SAKAI 10 STUDENT GUIDE

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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.

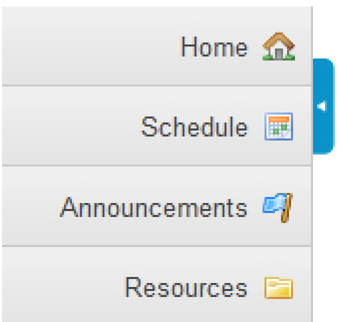
This list contains the menu links to sites you most commonly use. Each menu link will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site’s tools so that you can go straight to that tool on the selected site.

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 + l**
    - 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

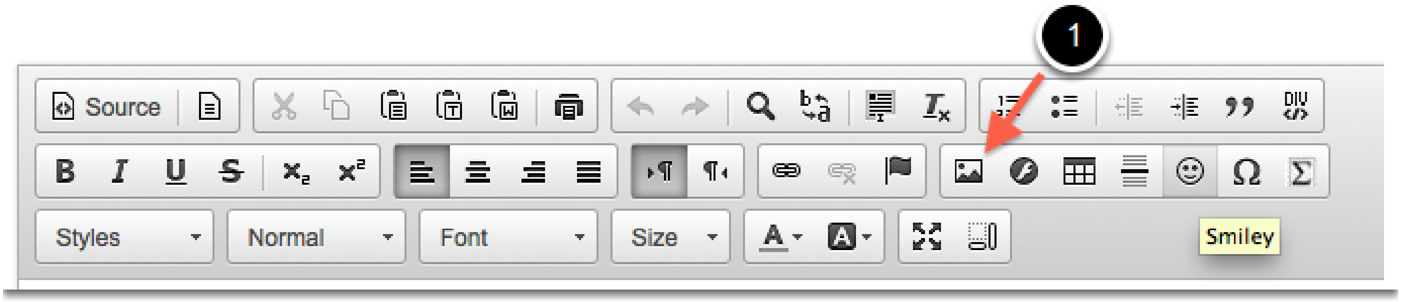
sample as part of the process of the PCR analysis method of DNA profiling. In the background is a centrifuge which will aid in the process of extracting the DNA from the sample of blood."

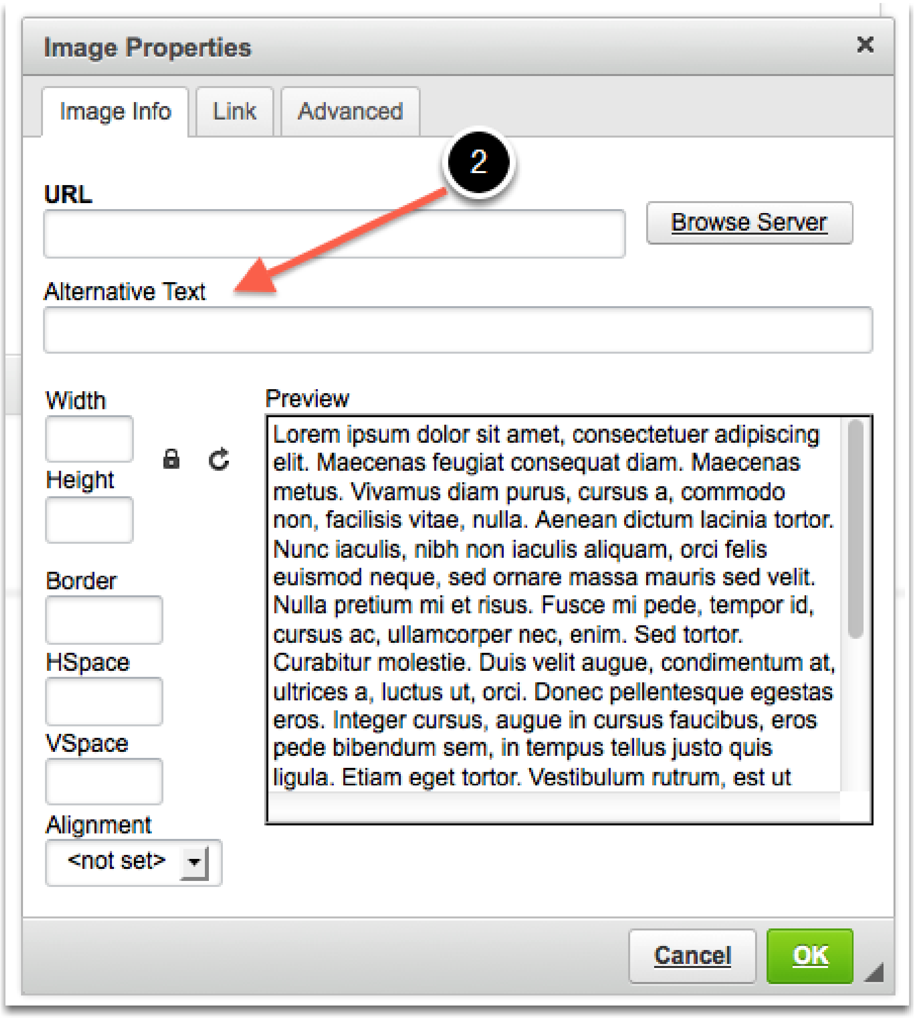
- Reference farther away in body

"... 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

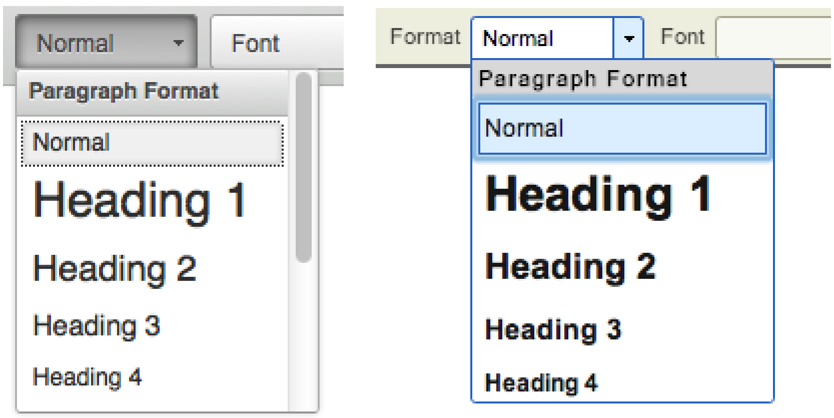
If a document can be outlined or you have an outline in mind when writing it, then adding headings will convey its structure. Some notes:

- 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.

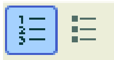
[Figure 3: CKEditor Format Menu. For screen reader users working with the CKEditor see the <link to ckeditor section>Accessibility Documentation </link>]

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



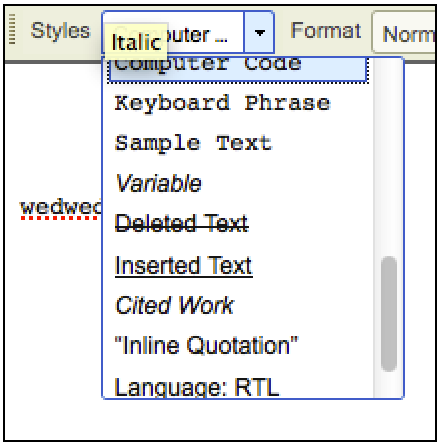
If you think of a vertical series of items as a list, you should include it in your page as a list. Select the lines involved and click on the numbered or bulleted list option.

[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.

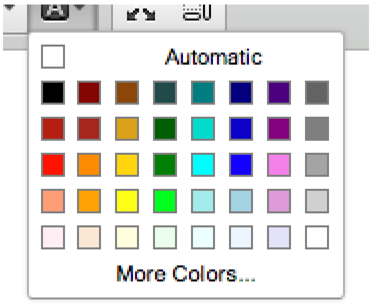
Use Adequate Color Contrast

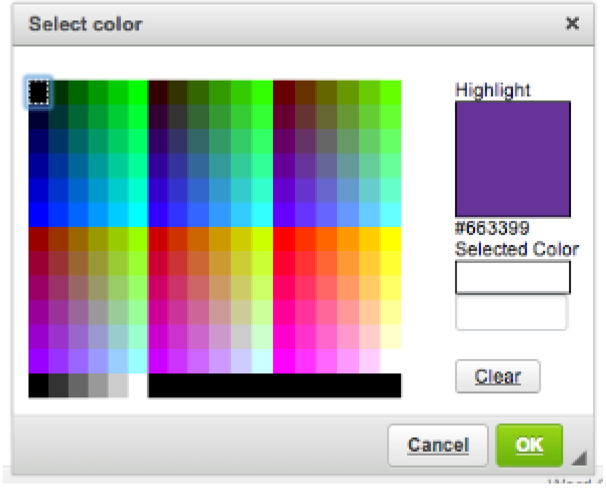
Many users will have visual impediments that will require good contrast in the documents you are producing. The best way to help these users is to make sure that the contrast between background and foreground has a ratio of 4.5:1 or higher. Leaving the defaults of the editor intact is best - as that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

1

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

2

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.

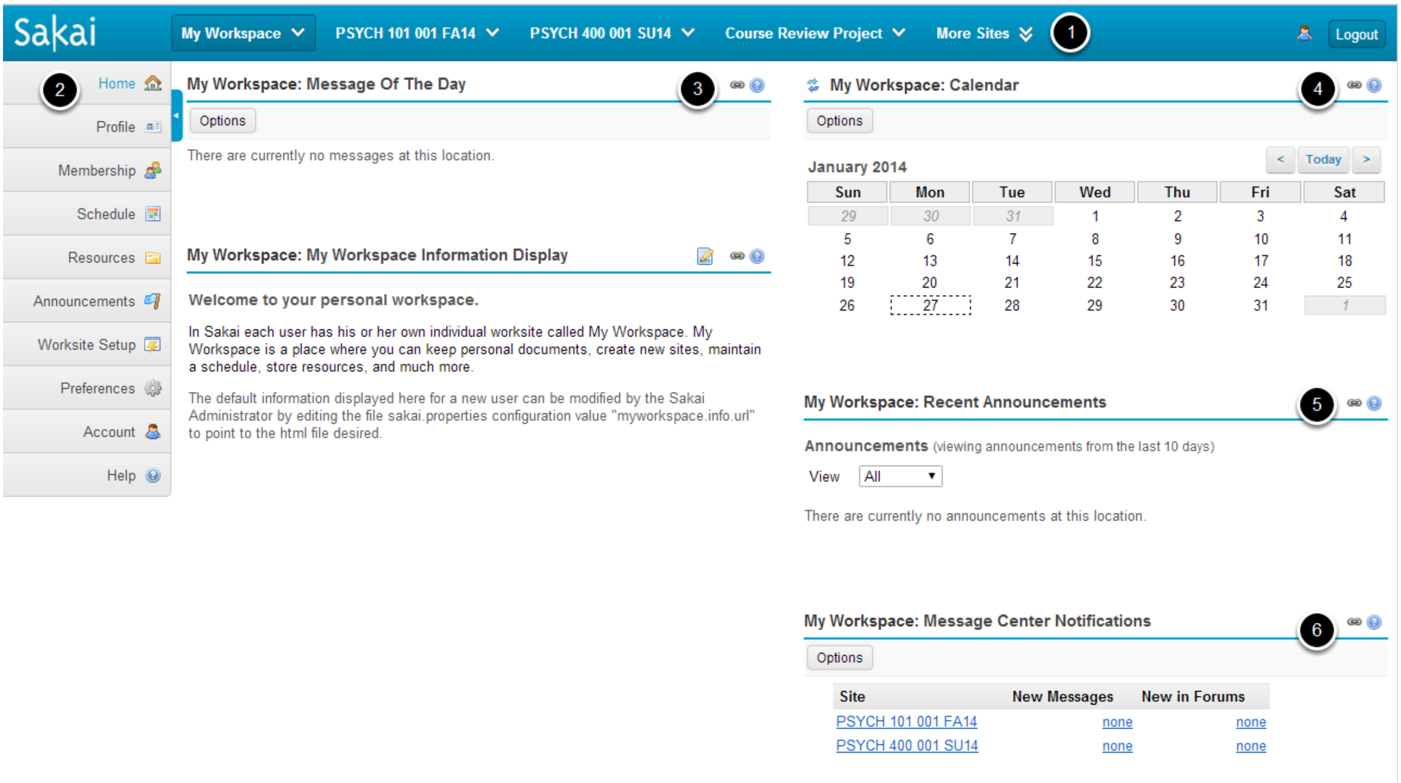
My Workspace

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



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

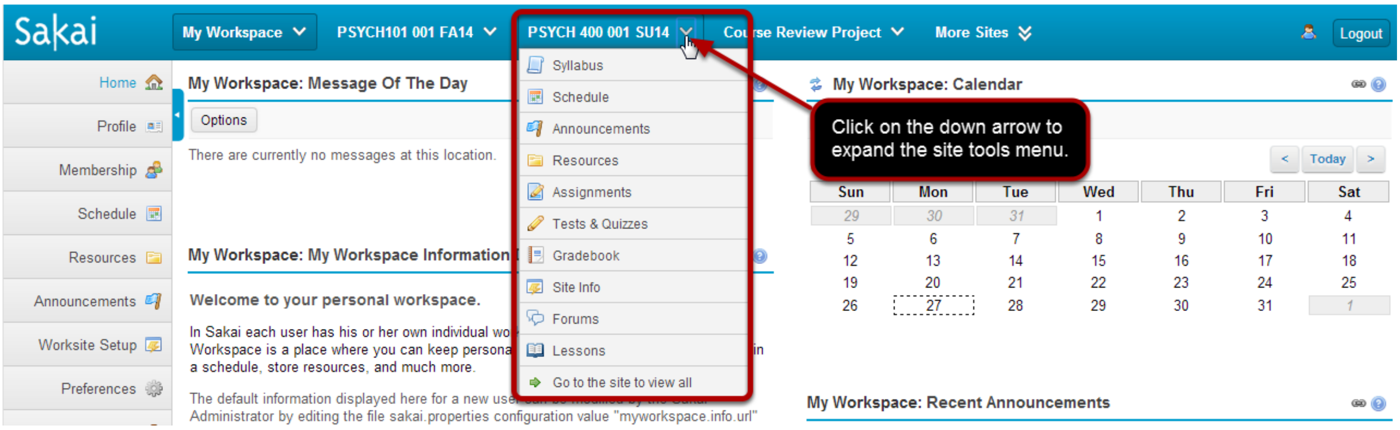
The My Workspace area of Sakai is designed to give you an overview of what is happening in your courses, and provide access to your individual account information and preferences.

What is Site Navigation?

Site Navigation

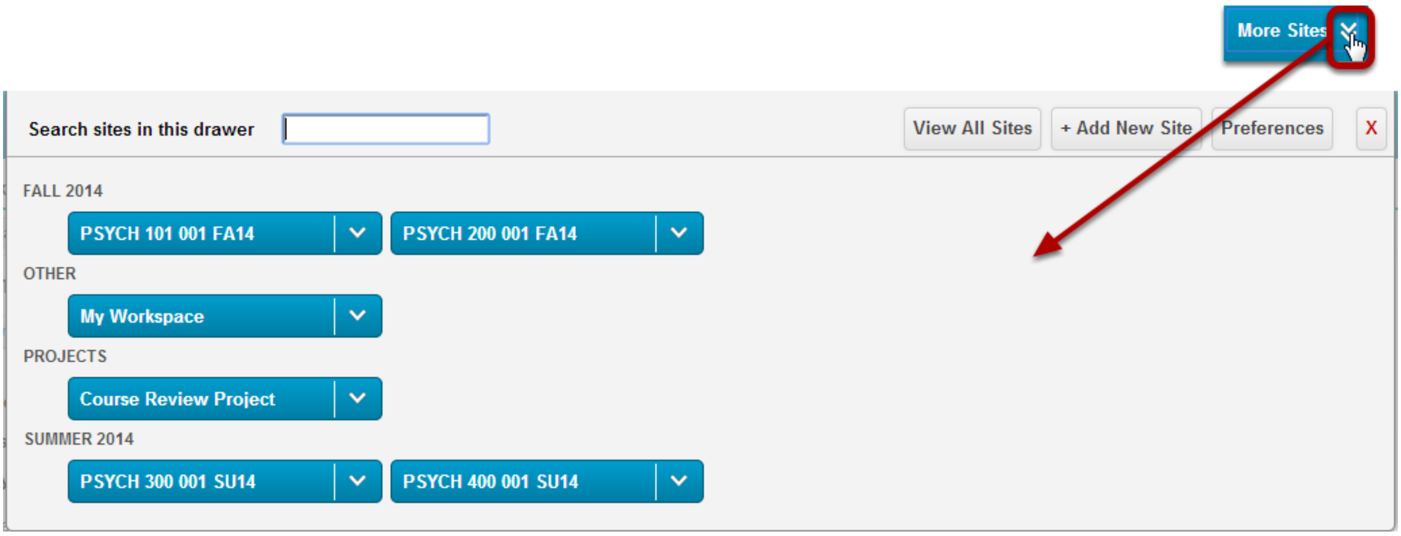
The Site Navigation across the top of the screen allows to you access all of the Sakai sites in which you are enrolled. You may also return to My Workspace at any time by clicking on the **My Workspace** button on the left. There is also **Logout** button in the far right hand corner to exit the system.

Jump to site tools.



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.

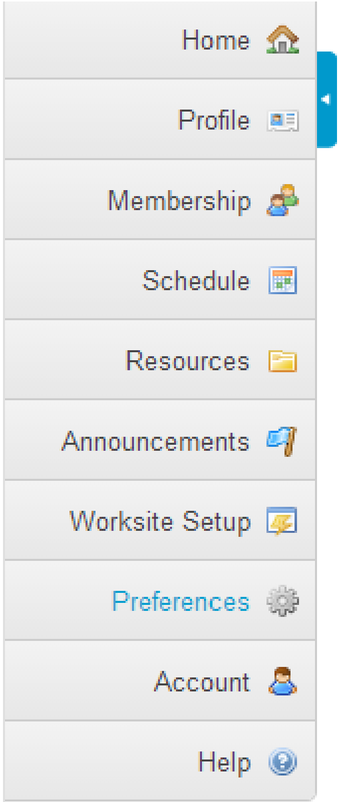


The top site navigation can only display a small number of sites. If you have many active sites, clicking the down arrows on the **More Sites** button will display all of your actives sites. Sites are grouped by academic term and type of site (i.e. course or project sites).

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.

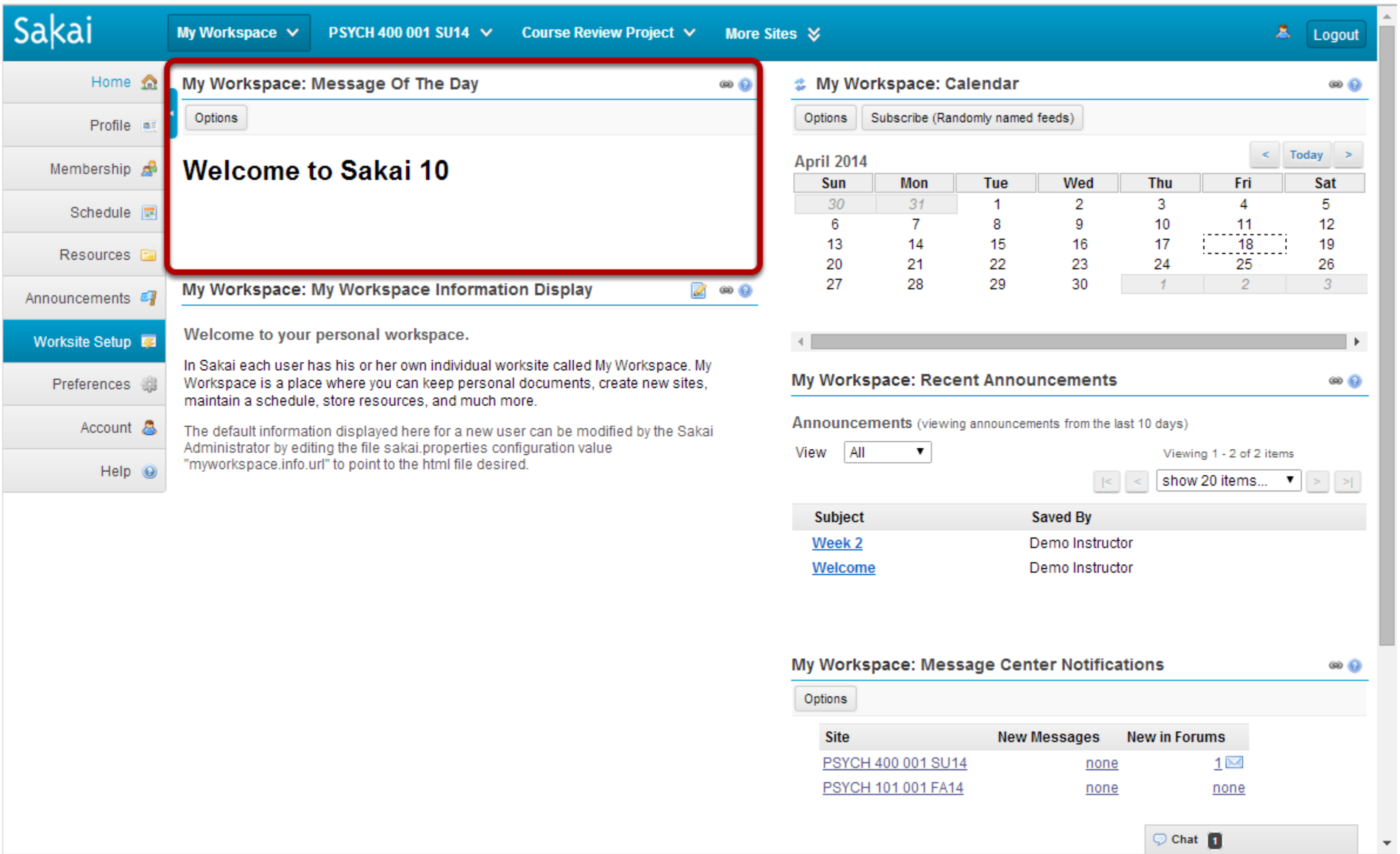
Collapsing/Expanding the Tool Menu

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.

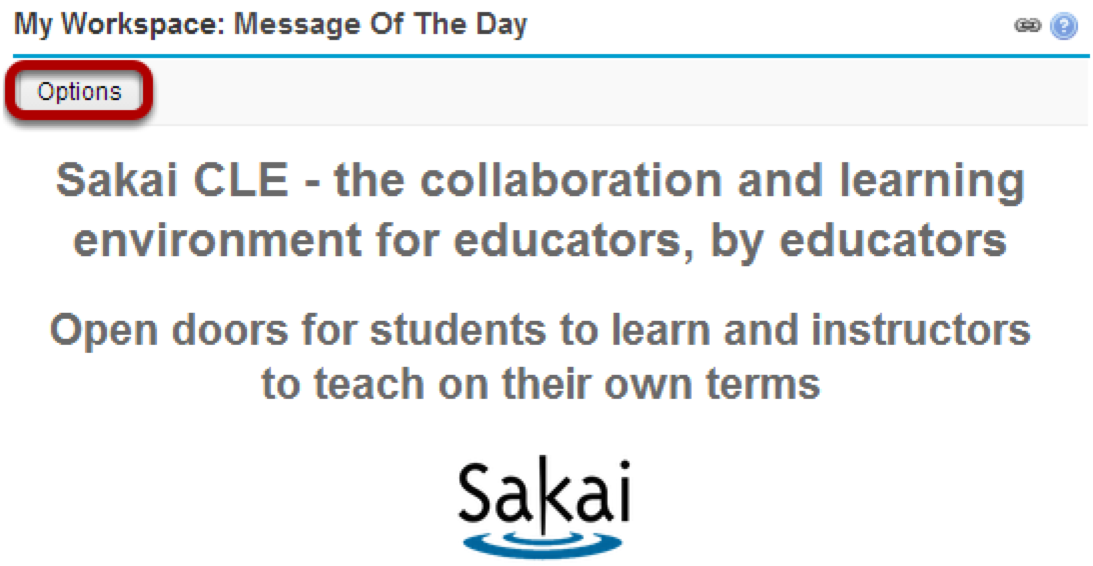
What is the My Workspace Message of the Day?

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.

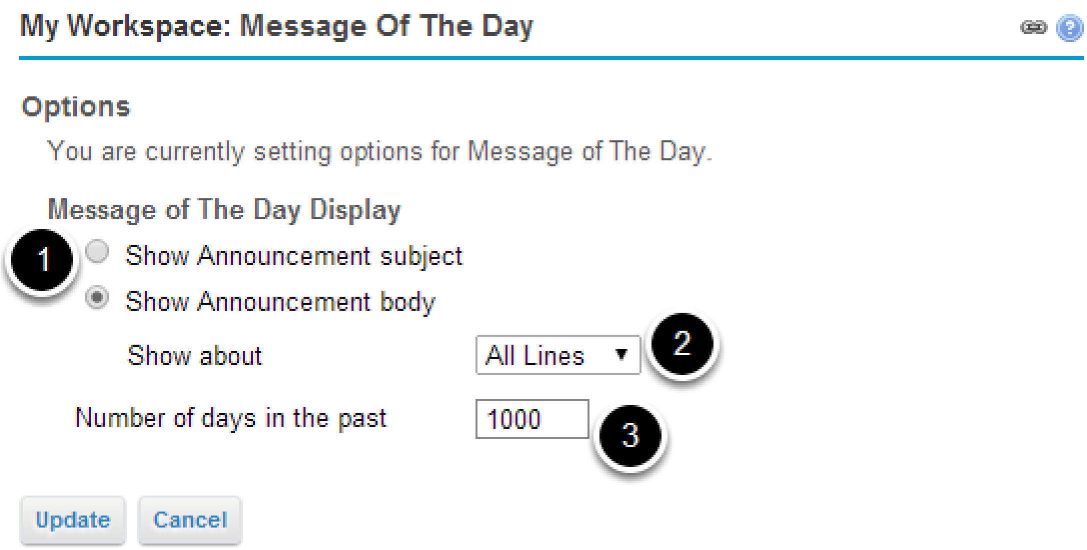


Select Options to customize display. (Optional)



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

MOTD Options

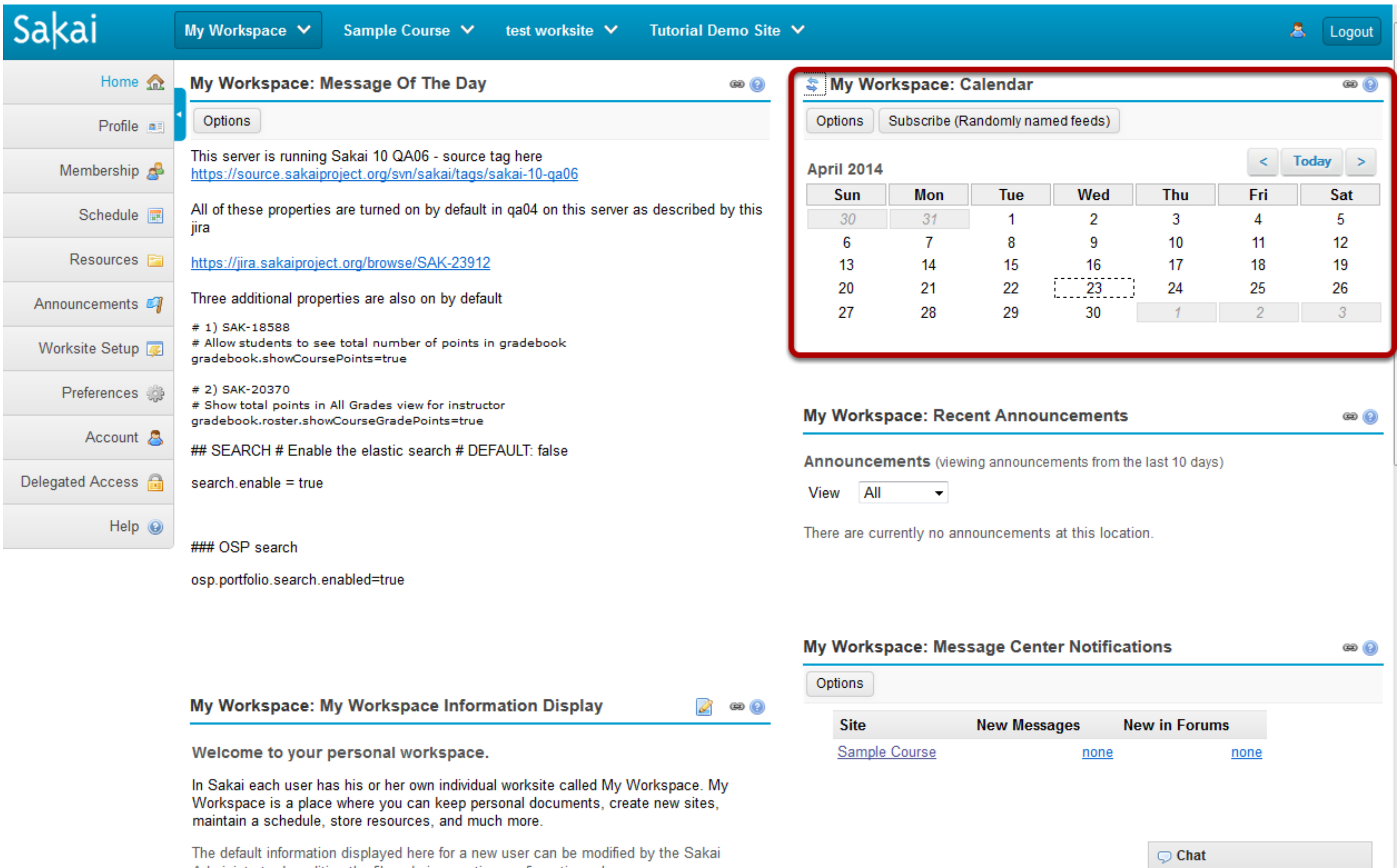


1. You can choose to view just the subject line or the entire body of the message (default selection) by selecting the appropriate radio button.
2. You may also use the drop-down menu to select to view All, One, or Two lines of the message body.
3. You may also specify how many days in the past messages should be displayed. This is useful if you prefer to only see recently posted messages.

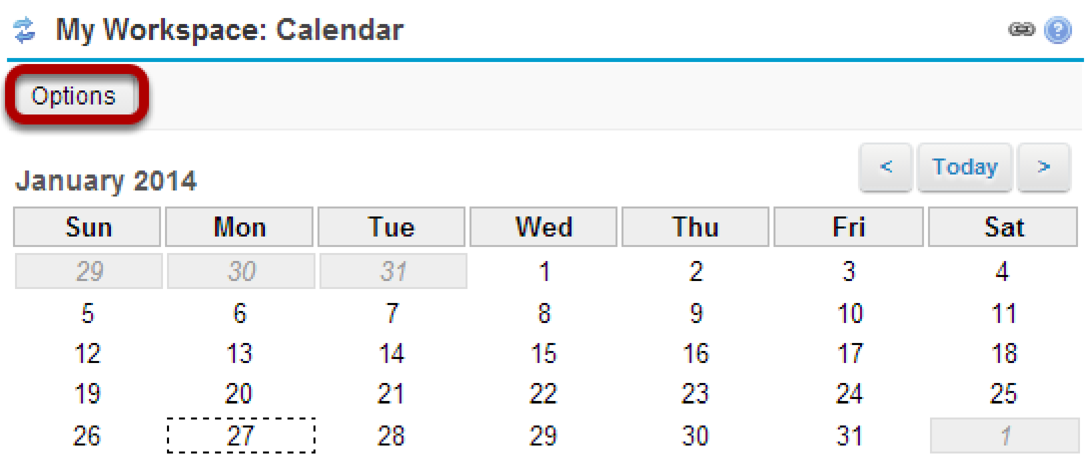
What is the My Workspace Calendar?

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.

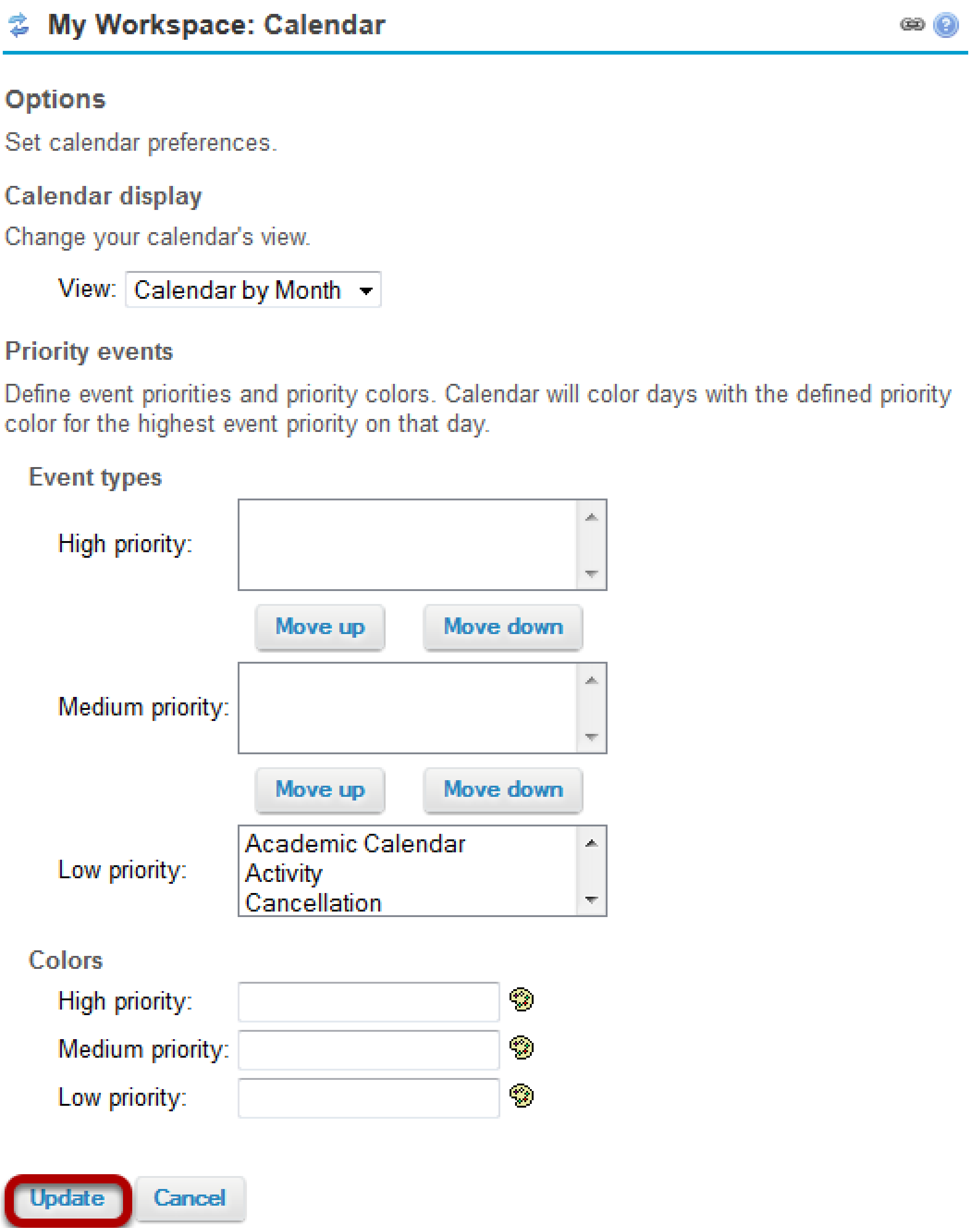


Click Options to customize calendar display. (Optional)



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

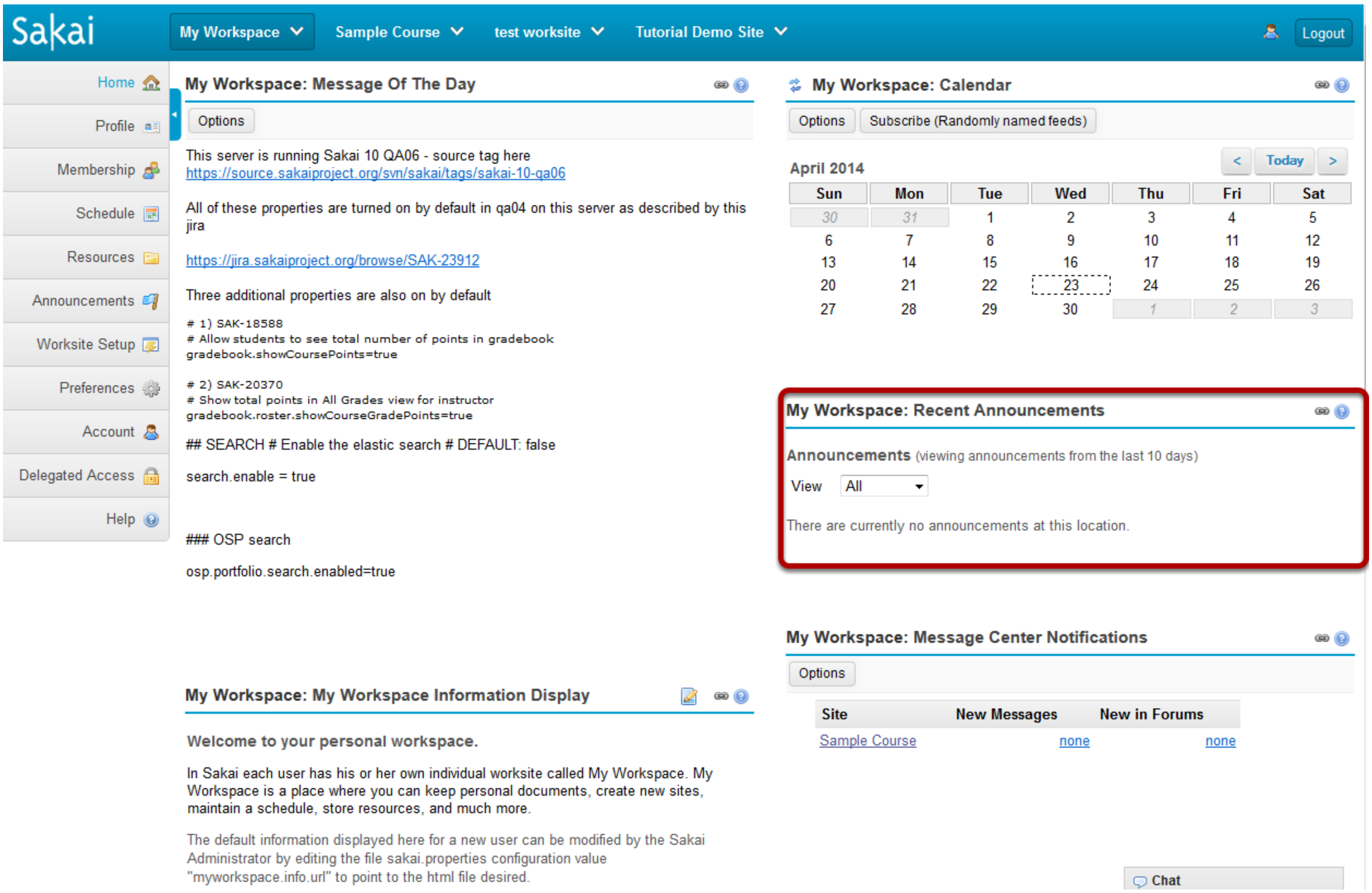
Select custom preferences and Update.



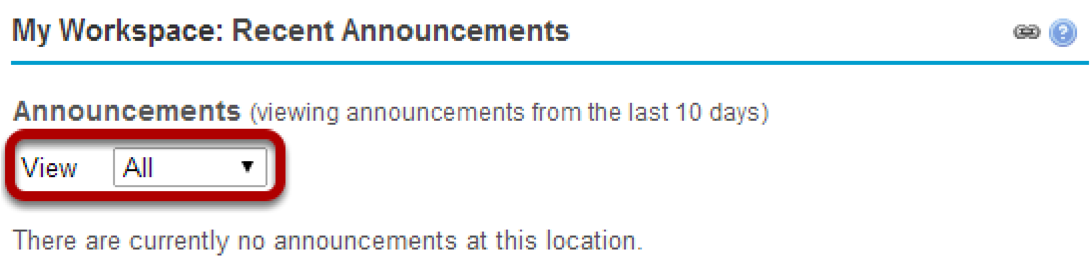
What are the My Workspace Recent Announcements?

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.



Customize announcements display. (Optional)



You may select either **All**, **Public**, or **By Group** from the **View** drop-down menu to customize the display.

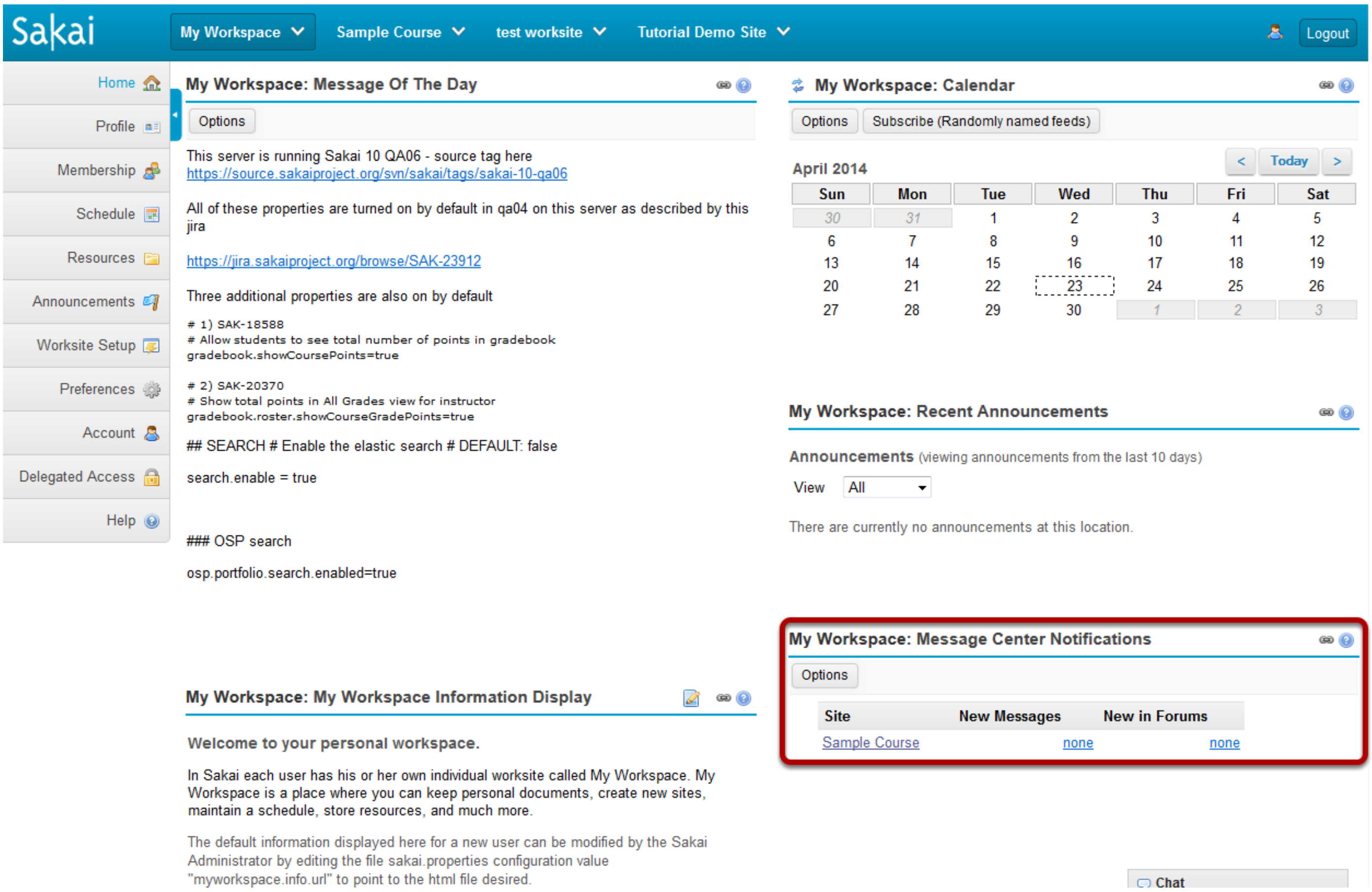
Note: By default, you will only see announcements that have been posted within the last 10 days in this location. (If you wish to see announcements posted within the past year, you should click on the Announcements link in the Tool Menu.)

What are the My Workspace Message Center Notifications?

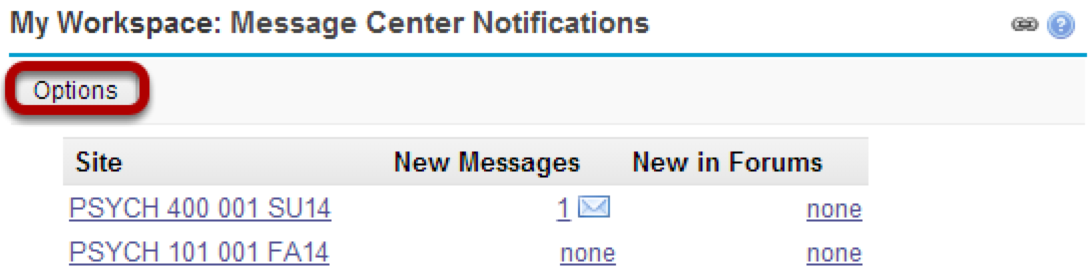
The Message Center in My Workspace displays the count of Messages and Forum posts for all of the sites in which you are enrolled. New messages are indicated by a number and envelope icon. If there are no new messages or posts, the word "none" will be displayed.

- 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.

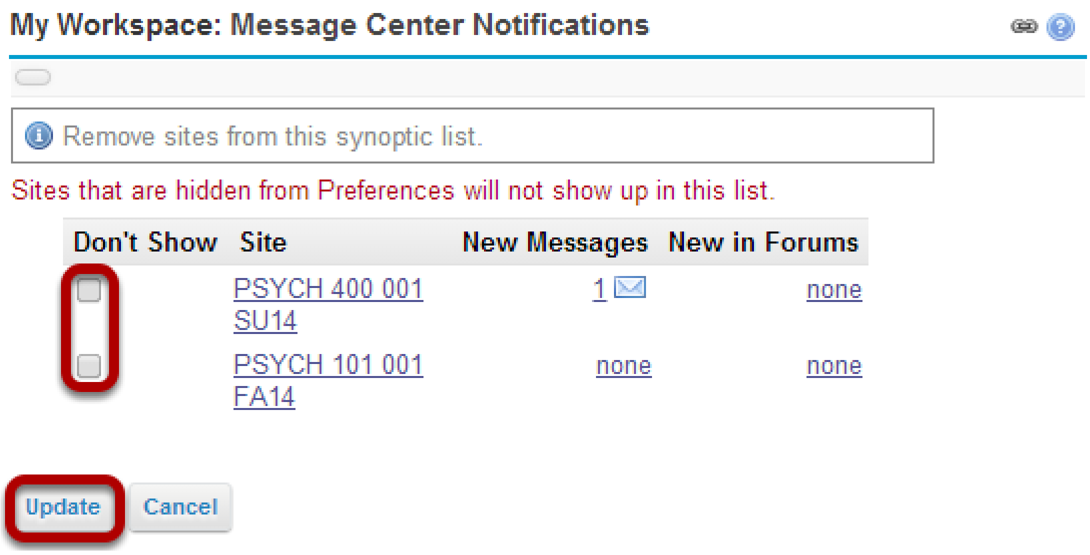


Customize message center display. (Optional)



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



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?

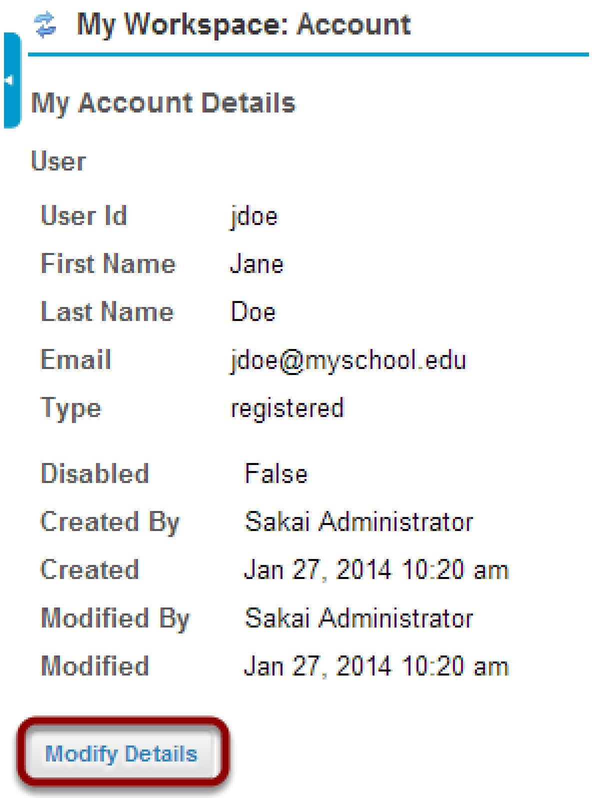
Your account details include your User Id, Name, Email, and Password for the system. In most cases, this information is automatically populated by your institution's student information system. However, if you have permission to change your Sakai password, this is where you would do it. You may also 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.

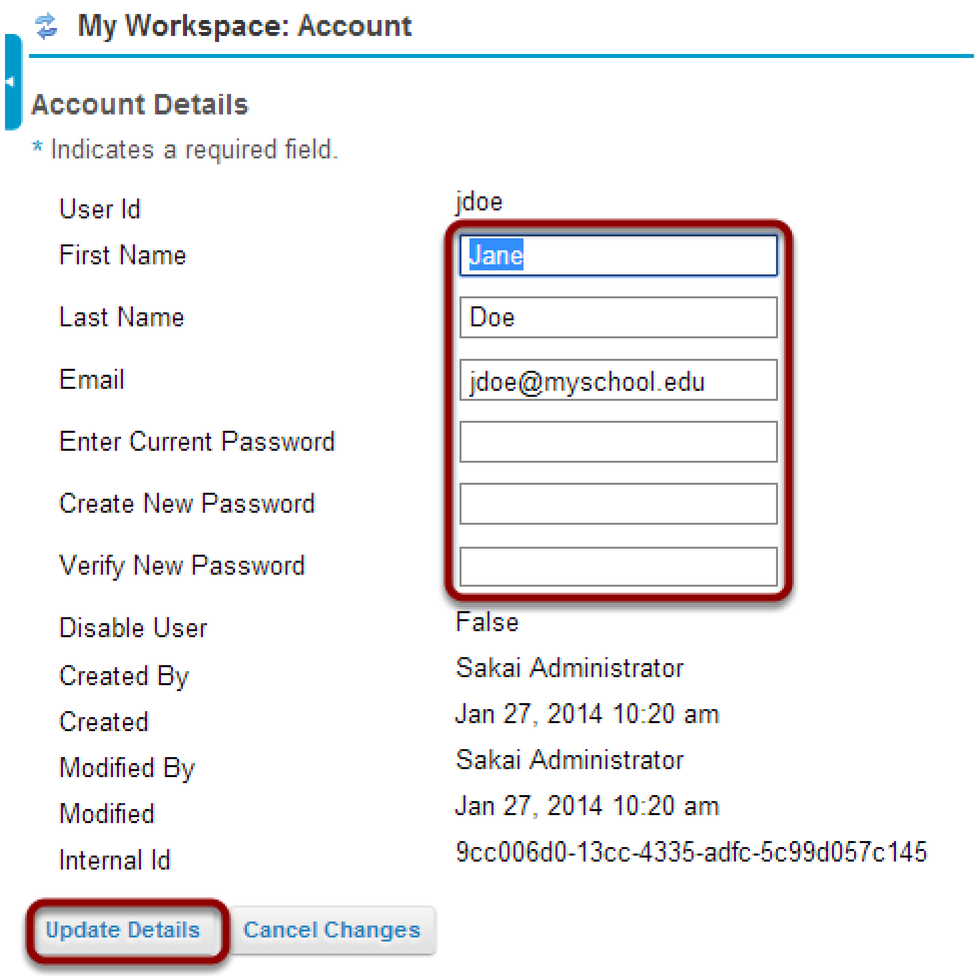
Click on the **Account** link in your My Workspace Tools Menu.

Modifying account details.



Click on the **Modify Details** button.

Changing your name, email or password.



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.

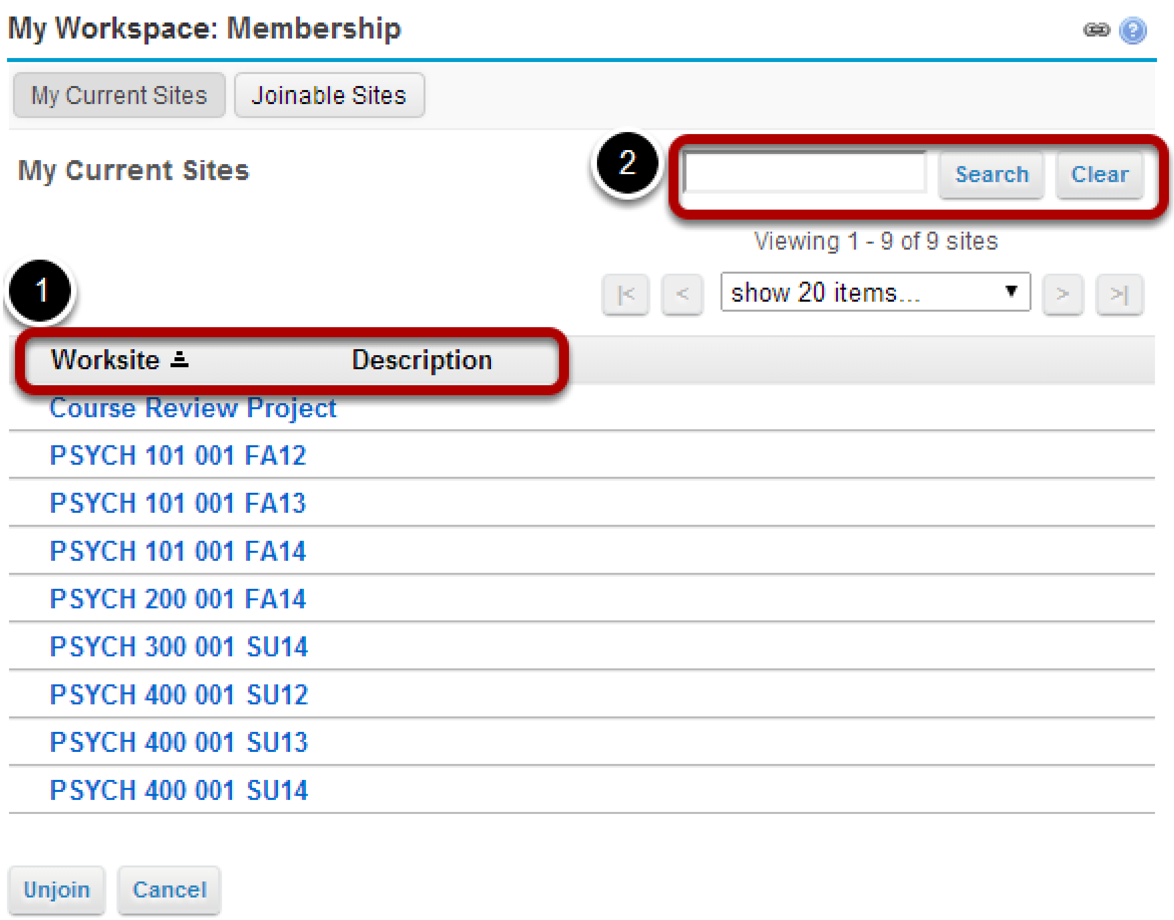
Users may search their enrolled courses or enroll in a joinable site from the Membership tool.

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.

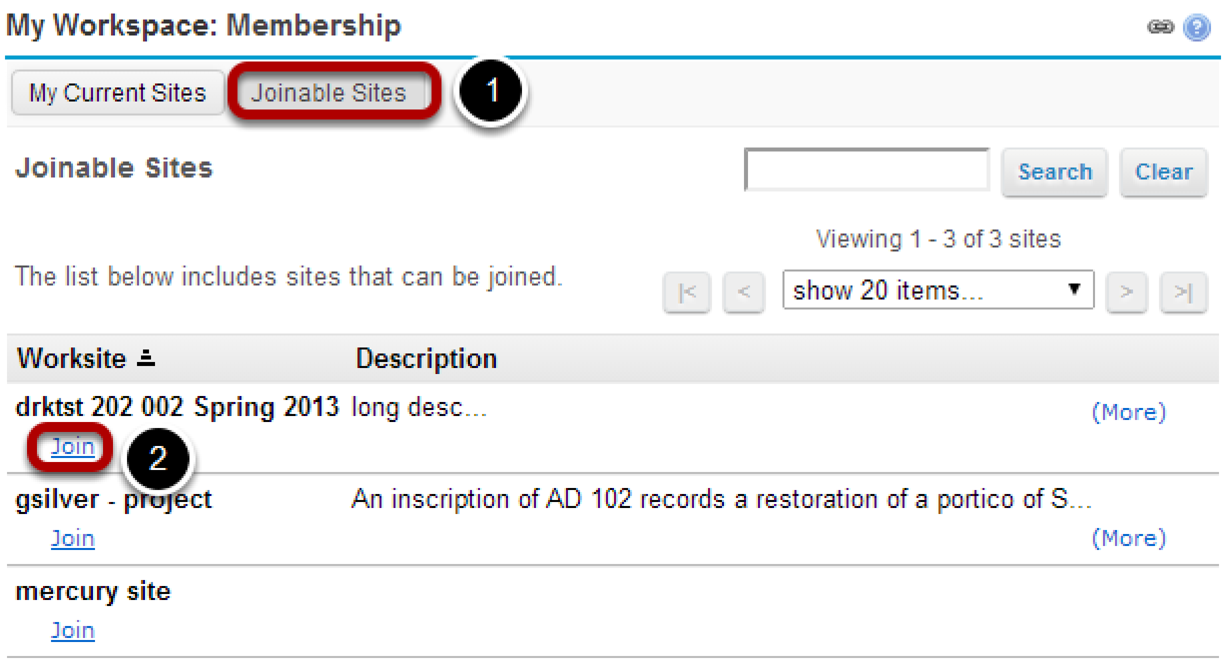
Viewing current sites.



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.

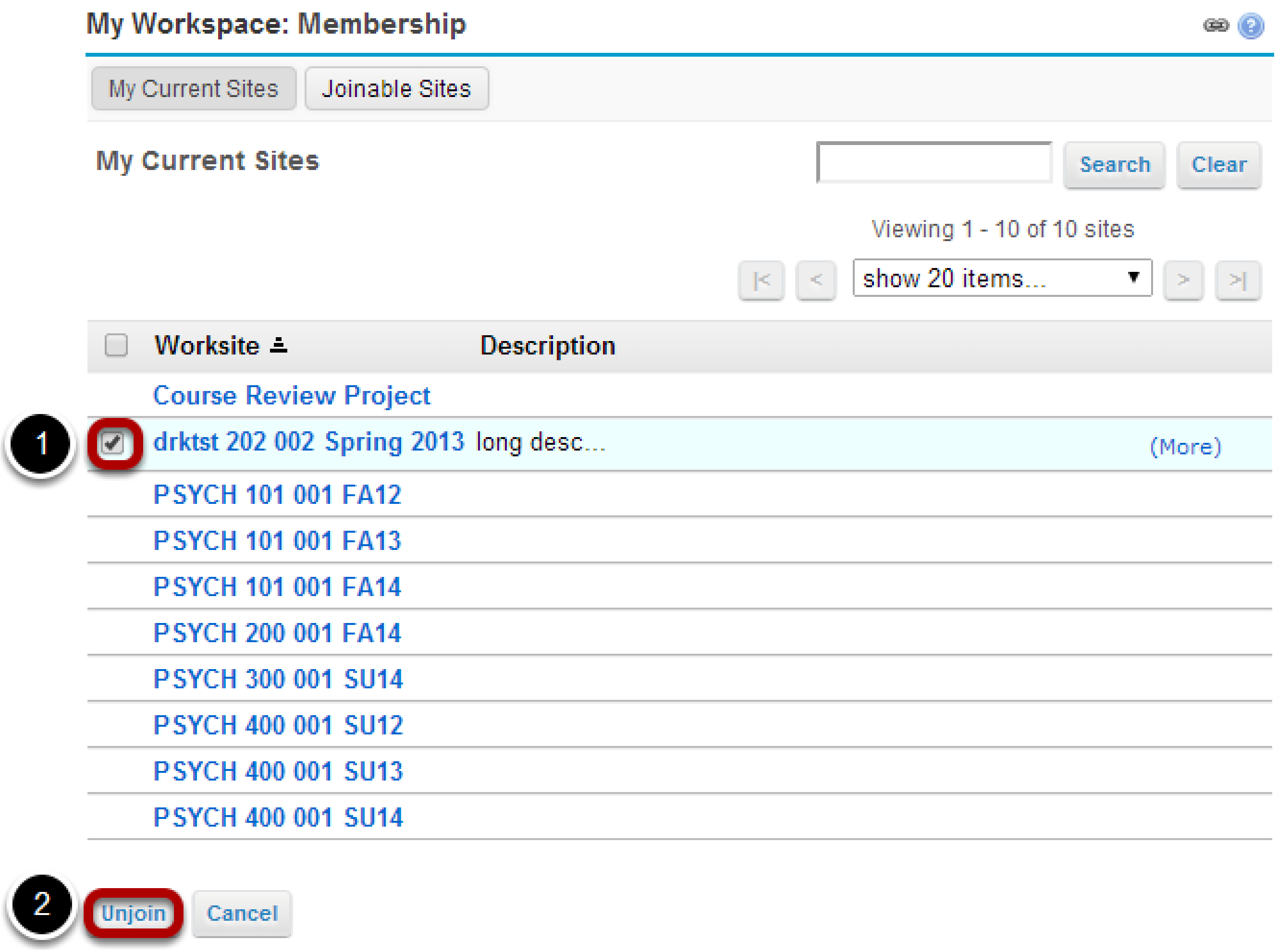
Joining Sites.



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.



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.

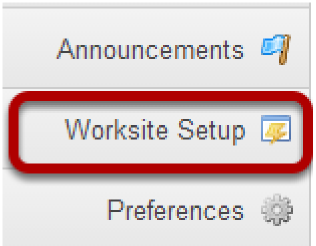
What is Worksite Setup?

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.



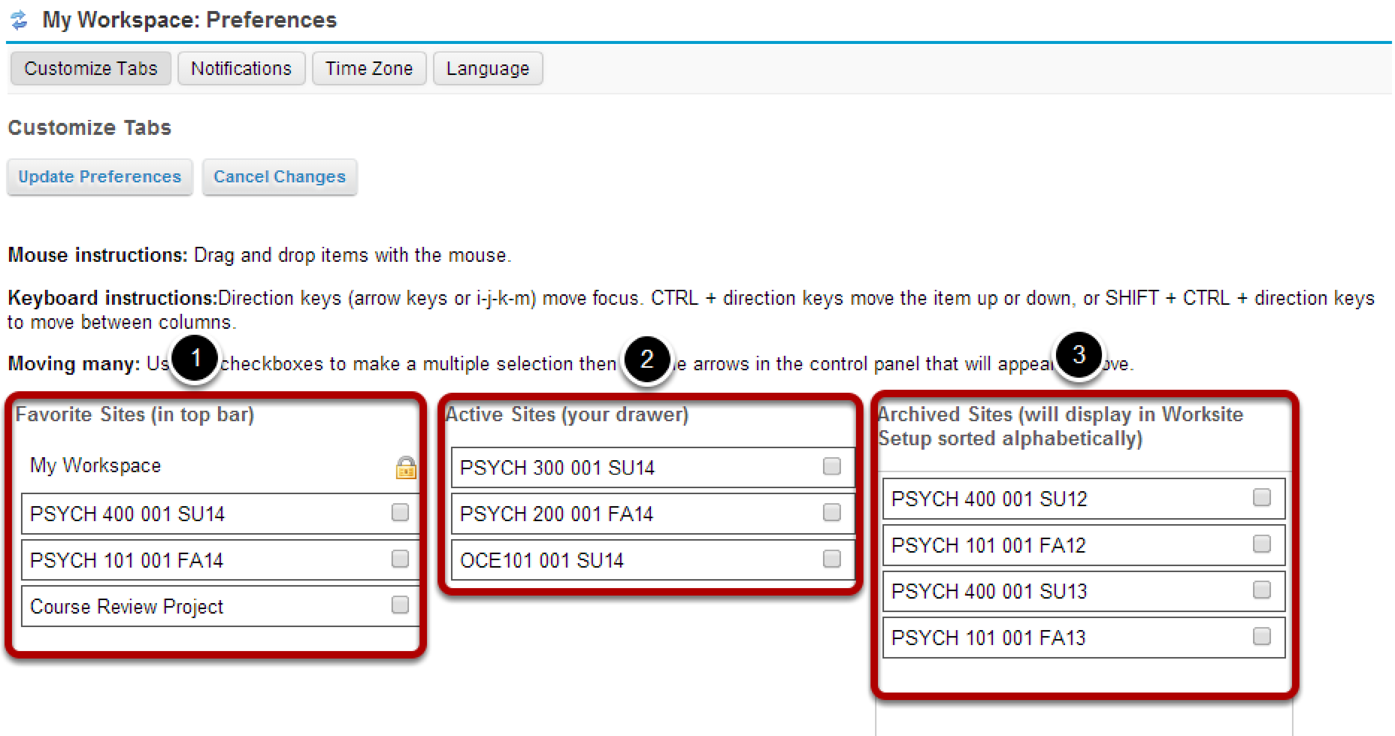
What is the Preferences tool?

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.

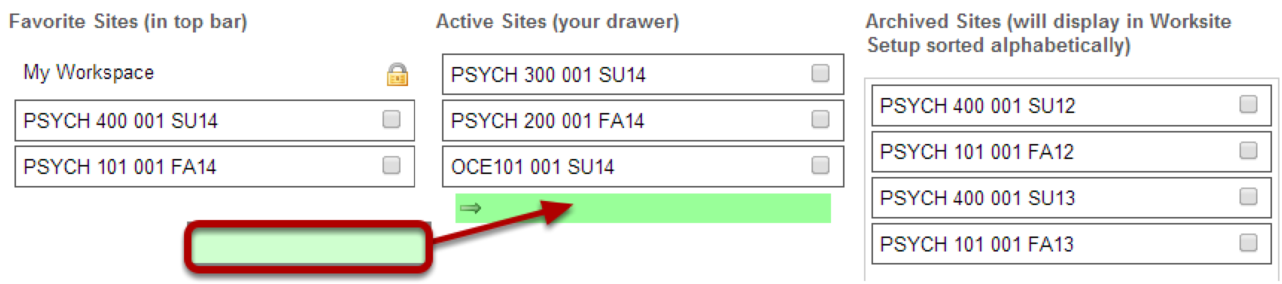


When you first enter the Preferences tool, you will be taken to the Customize Tabs information. On this screen, you can choose which sites are displayed as tabs in your navigation and active sites, and in what order they appear.

1. **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.
2. **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.
3. **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.

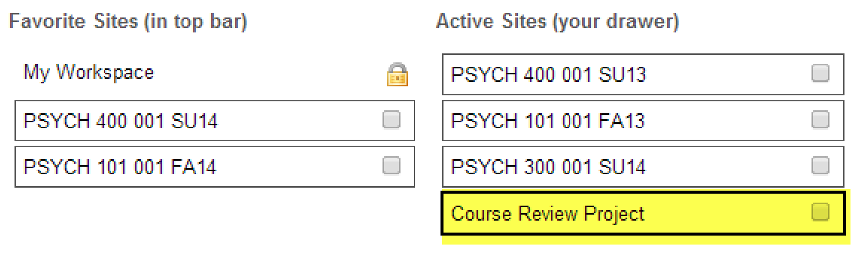
Moving a site with drag and drop.



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 and 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.)

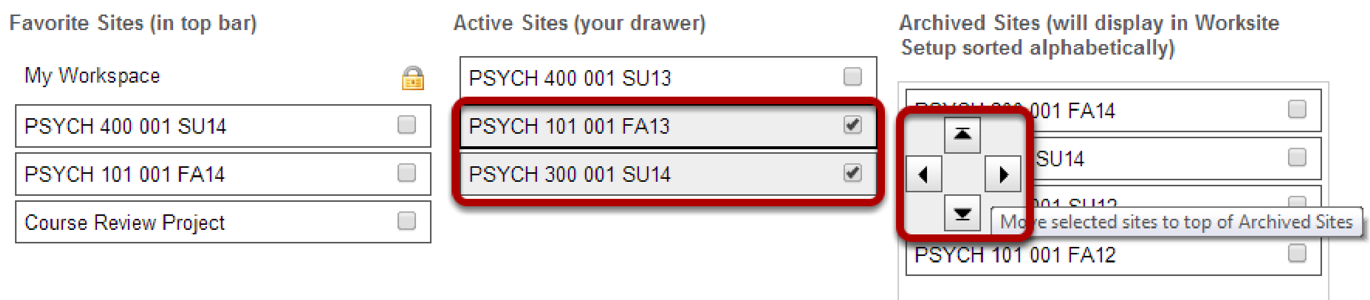
Moving a site with the keyboard arrows.



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.

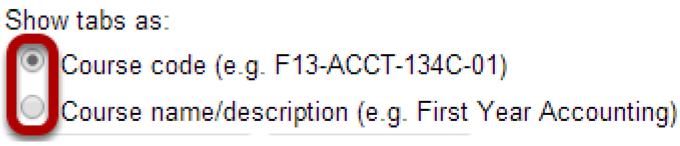
Note: The item currently selected will have a bold outline.

Moving multiple sites.



If you would like to move several sites at once, you may also select more than one item by checking the boxes nest 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.

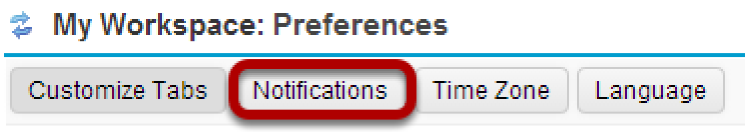


You may also choose how you would like courses to be displayed in the tabs across the top. Select either the **Course code** or **Course name/description** radio button for your preferred format.

Click Update Preferences.

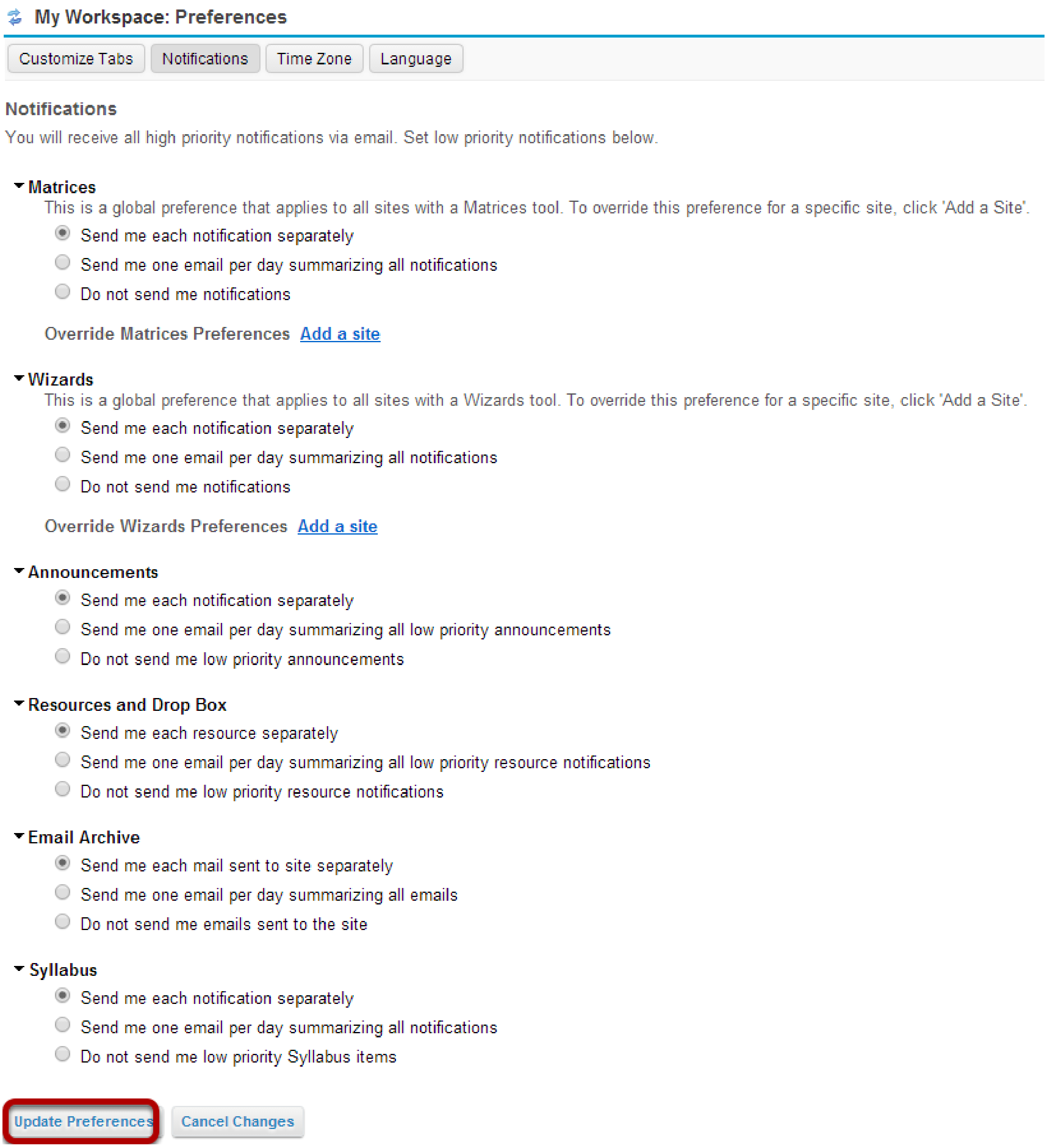
Once you have finished making changes to your sites and tabs, click **Update Preferences** to save your changes.

Notifications.



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

Select notification preferences.



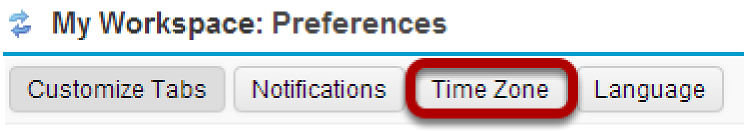
You may choose from the following three options for low priority email notifications in the Matrices (OSP), Wizards (OSP), Announcements, Resources and Drop Box, Email Archive, and Syllabus tools.

- 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.

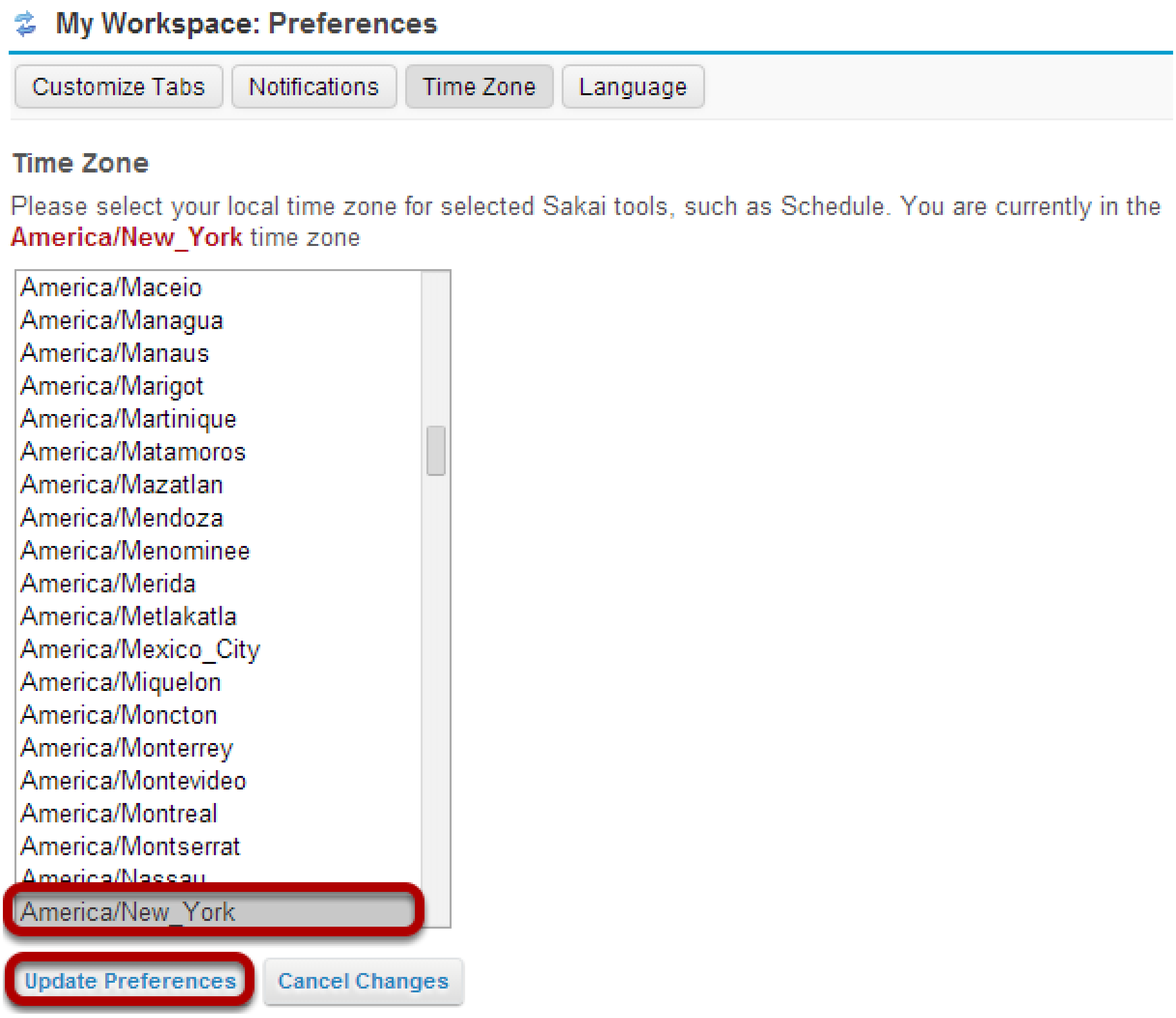
Note: These settings only apply to low priority items. High priority items will still be sent via email regardless of your settings here.

Time Zone.



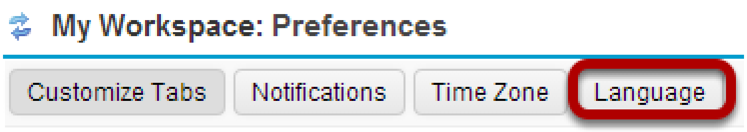
To set your local time zone, click the **Time Zone** button.

Choose your time zone.



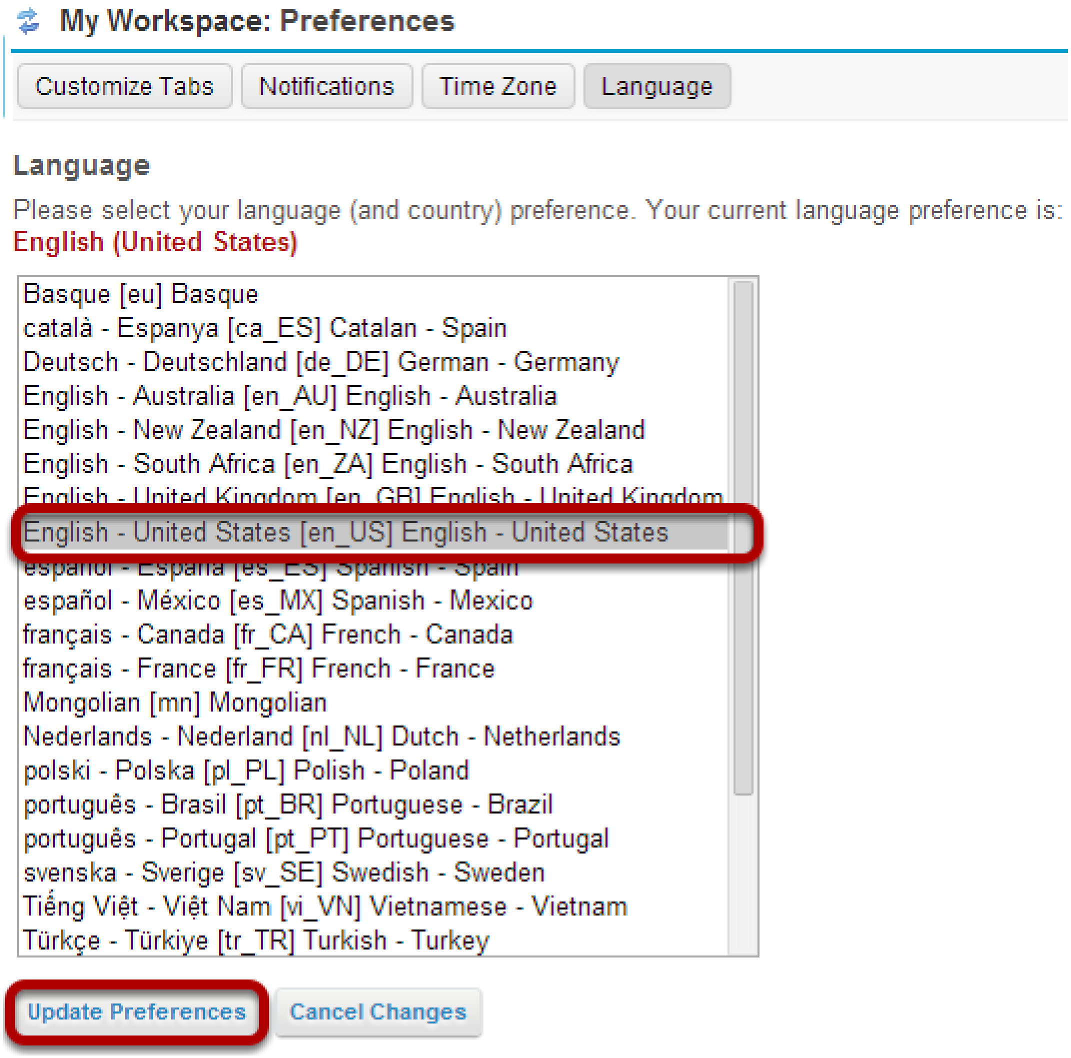
Select your local time zone from the list, and then click **Update Preferences**.

Language.



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

Choose your language.



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.

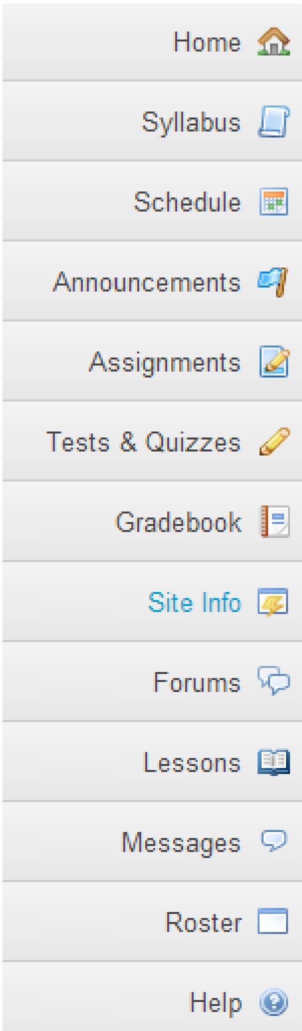
How do I navigate in a site?

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.

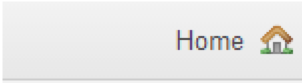
The Tool Menu.



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.

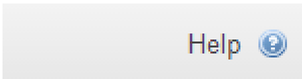


Home on the Tool Menu takes you to the home page for the site you're in. Home pages can contain a list of recent announcements, recent discussion items, calendar posts and other selected resources.

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.

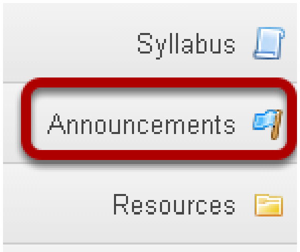
Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.

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.

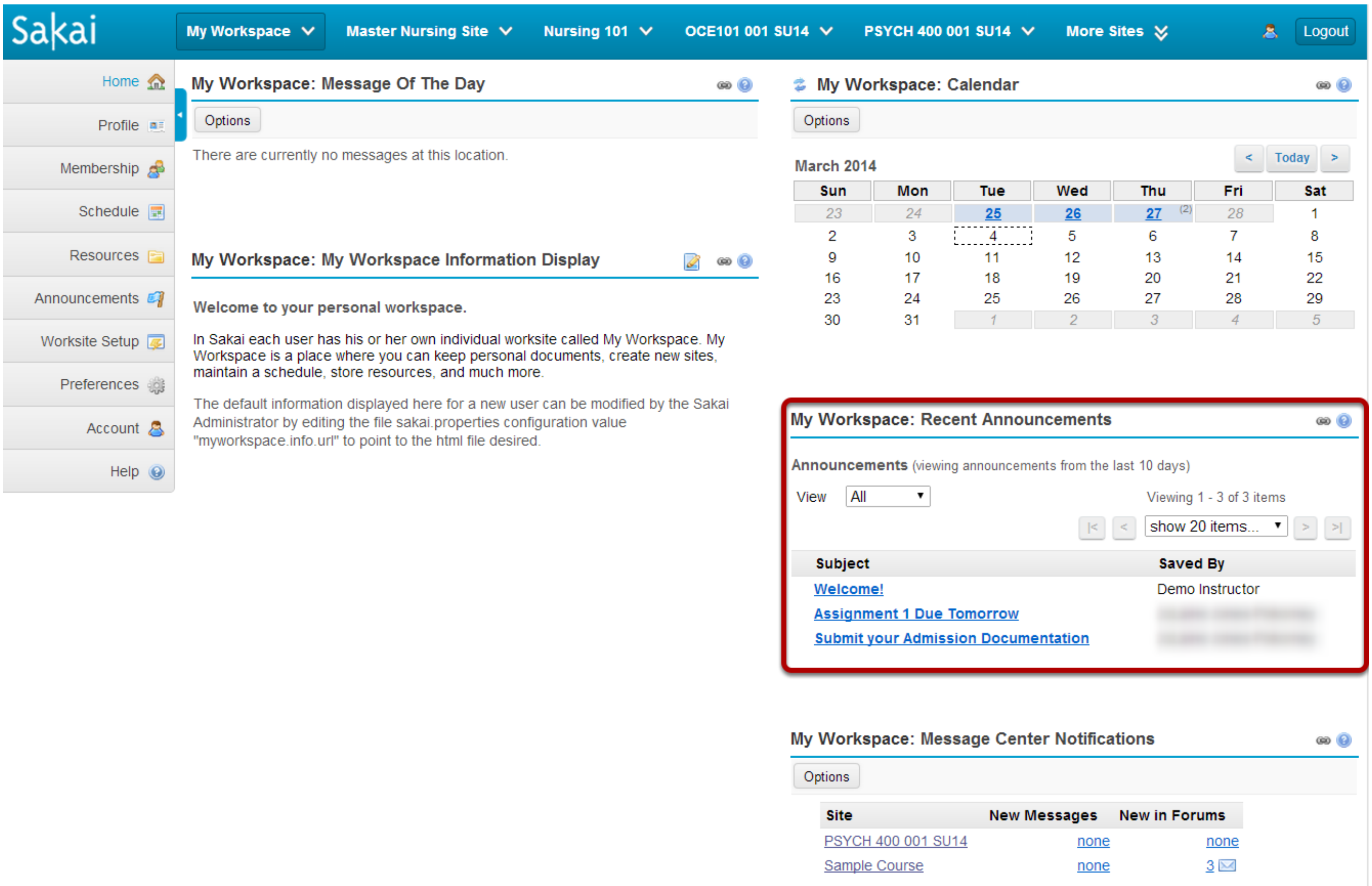
To access this tool, select Announcements from the Tool Menu in your site.



How do I view announcements?

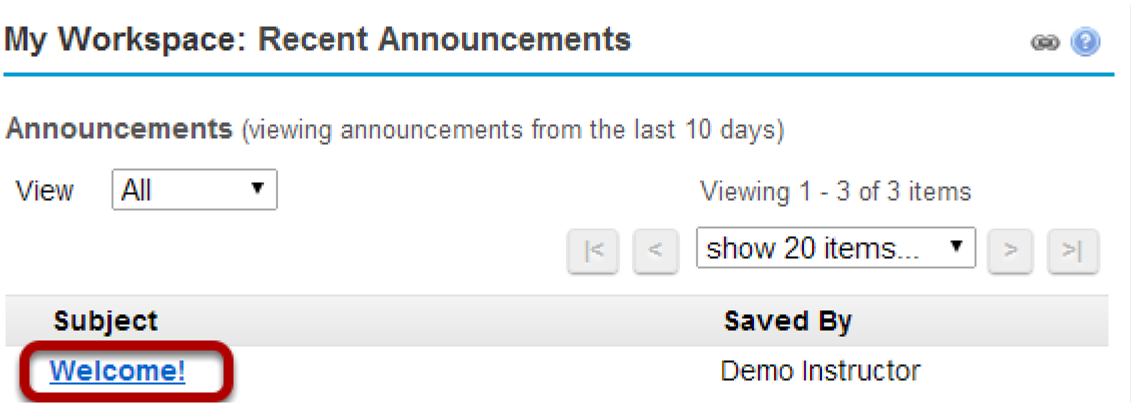
Announcements in Sakai display in several locations. You can view them from My Workspace, from an individual course or project site, or from the Announcements tool.

Viewing announcements in My Workspace.

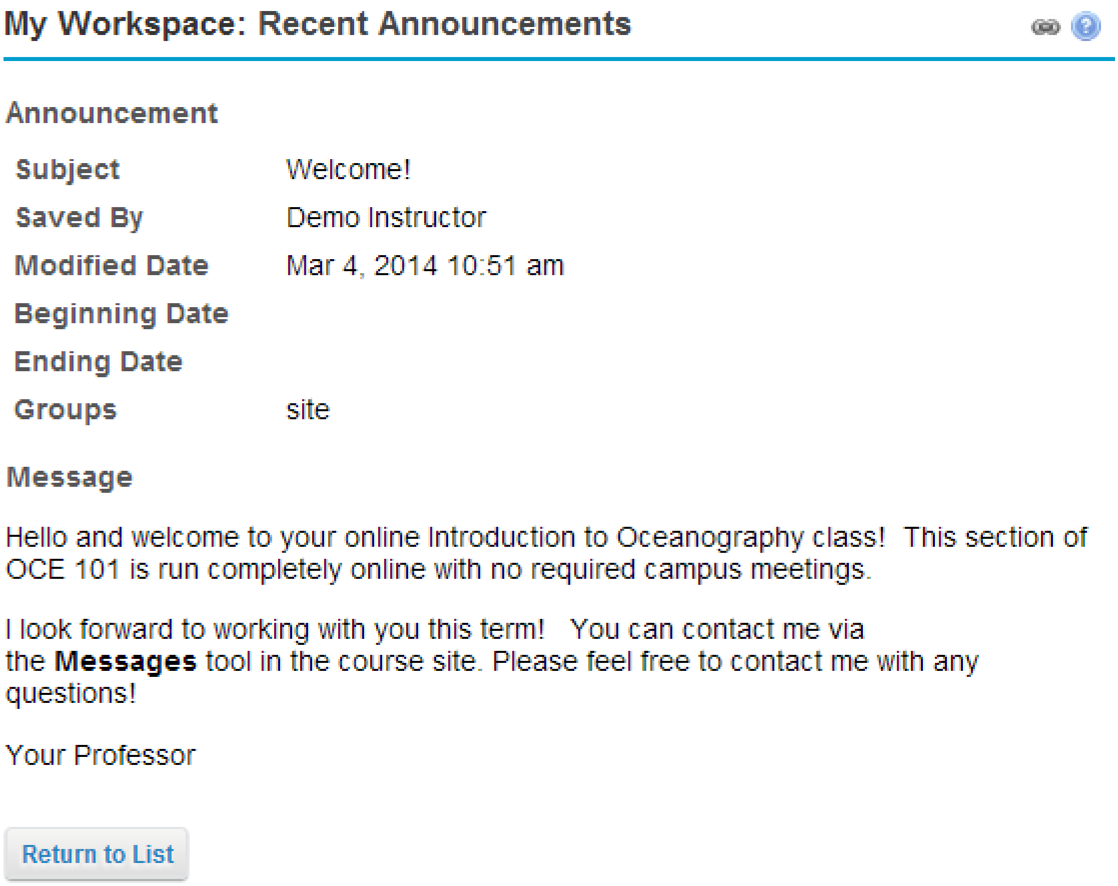


When you are logged in to My Workspace, you will see your **Recent Announcements** displayed there. Your Recent Announcements in this location will show all announcements from all sites in which you are enrolled.

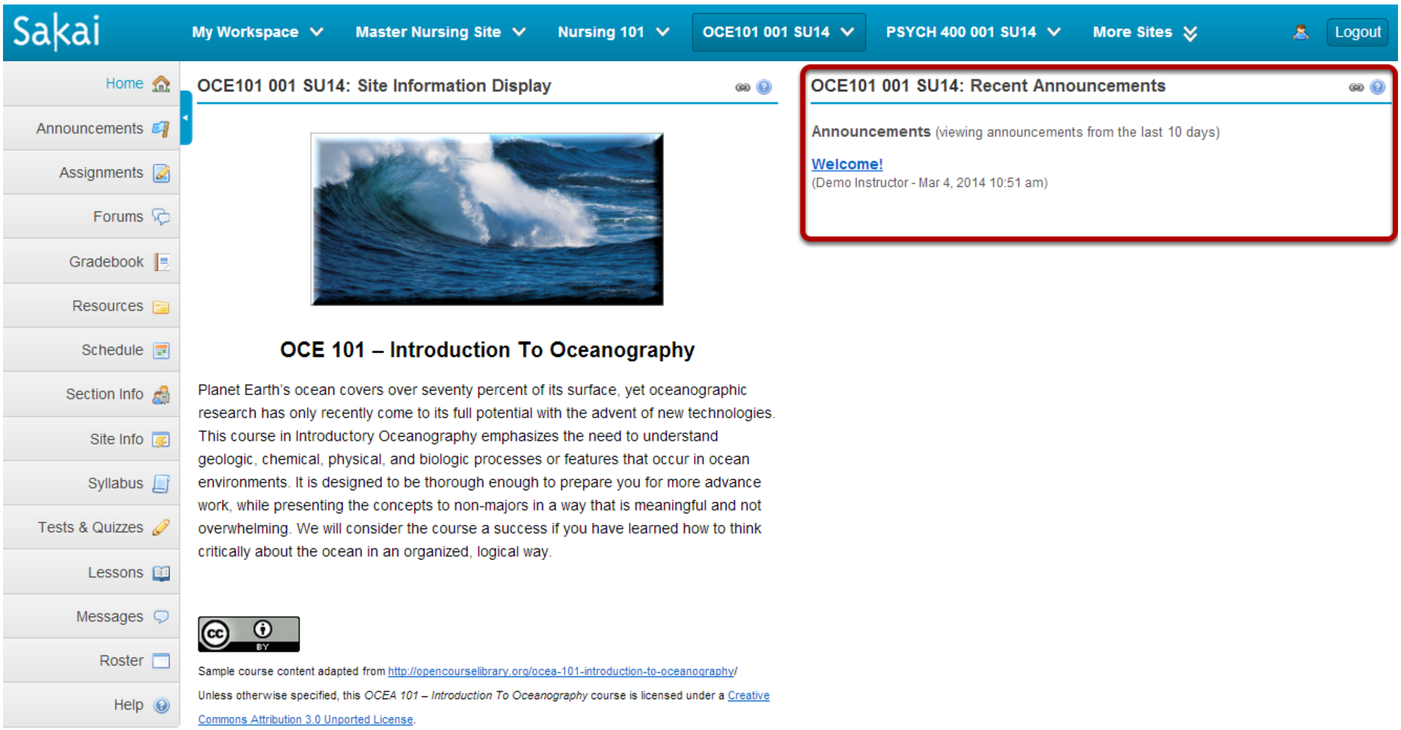
Click on the announcement subject.



View announcement details.

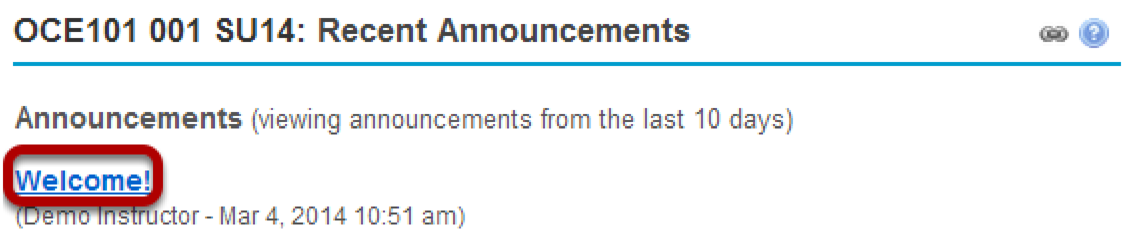


Viewing announcements within a course or project site.

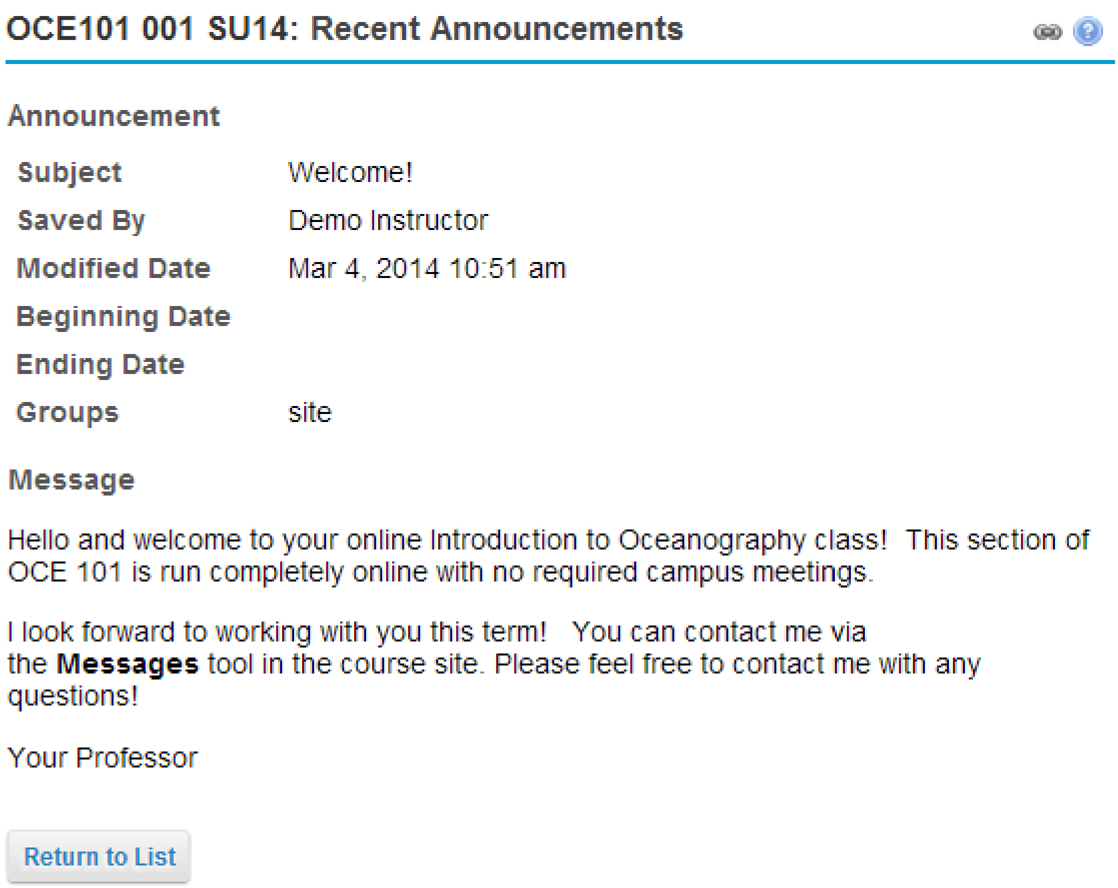


When you enter a given course or project site, your **Recent Announcements** for that site only will display on the site home page.

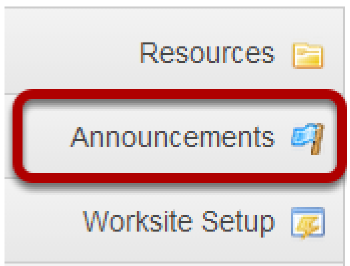
Click on the announcement subject.



View announcement details.



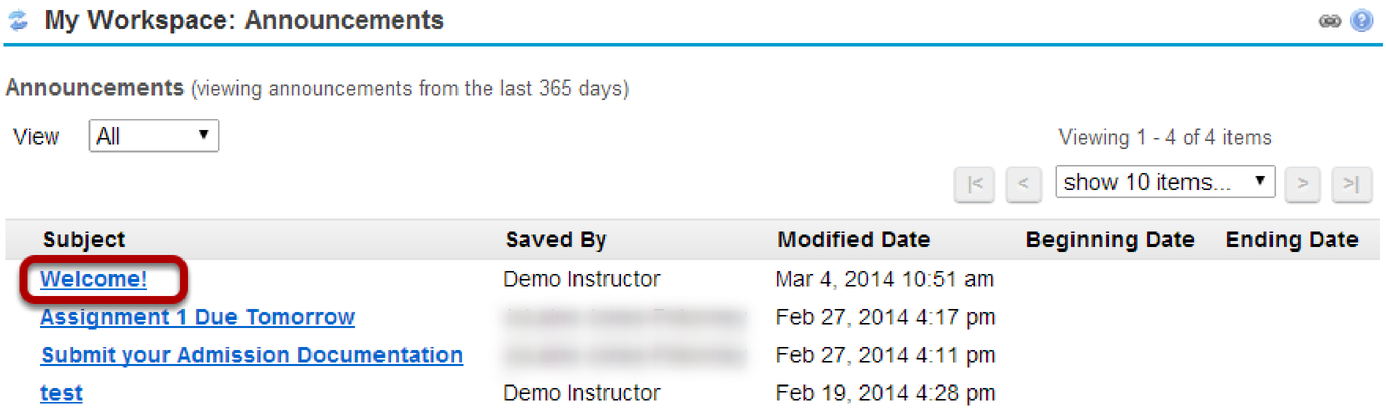
Viewing announcements via the Announcements tool.



