

SAKAI 11 USER GUIDE

Table of Contents

About Help.....	10
About Sakai Help	11
Accessibility	12
Accessibility Information.....	13
What does it mean to make content accessible?.....	21
What are some guidelines for making content accessible?	24
How can I make images more accessible?	25
How can I make tables more accessible?	28
How can I make videos and audio files more accessible?	30
How can I make links accessible?	32
How can I make lists of items accessible?	34
How can choices in background and text color affect accessibility?	35
How can I structure my document to make it more accessible?	38
Why should I use paragraph breaks in my document?	41
Announcements	43
What is the Announcements tool?	44
How do I add an announcement?	45
How do I edit an announcement?	51
How do I delete an announcement?	52
How do I merge announcements?	54
How do I reorder announcements?	58
How do I change Announcements tool permissions?	62
Assignments	64
What is the Assignments tool?	65
How do I add an assignment?.....	66
How do I edit an existing assignment?.....	80
How do I enable student peer review for an assignment?	82
How do I enable group submissions for an assignment?.....	86
How do I delete an assignment?	89
How do I submit an assignment on behalf of a student?	91
How do I grade an assignment?	97
How do I grade a peer review assignment?	104
How do I download assignments for grading offline?	111
How do I upload graded assignment submissions and feedback?	117
How do I release assignment grades?	122
How do I change the Assignments tool permissions?	124
How do students submit an assignment?	126
How do students complete a peer assessment assignment?	132
How do students view their assignment feedback?	136
Calendar.....	139
What is the Calendar tool?	140
How do I customize my Calendar display?	141
How do I view calendar item details?	143
How do I change the Calendar view?	145
How do I add items to the Calendar?	152
How do I edit a calendar item?	160
How do I delete a calendar item?	163
How do I print the Calendar?	165

How do I merge the Calendar with another site?	167
How do I import Calendar entries from a file?	169
How do I modify Calendar permissions?	172
Chat.....	174
What is the Chat Room tool?	175
How do I add a chat room?	176
How do I delete a chat room?	178
How do I clear the chat history?	180
How do I change the Chat Room tool permissions?	182
How do I read, post, or delete Chat Room messages?	184
Contact Us.....	187
What is the Contact Us tool?	188
How do I use the Contact Us tool?	189
Course and Project Sites.....	191
What are course sites?	192
What are project sites?	193
How do I navigate among different sites?	194
How do I navigate within a site?	195
How do I reset a tool?	199
What does Unpublished Site mean?	200
How do I create a new course or project site?	201
Drop Box	211
What is the Drop Box tool?	212
How do I upload files to multiple dropbox folders?	213
How do students add items to the Drop Box?	215
Email.....	217
What is the Email tool?	218
How do I send an Email message?	219
How to I set the Email tool options for my site?	224
How do I change the Email tool permissions?	226
Email Archive	228
What is the Email Archive tool?	229
How do I view Email Archive messages?	230
How do I send messages to the Email Archive?	231
How do I modify the Email Archive options?	233
How do I change the Email Archive permissions?	236
How do students view archived messages?	237
External Tool (LTI)	238
What is the External Tool (LTI)?	239
How do I configure the External Tool (LTI) settings?	240
Forums	245
What is the Forums tool?	246
How do I create forums and topics?	248
How do I organize forums and topics?	255
How do I add a new topic?	257
How do I post to a forum topic?	263
How do I reply to a forum post (i.e. conversation)?	268
How do I email a forum post author?	272
How do I delete a forum post (i.e. conversation)?	275
How do I moderate a topic?	277
How do I grade discussion forums?	281
How do I move a thread to a different topic?	287

How do I delete a topic?	290
How do I delete a forum?	292
How do I modify forum template settings?	294
How do I watch or subscribe to forums?	297
Gradebook	299
What is Gradebook?	300
How do I view and organize information in Gradebook?	302
How do I set up my Gradebook?	318
How do I add items to the Gradebook?	326
How do I enter and/or edit grades in Gradebook?	330
How do I export grades from Gradebook?	336
How do I import grades into Gradebook?	338
How do I override a course grade in Gradebook?	343
How do I view the course grade override log in Gradebook?	345
How do I set all ungraded items to zero in Gradebook?	347
How does extra credit work in Gradebook?	349
How are grades calculated in Gradebook?	355
How do students view their grades in the Gradebook?	363
Gradebook Classic	365
What is Gradebook Classic?	366
How do I set up my Gradebook Classic?	367
How do I add items to Gradebook Classic?	373
How do I enter and/or edit grades in Gradebook Classic?	376
How do I export grades from Gradebook Classic?	382
How do I import grades into Gradebook Classic?	385
How do I override a course grade in Gradebook Classic?	389
How do I set all ungraded items to zero in Gradebook Classic?	391
How does extra credit work in Gradebook Classic?	393
How are grades calculated in Gradebook Classic?	400
How do students view their grades in Gradebook Classic?	407
Home	409
What is Home?	410
What is Site Navigation?	412
What is the Home Tool Menu?	417
What is the Home Message of the Day?	419
What is the Home Calendar?	422
What is the Home Information Display?	427
What are the Home Recent Announcements?	428
What are the Home Message Center Notifications?	430
What is Membership?	434
How do I view and edit my account details?	438
What is Worksite Setup?	440
What is the Preferences tool?	441
What are the Resources in Home?	446
Lessons	447
What is the Lessons tool?	448
How do I create a new Lessons page?	450
How do I add text to a Lessons page?	456
How do I embed an image on a Lessons page?	461
How do I embed a video from my computer on a Lessons page?	474
How do I embed a YouTube video on a Lessons Page?	482
How do I embed an audio file on a Lessons page?	489

How do I add a website link to a Lessons page?	495
How do I add a file from Resources to a Lessons page?	500
How do I add assignments to a Lessons page?	513
How do I add forum topics to a Lessons page?	518
How do I add tests and quizzes to a Lessons page?	524
How do I add an in-line question to a Lessons page?	528
How do I allow comments to be posted on a Lessons page?	539
How do I allow students to add content to Lessons?	543
How do I reorder items on a Lessons page?	549
How do I delete items on a Lessons page?	551
How do I limit access to Lessons page items to groups?	556
How do I add subpages to a Lessons page?	560
How do I view the Index of Pages?	565
How do I require completion of a Lessons item?	568
How do I rename a Lessons page?	573
How do I delete a top-level Lessons page?	575
How do I delete a Lessons subpage?	578
How do I export Lessons content?	580
How do I import Lessons content?	583
How do I create multiple sections on a Lessons page?	586
How do I create two columns on a Lessons page?	589
How do I create two columns inside a block on a Lessons page?	591
How do I merge columns and sections to one block on a Lessons page?	593
Messages	595
What is the Messages tool?	596
How do I view my messages?	597
How do I send a message?	600
How do I reply to a message?	604
How do I create a Messages folder?	607
How do I move a message?	609
How do I delete a message?	612
How do I modify the settings for Messages?	615
How do I determine who site participants can send a message to?	618
News	621
What is the News tool?	622
How do I add a News tool?	623
How do I edit the News tool?	626
How do I delete a News tool?	628
Permissions and Roles	630
What are Permissions and Roles?	631
How do I change participant roles within a site?	633
Podcasts	634
What is the Podcasts tool?	635
How do I add a podcast?	637
How do I subscribe to a podcast?	641
How do I allow students to upload podcast files?	645
How do I view or download an individual podcast?	647
Polls	649
What is the Polls tool?	650
How do I add a new poll?	652
How do I take a poll?	659
How do I view poll results?	661

How do I modify Polls tool permissions?	662
PostEm	664
What is the PostEm tool?	665
How do I add PostEm feedback?	668
How do students view their feedback in PostEm?	678
Profile	680
What is the Profile tool?	681
How do I set up my profile?	682
How do I post to my wall?	691
How do I add pictures to my profile picture gallery?	694
How do I search for and add connections?	696
How do I send a message to a connection in Profile?	700
How do I change my privacy settings?	702
How do I set my notification and other profile preferences?	704
Resources	709
What is the Resources tool?	710
How do I navigate the Resources tool?	712
How do I create folders?	716
How do I upload files to Resources?	723
How do I upload and unpack a zip file to a Resources folder?	728
How do I create a zip archive file in Resources?	735
How do I add a web link or URL?	737
How do I create a text document?	741
How do I create an HTML page?	745
How do I create a citation list?	750
How do I move a file or folder within Resources in the same site?	762
How do I copy a file or folder within Resources in the same site?	767
How do I copy a Resources file or folder from one site to another site?	776
How do I reorder files or folders within Resources?	780
How do I upload a new version of a file in Resources?	785
How do I hide files and folders?	788
How do I unhide files or folders?	792
How do I set the display of a Resources item to a specific time period?	796
How do I remove a file or folder in Resources?	798
How do I restore a removed file or folder in Resources?	802
How do I add and display contextual information about a file or folder?	804
How do I notify site participants that content has been added to Resources?	806
How do I obtain the URL for a file or folder in Resources?	807
How do I make a link to a Resources folder appear in the Tool Menu?	809
How do I create a group folder in Resources?	812
How do I allow group members to upload content to a group Resources folder?	816
How do I allow all students to upload content to a selected folder?	820
How do I make a file or folder publicly viewable?	823
What is the Resources quota?	826
How do I transfer files to Resources using WebDAV?	828
Rich Text Editor	830
What is the Rich Text Editor?	831
What actions can I perform using the Rich Text Editor icons?	832
How do I create a link to a web site in a text box?	840
How do I create a link to a Resources item in a text box?	842
How do I create a link to an activity in a text box?	849
How do I embed an image in a text box?	853

How do I embed a linked web image in a text box?	858
How do I embed a YouTube video in a text box?	863
How do I add special characters to a text box?	868
How do I add/edit a table in a text box?	870
How do I add a content template to a text box?	876
How do I paste text from a Microsoft Word document to a text box?	880
How do I embed an mp4 video in a text box?	883
How do I embed an mp3 audio in a text box?	890
How do I check my content for accessibility?	895
Roster	900
What is the Roster tool?	901
How do I view/search the roster?	902
How do I view roster photos and/or profiles?	904
How do I edit Roster tool permissions?	906
Search	907
What is the Search tool?	908
How do I perform a basic search?	909
How do I perform an advanced search?	911
Section Info	917
What is the Section Info tool?	918
How are sections different than groups?	919
How do I create a section?	920
How do I edit a section?	923
How do I delete a section?	926
How do I add site members to a section?	928
How do I add teaching assistants to a section?	930
How do I view student memberships?	932
How do I manage section options?	935
Sign-Up	936
What is the Sign-Up tool?	937
What are Sign-Up meeting types?	938
How do I view meetings in Sign-Up?	941
How do I create a meeting?	944
How do I edit a meeting?	951
How do I lock or cancel a time slot?	955
How do I copy a meeting?	958
How do students or participants sign-up for meetings?	960
How do I export meeting data?	964
How can I use the Sign-Up tool in my site?	968
How do I manually add users to meetings?	971
How do I add meetings to the site Calendar?	974
How do I modify Sign-Up tool permissions?	977
Site Info	980
What is the Site Info tool?	981
How do I edit the site information?	982
How do I choose which tools will be available in my course?	985
How do I rearrange or rename the items in the Tool Menu?	990
How do I add users to my course or project?	995
How do I remove users from my course or project?	1000
How do I add a class roster?	1002
How do I delete a class roster?	1006
How do I create groups?	1007

How do I link to a parent site?	1014
How do I control site access?	1018
How do I duplicate a site?	1021
How do I copy my content from one site to another?	1023
How do I import content from an archive file?	1028
What is the User Audit Log?	1031
How do I add LaTex language to my course site?	1033
Statistics	1037
What is the Statistics tool?	1038
How do I view summary reports in the Statistics tool?	1039
How do I create and run a report?	1045
How do I duplicate a report?	1051
How do I edit a report?	1053
How do I delete a report?	1055
How do I print a report?	1056
How do I export a report?	1058
How do I modify preferences in the Statistics tool?	1060
Syllabus	1063
What is the Syllabus tool?	1064
How do I create a multi-part syllabus based on number of items needed?	1065
How do I add my syllabus as a file attachment?	1069
How do I create a syllabus using cut and paste from a document?	1073
How do I print the syllabus?	1077
How do I point my syllabus to a webpage?	1079
How do I create a multi-part syllabus by dates?	1080
Tests and Quizzes	1085
What is the Tests & Quizzes tool?	1086
How do I create an assessment in Tests and Quizzes?	1089
How do I create a new assessment using markup text or cut and paste?	1097
How do I create a new question (with the assessment builder)?	1102
How do I create a multiple choice question?	1108
How do I create a matching question?	1115
How do I create a true/false question?	1120
How do I create a short answer/essay question?	1125
How do I create a fill in the blank question?	1129
How do I create a numeric response question?	1134
How do I create a calculated question?	1139
How do I create a hot spot question?	1145
How do I create a student audio response question?	1154
How do I create a file upload question?	1159
How do I add multiple parts to an assessment?	1163
How do I use assessment parts?	1168
What is a question pool?	1175
How do I add, copy, move, or delete a question pool?	1178
How do I add a question to a question pool?	1184
How do I copy questions from the question pool into an assessment?	1187
How do I set up a random question set?	1191
How do I import and export assessments?	1194
How do I import a question pool?	1198
How do I share a question pool?	1201
How do I revoke access to a question pool?	1204
How do I transfer ownership of a question pool?	1206

How do I create a survey?	1209
How do I view and modify the settings of an assessment?	1217
How do I publish an assessment (i.e. test or quiz)?	1231
How do I grade Tests & Quizzes?	1237
What is the Tests & Quizzes Event Log?	1245
What is the Tests & Quizzes User Activity Report?	1247
How do students submit an assessment (i.e. test or quiz)?	1249
How do students view assessment (i.e. test or quiz) feedback?	1255
Web Content.....	1258
What is the Web Content tool?.....	1259
How do I create a Web Content link to a web site?	1261
How do I create a Web Content link to a folder in Resources.....	1266
How do I edit a Web Content link?	1270
How do I delete a Web Content link?	1272
Wiki.....	1276
What is the Wiki tool?.....	1277
How do I view wiki pages?	1278
How do I search wiki pages?	1280
How do I edit wiki pages?	1281
How do I create a new wiki page?	1284
How do I add images to a wiki page?	1286
How do I add attachments to a wiki page?	1290
How do I view wiki page info?	1295
How do I watch or subscribe to a wiki?	1298
How do I view wiki page history?	1299
How do I set wiki permissions?	1300

About Help

About Sakai Help

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

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

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

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

Navigating Help

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

Searching Help

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

Tool Help



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

Additional Help Resources

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

Accessibility

Accessibility Information

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

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

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

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

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

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

Description of the Environment

Portal Organization

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

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

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

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

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

Login and Logout Links

Login Link

Location: the second link in the portal

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

Logout Link

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

This link will take you to a logout page.

The list of Favorite Sites



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

Note: Access keys will be capitalized for clarity only.

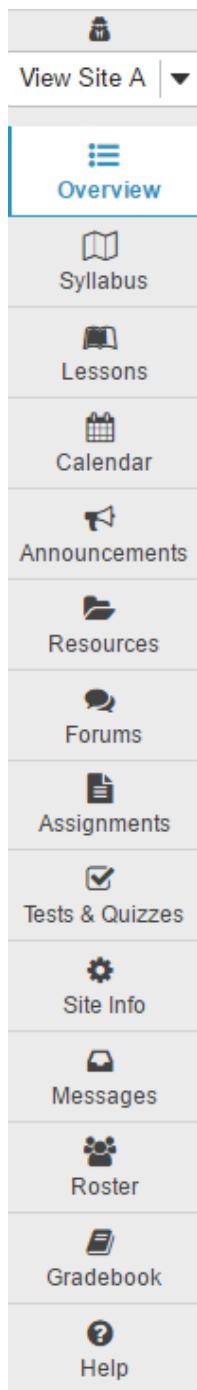
This list contains the menu links to sites you most commonly use. Each menu link will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site's tools so that you can go straight to that tool on the selected site.

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

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

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

The List of Tools for the Current Site



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

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

Minimize Tool Navigation Link

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

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

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

The Current Site or Current Tool Content Container.

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

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

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

Footer Area

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

Landmark: contentinfo

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

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

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

Portal navigation summary

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

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

Content Container Details

The content container will have the following elements:

- Content title
- Content area

Content Title

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

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

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

Content Area

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

Organization of content area

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

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

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

Navigating content area summary

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

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

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

Information on specific tools

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

Resources

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

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

Announcements

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

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

Assignments

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

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

Working with the rich text editor

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

Basic Navigation

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

Navigating Toolbar

- **Alt+- (minus)**– collapses and restores the toolbar.

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

Navigating Dialog Window

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

Navigating Context Menus

- **Tab**, **Shift+Tab** – cycle through menu items forward or **Shift+Tab** to cycle backwards.
- **Down Arrow** and **Up Arrow** – can be used to cycle between menu items just like **Tab** and **Shift+Tab**, respectively.
- **Right Arrow** and **Left Arrow**
 - when the context menu item contains a submenu, the **Right Arrow** lets you enter the submenu.
 - to return to the parent context menu, use the **Left Arrow**.
- **Enter** and **Space** – activate a menu item or open a submenu.
- **Escape**
 - Closes a context menu without executing any command.
 - When inside a submenu, closes the submenu and returns focus to the parent context menu. Press **Esc** again to close it.

Navigating Toolbar Drop-down Lists

- **Down Arrow**, **Enter**, and **Space** – enter the drop-down list once it is selected on the toolbar.
- **Tab**, **Shift+Tab** – cycle through list items forward or **Shift+Tab** to cycle backwards.
- **Down Arrow** and **Up Arrow** – can be used to cycle between list items just like **Tab** and **Shift+Tab**, respectively.
- **Enter** and **Space** – activate a feature selected from the drop-down list and put the focus back to the editing area.

- **Escape** – closes a drop-down list without introducing any changes.

Editor Hotkeys

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

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

Instructions for enlarging screen elements, modifying colors/contrast

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

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

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

Getting more help

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

What does it mean to make content accessible?

Everybody experiences the world, including content they access on the internet, in their own way. How someone experiences content on the internet can be vastly different depending on the computer or device and size of the screen on which they view it, and how they interact with it.

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

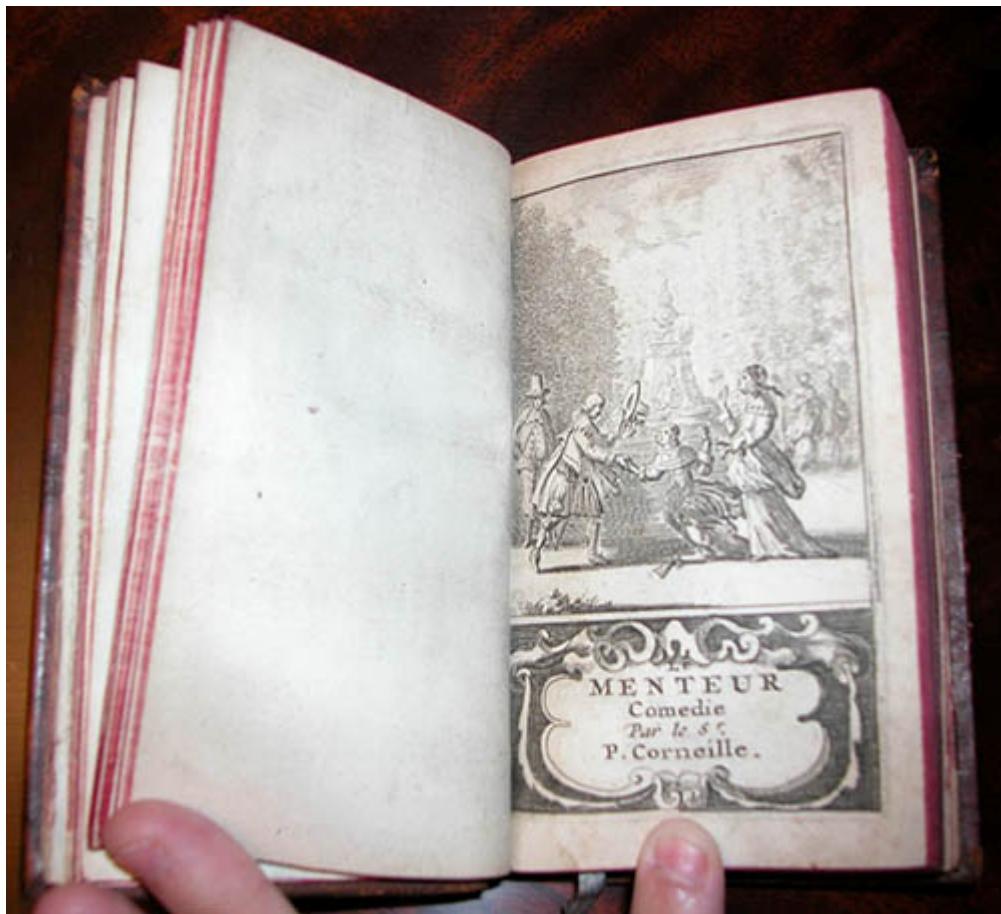
Improving the *accessibility* of content is about reducing basic barriers to comprehension, such as providing *alternative text* for images, so that those who cannot see the images can grasp their meaning. Similarly, making captions or transcript text available for a video file can make it *accessible*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

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

What does an example of inaccessible content look like?

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

What is depicted in the image below?



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

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

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

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

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

Why is the content of the image above inaccessible?

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

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

What types of content are inaccessible?

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

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

What are some guidelines for making content accessible?

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

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

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

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

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

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

See the articles linked below.

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

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

How can I make images more accessible?

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

When to Add Alternative Text Descriptions for Images

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

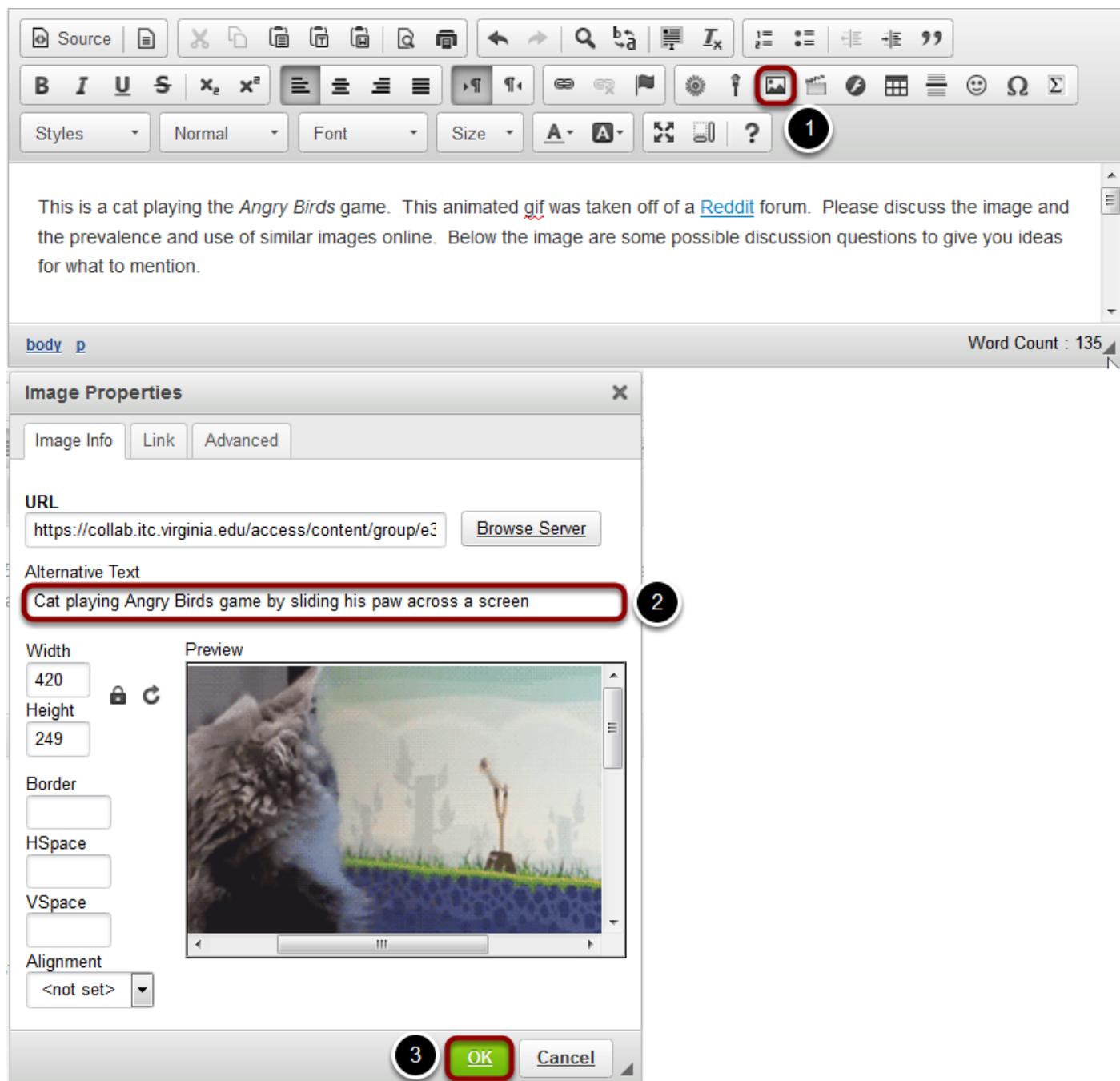
Examples of Text Alternatives for Images

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

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

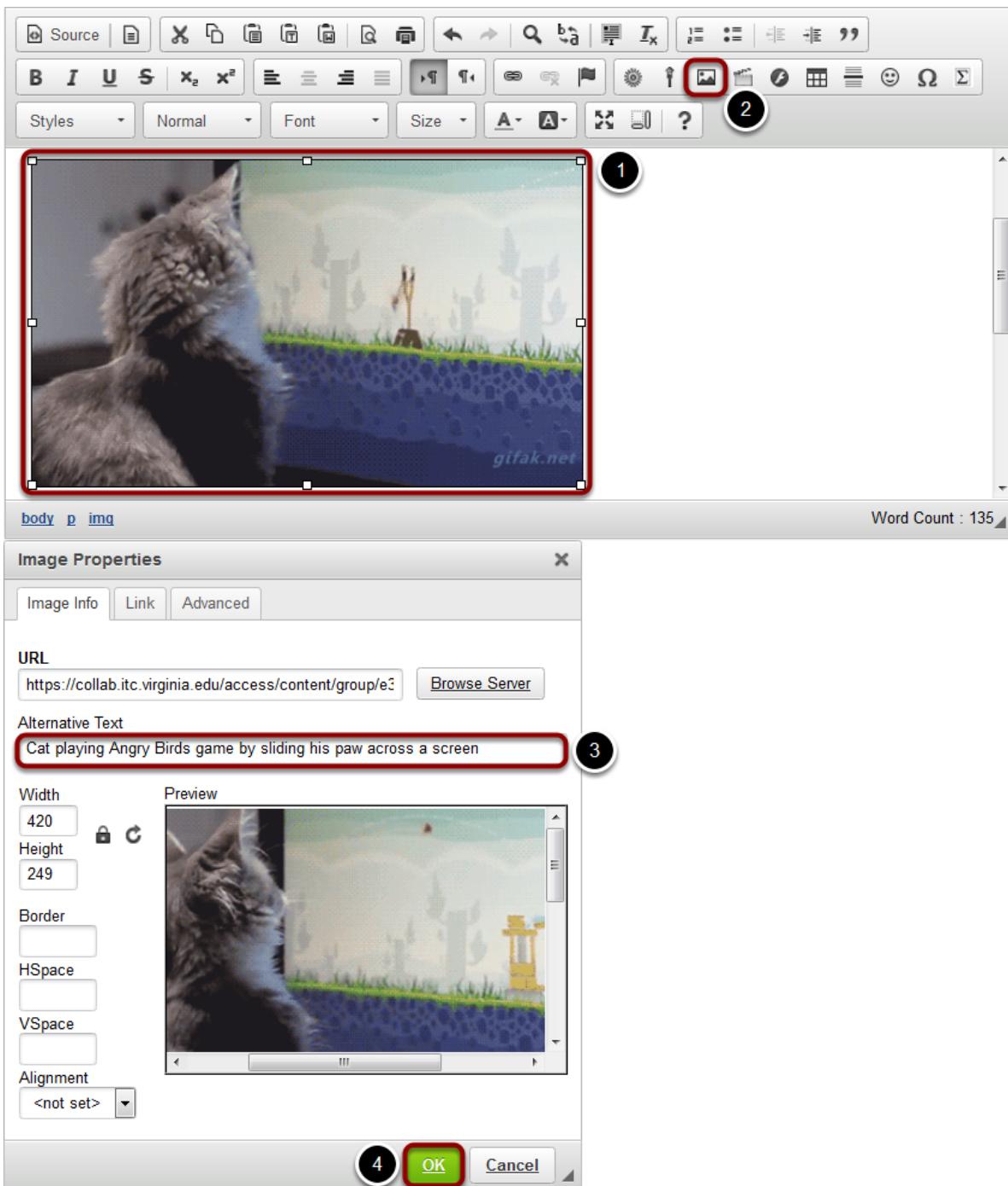
[Image] Figure 1.3

Steps to Add Alternative Text to a Newly Embedded Image



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

Steps to Add Alternative Text to an Existing Image



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

How can I make tables more accessible?

