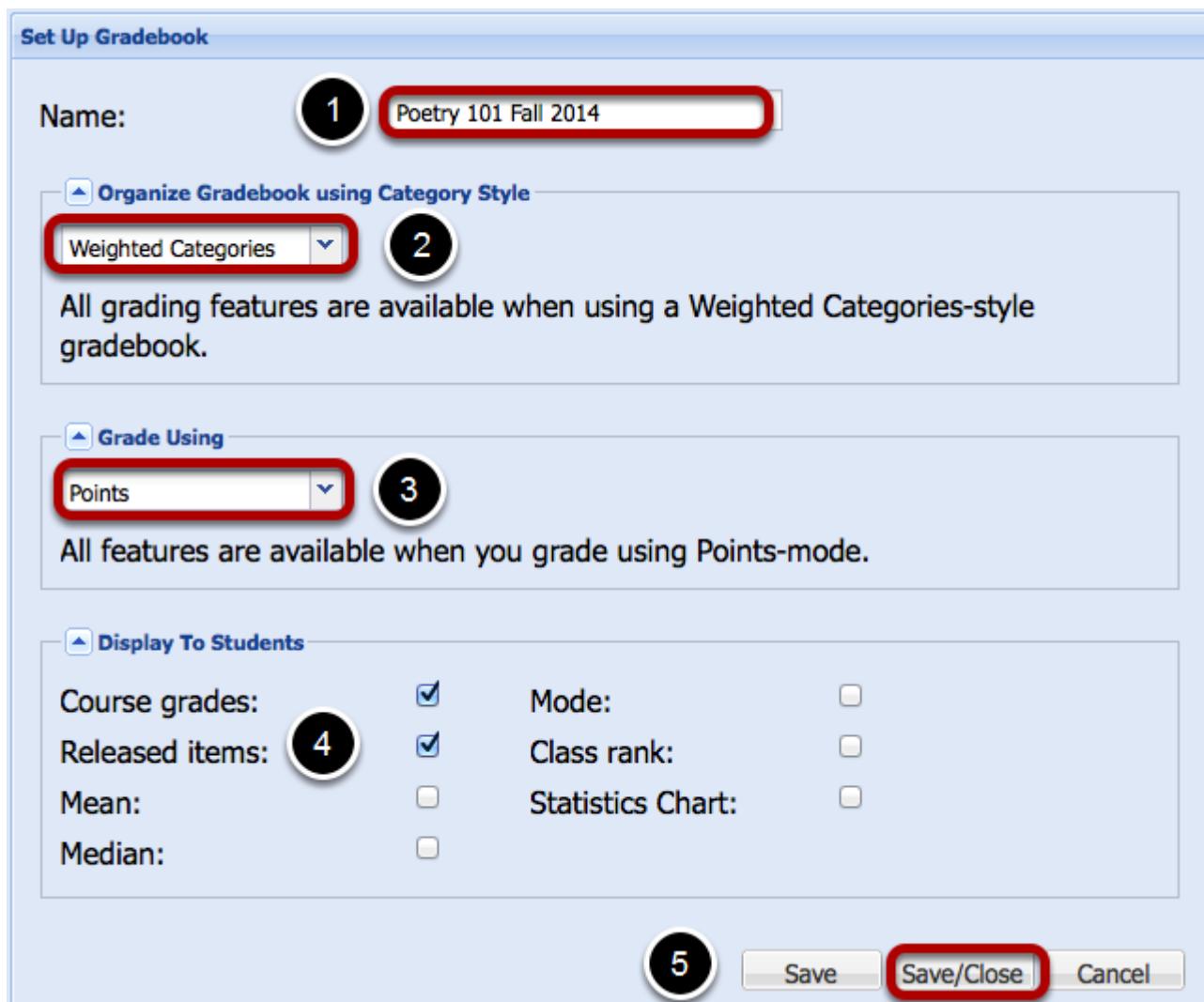
This displays the Gradebook Settings in the right panel.

Or, right-click the word Gradebook and select Edit this Gradebook.



This displays the Gradebook Settings in the right panel.

Set-up Gradebook.



Gradebook Settings:

1. **Name:** By default The Gradebook is named "Gradebook". if you export a copy of the gradebook to your computer, the filename will also be the default, "Gradebook". Naming the gradebook makes it easy to identify the filename if you export a copy onto your computer. We recommend using the course name, quarter, and year, e.g., ENG001F11, or the actual site name.
 2. **Organize by:** From the dropdown menu, choose the gradebook structure: For a weighted Gradebook select "Weighted Categories". This is a gradebook that has the graded items organized by Categories that are weighted.
 3. **Grade using:** from the dropdown menu, choose the grading format. *Note: You may choose only one option. Gradebook2 does not allow multiple grading systems.*
- **Points:** This is a grading option that is commonly used by many instructors. All the item's points can add up to any total score and the Gradebook will automatically calculate the running Course

Grade based on a 100% grade scale. If your gradebook is set up for points, the score entered for an item cannot be greater than the item's maximum possible points. You may enter a negative score.

--- Percentages: This option allows instructors to enter a percentage, between 0 and 100, of an item's maximum points. The Gradebook automatically calculates the percentage of each item's maximum points for the course grade, based on a 100% grade scale.

Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. If, in those three tools, you set the maximum points at any value other than 100, the Gradebook converts those points to the 0-100 scale used in percentage grading.

--- Letter Grades: This option allows instructors to enter letter scores of A+ thru F, and 0, in the spreadsheet for grading. For the running Course Grade calculation, the Gradebook automatically adds all the item's letter grades and calculates the running course grade based on a 100% grade scale.

Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. The Gradebook converts these points to a letter grade.

4. **Display To Students options:** Gradebook2 allows instructors to release grade information to students. Checkmark any of the desired "display to students" settings

--- Course grades: Check this box if you want students to see a running total of their earned course grade, based solely on the work they have turned in.

--- Released items: This option is checked by default so students can see scores when the instructor has released them via each item's settings. Instructors can decide to release or not release individual item scores. It is recommended that this "master" checkbox remain checked and instructors release or not release scores via the individual graded item settings. *Note: Uncheck this box if you do not want students to EVER see their scores for any items.*

--- Mean: Check the box to show students the mean, or average, of the class' course grades.

--- Median: Check the box to show students the median of the class' course grades.

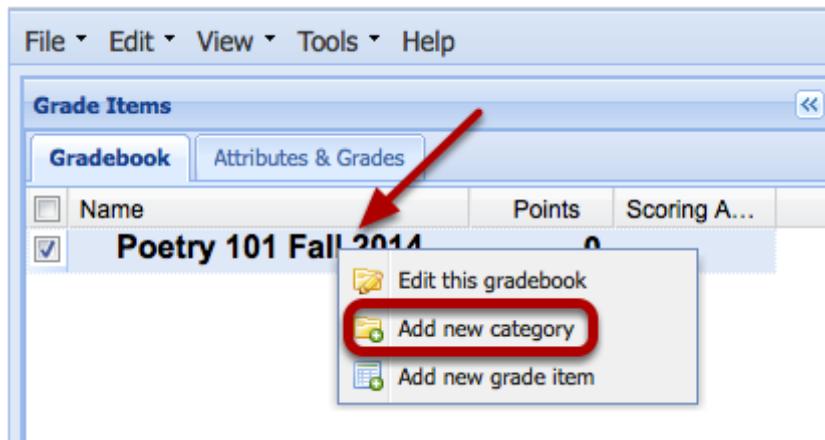
--- Mode: Check the box to show students the scores found most often in the class' set of course grades.

--- Class Rank: Check this box to show each student her or his course grade's class rank.

--- Statistics Chart: Check this box to let students see statistics charts for released items.

5. Once you are satisfied with all your settings, click **Save/Close**.

Add a category.



To Create a Category, Right-Click (CTRL-Click Mac) the gradebook title and select "Add a new category".

This displays the Add Category panel on the right.

Enter Category information.

Name:	<input type="text" value="Papers"/>
% Grade:	<input type="text" value="50"/>
Drop lowest:	<input type="text" value="0"/>
Include in grade:	<input checked="" type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input type="checkbox"/>
Weight items equally:	<input checked="" type="checkbox"/>
Weight items by points:	<input type="checkbox"/>

Category Information:

1. Enter a **Name** for the category
2. Enter the **weight** for the category (as a whole). In the example above, the "Papers" category is worth 50% of the course grade.
3. Instructors have the option to specify the number of lowest-score items in the category that they want to exclude from course grade calculations, by entering a number in the **Drop**

lowest box. The Gradebook will display this number next to the category folder icon in the Gradebook tab of the Grade Items frame.

4. Check the **Include in grade** box to include all items in the category in running Course Grade calculations.
5. Check **Extra credit** if you want all items in the category to have no negative impact on grade course calculations
6. The **Release Scores** option is unchecked by default. It is recommended that this "semi-master" checkbox remain unchecked and instructors release or not release scores via the individual graded item settings. Checking this box will automatically release the scores for all of the items in the category.
7. The **Weight Items Equally** option allows all graded items to have equal relative weights in the category. In the example above, this box has been checked. The 4 items in the category (paper 1, paper 2, paper 3 and paper 4), is each worth 25% of the category (which is 12.5% of the total Course Grade). If this box is not checked, you will need to set each item's relative weight (i.e., weight relative to other items in the category) manually.
8. An option here is to set the **weight by points**. If this box is checked, the panel display is reset and the "Drop Lowest" and "Weight Equally" boxes are removed. Weighting by points means that the weight of each item in the category is relative to the maximum point value assigned to it. For instance, if 3 items are listed in the category (paper 1 - 25 points, paper 2 - 50 points and paper 3 - 75 points), then paper 1 is worth 16.66% of the category, paper 2 is worth 33.33% of the category and paper 3 is worth 50% of the category.
9. Click **Add** if you want to add the Category and remain in the New Category frame to add another Category. Click **Add/Close** to add the Category and close the New Category frame.

Example of added Category:

This gradebook is not correctly weighted.

Last Name, First...	Course Grade	Grade Override
Doe, Jack		
Doe, Jane		
Doe, Jill		
Doe, John		

Note: This Gradebook is not yet correctly weighted because the categories do not add up to 100%

Example of multiple weighted categories

The screenshot shows the Grade Items page in the Sakai interface. A red box highlights the category names: 'Papers', 'Tests', and 'Participation'. Another red box highlights the category weights: '50', '35', and '15'. A yellow box labeled 'Categories' points to the category names, and a yellow box labeled 'Category weights' points to the weights. A red arrow points from the 'Gradebook' tab to a note at the top right: 'Note: This Gradebook is not yet correctly weighted because there are no graded items in the categories'.

Name	% Grade	% Category	Points
Poetry 101 Fall 2014	100 / 100	-	0
Papers	50	0 / 100	0
Tests	35	0 / 100	0
Participation	15	0 / 100	0

Add a new grade item.

The screenshot shows the Grade Items page with a context menu open over the 'Papers' category. The menu options are: 'Add new category', 'Edit this category', 'Delete this category', and 'Add new grade item'. A red box highlights the 'Add new grade item' option. A red arrow points from the 'Gradebook' tab to this menu.

To add a grade item to the category, right-click (CTRL-Click Mac) the category title and select **Add a new grade item**.

This displays the New Item panel on the right.

Case 1: Enter the Graded Item information (when the category has Weight Items Equally selected)

The screenshot shows the 'New Item' dialog box with the following fields and settings:

- Name:** Paper 1 (circled 1)
- Category:** Papers (circled 2)
- Points:** Default is 100 points
- Due date:** Optional
- Source:** Gradebook
- Include in grade:** (circled 4)
- Extra credit:**
- Release scores:**
- Give ungraded no credit:** (circled 7)
- Add** (button circled 8)
- Add/Close** (button circled 8)
- Cancel**

Item Information (when the category **has** Weight Items Equally selected):

1. Enter a name for the item in the **Name** box.
2. Note the **Category**
3. Enter a total **Point** value for the item. By default, this value is 100 points. If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
4. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
5. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing).
8. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/Close** to add the item and close the New Item frame.

Note: In the example above, the "Papers" category was weighted as 50% of the Course Grade. Also, the category has Weight Items Equally selected. Therefore each paper is worth an equal amount of the 50% total for the category.

Case 2: Enter the Graded Item information (when the category has Weight Items Equally NOT selected)

New Item

Name:	1 Midterm Exam
Category:	2 Tests
% Category:	3 35
Points:	4 Default is 100 points
Due date:	Optional
Source:	Gradebook
Include in grade:	5 <input checked="" type="checkbox"/>
Extra credit:	6 <input type="checkbox"/>
Release scores:	7 <input type="checkbox"/>
Give ungraded no credit:	8 <input type="checkbox"/>
<input type="button" value="Add"/> <input type="button" value="Add/Close"/> <input type="button" value="Cancel"/>	

Item Information (when the category has Weight Items Equally NOT selected):

1. Enter a name for the item in the **Name** box.
2. Note the **Category**
3. Enter the weight this item has for the category. In this example the Midterm Exam has a weight of 35% or the category (*Note: The category "Tests" in this example is weighted to 35% of the Course Grade. This means that the midterm is 35% of 35%, or worth 12.25% of the Course Grade.*)
4. Enter a total **Point** value for the item. By default, this value is 100 points, If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
5. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
6. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the

students. Instructors can always return to these settings and change the "Release Scores" setting later.

8. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing).
9. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/Close** to add the item and close the New Item frame.

Example of the multiple items added to the Weighted Gradebook Categories:

The screenshot shows the Sakai Gradebook interface. At the top, there's a menu bar with File, Edit, View, Tools, and Help. Below the menu is a toolbar with Grade Items, Gradebook (which is selected), Attributes & Grades, and a search bar labeled 'Student Name' with a 'Find' button.

The main area is titled 'Grade Items' and contains a table with columns: Name, % Grade, % Category, Points, and Score. A yellow callout bubble points to the header of the % Category column with the text 'In this category, items are weighted equally'.

The table data is as follows:

Name	% Grade	% Category	Points	Score
Poetry 101 Fall 2014	100 / 100	-	700	
Papers	50	100 / 100	300	
Paper 1	16.67	33.33	100	
Paper 2	16.67	33.33	100	
Paper 3	16.67	33.33	100	
Tests	35	100 / 100	200	
Midterm Exam	12.25	35	100	
Final Exam	22.75	65	100	
Participation	15	100 / 100	200	
Discussion Board	12	80	100	
Attendance	3	20	100	

On the left side, there's a tree view of categories: 'Categories' (selected), 'Poetry 101 Fall 2014', 'Papers', 'Tests', and 'Participation'. Red arrows point from the 'Categories' label to the 'Poetry 101 Fall 2014' node and the 'Papers' node. Another red arrow points from the 'Categories' label to the 'Participation' node.

Below the table, three yellow callout bubbles point to the columns: 'Percent of Course Grade' (pointing to the % Grade column), 'Percent of Category' (pointing to the % Category column), and 'Points' (pointing to the Points column).

On the right side, there's a 'Students' section with a table showing 'Last Name, First...' and 'Course Grade' for students Doe, Jack, Doe, Jane, Doe, Jill, and Doe, John.

Display in spreadsheet.

Grade Items				
Gradebook		Attributes & Grades		
<input type="checkbox"/>	Name	% Grade	% Category	Points
<input type="checkbox"/>	Poetry 101 Fall 2014	100 / 100	-	700
<input type="checkbox"/>	Papers	50	100 / 100	300
<input checked="" type="checkbox"/>	Paper 1	16.67	33.33	100
<input checked="" type="checkbox"/>	Paper 2	16.67	33.33	100
<input type="checkbox"/>	Paper 3	16.67	33.33	100
<input type="checkbox"/>	Tests	35	100 / 100	200
<input type="checkbox"/>	Midterm Exam	12.25	35	100
<input type="checkbox"/>	Final Exam	22.75	65	100
<input type="checkbox"/>	Participation	15	100 / 100	200
<input type="checkbox"/>	Discussion Board	12	80	100
<input type="checkbox"/>	Attendance	3	20	100

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
Doe, Jack			
Doe, Jane			
Doe, Jill			
Doe, John			

To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel

Enter Grades in the spreadsheet grading column.

Grade Items				
Gradebook		Attributes & Grades		
<input type="checkbox"/>	Name	% Grade	% Category	Points
<input type="checkbox"/>	Poetry 101 Fall 2014	100 / 100	-	700
<input type="checkbox"/>	Papers	50	100 / 100	300
<input checked="" type="checkbox"/>	Paper 1	16.67	33.33	100
<input checked="" type="checkbox"/>	Paper 2	16.67	33.33	100
<input type="checkbox"/>	Paper 3	16.67	33.33	100
<input type="checkbox"/>	Tests	35	100 / 100	200
<input type="checkbox"/>	Midterm Exam	12.25	35	100
<input type="checkbox"/>	Final Exam	22.75	65	100
<input type="checkbox"/>	Participation	15	100 / 100	200
<input type="checkbox"/>	Discussion Board	12	80	100
<input type="checkbox"/>	Attendance	3	20	100

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
Doe, Jack	C- (72.00...)	78	66
Doe, Jane	B (83.50...)	89	78
Doe, Jill	A (95.50...)	96	95
Doe, John	A- (90.00...)	92	88

Note:

- Points: You can only enter a number in the range of 0 to the maximum number of points you listed for the grade item.
- Percentage: You can only enter a number in the range of 0% to 100 %
- Letter Grade: you can only enter a letter grade between F and A+

Release item grades to students.

The screenshot shows the 'Grade Items' page in Sakai. On the left, there's a tree view of grade items under 'Poetry 101 Fall 2014'. A red arrow points from the text below to the 'Paper 1' node in the tree. A context menu is open over this node, with the 'Edit this grade item' option highlighted by a red box. On the right, there's a grid view of student grades with columns for 'Last Name, First...', 'Course Grade', 'Paper 1 [100pts]', and 'Paper 2 [100pts]'. The student 'Doe, John' has a blue selection bar underneath their row.

Last Name, First...	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
Doe, Jack	C- (72.00...)	78	66
Doe, Jane	B (83.50...)	89	78
Doe, Jill	A (95.50...)	96	95
Doe, John	A- (90.00...)	92	88

To release the item grades to students, right-click (CTRL-Click Mac) the grade item and select **Edit this Item**.

This displays the Edit Item panel on the right.

Check Release Scores and click Save/Close.

The screenshot shows the 'Edit Item' dialog box. It contains fields for 'Name' (Paper 1), 'Category' (Papers), 'Points' (100), 'Due date' (Optional), 'Source' (Gradebook), and checkboxes for 'Include in grade' (checked), 'Extra credit' (unchecked), 'Release scores:' (checked), and 'Give ungraded no credit' (unchecked). At the bottom are buttons for 'Delete', 'Save', 'Save/Close' (highlighted with a red box), and 'Cancel'.

This changes the item color to Blue and releases the item scores to the students.

Example:

The screenshot shows the Sakai Grade Items interface. On the left, a tree view displays course items: Poetry 101 Fall 2014 (selected), Papers (selected), Paper 1 (selected), Paper 2, Paper 3, Tests, Midterm Exam, Final Exam, Participation, Discussion Board, and Attendance. A red arrow points from the 'Paper 1' node in the tree to its corresponding row in the gradebook table on the right. The gradebook table has columns: Student Name, Course Grade, Paper 1 [100pts], and Paper 2 [100pts]. It lists four students: Doe, Jack, Doe, Jane, Doe, Jill, and Doe, John, with their respective grades and scores.

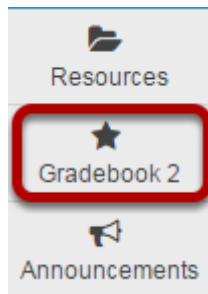
Student Name	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
Doe, Jack	C- (72.00...)	78	66
Doe, Jane	B (83.50...)	89	78
Doe, Jill	A (95.50...)	96	95
Doe, John	A- (90.00...)	92	88

Blue color denotes that item scores are released to students

How do I specify TA grading permissions in the Gradebook2 tool?

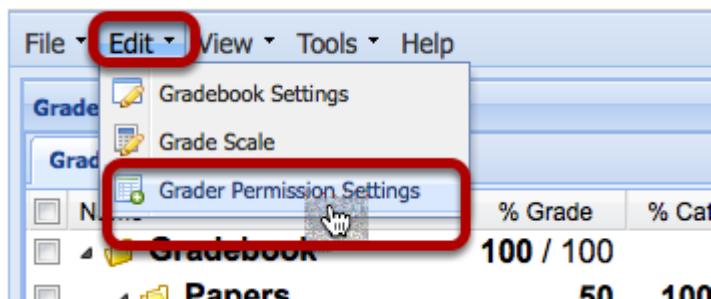
If your site has users in the Teaching Assistant (TA) role assigned to sections, you can override default TA grading permissions, so TAs can grade any or all sections. If your gradebook has been set up for categories, you can also specify TA grading permissions for categories.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click Edit > Grader Permissions Settings.



This displays the Grader Permissions dialog box.

Use the drop-down box to select the TA's account.

A screenshot of the 'Permissions' dialog box. It contains a table with columns for 'User', 'Permission', 'Category', 'Section', and 'Delete'. A row for 'Jack Doe' is highlighted with a red box. The table has a header row with these column names.

Select TA permissions.

The screenshot shows a 'Permissions' interface. At the top, there's a search bar with dropdown menus for 'User' (set to 'Jack Doe'), 'Permission' (set to 'can grade'), 'Category' (set to 'All Categories'), and 'Section' (set to 'in All Sections'). Below the search bar is a red rectangular box highlighting the 'Add' button. A table below the search bar has columns for 'User', 'Permission', 'Category', 'Section', and 'Delete'. The 'Add' button is located at the bottom right of the search bar area.

Choose the desired grading permissions from the drop-down menus. For example, to allow the TA to grade everything, select can **Grade, All Categories**, in **All Sections**.

Click Add.

This screenshot is similar to the one above, but the 'Add' button has been clicked, as indicated by a mouse cursor icon pointing to it. The red box is still present, highlighting the now-activated 'Add' button.

This will grant the selected TA the selected grading permissions.

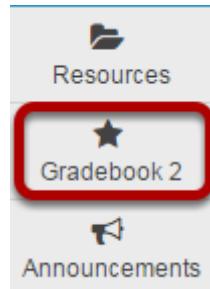
Note: To remove a TA permission for grading:

- Go to Gradebook > Edit > Grader Permission Settings
- Click **Delete** to the right of the TA's name.

How do I add grades and comments to the Gradebook2 spreadsheet?

Once the gradebook is set up and you have added items, you can enter grades and comments via the Gradebook2 spreadsheet panel.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Display in spreadsheet.

A screenshot of the Gradebook2 spreadsheet panel. On the left, there's a 'Grade Items' list with a checkbox next to 'Poetry 101 Fall 2014'. A red arrow points from this checkbox to the 'Paper 1%' column in the main student table on the right. The student table has columns for 'Student Name', 'Find', 'Clear', 'All Sections', 'Last Name, First...', 'Course Grade', 'Grade Override', and 'Paper 1%'. The 'Paper 1%' column contains the value 'Paper 1%' for the first row. The student table lists four students: Doe, Jack; Doe, Jane; Doe, Jill; and Doe, John.

To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel.

Add a grade.

The screenshot shows the Grade Items interface. On the left, there's a navigation bar with File, Edit, View, Tools, and Help. Below it is a 'Gradebook' tab and an 'Attributes & Grades' tab. A list of items is shown: 'Poetry 101 Fall 2014' with a value of 100, and 'Paper 1' with a value of 100. On the right, a grid displays student names and their grades. The row for 'Doe, Jack' has a grade of 'B+ (87.00%)'. The cell for 'Paper 1' under 'Doe, Jack' is highlighted with a red border, indicating it's selected for editing. The column headers are Student Name, Find, Clear, All Sections, Last Name, First..., Course Grade, Grade Override, and Paper 1%.

To add a grade, click on a cell in the column and enter a score.

Tip: To save the score and move down the column to the next cell, hit the “Enter” key on your keyboard or use your computer’s down arrow key.

Note: How you enter scores will depend on how you have set up the gradebook:

- **Points.** If the gradebook is set up for points, enter any number that is equal to or less than the total point value (maximum points) for the item. You may enter zero, and you may enter numbers with decimal points, up to five places. You may also enter a negative number.
- **Percentages.** If the gradebook is set up for percentages, you must enter a number from 0 to 100. You may enter numbers with decimal points, up to five decimal places.
- **Letter Grades.** If the gradebook is set up for letter grades, enter a letter grade (F to A+) or zero.

Add a comment.

The screenshot shows the Grade Items interface with a red arrow pointing to the 'Paper 1%' column for 'Doe, Jack'. A context menu is open over the cell containing the value '87'. The menu options are 'Edit Comment(s)' (which is highlighted with a red border) and 'View Grade History'.

To add a comment, right-click (CTRL-Click Mac) the grade cell and select **Edit Comments**.

This displays the Edit Comments page.

Enter your comments, then click Submit.

The screenshot shows a dialog box for entering comments. At the top, it says "Jack Doe - 'Paper 1 [%]'". Below that is a "Comments:" label followed by a text area containing a detailed interpretation of a sonnet. This text area is highlighted with a red rectangle. At the bottom right of the dialog is a "Submit" button, which is also highlighted with a red rectangle. At the very bottom of the dialog, there are "View history" and "Close" buttons.

Comments:

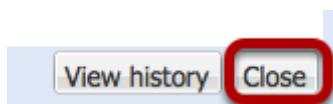
Shakespeare introduces a number of other birds in his sonnets, drawing on earlier literature about the "parliament of birds", to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salusbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the "maiden phoenix" in Shakespeare's play Henry VIII.

Submit

View history **Close**

This saves the grade comments.

Click Close.



This returns the display to the spreadsheet panel.

Example: Yellow triangle in top right of cell indicates there is a comment attached to the grade

Student Name	Find	Clear	All Sections	N
Last Name, First...	Course Grade	Grade Override	Paper 1 [%]	
Doe, Jack	B+ (87.00%)		87	
Doe, Jane				
Doe, Jill				
Doe, John				

Example: Other spreadsheet indicators

gradebook2				
Weighted Categories/Points Mode				
Calculated Grade	Quiz 3 [100pts]	Discussion 1 [100pts]	Project 1 [100pts]	
88.36	70	90	80	
84.91	90	75	80	
78.36	85	85	70	
81.61		70	60	
83.45		80	90	

- When you click on a cell, the Gradebook displays a blue border around the cell to indicate the cell is active and you may enter a score.
- If the score for an item is within the item's allowed value range, the Gradebook displays a green triangle in the upper left corner of the cell.
- If the score is not within the item's allowed value range, the Gradebook displays a red triangle and a "Request Failed" message, and will not accept the entry.
- When a comment has been added with a score, the Gradebook displays a yellow triangle in the upper right corner of the cell.
- If the score is for an extra credit item, the Gradebook displays the score in green.
- If the score is not included in the course grade calculation, the Gradebook displays the score in gray.

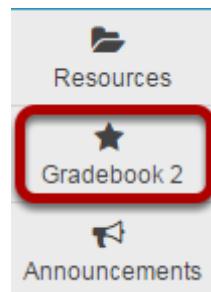
7. If the score has been excused, or if it is low enough to be dropped in a category for which you have opted to drop one or more lowest-score items, the Gradebook will display the score in red with a strikethrough.

Note: When you enter scores in a category set to drop lowest-score items, the Gradebook does not drop scores until you have at least one more scored item than the number set to be dropped. If a category is set to drop two lowest-score items, for example, you must score three items for the Gradebook to drop the two items with lowest scores.

How do I view and enter grades/comments for an item by group/section in Gradebook2?

Once the gradebook is set-up and you have added items, you can enter grades and comments for users in a specific group/section via the Gradebook2 spreadsheet panel.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Use the All Sections drop-down menu to select a group/section.

Last Name, First...	Course Grade	Grade Override
Doe, Jack		All Sections
Doe, Jane		Blue Group
Doe, Jill		Red Group
Doe, John		

This displays in the spreadsheet only those individuals who are members of the group/section.

Example: Display of students in selected group

Last Name, First...	Course Grade	Grade Override
Doe, Jane		
Doe, John		

Display in spreadsheet.

Name	Points	Scoring A...
Poetry 101 Fall 2014	100	
Project 1	100	

Student Name: Find Clear Blue Group

Last Name, First	Course Grade	Project 1 [100pts...]
Doe, John		
Doe, Jane		

To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel.

Add a grade.

Name	Points	Scoring A...
Poetry 101 Fall 2014	100	
Project 1	100	

Student Name: Find Clear Blue Group

Last Name, First	Course Grade	Project 1 [100pts...]
Doe, John	B+ (87.00%)	87
Doe, Jane		

To add a grade, click on a cell in the column and enter a score.

Tip: To save the score and move down the column to the next cell, hit the "Enter" key on your keyboard or use your computer's down arrow key.

Note: How you enter scores will depend on how you have set up the gradebook:

- **Points.** If the gradebook is set up for points, enter any number that is equal to or less than the total point value (maximum points) for the item. You may enter zero, and you may enter numbers with decimal points, up to five places. You may also enter a negative number.
- **Percentages.** If the gradebook is set up for percentages, you must enter a number from 0 to 100. You may enter numbers with decimal points, up to five decimal places.
- **Letter Grades.** If the gradebook is set up for letter grades, enter a letter grade (F to A+) or zero.

Add a comment.

A screenshot of the Sakai Grade Center interface. At the top, there are search fields for 'Student Name' and 'Course Grade', a 'Blue Group' dropdown, and a 'No Categories/Points Mode' link. Below this is a table with three columns: 'Last Name, First', 'Course Grade', and 'Project 1 [100pts]'. In the 'Project 1' column for student 'Doe, John', the grade 'B+ (87.00%)' is displayed with a red arrow pointing to it. A context menu is open over this cell, containing two options: 'Edit Comment(s)' (which is highlighted with a red box) and 'View Grade History'.

To add a comment, right-click (CTRL-Click Mac) the grade cell and select **Edit Comments**.

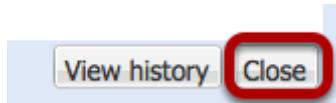
This displays the Edit Comments page.

Enter your comments, then click Submit.

A screenshot of the 'Edit Comments' page. At the top, it shows 'John Doe - 'Project 1 [100pts]''. Below this is a section titled 'Comments:' containing a text area with a red border. The text in the area reads: 'Shakespeare introduces a number of other birds in his sonnets, drawing on earlier literature about the "parliament of birds", to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salusbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the "maiden phoenix" in Shakespeare's play Henry VIII.' At the bottom right of the page is a red-bordered 'Submit' button.

This saves the grade comments.

Click Close.



This returns the display to the spreadsheet panel.

Example: Yellow triangle in top right of cell indicates there is a comment attached to the grade

Student Name		Find	Clear	Blue Group	▼
Last Name, First	Course Grade	Project 1 [100pts...]			
Doe, John	B+ (87.00%)		87		
Doe, Jane					

Example: Other spreadsheet indicators

gradebook2				
Weighted Categories/Points Mode				
Calculated Grade	Quiz 3 [100pts]	Discussion 1 [100pts]	Project 1 [100pts]	
88.36	70	90	80	
84.91	90	75	80	
78.36	85	85	70	
81.61		70	60	
83.45		80	90	

Annotations:

- 2: Score is within allowed value range. (Cell 88.36)
- 3: Score is not within allowed value range. (Cell 81.61)
- 1: Active cell (Cell 83.45)
- 7: Lowest-score dropped item or excused item (Cell 70)
- 4: Comment added (Cell 80)
- 5: Extra credit (Cell 80)
- 6: Not included in course grade calculation (Cell 90)

- When you click on a cell, the Gradebook displays a blue border around the cell to indicate the cell is active and you may enter a score.

2. If the score for an item is within the item's allowed value range, the Gradebook displays a green triangle in the upper left corner of the cell.
3. If the score is not within the item's allowed value range, the Gradebook displays a red triangle and a "Request Failed" message, and will not accept the entry.
4. When a comment has been added with a score, the Gradebook displays a yellow triangle in the upper right corner of the cell.
5. If the score is for an extra credit item, the Gradebook displays the score in green.
6. If the score is not included in the course grade calculation, the Gradebook displays the score in gray.
7. If the score has been excused, or if it is low enough to be dropped in a category for which you have opted to drop one or more lowest-score items, the Gradebook will display the score in red with a strikethrough.

Note: When you enter scores in a category set to drop lowest-score items, the Gradebook does not drop scores until you have at least one more scored item than the number set to be dropped. If a category is set to drop two lowest-score items, for example, you must score three items for the Gradebook to drop the two items with lowest scores.

How do I add extra credit to a non-weighted Gradebook2?

The Gradebook2 tool does not allow scores above the maximum value. For instance, if grading by Points, and the maximum point value is set to 150, you cannot assign a score of 155 points. If grading by Percentages, you cannot assign a score of 105%. If grading by Letter Grade, you cannot assign a score of A++.

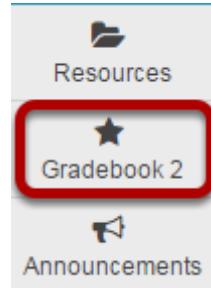
Some instructors may want to award extra credit either as an addition to an existing grade or as a separate extra credit assignment.

The method of adding extra credit is slightly different depending on whether the gradebook is "non-weighted", "non-weighted categories" or "weighted categories".

It is also slightly dependent on whether the gradebook is scored by "points", "percentages" or "letter grades".

In all instances of adding extra credit, it is important to look at the total number of possible points that can be awarded for the semester to a student and base your extra credit calculations on how will it affect the final Course Grade.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Right-click the name of the Gradebook and select Add a new grade item.

The screenshot shows the 'Grade Items' page in the Sakai Gradebook. On the left, a list of grade items is displayed under the 'Gradebook' tab. One item, 'Poetry 101 F', has a context menu open, with the option 'Add new grade item' highlighted and circled in red. A red arrow points from the top-left towards this menu item. On the right, a grid view shows student names, course grades, and paper scores.

Student Name	Course Grade	Paper 1 [80pts]
Doe, Jack	A- (93.75...)	75
Doe, Jane	B- (82.50...)	66
Doe, Jill	C- (72.50...)	58
Doe, John	D+ (67.50...)	54

This displays the New Item panel on the right.

Non-weighted gradebook: Scoring by Points

Enter Extra Credit Item Information, then click Add/Close.

The 'New Item' panel is shown with the following fields and settings:

- Name: **Extra Credit 1** (Field 1)
- Points: **20** (Field 2)
- Due date: Optional
- Source: Gradebook
- Include in grade: **checked** (Field 3)
- Extra credit: **checked** (Field 4)
- Release scores: **unchecked** (Field 5)
- Give ungraded no credit: **unchecked** (Field 6)
- Add button (Field 7)
- Add/Close button (Field 8, circled in red)
- Cancel button

1. Enter a **Name** for the Extra Credit item
2. Enter a **Points** value for the Extra credit Item. *When scoring by points make this value the maximum extra points you want to be able to add to the overall Course Grade. Any*

points awarded to a student on this grade item will be added to the total number of points earned by the student.

3. **Include** this Extra credit item in the running Course grade calculation.
4. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
7. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example:

The screenshot shows the Sakai Gradebook interface. On the left, under 'Grade Items', there is a section for 'Poetry 101 Fall 2014' with a total of 500 points. An 'Extra Credit 1' item is listed with a value of +20. On the right, a student grade summary table shows four students: Doe, Jack (A 96.25%), Doe, Jane (B- 82.50%), Doe, Jill (C+ 77.50%), and Doe, John (D+ 67.50%). The 'Extra Credit 1 [20pts]' column is highlighted with a red box, and the value '2' is circled in green.

Last Name, First...	Course Grade	Paper 1 [80pts]	Extra Credit 1 [20pts]
Doe, Jack	A (96.25%) ***	75	2
Doe, Jane	B- (82.50%) ***	66	
Doe, Jill	C+ (77.50%) ***	58	4
Doe, John	D+ (67.50%) ***	54	

With this set-up, when a score of "2" is given to a student on the extra credit item, it is the same as adding 2 extra points to the student's total cumulative score of points.

Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.

Non-weighted gradebook: Scoring by Percentages

Enter Extra Credit Item Information, then click Add/Close.

The 'New Item' dialog box is shown with the following fields and settings:

- Name:** Extra Credit 1 (circled in red)
- Points:** Default is 100 points (circled in black)
- Due date:** Optional (checkbox checked)
- Source:** Gradebook
- Include in grade:** Checked (checkbox checked)
- Extra credit:** Checked (checkbox checked)
- Release scores:** Unchecked (checkbox empty)
- Give ungraded no credit:** Unchecked (checkbox empty)
- Buttons at the bottom:** Add, Add/Close (highlighted), Cancel

1. Enter a **Name** for the Extra Credit item

2. ***When scoring by percentages, leave this point value at 100. Any percentage awarded to a student on this grade item will result in that number of points add the total number of points earned by the student.***
3. **Include** this Extra credit item in the running Course grade calculation.
4. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
7. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example:

Student Name	Course Grade	Paper 1 [%]	Extra Credit 1 [%]
Doe, Jack	C- (71.00%) ***	69	2
Doe, Jane	A+ (104.00%) ...	100	4
Doe, Jill	B- (82.00%) ***	82	
Doe, John	C (74.00%) ***	74	

With this set-up, when a score of "2%" is given to a student on the extra credit item, it is the same as adding 2% extra points (2 points on a 100 point scale) to the student's total cumulative score of points.

Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.

Non-weighted gradebook: Scoring by Letter Grade

Enter Extra Credit Item Information, then click Add/Close.

The screenshot shows the 'Edit Item' dialog box with the following fields and settings:

- Name:** Extra Credit 1 (circled by number 1)
- Points:** 4 (circled by number 2)
- Due date:** Optional
- Source:** Gradebook
- Include in grade:** (circled by number 3)
- Extra credit:** (circled by number 4)
- Release scores:** (circled by number 5)
- Give ungraded no credit:** (circled by number 6)

At the bottom are buttons: Delete, Save, Save/Close (circled by number 7), and Cancel.

1. Enter a **Name** for the Extra Credit item
2. Enter a **Points** value for the Extra credit Item. *This is a bit difficult when the gradebook is set up for letter grading as there is no 1 to 1 relationship between a letter grade and a point. We recommend, if you are grading by Letter Grade to enter the highest maximum number of extra credit points you want to give in reference to an existing grade item (for instance "4" points) and grade the student with an "A+" on the Extra Credit item, which will add approximately 4 points (actually 98.333% of 4 points) to the total number of points earned by the student.*
3. **Include** this Extra credit item in the running Course grade calculation.
4. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
7. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example:

The screenshot shows the Sakai Grade Items interface. On the left, the Gradebook tab is selected, displaying a list of grade items for a course named "Poetry 101 Fall 2014". The items include Paper 1, Paper 2, Quiz 1, Quiz 2, Quiz 3, Quiz 4, Project, Final Exam, and Extra Credit 1, which has a point value of +4. A red box highlights the "Extra Credit 1" row. On the right, a student's grades are listed in a table. The student is named Doe, Jack, and has a calculated grade of 75.59999999999999. A red box highlights the "Extra Credit 1 [A-F]" column, which contains the grade "A+".

Last Name, First...	Course Grade	Calculated Grade	Paper 1 [A-F]
Doe, Jack	C ***	75.59999999999999	C-
Doe, Jane	A+ ***	102.26666666666667	A+
Doe, Jill	B ***	85.00	B
Doe, John	C+ ***	78.33333333333333	C+

With this set-up, when a score of "A+" is given to a student on the extra credit item, and the point value for the extra credit item is set to "4", it is the same as adding 3.933 points (.98333 X 4) to the student's total cumulative score of points.

Tip: You might want to add multiple "Extra Credit" items; one for each time you want to give extra credit through the semester.

How do I add extra credit to non-weighted categories in Gradebook2?

The Gradebook2 tool does not allow scores above the maximum value. For instance, if grading by Points, and the maximum point value is set to 150, you cannot assign a score of 155 points. If grading by Percentages, you cannot assign a score of 105%. If grading by Letter Grade, you cannot assign a score of A++.

Some instructors may want to award extra credit either as an addition to an existing grade or as a separate extra credit assignment.

The method of adding extra credit is slightly different depending on whether the gradebook is "non-weighted", "non-weighted categories" or "weighted categories".

It is also slightly dependent on whether the gradebook is scored by "points", "percentages" or "letter grades".

In all instances of adding extra credit, it is important to look at the total number of possible points that can be awarded for the semester to a student and base your extra credit calculations on how will it affect the final Course Grade.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Right-Click the name of the Gradebook and select Add New Category.

The screenshot shows the 'Grade Items' interface in Sakai. A red arrow points from the text above to the right-clicked 'Poetry 101 Fall 2014' category in the tree view. A context menu is open, with the 'Add new category' option highlighted by a red oval. The menu also includes 'Edit this gradebook' and 'Add new grade item'.

Name	Points	Scoring A...
Poetry 101 Fall 2014	500	
Papers		
Paper 1	100	
Paper 2	120	
Paper 3	180	
Exam		
Midterm Exam	60	
Final Exam	120	
Participation		
Attendance	15	
Discussion Board	35	

This displays the Add Category panel on the right.

Enter Extra Credit Category information.

The screenshot shows the 'New Category' dialog box. Numbered circles 1 through 5 point to specific elements:

1. The 'Name:' field containing 'Extra Credit'.
2. The 'Include in grade:' checkbox which is checked.
3. The 'Extra credit:' checkbox which is checked.
4. The 'Release scores:' checkbox which is unchecked.
5. The 'Add' button.

1. Enter a **name** of the Category (usually "Extra Credit").
2. **Include** this Extra credit Category in the running Course grade calculation.
3. Indicate that this category is "**Extra Credit**". That is, students are not required to be graded for any item in this category and any grade given to a student for any item in this category can only positively affect their Course Grade.
4. **Release Scores** is usually unchecked in the Category set-up. Instructors can always edit individual graded items and decide if they want to release those scores to students or not.

5. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Right-click the name of the Gradebook and select Add a new grade item.

The screenshot shows the 'Grade Items' page in Sakai. A red arrow points from the text above to the 'Extra Credit' row in the list. A context menu is open over this row, with the 'Add new grade item' option highlighted by a red box.

Name	Points	Scoring A...
Poetry 101 Fall 2014	500	
Papers	270	
Paper 1	80	
Paper 2	90	
Paper 3	100	
Exam	180	
Midterm Exam	60	
Final Exam	120	
Participation	50	
Attendance	15	
Discussion Board	35	
Extra Credit	+ 0	

- Add new category
- Edit this category
- Delete this category
- Add new grade item

This displays the New Item panel on the right.

(Non-weighted Category gradebook - Scoring by Points) - Enter Extra Credit Item Information, then click Add/Close.

New Item

Name:	1 Extra Credit 1
Category:	2 Extra Credit
Points:	3 20
Due date:	Optional
Source:	Gradebook
Include in grade:	4 <input checked="" type="checkbox"/>
Extra credit:	5 <input checked="" type="checkbox"/>
Release scores:	6 <input type="checkbox"/>
Give ungraded no credit:	7 <input type="checkbox"/>
8 <input type="button" value="Add"/> <input type="button" value="Add/Close"/> <input type="button" value="Cancel"/>	

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is to be located in the Extra Credit **Category**
3. Enter a **Points** value for the Extra credit Item. *When scoring by points make this value the maximum extra points you want to be able to add to the overall Course Grade. Any points awarded to a student on this grade item will be added to the total number of points earned by the student.*
4. **Include** this Extra credit item in the running Course grade calculation.
5. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
8. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example: (Non-weighted Category gradebook - Scoring by Points)

Last Name, First...	Course Grade	Grade Override	Paper 3 [100pts]	Extra Credit 1 [20pts]
Doe, Jack	A+ (100.00%)...		95	5
Doe, Jane	A+ (105.00%)...		100	5
Doe, Jill	C (74.00%) ***		74	
Doe, John	D+ (69.00%) ***		66	3

With this set-up, when a score of "5" is given to a student on the extra credit item, it is the same as adding 5 extra points to the student's total cumulative score of points.

Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.

(Non-weighted Category gradebook - Scoring by Percentages) - Enter Extra Credit Item Information, then click Add/Close.

New Item

Name:	1 Extra Credit 1
Category:	2 Extra Credit
Points:	3 Default is 100 points
Due date:	Optional
Source:	Gradebook
Include in grade:	4 <input checked="" type="checkbox"/>
Extra credit:	5 <input checked="" type="checkbox"/>
Release scores:	6 <input type="checkbox"/>
Give ungraded no credit:	7 <input type="checkbox"/>
<input type="button" value="Add"/> <input type="button" value="Add/Close"/> <input type="button" value="Cancel"/>	

1. Enter a **Name** for the Extra Credit item

2. Note that this new item is to be located in the Extra Credit Category
3. ***When scoring by percentages, leave this point value at 100. Any percentage awarded to a student on this grade item will result in that number of points add the total number of points earned by the student.***
4. **Include** this Extra credit item in the running Course grade calculation.
5. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
8. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example: (Non-weighted Category gradebook - Scoring by Percentages)

The screenshot shows the Sakai Grade Items interface. On the left, the Grade Items tree view displays a category named 'Poetry 101 Fall 2014' containing various assignments and an 'Extra Credit' item. The 'Extra Credit' item is highlighted with a red box. On the right, a student grade list table shows four students: Doe, Jack, Doe, Jane, Doe, Jill, and Doe, John. A column titled 'Extra Credit 1 [%]' is present, with the last row for Doe, John having a value of '2' highlighted with a red box. The entire screenshot is framed by a red border.

Last Name, First...	Course Grade	Paper 1 [%]	Extra Credit 1 [%]
Doe, Jack	D+ (69.00%) ***	64	5
Doe, Jane	A+ (105.00%) ...	100	5
Doe, Jill	B (83.00%) ***	83	
Doe, John	C+ (77.00%) ***	75	2

With this set-up, when a score of "2%" is given to a student on the extra credit item, it is the same as adding 2% extra points (2 points on a 100 point scale) to the student's total cumulative score of points.

Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.

(Non-weighted Category gradebook - Scoring by Letter Grade) - Enter Extra Credit Item Information, then click Add/Close.

New Item

Name:	<input type="text" value="Extra Credit 1"/> 1
Category:	<input type="button" value="Extra Credit"/> 2
Points:	<input type="text" value="4"/> 3
Due date:	<input type="text" value="Optional"/> 4
Source:	<input type="text" value="Gradebook"/>
Include in grade:	<input checked="" type="checkbox"/> 5
Extra credit:	<input checked="" type="checkbox"/> 6
Release scores:	<input type="checkbox"/> 7
Give ungraded no credit:	<input type="checkbox"/> 8
	<input type="button" value="Add"/> <input type="button" value="Add/Close"/> <input type="button" value="Cancel"/>

1. Enter a **Name** for the Extra Credit item
2. Note that this new item is to be located in the Extra Credit **Category**
3. Enter a **Points** value for the Extra credit Item. *This is a bit difficult when the gradebook is set up for letter grading as there is no 1 to 1 relationship between a letter grade and a point. We recommend, if you are grading by Letter Grade to enter the highest maximum number of extra credit points you want to give in reference to an existing grade item (for instance "4" points) and grade the student with an "A+" on the Extra Credit item, which will add approximately 4 points (actually 98.333% of 4 points) to the total number of points earned by the student.*
4. **Include** this Extra credit item in the running Course grade calculation.
5. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
8. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example: (Non-weighted Category gradebook - Scoring by Letter Grades)

The screenshot shows the Sakai Grade Items interface. On the left, the 'Gradebook' tab is selected in a tree view. A red box highlights the 'Extra Credit 1' item under the 'Poetry 101 Fall 2014' category, which has a point value of '+ 4'. On the right, a student grade list table displays four students: Doe, Jack, Doe, Jane, Doe, Jill, and Doe, John. The 'Extra Credit 1 [A-F]' column is shown with two rows, both containing 'A+'. A red box highlights this column.

Student Name	Find	Clear	All Sections	Categories/Letter Grades
Last Name, First...				Extra Credit 1 [A-F]
Doe, Jack	C ***	75.59999999...	C-	A+
Doe, Jane	A+ ***	102.2666666...	A+	A+
Doe, Jill	B ***	85.00	B	
Doe, John	C+ ***	78.3333333...	C+	

With this set-up, when a score of "A+" is given to a student on the extra credit item, and the point value for the extra credit item is set to "4", it is the same as adding 3.933 points (.98333 X 4) to the student's total cumulative score of points.

Tip: You might want to add multiple "Extra Credit" items; one for each time you want to give extra credit through the semester.

How do I add extra credit to weighted categories in Gradebook2?

The Gradebook2 tool does not allow scores above the maximum value. For instance, if grading by Points, and the maximum point value is set to 150, you cannot assign a score of 155 points. If grading by percentages, you cannot assign a score of 105%. If grading by letter grade, you cannot assign a score of A++.

Some instructors may want to award extra credit either as an addition to an existing grade or as a separate extra credit assignment.

The method of adding extra credit is slightly different depending on whether the gradebook is "non-weighted", "non-weighted categories" or "weighted categories"

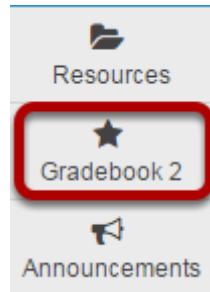
It is also slightly dependent on whether the gradebook is scored by "points", "percentages" or "letter grades".

In all instances of adding extra credit, it is important to look at the total number of possible points that can be awarded for the semester to a student and base your extra credit calculations on how will it affect the final Course Grade.

This becomes a bit more complex when working with a weighted categories gradebook because instructors have the option to add an extra credit **item** to an existing category (which affects the overall grade only as much as the weighted category affects the overall grade) or they can add an "weighted" Extra Credit **category** and place extra credit items within it (which will affect the overall grade only as much as the extra credit weighted category affects the overall grade).

- Case 1: Adding an extra credit item to an existing category.
- Case 2: Adding an extra credit category.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Case 1: Adding an extra credit item to an existing category

The screenshot shows the 'Grade Items' page in the Sakai Gradebook. A red arrow points from the top right towards the 'Papers' category in the list. A context menu is open over the 'Papers' category, listing four options: 'Add new category', 'Edit this category', 'Delete this category', and 'Add new grade item'. The 'Add new grade item' option is highlighted with a red box. The main table lists various grade items with their names, percentage values, and total scores.

Name	% Grade	% Category
Poetry 101 Fall 2014	100 / 100	-
Papers	50	100 / 100
Paper 1	30	
Paper 2	30	
Paper 3	40	
Exam	100 / 100	
Midterm Exam	14	40
Final Exam	21	60
Participation	15	100 / 100
Attendance	1.5	10
Discussion Board	13.5	90

Right-click the name of the Category and select **Add a new grade item**.

This displays the New Item panel on the right.

(Weighted Category gradebook - Scoring by Points) - Enter Extra Credit Item Information, then click Add/Close

New Item

Name:	1 Extra Credit 1
Category:	2 Papers
% Category:	3 5
Points:	4 5
Due date:	Optional
Source:	Gradebook
Include in grade:	5 <input checked="" type="checkbox"/>
Extra credit:	6 <input checked="" type="checkbox"/>
Release scores:	7 <input type="checkbox"/>
Give ungraded no credit:	8 <input type="checkbox"/>
9 Add Add/Close Cancel	

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **category**.
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 5% of the Papers category. Since the papers category is worth 50% of the Course Grade, the extra credit item (if given full credit) is worth 2.5% of the Course Grade (.05 x 50).
4. Enter a **Points** value for the Extra Credit Item. When grading by points set this number in some relationship to the percentage number for easier calculation. In the example above, the maximum point value is set to 5 (same as the percentage). Since, in this case, the item is worth a maximum of 2.5% of the course grade, every point awarded here is worth .5% of the course grade. A grade of "4" adds 2% to the course grade.
5. **Include** this Extra credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example: (Weighted Category gradebook - Scoring by Points)

The screenshot shows the Sakai Grade Items and Gradebook interface. On the left, the Grade Items page lists various categories and their points: Poetry 101 Fall 2014 (100 / 100, 700 total), Papers (50 / 100, 300 total), Paper 1 (15, 30), Paper 2 (15, 30), Paper 3 (20, 40), Extra Credit 1 (+ 2.5, + 5), Exams (35 / 100, 200 total), Midterm Exam (14, 40), Final Exam (21, 60), Participation (15 / 100, 200 total), Attendance (1.5, 10), and Discussion Board (13.5, 90). On the right, the Gradebook page shows student grades: Doe, Jack (C, 73.00); Doe, Jane (A+, 100.00); Doe, Jill (D, 64.00); Doe, John (B, 86.00). The Extra Credit 1 column is highlighted with a red box.

Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.

(Weighted Category gradebook - Scoring by Percentages) - Enter Extra Credit Item Information, then click Add/Close

The screenshot shows the 'New Item' dialog. The fields are numbered as follows:

- 1: Name: Extra Credit 1
- 2: Category: Papers
- 3: % Category: 5
- 4: Points: 100
- 5: Include in grade: checked
- 6: Extra credit: checked
- 7: Release scores: unchecked
- 8: Give ungraded no credit: unchecked
- 9: Buttons: Add, Add/Close (highlighted with a red box), Cancel

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **Category**.
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 5% of the Papers category. Since the papers category is worth 50% of the course grade, the extra credit item (if given full credit) is worth 2.5% of the course grade (.05 x 50).

4. Enter a **Points** value for the Extra Credit Item. When grading by percentage set this number to 100. In the example above, the point value is set to 100. Since, in this case, the item is worth a maximum of 2.5% of the Course Grade. A grade of 100% will add 5% to the category and 2.5% to the course grade.
5. **Include** this Extra Credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example: (Weighted Category gradebook - Scoring by Percentages)

The screenshot shows two windows side-by-side. On the left is the 'Grade Items' window, which lists various assignment categories and their details. One category, 'Extra Credit 1', is highlighted with a red box. On the right is the 'Student Gradebook' window, which displays student grades across different categories. The 'Extra Credit 1 (%)' column is also highlighted with a red box. Both boxes are located in the bottom right corner of their respective windows.

Grade Items				Student Gradebook					
				Student Name	Find	Clear	All Sections	Weighted Categories/Percentages Mode	
				Last Name, First...	Course Grade	Calculated Grade	Paper 1 [%]	Paper 2 [%]	Extra Credit 1 [%]
<input type="checkbox"/> Name % Grade % Category Points <input type="checkbox"/> Poetry 101 Fall 2014 100 / 100 - 700 <input type="checkbox"/> Papers 50 100 / 100 300 <input checked="" type="checkbox"/> Paper 1 15 30 100 <input checked="" type="checkbox"/> Paper 2 15 30 100 <input checked="" type="checkbox"/> Paper 3 20 40 100 <input checked="" type="checkbox"/> Extra Credit 1 + 2.5 + 5 + 100 <input type="checkbox"/> Exams 35 100 / 100 200 <input type="checkbox"/> Midterm Exam 14 40 100 <input type="checkbox"/> Final Exam 21 60 100 <input type="checkbox"/> Participation 15 100 / 100 200 <input type="checkbox"/> Attendance 1.5 10 100 <input type="checkbox"/> Discussion Board 13.5 90 100				Doe, Jack	C (73.00%) ***	73.00	73		
				Doe, Jane	A+ (100.00%)...	100.00	100	91	100
				Doe, Jill	D (64.00%) ***	64.00	64		
				Doe, John	B (86.00%) ***	86.00	81		100

Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.

(Weighted Category gradebook - Scoring by Letter Grade) - Enter Extra Credit Item Information, then click Add/Close

Edit Item

Name:	1	Extra Credit 1	2
Category:	3	Papers	
% Category:	4	5	
Points:	6	100	
Due date:	7	Optional	
Source:	8	Gradebook	
Include in grade:	9	<input checked="" type="checkbox"/>	
Extra credit:		<input checked="" type="checkbox"/>	
Release scores:		<input type="checkbox"/>	
Give ungraded no credit:		<input type="checkbox"/>	

Buttons: Delete, Save, Save/Close, Cancel

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **Category**.
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 5% of the Papers category. Since the papers category is worth 50% of the course grade, the extra credit item (if given full credit) is worth 2.5% of the course grade (.05 x 50).
4. Enter a **Points** value for the Extra Credit Item. When grading by letter grade set this number to 100, as there is no 1 to 1 relationship between a letter grade and a point. In the example above, the point value is set to 100. Since, in this case, the item is worth a maximum of 2.5% of the course grade. A grade of A+ will add 4.9166 points to the category grade or approximately 2.5 points to the overall grade.
5. **Include** this Extra credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example: (Weighted Category gradebook - Scoring by Letter Grade)

Student Name	Find	Clear	All Sections	Weighted Categories
Last Name, First...				
Doe, Jack	B+ ***	89.9166666...	B	
Doe, Jane	B ***	85.00	B	
Doe, Jill	C ***	76.5833333...	C-	
Doe, John	C- ***	71.6666666...	C-	
Extra Credit 1	+ 2.5	+ 5		A+

Case 2: Adding an extra credit category

Name	% Grade	% Category	Points
Poetry 101 Fall 2014	100 / 100	-	700
Papers	50	100 / 100	300
Paper 1	15	30	100
Paper 2	15	30	100
Paper 3	20	40	100
Exams	35	100 / 100	200
Midterm Exam	14	40	100
Final Exam	21	60	100
Participation	15	100 / 100	200
Attendance	1.5	10	100
Discussion Board	13.5	90	100

Right-Click the name of the Gradebook and select Add New Category.

This displays the Add New Category panel on the right.

Enter the Category Information, then click Save/Close.

The screenshot shows the 'Edit Category' dialog box. It has fields for 'Name' (containing 'Extra Credit') and '% Grade' (containing '100'). There are several checkboxes: 'Include in grade' (checked), 'Extra credit' (checked), 'Release scores' (unchecked), and 'Weight items equally' (unchecked). At the bottom are buttons for 'Delete', 'Save', 'Save/Close' (which is highlighted with a red border), and 'Cancel'. Numbered circles 1 through 7 are overlaid on the screen to indicate specific items: 1 points to the 'Name' field, 2 points to the '% Grade' field, 3 points to the checked 'Include in grade' checkbox, 4 points to the checked 'Extra credit' checkbox, 5 points to the unchecked 'Release scores' checkbox, 6 points to the unchecked 'Weight items equally' checkbox, and 7 points to the 'Save/Close' button.

1. Enter a **name** of the category (usually "Extra Credit").
2. Enter the **Percentage** of the course grade. In the example above, the Extra Credit category allows a 100% increase in the course grade.
3. **Include** this Extra Credit category in the running course grade calculation.
4. Indicate that this category is "**Extra Credit**". That is, students are not required to be graded for any item in this category and any grade given to a student for any item in this category can only positively affect their course grade.
5. **Release Scores** is usually unchecked in the category set-up. Instructors can always edit individual graded items and decide if they want to release those scores to students or not.
6. Leave Weight items equally unchecked so you can adjust the weight of individual extra credit items.
7. Click **Save/Close** to add the Extra Credit item and close the New Item frame.

Right-click the Extra Credit Category and select Add a new Item.

The screenshot shows the Sakai Gradebook interface. At the top, there's a menu bar with File, Edit, View, Tools, and Help. Below the menu is a toolbar with Grade Items, which has a note: "This gradebook is not correctly weighted." The main area is a table titled "Gradebook" with columns: Name, % Grade, % Category, and Points. The table lists categories like Poetry 101 Fall 2014, Papers, Exams, and Participation, along with their respective sub-items and scores. An "Extra Credit" category is at the bottom, marked with a checkmark. A red arrow points from the text above to this "Extra Credit" row. A context menu is open over the "Extra Credit" row, listing four options: "Add new category", "Edit this category", "Delete this category", and "Add new grade item". The "Add new grade item" option is highlighted with a red box.

Name	% Grade	% Category	Points
Poetry 101 Fall 2014 100 / 100	100	-	700
Papers	50	100 / 100	300
Paper 1	15	30	100
Paper 2	15	30	100
Paper 3	20	40	100
Exams	35	100 / 100	200
Midterm Exam	14	40	100
Final Exam	21	60	100
Participation	15	100 / 100	200
Attendance	1.5	10	100
Discussion Board	13.5	90	100
Extra Credit	0 / 100	+ 0	

This displays the Add New Item panel on the right.

Enter the graded Item information, then click Add/Close.

The screenshot shows the 'New Item' dialog box with the following fields and settings:

- Name:** Extra Credit 1 (highlighted by circle 1)
- Category:** Extra Credit (highlighted by circle 2)
- % Category:** 100 (highlighted by circle 3)
- Points:** 100 (highlighted by circle 4)
- Due date:** Optional
- Source:** Gradebook
- Include in grade:** (highlighted by circle 5)
- Extra credit:** (highlighted by circle 6)
- Release scores:** (highlighted by circle 7)
- Give ungraded no credit:** (highlighted by circle 8)
- Add** (button)
- Add/Close** (button, highlighted by circle 9)
- Cancel** (button)

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **Category** (Extra Credit).
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 100% of the Extra Credit category. When grading by points (on a 100 point scale) or grading by percentages (on a 0 to 100% scale), each point or percentage will increase the student's course grade by 1%.
4. Enter a **Points** value for the Extra Credit Item. Set this number to 100.
5. **Include** this Extra Credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

Example: Case 2: (Adding an extra credit category)

The screenshot shows the Sakai Gradebook interface with two windows open. The left window displays the 'Grade Items' list for the course 'Poetry 101 Fall 2014'. An 'Extra Credit' item is selected and highlighted with a red box. The right window shows the 'Student Gradebook' with student names, course grade, calculated grade, and scores for 'Paper 1 [100pts]' and 'Paper 2 [100pts]'. A new column titled 'Extra Credit 1 [100pts]' is present, which is also highlighted with a red box. The 'Extra Credit 1' row for each student has a value of 1.

Student Name	Find	Clear	All Sections		Weighted Categories/Points Mode
Last Name, First...	Course Grade	Calculated Grade	Paper 1 [100pts]	Paper 2 [100pts]	Extra Credit 1 [100pts]
Doe, Jack	B (85.00%) ***	85.00	85		1
Doe, Jane	B (86.00%) ***	86.00	85		1
Doe, Jill	A- (92.50%) ***	92.50	85	100	
Doe, John	A- (93.50%) ***	93.50	85	100	1

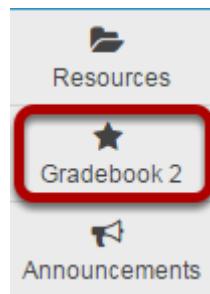
Tip: In this set-up, to add .5% to a student's overall course grade, score the Extra Credit item ".5"

How do I drop the lowest grade(s) from a category in Gradebook2?

If you are using a Non-weighted (or weighted) Categories gradebook, you can arrange for a number of the lowest grades in any category to be dropped from Course grade consideration.

The gradebook must use categories (weighted or non-weighted) to use the drop lowest grade functionality.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Case: Non-weighted (or weighted) categories gradebook:

The screenshot shows the Sakai Grade Items interface. At the top, there's a menu bar with File, Edit, View, Tools, and Help. Below the menu is a toolbar with Grade Items, Gradebook (which is selected), Attributes & Grades, and a search bar for Student Name.

The main area displays a gradebook for the course "Poetry 101 Fall 2014". The gradebook is organized into three categories:

- Quizzes**: Contains six quizzes, each worth 100 points, contributing a total of 600 points to the category.
- Papers**: Contains two papers, each worth 100 points, contributing a total of 200 points to the category.
- Participation**: Contains two participation items, each worth 100 points, contributing a total of 200 points to the category.

On the right side of the screen, there's a list of students with their last names underlined: Doe, Jack; Doe, Jane; Doe, Jill; and Doe, John.

Name	Points	Scoring A...
Poetry 101 Fall 2014	1000	
Quizzes	600	
Quiz 1	100	
Quiz 2	100	
Quiz 3	100	
Quiz 4	100	
Quiz 5	100	
Quiz 6	100	
Papers	200	
Paper 1	100	
Paper 2	100	
Participation	200	
Attendance	100	
Discussion Board	100	

The gradebook has 3 categories (Quizzes, Papers and Participation). The instructor would like to drop the lowest grade from the Quizzes Category.

Right-click the category name and select Edit this Category.

The screenshot shows the Sakai Grade Items interface. At the top, there's a menu bar with File, Edit, View, Tools, and Help. Below that is a toolbar with Gradebook and Attributes & Grades buttons. The main area is titled 'Grade Items' and contains a table with columns for Name, Points, and Scoring A... (partially visible). The table lists several categories and their sub-items:

Name	Points	Scoring A...
Poetry 101 Fall 2014	1000	
Quizzes	600	
Quiz 1		
Quiz 2		
Quiz 3		
Quiz 4		
Quiz 5	100	
Quiz 6	100	
Papers	200	
Paper 1	100	
Paper 2	100	
Participation	200	
Attendance	100	
Discussion Board	100	

A red arrow points from the text above to the 'Quizzes' category in the list. A context menu is open over the 'Quizzes' category, listing the following options:

- Add new category
- Edit this category** (this option is highlighted with a red box)
- Delete this category
- Add new grade item

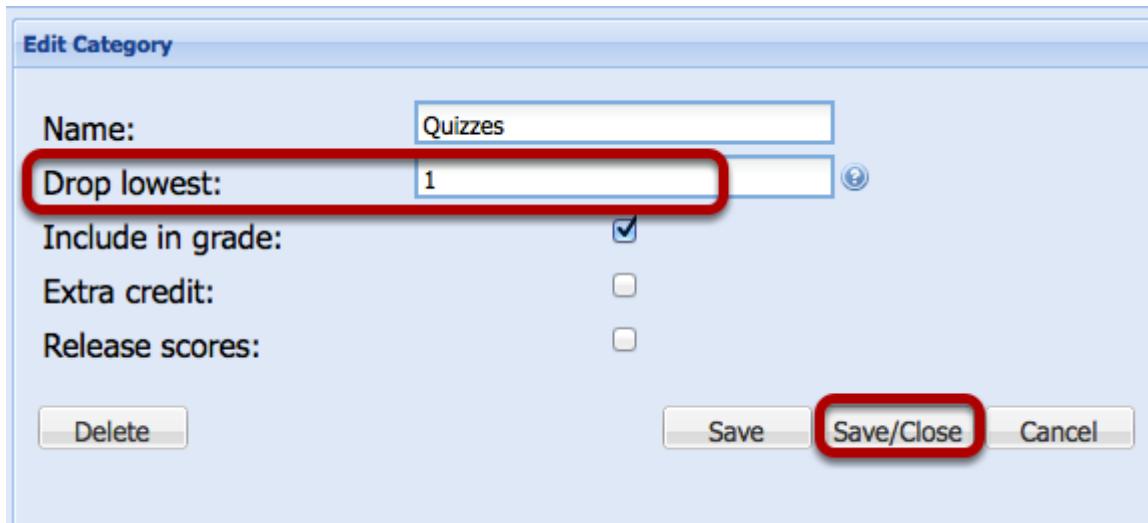
This displays the Edit Category panel on the right.

Enter the number of lowest category grades to be dropped, then click Save/Close.

Edit Category

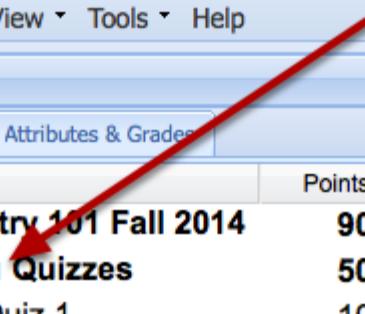
Name:	Quizzes
Drop lowest:	<input type="text" value="1"/>
Include in grade:	<input checked="" type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input type="checkbox"/>

Delete **Save** **Save/Close** **Cancel**



This will drop the lowest grade(s) from the Course Grade calculation.

Example 1:



Name	Points	Scoring A...
Poetry 101 Fall 2014	900	
-1 Quizzes	500	
Quiz 1	100	
Quiz 2	100	
Quiz 3	100	
Quiz 4	100	
Quiz 5	100	
Quiz 6	100	
Papers	200	
Paper 1	100	
Paper 2	100	
Participation	200	
Attendance	100	
Discussion Board	100	

Notice that to the left of the Quizzes category name is a "-1" indicating that the lowest grade for this category will be dropped from the Course Grade.

Example 2:

The screenshot shows the Sakai Grade Items interface. On the left, a tree view displays course categories: Poetry 101 Fall 2014 (900 points), Quizzes (500 points), Papers (200 points), and Participation (200 points). Under Quizzes, there are six items: Quiz 1 through Quiz 6, each worth 100 points. Under Papers, there are two items: Paper 1 and Paper 2, each worth 100 points. Under Participation, there are two items: Attendance and Discussion Board, each worth 100 points.

On the right, a student list table is shown. The columns are: Student Name, Last Name, First..., Course Grade, Quiz 1 [100pts], and Quiz 2 [100pts]. The data is as follows:

Student Name	Last Name, First...	Course Grade	Quiz 1 [100pts]	Quiz 2 [100pts]
Doe, Jack	Doe, Jack	A- (92.00%) ***	88	92
Doe, Jane	Doe, Jane	A- (92.00%) ***	92	77
Doe, Jill	Doe, Jill	B+ (88.00%) ***	64	88
Doe, John	Doe, John	C+ (79.00%) ***	78	79

A red arrow points from the text below to the 'Quiz 2 [100pts]' column of the student list, highlighting the value '77' for Doe, Jane.

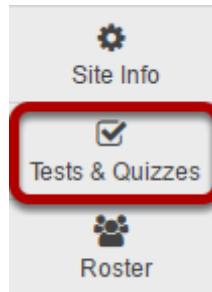
Notice that the lowest score in the category is displayed in red with a line drawn through it and that grade is not included in the Course Grade.

How do I connect the Test & Quizzes tool to Gradebook2?

The Gradebook2 tool can be connected to the Test and Quizzes tool so that grades scored in the Test & Quizzes tool are displayed in the Gradebook2 tool.

Note: If you connect a Test or Quiz to the Gradebook2 tool, you cannot add (or edit) the student's grade in the Gradebook spreadsheet column. All grades come from Test & Quizzes tool. Grades can be adjusted in the Test & Quizzes tool under Published Copies > Select Actions > Scores.

Go to the Test and Quizzes tool.



Select **Tests & Quizzes** from the Tool Menu in your site.

Go to the assessment settings.

A screenshot of the 'Tests & Quizzes' tool interface. At the top, there are two tabs: 'Working Copies: not released to students' (selected) and 'Published Copies: released to students'. Below the tabs is a table with columns 'Action' and 'Title'. In the 'Action' column for the first row, a dropdown menu is open, showing options: 'Select Action', 'Edit', 'Preview', 'Print', 'Settings', 'Publish', 'Duplicate', 'Export', and 'Remove'. The 'Settings' option is highlighted with a red box. A red arrow points from this red box to the 'Title' column of the first row, which contains the text 'Comm Test 1'.

If the assessment is not yet published, find the draft of the assessment in the **Working Copies** tab. Click **Select Action**, then select **Settings**.

If the assessment is published, find the assessment in the **Published Copies** tab. Click **Select Action**, then select **Settings**.

Send grades to gradebook.

▼ Grading and Feedback

If multiple submissions, record the

highest score
 last score
 average score

Anonymous Grading

Hide student identity from grader

Gradebook Options

Send assessment score to Gradebook immediately, regardless of options below

Under the Grading and Feedback section, select **Send assessment score to Gradebook immediately, regardless of options below**.

Note: If you connect an assessment to the Gradebook2 tool, you cannot add (or edit) the student's grade in the Gradebook spreadsheet column. All grades come from Test & Quizzes tool. Grades can be adjusted in the Test & Quizzes tool under Published Copies > Select Actions > Scores.

Click Save Settings and Publish if assessment is a Working Copy, ready to publish.



If assessment is already a Published Copy, simply click **Save**.

Go to Gradebook2.



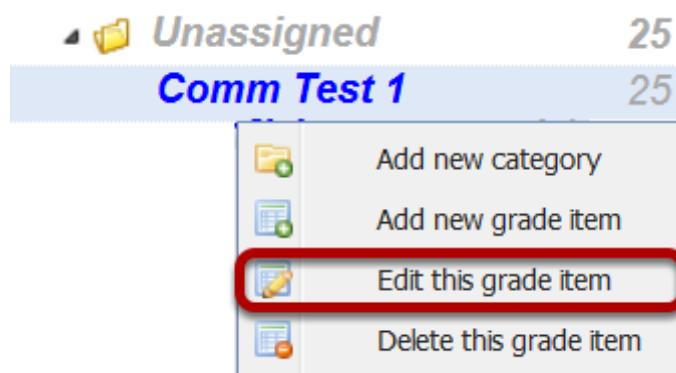
Select **Gradebook2** from the Tool Menu in your site.

Notice the listing for the Test and Quizzes assessment.

Name	Points
Gradebook	400
Quizzes	0
Papers	200
Paper 1	100
Paper 2	100
Participation	200
Attendance	100
Discussions	100
Unassigned	25
Comm Test 1	25

By default, the assessment item is placed in an "unassigned" category (if you are using categories) and it is displayed in blue, which means that the grades can be seen in the gradebook as soon as a student submits the quiz.

Right-click the name of the grade item and select Edit this grade item.



This displays the Edit Item panel on the right.

Select the desired category from the Category dropdown menu, then click Save/Close.

Edit Item

Name:	Comm Test 1
Category:	Quizzes
Points:	25
Due date:	Optional
Source:	Tests & Quizzes
Include in grade:	<input type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input checked="" type="checkbox"/>
Give ungraded no credit:	<input type="checkbox"/>

Note: Test & Quizzes is listed as the source of the grade

Delete **Save** **Save/Close** **Cancel**

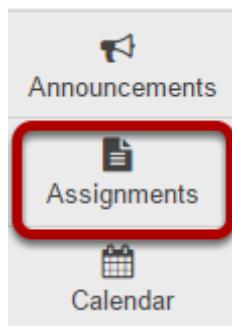
Note: as an alternative, you can drag and drop the grade item into the proper category, however, this does not work well with some browsers.

Example:

Grade Items			
Gradebook		Attributes & Grades	
	Name	Points	
	Gradebook	400	
	Quizzes	0	
	Comm Test 1	25	
	Papers	200	
	Paper 1	100	
	Paper 2	100	
	Participation	200	
	Attendance	100	
	Discussions	100	

How do I connect the Assignments tool to Gradebook2?

Go to the Assignments tool.



Select **Assignments** from the Tool Menu in your site.

Go to the assignment settings.

A screenshot of the assignment settings screen. It shows an assignment titled "Reaction Paper 1". Below the title, there are three buttons: "Edit" (highlighted with a red box), "Duplicate", and "Grade".

The Edit screen for the assignment opens.

Select a Grading option.

Option 1: Select Add Assignment to Gradebook.

Grading

- Do not add assignment to Gradebook
- Add Assignment to Gradebook
- Associated with existing Gradebook entry

Making this connection creates a new item in the Gradebook2 tool.

Note: If you use this type of Gradebook connection you cannot add (or edit) the student's grade in the Gradebook spreadsheet column. All grades come from the Assignment tool.

Option 2: Select Associate with existing Gradebook entry.

Grading

- Do not add assignment to Gradebook
- Add Assignment to Gradebook
- Associated with existing Gradebook entry

Additional Ass

- No additional assignments
- Use peer assessment

Select a Gradebook Item ▾
Select a Gradebook Item
Attendance
Reaction Paper 1
Discussions
Paper 2
Paper 1

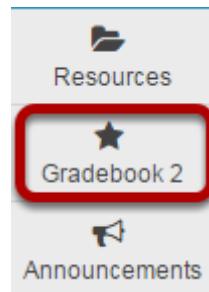
Making this connection send the grades to an existing item in the Gradebook2 tool.

Note: If you use this type of Gradebook connection you add (or edit) the student's grade in both the Assignments tool AND in the the Gradebook spreadsheet column.

Click Post.



Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

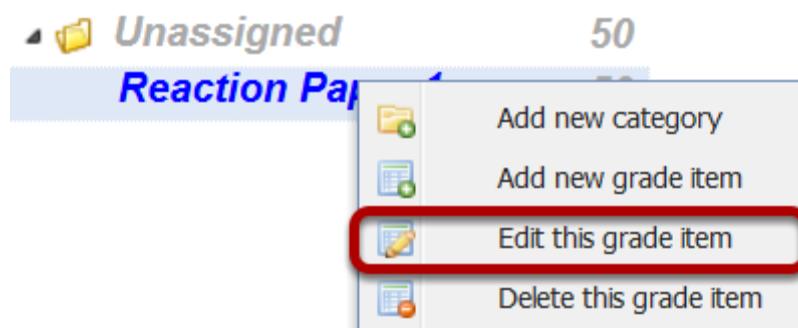
Option 1: Grade item sent to Gradebook from Assignment tool.

Grade Items		
	Gradebook	Attributes & Grades
	Name	Points
	Gradebook	400
	Quizzes	0
	Comm Test 1	25
	Papers	200
	Paper 1	100
	Paper 2	100
	Participation	200
	Attendance	100
	Discussions	100
	Unassigned	50
	Reaction Paper 1	50

If you selected **Add Assignment to Gradebook**, a new item will be added to the Gradebook.

By default, the assignment item is placed in an "unassigned" category (if you are using categories) and it is displayed in blue, which means that the grades can be seen in the gradebook as soon as they released in the Assignment tool.

Right-click the name of the grade item and select Edit this grade item.



Right-click the name of the grade item and select **Edit this grade item**.

This displays the Edit Item panel on the right.

Change the Category to the desired category, then click Save/Close.

Edit Item

Name:	Reaction Paper 1
Category:	Papers
Points:	50
Due date:	05/17/2016
Source:	Assignments
Include in grade:	<input type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input checked="" type="checkbox"/>
Give ungraded no credit:	<input type="checkbox"/>

Note: Assignment tool is listed as the source of the grade.

Delete **Save** **Save/Close** **Cancel**

Note: as an alternative, you can drag and drop the grade item into the proper category, however, this does not work well with some browsers.

Example:

Grade Items		
	Gradebook	Attributes & Grades
	Name	Points
<input type="checkbox"/>	Gradebook	400
<input type="checkbox"/>	Quizzes	0
<input type="checkbox"/>	Comm Test 1	25
<input type="checkbox"/>	Papers	200
<input type="checkbox"/>	Reaction Paper 1	50
<input type="checkbox"/>	Paper 1	100
<input type="checkbox"/>	Paper 2	100

Grading: Example of grade displayed in Gradebook2 tool.

The screenshot shows two windows side-by-side. On the left is the 'Grade Items' tool, which lists assignment categories and their points: Gradebook (500), Quizzes (0), Comm Test 1 (25), Papers (300), Paper 1 (100), Paper 2 (100), and Reaction Paper 1 (100). A red arrow points from the 'Reaction Paper 1' row to the 'Gradebook2' tool on the right. The 'Gradebook2' tool displays student grades for 'Last Name, First...' and 'Calculated Grade'. Parks, Rosa has a calculated grade of 91.00. Phelps, Mic... has a calculated grade of 91. A yellow callout box points to the 'Reaction Paper 1' row in the Gradebook2 table, stating: 'Item checked so column is displayed in spreadsheet'. A red box highlights the 'Reaction Paper 1 [100pts]' row in the Gradebook2 table.

Note: Option 1 does not allow the instructor to add/edit the grade in the Gradebook spreadsheet. All grades must come from the Assignment tool and must be released for the student to see them.

Option 2: Associating assignment with existing grade item.

The screenshot shows the 'Grade Items' tool on the left and the 'Edit Item' tool on the right. In the 'Grade Items' tool, the 'Reaction Paper 1' row is selected, indicated by a blue highlight and a red arrow pointing to it. In the 'Edit Item' tool, the 'Source:' dropdown menu is set to 'Gradebook', with a red arrow pointing to it. A yellow callout box states: 'Gradebook tool is listed as the source of the grade.' Buttons at the bottom of the 'Edit Item' window include Delete, Save, Save/Close, and Cancel.

If you selected **Associate with existing Gradebook entry**, the assignment grade will be linked to the selected existing Gradebook entry.

Note: The item is not automatically set to be released to students.

Grading: Go to the Gradebook tool and display the item.

The screenshot shows two windows side-by-side. On the left is the 'Grade Items' tool, which lists various assignment types and their points. On the right is a 'Gradebook' spreadsheet for student grades. A red box highlights the row for 'Reaction Paper 1 [100pts]' with a grade of 91. An arrow points from a yellow callout box to this highlighted cell, containing the text: 'Can enter grade in either the Assignment tool or the Gradebook tool'.

Name	Points
Gradebook	500
Quizzes	0
Comm Test 1	25
Papers	300
Paper 1	100
Paper 2	100
Reaction Paper 1	100

Student Name	Find	Clear	All Sections
Last Name, First...	Calculated Grade		
Parks, Rosa	91.00		
Phelps, Mic...			

Check the box next to the grade item so it is displayed in the right spreadsheet.

The grading process for Option 2 is the same as for Option 1. However, Option 2 also allows instructors to add/edit grades in the Gradebook spreadsheet.

How do I connect the Forums tool to Gradebook2?

The Gradebook2 tool can be connected to the Forums tool so that grades scored in the Forums tool are displayed in the Gradebook2 tool.

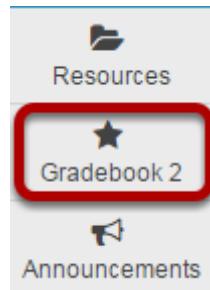
There are 2 different types of connections that can be made to the Forums tool.

Option 1 - Add Forum to Gradebook: Making this connection connects all of the Topics located in this Forum to a single item in the Gradebook 2 tool. Instructors will be able to add/subtract points for ANY of the Forum Topics student submissions. That is, there is one grade item that covers all of the discussion topics within the Forum.

Option 2 - Add individual Topics to Gradebook: Making this connection connects a single Topic to a single item in the Gradebook. In order to grade multiple Topics, Instructors need to make multiple connections to the Gradebook.

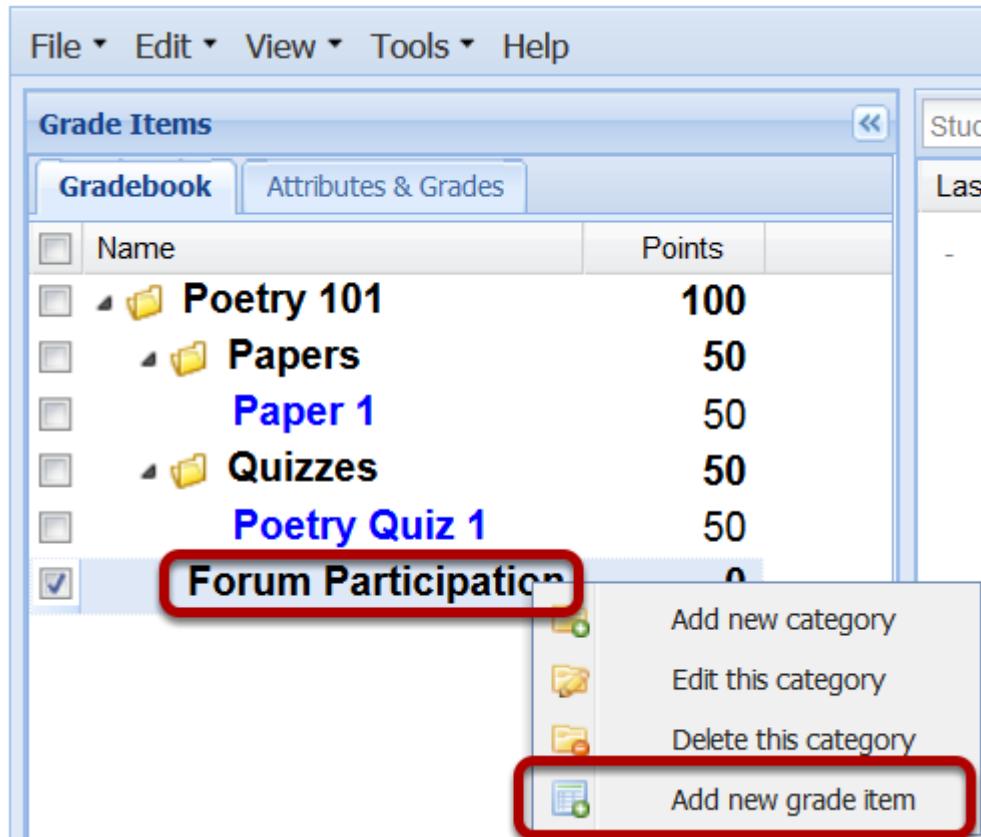
Note: in order to connect the Gradebook2 to a Forum or Topic, you must create the grade item in the Gradebook2 tool before linking from the Forum/Topic in the Forums tool.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Add new grade item.



Right-click the proper category (or the gradebook name if you are not using categories) and select **Add new Grade item**.

This displays the Add New Item dialog panel on the right.

Enter the Name and Points of the grade item and then click Save/Close.

New Item

Name:	Week 1 Discussion
Category:	Forum Participation
Points:	Default is 100 points
Due date:	Optional
Source:	Gradebook
Include in grade:	<input checked="" type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input type="checkbox"/>
Give ungraded no credit:	<input type="checkbox"/>

Add Add/Close Cancel

This creates the item in the Gradebook.

Example:

File ▾ Edit ▾ View ▾ Tools ▾ Help

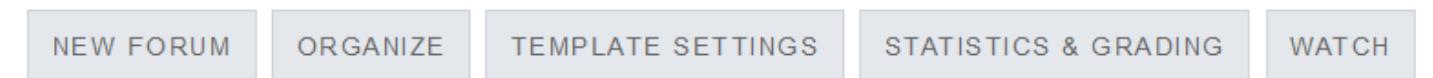
Grade Items

	Name	Points
■	Poetry 101	125
■	Papers	50
■	Paper 1	50
■	Quizzes	50
■	Poetry Quiz 1	50
■	Forum Participation	25
■	Weekly Discussions	25

Go to Forums.

Select **Forums** from the Tool Menu in your site.

Create a Forum with Topics for students to discuss.



Forums

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More](#)▼

-  **Week 1 Discussion** 0 unread of 0 messages [Topic Settings](#) | [More](#)▼
-  **Week 2 Discussion** 0 unread of 0 messages [Topic Settings](#) | [More](#)▼
-  **Week 3 Discussion** 0 unread of 0 messages [Topic Settings](#) | [More](#)▼

Note: You cannot connect a Forum (Option 1) or a Topic (Option 2) to the Gradebook2 when creating a new Forum or Topic. You can only make the connection after the Forum/Topic is created.

Option 1: Add Forum to Gradebook.

Click Forum Settings.



Forums

Weekly Discussions [New Topic](#) [Forum Settings](#) [More](#)▼

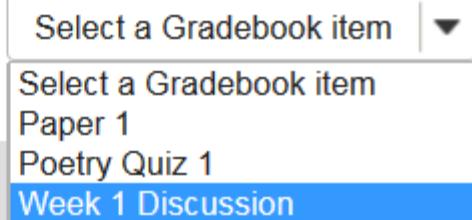
-  **Week 1 Discussion** 0 unread of 0 messages [Topic Settings](#) | [More](#)▼
-  **Week 2 Discussion** 0 unread of 0 messages [Topic Settings](#) | [More](#)▼
-  **Week 3 Discussion** 0 unread of 0 messages [Topic Settings](#) | [More](#)▼

This displays the Edit Forum Settings page.

Under Grading, select the existing Gradebook item.

Grading

Gradebook item:



▼ Permissions

Making this connection connects all of the Topics located in this Forum to a single item in the Gradebook 2 tool. Instructors will be able to add/subtract points for ANY of the Forum Topics student submissions. That is, there is one grade item that covers all of the discussion topics within the Forum.

Click Save.



Option 2: Add individual Topics to Gradebook.

Click Topic Settings.

Forums

[Weekly Discussions](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

	<u>Week 1 Discussion</u>	0 unread of 0 messages	<u>Topic Settings</u>	<u>More</u> ▾
	<u>Week 2 Discussion</u>	0 unread of 0 messages	<u>Topic Settings</u>	<u>More</u> ▾
	<u>Week 3 Discussion</u>	0 unread of 0 messages	<u>Topic Settings</u>	<u>More</u> ▾

This displays the Edit Topic Settings page.

Under Grading, select the existing Gradebook item.

Grading

Gradebook item:

Select a Gradebook item ▾

Select a Gradebook item

Paper 1

Poetry Quiz 1

Week 1 Discussion

▼ Permissions

Making this connection connects a single Topic to a single item in the Gradebook. In order to grade multiple Topics, Instructors need to make multiple connections to the Gradebook.

Click Save.

Save

Save Draft

Save Settings & Add Topic

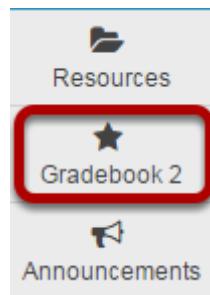
Delete Topic

Cancel

How do I download a Gradebook2 template?

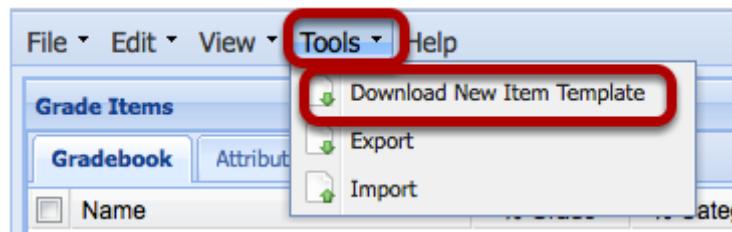
In order to import grades from an Excel spreadsheet, instructors must use a template that organizes the rows and columns of the spreadsheet in a proper format for importing. The Gradebook2 tool provides a mechanism for download a blank template that can be used for grading and importing back to the Gradebook2 tool.

Go to Gradebook2.



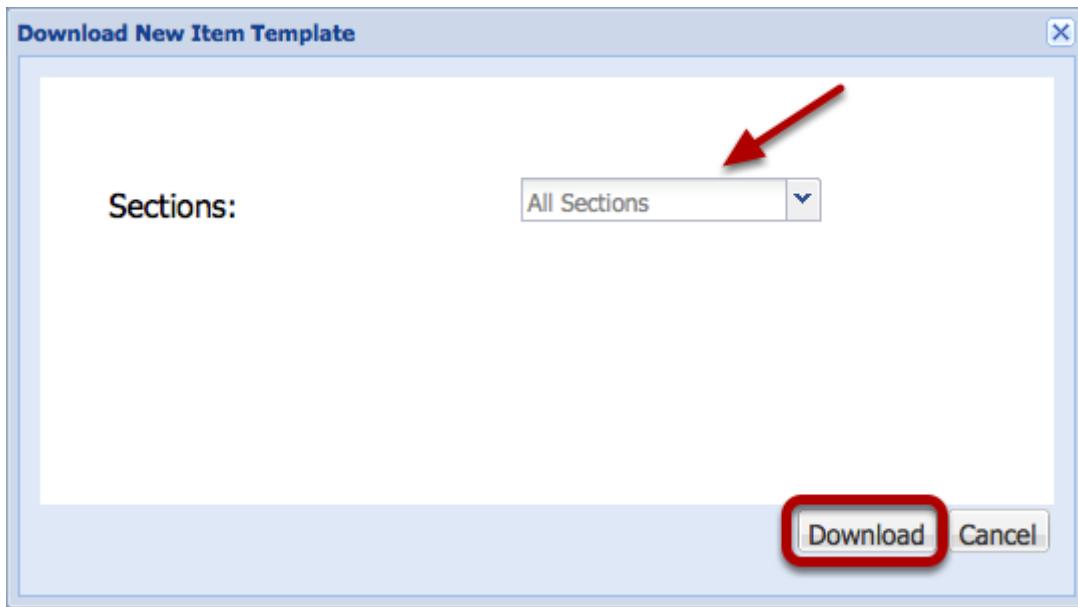
Select **Gradebook2** from the Tool Menu in your site.

Click Tools > Download New Item Template.



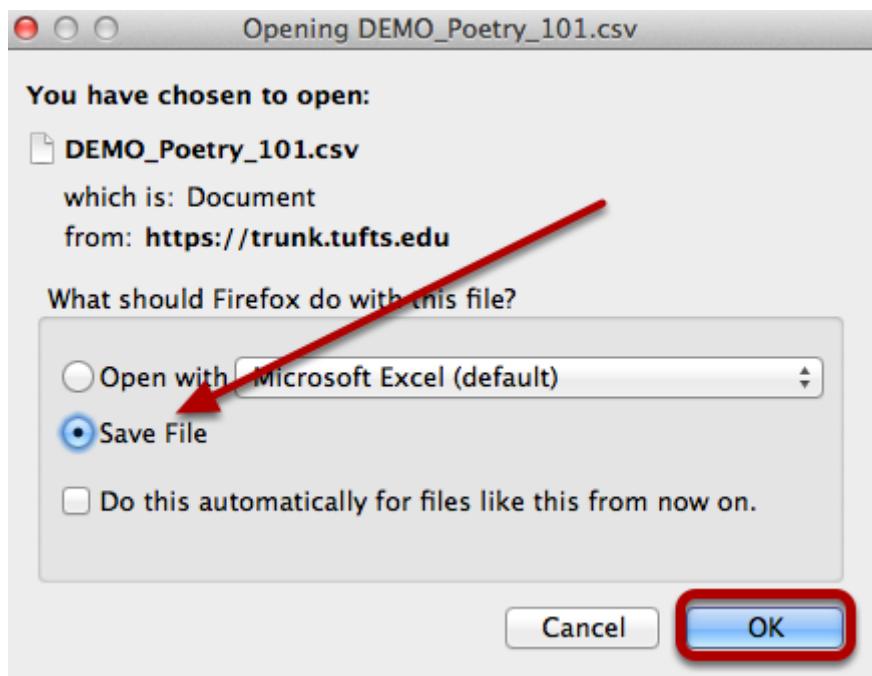
This displays the Gradebook2 download dialog box.

Select the default All Sections, then click Download.

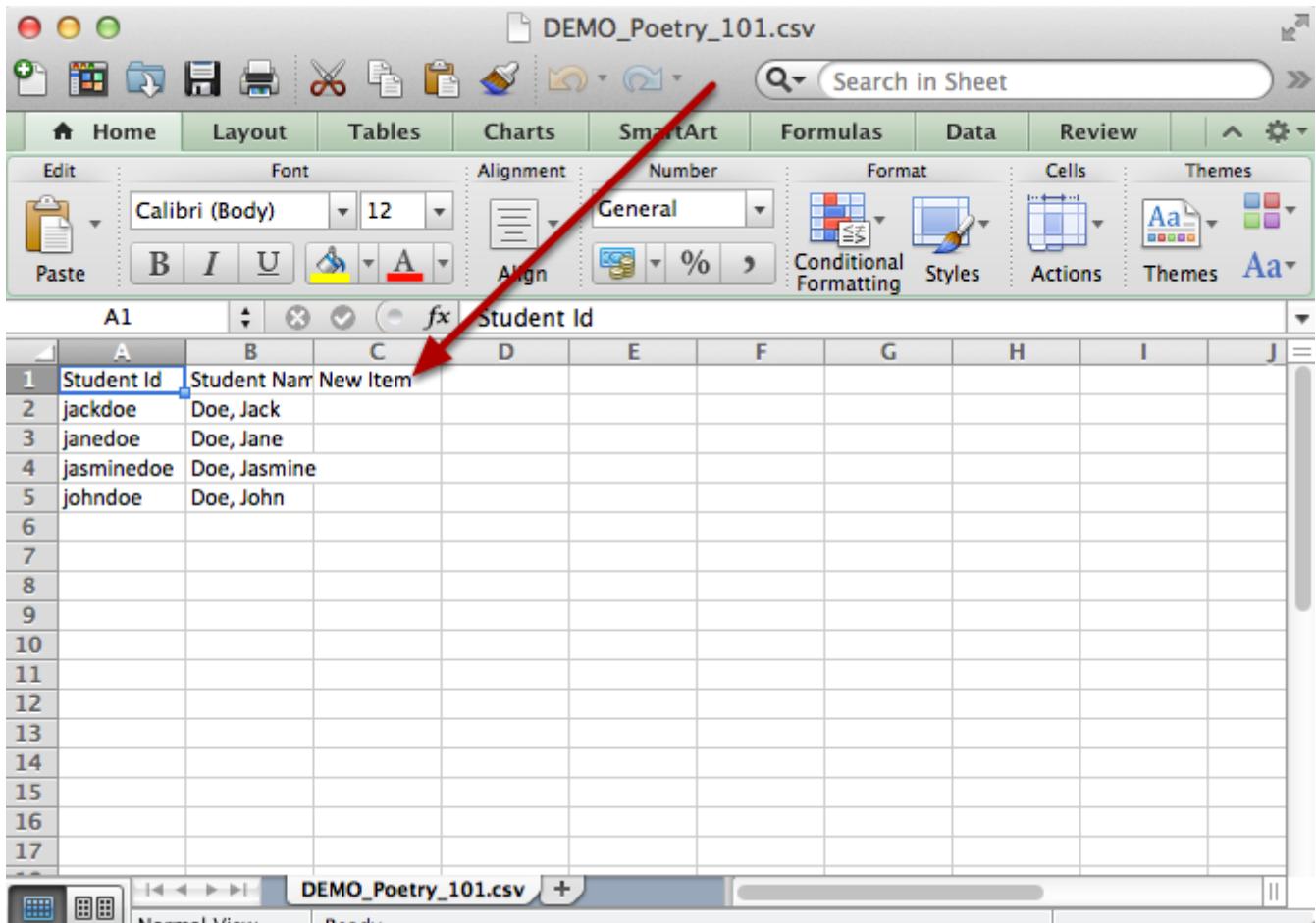


Depending on your computer settings, you may see another downloading dialog box.

Download the template (.csv file) to your computer.



Open the downloaded .csv file in your Excel (or other) spreadsheet application.



The screenshot shows a Microsoft Excel spreadsheet titled "DEMO_Poetry_101.csv". The spreadsheet has three columns: "Student Id", "Student Name", and "New Item". The "New Item" column header is highlighted with a red arrow. The data includes five rows of student information: jackdoe, Doe, Jack; janedoe, Doe, Jane; jasminedoe, Doe, Jasmine; and johndoe, Doe, John. The spreadsheet interface includes a ribbon bar with tabs like Home, Layout, Tables, Charts, SmartArt, Formulas, Data, Review, and Themes. The status bar at the bottom shows "Normal View" and "Pending".

	A	B	C	D	E	F	G	H	I	J
1	Student Id	Student Nam	New Item							
2	jackdoe	Doe, Jack								
3	janedoe	Doe, Jane								
4	jasminedoe	Doe, Jasmine								
5	johndoe	Doe, John								
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

The template is set up with the proper columns and the information about your students (ID and Name). Change the Column Header name to the name of your new grade item and add grades to column.

Note: you may add additional grade columns.

How do I Import grades from an Excel (.csv) file into Gradebook2?

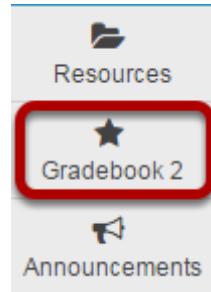
Instructors can import grades into the Gradebook2 tool using a formatted .csv file. A properly formatted .csv file containing all of the student information can be downloaded first from the Gradebook2 tool under Tools > Download New item Template.

Use this template to add/calculate your grades in Excel (or some other spreadsheet application) then import the file back into the Gradebook2.

Example of a .csv template file with the new grade information added.

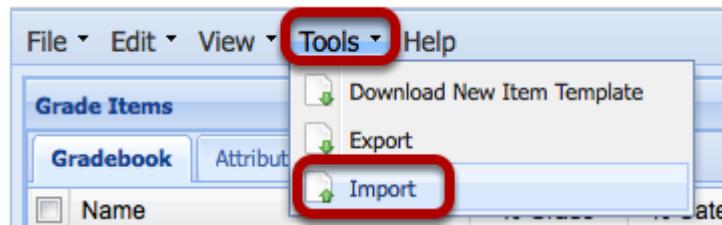
Note: Grades must use the same grading system (Points/Percentages/Letter Grades) as you have chosen for your Gradebook.

Go to Gradebook2.



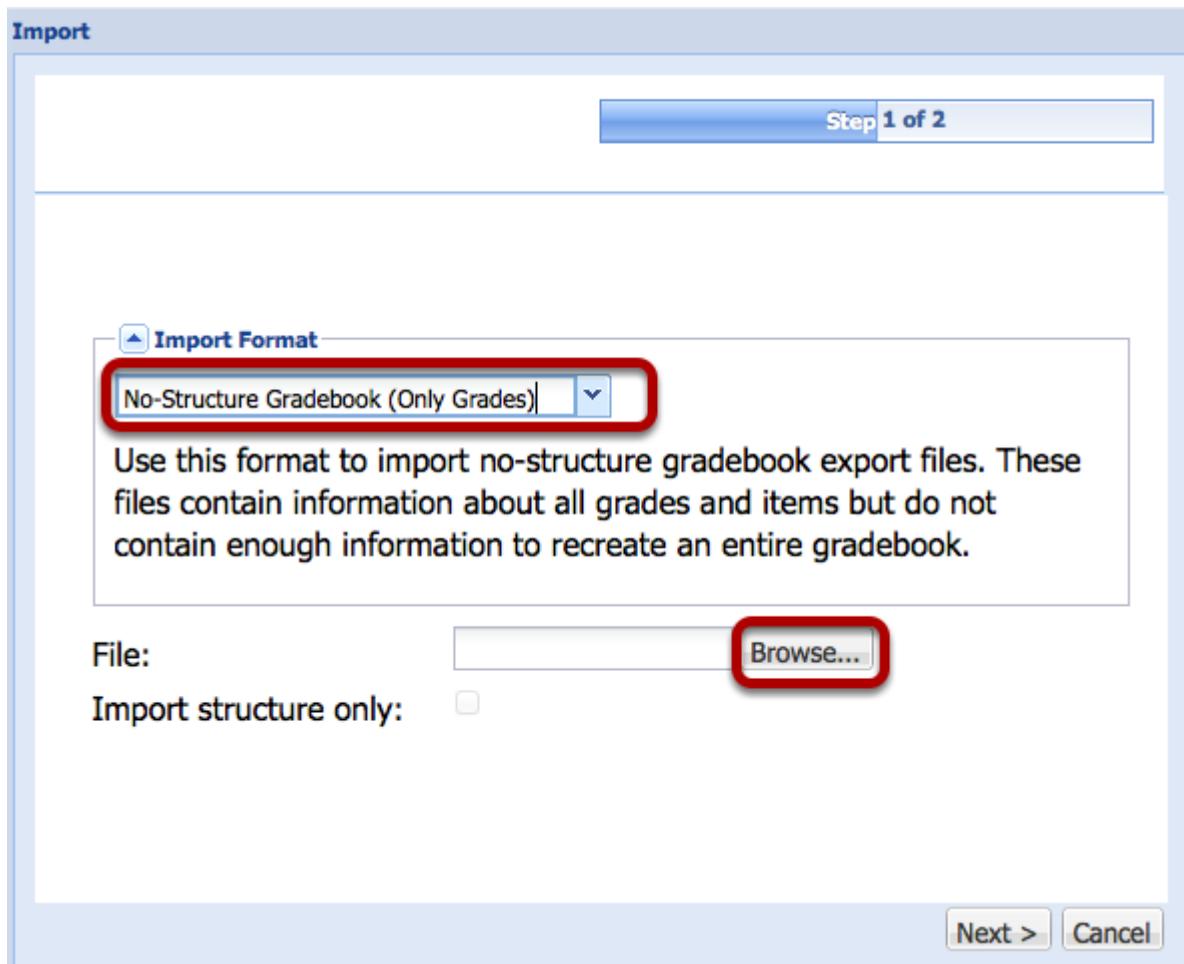
Select **Gradebook2** from the Tool Menu in your site.

Click Tools > Import.



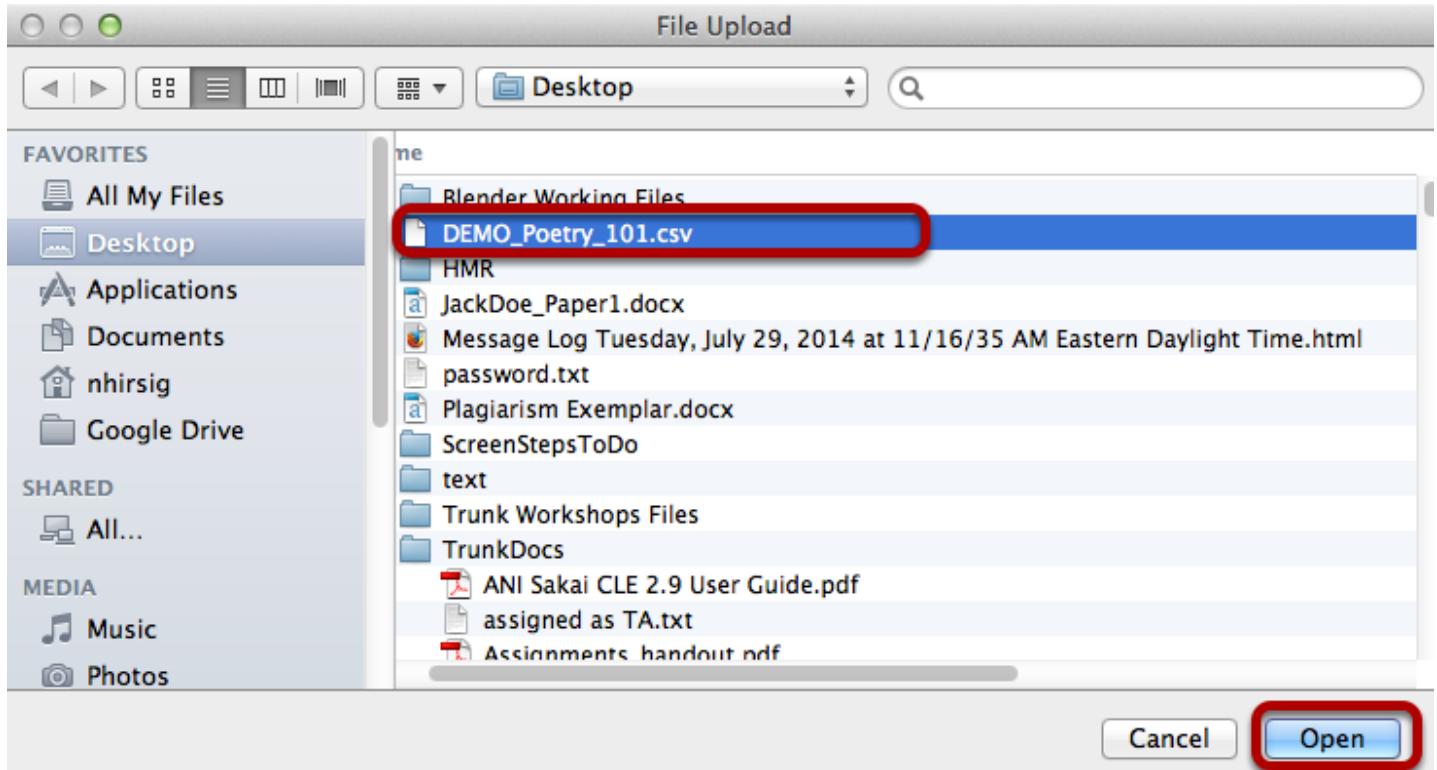
This displays the Gradebook2 Import dialog box.

Select No-structure gradebook (grades only), then click Browse.



This displays your computer's file locator.

Locate the .csv file on our computer, then click Open (or Select).



This returns the display to the Import dialog box.

Click Next.

Import

Step 1 of 2

Import Format

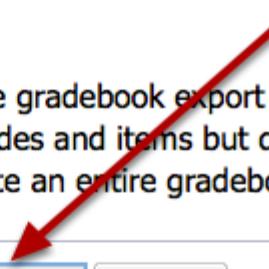
No-Structure Gradebook (Only Grades)

Use this format to import no-structure gradebook export files. These files contain information about all grades and items but do not contain enough information to recreate an entire gradebook.

File: DEMO_Poetry_101.csv

Import structure only:

Next > **Cancel**



This displays the contents of what will be imported into the Gradebook.

Click Next.

The screenshot shows a 'Import' dialog box with two main sections: 'Preview of Import Gradebook Structure' and 'Preview of Import Grades'.

Preview of Import Gradebook Structure:

Item	% Category	Points	Category
Paper 2	0	100	Unassigned

Preview of Import Grades:

Weighted Categories/Percentages Mode	
Last Name, First...	Paper 2 [%]
Doe, Jack	78
Doe, Jane	84
Doe, Jasmine	96
Doe, John	67

At the bottom right of the dialog, there are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted with a red rectangle.

This uploads the data and adds a new item to the Gradebook.

Edit the item.

The screenshot shows the Sakai Grade Items interface. On the left, there is a tree view of grade items under 'Poetry 101 Fall 2014'. A context menu is open over the 'Paper 2' item in the 'Unassigned' category. The menu options are: 'Add new category', 'Add new grade item', 'Edit this grade item' (which is highlighted with a red box), and 'Delete this grade item'. On the right, there is a student grade list table with columns for Student Name, Last Name, First..., Course Grade, Grade Override, and Week 1 Discussion [%]. The table contains four rows for Doe, Jack, Jane, Jasmine, and John.

Student Name	Last Name, First...	Course Grade	Grade Override	Week 1 Discussion [%]
Doe, Jack	Doe, Jack	B (84.00...)		
Doe, Jane	Doe, Jane	A- (93.00...)		93
Doe, Jasmine	Doe, Jasmine			
Doe, John	Doe, John	B+ (88.00...)		88

If your Gradebook has categories, you will need to assign the new item to a category before it will be calculated in the course grade.

Right-click the item and select **Edit this Grade Item**.

This displays the Edit dialog box for this grade item.

Update the item category.

Screenshot of the "Edit Item" dialog box:

Name:	Paper 2
Category:	Papers
Points:	100
Due date:	Optional
Source:	Gradebook
Include in grade:	<input checked="" type="checkbox"/>
Extra credit:	<input type="checkbox"/>
Release scores:	<input type="checkbox"/>
Give ungraded no credit:	<input type="checkbox"/>

Buttons at the bottom: Delete, Save, Save/Close (highlighted with a red box), Cancel.

Place the item in the proper category (if you are using categories) and check the box next to **Include in Grade**, then click **Save/Close**.

The grade item and the grades are now properly listed in the Gradebook.

Example:

Screenshot of the Grade Items page showing the Gradebook and Grade Details sections.

Grade Items (Gradebook tab selected):

Name	% Grade	% Category
Poetry 101 Fall 2014	100 / 100	-
Papers	50	100 / 100
Paper 2	25	50
Paper 1	25	50
Quizzes	25	100 / 100
Poetry Quiz 1	25	100
Forum Participation	25	100 / 100
Week 1 Discussion	25	100

Grade Details (Gradebook tab selected):

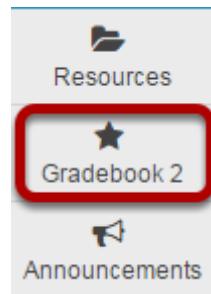
Last Name, First...	Course Grade	Grade Override	Paper 2 [%]
Doe, Jack	C+ (79.67...)		78
Doe, Jane	B+ (87.00...)		84
Doe, Jasmine	A (96.00...)		96
Doe, John	C (74.00...)		67

A red arrow points from the "Paper 2" entry in the Gradebook table to the "Paper 2" entry in the Grade Details table.

How do I view the Gradebook2 as a student?

Instructors can view the Gradebook2 as a specific student will see it.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

In the spreadsheet on the right, click on the name of the student.

A screenshot of the Gradebook2 interface. On the left is a 'Grade Items' tree view showing categories like 'Poetry 101 Fall 2014', 'Papers', 'Quizzes', and 'Forum Participation'. On the right is a 'Student Summary' table. The table has columns for 'Last Name, First...', 'Course Grade', 'Grade Override', and 'Paper 2 [%]'. A row for 'Doe, Jack' is selected and highlighted with a red box. The table data is as follows:

Last Name, First...	Course Grade	Grade Override	Paper 2 [%]
Doe, Jack	B- (82.00%)		78
Doe, Jane	B+ (87.00...)		84
Doe, Jasmine	A (96.00...)		96
Doe, John	C (74.00...)		67

This displays the Student Summary of grades and comments for that student.

Click View As Student.

The screenshot shows the Gradebook2 tool interface. On the left, there is a list of student names: Last Name, First... (Doe, Jack), Doe, Jane, Doe, Jasmine, and Doe, John. The student 'Doe, Jack' is selected. The main panel displays the 'Student Summary' for this student, including:

Student Name	Jack Doe
Email	jack.doe.tufts@gmail.com
Id	jackdoe
Section	Blue Group
Course Grade	B- (82.00%)
Scores Dropped	0

Below the summary, there are tabs for Scores, Comments, and Excuses. Under the Scores tab, a table shows the student's grades:

Paper 2	78
Paper 1	91
Poetry Quiz 1	70
Week 1 Discussion	89

At the bottom of the interface, there are navigation buttons: Previous, Next, View As Student (which is highlighted with a red box and has a red arrow pointing to it), and Close.

This displays the view of the Gradebook2 tool that this student will see.

Click on the Comment bubble to view comment for item.

The screenshot shows the "Student View" of the Gradebook2. At the top, there is a summary table with student information:

Id	jackdoe
Section	Blue Group
Course Grade	B-
Calculated Grade	82.00

Below this is a section titled "Individual Scores (click on a row to see comments)". It contains a table with the following data:

Item	Weight	Score	Date Due	Comments	Scoring ...
Course Statistics					
Course Grade	-	-	-		
Papers (50% of course grade)					
Paper 1	25	91%			
Quizzes (25% of course grade)					
Poetry Quiz 1	25	70%			

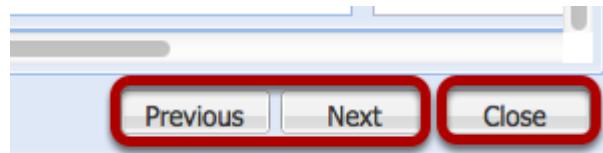
Two red arrows point from the "Comments" column of the "Paper 1" row towards a large text box on the right containing a comment about a Shakespeare quote. The comment text is as follows:

This is a good dra consider: Shakespeare's bir characters his play use of "light" and traits. He used the symbolize good, a (IV,iii,217) to sym

At the bottom right of the main area are buttons for "Previous", "Next", and "Close".

Note: Student can only view grade items that have been "Released" (displayed in blue in the Gradebook2)

Click Close (or Next/Previous to see another student's view of the Gradebook).



Why are students not seeing released grades in Gradebook2?

In Gradebook2, students can view scores for grade items if you have selected the "Release scores" setting for each item **and** you have selected the "Released items" option in the "Display to Students" list of settings for your gradebook.

Example: Both of these settings must be made before students can see their grades.

Set Up Gradebook

Name:

Organize Gradebook using Category Style

Weighted Categories

All grading features are available when using a Weighted Categories-style gradebook.

Grade Using

Percentages

Because Assignments, Forums, and Test & Quizzes record and calculate grades using points, Percentage-mode is not recommended when using these tools.

Scale extra credit:

Display To Students

Course grades: Mode:
Released items: Class rank:
Mean: Statistics Chart:
Median:

"Released Items" is checkmarked in the Gradebook Set-up

AND

Edit Item

Name: Paper 1

Category: Papers

Points: 100

Due date: Optional

Source: Gradebook

Include in grade:

Extra credit:

Release scores:

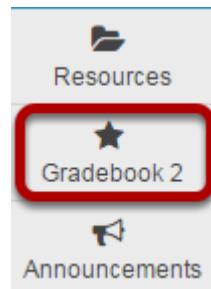
Give ungraded no credit:

"Released Scores" is checked in the Edit Grade Item screen

Delete Save Save/Close Close

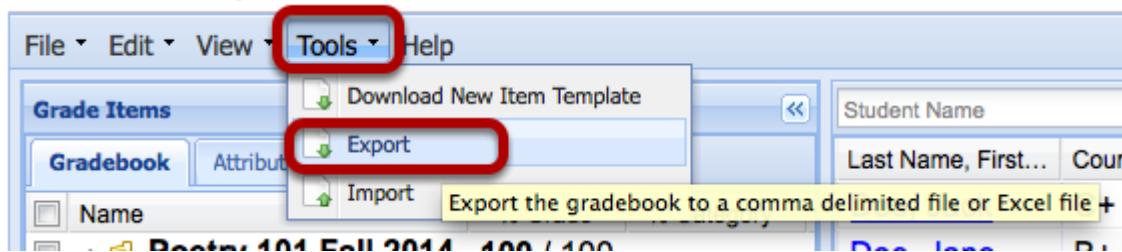
How do I export the Gradebook2 grades?

Go to Gradebook2.



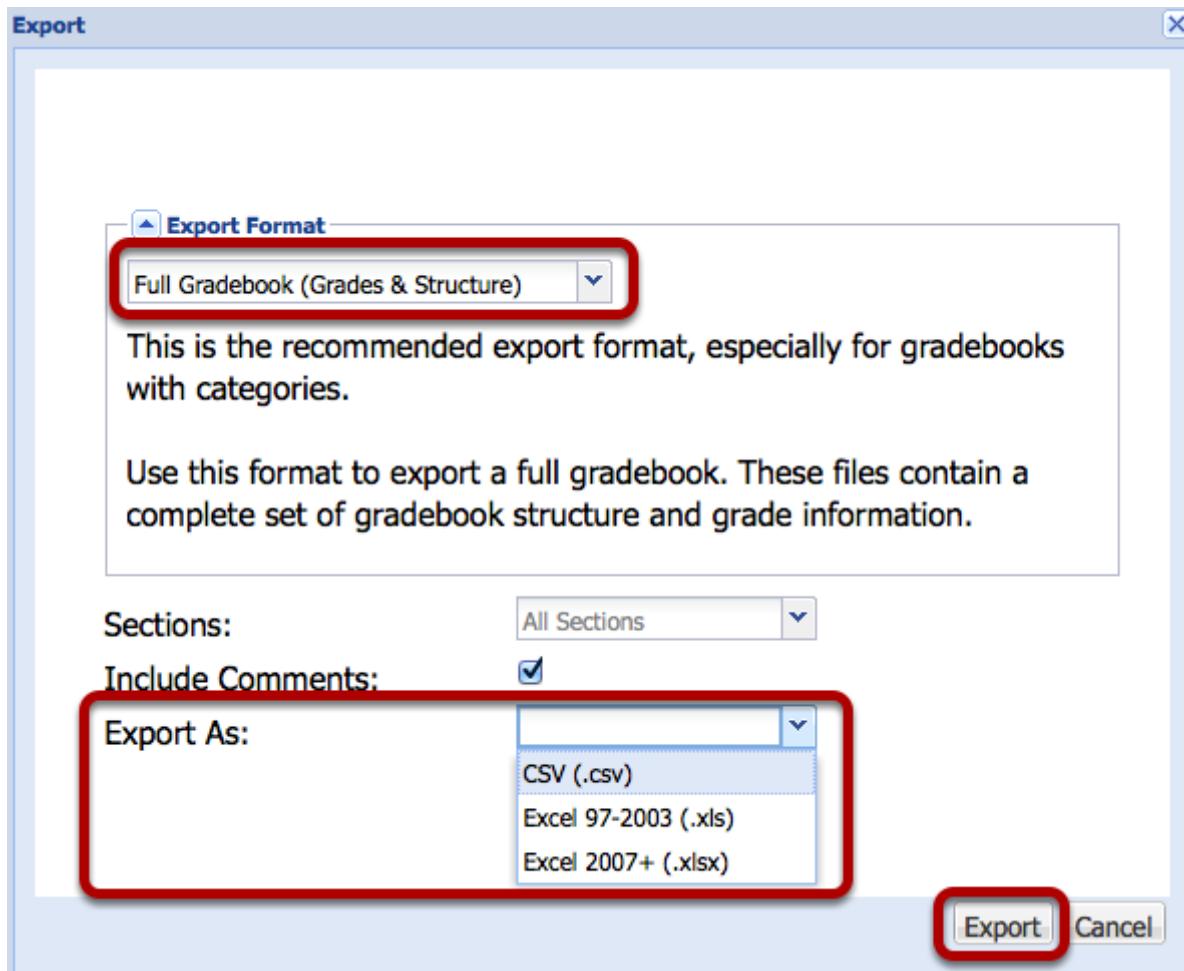
Select **Gradebook2** from the Tool Menu in your site.

Click Tools > Export.



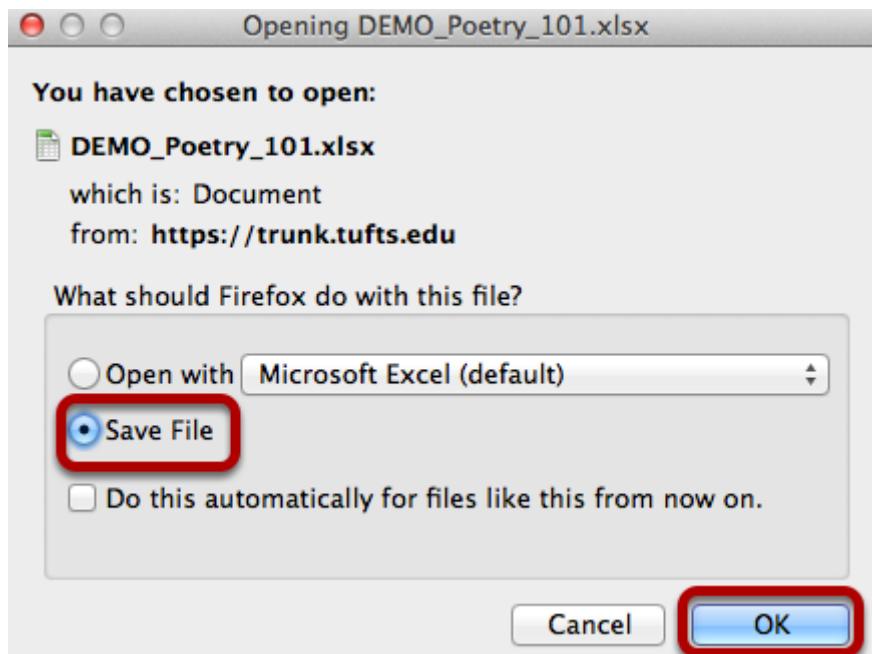
This displays the Gradebook2 Export dialog box.

Select the export format and file type, then click Export.



Depending on your computer settings, you may see another download dialog box.

Download the exported Gradebook file to your computer.



Example of a Gradebook2 Export file.

DEMO_Poetry_101.xlsx

Gradebook:	Poetry 101 Fall 2014	Weighted Categories	Percentages								
ShowCourseGrades:	true										
ShowReleasedItems:	true										
Category:		Papers				Quizzes					Forum Participation
% Grade:		50.0%				25.0%					25.0%
Drop Lowest:											
Equal Weight Items:	true					true					true
Points:		100		100			50				100
% Category:		50.0%		50.0%		100.0%					100.0%
Weight Items By Points:	false					false					false
Student Id	Student Name	Section	Paper 2	Comment : Paper 2	Paper 1 (R)	Comment : Paper 1	Poetry Quiz 1 (R)	Comment : Poetry Quiz 1	Week 1 Discussion	Comment : Week 1 Discussion	
13 Jackdoe	Doe, Jack	Blue Group	78		91						
14 Jane doe	Doe, Jane	Red Group	84								93 Very good insight into early American poetry. Thanks for inclu
15 Jasminedoe	Doe, Jasmine		96								88 Good comments. What else can you tell us about the Native A
16 Johndoe	Doe, John	Red Group	67								

Why are some item scores displayed in red with a strike-through in Gradebook2?

When you view item scores in the spreadsheet frame or Student Summary frame of Gradebook2, you may notice some item scores are displayed in red with a strike-through. You'll see a score displayed this way when an item has been excluded from course grade calculations.

Example of "red strike-through" scores.

Student Name	Email	Course Grade	Discussions - Avian Aliens [%]	Forum 1 [%]
oe, Jane	jane.doe.t...	B (overrid...	88	90
oe, Janet	janet.doe....	A- (92.50...	78	92
oe, Jasmine	jasmine.d...	B- (82.20...	93	96
oe, Jill	jill.doe.tuft...	A (96.40...	98	92
oe, John	john.doe.t...	D- (62.50...	76	78

An item is excluded from course grade calculations for one of two reasons:

- The item is a "lowest score" item in its category. If you have set up your Gradebook for categories or weighted categories, one of your options when creating a category is "Drop lowest." This option lets you specify that a certain number of lowest-score items for each student will be excluded from course grade calculations. This is the example demonstrated above.
- The item has been "excused" for that student. To excuse an item, you access the Student Summary frame for the student, select the Excuses tab, and click on the checkbox for the item. If you no longer want to excuse the item, simply uncheck it.

When using the Drop lowest option, keep in mind the following:

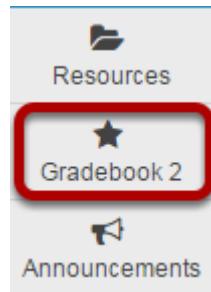
- When you enter scores in a category set to drop lowest-score items, Gradebook2 does not drop scores until you have at least one more scored item than the number set to be dropped. If a category is set to drop two lowest-score items, for example, you must score three items in order to drop the two items with lowest scores.
- Excusing an item in a category set to drop lowest can affect which items are counted as "lowest score," since the excused item will no longer be included in the calculation. If you excuse an item that is already being counted as a lowest score item, for example, then another item will get counted as "lowest score."

How do I override the course grade in Gradebook2?

The Gradebook2 Course Grade is the current calculated grade (running grade) based on which items have been graded and how much value those items carry.

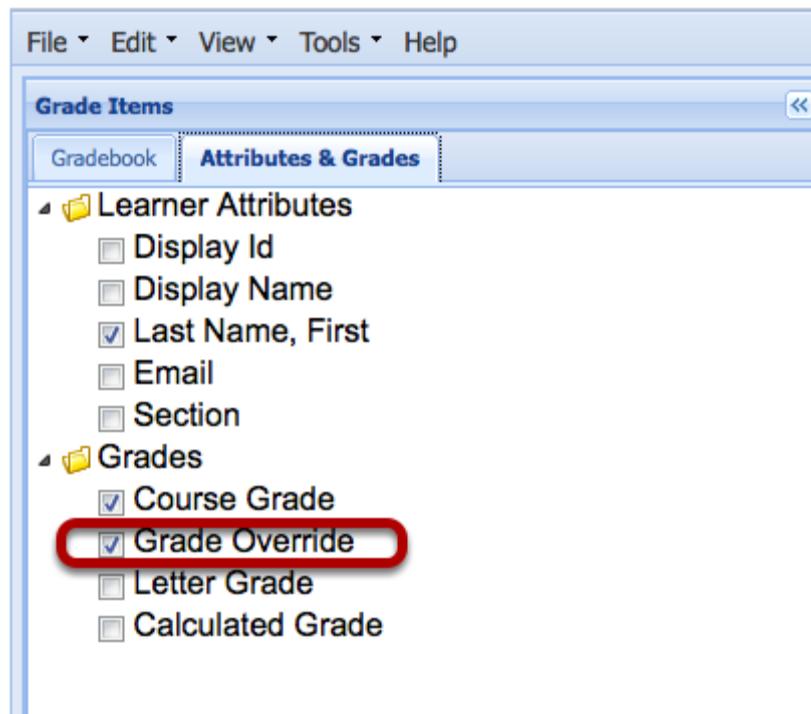
Sometimes, especially when seen as a final grade, instructors may want to override this calculated grade.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click the Attributes and Grades tab and check the box next to Grade Override.



This displays the Grade Override column in the spreadsheet.

Enter the Override Grade in the Grade override column to the right of the student's name.

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Grade Override	
Doe, Jack	B (override)	B	
Doe, Jane	B+ (87.00...)		
Doe, Jasmine	A (96.00...)		
Doe, John	C (74.00...)		

This overrides the calculated course grade.

Note: If you have released the course grade to students (edit gradebook settings / display to students - course grade), they will see this override grade and not the Gradebook2 calculated grade. That is, they will not see the course grade as "overridden".

Note: You may only enter grade overrides that are in the appropriate course grade format for your gradebook (Pass/Not Pass, Letter grades with +-, or Letter Grades).

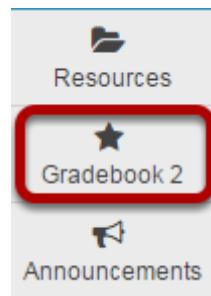
How do I view grade statistics in Gradebook2?

Instructors can view the general grade statistics for a class.

- **Mean:** The average of all course grades
- **Standard Deviation:** The amount of variation or dispersion from the average. A low standard deviation indicates that the data points tend to be very close to the mean; a high standard deviation indicates that the data points are spread out over a large range of values.
- **Median:** The middle grade (as many above as below)
- **Mode:** The data value that appears the most in the set. Because no value may appear more often than any other, it is possible for a set to have no mode.

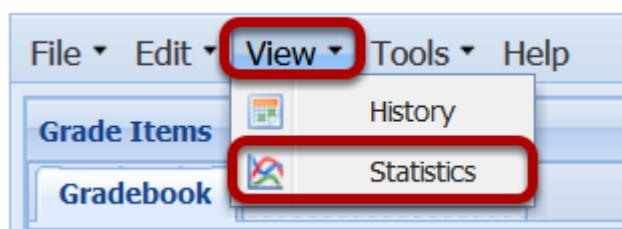
Note: Only students who have received grades are included in the calculation. Students whose work has not yet been graded are ignored.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click View > Statistics.



This displays the Statistics dialog panel.

Example:

Statistics

All Sections ▾

Please click on a grade item to show the statistics graph

Name	Mean	Std Dev	Median	Mode
Course Grade	82.01	12.23	81.65	N/A
Paper 1	84.00	12.85	89.00	N/A
Paper 2	82.00	12.63	88.00	93.00
Paper 3	70.60	36.76	83.00	N/A
Discussions - Avian Aliens	86.60	8.48	88.00	N/A
Forum 1	89.60	6.12	92.00	92.00
Mid Term	82.20	6.85	83.00	N/A
Final Exam	85.20	16.12	89.00	N/A
Attendance	82.00	7.48	80.00	90.00, 80.00

To view a graph of the grade distribution, click on the item name.

Statistics

All Sections ▾

Please click on a grade item to show the statistics graph

Name	Mean	Std Dev	Median	Mode
Course Grade	82.01	12.23	81.65	N/A
Paper 1	84.00	12.85	89.00	N/A
Paper 2	82.00	12.63	88.00	93.00
Paper 3	70.60	36.76	83.00	N/A
Discussions - Avian Aliens	86.60	8.48	88.00	N/A
Forum 1	89.60	6.12	92.00	92.00
Mid Term	82.20	6.85	83.00	N/A
Final Exam	85.20	16.12	89.00	N/A
Attendance	82.00	7.48	80.00	90.00, 80.00

Grades Distribution

Grade Frequency

Grade Range	Frequency
0-4	0.0
5-9	0.0
10-14	0.0
15-19	0.0
20-24	0.0
25-29	0.0
30-34	0.0
35-39	0.0
40-44	0.0
45-49	0.0
50-54	0.0
55-59	1.0
60-64	1.0
65-69	0.0
70-74	1.0
75-79	2.0
80-84	1.0
85-89	1.0
90-94	0.0
95-100	0.0

Additional graph types

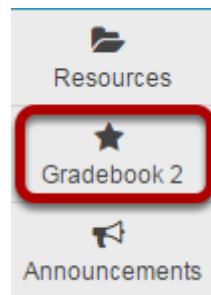
Sakai 11 User Guide

Page 591

How do I enter grades and comments by student in Gradebook2?

In addition to entering grades in the spreadsheet columns, instructors can view, grade and enter comments by student.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

In the spreadsheet on the right, click on the name of the student.

A screenshot of the Gradebook2 interface. On the left is a tree view of 'Grade Items' under 'Poetry 101 Fall 2014'. On the right is a 'Student Summary' table. The table has columns for 'Last Name, First...' and 'Course Grade'. The row for 'Doe, Jack' is highlighted with a red box. The table data is as follows:

Last Name, First...	Course Grade
Doe, Jack	C+ (79.67...)
Doe, Jane	B+ (87.00...)
Doe, Jasmine	A (96.00...)
Doe, John	C (74.00...)

This displays the Student Summary for that student.

Enter grades in grade boxes (or view student's grades).

The screenshot shows the "Student Summary" page for a student named Jack Doe. The page includes a sidebar with a list of students and the main content area displaying student details and scores.

Student Summary

Student Name: Jack Doe
Email: jack.doe.tufts@gmail.com
Id: jackdoe
Section: Blue Group
Course Grade: C+ (79.67%) ***
Scores Dropped: 0

Scores Comments Excuses

Paper 2	78
Paper 1	91
Poetry Quiz 1	70
Week 1 Discussion	89

Previous Next View As Student Close

Click Close (or Next/Previous) to view/grade next student.

The screenshot shows the 'Student Summary' dialog box. On the left, a sidebar lists student names: Doe, Jack; Doe, Jane; Doe, Jasmine; and Doe, John. The main area displays student details for 'Doe, Jack': Student Name (Jack Doe), Email (jack.doe.tufts@gmail.com), Id (jackdoe), Section (Blue Group), Course Grade (C+ (79.67%) ***), and Scores Dropped (0). Below this, a 'Scores' tab is selected, showing scores for four assignments: Paper 2 (78), Paper 1 (91), Poetry Quiz 1 (70), and Week 1 Discussion (89). At the bottom, navigation buttons include 'Previous' and 'Next' (both highlighted with red boxes), 'View As Student', and 'Close' (also highlighted with a red box).

Student Name	Jack Doe
Email	jack.doe.tufts@gmail.com
Id	jackdoe
Section	Blue Group
Course Grade	C+ (79.67%) ***
Scores Dropped	0

Paper 2	78
Paper 1	91
Poetry Quiz 1	70
Week 1 Discussion	89

To view or comment on a grade item for the student, click the Comments tab.

The screenshot shows the 'Student Summary' page for a student named Jack Doe. On the left, there is a sidebar with a dropdown menu for 'Last Name, First...' containing names like 'Doe, Jack', 'Doe, Jane', 'Doe, Jasmine', and 'Doe, John'. The main area displays student details: Name (Jack Doe), Email (jack.doe.tufts@gmail.com), Id (jackdoe), Section (Blue Group), Course Grade (C+ (79.67%) ***), and Scores Dropped (0). Below this, there are tabs for 'Scores', 'Comments' (which is highlighted with a red box), and 'Excuses'. Under the 'Comments' tab, there is a table showing comments for four grade items: Paper 2 (comment: 78), Paper 1 (comment: 91), Poetry Quiz 1 (comment: 70), and Week 1 Discussion (comment: 89). At the bottom of the page are buttons for 'Previous', 'Next', 'View As Student', and 'Close'.

This displays the comments for each grade item.

Enter Comments, the click Close (or Next/Previous).

The screenshot shows the Sakai Student Summary interface. On the left, there is a sidebar with a search field for "Last Name, First..." and a list of student names: Doe, Jack; Doe, Jane; Doe, Jasmine; and Doe, John. The main area is titled "Student Summary" and displays student details for "Jack Doe": Email (jack.doe.tufts@gmail.com), Id (jackdoe), Section (Blue Group), Course Grade (B- (82.00%)), and Scores Dropped (0). Below these details are three tabs: Scores, Comments (which is selected), and Excuses. The "Comments" section contains two entries: "Paper 2:" followed by a comment about Lennox's sleep, and "Paper 1:" followed by a comment about a good draft and a poetry quiz. At the bottom of the comments section are buttons for Previous, Next, View As Student, and Close, with the "Close" button highlighted by a red box. Navigation arrows and a "Page" indicator are also visible at the bottom left.

Student Name: Jack Doe
Email: jack.doe.tufts@gmail.com
Id: jackdoe
Section: Blue Group
Course Grade: B- (82.00%)
Scores Dropped: 0

Scores Comments Excuses

Paper 2:
Lennox talks of an "obscure bird" (II,iii,60) in his description of his troubled sleep. It would be most likely a night bird, probably again.

Paper 1:
This is a good draft. Some things I think you might consider:
Shakespeare's birds symbolize the good and

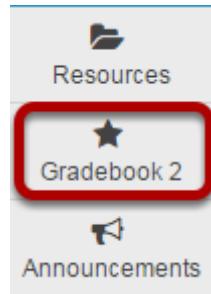
Poetry Quiz 1:

Previous Next View As Student Close

How do I reorder items or categories in Gradebook2?

Instructors can reorder the listing of Gradebook2 categories or reorder the listing on grade items within a single category.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

To reorder the categories, click and drag the category to the new location.

Before click and drag

Name	% Grade	% Category
Gradebook	100 / 100	-
Papers	50	100 / 100
Paper 1	15	30
Paper 2	15	30
Paper 3	20	40
Discussions	25	100 / 100
Discussions - Avian	12.5	50
Forum 1	12.5	50
Exams	20	100 / 100
Mid Term	6	30
Final Exam	14	70
Participation	5	100 / 100
Attendance	5	100

After click and drag

Name	% Grade	% Category
Gradebook	100 / 100	-
Participation	5	100 / 100
Attendance	5	100
Papers	50	100 / 100
Paper 1	15	30
Paper 2	15	30
Paper 3	20	40
Discussions	25	100 / 100
Discussions - Avian	12.5	50
Forum 1	12.5	50
Exams	20	100 / 100
Mid Term	6	30
Final Exam	14	70

To reorder items within a category, click and drag the item to the new location.

Grade Items			
		Gradebook	Attributes
	Name	% Grade	% Category
	Gradebook	100 / 100	-
	Papers	50	100 / 100
	Paper 1	12.5	25
	Paper 2	12.5	25
	Paper 3	12.5	25
	Research Paper	12.5	25
	Participation	5	100 / 100
	Attendance	5	100
	Discussions	25	100 / 100
	Discussions - Avian	12.5	50
	Forum 1	12.5	50
	Exams	20	100 / 100
	Mid Term	10	50
	Final Exam	10	50

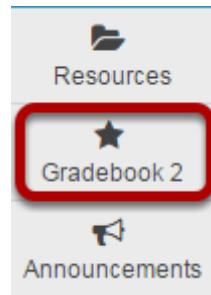
Grade Items			
		Gradebook	Attributes & Grades
	Name	% Grade	% Category
	Gradebook	100 / 100	-
	Papers	50	100 / 100
	Research Paper	12.5	25
	Paper 1	12.5	25
	Paper 2	12.5	25
	Paper 3	12.5	25
	Participation	5	100 / 100
	Attendance	5	100
	Discussions	25	100 / 100
	Discussions - Avian	12.5	50
	Forum 1	12.5	50
	Exams	20	100 / 100
	Mid Term	10	50
	Final Exam	10	50

How do I exclude an individual student from a graded item in Gradebook2?

Instructors may exclude (or excuse) any individual student from an item listed in the Gradebook2. When excused, the student's course grade is not affected by the student's submission or non-submission for that item.