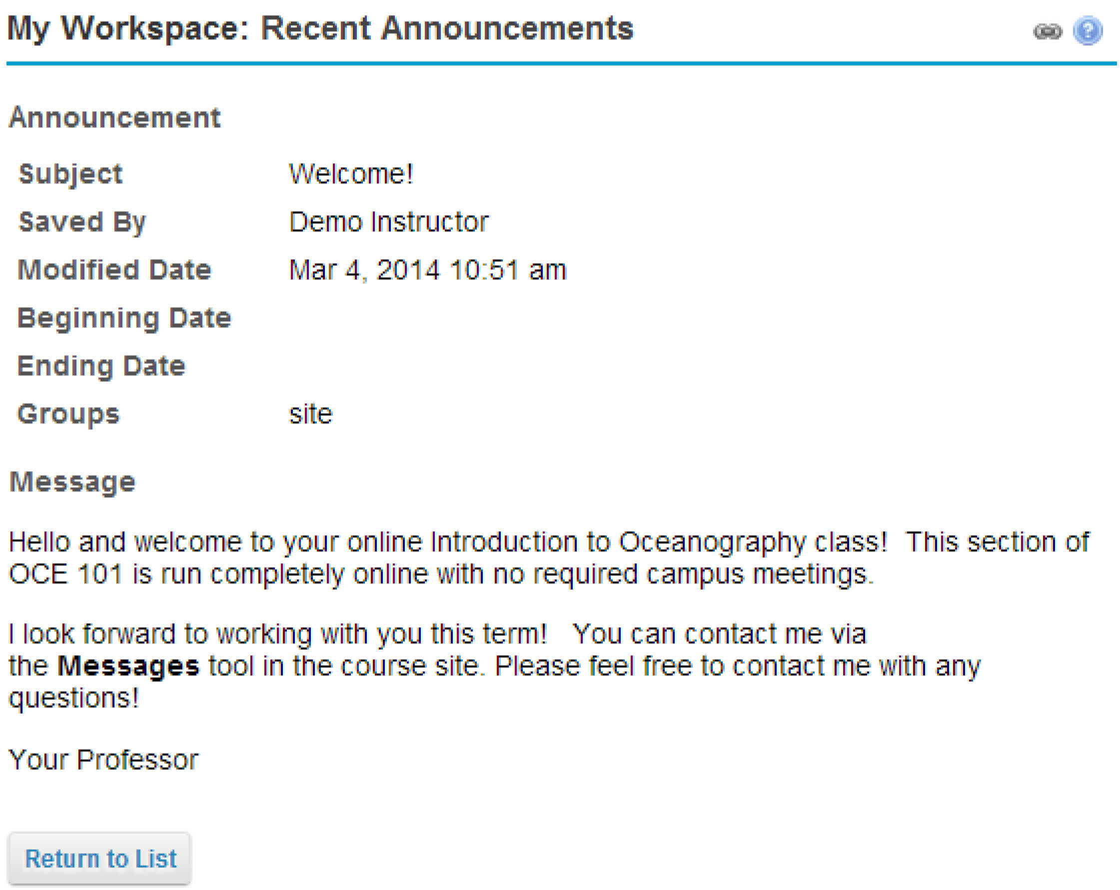
You may also view your announcements by selecting the **Announcements** tool in the Tool Menu from My Workspace, or from within an individual course or project site.

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

Click on the announcement subject.



View announcement details.



Assignments

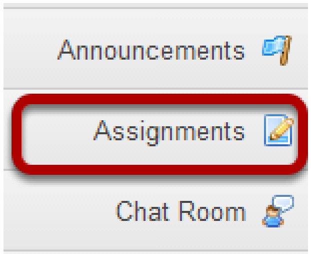
What is the Assignments tool?

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.

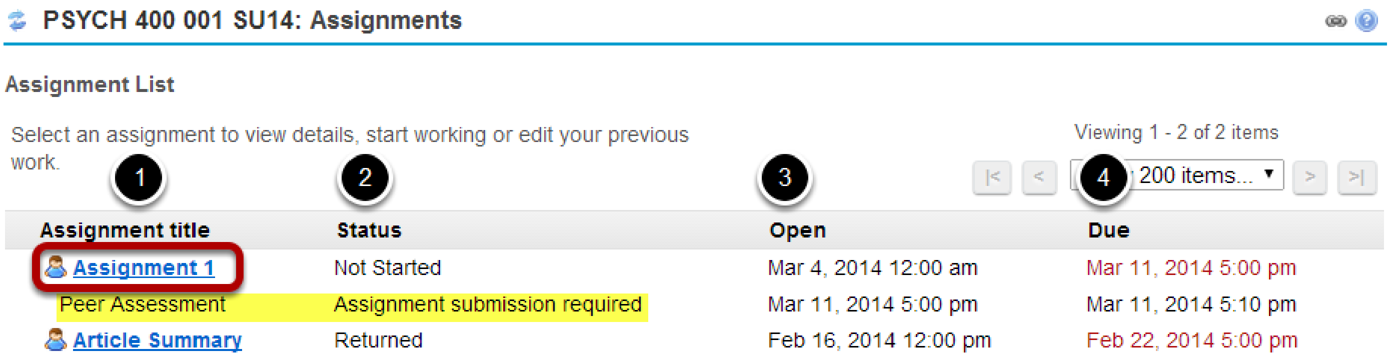


How do I submit an assignment?

Go to Assignments.

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

Click on the title of the assignment.



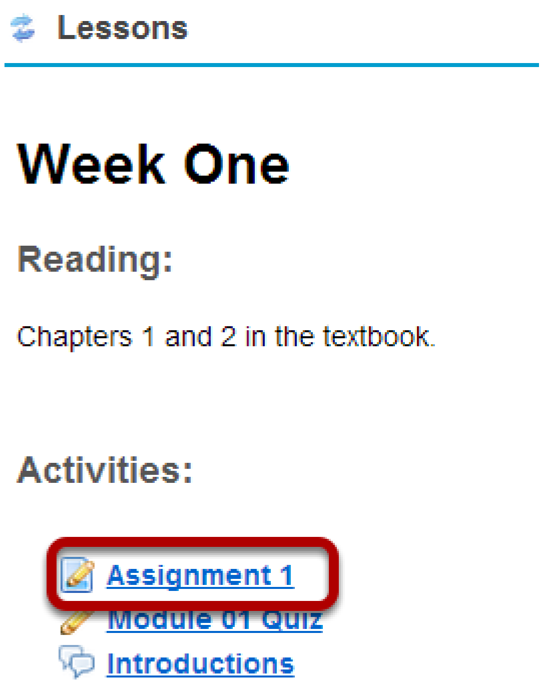
You will a list of all assignments in the site. The following information will be displayed for each assignment.

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.

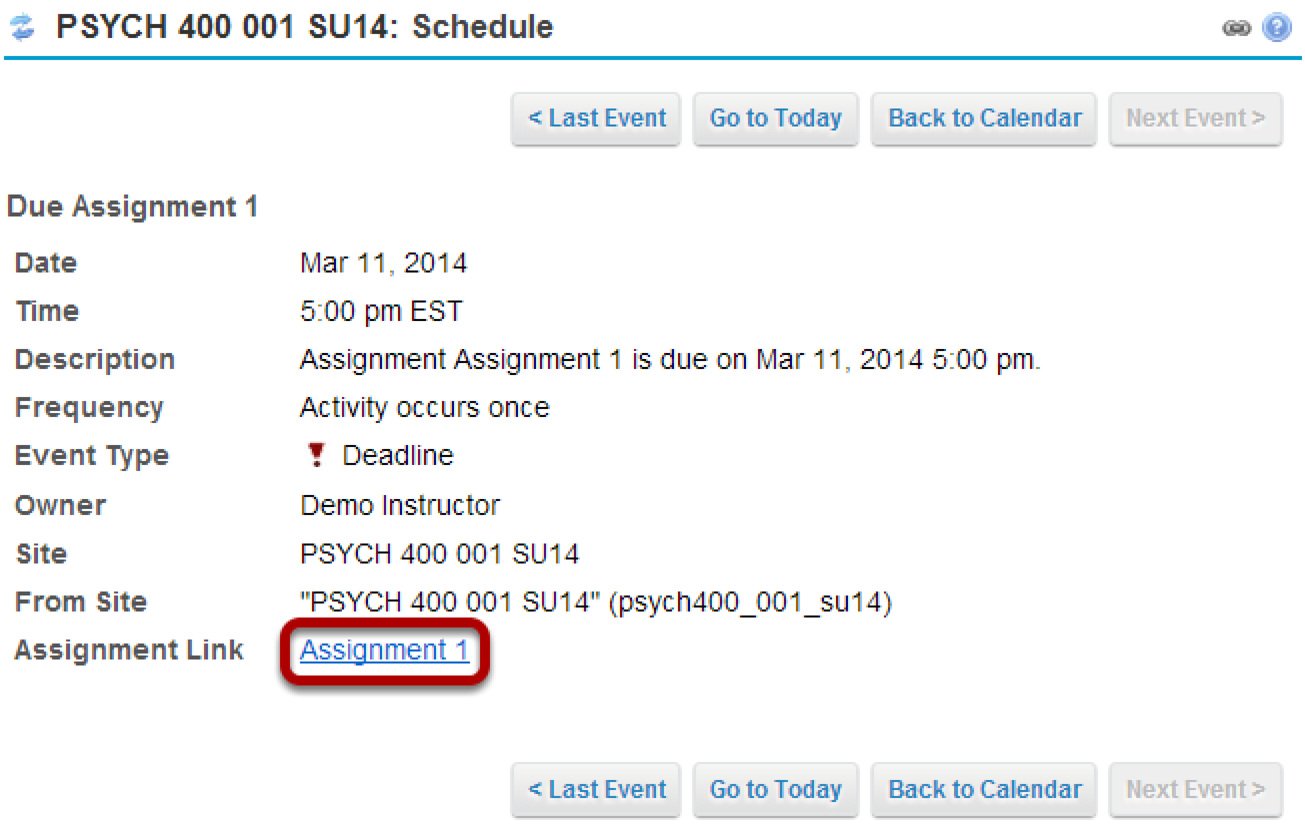


If your instructor has included a link to the assignment in the Lessons tool, you may also access it from this location within the course content.

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

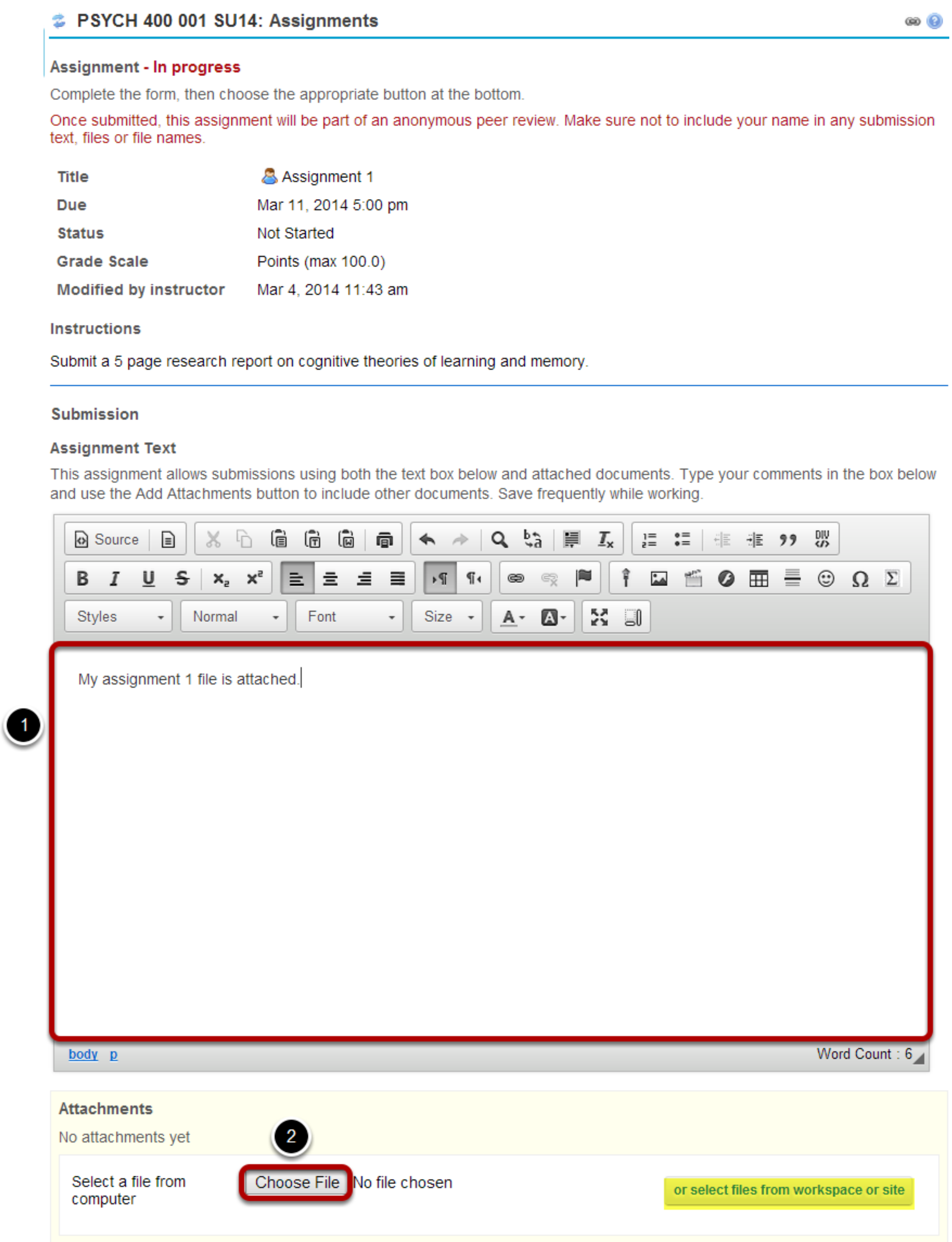
If your instructor has posted an announcement about the assignment open date, you may also access it from the assignment link in the Announcement tool.

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



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.

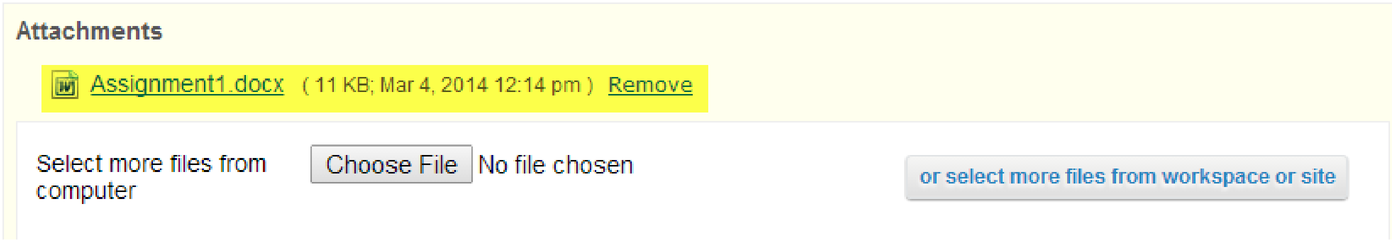
Enter and/or attach your assignment.



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

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

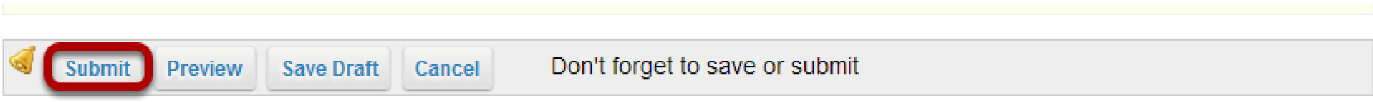
View attached file.



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

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

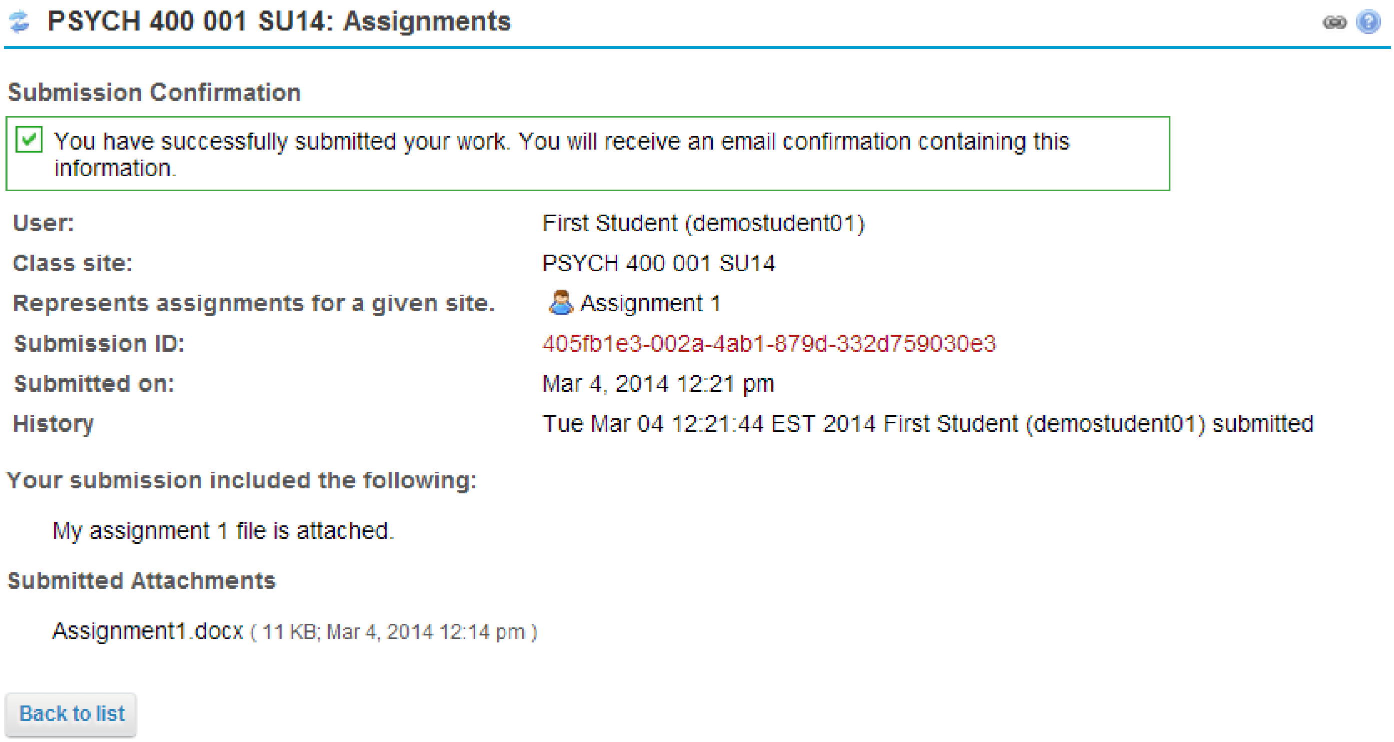
Submit your assignment.



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

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

Submission confirmation.



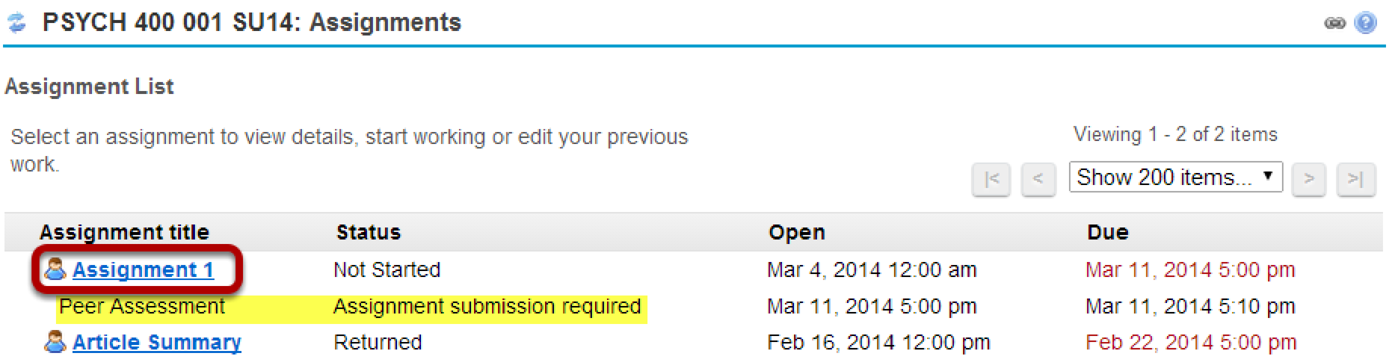
Once you have submitted your assignment, you will receive a confirmation message on screen. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.

How do I complete a peer assessment assignment?

Go to Assignments.

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

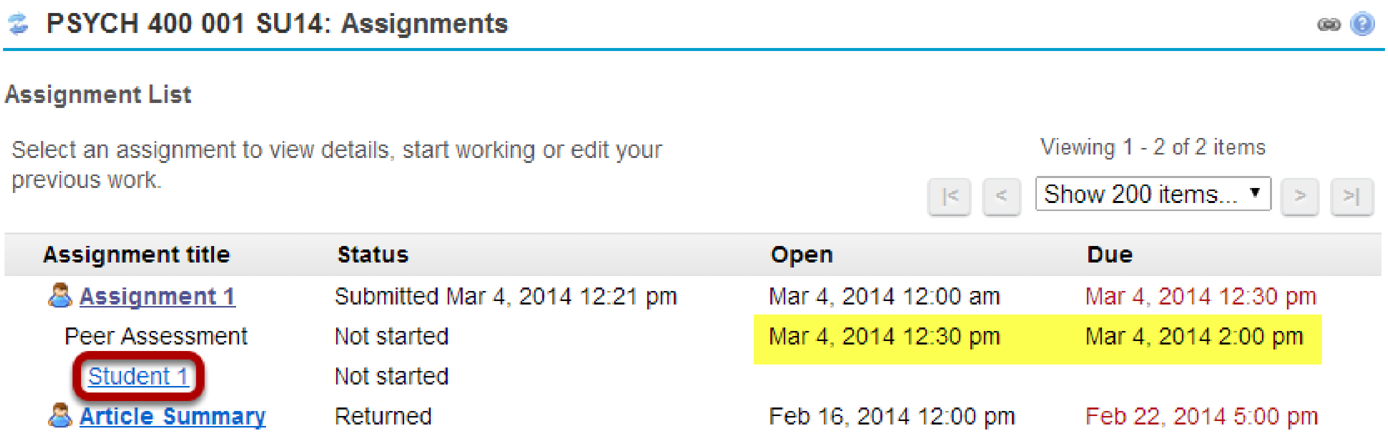
Submit your assignment.



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.

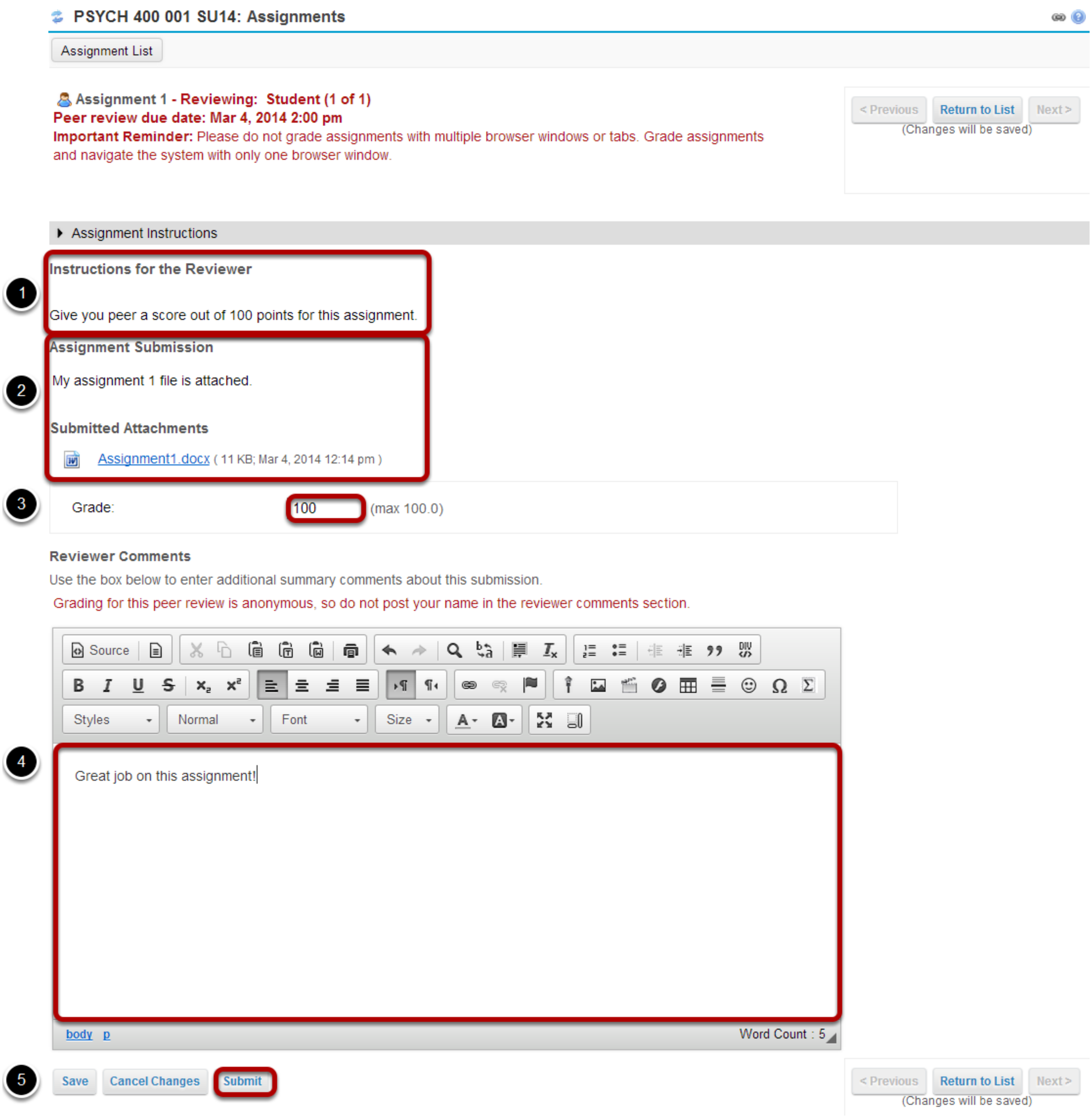


Once you have submitted your own assignment, the Peer Assessment information will display.

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.



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.

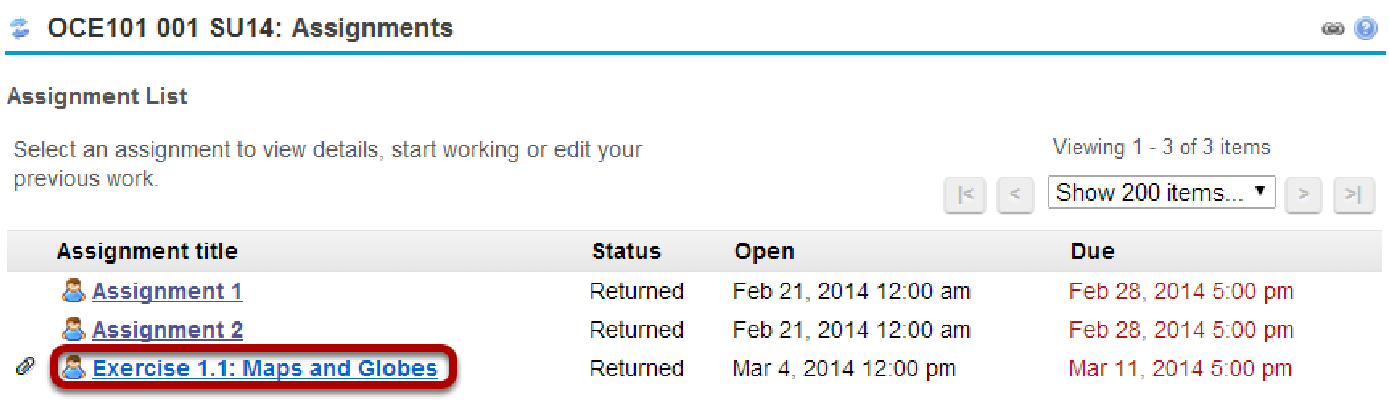
How do I view my assignment feedback?

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.

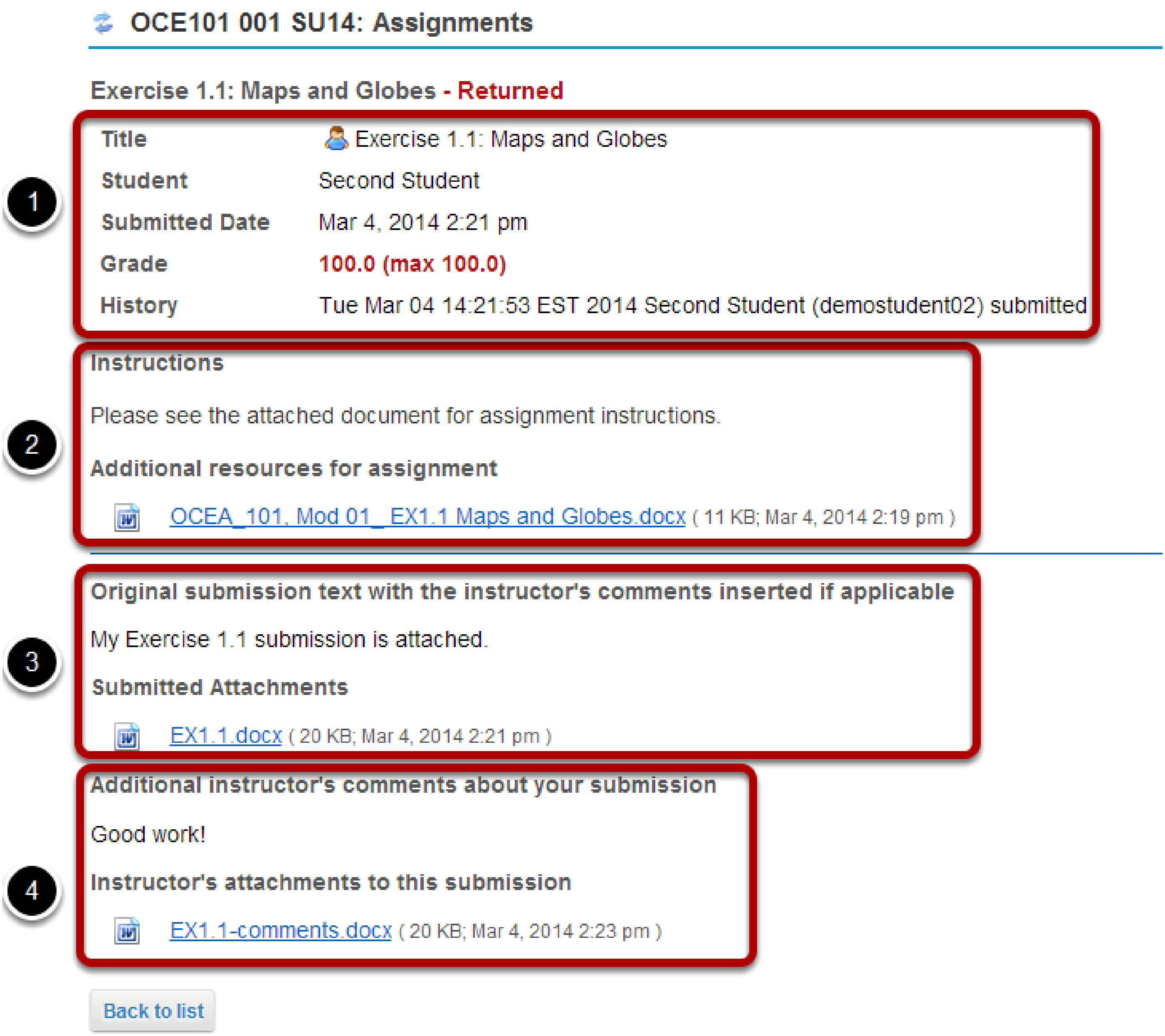
Click on an assignment.



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.



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.

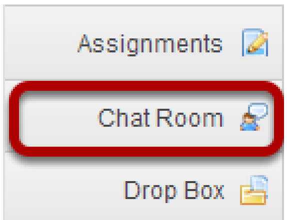
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

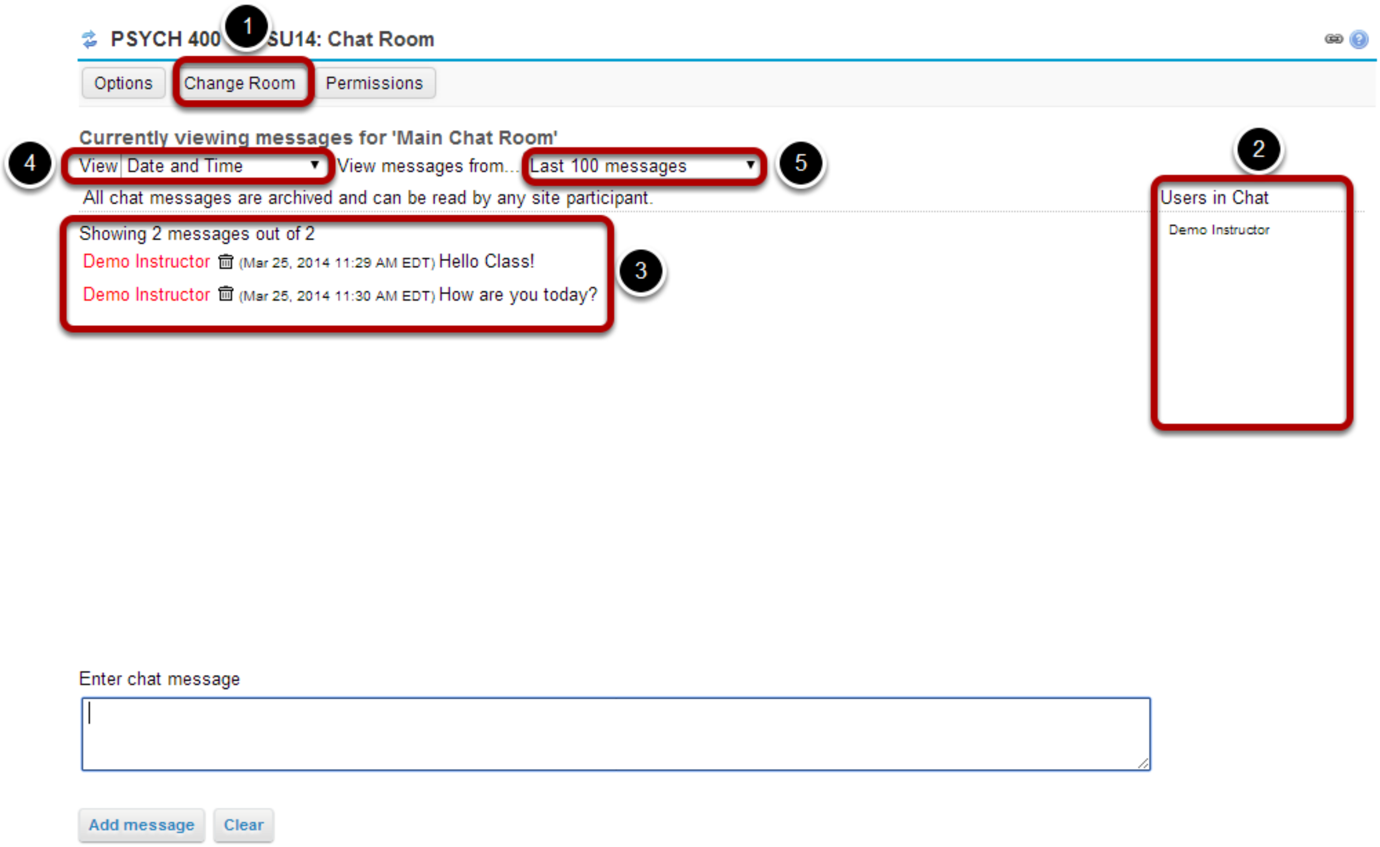


How do I read, post, or delete Chat Room messages?

Go to Chat Room.

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

To read Chat Room messages:



1. When you click **Chat Room, y**ou 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.)

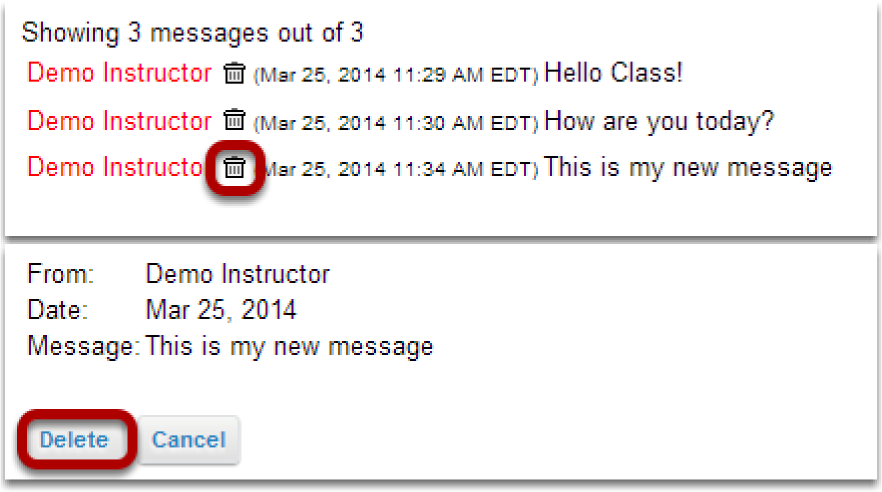
To post Chat Room messages:

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.



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.*

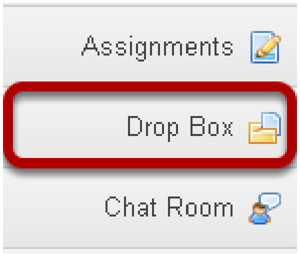
Drop Box

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

Folders with the plus sign contain files.

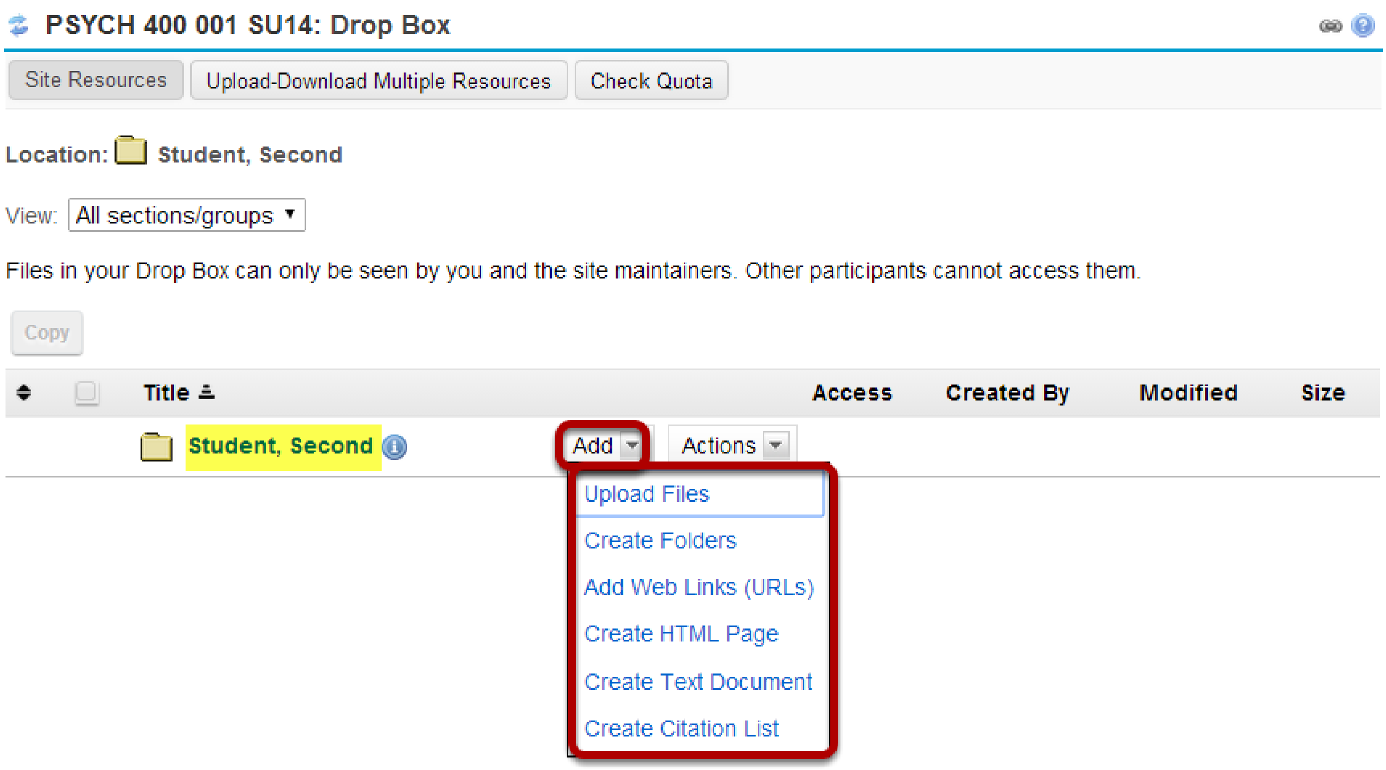
How do I add items to the Drop Box?

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.



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

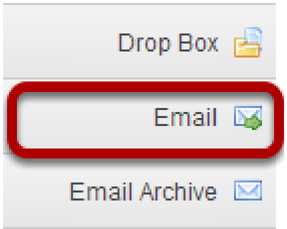
What is the Email tool?

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.

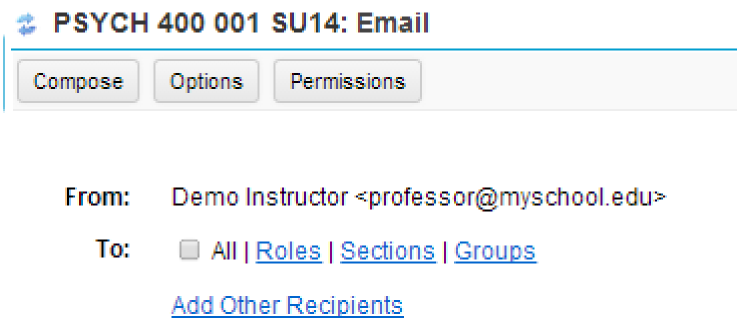


How do I send an Email message?

Go to Email.

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

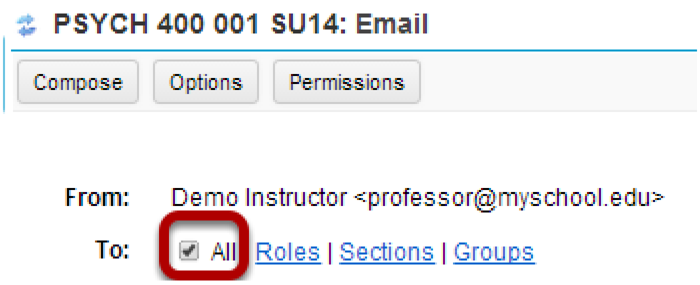
Select the message recipients.



When you compose a message in the Email tool, you have the option to select recipients in the course by role, section, or group.

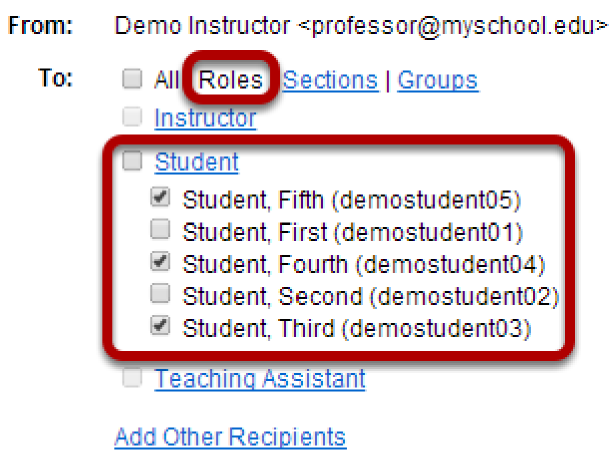
You may also add other recipients who are not enrolled in the course.

Select All.



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

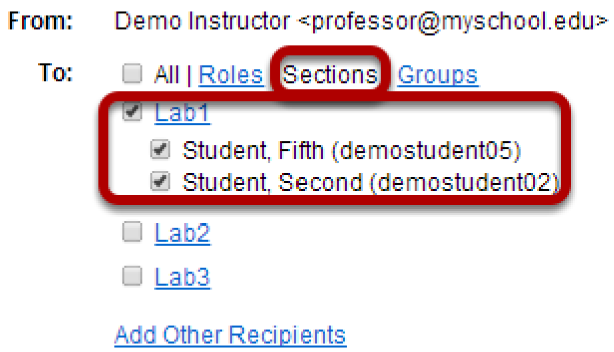
Choose recipients by role.



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.

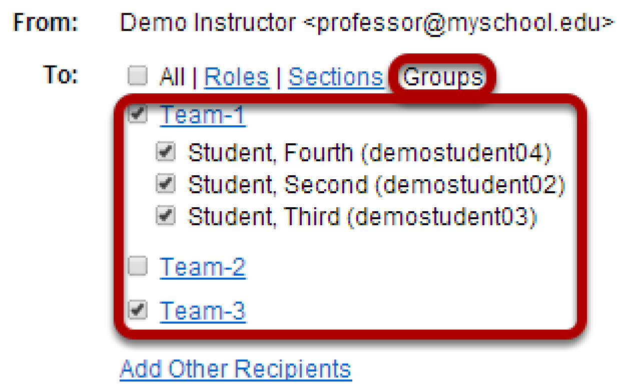
Choose recipients by section.



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.

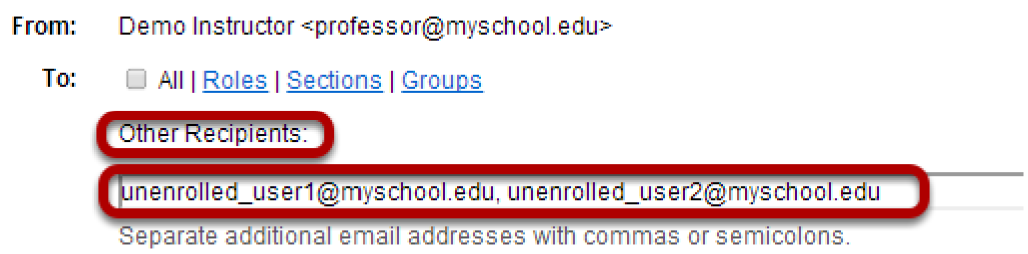
Choose recipients by group.



Click the **Groups** link to expand the list of existing groups within the site. You may also click on the link for a group (e.g. **Team-1**) to expand the list and show individual users in that group.

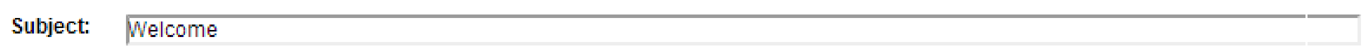
Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.



To 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.

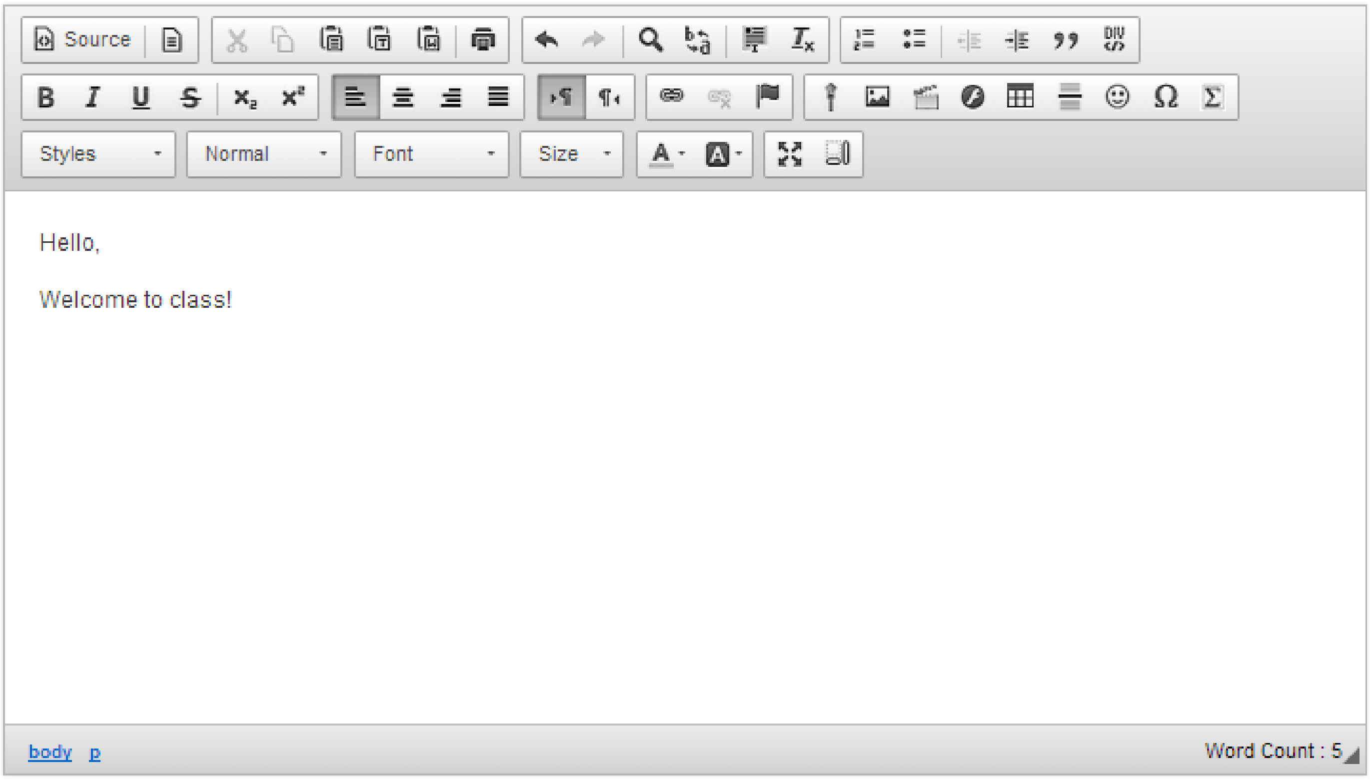


Give your email message a subject.

Add an attachment. (Optional)

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.



Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

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)

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

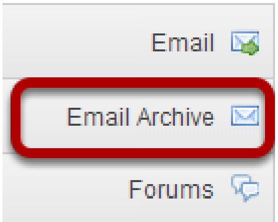
What is the Email Archive tool?

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.

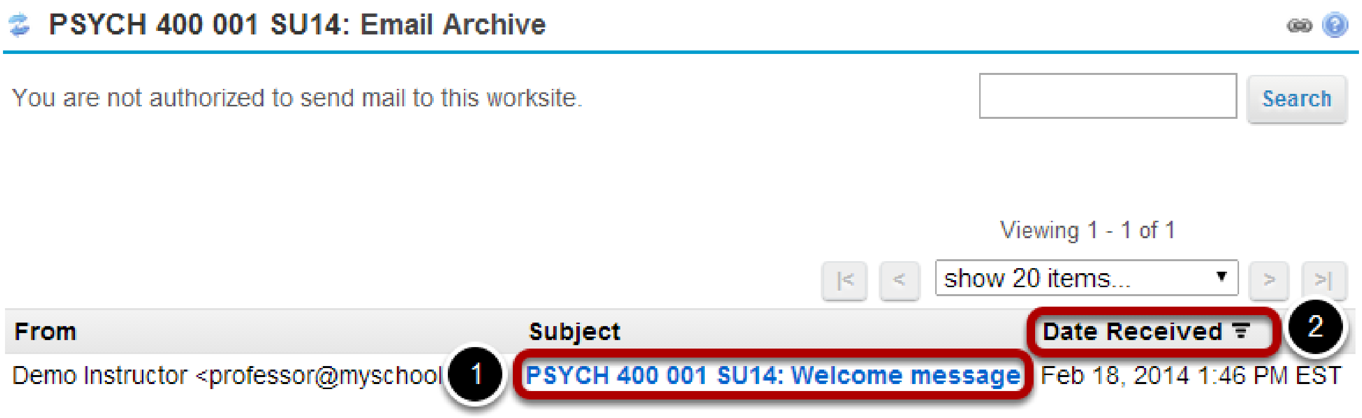


How do I view archived messages?

Go to Email Archive.

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

Viewing Email Archive messages.



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.

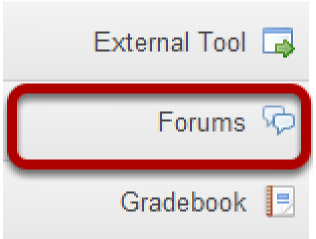
A **Forum** is a mandatory category or grouping for topics. **Topics**, which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students 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?

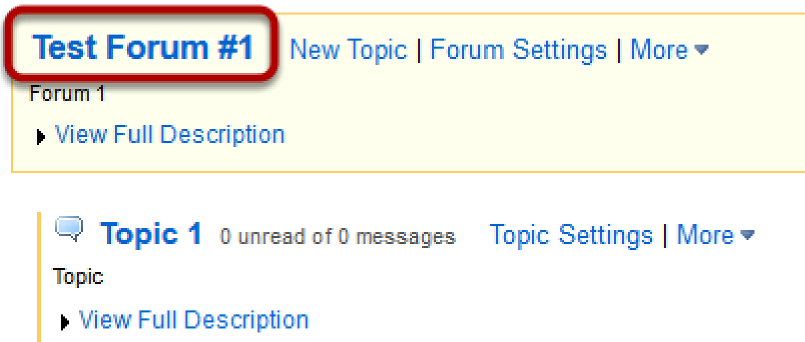
Forums are organizational units that group topics within the site. You cannot post directly to a forum, you must first enter a topic and post your message there.

In order to post to a forum topic, you will **Start a New Conversation** or thread.

Go to Forums.

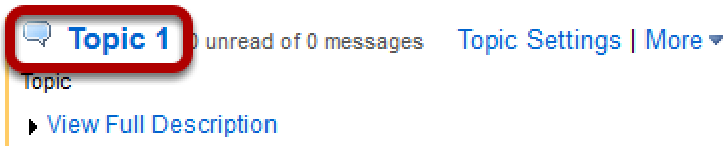
Select the **Forums** tool from Tool Menu in your site.

Choose a forum.



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.

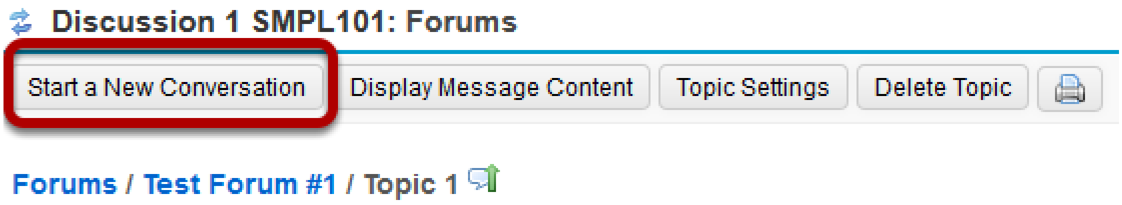
Select a topic within the forum.



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.

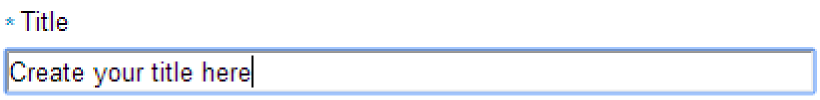
Click Start a New Conversation.



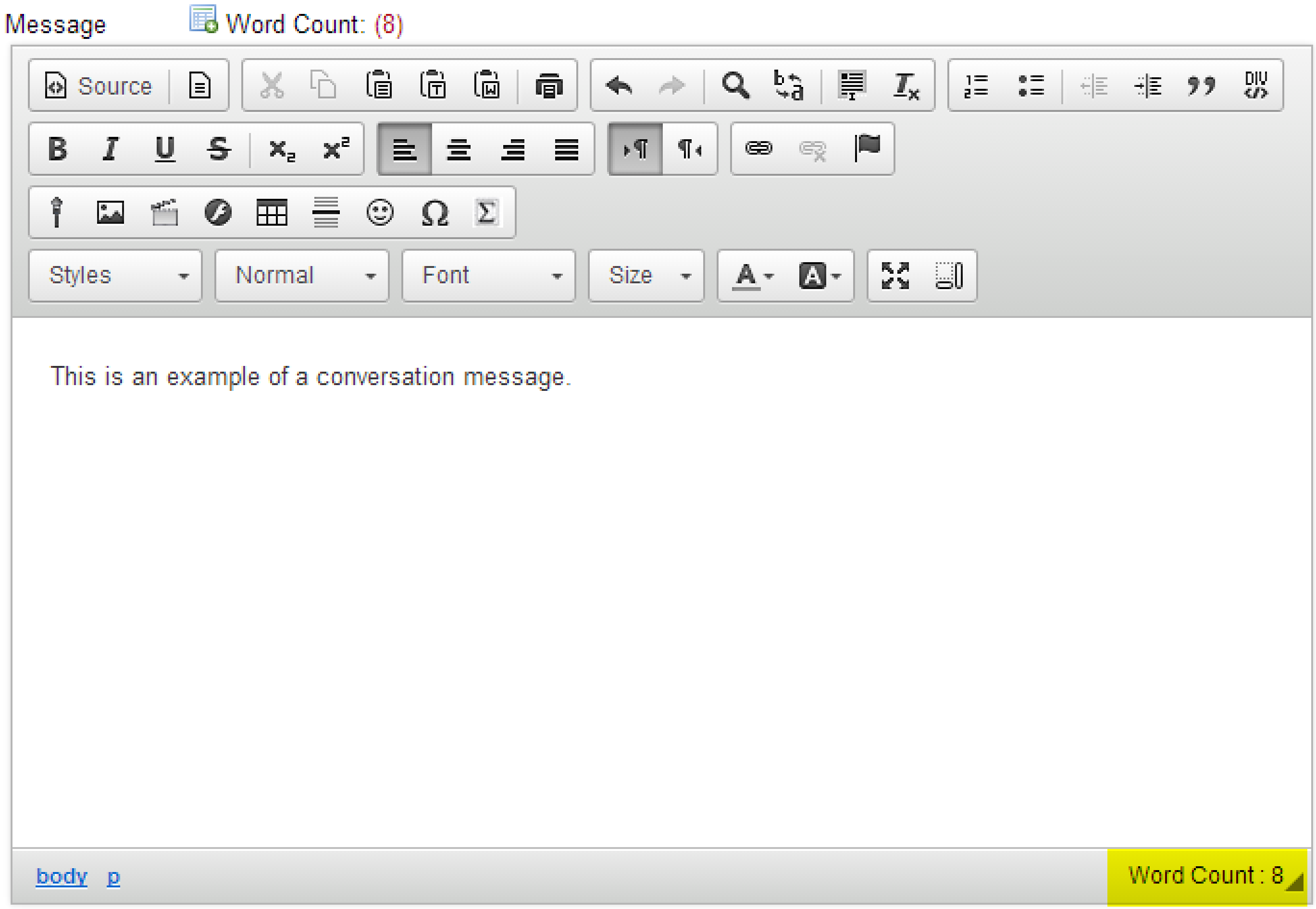
This button is located at the top of the page, below the title of the course. Starting a new conversation is the same thing as starting a new thread.

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

Enter a title.



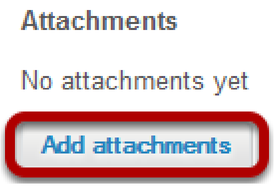
Enter a message.



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)



If desired, there is an option to upload attachments to the conversation. Click **Add attachments** to browse for and select your file.

Click Post.

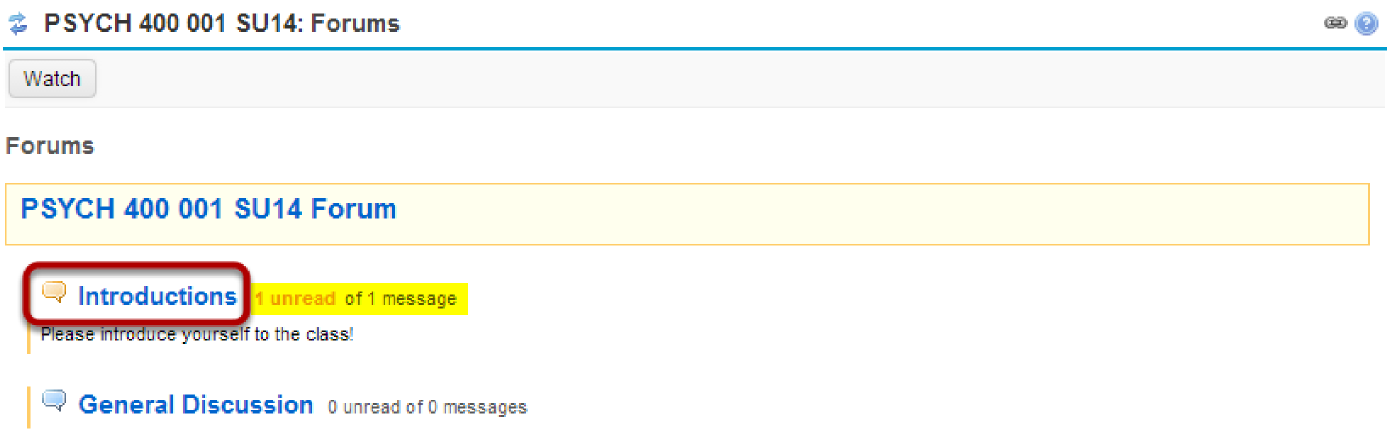
After completing the conversation, click **Post** to make the conversation viewable.

How do I reply to a forum post (i.e. conversation)?

Go to Forums.

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

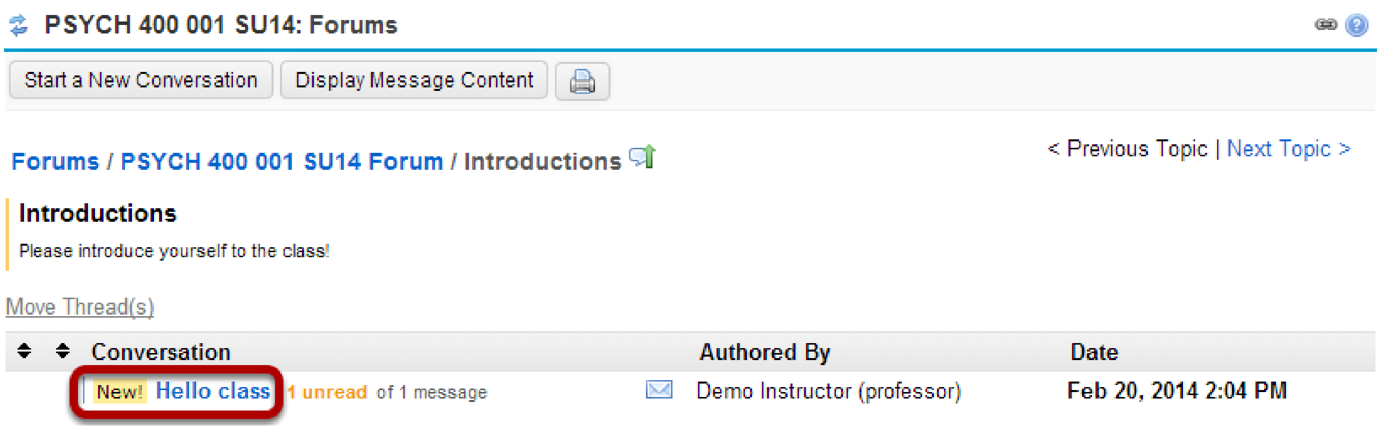
Choose a topic within a forum.



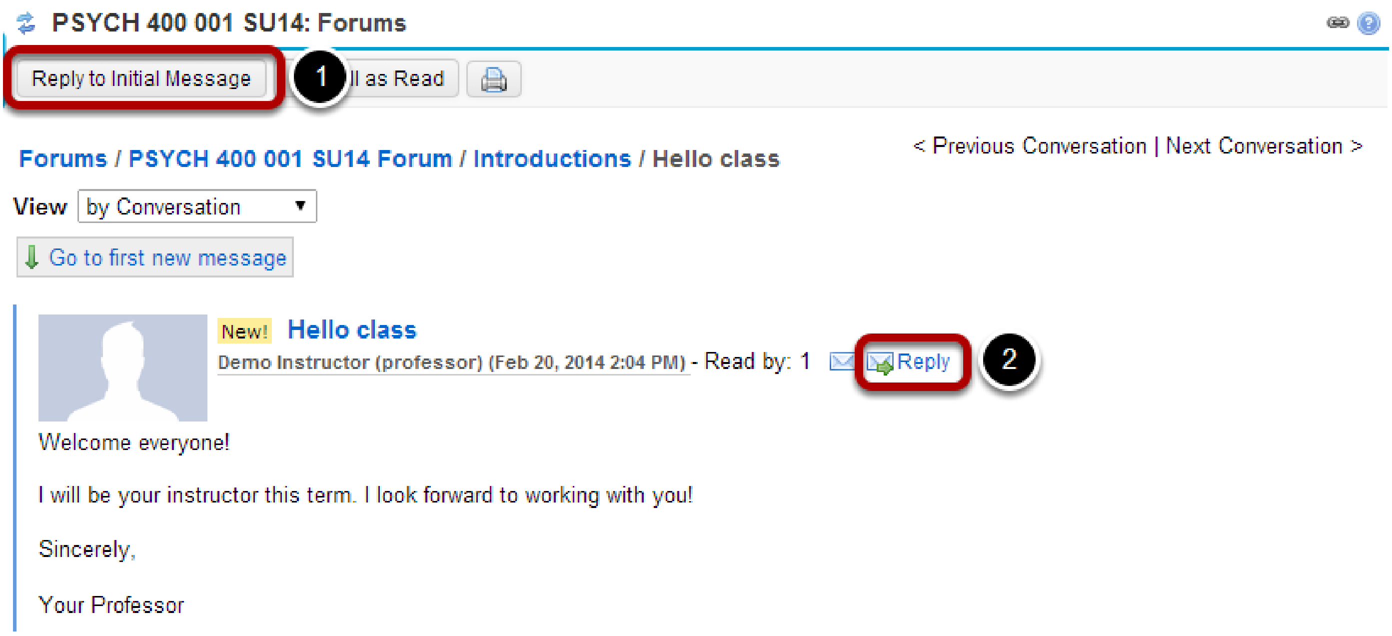
Click on the title of the topic to enter the topic.

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.



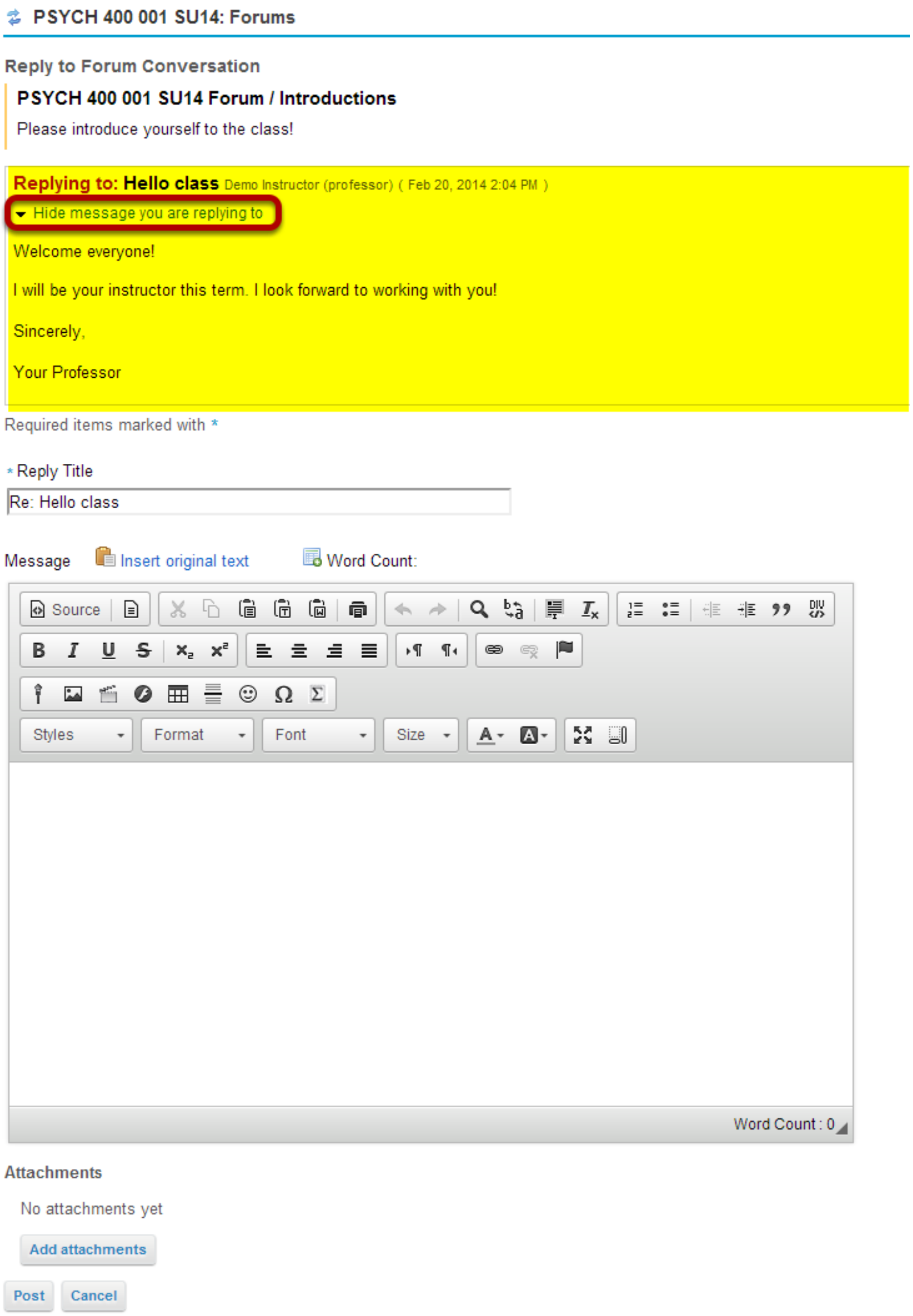
Click reply.



You have two different options for replying to the post within the Forums tool.

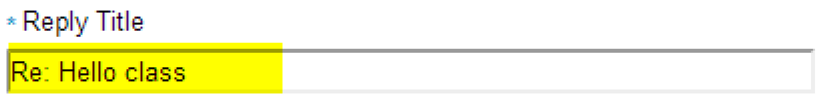
1. Click **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Click the **Reply** link within the message itself to reply to the item you are currently viewing. This is the option you want to use if you would like to reply to someone else's reply.

Compose your message.



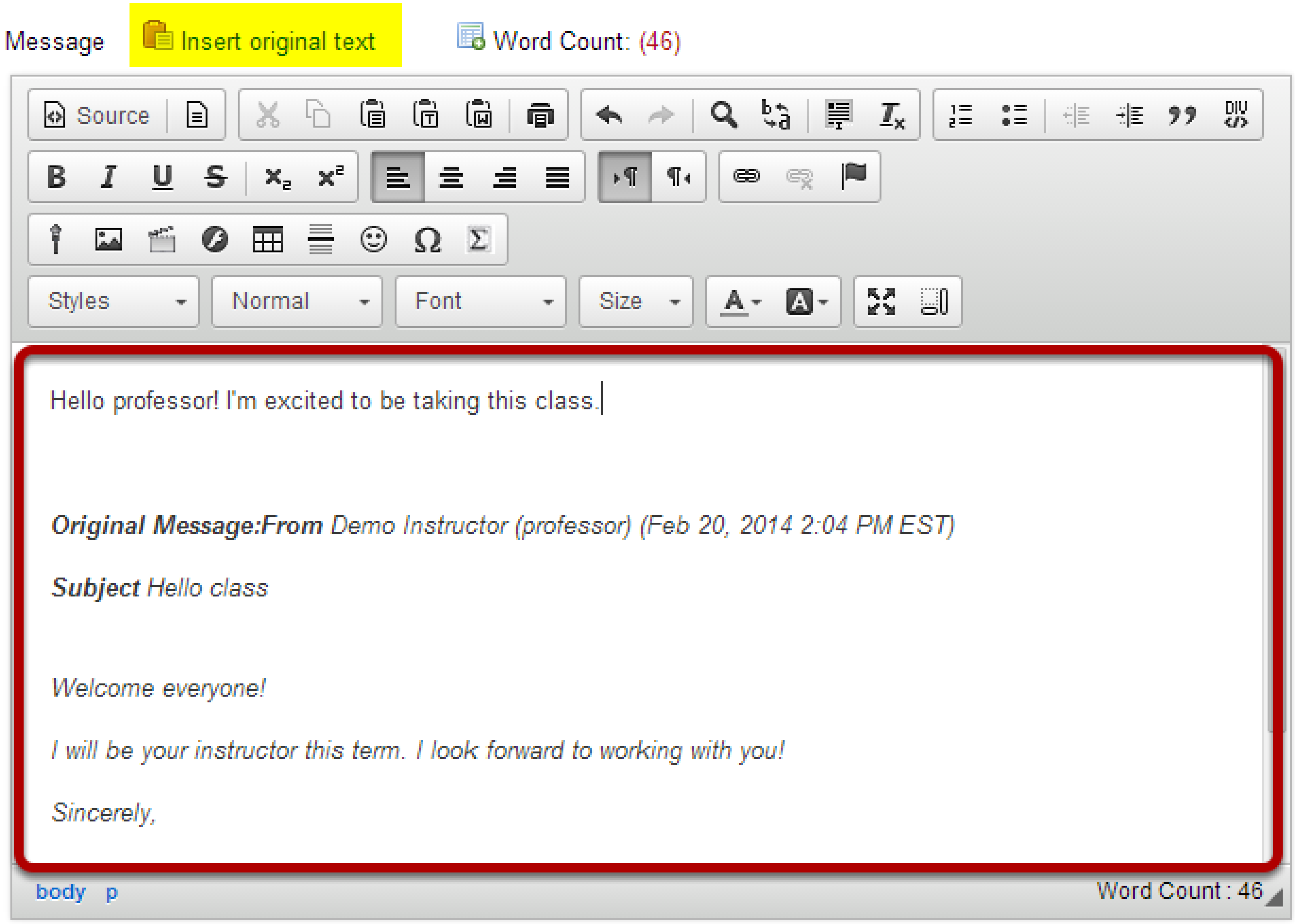
The message you are replying to will be displayed at the top. You can hide the message by clicking on the small downward arrow next to "Hide the message you are replying to".

Edit the reply title. (Optional)



The title will be taken from the initial message and prefilled for you, but you may modify it if you wish.

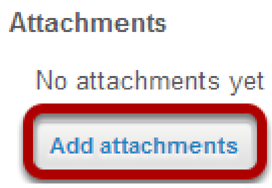
Enter your message.



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?

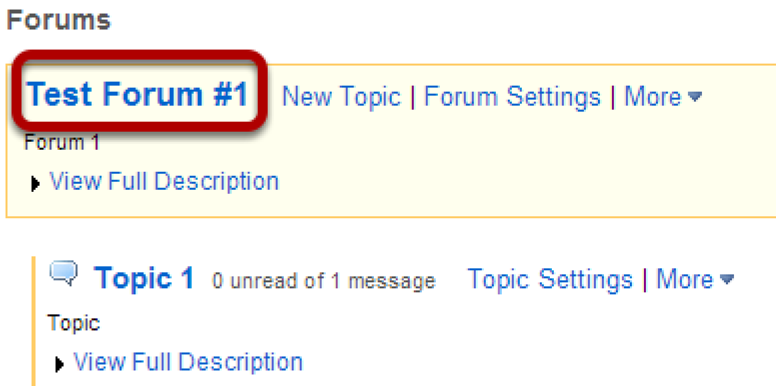
This outlines the process of contacting an author of a Forum post by email.

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.

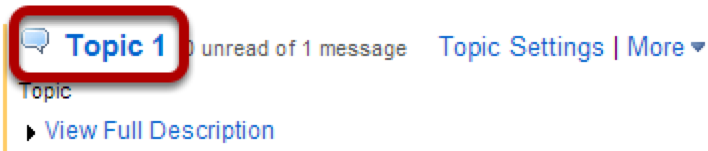
Select the **Forums** tool from Tool Menu in your site.

Choose a Forum



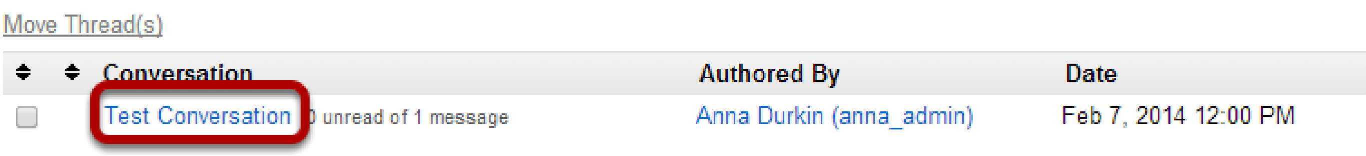
This is an example of a **Forum**, bolded and in the largest comparative font. Click **View Full Description** to view more information about the **Forum**.

Select the Topic within the Forum



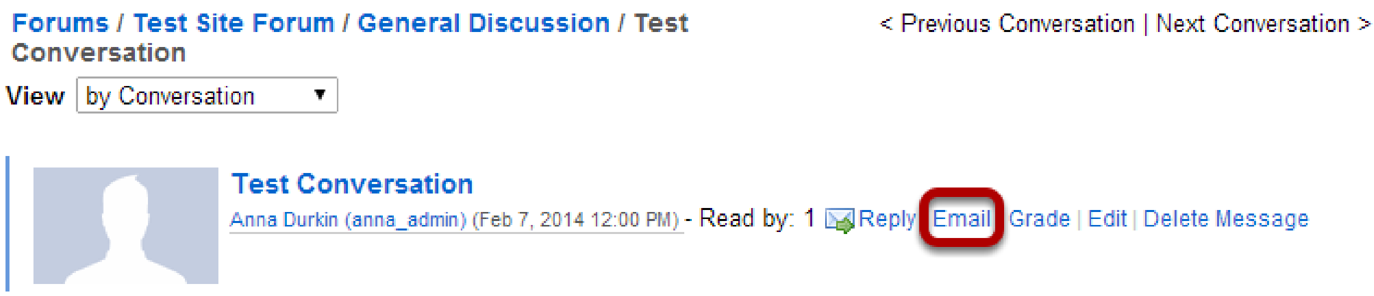
This is an example of a **Forum** topic. Click **View Full Description** to view more information about the **Topic**. Otherwise, select the Topic.

Select the Conversation



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

Click Email



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.

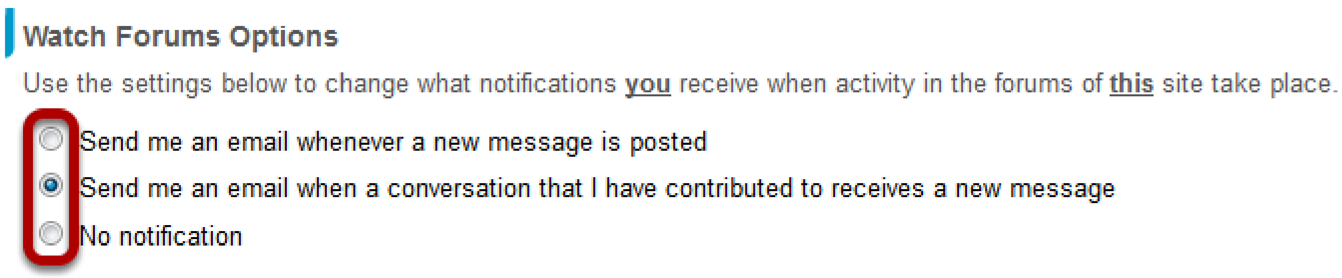
Note: New post notifications will be sent to the user's external/institutional email address, not via the Messages tool.

Go to Forums.

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

Click Watch.

Choose your notification preference.



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.

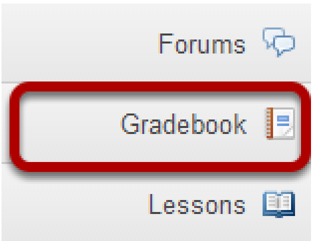
Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

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.

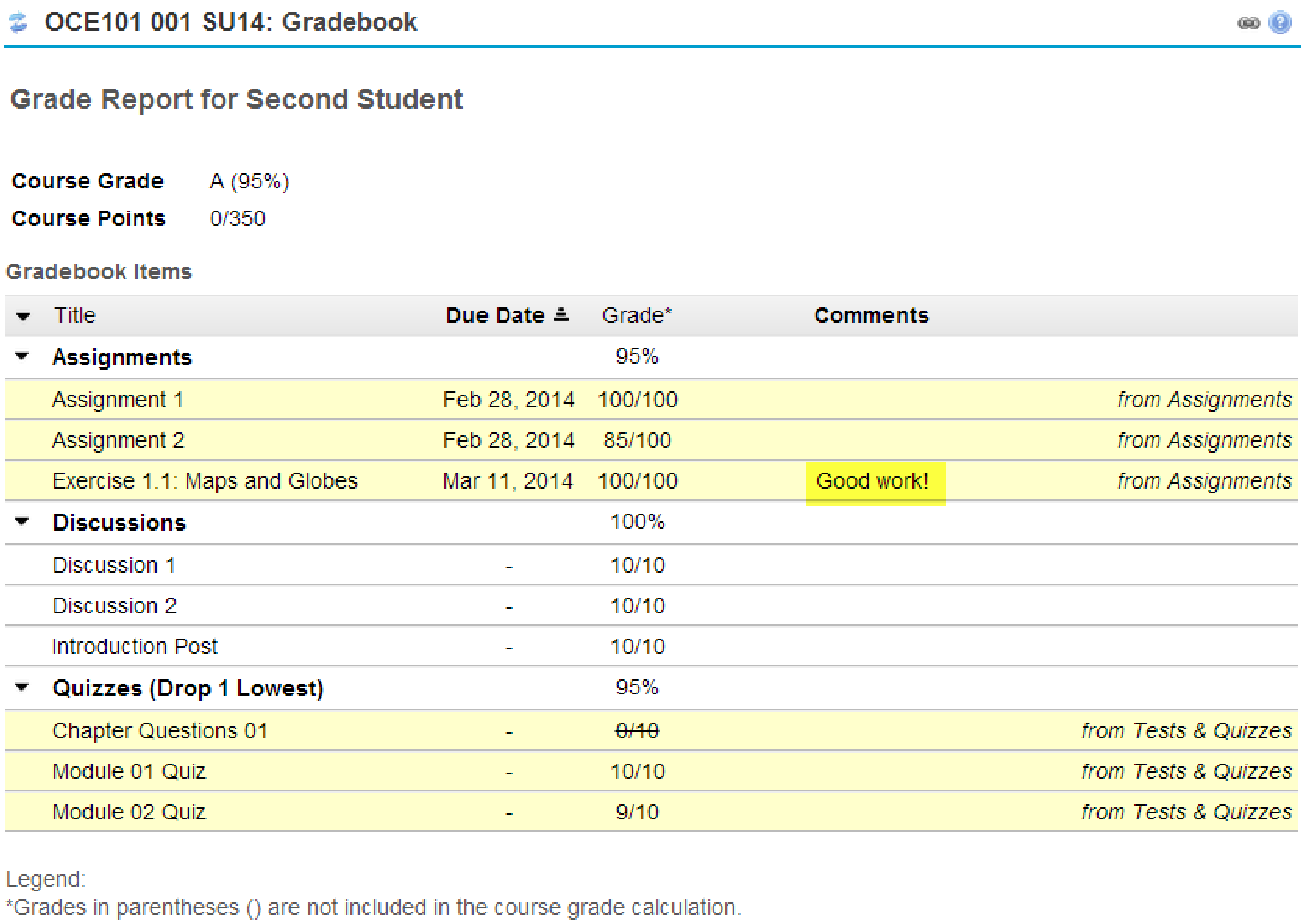


How do I view my Gradebook grades?

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.

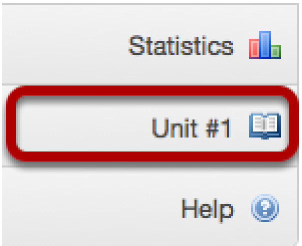
Lessons

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.

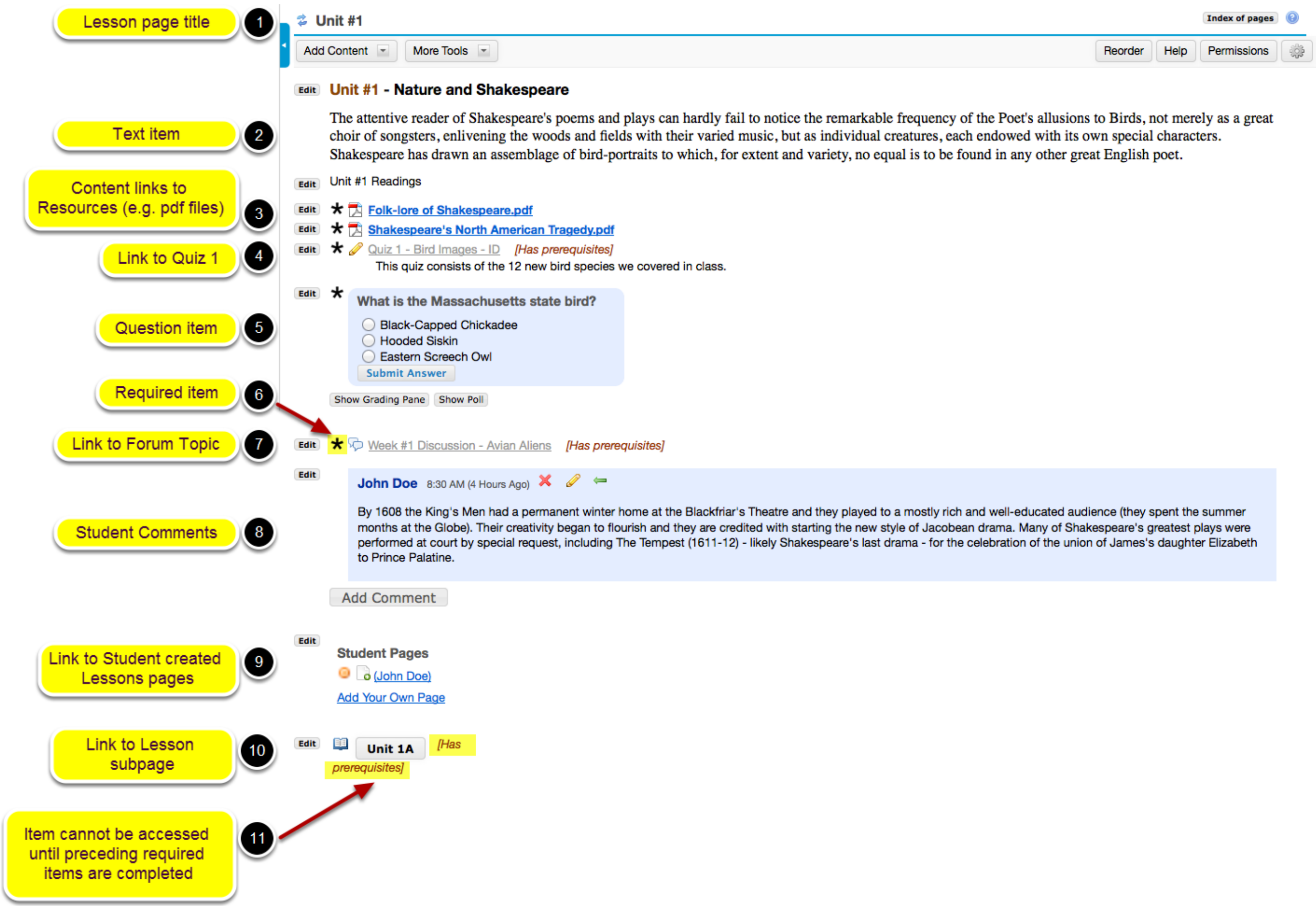
To access this tool, click on the Lessons page title in the Tool Menu of your site.



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.

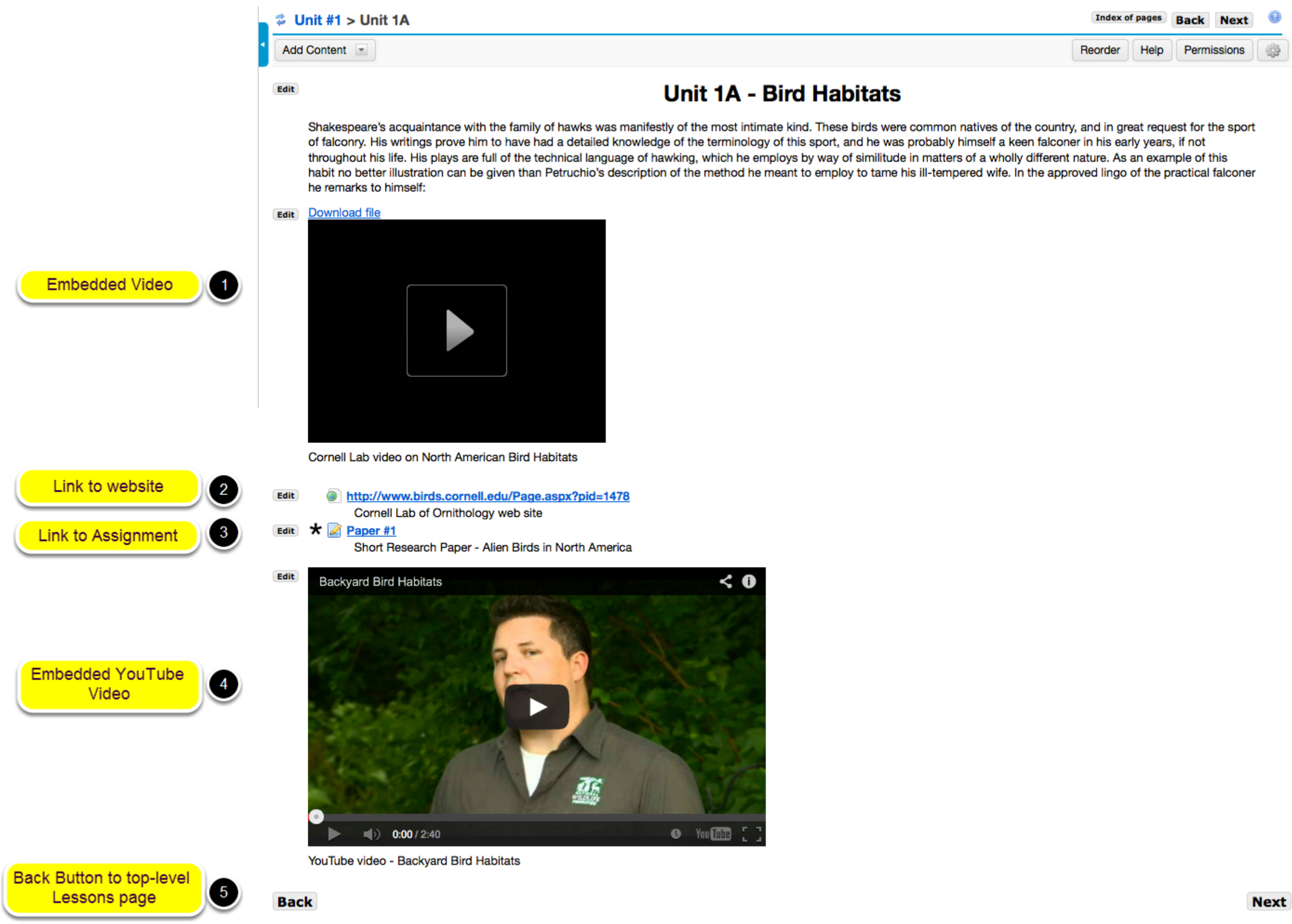
Example of a Lessons page.



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.



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

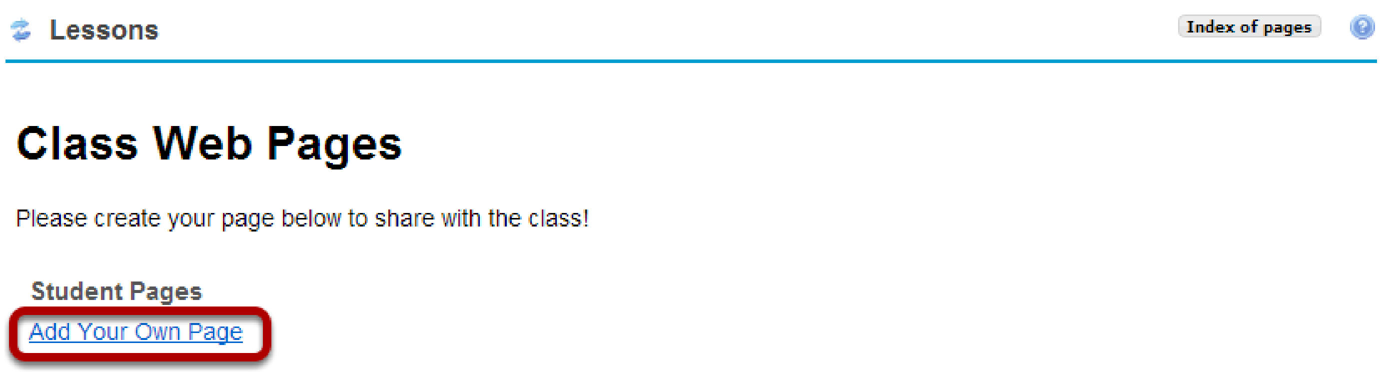
How do I add Student Content in Lessons?

Go to Lessons.

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

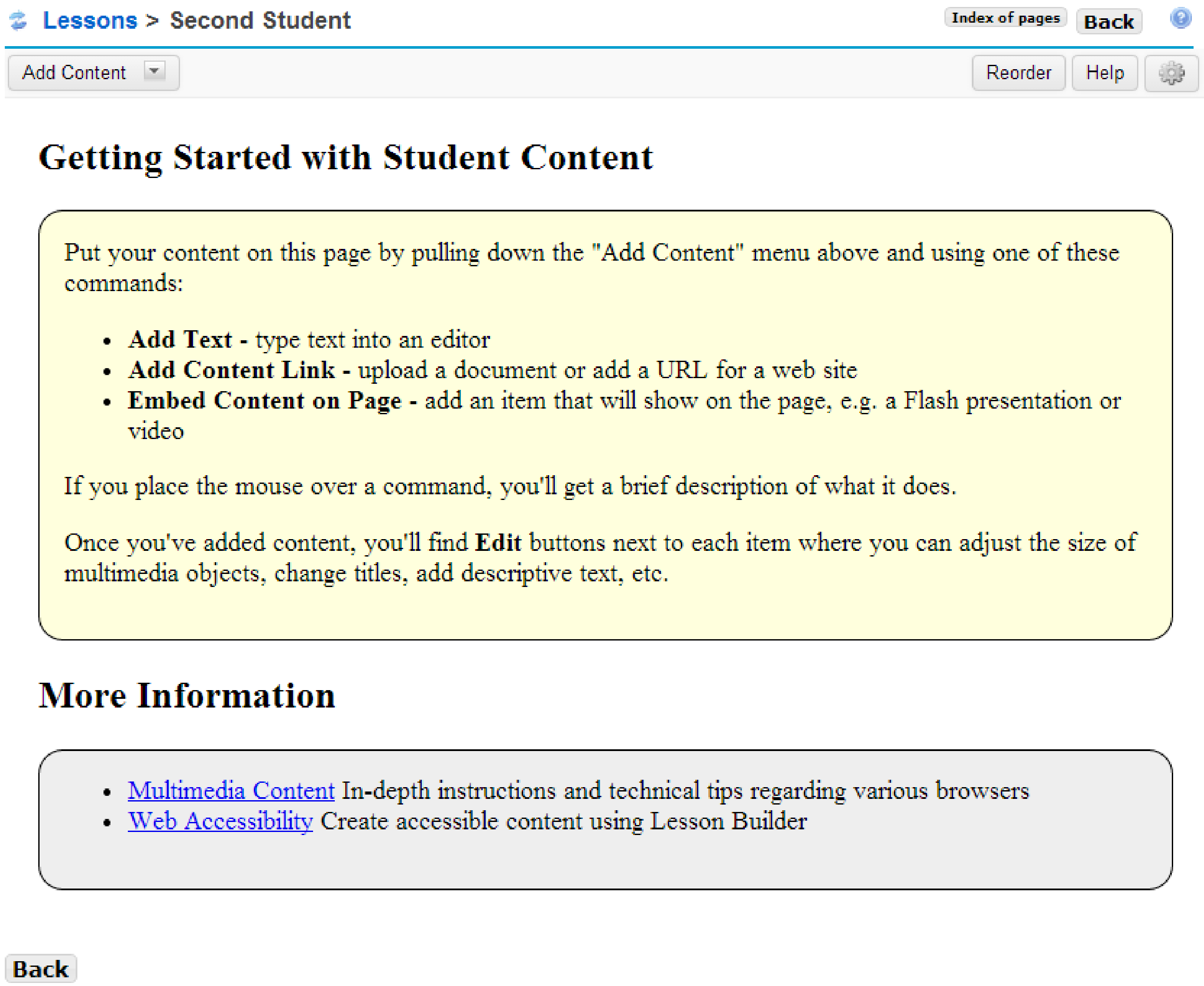
Note: Be aware that your instructor may have named Lessons something else in your course, or there may be more than one Lessons item in the menu. Check with your instructor if you are not sure where to go to access the course lessons and/or content pages.

Click Add Your Own Page.



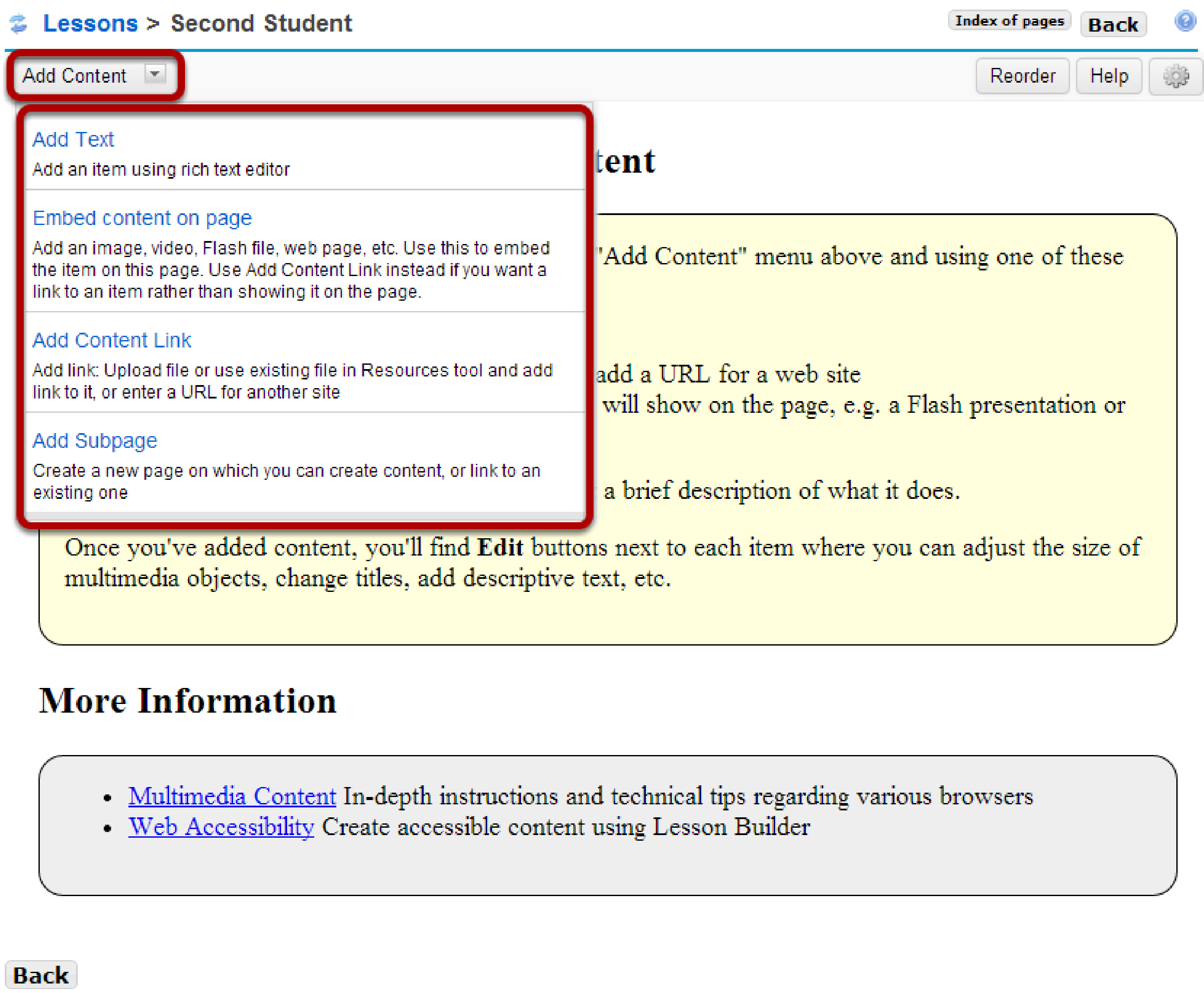
Once you have located the Student Pages section in the course content, click the **Add Your Own Page** link.

View blank page.