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

Examples of Tables: Simple table

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

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

Examples of Tables: Complex table

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

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

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

Steps to Making Accessible Tables



When adding tables, add a row and/or column to be used as a heading for each as appropriate.

The table creation menu contains **Headers** options that allow for selecting the first row, column or both.

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

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

How can I make videos and audio files more accessible?

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

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

Provide a transcript.

```
1          P R O C E E D I N G S
2
3          CHIEF JUSTICE ROBERTS: We'll hear argument
4  first this morning in Case No. 14-916, Kingdomware
5 Technologies v. United States.
6
7          Mr. Saunders.
8
9          ORAL ARGUMENT OF THOMAS G. SAUNDERS
10
11         ON BEHALF OF THE PETITIONER
12
13         MR. SAUNDERS: Mr. Chief Justice, and may it
14  please the Court:
15
16         By its plain terms, the 2006 Veterans Act
17
18         requires the VA to consider veterans first under the
```

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

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

If you do not have a transcript of your video or audio content readily available, you can create a transcript yourself. Note that if you did not create the video or audio yourself, you may encounter copyright issues in creating your own transcript. Please refer to your institution's Copyright Policy for more information. For some video and audio content, you may be able to find an existing transcript by searching in your institution's library catalog or online.

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

Use video with captions.



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

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

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

Include an audio description for video.

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

How can I make links accessible?

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

Use Unique and Descriptive Link Text

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

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

Above is an image displaying two tables.

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

Add Alternative Text for Image Links

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

Identify File Types in Links to Downloadable Files

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

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

How can I make lists of items accessible?

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

Create a numbered or bulleted list.



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

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

How can choices in background and text color affect accessibility?

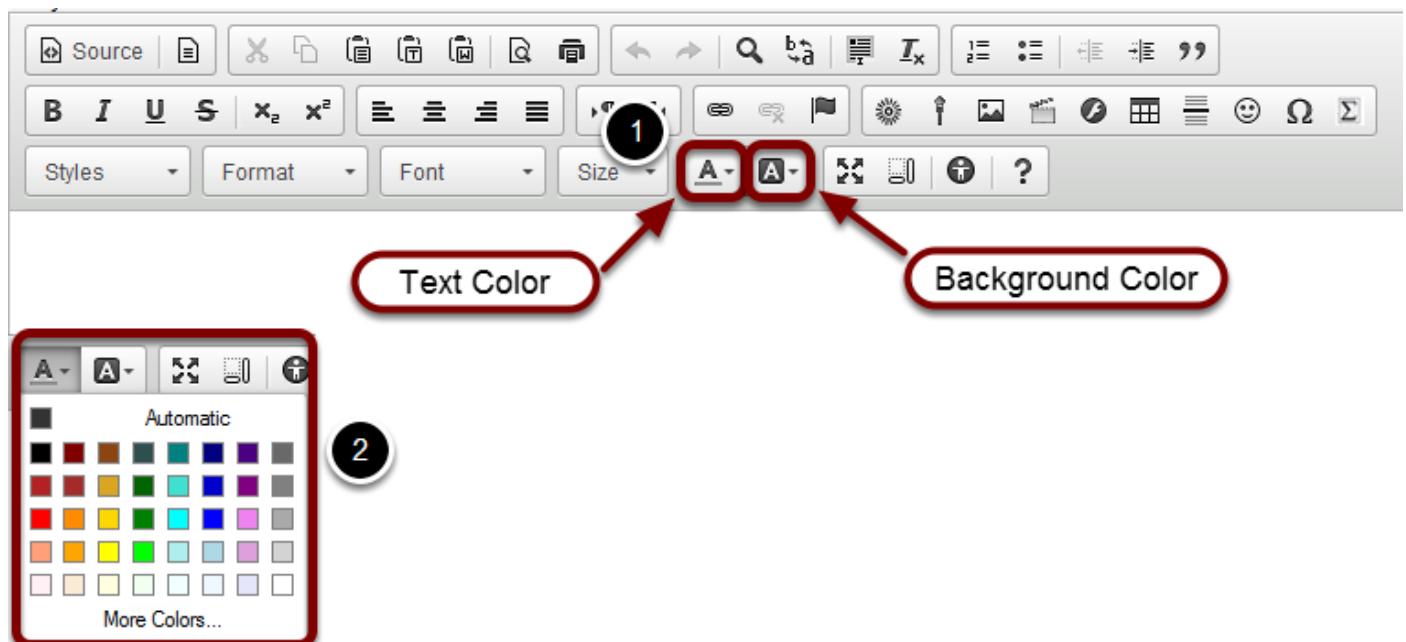
Many users will have visual impediments that will require good contrast in the documents you are producing. The best way to help these users is to make sure that the contrast between background and foreground has a ratio of 4.5:1 or higher. Leaving the defaults of the editor intact is best - black text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

Examples of Contrast

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

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

Steps to Change Foreground and Background Colors

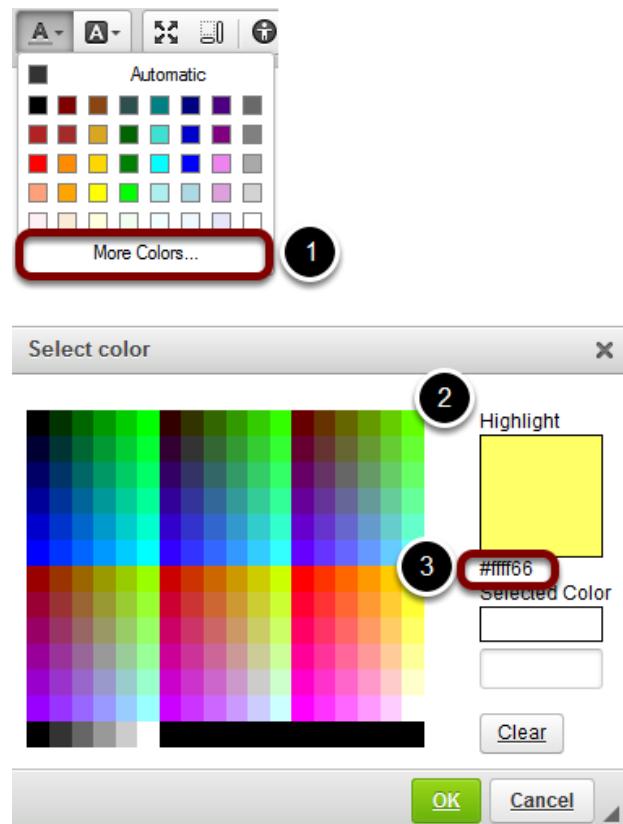


If you need to edit the text color, click on the **Text Color** button, which resembles a letter A with an underline: A.

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

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

Check your color selection for adequate contrast.



Color Contrast Checker

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

Foreground color: #0000ff █ [Lighten](#) | [Darken](#)

Background color: #ffffff █ [Lighten](#) | [Darken](#)

Contrast Ratio: 8.59:1

Normal Text

WCAG AA: **Pass**

WCAG AAA: **Pass**

Sample: I am normal text

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

1. Click on the **More Colors...** option in the **Color Picker**.

2. A **Select color** window will pop up. At the top right of the window, your selected color will be displayed under *Highlight*.
3. Under this box with your selected color, you'll see a 6-digit *hex number*, starting with #. This is the number that allows the internet browser to display the selected color.
4. Record the the 6-digit hex number for the color you have selected. Using an online tool such as [WebAIM's Color Contrast Checker](#), check how the **Text Color** you've selected contrasts with the background color behind your text (if you're selecting a **Text Color**) or how your selected **Background Color** contrasts with the color of your text. To use WebAIM's Color Contrast Checker, enter the hex number for your text and background colors into the boxes provided. The contrast checker will tell you the colors *Pass* if they have enough contrast.

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

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

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

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

Use Unique and Descriptive Page Titles

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

Do Not Use Color or Spatial Position to Convey Information

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

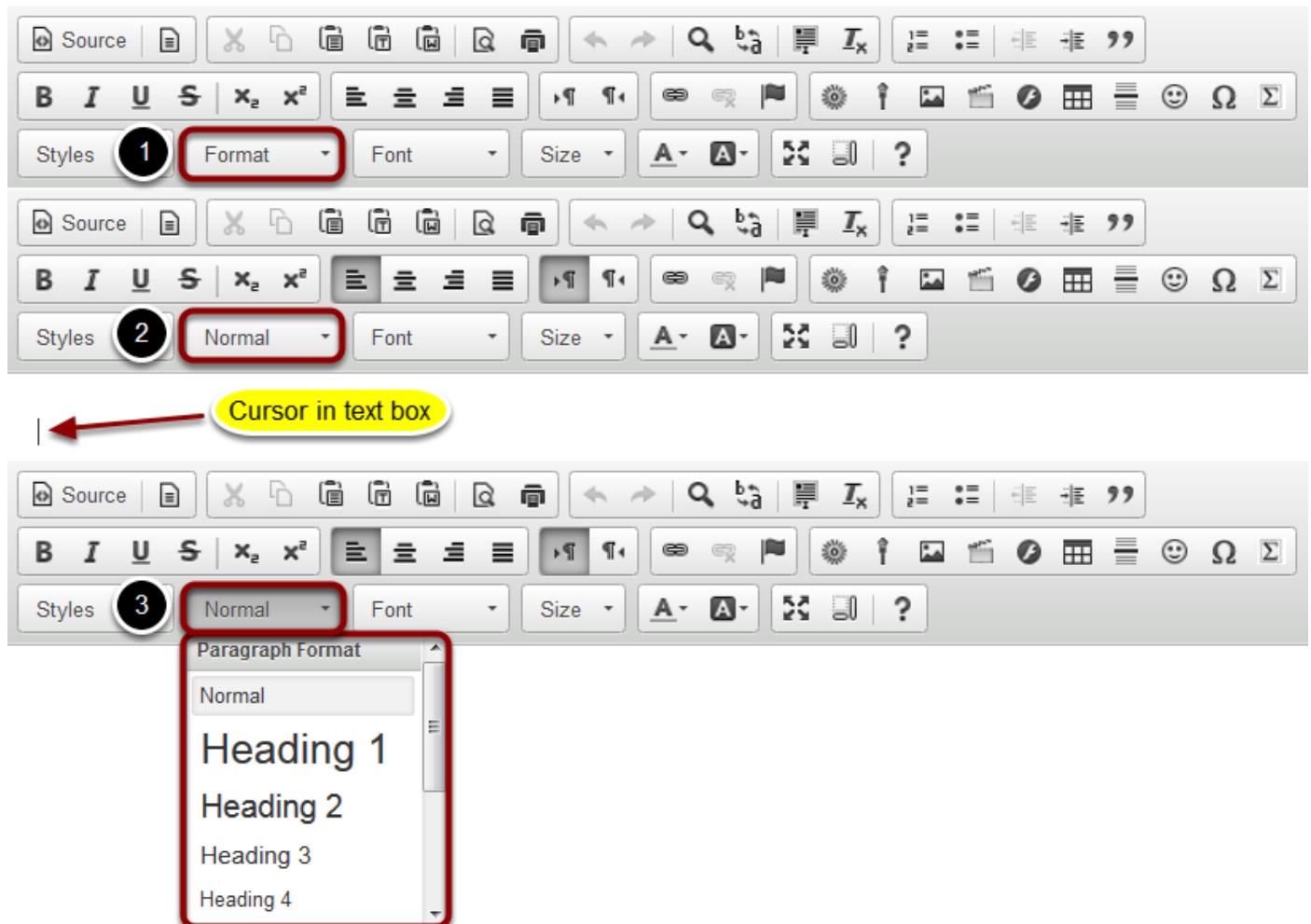
Add Structure with Headings.

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

Nest headings appropriately:

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

Steps to add Headings



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

Notes:

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

Use inline Styles.



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

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

If you are curious to see what these do, add one and switch to **Source** view - Inline quotation will use <q>, which will signify the opening of an inline quotation, very helpful. **Cited Work** will create an element that presents itself as such. Conversely, avoid using these special formats to achieve a typographical effect. For example, **Cited Work** produces italic text, but it would be confusing to a screen reader if you used it just for that reason.

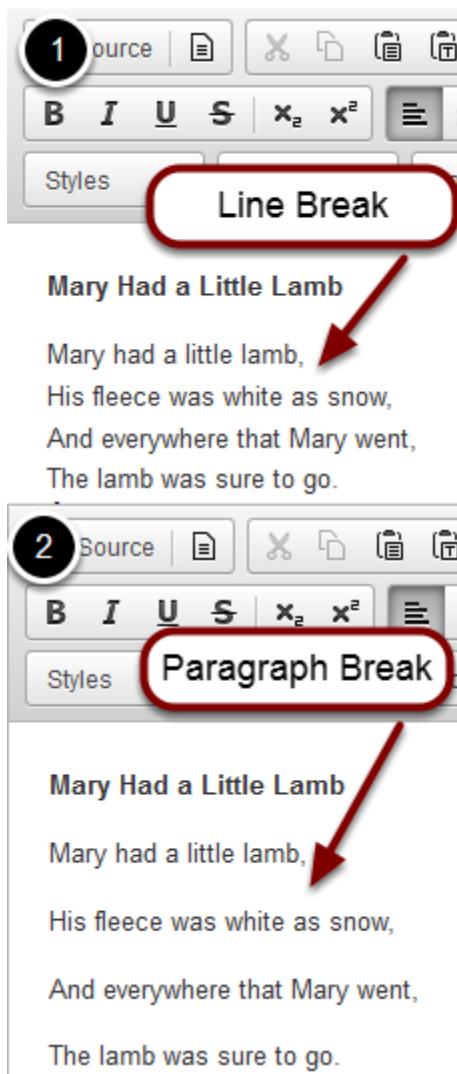
Why should I use paragraph breaks in my document?

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

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

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

Images with examples of paragraph and line breaks.



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

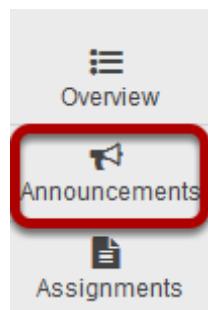
While the line breaks may "look better" for a visual reader, a screen reader user will hear the poem that is split up with line breaks as one contiguous sentence: "Mary had a little lamb, his fleece was white as snow, etc."

Announcements

What is the Announcements tool?

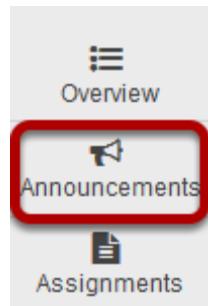
The Announcements tool allows for the delivery of messages to the entire class, to groups, or to specific sections within the class. Participants will see the Announcement message displayed in the Announcements area of their Home area, as well as within the course itself. These messages can be set to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

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



How do I add an announcement?

Go to the Announcements tool.



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

Click Add.



Announcements

(viewing announcements from the last 365 days)

Title your announcement and add content.

Post Announcement

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

Required items marked with a *

* Announcement title **Welcome!**

*Body

Please begin by reviewing the Syllabus. Then post an introductory message in Forums.

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

Determine who can view the announcement.

Access

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

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

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

Post announcement to group(s). (Optional)

Access

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

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

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

Select when the announcement will be displayed.

Availability

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

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

Select availability dates. (Optional)

Availability

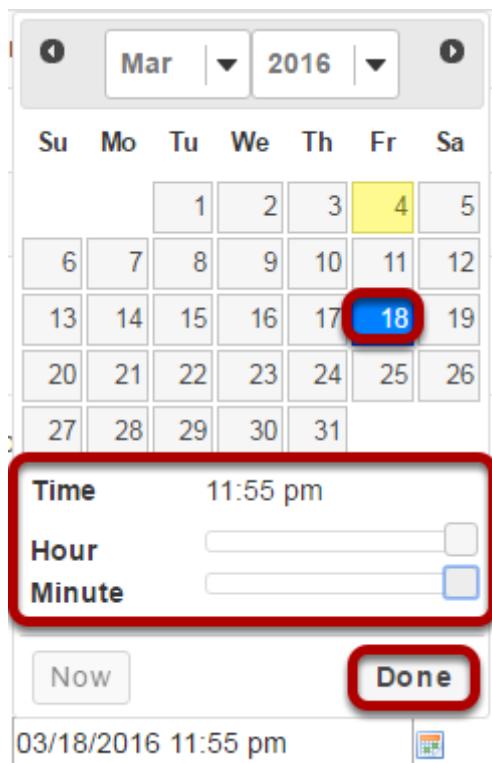
- Show - (**Post** and display this announcement immediately)
- Hide - (**Draft mode** - Do not display this announcement at this time)
- Specify Dates - (**Choose when** this announcement will be displayed)

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

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

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

Click calendar icon to insert date and time.



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

Add attachments. (Optional)

Attachments

No Attachments Yet

Add Attachments

Click the Add Attachments button

Browse for the file.

Add Attachment

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

Upload local file

Choose File No file chosen

or a URL (link to website)

Add

Continue

Cancel

Select a resource

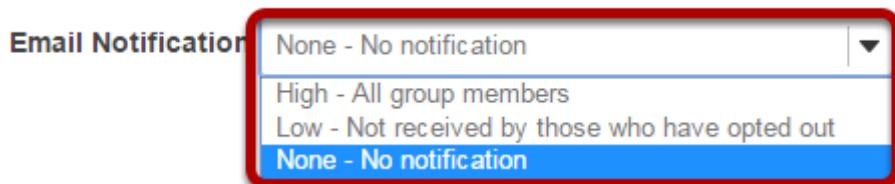
Location:  ND Intro to Psychology Resources

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

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

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

Notify participants of announcement by email. (Optional)



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

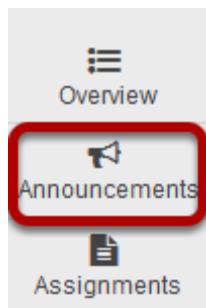
- **High - All participants** to send an email to everyone in the course.
- **Low - Not received by those who have opted out** to send to everyone except people who have intentionally changed their settings so that they don't receive low priority messages.

Click Post Announcement.



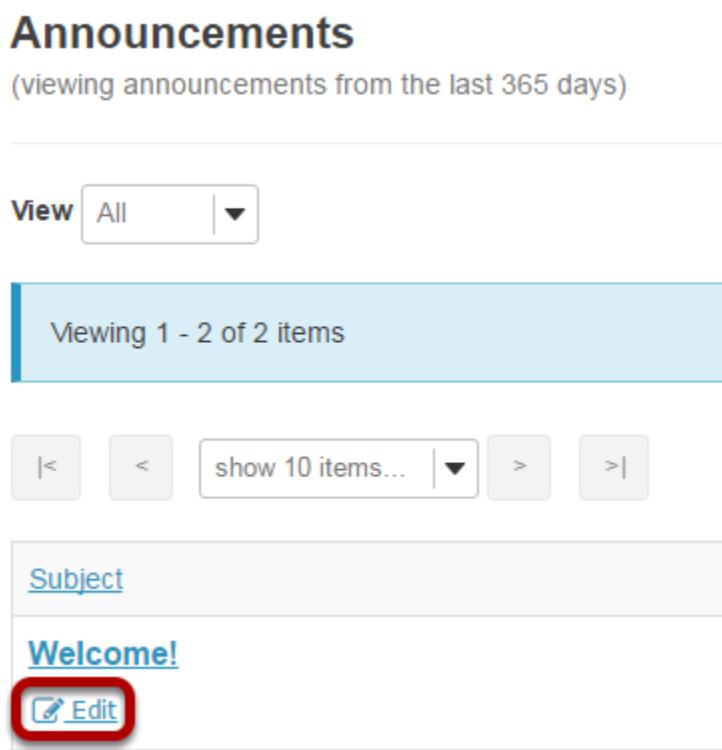
How do I edit an announcement?

Go to the Announcements tool.



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

Click Edit below the title of the announcement.



The image shows the 'Announcements' tool interface. At the top, it says 'Announcements (viewing announcements from the last 365 days)'. Below that is a 'View' dropdown set to 'All'. A blue header bar indicates 'Viewing 1 - 2 of 2 items'. At the bottom, there's a search bar labeled 'Subject' containing 'Welcome!', and an 'Edit' button, which is circled in red. Navigation buttons for page navigation are also visible.

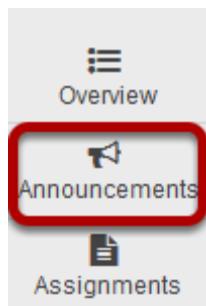
Make your edits.

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

Click Save Changes when edits are complete.

How do I delete an announcement?

Go to the Announcements tool.



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

Select the announcement.

Announcements

(viewing announcements from the last 365 days)

View All ▾

Viewing 1 - 1 of 1 items

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

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

Update **Cancel**

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

Confirm deletion message.

Deleting announcements...

Are you sure you want to delete the following announcements?

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

Remove

Cancel

Click **Remove**.

How do I merge announcements?

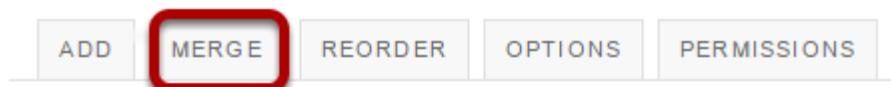
The function to merge announcements allows for a central course to push out announcements to other courses. For example, a Nursing Program includes twenty different courses. But a single Nursing Program Master course or project site could be used to push announcements out to all twenty of the Nursing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

Go to the Announcements tool.



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

Click Merge.



Announcements

(viewing announcements from the last 365 days)

View

All ▼

Viewing 1 - 1 of 1 items

|<

<

show 10 items... ▼

>

>|

Subject

Assignment 1 Due Tomorrow

 [Edit](#)

Select the course to merge from.

Show Announcements from Another Site

Select what announcements you want to merge into this site.

Site

Show Announcements

Master Nursing Site (ebf8efaa-6d0b-4ed1-a41a-3fe79832fc29)



Save

Cancel

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

Example: Master Site Announcements

The screenshot shows the 'Announcements' page for the 'Master Nursing Site'. At the top, there are three tabs: 'Master Nursing Site' (selected), 'Nursing 102', and 'Nursing 101'. Below the tabs are five buttons: 'ADD', 'MERGE', 'REORDER', 'OPTIONS', and 'PERMISSIONS'. The main title is 'Announcements' with the subtitle '(viewing announcements from the last 365 days)'. A 'View' dropdown is set to 'All'. A message box says 'Viewing 1 - 2 of 2 items'. Navigation buttons include '<', '< |', 'show 10 items...', '| >', and '>|'. A table lists two announcements:

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

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

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

Example: Merged Site Announcements

Announcements

(viewing announcements from the last 365 days)

View All ▾

Viewing 1 - 3 of 3 items

|< < show 10 items... ▾ > >|

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

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

How do I reorder announcements?

Go to the Announcements tool.



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

Click Reorder at the top of the screen.



Announcements

(viewing announcements from the last 365 days)

View All ▾

Viewing 1 - 4 of 4 items

|< < show 10 items... ▾ > >|

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

Drag and drop to re-order announcements.

Reorder Announcements

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

Undo last | Undo all

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

Program Updates

Calling all nurses

Welcome Reception

Welcome to the Nursing Program



Welcome to the Nursing Program

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

Click Update.

Welcome to the Nursing Program

Program Updates

Calling all nurses

Welcome Reception

Update

Cancel

Auto-Sort Options

The screenshot shows a list of announcements with five numbered callouts pointing to sorting links:

- 1. Sort by subject
- 2. Sort by author
- 3. Sort by beginning date
- 4. Sort by ending date
- 5. Sort by modified date (highlighted with a yellow background)

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

Buttons at the bottom left: Update and Cancel.