Excusing an item often happens when a class is composed of both graduate and undergraduate students; excusing the undergraduate students from the graduate requirements and excusing the graduate students from the undergraduate requirements.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

In the right spreadsheet, click on the name of the student to be excused from an item.

Student Name	Find	Clear	All Sections
Last Name, First Name	Course Grade		
Doe, Jane	B- (81.02...)		
Doe, Janet	A- (90.75...)		
Doe, Jasmine	B- (81.83...)		
Doe, Jill	A (95.65...)		
Doe, John	D- (62.25...)		

This displays the Student Summary dialog box for that student.

Click on the Excuses tab.

The screenshot shows the Sakai Student Summary interface. On the left, there is a table of student names and course grades. The student 'Doe, Janet' is selected. On the right, detailed student information is displayed, including name, email, ID, section, course grade, and scores dropped. Below this, there are tabs for Scores, Comments, and Excuses. A red arrow points to the 'Excuses' tab, which is highlighted with a red box. Under the Excuses tab, a list of assignments with their scores is shown.

Last Name, First Name	Course Grade
Doe, Jane	B- (81.0)
Doe, Janet	A- (90.7)
Doe, Jasmine	B- (81.8)
Doe, Jill	A (95.6)
Doe, John	D- (62.2)

Student Summary

Student Name: Janet Doe
Email: janet.doe.tufts@gmail.com
Id: janetdoe
Section: Red Group
Course Grade: A- (90.75%) ***
Scores Dropped: 0

Scores Comments **Excuses**

Research Paper	
Paper 1	89
Paper 2	93
Paper 3	100
Attendance	80
Discussions - Avian Aliens	78
Forum 1	92
Mid Term	88
Final Exam	97

This displays the Excuses dialog box for that student.

Check the box next to the grade item from which the student is excused.

The screenshot shows the Sakai Student Summary interface. On the left, there is a list of students with their names and course grades. The student 'Doe, Janet' is currently selected. On the right, detailed information about this student is shown, including her name, email, ID, section, course grade, and the number of scores dropped. Below this information is a list of grade items with checkboxes next to them. The 'Research Paper' checkbox is checked and highlighted with a red box. Other grade items listed are Paper 1, Paper 2, Paper 3, Attendance, Discussions - Avian Aliens, Forum 1, Mid Term, and Final Exam. At the bottom of the window are buttons for 'Previous', 'Next', 'View As Student', and 'Close'.

The student is excused from that grade item. That is, any grade or non-grade will have no effect on the student's Course Grade calculation.

Click Close (or Next / Previous to excuse other students).



In the student view of the Gradebook2, when the item is released, the item is marked "Dropped".

Name	Janet Doe
Email	janet.doe.tufts@gmail.com
Id	janetdoe
Section	Red Group

Individual Scores (click on a row to see comments)

Item	Weight	Score	Date Due	Comments	Scoring ...
<input type="checkbox"/> Papers (50% of course grade)					
Research Paper	Dropped				

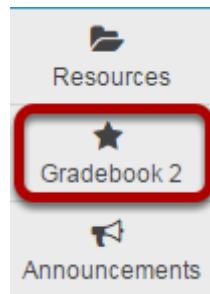
If the student had earned a score for the excused grade item, the score would appear with a red strike-through.

How do I edit the Letter Grade Scale in Gradebook2?

Although the Gradebook2 can be set up to accept either point, percentages or letter grades for items, the Course Grade (or Running Grade) is by default calculated in Letter Grades (with +, -).

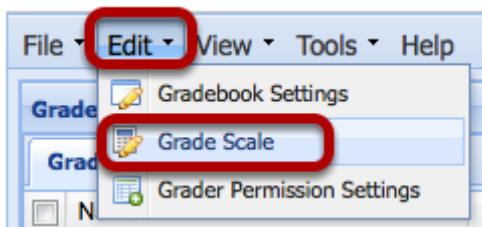
Instructors can edit the Course Grade Scale by either selecting a different built-in scale ("F through A - no plus or minus" - "F through A+ - with plusses and minuses" - "Pass / Not Pass") or they can manually edit one of the built-in scales.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click Edit > Grade Scale.



This displays the Edit Grade Scale dialog box.

Use the drop-down menu to select a built-in Grade Scale.

Grade Scale

Grade Format: Letter Grades with +/- Update Chart:

Letter Grade	From	To
A+	100	
A	89.99	
A-	90	94.99
B+	87	89.99
B	83	86.99
B-	80	82.99
C+	77	79.99
C	73	76.99
C-	70	72.99
D+	67	69.99
D	63	66.99
D-	60	62.99
F	0	59.99

Grades Distribution

Grade Frequency

The chart displays the frequency of each letter grade from F to A+. The y-axis represents the frequency, ranging from 0.00 to 1.00. The x-axis lists the letter grades. All bars reach a height of 1.00, indicating equal frequency for all grades.

Grade	Frequency
F	1.00
D-	1.00
D+	1.00
C-	1.00
C	1.00
C+	1.00
B-	1.00
B	1.00
B+	1.00
A-	1.00
A	1.00
A+	1.00

Note: The "To" column cannot be edited and auto-calculates based upon changes in the "From" column.

This will display the calculations for that built-in scale.

Example: Letter Grades

Grade Scale

Grade Format Letter Grades Update Chart:

Letter Grade	From	To
A	90	100
B	80	89.99
C	70	79.99
D	60	69.99
F	0	59.99

Grades Distribution

Grade Frequency

Grade	Frequency
F	0.0
D	1.0
C	1.0
B	2.0
A	1.0

Note: The "To" column cannot be edited and auto-calculates based upon changes in the "From" column.

Example: Pass / Not Pass.

Grade Scale

Grade Format: Pass / Not Pass Update Chart:

Letter Grade	From	To
P	75	100
NP	0	74.99

Grades Distribution

Grade Frequency

Grade	Frequency
P	3
NP	1

Note: The "To" column cannot be edited and auto-calculates based upon changes in the "From" column.

To manually adjust a grade scale, change the numbers in the From column.

The screenshot shows a 'Grade Scale' interface. At the top, there's a dropdown menu set to 'Letter Grades' and a checked checkbox labeled 'Update Chart'. Below is a table:

Letter Grade	From	To
A	90	100
B	80	89.99
C	70	79.99
D	60	69.99
F	0	59.99

When a number is changed in the "From" column, the preceding "To" column number will automatically adjust.

For best results, work your way up from the bottom of the "From" column.

Some Problems:

- You cannot enter "0" in any "From" column box.
- if you are editing the A-F (with +, -) scale, you cannot eliminate the grade of A+. (a perfect score will always be seen as an A+)

To restore the default scale, select the scale, then click Reset to Default.

Grade Scale

Grade Format: Letter Grades with +/- Update Chart:

Letter Grade	From	To
A+	100	100
A	95	99.99
A-	90	94.99
B+	87	89.99
B	83	86.99
B-	80	82.99
C+	77	79.99
C	73	76.99
C-	70	72.99
D+	60	69.99
D	40	59.99
D-	30	39.99
F	0	29.99

Grades Distribution

Grade Frequency

The chart displays the distribution of grades across a range of numerical values. The x-axis categories are F, D-, D, D+, C-, C, C+, B-, B, B+, A-, A, and A+. The y-axis represents the frequency of each grade, ranging from 0.00 to 1.00. Each bar in the chart reaches a height of 1.00, indicating that every grade category has an equal frequency of 1.00.

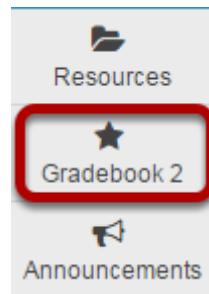
Note: The "To" column cannot be edited and auto-calculates based upon changes in the "From" column.

How do I view the Gradebook2 history?

Instructors can view the history of all actions taken in the Gradebook2.

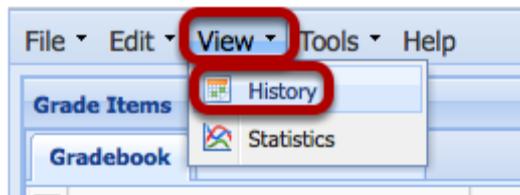
- **Date:** (the date and time the action was taken)
- **Action:** (adding or editing scores, adding or editing items or categories, and editing gradebook settings)
- **Entity:** (items, categories, and the gradebook)
- **Student:** (listed by a student's display name)
- **User:** (the name of the person that made the change or added the grade)

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click View > History.



This displays the Gradebook History panel.

Note: This panel may take some time to open depending on the number of actions taken in the Gradebook.

Example:

The screenshot shows a 'History' table with four columns: Date, Action, Entity, and Student. The table lists various actions taken on different dates, such as setting grades and attendance. A yellow oval highlights the text 'Additional pages' next to a red arrow pointing to the right. Another red arrow points from the left side of the page number input field to the left arrow icon.

Date	Action	Entity	Student
2014-09-30 15:52:06.362	Set grade to '89.0'	Final Exam	John Doe
2014-09-30 15:52:02.812	Set grade to '98.0'	Final Exam	Jill Doe
2014-09-30 15:51:55.641	Set grade to '54.0'	Final Exam	Jasmine
2014-09-30 15:51:47.886	Set grade to '97.0'	Final Exam	Janet Doe
2014-09-30 15:51:41.75	Set grade to '88.0'	Final Exam	Jane Doe
2014-09-30 15:51:27.664	Set grade to '80.0'	Attendance	John Doe
2014-09-30 15:51:23.947	Set grade to '90.0'	Attendance	Jill Doe
2014-09-30 15:51:19.546	Set grade to '70.0'	Attendance	Jasmine
2014-09-30 15:51:15.779	Set grade to '80.0'	Attendance	Janet Doe
2014-09-30 15:51:11.745	Set grade to '90.0'	Attendance	Jane Doe
2014-09-30 15:50:45.41	Set grade to '76.0'	Mid Term	John Doe
2014-09-30 15:50:39.725	Set grade to '91.0'	Mid Term	Jill Doe
2014-09-30 15:50:36.314	Set grade to '73.0'	Mid Term	Jasmine
2014-09-30 15:50:32.531	Set grade to '88.0'	Mid Term	Janet Doe
2014-09-30 15:50:28.771	Set grade to '83.0'	Mid Term	Jane Doe
2014-09-30 15:50:15.824	Set grade to '92.0'	Forum 1	Jill Doe
2014-09-30 15:50:11.658	Set grade to '96.0'	Forum 1	Jasmine
2014-09-30 15:50:07.868	Set grade to '92.0'	Forum 1	Janet Doe

Page 1 of 4 Additional pages Displaying 1 - 20 of 66 Close

Navigate multiple pages by clicking the arrows next to page number.

To view additional details, click on any item.

DEMO- Shakespeare's Birds: Gradebook2

History

Date	Action	Entity	Student
2014-09-30 15:52:06.362	Set grade to '89.0'	Final Exam	John Doe
2014-09-30 15:52:02.812	Set grade to '98.0'	Final Exam	Jill Doe
2014-09-30 15:51:55.641	Set grade to '54.0'	Final Exam	Jasmine
2014-09-30 15:51:47.886	Set grade to '97.0'	Final Exam	Janet Doe
2014-09-30 15:51:41.75	Set grade to '88.0'	Final Exam	Jane Doe
2014-09-30 15:51:27.664	Set grade to '80.0'	Attendance	John Doe
2014-09-30 15:51:23.947	Set grade to '90.0'	Attendance	Jill Doe
2014-09-30 15:51:19.546	Set grade to '70.0'	Attendance	Jasmine
2014-09-30 15:51:15.779	Set grade to '80.0'	Attendance	Janet Doe
2014-09-30 15:51:11.745	Set grade to '90.0'	Attendance	Jane Doe
2014-09-30 15:50:45.41	Set grade to '76.0'	Mid Term	John Doe
2014-09-30 15:50:39.725	Set grade to '91.0'	Mid Term	Jill Doe
2014-09-30 15:50:36.314	Set grade to '73.0'	Mid Term	Jasmine
2014-09-30 15:50:32.531	Set grade to '88.0'	Mid Term	Janet Doe
2014-09-30 15:50:28.771	Set grade to '83.0'	Mid Term	Jane Doe
2014-09-30 15:50:15.824	Set grade to '92.0'	Forum 1	Jill Doe
2014-09-30 15:50:11.658	Set grade to '96.0'	Forum 1	Jasmine
2014-09-30 15:50:07.868	Set grade to '92.0'	Forum 1	Janet Doe

Date: 2014-09-30 15:51:41.75
Action: Set grade to '88.0'
Entity: Final Exam
User: Neal Hirsig

Details

Student: Jane Doe
Section Id: DisplayId for eid: null

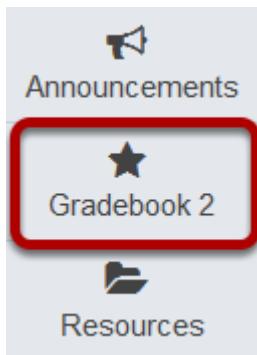
Name of person making the change or grade

Page 1 of 4 | Close | Displaying 1 - 20 of 66

How do I view instructor comments in my gradebook?

Instructors can include comments related to individual graded items in the Gradebook.

Go to the Gradebook.



Select **Gradebook 2** from the tool menu in your site.

Click on the text bubble next to your score.

Individual Scores (click on a row to see comments)				
Item	Score	Out of	Date Due	Comments
Papers				
Paper 1	45	50		
Quizzes				
Poetry Quiz 1	50	50		
Forum Participation				
Week 1 Discussion	24	25		

Comments:
Great job keeping the conversation going this week.

If your instructor has left you a comment, there will be a text bubble next to the score they have commented on. Clicking the text bubble will open a small Comments window to the right of the Individual Scores panel.

Home

What is Home?

When you log in to Sakai, you will immediately see your Home area, or your individual workspace in the system. Your Home displays the Message of the Day as well as course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

Note: The default location and availability of items in Home may be customized by your institution.

Home Navigation and Display

The screenshot displays the Sakai 11 Home page with the following elements:

- Site Navigation across the top:** Includes the Sakai logo, Home link, Sample Course dropdown, Education Program Site dropdown, and a search bar with a magnifying glass icon (1).
- The Tool Menu on the left:** A vertical menu with the following items: Overview (selected), Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help.
- The Message of the Day:** A section titled "MESSAGE OF THE DAY" (3) containing the message: "There are currently no messages at this location."
- Home: Calendar:** A calendar for June 2016 (4) showing dates from 29 to 30 June, and 1 to 2 July. It includes navigation arrows, a "Today" button, and links for "LINK" and "HELP".
- Home: Information Display:** A section titled "HOME INFORMATION DISPLAY" (5) containing a message: "The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file sakai.properties configuration value "myworkspace.info.url" to point to the html file desired."
- Recent Announcements:** A section titled "RECENT ANNOUNCEMENTS" (6) stating: "There are currently no announcements at this location."
- Announcements:** A section titled "Announcements" (viewing announcements from the last 10 days) with a "View All" dropdown.
- Message Center Notifications:** A section titled "MESSAGE CENTER NOTIFICATIONS" (7) showing a table of notifications for various sites:

Site	New Messages	New in Forums
Sample Course	none	1✉
Education Program Site	none	none
DEMO 100 100 Summer 2016	none	none
Discussion 1 SMPL101	none	none
Discussion 2 SMPL102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

Home consists of the following navigation and display elements:

1. [Site Navigation across the top](#)
2. [The Tool Menu on the left](#)
3. [The Message of the Day](#)
4. [Home: Calendar](#)
5. [Home: Information Display](#)
6. [Home: Recent Announcements](#)

7. [Home: Message Center Notifications](#)

The Home area of Sakai is designed to give you an overview of what is happening in your courses, and provide access to your individual account information and preferences.

What is Site Navigation?

Site Navigation

The Site Navigation across the top of the screen allows you to access all of the Sakai sites in which you are enrolled. You may also return to Home at any time by clicking on the **Home** button on the far left.

Jump to site tools.

You may click on the down arrows next to each site name to expand the Tool Menu for that site. Selecting a tool from that list will take you directly to that area of the selected site.

Currently selected site.

The currently selected site will appear highlighted in a different color in the navigation bar. You will also see the title of the site as the first item in the breadcrumbs below the site navigation bar.

Sites drawer.

The top site navigation bar can only display a small number of sites without appearing crowded or expanding to fill several lines. If you have many active sites, clicking on the **Sites** icon will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites). If you have the appropriate permissions, you may also create sites from this location.

Note: Inactive or Archived sites will not display in the Sites drawer. You can access inactive sites from the Membership or Worksite Setup tools.

Favoriting Sites.

The screenshot shows the Sakai 11 user interface with the 'Sites' drawer open. The drawer lists favorite sites categorized by season: Fall 2016, Summer 2016, Spring 2016, and OTHER. A yellow box highlights the 'Reload' button at the bottom of the drawer.

Fall 2016

- DAC-EDUCATION-DEPT1-S ...
- DAC-EDUCATION-DEPT1-S ...

Summer 2016

- DAC-EDUCATION-DEPT1-S ...
- DAC-EDUCATION-DEPT1-S ...
- DEM0 100 100 Summer 2016** (star icon highlighted)
- Discussion 1 SMPL101
- Discussion 2 SMPL102
- Discussion 3 SMPL202
- Sample Course

Spring 2016

- Education Program Site

OTHER

Reload to see your updated favorite sites

Click on the star icon (**Add to Favorites**) next to a site in the list to make it a favorite. This will add it to your persistent navigation buttons at the top of the screen.

Reload to view new navigation buttons.

The screenshot shows the Sakai 11 user interface with the 'Sites' drawer open. A yellow box highlights the 'Reload' button at the bottom of the drawer.

When you exit the Sites drawer, you will be prompted to **Reload** in order to view your newly selected favorites.

All of your selected favorites will appear in the navigation bar.

The screenshot shows the top navigation bar of the Sakai 11 interface. It includes links for 'Home', 'Sample Course', 'Education Program Site', 'Discussion 1 SMPL101', 'DEMO 100 100 Summer 2016', and a 'Sites' button, which is highlighted with a red box. A user profile icon for 'Demo' is also visible.

Organizing favorites.

The screenshot shows the 'Organize Favorites' dialog box overlaid on the Sakai 11 interface. The dialog has tabs for 'Sites' and 'Organize Favorites (4)', with 'Organize Favorites (4)' being the active tab and highlighted with a red box. Below the tabs is a list of four favorite sites, each with a star icon and a three-dot menu icon. The sites listed are 'Sample Course', 'Education Program Site', 'Discussion 1 SMPL101', and 'DEMO 100 100 Summer 2016'. The background shows the Sakai 11 dashboard with various modules like Overview, Profile, Membership, Calendar, and Resources.

To organize your favorites, go to **Sites** and select the **Organize Favorites** tab.

Drag and drop to reorder.

The screenshot shows the 'Organize Favorites' dialog box with the 'Organize Favorites (4)' tab selected. The list of sites is now ordered differently: 'Discussion 1 SMPL101' is at the top, followed by 'Sample Course', 'Education Program Site', and 'DEMO 100 100 Summer 2016'. A cursor is hovering over the three-dot menu icon next to 'Discussion 1 SMPL101', indicating it can be dragged. The background shows the Sakai 11 dashboard with various modules like Overview, Profile, Membership, Calendar, and Resources.

The order in which sites are listed here determines the order in which the buttons appear in the top navigation.

Note: The Home button is fixed and always appears in the same location.

Unfavoriting a site.

The screenshot shows the Sakai 11 user interface. At the top, there is a navigation bar with links for Home, Sample Course, Discussion 1 SMPL101, Education Program Site, DEMO 100 100 Summer 2016, Sites, and Demo. Below the navigation bar is the Sakai Overview page. On the left, there is a sidebar with links for Overview, Profile, Membership, Calendar, and Resources. The main content area displays a 'MESSAGE OF THE DAY' and an 'OPTIONS' button. A 'Sites' panel is open, showing the 'Organize Favorites' tab selected. This panel lists three favorite sites: Sample Course, Discussion 1 SMPL101, and Education Program Site, each with a star icon. Below this is a list box containing 'DEMO 100 100 Summer 2016'. The number '3' is displayed in parentheses next to 'Organize Favorites'. At the bottom of the page is a calendar for June 2016, with the 21st highlighted in blue.

To remove a site from your favorites, click on the star icon (**Remove from favorites**) to remove it from the top navigation. You can do this from either the Organize Favorites tab or the Sites tab.

Reload to view current selections.

The screenshot shows the Sakai 11 user interface. At the top, there is a navigation bar with links for Home, Sample Course, Discussion 1 SMPL101, Education Program Site, DEMO 100 100 Summer 2016, Sites, and Demo. Below the navigation bar is the Sakai Overview page. A yellow message box is centered on the screen with the text 'Reload to see your updated favorite sites' in yellow font. The rest of the interface is similar to the previous screenshot, including the sidebar, message of the day, and calendar.

You will be prompted to **Reload** if you made any changes to favorite sites or site order.

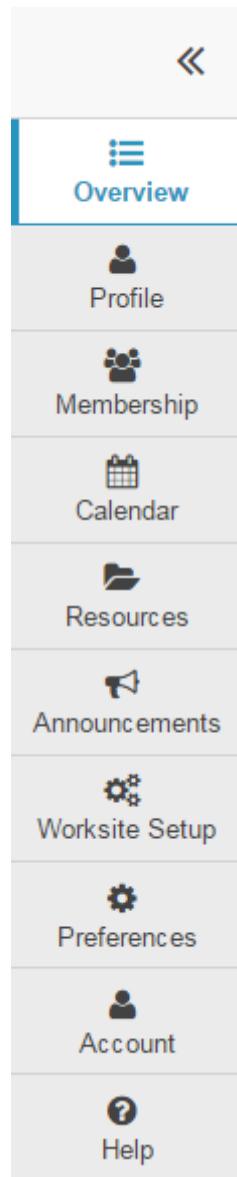
Logging out of the system.

The screenshot shows the Sakai 11 user interface. At the top, there is a navigation bar with links for Home, Sample Course, Discussion 1 SMPL101, Education Program Site, DEMO 100 100 Summer 2016, Sites, and Demo. The user profile 'Demo Professor' is shown in the top right corner. A dropdown menu for the user profile is open, listing 'Profile', 'Preferences', 'Create New Site', 'Tutorial', and 'Log Out'. The 'Log Out' option is highlighted with a red box. The main content area displays the Sakai Overview page with its usual components: sidebar, message of the day, options button, and calendar.

You may log out of the system by clicking on the user name and profile photo in the top navigation bar and selecting **Log Out** from the drop-down menu.

What is the Home Tool Menu?

My Home Tool Menu.



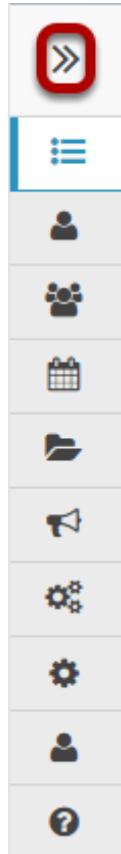
The Home Tool Menu contains links to user account information and preferences. These links include:

- Profile
- Membership
- Schedule
- Resources
- Announcements
- Worksite Setup
- Preferences

- Account
- Help

Note: You may also see links to system-wide resources in this menu if they have been added by your institution. Also note that the tools displayed in the Tool Menu will be different depending on which Sakai site you are currently viewing.

Collapsing/Expanding the Tool Menu



You may expand and collapse the Tool Menu by clicking on the double arrows in the upper portion of the menu. When the menu is collapsed, the menu links are represented by their associated icons.

What is the Home Message of the Day?

In the Overview area of Home, you will see announcements from your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements. Most institutions use this space to display messages about scheduled maintenance, system updates, and important dates and events.

View the MOTD.

The screenshot shows the Sakai 11 Home page. At the top, there is a navigation bar with links for Home, Sample Course, Discussion 1 SMPL101, Education Program Site, Sites, and Demo. Below the navigation bar, the page title is "OVERVIEW". On the left, there is a vertical sidebar with icons for Overview (selected), Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area has several sections: "MESSAGE OF THE DAY" (highlighted with a red box) containing the text "Welcome to Sakai 11"; "CALENDAR" showing a calendar for June 2016; "HOME INFORMATION DISPLAY" with a "Welcome to your personal workspace." message and a note about modifying the configuration file; and "RECENT ANNOUNCEMENTS" which is currently empty. There are also "LINK" and "HELP" buttons throughout the sections.

MESSAGE OF THE DAY

Welcome to Sakai 11

CALENDAR

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 <small>(3)</small>	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

HOME INFORMATION DISPLAY

Welcome to your personal workspace.

In Sakai each user has his or her own individual worksite called Home. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file `sakai.properties` configuration value "`myworkspace.info.url`" to point to the html file desired.

RECENT ANNOUNCEMENTS

Announcements

(viewing announcements from the last 10 days)

Select Options to customize display. (Optional)

MESSAGE OF THE DAY

[LINK](#) [HELP](#)

OPTIONS

Welcome to Sakai 11

You may customize the appearance of the Message of the Day by selecting the **Options** button.

MOTD Options

MESSAGE OF THE DAY

[LINK](#) [HELP](#)

Options

You are currently setting options for Message of The Day.

1 Message of The Day Display

Show Announcement subject
 Show Announcement body

2 Show about All Lines ▾

3 Number of days in the past 1

Update **Cancel**

1. You can choose to view just the subject line or the entire body of the message (default selection) by selecting the appropriate radio button.

2. You may also use the drop-down menu to select to view All, One, or Two lines of the message body.
3. You may also specify how many days in the past messages should be displayed. This is useful if you prefer to only see recently posted messages.

If you make any changes to the default options, be sure to click **Update** to save your settings.

What is the Home Calendar?

The Home Calendar shows all events from all of the sites in which you are enrolled. In addition, you may also create individual, private calendar entries that are only visible to you from your Home area.

View Calendar.

The screenshot shows the Sakai 11 Home Overview page. At the top, there is a navigation bar with links for Home, Sample Course, Discussion 1 SMPL101, Education Program Site, Sites, and Demo. Below the navigation bar, the main content area has a blue header bar with 'OVERVIEW' and a back arrow. The main content includes a 'MESSAGE OF THE DAY' section with a 'Welcome to Sakai 11' message and 'OPTIONS' and 'LINK' buttons. To the right, a red box highlights the 'CALENDAR' section, which displays a monthly calendar for June 2016. The calendar shows dates from 29 to 30 of June, followed by the month of July. The day 31 is highlighted in blue with a note '(3)'. The days 1 through 4 of July are shown in grey. Below the calendar, there is a 'RECENT ANNOUNCEMENTS' section with a 'LINK' and 'HELP' button. Further down, there is an 'Announcements' section with a note '(viewing announcements from the last 10 days)' and a 'View All' dropdown. A light blue box contains a note about modifying the default workspace information.

CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 (3)	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Welcome to your personal workspace.

In Sakai each user has his or her own individual worksite called Home. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file `sakai.properties` configuration value "myworkspace.info.url" to point to the html file desired.

Announcements
(viewing announcements from the last 10 days)

View All ▾

There are currently no announcements at this location.

Click Options to customize calendar display. (Optional)

CALENDAR

 LINK  HELP

OPTIONS

PUBLISH (PRIVATE)

June 2016

<

Today

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 <small>(3)</small>	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

You may customize the appearance of your Calendar by selecting the **Options** button.

Select custom preferences and Update.

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View:

Calendar by Month ▾

Priority events

Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

Event types

High priority:

Move up

Move down

Medium priority:

Move up

Move down

Low priority:

Academic Calendar

Activity

Cancellation

Colors

High priority:

Medium priority:

Low priority:

Update

Cancel

Subscribe to your Home Calendar from another application.

The screenshot shows the Sakai 11 calendar interface. At the top, there are buttons for 'LINK' and 'HELP'. Below that, there are two buttons: 'OPTIONS' and 'PUBLISH (PRIVATE)', with 'PUBLISH (PRIVATE)' being highlighted by a red box. The calendar itself shows the month of June 2016. The days are arranged in a grid: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are: Row 1: 29, 30, 31 (3), 1, 2, 3, 4; Row 2: 5, 6, 7 (highlighted with a dashed box), 8, 9, 10, 11; Row 3: 12, 13, 14, 15, 16, 17, 18; Row 4: 19, 20, 21, 22, 23, 24, 25; Row 5: 26, 27, 28, 29, 30, 1, 2. Navigation buttons for the previous month (<), Today, and the next month (>) are also visible.

If you would like to subscribe to your Home Calendar from another calendaring application, such as Outlook or Google Calendar, click the **Publish (Private)** button to generate a URL that can be used to set up your subscription.

Click Generate.

Generate a Link to this Calendar for Personal Use

Please click the 'Generate' button to create a link to this calendar. The link is for private use only and will allow events from this site to be displayed in other calendaring applications.

Generate

Cancel

Copy the URL and use it in your desired calendar client.

Generate a Link to this Calendar for Personal Use

If you click on the link below, your browser should present you with a client (e.g. Outlook) that you can use to subscribe to this calendar:

<webcal://qa01-sakai.marist.edu:8080/access/calendar/opaq/3cefb1b-30ec-48b5-9036-ed2f1372916c/main.ics>

Alternatively, copy and paste this link to your web-based or desktop calendar client.

<http://qa01-sakai.marist.edu:8080/access/calendar/opaq/3cefb1b-30ec-48b5-9036-ed2f1372916c/main.ics>

[Regenerate](#)

[Delete](#)

[Back](#)

What is the Home Information Display?

In the Home area may be customized by your institution to display information for all users. The Home Information Display often contains static information, unlike the announcements which may change more often in the Message of the Day.

View the information display.

The screenshot shows the Sakai 11 Home page with a red box highlighting the 'HOME INFORMATION DISPLAY' section. This section contains a welcome message and a note about modifying the configuration file. To the right is a calendar for June 2016 and below it is an 'Announcements' section.

MESSAGE OF THE DAY

CALENDAR

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 (3)	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

RECENT ANNOUNCEMENTS

Announcements
(viewing announcements from the last 10 days)

View All

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file `sakai.properties` configuration value "myworkspace.info.url" to point to the html file desired.

There are currently no announcements at this location.

What are the Home Recent Announcements?

The Recent Announcements area in Home displays announcements from all of the sites in which you are enrolled. You may use the drop-down menu to view All items, Public items only, or items By Group. (You must be a member of a group in order to see group announcements.)

View recent announcements.

The screenshot shows the Sakai 11 Home page with a navigation bar at the top. The navigation bar includes links for Home, Sample Course, Discussion 1 SMPL101, Education Program Site, Sites, and Demo. Below the navigation bar, the page title is "OVERVIEW". On the left, there is a sidebar with links for Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area features a "MESSAGE OF THE DAY" section with a "Welcome to Sakai 11" message and "HOME INFORMATION DISPLAY" sections. To the right is a "CALENDAR" for June 2016, showing dates from 29 to 30 of June, and a "RECENT ANNOUNCEMENTS" section which is currently empty. The "RECENT ANNOUNCEMENTS" section has a red border around it.

MESSAGE OF THE DAY

Welcome to Sakai 11

CALENDAR

JUNE 2016

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31 (3)	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

RECENT ANNOUNCEMENTS

Announcements
(viewing announcements from the last 10 days)

View All ▾

There are currently no announcements at this location.

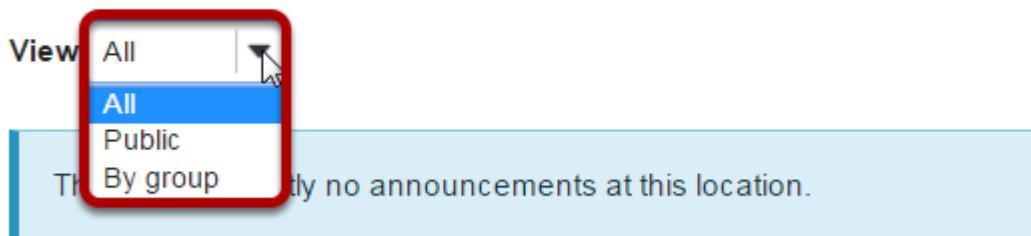
Customize announcements display. (Optional)

RECENT ANNOUNCEMENTS

 LINK  HELP

Announcements

(viewing announcements from the last 10 days)



You may select either **All**, **Public**, or **By Group** from the **View** drop-down menu to customize the display.

Note: By default, you will only see announcements that have been posted within the last 10 days in this location. (If you wish to see announcements posted within the past year, you should click on the Announcements link in the Tool Menu.)

What are the Home Message Center Notifications?

The Message Center in Home displays the count of Messages and Forum posts for all of the sites in which you are enrolled. New messages are indicated by a number and envelope icon. If there are no new messages or posts, the word "none" will be displayed.

- Clicking on the title of the site will take you to the homepage for that site.
- Clicking on the New Messages indicator will take you directly to the Message Inbox for that site.
- Clicking on the New in Forums indicator will take you directly to the Forums for that site.

View Message Center.

The screenshot shows the Sakai 11 Overview page with the following components:

- Left Sidebar:** A vertical sidebar with icons for Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The "Overview" icon is highlighted.
- Top Bar:** Includes links for Home, Sample Course, Discussion 1 SMPL101, Education Program Site, Sites, and Demo.
- Message of the Day:** Displays "Welcome to Sakai 11".
- Calendar:** Shows a calendar for June 2016 with the 31st highlighted.
- Home Information Display:** Contains a message about the default workspace configuration.
- Recent Announcements:** Displays a message stating there are currently no announcements.
- Message Center Notifications:** A red-bordered box containing a table of notifications for various sites.

Site	New Messages	New in Forums
Sample Course	none	1 ↗
Discussion 1 SMPL101	none	none
Education Program Site	none	none
DEMO 100 100 Summer 2016	none	none
Discussion 2 SMPL102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

Customize message center display. (Optional)

MESSAGE CENTER NOTIFICATIONS

**OPTIONS**

<u>Site</u>	<u>New Messages</u>	<u>New in Forums</u>
Sample Course	none	1
Discussion 1 SMPL101	none	none
Education Program Site	none	none
DEMO 100 100 Summer 2016	none	none
Discussion 2 SMPL102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

You may click on the **Options** button to customize the list of sites displayed in the Message Center area.

Choose sites to hide in this list and then Update.

MESSAGE CENTER NOTIFICATIONS

[LINK](#)[HELP](#)

 Remove sites from this synoptic list.

Sites that are hidden from Preferences will not show up in this list.

<u>Don't Show</u>	<u>Site</u>	<u>New Messages</u>	<u>New in Forums</u>
<input type="checkbox"/>	Sample Course	none	1 
<input type="checkbox"/>	Discussion 1 SMPL101	none	none
<input type="checkbox"/>	Education Program Site	none	none
<input checked="" type="checkbox"/>	DEMO 100 100 Summer 2016	none	none
<input type="checkbox"/>	Discussion 2 SMPL102	none	none
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
<input checked="" type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

[Update](#)[Cancel](#)

Click in the **Don't Show** box to place a check mark next to any sites that you prefer not to see in the Message Center list and then click **Update**.

Note: If you have already hidden sites in Preferences, they will not show up in this list.

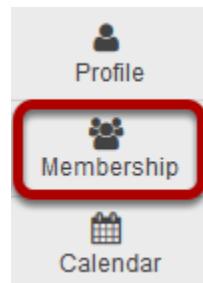
What is Membership?

The Membership tool in Home displays the list of sites in which a user is currently enrolled.

Users may search their enrolled courses or enroll in a joinable site from the Membership tool.

Note: Unpublished sites are only visible to site managers (i.e. instructors or admin users).

Go to Membership.



Click on the **Membership** tool in the Tool in Home to access your list of sites.

Viewing current sites.

MY CURRENT SITES JOINABLE SITES 🔍 LINK ? HELP

My Current Sites

2

Viewing 1 - 10 of 10 sites

|< < show 20 items... > >|

Worksite 1	Roster(s)	Description	(More)
DAC-EDUCATION-DEPT1-SUBJ1-101		DAC-EDUCATION-DEPT1-SUBJ1-101...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-126		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-151		DAC-EDUCATION-DEPT1-SUBJ1-151...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-201		DAC-EDUCATION-DEPT1-SUBJ1-201...	(More)
DEMO 100 100 Summer 2016			
Discussion 1 SMPL101			
Discussion 2 SMPL102			
Discussion 3 SMPL202			
Education Program Site			
Sample Course		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)

You will see a list of all the sites in which you are currently enrolled.

1. You may sort by Worksite title by clicking on the column heading.
2. You may also search your list of sites by keyword. This is useful if you have many sites and would like to limit the list by a specific criteria.

Joining Sites.

The list below includes sites that can be joined.

Viewing 1 - 20 of 21 sites

|< < show 20 items... |> >|

Worksite	Description
Delgado101 Spring 2016	
Join	
Discussion 1 SMPL101	
Join	2
Discussion 1 SMPL101	
Join	
Discussion 1 SMPL202	
Join	

1. If you would like to view and join sites that are open for self-enrollment in the system, click on the **Joinable Sites** tab.
2. You may click on the **Join** link to enroll yourself in any of the joinable sites listed.

Note: Joinable sites may or may not be available depending on the enrollment procedures determined by your institution.

Unjoining sites.

The screenshot shows the 'My Current Sites' page. At the top, there are tabs for 'MY CURRENT SITES' (selected) and 'JOINABLE SITES'. To the right are links for 'LINK' and 'HELP'. Below the tabs, the title 'My Current Sites' is displayed, along with search and clear buttons. A message box indicates 'Viewing 1 - 11 of 11 sites'. Navigation buttons include '<' and '>'. A dropdown menu shows 'show 20 items...' with a current selection of '▼'. The main table lists 11 sites:

Worksite	Roster(s)	Description	(More)
DAC-EDUCATION-DEPT1-SUBJ1-101		DAC-EDUCATION-DEPT1-SUBJ1-101...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-126		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-151		DAC-EDUCATION-DEPT1-SUBJ1-151...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-201		DAC-EDUCATION-DEPT1-SUBJ1-201...	(More)
DEMO 100 100 Summer 2016			
Discussion 1 SMPL101			
1 <input checked="" type="checkbox"/> Discussion 1 SMPL101			
Discussion 2 SMPL102			
Discussion 3 SMPL202			
Education Program Site			
Sample Course		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)

At the bottom, steps 1 and 2 are numbered: 1. A circled checkbox next to 'Discussion 1 SMPL101'. 2. A circled 'Unjoin' button. Other buttons include 'Clear Selections' and a 'Chat' icon.

If you join a site by mistake, or you no longer wish to be a participant in that site, you may unenroll yourself from the site by:

1. Selecting the check box next to the site name.
2. Clicking on the **Unjoin** button.

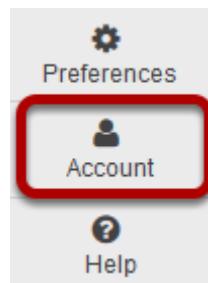
Note: You may only unjoin, or unenroll, from sites in which you have self-enrolled.

How do I view and edit my account details?

Your account details include your User Id, Name, Email, and Password for the system. In most cases, this information is automatically populated by your institution's student information system. However, if you have permission to change your Sakai password, this is where you would do it. You may also update your name and email address here if desired.

Note: If this information is being updated automatically by the institution, any changes you make here may be overwritten, depending on the user permissions allowed by your institution.

Go to Account to view and edit details.



Click on the **Account** link in your Home Tools Menu.

Modifying account details.

[LINK](#) [HELP](#)

My Account Details

User

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	demoprofessor@longsight.com
Type	maintain
Disabled	False
Created By	Sakai Administrator
Created	Mar 2, 2016 4:47 pm
Modified By	Sakai Administrator
Modified	Apr 19, 2016 2:50 pm

Modify Details

Click on the **Modify Details** button.

Changing your name, email or password.

[LINK](#) [HELP](#)

Account Details

Edit Account

* Indicates a required field.

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	demoprofessor@longsight.co...
* Enter Current Password	
Create New Password	
Verify New Password	
Disable User	False
Created By	Sakai Administrator
Created	Mar 2, 2016 4:47 pm
Modified By	Sakai Administrator
Modified	Apr 19, 2016 2:50 pm
Internal Id	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

[Cancel Changes](#)

[Update Details](#)

You may change any of the editable fields on this page. The password fields always appear blank upon accessing this screen. You may change your Sakai password by entering your current and new passwords in the fields provided. Changing your password here will change it for all of your sites on this system. Once you have entered your changes, select the **Update Details** button to save the change and return to Home.

Note: Your Sakai User Id cannot be changed. Your User Id can only be modified by a Sakai Administrator at your institution.

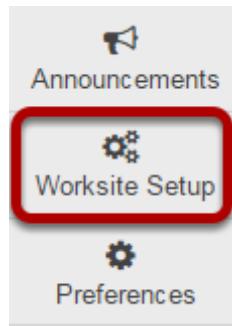
What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the [Site Info](#) tool; Worksite Setup is available through Home, whereas Site Info is available in each site.

If you don't have the appropriate permissions, you will only see the information about the site published by the site owner in Worksite Setup.

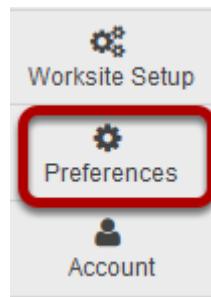
To access this tool, click Worksite Setup from the Tool Menu in Home.



What is the Preferences tool?

In [Home](#), you can set preferences for how often you receive email notifications of site activity, set your time zone, and select your language. You can also hide sites from your list of active sites.

Go to Preferences.



Select the **Preferences** tool from the Tool Menu in Home.

Notifications.



To customize your notification settings, click the **Notifications** tab.

Select notification preferences.

NOTIFICATIONS TIME ZONE LANGUAGE HIDDEN SITES

Notifications

You will receive all high priority notifications via email. Set low priority notifications below.

-Announcements

Do not send me low priority announcements
 Send me one email per day summarizing all low priority announcements
 Send me each notification separately

-Resources and Drop Box

Do not send me low priority resource notifications
 Send me one email per day summarizing all low priority resource notifications
 Send me each resource separately

-Email Archive

Do not send me email messages
 Send me one notification per day summarising all email messages
 Send me each mail message separately

-Syllabus

Do not send me low priority Syllabus items
 Send me one email per day summarizing all notifications
 Send me each notification separately

-Tests & Quizzes

Do not send me any email confirmations
 Send me one email per day confirming all of my submissions
 Send me an email confirmation each time I submit an assessment

Update Preferences **Cancel Changes**

You may choose from the following options for low priority email notifications in the Announcements, Resources and Drop Box, Email Archive, Syllabus, and Tests & Quizzes tools.

- Do not send me notifications.
- Send me one email per day summarizing all notifications.
- Send me each notification separately. (Default setting)

If you change any of these settings, click **Update Preferences** to save your changes.

Note: These settings only apply to low priority items. High priority items will still be sent via email regardless of your settings here.

Time Zone.



To set your local time zone, click the **Time Zone** tab.

Choose your time zone.

NOTIFICATIONS TIME ZONE LANGUAGE HIDDEN SITES ?

Time Zone

Please select your local time zone for selected Sakai tools, such as Calendar. You are currently in the America/New_York time zone

- America/mexico_City
- America/Miquelon
- America/Moncton
- America/Monterrey
- America/Montevideo
- America/Montreal
- America/Montserrat
- America/Nassau
- America/New_York**
- America/Nipigon
- America/Nome
- America/Noronha
- America/North_Dakota/Beulah
- America/North_Dakota/Center
- America/North_Dakota/New_Salem
- America/Ojinaga
- America/Panama
- America/Pangnirtung
- America/Paramaribo
- America/Phoenix
- America/Port-au-Prince

Update Preferences **Cancel Changes**

Select your local time zone from the list, and then click **Update Preferences**.

Language.



To set your preferred language, click the **Language** tab.

Choose your language.



Language

Please select your language (and country) preference. Your current language preference is:
English (United States)

- Basque [eu] Basque
- català - Espanya [ca_ES] Catalan - Spain
- Deutsch - Deutschland [de_DE] German - Germany
- English - Australia [en_AU] English - Australia
- English - New Zealand [en_NZ] English - New Zealand
- English - South Africa [en_ZA] English - South Africa
- English - United Kingdom [en_GB] English - United Kingdom
- English - United States [en_US] English - United States**
- español - Espana [es_ES] Spanish - Spain
- español - México [es_MX] Spanish - Mexico
- français - Canada [fr_CA] French - Canada
- français - France [fr_FR] French - France
- Mongolian [mn] Mongolian
- Nederlands - Nederland [nl_NL] Dutch - Netherlands
- polski - Polska [pl_PL] Polish - Poland
- português - Brasil [pt_BR] Portuguese - Brazil
- português - Portugal [pt_PT] Portuguese - Portugal
- svenska - Sverige [sv_SE] Swedish - Sweden
- Tiếng Việt - Việt Nam [vi_VN] Vietnamese - Vietnam
- Türkçe - Türkiye [tr_TR] Turkish - Turkey

Update Preferences

Cancel Changes

Select your preferred language from the list, and then click **Update Preferences**.

Hidden Sites.



To hide one or more of your active sites, click the **Hidden Sites** tab.

Hidden sites will show up in your list of all enrolled sites in tools such as Worksite Setup and Membership; however, they do not appear in the top navigation bar or in your Sites drawer.

Note: Hidden Sites are still active in the system, and are still available to other enrolled users regardless of individual site display preferences.

Select the sites you want to hide, then click Update Preferences.

The screenshot shows the 'Hidden Sites' configuration page. At the top, there are tabs for NOTIFICATIONS, TIME ZONE, LANGUAGE, and HIDDEN SITES, with the latter being the active tab. To the right of the tabs are icons for a magnifying glass and a question mark. Below the tabs, the title 'Hidden Sites' is displayed. A note below the title states: 'Select a site or grouping of sites to hide from the Site Drawer.' and 'NOTE: This will **not** affect the visibility of a site to students.' The page is divided into three sections based on time: 'Summer 2016', 'Fall 2016', and 'Spring 2016'. Each section contains a list of sites with checkboxes next to them. In the 'Summer 2016' section, there are seven items. In the 'Fall 2016' section, there are four items. In the 'Spring 2016' section, there are two items, both of which have their checkboxes checked and are highlighted with a red rectangular box around them. At the bottom of the page are two buttons: 'Update Preferences' and 'Cancel Changes', with 'Update Preferences' being highlighted with a red rounded rectangle.

Section	Sites
Summer 2016	DAC-EDUCATION-DEPT1-SUBJ1-101 DAC-EDUCATION-DEPT1-SUBJ1-126 DEMO 100 100 Summer 2016 ★ Discussion 1 SMPL101 Discussion 2 SMPL102 Discussion 3 SMPL202 ★ Sample Course
Fall 2016	DAC-EDUCATION-DEPT1-SUBJ1-151 DAC-EDUCATION-DEPT1-SUBJ1-201
Spring 2016	Discussion 1 SMPL101 Education Program Site

Update Preferences **Cancel Changes**

You can use drag and drop to rearrange the order in which your sites appear, or move sites into or out of the favorites, active, or archived site lists.

Click on the site you want to move and then drag it into the new location and release to drop it in place. (The color of the item and new location will change to green while you are dragging the item.)

What are the Resources in Home?

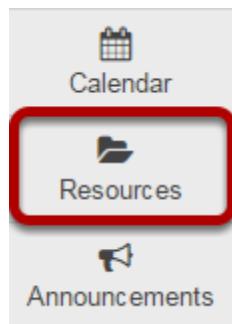
Resources are available in both Home and individual course sites. The Resources tool is site-dependent; the content uploaded in the Home area is private and visible only to the user (unless the user chooses to make items public).

The Resources tool in Home serves as a personal file space for the user to save, store, and organize files.

The features and functionality of the Resources tool are the same in any site where the tool appears. Please refer to [What is the Resources tool?](#) for more information on how to manage files using this tool.

Note: Your institution may limit the user file storage quota and/or access to Resources in Home.

To access this tool, select Resources from the Tool Menu in Home.



Tip: Users who would like to store large files in a single location may choose to store files in Home and link to them from their other course sites, rather than uploading them to multiple locations. Be sure to mark your files as Public if you plan to link to them from other sites.

Lessons

What is the Lessons tool?

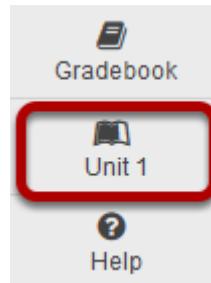
Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

Each Lessons page can be customized to suit the needs of the lesson, including links to other site tools, conditional release of items and content, student content pages, LTI tools, and more.

Some page layout features of the Lessons tool include:

- Block style page layout to group items on a page
- Multiple sections on one page
- Multiple columns in one section
- Flexible column design (2 columns in one section block, 1 column with double width, and a variety of column background color)

To access this tool, click on the Lessons page title in the Tool Menu of your site.



The Lessons tool is often renamed to something else, and may appear multiple times in a given course. Click on the Lessons Page Title (e.g. **Unit 1**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Example of a Lessons page.

1 Lessons

2 Print view Index of pages

3 Please review the Syllabus first:

4 ECO301-Syllabus.pdf

5 * Syllabus Quiz

6 Quick Poll: Among the following choices, which one is the most endangered wildlife species? It's OK if you don't know. This is a kick-starter question to get you going.

7 Indian Elephant
8 Blue Whale
9 Black Rhino
10 Panda
11 Polar Bear
12 I have no Idea

Submit Answer

8 Week 1 & 2

9 Week 3 & 4

10 Week 5 & 6

11 Week 7 & 8

12 Add Comment

13 Student Pages

14 Add Your Own Page



Lessons pages may contain any of the following items:

1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required

7. Links to forum topics
8. Links to subpages
9. Student Comments on the page
10. Links to Student Pages where students may create their own content

How do I create a new Lessons page?

Some institutions display a Lessons tool by default in the tool list on the left. If the Lessons tool is not listed in the tool panel on the left, you will need to first add the Lessons tool to the tool list.

Instructors can create a new Lessons page or multiple Lessons pages.

Go to Site Info.



If the Lessons tool is not already active in your site, select the **Site Info** tool from the Tool Menu in your site to add it.

Click Manage Tools.



Place a check in the box next to Lessons.

A screenshot of the "Manage Tools" tool list. It shows three tools: "Gradebook" (checked), "Lessons" (unchecked, highlighted with a red box), and "Messages" (checked). Descriptions for each tool are provided below their names.

- Gradebook**
The next generation gradebook tool for the Sakai CLE
- Lessons**
For creating content modules and sequences; can be organized by week or unit
- Messages**
Display messages to/from users of a particular site

Click Continue.



Scroll down to the bottom of the screen and click the **Continue** button.

Enter a Lessons title and click Continue.



Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

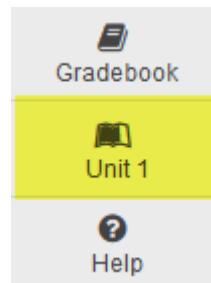
Lessons

Title

(Suggested length 15 char.)

More Lessons Tools? ▾

Your new page will display in the Tool Menu.



Click on the Lessons page title in the Tool Menu.



If the Lessons tool is already active in your site, click on **Lessons** in the Tool Menu to go to the tool.

Retitle page. (Optional)



To retitle the Lessons Page, click on the Settings icon (i.e. gear icon).

Enter a new title.

Settings X

* Page title: Unit 1

Don't Release Page Until All Prerequisite Pages are Completed

Require This Page

Hide this page from users (page will not appear in left margin)

Hide page until the following date (the page will be listed with the release date)
 

Create Gradebook item when page is completed. points

Custom CSS File: ▼

or upload your own:
 No file selected.

(If this file is named default.css, it will become the site-wide default.)

Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

Save

Add a new page title. (This title will appear in the Tool Menu). Then click **Save**.

Add More Pages. (Optional)

The screenshot shows the 'Lessons' page interface. At the top, there are buttons for 'ADD CONTENT' (+), 'MORE TOOLS' (with a dropdown arrow), 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. A red arrow points from the 'MORE TOOLS' button to a dropdown menu. The dropdown menu is titled 'How to add content to this page' and lists several options: 'Add Text - text (rich text editor)', 'Add Content Links', 'Embed Content on this page -', 'Add Assignment -', 'Add Forum topic -', 'Add Subpage - add a new page to this page', 'Remove Page', 'Permissions', 'Import CC', and 'Export CC'. The 'Add More Pages' option is highlighted with a red box and a red arrow pointing to it.

On an existing Lessons page, you may also add more top-level pages (i.e. pages which display in the site Tool Menu) by selecting the **Add More Pages** option from the **More Tools** drop-down menu.

Enter a title and save.

Add More Pages X

Create more pages in the left margin. To create pages within this one, use "Add Subpage."

* Page Title

Number of pages blank gives one page

Make new pages copies of the current one (except that subpages are omitted)

Save Cancel

You can create a group of pages at once if you put a number in the title.
For example, if you specify "Unit 4" and request 3 pages, you'll get Unit 4, Unit 5 and Unit 6.

Put existing page in the left margin.
Does not create a new copy of the page. You can use this to restore a page that has been deleted to the left margin.

Notice that you also have the option to add several pages at once by indicating the **Number of pages** desired below the title. The number of each new page will replace the number in the title provided.

You also have the option to **Make new pages copies of the current page** by checking the box provided.

How do I add text to a Lessons page?

Instructors can add a text box to any point in the Lesson Page.

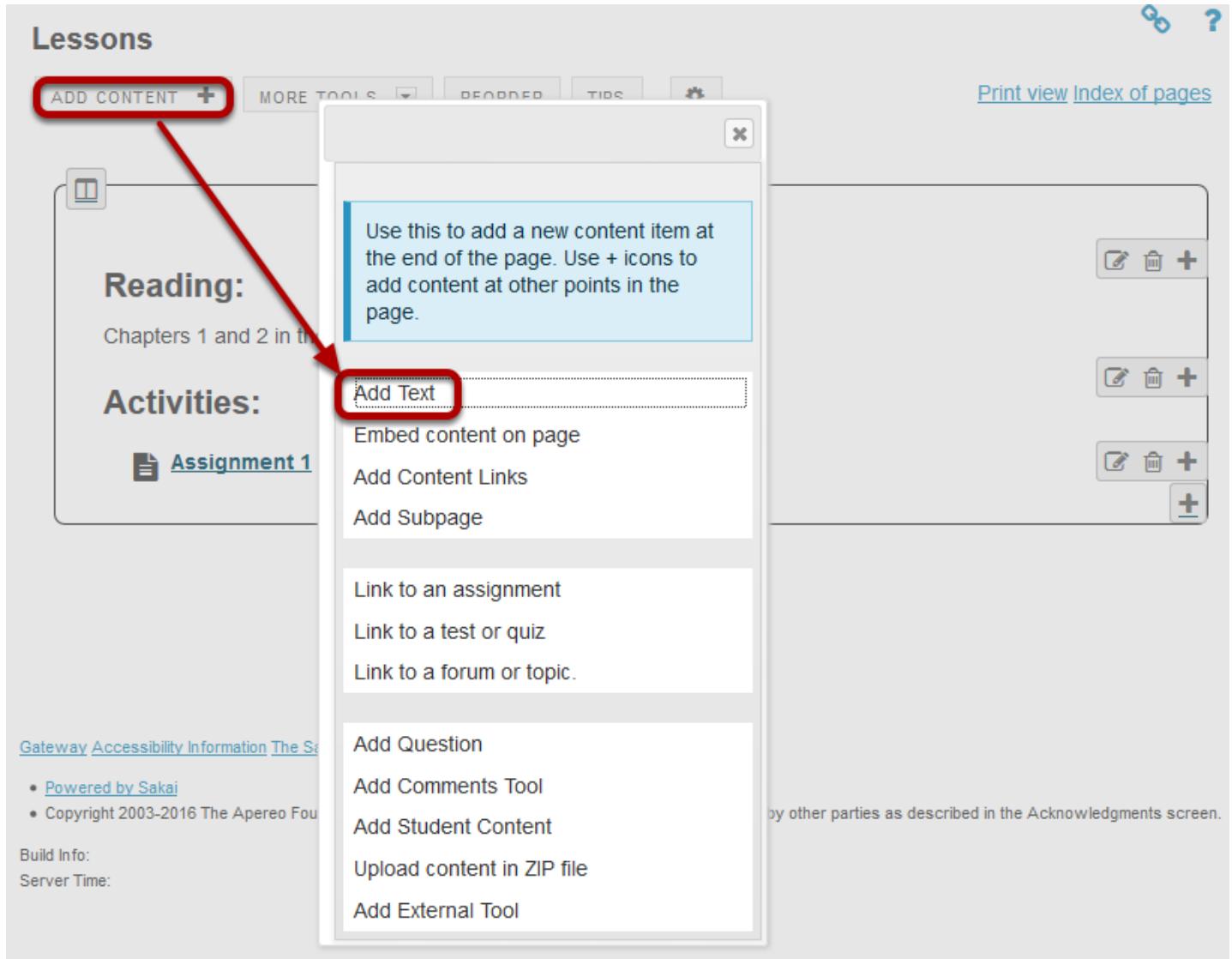
Go to Lessons.



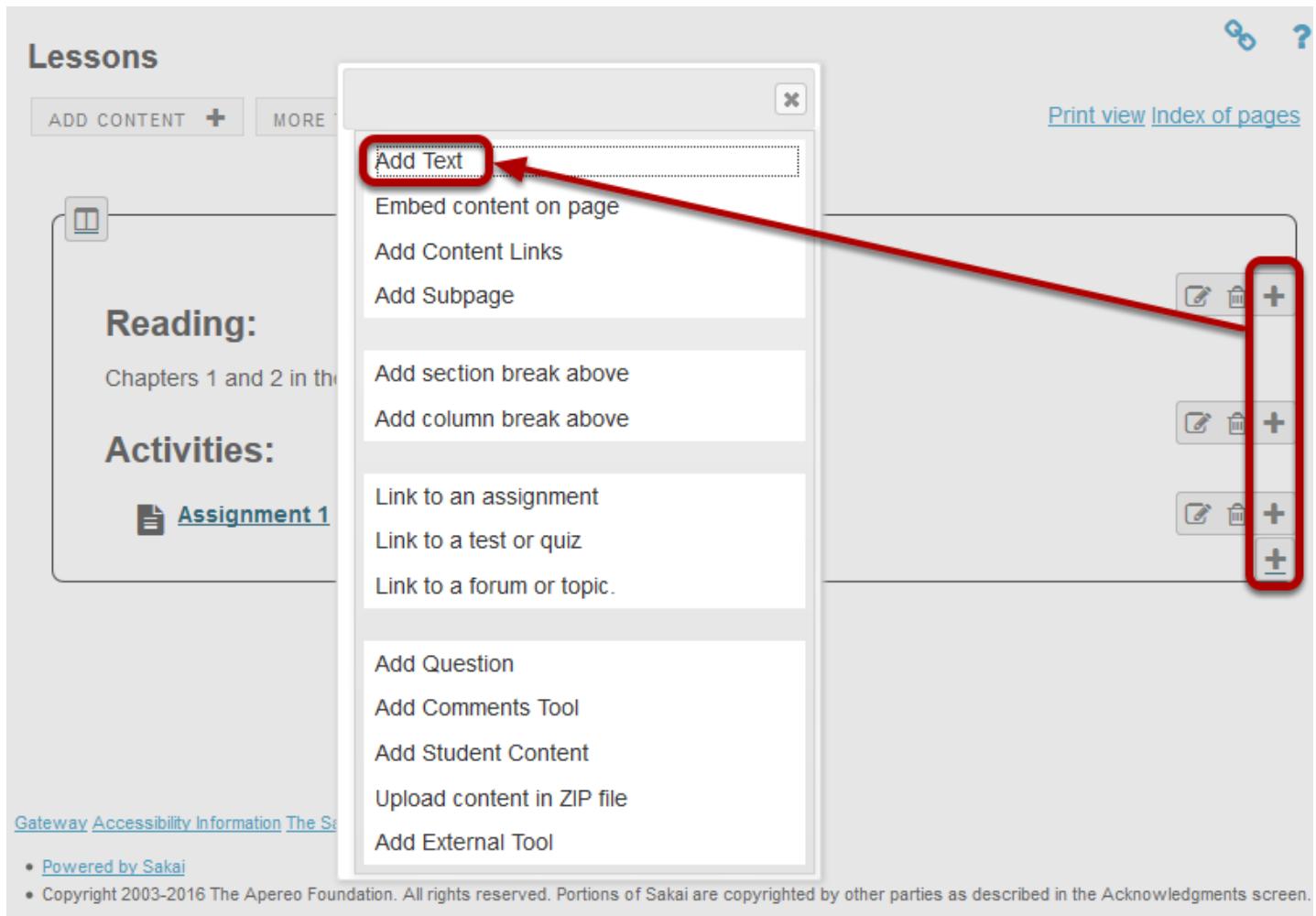
Click on the Lessons Page Title (e.g. **Unit #1**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Text.



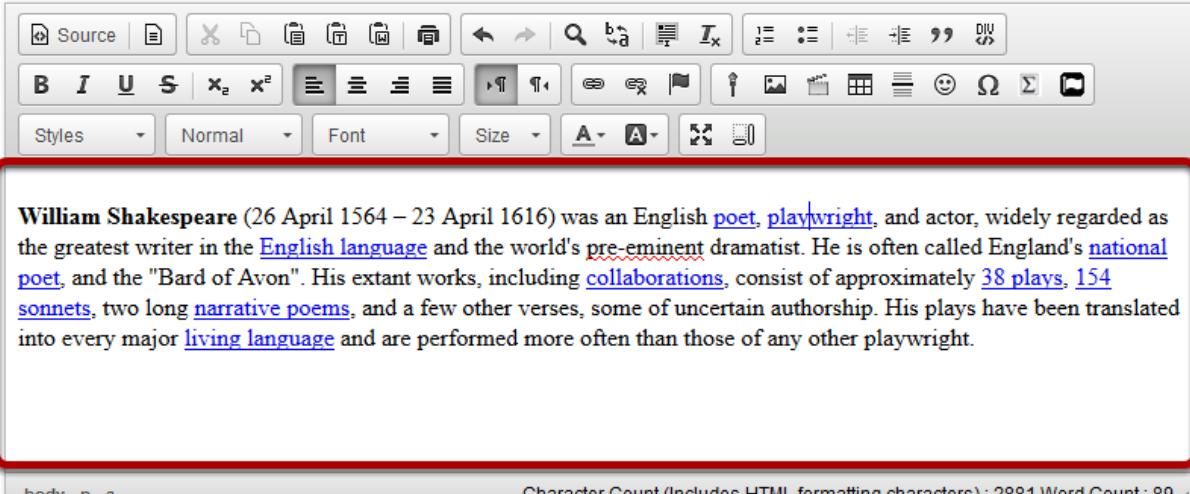
Alternately, click the + button and then Add Text.



You may also add content by clicking on the + button next to any existing item on the page.

Enter your text content.

Adding text to: Week 1



Character Count (Includes HTML formatting characters) : 2881 Word Count : 89

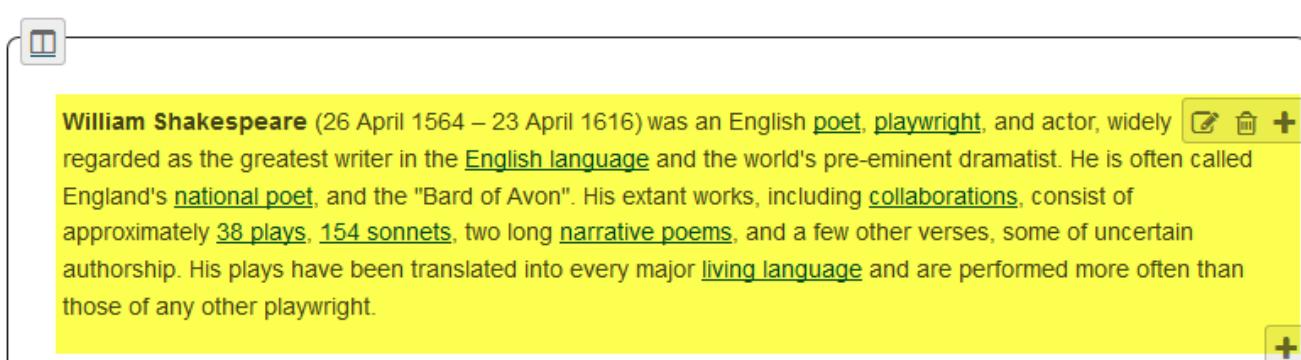
Don't Release Item Until All Prerequisites are Completed
[Edit the groups for which this item should be shown](#)

Save **Cancel** **Delete**

Use the Rich Text Editor tools to format the text. When finished, click **Save**.

View content on page.

Week 1



[Print view](#) [Index of pages](#)

After saving, you will return to the Lessons page with the new text displayed.

Note: The Lessons tool descriptive help text disappears from the page after content has been added.

Add additional text items to the page. (Optional)

Week 1

[ADD CONTENT](#) +[MORE TOOLS](#) ▾[REORDER](#)[TIPS](#)[Print view](#) [Index of pages](#)

William Shakespeare (26 April 1564 – 23 April 1616) was an English poet, playwright, and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is often called England's national poet, and the "Bard of Avon". His extant works, including collaborations, consist of approximately 38 plays, 154 sonnets, two long narrative poems, and a few other verses, some of uncertain authorship. His plays have been translated into every major living language and are performed more often than those of any other playwright.



Shakespeare was born and brought up in Stratford-upon-Avon Warwickshire. At the age of 18, he married Anne Hathaway, with whom he had three children: Susanna, and twins Hamnet and Judith. Sometime between 1585 and 1592, he began a successful career in London as an actor, writer, and part-owner of a playing company called the Lord Chamberlain's Men, later known as the King's Men. He appears to have retired to Stratford around 1613, at age 49, where he died three years later. Few records of Shakespeare's private life survive, which has stimulated considerable speculation about such matters as his physical appearance, sexuality, and religious beliefs, and whether the works attributed to him were written by others.



Repeat the steps above to add more content items to the page. In the example image above, an initial text box was followed by a second text box which included an image and text.

Tip: Text boxes can be added at any point in the Lessons Page. You may want to intersperse text items with other types of Lessons content, such as images, embedded video, assignment or assessment links, etc.

How do I embed an image on a Lessons page?

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 2**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

File upload: Click Add Content, then Embed content on page.

The screenshot shows a Sakai 11 User Guide page titled "Unit 2". At the top left, there is a red box around the "ADD CONTENT" button. A red arrow points from this button to the "Embed content on page" option in a dropdown menu. The "Embed content on page" option is also highlighted with a red box. The background page contains text about adding content and a list of options like "Add Text", "Add Content Links", etc.

Unit 2

ADD CONTENT +

Print view Index of pages

How to add content to this page

From the add content drop-down menu:

- Add Text - text (rich text editor)
- Add Content Links
- Embed Content on page
- Add Assignment - 1
- Add Forum topic - 1
- Add Subpage - add a new page to this unit

You can add other types of content here.

Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page.

Add Text

Embed content on page

Commonly used items are:

Commonly used items are:

es (e.g. Youtube)

ting Started with Lessons

Gateway Accessibility Information The Sakai Project

- Powered by Sakai
- Copyright 2003-2016 The Apero Fou

by other parties as described in the Acknowledgments screen.

From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Click Browse.

Embed content on page

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files

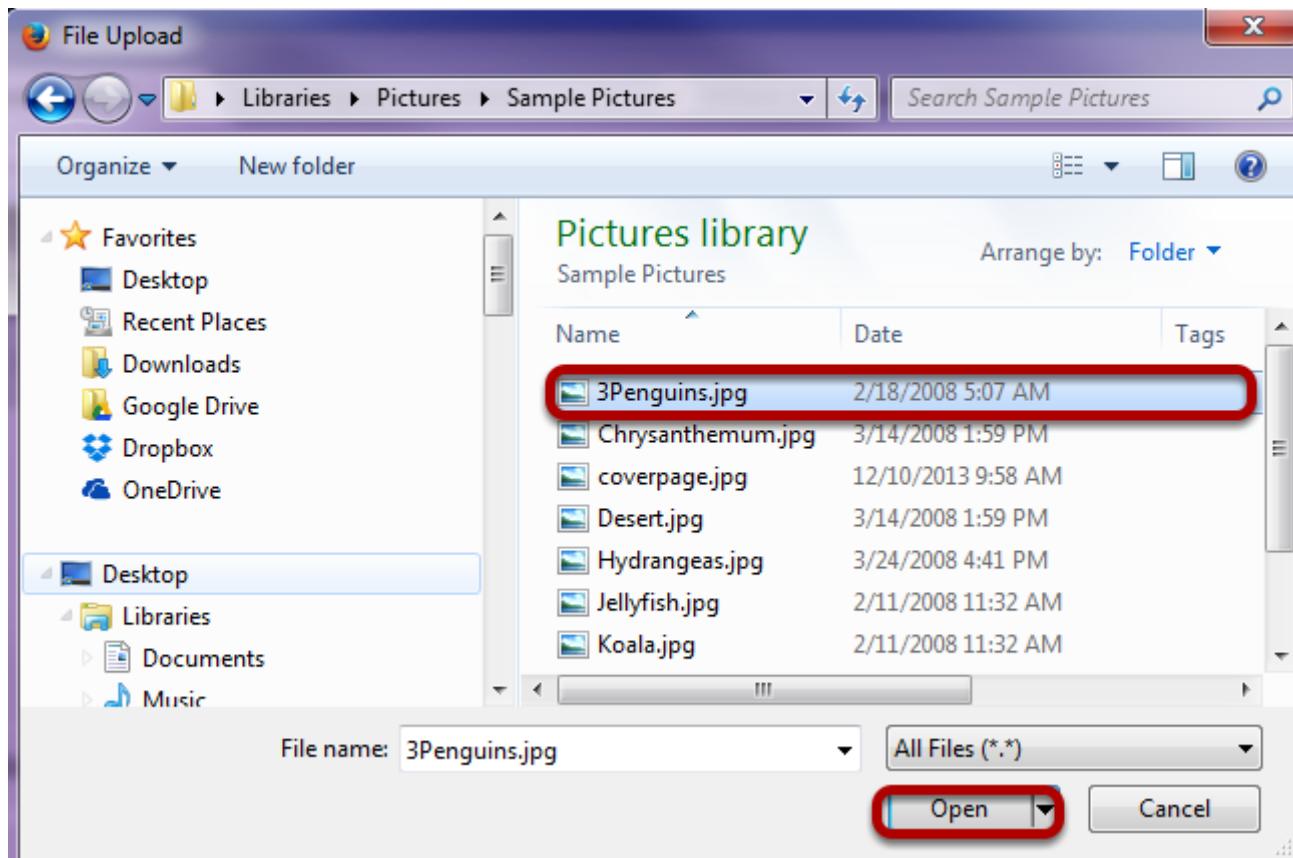
No files selected.

[Or select existing files from Resources](#)

[Or add a URL or "embed code"](#)

Don't Release Item Until All Prerequisites are Completed

Locate and select the file on your computer.



Click on the file you would like to upload to select it and then click **Open**.

Click Save.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 3Penguins.jpg

Or select existing files from Resources

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

Save Cancel

View embedded image.

Unit 2

Go ?

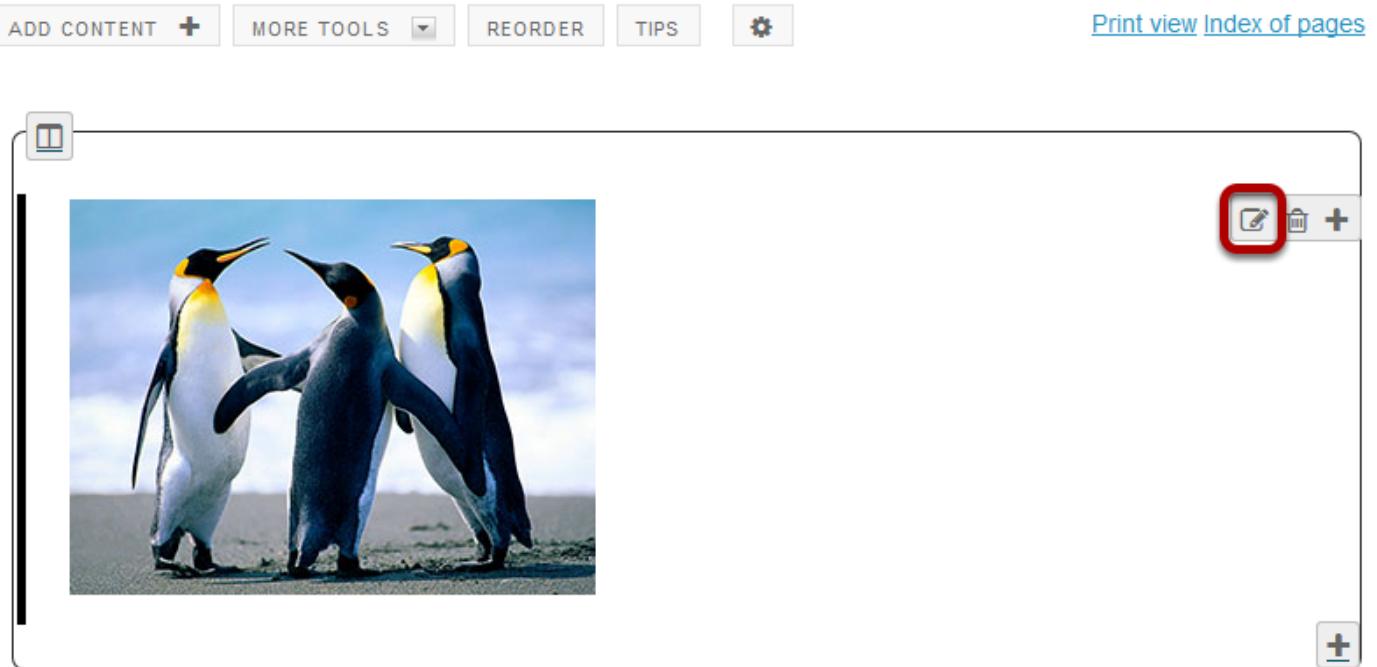
ADD CONTENT + MORE TOOLS REORDER TIPS [Print view](#) [Index of pages](#)

Edit Delete +

After saving, you will return to the Lessons page with the image embedded.

To add a description of the image, click on Edit.

Unit 2



This displays the Edit Multimedia dialog box.

Add a description.

Edit Multimedia X

Width:

Height:

Alt Text

Path in Resources, or URL/embed code

Item Description

An image of three penguins.]

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Save Cancel Delete

Enter a description in the **Item Description** text box and then click **Save**.

View image on page.

Unit 2



[Print view](#) [Index of pages](#)

[ADD CONTENT](#) + [MORE TOOLS](#) ▾ [REORDER](#) [TIPS](#) [⚙](#)



An image of three penguins.

[Edit](#) [Delete](#) +

Notice the image file location in Resources.



[SITE RESOURCES](#) [TRASH](#) [TRANSFER FILES](#) [CHECK QUOTA](#)

[All site files](#) ▾ / [Sample Course Resources](#) / Unit 2

[Move](#) [Copy](#) [Move to Trash](#) [Show](#) [Hide](#)

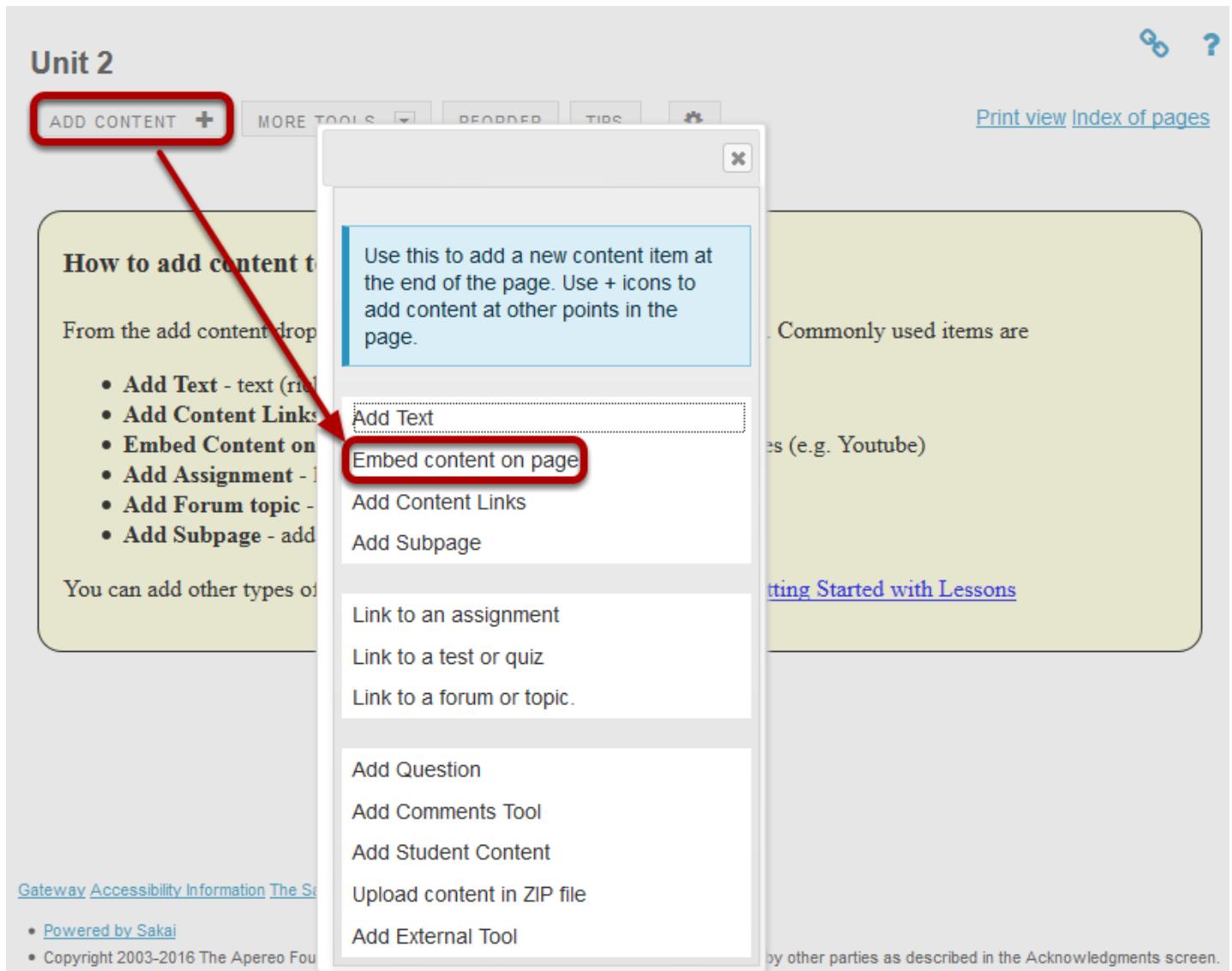


Unit 2



Note that the image file was automatically uploaded to your Resources in a folder with the same name as the Lessons page.

Linked image: Click Add Content, then Embed content on a page.



From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Enter a URL.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files
 No files selected.

[Or select existing files from Resources](#)

[Or add a URL or "embed code"](#)

Don't Release Item Until All Prerequisites are Completed

Paste the image URL in the box marked "URL", and then click **Save**.

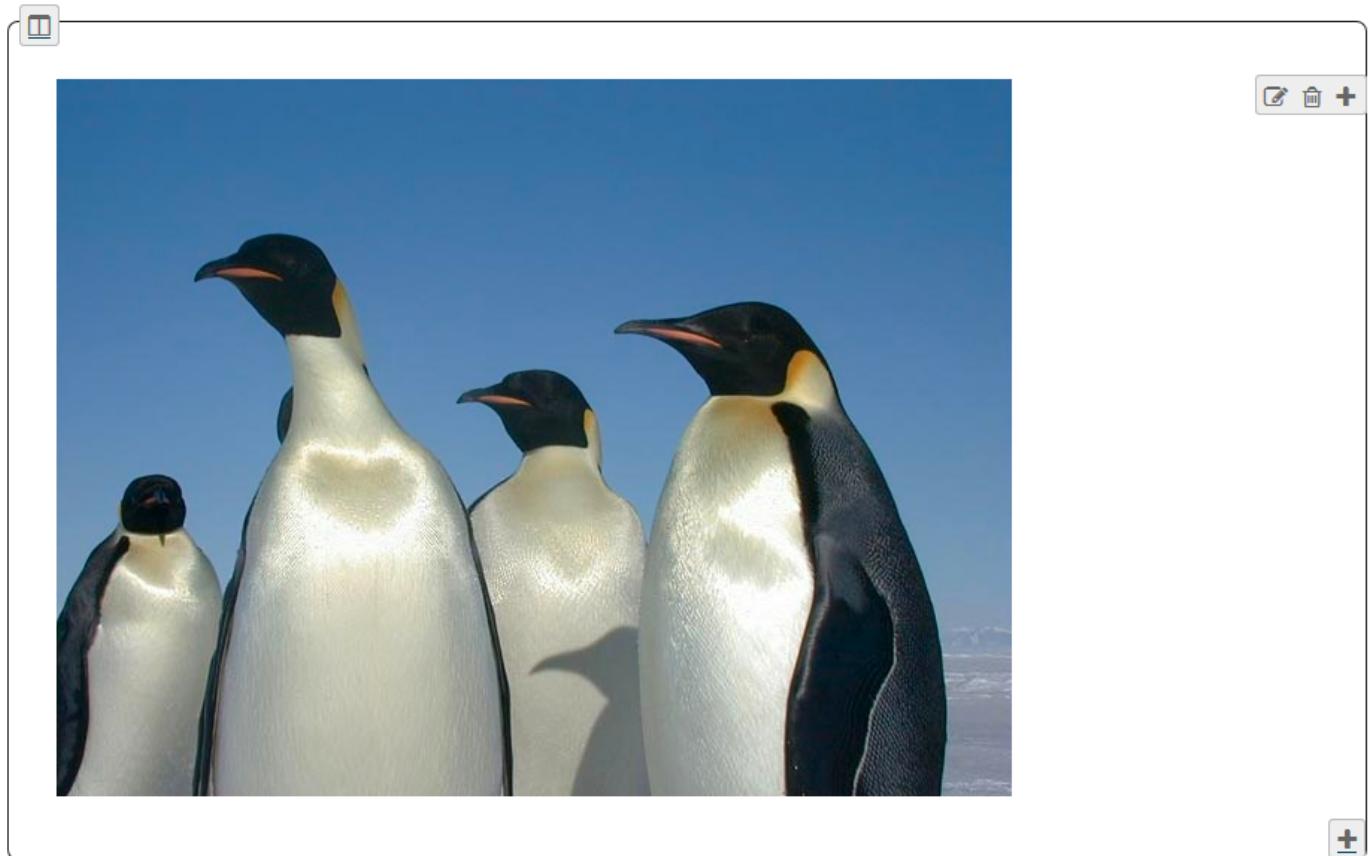
View embedded image.

Unit 2

[LINK](#) [HELP](#)

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#)

[Print view](#) [Index of pages](#)



After saving, you will return to the Lessons page with the image embedded.

To add a description for the image, click Edit.

Unit 2

[LINK](#) [HELP](#)

[ADD CONTENT](#) + [MORE TOOLS](#) ▾ [REORDER](#) [TIPS](#) [⚙](#)

[Print view](#) [Index of pages](#)



A photograph showing four Emperor penguins standing in a row, facing right. They have black heads and necks with white bellies. The background is a clear blue sky. A red circle highlights the edit icon in the top right corner of the image frame.

Add a description.

Edit Multimedia X

Width:

Height:

Alt Text: Empire Penguins

Path in Resources, or URL/embed code

/https://upload.wikimedia.org/wikipedia/commons/2/27/Emperor_penguins.jpg

Item Description
Image of Empire Penguins from Wikimedia Commons.

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Save **Cancel** **Delete**

Enter a description in the **Item Description** text box and then click **Save**.

View image on page.

Unit 2

[LINK](#) [HELP](#)

[ADD CONTENT](#) + [MORE TOOLS](#) ▾ [REORDER](#) [TIPS](#) [⚙](#)

[Print view](#) [Index of pages](#)



The image shows four adult Emperor penguins standing in a row, facing right. They have black heads and necks with white bellies and wings. The background is a clear blue sky. There is a small cluster of mountains visible in the distance.

Image of Empire Penguins from Wikimedia Commons.

[Edit](#) [Delete](#) [+](#)

How do I embed a video from my computer on a Lessons page?

Instructors can add an embedded video at any point in a Lessons page. The embedded video described here is a video uploaded from the instructor's computer to the Lessons page. (See [How do I embed a YouTube Video in a Lessons page?](#) for directions on embedding a YouTube video.)

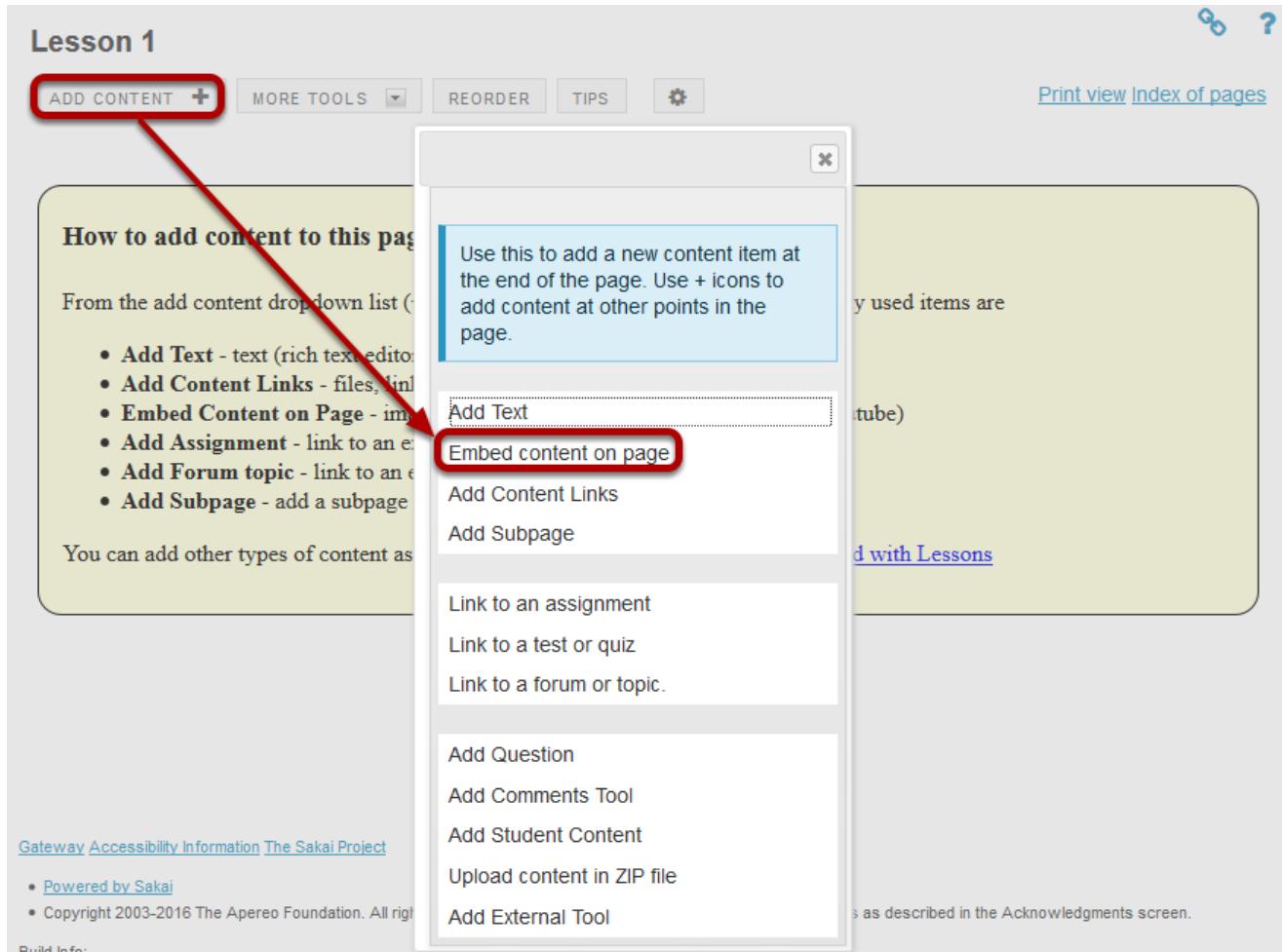
Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 1**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click on Add Content, then Embed Content on a Page



From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Click Browse.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files

No files selected.

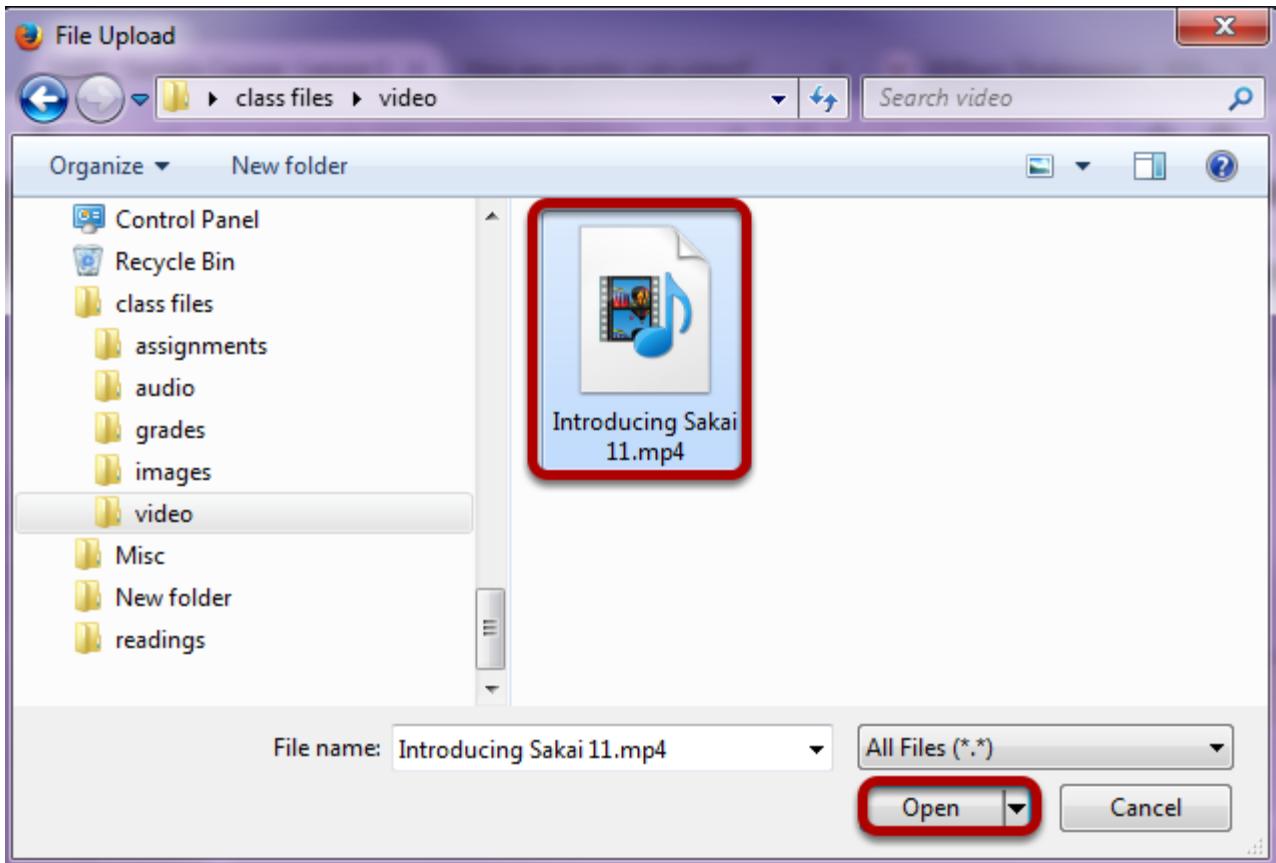
[Or select existing files from Resources](#)

[Or add a URL or "embed code"](#)

Don't Release Item Until All Prerequisites are Completed

Save Cancel

Locate and select the video file on your computer.



Click on the file you would like to upload to select it and then click **Open**.

Click Save.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 Introducing Sakai 11.mp4

Or select existing files from Resources

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

Save Cancel

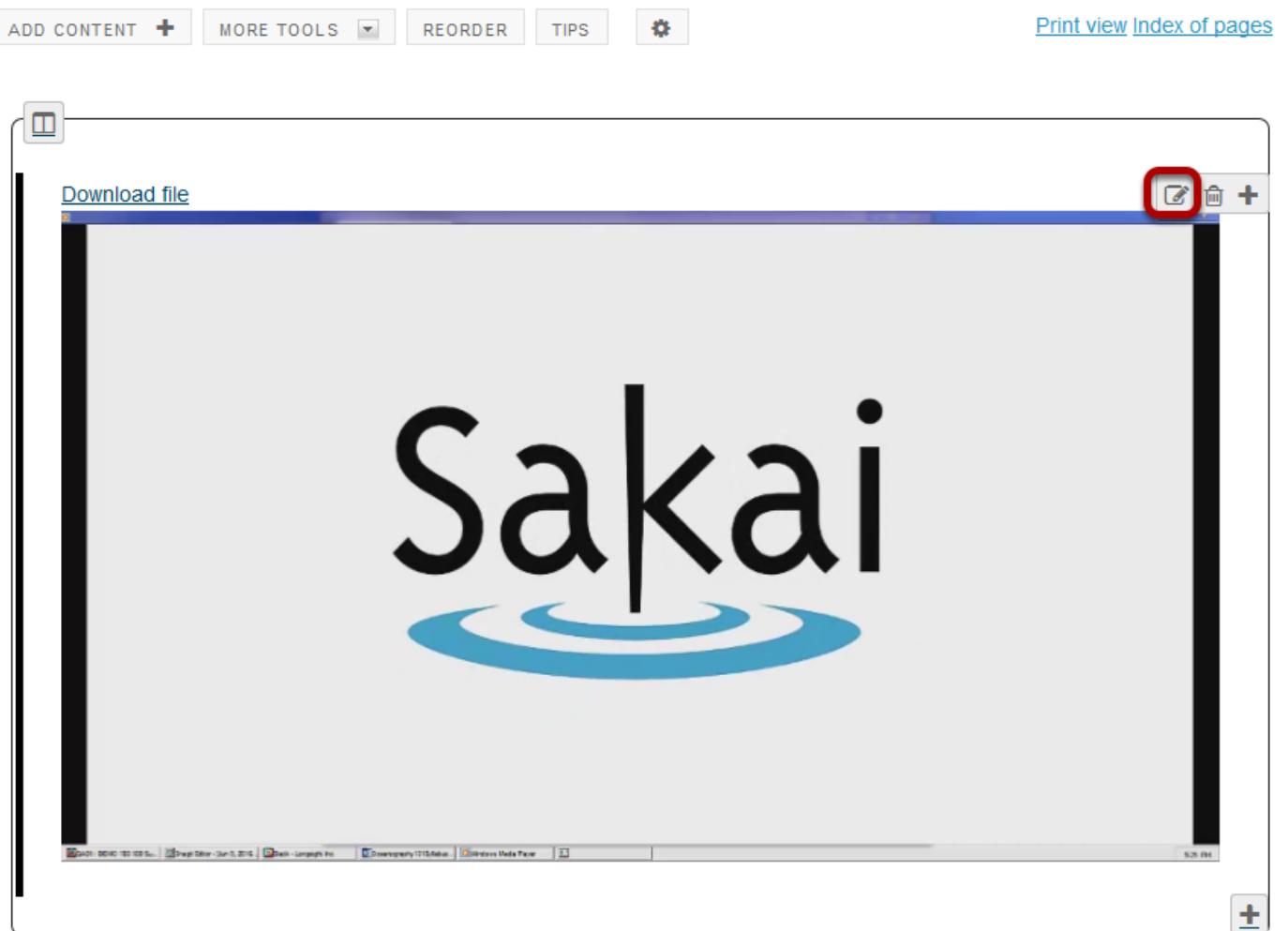
View embedded video.



The Lessons page will display the embedded video.

Click on Edit. (Optional)

Lesson 1



This displays the **Edit Embed Content** dialog box.

Add a description and/or adjust the video pixel size.

Edit Item X

Width: Height:

Path in Resources, or URL/embed code /Lesson 1/Introducing Sakai 11.mp4

Item Description

Video Introducing the new features in Sakai 11.]

[Change File or URL](#)

[Add caption file \(must be VTT format\)](#)

[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Update Item [Cancel](#) [Delete](#)

[Show details](#)

Enter the desired **Width** and **Height** for your video in number of pixels, and/or enter a description in the **Item Description** text box. Then, click **Update Item** to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated item on the page.

Lesson 1

The screenshot shows the Sakai Lessons page titled "Lesson 1". At the top, there are several buttons: "ADD CONTENT +", "MORE TOOLS ▾", "REORDER", "TIPS", and a gear icon. To the right of these are links to "Print view" and "Index of pages", along with help icons. Below the buttons is a video player window. The video thumbnail shows the Sakai logo. The video title is "Video Introducing the new features in Sakai 11." There are edit, delete, and add buttons on the right side of the video player. A large blue plus sign button is located at the bottom right of the main content area.

Notice the video file location.

The screenshot shows the Sakai Site Resources page. At the top, there are buttons for "SITE RESOURCES", "TRASH", "TRANSFER FILES", and "CHECK QUOTA", along with help icons. Below this is a breadcrumb navigation: "All site files ▾ / Sample Course Resources / Lesson 1". A toolbar below the breadcrumb includes "Move", "Copy", "Move to Trash", "Show", "Hide", and "Display Columns ▾". The main area is a table listing files. The columns are "Title", "Access", "Created By", "Modified", and "Size". The first row shows a folder named "Lesson 1" with an "Actions" dropdown. The second row shows a video file named "Introducing Sakai 11.mp4" with an "Actions" dropdown, which is highlighted with a yellow background. The file details are: Access: Entire site, Created By: Demo Professor, Modified: Jun 21, 2016 2:59 pm, Size: 329.1 KB.

Note: The video will be uploaded to your Resources folder for that Lessons page. Uploaded videos are NOT streamed to the user. The larger the video file, the longer it will take the video to load on the Lessons page.

How do I embed a YouTube video on a Lessons Page?

A special feature of the Lessons tool allows Instructors to embed a YouTube video on a Lessons page without the need to copy the source code.

First locate and copy the YouTube video URL (not source code).

This screenshot shows a TED Talk video titled "This virtual lab will revolutionize science class | Michael Bodekaer". The video player interface includes a play button, volume control, timestamp (0:13 / 11:26), and other standard video controls. Below the video, there is a share menu with various social media icons. A red box highlights the "Share" tab, which is circled with a number "1". Another red box highlights the URL "https://youtu.be/iF5-aDJOr6U", which is circled with a number "2". The video has 68,889 views, 2,264 likes, and 66 dislikes.

Published on Jun 1, 2016
Virtual reality is no longer part of some distant future, and it's not just for gaming and entertainment anymore. Michael Bodekaer wants to use it to make quality education more accessible. In this refreshing talk, he demos an idea that could revolutionize the way we teach science in schools.

1. Click on the Share tab under the clip.
2. Copy the YouTube URL into the clipboard (CTRL+C for PC, or CMD+C for Mac).

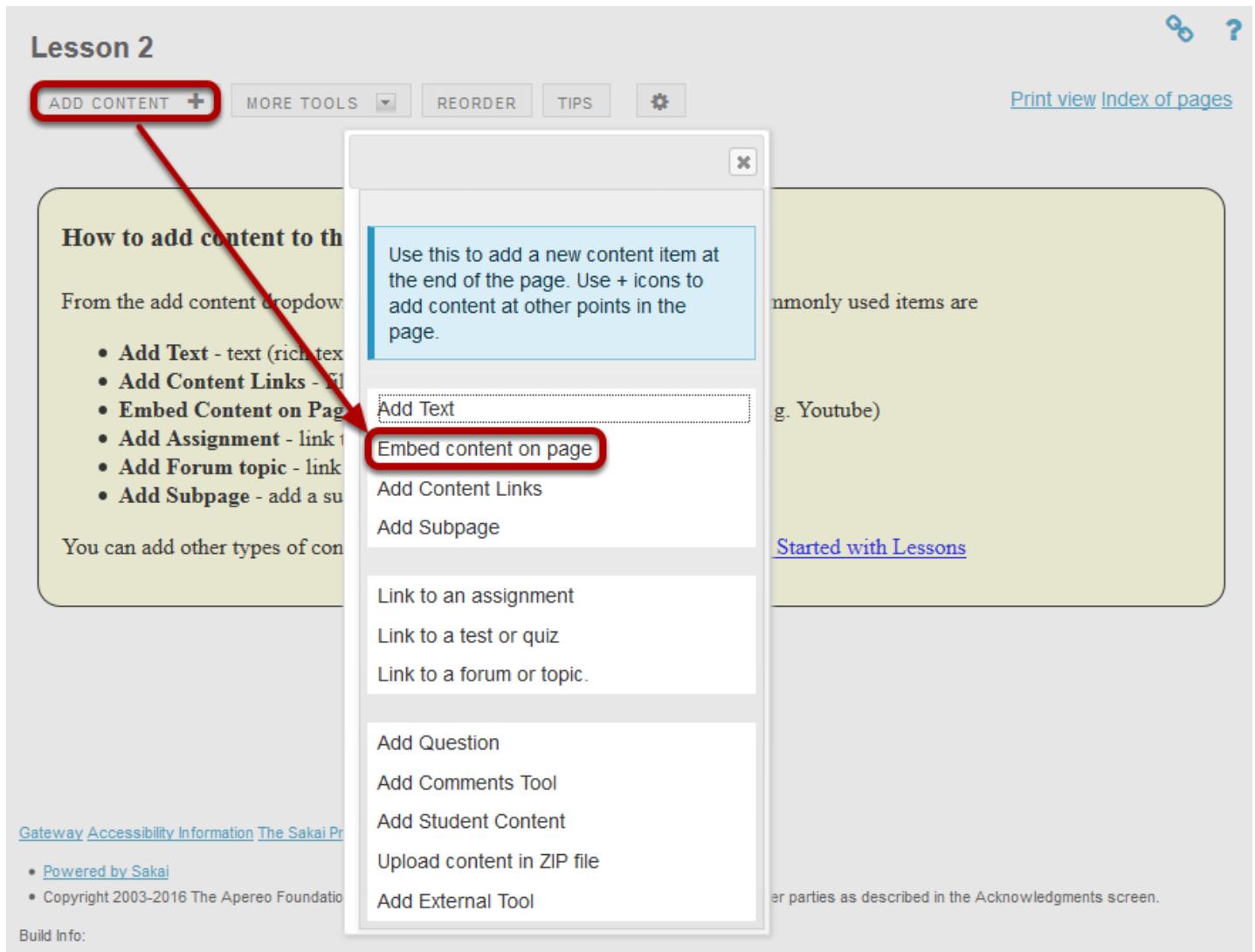
Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 2**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click on Add Content, then Embed Content on a Page.



From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Past the URL.

Embed content on page

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL or "embed code"
https://youtu.be/iF5-aDJOr6U

Don't Release Item Until All Prerequisites are Completed

Paste the YouTube URL into the box marked **Or add a URL or "embed code"**.

Change "http" to "https". (Optional)

Embed content on page

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL or "embed code"
https://youtu.be/iF5-aDJOr6U

Don't Release Item Until All Prerequisites are Completed

Tip: Before clicking Save, you might need to change "http" to "https" as some browsers (Firefox) do not display "http" links.

Click Save.

Embed content on page

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL or "embed code"
https://youtu.be/iF5-aDJOr6U

Don't Release Item Until All Prerequisites are Completed

View embedded video on page.

Lesson 2

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#) [Print view](#) [Index of pages](#) [?](#)

This virtual lab will revolutionize science class | Michael Bodekaer



A video player interface is overlaid on the video frame, showing a play button in the center. The video content shows a man in a light blue shirt and dark pants wearing a VR headset, gesturing with his hands as if interacting with a virtual environment. The background is a dark, stylized cityscape.

+

Click on Edit. (Optional)

Lesson 2

Go ?

ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)

This virtual lab will revolutionize science class | Michael Bodekaer



A video player interface is overlaid on the image, showing a play button in the center. In the top right corner of the video frame, there is a small edit icon (a pencil inside a circle) which is highlighted with a red box.

+

This displays the **Edit Embed Content** dialog box.

Add a description and/or adjust the video pixel size.

Edit YouTube Link

YouTube URL:

Width: Height:

Item Description
Watch this TED talk for information about the future of virtual labs.

Edit the groups for which this item should be shown

Don't Release Item Until All Prerequisites are Completed

Update Item **Cancel** **Delete**

Enter the desired **Width** and **Height** for your video in number of pixels or percent of screen, and/or enter a description in the **Item Description** text box. Then, click **Update item** to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated video on page.

Go ?

Lesson 2

ADD CONTENT + MORE TOOLS ▾ REORDER TIPS

[Print view](#) [Index of pages](#)

This virtual lab will revolutioniz... ↗



Watch this TED talk for information about the future of virtual labs.

+ ✖

How do I embed an audio file on a Lessons page?

Instructors can add an embedded audio at any point in a Lessons Page.

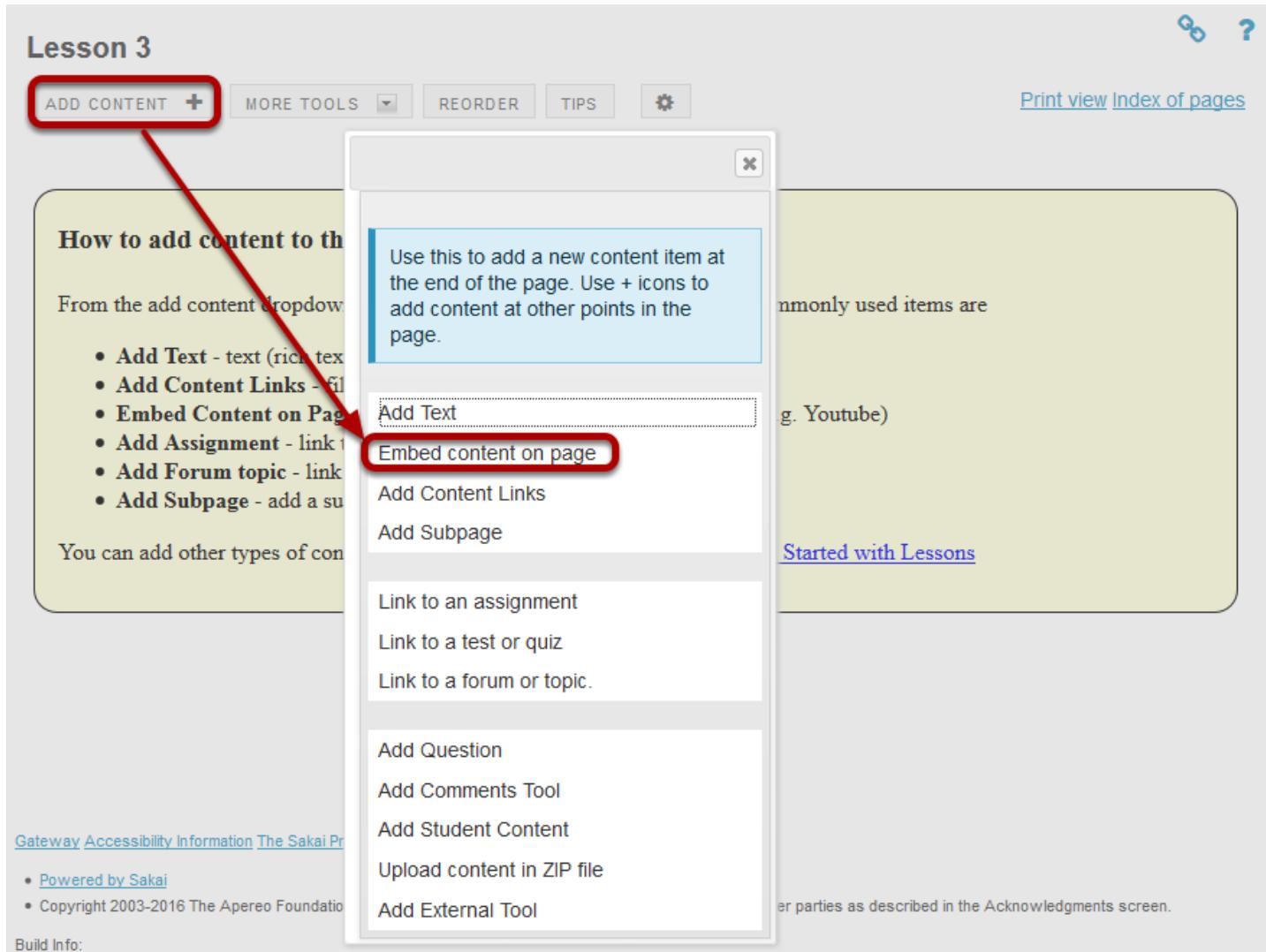
Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 3**) in the Tool Menu to display the page.

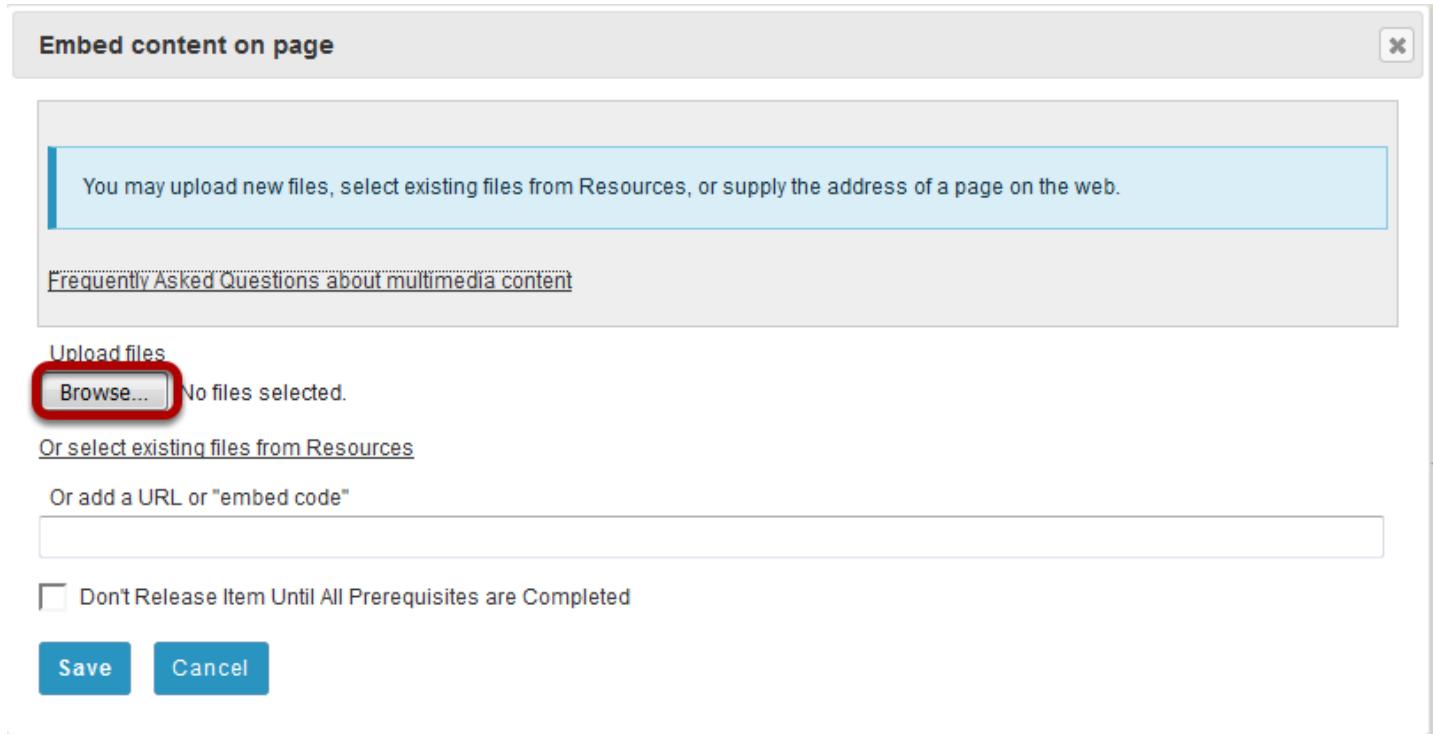
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Embed Content on a Page.

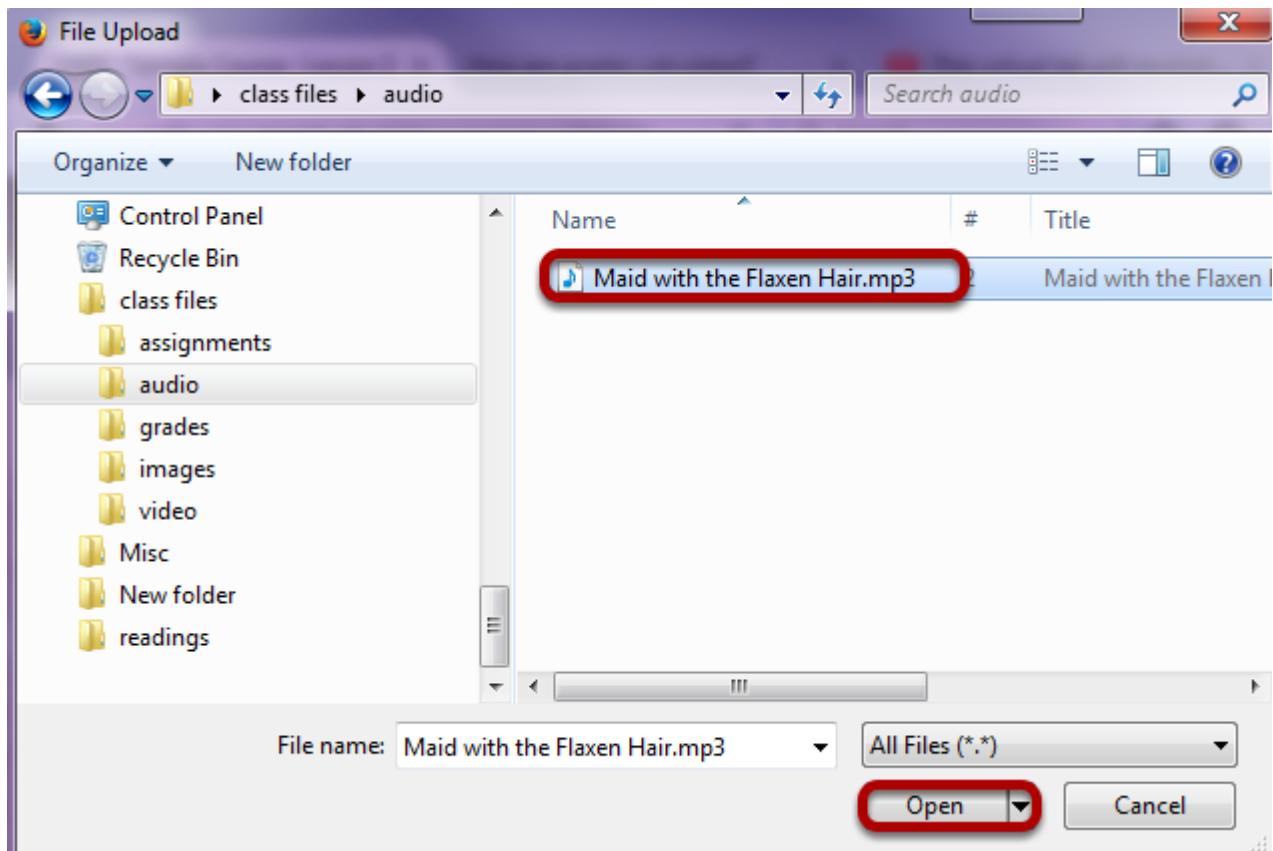


From the **Add Content** drop-down menu, select **Embed content on page**.

Click Browse.



Locate the audio file, select it and click Open.



Click Save.

Embed content on page

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files

Maid with the Flaxen Hair.mp3

Or select existing files from Resources

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

Note: The file you have selected will appear listed next to the Browse button.

View embedded audio.

Lesson 3

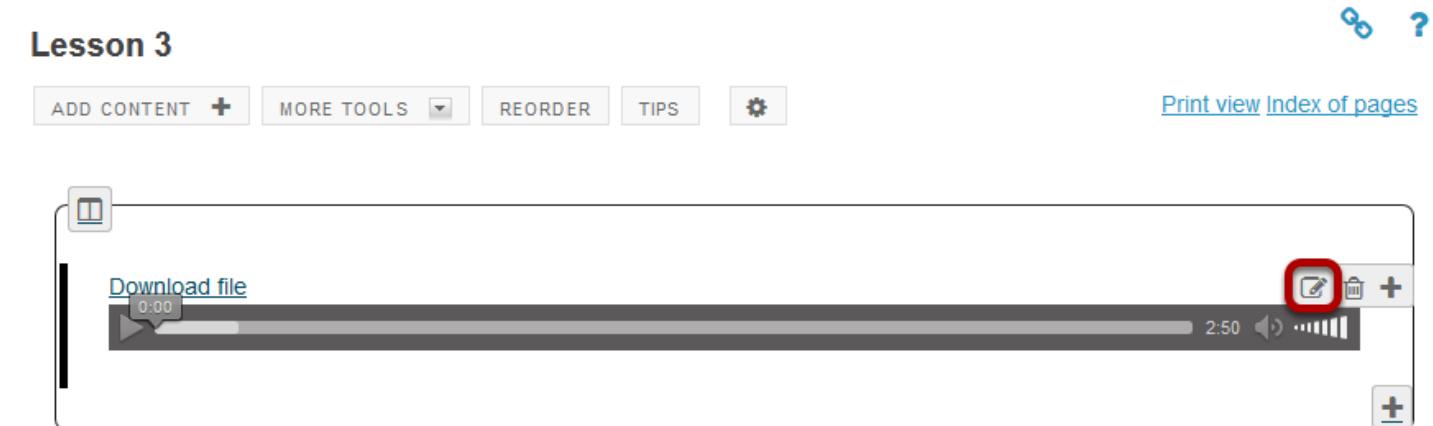
[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [Print view](#) [Index of pages](#)

Download file

0:00 2:50

The audio file will display embedded on the page.

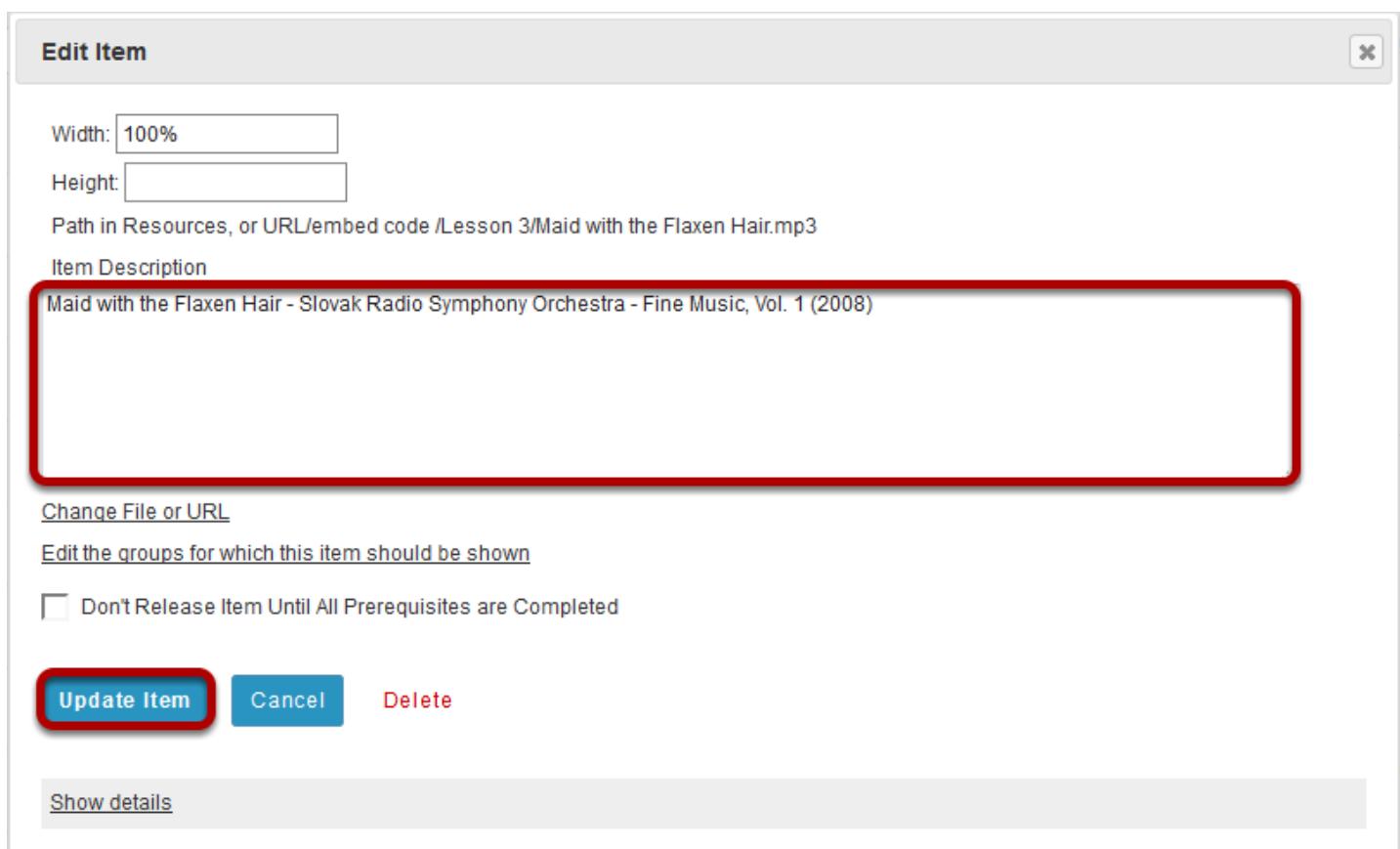
Click Edit. (Optional)



The screenshot shows the Sakai 11 user interface. At the top, there's a navigation bar with links for 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon for settings. To the right of the navigation are links for 'Print view' and 'Index of pages'. Below the navigation is a toolbar with various icons. In the center, there's a media player window for an audio file named 'Maid with the Flaxen Hair.mp3'. The player shows the file duration as 2:50 and has standard play controls like play/pause, volume, and seek bars. A red circle highlights the 'Edit' icon (a pencil symbol) located in the top right corner of the player's control area.

To add a description of the audio file, click on **Edit**.

Add a description.



The screenshot shows the 'Edit Item' dialog box. It has fields for 'Width' (set to 100%) and 'Height'. Below these is a text area containing the path 'Path in Resources, or URL/embed code /Lesson 3/Maid with the Flaxen Hair.mp3'. Underneath the path is a 'Item Description' field containing the text 'Maid with the Flaxen Hair - Slovak Radio Symphony Orchestra - Fine Music, Vol. 1 (2008)', which is highlighted with a red border. At the bottom of the dialog are buttons for 'Update Item' (highlighted with a red border), 'Cancel', and 'Delete'. There are also links for 'Change File or URL' and 'Edit the groups for which this item should be shown'. A checkbox for 'Don't Release Item Until All Prerequisites are Completed' is present. A 'Show details' link is located at the very bottom.

Add a description of the audio file, then click **Update Item**.

View updated item.

The screenshot shows the Sakai Lessons page. At the top, there are several buttons: ADD CONTENT (+), MORE TOOLS (with a dropdown arrow), REORDER, TIPS, and a gear icon. To the right of these are links to Print view and Index of pages. Below the buttons, the main content area displays an audio player. The player has a title "Download file" and a progress bar showing 0:00 to 2:50. Below the player, the text "Maid with the Flaxen Hair - Slovak Radio Symphony Orchestra - Fine Music, Vol. 1 (2008)" is visible. There are also edit, delete, and add buttons at the bottom right of the player's container.

This returns the display to the Lessons page with the embedded audio and its description.

Notice the file location in Resources.

The screenshot shows the Sakai Site Resources page. At the top, there are buttons for SITE RESOURCES, TRASH, TRANSFER FILES, and CHECK QUOTA. To the right are links to Print view and Index of pages. Below these, the breadcrumb navigation shows All site files / Sample Course Resources / Lesson 3. A toolbar below the breadcrumb includes Move, Copy, Move to Trash, Show, Hide, and Display Columns. The main content is a table listing files. The first row, "Lesson 3", is collapsed. The second row, "Maid with the Flaxen Hair.mp3", is expanded, showing its details: Access (Entire site), Created By (Demo Professor), Modified (Jun 21, 2016 3:26 pm), and Size (3.9 MB). The file name is highlighted with a yellow background.

<input type="checkbox"/>	Title	Access	Created By	Modified	Size	
<input type="checkbox"/>	Lesson 3	Actions				
<input type="checkbox"/>	Maid with the Flaxen Hair.mp3	Actions	Entire site	Demo Professor	Jun 21, 2016 3:26 pm	3.9 MB

Note: The audio file is not streamed to the user. The larger the audio file, the longer it will take for the audio file to load on the Lessons page.

How do I add a website link to a Lessons page?

Instructors can add links to Internet websites on a Lessons page.

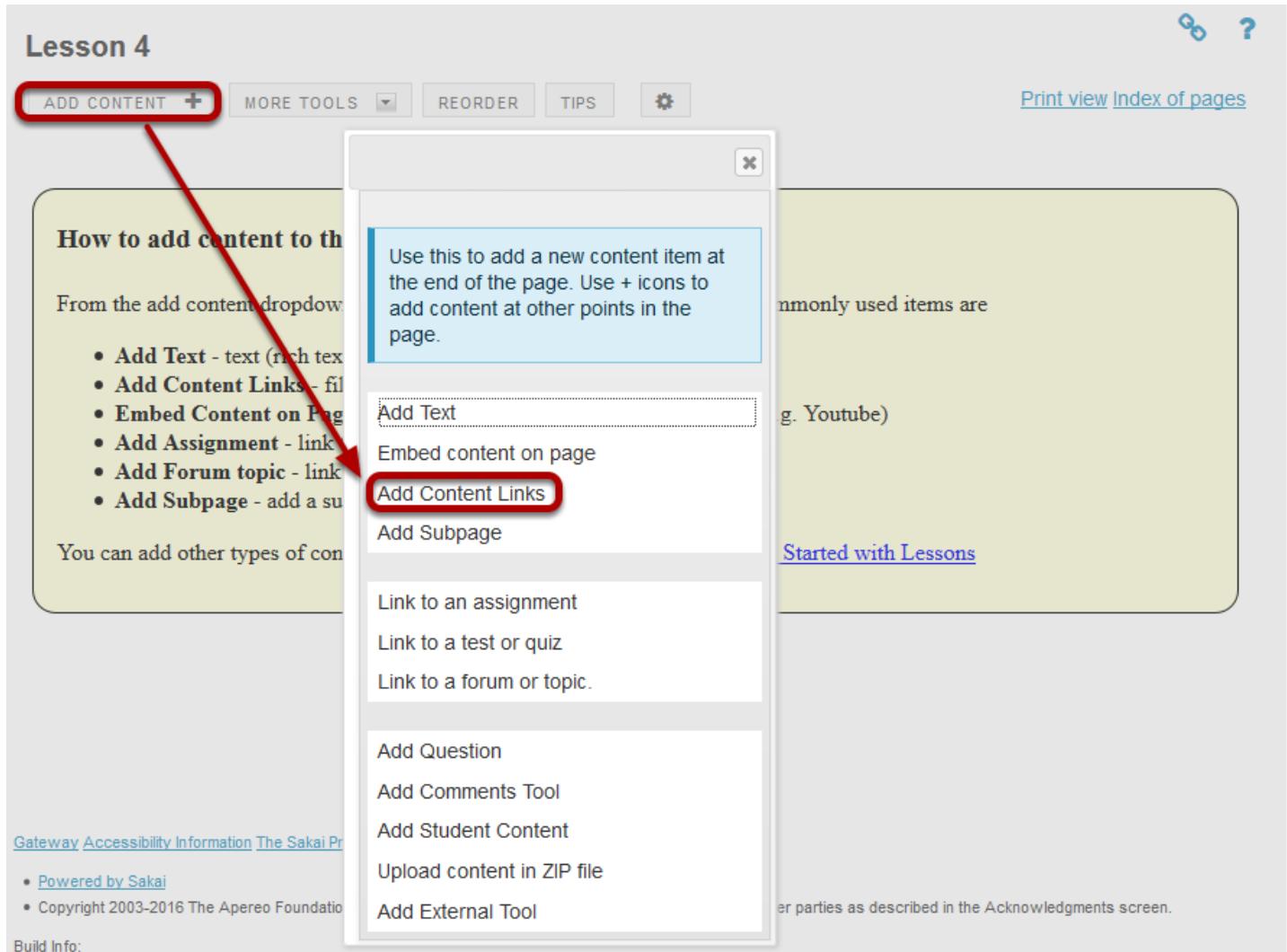
Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 4**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Content Link.



From the Add Content drop-down menu, select Add Content Link.

Enter the web address.

Add Content Links X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
 No files selected.
[Or select existing files from Resources](#)

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Type (or copy and paste) the web address for the website in the text box labeled **Or add a URL**.

Click Save.

Add Content Links X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
 No files selected.
[Or select existing files from Resources](#)

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Save Cancel

View link on the page.

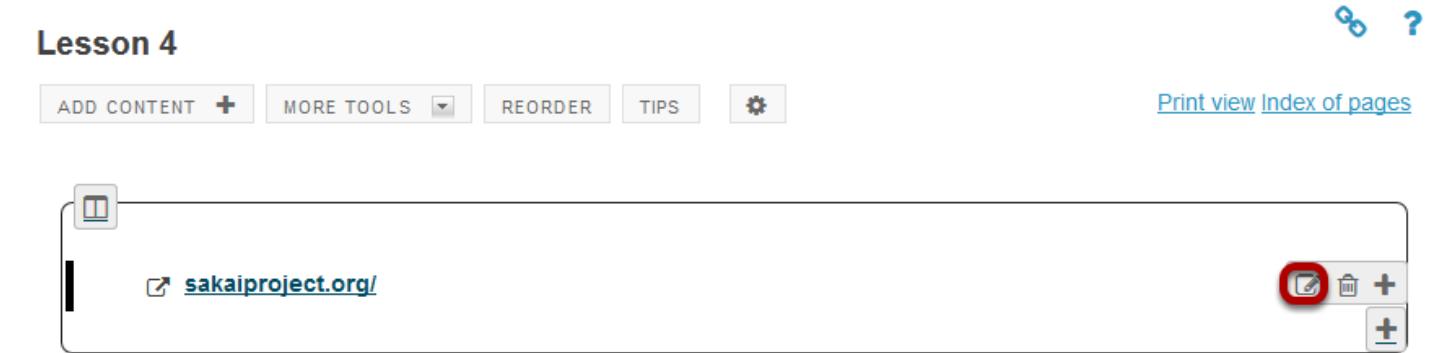
Lesson 4 🔗 ?

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [Print view](#) [Index of pages](#)

sakaiproject.org/

Saving returns the display to the Lessons page with the link to the website.

Click Edit. (Optional)



Add a description, then click Update Item.

The screenshot shows the "Edit Item" dialog box. It has fields for "Item Name" (sakaiproject.org) and "Path in Resources, or URL/embed code" (/https://sakaiproject.org). The "Item Description" field contains the text "Visit the Sakai Project web site to learn more about Sakai." A red box highlights this description field. Below it are checkboxes for "Open item in a new window" (checked), "Don't Release Item Until All Prerequisites are Completed" (unchecked), and "Require This Item" (unchecked). At the bottom, there are buttons for "Edit the groups for which this item should be shown", "Update Item" (which is highlighted with a red box), "Cancel", and "Delete".

View updated item on the page.

Lesson 4

The screenshot shows the Sakai Lessons page. At the top, there are several navigation and tool buttons: ADD CONTENT (+), MORE TOOLS (with a dropdown arrow), REORDER, TIPS, and a gear icon for settings. To the right of these are links for "Print view" and "Index of pages". A question mark icon is also present. Below the header, there is a list item with a small icon, a link labeled "sakaiproject.org/", and a description "Visit the Sakai Project web site to learn more about Sakai.". On the far right of this list item is a small toolbar with edit, delete, and add icons. The entire list item is enclosed in a rounded rectangular border.

Updating returns the display to the Lessons page with the link and the link description shown.

How do I add a file from Resources to a Lessons page?

Instructors can upload files or link to existing Resources on a Lessons page.

Go to Lessons.

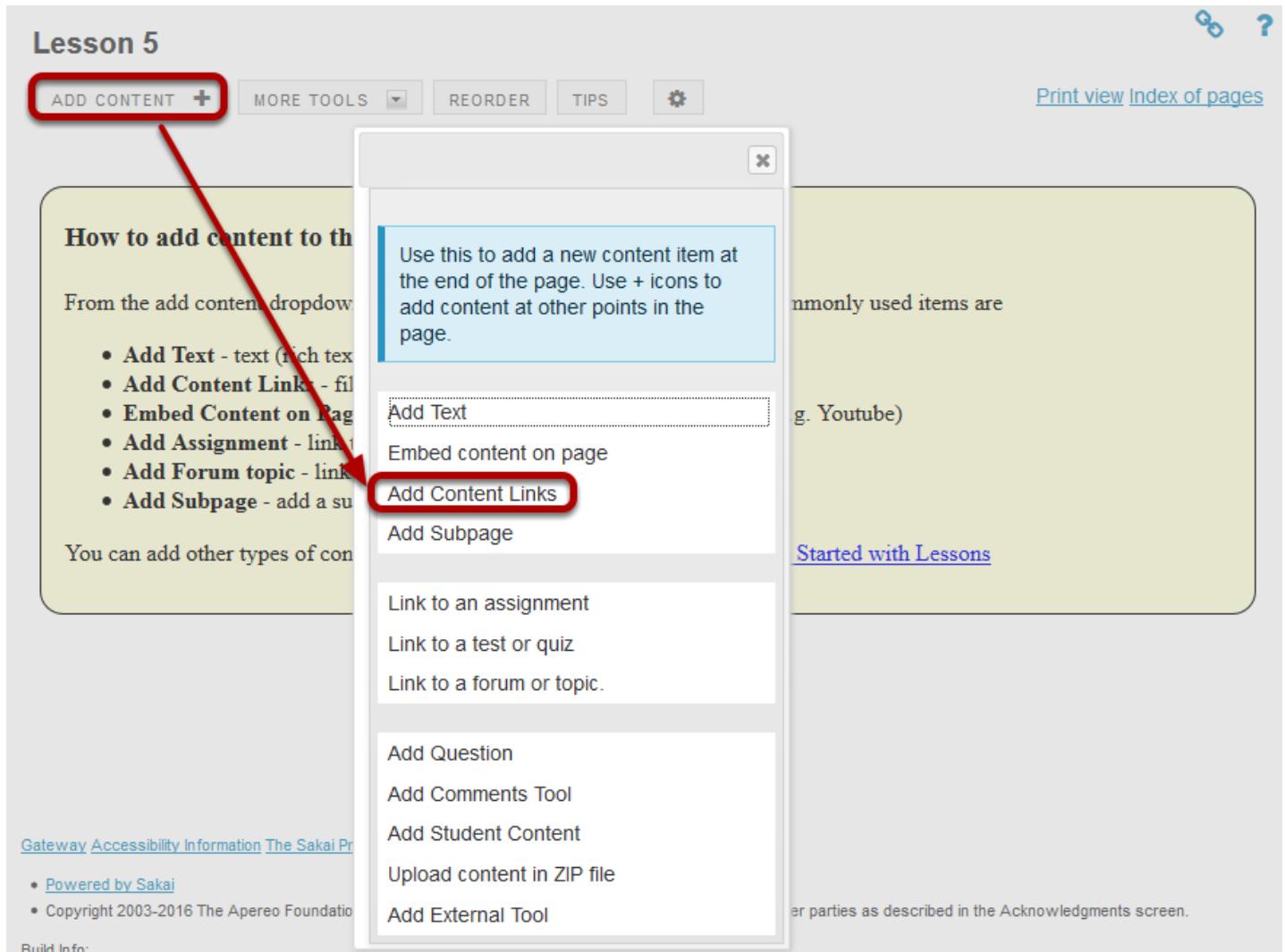


Click on the Lessons Page Title (e.g. **Lesson 5**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

To upload a new file:

Click Add Content, then Add Content Link.



From the **Add Content** drop-down menu, select **Add Content Link**.

Click Browse.

Add Content Links

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
[Browse...](#) No files selected.

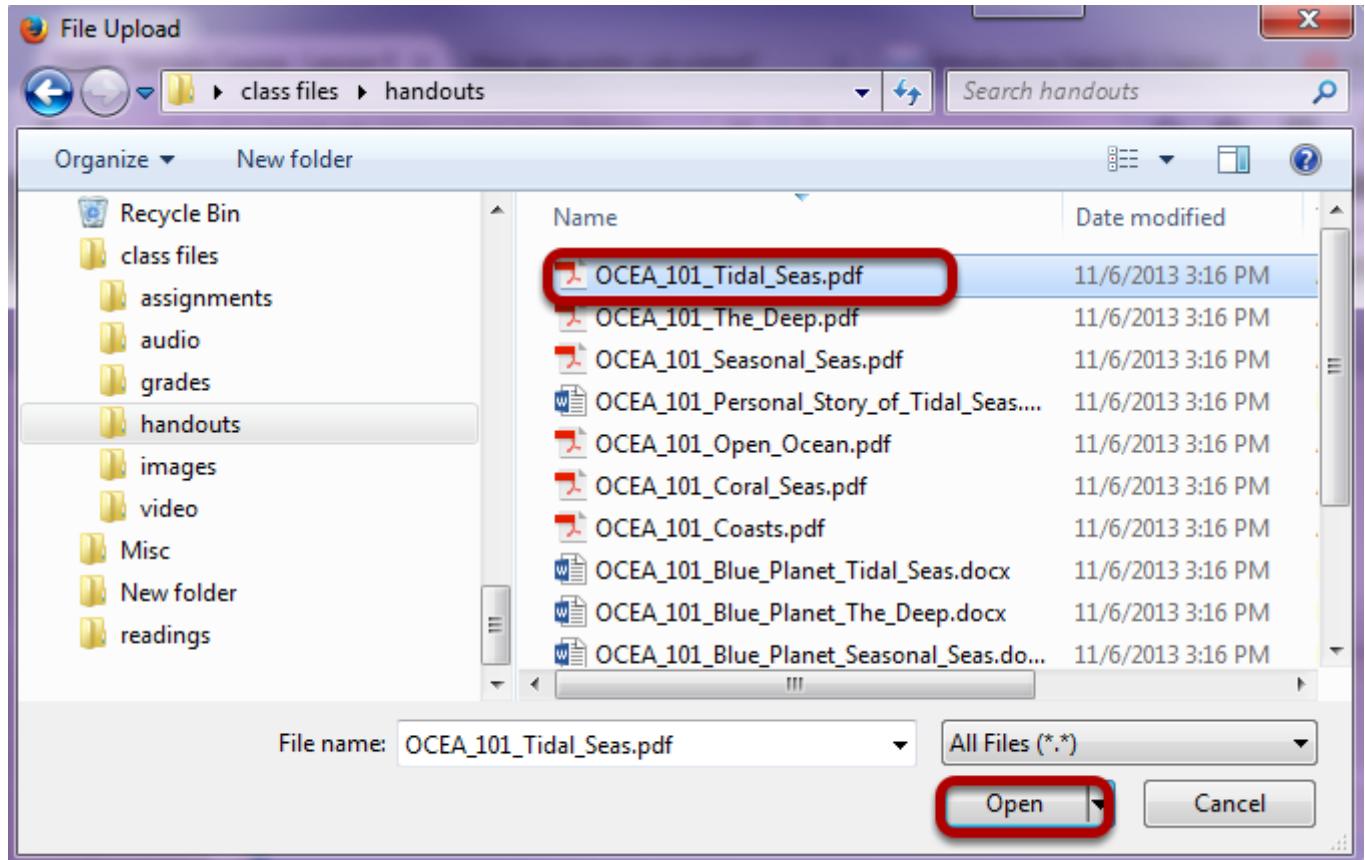
[Or select existing files from Resources](#)

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Save **Cancel**

Locate and select the file to upload, then click Open.



