

SAKAI 10 STUDENT GUIDE

Table of Contents

About Help.....	5
About Sakai Help	6
Accessibility	7
Accessibility Information.....	8
Rich Text Editor Accessibility Guidelines	15
My Workspace.....	25
What is My Workspace?.....	26
What is Site Navigation?	27
What is the My Workspace Tool Menu?	29
What is the My Workspace Message of the Day?	31
What is the My Workspace Calendar?	33
What are the My Workspace Recent Announcements?	35
What are the My Workspace Message Center Notifications?	36
How do I view and edit my account details?	38
What is Membership?	40
What is Worksite Setup?.....	43
What is the Preferences tool?	44
Course and Project Sites.....	50
What are course sites?	51
What are project sites?	52
How do I navigate in a site?	53
What is the Reset button?	55
Announcements	56
What is the Announcements tool?	57
How do I view announcements?	58
Assignments	63
What is the Assignments tool?	64
How do I submit an assignment?	65
How do I complete a peer assessment assignment?.....	71
How do I view my assignment feedback?	74
Chat.....	76
What is the Chat Room tool?	77
How do I read, post, or delete Chat Room messages?	78
Drop Box	80
What is the Drop Box tool?	81
How do I add items to the Drop Box?	82
Email.....	83
What is the Email tool?	84
How do I send an Email message?	85
Email Archive	90
What is the Email Archive tool?	91
How do I view archived messages?	92
Forums	93
What is the Forums tool?	94
How do I post to a forum?	96
How do I reply to a forum post (i.e. conversation)?.....	99
How do I email a forum post author?	104
How do I watch or subscribe to forums?	106

Gradebook.....	107
What is the Gradebook?	108
How do I view my Gradebook grades?	109
Lessons	110
What is the Lessons tool?	111
How do I add Student Content in Lessons?	114
Messages	121
What is the Messages tool?	122
How do I send a message?	123
How do I reply to a message?	127
How do I view my messages?	129
How do I create a Messages folder?	131
How do I delete a message?	133
How do I move a message?	135
News.....	137
What is the News tool?	138
Podcasts.....	139
What is the Podcasts tool?	140
How do I view or download an individual podcast?	142
How do I subscribe to a podcast?	144
Polls.....	148
What is the Polls tool?	149
How do I take a poll?	151
How do I view poll results?	153
PostEm	154
What is the PostEm tool?	155
How do I view my feedback in PostEm?	158
Profile	159
What is the Profile tool?	160
How do I set up my profile?	161
How do I add pictures to my profile picture gallery?	172
How do I search for and add connections?	175
How do I send a message to a connection in Profile?	178
How do I change my privacy settings?	179
How do I set my notification and other profile preferences?	181
How do I post to my wall?	185
Resources	188
What is the Resources tool?	189
How do I navigate the Resources tool?	191
How do I upload files?	195
How do I create folders?	199
How do I add a web link or URL?	206
How do I create an HTML page?	209
How do I create a text document?	214
How do I drag-and-drop files from my computer to a Resources folder?	218
How do I set the display of a Resources item to a specific time period?	222
How do I upload and unpack a zip file to a Resources folder?	224
How do I move a file or folder within Resources in the same site?	230
How do I remove a file or folder in Resources?	238
How do I make a file or folder publicly viewable?	241
How do I upload or download multiple resources?	243
What is the Resources quota?	245

Rich Text Editor	246
What is the Rich Text Editor?	247
What actions can I perform using the Rich Text Editor icons?	248
How do I embed an image in a text box?	255
How do I embed a YouTube video in a text box?	262
How do I embed a linked web image in a text box?	266
How do I create a link to a Resources item in a text box?	273
How do I create a link to a web site in a text box?	277
How do I add special characters to a text box?	279
How do I add/edit a table in a text box?	281
How do I add a content template to a text box?	286
How do I paste text from a Microsoft Word document to a text box?	288
How do I embed an mp4 video in a text box?	291
How do I embed an mp3 audio in a text box?	295
Roster	299
What is the Roster tool?	300
How do I view/search the roster?	301
How do I view roster photos and/or profiles?	302
Schedule	305
What is the Schedule/Calendar tool?	306
How do I customize my Schedule/Calendar display?	307
How do I print the Schedule/Calendar?	309
Search	311
What is the Search tool?	312
How do I perform a basic search?	313
How do I perform an advanced search?	314
Sign Up	320
What is the Sign-Up tool?	321
How do I view meetings in Sign-Up?	322
How do students or participants sign-up for meetings?	324
Syllabus	327
What is the Syllabus tool?	328
How do I print the syllabus?	329
Tests & Quizzes	331
What is the Tests & Quizzes tool?	332
How do I submit an assessment (i.e. test or quiz)?	335
How do I view the feedback on my assessment (i.e. test or quiz)?	340
Wiki	343
What is the Wiki tool?	344
How do I view wiki pages?	345
How do I create a new wiki page?	346
How do I edit wiki pages?	348
How do I add images to a wiki page?	351
How do I view wiki page info?	354
How do I view wiki page history?	357

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 icon in the tool title bar.

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.

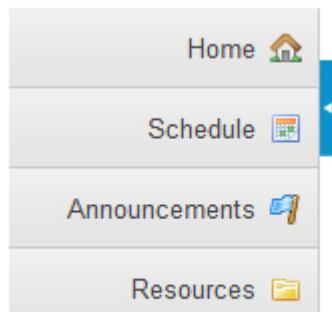
This list contains the menu links to sites you most commonly use. Each menu link will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site's tools so that you can go straight to that tool on the selected site.

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



Screen capture of Tools List

- **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.

Rich Text Editor Accessibility Guidelines

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 that ensures content is compatible with assistive devices, robust enough to be copy and pasted to other contexts or presented in unanticipated contexts, and is a legal requirement in some jurisdictions.

The technical measure of the accessibility of the format of 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 structure elements are 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](#).

Images

Users with some disabilities will be unable to see images and/or comprehend what they are meant to convey.

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 it that goes into more detail. Some pointers ("Next image," "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 Text Alternatives

- Alt 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 is filling a vial containing a small about of blood with fluid to denature the

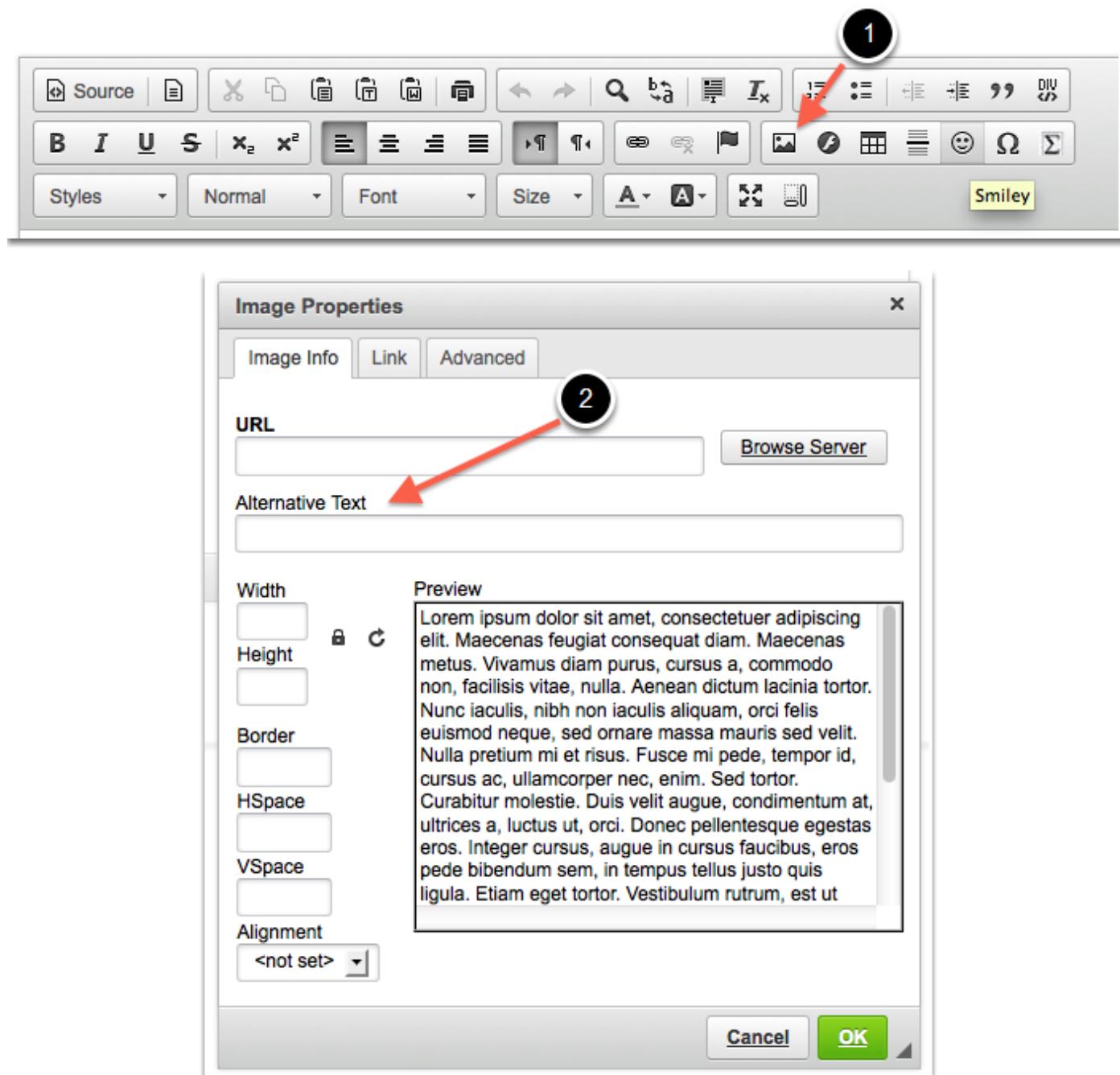
sample as part of the process of the PCR analysis method of DNA profiling. In the background is a centrifuge which will aid in the process of extracting the DNA from the sample of blood."

- Reference farther away in body

"... Figure 1.3 shows the correlation between the...."

[Image] Figure 1.3

Steps to Add Alternative Text



1. Activate the “image” button on the toolbar.
2. Locate the “Alternative Text” input form control in the dialog that is loaded after you activate the button. Place the appropriate alternative text in the form field provided.

[Figures 1 and 2: CKEditor Menu and CKEditor Image Options Panel. For screen reader users working with the CKEditor see the <link to ckeditor section>Accessibility Documentation </link>]

Document Structure

Assistive technology users rely heavily on headings to navigate complex content. Structuring complex content will help all users parse it as well.

When to Add Structure with Headings

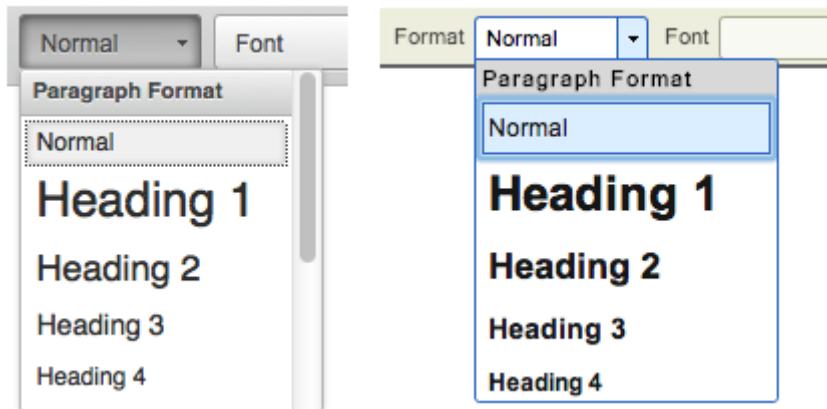
If a document can be outlined or you have an outline in mind when writing it, then adding headings will convey its structure. Some notes:

- Nest headings appropriately:
- Heading 1 > Heading 2
- Heading 2 > Heading 3, Heading 3, Heading 3
- Use short title-like headings that describe content that follows
- If the content you are creating is an HTML Resource start with a Heading 1, in all other cases start with a Heading 4, since the application is already using Heading 1 through Heading 3. Your content in these cases will always be a child of a pre-existing Heading 3.

Examples of Structure

This document is an example.

Steps to add Headings



Headings are available from the Format menu. This can look like one of the two examples above.

[Figure 3: CKEditor Format Menu. For screen reader users working with the CKEditor see the <link to ckeditor section>Accessibility Documentation </link>]

Note: the default size of the Headings can always be adjusted with the Size menu. The default size of some of the higher headings (h5 - h6) may need adjustment. Conversely, do not use headings for typographical effects.

Using semantically helpful elements

Assistive technology users benefit when the page elements used have a relationship to the meaning they are trying to convey visually.

Lists



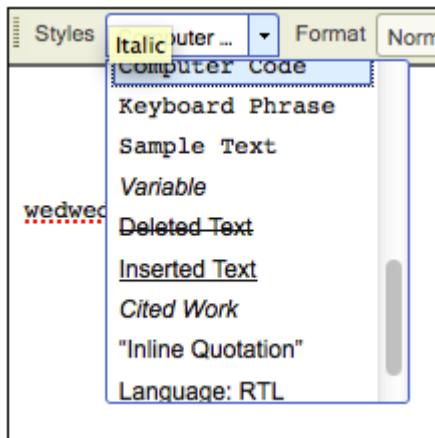
If you think of a vertical series of items as a list, you should include it in your page as a list. Select the lines involved and click on the numbered or bulleted list option.

[Figure 4: CKEditor List Buttons. For screen reader users working with the CKEditor see the <link to ckeditor section>Accessibility Documentation </link>]

Paragraphs

A paragraph (hit Enter or Return) is always more meaningful than a line break (hit Shift + Enter or Return).

Inline styles



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

- Cited work
- Inline Quotation
- Computer Code
- Sample text
- Inserted and Deleted text

If you are curious to see what these do, add one and switch to "Source View" - this is how a screen reader will "see" it. 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. Cited Work produces italic text. But it would be confusing to a screen reader if you used it just for that reason.

[Figure 5: CKEditor Styles Menu. For screen reader users working with the CKEditor see the <link to ckeditor section>Accessibility Documentation </link>]

Do Not Use Color or Spatial Position to Convey Information

For Example, "click the green button on the left." Color blind users will not be able to distinguish the button. For screen reader users there is no notion of "left" - the best solution is to quote the target label:

Click on "Start Assignment," or Click "Save" button.

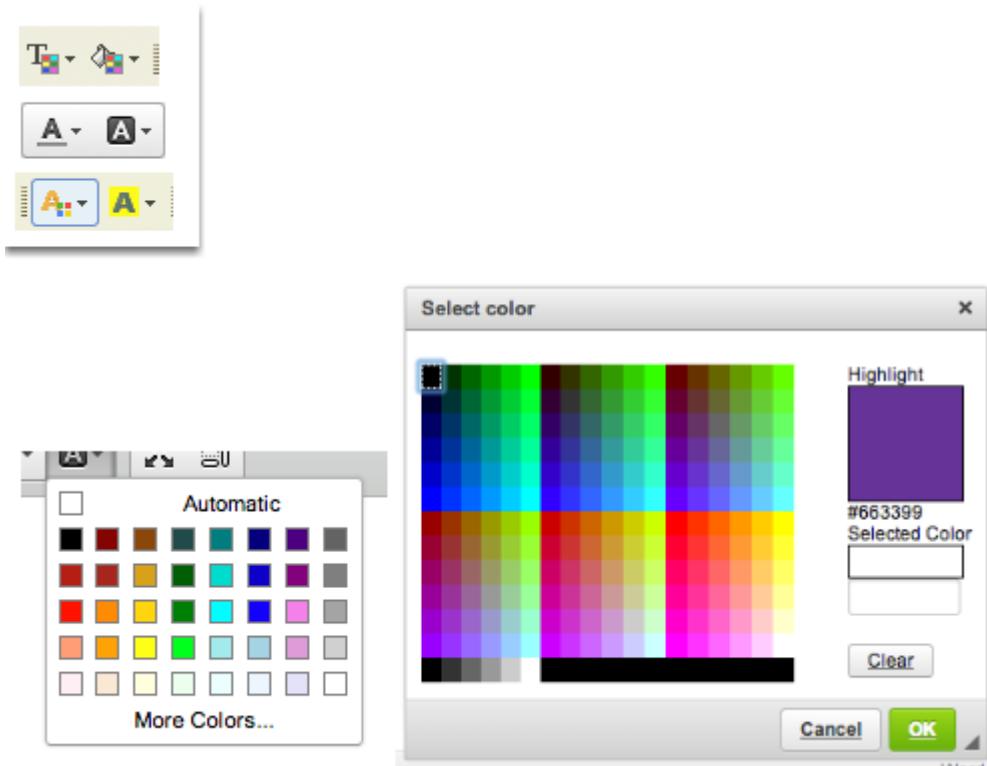
Use Adequate Color Contrast

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 - as that will likely be 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

Steps to Change Foreground and Background Colors



If you need to edit the background color and the text color click on either control shown below (the buttons will look like one the choices below, with foreground color on the left and background color on the right).

In most cases the contrast will be obvious, but if you need to verify, click on the "More Colors" option, record the hex number for the color you have selected (starting with #) and check the two colors through an online tool such as [WebAIM's Color Contrast Checker](#).

[Figure 6: CKEditor text color and background buttons. For screen reader users working with the CKEditor see the <link to ckeditor section>Accessibility Documentation </link>]

[Figures 7 and 8: CKEditor "More Color" options. For screen reader users working with the CKEditor see the <link to ckeditor section>Accessibility Documentation </link>]

Using Tables

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, a screen reader user needs a properly coded table. To make tables usable we need to put in a little bit of work into them.

Examples of Tables: Simple table

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

Simple table: books read by 2 people. Only column headers are needed

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

Complex table: books read by 2 people each week. Column and row headers 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 a tables add a row and/or column to be used as a heading for each as appropriate. The table creation menu contains a Headers options that allows for selecting the first row, column or both.

Add a Summary of the table. The table creation menu offers a line to add a summary that will inform readers of the content of the table. Good examples are: "Data from recent study," "Table of inputs and outputs" etc.

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

[Figure 9: CKEditor table panel. For screen reader users working with the CKEditor see the <[link to ckeditor section](#)>Accessibility Documentation </link>]

Links

Use Unique and Descriptive Link Text

The diagram illustrates two examples of link lists. On the left, a large number '1' is enclosed in a circle, pointing to a table with three rows. The first row has a header 'Item'. The subsequent rows contain 'Item 1', 'Item 2', and 'Item 3' respectively, each followed by a blue 'Vote' link and a blue 'Delete' link. On the right, a large number '2' is enclosed in a circle, pointing to another table with three rows. The first row has a header 'Item'. The subsequent rows contain 'Item 1', 'Item 2', and 'Item 3' respectively, each followed by a blue link labeled 'Vote on Item 1', 'Vote on Item 2', and 'Vote on Item 3' respectively, and a blue link labeled 'Delete Item 1', 'Delete Item 2', and 'Delete Item 3' respectively.

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

Assistive technology users use link lists to navigate content. This means they cannot rely on context to tell what a link does. This is why 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.

1. In lists where each item has several links associated with it the temptation would be to do the first example shown above.
2. The second example shown above would be better, if a bit verbose.

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 (see above for instructions). 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.)

Steps to Add Alternative Text

- Activate the “image” button on the toolbar.
- Locate the “Alternative Text” input form control in the dialog that is loaded after you activate the button.
- Place the appropriate alternative text in the form control following the guidelines in the heuristics section.

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 Editor, include the information in the link text.

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

Use Unique and Descriptive Page Titles

Assistive technology users rely on page titles. You will only run across the need to specify this when you are creating 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 list.

My Workspace

What is My Workspace?

When you log in to Sakai, you will immediately see My Workspace, your individual workspace in the system. My Workspace 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 My Workspace may be customized by your institution.

My Workspace Navigation and Display

The screenshot shows the Sakai My Workspace page with several sections and numbered callouts:

- Top Navigation:** Sakai logo, My Workspace dropdown, PSYCH 101 001 FA14 dropdown, PSYCH 400 001 SU14 dropdown, Course Review Project dropdown, More Sites dropdown, and a Logout link.
- Left Sidebar:** Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help.
- Section 1 (Top Right):** A circular icon with the number 1.
- Section 2 (Left):** My Workspace: Message Of The Day. It says "There are currently no messages at this location." with an Options button.
- Section 3 (Center Top):** My Workspace: Calendar. It shows a monthly calendar for January 2014 with days from Sun to Sat. Specific dates like 27, 28, and 29 are highlighted.
- Section 4 (Top Right):** A circular icon with the number 4.
- Section 5 (Bottom Left):** My Workspace: Recent Announcements. It says "Announcements (viewing announcements from the last 10 days)" and has a View dropdown set to All. There are currently no announcements.
- Section 6 (Bottom Right):** My Workspace: Message Center Notifications. It shows a table with Site, New Messages, and New in Forums columns for PSYCH 101 001 FA14 and PSYCH 400 001 SU14, both showing none.
- Section 7 (Bottom Left):** A circular icon with the number 5.

My Workspace 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. [My Workspace: Calendar](#)
5. [My Workspace: Recent Announcements](#)
6. [My Workspace: Message Center Notifications](#)

The My Workspace 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 My Workspace at any time by clicking on the **My Workspace** button on the left. There is also **Logout** button in the far right hand corner to exit the system.

Jump to site tools.

Click on the down arrow to expand the site tools menu.

The Site Tools menu for PSYCH 400 001 SU14 includes:

- Syllabus
- Schedule
- Announcements
- Resources
- Assignments
- Tests & Quizzes
- Gradebook
- Site Info
- Forums
- Lessons

Below the menu is a calendar for the month of July 2014.

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 course.

More sites.

More Sites

Search sites in this drawer

FALL 2014

PSYCH 101 001 FA14 | PSYCH 200 001 FA14

OTHER

My Workspace

PROJECTS

Course Review Project

SUMMER 2014

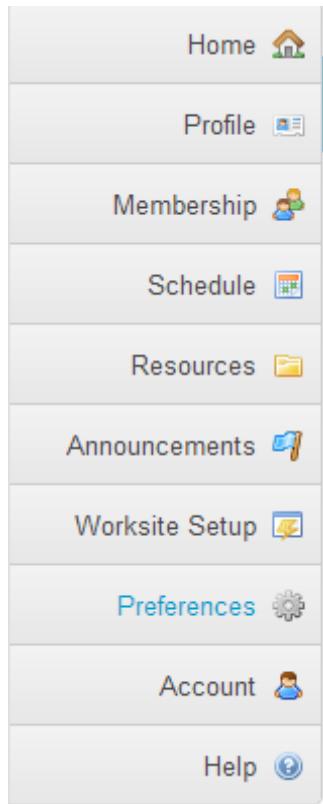
PSYCH 300 001 SU14 | PSYCH 400 001 SU14

The top site navigation can only display a small number of sites. If you have many active sites, clicking the down arrows on the **More Sites** button will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites).

Note: Inactive or Archived sites will not display in the More Sites listing. You can access inactive sites from the Membership or Worksite Setup tools.

What is the My Workspace Tool Menu?

My Workspace Tool Menu.



The My Workspace 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 arrow tab in the upper right portion of the menu. When the menu is collapsed, the menu links are represented by their associated icons.

What is the My Workspace Message of the Day?

In the Home area of My Workspace, 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 10 My Workspace interface. The top navigation bar includes links for 'My Workspace', 'PSYCH 400 001 SU14', 'Course Review Project', and 'More Sites'. On the left, a sidebar menu lists 'Home', 'Profile', 'Membership', 'Schedule', 'Resources', 'Announcements', 'Worksite Setup' (which is selected), 'Preferences', 'Account', and 'Help'. The main content area features a red box highlighting the 'My Workspace: Message Of The Day' section, which displays the message 'Welcome to Sakai 10'. To the right of this are other sections: 'My Workspace: Calendar' (showing a calendar for April 2014), 'My Workspace: Recent Announcements' (listing two items: 'Week 2' and 'Welcome'), and 'My Workspace: Message Center Notifications' (listing new messages and forums for sites like PSYCH 400 001 SU14 and PSYCH 101 001 FA14).

Select Options to customize display. (Optional)

My Workspace: Message Of The Day

Options

Sakai CLE - the collaboration and learning environment for educators, by educators

Open doors for students to learn and instructors to teach on their own terms



You may customize the appearance of the Message of the Day by selecting the **Options** button.

MOTD Options

My Workspace: Message Of The Day

Options

You are currently setting options for Message of The Day.

Message of The Day Display

1 Show Announcement subject
 Show Announcement body

Show about 2

Number of days in the past 3

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.

What is the My Workspace Calendar?

The My Workspace Calendar shows 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 My Workspace.

View Calendar.

The screenshot shows the Sakai interface with the following sections:

- My Workspace** dropdown menu: Sample Course, test worksite, Tutorial Demo Site.
- Logout** button.
- Home**: My Workspace Message Of The Day (options), My Workspace Calendar (options, highlighted with a red box), My Workspace Recent Announcements (options), My Workspace Message Center Notifications (options).
- Profile**: Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, Delegated Access, Help.
- Membership**: This server is running Sakai 10 QA06 - source tag here <https://source.sakaiproject.org/svn/sakai/tags/sakai-10-qa06>.
- Schedule**: All of these properties are turned on by default in qa04 on this server as described by this jira <https://jira.sakaiproject.org/browse/SAK-23912>.
- Resources**: Three additional properties are also on by default:
 - # 1) SAK-18588
 - # Allow students to see total number of points in gradebook gradebook.showCoursePoints=true
- Announcements**: # 2) SAK-20370
- Worksite Setup**: # Show total points in All Grades view for instructor gradebook.roster.showCourseGradePoints=true
- Preferences**: ## SEARCH # Enable the elastic search # DEFAULT: false
- Account**: search.enable = true
- Delegated Access**:
- Help**:

My Workspace: Message Of The Day: Options, My Workspace: Calendar (options, highlighted with a red box), My Workspace: Recent Announcements (options), My Workspace: Message Center Notifications (options).

My Workspace: Message Of The Day: Options, My Workspace: Calendar (options, highlighted with a red box), My Workspace: Recent Announcements (options), My Workspace: Message Center Notifications (options).

My Workspace: Calendar: Options, Subscribe (Randomly named feeds). April 2014 calendar table:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	3

My Workspace: Recent Announcements: Options, Announcements (viewing announcements from the last 10 days), View: All, There are currently no announcements at this location.

My Workspace: Message Center Notifications: Options, Site: Sample Course, New Messages: none, New in Forums: none, Chat.

Click Options to customize calendar display. (Optional)

The screenshot shows the Sakai interface with the following sections:

- My Workspace** dropdown menu: Sample Course, test worksite, Tutorial Demo Site.
- Logout** button.
- Home**: My Workspace Message Of The Day (options), My Workspace Calendar (options, highlighted with a red box), My Workspace Recent Announcements (options), My Workspace Message Center Notifications (options).
- Profile**: Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, Delegated Access, Help.
- Membership**: This server is running Sakai 10 QA06 - source tag here <https://source.sakaiproject.org/svn/sakai/tags/sakai-10-qa06>.
- Schedule**: All of these properties are turned on by default in qa04 on this server as described by this jira <https://jira.sakaiproject.org/browse/SAK-23912>.
- Resources**: Three additional properties are also on by default:
 - # 1) SAK-18588
 - # Allow students to see total number of points in gradebook gradebook.showCoursePoints=true
- Announcements**: # 2) SAK-20370
- Worksite Setup**: # Show total points in All Grades view for instructor gradebook.roster.showCourseGradePoints=true
- Preferences**: ## SEARCH # Enable the elastic search # DEFAULT: false
- Account**: search.enable = true
- Delegated Access**:
- Help**:

My Workspace: Message Of The Day: Options, My Workspace: Calendar (options, highlighted with a red box), My Workspace: Recent Announcements (options), My Workspace: Message Center Notifications (options).

My Workspace: Message Of The Day: Options, My Workspace: Calendar (options, highlighted with a red box), My Workspace: Recent Announcements (options), My Workspace: Message Center Notifications (options).

My Workspace: Calendar: Options, January 2014 calendar table:

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	31	1

You may customize the appearance of your Calendar by selecting the **Options** button.

Select custom preferences and Update.

My Workspace: Calendar



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

What are the My Workspace Recent Announcements?

The Announcements area in My Workspace 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 interface with the following sections visible:

- My Workspace: Message Of The Day**: Displays server configuration details and Jira links.
- My Workspace: Calendar**: Shows the April 2014 calendar.
- My Workspace: Recent Announcements**: A red box highlights this section, which displays "Announcements (viewing announcements from the last 10 days)". It includes a "View" dropdown set to "All". A message states "There are currently no announcements at this location."
- My Workspace: My Workspace Information Display**: Provides information about the workspace, mentioning Sakai's features like individual workspaces and personal documents.
- My Workspace: Message Center Notifications**: Shows notification counts for the Sample Course site.

Customize announcements display. (Optional)

My Workspace: Recent Announcements

Announcements (viewing announcements from the last 10 days)

View

There are currently no announcements at this location.

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 My Workspace Message Center Notifications?

The Message Center in My Workspace 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 My Workspace interface. On the left is a sidebar with links: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, Delegated Access, and Help. The main area has several sections:

- My Workspace: Message Of The Day**: Contains a message about the server running Sakai 10 QA06 and links to Jira and SAK-23912.
- My Workspace: Calendar**: A calendar for April 2014 showing days from 30 to 3.
- My Workspace: Recent Announcements**: A section stating there are currently no announcements.
- My Workspace: My Workspace Information Display**: A welcome message and information about the Sakai workspace.
- My Workspace: Message Center Notifications**: A table showing notifications for Sample Course: New Messages (none) and New in Forums (none).

Customize message center display. (Optional)

My Workspace: Message Center Notifications

[Options](#)

Site	New Messages	New in Forums
PSYCH 400 001 SU14	1	none
PSYCH 101 001 FA14	none	none

You may click on the **Options** button to customize the list of sites displayed in the Message Center area.

My Workspace: Message Center Notifications - Display Options

My Workspace: Message Center Notifications

[Remove sites from this synoptic list.](#)

Sites that are hidden from Preferences will not show up in this list.

Don't Show	Site	New Messages	New in Forums
<input type="checkbox"/>	PSYCH 400 001 SU14	1	none
<input type="checkbox"/>	PSYCH 101 001 FA14	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**. If you have already hidden sites in Preferences, they will not show up in this list.

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 My Workspace Tools Menu.

Modifying account details.

The screenshot shows the 'My Account Details' page under 'My Workspace: Account'. It lists the following information:

User	
User Id	jdoe
First Name	Jane
Last Name	Doe
Email	jdoe@myschool.edu
Type	registered
Disabled	False
Created By	Sakai Administrator
Created	Jan 27, 2014 10:20 am
Modified By	Sakai Administrator
Modified	Jan 27, 2014 10:20 am

At the bottom of the page, there is a blue button labeled 'Modify Details' with a red rectangular border around it.

Click on the **Modify Details** button.

Changing your name, email or password.

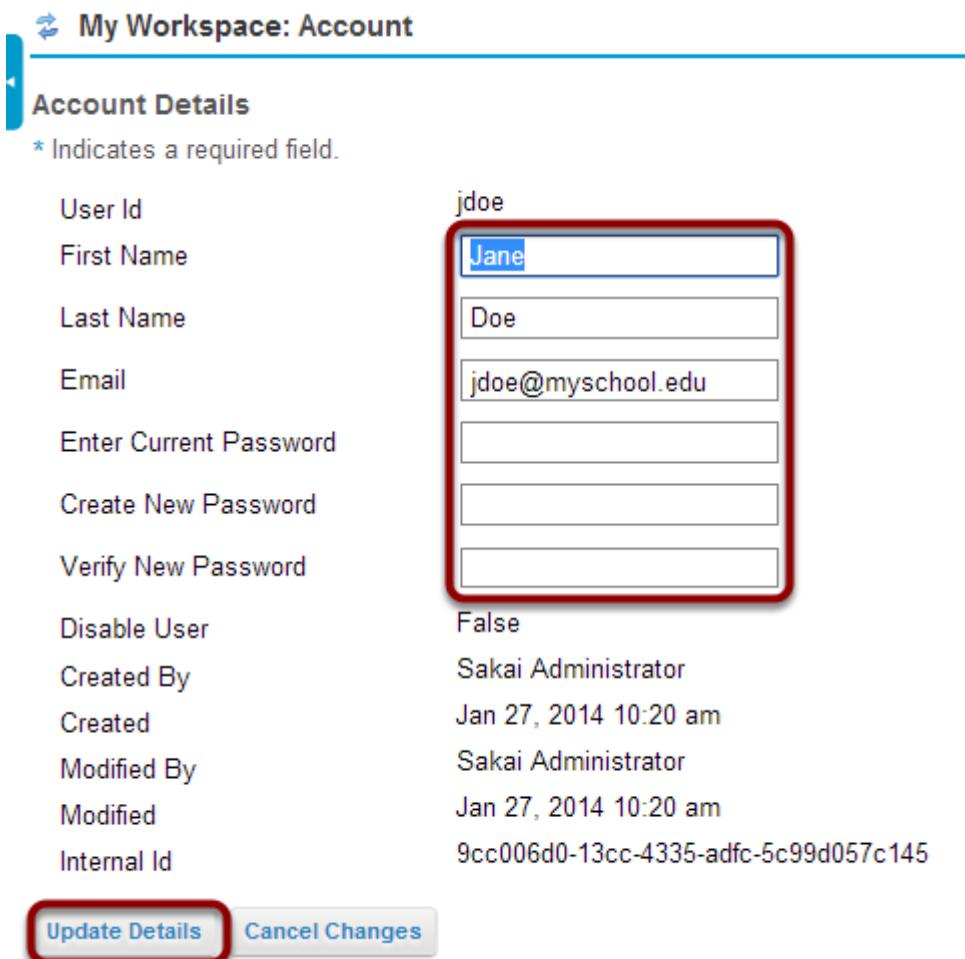
My Workspace: Account

Account Details

* Indicates a required field.

User Id	jdoe
First Name	Jane
Last Name	Doe
Email	jdoe@myschool.edu
Enter Current Password	
Create New Password	
Verify New Password	
Disable User	False
Created By	Sakai Administrator
Created	Jan 27, 2014 10:20 am
Modified By	Sakai Administrator
Modified	Jan 27, 2014 10:20 am
Internal Id	9cc006d0-13cc-4335-adfc-5c99d057c145

Update Details **Cancel Changes**



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 My Workspace.

Note that your Sakai User Id cannot be changed. Your User Id can only be modified by a Sakai Administrator at your institution.

What is Membership?

The Membership tool in My Workspace 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 My Workspace to access your list of sites.

Viewing current sites.

My Workspace: Membership

My Current Sites Joinable Sites

My Current Sites

1

2

Worksite ▲ Description

Course Review Project

PSYCH 101 001 FA12

PSYCH 101 001 FA13

PSYCH 101 001 FA14

PSYCH 200 001 FA14

PSYCH 300 001 SU14

PSYCH 400 001 SU12

PSYCH 400 001 SU13

PSYCH 400 001 SU14

Unjoin Cancel

You will see a list of all the sites in which you are currently enrolled.

1. You may sort by Worksite or Description 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.

My Workspace: Membership

My Current Sites **Joinable Sites** 1

Joinable Sites

The list below includes sites that can be joined.

Viewing 1 - 3 of 3 sites

|< < show 20 items... > >|

Worksite ▲	Description
drktst 202 002 Spring 2013 long desc...	(More)
Join 2 gsilver - project	An inscription of AD 102 records a restoration of a portico of S... (More)
Join mercury site	

1. If you would like to view and join sites that are open for self-enrollment in the system, click on the **Joinable Sites** button.
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.

My Workspace: Membership

My Current Sites Joinable Sites

My Current Sites

Viewing 1 - 10 of 10 sites

|<| <| show 20 items... |>| >|

<input type="checkbox"/>	Worksite ▾	Description	
1	<input checked="" type="checkbox"/>	Course Review Project drktst 202 002 Spring 2013 long desc...	(More)
		PSYCH 101 001 FA12	
		PSYCH 101 001 FA13	
		PSYCH 101 001 FA14	
		PSYCH 200 001 FA14	
		PSYCH 300 001 SU14	
		PSYCH 400 001 SU12	
		PSYCH 400 001 SU13	
		PSYCH 400 001 SU14	

2 **Unjoin** Cancel

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.

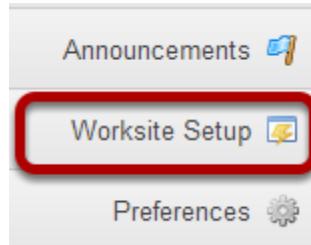
What is Worksite Setup?

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 My Workspace, 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 My Workspace.



What is the Preferences tool?

In [My Workspace](#), you can set preferences for which sites appear in your navigation and which sites have their own tabs. You can also choose how often you receive email notifications of site activity, set your time zone, and select your language.

Go to Preferences.

Select the **Preferences** tool from the Tool Menu in My Workspace.

Customize tabs.

My Workspace: Preferences

Customize Tabs Notifications Time Zone Language

Customize Tabs

Update Preferences Cancel Changes

Mouse instructions: Drag and drop items with the mouse.

Keyboard instructions: Direction keys (arrow keys or i-j-k-m) move focus. CTRL + direction keys move the item up or down, or SHIFT + CTRL + direction keys to move between columns.

Moving many: Use 1 checkboxes to make a multiple selection then 2 use arrows in the control panel that will appear 3 above.

Favorite Sites (in top bar)	
My Workspace	
PSYCH 400 001 SU14	<input type="checkbox"/>
PSYCH 101 001 FA14	<input type="checkbox"/>
Course Review Project	<input type="checkbox"/>

Active Sites (your drawer)	
PSYCH 300 001 SU14	<input type="checkbox"/>
PSYCH 200 001 FA14	<input type="checkbox"/>
OCE101 001 SU14	<input type="checkbox"/>

Archived Sites (will display in Worksite Setup sorted alphabetically)	
PSYCH 400 001 SU12	<input type="checkbox"/>
PSYCH 101 001 FA12	<input type="checkbox"/>
PSYCH 400 001 SU13	<input type="checkbox"/>
PSYCH 101 001 FA13	<input type="checkbox"/>

When you first enter the Preferences tool, you will be taken to the Customize Tabs information. On this screen, you can choose which sites are displayed as tabs in your navigation and active sites, and in what order they appear.

- Favorite Sites:** This list of sites appears on the left side of the screen. These are the sites which display as tabs in the top navigation bar of the system.
- Active Sites:** This list of sites appears in the middle of the screen. These are the sites which display in your site drawer when you click on More Sites in the top navigation bar.
- Archived Sites:** This list of sites appears on the right side of the screen. These 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 site drawer.

Note: Archived Sites are still active in the system, are still available to other enrolled users regardless of individual site display preferences.

Moving a site with drag and drop.

The screenshot shows three columns of site lists:

- Favorite Sites (in top bar):** My Workspace, PSYCH 400 001 SU14, PSYCH 101 001 FA14.
- Active Sites (your drawer):** PSYCH 300 001 SU14, PSYCH 200 001 FA14, OCE101 001 SU14.
- Archived Sites (will display in Worksite Setup sorted alphabetically):** PSYCH 400 001 SU12, PSYCH 101 001 FA12, PSYCH 400 001 SU13, PSYCH 101 001 FA13.

A red box highlights the "PSYCH 101 001 FA14" site in the Favorites list. A green box highlights the "OCE101 001 SU14" site in the Active list. A green arrow points from the Active list towards the Archived list, indicating the direction of movement.

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.)

Moving a site with the keyboard arrows.

The screenshot shows three columns of site lists:

- Favorite Sites (in top bar):** My Workspace, PSYCH 400 001 SU14, PSYCH 101 001 FA14.
- Active Sites (your drawer):** PSYCH 400 001 SU13, PSYCH 101 001 FA13, PSYCH 300 001 SU14, Course Review Project.
- Archived Sites (will display in Worksite Setup sorted alphabetically):** PSYCH 200 001 FA14, OCE101 001 SU14, PSYCH 400 001 SU12, PSYCH 101 001 FA12.

The "Course Review Project" site in the Active list is highlighted with a yellow border, indicating it is selected. It has a bold outline.

You can also move sites using the keyboard arrow keys. Select the site you want to move, and then use CTRL + the direction keys (arrow keys or i-j-k-m) to move the item.

Note: The item currently selected will have a bold outline.

Moving multiple sites.

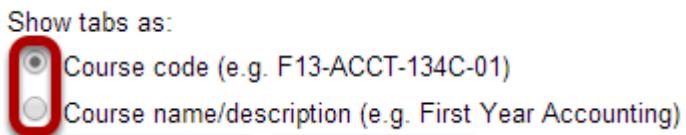
The screenshot shows three columns of site lists:

- Favorite Sites (in top bar):** My Workspace, PSYCH 400 001 SU14, PSYCH 101 001 FA14, Course Review Project.
- Active Sites (your drawer):** PSYCH 400 001 SU13, PSYCH 101 001 FA13, PSYCH 300 001 SU14.
- Archived Sites (will display in Worksite Setup sorted alphabetically):** PSYCH 200 001 FA14, OCE101 001 SU14, PSYCH 400 001 SU12, PSYCH 101 001 FA12.

Two sites in the Active list, "PSYCH 101 001 FA13" and "PSYCH 300 001 SU14", are selected, indicated by checked boxes next to them. A red box highlights these two selected items. To the right of the Active list, a control panel with four directional arrows (up, down, left, right) appears. A tooltip for the "up" arrow button says "Move selected sites to top of Archived Sites".

If you would like to move several sites at once, you may also select more than one item by checking the boxes next to each of the sites. A control panel with direction arrows will appear. Click on the direction arrow button to move the selected sites in the desired direction.

Select tab format.



You may also choose how you would like courses to be displayed in the tabs across the top. Select either the **Course code** or **Course name/description** radio button for your preferred format.

Click Update Preferences.



Once you have finished making changes to your sites and tabs, click **Update Preferences** to save your changes.

Notifications.



To customize your notification settings, click the **Notifications** button.

Select notification preferences.

My Workspace: Preferences

[Customize Tabs](#) [Notifications](#) [Time Zone](#) [Language](#)

Notifications

You will receive all high priority notifications via email. Set low priority notifications below.

▼ Matrices

This is a global preference that applies to all sites with a Matrices tool. To override this preference for a specific site, click 'Add a Site'.

- Send me each notification separately
- Send me one email per day summarizing all notifications
- Do not send me notifications

Override Matrices Preferences [Add a site](#)

▼ Wizards

This is a global preference that applies to all sites with a Wizards tool. To override this preference for a specific site, click 'Add a Site'.

- Send me each notification separately
- Send me one email per day summarizing all notifications
- Do not send me notifications

Override Wizards Preferences [Add a site](#)

▼ Announcements

- Send me each notification separately
- Send me one email per day summarizing all low priority announcements
- Do not send me low priority announcements

▼ Resources and Drop Box

- Send me each resource separately
- Send me one email per day summarizing all low priority resource notifications
- Do not send me low priority resource notifications

▼ Email Archive

- Send me each mail sent to site separately
- Send me one email per day summarizing all emails
- Do not send me emails sent to the site

▼ Syllabus

- Send me each notification separately
- Send me one email per day summarizing all notifications
- Do not send me low priority Syllabus items

[Update Preferences](#) [Cancel Changes](#)

You may choose from the following three options for low priority email notifications in the Matrices (OSP), Wizards (OSP), Announcements, Resources and Drop Box, Email Archive, and Syllabus tools.