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

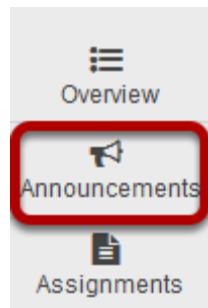
1. Sort by subject - orders the announcements in alphabetical order according to the subject line
2. Sort by author - orders the announcements in alphabetical order according to the person who created the announcement
3. Sort by beginning date - orders the announcements based on first date of display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

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

How do I change Announcements tool permissions?

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

Go to the Announcements tool.



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

Click Permissions.



Announcements

Modify the permissions for the roles listed.

Permissions

Set permissions for Announcements in worksite "Nursing 101" (8a5cccd26-536c-458d-adc6-8d65cddae8)

Undo changes

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

2

Save

Cancel

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

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

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

Assignments

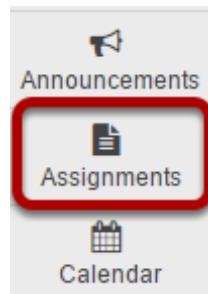
What is the Assignments tool?

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

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

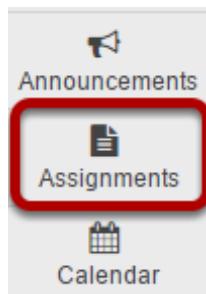
Assignments may be submitted via file upload or in-line using the [Rich Text Editor](#), depending on instructor preference.

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



How do I add an assignment?

Go to the Assignment tool.



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

Click Add.



Add new assignment

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

Give your assignment a title.

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

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

Specify the availability.

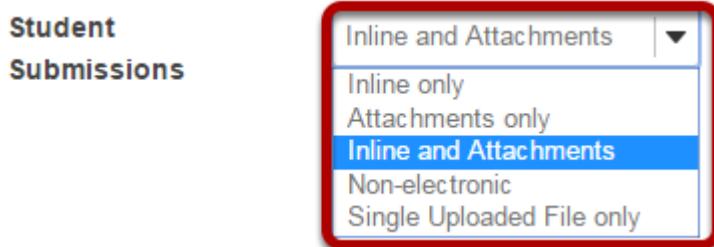
Open Date	1 <input type="text" value="03/07/2016 12:00 pm"/>  Students can not save or submit the assignment until the open date.																																																
Due Date	2 <input type="text" value="03/14/2016 05:00 pm"/> 																																																
Accept Until	3 <input type="text" value="03/14/2016 05:00 pm"/>  <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-top: 5px;"><table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15px;"></td><td style="width: 15px;">Mar</td><td style="width: 15px;">▼</td><td style="width: 15px;">2016</td><td style="width: 15px;">▼</td><td style="width: 15px;"></td></tr><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table><p style="margin-top: 5px;">Time 05:00 pm</p><p>Hour <input type="text" value="05"/></p><p>Minute <input type="text" value="00"/></p><p style="margin-top: 10px; border: 1px solid #ccc; padding: 2px; display: inline-block;">Now</p><p style="margin-top: 10px; border: 1px solid #ccc; padding: 2px; display: inline-block; float: right;">Done</p></div>		Mar	▼	2016	▼		Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	Mar	▼	2016	▼																																													
Su	Mo	Tu	We	Th	Fr	Sa																																											
			1	2	3	4																																											
6	7	8	9	10	11	12																																											
13	14	15	16	17	18	19																																											
20	21	22	23	24	25	26																																											
27	28	29	30	31																																													

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

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

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

Choose the submission format.



There are several submission formats that you may accept.

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

Choose your preferred format from the drop-down menu.

Allow resubmission. (Optional)

The form includes the following fields:

- Allow Resubmission:** A checkbox is checked and circled in red.
- 1 Number of resubmissions allowed:** A dropdown menu shows the value "1".
- 2 Resubmission Accept Until:** A date input field shows "03/14/2016 05:00 pm" with a calendar icon.
- 3 Released Resubmission Notification Email Options:**
 - Do not send notification email to student when the grade is released and resubmission is available
 - Send notification email to student when the grade is released and resubmission is available

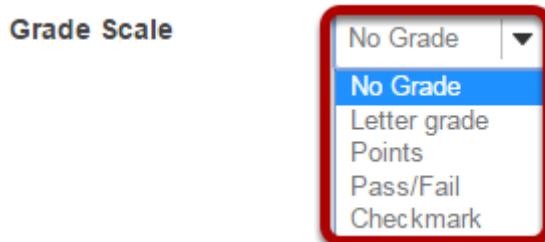
If you select **Allow Resubmission**, you may specify:

1. The number of resubmissions allowed for the class.

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

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

Choose the grade scale.



There are several grade scales to choose from:

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

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

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

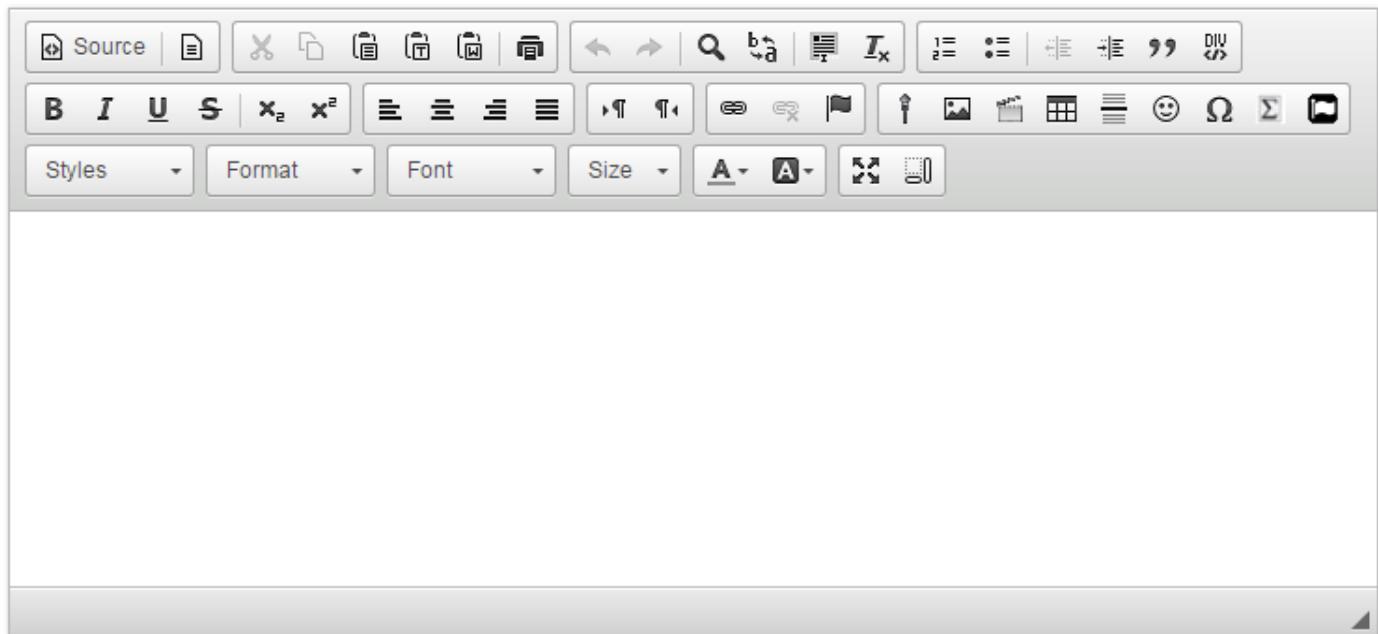
Enter maximum points.

The image shows a form field labeled "Grade Scale". Below it is a text input field containing the word "Points" followed by a dropdown arrow. To the right of the text input field is a red rectangular box containing the number "100". Above the red box is the text "For points, enter maximum possible".

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

Add assignment instructions.

* Assignment Instructions



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

Hide due date from students. (Optional)

Hide due date from students

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

Add due date to Schedule. (Optional)

Add due date to calendar

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

Add an announcement. (Optional)

Add an announcement about the open date to Announcements

Do not send email notification

Do not send email notification

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

Send email notification with the open date to all participants

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

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

Add honor pledge. (Optional)

Add honor pledge

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

Student view of honor pledge.

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

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

Grading

Grading

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

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

- **Add assignment to Gradebook:** This will create a new item in the gradebook with the same name as your assignment title.

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

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

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

Additional Assignment Options

Peer assessment.

Additional Assignment Options

No additional assignment options

Use peer assessment

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

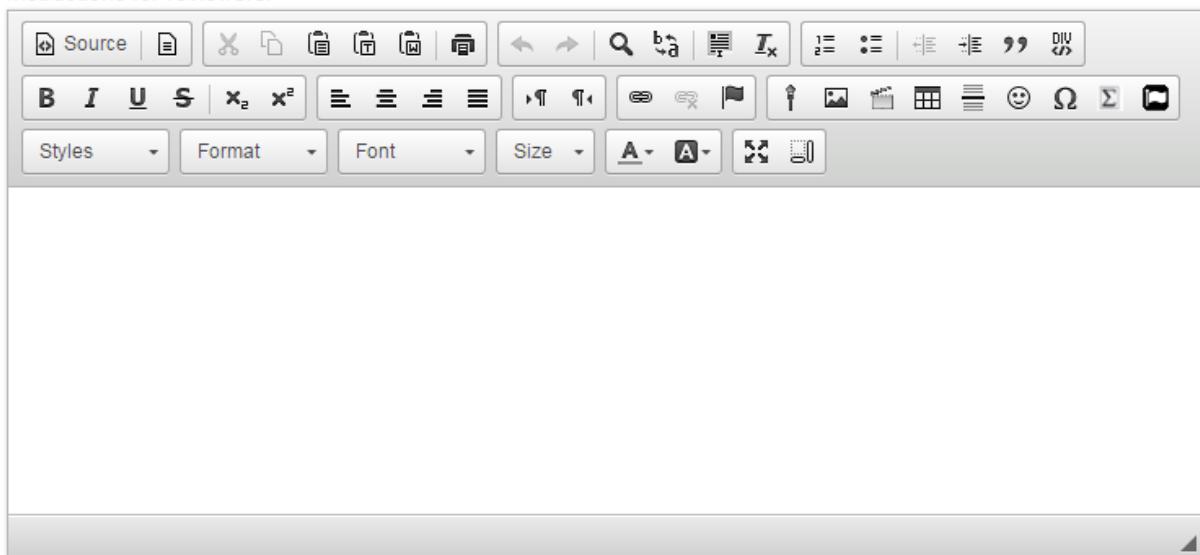
Evaluation Period Finishes: 03/14/2016 05:10 pm 

Anonymous evaluation

Allow students to see reviews of their submissions

* Number of submissions students must review

Instructions for reviewers:



The image shows a rich text editor interface. At the top is a toolbar with various icons for text processing, including bold, italic, underline, superscript, subscript, alignment, and other document-related functions. Below the toolbar is a large text input area where instructions can be typed. A scroll bar is visible on the right side of the text area.

Peer assessment facilitates student peer review of assignments.

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

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

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

Group Submissions (Optional)

Additional Assignment Options

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

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

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

Access.

Access (also limits groups for group submissions)

- Display to site
- Display only to selected groups

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

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

Display only to selected groups. (Optional)

Access (also limits groups for group submissions)

- Display to site
 Display only to selected groups

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

If you select the **Display only to selected groups** option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only. If you selected the Group Submission option, you may limit the groups that are allowed to submit here.

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

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

Submission notification.

Submission Notification Email Options:

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

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

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

Choose the radio button for the notification setting you prefer.

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

Released grade notification.

Released Grade Notification Email Options:

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

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

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

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

Attachments. (Optional)

Attachments

No attachments yet

[Add Attachments](#)

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

Additional information. (Optional)

Additional information

Supplement Items

Model Answer

[Add](#)

Private Note

[Add](#)

All Purpose item

[Add](#)

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

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

Model answer.

Additional information

Model Answer

*Provide a model answer or a solution to the assignment

1

Attachments

No attachments yet

2

Add Attachments

Show to students

3

--select one--

4

Save

Cancel

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

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

Private note.

Additional information

Private Note

*

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

1

2

3

Share

-- select one --

Save Cancel

The form is enclosed in a blue border. A large red rectangle highlights the text area. A red box highlights the 'Save' button. Numbered circles (1, 2, 3) are aligned vertically to the left of the form.

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

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

All purpose item.

Additional information

All Purpose item

1 * Title

* Information displayed at a specific time to whomever you choose.

2

Attachments

No attachments yet

3 Add Attachments

Show this item

From Date: 03/07/2016 12:00 pm

Until Date: 03/14/2016 05:00 pm

Hide this item

4

*Show to

5

Instructor (0 selected)

Student (0 selected)

6 Save Cancel

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

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

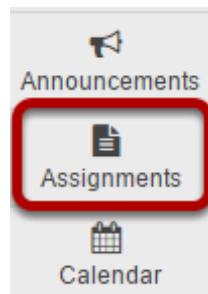
Post your assignment.



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

How do I edit an existing assignment?

Go to Assignments.



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

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

The screenshot shows the Assignment List page. At the top, there are several navigation links: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, PERMISSIONS, OPTIONS, LINK, and HELP. Below these, a dropdown menu labeled "View" is set to "Assignment List". A message bar indicates "Viewing 1 - 1 of 1 items". The main content area displays a table with one row. The columns are: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The first column contains "Assignment 1" with a user icon. The "Edit" link under "Assignment 1" is highlighted with a red oval. The "Remove?" checkbox is empty. At the bottom left, there is a "Remove Selected" button.

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

Make your changes to the assignment.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS

Assignment 1 - Edit

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

Title Assignment 1

Open Date 03/07/2016 12:00 pm Students can not save or submit the assignment until the open date.

Due Date 03/14/2016 05:00 pm Assignments cannot be submitted after the close date.

Accept Until 03/14/2016 05:00 pm Assignments cannot be submitted after the close date.

Student Submissions Inline and Attachments

Allow Resubmission

Grade Scale Points

For points, enter maximum possible 100.00

Assignment Instructions

Please submit a 5 page paper.

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

Grading

Do not associate assignment to Gradebook
 Associate with existing Gradebook entry

Assignment 1 (associated with 'Assignment 1')

Additional Assignment Options

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

Access (also limits groups for group submissions)

Display to site
 Display only to selected groups

Submission Notification Email Options:

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

Released Grade Notification Email Options:

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

Attachments

No attachments yet

Add Attachments

Additional information

Supplement Items

Model Answer	Add
Private Note	Add
All Purpose Item	Add

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

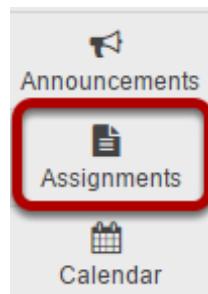
Click Post.



Click **Post** to save your changes.

How do I enable student peer review for an assignment?

Go to the Assignment tool.



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

Add or Edit an assignment.

Click Add to create a new assignment.



Add new assignment

Or, click Edit to modify an existing assignment.

The screenshot shows the "Assignment List" page. At the top, there's a toolbar with buttons for "ADD", "ASSIGNMENT LIST", "GRADE REPORT", "STUDENT VIEW", "PERMISSIONS", "OPTIONS", "LINK", and "HELP". Below the toolbar, a "View" dropdown is set to "Assignment List". A message box says "Viewing 1 - 1 of 1 items". At the bottom, there are navigation buttons for "View", "Show 200 items...", and "Search". The main content area displays a table with one row:

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

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

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

Add new assignment

Title *

Peer Review Assignment

**Open Date ***

07/06/2016 12:00 pm



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

Due Date *

07/13/2016 05:00 pm

**Accept Until ***

07/13/2016 05:00 pm



Assignments cannot be submitted after the close date.

Student Submissions *

Inline and Attachments

**Allow Resubmission****Grade Scale ***

Points

**For points, enter
maximum possible**

* 100

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

Under Additional Assignment Options, select Use peer assessment.

The screenshot shows the 'Add new assignment' page in the Sakai interface. At the top, there are tabs for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, OPTIONS, a link icon, and HELP. Below these are fields for Title (Peer Review Assignment), Open Date (07/06/2016 12:00 pm), Due Date (07/13/2016 05:00 pm), Accept Until (07/13/2016 05:00 pm), Student Submissions (Inline and Attachments), Allow Resubmission (unchecked), Grade Scale (Points), and Points (100). The 'Assignment instructions' section contains a rich text editor and a text area with the instruction: 'Please submit your chapter presentation and then review 2 of your classmates' presentations.' Below this are several checkboxes: Hide due date from students, Add due date to calendar, Add an announcement about the open date to Announcements, and Add honor pledge. The 'Grading' section includes options: Do not add assignment to Gradebook, Add Assignment to Gradebook, Associate with existing Gradebook item, and (Optional) Choose a gradebook category (set to Unassigned). A radio button for Anonymous grading is also present. The 'Additional Assignment Options' section, which is the focus of the red box, contains three radio buttons: No additional assignment options (unchecked), Use peer assessment (checked), and Use group assignment (unchecked). It includes a note: 'Peer assessment requires a points grading scale and do not allow group assignments.' Underneath are fields for Evaluation Period Finishes (07/20/2016 05:10 pm), Anonymous evaluation (checked), Allow students to see reviews of their submissions (checked), and Number of submissions students must review (*2). The 'Instructions for reviewers' section contains a rich text editor. At the bottom, there are sections for Group Submission (One submission per group), Access (also limits groups for group submissions), and Submission Notification Email Options. The 'Attachments' section indicates 'No attachments yet' and has an 'Add Attachments' button. The 'Additional information' section lists Supplement Items: Model Answer, Private Note, and All Purpose Item, each with an 'Add' button. At the very bottom are buttons for Post, Preview, Save Draft, and Cancel.

Peer assessment facilitates student peer review of assignments.

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

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

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

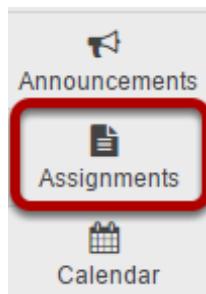
Post your assignment.



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

How do I enable group submissions for an assignment?

Go to the Assignment tool.



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

Add or Edit an assignment.

Click Add to create a new assignment.



Add new assignment

Or, click Edit to modify an existing assignment.

A screenshot of the Assignment List page. At the top, there is a navigation bar with buttons for "ADD", "ASSIGNMENT LIST", "GRADE REPORT", "STUDENT VIEW", "PERMISSIONS", "OPTIONS", "LINK", and "HELP". Below the navigation bar, the title "Assignment List" is displayed. A "View" dropdown menu is set to "Assignment List". A message box says "Viewing 1 - 1 of 1 items". At the bottom, there is a pagination area with buttons for "I<", "<", "Show 200 items...", ">", and ">I".

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

Select Group Submission - One submission per group.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS

Add new assignment

Title Title

Open Date 03/07/2016 12:00 pm Students can not save or submit the assignment until the open date.

Due Date 03/14/2016 05:00 pm

Accept Until 03/14/2016 05:00 pm Assignments cannot be submitted after the close date.

Student Submissions

Allow Resubmission

Grade Scale

For points, enter maximum possible

Assignment Instructions

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

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

Additional Assignment Options No additional assignment options
 Use peer assessment
 1 Group Submission - One submission per group

Access (also limits groups for group submissions) 2 Display only to selected groups

Display to site
 Display only to selected groups

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

Submission Notification Email Options: Do not send notification emails for any student submissions
 Send a notification email for each student submission
 Send one email per day summarizing notifications for student submissions

Released Grade Notification Email Options: Do not send notification email to student when the grade is released
 Send notification email to student when the grade is released

Attachments No attachments yet

Add Attachments

Additional Information

Supplement Items

Model Answer	Add
<input type="checkbox"/> Private Note	Add
<input type="checkbox"/> All Purpose Item	Add

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

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

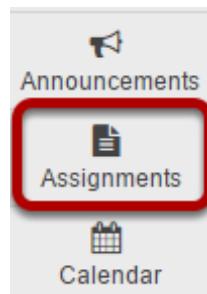
Post your assignment.



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

How do I delete an assignment?

Go to Assignments.



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

Select the assignment(s) you want to delete.

The screenshot shows the "Assignment List" page. At the top, there are several tabs: ADD, ASSIGNMENT LIST (which is selected and highlighted in blue), GRADE REPORT, STUDENT VIEW, PERMISSIONS, and OPTIONS. To the right of these are links for LINK and HELP. Below the tabs, the title "Assignment List" is displayed. A "View" dropdown menu is set to "Assignment List". A message "Viewing 1 - 1 of 1 items" is shown. Below this, there are navigation buttons for page selection and a dropdown for item count. The main content area displays a table with one row. The columns are: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The first column contains "Assignment 1" with a user icon, "Edit | Duplicate | Grade" links, and a checked checkbox in the Remove? column. The other columns show "Entire Site", "Open", "Mar 7, 2016 12:00 pm", "Mar 14, 2016 5:00 pm", "0/0", "0-100.00", and an unchecked checkbox respectively.

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

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

Click Remove Selected.

Remove Selected

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

Confirm the deletion.

Delete an assignment...

 LINK  HELP

Are you sure you want to delete this assignment?

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

Delete

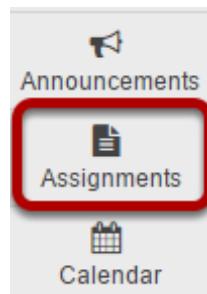
Cancel

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

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

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

Go to Assignments.



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

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

The screenshot shows the 'Assignment List' page. At the top, there is a navigation bar with buttons for ADD, ASSIGNMENT LIST (which is selected and highlighted in blue), GRADE REPORT, STUDENT VIEW, PERMISSIONS, and OPTIONS. To the right of the navigation bar are links for LINK and HELP. Below the navigation bar, the title 'Assignment List' is displayed. A 'View' dropdown menu is open, showing 'Assignment List' (selected) and 'Assignment List by Student' (highlighted with a red box). A tooltip 'Assignment List by Student' is visible next to the dropdown menu. The main content area shows a table with one item: 'Assignment 1'. The table columns are: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The 'Assignment Title' column contains a link to 'Assignment 1'. The 'For' column shows 'Entire Site'. The 'Status' column shows 'Open'. The 'Open' column shows 'Mar 7, 2016 12:00 pm'. The 'Due' column shows 'Mar 14, 2016 5:00 pm'. The 'In / New' column shows '0/0'. The 'Scale' column shows '0-100.00'. The 'Remove?' column has an empty checkbox. At the bottom left, there is a button labeled 'Remove Selected'.

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

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

Select a student.

Assignment List by Student

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

View Assignment List by Student ▾

Please choose a group to view student submissions.

Entire Site ▾

Name, ID, or Email

Find

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

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

Click Submit on behalf of Student.

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

Assignment List by Student

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

View Assignment List by Student ▾

Please choose a group to view student submissions.

Entire Site ▾

Name, ID, or Email

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

Submit the student assignment.

Submit Example Assignment

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

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

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

Instructions

Please submit a 5 page paper.

Submission

Submit on behalf of Student

student01

Assignment Text

This is a sample in-line text submission.

1

body p Word Count: 7

Attachments

No attachments yet

2 Select a file from computer No file chosen

3 Don't forget to save or submit!

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

A submission confirmation will display.

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

Submission Confirmation

You have successfully submitted your work.

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

User: student01 (student01)

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

Assignment title: Assignment 1

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

Submitted on: Mar 7, 2016 5:34 pm

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

Your submission included the following:

This is a sample in-line text submission.

Submitted Attachments

No attachments yet

[Back to list](#)

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

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS  

Assignment List by Student

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

View Assignment List by Student ▾

Please choose a group to view student submissions.

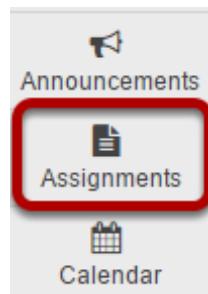
Entire Site ▾

Name, ID, or Email **Find**

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

How do I grade an assignment?

Go to Assignments.



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

Select the assignment to grade.

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

Assignment List

View Assignment List ▾

Viewing 1 - 1 of 1 items

|< < Show 200 items... ▾ > >|

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

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

Select a student to grade.

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

Assignment 1 📝 - Submissions

View [Entire Site](#) ▾

Name, ID, or Email [Find](#)

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

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

[Apply](#)

Viewing 1 - 4 of 4 items

|< < [Show 200 items...](#) ▾ > >|

▶ [Show settings for sending feedback](#)

▶ [Select User\(s\) and Allow Resubmission](#)

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

▶ [Assignment Details](#)

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

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

Navigate submissions.

The screenshot shows the 'Assignment 1 - Grading' page. At the top, there are several tabs: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, PERMISSIONS, and OPTIONS. To the right of these are two buttons: a blue 'LINK' button with a magnifying glass icon and a 'HELP' button with a question mark icon. Below the tabs, a red banner displays the message: 'Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.' The main content area is titled 'Navigate Submissions'. It features navigation buttons: '< Previous', '< Previous Ungraded' (both in blue), 'Return to List' (in blue), 'Next Ungraded >', and 'Next >' (both in blue). There are also two light blue boxes with the text '(Changes will be saved)' on both the left and right sides. In the center, there is a checkbox labeled 'Navigate between students with submissions only'.

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

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

View student submission.

1

Student	student03 (student03)
Submitted Date	Mar 8, 2016 4:49 pm
Status	Ungraded
History	Tue Mar 08 16:49:33 EST 2016 student03 (student03) submitted

▶ Assignment Instructions

Assignment Submission

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

2

My paper is attached.
Thanks!

3

Submitted Attachments

[Assignment1.docx \(11 KB; Mar 8, 2016 4:48 pm \)](#)

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

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

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

Enter grade.

Grade: 100

(max 100.00)

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

Enter instructor comments.

Instructor Summary Comments

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

The image shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), text styling (Bold, Italic, Underline, Superscript), alignment (Left, Center, Right, Justify), lists (List, Bullets), and other document functions. Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main content area is a large text box containing the text "Good work!". The entire content area is enclosed in a red rectangular border. At the bottom left of the editor is the text "body p", and at the bottom right is "Word Count : 2".

Good work!

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

Return an attachment.

Attachments to Return with Grade

No attachments yet

Add Attachments

▶ Previous Returned Attachments

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

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

Allow resubmissions.