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

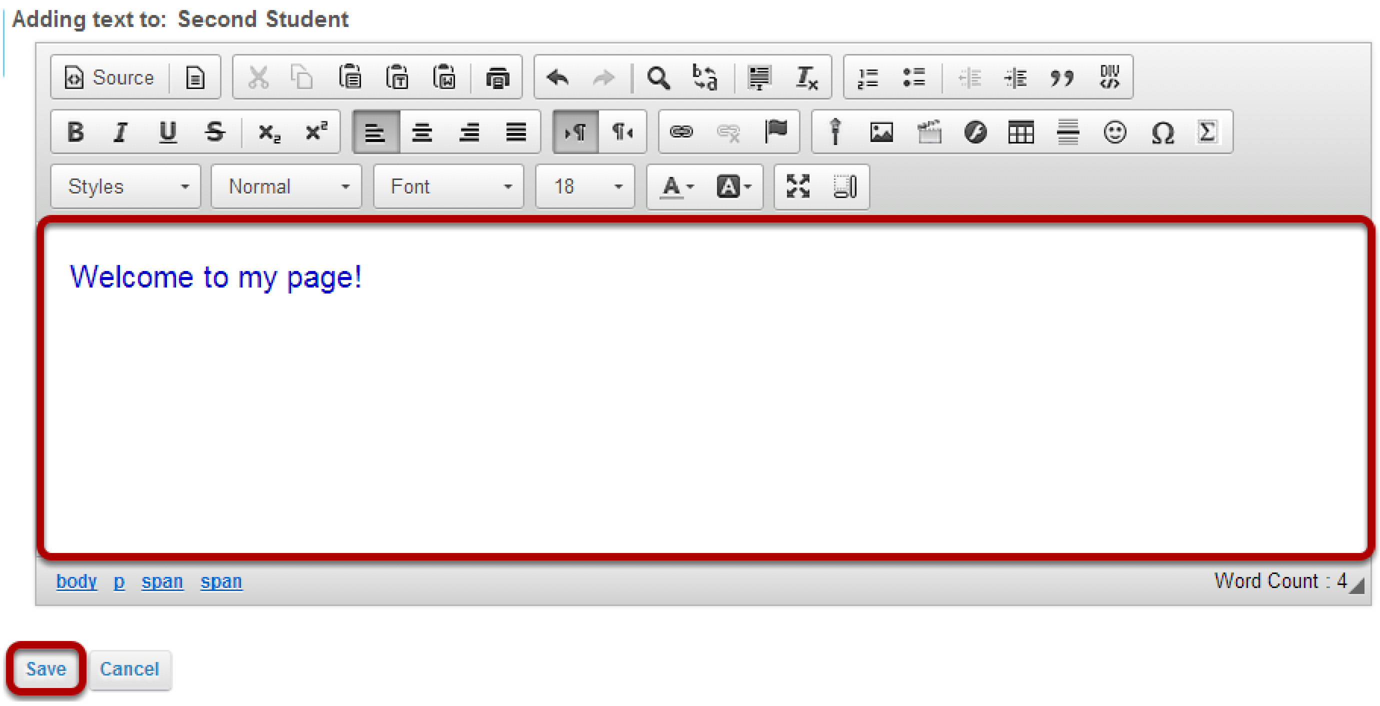
Click Add Content.



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

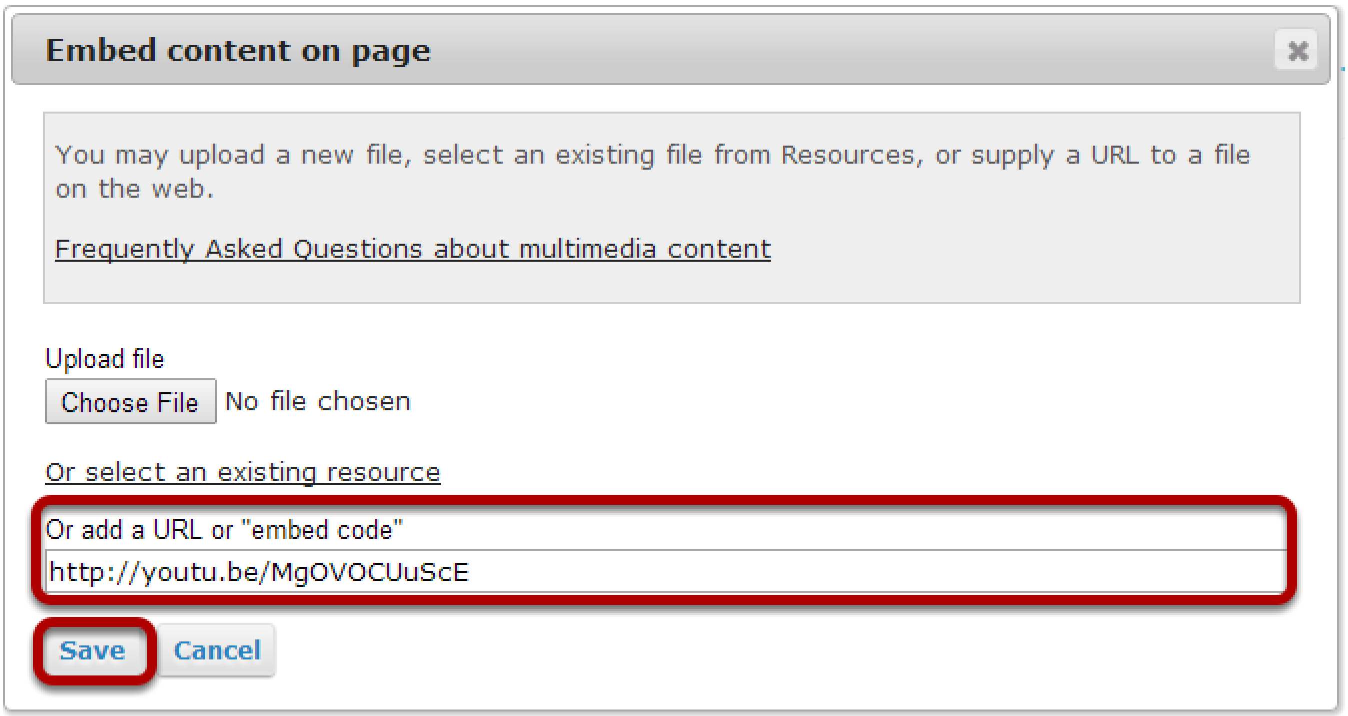
- **Add Text**
- **Embed content on page**
- **Add Content Link**
- **Add Subpage**

Add Text.



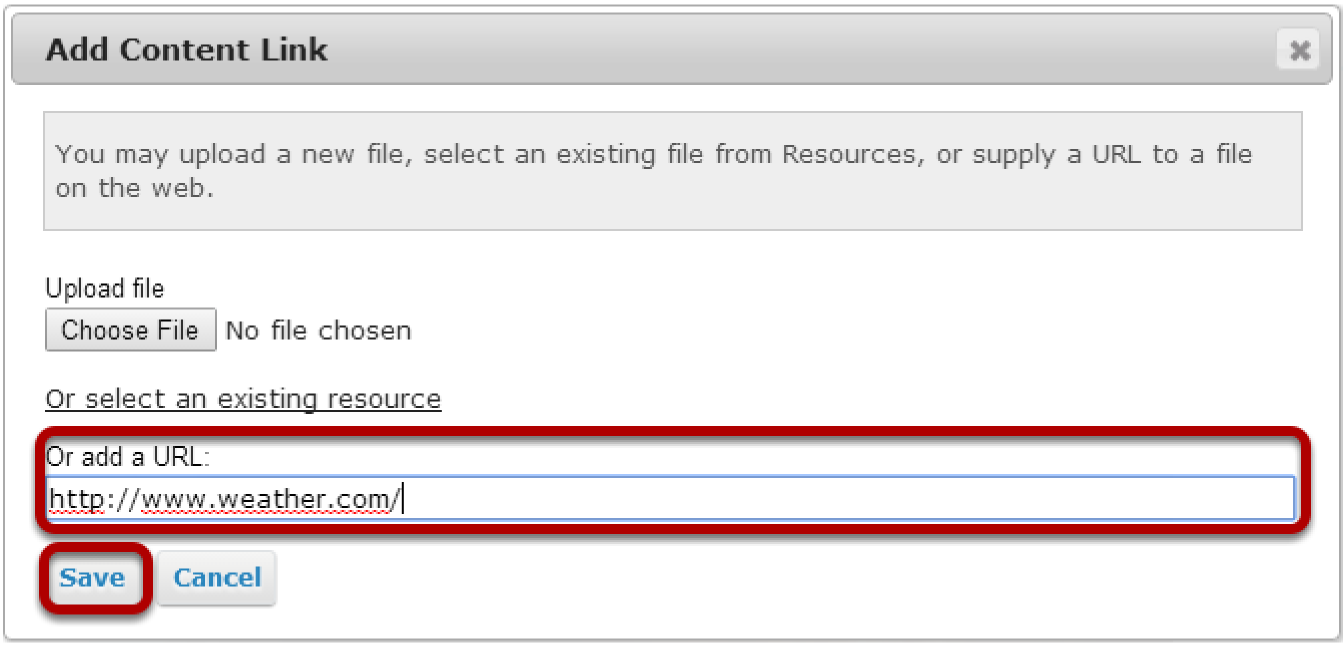
Use the Rich Text Editor to add text content, images, and/or links, and then click **Save**.

Embed content on page.



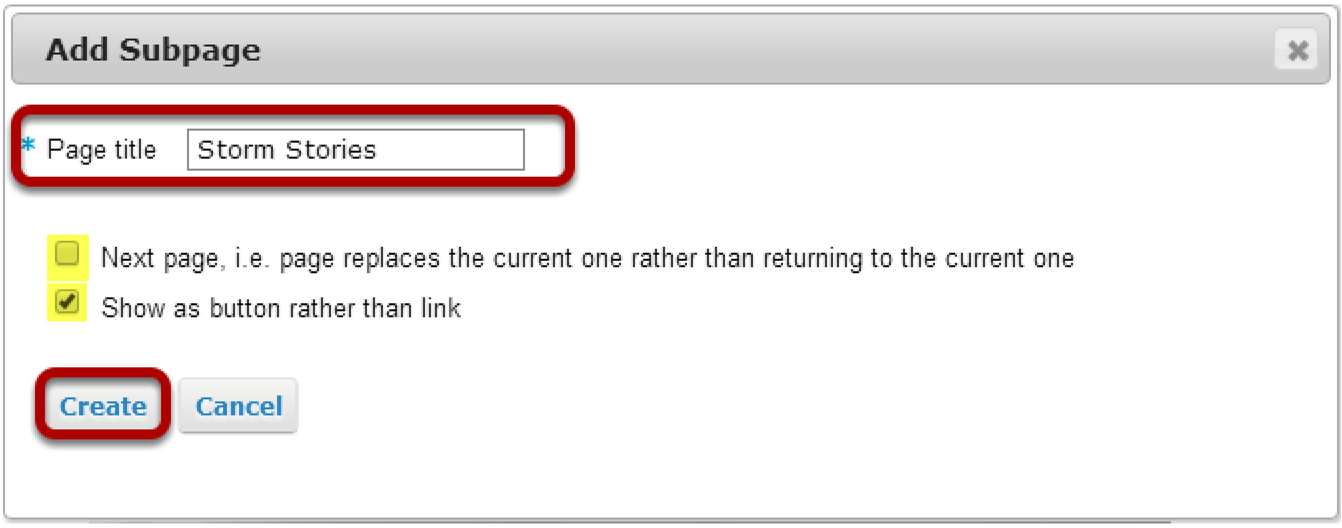
Select a file or enter a URL to embed the item on the page, and then click **Save.**

Add Content link.



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

Add Subpage.

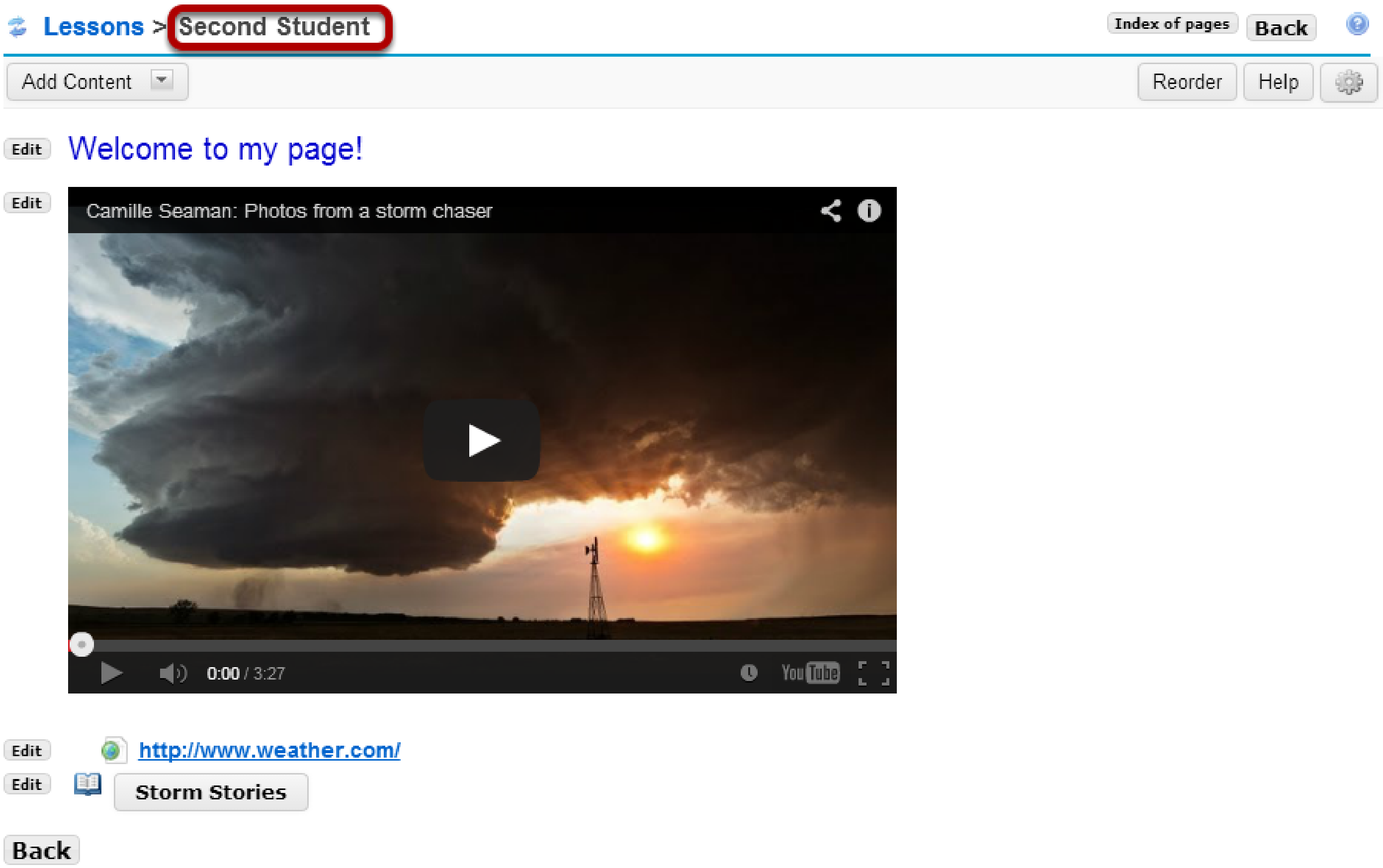


A Subpage is a new page (or "child" page) that links from the current page (or "parent" page) above it in the page hierarchy. Subpages have the same options for adding content as the original parent page.

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.

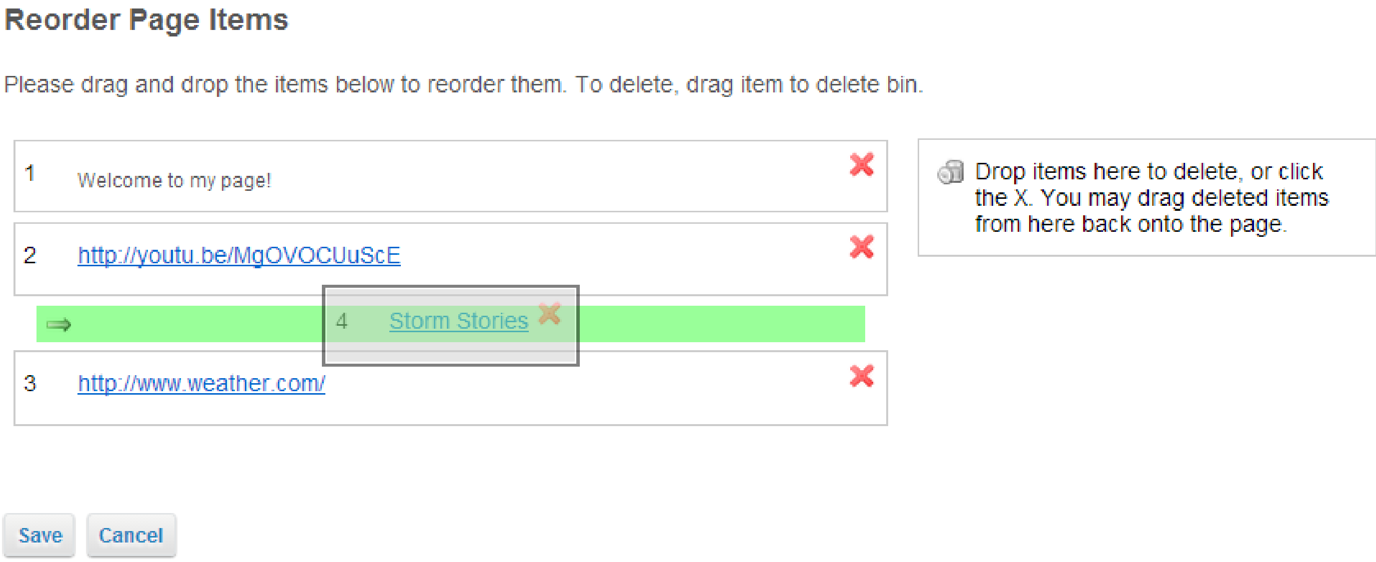


Once you have added content items to your page, click on your page name to view the page.

Reordering page items.

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.



You can drag and drop items to change the order in which they appear on the page. You may also drop items on the 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.

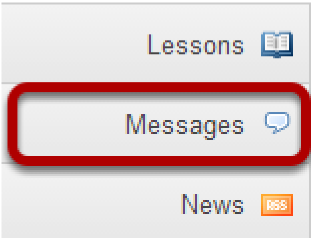
Messages

What is the Messages tool?

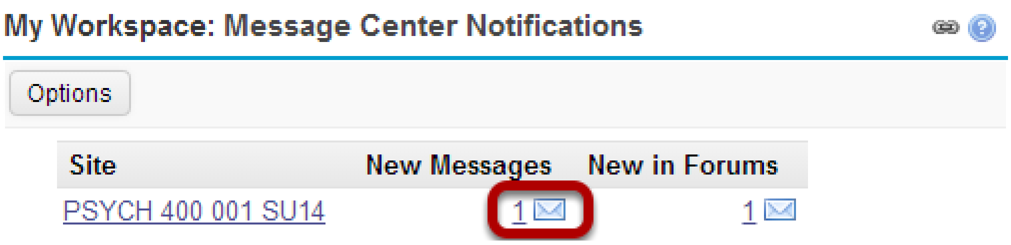
The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool. For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in 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.



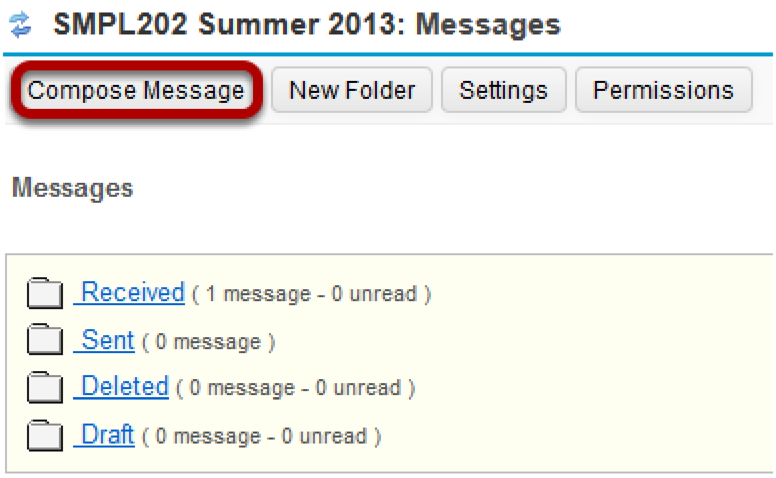
You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

How do I send a message?

Go to Messages.

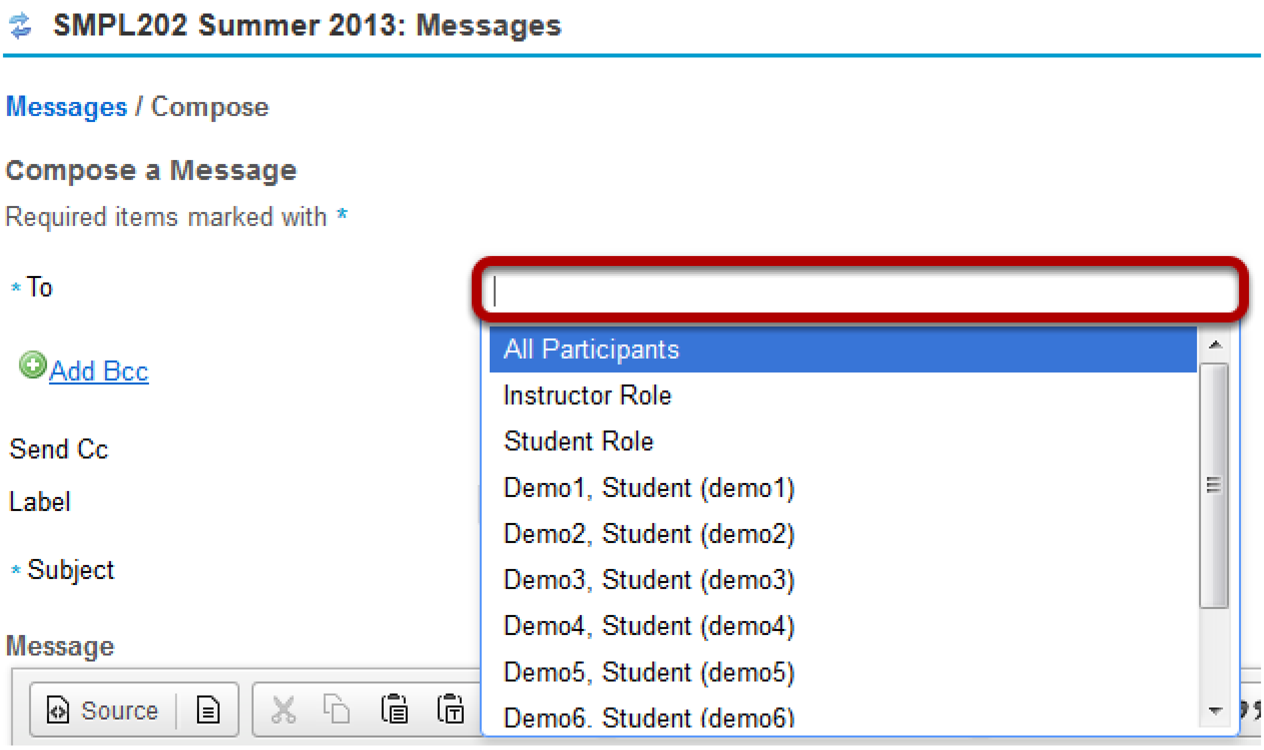
Select the **Messages** tool from the Tool Menu in your site.

Click Compose Message.



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

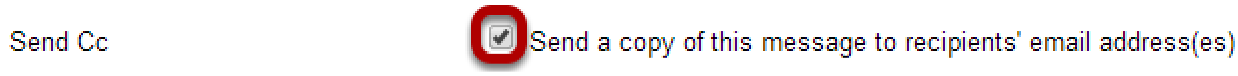
Address your message.



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.

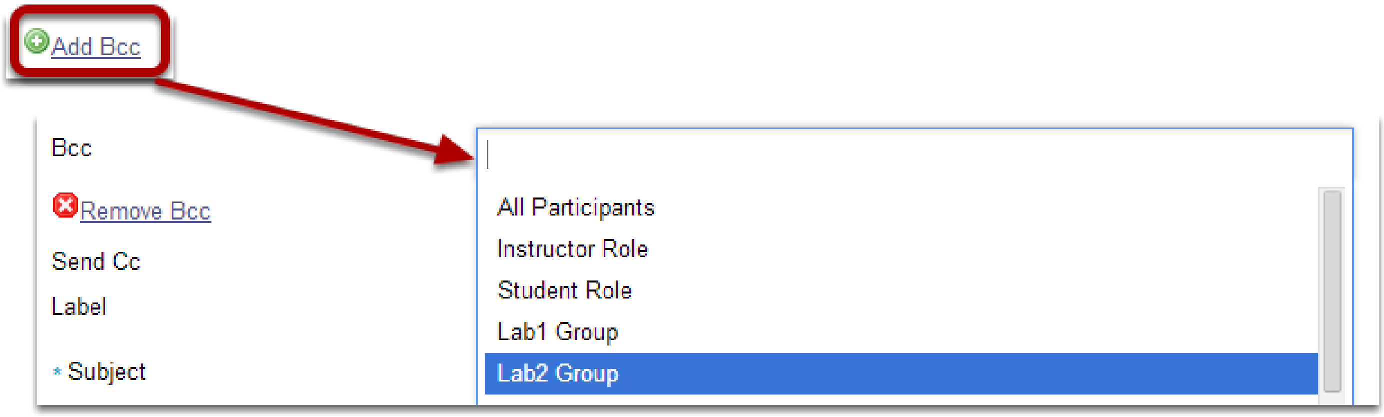
Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role".

Send Cc. (Optional)



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)



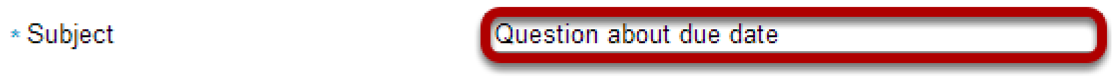
If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

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.

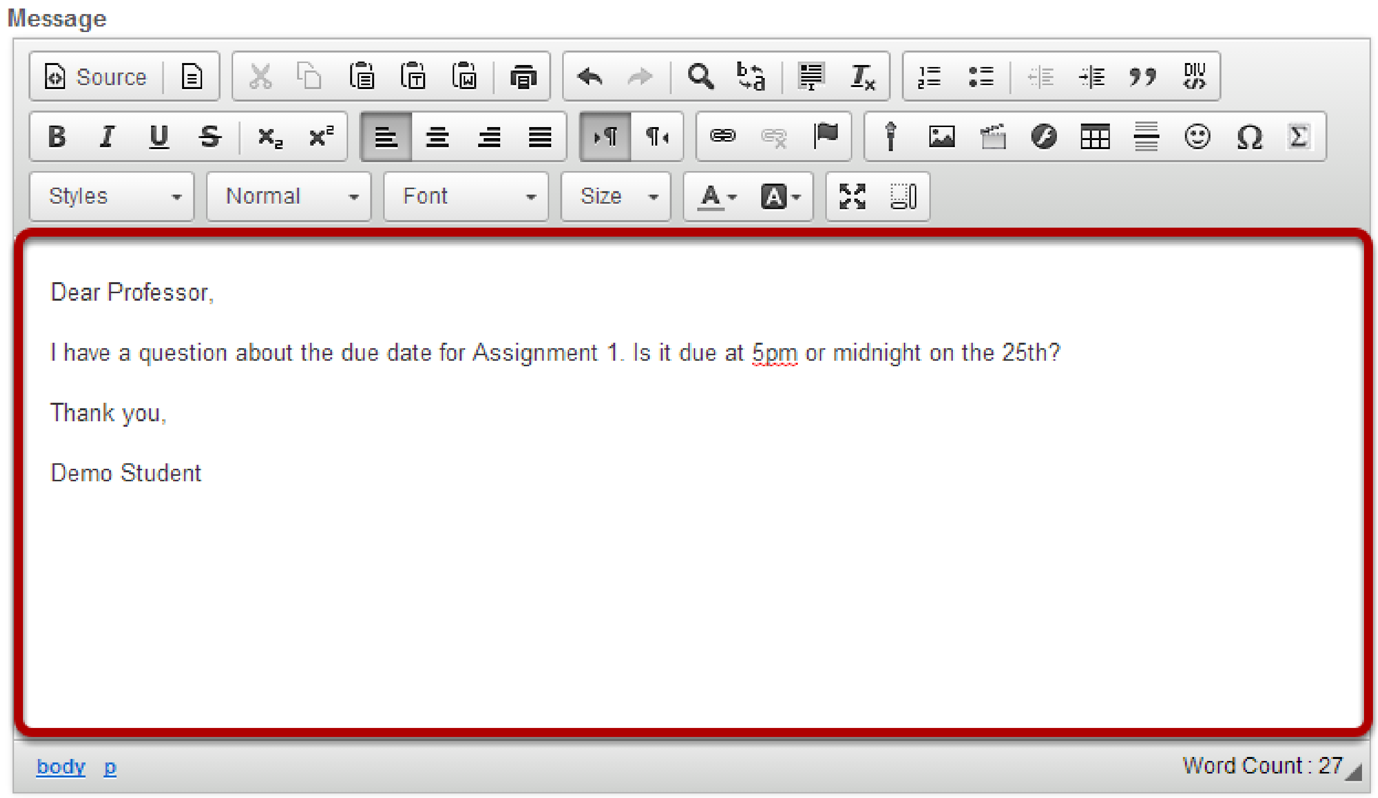
You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

Enter a subject.



Click the **Subject** field. Type the subject for your message.

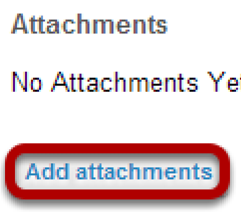
Enter a message.



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)



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.

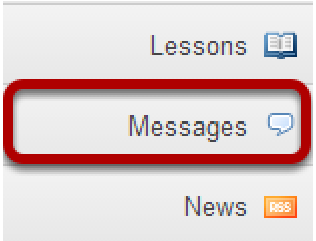
Select **Send** to send your message.

*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?

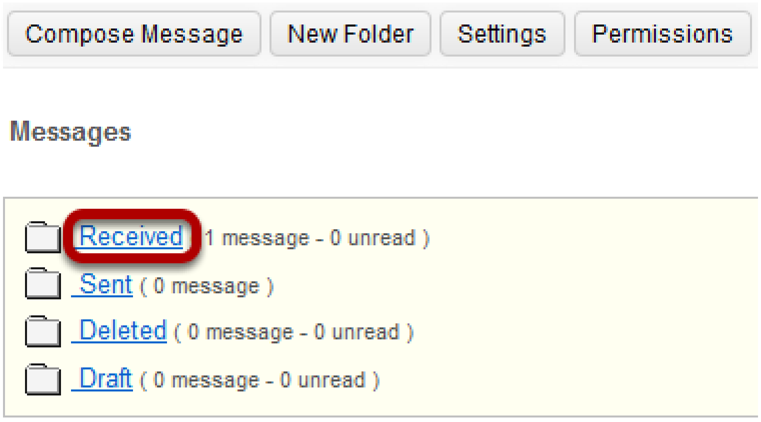
The Messages tool allows you to reply to a message sent to you by another member of the course.

Go to Messages.



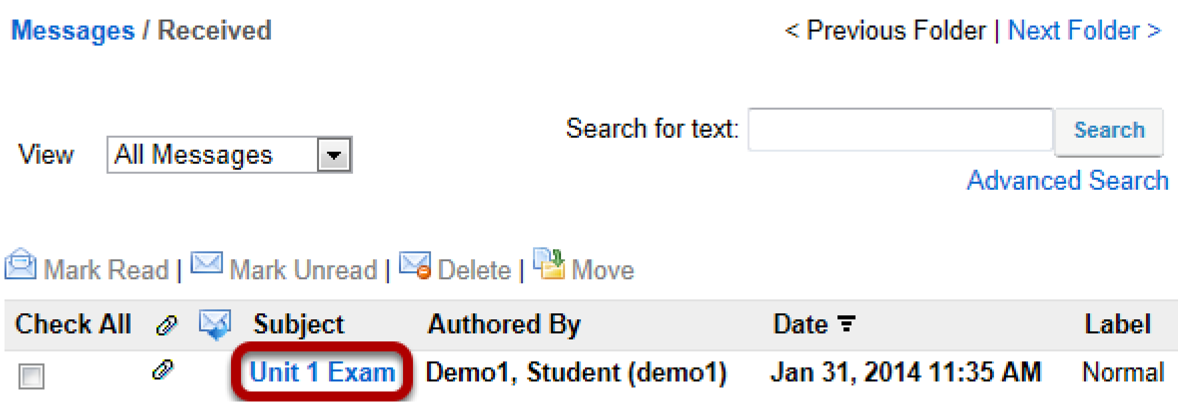
Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



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

Open the message.



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.

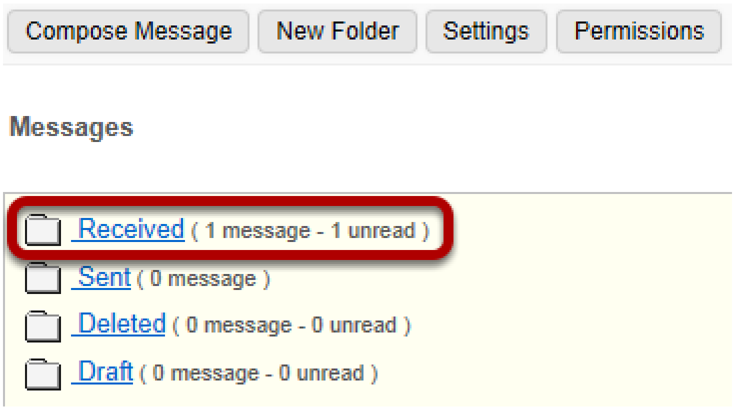
Compose the message and select **Send**. For instruction on composing a message, view the article How do I send a message?

How do I view my messages?

Go to Messages.

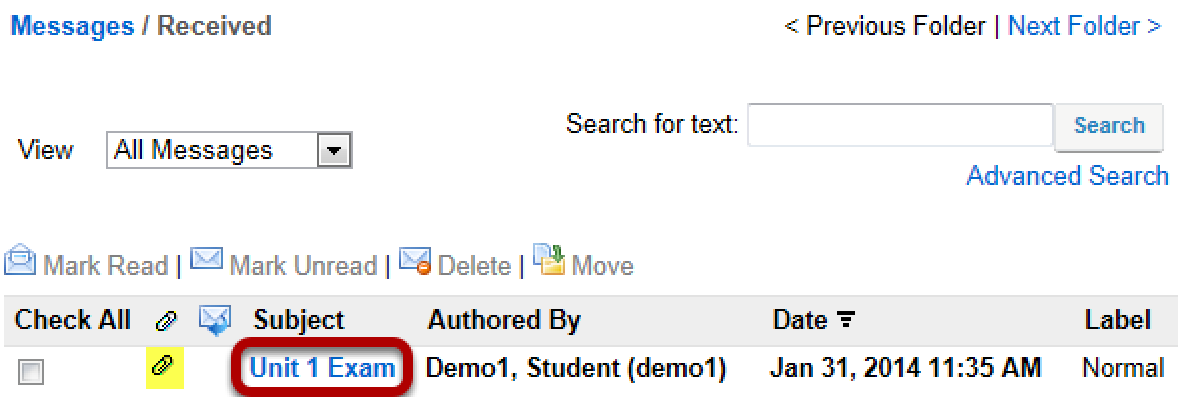
Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



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

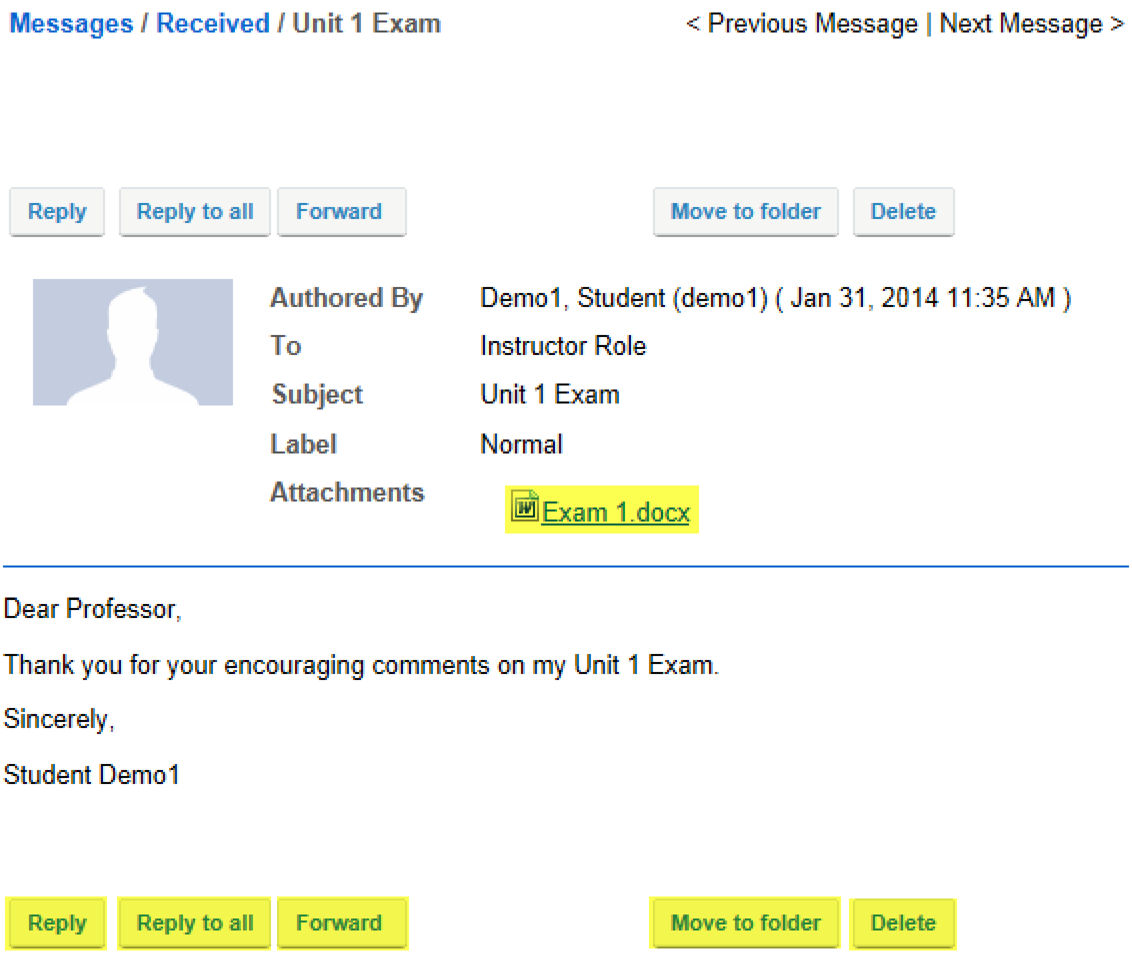
Open the message.



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.



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.

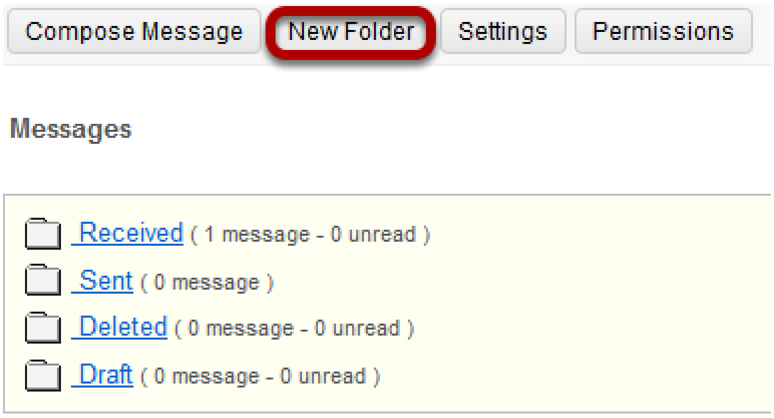
How do I create a Messages folder?

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.

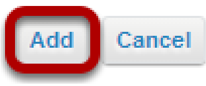


Select the **New Folder** button.

Enter a folder title.

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.

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

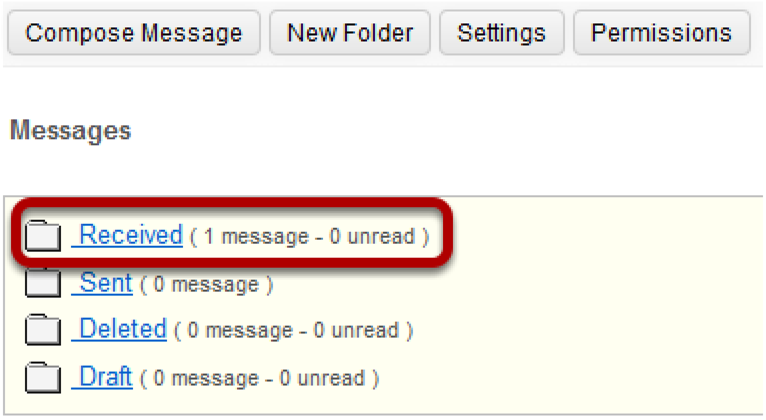
How do I delete a message?

A message can be deleted if it is no longer needed.

Go to Messages.

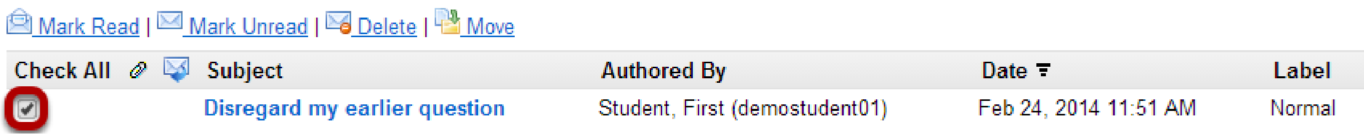
Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be deleted.



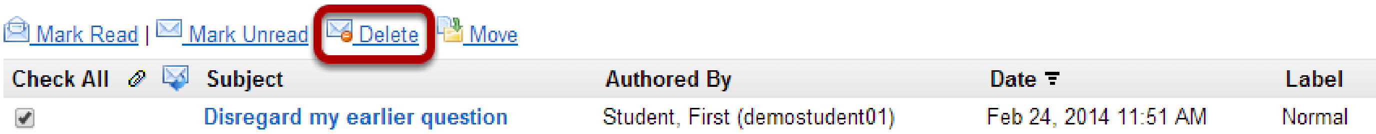
Select the folder name of the folder containing the message to be deleted.

Select the message.

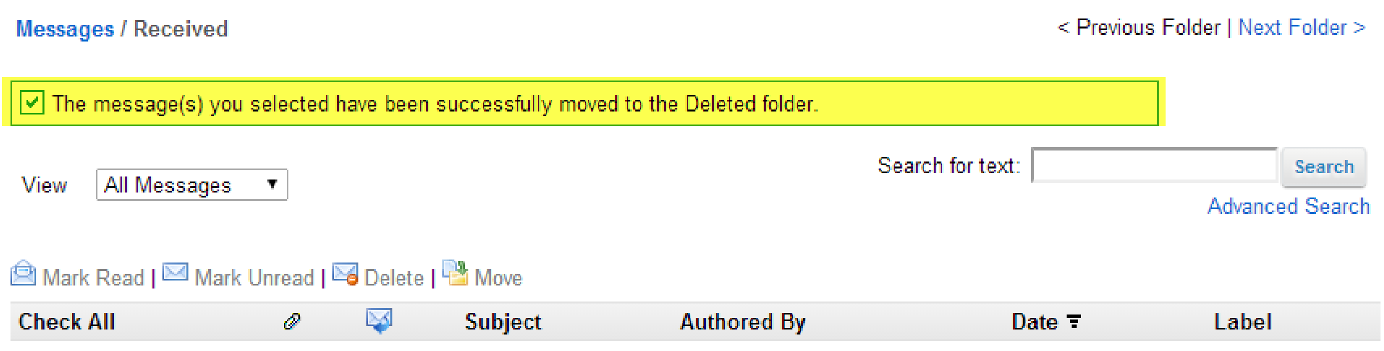


Select the checkbox to the left of the message to be deleted.

Click Delete.



Confirmation message.



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

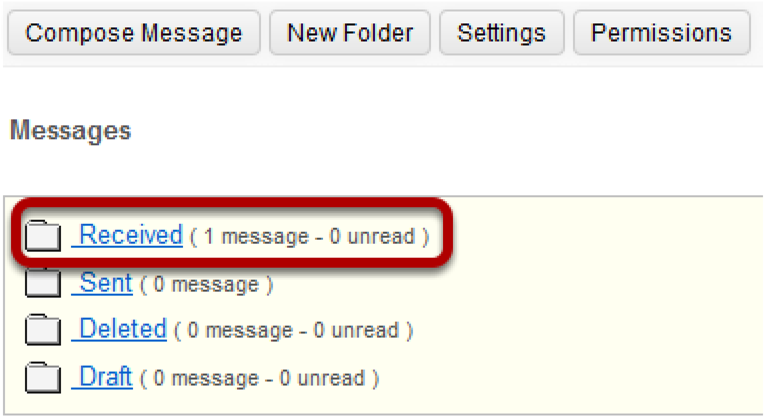
How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.

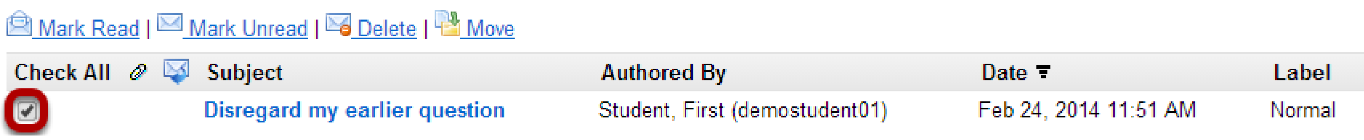
Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be moved.



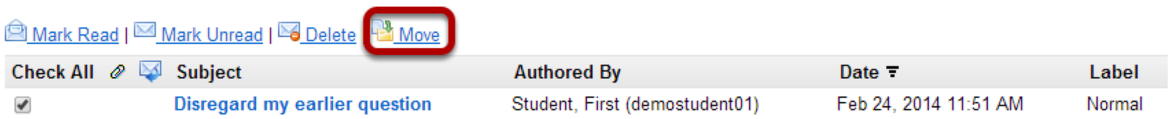
Select the folder name of the folder containing the message to be moved.

Select the message.

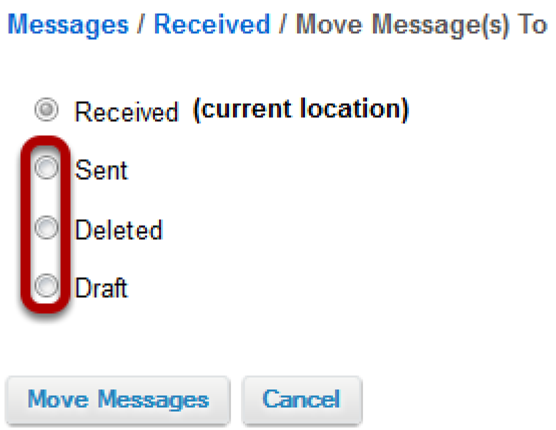


Select the checkbox to the left of the message to be moved.

Click Move.

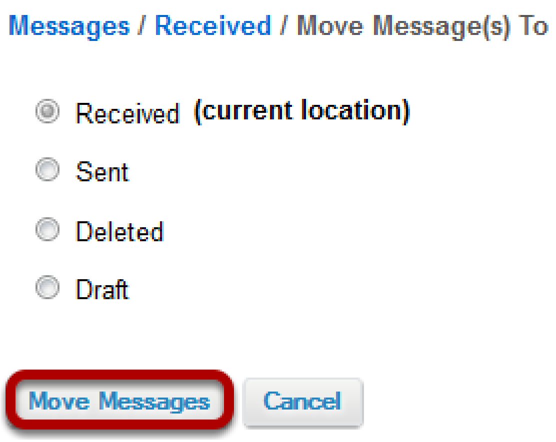


Select the new folder for the message.



Select the folder where you would like the message to be moved.

Click Move Messages.



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

News

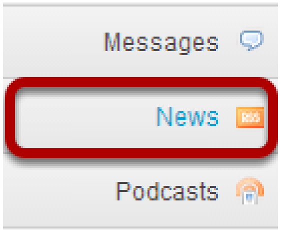
What is the News tool?

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

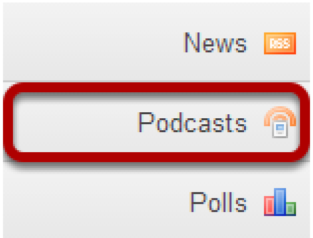
What is the Podcasts tool?

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.

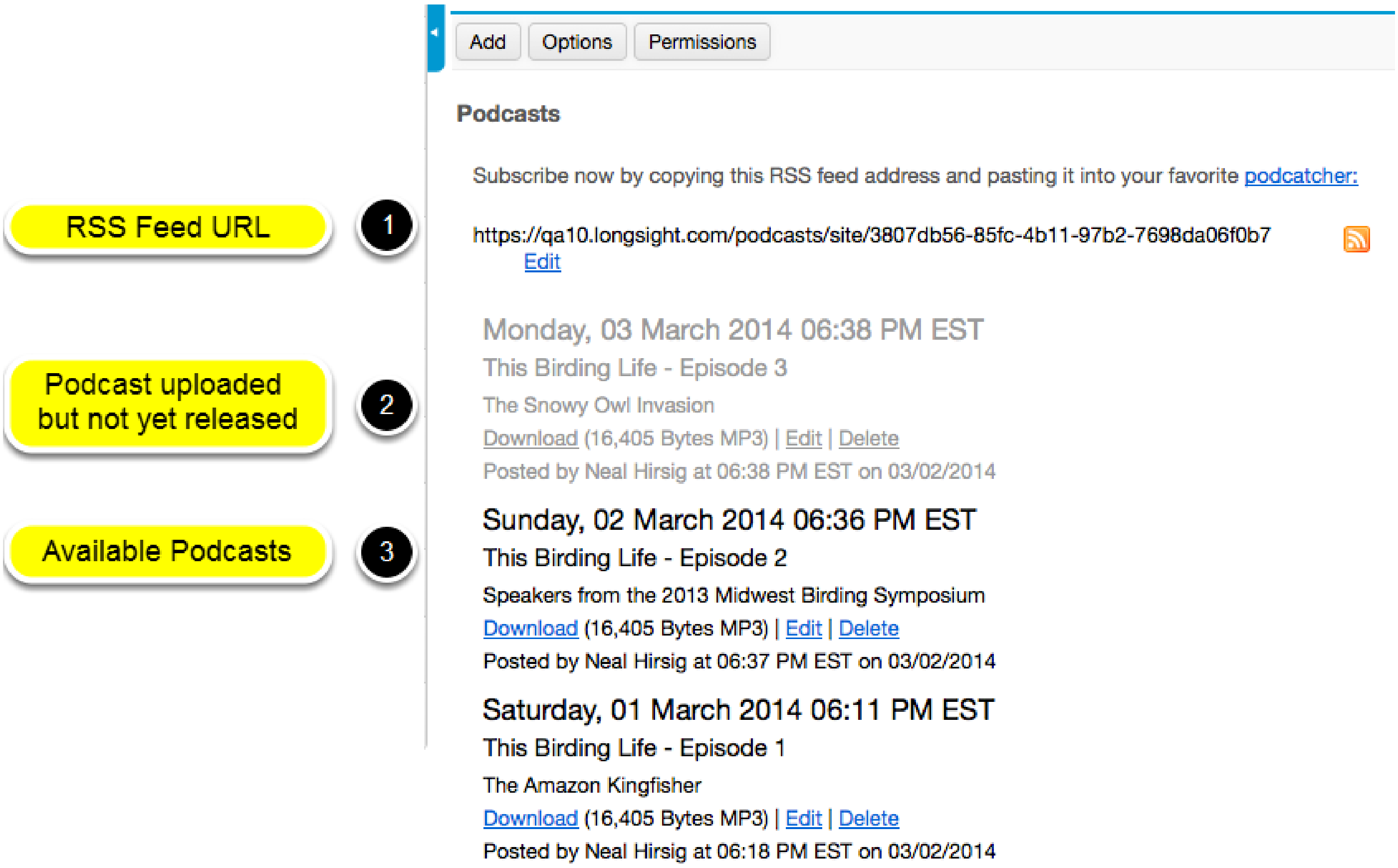
The Podcast tool is a convenient delivery mechanism for students to subscribe to a RSS feed and listen/view content on their Mobile devices.

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.

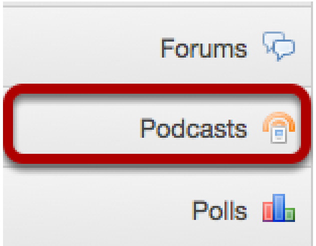


Items you may see on a Podcasts page include:

1. RSS feed URL
2. Podcasts that have been uploaded but not yet released
3. Available Podcasts

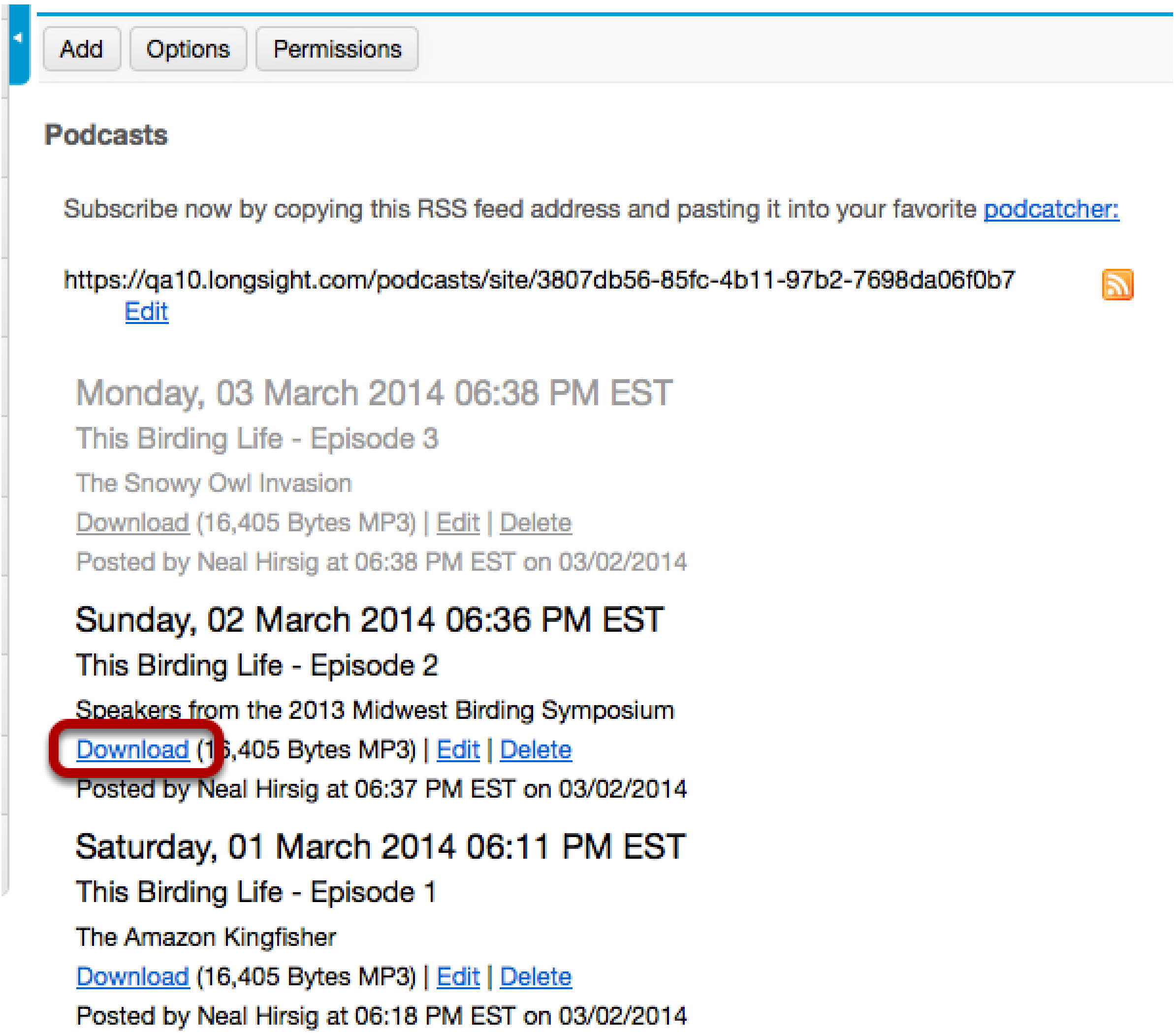
How do I view or download an individual podcast?

Go to Podcasts.



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

Click Download.



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

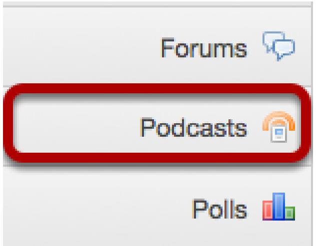
When prompted, you may choose to open the file or save it to your computer.

Note: Podcasts are listed in order by date published.

How do I subscribe to a podcast?

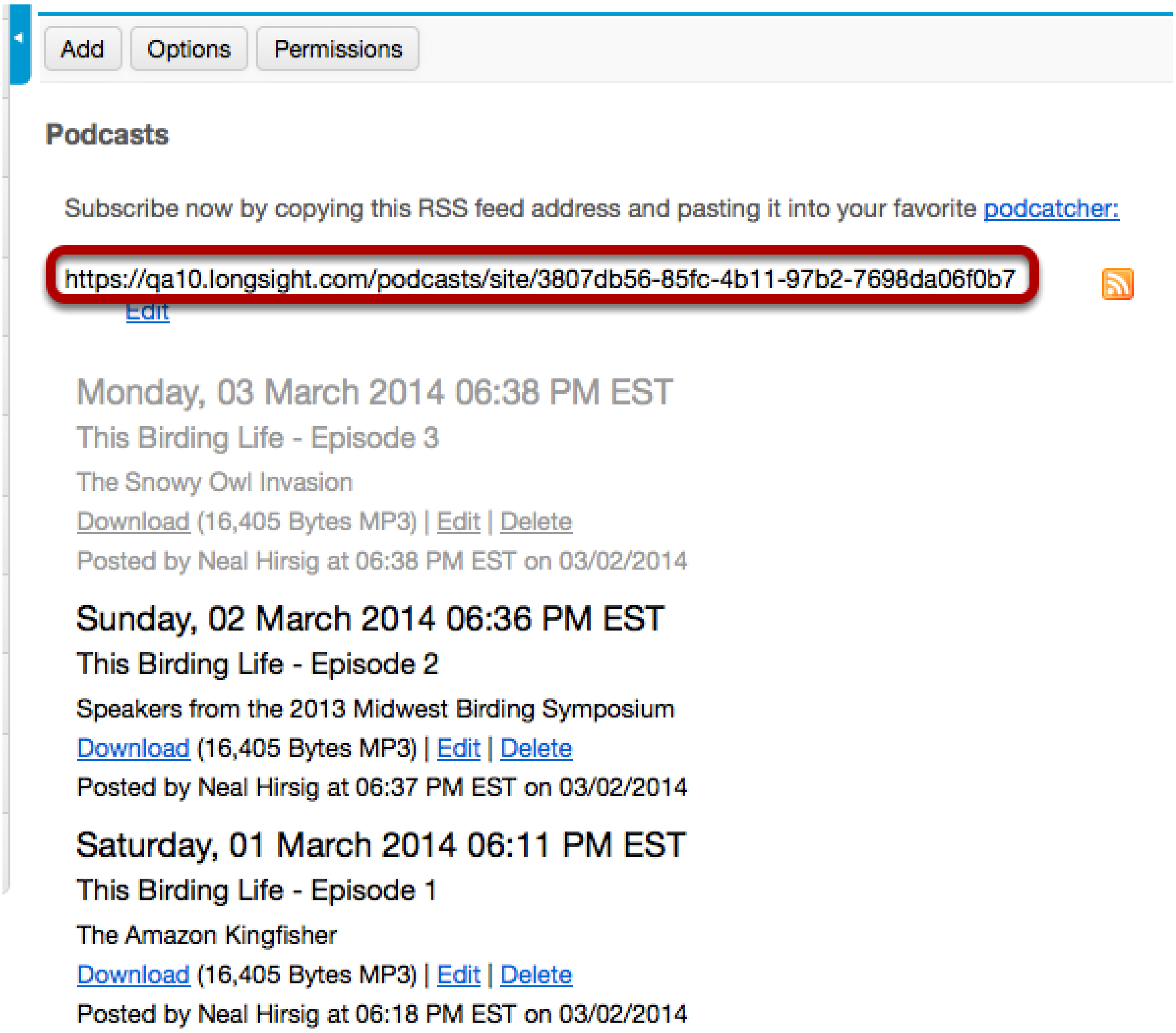
Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes).

Go to Podcasts.

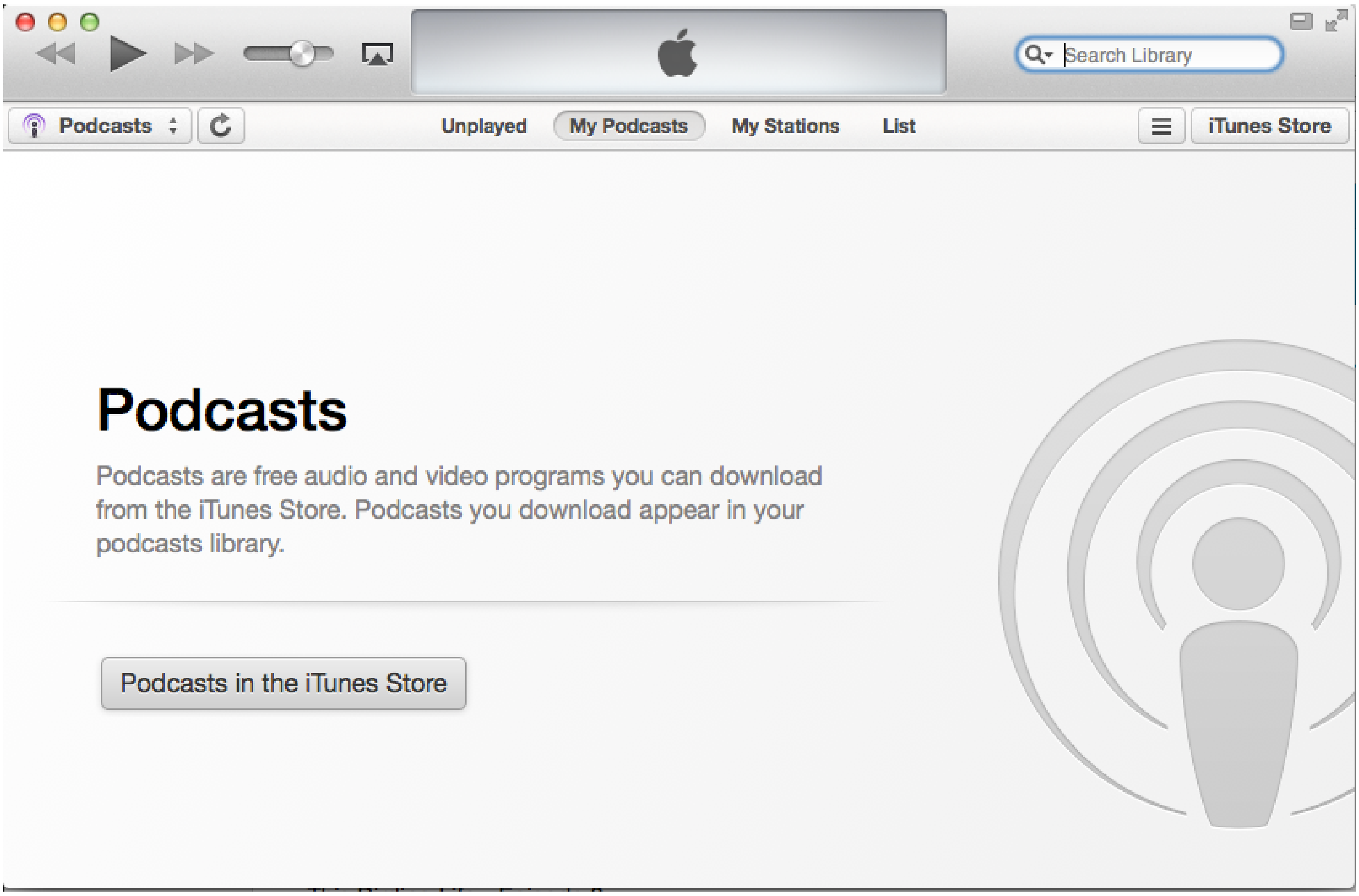


Select the **Podcasts** tool from the Tool Menu in your site.

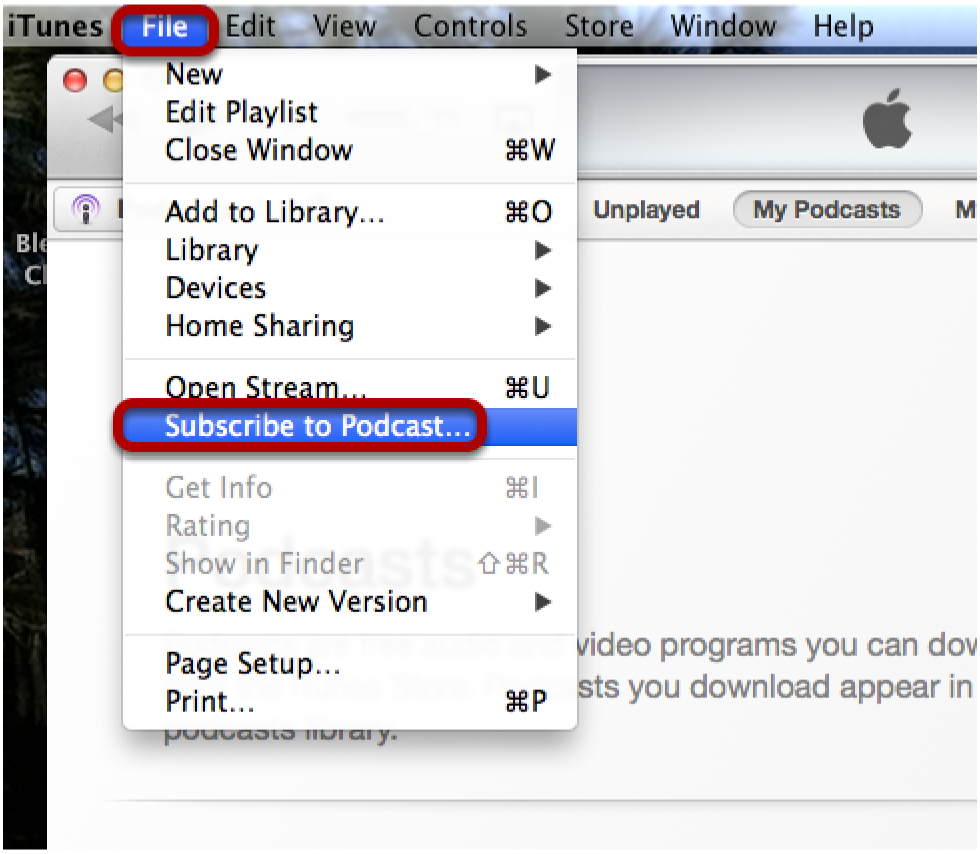
Copy the site's Podcast RSS feed URL.



Open your preferred podcatcher application (e.g. iTunes).

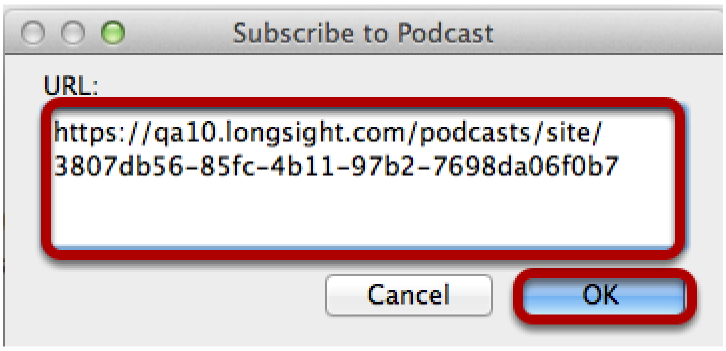


Click File / Subscribe to Podcast.



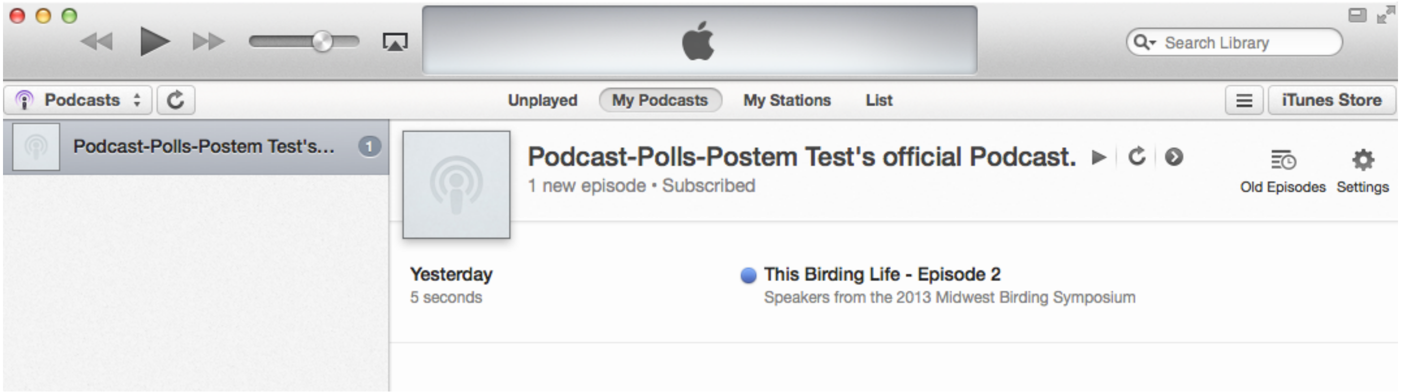
From the **File** menu, select **Subscribe to Podcast**.

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?

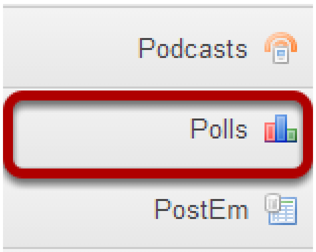
The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

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.

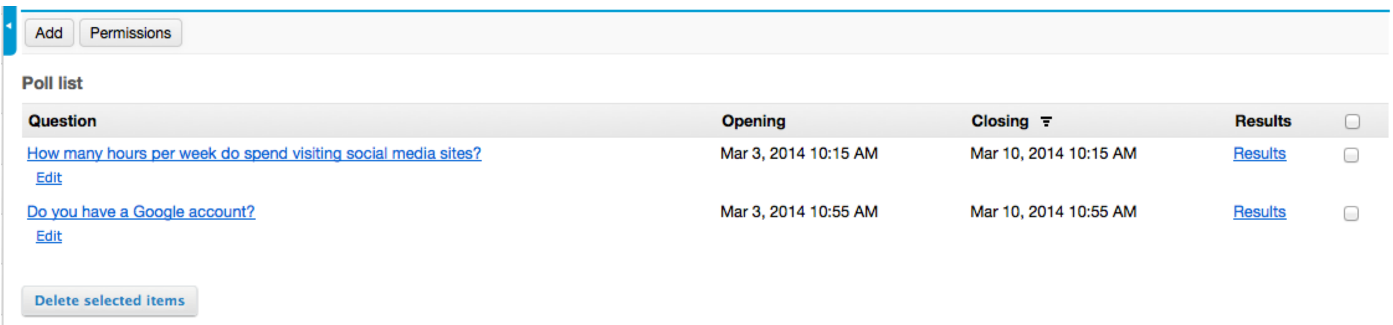
Participants may only vote once per poll.

Responses to poll questions are anonymous.

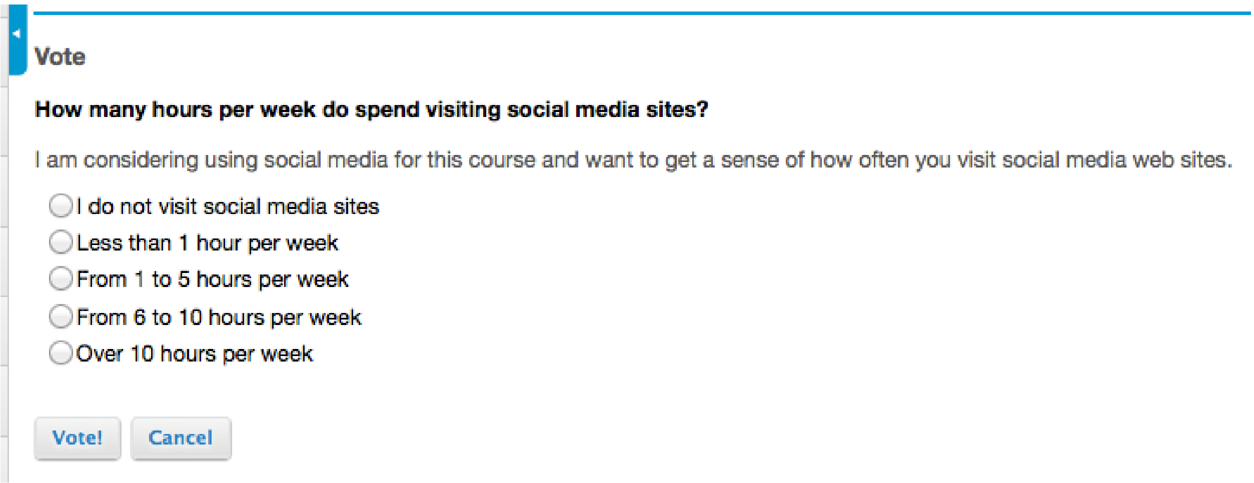
To access this tool, select Polls from the Tool Menu in your site.



Example of a site Polls list.



Example Polls.



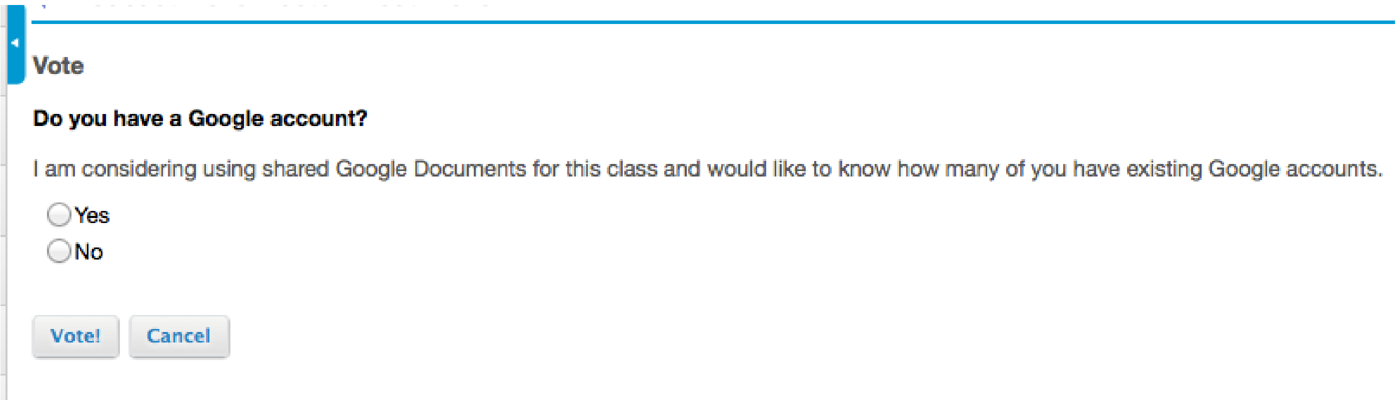
Vote

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



Vote

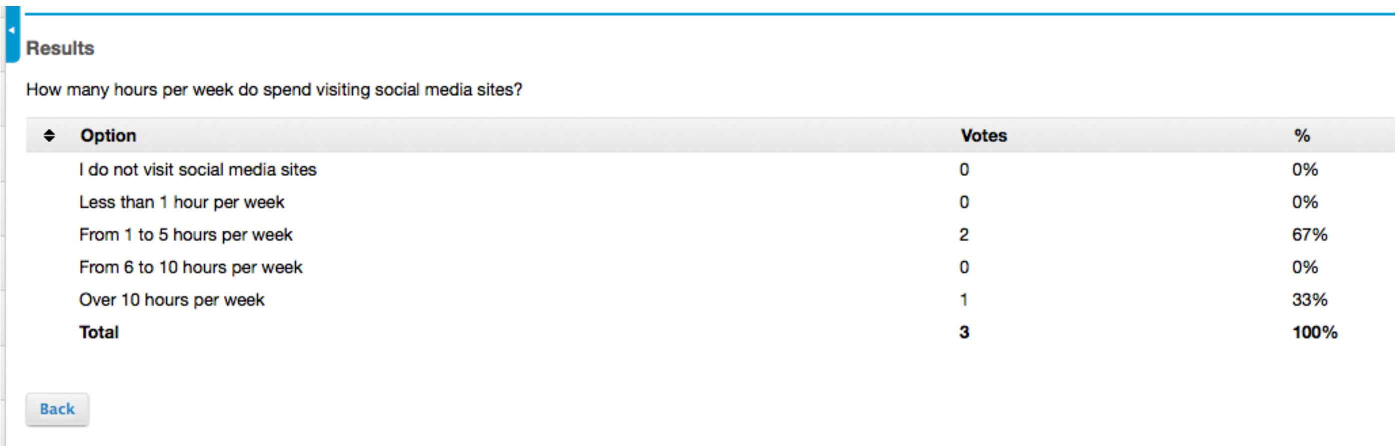
Do you have a Google account?

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 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

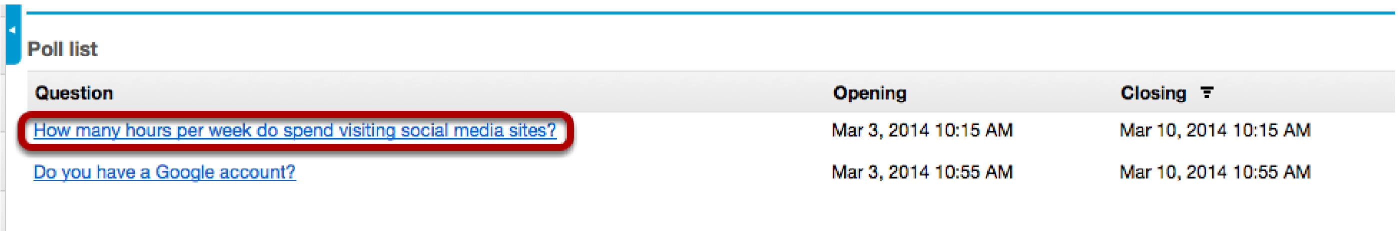
How do I take a poll?

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

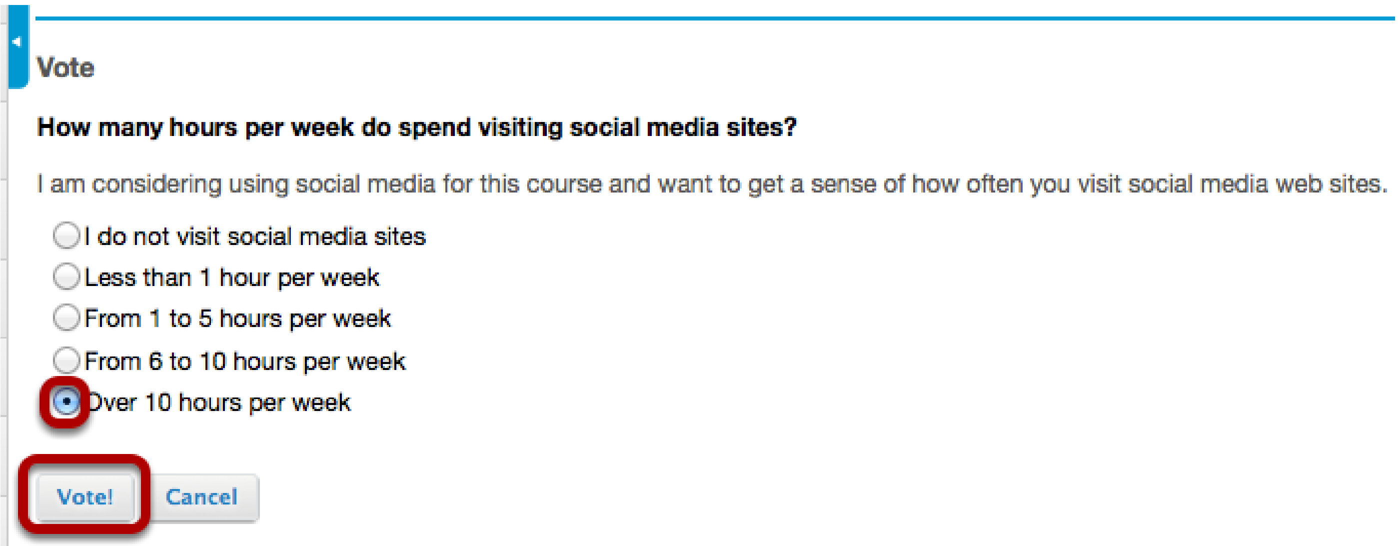
Go to Polls.

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

Click on the name of the poll.

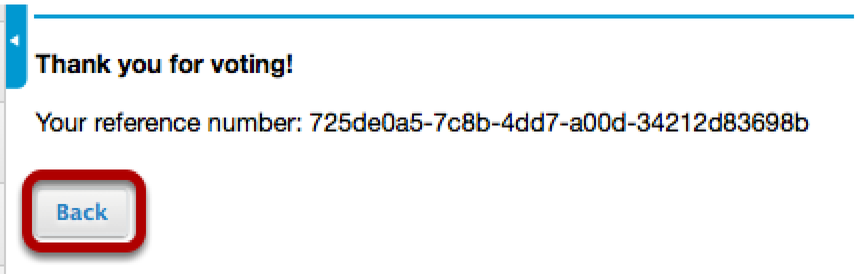


Select an option, then click Vote!



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.

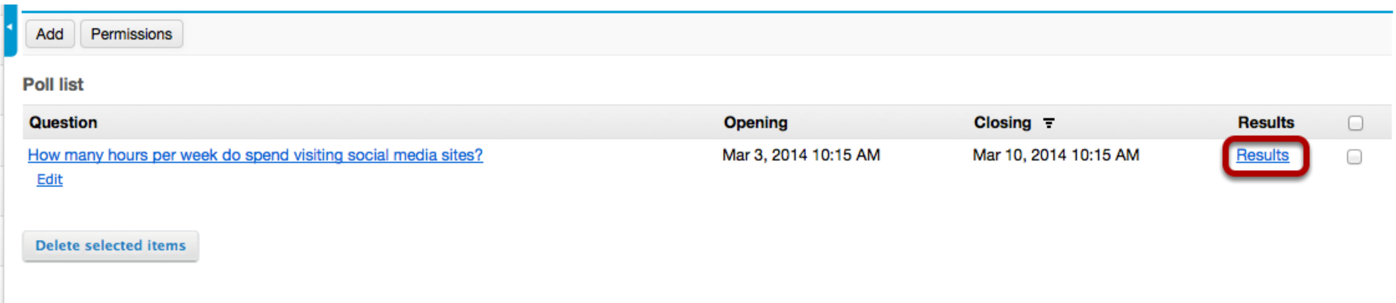
How do I view poll results?

Instructors can view all poll results and can allow students to view individual poll results.

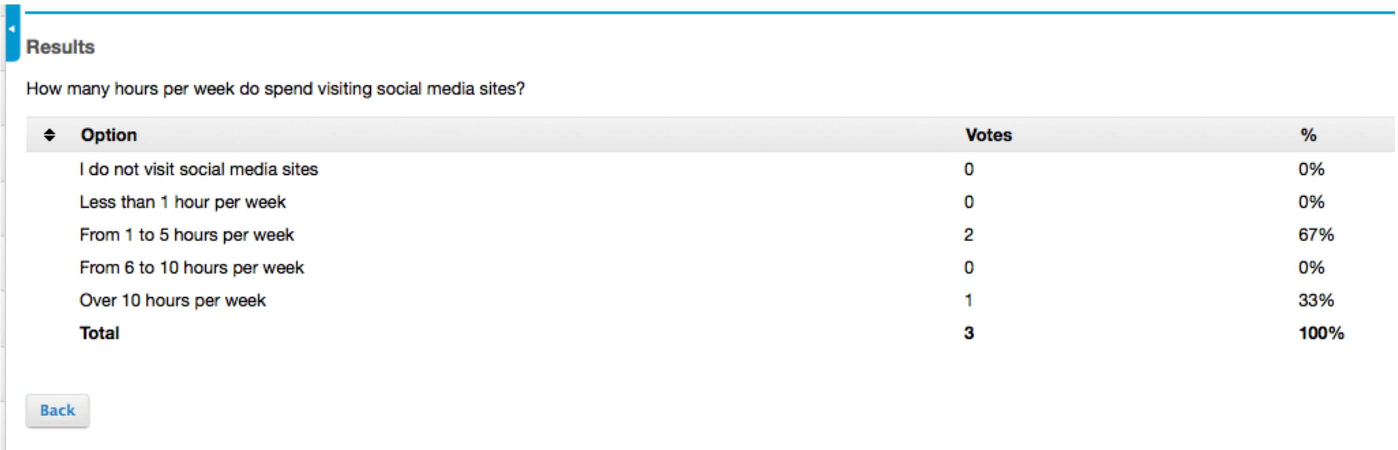
Go to Polls.

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

To view the results of the poll, click on Results.



Example: Poll Results.



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.

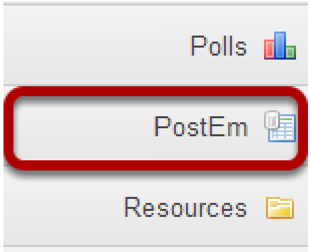
Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

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:

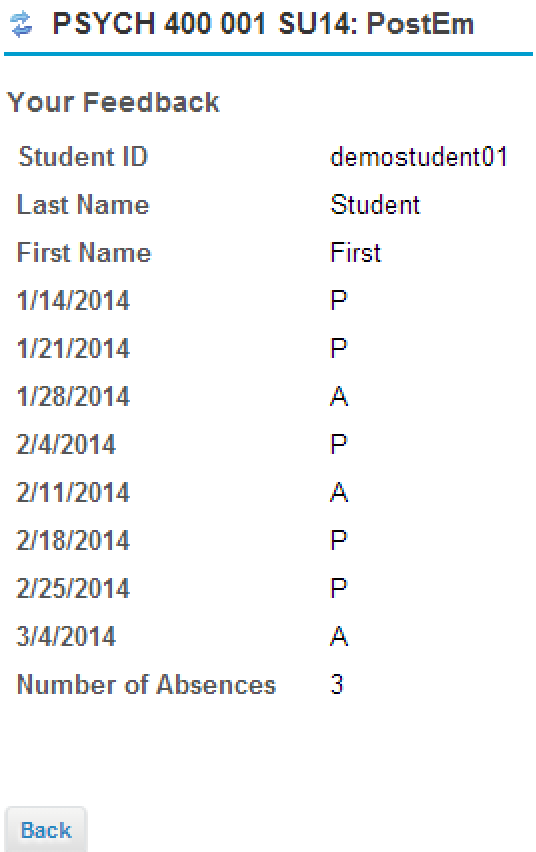
- The first column of the spreadsheet must contain the student usernames.
- The first row must contain headings.

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



Example of Class Attendance feedback.

Student View



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

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

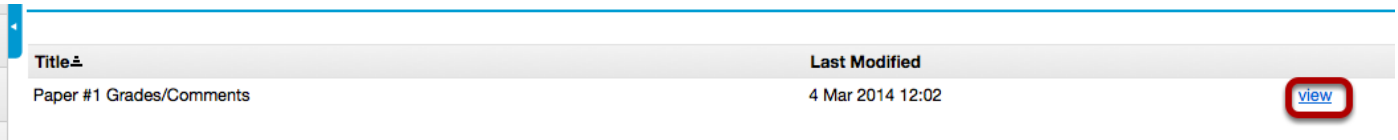
As the instructor you can see when a student has last checked their feedback. Any students who have never checked will appear in red.

How do I view my feedback in PostEm?

Go to PostEm.

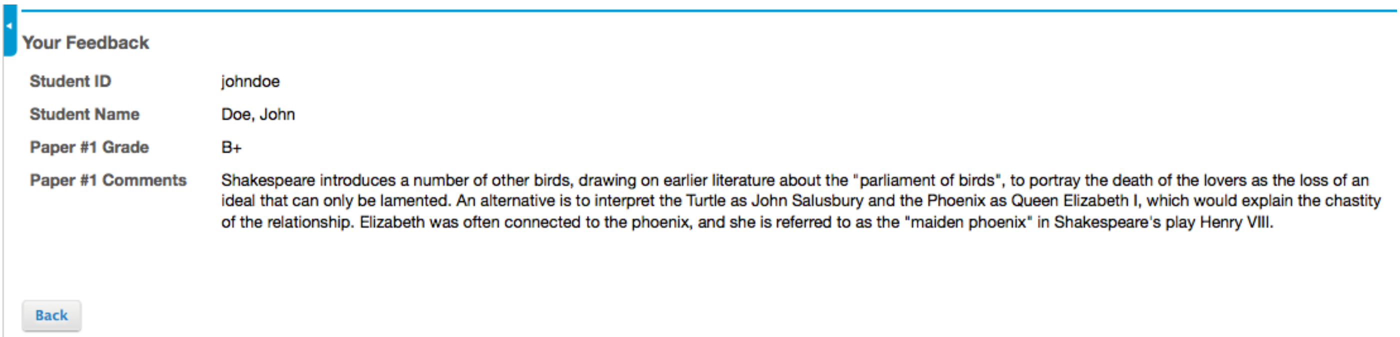
Select the **PostEm** tool from the Tool Menu of your site.

Click view.



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.



Profile

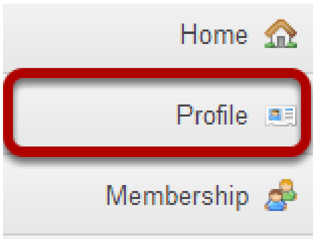
What is the Profile tool?

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?

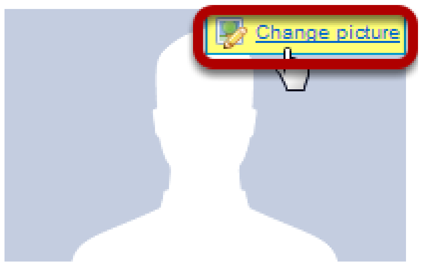
Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. Some institutions update fields in the Profile automatically when user accounts 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.

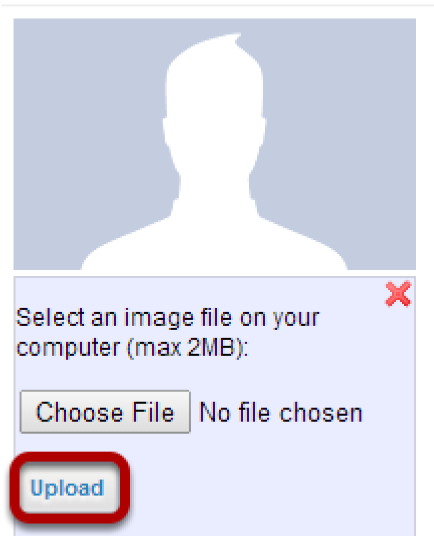
Select the **Profile** tool from the Tool Menu in My Workspace.

Changing Your Picture



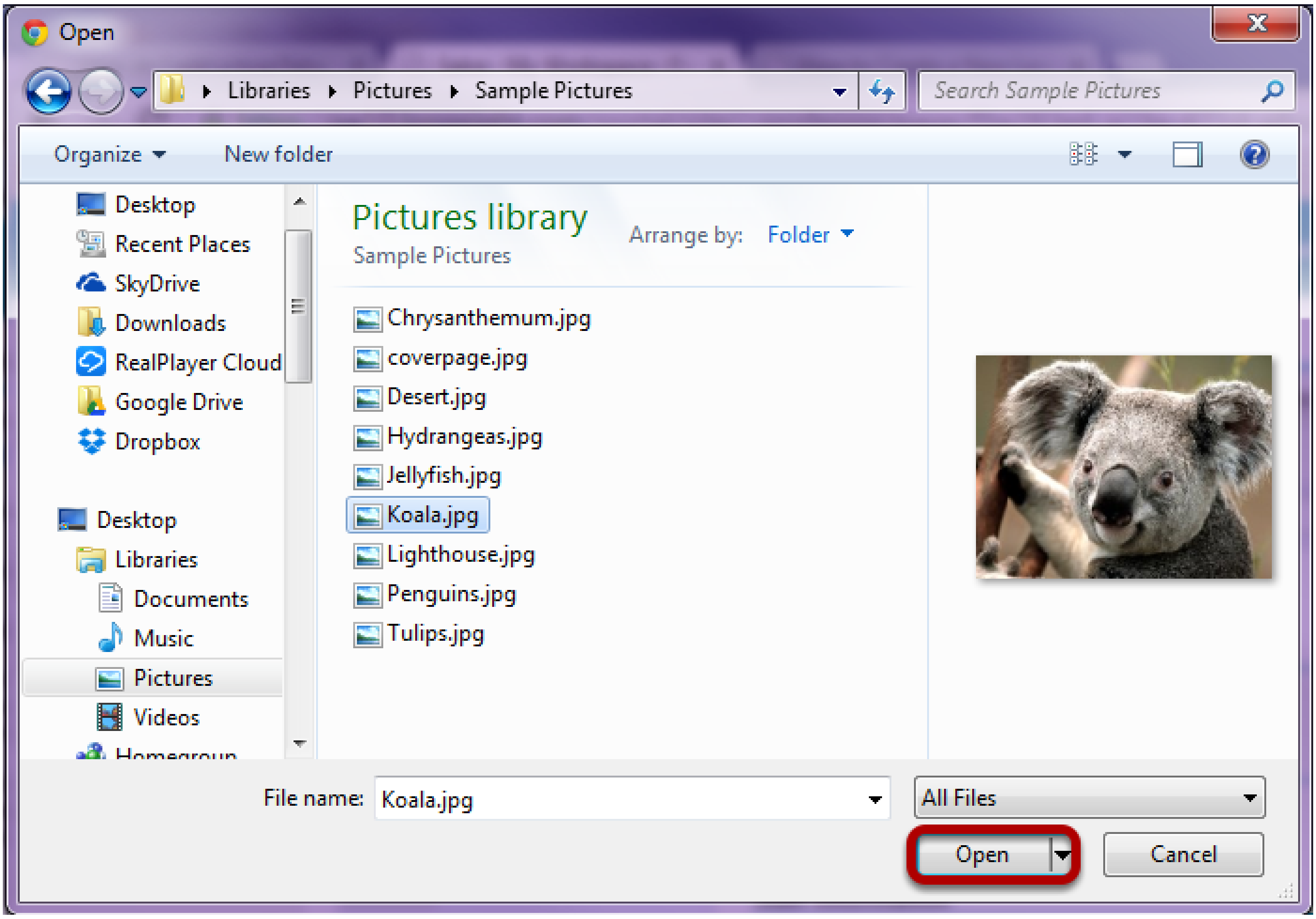
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



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

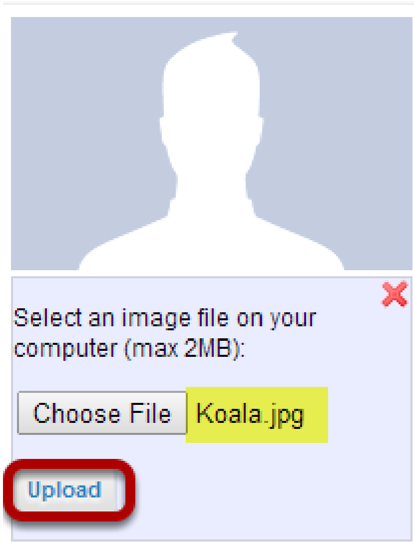
Select your new picture.



Once you have located the image you would like to use, select it and click **Open**.

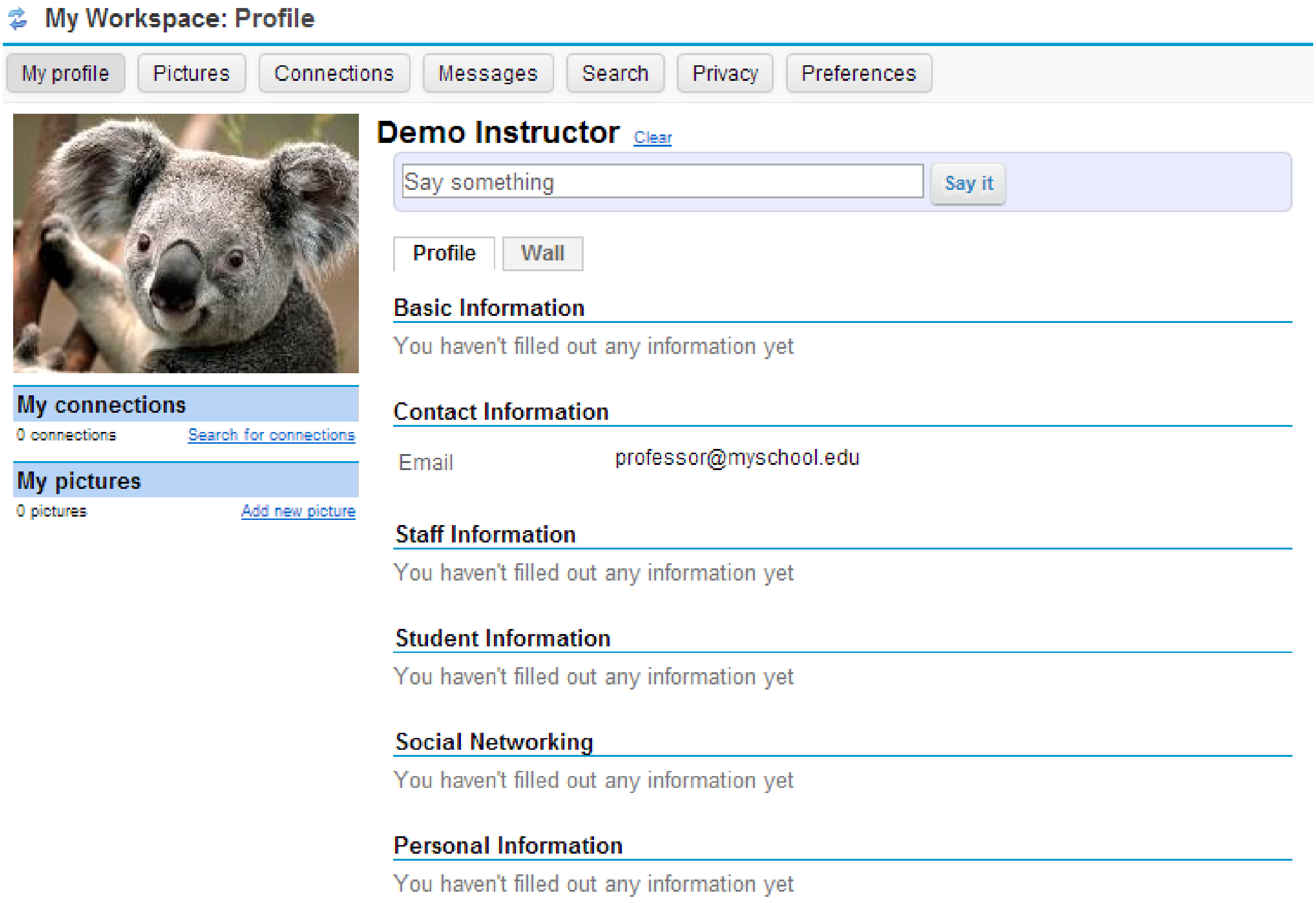
Note: Your image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.

Upload your new picture.



The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.

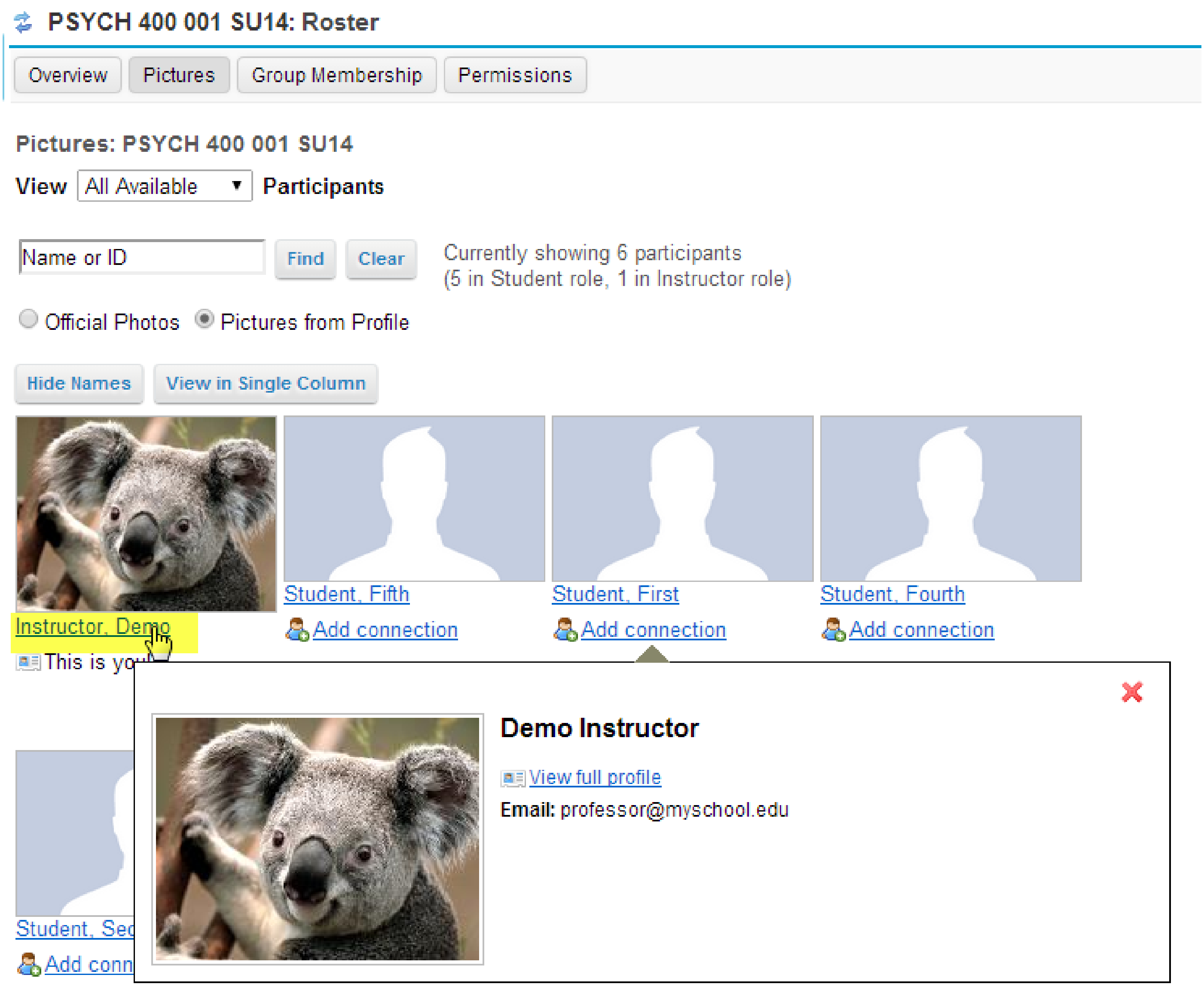
Picture updated.