- Send me each notification separately. (Default setting)
- Send me one email per day summarizing all notifications.
- Do not send me notifications.

If you change any of these settings, click **Update** 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.

 My Workspace: Preferences

Customize Tabs Notifications **Time Zone** Language

To set your local time zone, click the **Time Zone** button.

Choose your time zone.

 My Workspace: Preferences

Customize Tabs Notifications Time Zone **Language**

Time Zone

Please select your local time zone for selected Sakai tools, such as Schedule. You are currently in the **America/New_York** time zone

- [America/Maceio](#)
- [America/Managua](#)
- [America/Manaus](#)
- [America/Marigot](#)
- [America/Martinique](#)
- [America/Matamoros](#)
- [America/Mazatlan](#)
- [America/Mendoza](#)
- [America/Menominee](#)
- [America/Merida](#)
- [America/Metlakatla](#)
- [America/Mexico_City](#)
- [America/Miquelon](#)
- [America/Moncton](#)
- [America/Monterrey](#)
- [America/Montevideo](#)
- [America/Montreal](#)
- [America/Montserrat](#)
- [America/Nassau](#)
- [**America/New_York**](#)

Update Preferences **Cancel Changes**

Select your local time zone from the list, and then click **Update Preferences**.

Language.

 My Workspace: Preferences

Customize Tabs Notifications Time Zone **Language**

To set your preferred language, click the **Language** button.

Choose your language.

 **My Workspace: Preferences**

Customize Tabs Notifications Time Zone 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 - España [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**.

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.

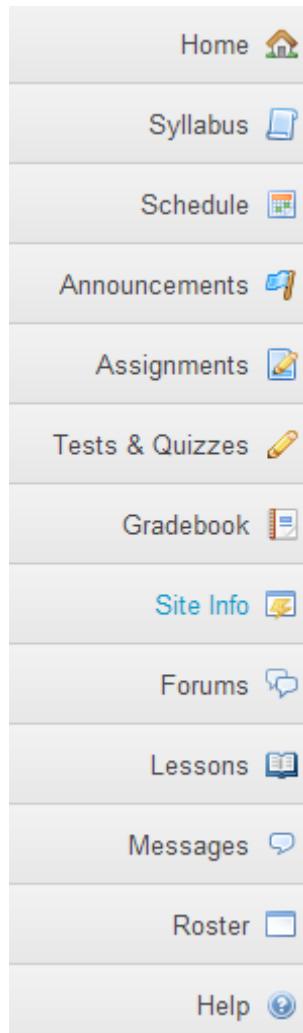
How do I navigate in a site?

[My Workspace](#) is your individual online workspace. When you first log in, you go to My Workspace automatically. To return to your workspace after visiting other sites, click My Workspace in the upper left corner of the screen. Additional course and project sites appear as tabs across the top of the screen. Click a tab to go to the corresponding 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.

Note: If you are not yet a member of any sites, you will see only a My Workspace tab at the top of the screen.

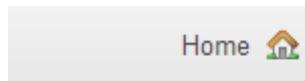
The Tool Menu.



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 site Home page.



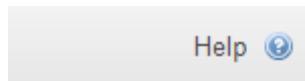
Home on the Tool Menu takes you to the home page for the site you're in. Home pages can contain a list of recent announcements, recent discussion items, calendar posts and other selected resources.

The Reset button.



When you're using a tool, the **Reset** button, located to the left of the tool's name, 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 blue question mark icon in the upper right corner of each page.

What is the Reset button?

The reset button returns you to the starting point of the tool you're using, as if you had entered the tool in a new session.

Reset button location



The reset button appears to the left of the name of the tool you're using and looks like two blue arrows pointing in opposite directions.

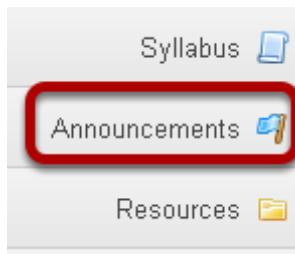
Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.

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 "My Workspace" tab, 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 view announcements?

Announcements in Sakai display in several locations. You can view them from My Workspace, from an individual course or project site, or from the Announcements tool.

Viewing announcements in My Workspace.

The screenshot shows the Sakai My Workspace interface. At the top, there's a navigation bar with links for 'My Workspace', 'Master Nursing Site', 'Nursing 101', 'OCE101 001 SU14', 'PSYCH 400 001 SU14', 'More Sites', and 'Logout'. On the left, a sidebar lists various workspace sections: Home, Profile, Membership, Schedule, Resources, Announcements (which is currently selected), Worksite Setup, Preferences, Account, and Help. The main content area has three main sections: 'My Workspace: Message Of The Day' (with an 'Options' button), 'My Workspace: Calendar' (showing a March 2014 calendar with some events), and 'My Workspace: Recent Announcements' (which is highlighted with a red border). The 'Recent Announcements' section displays three items: 'Welcome!', 'Assignment 1 Due Tomorrow', and 'Submit your Admission Documentation'. Below this is 'My Workspace: Message Center Notifications' which shows new messages and new forum posts for sites like PSYCH 400 001 SU14 and Sample Course.

When you are logged in to My Workspace, you will see your **Recent Announcements** displayed there. Your Recent Announcements in this location will show all announcements from all sites in which you are enrolled.

Click on the announcement subject.

This screenshot shows the 'Recent Announcements' list from the previous interface. It has a header 'My Workspace: Recent Announcements' and a subtitle 'Announcements (viewing announcements from the last 10 days)'. Below that are filtering options ('View All') and pagination controls ('Viewing 1 - 3 of 3 items', 'show 20 items...'). The main list consists of two rows, each representing an announcement. The first row has 'Subject' as 'Welcome!' and 'Saved By' as 'Demo Instructor'. The second row has 'Subject' as 'Assignment 1 Due Tomorrow' and 'Saved By' as 'Demo Instructor'. The 'Welcome!' link is highlighted with a red box.

View announcement details.

My Workspace: Recent Announcements



Announcement

Subject Welcome!
Saved By Demo Instructor
Modified Date Mar 4, 2014 10:51 am
Beginning Date
Ending Date
Groups site

Message

Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

I look forward to working with you this term! You can contact me via the **Messages** tool in the course site. Please feel free to contact me with any questions!

Your Professor

[Return to List](#)

Viewing announcements within a course or project site.

The screenshot shows the Sakai interface. At the top, there are navigation links: My Workspace, Master Nursing Site, Nursing 101, OCE101 001 SU14 (selected), PSYCH 400 001 SU14, More Sites, and Logout. On the left is a vertical sidebar with links: Home, Announcements (selected), Assignments, Forums, Gradebook, Resources, Schedule, Section Info, Site Info, Syllabus, Tests & Quizzes, Lessons, Messages, Roster, and Help. The main content area has two tabs: "OCE101 001 SU14: Site Information Display" and "OCE101 001 SU14: Recent Announcements". The "Recent Announcements" tab is highlighted with a red box. It displays the heading "Announcements (viewing announcements from the last 10 days)" and a single announcement titled "Welcome!" with the subtext "(Demo Instructor - Mar 4, 2014 10:51 am)". Below the announcements, there is a large image of a crashing wave.

When you enter a given course or project site, your **Recent Announcements** for that site only will display on the site home page.

Click on the announcement subject.

The screenshot shows the "Recent Announcements" page for the OCE101 001 SU14 course. The heading is "OCE101 001 SU14: Recent Announcements". Below it is the text "Announcements (viewing announcements from the last 10 days)". A single announcement is listed: "Welcome!" (Demo Instructor - Mar 4, 2014 10:51 am). The word "Welcome!" is highlighted with a red box.

View announcement details.

OCE101 001 SU14: Recent Announcements

2

Announcement

Subject Welcome!
Saved By Demo Instructor
Modified Date Mar 4, 2014 10:51 am
Beginning Date
Ending Date
Groups site

Message

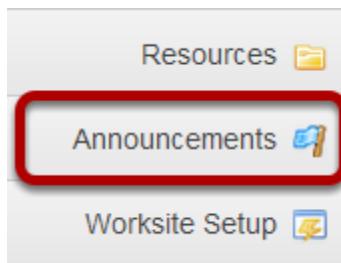
Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

I look forward to working with you this term! You can contact me via the **Messages** tool in the course site. Please feel free to contact me with any questions!

Your Professor

[Return to List](#)

Viewing announcements via the Announcements tool.



You may also view your announcements by selecting the **Announcements** tool in the Tool Menu from My Workspace, or from within an individual course or project site.

Note: Remember that My Workspace will display announcements from all courses.

Click on the announcement subject.

My Workspace: Announcements

Announcements (viewing announcements from the last 365 days)

View All ▾ Viewing 1 - 4 of 4 items

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

Subject	Saved By	Modified Date	Beginning Date	Ending Date
Welcome!	Demo Instructor	Mar 4, 2014 10:51 am		
Assignment 1 Due Tomorrow		Feb 27, 2014 4:17 pm		
Submit your Admission Documentation		Feb 27, 2014 4:11 pm		
test	Demo Instructor	Feb 19, 2014 4:28 pm		

View announcement details.

My Workspace: Recent Announcements

Announcement

Subject Welcome!
Saved By Demo Instructor
Modified Date Mar 4, 2014 10:51 am
Beginning Date
Ending Date
Groups site

Message

Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

I look forward to working with you this term! You can contact me via the **Messages** tool in the course site. Please feel free to contact me with any questions!

Your Professor

[Return to List](#)

Assignments

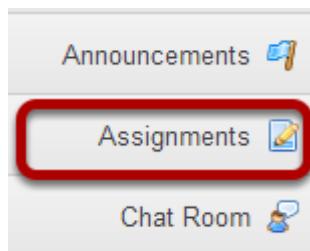
What is the Assignments tool?

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 submit an assignment?

Go to Assignments.

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

Click on the title of the assignment.

The screenshot shows the 'Assignment List' page for the course 'PSYCH 400 001 SU14: Assignments'. At the top, there is a header bar with a magnifying glass icon, the course name, and a help icon. Below the header is a sub-header 'Assignment List'. A message says 'Select an assignment to view details, start working or edit your previous work.' On the right, it shows 'Viewing 1 - 2 of 2 items' and a dropdown for '200 items...'. There are four numbered circles (1, 2, 3, 4) overlaid on the page: circle 1 is around the 'Assignment title' column header; circle 2 is around the 'Status' column header; circle 3 is around the 'Open' date; and circle 4 is around the 'Due' date. The table has four columns: Assignment title, Status, Open, and Due. The first row contains 'Assignment 1' (status Not Started, open Mar 4, due Mar 11), 'Peer Assessment' (status Assignment submission required, open Mar 11, due Mar 11), and 'Article Summary' (status Returned, open Feb 16, due Feb 22). The second row contains 'Assignment 1' again, which is highlighted with a yellow background.

Assignment title	Status	Open	Due
Assignment 1	Not Started	Mar 4, 2014 12:00 am	Mar 11, 2014 5:00 pm
Peer Assessment	Assignment submission required	Mar 11, 2014 5:00 pm	Mar 11, 2014 5:10 pm
Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 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.

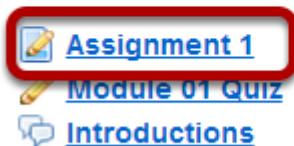
 **Lessons**

Week One

Reading:

Chapters 1 and 2 in the textbook.

Activities:



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.

PSYCH 400 001 SU14: Recent Announcements

Announcement

Subject	Assignment: Open Date for 'Assignment 1'
Saved By	Demo Instructor
Modified Date	Mar 4, 2014 11:43 am
Beginning Date	
Ending Date	
Groups	site
Assignment Link	Assignment 1

Message

Open date for assignment 'Assignment 1' is Mar 4, 2014 12:00 am.

[Return to List](#)

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.

 PSYCH 400 001 SU14: Schedule  

[< Last Event](#) [Go to Today](#) [Back to Calendar](#) [Next Event >](#)

Due Assignment 1

Date	Mar 11, 2014
Time	5:00 pm EST
Description	Assignment Assignment 1 is due on Mar 11, 2014 5:00 pm.
Frequency	Activity occurs once
Event Type	❗ Deadline
Owner	Demo Instructor
Site	PSYCH 400 001 SU14
From Site	"PSYCH 400 001 SU14" (psych400_001_su14)
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.

PSYCH 400 001 SU14: Assignments

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 11, 2014 5:00 pm
Status Not Started
Grade Scale Points (max 100.0)
Modified by instructor Mar 4, 2014 11:43 am

Instructions

Submit a 5 page research report on cognitive theories of learning and memory.

Submission

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your comments in the box below and use the Add Attachments button to include other documents. Save frequently while working.

My assignment 1 file is attached.]

1

Attachments

No attachments yet

Select a file from computer **Choose File** No file chosen

or select files from workspace or site

2

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 and 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

 [Assignment1.docx](#) (11 KB; Mar 4, 2014 12:14 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.

 [Submit](#) [Preview](#) [Save Draft](#) [Cancel](#) Don't forget to save or submit

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.

PSYCH 400 001 SU14: Assignments



Submission Confirmation

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

User: First Student (demostudent01)
Class site: PSYCH 400 001 SU14
Represents assignments for a given site.  Assignment 1
Submission ID: 405fb1e3-002a-4ab1-879d-332d759030e3
Submitted on: Mar 4, 2014 12:21 pm
History Tue Mar 04 12:21:44 EST 2014 First Student (demostudent01) submitted

Your submission included the following:

My assignment 1 file is attached.

Submitted Attachments

Assignment1.docx (11 KB; Mar 4, 2014 12:14 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 I complete a peer assessment assignment?

Go to Assignments.

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

Submit your assignment.

PSYCH 400 001 SU14: Assignments

Assignment List

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

Viewing 1 - 2 of 2 items Show 200 items...

Assignment title	Status	Open	Due
Assignment 1	Not Started	Mar 4, 2014 12:00 am	Mar 11, 2014 5:00 pm
Peer Assessment	Assignment submission required	Mar 11, 2014 5:00 pm	Mar 11, 2014 5:10 pm
Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 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 I submit an assignment?](#) for more information on submitting assignments.

Select a student submission to review.

PSYCH 400 001 SU14: Assignments

Assignment List

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

Viewing 1 - 2 of 2 items Show 200 items...

Assignment title	Status	Open	Due
Assignment 1	Submitted Mar 4, 2014 12:21 pm	Mar 4, 2014 12:00 am	Mar 4, 2014 12:30 pm
Peer Assessment	Not started	Mar 4, 2014 12:30 pm	Mar 4, 2014 2:00 pm
Student 1	Not started		
Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

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.

PSYCH 400 001 SU14: Assignments

Assignment List

Assignment 1 - Reviewing: Student (1 of 1)
Peer review due date: Mar 4, 2014 2:00 pm
Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

< Previous Return to List Next >
(Changes will be saved)

Assignment Instructions

Instructions for the Reviewer

1 Give your peer a score out of 100 points for this assignment.

Assignment Submission

2 My assignment 1 file is attached.

Submitted Attachments

Assignment1.docx (11 KB; Mar 4, 2014 12:14 pm)

Grade: 100 (max 100.0)

Reviewer Comments

Use the box below to enter additional summary comments about this submission.
Grading for this peer review is anonymous, so do not post your name in the reviewer comments section.

Great job on this assignment!

Rich Text Editor toolbar

body p Word Count : 5

Save Cancel Changes Submit

< Previous Return to List Next >
(Changes will be saved)

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 **Submit** to submit your peer review.

View submitted peer assessments.

Assignment title	Status	Open	Due
 Assignment 1	Submitted Mar 4, 2014 12:28 pm	Mar 4, 2014 12:00 am	Mar 4, 2014 12:30 pm
Peer Assessment	Submitted	Mar 4, 2014 12:30 pm	Mar 4, 2014 2:00 pm
Student 1 	Submitted		
 Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

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 I view my 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.

OCE101 001 SU14: Assignments

Assignment List

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

Viewing 1 - 3 of 3 items

Assignment title	Status	Open	Due
Assignment 1	Returned	Feb 21, 2014 12:00 am	Feb 28, 2014 5:00 pm
Assignment 2	Returned	Feb 21, 2014 12:00 am	Feb 28, 2014 5:00 pm
Exercise 1.1: Maps and Globes	Returned	Mar 4, 2014 12:00 pm	Mar 11, 2014 5:00 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 and feedback.

OCE101 001 SU14: Assignments

Exercise 1.1: Maps and Globes - Returned

Title	 Exercise 1.1: Maps and Globes
Student	Second Student
Submitted Date	Mar 4, 2014 2:21 pm
Grade	100.0 (max 100.0)
History	Tue Mar 04 14:21:53 EST 2014 Second Student (demostudent02) submitted

1

Instructions

Please see the attached document for assignment instructions.

2

Additional resources for assignment



[OCEA_101_Mod 01_EX1.1 Maps and Globes.docx](#) (11 KB; Mar 4, 2014 2:19 pm)

Original submission text with the instructor's comments inserted if applicable

My Exercise 1.1 submission is attached.

3

Submitted Attachments



[EX1.1.docx](#) (20 KB; Mar 4, 2014 2:21 pm)

Additional instructor's comments about your submission

Good work!

4

Instructor's attachments to this submission



[EX1.1-comments.docx](#) (20 KB; Mar 4, 2014 2:23 pm)

[Back to list](#)

Your assignment and feedback will be displayed.

1. The title, student name, submission date, and grade 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.

Note: 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 on the feedback screen.

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.

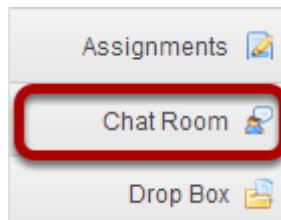
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

Go to Chat Room.

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

To read Chat Room messages:

The screenshot shows the Chat Room interface for the PSYCH 400 SU14 course. At the top, there are three tabs: Options, Change Room (which is highlighted with a red box and circled with number 1), and Permissions. Below the tabs, it says "Currently viewing messages for 'Main Chat Room'". A "View" dropdown menu (circled with number 4) is open, showing "Date and Time" and "Last 100 messages" (circled with number 5). To the right of the dropdown is a note: "All chat messages are archived and can be read by any site participant." On the left, a list of messages (circled with number 3) shows two messages from "Demo Instructor": "Hello Class!" (posted Mar 25, 2014 11:29 AM EDT) and "How are you today?" (posted Mar 25, 2014 11:30 AM EDT). To the right, a box titled "Users in Chat" (circled with number 2) lists "Demo Instructor". At the bottom, there is a text input field labeled "Enter chat message" with a placeholder "I" and two buttons: "Add message" and "Clear".

1. When you click **Chat Room**, you will enter the default room (as specified by the site leader). 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.
5. To change how many messages you see, from the second drop-down list, select one of the following options: All 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

This is my new message

Add message

Clear

In the text box at the bottom of the window, type your message, and then click **Add message**.

*Note: No one can see your message until you click **Add message**, 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.

Showing 3 messages out of 3

Demo Instructor  (Mar 25, 2014 11:29 AM EDT) Hello Class!

Demo Instructor  (Mar 25, 2014 11:30 AM EDT) How are you today?

Demo Instructor  (Mar 25, 2014 11:34 AM EDT) This is my new message

From: Demo Instructor

Date: Mar 25, 2014

Message: This is my new message

Delete

Cancel

To delete a Chat Room message that you have sufficient permission to delete, click the trash can icon next to the posting, and then click **Delete**.

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

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

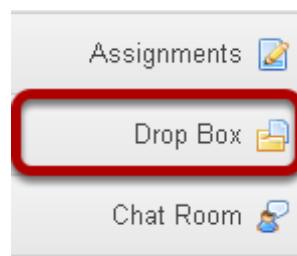
Drop Box

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

Actions	
Remove	Copy
▼	□
Title ▲	
Nursing 101 Drop Box ⓘ	Add ▾ Actions ▾
Student, Fifth ⓘ	Add ▾ Actions ▾
Student, First ⓘ	Add ▾ Actions ▾
Student, Fourth ⓘ	Add ▾ Actions ▾
Student, Second ⓘ	Add ▾ Actions ▾
Student, Third ⓘ	Add ▾ Actions ▾

Folders with the plus sign contain files.

How do I 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.

The screenshot shows the 'PSYCH 400 001 SU14: Drop Box' tool interface. At the top, there are three buttons: 'Site Resources', 'Upload-Download Multiple Resources', and 'Check Quota'. Below these are two dropdown menus: 'Location' set to 'Student, Second' and 'View' set to 'All sections/groups'. A message states that files in the Drop Box can only be seen by the user and site maintainers. The main area displays a table with a single folder entry: 'Student, Second' (with an info icon). To the right of the table is a red-bordered 'Actions' dropdown menu with the following options: 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create HTML Page', 'Create Text Document', and 'Create Citation List'. The 'Upload Files' option is highlighted with a blue background.

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 Add drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

The Drop Box functions mirror the functions of the Resources tool. See [What is the Resources Tool?](#) for more information.

Email

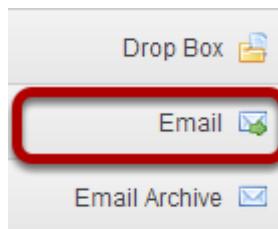
What is the Email tool?

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.

The screenshot shows the 'Email' tool interface for a course. At the top, there's a header with the course name 'PSYCH 400 001 SU14: Email'. Below the header is a navigation bar with three buttons: 'Compose', 'Options', and 'Permissions'. The 'Compose' button is highlighted with a blue border. Underneath the navigation bar, the 'From:' field is populated with 'Demo Instructor <professor@myschool.edu>'. The 'To:' field contains a link '[] All | Roles | Sections | Groups'. Below this, there's a link 'Add Other 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.

This screenshot is similar to the one above, showing the 'Email' tool interface. The 'From:' field is 'Demo Instructor <professor@myschool.edu>'. In the 'To:' field, the '[] All | Roles | Sections | Groups' link is selected, and a red circle highlights the 'All' checkbox. The 'Compose', 'Options', and 'Permissions' buttons are visible at the top.

Click to place a check mark next to All to send an email to everyone in the site.

Choose recipients by role.

From: Demo Instructor <professor@myschool.edu>

To: All Roles Sections | Groups
 Instructor

Student

Student, Fifth (demostudent05)
 Student, First (demostudent01)
 Student, Fourth (demostudent04)
 Student, Second (demostudent02)
 Student, Third (demostudent03)

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 Instructor <professor@myschool.edu>

To: All Roles Sections Groups

Lab1

Student, Fifth (demostudent05)
 Student, Second (demostudent02)

Lab2
 Lab3

[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 Instructor <professor@myschool.edu>

To: All | [Roles](#) | [Sections](#) Groups

[Team-1](#)

Student, Fourth (demostudent04)
 Student, Second (demostudent02)
 Student, Third (demostudent03)

[Team-2](#)

[Team-3](#)

[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.

From: Demo Instructor <professor@myschool.edu>

To: All | [Roles](#) | [Sections](#) | [Groups](#)

[Other Recipients:](#)

unenrolled_user1@myschool.edu, unenrolled_user2@myschool.edu

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:

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.

Hello,

Welcome to class!

body p Word Count : 5

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.

Click Send Mail.



The message will be sent using your external email address as specified for your user account in the system.

Email Archive

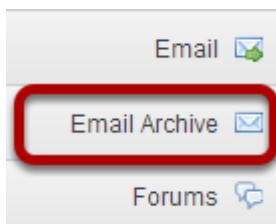
What is the Email Archive tool?

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 archived messages?

Go to Email Archive.

Select the **Email Archive** tool from the Tool Menu in your site.

Viewing Email Archive messages.

The screenshot shows the Sakai Email Archive interface. At the top, there is a header bar with the title "PSYCH 400 001 SU14: Email Archive". Below the header, a message states "You are not authorized to send mail to this worksite." On the right side of the header, there are search and help icons. The main area displays a single email message. The message details are as follows:

From	Subject	Date Received
Demo Instructor <professor@myschool.com>	PSYCH 400 001 SU14: Welcome message	Feb 18, 2014 1:46 PM EST

Two numbered callouts point to specific elements: callout 1 points to the subject line "PSYCH 400 001 SU14: Welcome message", which is highlighted with a red box; callout 2 points to the "Date Received" column header, which is also highlighted with a red box. Above the message list, a status bar says "Viewing 1 - 1 of 1". Below the message list, there are navigation buttons for "show 20 items..." and arrows for navigating through more messages.

All of the messages that have been sent to the course Email Archive will be displayed.

1. Click on a 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.

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.

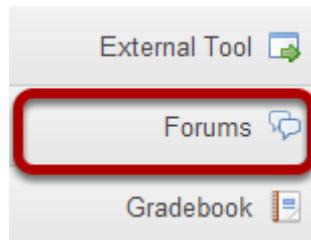
A **Forum** is a mandatory category or grouping for topics. **Topics**, which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students 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 page (select Home on the site's menubar), you can see how many unread messages or posts you have in both Messages and Forums. From My Workspace, 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 post to a forum?

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.

The screenshot shows a forum interface. At the top, it displays "Test Forum #1" in bold blue text, followed by "New Topic | Forum Settings | More ▾". Below this, it says "Forum 1" and has a link "▶ View Full Description". Further down, under the heading "Topic", it shows "Topic 1" with "0 unread of 0 messages", "Topic Settings", and another "More ▾" link. There is also a "Topic" link and a "▶ View Full Description" link.

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.

The screenshot shows a forum topic interface. It displays "Topic 1" in bold blue text, followed by "0 unread of 0 messages", "Topic Settings", and a "More ▾" link. Below this, it says "Topic" and has a link "▶ View Full Description".

This is an example of a forum topic. If you would like to view more information about the topic, you may click **View Full Description** to view any additional information provided by the site owner.

Click on the title of the topic to enter that topic.

Click Start a New Conversation.

The screenshot shows a web-based forum interface. At the top, there's a header bar with the title "Discussion 1 SMPL101: Forums". Below the header, a horizontal menu bar contains several buttons: "Start a New Conversation" (which is highlighted with a red rectangular border), "Display Message Content", "Topic Settings", "Delete Topic", and a printer icon. Below the menu, the breadcrumb navigation shows "Forums / Test Forum #1 / Topic 1" followed by a reply icon. The main content area is currently empty, indicating no messages have been posted yet.

This button is located at the top of the page, below the title of the course. Starting a new conversation is the same thing as starting a new thread.

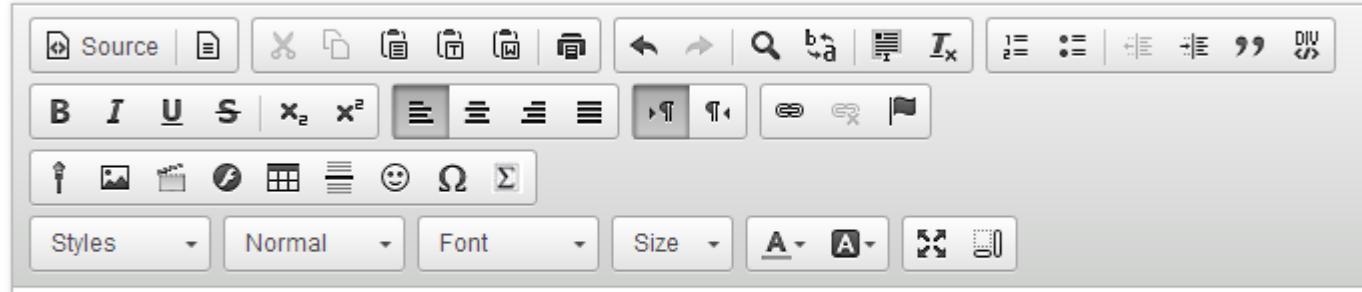
After you click the **Start a New Conversation** button, the message composition window will appear.

Enter a title.

The screenshot shows a single input field for entering a title. The label "Title" is preceded by an asterisk (*) to indicate it is a required field. Below the label, the placeholder text "Create your title here" is displayed within the input field. The input field has a blue border and a light blue background.

Enter a message.

Message  Word Count: (8)



This is an example of a conversation message.

body p 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.

Add any 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.

The screenshot shows the 'PSYCH 400 001 SU14: Forums' page. A red box highlights the 'Introductions' topic title, which is 'Hello class'. To its right, the text '1 unread of 1 message' is displayed. Below the topic title, there is a message: 'Please introduce yourself to the class!'. Another topic, 'General Discussion', is listed below it with '0 unread of 0 messages'.

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.

The screenshot shows the 'PSYCH 400 001 SU14: Forums' page with the 'Introductions' topic selected. A red box highlights the post 'Hello class' in the conversation list. The post was authored by 'Demo Instructor (professor)' on 'Feb 20, 2014 2:04 PM'. The conversation list also includes a link to move threads.

Click reply.

The screenshot shows a forum thread titled "Hello class" by "Demo Instructor (professor)".

Option 1: At the top of the thread, there is a link "Reply to Initial Message" which is highlighted with a red box and a circled "1".

Option 2: Within the message itself, there is a "Reply" link located next to the message author's name and profile picture, also highlighted with a red box and a circled "2".

The message content is as follows:

New! Hello class
Demo Instructor (professor) (Feb 20, 2014 2:04 PM) - Read by: 1

Welcome everyone!
I will be your instructor this term. I look forward to working with you!
Sincerely,
Your Professor

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.

PSYCH 400 001 SU14: Forums

Reply to Forum Conversation

PSYCH 400 001 SU14 Forum / Introductions

Please introduce yourself to the class!

Replies to: Hello class Demo Instructor (professor) (Feb 20, 2014 2:04 PM)

▼ Hide message you are replying to

Welcome everyone!

I will be your instructor this term. I look forward to working with you!

Sincerely,

Your Professor

Required items marked with *

* Reply Title
Re: Hello class

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 class

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: (46)

Source | [Insert original text](#) | [Word Count: \(46\)](#)

B I U S | [x₂](#) [x²](#) | [≡](#) [≡](#) [≡](#) [≡](#) | [¶](#) [¶](#) | [∞](#) [∞](#) | [,](#) [,](#) | [DIV](#)

Styles | Normal | Font | Size | A- A+ | [X](#) [undo](#) [redo](#)

Hello professor! I'm excited to be taking this class.

Original Message: From Demo Instructor (professor) (Feb 20, 2014 2:04 PM EST)

Subject: Hello class

Welcome everyone!

I will be your instructor this term. I look forward to working with you!

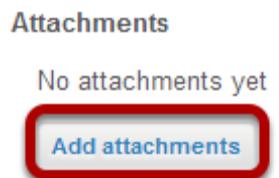
Sincerely,

body p Word Count : 46

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)



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.

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

The screenshot shows the 'Forums' tool interface. At the top, there is a header with the title 'Forums'. Below it, a box labeled 'Test Forum #1' is highlighted with a red border. Inside this box, the text 'Forum 1' is visible, along with a link 'View Full Description'. To the right of this box, there are links for 'New Topic', 'Forum Settings', and 'More'. Below this, another box contains a topic titled 'Topic 1' with the subtitle '0 unread of 1 message'. It includes a 'Topic Settings' link and a 'More' link. Underneath these boxes, there is a link 'View Full Description'.

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

The screenshot shows a forum topic interface. A box labeled 'Topic 1' is highlighted with a red border. Inside this box, the text 'Topic' is visible, along with a link 'View Full Description'. To the right of this box, there are links for 'Topic Settings' and 'More'. Below this, there is a link 'View Full Description'.

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

Move Thread(s)			
◆ ◆ Conversation	Authored By	Date	
<input type="checkbox"/> Test Conversation 0 unread of 1 message	Anna Durkin (anna_admin)	Feb 7, 2014 12:00 PM	

Select a **conversation**, or thread by the particular Forum post author.

Click Email

[Forums](#) / [Test Site Forum](#) / [General Discussion](#) / [Test Conversation](#)

< Previous Conversation | Next Conversation >

View [by Conversation](#) ▾



Test Conversation

Anna Durkin (anna_admin) (Feb 7, 2014 12:00 PM) - Read by: 1 [Email](#) [Grade](#) | [Edit](#) | [Delete Message](#)



Click **Email** in order to email the Forum post author.

How do I watch or subscribe to forums?

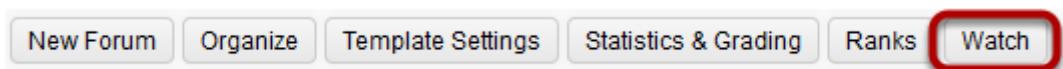
In order to stay notified of recent posts on a forum, the Watch option is helpful in doing so.

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 the Gradebook?

The Gradebook is a tool for instructors to calculate and store grade information and distribute it to students online.

Instructors can view information in the Gradebook in different ways, including an item summary for each course, item detail, all grade listing, course grade listing, gradebook setup, and course grade options.

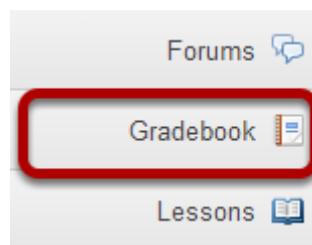
Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

The Gradebook is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using the 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.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

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



How do I view my Gradebook grades?

Go to Gradebook.

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

View your grade report.

OCE101 001 SU14: Gradebook

Grade Report for Second Student

Course Grade A (95%)
Course Points 0/350

Gradebook Items

Title	Due Date	Grade*	Comments
Assignments 95%			
Assignment 1	Feb 28, 2014	100/100	from Assignments
Assignment 2	Feb 28, 2014	85/100	from Assignments
Exercise 1.1: Maps and Globes	Mar 11, 2014	100/100	Good work! from Assignments
Discussions 100%			
Discussion 1	-	10/10	
Discussion 2	-	10/10	
Introduction Post	-	10/10	
Quizzes (Drop 1 Lowest) 95%			
Chapter Questions 01	-	0/10	from Tests & Quizzes
Module 01 Quiz	-	10/10	from Tests & Quizzes
Module 02 Quiz	-	9/10	from Tests & Quizzes

Legend:

*Grades in parentheses () are not included in the course grade calculation.

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.

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. 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.

With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

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.

The screenshot shows a Sakai Lessons page with various items highlighted by numbered callouts:

- 1. Lesson page title
- 2. Text item
- 3. Content links to Resources (e.g. pdf files)
- 4. Link to Quiz 1
- 5. Question item
- 6. Required item
- 7. Link to Forum Topic
- 8. Student Comments
- 9. Link to Student created Lessons pages
- 10. Link to Lesson subpage
- 11. Item cannot be accessed until preceding required items are completed

Callout 11 points to a note: "Item cannot be accessed until preceding required items are completed". Callout 10 points to a link labeled "Unit 1A /Has prerequisites".

Unit #1

Edit Unit #1 - Nature and Shakespeare

The attentive reader of Shakespeare's poems and plays can hardly fail to notice the remarkable frequency of the Poet's allusions to Birds, not merely as a great choir of songsters, enlivening the woods and fields with their varied music, but as individual creatures, each endowed with its own special characters. Shakespeare has drawn an assemblage of bird-portraits to which, for extent and variety, no equal is to be found in any other great English poet.

Edit Unit #1 Readings

Edit ★ Folk-lore of Shakespeare.pdf

Edit ★ Shakespeare's North American Tragedy.pdf

Edit ★ Quiz 1 - Bird Images - ID [Has prerequisites]

This quiz consists of the 12 new bird species we covered in class.

Edit ★ What is the Massachusetts state bird?

Black-Capped Chickadee
 Hooded Siskin
 Eastern Screech Owl

Submit Answer

Show Grading Pane Show Poll

Edit ★ Week #1 Discussion - Avian Aliens [Has prerequisites]

Edit John Doe 8:30 AM (4 Hours Ago)

By 1608 the King's Men had a permanent winter home at the Blackfriar's Theatre and they played to a mostly rich and well-educated audience (they spent the summer months at the Globe). Their creativity began to flourish and they are credited with starting the new style of Jacobean drama. Many of Shakespeare's greatest plays were performed at court by special request, including The Tempest (1611-12) - likely Shakespeare's last drama - for the celebration of the union of James's daughter Elizabeth to Prince Palatine.

Add Comment

Edit Student Pages

(John Doe)
Add Your Own Page

Edit **Unit 1A** /Has prerequisites

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. Student Comments on the page
9. Links to Student Pages where students may create their own content
10. Links to subpages
11. Items may have prerequisites (i.e. conditional release)

Example of a Lessons subpage.

The screenshot shows a Sakai Lessons subpage titled "Unit 1A - Bird Habitats". The page includes:

- Item 1:** Embedded Video (a thumbnail with a play button)
- Item 2:** Link to website (<http://www.birds.cornell.edu/Page.aspx?pid=1478>)
- Item 3:** Link to Assignment (Paper #1: Short Research Paper - Alien Birds in North America)
- Item 4:** Embedded YouTube Video (Thumbnail of a man speaking, 0:00 / 2:40)
- Item 5:** Back Button to top-level Lessons page

Subpages in Lessons may contain all of the same types of items as the top level page. Some additional examples of items you may see in Lessons are:

1. Embedded video
2. URL links to external websites
3. Links to course assignments
4. Embedded YouTube clips
5. Back and Next navigation buttons at the bottom of the page

How do I add Student Content in Lessons?

Go to Lessons.

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

Note: Be aware that your instructor may have named Lessons something else in your course, or there may be more than one Lessons item in the menu. Check with your instructor if you are not sure where to go to access the course lessons and/or content pages.

Click Add Your Own Page.

The screenshot shows the 'Lessons' tool interface. At the top, there are three buttons: 'Lessons' (selected), 'Index of pages', and a question mark icon. Below this is a section titled 'Class Web Pages' with the sub-instruction 'Please create your page below to share with the class!'. Underneath is a 'Student Pages' heading with a red box highlighting the 'Add Your Own Page' link.

Class Web Pages

Please create your page below to share with the class!

Student Pages
[Add Your Own Page](#)

Once you have located the Student Pages section in the course content, click the **Add Your Own Page** link.

View blank page.

Add Content 

[Reorder](#)

[Help](#)



Getting Started with Student Content

Put your content on this page by pulling down the "Add Content" menu above and using one of these commands:

- **Add Text** - type text into an editor
- **Add Content Link** - upload a document or add a URL for a web site
- **Embed Content on Page** - add an item that will show on the page, e.g. a Flash presentation or video

If you place the mouse over a command, you'll get a brief description of what it does.

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

More Information

- [Multimedia Content](#) In-depth instructions and technical tips regarding various browsers
- [Web Accessibility](#) Create accessible content using Lesson Builder

[Back](#)

When you view a blank page, some getting started information will display by default.

Click Add Content.

Lessons > Second Student

Add Content ▾

Add Text
Add an item using rich text editor

Embed content on page
Add an image, video, Flash file, web page, etc. Use this to embed the item on this page. Use Add Content Link instead if you want a link to an item rather than showing it on the page.

Add Content Link
Add link: Upload file or use existing file in Resources tool and add link to it, or enter a URL for another site

Add Subpage
Create a new page on which you can create content, or link to an existing one

tent

'Add Content' menu above and using one of these

add a URL for a web site
will show on the page, e.g. a Flash presentation or
a brief description of what it does.

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

More Information

- [Multimedia Content](#) In-depth instructions and technical tips regarding various browsers
- [Web Accessibility](#) Create accessible content using Lesson Builder

Back

Click the **Add Content** drop-down menu and then choose from the following types of items you may place on the page:

- **Add Text**
- **Embed content on page**
- **Add Content Link**
- **Add Subpage**

Add Text.

Adding text to: Second Student

The screenshot shows a 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.), alignment, and other document functions. Below the toolbar are dropdown menus for Styles, Normal, Font, and Size (set to 18). The main text area contains the text "Welcome to my page!". At the bottom left is a status bar showing "body p span span". On the right side of the status bar is "Word Count : 4". At the very bottom are "Save" and "Cancel" buttons, with "Save" being highlighted with a red box.

Use the [Rich Text Editor](#) to add text content, images, and/or links, and then click **Save**.

Embed content on page.

Embed content on page

The dialog box has a title bar "Embed content on page" with a close button. Inside, there's a text area with the instruction "You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web." Below it is a link "Frequently Asked Questions about multimedia content". The next section is titled "Upload file" with a "Choose File" button and a message "No file chosen". Below that is "Or select an existing resource". A large input field is shown with the URL "http://youtu.be/MgOVOCUuScE", which is also highlighted with a red box. At the bottom are "Save" and "Cancel" buttons, with "Save" being highlighted with a red box.

Select a file or enter a URL to embed the item on the page, and then click **Save**.

Add Content link.

Add Content Link

You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.

Upload file
Choose File No file chosen

Or select an existing resource

Or add a URL:

Save **Cancel**

Select a file or enter a URL to add the item on the page as a link, and then click **Save**.

Add Subpage.

Add Subpage

* Page title

Next page, i.e. page replaces the current one rather than returning to the current one
 Show as button rather than link

Create **Cancel**

A Subpage is a new page (or "child" page) that links from the current page (or "parent" page) above it in the page hierarchy. Subpages have the same options for adding content as the original parent page.

Give your subpage a title, then click **Create**.

*Note: You can choose to modify the navigation (if you have more than one subpage) by selecting the check box beside **Next page**. This means that the subpage will replace the current one when users hit **Next**, rather than returning to the parent page. Also, if you would like your subpage to show as a button, select the check box next to **Show as button rather than link**.*

View your page.

Lessons > Second Student

Add Content Reorder Help

Welcome to my page!

Camille Seaman: Photos from a storm chaser

0:00 / 3:27 YouTube

Edit http://www.weather.com/ Storm Stories Back

Once you have added content items to your page, click on your page name to view the page.

Reordering page items.

Index of pages Back ?

Reorder Help

If you need to rearrange items on the page, click the **Reorder** link in the top right corner of the page.

Drag and drop items to reorder or delete.

Reorder Page Items

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Welcome to my page!	X
2	http://youtu.be/MgOVOCUuScE	X
3	http://www.weather.com/	X
4	Storm Stories X	

 Drop items here to delete, or click the X. You may drag deleted items from here back onto the page.

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

You can drag and drop items to change the order in which they appear on the page. You may also drop items on the right side of the screen where it says "Drop items here to delete" or you can use the red X next to individual items to delete them.

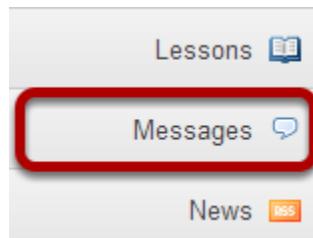
Messages

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.

A screenshot of the 'My Workspace: Message Center Notifications' page. At the top, it says 'My Workspace: Message Center Notifications' with a gear and help icon. Below that is a 'Site' dropdown set to 'PSYCH 400 001 SU14'. A horizontal menu bar has three items: 'Site', 'New Messages', and 'New in Forums'. The 'New Messages' link is highlighted with a red box. Below the menu, there are two more 'New Messages' links: one for the current site ('1✉') and one for all sites ('1✉').