Allow Resubmission

Number of resubmissions allowed Accept Until 

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

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

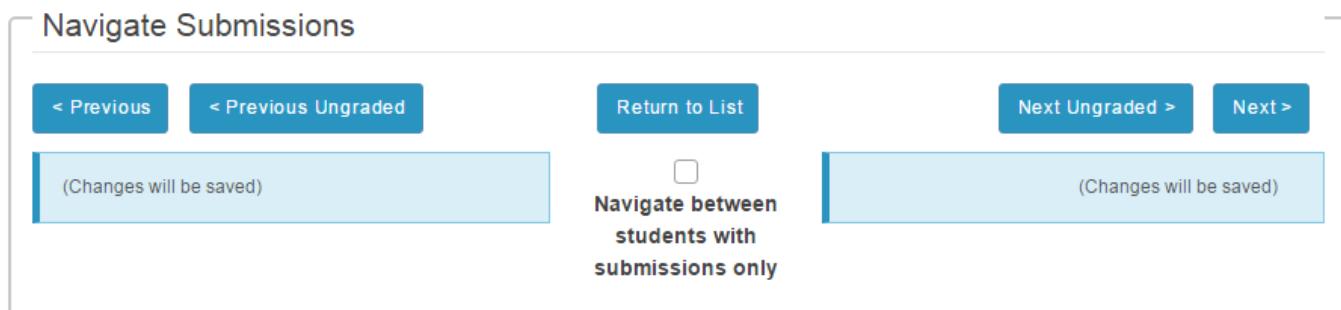
Save grade.

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

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

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

Navigate submissions.

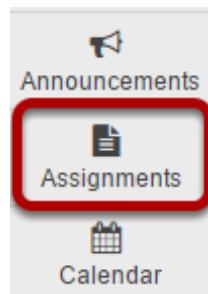


The Navigate Submission buttons appear at both the top and bottom of the page. You may use these buttons to jump to the **Preview**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

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

How do I grade a peer review assignment?

Go to Assignments.



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

Select the peer review assignment to grade.

Tool bar buttons: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, OPTIONS, LINK, HELP.

View: Assignment List

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

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

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

View overall peer assessment scores.

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

Chapter Presentation 📜 - Submissions

View Entire Site ▾

Find students Name, ID, or Email Find

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

Viewing 1 - 5 of 5 items

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

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

Apply

▶ [Show settings for sending feedback](#)

▶ [Select User\(s\) and Allow Resubmission](#)

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

▶ [Assignment Details](#)

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

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

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

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS

LINK HELP

Chapter Presentation 📲 - Submissions

View Entire Site ▾

Find students Name, ID, or Email Find

Download All | Upload All | Release Grades

Viewing 1 - 5 of 5 items

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

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

Apply

▶ Show settings for sending feedback

▶ Select User(s) and Allow Resubmission

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

▶ Assignment Details

Individual reviewer feedback will display.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS  

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

< Previous

Return to List

Next >

Assignment Instructions

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

Additional resources for assignment

No attachments yet

Instructions for the Reviewer

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

Assignment Submission

There is no student submitted text.

Submitted Attachments

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

Grade: **98.00**

(max 100.00)

Reviewer Comments

Good job on the presentation.

Reviewer Attachments

[Remove Review](#)

< Previous

Return to List

Next >

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

Remove review. (Optional)

[Remove Review](#)

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

Release grades.

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

Chapter Presentation 📚 - Submissions

View Entire Site ▾

Find students Name, ID, or Email Find

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

Viewing 1 - 5 of 5 items

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

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

Apply

▶ [Show settings for sending feedback](#)

▶ [Select User\(s\) and Allow Resubmission](#)

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

▶ [Assignment Details](#)

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

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

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS  

Chapter Presentation - Submissions

View Viewing 1 - 5 of 5 items

Find students

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

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

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

Adjust score or enter comments.

The screenshot shows the 'Grade Report' tab selected in the top navigation bar. A red box highlights the 'Grade' field in step 1. In step 2, a red box highlights the Rich Text Editor area. Step 3 highlights the 'Add Attachments' button. Step 4 highlights the 'Save and Release to Student' button. The interface includes sections for 'Assignment Submission' (no student submitted text), 'Submitted Attachments' (one file named 'Presentation1.pptx'), and 'Instructor Summary Comments' (a rich text editor). Navigation buttons like 'Return to List', 'Next Ungraded >', and 'Next >' are also visible.

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

Student: student01 demo (student01)
Submitted Date: Jun 8, 2016 12:00 pm
Status: Graded
History: Wed Jun 08 12:00:05 EDT 2016 student01 demo (student01) submitted

Assignment Instructions

Assignment Submission

There is no student submitted text.

Submitted Attachments

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

1 Grade: 98.00 (max 100.00)

Instructor Summary Comments

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

2

Attachments to Return with Grade

No attachments yet

3 Add Attachments

Allow Resubmission

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

Navigate Submissions

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

(Changes will be saved) (Changes will be saved)

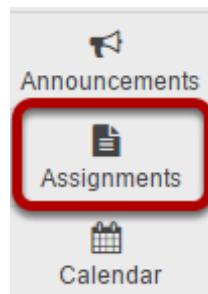
Navigate between students with submissions only

On the re-grading screen, you may:

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

How do I download assignments for grading offline?

Go to Assignments.



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

Click the Grade link for the assignment to be graded.

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

Below the buttons, a view selector shows "View Assignment List". On the right, it says "Viewing 1 - 2 of 2 items" with pagination controls (|<, <, >, >|) and a link to "Show 200 items...".

The main area displays a table of assignments:

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

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

Click the Download All link.

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

- Top navigation bar: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, OPTIONS, LINK, HELP.
- Section title: Assignment 1 - Submissions.
- View dropdown: Entire Site.
- Find students: Name, ID, or Email, Find button.
- Action buttons: Download All (highlighted with a red box), Upload All, Release Grades.
- Message: Found 4 participant(s). Assign this grade to participants without a grade.
- Buttons: Apply.
- Section: Show settings for sending feedback.
- Section: Select User(s) and Allow Resubmission.
- Table: A grid showing student submissions. Columns include Student, Submitted, Status, Grade, and Release. Rows list demo_student01 through demo_student04.
- Section: Assignment Details.

Select the desired download options.

The screenshot shows the 'Download All' configuration page with the following details:

- Section title: Download All.
- Text: Choose download options, and then click 'Download' at the bottom.
- NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).
- Download options:
 - All
 - Student submission text (original student submitted text, possibly containing instructor added comments)
 - Student submission attachment(s)
 - Grade file (file at top level of archive)
 - CSV format, file grades.csv
 - EXCEL format, file grades.xls
 - Feedback text (the inline comments with student submission)
 - Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
 - Feedback Attachment(s)
- Checkboxes:
 - Include students who have not yet submitted
- Buttons: Download, Cancel.

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

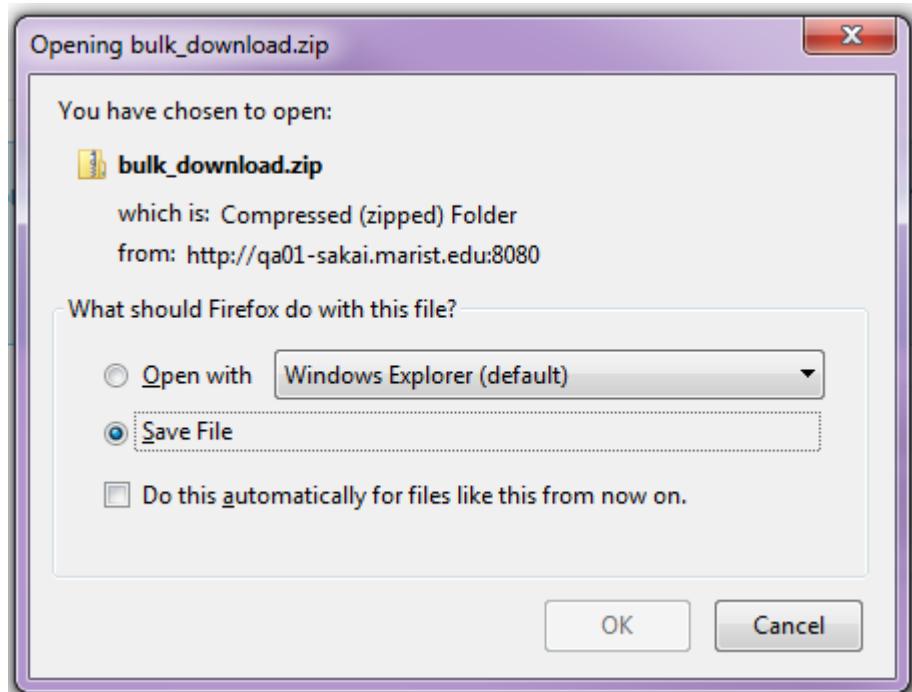
- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file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

Download the submissions.



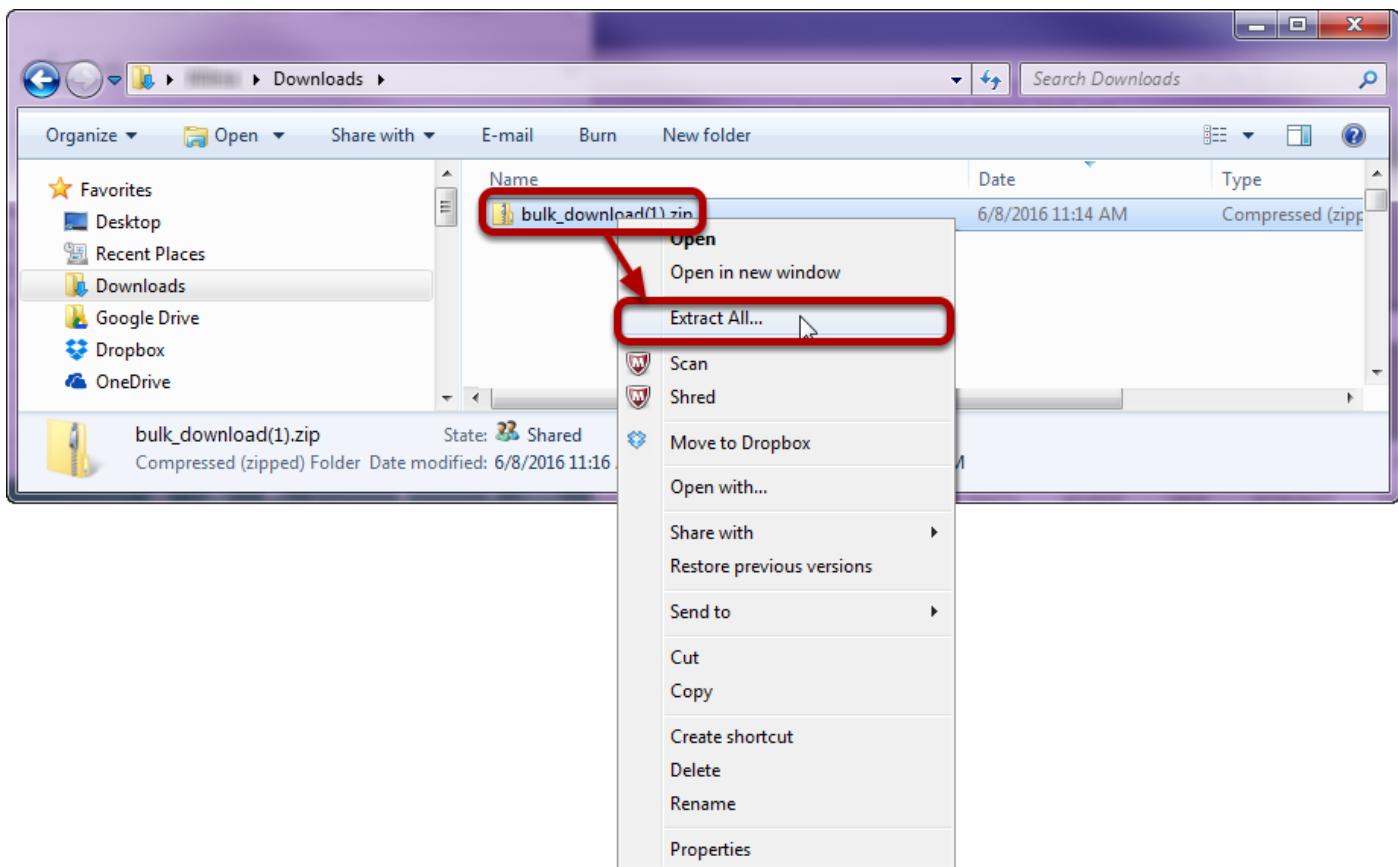
Click the **Download** button to save the files your computer.

Save zip file.



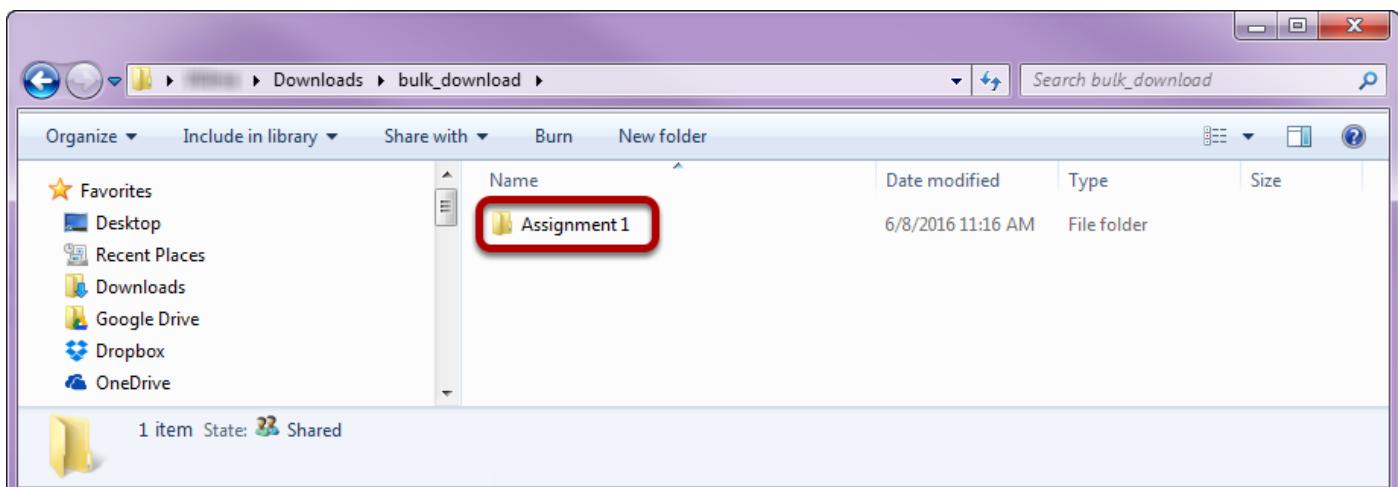
The assignment files will download as an archive file, or .zip file to your local computer. The archive file has the default name of bulk_download.zip.

Extract files.



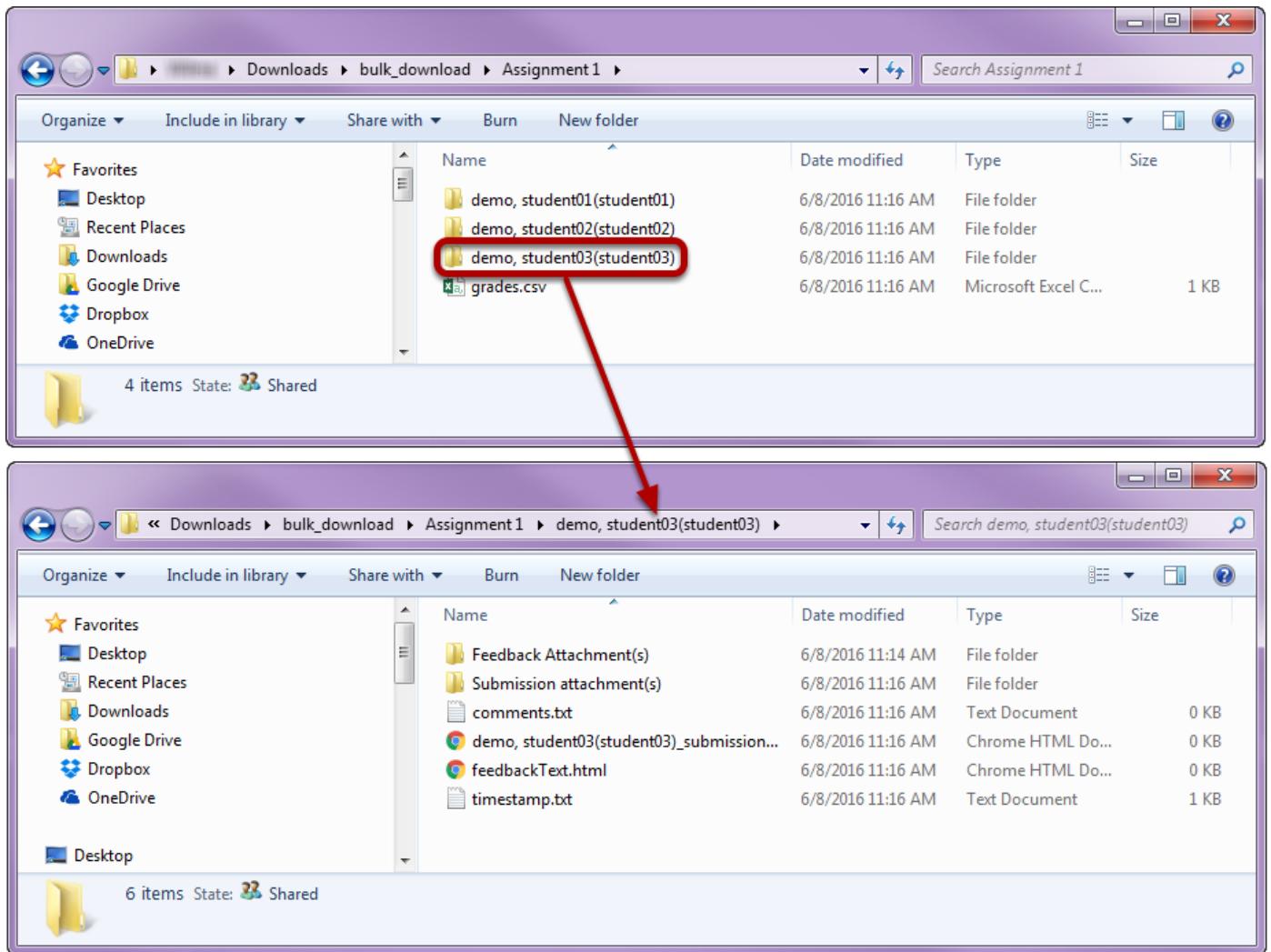
Extract the archive to a location on your computer. (You can do this by right-clicking on the file and selecting **Extract All** in Windows, or by using your preferred unzipping program on your computer.)

View assignment folder.



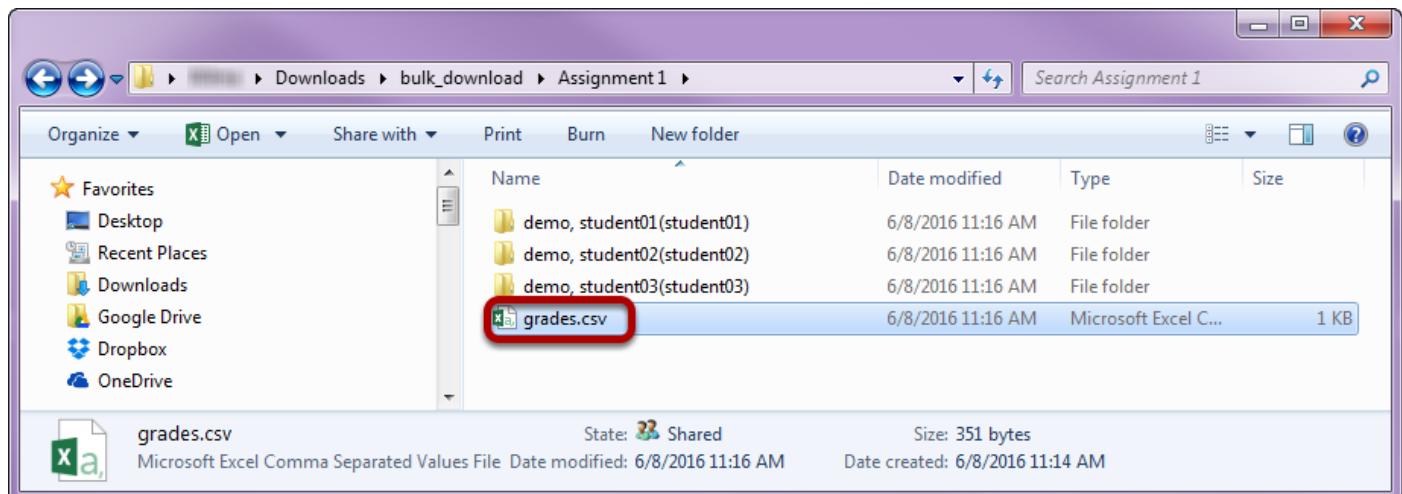
There will be a folder for each of the assignments in your course.

View student submissions.



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

Grade the submissions.



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

Enter grades and comments into spreadsheet and save.

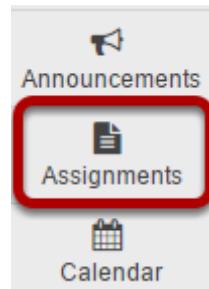
A screenshot of Microsoft Excel showing the 'grades.csv' spreadsheet. The spreadsheet has the following data:

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

The cell E6, which contains the value '80', is currently selected and has a green border. The status bar at the bottom of the Excel window shows 'READY'.

How do I upload graded assignment submissions and feedback?

Go to Assignments.



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

Click the Grade link for the assignment to be graded.

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

Assignment List

View Assignment List ▾

Viewing 1 - 2 of 2 items

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

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

Remove Selected

Click the Upload All link.

The screenshot shows the 'Assignment 1' page in the Sakai interface. At the top, there are navigation tabs: ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, REORDER, PERMISSIONS, and OPTIONS. To the right are links for 'LINK' and 'HELP'. Below the tabs, the title 'Assignment 1' is followed by a small icon and the text '- Submissions'. On the left, there are 'View' and 'Find students' filters, and buttons for 'Download All', 'Upload All' (which is circled in red), and 'Release Grades'. A message below says 'Found 4 participant(s). Assign this grade to participants without a grade:' followed by an 'Apply' button. There are two expandable sections: 'Show settings for sending feedback' and 'Select User(s) and Allow Resubmission'. The main table lists four student submissions:

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

Below the table is another expandable section titled 'Assignment Details'.

Select the archive file containing grades and feedback.

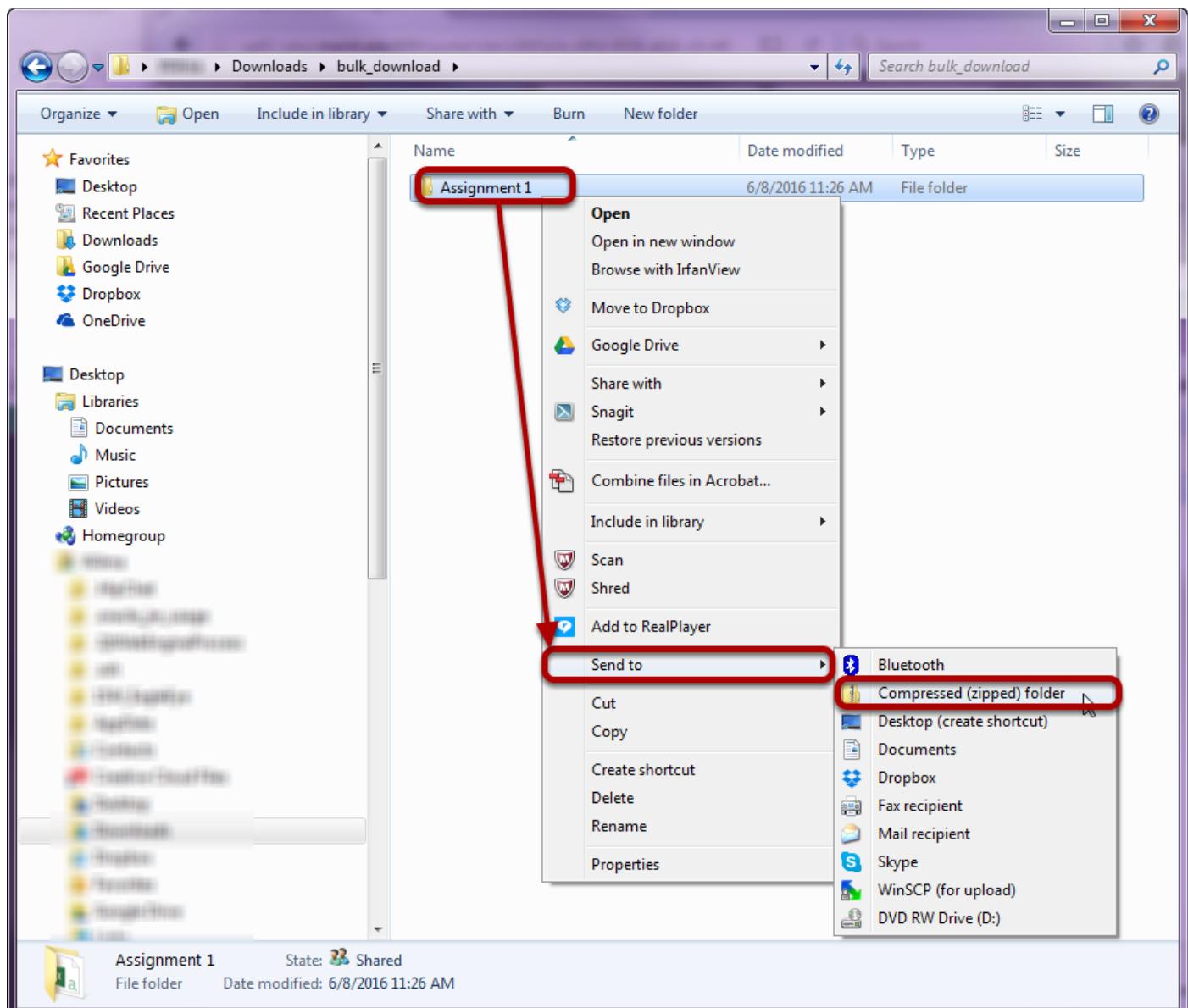
*File:

No file selected.

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

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

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



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

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

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

Select the desired upload and release options.