Click Save.

Add Content Links X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
 OCEA_101_Tidal_Seas.pdf
[Or select existing files from Resources](#)

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

View file link on page.

Lesson 5 Go ?

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙](#) [Print view](#) [Index of pages](#)

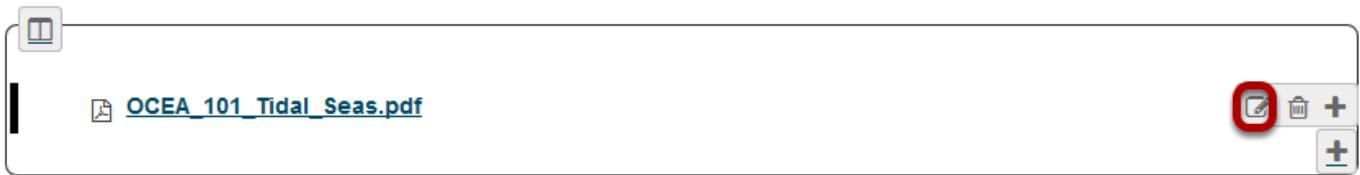
 [OCEA_101_Tidal_Seas.pdf](#)

This returns the display to the Lessons Page with a link to the uploaded file.

Click Edit. (Optional)

Lesson 5

[Print view](#) [Index of pages](#)



Add a description, then click Update Item.

Edit Item

Item Name

Path in Resources, or URL/embed code

Item Description

[Change File or URL](#)

Open item in a new window

Don't Release Item Until All Prerequisites are Completed

Require This Item

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

View updated item.

Lesson 5

The screenshot shows the Sakai Lessons page. At the top, there are several buttons: ADD CONTENT (+), MORE TOOLS (with a dropdown arrow), REORDER, TIPS, and a gear icon. To the right of these buttons are links for "Print view" and "Index of pages". In the main content area, there is a box containing a file named "OCEA_101_Tidal_Seas.pdf". Below the file name is the description "Lesson 5 lecture notes handout". To the right of the file name is a small toolbar with icons for edit, delete, and add. In the bottom right corner of the main content area is a small plus sign icon.

Updating returns the display to the Lessons page with a link to the uploaded file and a description.

Notice item location in Resources.

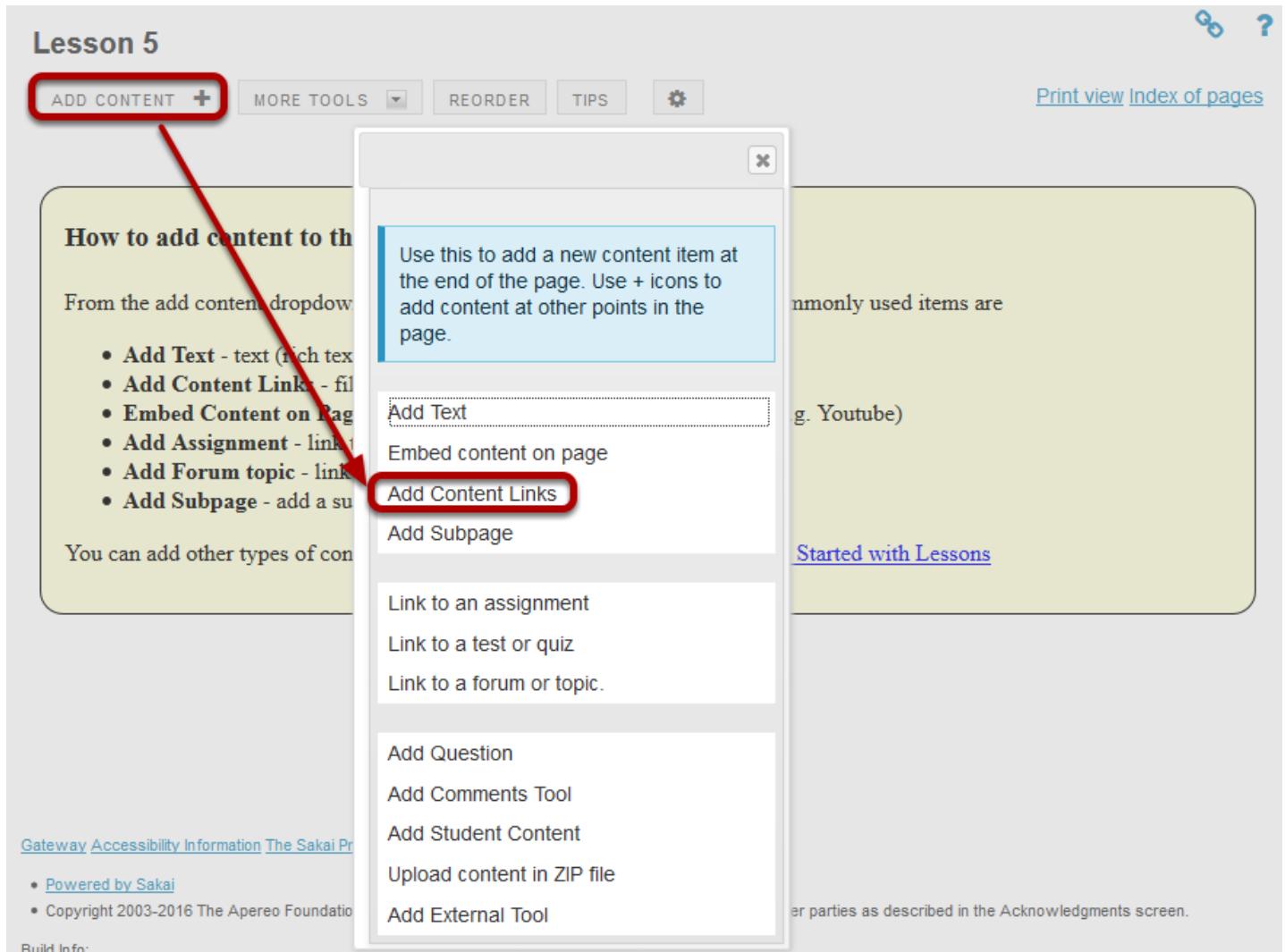
The screenshot shows the 'Site Resources' section of the Sakai interface. At the top, there are tabs for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', and 'CHECK QUOTA'. On the far right are icons for 'Help' and 'Search'. Below the tabs, a breadcrumb navigation shows 'All site files' > 'Sample Course Resources' > 'Lesson 5'. A toolbar below the breadcrumb includes buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide', along with a 'Display Columns' dropdown. The main area displays a table of files. The first row has a header with columns: a dropdown arrow, a checkbox, 'Title' (sorted by 'Title'), 'Access', 'Created By', 'Modified', and 'Size'. The second row shows two items: 'Lesson 5' (a folder icon) and 'OCEA_101_Tidal_Seas.pdf' (a PDF icon). Both items have an 'Actions' button to their right. The 'OCEA...' file is highlighted with a yellow background.

▼	<input type="checkbox"/>	Title	Access	Created By	Modified	Size
	<input type="checkbox"/>	Lesson 5		Actions		
	<input type="checkbox"/>	OCEA_101_Tidal_Seas.pdf		Actions	Entire site Demo Professor Jun 21, 2016 3:44 pm	75.9 KB

Notice that the uploaded file has been placed in the Lessons page folder in Resources.

To link to an existing file:

Click Add Content, then Add Content Link.



From the **Add Content** drop-down menu, select **Add Content Link**.

Select your file.

Add Content Links X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
 No files selected.

[Or select existing files from Resources](#) Or select existing files from Resources

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Click the **Or select an existing resource** link to choose from your Resources.

Locate the file, then click Select.

Please Choose a File

Please select one or more files to add.

Location:  Sample Course Resources

Title	Actions
 Sample Course	• Add <input type="button" value="▼"/>
 Lecture Notes	• Add <input type="button" value="▼"/>
 Lesson 1	• Add <input type="button" value="▼"/>
 Lesson 2	• Add <input type="button" value="▼"/>
 Lesson 3	• Add <input type="button" value="▼"/>
 Lesson 5	• Add <input type="button" value="▼"/>
 OCEA_101 Instructor Resources	• Add <input type="button" value="▼"/>
 OCEA_101 Chapter Question Keys	• Add <input type="button" value="▼"/>
 OCEA_101 Chapter Questions	• Add <input type="button" value="▼"/>
 OCEA_101 Mod 01 Chapter Questions.docx	Select 
 OCEA_101 Mod 02 Chapter Questions.docx	Select
 OCEA_101 Mod 03 Chapter Questions.docx	Select

Locate the file in Resources that you want to link to, then click the **Select** (to the right of the file) to choose that file.

Click Continue.

Please Choose a File

Please select one or more files to add. Click "Continue" when done.

Items to attach	Remove?
OCEA_101 Mod 01 Chapter Questions.docx	Remove

Location: Sample Course Resources

Actions
• Add ▾
Select
Select
• Add ▾
• Add ▾
• Add ▾
Select
Show other sites

[Continue](#)

[Cancel](#)

The file you have selected will appear listed at the top of the screen. If this is the correct file, click **Continue**.

View item on page.

Lesson 5

[LINK](#) [HELP](#)

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#)

[Print view](#) [Index of pages](#)

The screenshot shows a Sakai 11 interface for a 'Lesson 5' folder. The folder contains two items: 'OCEA_101_Tidal_Seas.pdf' (Lesson 5 lecture notes handout) and 'OCEA_101_Mod_01_Chapter_Questions.docx'. Each item has a set of icons for edit, delete, and add operations. The 'edit' icon for the PDF file is highlighted with a red circle.

Click Edit. (Optional)

Lesson 5

[LINK](#) [HELP](#)

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#)

[Print view](#) [Index of pages](#)

This screenshot is identical to the one above, showing the 'Lesson 5' folder with the same two files. The 'edit' icon for the PDF file is now explicitly highlighted with a red circle, indicating it has been selected.

Add a description, then click Update Item.

Edit Item

Item Name

Path in Resources, or URL/embed code

Item Description
Review these questions for the Module 1 exam.

[Change File or URL](#)

Open item in a new window

Don't Release Item Until All Prerequisites are Completed

Require This Item

[Edit the groups for which this item should be shown](#)

Update Item [Cancel](#) [Delete](#)

View updated item.

Lesson 5

[LINK](#) [HELP](#)

[Print view](#) [Index of pages](#)

[ADD CONTENT](#) [MORE TOOLS](#) [REORDER](#) [TIPS](#) [⚙️](#)

 [OCEA_101_Tidal Seas.pdf](#)
Lesson 5 lecture notes handout

 [OCEA_101 Mod 01 Chapter Questions.docx](#)
Review these questions for the Module 1 exam.

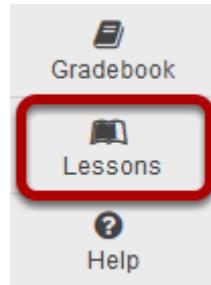
This returns the display to the Lessons Page with a link to the file and a description.

How do I add assignments to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

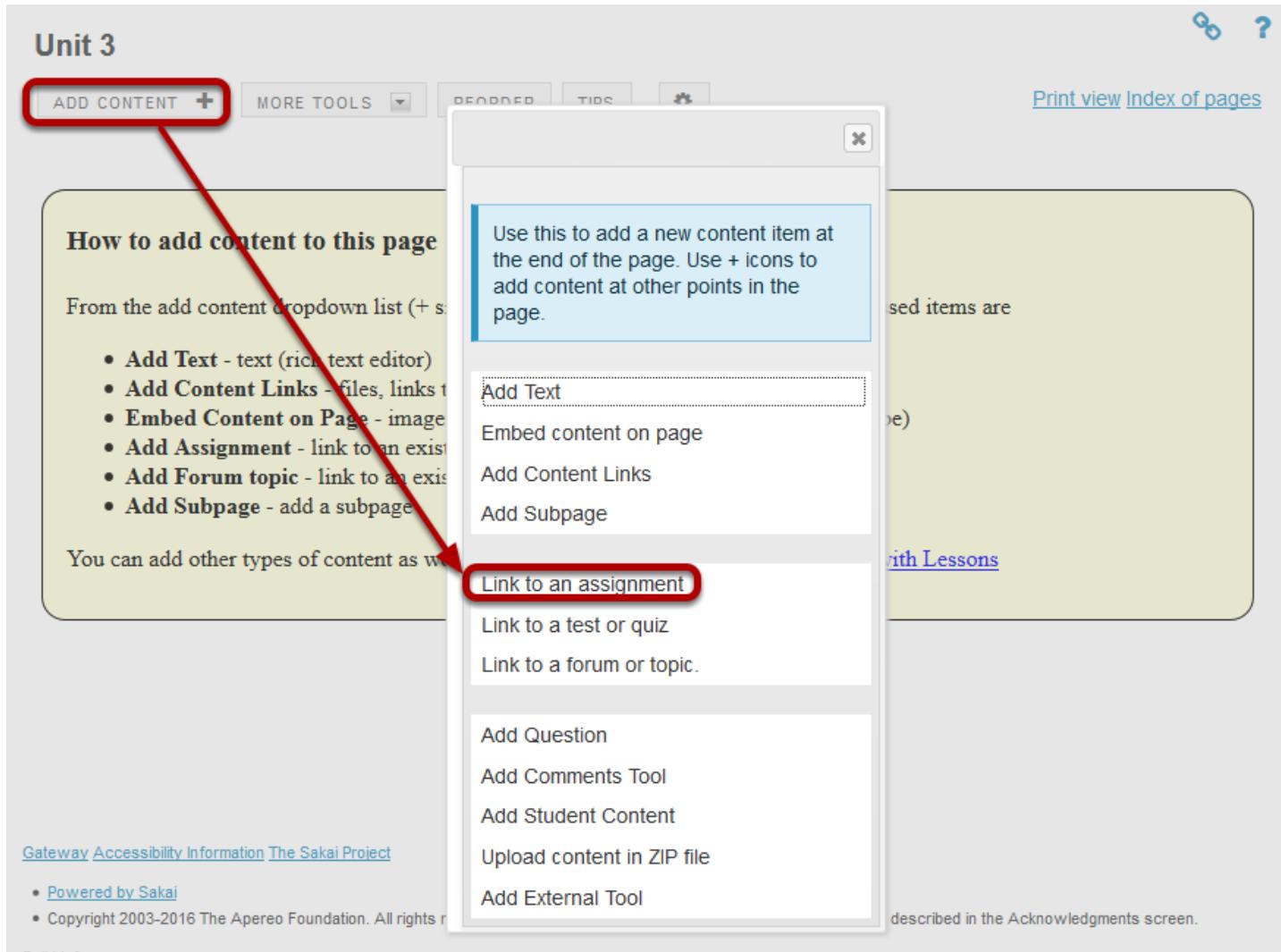
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 3**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Link to an assignment.



From the **Add Content** drop-down menu, select **Link to an assignment**.

Select the assignment from the list of existing assignments.

Pick an Assignment

[Create new assignment using Assignments](#)

Existing assignments

Page	Due Date
<input type="radio"/> Assignment 2	Jun 27, 2016 5:00 PM
<input checked="" type="radio"/> Assignment 1	Jun 20, 2016 5:00 PM
<input type="radio"/> Chapter Presentation	Jun 8, 2016 12:05 PM

[Use selected item](#)

[Cancel](#)

Note: You can also click **Create a new assignment using Assignments** and create a new assignment in the Assignments tool. See [How do I add an assignment?](#) for more information on creating assignments.

Click Use Selected Item.

Pick an Assignment

[Create new assignment using Assignments](#)

Existing assignments

Page	Due Date
<input type="radio"/> Assignment 2	Jun 27, 2016 5:00 PM
<input checked="" type="radio"/> Assignment 1	Jun 20, 2016 5:00 PM
<input type="radio"/> Chapter Presentation	Jun 8, 2016 12:05 PM

[Use selected item](#)

[Cancel](#)

This returns the display to the Lessons Page with a link to the assignment.

View assignment link on page.

Unit 3

The screenshot shows the Sakai 11 interface with a header containing 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. Below the header is a content area with a title bar containing a document icon and the text 'Assignment 1'. To the right of the title bar is a toolbar with icons for edit, delete, and add. A plus sign icon is also present at the bottom right of the content area.

The page will now display a link to the assignment.

Click Edit. (Optional)

Unit 3

This screenshot is identical to the one above, showing the Sakai 11 interface with a content item titled 'Assignment 1'. However, the edit icon in the toolbar has been highlighted with a red circle, indicating it has been selected or is the focus of the instruction.

Add a description for the assignment, then click Update Item.

Edit Item

Item Name

Item Description
Please be sure to submit Assignment 1 by the June 22nd deadline!

[Change Assignment](#)

[Edit Assignment](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit this assignment.

Require that the student receive

points on this assignment.

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

View updated item.

Unit 3



[Print view](#) [Index of pages](#)

Assignment 1

Please be sure to submit Assignment 1 by the June 22nd deadline!

+ **Print** **trash** **more**

Updating returns the display to the Lessons page with a link to the assignment and the description.

How do I add forum topics to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

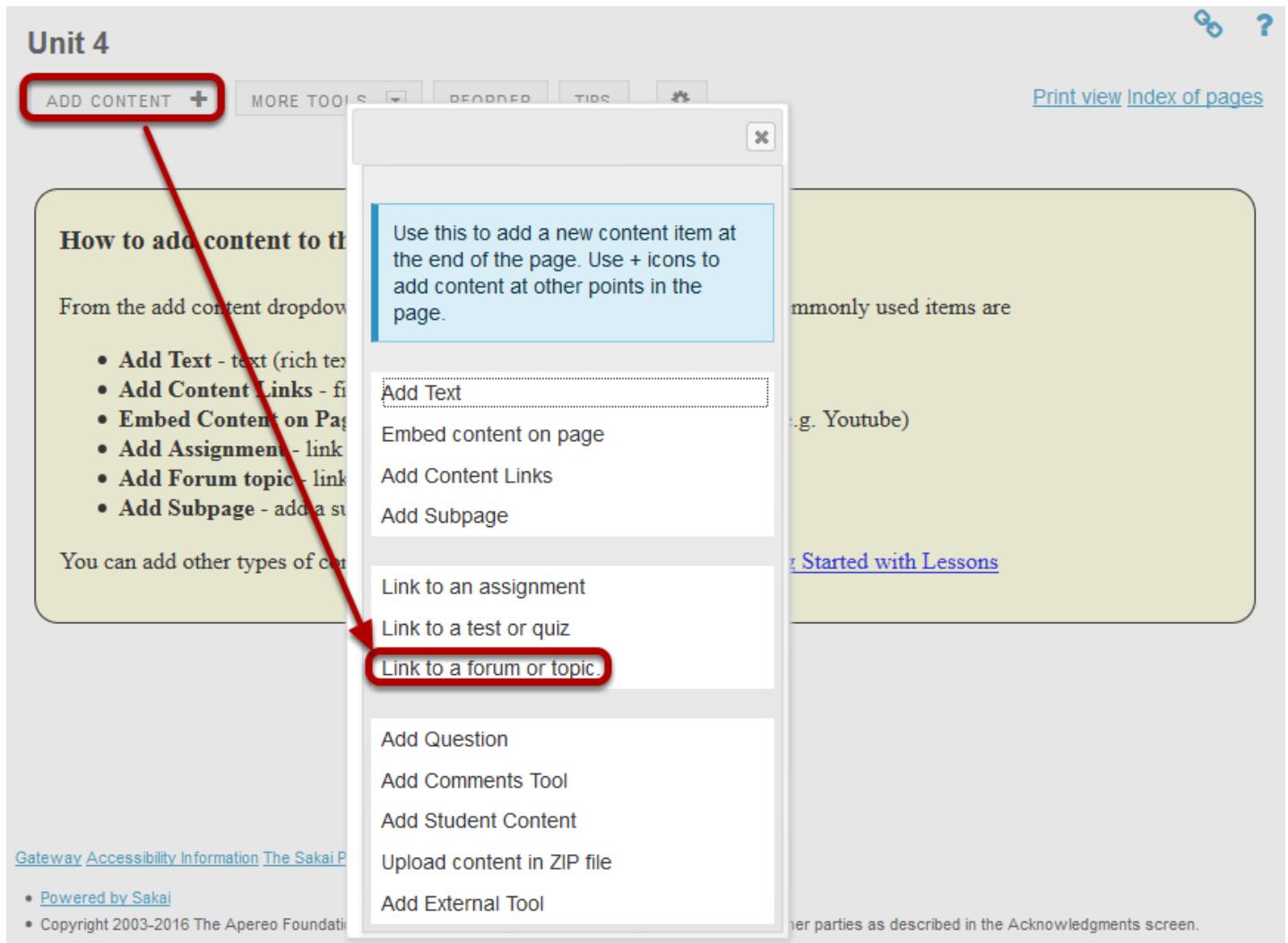
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 4**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Link to a forum or topic.



From the **Add Content** drop-down menu, select **Link to a forum or topic**.

Select a forum or topic from the list of existing topics.

Pick a Forum or Topic

[Create new forum or topic using Forums](#)

Existing forums or topics

- [Forum: DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#)
- [Topic: Introductions](#)
- [Topic: General Discussion](#)
- [Forum: Class-wide Case Study Discussions](#)
- [Topic: Chapter 1 Case Studies](#)
- [Topic: Chapter 2 Case Studies](#)
- [Topic: Chapter 3 Case Studies](#)
- [Topic: Chapter 4 Case Studies](#)
- [Topic: Chapter 5 Case Studies](#)
- [Forum: Small Group Discussions](#)
- [Topic: Private Topic - Group01](#)
- [Topic: Private Topic - Group02](#)

[Use selected item](#)

[Cancel](#)

Note: You can also select the [Create new topic using Forums](#) link to and create a new topic in the Forums tool. See [How do I add a new topic?](#) for more information.

Click Use Selected Item.

Pick a Forum or Topic

[Create new forum or topic using Forums](#)

Existing forums or topics

- [Forum: DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#)
- [Topic: Introductions](#)
- [Topic: General Discussion](#)
- [Forum: Class-wide Case Study Discussions](#)
- [Topic: Chapter 1 Case Studies](#)
- [Topic: Chapter 2 Case Studies](#)
- [Topic: Chapter 3 Case Studies](#)
- [Topic: Chapter 4 Case Studies](#)
- [Topic: Chapter 5 Case Studies](#)
- [Forum: Small Group Discussions](#)
- [Topic: Private Topic - Group01](#)
- [Topic: Private Topic - Group02](#)

[Use selected item](#)

[Cancel](#)

View topic link on the page.

Unit 4 ✖ ?

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [Print view](#) [Index of pages](#)

[Chapter 4 Case Studies](#)

The page will now display a link to the topic.

Click Edit. (Optional)

The screenshot shows the Sakai 11 user interface. At the top, there is a navigation bar with the title "Unit 4". Below the title are several buttons: "ADD CONTENT +", "MORE TOOLS ▾", "REORDER", "TIPS", and a gear icon. To the right of these buttons are links for "Print view" and "Index of pages". In the center, there is a topic card for "Chapter 4 Case Studies". The card has a small icon of a speech bubble with a person's head. Below the icon is the title "Chapter 4 Case Studies". To the right of the title is a toolbar with icons for edit, delete, and add. The entire interface has a clean, modern look with a light blue and white color scheme.

Add a description for the topic, then click Update Item.

The screenshot shows the "Edit Item" dialog box. At the top, it says "Edit Item" and has a close button. Below that, there is a "Item Name" field containing "Chapter 4 Case Studies". Underneath the name is an "Item Description" field containing the text: "Refer to the case studies at the end of Chapter 4 and select one to discuss." This description field is highlighted with a thick red border. Below the description are several other options: "Change Forum or Topic", "Edit Forum or Topic", two checkboxes for prerequisites ("Don't Release Item Until All Prerequisites are Completed" and "Require that the student submit a posting to this topic"), and a link to "Edit the groups for which this item should be shown". At the bottom of the dialog are three buttons: "Update Item" (which is highlighted with a red circle), "Cancel", and "Delete".

View updated item.

Unit 4



[Print view](#) [Index of pages](#)

[**Chapter 4 Case Studies**](#)

Refer to the case studies at the end of Chapter 4 and select one to discuss.

Updating returns the display to the Lessons page with a link to the topic and a description.

How do I add tests and quizzes to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

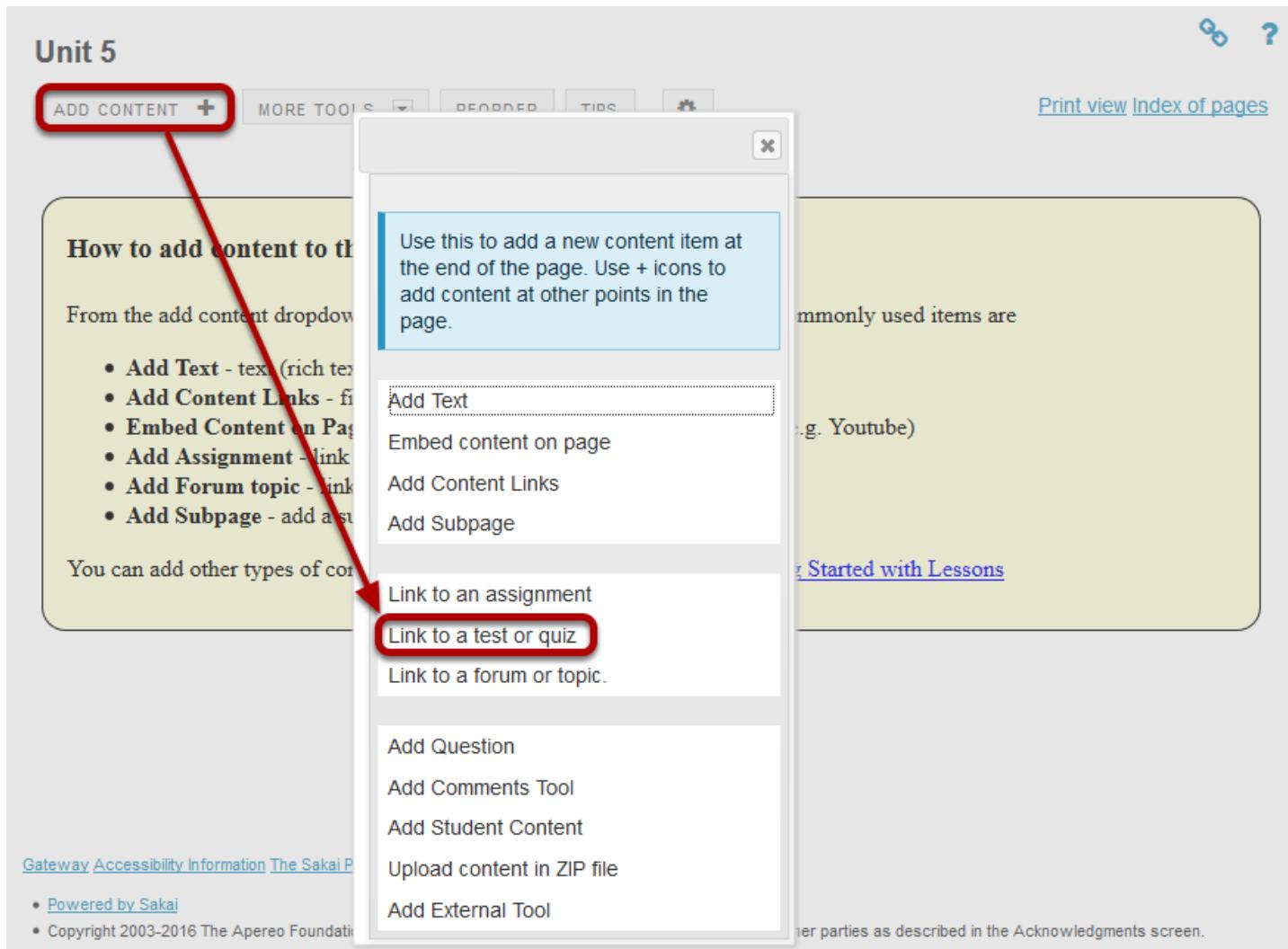
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 5**) in the Tool Menu to display the page.

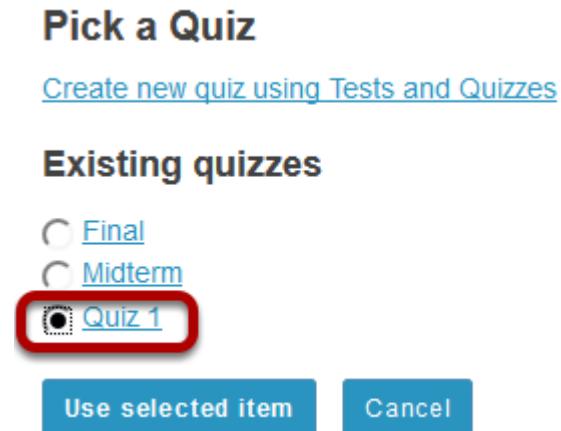
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Link to test or quiz.



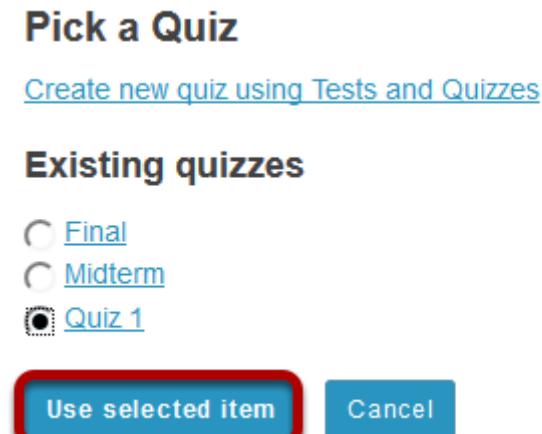
From the **Add Content** drop-down menu, select **Link to a test or quiz**.

Select the assessment from the list of existing quizzes.



Note: Only PUBLISHED assessments will display in the existing quizzes list. You can also select the **Create new quiz using Tests and Quizzes** link to create or publish an assessment in the Test & Quizzes tool. [See How do I create an assessment?](#) or [How do I publish an assessment?](#) for more on information creating and publishing.

Click Use Selected Item.



View quiz link.

Unit 5

The screenshot shows the Sakai 11 interface for 'Unit 5'. At the top, there are several buttons: 'ADD CONTENT' with a plus sign, 'MORE TOOLS' with a dropdown arrow, 'REORDER', 'TIPS', and a gear icon. To the right of these are links to 'Print view' and 'Index of pages'. Below this is a toolbar with icons for edit, delete, and add. A main content area contains a box labeled 'Quiz 1' with a checkmark next to it. The entire interface has a light blue header bar.

Click Edit. (Optional)

Unit 5

This screenshot is similar to the previous one, showing 'Unit 5' in the header. The 'Edit' icon in the toolbar is highlighted with a red circle. The main content area shows 'Quiz 1' with a checkmark. The interface includes a light blue header bar and standard navigation links.

Add a description for the assessment, then click Update Item.

Edit Item

Item Name

Item Description
Quiz 1 covers chapters 1, 2, and 3 in your textbook.

[Change Quiz](#)
[Edit Quiz](#)
[Edit Quiz Settings](#)

Don't Release Item Until All Prerequisites are Completed
 Require that the student submit this assessment.
 Require that the student receive
 points on this assessment.

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

View updated item.

Unit 5



[Print view](#) [Index of pages](#)

[Quiz 1](#)

Quiz 1 covers chapters 1, 2, and 3 in your textbook.

[Edit](#) [Delete](#) [+](#)

Updating returns the display to the Lessons page with a link to the assessment and a description.

How do I add an in-line question to a Lessons page?

Instructors can add either a Multiple Choice question or a Short Answer question directly to a Lessons Page. The questions can either be in poll form (no correct answer) or in graded form (correct answer).

Go to Lessons.

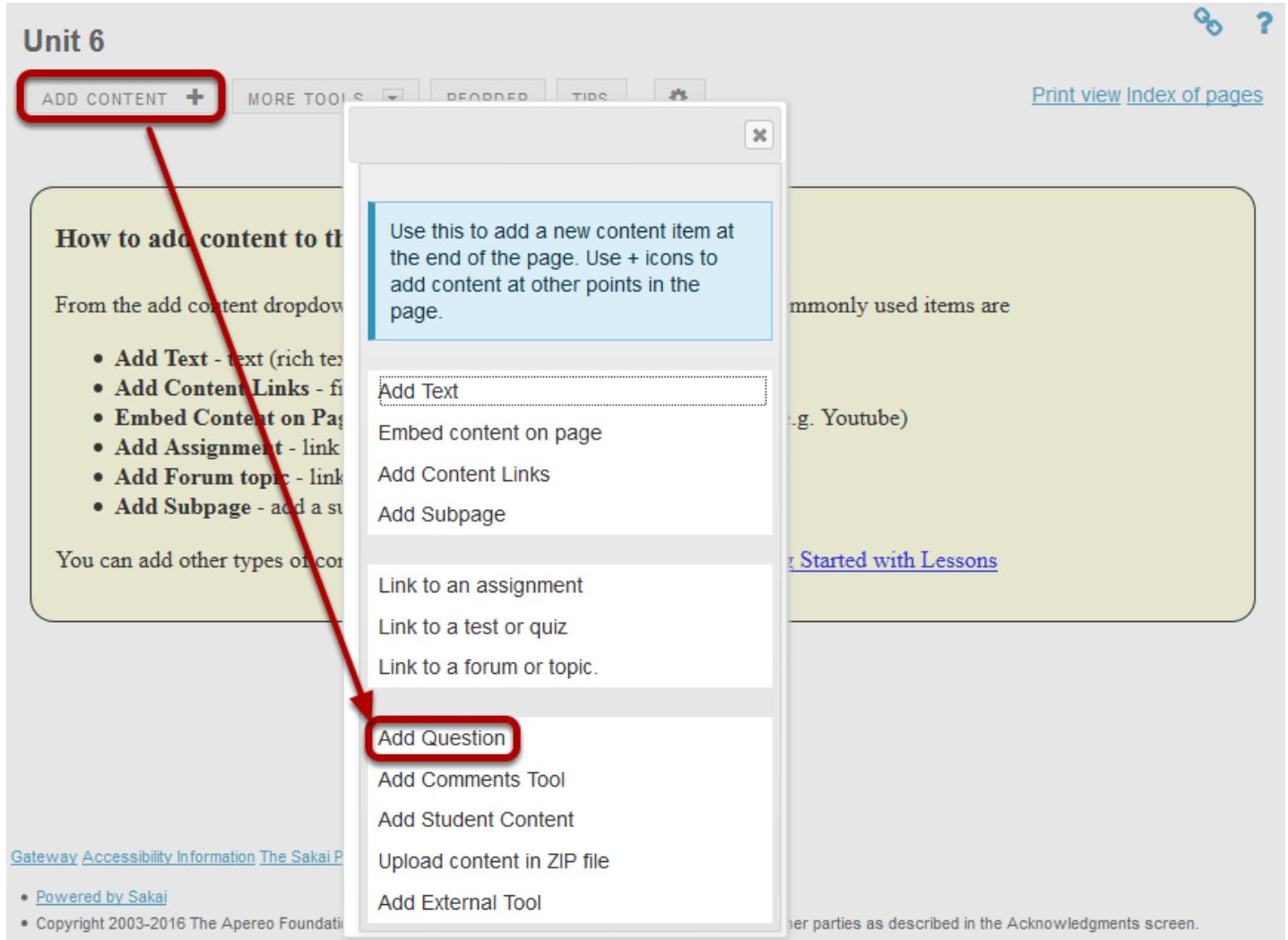


Click on the Lessons Page Title (e.g. **Unit 6**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

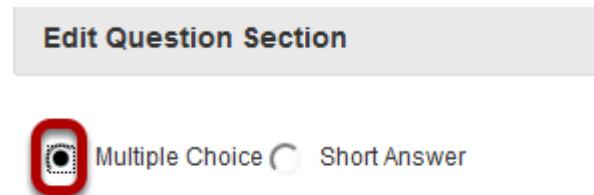
To add a multiple choice question:

Click Add Content, then Add Question.



From the **Add Content** drop-down menu, select **Add Question**.

Select Multiple Choice.



Add the question text and any additional settings as needed.

Edit Question Section

Multiple Choice Short Answer

1 Question Text:
Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

2 Possible Answers:

Red-winged Blackbird X

European Starling X

Brown-headed Cowbird X

3 Add New Answer

4 Show students a graph of how others responded after they answer the question

5 Grade this question.

Title in Gradebook:

Maximum points:

6 Text shown if answer is correct:

7 Text shown if answer is incorrect:

8 Don't Release Item Until All Prerequisites are Completed

9 Require This Item

10 Edit the groups for which this item should be shown

11 Save Cancel Delete

1. Enter the question text.
2. Enter the possible answer choices.
3. Place a checkmark to the left of the correct answer. (If this is a Multiple Choice poll with no correct answer, you may leave the correct answer check boxes blank.)
4. Click Add New Answer to add additional Multiple Choice answers if needed. (Optional)
5. Check the box for **Show student a graph of how others responded after they answer the question** if you want the question/poll results to be displayed. (Optional)

6. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
7. Add feedback for correct student answers if desired. (Optional)
8. Add feedback for incorrect student answers if desired. (Optional)
9. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.
10. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
11. Click **Save** to save your question and return to the Lessons page.

View question on the page.

The screenshot shows a Sakai Lessons page titled "Unit 6". At the top, there are several buttons: "ADD CONTENT +", "MORE TOOLS ▾", "REORDER", "TIPS", and a gear icon. To the right of these are links for "Print view" and "Index of pages". Below the toolbar is a poll card. The poll question is: "Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?". The options are: "Red-winged Blackbird", "European Starling", and "Brown-headed Cowbird". At the bottom of the poll card are two buttons: "Submit Answer" and "Show Poll". The poll card has a blue header and a light blue body. The entire interface is contained within a white frame with a black border.

To make changes to the question, click Edit. (Optional)

Unit 6

ADD CONTENT + MORE TOOLS REORDER TIPS 

[Print view](#) [Index of pages](#)

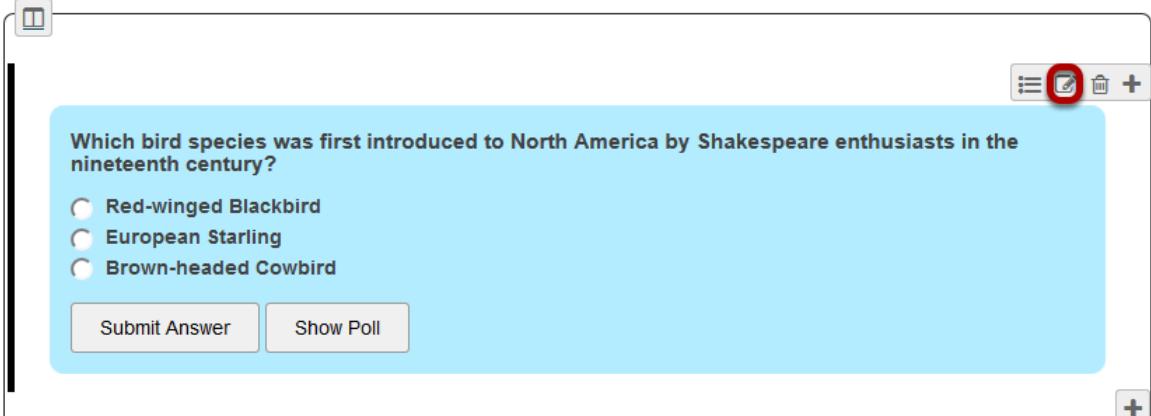
Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

Red-winged Blackbird
 European Starling
 Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)





To see student responses, click Show Grading Pane.

Unit 6



[Print view](#) [Index of pages](#)

ADD CONTENT + MORE TOOLS REORDER TIPS

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

Red-winged Blackbird
 European Starling
 Brown-headed Cowbird

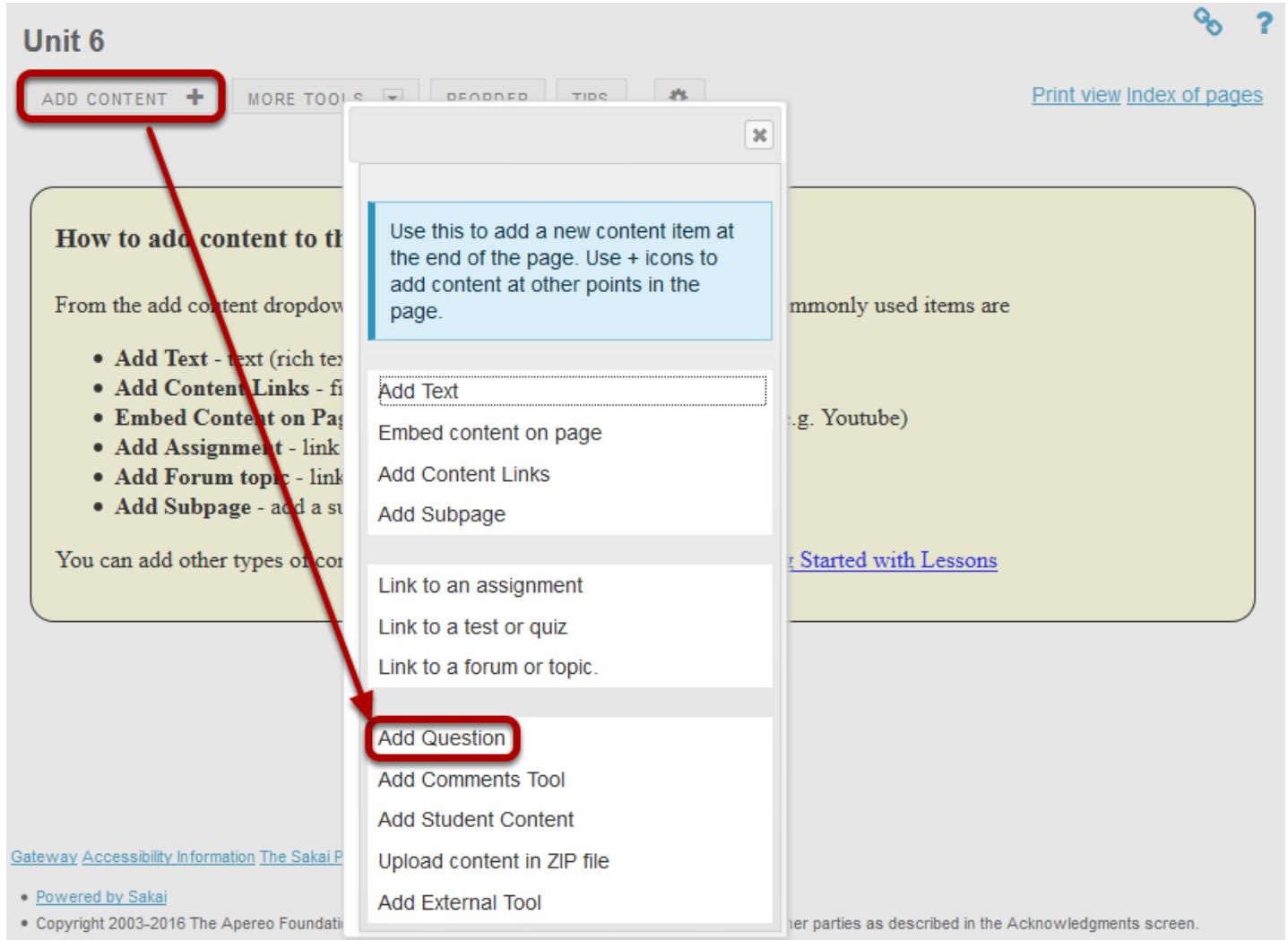
Submit Answer Show Poll





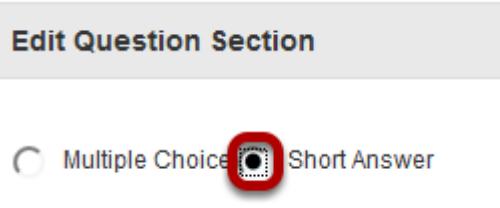
To add a short answer question:

Click Add Content, then Add Question.



From the Add Content drop-down menu, select Add Question.

Select Short Answer.



Add the question text and any additional settings as needed.

Edit Question Section X

Multiple Choice Short Answer

1 Question Text:
What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

2 Possible Answers:

Lark	
Iark	X

3 [Add New Answer](#)

4 Grade this question.
Title in Gradebook:
Maximum points:

5 Text shown if answer is correct:

6 Text shown if answer is incorrect:

7 Don't Release Item Until All Prerequisites are Completed
8 Require This Item

[Edit the groups for which this item should be shown](#)

9 [Save](#) [Cancel](#) [Delete](#)

1. Enter the question text.
2. Enter the possible answer choices. All of the answers you list will be correct answers. (If this is a Short Answer poll with no correct answer, you may leave the answer boxes blank.)
3. Click Add New Answer to add additional Multiple Choice answers if needed. (Optional)
4. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
5. Add feedback for correct student answers if desired. (Optional)

6. Add feedback for incorrect student answers if desired. (Optional)
7. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.
8. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
9. Click **Save** to save your question and return to the Lessons page.

View question on the page.

Unit 6



ADD CONTENT + MORE TOOLS ▾ REORDER TIPS

[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

Red-winged Blackbird
 European Starling
 Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

[Submit Answer](#)

To make changes to the question, click Edit. (Optional)

Unit 6



ADD CONTENT + MORE TOOLS REORDER TIPS Print view Index of pages

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

Red-winged Blackbird
 European Starling
 Brown-headed Cowbird

Submit Answer Show Poll

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

Submit Answer

+

To see student responses, click Show Grading Panel.

Unit 6

Go ?

ADD CONTENT + MORE TOOLS REORDER TIPS 

[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

Red-winged Blackbird
 European Starling
 Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

[Submit Answer](#)



This will display the student grades and responses.

How do I allow comments to be posted on a Lessons page?

Instructors can allow students to add comments to a Lessons page. The comments can either be anonymous or have the student's name attached. The comments can be graded and either required or optional.

Note: Students have 30 minutes to edit or delete their comments. Instructors can edit or delete a student comment at any time.

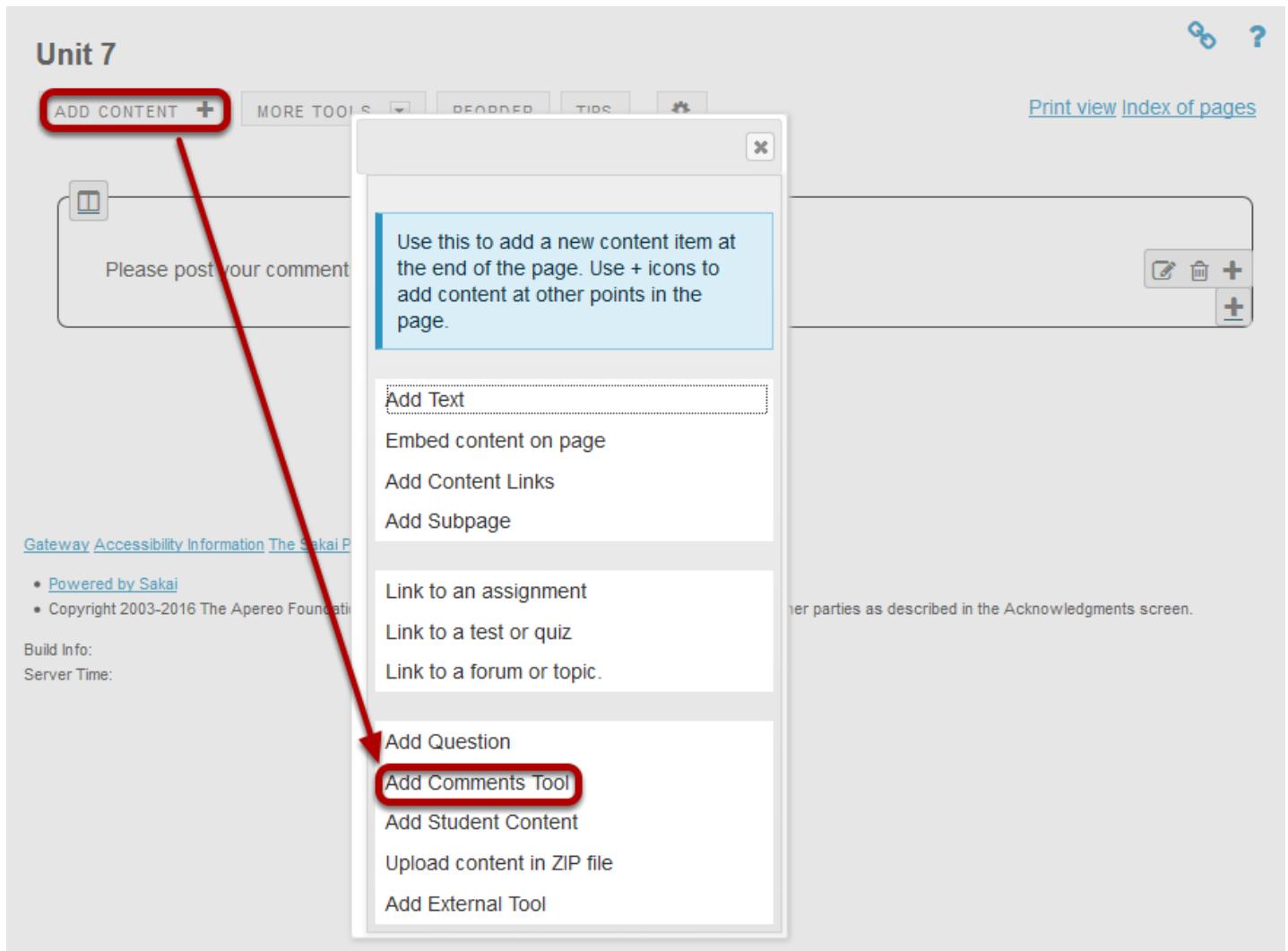
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 7**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Comment Tool.



From the **Add Content** drop-down menu, select **Add Comments Tool**.

View Comments tool on page.

Unit 7

ADD CONTENT + MORE TOOLS ▾ REORDER TIPS Print view Index of pages

Please post your comments below:

Add Comment

Click Edit. (Optional)

Unit 7

ADD CONTENT + MORE TOOLS ▾ REORDER TIPS Print view Index of pages

Please post your comments below:

Add Comment

Click Edit to view or modify the comment properties.

Edit the comments tool properties as needed.

Edit Comments Section

1 Keep Comments Anonymous

2 Create Gradebook items for these
Maximum points:

3 Don't Release Item Until All Prerequisites are Completed

4 Require This Item
[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

1. To make comments anonymous, check the box next to **Keep Comments Anonymous**.
2. Check the box next to **Create Gradebook Entries**, if you would like to grade the comments, and enter a maximum point value.
3. If you would like to restrict this item based on a prerequisite, check the box for **Don't release item until all prerequisites are completed**.
4. If students are required to add comments before moving on to a different Lessons item, check the box next to **Require This Item**.

Note: Students CAN read other students' comments in this tool.

Click Update Item.

Edit Comments Section X

Keep Comments Anonymous

Create Gradebook items for these

Maximum points:

Don't Release Item Until All Prerequisites are Completed

Require This Item

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

This will return the display to the Lessons Page with the Add Comments button.

View of comments.

Unit 7



[Print view](#) [Index of pages](#)

Please post your comments below:

Info Type the number of points you wish to assign a particular comment in the "Points" box next to the comment, and then press the Enter key to submit the grade. Any grades that are typed in but not submitted are displayed in red.

Demo Professor 4:56 PM (Seconds Ago) Points: / 5

sample comment

Add Comment

If the comments are graded, you may enter grades directly on the comment page, or click on the **Grading Pane** icon to enter scores there.

How do I allow students to add content to Lessons?

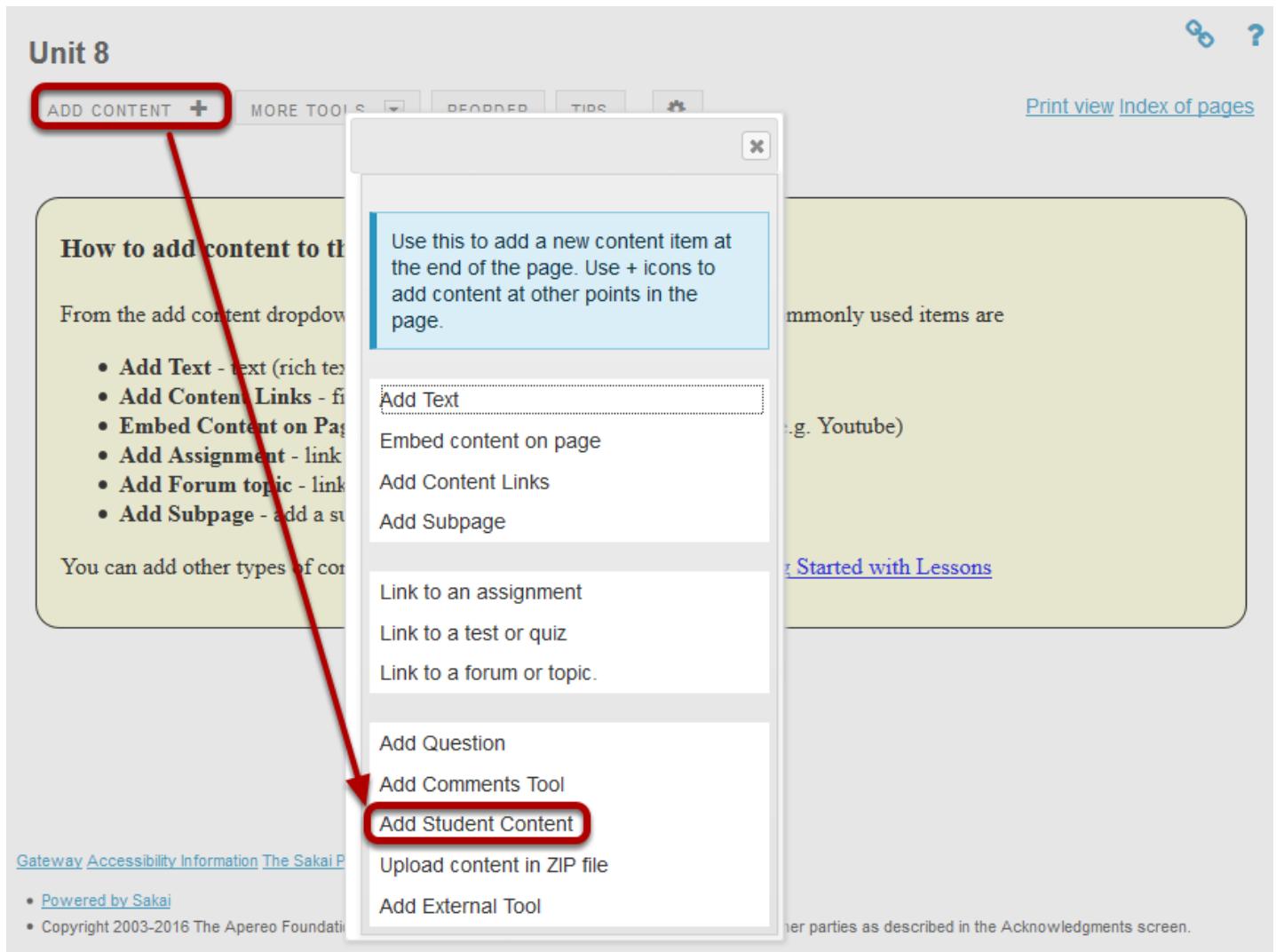
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 8**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Student Content.



From the **Add Content** drop-down menu, select **Add Student Content**.

View Student Content Pages.

Unit 8

The screenshot shows the 'Unit 8' page in the Sakai 11 User Guide. At the top, there is a toolbar with buttons for 'ADD CONTENT' (with a plus sign), 'MORE TOOLS' (with a dropdown arrow), 'REORDER', 'TIPS', and a gear icon for settings. To the right of the toolbar is a link to 'Print view Index of pages'. Below the toolbar is a large blue box labeled 'Student Pages' containing the text 'Add Your Own Page'. In the top right corner of this blue box are three icons: a pencil, a trash can, and a plus sign. In the bottom right corner of the entire page is a small blue box with a plus sign. The background of the page is white.

Click Edit. (Optional)

Unit 8

This screenshot is identical to the one above, showing the 'Unit 8' page with the 'Student Pages' section. However, the edit icon (the pencil icon inside a red circle) in the top right corner of the 'Student Pages' box is highlighted with a red oval, indicating it is the target for a click action.

Click the **Edit** button if you would like to modify the settings.

Edit the Student Content Section Properties as needed.

Edit Student Content Section X

1 Make these student pages anonymous
2 Create Gradebook items for these
Maximum points: 10

3 Add a comments section to each page
4 Make these comments anonymous
5 Grade these comments
Maximum points: []

6 Add a peer review rubric to each page
Please select a rubric
7 Sample Peer Evaluation
[Create a new rubric](#)
* Open Date
8 06/21/2016 05:00 pm
* 06/28/2016 05:00 pm

9 Allow self-grade
10 Student pages will be associated with groups rather than individuals.

11 Use rubric for students within a group to evaluate each other
12 Students only see their own page
13 Don't Release Item Until All Prerequisites are Completed
14 Require This Item
[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

1. Check **Anonymous** if you want the student pages to not reflect the name of the student creating the pages.
2. Check **Create Gradebook** if the student content pages are to be graded and enter maximum points.
3. Check **Add Comments** if you will allow other students to comment on the student pages.
4. Check **Make These Comments Anonymous** if you want student comments to be anonymous.
5. Check **Grade These Comments** if you want to grade student comments on other student pages.
6. Check **Add a Peer Review Rubric to each page** if you want to allow students to grade other student pages based on a rubric.

7. Select a rubric. The Sample Peer Evaluation rubric (selected by default), or you may click **Create a new rubric** to create one.
8. Set the Open/Due dates for peer evaluation.
9. If you want students to be able to review their own pages, check the box for **Allow Self Grade**
10. Check **Student pages will be associated with groups rather than individuals** to allow site groups (rather than individuals) to create Student Pages. Each group member will be allowed to add/edit content on the group's Student Pages.
11. Check the box for **Use rubric for student within a group to evaluate each other** if you would like groups to use rubrics.
12. Check the box for **Students only see their own page** if you want the student pages to be visible only to the instructor and the author of the page.
13. Check the box for **Don't release item until all prerequisites are completed** if you want to restrict access based on a prerequisite.
14. Check **Require this item** to require the creation of Student Pages before moving on to a different Lessons item.

Note: All of the settings listed above are optional.

When finished, click Update item.



Updating will return the display to the Lessons page with the Student Pages section shown.

To view a student's page, click on the student's name.

A screenshot of the Sakai Lessons page. At the top, there are navigation links: ADD CONTENT (+), MORE TOOLS (dropdown), REORDER, TIPS, and a gear icon. To the right are links for Print view and Index of pages. Below these are icons for creating new items. The main content area is titled 'Unit 8'. It features a 'Student Pages' section with a blue header. Inside, there is a thumbnail of a student's profile picture, a file icon, and the student's name, '(student01 demo)'. This name is highlighted with a red rectangle. Below this is a button labeled 'Add Your Own Page' with a star icon. At the bottom of the section is a link for 'Peer Evaluation Statistics'. In the bottom right corner of the main content area is a large '+' icon.

Example of a Student Page.

student01 demo



ADD CONTENT + REMOVE PAGE REORDER TIPS Points: / 10 Submit

[Print view](#) [Index of pages](#)

Welcome to my page!

Chrysanthemums, sometimes called mums or chrysanth, are [flowering plants](#) of the [genus Chrysanthemum](#) in the [family Asteraceae](#). They are [native](#) to Asia and northeastern Europe. Most species originate from East Asia and the [center of diversity](#) is in [China](#). There are countless horticultural varieties and cultivars.



Add Comment

Display Peer Evaluation

BACK

Students can add text, link to documents, link to web pages, embed images, embed video, embed audio, create sub-pages, add comments (if allowed) and peer review (if allowed).

Click **Back** to return to the Lessons page. The **Back** button is located in the bottom left corner of the student's page.

Click Peer Evaluation Statistics.

Unit 8

[LINK](#) [HELP](#)

The screenshot shows the Sakai 11 User Guide interface. At the top, there are buttons for 'ADD CONTENT +', 'REORDER', 'TIPS', and a gear icon. To the right, there are links for 'Print view' and 'Index of pages'. Below these, the 'Unit 8' section is displayed. On the left, there's a 'Student Pages' section with a sub-section '(student01 demo)'. It includes a button to 'Add Your Own Page'. At the bottom of this section is a button labeled 'Peer Evaluation Statistics', which is highlighted with a red box. To the right of this section are icons for edit, delete, and add.

Click the **Peer Evaluation Statistics** button to see the evaluations made by other students (or self-evaluations).

View peer/self evaluations.

Peer Evaluation Statistics

Click on a name to show or hide a user's information. Click on "Peers Evaluated" to highlight the grades the user gave to the other participants. Click again to remove the highlighting. Click on a cell to see a list of users who gave that grade to the selected user.

student01 demo	Peers Evaluated: 0
4	3
Quality of work	2
Supporting information	1
Organization	0
Punctuation, spelling, grammar	

Site members who have not yet created a student page.

- [student05 demo: Peers Evaluated: 0](#)
- [student04 demo: Peers Evaluated: 0](#)
- [student02 demo: Peers Evaluated: 0](#)
- [student03 demo: Peers Evaluated: 0](#)

This will display the Peer Evaluations made by other students or the Self Evaluation (if selected in properties) based on either the default rubric (shown above) or your custom created rubric.

How do I reorder items on a Lessons page?

Instructors can reorder the placement of items on a Lessons Page.

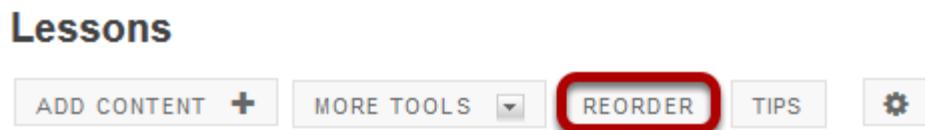
Go to Lessons.



Click on the Lessons Page Title (e.g. **Lessons**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Reorder.



Drag and drop the items into the desired order.

Reorder Page Items

[LINK](#) [HELP](#)

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Section break; extra space in background color	X
2	bird.JPG Photographer: JSJR	X
3	Column break; items below are displayed in a region to the right of those above	X
5	Welcome to ECO301 Wildlife Conservation! Wildlife traditionally refers to non-domesticated animals	X
4	Wildlife Conservation	X
6	Section break; extra space in background color	X
7	Please review the Syllabus first:	X
8	ECO301-Syllabus.pdf	X
9	Syllabus Quiz	X

Drop items here to delete, or click the X.
You may drag deleted items from here back onto the page.

Click Save.

21 Week 7 & 8	X
22 Section break; extra space in background color	X
23 Comments Section	X
24 Section break; extra space in background color	X
25 Student Content Section	X

[Add items from another page](#)



After saving, you will return to the Lessons page with the items displayed in the new order.

How do I delete items on a Lessons page?

Instructors can delete items added to a Lessons page using the Delete icon, the Edit option, or the Reorder option.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lessons**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

To delete an item using the Delete icon:

Lessons

[LINK](#) [HELP](#)

ADD CONTENT + MORE TOOLS REORDER TIPS [Print view](#) [Index of pages](#)



Photographer: JSJR

Wildlife Conservation

Welcome to ECO301 Wildlife Conservation!

Wildlife traditionally refers to non-domesticated animal species, but has come to include all plants, fungi and other organisms which grow or live **wild** in an area without being introduced by humans. **Wildlife conservation** is the practice of protecting wild plant and animal species and their habitats. The goal of wildlife conservation is to ensure that nature will be around for future generations to enjoy and also to recognize the importance of wildlife and wilderness for humans and other species alike.

This course is designed for anyone who is interested in wildlife and its conservation for future generations. We will discuss regional and global issues in conservation, conservation common practices and the laws that are currently being enforced by regional and governmental agencies. Through readings, videos, discussions, and collaborative research projects, we will examine the effects of natural resource use and climate change on wildlife. It will be a fun and adventurous 8-week journey.

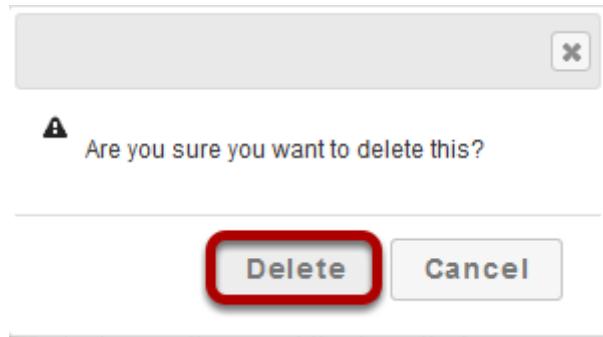
Please start by reading **the Syllabus** which is linked below. After finishing the **Quick Poll**, please go to the **Forums** to introduce yourself. Please tell us a bit about yourself. Who are you and why do you take this course? Do you have a favorite wild plant or animal? Is there other relevant information you want to share with the class? In the meantime, please go to **weekly pages** to review learning materials and complete weekly assignments.

Free free to ask questions in the Forums. Have a lovely day!

- Prof. D.

Click on the trashcan (Delete) icon for the item you want to delete.

Confirm deletion.



Click **Delete** to confirm the deletion.

To delete an item using the Edit option:

Click **Edit**.

The image shows the Sakai Lessons interface. On the left, a content item displays a photograph of a bird perched on a branch, with edit icons (checkmark, trash, plus) overlaid. Below the image is the text "Photographer: JSJR". On the right, the course page "Wildlife Conservation" is shown with the following content:

Welcome to ECO301 Wildlife Conservation!

Wildlife traditionally refers to non-domesticated animal species, but has come to include all plants, fungi and other organisms which grow or live **wild** in an area without being introduced by humans. **Wildlife conservation** is the practice of protecting wild plant and animal species and their habitats. The goal of wildlife conservation is to ensure that nature will be around for future generations to enjoy and also to recognize the importance of wildlife and wilderness for humans and other species alike.

This course is designed for anyone who is interested in wildlife and its conservation for future generations. We will discuss regional and global issues in conservation, conservation common practices and the laws that are currently being enforced by regional and governmental agencies. Through readings, videos, discussions, and collaborative research projects, we will examine the effects of natural resource use and climate change on wildlife. It will be a fun and adventurous 8-week journey.

Please start by reading **the Syllabus** which is linked below. After finishing the **Quick Poll**, please go to the **Forums** to introduce yourself. Please tell us a bit about yourself. Who are you and why do you take this course? Do you have a favorite wild plant or animal? Is there other relevant information you want to share with the class? In the meantime, please go to **weekly pages** to review learning materials and complete weekly assignments.

Free to ask questions in the Forums. Have a lovely day!

- Prof. D.

Click Delete.

The screenshot shows the 'Edit Multimedia' dialog box. At the top, there are input fields for 'Width' (100%) and 'Height'. Below that is an 'Alt Text' field containing 'bird.JPG'. A note below the fields says 'Path in Resources, or URL/embed code'. A large blue text area contains the path '/bird.JPG'. Below this, there's an 'Item Description' section with the text 'Photographer: JSJR'. Underneath, there are links for 'Change File or URL' and 'Edit the groups for which this item should be shown'. A checkbox labeled 'Don't Release Item Until All Prerequisites are Completed' is present. At the bottom are three buttons: 'Save' (gray), 'Cancel' (blue), and 'Delete' (red, with a red circle around it).

This returns the display to the Lessons page with the item deleted.

To delete an item using the Reorder option:

Click Reorder.

The screenshot shows the 'Lessons' page toolbar. It includes buttons for 'ADD CONTENT' (with a plus sign), 'MORE TOOLS' (with a dropdown arrow), 'REORDER' (which has a red circle around it), 'TIPS', and a gear icon.

This displays the reorder list of items added to the Lessons page.

Click the red X icon located to the right of the item.

Reorder Page Items

[LINK](#) [HELP](#)

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1 Section break; extra space in background color	
2 Column break; items below are displayed in a region to the right of those above	
3 Wildlife Conservation	
4 Welcome to ECO301 Wildlife Conservation! Wildlife traditionally refers to non-domesticated animal	
5 Section break; extra space in background color	

Drop items here to delete, or click the X.
You may drag deleted items from here back onto the page.

This removes the item from the Lessons page list of items.

Note: You may also drag items over to the right to delete them.

Click Save.

21 Section break; extra space in background color	
22 Comments Section	
23 Section break; extra space in background color	
24 Student Content Section	

[Add items from another page](#)

Save Cancel

Saving returns the display to the Lessons page with the item removed.

How do I limit access to Lessons page items to groups?

Instructors can limit access (i.e. specify conditional release) to items added to a Lessons page or subpage by group.

Note: The site must have existing groups in order to limit items to groups. See [How do I create groups?](#) for more information on creating groups.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Week 3 & 4**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Edit.

A screenshot of the 'Week 3 & 4' Lessons page. At the top, there are navigation buttons: 'ADD CONTENT +', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. The main content area has a title 'Spring 2016 Class 101'. Below it is a 'Group Resources' section containing links to 'Group 1' and 'Group 2'. On the far right, there is a vertical toolbar with several icons: a pencil, a trash can, a plus sign, a pencil with a minus sign, a trash can with a plus sign, and a plus sign. The icon for editing ('pencil') is circled with a red box.

Click the **Edit** button for the item you want to restrict to a group or groups.

Click Edit the groups for which this item should be shown.

Edit Item

Item Name

Item Description

Change Page

Next page, i.e. page replaces the current one rather than returning to the current one
 Show as button rather than link
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

Edit the groups for which this item should be shown

Update Item **Cancel** **Delete**

This will display a list of the site's existing groups.

Select the group(s), then click Update Item.

Edit Item

Item Name

Item Description

Change Page

Next page, i.e. page replaces the current one rather than returning to the current one
 Show as button rather than link
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

Select groups for which this item should be shown [if none selected, show to all]

Group 1
 Group 2
 Lab1
 Lab2

Update Item Cancel Delete

View item on the page.

The screenshot shows a Sakai 11 User Guide page titled "Week 3 & 4". At the top right are icons for search and help. Below the title are buttons for "ADD CONTENT +", "REORDER", "TIPS", and a gear icon. To the right is a link to "Print view Index of pages". The main content area has a title "Spring 2016 Class 101". Underneath it is a section titled "Group Resources" which contains two items: "Group 1 [Group 1]" and "Group 2". The "Group 1" item is highlighted with a yellow box. On the right side of the content area are four rows of edit, delete, and add buttons. At the bottom right of the content area is a plus sign button.

Items which are restricted based on specified criteria indicate the criteria in red next to the item, e.g. [Group 1]

Note: All items that can be added to a Lessons page can be limited to a selected group (or groups) via the Edit button.

How do I add subpages to a Lessons page?

Instructors can add subpages to a top-level Lessons page. A top-level Lessons page is a Lessons page that is listed by name in the Tool Menu. Subpages are connected to top-level Lessons pages by a link or a button.

Note: Subpages are added to whatever page the Add Content / Add Subpage function is accessed from. To add multiple subpages to a top-level page, make sure you access the Add Content / Add Subpage function from the original top-level Lessons page and not from a subpage.

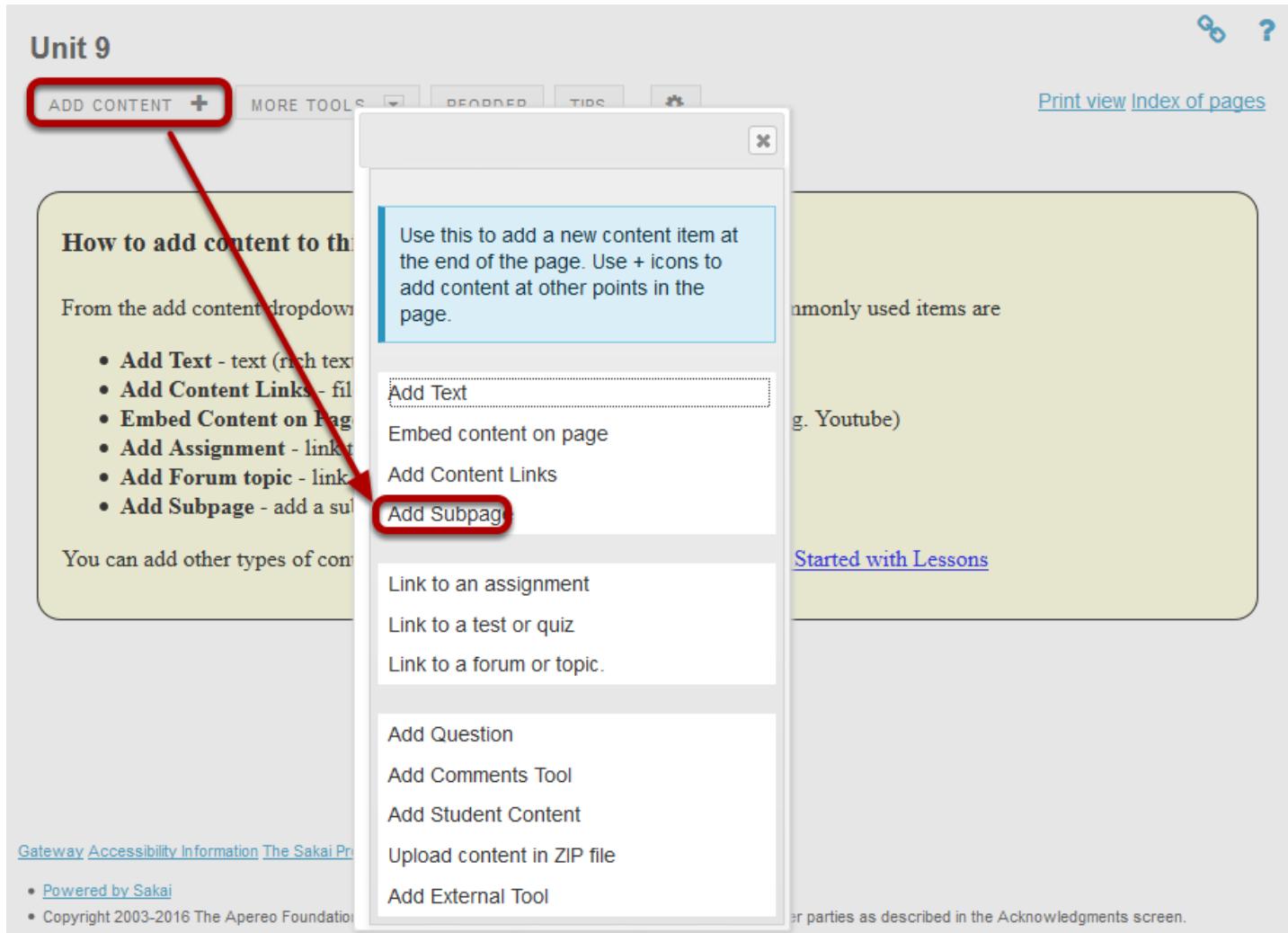
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 9**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Subpage.



From the Add Content drop-down menu, select Add Subpage.

Enter the subpage information.

The screenshot shows the 'Add Subpage' dialog box. Step 1 is labeled '1' and points to the 'Page title' field containing 'Lecture Notes'. Step 2 is labeled '2' and points to the 'Choose Existing Page (Does not create a new copy of the page)' link. Step 3 is labeled '3' and points to the 'Next page, i.e. page replaces the current one rather than returning to the current one' checkbox. Step 4 is labeled '4' and points to the 'Show as button rather than link' checkbox. Step 5 is labeled '5' and points to the 'Create' button, which is highlighted with a red border.

1. Enter a title.
2. Click the **Choose Existing Page** link to select from the index of existing pages in the site. (Optional)
3. Select the **Next page** option if desired.
4. Select the **Show as button rather than link** option if desired.
5. Click Create.

View subpage.

The screenshot shows the 'Lecture Notes' subpage. At the top, there is a navigation bar with 'ADD CONTENT +', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. Below the navigation bar, there is a yellow box containing the heading 'How to add content to this page'. It lists several options for adding content: 'Add Text - text (rich text editor)', 'Add Content Links - files, links to web pages, links to images', 'Embed Content on Page - images, video files or video sharing sites (e.g. Youtube)', 'Add Assignment - link to an existing assignment', 'Add Forum topic - link to an existing forum or forum topic', and 'Add Subpage - add a subpage'. Below this box, a note says 'You can add other types of content as well. For more information, see [Getting Started with Lessons](#)'. At the bottom of the page are 'BACK' and 'NEXT' buttons.

The new subpage contains the default Lessons page information.

Clicking on the **Back** button takes the user back to the top-level page.

View top-level Lessons page with link to subpage

Unit 9

The screenshot shows the Sakai 11 Lessons page for 'Unit 9'. At the top, there are several buttons: 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear-shaped 'SETTINGS' icon. To the right of these are links for 'Print view' and 'Index of pages'. Below the buttons is a subpage titled 'Lecture Notes', which has its own set of edit and add buttons. The main page title 'Unit 9' is displayed in a large, bold font at the top left.

To edit the title and properties of a subpage: (Optional)

Click on the Settings icon.

Lecture Notes

This screenshot shows the 'Lecture Notes' subpage. It features the same top navigation bar as the main page, including 'ADD CONTENT +', 'REORDER', 'TIPS', and the 'SETTINGS' icon, which is highlighted with a red box. The subpage content area is currently empty.

The **Settings** icon is a gear-shaped icon located on the top right of the subpage.

Edit the title and properties of the subpage as needed.

Settings X

1 * Page title

2 Hide this page from users (page will not appear in left margin)

3 Hide page until the following date (the page will be listed with the release date)
 [Select]

4 Create Gradebook item when page is completed. points

Custom CSS File: ▼

or upload your own:
 No file selected.

(If this file is named default.css, it will become the site-wide default.)

Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

5 Save

1. The title of the subpage can be edited in the **Page Title** box.
2. Check **Hide this page from users** to not allow students to access the subpage.
3. Check **Hide page until** to allow access to the subpage at a particular date and time.
4. Check **Create gradebook entry** to automatically create an item in the gradebook when the page (and any required items on it) is completed.
5. Click **Save** when finished.

How do I view the Index of Pages?

The hierarchy of all Lessons pages in a site is displayed under the Index of Pages button in the top right corner of the Lessons tool.

Go to Lessons.



Click on the Lessons Page Title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Index of Pages.



Click Show Items to view all items on each page.

[Return to Lesson](#)

Only pages that are not currently included anywhere on the site are available for permanent deletion.

Pages in Current Site

[Show items](#)

[Lessons](#) ▾

[Week 1 & 2 \[Shared page\]](#) ▾

[Week 3 & 4 \[Shared page\]](#) ▾

[Week 5 & 6](#) ▾

[Week 7 & 8](#) ▾

[Week 1 \[Shared page\]](#) ▾

[Weekly Materials: Week 1](#) ▾

[Page 3 \[Shared page\]](#) ▾

[Registration](#) ▾

[Spring 2016](#) ▾

[Fall 2016](#) ▾

[Week 1](#) ▾

The following pages are currently not in use. (No other page refers to them.)

Choose all

[Syllabus](#)

[Assessments](#)

[Projects](#)

[Shared page] is used when the same page appears more than one place. Any changes to the page will be reflected everywhere that it appears.

[Delete selected pages](#)

Click Return to Lesson or on any of the page links to return to Lessons view.

[Return to Lesson](#)

Only pages that are not currently included anywhere on the site are available for permanent deletion

Pages in Current Site

[Hide items](#)

[Lessons](#) ▾

Section break; extra space in background color



bird.JPG

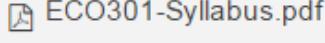
Column break; items below are displayed in a region to the right of those above

This is a rich text item. To see it, click the parent page.

This is a rich text item. To see it, click the parent page.

Section break; extra space in background color

This is a rich text item. To see it, click the parent page.

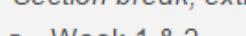


ECO301-Syllabus.pdf

This is a rich text item. To see it, click the parent page.

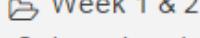


Introduction



Simple Question

Section break; extra space in background color



Week 1 & 2

Column break; items below are displayed in a region to the right of those above



Week 3 & 4

Column break; items below are displayed in a region to the right of those above



Week 5 & 6

Column break; items below are displayed in a region to the right of those above



Week 7 & 8

How do I require completion of a Lessons item?

Most of the items that can be added to a Lessons page can be made "required". That is, students must open (if the item is a resource) or complete (if the item is a forum posting, quiz, assignment, question, comment or student page). Further, the Lessons tool allows instructors to require students to complete one item in the list before allowing access to another item in the list.

Lessons tool Items that can be required:

- Add Content items (requires student to open resource or link)
- Add Assignment items (requires student to submit the assignment)
- Add Quiz items (requires student to submit the quiz and/or achieve a minimum grade on the quiz)
- Add Forum Topics items (requires student to create a post on a selected forum topic)
- Add Question items (requires student to submit an answer to the question)
- Add Comment items (requires student to add a comment)
- Add Student Content (requires student to add a new student page)

Lessons tool items that can be set as unavailable until required items above it in the list are completed:

- Text items
- Embedded items
- Content links
- Assignment links
- Quiz links
- Forum Topic links
- Question items
- Add Comment items
- Student Content
- Subpages (See [How do I add subpages to a Lessons page?](#) for more information on subpages.)

Go to Lessons.



Click on the Lessons Page Title (e.g. **Week 1 & 2**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Edit for item that will be required.

Week 1 & 2

Go ?

ADD CONTENT + REORDER TIPS 

[Print view](#) [Index of pages](#)

Welcome to Class 101

Week 1

What I should be doing this week?

1. Reading the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required reading materials.



 [Syllabus](#)

 [Syllabus Quiz](#)

 [Introductions](#)



 [Weekly Materials: Week 1](#)

Please read and explore...



Check Require This Item, then click Update Item.

Edit Item X

Item Name

Item Description

[Change Quiz](#)
[Edit Quiz](#)
[Edit Quiz Settings](#)

Don't Release Item Until All Prerequisites are Completed

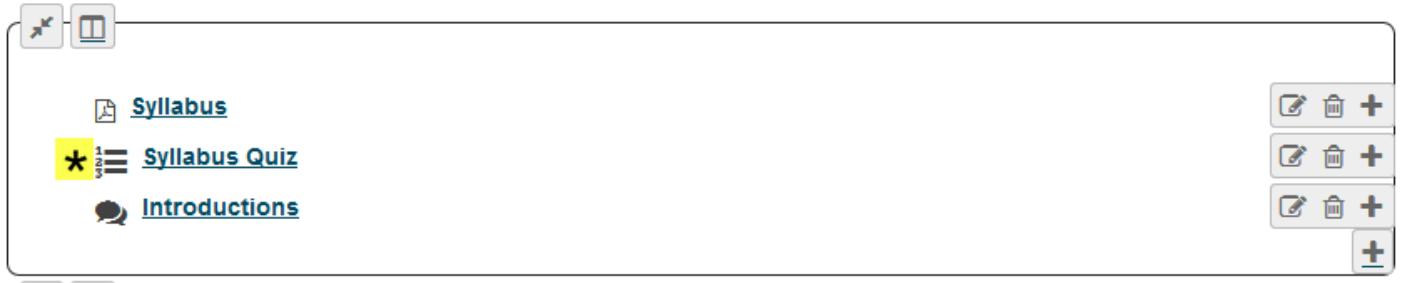
Require that the student submit this assessment.

Require that the student receive
 points on this assessment.

[Edit the groups for which this item should be shown](#)

Update Item Cancel Delete

Notice the asterisk.



Notice that Required items are indicated with an asterisk to the left of the item.

To conditionally release based on prerequisites:

Click Edit for the item to be restricted.

Week 1 & 2



ADD CONTENT +

REORDER

TIPS



[Print view](#) [Index of pages](#)

Welcome to Class 101

Week 1

What I should be doing this week?

1. Reading the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required reading materials.

[Syllabus](#)

* [Syllabus Quiz](#)

[Introductions](#)

[Weekly Materials: Week 1](#)

Please read and explore...

Specify completion of prerequisites.

Edit Item

Item Name **Weekly Materials: Week 1**

Item Description
Please read and explore...

Change Page

Next page, i.e. page replaces the current one rather than returning to the current one
 Show as button rather than link
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

Edit the groups for which this item should be shown

Update Item **Cancel** **Delete**

Check **Don't Release Item Until All Prerequisites are Completed** option, then click **Update Item**.

Notice prerequisite text.

 **Weekly Materials: Week 1** **[Has prerequisites]**

Please read and explore...   

Notice that items that are conditionally released display [Has prerequisites] in red text next to the item.

In the example shown above, the Weekly Materials: Week 1 cannot be opened until the required Syllabus Quiz has been submitted.

How do I rename a Lessons page?

Go to Lessons.



Click on the Lessons Page Title to display the page you want to rename.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click the Settings icon.



The **Settings** icon is a gear-shaped icon at the top of the Lessons page.

Edit the Page Title, then click Save.

Settings X

* Page title: **Week 1 & 2 Activities**

Hide this page from users (page will not appear in left margin)

Hide page until the following date (the page will be listed with the release date)
06/21/2016 06:20 pm

Create Gradebook item when page is completed. points

Custom CSS File: Use Default ▾
or upload your own:
 No file selected.

(If this file is named default.css, it will become the site-wide default.)

Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

Save Cancel

How do I delete a top-level Lessons page?

Deleting a lessons page is a two-part process. First, you must remove the Lessons page from the Tool Menu or page link, and then you can delete it from the site.

Go to Lessons.



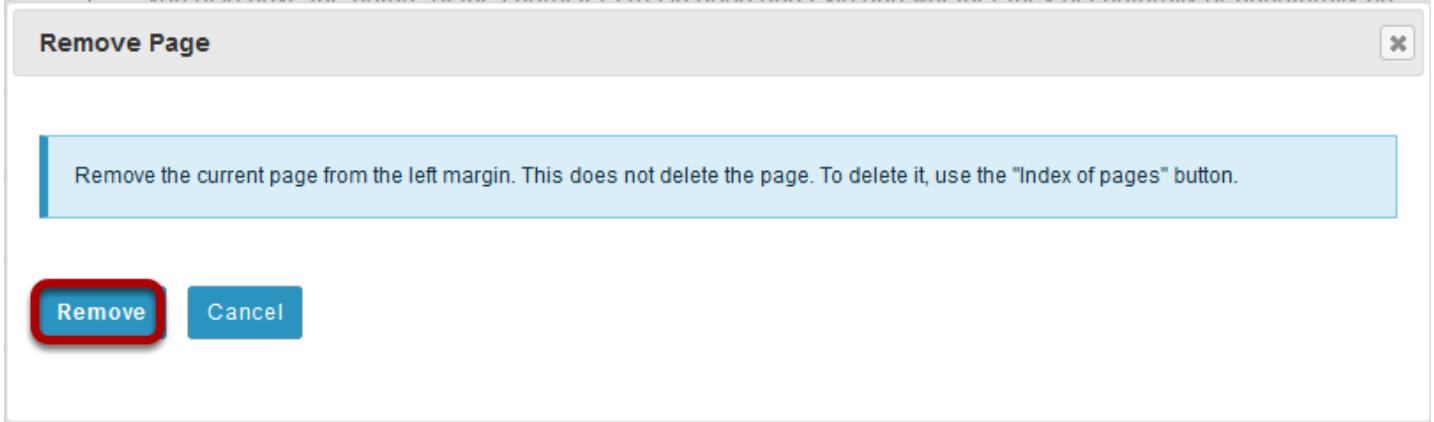
Click on the Lessons Page Title (e.g. **Unit #2**) to display the page you want to delete.

Click More Tools, then Remove Page.

A screenshot of the 'Lessons' page content area. At the top, there's a toolbar with 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. Below the toolbar, the main content area displays a reading passage about King Lear. On the left, there are sections for 'Reading:' and 'Activities:', each with a plus sign icon. A red arrow points from the 'MORE TOOLS' button in the toolbar down to a red box around the 'Remove Page' option in a drop-down menu. The drop-down menu also includes 'Add More Pages', 'Permissions', 'Import CC', and 'Export CC'. To the right of the content area, there are three rows of edit and add icons.

From the **More Tools** drop-down menu, select **Remove Page**.

Click Remove.



This removes the page from the Tool Menu but does not remove it from the site.

Next, go to the Index of Pages.

Lesson 1



Select page/s, then click Delete selected pages.

[Return to Lesson](#)



Only pages that are not currently included anywhere on the site are available for permanent deletion.

Pages in Current Site

[Show items](#)

[Week 1](#) ▾

[Unit 2](#) ▾

[Lesson 1](#) ▾

[Lesson 2](#) ▾

[Lesson 3](#) ▾

[Lesson 4](#) ▾

[Lesson 5](#) ▾

[Unit 3](#) ▾

[Unit 4](#) ▾

[Unit 5](#) ▾

[Unit 6](#) ▾

[Unit 7](#) ▾

[Unit 8](#) ▾

[Unit 9](#) ▾

[Lecture Notes](#) ▾

The following pages are currently not in use. (No other page refers to them.)

Choose all

[Lessons](#)

Delete selected pages

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Click **Delete selected pages** to completely delete the selected page/s from the site.

How do I delete a Lessons subpage?

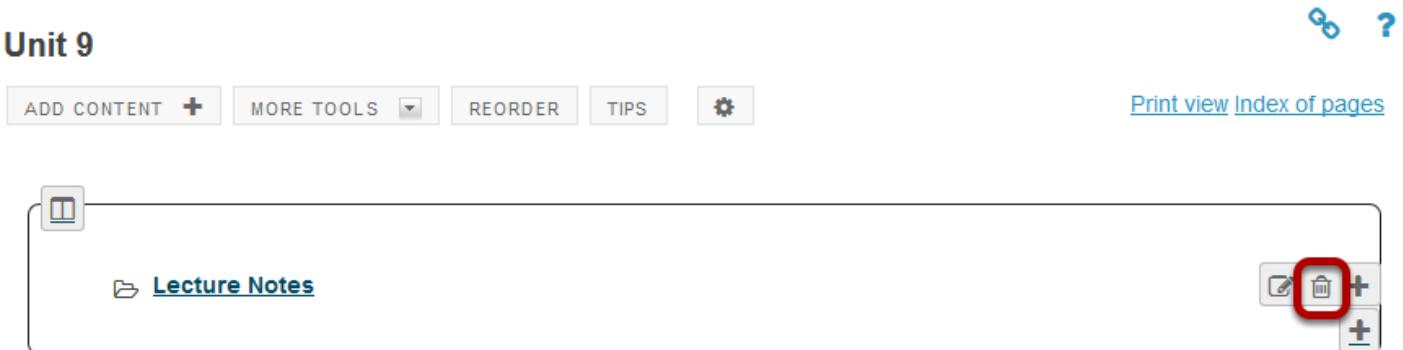
Deleting a Lessons subpage is a two-part process. First, remove the link to the subpage from the top-level page and then delete the subpage from the site.

Go to Lessons.



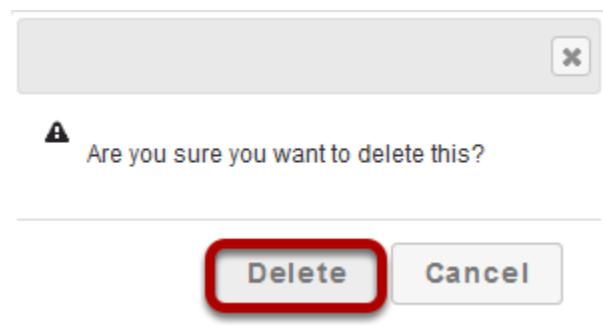
Click on the Lessons page which contains the subpage link you want to delete.

Click the Delete icon.



Click the **Delete** icon next to the subpage to be removed.

Confirm deletion.



Click **Delete** again to confirm.

Next, go to the Index of Pages.

Unit 9

ADD CONTENT + MORE TOOLS ▾ REORDER TIPS  Print view [Index of pages](#)  ?

Select page/s, then click Delete selected pages.

[Return to Lesson](#)



Only pages that are not currently included anywhere on the site are available for permanent deletion.

Pages in Current Site

[Show items](#)

- [Week 1](#) ▾
- [Unit 2](#) ▾
- [Lesson 1](#) ▾
- [Lesson 2](#) ▾
- [Lesson 3](#) ▾
- [Lesson 4](#) ▾
- [Lesson 5](#) ▾
- [Unit 3](#) ▾
- [Unit 4](#) ▾
- [Unit 5](#) ▾
- [Unit 6](#) ▾
- [Unit 7](#) ▾
- [Unit 8](#) ▾
- [Unit 9](#) ▾
- [Lessons \[Shared page\]](#) ▾
- [Lessons \[Shared page\]](#) ▾

The following pages are currently not in use. (No other page refers to them.)

Choose all

[Lecture Notes](#)

[Shared page] is used when the same page appears more than one place. Any changes to the page will be reflected everywhere that it appears.

[Delete selected pages](#)

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Click **Delete selected pages** to completely delete the selected page/s from the site.

How do I export Lessons content?

The Lessons tool allows instructors to export course content in IMS Common Cartridge format. If your Lessons contain links to site activities (e.g. assignments, forum topic, or quizzes) or resources (e.g. files, url links) those items will also be exported in the content package.

Note: Pages added by students via the Student Pages tool are not included in the export file.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Week 1**) in the Tool Menu to display the page.

Note: You must be on a top-level page to export Lessons content.

Click More Tools, then Export CC.

The screenshot shows a Sakai page titled "Week 1". At the top, there is a navigation bar with "ADD CONTENT +", "MORE TOOLS ▾", "REORDER", "TIPS", and a gear icon. A red arrow points from the "MORE TOOLS" button down to its drop-down menu. The menu items are "Add More Pages", "Remove Page", "Permissions", "Import CC", and "Export CC", with "Export CC" also highlighted by a red box. To the right of the menu, there is a block of text about William Shakespeare and a portrait of him. The text discusses his life, works, and legacy. The Sakai interface includes various icons for editing, deleting, and adding content.

From the **More Tools** drop-down menu, select **Export CC** to display the Export IMS Common Cartridge dialog.

Choose the desired options and click Download.

Export IMS Common Cartridge file X

Use old version of file (version 1.1), recommended for Moodle and Blackboard

Use newest version of file (version 1.3), recommended for Canvas

Include all question pools you can access as a single question bank

Download Cancel

Notes:

- If your Lessons include a link to a quiz that draws questions from a question pool, check the **Include all question pools you can access as a test bank** option.
- If the Lessons are destined for use in Moodle or Blackboard LMS, check the **Use old version of file** option.
- If the Lessons are destined for use in Canvas, check the **Use newest version** option.

How do I import Lessons content?

Instructors can import a previously exported IMS Common Cartridge (.imscc) file into a course site. This is useful for bringing in content from other Sakai sites, publisher materials, or content from other learning management systems.

First, verify the active tools in the destination site.

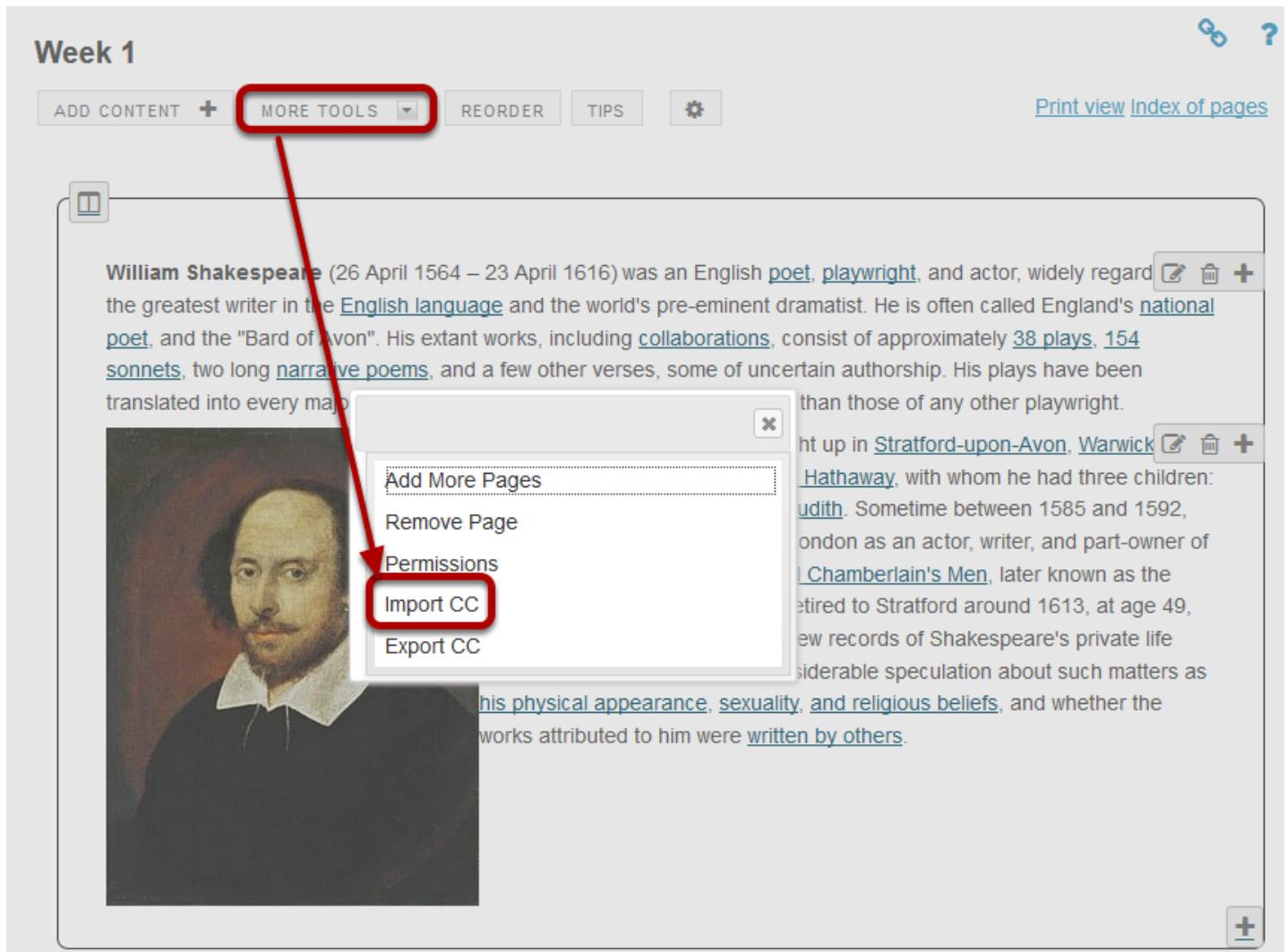
Make sure the course site contains a blank Lessons tool and any other tools referenced by the imported content (e.g. Tests & Quizzes, Forums, Assignments.).

Go to Lessons.



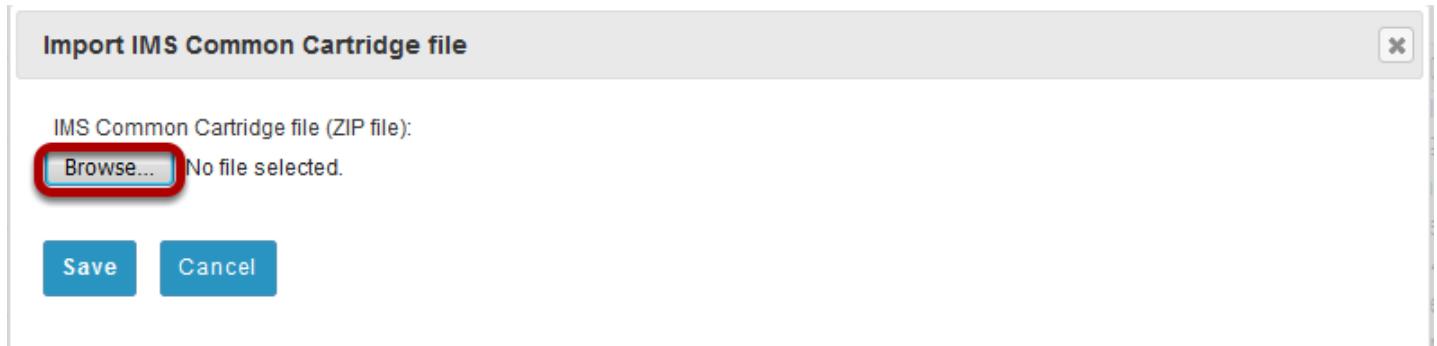
Note: You must be on a top-level Lessons page in order to use the Import CC option.

Select More Tools, then Import CC.



From the **More Tools** drop-down menu, select the **Import CC** option. This will display the Import Common Cartridge File dialog.

Click Browse.



Click the **Browse** button to locate and select and upload the import file from your computer.

Click Save.



Click **Save** to import the contents of the selected IMS Common Cartridge file (.imscc) into your site.

Notes:

- *Text items are not imported as displayed text but rather as links to text files. Instructors may want to copy then paste the text content into the item textbox (Click Edit).*
- *Embedded images, audio and video files are imported but not displayed via the import process, however the files are imported to the sites Resources. Instructors may want to re-embed the images, audio, or video (Click Edit).*
- *All linked Forums, Assignments and Quizzes are imported and reproduced in the new site's Forums, Assignments and Test & Quizzes tools.*
- *All "required" and "Don't Release Item Until All Prerequisites are Completed" page properties are removed from the imported items. Instructors may want to edit the items and restore any requirements.*
- *Student comments and student pages are not included in the imported package.*

How do I create multiple sections on a Lessons page?

When content items are added to a Lessons page, everything is displayed in a linear order vertically in one block with rounded-corner borders. Visually, it appears as one block. Adding multiple sections on a Lessons page breaks up this one big block into smaller blocks so that the page is more readable and visually more appealing.

A section is defined as one block with rounded-corner borders from the left edge to the right edge of one Lessons page. One section may contain one or multiple columns.

Creating sections involves 3 steps.

Add content items on a Lessons page.



Click an item's + button.

The screenshot shows a Sakai course page titled "Week 1". A context menu is open over a section of text, with the title "Add Text" at the top. The menu includes options like "Embed content on page", "Add Content Links", "Add Subpage", and "Add section break above". The "Add section break above" option is highlighted with a red box and has a red arrow pointing to it from the left. Another red box highlights the "+" button located to the right of the menu. The background shows course content like "What I should be doing", "Syllabus", "Topic 1: Most Interested", and "Weekly Materials".

Use the + button to the right of the item to which you want to add a section break. This will open the Add menu.

Click Add section break above.

The screenshot shows a Sakai page titled "Week 1". At the top, there are several buttons: "ADD CONTENT" with a plus sign, "MORE TOOLS" with a dropdown arrow, "REORDER", "TIPS", and a gear icon. To the right are links for "Print view" and "Index of pages". A question mark icon is in the top right corner.

Section 1 (top):

- A large red header says "Welcome to Class 101".
- A bold title "Week 1" is present.
- A sub-section titled "What I should be doing this week?" contains three numbered steps:
 1. Reading the syllabus and identify the goal that is most interesting to you in this course.
 2. Post the most interesting goal in the forum.
 3. Go to the "Weekly Materials" page and explore the required reading materials.

Section 2 (bottom):

- Contains three items with icons:
 - A document icon with the link "[Syllabus](#)".
 - A speech bubble icon with the link "[Topic 1: Most Interesting Goal in the Syllabus](#)". Below it is the instruction: "Post the most interesting goal here. Also reply to at least two of your classmates."
 - A folder icon with the link "[Weekly Materials: Week 1](#)". Below it is the instruction: "Please read and explore..."

This will break the big block into two sections. Each section has a few content items surrounded by rounded-corner borders.

How do I create two columns on a Lessons page?

Adding two columns on a Lessons page breaks up one big block or one section into smaller pieces so that the page is more readable and flows better. It also makes better use of the white space on the page.

Adding two columns on a Lessons page involves two steps.

Decide how to group items.

The screenshot shows a Lessons page with two items. Item 1, 'Topic 1: Most Interesting Goal in the Syllabus', is highlighted with a red border. Item 2, 'Weekly Materials: Week 1', is also highlighted with a red border. Both items have their own text boxes below them. To the right of the items are three vertical toolbars with edit, delete, and add buttons. The 'Add' button is circled in red.

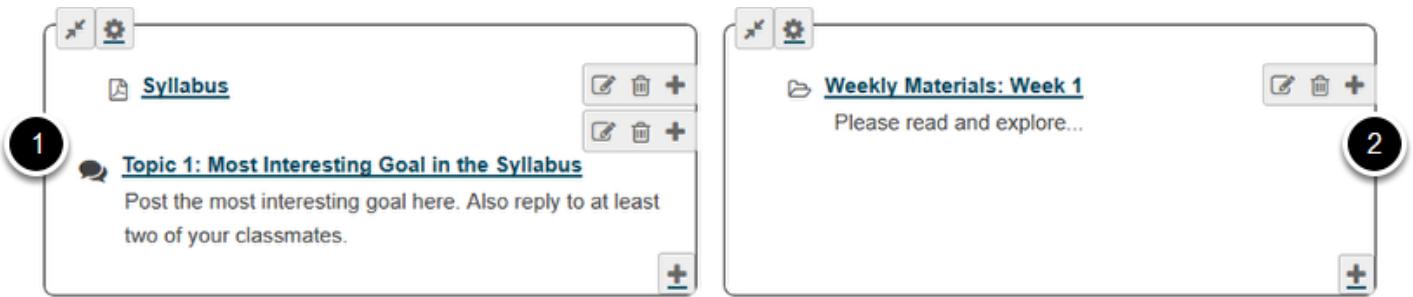
Identify how you want to group the items in a section into two columns.

Click the + button.

The screenshot shows the 'Add' menu window open over a Lessons page. The menu options include 'Add Text', 'Embed content on page', 'Add Content Links', 'Add Subpage', 'Add section break above', and 'Add column break above'. The 'Add column break above' option is highlighted with a red box. A red arrow points from the 'Add' button on the right toolbar to the 'Add column break above' option in the menu. The background Lessons page shows the same two items as the previous screenshot.

Click the + button to the right of the item where you want to add a column break. You will see the Add menu window pop up.

View two-column layout.



You will see the items are now grouped into two columns on the page. Each is displayed as a block with rounded-corner borders.

How do I create two columns inside a block on a Lessons page?

Each of the blocks on a Lessons page can be broken into two columns inside its borders. To create two columns inside a block, follow the steps below.

Add at least two content items in one block.

The screenshot shows a Sakai Lessons page with a single content block. The block contains a link to a 'Syllabus' and a 'Topic 1: Most Interesting Goal in the Syllabus' discussion. There are edit and delete icons for both the block and its contents. A plus sign icon is in the bottom right corner of the block.

Click the Column Properties button.

The screenshot shows the 'Column Properties' dialog box. It has a checkbox for 'Double width' which is unchecked. Below it is a checked checkbox for 'Two columns inside this one, text flows between them'. There is also a dropdown menu set to 'None' and a 'Column color scheme' section. At the bottom are 'Save' and 'Cancel' buttons. A red arrow points from the main Lessons page screenshot to the 'Column Properties' button in the top left of the dialog box.

The Column Properties button is located in the top left of the content block.

In the Column Properties pop-up window, check the box for **Two columns inside this one, text flows between them**.

View two columns within the block.

The screenshot shows a Sakai content block with a light gray background and a thin black border. At the top left are two icons: a magnifying glass over a document and a document icon. To the right of these are the numbers '1' and '2' inside circles. Below '1' is the word 'Syllabus' with a small document icon to its left. To the right of '1' are three small buttons: a pencil, a trash can, and a plus sign. Below '2' is the text 'Topic 1: Most Interesting Goal in the Syllabus' with a speech bubble icon to its left. To the right of '2' are three small buttons: a pencil, a trash can, and a plus sign. At the bottom right of the block is a small square button with a plus sign. The main area of the block contains the text: 'Post the most interesting goal here. Also reply to at least two of your classmates.'

You will now see two columns side-by-side inside the borders of a single content block.

How do I merge columns and sections to one block on a Lessons page?

Sections and columns can be merged in two different ways.

Method 1: Click the Merge button.

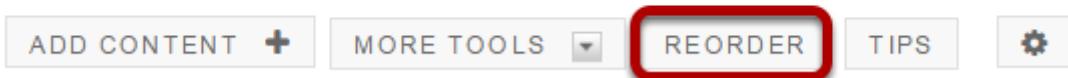


The **Merge** button looks like two arrows pointing in toward each other. It is located in the top left corner of each content block (either section or column).

Clicking on the **Merge** button will merge the selected content block with the block above it.

Method 2: Click Reorder.

Week 1



Click the red X to delete the column/section break.

A screenshot of the 'Week 1' content area. It displays three content blocks: 6 'Topic 1: Most Interesting Goal in the Syllabus' (with a note about posting goals), 7 'Column break; items below are displayed in a region to the right of those above' (which is highlighted with a red box), and 8 'Weekly Materials: Week 1' (with a note to read materials). Each content block has a red 'X' icon in the top right corner.

[Add items from another page](#)

Click Save.



View merged columns/sections.

A screenshot of a Sakai content block. It contains two sections: 'Syllabus' and 'Weekly Materials: Week 1'. The 'Syllabus' section has a sub-section 'Topic 1: Most Interesting Goal in the Syllabus' with the instruction 'Post the most interesting goal here. Also reply to at least two of your classmates.' The 'Weekly Materials' section has the instruction 'Please read and explore...'. Each section has its own set of edit, delete, and add icons. A large '+' icon is located in the bottom right corner of the block area.

The two sections or columns will be merged to be one big block with borders around them. All items will be displayed in order vertically inside the content block borders.

Messages

What is the Messages tool?

The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool. For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in Site 1 you may send and receive messages to and from members of Site 1. When in Site 2 you may send and receive message to and from members of Site 2.

The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site.

To access this tool, select Messages from the Tool Menu in your site.



Or, go to Messages directly from your Message Center Notification links.

MESSAGE CENTER NOTIFICATIONS

OPTIONS

Site	New Messages	New in Forums
Sample Course	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	1 	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
Discussion 1 SMPL101	none	none
Discussion 2 SMPL102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none
Education Program Site	none	none

You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

How do I view my messages?

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



Messages

The 'Messages' interface shows a list of message folders:

- Received** (2 message(s) - 2 unread)
- Sent (0 message)
- Deleted (0 message - 0 unread)
- Draft (0 message - 0 unread)

Select the **Received** folder to view a list of your received messages.

Open the message.

The screenshot shows the 'Messages / Received' page in the Sakai 11 User Guide. At the top, there are buttons for 'COMPOSE MESSAGE', 'LINK', and 'HELP'. Below that, a search bar and search button are followed by a link to 'Advanced Search'. A 'View' dropdown menu is set to 'All Messages'. Below the header, there are links for 'Mark Read', 'Mark Unread', 'Delete', and 'Move'. The main area is a table listing messages. The first message, 'Assignment Attached', has its subject underlined and is highlighted with a red rectangular box. The second message, 'Question about Homework 1', also has its subject underlined. The table columns are: 'Check All', 'Attachment icon', 'Email icon', 'Subject', 'Authored By', 'Date', and 'Label'. The data for the first message is: 'student01 (student01)', 'Apr 19, 2016 3:31 PM', and 'Normal'. The data for the second message is: 'student05 (student05)', 'Apr 19, 2016 3:17 PM', and 'Normal'.

Check All			Subject	Authored By	Date	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

New messages will appear in bold text. Select the subject of the message you would like to view.

Note: The paperclip icon next to the message indicates that there is a file attached.

View the message.



Authored By student01 (student01) (Apr 19, 2016 3:31 PM)

To Instructor Role

Subject Assignment Attached

Label Normal

Attachments [Assignment1.docx](#) 6

Hello Professor,

My assignment is attached.

Thanks,

Student One



The contents of the message will appear. The following options will also be available to you:

1. **Reply:** Select **Reply** to reply to the original sender with a message of your own.
2. **Reply to all:** Select **Reply to all** to reply to the original sender and any other course members included on the message.
3. **Forward:** Select **Forward** to forward the message to another member of the course.
4. **Move to folder:** Select **Move to folder** to move the message from one folder to another.
5. **Delete:** Select **Delete** to delete the message.
6. **Open/Download File:** Select the file name to open an attachment.

How do I send a message?

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Compose Message.

A screenshot of the 'Messages' tool interface. At the top, there are several buttons: 'COMPOSE MESSAGE' (highlighted with a red box), 'NEW FOLDER', 'SETTINGS', 'PERMISSIONS', 'LINK', and 'HELP'. Below this, the word 'Messages' is displayed in bold. A list of message folders is shown: 'Received' (2 message(s) - 1 unread), 'Sent' (0 message), 'Deleted' (0 message - 0 unread), and 'Draft' (0 message - 0 unread).

<input type="checkbox"/>	Received (2 message(s) - 1 unread)
<input type="checkbox"/>	Sent (0 message)
<input type="checkbox"/>	Deleted (0 message - 0 unread)
<input type="checkbox"/>	Draft (0 message - 0 unread)

Select **Compose Message** from the options at the top of the tool.

Address your message.

Compose a Message

Required items marked with *

* To

[Add Bcc](#)

Send Cc

Label

All Participants

Instructor Role 

Student Role

Professor, Demo (demoprofessor)

student01 (student01)

student02 (student02)



Click the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role".

Add Bcc. (Optional)

[Add Bcc](#)

Bcc 

[Remove Bcc](#)

Send Cc

Label

* Subject

All Participants

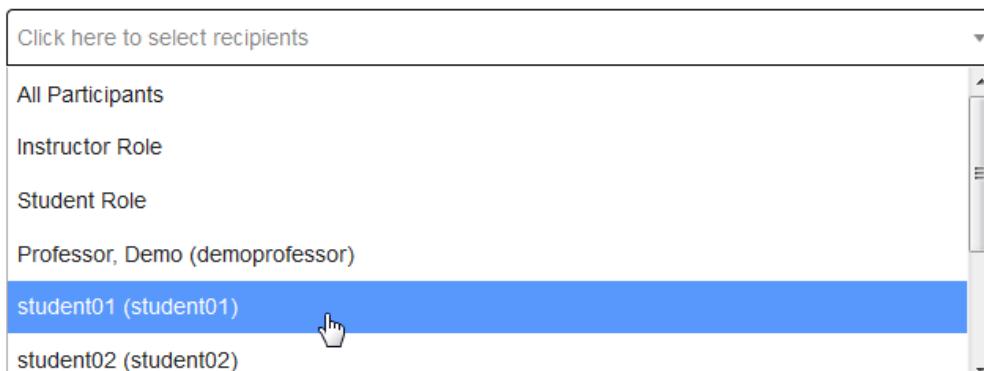
Instructor Role

Student Role

Professor, Demo (demoprofessor)

student01 (student01) 

student02 (student02)



If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing

groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.

Send Cc. (Optional)

Send Cc

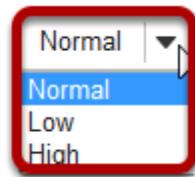


Send a copy of this message to recipients' email address(es)

If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

Apply a label.

Label



You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

Enter a subject.

* **Subject**

Question about due date

Click the **Subject** field. Type the subject for your message.

Enter a message.

Message

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (bold, italic, underline, font, size, alignment, lists, tables, images, emoticons, and symbols). Below the toolbar are dropdown menus for Styles, Font, Size, and Alignment. The main text area contains the following message:

Dear Professor,
I have a question about the due date for Assignment 1. Is it due at 5pm or midnight on the 25th?
Thank you,
Student One

In the bottom right corner of the text area, there is a status bar displaying "Character Count (Includes HTML formatting characters) : 175 Word Count : 27".

Type your message into the Message box.

Tip: There are a variety of tools within the [rich text editor](#) to help you format your message. Other features include adding images, video, and emoticons.

Add an attachment. (Optional)

Attachments

No Attachments Yet

Add attachments

If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

Send the message.



Select **Send** to send your message.

*Tip: You can also select **Preview** to preview a finished version of your message, **Save Draft** to save the message as a draft that you can revisit later, or **Cancel** to cancel and delete the message.*

How do I reply to a message?

The Messages tool allows you to reply to a message sent to you by another member of the course.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.

A screenshot of the 'Messages' tool interface. At the top, there is a navigation bar with four buttons: 'COMPOSE MESSAGE', 'NEW FOLDER', 'SETTINGS', and 'PERMISSIONS'. Below the navigation bar, the word 'Messages' is displayed in a large, bold font. Underneath, there is a list of message folders: 'Received (2 message(s) - 1 unread)', 'Sent (0 message)', 'Deleted (0 message - 0 unread)', and 'Draft (0 message - 0 unread)'. The 'Received' folder is highlighted with a red box.

Select the **Received** folder to view a list of your received messages.

Open the message.

[Messages / Received](#)

< Previous Folder [Next Folder >](#)

Search for text: [Search](#) [Advanced Search](#)

View [All Messages](#) ▾

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date ↴	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the subject of the message you would like to view.

Choose Reply or Reply to all.

[Reply](#) [Reply to all](#) [Forward](#) [Move to folder](#) [Delete](#)



Authored By student05 (student05) (Apr 19, 2016 3:17 PM)

To Instructor Role

Subject Question about Homework 1

Label Normal

Hello Professor,

How many sources are we supposed to cite for our Homework 1 assignment?

Thank you,

Student Five

[Reply](#) [Reply to all](#) [Forward](#) [Move to folder](#) [Delete](#)

Select **Reply** to reply to the author of the original message. (Or, select **Reply to all** to reply to all parties included on the original message.)

Compose the message and send.

Required items marked with *

To student05 (student05)

Select Additional Recipients [Clear Selection](#)

[Add Bcc](#)

Send Cc Send a copy of this message to recipients' email address(es)

Label Normal ▾

*** Subject** Re: Question about Homework 1

Message

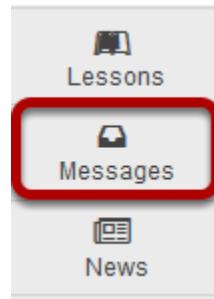
Source <input

Compose the message and select **Send**. For instructions on composing a message, view the article [How do I send a message?](#)

How do I create a Messages folder?

Folders can be created within the Messages tool to aid in organization.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to New Folder.



Messages

- [Received](#) (2 message(s) - 0 unread)
- [Sent](#) (0 message)
- [Deleted](#) (0 message - 0 unread)
- [Draft](#) (0 message - 0 unread)

Select the **New Folder** button.

Enter a folder title.

Messages - Create Folder

Required items marked with *

* **Folder Title**

My New Folder

Add

Cancel

Enter a title into the **Folder Title** field and select the **Add** button.

Click Add.



View the new folder in your list of message folders.

Messages

	Received (2 message(s) - 0 unread)
	Sent (0 message)
	Deleted (0 message - 0 unread)
	Draft (0 message - 0 unread)
	My New Folder (0 message - 0 unread)

[Folder Settings](#)

The new folder will appear at the bottom of your list of message folders.

How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be moved.

A screenshot of the 'Messages' tool interface. At the top, there are four buttons: COMPOSE MESSAGE, NEW FOLDER, SETTINGS, and PERMISSIONS. Below these buttons is a section titled 'Messages'. Underneath is a list of message folders, each represented by a small folder icon and a link: Received (2 message(s) - 0 unread), Sent (0 message), Deleted (0 message - 0 unread), Draft (0 message - 0 unread), and My New Folder (0 message - 0 unread). The 'Received' folder is highlighted with a red rectangular border.

Select the folder name of the folder containing the message to be moved.

Select the message.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input checked="" type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the checkbox to the left of the message to be moved.

Click Move.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) [Move](#)

Check All			Subject	Authored By	Date	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input checked="" type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the new folder for the message.

[Messages](#) / [Received](#) / Move Message(s) To

- Received (current location)
- Sent
- Deleted
- Draft
- My New Folder

[Move Messages](#)

[Cancel](#)

Select the folder where you would like the message to be moved.

Click Move Messages.

[Messages](#) / [Received](#) / Move Message(s) To

- Received (current location)
- Sent
- Deleted
- Draft
- My New Folder

Move Messages

Cancel

Select **Move Messages** to complete the move.

How do I delete a message?

A message can be deleted if it is no longer needed.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be deleted.

A screenshot of the 'Messages' tool interface. At the top, there are four buttons: 'COMPOSE MESSAGE', 'NEW FOLDER', 'SETTINGS', and 'PERMISSIONS'. Below these are four folder sections: 'Received' (3 messages - 0 unread), 'Sent' (0 messages), 'Deleted' (0 messages - 0 unread), and 'Draft' (0 messages - 0 unread). The 'Received' folder is highlighted with a red box.

COMPOSE MESSAGE	NEW FOLDER	SETTINGS	PERMISSIONS
-----------------	------------	----------	-------------

Messages

- [Received](#) (3 message(s) - 0 unread)
- [Sent](#) (0 message)
- [Deleted](#) (0 message - 0 unread)
- [Draft](#) (0 message - 0 unread)

Select the folder name of the folder containing the message to be deleted.

Select the message.

Messages / Received

< Previous Folder [Next Folder >](#)Search for text: [Search](#) [Advanced Search](#)View [All Messages](#) ▾[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date	Label
<input checked="" type="checkbox"/>			Disregard my earlier question	student01 (student01)	Apr 19, 2016 4:35 PM	Normal
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the checkbox to the left of the message to be deleted.

Click Delete.

Messages / Received

< Previous Folder [Next Folder >](#)Search for text: [Search](#) [Advanced Search](#)View [All Messages](#) ▾[Mark Read](#) | [Mark Unread](#) [Delete](#) [Move](#)

Check All			Subject	Authored By	Date	Label
<input checked="" type="checkbox"/>			Disregard my earlier question	student01 (student01)	Apr 19, 2016 4:35 PM	Normal
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Confirmation message.

Messages / Received

< Previous Folder [Next Folder >](#)

The message(s) you selected have been successfully moved to the Deleted folder.

Search for text: [Search](#) [Advanced Search](#)

View [All Messages](#) ▾

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date ↴	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.

How do I modify the settings for Messages?

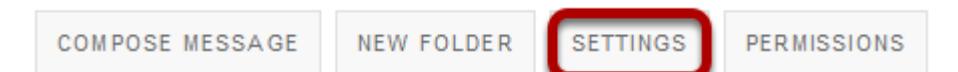
This feature allows users to modify the default Messages tool settings. Users with site owner permission have additional options for configuring the tool within the site.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Settings.



Site owner (instructor) settings options:

Messages - Settings

Activate Messages:

Yes No

Personal Settings

Auto Forward Messages:

Yes No

Email address for forwarding:

Site Settings

Sending copies to recipients' email address(es):

- Do not allow sending copies
- Give sender the option to send copies
- Always send copies

Groups hidden in To field Add Group: ▾

As an instructor or site owner, you can choose whether or not site participants are able to forward messages, and which groups (if any) are hidden in the message recipient list.

You may also set a personal forwarding email address for your own messages.

Site participant (student) settings options:

Messages - Settings

Activate Messages:

Yes No

Personal Settings

Auto Forward Messages:

Yes No

Email address for forwarding:

Save Settings

Cancel

If the site owner has allowed sending copies (i.e. forwarding) messages, then site participants or students will be able to specify a forwarding email address.

Click Save Settings.

Save Settings

Cancel

Once you have made all of your changes, click **Save Settings** to save.

How do I determine who site participants can send a message to?

This feature gives the option to regulate each role's message composing permissions.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Permissions.



Permissions is located below the Course Site title.

Check the corresponding boxes for desired permissions.

Permissions

Set permissions for the Messages tool

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#)

[Cancel](#)

Permissions are assigned on a role-by-role basis. For instance, to prevent a student from sending a message to "All Participants", un-check the **Student** Permission box located next to the option, "**Allow the 'All Participants' options to the 'To' field.**"

*Note: These options will be visible when clicking the "To" text box in **Compose a Message**, within the **Message** tool.*

Use drop-down menu for separate permissions based on groups. (Optional)

Permissions

Set permissions for the Messages tool

Set permissions for: Site ▾

Undo changes

Site
Site
Group01
Group02
Lab1

Permission	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save **Cancel**

This option allows the user to change permissions for different groups. This way, each group has unique **Message** tool options.

Note: By default, this option may only be available for admin users.

Click Save.



Click **Save** or **Cancel** to quit.

News

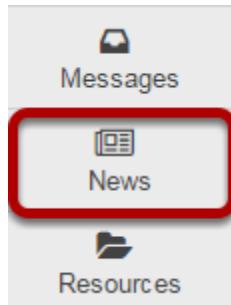
What is the News tool?

The News tool uses RSS to bring dynamic news to your site. RSS is a data format used to syndicate news on the web. It allows continuously updated content from a remote news site to appear in another web site.

To set up your site to display news, the instructor or site owner must specify a URL pointing to an RSS news feed. An RSS news feed is a specially formatted list of news articles. You can find RSS feeds by using an Internet search engine (e.g., Google or Yahoo). Sites that distribute news in RSS format are called "news feeds". The News tool is an RSS "news aggregator" (or news reader) that reads and displays content from RSS news feeds. You can usually identify an RSS feed by the .xml or .rss in the URL (e.g., <http://www.nytimes.com/services/xml/rss/nyt/Movies.xml> or http://rss.cnn.com/rss/cnn_topstories.rss).

In addition to news, some web sites use the RSS format for information that is updated often, such as blogs, events listings, or the revision history of a book. Site owners can add more than one News feed either when setting up the site or at a later time via Manage Tools in [Site Info](#).

To access this tool, select the News item from the Tool Menu of your site.



Note: Depending on how the news feed is named in your site, the title may appear differently in your Tool Menu list.

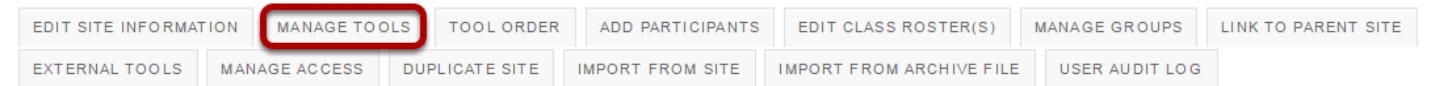
How do I add a News tool?

Go to Site Info.

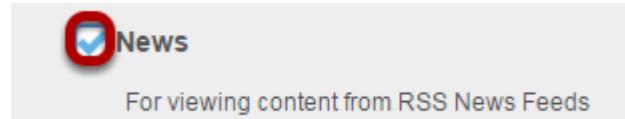


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



Select the check box next to News.



Click Continue.



Enter the News item information and save.

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

News

1 Title NYTimes

(Suggested length 15 char.)

2 URL Channel http://www.nytimes.com/services/xml/rss/nyt/HomePage.xml

3 More News Tools? ▾

4 Continue Back Cancel

The screenshot shows a configuration interface for a 'News' tool. It includes fields for 'Title' (containing 'NYTimes'), 'URL Channel' (containing 'http://www.nytimes.com/services/xml/rss/nyt/HomePage.xml'), and a 'More News Tools?' dropdown menu. There are also 'Back' and 'Cancel' buttons. Numbered circles (1 through 4) point to specific elements: 1 points to the 'Title' field, 2 points to the 'URL Channel' field, 3 points to the 'More News Tools?' dropdown, and 4 points to the 'Continue' button.

1. Enter a tool title. (The tool title will display in the Tool Menu of your site.)
2. Enter the URL of your RSS feed.
3. Optionally, if you want to add more than one news feed at a time, you can select to add additional items from the **More News Tools?** drop-down menu.
4. Click **Continue** to save your settings.

Click Finish to complete the site tools edit.

Confirming site tools edits for **Sample Course**

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

- Home (Home)
- Lessons (Lessons)
- Calendar (Calendar)
- Announcements (Announcements)
- Resources (Resources)
- Forums (Forums)
- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Gradebook (Gradebook)
- Lecture Notes (Lecture Notes) (/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/)
- Site Info (Site Info)
- Messages (Messages)
- NYTimes (NYTimes)** (<http://www.nytimes.com/services/xml/rss/nyt/HomePage.xml>)
- Search (Search)
- Sakai Project (Sakai Project) (<http://sakaiproject.org>)

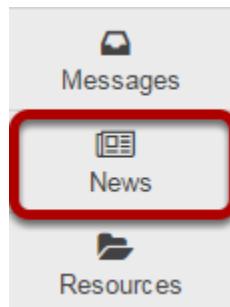
Finish

[Back](#)

[Cancel](#)

How do I edit the News tool?

Go to News.



Select the **News** item from the Tool Menu of your site.

(If a News item is not already active in the site, you will need to go to Site Info > Manage Tools to add it to your site first.)

Click Edit.



Enter or edit the News item information and save.

The configuration dialog for the News tool. It includes fields for tool title, max items, RSS feed URL, and a save button.

- 1 Enter the tool title:
My RSS Feed
- 2 Max items to display:
5
- 3 Enter the RSS feed URL:
http://rss.nytimes.com/services/xml/rss/nyt/Technology.xml
- 4 Save configuration Cancel

1. Enter/edit a tool title.
2. Enter/edit the maximum number of items to display from this feed.
3. Enter/edit the URL of your RSS feed.
4. Click **Save Configuration** to save your changes.

Your changes will display.

The New York Times

 EDIT  LINK  HELP

[Amazon Expands Drone Testing in Britain](#)

The British Civil Aviation Authority will allow the company to test several technologies that the United States has not permitted.

[Thinking About Suing Uber? Let This Be a Warning.](#)

A Yale environmentalist filed a lawsuit against Uber accusing it of price-fixing. In response, Uber hired a Ergo, an outside agency, to look into his background.

[F.B.I. Examining if Hackers Gained Access to Clinton Aides' Emails](#)

Federal officials say the inquiry has been underway since the spring, when the agency was first notified of the D.N.C.'s suspicions about hacking.

[Deal Professor: \\$1 Billion for Dollar Shave Club: Why Every Company Should Worry](#)

The internet, mass transportation and globalization allow decentralized companies to be smaller and leaner and have fewer employees.

[Bits: What Goes Up Must Come Down: The End of Yahoo as We Know It](#)

The sale of Yahoo's core web business to Verizon for \$4.83 billion caps a long downward spiral for the onetime pioneer, which at its height was valued at \$125 billion.

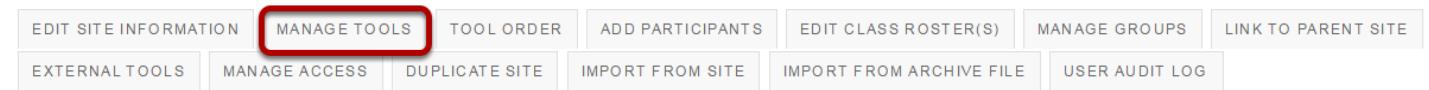
How do I delete a News tool?

Go to Site Info.



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

Click Manage Tools.



De-select the box (i.e. remove check) next to the News tool you want to remove.



Click Continue.



Click Finish to complete the tool removal.

Confirming site tools edits for Sample Course

You have removed the following:

News (javax.portlet-feed_url = http://sakaiproject.org/feed) (News)

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

Home (Home)
Lessons (Lessons)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Gradebook (Gradebook)
Lecture Notes (Lecture Notes) (/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/)
Site Info (Site Info)
Messages (Messages)
Search (Search)
Sakai Project (Sakai Project) (http://sakaiproject.org)

Finish

Back

Cancel

Permissions and Roles

What are Permissions and Roles?

Permissions

Permissions allow users to access certain features of a course or project site, depending on their roles, and on the decisions made by the site owner and the system administrator.

Roles

Roles are collections of permissions. Some roles allow users to simply access or read content, while other roles allow for advanced changes, such as adding participants, editing the site's content, and changing permissions for other roles.

When you create a worksite, or when one is created for you, you have the role with the most permissions and the broadest level of access. You can choose (within the limits established by the system administrator) which tools or functions (e.g., Forums, Schedule, Resources) you want the site to have. For many of these tools or functions, you can set permissions that allow or prevent users from seeing or performing certain tasks, depending on their roles.

Roles may vary in name, depending on the application. However, in general, the creator of a project site, or the instructor of a course site, has full permissions, and can add or delete content within a worksite.

A user who joins an existing site has a more limited role. The permissions of this role allow for interaction in the site (e.g., creating Chat messages), but do not allow for advanced tasks (e.g., uploading files into Resources or creating assignments).

However, each implementation of the application will be different. System administrators can decide during implementation which roles to install, and which permissions these roles will have.

Some things to remember:

- The availability of a tool in a worksite depends on the particular implementation of the system administrator. If you have broad rights to a worksite, and find that a tool is not available through Site Info, consult your administrator.
- The Resources and Drop Box tools share the same permissions set. You can modify them in the Resources tool.
- Default roles have default permissions. These defaults can be edited on the system level by the system administrator, and on the worksite level by anyone with full permissions to the site.
- All users are assigned the broadest role in their respective My Workspaces to give them editing control.

Default participant roles

The following default roles are available in course and project sites:

Course sites

- **Instructor:** Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

Project sites

- **Maintain:** The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

Custom roles.

Many institutions create custom roles with specific sets of permissions for their local systems. Custom roles must be created by a system administrator using the Realms tool.

How do I change participant roles within a site?

Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

Click Site Info in the Tool Menu of the relevant site.

Change the role from the drop-down menu in the list of enrolled participants.

DAC-EDUCATION-DEPT1-SUBJ1-126 Participant List (# 6)

Viewing 1 - 6 of 6 items

|< < show 200 items per page |> >|

[Printable Version](#)

Name	Id	Credits	Role	Status	Remove?
Professor, Demo (demoprofessor)			Instructor	Active	<input type="checkbox"/>
student01 (student01)			Student	Active	<input type="checkbox"/>
student02 (student02)			Student	Active	<input type="checkbox"/>
student03 (student03)			Student	Active	<input type="checkbox"/>
student04 (student04)			Student	Active	<input type="checkbox"/>
Test, DA (datest)			Teaching Assistant	Active	<input type="checkbox"/>

1

2

Update Participants

Below your site's information, you will see its participant list.

1. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) under "Role".
2. Click **Update Participants** to save your change.

Podcasts

What is the Podcasts tool?

The Podcast tool allows instructors to distribute audio, video and PowerPoint files to their students either manually or via a RSS feed. Students that subscribe to a site's RSS Podcast feed have the audio, video or PowerPoint content automatically downloaded to a "podcatcher" application of their choice.

The Podcast tool is a convenient delivery mechanism for students to subscribe to a RSS feed and listen/view content on their Mobile devices.

Instructors can also edit the Podcast permissions allowing students to upload and manage podcast files.

To access this tool, select Podcasts from the Tool Menu in your site.



Example of a site Podcast.

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

RSS Feed URL

1

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9>



[Edit](#)

Podcast uploaded but not yet released

2

Monday, 04 April 2016 02:47 PM EDT

Sample Class Podcast - Episode 3

Class podcast for week 3. Exam Review for Exam 1.

[Download \(0.4MB MP3\)](#) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Available Podcasts

3

Monday, 28 March 2016 02:45 PM EDT

Sample Class Podcast - Episode 2

Class podcast for week 2. Discussion of peer group assignments and collaborative group project due at end of term.

[Download \(0.4MB MP3\)](#) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 21 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1

Class podcast for week 1. Introduction to the course.

[Download \(0.4MB MP3\)](#) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:47 PM EDT on 03/28/2016

Items you may see on a Podcasts page include:

1. RSS feed URL
2. Podcasts that have been uploaded but not yet released
3. Available Podcasts

How do I add a podcast?

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click Add.

A screenshot of the 'Podcasts' tool page. At the top, there are tabs: 'ADD' (which is highlighted with a red box), 'OPTIONS', and 'PERMISSIONS'. To the right are 'LINK' and 'HELP' buttons. Below the tabs, the word 'Podcasts' is displayed. A large blue box contains the text: 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):'. Underneath this box is the URL 'http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9' followed by an orange RSS feed icon. A small 'Edit' link is located just below the URL. A message box below states: 'There are currently no podcasts at this location.'

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9

[Edit](#)

There are currently no podcasts at this location.

This displays the Add Podcast dialog box.

Click Browse.

Add Podcast

 [LINK](#)  [HELP](#)

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

*Choose a file No file chosen

*Publish Date/Time (Format: MM/DD/YYYY HH:MM AM/PM)

*Title

Description

Add **Cancel**

Click the **Browse** button to locate and select the audio (.mp3) or video (.mp4) or PowerPoint (.ppt) file for upload.

Enter item information.

Add Podcast

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

*Choose a file 1

*Publish Date/Time 2 (Format: MM/DD/YYYY HH:MM AM/PM)

*Title 2

Description
 3

4

1. Select a release Date/Time.
2. Enter a Podcast title.
3. Enter a description.
4. Click **Add**.

View podcast.

[ADD](#) [OPTIONS](#) [PERMISSIONS](#)

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9>

[Edit](#)



Monday, 28 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1

Class podcast for week 1. Introduction to the course.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:43 PM EDT on 03/28/2016

After saving, you will return to the Podcasts page with the new Podcast item listed.

Notice the Podcast folder location.

<input type="checkbox"/>	Podcasts ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:32 pm	1 item
<input type="checkbox"/>	Sample Class Podcast - Episode 1 ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:43 pm	440.8 KB

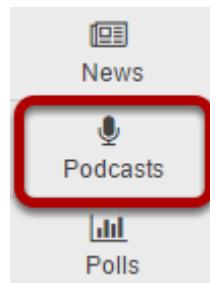
When the Podcast tool is added to the site, a "Public" Podcast folder is created in Resources automatically.

The Podcast folder created in the site Resources and all of the files uploaded are "Public" to allow users to subscribe and access the files through a podcatcher application.

How do I subscribe to a podcast?

Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes).

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Copy the site's Podcast RSS feed URL.