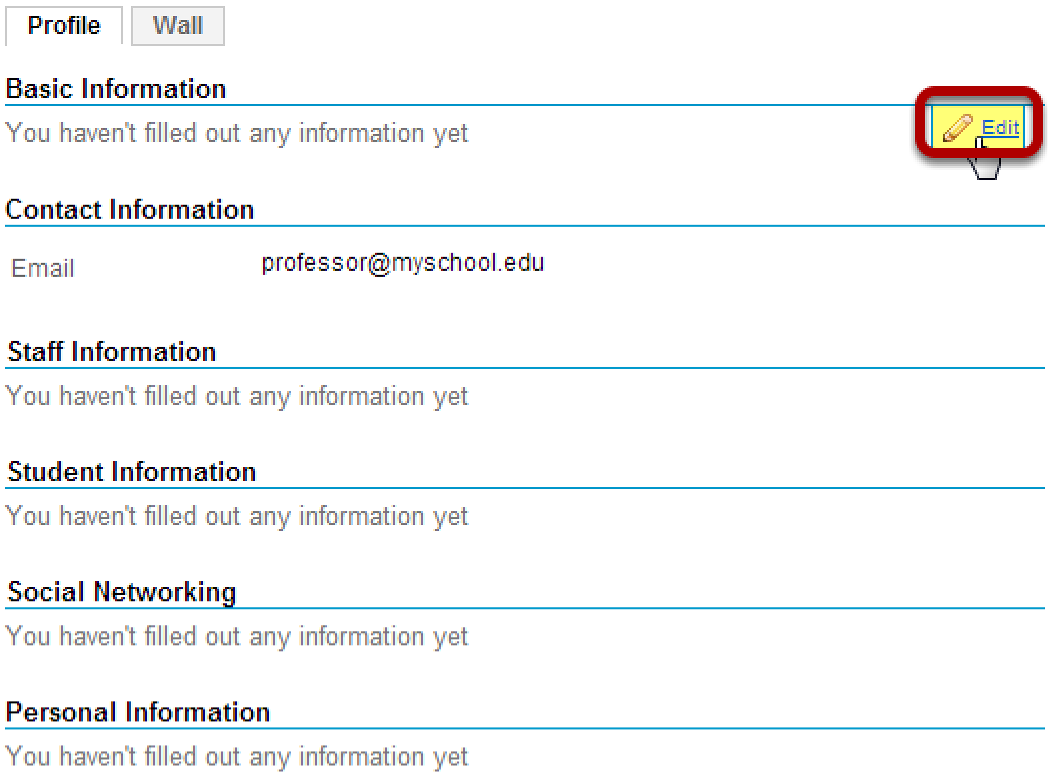
Your profile picture has been updated! This is the image that will display throughout Sakai when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.

Example of profile image display in Forums.

Example of profile image display in Roster.



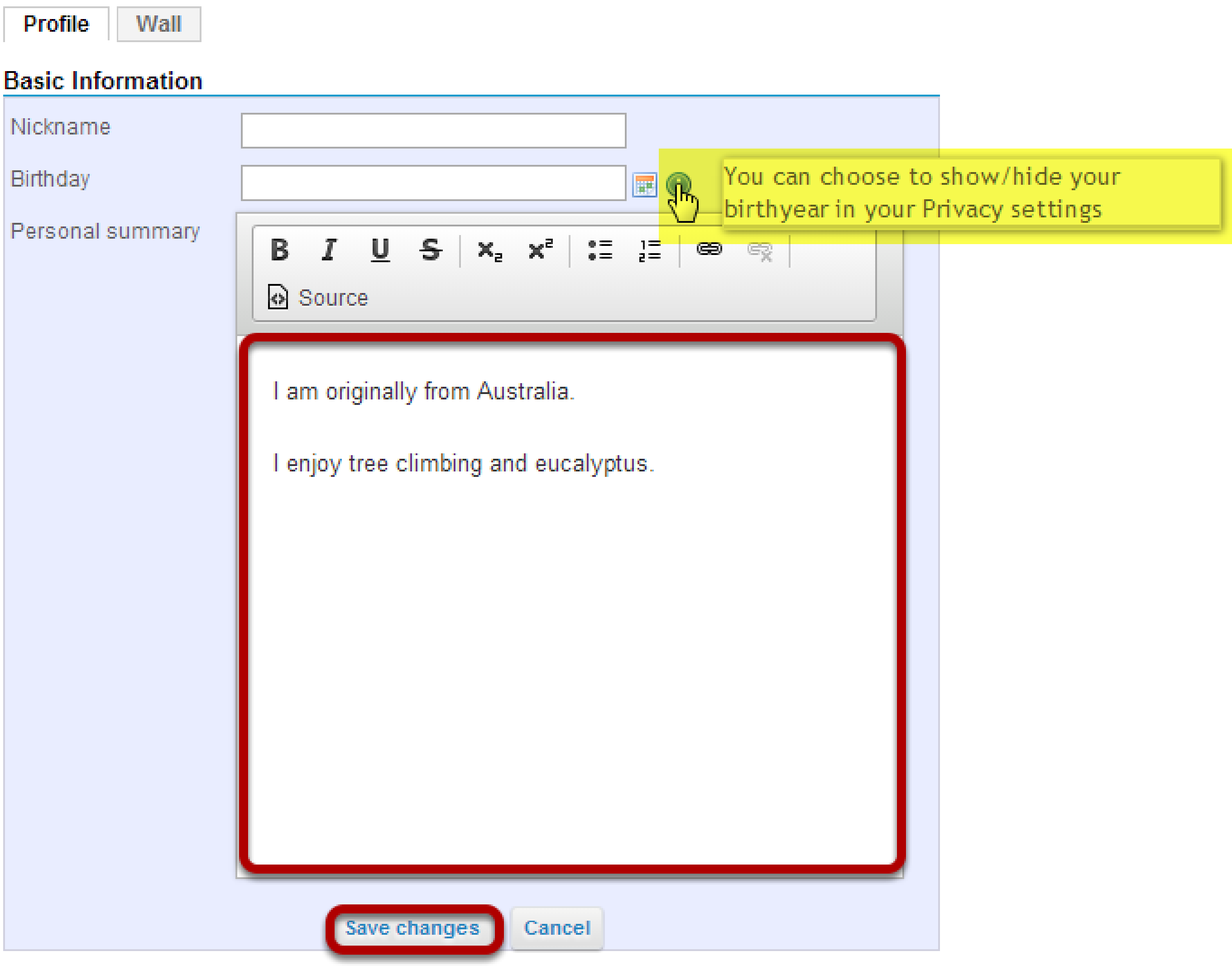
Editing your information.



Mouse over the right side of information each section near the horizontal rule to display the editing option.

Click on the **Edit** link to modify or add your information.

Basic Information.

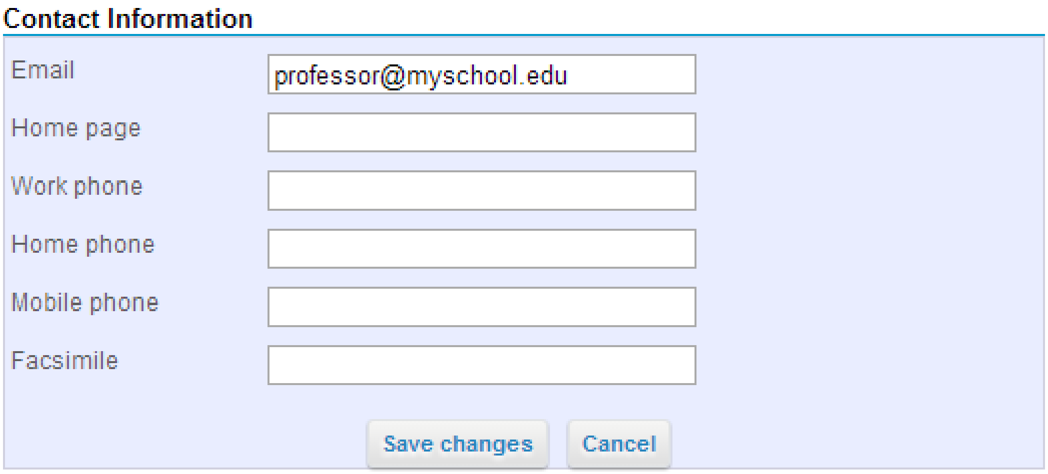


Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then click **Save**.

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.

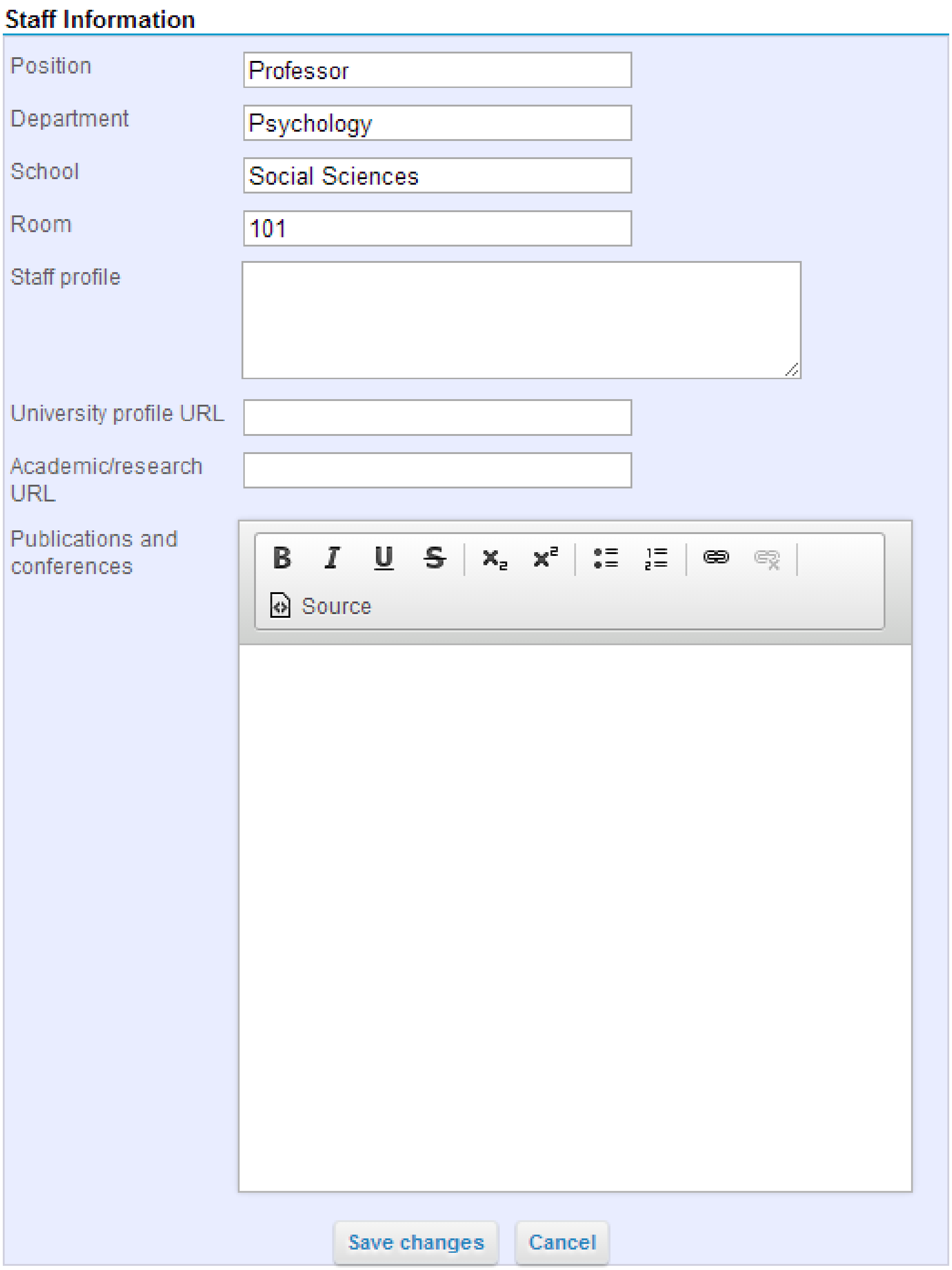


Often, the user's college email address is automatically populated in this area. If it is not, or if you prefer an alternate email address, you may enter it here.

You may also choose to enter your phone and/or fax numbers if desired.

Be sure to click **Save** to save any changes.

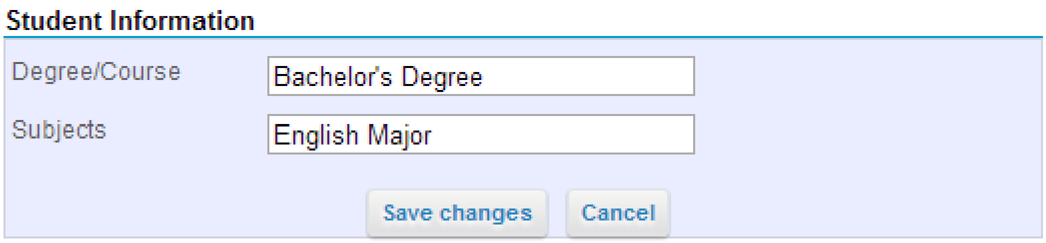
Staff Information.



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.

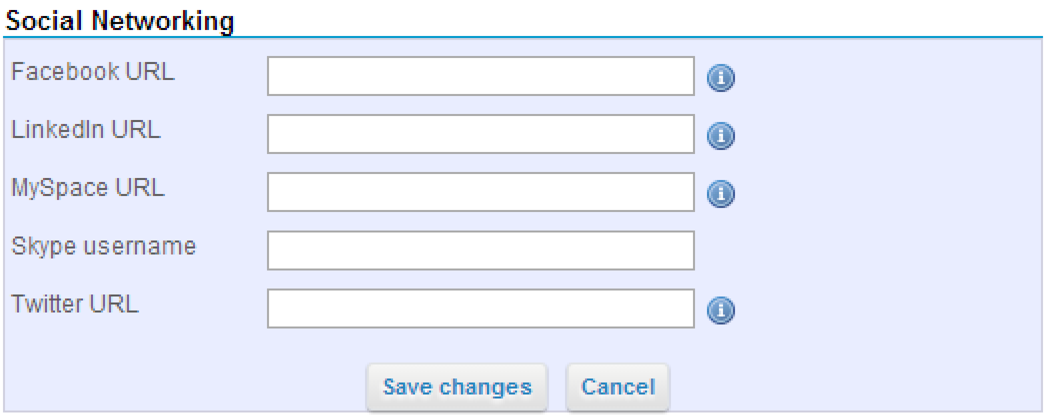
Note: The [Rich Text Editor](#) is also available to you in the Publications and Conferences field.

Student Information.



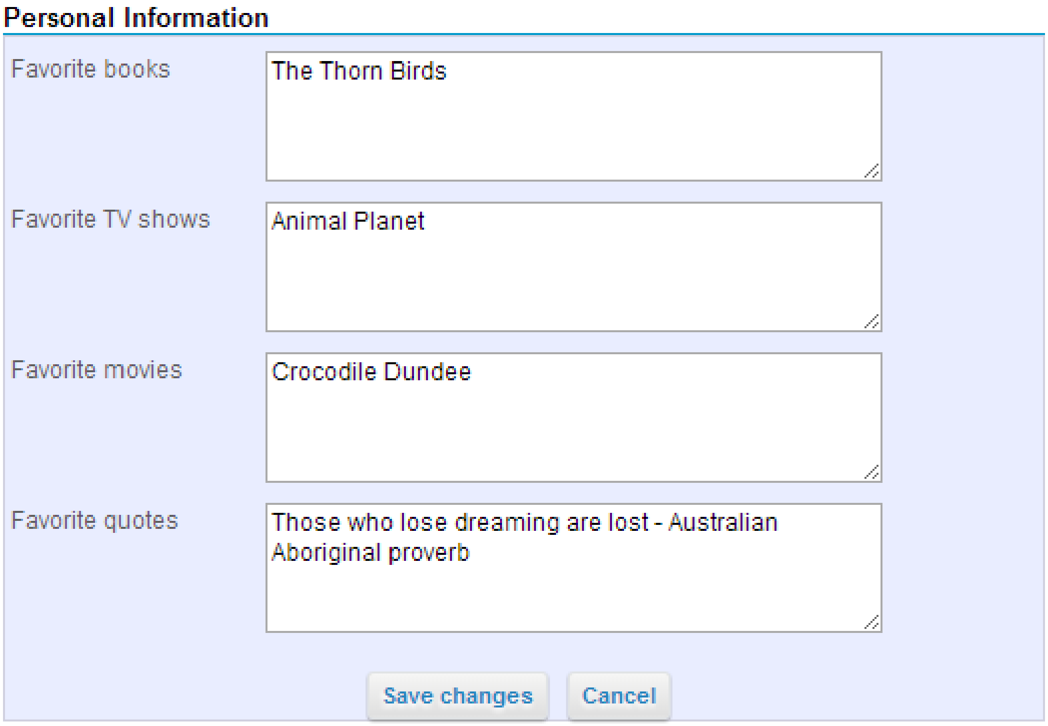
If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save** to save any changes.

Social Networking.



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.



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

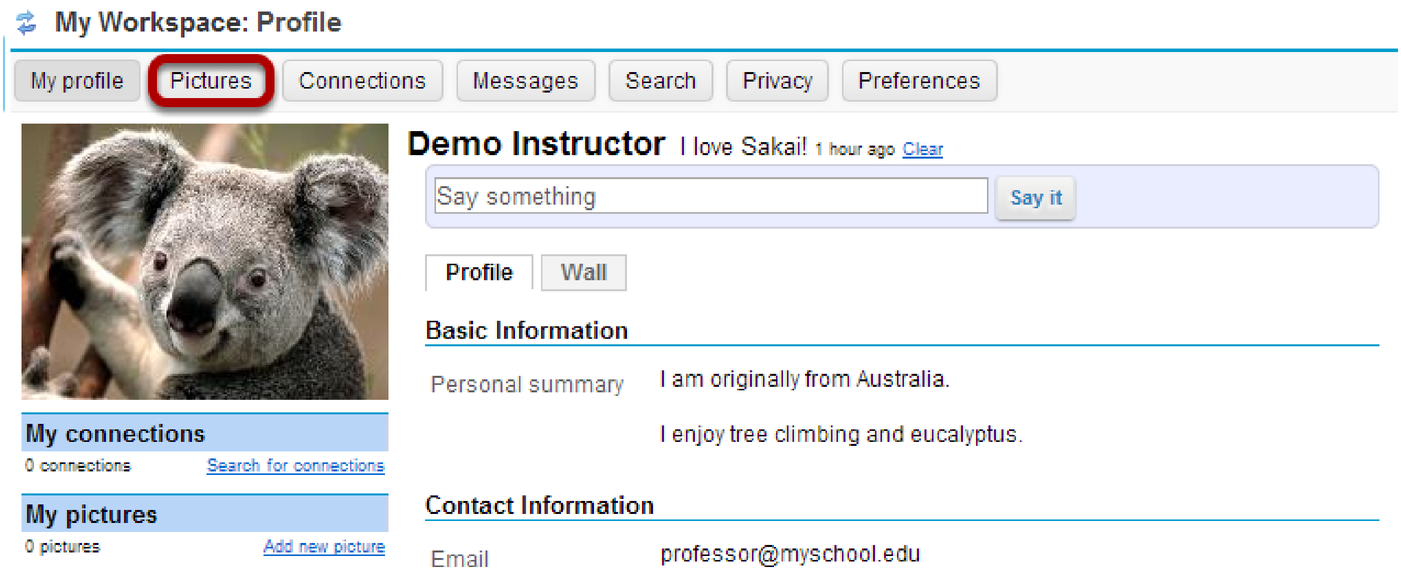
Tip: Users can search for connections in Profile based on common interests.

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.

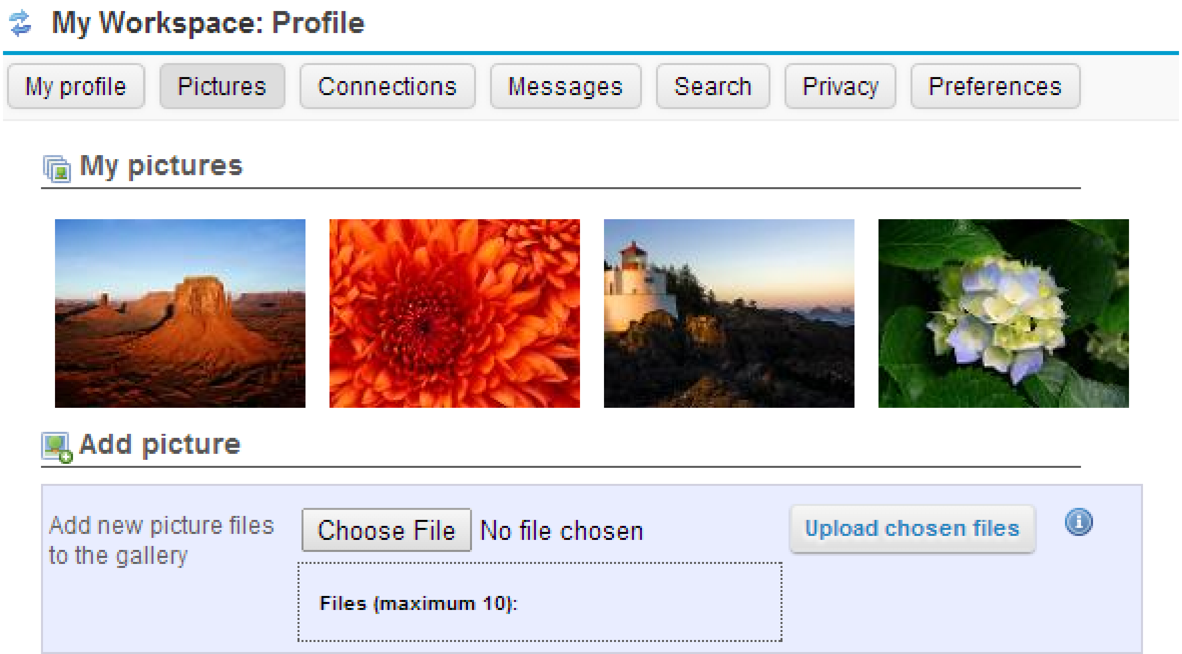


Select your image files.

1. Click the **Choose File** button to browse for images on your local computer and select them for upload. You may select more than one image if you like. The maximum number of profile gallery images is 10.
2. Selected files will appear listed below the **Choose File** button. If you decide not to upload a given image, you can click **Delete** to remove a file from the list.
3. Once you have selected your file/s, click the **Upload chosen files** button.

Note: The combined file size of all images to upload should not exceed 20MB.

View picture gallery.



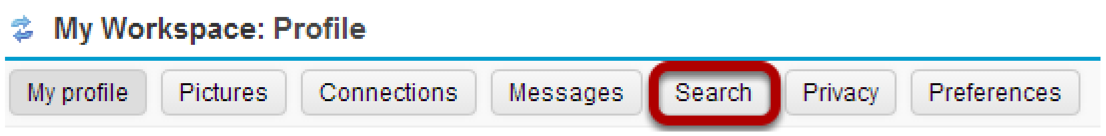
Once your images have been uploaded, they will display under "My Pictures".

How do I search for and add connections?

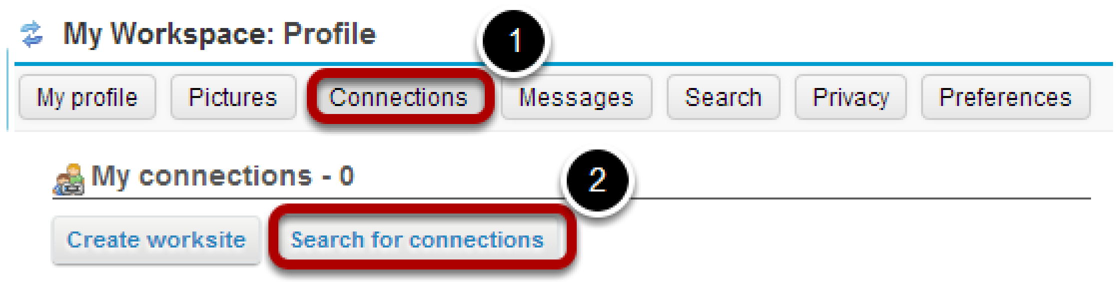
Go to Profile.

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

Click Search.

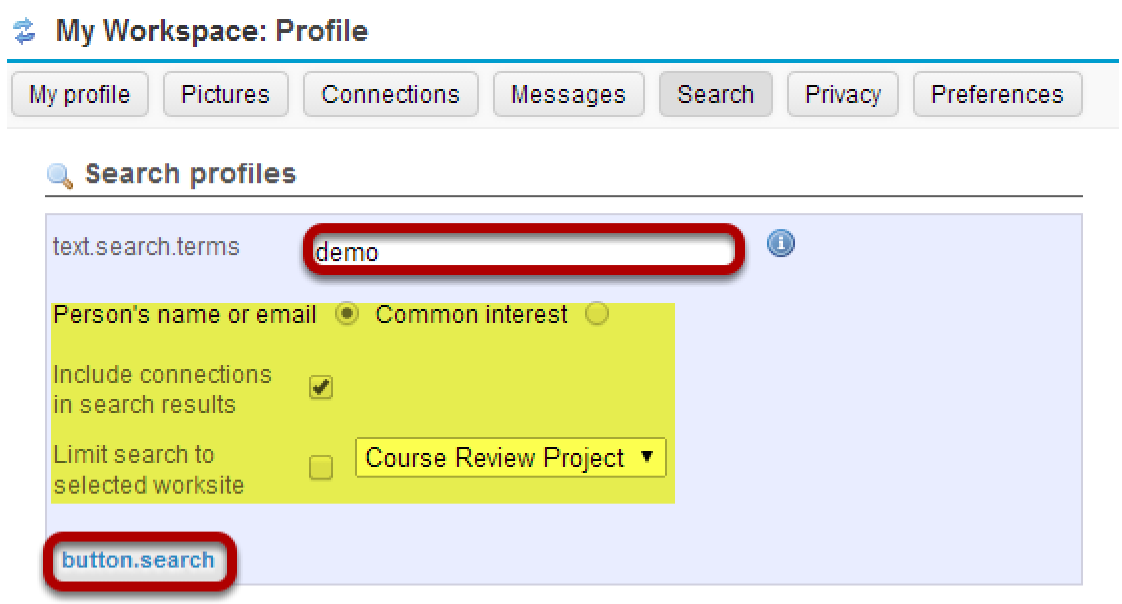


Or, you can also go to Connections to view/search from there.



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

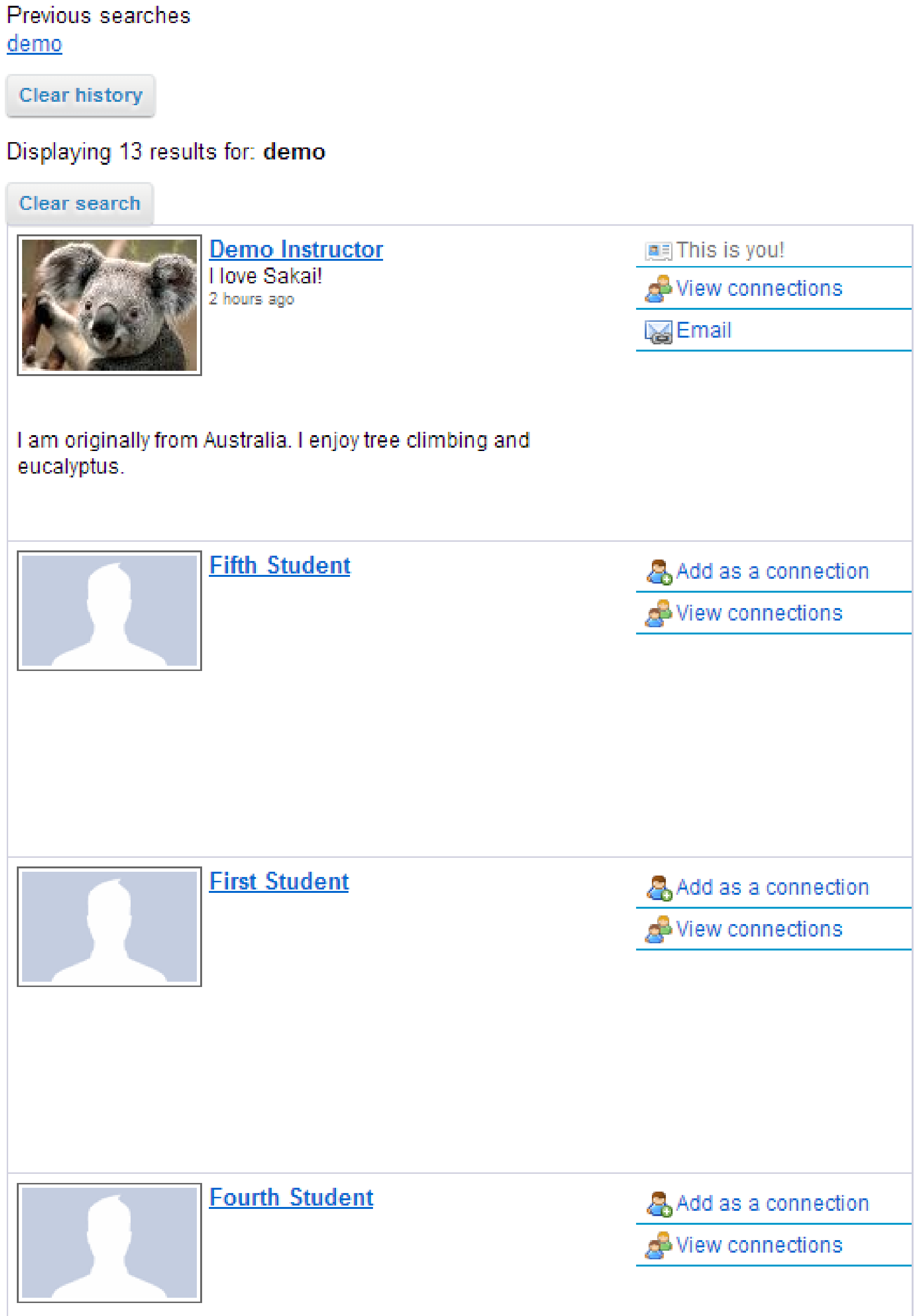
Enter your search terms.



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.

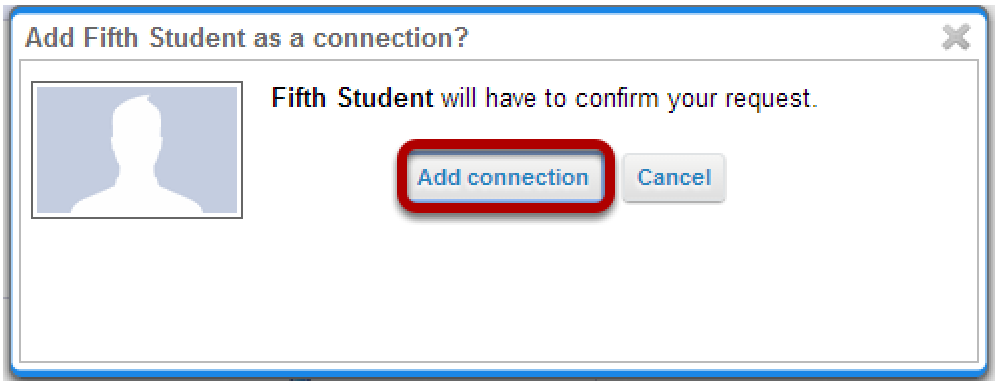


Search results will display at the bottom of the screen.

Add connections.

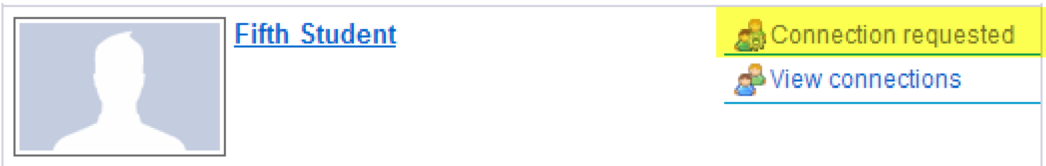
Click the **Add as a connection** link to send a connection request to the selected user.

Connection request confirmation.



You will receive a notice letting you know that the user you have contacted will have to confirm the request before being added as your connection. To proceed with the connection request, click **Add connection**.

Pending requests.



Note: Once you have sent a connection request to someone, you will see the text "Connection requested" displayed for that user until they accept or ignore the request.

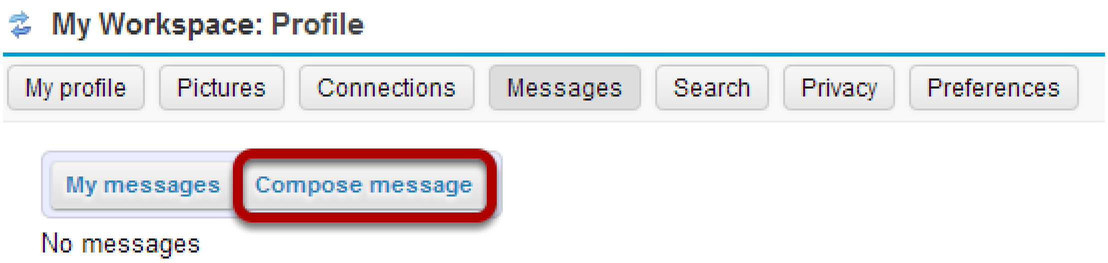
How do I send a message to a connection in Profile?

Go to Profile.

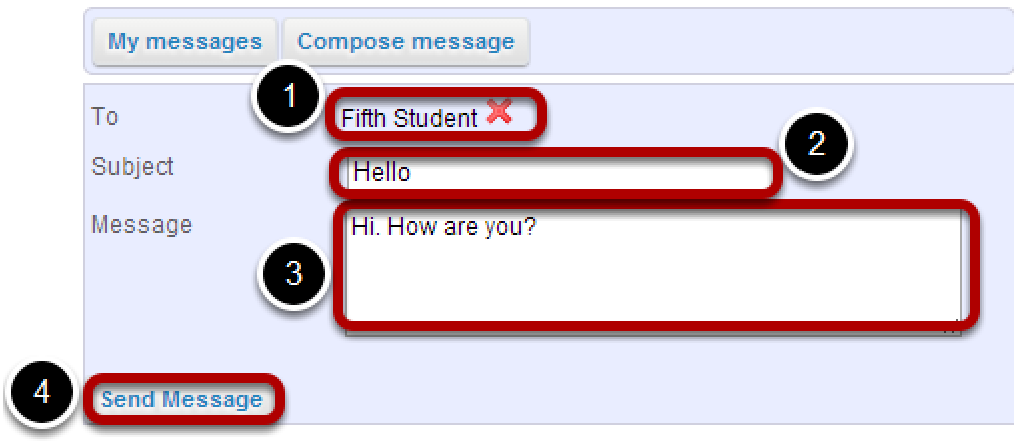
Select the **Profile** tool from the Tool Menu in My Workspace.

Click Messages.

Click Compose message.



Enter your message and send.



1. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
2. Enter a subject.
3. Enter a message.
4. Click **Send Message**.

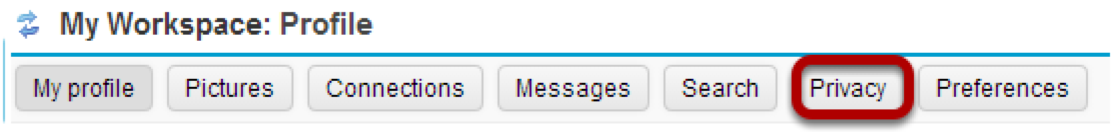
How do I change my privacy settings?

On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

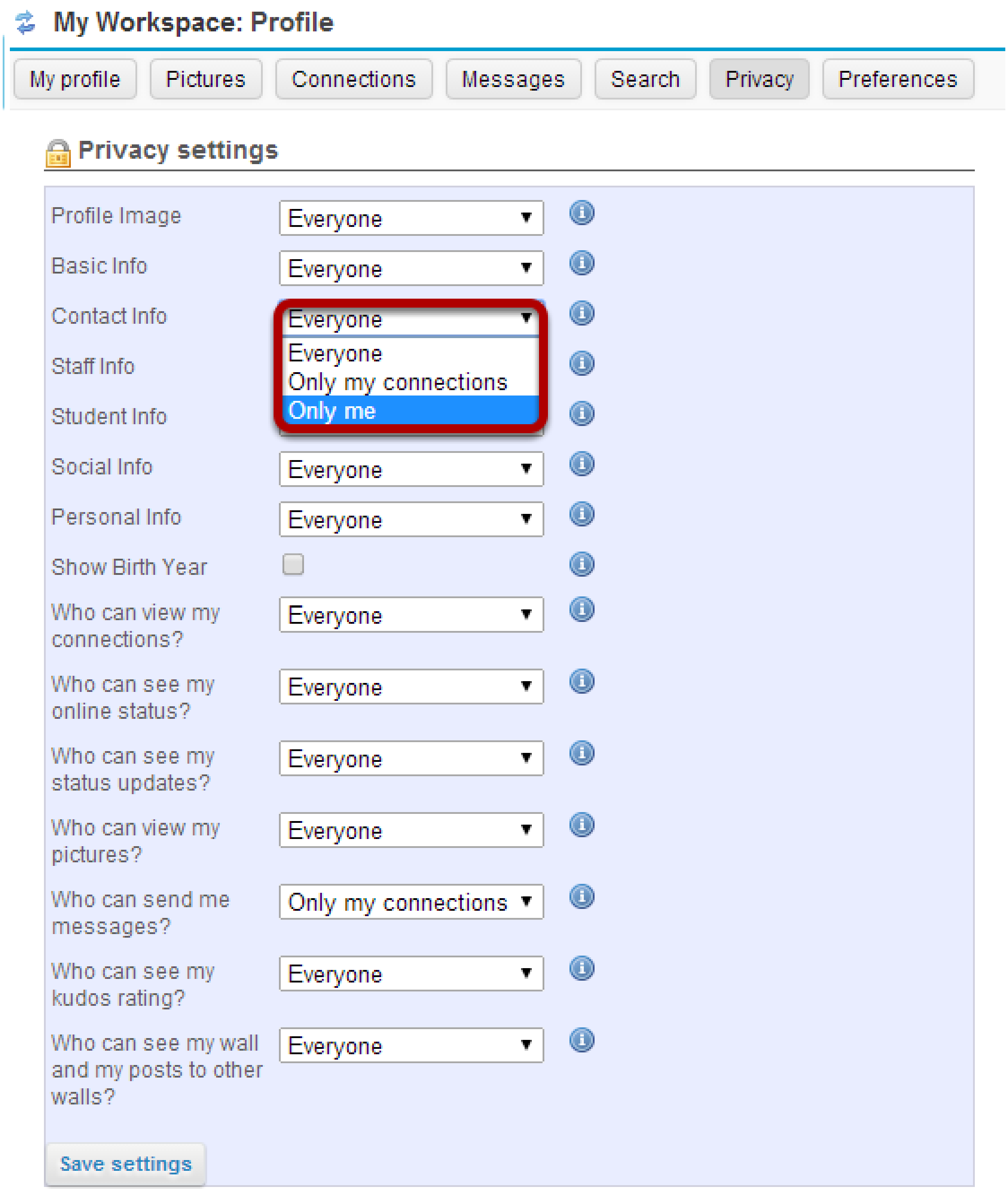
Go to Profile.

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

Click Privacy.



Modify your privacy settings.



You may use the drop-down menus to change the privacy settings for each of the items listed.

Note: Depending on your institutional Profile settings, some of these privacy settings may be locked or unavailable.

Click Save settings.

If you make any changes, be sure to click **Save settings** to save your changes.

How do I set my notification and other profile preferences?

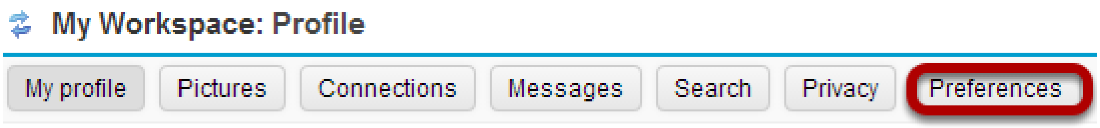
On your preferences page you can control what emails are sent you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured) as well as manage the Twitter integration for your status updates. All changes in preferences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

Note: Depending on institutional settings, some of these options may not be available in your local instance.

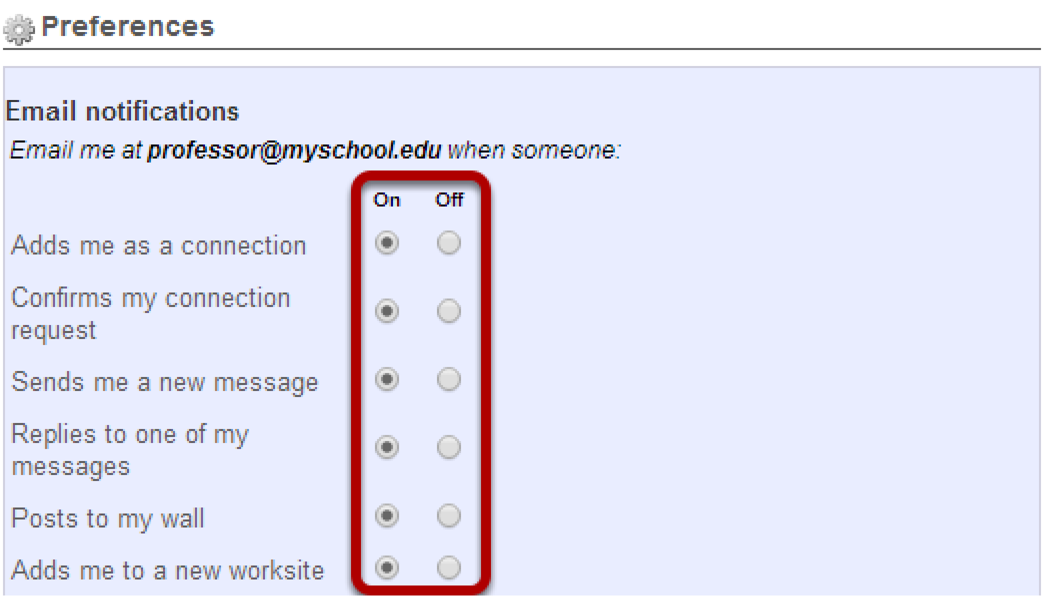
Go to Profile.

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

Click Preferences.

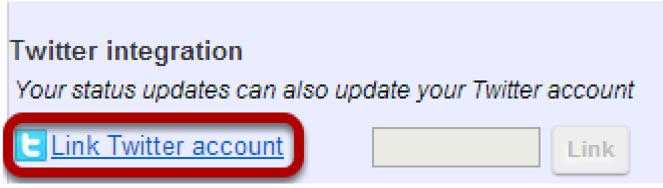


Manage email notifications.



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.

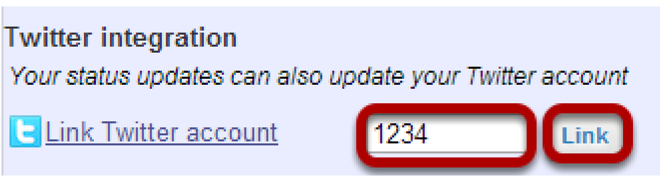
Note: The Twitter integration will post your Sakai status updates to your Twitter account. However, it does not post your other Tweets to Sakai.

Grant access.

Log in with your Twitter username and password, and then click the **Authorize app** button to grant Profile2 access to post status updates.

You'll be presented with a PIN code.

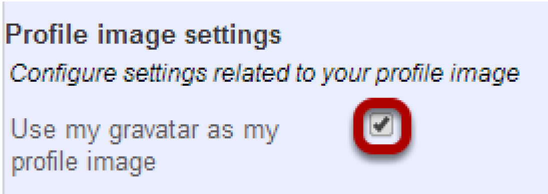
Enter the PIN and click Link.



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

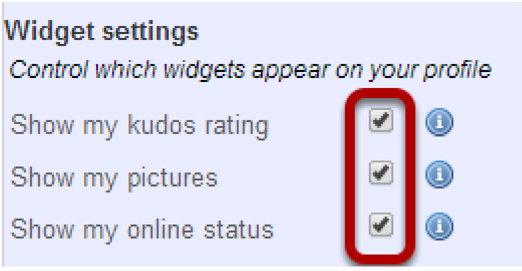
Note: You can disable the Twitter integration by clicking Unlink.

Manage profile image settings.



If you have an existing gravatar and you would like to use that as your profile image, you may check the box here.

Manage widget settings.



Check the box next to any of the available widgets to show them on your profile.

- **Show my kudos rating**: This will display your kudos rating on your profile once it has been calculated.
- **Show my pictures**: This will display pictures from your image gallery on your profile if selected.
- **Show my online status**: This will show whether or not you are currently online. If enabled, you can further control this in your privacy settings. If disabled, you will appear to be offline.

Click Save settings.

If you have made any changes to your preferences, be sure to click **Save settings** to save your changes.

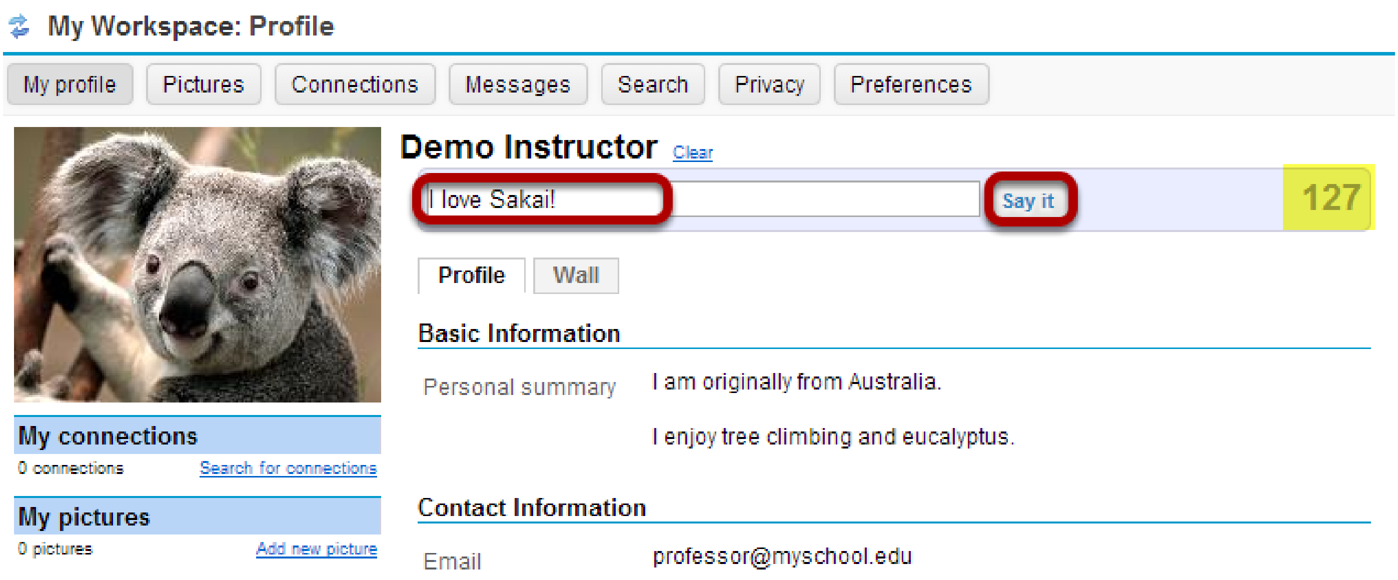
How do I post to my wall?

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.

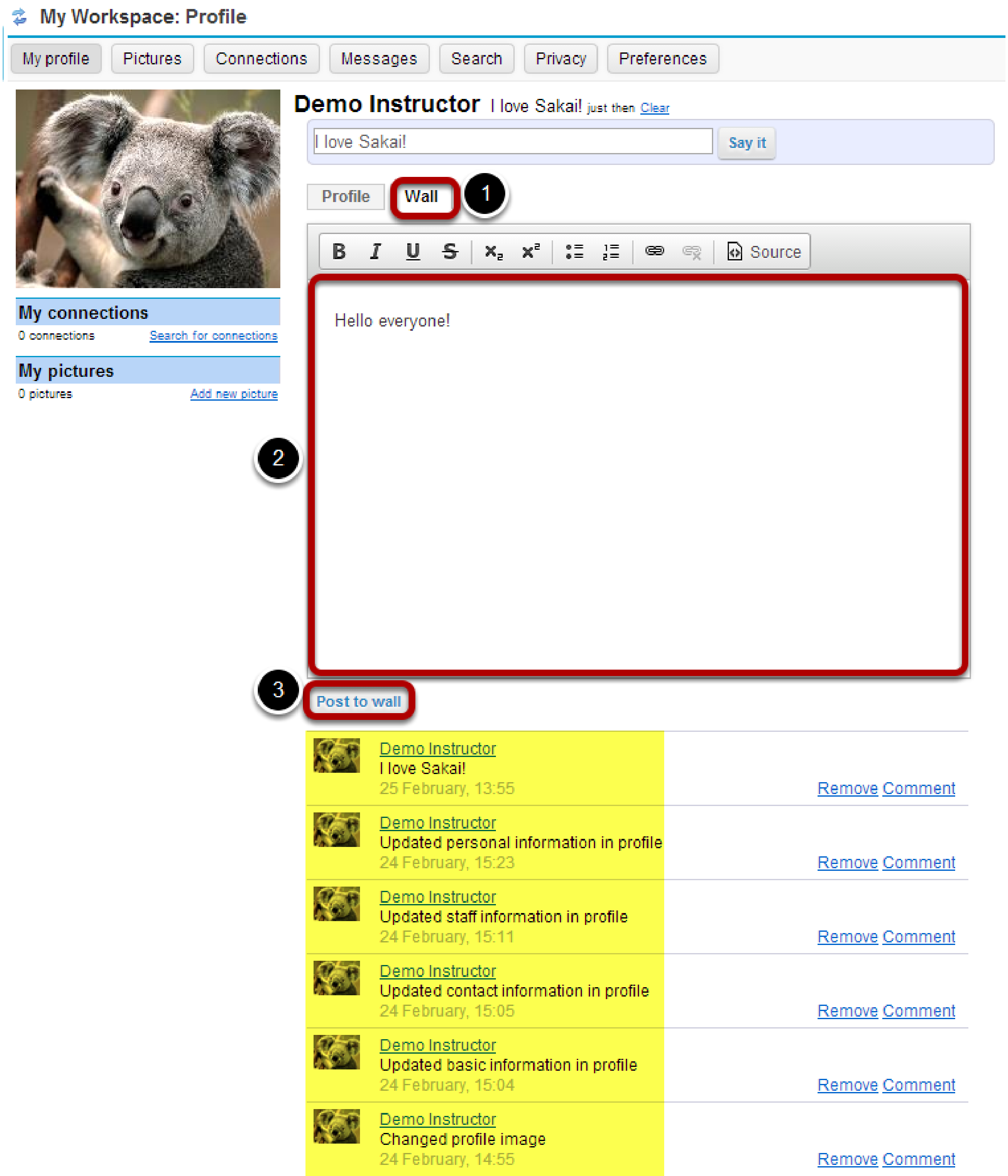
Enter a status message.



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.



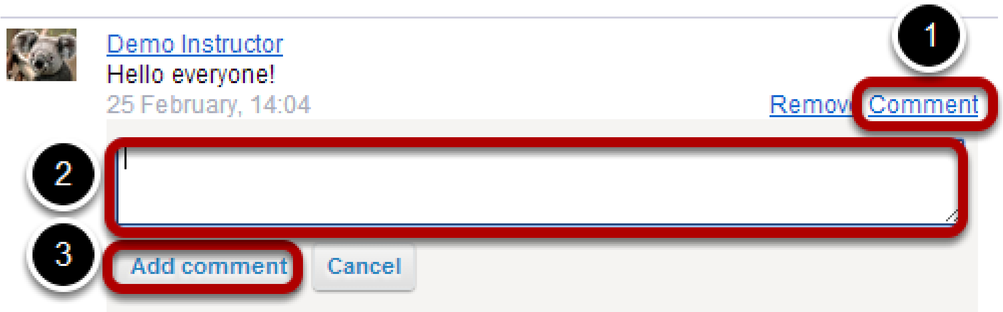
1. Click on the **Wall** tab.
2. Enter your text into the Rich Text Editor.
3. Click **Post to wall**.

Note: Previously posted status messages, posts and updates will appear at the bottom of the screen.

Remove a post. (Optional)

If you would like to remove an existing message on your wall, click the **Remove** link next to the item you'd like to delete.

Comment on a post. (Optional)



If you would like to comment on a wall post (your own, or someone else's):

1. Click the **Comment** link next to the post.
2. The screen will expand to show a text box below where you can add your comment. Enter your text here.
3. Click **Add Comment** to post your comment to the wall.

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.

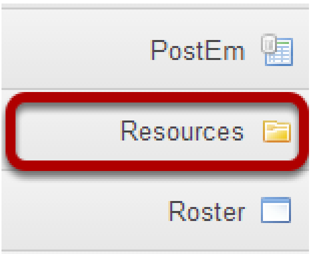
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

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.

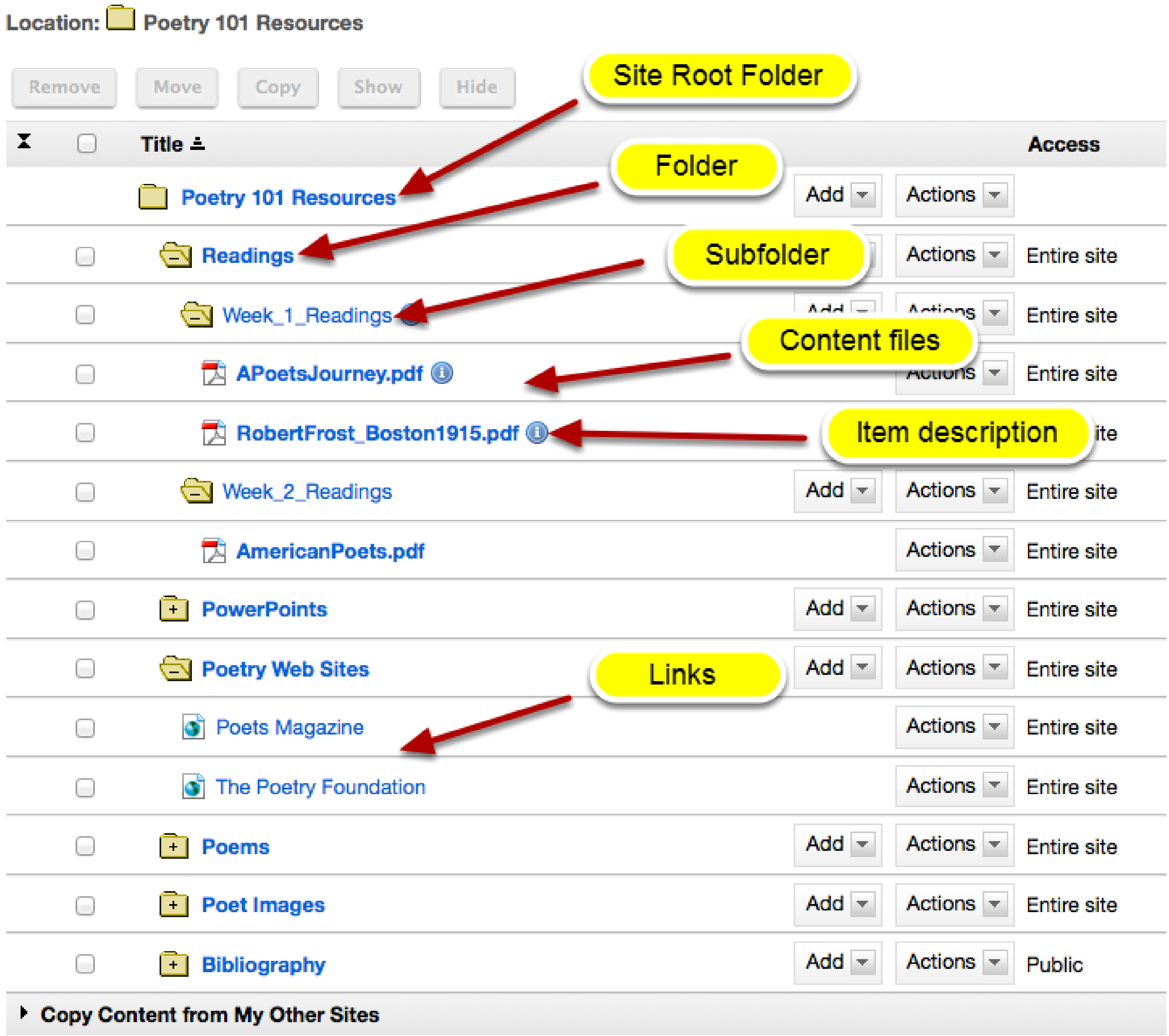
Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

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.



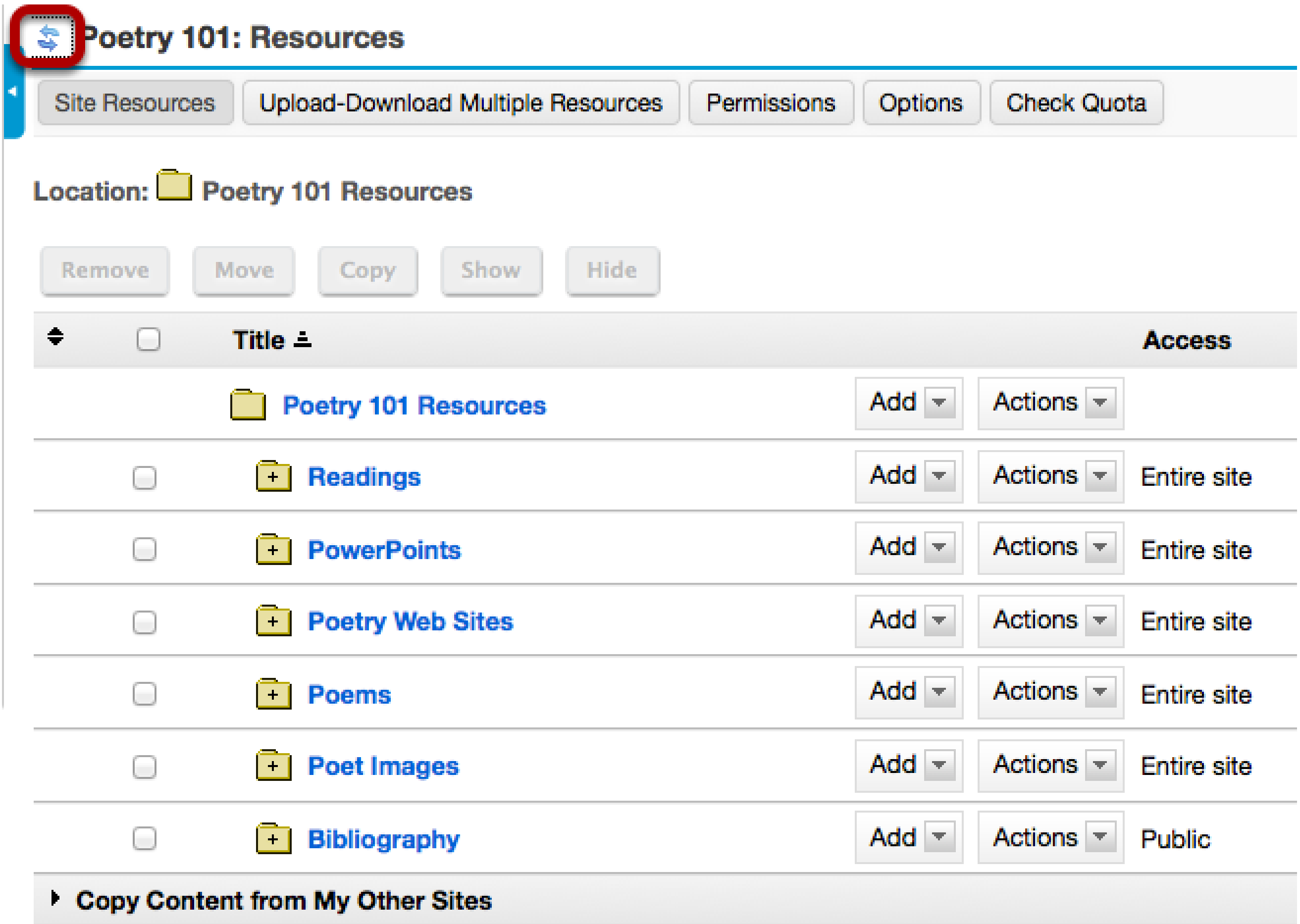
How do I navigate the Resources tool?

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.

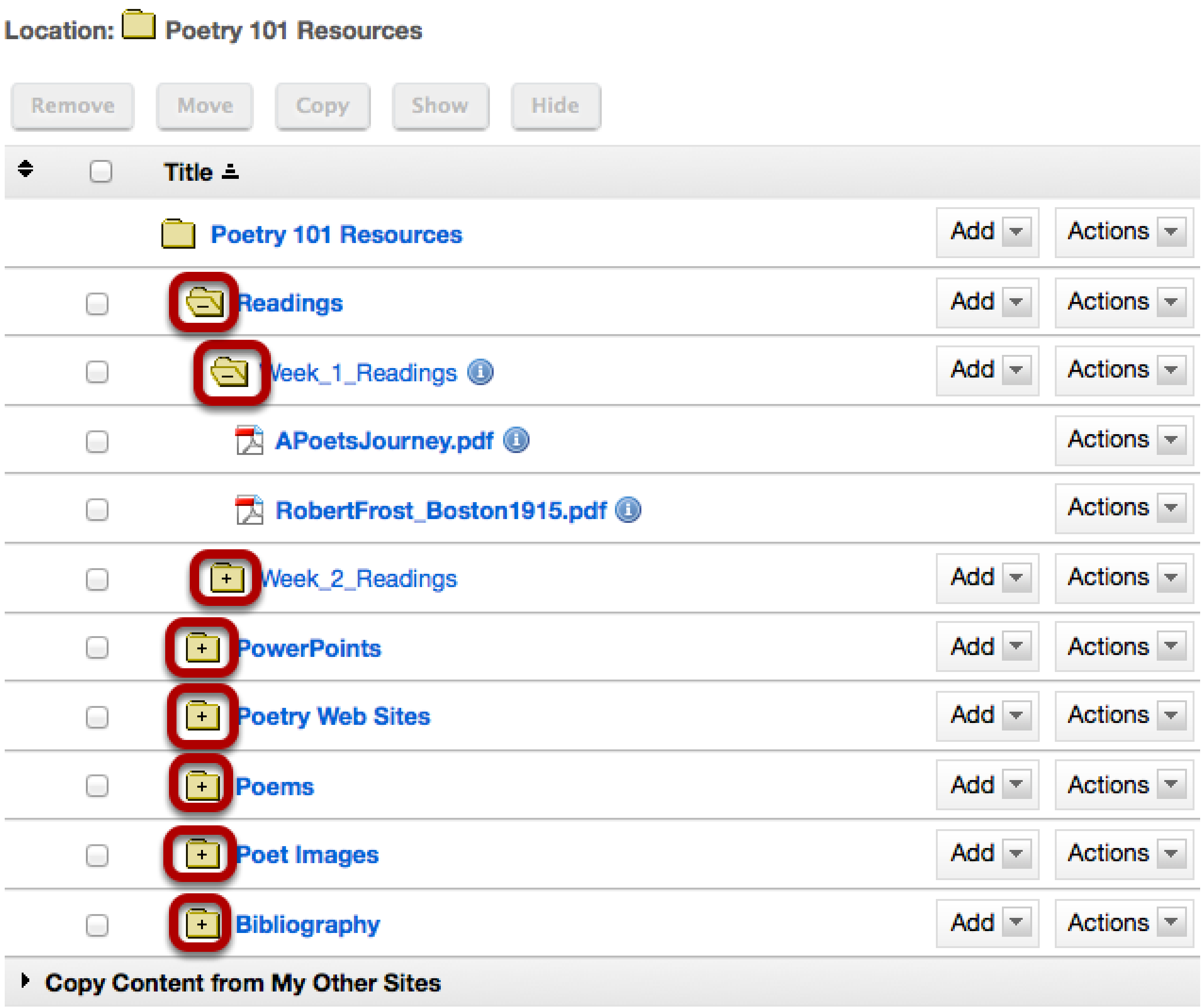
Select the **Resources** tool from the Tool Menu of your site.

Reset



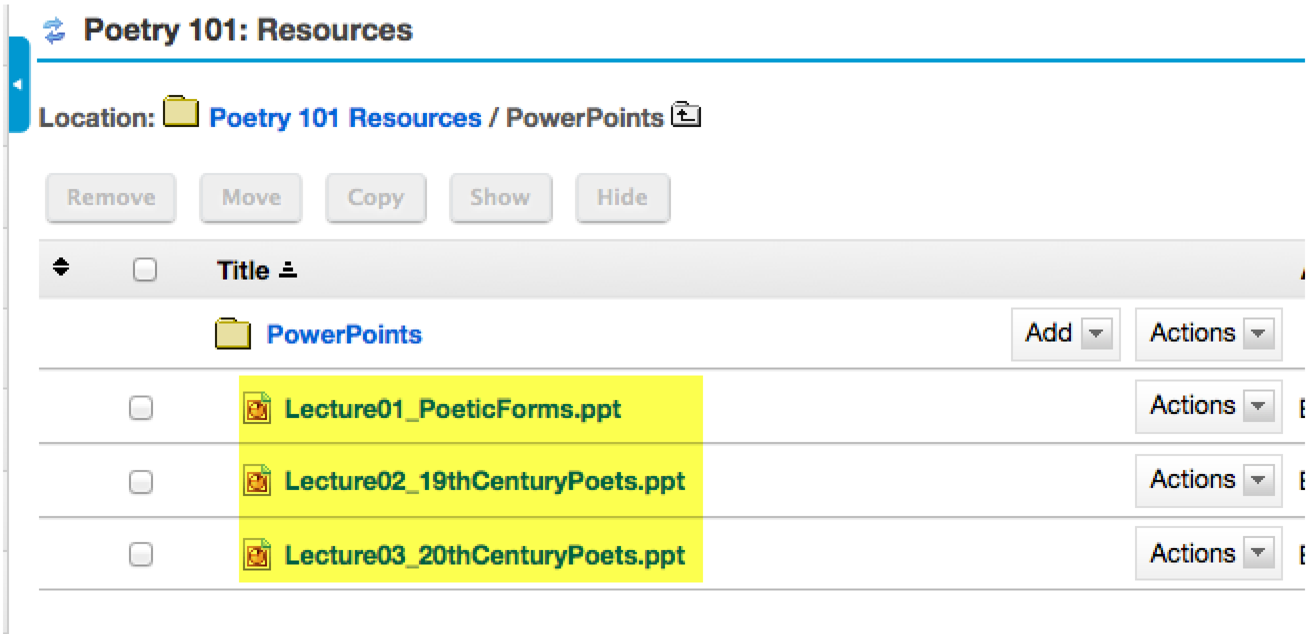
Clicking **Reset** will always return the Resources display to the root level with all the folders closed.

Plus / Minus



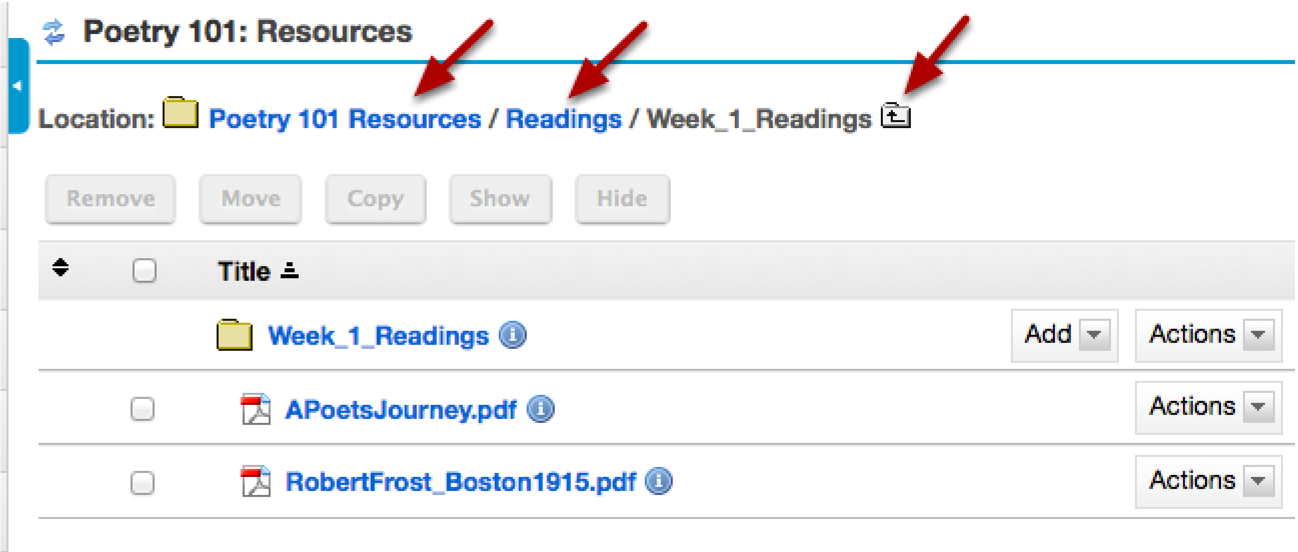
Clicking **Plus +** will open a folder, within the view of all of the folders. Clicking **Minus -** will close a folder.

Folder View



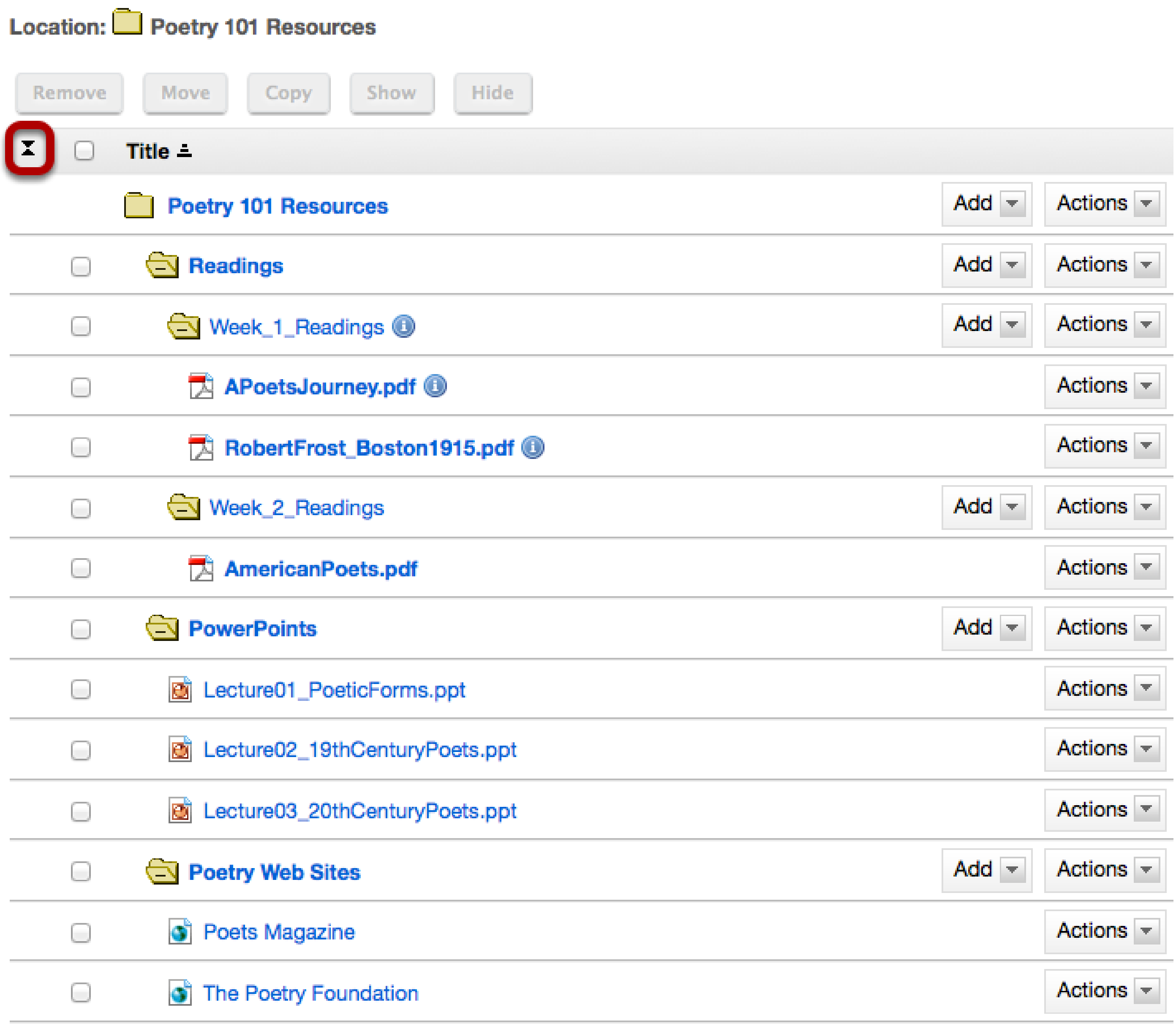
Clicking on the name of any folder will isolate the display to just the contents of that folder.

Breadcrumb Trail



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

Expand All / Collapse All



Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

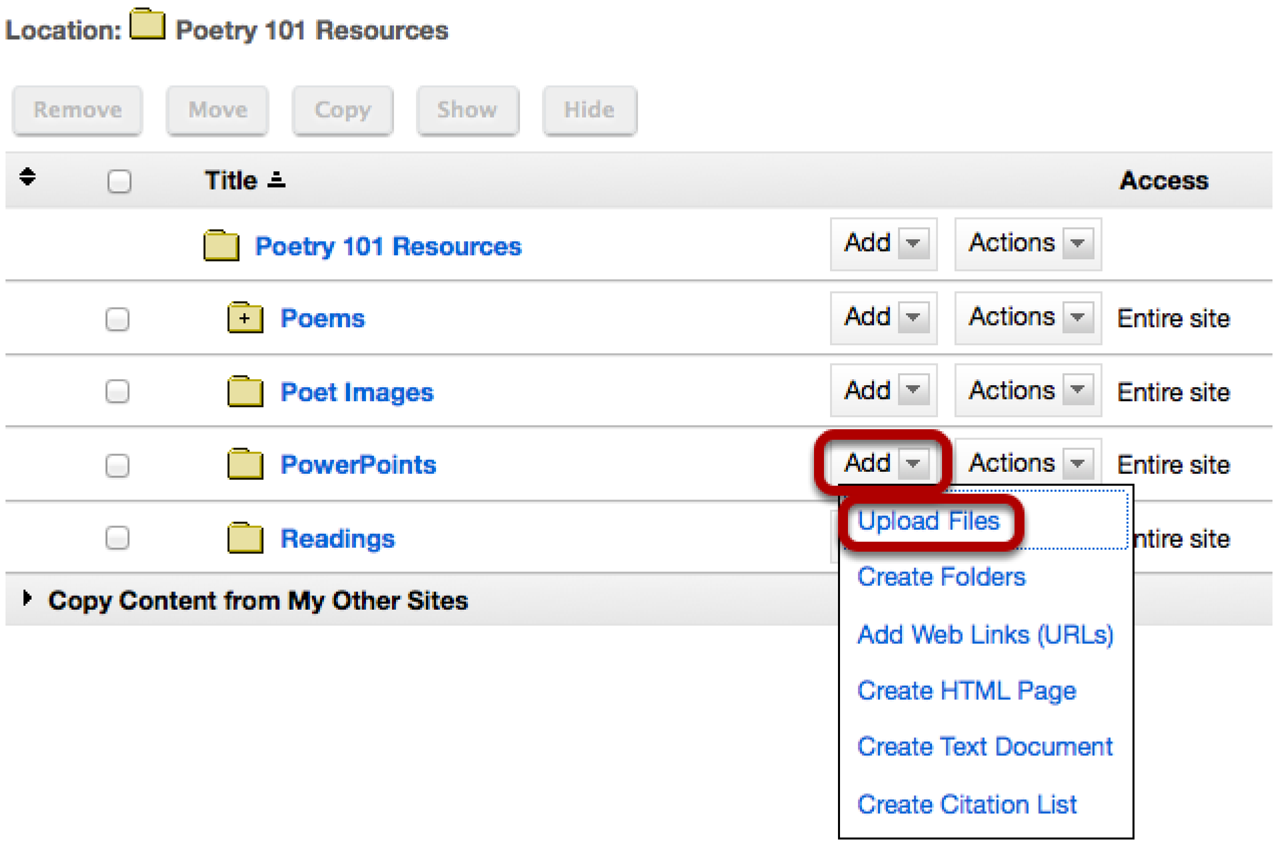
Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

How do I upload files?

Go to Resources.

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

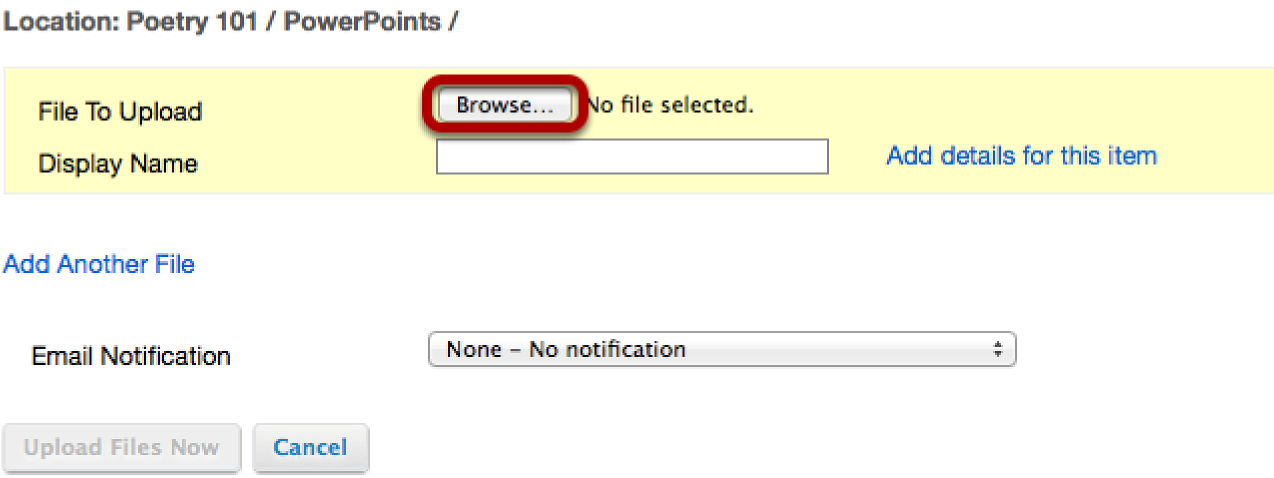
Click Add, then Upload Files.



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

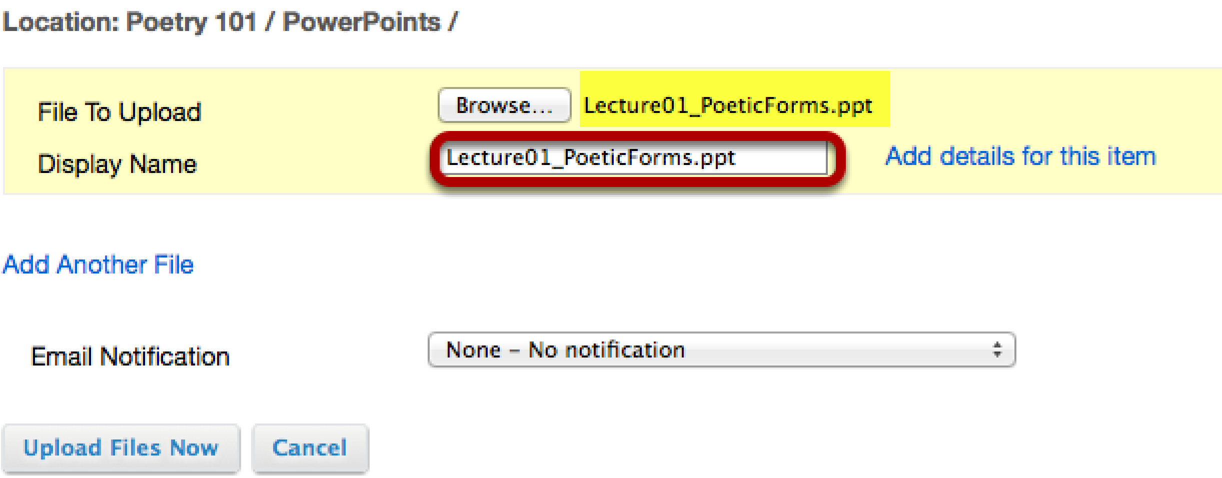
This displays the Upload Files page.

Click Browse.



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

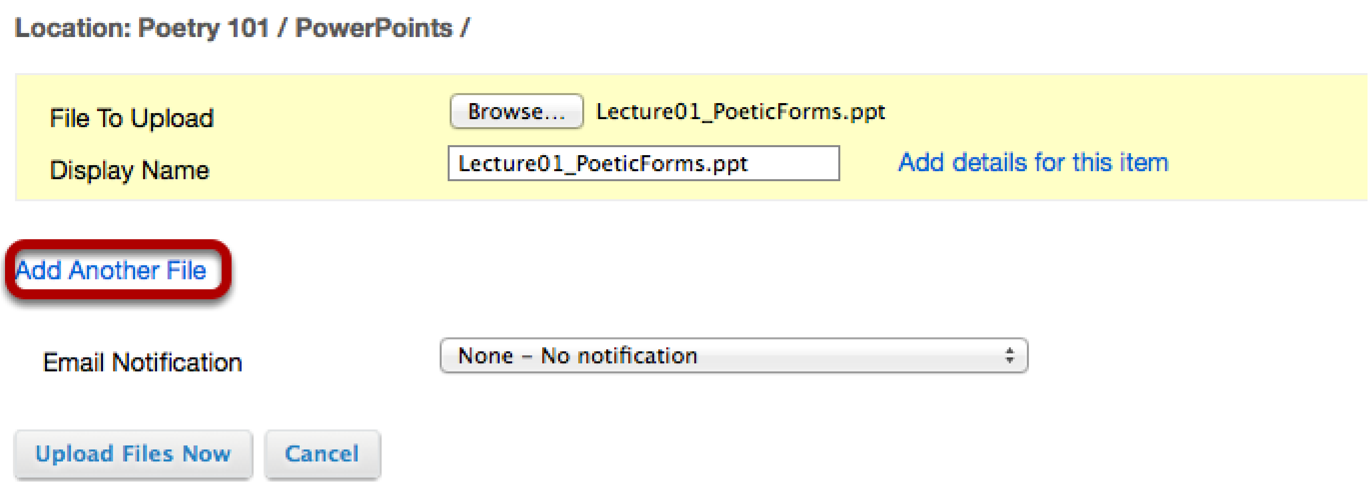
Edit display name. (Optional)



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

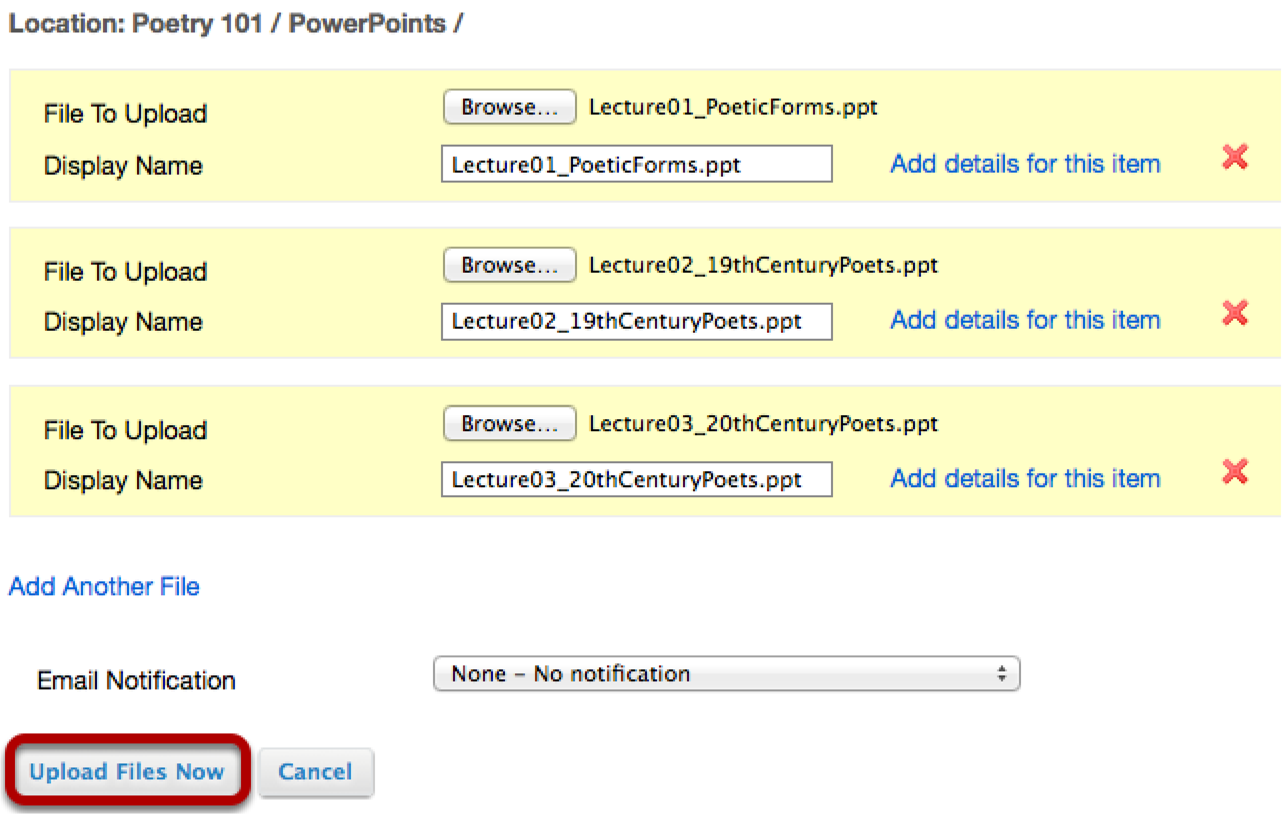
Note: The selected file name will appear to the right of the Browse button.

Click Add Another File. (Optional)

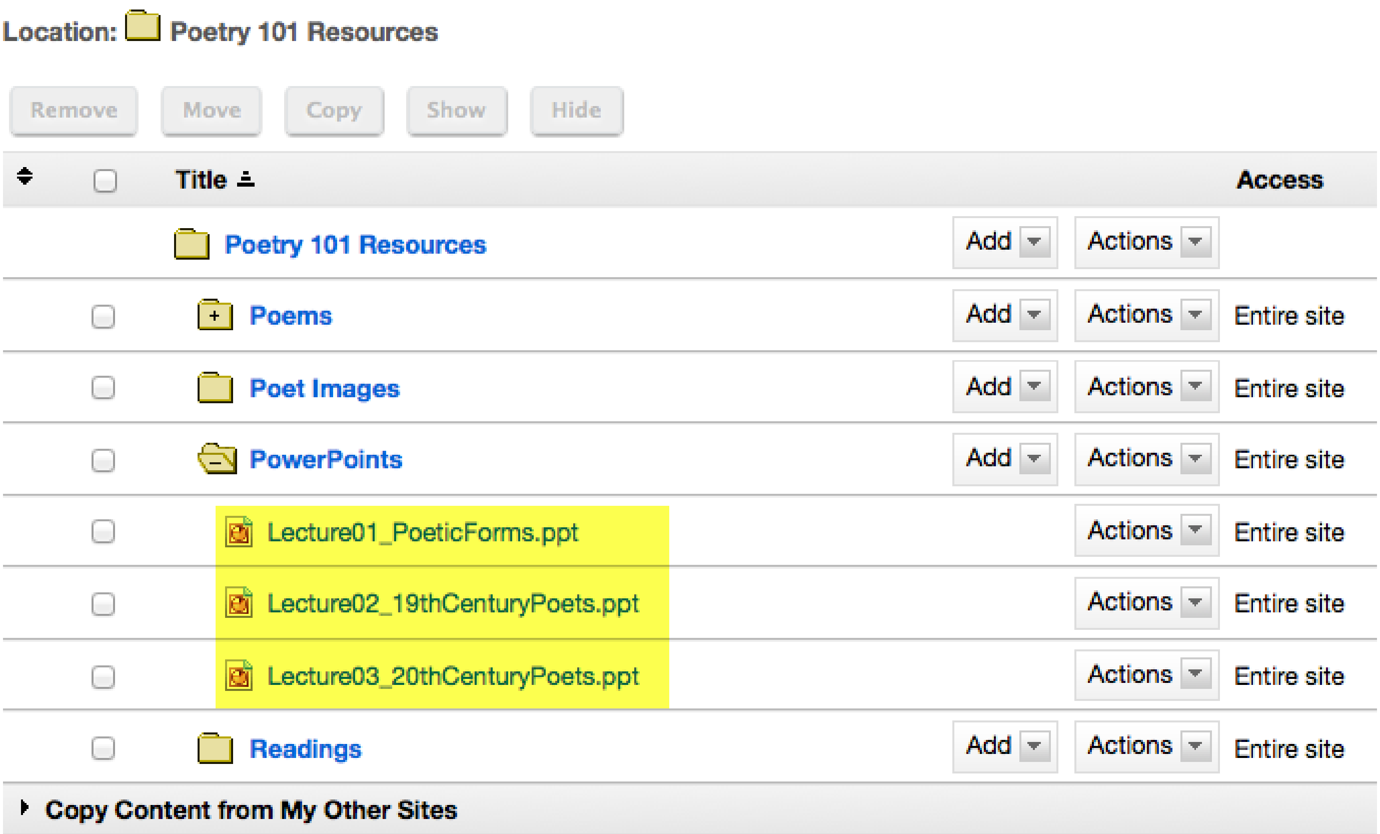


You can upload as many files as you want (within the site's uploading size limit) by clicking **Add Another File**.

Click Upload Files Now.



View files in Resources.



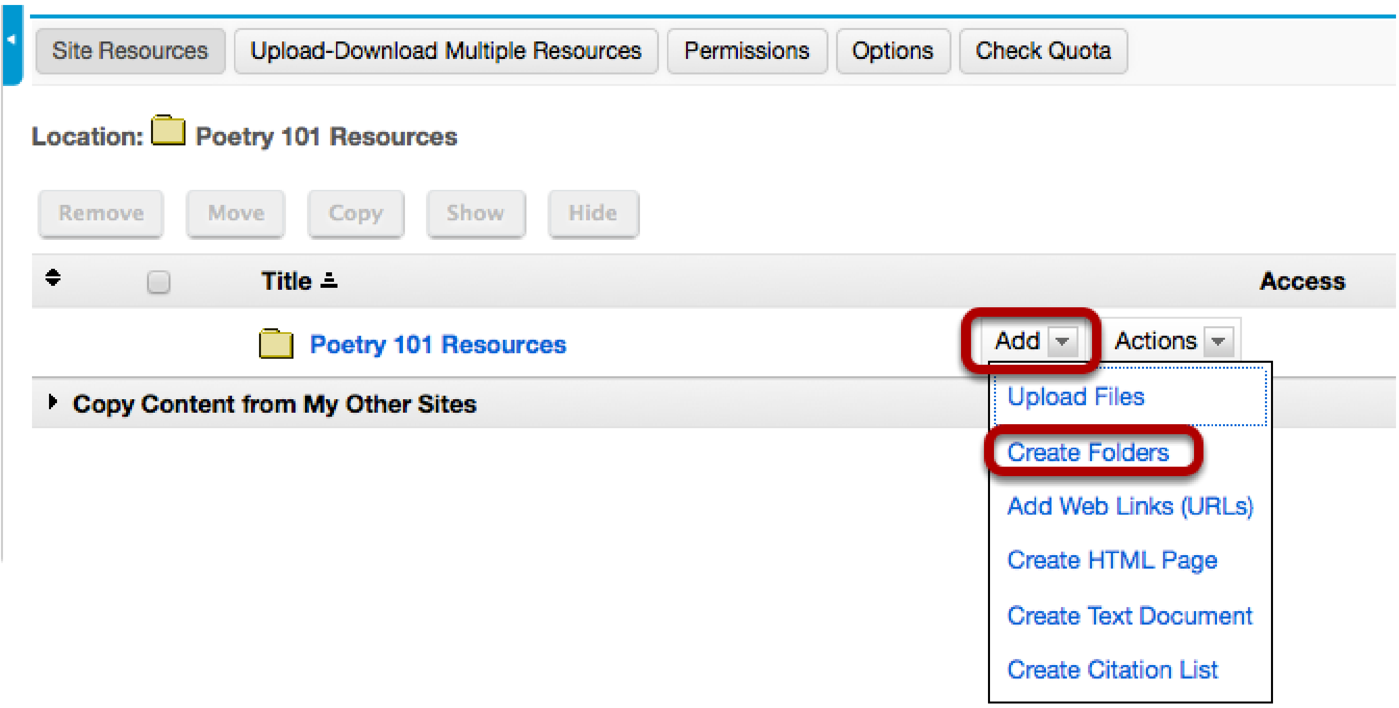
The files are uploaded and placed within the selected folder.

How do I create folders?

Go to Resources.

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

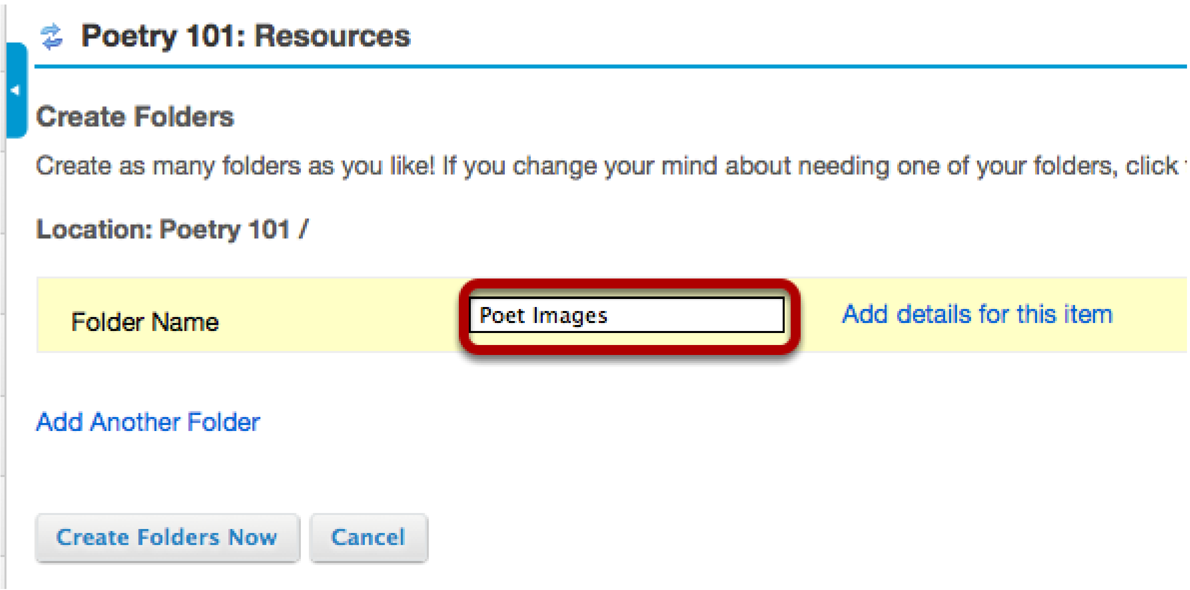
Click Add, then Create folders.



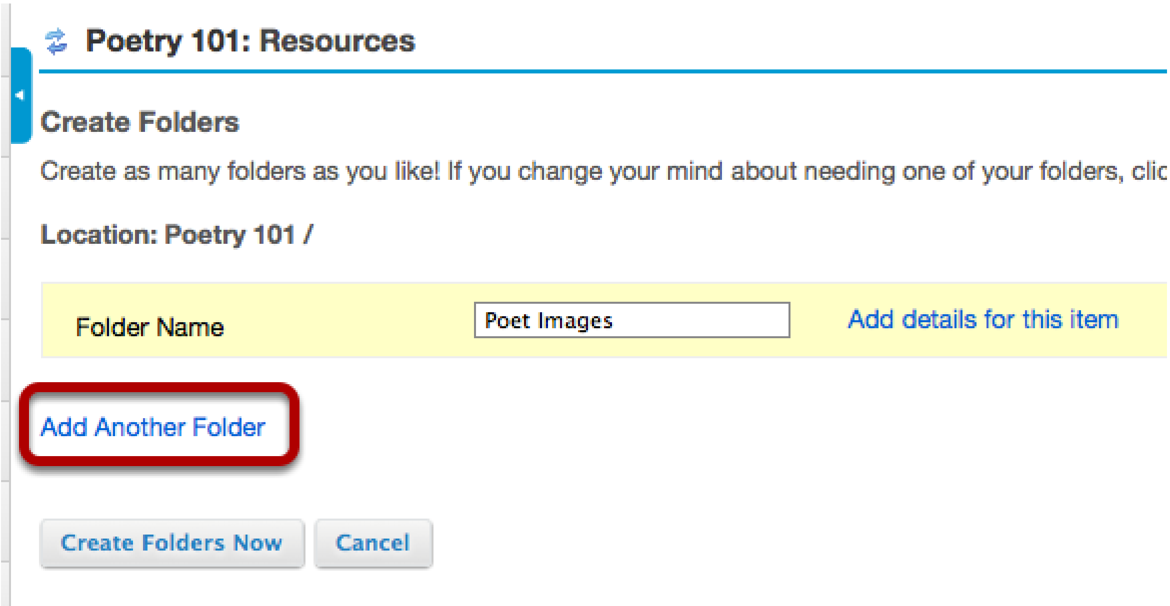
To the right of the site's root folder, from the **Add** drop-down menu, select **Create folders**.

This displays the Create Folders page.

Enter the name of the folder.



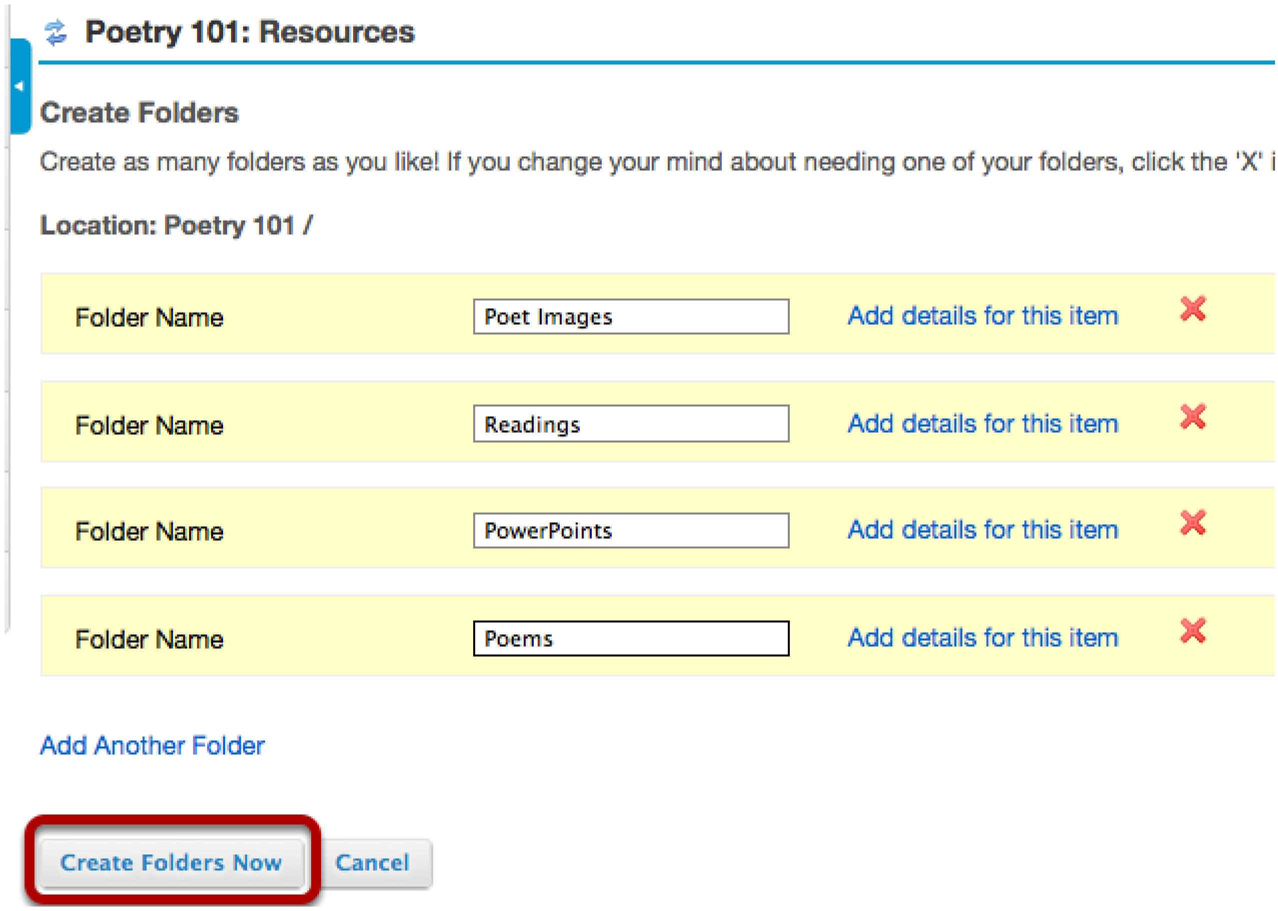
Add multiple folders. (Optional)



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".