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

Upload All

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

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

*File:

Assignment 1.zip

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

*Choose which elements in the archive file to upload

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

Select release option

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

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

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

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

Click Upload



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

View grades.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS

Assignment 1 - Submissions

View Find students [Download All](#) | [Upload All](#) | [Release Grades](#)

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

[Show settings for sending feedback](#) [Select User\(s\) and Allow Resubmission](#)

<input type="checkbox"/> Student	Submitted	Status	Grade	Release
<input type="checkbox"/> demo.student01 (student01)	Jun 8, 2016 11:08 am	Graded	95.00	
<input type="checkbox"/> demo.student02 (student02)	Jun 8, 2016 11:10 am	Graded	100.00	
<input type="checkbox"/> demo.student03 (student03)	Jun 8, 2016 11:11 am	Graded	80.00	
<input type="checkbox"/> demo.student04 (student04)		No Submission		

[Assignment Details](#)

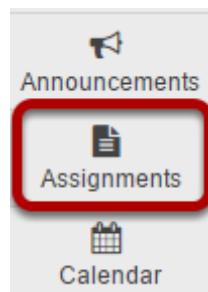
Viewing 1 - 4 of 4 items [Show 200 items...](#)

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

How do I release assignment grades?

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

Go to Assignments.



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

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

The screenshot shows the "Assignment List" page. At the top, there is a toolbar with buttons for ADD, ASSIGNMENT LIST, GRADE REPORT, STUDENT VIEW, PERMISSIONS, OPTIONS, a LINK button, and a HELP button. Below the toolbar, the title "Assignment List" is displayed. A dropdown menu labeled "View" is set to "Assignment List". A message bar indicates "Viewing 1 - 1 of 1 items". Below this, there is a navigation bar with icons for first, previous, next, and last, followed by a "Show 200 items..." dropdown. The main content area displays a table with one row. The columns are: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The row contains: "Assignment 1" (with edit and duplicate links), "Entire Site", "Open", "Mar 7, 2016 12:00 pm", "Mar 14, 2016 5:00 pm", "3/2", "0-100.00", and a checkbox. The "Grade" link in the "Assignment Title" column is highlighted with a red box. At the bottom left, there is a "Remove Selected" button.

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

Click Release Grades.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW PERMISSIONS OPTIONS  

Assignment 1 📜 - Submissions

View Entire Site ▾

Name, ID, or Email

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

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

Viewing 1 - 4 of 4 items

|< < Show 200 items... ▾ > >|

▶ Show settings for sending feedback

▶ Select User(s) and Allow Resubmission

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

▶ Assignment Details

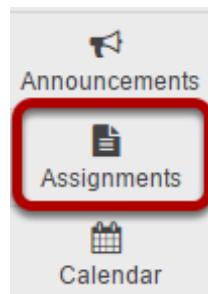
View released grades.

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

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

How do I change the Assignments tool permissions?

Go to Assignments.



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

Click Permissions.

The screenshot shows the "Assignment List" page. At the top, there is a navigation bar with buttons for "ADD", "ASSIGNMENT LIST", "GRADE REPORT", "STUDENT VIEW", "PERMISSIONS" (which is highlighted with a red box), and "OPTIONS". To the right of the navigation bar are "LINK" and "HELP" buttons. Below the navigation bar, the title "Assignment List" is displayed. A "View" dropdown menu is set to "Assignment List". A message box indicates "Viewing 1 - 1 of 1 items". Below this, there is a table showing one assignment entry. The table has columns: Assignment Title, For, Status, Open, Due, In / New, Scale, and Remove?. The assignment listed is "Assignment 1" for "Entire Site", status "Open", due date "Mar 14, 2016 5:00 pm", grade "3/2", scale "0-100.00", and a "Remove?" checkbox. Below the table is a button labeled "Remove Selected".

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

Modify the permissions for the roles listed.

Permissions

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

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

1

2

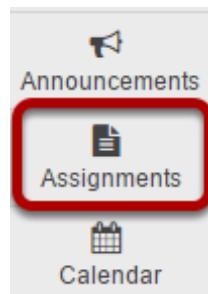
Save**Cancel**

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

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

How do students submit an assignment?

Go to Assignments.



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

Click on the title of the assignment.

Assignment List

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

Viewing 1 - 2 of 2 items

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

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

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

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

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

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

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

Lessons



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

Reading:

Chapters 1 and 2 in the textbook.

Activities:

[Assignment 1](#)

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

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

Assignment: Open Date for 'Assignment 1'

Saved By Demo Professor

Modified Date Mar 21, 2016 5:16 pm

Groups site

Assignment Link

Message

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

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

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

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

Due Assignment 1

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

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

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

Enter and/or attach your assignment.

Assignment - In progress

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

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

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

Instructions

Please submit a 5 page paper.

Submission

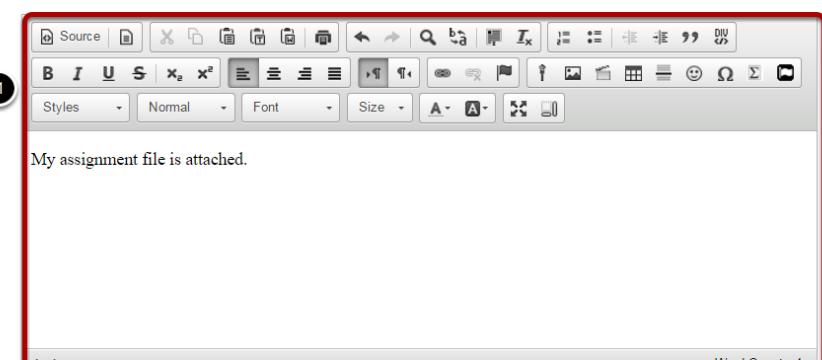
Assignment Text

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

1. My assignment file is attached.

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

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



The screenshot shows the Sakai Assignment submission interface. At the top, there are links for 'LINK' and 'HELP'. Below that, the title 'Assignment - In progress' is displayed. A note says 'Complete the form, then choose the appropriate button at the bottom.' Another note states 'Once submitted, this assignment will be part of an anonymous peer review. Make sure not to include your name in any submission text, files or file names.' Below this are assignment details: Title (Assignment 1), Due Date (Mar 28, 2016 5:00 pm), Number of resubmissions allowed (0), Status (Not Started), Grade Scale (Points max 100.00), and Modified by instructor (Mar 21, 2016 5:30 pm). The 'Instructions' section asks for a 5-page paper. A horizontal line separates this from the 'Submission' section. Under 'Submission', there's a heading 'Assignment Text' and a note about submission methods. A large text area is labeled '1. My assignment file is attached.' Below it is a rich text editor toolbar. The 'Attachments' section shows a message 'No attachments yet'. A 'Choose File' button is highlighted with a red box and labeled '2.'. Buttons for 'Select a file from computer' and 'or select files from workspace or site' are also shown. At the bottom, there are 'Submit', 'Preview', 'Save Draft', and 'Cancel' buttons, along with a reminder 'Don't forget to save or submit!'. A small icon of a bell is next to the 'Submit' button.

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

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

View attached file.

Attachments

My paper.docx (11 KB; Mar 21, 2016 5:33 pm)	Remove	
Select more files from computer	Choose File No file chosen	or select more files from workspace or site

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

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

Submit your assignment.

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

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

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

Submission confirmation.

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

Submission Confirmation

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

User: student05 (student05)

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

Assignment title: Assignment 1

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

Submitted on: Mar 21, 2016 5:36 pm

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

Your submission included the following:

No submission text

Submitted Attachments

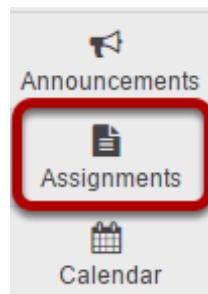
My paper.docx (11 KB; Mar 21, 2016 5:36 pm)

[Back to list](#)

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

How do students complete a peer assessment assignment?

Go to Assignments.



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

Submit your assignment.

Assignment List

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

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

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

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

Select a student submission to review.

Assignment List

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

Viewing 1 - 3 of 3 items

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

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

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

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

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

Review your peer's submission.

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

- 1 Instructions for the Reviewer**
Please review one of your peer presentations and provide a score out of 100.
- 2 Assignment Submission**
There is no student submitted text.
- 3 Grade: 100**
(max 100.00)
- 4 Reviewer Comments**
Use the box below to enter additional summary comments about this submission.
Grading for this peer review is anonymous, so do not post your name in the reviewer comments section.
A rich text editor toolbar is shown above a text area containing 'Great job on your presentation!'. The text area shows 'Character Count (Includes HTML formatting characters): 41 Word Count: 5'.
- 5 Attachments**
No attachments yet
Select a file from computer **Browse...** No file selected.
- 6 Save Cancel Changes Submit**

At the bottom right, there are navigation buttons: '< Previous', 'Return to List', and 'Next >'. A message '(Changes will be saved)' is also present.

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

View submitted peer assessments.

Assignment List

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

Viewing 1 - 3 of 3 items

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

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

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

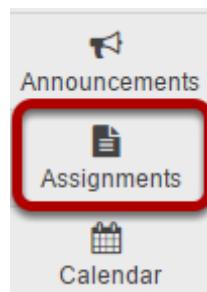
Repeat the steps above to submit additional reviews. (Optional)

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

How do students view their assignment feedback?

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

Go to Assignments.



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

Click on an assignment.

Assignment List

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

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

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

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

View assignment feedback.

Assignment 1 - Returned

- 1**

Title	Assignment 1
Student	student01 demo
Submitted Date	Jun 8, 2016 11:08 am
Grade	95.00 (max 100.00)
History	Wed Jun 08 11:08:48 EDT 2016 student01 demo (student01) submitted
- 2** **Instructions**

Please submit a 5 page paper.
- 3** **Submitted Attachments**

[Assignment1.docx](#) (20 KB; Jun 8, 2016 11:08 am)
 [Assignment1.docx](#) (20 KB; Jun 8, 2016 11:48 am)
- 4** **Additional instructor's comments about your submission**

Good work on your assignment. Please see the attached file for additional feedback.

Instructor's attachments to this submission

[Assignment1 - Feedback.docx](#) (20 KB; Jun 8, 2016 3:25 pm)

[Back to list](#)

Your assignment and feedback will be displayed.

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

Peer review feedback.

Chapter Presentation - Returned

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

Instructions

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

Submitted Attachments

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

Additional instructor's comments about your submission

Excellent presentation. You covered the chapter well.

Peer Reviews

Reviewer (1)

Score: 98.0

Comments:

Good job on the presentation.

Attachments

[Back to list](#)

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

Calendar

What is the Calendar tool?

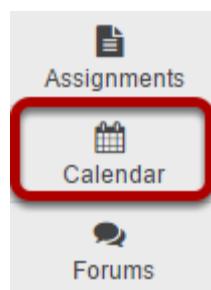
The Calendar tool allows instructors or site organizers to post events in a calendar format. The calendar has day, week, month, year, and simple list views.

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

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

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

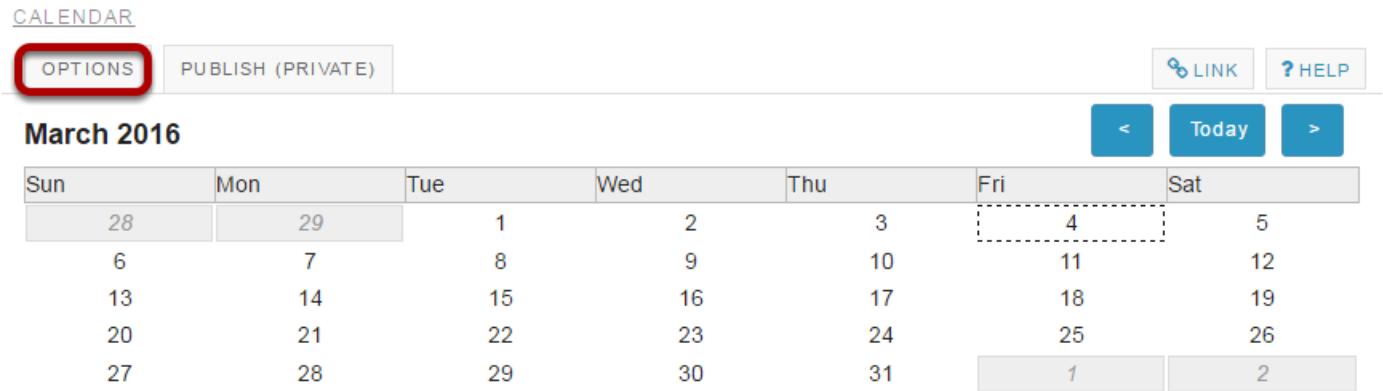
To access this tool, select Calendar from the Tool Menu of your site.



How do I customize my Calendar display?

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

Calendar Options



The screenshot shows the Sakai Calendar interface for March 2016. At the top, there are buttons for 'CALENDAR', 'OPTIONS' (which is highlighted with a red box), 'PUBLISH (PRIVATE)', 'LINK', and 'HELP'. Below the header is a navigation bar with arrows for 'Previous', 'Today', and 'Next'. The main area displays a grid of dates for March. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are as follows:

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

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

Display Settings

CALENDAR

LINK HELP

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View: Calendar by Month ▾ 1

Priority events

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

Event types

High priority:

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

Medium priority

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

Low priority:

Academic Calendar	Activity	Cancellation
-------------------	----------	--------------

Colors

High priority:

Hex color value	Color palette icon 1
-----------------	----------------------

Medium priority

Hex color value	Color palette icon 2
-----------------	----------------------

Low priority:

Hex color value	Color palette icon 3
-----------------	----------------------

4

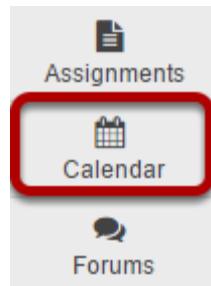
Update

Cancel

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

How do I view calendar item details?

Go to Calendar.



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

Click on the item you want to view.

The screenshot shows the 'Calendar by Month' view for March 2016. At the top, there are navigation buttons: 'ADD EVENT', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below these are buttons for 'View' (set to 'Calendar by Month'), 'PRINTABLE VERSION', and 'SET AS DEFAULT VIEW'. The main area displays a monthly calendar grid. A specific event on March 31st is highlighted with a red box and labeled 'My Event'. The legend at the bottom defines various event types using icons and text descriptions.

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

Legend

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

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

View item details.

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

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

My Event

Date Mar 31, 2016
Time 8:00 am - 9:00 am EST
Description This is a sample calendar event description.

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

Frequency Activity occurs once
Event Type Activity
Owner Demo Professor
Site DAC-EDUCATION-DEPT1-SUBJ1-126
From Site "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

[Edit](#) [Remove event](#)

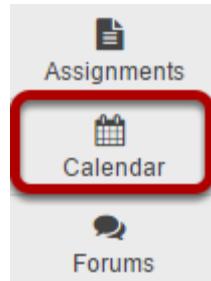
< Last Event Go to Today Back to Calendar Next Event >

The item details will display.

How do I change the Calendar view?

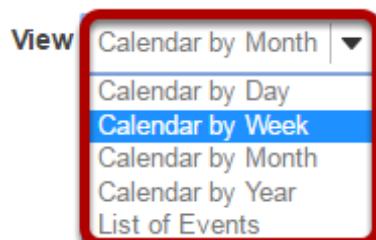
In Calendar, you can view your calendar by day, week, month, or year. You can also set the default view for your calendar.

Go to Calendar.



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

Select the desired view in the drop-down menu.



Calendar by day.

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

Calendar by Day

View **Calendar by Day** ▾

Friday, March 4, 2016 EST

< Previous Day Today Next Day >

PRINTABLE VERSION SET AS DEFAULT VIEW

[Earlier](#)

8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	 <u>My Event</u>
5 PM	

[Later](#)

The item details will display.

Calendar by week.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS  

Calendar by Week

View **Calendar by Week** ▾

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

< Previous Week

Today

Next Week >

[PRINTABLE VERSION](#)

[SET AS DEFAULT VIEW](#)

[Earlier](#)

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

[Later](#)

Calendar by month.

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

Calendar by Month

View **Calendar by Month** ▾

March 2016

< Previous Month Today Next Month >

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

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

Calendar by year.

Calendar by Year

View **Calendar by Year** ▾

2016

< Previous Year

Today

Next Year >

[SET AS DEFAULT VIEW](#)

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

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

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

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

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

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

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

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

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

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

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

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

List of events.

The screenshot shows the Sakai calendar interface with the following elements:

- Top navigation bar with links: ADD EVENT, MERGE INTERNAL CALENDARS, PUBLISH (PRIVATE), FIELDS, PERMISSIONS, LINK, and HELP.
- View selection dropdown: List of Events (highlighted with a red box).
- Show dropdown: Custom date range.
- Date range selection fields:
 - Start: FEB 1 2016
 - End: MAR 31 2016
- Filter Events button (highlighted with a yellow box).
- Go to Today button.
- Printable Version and Set as Default View buttons.
- Event list table:

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

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

Set default view of calendar.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS  

Calendar by Month

View **Calendar by Month** ▾

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION **SET AS DEFAULT VIEW**

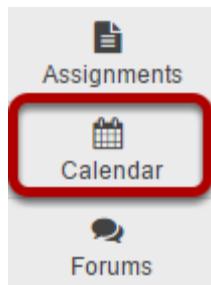
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4 My Event	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

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

How do I add items to the Calendar?

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

Go to Calendar.



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

Click Add Event.

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION SET AS DEFAULT VIEW

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

Legend

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

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

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

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

Add event content.

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

Add Event

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

Event

* Title: Exam 1

* Date: MAR 11 2016

* Start Time: 10:00 AM EST

Duration: 2 Hours 00 Minutes

End Time: 12:00 PM EST

Message

Exam 1 covers chapters 1 through 5 in your textbook.

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

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

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

- The **Duration** is how long the event will last. Selecting an amount of time from the Duration drop-down menus will automatically update your End Time accordingly.

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

Display Options.

- Display to site
 Display to selected groups

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

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

Display to selected groups.

- Display to site
 Display to selected groups

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

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

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

Recurring events.

Frequency Activity occurs once

Frequency

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

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

Select event frequency.

Frequency

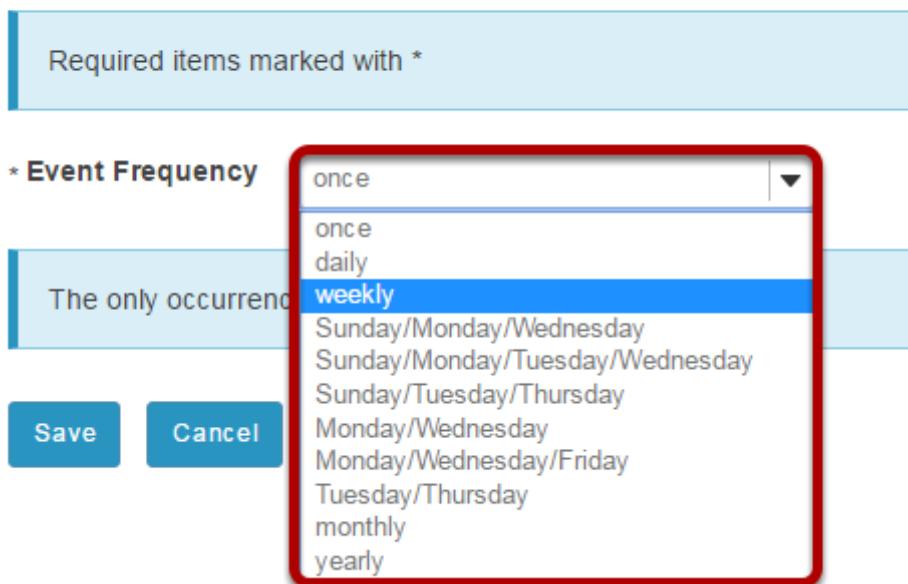
Required items marked with *

* Event Frequency

The only occurrence

once
daily
weekly
Sunday/Monday/Wednesday
Sunday/Monday/Tuesday/Wednesday
Sunday/Tuesday/Thursday
Monday/Wednesday
Monday/Wednesday/Friday
Tuesday/Thursday
monthly
yearly

Save Cancel



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

Specify interval and end date.

Frequency

Required items marked with *

* Event Frequency: weekly

* Every: 1 week(s)

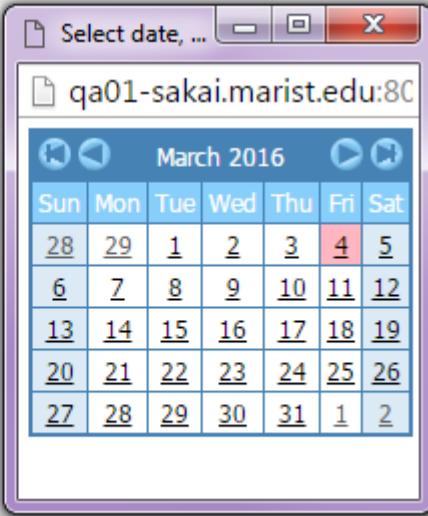
Ends:

After 3 time(s)

On MAR 4 2016 

Never



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

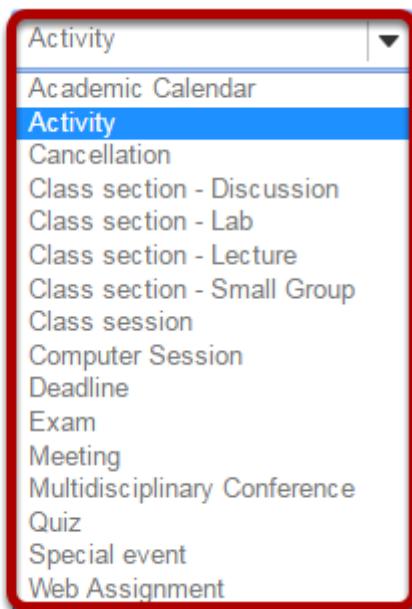
You also have the option to specify when the frequency **Ends**. You may select for it to end after a certain number of times, until a specific date, or never.

For example, if you are posting office hours and you want them to repeat on the same day and time each week until the end of the term, then you might select the last day of the term as the end date. You may enter this date using the drop-down menus, or by clicking on the calendar icon to select a date from the pop-up calendar.

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

Event type.

Event Type



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

Selecting a different event type.

Legend

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

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

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

Event location.

Event Location

Building J, Room 223

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

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

File attachments

Attachments

No attachments Yet

Add Attachments

You may attach a file to your event if desired.

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

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

Save your event.

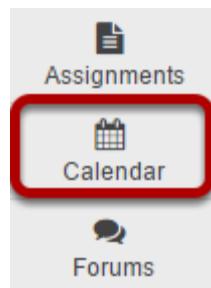
Save Event

Cancel

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

How do I edit a calendar item?

Go to Calendar.



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

Click on the calendar entry that you want to edit.

The screenshot shows the 'Calendar by Month' view for March 2016. At the top, there are navigation buttons: 'ADD EVENT', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below these are buttons for 'View' (set to 'Calendar by Month'), 'PRINTABLE VERSION', and 'SET AS DEFAULT VIEW'. The main area displays a grid of days from Sunday to Saturday. The days are color-coded: grey for weekends, light blue for the first half of the month, and dark blue for the second half. Specific dates are highlighted in red boxes: '4' (Friday) and '31' (Sunday). A tooltip 'My Event' appears over the date '31'. At the bottom left is a 'Legend' section with icons and descriptions for various calendar types.

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

Legend

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

Click Edit.

My Event

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

[Edit](#)

[Remove event](#)

Make your changes to the event.

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

Editing event...

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

Event

* Title

* Date 

* Start Time 

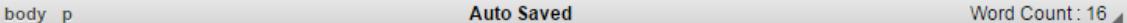
Duration

End Time

Message



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



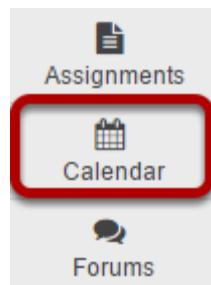
body p Auto Saved Word Count: 16

Click Save Event.

 **Save Event** **Cancel**

How do I delete a calendar item?

Go to Calendar.



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

Click on the calendar entry that you want to delete.

The screenshot shows the 'Calendar by Month' view for March 2016. At the top, there are navigation buttons: 'ADD EVENT', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below these are buttons for 'View' (set to 'Calendar by Month'), 'PRINTABLE VERSION', and 'SET AS DEFAULT VIEW'. The main area displays a grid of dates from March 1 to March 31. An event titled 'My Event' is listed for Friday, March 31. A legend at the bottom defines various event types with their corresponding icons.

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

Legend

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

Click Remove Event.

My Event

Date Mar 31, 2016
Time 8:00 am - 9:00 am EST
Description This is a sample calendar event description.

Attachments

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

Frequency Activity occurs once

Event Type  Activity

Owner Demo Professor

Site DAC-EDUCATION-DEPT1-SUBJ1-126

From Site "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

[Edit](#)

[Remove event](#)

Confirm removal.

Deleting calendar item...

 [LINK](#)

 [HELP](#)

Are you sure you want to remove this event?

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

Description

This is a sample calendar event description.

Attachments

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

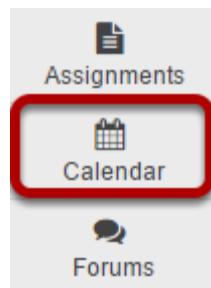
[Remove event](#)

[Cancel](#)

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

How do I print the Calendar?

Go to Calendar.



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

Click Printable Version.

The screenshot shows the 'Calendar by Month' view for March 2016. At the top, there are buttons for 'ADD EVENT', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below these are buttons for 'View' (set to 'Calendar by Month'), '< Previous Month', 'Today', 'Next Month >', 'PRINTABLE VERSION' (which is highlighted with a red box), and 'SET AS DEFAULT VIEW'. The main area displays a monthly grid from March 28 to April 3. A blue box highlights the date '31 My Event' in the bottom right corner. A legend at the bottom explains various event types with their corresponding icons.

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

Legend

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

Print PDF.

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

- 1 -

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

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

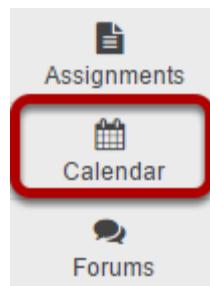
How do I merge the Calendar with another site?

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

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

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

Go to Calendar.



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

Click Merge Internal Calendars.