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>

[Edit](#)



Monday, 03 March 2014 06:38 PM EST

This Birding Life - Episode 3

The Snowy Owl Invasion

[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:38 PM EST on 03/02/2014

Sunday, 02 March 2014 06:36 PM EST

This Birding Life - Episode 2

Speakers from the 2013 Midwest Birding Symposium

[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:37 PM EST on 03/02/2014

Saturday, 01 March 2014 06:11 PM EST

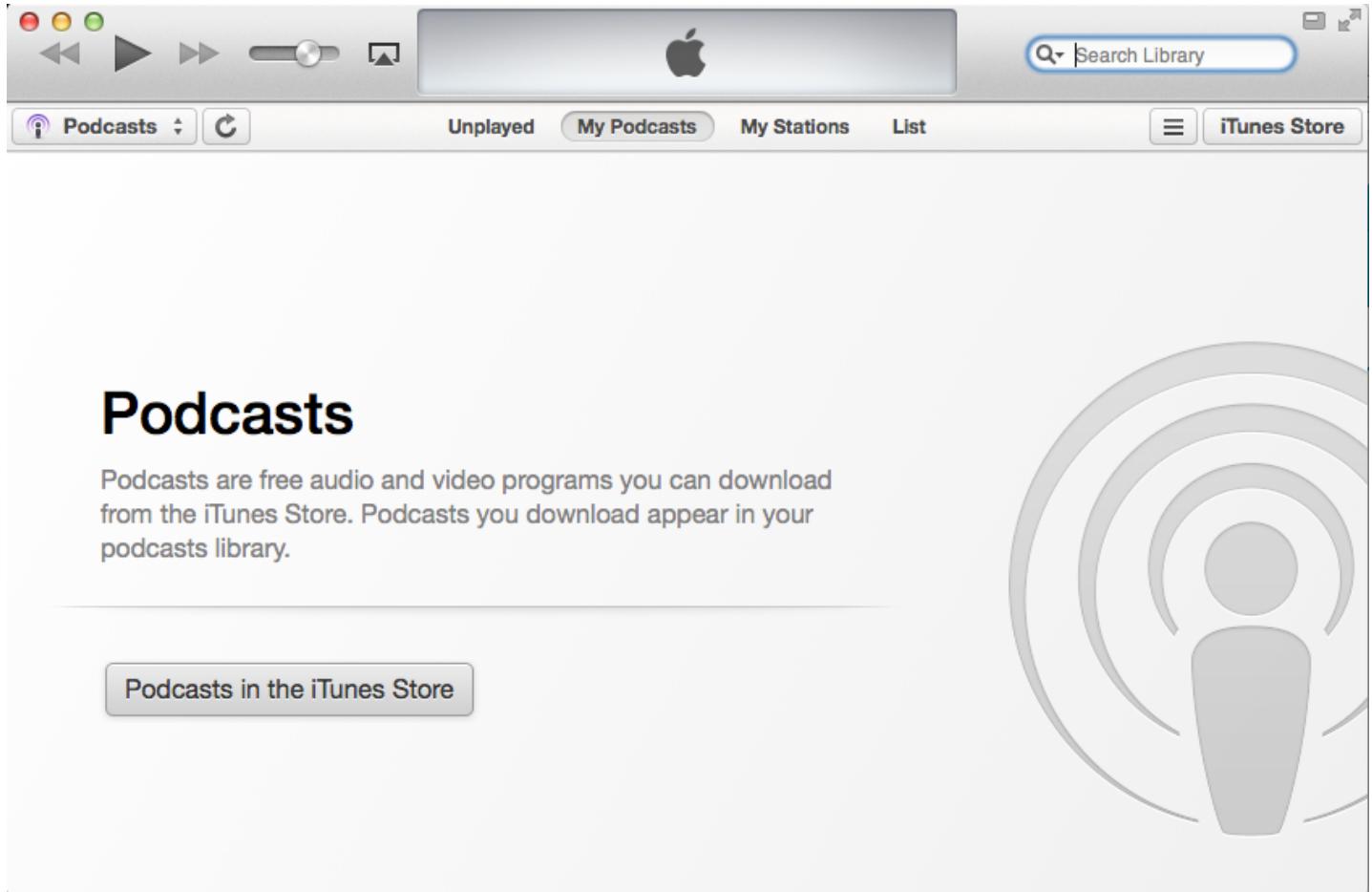
This Birding Life - Episode 1

The Amazon Kingfisher

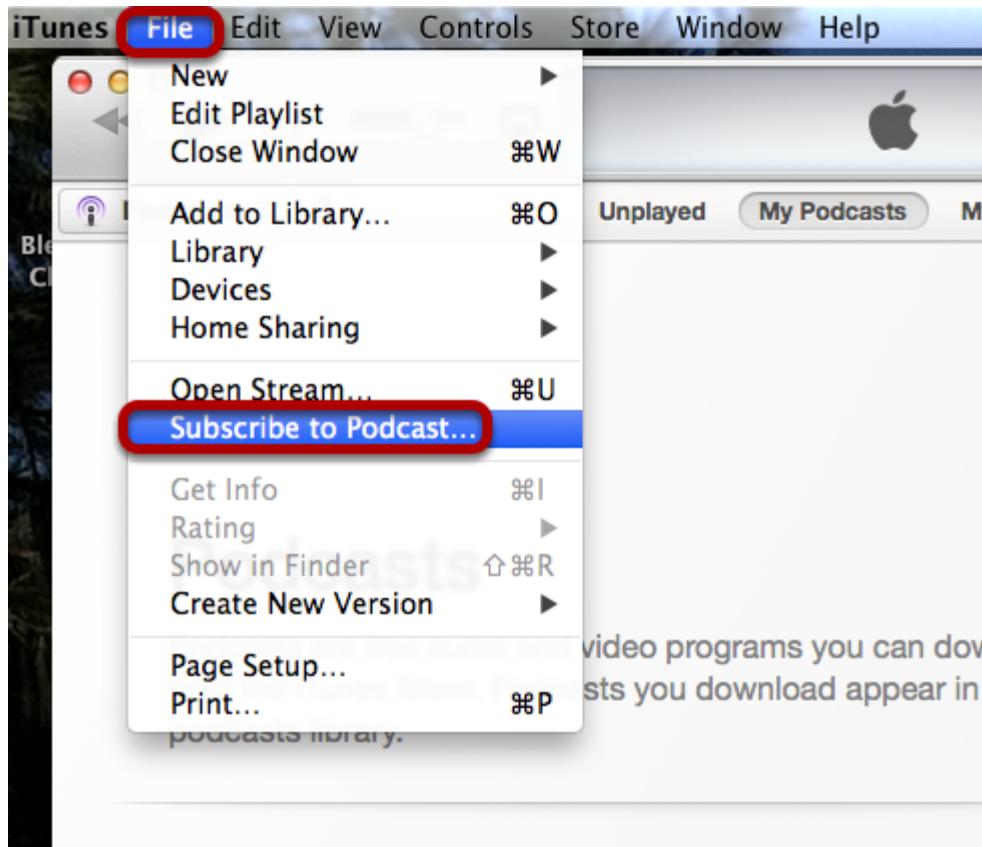
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:18 PM EST on 03/02/2014

Open your preferred podcatcher application (e.g. iTunes).

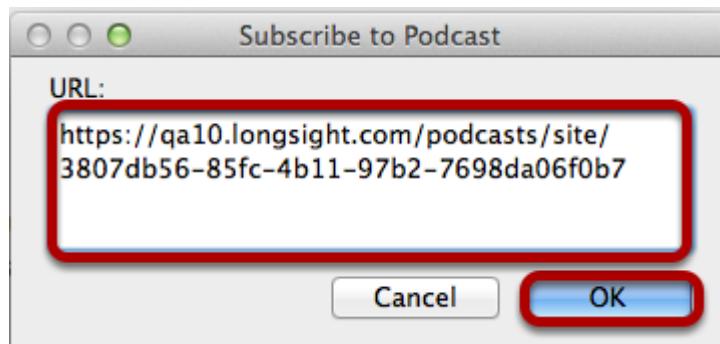


Click File / Subscribe to Podcast.



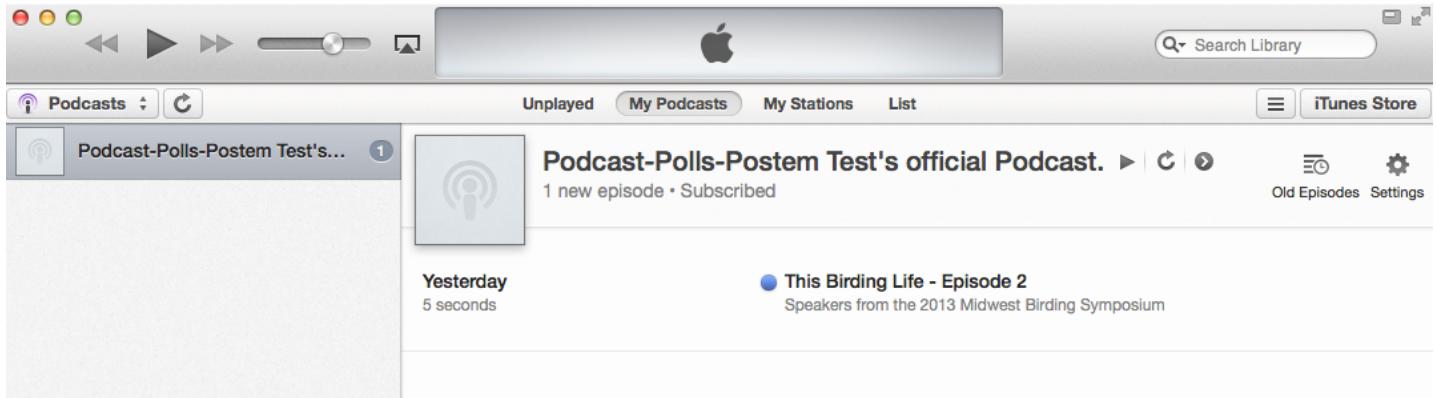
From the **File** menu, select **Subscribe to Podcast**.

Paste the URL.



Paste the site's Podcast RSS feed URL into the URL box, then click **OK**.

View subscribed podcast.

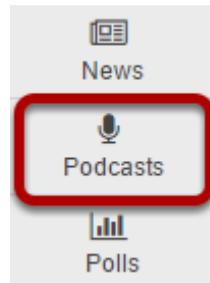


You are now subscribed. The image above displays the example Podcatcher application (iTunes) with a subscription to the site's Podcasts.

How do I allow students to upload podcast files?

Instructors can edit the Podcast tool permissions to allow students to upload and manage the site's Podcast files. This provides a convenient mechanism for students to share audio, video and PowerPoint files.

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click Permissions.

A screenshot of the 'Podcasts' tool page. At the top, there are three tabs: 'ADD', 'OPTIONS', and 'PERMISSIONS' (which is highlighted with a red box). To the right of the tabs are two icons: a gear and a question mark. Below the tabs, the word 'Podcasts' is displayed. A large blue button at the bottom left contains the text: 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):'.

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

Modify the student tool permissions.

Permissions

Set permissions for Podcasts folder in worksite "Sample Course" (a3845e3a-e90d-4039-a826-c0cd40c4d3a9)

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Create podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#)

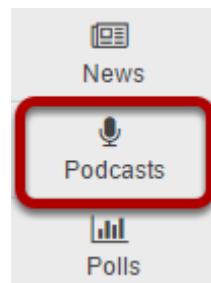
[Cancel](#)

Under the Student column, check the boxes for **Create podcasts**, **Edit own podcasts**, **Delete own podcasts**, and then click **Save**.

Student users will now have an "Add" button on their display of the Podcast tool allowing them to add podcast files.

How do I view or download an individual podcast?

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click Download.

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9>



[Edit](#)

Monday, 04 April 2016 02:47 PM EDT

Sample Class Podcast - Episode 3

Class podcast for week 3. Exam Review for Exam 1.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 28 March 2016 02:45 PM EDT

Sample Class Podcast - Episode 2

Class podcast for week 2. Discussion of peer group assignments and collaborative group project due at end of term.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 21 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1

Class podcast for week 1. Introduction to the course.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:47 PM EDT on 03/28/2016

Find the podcast you want to view, and under its title, click **Download**.

When prompted, you may choose to open the file or save it to your computer.

Note: Podcasts are listed in order by date published.

Polls

What is the Polls tool?

The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

Results of a poll can be made available to students immediately, after voting, after the closing date, or never. Instructors can post any number of polls. If desired, instructor may also change the tool permissions to allow students to post poll questions.

Participants may only vote once per poll.

Responses to poll questions are anonymous.

To access this tool, select Polls from the Tool Menu in your site.



Example of a site Polls list.

Poll list

Question	Opening	Closing	Results	
How many hours per week do you spend on social media? Edit	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results	<input type="checkbox"/>
Do you have a Google Account? Edit	Apr 19, 2016 5:35 PM	Apr 26, 2016 5:35 PM	Results	<input type="checkbox"/>

Example: Student view of Poll.

Vote

How many hours per week do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- I do not visit social media sites.
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- More than 10 hours per week

Vote!

Cancel

Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

Note: By default, students can only vote once per poll question.

Example: Poll Results.

Results

How many hours per week do you spend on social media?

◆ Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

How do I add a new poll?

Go to Polls.



Select the **Polls** tool from the Tool Menu of your site.

Note: If the Polls tool is not available on your site by default, you can add it to your site under Site Info > Manage Tools.

Click Add.

A screenshot of the Poll list page. At the top, there are tabs for 'ADD' (highlighted with a red box) and 'PERMISSIONS'. To the right are 'LINK' and 'HELP' buttons. Below the tabs, the heading 'Poll list' is followed by a message: 'No polls have been created yet.' At the bottom left, there is a button labeled '+ Add a poll' (also highlighted with a red box).

ADD PERMISSIONS

LINK HELP

Poll list

No polls have been created yet.

+ Add a poll

You may click the **Add** button or the **Add a poll** link to add a new poll.

Compose your poll question.

Add a poll

*Question How many hours per week do you spend on social r

Additional Instructions (if applicable)

The image shows a Rich Text Editor interface. At the top, there is a toolbar with various icons for text formatting, such as bold, italic, underline, and alignment. Below the toolbar is a second row of icons for lists, tables, and other document-related functions. Underneath these rows are dropdown menus for 'Styles' and 'Font', and a 'Size' selector. The main content area contains the text "I am considering using social media for this course and would like to get an idea of how often you visit social media websites." This text is enclosed in a large red rectangular box. In the bottom left corner of the editor's content area, there is some small, faint text that appears to be code or a placeholder. In the bottom right corner, there are two status indicators: "Character Count (Includes HTML formatting characters) : 137" and "Word Count : 24".

Enter the poll question in the box marked **Question** and add additional information in the Rich Text Editor below if needed.

Specify the poll settings.

1 *Opening Date 

*Closing Date 

2 **Limits**

*What is the minimum number of Answer Options that can be selected? 

* What is the maximum number of Answer Options that can be selected? 

3 **Results are visible:**

always

to participants who have voted, or after closing date

after closing date

never

4 **Save and add options**  **Cancel**

1. Specify availability time and date.
2. Indicate limits on number of answers selected.
3. Choose when to make the results visible.
4. Click **Save and add options** when finished.

Add the first answer.

Add an Option

Question: How many hours per week do you spend on social media?

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Cut, Copy, Paste, Find, Replace, etc.), text styling (Bold, Italic, Underline, Superscript, Subscript), alignment (Left, Center, Right, Justify), and other formatting options. Below the toolbar is a style selector with 'Normal' selected. The main area contains a text box with the placeholder text 'I do not visit social media sites.' A red box highlights the 'Save and add options' button at the bottom of the editor. The status bar at the bottom shows the HTML code 'body p' and character counts: 'Character Count (Includes HTML formatting characters) : 44 Word Count : 7'. There are also 'Save' and 'Cancel' buttons.

Enter the first answer option in the text box, then click **Save and add options**.

Add the second answer.

Add an Option

Question: How many hours per week do you spend on social media?

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting, including bold, italic, underline, and various alignment and style options. Below the toolbar is a set of dropdown menus for 'Styles', 'Normal', 'Font', 'Size', and 'A'. The main text area contains the text 'Less than 1 hour per week'. In the bottom right corner of the text area, there is a status bar displaying 'Character Count (Includes HTML formatting characters) : 37 Word Count : 6'. At the bottom of the editor are three buttons: 'Save' (blue), 'Save and add options' (red box highlights this button), and 'Cancel' (blue).

Enter the second answer option in the text box, then click **Save and add options**.

Continue this process of saving and adding options until you have added all of the options for the Poll question. On the last option click **Save**. This will display the Edit a Poll page with the poll options listed.

Click Save.

Options

[Add option](#)

Option	actions
I do not visit social media sites.	Edit Delete
Less than 1 hour per week	Edit Delete
From 1 to 5 hours per week	Edit Delete
From 6 to 10 hours per week	Edit Delete
More than 10 hours per week	Edit Delete

Limits

*What is the minimum number of Answer Options that can be selected?

* What is the maximum number of Answer Options that can be selected?

Results are visible:

- always
- to participants who have voted, or after closing date
- after closing date
- never

[Save](#)

[Cancel](#)

This displays the Polls list page. Click **Save** to save your poll.

Note: If you need to edit or delete an option, click on the Edit or Delete links to the right of the option text.

To view the poll, click on the poll name.

ADD	PERMISSIONS	 LINK	 HELP
Poll list			
Question	Opening	Closing 	Results 
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results 
Edit			
Remove selected polls		Reset selected polls	

Example: Student view of Poll.

Vote

How many hours per week do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- I do not visit social media sites.
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- More than 10 hours per week

Vote!

Cancel

Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

Note: By default, students can only vote once per poll question.

Example: Student reference number.

Thank you for voting!

Your reference number: 55c71a7e-8f9d-4356-8f7c-d0bcf4623402

Back

Polls are anonymous. After a student votes in a poll, they receive a reference number to confirm that they have voted in this poll.

To view the results of the poll, click on Results.

Poll list

Question	Opening	Closing	Results
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results

Example: Poll Results.

Results

How many hours per week do you spend on social media?

◆ Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

How do I take a poll?

By default, students can respond to poll questions. All student responses to poll questions are anonymous.

Go to Polls.



Select the **Polls** tool from the Tool Menu in your site.

Click on the poll name.

Poll list

Question	Opening	Closing	Results	<input type="checkbox"/>
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results	
Do you have a Google Account?	Apr 19, 2016 5:35 PM	Apr 26, 2016 5:35 PM	Results	

[Reset selected polls](#)

Select your choice and click Vote.

Vote

How many hours per week do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- I do not visit social media sites.
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- More than 10 hours per week

Vote!

Cancel

Note: By default, students can only vote once per poll question.

View reference number.

Thank you for voting!

Your reference number: cd10034e-abf1-440c-87fa-654363092a26

Back

Polls are anonymous. After you vote in a poll, you will receive a reference number to confirm that you have voted in this poll.

Click Back.

Thank you for voting!

Your reference number: cd10034e-abf1-440c-87fa-654363092a26

Back

This returns the display to the Polls list page.

How do I view poll results?

Instructors can view all poll results and can allow students to view individual poll results.

Go to Polls.



Select the **Polls** tool from the Tool Menu in your site.

To view the results of the poll, click on Results.

Poll list

Question	Opening	Closing	Results
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results

Example: Poll Results.

Results

How many hours per week do you spend on social media?

Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

How do I modify Polls tool permissions?

Instructors can modify the Polls tool permissions to allow students or other site participants to post and manage poll questions.

Go to Polls.



Select the **Polls** tool from the Tool Menu in your site.

Click Permissions.



Modify the permissions for the roles listed.

Permissions

Set poll permissions for DAC-EDUCATION-DEPT1-SUBJ1-126

Permission	Instructor	Student	Teaching Assistant
Vote on a poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a new poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete your own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

2

Save

Cancel

The screenshot shows a 'Permissions' page for a specific site. At the top, it says 'Set poll permissions for DAC-EDUCATION-DEPT1-SUBJ1-126'. Below this is a table with six rows of permissions and three columns of roles. The first column lists permissions: 'Vote on a poll', 'Add a new poll', 'Delete your own poll', 'Delete any poll', 'Edit any poll', and 'Edit own poll'. The second column is labeled 'Instructor' and the third is 'Student'. The fourth column is labeled 'Teaching Assistant'. Each row contains a checkbox next to each role. In the 'Instructor' column, all boxes are checked. In the 'Student' and 'Teaching Assistant' columns, the first five boxes are unchecked, while the last one ('Edit own poll') is checked. Below the table are three buttons: 'Undo changes', 'Save', and 'Cancel'. The 'Save' button is circled in red. A large red box surrounds the entire table area. Two numbered circles are present: '1' above the table and '2' to the left of the buttons.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click Save to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

PostEm

What is the PostEm tool?

Instructors can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students.

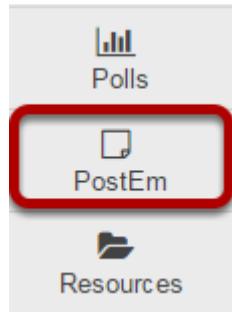
Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

- The first column of the spreadsheet must contain the student usernames.
- The first row must contain headings.

To access this tool, select PostEm from the Tool Menu in your site.



Example of Class Attendance feedback.

Student View

Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

[Back](#)

Instructor View

Title	Creator	Modified By	Last Modified	Released							
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download		
Last Modified 22 Apr 2016 10:41											
Username	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences	Last Checked
student01	student01	P	P	P	P	P	P	P	P	0	never
student02	student02	P	P	A	P	P	A	P	P	2	never
student03	student03	P	P	A	P	P	P	P	P	1	22 Apr 2016 10:48
student04	student04	P	P	P	P	A	P	P	P	1	never
student05	student05	P	P	P	P	P	P	P	P	0	never

As the instructor you can see when a student has last checked their feedback. Any students who have never checked will appear in red.

How do I add PostEm feedback?

Instructors use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

- Your file must be saved in .CSV format. You can save Microsoft Excel spreadsheets as CSV files.
- The first column of your file must contain individuals' usernames in lower case.
- The first row of your file must contain headings; every column must have a heading.

Once you have created your file, you can modify it as you wish, as long as you stay within the guidelines above.

Tip: You can download a CSV file that includes the student usernames under Gradebook > All Grades > Export as CSV (or from Gradebook2 > Tools > Export). You can also download a CSV file that includes the student usernames under Roster > Export.

Example of a properly formatted CSV file.

	A	B	C	D	E	F	G	H	I	J	K
1	Student ID	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences
2	student01	student01	P	P	P	P	P	P	P	P	0
3	student02	student02	P	P	A	P	P	A	P	P	2
4	student03	student03	P	P	A	P	P	P	P	P	1
5	student04	student04	P	P	P	P	A	P	P	P	1
6	student05	student05	P	P	P	P	P	P	P	P	0
7											
8											
9											
10											

Go to PostEm



Select the PostEm tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.

Click Add.

The screenshot shows a user interface for managing items. At the top, there is a horizontal toolbar with several tabs: 'Title' (with a dropdown arrow), 'Creator', 'Modified By', 'Last Modified', and 'Released'. Below the toolbar, a message states: 'There are currently no items at this location.' In the top left corner of the main area, there is a red rectangular box highlighting a button labeled 'ADD'.

Enter a Title.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title

Class Attendance

Choose a CSV file or URL from Resources

Feedback Availability



Release feedback to participants?

Post

Cancel

Enter a Title for the Feedback file. This is the title students will see when they go to PostEm to view their feedback.

Select your file.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title

Class Attendance

Choose a CSV file or URL from Resources

Feedback Availability

Release feedback to participants?

Post

Cancel

Click the **Choose a CSV file or URL from Resources** button to select your file.

Select your file.

Add Attachment X

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload local file

No file chosen

or a URL (link to website) Add

Select a resource

Location:  DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions	Title
	 DAC-EDUCATION-DEPT1-SUBJ1-126
	 Lecture Notes
	 OCEA_101 Instructor Resources
Attach a copy	 3Penguins.jpg
	 Show other sites

You may select a file that you have already uploaded to your site, or click the **Choose File** button to locate the file on your computer and select it for upload.

Click Continue.

Add Attachment X

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
<input type="checkbox"/> ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv	X Remove

Upload local file

No file chosen

or a URL (link to website) Add

Continue Cancel

Release feedback and Post.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title

Class Attendance

Choose a CSV file or URL from Resources

ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv

Feedback Availability



Release feedback to participants?

Post

Cancel

Check the box next to **Release feedback to participants?** and then click **Post**.

Verify the upload.

Verify Upload

You have just uploaded a feedback or template file.

This is how the first participant record appears.

If it is not correct, click the Back button, make changes to your text file, and upload it again.

Student ID student01

Student Name student01

Mon. 8/22/2016 P

Mon. 8/29/2016 P

Mon. 9/5/2016 P

Mon. 9/12/2016 P

Mon. 9/19/2016 P

Mon. 9/26/2016 P

Mon. 10/3/2016 P

Mon. 10/10/2016 P

Number of Absences 0

Save

Back

You will be prompted to verify your file upload. The first row of data will be previewed for you. If everything looks correct, click **Save**.

To view feedback for all students, click View.

A screenshot of a Sakai interface showing a list of items. At the top right are buttons for 'LINK' and 'HELP'. Below is a table with columns: Title, Creator, Modified By, Last Modified, Released, and several action buttons. The 'Released' column shows 'Yes'. The 'view' button in the first row is highlighted with a red box. The table has a light gray background and white text for the header.

Title	Creator	Modified By	Last Modified	Released							
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download		

View class feedback.

Last Modified 22 Apr 2016 10:41

Username	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences	Last Checked
student01	student01	P	P	P	P	P	P	P	P	0	never
student02	student02	P	P	A	P	P	A	P	P	2	never
student03	student03	P	P	A	P	P	P	P	P	1	22 Apr 2016 10:48
student04	student04	P	P	P	P	A	P	P	P	1	never
student05	student05	P	P	P	P	P	P	P	P	0	never

This displays all of the feedback and when (if ever) the student last checked their feedback.

To view feedback for one student, click View Participant.

A screenshot of a Sakai interface showing a list of items. At the top right are buttons for 'LINK' and 'HELP'. Below is a table with columns: Title, Creator, Modified By, Last Modified, Released, and several action buttons. The 'Released' column shows 'Yes'. The 'view participant' button in the first row is highlighted with a red box. The table has a light gray background and white text for the header.

Title	Creator	Modified By	Last Modified	Released							
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download		

This displays the individual student's feedback.

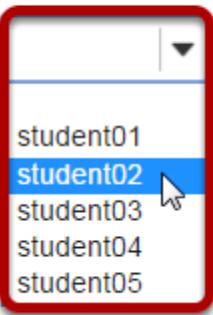
Select the student's username.

View Participant

Select a Participant:

No participant is selected

Back



Choose the student you want to view from the drop-down menu of participant usernames.

View individual feedback.

View Participant

Select a Participant:

student02



Student ID student02

Student Name student02

Mon. 8/22/2016 P

Mon. 8/29/2016 P

Mon. 9/5/2016 A

Mon. 9/12/2016 P

Mon. 9/19/2016 P

Mon. 9/26/2016 A

Mon. 10/3/2016 P

Mon. 10/10/2016 P

Number of Absences 2

Back

This displays the individual student's feedback.

To update the feedback file, click Update.

						ADD	LINK	HELP
Title	Creator	Modified By	Last Modified	Released				
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete

If you would like to replace the CSV file with a different file, click **Update**.

Select a new file and Post.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title	Class Attendance
Choose a CSV file or URL from Resources	
ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv	
Feedback Availability <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Release feedback to participants? </div>	
Post Cancel	

Click the **Choose a CSV file or URL from Resources** button to select a different file. This allows you to replace the current CSV file with a new file.

Tip: If you want to hide the feedback from students, remove the check mark next to Release feedback to participants.

To download a copy of the CSV file, click Download

						ADD	LINK	HELP
Title	Creator	Modified By	Last Modified	Released				
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete

To delete the feedback, click Delete.

A screenshot of the Sakai Feedback tool interface. At the top right are buttons for 'LINK' and 'HELP'. Below is a table with the following columns: Title, Creator, Modified By, Last Modified, Released, view, view participant, update, delete, and download. The 'delete' button is highlighted with a red box. The table row shows 'Class Attendance' as the title, 'demoprofessor' as the creator and modifier, '22 Apr 2016 10:41' as the last modified date, and 'Yes' as the released status. The 'view' button is also highlighted with a red box.

Title	Creator	Modified By	Last Modified	Released	view	view participant	update	delete	download
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download

Example of what a student sees in the PostEm tool.

A screenshot of the PostEm tool interface. At the top right are buttons for 'LINK' and 'HELP'. Below is a table with the following columns: Title and Last Modified. The 'view' button is highlighted with a red box. The table row shows 'Class Attendance' as the title and '22 Apr 2016 10:41' as the last modified date.

Title	Last Modified
Class Attendance	22 Apr 2016 10:41

Students will see the title of the feedback file, and the date it was last modified. They can click on **View** to see their individual feedback.

Student view of individual feedback.

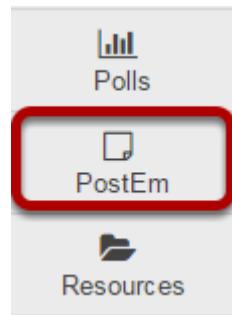
Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

[Back](#)

How do students view their feedback in PostEm?

Go to PostEm.



Select the **PostEm** tool from the Tool Menu of your site.

Click View.

A screenshot of a feedback file list. The columns are 'Title' (with a dropdown arrow), 'Last Modified', and an empty column on the right. A single row is visible for 'Class Attendance', last modified on '22 Apr 2016 10:41'. In the empty column, there is a blue rectangular button labeled 'view' with a red rounded rectangle around it. At the top right of the list, there are 'LINK' and 'HELP' buttons.

Students will see the title of the feedback file, and the date it was last modified. They can click on **View** to see their individual feedback.

View feedback.

Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

[Back](#)

Profile

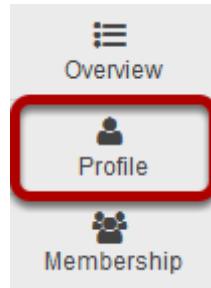
What is the Profile tool?

The Profile tool contains basic user information, including names, and other optionally displayed information.

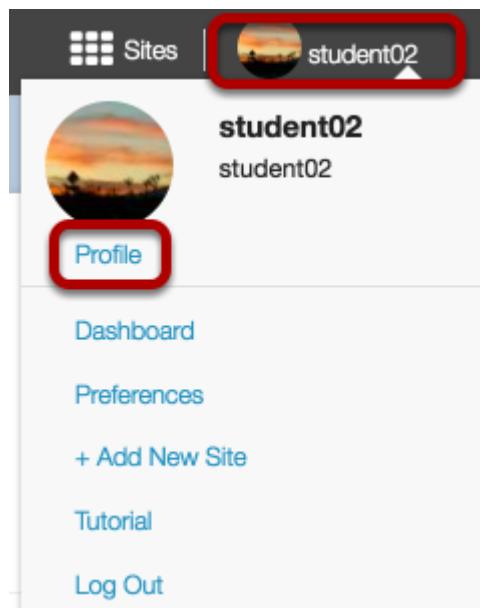
Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information (e.g. Twitter integration), connections, notification preferences, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

Note: Some Profile options may be locked or unavailable depending on institutional settings.

To access this tool, select Profile from the Tool Menu in My Workspace.



Or, select your username/photo in the top right corner.



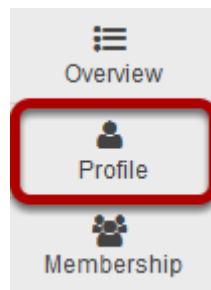
When the dropdown menu appears, click on **Profile**.

How do I set up my profile?

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

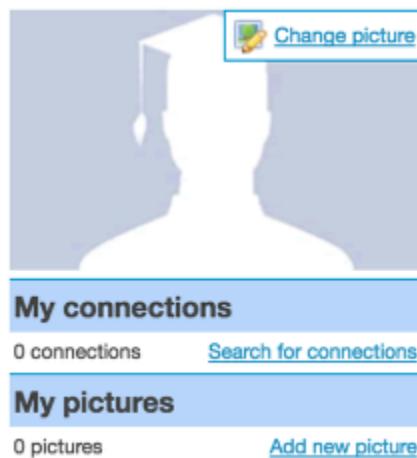
Note: Some Profile options may be locked or unavailable depending on institutional settings.

Go to Profile.



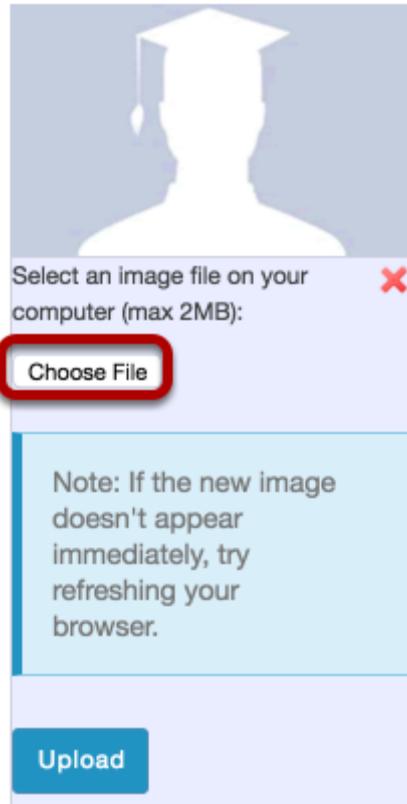
Select the **Profile** tool from the Tool Menu in My Workspace.

Changing Your Picture



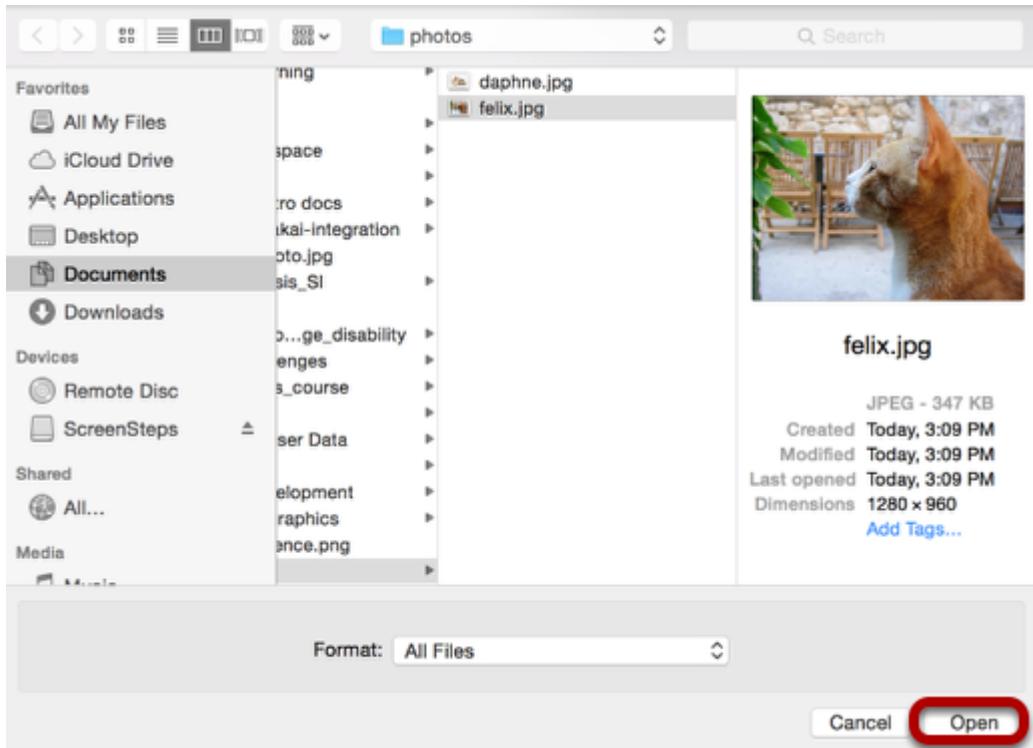
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



Click the Choose File button to browse your computer for a new image.

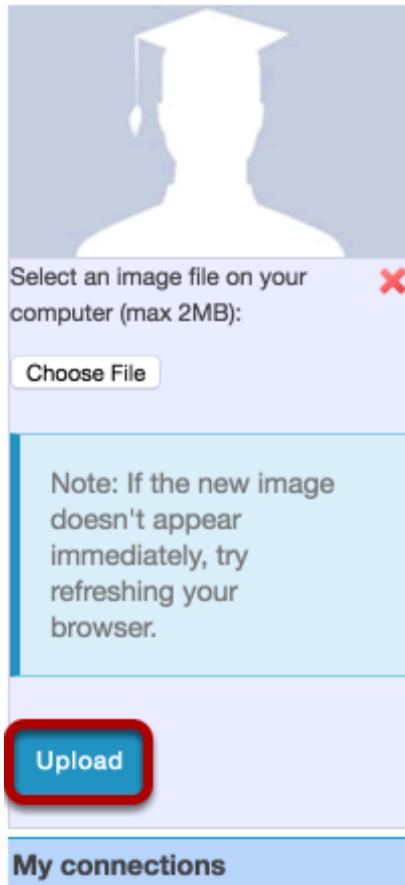
Select your new picture.



Once you have located the image you would like to use, select it and click **Open**.

Note: Your image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.

Upload your new picture.



The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.

Picture updated.



The screenshot shows the Sakai 11 User Profile page. At the top, there is a navigation bar with links: MY PROFILE, PICTURES, CONNECTIONS, MESSAGES, SEARCH, PRIVACY, and PREFERENCES. Below the navigation bar, the user's profile picture is displayed, showing a close-up of a brown and white dog's head. The profile name is "student02". There is a text input field with placeholder "Say something" and a blue "Say it" button. Below the input field are two buttons: "Profile" and "Wall". A section titled "Basic Information" contains the message: "You haven't filled out any information yet". On the left side of the profile page, there are two sections: "My connections" (0 connections, with a "Search for connections" link) and "My pictures" (0 pictures, with a "Add new picture" link). The main content area has a header "Contact Information" followed by the email address "heatherrvalli@gmail.com". Another section titled "Staff Information" also contains the message: "You haven't filled out any information yet".

Your profile picture has been updated! This is the image that will display throughout Sakai when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.

Example of profile image display in Roster.



The screenshot shows the Sakai 11 Roster tool. On the left, there is a list of users: "student02" (with a red 'X' icon), "test_student1", and "test_student2". The user "student02" is selected, and their profile details are displayed on the right. The profile picture is the same as shown in the previous screenshot (the dog). The profile name is "student02". Below the profile picture are two buttons: "View full profile" and "Add as a connection". An "Email" link is provided with the address "heatherrvalli@gmail.com". At the bottom of the page, there are links for "Gateway Accessibility Information" and "The Sakai Project".

Editing your information.

student02

The screenshot shows a user profile page for 'student02'. At the top, there is a text input field labeled 'Say something' with a 'Say it' button. Below this are two tabs: 'Profile' (selected) and 'Wall'. A section titled 'Basic Information' contains a message: 'You haven't filled out any information yet'. To the right of this message is a yellow 'Edit' button with a pencil icon, which is highlighted with a red rectangle and a cursor pointing at it. Below this is a section titled 'Contact Information'.

Mouse over the right side of information each section near the horizontal rule to display the editing option.

Click on the **Edit** link to modify or add your information.

Basic Information.

The screenshot shows the 'Basic Information' edit screen. It includes fields for Nickname (Felix), Birthday (with a note about hiding birthyear in privacy settings), and Personal summary. The personal summary area contains a rich text editor with a red border around its content area. Inside the editor, there is text: 'I'm from Madison, Wisconsin.' and 'I enjoy birdwatching and naps.' At the bottom are 'Save changes' and 'Cancel' buttons, with 'Save changes' also highlighted with a red rectangle.

Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then click **Save changes**.

The [Rich Text Editor](#) is available to you here, in case you would like to format your text.

Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.

Contact Information.

Contact Information

Email	<input type="text" value="student@awesomeu.edu"/>
Home page	<input type="text"/>
Work phone	<input type="text"/>
Home phone	<input type="text"/>
Mobile phone	<input type="text"/>
Faxsimile	<input type="text"/>

Save changes **Cancel**

Often, the user's college email address is automatically populated in this area. If it is not, or if you prefer an alternate email address, you may enter it here.

You may also choose to enter your phone and/or fax numbers if desired.

Be sure to click **Save changes** to save any changes.

Staff Information.

Staff Information

Position	Professor
Department	English
School	Arts and Sciences
Room	208
Staff profile	B I U Source Ix
University profile URL	<input type="text"/>
Academic/research URL	<input type="text"/>
Publications and conferences	B I U Source Ix

Save changes **Cancel**



If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Click **Save changes** to save any changes.

Note: The [Rich Text Editor](#) is also available to you in the Publications and Conferences field.

Student Information.

Student Information

Degree/Course	Bachelor's degree
Subjects	Biology major

Save changes **Cancel**

If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save changes** to save any changes.

Social Networking.

Social Networking

Facebook URL	<input type="text"/>	
LinkedIn URL	<input type="text"/>	
MySpace URL	<input type="text"/>	
Skype username	<input type="text"/>	
Twitter URL	<input type="text"/>	

Save changes **Cancel**

You may also include links to your social media accounts or contact information on social networking sites. Click **Save** to save any changes.

Personal Information.

Personal Information

Favorite books	Cat on the Edge, by Shirley Rousseau Murphey
Favorite TV shows	Too Cute!, Animal Planet
Favorite movies	The Birds
Favorite quotes	As anyone who has ever been around a cat for any length of time well knows, cats have enormous patience with the limitations of the human kind. --Cleveland Amory

Save changes **Cancel**

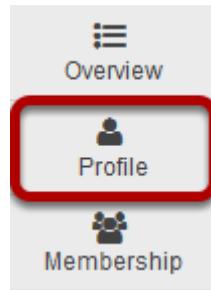
You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save changes** to save any changes.

Tip: Users can search for connections in Profile based on common interests.

How do I post to my wall?

You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

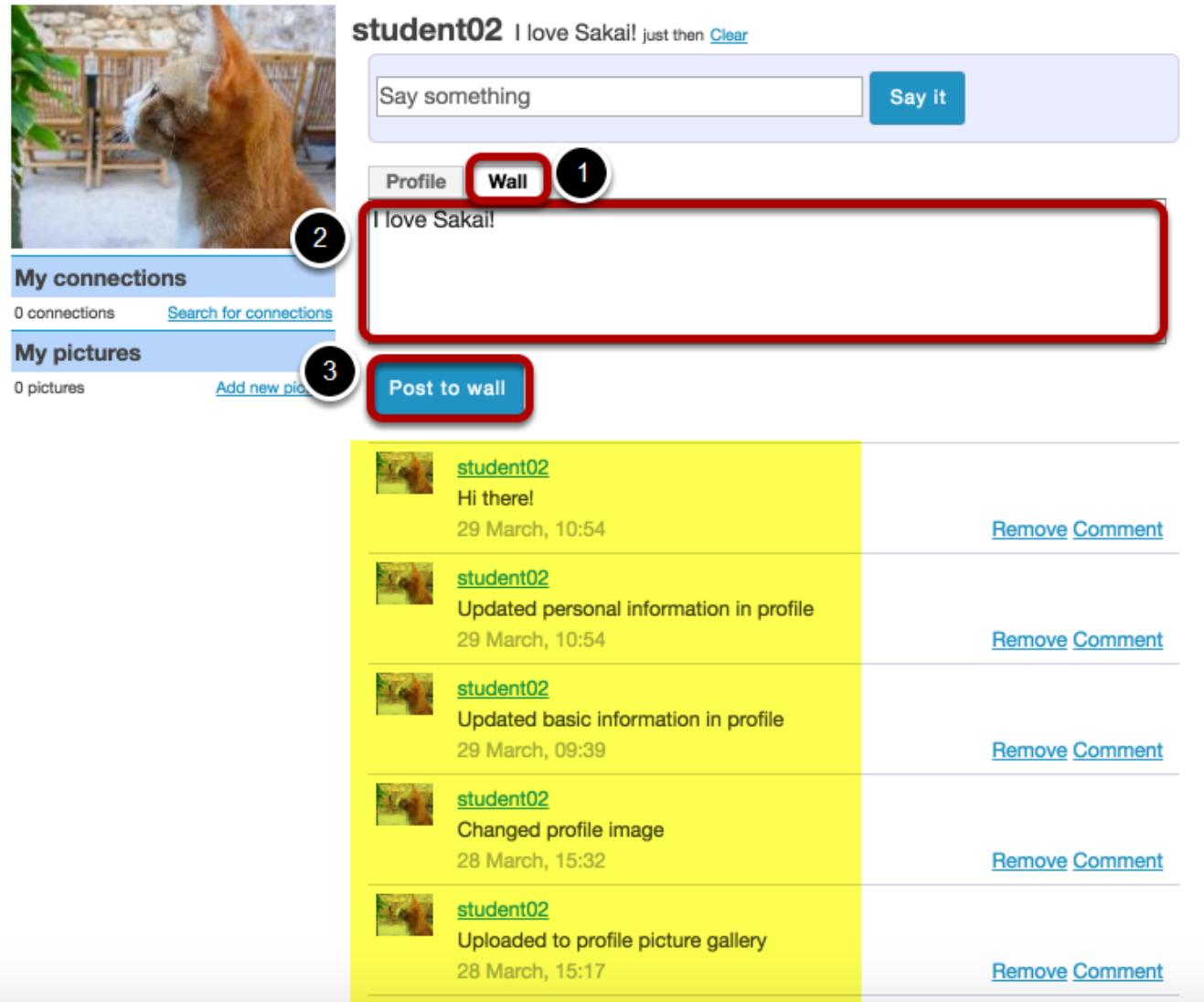
Enter a status message.

A screenshot of the Sakai Profile tool. At the top, there is a navigation bar with tabs: MY PROFILE, PICTURES, CONNECTIONS, MESSAGES, SEARCH, PRIVACY, and PREFERENCES. Below the navigation bar, there is a profile picture of a dog and some social connection information. The main area shows a status message from 'student02' that says 'I love Sakai!'. Below this, there is a text input field containing 'I love Sakai!' with a red rounded rectangle around it. To the right of the input field is a blue button labeled 'Say It' with a red rounded rectangle around it. To the right of the 'Say It' button is a yellow box containing the number '127'. Below the input field is a large text area with 'Profile' and 'Wall' tabs at the top. At the bottom of this area is a blue 'Post to wall' button. Further down, there is a comment from 'student02' that says 'Uploaded to profile picture gallery' with a timestamp '29 March, 11:18' and a 'Remove Comment' link.

Enter your message into the text box provided and then click the **Say It** button.

Note: Status messages are limited to 140 characters. You will see a counter to the right of the text box which tells you how many characters you have remaining.

Post directly on your wall.



The screenshot shows the Sakai 11 User Guide interface. At the top, there's a profile picture of a brown horse and some text. Below that, there are sections for "My connections" (0 connections) and "My pictures" (0 pictures). The main area is titled "student02 I love Sakai! just then [Clear](#)". There's a text input field with "Say something" and a "Say it" button. A red box highlights the "Wall" tab in the navigation bar. A red box also highlights the message "I love Sakai!" which has been posted. Another red box highlights the "Post to wall" button. On the right side, a yellow sidebar lists previous posts by "student02": "Hi there!", "Updated personal information in profile", "Updated basic information in profile", "Changed profile image", and "Uploaded to profile picture gallery". Each post has a "Remove Comment" link next to it.

1. Click on the **Wall** tab.
2. Enter your text into the [Rich Text Editor](#).
3. Click **Post to wall**.

Note: Previously posted status messages, posts and updates will appear at the bottom of the screen.

Remove a post. (Optional)



A screenshot showing a single post from "student02": "Hi there!" posted on "29 March, 10:54". To the right of the post, a red box highlights the "Remove Comment" link.

If you would like to remove an existing message on your wall, click the **Remove** link next to the item you'd like to delete.

Comment on a post. (Optional)

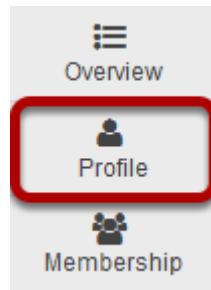


If you would like to comment on a wall post (your own, or someone else's):

1. Click the **Comment** link next to the post.
2. The screen will expand to show a text box below where you can add your comment. Enter your text here.
3. Click **Add Comment** to post your comment to the wall.

How do I add pictures to my profile picture gallery?

Go to Profile.

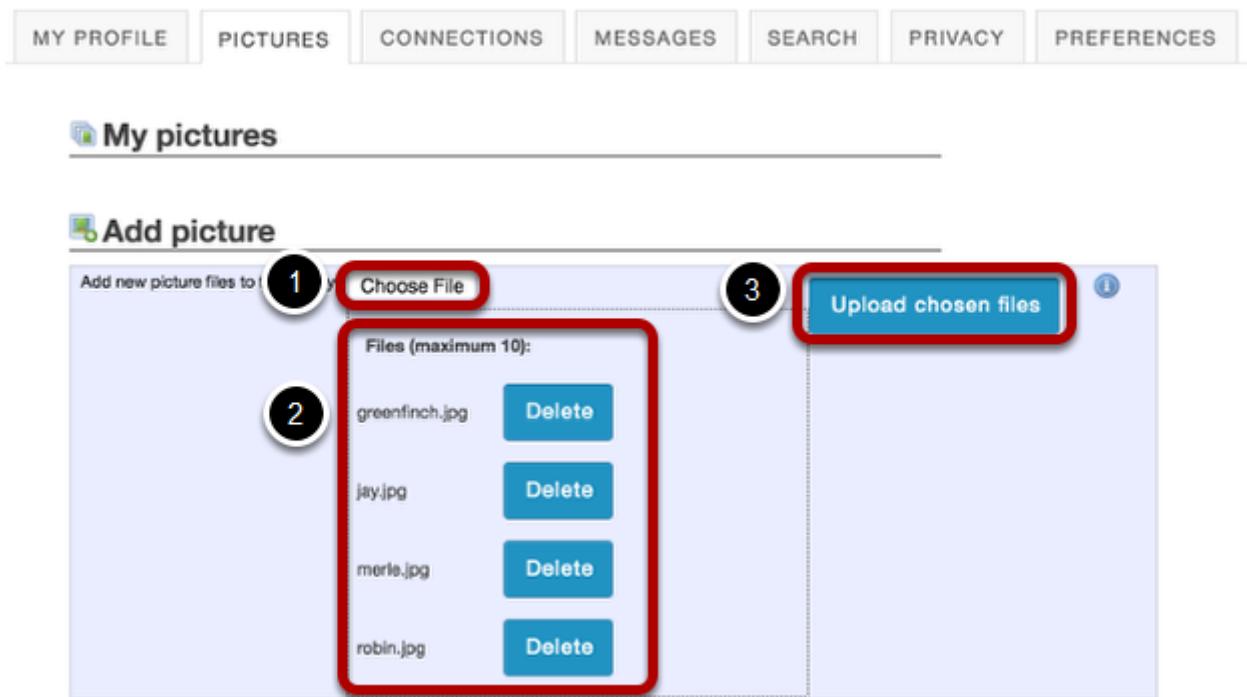


Select the **Profile** tool from the Tool Menu in My Workspace.

Click Pictures.

A screenshot of the Sakai 11 Profile page for a user named 'student02'. The top navigation bar includes links for MY PROFILE, PICTURES (which is highlighted with a red box), CONNECTIONS, MESSAGES, SEARCH, PRIVACY, and PREFERENCES. On the left, there are sections for 'My connections' (0 connections) and 'My pictures' (0 pictures). The main content area shows a placeholder for posting ('Say something') and a 'Post to wall' button. A large image of a dog is visible on the left side of the page.

Select your image files.



1. Click the **Choose File** button to browse for images on your local computer and select them for upload. You may select more than one image if you like. The maximum number of profile gallery images is 10.
2. Selected files will appear listed below the **Choose File** button. If you decide not to upload a given image, you can click **Delete** to remove a file from the list.
3. Once you have selected your file/s, click the **Upload chosen files** button.

Note: The combined file size of all images to upload should not exceed 20MB.

View picture gallery.

MY PROFILE PICTURES CONNECTIONS MESSAGES SEARCH PRIVACY PREFERENCES

 Add picture

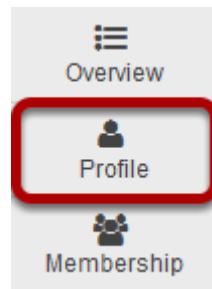
Add new picture files to the gallery 

Files (maximum 10):

Once your images have been uploaded, they will display under "My Pictures".

How do I search for and add connections?

Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

Click Search.



Or, you can also go to Connections to view/search from there.

A screenshot of the 'Connections' tab interface. At the top, there are several buttons: 'MY PROFILE', 'PICTURES', 'CONNECTIONS' (which is highlighted with a red rectangular border), 'MESSAGES', 'SEARCH', and 'PRIVACY'. Below this, a section titled 'My connections - 0' is displayed. Underneath this section are two buttons: 'Create work...' (labeled with a circled '1') and 'Search for connections' (labeled with a circled '2').

1. Click **Connections**.
2. Then, click **Search for Connections**.

Enter your search terms.

The screenshot shows the 'Search profiles' interface. At the top, there is a navigation bar with tabs: MY PROFILE, PICTURES, CONNECTIONS, MESSAGES, SEARCH, and PRIVA. Below the navigation bar, the title 'Search profiles' is displayed next to a magnifying glass icon. A search input field contains the text 'student01', which is highlighted with a red rectangle. To the right of the input field is a blue information icon. Below the input field, there are several search options: 'Person's name or email' (highlighted with a yellow background), 'Common interest' (highlighted with a yellow background), 'Include connections in search results' (with a checked checkbox), 'Limit search to selected worksite' (with a dropdown menu set to 'Sample Course'), and a 'Search' button at the bottom left of the search area, which is also highlighted with a red rectangle.

Enter a name or keyword to search for, and then click the **Search** button.

Note: Optionally, you can choose to search by name/email, or common interest. You may also include current connections, or limit the search to a particular course by selecting it from the drop-down menu.

View search results.

Displaying 13 results for: **student**

[Clear search](#)



[Rainribbon \(Student\)](#)

[Add as a connection](#)

[View connections](#)



[Stu Dently](#)

[Add as a connection](#)

[View connections](#)



[Student Test](#)

[Add as a connection](#)

[View connections](#)

Search results will display at the bottom of the screen.

Add connections.



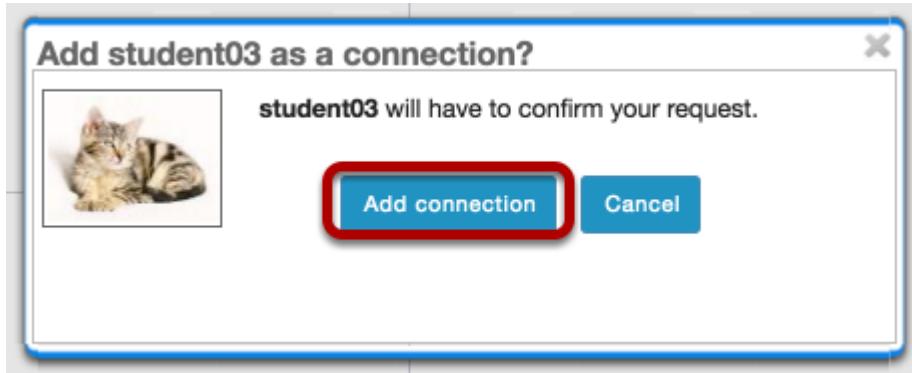
[student03](#)

[Add as a connection](#)

[View connections](#)

Click the **Add as a connection** link to send a connection request to the selected user.

Connection request confirmation.



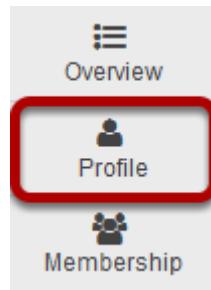
You will receive a notice letting you know that the user you have contacted will have to confirm the request before being added as your connection. To proceed with the connection request, click **Add connection**.

Pending requests.

Note: Once you have sent a connection request to someone, you will see the text "Connection requested" displayed for that user until they accept or ignore the request.

How do I send a message to a connection in Profile?

Go to Profile.

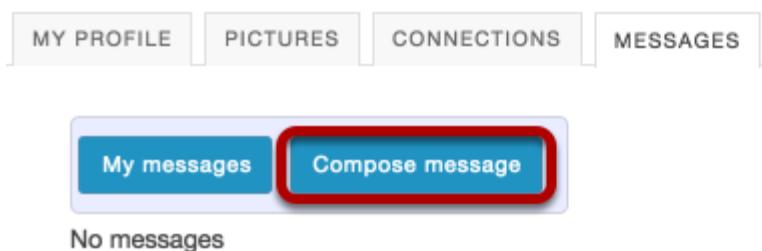


Select the **Profile** tool from the Tool Menu in My Workspace.

Click Messages.



Click Compose message.



Enter your message and send.

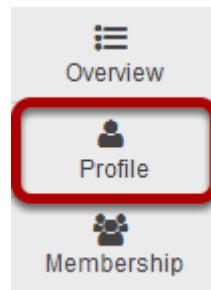


1. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
2. Enter a subject.
3. Enter a message.
4. Click **Send Message**.

How do I change my privacy settings?

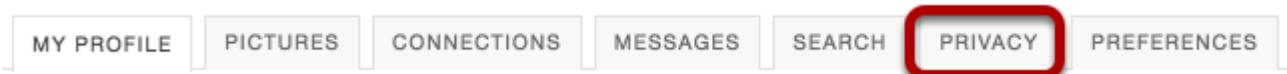
On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

Click Privacy.



Modify your privacy settings.

The screenshot shows the 'Privacy settings' page in the Sakai interface. At the top, there are tabs for MY PROFILE, PICTURES, CONNECTIONS, MESSAGES, SEARCH, and PRIVACY. The PRIVACY tab is selected. The main area contains a table with various privacy settings. A dropdown menu is open for the setting 'Who can view my connections?'. The menu has three options: 'Everyone' (with a checked checkbox), 'Only my connections', and 'Only me'. The 'Everyone' option is highlighted with a blue background and a red border. A cursor arrow points to the 'Only me' option. Below the table is a blue 'Save settings' button.

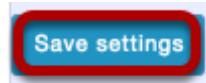
Profile Image	Everyone	(info icon)
Basic Info	Everyone	(info icon)
Contact Info	<input checked="" type="checkbox"/> Everyone Only my connections Only me	(info icon)
Staff Info	Everyone	(info icon)
Student Info	Everyone	(info icon)
Social Info	Everyone	(info icon)
Personal Info	Everyone	(info icon)
Show Birth Year	<input checked="" type="checkbox"/>	(info icon)
Who can view my connections?	Everyone	(info icon)
Who can see my online status?	Everyone	(info icon)
Who can see my status updates?	Everyone	(info icon)
Who can view my pictures?	Everyone	(info icon)
Who can send me messages?	Only my connections	(info icon)
Who can see my kudos rating?	Everyone	(info icon)
Who can see my wall and my posts to other walls?	Everyone	(info icon)

Save settings

You may use the drop-down menus to change the privacy settings for each of the items listed.

Note: Depending on your institutional Profile settings, some of these privacy settings may be locked or unavailable.

Click Save settings.



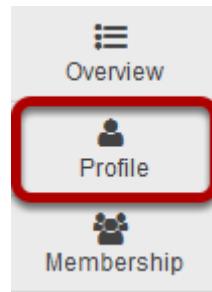
If you make any changes, be sure to click **Save settings** to save your changes.

How do I set my notification and other profile preferences?

On your preferences page you can control what emails are sent you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured) as well as manage the Twitter integration for your status updates. All changes in preferences are optional.

Note: Depending on institutional settings, some of these options may not be available in your local instance.

Go to Profile.

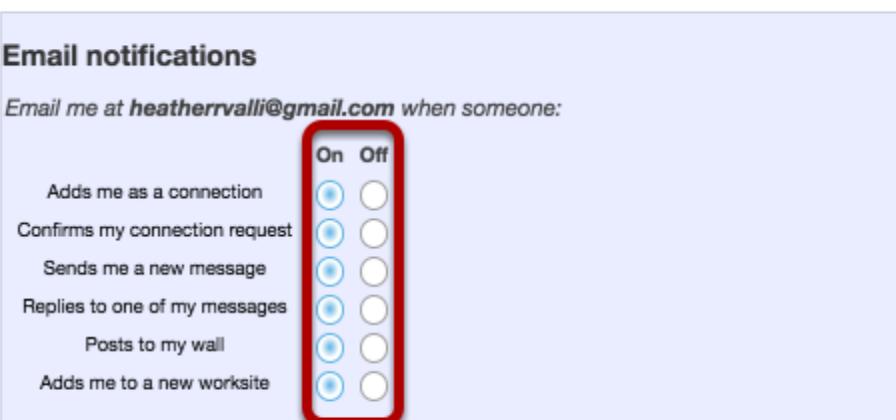


Select the **Profile** tool from the Tool Menu in My Workspace.

Click Preferences.



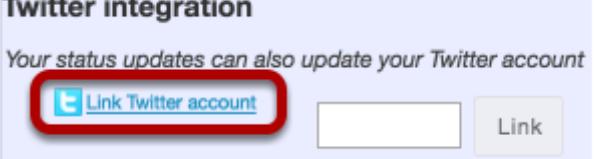
Manage email notifications.

A screenshot of the 'Email notifications' section in the Sakai Preferences. It shows a list of six notification types, each with an 'On' radio button (filled with blue) and an 'Off' radio button (empty). A red box highlights the 'On' radio buttons for all six items: 'Adds me as a connection', 'Confirms my connection request', 'Sends me a new message', 'Replies to one of my messages', 'Posts to my wall', and 'Adds me to a new worksite'. Below the list is the text 'Email me at heatherrvalli@gmail.com when someone:'.

- Adds me as a connection
- Confirms my connection request
- Sends me a new message
- Replies to one of my messages
- Posts to my wall
- Adds me to a new worksite

Click the radio buttons to adjust the settings on or off for each email notification preference.

Manage Twitter integration.

A screenshot of the 'Twitter integration' section. It contains the text 'Your status updates can also update your Twitter account' and a 'Link Twitter account' button. The 'Link Twitter account' button is highlighted with a red box. To its right is a small input field and a 'Link' button.

If you have an existing Twitter account, you may link it to your Sakai profile if desired.

Click **Link Twitter account** and a new window will open and connect to Twitter.

Note: The Twitter integration will post your Sakai status updates to your Twitter account. However, it does not post your other Tweets to Sakai.

Grant access.

Authorize Profile2 to use your account?

Authorize app **Cancel**

This application will be able to:

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

Will not be able to:

- Access your direct messages.
- See your Twitter password.



Profile2
By Sakai Foundation
confluence.sakaiproject.org/display/PRO...

Profile2 is a social networking application for the Sakai collaborative learning environment.

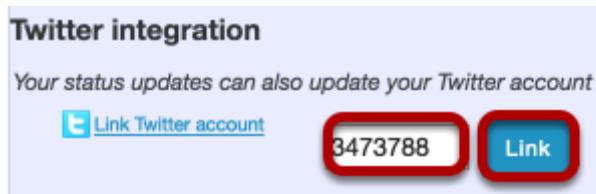
You can revoke access to any application at any time from the [Applications tab](#) of your Settings page.

By authorizing an application you continue to operate under Twitter's [Terms of Service](#). In particular, some usage information will be shared back with Twitter. For more, see our [Privacy Policy](#).

Log in with your Twitter username and password, and then click the **Authorize app** button to grant Profile2 access to post status updates.

You'll be presented with a PIN code.

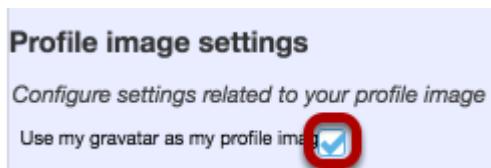
Enter the PIN and click Link.



Back on the preferences page, enter the PIN code in the box and click **Link**. Your details will be verified with Twitter.

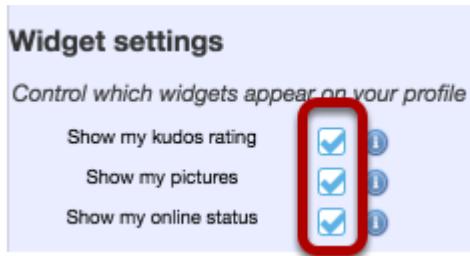
Note: You can disable the Twitter integration by clicking Unlink.

Manage profile image settings.



If you have an existing gravatar and you would like to use that as your profile image, you may check the box here.

Manage widget settings.



Check the box next to any of the available widgets to show them on your profile.

- **Show my kudos rating:** This will display your kudos rating on your profile once it has been calculated.
- **Show my pictures:** This will display pictures from your image gallery on your profile if selected.
- **Show my online status:** This will show whether or not you are currently online. If enabled, you can further control this in your privacy settings. If disabled, you will appear to be offline.

Click Save settings.



If you have made any changes to your preferences, be sure to click **Save settings** to save your changes.

Resources

What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal My Workspace area.

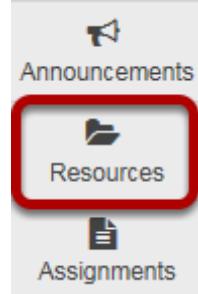
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

Resources also allows users to upload multiple files using the [Drag and Drop](#) interface, or using the [WebDAV](#) protocol.

To access this tool, select Resources from the Tool Menu in your site.



Example of a Resources page.

The screenshot shows a list of items in the 'Intro to Psychology Resources' folder:

- Site Root Folder:** Intro to Psychology Resources
- Folder:** Syllabus and Guidelines
- Subfolder:** Readings
- Subfolder:** Unit 1
- Content files:** Forever Jung
- Item description:** Skinner's Behavior
- Web Link:** Psychology Web Sites
- Web Link:** American Psychological Association

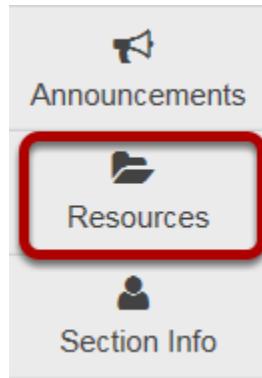
Annotations with red arrows point from yellow callout boxes to specific items:

- An arrow points from the **Site Root Folder** callout to the [Intro to Psychology Resources](#) item.
- An arrow points from the **Folder** callout to the [Syllabus and Guidelines](#) item.
- An arrow points from the **Subfolder** callout to the [Readings](#) item.
- An arrow points from the **Content files** callout to the [Forever Jung](#) item.
- An arrow points from the **Item description** callout to the [Skinner's Behavior](#) item.
- An arrow points from the **Web Link** callout to the [Psychology Web Sites](#) item.
- An arrow points from the **Web Link** callout to the [American Psychological Association](#) item.

How do I navigate the Resources tool?

There are a number of controls and breadcrumbs that determine the display of the Resources tool, making it easier to maneuver about within the tool.

Go to Resources.



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

Folder View

The screenshot shows a folder structure under 'FA16-COMM-20250-02 Resources / Homework Solutions'. At the top, there are buttons for Move, Copy, Move to Trash, Show, and Hide. Below this is a search bar with dropdown menus for Title and Access. The main area displays a tree view with 'Homework Solutions' expanded. Under it are four items: 'Section 1', 'Section 2', 'Section 3', and 'Section 4', each with an 'Actions' button and 'Entire site' access level. The 'Section 1' item is highlighted with a yellow background.

Access
Entire site
Entire site
Entire site
Entire site

Clicking on the name of any folder will isolate the display to just the contents of that folder.

Breadcrumb Trails

Site-Level Breadcrumb Trail

The screenshot shows the top navigation bar with 'FA16-COMM-20250-02' and a 'RESOURCES' tool icon, which is highlighted with a red box. Below the bar are buttons for SITE RESOURCES, TRASH, TRANSFER FILES, and CHECK QUOTA. On the left, there's a 'View Site A' dropdown and a lock icon. At the bottom, a breadcrumb trail shows 'All site files / FA16-COMM-20250-02 Resources / Homework Solutions'.

Clicking the tool name in the site-level breadcrumb trail will always return the Resources display to the root level with all the folders closed.

Tool-Level Breadcrumb Trail

The screenshot shows the 'SITE RESOURCES' tab selected in the top navigation bar. Below it, a breadcrumb trail is displayed: 'All site files' (with a dropdown arrow) → 'FA16-COMM-20250-02 Resources' (highlighted with a red box). To the right of the breadcrumb trail are links for 'Homework Solutions', 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. A search bar with a dropdown arrow and a title filter ('Title') are also present. The main content area lists two items: 'Homework Solutions' (with an 'Actions' button) and 'Section 1' (with an 'Actions' button and 'Entire site' link).

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Clicking the root folder will return the Resources display to the root level with all the folders closed.

Plus / Minus

The screenshot shows a list of resources under the 'FA16-COMM-20250-02 Resources' folder. The 'Syllabus and Guidelines' folder is expanded, showing its contents: 'FA16 Syllabus' and 'Guidelines for Writing'. The 'Homework Solutions' folder is collapsed, indicated by a red circle around its '+' icon. The 'Student Work' folder is also collapsed.

Folders with content will display a **Plus +**. Clicking **Plus +** will open a folder, within the view of all of the folders. Clicking **Minus -** will close a folder.

Expand All / Collapse All

The screenshot shows a file navigation interface. At the top, there is a toolbar with icons for back, forward, and search, followed by a 'Title' field containing 'FA16-COMM-20250-02 Resources'. Below the toolbar is a tree view of folder contents. The first item is 'Syllabus and Guidelines', which is expanded, showing its sub-items: 'FA16 Syllabus' and 'Guidelines for Writing'. Below these are two more collapsed folders: 'Homework Solutions' and 'Section 1'. Under 'Section 1', the 'Section 2' folder is also collapsed. A red circle highlights the 'Expand All' button, which is located at the top left of the tree view.

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

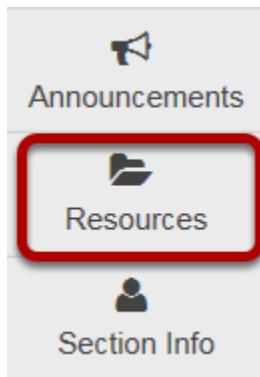
Search

The screenshot shows a search interface. At the top, there is a dropdown menu labeled 'All site files' with a red box around it. Below the menu is a search bar containing the text 'Section 2'. Underneath the search bar is a tree view of folder contents. The 'Section 2' folder is highlighted with a yellow background. The tree structure shows 'FA16-COMM-20250-02' containing 'Homework Solutions', which in turn contains 'Section 2'. A red box highlights the 'Section 2' folder in the tree view.

Clicking **All Site Files** button will display a search field. Enter keywords to locate a specific file or files.

How do I create folders?

Go to Resources.



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

Click Actions, then Create Folders.

A screenshot of the 'Intro to Psychology Resources' page. At the top, there are buttons for Move, Copy, Move to Trash, Show, and Hide. Below that is a search bar with dropdown menus for Title and Type. A folder icon labeled 'Intro to Psychology Resources' is shown. To the right, a blue 'Actions' button is highlighted with a red box. A dropdown menu is open, listing 'Add', 'Upload Files', 'Create Folders' (which is highlighted with a red box), 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'.

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List

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

This displays the Create Folders page.

Enter the name of the folder.

Create Folders

Location: / Intro to Psychology

Create as many folders as you like! If you change your mind, click the 'Cancel' button or the 'Finish Now' button when you have finished.

Folder Name

Syllabus and Guidelines

Add multiple folders. (Optional)

Create Folders

Location: / Intro to Psychology

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

Folder Name

Syllabus and Guidelines

[Add details for this item](#) 

Folder Name

Homework Solutions

[Add details for this item](#) 

Folder Name

Student Resources 

[Add details for this item](#) 

[Add Another Folder](#)

[Create Folders Now](#)

[Cancel](#)

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".

Click Create Folders Now.

Create Folders

Location: / Intro to Psychology

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

Folder Name

Syllabus and Guidelines

[Add details for this item](#) 

Folder Name

Homework Solutions

[Add details for this item](#) 

Folder Name

Student Resources

[Add details for this item](#) 

[Add Another Folder](#)

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.

View folders in Resources.

The screenshot shows the 'Resources' section of a Sakai site. At the top, there's a breadcrumb navigation bar with 'All site files' and 'Intro to Psychology Resources'. Below it is a toolbar with buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. A search bar with dropdown menus for 'Title' and 'Access' is also present. The main area displays a list of folders under the root folder 'Intro to Psychology Resources'. The first folder, 'Homework Solutions', is highlighted with a yellow background. Each folder entry includes a checkbox, the folder icon, the folder name, an 'Actions' button, and the access level ('Entire site').

Access
Entire site
Entire site
Entire site

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

Create subfolders. (Optional)

This screenshot shows the same 'Resources' page as above, but with a context menu open over the 'Homework Solutions' folder. The 'Actions' button for this folder is highlighted with a red box. A dropdown menu appears, listing several options: 'Add', 'Upload Files', 'Create Folders' (which is also highlighted with a red box), 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'. The 'Create Folders' option is clearly intended for creating a subfolder within the current folder structure.

To create a subfolder within a folder, from the **Actions** drop-down menu, select **Create Folders** to the right of the parent folder.

This displays the Create Folders page.

Enter a title for the subfolder.

Create Folders

Location: / Intro to Psychology / Homework Solutions

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

Folder Name

Unit 1: Brain

[Add details for this item](#)

[Add Another Folder](#)

[Create Folders Now](#)

[Cancel](#)

Create multiple subfolders. (Optional)

Create Folders

Location: / Intro to Psychology / Homework Solutions

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

Folder
Name

Unit 1: Brain

[Add details for this item](#)

[Add Another Folder](#)

If you would like to create multiple subfolders, click **Add Another Folder**.

Note: You can add as many subfolders of a folder as you want by clicking "Add Another Folder".

Click Create Folders Now.

Create Folders

Location: / Intro to Psychology / Homework Solutions

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

Folder Name [Add details for this item](#) 

Folder Name [Add details for this item](#) 

Folder Name [Add details for this item](#) 

[Add Another Folder](#)

Create Folders Now

Cancel

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

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

View subfolders in Resources.

A screenshot of the Sakai Resources page. At the top, there is a search bar with a dropdown arrow, a checkbox, and the word "Title". Below the search bar is a list of four items:

- [Intro to Psychology Resources](#)
- [Homework Solutions](#)
- [Student Resources](#)
- [Syllabus and Guidelines](#)

Once a folder contains subfolders, it will appear with a **Plus +**.

View contents of subfolder.

A screenshot showing the contents of the "Homework Solutions" folder. The folder icon has a red circle around it. The folder is expanded, revealing three sub-items:

- [Brain Development](#)
- [Lobes](#)
- [Concussion Study](#)

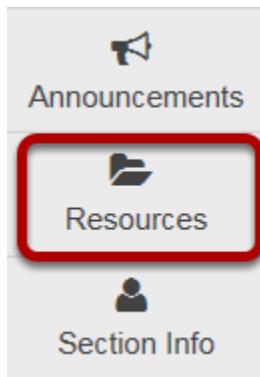
Below this, another folder is shown:

- [Unit 2: Early Childhood](#)

Click the **Plus +** to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.

How do I upload files to Resources?

Go to Resources.



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

Click Actions, then Upload Files.

A screenshot of the Sakai Resources tool interface. On the left, there is a list of folders: "FA16 Intro to Psych Resources", "Syllabus and Guidelines", "Homework", and "Site Assets". To the right of each folder is a blue "Actions" button with a white downward arrow. A dropdown menu is open over the "Homework" folder's "Actions" button. The menu has a heading "Add" and several options: "Upload Files" (which is highlighted with a red box), "Create Folders", "Add Web Links (URLs)", "Create Text Document", "Create HTML Page", and "Create Citation List".

Title ▾

[FA16 Intro to Psych Resources](#) Actions ▾

[Syllabus and Guidelines](#) Actions ▾

[Homework](#) Actions ▾

[Site Assets](#)

Content from My Other Sites

Add

[Upload Files](#)

[Create Folders](#)

[Add Web Links \(URLs\)](#)

[Create Text Document](#)

[Create HTML Page](#)

[Create Citation List](#)

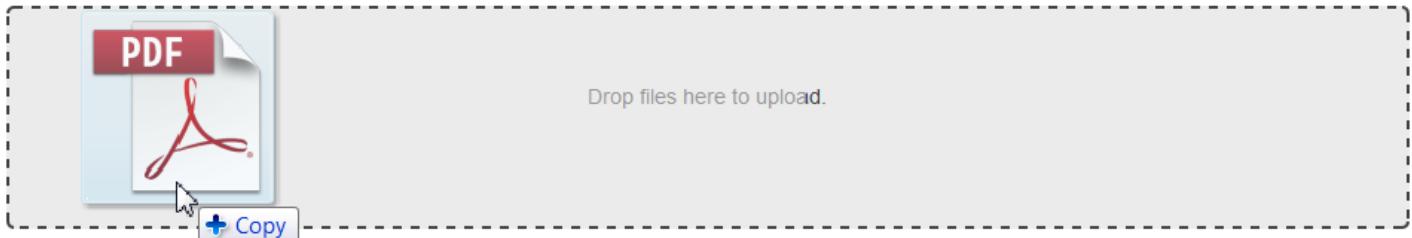
To the right of the folder to which you want to add files, click the **Actions** dropdown menu and select **Upload Files**.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.

Option 1: Drag and drop files from your computer.

Upload Files

Location: / FA16 Intro to Psych / Homework



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 20 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.

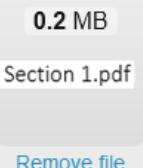
Drag files from your computer and drop them in box marked "Drop files here to upload".

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

Click Continue.

Upload Files

Location: / FA16 Intro to Psych / Homework



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 20 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.

Availability Uploaded items should be

Visible **Hidden**

Email Notification

None - No notification ▾

Continue

Cancel

This uploads the files.

View files in Resources.

 FA16 Intro to Psych Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾ Entire site
 Homework	Actions ▾ Entire site
 Section 1.pdf	Actions ▾ Entire site
 Section 2.pdf	Actions ▾ Entire site
 Section 3	Actions ▾ Entire site
 Section 4	Actions ▾ Entire site

The files are now located inside the selected Resources folder.

Option 2: Browse your computer for files.

Upload Files

Location: / FA16 Intro to Psych / Homework

Drop files here to upload.



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 20 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.

Click in the box labeled "Drop files here to upload."

This will open your computer's **File Upload** window.

Select the file(s) to upload, then click Continue.

Upload Files

Location: / FA16 Intro to Psych / Homework

0.2 MB
Section 1.pdf

0.2 MB
Section 2.pdf

[Remove file](#) [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 20 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.

Availability Uploaded items should be

Visible **Hidden**

Email Notification

None - No notification ▾

Continue

Cancel

Selected files will display in upload field. Click **Continue** to upload.

View files in Resources.

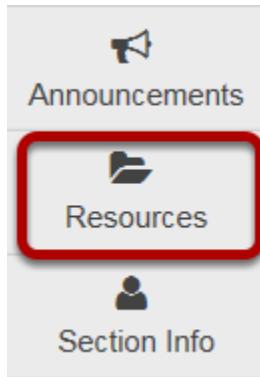
 FA16 Intro to Psych Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾ Entire site
 Homework	Actions ▾ Entire site
 Section 1.pdf	Actions ▾ Entire site
 Section 2.pdf	Actions ▾ Entire site
 Section 3	Actions ▾ Entire site
 Section 4	Actions ▾ Entire site

The files are now located inside the selected Resources folder.

How do I upload and unpack a zip file to a Resources folder?

There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.



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

From the Add drop-down menu, select Upload Files.

The screenshot shows the Sakai 11 user interface for managing site resources. At the top, there is a navigation bar with links for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA, along with LINK and HELP buttons. Below the navigation bar, the current location is shown as 'All site files' / 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. A toolbar below the location bar includes Move, Copy, Move to Trash, Show, Hide, and Display Columns. The main content area displays a list of resources under the folder 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. The list includes a link to 'Copy Content from My Other Sites'. To the right of the list is an 'Actions' dropdown menu. This menu is expanded, showing several options: 'Upload Files' (which is highlighted with a red box), 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'. Below this section is another 'Actions' section containing 'Copy', 'Edit Details', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Upload Files' option is specifically circled in red.

From the **Add** drop-down menu to the right of the folder where you want to upload the zip file, select **Upload Files**.

Drag and drop the zip file from your computer.

Upload Files

 [LINK](#)  [HELP](#)

Location: / DAC-EDUCATION-DEPT1-SUBJ1-101

Drop files here to upload.

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.

Availability Uploaded items should be

Visible **Hidden**

Email Notification

None - No notification ▾

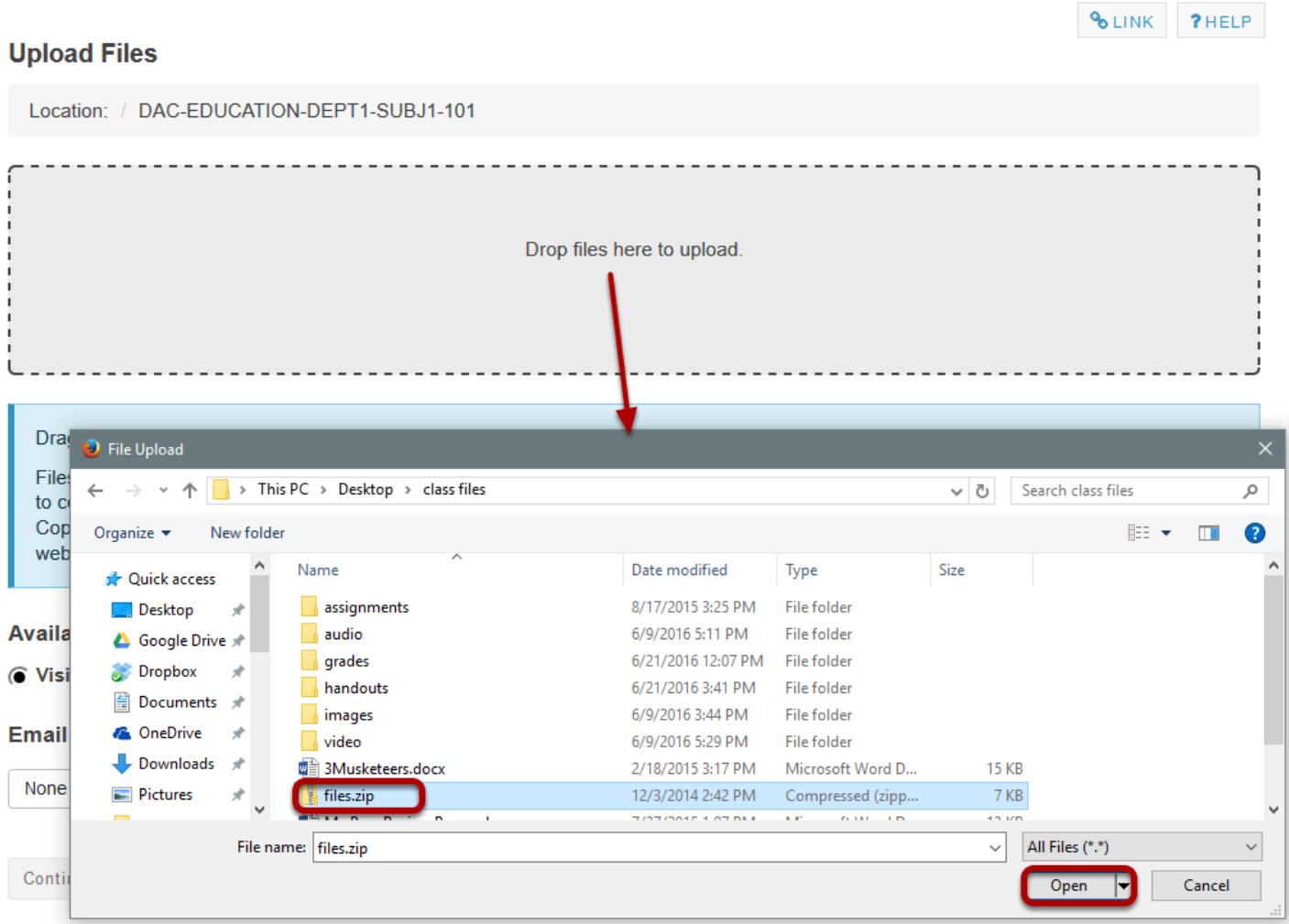
[Continue](#)

[Cancel](#)

Drag the zip file from your computer and drop it in the box marked **Drop files here to upload**.

This will display a thumbnail of the zip file that will be uploaded.

Or, click to switch to a file browser view.



If you prefer to browse for your file instead, click once anywhere within the **Drop files here to upload** area to go to the file browser view.

Locate and select the file on your computer, then click **Open** to upload.

Click Continue.

LINK HELP

Upload Files

Location: / DAC-EDUCATION-DEPT1-SUBJ1-101

6.9 KB
files.zip
[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.

Availability Uploaded items should be
 Visible Hidden

Email Notification
None - No notification ▾

Continue **Cancel**

This uploads the zip file.

Click Actions, then Expand Zip Archive.

The screenshot shows the Sakai Site Resources interface. At the top, there are tabs for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. To the right are links for LINK and HELP. Below the tabs, a breadcrumb navigation shows 'All site files' and 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. A toolbar with buttons for Move, Copy, Move to Trash, Show, and Hide is followed by a 'Display Columns' dropdown. The main area lists resources under 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. One resource, 'files.zip', is highlighted with a yellow background. An 'Actions' dropdown menu is open next to it, containing options: Actions, Copy, Edit Details, Upload New Version, **Expand ZIP Archive** (which is highlighted with a red box), Move, Move to Trash, Duplicate, and Make Web Content Link.

From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

View zip contents in Resources

The screenshot shows the 'SITE RESOURCES' tab selected in the top navigation bar. The main content area displays a list of files and folders under the path 'All site files / DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. The list includes:

Access	Created By	Modified	Size
Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4 items
Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	5.7 KB
Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	1.8 KB
Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	3.6 KB
Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4.4 KB
Entire site	Sakai Administrator	Jul 12, 2016 11:55 am	6.8 KB

Three numbered callouts point to specific items:

- Callout 1 points to the 'files' folder.
- Callout 2 points to the 'text2.txt' file.
- Callout 3 points to the 'files.zip' file.

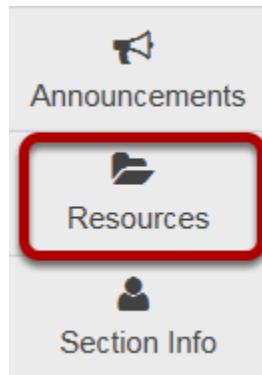
A link at the bottom left of the list area reads 'Copy Content from My Other Sites'.

The zip file is automatically unpacked within the current folder.

1. A new subfolder within the current folder is created using the name of the zip file.
2. The zip file content is unpacked within this new subfolder.
3. The original zip file remains.

How do I create a zip archive file in Resources?

Go to Resources.



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

Click Actions, then Compress Zip Archive.

The screenshot shows the Sakai Site Resources interface. At the top, there are tabs for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. On the right, there are links for LINK and HELP. Below the tabs, the breadcrumb navigation shows 'All site files' and 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. A toolbar with buttons for Move, Copy, Move to Trash, Show, and Hide is visible. To the right, there is a 'Display Columns' dropdown. The main area displays a list of resources under 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. The first item is a folder named 'files'. To its right is a 'Actions' dropdown menu. This menu has several options: 'Add' (with sub-options like Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, and Create Citation List), 'Actions' (with sub-options like Copy, Edit Details, Reorder, and Compress to ZIP Archive), and other standard actions like Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link. The 'Compress to ZIP Archive' option is highlighted with a red box. The rest of the list shows four text files: 'text1.txt', 'text2.txt', 'text3.txt', and 'text4.txt', each with details like Access (Entire site), Created By (Sakai Administrator), Modified (Jul 12, 2016 11:56 am), and Size (e.g., 5.7 KB).

To the right of the folder you want to zip archive, from the **Actions** drop-down menu, select **Compress to ZIP Archive**.

This creates a zip file.

Zip file contents.

The screenshot shows the 'Site Resources' page in Sakai 11. At the top, there are tabs for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', 'PERMISSIONS', 'OPTIONS', and 'CHECK QUOTA'. To the right are links for 'LINK' and 'HELP'. Below the tabs, the breadcrumb navigation shows 'All site files > / DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. A toolbar below the breadcrumb includes 'Move', 'Copy', 'Move to Trash', 'Show', 'Hide', and 'Display Columns'. The main content is a table listing resources. The columns are 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The 'Title' column is sorted by title. The table lists a folder 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources' and four text files ('text1.txt', 'text2.txt', 'text3.txt', 'text4.txt'). A red arrow points from the text files down to a red box around the 'files.zip' entry, which is highlighted with a yellow background. The 'files.zip' entry has a size of 6.8 KB and was modified on Jul 12, 2016 at 12:03 pm. A link 'Copy Content from My Other Sites' is visible at the bottom of the table.

Title	Access	Created By	Modified	Size
DAC-EDUCATION-DEPT1-SUBJ1-101 Resources	Actions			
files	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text1.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text2.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text3.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text4.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
files.zip	Actions	Entire site	Sakai Administrator	Jul 12, 2016 12:03 pm

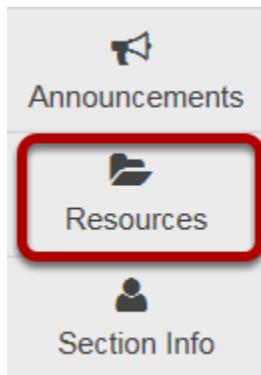
The zip file contains a copy of all of the subfolders and files inside the selected folder.

Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.

How do I add a web link or URL?

Users can create links to web pages in Resources.

Go to Resources.



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

Click Actions, then Add Web Links (URLs).

The screenshot shows a list of course content items. The items are:

- Intro to Psychology Resources** (Actions dropdown)
- Syllabus and Guidelines** (Actions dropdown)
- Readings** (Actions dropdown)
- Psychology Web Sites** (Actions dropdown, highlighted with a red box)
- Lecture Notes**

Below the 'Psychology Web Sites' item, a context menu is displayed, also with a red box around the 'Add Web Links (URLs)' option. The options in the context menu are:

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)** (highlighted with a red box)
- Create Text Document

To the right of the folder to which you would like to add the web link, from the **Actions** drop-down menu, select **Add Web Links (URLs)**.

This displays the Add Web Links (URLs) page.

Enter web address.



Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

Location: Intro to Psychology / Psychology Web Sites /

Web Address (URL)

Website Name [Add details for this item](#)

[Add Another Web Link](#)

Enter (or paste) the web site address (URL) and enter a name of the link.

You may also click **Add Another Web Link** to add additional links. (Optional)

Click Add Web Links Now.

Location: Intro to Psychology / Psychology Web Sites /

Web Address (URL)

Website Name [Add details for this item](#) 

Web Address (URL)

Website Name [Add details for this item](#) 

[Add Another Web Link](#)

Email Notification 

 [Add Web Links Now](#)

 [Cancel](#)

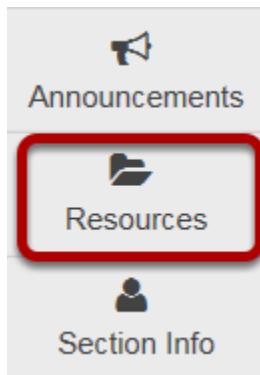
View links in Resources.

Title	Access
 Intro to Psychology Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾ Entire site
 Readings	Actions ▾ Entire site
 Psychology Web Sites	Actions ▾ Entire site
 American Psychological Association	Actions ▾ Entire site
 Psychology Today	Actions ▾ Entire site

This creates links to the web sites in the selected Resource folder.

How do I create a text document?

Go to Resources.



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

Click Actions, then Create Text Document.

A screenshot of the "Poetry 101 01 Spring 2016 Resources" tool. It lists several folders: "Poems", "19th Century Poems", "20th Century Poems", "21st Century Poems", and "Poet Images". To the right of each folder is an "Actions" button with a dropdown arrow. The "Actions" button for the "19th Century Poems" folder is highlighted with a red rectangular border. A larger, semi-transparent dropdown menu is visible on the right side of the screen, listing options: "Add", "Upload Files", "Create Folders", "Add Web Links (URLs)", "Create Text Document" (which is also highlighted with a red rectangular border), and "Create HTML Page".

Poetry 101 01 Spring 2016 Resources

Actions ▾

Poems

Actions ▾ Entire site

19th Century Poems

Actions ▾

20th Century Poems

21st Century Poems

Poet Images

Add

Upload Files

Create Folders

Add Web Links (URLs)

Create Text Document

Create HTML Page

To the right of the folder in which you want to create the text document, from the **Actions** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

Enter text, then click Continue.

Create Text Document

Type in the text and click 'Continue' at the bottom.

Fairy Song by Louisa May Alcott

The moonlight fades from flower and rose
And the stars dim one by one;
The tale is told, the song is sung,
And the Fairy feast is done.
The night-wind rocks the sleeping flowers,
And sings to them, soft and low!

Continue Cancel

Enter (or paste) the text into the text box, then click **Continue**.

This displays the details page for the text document.

Enter document information.

Create Text Document

Enter the name of the Simple Text Document (required), set any other properties you wish, and then click Finish.

* File Name

Use letters, numbers, and the '-' & '_' characters (with no spaces).

Description
Her father, Amos Bronson Alcott, was an American educator of considerable note. Amos was a local trader, carrying his trunk to the local planters of

* Copyright Status (more info)

Copyright Alert Display copyright alert and require acknowledgement when accessed.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

Additional access

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see this item.

Show this item

From Date: Time:

Until Date: Time:

Hide this item

[Optional properties](#)

[Learning Object Metadata](#)

Email Notification

Finish **Cancel**

Enter a display name for the text document, and additional details if needed, then click **Finish**.

View text document in Resources.

The screenshot shows a list of files in the Sakai 11 Resources section. The files are:

- Poems
- 19th Century Poems
- Fairy Song - Louisa May Alcott ⓘ (highlighted with a yellow background)
- 20th Century Poems
- 21st Century Poems

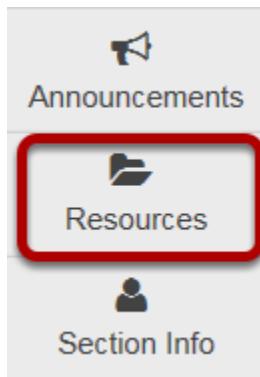
Each file has an "Actions" dropdown menu and an "Entire site" link. A yellow callout bubble with the text "Click icon to view file description" points to the blue information icon (ⓘ) next to the highlighted file.

The text document has been placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description.

How do I create an HTML page?

Go to Resources.



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

Click Actions, then Create HTML Page.

A screenshot of the Sakai Resources tool interface. At the top, there's a header with a folder icon and the text "Poetry 101 01 Spring 2016" followed by a "Resources" link and an "Actions" dropdown menu. Below this, there are several folder entries: "Poems" (selected), "19th Century Poems", "20th Century Poems", "21st Century Poems", and "Poet Images". To the right of each folder is an "Actions" dropdown menu. The "19th Century Poems" menu is open, showing options: "Add", "Upload Files", "Create Folders", "Add Web Links (URLs)", "Create Text Document", "Create HTML Page" (which is highlighted with a red rectangle), and "Create Citation List".

To the right of the folder where you want to create the HTML page, from the **Actions** drop-down menu, select **Create HTML Page**.

This displays the Create HTML page.

Enter document content.

Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (bold, italic, underline, superscript, subscript, etc.). Below the toolbar are dropdown menus for Styles, Normal text, Font, Size, Alignment, and a color palette. The main text area contains the poem 'Jabberwocky' by Lewis Carroll. The first two stanzas are visible, while the third stanza is partially cut off. A red box highlights the first two stanzas. The text area has scroll bars on the right. In the bottom right corner of the text area, it says 'Word Count : 50'. At the bottom of the editor are two buttons: 'Continue' and 'Cancel'.

Jabberwocky

By Lewis Carroll (1832-1898)

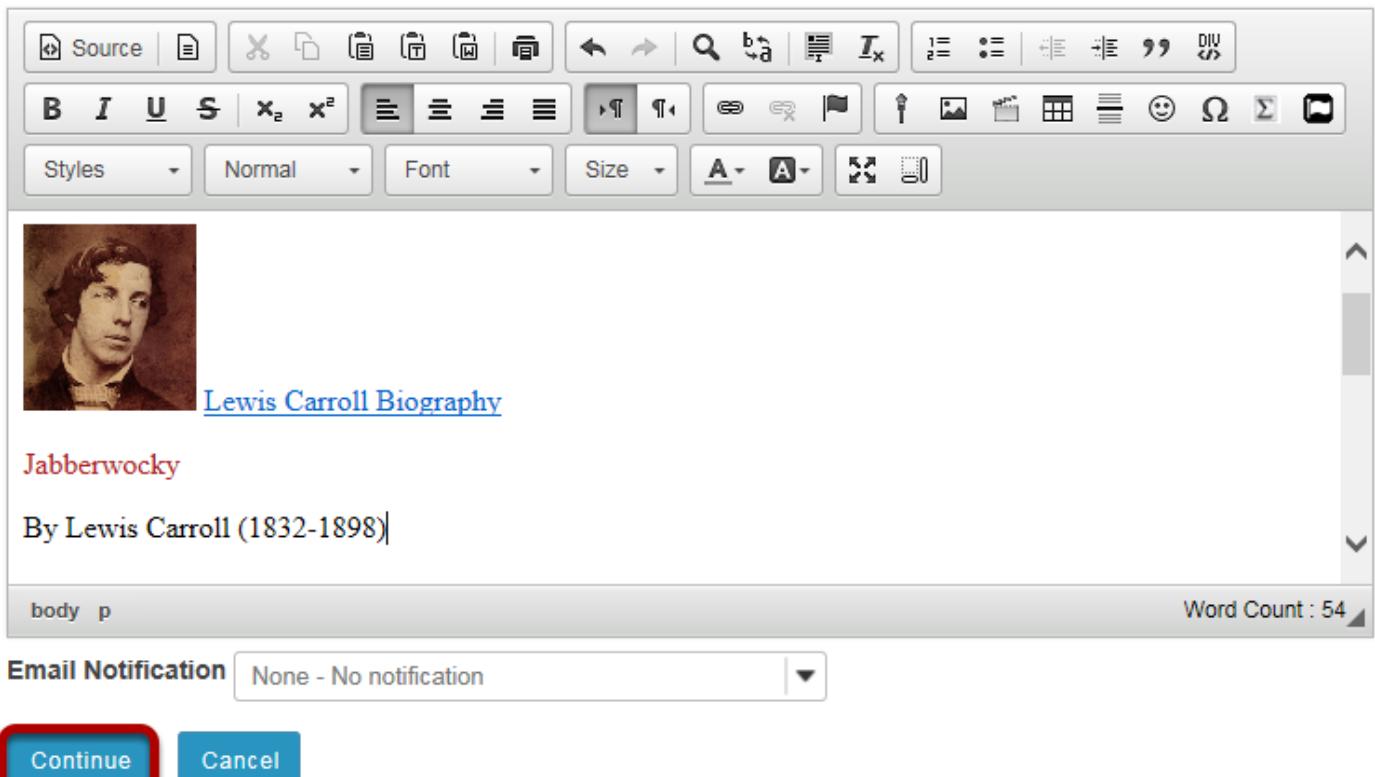
'Twas brillig, and the slithy toves
Did gyre and gimble in the wabe:
All mimsy were the borogoves,
body p

Word Count : 50

Continue Cancel

Enter (or paste) the text content of the document into the text editor.

Use the Rich Text Editor to format or add links and media.



The screenshot shows the Sakai 11 Rich Text Editor. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (bold, italic, underline, superscript, subscript, alignment, lists, tables, images, and more). Below the toolbar, there are dropdown menus for Styles, Font, and Size. The main editing area contains a portrait of Lewis Carroll and the following text:

Lewis Carroll Biography
Jabberwocky
By Lewis Carroll (1832-1898)

At the bottom of the editor, there is a status bar showing "body p" and "Word Count : 54". Below the editor, there is a "Email Notification" dropdown set to "None - No notification" and two buttons: "Continue" (highlighted with a red box) and "Cancel".

Use the [Rich Text Editor](#) tools to format the text, add images, links or other HTML items to the document.

Click **Continue** to save your document when you are finished editing.

Enter document details.

Create HTML Page

Enter the name of the HTML Page (required), set any other properties you wish, and then click "Finish" to save the page.

* File Name

Use letters, numbers, and the '-' & '_' characters (with no spaces).

Description

* Copyright Status (more info)

Copyright Alert Display copyright alert and require acknowledgement when accessed.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

Additional access

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see this item.

Show this item

From
Date: MAR 23 2016 Time: 03:05 pm

Until
Date: MAR 30 2016 Time: 03:05 pm

Hide this item

► [Optional properties](#)

► [Learning Object Metadata](#)

Email Notification

Finish **Cancel**

Enter a display name for the HTML document, and any other information as needed. Click **Finish** when done.

View HTML file in Resources.

The screenshot shows a list of files in the 'Poems' folder:

- Poetry 101 01 Spring 2016 Resources
- Poems
- 19th Century Poems
- Fairy Song - Louisa May Alcott ⓘ
- Jabberwocky - Lewis Carroll ⓘ
- 20th Century Poems

A yellow callout bubble with the text "Click icon to view file description" is positioned over the information icon (ⓘ) of the "Jabberwocky" file. A red arrow points from the text to the information icon.

The HTML page is created and placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description.

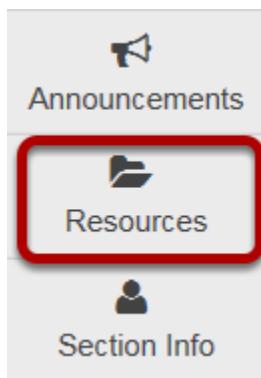
How do I create a citation list?

Users can create a citation list for books, journal articles, manuscripts, newspapers or musical compositions in Resources. There are two methods for creating a citation list.

Method 1: Import a file in RIS (Research Information Systems) format.

Method 2: Manually create list.

Go to Resources.



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

Method 1: Import RIS file.

The screenshot shows the Sakai Site Resources interface. At the top, there are tabs for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. On the right, there are links for LINK and HELP. Below the tabs, the breadcrumb navigation shows 'All site files' and 'Sample Course Resources'. A toolbar below the breadcrumb includes Move, Copy, Move to Trash, Show, Hide, and Display Columns. The main area is a table listing resources under 'Sample Course Resources'. The table has columns for Title, Access, Created By, Modified, and Size. An 'Actions' dropdown menu is open over the 'Lesson 5' folder, with the 'Create Citation List' option highlighted by a red box. Other options in the Actions menu include Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

Title	Access	Created By	Modified	Size	
Sample Course Resources	Add	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
Lecture Notes	Upload Files	Entire site	Demo Professor	Jun 21, 2016 2:57 pm	1 item
Lesson 1	Create Folders	Entire site	Demo Professor	Jun 21, 2016 3:16 pm	1 item
Lesson 2	Add Web Links (URLs)	Entire site	Demo Professor	Jun 21, 2016 3:23 pm	1 item
Lesson 3	Create Text Document	Entire site	Demo Professor	Jun 21, 2016 3:43 pm	1 item
Lesson 4	Create HTML Page	Entire site	Demo Professor	Jun 21, 2016 3:43 pm	1 item
Lesson 5	Create Citation List	Entire site	Demo Professor	Mar 24, 2016 5:35 pm	3 items
OCEA_101 Instructor Resources	Actions	Entire site	Demo Professor	Mar 28, 2016 2:32 pm	3 items
Podcasts	Copy	Public	Demo Professor	Jun 21, 2016 6:39 pm	10 items
Sample Course1	Edit Details	Entire site	Demo Professor	Jun 21, 2016 2:33 pm	1 item
Unit 2	Reorder	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB
3Penguins.jpg	Compress to ZIP Archive	Entire site	Demo Professor		
Copy Content from My Other Sites	Move	Entire site	Demo Professor		
	Move to Trash	Entire site	Demo Professor		
	Edit Folder Permissions	Entire site	Demo Professor		
	Make Web Content Link	Entire site	Demo Professor		

To the right of the folder you want to import the RIS citation list, from the **Add** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Enter a name, then Import.

New Citation List

* Citation List Name:

Email Notification

Add Citations From:

No citations have been added yet.

Enter a name for the citation list, then click **Import**.

This displays the Import Citations page.

Click Browse.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import

Back to Add Citations

Cancel

Import File From:

Browse... No file selected.

Import RIS Formatted Data from the Following Text:

Import

Back to Add Citations

Cancel

Click **Browse** to locate and select the .ris file on your computer.

Click Import.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import

Back to Add Citations

Cancel

Import File From:

Browse...

i-know-why-the-caged-bird-sings.ris

Import RIS Formatted Data from the Following Text:

Import

Back to Add Citations

Cancel

Note: The selected .ris filename will appear next to the Browse button.

Click Done.

New Citation List

* Citation List Name:

I Know Why the Caged Bird Sings

Email Notification

None - No notification



Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

[I know why the caged bird sings](#)

Angelou, Maya. Bantam Dell Publishing Group, 1997.

[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Done

View citation list in Resources.

SITE RESOURCES TRASH TRANSFER FILES PERMISSIONS OPTIONS CHECK QUOTA [LINK](#) [HELP](#)

All site files / Sample Course Resources

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	Title	Access	Created By	Modified	Size
	Sample Course Resources	Actions ▾			
<input type="checkbox"/>	Lecture Notes	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 4:28 pm 6 items
<input type="checkbox"/>	Lesson 1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:57 pm 1 item
<input type="checkbox"/>	Lesson 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:16 pm 1 item
<input type="checkbox"/>	Lesson 3	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:23 pm 1 item
<input type="checkbox"/>	Lesson 5	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:43 pm 1 item
<input type="checkbox"/>	OCEA_101 Instructor Resources	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 5:35 pm 3 items
<input type="checkbox"/>	Podcasts ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:32 pm 3 items
<input type="checkbox"/>	Sample Course1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 6:39 pm 10 items
<input type="checkbox"/>	Unit 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:33 pm 2 items
<input type="checkbox"/>	3Penguins.jpg	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 1:47 pm 44.3 KB
<input type="checkbox"/>	I Know Why the Caged Bird Sings	Actions ▾	Entire site	Demo Professor	Jul 12, 2016 12:47 pm 1 citations

[Copy Content from My Other Sites](#)

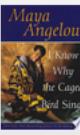
The citation list is located in the selected folder.

Click on the citation list name.

I Know Why the Caged Bird Sings [Export](#) [Print](#) Last updated: 12/07/2016

Citations (1)

[Citation View](#) | [Title View](#)

 [I know why the caged bird sings](#)
Angelou, Maya. Bantam Dell Publishing Group, 1997.

[Citation View](#) | [Title View](#)

Citations (1)

Clicking on the list name will open the item and display the list of citations.

Method 2: Manually create citation list.

The screenshot shows the Sakai Site Resources interface. At the top, there are tabs for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. On the right, there are links for LINK and HELP. Below the tabs, the breadcrumb navigation shows 'All site files' and 'Sample Course Resources'. A toolbar with buttons for Move, Copy, Move to Trash, Show, and Hide is visible. To the right, a 'Display Columns' dropdown is shown. The main area is a table listing resources under 'Sample Course Resources'. The columns are Title, Access, Created By, Modified, and Size. One row for 'Lesson 5' has its 'Actions' dropdown menu open, with the 'Create Citation List' option highlighted and surrounded by a red box. Other options in the dropdown include Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Actions, Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

Title	Access	Created By	Modified	Size
Sample Course Resources	Add	Entire site	Demo Professor	Mar 24, 2016 4:28 pm
Lecture Notes	Upload Files	Entire site	Demo Professor	Jun 21, 2016 2:57 pm
Lesson 1	Create Folders	Entire site	Demo Professor	Jun 21, 2016 3:16 pm
Lesson 2	Add Web Links (URLs)	Entire site	Demo Professor	1 item
Lesson 3	Create Text Document	Entire site	Demo Professor	Jun 21, 2016 3:23 pm
Lesson 4	Create HTML Page	Entire site	Demo Professor	1 item
Lesson 5	Create Citation List	Entire site	Demo Professor	Jun 21, 2016 3:43 pm
OCEA_101 Instructor Resources	Actions	Entire site	Demo Professor	Mar 24, 2016 5:35 pm
Podcasts	Copy	Public	Demo Professor	3 items
Sample Course1	Edit Details	Entire site	Demo Professor	Jun 21, 2016 6:39 pm
Unit 2	Reorder	Entire site	Demo Professor	10 items
3Penguins.jpg	Compress to ZIP Archive	Entire site	Demo Professor	Jun 21, 2016 2:33 pm
	Move	Entire site	Demo Professor	1 item
	Move to Trash	Entire site	Demo Professor	Mar 24, 2016 1:47 pm
	Edit Folder Permissions			44.3 KB
	Make Web Content Link			
Copy Content from My Other Sites				

To the right of the folder where you want to create the citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Enter a name for the citation list, then click Manually Create.

New Citation List

* Citation List Name:

An Interview with Maya Angelou

Email Notification

None - No notification



Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

No citations have been added yet.

Done

Enter citation information, then Save.

Add Citation

[Save Citation](#) [Cancel Citation](#)

Select Citation Type

Author(s)
[Add another](#)

Article Title

Journal Title

Year

Date

Volume

Issue

Pages

Start Page

End Page

Abstract

Note(s)
ArticleType: research-article / Full publication date: Summer, 1987 / Copyright 1987 The Massachusetts Review, Inc.
[Add another](#)

ISSN

Subject(s)
[Add another](#)

Language

Call Number

Date Retrieved

Open URL

DOI

Rights
[Add another](#)

Link(s)
URL
Use as title link?
Label

[Add another](#)

[Save Citation](#) [Cancel Citation](#)

Manually enter the citation information, then click **Save Citation**.

Click Done.

New Citation List

* Citation List Name:	<input type="text" value="An Interview with Maya Angelou"/>
Email Notification	<input type="text" value="None - No notification"/> 

Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

[An Interview with Maya Angelou](#)

Neubauer, Carol E. *The Massachusetts Review*, 28(2) 1987. 7.

[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Done

This returns the display to the New Citation List page with a summary of the citation information. You may add more citations if needed. When finished, click **Done**.

View citation list in Resources.

SITE RESOURCES TRASH TRANSFER FILES PERMISSIONS OPTIONS CHECK QUOTA [LINK](#) [HELP](#)

All site files / Sample Course Resources

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	Title	Access	Created By	Modified	Size
<input type="checkbox"/>	Sample Course Resources	Actions ▾			
<input type="checkbox"/>	Lecture Notes	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 4:28 pm 6 items
<input type="checkbox"/>	Lesson 1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:57 pm 1 item
<input type="checkbox"/>	Lesson 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:16 pm 1 item
<input type="checkbox"/>	Lesson 3	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:23 pm 1 item
<input type="checkbox"/>	Lesson 5	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:43 pm 1 item
<input type="checkbox"/>	OCEA_101 Instructor Resources	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 5:35 pm 3 items
<input type="checkbox"/>	Podcasts ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:32 pm 3 items
<input type="checkbox"/>	Sample Course1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 6:39 pm 10 items
<input type="checkbox"/>	Unit 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:33 pm 1 item
<input type="checkbox"/>	3Penguins.jpg	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 1:47 pm 44.3 KB
<input type="checkbox"/>	An Interview with Maya Angelou	Actions ▾	Entire site	Demo Professor	Jul 12, 2016 12:36 pm 1 citations

[Copy Content from My Other Sites](#)

The citation is listed in the selected folder.

Click on the citation list name.

An Interview with Maya Angelou

[Export](#) [Print](#) Last updated: 12/07/2016

Citations (1)

[Citation View](#) | [Title View](#)

[An Interview with Maya Angelou](#)
Neubauer, Carol E. The Massachusetts Review, 28(2) 1987. 7.
Note(s): ArticleType: research-article / Full publication date: Summer, 1987 / Copyright 1987 The Massachusetts Review, Inc.

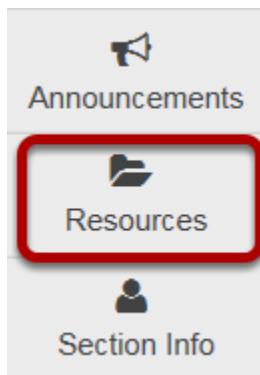
[Citation View](#) | [Title View](#)

Citations (1)

Clicking on the list name will open the item and display the list of citations.

How do I move a file or folder within Resources in the same site?

Go to Resources.



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

Method 1: Click Actions, then Move.

A screenshot of the 'ND Intro to Psychology Resources' page. On the left, there is a list of files and folders: 'FA16 Intro to Psych Syllabus', 'Syllabus and Guidelines', 'Readings', 'Lecture Notes', and 'Psychology Web Sites'. To the right of each item is a checkbox and a small icon. Above the list is a 'Actions' button with a dropdown arrow. A red box highlights this 'Actions' button. To the right of the dropdown menu, the word 'Entire site' is visible. The dropdown menu itself contains several options: 'Actions', 'Copy', 'Edit Details', 'Upload New Version', 'Move' (which is highlighted with a red box), 'Move to Trash', 'Duplicate', and 'Make Web Content Link'.

ND Intro to Psychology Resources

Actions ▾

Entire site

Actions ▾

Actions

Copy

Edit Details

Upload New Version

Move

Move to Trash

Duplicate

Make Web Content Link

To the right of the file or folder you want to move, from the **Actions** drop-down menu, select **Move**.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder.
(Click **Resources** link in the site breadcrumb trail to cancel.)

Click the clipboard icon.

<input type="checkbox"/>	FA16 Intro to Psych Syllabus	Actions ▾
<input type="checkbox"/>	Syllabus and Guidelines	Actions ▾
<input type="checkbox"/>	Readings	Actions ▾
<input type="checkbox"/>	Lecture Notes	Actions ▾
<input type="checkbox"/>	Psychology Web Sites	Actions ▾

To the right of the folder you want to move the file or folder to, click the clipboard icon (**paste moved items here**).

View moved file in new location.

ND Intro to Psychology Resources	Actions ▾	
<input type="checkbox"/>	Syllabus and Guidelines	Actions ▾ Entire site
<input type="checkbox"/>	FA16 Intro to Psych Syllabus	Actions ▾ Entire site
<input type="checkbox"/>	MLA Academic Guidelines	Actions ▾ Entire site
<input type="checkbox"/>	Readings	Actions ▾ Entire site

This returns the display to the Resources page with the file or folder now moved to the new folder.

Method 2: Select multiple items, then click Move.

The screenshot shows the Sakai Resource page interface. At the top, there is a toolbar with five buttons: 'Move' (highlighted with a red box), 'Copy', 'Move to Trash', 'Show', and 'Hide'. Below the toolbar, there is a search bar with a dropdown arrow, a checkbox, and the text 'Title ▾'. The main content area displays a list of resources:

- ND Intro to Psychology Resources** (Actions ▾)
- Jan 18** (Actions ▾) - A checkbox next to the title has a checkmark and is highlighted with a red box.
- Feb 1** (Actions ▾) - A checkbox next to the title has a checkmark and is highlighted with a red box.
- Syllabus and Guidelines** (Actions ▾) - An empty checkbox is shown.
- Readings** (Actions ▾) - An empty checkbox is shown.
- Lecture Notes** (Actions ▾) - An empty checkbox is shown.

Check the boxes to the left of the files or folders you want to move to select several items at once, then click **Move**.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Resource link in site breadcrumb trail to cancel.)

Click the clipboard icon (paste moved items here).

<input type="checkbox"/>	ND Intro to Psychology Resources	Actions ▾
<input type="checkbox"/>	Jan 18	Actions ▾
<input type="checkbox"/>	Feb 1	Actions ▾
<input type="checkbox"/>	Syllabus and Guidelines	Actions ▾
<input type="checkbox"/>	Readings	Actions ▾
<input type="checkbox"/>	Lecture Notes	Actions ▾
<input type="checkbox"/>	Psychology Web Sites	Actions ▾

To the right of the folder you want to move the files or folders to, click the clipboard icon.

View moved files in new location.

 Psych 101 01 Spring 2016 Resources	Actions ▾	
<input type="checkbox"/>  Lecture Notes	Actions ▾	Entire site
<input type="checkbox"/>  Feb 6 Holmes	Actions ▾	Entire site
<input type="checkbox"/>  Jan 31 Downes	Actions ▾	Entire site
<input type="checkbox"/>  March 12 Schmertz	Actions ▾	Entire site
<input type="checkbox"/>  Readings	Actions ▾	Entire site

This returns the display to the Resources page with the files or folders now moved to the new folder.

How do I copy a file or folder within Resources in the same site?

Go to Resources.



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

Method 1: Click Actions, then Copy.

The screenshot shows a list of course resources. The 'Actions' dropdown menu is open over the 'Alzheimer's Changes in the Brain' resource, with the 'Copy' option highlighted by a red oval. Other options visible in the menu include Edit Details, Upload New Version, Move, Move to Trash, Duplicate, and Make Web Content Link.

Title	Actions
Intro to Psychology Resources	Actions
Syllabus and Guidelines	Actions
Course Resources	Actions
Alzheimer's Changes in the Brain	Actions
What Caffeine Really Does To You	Actions
The Effects of Depression	Actions
Homework	Actions
Unit 1: Brain	Actions
Brain Development	Actions

To the right of the file or folder you want to copy, from the **Actions** drop-down menu, select **Copy**.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resources link in breadcrumb trail to cancel.)

Click Actions, then Paste Copied Items.

The screenshot shows a list of course resources on the left and an open Actions dropdown menu on the right. The resources include:

- Intro to Psychology Resources
- Syllabus and Guidelines
- Course Resources
- Alzheimer's Changes in the Brain
- What Caffeine Really Does to Your Brain
- The Effects of Depression
- Homework
- Unit 1: Brain
- Unit 2: Development
- Unit 3: Emotions
- Project Outlines
- Student Contributed Resources ⓘ
- Content from My Other Sites

The Actions dropdown menu is open over the "Actions" button next to "Unit 1: Brain". It contains two sections: "Add" and "Actions". The "Add" section includes links to Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, and Create Citation List. The "Actions" section includes links to Paste copied items (which is highlighted with a red box), Copy, Edit Details, Reorder, and Compress to ZIP Archive.

To the right of the folder you want to copy the file or folder to, from the **Actions** drop-down menu, select **Paste Copied Items**.

View copied item.

The screenshot shows a hierarchical tree structure of course resources. At the top level, there is a folder icon followed by the text "Intro to Psychology Resources". Below it, there is a plus sign icon followed by "Syllabus and Guidelines". The next level down contains a folder icon followed by "Course Resources". Under "Course Resources", there are two items: "Alzheimer's Changes in the Brain" and "What Caffeine Really Does to Your Brain", both of which are highlighted with a yellow background. The next level down contains a folder icon followed by "The Effects of Depression". Under "The Effects of Depression", there is a folder icon followed by "Homework". The "Homework" folder has three sub-items: "Unit 1: Brain", "Alzheimer's Changes in the Brain" (which is also highlighted with a yellow background), and "Brain Development". The "Alzheimer's Changes in the Brain" item under "Homework" is also highlighted with a yellow background. The next level down contains a folder icon followed by "Concussion Study". The final level shown contains a folder icon followed by "Lobes". The "Alzheimer's Changes in the Brain" item under "Homework" and the "Alzheimer's Changes in the Brain" item under "Course Resources" are both highlighted with a yellow background.

This returns the display to the Resources page with a copy of the the file or folder in the new location.

Method 2: Click Actions, then Copy.

The screenshot shows a list of resources in a Sakai interface. On the right, a context menu is open over the 'Alzheimer's Changes in the Brain' resource. The menu is titled 'Actions' and includes options: Copy (which is highlighted with a red box), Edit Details, Upload New Version, Move, Move to Trash, Duplicate, and Make Web Content Link.

Title	Actions
Intro to Psychology Resources	Actions
Syllabus and Guidelines	Actions
Course Resources	Actions
Alzheimer's Changes in the Brain	Actions
What Caffeine Really Does to Your Brain	Actions
The Effects of Depression	Actions
Homework	Actions
Unit 1: Brain	Actions
Brain Development	Actions

To the right of the file or folder you want to copy, from the **Actions** drop-down menu, select **Copy**.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resource link in breadcrumb trail to cancel.)

Click the clipboard icon.

Title	
 Intro to Psychology Resources	 Actions ▾
 Syllabus and Guidelines	 Actions ▾
 Course Resources	 Actions ▾
 Alzheimer's Changes in the Brain	Actions ▾
 What Caffeine Really Does to Your Brain	Actions ▾
 The Effects of Depression	Actions ▾
 Homework	 Actions ▾
 Unit 1: Brain	 Actions ▾
 Brain Development	Actions ▾
 Concussion Study	Actions ▾

To the right of the folder you want to copy the file or folder to, click the clipboard icon.

View copied item.

 [Course Resources](#)

 [Alzheimer's Changes in the Brain](#)

 [What Caffeine Really Does to Your Brain](#)

 [The Effects of Depression](#)

 [Homework](#)

 [Unit 1: Brain](#)

 [Alzheimer's Changes in the Brain](#)

 [Brain Development](#)

 [Concussion Study](#)

This returns the display to the Resources page with a copy of the file or folder in the new location.

Method 3: Select several items, then click Copy.

The screenshot shows a list of resources in a Sakai course. At the top, there are buttons for Move, Copy (which is highlighted with a red box), Move to Trash, Show, and Hide. Below this is a search bar labeled 'Title' with a dropdown arrow. The resource list includes:

- [Intro to Psychology Resources](#) Actions ▾
- [Syllabus and Guidelines](#) Actions ▾
- [Course Resources](#) Actions ▾
- [Alzheimer's Changes in the Brain](#) Actions ▾
- [Topography of the Brain](#) Actions ▾
- [Concussions](#) Actions ▾
- [What Caffeine Really Does to Your Brain](#) Actions ▾
- [The Effects of Depression](#) Actions ▾
- [Homework](#) Actions ▾

A red box highlights the 'Copy' button at the top, and another red box highlights the checkboxes for 'Topography of the Brain' and 'Concussions' in the list.

Check the boxes to the left of the files or folders you want to copy, then click **Copy**.

This places the Resource page in a temporary state to facilitate the copying of a file or folder. (Click Resource link in breadcrumb trail to cancel.)

Click the clipboard icon.

		Move	Copy	Move to Trash	Show	Hide
▼ <input type="checkbox"/> <u>Title</u>						
<input type="checkbox"/>	Intro to Psychology Resources		Actions			
<input type="checkbox"/>	Syllabus and Guidelines		Actions			
<input type="checkbox"/>	Course Resources		Actions			
<input type="checkbox"/>	Alzheimer's Changes in the Brain		Actions			
<input checked="" type="checkbox"/>	Topography of the Brain		Actions			
<input checked="" type="checkbox"/>	Concussions		Actions			
<input type="checkbox"/>	What Caffeine Really Does to Your Brain		Actions			
<input type="checkbox"/>	The Effects of Depression		Actions			
<input type="checkbox"/>	Homework		Actions			
<input type="checkbox"/>	Unit 1: Brain		Actions			
<input type="checkbox"/>	Unit 2: Development		Actions			

To the right of the folder you want to copy the file or folder to, click the clipboard icon.

View copied item(s).

The screenshot shows a list of resources under a folder named "Intro to Psychology Resources". The copied items, "Concussions" and "Topography of the Brain", are highlighted with yellow boxes. Other visible items include "Syllabus and Guidelines", "Course Resources", "Alzheimer's Changes in the Brain", "What Caffeine Really Does to Your Brain", "The Effects of Depression", "Homework", and "Unit 1: Brain".

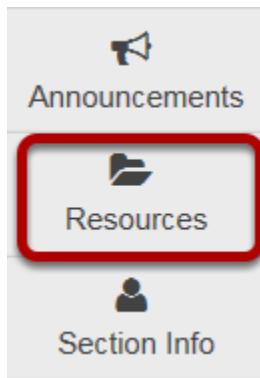
- [Intro to Psychology Resources](#)
- [Syllabus and Guidelines](#)
- [Course Resources](#)
- [Alzheimer's Changes in the Brain](#)
- [Concussions](#)
- [Topography of the Brain](#)
- [What Caffeine Really Does to Your Brain](#)
- [The Effects of Depression](#)
- [Homework](#)
- [Unit 1: Brain](#)
- [Alzheimer's Changes in the Brain](#)
- [Concussions](#)
- [Topography of the Brain](#)

This returns the display to the Resources page with a copy of the files or folders in the new location.

How do I copy a Resources file or folder from one site to another site?

Instructors can copy a Resource file or folder from one site to another site.

Go to Resources.



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

Click Copy Content from My Other Sites.

A screenshot of the Sakai Resources tool interface. At the top, there's a navigation bar with "All site files ▾ / Intro to Psychology Resources". Below it is a toolbar with buttons for "Move", "Copy", "Move to Trash", "Show", and "Hide". A search bar with dropdown filters for "Title" and "Actions" follows. The main area displays a list of resource folders: "Intro to Psychology Resources" (with an "Actions" dropdown), "Syllabus and Guidelines" (with an "Actions" dropdown), "Course Resources" (with an "Actions" dropdown), and "Homework" (with an "Actions" dropdown). At the bottom of the list is a blue link "**Copy Content from My Other Sites**", which is highlighted with a red box.

This displays the Resource folders located in your other sites.

Select the files or folders you would like to copy, then click Copy.

The screenshot shows the Sakai Resources page. At the top, there is a search bar with a dropdown arrow and a checkbox labeled "Title". Below the search bar, there is a list of items:

- [Intro to Psychology Resources](#) Actions ▾
- [Syllabus and Guidelines](#) Actions ▾
- [Course Resources](#) Actions ▾
- [Homework](#) Actions ▾

Below this list, there is a section titled "Copy Content from My Other Sites" with the sub-instruction "Expand folder(s) of interest and select item(s) to copy".

On the left side of this section, there is a red box around a "Copy" button. To the right of the button, it says "Viewing 1 - 17 of 17 items".

Underneath this section, there is another list of items:

- [My Workspace](#)
- [FA15 Intro to Psych Resources](#)
- [Syllabus and Guidelines](#)
- [Homework](#)

Below the "Homework" item, there is a list of four sections, each with a checkbox and a red box around it:

- [Section 1](#)
- [Section 2](#)
- [Section 3](#)
- [Section 4](#)

This places the Resources page into a temporary display state to facilitate the copying of files.
Click folders with + icon to view content.

(Click Resources link in breadcrumb trail to cancel and reset page).

Click the clipboard icon.

The screenshot shows a list of items in a workspace. The 'Homework' folder under 'Intro to Psychology Resources' has its 'Actions' button open, revealing a clipboard icon which is circled in red. Below this, a 'Copy' button is visible. The 'My Workspace' section contains a 'FA15 Intro to Psych Resources' folder, which also has its 'Actions' button open, showing a clipboard icon. Underneath are four checked checkboxes for 'Section 1', 'Section 2', 'Section 3', and 'Section 4'. The interface includes a header bar with 'Actions' and a footer bar with 'Viewing 1 - 17 of 17 item'.

Category	Item	Action
Intro to Psychology Resources	Intro to Psychology Resources	Actions
	Syllabus and Guidelines	Actions
	Course Resources	Actions
	Homework	Actions (Clipboard icon circled)
Copy Content from My Other Sites		
Viewing 1 - 17 of 17 item		
My Workspace		
FA15 Intro to Psych Resources		
FA15 Intro to Psych Resources	Syllabus and Guidelines	Actions
	Homework	Actions
	Section 1	Actions
	Section 2	Actions
	Section 3	Actions
Section 4	Actions	

To the right of the folder you want to copy the files or folders to, click the clipboard icon.

View copied files.

<input type="checkbox"/>	Homework	Actions ▾
<input type="checkbox"/>	Section 1	Actions ▾
<input type="checkbox"/>	Section 4	Actions ▾
<input type="checkbox"/>	Section 3	Actions ▾
<input type="checkbox"/>	Section 2	Actions ▾

▼ [Copy Content from My Other Sites](#) Expand folder(s) of interest and select item(s) to copy.

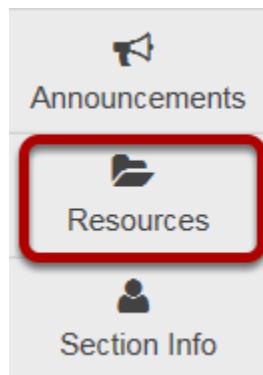
Copy	Viewing 1 - 17 of 17 items
----------------------	----------------------------

My Workspace
FA15 Intro to Psych Resources
<input type="checkbox"/> Syllabus and Guidelines
<input type="checkbox"/> Homework
<input type="checkbox"/> Section 1
<input type="checkbox"/> Section 2
<input type="checkbox"/> Section 3
<input type="checkbox"/> Section 4

This places a copy of the files or folders into the Resources folder on the other site.

How do I reorder files or folders within Resources?

Go to Resources.



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

Files: Click Actions, then Reorder.

The screenshot shows a list of files and folders in a Sakai interface. The 'Actions' dropdown menu for the 'Homework' folder is open, displaying various options: Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Create Citation List, Actions, Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link. The 'Reorder' option is circled in red.

Intro to Psychology Resources	Actions ▾
Syllabus and Guidelines	Actions ▾
Course Resources	Actions ▾
Homework	Actions ▾
Section 3	Add Upload Files Create Folders Add Web Links (URLs) Create Text Document Create HTML Page Create Citation List Actions Copy Edit Details Reorder Compress to ZIP Archive Move Move to Trash Edit Folder Permissions Make Web Content Link
Section 1	
Section 4	
Section 2	
Project Outlines	
Student Contributed Res	
Content from My Other Sites	

To reorder the files in a folder, to the right of the folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the folder Reordering page.

Reorder items and Save.

Reordering: Intro to Psychology Resources

To reorder, drag and drop list items and then click Save.

[Undo last](#) | [Undo all](#)

Section 1

Section 2

Section 3

Section 4

Save Cancel

Click and drag the items into the desired order, then click **Save**.

View reordered items.

Intro to Psychology Resources Actions ▾

Syllabus and Guidelines Actions ▾

Course Resources Actions ▾

Homework Actions ▾

Section 1 Actions ▾

Section 2 Actions ▾

Section 3 Actions ▾

Section 4 Actions ▾

Project Outlines Actions ▾

Folders: Click Actions, then Reorder.

The screenshot shows a list of folders under a root folder named "Intro to Psychology Resources". To the right of the root folder is a "Actions" button with a dropdown menu. The dropdown menu includes options for adding new content (Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Create Citation List) and managing the folder (Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, Make Web Content Link). The "Reorder" option is highlighted with a red box.

Title	
Intro to Psychology Resources	Actions ▾
Homework	Add
Project Outlines	Upload Files
Syllabus and Guidelines	Create Folders
Student Contributed Res	Add Web Links (URLs)
Course Resources	Create Text Document
View Content from My Other Sites	Create HTML Page
	Create Citation List
	<hr/>
	Actions
	Copy
	Edit Details
	Reorder
	Compress to ZIP Archive
	Move
	Move to Trash
	Edit Folder Permissions
	Make Web Content Link

To reorder the folders on a site, to the right of the root folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the folder Reordering page.

Reorder items and Save.

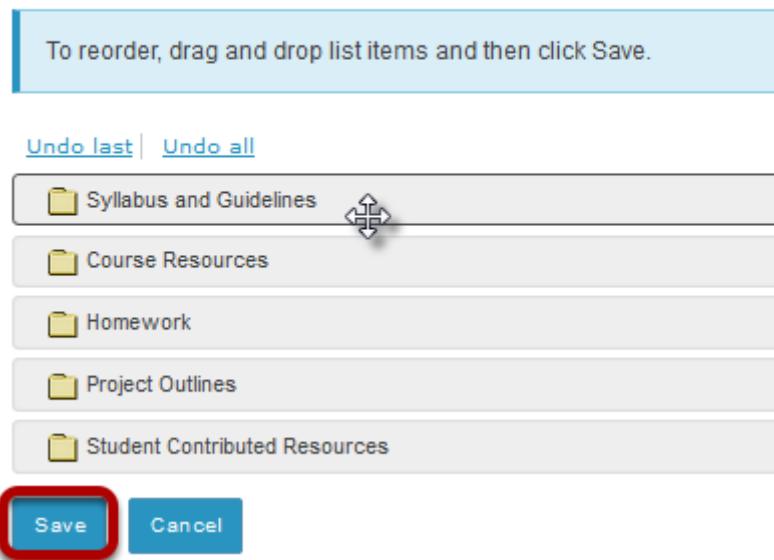
Reordering: Intro to Psychology Resources

To reorder, drag and drop list items and then click Save.

[Undo last](#) | [Undo all](#)

Syllabus and Guidelines	
Course Resources	
Homework	
Project Outlines	
Student Contributed Resources	

Save **Cancel**



Click and drag the items into the desired order, then click **Save**.

View reordered folders.

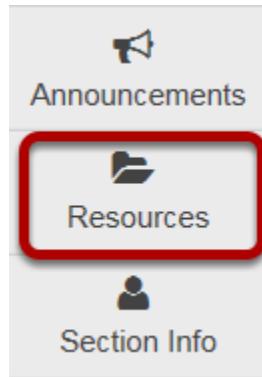
Intro to Psychology Resources	Actions ▾
Syllabus and Guidelines	Actions ▾
Course Resources	Actions ▾
Homework	Actions ▾
Project Outlines	Actions ▾
Student Contributed Resources ⓘ	Actions ▾



How do I upload a new version of a file in Resources?

If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

Go to Resources.



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

Click Actions, then Upload New Version.

The screenshot shows a list of course resources on the left and an 'Actions' dropdown menu on the right. The resources listed are:

- Intro to Psychology Resources
- Syllabus and Guidelines
- Intro to Psychology Syllabus
- Journal Article Guidelines
- MLA Guidelines
- Course Resources
- Homework
- Project Outlines

The 'Actions' dropdown menu is open over the 'Intro to Psychology Syllabus' item. The menu options are:

- Actions
- Copy
- Edit Details
- Upload New Version** (highlighted with a red box)
- Move
- Move to Trash
- Duplicate
- Make Web Content Link

To upload a new version of a file, to the right of the file to replace, from the **Actions** drop-down menu, select **Upload New Version**.

This displays the Upload New Version page.

Click Browse.

Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

Upload a new version

Browse... No file selected.

Original File Name Intro to Psychology
Syllabus

File Type application/pdf

Email Notification None - No notification ▾

Upload New Version Now **Cancel**

Click **Browse** to locate and select the file on your computer.

This returns the display to the Upload New Version page with the name of the new file.

Click Upload New Version Now.

Upload a new version

Browse... FA16 Intro to Psychology Syllabus.pdf

Original File Name Intro to Psychology
Syllabus

File Type application/pdf

Email Notification None - No notification ▾

Upload New Version Now **Cancel**

The file name of the new file is displayed.

Original file is replaced.

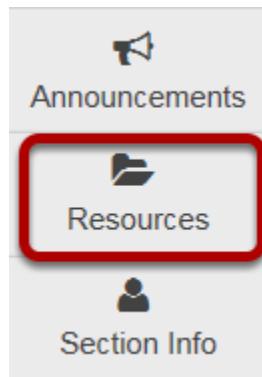
 Intro to Psychology Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾
 Intro to Psychology Syllabus	Actions ▾
 Journal Article Guidelines	Actions ▾
 MLA Guidelines	Actions ▾

This replaces the original file with the new revised file.

Note: The display name for the new file remains the same as the original file.

How do I hide files and folders?

Go to Resources.



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

Method 1: Select the file(s) or folder(s), then click Hide.

A screenshot of the "Resources" tool interface. At the top, there is a toolbar with buttons for "Move", "Copy", "Move to Trash", "Show", and "Hide". The "Hide" button is highlighted with a red box. Below the toolbar, there is a search/filter section with dropdown menus and checkboxes, and a title "Title" with a sorting arrow. The main area lists four items: "FA15 Intro to Psych Resources" (selected with a checkbox), "Syllabus and Guidelines" (unchecked), "Homework" (unchecked), and "Section 1" (unchecked). Further down, there is a list of four items, each with a checkbox. The first two checkboxes are checked and highlighted with a red box. The items are: "Section 2", "Section 3", and "Section 4".

<input checked="" type="checkbox"/>	Section 2
<input checked="" type="checkbox"/>	Section 3
<input checked="" type="checkbox"/>	Section 4

This displays the Hide Items Confirmation page.

Confirm action by clicking **Hide again.**

Hide item(s) confirmation...

Name	Size
Section 3	523.8 KB
Section 2	523.8 KB
Section 4	523.8 KB

Hide

Cancel

Items are hidden.

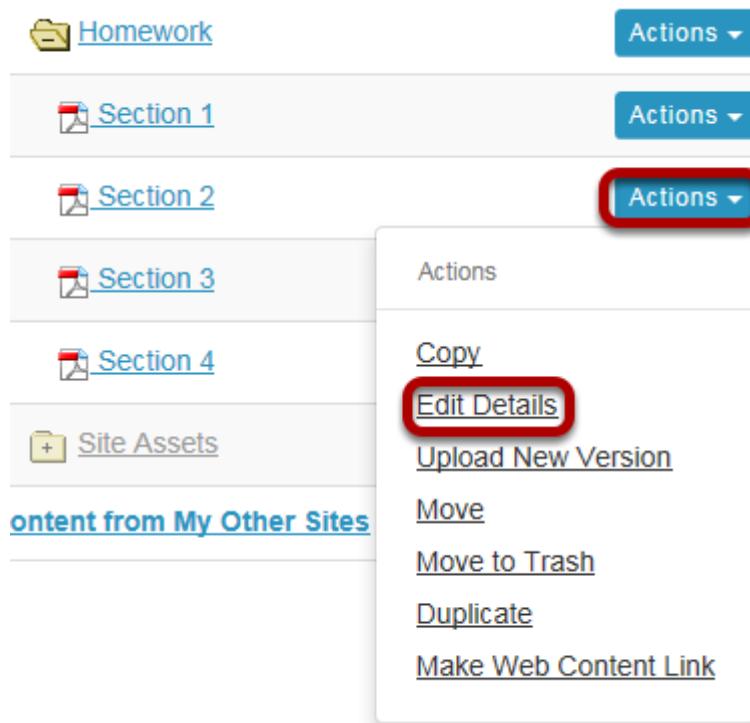


This returns the display to the Resources page with the selected items hidden.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you hide a folder, all of the files within the folder are automatically hidden.

Method 2: Click Actions, then Edit Details.



To hide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Hide item and Update.

Additional access

- This file is publicly viewable.
- Display this file to selected groups only.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item
 Hide this item

Under **Availability and Access**, select **Hide this item**, then click **Update**.

Item is hidden.



This returns the display to the Resources page with the selected item hidden.

Notes:

- *Instructors see hidden Resource items as grayed out.*
- *If you hide a folder, all of the files within the folder are automatically hidden.*

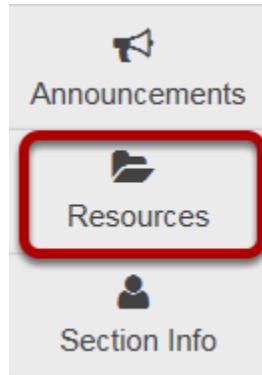
How do I unhide files or folders?

There are 2 methods Instructors can use to un-hide (show) files or folders.

Method 1: Select files or folders / Show

Method 2: Actions / Edit Details / Show

Go to Resources.