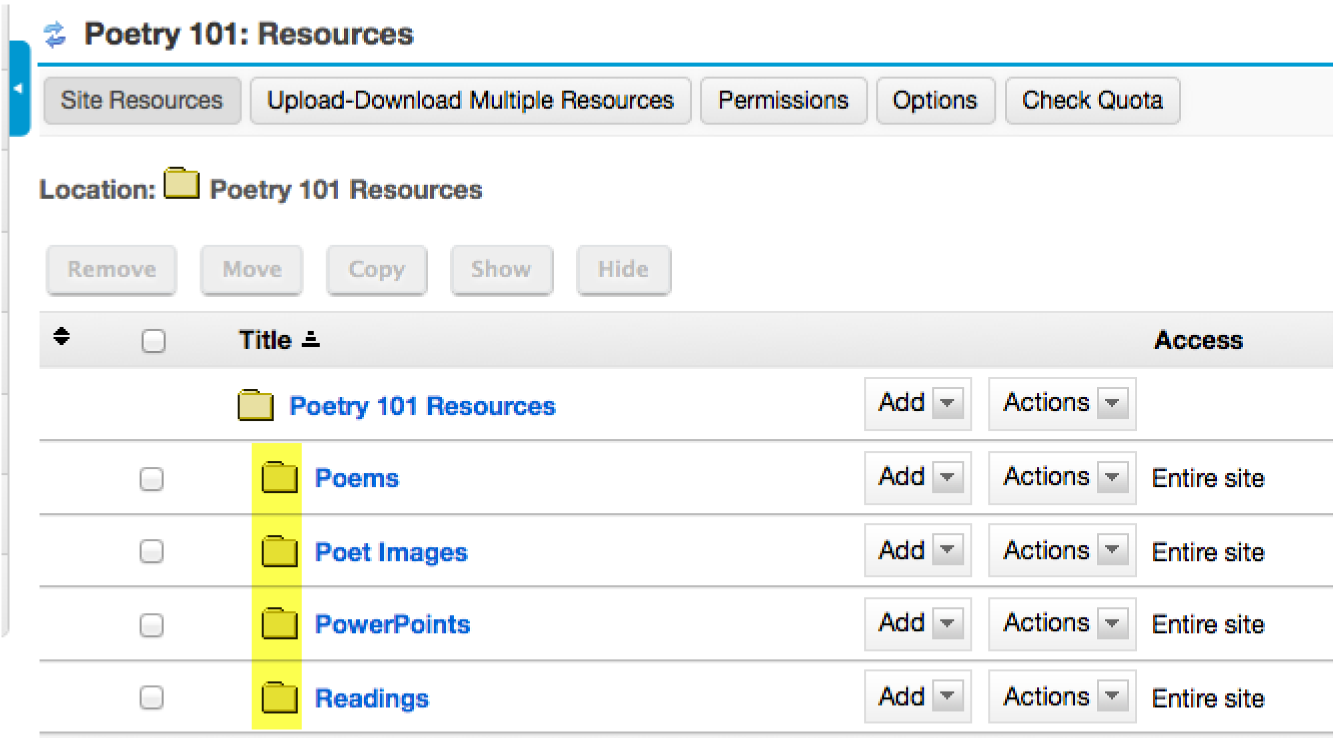
Click Create Folders Now.



To create the folder(s) in Resources, click **Create Folders Now**.

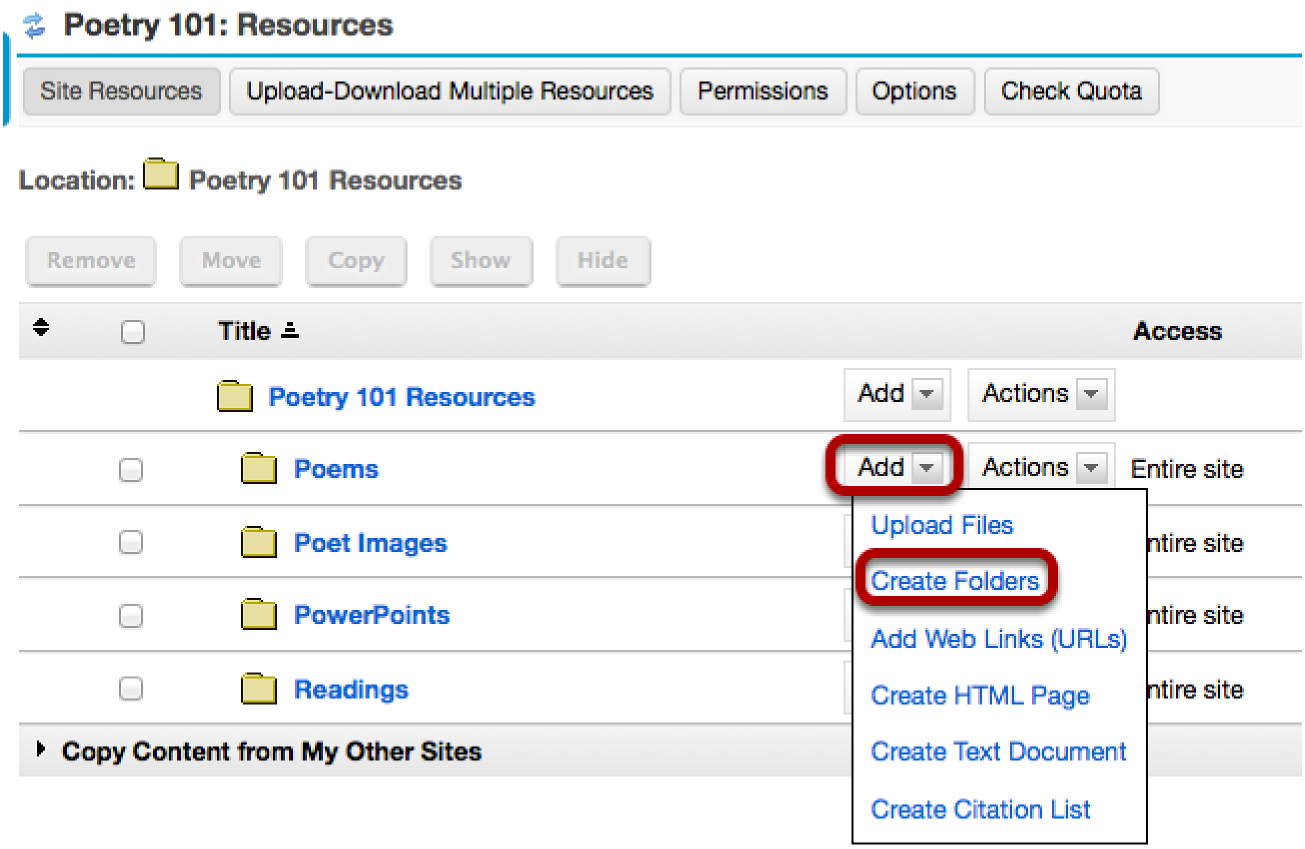
This returns the display to the Resources page with the newly created folder(s) displayed.

View folders in Resources.



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

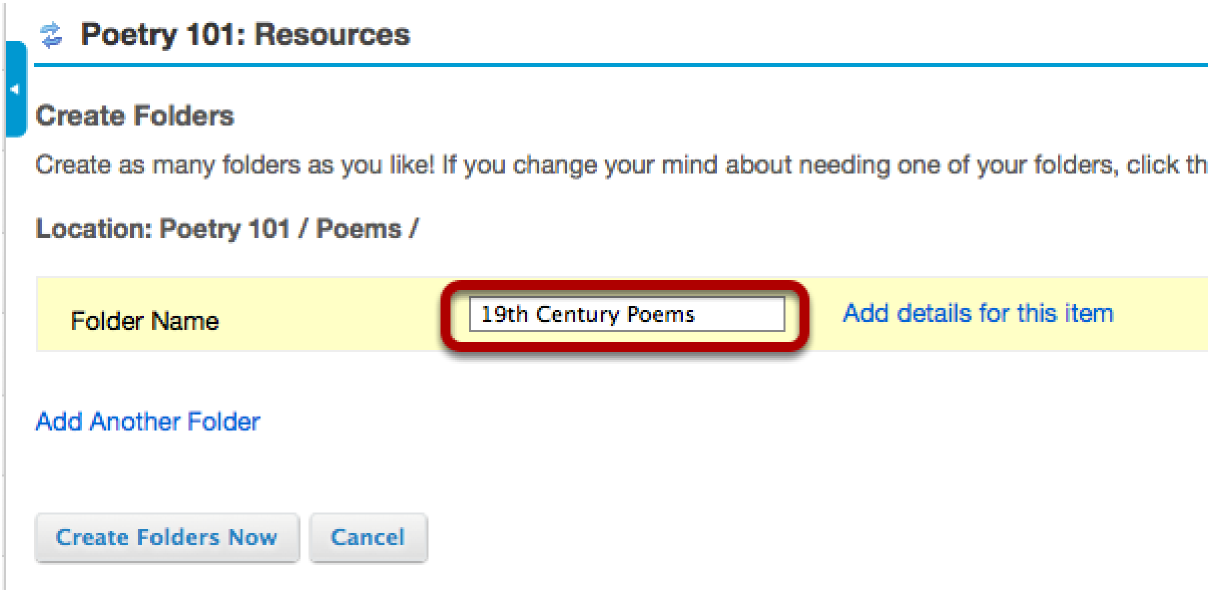
Create subfolders. (Optional)



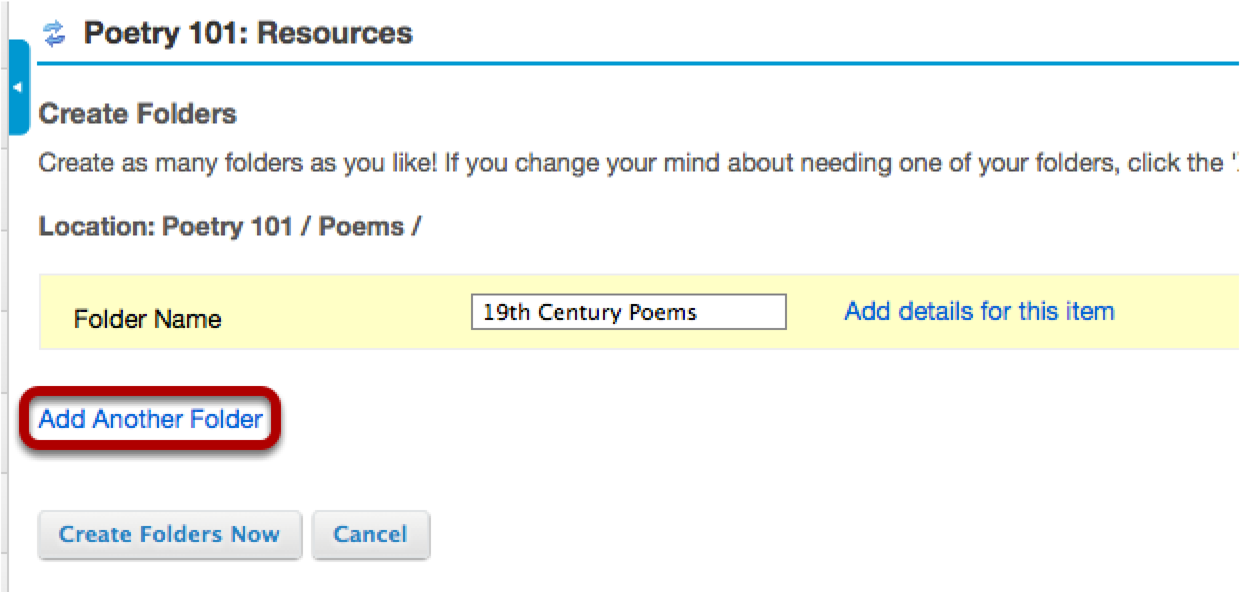
To create a subfolder within a folder, from the **Add** drop-down menu, select **Create Folders** to the right of the parent folder.

This displays the Create folders page.

Enter a title for the subfolder.



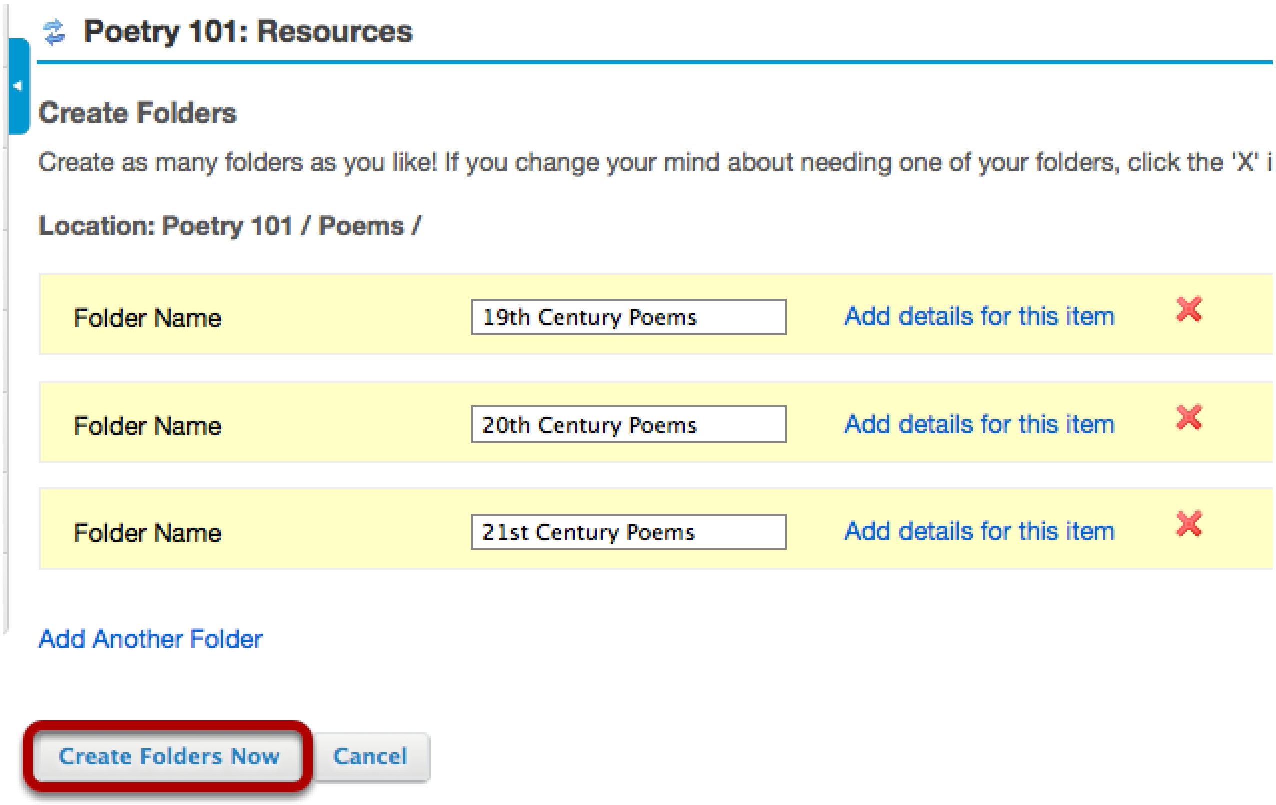
Create multiple subfolders. (Optional)



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".

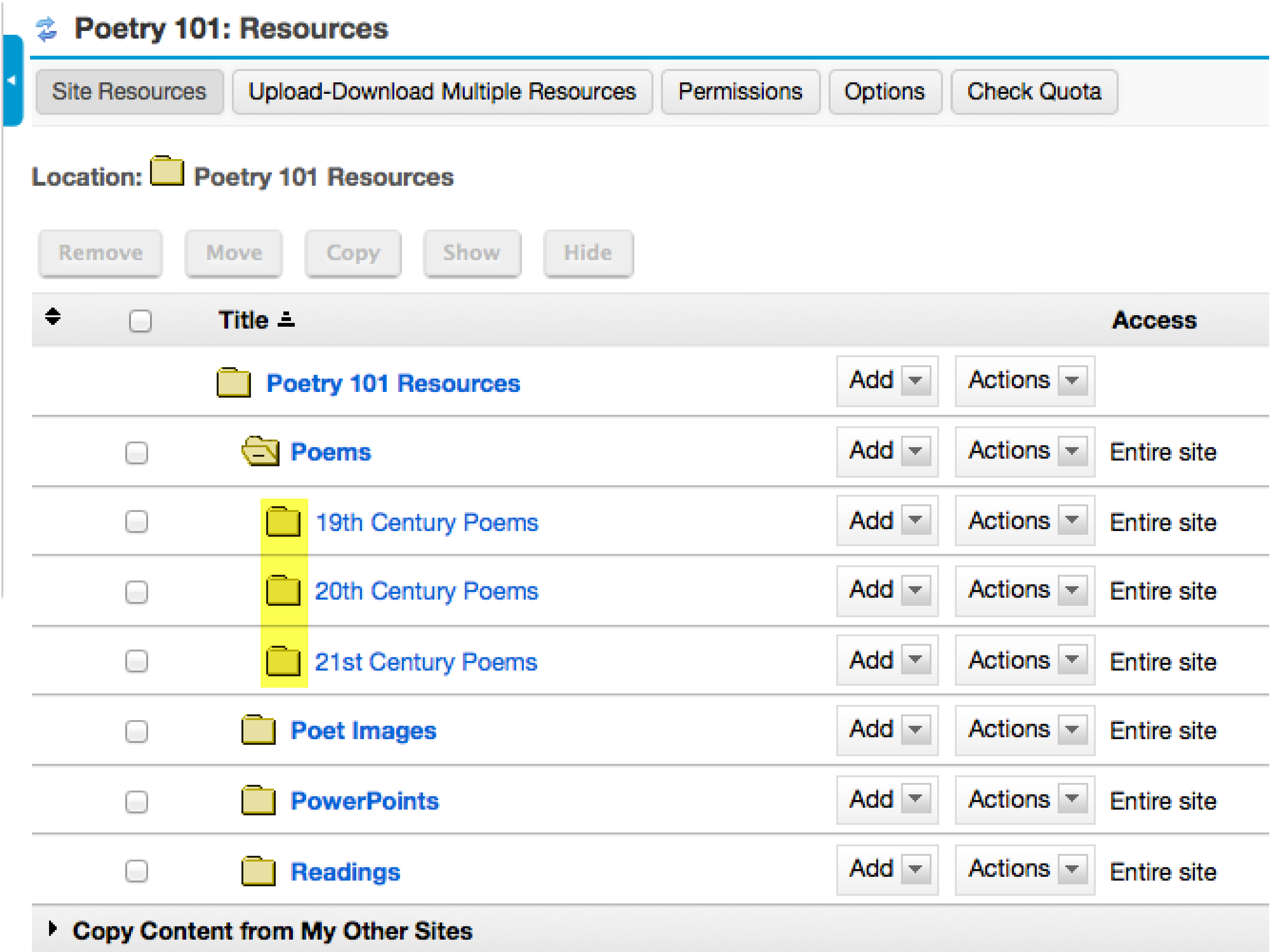
Click Create Folders Now.



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.



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

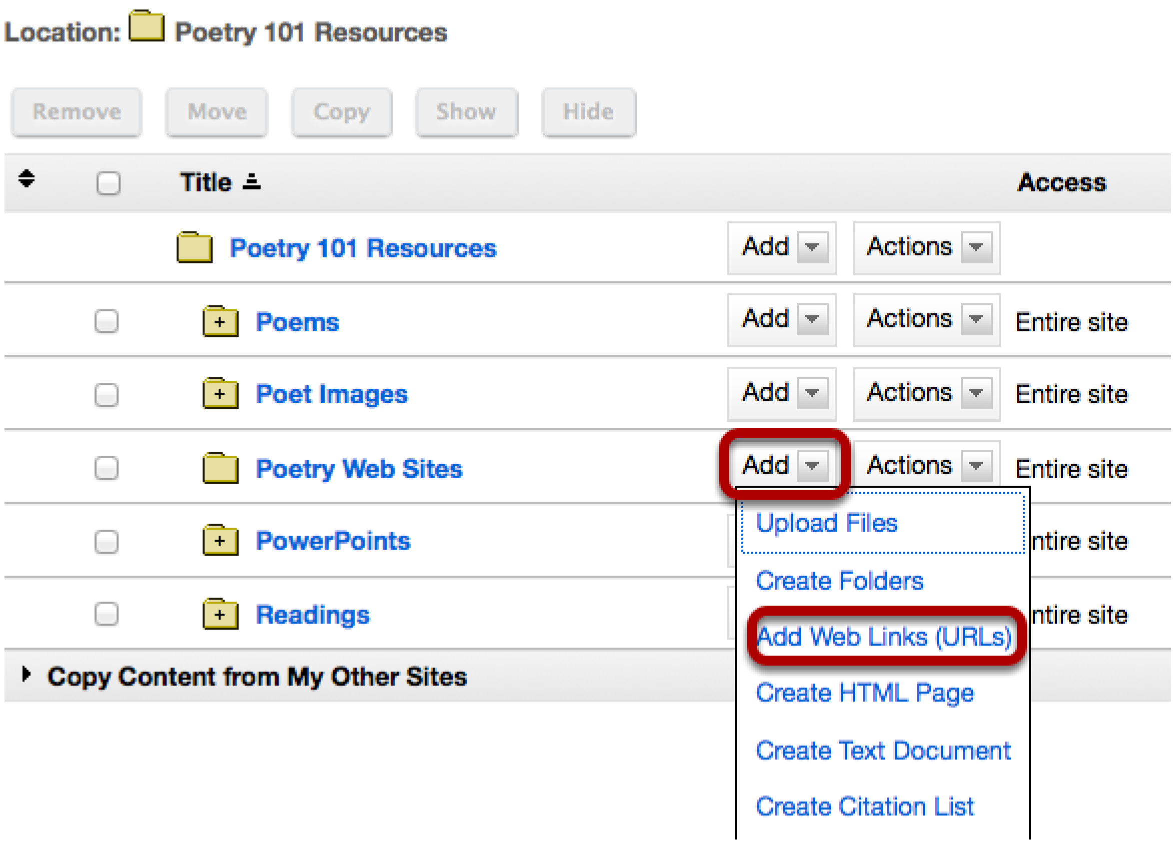
How do I add a web link or URL?

Users can create links to web pages in Resources.

Go to Resources.

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

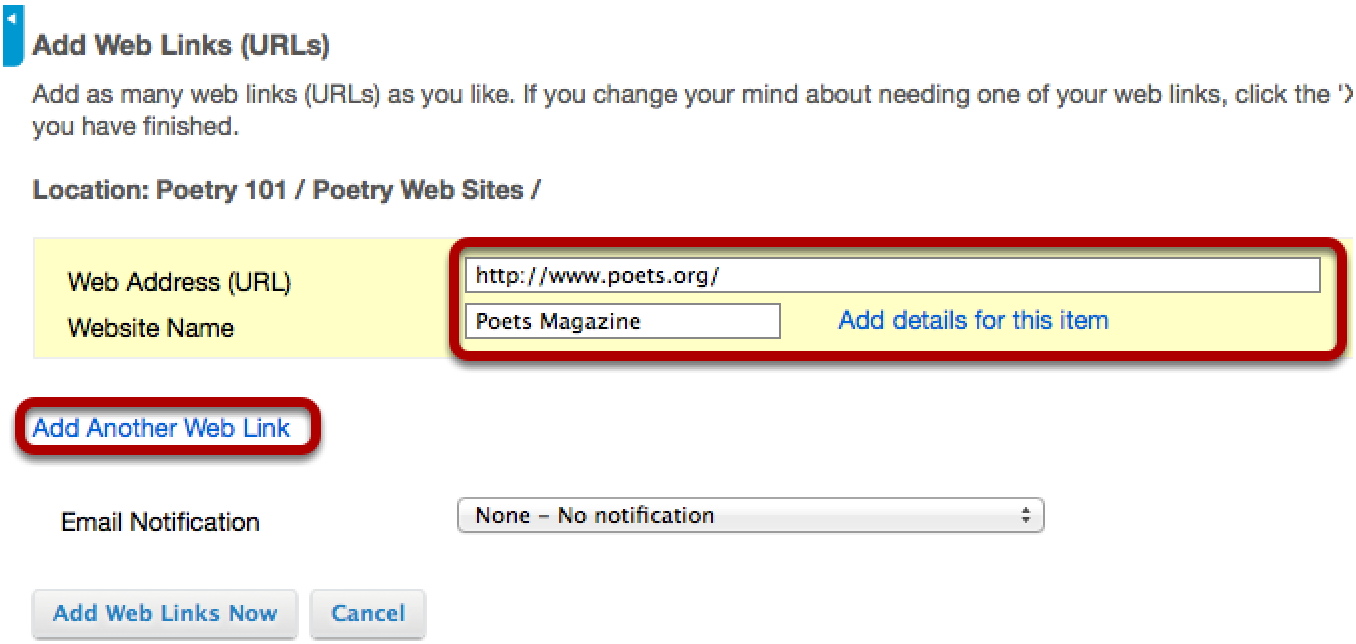
Click Add, then Add Web Links (URLs).



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.

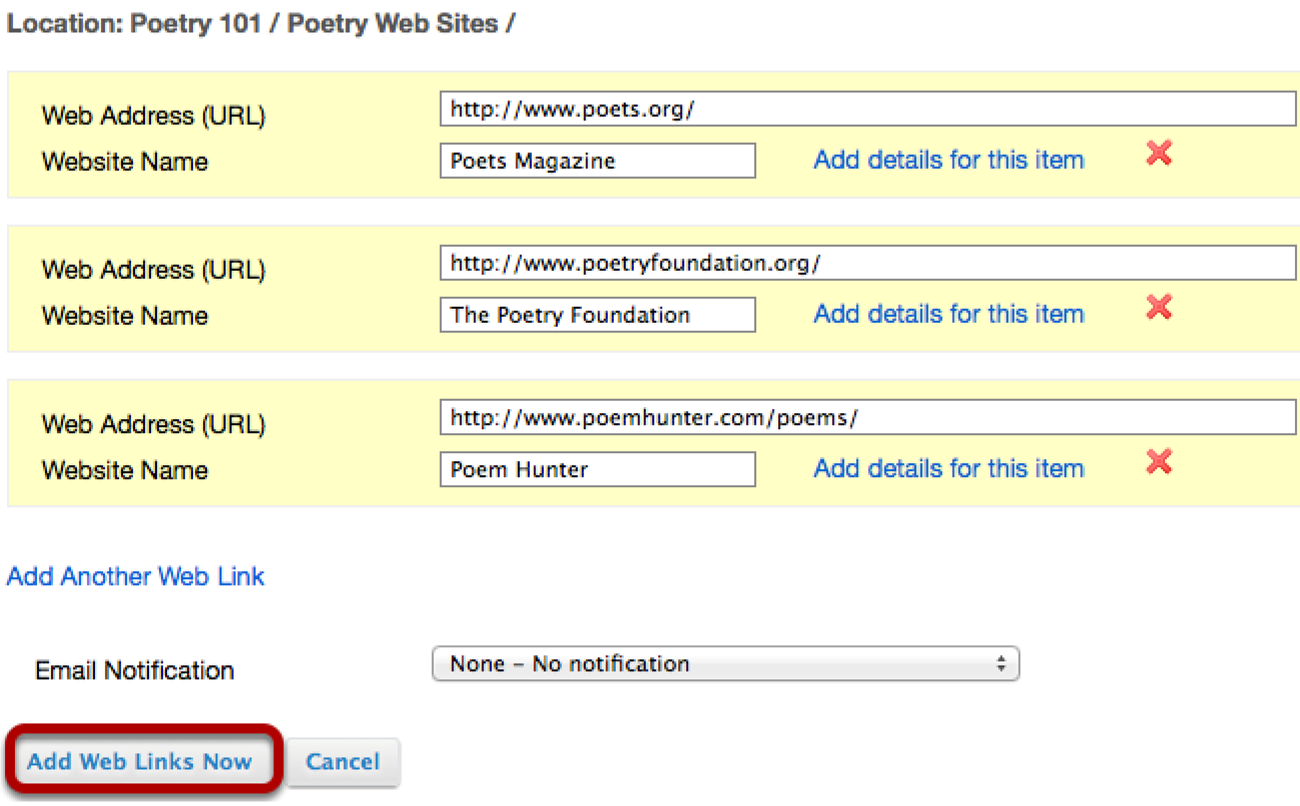
Enter web address.



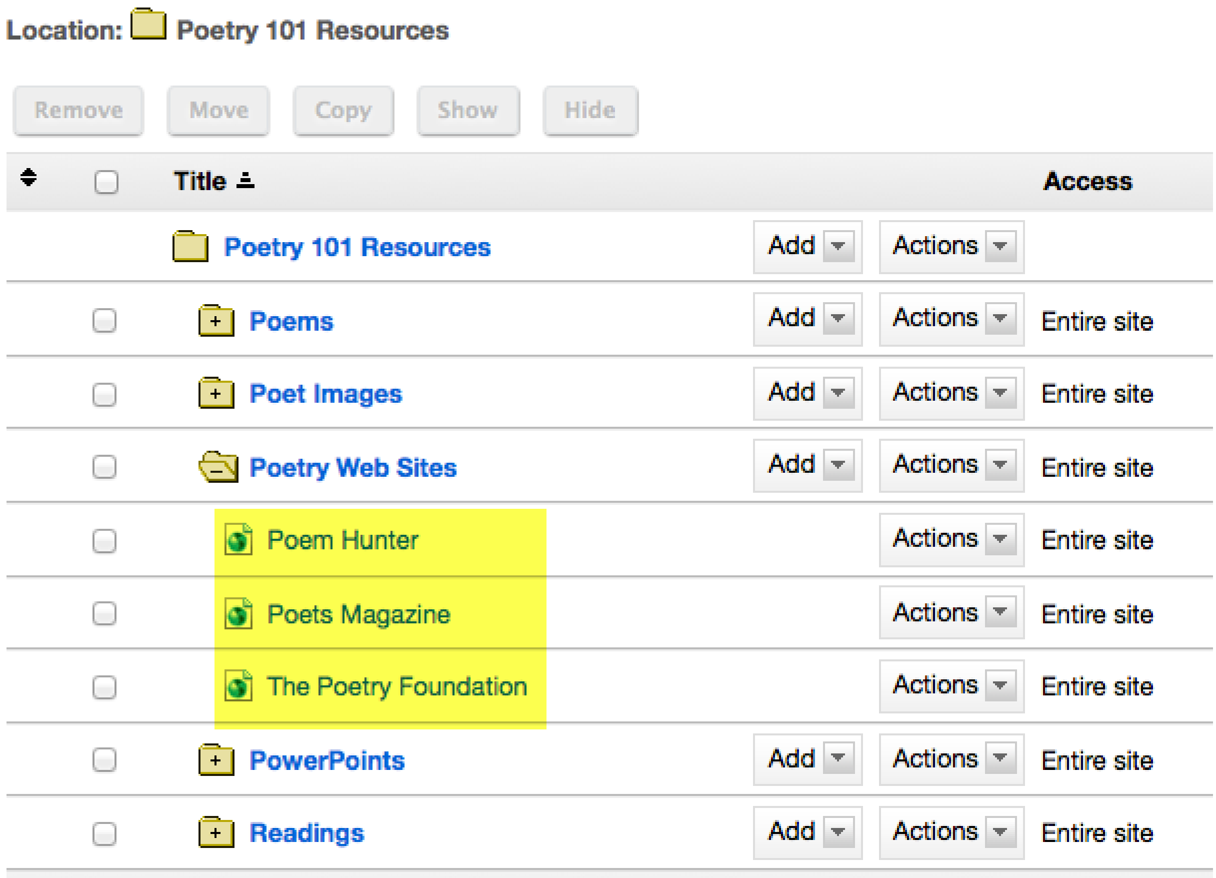
Enter (or paste) the web site address (URL) and enter a name of the link.

You may also click **Add Another Web Link** to add additional links. (Optional)

Click Add Web Links Now.



View links in Resources.



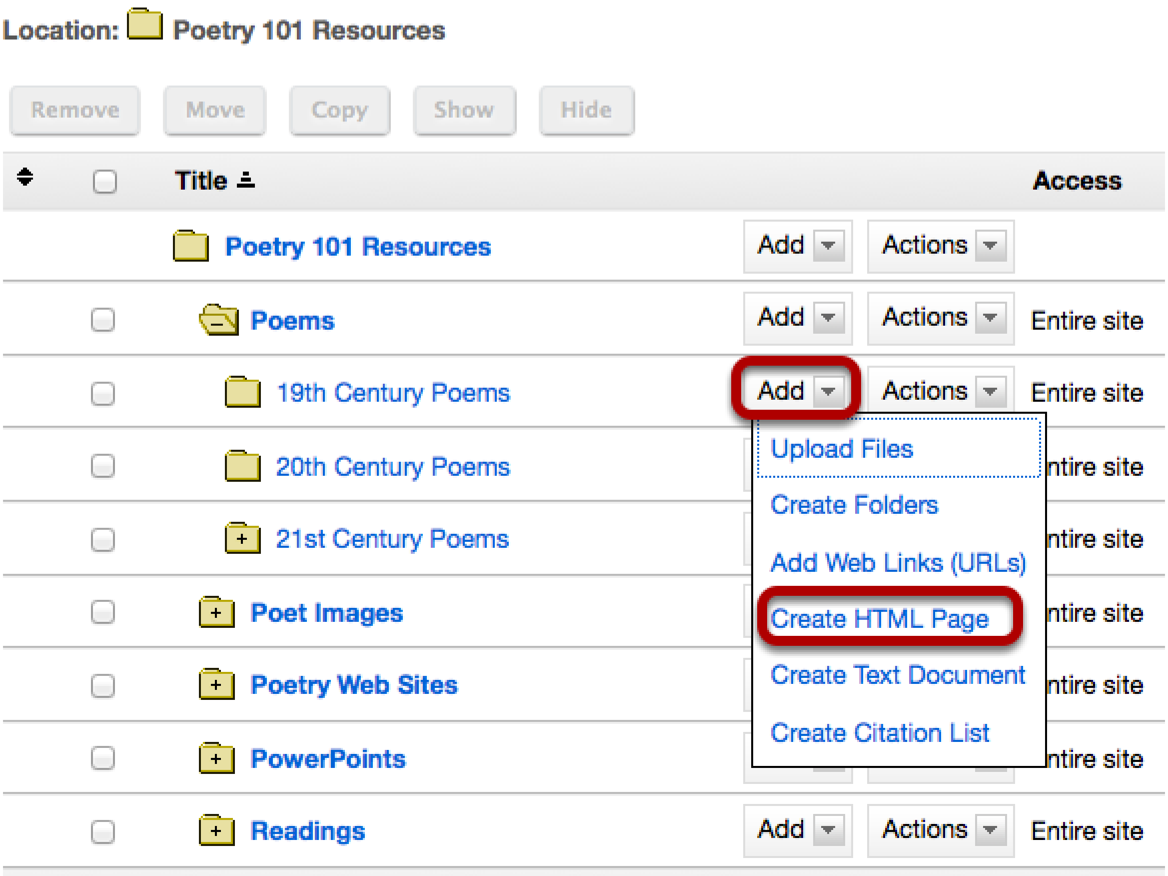
This creates links to the web sites in the selected Resource folder.

How do I create an HTML page?

Go to Resources.

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

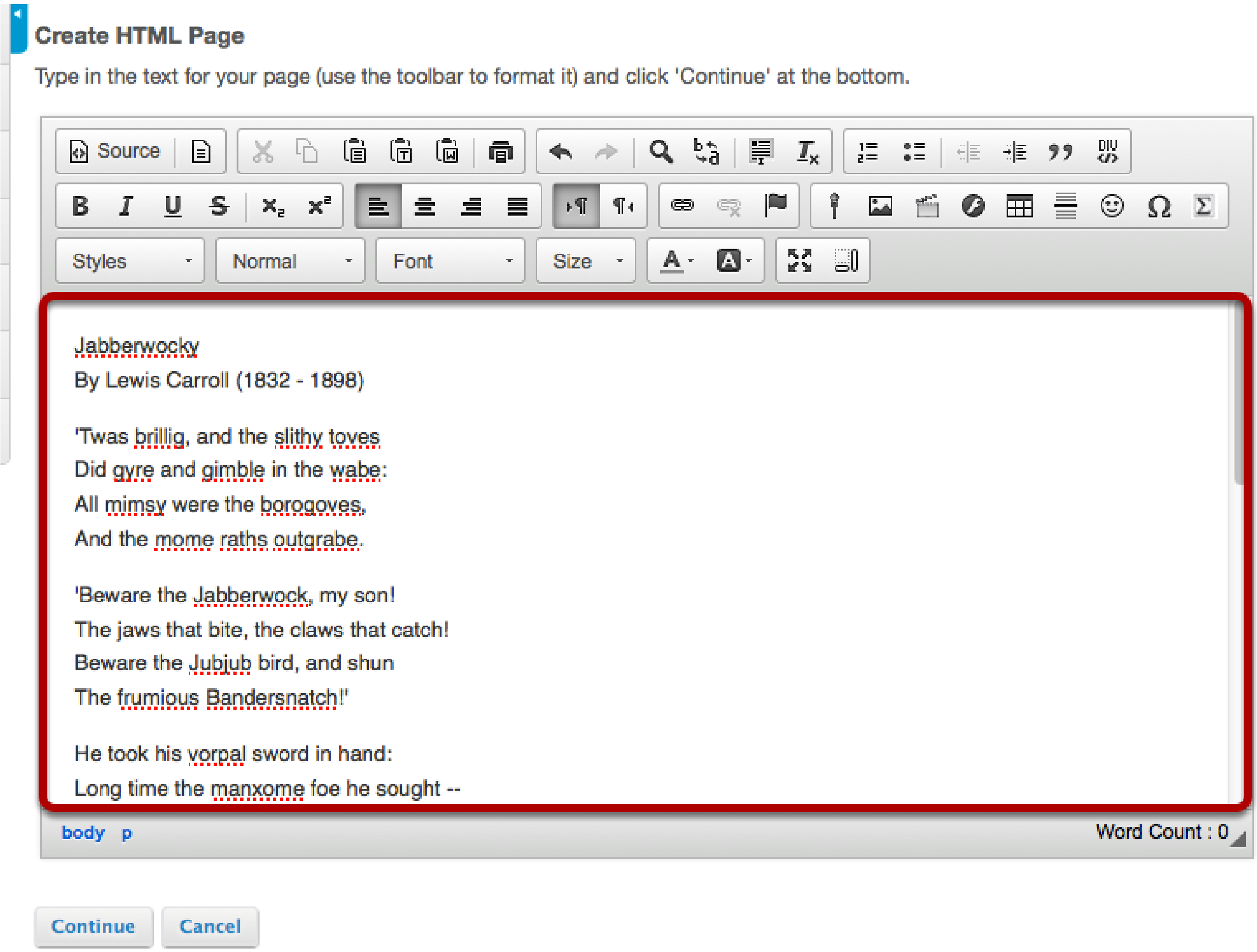
Click Add, then Create HTML.



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

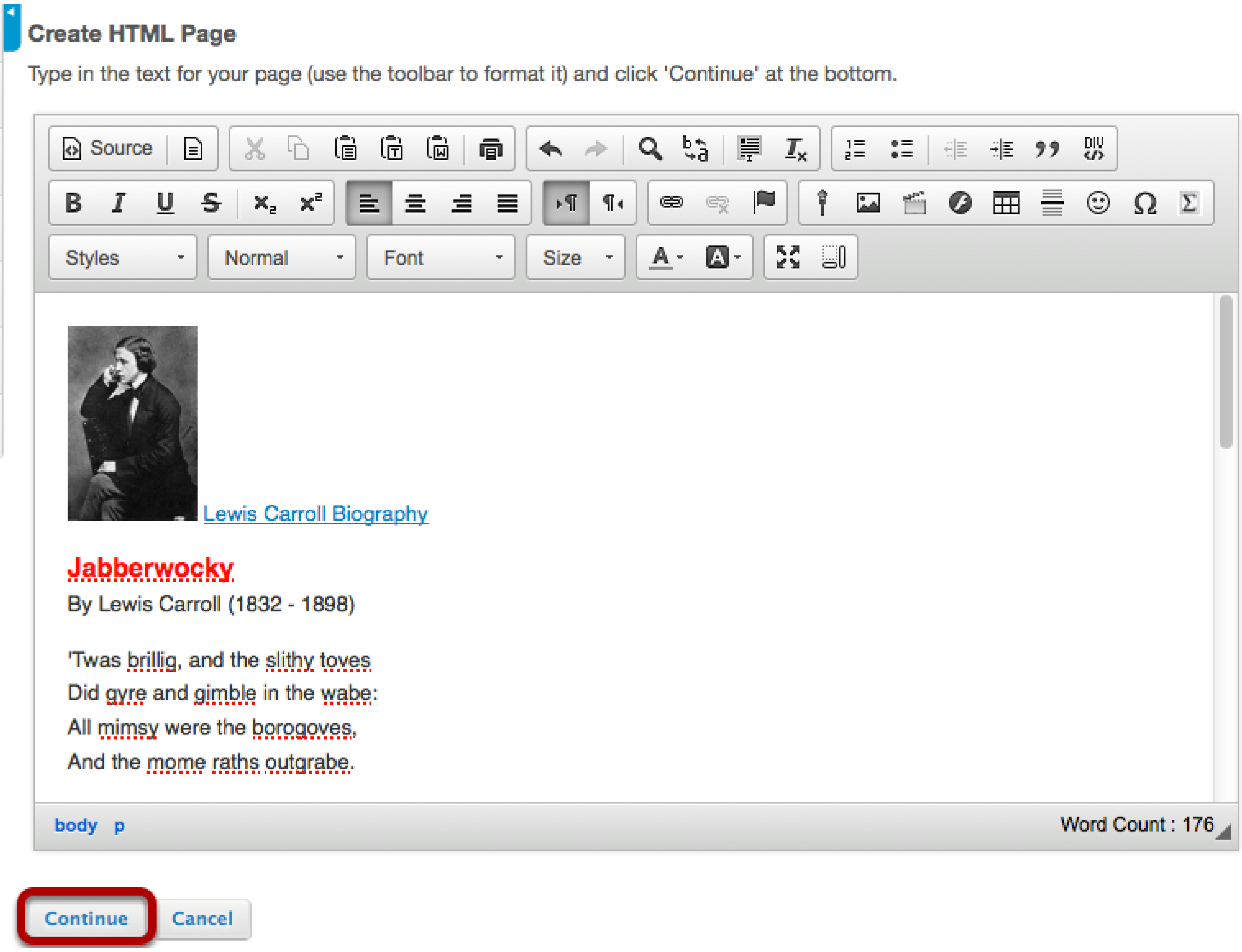
This displays the Create HTML page.

Enter document content.



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

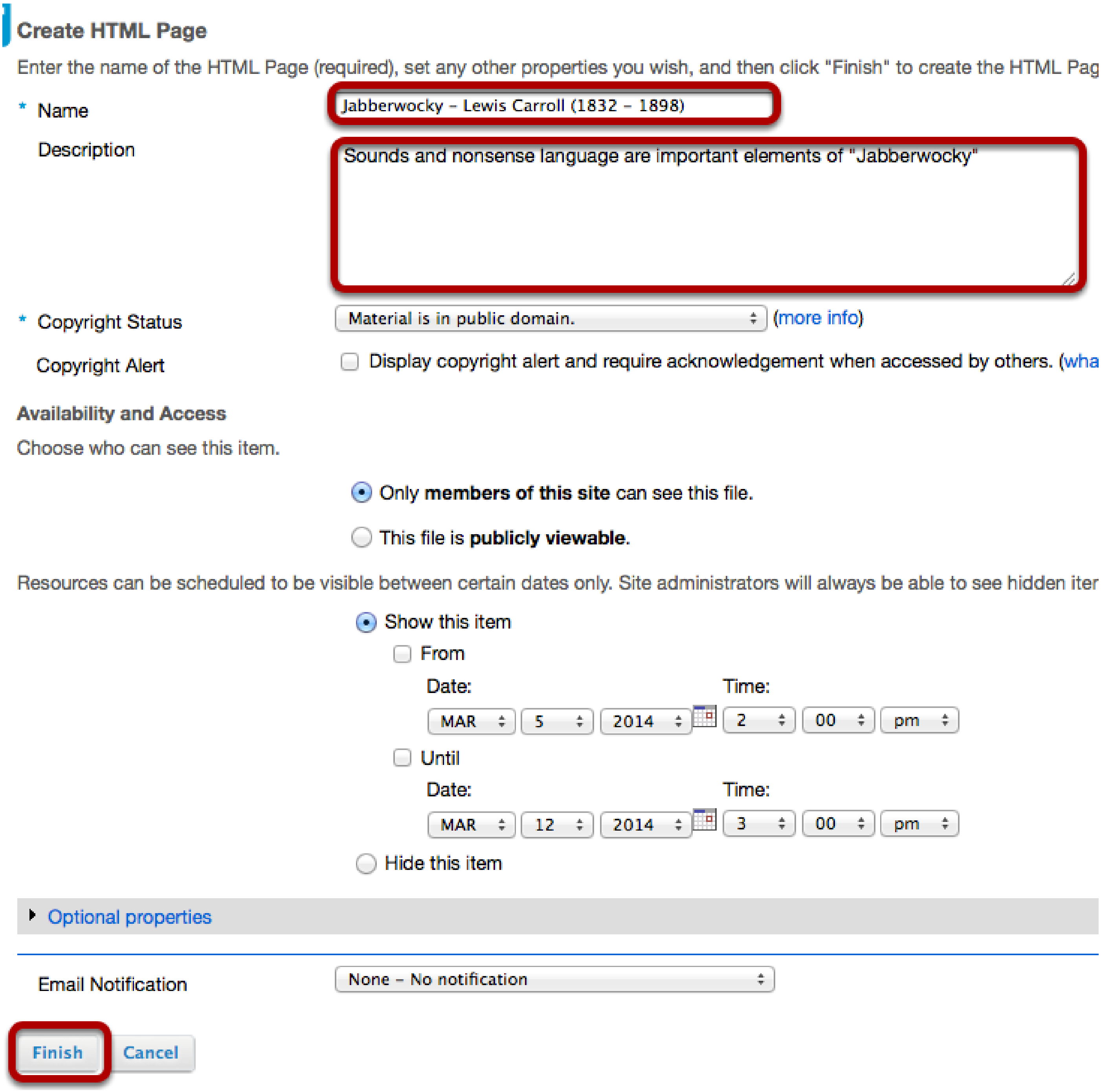
Use the Rich Text Editor to format or add links and media.



Use the Rich Text Editor tools to format the text, add images, links or other HTML items to the document.

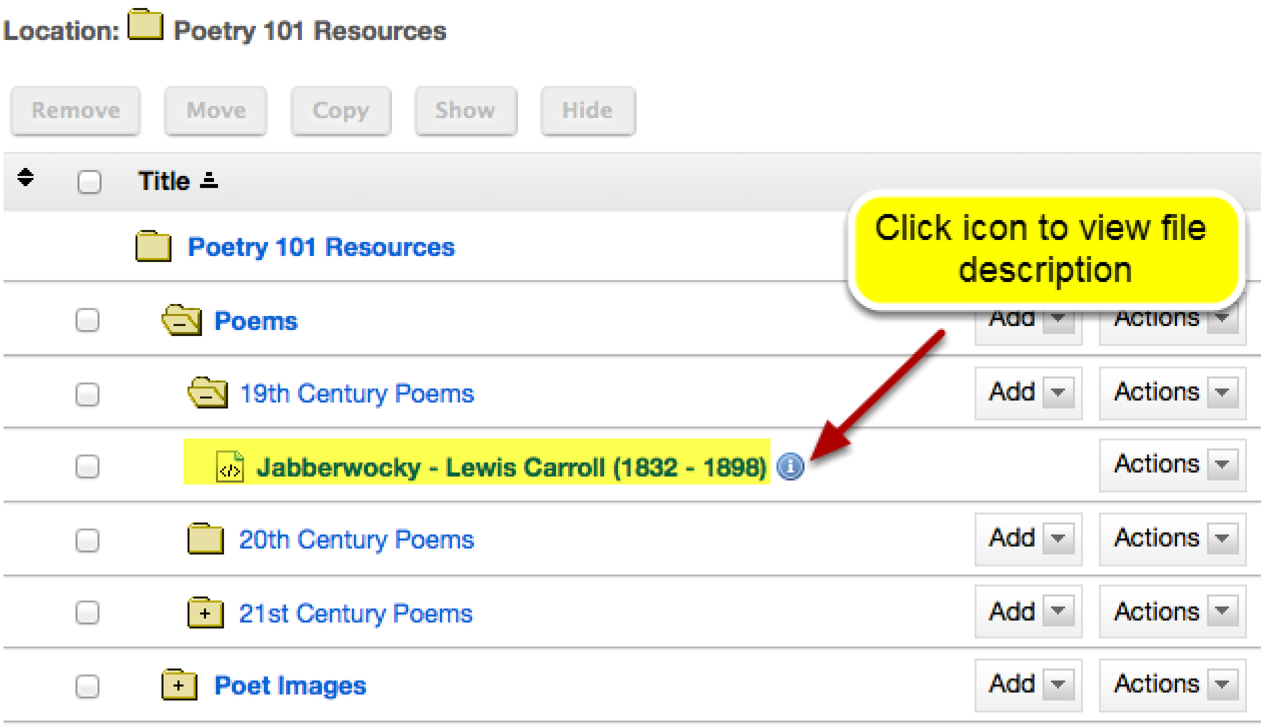
Click **Continue** to save your document when you are finished editing.

Enter document details.



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

View HTML file in Resources.



The HTML page is created and placed in the selected folder.

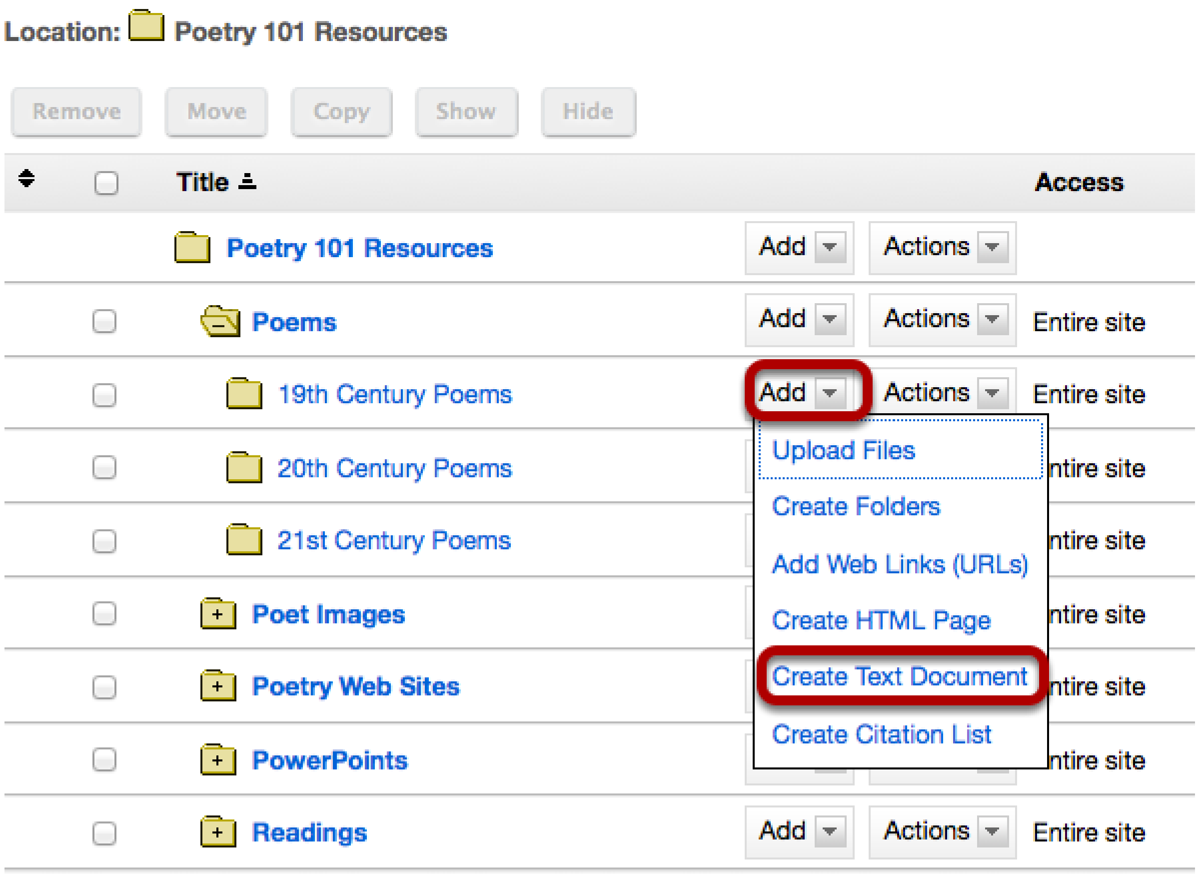
Note: You may click on the blue Information icon to the right of the file to see the item description.

How do I create a text document?

Go to Resources.

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

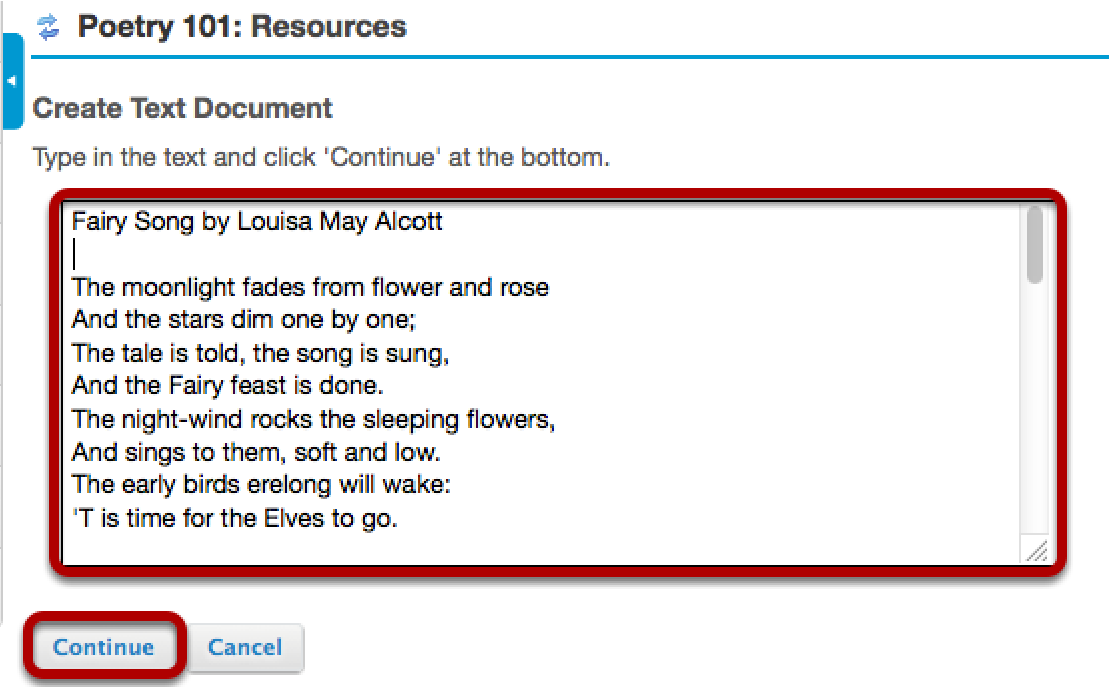
Click Add, then Create Text Document.



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.

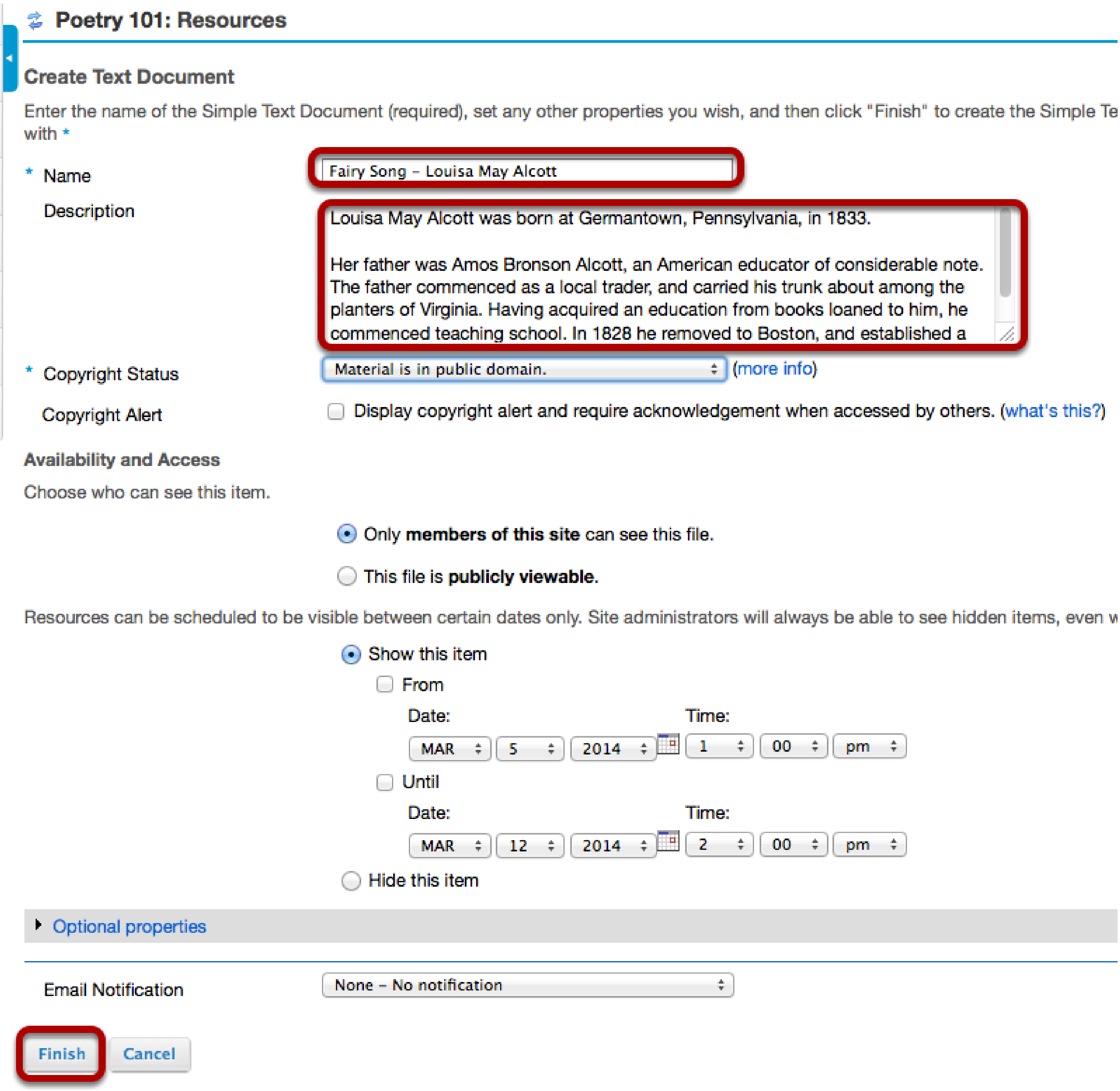
Enter text, then click Continue.



Enter (or paste) the text into the text box, then click **Continue**.

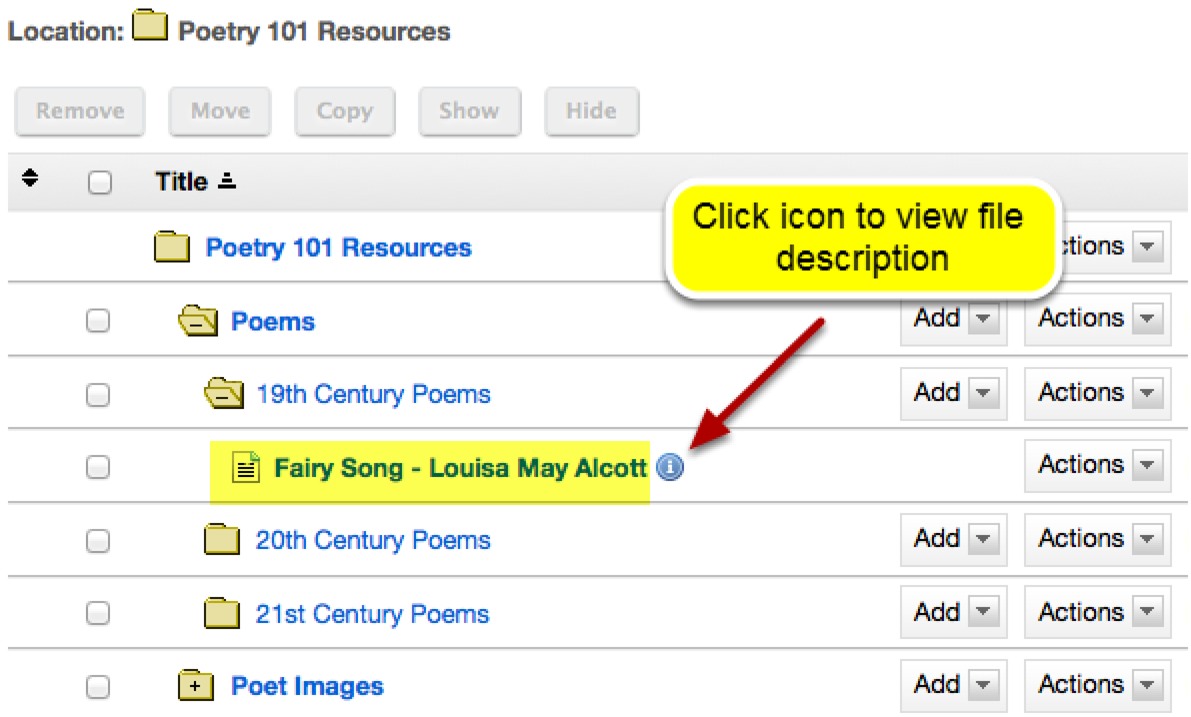
This displays The details page for the text document.

Enter document information.



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

View text document in Resources.



The text document has been placed in the selected folder.

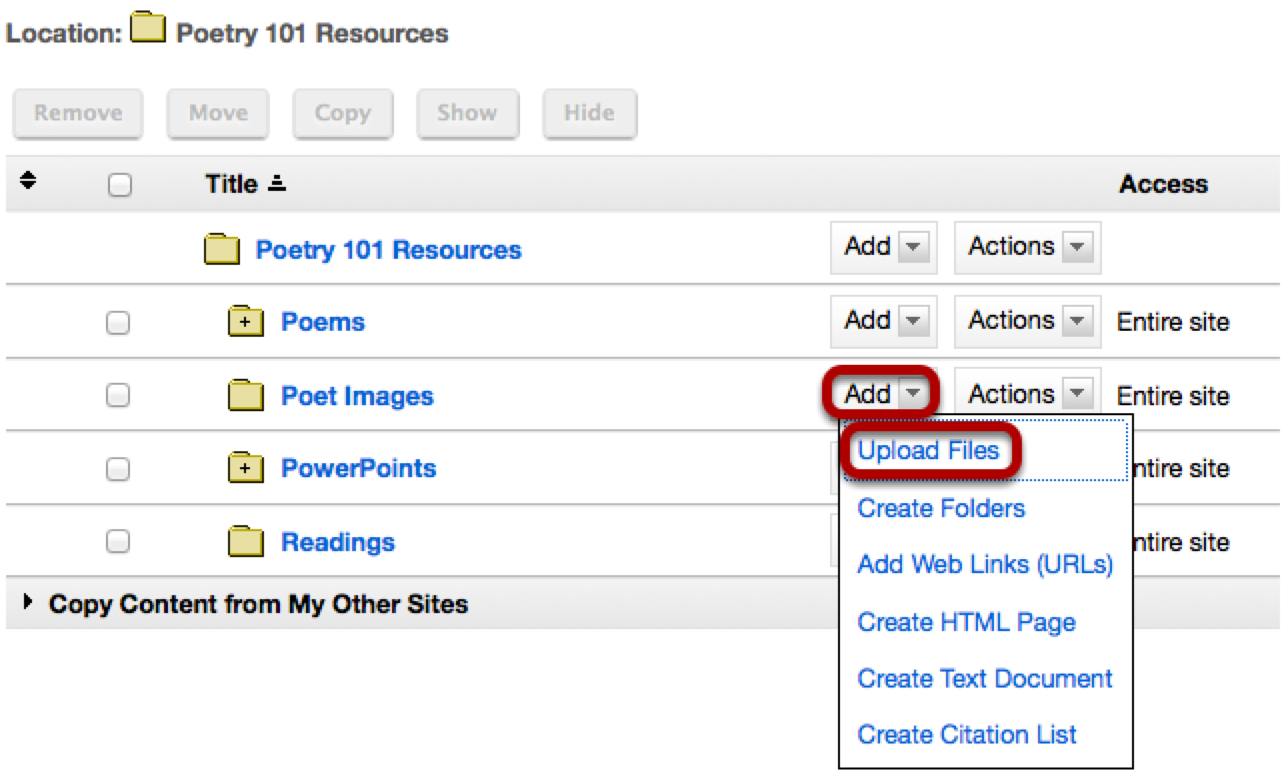
Note: You may click on the blue Information icon to the right of the file to see the item description.

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.

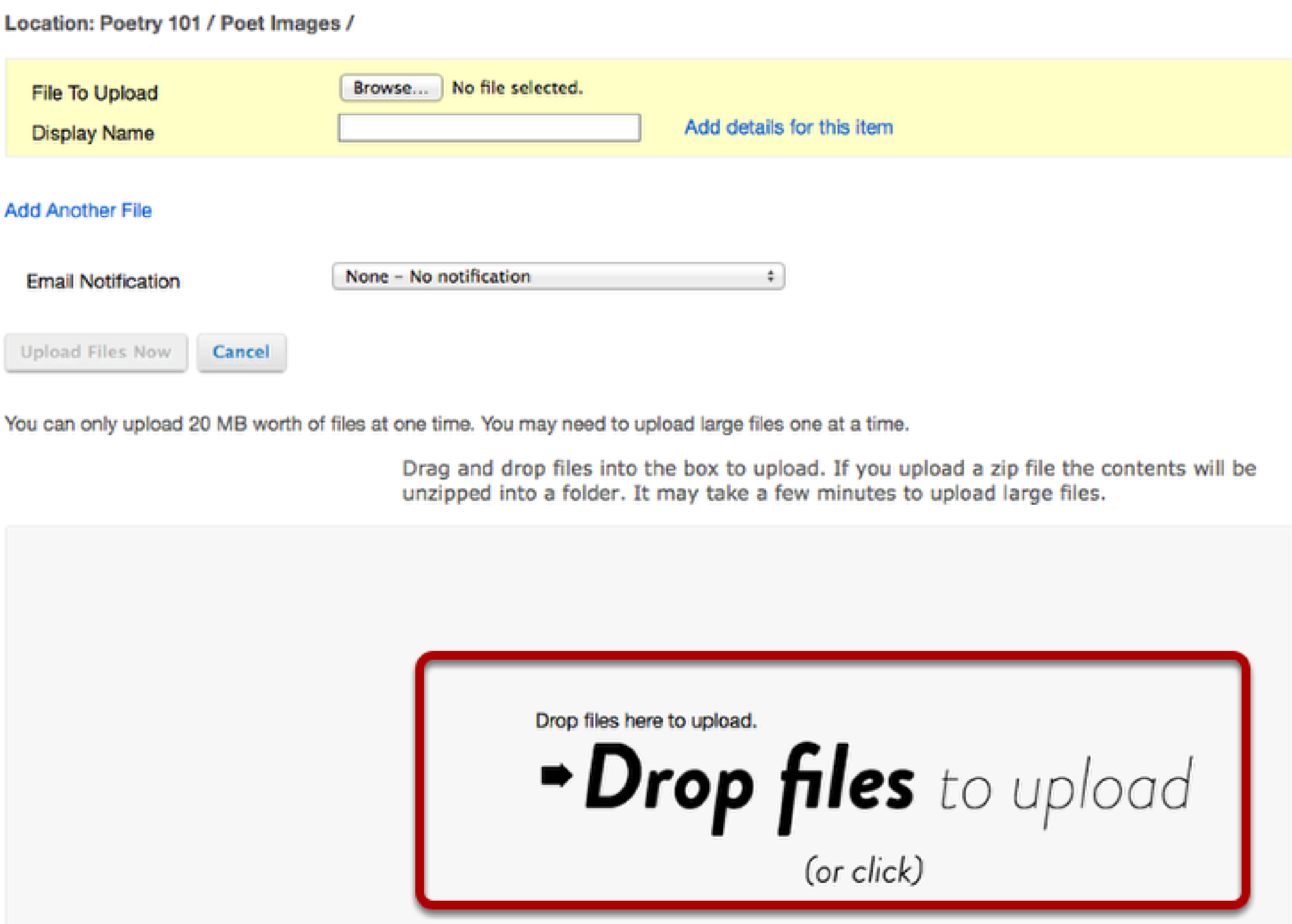
Click Add, then Upload Files.



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.

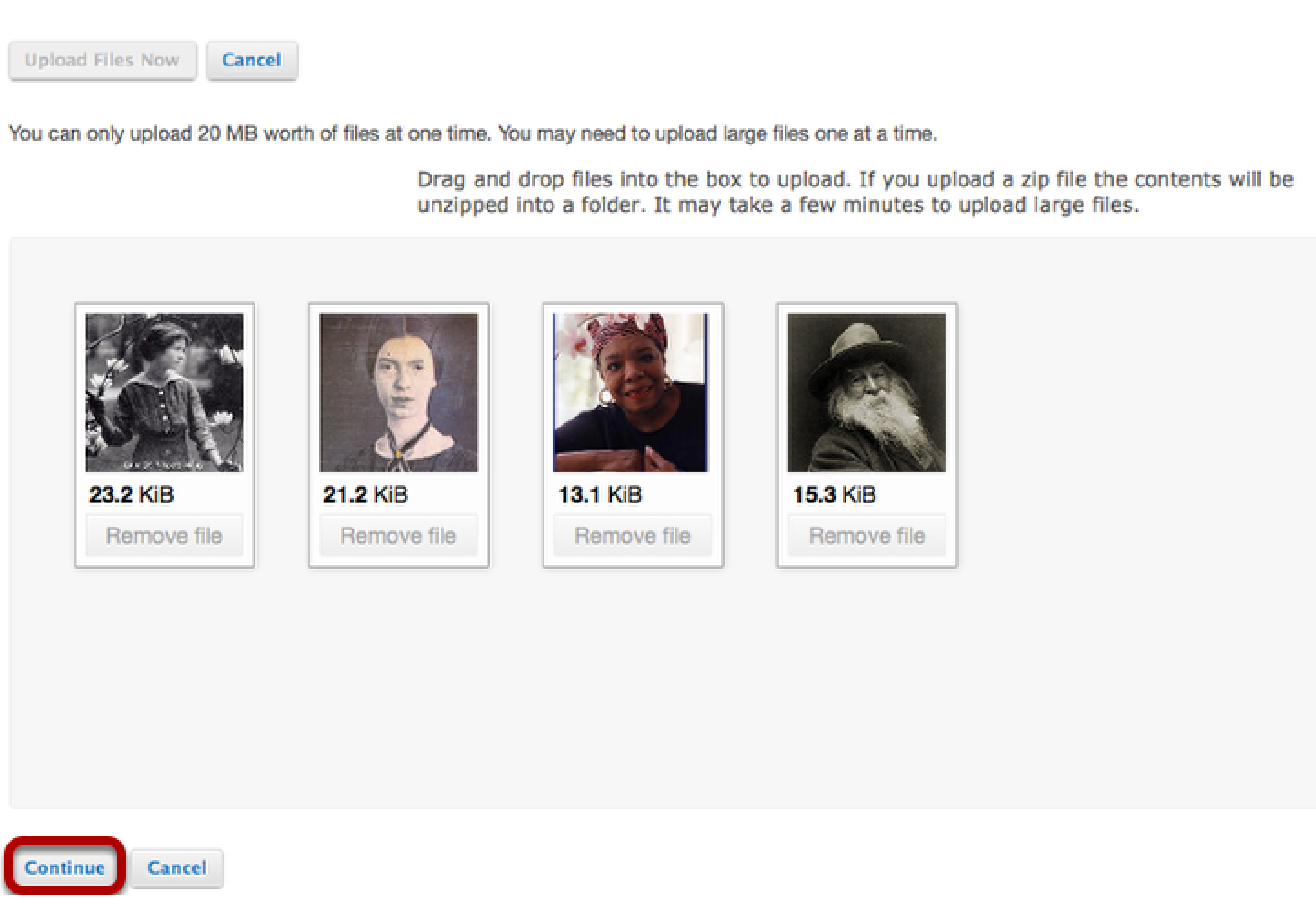
Drag and drop files from your computer.



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

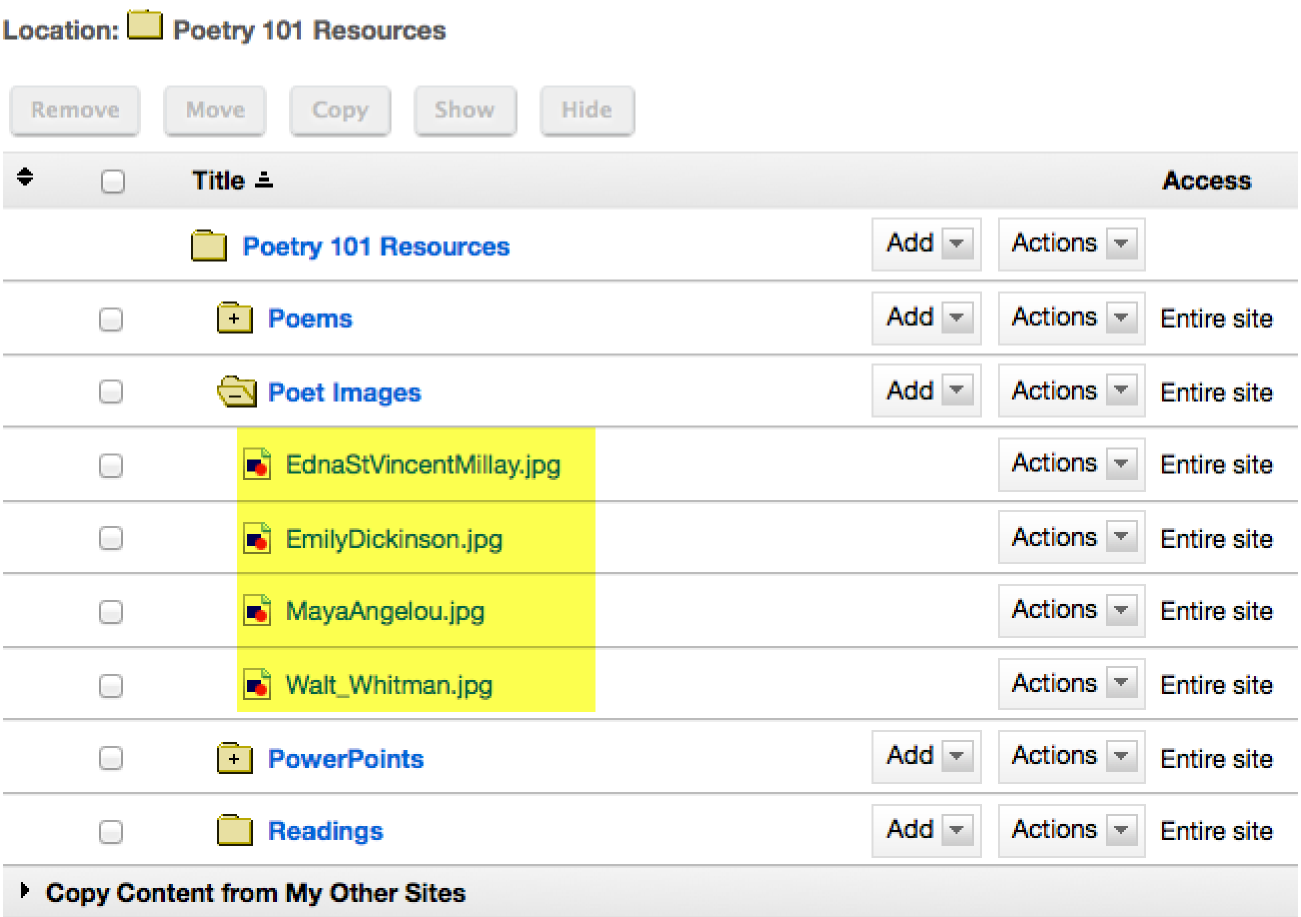
This will display thumbnails of the files that will be uploaded.

Click Continue.



This uploads the files.

View files in Resources.



The files are now located inside the selected Resources folder.

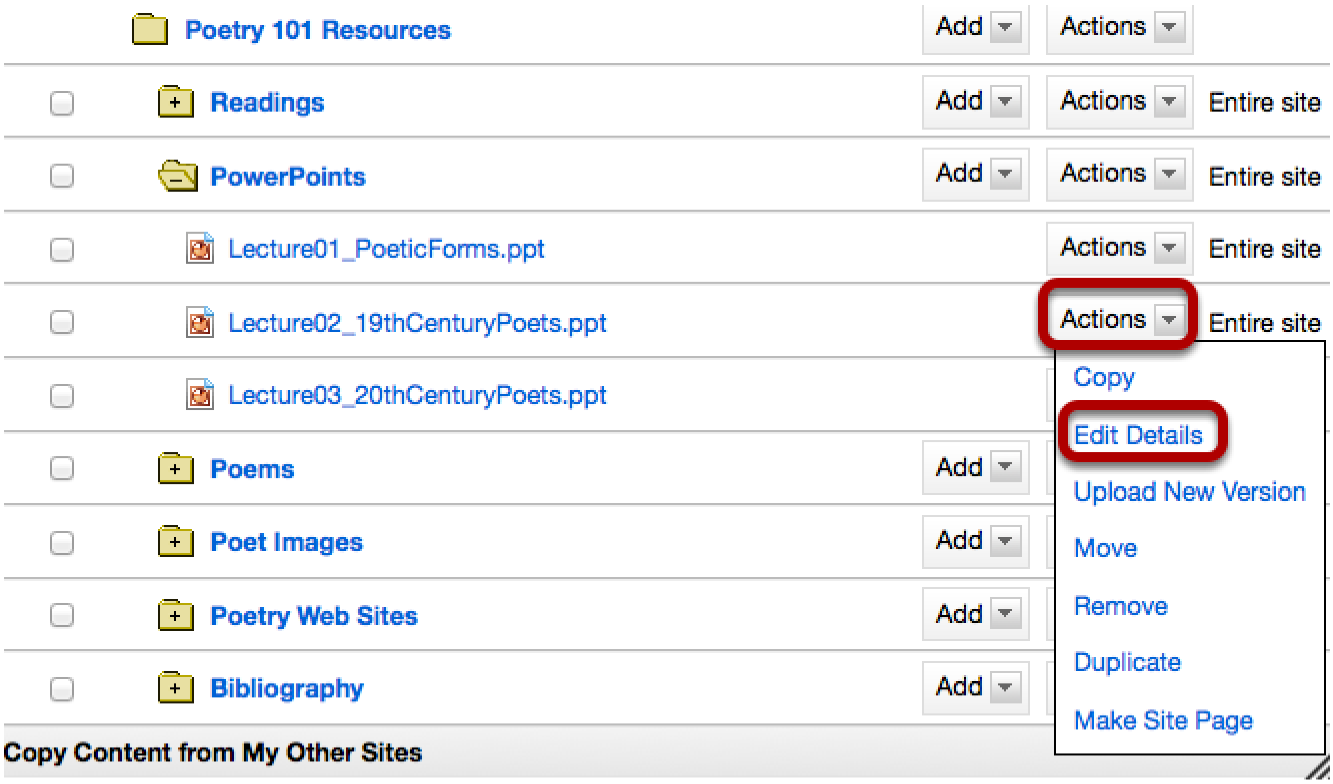
How do I set the display of a Resources item to a specific time period?

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.

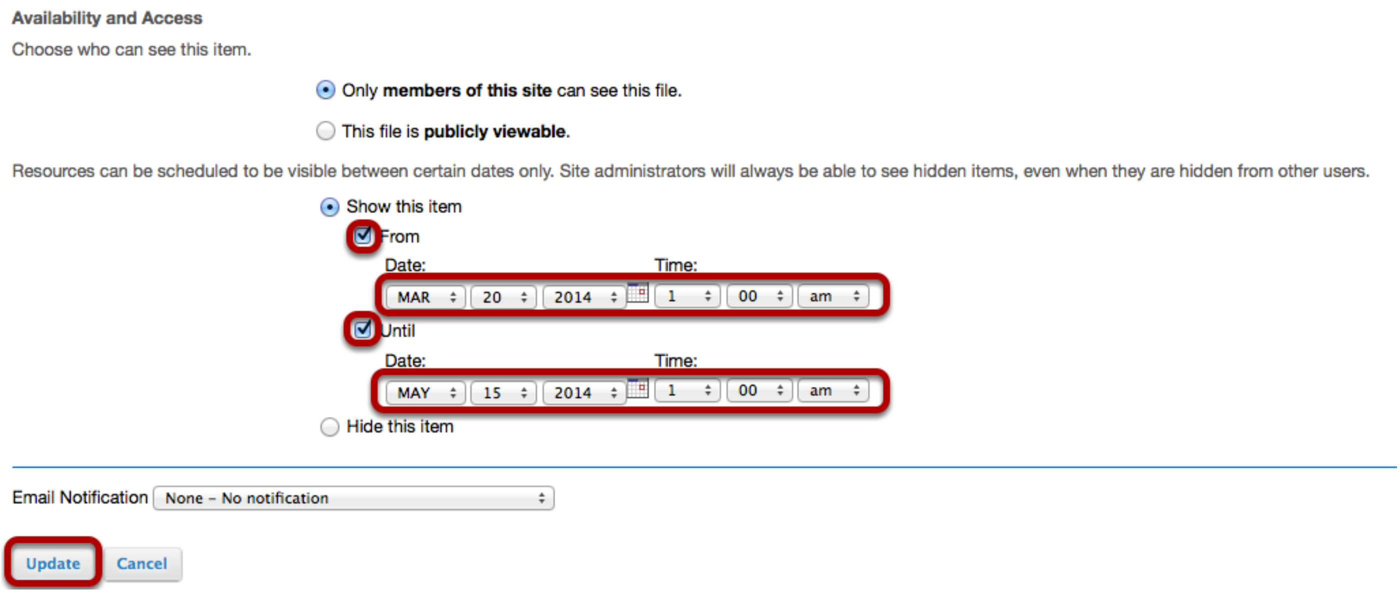
Click Actions, then Edit Details.



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.



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.

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.*

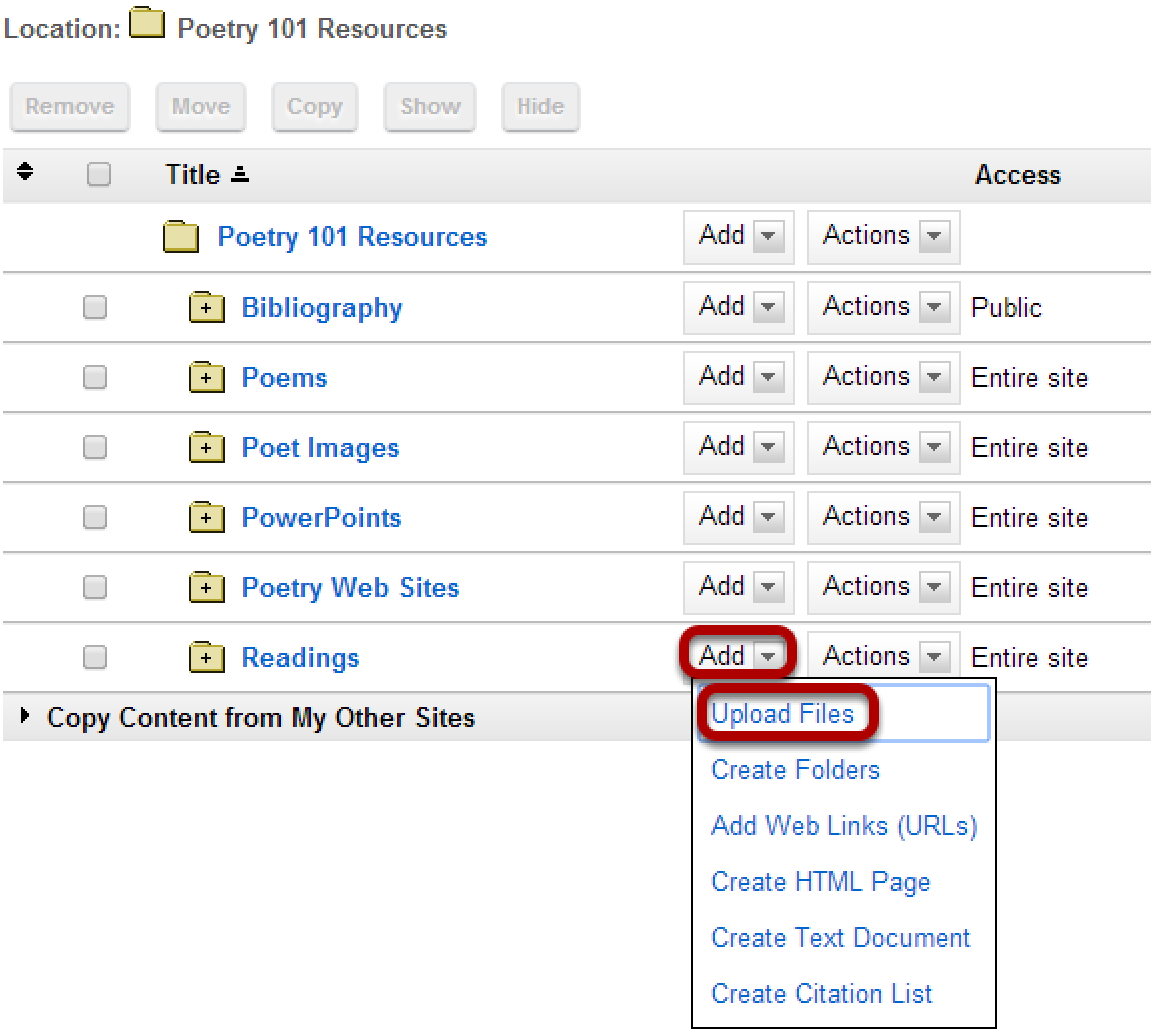
How do I upload and unpack a zip file to a Resources folder?

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.

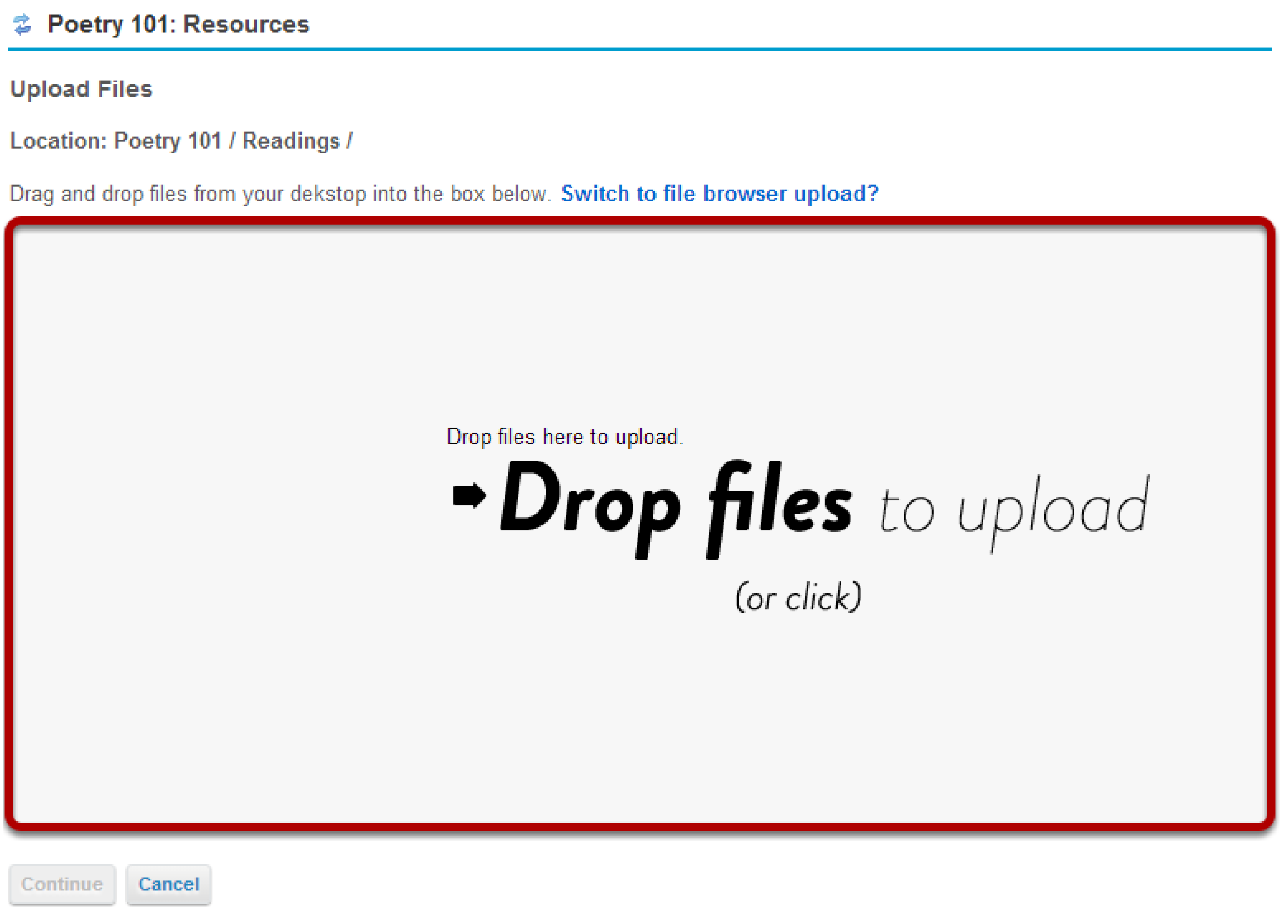
Select the **Resources** tool from the Tool Menu of your site.

From the Add drop-down menu, select Upload Files.



From the **Add** drop-down menu to the right of the folder where you want to upload the zip file, select **Upload Files**.

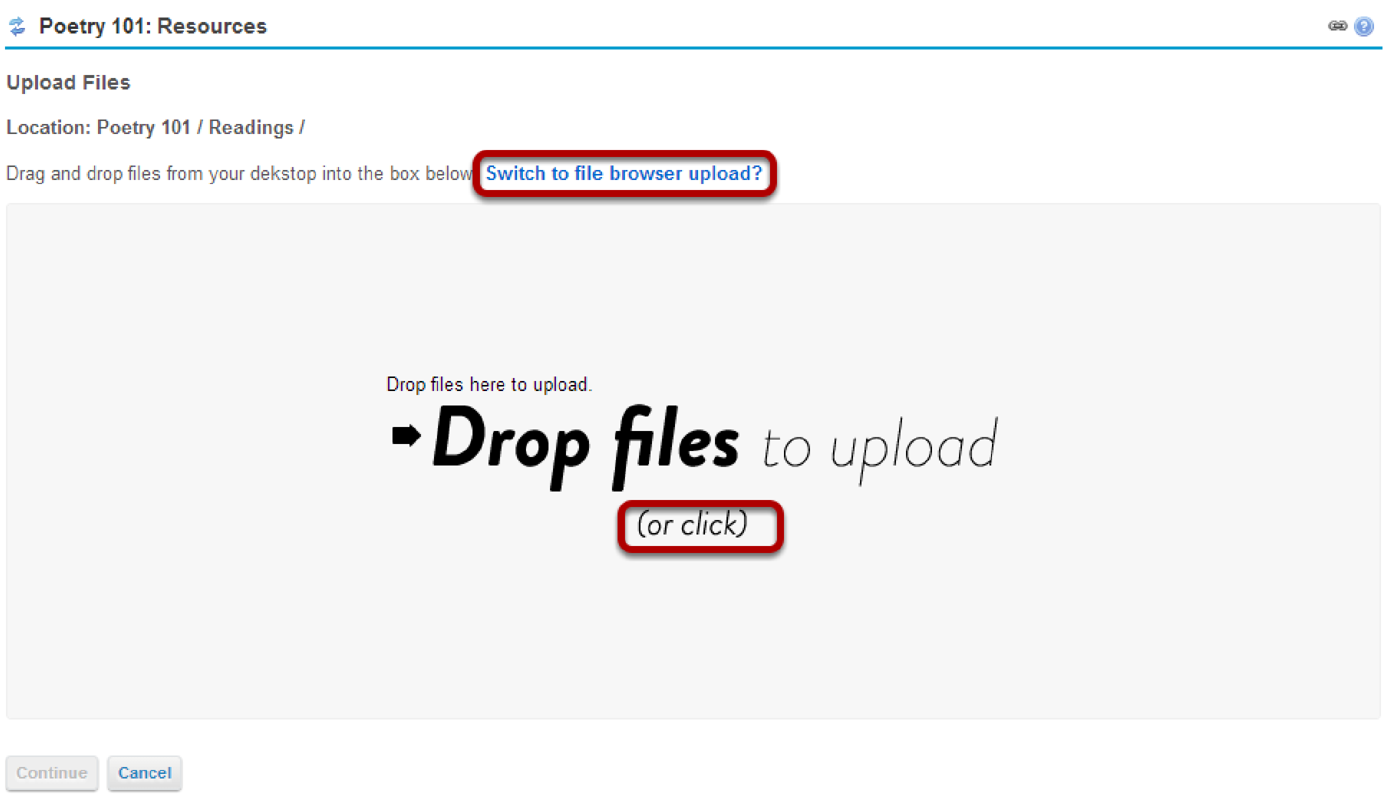
Drag and drop the zip file from your computer.



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

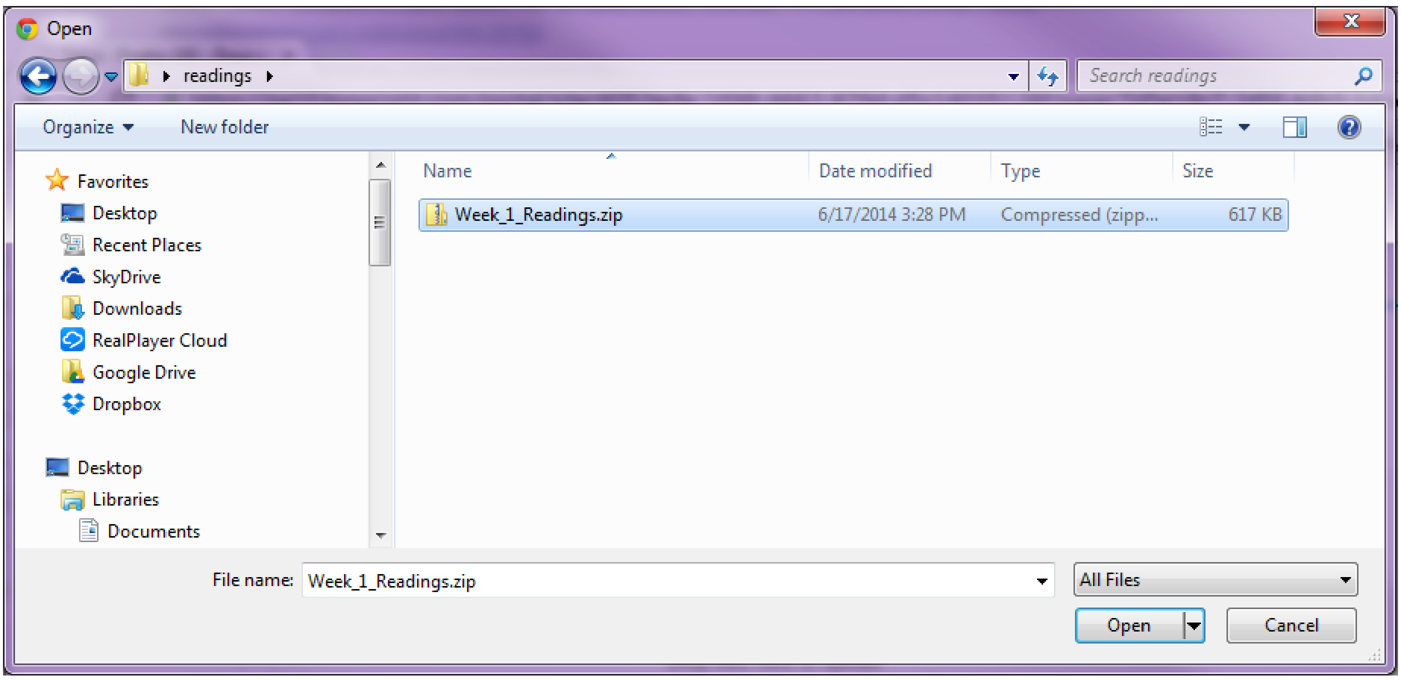
This will display a thumbnail of the zip file that will be uploaded.

Or, click to use the file browser upload.

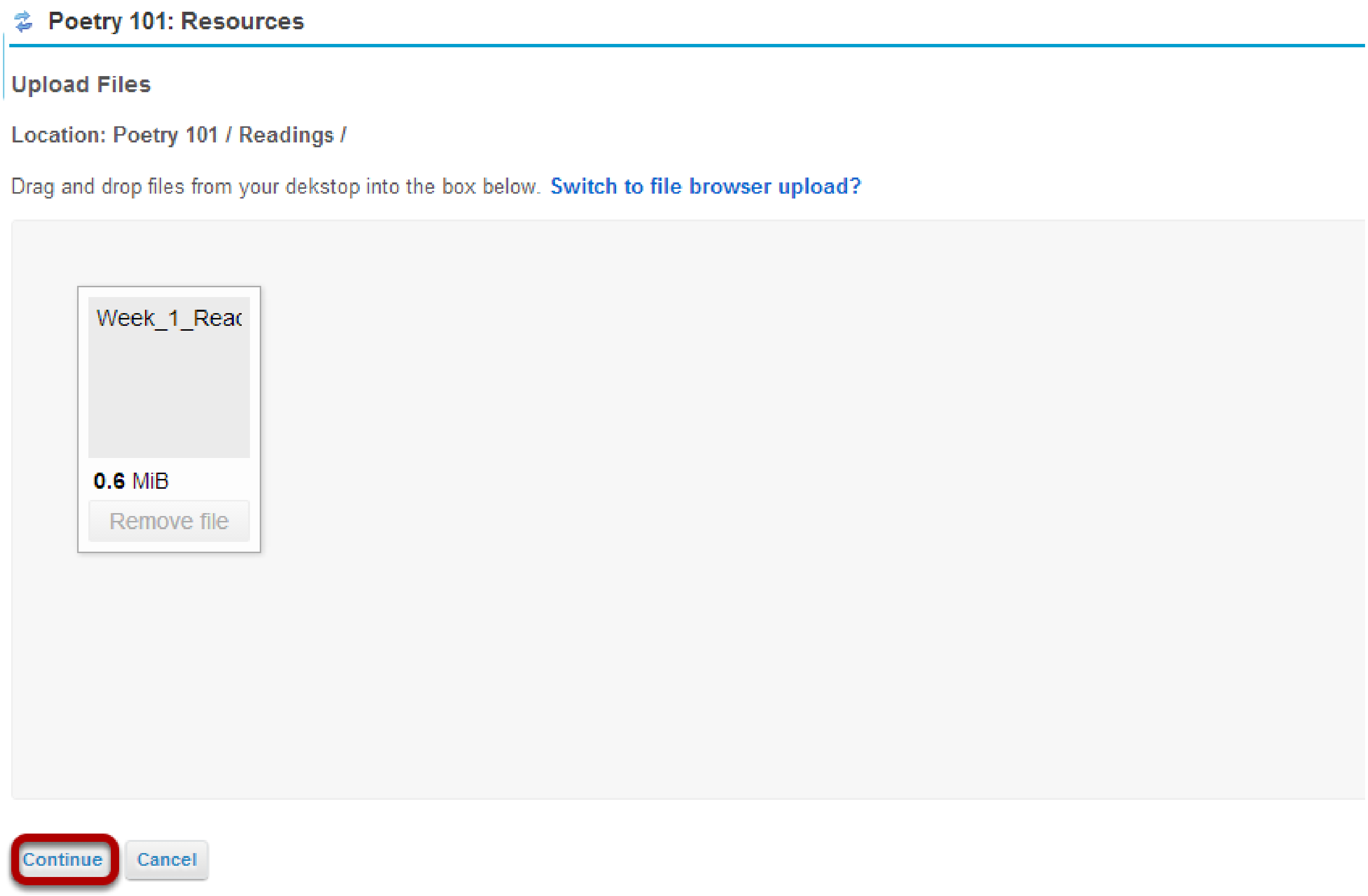


If you prefer to browse for your file instead, click on the **Switch to file browser upload?** link, or click once within the **Drop Files** area to go to the file browser view.

Locate and select the file on your computer.

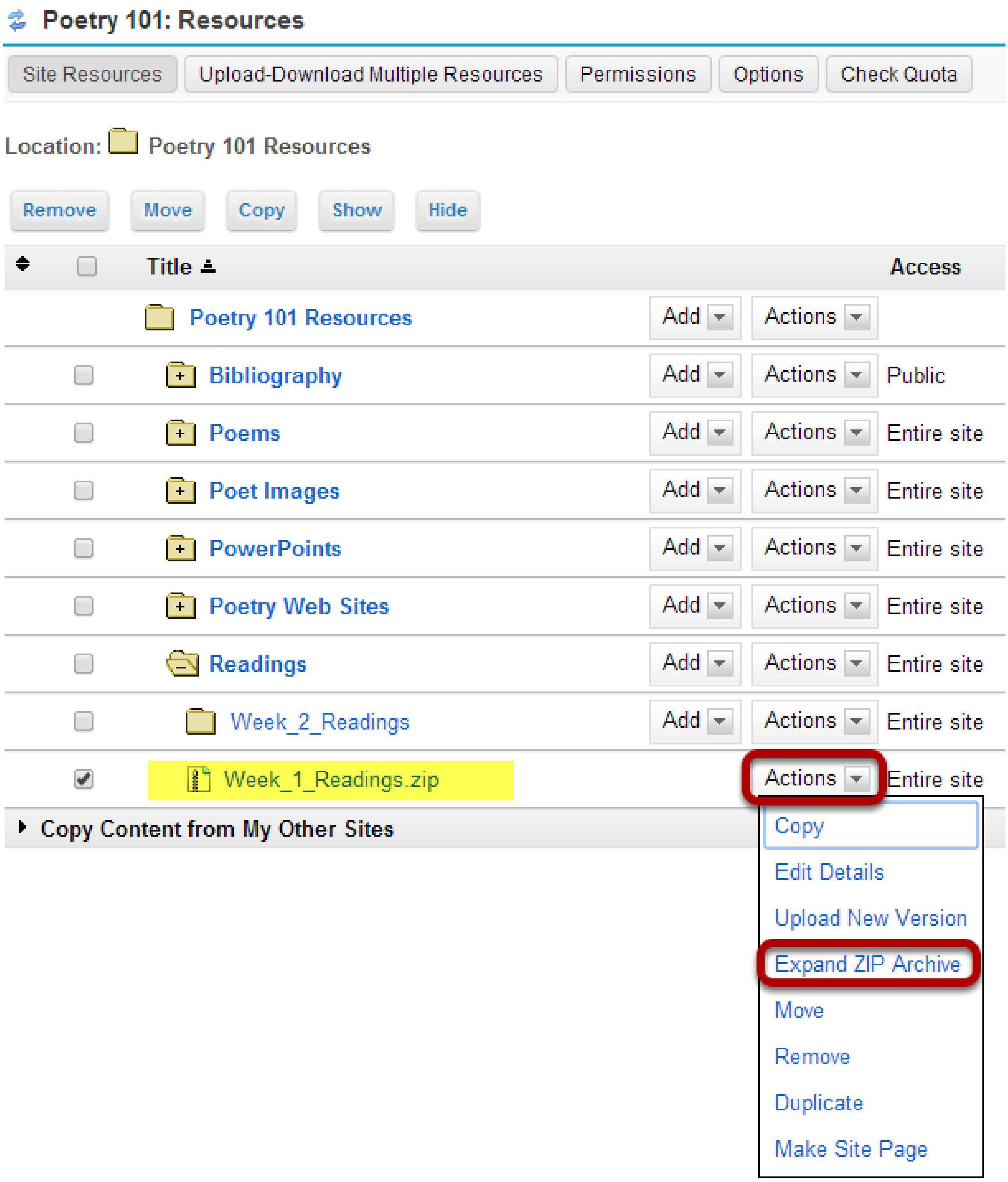


Click Continue.