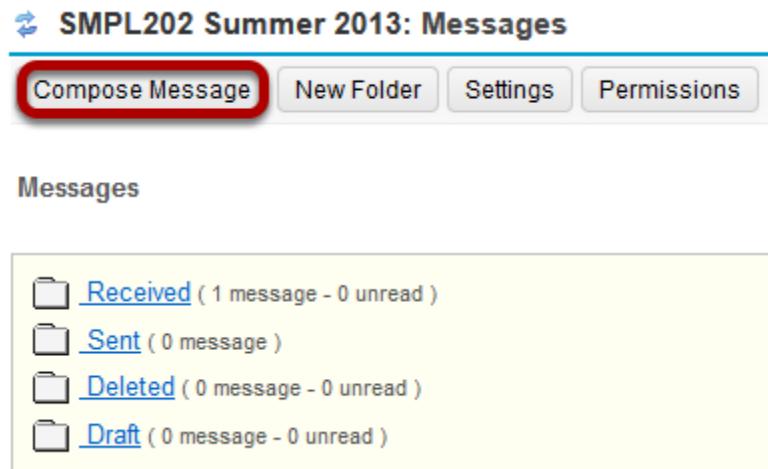
You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

How do I send a message?

Go to Messages.

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

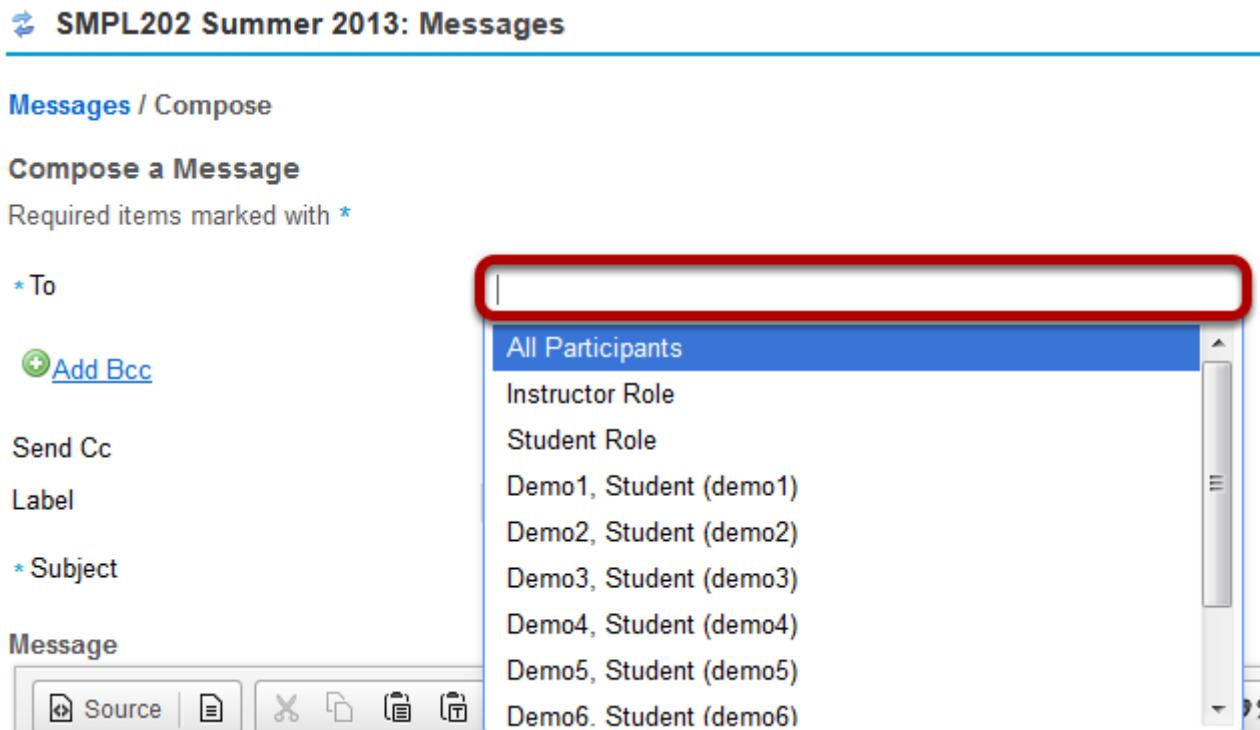
Click Compose Message.



The screenshot shows the 'Messages' tool interface. At the top, there is a navigation bar with four buttons: 'Compose Message' (highlighted with a red box), 'New Folder', 'Settings', and 'Permissions'. Below the navigation bar, the word 'Messages' is displayed. Underneath 'Messages', there is a list of message categories with icons: 'Received' (1 message - 0 unread), 'Sent' (0 message), 'Deleted' (0 message - 0 unread), and 'Draft' (0 message - 0 unread).

Select **Compose Message** from the options at the top of the tool.

Address your message.



The screenshot shows the 'Compose a Message' interface. At the top, it says 'Compose a Message' and 'Required items marked with *'. Below that, there are fields for 'To', 'Add Bcc', 'Send Cc', 'Label', and 'Subject'. The 'To' field has a red box around it, indicating it is the current step. A dropdown menu is open, showing a list of course members: All Participants, Instructor Role, Student Role, Demo1, Student (demo1), Demo2, Student (demo2), Demo3, Student (demo3), Demo4, Student (demo4), Demo5, Student (demo5), and Demo6, Student (demo6). At the bottom, there is a toolbar with icons for Source, Bold, Italic, Underline, and others.

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".

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)**.

Add Bcc. (Optional)

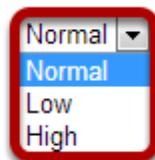
A screenshot of a software interface showing the 'Add Bcc' section. On the left, there is a sidebar with options: Bcc (highlighted with a red box), Remove Bcc, Send Cc, Label, and * Subject. A red arrow points from the 'Add Bcc' button to a dropdown menu on the right. The dropdown menu lists: All Participants, Instructor Role, Student Role, Lab1 Group, and Lab2 Group. The 'Lab2 Group' option is highlighted with a blue bar at the bottom of the list.

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.

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 window titled "Message". At the top, there is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and text styling (bold, italic, underline, superscript, etc.). Below the toolbar are two rows of icons for alignment, lists, tables, images, and other document features. The main editing area contains the following text:

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,
Demo Student

At the bottom left of the editor, there are buttons for "body" and "p". On the right side, it says "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 are four buttons: 'Compose Message', 'New Folder', 'Settings', and 'Permissions'. Below this is a section titled 'Messages' with four folder options: 'Received' (highlighted with a red box), 'Sent', 'Deleted', and 'Draft'. Each folder shows the number of messages and unread messages.

Select the **Received** folder to view a list of your received messages.

Open the message.

A screenshot of the 'Received' message list. At the top, there are links for '< Previous Folder | Next Folder >', a 'View' dropdown set to 'All Messages', a search bar, and an 'Advanced Search' link. Below this is a toolbar with icons for 'Mark Read', 'Mark Unread', 'Delete', and 'Move'. A table lists the messages, with one message selected: 'Unit 1 Exam' by 'Demo1, Student (demo1)' on 'Jan 31, 2014 11:35 AM' with a 'Normal' label. The 'Subject' column for this message is highlighted with a red box.

Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.

Choose Reply or Reply to all.



Select **Reply** to reply to the author of the original message. Select **Reply to all** to reply to all parties included on the original message.

Compose the message and send.



Compose the message and select **Send**. For instruction on composing a message, view the article [How do I send a message?](#)

How do I view my messages?

Go to Messages.

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

Go to Received folder.

The screenshot shows the 'Messages' tool interface. At the top, there are four buttons: 'Compose Message', 'New Folder', 'Settings', and 'Permissions'. Below these is a section titled 'Messages' containing four folder options: 'Received' (1 message - 1 unread), 'Sent' (0 message), 'Deleted' (0 message - 0 unread), and 'Draft' (0 message - 0 unread). The 'Received' folder is highlighted with a red border.

Select the **Received** folder to view a list of your received messages.

Open the message.

The screenshot shows the 'Messages / Received' list. At the top, there are links for '< Previous Folder | Next Folder >' and a search bar with 'Search for text:' and 'Advanced Search'. Below this is a 'View' dropdown set to 'All Messages'. The list contains a single message from 'Unit 1 Exam' with the subject 'Unit 1 Exam'. The message details are: Authored By 'Demo1, Student (demo1)', Date 'Jan 31, 2014 11:35 AM', and Label 'Normal'. The 'Unit 1 Exam' subject is highlighted with a red border. Below the list are buttons for 'Mark Read', 'Mark Unread', 'Delete', and 'Move'.

New messages will appear in bold text. Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.

Note: The paperclip icon next to the message indicates that there is a file attached.

View the message.

[Messages](#) / [Received](#) / Unit 1 Exam

< Previous Message | Next Message >

[Reply](#)

[Reply to all](#)

[Forward](#)

[Move to folder](#)

[Delete](#)



Authored By Demo1, Student (demo1) (Jan 31, 2014 11:35 AM)

To Instructor Role

Subject Unit 1 Exam

Label Normal

Attachments

[Exam 1.docx](#)

Dear Professor,

Thank you for your encouraging comments on my Unit 1 Exam.

Sincerely,

Student Demo1

[Reply](#)

[Reply to all](#)

[Forward](#)

[Move to folder](#)

[Delete](#)

The contents of the message will appear. The following options will also be available to you:

- **Reply.** Select **Reply** to reply to the original sender with a message of your own.
- **Reply to all.** Select **Reply to all** to reply to the original sender and any other course members included on the message.
- **Forward.** Select **Forward** to forward the message to another member of the course.
- **Move to folder.** Select **Move to folder** to move the message from one folder to another.
- **Delete.** Select **Delete** to delete the message.
- Open an attachment. Select the file name to open an attachment. In this case, **Exam 1.docx** is selected.

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.

The screenshot shows the 'Messages' tool interface. At the top, there are four buttons: 'Compose Message', 'New Folder' (which is highlighted with a red box), 'Settings', and 'Permissions'. Below these buttons is a section titled 'Messages' containing four items: 'Received' (1 message - 0 unread), 'Sent' (0 message), 'Deleted' (0 message - 0 unread), and 'Draft' (0 message - 0 unread). The 'Received' item is underlined.

Select the **New Folder** button.

Enter a folder title.

The screenshot shows the 'Messages - Create Folder' dialog box. It has a heading 'Messages - Create Folder' and a note 'Required items marked with *'. There is a field labeled '* Folder Title' containing 'My New Folder'. At the bottom right are two buttons: 'Add' (highlighted with a red box) and '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

The screenshot shows a list of message folders. At the top right is a link labeled "Folder Settings". The folders listed are: Received (2 message(s) - 1 unread), Sent (1 message), Deleted (0 message - 0 unread), Draft (0 message - 0 unread), and My New Folder (0 message - 0 unread). The "My New Folder" item is highlighted with a red rectangular border around its entire row.

Received	(2 message(s) - 1 unread)
Sent	(1 message)
Deleted	(0 message - 0 unread)
Draft	(0 message - 0 unread)
My New Folder	(0 message - 0 unread)

The new folder will appear at the bottom of your list of message folders.

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.

The screenshot shows the 'Messages' tool interface. At the top, there are four buttons: 'Compose Message', 'New Folder', 'Settings', and 'Permissions'. Below these is a section titled 'Messages' with four folder options: 'Received' (1 message - 0 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 folder name of the folder containing the message to be deleted.

Select the message.

The screenshot shows a list of messages. At the top, there are links: 'Mark Read', 'Mark Unread', 'Delete', and 'Move'. Below is a table with columns: 'Check All', 'Subject', 'Authored By', 'Date', and 'Label'. The first message, 'Disregard my earlier question', has its checkbox checked (indicated by a red circle around the checked box). The message details are: Subject: 'Disregard my earlier question', Authored By: 'Student, First (demostudent01)', Date: 'Feb 24, 2014 11:51 AM', Label: 'Normal'.

Select the checkbox to the left of the message to be deleted.

Click Delete.

The screenshot shows the same message list as the previous step. The 'Delete' button at the top of the list is highlighted with a red box. The message details are identical to the previous screenshot: Subject: 'Disregard my earlier question', Authored By: 'Student, First (demostudent01)', Date: 'Feb 24, 2014 11:51 AM', Label: 'Normal'.

Confirmation message.

Messages / Received

< Previous Folder | Next Folder >

The message(s) you selected have been successfully moved to the Deleted folder.

View All Messages ▾

Search for text:
[Advanced Search](#)

Mark Read | Mark Unread | Delete | Move

[Check All](#) Subject Authored By Date ▾ Label

You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.

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.

The screenshot shows the 'Messages' tool interface. At the top, there are four buttons: 'Compose Message', 'New Folder', 'Settings', and 'Permissions'. Below these, the word 'Messages' is centered. Underneath, there is a list of message folders: 'Received' (1 message - 0 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 folder name of the folder containing the message to be moved.

Select the message.

The screenshot shows a list of messages. At the top, there are links: 'Mark Read', 'Mark Unread', 'Delete', and 'Move'. Below this is a table with columns: 'Check All', 'Subject', 'Authored By', 'Date', and 'Label'. The first message, 'Disregard my earlier question', has its checkbox checked (indicated by a red circle around the checkbox). The message details are: Subject: 'Disregard my earlier question', Authored By: 'Student, First (demostudent01)', Date: 'Feb 24, 2014 11:51 AM', Label: 'Normal'.

Select the checkbox to the left of the message to be moved.

Click Move.

The screenshot shows the same message list as before. The 'Move' button at the top right of the message row is highlighted with a red box. The message details are identical to the previous screenshot: Subject: 'Disregard my earlier question', Authored By: 'Student, First (demostudent01)', Date: 'Feb 24, 2014 11:51 AM', Label: 'Normal'.

Select the new folder for the message.

Messages / Received / Move Message(s) To

Received (current location)

Sent

Deleted

Draft

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

Move Messages

Cancel

Select **Move Messages** to complete the move.

News

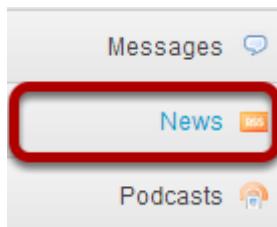
What is the News tool?

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 [Edit 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.

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.

The screenshot shows a 'Podcasts' page with the following elements:

- RSS Feed URL** (Callout 1): A yellow button labeled 'RSS Feed URL' with a number '1' in a circle. It points to the RSS feed URL: <https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>.
- Podcast uploaded but not yet released** (Callout 2): A yellow button labeled 'Podcast uploaded but not yet released' with a number '2' in a circle. It points to a section for an episode that has been uploaded but not yet released.
- Available Podcasts** (Callout 3): A yellow button labeled 'Available Podcasts' with a number '3' in a circle. It points to a list of available podcasts.

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>

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

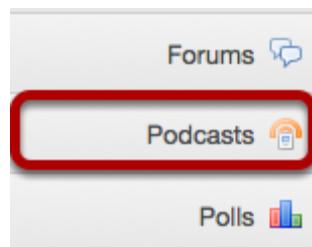
Saturday, 01 March 2014 06:11 PM EST
This Birding Life - Episode 1
The Amazon Kingfisher
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)
Posted by Neal Hirsig at 06:18 PM EST on 03/02/2014

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 view or download an individual podcast?

Go to Podcasts.



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

Click Download.

The screenshot shows the 'Podcasts' tool interface. At the top, there are buttons for 'Add', 'Options', and 'Permissions'. Below that, the title 'Podcasts' is displayed. A sub-instruction says 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):'. The RSS feed URL is <https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>. There is an 'Edit' link and a red RSS icon next to the URL.

Monday, 03 March 2014 06:38 PM EST

This Birding Life - Episode 3
The Snowy Owl Invasion
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)
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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

Find the podcast you want to view, and under its title, click **Download**.

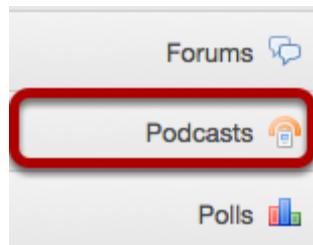
When prompted, you may choose to open the file or save it to your computer.

Note: Podcasts are listed in order by date published.

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.

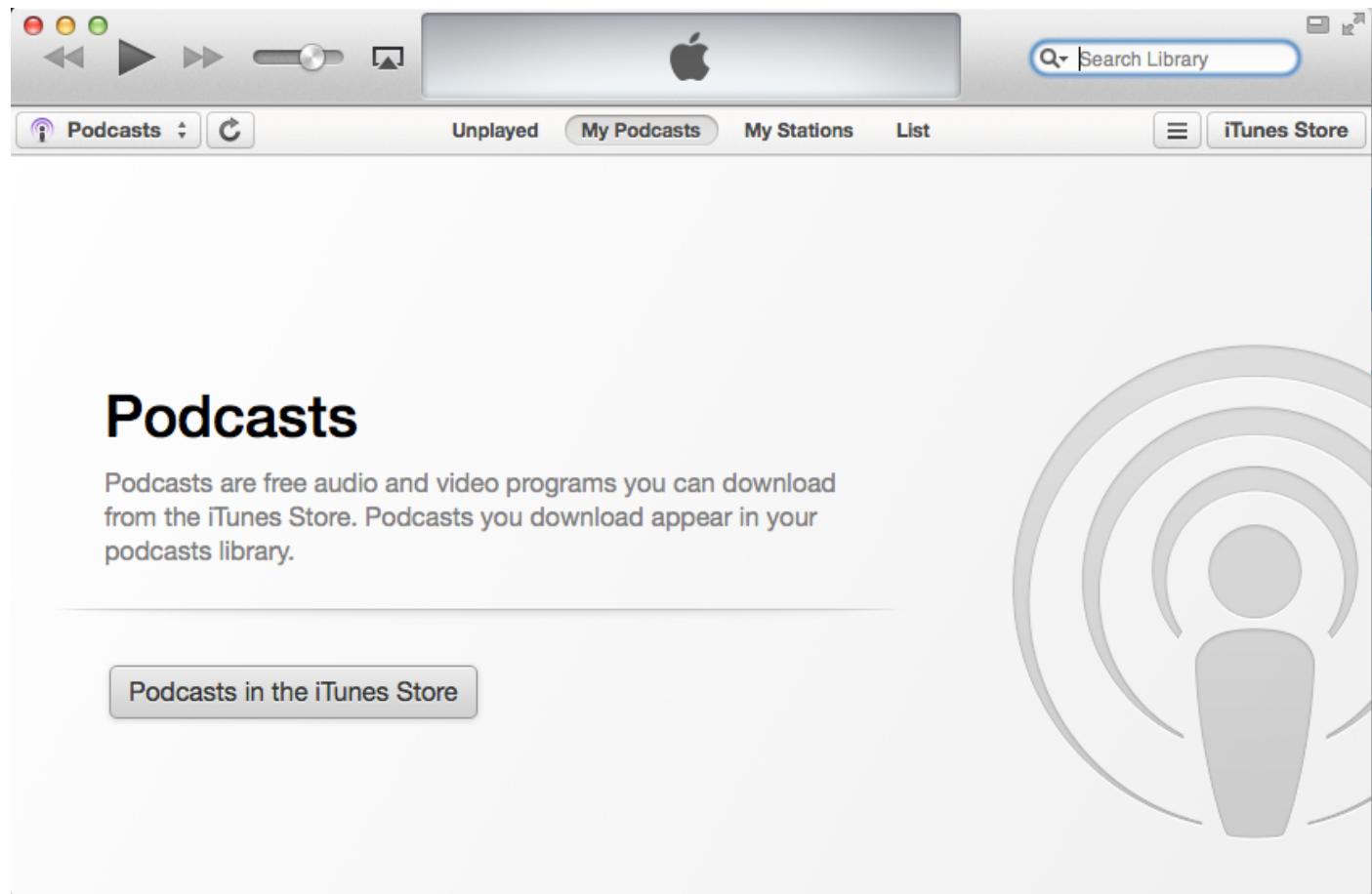
A screenshot of the 'Podcasts' tool interface. At the top, there are three buttons: 'Add', 'Options', and 'Permissions'. Below this is a section titled 'Podcasts' with the sub-instruction: 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):'. A red box highlights the RSS feed URL: <https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>. To the right of the URL is a small orange RSS feed icon. Below the URL, there are three podcast entries listed vertically.

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

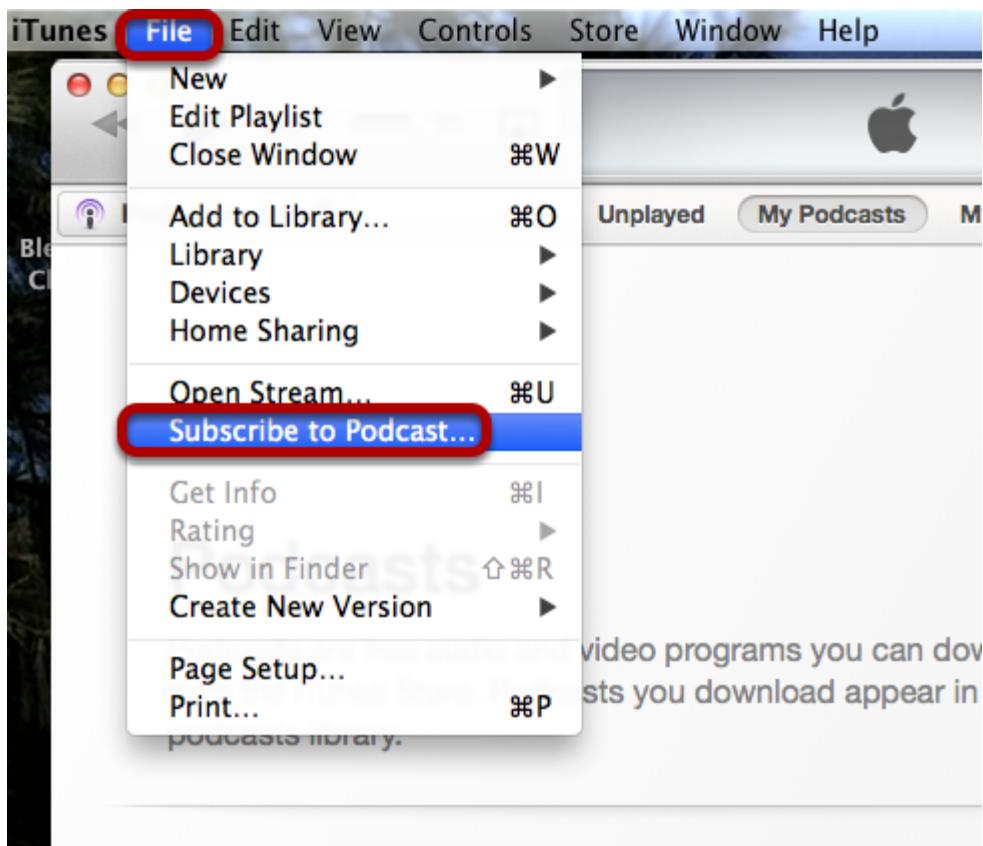
Sunday, 02 March 2014 06:36 PM EST
This Birding Life - Episode 2
Speakers from the 2013 Midwest Birding Symposium
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)
Posted by Neal Hirsig at 06:37 PM EST on 03/02/2014

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).

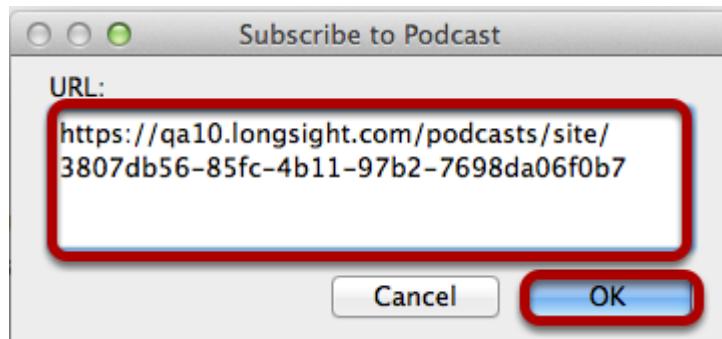


Click File / Subscribe to Podcast.



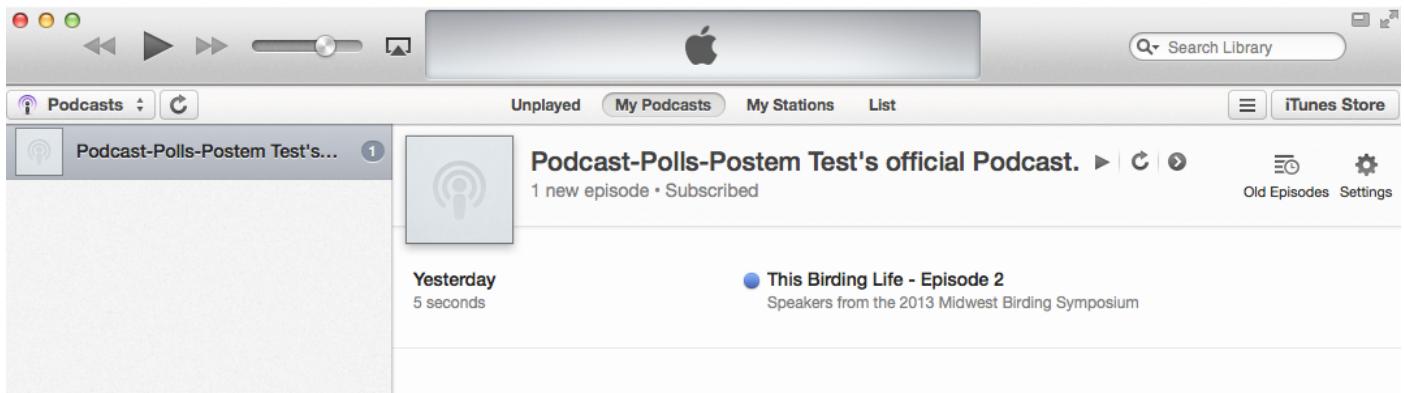
From the **File** menu, select **Subscribe to Podcast**.

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.

Polls

What is the Polls tool?

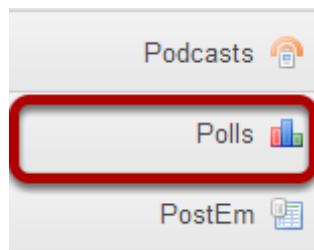
The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

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	<input type="checkbox"/>
How many hours per week do you spend visiting social media sites? Edit	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM	Results	<input type="checkbox"/>
Do you have a Google account? Edit	Mar 3, 2014 10:55 AM	Mar 10, 2014 10:55 AM	Results	<input type="checkbox"/>

Example Polls.

Vote

How many hours per week do you spend visiting social media sites?

I am considering using social media for this course and want to get a sense of how often you visit social media web sites.

- 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
- Over 10 hours per week

Vote!

Cancel

Vote

Do you have a Google account?

I am considering using shared Google Documents for this class and would like to know how many of you have existing Google accounts.

- Yes
- No

Vote!

Cancel

Example of Poll results.

Results

How many hours per week do you spend visiting social media sites?

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%
Over 10 hours per week	1	33%
Total	3	100%

Back

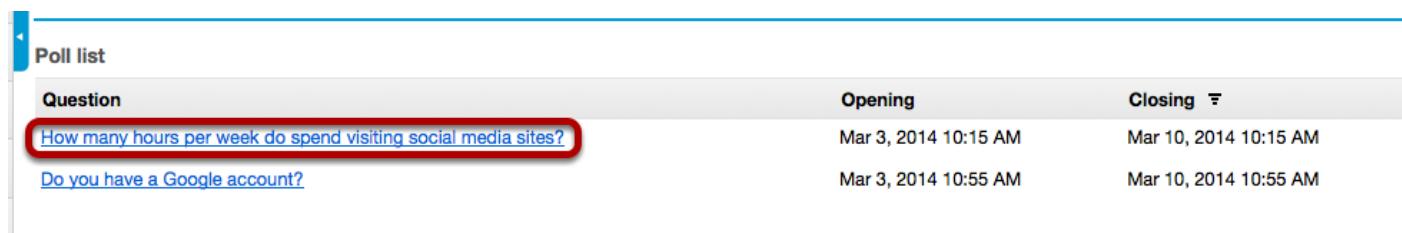
How do I take a poll?

By default, students can respond to poll questions. All student responses to poll questions are anonymous.

Go to Polls.

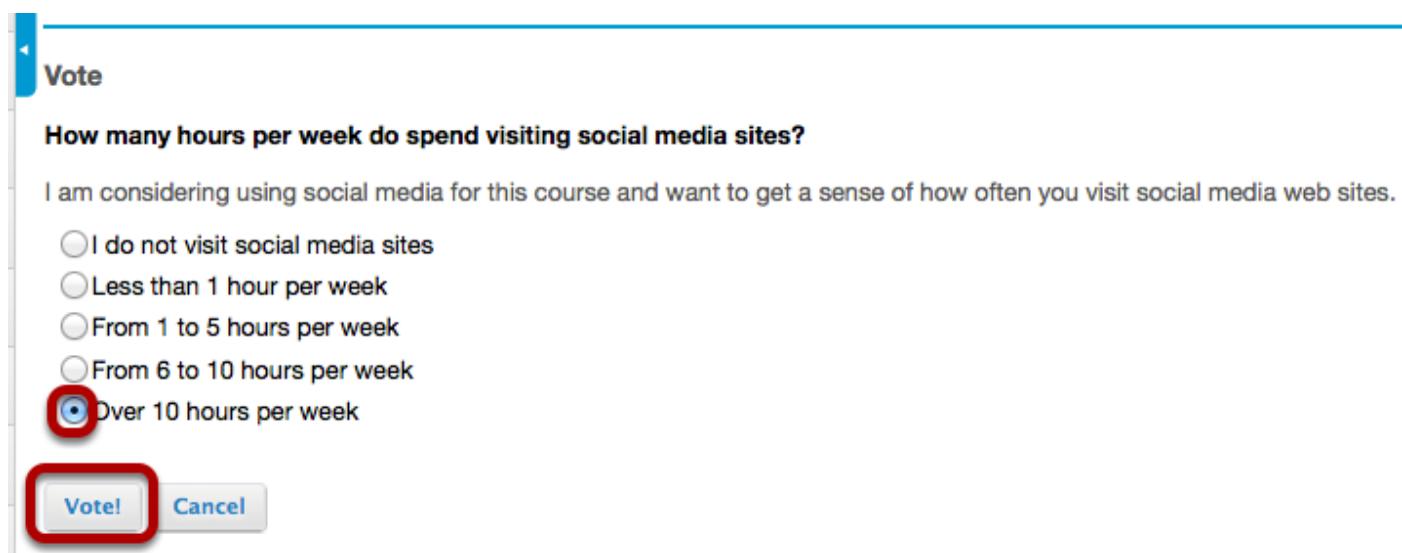
Select the **Polls** tool from the Tool Menu in your site.

Click on the name of the poll.



Question	Opening	Closing
How many hours per week do spend visiting social media sites?	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM
Do you have a Google account?	Mar 3, 2014 10:55 AM	Mar 10, 2014 10:55 AM

Select an option, then click Vote!



How many hours per week do spend visiting social media sites?

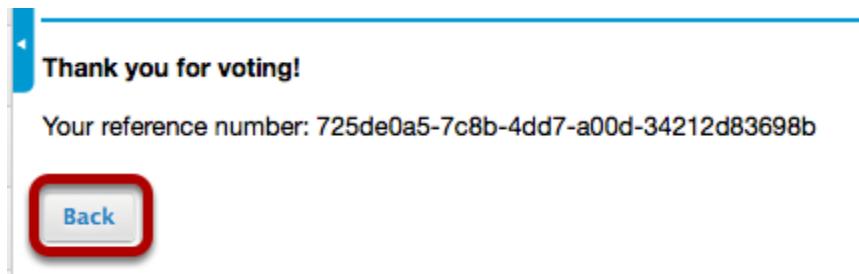
I am considering using social media for this course and want to get a sense of how often you visit social media web sites.

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
 Over 10 hours per week

Vote! Cancel

This returns the display to the Polls list page with a reference number confirming you have responded to the poll.

Click 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.

The screenshot shows the 'Poll list' page. At the top, there are 'Add' and 'Permissions' buttons. Below that is a table with columns: Question, Opening, Closing, and Results. A single row is visible, representing a poll about social media usage. The 'Results' link in the last column is highlighted with a red box. At the bottom left, there is a 'Delete selected items' button.

Example: Poll Results.

The screenshot shows the 'Results' page for a specific poll. The title of the poll is 'How many hours per week do you spend visiting social media sites?'. Below the title is a table with columns: Option, Votes, and %. The table lists six options: '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', 'Over 10 hours per week', and a 'Total' row. The 'From 1 to 5 hours per week' option has 2 votes (67%). The 'Over 10 hours per week' option has 1 vote (33%). The 'Total' row shows 3 votes (100%). At the bottom left, there is a 'Back' button.

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%
Over 10 hours per week	1	33%
Total	3	100%

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.

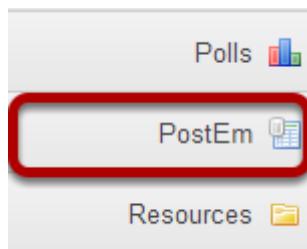
Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

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

PSYCH 400 001 SU14: PostEm

Your Feedback

Student ID	demostudent01
Last Name	Student
First Name	First
1/14/2014	P
1/21/2014	P
1/28/2014	A
2/4/2014	P
2/11/2014	A
2/18/2014	P
2/25/2014	P
3/4/2014	A
Number of Absences	3

[Back](#)

Instructor View

Title	Creator	Modified By	Last Modified	Released					
Class Attendance	professor	professor	4 Mar 2014 15:18	Yes	view	view participant	update	delete	download

PSYCH 400 001 SU14: PostEm (edit) (?)

Last Modified 4 Mar 2014 15:18

Username	Last Name	First Name	1/14/2014	1/21/2014	1/28/2014	2/4/2014	2/11/2014	2/18/2014	2/25/2014	3/4/2014	Number of Absences	Last Checked
demostudent01	Student	First	P	P	A	P	A	P	P	A	3	never
demostudent02	Student	Second	P	A	P	P	A	P	P	P	2	4 Mar 2014 15:23
demostudent03	Student	Third	P	P	P	P	P	P	P	P	0	never
demostudent04	Student	Fourth	P	P	P	P	P	P	P	P	0	never
demostudent05	Student	Fifth	A	P	P	P	P	P	P	P	1	never

[Back](#)

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 view my feedback in PostEm?

Go to PostEm.

Select the PostEm tool from the Tool Menu of your site.

Click view.

Title	Last Modified	
Paper #1 Grades/Comments	4 Mar 2014 12:02	view

You will see the title of the feedback file, and the date it was last modified. Click on **View** to see your individual feedback.

View your feedback.

Your Feedback	
Student ID	johndoe
Student Name	Doe, John
Paper #1 Grade	B+
Paper #1 Comments	Shakespeare introduces a number of other birds, 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.

[Back](#)

Profile

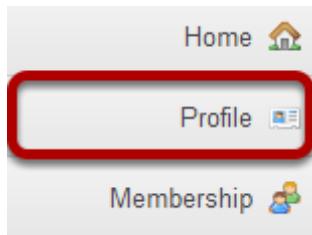
What is the Profile tool?

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.



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.

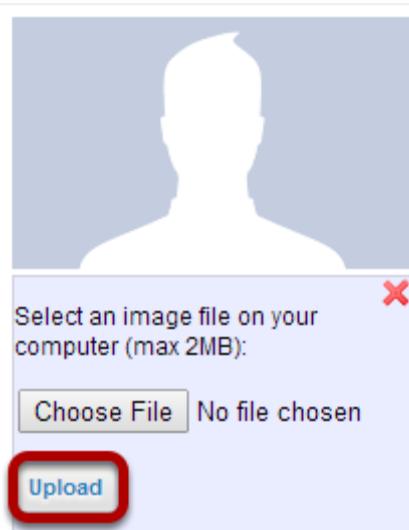
Select the **Profile** tool from the Tool Menu in My Workspace.

Changing Your Picture



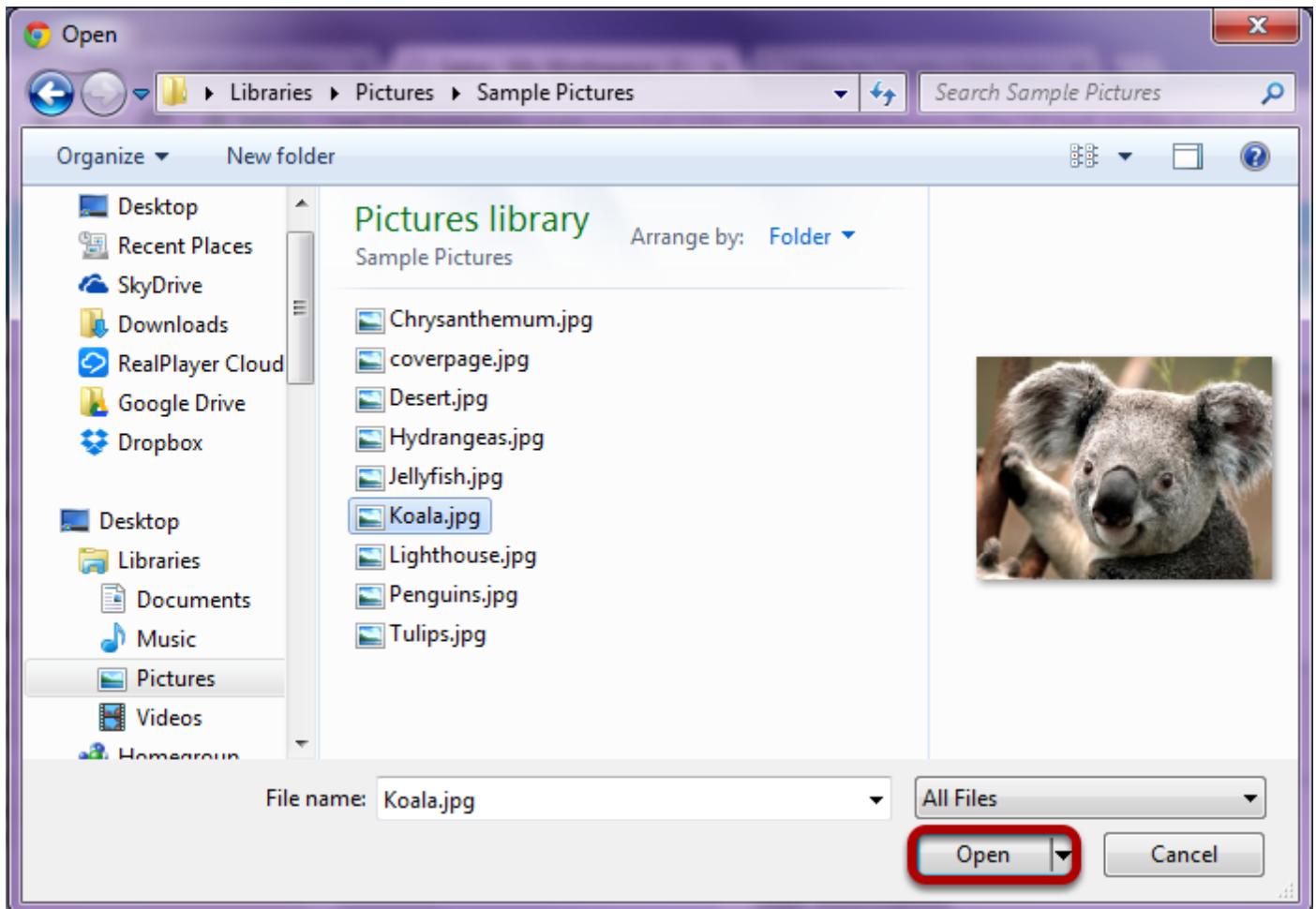
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



Click the Choose File button to browse your computer for a new image.

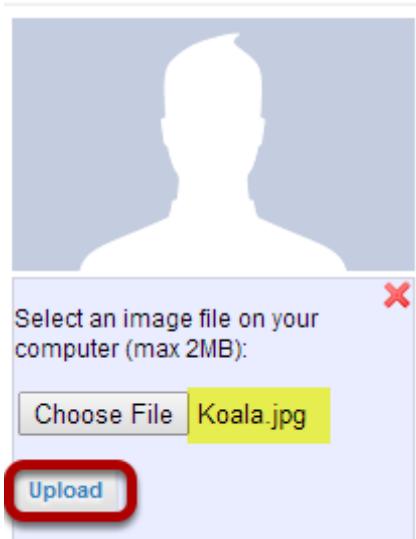
Select your new picture.



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.

 [My Workspace: Profile](#)

My profile Pictures Connections Messages Search Privacy Preferences

Demo Instructor [Clear](#)

Say something [Say it](#)

[Profile](#) [Wall](#)

Basic Information
You haven't filled out any information yet

Contact Information
Email professor@myschool.edu

Staff Information
You haven't filled out any information yet

Student Information
You haven't filled out any information yet

Social Networking
You haven't filled out any information yet

Personal Information
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 Forums.

[Forums / PSYCH 400 001 SU14 Forum / Introductions / Hello class](#)

View by Conversation ▾

[Go to first new message](#)

 **Hello class**
Demo Instructor (professor) (Feb 20, 2014 2:04 PM) - Read by: 2 [Reply](#) | [Email](#) | [Grade](#) | [Edit](#) | [Delete Message](#)

Welcome everyone!

I will be your instructor this term. I look forward to working with you!

Sincerely,

Your Professor

Example of profile image display in Roster.

PSYCH 400 001 SU14: Roster

Overview Pictures Group Membership Permissions

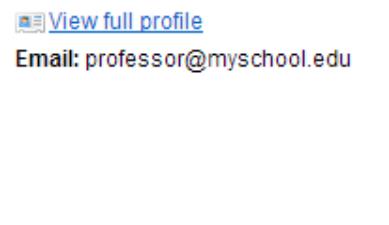
Pictures: PSYCH 400 001 SU14

View All Available Participants

Name or ID Find Clear Currently showing 6 participants
(5 in Student role, 1 in Instructor role)

Official Photos Pictures from Profile

Hide Names View in Single Column

			
Instructor, Demo	Student, Fifth	Student, First	Student, Fourth
			
			

This is your instructor. Click here to view their profile.


Demo Instructor
 [View full profile](#)
Email: professor@myschool.edu

Editing your information.

Profile

Wall

Basic Information

You haven't filled out any information yet



Contact Information

Email professor@myschool.edu

Staff Information

You haven't filled out any information yet

Student Information

You haven't filled out any information yet

Social Networking

You haven't filled out any information yet

Personal Information

You haven't filled out any information yet

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.

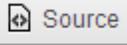
Profile Wall

Basic Information

Nickname

Birthday  You can choose to show/hide your birthyear in your Privacy settings

Personal summary

B I U S | x^e x^a | :: = ! = | 

I am originally from Australia.
I enjoy tree climbing and eucalyptus.

Save changes Cancel



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**.

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="professor@myschool.edu"/>
Home page	<input type="text"/>
Work phone	<input type="text"/>
Home phone	<input type="text"/>
Mobile phone	<input type="text"/>
Facsimile	<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** to save any changes.

Staff Information.