The screenshot shows the Sakai Calendar interface. At the top, there is a toolbar with buttons for 'ADD EVENT', 'MERGE INTERNAL CALENDARS' (which is highlighted with a red box), 'PUBLISH (PRIVATE)', 'FIELDS', and 'PERMISSIONS'. To the right of the toolbar are 'LINK' and 'HELP' buttons. Below the toolbar, the title 'Calendar by Month' is displayed, along with a 'View' dropdown set to 'Calendar by Month'. A date range for 'March 2016' is shown, with buttons for '< Previous Month', 'Today', and 'Next Month >'. At the bottom of this section are 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW' buttons. The main area is a monthly calendar grid for March 2016. The days of the week are labeled 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', and 'Sat'. The dates are numbered sequentially from 28 to 31. The cell for March 31st is filled with a blue background and contains the text 'My Event' with a small icon. Navigation buttons for 'Previous Month', 'Today', and 'Next Month' are located at the bottom of the calendar grid.

Select calendars to be merged.

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

Show Events from Another Site

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

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

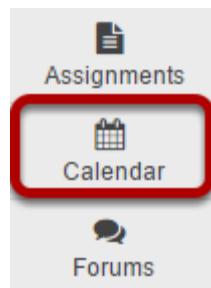
In the **Show Schedule** column, check the box next to any calendars from other sites that you would like to merge with the current site.

Click Save.

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

How do I import Calendar entries from a file?

Go to Calendar.



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

Click Import Events.

The screenshot shows the 'Calendar by Month' view in Sakai. At the top, there is a navigation bar with buttons for 'ADD EVENT', 'IMPORT EVENTS' (which is highlighted with a red box), 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below the navigation bar, the title 'Calendar by Month' is displayed, along with a 'View' dropdown set to 'Calendar by Month'. A large blue header bar indicates the month as 'March 2016'. Below the header are buttons for '< Previous Month', 'Today', and 'Next Month >'. At the bottom of the header are links for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. The main area is a grid calendar for March 2016, showing days from Sunday to Saturday. The days are numbered sequentially from 28 to 31. The day '31' is highlighted with a blue background and has a small icon of a person with a speech bubble next to it, labeled 'My Event'.

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

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

Choose the import file format.

Import Events

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

Type of calendar to import

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

Continue

Cancel

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

Choose your file.

Import Events

 [LINK](#)

 [HELP](#)

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

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

[!\[\]\(4e1d0123a61febe7c8358a82443b40c2_img.jpg\) Generic Import Template](#)

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

File

Choose File example_import_file.txt

Continue

Back

Cancel

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

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

Preview items and import events.

Step 3 of 3: Review activities and confirm import

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

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

Import events for site

Import events for selected groups

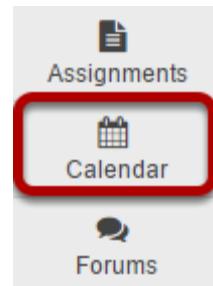
Import Events Back Cancel

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

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

How do I modify Calendar permissions?

Go to Calendar.



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

Click Permissions.

The screenshot shows the 'Calendar by Month' view in the Sakai interface. At the top, there is a navigation bar with several tabs: ADD EVENT, IMPORT EVENTS, MERGE INTERNAL CALENDARS, PUBLISH (PRIVATE), FIELDS, PERMISSIONS (which is highlighted with a red box), LINK, and HELP.

Below the navigation bar, the title 'Calendar by Month' is displayed, along with a 'View' dropdown set to 'Calendar by Month'. There are buttons for '< Previous Month', 'Today', and 'Next Month >'. A date range for 'March 2016' is shown above the calendar grid.

The main area features a monthly calendar grid with days from Sunday to Saturday. The days are numbered sequentially from 28 to 31. The day '31' is highlighted with a blue background and has a small icon of a person with a speech bubble next to it, labeled 'My Event'. Navigation buttons for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW' are located just below the calendar grid.

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

Modify the permissions for the roles listed.

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

Permissions

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

[Undo changes](#)

1

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

2

[Save](#)

[Cancel](#)

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

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

Chat

What is the Chat Room tool?

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

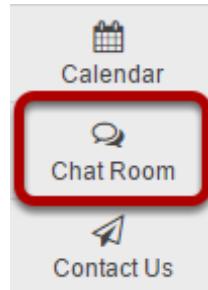
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

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

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

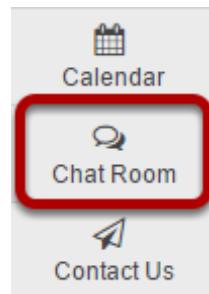
The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

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



How do I add a chat room?

Go to Chat Room.



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

Click Options.

Currently viewing messages for 'Main Chat Room'

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

All chat messages are archived and can be read by any site participant.
Showing 0 messages out of 0

Enter chat message

Add message Clear

LINK HELP

Users in Chat
Demo Professor
student01

A screenshot of the Chat Room Options page. It shows message viewing options (Date and Time, View messages from...), a message input field, and a sidebar showing users in the chat (Demo Professor, student01). The 'OPTIONS' tab is selected.

Click Add Room.

ADD ROOM PERMISSIONS

LINK HELP

Manage Rooms

Chat Room	Creation Date	Description
Main Chat Room Edit Delete	Mar 4, 2016	

Back to room

A screenshot of the Manage Rooms page. It shows a table of rooms, with the 'ADD ROOM' button highlighted with a red box. The table has columns for Chat Room, Creation Date, and Description. One room, 'Main Chat Room', is listed with edit and delete links.

Enter the room details.

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

Add Room

* Title

1

Description

2

Recent Chat Display

Show no message history

Show all messages

Show the last messages

Show messages from the past days

3

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

Allowed Posting Dates

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

5

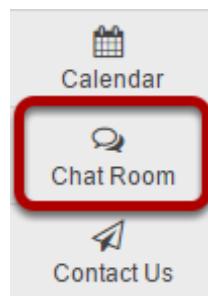
Start (mm/dd/yy) End (mm/dd/yy)

6

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

How do I delete a chat room?

Go to Chat Room.



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

Click on Options.

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

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

A screenshot of the Manage Rooms page. At the top, there are tabs for 'ADD ROOM' and 'PERMISSIONS', and 'LINK' and 'HELP' buttons. Below is a section titled 'Manage Rooms' with a table. The table has columns for 'Chat Room', 'Creation Date', and 'Description'. It lists two rooms: 'Main Chat Room' (Creation Date Mar 4, 2016) and 'Office Hours' (Creation Date Mar 4, 2016). For each room, there are 'Edit' and 'Delete' links. The 'Delete' link for 'Main Chat Room' is highlighted with a red box. At the bottom left is a 'Back to room' button.

Confirm the deletion.

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

Deleting chat room

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

Title: Office Hours

Description:

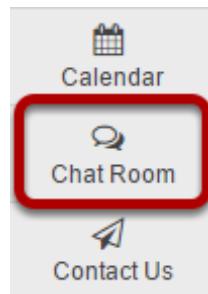
Delete

Cancel

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

How do I clear the chat history?

Go to Chat Room.



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

Click on Options.

A screenshot of the 'Main Chat Room' options page. At the top, there are three tabs: 'OPTIONS' (which is highlighted with a red box), 'CHANGE ROOM', and 'PERMISSIONS'. To the right are 'LINK' and 'HELP' buttons. The main content area shows the message list with a 'View' dropdown set to 'Date and Time' and 'Last 100 messages'. It also displays '0 messages out of 0'. On the right, a 'Users in Chat' box lists 'Demo Professor' and 'student01'. Below the message list is a text input field for entering a message, with 'Add message' and 'Clear' buttons at the bottom.

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

A screenshot of the 'Manage Rooms' page. At the top, there are 'ADD ROOM' and 'PERMISSIONS' buttons, and 'LINK' and 'HELP' buttons. The main section is titled 'Manage Rooms' and lists two rooms: 'Chat Room' and 'Main Chat Room'. The 'Main Chat Room' row includes links for 'Edit | Delete' and 'Clear History' (which is highlighted with a red box). Below this is another row for 'Office Hours' with 'Edit | Delete' and 'Set as Default' links. At the bottom left is a 'Back to room' button.

Confirm the deletion.

 LINK  HELP

Deleting all messages from chat room

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

Title: Office Hours

Description:

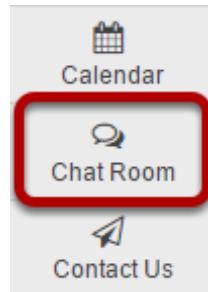
Delete

Cancel

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

How do I change the Chat Room tool permissions?

Go to Chat Room.



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

Click Permissions.

The screenshot shows the 'Permissions' tab selected in the top navigation bar of a chat room interface. The tab is highlighted with a red box. Other tabs visible include 'OPTIONS', 'CHANGE ROOM', and 'PERMISSIONS'. The main content area displays the message archive settings: 'View Date and Time', 'View messages from...', and 'Last 100 messages'. A note states, 'All chat messages are archived and can be read by any site participant.' Below this, it says 'Showing 0 messages out of 0'. On the right, there's a sidebar titled 'Users in Chat' listing 'Demo Professor' and 'student01'. At the bottom left, there's a text input field for entering a chat message, and two buttons: 'Add message' and 'Clear'.

Modify the permissions for the roles listed.

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

Permissions

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

[Undo changes](#)

1

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

2

[Save](#)

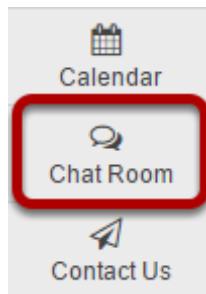
[Cancel](#)

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

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

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

Go to Chat Room.



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

To read Chat Room messages:

The screenshot shows the 'Main Chat Room' interface. At the top, there are tabs: 'OPTIONS' (highlighted with a red box), 'CHANGE ROOM' (highlighted with a red box), and 'PERMISSIONS'. To the right are 'LINK' and 'HELP' buttons. Below the tabs, it says 'Currently viewing messages for 'Main Chat Room''. There are two dropdown menus: 'View' (set to 'Date and Time') and 'View messages from...' (set to 'Last 100 messages'). A note below states: 'All chat messages are archived and can be read by any site participant.' A message list follows, showing four messages from 'Demo Professor' and 'student01'. A red box highlights this message list. Callout 1 points to the 'CHANGE ROOM' tab. Callout 2 points to the 'Users in Chat' box on the right, which lists 'Demo Professor' and 'student01'. Callout 3 points to the message list. Callout 4 points to the 'View' dropdown. Callout 5 points to the 'View messages from...' dropdown. At the bottom, there's an 'Enter chat message' input field, an 'Add message' button, and a 'Clear' button.

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

1. To change rooms, click **Change Room** at the top, and select the room you'd like to enter.
2. To see who is presently in the room, look under "Users in Chat" on the right side of the screen.
3. Messages appear in chronological order, with the most recent at the bottom. Messages will always identify the sender.
4. To hide or display the date or time messages were posted, select the appropriate option from the "View" drop-down list: Time Only, Date and Time, Date Only, Neither Date nor Time, or ID Only.
5. To change how many messages you see, from the second drop-down list, select one of the following options: Last 100 messages, Last 10 messages, Past 3 days, or Show no message history. (If you choose Show no message history, you will see only messages posted after you made this selection.)

To post Chat Room messages:

Enter chat message

[Add message](#)

[Clear](#)

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

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

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

To delete a Chat Room messages.

OPTIONSCHANGE ROOMPERMISSIONS

LINKHELP

Currently viewing messages for 'Main Chat Room'

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

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

Showing 5 messages out of 5

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

Enter chat message Delete this message

[Add message](#)

[Clear](#)

Users in Chat

Demo Professor
student01

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

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

Confirm deletion.

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

Deleting chat message

Are you sure you want to permanently delete this message?

From: Demo Professor

Date: Mar 4, 2016

Message: What is your question?

Delete

Cancel

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

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

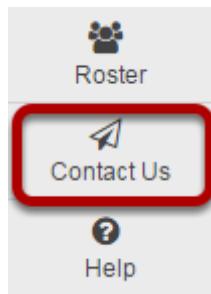
Contact Us

What is the Contact Us tool?

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

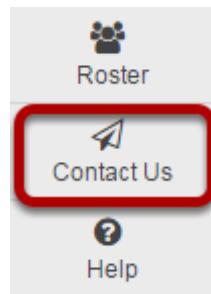
Note: This tool, like the Help tool, appears in all Sakai sites by default.

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



How do I use the Contact Us tool?

Go to Contact Us.



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

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

Contact us about any problems or suggestions for improvement

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

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

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

- Problem with content?**
- Site unavailable or permission denied?
 - Missing file, broken link, or blank page?
 - Problem with dates in calendar?
 - Erroneous or misleading information?
 - General query about the site?
- [Report the problem to the site owner](#)

- Ask for help?**
- Cannot log in?
 - How can I do this?
 - Cannot find the answer in the Help pages?
- [Report the problem to the Sakai team](#)

- Report a technical problem?**
- Something has gone wrong?
 - Problem with the system?
 - Tool not working as it should?
- [Report the problem to the Sakai team](#)

- Suggest improvement?**
- Voice a request for an improvement to one of the tools
 - Suggest a brand new feature that would be useful to other users
- [Make a request for improvement](#)

1

2

3

4

1. **Problem with content?** Clicking on this link will send an email to the site owner, in most cases this is the instructor of the course.
2. **Ask for help?** Clicking on this link will send an email to the primary support email address designated by your institution.

3. **Report a technical problem?** Clicking on this link will send an email to the primary support email address designated by your institution.
4. **Suggest improvement?** Clicking on this link will take you to the web address specified by your institution for the submission of feature requests.

Note: The primary support address is specified as the "mail.support" property in the sakai.properties file. Your system administrator modify this email setting by updating the sakai.properties to point to the desired address. Additionally, to enable Feature Suggestion feedback, your Sakai administrator needs to add the feedback.featureSuggestionUrl property to this Sakai server's configuration.

Course and Project Sites

What are course sites?

A course site is the official worksite for a particular academic course for an institution and can be linked to a database (such as a registrar's) to automatically populate its roster.

Course sites usually contain a selection of tools and resources provided by the instructor so that students may access course materials, interact with other site participants, and submit work.

Default participant roles for course sites.

The default participant roles in a course site are:

- **Instructor:** Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

Note: Additional customized roles may be added by the system administrator.

What are project sites?

Project sites are designed to facilitate collaboration. You can invite anyone you wish to join your project site.

Project sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Project sites have all of the same tools available as course sites; however, they are typically not associated with credit course sections or academic terms.

Default participant roles for project sites.

The default roles in project sites are:

- **Maintain:** The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

Note: Additional custom roles may be added by the system administrator.

How do I navigate among different sites?

Home.



Home is your individual online workspace. When you first log in, you go to Home automatically. To return to your workspace after visiting other sites, click Home in the upper left corner of the screen.

For more information about Home, see [What is Home?](#)

Site Navigation.



Additional course and project sites appear as buttons across the top of the screen. Click a button to go to the corresponding site.

You may also click on **Sites** to view all active sites and manage favorites. For more information about site navigation, see [What is Site Navigation?](#)

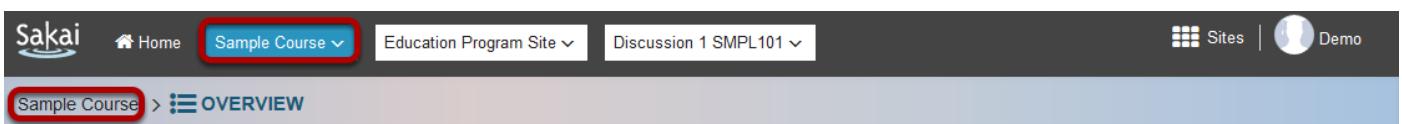
It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate among different sites in the system.

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

How do I navigate within a site?

It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

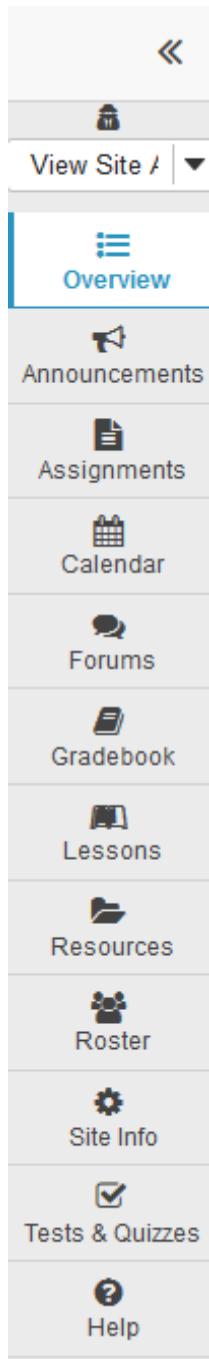
Currently selected site.



The screenshot shows the Sakai navigation bar. The 'Sample Course' link is highlighted with a red box, indicating it is the currently selected site. Other items in the navigation bar include 'Home', 'Education Program Site', 'Discussion 1 SMPL101', 'Sites', and 'Demo'. Below the navigation bar, the breadcrumb trail shows 'Sample Course > OVERVIEW', where 'Sample Course' is also highlighted with a red box.

The currently selected site will appear highlighted in a different color in the navigation bar. You will also see the title of the site as the first item in the breadcrumbs below the site navigation bar.

The Tool Menu.



The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site.

Click the tool's name to go to the corresponding tool.

The Overview page.



Overview on the Tool Menu takes you to the primary landing page for the site you're in. Overview pages can contain a list of recent announcements, recent message or forum discussions, calendar posts and other selected resources for that specific site.

Resetting a tool.

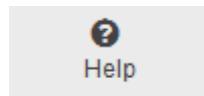
The screenshot shows the Sakai Calendar tool for the month of June 2016. The top navigation bar includes links for Home, Sample Course, Education Program Site, DEMO 100 100 Summer 2016, Sites, and Demo. The Breadcrumbs show 'Sample Course > CALENDAR'. The Tool Menu on the left lists various tools: Forums, Gradebook, Lessons, Resources, Roster, Site Info, Tests & Quizzes, and Help, with 'Calendar' highlighted by a red box. The main content area displays a monthly calendar grid for June 2016, with days from Sunday to Saturday. Specific dates like June 29th, 30th, and 31st are highlighted in blue. A legend at the bottom defines symbols for different event types: Academic Calendar, Activity, Cancellation, Class section - Discussion, Class section - Lab, Class section - Lecture, Class section - Small Group, Class session, Computer Session, Deadline, Exam, Meeting, Multidisciplinary Conference, Quiz, and Special event. A 'Web Assignment' icon is also listed.

When you're using a tool, clicking on the tool's name in either the Tool Menu or the Breadcrumbs, takes you back to the first page of that tool and resets the tool.

Online help.

You can get help by clicking **Help** in the Tool Menu. You can also get contextual help by clicking the **Help** link within the tool content frame.

Help in the Tool Menu.



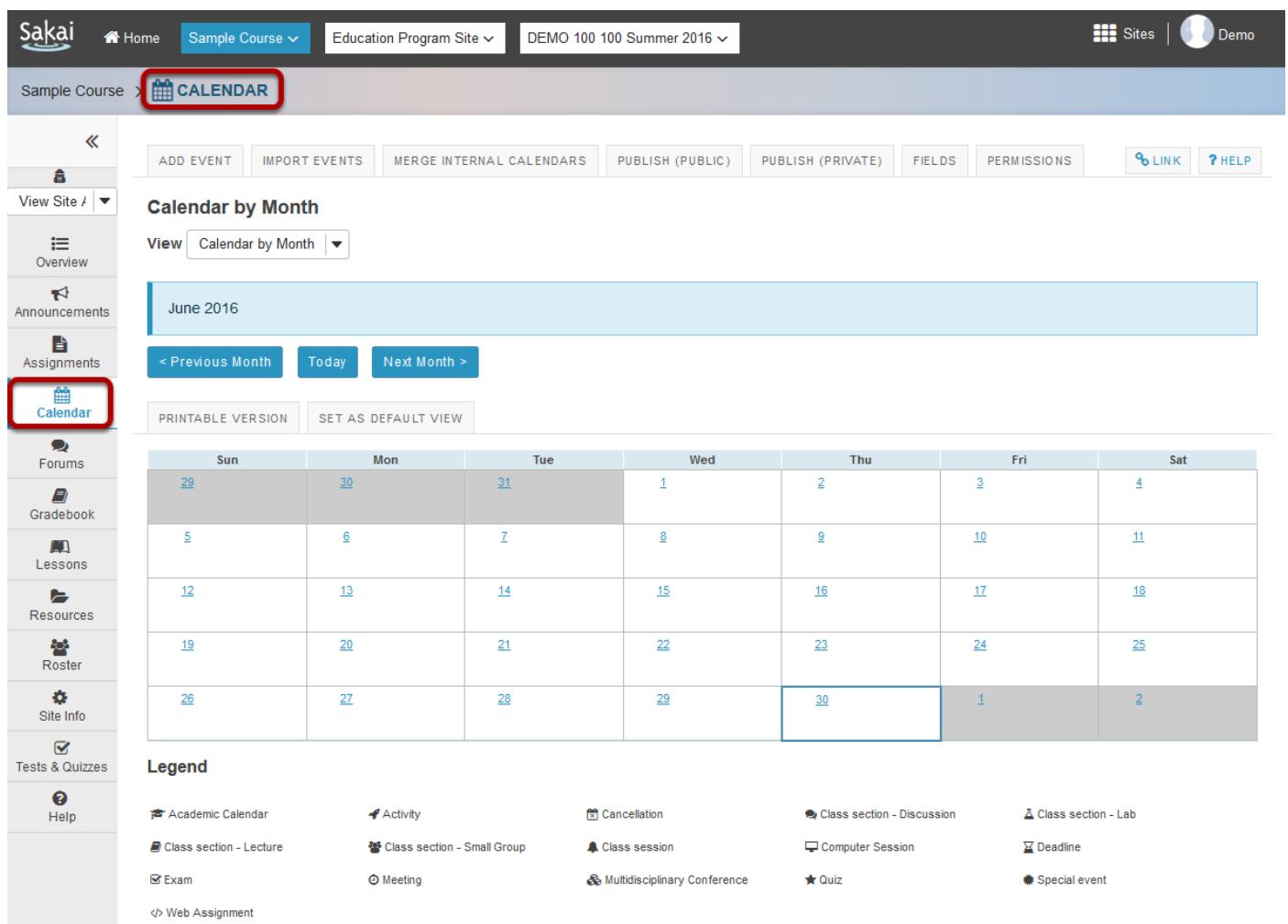
Contextual help for a given tool.



How do I reset a tool?

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

Click on the tool name.



The screenshot shows the Sakai Calendar tool interface. At the top, there's a navigation bar with links for Home, Sample Course, Education Program Site, DEMO 100 100 Summer 2016, Sites, and Demo. Below the navigation bar, the breadcrumb trail shows 'Sample Course > CALENDAR'. The left sidebar contains links for View Site, Overview, Announcements, Assignments, Forums, Gradebook, Lessons, Resources, Roster, Site Info, Tests & Quizzes, and Help. The 'Calendar' link in the sidebar is highlighted with a red box. The main content area displays a calendar for June 2016. The days of the week are labeled from Sun to Sat. The dates are numbered from 29 to 30. A blue border highlights the date '30' in the Friday slot, which corresponds to the last day of the month. Below the calendar, there's a legend with various icons and their meanings: Academic Calendar, Activity, Cancellation, Class section - Discussion, Class section - Lab, Class section - Lecture, Class section - Small Group, Class session, Computer Session, Deadline, Exam, Meeting, Multidisciplinary Conference, Quiz, and Special event. There are also links for PRINTABLE VERSION and SET AS DEFAULT VIEW.

When you're using a tool, clicking on the tool's name in either the Tool Menu or the Breadcrumbs, takes you back to the first page of that tool and resets the tool.

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

What does Unpublished Site mean?

By default, most sites in Sakai are Unpublished when they are first created. This gives instructors or course designers a chance to go in and edit the content of the site before it is available to students and other users. Some institutions publish all current courses automatically at the beginning of the academic term. Institutions may also unpublish courses from prior or future terms.

Unpublished Site Indicator

Unpublished Site

(Publish Now)

If you see the Unpublished Site indicator at the top of your site, that means your site is unpublished and is unavailable to students, teaching assistants, or other user roles which do not have editing permission.

If the Unpublished Site indicator does not appear, this means that your site has already been published.

Instructors always have access to both published and unpublished courses in which they are enrolled.

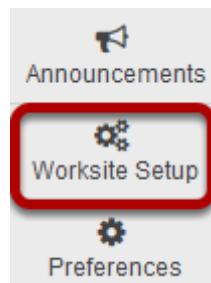
Click the **(Publish Now)** button to make your site available to all enrolled users. (Depending on the site publishing permissions established by your institution, you may or may not see this button.)

Note: You may also publish/unpublish your site from the Manage Access area in [Site Info](#).

How do I create a new course or project site?

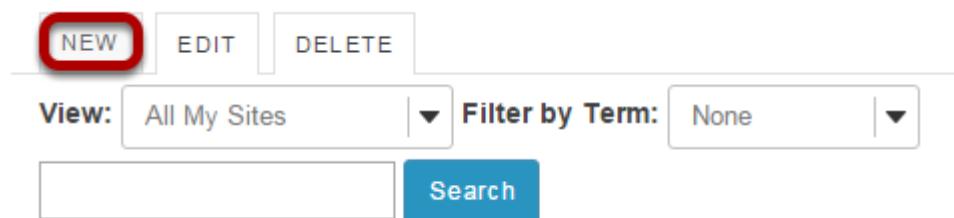
If you have the appropriate permissions to create new course or project sites, you may do so from either Worksite Setup or Sites in your Home area.

Go to Worksite Setup.



Select the **Worksite Setup** tool from the Tool Menu in Home.

Click New.



Or, go to Sites.



Click on the **Sites** link to view your sites drawer.

From your sites list, click Add New Site.

The screenshot shows the Sakai 'Sites' page. At the top right, there are buttons for 'View All Sites', '+ Add New Site' (which is highlighted with a red box), and 'Preferences'. Below these are tabs for 'Sites' and 'Organize Favorites (0)'. A search bar says 'Search sites in this drawer'. The main area is divided into sections: 'Fall 2016' containing two dropdown menus for 'DAC-EDUCATION-DEPT1-S ...'; 'Summer 2016' containing two dropdown menus for 'DAC-EDUCATION-DEPT1-S ...'; and 'OTHER' containing a dropdown menu for 'My Workspace'. At the bottom are buttons for 'EDIT', 'LINK', and 'HELP'.

Select the type of site.