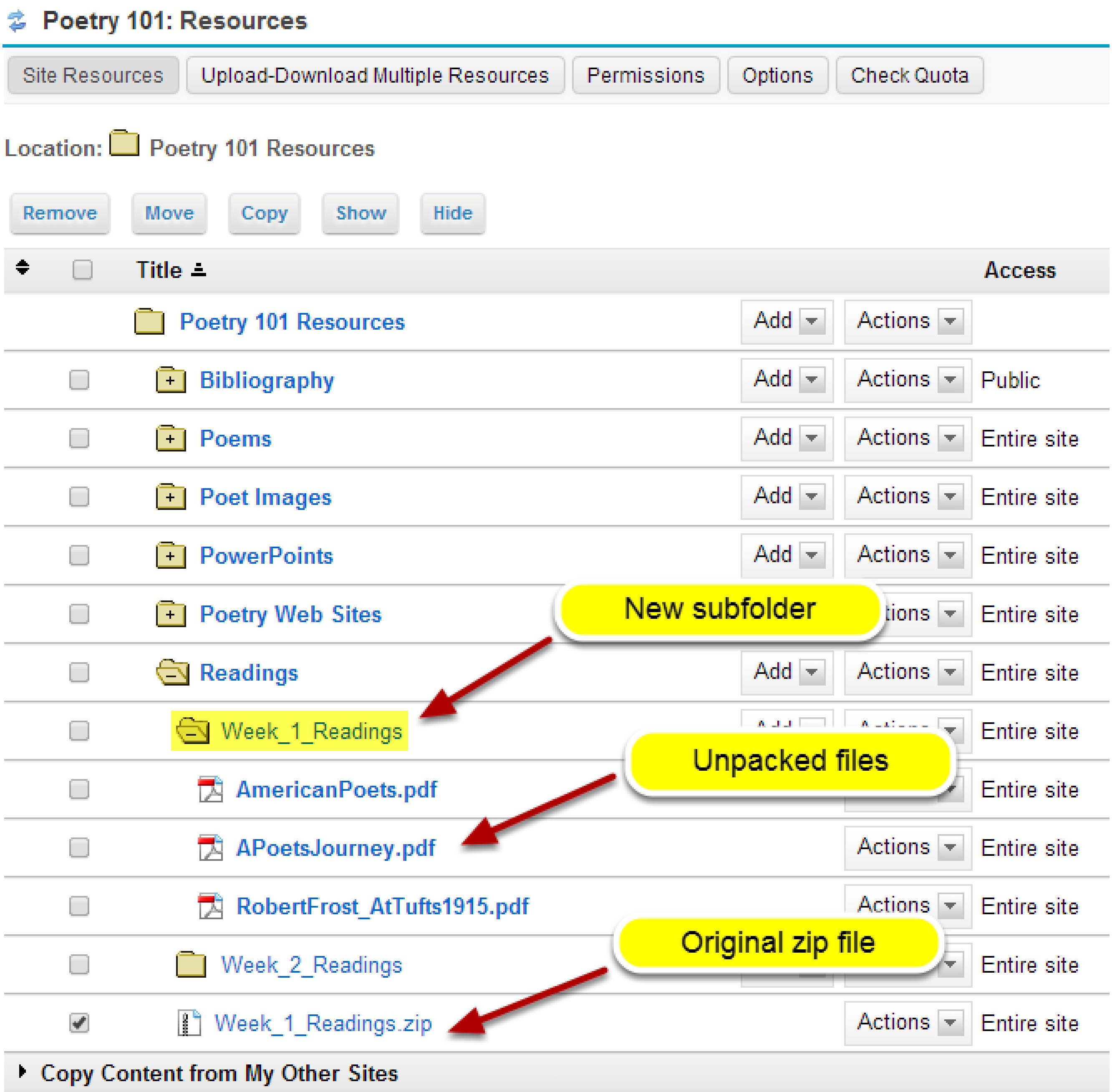
This uploads the zip file.

Click Actions, then Expand Zip Archive.



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

View zip contents in Resources.



The zip file is automatically unpacked within the current folder.

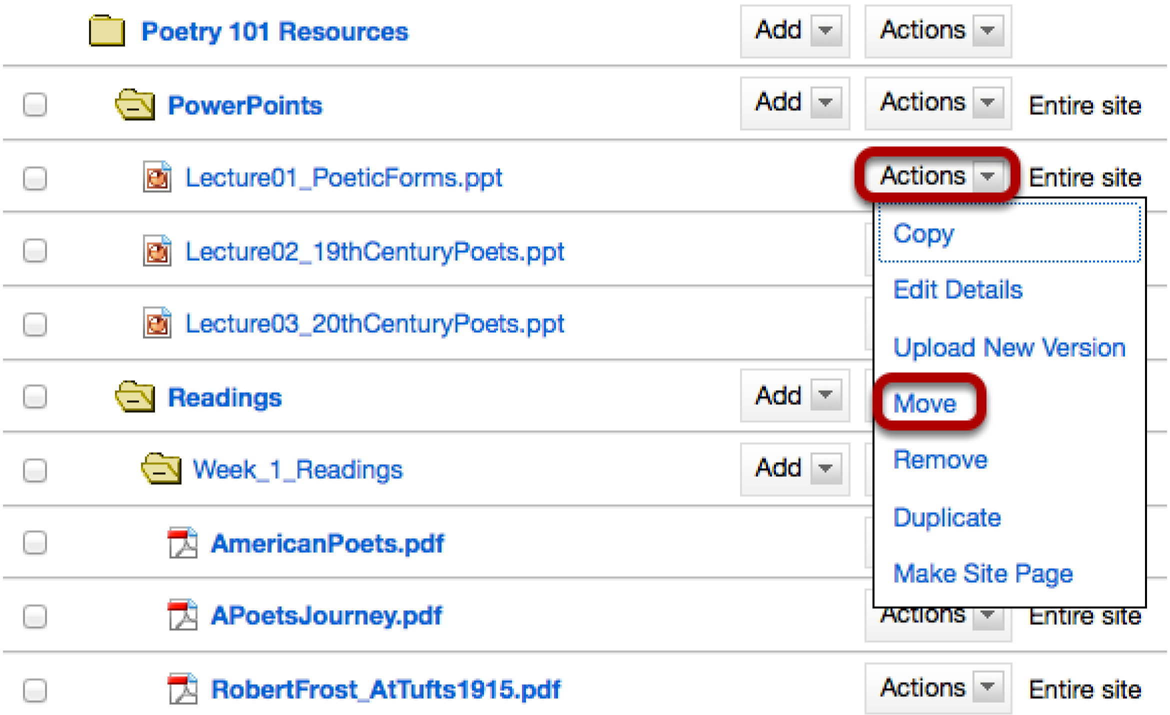
Note: A new subfolder within the current folder is created using the name of the zip file. The zip file content is unpacked within this new subfolder and the original zip file remains.

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.

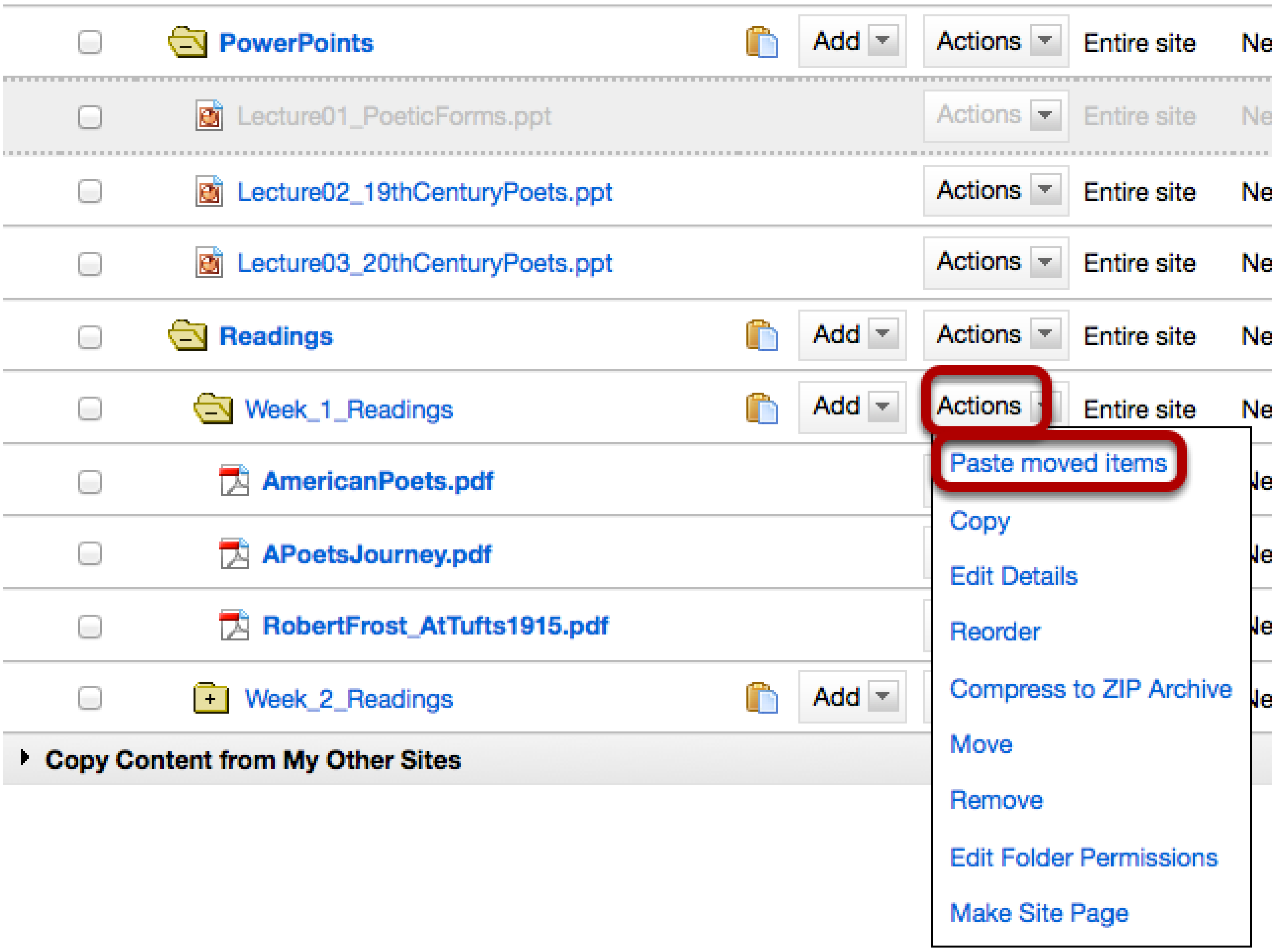
Method 1: Click Actions, then Move.



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

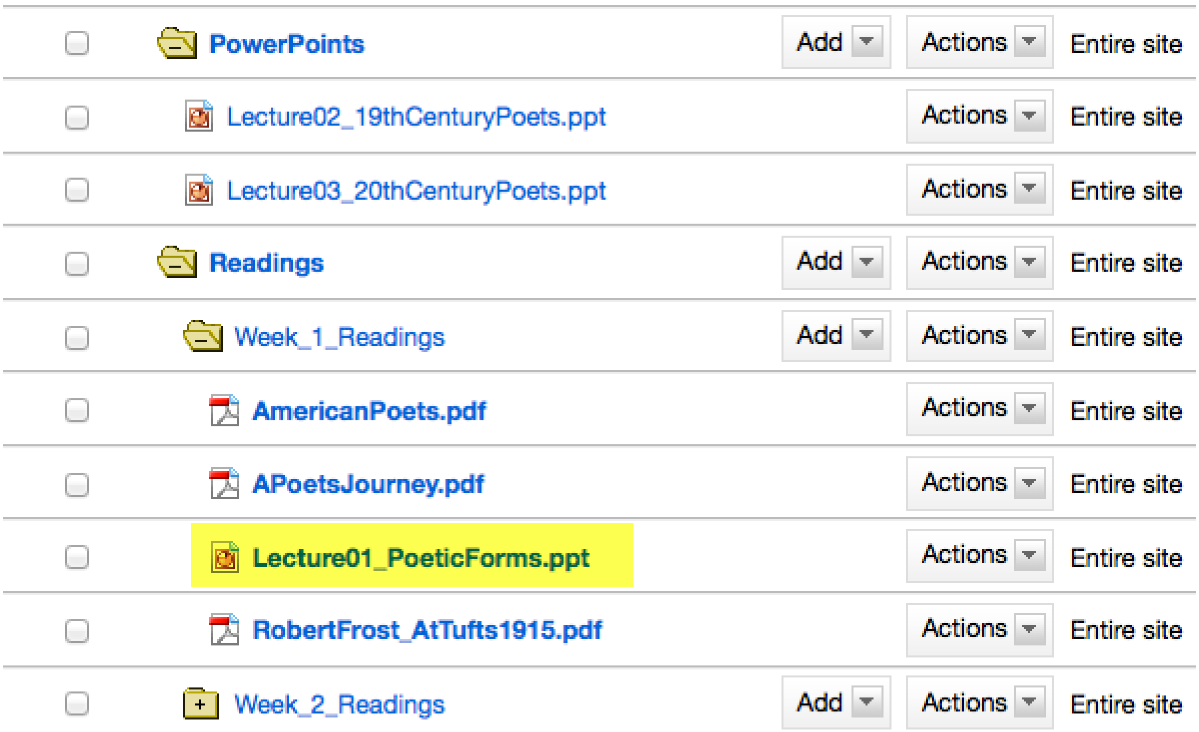
This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)

Click Actions, then Paste Moved Items.



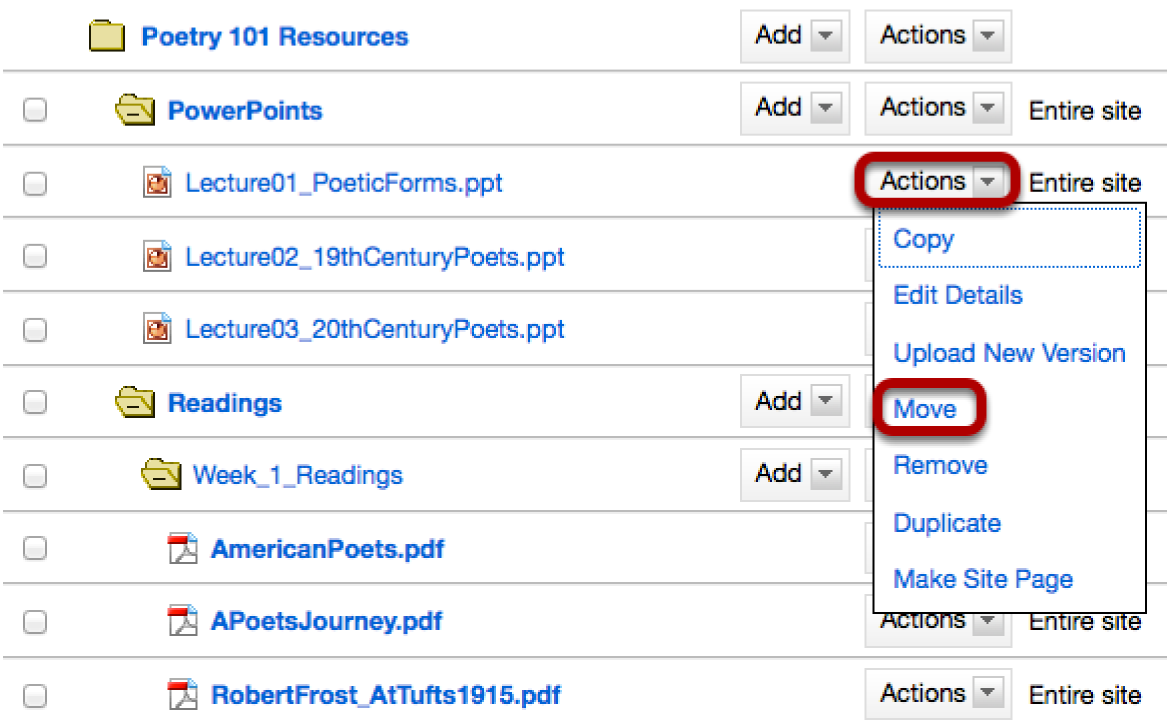
To the right of the folder you want to move the file or folder to, from the **Actions** drop-down menu, select **Paste Moved Items**.

View moved file in new location.



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

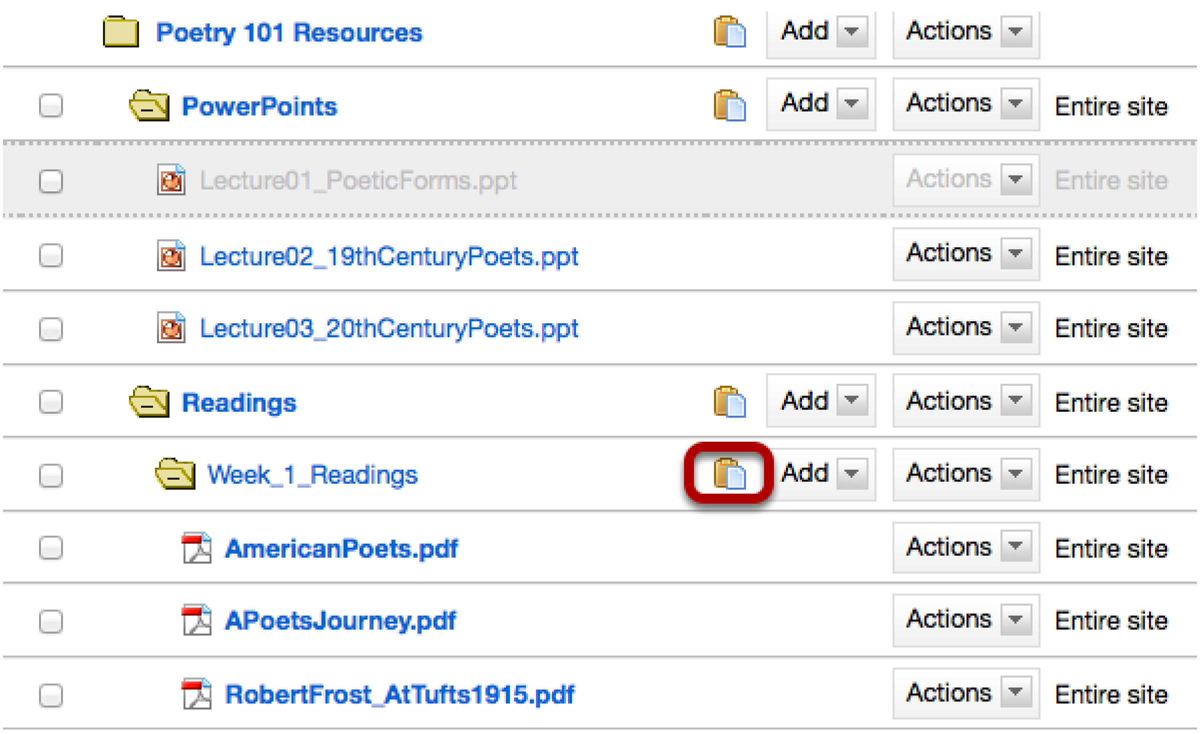
Method 2: Click Actions, then Move.



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

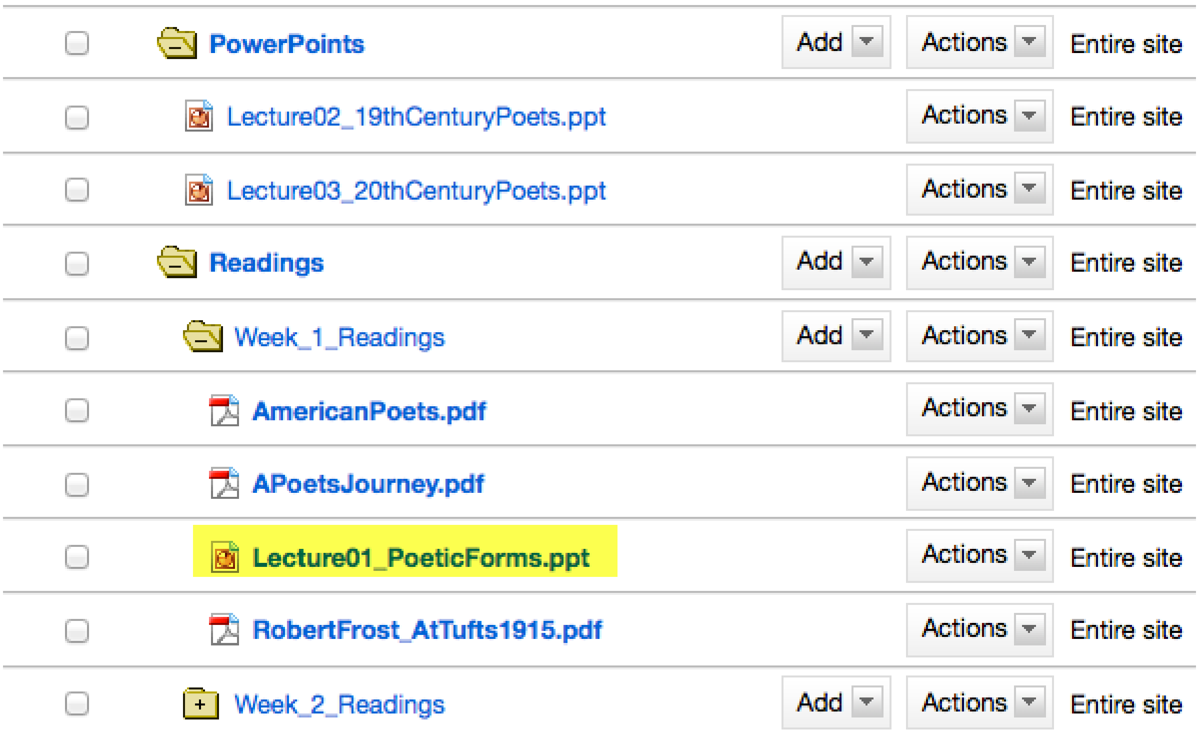
This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)

Click the clipboard icon.



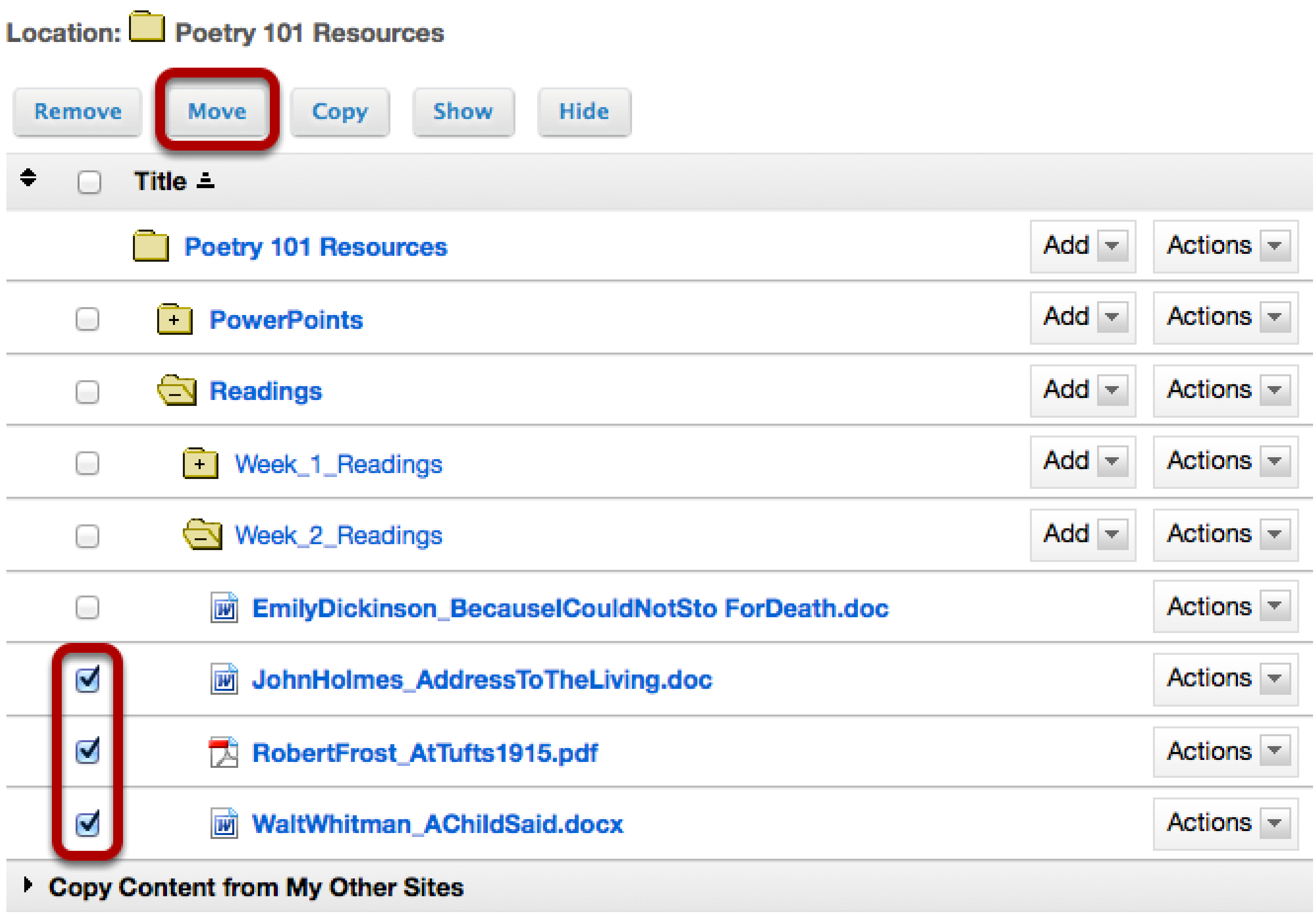
To the right of the folder you want to move the file or folder to, click the clipboard icon.

View moved file in new location.



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

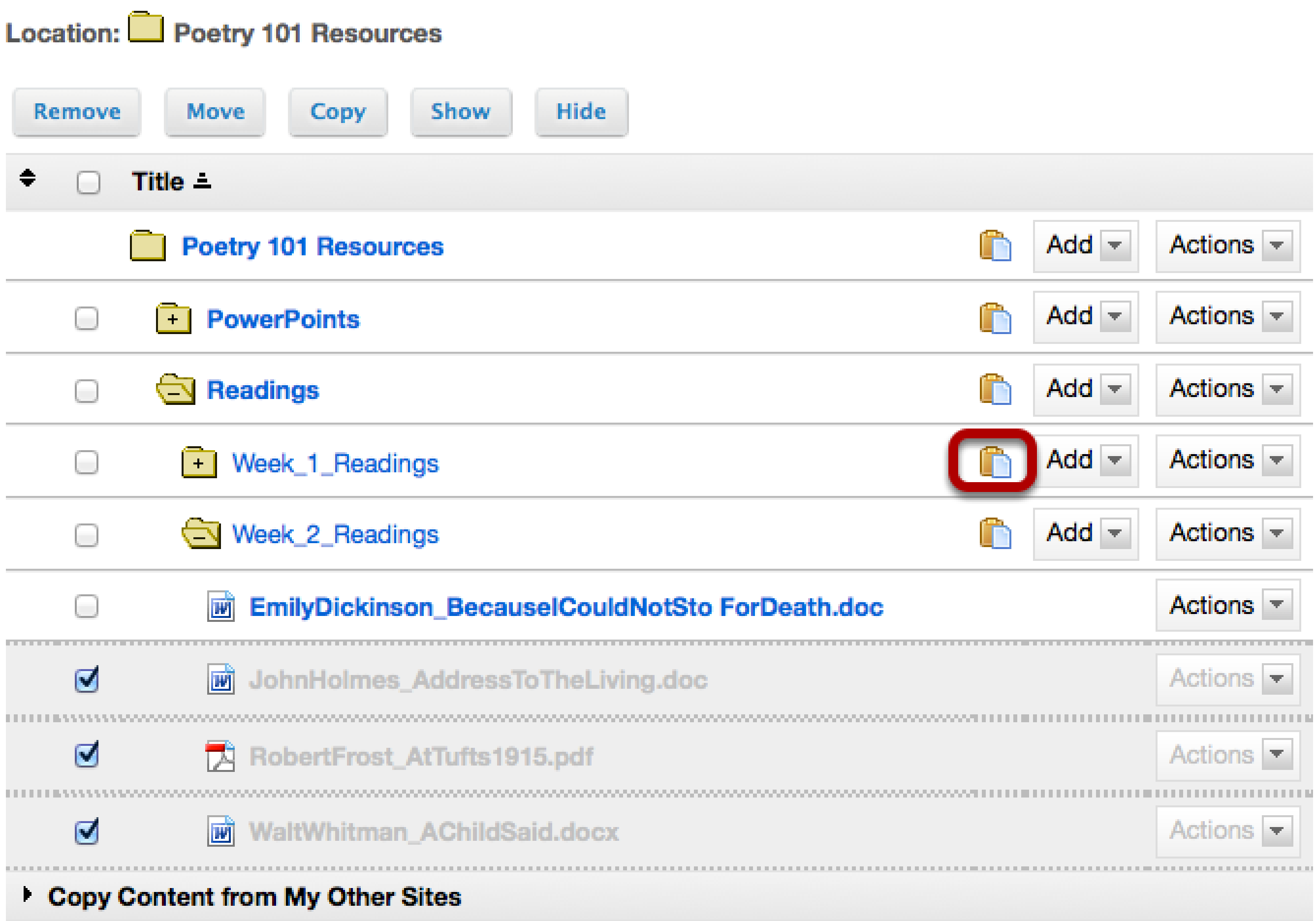
Method 3: Select multiple items, then click Move.



Check the boxes to the left of the files or folders you want to move to select several items at once, then click **Move**.

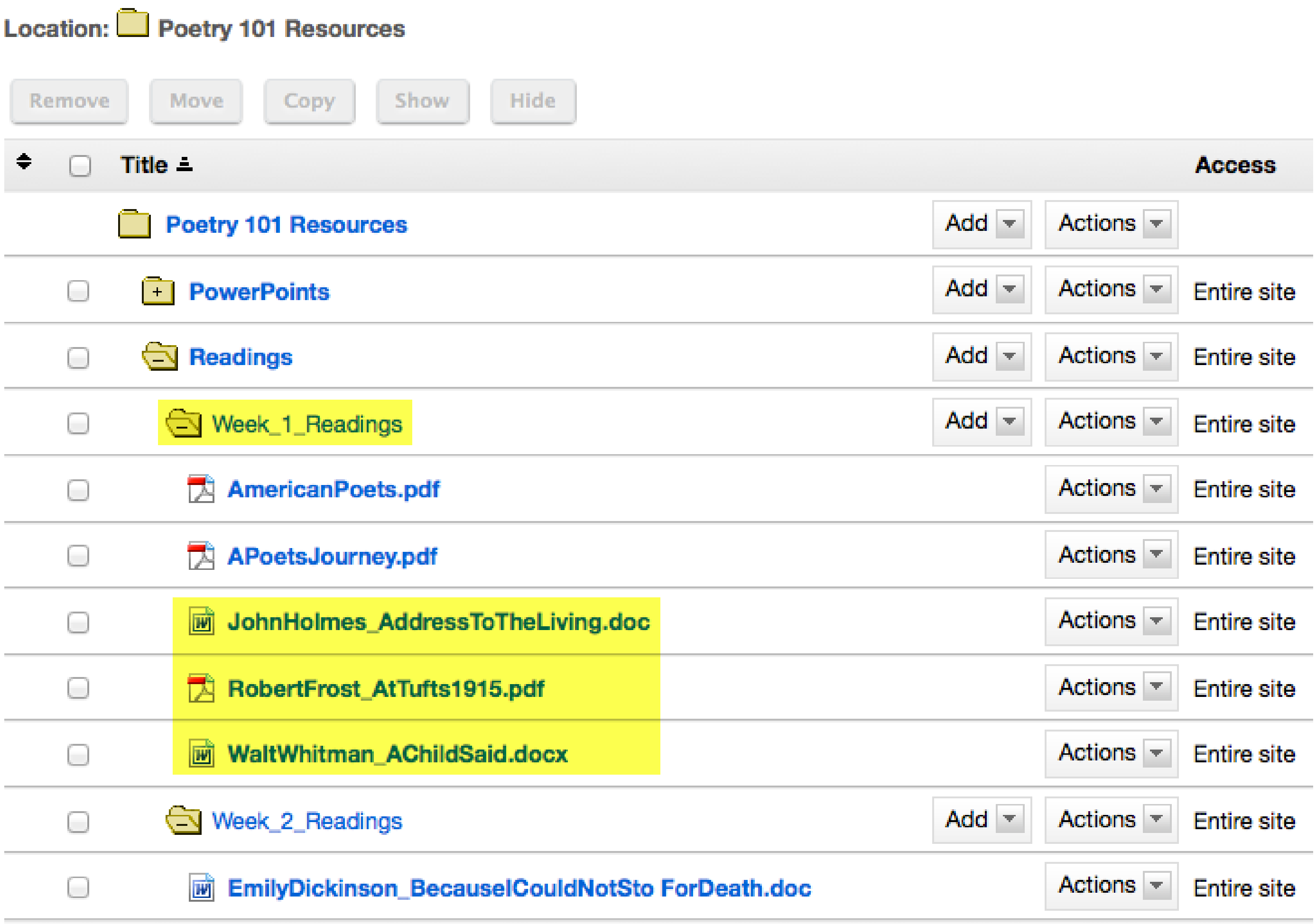
This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Reset to cancel)

Click the clipboard icon.



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.



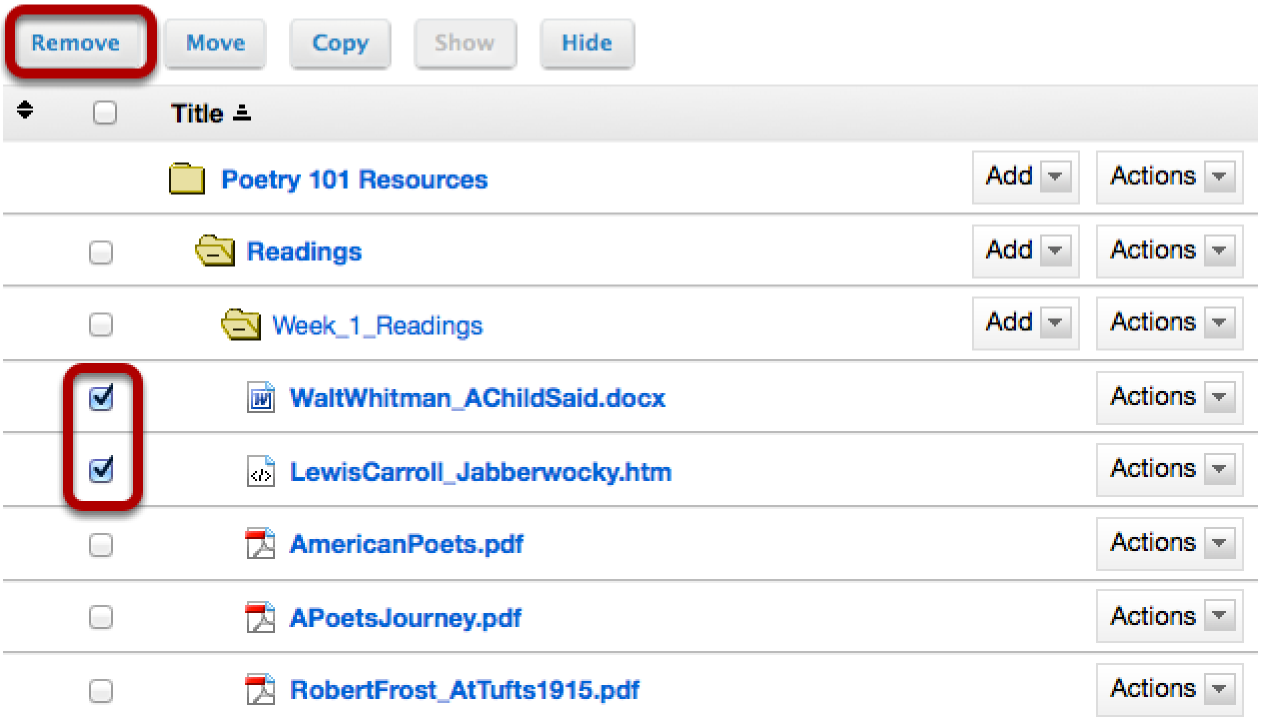
This returns the display to the Resources page with the files or folders now moved to the other folder.

How do I remove a file or folder in Resources?

Go to Resources.

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

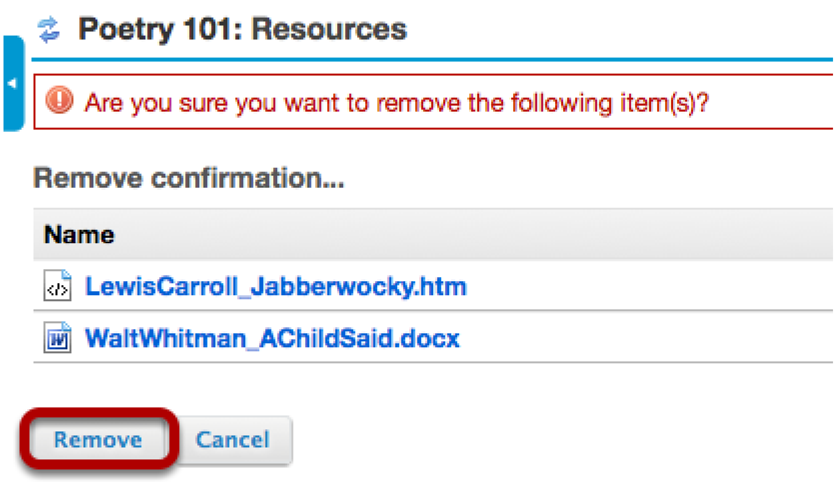
Method 1: Select the item(s), then click Remove.



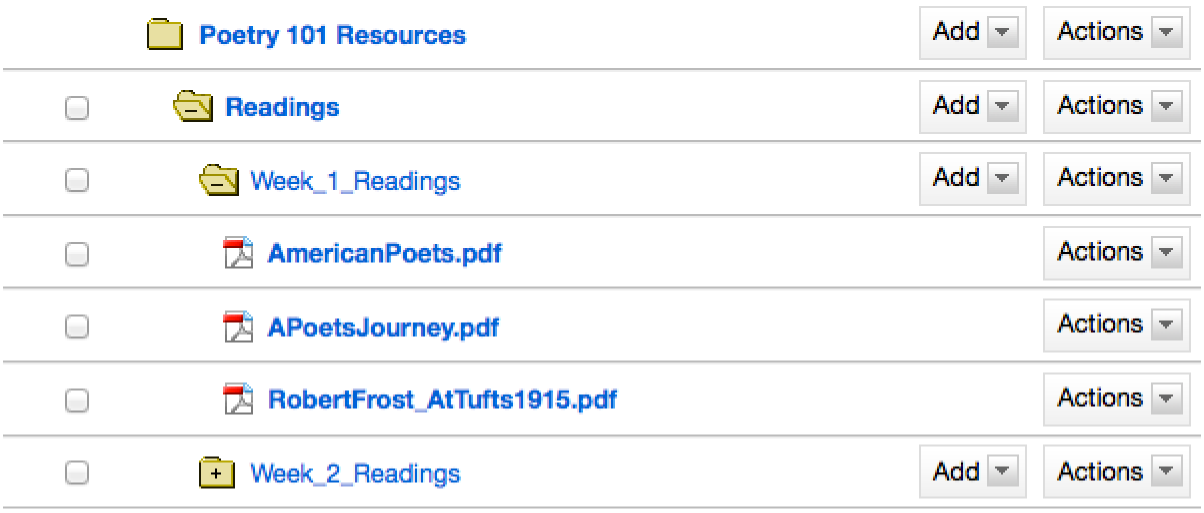
To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click **Remove**.

This displays the Remove confirmation page.

Click Remove again to confirm.

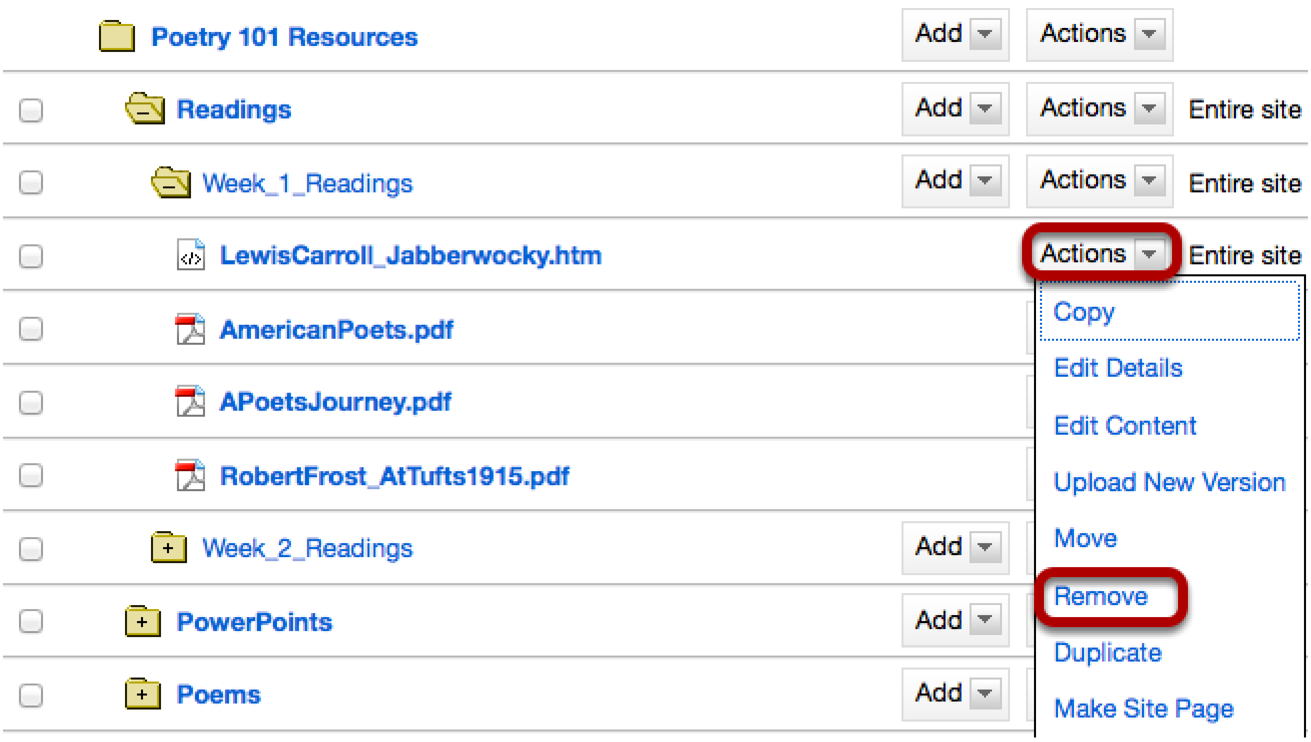


Items are removed.



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

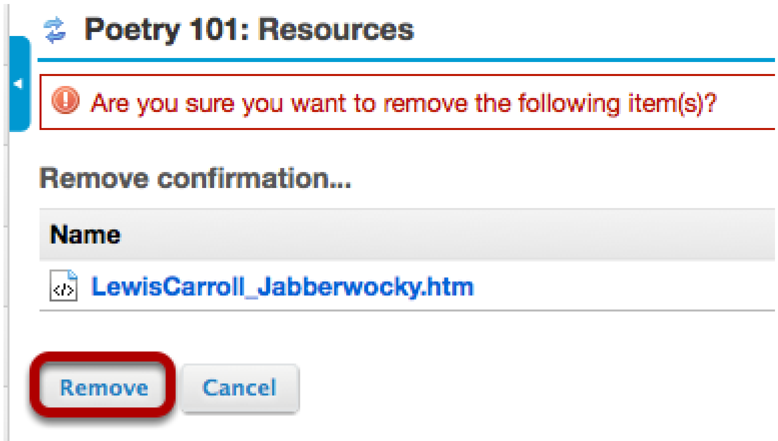
Method 2: Click Actions,, then Remove.



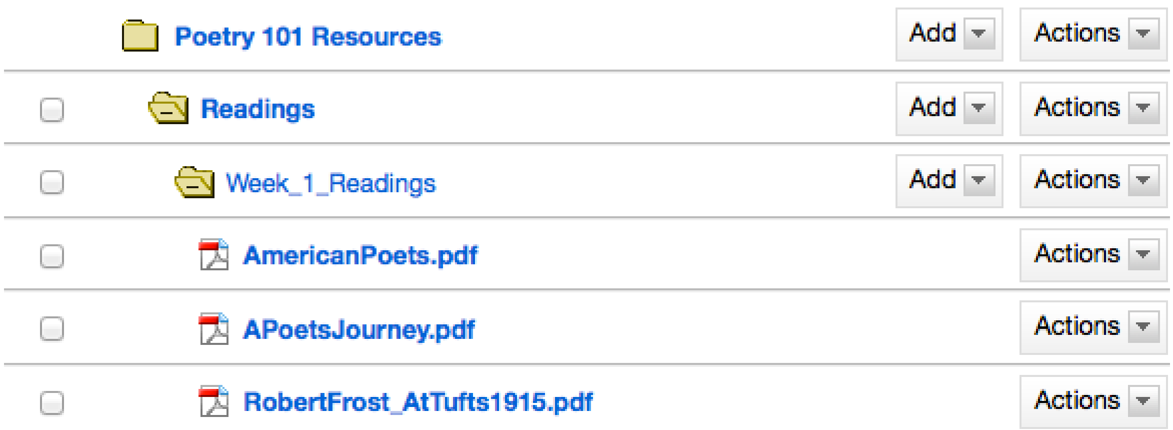
To the right of the file or folder you want to remove, from the **Actions** drop-down menu, select **Remove**.

This displays the Remove confirmation page.

Click Remove again to confirm.



The Item is removed.



This removes the item from Resources.

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

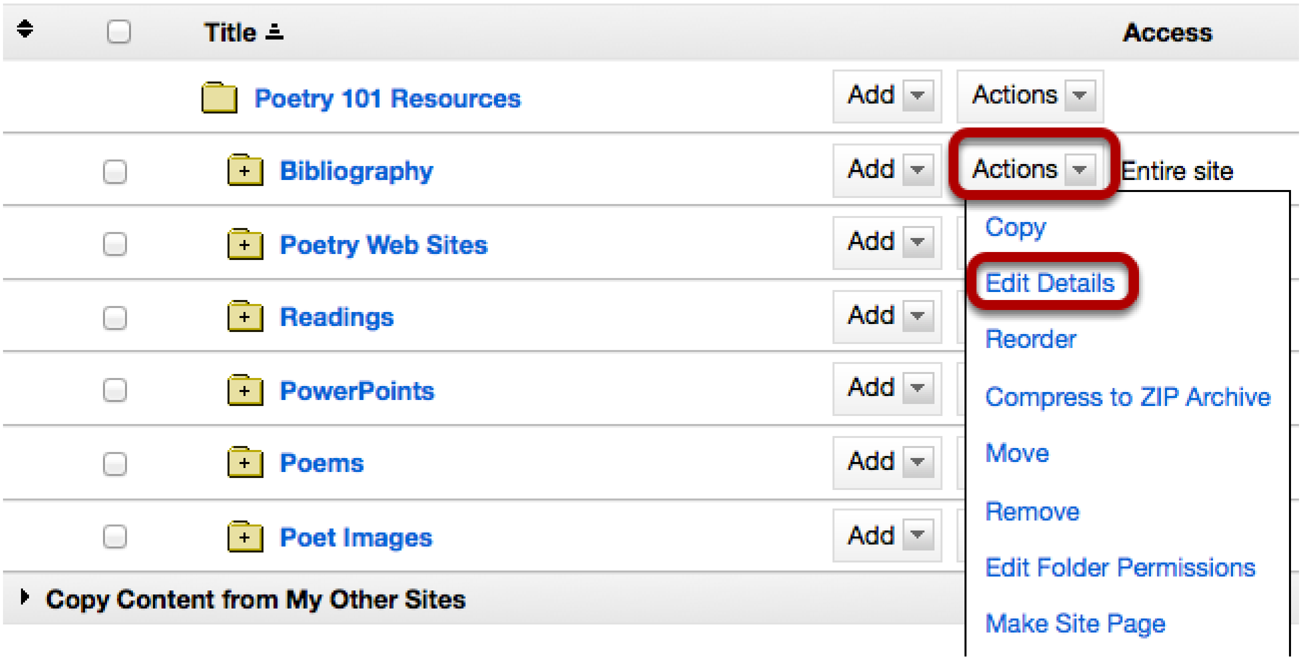
How do I make a file or folder publicly viewable?

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.

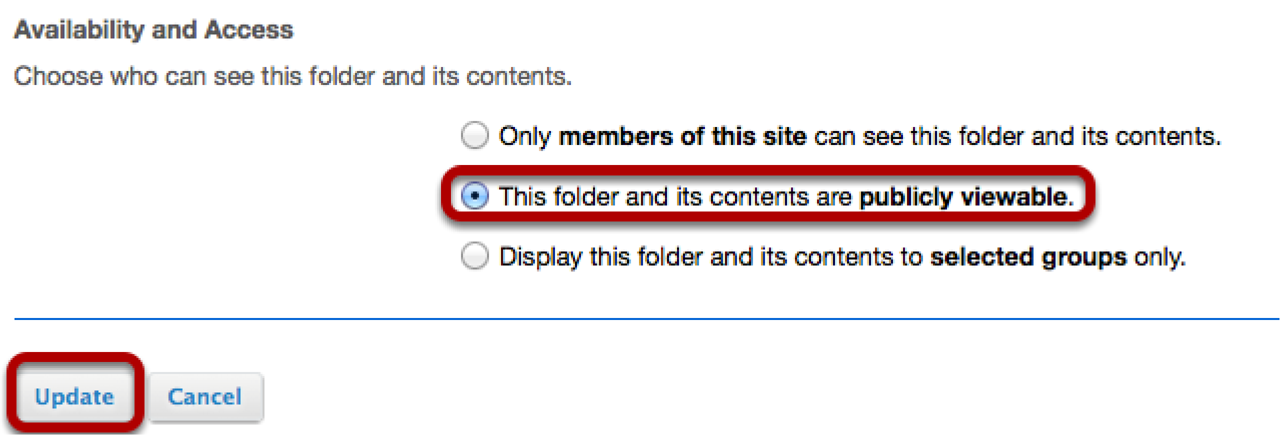
Click Actions, then Edit Details.



To make a file or folder publicly viewable, to the right of the file or folder, from the **Actions** drop-down menu, seelct **Edit Details**.

This displays the Edit Details page for the item.

Make item public, then Update.



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.

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.

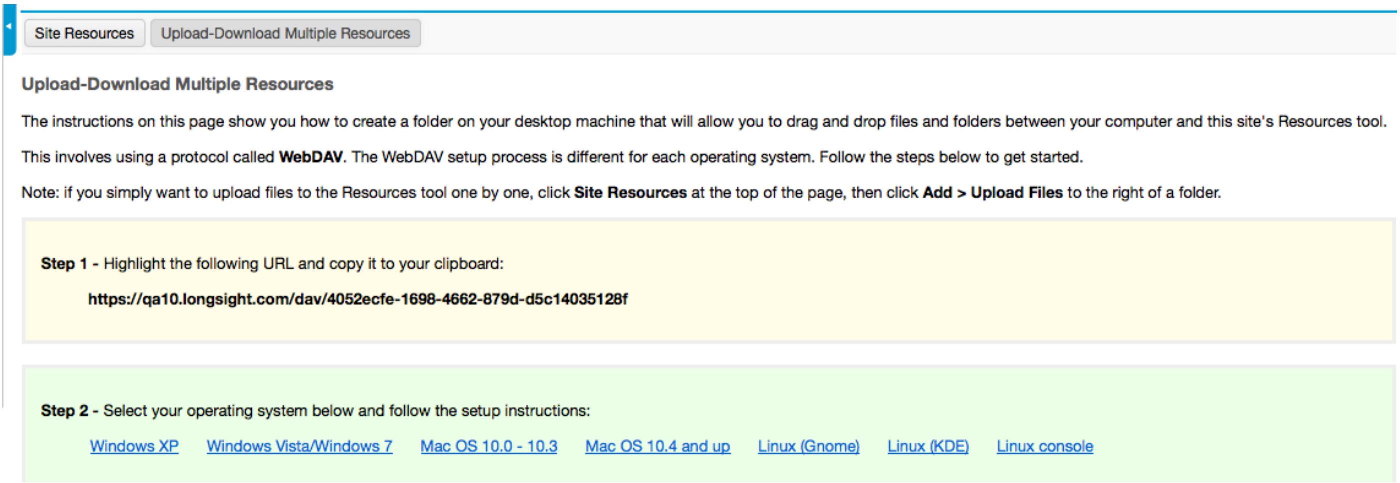
Go to Resources.

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.



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.

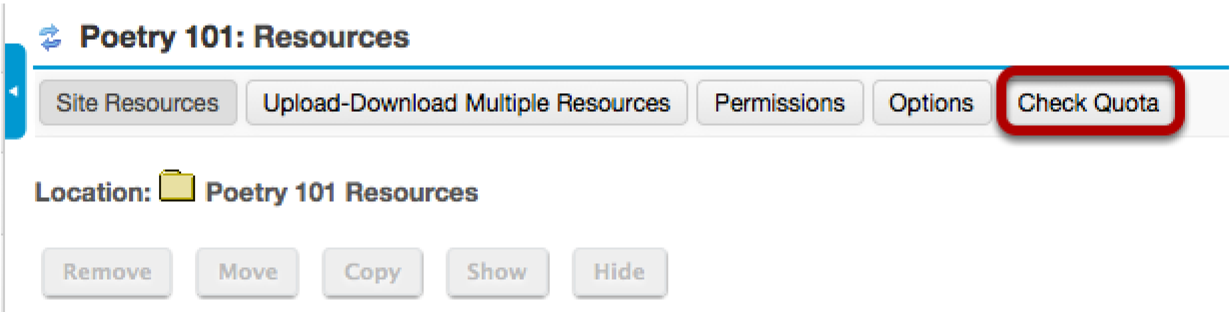
What is the Resources quota?

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.

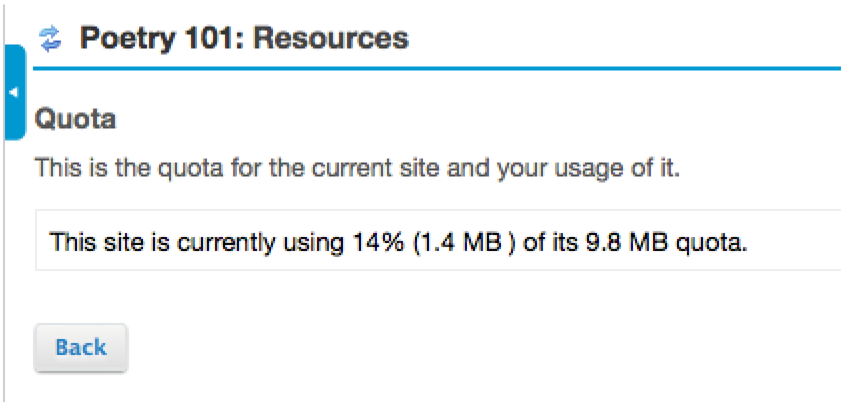
Select the **Resources** tool from the Tool Menu of your site.

Click Check Quota.



This displays the Resources Quota page.

Quota is displayed.



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?

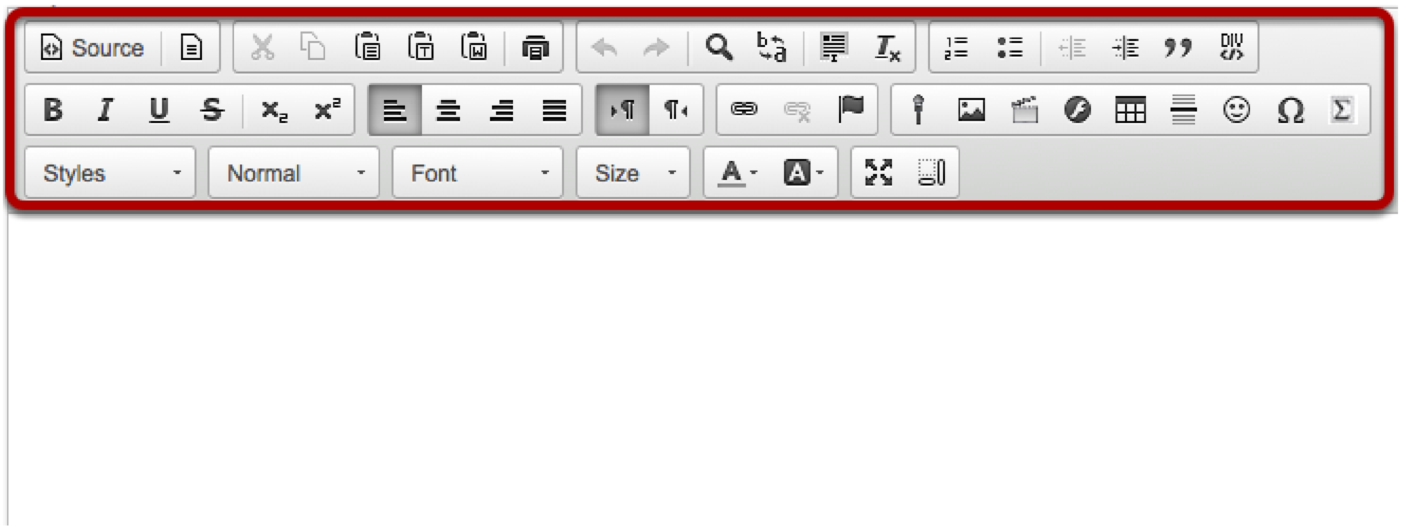
In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include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

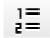
Select All

Select the entire text in the document.

Remove Format

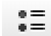
Remove the formatting from the highlighted text.

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.).

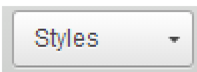
Insert Special Character

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

Add MathML Formula

Creates mathematical symbols using MathML language.

Styles

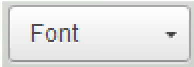


Applies special styles to a block of text.

Format

Applies paragraph formatting to a block of text.

Font



Applies a specific font to a block of text.

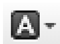
Size

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

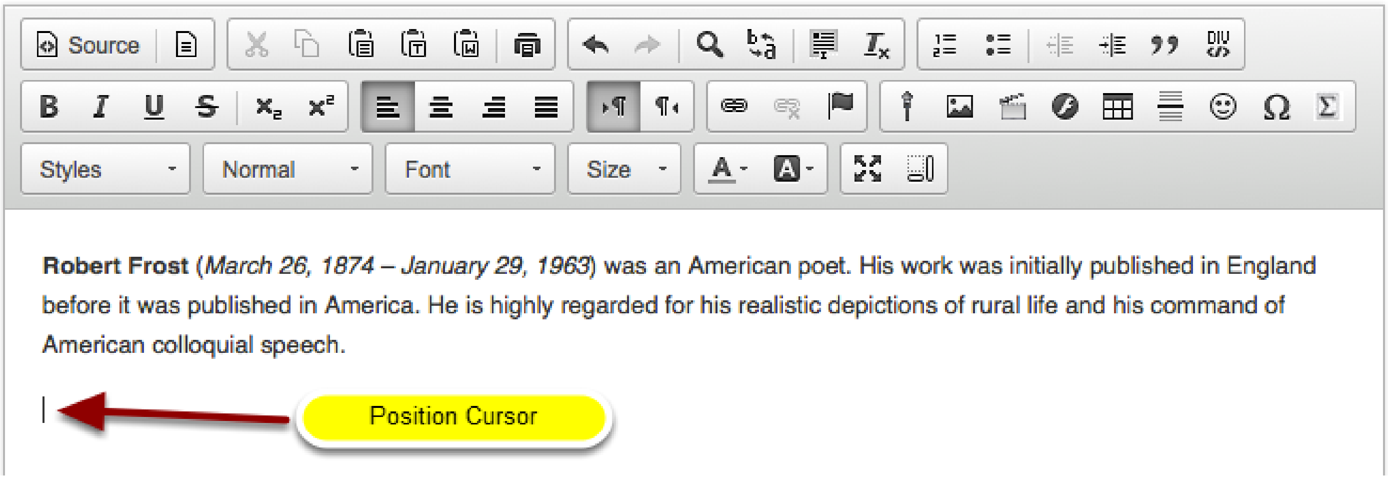
Maximizes the editor size inside the browser.

Show Blocks

Shows where there are block elements boundaries in the text.

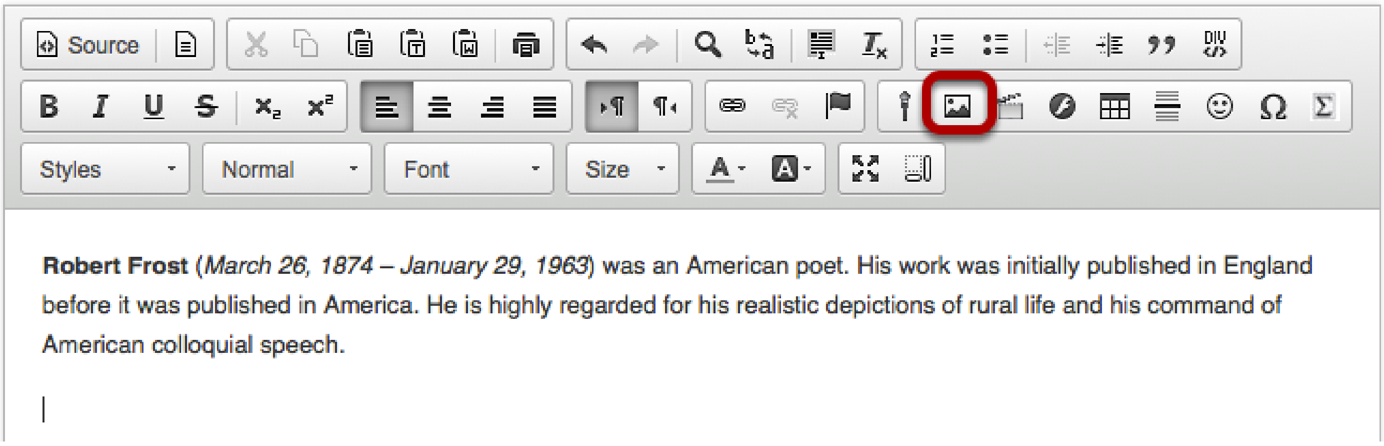
How do I embed an image in a text box?

Position the cursor.



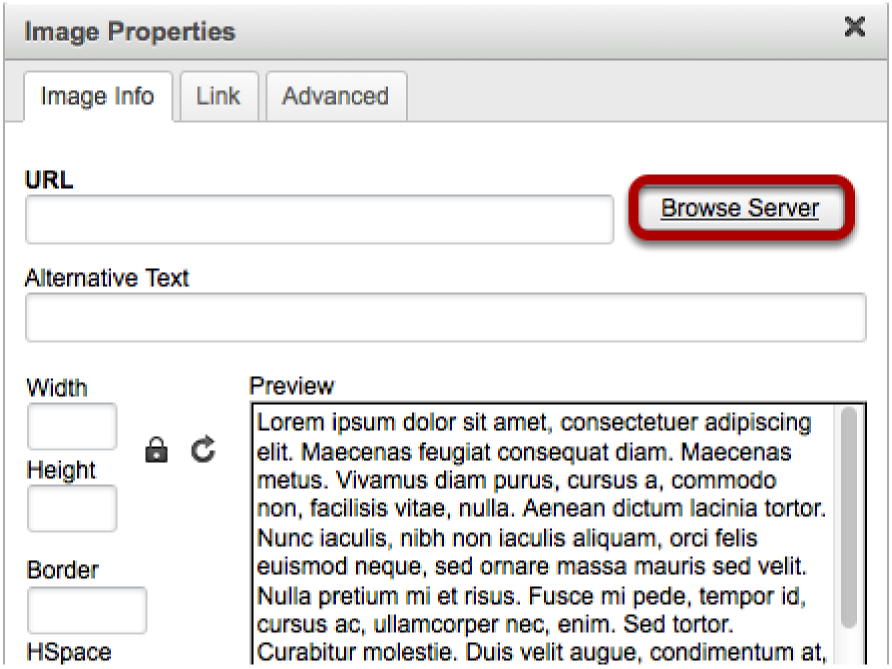
Position your cursor in the text box at the point you want to embed the image.

Click on the Insert/Edit Image icon.



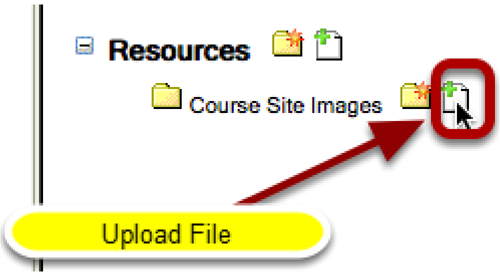
This displays the image properties dialog box

Click Browse Server.



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

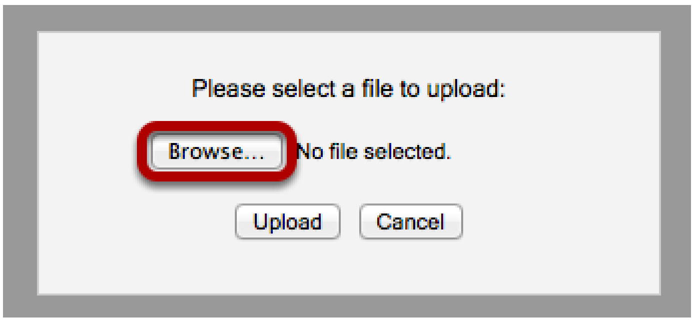
Upload the image file.



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

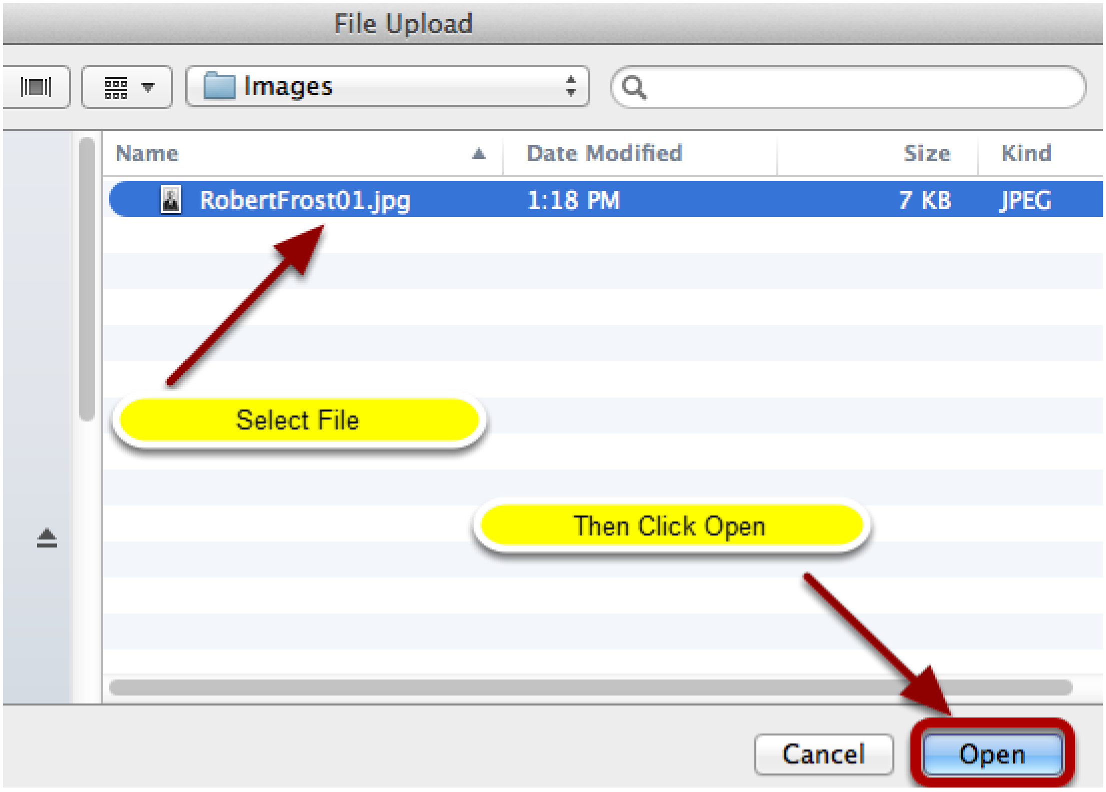
This displays an upload file dialog box.

Click Browse



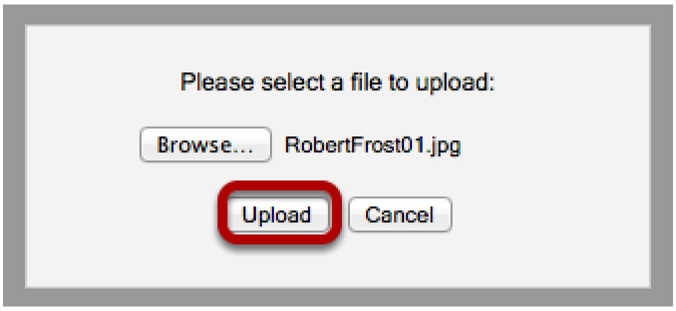
This displays your computer's file locator.

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



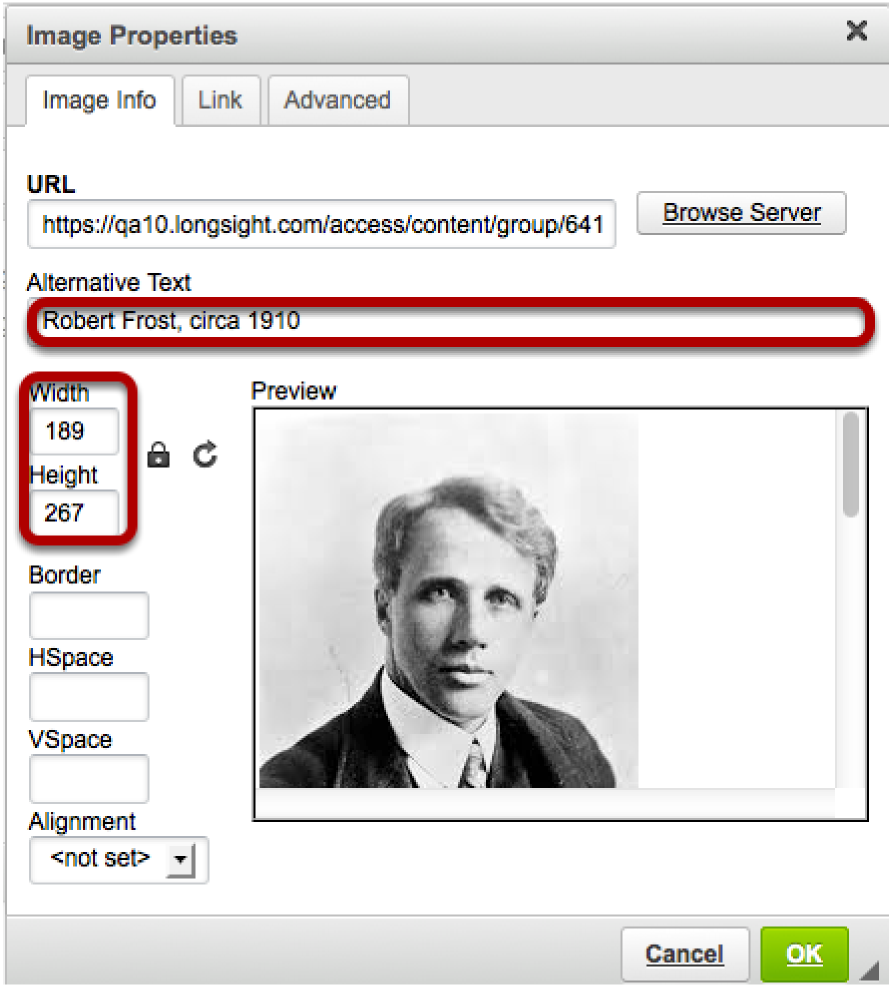
This returns the display to the entity picker.

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.

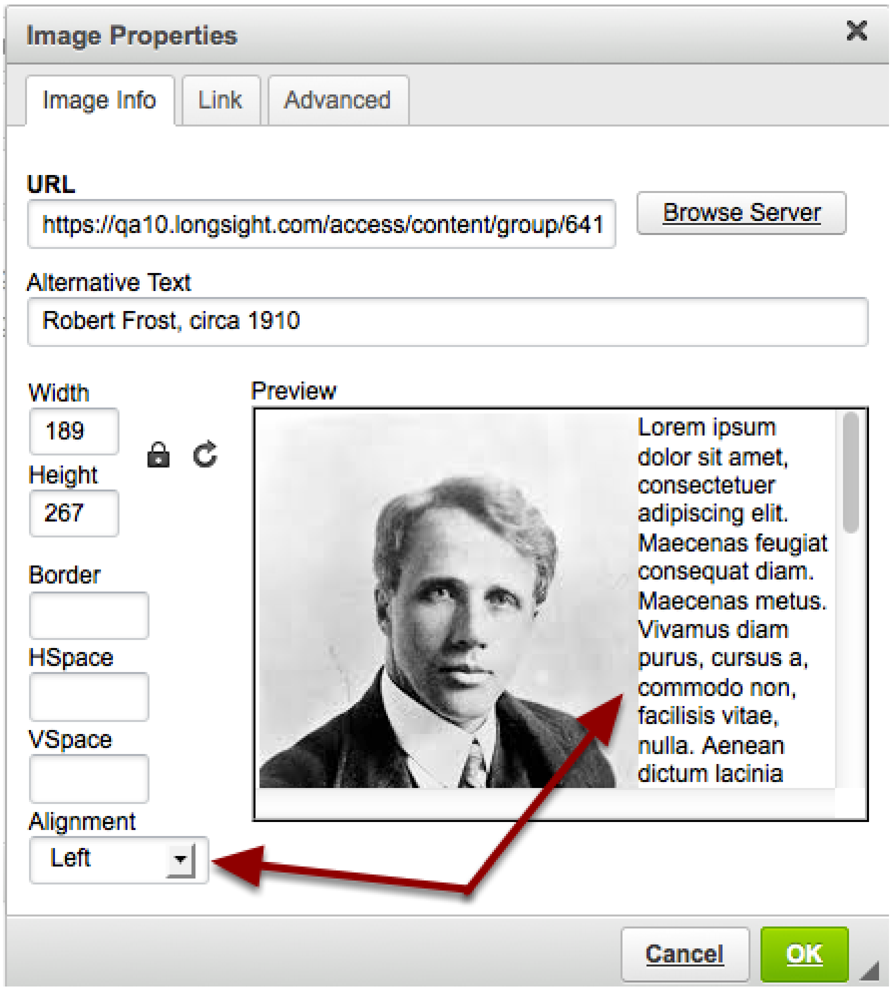
Your will be returned to the image properties dialog box with a preview of the embedded image.

Modify image properties.



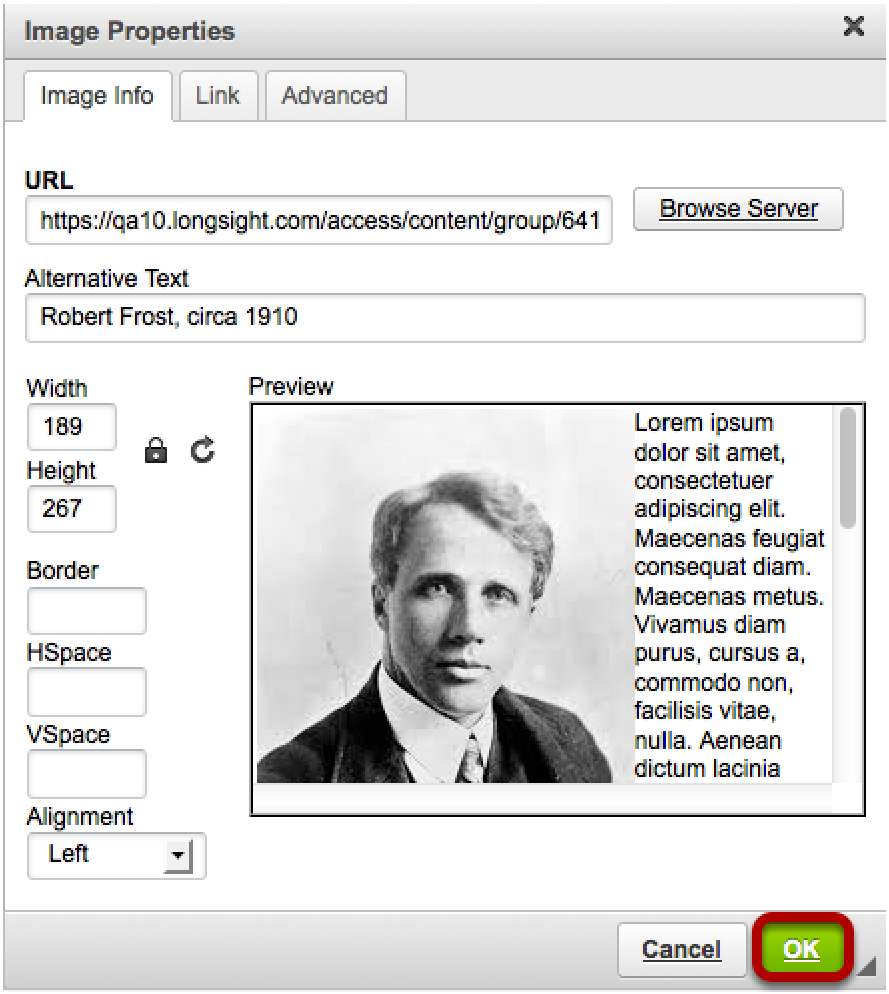
Adjust the image width and height if needed and add an alternative text for screen readers.

Set the Alignment.



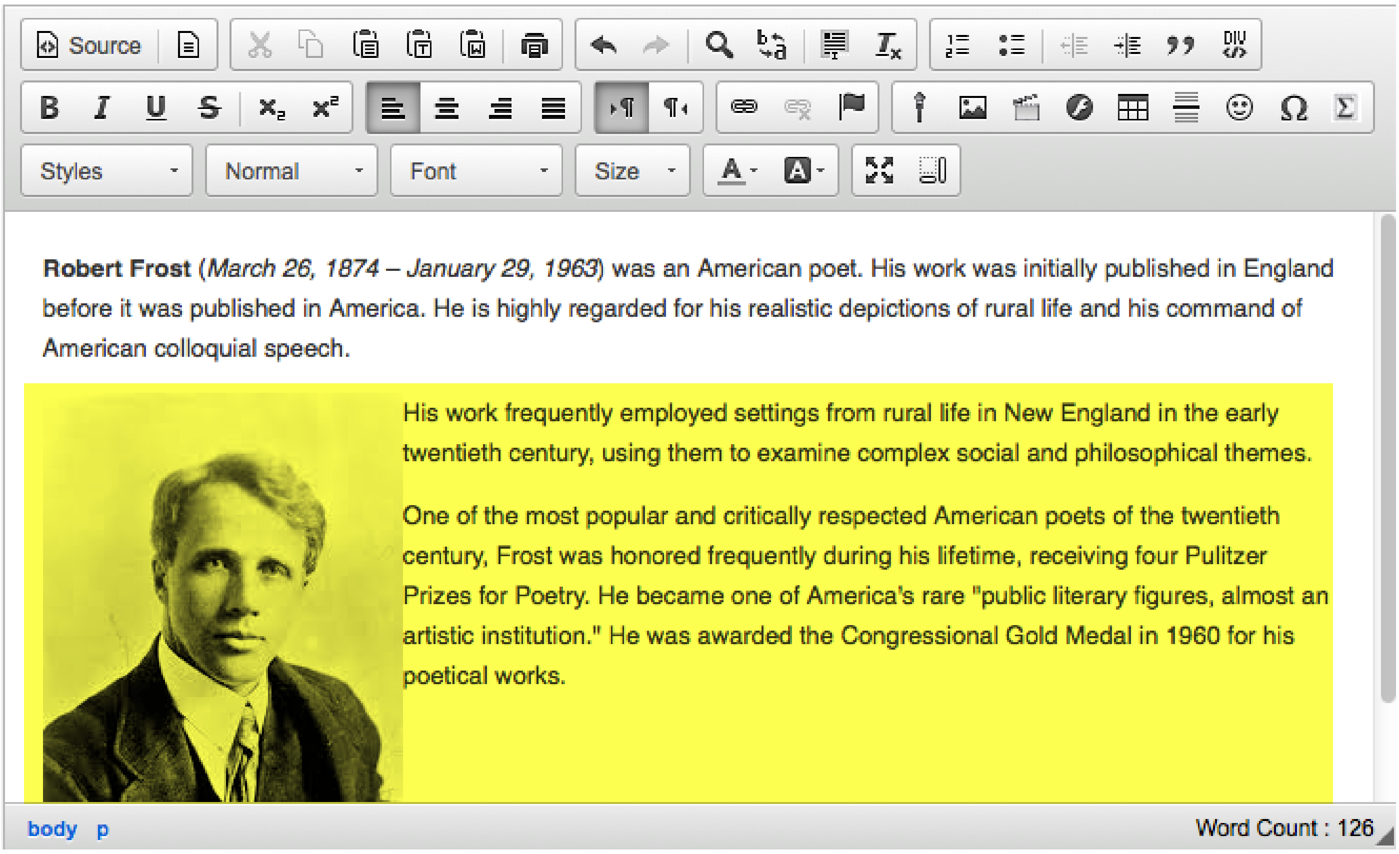
Set the Alignment (left or right) for the image if you want to surround the image with text.

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.



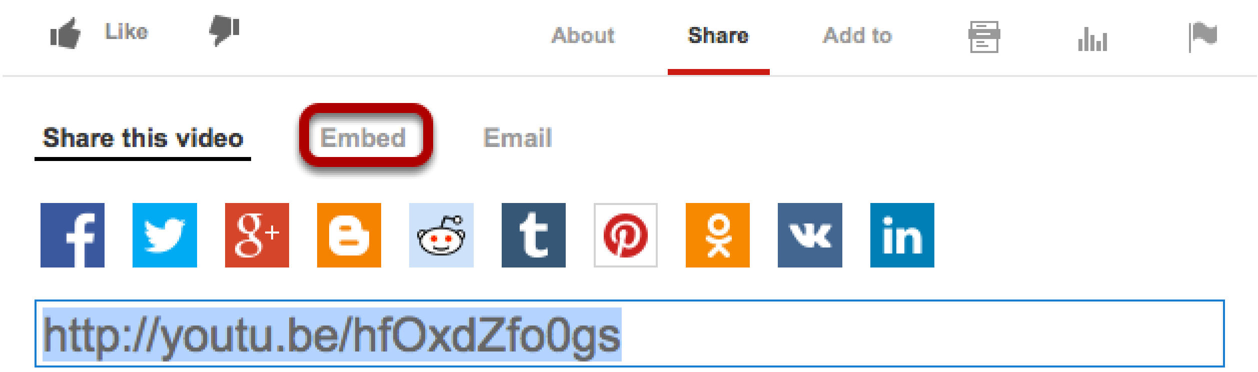
How do I embed a YouTube video in a text box?

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

Click Share.

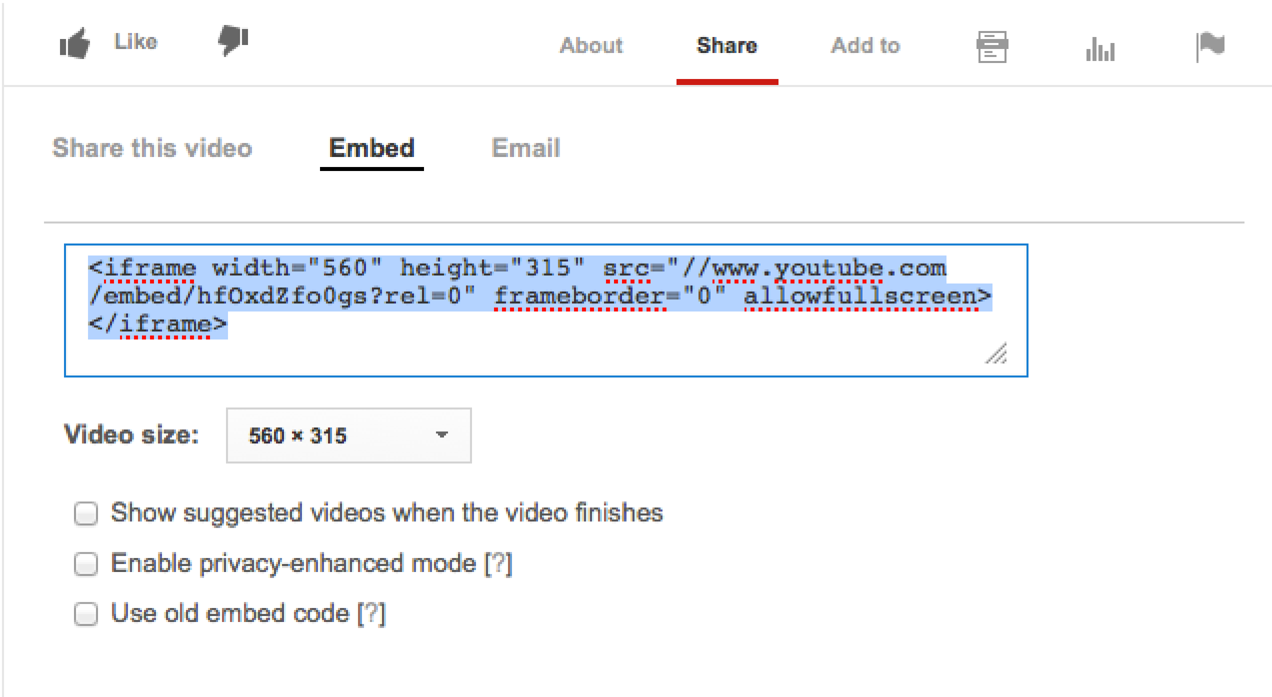
This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.

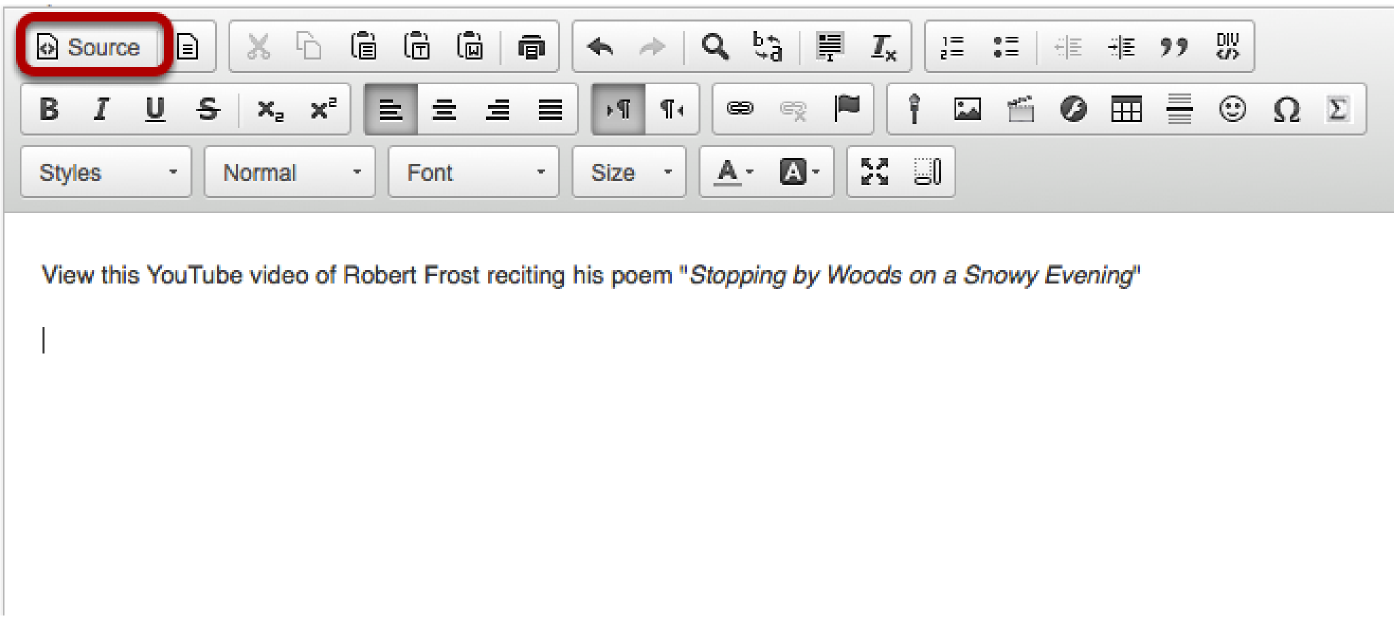
Copy the embed code.



Copy the YouTube embed code to your computer's clipboard (CTRL-C - PC or COMMAND-C MAC).

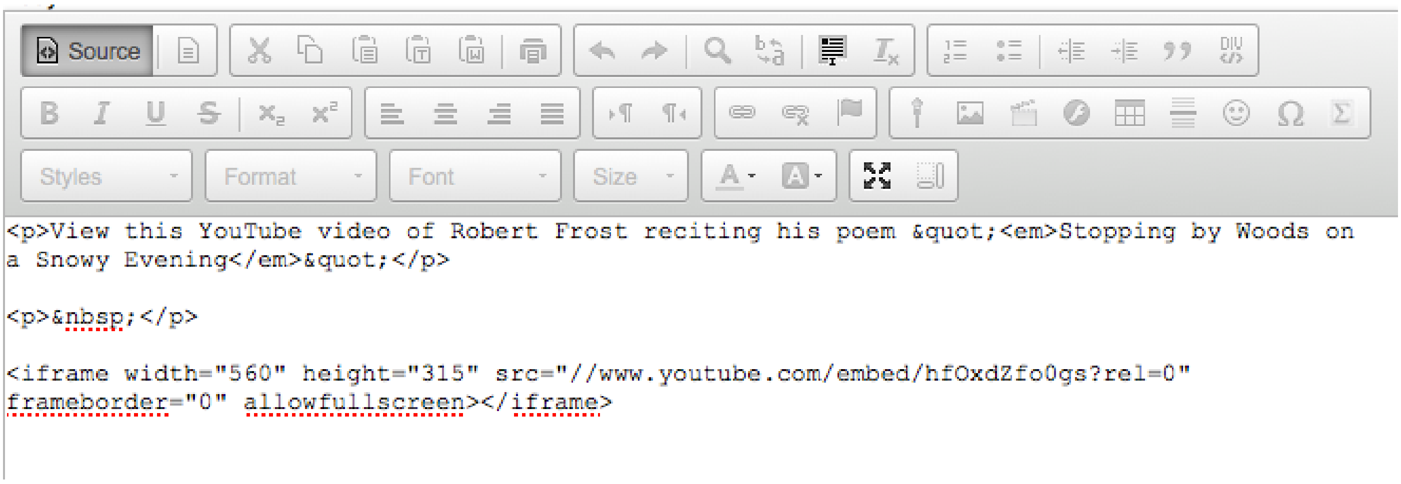
Tip: Remove the check mark next to "Show suggested videos when the video finishes"

In the text box, click Source.



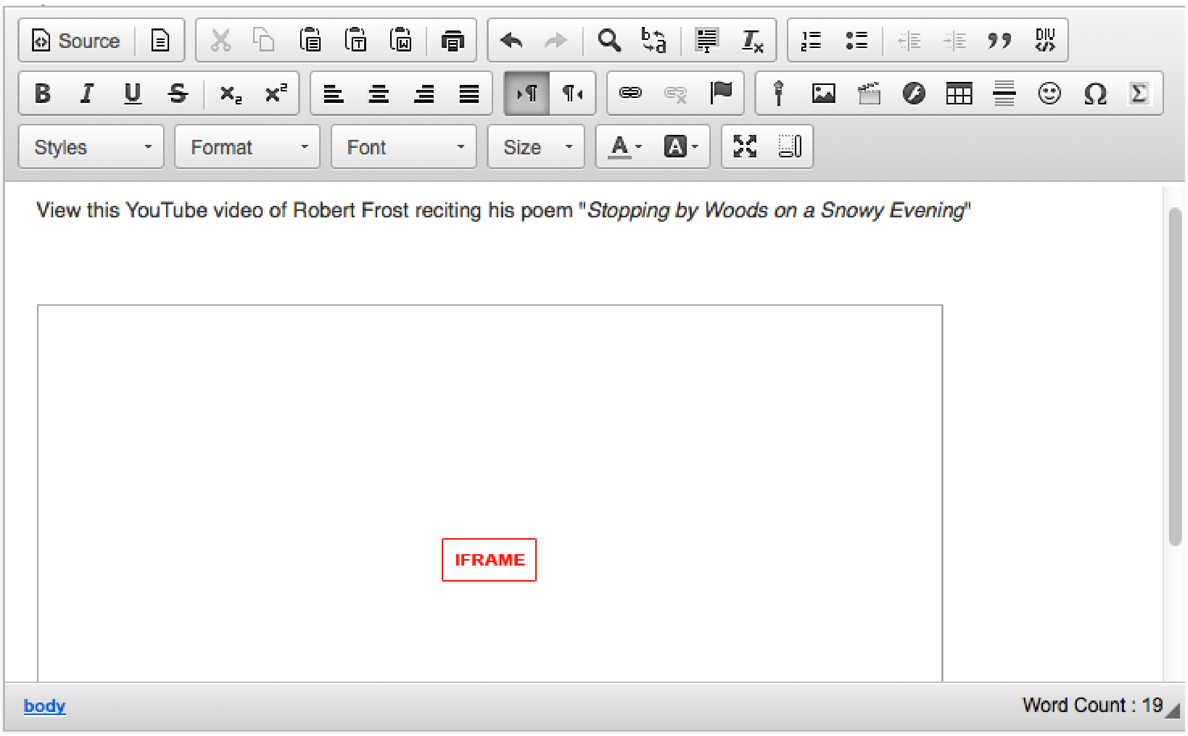
This displays the HTML code for the text box.

Position the cursor.



Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V - PC or COMMAND-V - MAC).

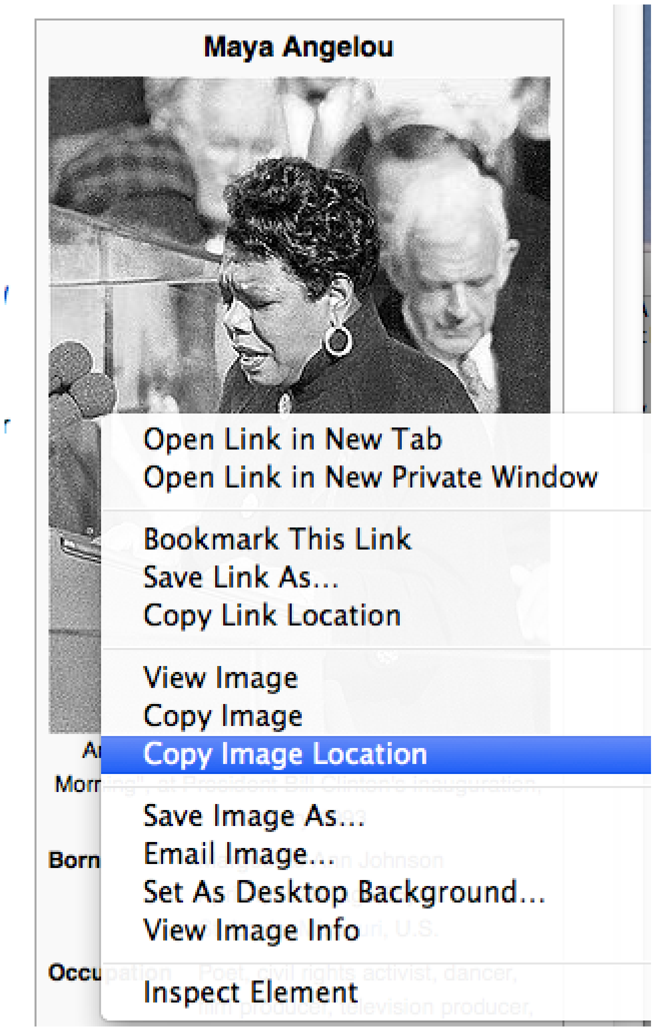
Click Source again.



This returns the text box display to normal editing mode. The embedded YouTube video will display as a box marked "iframe". When the item using the text box is posted, it displays the embedded YouTube video.

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

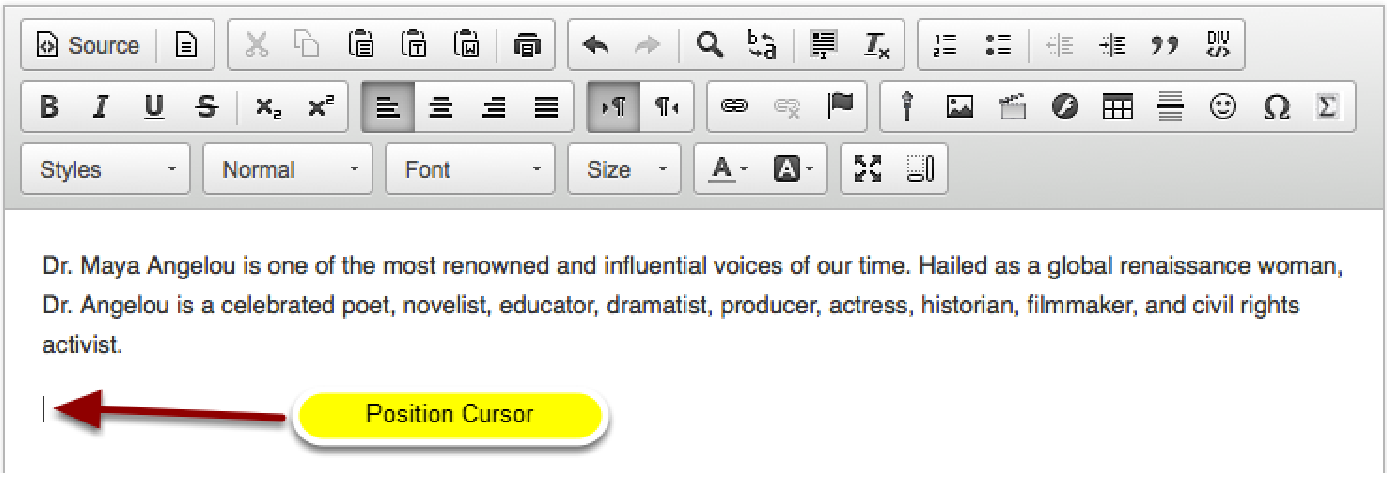
Locate and copy the image link.



Locate the image on the web that you want to embed.

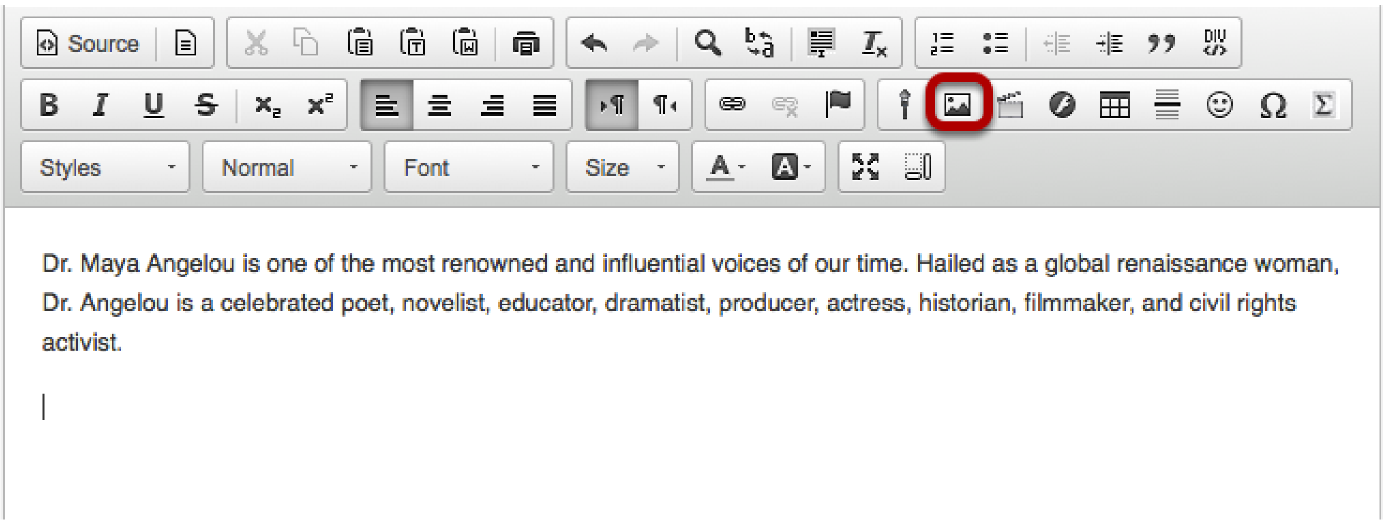
Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer's clipboard (CTRL-C -PC or COMMAND-C - MAC).

Position the cursor.