Staff Information

Position	Professor
Department	Psychology
School	Social Sciences
Room	101
Staff profile	<div style="border: 1px solid #ccc; min-height: 100px;"></div>
University profile URL	<input type="text"/>
Academic/research URL	<input type="text"/>
Publications and conferences	<div style="border: 1px solid #ccc; padding: 5px;"> B I U S x_e x^e := ! = ≡ ≈ ≡ ≡ ≡ ≈ ≡ ≡ Source </div>

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** 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	<input type="text" value="Bachelor's Degree"/>
Subjects	<input type="text" value="English 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** 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	The Thorn Birds
Favorite TV shows	Animal Planet
Favorite movies	Crocodile Dundee
Favorite quotes	Those who lose dreaming are lost - Australian Aboriginal proverb

Save changes **Cancel**

You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save** to save any changes.

Tip: Users can search for connections in Profile based on common interests.

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.

Screenshot of the Sakai My Workspace: Profile page. The 'Pictures' tab is highlighted with a red box. The main content area shows a koala profile picture, a status update from 'Demo Instructor' ('I love Sakai! 1 hour ago'), a text input field 'Say something' with a 'Say it' button, and navigation links 'Profile' and 'Wall'. Below this are sections for 'Basic Information' (Personal summary: 'I am originally from Australia.'; Interests: 'I enjoy tree climbing and eucalyptus.') and 'Contact Information' (Email: 'professor@myschool.edu'). On the left sidebar, there are sections for 'My connections' (0 connections) and 'My pictures' (0 pictures, 'Add new picture' link).

Select your image files.

My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

My pictures

Your gallery doesn't contain any pictures yet.

Add picture

1 Add new picture files to the gallery

2 Choose File | No file chosen

3 Upload chosen files

Add new picture files to the gallery

Choose File | No file chosen

Upload chosen files

Files (maximum 10):

C:\fakepath\Chrysanthemum.jpg Delete

C:\fakepath\Desktop.jpg Delete

C:\fakepath\Hydrangeas.jpg Delete

C:\fakepath\Lighthouse.jpg Delete

Add new picture files to the gallery

Choose File | No file chosen

Upload chosen files

Files (maximum 10):

C:\fakepath\Chrysanthemum.jpg Delete

C:\fakepath\Desktop.jpg Delete

C:\fakepath\Hydrangeas.jpg Delete

C:\fakepath\Lighthouse.jpg Delete

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 Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

My pictures



Add picture

Add new picture files to the gallery

Choose File No file chosen

Upload chosen files i

Files (maximum 10):

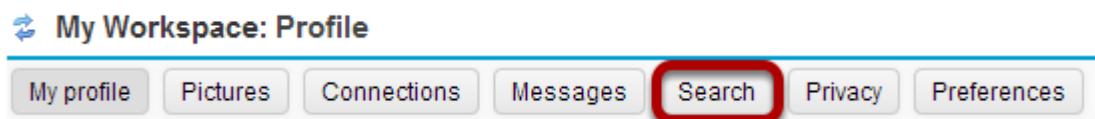
Once your images have been uploaded, they will display under "My Pictures".

How do I search for and add connections?

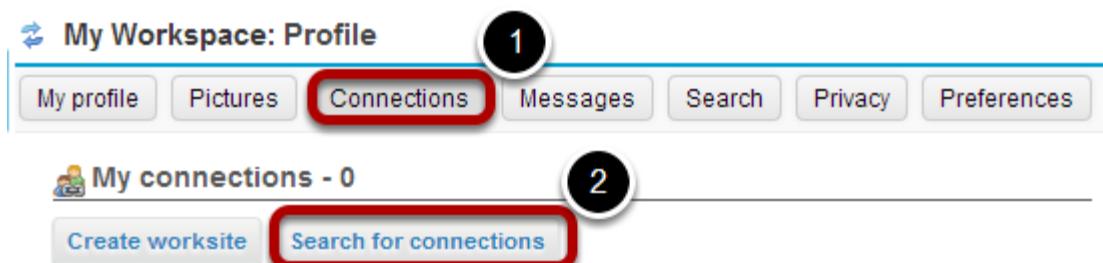
Go to Profile.

Select the **Profile** tool from the Tool Menu in My Workspace.

Click Search.

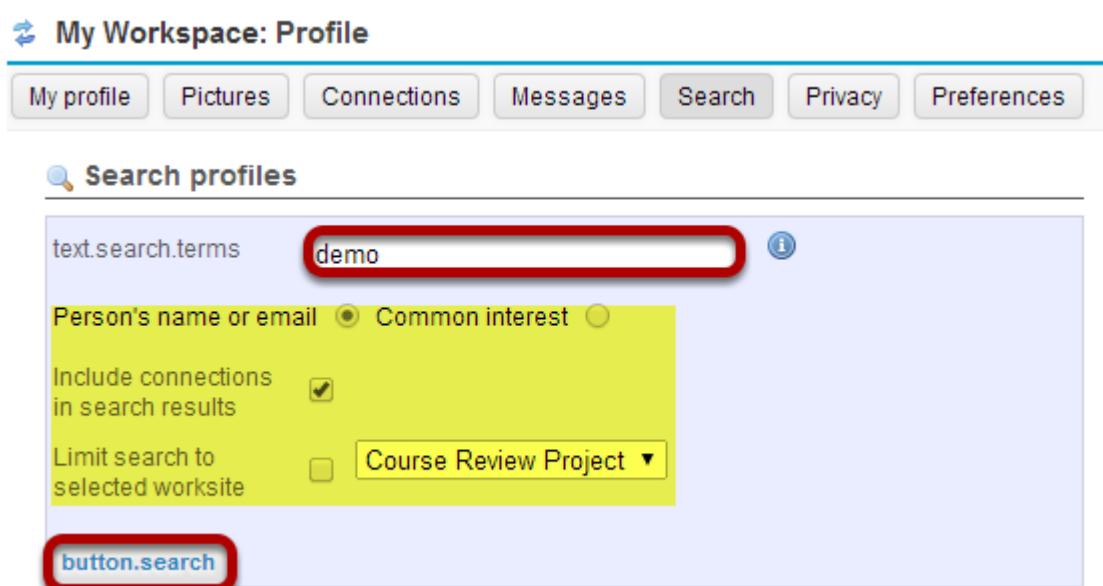


Or, you can also go to Connections to view/search from there.



1. Click **Connections**.
2. Then, click **Search for Connections**.

Enter your search terms.



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.

Previous searches
[demo](#)

[Clear history](#)

Displaying 13 results for: **demo**

[Clear search](#)

	Demo Instructor I love Sakai! 2 hours ago	 This is you!
		 View connections
		 Email
<p>I am originally from Australia. I enjoy tree climbing and eucalyptus.</p>		
	Fifth Student	 Add as a connection
		 View connections
	First Student	 Add as a connection
		 View connections
	Fourth Student	 Add as a connection
		 View connections

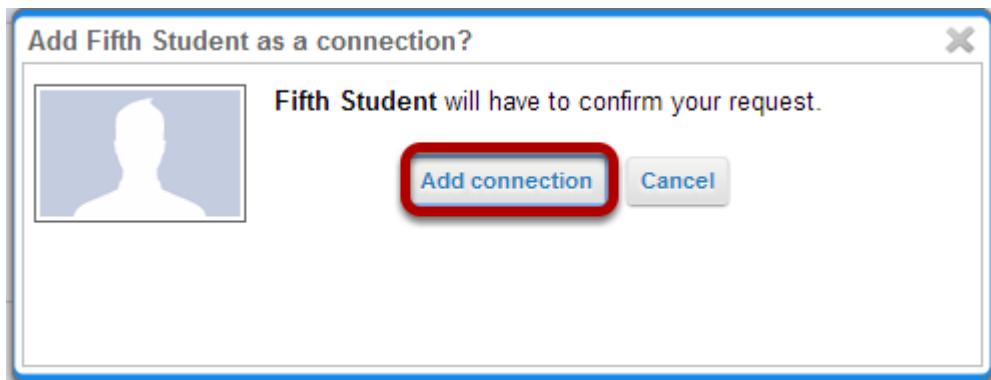
Search results will display at the bottom of the screen.

Add connections.

A screenshot of a user profile page. On the left is a placeholder profile picture. To its right, the text "Fifth Student" is displayed in blue. To the right of the name are two buttons: "Add as a connection" and "View connections". The "Add as a connection" button is highlighted with a red rounded rectangle.

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.

A screenshot of a user profile page. On the left is a placeholder profile picture. To its right, the text "Fifth Student" is displayed in blue. To the right of the name are two buttons: "Connection requested" and "View connections". The "Connection requested" button is highlighted with a yellow background and a green border.

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?

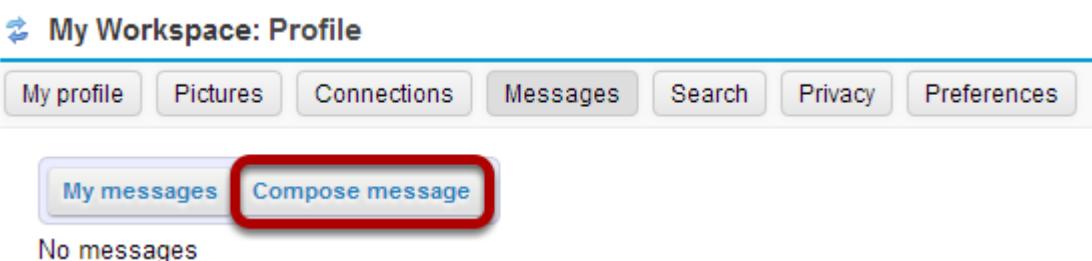
Go to Profile.

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**.

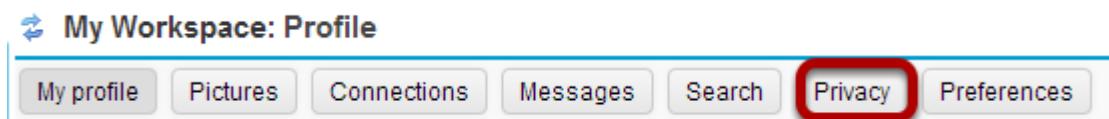
How do I change my privacy settings?

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.

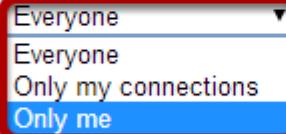
My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

Privacy settings

Profile Image	Everyone	
Basic Info	Everyone	
Contact Info	Everyone	
Staff Info	Everyone	
Student Info	Everyone	
Social Info	Everyone	
Personal Info	Everyone	
Show Birth Year	<input type="checkbox"/>	
Who can view my connections?	Everyone	
Who can see my online status?	Everyone	
Who can see my status updates?	Everyone	
Who can view my pictures?	Everyone	
Who can send me messages?	Only my connections	
Who can see my kudos rating?	Everyone	
Who can see my wall and my posts to other walls?	Everyone	

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.

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?

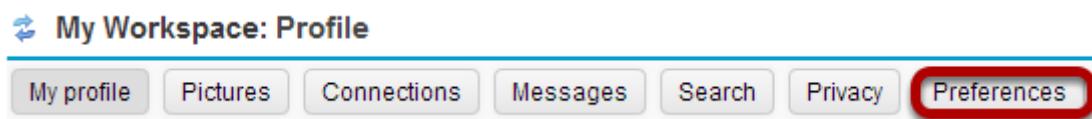
On your preferences page you can control what emails are sent you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured) as well as manage the Twitter integration for your status updates. All changes in preferences 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.



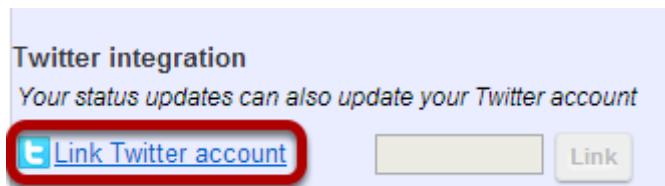
Manage email notifications.

A screenshot of the Preferences page under the Email notifications section. It shows a list of actions followed by two radio buttons labeled 'On' and 'Off'. A red box highlights the first row of this list. The actions listed are: 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.

	On	Off
Adds me as a connection	<input checked="" type="radio"/>	<input type="radio"/>
Confirms my connection request	<input checked="" type="radio"/>	<input type="radio"/>
Sends me a new message	<input checked="" type="radio"/>	<input type="radio"/>
Replies to one of my messages	<input checked="" type="radio"/>	<input type="radio"/>
Posts to my wall	<input checked="" type="radio"/>	<input type="radio"/>
Adds me to a new worksite	<input checked="" type="radio"/>	<input type="radio"/>

Click the radio buttons to adjust the settings on or off for each email notification preference.

Manage Twitter integration.



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.

 [Sign up for Twitter](#)

Authorize Profile2 to use your account?

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.

Remember me · [Forgot password?](#)

Authorize app **Cancel**

This application **will not be able to**:

- Access your direct messages.
- See your Twitter password.

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.

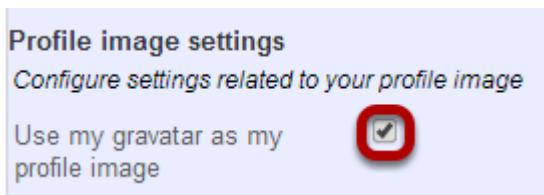
Twitter integration
Your status updates can also update your Twitter account

 **Link**

Back on the preferences page, enter the PIN code in the box and click **Link**. Your details will be verified with Twitter.

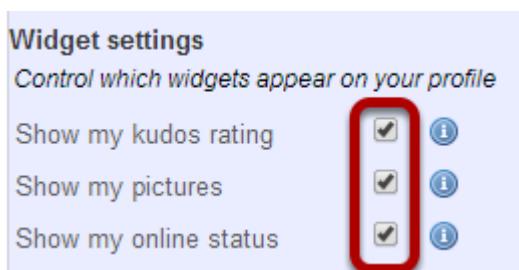
Note: You can disable the Twitter integration by clicking *Unlink*.

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.

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.

My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

 Demo Instructor [Clear](#)

I love Sakai! [Say it](#) 127

Profile Wall

Basic Information

Personal summary I am originally from Australia.
I enjoy tree climbing and eucalyptus.

Contact Information

Email professor@myschool.edu

My connections
0 connections [Search for connections](#)

My pictures
0 pictures [Add new picture](#)

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 workspace interface. At the top, there is a navigation bar with links for 'My profile', 'Pictures', 'Connections', 'Messages', 'Search', 'Privacy', and 'Preferences'. Below the navigation bar, there is a profile picture of a koala and the user's name, 'Demo Instructor'. A status message 'I love Sakai! just now' is displayed with a 'Clear' link. A text input field contains the text 'Hello everyone!' and a 'Say it' button. Below the input field is a toolbar with various rich text editing options. To the left of the main content area, there are two sidebar sections: 'My connections' (0 connections) and 'My pictures' (0 pictures). A red box highlights the 'Wall' tab in the top navigation bar, which is circled with a number '1'. A large red box encloses the text input field and the toolbar, with a number '2' inside. A red box also highlights the 'Post to wall' button at the bottom of the text input area, with a number '3' inside. Below the text input area, a list of previous posts by 'Demo Instructor' is shown, each with a 'Remove Comment' link. The posts are as follows:

	Demo Instructor	I love Sakai!	25 February, 13:55	Remove Comment
	Demo Instructor	Updated personal information in profile	24 February, 15:23	Remove Comment
	Demo Instructor	Updated staff information in profile	24 February, 15:11	Remove Comment
	Demo Instructor	Updated contact information in profile	24 February, 15:05	Remove Comment
	Demo Instructor	Updated basic information in profile	24 February, 15:04	Remove Comment
	Demo Instructor	Changed profile image	24 February, 14:55	Remove Comment

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 of a wall post from a user named "Demo Instructor". The post content is "Hello everyone!". It includes a timestamp "25 February, 14:04" and a "Remove Comment" link. A red circle 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)

A screenshot illustrating the process of commenting on a post. Step 1 shows the original post by "Demo Instructor". Step 2 shows the expanded comment form with a text input field. Step 3 shows the "Add comment" button highlighted with a red box.

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.

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.

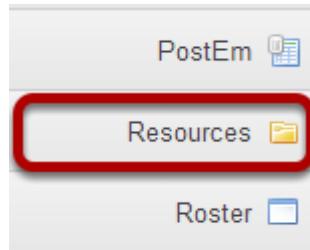
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

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.

Location:  Poetry 101 Resources

		Access			
<input type="button" value="Remove"/>	<input type="button" value="Move"/>	<input type="button" value="Copy"/>	<input type="button" value="Show"/>	<input type="button" value="Hide"/>	Site Root Folder
<input checked="" type="checkbox"/> Title ▲					Folder
 Poetry 101 Resources					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  Readings					Subfolder
<input type="checkbox"/>  Week_1_Readings					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  APoetsJourney.pdf ⓘ					Content files
<input type="checkbox"/>  RobertFrost_Boston1915.pdf ⓘ					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  Week_2_Readings					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  AmericanPoets.pdf					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  PowerPoints					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  Poetry Web Sites					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  Poets Magazine					<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  The Poetry Foundation					<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  Poems					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  Poet Images					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>  Bibliography					<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Public"/>
Links					
<input type="checkbox"/>  Poets Magazine					
<input type="checkbox"/>  The Poetry Foundation					
<input type="checkbox"/>  Poems					
<input type="checkbox"/>  Poet Images					
<input type="checkbox"/>  Bibliography					
Copy Content from My Other Sites					

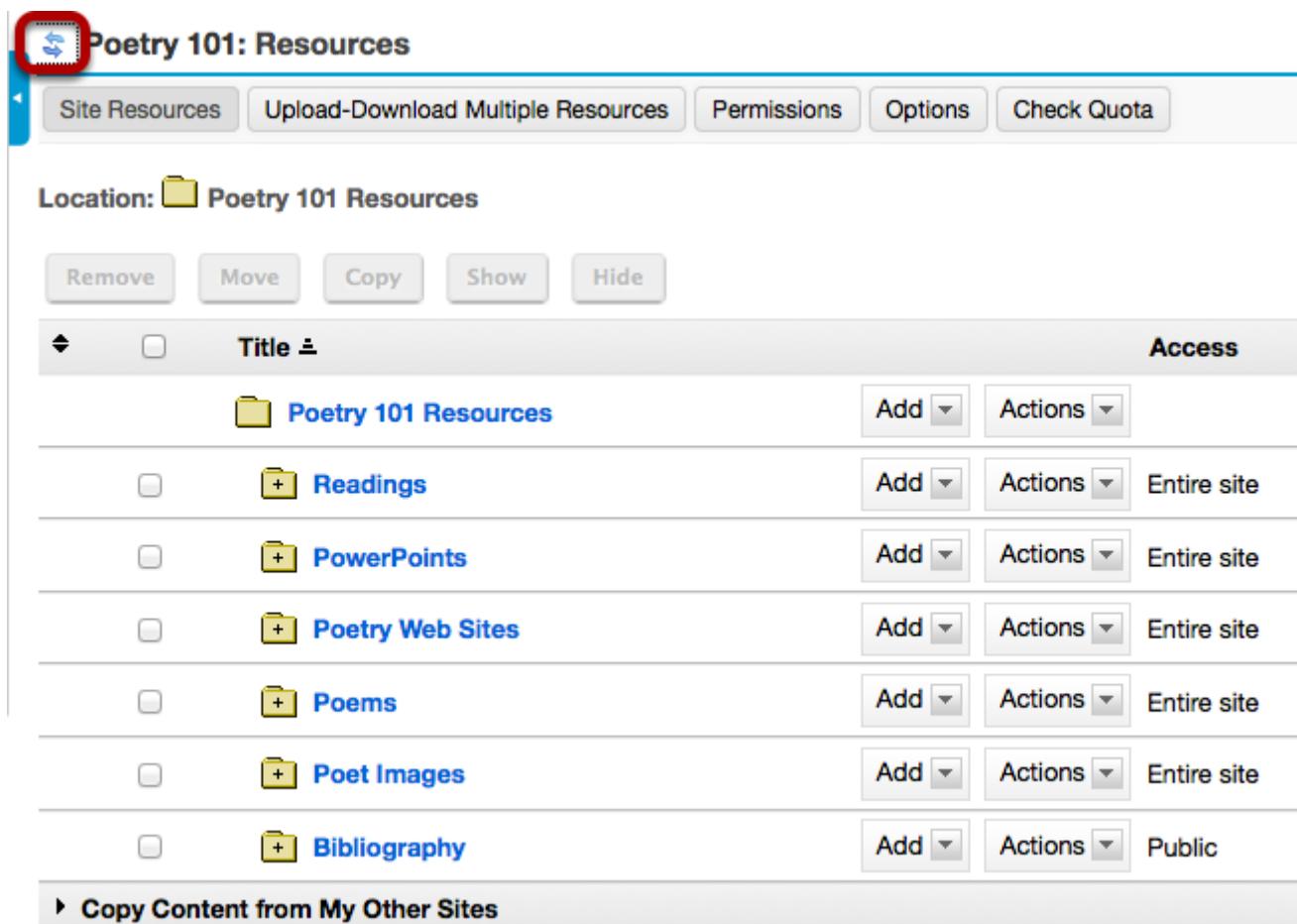
How do I navigate the Resources tool?

There are a number of controls that determine the display of the Resources tool, making it easier to maneuver about within the tool space.

Go to Resources.

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

Reset



The screenshot shows the 'Poetry 101: Resources' tool interface. At the top, there's a header bar with several buttons: 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below the header, the title 'Poetry 101: Resources' is displayed next to a folder icon. The main area is titled 'Location: Poetry 101 Resources' and shows a list of resources. The list includes:

Title	Access
Poetry 101 Resources	Add Actions
Readings	Add Actions Entire site
PowerPoints	Add Actions Entire site
Poetry Web Sites	Add Actions Entire site
Poems	Add Actions Entire site
Poet Images	Add Actions Entire site
Bibliography	Add Actions Public

At the bottom of the list, there's a link labeled 'Copy Content from My Other Sites' preceded by a right-pointing arrow.

Clicking **Reset** will always return the Resources display to the root level with all the folders closed.

Plus / Minus

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▲

		Add ▾	Actions ▾
<input type="checkbox"/>	 Poetry 101 Resources	Add ▾	Actions ▾
<input type="checkbox"/>	 Readings	Add ▾	Actions ▾
<input type="checkbox"/>	 Week_1_Readings ⓘ	Add ▾	Actions ▾
<input type="checkbox"/>	 APoetsJourney.pdf ⓘ		Actions ▾
<input type="checkbox"/>	 RobertFrost_Boston1915.pdf ⓘ		Actions ▾
<input type="checkbox"/>	 Week_2_Readings	Add ▾	Actions ▾
<input type="checkbox"/>	 PowerPoints	Add ▾	Actions ▾
<input type="checkbox"/>	 Poetry Web Sites	Add ▾	Actions ▾
<input type="checkbox"/>	 Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 Poet Images	Add ▾	Actions ▾
<input type="checkbox"/>	 Bibliography	Add ▾	Actions ▾
▶ Copy Content from My Other Sites			

The screenshot shows a file management interface within a Sakai application. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below this is a header row with a collapse/expand arrow, a checkbox, and a 'Title' column header. The main area displays a list of items under the 'Poetry 101 Resources' folder. Each item has a checkbox, an icon, a name, and two buttons for 'Add' and 'Actions'. Nine specific items are highlighted with red circles around their icons: 'Readings', 'Week_1_Readings', 'Week_2_Readings', 'PowerPoints', 'Poetry Web Sites', 'Poems', 'Poet Images', 'Bibliography', and the 'Copy Content from My Other Sites' link. The 'Readings' item is currently expanded, showing its contents.

Clicking **Plus +** will open a folder, within the view of all of the folders. Clicking **Minus -** will close a folder.

Folder View

Poetry 101: Resources

Location: Poetry 101 Resources / PowerPoints

Remove Move Copy Show Hide

Title ▲

PowerPoints

Add Actions

<input type="checkbox"/>	Lecture01_PoeticForms.ppt	Actions	E
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt	Actions	E
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt	Actions	E

Clicking on the name of any folder will isolate the display to just the contents of that folder.

Breadcrumb Trail

Poetry 101: Resources

Location: Poetry 101 Resources / Readings / Week_1_Readings

Remove Move Copy Show Hide

Title ▲

Week_1_Readings

Add Actions

<input type="checkbox"/>	APoetsJourney.pdf ⓘ	Actions	E
<input type="checkbox"/>	RobertFrost_Boston1915.pdf ⓘ	Actions	E

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders.

Expand All / Collapse All

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

Title ▲

		Add	Actions
<input type="checkbox"/>	 Poetry 101 Resources	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Week_1_Readings 	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 APoetsJourney.pdf 	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 RobertFrost_Boston1915.pdf 	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Week_2_Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 AmericanPoets.pdf	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Lecture01_PoeticForms.ppt	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Lecture02_19thCenturyPoets.ppt	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Lecture03_20thCenturyPoets.ppt	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Poetry Web Sites	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Poets Magazine	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 The Poetry Foundation	<input type="button" value="Actions"/>	<input type="button" value="Actions"/>

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.

How do I upload files?

Go to Resources.

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

Click Add, then Upload Files.

The screenshot shows the 'Poetry 101 Resources' folder structure. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below is a table with columns for Title, Access, and Actions. The 'PowerPoints' folder is selected, indicated by a red box around its 'Add' dropdown menu. A context menu is open from this dropdown, with 'Upload Files' highlighted. Other options in the menu include Create Folders, Add Web Links (URLs), Create HTML Page, Create Text Document, and Create Citation List.

Title	Access	Actions
Poetry 101 Resources	Add	Actions
Poems	Add	Actions
Poet Images	Add	Actions
PowerPoints	Add	Actions
Readings	Add	Actions

Copy Content from My Other Sites

Add

Actions

Upload Files

Create Folders

Add Web Links (URLs)

Create HTML Page

Create Text Document

Create Citation List

To the right of the folder you want to upload the file, from the **Add** drop-down menu, select **Upload file**.

This displays the Upload Files page.

Click Browse.

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> No file selected.
Display Name	<input type="text"/>
Add Another File	
Email Notification	<input type="button" value="None – No notification"/>
Upload Files Now	Cancel

Click **Browse** to locate and select the file on your computer.

Edit display name. (Optional)

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/>
Add Another File	
Email Notification	<input type="button" value="None – No notification"/>
Upload Files Now	Cancel

By default, the Display Name is the same as the file name. You can edit the Display name here.

Note: The selected file name will appear to the right of the Browse button.

Click Add Another File. (Optional)

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/> Add details for this item
Add Another File	
Email Notification	<input type="button" value="None – No notification"/>
Upload Files Now	Cancel

You can upload as many files as you want (within the site's uploading size limit) by clicking **Add Another File**.

Click Upload Files Now.

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/> Add details for this item 
File To Upload	<input type="button" value="Browse..."/> Lecture02_19thCenturyPoets.ppt
Display Name	<input type="text" value="Lecture02_19thCenturyPoets.ppt"/> Add details for this item 
File To Upload	<input type="button" value="Browse..."/> Lecture03_20thCenturyPoets.ppt
Display Name	<input type="text" value="Lecture03_20thCenturyPoets.ppt"/> Add details for this item 

[Add Another File](#)

Email Notification	<input type="button" value="None – No notification"/>
Upload Files Now	Cancel

View files in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

▲ □ Title ▲	Access
 Poetry 101 Resources	Add Actions
<input type="checkbox"/>  Poems	Add Actions Entire site
<input type="checkbox"/>  Poet Images	Add Actions Entire site
<input type="checkbox"/>  PowerPoints	Add Actions Entire site
<input type="checkbox"/>  Lecture01_PoeticForms.ppt	Actions Entire site
<input type="checkbox"/>  Lecture02_19thCenturyPoets.ppt	Actions Entire site
<input type="checkbox"/>  Lecture03_20thCenturyPoets.ppt	Actions Entire site
<input type="checkbox"/>  Readings	Add Actions Entire site

▶ Copy Content from My Other Sites

The files are uploaded and placed within the selected folder.

How do I create folders?

Go to Resources.

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

Click Add, then Create folders.

The screenshot shows the 'Site Resources' tool interface. At the top, there are several buttons: 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below these, the 'Location' is set to 'Poetry 101 Resources'. There are buttons for 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. A search bar labeled 'Title' is followed by a dropdown menu labeled 'Access'. On the left, there's a tree view showing a folder named 'Poetry 101 Resources' and a link 'Copy Content from My Other Sites'. On the right, there's a 'Actions' dropdown menu with several options: 'Upload Files', 'Create Folders' (which is highlighted with a red box), 'Add Web Links (URLs)', 'Create HTML Page', 'Create Text Document', and 'Create Citation List'. The 'Create Folders' option is the one being selected.

To the right of the site's root folder, from the **Add** drop-down menu, select **Create folders**.

This displays the Create Folders page.

Enter the name of the folder.

The screenshot shows a 'Create Folders' interface. At the top, there's a header with a back arrow and the title 'Poetry 101: Resources'. Below the header, a section titled 'Create Folders' contains the instruction 'Create as many folders as you like! If you change your mind about needing one of your folders, click the trash can icon next to it.' A 'Location' field shows 'Poetry 101 /'. A yellow input field labeled 'Folder Name' contains the text 'Poet Images', which is highlighted with a red rectangular border. To the right of the input field is a blue button labeled 'Add details for this item'. Below the input field is a blue link 'Add Another Folder'. At the bottom are two buttons: 'Create Folders Now' and 'Cancel'.

Add multiple folders. (Optional)

This screenshot is similar to the previous one, showing the 'Create Folders' interface. The 'Folder Name' input field still contains 'Poet Images'. However, the 'Add Another Folder' button, located below the input field, is now highlighted with a red rectangular border. The other elements, including the 'Create Folders Now' and 'Cancel' buttons at the bottom, remain the same.

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.

The screenshot shows a 'Create Folders' interface. At the top, there's a header 'Poetry 101: Resources' with a back arrow. Below it, a section titled 'Create Folders' contains instructions: 'Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' in the corner of each folder entry.' A 'Location: Poetry 101 /' path is shown. Four folder entries are listed:

Folder Name	Add details for this item	X
Poet Images		
Readings		
PowerPoints		
Poems		

A blue 'Add Another Folder' link is below the entries. At the bottom, there are two buttons: 'Create Folders Now' (highlighted with a red box) and '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.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

Title		Access
<input type="checkbox"/>	Poetry 101 Resources	Add Actions
<input type="checkbox"/>	Poems	Add Actions Entire site
<input type="checkbox"/>	Poet Images	Add Actions Entire site
<input type="checkbox"/>	PowerPoints	Add Actions Entire site
<input type="checkbox"/>	Readings	Add Actions Entire site

Notice that the folders are displayed slightly indented to the root folder.

Create subfolders. (Optional)

The screenshot shows the 'Poetry 101: Resources' page. At the top, there are tabs for 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below the tabs, the location is specified as 'Poetry 101 Resources'. There are buttons for 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. A table lists several folders: 'Poetry 101 Resources', 'Poems', 'Poet Images', 'PowerPoints', and 'Readings'. To the right of each folder is an 'Add' button and an 'Actions' dropdown menu. The 'Actions' menu for the 'Poems' folder is open, showing options: 'Upload Files', 'Create Folders' (which is highlighted with a red box), 'Add Web Links (URLs)', 'Create HTML Page', 'Create Text Document', and 'Create Citation List'. The 'Create Folders' option is the one being selected.

To create a subfolder within a folder, from the **Add** 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.

The screenshot shows the 'Create Folders' page under 'Poetry 101: Resources'. The heading is 'Create Folders'. A note says 'Create as many folders as you like! If you change your mind about needing one of your folders, click the trash can icon next to it.' The location is listed as 'Poetry 101 / Poems /'. A form has a 'Folder Name' field containing '19th Century Poems', which is highlighted with a red box. There is also a 'Add details for this item' link. Below the form are buttons for 'Create Folders Now' and 'Cancel'.

Create multiple subfolders. (Optional)

The screenshot shows a 'Create Folders' dialog box. At the top, it says 'Poetry 101: Resources'. Below that is a section titled 'Create Folders' with the instruction 'Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' in the corner of the folder name field.' A 'Location' field shows 'Poetry 101 / Poems /'. A yellow input field contains 'Folder Name' and '19th Century Poems'. To the right is a blue link 'Add details for this item'. A red button labeled 'Add Another Folder' is highlighted with a red box. At the bottom are two buttons: 'Create Folders Now' (highlighted with a red box) and 'Cancel'.

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.

The screenshot shows the 'Create Folders' dialog box after adding three subfolders. The 'Folder Name' field for the first folder contains '19th Century Poems'. The 'Folder Name' field for the second folder contains '20th Century Poems'. The 'Folder Name' field for the third folder contains '21st Century Poems'. Each folder has a red 'X' icon to its right. Below the list is a blue link 'Add Another Folder'. At the bottom are two buttons: 'Create Folders Now' (highlighted with a red box) and '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.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

<input type="checkbox"/>	Title	Access
	Poetry 101 Resources	Add Actions
<input type="checkbox"/>	Poems	Add Actions Entire site
<input type="checkbox"/>	19th Century Poems	Add Actions Entire site
<input type="checkbox"/>	20th Century Poems	Add Actions Entire site
<input type="checkbox"/>	21st Century Poems	Add Actions Entire site
<input type="checkbox"/>	Poet Images	Add Actions Entire site
<input type="checkbox"/>	PowerPoints	Add Actions Entire site
<input type="checkbox"/>	Readings	Add Actions Entire site

▶ Copy Content from My Other Sites

Notice that the subfolders are displayed slightly indented to the parent folder.

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 Add, then Add Web Links (URLs).

The screenshot shows the 'Resources' tool interface. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below that is a table with columns for Title and Access. The table lists several resources: 'Poetry 101 Resources', 'Poems', 'Poet Images', 'Poetry Web Sites', 'PowerPoints', and 'Readings'. To the right of each resource is an 'Add' button and an 'Actions' button. The 'Poetry Web Sites' row is currently selected, as indicated by a red box around its 'Add' button. A dropdown menu is open next to this button, listing several options: 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create HTML Page', 'Create Text Document', and 'Create Citation List'. The 'Add Web Links (URLs)' option is also highlighted with a red box.

To the right of the folder you would like to add the web link, from the **Add** 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' you have finished.

Location: Poetry 101 / Poetry Web Sites /

Web Address (URL)

http://www.poets.org/

Website Name

Poets Magazine

[Add details for this item](#)

[Add Another Web Link](#)

Email Notification

None – No notification

[Add Web Links Now](#)

[Cancel](#)

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: Poetry 101 / Poetry Web Sites /

Web Address (URL)

http://www.poets.org/

Website Name

Poets Magazine

[Add details for this item](#)



Web Address (URL)

http://www.poetryfoundation.org/

Website Name

The Poetry Foundation

[Add details for this item](#)



Web Address (URL)

http://www.poemhunter.com/poems/

Website Name

Poem Hunter

[Add details for this item](#)



[Add Another Web Link](#)

Email Notification

None – No notification

[Add Web Links Now](#)

[Cancel](#)

View links in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

▲ □ Title ▲	Access
 Poetry 101 Resources	Add Actions
<input type="checkbox"/>  Poems	Add Actions Entire site
<input type="checkbox"/>  Poet Images	Add Actions Entire site
<input type="checkbox"/>  Poetry Web Sites	Add Actions Entire site
<input type="checkbox"/>  Poem Hunter	Actions Entire site
<input type="checkbox"/>  Poets Magazine	Actions Entire site
<input type="checkbox"/>  The Poetry Foundation	Actions Entire site
<input type="checkbox"/>  PowerPoints	Add Actions Entire site
<input type="checkbox"/>  Readings	Add Actions Entire site

This creates links to the web sites in the selected Resource folder.

How do I create an HTML page?

Go to Resources.

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

Click Add, then Create HTML.

The screenshot shows the Sakai Resources tool interface. At the top, there is a location bar labeled "Location: Poetry 101 Resources" and several action buttons: Remove, Move, Copy, Show, and Hide. Below this is a header row with columns for Title and Access. The main content area displays a folder structure under "Poetry 101 Resources". The "Poems" folder has its "Add" dropdown menu open, showing options: Upload Files, Create Folders, Add Web Links (URLs), Create HTML Page, Create Text Document, and Create Citation List. The "Create HTML Page" option is highlighted with a red circle. The "Poems" folder also has an "Actions" button and an "Entire site" access setting. Other visible folders include "19th Century Poems", "20th Century Poems", "21st Century Poems", "Poet Images", "Poetry Web Sites", "PowerPoints", and "Readings", each with their own "Add", "Actions", and "Access" settings.

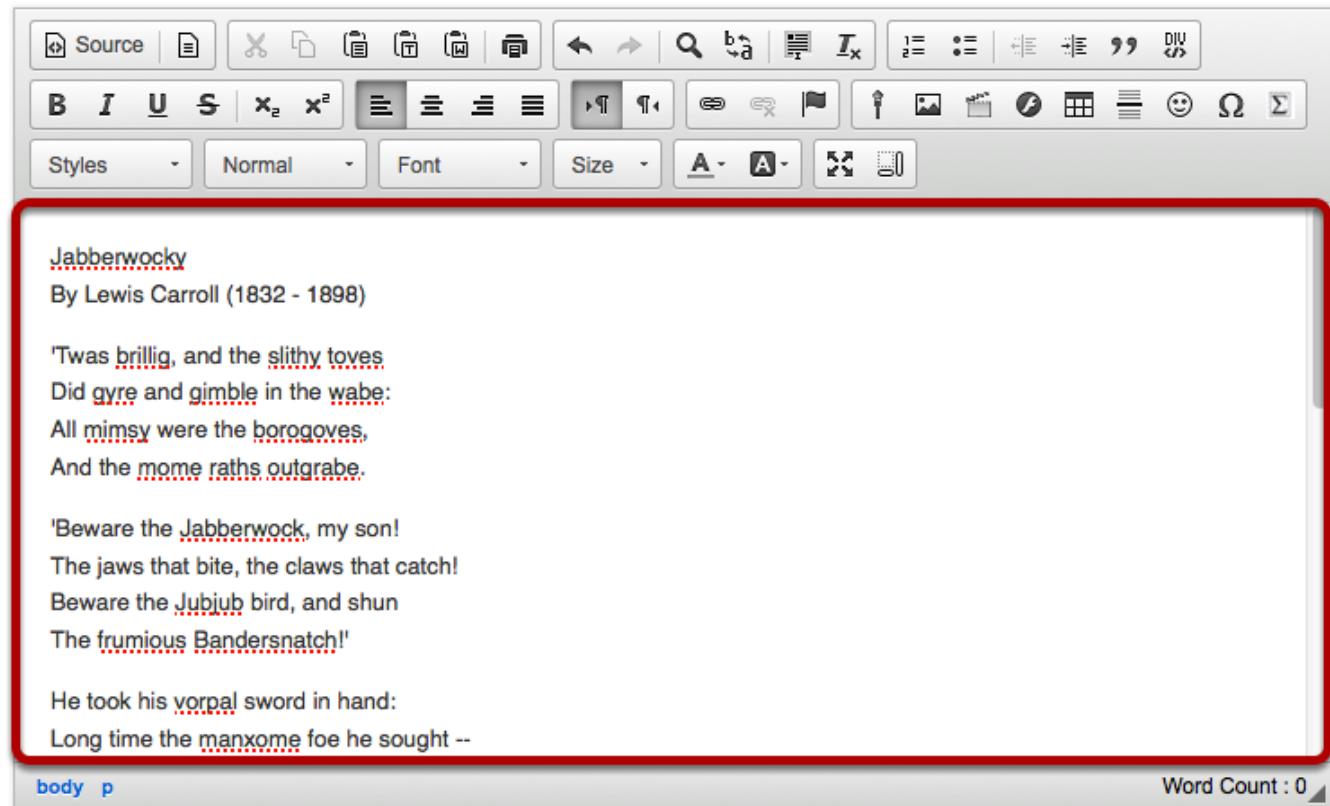
To the right of the folder where you want to create the HTML page, from the **Add** drop-down menu, select **Create HTML**.

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.



Enter (or paste) the text content of the document into the document.

Use the Rich Text Editor to format or add links and media.

Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.

The Rich Text Editor toolbar includes:

- Source
- Cut, Copy, Paste, Undo, Redo
- Search, Find, Replace
- Text alignment (Left, Center, Right, Justify)
- Text style (Bold, Italic, Underline, Strike-through)
- Text color
- Font selection
- Font size
- Font styles (Normal, Heading 1, Heading 2, etc.)
- Text orientation (Horizontal, Vertical, etc.)
- Image insertion
- Link insertion
- Table creation
- Smiley face
- Equation editor
- Text direction (Left-to-right, Right-to-left)

Content area:

 [Lewis Carroll Biography](#)

Jabberwocky

By Lewis Carroll (1832 - 1898)

'Twas brillig, and the slithy toves
Did gyre and gimble in the wabe:
All mimsy were the borogoves,
And the mome raths outgrabe.

body p Word Count : 176

Continue **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 create the HTML Page.

* Name

Jabberwocky – Lewis Carroll (1832 – 1898)

Description

Sounds and nonsense language are important elements of "Jabberwocky"

* Copyright Status

Material is in public domain. [\(more info\)](#)

Copyright Alert

Display copyright alert and require acknowledgement when accessed by others. (what)

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items.

Show this item

From

Date:

MAR 5 2014 2 00 pm

Time:

Until

Date:

MAR 12 2014 3 00 pm

Time:

Hide this item

Optional properties

Email Notification

None – No notification

Finish

Cancel

Enter a **Name** for the HTML document and any other data as needed, then click **Finish**.

View HTML file in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▲

Actions	Actions
Add	Add

 Poetry 101 Resources

 Poems

 19th Century Poems

 Jabberwocky - Lewis Carroll (1832 - 1898) 

 20th Century Poems

 21st Century Poems

 Poet Images

Click icon to view file description



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 text document?

Go to Resources.

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

Click Add, then Create Text Document.

The screenshot shows the 'Poetry 101 Resources' folder in the 'Resources' tool. The 'Add' dropdown menu is open over the '19th Century Poems' folder, with the 'Create Text Document' option highlighted by a red box. Other options in the menu include 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create HTML Page', and 'Create Citation List'. The 'Actions' dropdown menu is also visible.

Access
Add ▾ Actions ▾
Add ▾ Actions ▾ Entire site

To the right of the folder where you want to create the text document, from the **Add** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

Enter text, then click Continue.

Poetry 101: Resources

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.
The early birds ere long will wake:
'T is time for the Elves to go.

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.

 Poetry 101: Resources

Create Text Document

Enter the name of the Simple Text Document (required), set any other properties you wish, and then click "Finish" to create the Simple Text Document.

* Name

Description

* Copyright Status Material is in public domain. [\(more info\)](#)

Copyright Alert Display copyright alert and require acknowledgement when accessed by others. [\(what's this?\)](#)

Availability and Access

Choose who can see this item.

Only members of this site can see this file.
 This file is publicly viewable.

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 not visible to others.