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

Method 1: Select the file(s) or folder(s), then click Show.

The screenshot shows a list of items in a Sakai interface. At the top, there are buttons for Move, Copy, Move to Trash, Show (which is highlighted with a red box), and Hide. Below these are several items with checkboxes:

- [Title](#)
- [FA15 Intro to Psych Resources](#)
- [Syllabus and Guidelines](#)
- [Homework](#)
- [Section 1](#)
- [Section 2](#)
- [Section 3](#)
- [Section 4](#)

This displays the Show Items Confirmation page.

Click Show again to confirm.

Are you sure you want to make the following items individually set as hidden.

Show item(s) confirmation...

Name
<input type="checkbox"/> Section 3
<input type="checkbox"/> Section 2
<input type="checkbox"/> Section 4

Show Cancel

Items are now visible.



This returns the display to the Resources page with the selected items available.

Method 2: Click Actions, then Edit Details.

A screenshot of the Sakai Resources page. On the left is a list of items: "Homework", "Section 1", "Section 2", "Section 3", "Section 4", "Site Assets", and a link to "Content from My Other Sites". To the right of each item is a "Actions" button. A red arrow points from the "Actions" button for "Section 2" to a detailed view of the "Actions" menu for "Section 2". The menu is a vertical list with options: "Copy", "Edit Details", "Upload New Version", "Move", "Move to Trash", "Duplicate", and "Make Web Content Link". The "Edit Details" option is highlighted with a red box.

To unhide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Select Show this item, then click Update.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

Additional access

This file is publicly viewable.

Display this file to selected groups only.

Resources can be scheduled to be visible between certain times or to certain other users.

Show this item

Hide this item

Under Availability and Access, select Show this item, then click Update.

Item is now visible.

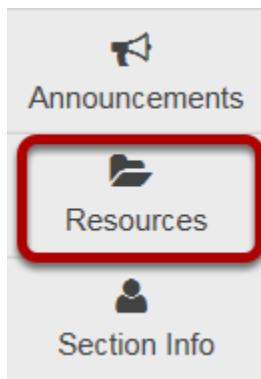


This returns the display to the Resources page with the selected item available.

How do I set the display of a Resources item to a specific time period?

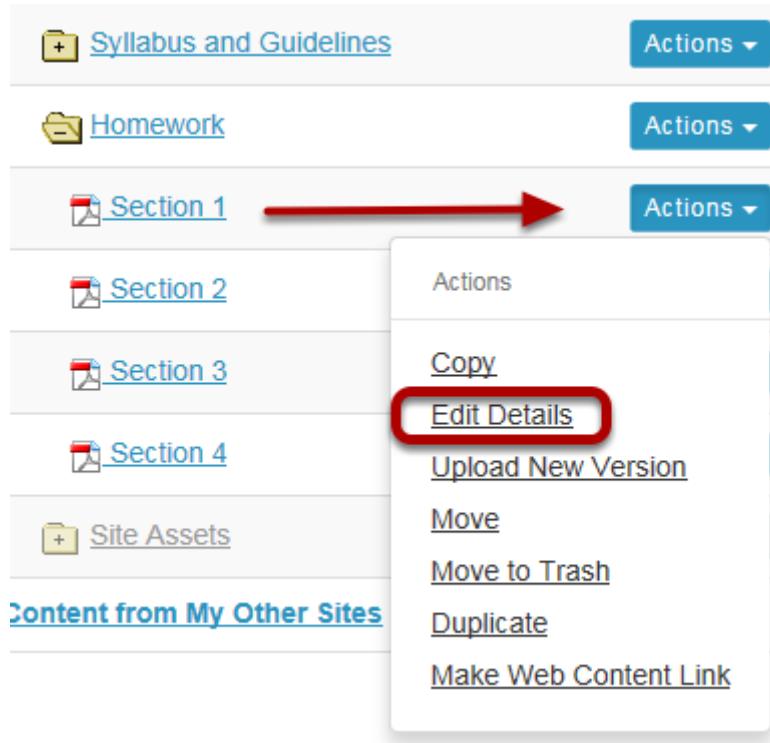
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.



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

Click Actions, then Edit Details.



To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details..**.

This displays the Edit Details page for the item.

Specify dates.

Show this item
 Hide this item

From
06/08/2016 12:50 pm

Until
06/15/2016 12:50 pm

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, then click **Update**.

Notes:

- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

View file or folder in Resources.

 Homework	Actions ▾	Entire site
 Section 1	Actions ▾	Entire site
 Section 2	Actions ▾	Entire site
 Section 3	Actions ▾	Entire site

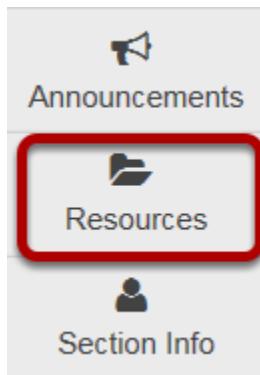
This displays the file or folder in Resources as hidden, except during the specified time period.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.

How do I remove a file or folder in Resources?

Go to Resources.



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

Method 1: Select the item(s), then click Move to Trash.

A screenshot of the Resources tool interface. At the top, there are buttons for "Move", "Copy", "Move to Trash" (which is highlighted with a red rectangle), "Show", and "Hide". Below these are filter options: a dropdown menu set to "Title", a checkbox, and a "Title" column header. The main area lists resources in a table format. The first resource, "FA15 Intro to Psych Resources", has a checkbox next to it. The second resource, "Syllabus and Guidelines", has a checkbox next to it. The third resource, "Homework", has a checkbox next to it. The fourth resource, "Section 1", has a checkbox next to it. The fifth resource, "Section 2", has a checkbox next to it. The sixth resource, "Section 3", has a checkbox next to it and is highlighted with a red rectangle. The seventh resource, "Section 4", has a checkbox next to it and is also highlighted with a red rectangle. All checkboxes for "Section 3" and "Section 4" are checked.

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click Move to Trash.

This displays the Remove confirmation page.

Click Remove again to confirm.

Are you sure you want to move the following item(s) to Trash?

Remove confirmation...

Name	Size
Section 3	523.8 KB
Section 4	523.8 KB

Remove

Cancel

Items are removed.

[FA15 Intro to Psych Resources](#)

[Syllabus and Guidelines](#)

[Homework](#)

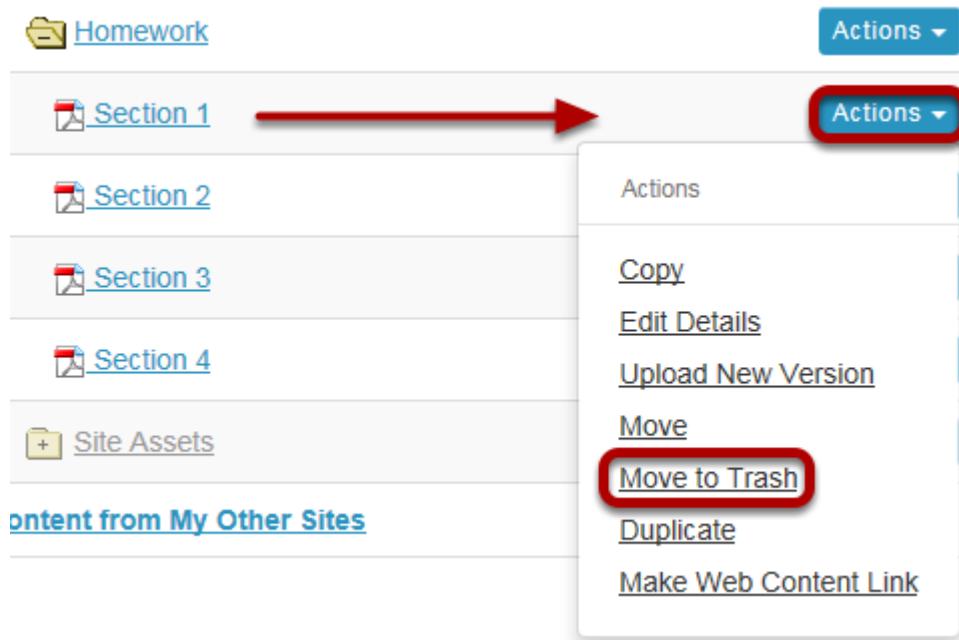
[Section 1](#)

[Section 2](#)

[Site Assets](#)

Note: If you remove a folder, all of the items inside the folder are also removed.

Method 2: Click Actions, then Remove.



To the right of the file or folder you want to remove, from the **Actions** drop-down menu, select **Move to Trash**.

This displays the Remove confirmation page.

Click Remove again to confirm.

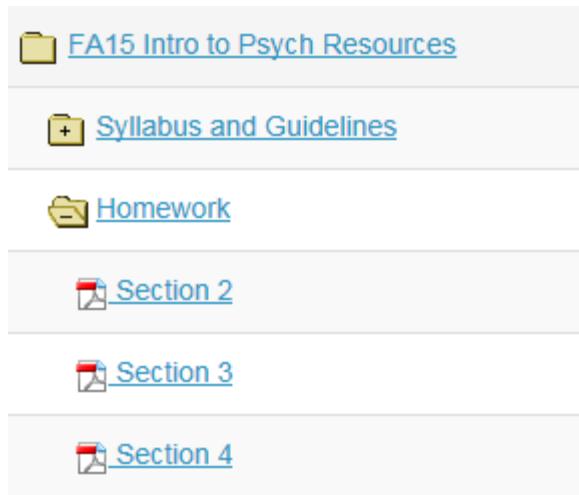
Are you sure you want to move the following item(s) to Trash?

Remove confirmation...

Name
Section 1

Remove **Cancel**

The Item is removed.



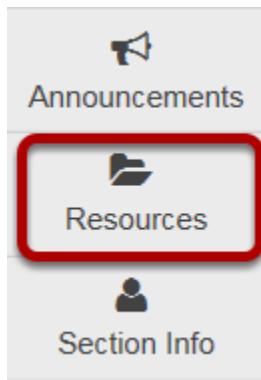
This removes the item from Resources.

Note: If you remove a folder, all of the items inside the folder are also removed.

How do I restore a removed file or folder in Resources?

Users can restore a file or folder they have previously removed from Resources.

Go to Resources.



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

Click Trash tab.

A screenshot of the Sakai Resources page. At the top, there's a breadcrumb trail: 'ch > RESOURCES'. Below it is a navigation bar with tabs: 'SITE RESOURCES' (disabled), 'TRASH' (which is highlighted with a red box), 'TRANSFER FILES', 'PERMISSIONS', 'OPTIONS', and 'CHECK QUOTA'. Underneath the tabs, there's a search bar with 'All site files' and a dropdown arrow, followed by the text '/ FA16 Intro to Psych Resources'. At the bottom of the page is a toolbar with buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'.

This displays the Resources Restoring Items page.

Select the items to be restored, then click Restore.

Restoring items

Restore

Remove

Cancel

Select item to be restored and press the restore button.

Title

 FA16 Intro to Psych

 Homework



 Section 3

Item is restored.

Title ▾



[FA16 Intro to Psych Resources](#)

Actions ▾



[Syllabus and Guidelines](#)

Actions ▾



[Homework](#)

Actions ▾



[Section 3](#)

Actions ▾



[Section 4](#)

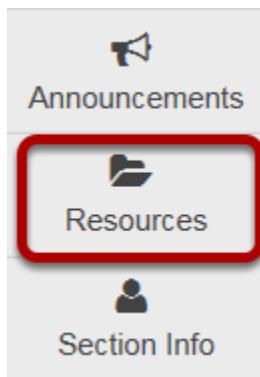
Actions ▾

This restores the previously removed items back to the original folder.

How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.



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

Click Actions, then Edit Details.

The screenshot shows a list of items in a Sakai site:

- FA15 Intro to Psych Resources
- Syllabus and Guidelines
- FA16 Syllabus
- Guidelines for Writing
- Homework
- Site Assets
- Content from My Other Sites**

An "Actions" dropdown menu is open over the "Guidelines for Writing" item. The menu contains the following options:

- Copy
- Edit Details
- Upload New Version
- Move
- Move to Trash
- Duplicate
- Make Web Content Link

The "Edit Details" option is highlighted with a red box.

To add contextual information, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the item's Edit Details page.

Enter details, then Update.

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* Display Name

Guidelines for Writing

Description

Review these guidelines as you prepare your drafts.

Email Notification

None - No notification

Update

Cancel

Enter (or paste) a description of the file or folder in the **Description** box, then click **Update**.

View item details.

[FA15 Intro to Psych Resources](#)

[Syllabus and Guidelines](#)

[FA16 Syllabus](#)

Information icon

[Guidelines for Writing](#) ⓘ

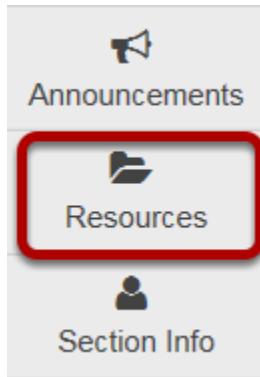
[Homework](#)

The description is now available to participants by clicking on the information icon.

How do I notify site participants that content has been added to Resources?

Site owners can automatically notify participants via the Notifications feature that an item has been added to Resources. When used, site members receive an email containing details of the file or link that has been added to Resources.

Go to Resources.



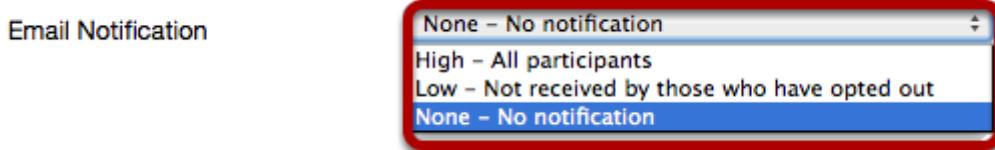
Select the **Resources** tool from the Tool Menu of your site.

Add a content item.

See any of the following articles for more information on adding items to Resources:

- [adding a file](#)
- [adding a URL](#)
- [adding a text document](#)
- [adding an HTML page](#)
- [adding a citation list](#)

When adding an item, select High or Low notification.



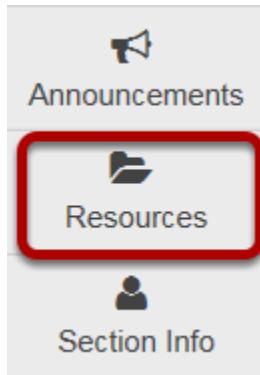
Notes:

- *When uploading a file, creating a web link, creating a text file, creating an HTML page or creating a citation, the Email Notification dialog box is displayed before confirming file creation.*
- *Selecting "High" will result in an email being sent to every site participant*
- *Selecting "Low" will result in an email being sent to only those participants that have not opted out of "Low" level notifications in their workspace Preferences.*

How do I obtain the URL for a file or folder in Resources?

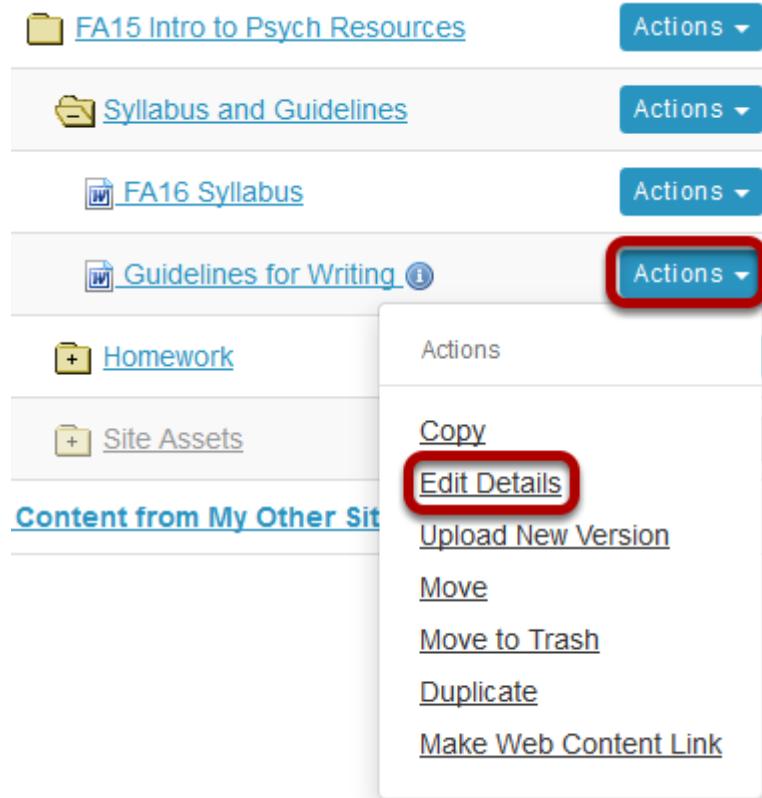
Each file and folder in Resources has its own URL. Instructors can create links to folders or files in the Syllabus tool, Announcements tool or send an email to students containing the link, for example. The link is useful throughout a single Sakai site.

Go to Resources.



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

Click Actions, then Edit Details.



To obtain a file or folder's URL, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Copy the URL.

The screenshot shows the "Edit Details" page for the "Guidelines for Writing" file. At the top, there is a "Web address (URL)" field containing the URL:

http://qa01-sakai.marist.edu:8080/access/content/group
/642efa3e-fe91-46fb-8082-b0e0cf9bb8f3
/Syllabus%20and%20Guidelines/Mailtool%20confirmation.docx

Below the URL field, there are three buttons: "Select URL (for copying)", "Open", and "Short URL".

Scroll down the page to find the **File Details** section. Copy the file's unique URL displayed in the **Web Address (URL)** field.

Copy short URL. (Optional)



An alternative is to select **Short URL** check box and then copy a shortened version of the URL.
NOTE: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.

How do I make a link to a Resources folder appear in the Tool Menu?

Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

Go to Resources.



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

Click Actions, then Make Web Content Link.

The screenshot shows a list of items in a Sakai interface:

- FA16 Intro to Psych Resources
- Syllabus and Guidelines
- Homework
- Site Assets
- Content from My Other Sites**

To the right of each item is a blue "Actions" button with a downward arrow. A red box highlights the "Actions" button for the "Syllabus and Guidelines" item. A larger red box highlights the "Make Web Content Link" option in the dropdown menu that appears when clicking the button.

The dropdown menu contains the following options:

- Add
 - Upload Files
 - Create Folders
 - Add Web Links (URLs)
 - Create Text Document
 - Create HTML Page
 - Create Citation List
- Actions
 - Copy
 - Edit Details
 - Reorder
 - Compress to ZIP Archive
 - Move
 - Move to Trash
 - Edit Folder Permissions
 - Make Web Content Link**

To create a link to a Resources folder, to the right of the folder, from the **Actions** drop-down menu, select **Make Web Content Link**.

This displays the Make Web Content Link page.

Enter a name, then Add.

Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

Syllabus and Guidelines

Add

Cancel

Enter a name for the page link, then click Add.

View folder link in Tool Menu.

The screenshot shows the Sakai 11 Tool Menu. At the top, it displays the site path "FA16 Intro to Psych > SYLLABUS AND GUIDELINES". On the left, there is a sidebar with various icons and links: "View Site A", "Home", "Syllabus and Guidelines" (which is highlighted with a red box), "Announcements", and "File". In the main content area, there is a "Up one level" button and a section titled "Syllabus and Guidelines" which contains two items: "FA16 Syllabus" and "Guidelines for Writing".

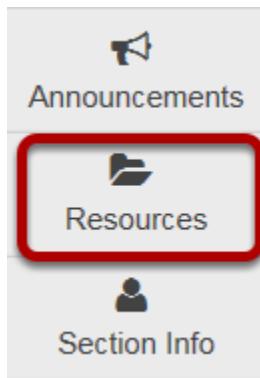
This creates a link in the Tool Menu. Clicking the button displays the folder contents.

Note: Any contextual descriptions that have been added to the folder or files are displayed on the page.

How do I create a group folder in Resources?

Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See [How do I create groups?](#))

Go to Resources.



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

Click Actions, then Create Folders.

A screenshot of the "FA16 Intro to Psych Resources" page. On the right, there is a "Actions" dropdown menu with a red box around it. The menu has a "Add" section containing several options: "Upload Files", "Create Folders" (which is highlighted with a red box), "Add Web Links (URLs)", "Create Text Document", "Create HTML Page", and "Create Citation List". To the left of the menu, there is a list of folder items: "Syllabus and Guidelines", "Homework", "Site Assets", and "Content from My Other Site".

To create a group folder, to the right of the root folder, from the **Add** section of the **Actions** drop-down menu, select **Create Folders**.

This displays the Create Folders page.

Enter name and add details.

Create Folders

Location: / FA16 Intro to Psych

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

Group 1 Project Files

[Add details for this item](#)

Enter a name for the folder, then click **Add details for this item**.

This exposes the folder's detail properties.

Enter item details, then create folder.

Availability and Access

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

Display this folder and its contents to selected groups only.

Title Description

Group 1

Group 2

[Add Another Folder](#)

Create Folders Now Cancel

Under **Availability and Access**, select **Display folder to selected groups**, select the group name, then click **Create Folders Now**.

View group folder.

Title	Access
FA16 Intro to Psych Resources	Actions ▾
Group 1 Project Files	Actions ▾ Select group(s)
Syllabus and Guidelines	Actions ▾ Entire site
Homework	Actions ▾ Entire site

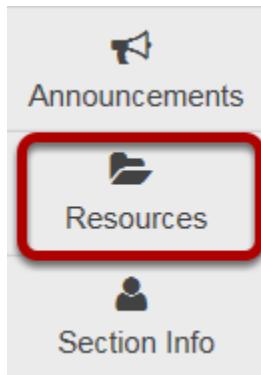
This creates a folder that is only displayed to members of the selected group.

Notes:

- *Instructors and site managers can see and access all group folders.*
- *Students that are not a member of the group will not have the folder displayed in their Resources.*

How do I allow group members to upload content to a group Resources folder?

Go to Resources.



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

Click Actions, then Edit Folder Permissions.

The screenshot shows a list of folder items on the left and a detailed view on the right. The 'Actions' dropdown menu for the 'Group 1 Project Files' folder is open, with the 'Edit Folder Permissions' option highlighted by a red box. The 'Edit Folder Permissions' dialog box is displayed on the right, also with its own 'Actions' dropdown menu, which has the 'Edit Folder Permissions' option highlighted by another red box.

Action	Target
Add	Entire site
Upload Files	Entire site
Create Folders	Entire site
Add Web Links (URLs)	Entire site
Create Text Document	
Create HTML Page	
Create Citation List	
<hr/>	
Actions	
Copy	
Edit Details	
Compress to ZIP Archive	
Move	
Move to Trash	
Edit Folder Permissions	
Make Web Content Link	

To grant uploading permission to group members, to the right of the group folder, from the **Actions** drop-down menu, select **Edit Folder Permissions**.

This displays the folder permissions dialog box.

Note: You will need to [make the folder a group folder](#) in order to limit uploading permissions to a single group.

Modify student permissions and then Save.

Permissions

Set permissions for resources in folder: Group 1 Project Files

Undo changes

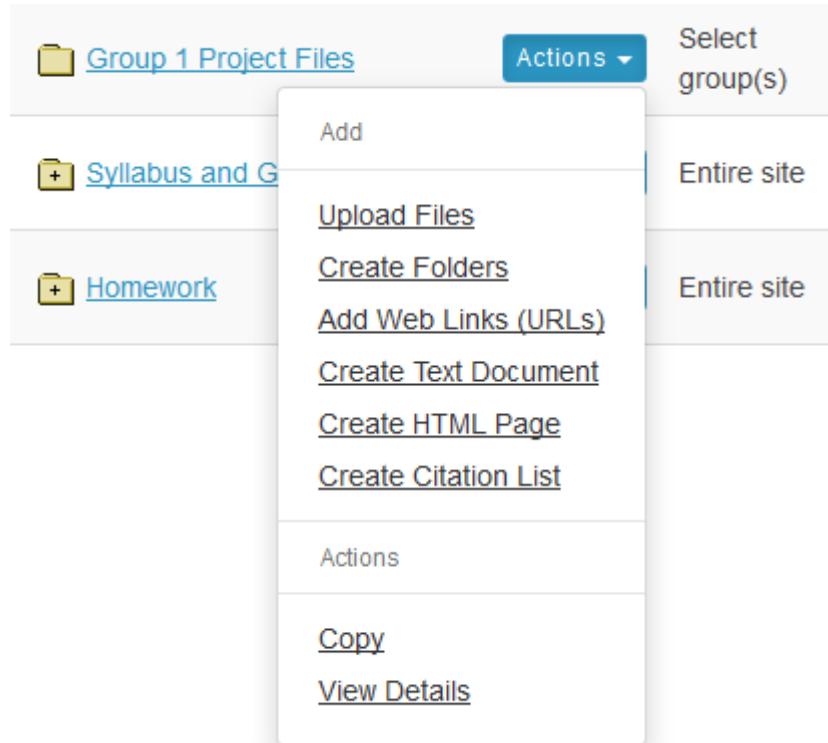
Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, and **Access/create group resources**, then click **Save**.

Group members may now add and edit items.



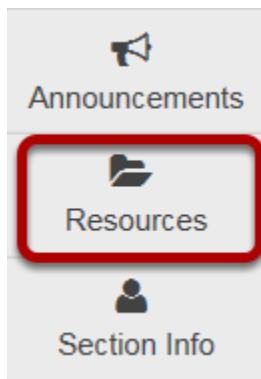
This allows the students that are members of the group to upload and edit content in the group folder.

Students that are members of the group will have an "Add" section available in the folder's Actions dropdown menu.

How do I allow all students to upload content to a selected folder?

Instructors can allow all students to upload and edit file to a selected folder in Resources. Instructors must first create the folder. (See [How do I create folders?](#))

Go to Resources.



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

Click Actions, then Edit Folder Permissions.

The screenshot shows a list of course resources on the left and an 'Actions' dropdown menu on the right. The 'Actions' button is highlighted with a red box. The dropdown menu contains several options under 'Add' and 'Actions', with 'Edit Folder Permissions' also highlighted with a red box.

Action	Scope
Add	
Upload Files	Entire site
Create Folders	Entire site
Add Web Links (URLs)	Entire site
Create Text Document	Entire site
Create HTML Page	Entire site
Create Citation List	Entire site
Actions	
Copy	
Edit Details	
Compress to ZIP Archive	
Move	
Move to Trash	
Edit Folder Permissions	
Make Web Content Link	

To grant uploading permission to all students, to the right of the folder, from the **Actions** drop-down menu, select **Edit Folder Permissions**.

This displays the folder permissions dialog box.

Modify student permissions, then Save.

Permissions

Set permissions for resources in folder: Student Resources

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#) [Cancel](#)

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, then click **Save**.

Students may now upload and edit items within the folder.

The screenshot shows a list of resources in a folder:

- FA16 Intro to Psych Resources
- Student Resources
- Syllabus and Guidelines
- Homework

Each resource has an "Actions" button to its right.

This allows the students to upload and edit content in the selected folder.

Students will have an "Add" section added to their Actions button displayed next to the folder.

How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

Go to Resources.



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

Click Actions, then Edit Details.

The screenshot shows a list of items in a Sakai interface. On the left is a 'Title' column with icons and names like 'Intro to Psychology Resources', 'Journal Articles', 'Syllabus and Guidelines', 'Homework', 'Project Outlines', and 'Student Contributed Res...'. To the right is an 'Access' column showing 'Entire site' for all items. Below this is a section titled 'Content from My Other Sites' with a single item. To the right of each item is a blue 'Actions' button with a white triangle. A red box highlights the 'Actions' button for the 'Journal Articles' item. A larger red box highlights the 'Edit Details' option in the dropdown menu that appears when clicking this button. The dropdown menu contains options: Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Create Citation List, Actions, Copy, Edit Details (which is highlighted with a red box), Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

To make a file or folder publicly viewable, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Make item public, then Update.

Availability and Access

Choose who can see this folder and its contents.

- Only members of this site can see this folder and its contents.

Additional access

This folder and its contents are publicly viewable.

Display this folder and its contents to selected groups only.

Update

Cancel

Under **Availability and Access**, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

Note: This can be done with files as well.

The Resources item is designated as Public.

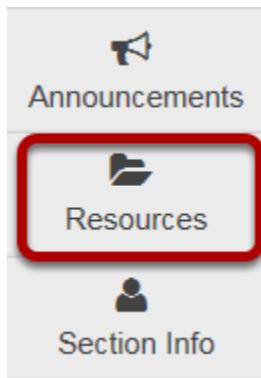
Title	Access
Intro to Psychology Resources	Actions ▾
Journal Articles	Actions ▾ Public
Syllabus and Guidelines	Actions ▾ Entire site
Homework	Actions ▾ Entire site

Note: While the content can be viewed by those who are not members of the folder's originating site, the content cannot be searched for or viewed by those who are not logged into your institution's system.

What is the Resources quota?

Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

Go to Resources.



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

Click Check Quota.

A screenshot of the "RESOURCES" page. At the top, there is a breadcrumb trail: "y > RESOURCES". Below it is a navigation bar with several tabs: "SITE RESOURCES" (highlighted in blue), "TRASH", "TRANSFER FILES", "PERMISSIONS", "OPTIONS", and "CHECK QUOTA" (highlighted with a red box). At the bottom of the page, there is a navigation bar with "All site files" and "Intro to Psychology Resources".

This displays the Resources Quota page.

Quota is displayed.

Quota

This is the quota for the current site and your usage of it.

This site is currently using 0% (3.8 MB) of its 1 GB quota.

[Back](#)

The amount of storage space currently being used and the site's quota will be displayed.

How do I transfer files to Resources using WebDAV?

Users can transfer files to Resources using the WebDAV protocol. WebDAV allows users to upload multiple files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site Resources, their computer will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in "My Computer" in Windows, or the "Finder" on a Mac.

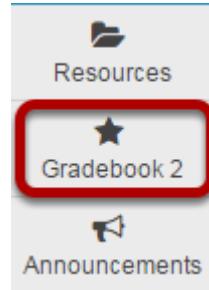
For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

Mac OS X 10.4 (Tiger) and newer supports secure WebDAV connections in the Finder. Mac users can also use Cyberduck or AnyClient.

Depending on your specific operating system version, you may find one method performs better than another.

Note: You may also upload multiple files using the [drag and drop feature](#) in Resources.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click Transfer Files.



To locate directions for setting up WebDAV on your computer, click **Transfer Files**.

WebDAV instructions will display.

Transfer Files

The instructions on this page show you how to create a folder on your desktop machine that will allow you to drag and drop files and folders between your computer and this site's Resources tool.

This involves using a protocol called **WebDAV**. The WebDAV setup process is different for each operating system. Follow the steps below to get started.

Note: if you simply want to upload files to the Resources tool one by one, click **Site Resources** at the top of the page, then click **Add > Upload Files** to the right of a folder.

When you upload files using WebDAV, you need to check that the copyright status is set correctly for each file. Do this by using "Edit Details" from the "Actions" menu and selecting the relevant copyright status.

Step 1 - Select the following URL and copy it to your clipboard:

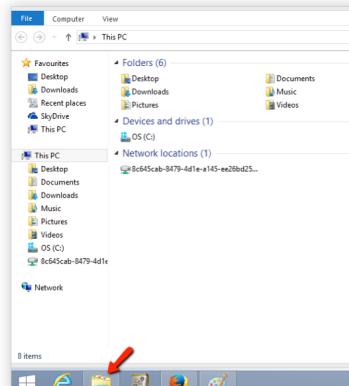
http://qa01.sakai.mnstate.edu:8080/dav/samplecourse

Step 2 - Select your operating system below and follow the setup instructions.

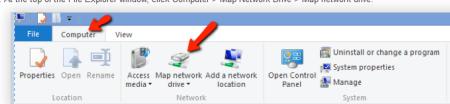
Windows 8/10 Windows 7 Mac Linux Other versions

Setting up WebDAV for Windows 8/10

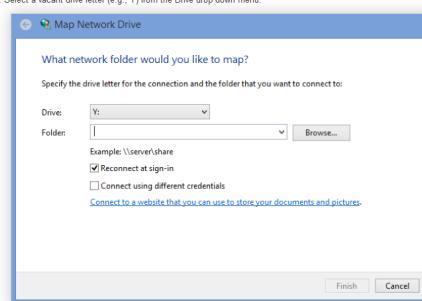
1. First you need to navigate to the Desktop, after logging into Windows 8/10, click the Desktop icon.
2. From the Desktop, click File Explorer and make sure This PC is selected in the left-hand pane.



3. At the top of the File Explorer window, click Computer > Map Network Drive > Map network drive.



4. Select a vacant drive letter (e.g., 'Y') from the Drive drop down menu.



5. In the Folder field, type (or copy and paste) the URL for this site (shown above). Click Finish.

6. When prompted, enter your username and password and click OK.

7. You can now drag files and folders to and from your computer and the site Resources folder.

Alternate method of setting up WebDAV on Windows

If the process above yields connection errors, you may be able to utilize the WebDAV functionality to access your files using a free third-party client called [Cyberduck](#).

[Return](#)

This displays links to directions for setting up WebDAV for your computer's operating system. Locate your operating system in the list of supported systems shown, and follow the instructions provided for setting up WebDAV on your computer.

Rich Text Editor

What is the Rich Text Editor?

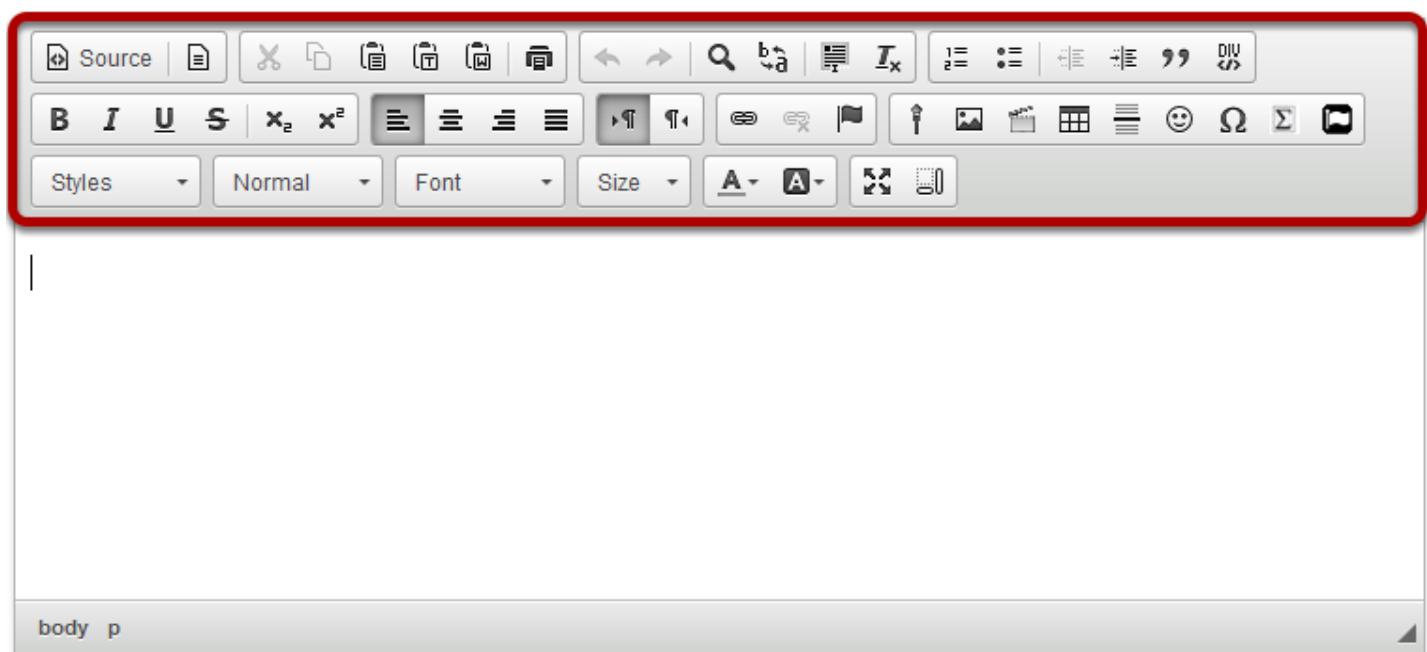
In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include images, links, audio and video as well as text.

Note: Pasting text into the rich-text editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

The rich-text editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the [CKEditor 4 Documentation Site](#).

Also, please refer to [How do I check my content for accessibility?](#) for more information on creating accessible content using the CKEditor.

Rich Text Editor Toolbar



The Rich Text Editor toolbar contains an array of icons. See [What actions can I perform using the Rich Text Editor icons?](#) for more information in individual icon functionality.

Note: Some configurations may not have all of the above tools and some may have additional tools.

What actions can I perform using the Rich Text Editor icons?

Note: Depending on your implementation, you may have more icons or fewer icons available to you in the Rich Text Editor. There are several third party tools which integrate with the editor and display as additional icons in the editing toolbar (e.g. equation editors, video management applications, etc.). Also, some institutions hide seldom-used icons to make the appearance of the editing toolbar more compact.

Standard Rich Text Editor icons allow the following features:

Source



View or edit the document source code (for advanced users).

Templates



Select a layout template.

Cut



Cut the highlighted text to the clipboard.

Copy



Copy the highlighted text to the clipboard.

Paste



Paste the data copied to the clipboard.

Paste as Plain Text



Paste the data copied to the clipboard (without formatting).

Paste from Word



Paste content copied from Microsoft Word or similar applications.

Print



Print the current document.

Undo



Undo the most recent action taken.

Redo



Redo the most recent action taken.

Find



Find a word or phrase within the document.

Replace



Find and replace a word or phrase within the document.

Select All



Select the entire text in the document.

Remove Format



Remove the formatting from the highlighted text.

Insert/Remove Numbered List



Create Numbered Lists.

Insert/Remove Bulleted List



Create Bulleted Lists.

Decrease Indent



Decrease the paragraph indent.

Increase Indent



Increase the paragraph indent.

Block



Format a block of text to identify quotations.

Create DIV Container



Creates a container to apply formatting beyond one block of text.

Bold



Applies Bold formatting to highlighted text.

Italic



Applies Italic formatting to highlighted text.

Underline



Applies Underline formatting to highlighted text.

Strike Through



Applies Strike Through formatting to highlighted text.

Subscript



Subscript the highlighted text.

Superscript



Superscript the highlighted text.

Align Left



Set text alignment left.

Align Center



Set text alignment center.

Align Right



Set text alignment right.

Justify



Justify text alignment.

Text Direction Left to Right



Displays text left to right.

Text Direction Right to Left



Displays text right to left.

Link



Create hyperlink.

Unlink



Remove hyperlink.

Anchor



Inserts or modifies a link anchor.

Record Audio Clip



Create and display a voice recording.

Image



Inserts images into the document.

Insert/Edit Movie



Inserts a movie/audio player.

Table



Creates a table with the defined number of columns and rows.

Insert Horizontal Line



Inserts a divider line (horizontal rule).

Smiley



Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character



Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Add MathML Formula



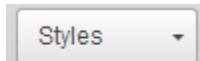
Creates mathematical symbols using MathML language.

Insert Font Awesome icon.



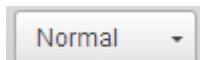
Allows you to choose from the library of Font Awesome icons and insert the selected icon into your content.

Styles



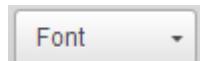
Applies special styles to a block of text.

Format



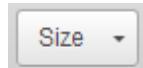
Applies paragraph formatting to a block of text.

Font



Applies a specific font to a block of text.

Size



Applies a specific size to a block of text.

Text Color



Changes the color of the text.

Background Color



Changes the background color of the text.

Maximize



Maximizes the editor size inside the browser.

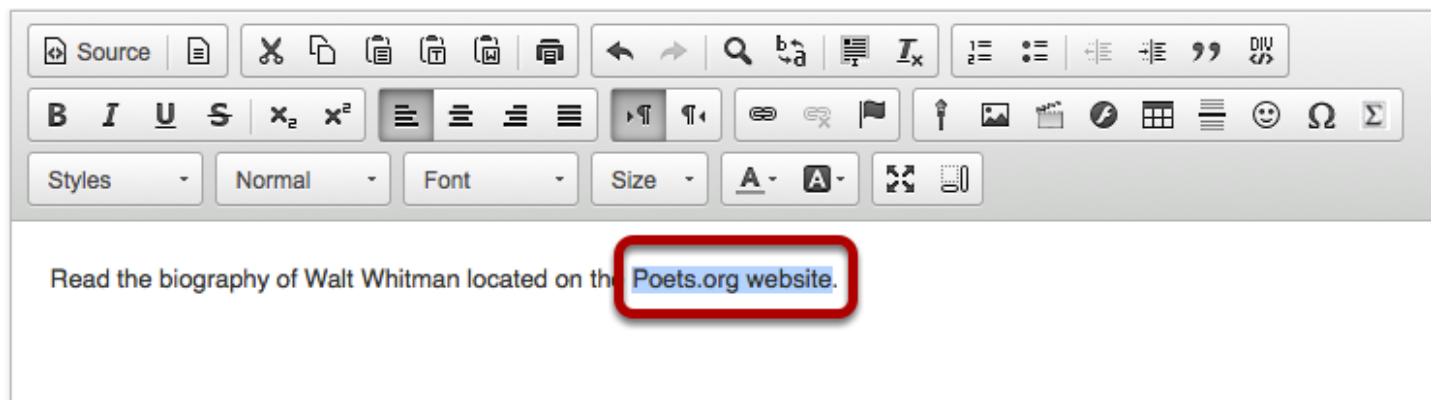
Show Blocks



Shows where there are block elements boundaries in the text.

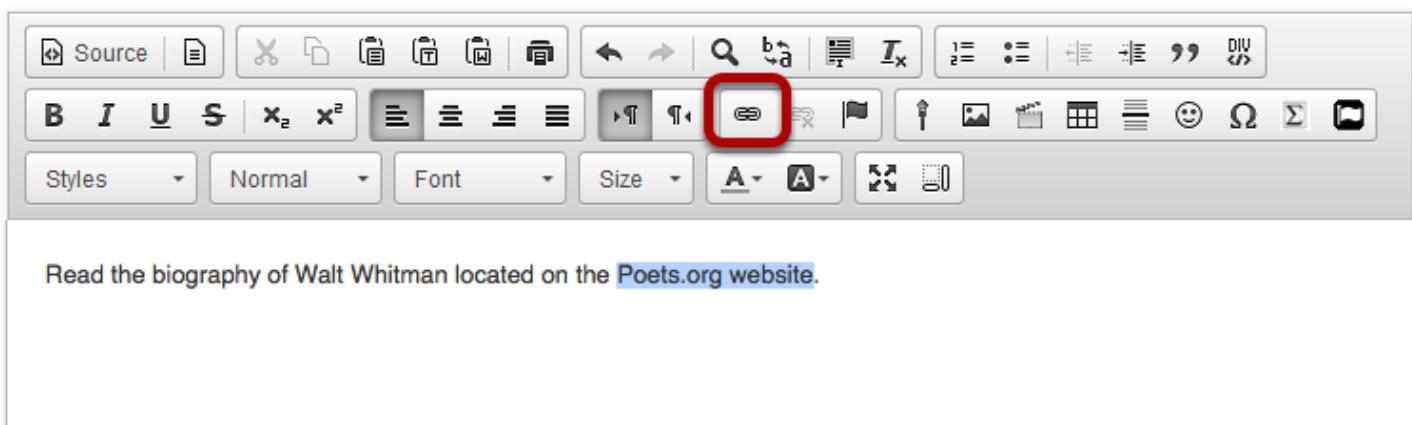
How do I create a link to a web site in a text box?

Select the text.



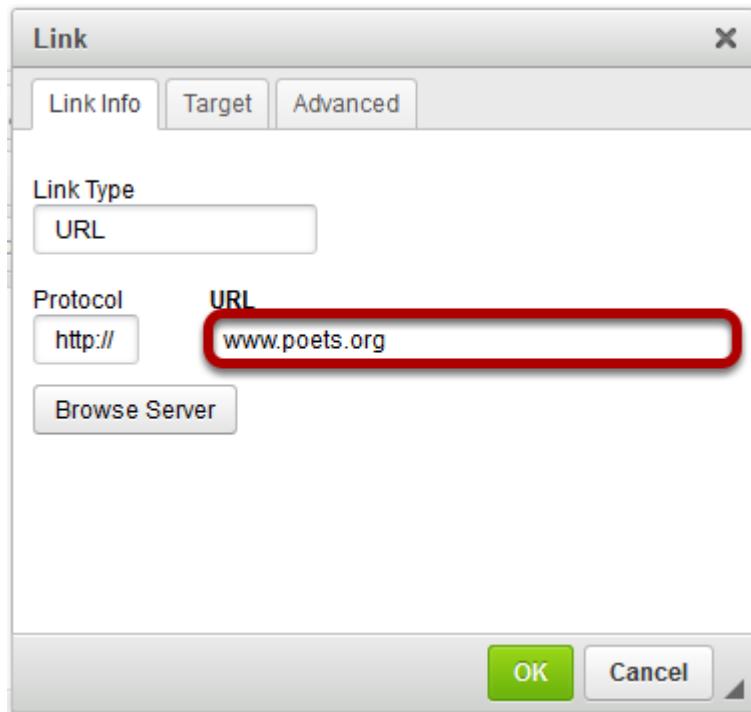
In the text box, select the text you would like to serve as a link to a web site.

Click the Link icon.



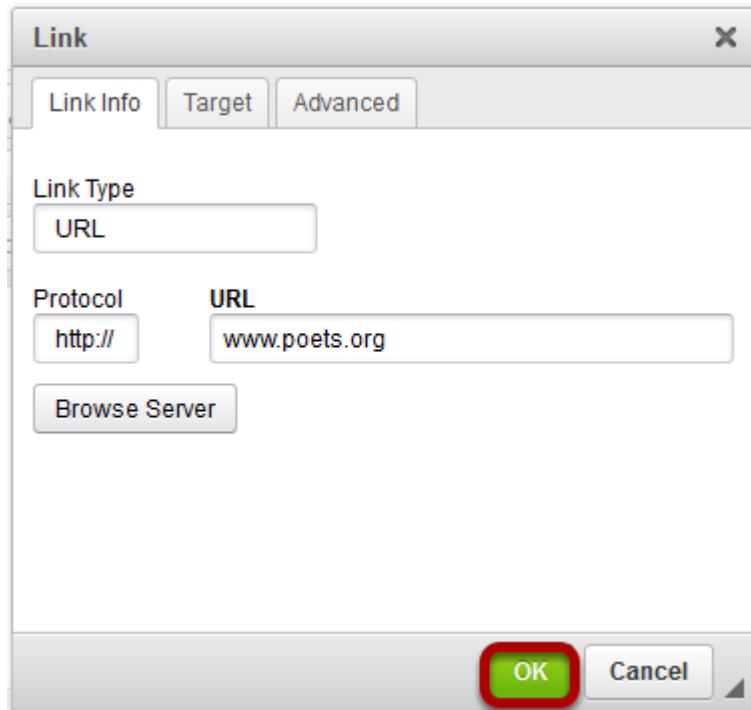
This displays the Link dialog box.

Enter the URL.



Enter or paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the web page in the box marked **URL**.

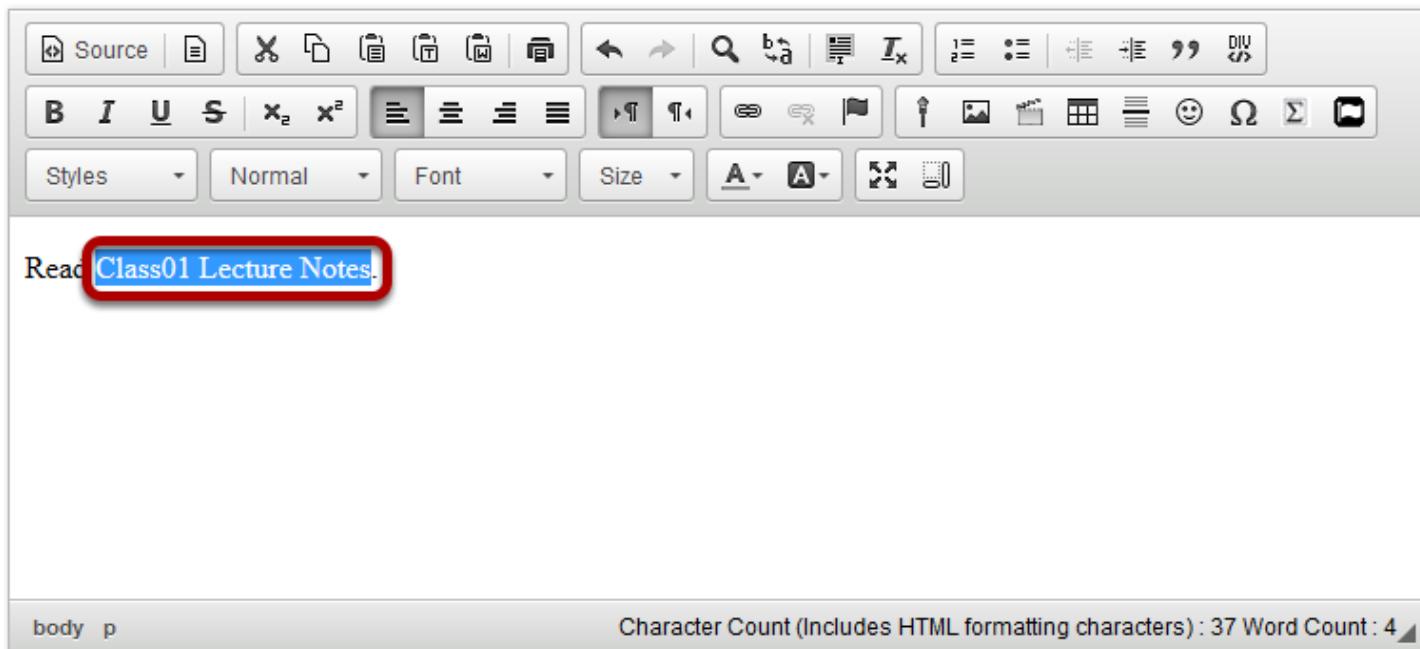
Click OK.



The selected text will display as an underlined link to the web site.

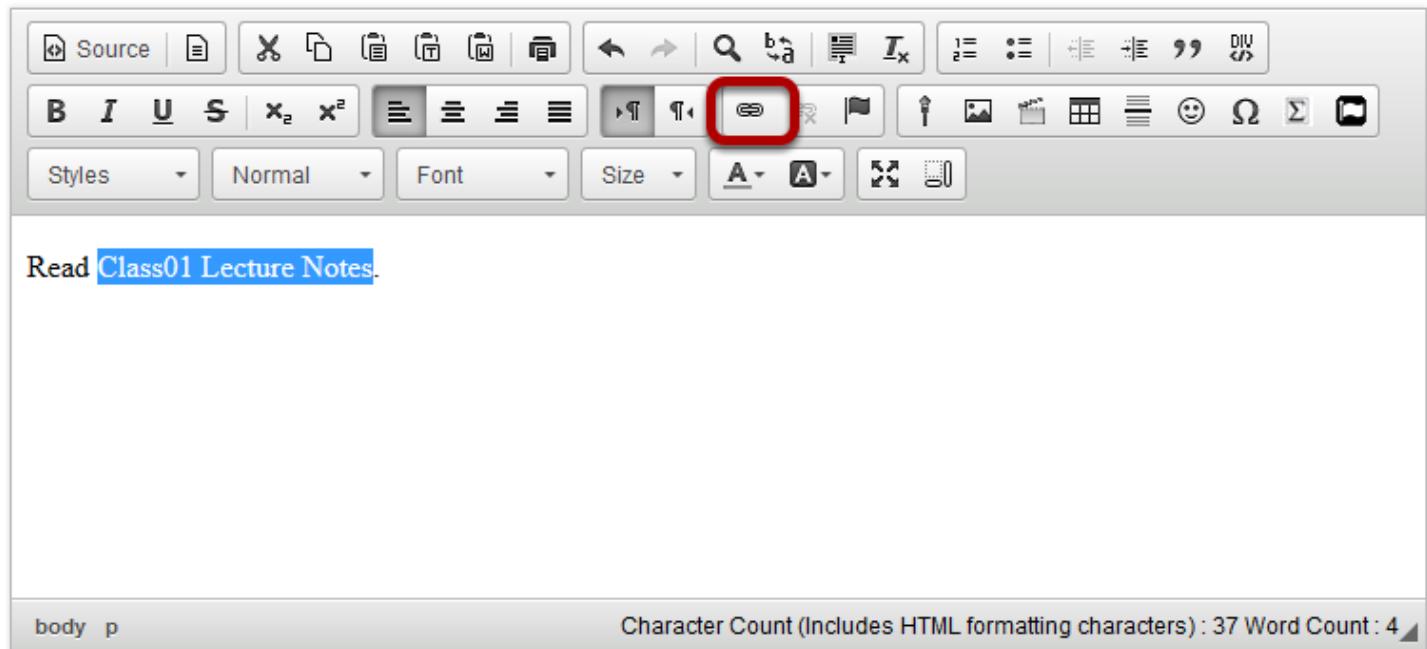
How do I create a link to a Resources item in a text box?

Go to the Rich Text Editor and select your text.



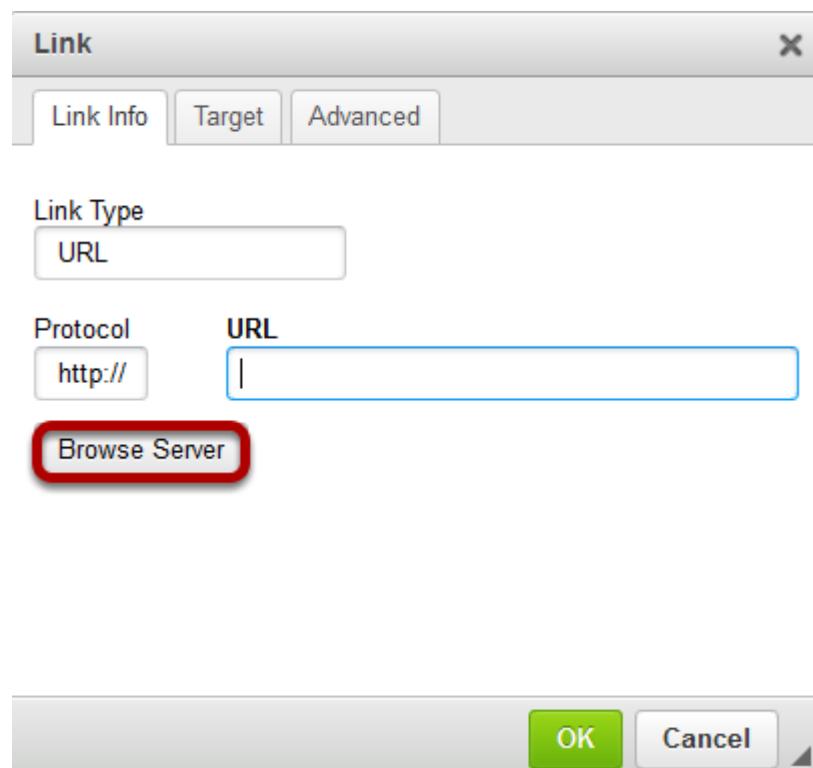
In the text box, select the text you would like to serve as a link to the folder or file.

Click the Link icon.

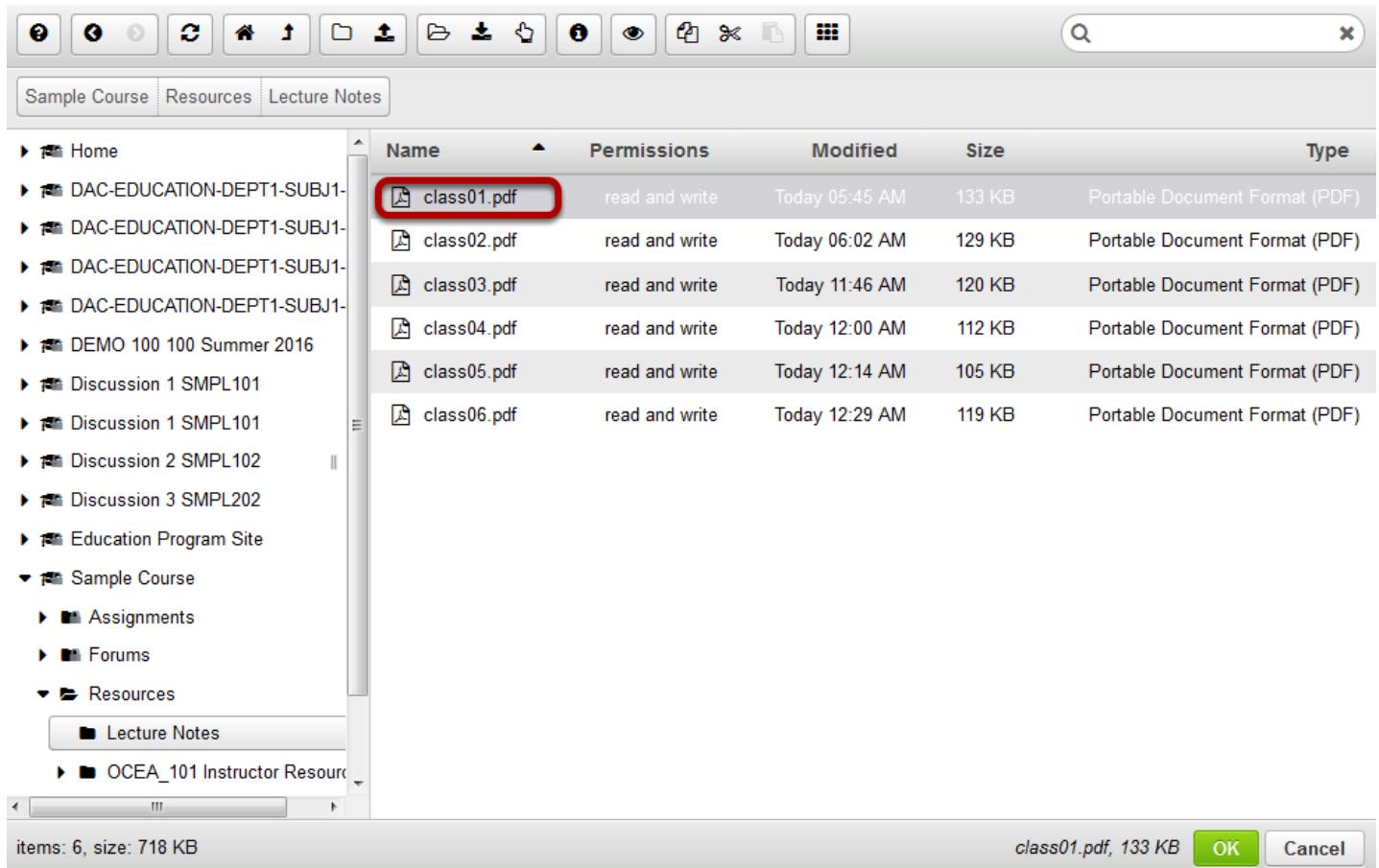


This displays the Link dialog box.

Click Browse Server.



Locate and select the desired file in the file browse window.



The screenshot shows the Sakai 11 File Browse window. On the left, there is a navigation tree with items like Home, various departmental links, and Sample Course (which is expanded to show Assignments, Forums, and Resources). The Resources folder under Sample Course is also expanded, showing Lecture Notes and OCEA_101 Instructor Resources. The main area displays a table of files:

Name	Permissions	Modified	Size	Type
class01.pdf	read and write	Today 05:45 AM	133 KB	Portable Document Format (PDF)
class02.pdf	read and write	Today 06:02 AM	129 KB	Portable Document Format (PDF)
class03.pdf	read and write	Today 11:46 AM	120 KB	Portable Document Format (PDF)
class04.pdf	read and write	Today 12:00 AM	112 KB	Portable Document Format (PDF)
class05.pdf	read and write	Today 12:14 AM	105 KB	Portable Document Format (PDF)
class06.pdf	read and write	Today 12:29 AM	119 KB	Portable Document Format (PDF)

The file 'class01.pdf' is circled in red at the top of the list. At the bottom of the window, it says 'items: 6, size: 718 KB' and has buttons for 'OK' and 'Cancel'.

Click OK.

The screenshot shows a file download dialog box. On the left is a sidebar with course navigation links. In the center is a table listing files. At the bottom right are 'OK' and 'Cancel' buttons, with 'OK' being highlighted with a red oval.

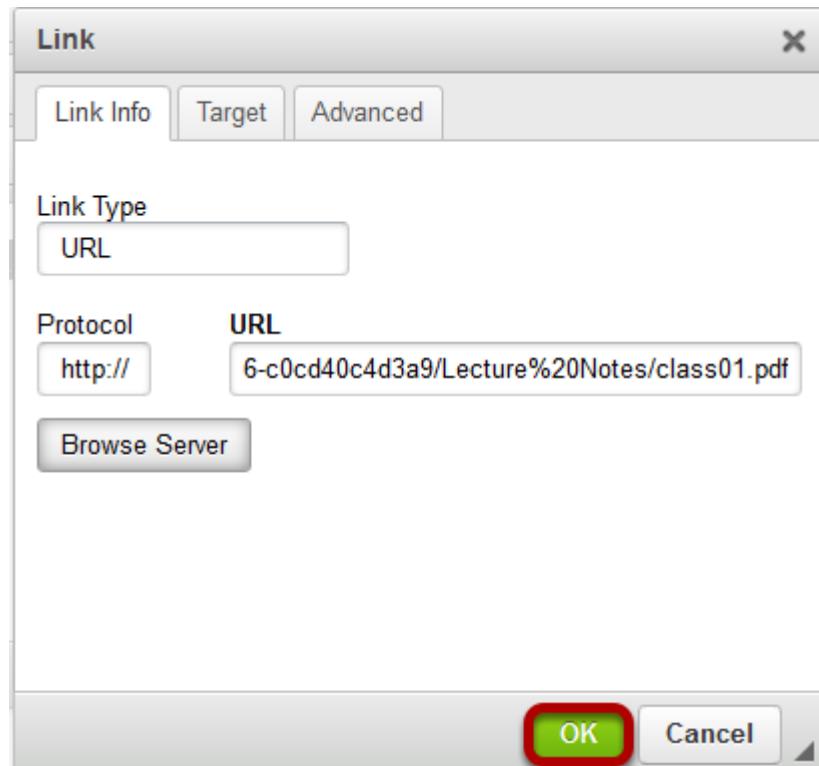
Sample Course | Resources | Lecture Notes

Name	Permissions	Modified	Size	Type
class01.pdf	read and write	Today 05:45 AM	133 KB	Portable Document Format (PDF)
class02.pdf	read and write	Today 06:02 AM	129 KB	Portable Document Format (PDF)
class03.pdf	read and write	Today 11:46 AM	120 KB	Portable Document Format (PDF)
class04.pdf	read and write	Today 12:00 AM	112 KB	Portable Document Format (PDF)
class05.pdf	read and write	Today 12:14 AM	105 KB	Portable Document Format (PDF)
class06.pdf	read and write	Today 12:29 AM	119 KB	Portable Document Format (PDF)

items: 6, size: 718 KB

class01.pdf, 133 KB **OK** Cancel

Click OK to confirm the link.



View link.

The screenshot shows a rich text editor interface with various toolbar buttons for bold, italic, underline, etc. Below the toolbar, the text area contains the sentence 'Read [Class01 Lecture Notes](#)'. The word 'Class01 Lecture Notes' is underlined, indicating it is a link. At the bottom of the editor, the status bar shows 'body p' on the left and 'Character Count (Includes HTML formatting characters) : 37 Word Count : 4' on the right.

When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

Alternately, you may also go to Resources to locate the item URL.

Select the **Resources** tool from the Tool Menu in your site.

Click Actions, then Edit Details for the item.

Title	Access	Created By	Modified	Size	
Sample Course Resources	Actions				
Lecture Notes	Actions	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
class01.pdf	Actions	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	133.1 KB
class02.pdf		Entire site	Demo Professor	Mar 24, 2016 2:25 pm	129.1 KB
class03.pdf		Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.7 KB
class04.pdf		Entire site	Demo Professor	Mar 24, 2016 2:25 pm	111.9 KB
class05.pdf		Entire site	Demo Professor	Mar 24, 2016 2:25 pm	104.7 KB
class06.pdf		Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.5 KB
OCEA_101 Instructor		Entire site	Demo Professor	Mar 24, 2016 5:35 pm	3 items
Podcasts	Actions	Public	Demo Professor	Mar 28, 2016 2:32 pm	3 items
3Penguins.jpg	Actions	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB
Copy Content from My Other Sites					

Locate the item you want to link to in Resources and from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page.

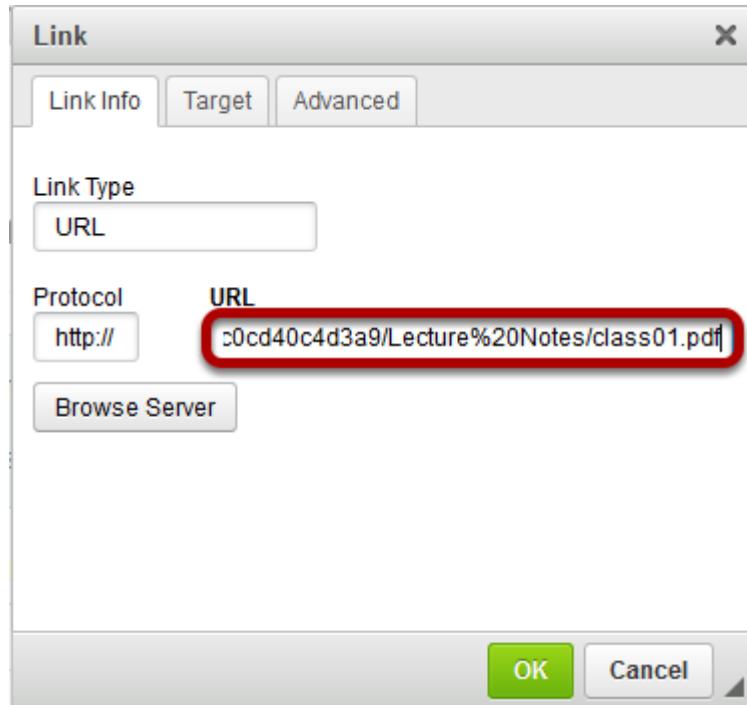
Copy the item URL.

Web address (URL) [Select URL \(for copying\)](#) | [Open](#) | Short URL

`http://qa01-sakai.marist.edu:8080/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/class01.pdf`

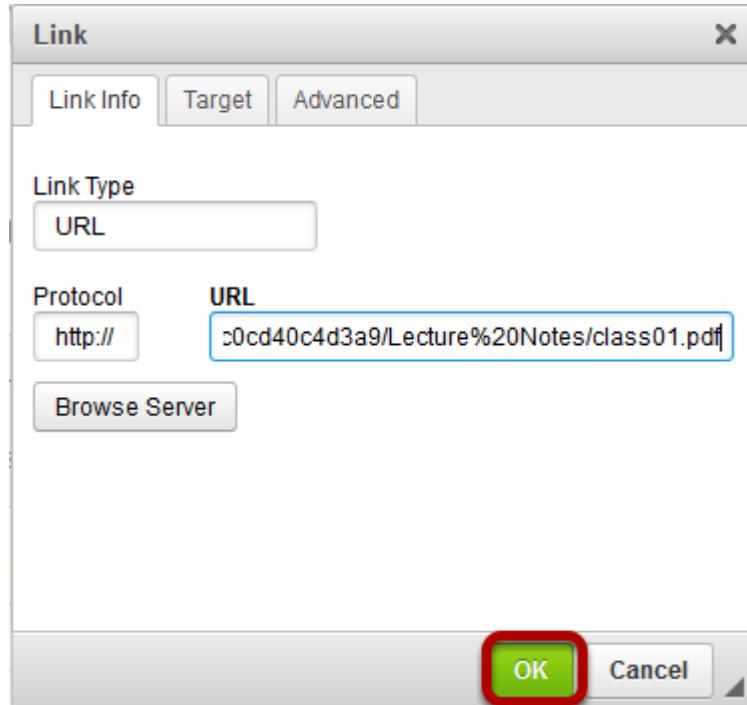
Copy the item URL to your computer's clipboard (CTR-C -PC or COMMAND-C - MAC).

Paste the item URL.



Paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the Resources item in the box marked **URL**.

Click OK.



View link.

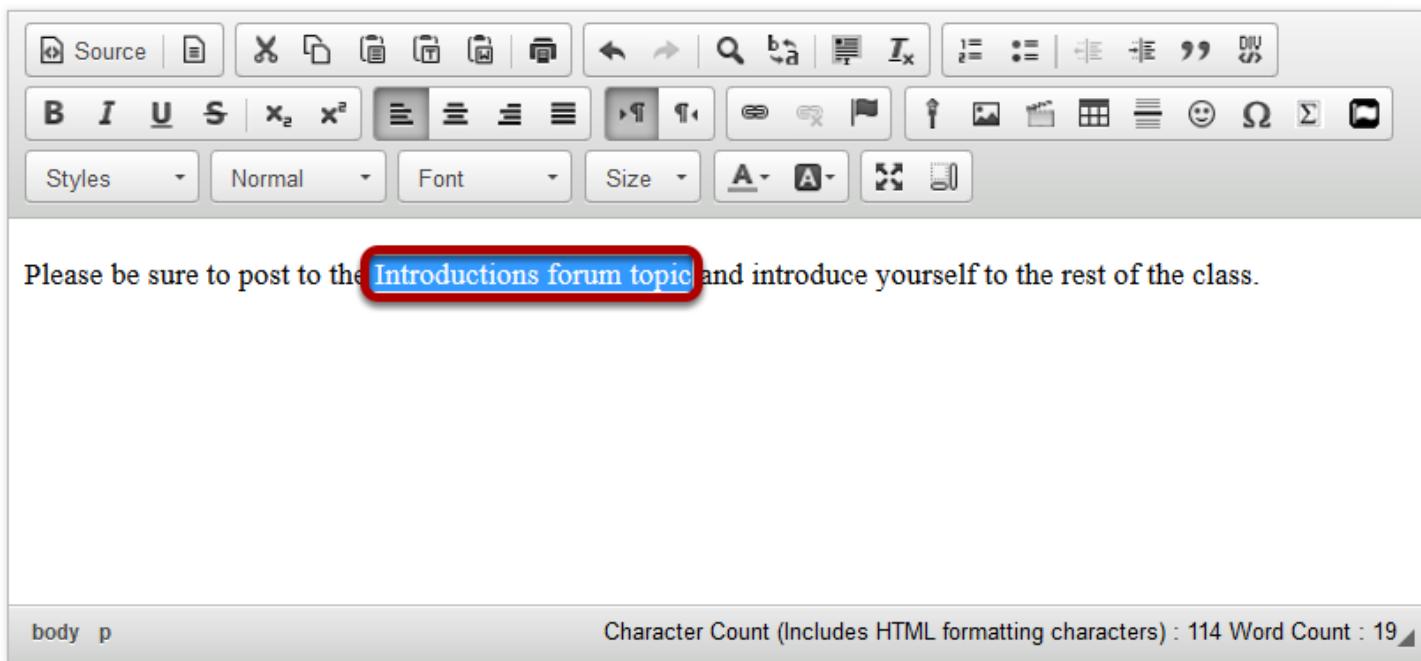
The screenshot shows the Rich Text Editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), navigation (Back, Forward), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main text area contains the text "Read [Class01 Lecture Notes](#)." In the bottom left corner of the text area, there is some code: "body p". In the bottom right corner, it says "Character Count (Includes HTML formatting characters): 37 Word Count: 4".

When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

How do I create a link to an activity in a text box?

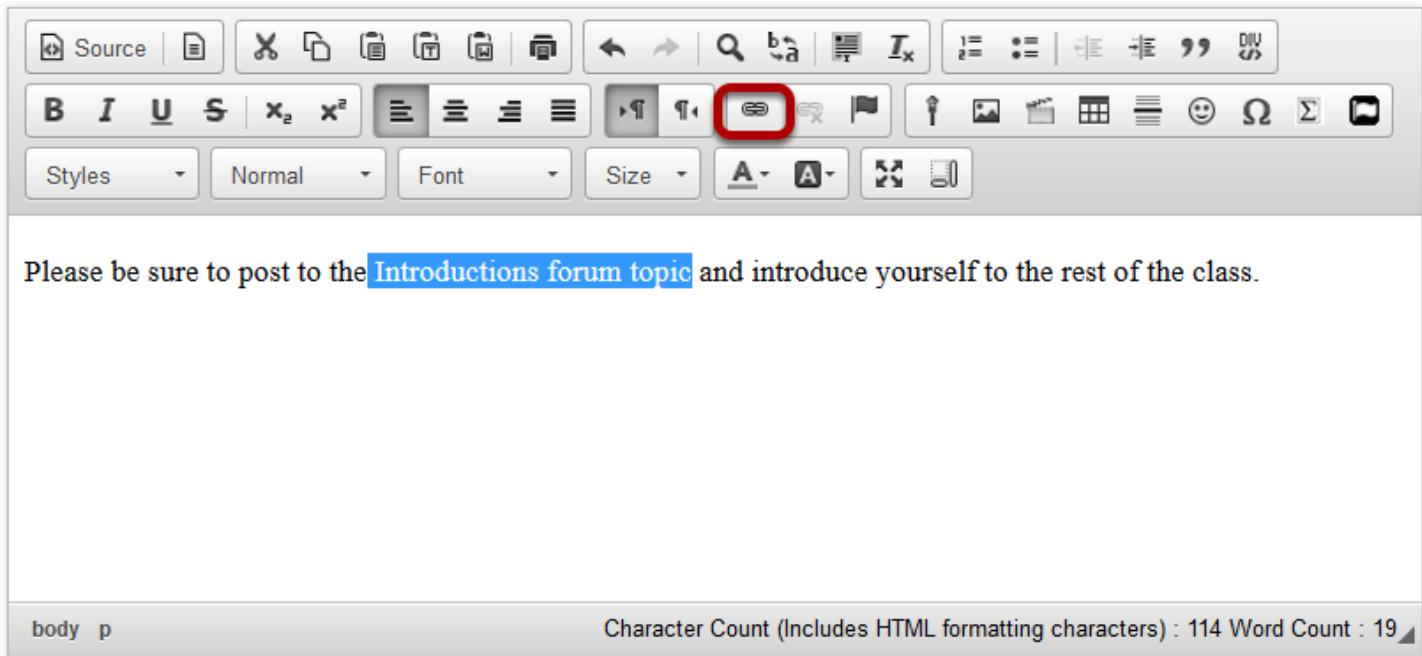
Tip: If you are creating a text box in the Lessons tool, you may also insert activities directly as individual items on the page, rather than within the Rich Text Editor. See [How do I add activities to Lessons?](#) for more information.

Select the text to be linked.



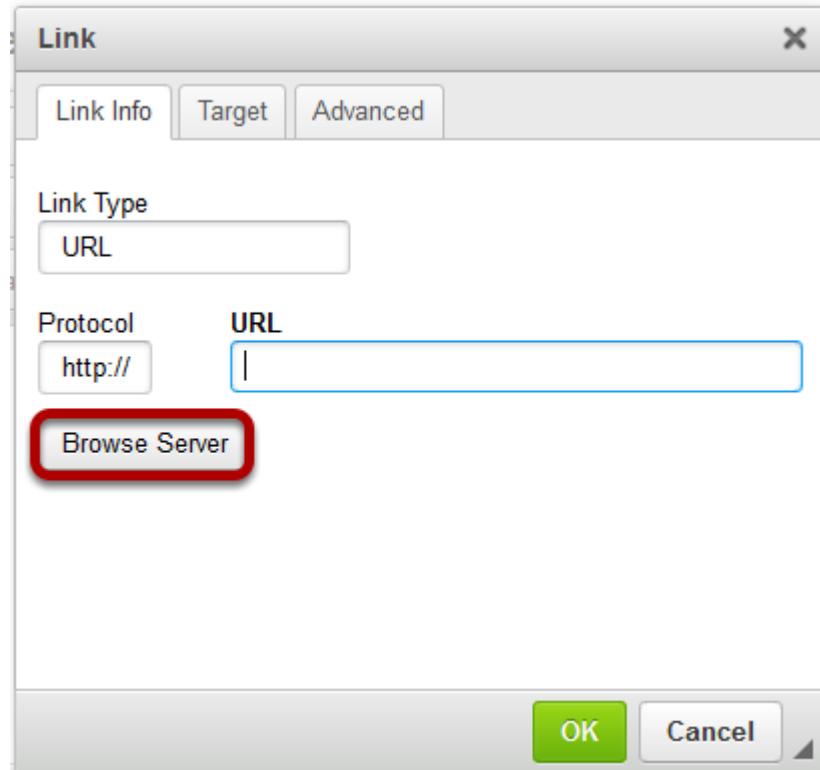
In the text box, select the text you would like to serve as a link to the activity.

Click the Link icon.



This displays the Link dialog box.

Click Browse Server.



Select the activity you want to link to and click OK.

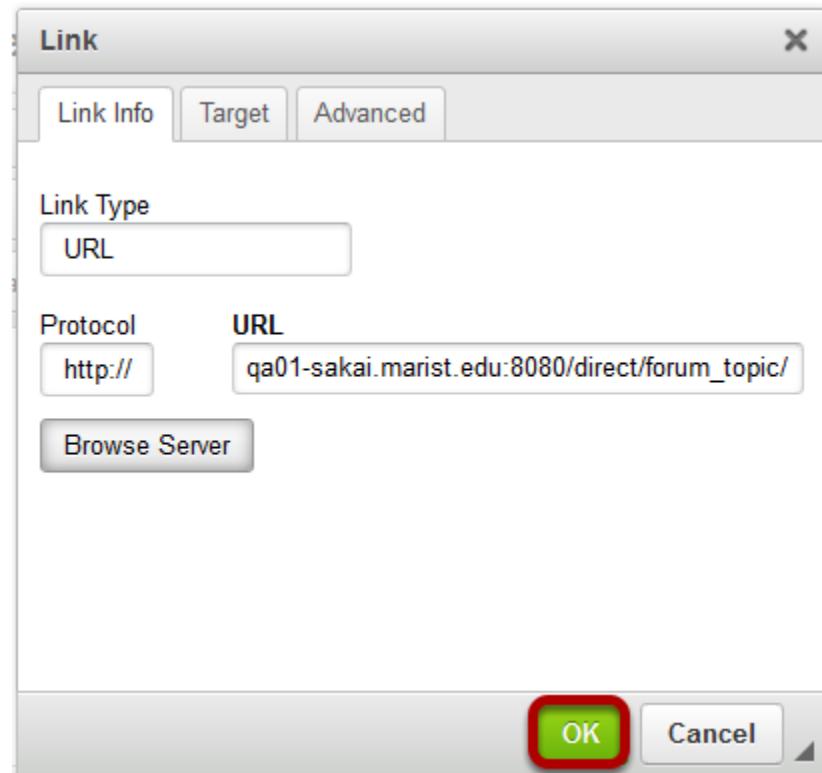
The screenshot shows a Sakai interface for managing course content. On the left, a sidebar lists course structures and specific items like Assignments, Forums, Resources, and Test & Quizzes. The main area shows a list of files with columns for Name, Permissions, Modified, Size, and Type. Two items are listed: 'General Discussion' and 'Introductions'. The 'Introductions' item is highlighted with a red box. At the bottom right, a modal dialog box is open with the title 'Introductions' and two buttons: 'OK' (also highlighted with a red box) and 'Cancel'.

Name	Permissions	Modified	Size	Type
General Discussion	read	unknown	0 b	sakai/forums
Introductions	read	unknown	0 b	sakai/forums

Items: 2, size: 0 b

Introductions OK Cancel

Click OK again to confirm the link.



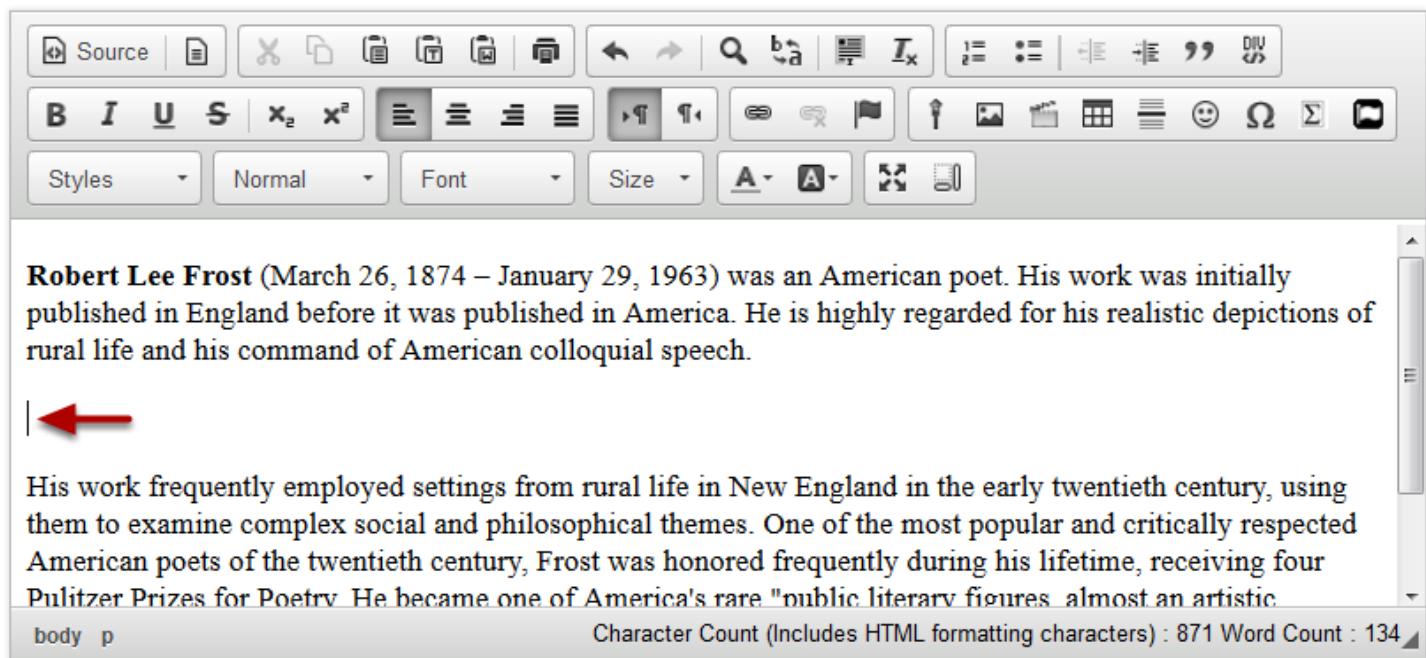
View the link.

The screenshot shows a rich text editor interface. The top bar includes a toolbar with various icons for file operations, navigation, and styling. Below the toolbar is a second row of buttons for bold, italic, underline, and other styles. The main content area contains the text: 'Please be sure to post to the [Introductions forum topic](#) and introduce yourself to the rest of the class.' At the bottom left, the code editor shows 'body p a'. At the bottom right, it displays 'Character Count (Includes HTML formatting characters) : 114 Word Count : 18'.

When the item using the text box is posted, the selected text will display as a link to the activity.

How do I embed an image in a text box?

Position the cursor.



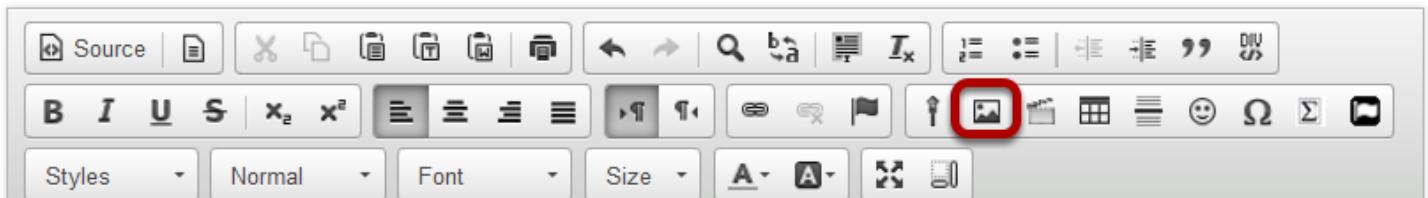
The screenshot shows the Rich Text Editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main text area contains the following text:

Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech.

A red arrow points to the cursor position in the first sentence. In the bottom right corner of the text area, there is a status bar displaying "Character Count (Includes HTML formatting characters) : 871 Word Count : 134".

Position your cursor in the text box at the point you want to embed the image.

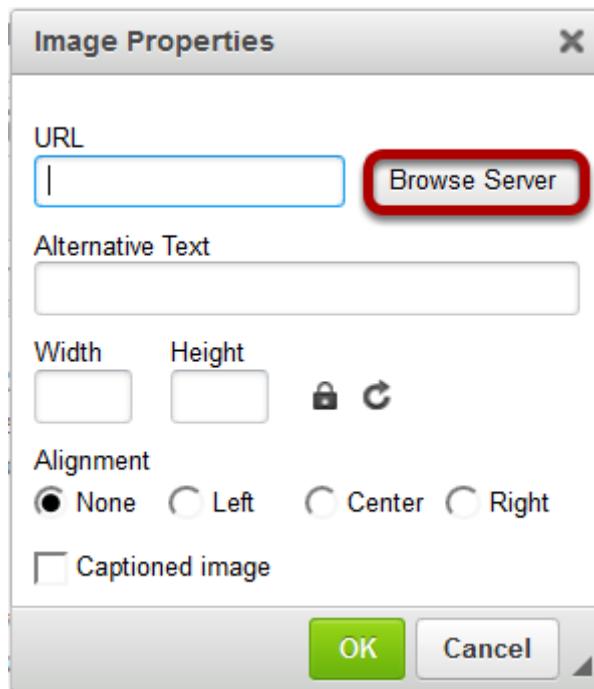
Click on the Insert/Edit Image icon.



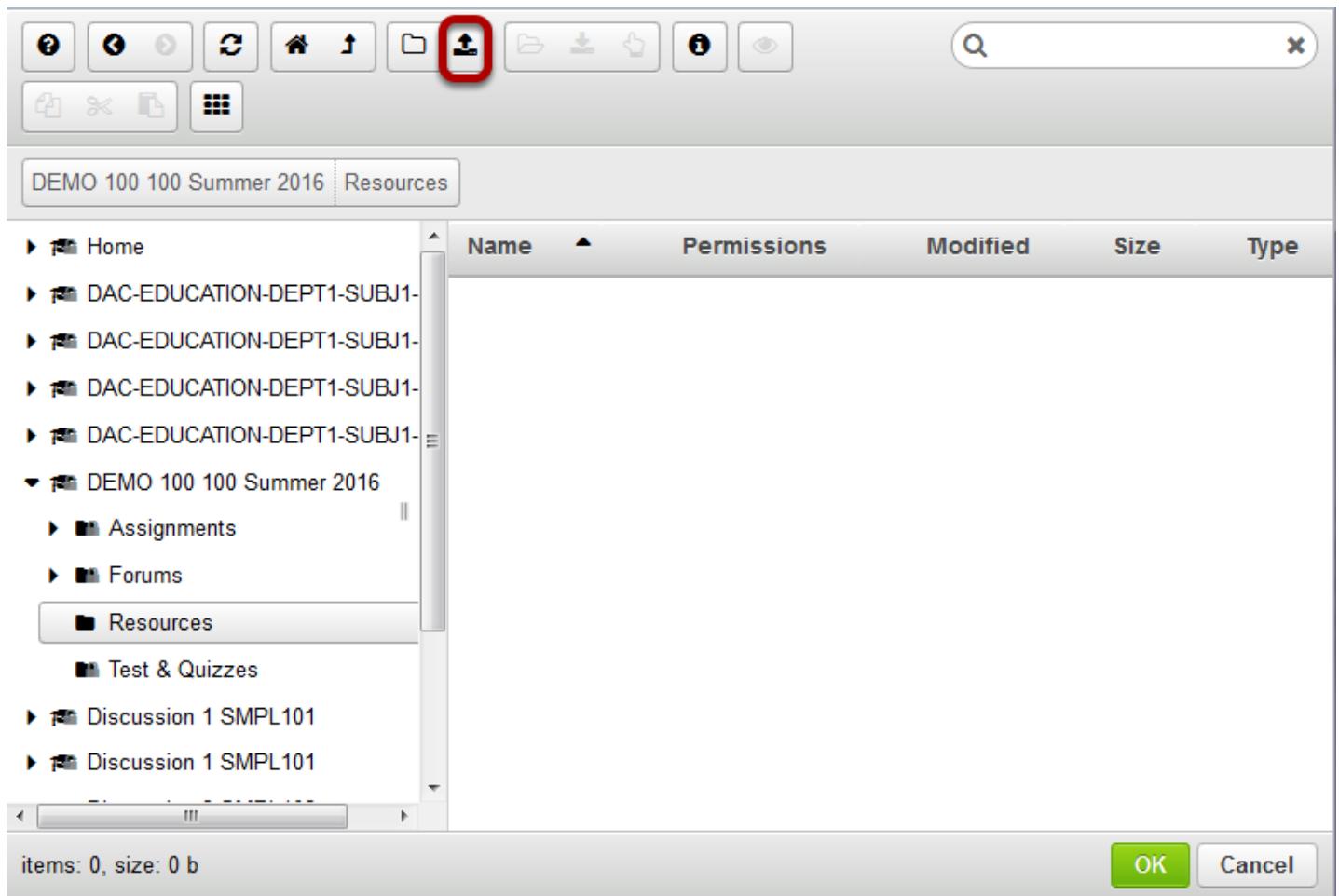
The screenshot shows the Sakai rich text editor toolbar. The 'Insert/Edit Image' icon, which is a small camera-like icon, is highlighted with a red circle. Below the toolbar, there is a text area containing a paragraph about Robert Lee Frost. At the bottom right of the text area, it says 'Character Count (Includes HTML formatting characters) : 871 Word Count : 134'.

This displays the image properties dialog box

Click Browse Server.



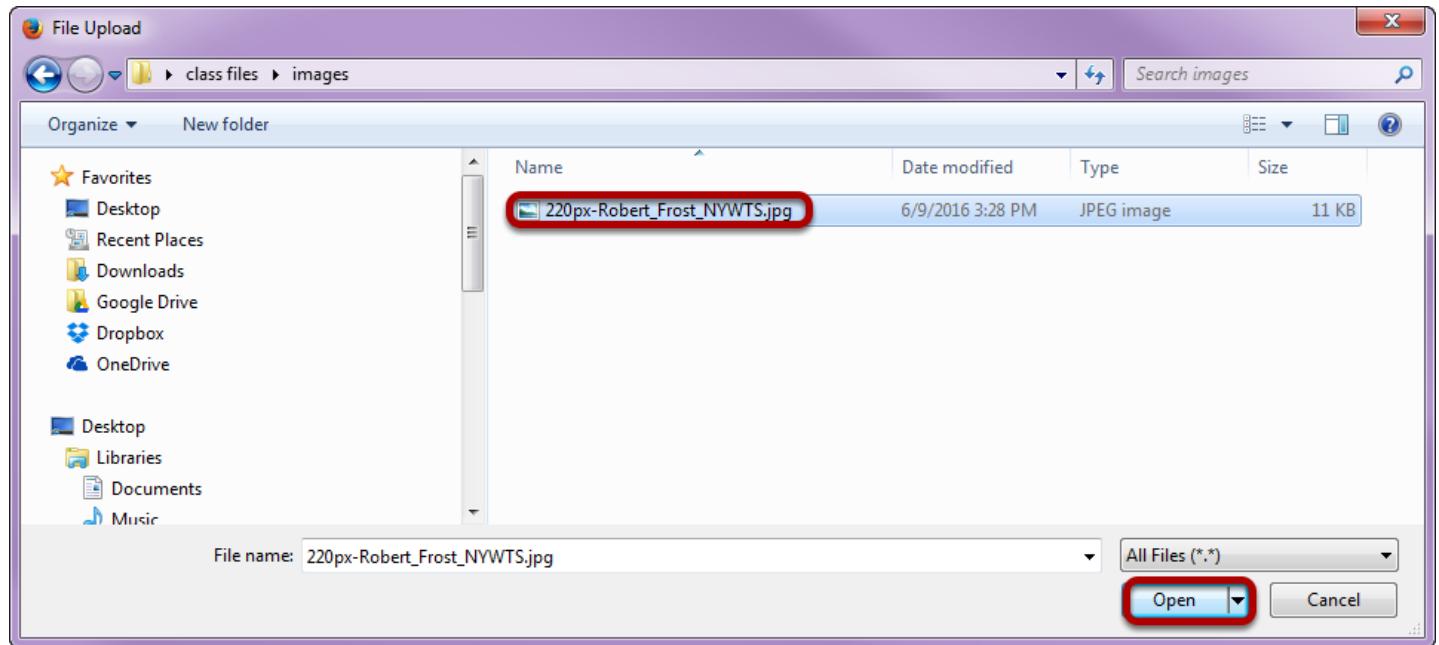
Upload the image file.



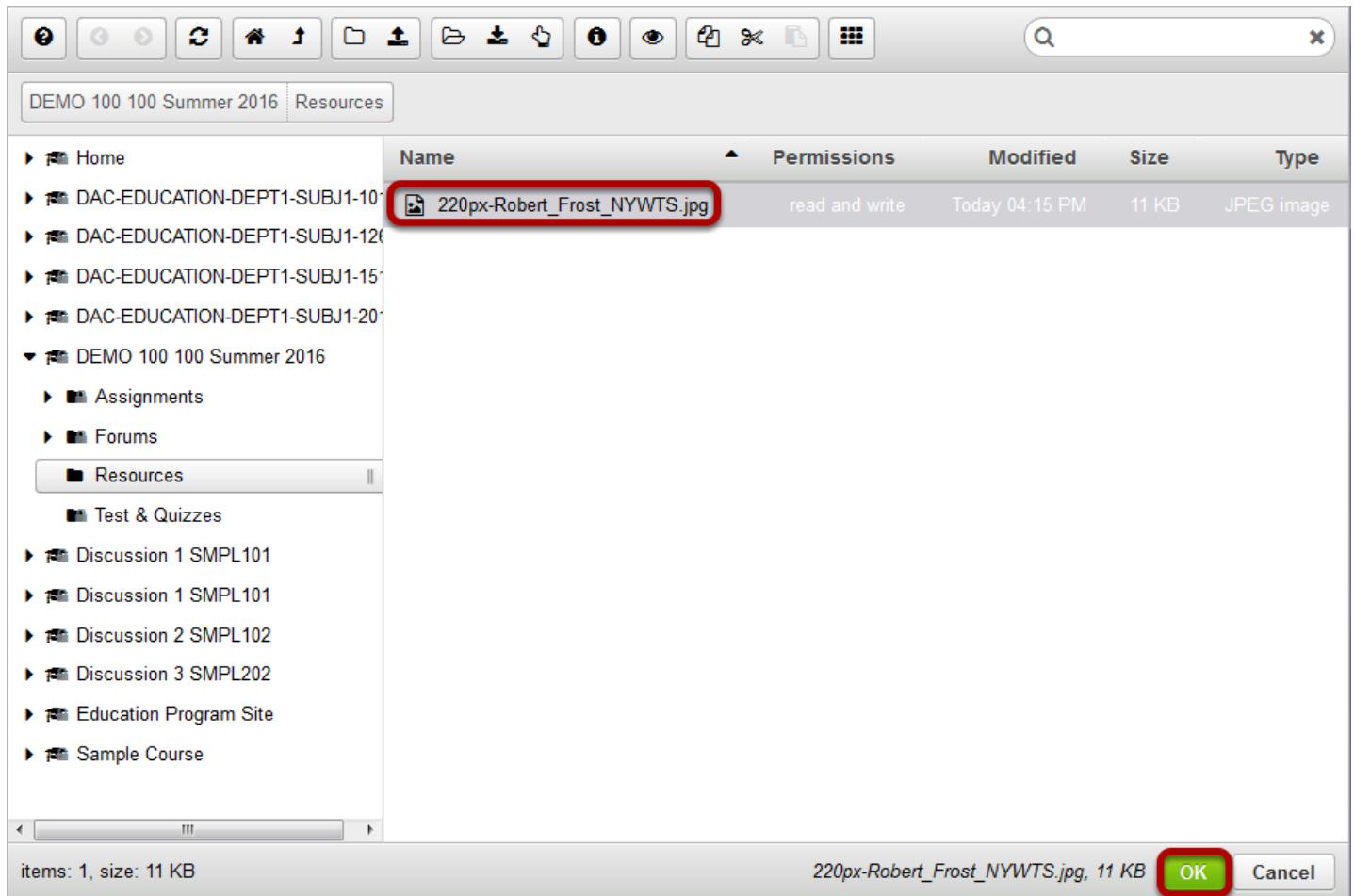
Select the folder where you want to store the image file then click on the **Upload File** icon.

This displays an upload file dialog box.

Locate and select the image file on your computer, then click Open

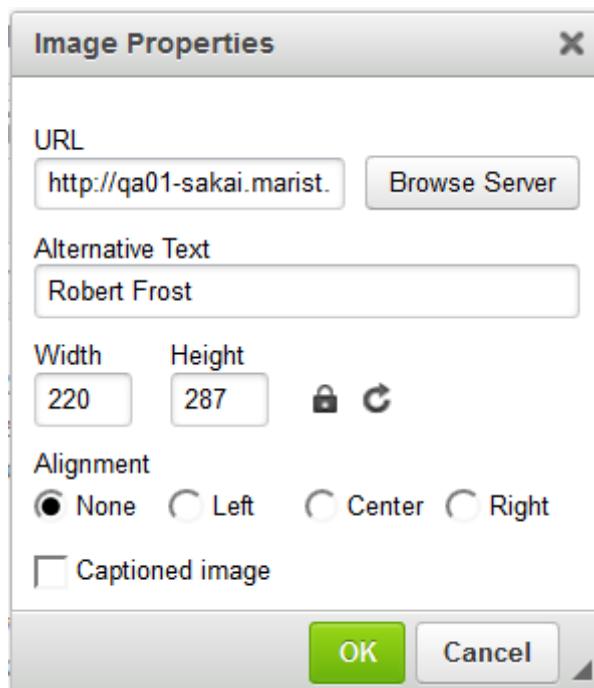


Click OK.



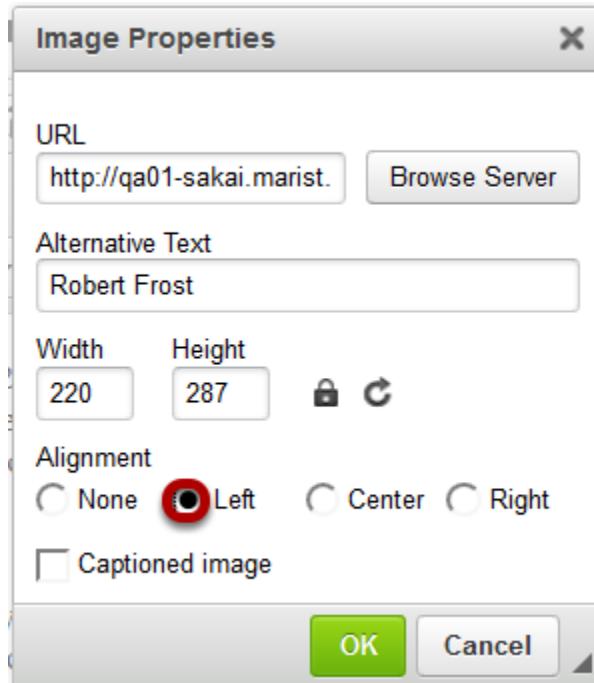
This returns the display to the file browser window. The uploaded file will be selected. Click **OK** to continue.

Modify image properties. (Optional)



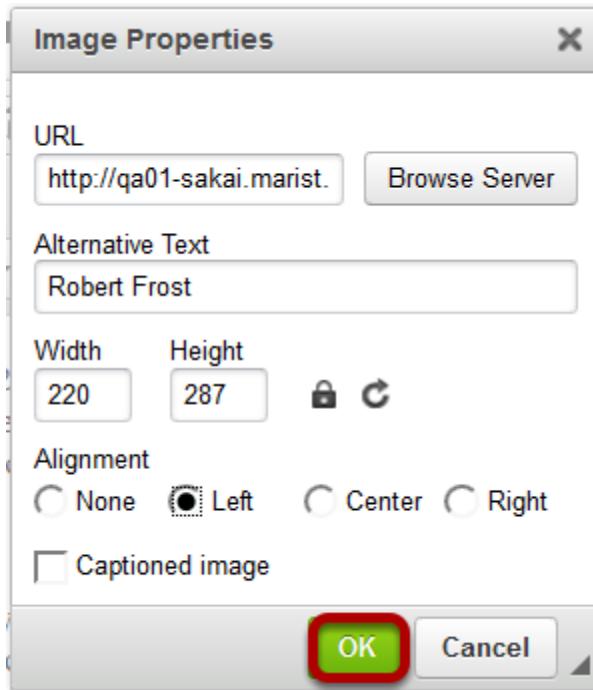
Adjust the image width and height if needed and add an alternative text for screen readers.

Set the Alignment.



Set the Alignment (left or right) for the image if you want to surround the image with text.

Click OK.



This returns the display to the text box with the embedded image.

Example of additional text displayed next to a left-aligned image.

Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech.

His work frequently employed settings from rural life in New England in the early twentieth century, using them to examine complex social and philosophical themes. One of the most popular and critically respected American poets of the twentieth century, Frost was honored frequently during his lifetime, receiving four Pulitzer Prizes for Poetry. He became one of America's rare "public literary figures, almost an artistic institution." He was awarded the Congressional Gold Medal in 1960 for his poetic works. On July 22, 1961, Frost was named Poet laureate of Vermont.

body p Character Count (Includes HTML formatting characters) : 2438 Word Count : 135

How do I embed a linked web image in a text box?

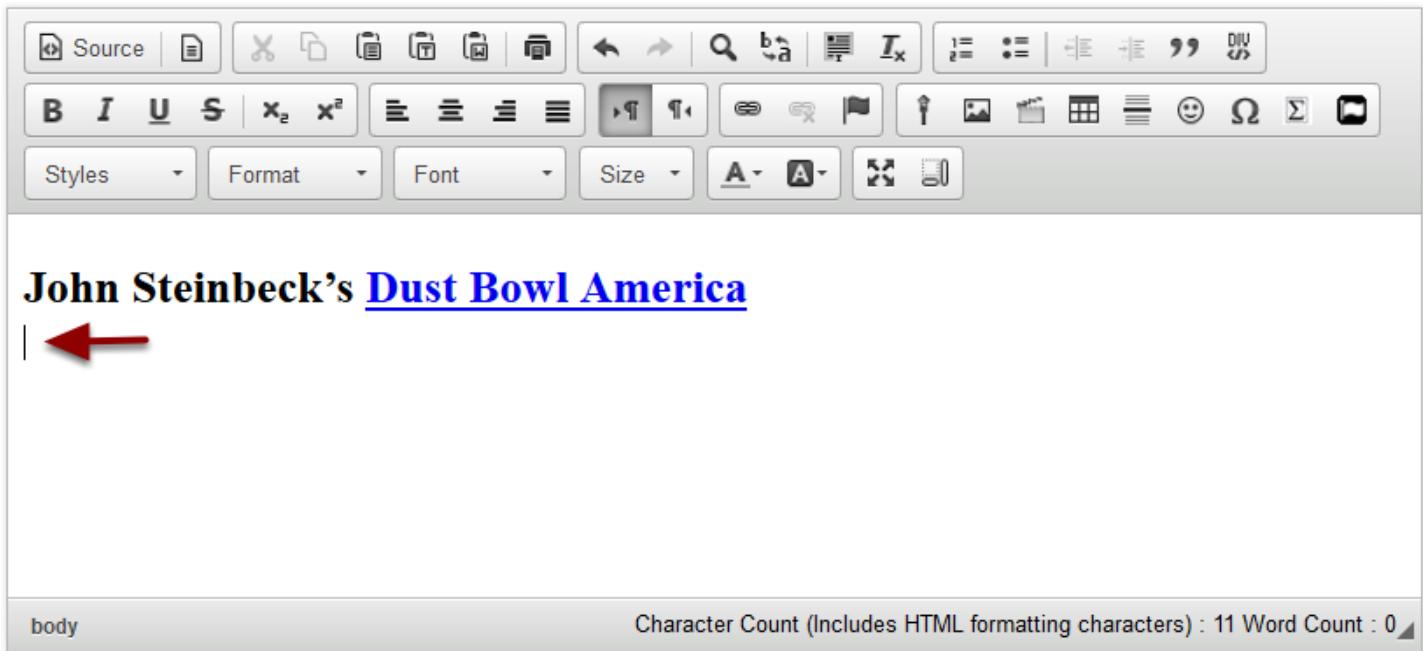
Locate and copy the image link.

The screenshot shows a website page with a navigation bar at the top. Below the navigation, there's a section titled "Here are some of our favorites." featuring a photograph of Dust Bowl refugees. A context menu is open over the image, listing various options like "Open Link in New Tab", "Bookmark This Link", and "Copy Image Location". The "Copy Image Location" option is highlighted with a red box. The photograph itself has a caption: "Dust bowl refugees, on highway near Bakersfield, California, 1935. 963-E. Photo by Lange." At the bottom of the page, there's a note about the source: "Gelatin silver prints from the Farm Security Administration collection, 1935-1944."

Locate the image on the web that you want to embed.

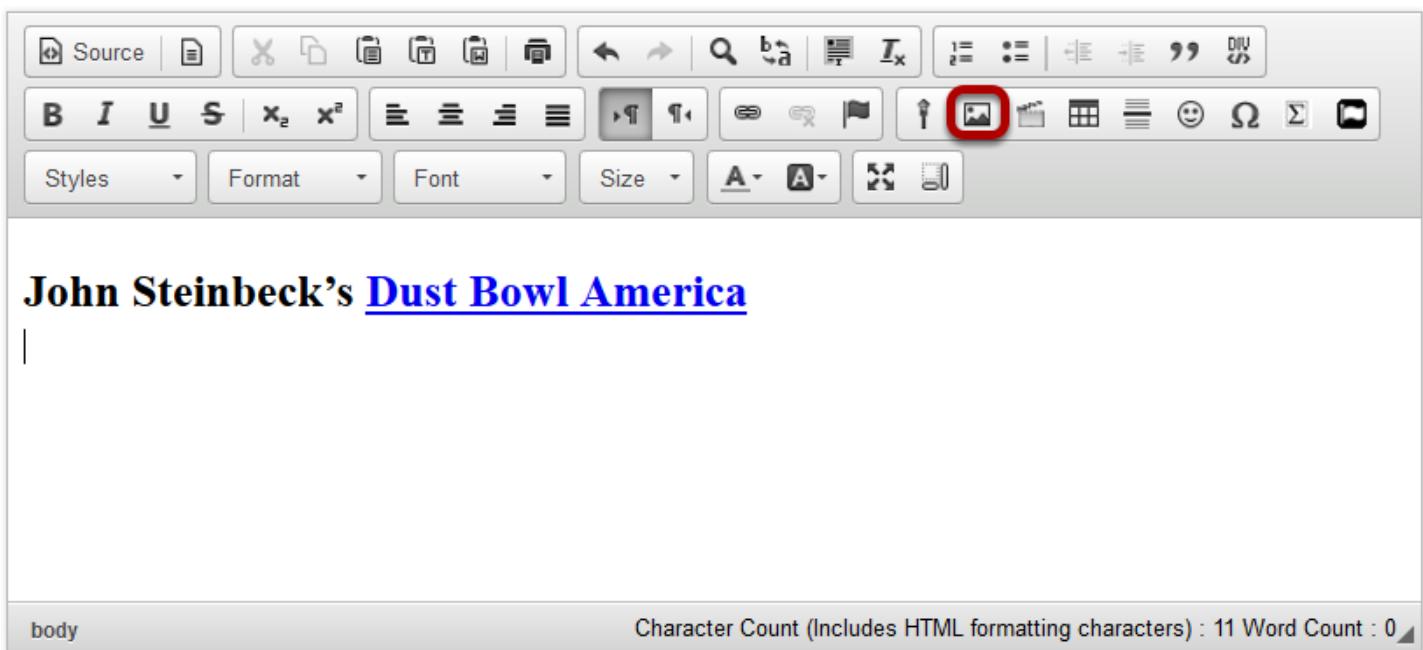
Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer's clipboard (CTRL-C -PC or COMMAND-C - MAC).

Position the cursor.



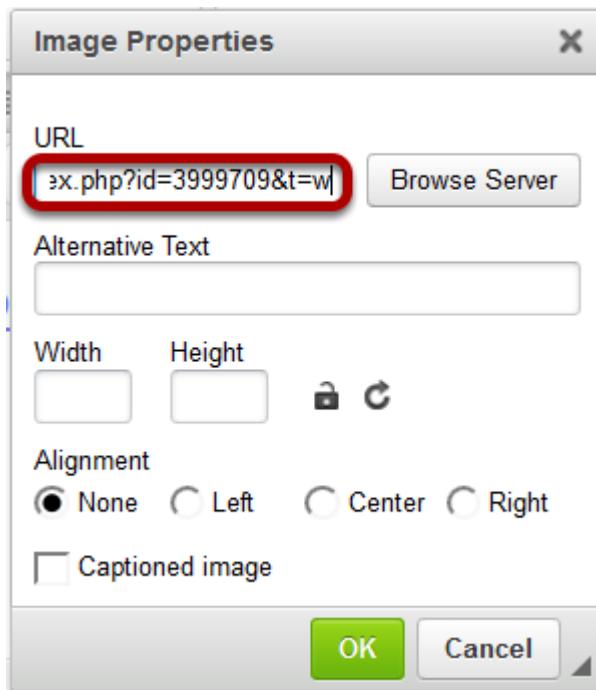
Position your cursor in the text box at the point you want to embed the web linked image.

Click Insert/Edit Image icon.



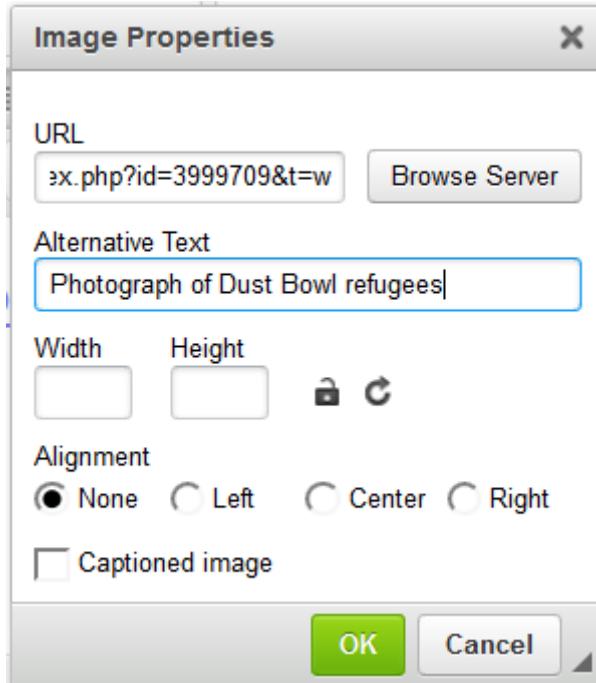
This displays the Image Properties dialog box.

Paste the URL.



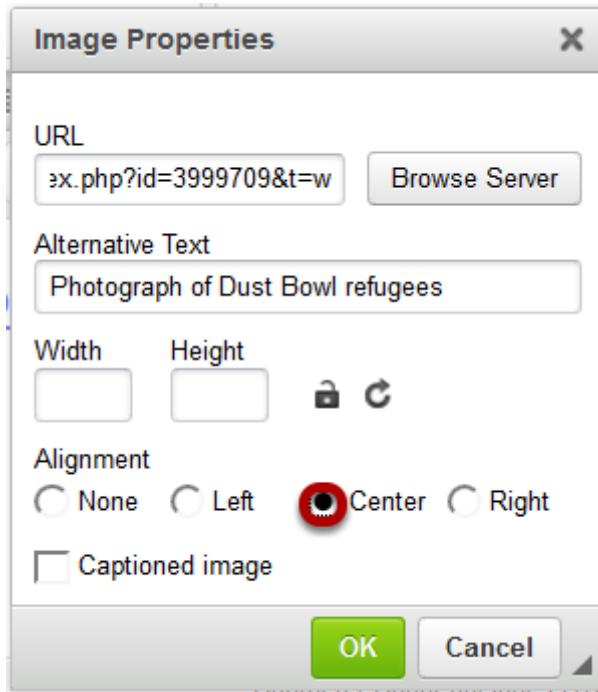
Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

Modify image properties. (Optional)



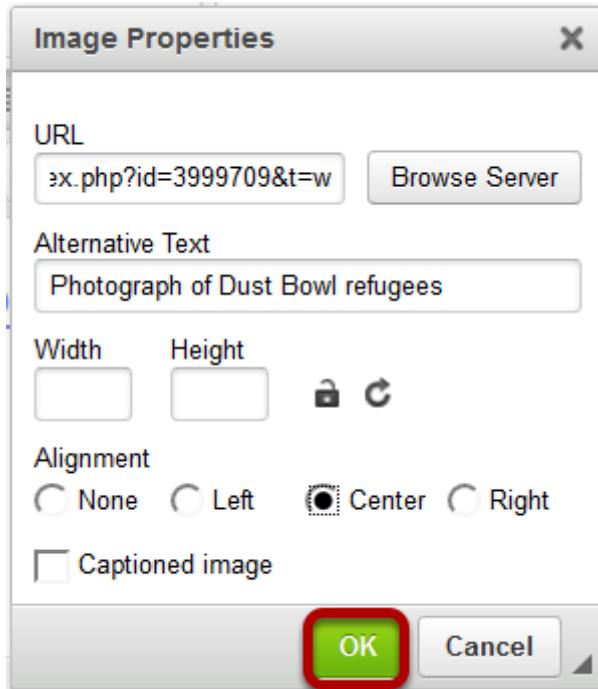
Adjust the image width and height if needed and add an alternative text for screen readers.

Set alignment. (Optional)



Set the Alignment (left, right, or center) for the image.

Click OK



This returns the display to the text box with the embedded linked image.

Example of centered image below text.

The image is a black and white photograph from the Great Depression era. It depicts a group of people, likely migrants, gathered near a vehicle on a roadside. In the foreground, a woman in a dark coat and plaid skirt stands with her back to the camera, looking down at something on the ground. Next to her, a young boy in a light-colored coat and hat looks down at the same spot. To the right, another woman holds a small child in a light-colored coat and hat. In the background, more people are visible, including a woman with a checkered skirt and a man in a dark coat. The scene is set outdoors with trees and a clear sky. Handwritten text in the upper right corner of the photo reads: "Dust bowl refugees, on highway near Bakersfield, California. 1935. 963-E. Photo by Lange." Above the photo, the interface of a web-based editor is visible, showing various tools for editing the image.

How do I embed a YouTube video in a text box?

Locate the Youtube video you would like to embed in a text box.

Click Share.



STEPHEN PETRANEK

Your kids might live on Mars. Here's how they'll survive | Stephen Petranek

TED Talks

Subscribe 5,041,733

125,556 views

+ Add to Share More

4,269 177

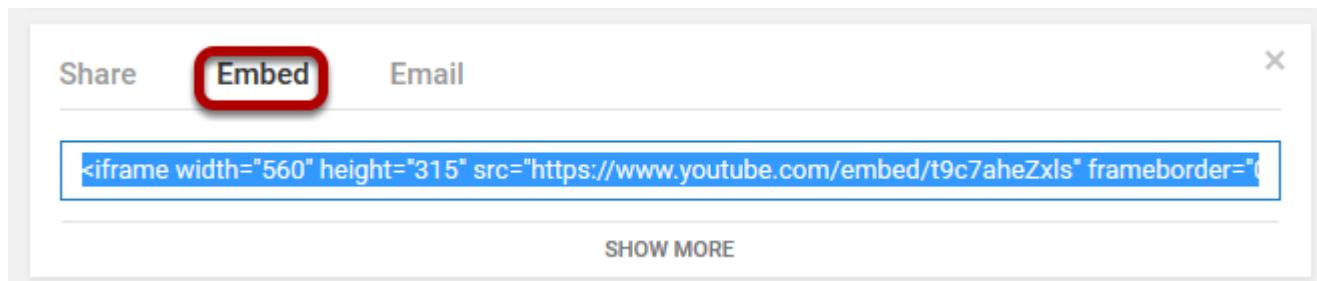
Published on May 5, 2016

It sounds like science fiction, but journalist Stephen Petranek considers it fact: within 20 years, humans will live on Mars. In this provocative talk, Petranek makes the case that humans will become a spacefaring species and describes in fascinating detail how we'll make Mars our next home. "Humans will survive no

SHOW MORE

This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.

Copy the embed code.

Share **Embed** Email X

`<iframe width="560" height="315" src="https://www.youtube.com/embed/t9c7ahEZls?rel=0" framebo`

Preview:



Your kids might live on Mars. Here's how they'll survive | Step... ↗

Video size: ▾

Show suggested videos when the video finishes
 Show player controls
 Show video title and player actions
 Enable privacy-enhanced mode [?]

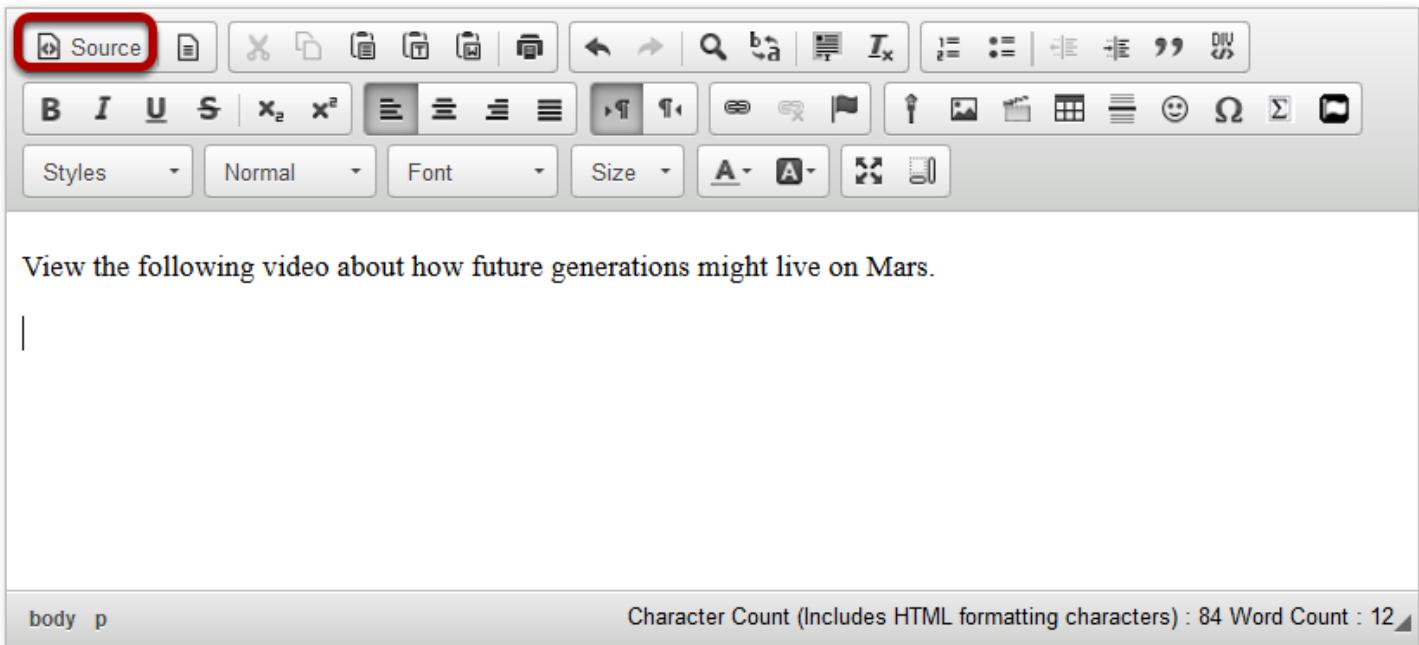
By displaying YouTube videos on your site, you are agreeing to the [YouTube API terms of service](#).

[SHOW LESS](#)

Copy the YouTube embed code to your computer's clipboard (CTRL-C - PC or COMMAND-C MAC).

Tip: Remove the check mark next to "Show suggested videos when the video finishes"

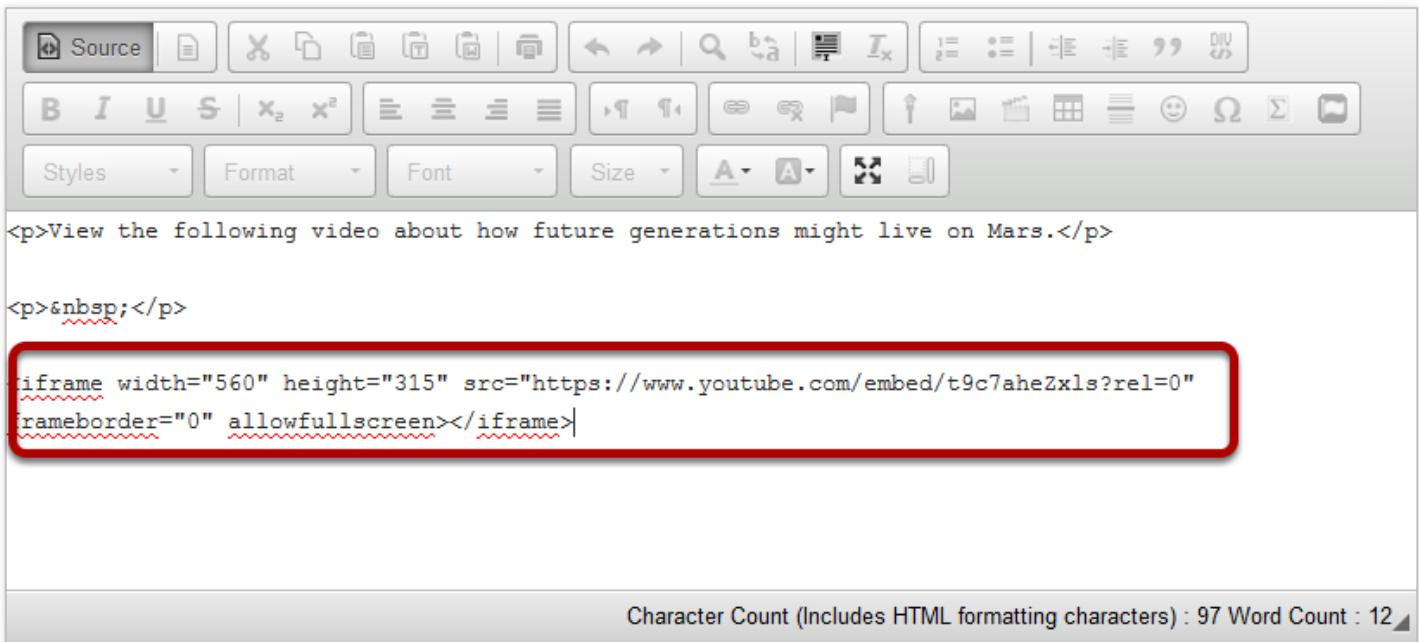
In the text box, click Source.



The screenshot shows the Sakai rich text editor interface. At the top is a toolbar with various icons for text formatting, such as bold, italic, underline, and alignment. Below the toolbar are dropdown menus for 'Styles', 'Normal', 'Font', 'Size', and font color. A red box highlights the 'Source' button, which is located on the far left of the toolbar. The main text area contains the instruction: "View the following video about how future generations might live on Mars." Below the text area, the status bar displays "body p" and "Character Count (Includes HTML formatting characters) : 84 Word Count : 12".

This displays the HTML code for the text box.

Position the cursor.



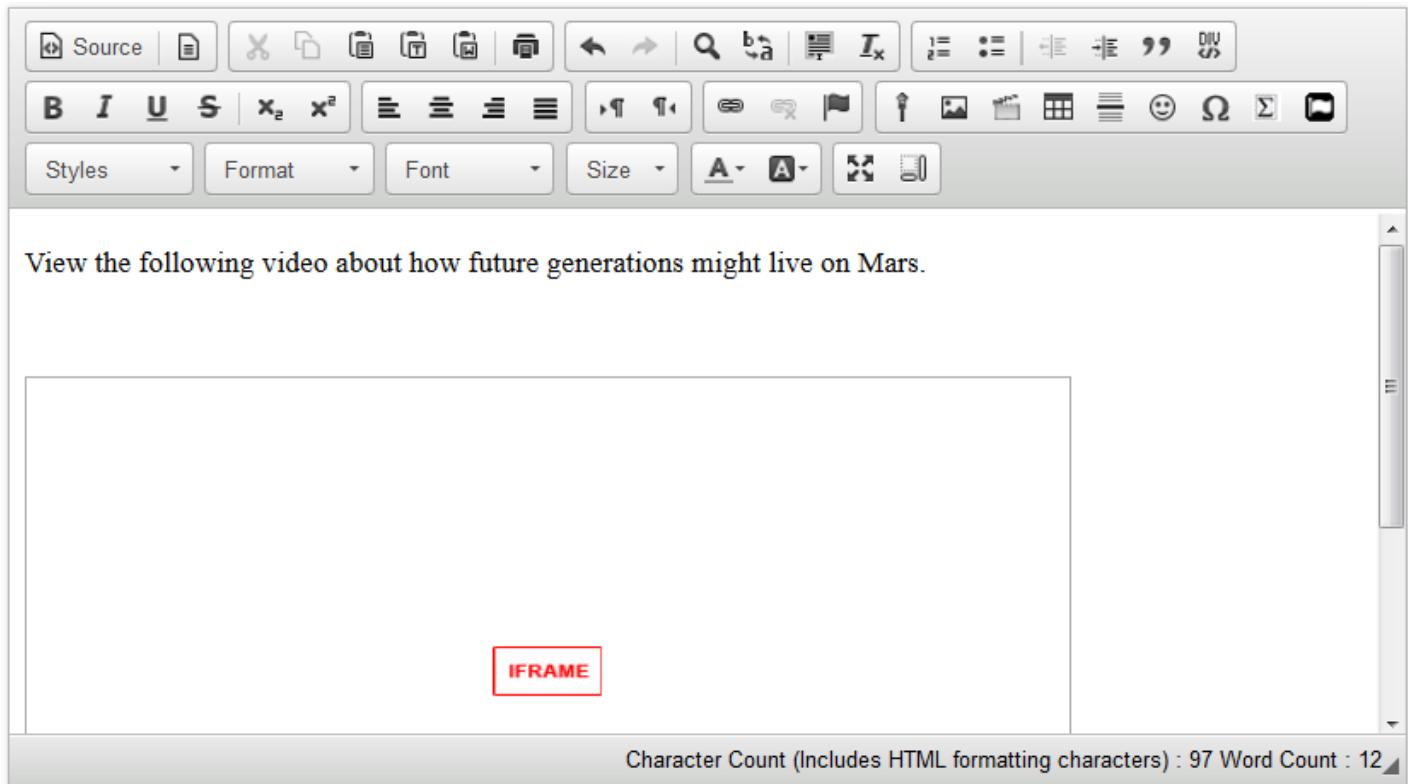
The screenshot shows the Sakai rich text editor interface with the 'Source' mode selected. The main text area displays the following HTML code:

```
<p>View the following video about how future generations might live on Mars.</p>
<p>&nbsp;</p>
<iframe width="560" height="315" src="https://www.youtube.com/embed/t9c7aheZxls?rel=0"
frameborder="0" allowfullscreen></iframe>
```

A red box highlights the YouTube embed code. Below the text area, the status bar displays "Character Count (Includes HTML formatting characters) : 97 Word Count : 12".

Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V - PC or COMMAND-V - MAC).

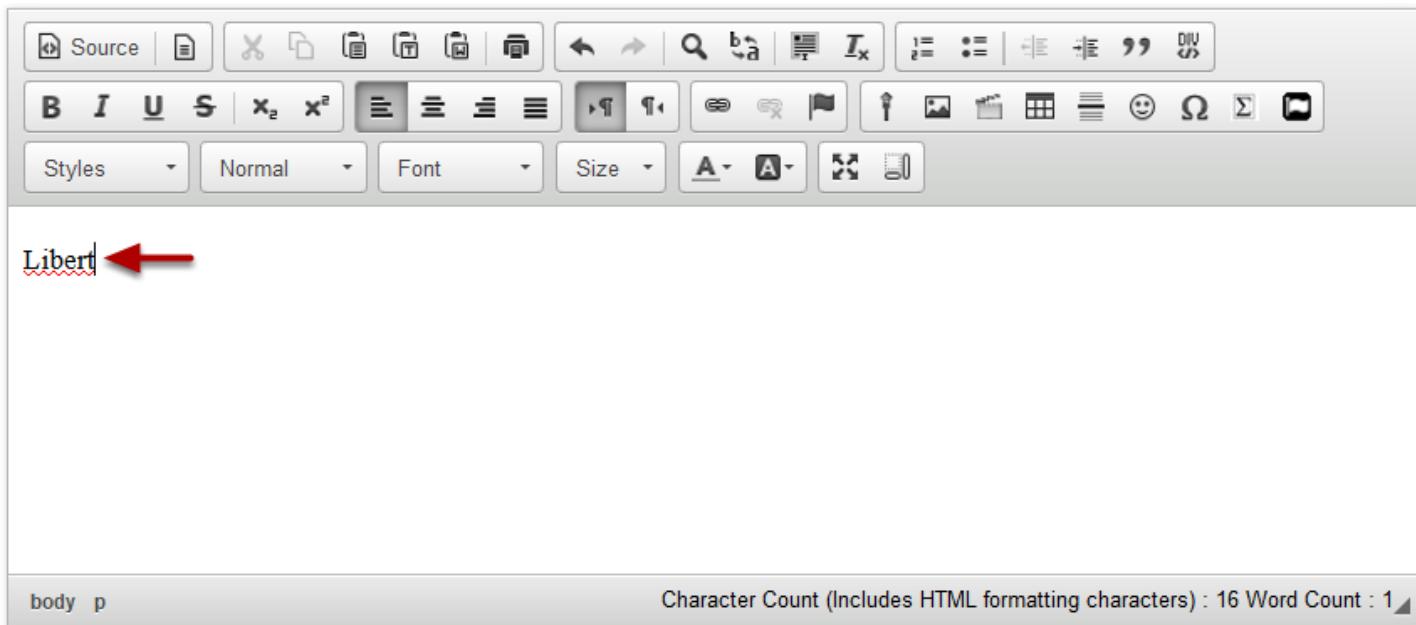
Click Source again.



This returns the text box display to normal editing mode. The embedded YouTube video will display as a box marked "iframe". When the item using the text box is posted or saved, it displays the embedded YouTube video.

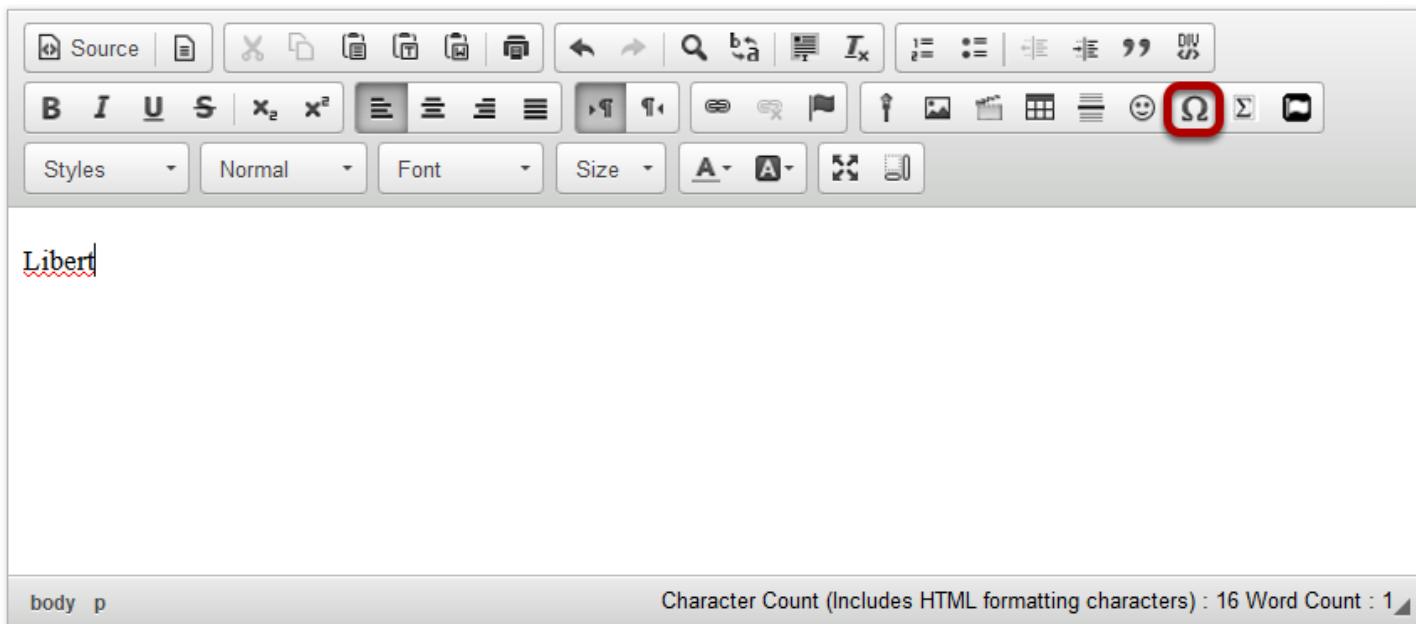
How do I add special characters to a text box?

Position the cursor.



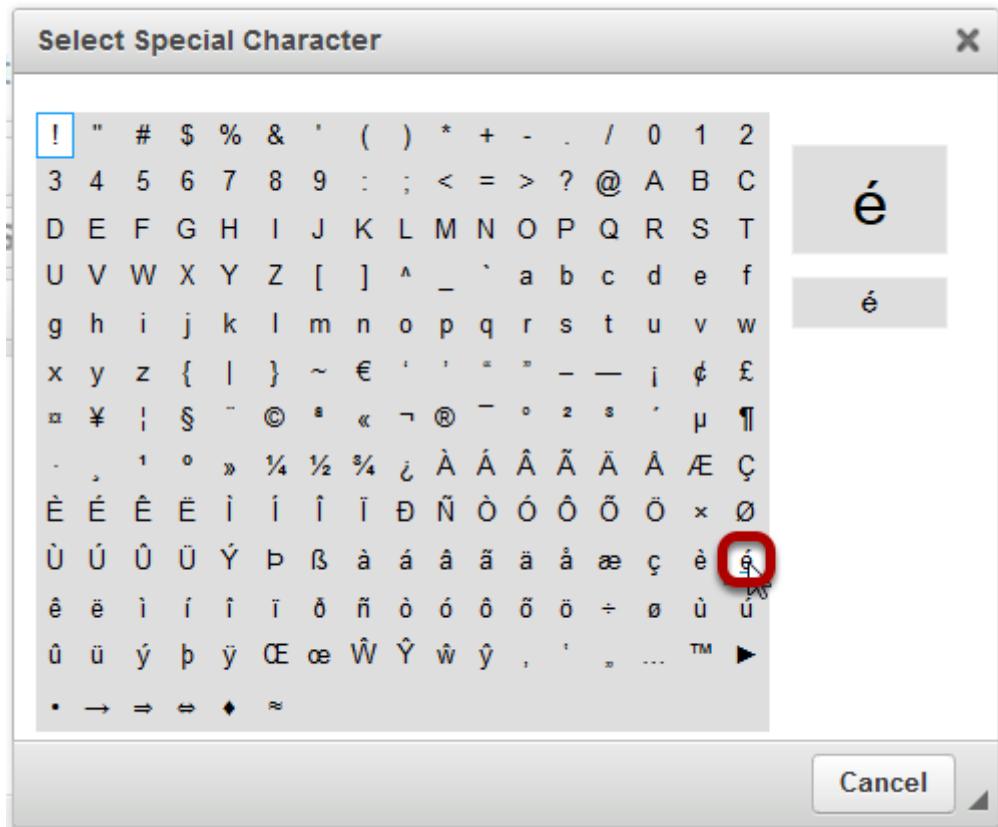
Position your cursor where you want to insert the special character or diacritical mark.

Click the Insert Special Characters icon.



This displays the Select Special Character box.

Select the special character or diacritical mark you want to insert.



View special character.

The screenshot shows the Sakai rich text editor interface. At the top is a toolbar with various icons for file operations, styling, and other functions. Below the toolbar is a text area containing the word 'Liberte' with a red wavy underline indicating it is a misspelled word. At the bottom of the editor window, there is a status bar showing 'body p' and 'Character Count (Includes HTML formatting characters) : 18 Word Count : 1'.

The special character / diacritical mark will now be displayed in the text box.

How do I add/edit a table in a text box?

Position the cursor.

The screenshot shows the Sakai rich text editor's toolbar at the top. Below the toolbar is a text area containing the instruction: "Below is a table of 19th Century poets noting their name, dates, and country." A red arrow points to the cursor position in the text area. At the bottom of the editor window, it displays "body p" and "Character Count (Includes HTML formatting characters) : 89 Word Count : 14".

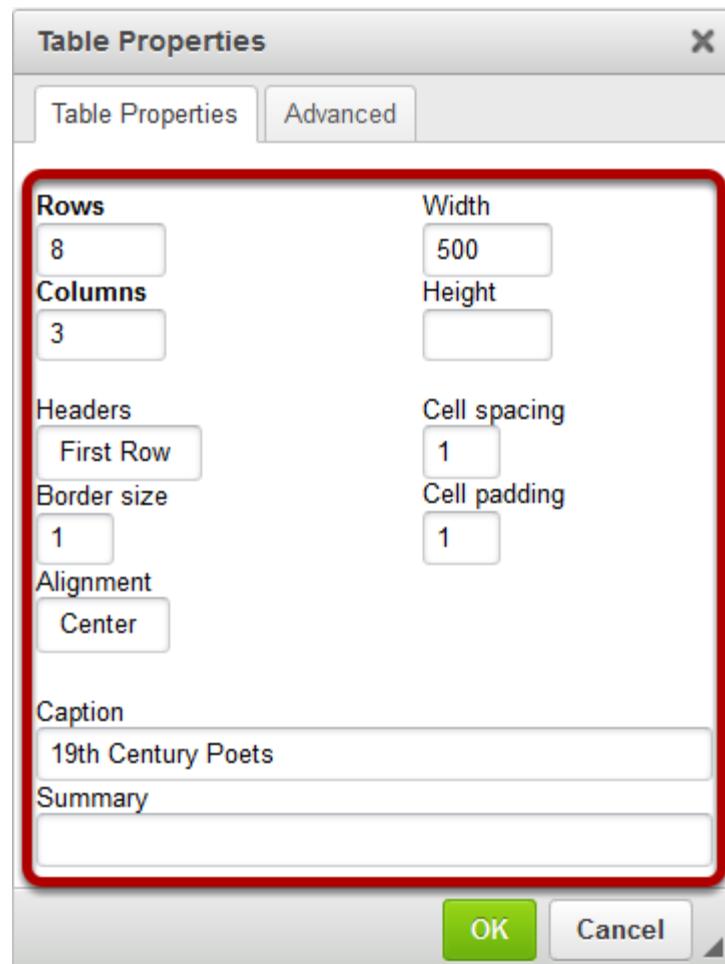
Position your cursor in the text box where you want the table to display.