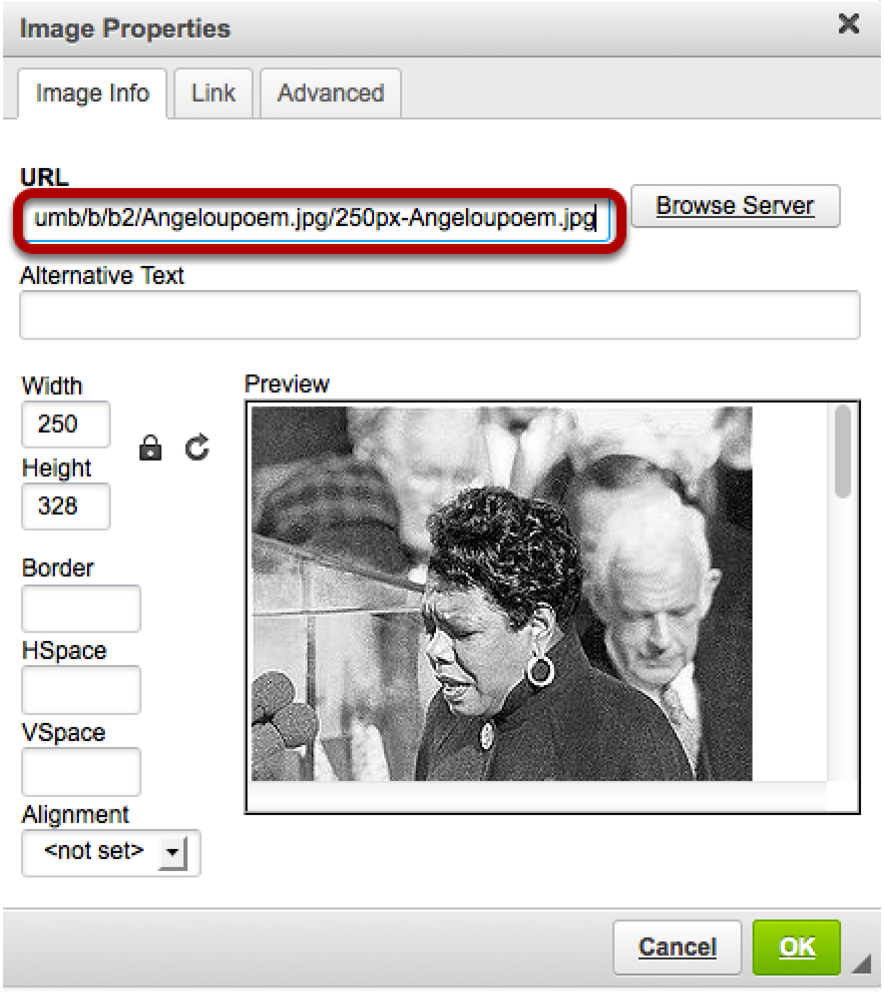
Position your cursor in the text box at the point you want to embed the web linked image.

Click Insert/Edit Image icon.



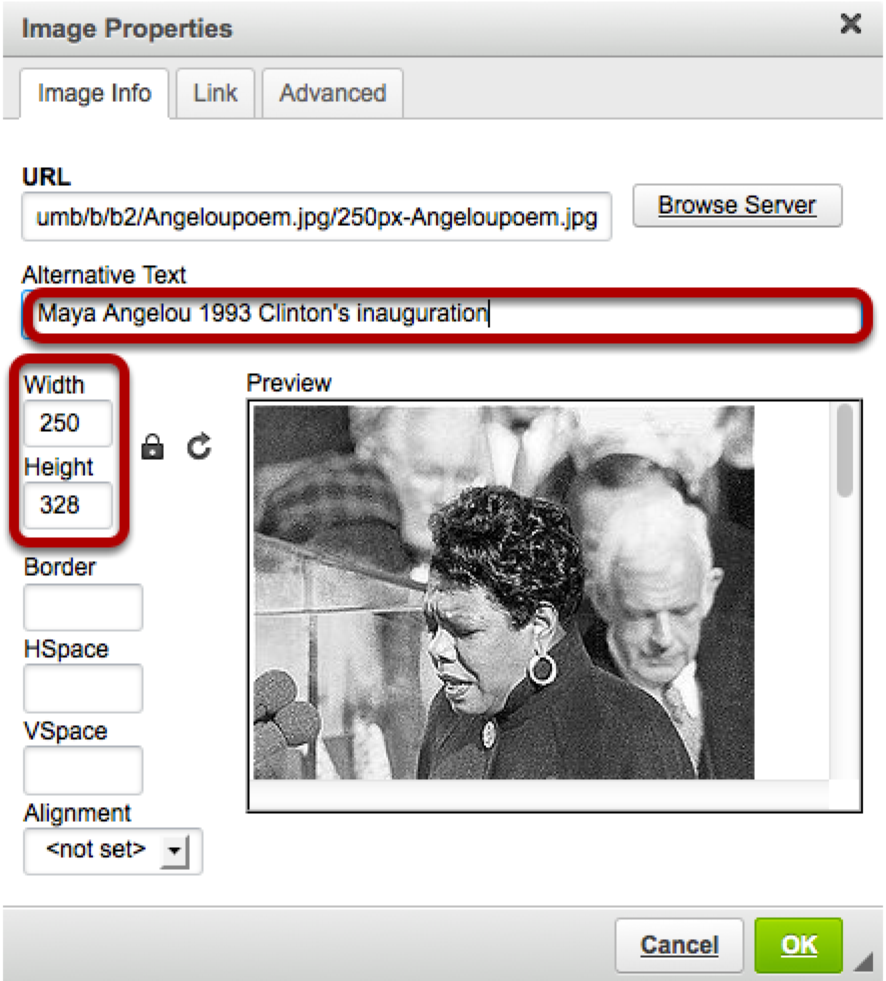
This displays the Image Properties dialog box.

Paste the URL.



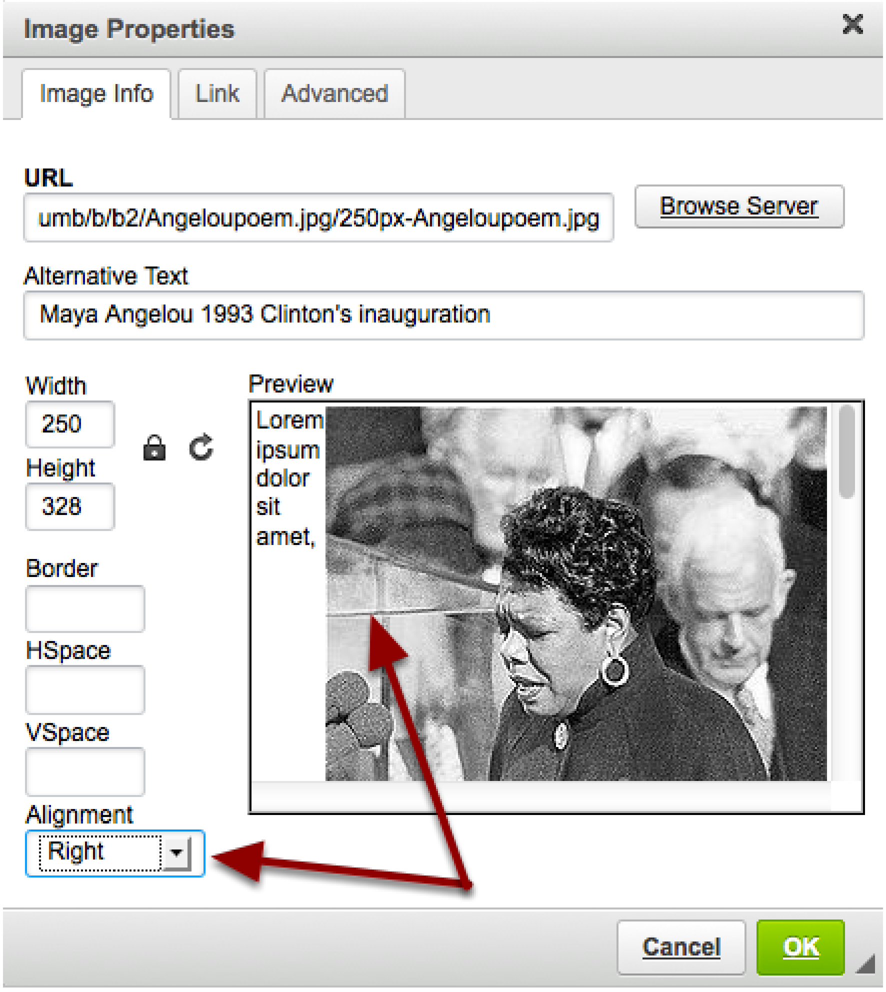
Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

Modify image properties.



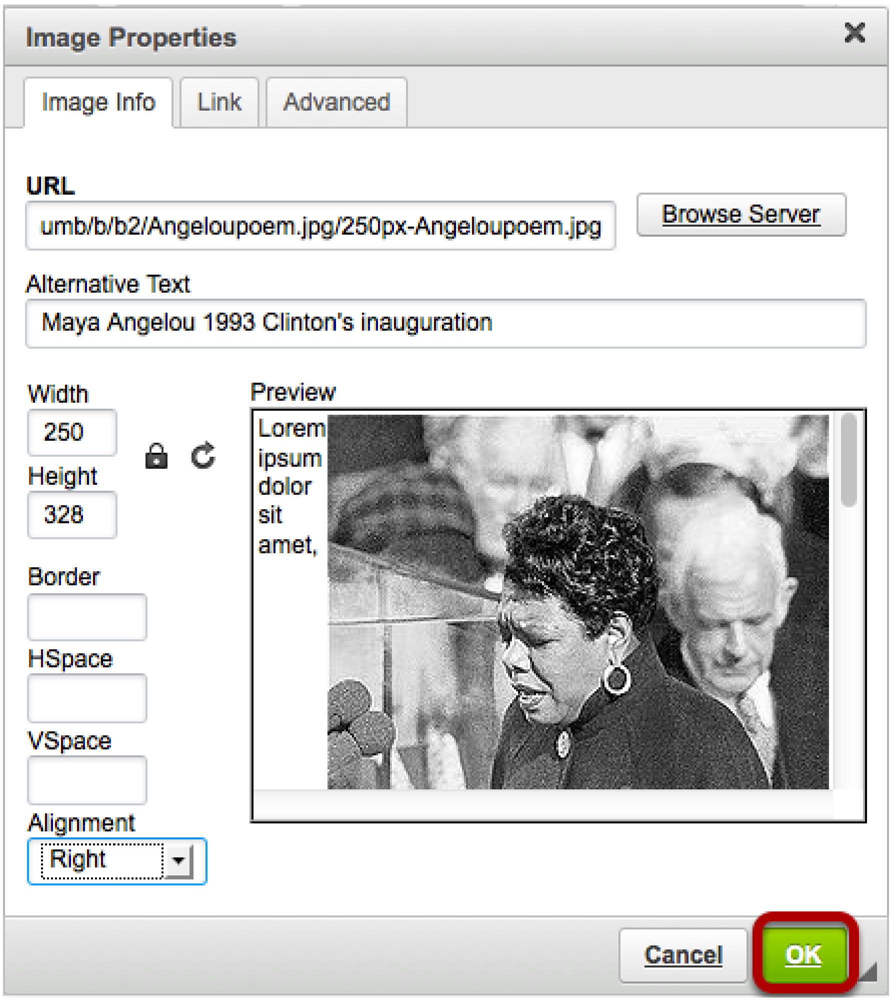
Adjust the image width and height if needed and add an alternative text for screen readers.

Set alignment. (Optional)



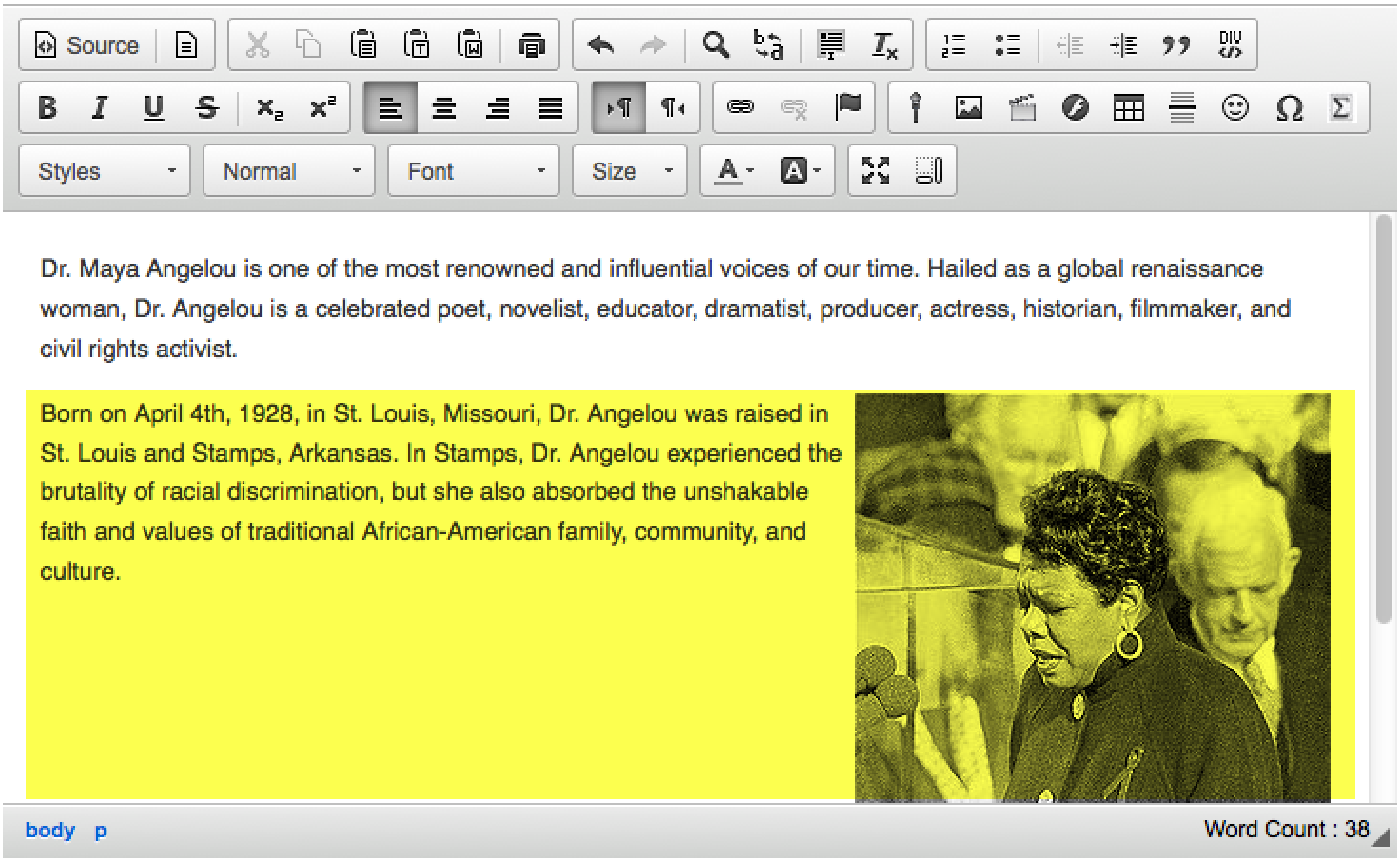
If you want to surround the image with text, set the Alignment (left or right) for the image.

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.

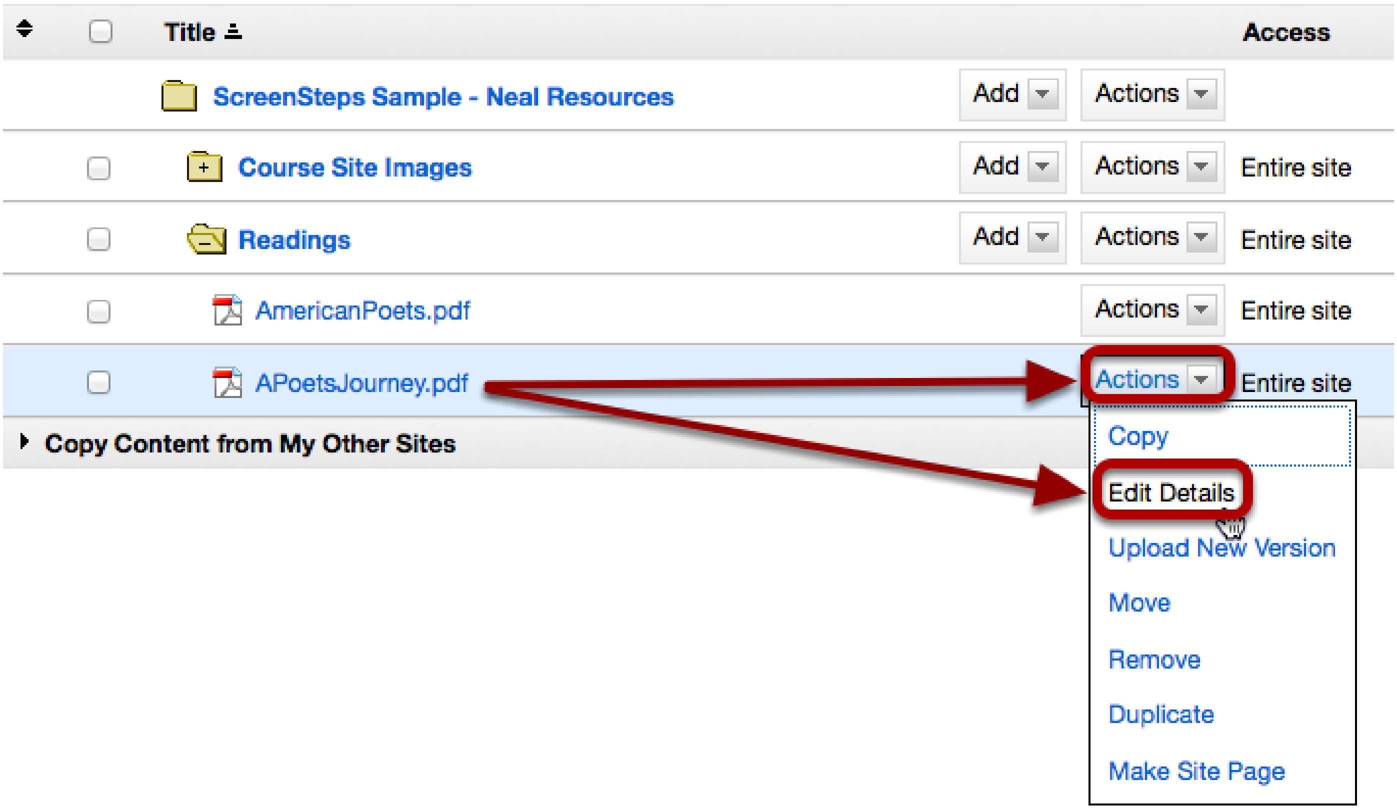


How do I create a link to a Resources item in a text box?

Go to Resources.

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

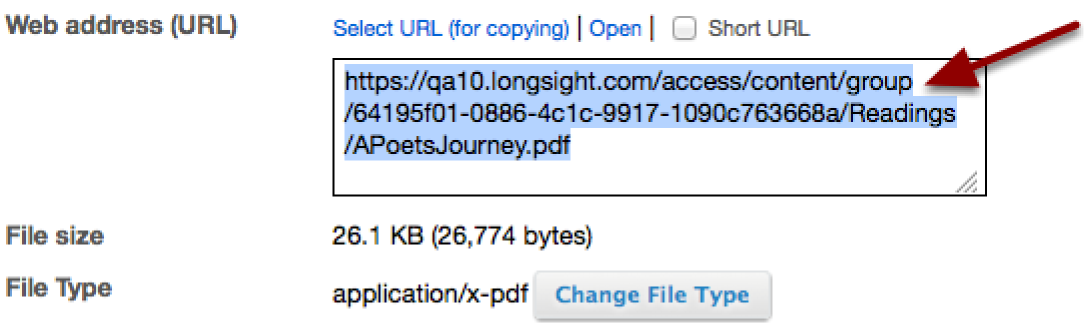
Click Actions, then Edit Details for the item.



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

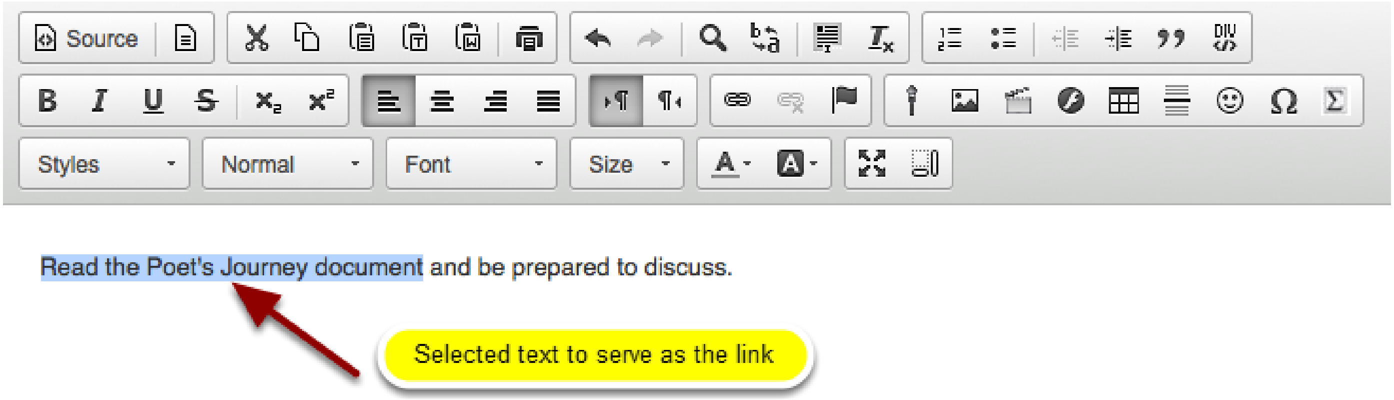
This displays the Edit Details page.

Copy the item URL.



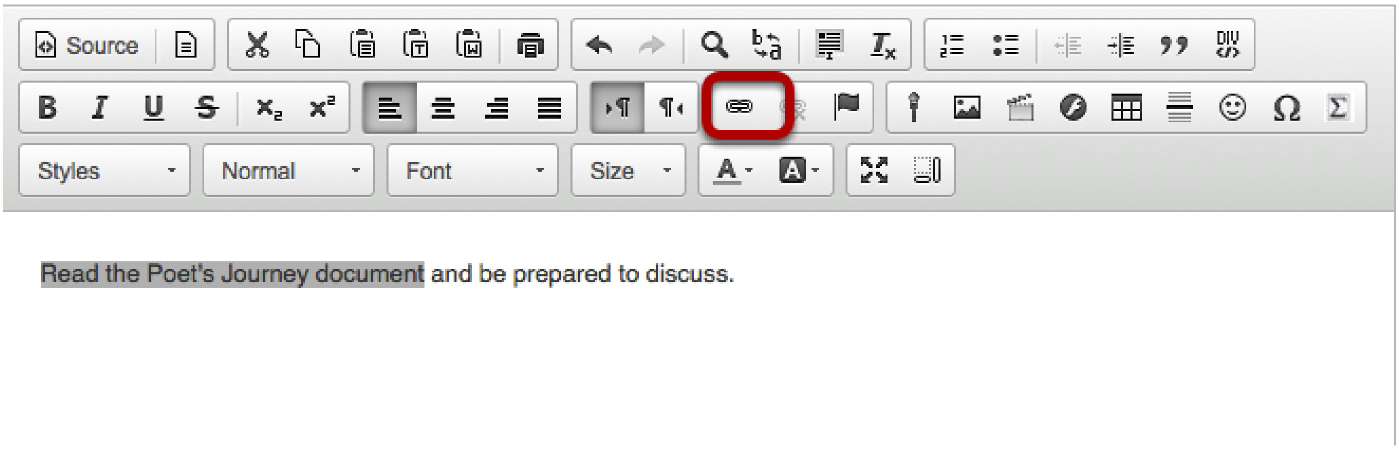
Copy the item URL to your computer's clipboard (CTR-C -PC or COMMAND-C - MAC).

Go to the Rich Text Editor and select your text.



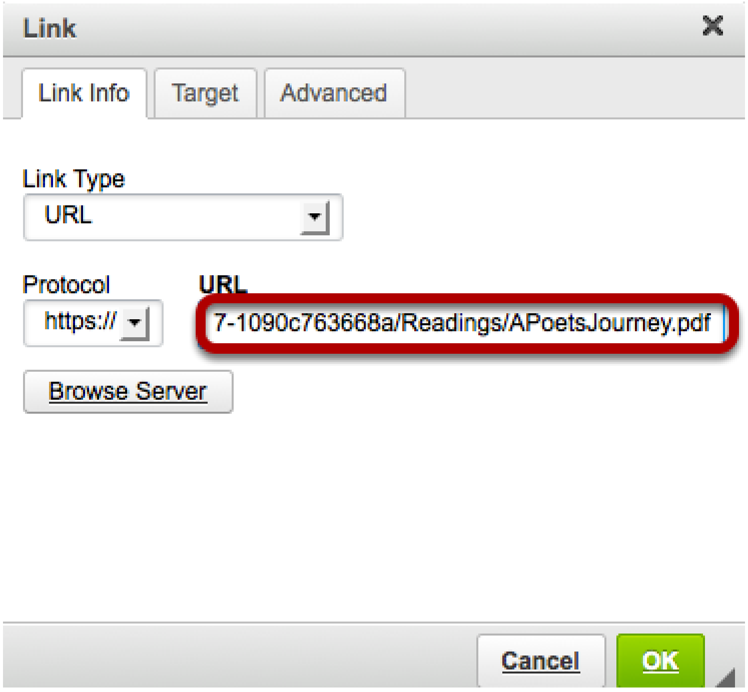
In the text box, select the text you would like to serve as a link to the folder or file.

Click the Link icon.



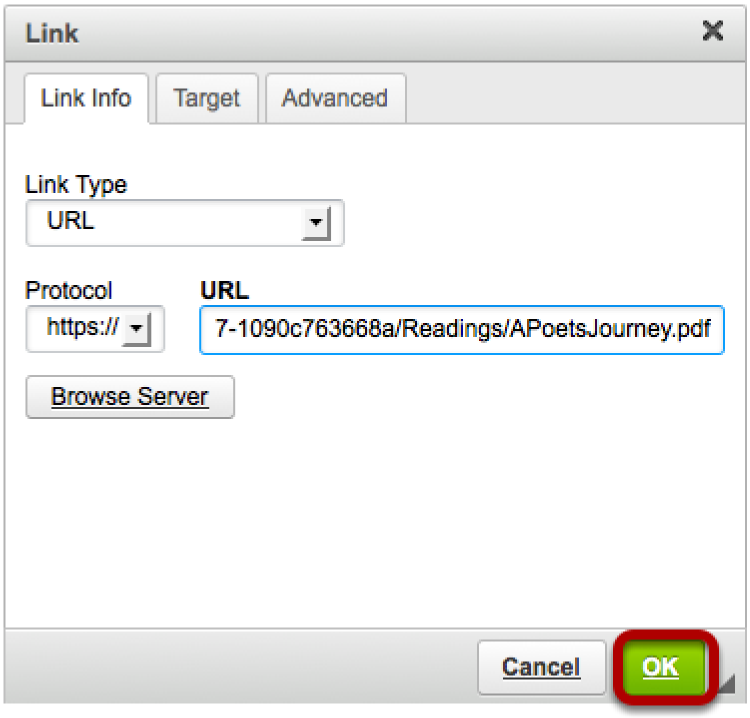
This displays the Link dialog box.

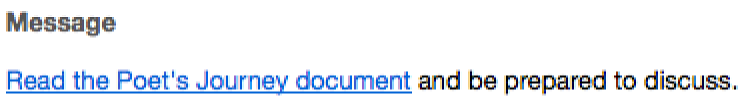
Paste the item URL.



Paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the Resources item in the box marked **URL**.

Click OK.

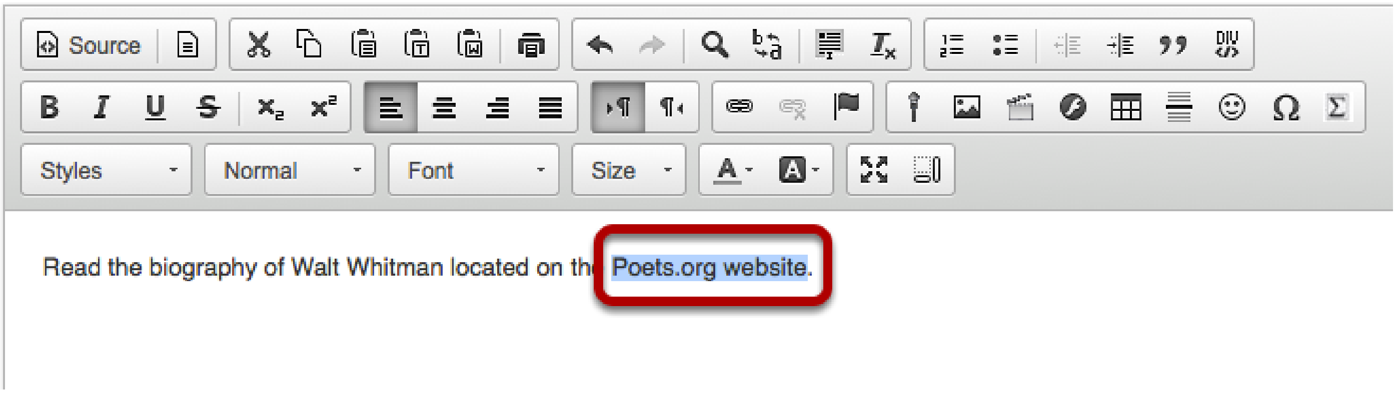




When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

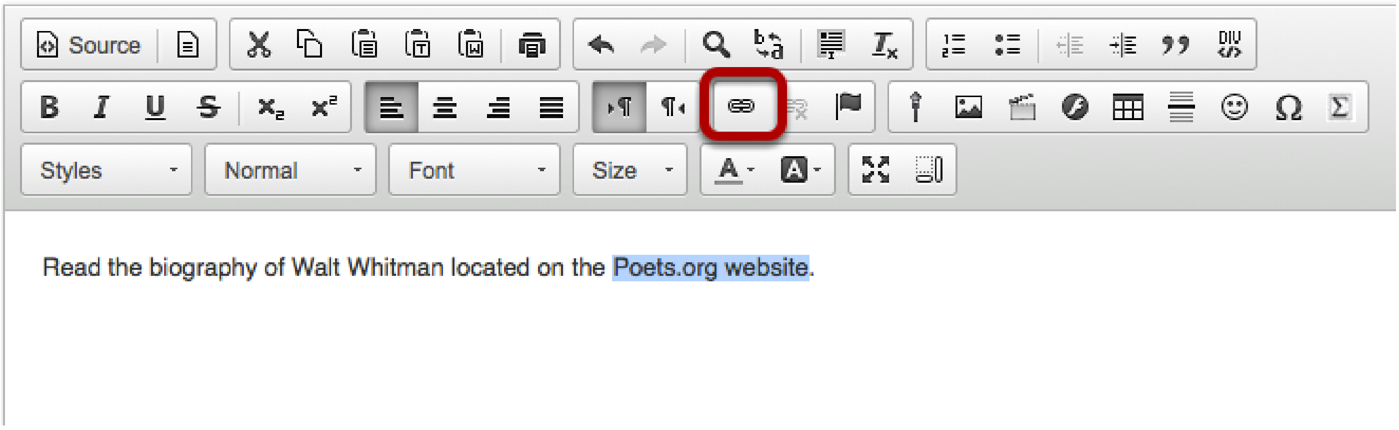
How do I create a link to a web site in a text box?

Select the text.



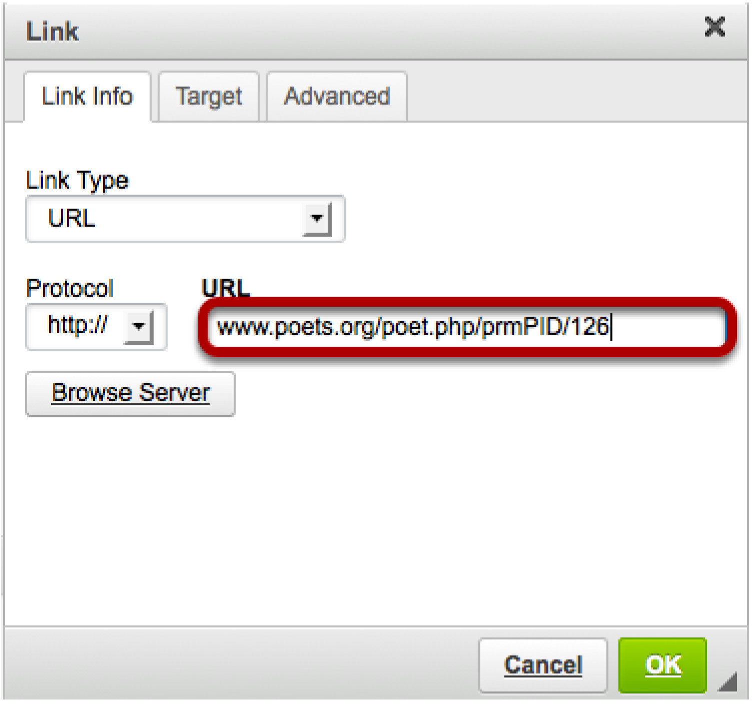
In the text box, select the text you would like to serve as a link to a web site.

Click the Link icon.



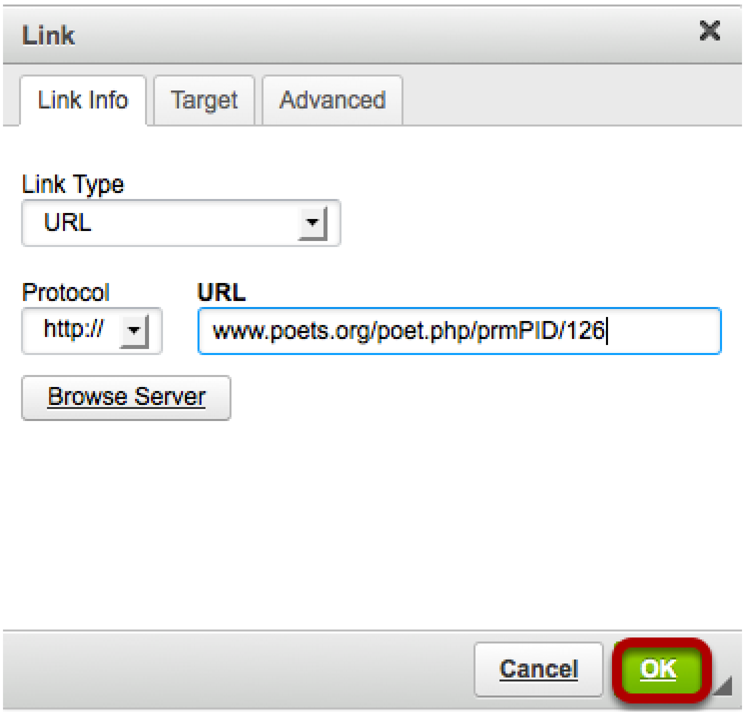
This displays the Link dialog box.

Enter the URL.



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

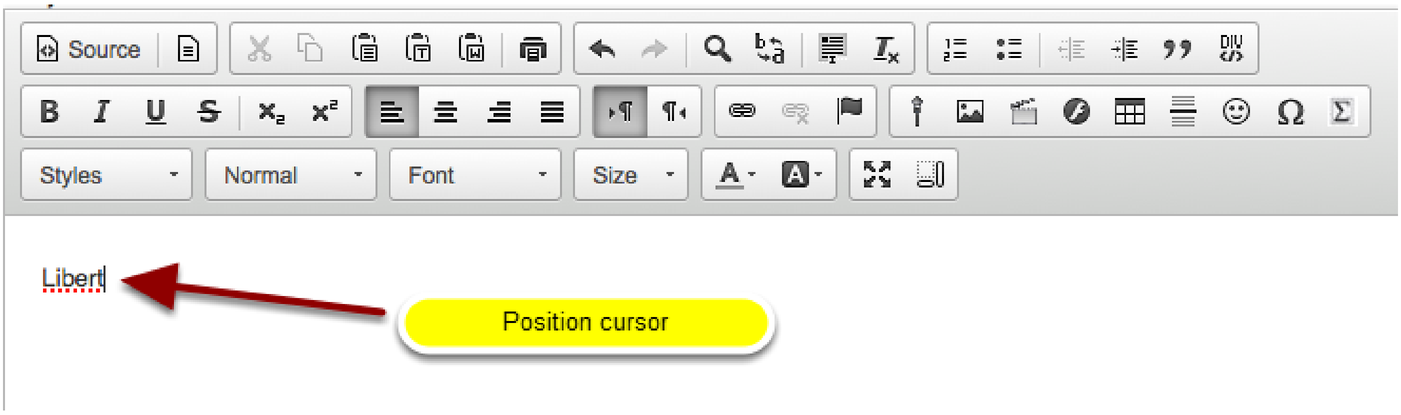
Click OK.



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

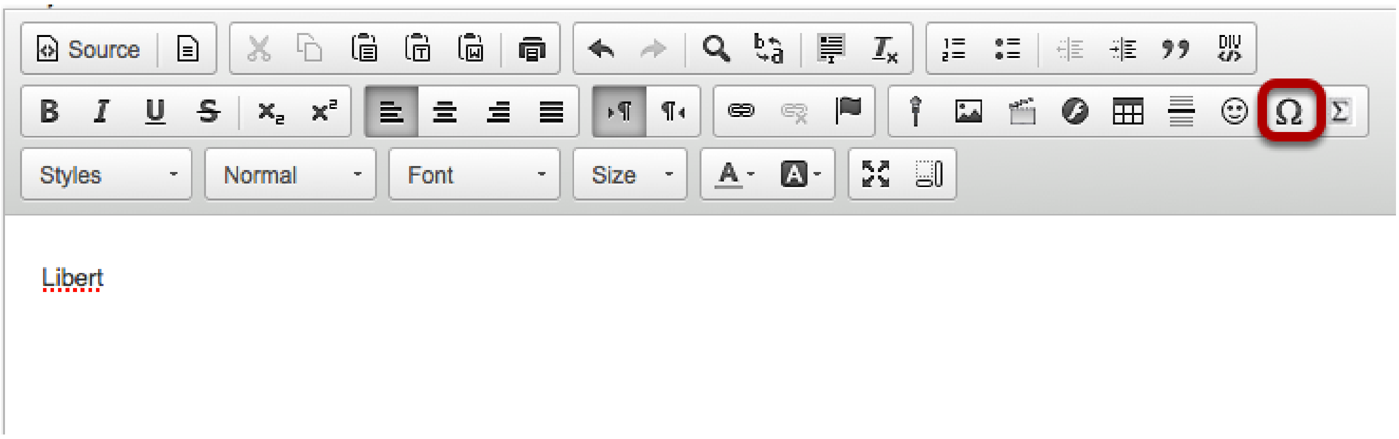
How do I add special characters to a text box?

Position the cursor.



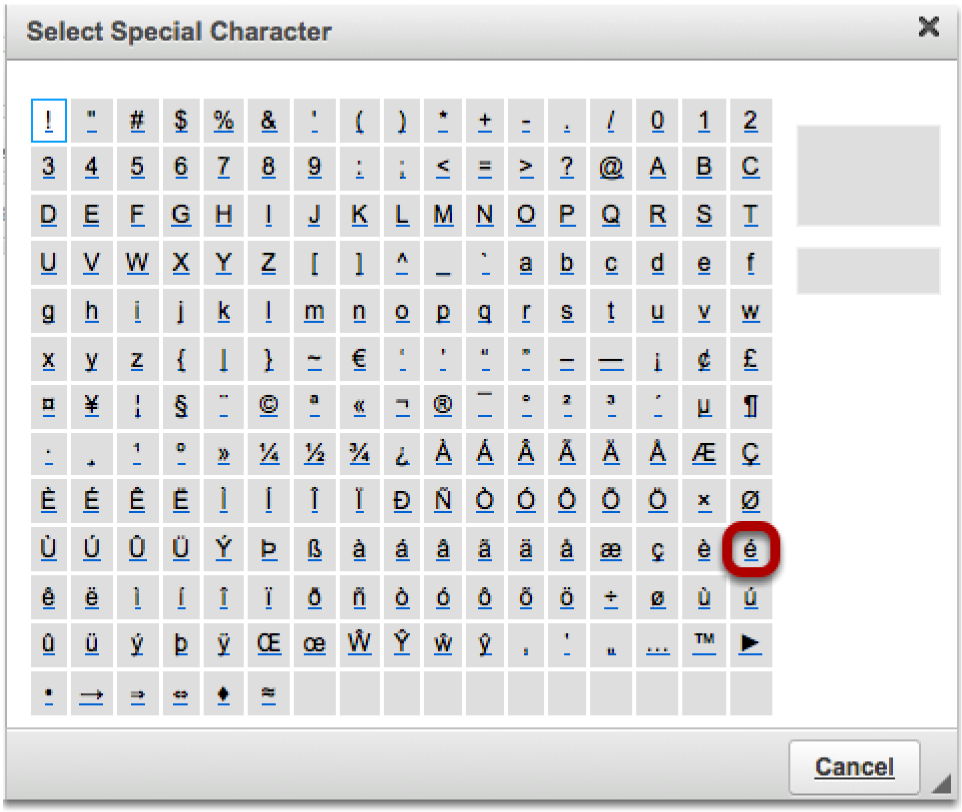
Position your cursor where you want to insert the special character or diacritical mark.

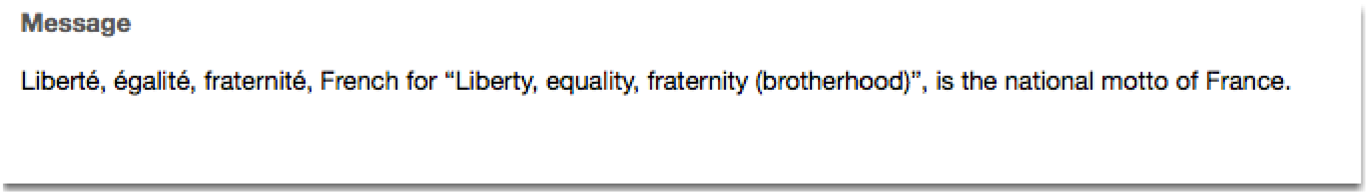
Click the Insert Special Characters icon.



This displays the Select Special Character box.

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

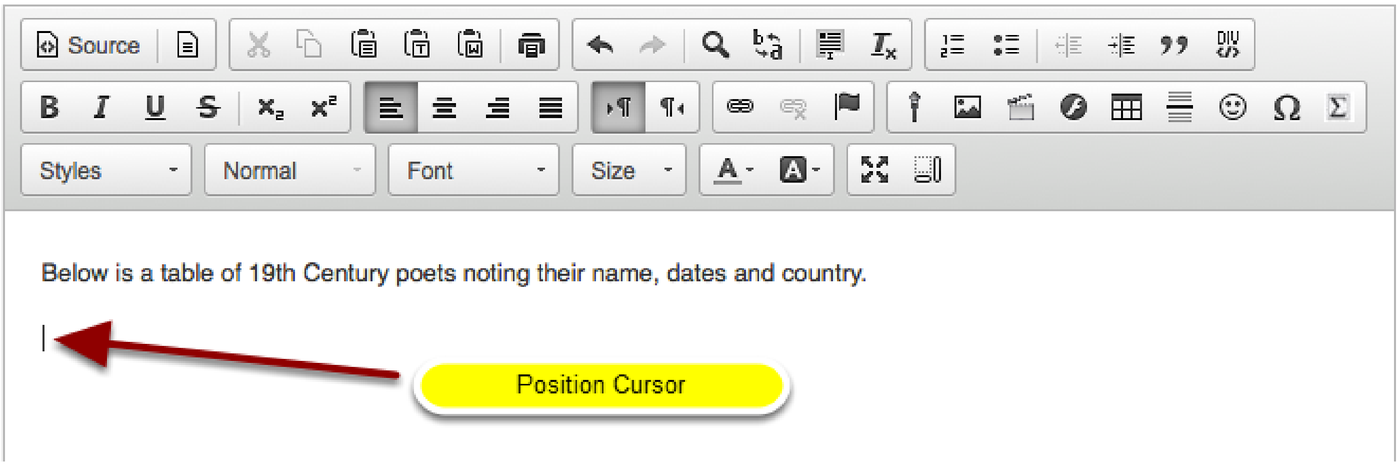




This displays the special character / diacritical mark in the text box.

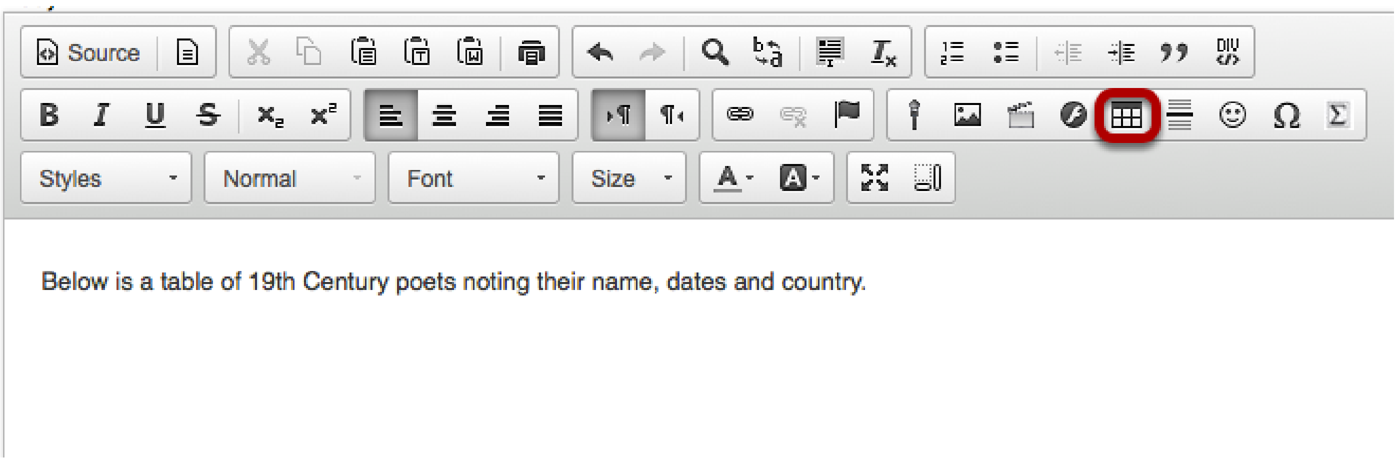
How do I add/edit a table in a text box?

Position the cursor.



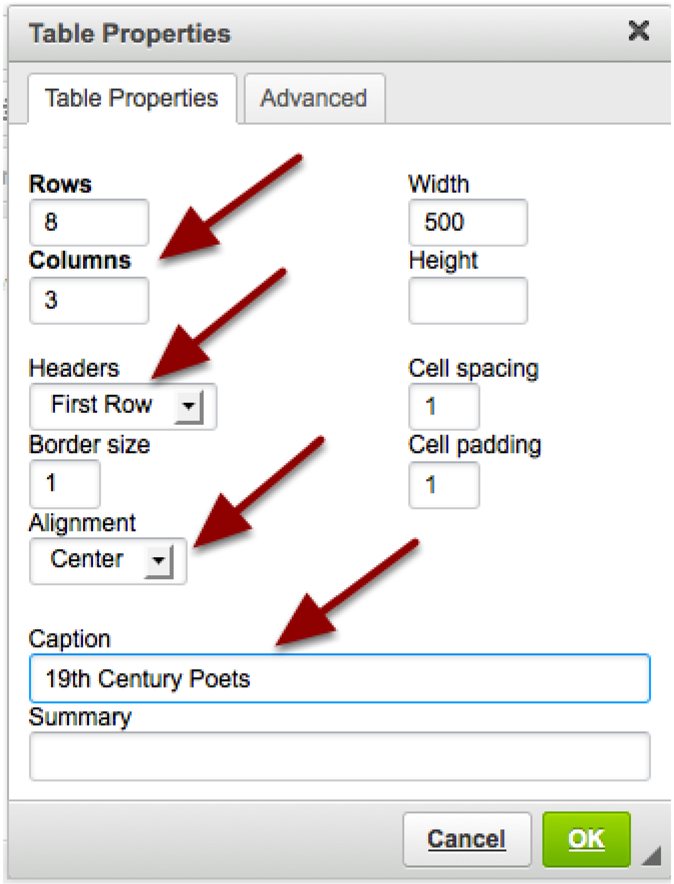
Position your cursor in the text box where you want the table to display.

Click Table icon.

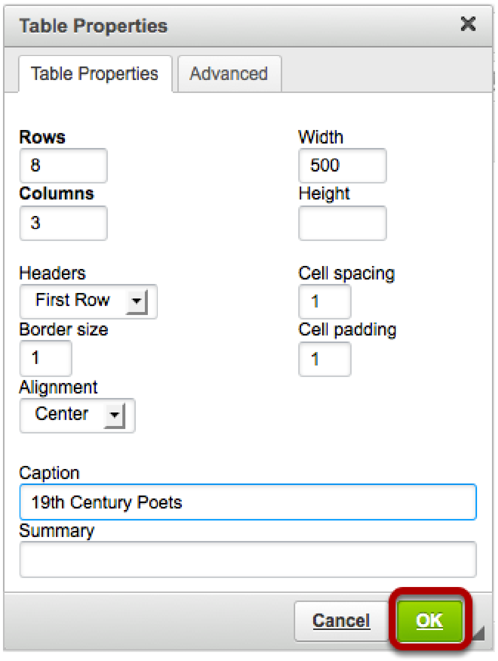


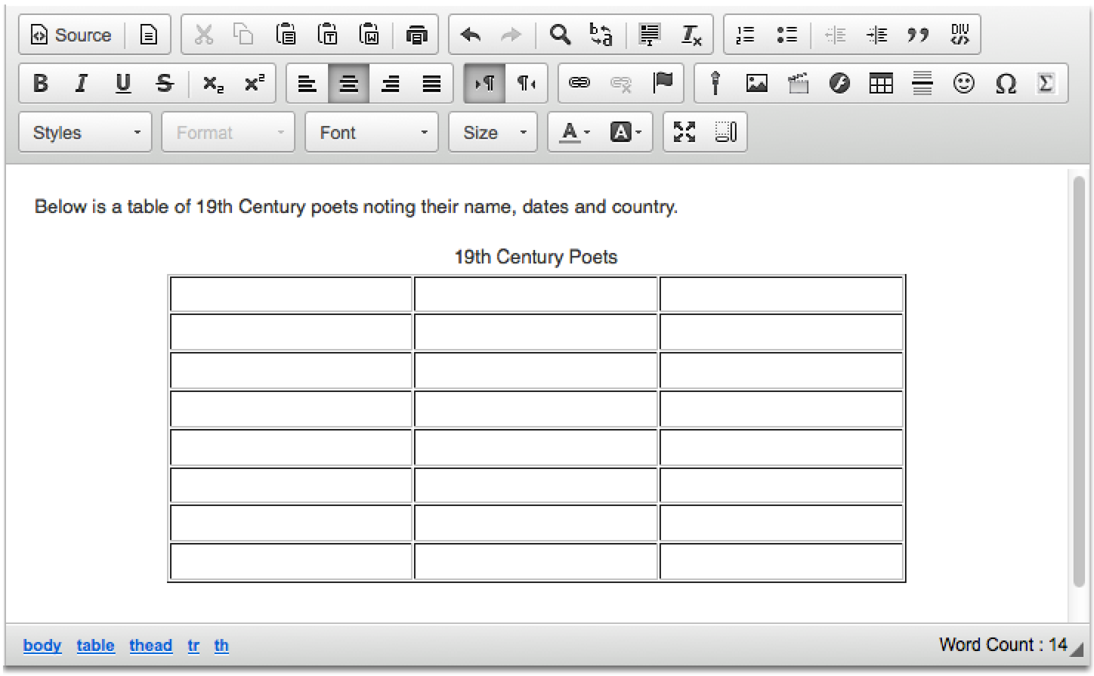
This displays the Table Properties dialogue box.

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



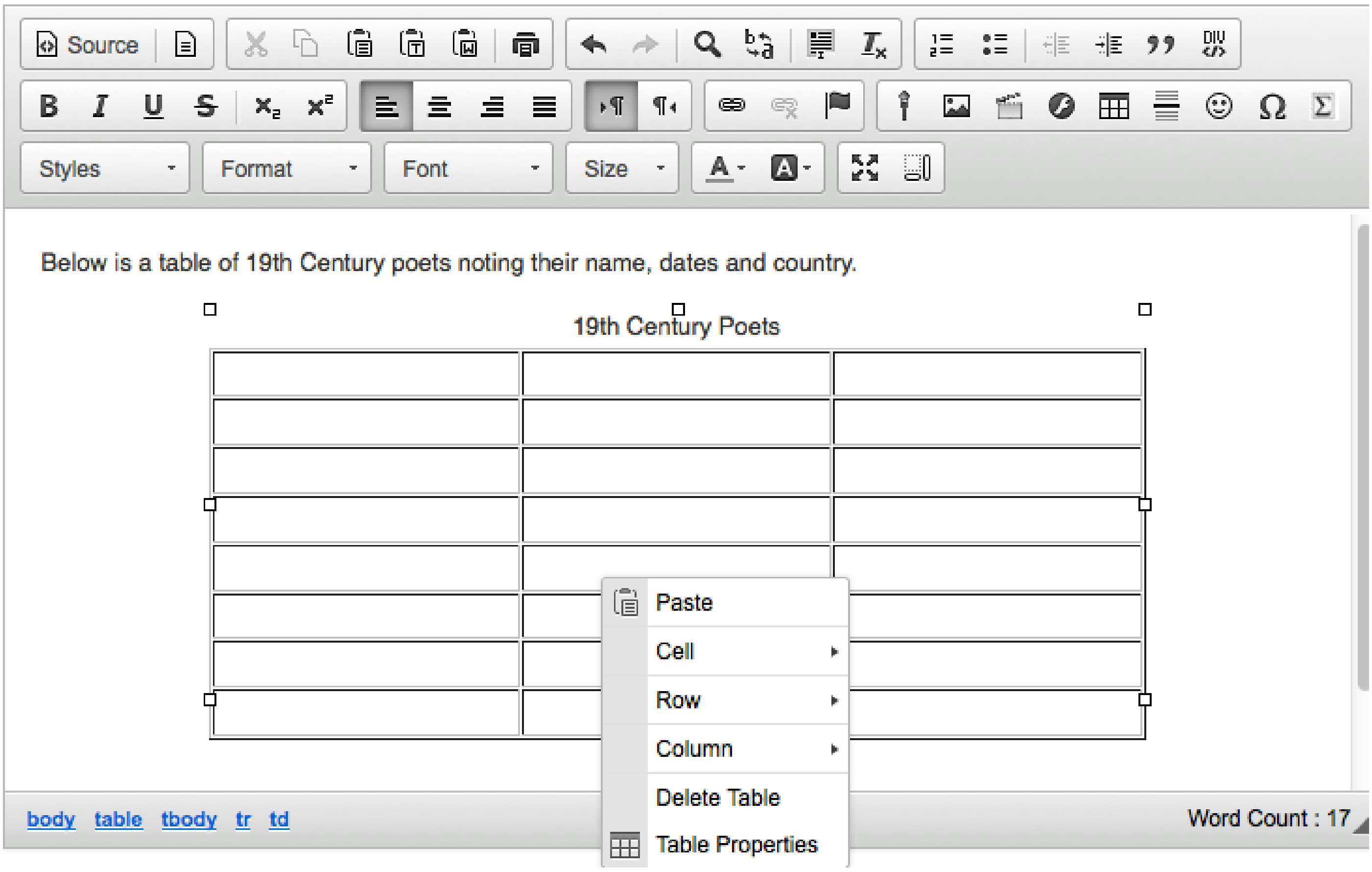
Click OK.





This displays the table in the text box.

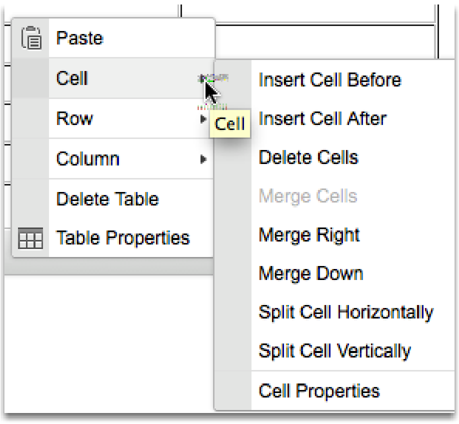
Edit the table properties.

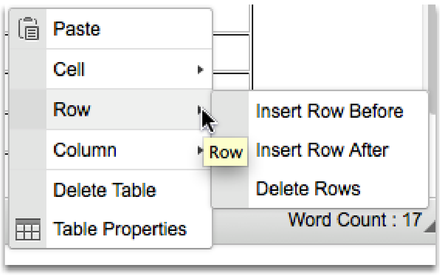


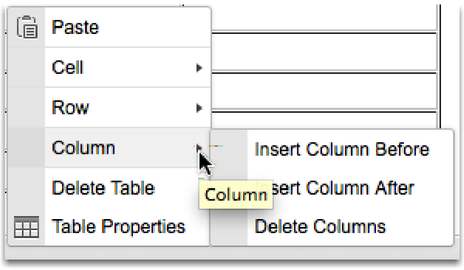
To edit the table properties, right-click (CTRL-click - MAC) on the table.

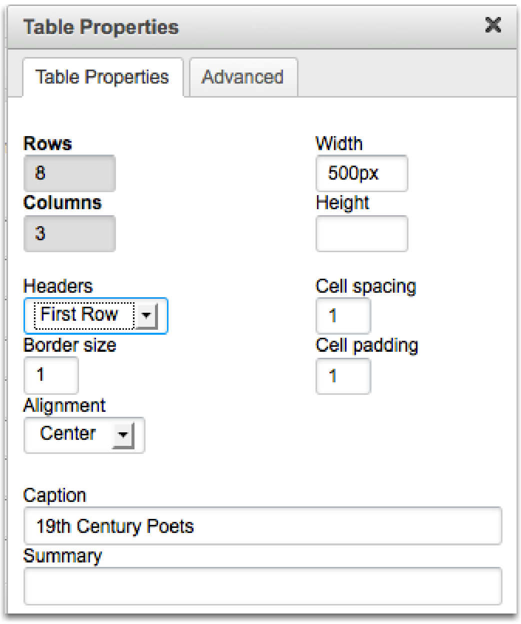
This displays the Edit Table dialog box.

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



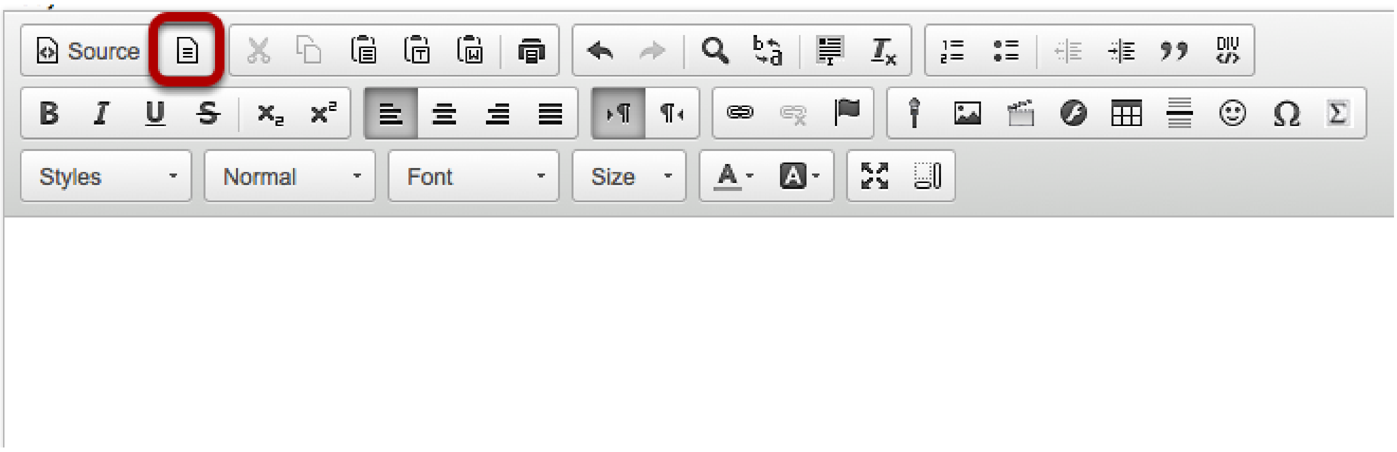






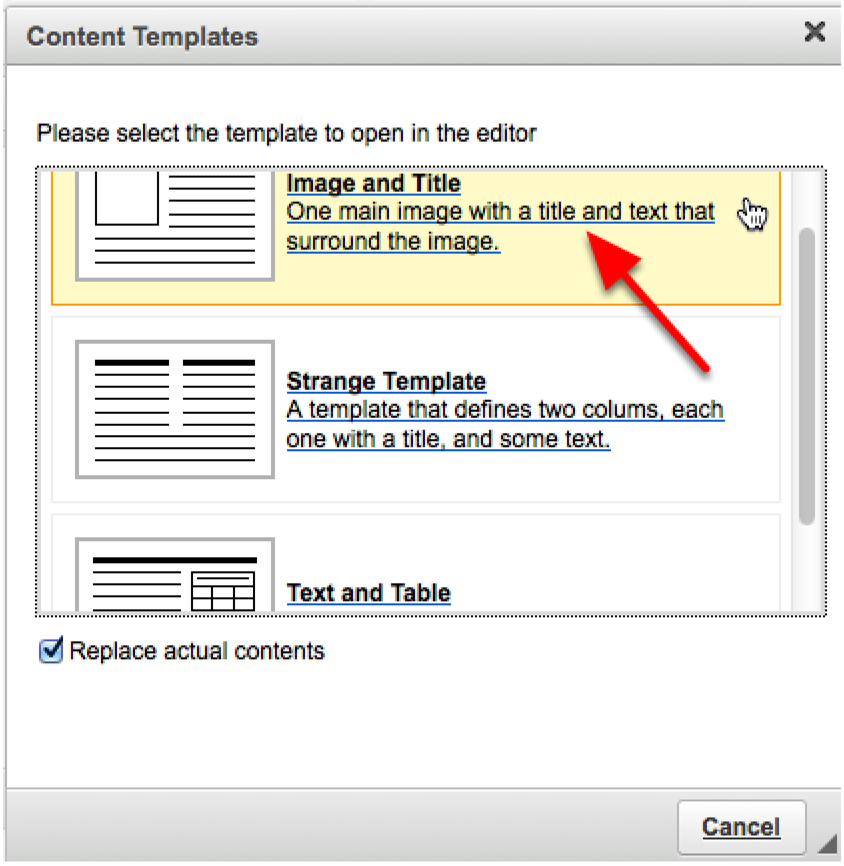
How do I add a content template to a text box?

Click the Template icon.



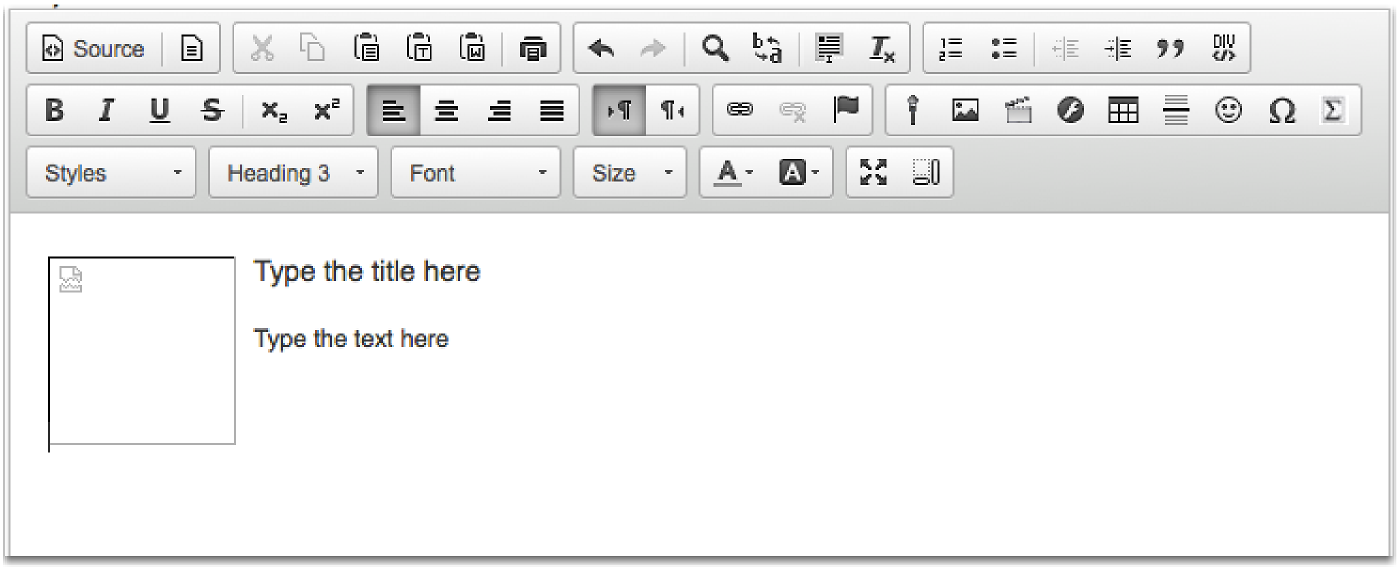
This displays the Content Template dialog box.

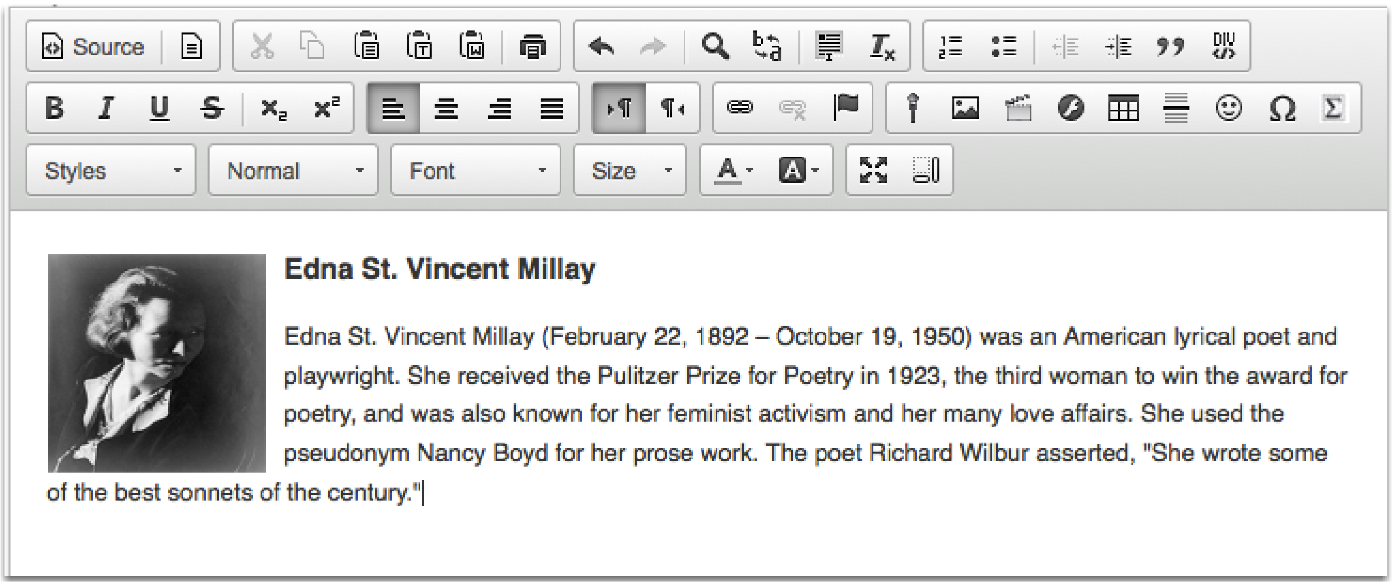
Select the content template.



This displays the selected content template in the text box.

Add content to the content template.





Example:

Type in the title and text.

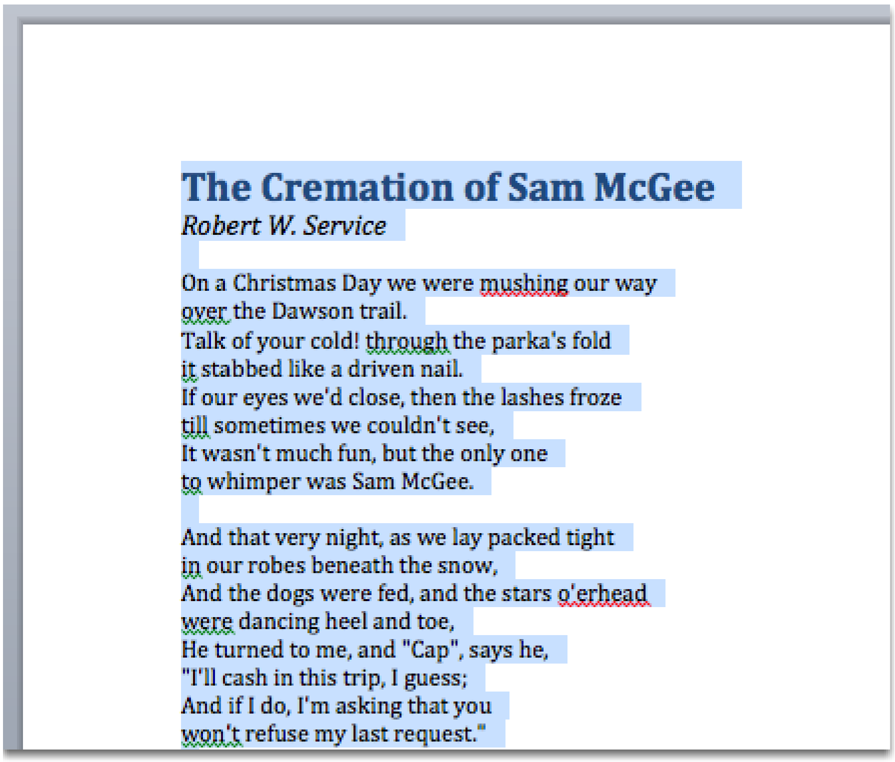
To insert an image:

- 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?

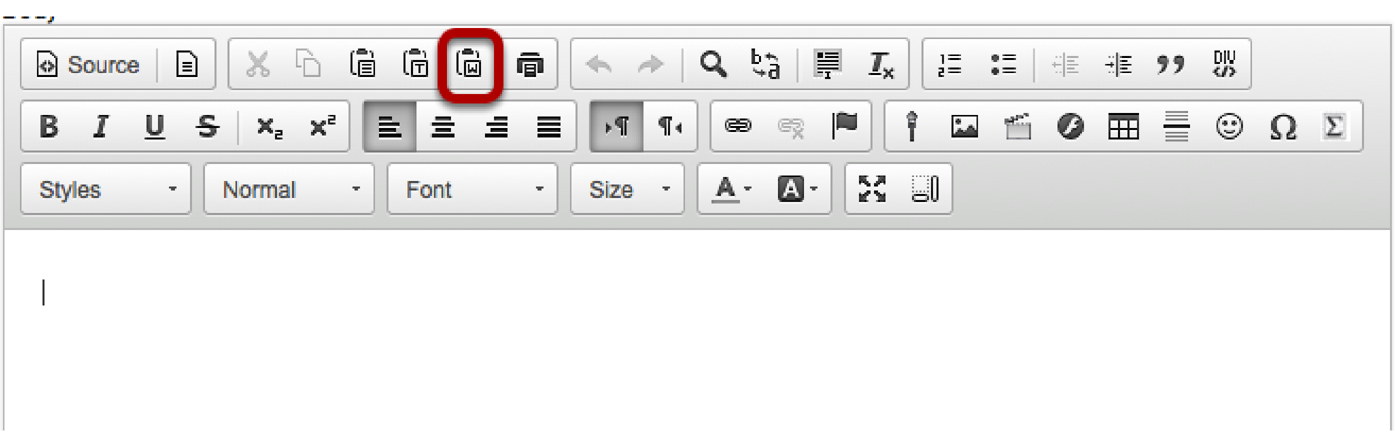
Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.

Copy the text from Word.



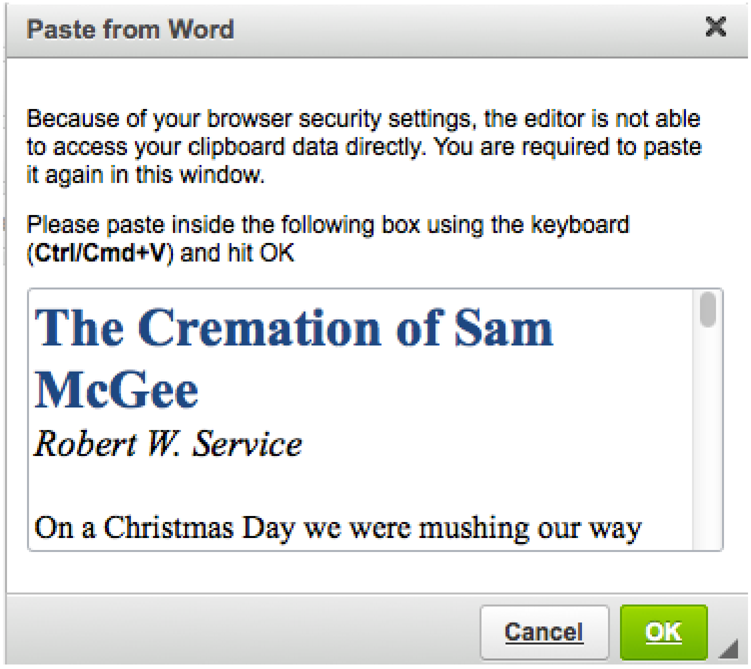
Copy the text in your MS Word document to your computer's clipboard (CTRL-C - PC or COMMAND-C - MAC).

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



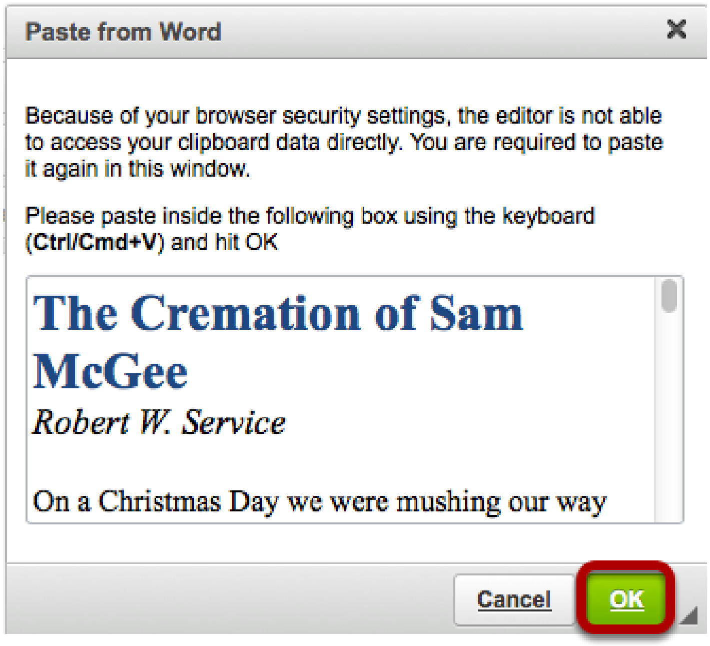
This displays the Paste From Word dialog box.

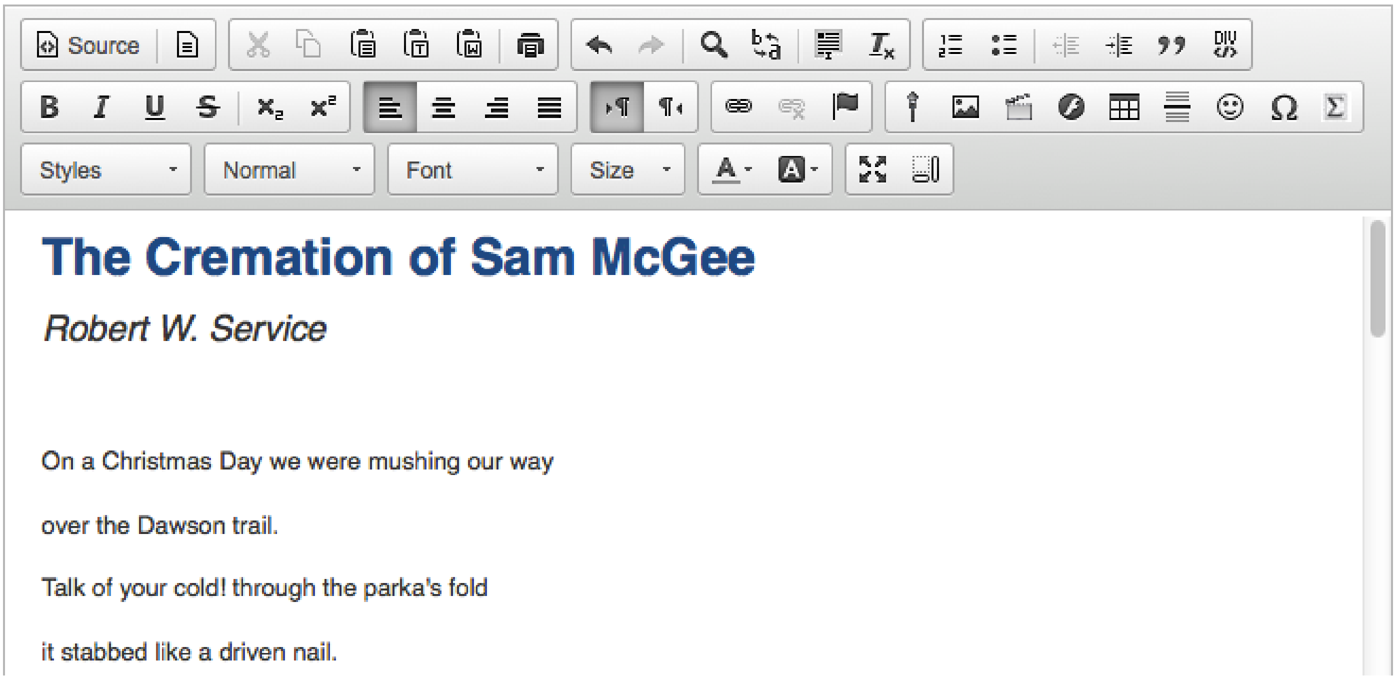
Paste the text.



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

Click OK.



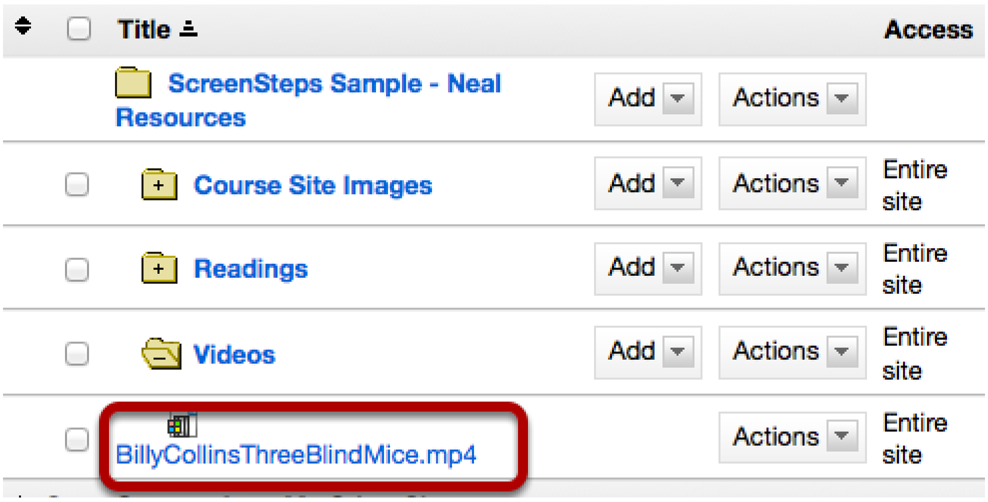


This displays the MS Word text in the text box.

How do I embed an mp4 video in a text box?

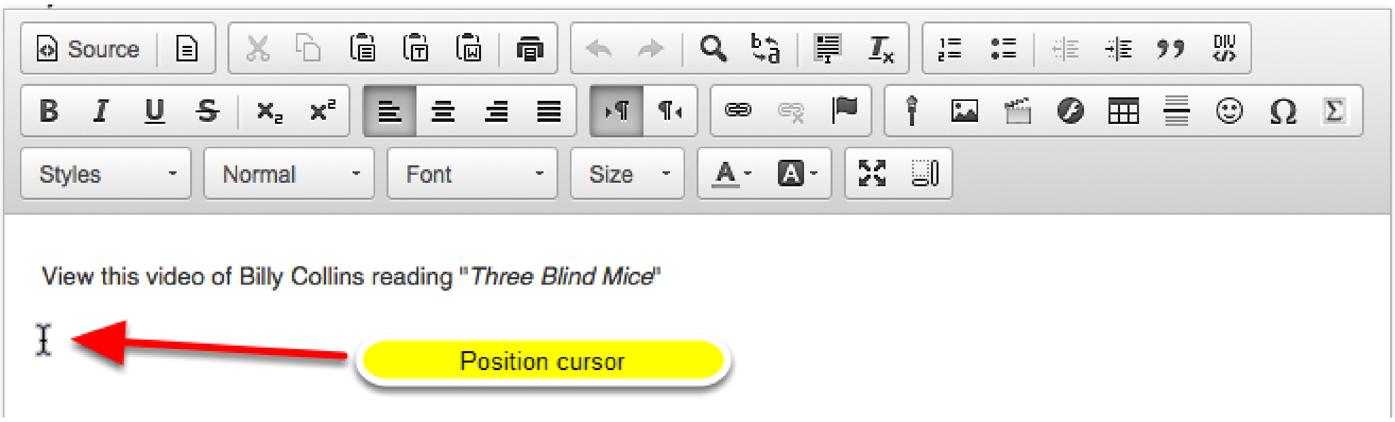
MP4 videos can embed in a text box using the **Rich Text Editor**. Other file types that can be embedded in a text box are .FLA, .F4V, .3GPP, .M4V or .MOV files.

Upload your mp4 video file to a folder in Resources.

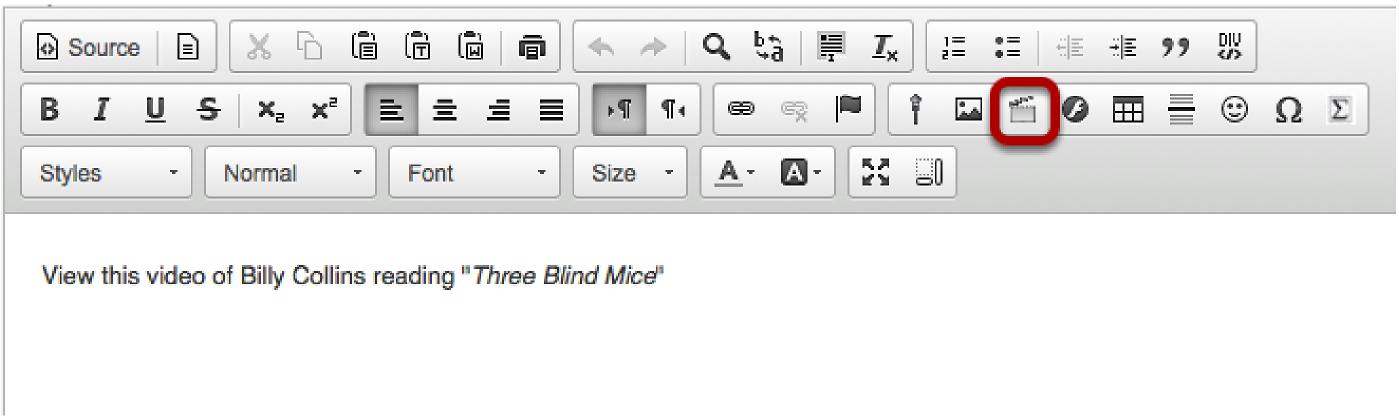


See How do I upload files? for more information on uploading.

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

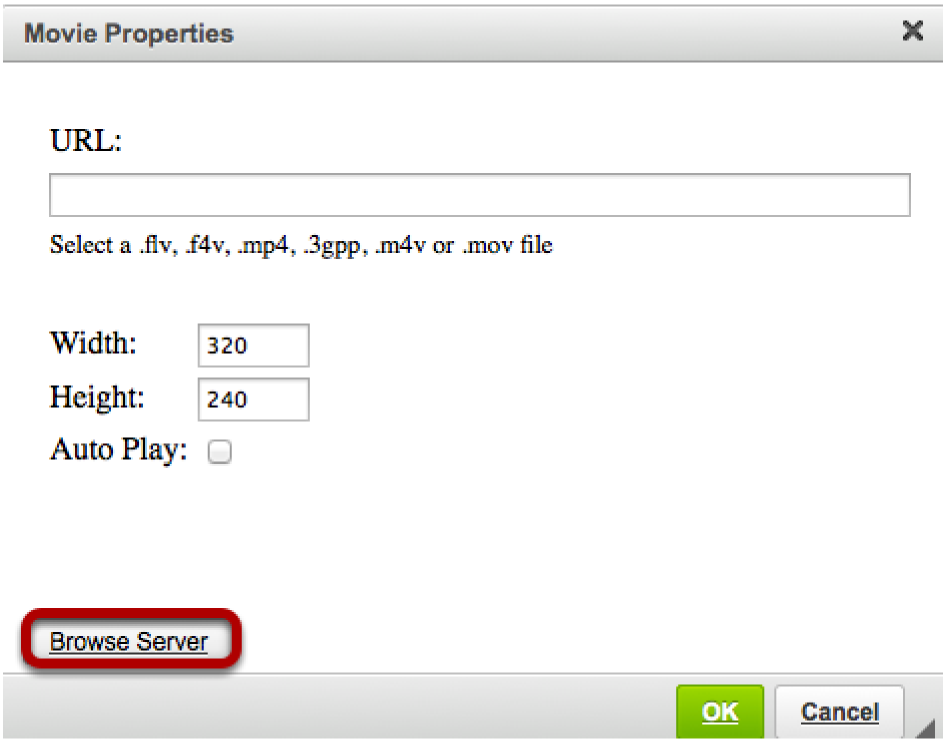


Click the Insert/Edit Movie icon.



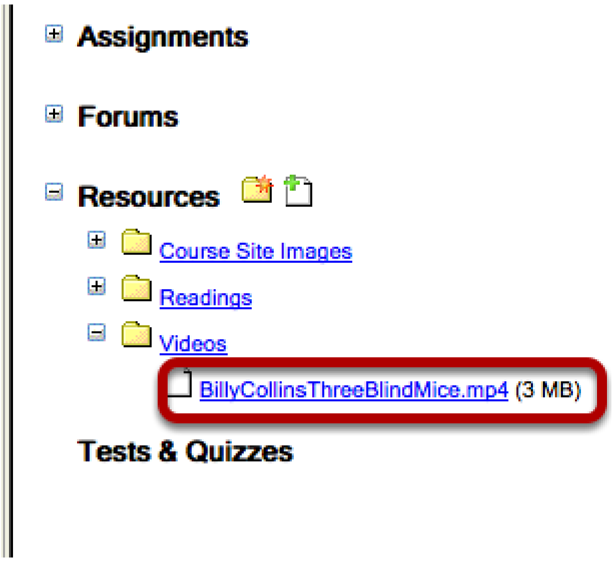
This displays the Movie Properties dialog box.

Click Browse Server.



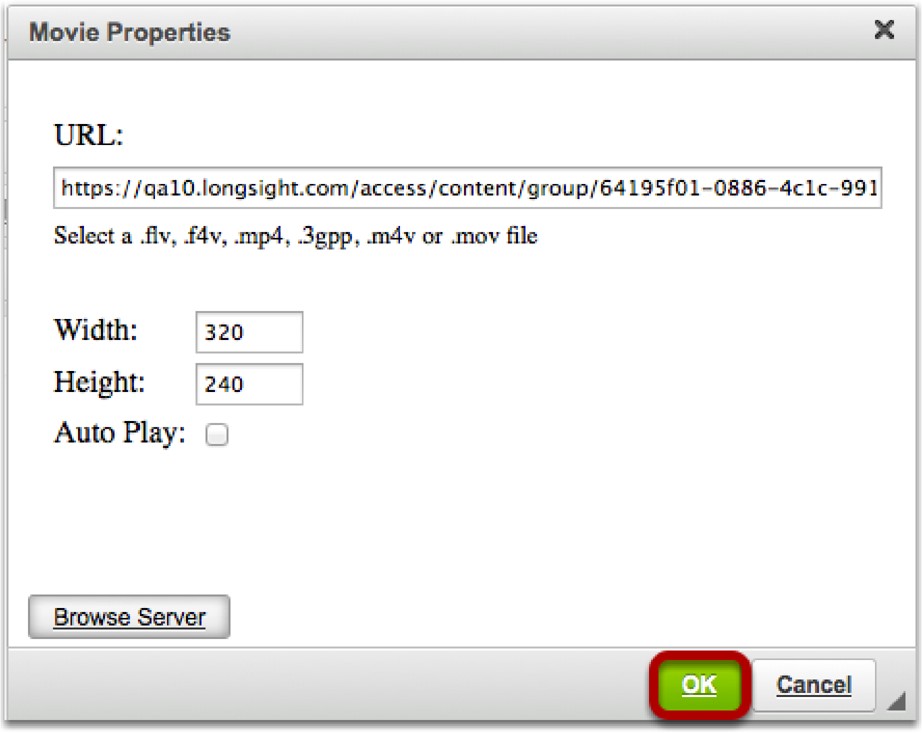
This displays the Entity Picker dialog box.

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



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

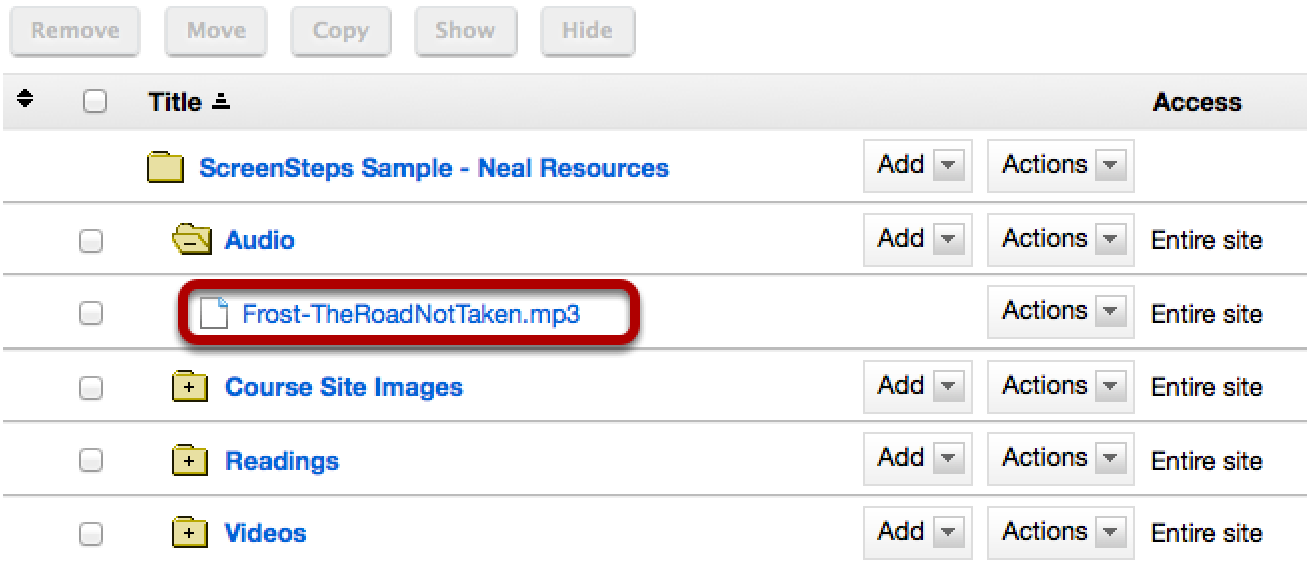
Click OK.



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.

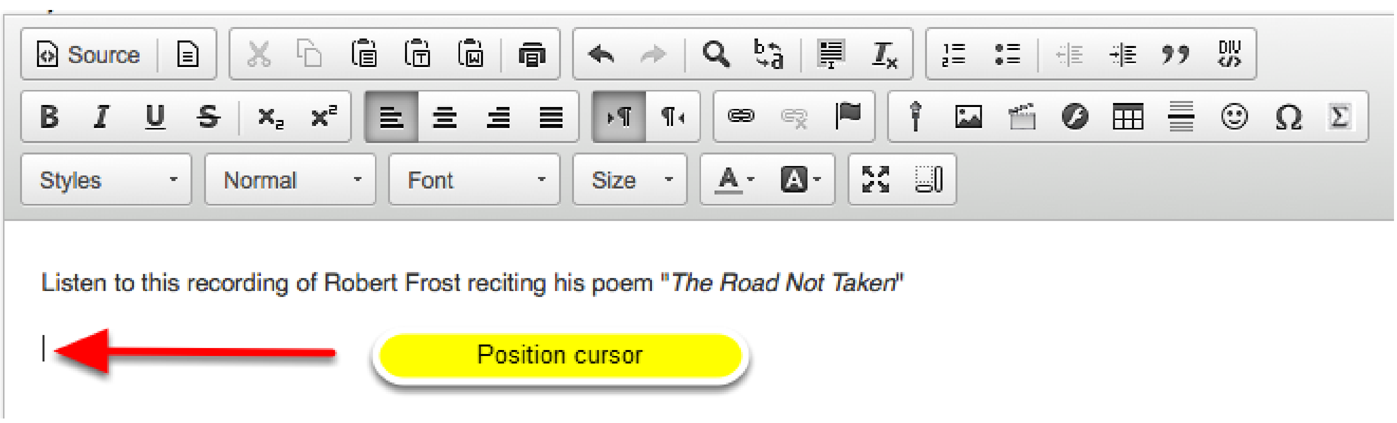
How do I embed an mp3 audio in a text box?

Upload the mp3 file to Resources.

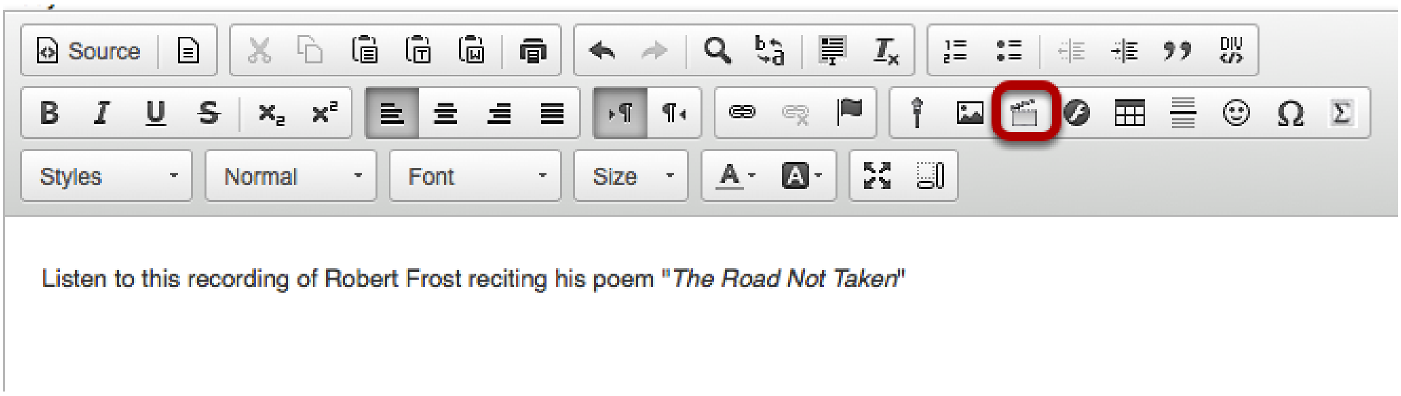


See [How do I upload files?](#) for more information on uploading.

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

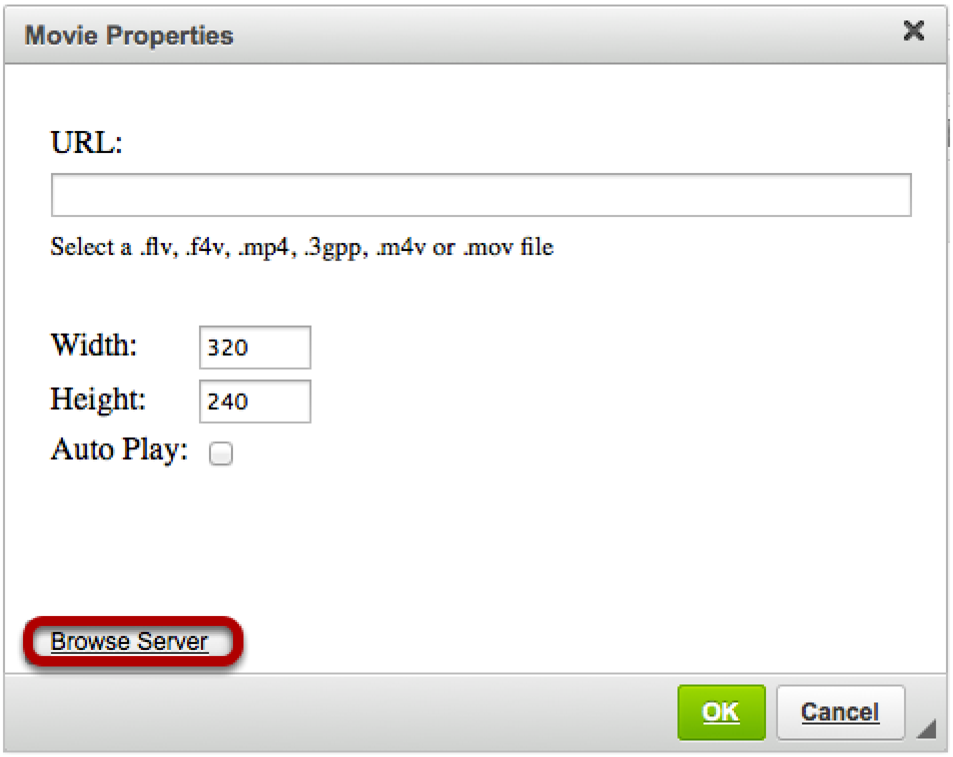


Click Insert/Edit Movie.



This displays the Movie Properties dialog box.

Click Browse Server.

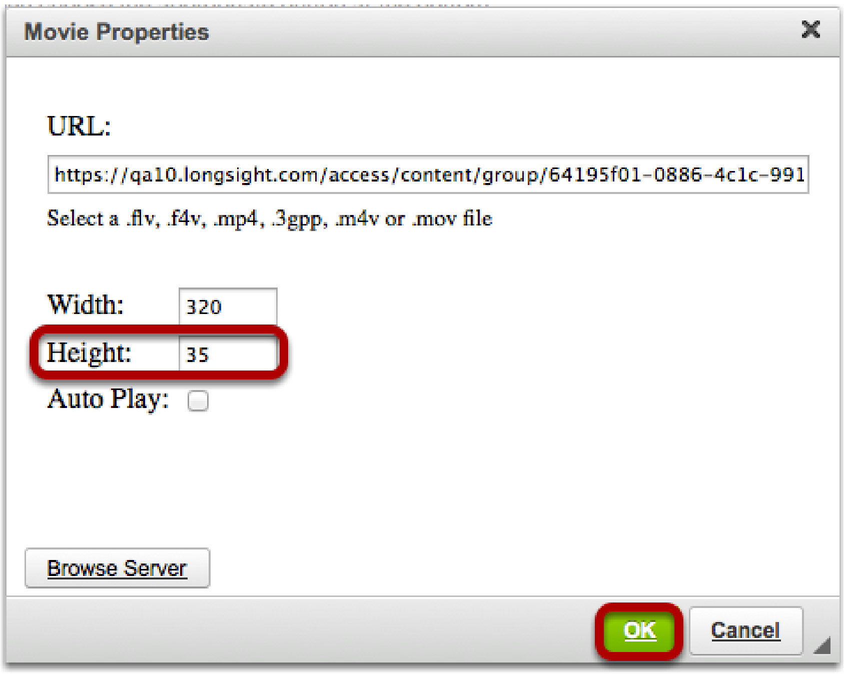


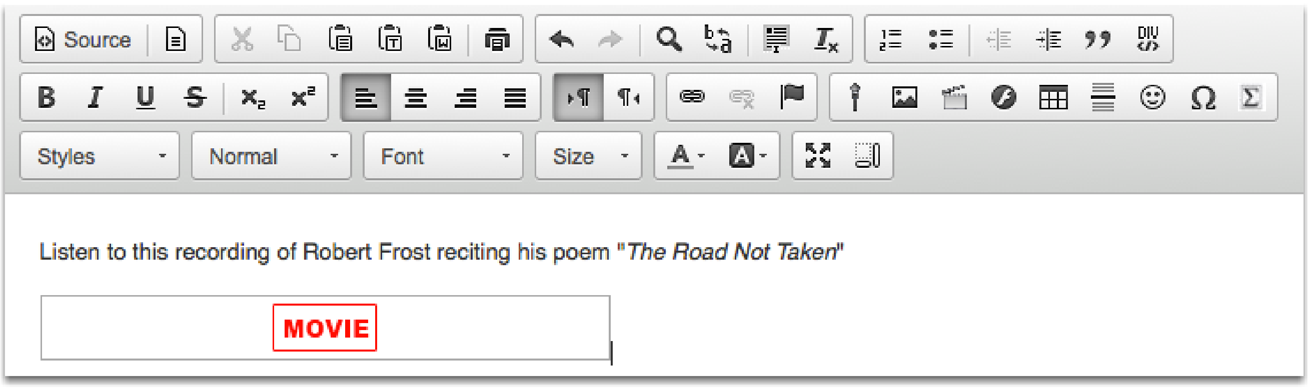
This displays the Entity Picker dialog box.

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

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.





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.

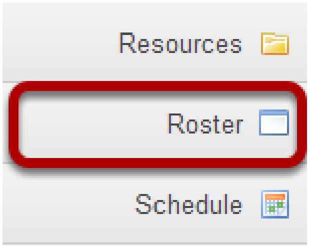
Roster

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.