Show this item

From
Date: MAR 5 2014 Time: 1:00 pm
 Until
Date: MAR 12 2014 Time: 2:00 pm
 Hide this item

 [Optional properties](#)

Email Notification

Finish **Cancel**

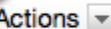
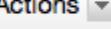
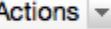
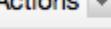
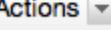
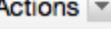
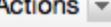
Enter a **Name** for the text document, add additional data if needed, then click **Finish**.

View text document in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▾

File	Add	Actions
 Poetry 101 Resources		
 Poems		
 19th Century Poems		
 Fairy Song - Louisa May Alcott 		
 20th Century Poems		
 21st Century Poems		
 Poet Images		

Click icon to view file description



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 drag-and-drop files from my computer to a Resources folder?

Go to Resources.

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

Click Add, then Upload Files.

The screenshot shows the Sakai Resources tool interface. At the top, there is a location bar labeled "Location: Poetry 101 Resources" and several action buttons: Remove, Move, Copy, Show, and Hide. Below this is a table listing folder structures. The first row shows "Poetry 101 Resources" with an "Add" button and an "Actions" button. The second row shows "Poems" with an "Add" button and an "Actions" button, followed by the text "Entire site". The third row shows "Poet Images" with an "Add" button and an "Actions" button, followed by the text "Entire site". A context menu is open over the "Poet Images" row, with the "Add" button highlighted and circled in red. The menu options are: Upload Files (highlighted), Create Folders, Add Web Links (URLs), Create HTML Page, Create Text Document, and Create Citation List. The fourth row shows "PowerPoints" with an "Add" button and an "Actions" button, followed by the text "Entire site". The fifth row shows "Readings" with an "Add" button and an "Actions" button, followed by the text "Entire site". At the bottom left, there is a link "Copy Content from My Other Sites".

To the right of the folder you want to drag-and-drop files, from the **Add** drop-down menu, select **Upload Files**.

This displays the upload Files page.

Drag and drop files from your computer.

Location: Poetry 101 / Poet Images /

File To Upload No file selected.

Display Name Add details for this item

[Add Another File](#)

Email Notification

You can only upload 20 MB worth of files at one time. You may need to upload large files one at a time.

Drag and drop files into the box to upload. If you upload a zip file the contents will be unzipped into a folder. It may take a few minutes to upload large files.

Drop files here to upload.

► **Drop files** to upload
(or click)

Drag files from your computer and drop them in box marked "Drop files to upload".

This will display thumbnails of the files that will be uploaded.

Click Continue.

[Upload Files Now](#) [Cancel](#)

You can only upload 20 MB worth of files at one time. You may need to upload large files one at a time.

Drag and drop files into the box to upload. If you upload a zip file the contents will be unzipped into a folder. It may take a few minutes to upload large files.



23.2 KiB

[Remove file](#)



21.2 KiB

[Remove file](#)



13.1 KiB

[Remove file](#)



15.3 KiB

[Remove file](#)

[Continue](#)

[Cancel](#)

This uploads the files.

View files in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆	□	Title ▲	Access
		 Poetry 101 Resources	Add Actions
		 Poems	Add Actions Entire site
		 Poet Images	Add Actions Entire site
		 EdnaStVincentMillay.jpg	Actions Entire site
		 EmilyDickinson.jpg	Actions Entire site
		 MayaAngelou.jpg	Actions Entire site
		 Walt_Whitman.jpg	Actions Entire site
		 PowerPoints	Add Actions Entire site
		 Readings	Add Actions Entire site
▶ Copy Content from My Other Sites			

The files are now located inside the selected Resources folder.

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.

The screenshot shows the 'Poetry 101 Resources' page. On the left is a tree view of resources: Poetry 101 Resources (expanded), Readings (expanded), PowerPoints (expanded), Lecture01_PoeticForms.ppt (collapsed), Lecture02_19thCenturyPoets.ppt (collapsed), Lecture03_20thCenturyPoets.ppt (collapsed), Poems (expanded), Poet Images (expanded), Poetry Web Sites (expanded), and Bibliography (expanded). To the right of each item are 'Add' and 'Actions' buttons. The 'Actions' button for 'Lecture02_19thCenturyPoets.ppt' is highlighted with a red box. A dropdown menu is open over this button, listing: Copy, Edit Details (also highlighted with a red box), Upload New Version, Move, Remove, Duplicate, and Make Site Page.

Resource Type	Resource Name	Action Buttons
Folder	Poetry 101 Resources	Add, Actions
Folder	Readings	Add, Actions
Folder	PowerPoints	Add, Actions
File	Lecture01_PoeticForms.ppt	Add, Actions
File	Lecture02_19thCenturyPoets.ppt	Add, Actions
File	Lecture03_20thCenturyPoets.ppt	Add, Actions
Folder	Poems	Add, Actions
Folder	Poet Images	Add, Actions
Folder	Poetry Web Sites	Add, Actions
Folder	Bibliography	Add, Actions

Copy Content from My Other Sites

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.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

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

From

Date: Time:

MAR 20 2014 1 00 am

Until

Date: Time:

MAY 15 2014 1 00 am

Hide this item

Email Notification

Under Availability and Access, select From and Until, set the dates and times, 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.

Poetry 101 Resources	Add	Actions
<input type="checkbox"/> <input type="button" value="+"/> Readings	Add	Actions
<input type="checkbox"/> <input type="button" value="-"/> PowerPoints	Add	Actions
<input type="checkbox"/> Lecture01_PoeticForms.ppt		Actions
<input type="checkbox"/> Lecture02_19thCenturyPoets.ppt		Actions
<input type="checkbox"/> Lecture03_20thCenturyPoets.ppt		Actions

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 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 'Poetry 101 Resources' folder in the Resources tool. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below is a table listing sub-folders: Poetry 101 Resources, Bibliography, Poems, Poet Images, PowerPoints, Poetry Web Sites, and Readings. Each row has 'Add' and 'Actions' dropdown menus. The 'Readings' row's 'Add' menu is open, showing options: Upload Files (highlighted with a red box), Create Folders, Add Web Links (URLs), Create HTML Page, Create Text Document, and Create Citation List.

Location:	Poetry 101 Resources	Add	Actions	Access
	Poetry 101 Resources	Add	Actions	
	Bibliography	Add	Actions	Public
	Poems	Add	Actions	Entire site
	Poet Images	Add	Actions	Entire site
	PowerPoints	Add	Actions	Entire site
	Poetry Web Sites	Add	Actions	Entire site
	Readings	Add	Actions	Entire site

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.

 Poetry 101: Resources

Upload Files

Location: Poetry 101 / Readings /

Drag and drop files from your desktop into the box below. [Switch to file browser upload?](#)

Drop files here to upload.

→ **Drop files** to upload
(or click)

[Continue](#)

[Cancel](#)

Drag the zip file from your computer and drop it in the box marked "Drop files to upload".

This will display a thumbnail of the zip file that will be uploaded.

Or, click to use the file browser upload.

Poetry 101: Resources

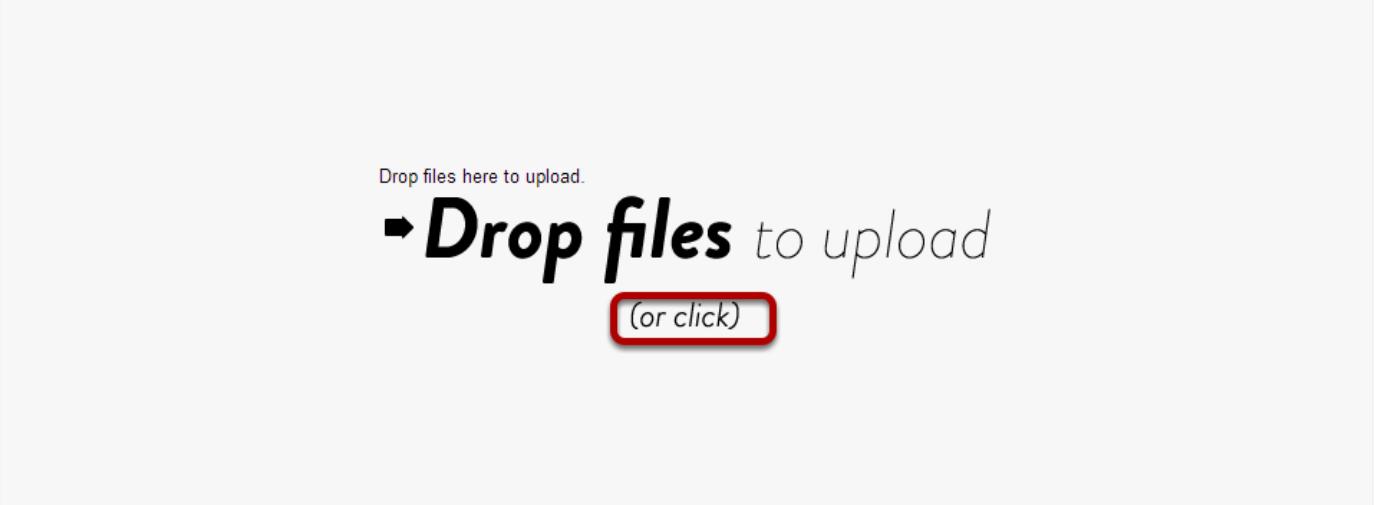
Upload Files

Location: Poetry 101 / Readings /

Drag and drop files from your desktop into the box below [Switch to file browser upload?](#)

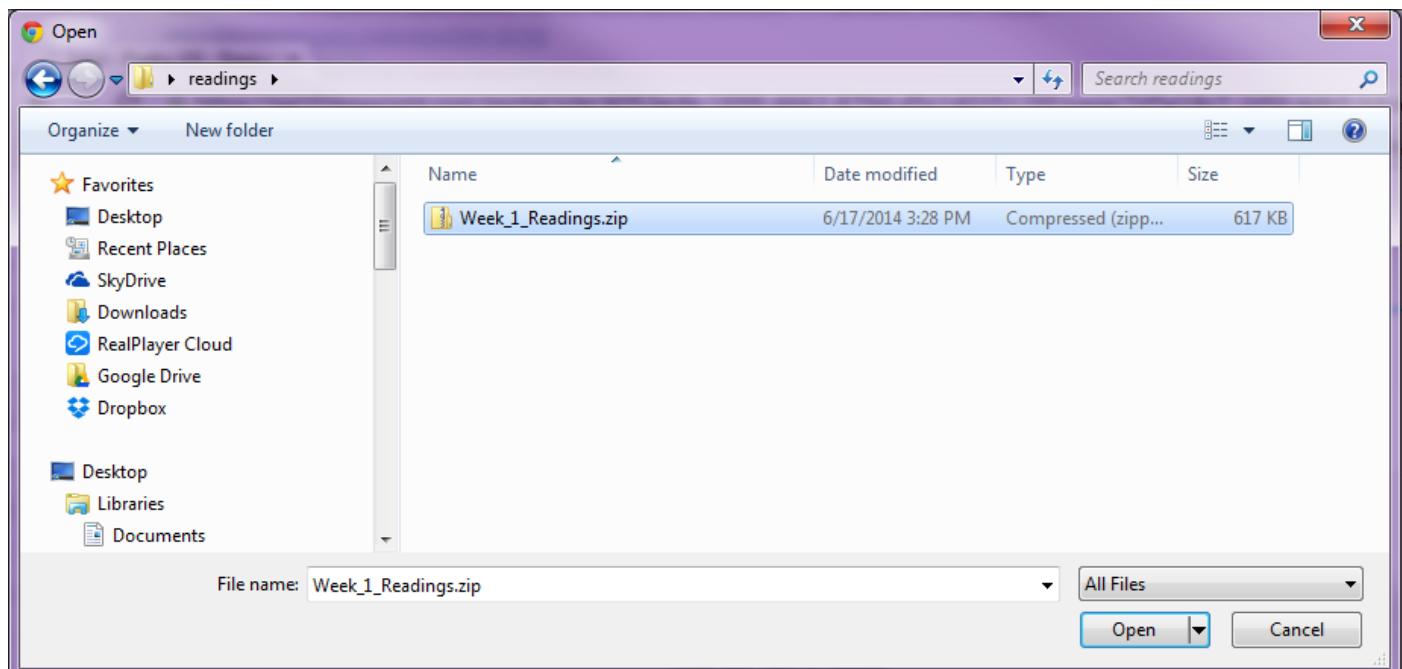
Drop files here to upload.
→ **Drop files** to upload
(or click)

Continue Cancel



If you prefer to browse for your file instead, click on the **Switch to file browser upload?** link, or click once within the **Drop Files** area to go to the file browser view.

Locate and select the file on your computer.



Click Continue.

Poetry 101: Resources

Upload Files

Location: Poetry 101 / Readings /

Drag and drop files from your desktop into the box below. [Switch to file browser upload?](#)

Week_1_Readings.zip

0.6 MiB

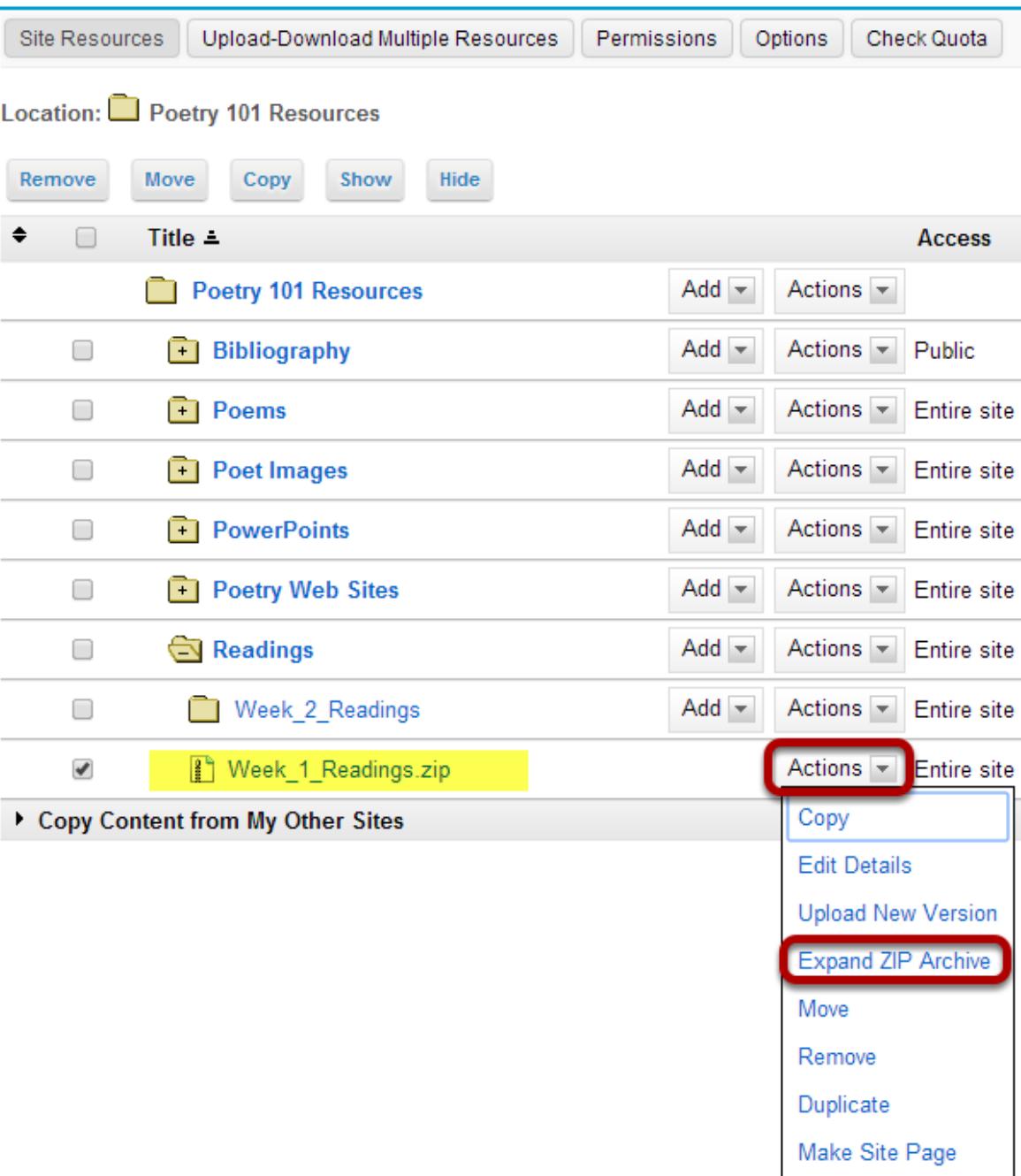
[Remove file](#)

[Continue](#)

[Cancel](#)

This uploads the zip file.

Click Actions, then Expand Zip Archive.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

Title	Access
Poetry 101 Resources	Add Actions
Bibliography	Add Actions Public
Poems	Add Actions Entire site
Poet Images	Add Actions Entire site
PowerPoints	Add Actions Entire site
Poetry Web Sites	Add Actions Entire site
Readings	Add Actions Entire site
Week_2_Readings	Add Actions Entire site
Week_1_Readings.zip	Add Actions Entire site

Copy Content from My Other Sites

Actions

- Copy
- Edit Details
- Upload New Version
- Expand ZIP Archive**
- Move
- Remove
- Duplicate
- Make Site Page

From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

View zip contents in Resources.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

Title	Access
Poetry 101 Resources	Add Actions
Bibliography	Add Actions Public
Poems	Add Actions Entire site
Poet Images	Add Actions Entire site
PowerPoints	Add Actions Entire site
Poetry Web Sites	Add Actions Entire site
Readings	Add Actions Entire site
Week_1_Readings	Add Actions Entire site
AmericanPoets.pdf	Add Actions Entire site
APoetsJourney.pdf	Add Actions Entire site
RobertFrost_AtTufts1915.pdf	Add Actions Entire site
Week_2_Readings	Add Actions Entire site
Week_1_Readings.zip	Add Actions Entire site

New subfolder

Unpacked files

Original zip file

Copy Content from My Other Sites

The zip file is automatically unpacked within the current folder.

Note: A new subfolder within the current folder is created using the name of the zip file. The zip file content is unpacked within this new subfolder and the original zip file remains.

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.

The screenshot shows the 'Poetry 101 Resources' page in the Sakai interface. On the right, there is a 'Actions' dropdown menu with several options: Copy, Edit Details, Upload New Version, Move, Remove, Duplicate, and Make Site Page. The 'Move' option is highlighted with a red box. The other options are also highlighted with a dotted blue box.

Resource Type	Resource Name	Action Buttons	Scope
Folder	Poetry 101 Resources	Add, Actions	Entire site
Folder	PowerPoints	Add, Actions	Entire site
File	Lecture01_PoeticForms.ppt		Entire site
File	Lecture02_19thCenturyPoets.ppt		Entire site
File	Lecture03_20thCenturyPoets.ppt		Entire site
Folder	Readings	Add	Entire site
Folder	Week_1_Readings	Add	Entire site
File	AmericanPoets.pdf		Entire site
File	APoetsJourney.pdf		Entire site
File	RobertFrost_AtTufts1915.pdf	Add, Actions	Entire site

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 Reset to cancel)

Click Actions, then Paste Moved Items.

The screenshot shows a file list in a Sakai interface. At the top, there's a header with icons for 'PowerPoints', 'Add', 'Actions', and dropdown menus for 'Entire site' and 'Ne'. Below this is a list of files and folders:

- Lecture01_PoeticForms.ppt
- Lecture02_19thCenturyPoets.ppt
- Lecture03_20thCenturyPoets.ppt
- Readings** (selected folder)
- Week_1_Readings
- AmericanPoets.pdf
- APoetsJourney.pdf
- RobertFrost_AtTufts1915.pdf
- Week_2_Readings

For the 'Readings' folder, the 'Actions' dropdown menu is open, showing the following options:

- Paste moved items (highlighted with a red box)
- Copy
- Edit Details
- Reorder
- Compress to ZIP Archive
- Move
- Remove
- Edit Folder Permissions
- Make Site Page

To the right of the folder you want to move the file or folder to, from the **Actions** drop-down menu, select **Paste Moved Items**.

View moved file in new location.

A screenshot of a Sakai Resources page. The page displays a list of files and folders under the category 'Poetry 101 Resources'. The items listed are:

- PowerPoints
 - Lecture02_19thCenturyPoets.ppt
 - Lecture03_20thCenturyPoets.ppt
- Readings
 - Week_1_Readings
 - AmericanPoets.pdf
 - APoetsJourney.pdf
 - Lecture01_PoeticForms.ppt
 - RobertFrost_AtTufts1915.pdf
- Week_2_Readings

The file 'Lecture01_PoeticForms.ppt' is highlighted with a yellow background. Action buttons ('Add', 'Actions', 'Entire site') are present to the right of each item.

This returns the display to the Resources page with the file or folder now moved to the other folder.

Method 2: Click Actions, then Move.

A screenshot of a Sakai Resources page. The page displays a list of files and folders under the category 'Poetry 101 Resources'. The items listed are:

- PowerPoints
 - Lecture01_PoeticForms.ppt
 - Lecture02_19thCenturyPoets.ppt
 - Lecture03_20thCenturyPoets.ppt
- Readings
 - Week_1_Readings
 - AmericanPoets.pdf
 - APoetsJourney.pdf
 - RobertFrost_AtTufts1915.pdf

A context menu is open over the file 'Lecture01_PoeticForms.ppt'. The menu options are: Copy, Edit Details, Upload New Version, Move (which is highlighted with a red box), Remove, Duplicate, and Make Site Page. The 'Actions' button to the right of the file is also highlighted with a red box.

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 Reset to cancel)

Click the clipboard icon.

The screenshot shows a list of resources under the heading "Poetry 101 Resources". The resources are organized into folders: "PowerPoints", "Readings", and "Week_1_Readings". Under "PowerPoints", there are three files: "Lecture01_PoeticForms.ppt", "Lecture02_19thCenturyPoets.ppt", and "Lecture03_20thCenturyPoets.ppt". Under "Readings", there are two files: "AmericanPoets.pdf" and "APoetsJourney.pdf". Under "Week_1_Readings", there are two files: "RobertFrost_AtTufts1915.pdf" and "Week_1_Readings". Each item has a checkbox, an "Add" button, an "Actions" dropdown menu, and an "Entire site" link. The "Actions" menu for the "Week_1_Readings" folder is open, and the clipboard icon (a blue folder with a white document icon) is highlighted with a red circle.

Poetry 101 Resources	
<input type="checkbox"/>	PowerPoints
<input type="checkbox"/>	Lecture01_PoeticForms.ppt
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt
<input type="checkbox"/>	Readings
<input type="checkbox"/>	Week_1_Readings
<input type="checkbox"/>	AmericanPoets.pdf
<input type="checkbox"/>	APoetsJourney.pdf
<input type="checkbox"/>	RobertFrost_AtTufts1915.pdf

To the right of the folder you want to move the file or folder to, click the clipboard icon.

View moved file in new location.

<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 Lecture02_19thCenturyPoets.ppt	<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 Lecture03_20thCenturyPoets.ppt	<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 Week_1_Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 AmericanPoets.pdf	<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 APoetsJourney.pdf	<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 Lecture01_PoeticForms.ppt	<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 RobertFrost_AtTufts1915.pdf	<input type="button" value="Actions"/> <input type="button" value="Entire site"/>
<input type="checkbox"/>	 Week_2_Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> <input type="button" value="Entire site"/>

This returns the display to the Resources page with the file or folder now moved to the other folder.

Method 3: Select multiple items, then click Move.

Location:  Poetry 101 Resources

Move 

Remove **Copy** **Show** **Hide**

▲ □ Title ▲

Item	Add	Actions
 Poetry 101 Resources		
 PowerPoints		
 Readings		
 Week_1_Readings		
 Week_2_Readings		
 EmilyDickinson_BecauseICouldNotSto ForDeath.doc		
 JohnHolmes_AddressToTheLiving.doc		
 RobertFrost_AtTufts1915.pdf		
 WaltWhitman_AChildSaid.docx		

▶ Copy Content from My Other Sites

The screenshot shows a list of files and folders in the "Poetry 101 Resources" folder. The "Move" button is highlighted with a red box. Three checkboxes are checked for the files "JohnHolmes_AddressToTheLiving.doc", "RobertFrost_AtTufts1915.pdf", and "WaltWhitman_AChildSaid.docx". A red box also highlights the checkboxes for these three items.

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 Reset to cancel)

Click the clipboard icon.

Location:  Poetry 101 Resources

Remove **Move** **Copy** **Show** **Hide**

▲ **Title** ▲

		Add	Actions
<input type="checkbox"/>	 Poetry 101 Resources		<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 + PowerPoints		<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 - Readings		<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 + Week_1_Readings		<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 Week_2_Readings		<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 EmilyDickinson_BecauseICouldNotSto ForDeath.doc		<input type="button" value="Actions"/>
<input checked="" type="checkbox"/>	 JohnHolmes_AddressToTheLiving.doc		<input type="button" value="Actions"/>
<input checked="" type="checkbox"/>	 RobertFrost_AtTufts1915.pdf		<input type="button" value="Actions"/>
<input checked="" type="checkbox"/>	 WaltWhitman_AChildSaid.docx		<input type="button" value="Actions"/>

▶ **Copy Content from My Other Sites**



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.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▲ Access

		Add	Actions	
<input type="checkbox"/>	 Poetry 101 Resources	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	
<input type="checkbox"/>	 + PowerPoints	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Week_1_Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 AmericanPoets.pdf		<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 APoetsJourney.pdf		<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 JohnHolmes_AddressToTheLiving.doc		<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 RobertFrost_AtTufts1915.pdf		<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 WaltWhitman_AChildSaid.docx		<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Week_2_Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 EmilyDickinson_BecauseICouldNotSto ForDeath.doc		<input type="button" value="Actions"/>	Entire site

This returns the display to the Resources page with the files or folders now moved to the other folder.

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 Remove.

The screenshot shows the 'Resources' tool interface. At the top, there are five buttons: 'Remove' (highlighted with a red box), 'Move', 'Copy', 'Show', and 'Hide'. Below these are filter options for 'Title' and a search bar. The main area displays a list of resources:

Item Type	Title	Add	Actions
Folder	Poetry 101 Resources	Add	Actions
Folder	Readings	Add	Actions
Folder	Week_1_Readings	Add	Actions
File	WaltWhitman_AChildSaid.docx		Actions
File	LewisCarroll_Jabberwocky.htm		Actions
File	AmericanPoets.pdf		Actions
File	APoetsJourney.pdf		Actions
File	RobertFrost_AtTufts1915.pdf		Actions

Two specific items in the list have checkboxes checked: 'WaltWhitman_AChildSaid.docx' and 'LewisCarroll_Jabberwocky.htm'. These two items are also highlighted with a red box.

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click **Remove**.

This displays the Remove confirmation page.

Click Remove again to confirm.

The screenshot shows a 'Remove confirmation...' page. At the top, it asks: 'Are you sure you want to remove the following item(s)?' Below this, a list of items to be removed is shown:

Remove confirmation...

Name
LewisCarroll_Jabberwocky.htm
WaltWhitman_AChildSaid.docx

At the bottom, there are two buttons: 'Remove' (highlighted with a red box) and 'Cancel'.

Items are removed.

 Poetry 101 Resources	Add 	Actions 
<input type="checkbox"/>  Readings	Add 	Actions 
<input type="checkbox"/>  Week_1_Readings	Add 	Actions 
<input type="checkbox"/>  AmericanPoets.pdf		Actions 
<input type="checkbox"/>  APoetsJourney.pdf		Actions 
<input type="checkbox"/>  RobertFrost_AtTufts1915.pdf		Actions 
<input type="checkbox"/>  Week_2_Readings	Add 	Actions 

Note: If you remove a folder, all of the items inside the folder are also removed.

Method 2: Click Actions,, then Remove.

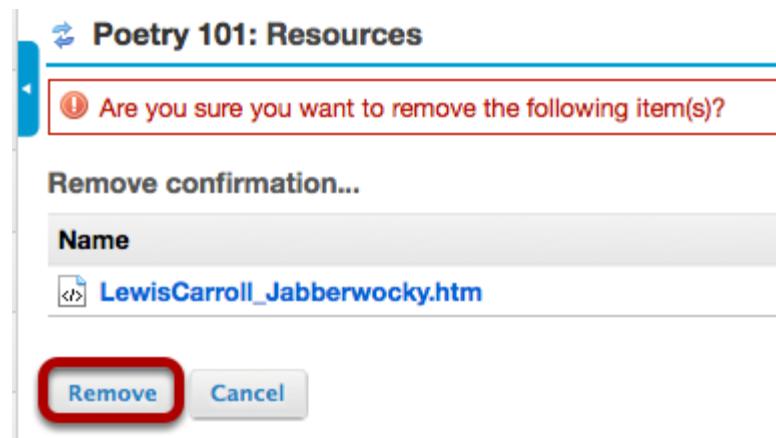
 Poetry 101 Resources	Add 	Actions 
<input type="checkbox"/>  Readings	Add 	Actions  Entire site
<input type="checkbox"/>  Week_1_Readings	Add 	Actions  Entire site
<input type="checkbox"/>  LewisCarroll_Jabberwocky.htm		Actions  Entire site
<input type="checkbox"/>  AmericanPoets.pdf		
<input type="checkbox"/>  APoetsJourney.pdf		
<input type="checkbox"/>  RobertFrost_AtTufts1915.pdf		
<input type="checkbox"/>  Week_2_Readings	Add 	
<input type="checkbox"/>  PowerPoints	Add 	
<input type="checkbox"/>  Poems	Add 	

- [Copy](#)
- [Edit Details](#)
- [Edit Content](#)
- [Upload New Version](#)
- [Move](#)
- [Remove](#)
- [Duplicate](#)
- [Make Site Page](#)

To the right of the file or folder you want to remove, from the **Actions** drop-down menu, select **Remove**.

This displays the Remove confirmation page.

Click Remove again to confirm.



The Item is removed.

	Poetry 101 Resources	Add	Actions
<input type="checkbox"/>	Readings	Add	Actions
<input type="checkbox"/>	Week_1_Readings	Add	Actions
<input type="checkbox"/>	AmericanPoets.pdf		Actions
<input type="checkbox"/>	APoetsJourney.pdf		Actions
<input type="checkbox"/>	RobertFrost_AtTufts1915.pdf		Actions

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 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. 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 the 'Resources' tool interface in Sakai. A list of items is displayed under the heading 'Title'. The items include 'Poetry 101 Resources', 'Bibliography', 'Poetry Web Sites', 'Readings', 'PowerPoints', 'Poems', and 'Poet Images'. To the right of each item is an 'Actions' button, which is expanded for the 'Bibliography' item. The expanded menu shows several options: 'Actions' (with a dropdown arrow), 'Entire site', 'Copy', 'Edit Details' (which is highlighted with a red box), 'Reorder', 'Compress to ZIP Archive', 'Move', 'Remove', 'Edit Folder Permissions', and 'Make Site Page'. The 'Edit Details' option is the one intended for making a file or folder publicly viewable.

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.

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
Poetry 101 Resources	Add Actions
Bibliography	Add Actions Public
Poetry Web Sites	Add Actions Entire site

How do I upload or download multiple resources?

Users can upload/download multiple resources using the WebDAV protocol. WebDAV allows users to transfer 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.

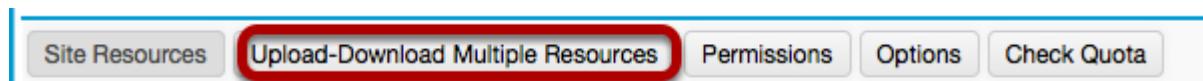
Depending on your specific operating system version, you may find one method performs better than another.

Note: You may also upload multiple files using the [drag and drop feature](#) in Resources.

Go to Resources.

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

Click Upload-Download Multiple Resources.



To locate directions for setting up WebDAV on your computer, click **Upload / Download Multiple Resources**.

WebDAV instructions will display.

[Site Resources](#) | [Upload-Download Multiple Resources](#)

Upload-Download Multiple Resources

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.

Step 1 - Highlight the following URL and copy it to your clipboard:

<https://qa10.longsight.com/dav/4052ecfe-1698-4662-879d-d5c14035128f>

Step 2 - Select your operating system below and follow the setup instructions:

[Windows XP](#) [Windows Vista/Windows 7](#) [Mac OS 10.0 - 10.3](#) [Mac OS 10.4 and up](#) [Linux \(Gnome\)](#) [Linux \(KDE\)](#) [Linux console](#)

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.

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.

The screenshot shows the 'Poetry 101: Resources' page. At the top, there is a navigation bar with tabs: 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. The 'Check Quota' tab is highlighted with a red box. Below the navigation bar, the text 'Location: Poetry 101 Resources' is displayed, followed by four buttons: 'Remove', 'Move', 'Copy', and 'Show/Hide'. The 'Show/Hide' button is split into two parts: 'Show' on the left and 'Hide' on the right.

This displays the Resources Quota page.

Quota is displayed.

The screenshot shows the 'Poetry 101: Resources' page with the 'Quota' section selected. The text 'This is the quota for the current site and your usage of it.' is displayed. Below it, a box contains the text 'This site is currently using 14% (1.4 MB) of its 9.8 MB quota.' At the bottom of the page, there is a 'Back' button.

The amount of storage space currently being used and the site's quota will be displayed.

Rich Text Editor

What is the Rich Text Editor?

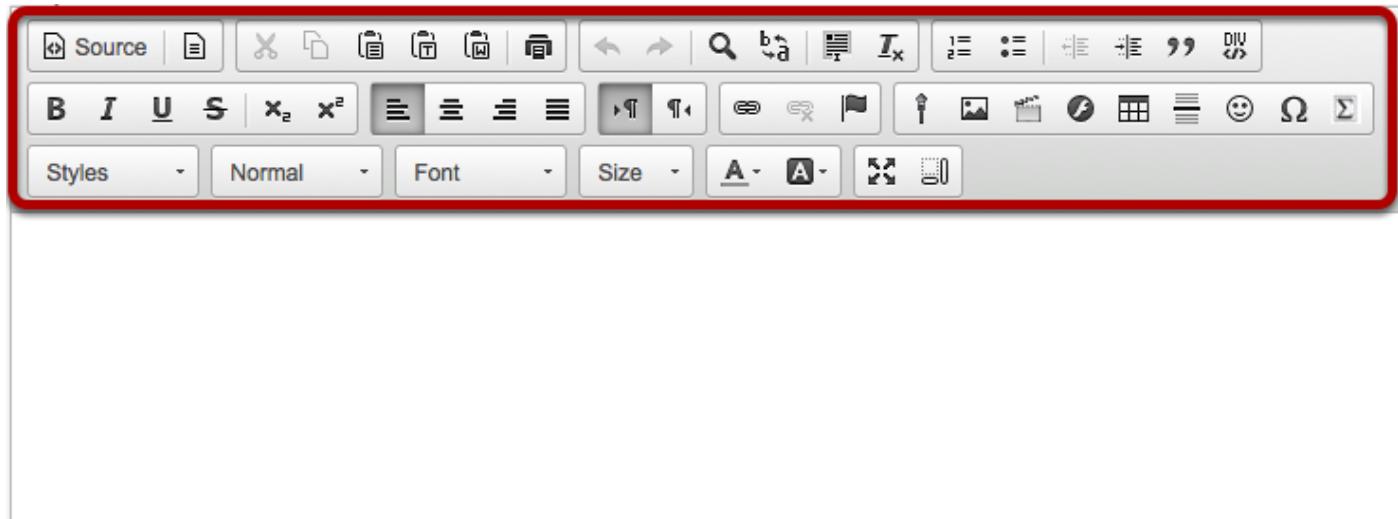
In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include 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 [Rich Text Editor Accessibility Guidelines](#) 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.

Flash



Inserts a Adobe Flash element into the page.

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



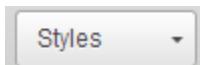
Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Add MathML Formula



Creates mathematical symbols using MathML language.

Styles



Applies special styles to a block of text.

Format



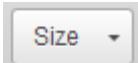
Applies paragraph formatting to a block of text.

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 embed an image in a text box?

Position the cursor.

Robert 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.

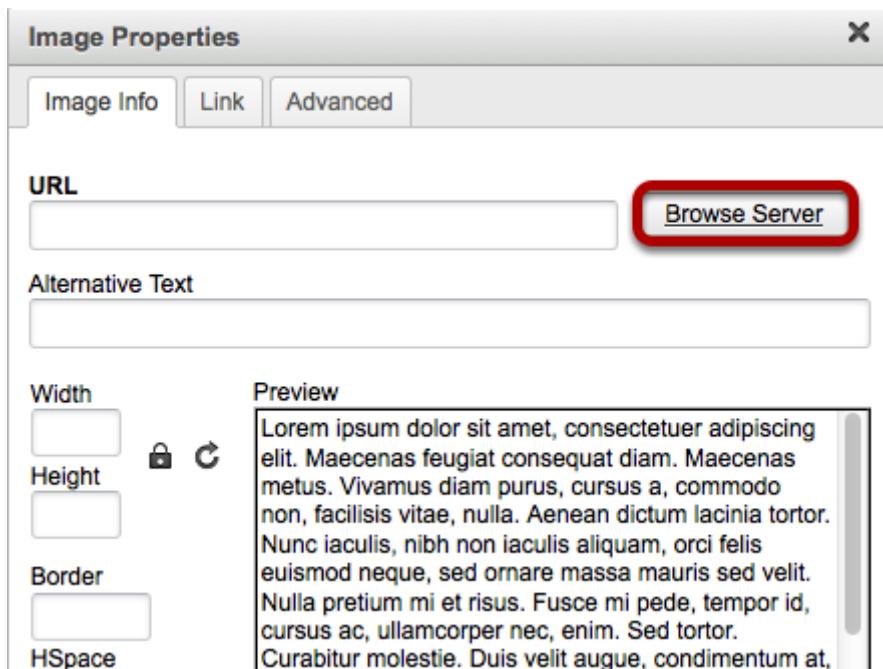
Position your cursor in the text box at the point you want to embed the image.

Click on the Insert/Edit Image icon.

Robert 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.

This displays the image properties dialog box

Click Browse Server.



This displays the entity picker. Your site Resource folders should be displayed

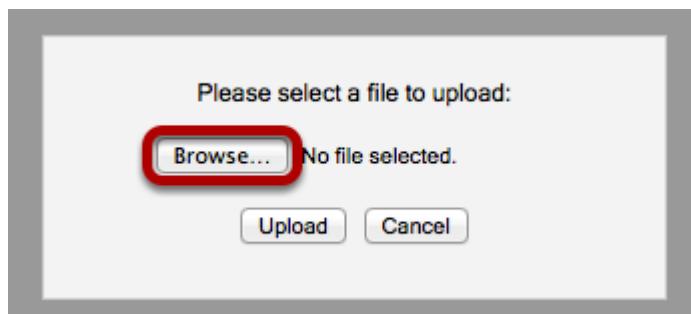
Upload the image file.



Hover your cursor over the folder where you want to store the image file then click on **Upload File**.

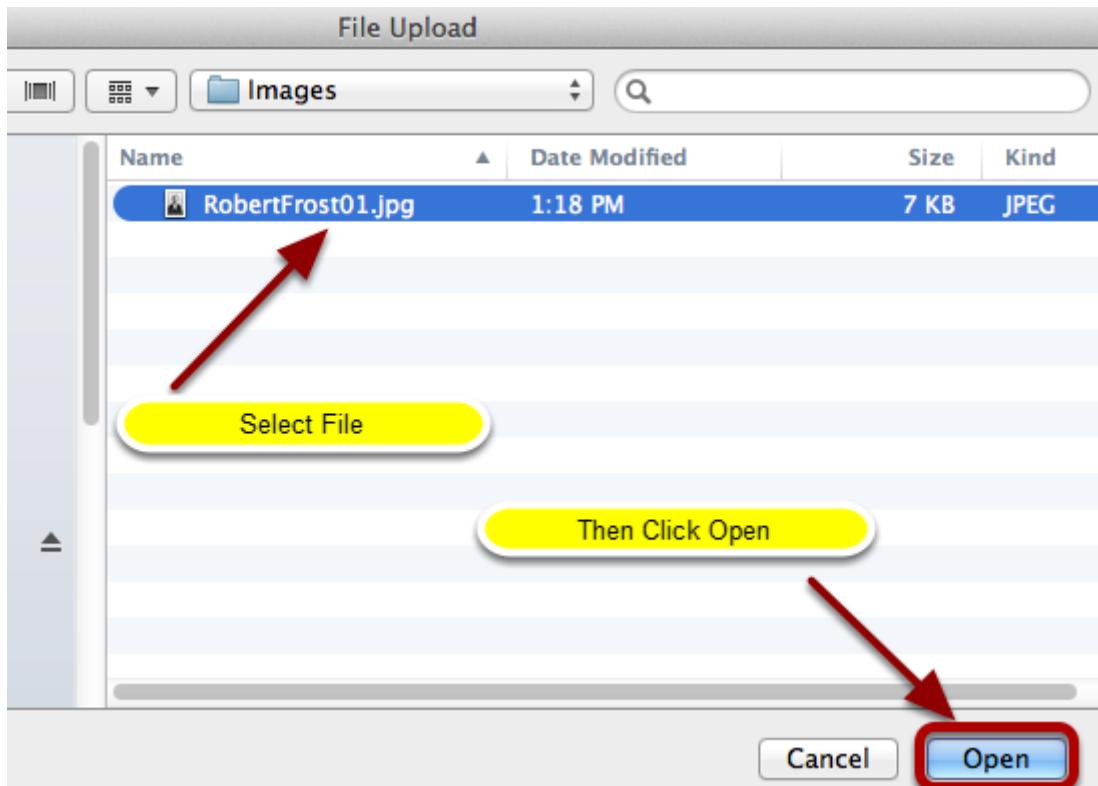
This displays an upload file dialog box.

Click Browse



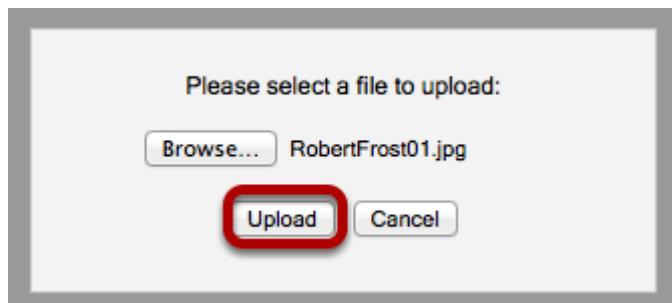
This displays your computer's file locator.

Locate and select the image file on your computer, then click Open



This will return the display to the upload file dialog box.

Click Upload



This returns the display to the entity picker.