Click Table icon.

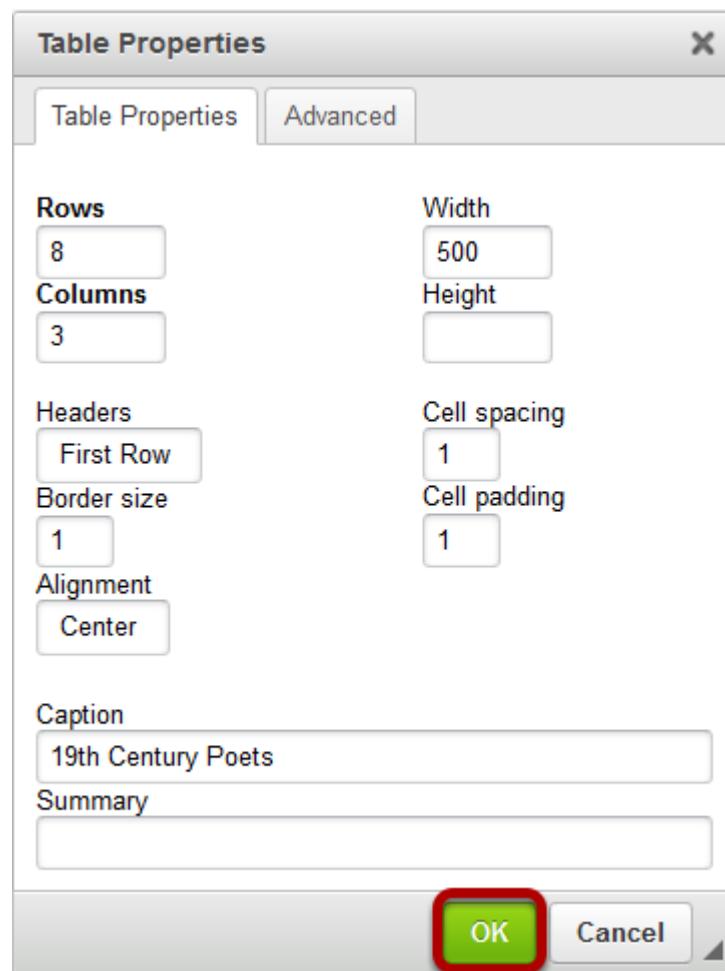
The screenshot shows the Sakai rich text editor's toolbar at the top. Below the toolbar is a text area containing the instruction: "Below is a table of 19th Century poets noting their name, dates, and country." A red circle highlights the table icon in the toolbar. At the bottom of the editor window, it displays "body p" and "Character Count (Includes HTML formatting characters) : 89 Word Count : 14".

This displays the Table Properties dialogue box.

Set the number of Rows, Columns and any other table properties needed.



Click OK.



View the table.

Below is a table of 19th Century poets noting their name, dates, and country.

19th Century Poets

body table thead tr th Character Count (Includes HTML formatting characters) : 89 Word Count : 14

Edit the table properties. (Optional)

The screenshot shows the Sakai 11 rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), text styling (Bold, Italic, Underline, etc.), and other document functions. Below the toolbar are dropdown menus for Styles, Format, Font, Size, Alignment, and a table selection tool.

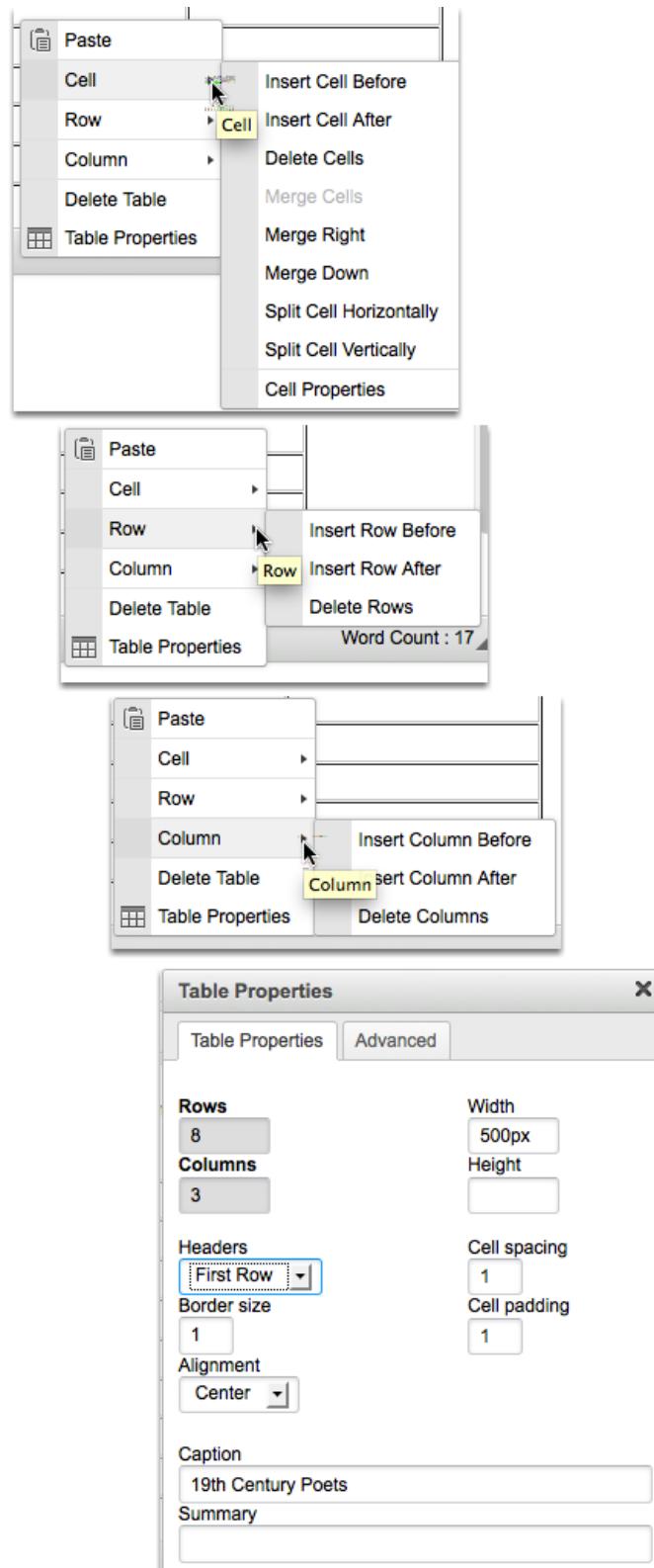
The main content area contains a table titled "19th Century Poets". The table has 6 rows and 3 columns. A context menu is open over the second column of the third row. The menu options are: Paste, Cell, Row, Column, Delete Table, and Table Properties. The "Table Properties" option is at the bottom of the list.

At the bottom of the editor window, there are status bars showing "body table tbody tr td" on the left and "Character Count (Includes HTML formatting characters) : 89 Word Count : 14" on the right.

To edit the table properties, right-click (CTRL-click - MAC) on the table.

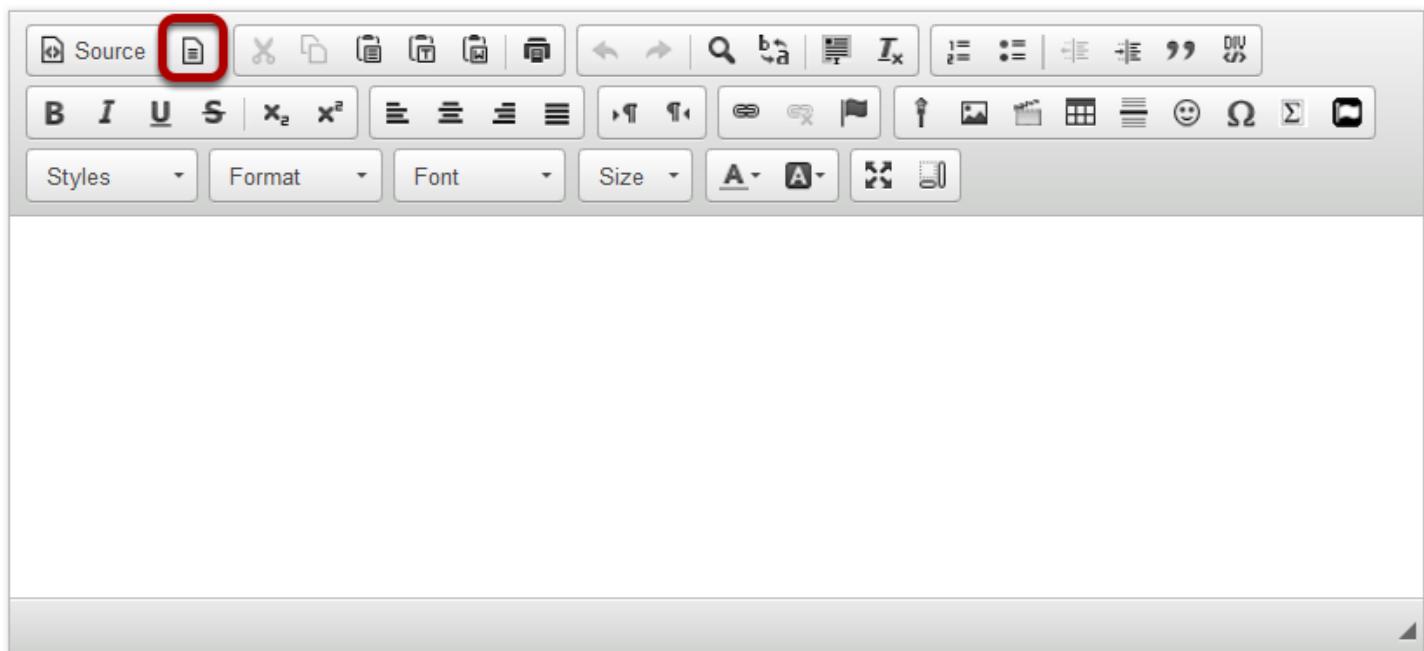
This displays the Edit Table dialog box.

Select the Table Element that you want to edit (Cell, Row, Column, Table or Delete).



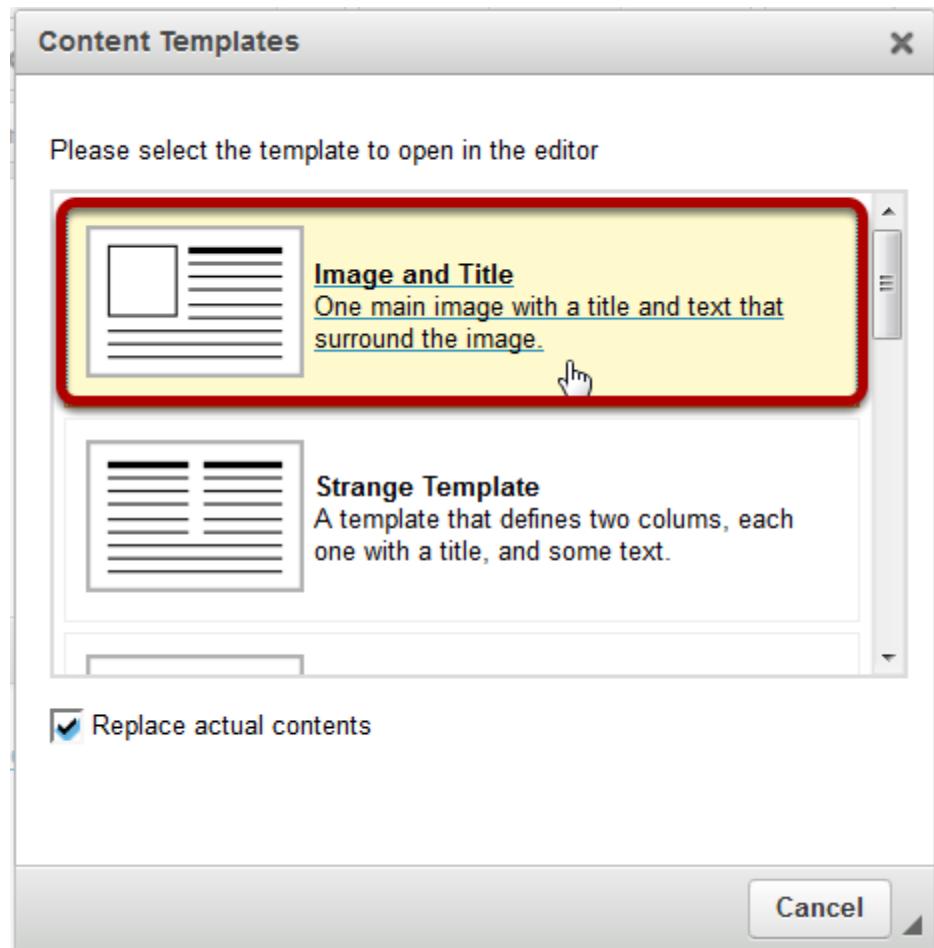
How do I add a content template to a text box?

Click the Template icon.



This displays the Content Template dialog box.

Select the content template.



This displays the selected content template in the text box.

Add content to the content template.

The screenshot shows the Sakai 11 Content Editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar are several rows of icons for media (Speaker, Image, Video, etc.), styles (Heading 3, Font, Size), and alignment (A, A-). The main workspace contains a placeholder image icon and two text input fields: one labeled "Type the title here" and another labeled "Type the text here". At the bottom of the editor is a status bar displaying "body h3".

Type in the title and text.

To insert an image:

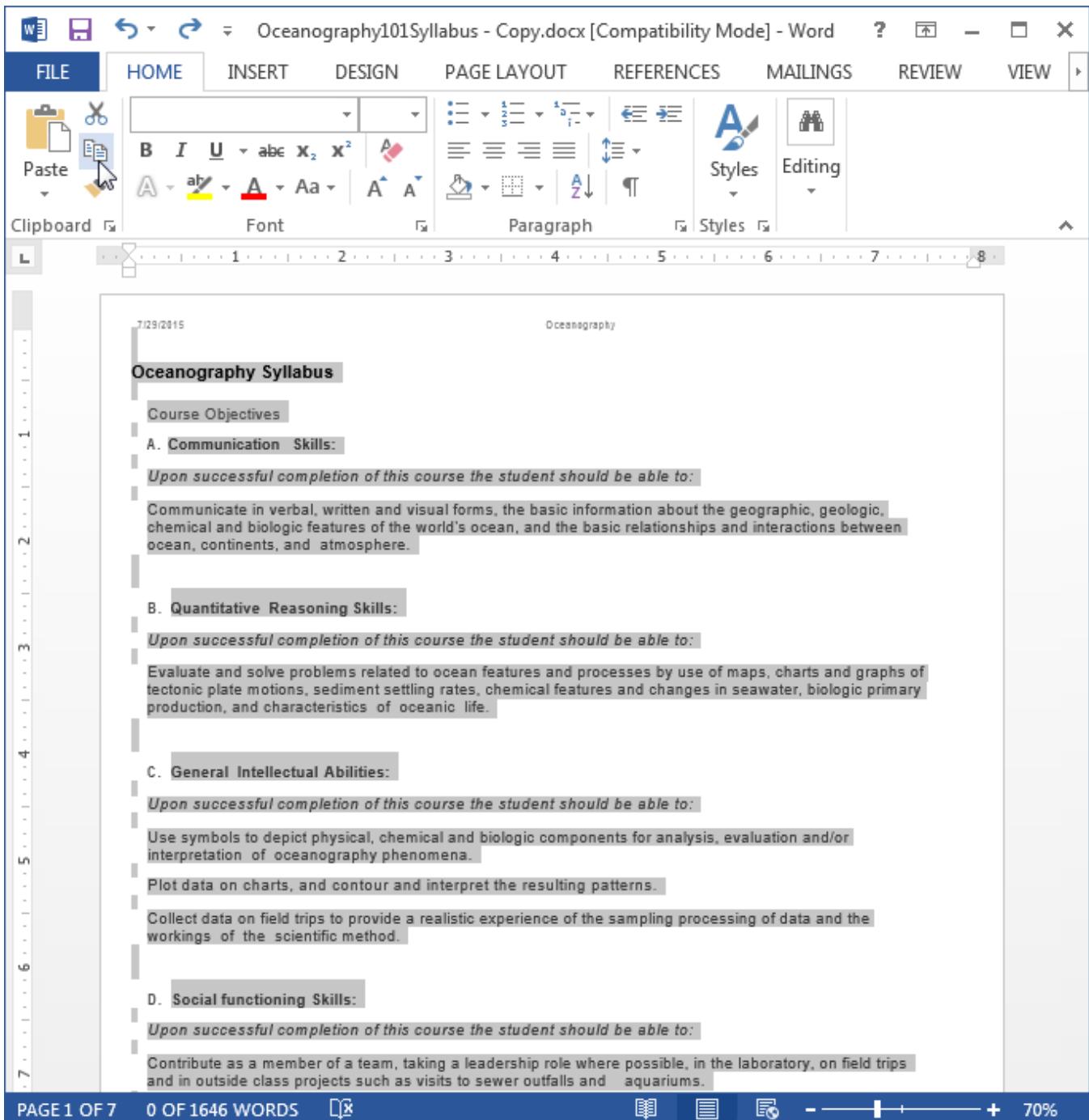
- Right-Click (CTRL-Click MAC) the image and select Image properties.
- Enter the URL of the image in the box marked URL.
- Click OK

Example page.

How do I paste text from a Microsoft Word document to a text box?

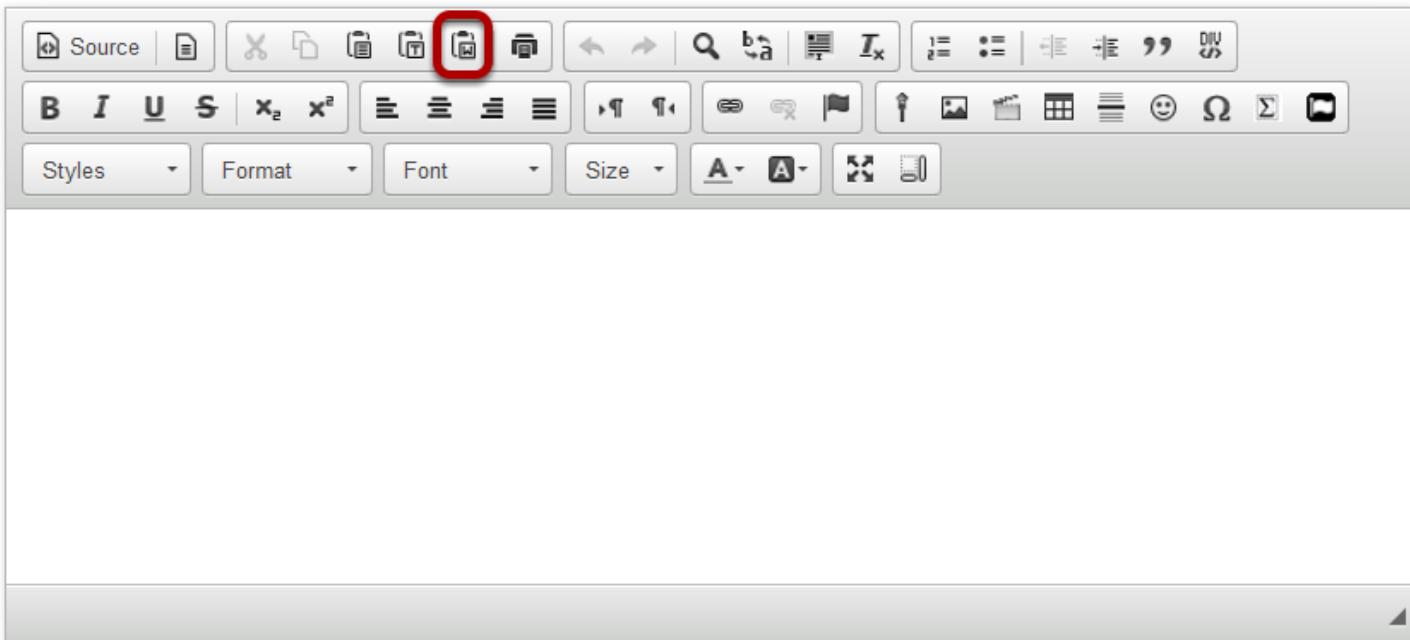
Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.

Copy the text from Word.



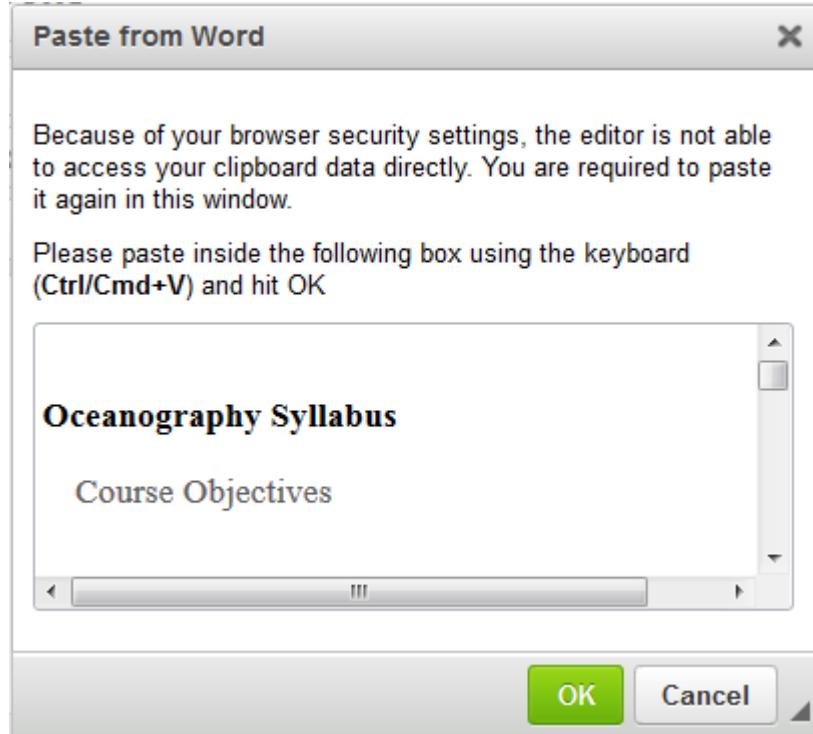
Copy the text in your MS Word document to your computer's clipboard (CTRL-C - PC or COMMAND-C - MAC).

In the Rich Text Editor, click the Paste From Word icon.



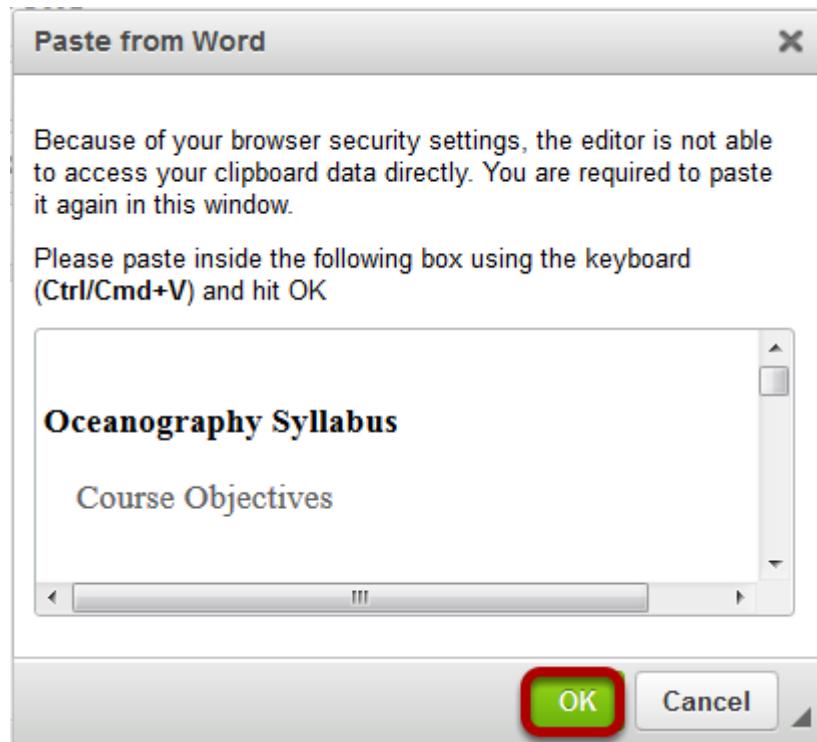
This displays the Paste From Word dialog box.

Paste the text.



Paste (CTRL-V -PC or COMMAND-V - MAC) the Word Document text into the Paste From Word dialog box.

Click OK.



This displays the MS Word text in the text box. Click **OK** to add the text to the page.

View Word content in the editor.

A screenshot of a Rich Text Editor interface. At the top is a toolbar with various icons for file operations, styling, and other functions. Below the toolbar is a second toolbar with buttons for bold, italic, underline, and other styles. The main content area contains the following text:

Oceanography Syllabus

Course Objectives

A. Communication Skills:

Upon successful completion of this course the student should be able to:

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic,

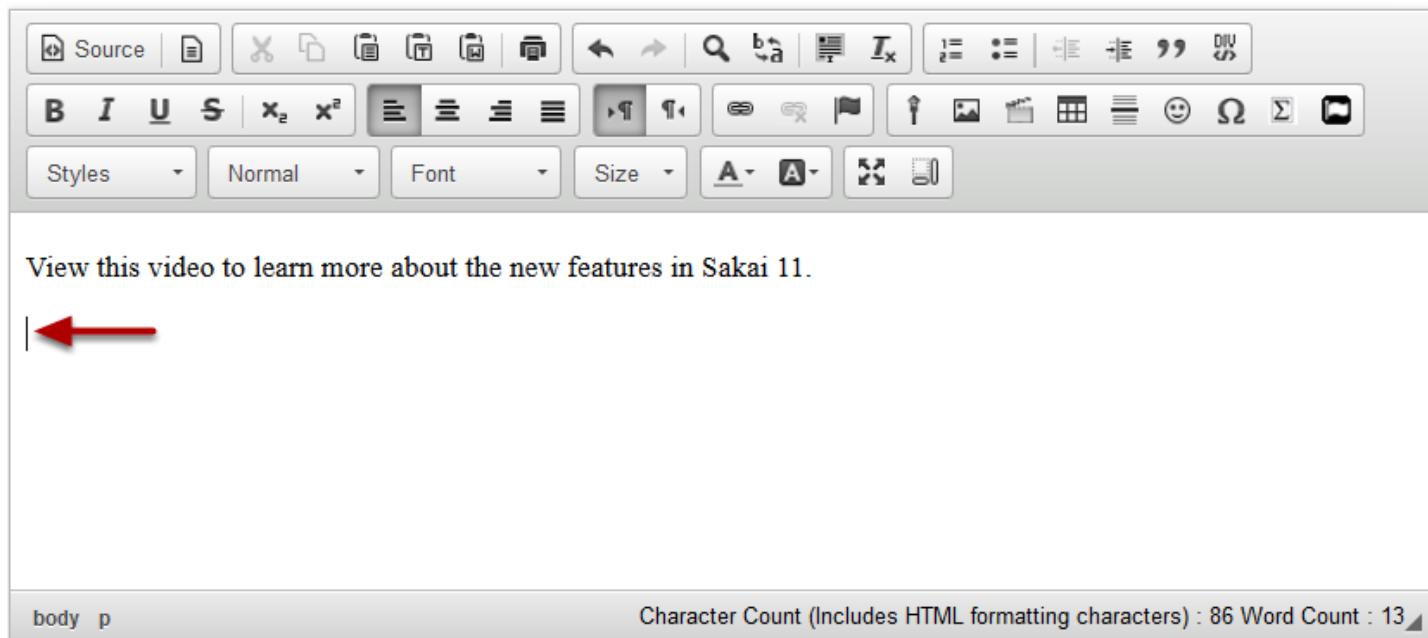
At the bottom of the editor, there are status bars showing 'body div h3 span' and 'Character Count (Includes HTML formatting characters) : 63159 Word Count : 1621'.

The pasted content will now appear in the Rich Text Editor and you may edit it there to display the desired formatting.

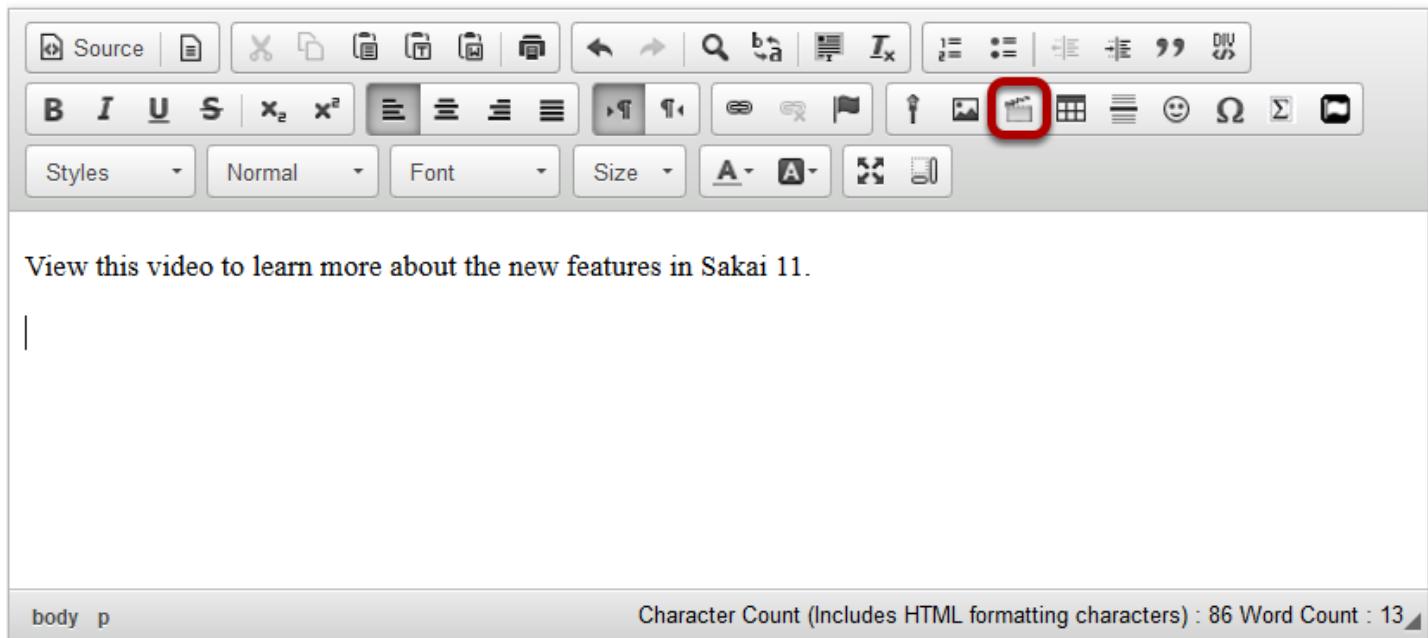
How do I embed an mp4 video in a text box?

MP4 videos can embed in a text box using the **Rich Text Editor**. Other file types that can be embedded in a text box are .FLA, .F4V, .3GPP, .M4V or .MOV files.

In the text box, position your cursor where you want to embed the mp4 video.

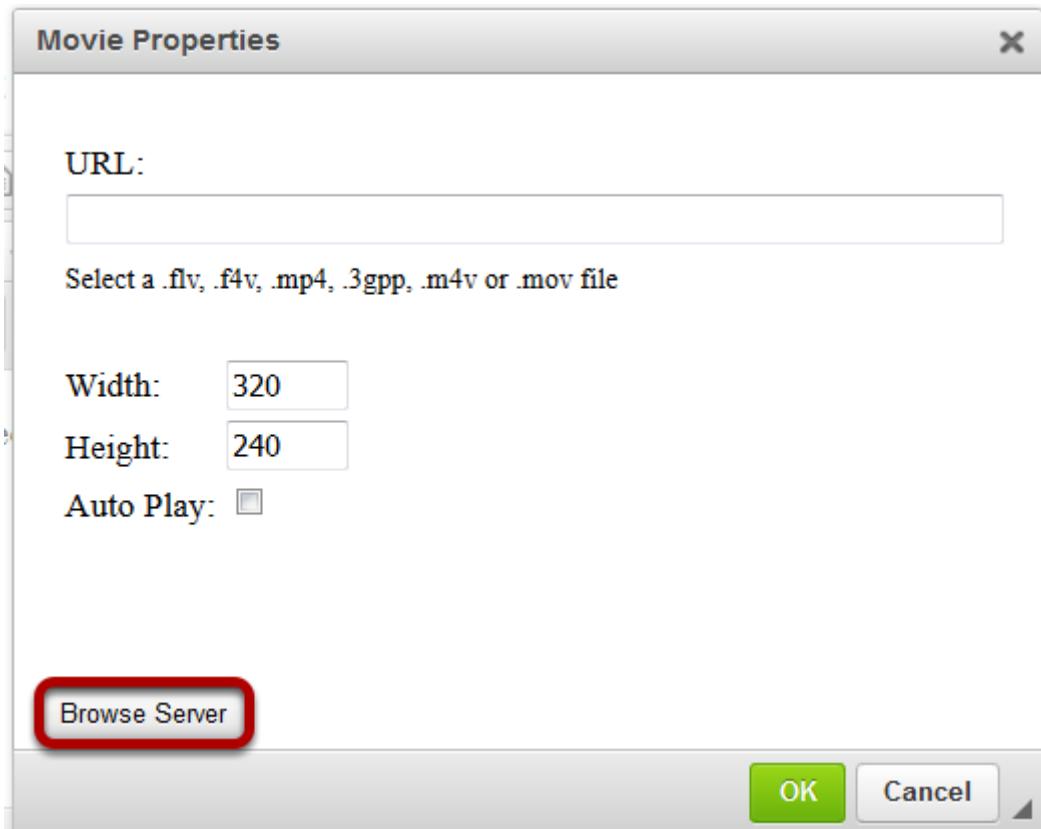


Click the Insert/Edit Movie icon.



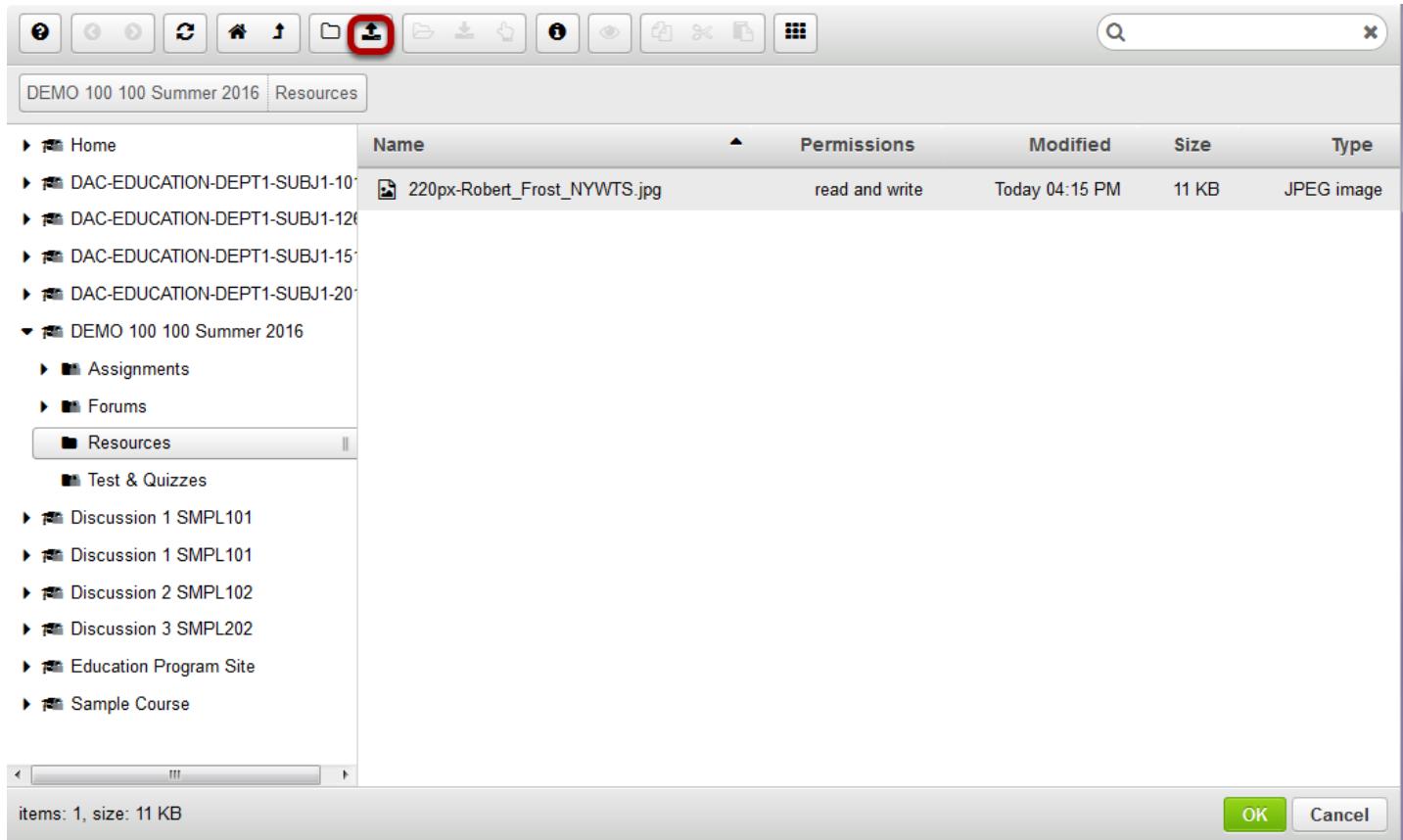
This displays the Movie Properties dialog box.

Click Browse Server.

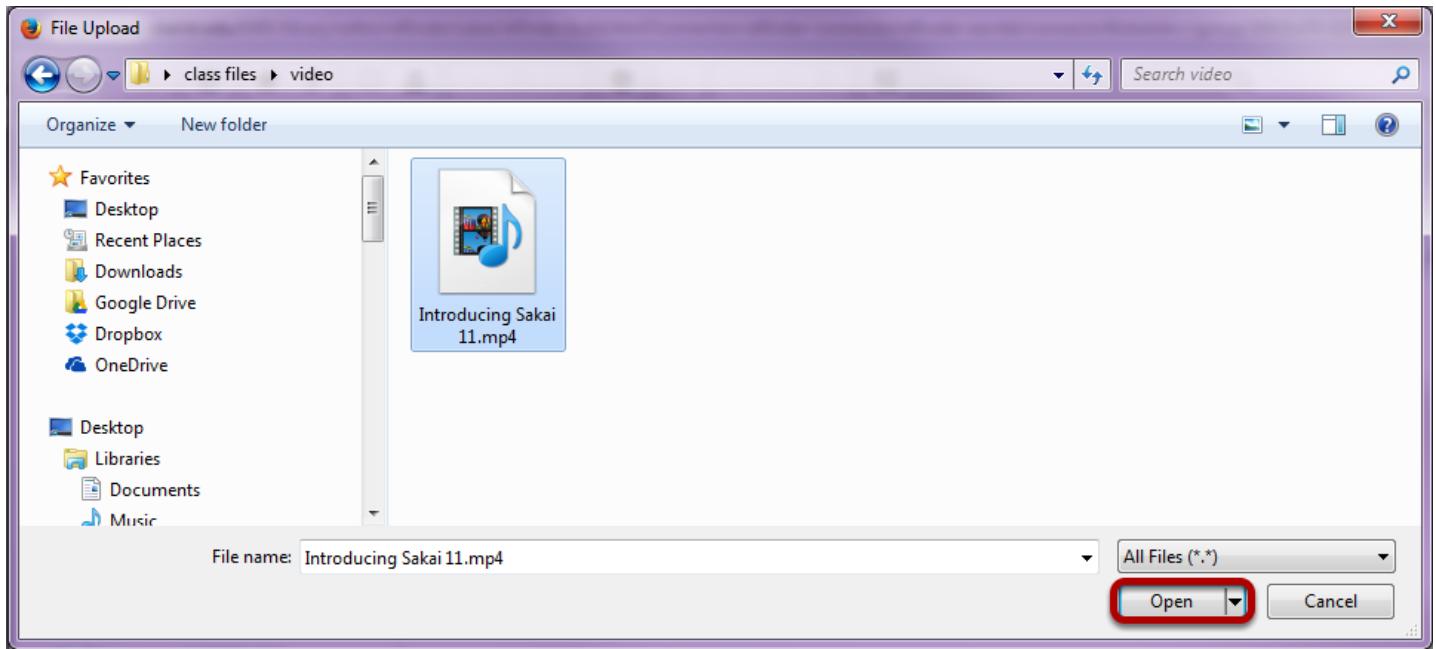


This displays the Entity Picker dialog box.

Click the Upload file icon.

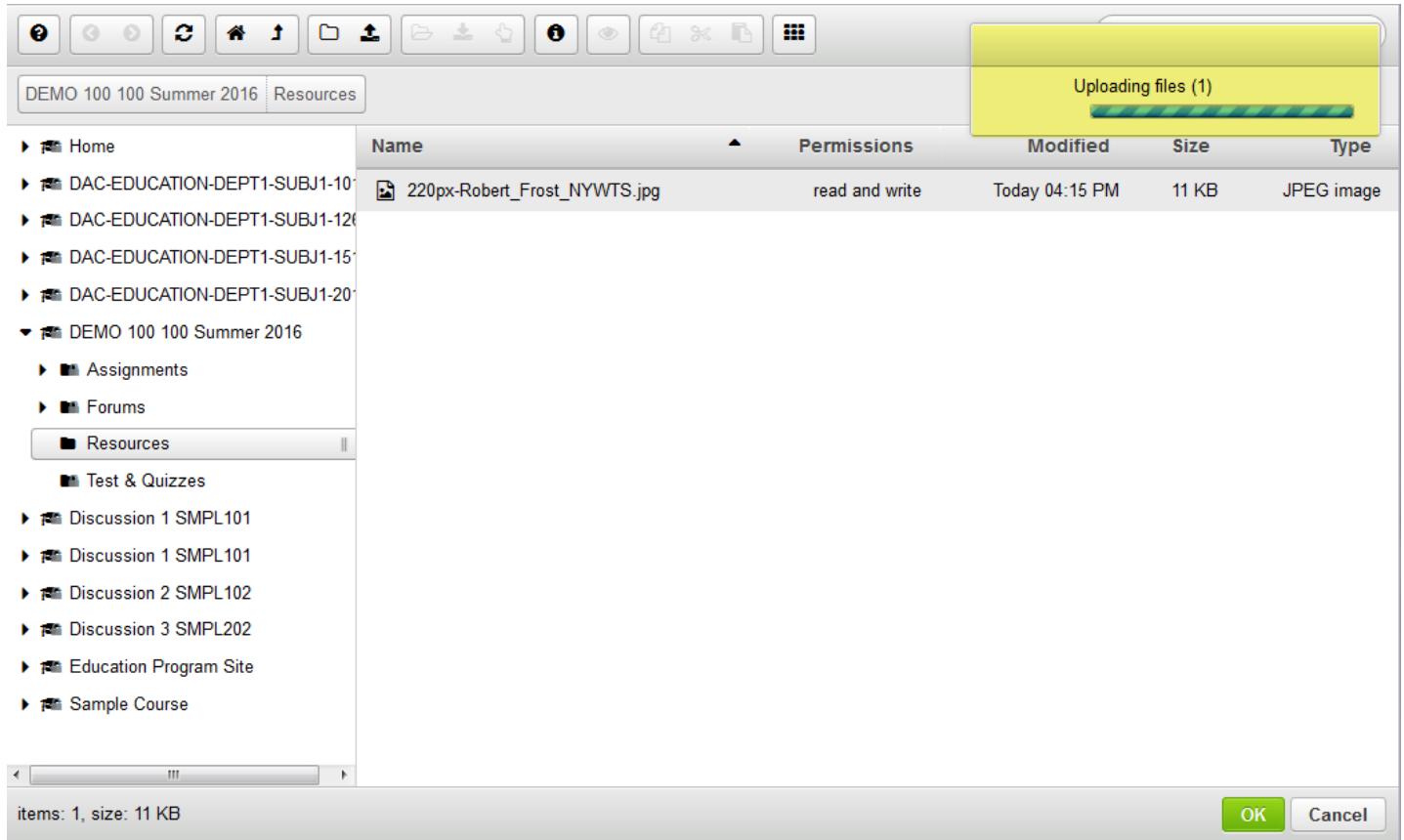


Locate and select the mp4 video file that you want to embed in the text box.



Once you have located and selected the file, click **Open** to upload it.

The file will upload.



Your file will be uploaded to the server. This may take a while if it is a large file.

Click OK to embed the video on the page.

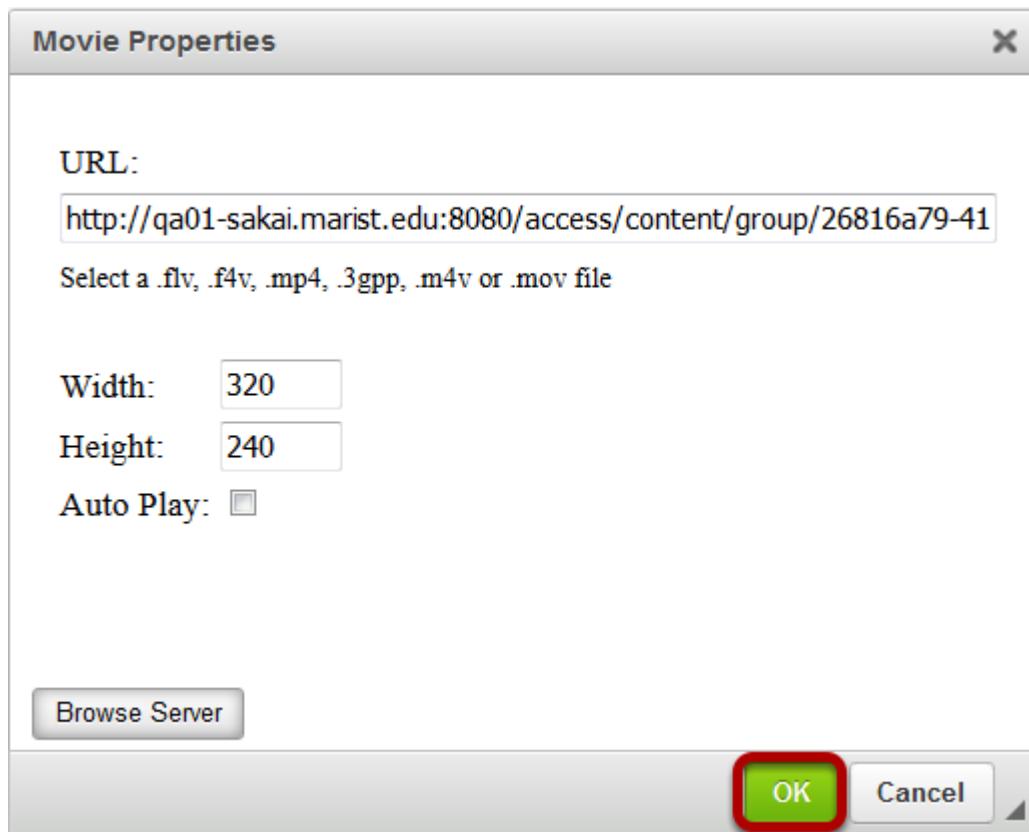
The screenshot shows the Sakai 11 Resource Manager interface. On the left is a navigation tree with nodes like Home, DEMO 100 100 Summer 2016, Assignments, Forums, Resources (which is selected), Test & Quizzes, Discussion 1 SMPL101, Discussion 1 SMPL101, Discussion 2 SMPL102, Discussion 3 SMPL202, Education Program Site, and Sample Course. The main area displays a table of files:

Name	Permissions	Modified	Size	Type
220px-Robert_Frost_NYWTS.jpg	read and write	Today 04:15 PM	11 KB	JPEG image
Introducing Sakai 11.mp4	read and write	Today 06:53 AM	329 KB	MPEG-4 movie

At the bottom, a message says "Introducing Sakai 11.mp4, 329 KB". There are "OK" and "Cancel" buttons, with "OK" being highlighted with a red box.

Once the file has finished uploading, it will appear in Resources and will be selected by default. Click **OK** to add the video to the Rich Text Editor.

Click OK to continue.



View embedded video file.

The screenshot shows the Sakai 11 rich text editor interface. At the top is a toolbar with various icons for file operations, search, and styling. Below the toolbar is a second row of icons for bold, italic, underline, and other text formats. A third row contains buttons for styles, font selection, size, and alignment. The main editing area contains the text "View this video to learn more about the new features in Sakai 11." Below this text is a large, empty rectangular box with a red border, which is labeled "MOVIE" in white capital letters. In the bottom left corner of the editor window, there is some code: "body p".

View this video to learn more about the new features in Sakai 11.



The embedded video will display in the editing view as "Movie." When the text box is posted or saved, it will display the video on the page.

How do I embed an mp3 audio in a text box?

In the text box, position your cursor where you want to embed the mp3 audio file.

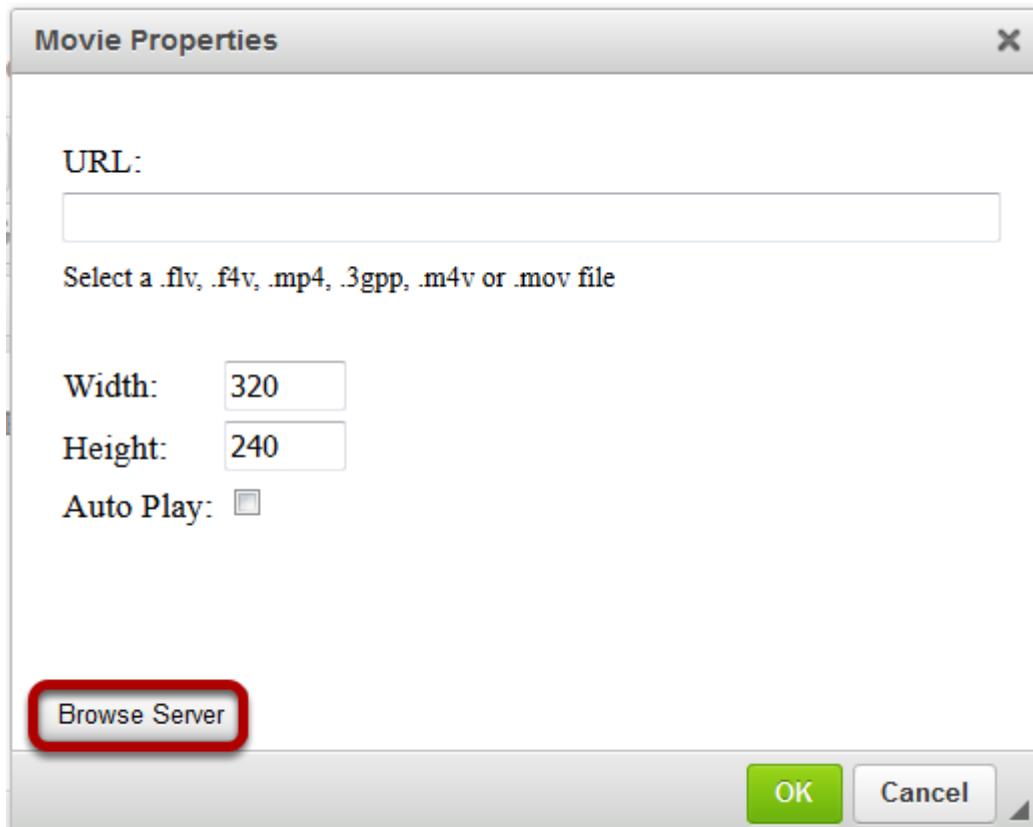
The screenshot shows the Sakai rich text editor interface. At the top is a toolbar with various icons for document operations like Source, Save, Undo, Redo, Find, Replace, and Insert. Below the toolbar are style buttons for Bold (B), Italic (I), Underline (U), Strikeout (S), and other styles. There are also buttons for alignment (left, center, right, justify), lists (bullet, numbered), and other document functions. A red arrow points to the cursor in the text area, which contains the question: "What is the tempo in the following piece of music?". In the bottom left corner of the editor window, it says "body p". In the bottom right corner, it displays "Character Count (Includes HTML formatting characters) : 61 Word Count : 10".

Click Insert/Edit Movie.

The screenshot shows the Sakai rich text editor interface again. The toolbar and text area are identical to the previous screenshot. However, the "Insert/Edit Movie" icon in the toolbar is now highlighted with a red circle. The text area contains the same question: "What is the tempo in the following piece of music?". The status bar at the bottom still shows "body p" and character counts.

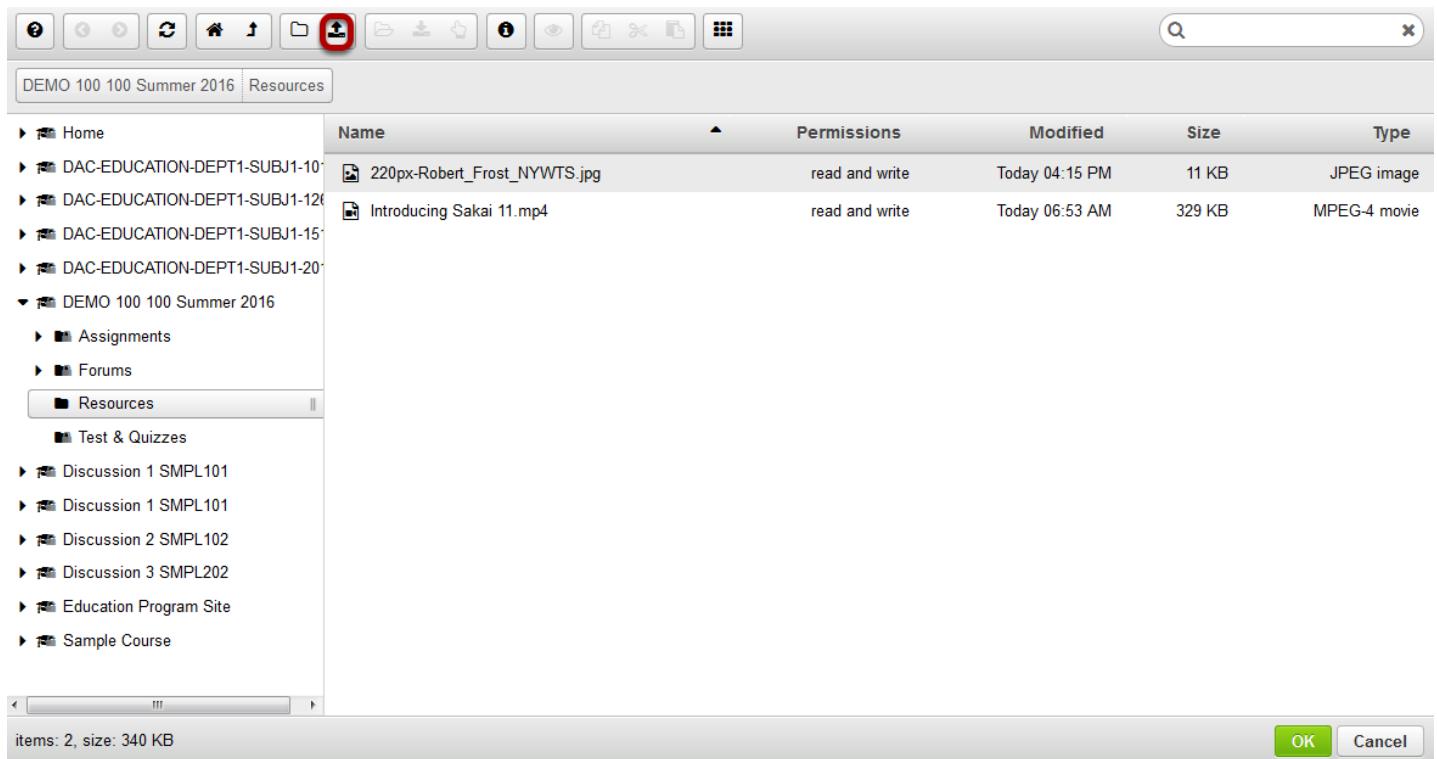
This displays the Movie Properties dialog box.

Click Browse Server.

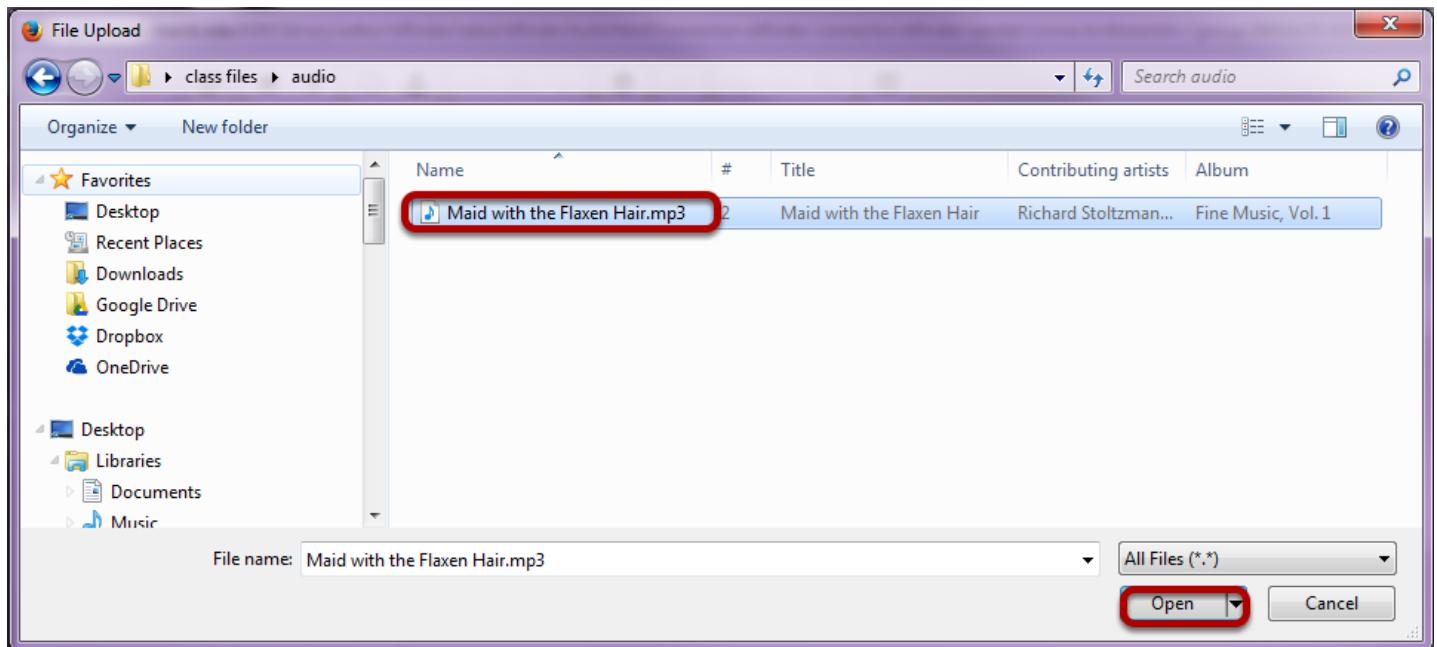


This displays the Entity Picker dialog box.

Click the Upload file icon.



Select the mp3 audio file you want to embed in the text box.



Once you have located and selected the audio file, click **Open** to upload it.

Click OK.

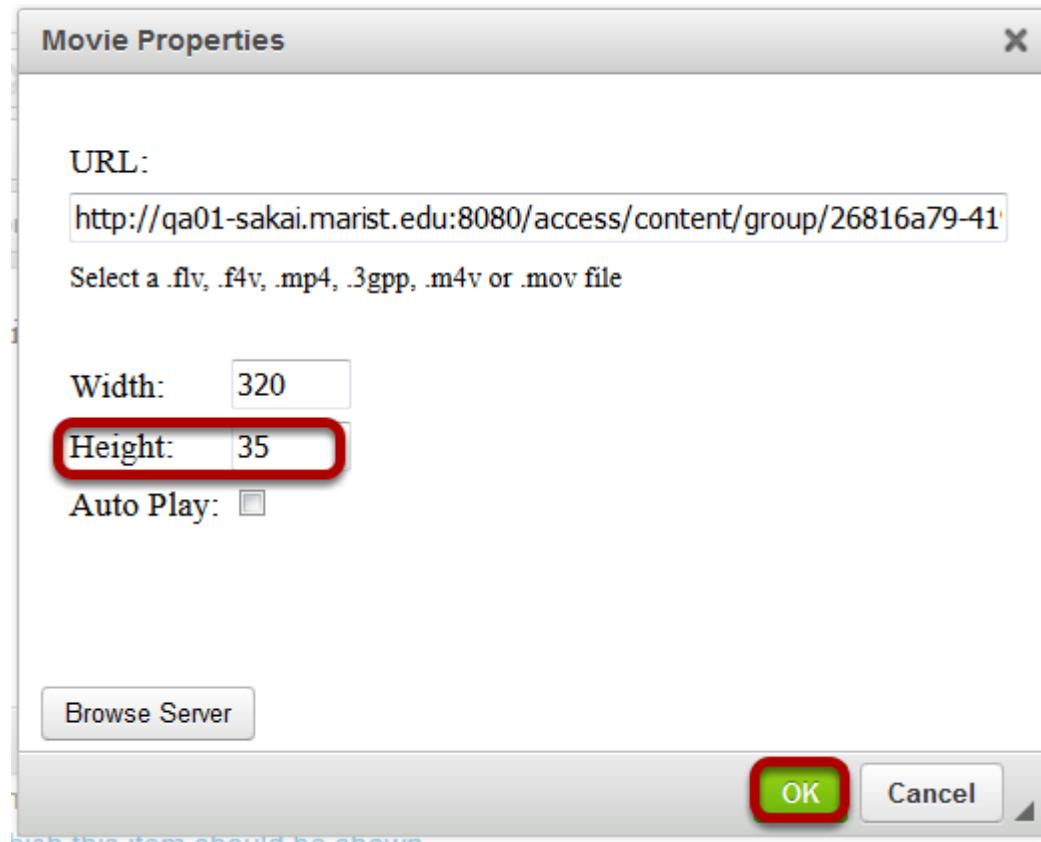
The screenshot shows the Sakai 11 Resources page. On the left is a navigation tree with nodes like Home, DEMO 100 100 Summer 2016, Assignments, Forums, Resources (which is selected), Test & Quizzes, Discussion 1 SMPL101, Discussion 2 SMPL102, Discussion 3 SMPL202, Education Program Site, and Sample Course. The main area displays a file list with three items:

Name	Permissions	Modified	Size	Type
220px-Robert_Frost_NYWTS.jpg	read and write	Today 04:15 PM	11 KB	JPEG image
Introducing Sakai 11.mp4	read and write	Today 06:53 AM	329 KB	MPEG-4 movie
Maid with the Flaxen Hair.mp3	read and write	Today 11:13 AM	3.92 MB	MPEG audio

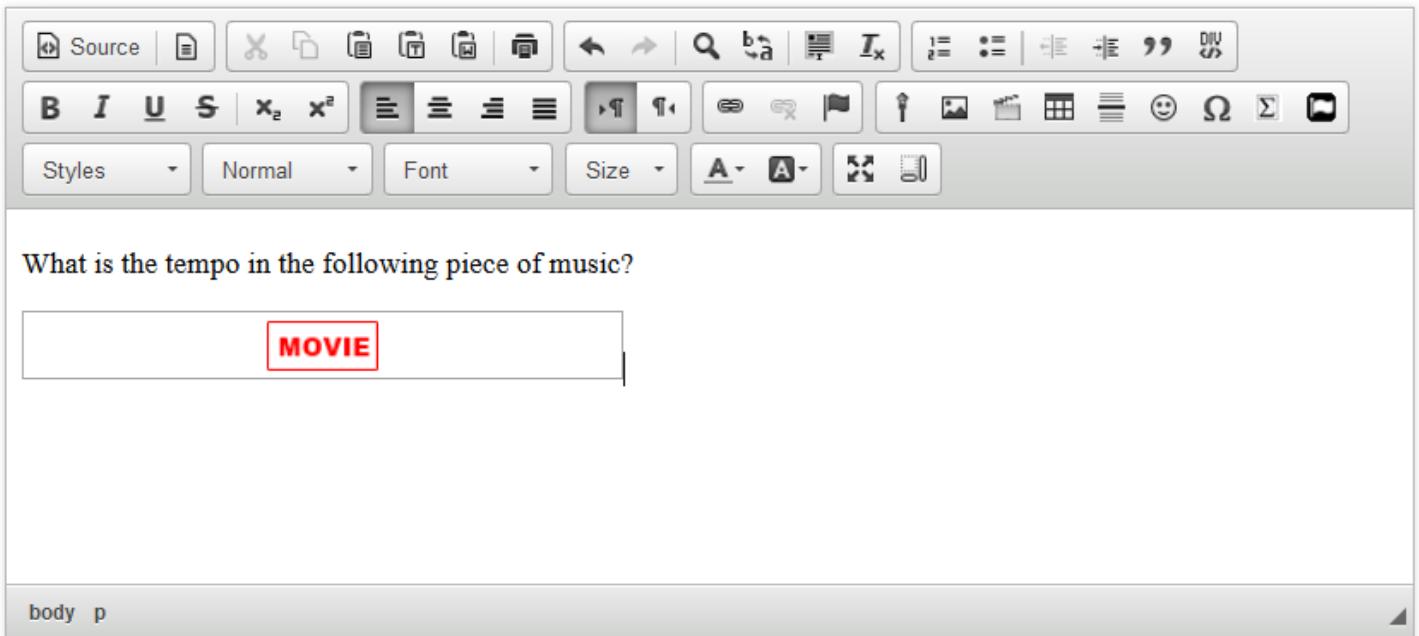
A red box highlights the "Maid with the Flaxen Hair.mp3" row. At the bottom of the screen, a confirmation dialog box is displayed with the text "Maid with the Flaxen Hair.mp3, 3.92 MB" and two buttons: "OK" (highlighted with a green box) and "Cancel".

Once the file finishes uploading, it will show in the file directory listing and will be selected by default. Click **OK** to continue.

Set the Height to 35, and then click OK.



View the embedded audio file in the editor.



What is the tempo in the following piece of music?



The editing display will show a place-holder for the audio marked "Movie". When the text box item is published the embedded audio player will be displayed.

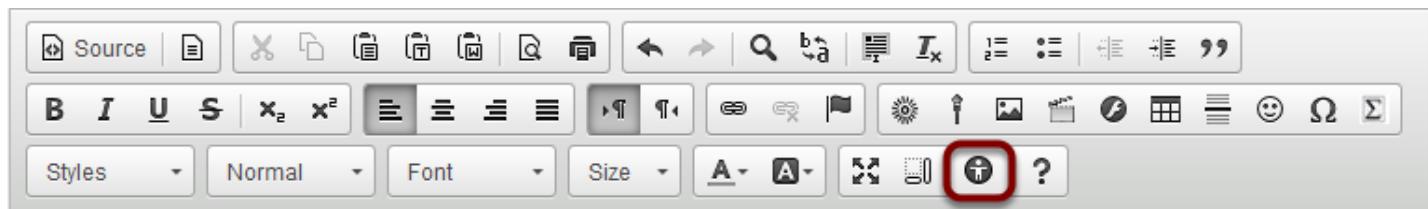
How do I check my content for accessibility?

You can use the Accessibility Checker to inspect the [accessibility](#) level of content created in the Rich-Text Editor and immediately solve any issues that are found.

The Accessibility Checker presents issues with each item in the text box one at a time. For many issues, the Accessibility Checker gives you a Quick fix option. If a Quick fix is not available, the checker will describe what needs to be done to fix the issue.

Note: The Accessibility Checker is an add-on, third party tool that must be licensed and enabled by your institution in order to use it in the Rich Text Editor.

Click the Accessibility Checker icon.



New York City

New York (NYC) – often called New York City or the City of New York to distinguish it from the State of New York, of which it is a part – is the most populous city in the United States and the center of the New York metropolitan area, the premier gateway for legal immigration to the United States and



The **Accessibility Checker** icon looks like a human inside a dark-gray circle.

Use Quick fix options to correct issues.

The accessibility checker has multiple **Quick fix** options to correct accessibility issues. Below are a few of the most commonly used ones.

Quick fix option for images

The screenshot shows the Sakai rich text editor toolbar at the top, featuring various icons for source code, file operations, and document styling. Below the toolbar, the main content area displays the title "New York City" and a paragraph about New York City. A sidebar on the left lists "Boroughs" with "1) Manhattan (New York County)" highlighted. An "Accessibility Checker" dialog box is open, showing "Issue 1 of 4 (error)" about images lacking alternative text. It includes a red box around the "Alternative text:" input field and a green "Quick fix" button. To the right of the checker, there's a thumbnail image of the Statue of Liberty and a small map of Manhattan.

New York City

New York (NYC) – often called New York City – is one of the major global cities of the Americas. It is located primarily in the southern portion of the state of New York, of which it is a part – is one of the most populous urban agglomerations in the world. It has had a significant impact upon commerce, finance, art, politics, culture, education, and entertainment. Home to the headquarters of many international organizations, New York is an important center for international diplomacy and has been described as the "center of the world".

Boroughs

1) Manhattan (New York County)
Central Park and most of the city's landmarks are located here.

Accessibility Checker

Issue 1 of 4 (error)

Images must provide alternative text

Alternative text needs to convey the same information as the image. This text will be used when the browser has disabled images, the image was not found on the server, or by non-sighted visitors who use screen readers.

Alternative text:

Quick fix **Ignore**




1. If you have an image that lacks [Alternative text](#), enter a short, meaningful description for the image in the text box provided. *Note: If the image requires a longer description, consider including that description in the body of the document.*
2. Click the **Quick fix** button.

Tip: If the image is purely decorative or used for visual formatting (e.g. a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.

Quick fix option for paragraph formatting

The screenshot shows the Sakai Rich Text Editor interface. At the top is a toolbar with various icons for file operations, search, and styling. Below the toolbar is a styled icons dropdown and a font/size dropdown. The main content area contains a paragraph of text about New York City's boroughs. An accessibility checker dialog is overlaid on the page. The dialog title is "Accessibility Checker" and the message is "Issue 1 of 3 (warning)". It states: "Paragraphs must not be used for headers". It explains that headers are useful for non-sighted users and that formatting a paragraph to look like a header does not make it a header. A dropdown menu shows "Header level: H2 (Suggested)". Two numbered circles point to the "Header level" dropdown (1) and the "Quick fix" button (2). To the right of the dialog is a map of New York City's five boroughs, each labeled with a number (1-5). The bottom right corner of the editor shows a word count of "Word Count : 258".

[Structuring your document with paragraph headings](#) helps users of assistive technology navigate the page and "skim" content to get to what they need.

1. Select a **Header level** from the drop-down menu (the accessibility checker will automatically suggest a header level for you).
2. Click **Quick fix**.

Quick fix option for tables

The screenshot shows the Sakai rich text editor interface. A table titled "Demographics" is displayed, showing racial composition percentages for 2010, 1990, 1970, and 1940. The first row contains column headers: "Racial composition", "2010", "1990", "1970", and "1940". Subsequent rows list racial groups with their corresponding percentages. An orange box highlights the first row of the table.

A tooltip from the Accessibility Checker is overlaid on the table. It displays the following information:

- Issue 1 of 3 (error)**
- Data tables should contain a header**
- Tables which contain data (as opposed to layout tables) should contain proper table header elements to mark them for screen readers and enhance the structure of the document.
- Position:** Both (highlighted with a red border)
- Quick fix** (highlighted with a green button)
- Ignore**

The number 1 is placed over the "Position" dropdown, and the number 2 is placed over the "Quick fix" button.

Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a table to [include appropriate headers and captions](#) so that they can match up content in columns and rows.

1. From the **Position** drop-down menu, select where the headers belong in the table. Choosing **Horizontally** makes the text in the first row into headers, i.e., the text in each column of the first row becomes the title of that column. Choosing **Vertically** makes the text in the first column into headers, i.e., the text in each row of the first column will be the title of that row. Choosing **Both** puts headers in both the first row and the first column.
2. Click **Quick fix**.

Manually fix issues.

The figure consists of three vertically stacked screenshots of the Sakai富文本编辑器 (Rich Text Editor) interface. Each screenshot shows a different step in the process of fixing an accessibility issue related to numbered lists.

- Screenshot 1:** Shows the Accessibility Checker dialog box with a red circle around the close button (X) in the top right corner. A callout points to the number "1". The text area contains a numbered list: "1) Manhattan (New York County) is the most densely populated borough and is home to Central Park and most of the city's skyscrapers." Below the list is a map of New York City's five boroughs, each numbered 1 through 5. The "body p" element is selected.
- Screenshot 2:** Shows the same editor interface after manual changes. The numbered list has been converted into a true numbered list (1, 2, 3). A red box highlights the first item of the list. A red circle around the "Numbered List" button in the toolbar is labeled "2". The "body ol li" element is selected. The map remains the same.
- Screenshot 3:** Shows the final state where the accessibility checker has been closed. A red circle around the "Close" button in the toolbar is labeled "3". The "body" element is selected.

Sometimes the accessibility checker cannot provide a **Quick fix** because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the [Numbered List](#) button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, click the X icon (**Close**) in the top-right corner of the accessibility checker.

2. Edit your document's content accordingly.
3. Click the **Accessibility Checker** icon again to continue checking.

Roster

What is the Roster tool?

The Roster tool displays the number of site participants along with their names, photos, and profiles.

Note: The Roster tool does not allow instructors or site owners to add or remove participants from a site. (To do this, instructors or site owners must use the [Site Info](#) tool.)

To access this tool, select Roster from the Tool Menu in your site.



Note: If you don't see the Roster tool listed in your site's Tool Menu, the site owner may have chosen not to use it.

How do I view/search the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.



Select the **Roster** tool from the Tool Menu of your site.

View list of class participants.

OVERVIEW		EXPORT		PRINT		PERMISSIONS				LINK		HELP	
Groups:	All Available		Roles:	All Available									
Name or ID	<input type="text"/>		Find	Clear									
Currently showing 6 participants 1 in Instructor role, 5 in Student role													
<input checked="" type="radio"/> Official Photos <input type="radio"/> Pictures from Profile													
1 Name	2 User ID	3 Role	4 Total Visits	5 Last Visit	6								
demo_student01	student01	Student	0	None yet									
demo_student02	student02	Student	0	None yet									
demo_student03	student03	Student	0	None yet									
demo_student04	student04	Student	0	None yet									
demo_student05	student05	Student	0	None yet									
Professor_Demo	demoprofessor	Instructor	0	None yet									

Enrolled users in the site will be listed here. You may view the following information about each user:

1. Name
2. User ID
3. Role in the site
4. Total visits to the site
5. Last Visit to the site
6. Connection status (i.e. request a Profile connection)

Searching the roster.

Name or ID Find

To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

Filter by group.

Groups: Roles:

Name or ID Find

Currently showing 6 participants
1 in **Instructor** role, 5 in **Student** role

Official Photos Pictures from Profile

Name	User ID	Role	Total Visits	Last Visit	
 demo_student01	student01	Student	0	None yet	<input type="button" value="Pick a group"/>
 demo_student02	student02	Student	0	None yet	<input type="button" value="Pick a group"/>
 demo_student03	student03	Student	0	None yet	<input type="button" value="Pick a group"/>
 demo_student04	student04	Student	0	None yet	<input type="button" value="Pick a group"/>
 demo_student05	student05	Student	0	None yet	<input type="button" value="Pick a group"/>
 Professor_Demo	demoprofessor	Instructor	0	None yet	<input type="button" value="Pick a group"/>

If you have groups in your site, you may filter by group using the **Groups** drop-down menu at the top, or the **Pick a group** drop-down menu to the right of each user's information.

Filter by role.

Roles:

You may also use the **Roles** drop-down menu to filter the view by user role.

How do I view roster photos and/or profiles?

Go to Roster.



Select the **Roster** tool from the Tool Menu of your site.

Profile photo thumbnails for site participants will be displayed.

 A screenshot of the Roster tool interface. At the top, there are tabs for 'OVERVIEW', 'EXPORT', 'PRINT', 'PERMISSIONS', and buttons for 'LINK' and 'HELP'. Below these are filters for 'Groups:' (set to 'All Available'), 'Roles:' (set to 'All Available'), and a search bar with 'Find' and 'Clear' buttons. A message indicates 'Currently showing 6 participants' with '1 in Instructor role, 5 in Student role'. Below this, there are two radio buttons: 'Official Photos' (selected) and 'Pictures from Profile'. The main area displays a table of participants:

Name	User ID	Role	Total Visits	Last Visit	Groups:
demo_student01	student01	Student	0	None yet	Pick a group ▾
demo_student02	student02	Student	0	None yet	Pick a group ▾
demo_student03	student03	Student	0	None yet	Pick a group ▾
demo_student04	student04	Student	0	None yet	Pick a group ▾
demo_student05	student05	Student	0	None yet	Pick a group ▾
Professor_Demo	demoprofessor	Instructor	0	None yet	[empty]

 The first five rows are highlighted with a red box around the entire row.

Viewing Official or Profile photos.

Official Photos Pictures from Profile

Select the radio button for **Official Photos** or **Pictures from Profile** depending on whether you would like to view the official institutional ID photo (typically provided automatically during user account creation) or personal photos that users have uploaded themselves via the Profile tool.

Viewing profiles.

Name	User ID	Role	Total Visits	Last Visit	Groups:
demo_student01	student01	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student02	student02	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student03	student03	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student04	student04	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student05	student05	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
Professor_Demo				None yet	<input type="button" value="Edit"/>

To view a user's profile, mouse over or click on the person's name.

Viewing full profile.

Name	User ID	Role	Total Visits	Last Visit	Groups:
demo_student01	student01	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student02	student02	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student03	student03	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student04	student04	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
demo_student05	student05	Student	0	None yet	<input type="button" value="Pick a group ▾"/>
Professor_Demo				None yet	<input type="button" value="Edit"/>

To view the full user profile, click on the **View full profile** link. Profile information that is available and that you have permission to view will be displayed.

How do I edit Roster tool permissions?

Go to Roster.



Select the **Roster** tool from the Tool Menu of your site.

Click the **Permissions** button.



Modify the permissions for the roles listed.

Role Permissions: DAC-EDUCATION-DEPT1-SUBJ1-126

Define permissions for the roles in the current site.

Permission	Instructor	Teaching Assistant	Student
viewallmembers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewhidden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
viewgroup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewenrollmentstatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewprofile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
viewemail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewofficialphoto	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
viewsitevisits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
export	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(1) **Save** (2) **Cancel**

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)

2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Search

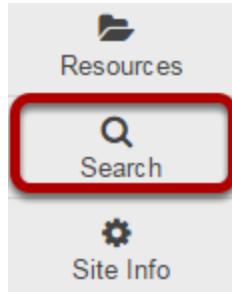
What is the Search tool?

Search allows you to search content created by tools within a worksite or course. It achieves this by creating an index of all content that other tools make available to the search tool. This index is updated automatically, so as content is added to the worksite or course, it will be indexed.

For example, if the worksite or course has an Email Archive, as emails are posted to the list, the content of those emails will be indexed and become searchable in the search tool. Or, if the site has documents uploaded to Resources, the documents will become searchable.

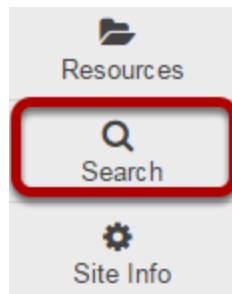
Search indexes many different types of content, including messages, web pages in HTML format, documents in DOC, PDF, or RTF format, spreadsheets in XLS format, and Wiki pages.

To access this tool, select Search from the Tool Menu of your site.



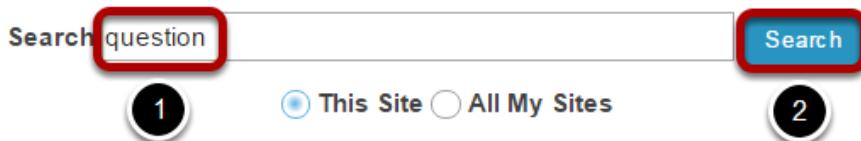
How do I perform a basic search?

Go to Search.



Select the **Search** tool from the Tool Menu of your site.

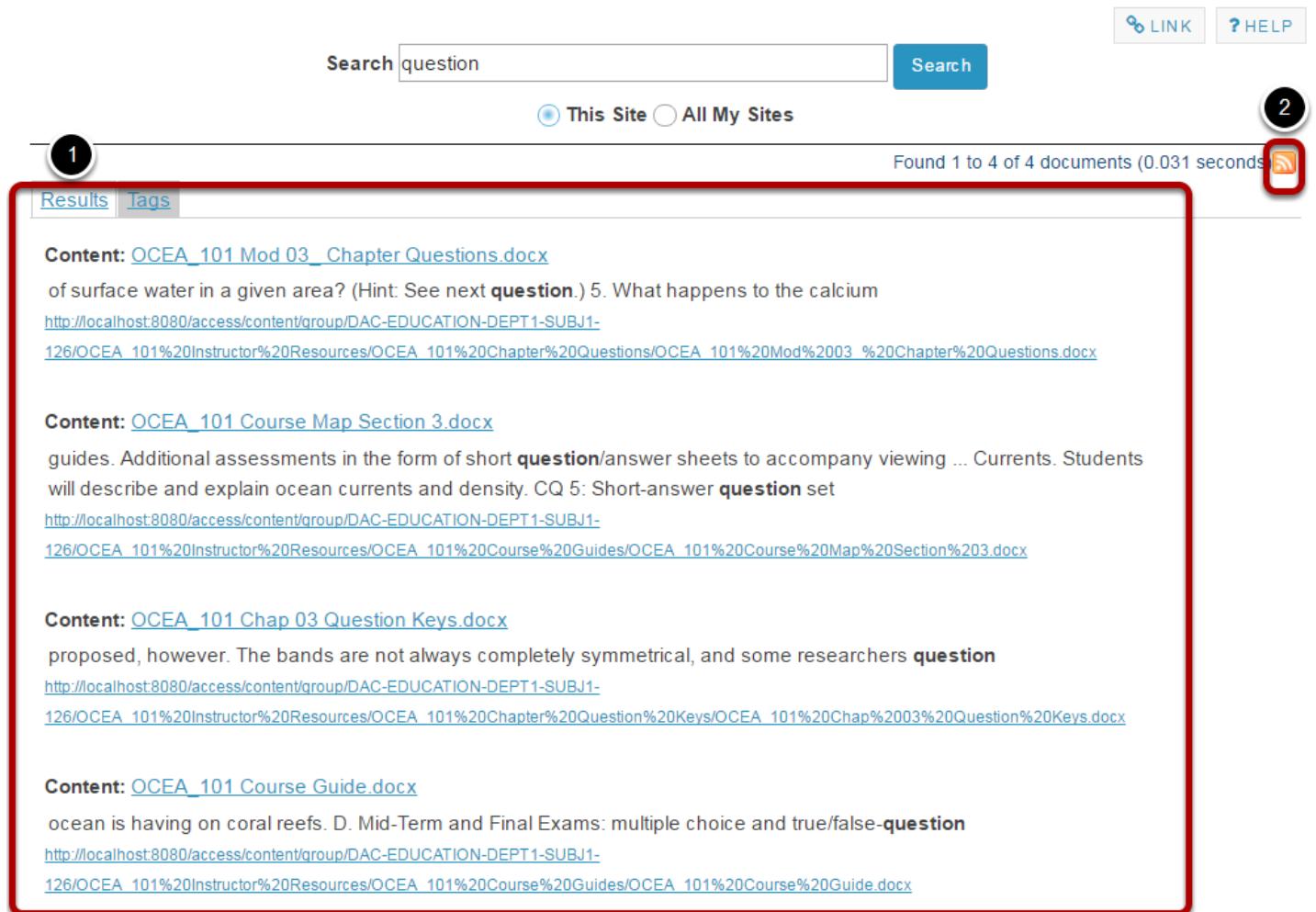
Enter your search term/s.



On the Search page, you will find an entry box.

1. Enter the words that you want to search for. For example, "ocean".
2. Click the **Search** button.

View search results.



Search question LINK HELP

This Site All My Sites

Found 1 to 4 of 4 documents (0.031 seconds)

1 2

[Results](#) [Tags](#)

Content: [OCEA_101 Mod 03 Chapter Questions.docx](#)
of surface water in a given area? (Hint: See next **question**.) 5. What happens to the calcium
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Chapter%20Questions/OCEA_101%20Mod%2003_%20Chapter%20Questions.docx

Content: [OCEA_101 Course Map Section 3.docx](#)
guides. Additional assessments in the form of short **question**/answer sheets to accompany viewing ... Currents. Students will describe and explain ocean currents and density. CQ 5: Short-answer **question** set
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Course%20Guides/OCEA_101%20Course%20Map%20Section%203.docx

Content: [OCEA_101 Chap 03 Question Keys.docx](#)
proposed, however. The bands are not always completely symmetrical, and some researchers **question**
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Chapter%20Question%20Keys/OCEA_101%20Chap%2003%20Question%20Keys.docx

Content: [OCEA_101 Course Guide.docx](#)
ocean is having on coral reefs. D. Mid-Term and Final Exams: multiple choice and true/false-**question**
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Course%20Guides/OCEA_101%20Course%20Guide.docx

1. Your search results will be displayed.
2. Notice that an RSS icon appears with the search results. This enables you to watch the search in your favourite RSS reader. (If you take some time to look at the [advanced search features](#), you will find that you can generate RSS feeds of all sorts of information in the index.)

How do I perform an advanced search?

The Search Tool is driven by an index that contains multiple sub indexes. When using the tool for basic search, only 2 of these indexes are used: the context index, and the content index. The content index contains a stored and tokenized full text index of a digested form of the content. This means that a Word document uploaded to Resources will have had all its text extracted and indexed, whereas a video package may have had only the metadata indexed. When the search results are returned, it is this content that is shown with the matching terms highlighted.

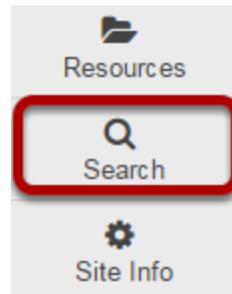
The context index provides a keyword index of the source of the content. This is the worksite or course which contains the content. When the search tool performs a basic search, it adds a search term of +content:<currentsiteid> where <currentsiteid> is the context or site id where the search is being performed. This can be translated as "results must come from the current site".

You can search for terms within any of the indexes. For example to search only in announcements, you can use the search terms +tool:announcement +content:cowslip which will only return announcements containing the word cowslip.

The index currently contains the following named indexes.

- **content:** A tokenized, stored index of the digested content of the search documents
- **context:** A keyword stored index of the source context of the search document.
- **tool:** A keyword stored index of the tool name producing the search document.
- **title:** A tokenized stored index of the title of the search document.
- **reference:** A keyword stored index of the Sakai Entity reference.

Go to Search.



Select the **Search** tool from the Tool Menu in your site.

Advanced Search Options

Use the search information below to enter advanced search strings into the search box.

Lucene Search Information

The Query Engine is based on Apache Lucene. For completeness the Apache Query documentation is included below. More information can be found at <http://lucene.apache.org/java/docs/queryparsersyntax.html>

Terms

A query is broken up into terms and operators. There are two types of terms: Single Terms and Phrases.

A Single Term is a single word such as "test" or "hello".

A Phrase is a group of words surrounded by double quotes such as "hello dolly".

Multiple terms can be combined together with Boolean operators to form a more complex query (see below).

Note: The analyzer used to create the index will be used on the terms and phrases in the query string. So it is important to choose an analyzer that will not interfere with the terms used in the query string.

Fields

Lucene supports fielded data. When performing a search you can either specify a field, or use the default field. The field names and default field is implementation specific.

You can search any field by typing the field name followed by a colon ":" and then the term you are looking for.

As an example, let's assume a Lucene index contains two fields, title and text and text is the default field. If you want to find the document entitled "The Right Way" which contains the text "don't go this way", you can enter:

title:"The Right Way" AND text:go

or

title:"Do it right" AND right

Since text is the default field, the field indicator is not required.

Note: The field is only valid for the term that it directly precedes, so the query

title:Do it right

Will only find "Do" in the title field. It will find "it" and "right" in the default field (in this case the text field).

Term Modifiers

Lucene supports modifying query terms to provide a wide range of searching options.

Wildcard Searches

Lucene supports single and multiple character wildcard searches.

To perform a single character wildcard search use the "?" symbol.

To perform a multiple character wildcard search use the "*" symbol.

The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "text" or "test" you can use the search:

te?t

Multiple character wildcard searches looks for 0 or more characters. For example, to search for test, tests or tester, you can use the search:

test*

You can also use the wildcard searches in the middle of a term.

te*t

Note: You cannot use a * or ? symbol as the first character of a search.

Fuzzy Searches

Lucene supports fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm. To do a fuzzy search use the tilde, "~", symbol at the end of a Single word Term. For example to search for a term similar in spelling to "roam" use the fuzzy search:

roam~

This search will find terms like foam and roams.

Starting with Lucene 1.9 an additional (optional) parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only terms with a higher similarity will be matched. For example:

roam~0.8

The default that is used if the parameter is not given is 0.5.

Proximity Searches

Lucene supports finding words are a within a specific distance away. To do a proximity search use the tilde, "~", symbol at the end of a Phrase. For example to search for a "apache" and "jakarta" within 10 words of each other in a document use the search:

"jakarta apache"~10

Range Searches

Range Queries allow one to match documents whose field(s) values are between the lower and upper bound specified by the Range Query. Range Queries can be inclusive or exclusive of the upper and lower bounds. Sorting is done lexicographically.

mod_date:[20020101 TO 20030101]

This will find documents whose mod_date fields have values between 20020101 and 20030101, inclusive. Note that Range Queries are not reserved for date fields. You could also use range queries with non-date fields:

title:{Aida TO Carmen}

This will find all documents whose titles are between Aida and Carmen, but not including Aida and Carmen.

Inclusive range queries are denoted by square brackets. Exclusive range queries are denoted by curly brackets.

Boosting a Term

Lucene provides the relevance level of matching documents based on the terms found. To boost a term use the caret, "^", symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be.

Boosting allows you to control the relevance of a document by boosting its term. For example, if you are searching for

jakarta apache

and you want the term "jakarta" to be more relevant boost it using the ^ symbol along with the boost factor next to the term. You would type:

jakarta^4 apache

This will make documents with the term jakarta appear more relevant. You can also boost Phrase Terms as in the example:

"jakarta apache"^^4 "Apache Lucene"

By default, the boost factor is 1. Although the boost factor must be positive, it can be less than 1 (e.g. 0.2)

Boolean operators

Boolean operators allow terms to be combined through logic operators. Lucene supports AND, "+", OR, NOT and "-" as Boolean operators (Note: Boolean operators must be ALL CAPS). OR

The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union using sets. The symbol || can be used in place of the word OR.

To search for documents that contain either "jakarta apache" or just "jakarta" use the query:

"jakarta apache" jakarta

or

"jakarta apache" OR jakarta

AND

The AND operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol && can be used in place of the word AND.

To search for documents that contain "jakarta apache" and "Apache Lucene" use the query:

"jakarta apache" AND "Apache Lucene"

+

The "+" or required operator requires that the term after the "+" symbol exist somewhere in the field of a single document.

To search for documents that must contain "jakarta" and may contain "lucene" use the query:

+jakarta apache

NOT

The NOT operator excludes documents that contain the term after NOT. This is equivalent to a difference using sets. The symbol ! can be used in place of the word NOT.

To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query:

"jakarta apache" NOT "Apache Lucene"

Note: The NOT operator cannot be used with just one term. For example, the following search will return no results:

NOT "jakarta apache"

-

The "-" or prohibit operator excludes documents that contain the term after the "-" symbol.

To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query:

"jakarta apache" -"Apache Lucene"

Grouping

Lucene supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query.

To search for either "jakarta" or "apache" and "website" use the query:

(jakarta OR apache) AND website

This eliminates any confusion and makes sure you that website must exist and either term jakarta or apache may exist.

Field Grouping

Lucene supports using parentheses to group multiple clauses to a single field.

To search for a title that contains both the word "return" and the phrase "pink panther" use the query:

title:(+return +"pink panther")

Escaping Special Characters

Lucene supports escaping special characters that are part of the query syntax. The current list of special characters are

+ - && || ! () { } [] ^ " ~ * ? : \

To escape these character use the \ before the character. For example to search for (1+1):2 use the query:

\(1\+1)\:2

Section Info

What is the Section Info tool?

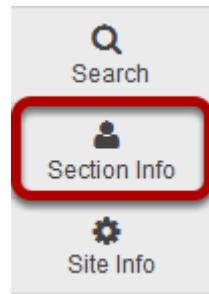
The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes days, time, assigned teaching assistant, room, current enrollment, available slots, maximum enrollment, and the section category.

The Section Info tool is designed to work with other tools, such as Announcements, Gradebook, and Tests & Quizzes.

You may assign teaching assistants (TAs) to each section and they can only view and edit grades for their assigned sections. A section may have any number of assigned teaching assistants.

Note: Depending on your implementation, you may have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can manually control section membership. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.

To access this tool, select Section Info from the Tool Menu in your site.



How are sections different than groups?

Sections and groups are very similar in some respects. They both allow instructors to manage subsets of students within a site. For example, both groups and sections allow instructors to filter and view one section of students at a time in the Gradebook. However, sections and groups also differ in several key ways.

Sections

Sections are subsets of site participants. A section may have a variety of data attached to it, such as category, days of the week, times, and an assigned teaching assistant (in a course site only). Depending on how the software is implemented at a given location, the Section Info tool may be loaded with official course sections. Alternately, an instructor may be able to set up sections manually.

- Sections are managed through the Section Info tool.
- You may provide additional information about a section, such as title (required), days, start time, end time, maximum size, and location.
- Sections must be assigned to a given category. Categories include lecture, lab, discussion, studio, and recitation.
- In a course site, an instructor may assign a teaching assistant to a section.
- You have the option to allow students to switch or sign up for sections.
- Participants may not be in more than one section in a given category.
- Sections may be populated with official data, depending on implementation.

Groups

Groups are also subsets of participants for a given site. However, groups are not preloaded with official course data, and are created by the instructor or site owner instead. Groups are useful to organize study groups, project teams, and other, non-official subsets of worksite participants.

- Groups are managed through the Site Info tool. They are also accessible through Worksite Setup in My Workspace.
- Groups may have a title.
- Groups are not populated with official course data.
- Groups do not have an assigned teaching assistant.

How do I create a section?

Sections may or may not be populated with official course data, depending on implementation. If they are not automatically created, then you may create them if you have the appropriate role. Participants (e.g., students) cannot create or modify sections.

Note: If your implementation has an automatic feed, you will have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can discontinue section and membership updates from the registration system and manually control everything. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Add Sections.



Select the number of sections and a category.

The screenshot shows the 'Add Sections' interface. At the top, there are four tabs: 'OVERVIEW' (disabled), 'Add Sections' (selected), 'STUDENT MEMBERSHIPS', and 'OPTIONS'. Below the tabs, the title 'Add Sections' is displayed. A note says 'To begin, choose the category and number of sections to create.' A dropdown menu for 'sections of' is open, showing '3' and a dropdown arrow. Another dropdown menu for 'category' is open, showing 'Discussion' highlighted. Buttons for 'Add Sections' and 'Cancel' are at the bottom.

Select the number of sections you want to create (e.g. 3) and then choose the category for your sections from the drop-down menu:

- Lecture
- Lab
- Discussion
- Recitation
- Studio

Note: The name of a category is the only thing that differentiates it from other categories. For instance, a Lab section will function exactly as a Discussion section in the Section Info tool.

Enter the section information.

Add Sections

To begin, choose the category and number of sections to create.

Add 3 sections of Discussion category

Name * Discussion1 1

Section Size Unlimited number of students in section 2
 Limit number of students in section to

Meeting Details Day Monday Tuesday Wednesday Thursday Friday Saturday Sunday 3

Start time 10:00 AM PM 4

End Time 12:00 AM PM

Location Room 101 5

[Add day\(s\) with a different meeting time and/or location](#)

1. **Name:** In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).
2. **Section Size:** Choose either **Unlimited number of students in section** or **Limit number of students in section to**. For the second choice, enter the maximum number of members allowed in the section.
3. **Meeting Details:** Select which days of the week this section meets.
4. **Start/End Time:** Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
5. **Location:** Enter a short location identifier for where the section meets, up to 20 characters maximum.

If you have chosen to add more than one section at a time, repeat the process above for the other sections.

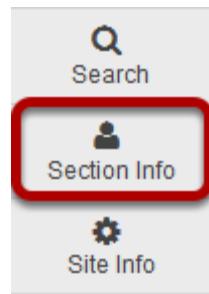
Click Add Sections.

Add Sections Cancel

When you are finished entering your section information, click **Add Sections**.

How do I edit a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Edit.

Instructor's Overview

View All

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1 Edit Assign TAs Assign Students					0	Unlimited	<input type="checkbox"/>
Discussion Sections							
Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

Click the Edit link under the section you want to edit.

Edit the section information.

Edit Section

The screenshot shows the 'Edit Section' form. The fields are labeled with numbers:

- Name ***: Lab1 (Field 1)
- Section Size**:
 - Unlimited number of students in section
 - Limit number of students in section to (Field 2)
- Meeting Details**:
 - Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (Field 3)
 - Start time: 1:00 AM (Field 4)
 - End Time: 3:00 PM (Field 4)
 - Location: Room 101 (Field 5)
- [Add day\(s\) with a different meeting time and/or location](#)
- Buttons:** Update (highlighted with a red box), Cancel

You will be able to edit any of the fields that you entered when you created the section.

- Name**: In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).
- Section Size**: Choose either Unlimited number of students in section or Limit number of students in section to. For the second choice, enter the maximum number of members allowed in the section.
- Meeting Details**: Select which days of the week this section meets.
- Start/End Time**: Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
- Location**: Enter a short location identifier for where the section meets, up to 20 characters maximum.

Click Update.



When you are finished editing your section information, click **Update** to save your changes.

View your changes.

Overview ADD SECTIONS STUDENT MEMBERSHIPS OPTIONS  

Instructor's Overview

Your changes to Lab1 have been saved!

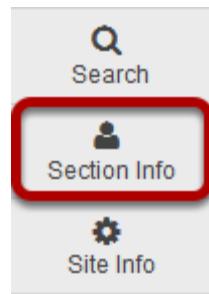
View All Sections ▾

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1 Edit Assign TAs Assign Students		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>
Discussion Sections							
Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

[Remove Sections](#) [Cancel](#)

How do I delete a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Select the section(s) to be deleted.

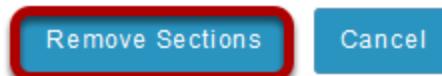
Screenshot of the Instructor's Overview page showing the list of sections for deletion:

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>
Discussion1		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input checked="" type="checkbox"/>

At the bottom left are buttons for "Remove Sections" and "Cancel". The "Remove Sections" button is highlighted with a red rounded rectangle.

In the **Remove** column, check the box(es) for the section(s) you would like to delete.

Click Remove Sections.



Confirm removal.

Overview ADD SECTIONS STUDENT MEMBERSHIPS OPTIONS 🔍 LINK ⓧ HELP

Instructor's Overview

Are you sure you want to remove the following sections:
Discussion3

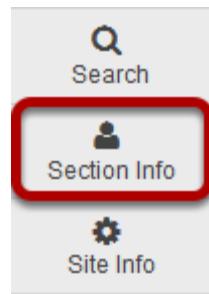
Students in these section(s) will be 'unassigned' (not in any section of this type). Please use the 'Assign Students' link under another section to assign them to a new section.

Remove Cancel

You will be prompted to confirm the deletion of the selected sections. If you want to proceed, click **Remove**.

How do I add site members to a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Assign Students.

Screenshot of the Sakai Instructor's Overview page showing the 'Section Info' tool interface.

The page includes a navigation bar with links for Overview, ADD SECTIONS, STUDENT MEMBERSHIPS, and OPTIONS, along with links for LINK and HELP.

The main content area is titled "Instructor's Overview" and shows sections for "Lab Sections" and "Discussion Sections".

Lab Sections:

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1 Edit Assign TAs Assign Students		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>

Discussion Sections:

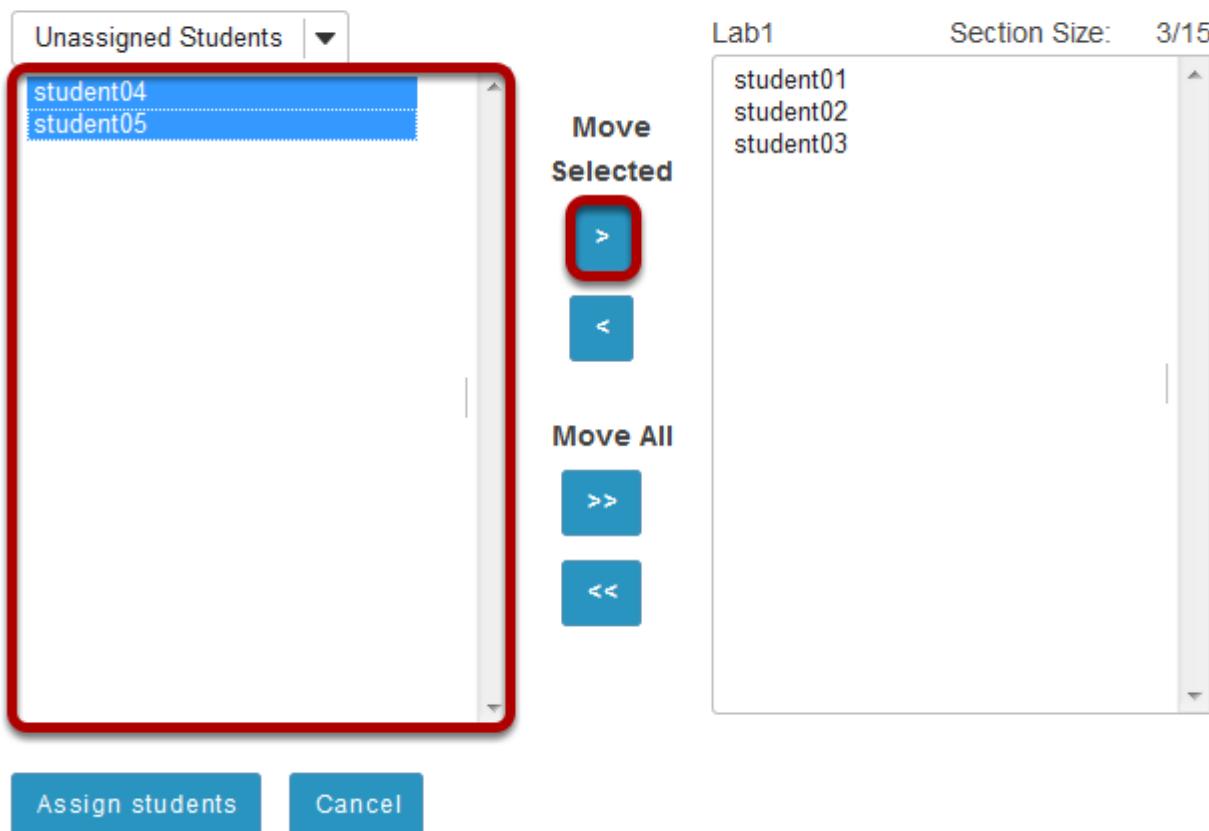
Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

At the bottom left are buttons for "Remove Sections" and "Cancel".

Select students from the class list.

Assign Students

Lab1



Click one or more student names in the list of site participants on the left, and then use the right arrow button to add the selected student(s) to the section list on the right.

Click Assign students.

Assign students

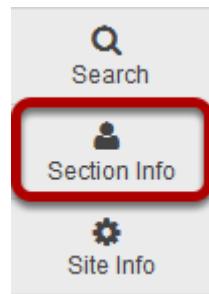
Cancel

When you have finished adding students to the list on the right, click the **Assign students** button.

How do I add teaching assistants to a section?

Adding TAs to a section allows them to view and edit student information, such as grades, within their assigned sections.

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Assign TAs.

A screenshot of the 'Instructor's Overview' page. At the top, there are tabs for 'Overview', 'ADD SECTIONS', 'STUDENT MEMBERSHIPS', 'OPTIONS', and links for 'LINK' and 'HELP'. Below the tabs, it says 'Instructor's Overview'. There is a dropdown menu set to 'Sections'. The main area displays sections in two categories: 'Lab Sections' and 'Discussion Sections'.

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1		Thu	1:00 pm,3:00 pm	Room 101	5	10	<input type="checkbox"/>
	Edit Assign TAs Assign Students						

Discussion Sections							
Discussion1		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion1		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

At the bottom left are buttons for 'Remove Sections' and 'Cancel'.

Select from the list of available TAs.

Assign Teaching Assistants

Lab1

Available Teaching Assistants

The screenshot shows a list of teaching assistants. The name 'Test, DA' is highlighted with a red box. A scroll bar is visible on the right side of the list.

Lab1 Teaching Assistants

The screenshot shows an empty list titled 'Lab1 Teaching Assistants'.

Move Selected



Move All



Note: Don't see a Teaching Assistant here? Go to the Site Info tool and add them as a site participant with the "TA" role.

Assign TAs

Cancel

Click one or more TA names in the list of Available Teaching Assistants on the left, and then use the right arrow button to add the selected TA(s) to the section list on the right.

Note: Users must be enrolled in the site with a TA role in order to appear in this list.

Click Assign TAs.

Assign TAs

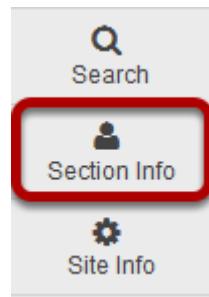
Cancel

When you have finished adding TAs to the list on the right, click the **Assign TAs** button.

How do I view student memberships?

If you would like to view a list of all the students in the class which also displays the sections in which each student is a member, you can do so by viewing student memberships in the Section Info tool.

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Student Memberships.



The list of students and their section membership will display.

Student Memberships

Click on a student's name to edit their section memberships

[View Students in All Sections](#)

Viewing 1 to 5 of 5 students

[| <](#) [<](#) [Show 50](#) [▼](#) [>](#) [| >](#)

Student Name ▾	Student ID	Discussion	Lab
student01	student01	Discussion1	Lab1
student02	student02	Discussion1	Lab1
student03	student03	Discussion2	Lab1
student04	student04	Discussion2	Lab1
student05	student05	Discussion3	Lab1

Find specific students.

Student Memberships

Click on a student's name to edit their section memberships

View Students in All Sections

Viewing 1 to 1 of 1 students

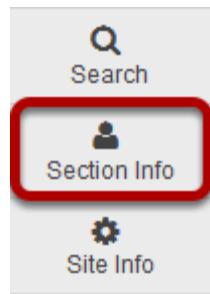
|< < Show 50 |▼| > >|

Student Name ▾	Student ID	Discussion	Lab
student05	student05	Discussion3	Lab1

If you have a large list of students and are looking for one in particular, you may enter part of the student name or ID into the search field at the top and then click on Find to locate the information for that user.

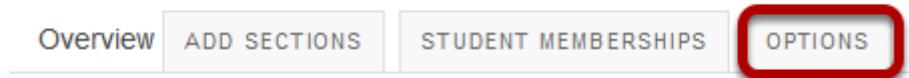
How do I manage section options?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Options.



Select the desired options, and then click Update.

A screenshot of the 'Options' configuration page. At the top, there are four tabs: 'OVERVIEW', 'ADD SECTIONS', 'STUDENT MEMBERSHIPS', and 'Options'. The 'Options' tab is active. Below the tabs, there is a heading 'Section Rules For Class' with two numbered options:

- 1 Automatically manage sections and memberships based on official registration information
- 2 Manually manage sections and membership (discontinues section and membership updates from the registration system)
 - Students can sign up for sections
 - Students can switch sections
 - Close sections tool for students until Open Date:

At the bottom left, there are three buttons: '3' (highlighted with a red circle), 'Update' (in a blue button), and 'Cancel'.

1. If your institution will be managing section enrollment automatically based on official registration records, you should select the **Automatically manage sections and memberships** option.
2. If you will be creating and editing sections manually, you should select the **Manually manage sections** option. If you are managing sections manually, you may also choose to enable any of the following optional settings:
 - **Students can sign up for sections**

- **Students can switch sections**
 - **Close sections for students until Open Date**
3. Once you have selected all of the desired options, click **Update** to save your changes.

Sign-Up

What is the Sign-Up tool?

Creation of the Sign-up tool was motivated by requests from faculty who wanted to replace the "sign up sheets on the door" with an online alternative. Faculty needed a system that would allow students to sign up for office hours, meetings, review sessions and other events in one convenient place. This tool can also be used in project sites to create meetings for the participants.

Various scheduling, participation, recurrence, and notification arrangements can be made. An instructor can assign participants to timeslots or allow them to select their own choices. If a timeslot is full, the instructor can allow participants to add themselves to a wait list, which automatically "promotes" a participant when a slot becomes available and sends an email notification. The Sign-up tool is group- and section-aware which gives instructors the ability to set up office hours or meetings which are visible only to their sections or to a group.

Who can use the tool?

In course sites, the instructors have permission to create meetings and students are allowed to sign up for them. Instructors can permit students in any of the courses they teach to sign up for a meeting.

In project sites, the maintainer (i.e. site owner) can create meetings and everyone can sign up for them.

Note: if you would like to grant permission to students to create meetings, please contact your system administrator to modify the permissions for your site.

To access this tool, select Sign-Up from the Tool Menu of your site.



What are Sign-Up meeting types?

There are three types of events or meetings:

- Open meetings
- Single slot meetings
- Multiple slot meetings

Note: All meeting types can be set up as recurring events, which creates several different meetings under the same title according to a given schedule. See [How do I create a meeting?](#) for information on the meeting frequency setting.

Open meetings.

Meeting Details

Title:	Guest Speaker
Organizer:	Demo Professor
Location:	Fine Arts Building
Category:	Optional
Meeting Date:	Friday, April 22, 2016
Time Period:	2:00 PM - 3:00 PM
iCalendar link:	 Download
Available To:	 Show site(s)/group(s) details
Description:	We will have a guest speaker on campus discussing contemporary topics in modern psychology.

This is an open session meeting. No sign-up is necessary.

This option creates a single timeslot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.

Single slot.

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To:  [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

 [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List

A single timeslot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

Multiple slots.

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
Available To:  [Show site\(s\)/group\(s\) details](#)
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

 [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
12:00 PM - 12:15 PM	1	 Add Participant	 Add Participant
12:15 PM - 12:30 PM	1	 Add Participant	 Add Participant
12:30 PM - 12:45 PM	1	 Add Participant	 Add Participant
12:45 PM - 1:00 PM	1	 Add Participant	 Add Participant
1:00 PM - 1:15 PM	1	 Add Participant	 Add Participant

A single time span can be divided into any number of timeslots of equal length, under a single meeting name. For example, a two hour meeting could have four half-hour slots, three 40-minute slots, or eight quarter-hour slots. The timeslots can also be defined at irregular times over different days. For each slot a maximum number of participants is specified. Participants are required to sign up in order to appear on the attendance list. The resulting series of timeslots can be removed or modified individually. (This option does not automatically set up a recurring meeting.)

How do I view meetings in Sign-Up?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Meetings page.

On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed.

The site's meetings are listed here in table format including title, location, date, time, and so forth. They can be ordered with the column headings and filtered with the "View" selection box. Recurring meetings, those created as a set with a single title, can be expanded or contracted with the checkbox. Checking the box below, or checking the plus sign next to the meeting entitled "Presentations," would reveal several meetings of that title on different days or times. Meetings can be removed (via the checkbox on the right of each). On this page, permissions can be set and meeting data exported (via the links on the top).

Click on a meeting title to bring up its meeting details.

Note: For a view that includes past meetings, choose All in the drop down menu next to View.

Student view.

[EXPORT](#) [LINK](#) [HELP](#)

Meetings

To sign up for a meeting, click the meeting title.

View: All Future Meetings | By category: All

Meeting Title	Organizer	Location	Category	Date ▾	Time	Status
Guest Speaker	Demo Professor	Fine Arts Building	Optional	Fri, 4/22/16	2:00 PM - 3:00 PM	In Progress
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

Instructor view.

[ADD](#) [PERMISSIONS](#) [EXPORT](#) [LINK](#) [HELP](#)

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings | By category: All

Meeting Title	Organizer	Location	Category	Date ▾	Time	Status	Remove
Guest Speaker	Demo Professor	Fine Arts Building	Optional	Fri, 4/22/16	2:00 PM - 3:00 PM	In Progress	<input type="checkbox"/>
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

Meeting details.

Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist; the student or participant view shows a "Sign-up" button, active if the sign-up period has commenced.

Student view.

[EXPORT AS EXCEL](#) [PRINT](#) [LINK](#) [HELP](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: ▶ [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
8:00 AM - 5:00 PM	Unlimited	Private		Sign Up

[Back](#)

Instructor view.

MODIFY	COPY	EXPORT AS EXCEL	PRINT	 LINK	 HELP
------------------------	----------------------	---------------------------------	-----------------------	-----------------------	-----------------------

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: ▶ [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

[▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	 Add Participant	---

*Note:- Click on a time slot to lock or cancel it.
- Click to change or swap participants.
- Click to delete a participant.
- Click to email a participant.
- Click to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

How do I create a meeting?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click Add.

A screenshot of the "Meetings" list screen. At the top, there are three buttons: "ADD" (highlighted with a red box), "PERMISSIONS", and "EXPORT". Below the buttons, the word "Meetings" is displayed in bold. A sub-instruction says "Click 'Add' to create a new meeting, or click a meeting title to modify or copy it." At the bottom, there are two dropdown menus: "View: All Future Meetings" and "By category: All".

After you click **Add** the meeting information screen will appear where you can enter all of the information for your meeting.

Enter a title.

*Title: Guest Speaker

This field will identify the meeting in this site's list of meetings.

Change organizer. (Optional)

Organizer:

Demo Professor (demoprofessor)



If there is more than one instructor or site owner, you may select a different name in the drop-down menu. It will default to the currently logged in user.

Enter a location.

*Location:

Education Building Rm 1000

This field will appear in the Meeting Details.

Note: Once you have entered a location at least once for a site, it will appear in a drop-down menu. You may add a new location by clicking on the + enter a new location link.

Enter a category. (Optional)

Category:

Optional

[+ enter a new category](#)

Note: Once you have entered a category at least once for a site, it will appear in a drop-down menu. You may add a new category by clicking on the + enter a new category link.

Enter a description of the meeting or event.

Description:

The rich text editor interface includes a toolbar with various icons for file operations (Source, Save, Undo, Redo, Find, Replace, Bold, Italic, Underline, etc.), alignment options, and other styling tools. Below the toolbar are dropdown menus for Styles, Font, Size, and Alignment. The main text area contains the following text: "We will have a guest speaker on campus discussing careers in education. Please sign up if you plan to attend." At the bottom left of the editor is the code "body p", and at the bottom right is the character count information "Character Count (Includes HTML formatting characters) : 119 Word Count : 19".

We will have a guest speaker on campus discussing careers in education. Please sign up if you plan to attend.

body p Character Count (Includes HTML formatting characters) : 119 Word Count : 19

This field appears on the Meeting Details and the student Sign-up screen.

Add attachments. (Optional)

Add Attachments

You may click the **Add Attachments** button if you would like to browse for and attach a file to your meeting.

Enter start and end times.

*Start Time:	19	May	▼	2016		02	:00	PM	▼
*End Time:	19	May	▼	2016		03	:00	PM	▼

Fill out the date (with, optionally, the date picker) and the time showing when the meeting will begin and end.

Note: The 24-hour clock is not available, so AM and PM must be used.

Select meeting frequency.

*Meeting Frequency:

Once Only	▼
Once Only	
Daily	
Weekdays (Mon-Fri)	
Weekly	
Biweekly	

To set up recurring meetings, choose an option here. Any of the meeting types can be recurring. Selection of a meeting frequency other than “Once Only” will create a series of entries in the meetings table with the same name but different details, where any of the individual entries can be modified as necessary.

Select begin and end times for sign-up.

Sign-up begins:	6	Days	▼	before meeting begins	2:00 PM, Friday, May 13, 2016
Sign-up ends:	1	Hours	▼	before meeting finishes	2:00 PM, Thursday, May 19, 2016

Enter the point at which the meeting should be opened for sign-up. Before then, participants will not have an active Sign-up button next to a meeting entry. To allow immediate sign-up, choose “Start Now” from the drop-down box.

Also, enter the point relative to the meeting at which to close the sign-up process. This blocks further sign-up by participants, and also blocks cancellation of a meeting for which a participant has already signed up. This period is measured from the scheduled meeting end, allowing sign-up even after the meeting has started, when that is appropriate.

Note: Sign-Up begin and end times are only available for single slot and multiple slot meetings.

Take attendance.

Attendance: **Attendance will be taken** (you can track attendance to this meeting if selected)

If you wish to take attendance for this meeting, select the **Attendance** check box.

Specify meeting availability.

***Available To:** **DAC-EDUCATION-DEPT1-SUBJ1-126 (Current Site)**

- Discussion3
- Group01
- Discussion1
- Discussion2
- Group02
- Lab1

Other Sites

This field allows you to determine who can sign up for the meeting. You can limit sign-up to members of a group (defined on this site) or extend the sign-up offer to the membership of other sites, by selecting the appropriate checkboxes. The option to extend to other sites allows inclusion of those sites' members, or groups defined there. The other site must also have the Sign-up tool in order for its members to participate. (The default setting is members of this site only.)

Choose meeting type.

The relevant options for each of the three meeting types appear when that meeting type is selected via its radio button. See [What are Sign-Up meeting types?](#) for more information.

Open meeting

***Meeting Type:** **Open meeting (no sign-up required)**

- Single slot
- Multiple slots

Single slot.

*Meeting Type: Open meeting (no sign-up required) Single slot Multiple slots

Max # of Participants Unlimited number of participants

Max # Of Participants: 10

Options to choose between **Max number** (in which case, enter the number of participants allowed) and **Unlimited**.

Multiple slots.

*Meeting Type: Open meeting (no sign-up required) Multiple slots Single slot

Advanced user-defined timeslots

1 Number of slots available for sign-up: 4
 2 Number of participants per time slot: 1
 3 Estimate duration per time slot (min): 15
 4 Create Timeslot(s)

Define Custom Timeslots

Start Time	End Time	Max # Of Participants
19 May 2016 02:00 PM	19 May 2016 02:15 PM	1
19 May 2016 02:15 PM	19 May 2016 02:30 PM	1
19 May 2016 02:30 PM	19 May 2016 02:45 PM	1
19 May 2016 02:45 PM	19 May 2016 03:00 PM	1

+Add a new timeslot.

Yes, publish the meeting as multiple calendar events in the Calendar Tool if adjacent timeslots are more than two hours apart.

Continue **Cancel**

Options create timeslots, either computed to occupy a single continuous time span, or occupying separate irregular time spans manually defined, covering one or more days. Each method creates a single meeting with multiple entries in a timeslot table.

1. **Number of slots available for sign-up:** Enter the number of individual timeslots over which to divide the meeting time.
2. **Number of participants per slot:** Enter the number of people that can sign up for each slot.

3. **Estimate duration per timeslot (min):** This figure, in red, is calculated as a function of the total meeting time span and the number of slots available, and cannot be edited. It allocates the available time across the slots. For example, if the number of slots is defined to be 5, and the start and end times of the meeting span two hours, the duration will be set to 24 (120 minutes divided by 5). A number of slots that does not divide the period evenly will give rise to a warning message and an adjustment of the total span. Note: In any case, the resulting timeslots can be edited, after the meeting is published, through the “Modify” process by selecting “Advanced user-defined timeslots.” See below, “Editing a meeting.”
4. **Advanced user-defined timeslots:** Allows a multiple-slot meeting to be defined as a set of irregular timeslot choices, over several days at different times. (Each person can sign up for only one.) Select this checkbox,” then select the “Edit Timeslots” link that appears. Enter new timeslots with the “Add a new timeslot” link, edit the data, and delete extraneous ones with the red X. This option does not allow unlimited participation. A warning that this meeting covers more than one day can be ignored.

Click Next.



Continue to the second page by clicking **Next**. This will take you to the Meeting Summary, to verify the details set so far, then complete the meeting settings.

Review settings and select notification preferences.

Meeting Summary

Title:	Guest Speaker
Organizer:	Demo Professor (demoprofessor)
Description:	We will have a guest speaker on campus discussion careers in education. Please sign up if you plan to attend.
Start Time:	Thursday, May 19, 2016, 2:00 PM
End Time:	Thursday, May 19, 2016, 3:00 PM
Location:	Education Building Rm 1000
Category:	Optional
Sign-up Begins:	Friday, May 13, 2016, 2:00 PM
Sign-up Ends:	Thursday, May 19, 2016, 2:00 PM
Meeting Type:	Single slot
Max # of Participants:	10
Attendance:	ON
Available To:	DAC-EDUCATION-DEPT1-SUBJ1-126 (Site Level)

- 1 **Display Participant Names:** Yes, display names of participants to others.
- 2 **Meeting Coordinators:** Professor, Demo
- 3 **Notifications of participant actions:** Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.
- 4 **Announce Availability:** Yes, send an email notification to:
 All potential participants Selected meeting coordinators
- 5 **Default Notification setting:** Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
- 6 **Other Default Settings:** [Show the other default settings](#)

[Publish](#) [Assign Participants & Publish](#) [Back](#) [Cancel](#)

1. **Display Participant Names:** "Yes" means that names of participants will be visible to others.
2. **Send notification:** Check the appropriate box to manage email notifications when participants sign up or cancel.
3. **Meeting Coordinators:** Select the coordinators to receive notifications, if enabled.
4. **Announce Availability:** "Yes" means that all the potential participants will receive e-mail announcing that this meeting has been published.
5. **Default Notification setting:** "Yes" means that the notification box will be selected on the modify meetings page.
6. **Other Default Settings:** Click **Show the other default settings** to view additional meeting options.

Other default settings.

Other Default Settings:	▼ Hide the other default settings
1 Allow Wait List:	<input checked="" type="checkbox"/> Yes, add Wait List option. Participants can join Wait List.
2 Allow Adding Comment:	<input checked="" type="checkbox"/> Yes, participant can add a comment during sign-up.
3 User ID Input Mode:	<input type="checkbox"/> Yes, I want to use User ID input mode for adding participants.
4 Auto Reminder:	<input checked="" type="checkbox"/> Yes, send email to remind attendee of the meeting, one day in advance.
5 Publish to Calendar:	<input checked="" type="checkbox"/> Yes, publish the meeting to the Calendar tool.
6 Create groups for timeslots	<input type="checkbox"/> Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
7 Max # of time slots per participant:	<input type="text" value="1"/> <input type="button" value="▼"/> Yes, allow participants to sign up for more than one time slot.

Other settings include:

1. **Allow Wait List:** "Yes" means that a Wait List will be kept, and participants can join it if this meeting is filled to capacity.
2. **User ID Input Mode:** Yes, I want to use User ID input mode for adding participants. – allows organizer to use User Id rather than choosing from drop down list. Useful for very large classes where drop down list is very long.
3. **Allow Adding Comment:** "Yes" means that a participant can add a comment during sign-up.
4. **Auto Reminder:** "Yes" means that all attendees of the meeting will receive an e-mail reminder one day in advance.
5. **Publish to Schedule:** "Yes" means that the meeting will appear on this site's Schedule or Calendar tool, regardless of attendance status of the current user.

Publish your meeting.



Publish by clicking either **Publish** or **Assign Participants & Publish**. You have the option of assigning participants or allowing them to choose their own timeslots. If you do not choose to assign participants at this time, you may do so later by editing the meeting settings.

How do I edit a meeting?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

ADD PERMISSIONS EXPORT LINK HELP

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Attendance	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available		<input type="checkbox"/>

[Remove Meetings](#)

Click Modify.

[MODIFY](#) [COPY](#) [EXPORT AS EXCEL](#) [PRINT](#) [LINK](#) [HELP](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Add Participant	---

*Note:- Click on a time slot to lock or cancel it.
- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Click  to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

Edit meeting settings and publish.

LINK HELP

Modify Meeting

* indicates required information.

Title: Extra Credit Field Trip

Organizer: Demo Professor (demoprofessor)

Location: Science Museum

Category: Bonus

Description:

All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Add Attachments

Start Time: 14 May 2016 08:00 AM

End Time: 14 May 2016 05:00 PM

Sign-up Begins: 21 Days before meeting begins 8:00 AM, Saturday, April 23, 2016

Sign-up Ends: 1 Days before meeting finishes 5:00 PM, Friday, May 13, 2016

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type: Open meeting (no sign-up required) Max # of Participants
 Single slot Unlimited number of participants
 Multiple slots Advanced user-defined timeslots

Show Participants To Public: Yes, display names of participants to others.

Notifications of participant actions: Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

Meeting Coordinators: Professor, Demo

Email Notification: Yes, send an email notification about these changes to:
 All potential participants Only participants currently signed up Selected meeting coordinators

Other Default Settings: [Show the other default settings](#)

Publish Modification **Cancel**

The information described in [How do I create a meetings?](#) will be shown for editing the settings of your choice.

The timeslots can be adjusted by selecting “Advanced user-defined timeslots” (if not already specified for this meeting), then selecting the “Edit Timeslots” link that appears; timeslots can be combined, removed, or added.

In a recurring meeting, you can choose to limit the change by selecting “Modify current only” or to modify all of the sessions in the rest of the series by selecting “Modify all future recurring meetings.”

After modifying a meeting, you may elect to send e-mail notification to participants via the checkbox above the timeslot table.

Click **Publish Modification** when you are finished making changes.

How do I lock or cancel a time slot?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

A screenshot of the "Meetings" list page. At the top, there are buttons for ADD, PERMISSIONS, EXPORT, LINK, and HELP. Below that is a section titled "Meetings" with a sub-instruction: "Click 'Add' to create a new meeting, or click a meeting title to modify or copy it." There are dropdown menus for "View: All Future Meetings" and "By category: All". The main table has columns: Meeting Title, Organizer, Location, Category, Date, Time, Status, and Remove. Three rows are listed:

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance <input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

A blue button labeled "Remove Meetings" is located at the bottom left of the table area. The "Office Hours" row is highlighted with a red box around its entire row.

Click on the time slot you want to lock or cancel.

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
► [Show site\(s\)/group\(s\) details](#)
Available To:
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
12:00 PM - 12:15 PM	1	 Add Participant	 Add Participant
 Lock - prevent participant sign-up	1	 Add Participant	 Add Participant
 Cancel - delete the timeslot	1	 Add Participant	 Add Participant
12:15 PM - 12:30 PM	1	 Add Participant	 Add Participant
12:30 PM - 12:45 PM	1	 Add Participant	 Add Participant

Click it in the time slot table and use the options presented underneath it. Note that you can first move participants to another time slot using the edit buttons beside individual entries.

Once locked/canceled, the time slot will have an icon indicating that it has been locked or canceled.

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
► [Show site\(s\)/group\(s\) details](#)
Available To:
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
 12:00 PM - 12:15 PM	1	 Add Participant	 Add Participant
 12:15 PM - 12:30 PM	1	Canceled	 Add Participant
12:30 PM - 12:45 PM	1	 Add Participant	 Add Participant

How do I copy a meeting?

Go to Sign-Up.

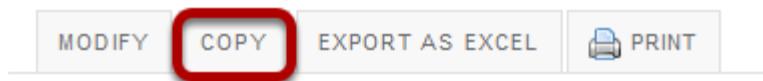


Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

A screenshot of the 'Meetings' list page. At the top, there are buttons for 'ADD', 'PERMISSIONS', 'EXPORT', 'LINK', and 'HELP'. Below that is a section for filtering: 'View: All Future Meetings' and 'By category: All'. The main area shows a table of meetings with columns: Meeting Title, Organizer, Location, Category, Date, Time, Status, and Remove. One meeting, 'Guest Speaker', is highlighted with a red box around its title. At the bottom left is a 'Remove Meetings' button.

Click Copy.



Click on the meeting name to open the details, and then click the **Copy** link at the top.

Make your changes, then click Publish New Meeting.

Copy this Meeting

* indicates required information.

Title: Guest Speaker 2

Organizer: Demo Professor (demoprofessor)

Location: Education Building Rm 1000 [enter a new location](#)

Category: Optional [enter a new category](#)

Description:

We will have a guest speaker on campus discussing writing for academic publications. Please sign up if you plan to attend.

Character Count (Includes HTML formatting characters): 133 Word Count: 21

Add Attachments

Start Time: 19 May 2016 02:00 PM

End Time: 19 May 2016 03:00 PM

Meeting Frequency: Once Only

Sign-up Begins: 6 Days before meeting begins 2:00 PM, Friday, May 13, 2016

Sign-up Ends: 1 Hours before meeting finishes 2:00 PM, Thursday, May 19, 2016

Available To: DAC-EDUCATION-DEPT1-SUBJ1-126 (Current Site) Discussion3 Group01 Discussion1 Discussion2 Group02 Lab1

[+Other Sites](#)

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type: Open meeting (no sign-up required) Max # of Participants 10 Single slot Multiple slots Advanced user-defined timeslots

Keep Current Participants: Yes, keep all the participant(s) in their corresponding time slots.

Announce Availability: Yes, send an email notification to: All potential participants Selected meeting coordinators and participants currently signed up

Publish to Calendar: Yes, publish the meeting to the Calendar tool.

Publish New Meeting **Cancel**

You now have a display entitled **Copy this meeting**. Change the settings as desired, including the title if you want a new meeting name, and then click **Publish New Meeting**.

Note: Some settings will not be available to edit. You cannot copy a multiple-slots meeting into a new single-slot meeting, for instance.

How do students or participants sign-up for meetings?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

A screenshot of the 'Meetings' list page. At the top, there are buttons for 'EXPORT', 'LINK', and 'HELP'. Below that, there are filters for 'View: All Future Meetings' and 'By category: All'. The main area shows a table of meetings with columns: Meeting Title, Organizer, Location, Category, Date, Time, and Status. Three meetings are listed: 'Extra Credit Field Trip', 'Guest Speaker', and 'Office Hours'. The 'Office Hours' row has a red box around its 'Meeting Title' cell.

Meeting Title	Organizer	Location	Category	Date	Time	Status
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.

Click Sign Up.

EXPORT AS EXCEL  PRINT  ? HELP

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
Available To: [▶ Show site\(s\)/group\(s\) details](#)
Description: Individual office hours by appointment.

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:15 PM - 12:30 PM	None	Private		Join Wait List
12:30 PM - 12:45 PM	1	Private		Sign Up
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up
1:15 PM - 1:30 PM	1	Private		Sign Up
1:30 PM - 1:45 PM	1	Private		Sign Up

Click the button labeled **Sign Up** beside the time slot you want.

Note: If a lock icon appears in Meeting Details next to a time slot, your instructor has removed that time slot from further sign-up.

Add a comment. (Optional)

Complete Sign-Up

Title: Office Hours
Location: Room F123
Time Slot: 12:30 PM - 12:45 PM, Friday, May 20, 2016
Participant Name: student01

 Add a comment

Finish

Cancel

If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor.

Click Finish.

Finish

Cancel

View your status.

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:15 PM - 12:30 PM	None	Private		Join Wait List
12:30 PM - 12:45 PM	None	Private	Signed up 	Cancel Sign-up
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

Join Wait List. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None 1 On Wait List	Private	On Wait List	Remove from Wait List

If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by clicking **Join Wait List**. If space becomes available, you will be added to the list of attendees, and notified by email.

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:15 PM - 12:30 PM	None	Private		Join Wait List
12:30 PM - 12:45 PM	None	Private	Signed up 	Cancel Sign-up
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up

You may cancel any appointment you have signed up for, within the time period allowed by your instructor, by clicking the **Cancel Sign-up** button.

How do I export meeting data?

The Export operation provides a rich set of data, in spreadsheet form, for a set of meetings or for a single meeting, including the list of those who have signed up.

The “.xls” file thereby created can be opened in Excel or some other spreadsheet application to show several sheets, as follows.

- Attendees’ Schedules [for meeting organizers]: a datasheet with columns that show the meeting’s details, with one row for each meeting attendee signed up.
- Events Overview: a chart of all meetings selected as they appear in the Meetings page.
- For each meeting, a named sheet
- Chart showing the meeting title and details, plus a list of attendees [for users with that privilege], the wait list, and comments.

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Export a single meeting:

 A screenshot of the 'Meetings' list page. At the top, there are buttons for 'ADD', 'PERMISSIONS', and 'EXPORT'. Below that is a search bar with dropdowns for 'View' (set to 'All Future Meetings') and 'By category' (set to 'All'). The main area contains a table of meetings with columns: Meeting Title, Organizer, Location, Category, Date, Time, Status, and Remove. Three meetings are listed: 'Extra Credit Field Trip' (Organizer: Demo Professor, Location: Science Museum, Category: Bonus, Date: Sat, 5/14/16, Time: 8:00 AM - 5:00 PM, Status: Available), 'Guest Speaker' (Organizer: Demo Professor, Location: Education Building Rm 1000, Category: Optional, Date: Thu, 5/19/16, Time: 2:00 PM - 3:00 PM, Status: Available on 5/13/16), and 'Office Hours' (Organizer: Demo Professor, Location: Room F123, Category: None, Date: Fri, 5/20/16, Time: 12:00 PM - 4:00 PM, Status: Available). The 'Office Hours' row has a red box around its title. At the bottom left is a blue 'Remove Meetings' button.

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	

Click on the title of the meeting you want to export to view its details.

Click Export as Excel.

MODIFY COPY EXPORT AS EXCEL PRINT LINK HELP

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
12:00 PM - 12:15 PM	1	 Student02 Add Participant	 Add Participant
12:15 PM - 12:30 PM	1	 Student03 Add Participant	 Add Participant

Click **Export as Excel** from the meeting details screen.

View information in Excel.

Office Hours					
(Time zone: America/New_York)					
Organizer:	Demo Professor				
Meeting Date:	May 20, 2016				
Time Period:	12:00 pm - 4:00 pm				
Sign-up Begins:	Apr 22, 2016, 2:24 pm				
Sign-up Ends:	May 20, 2016, 12:00 pm				
Available To:	DAC-EDUCATION-DEPT1-SUBJ1-126 (Site Level)				
Description:	Individual office hours by appointment.				
Attachments:	no attachment				
Time Slot	Max # of Participants	Participants	Participants User IDs	Wait List	
12:00 pm - 12:15 pm	1	, Student02	student02		
12:15 pm - 12:30 pm	1	, Student03	student03		
12:30 pm - 12:45 pm	1	, Student01	student01		
12:45 pm - 1:00 pm	1				
1:00 pm - 1:15 pm	1				
1:15 pm - 1:30 pm	1				
1:30 pm - 1:45 pm	1				
1:45 pm - 2:00 pm	1				
2:00 pm - 2:15 pm	1				
2:15 pm - 2:30 pm	1				
2:30 pm - 2:45 pm	1				
2:45 pm - 3:00 pm	1				
3:00 pm - 3:15 pm	1				
3:15 pm - 3:30 pm	1				
3:30 pm - 3:45 pm	1				
3:45 pm - 4:00 pm	1				
Meeting Participants' Comments					
There are no participant comments.					

Export a set of meetings:

The screenshot shows the 'Meetings' page in Sakai. At the top, there are tabs for 'ADD', 'PERMISSIONS', and a red-highlighted 'EXPORT'. To the right are links for 'LINK' and 'HELP'. Below the tabs, a section titled 'Meetings' contains instructions: 'Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.' There are two dropdown menus: 'View: All Future Meetings' and 'By category: All'. A table lists three meetings: 'Extra Credit Field Trip' (Bonus, Sat, 5/14/16), 'Guest Speaker' (Optional, Thu, 5/19/16), and 'Office Hours' (Room F123, Fri, 5/20/16). Each row has a 'Remove' link. A blue button at the bottom left says 'Remove Meetings'.

On the main Meetings page, click the **Export** link.

Select the meetings desired, and click **Export as Excel**.

The screenshot shows the 'Export Meetings' page. At the top, there are links for 'LINK' and 'HELP'. Below the links, a section titled 'Export Meetings' says 'Select the meetings and then click the Export button.' There are two dropdown menus: 'View: All Future Meetings' and 'By category: All'. A table lists three meetings with checkboxes next to them. The checkboxes for 'Guest Speaker' and 'Office Hours' are checked and highlighted with a red box. Below the table is a link 'Check All - Clear All'. At the bottom are two buttons: a red-highlighted 'Export as Excel' button and a 'Back' button.

View All Meetings I Am Signed Up For.

ADD PERMISSIONS EXPORT

LINK HELP

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

An individual can select **View All Meetings I Am Signed Up For** to see scheduled commitments on the screen, and then select **Export** to save or print that list shown in the Events Overview sheet.

How can I use the Sign-Up tool in my site?

The Sign-up tool can be used in a variety of ways for teaching arrangements. The list below explains some, but is by no means exhaustive.

Schedule special office hours.

To hold an advance sign-up for special office hours on a problem set, including students from two different classes: Choose a day, define a block of time, set up multiple slots available to both sites' members, and then adjust the timeslots as desired. For example, suppose the instructor wants to schedule a 3-hour block of time for office hours with some 15-minute slots and some 30-minute slots and a 15-minute gap for a break. Here is the procedure:

1. Set up a 3-hour meeting called "Office Hours - Problem Set" with 15-minute timeslots according to the "Multiple slots" instructions. In the "Available To" field, leave the current site checked and open the "Other Sites" list to check the other class's site (which must also have the Sign-up Tool), as well.
2. After publishing the meeting to get the initial allocation of timeslots, click the meeting name, and then click 'Modify,' check the box next to "Advanced user-defined timeslots" and click "Edit Timeslots."
3. Adjust the timeslots as needed. Edit the start and end times to change the time period to 30 minutes on some slots. Delete a 15-minute slot, to reserve a break time.
4. Invite the students of both classes to sign up. The entry will appear to them under a single title "Office Hours - Problem Set" with several timeslots specified by start and end times.

Schedule in-class presentations.

To schedule in-class presentations either by individuals or groups:

1. Recurring Method: Set up a single-slot recurring meeting within the time of the class period. This method is easy, but it produces several separate meetings and allows an individual student to sign up for more than one presentation slot by mistake.
2. Multiple-slot Method: Create one meeting using "Advanced user-defined timeslots," specifying additional new timeslots for each class period as needed. This method requires more manual entries, but produces only one meeting with several date options, preventing an individual student from signing up for more than one.

In each case, ask the students to indicate the topics of their presentations by typing them in the comment area when they sign up.

Estimate attendees for a review session.