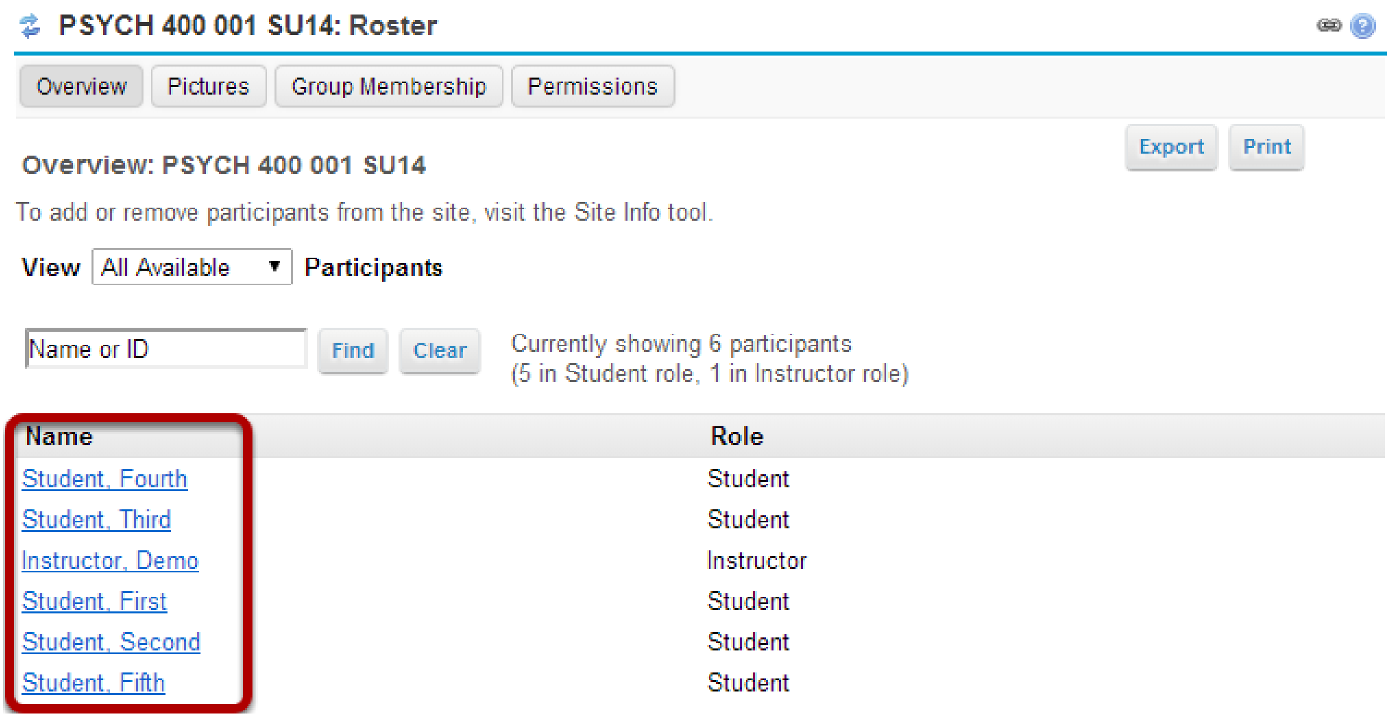
How do I view/search the roster?

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.



Enrolled users in the site will be listed here.

Searching the roster.

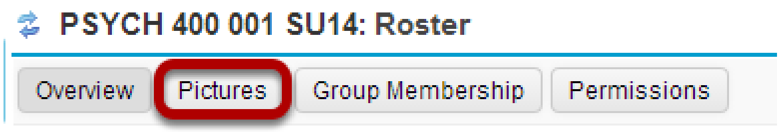
To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

How do I view roster photos and/or profiles?

Go to Roster.

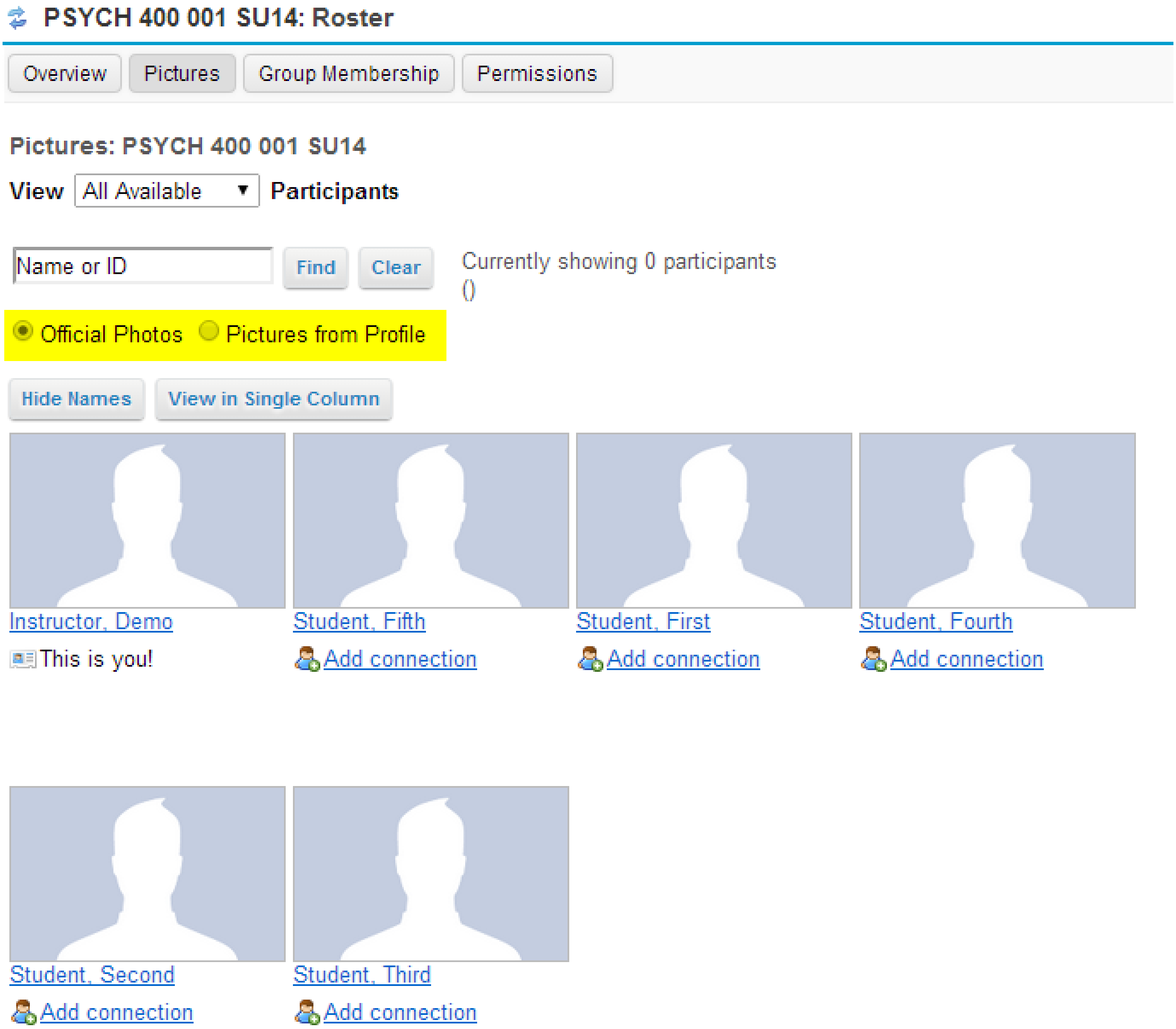
Select the **Roster** tool from the Tool Menu of your site.

Viewing photos.



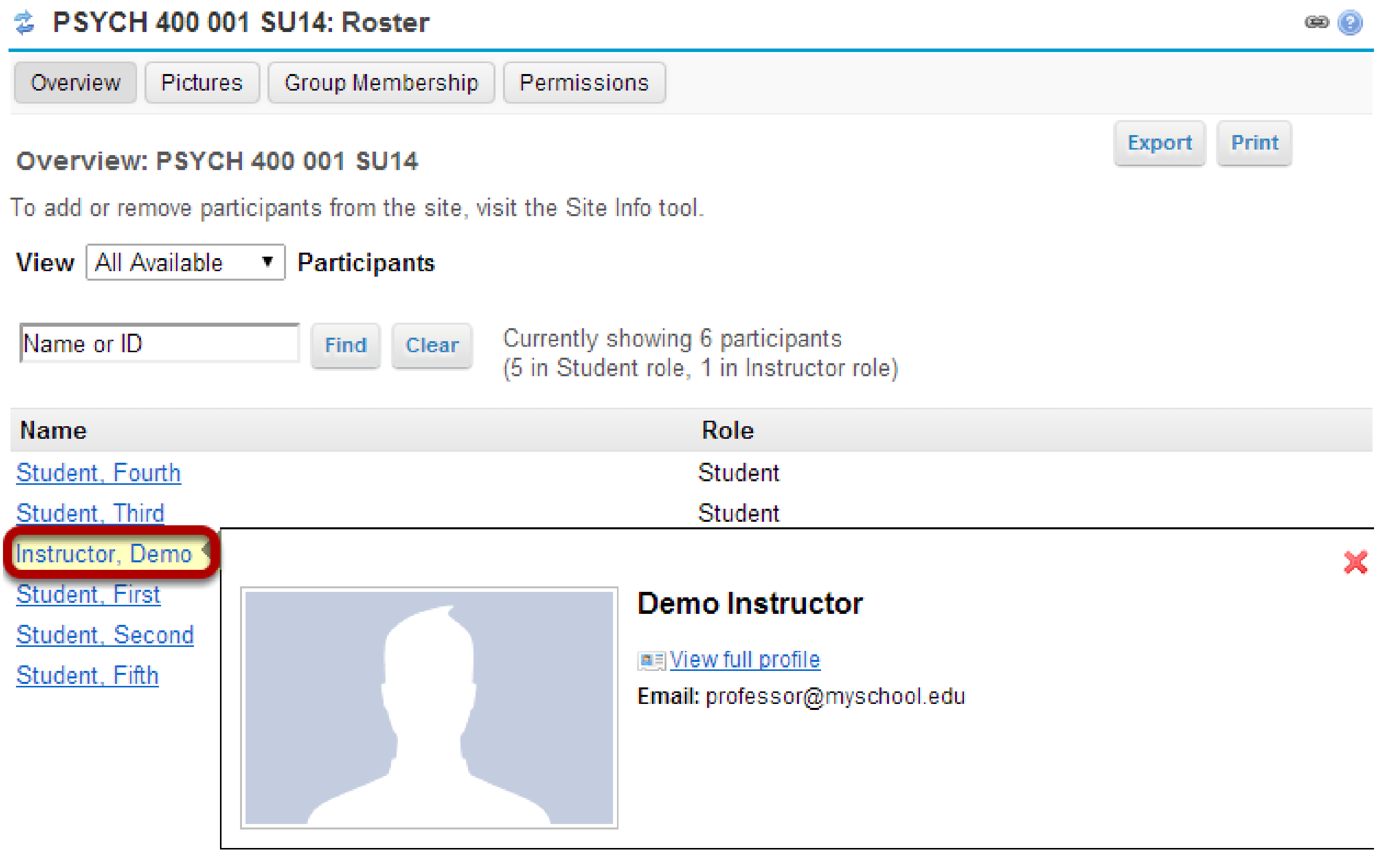
To view personalized photos that participants of your site have uploaded, at the top of the roster page, click **Pictures**.

Profile photos for site participants will be displayed.



*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.



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.

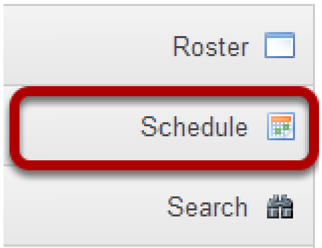
The Schedule can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

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.

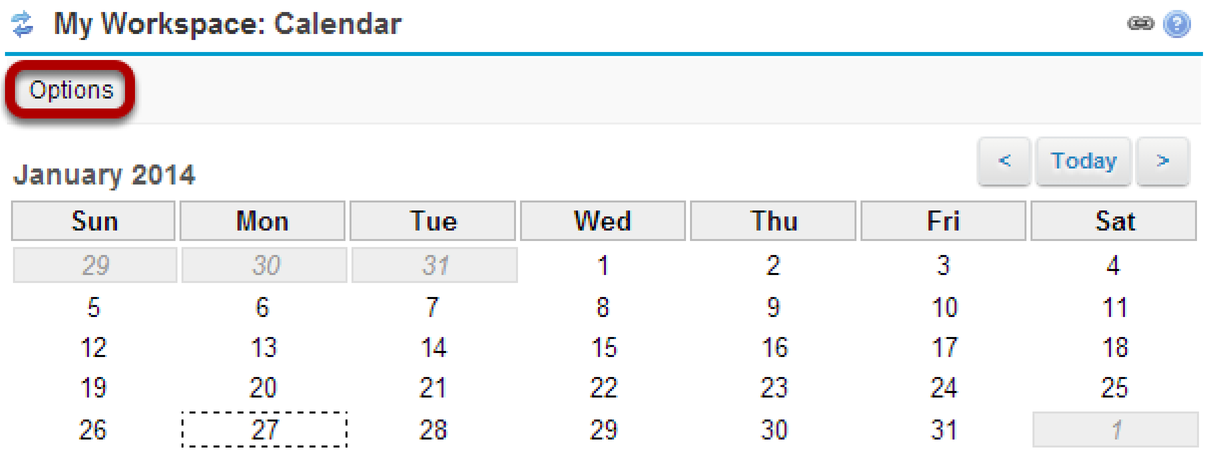
To access this tool, select Schedule from the Tool Menu of your site.



How do I customize my Schedule/Calendar display?

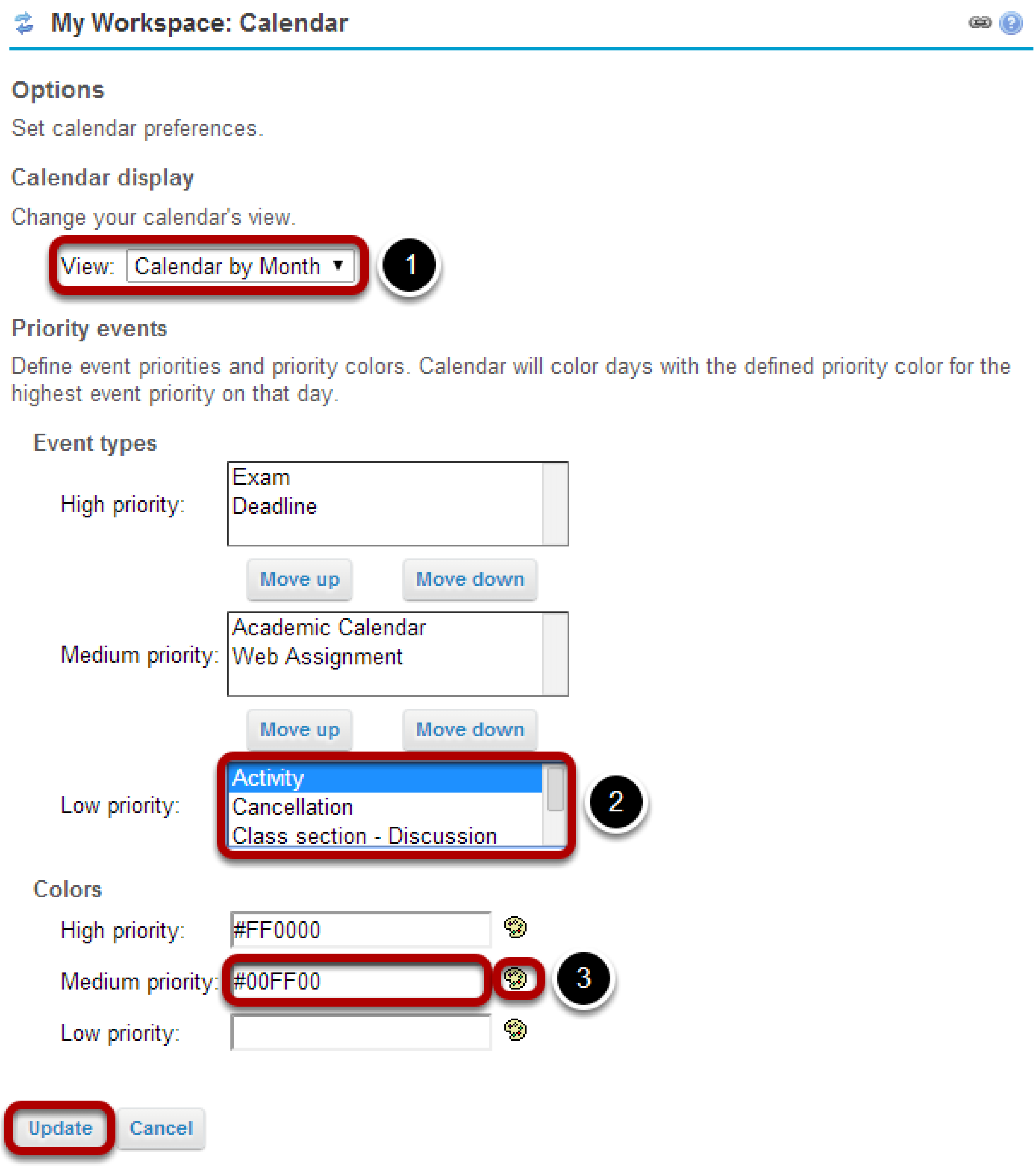
The Calendar tool (also referred to as the Schedule tool) can be customized according to your individual display preferences.

Calendar Options



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

Display Settings



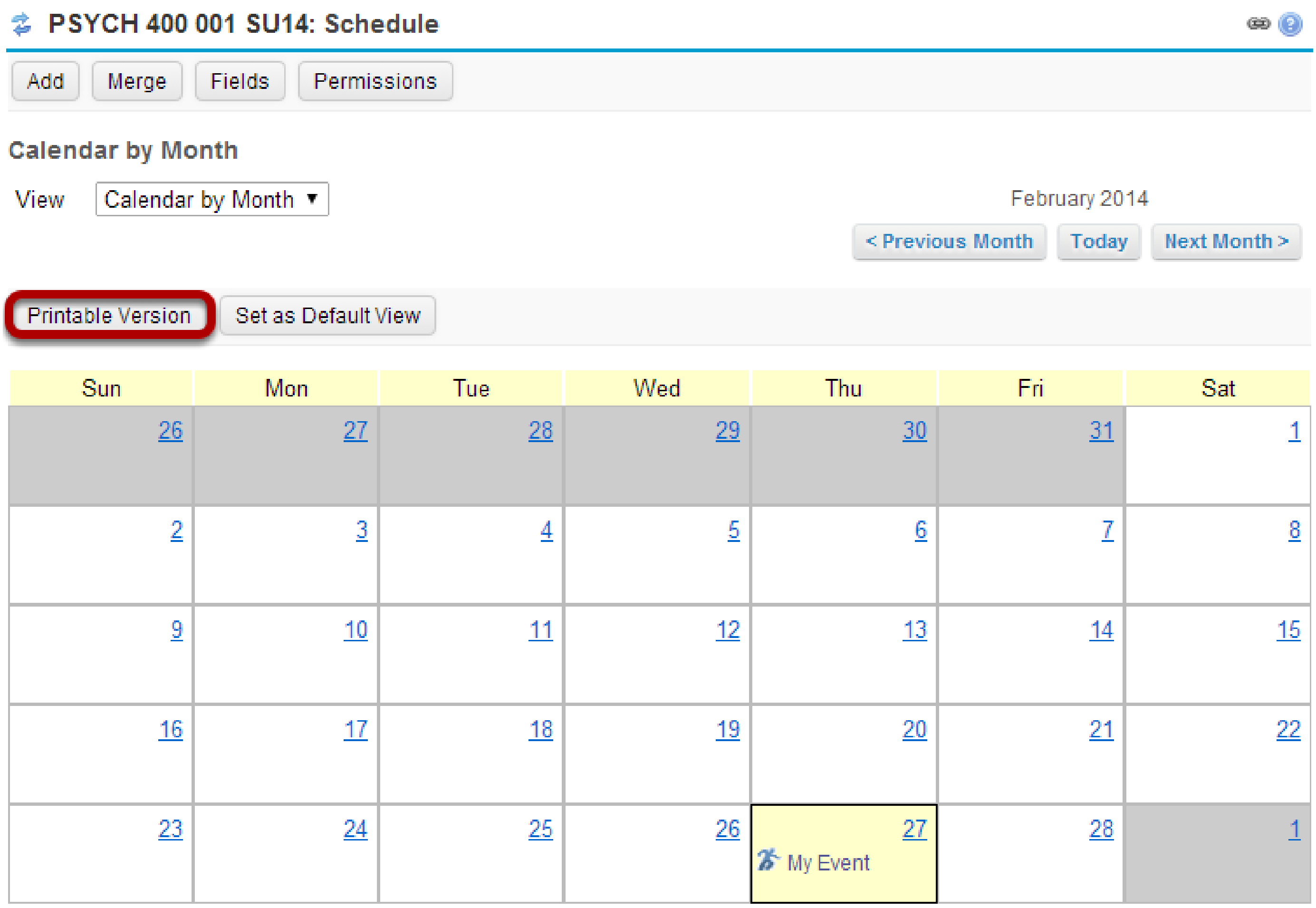
1. The drop-down menu under Calendar Display allows you to select your default view by *Month* or by *Day*.
2. You may define *High*, *Medium*, or *Low* priority for items on the Calendar. This will change the color of the item as it is displayed on your Calendar. Click on an item type in the list and select the **Move Up** or **Move Down** buttons to change the priority level of that item.
3. You may also specify custom colors for different priority levels. You may indicate the color by typing in a numerical *Hex color value*, or by clicking on the *color palate icon* to bring up a selection of web colors from which to choose.
4. Don't forget to click **Update** to save any changes.

How do I print the Schedule/Calendar?

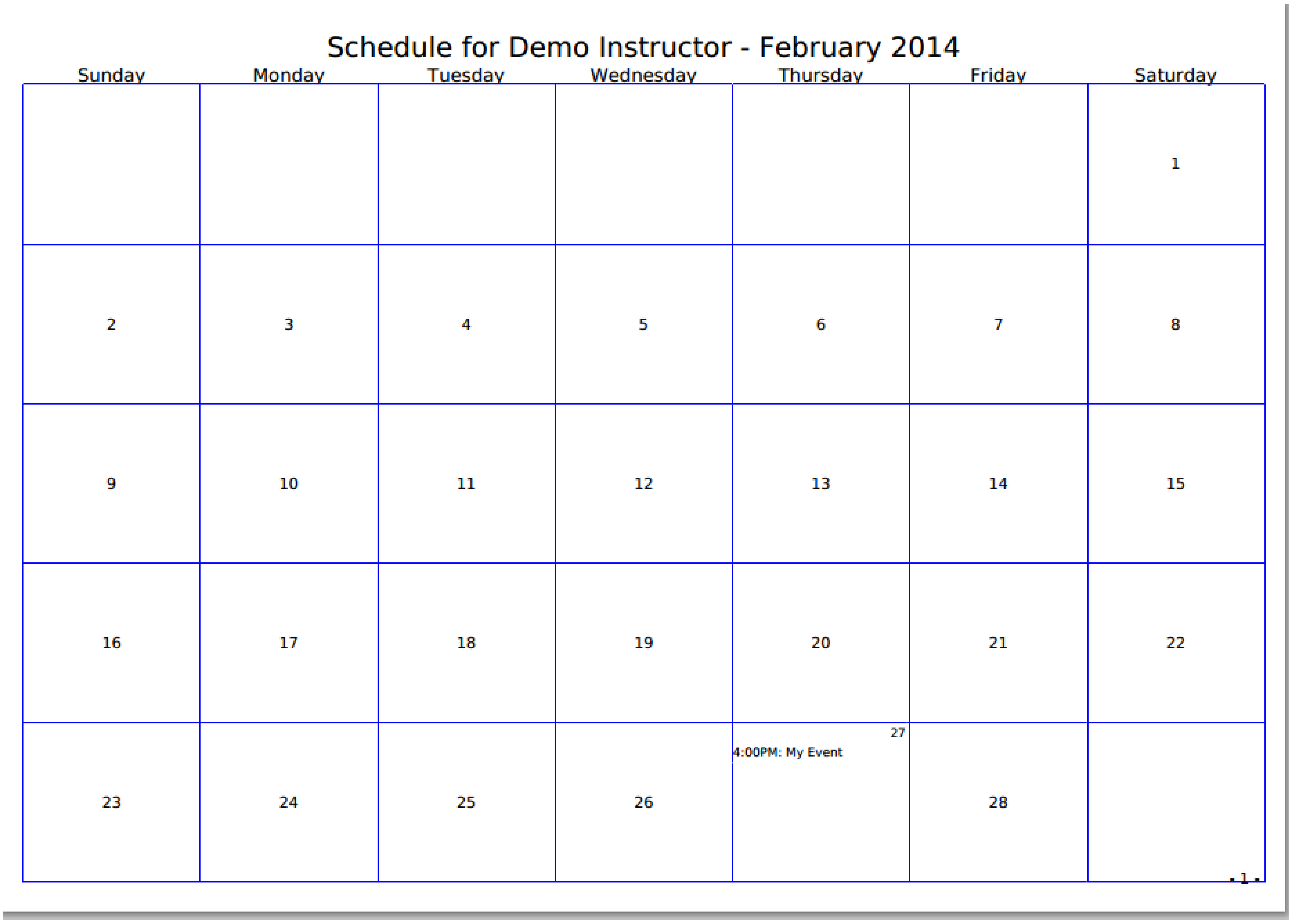
Go to Schedule.

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

Click Printable Version.



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	

- 1 -

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

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

Search

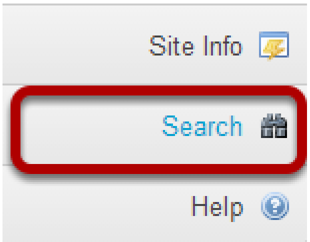
What is the Search tool?

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.

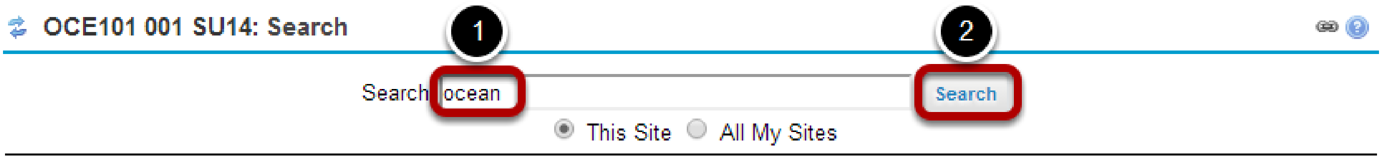


How do I perform a basic search?

Go to Search.

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

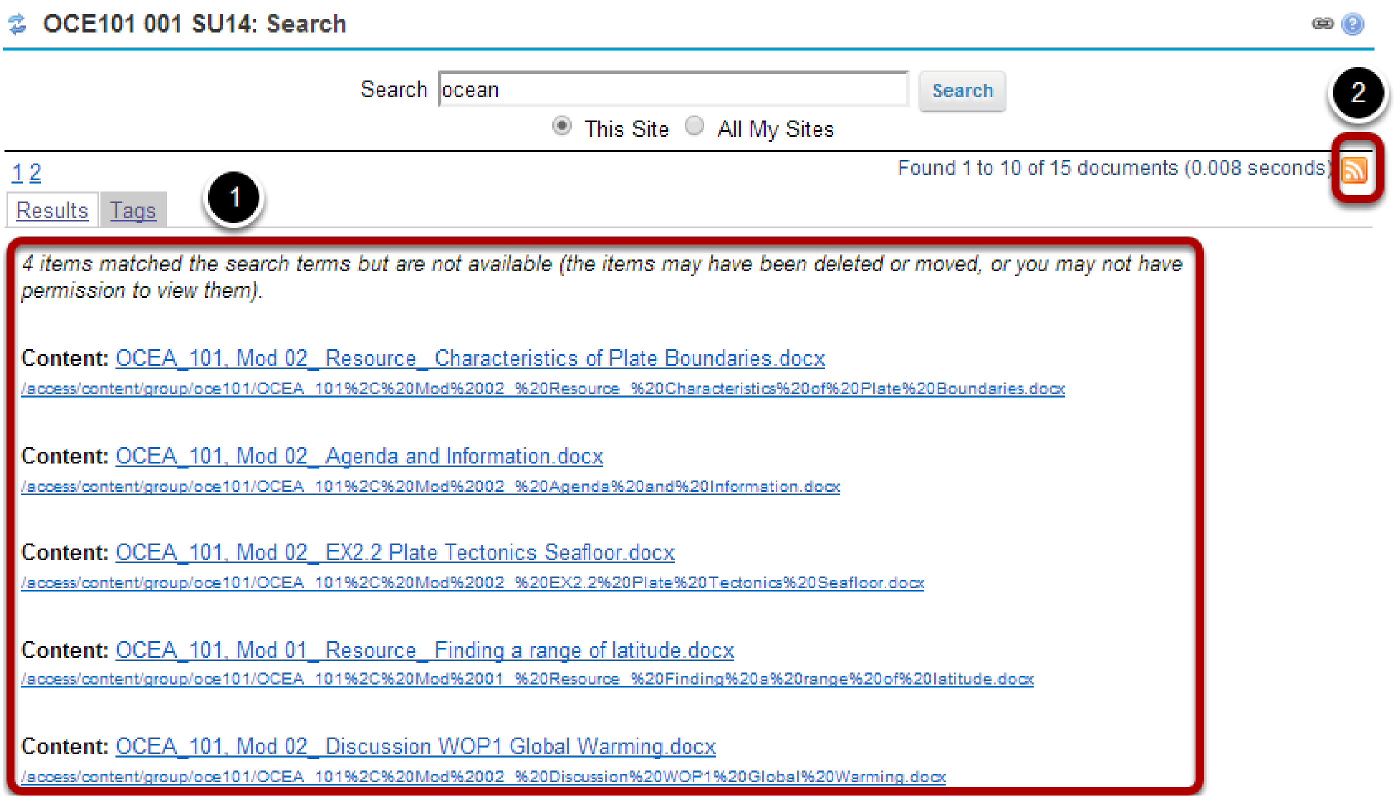
Enter your search term/s.



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.



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 special characters are

+ - && || ! ( ) { } [ ] ^ " ~ * ? : \

To escape these character use the \ before the character. For example to search for (1+1):2 use the query:

\(1\+1\)\:2

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.

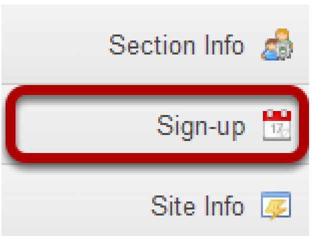
Who can use the tool?

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.

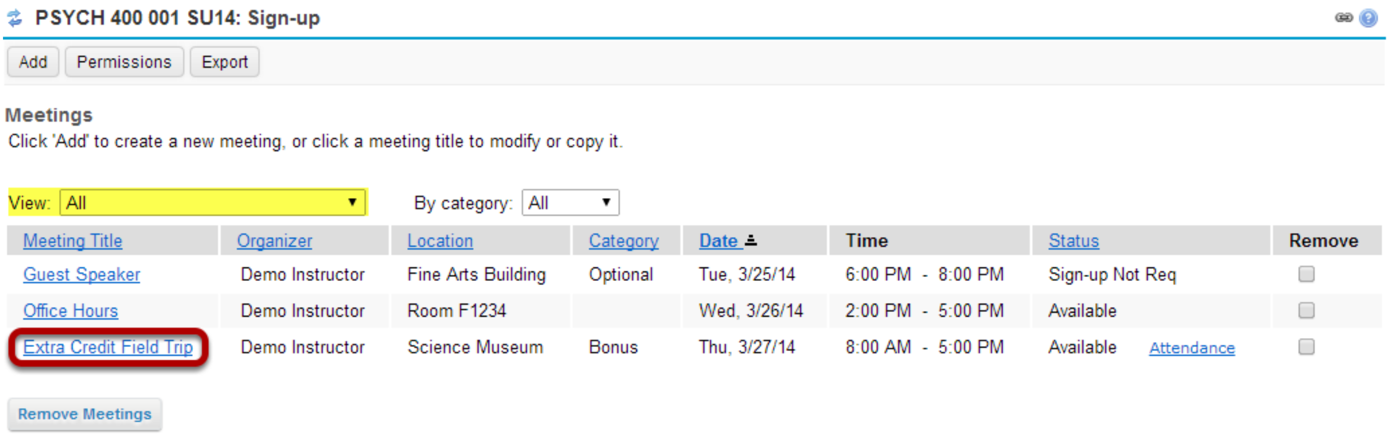


How do I view meetings in Sign-Up?

Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Meetings page.



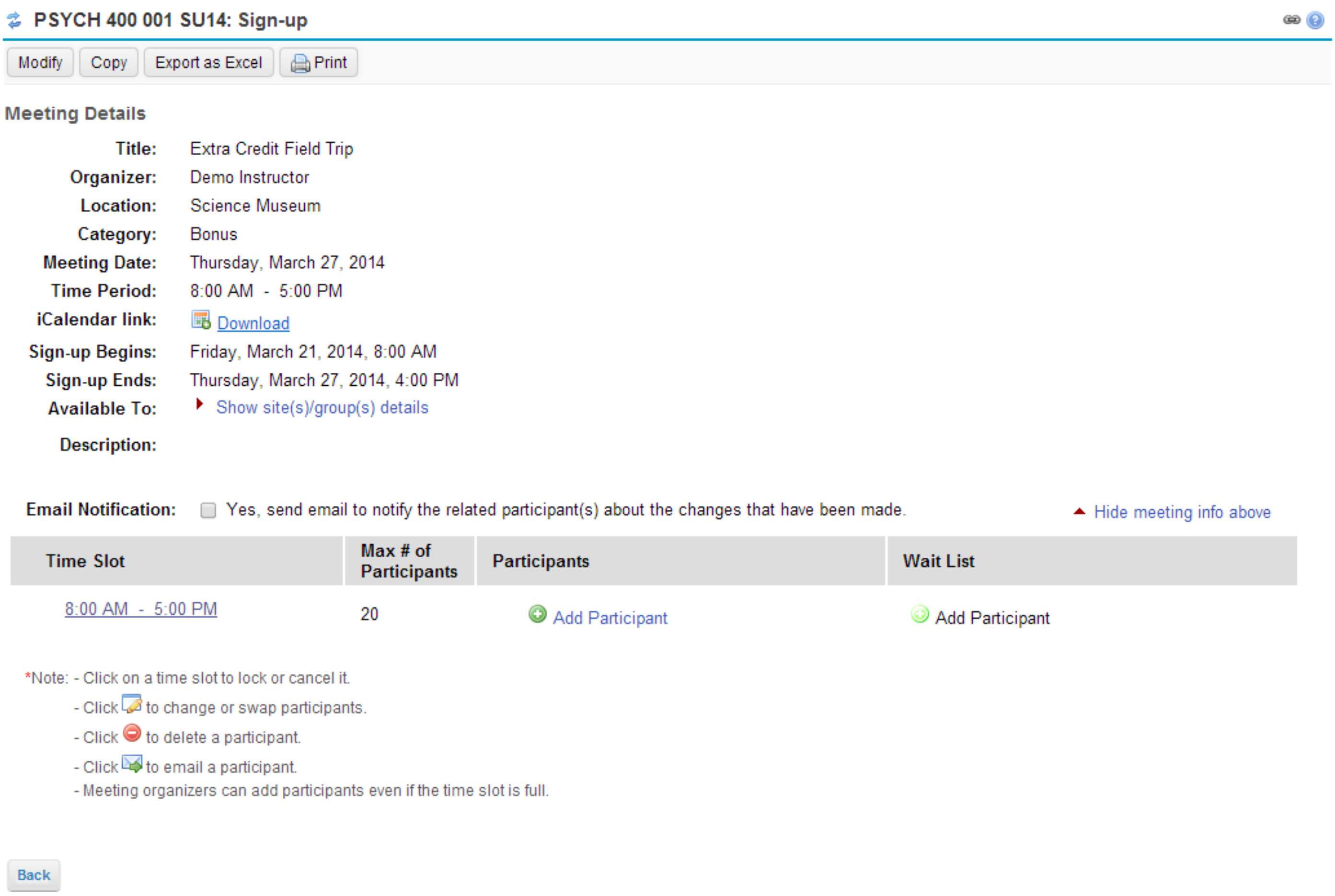
On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed.

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.



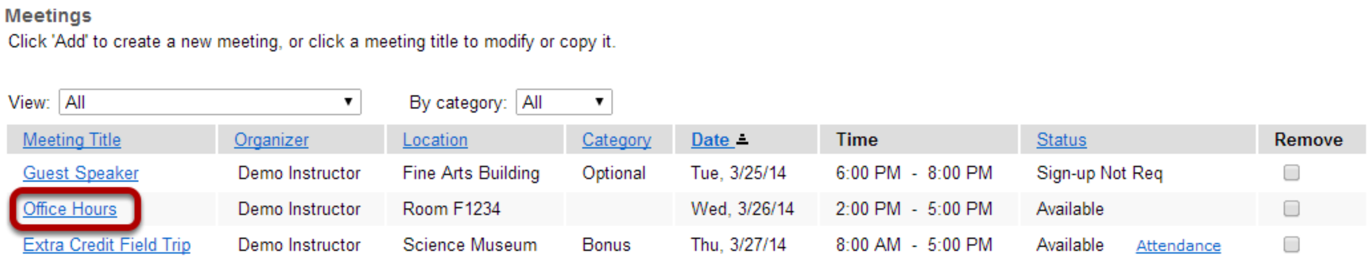
Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist; the student or participant 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.

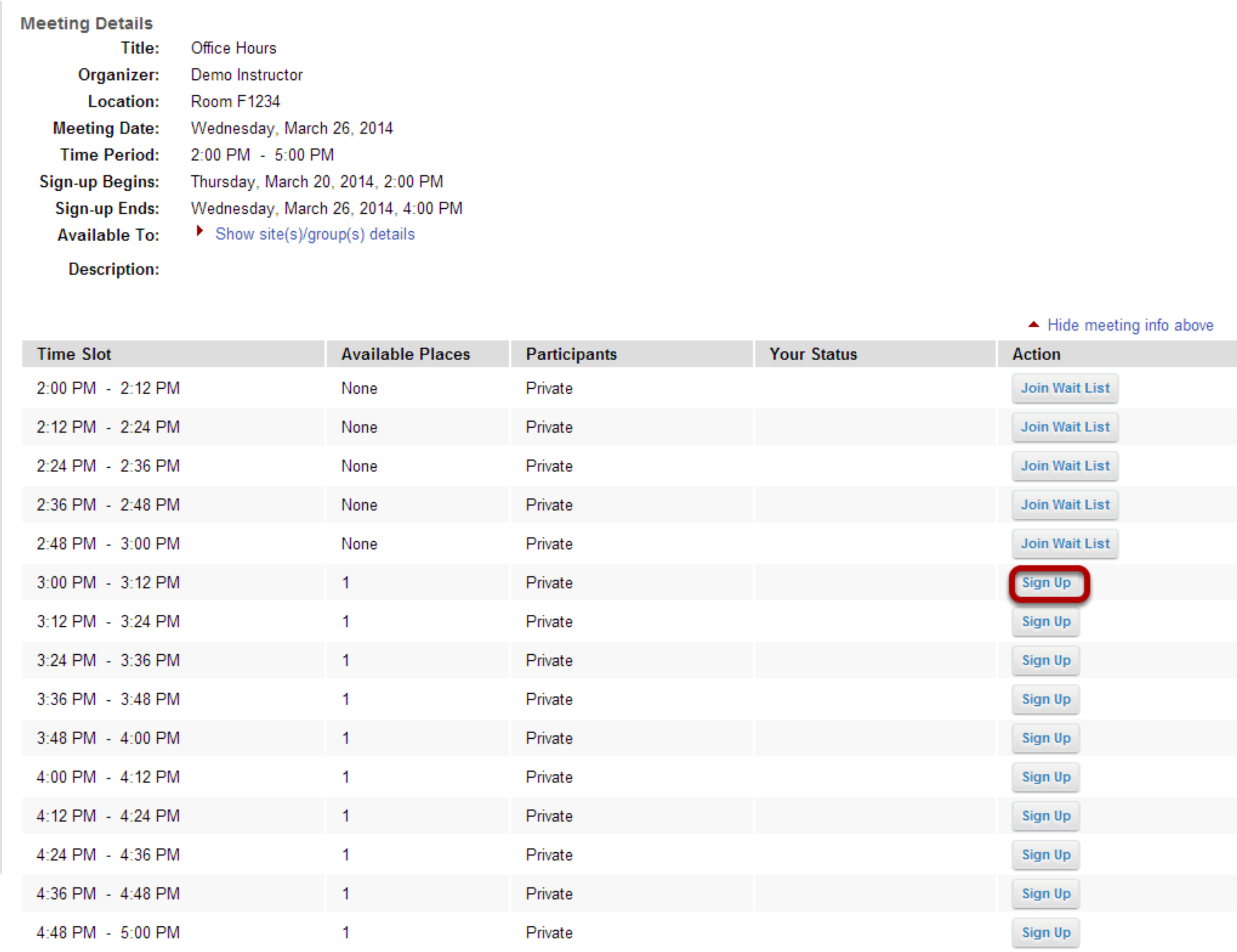
Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.



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.



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

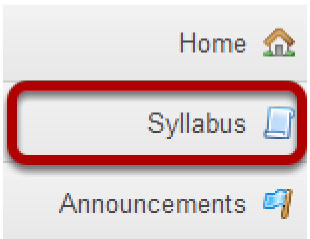
File Attachment: Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original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

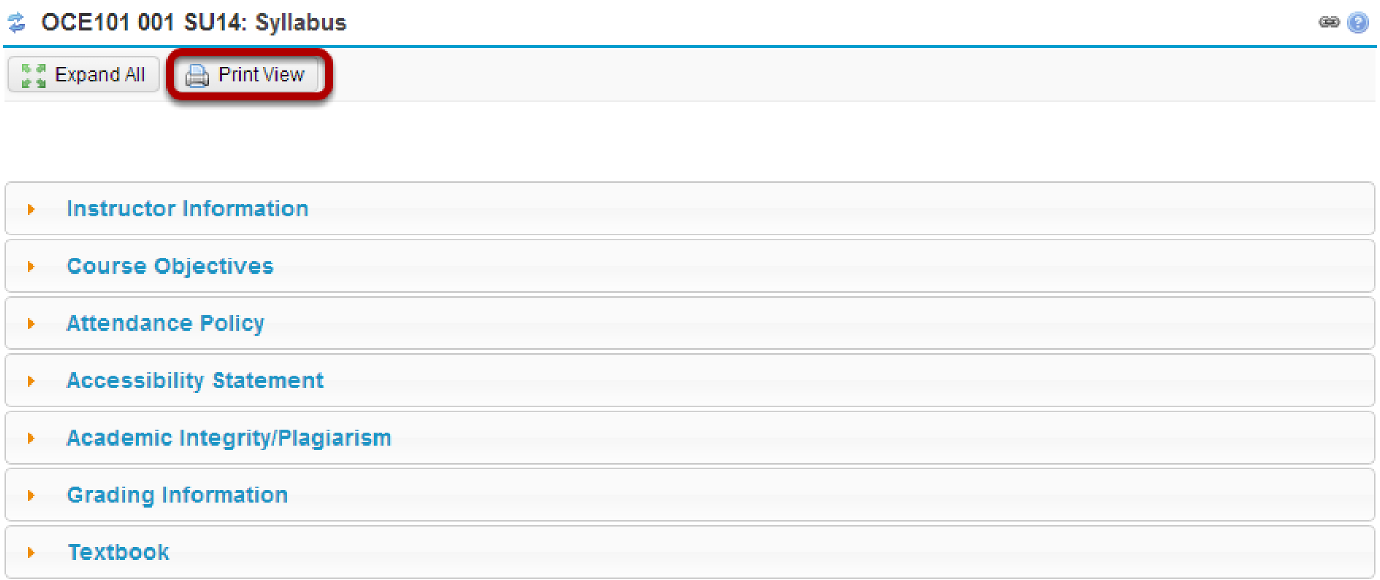


How do I print the syllabus?

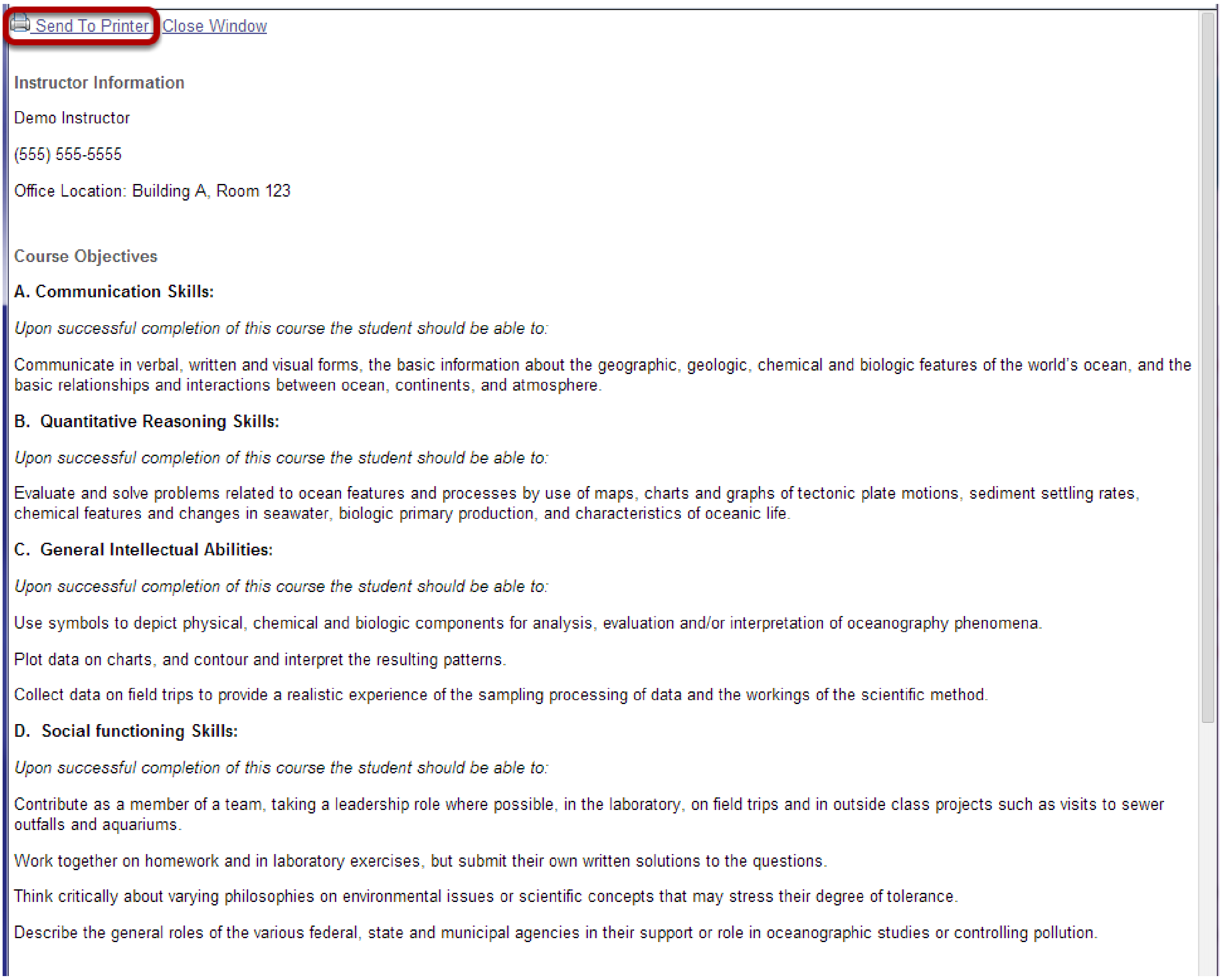
Go to Syllabus.

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

Click Print View.



Click Send to Printer.


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

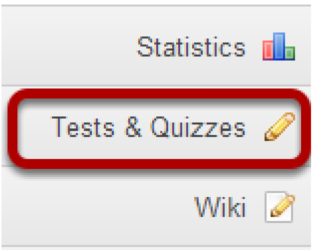
What is the Tests & Quizzes tool?

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.

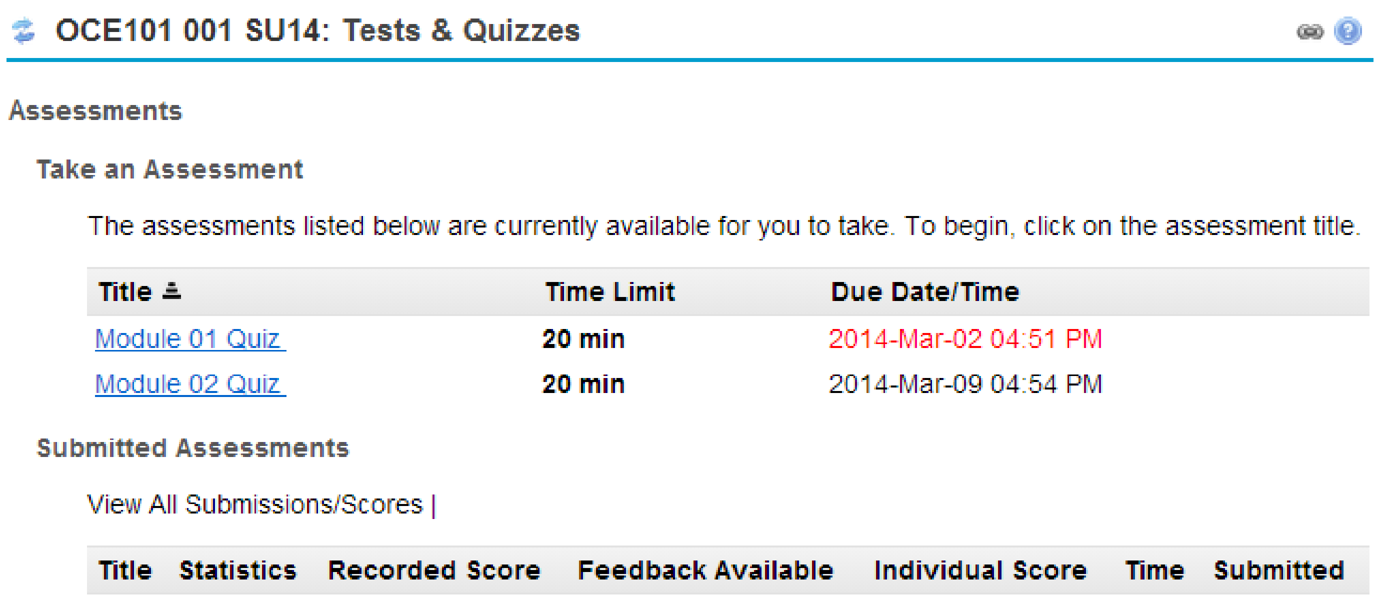
The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors 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.

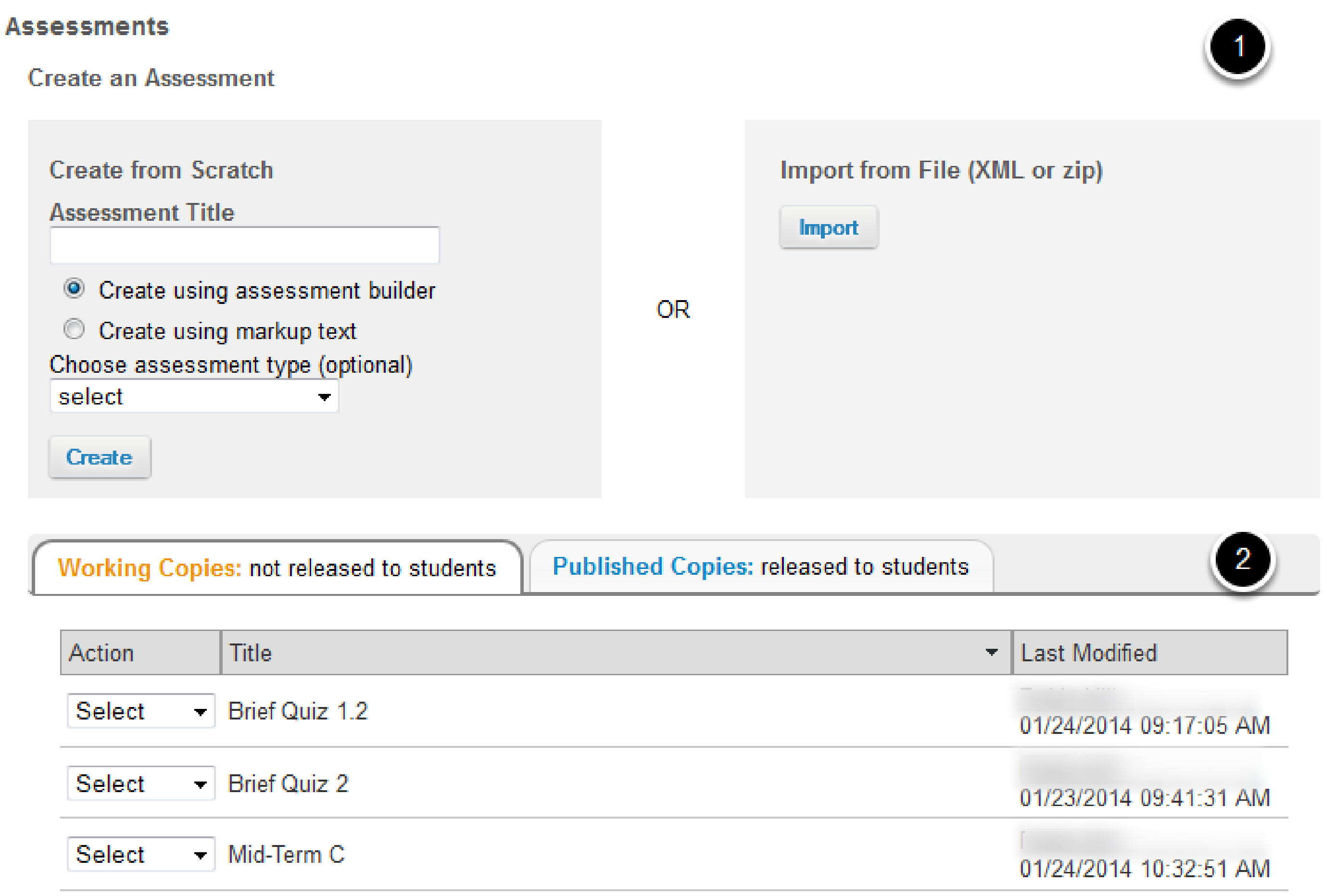


Tests & Quizzes tool landing page. (Student View)



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)



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)?

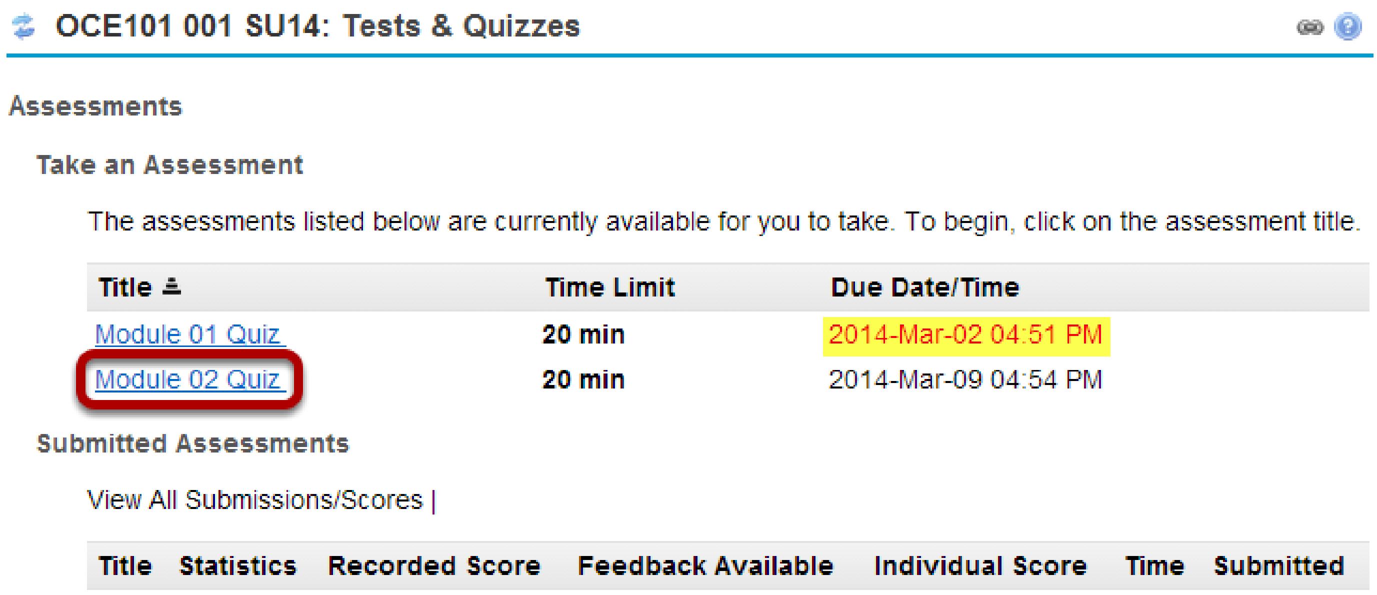
Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- *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.

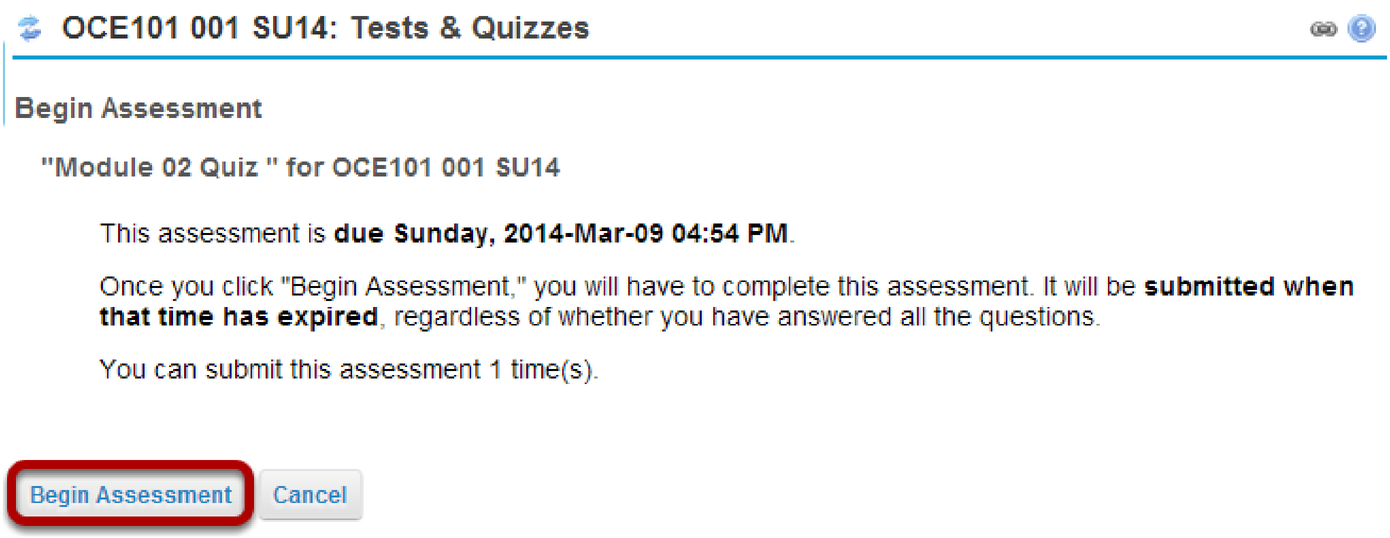
Click on the title of the assessment.



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.

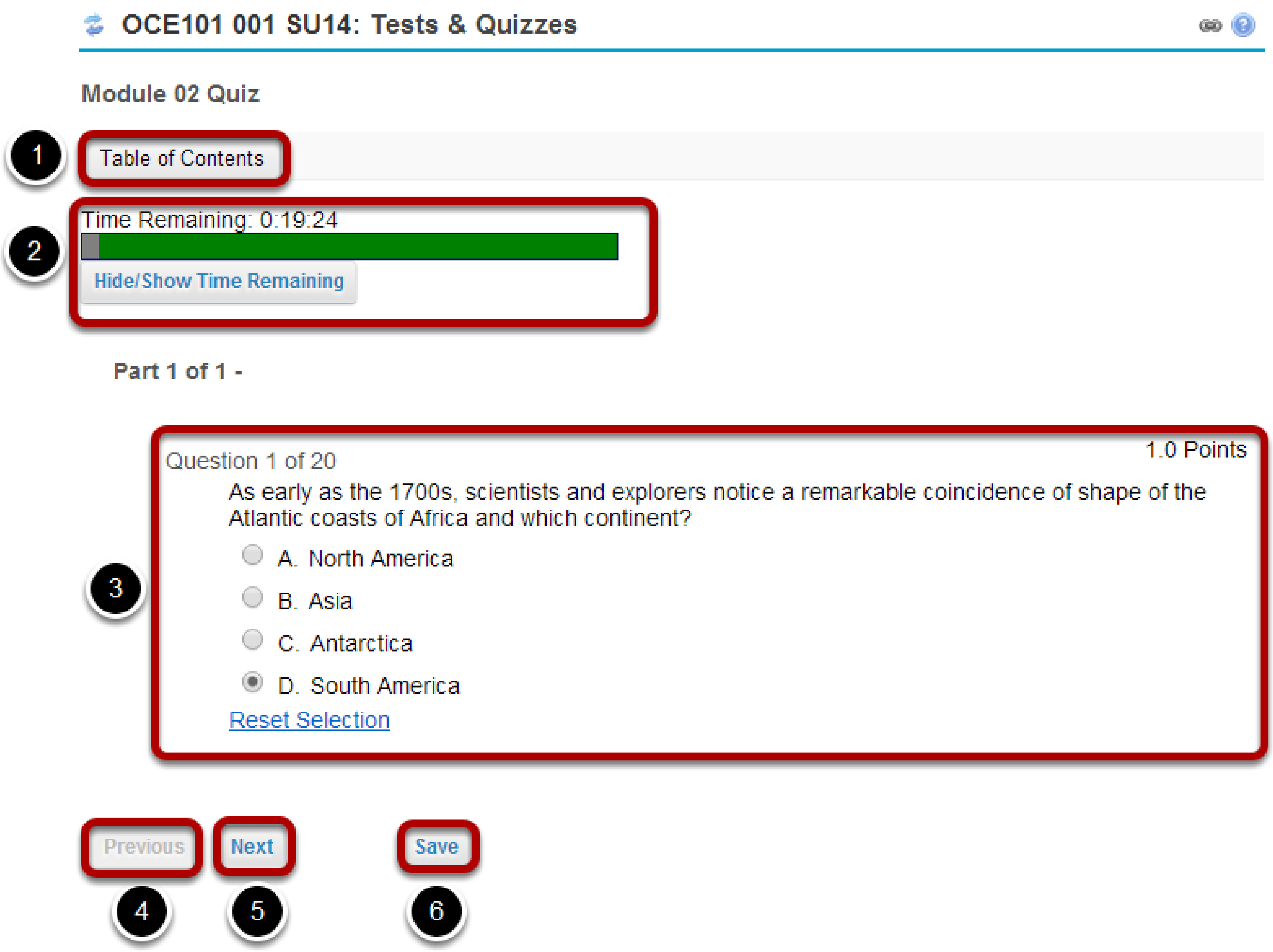


An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

When you are ready to start your assessment, click **Begin Assessment**.

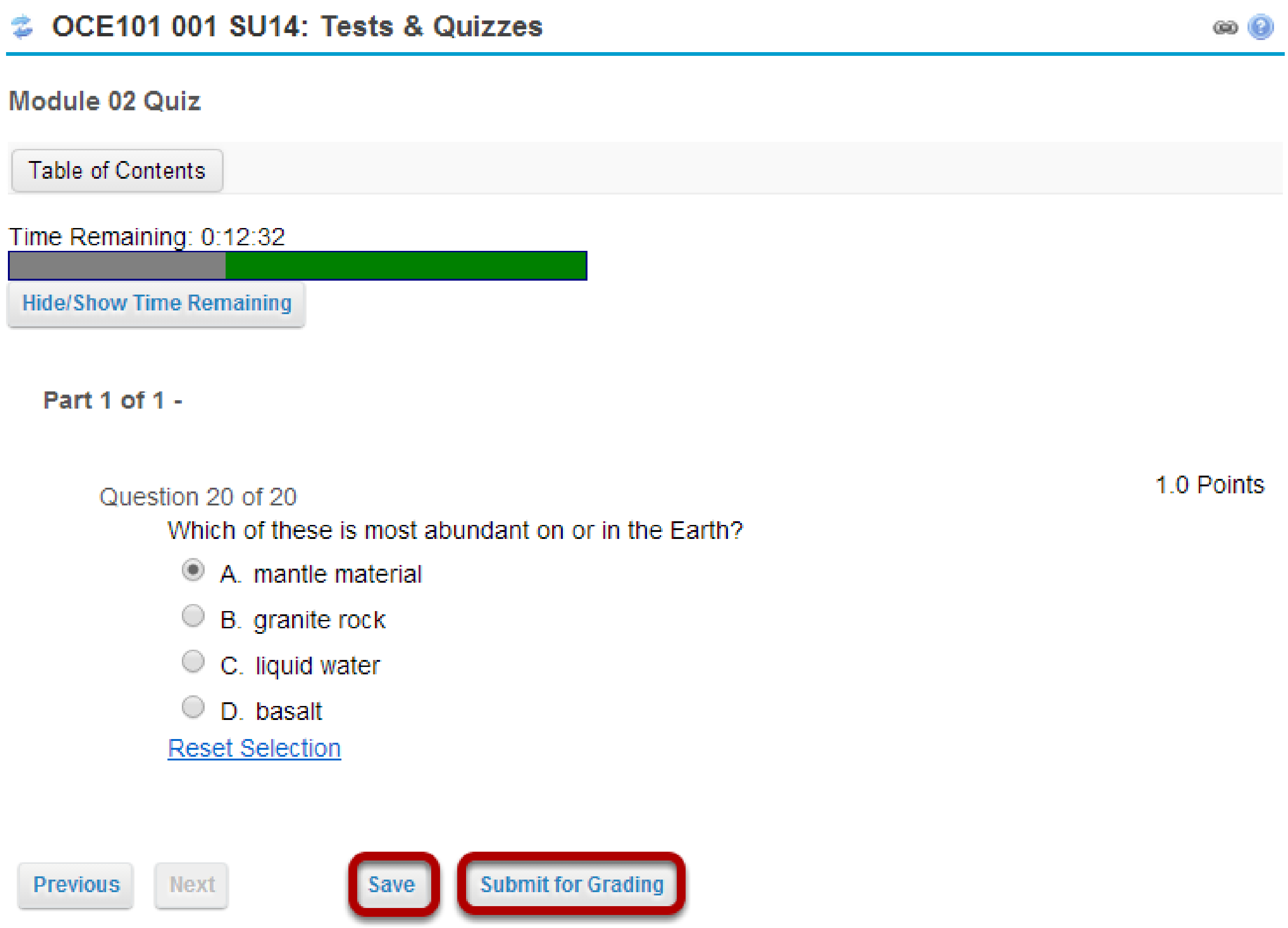
Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.



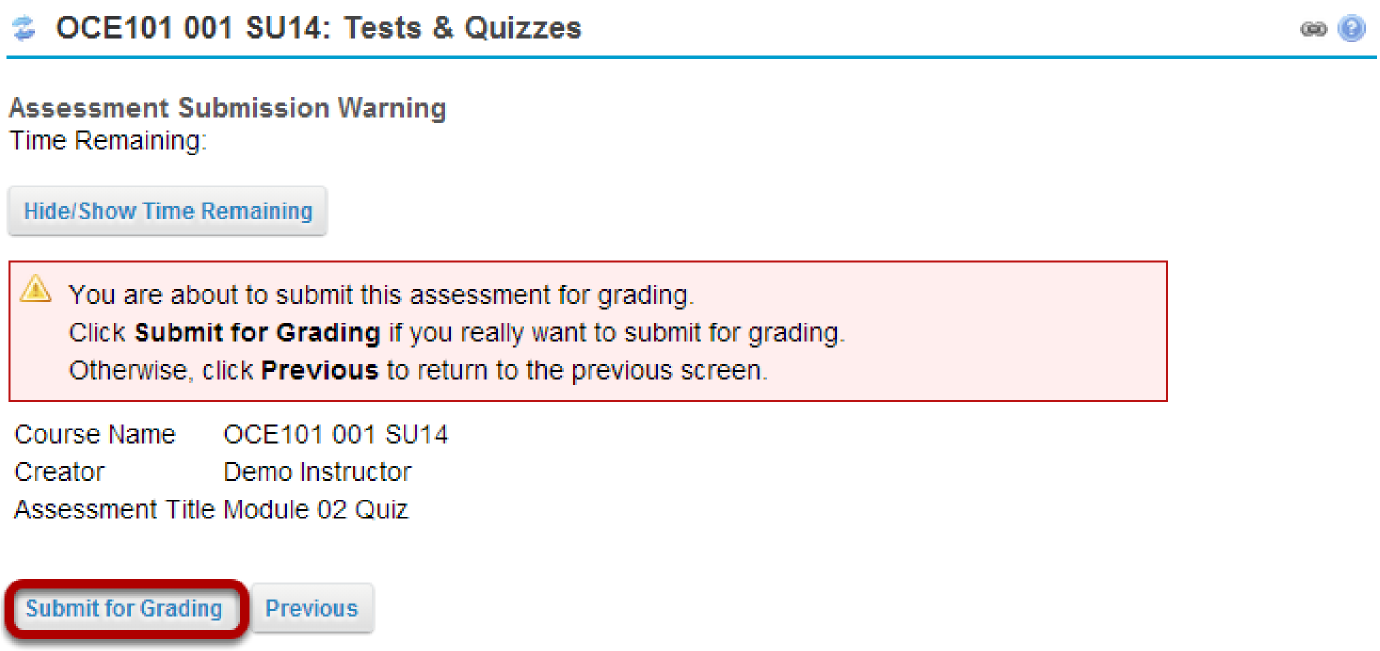
1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down 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.



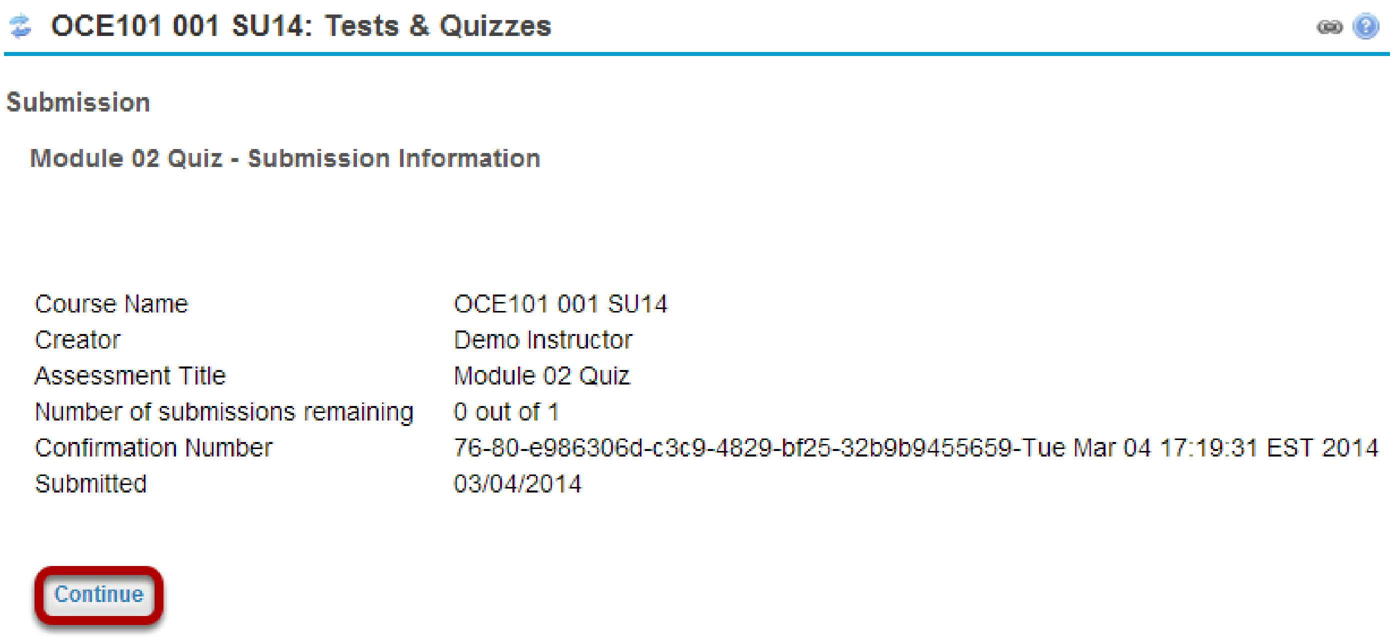
When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

Confirm submission.



You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Click 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.

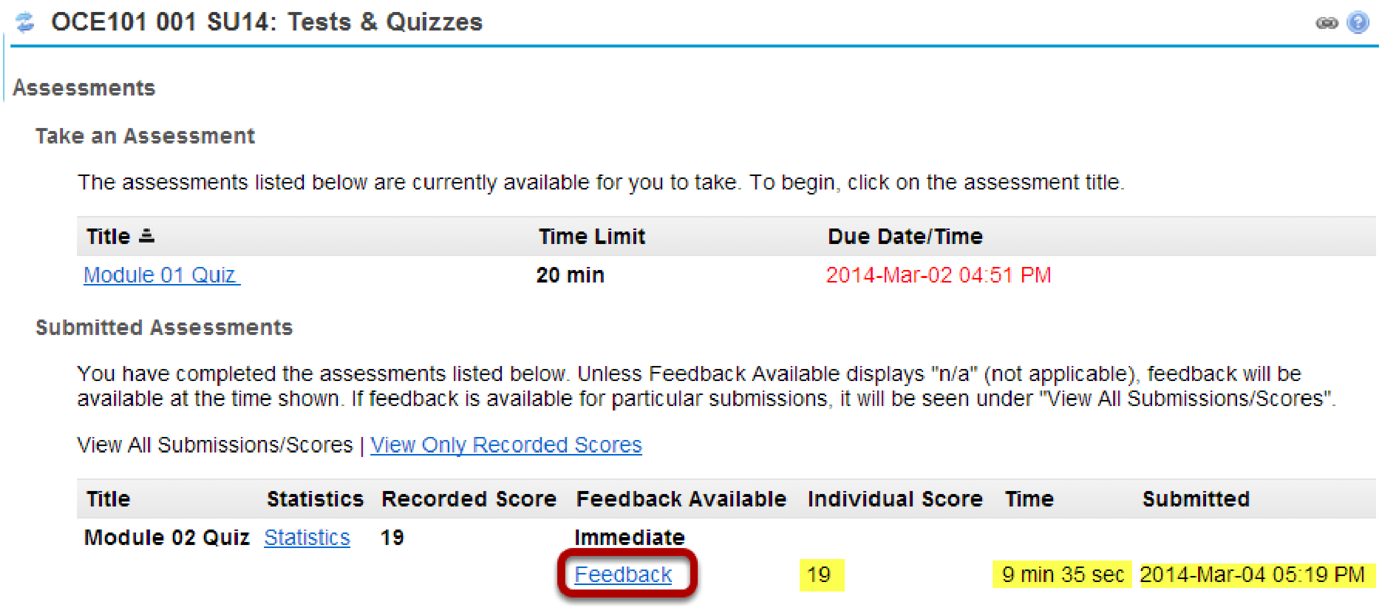
How do I view the feedback on my assessment (i.e. test or quiz)?

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.



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.

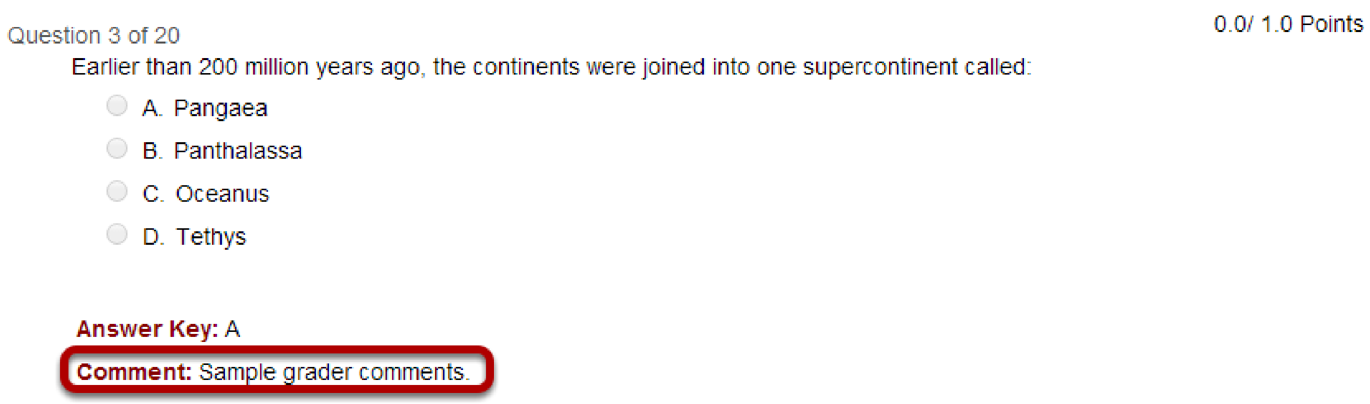
B. in the Red Sea.

✘ 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.



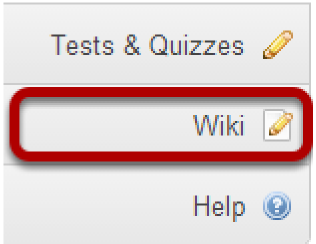
Grader comments (if applicable) show up below the question and answer key.

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?

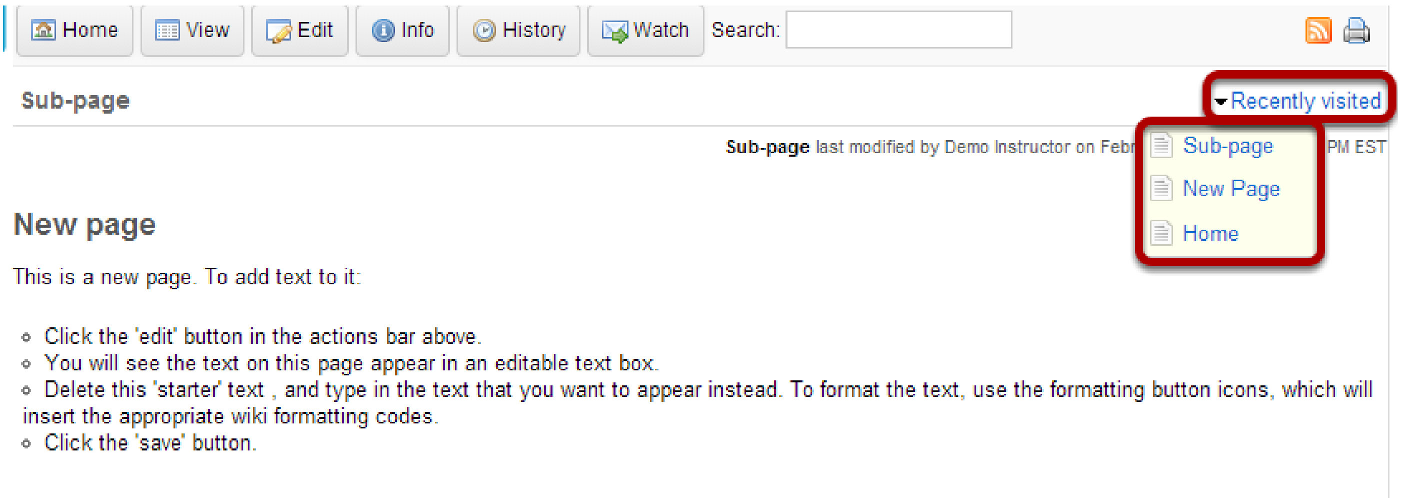
To move from page to page in Wiki, follow the links within each page. Links with a world icon beside them link to external websites or to attachments. These will open in a new window.

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.



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.

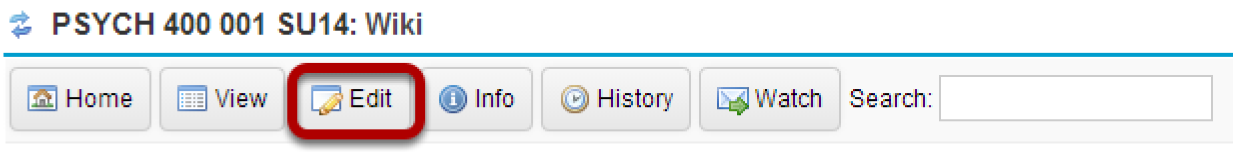
How do I create a new wiki page?

To create a new page, you will need to add it as a link from an existing page.

Go to Wiki.

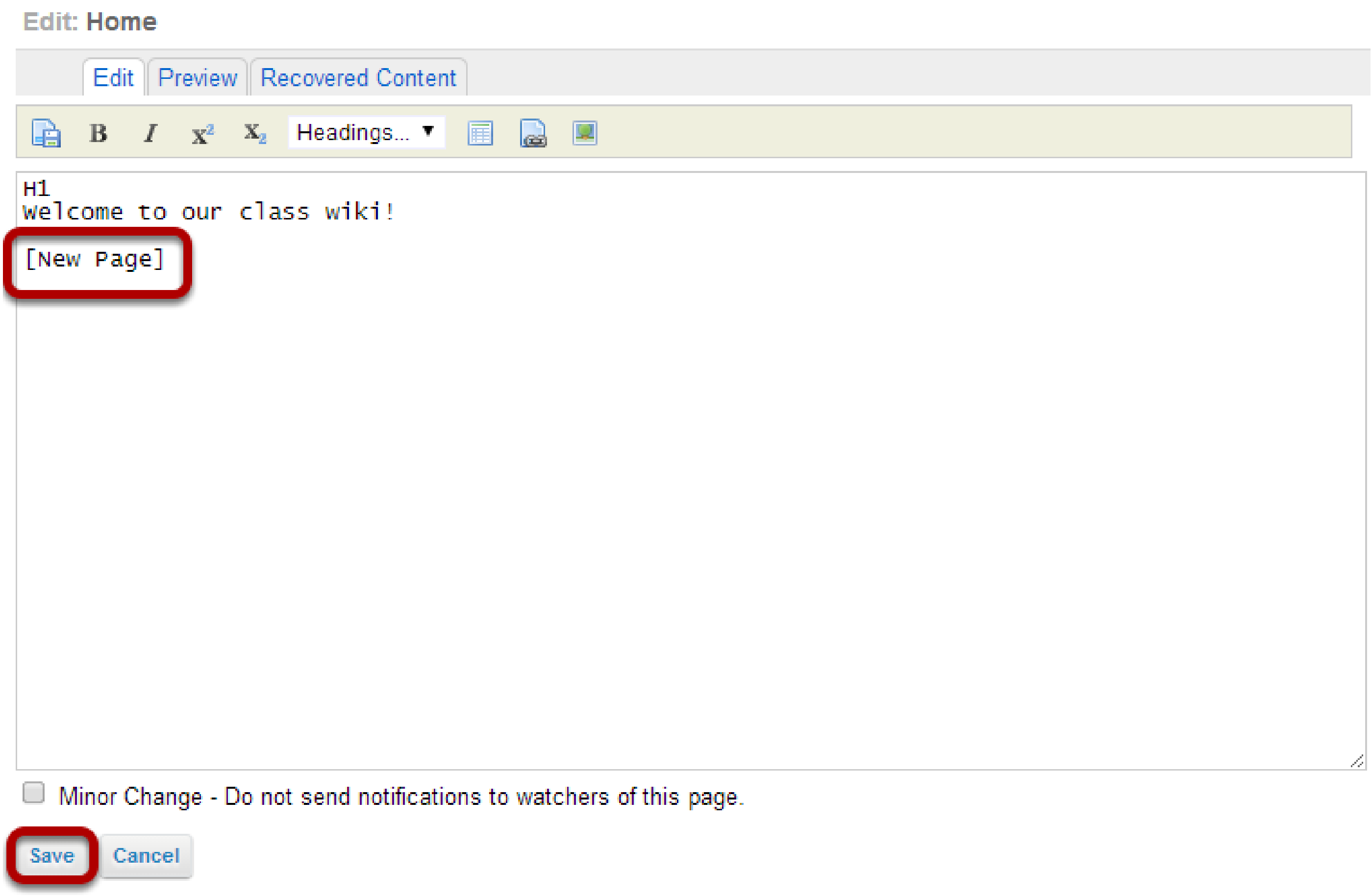
Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



While viewing an existing page, click the **Edit** button.

Enter the page name.



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

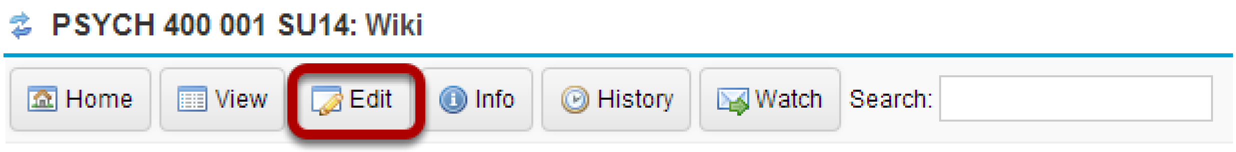
\ Back-Slash

How do I edit wiki pages?

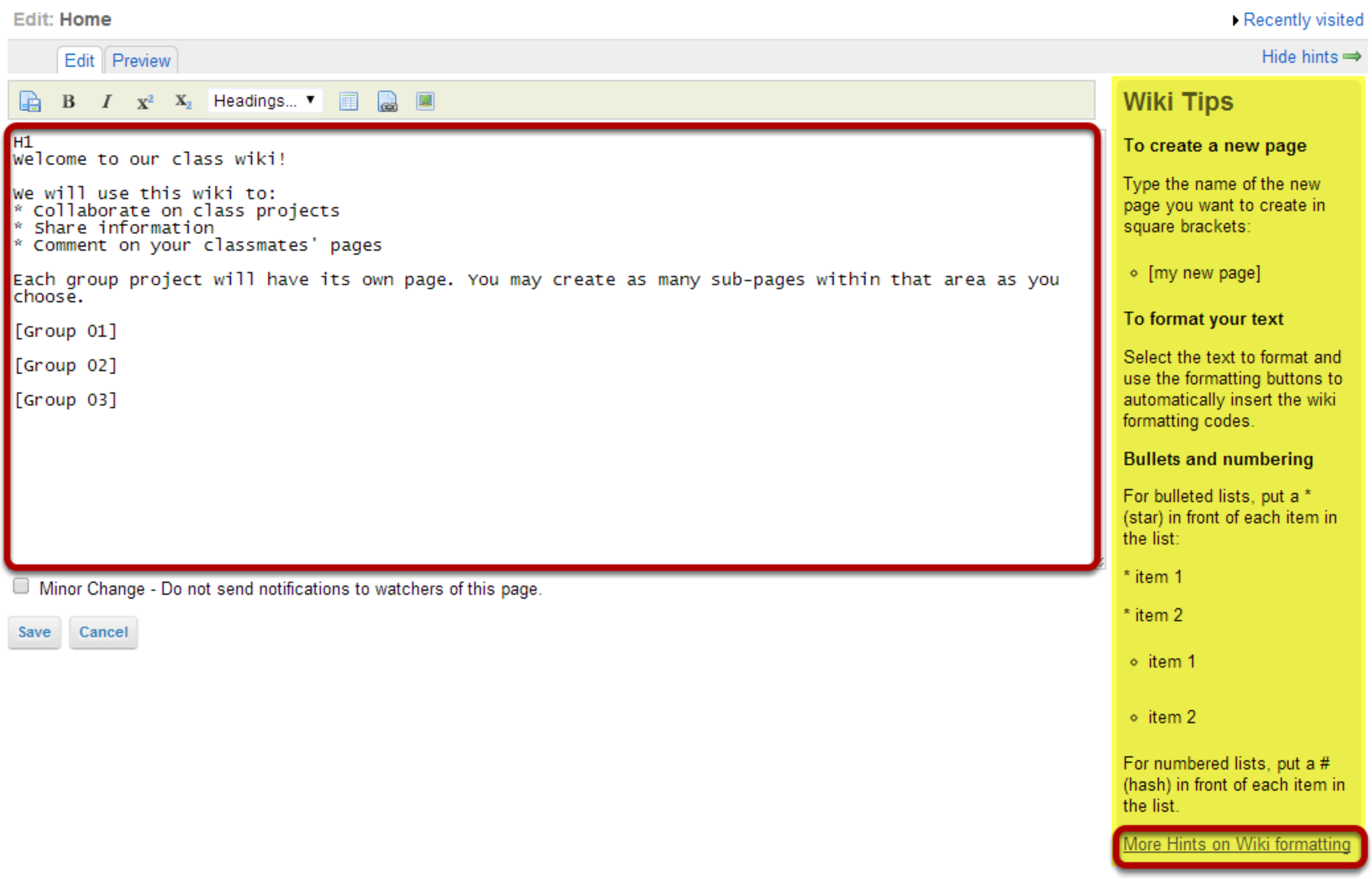
Go to Wiki.

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

Click Edit.



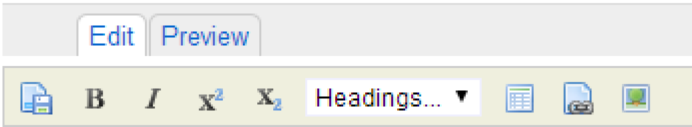
Enter the page content.



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.*

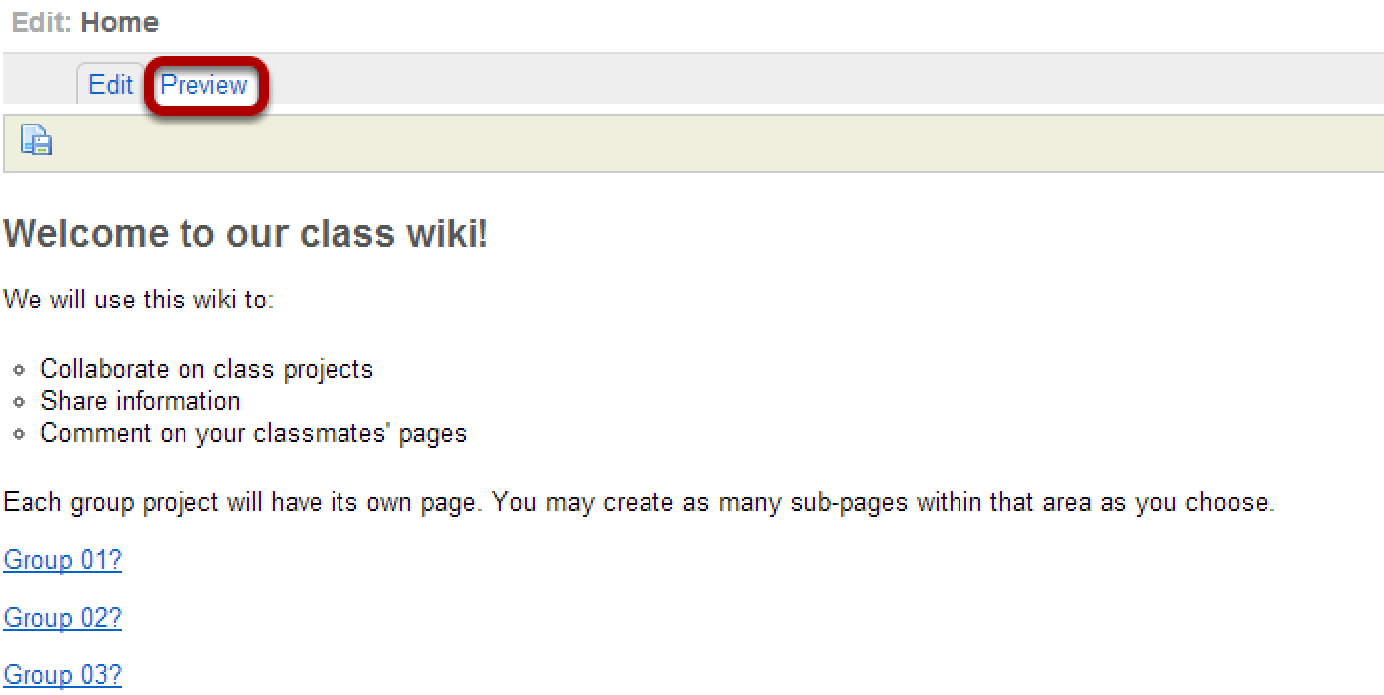
Use editor icons to format text or add tables, links, images, and attachments. (Optional)



The wiki editor also has icons which allow you to:

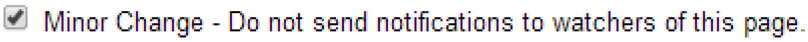
- Save.
- Make text bold.
- Make text italic.
- Add a superscript.
- Add a subscript.
- Choose heading level.
- Add a table.
- Add a link.
- Add an image or attachment.

Preview content. (Optional)



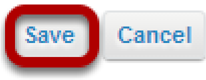
If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Specify as minor change. (Optional)



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**.

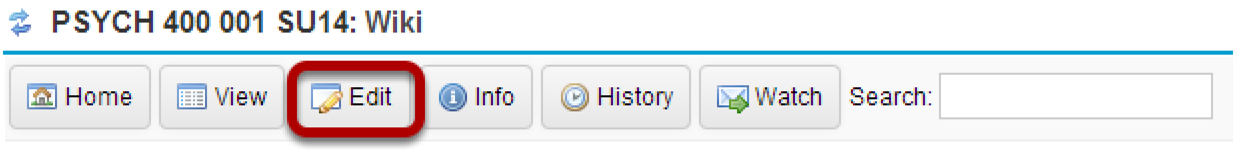
How do I add images to a wiki page?

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.

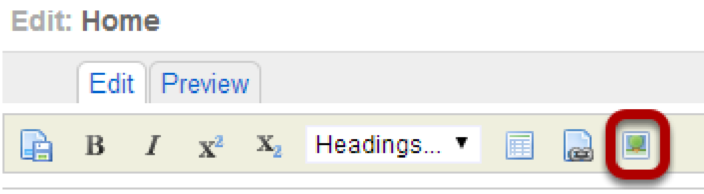
Go to Wiki.

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

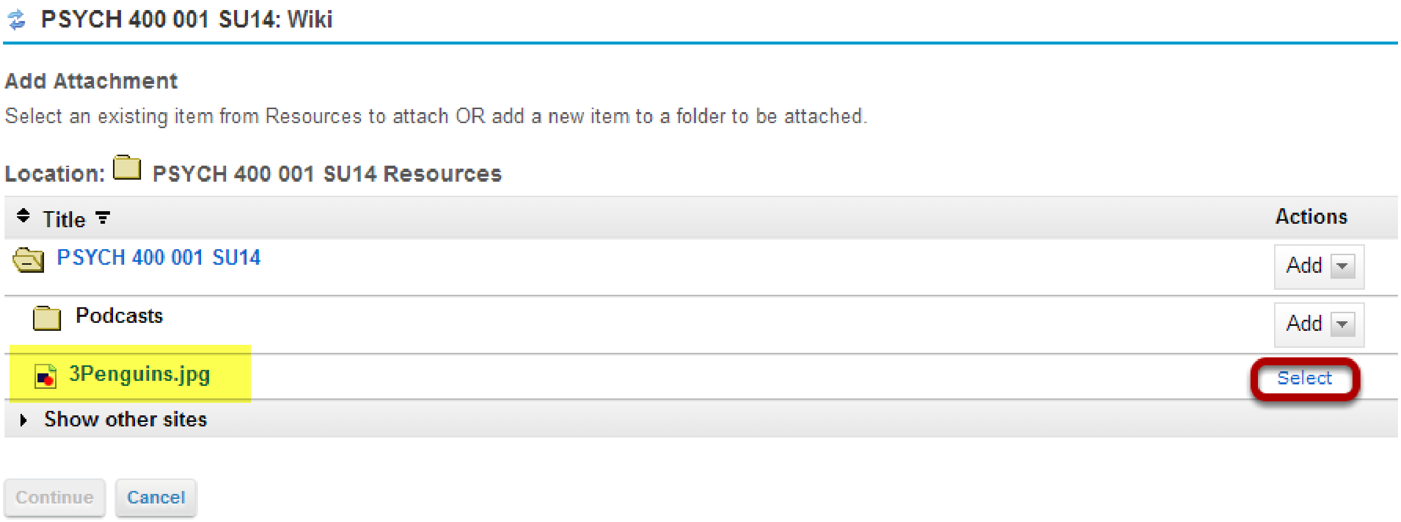
Click Edit.



Select the Image icon in the editor toolbar.



Select the image from Resources.



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

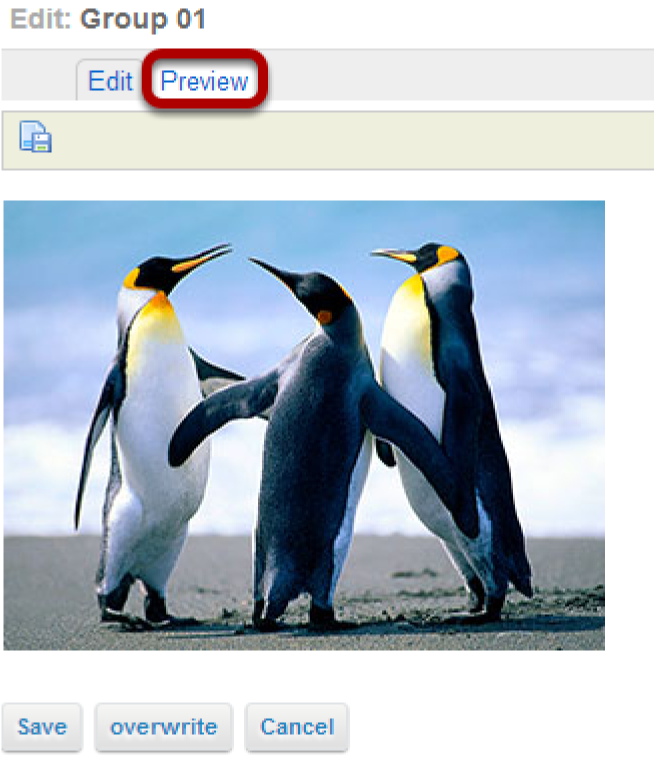
Or, upload the file.

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)



If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Click Save.

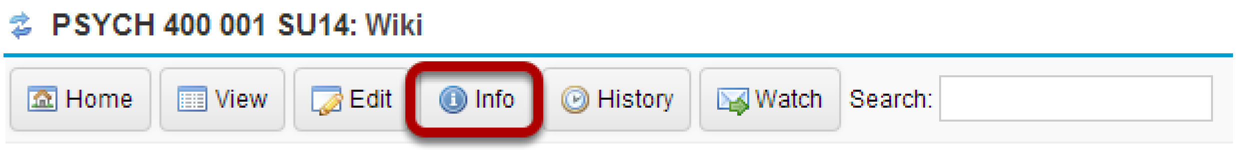
Once you have finishing editing the page, click **Save**.

How do I view wiki page info?

Go to Wiki.

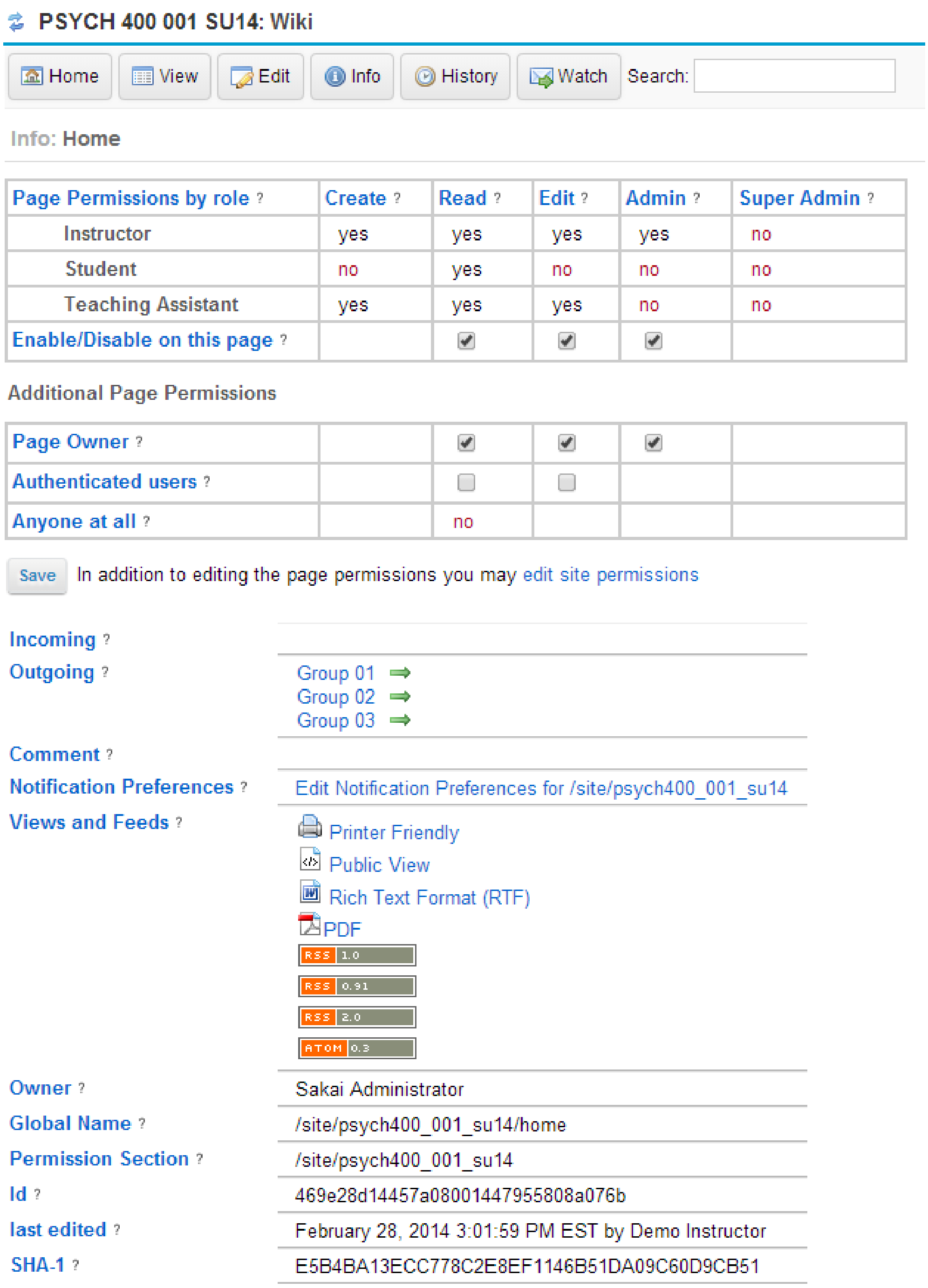
Select the **Wiki** tool from the Tool Menu of your site.

Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

View page information.



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.