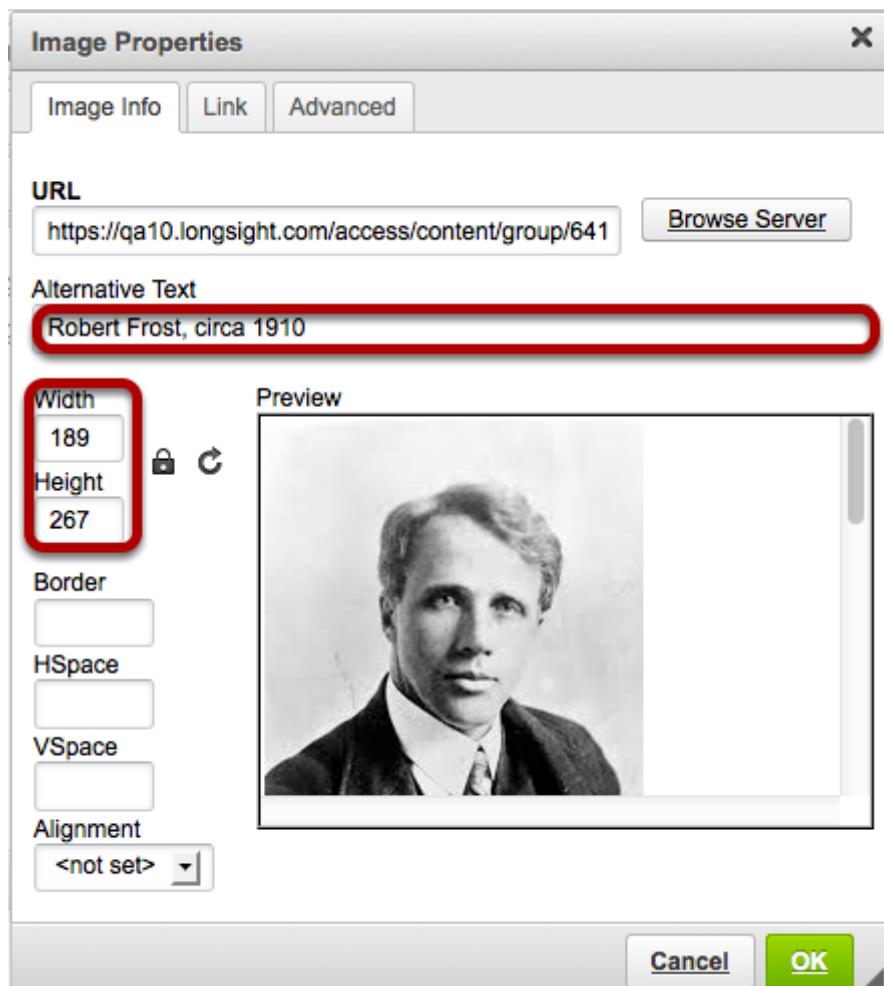
Select the image to be embedded.



Click on the Plus Sign (+) to the left of the folder to expand the folder contents, and then select the image you want to embed in the text box.

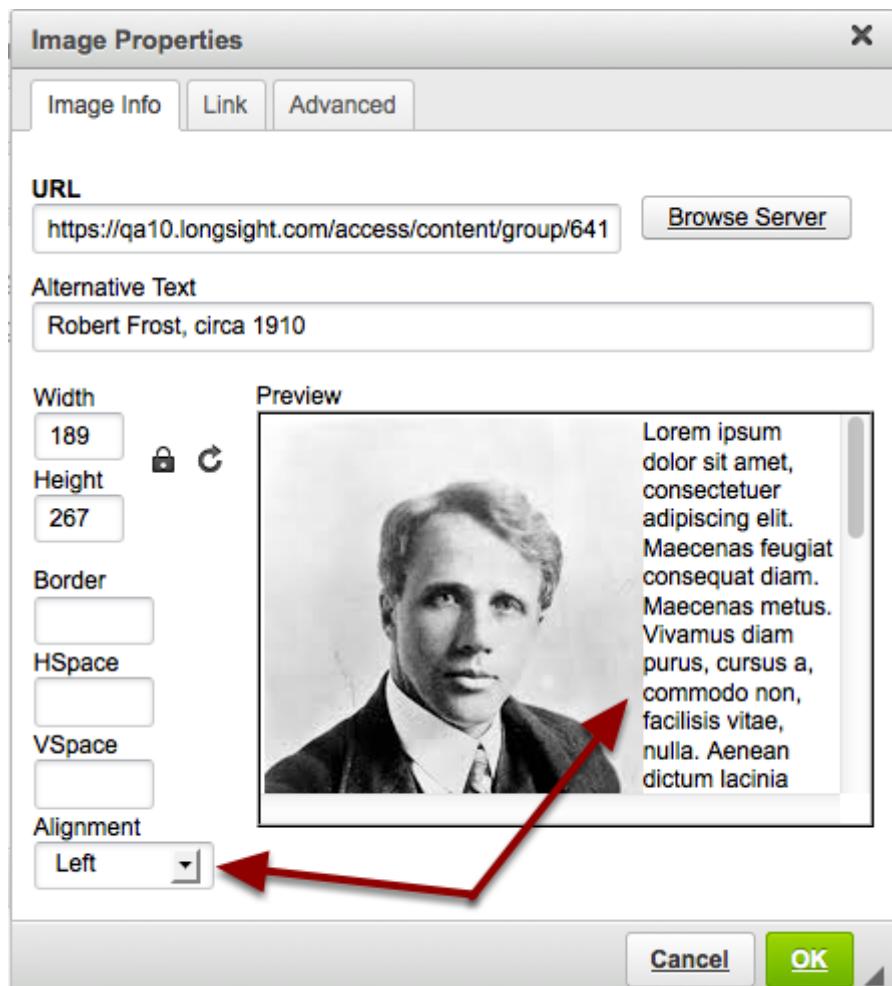
You will be returned to the image properties dialog box with a preview of the embedded image.

Modify image properties.



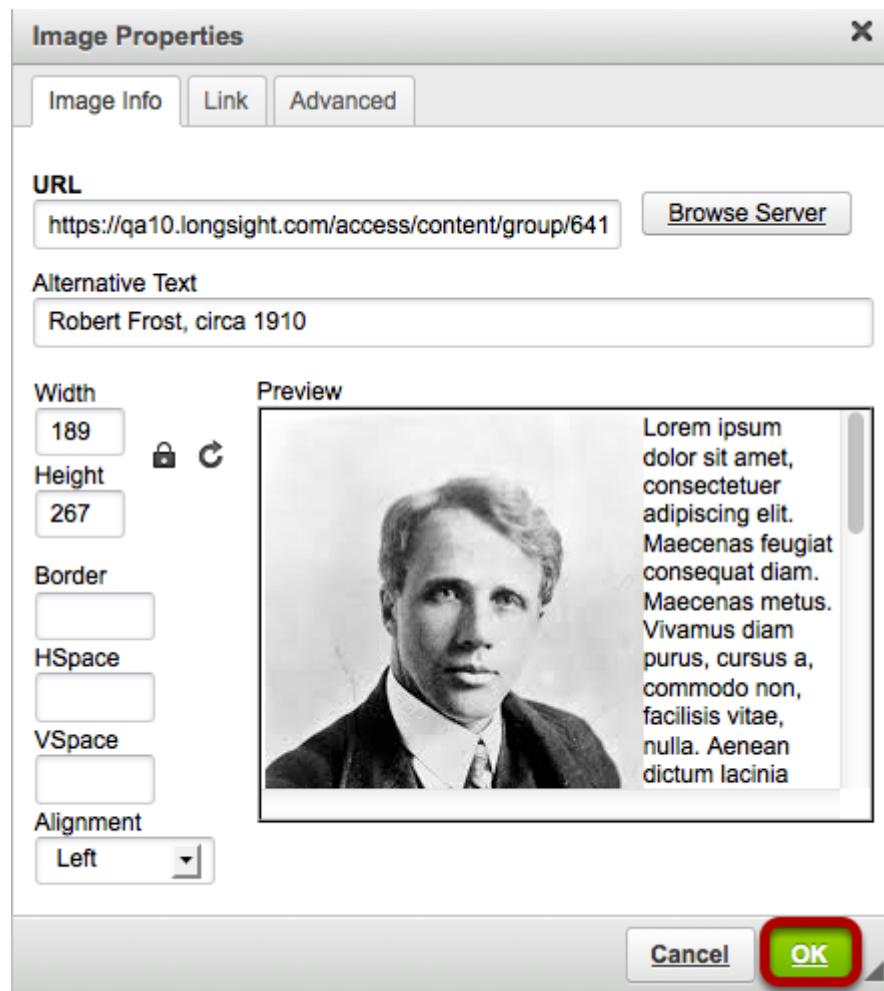
Adjust the image width and height if needed and add an alternative text for screen readers.

Set the Alignment.



Set the Alignment (left or right) for the image if you want to surround the image with text.

Click OK.

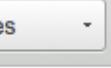
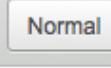
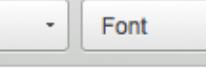
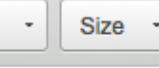
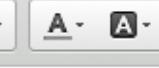


This returns the display to the text box with the embedded image.

Example of additional text displayed next to a left-aligned image.

Source  

B I U S | x_e x² |  |  |  |  |  |  |  |  |  |  | 

Styles  Normal  Font  Size  A- A+  

Robert 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 poetical works.

body p Word Count : 126

How do I embed a YouTube video in a text box?

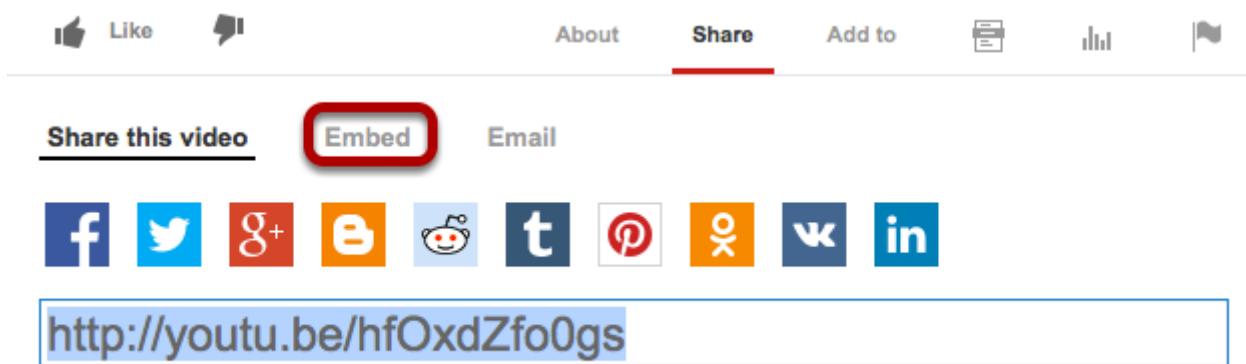
Locate the Youtube video you would like to embed in a text box.

Click Share.



This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.

Copy the embed code.

The screenshot shows the YouTube 'Embed' page with the following interface elements:

- Top navigation: Like, Dislike, Share, Add to, etc.
- Share menu options: Share this video, Embed (highlighted with a red box), Email.
- Embed code area:

```
<iframe width="560" height="315" src="//www.youtube.com/embed/hfOxdZfo0gs?rel=0" frameborder="0" allowfullscreen></iframe>
```
- Video size: 560 x 315
- Checkboxes:
 - Show suggested videos when the video finishes
 - Enable privacy-enhanced mode [?]
 - Use old embed code [?]

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"

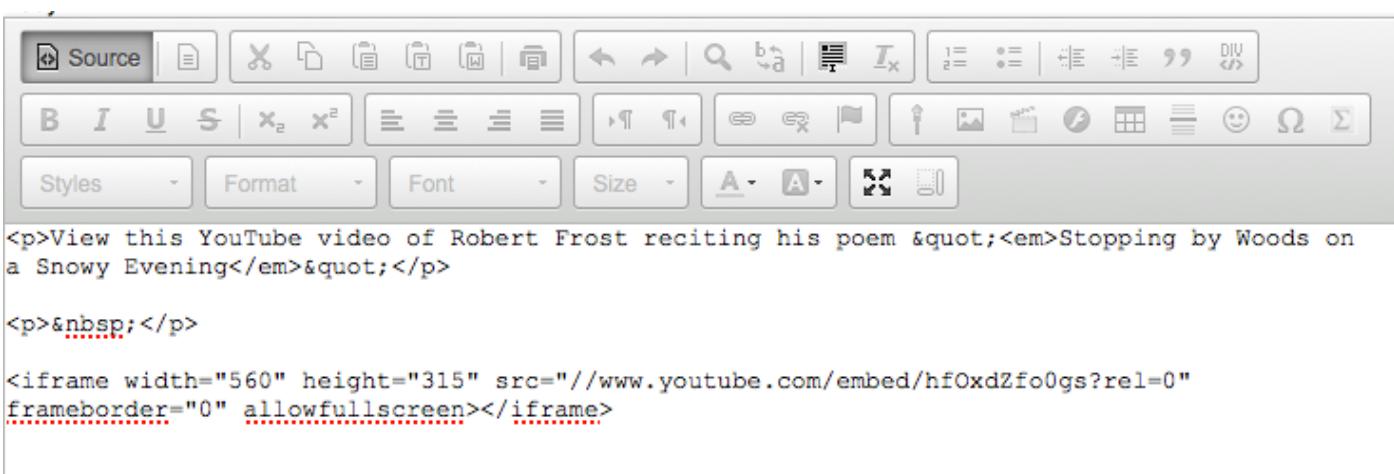
In the text box, click Source.



View this YouTube video of Robert Frost reciting his poem "Stopping by Woods on a Snowy Evening"

This displays the HTML code for the text box.

Position the cursor.



```
<p>View this YouTube video of Robert Frost reciting his poem &quot;<em>Stopping by Woods on a Snowy Evening</em>&quot;</p>

<p>&ampnbsp</p>

<iframe width="560" height="315" src="//www.youtube.com/embed/hf0xd2fo0gs?rel=0" frameborder="0" allowfullscreen></iframe>
```

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.

A screenshot of a rich text editor interface. At the top is a toolbar with various icons for file operations, search, and styling. Below the toolbar are dropdown menus for Styles, Format, Font, Size, and Alignment. A large text area contains the instruction "View this YouTube video of Robert Frost reciting his poem *Stopping by Woods on a Snowy Evening*". In the center of this text area is a rectangular box with a thin red border containing the word "IFRAME". At the bottom of the editor window, there is a status bar with the word "body" on the left and "Word Count : 19" on the right.

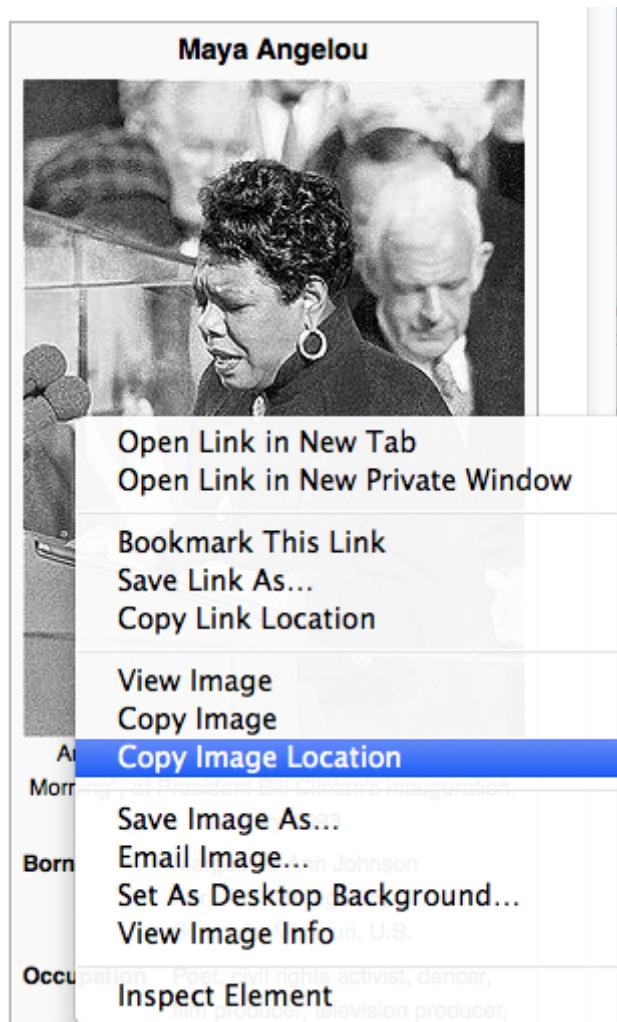
View this YouTube video of Robert Frost reciting his poem "*Stopping by Woods on a Snowy Evening*"



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, it displays the embedded YouTube video.

How do I embed a linked web image in a text box?

Locate and copy the image link.



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.

The screenshot shows a rich text editor toolbar. A yellow callout bubble with a red arrow points to the first character of the text "Dr. Maya Angelou is one of the most renowned and influential voices of our time. Hailed as a global renaissance woman, Dr. Angelou is a celebrated poet, novelist, educator, dramatist, producer, actress, historian, filmmaker, and civil rights activist." The text is in a standard black font. The toolbar includes various icons for file operations (Source, Save, Print, etc.), navigation (Back, Forward), search, and styling (Bold, Italic, Underline, etc.).

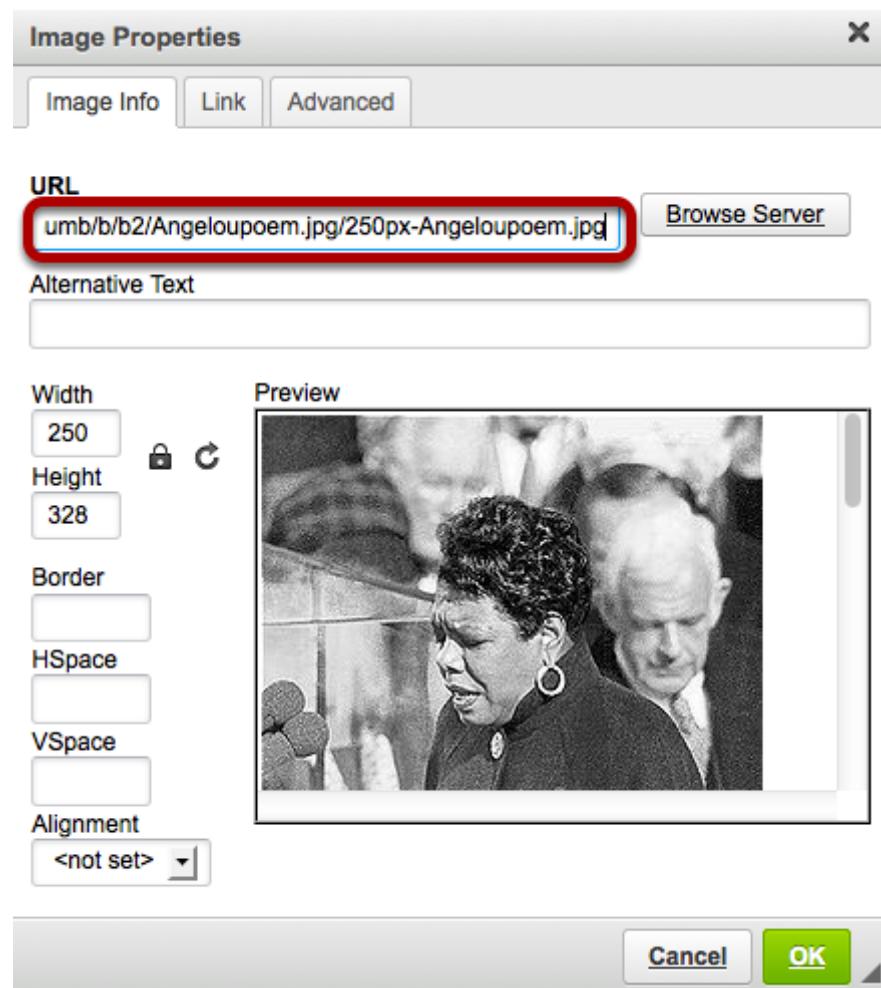
Position your cursor in the text box at the point you want to embed the web linked image.

Click Insert/Edit Image icon.

The screenshot shows a rich text editor toolbar. The "Image" icon (represented by a small image thumbnail) is highlighted with a red circle. The text area below the toolbar contains the same paragraph about Dr. Maya Angelou, with a cursor positioned at the beginning.

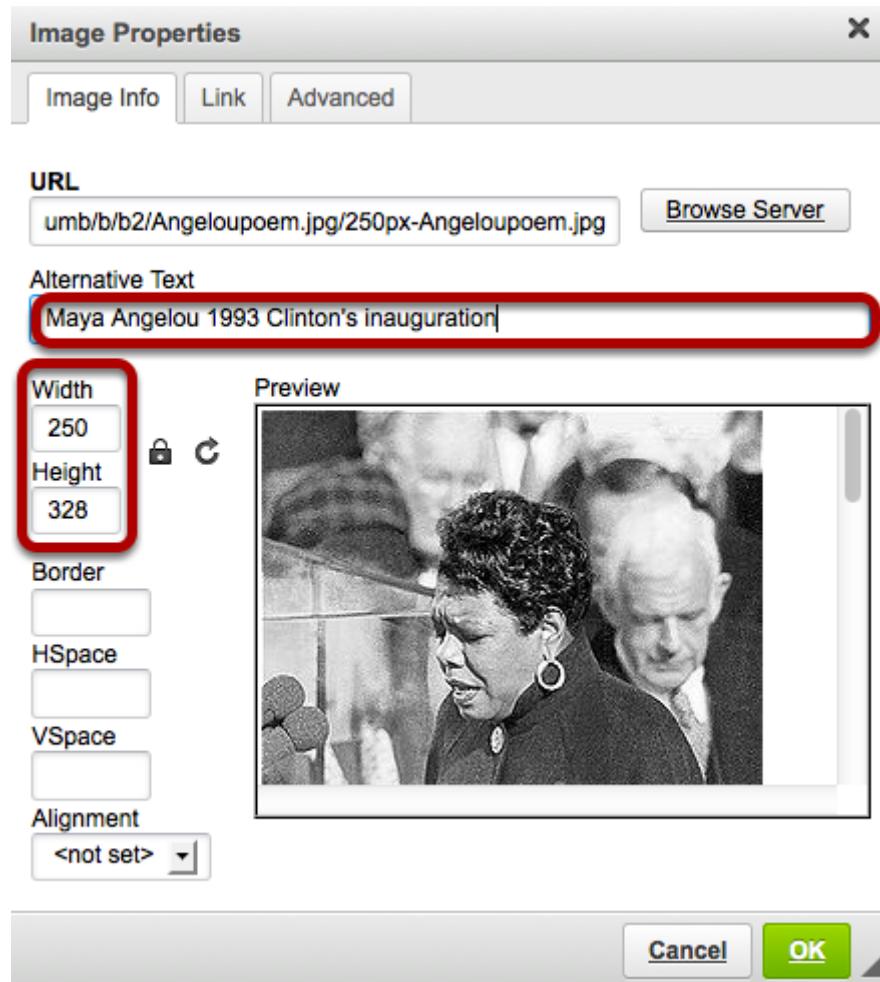
This displays the Image Properties dialog box.

Paste the URL.



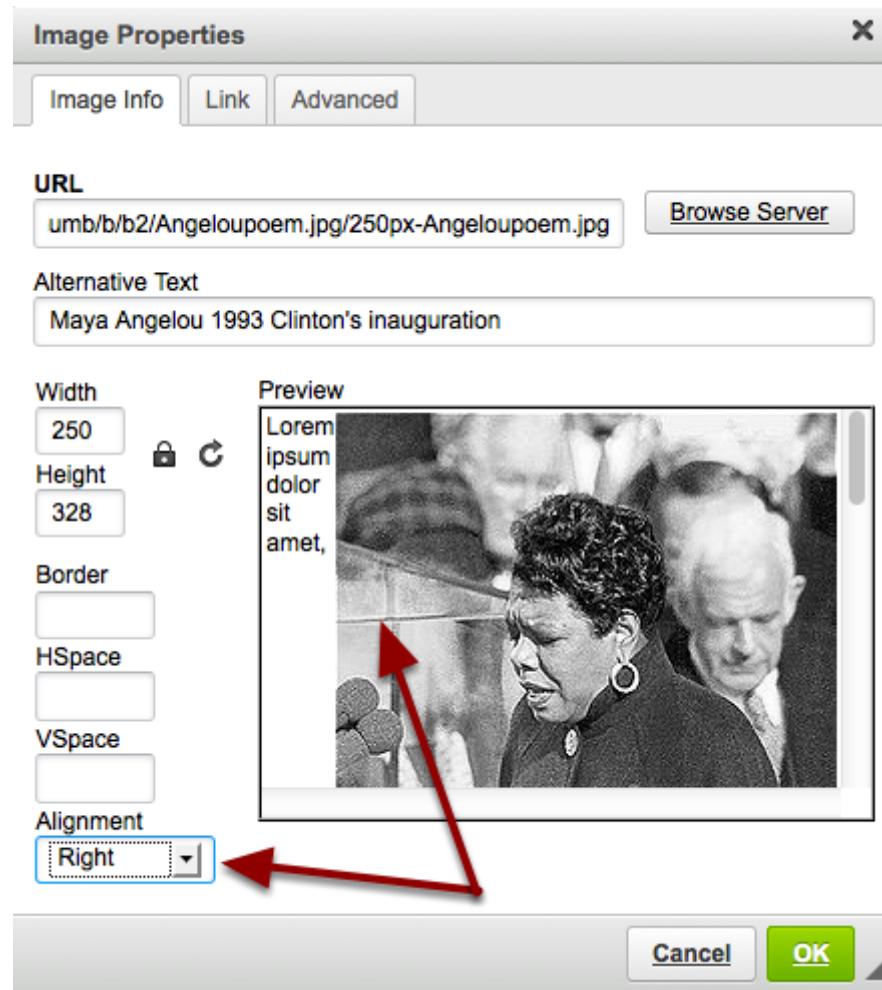
Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

Modify image properties.



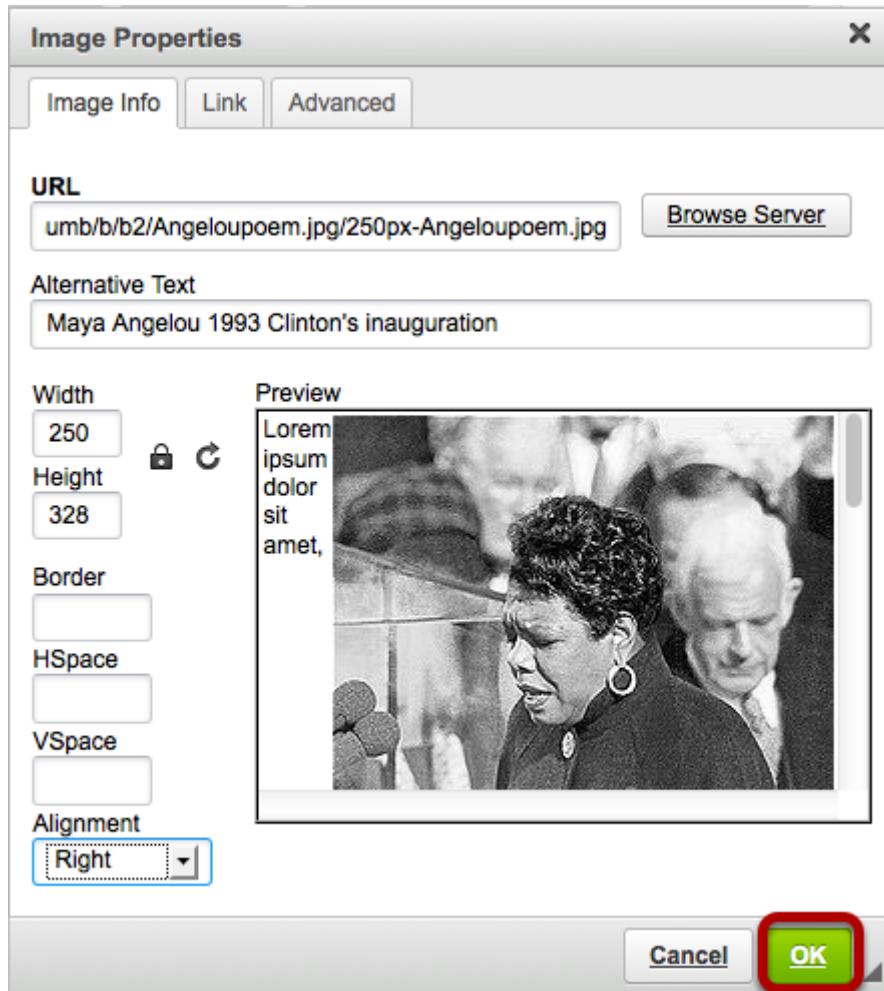
Adjust the image width and height if needed and add an alternative text for screen readers.

Set alignment. (Optional)



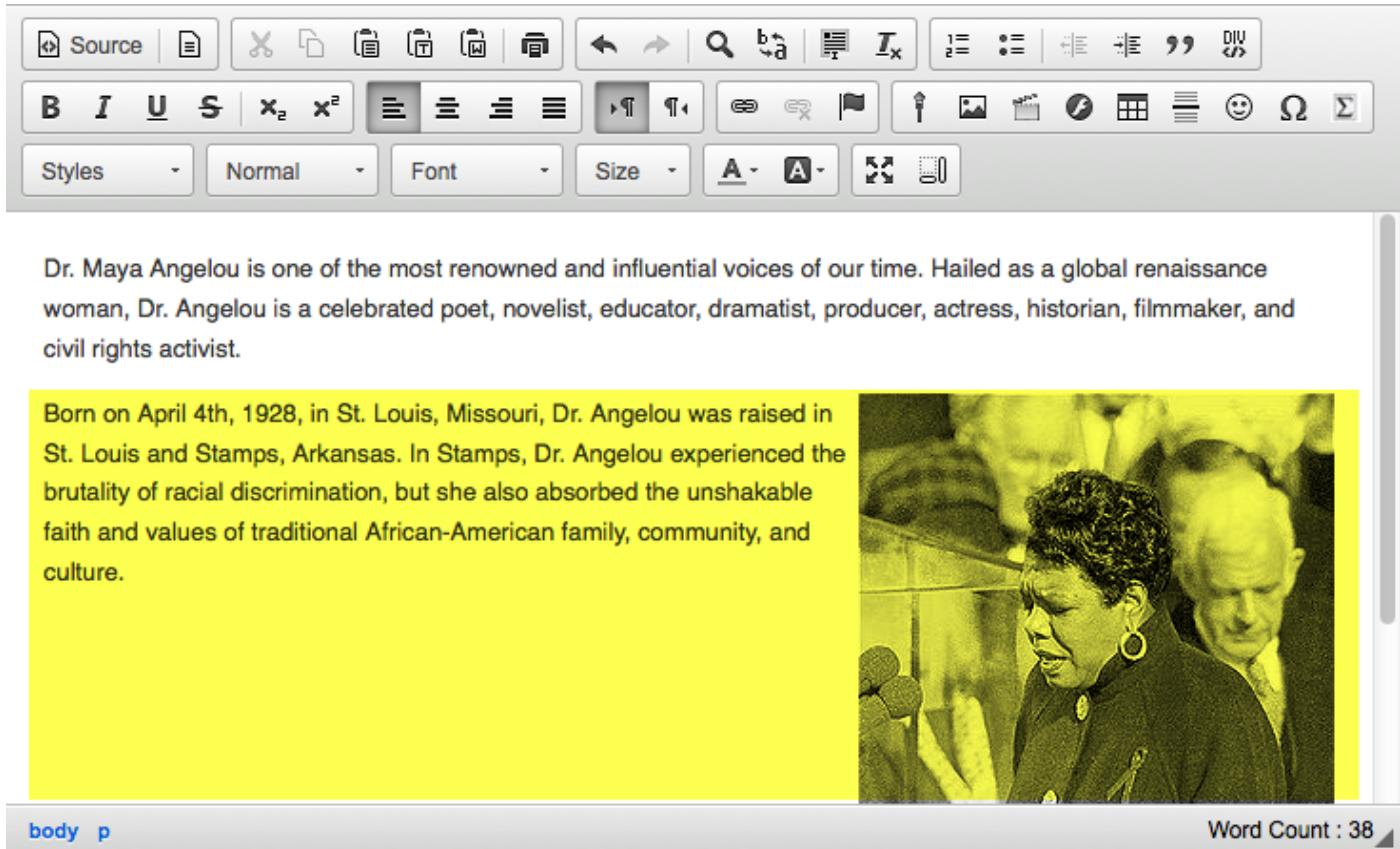
If you want to surround the image with text, set the Alignment (left or right) for the image.

Click OK



This returns the display to the text box with the embedded linked image.

Example of additional text displayed next to a right-aligned image.



How do I create a link to a Resources item in a text box?

Go to Resources.

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

Click Actions, then Edit Details for the item.

The screenshot shows the 'Resources' tool interface. On the left, there's a tree view with 'ScreenSteps Sample - Neal Resources' expanded, showing 'Course Site Images', 'Readings', 'AmericanPoets.pdf', and 'APoetsJourney.pdf'. The 'APoetsJourney.pdf' item is selected. A red arrow points from the 'Actions' dropdown menu for this item to a larger callout box. The callout box contains several options: 'Copy', 'Edit Details' (which is highlighted with a red border), 'Upload New Version', 'Move', 'Remove', 'Duplicate', and 'Make Site Page'. The 'Edit Details' option is the target of the red arrow.

Locate the item you want to link to in Resources and from the **Actions** drop-down menu, select **Edit Details**.

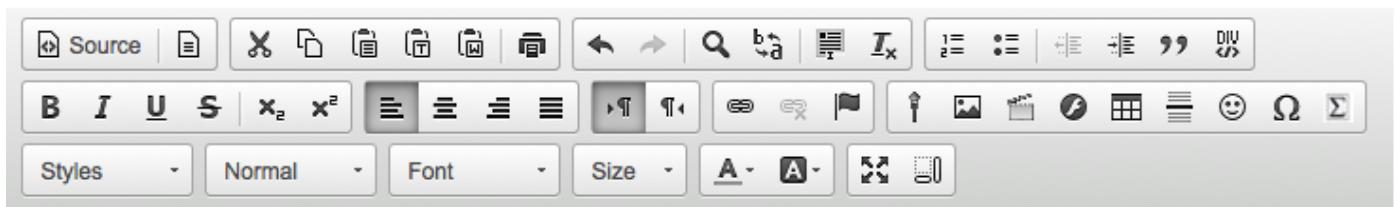
This displays the Edit Details page.

Copy the item URL.

The screenshot shows the 'Edit Details' page for the 'APoetsJourney.pdf' item. At the top, there's a 'Web address (URL)' field containing the URL: <https://qa10.longsite.com/access/content/group/64195f01-0886-4c1c-9917-1090c763668a/Readings/APoetsJourney.pdf>. A red arrow points to this URL field. Below the URL field, there are sections for 'File size' (26.1 KB) and 'File Type' (application/x-pdf). There's also a 'Change File Type' button.

Copy the item URL to your computer's clipboard (CTR-C -PC or COMMAND-C - MAC).

Go to the Rich Text Editor and select your text.



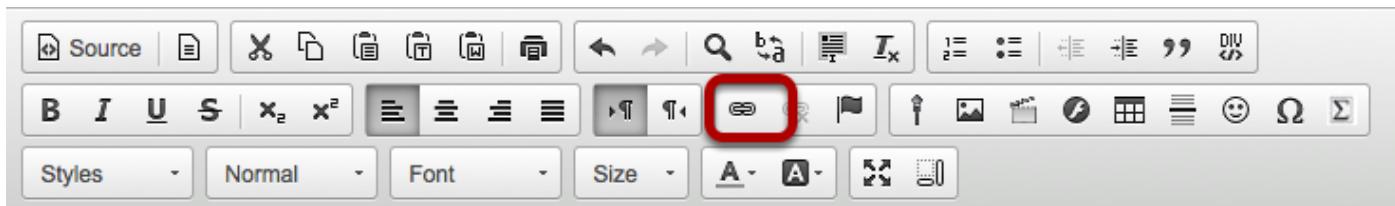
Read the Poet's Journey document and be prepared to discuss.



Selected text to serve as the link

In the text box, select the text you would like to serve as a link to the folder or file.

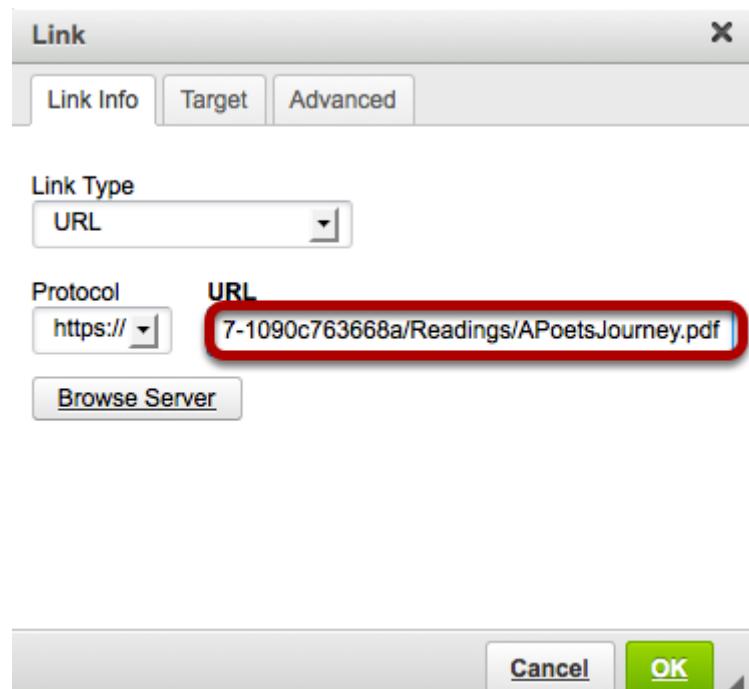
Click the Link icon.



Read the Poet's Journey document and be prepared to discuss.

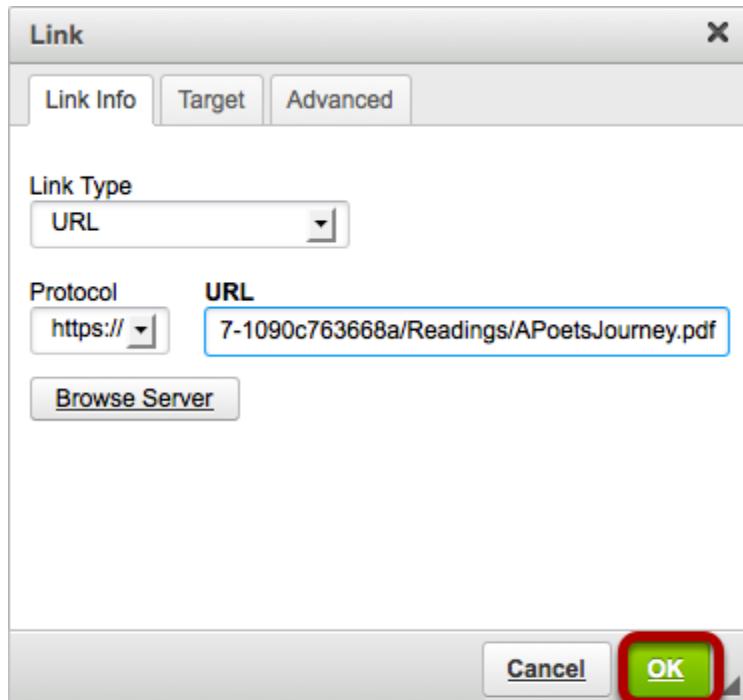
This displays the Link dialog box.

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.



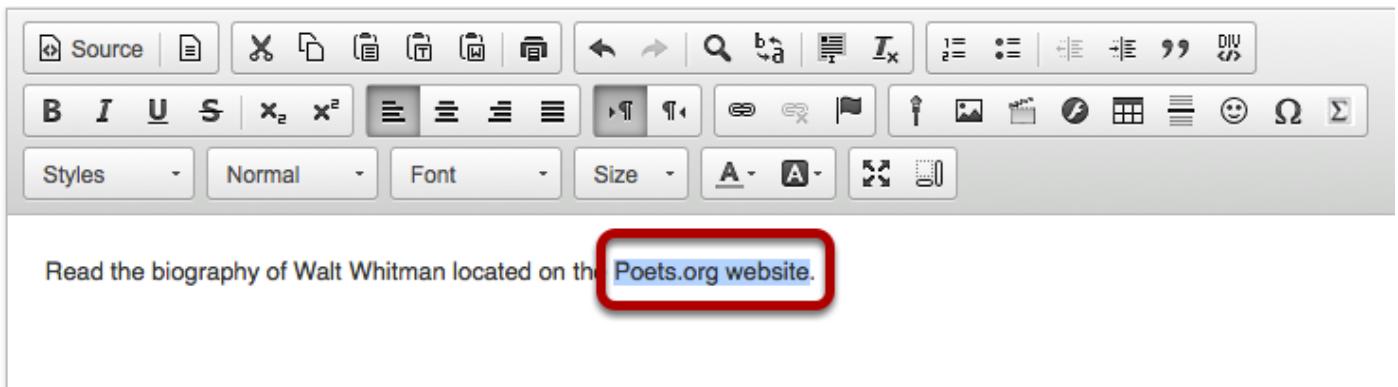
Message

[Read the Poet's Journey document](#) and be prepared to discuss.

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 a web site in a text box?

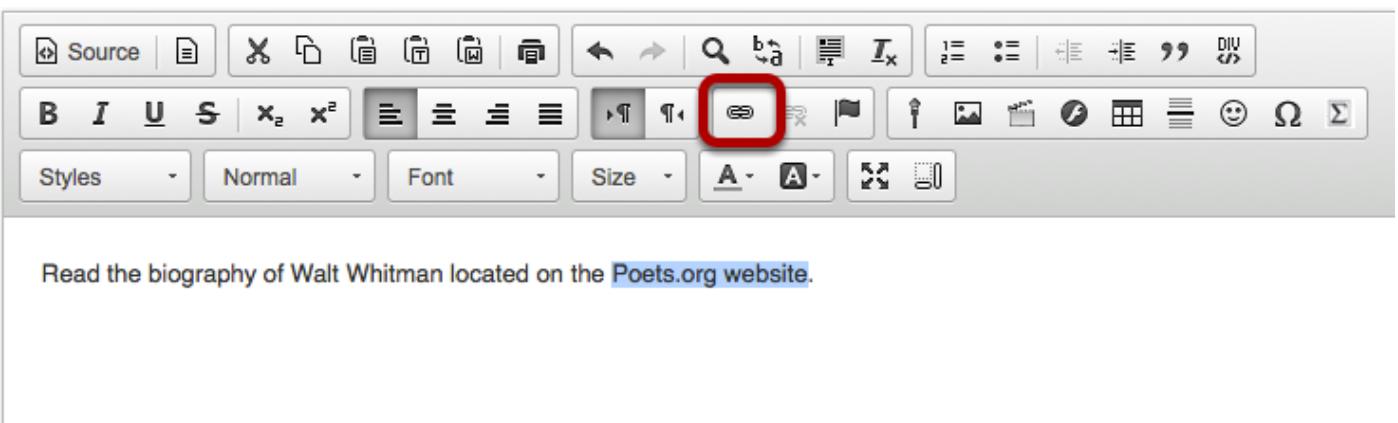
Select the text.



Read the biography of Walt Whitman located on the [Poets.org website.](#)

In the text box, select the text you would like to serve as a link to a web site.