Create Site

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

A site can be created in a number of different ways:

- Build your own site

This is for experienced users and lets site owners add individual site tools.

- course site
- project site

You can add or remove tools from either type of site at any time.

[Continue](#)

[Cancel](#)

Choose either **course site** or **project site** depending in which type of site you want to create.

For Course sites only.

If you select to add a course site, there are some additional steps.

Select the term.

 LINK  HELP

Create Site

A site can be created in a number of different ways:

- Build your own site

This is for experienced users and lets site owners add individual site tools.

course site

* Academic term: Spring 2016 ▾

project site

You can add or remove tools from either type of site at any time.

Continue

Cancel

Select a term from the drop-down menu and then click **Continue**.

Enter course information.

Course/Section Information

Course/Section(s) Selection - - Spring 2016

Please find course/section by entering the information below

1 Subject: Sample Department ▼

2 Course: SMPL101 ▼

3 Section: Select
Discussion 1 SMPL101
Discussion 2 SMPL101
Discussion 3 SMPL101 ▾

Current Selection:
Discussion 3 SMPL101 (Requested)

4 * Authorizer's username:

Email will be sent asking for authorization for you to create this site.

5 Special Instructions:

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)
[Still cannot find your course/section?](#)

6 **Continue** Back Cancel

1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. The authorizer's username will appear here. An email message requesting authorization to create the site will be sent to the user listed.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the course site.

Enter site information.

Enter the site title.

* Site Title Discussion 3 SMPL101

Select site language.



If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

Enter a site description.

Description

The screenshot shows a Rich Text Editor interface. At the top, there is a toolbar with various icons for file operations (Source, Save, Print, etc.), text styling (Bold, Italic, Underline, Superscript), alignment, and other formatting options. Below the toolbar is a large, empty text area where a description can be entered. The entire interface is contained within a light blue bordered box.

The information entered into the description area will appear on the site's home page. You may use the [Rich Text Editor](#) here to enter your description.

Enter a short description.

Short Description

(displayed in publicly viewable list of sites. Max 80 characters)

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Select a theme.

Appearance (Theme) *default* ▾

Site will display this theme.

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

Enter the site contact information.

* Site Contact Name Demo Professor

Site Contact Email demoprof@myschool.edu

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.

Continue Back Cancel

Click **Continue** to save your changes.

Select site tools.

Course Site Tools

Choose tools to include on your site...

General	Selected tools	Remove
<input checked="" type="checkbox"/> Overview For viewing recent announcements, discussion, and chat items.	<input type="checkbox"/> Overview	X
<input checked="" type="checkbox"/> Announcements For posting current, time-critical information	<input type="checkbox"/> Announcements	X
<input checked="" type="checkbox"/> Assignments For posting, submitting and grading assignment(s) online	<input type="checkbox"/> Assignments	X
<input checked="" type="checkbox"/> Calendar For posting and viewing deadlines, events, etc.	<input type="checkbox"/> Calendar	X
<input type="checkbox"/> Chat Room For real-time conversations in written form	<input type="checkbox"/> Chat Room	X
<input type="checkbox"/> Contact Us A site contact and functionality reporting tool	<input type="checkbox"/> Contact Us	X
<input type="checkbox"/> Dashboard Unified Home display of recent announcements, resources, assignments, calendar events, etc.	<input type="checkbox"/> Dashboard	X
<input type="checkbox"/> Drop Box For private file sharing between instructor and student	<input type="checkbox"/> Drop Box	X
<input type="checkbox"/> Email Send mail to select participants in your site.	<input type="checkbox"/> Email	X
<input type="checkbox"/> Email Archive For viewing email sent to the site	<input type="checkbox"/> Email Archive	X
<input type="checkbox"/> Evaluation System For running evaluations/feedback and surveys.	<input type="checkbox"/> Evaluation System	X
<input type="checkbox"/> External Tool Launch external tools using IMS Learning Tools Interoperability.	<input type="checkbox"/> External Tool	X
<input checked="" type="checkbox"/> Forums Display forums and topics of a particular site	<input type="checkbox"/> Forums	X
<input checked="" type="checkbox"/> Gradebook The next generation gradebook tool for the Sakai CLE	<input type="checkbox"/> Gradebook	X
<input type="checkbox"/> Gradebook Classic For storing and computing assessment grades from Tests & Quizzes or that are manually entered	<input type="checkbox"/> Gradebook Classic	X
<input checked="" type="checkbox"/> Lessons For creating content modules and sequences; can be organized by week or unit	<input type="checkbox"/> Lessons	X
<input checked="" type="checkbox"/> Messages Display messages to/from users of a particular site	<input type="checkbox"/> Messages	X
<input type="checkbox"/> News For viewing content from RSS News Feeds	<input type="checkbox"/> News	X
<input type="checkbox"/> Podcasts For managing individual podcast and podcast feed information	<input type="checkbox"/> Podcasts	X
<input type="checkbox"/> Polls For anonymous polls or voting	<input type="checkbox"/> Polls	X
<input type="checkbox"/> PostEm For posting individualized text to each user in the site	<input type="checkbox"/> PostEm	X
<input type="checkbox"/> Resources For posting documents, URLs to other websites, etc.	<input type="checkbox"/> Resources	X
<input type="checkbox"/> Roster For viewing the site participants list	<input type="checkbox"/> Roster	X
<input type="checkbox"/> Search For searching content	<input type="checkbox"/> Search	X
<input type="checkbox"/> Section Info For managing sections within a site	<input type="checkbox"/> Section Info	X
<input type="checkbox"/> Sign-up For enabling online registration for meetings and other events	<input type="checkbox"/> Sign-up	X
<input checked="" type="checkbox"/> Site Info For showing worksite information and site participants	<input type="checkbox"/> Site Info	X
<input type="checkbox"/> Statistics For showing site statistics by user, event or resource of the site	<input type="checkbox"/> Statistics	X
<input checked="" type="checkbox"/> Syllabus For posting a summary outline and/or requirements for a site	<input type="checkbox"/> Syllabus	X
<input type="checkbox"/> Tests & Quizzes For creating and taking online tests and quizzes	<input type="checkbox"/> Tests & Quizzes	X
<input type="checkbox"/> Web Content For accessing internal resources or an external website within the site	<input type="checkbox"/> Web Content	X
<input type="checkbox"/> Wiki For collaborative editing of pages and content	<input type="checkbox"/> Wiki	X

Place a check mark next to any tools that you would like to use in this course site.

Re-use existing material.

Re-use Material from Other Sites You Own

- No, thanks.
 Yes, from these sites:

DAC-EDUCATION-DEPT1-SUBJ1-101
DAC-EDUCATION-DEPT1-SUBJ1-126
DAC-EDUCATION-DEPT1-SUBJ1-151
DAC-EDUCATION-DEPT1-SUBJ1-201

Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections.

You may choose to re-use material from other sites that you own. Choose either **No** or **Yes** for this option. (If you select Yes, indicate the site(s) from which to copy content in the list shown below.)

Click Continue.

Continue

Back

Cancel

Configure site access.

Course Site Access

Set access options for your site...

1

Site Status

Publishing your site makes it available to the site participants.

Publish site - accessible to all site participants
 Leave as Draft - accessible only to site maintainers

2

Additional Access

As well as site members, you can allow other people to access your site without being a member of the site.

By Origin

Internal users
 Provided users

By Role

All Staff
 All Students
 All Users

3

Site Visibility

Display in Site Browser

Global Access

Global access settings allow you to decide who has access to your site once it is published. You can change these settings later by going to Site Info.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

Limit to official course members or to those I add manually (recommended)
 Allow any QA01 user to join the site

4

Continue **Back** **Cancel**

- Site Status:** Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
- Additional Access:** In addition to enrolled users, you may also elect to allow all users of a particular origin or role to have access to your site, such as all Internal users or all Students. (Optional)
- Global Access:** Choose to make site access **Limit to official course members or to those I add manually** (recommended) or **Allow any user to join the site**.
- Click **Continue**.

Confirm site setup.

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

Confirm Your Course Site Setup

Confirm your site setup selections...

Please review the following information about your site. If this information is correct, click Create Site. If you need to make changes, click the Back button at the bottom of the page. To make changes to this setup later, go to Site Info within your site.

You are setting up a class site that includes the following class/sections:

Site Title	Discussion 3 SMPL101
Site URL	No URL provided
Tools	Overview Syllabus Lessons (Lessons) Calendar Announcements Forums Assignments Site Info Gradebook Messages
Available To	Site participants only
Joinable:	No
Included on public index of sites	Yes
Appearance (Icon)	*default*
Site Contact Name	Demo Professor
Site Contact Email	demoprof@myschool.edu
Short Description	No short description provided
Site Language	No Language provided

Description

No description provided.

[Create Site](#) [Back](#) [Cancel](#)

You will see a screen which displays all of the site settings for verification. If everything appears correct, click **Create Site**.

Drop Box

What is the Drop Box tool?

The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

The Drop Box mirrors the file management features and functionality of the Resources tool. See [What is the Resources tool?](#) for more information on how to add, upload, edit, and delete files and folders within Drop Box. (As with Resources, multiple files can also be uploaded using [Drag and Drop](#).)

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



Example: Folders for each student

A screenshot of the Drop Box list. It shows four entries, each with a checkbox, a folder icon, a folder name, and an 'Actions' dropdown menu. The first entry is 'Intro to Psychology Drop Box'. The second entry is 'Gandhi, Mohandas (mgandhi)'. The third entry is 'Mandela, Nelson (nmandela)'. The fourth entry is 'Parks, Rosa (rparks)'. The folder names 'Gandhi, Mohandas (mgandhi)', 'Mandela, Nelson (nmandela)', and 'Parks, Rosa (rparks)' each have a plus sign next to the folder icon, indicating they contain files.

Folders with the plus sign contain files.

How do I upload files to multiple dropbox folders?

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Select "Upload files to multiple dropbox folders".

A screenshot of the "DROP BOX" tool interface. At the top, there's a breadcrumb navigation: "Psychology > DROP BOX". Below it is a horizontal menu bar with several buttons: "LIST OF DROP BOXES", "TRASH", "UPLOAD FILES TO MULTIPLE DROPBOX FOLDERS" (which is highlighted with a red box), "TRANSFER FILES", and "OPTIONS". There are also two smaller buttons: "CHECK QUOTA" and another unlabeled button.

Select the file to be uploaded.

Upload files to multiple dropbox folders

Select the files to upload and then click 'Continue' at the bottom.

File To Upload

Display Name

Click the **Choose File** button to browse for and locate the file on your local computer.

Optionally, you may also edit the display name of your file if you would like it to be different than the file name.

Select the destination folders for your file.

Available users

Selected users

Group: Group A
Group: Group B
Parks, Rosa
Phelps, Michael

Gandhi, Mohandas
Mandela, Nelson

You will see a list of the student folders in your course Drop Box. Select the student name or group from the list of "Available users" on the left and use the arrow buttons to move the name or names over to the "Selected users" on the right.

Email notification. (Optional)

Send an email notification to the student.

If you want students to be notified about the file upload, select the box next to **Send an email notification to the student.**

Click Continue.



How do students add items to the Drop Box?

The Drop Box tool functions very much like the Resources tool. The only difference is that Drop Box is an individual folder for each student within a particular course.

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Add or create items.

A screenshot of the Sakai Drop Box interface. At the top, there are filter options ('Title') and an 'Access' button. Below is a list of folders, with one folder named 'Gandhi, Mohandas (mgandhi)' highlighted with a yellow background. To the right of this folder is an 'Actions' dropdown menu, which is open and highlighted with a red border. The menu contains two sections: 'Add' and 'Actions'. The 'Add' section lists six options: 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'. The 'Actions' section lists three options: 'Copy', 'Edit Details', and 'Compress to ZIP Archive'.

You will see a Drop Box folder with your name as the folder name. This is the location where you will add or create items in the Drop Box.

Click the Actions drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy a file
- Edit Details of a file
- Compress to ZIP Archive

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

Email

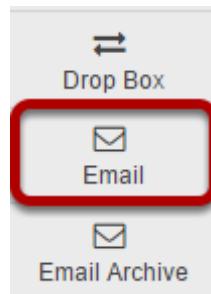
What is the Email tool?

The Email tool allows user to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses.

The Email tool works using the sender's external email address, which is specified in the user's [account details](#). Typically, this email address is the user's institutional email.

Note: The Email tool can work in conjunction with the [Email Archive](#) tool to post email messages to the course archive.

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



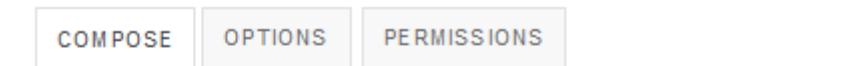
How do I send an Email message?

Go to Email.



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

Select the message recipients.



From: Demo Professor <demoprofessor@longsight.com>

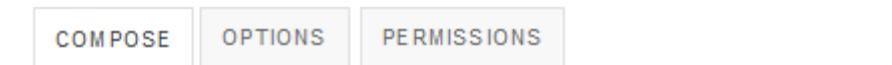
To: [All](#) | [Roles](#) | [Sections](#) | [Groups](#)

[Add Other Recipients](#)

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

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

Select All.



From: Demo Professor <demoprofessor@longsight.com>

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

[Add Other Recipients](#)

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

Choose recipients by role.

From: Demo Professor <demoprofessor@longsight.com>

To: All Roles [Sections](#) | [Groups](#)
 [Instructor](#)
 [Student](#)
 demo, student01 (student01)
 demo, student02 (student02)
 demo, student03 (student03)
 demo, student04 (student04)
 [Teaching Assistant](#)
[Add Other Recipients](#)

Click the **Roles** link to expand the list of roles within the site. You may also click on the link for a role (e.g. **Student**) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

From: Demo Professor <demoprofessor@longsight.com>

To: All | Roles Sections [Groups](#)
 [Lab1](#)
 demo, student01 (student01)
 demo, student02 (student02)
 [Lab2](#)
[Add Other Recipients](#)

Click the **Sections** link to expand the list of existing sections within the site. You may also click on the link for a section (e.g. **Lab1**) to expand the list and show individual users in that section.

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

Choose recipients by group.

From: Demo Professor <demoprofessor@longsight.com>

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

[Group01](#)

demo, student02 (student02)

demo, student04 (student04)

[Group02](#)

[Add Other Recipients](#)

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

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

Enter the email address for unenrolled user/s.

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

[Group01](#)

demo, student02 (student02)

demo, student04 (student04)

[Group02](#)

[Other Recipients:](#)

guestspeaker1@gmail.com, guestspeaker2@gmail.com

Separate additional email addresses with commas or semicolons.

To send a message to a user who is not enrolled in the site, select the Other Recipients link and then enter the email address or addresses (separated by commas) into the text area provided.

Enter a subject line.

Subject:

Welcome

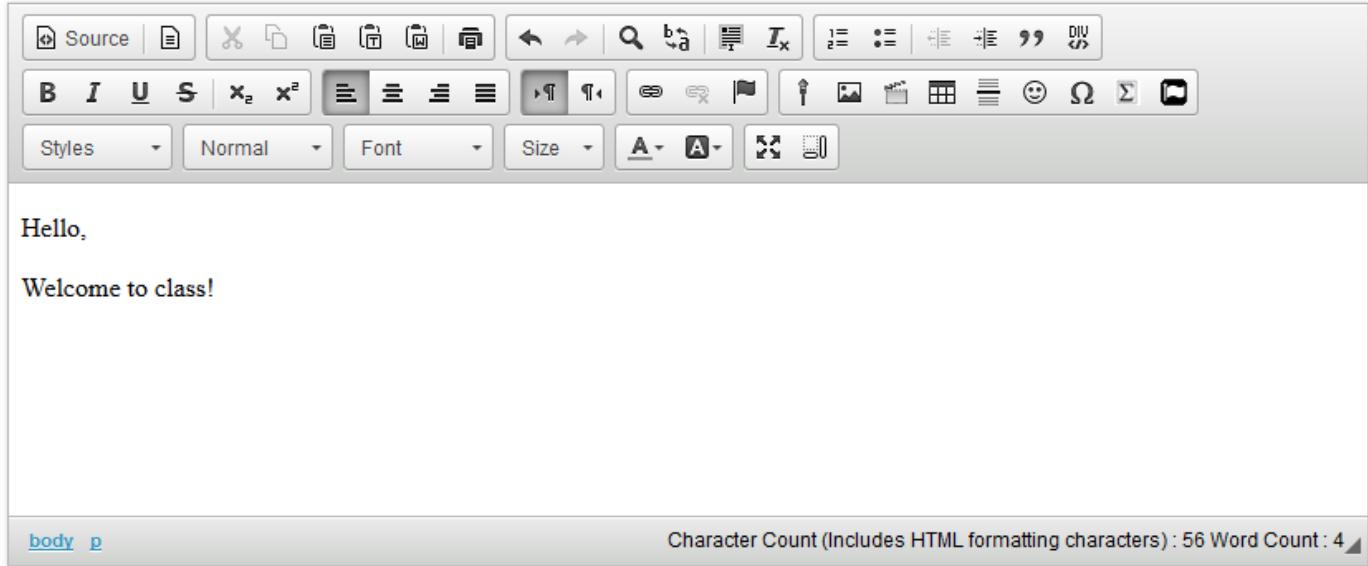
Give your email message a subject.

Add an attachment. (Optional)

 [Attach a file](#)

Click the **Attach a file** link if you would like to browse for and attach a file to your email.

Enter the message body text.



The screenshot shows a Rich Text Editor window. At the top is a toolbar with various icons for file operations (Source, Save, Cut, Copy, Paste, Find, etc.), text styling (Bold, Italic, Underline, Strikeout), alignment (Left, Center, Right, Justify), and other formatting options. Below the toolbar is a text area containing the message body. The text area has the following content:

```
Hello,  
Welcome to class!
```

At the bottom of the editor window, there is a status bar displaying "body p" on the left and "Character Count (Includes HTML formatting characters) : 56 Word Count : 4" on the right.

Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

Send me a copy

If you would like to be copied on the email message, click the box next to **Send me a copy**.

Select to add to Email Archive. (Optional)

Add to Email Archive, visible to all site participants

If you would like the email message to be added to the course Email Archive, click the box next to **Add to Email Archive, visible to all site participants**.

Note: This option only appears if the Email Archive tool is active in your site.

Append list of recipients. (Optional)

Append list of recipients to message

If you would like recipients to see the users copied on the message, select this option to include the recipient list in the message.

Click Send Mail.



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

How do I set the Email tool options for my site?

Go to Email.



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

Click the Options link.



Select the default settings.

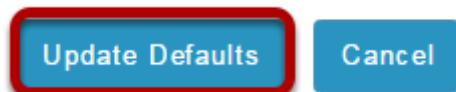
You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.

A screenshot of the 'Email' tool Options page. It includes sections for 'Copies', 'Show recipients', 'Reply-to', 'Display invalid emails', and 'Display empty recipient groups'. A large red box highlights the 'Reply-to' section, which contains several radio button and checkbox options. In this section, the 'Sender' radio button is selected, and the 'Yes' radio button under 'Display empty recipient groups' is also selected.

Choose the desired default settings by selecting the check boxes or radio buttons next to the options you want. These settings will become the default Email tool setting for the entire site.

For example, you may want to check the box for **Send me a copy** and **Add to Email Archive** so that they are selected by default. (Individual users may still choose to de-select these two options when sending a message.)

Click Update Defaults.



Click the **Update Defaults** button to save your changes.

How do I change the Email tool permissions?

Go to Email.



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

Click the Permissions link.



Modify the permissions for the roles listed.

Permissions

Set permissions for DAC-EDUCATION-DEPT1-SUBJ1-126

The screenshot shows a "Permissions" configuration page. At the top left is a blue button labeled "Undo changes". In the center is a table with three columns: "Instructor", "Student", and "Teaching Assistant". The first row contains the permission names: "Administer" and "Send email". The second row contains checkboxes for each role. A red circle with the number "1" is placed over the "Administer" checkboxes for all three roles. A red circle with the number "2" is placed over the "Save" button at the bottom left. The "Save" button is highlighted with a red rounded rectangle.

Permission	Instructor	Student	Teaching Assistant
Administer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Send email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 2

Save Cancel

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)

2. Click **Save** to save your changes.

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

Email Archive

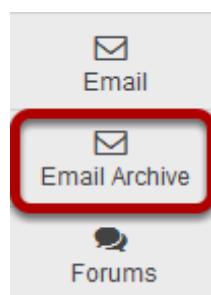
What is the Email Archive tool?

The Email Archive tool allows site managers to specify an alias email address which essentially serves as a listserv for the site. By default, email you send to the site email address is copied to the email addresses of all site participants and owners. All email messages sent to your site's email address are stored in the Email Archive. You can use any email program to send mail to the email address listed at the top of your Email Archive page.

Site members can use [Preferences](#) in My Workspace to choose how often they want to receive email sent to the site's email address: either as it is sent, or in digest mode, with all posts for the day sent in a single email message.

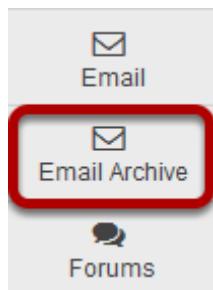
Note: You cannot use Email Archive to send mail to particular individuals. To send messages to individual participants or a group, use either the [Messages](#) tool (for internal course mail) or the [Email](#) tool (for external institutional mail).

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



How do I view Email Archive messages?

Go to Email Archive.



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

Viewing Email Archive messages.

You are authorized to send email from: demoprofessor@longsight.com
Email sent to the following addresses will be archived and sent to participants:

samplecourse@qa01-sakai.marist.edu

Search

Viewing 1 - 1 of 1

|< < show 20 items... ▾ > >|

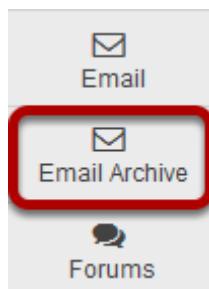
From	Subject	Date Received
Demo Professor <demoprofessor@longsight.com>	1 Sample Course: Welcome Message	2 Apr 19, 2016 2:51 PM EDT

1. Click on the subject of a message to view the message content.
2. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.

How do I send messages to the Email Archive?

Note: You cannot use Email Archive to send mail to particular individuals. To send messages to individual participants or a group, use either the [Messages](#) tool (for internal course mail) or the [Email](#) tool (for external institutional mail).

Go to Email Archive.



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

Locate email address for sending messages to the archive.

A screenshot of the Email Archive settings screen. At the top, there are two tabs: 'OPTIONS' and 'PERMISSIONS'. Below them is a large text box containing the following message: "You are authorized to send email from: demoprofessor@longsight.com. Email sent to the following addresses will be archived and sent to participants: samplecourse@qa01-sakai.marist.edu". A red rectangular box surrounds this message. Step 1 is indicated by a black circle with the number '1' next to the message text. Step 2 is indicated by a black circle with the number '2' next to the email address 'samplecourse@qa01-sakai.marist.edu', which is also highlighted with a red rectangular box.

1. Above the site address, you'll see a message telling you if you are authorized to send email. If this site is set up to accept mail only from site participants, you will also see the address from which you are authorized to send email; use this account to send messages to the site address.
2. On the Email Archive screen, under "Email sent to the following addresses will be archived and sent to participants", you'll see the site email address. Send email to your site's Email Archive address from your email account, just as you would to any other email address.

If you are not authorized to send mail, you will see the following message instead.

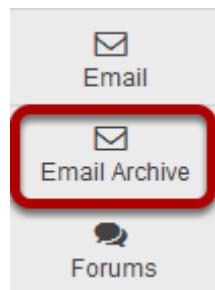
OPTIONS

PERMISSIONS

You are not authorized to send mail to this worksite.

How do I modify the Email Archive options?

Go to Email Archive.



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

Click Options.



Select the desired settings.

Customize Email Archive

Mailbox settings

1 Accept Messages From

Anyone
 Only site participants

2 Set the reply to address

The email archive
 Leave as the original sender

3 Send messages to

Site participants who have not opted out
 Do not send to site participants - just archive them

Choose the radio buttons for the settings you want to enable. You can customize the following settings:

- Accept Messages From:** You can choose to allow anyone to send mail to the Email Archive address, or to allow only site participants to send mail.
- Set the reply-to address:** You can set the reply-to address for messages sent through the archive so that users automatically reply to the original sender or to the Email Archive address.
- Send messages to:** You can choose to send email to site participants as well as archiving the messages, or you can choose to archive messages without emailing the site participants.

Customize the site email address.

Mail Address

Site Email Address @qa01-sakai.marist.edu

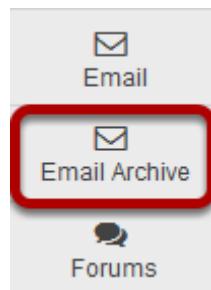
If you would like to customize the site email alias to make it easier to remember, you can modify the address here.

Click Update Options to save your settings.



How do I change the Email Archive permissions?

Go to Email Archive.



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

Click the Permissions button.



Modify the permissions for the roles listed.

Permissions

Set permissions for Email Archive in worksite "Sample Course" (a3845e3a-e90d-4039-a826-c0cd40c4d3a9)

Undo changes

Permission	Instructor	Student	Teaching Assistant
Read email in the archive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send email to the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any email in the archive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

2

Save

Cancel

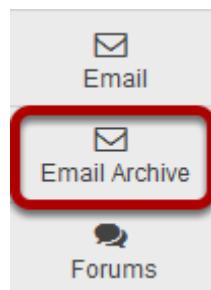
1. Check the box next to each permission you would like to allow for a given role.
(Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

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

How do students view archived messages?

Typically, students have read-only permissions for Email Archive.

Go to Email Archive.



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

Viewing Email Archive messages.

A screenshot of the Sakai Email Archive interface. At the top, there is a blue banner with the text "You are not authorized to send mail to this worksite." Below this is a search bar with a "Search" button. The main area shows a table of messages. The header row includes columns for "From", "Subject", and "Date Received". A message is listed: "From: Demo Professor <demoprofessor@longsight.com>" and "Subject: Sample Course: Welcome Message". The "Date Received" column shows "Apr 19, 2016 2:51 PM EDT". Two annotations are present: a red box around the "Subject" column header with the number "1" in a circle, and another red box around the "Date Received" column header with the number "2" in a circle.

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

1. Click on the message subject to view the message content.
2. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.

External Tool (LTI)

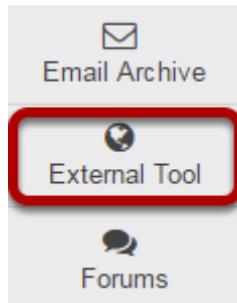
What is the External Tool (LTI)?