To get an estimate of how many students would attend a review session, set up a meeting with no limit on the number of participants who can sign up. This is useful in choosing a room of adequate size for the session.

Schedule a multi-day meeting.

To set up a two-day recurring meeting, use the “Advanced timeslots” and “Meeting frequency” options. For example, suppose a group of six pharmacy students on professional rotations in the field are to return to campus for consultations together on Friday afternoon and Saturday morning every other week, from April until the end of July. In the Pharmacy site, the meeting organizer sets it up according to this procedure:

1. Add a new meeting, entitled “Fri-Sat Campus Consult,” with the appropriate location and description
2. Select the “Advanced user-defined timeslots” and specify the first week’s timeslots, say, Friday April 1st, 4:00 – 6:00 PM, and Saturday April 2nd, 9:00 – 11:00 AM. The maximum enrollment value is irrelevant, as participants will be added manually. Delete extra timeslots via the red X.
3. For the meeting frequency, select “Biweekly” and specify an end date of Sunday July 31st.
4. Set the other parameters as appropriate for the circumstances (display names, use e-mail notifications, no wait lists, no comments, and so forth).
5. Select the button “Assign participants and publish” and select the participants for both timeslots, also checking the box “Yes, assign participants to the same timeslot for all occurrences.” In each resulting meeting, if desired, select the timeslot and lock against further participant sign-up. (Note that the creation of a site group of the intended six students would allow association of the group by name, obviating this step.)

This creates a series of nine meetings under a single title, Fridays and Saturdays on alternate weeks, with the same group of participants.

Solicit input on preferred meeting dates.

To determine the best schedule for a series of meetings with a group of participants—for example, student tutorials—define a weekly time by soliciting input from the participants on several choices. Select the optimal choice, and copy that timeslot across several weeks as a recurring meeting. When an exception must be handled, adjust that particular meeting according to the “Editing a meeting” instructions. Here is the detailed procedure:

1. Using a representative week, such as the first week of the term, create a new meeting for each possible timeslot across the various weekdays, and ask the participants to sign up for all candidate meetings that they can attend on a weekly basis. You might name these meetings “Tutorial Option Monday, 3-5”, Tutorial Option Thursday, 9-11,” and so forth. Select “single slot,” and “unlimited participation” for these meetings.

2. When the sign-up period has ended (as you specified in the meeting details), find the best choice for the regular timeslot, one that includes all or most participants. Each meeting will have to be opened or exported to see the list of participants who signed up. Click the chosen candidate meeting and choose “Copy.” (See above.) The “Meeting frequency” setting can be switched to Weekly, and the “End After” date set to the end of the term, producing a population of meetings across the desired duration. The rejected candidate meetings can be deleted with “Remove.”
3. Any of the separate meetings generated by the multiple-slot definition can be modified, if it becomes necessary: To make the series visible, in the Meetings list, either expand it alone or select the checkbox labelled “Expand all recurring meetings.” For the meeting in question, click on “Modify,” and select “Modify current only” at the top of the page, as you change the time or date.

How do I manually add users to meetings?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

ADD PERMISSIONS EXPORT LINK HELP

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Attendance	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available		<input type="checkbox"/>

[Remove Meetings](#)

Click Add Participant.

MODIFY COPY EXPORT AS EXCEL PRINT LINK HELP

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)

Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)

Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Add Participant	---

*Note:- Click on a time slot to lock or cancel it.
- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Click  to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

Select a user from the drop-down menu, then click OK.

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Select <input style="border: 2px solid red; border-radius: 5px; padding: 2px 10px; margin-right: 10px;" type="button" value="OK"/> <input type="button" value="Cancel"/>	---

*Note:- Click on a time slot to lock or cancel it.
- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Click  to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

The user is now signed up for that meeting.

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	 Student01  Add Participant	---

Names of those signed up will appear in the **Participants** column of the timeslots table, adjacent to the time slots they chose. A red “delete” button and a pencil-and-pad “edit” button, which allows that participant to be replaced with another, appears next to each name.

Note: The appearance of a small blue bubble icon to the right of the name means that the participant has added a comment at the time of sign-up, which can be seen by clicking on that icon.

How do I add meetings to the site Calendar?

If you create a meeting without the Calendar tool on the site, but add the Calendar tool later, you can add each meeting individually to the Calendar.

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

ADD PERMISSIONS EXPORT LINK HELP

Meetings
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date ▾	Time	Status	Attendance	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available		<input type="checkbox"/>

Remove Meetings

Click Modify.

MODIFY COPY EXPORT AS EXCEL PRINT  

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	 _Student01 Add Participant	---

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

Click Show other default settings.

Other Default Settings: [▶ Show the other default settings](#)

The information described in [How do I create a meetings?](#) will be shown for editing the settings of your choice.

Check Publish to Calendar.

Allow Wait List:	<input checked="" type="checkbox"/> Yes, add Wait List option. Participants can join Wait List.
Allow Adding Comment:	<input checked="" type="checkbox"/> Yes, participant can add a comment during sign-up.
User ID Input Mode:	<input type="checkbox"/> Yes, I want to use User ID input mode for adding participants.
Auto Reminder:	<input checked="" type="checkbox"/> Yes, send email to remind attendee of the meeting, one day in advance.
Publish to Calendar:	<input checked="" type="checkbox"/> Yes, publish the meeting to the Calendar tool.
Create groups for timeslots	<input type="checkbox"/> Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
Default Notification setting:	<input type="checkbox"/> Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
Max # of time slots per participant:	<input type="text" value="1"/> Yes, allow participants to sign up for more than one time slot.

Select the check box next to **Publish to Calendar**.

Click Publish Modification.



How do I modify Sign-Up tool permissions?

The set of permissions applies to the use of the Sign-up Tool across the site, not to any particular meeting. Permissions can be granted, by role,, with an interface for doing so that resembles that of other tools. The “Permissions” link shows, for each realm of grouping— (1) site (all members), and (2, 3, ...) group, for each group defined on that site, a labelled button that leads to an authorization matrix. For groups that do not include the site organizer as a member, the group button is not active in the Permissions settings and the site organizer cannot adjust the settings.

Only certain permissions in certain contexts are meaningful. The privilege “create.site” addresses creation of new meetings, so, if that box is checked in the “access” row, representing users with student status, students will have the “Add” link on their Meetings page. If “create.site” is not checked for the access role, but “create.group” is checked in the “access” row for a site group (defined in Site Info), then student members of that group will have the “Add” link, and be able to create meetings, for that group only. If groups are defined, the “view” and “attend” permissions must be checked for that group realm, as stated on screen, in order for group members to sign up. No adjustment will allow the Sign-up button to appear for meeting organizers. For more details, contact your system administrator.

Go to Sign-Up.



Select the **Sign-up** tool from the Tool Menu of your site.

Click Permissions.



Select the permissions you want to edit (e.g. site).

Permissions Update

For participants to view or attend a meeting open only to their specific group(s), you must grant the **view** and **attend** permission at the group realm level.

Name	Scope	Action
DAC-EDUCATION-DEPT1-SUBJ1-126	site	Edit Permissions
- Discussion3	group	Edit Permissions
- Group01	group	Edit Permissions
- Discussion1	group	Edit Permissions
- Discussion2	group	Edit Permissions
- Group02	group	Edit Permissions
- Lab1	group	Edit Permissions

Modify the permissions for the roles listed.

Permissions

Set permissions for Sign-up in worksite: DAC-EDUCATION-DEPT1-SUBJ1-126 (/site/DAC-EDUCATION-DEPT1-SUBJ1-126)

1

Permission	Instructor	Student	Teaching Assistant
signup.view	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.view.all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.attend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.attend.all	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.create.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.delete.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.update.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save **Cancel**

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Site Info

What is the Site Info tool?

Site Info tool contains many of the course management features needed for instructors to customize and manage their courses. Instructors may edit and rearrange the tools on their course toolbar, add participants, manage groups, publish or unpublish their course, import content from another site, and track participant enrollment activity.

If you have limited site permissions (i.e. participant), you'll see only the site's description and your group memberships, if applicable, in Site Info.

Note: The functions of the Site Info tool are also available through the [Worksite Setup](#) tool, which is available from the Tool Menu when you are in My Workspace.

To access this tool, select Site Info from the Tool Menu of your site.



How do I edit the site information?

Go to Site Info.



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

Click Edit Site Information.



Edit Site Title

* Site Title

Term Summer 2016

Select site language.



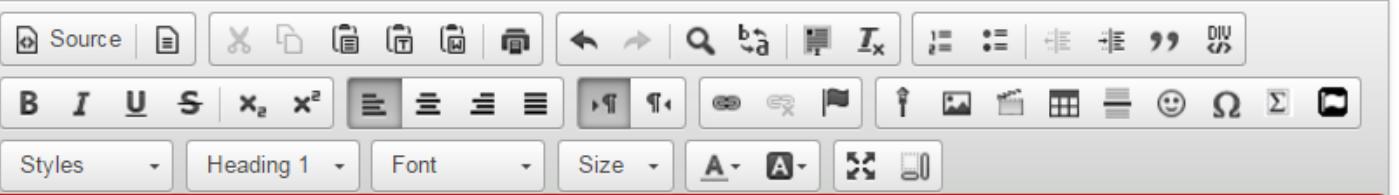
If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

Enter a site description.

Description

(displayed on the site's home page)



Welcome to this course!

body h1 Word Count : 4

The information entered into the description area will appear on the site's home page. You may use the [Rich Text Editor](#) here to enter your description.

Enter a short description.

Short Description

(displayed in publicly viewable list of sites. Max 80 characters)

Introduction to Education

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Select a theme.

Appearance (Theme) *default* ▾

Site will display this theme.

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

Enter the site contact information.

* Site Contact Name Demo Professor

Site Contact Email professor@university.edu

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.

Continue Cancel

Click **Continue** to save your changes.

How do I choose which tools will be available in my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site. Site Info offers several options for managing your course site.

Click Manage Tools.



Select your set of tools.

Course Site Tools

Choose tools to include on your site...

General		Selected tools	Remove
<input checked="" type="checkbox"/>	Overview	Overview	X
For viewing recent announcements, discussion, and chat items.			
<input checked="" type="checkbox"/>	Announcements	Announcements	X
For posting current, time-critical information			
<input checked="" type="checkbox"/>	Assignments	Assignments	X
For posting, submitting and grading assignment(s) online			
<input checked="" type="checkbox"/>	Calendar	Calendar	X
For posting and viewing deadlines, events, etc.			
<input type="checkbox"/>	Chat Room	For real-time conversations in written form	X
<input type="checkbox"/>	Contact Us	A site content and functionality reporting tool	X
<input type="checkbox"/>	Dashboard	Unified Home display of recent announcements, resources, assignments, calendar events, etc.	X
<input type="checkbox"/>	Drop Box	For private file sharing between instructor and student	X
<input type="checkbox"/>	Email	Send mail to select participants in your site.	X
<input type="checkbox"/>	Email Archive	For viewing email sent to the site	X
<input type="checkbox"/>	Evaluation System	For running evaluations/feedback and surveys.	X
<input type="checkbox"/>	External Tool	Launch external tools using IMS Learning Tools Interoperability	X
<input checked="" type="checkbox"/>	Forums	Display forums and topics of a particular site	X
<input checked="" type="checkbox"/>	Gradebook	The next generation gradebook tool for the Sakai CLE	X
<input type="checkbox"/>	Gradebook Classic	For storing and computing assessment grades from Tests & Quizzes or that are manually entered	X
<input checked="" type="checkbox"/>	Lessons	For creating content modules and sequences, can be organized by week or unit	X
<input checked="" type="checkbox"/>	Messages	Display messages to/from users of a particular site	X
<input type="checkbox"/>	News	For viewing content from RSS News Feeds	X
<input type="checkbox"/>	Podcasts	For managing individual podcast and podcast feed information	X
<input type="checkbox"/>	Polls	For anonymous polls or voting	X
<input type="checkbox"/>	PostEm	For posting individualized text to each user in the site	X
<input checked="" type="checkbox"/>	Resources	For posting documents, URLs to other websites, etc.	X
<input checked="" type="checkbox"/>	Roster	For viewing the site participants list	X
<input type="checkbox"/>	Search	For searching content	X
<input type="checkbox"/>	Section Info	For managing sections within a site	X
<input type="checkbox"/>	Sign-up	For enabling online registration for meetings and other events	X
<input checked="" type="checkbox"/>	Site Info	For showing worksite information and site participants	X
<input type="checkbox"/>	Statistics	For showing site statistics by user, event or resource of the site	X
<input checked="" type="checkbox"/>	Syllabus	For posting a summary outline and/or requirements for a site	X
<input checked="" type="checkbox"/>	Tests & Quizzes	For creating and taking online tests and quizzes	X
<input type="checkbox"/>	Web Content	For accessing internal resources or an external website within the site.	X
<input type="checkbox"/>	Wiki	For collaborative editing of pages and content	X

LINK | **? HELP**

Continue | **Cancel**

As you select tools from the "General" list on the left side of the screen, they are added to the "Selected tools" list on the right side of the screen. The right side of the screen displays the tools you have selected.

Add multiple instances of some tools. (Optional)

 [LINK](#)  [HELP](#)

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

Lessons

Title 

(Suggested length 15 char.)

More Lessons Tools? ▾

Web Content

Title

(Suggested length 15 char.)

Source

More Web Content Tools? ▾

Continue

Back

Cancel

The Lessons tool may be used as a single tool on the Tool Menu where students click to see all Lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate Lesson. See the [Lessons tool tutorial](#) for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want.

Click on the **More Lessons Tools?** or **More Web Content Tools?** drop-down menus to add additional instances of these tools.

Example: Multiple tool instances.

The screenshot shows the 'Customize tool instances' page with the following structure:

- Lessons**:
 - Title**: Module 1
 - (Suggested length 15 char.)
- Lessons X**:
 - Title**: Module 2
 - (Suggested length 15 char.)
- Lessons X**:
 - Title**: Module 3
 - (Suggested length 15 char.)
- Web Content**:
 - Title**: Sakai
 - (Suggested length 15 char.)
- Web Content X**:
 - Title**: Apereo
 - (Suggested length 15 char.)

At the bottom, there are buttons for **Continue**, **Back**, and **Cancel**.

The example above shows three Lessons tools (Module 1, Module 2 and Module 3) and two Web Content tools (Sakai and Apereo).

Click Continue.



Once you have made all of your tool selections, scroll down and click **Continue**.

Confirm tool selection

Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-101**

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)

Gradebook (Gradebook)

Sakai (Sakai) (<http://www.sakaiproject.org>)

Site Info (Site Info)

Module 2 (Module 2)

Module 3 (Module 3)

Messages (Messages)

Roster (Roster)

Statistics (Statistics)

Apereo (Apereo) (<http://www.apereo.org>)

Finish

Back

Cancel

New tools added are shown in red font. Confirm that these are tools you want to add and click **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I reorder tools?](#) tutorial for instructions on how to change the tool order.

How do I rearrange or rename the items in the Tool Menu?

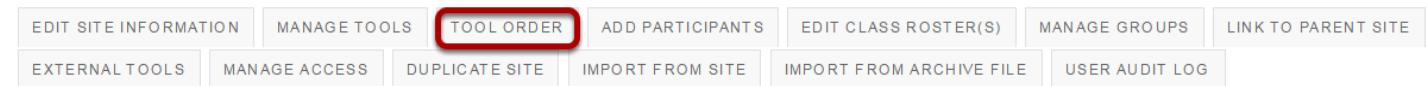
The Tool Menu can be customized by the instructor of the course to modify the order or appearance of menu items in the site.

Go to Site Info.



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

Click Tool Order.



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.

☰ Overview	⚙
🔊 Announcements	⚙
📝 Assignments	⚙
📅 Calendar	⚙
💬 Forums	⚙
📝 Gradebook	⚙
✉️ Messages	⚙
📖 Module 1	⚙
📖 Module 2	⚙
📖 Module 3	⚙
☰ Module 3	
☰ Resources	⚙
👤 Roster	⚙
⚙ Site Info	⚙
📊 Statistics	🔒 ⚙
📘 Syllabus	⚙
คะแน 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.

[Save](#) [Cancel](#) [Reset](#) [Sort Alphabetically](#)

Click **Save** at the bottom of the screen to save your reorder.

Sort tools alphabetically.



Click the **Sort Alphabetically** button at the bottom of the page to arrange all of the tools in alphabetical order by title.

Rename a tool.

The screenshot shows a list of tools on the left: 'Sakai' and 'Apereo'. A context menu is open over the 'Apereo' tool, featuring options: 'Edit Tool Title' (highlighted with a red box), 'Make Tool Invisible to Students', and 'Delete this Tool'. A warning message at the bottom says: 'Warning: Making tools invisible does not prevent access to them by users who have been granted explicit permissions.' The 'Edit Tool Title' option is highlighted with a red box.

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

Type the new name for the tool.

The screenshot shows the 'Edit Tool Title' dialog box. It contains fields for 'Title' (set to 'Sakai Project Website') and 'URL' (set to 'http://www.sakaiproject.org'). At the bottom are two buttons: a green checkmark icon labeled 'Save' and a red X icon labeled 'Cancel'.

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

Hide a tool from students.



Hiding a tool from students allows them to access the tool from other areas of the site, but they do not see it listed in the Tool Menu.

Click the gear icon to go to the tool settings. Then, select **Make Tool Invisible to Students** from the drop-down menu.

Invisible tools are indicated by a "hidden" icon in the tool order list.



In this example, the Resources tool is hidden from students.

Lock access to a tool.



Locking access to a tool disables it for student use. Students will not see it in the menu, and they also will not be able to access that tool from other areas of the site.

Click the gear icon to go to the tool settings. Then, select **Lock Access to this tool** from the drop-down menu.

Note: Not all tools are lockable. If the tool cannot be locked, that option will not appear in the drop-down menu.

Locked tools are indicated by a padlock icon.



Delete a tool.



Deleting a tool has the same affect as removing a tool using the [Manage Tools](#) option in Site Info. It will remove the tool from the menu and deactivate it in the site, but it will not delete any content that exists within the tool.

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

Note: Not all tools can be deleted. If the tool cannot be deleted, that option will not appear in the drop-down menu.

Save your work.

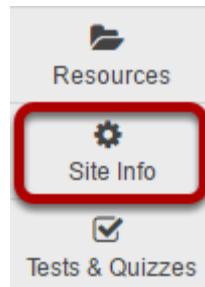


Once you have completed all of your changes, click the **Save** button at the bottom of the list.

How do I add users to my course or project?

For most institutions, student enrollment for registered courses is handled automatically through integration with the institutional student information system. However, if your institution allows site owners to add other participants such as TAs, Designers, etc., this article will walk you through the steps on how to add users.

Go to Site Info.



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

Click Add Participants.



Add participant information.

LINK HELP

Add Participants

Students Registered for Course: Officially enrolled students automatically become participants when you add your course roster to the site.

Go to Site Info > Edit Roster > Add Roster to add your roster now if you haven't already.

1 Other Official Participants

Official Email Address or Username

student01
student02
student03
student04

Note: Enter multiples each on separate line (no punctuation)

2 Non-official Participants

Email Address of Non-official Participant

ta@university.edu

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name, first name, all separated by commas. e.g. jdoe@yahoo.com,Doe,John

3 Participant Roles

Assign all participants to the same role
 Assign each participant a role individually

4 Participant Status

Active
 Inactive

5 **Continue** **Cancel**

1. For participants with official usernames, under "Other Official Participants", type each participant's username, one per line.
2. For participants without official usernames, under "Non-official Participants", enter their email addresses, one per line.
3. Under "Participant Roles", choose whether to give all your newly added participants the same role or different roles (i.e. student, instructor, TA, etc.).

4. Under "Participant Status", choose whether to let your newly added participants use the site right away by selecting **Active**, or keep them from accessing the site for now by selecting **Inactive**.
5. Click **Continue**.

Choose participant role.

Choose a Role for Participants

Roles

<input type="radio"/>	Instructor	Can read, revise, delete and add both content and participants to a site.
<input checked="" type="radio"/>	Student	Can read content, and add content to a site where appropriate.
<input type="radio"/>	Teaching Assistant	Can read, add, and revise most content in their sections.

Participants

student01(student01)
student02(student02)
student03(student03)
student04(student04)

Continue

Back

Cancel

For the default option of **Assign all participants the same role**, select the radio button for the desired role and then click **Continue**.

Select individual participant roles.

[LINK](#) [HELP](#)

Choose a Role for Participants

Instructor	Can read, revise, delete and add both content and participants to a site.
Student	Can read content, and add content to a site where appropriate.
Teaching Assistant	Can read, add, and revise most content in their sections.

Username	Role
student01(student01)	Student
student02(student02)	Student
student03(student03)	Student
student04(student04)	Student
assistant(Assistant, Teaching)	Teaching Assistant

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

If you chose to **Assign each participant a role individually**, use the drop-down menus to the right of the participants names to select each participant's role, and then click **Continue**.

Choose to send or not send a notification email.

Add participant(s) to Discussion 1 SMPL101

An email can be automatically sent to the added users notifying them of the site's availability.

- Send Now - send an email now to users notifying them that the site is available
 Don't Send - do not send an email notifying new participants about the site's availability

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

You may choose the **Send Now** option to send a notification email to participants if desired. The default setting is **Don't send**.

Click the **Continue** button.

Confirm addition of participants.

 [LINK](#)  [HELP](#)

Confirming Add Participant(s) to Discussion 1 SMPL101

The following will be added to your site when you click the **Finish** button below.

They will not be sent an email notifying them of the site's availability.

Name	Id	Role	Status
student01	student01	Student	Active
student02	student02	Student	Active
student03	student03	Student	Active
student04	student04	Student	Active
Assistant, Teaching	assistant	Teaching Assistant	Active

 [Finish](#)  [Back](#)  [Cancel](#)

Review the list of site participants and their roles to confirm that they will be added to your site.

If the information is correct, click the **Finish** button.

How do I remove users from my course or project?

Note: Sakai does not destructively delete user data when removing users from a site. Therefore, if you remove a user from your site, and then later reinstate that user, all of the user's activity within the site will remain intact once you add the user back into the course or project.

Go to Site Info.



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

Select user(s) to remove.

Discussion 1 SMPL101

Term	Summer 2016
Roster(s) with site access	Discussion 1 SMPL101 (Requested)
Site URL	http://qa01-sakai.marist.edu:8080/portal/site/430117e6-5848-4a7a-a90f-cd558aa31f0f
Site contact and email	Demo Professor
Available to	Site participants only
Modification date	Mar 29, 2016 11:50 am
Modified by	Professor, Demo
Display in Site Browser	Yes (Tell me more...)
Creation date	Mar 29, 2016 11:50 am
Appearance	*default*

Discussion 1 SMPL101 Participant List (# 6)

Viewing 1 - 6 of 6 items

Name	Id	Credits	Role	Status	Remove?
Assistant, Teaching (assistant)			Teaching Assistant	Active	<input checked="" type="checkbox"/>
Professor, Demo (demoprofessor)			Instructor	Active	<input type="checkbox"/>
student01 (student01)			Student	Active	<input type="checkbox"/>
student02 (student02)			Student	Active	<input type="checkbox"/>
student03 (student03)			Student	Active	<input type="checkbox"/>
student04 (student04)			Student	Active	<input type="checkbox"/>

[Update Participants](#)

In the **Remove** column, check the box in the row for the user(s) you want to remove from your site.

Tip: You can remove all users from the site by checking the box at the top of the column right next to the Remove column header. However, be sure that you uncheck yourself so you don't remove your own access!

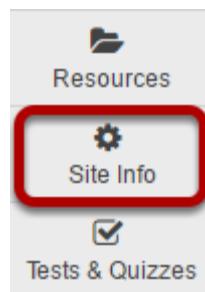
Click Update Participants.

Update Participants

How do I add a class roster?

Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.

Go to Site Info.



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

Click Edit Class Rosters.



Click Add Roster.

ADD ROSTER(S)

Edit Roster Access for Discussion 1 SMPL101

There is no class assigned to the site Discussion 1 SMPL101 yet

Cancel

Select the term and class(es).

Editing Course/Section Information for Discussion 1 SMPL101

Add Roster(s) Access to Discussion 1 SMPL101:

* Academic term: Summer 2016 ▾

No rosters listing you as an instructor have been found for the term you have selected.

[Add course\(s\) and/or section\(s\) not listed above...](#)

[Continue](#)

[Cancel](#)

From the drop-down menu, select the appropriate academic term.

If you are listed as the instructor of record for certain courses in your course catalog, those courses and their sections will be listed.

Or, select to add courses not listed above.

Course/Section Information

Course/Section(s) Selection -- Summer 2016

You have indicated the following class(es) to add to this site:

Please find course/section by entering the information below

1 Subject: Sample Department ▼
2 Course: SMPL101 ▼
3 Section: Select
Discussion 1 SMPL101
Discussion 2 SMPL101
Discussion 3 SMPL101

Current Selection:

Discussion 1 SMPL101 (Requested)

4 * Authorizer's username: demoprofessor

Email will be sent asking for authorization for you to create this site.

5 Special Instructions:

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)
[Still cannot find your course/section?](#)

6 [Continue](#) [Back](#) [Cancel](#)

1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. If you are not listed as the instructor of record for a course, enter the instructor's username.
An email message requesting the instructor's authorization for the site will be sent.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the roster.

*Tip: If you have more rosters to add, click on the **Save and add another section** link to add additional sections.*

Click Add Class(es).

Request Site Access: Discussion 1 SMPL101...

Please confirm the addition of the following sections to your class site.

Class Information

The following class(es) were already assigned to this site:

You have indicated the following class(es) to add to this site:

Discussion 1 SMPL101 (Requested)

Add Class(es)

Back

Cancel

How do I delete a class roster?

Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.

Go to Site Info.



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

Click Edit Class Rosters.



Select roster to be deleted.

A screenshot of the "Edit Roster Access" dialog. It shows a table with one row for "Discussion 3 SMPL202 (requested)". The "Remove" column for this row contains a checked checkbox. At the bottom of the dialog are two buttons: "Remove Selected" (highlighted with a red box) and "Cancel".

Place a check mark in the Remove column for the roster(s) you want to delete.

Click Remove Selected.



How do I create groups?

You may create groups in your site in several different ways:

- Manually create and assign users to a group.
- Create joinable groups that site participants can elect to join.
- Automatically generate groups by user role, number of groups per site, or number of users per group.
- Import group information from a file.

Go to Site Info.



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

Click on Manage Groups.



Click on the **Manage Groups** button.

Manually create a group.



Click the **Create New Group** button.

Enter group information.

Create New Group

Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

1 *Group Title
Chapter 1 Group Presentation

Description

Allow members to see the other members of this group

Joinable set: --None-- ▾

2 Membership

Site Member List

Role: Instructor
Role: Student
Role: Teaching Assistant
Professor_Demo (demonprofessor)
student03 (student03)
student04 (student04)
student05 (student05)
student06 (student06)
student07 (student07)
student08 (student08)
student09 (student09)
student10 (student10)

Group Member List

student01 (student01)
student02 (student02)

3    

4  

1. Enter a title for the group.
2. In the Site Member List, click on a site participant/s in the membership list to select the user/s.
3. Click on the right arrow button > to move the selected participant/s over to the Group Member List area.
4. Once you have indicated all of the desired group members, click on the **Add** button to create the group.

Tip: You may select more than one name at a time in the participant list by using SHIFT+Click to select a range of consecutive names, or CTRL+Click to select more than one non-consecutive name.

Create a joinable group.



Click the **Create New Joinable Set** button.

Specify the joinable set details.

Create Joinable Set

Joinable sets consist of automatically created groups that users can elect to join. Each group in a set begins with the set name and ends with a unique number. An individual can join one group per set.

1 * Set name: Study Group

2 * Number of groups: 3

* Max members per group: 4

Allow user to see group membership before joining
 Allow members to see the other members of these groups after joining
 Allow members to unjoin (leave) groups in this set after joining

4 **Add** **Cancel**

1. You will need to enter a **title** for the set of groups. Each group will begin with the same name and end with a unique number.
2. Indicate the **number of groups**.
3. Enter the **max members per groups**.
4. Click **Add** to create the joinable set.

Optionally, you may also select any of the following options:

- Allow users to see group membership before they join a group
- Allow members to see the other members of these groups after joining
- Allow members to unjoin (leave) groups in this set after joining

Automatically generate groups.



Click on the **Auto Groups** button.

Create groups by role.

Create New Group(s)

Please select course rosters or roles to create a group for each selected item. If you select a single roster or role from the respected table, you can create randomized sub-groups from the members of that item.

From Roles

<input type="checkbox"/>	Role
<input checked="" type="checkbox"/>	Instructor
<input checked="" type="checkbox"/>	Teaching Assistant
<input checked="" type="checkbox"/>	Student

Add **Cancel**

To create separate groups for different user roles in the course, select one or more roles and then click **Add**.

Create random groups by number of groups.

From Roles

1 Role
 Instructor
 Teaching Assistant
1 Student

2 Create a single group for the selected role.
2 Create random groups from members with the selected role.
3 Split by number of groups needed

4 *Group Title Team

5 *Number of groups 3

6 Split by number of users needed per group

6 **Add** Cancel

1. Select a single role from which to create subgroups (e.g. Student).
2. Select the **Create random groups from members with selected role(s)** radio button.
3. Select the **Split by number of groups needed** radio button.
4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Numbers will be appended to the title.
5. Enter the **Number of groups** you would like to have for the site. Users will be randomly assigned to each group and distributed as equally as possible.
6. Click the **Add** button to auto-generate your groups.

Create random groups by number of users per group.

From Roles

1 Role
 Instructor
 Teaching Assistant
 Student

2 Create a single group for the selected role.
 Create random groups from members with the selected role(s).
 Split by number of groups needed

3 Split by number of users needed per group

4 *Group Title

5 *Number of users per group

6

1. Select a single role from which to create subgroups (e.g. Student).
2. Select the **Create random groups from members with selected role(s)** radio button.
3. Select the **Split by number of users needed per group** radio button.
4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Numbers will be appended to the title.
5. Enter the **Number of users per group** you would like to have. Users will be randomly assigned to each group and the number of groups is determined by the class size divided by number of users per group.
6. Click the **Add** button to auto-generate your groups.

Import from file.



Click on the **Import from file** button.

Choose file.

Upload a file containing the groups you wish to create

File requirements

The CSV file should contain the group details in the columns: group title, username.

Columns must be in the order above, but **do not include a row of column headers**.

Fields must be comma separated, contain no spaces between fields and each field surrounded with double quotes if it is to contain a space.

Choose File No file chosen

Continue

Cancel

Click the **Choose File** button to browse for and select your import file.

Your import file should be in comma-separated (CSV) format with two columns of data. The first column should contain the group title, and the second column should contain the username of the site participant. Do not include a column header row and do not include spaces.

Once you have uploaded your file, click **Continue**.

How do I link to a parent site?

Parent sites can be useful in managing large courses with many sections, or a program that has a central site.

For example: Course ABC1234 has 15 sections. There are three TAs in this course who are each managing five sections. There can be a parent course called ABC1234 and then three child courses (Sections 1234,2345,3456; Sections 4567,5678,6789; Sections 7891,8912,9123). TAs are assigned only to the sections they manage. The content, announcements, communications, etc., can take place at the parent course level. Graded items and gradebooks will be housed at the child course level.

Or another example: The Nursing program has a site where all nursing students get information and communicate with program administrators. This site would be the parent site and each of the 15 Nursing courses can be child courses to the parent site.

Note: Participants will only access the sites in which they are enrolled. So in the Nursing example above, students would only see the nursing courses in which they are enrolled, and the parent site. They would not see the other Nursing child courses in which they are not enrolled. In the ABC1234 example, students would only see their own child courses and the parent site, not all three child courses.

Go to Site Info.



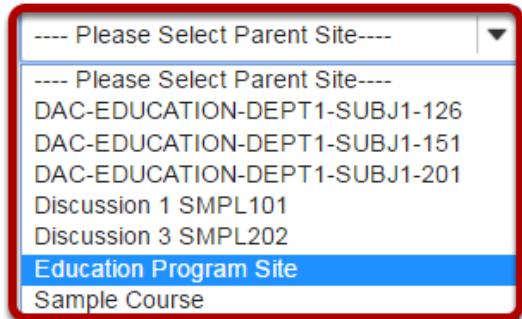
Select the **Site Info** tool from the Tool Menu of your site.

Click Link to Parent Site.



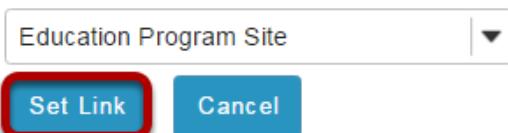
Select the parent site from the drop-down menu.

Linking this site to a parent site does not affect membership or permission or tool behavior or tool content in either the parent or child sites. Linking to a parent site simply means that for users who are members of both sites and have permission to view both sites, they will see navigation hints and breadcrumb navigation showing site links between the parent and child sites. A site can have many child sites pointing to it, but a child site can have only one parent.

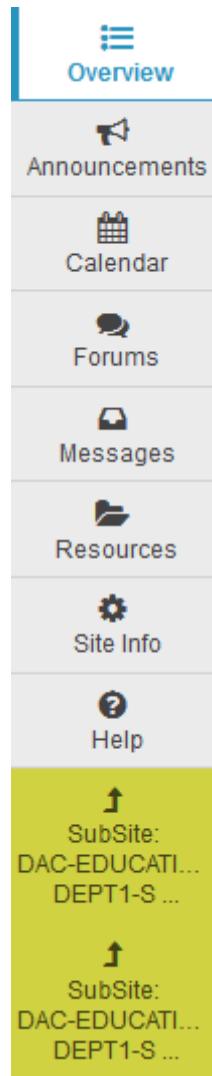


Click Set Link.

Linking this site to a parent site does not affect membership or permission or tool behavior or tool content in either the parent or child sites. Linking to a parent site simply means that for users who are members of both sites and have permission to view both sites, they will see navigation hints and breadcrumb navigation showing site links between the parent and child sites. A site can have many child sites pointing to it, but a child site can have only one parent.



Example: Parent/child sites in the parent site.



In the parent site, the child courses show up in the Tool Menu.

Example: Parent/child sites in the child site.

The screenshot shows the Sakai 11 user interface. At the top, there is a breadcrumb navigation bar with the following items: "Education Program Site >" followed by "DAC-EDUCATION-DEPT1-S ... > **OVERVIEW**". Below the breadcrumb bar, on the left, is a vertical sidebar with three menu items: "View Site" (selected), "Overview" (highlighted in blue), and "Announcements". The main content area is titled "SITE INFORMATION DISPLAY" and contains the text "DAC-EDUCATION-DEPT1-SUBJ1-101". To the right of the content area are three buttons: "EDIT", "LINK", and "HELP".

In the child site, the link to the parent site appears in the breadcrumbs.

How do I control site access?

Go to Site Info.



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

Click Manage Access.



Select your Site Status (i.e published or unpublished).

Site Status

Publishing your site makes it available to the site participants.

- Publish site - accessible to all site participants
- Leave as Draft - accessible only to site maintainers

Published sites are available to all site participants. If the site is left as draft, or unpublished, only instructors/site owners may access it.

Designate additional access.

Additional Access

As well as site members, you can allow other people to access your site without being a member of the site.

By Origin

- Internal users
- Provided users

By Role

- All Staff
- All Students
- All Users

You may also allow other users to access your site according to their authentication origin or role. These users can access your site without being enrolled.

Site Visibility.

Site Visibility

Display in Site Browser

If site visibility is set to **Display in public site list**, all people with access to the Sakai system may search for your site from the [Worksite Setup](#) tool. If set to **Private**, your site will not show up in a search.

Select your Global Access setting.

Global Access

Global access settings allow you to decide who has access to your site once it is published.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- Limit to official course members or to those I add manually (recommended)
- Allow any QA01 user to join the site

In most cases, site owners keep the default value for **Limited to whom I add manually, or through automatic roster updates**. This will restrict enrollment to people that you add or that are enrolled automatically from your institution's registration system.

If the site is set to **Display in public site list** (above) AND the option **Allow anyone to join the site with valid login id** is selected, anyone in your system may search for and join your site.

How do I duplicate a site?

Duplicating a site makes an exact copy of the content of your current site. Student participation and grades are NOT copied to the duplicate site.

Note: Your institution may or may not have this option enabled.

Go to Site Info.



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

Click Duplicate Site.



Enter a title for the new site.

Duplicate site **Discussion 1 SMPL101**

Duplicating a course site will create a new course site with content that instructors/administrators created, but for privacy reasons will not copy items added to the site by general users/students.

* Site Title: **Discussion 2 SMPL102**

* Academic term: **Summer 2016 ▾**

Duplicate

Cancel

Select term.

Duplicate site Discussion 1 SMPL101

Duplicating a course site will create a new course site with content that instructors/administrators created, but for privacy reasons will not copy items added to the site by general users/students.

* Site Title

* Academic term: ▾

Click Duplicate.



Click **Duplicate**. The new site is added to your list of sites. You will be automatically enrolled in the new site as the site owner. No one else will be enrolled automatically so other users will need to be enrolled.

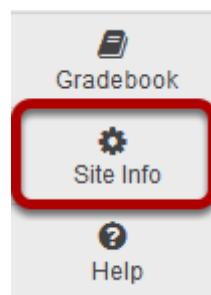
How do I copy my content from one site to another?

Navigate to the new, empty site where you would like to copy the content.

The screenshot shows the Sakai Site Information Display for 'Discussion 1 SMPL101'. At the top, there is a navigation bar with links for Home, Sample Course, Education Program Site, DEMO 100 100 Summer 2016, and Discussion 1 SMPL101. A red box highlights the 'Discussion 1 SMPL101' link. Below the navigation bar, the page title is 'Discussion 1 SMPL101 > OVERVIEW'. A yellow callout bubble with a red arrow points to the 'Discussion 1 SMPL101' link, containing the text 'Select the new empty site.' On the left, a sidebar menu includes 'View Site', 'Overview' (which is selected and highlighted in blue), 'Announcements', 'Gradebook', 'Site Info', and 'Help'. The main content area displays 'SITE INFORMATION DISPLAY' for 'Discussion 1 SMPL101' with options to 'EDIT', 'LINK', or 'HELP'. To the right, there is a section titled 'Announcements' with a message '(viewing announcements from the last 10 days)' and a note stating 'There are currently no announcements at this location.'

Be careful to select the empty course shell that will be the destination for the content you are about to copy. (You do not want to overwrite an existing course with a blank site, as this will delete your content.)

Select the Site Info tool in the Tool Menu.



Select Import from Site.



Click the "I would like to replace my data" link.

Import Data

Please choose a method below to proceed:

[I would like to replace my data](#)

Any existing data will be overwritten, replaced by your import data. This method allows you to import Gradebook settings.

[I would like to merge my data](#)

Your imported data will merge with existing data. This method does not import Gradebook settings.

[I would like to merge my user\(s\)](#)

Your imported user(s) will merge with existing users. This method does not import roster-provided users.

Selecting the option to replace your data will transfer your site content, as well as your Gradebook settings.

Tip: If you have existing content that you do not want to overwrite, or if you do not want to import Gradebook settings, you could choose the "merge my data" link instead.

Select the course you want to copy from.

 LINK  HELP

Import Material from Other Sites

Import Material from Other Sites

You can replace material in one of your sites by importing material from another site that you own. Any existing data will be overwritten, replaced by your import data.

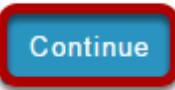
- DAC-EDUCATION-DEPT1-SUBJ1-101
- DAC-EDUCATION-DEPT1-SUBJ1-126
- DAC-EDUCATION-DEPT1-SUBJ1-151
- DAC-EDUCATION-DEPT1-SUBJ1-201
- DEMO 100 100 Summer 2016
- Discussion 1 SMPL101
- Discussion 2 SMPL102
- Discussion 3 SMPL202
- Education Program Site
- Sample Course

 Continue

 Back

 Cancel

Click Continue.

 Continue

 Back

 Cancel

Choose the material you would like to copy.

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from this site.

	Sample Course
Announcements	<input checked="" type="checkbox"/>
Assignments ⁺	<input checked="" type="checkbox"/>
Calendar ⁺	<input checked="" type="checkbox"/>
Forums ⁺	<input checked="" type="checkbox"/>
Gradebook	<input checked="" type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>
Resources ⁺	<input checked="" type="checkbox"/>
Tests & Quizzes ⁺	<input checked="" type="checkbox"/>

Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

[Finish](#) [Back](#) [Cancel](#)

WARNING: If you do not select to import ALL materials from the origin site then some links may break in the content which is imported. Please review your content after import when importing partial materials.

You may select all of the tools or a subset of tools if you prefer.

If a tool is not active in the current site, the tool will have a + mark to indicate that it will be added to the current site if selected for import.

Click Finish.



Once you have made your tool selections, click **Finish** to complete the import.

Note: The content import process may take a while depending on how much content you have, or if your institution has a queue for course imports on the server. Please wait for the process to finish.

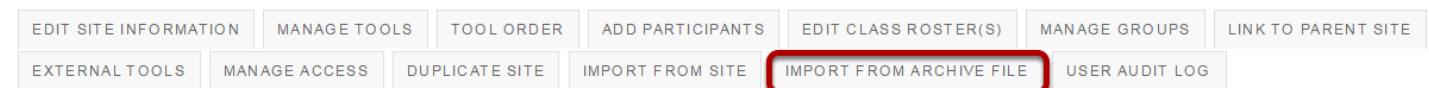
How do I import content from an archive file?

Go to Site Info.



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

Click Import from Archive File.



Choose a file to import.

Import Materials From Archive File

A screenshot of the 'Import Materials From Archive File' dialog box. It has a text input field labeled 'Choose a file to import'. Below it is a 'File' section with a 'Choose File' button (highlighted with a red box) and a yellow status bar showing 'valid-bb6-export.zip'. At the bottom are 'Import' and 'Cancel' buttons.

Click the **Choose File** button to browse for and select your import file. Once you have located your file, the filename will display on this screen.

Note: Sakai supports several import file types (e.g. IMS Common Cartridge Archives, Blackboard Archive files, etc.). However, you may need to check with your system administrator to determine the file import options currently enabled on your system and the best file format for you to use.

Click Import.



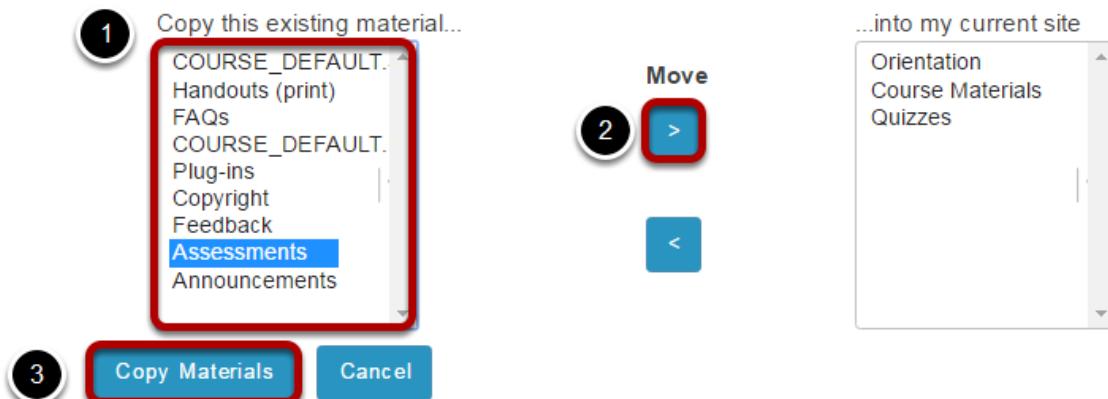
Click the **Import** button and wait for the file to be uploaded and processed. Depending on the size of the file, this may take some time.

Select the content to be imported.

Copy Materials from Other Sites

Choose material to copy this site.

You can choose to re-use (copy) materials from other sites that you own. If you choose to import materials from a file, you may only copy materials from one site. All materials are copied, and all dates for such items as schedule entries are not updated.



You will see a list of content types from your import file on the left.

1. Click on the item you want to import to select it. (You may select multiple items using CTRL+Click for PC or CMD+Click for Mac).
2. Use the right pointing arrow button under **Move** to move the item(s) over to the list of material to be imported.
3. Click **Copy Materials** to import the selected content.

Confirm the import.

Confirm Tools

Confirm the copying of other sites' material to this site

Confirm the copying of the following tools to your present site:

Orientation -> Resources

Course Materials -> Resources

Quizzes -> Resources

Assessments -> Tests & Quizzes

>

Finish

Back

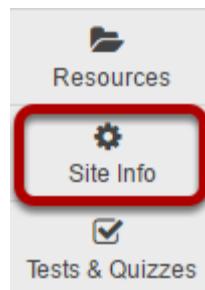
Cancel

What is the User Audit Log?

The User Audit Log displays manual enrollment and user update information for your site. If anyone adds a user, removes a user, or changes a user's role in the site, a log of the change will be noted here.

Note: Currently this log displays add/remove/update events, for manually updated events only. It does not display automated course enrollment activity such as events handled via Web Services or other SIS integration.

Go to Site Info.



To access this feature, select the **Site Info** tool from the Tool Menu of your site.

Click User Audit Log.



View event information.

1	2	3	4	5	6
Name	Username	Role	Date	Event	Source
student06	student06	Student	Mar 21, 2016 5:41:18 PM	Add	Professor, Demo (demoprofessor)
student05	student05	Student	Mar 17, 2016 3:24:58 PM	Add	Professor, Demo (demoprofessor)
student04	student04	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student03	student03	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student02	student02	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student01	student01	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
Professor, Demo	demoprofessor	Instructor	Mar 2, 2016 4:48:28 PM	Add	Administrator, Sakai (admin)

The following information will display:

1. **Name:** The name of the user account that was modified.

2. **User ID:** The user id of the user account that was modified.
3. **Role:** The role of the user account that was modified.
4. **Date:** The date and time that the change was made.
5. **Event:** The type of change that was made to the account (i.e. add user to course, remove user from course, or update user role).
6. **Source:** The name and user id of the account that initiated the event.

Note: You may sort by any of the columns by clicking on the column heading. Click on the heading again to sort in the opposite direction (ascending/descending).

How do I add LaTex language to my course site?

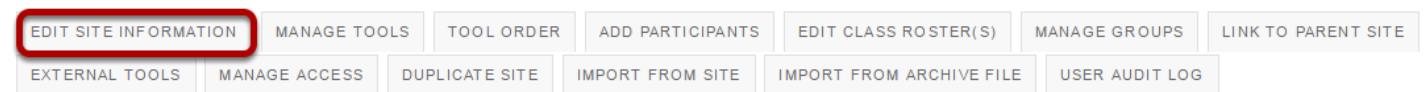
Sakai can display LaTex equations as mathematical notation in most tools. Using LaTex options, instructors and students can simply write LaTex in an enabled tool and the resulting equation will be displayed beautifully.

Go to Site Info.



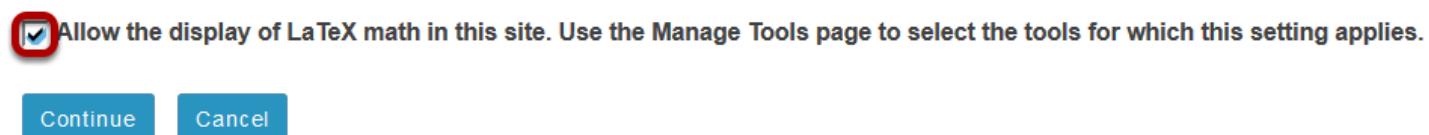
Select the **Site Info** tool in the tool menu of your site.

Click on Edit Site Information.



Click on the **Edit Site Information** button.

Select "Allow the display of LaTex math in this site." Click Continue.



Scroll to the bottom of the **Edit Site Information** screen to find the check box to enable the LaTex language for the site. Then click **Continue**.

Click Finish to confirm.

LaTeX

Enabled. See the Manage Tools page for the specific tools this setting applies to.



Click **Finish** to confirm addition of LaTex to the course site.

Click Manage Tools.



From **Site Info** button menu, select **Manage Tools**. This opens *Course Site Tools* screen.

Check LaTex box next to tool names to enable.

Selected tools	LaTeX	Remove
Overview	<input checked="" type="checkbox"/>	
Announcements	<input checked="" type="checkbox"/>	
Assignments	<input checked="" type="checkbox"/>	
Chat Room	<input type="checkbox"/>	
Forums	<input type="checkbox"/>	
Site Info	<input type="checkbox"/>	
Tests & Quizzes	<input checked="" type="checkbox"/>	

Use **Selected Tools** list (upper right hand side of *Course Site Tools* screen) to check boxes for all tools in which you want to use LaTex equations.

Click Continue, then Finish.

Confirming site tools edits for **SU16-MATH-20100-02**

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

Overview (Overview)
Announcements (Announcements)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Chat Room (Chat Room)
Site Info (Site Info)

You have enabled the display of LaTeX math in Announcements, Assignments, Forums, Tests & Quizzes

Finish

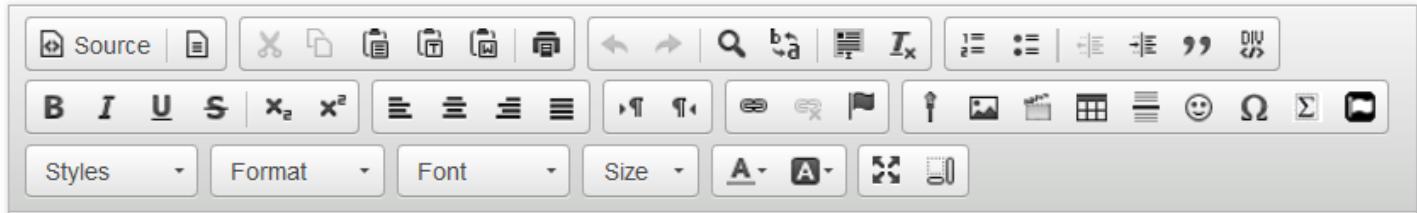
Back

Cancel

Confirmation screen displays tools for which LaTex has been enabled. Click **Finish** to confirm.

Enter LaTex equation in rich text editor of selected tools.

Assignment Instructions *



Explain this equation:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Insert " \$\$ " before and after mathematical equation to set it apart from the rest of the text. Math equations are editable in the edit screen of the tool, but will display as equation in preview and student view.

Equation displays as expected in student view.

Assignment Instructions

Explain this equation:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

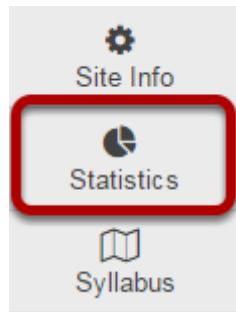
Statistics

What is the Statistics tool?

The Statistics tool allows authorized users (typically instructors or site owners) to view site usage statistics and user activity events.

Summary statistics can be viewed the initial tool landing page. These summary reports present a quick overview of site usage. Additionally, custom reports may be created on the Reports page for more detailed reporting.

To access this tool, select Statistics from the Tool Menu of your site.



How do I view summary reports in the Statistics tool?

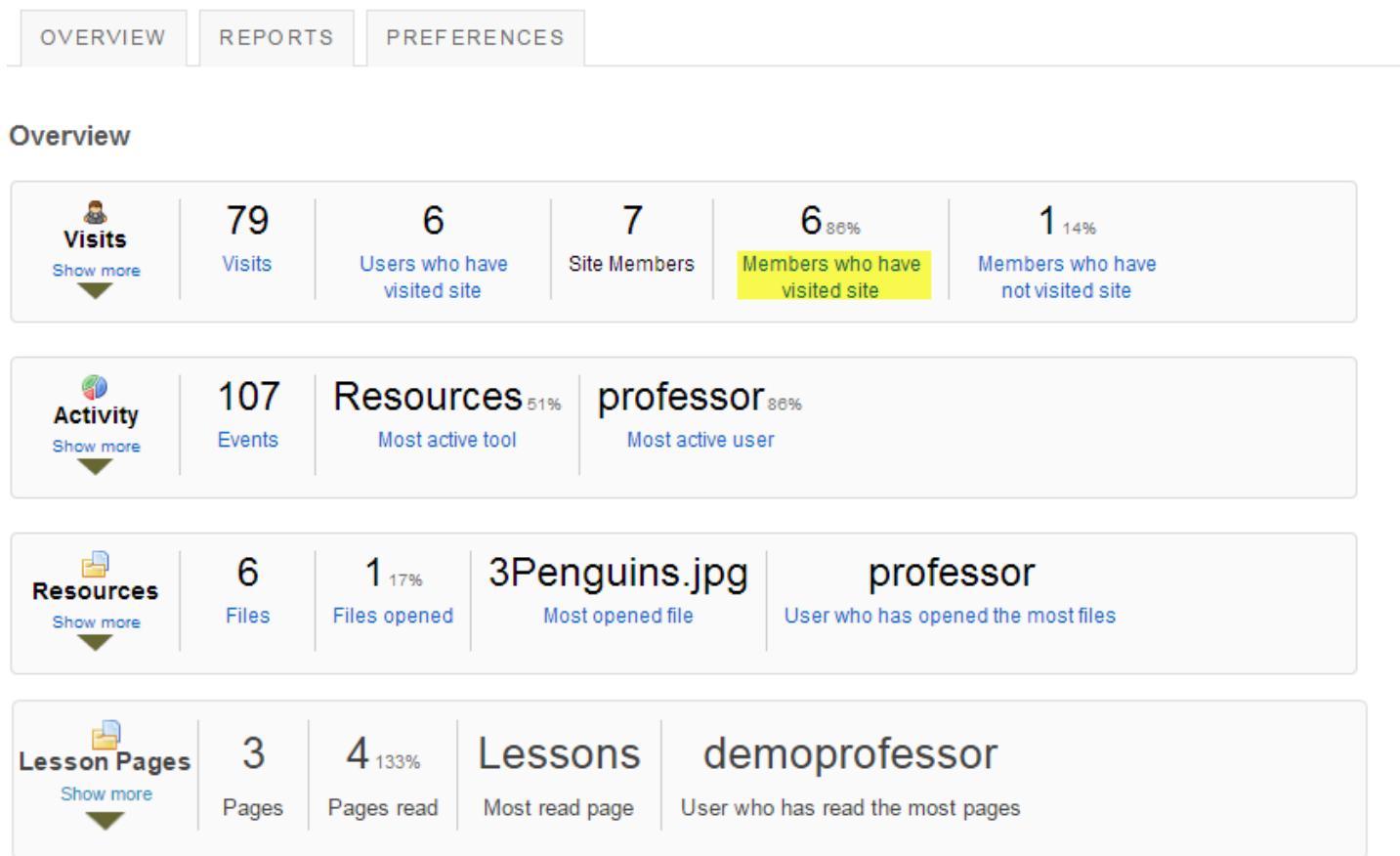
Note: Depending on the system configuration, statistics may be updated instantly or on a regular time interval (e.g., once per day). Also, site visits and/or presence time in site may not be enabled on the system. (Ask the system administrator to enable these items if needed.)

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

View Overview reports.



Summary reports are displayed on the Statistics tool landing page for Visits, Activity, and Resources.

The following information is displayed for **Visits** from the Overview page:

- **Visits:** Total number of site visits.
- **Users who have visited site:** Total number of distinct users that visited the site.
- **Site members:** Total number of users that are member of the current site.
- **Members who have visited site:** Total number and percentage of users that are site members and have visited the site. This number may be different from Unique Visits if there are visits from users that are no longer members of the site.
- **Members who have not visited site:** Total number and percentage of users that are site members and have not visited the site.
- **Average presence time per visit:** Average time an user stays present on the site, per visit.

The following information is displayed for **Activity** from the Overview page:

- **Events:** Total number of site activity events (from the list specified on the tool Preferences page).
- **Most active tool:** The tool that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the value will display the full tool title.

- **Most active user:** The user that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the user EID will display the full user name.

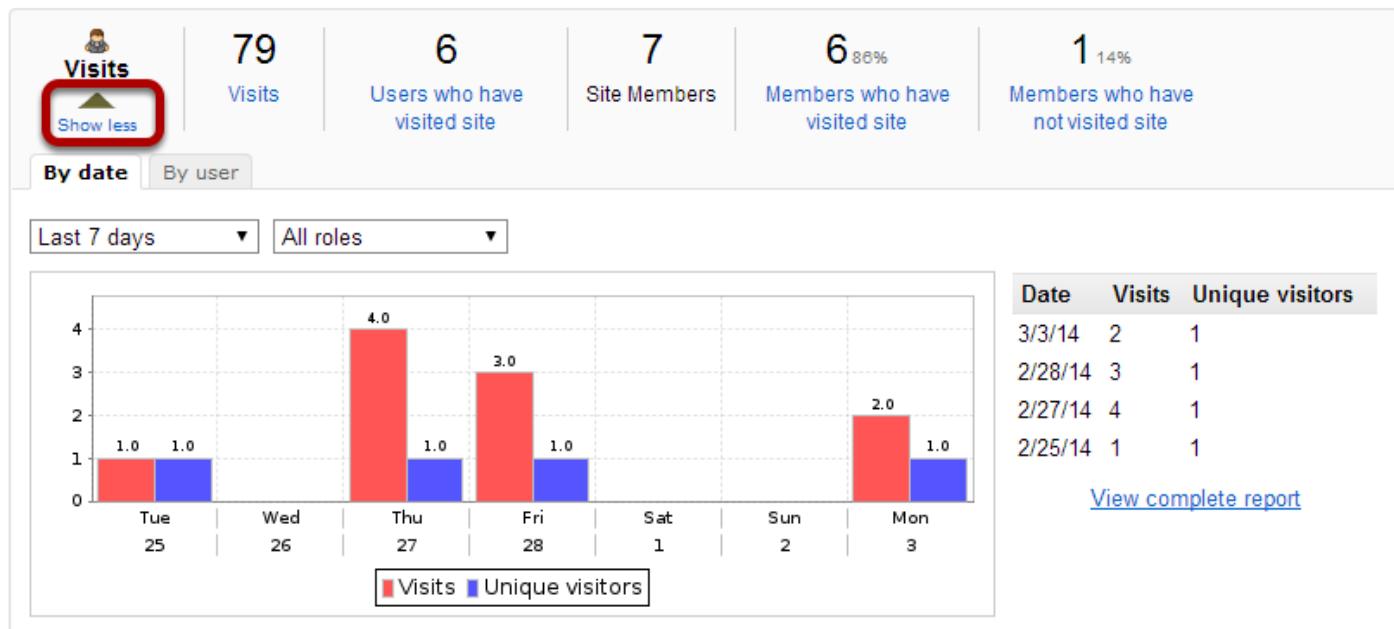
The following information is displayed for **Resources** from the Overview page:

- **Files:** Total number of existing site files (folders excluded) from the Resources tool.
- **Files opened:** Total number and percentage of site files (folders excluded) from the Resources tool that were already opened for reading.
- **Most opened file:** The site file (from the Resources tool) that were most opened for reading. Hovering the mouse over the value will display the full resource file name.
- **User who has opened the most files:** The user that opened most site files (from the Resources tool) for reading. Hovering the mouse over the user EID will display the full user name.

*Note: A more detailed report can be obtained by clicking on any of the items above (e.g., clicking on **Members who have not visited site** will display a report of all site users that never visited the site).*

View Visits details.

Overview



Clicking the **Show more/less** link will expand or collapse the Visits report. The act of entering a site is considered a site visit.

Clicking the **Show more** link will present a chart and table view for a quick view of visits statistics.

- Clicking **By date** or **By user** will group statistics by date or user, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.

- Clicking on **View complete report** will display the full data for the current displayed statistics.

Note: On the same login date, if an user enters/exits the same site multiple times only one visit will be recorded.

View Activity details.

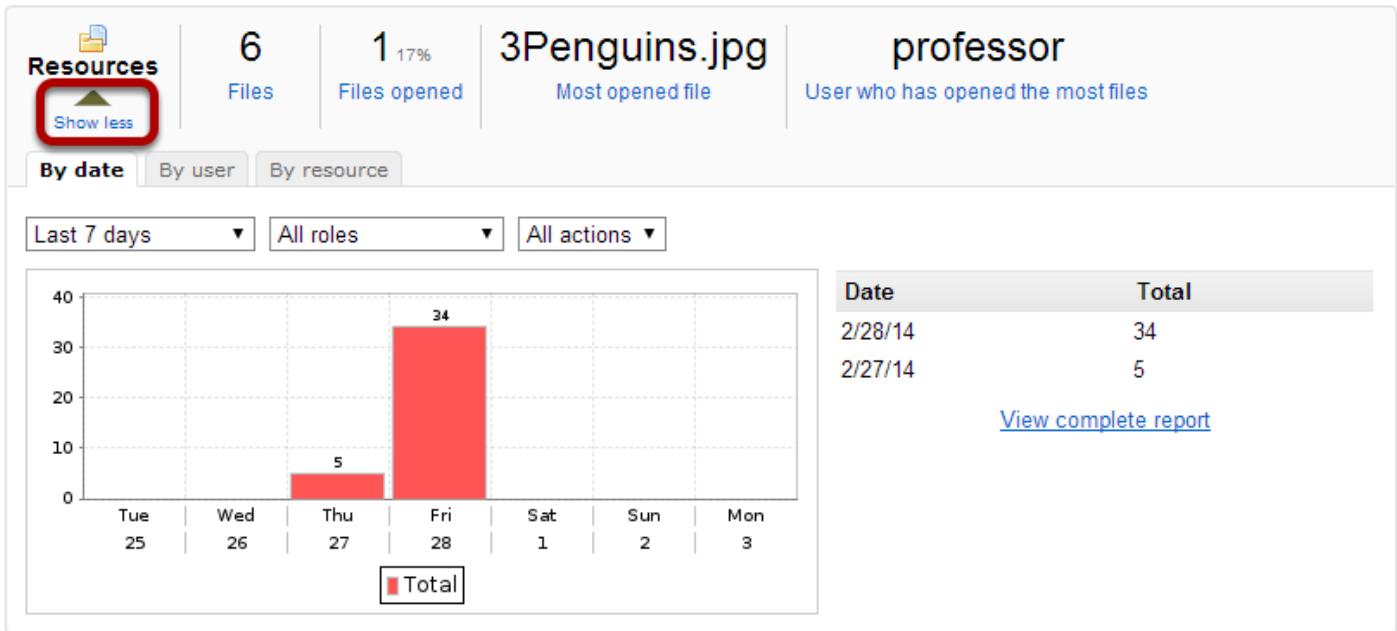


Clicking the **Show more/less** link will expand or collapse the Activity report. Events generated by tool actions (e.g., new chat message, resource opened, etc.) are considered activity.

Clicking the **Show more** link will present a chart and table view for a quick view of activity statistics.

- Clicking on **By date**, **By user** or **By tool** will group statistics by date, user or tool, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

View Resources details.



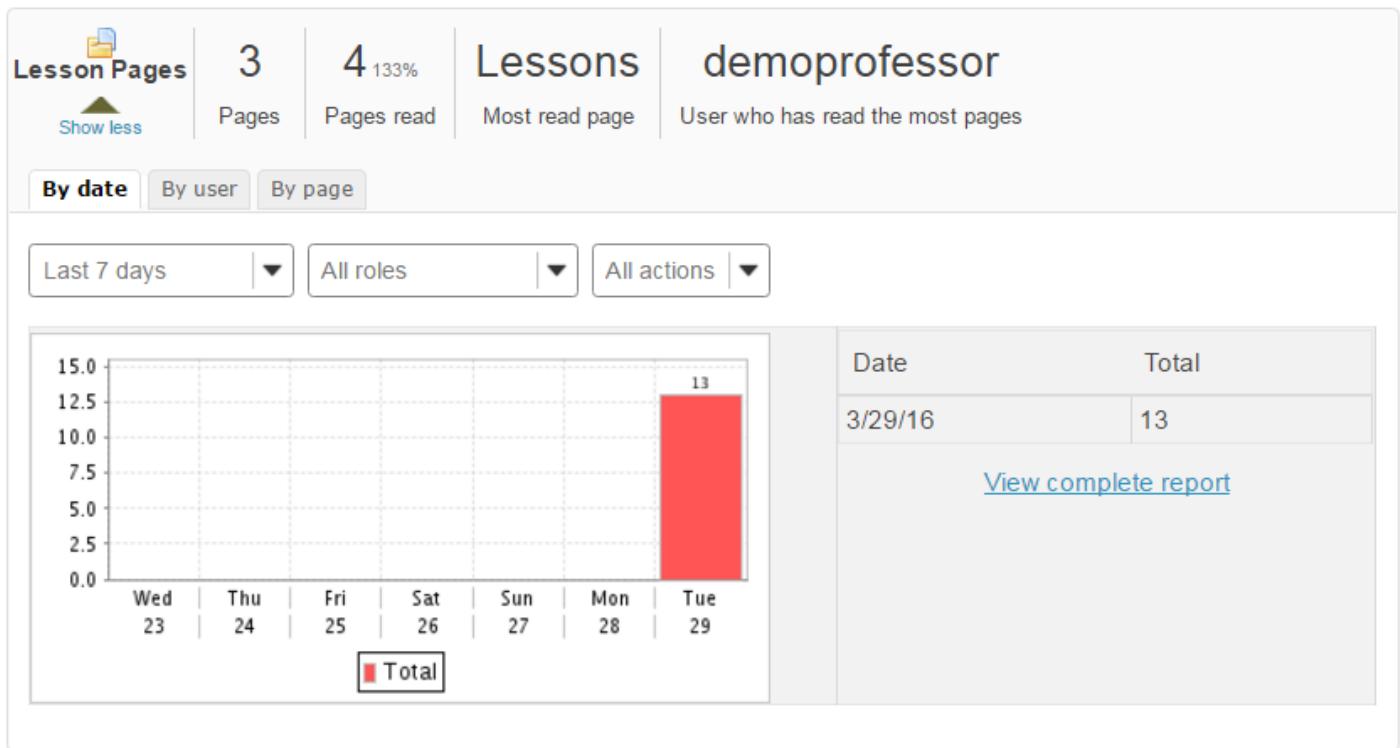
Clicking the **Show more/less** link will expand or collapse the Resources Overview report. Any file/folder item related activity (new, open, edit or delete) will display in this report.

Clicking on **Show more** link will present a chart and table view for a quick view of resource activity statistics.

- Clicking on **By date**, **By user** or **By resource** will group statistics by date, user or file, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

Note: On the Overview page, resource statistics refer to files from the Resources tool only.

View Lesson Pages details.



Clicking the **Show more/less** link will expand or collapse the Lesson Pages Overview report. Any Lesson-related activity will display in this report.

Clicking on **Show more** link will present a chart and table view for a quick view of Lessons activity statistics.

- Clicking on **By date**, **By user** or **By page** will group statistics by date, user or page, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

How do I create and run a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Add.

A screenshot of the "Reports" page. At the top, there are three tabs: "OVERVIEW", "REPORTS" (which is selected and highlighted with a red box), and "PREFERENCES". Below the tabs, the word "Reports" is displayed in large, bold letters. Underneath, a section titled "My reports" shows the message "Private reports, available for this site only." A red box highlights the "Add" button, which has a green plus sign icon and the word "Add" next to it. A blue box at the bottom displays the message "No reports defined.".

Enter a title and description. (Optional)

New report

 **Report** Specify report title and description (required when saving/editing the report).

Title:

Description:

Note: If you plan to save your report, a title is required.

Select What?

 **What?** Select activity to report.

Activity:

- Visits
- Visits**
- Events
- Resources

This option allows to configure the type of activity to report. You can choose to report on Visits, Events, or Resources.

Visits

Activity:

Visits

Select **Visits** to report on site visits.

Events

Activity: **Events** | Select by tool

Selection:

The screenshot shows a user interface for selecting events. At the top, there is a dropdown labeled "Activity:" with "Events" selected. To the right of it is another dropdown labeled "Select by tool". Below these are two sections: "Selection:" and a list of tools. The "Selection:" section has a checkbox labeled "Limit to action:" followed by a dropdown menu with options "New", "Read", "Revise", and "Delete", where "New" is currently selected. The list of tools under "Selection:" includes "All", "Announcements", "Assignments", "Calendar", "Forums", "Gradebook", and "Lessons".

Select **Events** to report on activity (either by tool or by event). Click on the desired tools/events in the list of tools displayed. You may also select **All** to display events for all available tools.

Resources

Activity: **Resources**

Selection:

The screenshot shows a user interface for selecting resources. At the top, there is a dropdown labeled "Activity:" with "Resources" selected. Below it is a section labeled "Selection:". In this section, there are two checkboxes: "Limit to action:" (which is checked) and "Limit to resource" (which is also checked). A dropdown menu is open next to "Limit to action:", showing options "New", "Read", "Revise", and "Delete", with "New" highlighted. Below this, a list of resources is shown, including "Resources" (checked), "Drop Box", and "Attachments".

Select **Resources** to report on file/folder activity. This selection can be filtered by:

- **Action:** New (file uploaded/folder created), Read (file opened for reading), Revise (file details or contents changed) or Delete (file/folder deleted).
- **Resources:** Restricts report to selected files/folders or to files under selected folders.

Select When?

 **When?** Select time period to report.

Period:

Last 7 days

All

Last 7 days

Last 30 days

Last 365 days

Custom

This option allows to configure the time period to report.

- **All:** All activity since site creation.
- **Last 7 days:** Activity from the last 7 days.
- **Last 30 days:** Activity from the last 30 days.
- **Last 365 days:** Activity from the last 365 days.
- **Custom:** Activity from a user-specified date interval.

Select Who?

 **Who?** Select users to report.

Users:

All

All

Role

Custom

None

This option allows to configure the users to report.

- **All:** All site users.
- **Role:** Users with the a user-specified role.
- **Group:** Users with the a user-specified group.
- **Custom:** Users selected from the presented list. Multiple users can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.
- **None:** To report users that doesn't match all the specified report conditions (e.g., selecting "Visits" + "All" date + "None" will report users that never visited the site).

Select How?

How? Specify how results should be presented.

Totals by:

- User
- Tool
- Event**
- Resource
- Resource action
- Date

This option allows to configure how the report will be presented. **Totals by:** Defines how to group report data (eg, selecting "User" + "Date" will present a report grouped by user and date). Multiple fields can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.

- **Number of results:** Allows to limit the number of report results.
- **Presentation:** Defines how the report will be presented (table and/or chart).
- **Chart type:** Defines the type of chart to be presented (bar, pie or timeseries (line or bar)).
- **Chart data source/Chart series source:** Defines the main source of chart data. Only fields selected on Totals by will be selectable.
- **Grouped by:** (Bar chart only) Defines the grouping field for chart data. Only fields selected on Totals by will be selectable.

Limit number of results. (Optional)

Number of results: Limit to:

Select Presentation format.

Presentation:

- Table
- Table**
- Chart
- Table & Chart

Click Save Report.

Generate report **Save report** **Back**

Click **Save Report** to save this report to your list of custom reports.

Tip: If this is a one-time report that you do not want to save, you may select Generate Report instead to run it without saving.

Click on the report title to run the report.

Reports

Report 'All visit in last 7 days for all users' saved successfully

My reports Private reports, available for this site only.

 [Add](#)

 [All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

View report.

Report: 'All visit in last 7 days for all users'

 [Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)

Activity type: Visits

Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:07 am

User selection type: All

Report date: Mar 29, 2016 10:07 am

Viewing 1 to 2 of 2 items

|< < Show 20 ▾ > >|

User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

[Export ->](#)

How do I duplicate a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Duplicate.

Reports

My reports Private reports, available for this site only.

Add

All visit in last 7 days for all users
[Edit](#) | [Duplicate](#) | [Delete](#)

Click the **Duplicate** link under the report you would like to copy.

The copied article will appear in the list of reports.

Reports

My reports Private reports, available for this site only.

 [Add](#)

 [All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

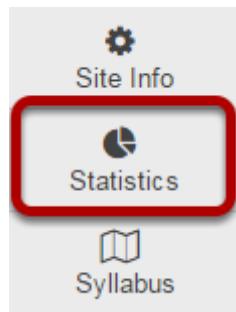
 [Copy of All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

Note: The duplicated report will have "Copy of" at the beginning of the title.

How do I edit a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Edit.

Reports

My reports Private reports, available for this site only.

[Add](#)

[All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

Click the Edit link under the report you would like to modify.

Modify report and save.

Editing report 'All visit in last 7 days for all users'

Report Specify report title and description (required when saving/editing the report).

Title: All visit in last 7 days for all users

Description:

What? Select activity to report.

Activity: Visits

When? Select time period to report.

Period: Last 7 days

Who? Select users to report.

Users: All

How? Specify how results should be presented.

Totals by:

- User
- Tool
- Event
- Resource
- Resource action
- Date

Number of results: Limit to: 20

Presentation: Table

Buttons: Generate report, Save report, Back

You will be able to modify all of the same options that you set when you [created the report](#). Click **Save Report** to save your changes once your edits are complete.

How do I delete a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Delete.

Reports

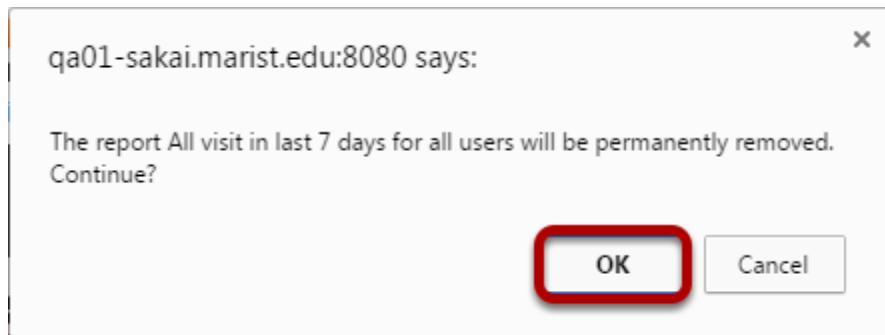
My reports Private reports, available for this site only.

Add

All visit in last 7 days for all users Edit Duplicate Delete	
---	--

Click the **Delete** link under the report you would like to remove.

Confirm deletion.



You will be prompted to confirm the report deletion. Click **OK** to continue and permanently remove the report.

How do I print a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Report: 'All visit in last 7 days for all users'

[Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:23 am
User selection type: All
Report date: Mar 29, 2016 10:23 am

Viewing 1 to 2 of 2 items				
User ID	Name ▲	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

[Export ->](#)

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Click the Printable Version link.

Report: 'All visit in last 7 days for all users'

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:23 am
User selection type: All
Report date: Mar 29, 2016 10:23 am

 [Printable version](#)

Viewing 1 to 2 of 2 items

|< < Show 20 ▼ > >|

User ID	Name ▲	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)
[Export ->](#)

Click Send to printer.

 [Send to printer](#)

Report: 'All visit in last 7 days for all users'

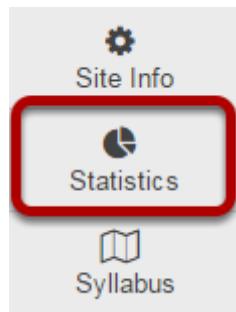
Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:24 am
User selection type: All
Report date: Mar 29, 2016 10:24 am

User ID	Name ▲	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

Your report will open in a new window for easier printing. Click on the **Send to printer** link in the top left corner to print your report.

How do I export a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Report: 'All visit in last 7 days for all users'

[Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:26 am
User selection type: All
Report date: Mar 29, 2016 10:26 am

Viewing 1 to 2 of 2 items				
User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

[Export >](#)

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Click Export.

Report: 'All visit in last 7 days for all users'

[Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:26 am
User selection type: All
Report date: Mar 29, 2016 10:26 am

User ID	Name ▾	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

Viewing 1 to 2 of 2 items

|< < Show 20 ▼ > >|

[Back](#) [Export ->](#)

Choose your export format.

[Back](#) [Export XLS](#) [Export CSV](#) [Export PDF](#)

Select the desired file format for your report to download the file.

- **Export XLS** will export the report to a Microsoft Excel file.
- **Export CSV** will export the report to a Comma Separated Values file.
- **Export PDF** will export the report to a Portable Document Format file.

How do I modify preferences in the Statistics tool?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Preferences.



Set your site preferences for reports.

Preferences

1 General

General options

Only list tools available in this site

2 Chart

Chart presentation options

Display item labels on bar charts

Chart alpha-transparency: 100% ▾

3 Activity definition

Tools/events included as 'activity'

- All tools
 - Announcements
 - Announcement new
 - Announcement revise (own)
 - Announcement revise (other)
 - Announcement delete (own)
 - Announcement delete (other)
 - Assignments
 - Gradebook
 - Forums
 - Messages
 - Resources
 - Tests & Quizzes
 - Calendar
 - Site Info
 - Syllabus
 - Statistics
 - Lessons

4 Update Cancel

Check the boxes next to the items you want to select.

1. General options:

- **List only tools available in site** will automatically filter the list of tools presented on the Report editing page with the tools available in site.

2. Chart presentation options:

- **Display item labels on bar charts**: This option will display labels with total values on charts that don't require labels to be shown (e.g., Pie charts always require values to be displayed).
- **Charts alpha-transparency**: This option allows to specify a transparency level for rendered charts.

3. Tools/events processed as 'Activity': This option allows to select the tool events that will count as Activity on the tool Overview page.

- Clicking on **All tools** will always use all existing tool events. Since tools can be added/removed from a site or made available/unavailable on current instance, this option ensures that all tools are always selected.
- Clicking on a Tool will select/unselect all related tool events.
- Clicking on a Event will select/unselect only that event.

4. Click **Update** to save your settings.

Note: You also may click the + symbol next to individual tools to expand and show distinct events within a given tool.

Syllabus

What is the Syllabus tool?

The Syllabus tool provides a place in the course site for the instructor to post a syllabus and for students to access the syllabus.

Instructor Options for Posting a Syllabus

File Attachment: Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original document on their computer, remove the attachment and replace it with the edited document.

Webpage from Document: Instructors may create a webpage syllabus from a text document using the Rich Text Editor in the Syllabus tool. Instructors may copy and paste the text from the document into the Rich Text Editor to create a webpage version of your file. Students may read the document in the Syllabus tool, and there is also a "print" option to print the syllabus. Any edits the instructor wants to make to the syllabus can be done directly in the Rich Text Editor.

Multi-Part Syllabus: Instructors can create a multi-part syllabus by adding one syllabus item at a time. This allows the instructor to reorder or remove individual items in the syllabus. The Syllabus tool allows users to bulk add items by number of items or by dates. If the instructor likes to organize the syllabus by weeks or class meetings, this is good option to use.

Point to Webpage: If the instructor has a syllabus posted on a webpage, the instructor may direct the Syllabus tool to that syllabus.

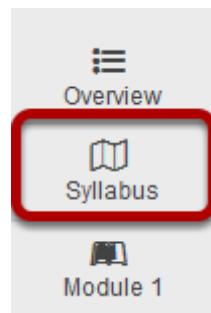
To access this tool, select the Syllabus from the Tool Menu of your site.



How do I create a multi-part syllabus based on number of items needed?

You can create a multi-part syllabus based on the number of items needed, outlined here, or using a date and calendar format in the "[How do I create a multi-part syllabus by dates?](#)" tutorial.

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu of your site.

Click Bulk Add.



Enter Syllabus information.

Bulk Create Syllabus Items

Create syllabus items in bulk by either specifying the number of items you want to create or by a date range. One item will be created for each selected day of the week that falls between the start and end dates.

The screenshot shows a form for creating syllabus items in bulk. Step 1: A title 'Syllabus Fall 2016' is entered into a text field. Step 2: A radio button for 'Create syllabus items by number of items needed' is selected. Step 3: The number '8' is entered into a text field for the number of items. Step 4: A large red button labeled 'Add and Publish' is highlighted, while the 'Add' and 'Cancel' buttons are standard blue buttons.

* Title 1 Syllabus Fall 2016

2 Create syllabus items by number of items needed

* Number of Items 3 8

Create syllabus items by dates

4 Add and Publish Add Cancel

1. Enter a title.
2. Select the radio button for **Create syllabus items by number of items needed**.
3. Enter the number of syllabus items you would like to have.
4. Click **Add and Publish**.

You will then be taken to a screen where you see the number of syllabus items requested and may edit them there.

Click the arrowhead icon to the left of an item to expand the item.

The screenshot shows a list of eight items under the heading "Syllabus Fall 2016 - 1". Each item has an expand/collapse arrow to its left. To the right of each item are two blue links: "Click to add start date" and "Click to add end date". Below the list is a red box around the "Add attachments" button.

- ▼ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 1
Click to add body text
- ▶ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 2
Click to add start date *Click to add end date*
- ▶ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 3
Click to add start date *Click to add end date*
- ▶ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 4
Click to add start date *Click to add end date*
- ▶ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 5
Click to add start date *Click to add end date*
- ▶ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 6
Click to add start date *Click to add end date*
- ▶ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 7
Click to add start date *Click to add end date*
- ▶ + 🏅 🔒 ⚡ ✖ Syllabus Fall 2016 - 8
Click to add start date *Click to add end date*

This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

Add an attachment to this Syllabus item. (Optional)

The screenshot shows the same Syllabus page as above, but the "Add attachments" button is highlighted with a red box.

Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.

The screenshot shows the Syllabus page again, but the "Click to add body text" link is highlighted with a red box.

Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

Edit the heading of a syllabus item.



By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

Add start and/or end dates for each syllabus item. (Optional)

The screenshot shows the configuration for a syllabus item titled "Syllabus Fall 2016 - 4". It includes a date and time picker for "Start Date" set to 2016/09/10 at 11:55 pm, and three additional sections for adding start and end dates.

Click to add start date	Click to add end date
Click to add start date	Click to add end date
Click to add start date	Click to add end date
Click to add start date	Click to add end date

Adding start and/or end dates allows you to determine a time range for when students may view this syllabus item. Click **Click to add start date** or **Click to add end date** and use the drop down menus to select the date and time. Click the checkmark to save your work.

OR manually hide/release the Syllabus item. (Optional)

The screenshot shows a list of syllabus items:

- Syllabus Fall 2016 - 1 (Yellow lightbulb icon, available to students)
- DRAFT - Syllabus Fall 2016 - 2 (Gray lightbulb icon, hidden from students)
- Syllabus Fall 2016 - 3 (Gray lightbulb icon, hidden from students)

Each item row includes "Click to add start date" and "Click to add end date" links.

Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Item 1 is available to students on Sept. 10th at 11:55pm. Item 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

Rearranging syllabus items.

▶ + Syllabus Fall 2016 - 1	2016/09/10 11:55 pm	Click to add end date
▶ + DRAFT - Syllabus Fall 2016 - 2	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 3	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 4	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 6	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 5	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 7	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 8	Click to add start date	Click to add end date

Click any syllabus item and drag it to the location where you want it.

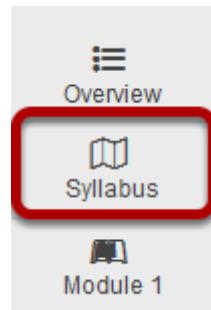
Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.

How do I add my syllabus as a file attachment?

Go to Syllabus.



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

Click Add Item.

A screenshot of the "Add Item" window. At the top, there are several buttons: "ADD ITEM" (highlighted with a red box), "BULK ADD", "BULK EDIT", "REDIRECT", and "PRINT VIEW". To the right are "LINK" and "HELP" buttons. Below these buttons, a message box contains the text "No Syllabus currently exists.".

An "Add Item" window opens where you type the name of the item - "Syllabus Spring 2014" for example.

Type the Title of the item and click Add.

Add Attachments

 DRAFT - Syllabus Fall 2016 [Click to add start date](#) [Click to add end date](#)

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

Browse for your file.

Add Attachment X

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
Oceanography101Syllabus.pdf	X Remove

Upload local file

Choose File No file chosen

or a URL (link to website) Add

Continue Cancel

Select a resource

Location: DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

Actions
<input style="border: none; background-color: transparent; font-size: small;" type="button" value="Title"/>
DAC-EDUCATION-DEPT1-SUBJ1-101
▶ Show other sites

Continue Cancel

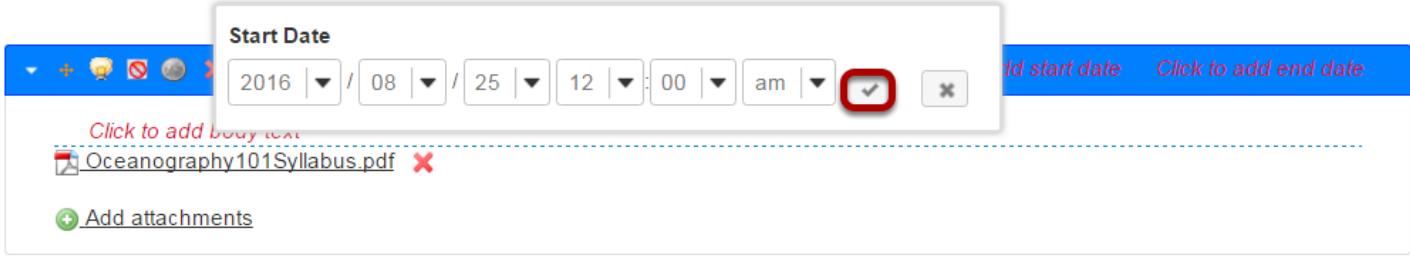
To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.

Publish Your Syllabus



You will be returned to the main Syllabus screen. To publish your syllabus, click the gray light bulb icon. The icon turns yellow to signify that the syllabus is published.

Add Start and End Dates. (Optional)



To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

How do I create a syllabus using cut and paste from a document?

Go to Syllabus.



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

Click Add Item.



An "Add Item" window opens where you type the name of the item.

Enter a title.

PSYCH 400 001 SU12: Syllabus

Add syllabus...

Complete this form, then choose the appropriate button at the bottom. A * means required information.

* Title

Syllabus

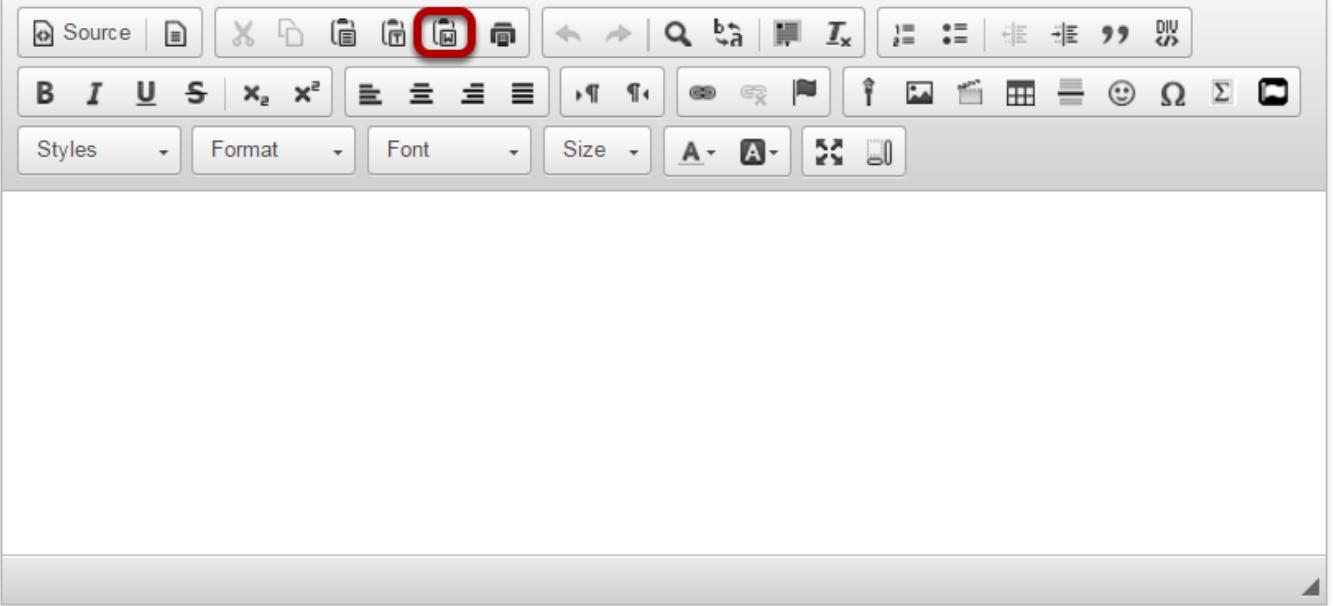
A title is required. You may enter something simple, such as "Syllabus" here.

Enter your syllabus title and paste text.

Add Item

Title
Syllabus

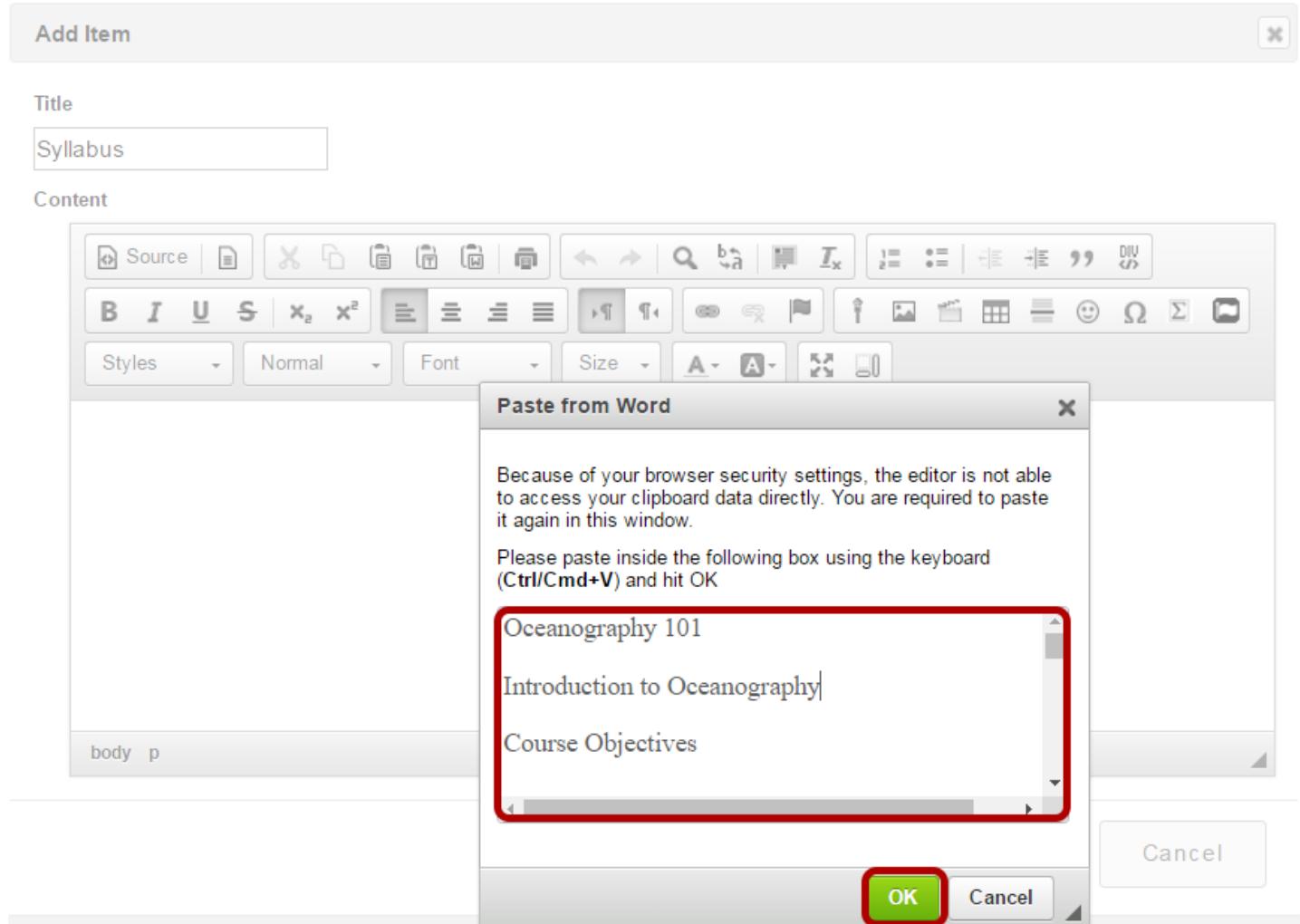
Content



Add and Publish Add Cancel

*Tip: Using the **Paste from Word** option will remove any Word-specific code from your pasted text.*

Paste the text into the Paste from Word window.



Click **OK**

Make edits to the text in the Rich Text Editor.

The screenshot shows the 'Add Item' dialog box for creating a new item. The 'Title' field contains 'Syllabus'. The 'Content' area displays the following text:

Oceanography 101

Introduction to Oceanography

Course Objectives

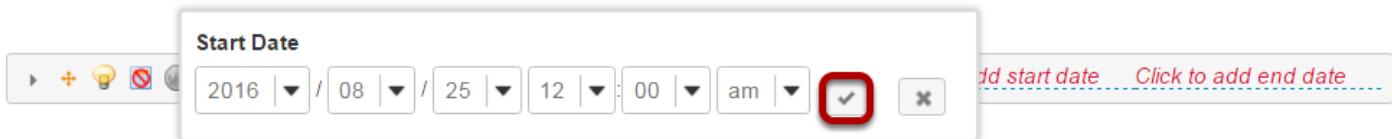
A. Communication Skills:

body div h3 span Auto Saved Word Count : 1624

At the bottom right of the content area are three buttons: 'Add and Publish' (highlighted with a red box), 'Add', and 'Cancel'.

Review the text to make sure it appears as you intend. Make any edits using the formatting icons built into the Rich Text Editor. When you are done, click **Add and Publish**.

Add start and end dates. (Optional)



To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

How do I print the syllabus?

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu of your site.

Click Print View.

A screenshot of the Print View interface. At the top, there are buttons for EXPAND ALL, PRINT VIEW (which is highlighted with a red box), and LINK/HELP. Below these are several expandable sections: Course Information, Instructor Information, Course Objectives, Attendance Policy, Accessibility Statement, Academic Integrity/Plagiarism Statement, and Grading.

Click Send to Printer.

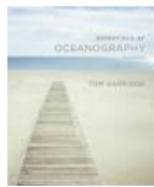
[Send To Printer](#) [Close Window](#)

Course Information

OCE 101 – Introduction To Oceanography

Planet Earth's ocean covers over seventy percent of its surface, yet oceanographic research has only recently come to its full potential with the advent of new technologies. This course in Introductory Oceanography emphasizes the need to understand geologic, chemical, physical, and biologic processes or features that occur in ocean environments. It is designed to be thorough enough to prepare you for more advance work, while presenting the concepts to non-majors in a way that is meaningful and not overwhelming. We will consider the course a success if you have learned how to think critically about the ocean in an organized, logical way.

Required Text:



Essentials of Oceanography, 6th Edition

by Garrison

Publisher: Brooks/Cole, Cengage Learning

Copyright Year: 2011

Publishing Date: 2011/07/30

ISBN: 0840061552

Instructor Information

Demo Professor

Email: demoprof@institution.edu

Phone: (555) 555-5555

Office: Building A, Room 123

Course Objectives

A. Communication Skills:

Upon successful completion of this course the student should be able to:

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic, chemical and biologic features of the world's ocean, and the basic relationships and interactions between ocean, continents, and atmosphere.

B. Quantitative Reasoning Skills:

Upon successful completion of this course the student should be able to:

Evaluate and solve problems related to ocean features and processes by use of maps, charts and graphs of tectonic plate motions, sediment settling rates, chemical features and changes in seawater, biologic primary production, and characteristics of oceanic life.

A new window will open which displays the entire syllabus in a single window. Click the **Send to Printer** link in the top left of the window to print.

How do I point my syllabus to a webpage?

Go to Syllabus.



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

Click Redirect

A screenshot of the Syllabus tool interface. At the top, there are several buttons: ADD ITEM, BULK ADD, BULK EDIT, REDIRECT (which is highlighted with a red box), PRINT VIEW, and two others partially visible. Below the buttons, a message box says "No Syllabus currently exists." To the right, there are links for LINK and HELP.

Enter the URL of the webpage location of your syllabus

Redirect Syllabus

* URL

http://www.myuniversity.edu/mydepartment/mysyllabus.pdf

Open this link in a new window



Save

Cancel

Click the checkbox if you want the webpage to open in a new window.

Click Save

Redirect Syllabus

* URL

Open this link in a new window



Save

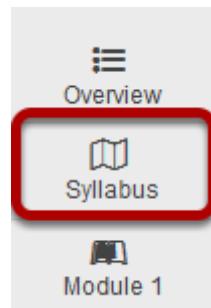
Cancel

How do I create a multi-part syllabus by dates?

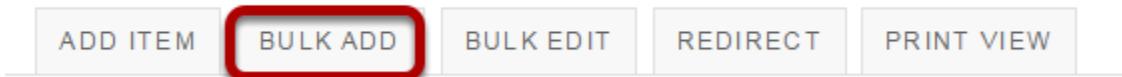
You can create a multi-part syllabus using a date and calendar format, outlined here, or based on the number of items needed in the ["How do I create a multi-part syllabus based on the number of items needed?"](#) tutorial. The date and calendar format creates a specific syllabus item for each meeting time of the class.

Go to Syllabus.

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



Click Bulk Add.



Enter syllabus title and date information.

Bulk Create Syllabus Items

Create syllabus items in bulk by either specifying the number of items you want to create or by a date range, in which a syllabus item will be created for each selected day of the week that falls between the start and end dates.

1 * Title Week

2 Create syllabus items by number of items needed
 Create syllabus items by dates

3 * Start Date 08/22/2016

4 * End Date 12/12/2016

5 * Start Time 06:00 pm

6 End Time

7 Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday
* Class meeting days

8 Add and Publish Add Cancel

1. Type in title for the syllabus.
2. Select the radio button next to the **Create syllabus items by dates** option.
3. Enter the start date of the semester using the date-picker calendar icon.
4. Enter the end date of the semester using the date-picker calendar icon.
5. Enter the start time of the class.
6. (Optional) Enter the end time of the class.
7. Check the appropriate boxes to select which days of the week this course will meet.
8. Click **Add and Publish**.

A syllabus item will be created for each class meeting during the dates you specified.

Week	Date	Action
Week - 1	2016/08/23 6:00 PM	Click to add end date
Week - 2	2016/08/30 6:00 PM	Click to add end date
Week - 3	2016/09/06 6:00 PM	Click to add end date
Week - 4	2016/09/13 6:00 PM	Click to add end date
Week - 5	2016/09/20 6:00 PM	Click to add end date
Week - 6	2016/09/27 6:00 PM	Click to add end date
Week - 7	2016/10/04 6:00 PM	Click to add end date
Week - 8	2016/10/11 6:00 PM	Click to add end date
Week - 9	2016/10/18 6:00 PM	Click to add end date
Week - 10	2016/10/25 6:00 PM	Click to add end date
Week - 11	2016/11/01 6:00 PM	Click to add end date
Week - 12	2016/11/08 6:00 PM	Click to add end date
Week - 13	2016/11/15 6:00 PM	Click to add end date
Week - 14	2016/11/22 6:00 PM	Click to add end date
Week - 15	2016/11/29 6:00 PM	Click to add end date
Week - 16	2016/12/06 6:00 PM	Click to add end date

This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

Click the arrowhead icon to the left of an item to expand the item and edit.

Week - 1

[Click to add body text](#)

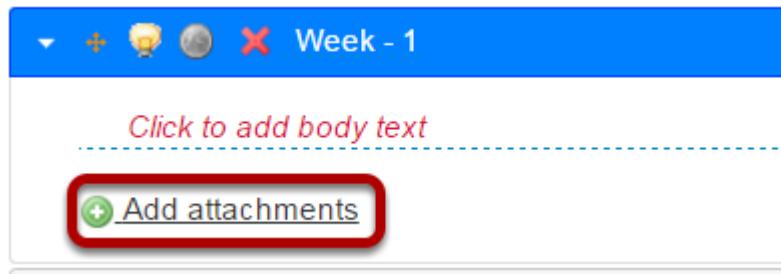
[Add attachments](#)

Week - 2

Week - 3

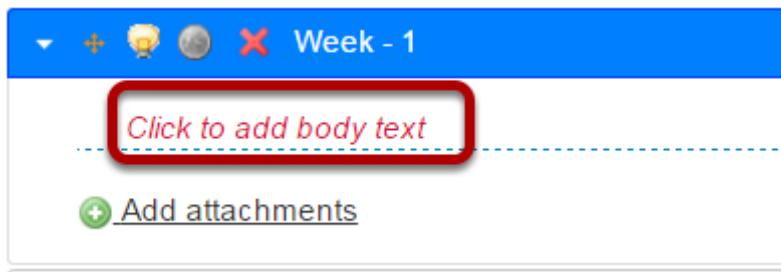
This allows you to edit the Syllabus item.

Add an attachment to this syllabus item.



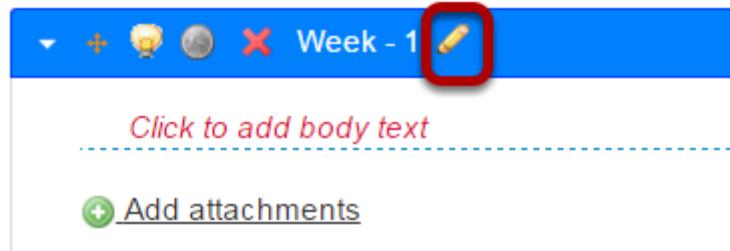
Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.



Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

Edit the heading of a syllabus item.



By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

Hide/release the syllabus item. (Optional)

▶ +    Week - 1	2016/08/23 6:00 PM	Click to add end date
▶ +    DRAFT - Week - 2	2016/08/30 6:00 PM	Click to add end date
▶ +    Week - 3	2016/09/06 6:00 PM	Click to add end date

Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Module 1 is available to students on January 1, 2014 at 8am. Module 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

Rearranging syllabus items.

▶ +    Week - 1	2016/08/23 6:00 PM	Click to add end date
▶ +    Week - 2	2016/08/30 6:00 PM	Click to add end date
▶ +    Week - 3	2016/09/06 6:00 PM	Click to add end date
▶ +    Week - 4	2016/09/13 6:00 PM	Click to add end date
▶ +    Week - 5	2016/09/20 6:00 PM	Click to add end date
▶ +    Week - 6	2016/09/27 6:00 PM	Click to add end date
▶ +    Week - 7	2016/10/04 6:00 PM	Click to add end date
▶ +    Week - 8	2016/10/11 6:00 PM	Click to add end date

Click any syllabus item and drag it to the location where you want it.

Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.

Tests and Quizzes

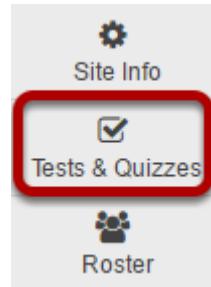
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories-- Working Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Working Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.



Tests & Quizzes tool landing page. (Student View)

Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Chapter Questions 01	n/a	2016-05-18 11:55 PM
Module 01 Quiz	20 min	2016-05-18 11:55 PM

Submitted Assessments

View All Submissions/Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Take an Assessment list at all.

Tests & Quizzes tool landing page. (Instructor View)

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Create an Assessment

1

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

OR

Import from File (XML or ZIP) **Import**

Working Copies: not released to students Published Copies: released to students

2

Action	Title	Last Modified	Modified Date
-- Select Action -- ▾	Chapter Questions 01	Demo Professor	2016-05-04 3:22 PM
-- Select Action -- ▾	Chapter Questions 02	Demo Professor	2016-04-26 3:27 PM
-- Select Action -- ▾	Chapter Questions 03	Demo Professor	2016-04-29 2:10 PM
-- Select Action -- ▾	Chapter Questions 10	Demo Professor	2016-04-26 3:27 PM

On entry, the Tests & Quizzes tool shows a two-part interface:

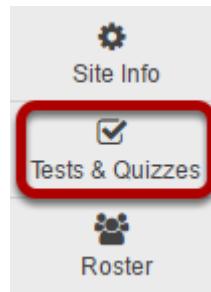
1. Options for creating a new assessment.
2. A list of existing assessments, the Working Copies (under development) and Published Copies (deployed to students) on different tabs.

How do I create an assessment in Tests and Quizzes?

The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This lesson will show you how to create a simple assessment and add a single question.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Create a new assessment.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT

Create an Assessment

Create from Scratch OR Import from File (XML or ZIP)

Assessment Title

Create using assessment builder
 Create using markup text

Working Copies: not released to students Published Copies: released to students

Action	Title	Last Modified	Modified Date
-- Select Action --	new	Demo Professor	2016-03-22 10:52 AM

Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see [How do I create an assessment from markup text or cut and paste?](#) and [How do I import questions into a new assessment or question pool?](#)

Note: You cannot have more than one assessment with the same title.

Add a question.

The screenshot shows the 'Questions: New Quiz' page in the Sakai 11 User Guide. At the top, there are navigation links: ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right, there are links for LINK and HELP. Below the navigation, it says '0 Existing Questions - 0 total points'. Underneath, there are links for Add Part, Preview, Print, and Settings. A dropdown menu is open under 'Insert New Question', titled 'select a question type'. The menu lists various question types: Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice (which is highlighted with a blue selection bar), Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool. The 'Multiple Choice' option is selected. At the bottom left, there are links for Update Points, Gateway Accessibility Information, Powered by Sakai, Copyright 2003-2016 The Apereo Foundation, Build Info, Server Time, and Copy from Question Pool.

Select the type of question you would like to add from the **Insert New Question** drop-down menu.

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options.

Edit Question: New Quiz

Question1 - Multiple Choice

Change Question Type ▾

Answer Point Value 1 1

Display Point Value while student is taking the exam 2

Yes
 No

Answer [\(What's This?\)](#)

- Single Correct
- Multiple Correct, Single Selection
- Multiple Correct, Multiple Selection

- Enable Negative Marking
- Enable Partial Credit

[Reset to Default Grading Logic](#)

Question Text

[Show All Rich-Text Editors](#)

What percent of the Earth's surface is covered by water?

3

Attachments

No Attachment(s) yet

[Add Attachments](#)

4

Most question types allow you to specify:

1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see [How do I add a new question \(with the assessment builder\)?](#)

Other options regarding the answer and configuration are specific to the question type.

Note: The [Rich Text Editor](#) is available for use in composing your questions and answers. Click on the **Show All Rich Text Editors** link to display the editor.

Choose number of correct responses (for multiple choice).

Answer [\(What's This?\)](#)

- Single Correct
- Multiple Correct, Single Selection
- Multiple Correct, Multiple Selection

You can choose to have a **Single Correct** response, **Multiple Correct, Single Selection**, or **Multiple Correct, Multiple Selection**.

If you select **Single Correct** (the default) you also have the option to **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer. Partial credit allows you to specify a percentage of the question points to be awarded for selecting an incorrect but still partially acceptable answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Enter the answer choices (for multiple choice).

71	<p>Correct Answer</p> <p><input checked="" type="radio"/> A</p> <p>Remove</p>
90	<p>Correct Answer</p> <p><input type="radio"/> B</p> <p>Remove</p>
66	<p>Correct Answer</p> <p><input type="radio"/> C</p> <p>Remove</p>
82	<p>Correct Answer</p> <p><input type="radio"/> D</p> <p>Remove</p>

Insert Additional Answers select ▼

Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers	<input type="radio"/> Yes
	<input checked="" type="radio"/> No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if your answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale	<input type="radio"/> Yes
	<input checked="" type="radio"/> No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part	Part 1 - Default ▾
----------------	--------------------

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool	Select a pool name (optional) ▾
----------------------------	---------------------------------

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct Answer
Feedback
(optional)

Incorrect Answer
Feedback
(optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.



Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

Continue adding questions.

Questions: New Quiz

The screenshot shows the 'Questions: New Quiz' interface. At the top right, a red box highlights '1 Existing Question - 1 total point'. Below this, a toolbar includes 'Add Part | Preview | Print | Settings | Publish'. The main area shows 'Part 1' with 'Default - 1 question'. A question card for 'Single Correct - 1.0 point' is displayed, containing the text: 'What percent of the Earth's surface is covered by water?' with options A (71), B (90), C (66), and D (82). The answer key is listed as 'Answer Key:A'. To the right of the question card are 'Remove' and 'Edit' buttons, each enclosed in a red box. Numbered circles 2 through 4 are placed around the question card, the 'Remove>Edit' buttons, and the 'Insert New Question' button respectively. A light blue box at the bottom contains the 'Insert New Question' button and a dropdown menu labeled 'select a question type'. A 'Update Points' button is located below this box.

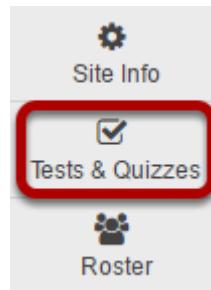
Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, click the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, click the **Edit** link to the right of the question.

Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.

How do I create a new assessment using markup text or cut and paste?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Create your assessment.

The interface shows the 'Create an Assessment' page. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT, along with LINK and HELP buttons. The main area has two sections: 'Create from Scratch' and 'Import from File (XML or ZIP)'. In the 'Create from Scratch' section, step 1 is 'Enter a title for the assessment' (Assessment Title: Quiz 3), step 2 is 'Choose the Create using markup text radio button' (radio button selected), and step 3 is 'Click Create' (button highlighted with a red box). The 'Import from File' section has an 'Import' button.

1. Enter a title for the assessment.
2. Choose the **Create using markup text** radio button.
3. Click **Create**.

Paste your questions.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Create Assessment/Question Pool

Step 1 of 2

Use the text boxes below to modify the name and (optionally) to provide a description for this assessment or question pool. Then enter the questions and answers in the bottom textbox. It is important to follow the correct formatting for each type of question. Examples can be found at the bottom of this page.

Assessment/Question Pool Information

Name Quiz 3

Description

Questions

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

1. (1 points)
Which of the following statements accurately describes a turbidity current?
A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
B. The cause of mid-ocean trenches.
C. A phenomenon associated with violent atmospheric storms at sea.
*D. none of these

2. (1 points)
The deep-ocean basin includes all of the following features EXCEPT:
*A. continental shelf.
B. continental rise.
C. abyssal plains.
D. mid-ocean ridges.

Instructions & Examples

[General Instructions](#)
[Multiple Choice](#)

Instructions: Each answer should begin with its appropriate letter, in alphabetical order. The correct answer should be prefixed with an asterisk (*).
Optionally, the key word #randomize will create questions with randomized answers
Optionally, the key word #rationale will create questions with required rationale

Example:
1. (10 points) (2.5 discount)
Who was the first president of the United States?
*a. Washington
b. Jefferson
c. Lincoln
d. Clinton
#randomize
#rationale

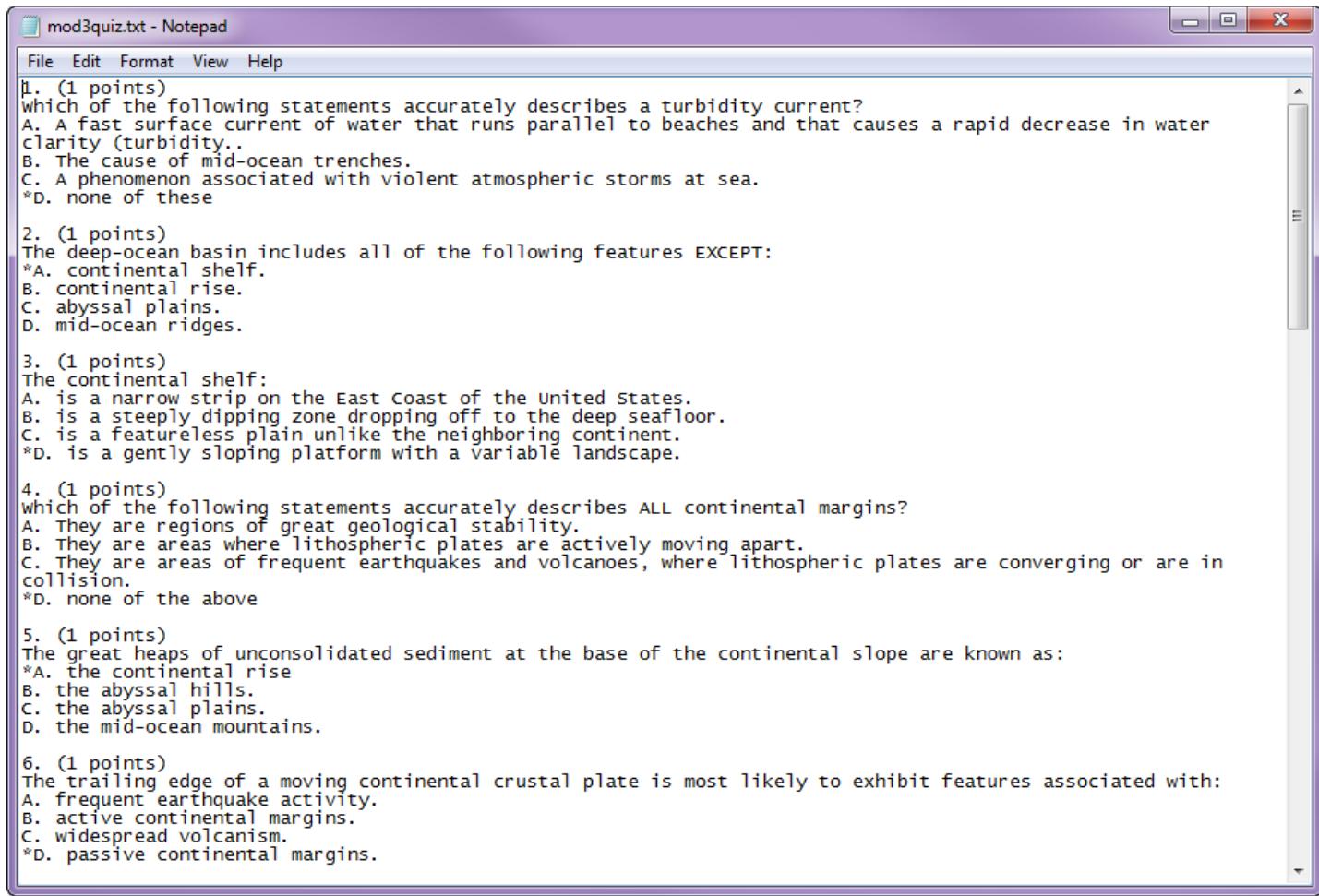
[Multiple Correct Answer](#)
[Fill in the Blank](#)

< Back **Next >**

In this screen, you will see fields for the name and description of your assessment, and for the questions. Enter your questions into the questions window and then click **Next**.

Note: Your questions must be written in a specific format. Refer to the "Instructions and Examples" shown on this screen for the correct format.

Write your questions in advance.



The screenshot shows a Microsoft Notepad window titled "mod3quiz.txt - Notepad". The window contains six numbered questions, each with a point value and a list of options. The questions are as follows:

1. (1 points)
Which of the following statements accurately describes a turbidity current?
A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity)..
B. The cause of mid-ocean trenches.
C. A phenomenon associated with violent atmospheric storms at sea.
*D. none of these
2. (1 points)
The deep-ocean basin includes all of the following features EXCEPT:
*A. continental shelf.
B. continental rise.
C. abyssal plains.
D. mid-ocean ridges.
3. (1 points)
The continental shelf:
A. is a narrow strip on the East Coast of the United States.
B. is a steeply dipping zone dropping off to the deep seafloor.
C. is a featureless plain unlike the neighboring continent.
*D. is a gently sloping platform with a variable landscape.
4. (1 points)
Which of the following statements accurately describes ALL continental margins?
A. They are regions of great geological stability.
B. They are areas where lithospheric plates are actively moving apart.
C. They are areas of frequent earthquakes and volcanoes, where lithospheric plates are converging or are in collision.
*D. none of the above
5. (1 points)
The great heaps of unconsolidated sediment at the base of the continental slope are known as:
*A. the continental rise
B. the abyssal hills.
C. the abyssal plains.
D. the mid-ocean mountains.
6. (1 points)
The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:
A. frequent earthquake activity.
B. active continental margins.
C. widespread volcanism.
*D. passive continental margins.

Tip: You may find it convenient to prepare questions in advance and then copy and paste them into the question area. Refer to the mark-up text format required and then type up your questions in a text editor. Then, copy and paste your questions into the markup text area.

Check your questions.

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers	Feedback
1	Which of the following statements accurately describes a turbidity current?	Multiple Choice	1		<input type="checkbox"/> A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity..) <input type="checkbox"/> B. The cause of mid-ocean trenches. <input type="checkbox"/> C. A phenomenon associated with violent atmospheric storms at sea. <input checked="" type="checkbox"/> D. none of these	
2	The deep-ocean basin includes all of the following features EXCEPT:	Multiple Choice	1		<input checked="" type="checkbox"/> A. continental shelf. <input type="checkbox"/> B. continental rise. <input type="checkbox"/> C. abyssal plains. <input type="checkbox"/> D. mid-ocean ridges.	
3	The continental shelf:	Multiple Choice	1		<input type="checkbox"/> A. is a narrow strip on the East Coast of the United States. <input type="checkbox"/> B. is a steeply dipping zone dropping off to the deep seafloor. <input type="checkbox"/> C. is a featureless plain unlike the neighboring continent. <input checked="" type="checkbox"/> D. is a gently sloping platform with a variable landscape.	
4	Which of the following statements accurately describes ALL continental margins?	Multiple Choice	1		<input type="checkbox"/> A. They are regions of great geological stability. <input type="checkbox"/> B. They are areas where lithospheric plates are actively moving apart. <input type="checkbox"/> C. They are areas of frequent earthquakes and volcanoes, where lithospheric plates are converging or are in collision. <input checked="" type="checkbox"/> D. none of the above	
5	The great heaps of unconsolidated sediment at the base of the continental slope are known as:	Multiple Choice	1		<input checked="" type="checkbox"/> A. the continental rise <input type="checkbox"/> B. the abyssal hills. <input type="checkbox"/> C. the abyssal plains. <input type="checkbox"/> D. the mid-ocean mountains.	

Check that your questions meet your expectations.

Click Create Assessment.

19	The age of most marine sediments is:	Multiple Choice	1		<input type="checkbox"/> A. no older than about 10,000 years old. <input type="checkbox"/> B. older than about 180 million years <input type="checkbox"/> C. as old as the earth itself. <input checked="" type="checkbox"/> D. rarely older than about 180 million years old.	
20	Sources of terrigenous sediments includes all of the following EXCEPT:	Multiple Choice	1		<input type="checkbox"/> A. rivers. <input type="checkbox"/> B. wind transporting sand and dust. <input checked="" type="checkbox"/> C. coccolithophores <input type="checkbox"/> D. volcanic ash	

< Back

Create Assessment

Create Question Pool

If everything looks correct, click **Create Assessment** to create a new assessment.

(Alternately, you may click **Create Question Pool** to create a new question pool instead of a new assessment.)

Continue editing your exam.

You may now make further changes as described in [How do I create an Assessment \(i.e. Test or Quiz\)?](#), starting from "Add a question."

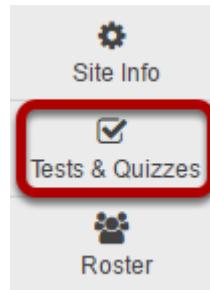
Tip: Remember that you still need to [publish your assessment](#) before students can view and submit it.

How do I create a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

In general, the instructor clicks "Add," chooses a question type, and supplies the parts that are called for by that question type. This article covers the general settings common to most question types. For additional information on specific questions types, please refer to the individual articles for the appropriate question type.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Add a question and choose the question type.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 Default - 0 questions [Copy to Pool](#) | [Edit](#)

Insert New Question select a question type

- Update Points**
- select a question type**
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

[Gateway Accessibility Information](#)

Powered by Sakai

Copyright 2003-2016 The Apereo Foundation. Some portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

▶ Build Info:
▶ Server Time:

Select the type of question you would like to add from the **Insert New Question** drop-down menu.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

Yes
 No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Enter the question text.

Question Text

What percent of the Earth's surface is covered by water?

[Show All Rich-Text Editors](#)

Question Text

What percent of the Earth's surface is covered by water?



body p image

Character Count (Includes HTML formatting characters) : 63 Word Count : 10

Enter the text of your question into the text box provided. You may also click on the **Show All Rich-Text Editors** link in the top right corner of the text box to load the WYSIWYG html editor. The rich text editor allows you to format your question text and/or add images, links, or other resources.

Note: This section will vary depending on the type of question you are adding.

Add attachments.

Attachments
No Attachment(s) yet
Add Attachments

If you would like to attach a file to the question, you may click on the Add Attachments button to browse for and upload a file. Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers	<input type="radio"/> Yes <input checked="" type="radio"/> No
--------------------------	--

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if your answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale	<input type="radio"/> Yes <input checked="" type="radio"/> No
--------------------------	--

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part	Part 1 - Default ▾
-----------------------	--------------------

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct Answer
Feedback
(optional)

Incorrect Answer
Feedback
(optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.

Save

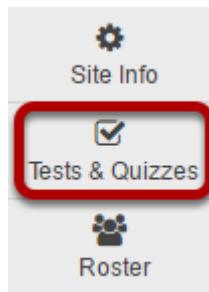
Cancel

Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

How do I create a multiple choice question?

A multiple choice question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or require allow multiple selections (one or more) for a correct answer.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

From the Insert New Question drop-down menu, select Multiple Choice.

The screenshot shows a user interface for creating a new question. At the top, there's a header bar with links for 'Add Part', 'Preview', 'Print', and 'Settings'. Below this, a toolbar shows 'Part 1' and 'Default - 0 questions'. On the right, there are 'Copy to Pool' and 'Edit' links. A message at the top right says '0 Existing Questions - 0 total points'. The main area has a button 'Insert New Question' with a dropdown menu titled 'select a question type'. The dropdown list includes: 'select a question type', 'Calculated Question', 'File Upload', 'Fill in the Blank', 'Hot Spot', 'Matching', 'Multiple Choice' (which is highlighted with a blue background), 'Numeric Response', 'Short Answer/Essay', 'Student Audio Response', 'Survey', 'Survey - Matrix of Choices', 'True False', and 'Copy from Question Pool'. A red box highlights the 'Multiple Choice' option. On the left side of the page, there are various informational links like 'Gateway Accessibility Information', 'Powered by Sakai', and 'Copyright 2003-2016 The Ap...'. There's also a 'Build Info:' section and a 'Server Time:' indicator.

Enter a point value.

A screenshot of a form field labeled 'Answer Point Value' containing the value '1.0'. The field is enclosed in a light gray border.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value
while student is taking
the exam

Yes
 No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Choose the answer configuration.

Answer [\(What's This?\)](#)

- Single Correct
- Multiple Correct, Single Selection
- Multiple Correct, Multiple Selection

Enable Negative Marking

Enable Partial Credit

[Reset to Default Grading Logic](#)

Single correct.

Single Correct

A single correct answer grants all of the points to that selection. Selecting that configuration reveals a field for optional designation of negative points, incurred for any single incorrect selection.

Multiple Correct, Single Selection

Question 1 ▾ Multiple Correct, Single Selection - 1.0 point

Who wrote "The Mill on the Floss?"

- A. George Eliot
- B. George Henry Lewes
- C. Mary Ann Evans
- D. Mary Shelley

Answer Key:A,C

A multiple correct, single selection answer grants all of the points to more than one single selection.

If more than one of the answer selections is correct, then each can be checked, and a student who checks either of those selections (via radio buttons) earns all of the points. An example is shown above.

Multiple Correct, Multiple Selection

Multiple Correct, Multiple Selection

Right Less Wrong

All or Nothing

A multiple correct, multiple selection answer requires several selections and allows different policies for granting the points.

- The option **Right Less Wrong** means that the points possible will be reduced by each box checked wrongly, either affirmed for a selection that should not be included, or left empty for a selection that should be included in the correct answers.
- The option **All or Nothing** means that all points are granted for a fully correct answer only; any other combination of affirmed and empty check boxes earns no points.

Add Question Text.

Question Text

[Show All Rich-Text Editors](#)

What was Cantor's first name?

Type the question into the text box provided.

Note: You may also use the Rich Text Editor by clicking on the [Show All Rich-Text Editors](#) link.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Enter the question answers.

The screenshot shows a list of answer entries for a question. Each entry consists of a text input field, a 'Correct Answer' column with a radio button, and a 'Remove' link. The first entry is 'Geordie' with radio button A selected. The second is 'Geordie Boy' with radio button B selected. The third is 'Georg' with radio button C selected. The fourth is 'Gregory' with radio button D selected. The fifth is 'None of the above' with radio button E selected. A red box highlights the first five entries. At the bottom left is an 'Insert Additional Answers' button, and at the bottom right is a 'select' dropdown menu with a red border and a number 3 next to it.

1	Geordie	Correct Answer <input checked="" type="radio"/> A Remove
2	Geordie Boy	Correct Answer <input checked="" type="radio"/> B Remove
	Georg	Correct Answer <input checked="" type="radio"/> C Remove
	Gregory	Correct Answer <input checked="" type="radio"/> D Remove
	None of the above	Correct Answer <input checked="" type="radio"/> E Remove

Insert Additional Answers select ▾ 3

1. Type the answers in the text boxes provided.
2. Indicate the correct answer by selecting the appropriate letter in the **Correct Answer** column.
3. (Optional) For more possible answers, choose a number from the drop-down list Insert Additional Answers.

Tip: To expand or shrink the text boxes, drag the corners.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers

Yes
 No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if your answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale

Yes
 No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

Correct Answer
Feedback (optional)

Incorrect Answer
Feedback (optional)

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Click Save.

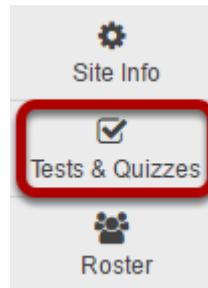


Click **Save** to save the question (or **Cancel** to exit).

How do I create a matching question?

This feature allows the user to create a numbered list of choices and a corresponding drop-down list of matches.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

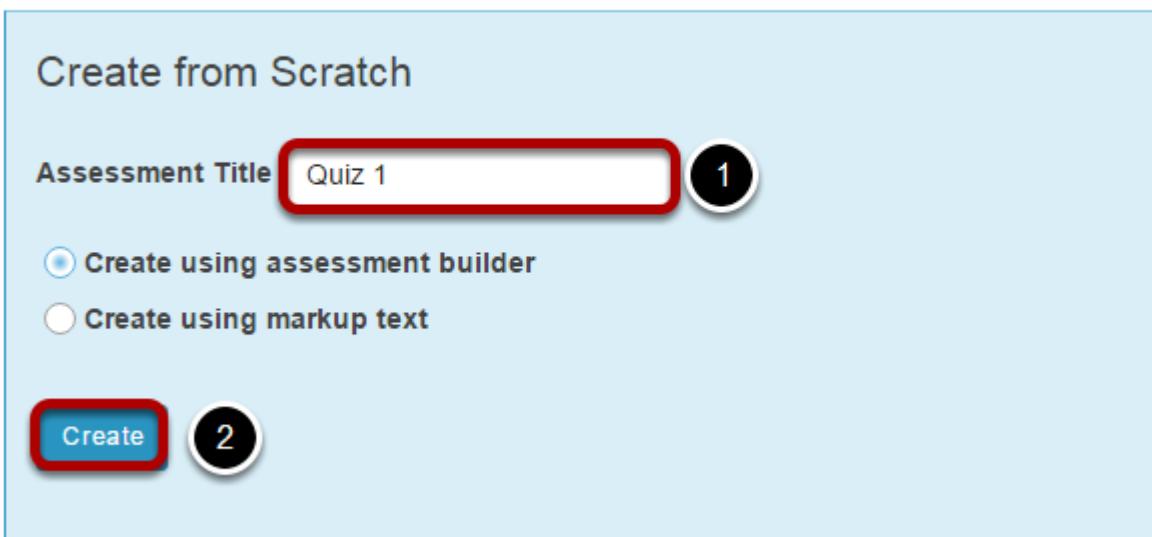
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment



The image shows the "Create an Assessment" dialog box. It has a light blue background and a white input area. At the top left, it says "Create from Scratch". Below that is an "Assessment Title" field containing "Quiz 1", which is circled in red. To the right of the title is a small circular button with the number "1". Under the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button with white text, which is also circled in red. To its right is a black circular button with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table with two columns: 'Action' and 'Title'. The 'Action' column contains a dropdown menu with options like 'Edit', 'Preview', 'Print', etc. The 'Edit' option is highlighted with a red box. The 'Title' column shows 'Quiz 1'.

Action	Title
-- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Matching from drop-down menu.

The screenshot shows a 'Insert New Question' dialog box. In the 'select a question type' dropdown, the 'Matching' option is highlighted with a red box. Other options include Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool.

Add Part | Preview | Print | Settings

0 Existing Questions - 0 total points

Part 1 Default - 0 questions

Copy to Pool | Edit

Insert New Question

Update Points

Gateway Accessibility Information

Powered by Sakai

Copyright 2003-2016 The Apereo Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

▶ Build Info:
▶ Server Time:

After selecting **Matching** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value	<input type="text" value="1.0"/>
--------------------	----------------------------------

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text	Show Rich-Text Editor (and character count)
Match the following items:	

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Add text for Choices and Matches.

Add/Edit Pairing and Optional Feedback

Choice	Match
1 Papers, Memos, and other word processed files	MS Word
2 Presentation Slides	PowerPoint
3 Spreadsheets	Excel

Choice

[Show Rich-Text Editor \(and character count\)](#)

Database

Match

new ▾

[Show Rich-Text Editor \(and character count\)](#)

Access

Save Pairing

Use the **Choice** and **Match** text fields to create a correct pair, then click **Save Pairing**. (Remove or edit any of the created pairs by using the **Remove** and **Edit** links next to each pair.)

*Note: You may also select the type of match from the drop-down menu. Choices of match type are *new*, *distractor*, or select from existing matches.*

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

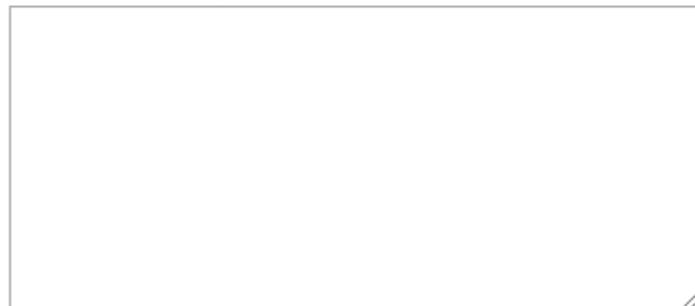
Correct Answer Feedback (optional)

Show Rich-Text Editor (and character count)

An empty rectangular text area with a thin gray border, intended for entering correct answer feedback.

Incorrect Answer Feedback (optional)

Show Rich-Text Editor (and character count)

An empty rectangular text area with a thin gray border, intended for entering incorrect answer feedback.

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

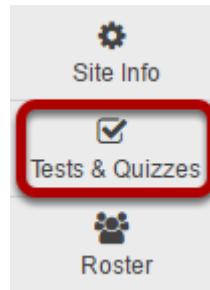


Click **Save** to save the question (or **Cancel** to exit).

How do I create a true/false question?

This allows for a true/false question to be added to a new or existing assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that, the "Assessment Title" field contains "Quiz 1", which is circled with a red border and labeled with a red number "1". Underneath the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button with a red border, labeled with a red number "2". To its right is a black circular button containing the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below it, a row contains 'Quiz 1' and a dropdown menu labeled '-- Select Action --'. A red box highlights this dropdown, and a mouse cursor is hovering over the 'Edit' option, which is also highlighted with a blue box. Other options in the menu include Preview, Print, Settings, Publish, Duplicate, Export, and Remove.

Select True False from drop-down menu.

The screenshot shows the 'Insert New Question' interface. On the left, there's a 'Update Points' button and some footer information like 'Powered by Sakai' and 'Build Info'. The main area has a dropdown menu labeled 'select a question type' with various options like Calculated Question, File Upload, etc. A red box highlights the 'True False' option, which is also highlighted with a blue box. At the bottom of the dropdown menu, there's a 'Copy from Question Pool' link.

After selecting **True False** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Negative point value. (Optional)

* Negative point value for incorrect answer selection

0.0

Optional. Pertains only to 'True False' or 'Multiple Choice, Single Correct' questions.

Note: With true false questions, there is an option to award negative point value for incorrect answers.

Add question text.

Question Text

Show Rich-Text Editor (and character count)

Hartford is the capital of Connecticut.

Type the question text into the text box provided.

Note: If you prefer to enter the question text using [Rich-Text Editor](#), you may click the hyperlink [Show/Hide Rich Text Editor](#) link and the editor will open.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Select the correct answer.

Answer

True False

Indicate either **True** or **False** as the correct response for this question.

Require rationale.

Required Rationale

Yes No

This option determines whether or not students are required to state *why* the statement is true or false when they submit a response.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

**Assign to
Question Pool**

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For true false questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

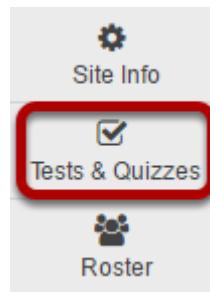


Click **Save** to save the question (or **Cancel** to exit).

How do I create a short answer/essay question?

This allows for a short answer or essay question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer. This type of question must be manually graded.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Short Answer/Essay from drop-down menu.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions

[Copy to Pool](#) | [Edit](#)

Insert New Question select a question type

[Update Points](#)

select a question type
Calculated Question
File Upload
Fill in the Blank
Hot Spot
Matching
Multiple Choice
Numeric Response
Short Answer/Essay
Student Audio Response
Survey
Survey - Matrix of Choices
True False
Copy from Question Pool

[Gateway Accessibility Information](#)

Powered by Sakai Copyright 2003-2016 The Apereo Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

▶ Build Info:
▶ Server Time:

After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Where are the youngest and oldest rocks in the seabed?

Type the **Question Text** into the text box provided.

Note: To edit with [RichText Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide model answer. (Optional)

Answer: Provide a model answer to show students and to assist graders along with any feedback.

Model Short Answer (optional)

[Show Rich-Text Editor \(and character count\)](#)

The youngest rocks are at the spreading centers; places like the East-Pacific Rise and the Mid-Atlantic Ridge. The oldest rocks are found beneath the layers of sediment descending into subduction zones in the northwestern Pacific.

Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

The age differential is caused by the conveyor-belt-like movement of the seabed characteristic of the plate tectonics process. Rocks are found to be progressively older as the distance from a spreading center increases.

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I create a fill in the blank question?

This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Fill in the Blank from drop-down menu.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions

[Copy to Pool](#) | [Edit](#)

Insert New Question select a question type

[Update Points](#)

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank**
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

[Gateway Accessibility Information](#)

Powered by Sakai

Copyright 2003-2016 The Apereo Foundation

▶ Build Info: [View](#)

▶ Server Time: [View](#)

Some portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

Defining Answers

Place curly brackets "{}" around word(s) requiring blank response field(s).

Example: Roses are {red} and violets are {blue}.

Insert a pipe "|" between answer options like synonyms.

Example: {They are}|{They're} very happy.

Insert an asterisk (*) for one or more wildcard characters.

Example: It's raining {c*} and {d*s}.

[Show Rich-Text Editor \(and character count\)](#)

{Biosynthesis} is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth.

Type the **Question Text** into the text box provided.

Note: If preferred, click the hyperlink to open the [Rich-Text Editor](#).

Select Case Sensitive or Mutually Exclusive options

Case sensitive?

When checked, a student's response must match the correct answer exactly with respect to upper and lower case.

Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

Mutually exclusive?

When checked, questions including more than one blank with identical answer options must have unique answers.

Example: The sides of a coin are {heads}|{tails} and {heads}|{tails}. Correct answer: heads, tails. Half correct answer: heads, heads.

Check either box if the correct answer is case sensitive and/or the question has more than one acceptable answer.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default



If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

**Assign to
Question Pool**

Select a pool name (optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

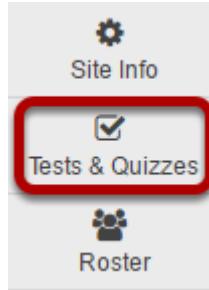


Click **Save** to save the question (or **Cancel** to exit).

How do I create a numeric response question?

This allows for a numeric response question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter a numeric answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Numeric Response from drop-down menu.

The screenshot shows the 'Insert New Question' interface in Sakai 11. At the top, there are links for 'Add Part | Preview | Print | Settings'. Below that, 'Part 1' is selected with 'Default - 0 questions'. On the right, there are 'Copy to Pool' and 'Edit' links. In the center, there's a 'Gateway Accessibility Information' link and a 'Powered by Sakai' link. On the left, there's a 'Update Points' button. The main area has a heading 'Insert New Question' and a dropdown menu titled 'select a question type' containing various options like 'Calculated Question', 'File Upload', etc. The option 'Numeric Response' is highlighted with a blue selection bar and a red box, and a cursor arrow is pointing at it. At the bottom of the dropdown menu, there are other options like 'Short Answer/Essay', 'Survey', etc.

After selecting Numeric Response from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3*3=\{9\}$.

Range: Insert a pipe "|" between a range of values.

Example: The price is $\{12.2|14.5\}$. Student answer between 12.2 and 14.5 will be considered valid.

Scientific notation: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent.

Example: $\{6.022E23\}$ to express Avogadro's number.

Complex numbers should be in the form $(a + bi)$ where "a" and "b" need to have explicitly stated values.

Example: $\{1+1i\}$ is valid whereas $\{1+i\}$ is not. Similarly, $\{0+9i\}$ is valid whereas $\{9i\}$ is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. **NOTE:** For scientific notation, a period MUST be used as the decimal point marker.

Any other characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: $3/10=\{30\}\%$ (Only 30 will need to be entered in the blank response field.)

When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., $\{12.2|14.5\}$).

[Show Rich-Text Editor \(and character count\)](#)

12*15={180}

Type the **Question Text** into the text box provided. Be sure to read the details on how to define answers properly, the three different forms of answers (**Range**, **Scientific notation**, and **Complex numbers**), and acceptable characters.

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3*3=\{9\}$.

- **Range:** Insert a pipe "|" between a range of values. Example: The price is $\{12.2|14.5\}$. Student answer between 12.2 and 14.5 will be considered valid.
- **Scientific notation:** A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent. Example: $\{6.022E23\}$ to express Avogadro's number.

- **Complex numbers** should be in the form (a + bi) where "a" and "b" need to have explicitly stated values. Example: {1+1i} is valid whereas {1+i} is not. Similarly, {0+9i} is valid whereas {9i} is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. NOTE: For scientific notation, a period MUST be used as the decimal point marker. Any other characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: 3/10= {30}% (Only 30 will need to be entered in the blank response field.) When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., {12.2|14.5}).

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments
No Attachment(s) yet
Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

**Assign to
Question Pool** Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

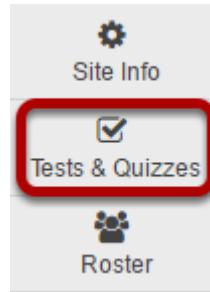


Click **Save** to save the question (or **Cancel** to exit).

How do I create a calculated question?

This allows for a calculated question to be added to a new or existing assessment. A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Calculated Question from drop-down menu.