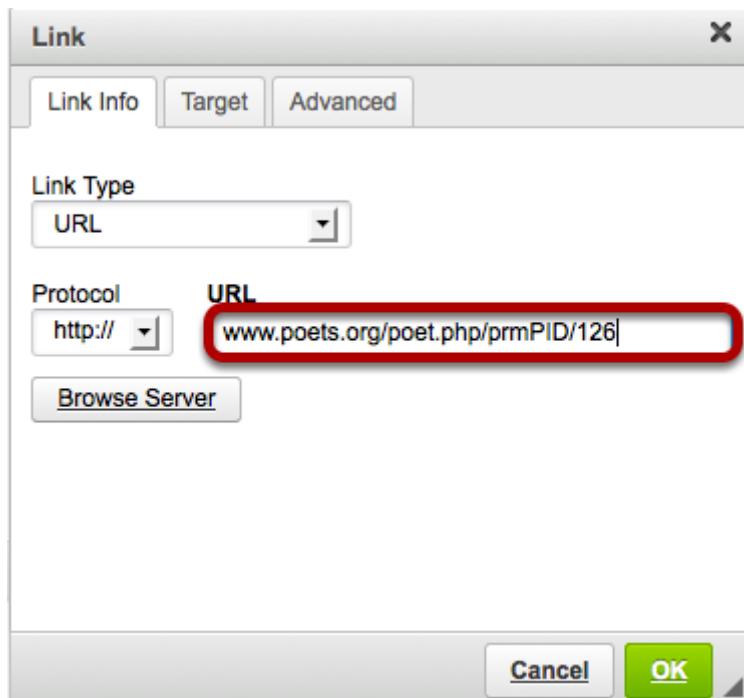
Click the Link icon.



Read the biography of Walt Whitman located on the [Poets.org website.](#)

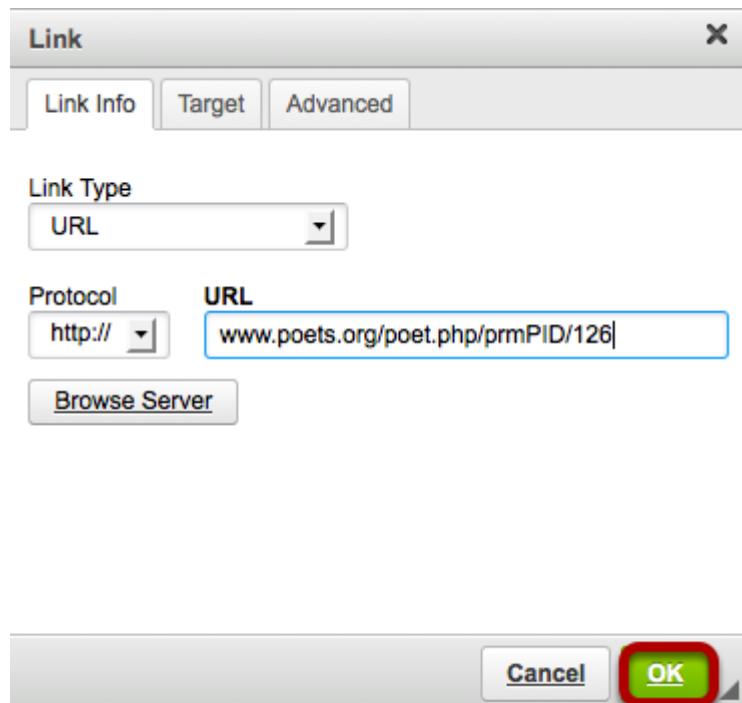
This displays the Link dialog box.

Enter the URL.



Enter or paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the web page in the box marked **URL**.

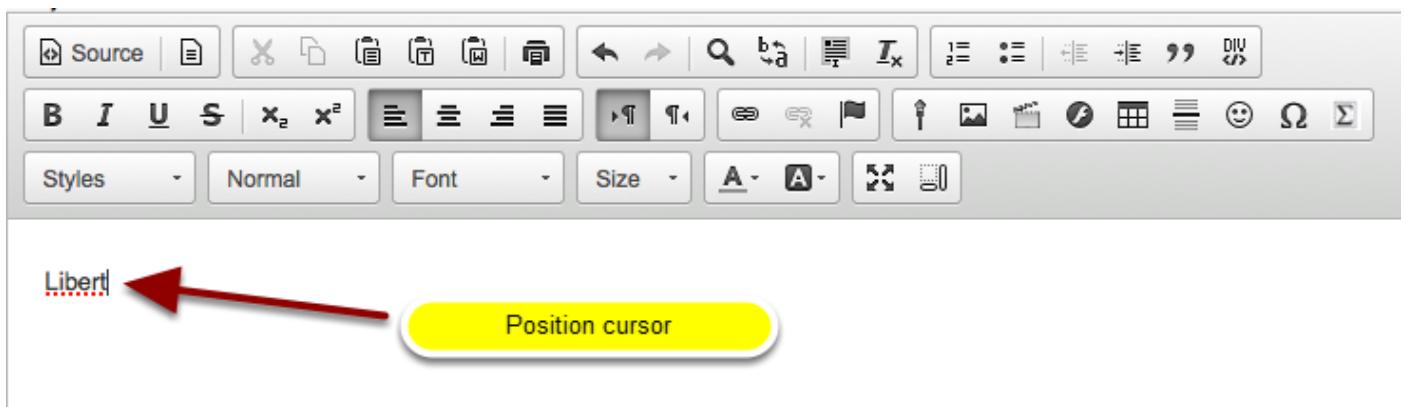
Click OK.



The selected text will display as an underlined link to the web site.

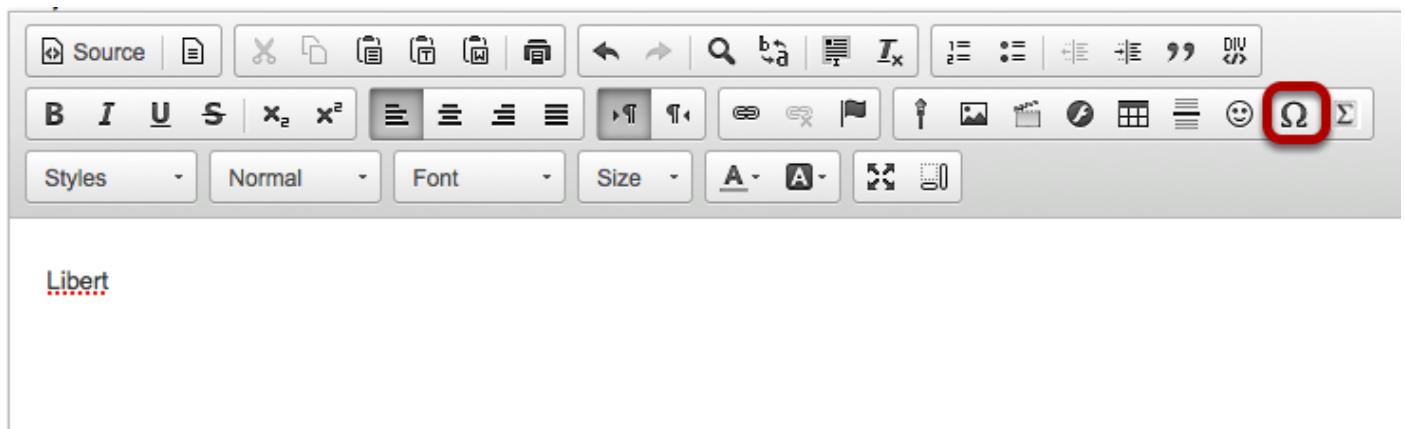
How do I add special characters to a text box?

Position the cursor.



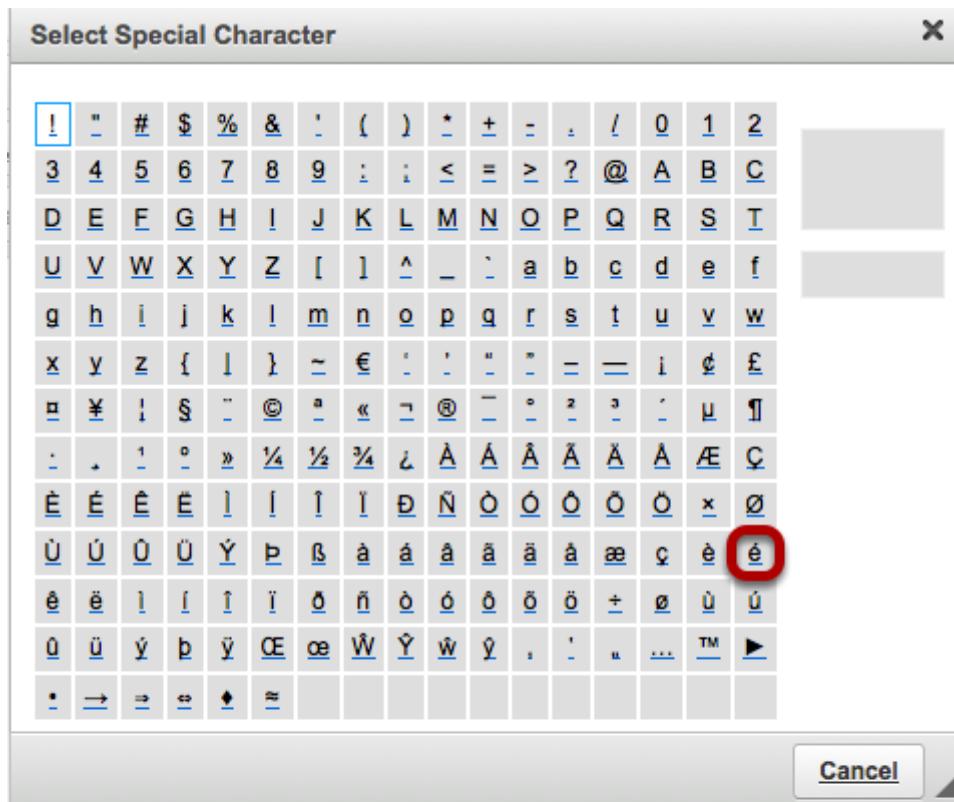
Position your cursor where you want to insert the special character or diacritical mark.

Click the Insert Special Characters icon.



This displays the Select Special Character box.

Select the special character or diacritical mark you want to insert.



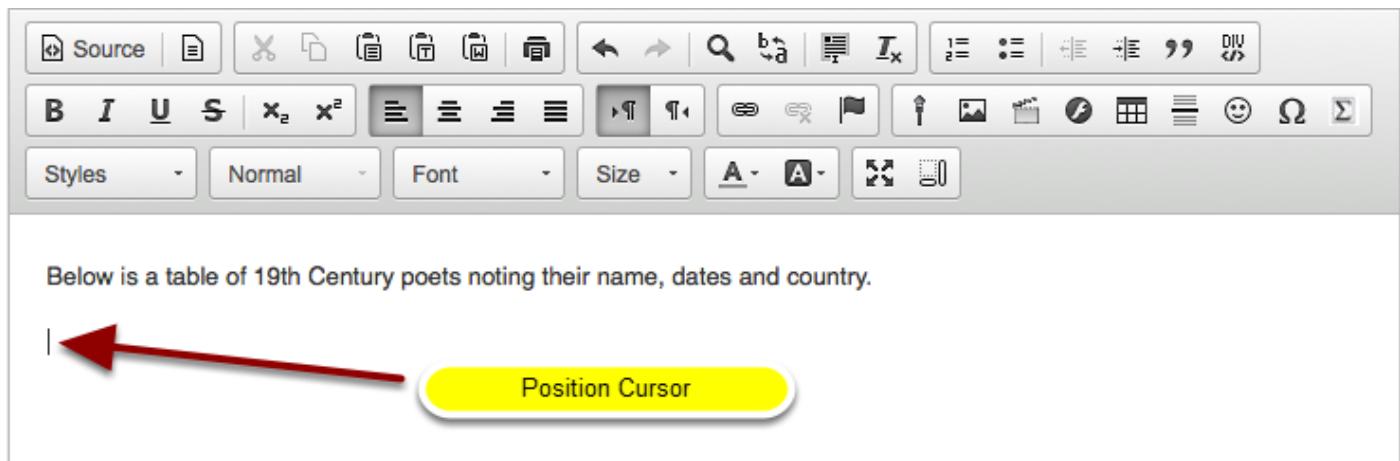
Message

Liberté, égalité, fraternité, French for "Liberty, equality, fraternity (brotherhood)", is the national motto of France.

This displays the special character / diacritical mark in the text box.

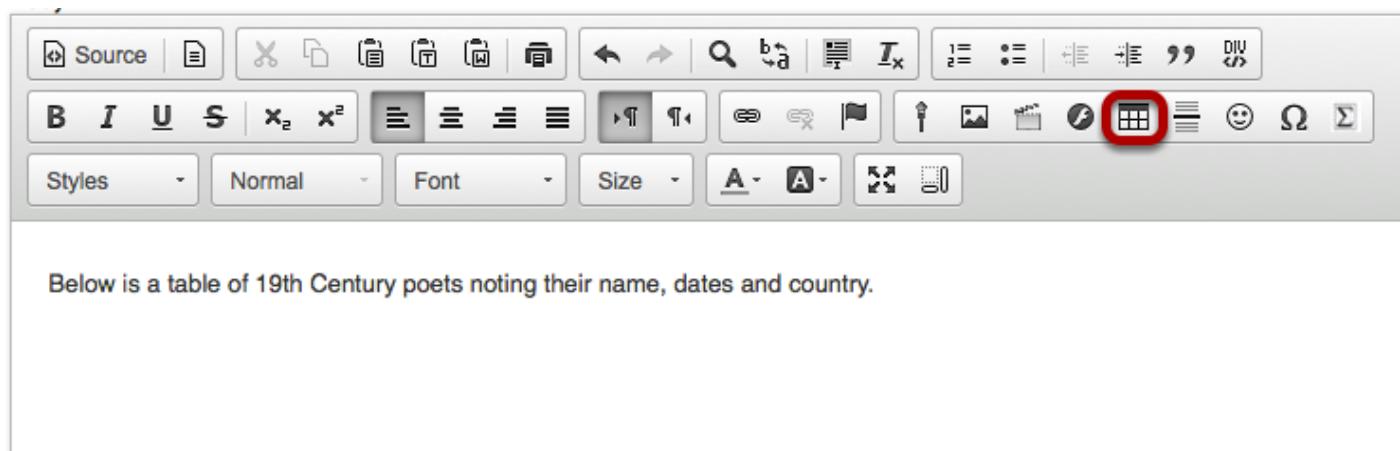
How do I add/edit a table in a text box?

Position the cursor.



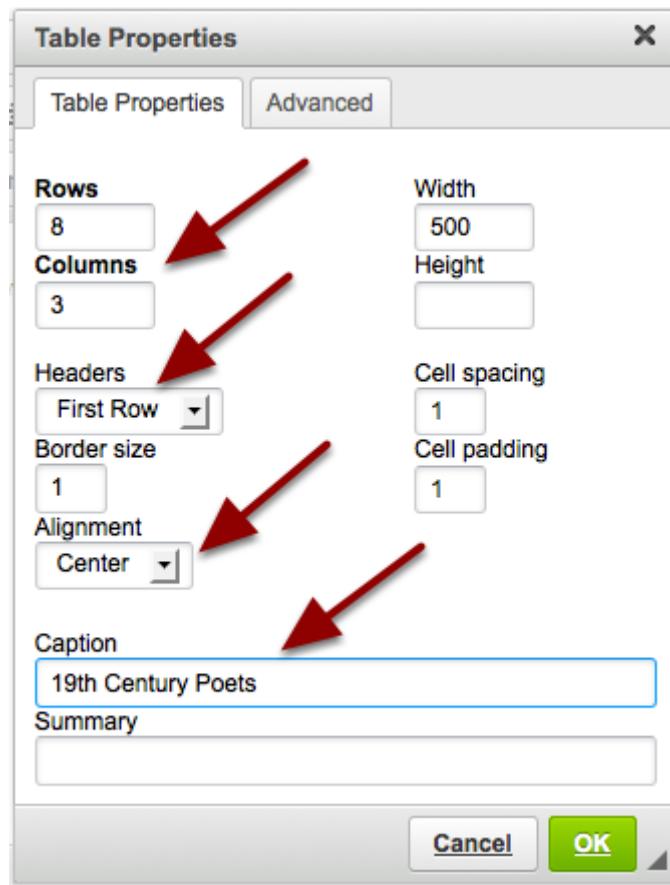
Position your cursor in the text box where you want the table to display.

Click Table icon.

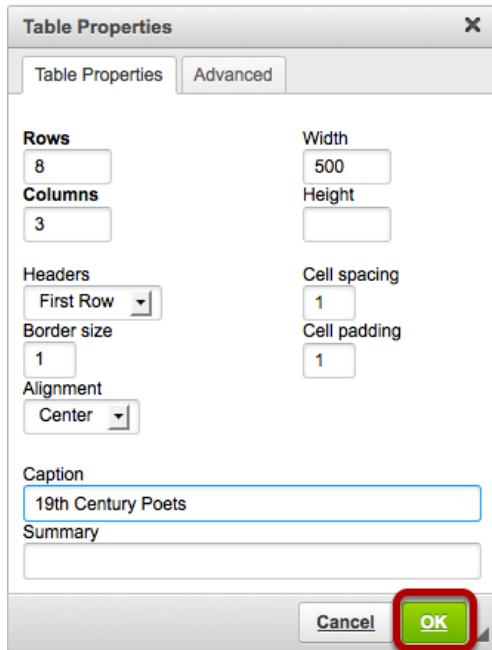


This displays the Table Properties dialogue box.

Set the number of Rows, Columns and any other table properties needed.



Click OK.



Below is a table of 19th Century poets noting their name, dates and country.

19th Century Poets

body table thead tr th Word Count : 14

This displays the table in the text box.

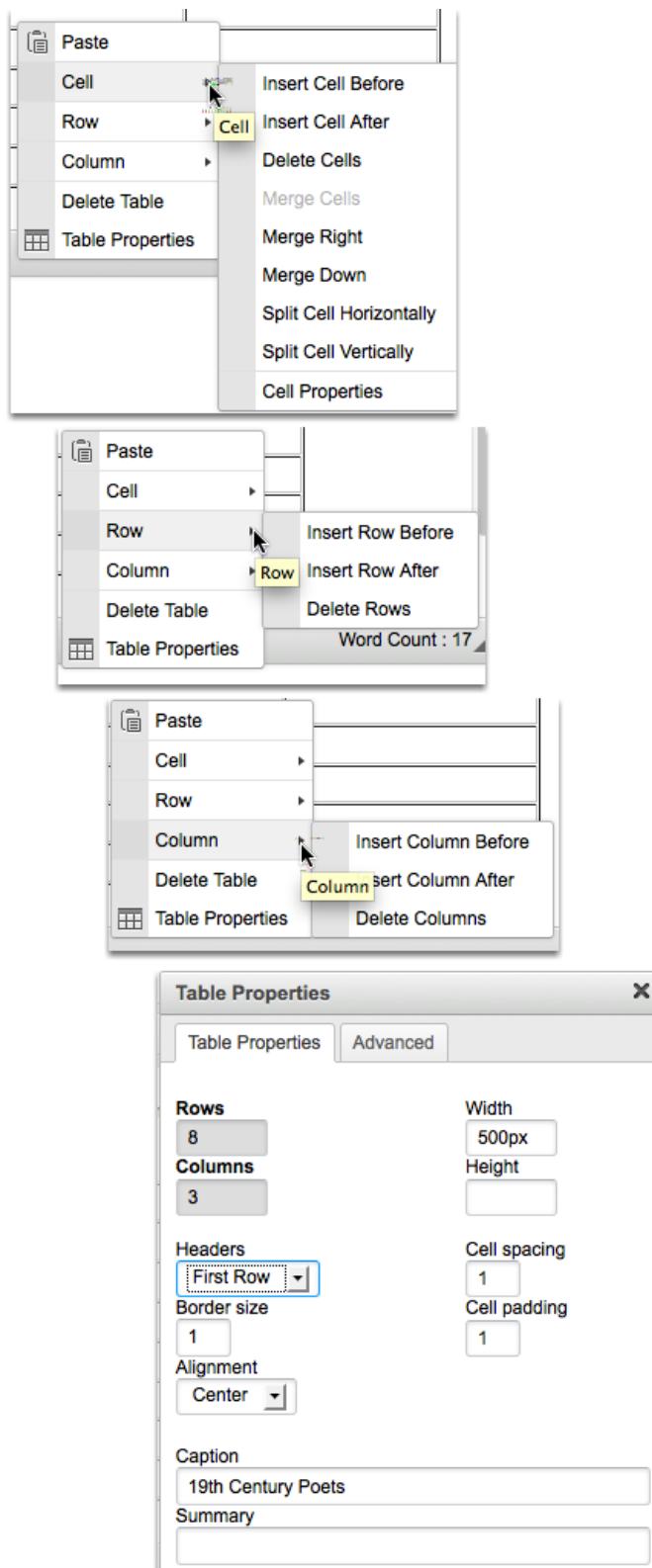
Edit the table properties.

The screenshot shows a rich text editor interface with a toolbar at the top containing various icons for file operations, text styling (B, I, U, S), alignment, and other document functions. Below the toolbar is a row of dropdown menus for 'Styles', 'Format', 'Font', 'Size', and font size controls. A table is centered in the editor, 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. At the bottom left, the code structure is visible as 'body table tbody tr td'. At the bottom right, it says 'Word Count : 17'.

To edit the table properties, right-click (CTRL-click - MAC) on the table.

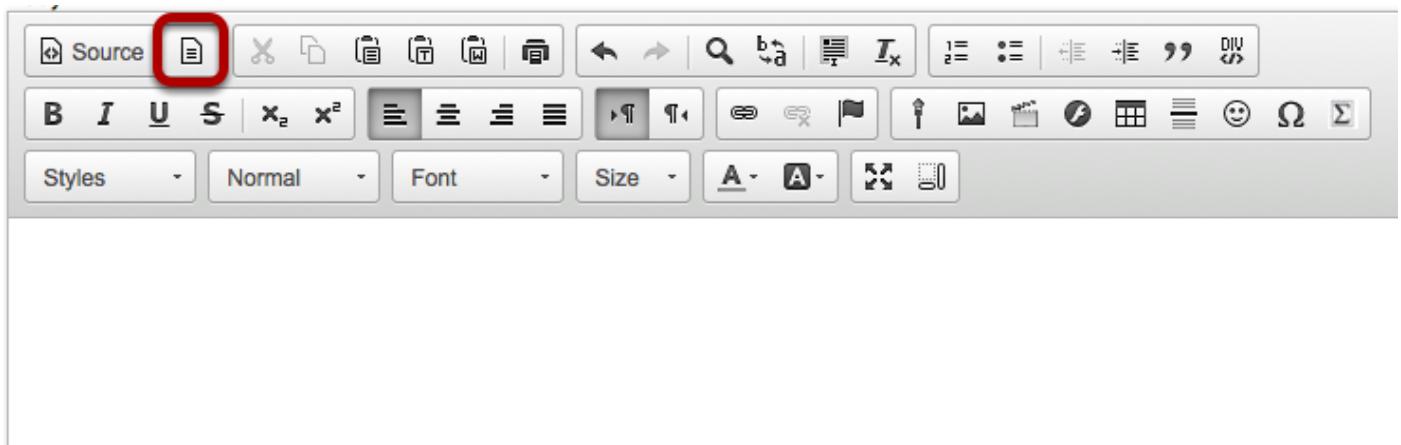
This displays the Edit Table dialog box.

Select the Table Element that you want to edit (Cell, Row, Column, Table or Delete).



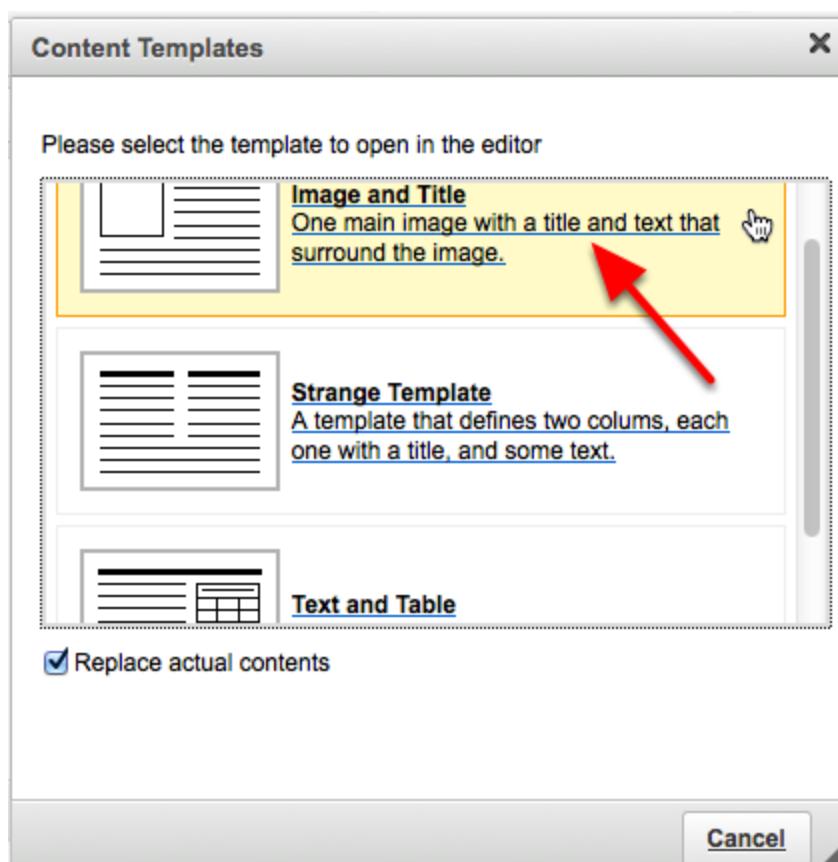
How do I add a content template to a text box?

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.

Content editor toolbar:



Content area:

Type the title here

Type the text here

Content editor toolbar:



Content area:

 **Edna St. Vincent Millay**

Edna St. Vincent Millay (February 22, 1892 – October 19, 1950) was an American lyrical poet and playwright. She received the Pulitzer Prize for Poetry in 1923, the third woman to win the award for poetry, and was also known for her feminist activism and her many love affairs. She used the pseudonym Nancy Boyd for her prose work. The poet Richard Wilbur asserted, "She wrote some of the best sonnets of the century."

Example:

Type in the title and text.

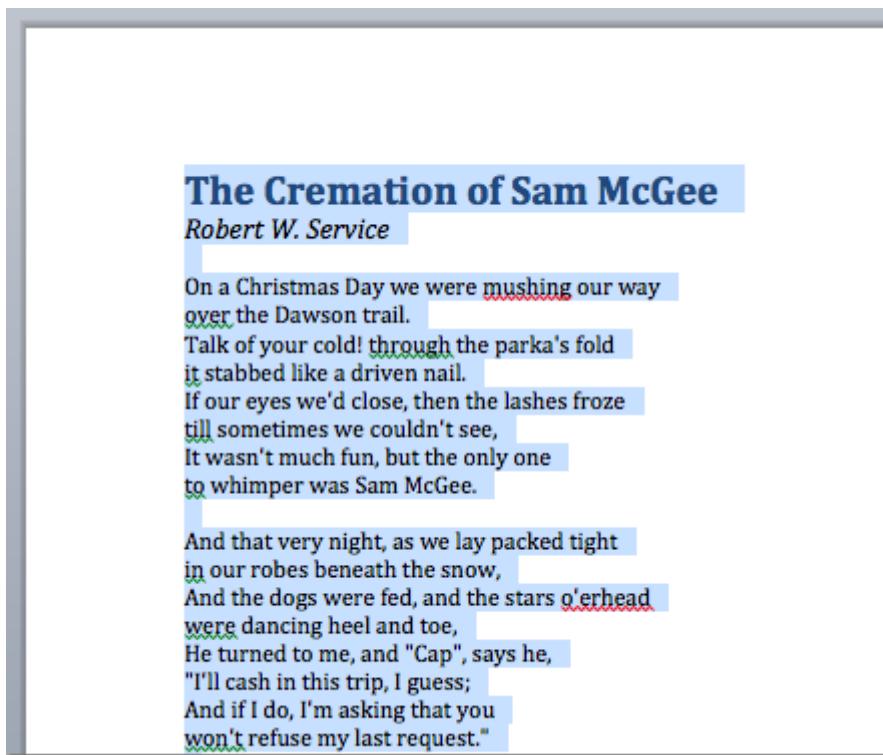
To insert an image:

- Right-Click (CTRL-Click MAC) the image and select Image properties.
- Enter the URL of the image in the box marked URL.
- Click OK

How do I paste text from a Microsoft Word document to a text box?

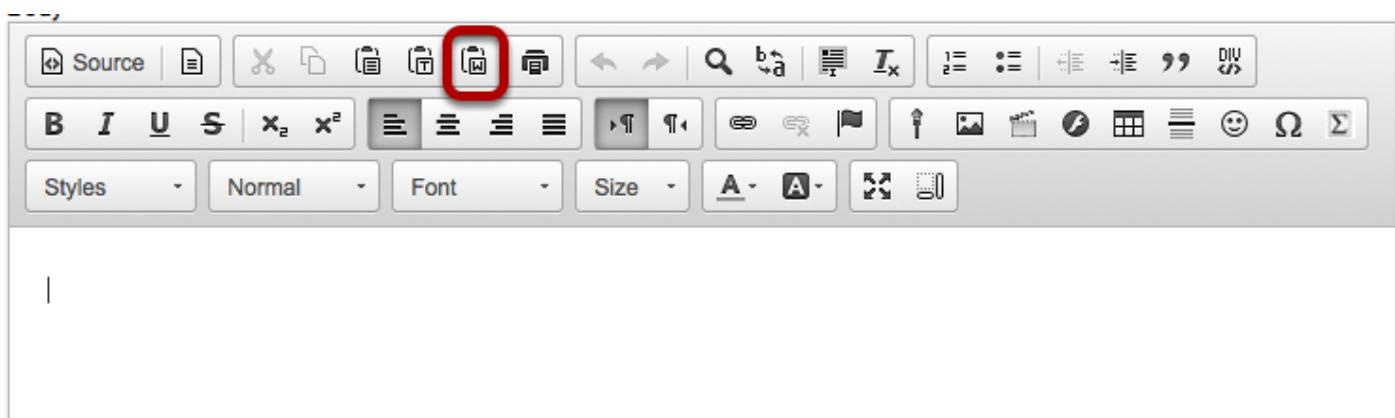
Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.

Copy the text from Word.



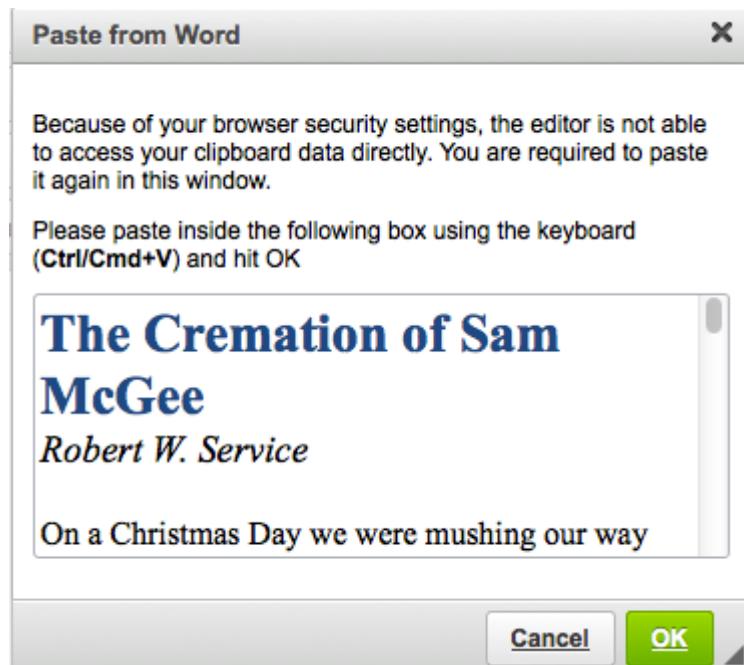
Copy the text in your MS Word document to your computer's clipboard (CTRL-C - PC or COMMAND-C - MAC).

In the Rich Text Editor, click the Paste From Word icon.



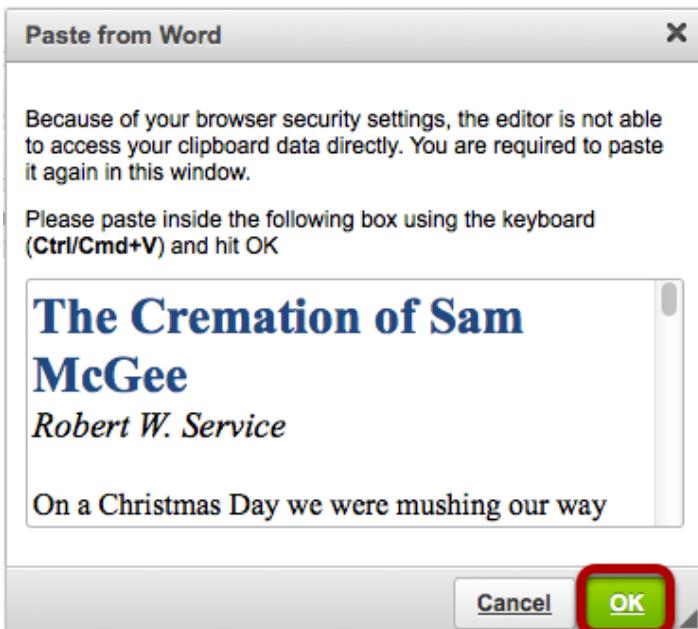
This displays the Paste From Word dialog box.

Paste the text.



Paste (CTRL-V -PC or COMMAND-V - MAC) the Word Document text into the Paste From Word dialog box.

Click OK.



The screenshot shows a rich text editor interface with various toolbar buttons for file operations, search, and styling. Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main content area displays the poem 'The Cremation of Sam McGee' in a large, bold, blue font. Below the title, the author's name 'Robert W. Service' is shown in a smaller, italicized black font. The poem's text is then displayed in a standard black font.

This displays the MS Word text in the text box.

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.

Upload your mp4 video file to a folder in Resources.

The screenshot shows the 'Resources' section of a Sakai site. At the top, there's a 'Title' field and an 'Access' dropdown set to 'Entire site'. Below is a list of files:

- ScreenSteps Sample - Neal Resources (with 'Add' and 'Actions' buttons)
- Course Site Images (with 'Add' and 'Actions' buttons)
- Readings (with 'Add' and 'Actions' buttons)
- Videos (with 'Add' and 'Actions' buttons)
- BillyCollinsThreeBlindMice.mp4 (with 'Actions' button)

The file 'BillyCollinsThreeBlindMice.mp4' is highlighted with a red box around its thumbnail and name.

See [How do I upload files?](#) for more information on uploading.

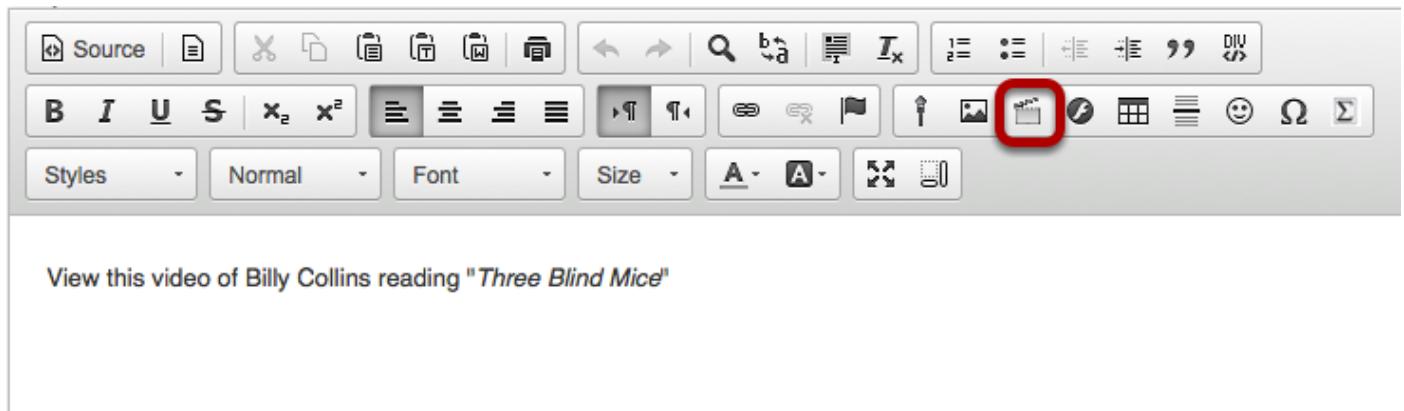
In the text box, position your cursor where you want to embed the mp4 video.

The screenshot shows the Rich Text Editor toolbar at the top, featuring various formatting options like Source, Bold, Italic, Underline, etc., and a text area below. The text area contains the following text:

View this video of Billy Collins reading "Three Blind Mice"

A red arrow points to the cursor in the text area, which is highlighted with a yellow box and labeled 'Position cursor'.

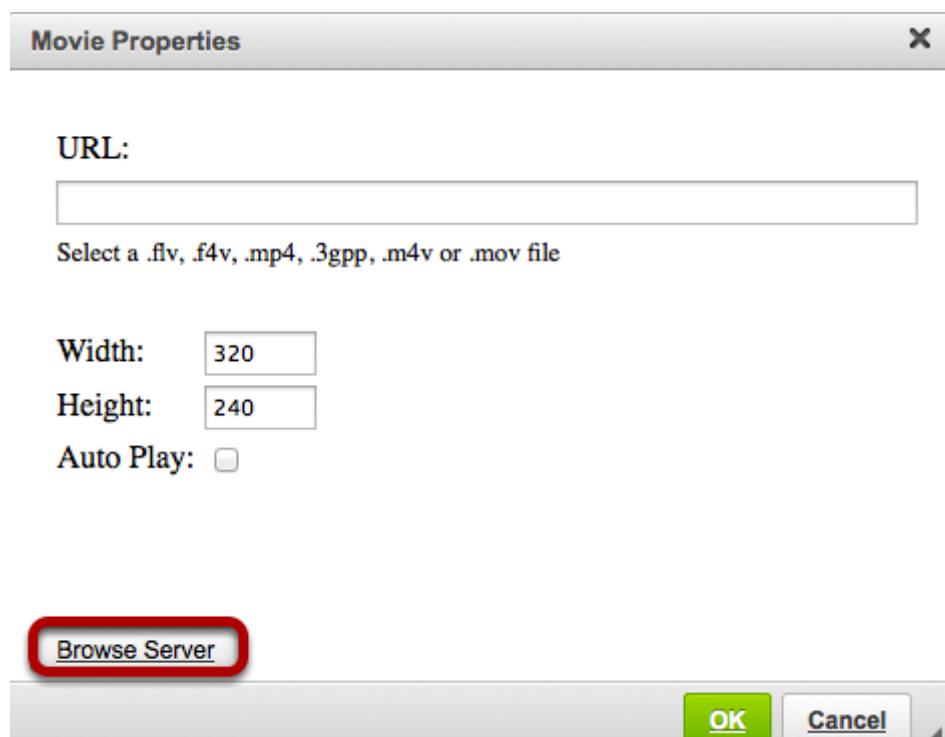
Click the Insert/Edit Movie icon.



View this video of Billy Collins reading "Three Blind Mice"

This displays the Movie Properties dialog box.

Click Browse Server.



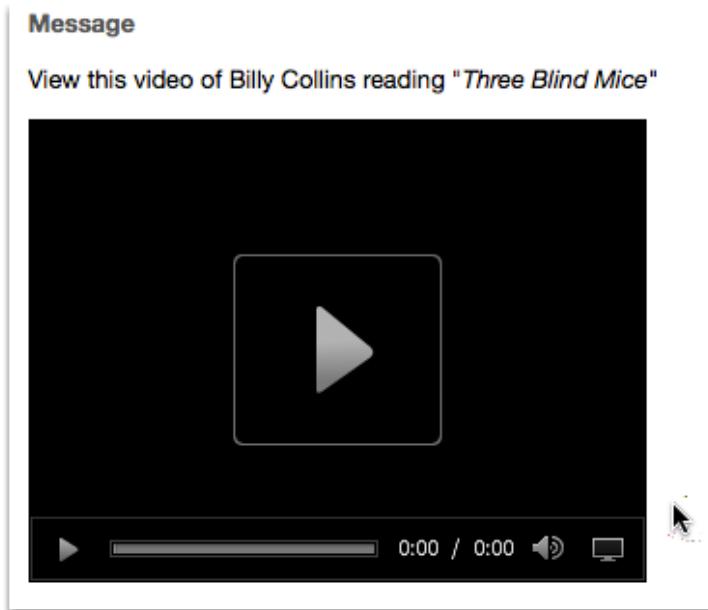
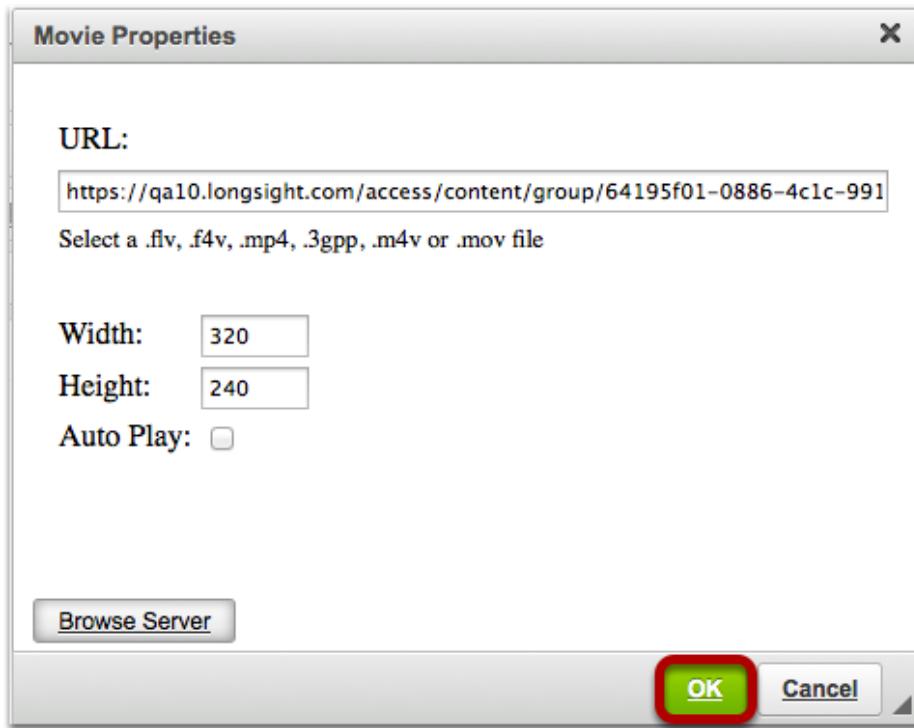
This displays the Entity Picker dialog box.

Locate and select the mp4 video file that you want to embed in the text box.

The screenshot shows a vertical navigation menu on the left side of a web page. At the top are three collapsed sections: 'Assignments', 'Forums', and 'Resources'. The 'Resources' section is expanded, revealing three sub-folders: 'Course Site Images', 'Readings', and 'Videos'. The 'Videos' folder is also expanded, showing a single file named 'BillyCollinsThreeBlindMice.mp4 (3 MB)'. This file is highlighted with a red rectangular border. Below the 'Resources' section is another collapsed section labeled 'Tests & Quizzes'.

This returns the display to the Movie Properties box with the URL for the video in the URL box.

Click OK.



This returns the display to the text box with a place-holder for the video marked "Movie". When the text box item is published the embedded video will display.

How do I embed an mp3 audio in a text box?

Upload the mp3 file to Resources.

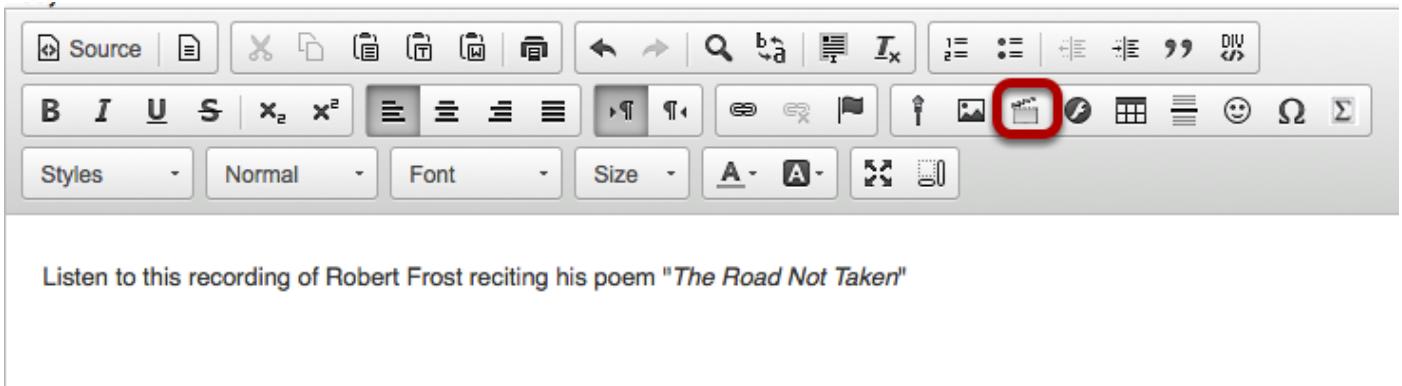
The screenshot shows the 'Resources' section of the Sakai interface. At the top, there are buttons for 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. Below these are two dropdown menus: 'Title' and 'Access'. Under 'Access', there are options for 'Add' and 'Actions' with dropdown arrows, and 'Entire site' selected. The main list contains several items: 'ScreenSteps Sample - Neal Resources' (with 'Add' and 'Actions' buttons), 'Audio' (with 'Add' and 'Actions' buttons, 'Entire site' selected), 'Frost-TheRoadNotTaken.mp3' (which is highlighted with a red rounded rectangle and has its own 'Add' and 'Actions' buttons, both set to 'Entire site'), 'Course Site Images' (with 'Add' and 'Actions' buttons, 'Entire site' selected), 'Readings' (with 'Add' and 'Actions' buttons, 'Entire site' selected), and 'Videos' (with 'Add' and 'Actions' buttons, 'Entire site' selected).

See [How do I upload files?](#) for more information on uploading.

In the text box, position your cursor where you want to embed the mp3 audio file.

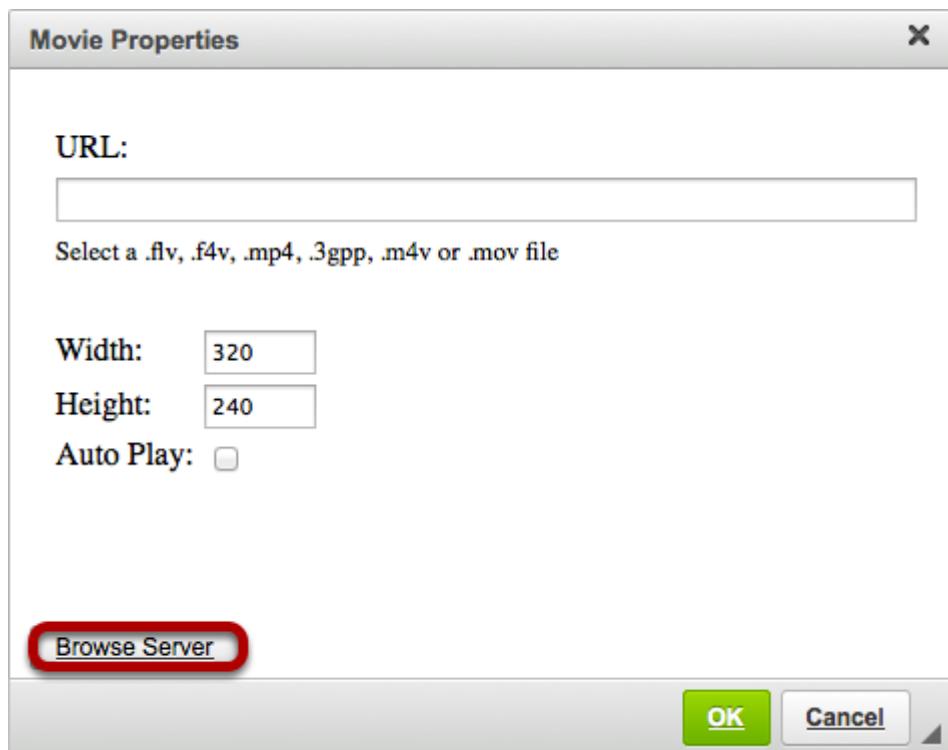
The screenshot shows the rich text editor toolbar at the top, featuring various icons for source code, text styles (B, I, U, S, bold, italic, underline, strikethrough), alignment, font selection, size, and other formatting options. Below the toolbar is a text area containing the text: "Listen to this recording of Robert Frost reciting his poem *'The Road Not Taken'*". A red arrow points to the cursor position in the text area, and a yellow button labeled "Position cursor" is overlaid on the text area.

Click Insert/Edit Movie.



This displays the Movie Properties dialog box.

Click Browse Server.



This displays the Entity Picker dialog box.

Select the mp3 audio file you want to embed in the text box.

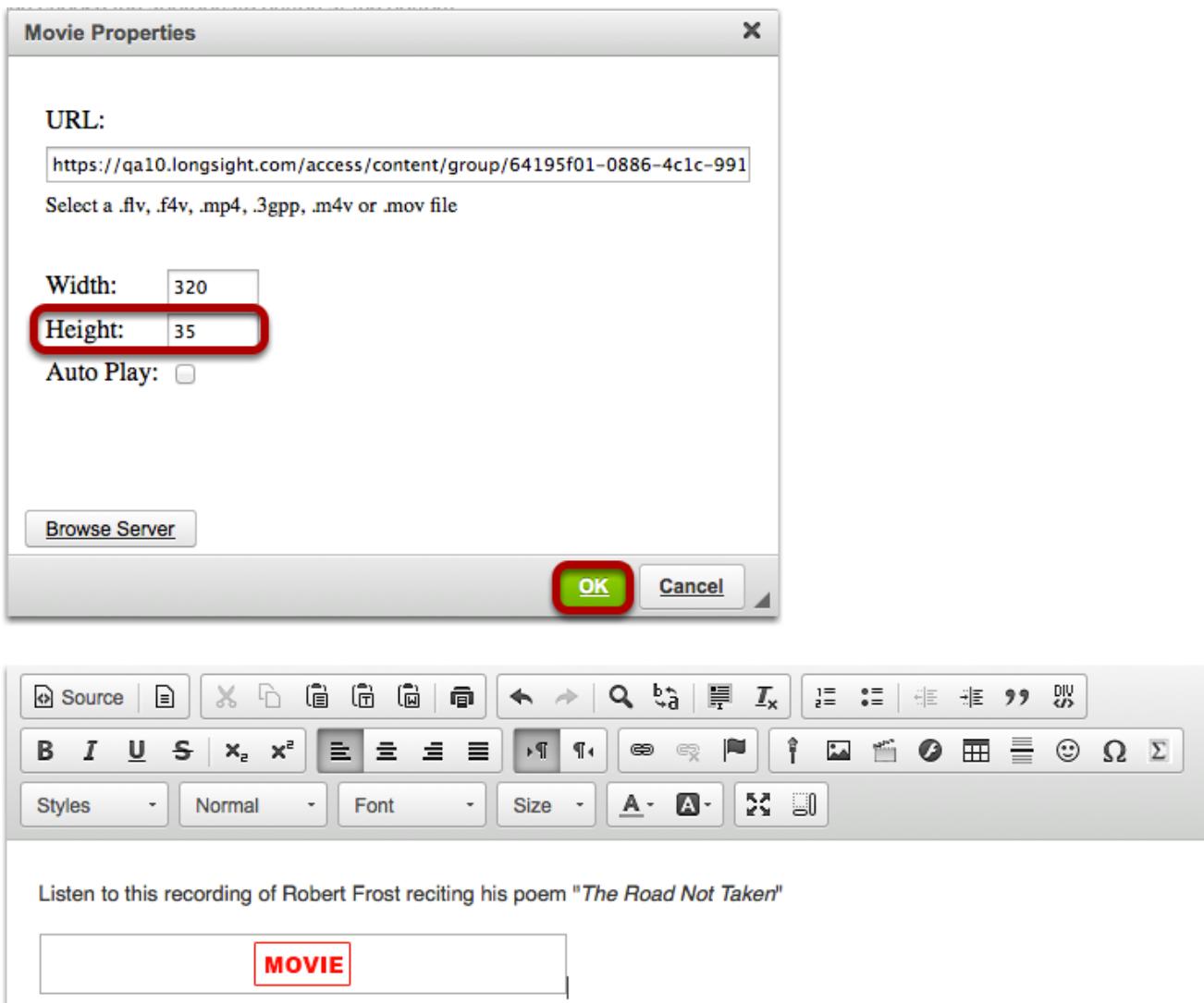
The screenshot shows a navigation menu with the following structure:

- Assignments
- Forums
- Resources
 - Audio
 - Course Site Images
 - Readings
 - Videos

The "Audio" folder is selected, indicated by a blue folder icon. Inside the "Audio" folder, the file "Frost-TheRoadNotTaken.mp3 (2 MB)" is highlighted with a red rounded rectangle. The file icon is a small speaker symbol.

This returns the display to the Movie Properties dialog box with the URL of the mp2 audio in the box marked URL.

Set the Height to 35, and then click OK.



Message

Listen to this recording of Robert Frost reciting his poem "The Road Not Taken"



This returns the display to the text box with a place-holder for the audio marked "Movie". When the text box item is published the embedded audio player will be displayed.

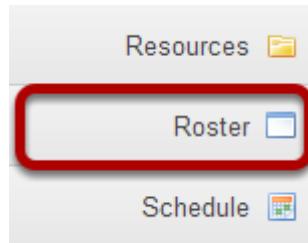
Roster

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.

The screenshot shows the 'PSYCH 400 001 SU14: Roster' page. At the top, there are tabs for Overview, Pictures, Group Membership, and Permissions. Below the tabs, there are 'Export' and 'Print' buttons. A search bar with 'Name or ID' and 'Find' and 'Clear' buttons is present. To the right, it says 'Currently showing 6 participants (5 in Student role, 1 in Instructor role)'. A table lists participants with their names in the 'Name' column and roles in the 'Role' column. The names listed are: Student, Fourth; Student, Third; Instructor, Demo; Student, First; Student, Second; and Student, Fifth. The first five names are underlined as links, while 'Student, Fifth' is not. A red box highlights the list of names.

Name	Role
Student, Fourth	Student
Student, Third	Student
Instructor, Demo	Instructor
Student, First	Student
Student, Second	Student
Student, Fifth	Student

Enrolled users in the site will be listed here.

Searching the roster.

A screenshot of the search interface. It features a text input field labeled 'Name or ID' with a red box around it, a 'Find' button, and a 'Clear' button.

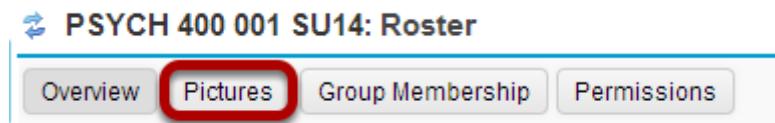
To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

How do I view roster photos and/or profiles?

Go to Roster.

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

Viewing photos.



To view personalized photos that participants of your site have uploaded, at the top of the roster page, click **Pictures**.

Profile photos for site participants will be displayed.

PSYCH 400 001 SU14: Roster

Overview Pictures Group Membership Permissions

Pictures: PSYCH 400 001 SU14

View All Available Participants

Name or ID Find Clear Currently showing 0 participants ()

Official Photos Pictures from Profile

[Hide Names](#) [View in Single Column](#)

 Instructor, Demo  This is you!	 Student, Fifth  Add connection	 Student, First  Add connection	 Student, Fourth  Add connection
 Student, Second  Add connection	 Student, Third  Add connection		

Note: You have the option to 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.

PSYCH 400 001 SU14: Roster

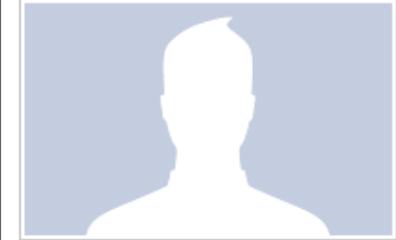
Overview Pictures Group Membership Permissions

Overview: PSYCH 400 001 SU14

To add or remove participants from the site, visit the Site Info tool.

View All Available Participants

Name or ID Find Clear Currently showing 6 participants
(5 in Student role, 1 in Instructor role)

Name	Role
Student_Fourth	Student
Student_Third	Student
Instructor_Demo	 Demo Instructor View full profile Email: professor@myschool.edu
Student_First	
Student_Second	
Student_Fifth	

To view someone's profile, click the person's name or photo. Profile information that is available and that you have permission to view will be displayed.

Schedule

What is the Schedule/Calendar tool?

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

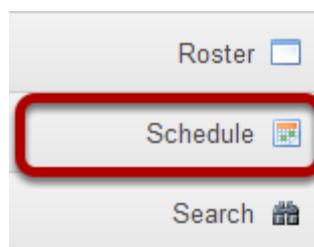
The Schedule can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

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

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

Note: In some cases, local instances of Sakai have renamed the Schedule tool as Calendar on a system-wide basis; therefore, you may see it called the Calendar tool rather than Schedule tool.

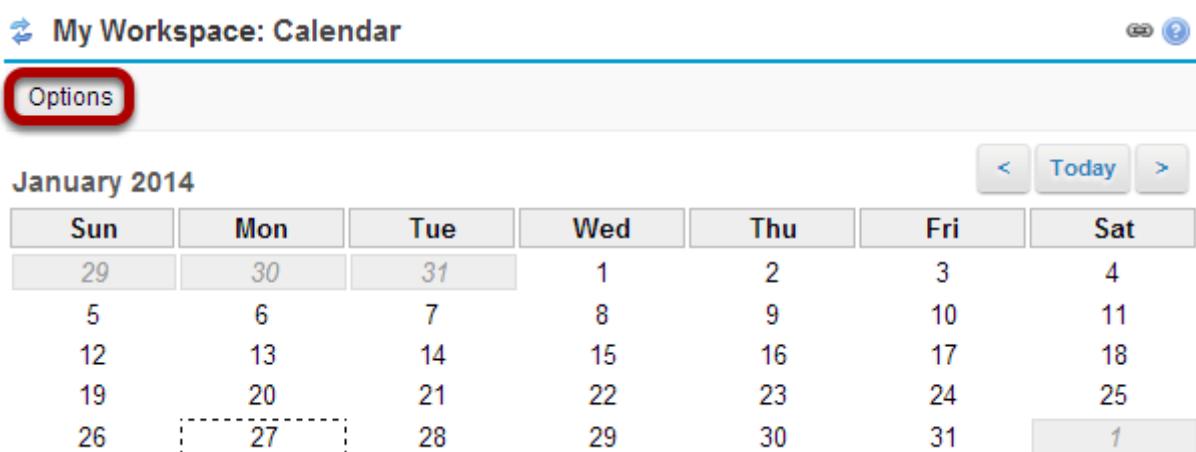
To access this tool, select Schedule from the Tool Menu of your site.



How do I customize my Schedule/Calendar display?

The Calendar tool (also referred to as the Schedule tool) can be customized according to your individual display preferences.

Calendar Options



The screenshot shows the Sakai Calendar interface for January 2014. At the top, there's a header bar with a back arrow, a 'My Workspace: Calendar' title, and a help icon. Below the header is a toolbar with a 'Options' button (which is highlighted with a red oval), a magnifying glass icon, and a question mark icon. The main area displays a 7x7 grid representing the month. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates for January are as follows:

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	31	1

Navigation buttons for previous, next, and today are located at the top right of the calendar grid.

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

Display Settings

My Workspace: Calendar

≡ ⌂

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: Exam
Deadline

Move up **Move down**

Medium priority: Academic Calendar
Web Assignment

Move up **Move down**

Low priority: Activity
Cancellation
Class section - Discussion

2

Colors

High priority: #FF0000



Medium priority: #00FF00



Low priority:



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 palette 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 print the Schedule/Calendar?

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click Printable Version.

The screenshot shows the Sakai Calendar tool interface for the month of February 2014. At the top, there are buttons for 'Add', 'Merge', 'Fields', and 'Permissions'. Below that, a title bar reads 'PSYCH 400 001 SU14: Schedule'. The main area is titled 'Calendar by Month' with a dropdown menu set to 'Calendar by Month'. Navigation buttons include '< Previous Month', 'Today', and 'Next Month >'. A date range from 'February 2014' is shown. At the bottom of the calendar grid, there are buttons for 'Printable Version' (which is highlighted with a red box) and 'Set as Default View'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	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 My Event	28	1

Print PDF.

Schedule for Demo Instructor - February 2014						
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 4:00PM: My Event	28	

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.

Search

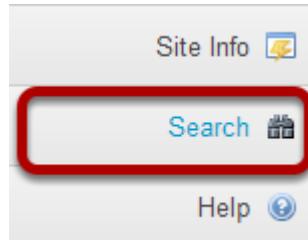
What is the Search tool?

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.

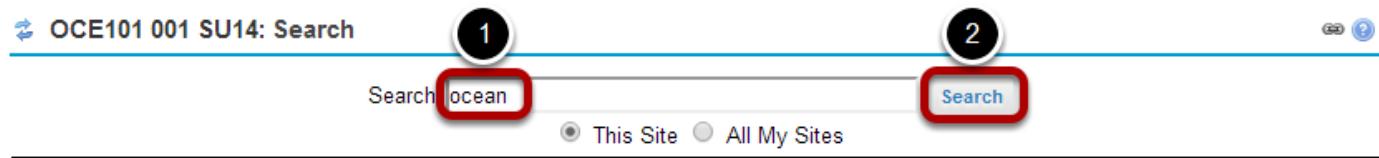


How do I perform a basic search?

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.

The screenshot shows the search results page with the following elements:

- A header bar with the text "OCE101 001 SU14: Search".
- A search bar containing the text "Search ocean".
- A red circle labeled "1" is positioned above the search bar.
- A red circle labeled "2" is positioned to the right of the search bar, covering the "Search" button.
- Below the search bar are two radio buttons: "This Site" (selected) and "All My Sites".
- A message box at the top states: "Found 1 to 10 of 15 documents (0.008 seconds)".
- An RSS icon is located in the top right corner.
- Two tabs are visible: "Results" (selected) and "Tags".
- A red box highlights the list of search results, which includes:
 - Content: [OCEA_101_Mod_02_Resource_Characteristics_of_Plate_Boundaries.docx](#)
[/access/content/group/oce101/OCEA_101%20Mod%2002%20Resource%20Characteristics%20of%20Plate%20Boundaries.docx](#)
 - Content: [OCEA_101_Mod_02_Agenda_and_Information.docx](#)
[/access/content/group/oce101/OCEA_101%20Mod%2002%20Agenda%20and%20Information.docx](#)
 - Content: [OCEA_101_Mod_02_EX2_2_Plate_Tectonics_Seafloor.docx](#)
[/access/content/group/oce101/OCEA_101%20Mod%2002%20EX2_2%20Plate%20Tectonics%20Seafloor.docx](#)
 - Content: [OCEA_101_Mod_01_Resource_Finding_a_range_of_latitude.docx](#)
[/access/content/group/oce101/OCEA_101%20Mod%2001%20Resource%20Finding%20a%20range%20of%20latitude.docx](#)
 - Content: [OCEA_101_Mod_02_Discussion_WOP1_Global_Warming.docx](#)
[/access/content/group/oce101/OCEA_101%20Mod%2002%20Discussion%20WOP1%20Global%20Warming.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 a 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 characters use the \ before the character. For example to search for (1+1):2 use the query:

```
\(1\+1)\:2
```

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.



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.

The screenshot shows the 'Meetings' page for a course titled 'PSYCH 400 001 SU14: Sign-up'. At the top, there are buttons for 'Add', 'Permissions', and 'Export'. Below that, a section titled 'Meetings' with the sub-instruction 'Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.' contains a table of meetings. The table has columns: Meeting Title, Organizer, Location, Category, Date, Time, Status, and Remove. The 'Meeting Title' column lists 'Guest Speaker', 'Office Hours', and 'Extra Credit Field Trip'. The 'Organizer' column lists 'Demo Instructor' for all three. The 'Location' column lists 'Fine Arts Building', 'Room F1234', and 'Science Museum'. The 'Category' column lists 'Optional', 'Bonus', and 'Bonus'. The 'Date' column lists 'Tue, 3/25/14', 'Wed, 3/26/14', and 'Thu, 3/27/14'. The 'Time' column lists '6:00 PM - 8:00 PM', '2:00 PM - 5:00 PM', and '8:00 AM - 5:00 PM'. The 'Status' column lists 'Sign-up Not Req' and 'Available'. The 'Remove' column has checkboxes next to each meeting. A red box highlights the 'Extra Credit Field Trip' row. At the bottom left, there is a 'Remove Meetings' button.

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	<input type="checkbox"/>

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 brings up its meeting details.

Note: For a view that includes past meetings, choose All in the drop down menu next to View.

Meeting details.

PSYCH 400 001 SU14: Sign-up

Modify Copy Export as Excel Print

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Museum
Category: Bonus
Meeting Date: Thursday, March 27, 2014
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, March 21, 2014, 8:00 AM
Sign-up Ends: Thursday, March 27, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description:

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	20	Add Participant	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.
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

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 (not visible below), active if the sign-up period has commenced.

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.

Meetings							
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.							
View:	All	By category:	All				
Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>

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.

Meeting Details

Title: Office Hours
Organizer: Demo Instructor
Location: Room F1234
Meeting Date: Wednesday, March 26, 2014
Time Period: 2:00 PM - 5:00 PM
Sign-up Begins: Thursday, March 20, 2014, 2:00 PM
Sign-up Ends: Wednesday, March 26, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description:

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		Join Wait List
2:12 PM - 2:24 PM	None	Private		Join Wait List
2:24 PM - 2:36 PM	None	Private		Join Wait List
2:36 PM - 2:48 PM	None	Private		Join Wait List
2:48 PM - 3:00 PM	None	Private		Join Wait List
3:00 PM - 3:12 PM	1	Private		Sign Up
3:12 PM - 3:24 PM	1	Private		Sign Up
3:24 PM - 3:36 PM	1	Private		Sign Up
3:36 PM - 3:48 PM	1	Private		Sign Up
3:48 PM - 4:00 PM	1	Private		Sign Up
4:00 PM - 4:12 PM	1	Private		Sign Up
4:12 PM - 4:24 PM	1	Private		Sign Up
4:24 PM - 4:36 PM	1	Private		Sign Up
4:36 PM - 4:48 PM	1	Private		Sign Up
4:48 PM - 5:00 PM	1	Private		Sign Up

Click the button labelled **Sign Up** beside the timeslot you want.

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.

Notes: If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor. If a lock icon appears in Meeting Details next to a timeslot, your instructor has removed that timeslot from further sign-up.

Add a comment. (Optional)

Complete Sign-Up

Title: Office Hours
Location: Room F1234
Time Slot: 3:00 PM - 3:12 PM, Wednesday, March 26, 2014
Participant Name: First Student

 Add a comment

Click Finish.

 Finish Cancel

View your status.

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		Join Wait List
2:12 PM - 2:24 PM	None	Private		Join Wait List
2:24 PM - 2:36 PM	None	Private		Join Wait List
2:36 PM - 2:48 PM	None	Private		Join Wait List
2:48 PM - 3:00 PM	None	Private		Join Wait List
3:00 PM - 3:12 PM	None	Private	Signed up 	Cancel Sign-up
3:12 PM - 3:24 PM	1	Private		Sign Up
3:24 PM - 3:36 PM	1	Private		Sign Up

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		Join Wait List
2:12 PM - 2:24 PM	None	Private		Join Wait List
2:24 PM - 2:36 PM	None	Private		Join Wait List
2:36 PM - 2:48 PM	None	Private		Join Wait List
2:48 PM - 3:00 PM	None	Private		Join Wait List
3:00 PM - 3:12 PM	None	Private	Signed up 	Cancel Sign-up
3:12 PM - 3:24 PM	1	Private		Sign Up
3:24 PM - 3:36 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.

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

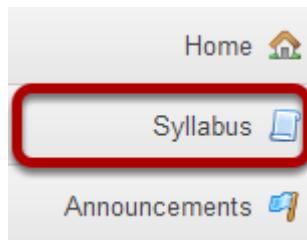
File Attachment: Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original 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.

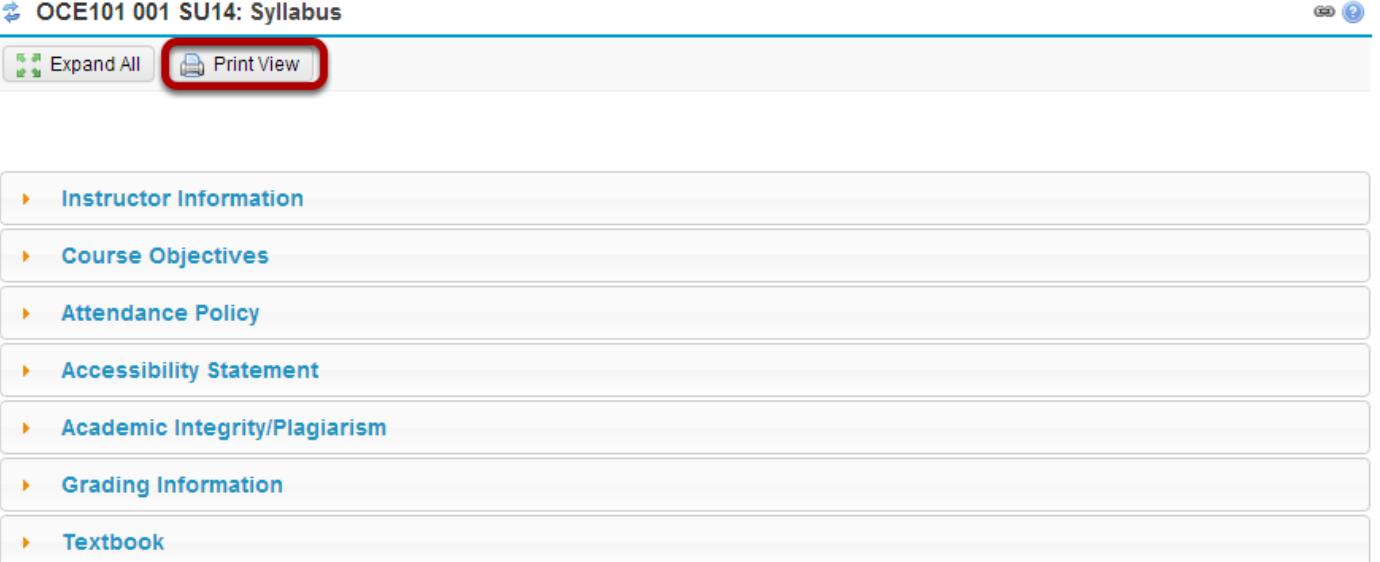


How do I print the syllabus?

Go to Syllabus.

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

Click Print View.



The screenshot shows the 'OCE101 001 SU14: Syllabus' page. At the top, there are two buttons: 'Expand All' and 'Print View'. The 'Print View' button is highlighted with a red box. Below these buttons is a list of sections, each preceded by a blue triangle icon:

- ▶ Instructor Information
- ▶ Course Objectives
- ▶ Attendance Policy
- ▶ Accessibility Statement
- ▶ Academic Integrity/Plagiarism
- ▶ Grading Information
- ▶ Textbook

Click Send to Printer.

[!\[\]\(a1c81d4913c9351abf47909b5e7a9aae_img.jpg\) Send To Printer](#) [Close Window](#)

Instructor Information
Demo Instructor
(555) 555-5555
Office Location: 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.

C. General Intellectual Abilities:

Upon successful completion of this course the student should be able to:

Use symbols to depict physical, chemical and biologic components for analysis, evaluation and/or interpretation of oceanography phenomena.

Plot data on charts, and contour and interpret the resulting patterns.

Collect data on field trips to provide a realistic experience of the sampling processing of data and the workings of the scientific method.

D. Social functioning Skills:

Upon successful completion of this course the student should be able to:

Contribute as a member of a team, taking a leadership role where possible, in the laboratory, on field trips and in outside class projects such as visits to sewer outfalls and aquariums.

Work together on homework and in laboratory exercises, but submit their own written solutions to the questions.

Think critically about varying philosophies on environmental issues or scientific concepts that may stress their degree of tolerance.

Describe the general roles of the various federal, state and municipal agencies in their support or role in oceanographic studies or controlling pollution.

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.

Tests & Quizzes

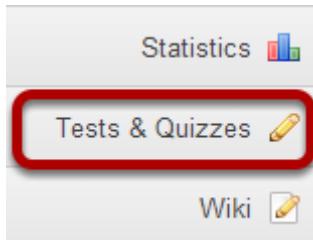
What is the Tests & Quizzes tool?

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)

OCE101 001 SU14: Tests & Quizzes



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
Module 01 Quiz	20 min	2014-Mar-02 04:51 PM
Module 02 Quiz	20 min	2014-Mar-09 04:54 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

1

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
select

Create

Import from File (XML or zip)

Import

OR

2

Action	Title	Last Modified
Select	Brief Quiz 1.2	01/24/2014 09:17:05 AM
Select	Brief Quiz 2	01/23/2014 09:41:31 AM
Select	Mid-Term C	01/24/2014 10:32:51 AM

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 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.

The screenshot shows the 'Tests & Quizzes' tool interface. At the top, there's a header bar with a magnifying glass icon and the text 'OCE101 001 SU14: Tests & Quizzes'. Below the header, there's a 'Assessments' section with a 'Take an Assessment' link. A note says, 'The assessments listed below are currently available for you to take. To begin, click on the assessment title.' A table lists two assessments: 'Module 01 Quiz' and 'Module 02 Quiz'. The 'Module 01 Quiz' row has a yellow background. Below this is a 'Submitted Assessments' section with a 'View All Submissions/Scores' link. A table header for submitted assessments includes columns for Title, Statistics, Recorded Score, Feedback Available, Individual Score, Time, and Submitted.

Title	Time Limit	Due Date/Time
Module 01 Quiz	20 min	2014-Mar-02 04:51 PM
Module 02 Quiz	20 min	2014-Mar-09 04:54 PM

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
-------	------------	----------------	--------------------	------------------	------	-----------

In the **Take an Assessment** 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 no longer available do not show up in the Take an Assessment list at all.

Begin assessment.

OCE101 001 SU14: Tests & Quizzes



Begin Assessment

"Module 02 Quiz " for OCE101 001 SU14

This assessment is due Sunday, 2014-Mar-09 04:54 PM.

Once you click "Begin Assessment," you will have 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 1 time(s).

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.

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 02 Quiz

1

Table of Contents

2

Time Remaining: 0:19:24

[Hide/Show Time Remaining](#)

Part 1 of 1 -

Question 1 of 20

1.0 Points

As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?

3

- A. North America
- B. Asia
- C. Antarctica
- D. South America

[Reset Selection](#)

[Previous](#)

[Next](#)

[Save](#)

4

5

6

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 Time Remaining count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
5. After you have answered the question, click **Next** to save your response and advance to the next question.
6. You may also click **Save** on any question to save your answer.

Save and Submit.

Module 02 Quiz

[Table of Contents](#)

Time Remaining: 0:12:32



[Hide/Show Time Remaining](#)

Part 1 of 1 -

Question 20 of 20

1.0 Points

Which of these is most abundant on or in the Earth?

- A. mantle material
- B. granite rock
- C. liquid water
- D. basalt

[Reset Selection](#)

[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.

OCE101 001 SU14: Tests & Quizzes



Assessment Submission Warning

Time Remaining:

[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 OCE101 001 SU14

Creator Demo Instructor

Assessment Title Module 02 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.

OCE101 001 SU14: Tests & Quizzes



Submission

Module 02 Quiz - Submission Information

Course Name	OCE101 001 SU14
Creator	Demo Instructor
Assessment Title	Module 02 Quiz
Number of submissions remaining	0 out of 1
Confirmation Number	76-80-e986306d-c3c9-4829-bf25-32b9b9455659-Tue Mar 04 17:19:31 EST 2014
Submitted	03/04/2014

[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 I view the feedback on my assessment (i.e. test or quiz)?

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.

The screenshot shows the 'Assessments' section of the 'Tests & Quizzes' tool. It includes a table for available assessments and a list of submitted assessments with a highlighted 'Feedback' link.

Title	Time Limit	Due Date/Time
Module 01 Quiz	20 min	2014-Mar-02 04:51 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 02 Quiz	Statistics	19	Immediate Feedback	19	9 min 35 sec	2014-Mar-04 05:19 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.

OCE101 001 SU14: Tests & Quizzes



Module 02 Quiz

[Return to Assessment List](#)

Part 1 of 1 -

19.0/ 20.0 Points

Question 1 of 20

1.0/ 1.0 Points

As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?

- A. North America
- B. Asia
- C. Antarctica
- D. South America

Answer Key: D

The feedback your instructor has chosen to release to students will be displayed.

Correct answers are marked with a green checkmark.

Question 2 of 20

1.0/ 1.0 Points

The outermost solid layer of the Earth that comprises both continental and oceanic crust is called the:

- A. Hydrosphere
- B. Lithosphere
- C. Aesthenosphere
- D. Outer Core

Answer Key: B

Incorrect answers are marked with a red X.

Question 14 of 20

0.0/ 1.0 Points

Geologists believe that a new ocean basin is forming:

- A. along the East African divergent rift system.
- B. in the Red Sea.
- C. along the divergent zone between India and Asia.
- D. along the divergent zone between the Nazca Plate and the South American Plate.

Answer Key: D

Grader comments.

Question 3 of 20

0.0 / 1.0 Points

Earlier than 200 million years ago, the continents were joined into one supercontinent called:

- A. Pangaea
- B. Panthalassa
- C. Oceanus
- D. Tethys

Answer Key: A

Comment: Sample grader comments.

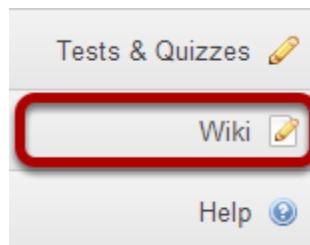
Grader comments (if applicable) show up below the question and answer key.

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.

Recently visited pages.

The screenshot shows a typical Wiki interface. At the top is a horizontal toolbar with icons for Home, View, Edit, Info, History, Watch, and Search, followed by a search bar and some social media links. Below the toolbar, the page title is "Sub-page". A message indicates it was last modified by Demo Instructor on February 1, 2010, at 11:53 PM EST. On the left, there's a "New page" section with instructions for adding text. On the right, a "Recently visited" dropdown menu is open, showing three items: "Sub-page", "New Page", and "Home", all enclosed in a red box.

As you navigate around Wiki, your recently visited pages will appear in the drop-down list in the top right corner of the page. Click on the **Recently Visited** link to expand or collapse this list. You can use the links in this list to return to any page at any time.

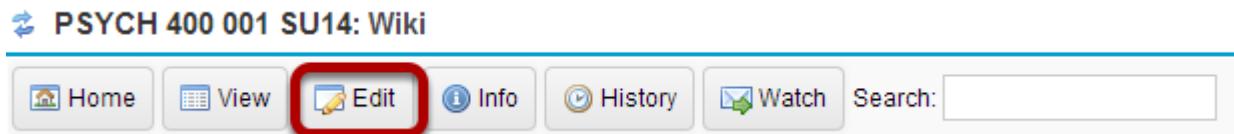
How do I create a new wiki page?

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.

A screenshot of the Sakai rich text editor. The title bar says "Edit: Home". The toolbar includes buttons for Edit, Preview, Recovered Content, and various text styles (B, I, X², X₂, Headings...). The main editing area contains the text "H1 welcome to our class wiki!". Below the text, there is a button labeled "[New Page]" which is highlighted with a red box. At the bottom of the editor, there is a checkbox for "Minor Change - Do not send notifications to watchers of this page." and two buttons: "Save" (which is highlighted with a red box) and "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".

Note: You can't use the following characters in an Wiki link or title:

: Colon

@ At

Hash

| Pipe

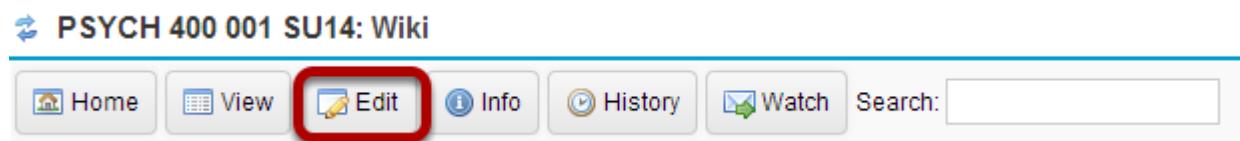
\ Back-Slash

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.

A screenshot of the Sakai 10 Student Guide showing the 'Edit' screen for a wiki page. The main content area contains the following text:

```
H1 welcome to our class wiki!
We will use this wiki to:
* collaborate on class projects
* share information
* Comment on your classmates' pages

Each group project will have its own page. You may create as many sub-pages within that area as you choose.

[Group 01]
[Group 02]
[Group 03]
```

A red box surrounds the entire content area. At the bottom left, there is a checkbox labeled 'Minor Change - Do not send notifications to watchers of this page.' and two buttons: 'Save' and 'Cancel'. On the right side, there is a yellow sidebar titled 'Wiki Tips' with sections on creating new pages, formatting text, and using bullet points and numbered lists. A red box highlights the 'More Hints on Wiki formatting' link at the bottom of the sidebar.

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)

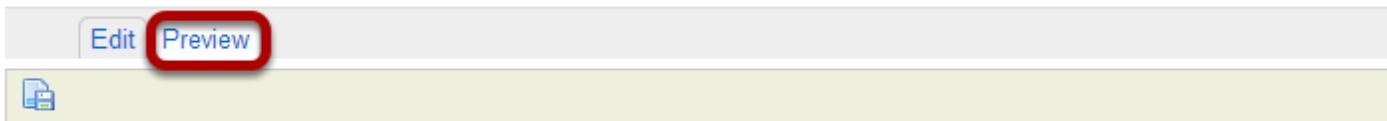


The wiki editor also has icons which allow you to:

- 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)

Edit: Home



Welcome to our class wiki!

We will use this wiki to:

- Collaborate on class projects
- Share information
- Comment on your classmates' pages

Each group project will have its own page. You may create as many sub-pages within that area as you choose.

[Group 01?](#)

[Group 02?](#)

[Group 03?](#)

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**.

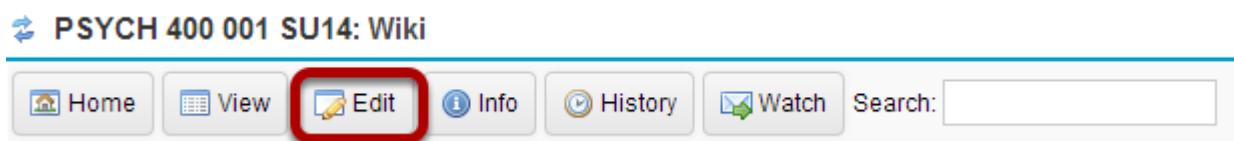
How do I add images to a wiki page?

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.

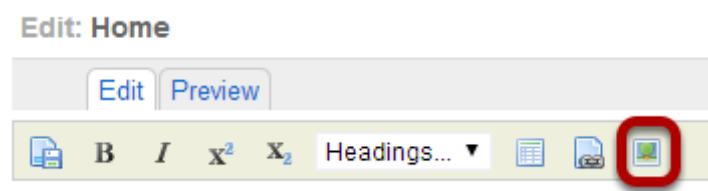
Go to Wiki.

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.

A screenshot of the "Add Attachment" dialog box. It shows a list of files under "Location: PSYCH 400 001 SU14 Resources". The file "3Penguins.jpg" is selected, and its "Select" link is highlighted with a red box. Other options include "PSYCH 400 001 SU14" and "Podcasts". At the bottom are "Continue" and "Cancel" buttons.

Click the **Select** link for the image file if it is already in Resources.

Or, upload the file.

Add Attachment

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

Location: PSYCH 400 001 SU14 Resources

Actions
Title
Add
Upload Files
Create Folders
Add Web Links (URLs)
Create HTML Page
Create Text Document
Create Citation List

PSYCH 400 001 SU14

Podcasts

3Penguins.jpg

Show other sites

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.



Once you have selected the image file, click the **Continue** button.

Preview content. (Optional)

Edit: Group 01

Edit **Preview**



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.



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.

PSYCH 400 001 SU14: Wiki

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 ?

Outgoing ?

Group 01 ➔
Group 02 ➔
Group 03 ➔

Comment ?

Notification Preferences ?

[Edit Notification Preferences for /site/psych400_001_su14](#)

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 ?

Sakai Administrator

Global Name ?

/site/psych400_001_su14/home

Permission Section ?

/site/psych400_001_su14

Id ?

469e28d14457a08001447955808a076b

last edited ?

February 28, 2014 3:01:59 PM EST by Demo Instructor

SHA-1 ?

E5B4BA13ECC778C2E8EF1146B51DA09C60D9CB51

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 (usually the person who created it)
- Gives the global page name, to allow linking to it from outside the Wiki
- Gives the page permission details (the site you need to be a member of to see it)
- 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
- An open document format (.odf) version (which can be opened in Open Office, for example)
- An RSS feed of recent changes

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							▶ Recently visited
Version ?	User ?	Date ?	Compare to ?	Revert ?	Changed ?	Permissions ?	
CURRENT (7)	Demo Instructor						
V.6	Demo Instructor	February 28, 2014 4:00:50 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.5	Demo Instructor	February 28, 2014 4:00:41 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.4	Demo Instructor	February 28, 2014 3:01:59 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.3	Demo Instructor	February 28, 2014 3:01:33 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.2	Sakai Administrator	February 28, 2014 11:57:36 AM EST	Current Previous	Revert to this version	Content same as V.1	orwa srwa p--	
V.1	Sakai Administrator	February 28, 2014 11:48:08 AM EST	Current Previous	Revert to this version		orwa srwa p--	
V.0	Sakai Administrator	February 28, 2014 11:30:50 AM EST	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.