The screenshot shows the Sakai interface for creating a new question. At the top, there are links for 'Add Part | Preview | Print | Settings'. Below that, it says 'Part 1 Default - 0 questions' and '0 Existing Questions - 0 total points'. On the left, there's a 'Update Points' button and some accessibility information. The main area has a 'Gateway Accessibility Information' link and copyright notices. A red box highlights the 'Insert New Question' dropdown menu, which lists various question types: 'select a question type', 'Calculated Question' (which is selected), 'File Upload', 'Fill in the Blank', 'Hot Spot', 'Matching', 'Multiple Choice', 'Numeric Response', 'Short Answer/Essay', 'Student Audio Response', 'Survey', 'Survey - Matrix of Choices', 'True False', and 'Copy from Question Pool'. The 'Calculated Question' option is highlighted with a mouse cursor.

After selecting Calculated Question from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

Yes

No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

Add Question Text.

Question Text

A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Instructions

Define variables in the question text by surrounding the variable name with single curly braces (e.g. {x} and {y})

When a student views the question, variable placeholders will be replaced with the variable values

Define formula placeholders in the question text by surrounding the formula name with double curly braces (e.g. {{z}})

When the student views the question, formula placeholders will be replaced with input boxes

After writing the question text, press the button to Extract Variables and Formulas

Set the min and max values for the variables

Define formula expressions in terms of the variables, using single curly braces (e.g. {x} - {y})

Example

Kevin has {x} apples. Jane eats {y}. Kevin now has {{z}} apples.

The formula z in the example above would be defined as: {x} - {y}

► [Show/Hide more instructions and examples](#)

[Show Rich-Text Editor \(and character count\)](#)

Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{\{z\}\}$

Type the **Question Text** into the text box provided. This is the information that the student will see, including the variable and formula placeholders (see examples below).

Variables: Define variables to use in this question below. Reference them in the question text by putting them in single curly braces eg. {x}. Variable names are alpha-numeric but must begin with an alpha character.

Example: Kevin has {x} apples. Jane eats {y}. How many does Kevin have now? {{z}}

Formulas: Place double curly braces (e.g. {{y}}) around a formula name, to define where the student's input box will display. Formula names are alpha-numeric but must begin with an alpha character.

Example: Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{\{z\}\}$ Formula z would be $\text{COS}(\{a\}) * (\{c\} - \{b\})$

Keep in mind the following:

- You may define acceptable tolerance as a constant (0.01) or percentage (1.5%) of the answer. (Defaults to 0.01.)
- Variables and formulas support decimals. Default is 3.
- Valid Operators: + - * / ^ ()

- You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SIGN, SQRT, FACTORIAL, LOG10, LOG, and LN.
- There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your answer expression.
- Variables and Formulas cannot have the same name.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Extract Variables and Formulas.

Show Rich-Text Editor (and character count)

Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{z\}$

Attachments

No Attachment(s) yet

[Add Attachments](#)

[Extract Variables and Formulas from Question Text](#)

Variables

Variable Name	Min	Max	Decimal Places
---------------	-----	-----	----------------

No variables have been defined

Click the **Extract Variables and Formulas** button to create the variables and formulas.

Define ranges of variable values.

Variables

Variable Name	Min	Max	Decimal Places
a	1	5	3 ▼
b	8	10	3 ▼
c	2	4	3 ▼

Change the Min, Max, and Decimal Places for all of the variables to define their ranges of valid values.

Enter the formula.

Formulas

Define formula expressions in terms of the variables, using single curly braces (e.g. {x} - {y})

Valid operators: + - * / ^ ()

You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SIGN, SQRT, FACTORIAL, LOG10, LOG, and LN.

There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your formula expression.

Formula Name	Formula	Tolerance	Decimal Places
z	COS({a}) * ({c}-{b})	0.01	3 ▾

Enter the mathematical expression for each Formula, inserting the Variables where needed.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

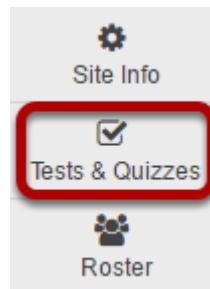
Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I create a hot spot question?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

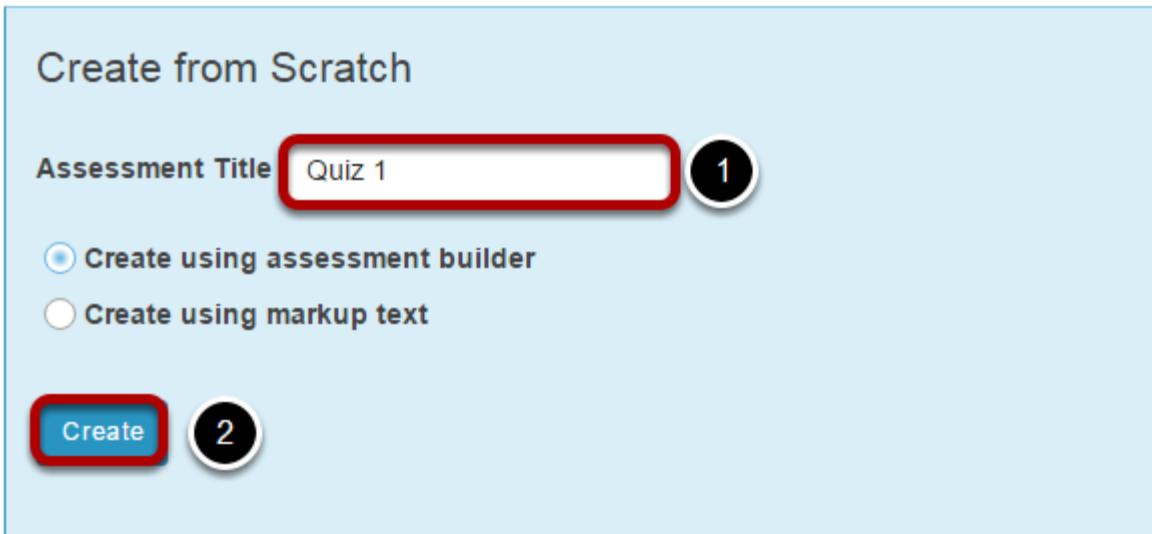
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is a field labeled "Assessment Title" containing "Quiz 1", which is circled in red. To the right of the title is a black circle with the number "1". Underneath the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button with a red border, which is circled in red. To its right is a black circle with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below it, a row for 'Quiz 1' has an 'Action' column with a dropdown menu. The menu is open, showing options: -- Select Action --, Edit (which is highlighted with a red box), Preview, Print, Settings, Publish, Duplicate, Export, and Remove. The 'Edit' option is the one being selected.

Select Hot Spot from drop-down menu.

The screenshot shows the 'Insert New Question' interface. A dropdown menu is open under 'select a question type', listing various question types: Calculated Question, File Upload, Fill in the Blank, Hot Spot (which is highlighted with a red box), Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool.

After selecting **Hot Spot** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Add Question Text.

Enter question instructions in the textbox below or use the default message.

[Show Rich-Text Editor \(and character count\)](#)

Label the following image with the appropriate parts.

Attachments

No Attachment(s) yet

[Add Attachments](#)

Select Hot Spot image

No file chosen

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Note: The **Add Attachments** area is NOT for uploading the question's hot spot image. You may, however, use this upload area to add files relevant to the question.

Click Choose File.

Select Hot Spot image

No file chosen

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1 Enter item description

Click **Choose File**, then browse your computer for the desired image and select **Open**.

Note: It is recommended that hot spot images not exceed 600px in width. You must edit the image's size before uploading.

Click Upload.

Select Hot Spot image

ear-diagram.png

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1 Enter item description

Once the desired image has been selected, click **Upload**.

Note: To override this uploaded image with a different image, select the **Choose File** button again to locate another file.

View image.

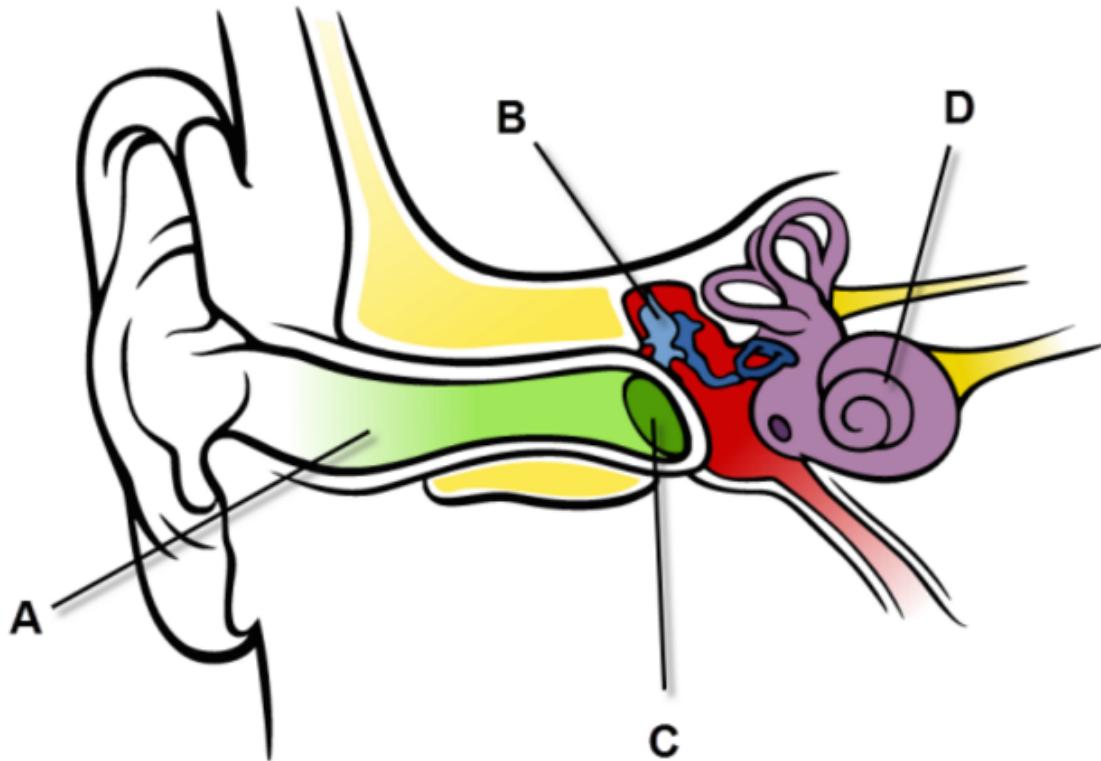
Select Hot Spot image

No file chosen

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1

Add Item



"Anatomy of the Human Ear blank" by Anatomy_of_the_Human_Ear.svg: Chittka L., Brockmann derivative work: M•Komorniczak -talk- - Anatomy_of_the_Human_Ear.svg. Licensed under Creative Commons Attribution 2.5 via Wikimedia Commons - http://commons.wikimedia.org/wiki/File:Anatomy_of_the_Human_Ear_blank.svg#mediaviewer/File:Anatomy_of_the_Human_Ear_blank.svg

Set up the image hot spots.

Once you have uploaded a hot spot image, you may begin adding the items you will want students to identify within the image. To do so:

Next to Item 1, enter a description.

Select Hot Spot image

No file chosen

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1  External Auditory Canal

This description you enter here will be the prompt that appears to students.

Select the + icon to add additional hot spot items. (Optional)

Select Hot Spot image

No file chosen

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1  External Auditory Canal

2  Malleus

3  Tympanic Membrane

4  Cochlear Nerve



If you wish to have students identify more than one item within the image, use the **+ Add Item** option to add and label additional items.

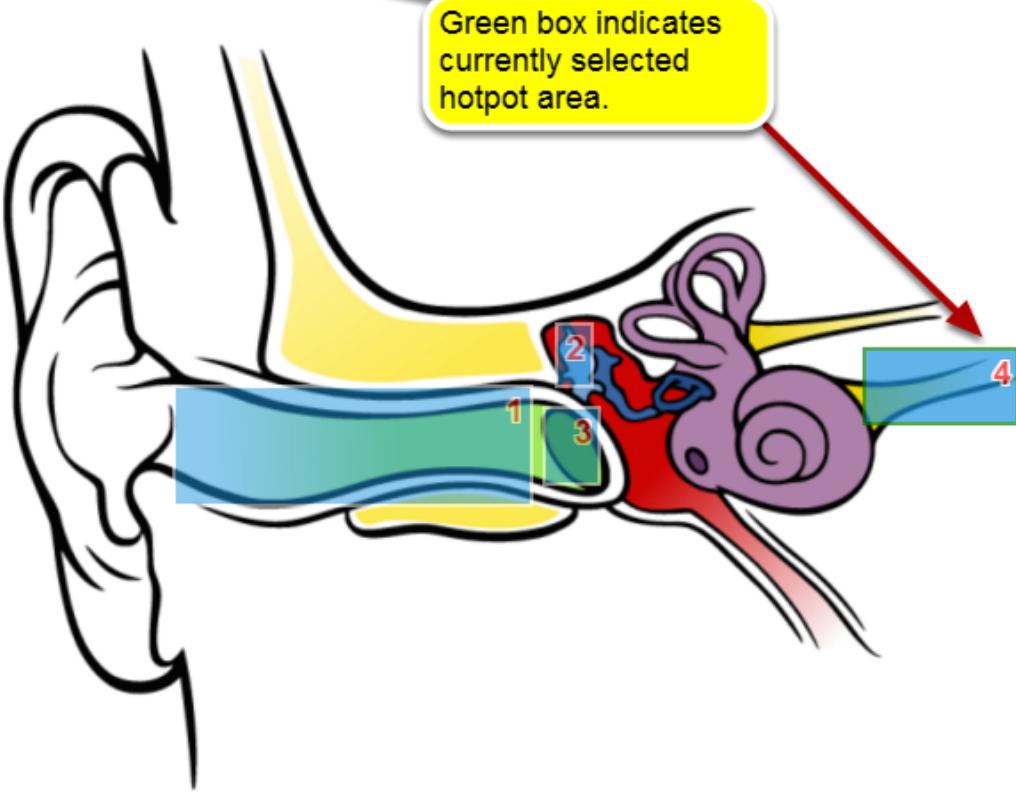
Note: You may remove additional items by selecting the - icon next to the item description. Item 1 is not removable.

Specify the zone for each item.

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1	<input type="checkbox"/>	External Auditory Canal	-
2	<input type="checkbox"/>	Malleus	-
3	<input type="checkbox"/>	Tympanic Membrane	-
4	<input checked="" type="checkbox"/>	Cochlear Nerve	-

Add Item



Once the desired number of items have been created, you may associate them with a specific region within the uploaded image. Select the button to the left of the description before drawing the item zone. When the button is green, you are working on that item.

Within the image, click and drag to create a hot spot zone for the highlighted item. When students click anywhere within this zone, they will have successfully selected the selected item.

Note: Ensure that the hot spot zone's number (indicated in the upper-right of the zone) correlates to the correct item in the list above. You may re-do the zone selection by clicking and dragging again.

Allow partial credit.

Allow Partial Credit

Yes No

By default, if you have multiple hot spot items within your question, partial credit is **enabled**. If a question is worth 10 points and a student only correctly identifies 1 out of 2 possible hot spot items, they will receive credit for 5 points. You may disable this option by selecting **No** for **Allow Partial Credit**.

Assign to part. (Optional)

Assign to Part

Part 1 - Default



If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

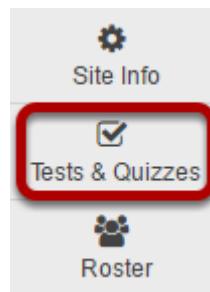


Click **Save** to save the question (or **Cancel** to exit).

How do I create a student audio response question?

This explains the process of adding a student audio response question (formerly called "audio recording" question) to any type of assessment. This question type presents users with a question that they must answer audibly. A recording utility opens and allows users to record the answer using a microphone.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Audio Recording from drop-down menu.

The screenshot shows a user interface for creating a new question. At the top, there's a header with "0 Existing Questions - 0 total points". Below it is a toolbar with links for "Add Part | Preview | Print | Settings". The main area has a "Part" dropdown set to "1" and a "Default - 0 questions" button. On the left, there's a sidebar with "Insert New Question" and a "Update Points" button. The main content area shows a dropdown menu titled "select a question type" with various options like Calculated Question, File Upload, etc. The "Student Audio Response" option is highlighted with a red box and a cursor is hovering over it. At the bottom of the page, there are footer links for "Gateway Accessibility Information", "Powered by Sakai", copyright information, and build details.

After selecting **Audio Recording**, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value	<input type="text" value="1.0"/>
---------------------------	----------------------------------

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value Yes No
while student is
taking the exam

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Recite the following passage:

'Tis but thy name that is my enemy;
Thou art thyself, though not a Montague.
What's Montague? it is nor hand, nor foot,
Nor arm, nor face, nor any other part
Belonging to a man. O, be some other name!

Type the Question Text into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Add a time allowance

Time allowed (seconds): Indicate how long student has to record answer

35

This option regulates the amount of **time** that a student has to record an answer to a question. This time is measured in seconds.

Add an amount of times to re-record

Number of attempts : Indicate number of times students are allowed to re-record answer

Unlimited

Use the drop-down menu to regulate the number of attempts a student has to answer a question. (You may select up to 10, or unlimited attempts.)

Assign to part. (Optional)

Assign to Part

Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I create a file upload question?

This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

The form has a light blue background. At the top left, it says "Create from Scratch". Below that, "Assessment Title" is followed by a text input field containing "Quiz 1", which is circled with a red border and labeled with a red number "1". Underneath the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button with white text, which is also circled with a red border and labeled with a red number "2". To the right of the "Create" button is a black circular button with the number "2" in white.

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table with two columns: 'Action' and 'Title'. The 'Title' column contains 'Quiz 1'. The 'Action' column has a dropdown menu with options: -- Select Action --, Edit, Preview, Print, Settings, Publish, Duplicate, Export, and Remove. The 'Edit' option is highlighted with a red box and a cursor arrow pointing to it.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select File Upload from the drop-down menu.

The screenshot shows the 'Insert New Question' page. In the 'Question Type' dropdown menu, 'File Upload' is selected and highlighted with a red box. Other options in the dropdown include: select a question type, Calculated Question, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool.

Add Part | Preview | Print | Settings

0 Existing Questions - 0 total points

Part 1 Default - 0 questions

Copy to Pool | Edit

Insert New Question

Update Points

Gateway Accessibility Information

Powered by Sakai

Copyright 2003-2016 The Apereo Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

▶ Build Info:
▶ Server Time:

select a question type

Calculated Question

File Upload

Fill in the Blank

Hot Spot

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices

True False

Copy from Question Pool

After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Add Question Text.

Question Text

Show Rich-Text Editor (and character count)

Upload your scanned homework paper showing your work and calculations.

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Assign the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part

Part 1 - Default ▾

1

Assign to Question Pool

Select a pool name (optional) ▾

2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

2. The question may also be added to a [Question Pool](#), if desired.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

Save

Cancel

Click **Save** to save the question (or **Cancel** to exit).

How to I add multiple parts to an assessment?

This explains how to create additional parts to assessment. Parts are often used to set up [random question sets](#) that pull questions from [question pools](#).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder

Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below it, a row contains 'Quiz 1' and a dropdown menu labeled '-- Select Action --'. A red box highlights the 'Edit' option in the dropdown menu, which is currently selected. Other options include Preview, Print, Settings, Publish, Duplicate, Export, and Remove.

Click Add Part.

The screenshot shows the 'Questions: Quiz 1' page. At the top, there is a navigation bar with links: 'Add Part' (highlighted with a red box), 'Preview', 'Print', 'Settings', and 'Publish'. Below the navigation bar, there is a control panel with a 'Part' dropdown set to '1' and a note: 'Default - 10 questions'.

Click **Add Part** hyperlink, located right next to **Add Question**.

Add a Title.

* Title

Part 2 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Add Information. (Optional)

Information

[Show Rich-Text Editor \(and character count\)](#)

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.

Type

Questions authored one-by-one

Random draw from question pool

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "questions authored one-by-one" is selected, the following options will display.

Options

Question Ordering

- As listed on Assessment Questions page
- Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "random draw from question pool" is selected, the following options will display.

Options

Randomization

- * Draw 2 question(s) from Chapter 1 (2 questions) ▾
- A student's questions are randomized each time an assessment is submitted
- A student's questions are randomized once for all submissions

Scoring

- * Correct answers are worth 1 point(s).
- * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct 0 point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

Metadata

Objective

Keyword

Rubric

Objective	
Keyword	
Rubric	

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I use assessment parts?

Assessments are subdivided into parts, but may consist of only one part that comprises all the questions. Parts allow you to create sections of an assessment, each with its own title, questions, question pool draws, attachments (for resources or directions), and question ordering.

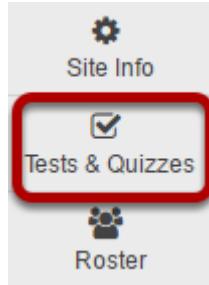
When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, click Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

New parts will be listed in the order you create them. You can re-order parts within an assessment, and edit each part individually.

Your assessment must contain at least one part, but you can remove any of the additional parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

For more information on adding parts, see [How do I add multiple parts to an assessment?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Edit a part.

Questions: Quiz 1

10 Existing Questions - 10 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 Default - 10 questions

[Copy to Pool](#) [Edit](#)

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

Edit the Title.

* **Title**

Part 2 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Edit Part Information. (Optional)

Information

[Show Rich-Text Editor \(and character count\)](#)

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.

Type

- Questions authored one-by-one
- Random draw from question pool

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "questions authored one-by-one" is selected, the following options will display.

Type

- Questions authored one-by-one
- Random draw from question pool

Options

Question Ordering

- As listed on Assessment Questions page
- Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "random draw from question pool" is selected, the following options will display.

Options

Randomization

1 * Draw 2 question(s) from Chapter 1 (2 questions) ▾
2
3 A student's questions are randomized each time an assessment is submitted
 A student's questions are randomized once for all submissions

Scoring

4 * Correct answers are worth 1 point(s).
5 * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct 0 point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

Metadata

Objective	
Keyword	
Rubric	

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

Arrange parts.

A screenshot showing a list of parts. At the top left is a dropdown menu labeled 'Part' with the number '2' selected. To its right is the part name 'Part 2 - Geography - 0 questions'. On the far right are three links: 'Copy to Pool', 'Remove', and 'Edit'. Below the dropdown, there is a small preview window showing two items, '1' and '2', with item '1' highlighted and a cursor pointing at it. A red box highlights the dropdown menu.

New parts will be listed in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down list next to "Part". For example, if you have three parts, and you want the third part to appear first, use the drop-down list to change the 3 to 1. The third part will become the first part and the first part will become the third. The example illustrated will exchange the places of Parts 1 and 2.

Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

Remove parts.

You can remove the Part and its questions altogether or remove the Part as a section and retain its questions.

Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.

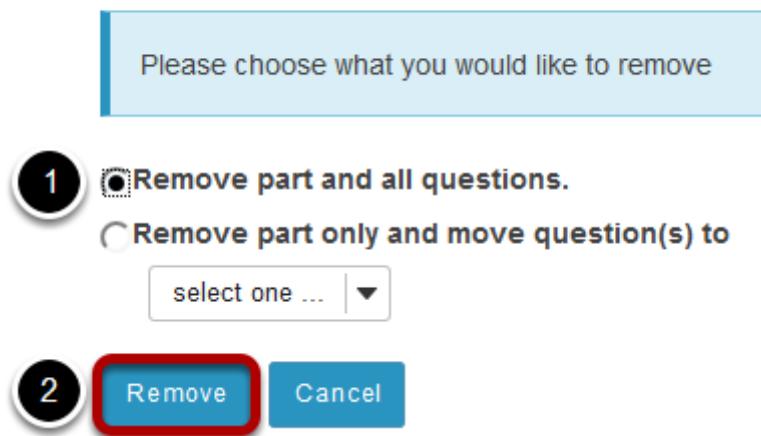
Choose to remove.

A screenshot showing a list of parts. At the top left is a dropdown menu labeled 'Part' with the number '2' selected. To its right is the part name 'Part 2 - Geography - 0 questions'. On the far right are three links: 'Copy to Pool', 'Remove', and 'Edit'. The 'Remove' link is highlighted with a red border and a white background. A red box highlights the 'Remove' link.

In the open assessment, find the part. Next to the part's name, click **Remove**.

Choose to delete or combine the questions.

Remove Part Confirmation



1. On the subsequent confirmation screen, choose between the following:

Remove part and all questions.

Remove part only and move question(s) to (use the accompanying drop-down list to choose another part).

2. Click **Remove**.

What is a question pool?

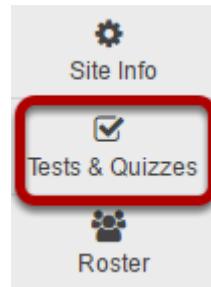
A question pool is a set of questions, identified by a name, that belongs to you (not the worksite). You can share a question pool with others, and others can share theirs with you.

Question pools are set up in advance of an assessment, for convenience. When you are ready to give your students an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for random-draw questions. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a random-draw question using that pool.

Question pools can be subdivided into subpools, and those subpools can be further subdivided, for organization that reflects your teaching methods.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Question Pool Example.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>	<u>Delete?</u>
▼ OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
▼ Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
Multiple Choice Add Subpool Copy Move	Demo Professor	04/29/2016	20	0	<input type="checkbox"/>
Short Answer/Essay Add Subpool Copy Move	Demo Professor	04/29/2016	10	0	<input type="checkbox"/>
Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>

Here we see a question pool (e.g. OCE101) that contains three questions at the top level and also subpools for Chapters 1, 2, and 3. Chapter 1 also has two subpools of its own (Multiple Choice and Short Answer/Essay).

Tip: A question pool can contain both questions of its own and subpools.

You will see question pools that you have authored as well as question pools that have been shared with you by their authors.

Note: Question pools are not identified by course site, as they are associated with a specific owner rather than worksite.

Contents of a question pool.

Question Pool: OCE101

Pool Name

Owner Demo Professor

[Update](#)

3 Subpools

1 [Add Subpool](#)

Pool Name	Owner	Last Modified	Questions	Subpools
▶ Chapter 1 Add Subpool Copy Move Remove	Demo Professor	04/29/2016	0	2
▶ Chapter 2 Add Subpool Copy Move Remove	Demo Professor	04/29/2016	30	0
▶ Chapter 3 Add Subpool Copy Move Remove	Demo Professor	04/29/2016	30	0

3 Questions

2 [Add Question](#)

4 [Remove](#) | [Copy](#) | [Move](#)

<input type="checkbox"/> Question Text	Question Type
<input type="checkbox"/> Edit Question 1 : How will this course help you in your academic, career, or personal goals? Copy Move	Short Answer/Essay
<input type="checkbox"/> Edit Question 2 : What grade do you expect to earn in this course? Copy Move	Short Answer/Essay
<input type="checkbox"/> Edit Question 3 : Why did you decide to take this course? Copy Move	Short Answer/Essay

[Cancel](#)

Clicking on the name of the pool, in this case OCE101, shows its subpools and questions.

1. To add a subpool to the current pool, click **Add Subpool**.
2. To remove a subpool, click the **Remove** link under the name of the subpool to be deleted.
3. To add a new question to the current pool, click **Add Question**.
4. To remove a question from the pool, select the question or questions to be removed and then click the **Remove** button in the questions listing area.

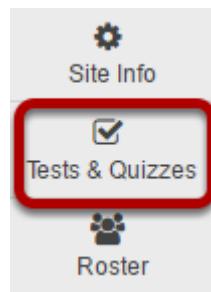
To create a new Question Pool, see [How do I add, copy, move, or remove a Question Pool?](#)

How do I add, copy, move, or delete a question pool?

Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see [What is a Question Pool?](#)

Note: Because a question pool cannot be given to students as is, no exam settings are available.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Add a question pool.

You can add a new Question Pool as an empty container for future questions.

Click Add New Pool.

The screenshot shows the 'Question Pools' page. At the top, there are navigation links: ASSESSMENTS, QUESTION POOLS (which is selected and highlighted in blue), EVENT LOG, and USER ACTIVITY REPORT. On the right, there are links for LINK and HELP. Below the header, the title 'Question Pools' is displayed. A red box highlights the 'Add New Pool' button, which is located next to 'Import Pool | Transfer Ownership'. The main content area shows a table with one row of data:

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>

A 'Delete' button is visible at the bottom left of the table.

Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See [How do I import questions into an assessment or a Question Pool?](#))

Enter the pool details and Save.

Add Pool

Required items marked with *.

Pool Name*	<input type="text" value="OCE201"/>
Owner	Demo Professor
Department/Group	<input type="text"/>
Description	<input type="text"/>
Objectives	<input type="text"/>
Keywords	<input type="text"/>
Save Cancel	

Enter the data you desire and **Save** the Question Pool.

The question pool is ready for adding questions.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	0	<input type="checkbox"/>

[Delete](#)

To open the pool for authoring and editing of questions, click on its name. (For more information on adding questions to a pool, see [How do I add a question to a question pool?](#))

Copy a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Bonus Questions Add Subpool Copy Move Share	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	0	<input type="checkbox"/>

Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.

Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination and click Copy.

Copy Pool

Select the destination pool(s) for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
<input type="checkbox"/> ► OCE101	Demo Professor	04/29/2016	3	3
<input checked="" type="checkbox"/> □ OCE201	Demo Professor	04/29/2016	0	0

Copy **Cancel**

On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Copy.

Copy Pool

Select the destination pool(s) for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
<input type="checkbox"/> ► OCE101	Demo Professor	04/29/2016	3	3
<input checked="" type="checkbox"/> □ OCE201	Demo Professor	04/29/2016	0	0

Copy **Cancel**

Move a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
► Bonus Questions Add Subpool Copy Move Share	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
► OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Moving a pool will relocate the pool and all of its questions and subpools to a new location.

Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination.

Move Pool

Select the destination pool for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
<input checked="" type="checkbox"/> OCE101	Demo Professor	04/29/2016	3	3
<input type="checkbox"/> OCE201	Demo Professor	04/29/2016	0	1

Move **Cancel**

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Move.

Move Pool

Select the destination pool for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
<input checked="" type="checkbox"/> OCE101	Demo Professor	04/29/2016	3	3
<input type="checkbox"/> OCE201	Demo Professor	04/29/2016	0	1

Move **Cancel**

Delete a question pool.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
▼ OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
► Bonus Questions Add Subpool Copy Move	Demo Professor	04/29/2016	2	0	<input checked="" type="checkbox"/>
► Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
► Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
► Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

[Delete](#)

Deleting a question pool will remove the pool and all of its questions and subpools.

To delete a pool, select the checkbox for the pool you would like to remove.

Click the Delete button.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>	<u>Delete?</u>
▼ OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
▶ Bonus Questions Add Subpool Copy Move	Demo Professor	04/29/2016	2	0	<input checked="" type="checkbox"/>
▶ Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
▶ Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
▶ Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
▶ OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

[Delete](#)

Click Remove to confirm deletion.

Remove Pool Confirmation

Are you sure you want to remove the following pool(s) and ALL associated subpools and questions?

Pools to be removed:

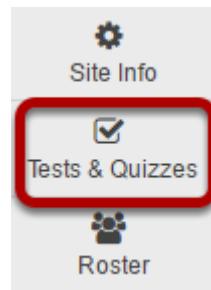
Bonus Questions

[Remove](#) [Cancel](#)

How do I add a question to a question pool?

A question pool consists of questions developed in advance and saved for use in assessments.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Select the pool.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
▼ OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
► Bonus Questions Add Subpool Copy Move	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
► Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
► Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
► Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

[Delete](#)

Select the pool that you wish to augment by clicking on its name.

Click Add Question.

[OCE101](#) > Bonus Questions

Question Pool: Bonus Questions

Pool Name

Owner Demo Professor

[Update](#)

0 Subpools

[Add Subpool](#)

2 Questions

[Add Question](#)

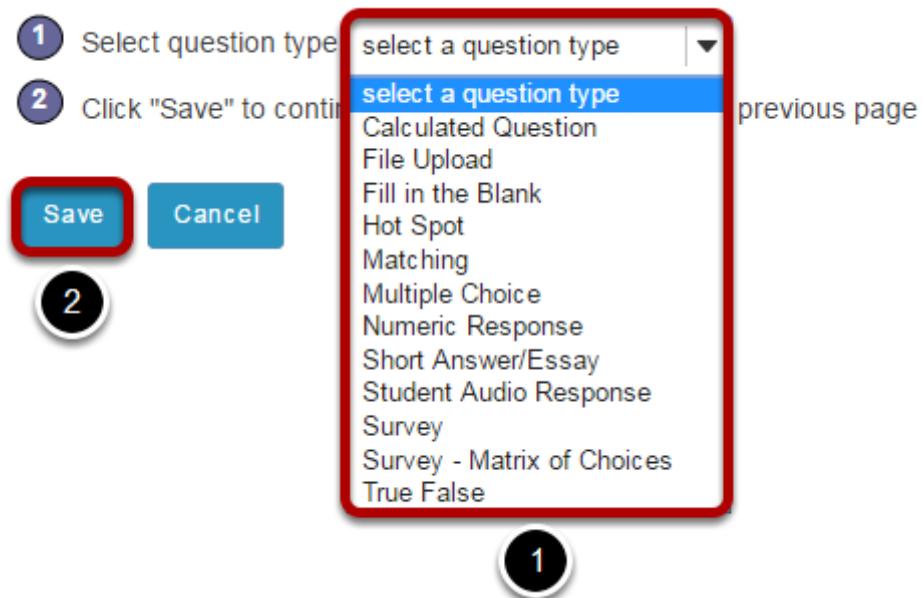
[Remove](#) | [Copy](#) | [Move](#)

<input type="checkbox"/>	Question Text	Question Type
<input type="checkbox"/>	Edit Question 1 : Define "oceanography" Copy Move	Short Answer/Essay
<input type="checkbox"/>	Edit Question 2 : Name 5 famous ocean explorers. Copy Move	Short Answer/Essay

[Cancel](#)

You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add** link on the right hand side of the screen.

Create a new question by choosing its type.



All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

1. Select the type of question you want to add.
2. Click **Save**.

How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

Note: Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see [How do I set up a random question set?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- ▾ -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Copy from Question Pool from the drop-down menu.

The screenshot shows the Sakai 11 user interface for creating a quiz. At the top, there are navigation links for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right, there are links for LINK and HELP. Below the navigation, the title 'Questions: Quiz 1' is displayed, along with a message indicating 0 Existing Questions - 0 total points. A toolbar below the title includes links for Add Part, Preview, Print, and Settings. The main area shows a part labeled 'Part 1' with 0 questions. To the right of this are links for Copy to Pool and Edit. A prominent feature is a dropdown menu titled 'Insert New Question' with the sub-titler 'select a question type'. This menu lists various question types: Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, and True False. The option 'Copy from Question Pool' is at the bottom of this list and is highlighted with a red box and a cursor icon pointing to it.

Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Owner	Last Modified	Questions	Subpools
▼ OCE101	Demo Professor	04/29/2016	3	4
Bonus Questions	Demo Professor	04/29/2016	2	0
► Chapter 1	Demo Professor	04/29/2016	0	2
Chapter 2	Demo Professor	04/29/2016	30	0
Chapter 3	Demo Professor	04/29/2016	30	0
► OCE201	Demo Professor	04/29/2016	0	1

Select a question pool from the list.

Select the question/s.

[OCE101](#) > Chapter 2

Question Pool: Chapter 2

Navigate to another subpool or use the checkboxes below to select questions you wish to copy into the current assessment and then click Copy.

Pool Name

Owner Demo Professor

0 Subpools

30 Questions

Question Text	Question Type	Copy? <input type="checkbox"/> Select all <input checked="" type="checkbox"/>
Edit Question 1 : A boundary in which crustal plates move past one another is called a:	Multiple Choice	<input checked="" type="checkbox"/>
Edit Question 2 : All of the following statements are true concerning subduction zones EXCEPT:	Multiple Choice	<input checked="" type="checkbox"/>
Edit Question 3 : As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?	Multiple Choice	<input checked="" type="checkbox"/>
Edit Question 4 : Describe the mechanism that powers the movement of the lithospheric plates.	Short Answer/Essay	<input type="checkbox"/>
Edit Question 5 : Earlier than 200 million years ago, the continents were joined into one supercontinent called:	Multiple Choice	<input type="checkbox"/>
Edit Question 6 : Geologists believe that a new ocean basin is forming:	Multiple Choice	<input type="checkbox"/>
Edit Question 7 : How are Earth's internal layers classified?	Short Answer/Essay	<input type="checkbox"/>

Check the corresponding box for the question/s you would like to copy.

Click Copy.



Scroll down to the bottom of the question list and click the **Copy** button.

Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.

How do I set up a random question set?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Random question sets may be added to any assessment. Select an existing assessment or create a new one to add a random question set.

Create a New Assessment.

Create an Assessment

The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that, the "Assessment Title" field contains "Quiz 1", which is circled with a red border and labeled with a red number "1". Underneath the title are two radio buttons: one selected (blue outline) labeled "Create using assessment builder" and one unselected (white outline) labeled "Create using markup text". At the bottom left is a blue "Create" button with a red border, labeled with a red number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below it, a row contains 'Quiz 1' and a dropdown menu. The dropdown menu has options: -- Select Action --, Edit (highlighted with a red box), Preview, Print, Settings, Publish, Duplicate, Export, and Remove. A cursor arrow points to the 'Edit' option.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Edit a part.

The screenshot shows a page for editing a part. It includes a toolbar with Add Part, Preview, Print, and Settings; a status bar with 0 Existing Questions - 0 total points; a navigation bar with Part 1, Default - 0 questions, Copy to Pool, and Edit (highlighted with a red box); and a section for Insert New Question with a dropdown menu and Update Points button.

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

For the Type, choose Random draw from question pool.

The screenshot shows a 'Type' selection screen with two options: 'Questions authored one-by-one' and 'Random draw from question pool'. The second option is highlighted with a red circle.

Type

Questions authored one-by-one
 Random draw from question pool

Set the options for the random set.

Options

Randomization

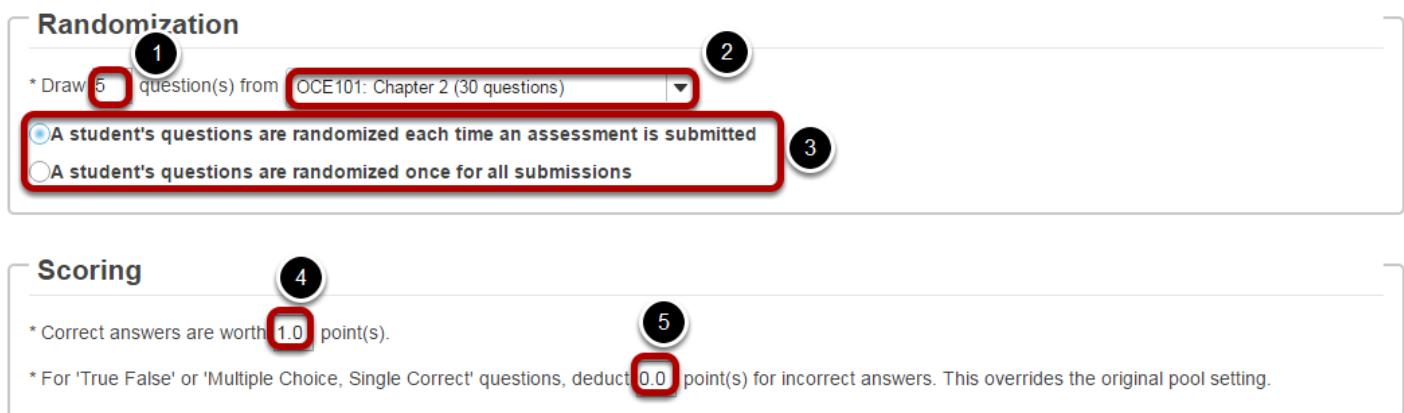
* Draw 5 question(s) from OCE101: Chapter 2 (30 questions) ▾

A student's questions are randomized each time an assessment is submitted
 A student's questions are randomized once for all submissions

Scoring

* Correct answers are worth 1.0 point(s).

* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct 0.0 point(s) for incorrect answers. This overrides the original pool setting.



1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Click Save.



View assessment.

5 Existing Questions - 5 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 ▾ Random draw from Chapter 2 - 5 questions

[Update Questions](#)

[Edit](#)

The questions for this part were generated from the question pool, **Chapter 2**, on **Monday, May 2, 2016 at 2:59:28 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

[Update Points](#)

You will be returned to the assessment editing screen with the random draw question set shown. You may add additional questions or question sets by adding more parts to the assessment.

How do I import and export assessments?

The import and export operations allow you to download an assessment or question pool created in the Tests & Quizzes tool into an external file, and to upload from such an external file, or a format-compliant file obtained elsewhere, into an assessment or question pool. The file comprises the entire assessment, including its title, settings, questions, and other options.

Two export formats are available, IMS QTI 1.2 and IMS Content Packaging. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with all the components labeled according to the IMS standards.

Tip: Many publishers provide test bank cartridges in IMS format. You may want to use this option if you are importing questions provided by your textbook publisher.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

To import an assessment, click Import.

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Select your file, and click Import.

Import Assessment

Choose an IMS QTI-compliant **XML** file or an IMS Content Packaging **ZIP** file from your computer.

Choose a file:

1 Choose File exportAssess...example.zip
This file is an:

2 Export from this (or other Sakai) system
 Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)

3 Import Cancel

1. Click **Choose File** to browse for the file on your own computer system and open it. Once you have selected your import file, it will show the file name next to the button.
2. Select the radio button indicating they type of file you are importing. (Tests & Quizzes supports files saved in QTI format.)
3. Click the **Import** button.

View your assessment.

Action	Title	Last Modified	Modified Date
-- Select Action --	Module 10 Quiz	Demo Professor	05/02/2016 03:06:13 PM
-- Select Action --	Quiz 1	Demo Professor	05/02/2016 02:59:28 PM

In the lower area of Tests & Quizzes, you will see a new assessment. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select Settings to change the title and other settings.

To export an assessment.

The export will create a new file on your system, suitable for saving for further use or porting to another IMS-compliant system.

Click Export for the assessment you want to export.

The screenshot shows a table of assessments. The first row, 'Module 10 Quiz', has a red box around its 'Action' dropdown menu. The menu is open, showing options like 'Edit', 'Preview', 'Print', 'Settings', 'Publish', 'Duplicate', 'Export', and 'Remove'. The 'Export' option is highlighted with a blue background and a cursor is hovering over it.

Action	Title	Last Modified	Modified Date
-- Select Action --	Module 10 Quiz	Demo Professor	05/02/2016 03:06:13 PM
-- Select Action --	Quiz 1	Demo Professor	05/02/2016 02:59:28 PM

Use the drop-down menu next to the assessment title. Click **Export**.

Choose the export type and export.

The screenshot shows the 'Export Assessment' dialog for 'Quiz 1'. Step 1: 'Choose export type:' with radio buttons for 'QTI v 1.2' and 'Content Packaging'. 'Content Packaging' is selected. Step 2: 'Export' and 'Cancel' buttons. The 'Export' button is highlighted with a red box.

Export Assessment - Quiz 1

Choose the type of export you would like to do, [IMS QTI-compliant XML](#) or [IMS Content Packaging](#), and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop.

Note: Hot Spot questions won't be exported because they don't match with a standard question type. You can copy them from a site to another one using question pools or the Import from Site feature.

Choose export type:

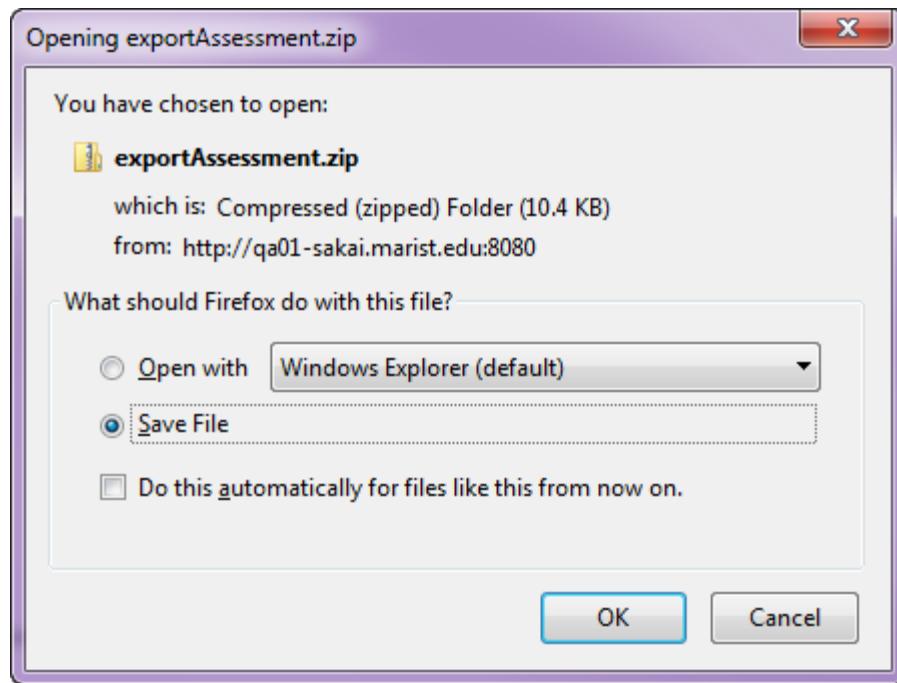
1 QTI v 1.2 Content Packaging

If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

2 **Export** Cancel

1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.
2. Click the **Export** button.

Save (download) the file to your own system.



The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.

How do I import a question pool?

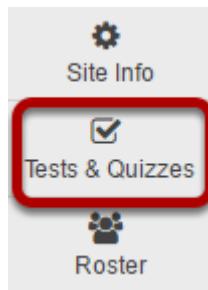
A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See [What is a Question Pool?](#)

A question pool is available to the author in any worksite in which that person has permission to create assessments, and will show in the list of Question Pools.

You can import a question pool from a saved assessment, or from a file provided by a publisher or exported from another system.

Note: There is currently no way to export question pools, but the questions can be [exported in the form of an assessment](#).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



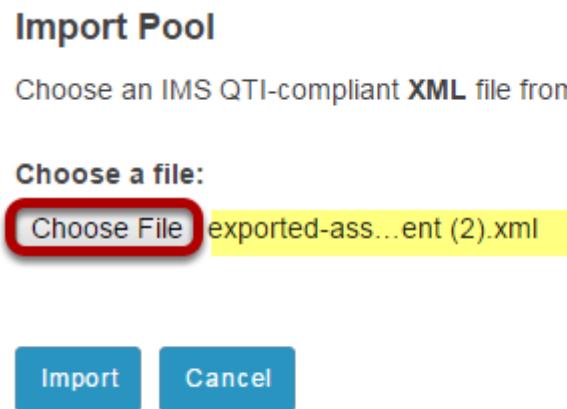
Select Import Pool.

The screenshot shows the Sakai Question Pools page. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS (which is selected and highlighted in blue), EVENT LOG, and USER ACTIVITY REPORT. On the right side, there are links for LINK and HELP. Below the tabs, there is a header with three buttons: Add New Pool, Import Pool (which is highlighted with a red box), and Transfer Ownership. The main content area displays a table of question pools. The columns are: Pool Name, Owner, Last Modified, Questions, Subpools, and Delete?. There are two entries in the table:

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE101	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
OCE201	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

At the bottom left of the table area, there is a blue "Delete" button.

Click Choose File.



Click the **Choose File** button to browse for and select the import file on your computer. Once you have selected your file, the file name will be displayed.

Note: Your import file must be an IMS QTI-compliant XML file. The Import Pool option does not accept zip files.

Click Import.

Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

exported-ass...ent (2).xml

Once you have located the file, click **Import**.

The question pool is imported to the site.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
New Pool Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

You will see the question pool, under the name it was given in the import file, in your list of question pools.

How do I share a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

Removing a user from a site does not remove access to any question pools you've shared with him or her.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Choose to share the question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
► OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Make sure that the other pool author is a participant with a role that allows creation of assessments. In Tests & Quizzes, go to **Question Pools**. Under the name of the pool you wish to share with that person, click **Share**.

Grant access.

Share pool

Site Members with access to Module 10 Quiz

Name	Role	Revoke access
Demo Professor	Instructor	<input type="checkbox"/>

Site Members without access to Module 10 Quiz

Name	Role	Grant access
Guest Lecturer	Instructor	<input checked="" type="checkbox"/>

1. Next to the person's name, click **Grant Access**.
2. Click **Share**.

The original creator is the pool owner.

Question Pools

Add New Pool Import Pool Transfer Ownership					
Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Copy Remove me	Demo Professor	05/02/2016	20		<input type="checkbox"/>
My Original Pool Add Subpool Copy Move Share	Guest Lecturer	05/02/2016	0	0	<input type="checkbox"/>

The other person will now see the pool, under the same name, with your name as **Owner**, in his or her Question Pools list.

Note: Users with shared access to a question pool have the options to edit the shared question pool (by clicking on its name, as usual), copy it to another pool, or withdraw their shared access (Remove Me). However, they do not have access to move, share, or delete the shared pool.

How do I revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

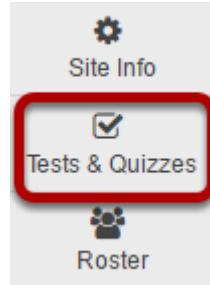
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

Removing a user from a site does not remove access to any question pools you've shared with him or her. You must revoke access using the instructions below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Choose the shared question pool you would like to manage.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
► OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Under the name of the pool where you wish to modify sharing, click **Share**.

Revoke access.

Share pool

Site Members with access to Module 10 Quiz

Name	Role	Revoke access
Demo Professor	Instructor	<input type="checkbox"/>
Guest Lecturer	Instructor	 <input checked="" type="checkbox"/>

Site Members without access to Module 10 Quiz

Name	Role	Grant access
		 

1. Next to the person's name, check the box to **Revoke Access**.

2. Click **Share**.

Remove your own access to a shared pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Copy Remove me	Demo Professor	05/02/2016	20		
My Original Pool Add Subpool Copy Move Share	Guest Lecturer	05/02/2016	0	0	<input type="checkbox"/>

If you have been granted access to a shared pool and would like to remove yourself, click the **Remove me** link under the name of the shared pool to revoke your shared access.

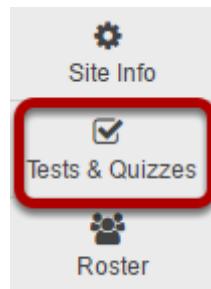
How do I transfer ownership of a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

However, question pool owners have more options for sharing and managing question pools than users with shared access. In some cases, you may wish to transfer ownership of a question pool to another user so that the new user has all of the available options going forward. For example, if the original owner of a pool is retiring or leaving the institution, he or she may need to transfer all of his or her pools to another faculty member in the department.

Note: Transferring ownership of a question pool also transfers ownership of any subpools within the selected pool.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Select Transfer Ownership

Question Pools

Add New Pool Import Pool	Transfer Ownership					
Pool Name	Owner	Last Modified	Questions	Subpools	Delete?	
Module 10 Quiz Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>	
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>	
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>	

Select the pools to be transferred and click Continue.

Transfer Ownership

[LINK](#) [HELP](#)

Select All Pools

Pool Name	Owner	Last Modified	Questions	Subpools
<input type="checkbox"/> Module 10 Quiz	Demo Professor	05/02/2016	20	0
<input type="checkbox"/> OCE101	Demo Professor	04/29/2016	3	4
<input type="checkbox"/> Bonus Questions	Demo Professor	04/29/2016	2	0
<input type="checkbox"/> Chapter 1	Demo Professor	04/29/2016	0	2
<input type="checkbox"/> Multiple Choice	Demo Professor	04/29/2016	20	0
<input type="checkbox"/> Short Answer/Essay	Demo Professor	04/29/2016	10	0
<input type="checkbox"/> Chapter 2	Demo Professor	04/29/2016	30	0
<input type="checkbox"/> Chapter 3	Demo Professor	04/29/2016	30	0
<input checked="" type="checkbox"/> OCE201	Demo Professor	04/29/2016	0	1
<input checked="" type="checkbox"/> Bonus Questions	Demo Professor	04/29/2016	2	0

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

Select one or more pools to be transferred to another user. Then click **Continue**.

Note: If you select a pool containing subpools, the subpools will automatically be selected as well.

Enter the user ID of the new pool owner and click Continue.

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

guestlecturer

Continue

Back

Cancel

Click Transfer Ownership to confirm the transfer.

Transfer Ownership

LINK HELP

Ownership of the following pools will be transferred to Guest Lecturer (guestlecturer):

Pool Name	Owner	Last Modified	Questions	Subpools
OCE201	Demo Professor	04/29/2016	0	1
Bonus Questions	Demo Professor	04/29/2016	2	0

Transfer Ownership

Back

Cancel

The transferred pool/s will no longer be listed under the original owner's question pools.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

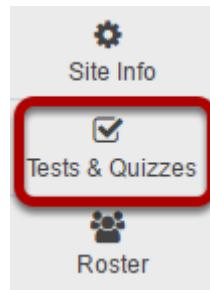
Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>

How do I create a survey?

The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

*Tip: If you are delivering a survey, you may wish to set the assessment to **anonymous** when publishing the item, so that your survey responses will be gathered anonymously. See [How do I view and modify the settings of an assessment?](#) for more information on delivery options.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

A survey question (either a basic survey or a matrix of choices) may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title: **End of Course Survey** 1

Create using assessment builder
 Create using markup text

Create 2

OR

Import from File (XML or ZIP)

Import

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title	Last Modified	Modified Date
-- Select Action --	Quiz 1	Demo Professor	2016-05-02 3:11 PM
-- Select Action --	End of Course Survey	Demo Professor	2016-05-02 5:03 PM

For a basic survey, select Survey from the drop-down menu.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions Copy to Pool | Edit

Insert New Question: select a question type

Update Points

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey**
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

The Answer Point Value will default to zero.

Answer Point Value 0 points

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

The textbook for this class was appropriate for the content covered in the course.

Type the question text to the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment.

Select Answer(s) from list.

Answer

- Yes, No
- Disagree, Agree
- Disagree, Undecided, Agree
- Below Average -> Above Average
- Strongly Disagree -> Strongly Agree
- Unacceptable -> Excellent
- 1 -> 5
- 1 -> 10

Select the desired answer format from the list.

Assign the question to a part of the assessment. (Optional)

Assign to Part

Part 1 - Default



The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question
Pool

Select a pool name (optional)



The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for students to view.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

Save

Cancel

Click **Save** to save the question (or **Cancel** to exit).

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.

The screenshot shows a user interface for inserting new questions. At the top, there are links for 'Add Part', 'Preview', 'Print', and 'Settings'. On the left, it says 'Part 1 Default - 0 questions' and has a 'Update Points' button. In the center, a dropdown menu titled 'select a question type' is open, listing various question types: Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool. The 'Survey - Matrix of Choices' option is highlighted with a red box and a cursor icon.

After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

Answer Point Value 0.0

This allows for the **Answer Point Value** to be manually inputted.

Add Question Text.

Question Text Show Rich-Text Editor (and character count)

Please indicate your agreement with the following statements:

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment.

Enter Answer Options.

Answer

	column choice #1	column choice #2
row choice #1	<input type="radio"/>	<input type="radio"/>
row choice #2	<input type="radio"/>	<input type="radio"/>

Row Choices (press "Return" key after each choice)

I felt comfortable conversing through the online medium.
I felt comfortable participating in the course discussions.
I felt comfortable interacting with other course participants.

Column Choices (press "Return" key after each choice)

strongly disagree
disagree
neutral
agree
strongly agree

Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

Allow Only One Response per Column(forced ranking)

Check the box for **Allow Only One Response per Column** if **forced ranking** is desired.

Add Comments field. (Optional)

Add Comment Field

Check the box to Add Comment Field in the survey if desired.

Specify Relative Column Width. (Optional)

Relative Widths of Columns

The drop-down menu is available to regulate column and row width. The widths are based in percentages.

Assign the question to a part of the assessment. (Optional)

Assign to Part

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question Pool

The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional) [Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for students to view.

Note: To edit with [**Rich-Text Editor**](#), click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I view and modify the settings of an assessment?

The settings of a test or quiz are complex, and offer many options. In many cases, the default values will work, but should be reviewed. The modification of a setting in one section will not change settings in other sections.

You can modify the settings, parts, and questions of any assessment listed under the **Working Copies** tab. When you publish an assessment, a copy is created and listed under **Published Copies**. For the published copy, you can make changes to all the settings except "Assessment Released To".

Note: After you've published an assessment, if you modify the unpublished version under Working Copies, you'll have to alter the assessment's name before republishing it. When you publish it, you'll be creating another publication under Published Copies, not replacing the existing published copy. Also, if you modify the settings of a test while students are taking it, the changes will not affect testing sessions in progress. Students must exit the test and re-enter it in order to have the modified settings take effect.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Edit the settings.

The screenshot shows the Sakai 11 Tests & Quizzes tool. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. To the right are links for LINK and HELP. Below the tabs, the title "Create an Assessment" is displayed. On the left, there are two options: "Create from Scratch" (with fields for Assessment Title and two radio buttons for creating using an assessment builder or markup text) and "Import from File (XML or ZIP)" (with a blue "Import" button). In the center, the text "OR" is followed by the import option. Below these sections is a table header for managing quizzes:

Action	Title	Last Modified	Modified Date
<ul style="list-style-type: none">-- Select Action ---- Select Action --EditPreviewPrintSettings (highlighted with a red box)PublishDuplicateExportRemove	Quiz 1	Demo Professor	2016-05-04 1:35 PM

Below the table, there are two tabs: "Working Copies: not released to students" (selected) and "Published Copies: released to students".

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Be sure that you are in the **Working Copies** tab, otherwise, you won't see your unpublished items.

Alternately, you can access assessment settings from the edit assessment screen.

Questions: Quiz 1

10 Existing Questions - 100 total points

[Add Part](#) | [Preview](#) | [Print](#) **Settings** [Publish](#)

Part 1 Random draw from Chapter 2 - 10 questions [Update Questions](#) [Edit](#)

The questions for this part were generated from the question pool, **Chapter 2**, on **Wednesday, May 4, 2016 at 1:35:54 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

[Update Points](#)

If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Settings options.

Settings - Quiz 1

[Expand All](#)

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Grading and Feedback
- ▶ Layout and Appearance

[Save Settings and Publish](#) [Save](#) [Cancel](#)

This is a list of the options available in the assessment settings. Click on the small triangle next to each section to expand/collapse that section.

Or, you can click on the **Expand All** link to expand all of the settings sections at once.

About this assessment.

The screenshot shows the 'About this Assessment' section of the Sakai 11 User Guide. The interface is divided into several sections:

- Creator:** Demo Professor
- Title:** Quiz 1 (marked with a circled '1')
- Description/Intro (optional):** A large text area with a 'Show Rich-Text Editor (and character count)' link (marked with a circled '2').
- Honor Pledge:** A checkbox labeled 'Require students to agree to honor pledge before beginning assessment' (marked with a circled '3').
- Attachments:** Text indicating 'No Attachment(s) yet' (marked with a circled '4') and a 'Add Attachments' button.
- Metadata:** A section titled 'Assessment Metadata' (marked with a circled '5') containing fields for 'Keywords', 'Objectives', and 'Rubrics'.
- Record Metadata for:** A checkbox labeled 'Questions'.

The first section is the **Assessment Introduction**.

1. This is where you can change the title of your assessment if desired.
2. Optionally, you may also add a description. Anything you enter into the description field will be visible to students before they begin the assessment. Notice that the [Rich Text Editor](#) is available in the description field.
3. If selected, the Honor Pledge requires students to agree to the pledge before beginning the assessment.
4. You can attach a file if you like. The file could be a reference the students need to use during the test, or more detailed instructions on test taking requirements.
5. The Metadata section may be optionally expanded to enter additional information about the assessment.

Availability and Submissions

▼ Availability and Submissions

Assessment released to	Entire Site <input type="button" value="▼"/>
Exceptions to Time Limit and Delivery Date	Add a Time Limit/Delivery Date Exception.
The number of submissions allowed	<input checked="" type="radio"/> Unlimited <input type="radio"/> Only <input type="text"/> submissions allowed
It is available	05/04/2016 12:00 am <input type="button" value="▼"/>
It is due	05/31/2016 11:55 pm <input type="button" value="▼"/> and has a time limit of <input checked="" type="checkbox"/> 01 <input type="button" value="▼"/> hrs. 00 <input type="button" value="▼"/> min.
Late submissions accepted?	<input type="radio"/> No, not after due date <input checked="" type="radio"/> Yes, until 06/03/2016 11:55 pm <input type="button" value="▼"/> <small>Students get one chance to submit after due date if they haven't already submitted.</small>
Question Scores	<input checked="" type="radio"/> Show question point value during assessment <input type="radio"/> Hide question point value during assessment
<ul style="list-style-type: none"> ▶ Ensure students take exams from specific location ▶ Add message that students will see after submission 	

The availability and Submission section controls when your assessment is available and which users have access to it.

Assessment Released to.



By default, the assessment will be released to the **Entire Site**. If you would like the assessment to be released to **Anonymous Users** (i.e. users outside the current course) or **Selected Groups** within your course, select the appropriate radio button. (The groups option is only available if there are existing groups in your site.)

Note: If you release an assessment to anonymous users, you must distribute its URL to participants; it will not be accessible from within your site's Tests & Quizzes tool. The URL will be presented when you publish the assessment.

Exceptions to Time Limit and Delivery Date.

Add a Time Limit/Delivery Date Exception.

student01

02 hrs. 00 min.

Delete this entry

Change Delivery Dates for this group/student.

Available Date 05/04/2016 12:00 am

Due Date 05/31/2016 11:55 pm

Retract Date 06/03/2016 11:55 pm

Add another Time Limit/Delivery Date Exception.

If you would like to allow individual students or groups of students to have different date or time settings, you may click on the **Add a Time Limit/Delivery Date Exception** link to add one or more exceptions.

Once you click the add exception link, you will be able to select users or groups within the site and indicate the time of amount allowed for that user/group. In addition, you can check the box next to **Change Delivery Dates for the group/student** to specify a different availability window for the assessment.

Tip: The add exception setting is most often used for students with disabilities that require extra time on the test.

Number of submissions.

The number of submissions allowed

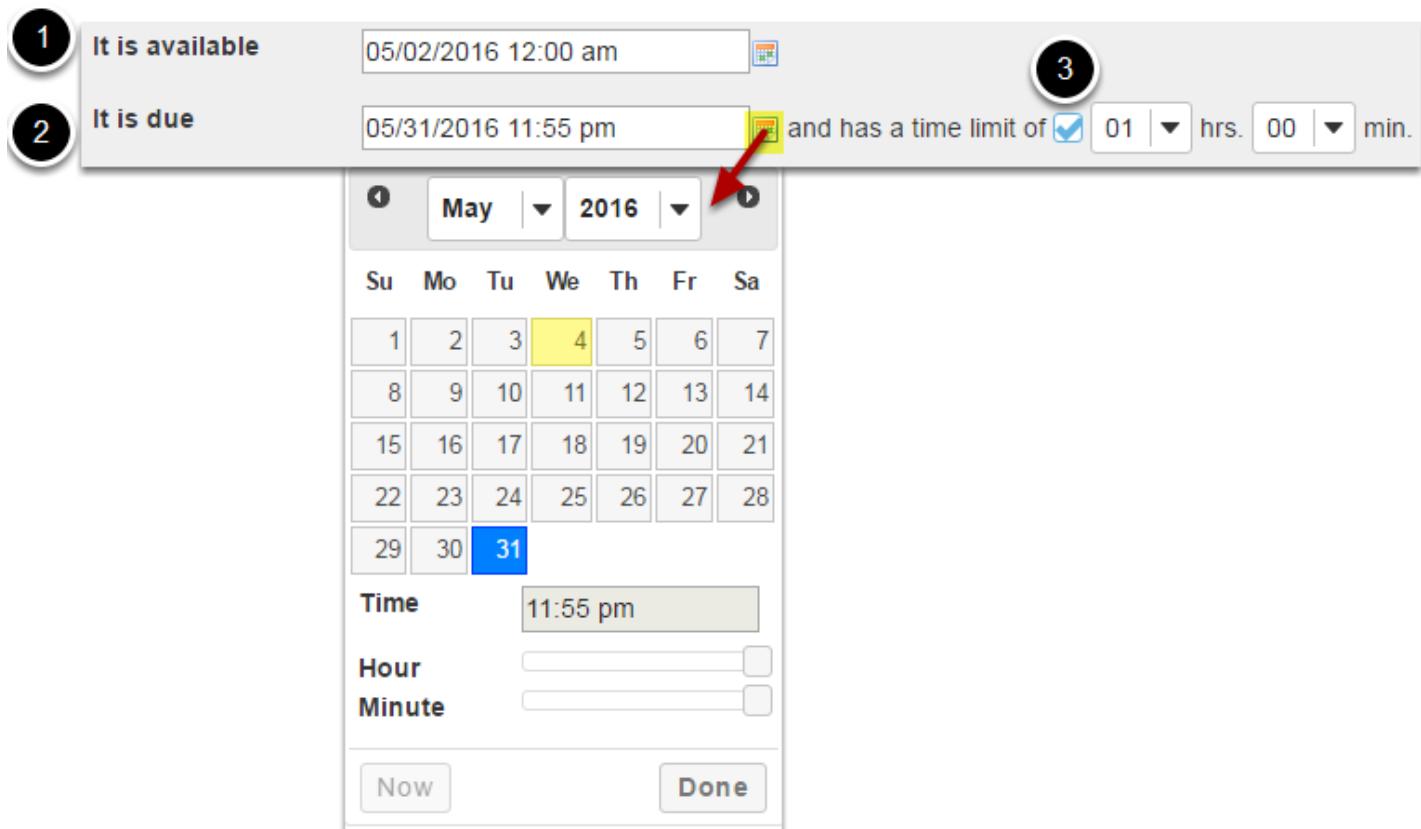
Unlimited

Only submissions allowed

Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.

Delivery Dates and Time Limit



The delivery dates let you specify the availability window for your assessment. You may enter the dates into the fields provided, or use the date-picker (calendar window) to select a date and time.

1. The **Available Date** is the start date of the exam window. Students will not be able to see the assessment before this date.
2. The **Due Date** is the end date for the exam window. Students will not be able to submit after this date unless you allow late submissions. If late submissions are allowed, any submissions after the due date will be marked as late.
3. If you would like a **Time Limit** on your assessment to be timed, select the check box for **has a time limit of** and select the desired time in hours and minutes from the drop-down menus.

Tip: If you want an assessment to always be open, you may leave the date fields blank.

Late handling.

Late submissions accepted?

No, not after due date
 Yes, until 

Students get one chance to submit after due date if they haven't already submitted.

Choose whether or not you will accept late submissions. If you do allow late submissions, they will be marked as late if they come in after the due date. Use the date picker to select a deadline for late submissions.

Note: Even if you allow multiple submissions, only one late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Question Scores

Question Scores

Show question point value during assessment
 Hide question point value during assessment

Choose whether or not you want the point value of the questions to be visible to students while they take the assessment.

Exam security by location or password.

▼ Ensure students take exams from specific location

1

Allow only specified IP Addresses

Use one IP address per line. An asterisk(*) can stand for any single subnet.
Examples: 171.64.139.* or 171.64.**

2 **Password:**

For high stakes testing, you may want to provide additional security for your assessment. Click on the **Ensure students take exams from specific location** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as the testing center on campus. Enter one IP per line. Asterisks may be used to stand for any single subnet.
2. You may also specify an additional password for the assessment. This information is typically provided to a proctor who enters the information for the student at the testing center.

Note: The password here is intended for this specific assessment only. It is NOT the instructor's or the student's login information.

Submission message.

1

Final Page URL

2

Validate URL

1. If you would like to enter a message that students see upon submitting their assessment, you may do so here. The rich-text editor is available if desired.
2. You may include a URL if you like. The URL link for this page will be displayed after the student submits the test.

Autosubmit.

Autosubmit

Autosubmit saved student work after latest acceptance date, unless student has previously submitted

Check this box if you want assessments to be auto-submitted after the retract date.

Note: You will only see this option if it is enabled on your instance.

Grading and Feedback

▼ Grading and Feedback

If multiple submissions, record the	<input checked="" type="radio"/> highest score <input type="radio"/> last score <input type="radio"/> average score
Anonymous Grading	<input type="checkbox"/> Hide student identity from grader
Gradebook Options	<input type="checkbox"/> Send assessment score to Gradebook immediately, regardless of options below

Feedback

Set how feedback will be authored	<input checked="" type="radio"/> Question-Level Feedback <input type="radio"/> Selection-Level (A,B,C...) Feedback <input type="radio"/> Both
Set the type of feedback a student receives	<input checked="" type="radio"/> No Feedback will be displayed to the student <input type="radio"/> Immediate Feedback <input type="radio"/> Feedback on submission <input type="radio"/> Feedback will be displayed to the student on a specific date <input type="text"/>
Set advanced feedback options	<input type="radio"/> Only Release Student's Assessment Scores (questions not shown) <input checked="" type="radio"/> Release Questions and the following  <input type="checkbox"/> Student Response <input type="checkbox"/> Correct Response <input type="checkbox"/> Question-Level Feedback <input type="checkbox"/> Selection-Level Feedback <input type="checkbox"/> Grader's Comments <input type="checkbox"/> Student's Question and Part Scores <input type="checkbox"/> Student's Assessment Scores <input type="checkbox"/> Statistics and Histograms

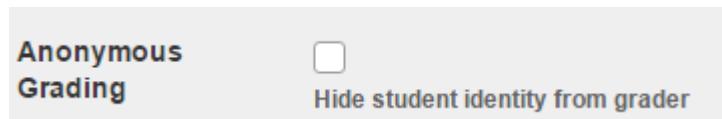
This section deals with the grading and feedback options for your assessment.

Recorded Score.



If you allow multiple attempts, select the type of score that you want to be recorded in the gradebook for that assessment.

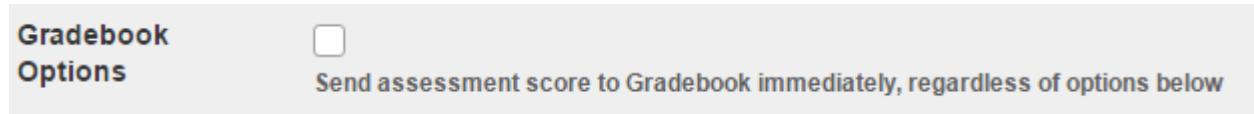
Anonymous grading.



The default setting here is for anonymous grading to NOT be selected. In most cases, you want to keep this setting, since there is no way to revert to student names once they have submitted the assessment anonymously.

However, if you are using the Tests & Quizzes tool to deliver a survey in your course, you may want to make the survey submissions anonymous by checking the box to **Hide student identity from grader**.

Gradebook options.



Select this box to send grades to gradebook if you want to be able to calculate them as part of the course grade.

Note: If you select this option, students will be able to see their assessment score in the Gradebook immediately upon submission, regardless of the feedback settings selected for the assessment.

Feedback authoring.

Set how feedback will be authored	<input checked="" type="radio"/> Question-Level Feedback <input type="radio"/> Selection-Level (A,B,C...) Feedback <input type="radio"/> Both
--	--

For Feedback Authoring, the default option is **Question-Level Feedback**. This allows the instructor to author feedback at the question level. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

Feedback delivery.

Set the type of feedback a student receives	<input checked="" type="radio"/> No Feedback will be displayed to the student <input type="radio"/> Immediate Feedback <input type="radio"/> Feedback on submission <input type="radio"/> Feedback will be displayed to the student on a specific date <input type="text"/>
--	--

Feedback Delivery controls if and when students are able see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate feedback** is recommended for self-tests only, as it will display the answers immediately - PRIOR to the student submitting the assessment.
- **Feedback on submission** displays feedback to students as soon as they submit the assessment. (This is the most common setting.)
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

*Tip: If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date**. For the latter, selecting a date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.*

Advanced feedback options.

Set advanced feedback options	<input type="radio"/> Only Release Student's Assessment Scores (questions not shown) <input checked="" type="radio"/> Release Questions and the following
	<input checked="" type="checkbox"/> Student Response
	<input checked="" type="checkbox"/> Correct Response
	<input checked="" type="checkbox"/> Question-Level Feedback
	<input checked="" type="checkbox"/> Selection-Level Feedback
	<input checked="" type="checkbox"/> Grader's Comments
	<input checked="" type="checkbox"/> Student's Question and Part Scores
	<input checked="" type="checkbox"/> Student's Assessment Scores
	<input checked="" type="checkbox"/> Statistics and Histograms

You can also decide how much feedback you want to release to students.

- You can choose to **Only Release Student's Assessment Scores** so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Question and the following** and then select the items that you want students to see from the list below. Check the box next to any items you want students to see.

Layout and Appearance

Layout and Appearance

Navigation	<input type="radio"/> Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.) <input checked="" type="radio"/> Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.) <small>Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.</small>
Question Layout	<input checked="" type="radio"/> Each Question is on a separate Web page <input type="radio"/> Each Part is on a separate Web page <input type="radio"/> The complete Assessment is displayed on one Web page
Numbering	<input checked="" type="radio"/> Continuous numbering between parts <input type="radio"/> Restart numbering for each part
Mark for Review	<input type="checkbox"/> Add checkboxes next to questions so they can be marked for review
Background	<input checked="" type="radio"/> Background Color <div style="border: 1px solid #ccc; width: 100px; height: 10px; margin-top: 5px;"></div> <input type="radio"/> Background Image URL <div style="border: 1px solid #ccc; width: 750px; height: 20px; margin-top: 5px;"></div>

This section has to do with the appearance of the assessment and how students navigate through the test.

Navigation.

Navigation	<input type="radio"/> Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.) <input checked="" type="radio"/> Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.) <small>Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.</small>
-------------------	---

Navigation controls how students proceed through the test. The default is **Random access** where students can navigate through the test with Next and Previous buttons, as well as a Table of Contents. You may change this to **Linear access** if you prefer, where students can only go forward using the Next button and cannot revisit earlier questions or access a Table of Contents to jump to a question.

Question Layout.

Question Layout	<input checked="" type="radio"/> Each Question is on a separate Web page
	<input type="radio"/> Each Part is on a separate Web page
	<input type="radio"/> The complete Assessment is displayed on one Web page

You can control the presentation of the questions according to the options shown. To display the entire assessment on a single Web page, allowing students to scroll through it, click the third choice.

Tip: Each question on a separate page is typically the preferred setting.

Numbering.

Numbering	<input checked="" type="radio"/> Continuous numbering between parts
	<input type="radio"/> Restart numbering for each part

Choose the numbering pattern here. Numbering can be either **Continuous** throughout the test, or can **Restart** for each part. (For example, if you have multiple parts in the exam and the second part is for essay questions, you could have the numbering go back to 1 for the first essay question.) If you restart numbering for each part, questions are numbered with the part number, then the question number.

Mark for Review.

Mark for Review	<input type="checkbox"/> Add checkboxes next to questions so they can be marked for review
------------------------	--

If you want to allow students to mark questions to go back to, check the box for this item. Students may use this option to mark questions that they aren't sure about, and then jump back to them via the Table of Contents to review before submitting.

*Note: You cannot allow **Mark for Review** if **Linear access navigation** is selected.*

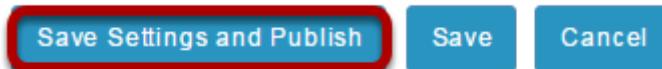
Background color.



You can choose a color or image for the background here. To select the colors, click the palette icon. The image is given by a URL. An image smaller than the screen will be tiled for to cover the entire screen area.

Note: It is typically a best practice to leave the background of the assessment a solid color which provides good color contrast between text and background (e.g. a white background with black text) so that students can easily read the questions. Background images may make the assessment difficult to read if images compete with the text.

Save and publish the assessment.



When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. If you are not yet ready to publish, you may click **Save** instead to save your settings without publishing. See the article [How do I publish an assessment \(i.e. test or quiz\)?](#)

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.

The screenshot shows the 'Create an Assessment' interface. It has two main sections: 'Create from Scratch' on the left and 'Import from File (XML or ZIP)' on the right. The 'Create from Scratch' section includes fields for 'Assessment Title' and two radio button options: 'Create using assessment builder' (selected) and 'Create using markup text'. A 'Create' button is at the bottom. The 'Import from File' section has an 'Import' button. Below these sections is a table header with columns for Action, Title, Last Modified, and Modified Date. A dropdown menu under 'Action' is open, showing options like Select Action, Edit, Preview, Print, Settings, Publish, Duplicate, Export, and Remove. The 'Publish' option is highlighted with a red box and a cursor is hovering over it.

The screenshot shows the 'Questions: Quiz 1' edit screen. At the top, there are links for Add Part, Preview, Print, Settings, and Publish, with the 'Publish' link highlighted by a red box. Below this is a table for managing parts, showing one part labeled 'Random draw from Chapter 2 - 5 questions'. There are buttons for Update Questions and Edit. A note below the table states that the questions were generated from the pool on May 2, 2016, and provides links to Update Questions and Edit. At the bottom, there is a 'Update Points' button.

Edit the settings and then publish.

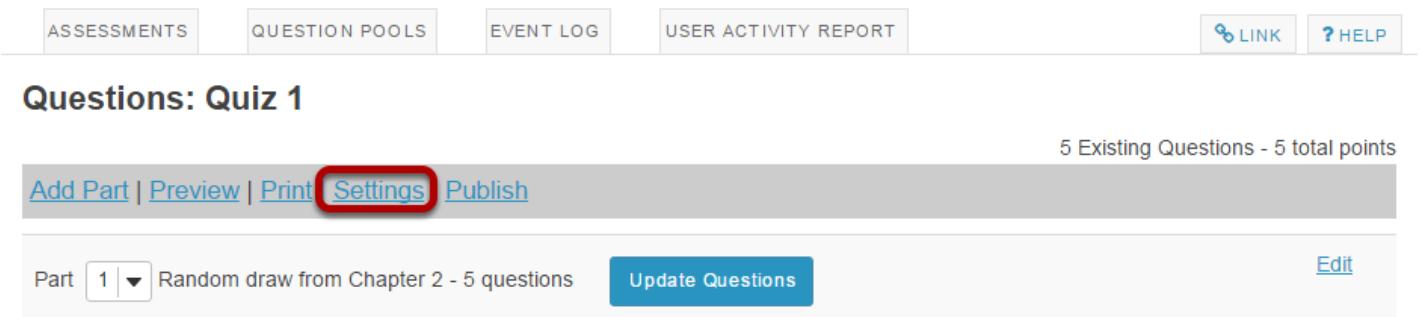
The screenshot shows the Sakai 11 Test & Quizzes tool interface. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right, there are links for LINK and HELP. Below the tabs, the title "Create an Assessment" is displayed. There are two main options: "Create from Scratch" (with fields for Assessment Title, Create using assessment builder, and Create using markup text) and "Import from File (XML or ZIP)" (with an Import button). A large "OR" is centered between the two options. Below these, there are tabs for "Working Copies: not released to students" and "Published Copies: released to students". The "Working Copies" tab is selected. A table lists items with columns for Action, Title, Last Modified, and Modified Date. One item, "Quiz 1", is listed with Demo Professor as the last modifier and 2016-05-02 3:11 PM as the modified date. The "Action" column for "Quiz 1" has a dropdown menu open, showing options: -- Select Action --, Edit, Preview, Print, Settings, Publish, Duplicate, Export, and Remove. The "Settings" option is highlighted with a red box and a cursor icon pointing at it. The "Published Copies" tab is also visible.

Action	Title	Last Modified	Modified Date
-- Select Action --	Quiz 1	Demo Professor	2016-05-02 3:11 PM

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Be sure that you are in the **Working Copies** tab, otherwise, you won't see your unpublished items.

Alternately, you can access assessment settings from the edit assessment screen.



The screenshot shows the 'Questions: Quiz 1' page. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. To the right are links for LINK and HELP. Below the tabs, the title 'Questions: Quiz 1' is displayed, followed by '5 Existing Questions - 5 total points'. A navigation bar contains links for Add Part, Preview, Print, Settings (which is circled in red), and Publish. Underneath this is a section for 'Part 1' which includes a dropdown menu set to 'Random draw from Chapter 2 - 5 questions', an 'Update Questions' button, and an 'Edit' link. A note below explains the generation of questions from a pool. There is also a 'Update Points' button.

If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the article [How do I view and modify the settings of an assessment?](#)

Note: Settings are typically adjusted fully on the Working Copy before publishing.

Save settings and publish.



Once you have completed all of your settings selections, click the Save **Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

Review and confirm publishing of assessment.

The screenshot shows a 'Publish Assessment' dialog box. At the top right are 'LINK' and 'HELP' buttons. Below them is a section titled 'Publish Assessment' with a sub-instruction: 'Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.' There are three buttons: 'Cancel' (light blue), 'Edit Settings' (light blue), and 'Publish' (blue with white text). A red circle highlights the 'Publish' button. To its right is a dropdown menu set to 'without notification'. Below the dropdown is a checked checkbox labeled 'display due date on Calendar'. The main content area contains the following text:
"Quiz 1" is available on 05/02/2016 05:40:00 PM to the entire class at http://qa01-sakai.marist.edu:8080/samigo-app/servlet/Login?id=6ea7d1c1-c40f-4e5a-973f-d2bf337b041d1462225283962
It is due 05/31/2016 12:00:00 AM.
There is no time limit. Students can submit this an unlimited number of times. (The highest score will be recorded).
Student will receive no feedback.

Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends an email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Schedule**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click on **Publish** to make the assessment available to students.

View published assessment.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

OR

Import from File (XML or ZIP)
Import

Working Copies: not released to students **Published Copies: released to students**

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
<input type="button" value="– Select Action –"/>	Quiz 1	Active	0	0	Entire Site	2016-05-02	2016-05-31	Demo Professor	2016-05-02 5:42 PM

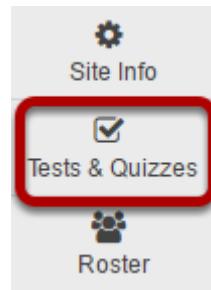
Click on **Published Copies** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.

How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay items, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation, see the article that describes [Gradebook Settings](#) when publishing an assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

The screenshot shows the 'Create an Assessment' interface. At the top, there are tabs for 'ASSESSMENTS', 'QUESTION POOLS', 'EVENT LOG', and 'USER ACTIVITY REPORT'. On the right, there are 'LINK' and 'HELP' buttons. Below these, a section titled 'Create from Scratch' contains fields for 'Assessment Title' and two radio buttons: 'Create using assessment builder' (selected) and 'Create using markup text'. A 'Create' button is at the bottom. To the right, under 'OR', is a 'Import from File (XML or ZIP)' section with an 'Import' button. At the bottom, a navigation bar has tabs for 'Working Copies: not released to students' and 'Published Copies: released to students', with the latter being highlighted and enclosed in a red box. Below the bar is a table listing three assessments: 'Chapter Questions 01', 'Module 01 Quiz', and 'Syllabus Quiz', along with their details like status, submission count, release dates, and due dates.

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Chapter Questions 01	Active	0	1	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Module 01 Quiz	Active	0	2	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:24 PM
-- Select Action --	Syllabus Quiz	Active	0	1	Entire Site	2016-04-24	2016-05-01	Demo Professor	2016-05-04 3:37 PM

Click on the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

The screenshot shows the 'Published Copies' tab selected. The interface is similar to the previous one, with tabs for 'Working Copies' and 'Published Copies'. Below is a table of assessments. In the 'Action' column for the 'Module 01 Quiz', a dropdown menu is open, showing options: 'Select Action --', 'Scores' (highlighted with a red box), 'Preview', 'Print', 'Settings', and 'Remove'. The number '2' is circled in red next to the 'Module 01 Quiz' row, likely indicating the count of submitted items. The table data is identical to the one in the previous screenshot.

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Chapter Questions 01	Active	0	1	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Module 01 Quiz	Active	0	2	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:24 PM
-- Select Action --	Syllabus Quiz	Active	0	1	Entire Site	2016-04-24	2016-05-01	Demo Professor	2016-05-04 3:37 PM

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Enter score adjustment and overall comments.

Total Scores: Module 01 Quiz

Delete	Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	student01	student01	Student	05/04/2016 04:22:05 PM	9 min 53 sec	20	5.0	25	<p>5 points bonus credit for early submission</p> <p>Add Attachments</p>
X	student02	student02	Student	05/04/2016 04:56:42 PM	2 min 49 sec	19	5.0	24	<p>5 points bonus credit for early submission</p> <p>Add Attachments</p>
	, student03	student03	Student	No Submission	n/a	-	-	-	Requires student submission
	, student04	student04	Student	No Submission	n/a	-	-	-	Requires student submission
	, student05	student05	Student	No Submission	n/a	-	-	-	Requires student submission

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

3 Update Cancel

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback. Optionally, you may also attach a file containing additional feedback. Click **Add Attachments** to attach a file.
3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

Note: The Final Score column will display the adjusted score after you save your changes.

Grade by student.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Total Scores: Module 01 Quiz

SUBMISSION STATUS TOTAL SCORES QUESTIONS STATISTICS ITEM ANALYSIS EXPORT

Max Score Possible: 20

Apply This Score to all participants with "No Submission".

View: Highest Submission for Entire Site

Search: Student name or ID Find

Showing 1 - 5 of 5 items

Delete	Name	User ID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	student01	student01	Student	05/04/2016 04:22:05 PM	9 min 53 sec	20	<input type="text" value="5.0"/>	25	5 points bonus credit for early submission Add Attachments
X	student02	student02	Student	05/04/2016 04:56:42 PM	2 min 49 sec	19	<input type="text" value="5.0"/>	24	5 points bonus credit for early submission Add Attachments
	, student03	student03	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission Add Attachments
	, student04	student04	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission Add Attachments
	, student05	student05	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission Add Attachments

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

If you would like to grade an individual student submission, click on the student's name.

View and enter grades/comments for the individual student.

student02

SUBMISSION STATUS TOTAL SCORES QUESTIONS STATISTICS

Module 01 Quiz

Comments for Student: 5 points bonus credit for early submission

Table of Contents

Part 1 -- 20/20 Answered Questions, 19.0/ 20.0 Points

1. About _____ percent of Earth's surface is covered by water	1.0 Points
2. The average depth of the ocean is about _____	1.0 Points
3. The world ocean	1.0 Points
4. Earth is about	1.0 Points
5. In the scientific method, scientific theories:	1.0 Points
6. Life on Earth most probably evolved:	1.0 Points
7. The ocean originated from:	1.0 Points
8. Evidence suggests the universe began about 13.7 billion years ago in a:	1.0 Points
9. The first life forms on Earth arose:	1.0 Points
10. About 1.5 billion years ago, oxygen began to accumulate as a byproduct of _____, drastically changing the composition of the Earth's atmosphere.	1.0 Points
11. All of the following statements are true about the formation of our solar system and planet EXCEPT:	1.0 Points
12. The primary physical property that sorts the Earth, ocean, and atmosphere is _____	1.0 Points
13. The hypothesis that best explains how the universe was formed is called the _____	1.0 Points
14. Which of the following voyages would qualify as the first 100 percent pure scientific oceanographic expedition?	1.0 Points
15. Which of the following men was the first to publish a reasonably accurate chart of an ocean current, specifically the Gulf Stream?	1.0 Points
16. Polynesian navigators depended on _____ for accurate navigation.	1.0 Points
17. The word "oceanography" was first coined in association with:	1.0 Points
18. A(n) _____ is a graphic representation that depicts information about the ocean and ocean features including depth.	1.0 Points
19. The first person to develop a picture of the large-scale wind and current systems of the Earth was:	1.0 Points
20. Contributions by early Chinese scientists and philosophers include:	1.0 Points

Part 1 of 1

Question 1 of 20: 1.0 / 1.0 Points

About _____ percent of Earth's surface is covered by water

A. 71
 B. 90
 C. 66
 D. 90

Answer Key:A

Comments for Student:

Attachments
No Attachment(s) yet
[Add Attachments](#)

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

Save your changes.

Question 20 of 20:

1.0

/ 1.0 Points

Contributions by early Chinese scientists and philosophers include:

- A. developing seagoing methods that allowed them to stay at sea for nearly four months
- B. retrofitting their ships with multi-masts to sail more efficiently with changing winds
- C. designing and developing rudders and watertight compartments
- D. all of the above

Answer Key: D

Comments for Student:

Attachments

No Attachment(s) yet

Add Attachments

Update

Cancel

Be sure to scroll down to the bottom and click **Update** to save your changes!

Grade by question.

Total Scores: Chapter Questions 01

SUBMISSION STATUS TOTAL SCORES **QUESTIONS** STATISTICS ITEM ANALYSIS EXPORT

Max Score Possible: 10

Apply This Score to all participants with "No Submission".

View Highest Submission ▾ for Entire Site ▾

Search Student name or ID

Viewing 1 - 5 of 5 items

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	_student01	student01	Student	05/04/2016 05:38:31 PM	0	<input type="text" value="0.0"/>	0	<input type="button" value="Add Attachments"/>
X	_student02	student02	Student	05/04/2016 05:02:13 PM	0	<input type="text" value="0.0"/>	0	<input type="button" value="Add Attachments"/>

If you prefer to grade all of the student submissions for one question at a time, click on the **Questions** link in the assessment menu.

Select the question and enter grades/comments.

Part 1: Question 10 (Chapter Questions 01)

SUBMISSION STATUS TOTAL SCORES QUESTIONS STATISTICS ITEM ANALYSIS EXPORT

Part 1:Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | **Q10** (1)

Part 1: Question 10 - Fill in the Blank (1.0 Point) - Short Answer/Essay (1.0 Point)

In your opinion, where does the future of marine science lie?

View Highest Submission with Responses Displayed Inline for Entire Site

Search Student name or ID Find Clear

Viewing 1 - 2 of 2 items

| < < Show all > > |

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
student01	student01	Student	05/04/2016	1	The greatest progress in the immediate future will be made by consortia of universities and research institutions funded by state and federal agencies. Through decisions on the use of tax revenue, the voters will directly or indirectly determine the future of marine science.	good answer Add Attachments
student02	student02	Student	05/04/2016	0.5	In the future, marine scientists will live in bubble houses at the bottom of the ocean and talk to dolphins.	partial credit for creativity Add Attachments

Update Cancel

All of the student responses will be displayed by question. To grade by question:

1. Select the question number that you would like to grade from the list of question numbers at the top.
2. Enter the score for each student for the selected question.
3. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

Save your changes.

Update Cancel

Be sure to scroll down to the bottom and click **Update** to save your changes!

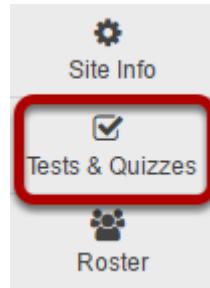
What is the Tests & Quizzes Event Log?

The Event Log shows certain student activities for all Tests & Quizzes in the site. It is created and maintained automatically.

Events recorded include (for each participant), entry to the assessment (date and time), submission of the assessment (date and time), duration of the student session in minutes, errors (if any) detected by the T&Q system, and IP address of the submitter.

Note: There must be existing student submissions in order for data to appear in the event log.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click Event Log.



Viewing event data.

DAC-EDUCATION-DEPT1-SUBJ1-126 Log

The screenshot shows a table of event data with the following columns: Title, Name, Entry Date, Date Submitted, Duration, Errors, and IP Address. The data rows are:

Title	Name	Entry Date	Date Submitted	Duration	Errors	IP Address
Module 01 Qui... ⓘ	student01 (student01)	05/04/2016 03:44:46 PM	05/04/2016 04:02:08 PM	18 minutes	No Errors (User submit)	
Module 01 Qui... ⓘ	student01 (student01)	05/04/2016 04:12:12 PM	05/04/2016 04:22:05 PM	10 minutes	No Errors (User submit)	
Module 01 Qui... ⓘ	student02 (student02)	05/04/2016 04:53:54 PM	05/04/2016 04:56:42 PM	3 minutes	No Errors (User submit)	
Chapter Quest... ⓘ	student02 (student02)	05/04/2016 04:57:07 PM	05/04/2016 05:02:13 PM	6 minutes	No Errors (User submit)	
Syllabus Quiz ⓘ	student02 (student02)	05/04/2016 05:02:21 PM	05/04/2016 05:02:30 PM	1 minute	No Errors (User submit)	

1. To view data for a certain test or quiz, use the "Filter" menu to choose its title, or use the default value, "All assessments."
2. You can also search the log data for a certain student by entering the user ID or name in the search field.
3. Click on a column heading (Title, Name, Entry Date, Date Submitted, IP Address) to sort the entries on that data field. Click again to switch between ascending and descending order.

What is the Tests & Quizzes User Activity Report?

This feature allows the instructor to view a list of all assessment submissions for a specific student, including submissions that are no longer available via the Total Scores screen as because the instructor has allowed the student to retake (via "Allow Retake") the assessment.

Go to Tests & Quizzes.



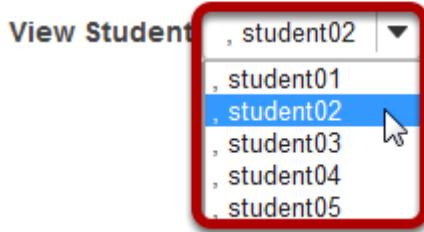
Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click User Activity Report.



Select the student you want to view from the drop-down list.

User Activity Report: student02



View student assessment activity.

User Activity Report: student02

View Student , student02 ▾

Title	Assessment ID	Submit Date	Percentage	Score/Total Points
Chapter Questions 01	400	05/04/2016 05:02:13 PM	0%	0/10
Module 01 Quiz	401	05/04/2016 04:56:42 PM	95%	0/20
Syllabus Quiz	402	05/04/2016 05:02:30 PM	100%	0/10
Syllabus Quiz	402	05/04/2016 05:11:18 PM	100%	0/10

The assessment title, id, submit date, percentage, and score/points will be displayed for all of the assessments the selected student has taken.

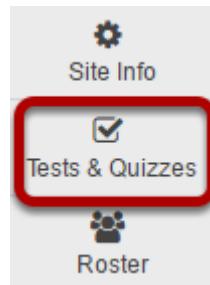
Clicking on the title of the assessment will display the individual student submission.

How do students submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.
- Make sure that you DO NOT have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- DO NOT use your browser back and forward buttons. Always navigate within Sakai.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.
- Make sure that you only click on the Begin Assessment button ONCE when starting a test.
- Make sure that you only click on the Submit for Grading button ONCE when submitting a test.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the title of the assessment.

Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Syllabus Quiz	n/a	2016-05-01 11:55 PM
Chapter Questions 01	n/a	2016-05-18 11:55 PM
Module 01 Quiz	20 min	2016-05-18 11:55 PM

Submitted Assessments

View All Submissions/Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted

In the **Assessments** section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.

Lessons

[LINK](#) [HELP](#)

[Print view](#) [Index of pages](#)

Reading:

Chapters 1 and 2 in the textbook.

Activities:

-  [Assignment 1](#)
-  [Chapter Questions 01](#)
-  [Module 01 Quiz](#)

Click on the link to the assessment to go to that item.

Begin assessment.

[LINK](#) [HELP](#)

Begin Assessment

"Module 01 Quiz" for DAC-EDUCATION-DEPT1-SUBJ1-126

This assessment is **due Wednesday, 2016-May-18 11:55 PM**.

Once you click "Begin Assessment," you will have **20 minutes** to complete this assessment. It will be **submitted when that time has expired**, regardless of whether you have answered all the questions.

You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

Honor Pledge: I will neither give nor receive aid on this assessment.

Begin Assessment

Cancel

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.

Module 01 Quiz

[Table of Contents](#)

Time Remaining: 0:17:52

[Hide/Show Time Remaining](#)

Part 1 of 1 -

Question 2 of 20 1.0 Points

The average depth of the ocean is about _____.

(A. 2500 feet
 B. 3700 meters
 C. 200 meters
 D. 4000 feet)

[Reset Selection](#)

Question Progress

- unanswered question
- Answered Questions

Part 1: 20 question(s)

1	●	2	●	3	○	4	○	5	○
6	○	7	○	8	○	9	○	10	○
11	○	12	○	13	○	14	○	15	○
16	○	17	○	18	○	19	○	20	○

Previous **Next** **Save**

5 6 7

1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

Save and Submit.

Module 01 Quiz

[Table of Contents](#)

Time Remaining: 0:12:47



[Hide/Show Time Remaining](#)

Part 1 of 1 -

Question 20 of 20 1.0 Points

The first person to develop a picture of the large-scale wind and current systems of the Earth was:

- A. Ben Franklin
- B. Matthew Maury.
- C. Eratosthenes of Cyrene
- D. Christopher Columbus

[Reset Selection](#)

Question Progress

unanswered question

Answered Questions

Part 1:

20 question(s)

1	●	2	●	3	●	4	●	5	●
6	●	7	●	8	●	9	●	10	●
11	●	12	●	13	●	14	●	15	●
16	●	17	●	18	●	19	●	20	●

[Previous](#)

[Next](#)

[Save](#)

[Submit for Grading](#)

When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

Confirm submission.

Assessment Submission Warning

Time Remaining: 0:10:25



[Hide/Show Time Remaining](#)

⚠ You are about to submit this assessment for grading.

Click **Submit for Grading** if you really want to submit for grading.

Otherwise, click **Previous** to return to the previous screen.

Course Name DAC-EDUCATION-DEPT1-SUBJ1-126

Creator Demo Professor

Assessment Title Module 01 Quiz

[Submit for Grading](#)

[Previous](#)

You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Click Continue.

Submission Module 01 Quiz

Course Name	DAC-EDUCATION-DEPT1-SUBJ1-126
Creator	Demo Professor
Assessment Title	Module 01 Quiz
Number of submissions remaining	Unlimited
Confirmation Number	275-401-e013abe7-55f5-42d8-8231-539f2b1f889d-Wed May 04 16:22:05 EDT 2016
Submitted	05/04/2016

You will receive an email receipt for this submission. You can change your email notification settings via My Workspaces -> Preferences -> Notifications.

Continue

Once you submit, you will see a submission information page with a confirmation number for your submission.

Click **Continue** to return to the Tests & Quizzes page.

How do students view assessment (i.e. test or quiz) feedback?

Note: The availability of feedback and the type of feedback displayed will vary depending on the quiz settings specified by your instructor.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the feedback link for the assessment.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Syllabus Quiz	n/a	2016-05-01 11:55 PM
Chapter Questions 01	n/a	2016-05-18 11:55 PM
Module 01 Quiz	20 min	2016-05-18 11:55 PM

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores View Only Recorded Scores							
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted	
Module 01 Quiz	Statistics	16 (Highest)	Immediate	Feedback	16	17 min 23 sec	2016-05-04 4:02 PM

In the **Submitted Assessments** section, click on the **Feedback** link for the assessment that you want to view.

Note: Your assessment score, time spent, and date submitted will appear in the submitted assessment summary listing.

View your assessment feedback.

The feedback your instructor has chosen to release to students will be displayed.

Correct answers are marked with a green checkmark.

Module 01 Quiz

[Return to Assessment List](#)

Part 1 of 1 -

16.0/ 20.0 Points

Question 1 of 20

1.0/ 1.0 Points

About _____ percent of Earth's surface is covered by water

- A. 71
- B. 90
- C. 66
- D. 90

Answer Key:A

Incorrect answers are marked with a red X.

Question 2 of 20

0.0/ 1.0 Points

The average depth of the ocean is about _____.

- A. 2500 feet
- B. 3700 meters
- C. 200 meters
- D. 4000 feet

Answer Key:B

Question-level grader comments.

Question 3 of 20

1.0/ 1.0 Points

The world ocean

- A. plays a minor role in the weather and shape of landmasses of the Earth.
- B. does not influence the way organisms live on land.
- C. is the dominant feature of the Earth and most of its living organisms.
- D. represents over half of the Earth's radius.

Answer Key:C

Comment:Sample grader question-level comments.

Grader comments (if applicable) show up below the question and answer key.

Web Content

What is the Web Content tool?

The Web Content tool allows Instructors to create a link to a web site in the Tool Menu of the site. By default, the link opens a re-direct page that allows the web site to be opened in a new window.

Instructors can also use the Web Content tool to create a tool link to a folder or a file in Resources.

Example of a Web Content link to a website.

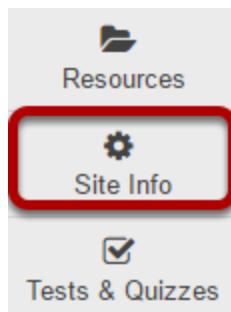
The screenshot shows the Sakai 11 user interface. At the top, there is a navigation bar with links for Home, Sample Course, Education Program Site, DEMO 100 100 Summer 2016, Sites, and Demo. Below the navigation bar, the main content area shows a "SAKAI PROJECT" page. This page features a large image of a teacher pointing at a whiteboard filled with mathematical calculations. The text "100% Open for Education" is displayed above the image, followed by a "More Info" button. Below the image, the text "Sakai is a fully customizable, 100% open source learning management system. Your needs. Your system. Designed by higher ed for all." is visible. A sidebar on the left contains links for View Site, Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Resources, Roster, and Sakai Project. The "Sakai Project" link is highlighted with a red box. At the bottom of the page, the text "Introducing Sakai 11" is displayed, along with the message "A beautiful new interface, exciting new functionality, and a responsive design make for the best version of Sakai yet." and "Available Summer 2016."

Example of a Web Content link to a folder in Resources.

The screenshot shows the Sakai 11 User Guide interface. At the top, it says "Sample Course > LECTURE NOTES". On the left is a vertical navigation bar with various links: "View Site", "Overview", "Announcements", "Assignments", "Calendar", "Forums", "Gradebook", "Lecture Notes" (which is highlighted with a red box), "Lessons", "Resources", "Roster", "Sakai Project", "Site Info", "Tests & Quizzes", and "Help". In the main content area, there is a "Up one level" button and a section titled "Lecture Notes" containing links to "class01.pdf", "class02.pdf", "class03.pdf", "class04.pdf", "class05.pdf", and "class06.pdf".

How do I create a Web Content link to a web site?

Go to Site Info.

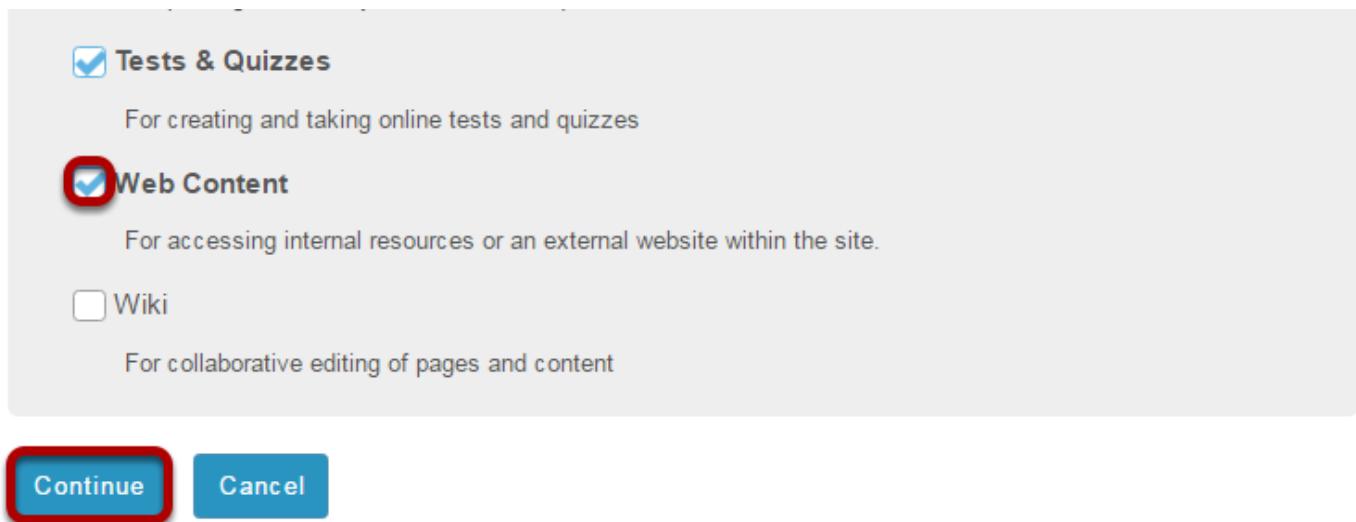


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



Select the Web Content tool.



Place a check mark in the box next to Web Content, and then click **Continue**.

Enter the web site information.

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

Web Content

1 Title

(Suggested length 15 char.)

Source

2

More Web Content Tools? ▾

3

1. Enter a title for the Web Content tool (which will display in the Tool Menu).
2. Enter the URL for the web site.
3. Click **Continue**.

Click Finish.

Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-126**

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

- Overview (Overview)
- Lessons (Lessons)
- Calendar (Calendar)
- Announcements (Announcements)
- Resources (Resources)
- Forums (Forums)
- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Sakai Project (Sakai Project) (<https://sakaiproject.org>)**
- Site Info (Site Info)
- Gradebook (Gradebook)
- Messages (Messages)

Finish

Back

Cancel

View the new Web Content link.

The screenshot shows the Sakai 11 user interface. At the top, there is a navigation bar with the Sakai logo, a Home button, a dropdown menu for the site 'DAC-EDUCATION-DEPT1-S ...', and links for 'Sites' and 'Sakai'. Below the navigation bar is a breadcrumb trail: 'DAC-EDUCATION-DEPT1-S ... > SAKAI PROJECT'. The main content area displays a web page for 'SAKAI PROJECT'. The page features a large 'Sakai' logo at the top, followed by a navigation menu with links to 'About', 'Features', 'Try', 'Community', 'News', and 'Conference'. Below the menu, there is a banner with the text '100% Open for Education' and a subtext: 'Sakai is a fully customizable, 100% open source learning management system. Your needs. Your system. Designed by higher ed for all.' A 'More Info' button is visible. In the background of the content area, there is a photograph of a teacher pointing at a whiteboard filled with mathematical equations. On the left side of the screen, there is a vertical 'Tool Menu' with various icons and labels: Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Messages, Resources, Sakai Project (which is highlighted with a red border), Site Info, Tests & Quizzes, and Help. The 'Sakai Project' item is the active tool.

Click the new item in the Tool Menu to view the link. This displays the web site in the content frame.

Re-launch in new window.

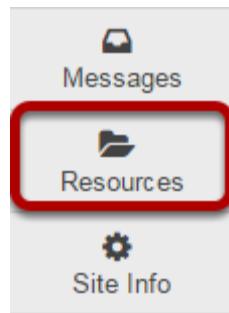
The screenshot shows the Sakai 11 User Guide interface. At the top, there's a navigation bar with the Sakai logo, a Home button, and a dropdown menu showing "DAC-EDUCATION-DEPT1-S ...". On the right of the top bar are "Sites" and "Sakai" buttons. Below the top bar, the main content area has a breadcrumb trail: "DAC-EDUCATION-DEPT1-S ... > SAKAI PROJECT". The main content area contains a message "Page launched in a new window." and a link "Re-launch page in a new window." which is highlighted with a red rectangle. To the right of the content area are icons for edit, link, and help. On the left side, there's a vertical sidebar with icons and labels for Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Messages, Resources, and the Sakai Project section, which is currently selected and highlighted in blue. The Sakai Project section includes links for Site Info, Tests & Quizzes, and Help.

If the link has been configured to open in a new window, the link should open automatically in a new window. Clicking **Re-launch page in a new window** will also open the web site in a new browser window.

How do I create a Web Content link to a folder in Resources.

Instructors can use the Web Content tool to create a tool link to a folder or a file in Resources.

Go to Resources.



Click Actions > Edit Details > Make Web Content Link.

The screenshot shows a file list interface. At the top, there are buttons for 'All site files', 'Move', 'Copy', 'Move to Trash', 'Show', 'Hide', and 'Display Columns'. Below this is a table header with columns: Title, Access, Created By, Modified, and Size. A dropdown arrow and a checkbox are also present above the table. The main area displays a list of files and folders under the heading 'DAC-EDUCATION-DEPT1-SUBJ1-126 Resources'. One folder, 'Lecture Notes', has its 'Actions' dropdown menu open. This menu includes options like 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Actions', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Edit Details' and 'Make Web Content Link' buttons are highlighted with red boxes.

Title	Access	Created By	Modified	Size
DAC-EDUCATION-DEPT1-SUBJ1-126 Resources	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
Lecture Notes	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	133.1 KB
class01.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	129.1 KB
class02.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.7 KB
class03.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	111.9 KB
class04.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	104.7 KB
class05.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.5 KB
class06.pdf	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB
3Penguins.jpg	Entire site	Demo Professor		

Click **Edit Details** for the folder you want to link to, and then select **Make Web Content Link**.

Enter a title and click Add.

Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

Add

Cancel

Enter a title for your web content link. This is the title that will appear listed in the Tool Menu of your site. Click **Add** to add the link.

Click the new tool button to access the contents of the folder.

The screenshot shows the Sakai 11 interface for a 'Sample Course'. At the top, there's a breadcrumb navigation: 'Sample Course > LECTURE NOTES'. On the left is a vertical sidebar menu with various tools: Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lecture Notes (which is highlighted with a red box), Lessons, Resources, Roster, Sakai Project, Site Info, Tests & Quizzes, and Help. In the main content area, under 'LECTURE NOTES', there's a 'Up one level' button. Below it, the title 'Lecture Notes' is displayed. A list of six PDF files is shown, each with a small document icon and the name: class01.pdf, class02.pdf, class03.pdf, class04.pdf, class05.pdf, and class06.pdf.

How do I edit a Web Content link?

Go to the Web Content link.



Select the **Web Content** link (e.g. Poetry Magazine) from the Tool Menu in your site. This displays the re-launch page.

Click Edit.

Page launched in a new window.

[Re-launch page in a new window.](#)



Click the **Edit** icon located in the top right corner of the page.

Make your changes.

Customize Web Content

* Tool Title 

* Page Title

Choose a custom icon   

Frame Height 

URL

Open in new window?

Update Options **Cancel**

Edit any or all of the following:

- Tool Title
- Page Title
- Custom icon
- Frame Height
- URL
- Open in new window

Then, click **Update Options** to save your changes.

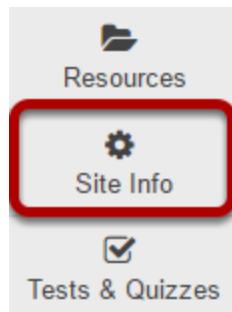
View updated link.

The screenshot shows the Sakai 11 user interface. At the top, a header bar displays "Sample Course > SAKAI PROJECT". Below the header is a navigation bar with icons for back, forward, edit, copy, and help. On the left, a vertical sidebar lists various tools: View Site A, Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Resources, Roster, Site Info, Tests & Quizzes, and Sakai Project. The "Sakai Project" item is highlighted with a red rectangle. The main content area features the Sakai logo and a photograph of four educators in lab coats working with a microscope and test tubes. A dark callout box contains the text: "Educators are doing remarkable things with Sakai" and "Valencian Internacional University's award-winning ICT in Education uses Sakai to help educators reimagine what's possible with technology-enabled learning." A blue "Learn More" button is at the bottom of this box. Below the main content, a large blue header reads "Introducing Sakai 11". Underneath, a text box states: "A beautiful new interface, exciting new functionality, and a responsive design make for the best version of Sakai yet."

The Web Content tool will now display the updated settings.

How do I delete a Web Content link?

Go to Site Info.



Select **Site Info** from the Tool Menu in your site.

Click Manage Tools.



Un-check the Web Content tool link.

A screenshot of the Manage Tools page showing a list of tool links. The links are: 'Sakai Project' (unchecked), 'Lecture Notes' (checked and circled with a red box), and 'Wiki' (unchecked). Below the 'Lecture Notes' link is a description: 'For collaborative editing of pages and content'. The 'Lecture Notes' link has a source URL: '(source = /access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/Lecture%20Notes/)'.

Remove the check mark next to the Web Content tool link that you want to delete.

Click Continue.



Click Finish.

Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-126**

You have removed the following:

Sakai Project (source = <https://sakaiproject.org>) (Sakai Project)

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

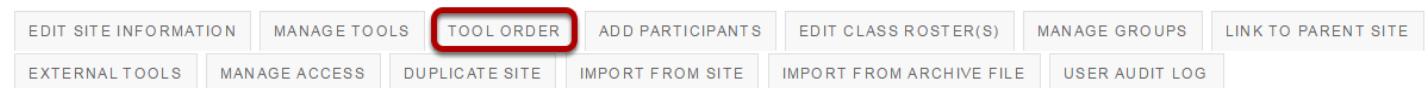
- Overview (Overview)
- Lessons (Lessons)
- Calendar (Calendar)
- Announcements (Announcements)
- Resources (Resources)
- Forums (Forums)
- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Gradebook (Gradebook)
- Messages (Messages)

Finish

Back

Cancel

Or, click Tool Order.



Click the gear icon to edit item settings.

Tool Order

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately.

The screenshot shows a list of tools in Sakai 11. Each tool has a gear icon to its right. The 'Sakai Project' entry has its gear icon circled in red. A dropdown menu is open over this entry, listing three options: 'Edit Tool Title', 'Make Tool Invisible to Students', and 'Delete this Tool'. The 'Delete this Tool' option is also circled in red.

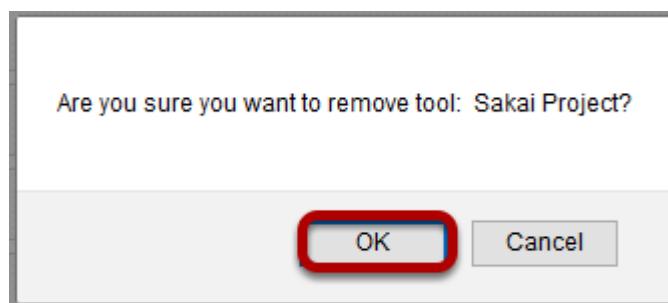
Tool	Action
Overview	gear icon
Announcements	gear icon
Assignments	gear icon
Calendar	gear icon
Forums	gear icon
Gradebook	gear icon
Lessons	gear icon
Messages	gear icon
Resources	gear icon
Sakai Project	gear icon (circled in red)
Site Info	gear icon
Tests & Quizzes	gear icon

Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.

Save **Cancel** **Reset** **Sort Alphabetically**

Click the gear icon for the item you want to remove, and then select **Delete this Tool** from the drop-down menu.

Confirm deletion.



If you are sure you want to delete the item, click **OK**.

Click Save.

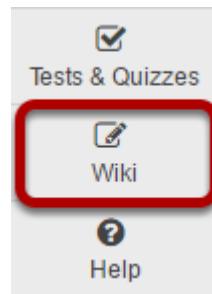


Wiki

What is the Wiki tool?

The Wiki tool allows people to collaboratively author web pages, without the need for advanced web authoring skills. The Wiki tool was designed specifically for site participants to collaborate on documents, share information and create online materials within a course or project site. Users have the option to subscribe to the site Wiki and be notified about content updates. There is also the option to make wiki pages available to the outside world beyond the course if desired.

To access this tool, select Wiki from the Tool Menu in your site.

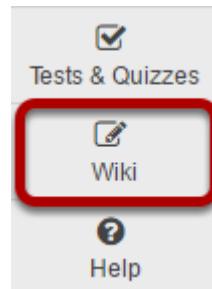


How do I view wiki pages?

To move from page to page in Wiki, follow the links within each page. Links with a world icon beside them link to external websites or to attachments. These will open in a new window.

Unlike some wiki tools, Wiki does not have a separate menu to navigate through the pages. All navigation must be done through links on the pages.

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click on the page links to navigate through wiki content.

A screenshot of the Sakai Wiki Home page. At the top, there is a toolbar with buttons for HOME, VIEW, EDIT, INFO, HISTORY, WATCH, and a search bar labeled 'Search:' with a placeholder 'Search'. To the right of the search bar are 'LINK' and 'HELP' buttons. Below the toolbar, the page title is 'Home'. A message at the top right states 'Home last modified by Sakai Administrator on May 4, 2016 1:02:49 PM EDT'. On the left, there is a sidebar with two links: 'New Page 1' and 'New Page 2', both of which are enclosed in a red rectangular box. At the bottom, there are buttons for 'Hide Comments' and 'Add Comment'.

Click on Home link to return to the top level wiki page.



New page

This is a new page. To add text to it:

- Click the 'edit' button in the actions bar above.
- You will see the text on this page appear in an editable text box.
- Delete this 'starter' text , and type in the text that you want to appear instead. To format the text, use the formatting button icons, which will insert the appropriate wiki formatting codes.
- Click the 'save' button.

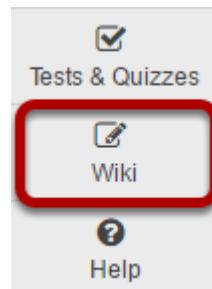
[Hide Comments](#)

[Add Comment](#)

If you have navigated down one or more levels via page links and need to return to the Home page to navigate to another area, use the **Home** link in the top menu to return to the top level of the wiki.

How do I search wiki pages?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Enter search terms.



Type your search term in the search box, and then press **Enter** on your keyboard.

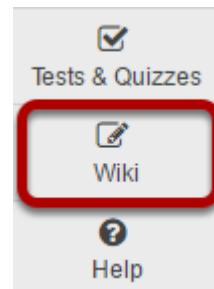
All pages on that wiki site containing your search terms will be listed. This search will be recorded in your Recently Visited page list and you can return to your results page at any time.

Wiki will recognize the "and" operator but not "not" or "or". For example, searching for "children and dahlias" will find pages which contain both the word "children" and the word "dahlias" but not pages which contain only one of the words.

Note: Pages which are not in the wiki will not be searched. This includes other Sakai pages (e.g. Schedule, Syllabus, etc.) and attachments to the wiki.

How do I edit wiki pages?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Enter the page content.

Edit: Home

[Edit](#) [Preview](#) [Hide hints](#)

Wiki Tips

To create a new page
Type the name of the new page you want to create in square brackets:
o [my new page]

To format your text
Select the text to format and use the formatting buttons to automatically insert the wiki formatting codes.

Bullets and numbering
For bulleted lists, put a * (star) in front of each item in the list:
* item 1
* item 2
o item 1
o item 2
For numbered lists, put a # (hash) in front of each item in the list.
[More Hints on Wiki formatting](#)

h1 Welcome to our class the Wiki!

We will use this wiki to:

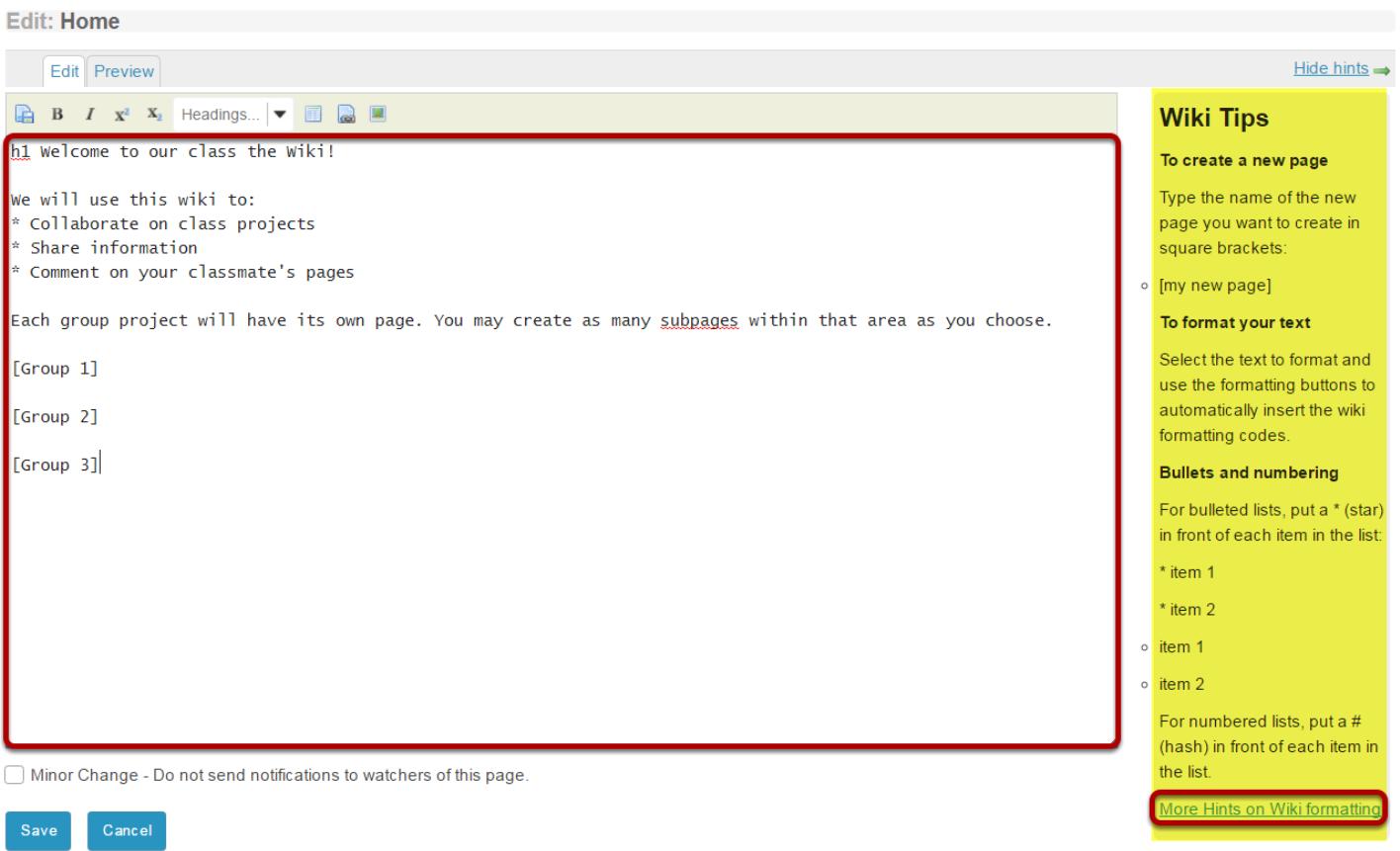
- * Collaborate on class projects
- * Share information
- * Comment on your classmate's pages

Each group project will have its own page. You may create as many subpages within that area as you choose.

[Group 1]
[Group 2]
[Group 3]

Minor Change - Do not send notifications to watchers of this page.

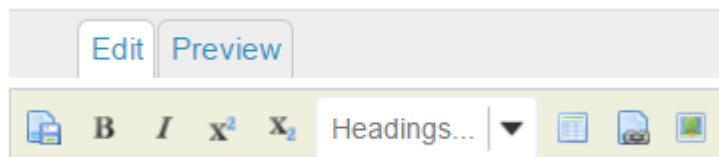
[Save](#) [Cancel](#)



Enter your content into the editing area provided.

*Note: If you need some help formatting your text, refer to the **Wiki Tips** sidebar which contains information on how to use the appropriate mark-up to format text. You may also click on the **More Hints on Wiki formatting** link in the sidebar to view additional examples.*

Use editor icons to format text or add tables, links, images, and attachments. (Optional)



The wiki editor also has icons which allow you to:

- Save.
- Make text bold.
- Make text italic.
- Add a superscript.
- Add a subscript.
- Choose heading level.

- Add a table.
- Add a link.
- Add an image or attachment.

Preview content. (Optional)

The screenshot shows the Sakai 11 editing interface. At the top, there are two tabs: "Edit" and "Preview". The "Preview" tab is highlighted with a red oval. Below the tabs is a toolbar with a "Save" icon. The main area contains the following text:

Welcome to our class the Wiki!

We will use this wiki to:

- Collaborate on class projects
- Share information
- Comment on your classmate's pages

Each group project will have its own page. You may create as many subpages within that area as you choose.

[Group 1?](#)

[Group 2?](#)

[Group 3?](#)

Save **Cancel**

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Specify as minor change. (Optional)

Minor Change - Do not send notifications to watchers of this page.

If your edits on the page are very minor (e.g. fixing a typo) and you do not want users to receive a notification about new content on this page, you may check the **Minor Change** box to not send notifications.

Click Save.

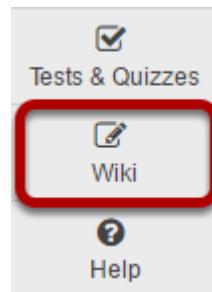


Once you have finishing editing the page, click **Save**.

How do I create a new wiki page?

To create a new page, you will need to add it as a link from an existing page.

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



While viewing an existing page, click the **Edit** button.

Enter the page name.

Edit: Home

Edit Preview

B I x² x₂ Headings... | ▾

h1 Welcome to our class the Wiki!

[New Page]

Minor Change - Do not send notifications to watchers of this page.

Save Cancel

In the editing area, type the name of the page in brackets, and then click **Save**. For example, typing [New Page] will create a page titled "New Page".

In the editing area, type the name of the page in brackets, and then click **Save**. For example, typing [New Page] will create a page titled "New Page".

Note: You can't use the following characters in an Wiki link or title:

: Colon

@ At

Hash

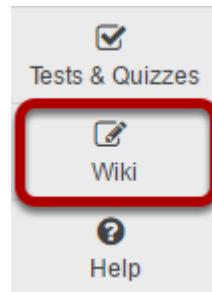
| *Pipe*

\ *Back-Slash*

How do I add images to a wiki page?

Before you add an image, make sure that it is the correct size and shape for your web page, and that the file size is optimized for the web. If you put an image with a very large file size into a wiki page, it will take a long time for users to download it. Many image editing programs will allow you to compress images for the web.

Go to Wiki.

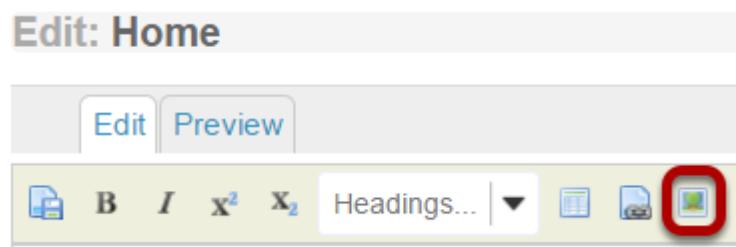


Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Select the **Image icon** in the editor toolbar.



Select the image from Resources.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions
DAC-EDUCATION-DEPT1-SUBJ1-126
Penguins.jpg Select
Show other sites

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

Click the **Select** link for the image file if it is already in Resources.

Or, upload the file.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions
DAC-EDUCATION-DEPT1-SUBJ1-126
Penguins.jpg
Show other sites

[Upload Files](#)
[Create Folders](#)
[Add Web Links \(URLs\)](#)
[Create Text Document](#)
[Create HTML Page](#)
[Create Citation List](#)

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

If the image file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.

Click Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
 Penguins.jpg	Remove

Location:  **DAC-EDUCATION-DEPT1-SUBJ1-126 Resources**

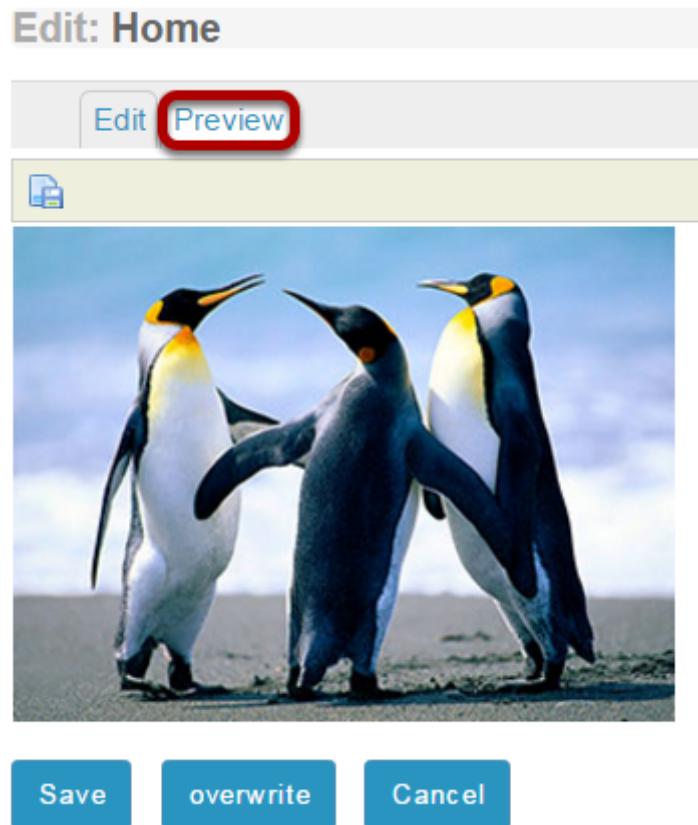
Actions	
 Title	 Add
 Penguins.jpg	
Show other sites	

Continue

Cancel

Once you have selected the image file, click the **Continue** button.

Preview content. (Optional)



If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

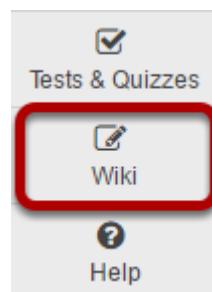
Click Save.



Once you have finishing editing the page, click **Save**.

How do I add attachments to a wiki page?

Go to Wiki.

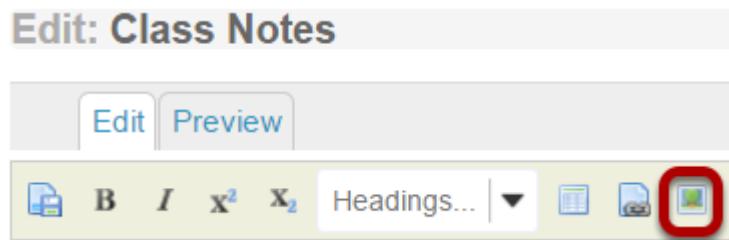


Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Select the Image/Attachment icon in the editor toolbar.



Select the file from Resources.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location:  DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions	Title
Add <input type="button" value="▼"/>	 DAC-EDUCATION-DEPT1-SUBJ1-126
Select	 3Penguins.jpg
Select	 class01.pdf
Select	 class02.pdf
Select	 class03.pdf
Select	 class04.pdf
Select	 class05.pdf
Select	 class06.pdf
Show other sites	

[Continue](#)

[Cancel](#)

Click the **Select** link for the file you want to attach if it is already in Resources.

Or, upload the file.

The screenshot shows the 'DAC-EDUCATION-DEPT1-SUBJ1-126 Resources' page. On the left, there's a tree view with a 'Title' node expanded, showing 'DAC-EDUCATION-DEPT1-SUBJ1-1' and several files: '3Penguins.jpg', 'class01.pdf', 'class02.pdf', and 'class03.pdf'. On the right, there's a grid of resources with 'Actions' columns containing 'Select' links. A context menu is open over the 'Actions' column of the first row. The menu has a red border around the 'Upload Files' option, which is highlighted. Other options in the menu include 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'. The 'Add' button in the top right corner of the main interface is also circled in red.

If the file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.

Click Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
 class01.pdf	Remove

Location:  **DAC-EDUCATION-DEPT1-SUBJ1-126 Resources**

Actions
Add <input type="button" value="▼"/>
Select
Select
Show other sites

[Continue](#)

[Cancel](#)

Once you have selected the image file, click the **Continue** button.

(Optional) Repeat as needed to attach additional files.

View/edit links.

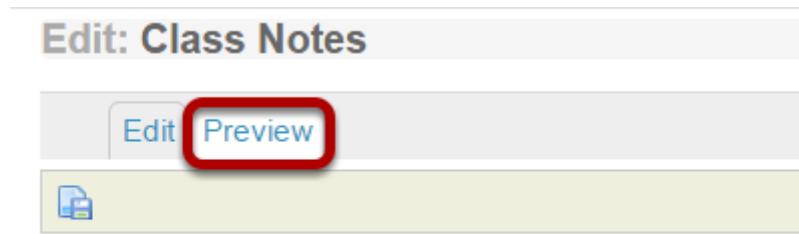
Edit: Class Notes

The screenshot shows the 'Edit: Class Notes' page. At the top, there's a toolbar with 'Edit' and 'Preview' buttons. Below the toolbar is a rich text editor toolbar with icons for bold (B), italic (I), strikethrough (x²), and underline (x₂). It also includes a 'Headings...' dropdown, a font size dropdown, and icons for image, link, and file attachments. The main content area contains an h2 heading 'Class Notes for Review'. Below the heading are three links: '[link:Class 01 Lecture Notes|worksites:/class01.pdf]', '[link:class02.pdf|worksites:/class02.pdf]', and '[link:class03.pdf|worksites:/class03.pdf]'. The first link has a yellow background highlight.

The attachment links will display in the editor area.

Tip: If you want to change the title of the link to something other than the filename, edit the link text before saving.

Preview content. (Optional)



Class Notes for Review

- » [Class 01 Lecture Notes](#)
- » [class02.pdf](#)
- » [class03.pdf](#)

Save **overwrite** **Cancel**

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

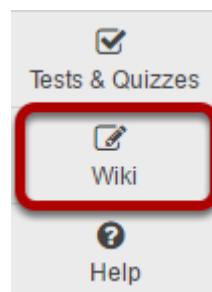
Click Save.

Save **overwrite** **Cancel**

Once you have finishing editing the page, click **Save**.

How do I view wiki page info?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

View page information.

HOME VIEW EDIT INFO HISTORY WATCH Search:

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	no	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

Save In addition to editing the page permissions you may [edit site permissions](#)

[Incoming](#) ? ➔ [New Page 2](#)
[Outgoing](#) ? [New Page 1](#) ➔
[New Page 2](#) ➔

[Comment](#) ?

[Notification Preferences](#) ? [Edit Notification Preferences for /site/DAC-EDUCATION-DEPT1-SUBJ1-101](#)

[Views and Feeds](#) ?

- [Printer Friendly](#)
- [Public View](#)
- [Rich Text Format \(RTF\)](#)
- [PDF](#)
 - RSS 1.0
 - RSS 0.91
 - RSS 2.0
 - ATOM 0.3

[Owner](#) ? DA Test
[Global Name](#) ? /site/DAC-EDUCATION-DEPT1-SUBJ1-101/home
[Permission Section](#) ? /site/DAC-EDUCATION-DEPT1-SUBJ1-101
[Id](#) ? 14e4b1a2547ac8f201547cb677a20215
[last edited](#) ? May 4, 2016 1:18:49 PM EDT by Demo Professor
[SHA-1](#) ? ABB391CBA65A8752DAF78BA07093619DA8E3B0E6

The following information will be displayed for this page:

- Lists all pages the page links to
- Lists all pages that link to this page
- Gives the page owner (This is usually the owner of the site or the person who created the wiki.)
- Gives the global page name, to allow linking to it from outside the Wiki

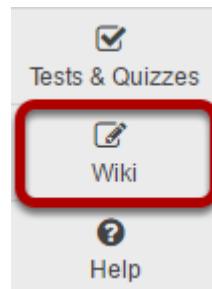
- Gives the page permission details (You need to be a member of the site listed in order to view the wiki.)
- Gives details of when the page was last edited

The Info screen also allows you to open the following versions of the page:

- Printer friendly version
- Un-editable HTML version
- Rich Text Format version
- PDF version
- RSS feeds of recent changes

How do I watch or subscribe to a wiki?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Watch.



Choose your notification preference.

Watch:

Email notifications of changes to: /site/DAC-EDUCATION-DEPT1-SUBJ1-126

Each time a page is changed in this wiki (or wiki sub-section), send a separate email
 Send me one email per day summarizing all changes in this wiki (or wiki sub-section)
 Do not send me emails when pages change in this wiki (or wiki sub-section)
 (For wiki sub-sections only) Just do the same as for the main wiki notifications

Save **Cancel**

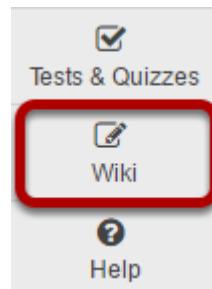
You may choose from the following notification options:

- Each time a page is changed in this wiki (or wiki sub-section), send a separate email
- Send me one email per day summarizing all changes in this wiki (or wiki sub-section)
- Do not send me emails when pages change in this wiki (or wiki sub-section)
- (For wiki sub-sections only) Just do the same as for the main wiki notifications

Select the radio button for your desired notification level, and then click **Save**.

How do I view wiki page history?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click History.



Select the **History** button to view the history for the page you are currently viewing.

View page history.

History: Home

Version ?	User ?	Date ?	Compare to ?	Revert ?	Changed ?	Permissions ?
CURRENT (7)	student03					
V.6	Demo Professor	March 24, 2016 3:56:44 PM EDT	Current Previous	Revert to this version	Content same as V.5	orwa srwa p--
V.5	Demo Professor	March 24, 2016 2:22:49 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V.4	Demo Professor	March 24, 2016 1:33:07 PM EDT	Current Previous	Revert to this version	Content same as V.3	orwa srwa p--
V.3	Demo Professor	March 24, 2016 1:22:47 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V.2	Demo Professor	March 24, 2016 12:55:40 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V.1	Demo Professor	March 24, 2016 12:55:22 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V.0	DA Test	March 24, 2016 12:51:12 PM EDT	Current	Revert to this version		orwa srwa p--

Page history displays the following information:

- Gives a list of all previous versions of that page, with the name of the user who altered it and the date.
- Allows you to view any previous version.
- Compare the contents of any version with the current version.
- Compare the contents of any version with the version immediately previous, to see what changes were made by each user.

- Allows you to revert to any previous version.

Tip: If you have accidentally deleted content from your page, you can use the "Revert to this version" option to revert to an earlier, correct version, for example.

How do I set wiki permissions?

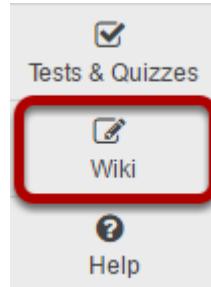
Wiki has two levels of permissions: site level and page level. Site level permissions are the default permissions for all wiki pages. However, permissions can be also changed for individual pages at the page level. For example, you can alter permissions so that the wiki is editable by everyone, except for one page which can only be edited by instructors.

There are 5 types of permissions within Wiki:

- Read (read pages)
- Create (create new pages; update must be enabled to allow this)
- Update (edit pages)
- Admin (alter site permissions)
- Super-admin (typically reserved for system administrators)

Note: Wiki permissions cascade downwards. For example, you cannot update a page if you cannot read it, so it makes no sense to enable "update" but dis-enable "read". If you enabled "create" or "update", Wiki will assume that you want "read" permission enabled as well.

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

Edit page level permissions.

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	yes	yes	yes	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Additional Page Permissions

Page Owner ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Authenticated users ?	<input type="checkbox"/>	<input type="checkbox"/>	
Anyone at all ?		no	

1  **2** 

Save

In addition to editing the page permissions you may [edit site permissions](#)

You may check or uncheck the boxes available on this page to enable/disable the associated permissions for each of the user roles shown.

Note: The permission options selected here will apply to the current page only.

Edit site level permissions.

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	yes	yes	yes	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

Save

In addition to editing the page permissions you may

[edit site permissions](#)

In order to edit the default permissions for all wiki pages in the entire site, click on the **edit site permissions** link just below the page permissions grid.

Select the site level permissions for each role.

The section : /site/DAC-EDUCATION-DEPT1-SUBJ1-126

1

Role permissions	Create	Read	Edit	Admin	Super Admin
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save **Cancel**

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.