The External Tool (LTI) allows you to include tools that support the IMS Basic Learning Tools Interoperability standard in your sites. The External Tool (LTI) launch protocol securely sends user, site, and role information to the external tool using the OAuth (www.oauth.net) security mechanism.

The site owner or the system administrator can configure this tool. If the system administrator pre-configures an External Tool, it appears in the list of tools like any other tool that can be added to the site by the site owner via [Edit Tools](#) in [Site Info](#).

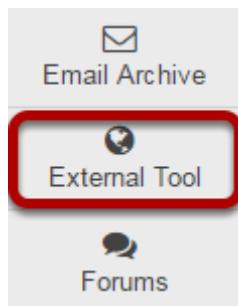
For more information or assistance, please contact your local support team. For more details on the technical aspects of the IMS LTI standard, go to www.imsglobal.org.

To access this tool, select External Tool (LTI) from the Tool Menu in your site.



How do I configure the External Tool (LTI) settings?

Go to External Tool (LTI).



Select the **External Tool (LTI)** from the Tool Menu of your site.

Click on Edit.



When you enter the External Tool initially, you will see a message saying that it has not yet been configured.

Click on the **Edit** icon in the upper right hand corner of the tool, near direct link and Help icons.

Configure the External Tool settings.

Required Information

*Remote Tool Url:

*Remote Tool Key:

* Remote Tool Secret:

The site owner can set up a link to any external tool by configuring the External Tool (LTI) manually. When you make arrangements with an external tool provider, they will provide you with a launch URL for the tool, key, and a secret. These values must be entered as part of the configuration of the tool. Make sure not to reveal these values to the other members of the site. Once you have entered these values into the tool, it can properly sign launch requests. Site members who are not site owners cannot see the configuration screen for the tool.

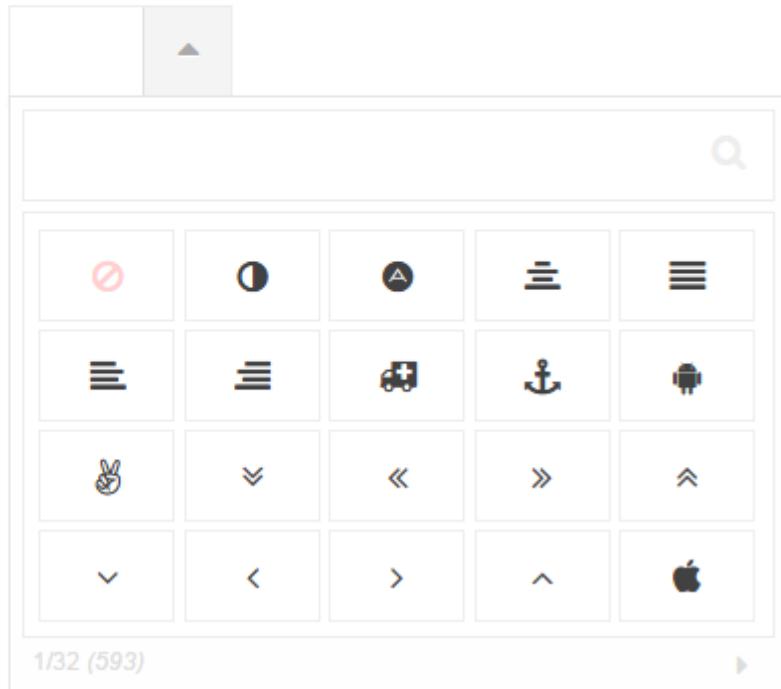
Display options.

Display Information

Set Button Text: (Text in tool menu)

Set Tool Title: (Above the tool)

Choose an icon for this tool:



You can indicate the button text and tool title location here. You may also select an icon for the tool from the **Choose an icon for this tool** drop-down menu.

Gradebook settings.

Routing Grades to the Gradebook

Create Gradebook Item

This creates a new gradebook item and routes grades to this new item. You only need to create the item once.

Select Gradebook Item:

Do not accept grades from this tool ▾

Be careful when changing this value. If you change this value, existing grades will **not** be moved to the new gradebook item. Only future grades received from the tool will be routed to the new gradebook item.

If you want the tool to send information to the Gradebook, you can enter a gradebook item here. Or, you can select an existing gradebook item from the drop-down menu.

Launch window information. (Optional)

Optional Launch Information

Open in a New Window:

iFrame Height:

Debug Launch:

When Debug Launch is selected, the tool pauses before launching and displays launch data.

You can select to open the tool in a new window, or set the iframe to a particular size. You may also opt to set it to "Debug Launch" which displays the launch data and can be helpful in troubleshooting the tool configuration.

User Information

Releasing Roster Information

Send Names to the External Tool

Send Email Addresses to the External Tool

These options allow you to control which information is released to the external tool. Some tools may require roster information to function.

Allow the External Tool to retrieve the course roster

The External Tool (LTI) configuration also includes the ability to send or suppress user identity information to the external tool such as the user's name or email address. In addition, you can set the frame size, as well as the button and title text for the tool from the configuration screen. (If the tool you are working with was created by a system administrator, they may have already pre-configured and locked a number of the configuration options for the tool.)

Storing Tool Settings. (Optional)

Storing Tool Settings

Allow the External Tool to store and retrieve its settings

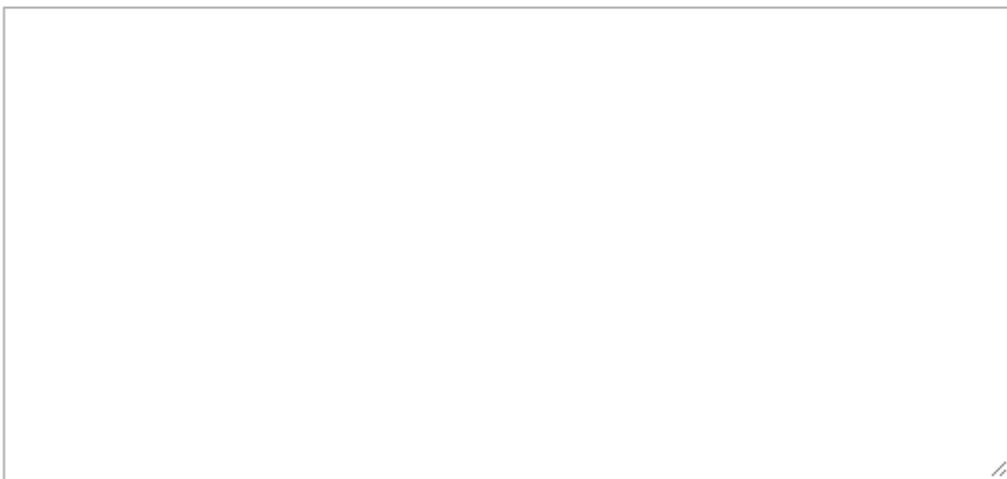
This allows the External Tool to store and retrieve its own settings in this placement. This only gives the tool access a scratch area to store and retrieve its own settings. It does not give the tool any access to any of the other setting.

This option allows the external tool to store and retrieve its own settings.

Splash Screen. (Optional)

Splash Screen

This text will be displayed to users before they are sent to the External Tool. You cannot use HTML in this field.

A large, empty rectangular text input field with a thin black border, intended for users to enter custom text for the splash screen.

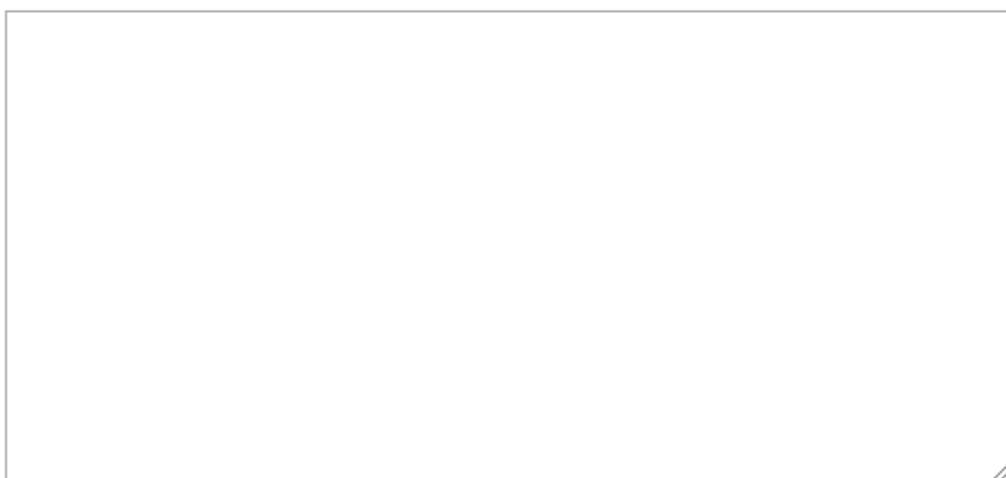
If you would like to display custom text to users before they are redirected to the external tool, you may enter it here.

Note: This field is plain text only. HTML is not allowed.

Custom launch parameters. (Optional)

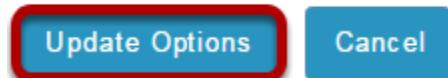
Custom Launch Parameters

You can add a series of launch parameters using keyword=value. You can either put separate parameters on their own lines or separate them by semicolons (:).

A large, empty rectangular text input field with a thin black border, intended for users to enter custom launch parameters.

If you would like to add custom launch parameters, you may do so here.

Click Update Options to save your configuration settings.



Forums

What is the Forums tool?

The Forums tool allows instructors or site leaders to create an unlimited number of discussion forums, and is integrated closely with other tools such as Resources and Gradebook.

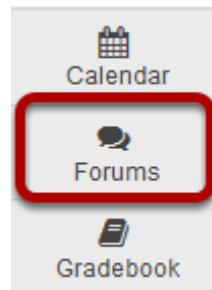
A **Forum** is a mandatory category or grouping for topics. **Topics**, which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students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

Some the features in the Forums tool include:

- **Grading:** Interactions can be assigned a point value and sent to the gradebook with comments.
- **Availability dates:** Forums and topics can be released according to specified dates.
- **Moderation:** Instructors can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance:** On your site's Home or Overview page, you can see how many unread messages or posts you have in both Messages and Forums. From Home, you can see these totals for all sites in which you are enrolled.
- **Email notifications:** Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive notifications about new postings in conversations to which you have contributed.
- **Statistics:** Forum statistics are available for site owners to determine the participation level of individual participants. You can also read all of a particular participant's posts using this feature.
- **Post before reading option:** The site owner (or another participant with the appropriate role) can enable participants to submit their posts to a topic before they have permission to read the responses of others.
- **Group awareness:** Site leaders can change forum and topic settings in combination with predefined groups to allow or deny access to specific discussions per group.
- **Direct link to individual messages:** Site leaders can copy a direct link to individual messages to use elsewhere.
- **Composing messages:** A [rich-text editor](#) allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to files or web links in Resources.
- **Quoted text:** Use the Insert Original Text option to insert the previous post into your response.
- **Email the author of a message:** Site leaders can directly email the author of a posting from within the Forums tool.

Note: A forum with the name of the site and a topic titled "General Discussion" are created by default.

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

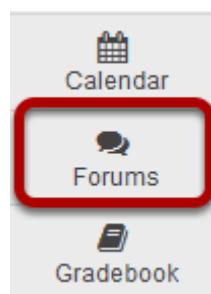


How do I create forums and topics?

The **Forum** tool is organized by **Forums**, **Topics**, and **Conversations**.

- A **Forum** is a mandatory category or grouping for topics. There may be more than one Forum in the course or project site.
- **Topics** are required within Forums in order for site participants to be able to post, read, and reply to messages.
- **Conversations** are messages or threads of discussion posted within a Topic.

Go to Forums.



Select the **Forums** tool from the Tool Menu.

Click New Forum.

A screenshot of the 'Forums' tool page. At the top, there is a horizontal navigation bar with several buttons: 'NEW FORUM' (highlighted with a red box), 'ORGANIZE', 'TEMPLATE SETTINGS', 'STATISTICS & GRADING', and 'WATCH'. To the right of the bar are two small icons: 'LINK' and 'HELP'. Below the bar, the word 'Forums' is displayed in bold. A note message box contains the text: 'Note: All forums are draft. Forums saved as drafts cannot be seen by all participants.' At the top of the main content area, there is a header bar with the text 'DRAFT - DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' and links for 'New Topic', 'Forum Settings', and 'More'. Below this, a topic titled 'General Discussion' is listed with links for 'Topic Settings' and 'More'.

By default, new sites are populated with a single forum titled after the name of the site, and containing one topic for General Discussion. The default forum and topic may be edited for posting messages, add more topics to the existing forum, or add a new forum.

Click **New Forum** to add a new forum.

Title the Forum

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

Forum Settings

Required items marked with *

* Forum Title

Case Study Discussions

Forum titles are required. Name the forum a title to easily identify the types of topics expected within it. Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.

Enter a short description

Short Description (255 characters max) 178 chars remain

Use this area to discuss the case studies from each chapter of your textbook.

If desired, enter a description into the text box provided. The **Short Description** field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to the user when they view the Forum tool.

Enter a detailed description.

Description



For each topic, be sure that you:

1. Address the question with an original post.
2. Use specific examples from the chapter case study to support your main points.
3. Reply to at least 2 other student posts.

body ol li

Character Count (Includes HTML formatting characters): 254 Word Count: 35

To provide more detailed instructions about the items in this forum, use the **Description** area to enter the information. This area includes the [Rich Text Editor](#) and allows for more advanced formatting options.

Add attachments. (Optional)

Attachments

No attachments yet

Add attachments

Additionally, file attachments to the forum. Click the **Add attachments** button to browse for and select a file.

View attachments

Attachments

Title	Size	Type
 Discussion_Rubric.pdf	105126	application/pdf

Add more attachments

After a file is attached, the file name, file size, and file format will be displayed.

Select forum posting options.

Forum Posting

- Lock forum (disable forum postings)
- Moderate topics in forum
- Require users to post before reading

There are several forum posting options from which to choose. Remember, any settings selected here will apply to all of the topics within this forum by default. (However, these may be overridden the settings on an individual topic if desired.)

- **Lock forum:** This option locks the forum so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topics in forum:** This option means all messages posted within topics in this forum, must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

Select availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or choose to **Specify dates to open (show) and/or close (hide)**.

Tip: Setting open and close dates at the forum level can be tricky because individual topics may also have specified dates. However, the forum must be visible in order for the topics within the forum to be available to students. Typically, instructors set open/close dates at the topic level only.

Select Read Options

Mark All Messages in Conversations Read



Automatically mark all messages in a conversation as read

The default option is to unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item

Grading

Gradebook item:

Select a Gradebook item ▾

This will be the default in this forum's topics. ([More?](#))

When grading forum posts, select a specific gradebook item for the grades to be included in the Gradebook calculations.

Note: You must first create the gradebook item in Gradebook tool before you can select it to be associated with a forum or topic.

Tip: Similar to open/close dates, associating with the Gradebook at the forum level is not always ideal because individual topics may also be graded. Faculty may prefer to grade discussions at the topic level.

Permissions

Permissions

In most cases, the default forum permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

The screenshot shows the 'Permissions' section of the Sakai interface. It lists roles and their current permission levels. A red box highlights the dropdown menu for 'Instructor' which is set to 'Owner'. Another red box highlights the 'Customize' button for 'Teaching Assistant', which is circled with number 2. A large red box encloses the detailed customization dialog for 'Teaching Assistant' permissions, which includes sections for New Forum, Change Settings, Read, Mark as Read, Moderate Messages, Edit Messages, and Delete Messages. The 'Edit Messages' and 'Delete Messages' sections are also highlighted with a red box and circled with number 2.

Role	Permission Level	Action
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	Contributor	Customize
Group01	None	Customize
Group02	None	Customize
Lab1	None	Customize
Lab2	None	Customize

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Forum permissions may be customized for different user roles, or for groups within the class. Click the **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.



Once completed, scroll to the bottom of the page and select the **Save Settings & Add Topic** button.

Note: All forums need at least one topic in order to be active.

Topic Settings.

Topic settings are identical to forum settings except these settings apply to a single topic, not all of the topics in the forum. Topics must be created within **Forums** in order for site participants to be able to post, read, and reply to messages.

An additional options within a Topic settings are **Anonymous posts** and **Automatically create topics for groups**

Tip: To keep all of the same settings that selected on the forum level, just specify a title and (optionally) a description for the new topic.

Anonymous posts.

Topic Posting

- Lock Topic (Disable topic postings)
- Moderate Topic
- Require users to post before reading
- Posts are anonymous This setting cannot be changed after topic creation.

Select the check box next to **Posts are anonymous** if you want site participants to be able to post without displaying the name of the post's author.

Note: This setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Automatically create topics for groups

Automatically Create Topics

Create one topic

Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. ([More?](#))

Group01

Group02

Lab1

Lab2

To create multiple, private group topic areas, select the radio button for **Automatically create topics for groups** and then check the box next to each group for which a topic should be created.

Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None".

Save.

Save

Save Draft

Save Settings & Add Topic

Cancel

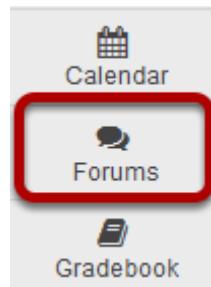
If this completes the topic/s to be added to this forum, click on the **Save** button at the bottom of the screen to save your topic settings.

To add additional topics to this forum, click on the **Save Settings & Add Topic** button to add another topic.

How do I organize forums and topics?

Forums may be rearranged to change the order in which discussions are listed.

Go to Forums.



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

Select the Organize button



Select the appropriate number next to the Forum or Topic

A screenshot of the 'Organize Forums and Topics' page. At the top right are 'LINK' and 'HELP' buttons. The main area shows two sections. The first section, 'Case Study Discussions', has a numeric pull-down menu set to '1'. Below it is a list of topics: 'Chapter 5 Case Studies' (ranked 5), 'Chapter 4 Case Studies' (ranked 4), 'Chapter 3 Case Studies' (ranked 3), 'Chapter 2 Case Studies' (ranked 2), and 'Chapter 1 Case Studies' (ranked 1). A red arrow points to the rank 5 topic. The second section, 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum', also has a numeric pull-down menu set to '2'. Below it is a list of topics: 'General Discussion' (ranked 1). A red arrow points to the rank 2 forum.

The numeric pull down menu allows for reordering the Forum, Topic or both. Select the appropriate number for the order the content should appear.

Click Save

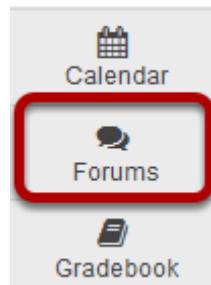


After you placed the forums and topics in the desired order, click **Save**.

How do I add a new topic?

A Forum must contain a Topic for users to create a post. (See also [How do I create Forums and Topics?](#))

Go to Forums.



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

Select New Topic.

A screenshot of the 'Forums' tool interface. At the top, there are several navigation links: 'NEW FORUM', 'ORGANIZE', 'TEMPLATE SETTINGS', 'STATISTICS & GRADING', 'WATCH', 'LINK', and 'HELP'. Below these, the title 'Forums' is displayed. Underneath, a specific forum titled 'Case Study Discussions' is shown. The 'New Topic' button is highlighted with a red box. Other options include 'Forum Settings' and 'More'. A descriptive text area says: 'Use this area to discuss the case studies from each chapter of your textbook.' A link 'View Full Description and Attachment(s)' is also present.

Create a topic title.

* Topic Title

Chapter 6 Case Studies

Topic titles are required for every topic.

Create a short description.

Short Description (255 characters max) 208 chars remain

Please discuss the case studies from chapter 6.

Be aware that this short description only allows a maximum of 255 characters.

Create a detailed description.

Description

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), text styling (Bold, Italic, Underline, etc.), and layout (Align, Font, Size). Below the toolbar are dropdown menus for 'Styles' and 'Format'. The main area contains the text "Describe how the case studies in this chapter illustrate the following concepts:" followed by a bullet point. In the bottom right corner of the editor area, there is a status bar displaying "Character Count (Includes HTML formatting characters) : 91 Word Count : 12".

This description box allows the use of [Rich Text Editor](#).

Add attachments. (Optional)

Attachments

The screenshot shows an attachment list with a header "Attachments" and a message "No attachments yet". Below the message is a red button labeled "Add attachments".

Additionally, file attachments to the forum. Click the **Add attachments** button to browse for and select a file.

View attachments

Attachments

The screenshot shows an attachment list with a header "Attachments". A single file is listed: "Discussion_Rubric.pdf" (Size: 105126, Type: application/pdf). There is a "Remove" link next to the file name. Below the list is a blue button labeled "Add more attachments".

After a file is attached, the file name, file size, and file format will be displayed.

Select topic posting options.

Topic Posting

- Lock Topic (Disable topic postings)
- Moderate Topic
- Require users to post before reading
- Posts are anonymous This setting cannot be changed after topic creation.

There are several topic posting options from which to choose. Any settings selected here will apply to this topic only.

- **Lock topic:** This option locks the topic so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topic:** This option means all messages posted within the topic must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.
- **Posts are anonymous:** Select this option if you want site participants to be able to post without displaying the name of the post's author.

Note: The anonymous setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Select availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or choose to **Specify dates to open (show) and/or close (hide)**.

Select Read Options

Mark All Messages in Conversations Read



Automatically mark all messages in a conversation as read

The default option is to unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item

Grading

Gradebook item:

Select a Gradebook item ▾

This will be the default in this forum's topics. ([More?](#))

When grading topic posts, select a specific item for the grades to be included in the Gradebook calculations.

Note: You must first create the gradebook item in the Gradebook tool before you can select it to be associated with a topic.

Automatically create topics for groups

Automatically Create Topics

Create one topic

Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. ([More?](#))

Group01

Group02

Lab1

Lab2

To create multiple, private group topic areas, select the radio button for **Automatically create topics for groups** and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None".

Permissions

Permissions

In most cases, the default topic permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The topic owner may add and delete topics, modify permissions, edit the topic settings and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

The screenshot shows the 'Permissions' section of the Sakai interface. It lists roles and their current permission levels. A red box highlights the 'Customize' button for the 'Teaching Assistant' role, which opens a detailed customization dialog. This dialog contains four main sections: 'New Forum' (checkboxes for New Topic, New Conversation, Reply, Post to Gradebook), 'Change Settings' (checkboxes for Read, Mark as Read, Moderate Messages), 'Edit Messages' (radio buttons for None, Own, All), and 'Delete Messages' (radio buttons for None, Own, All). Below these sections is a checkbox for 'Identify Anonymous Authors'. The entire customization dialog is enclosed in a large red border.

Role	Permission Level	Action
Instructor	Owner	<input type="button" value="Customize"/>
Student	Contributor	<input type="button" value="Customize"/>
Teaching Assistant	Contributor	<input type="button" value="Customize"/> 2
Group01	None	<input type="button" value="Customize"/>
Group02	None	<input type="button" value="Customize"/>
Lab1	None	<input type="button" value="Customize"/>
Lab2	None	<input type="button" value="Customize"/>

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Forum permissions may be customized for different user roles, or for groups within the class. Click the **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.



Once completed, scroll to the bottom of the page and select the **Save Settings & Add Topic** button.

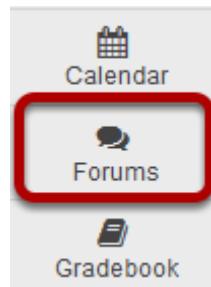
Note: All forums need at least one topic in order to be active.

How do I post to a forum topic?

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

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

Go to Forums.



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

Choose a forum.

Forums

[Small Group Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

This forum is for your private group discussion topics.

 [Private Topic - Group01](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Private Topic - Group02](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

 [Chapter 1 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

 [General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

This is an example of a forum. The forum title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the forum, you may click [View Full Description](#) to view any additional information provided by the site owner.

Select a topic within the forum.

[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

 [Chapter 1 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

This is an example of a forum topic.

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

Click Start a New Conversation.

[START A NEW CONVERSATION](#)

[DISPLAY MESSAGE CONTENT](#)

[TOPIC SETTINGS](#)

[DELETE TOPIC](#)



[LINK](#)

[? HELP](#)

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) 

[< Previous Topic](#)

[Next Topic >](#)

Chapter 1 Case Studies

[Move Thread\(s\)](#)

There are no messages posted.

[< Previous Topic](#)

[Next Topic >](#)

Starting a new conversation is the same thing as starting a new thread.

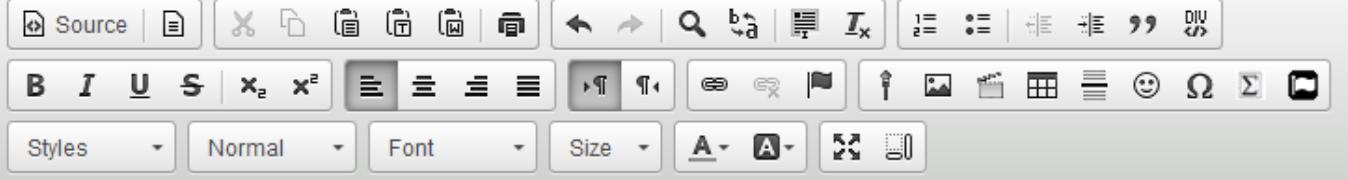
After you click **Start a New Conversation**, the message composition window will appear.

Enter a title.

* Title

Enter a message.

Message Word Count: (8)



This is an example of a conversation message.

body p Character Count (Includes HTML formatting characters) : 55 Word Count : 8

This description box allows the use of [Rich Text Editor](#).

Note: The message box will keep track of word count in the lower right corner.

Click Add attachments. (Optional)

Attachments

No attachments yet

Add attachments

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

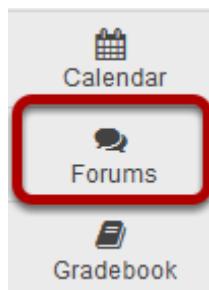
Click Post.



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

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

Go to Forums.



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

Choose a topic within a forum.

Forums

The screenshot shows a list of topics in a forum. At the top, it says 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum'. Below that, there are two topics: 'Introductions' and 'General Discussion'. The 'Introductions' topic is highlighted with a red box. To its right, a yellow box contains the text '1 unread of 1 message'. The 'General Discussion' topic has a blue box next to it with the text '0 unread of 0 messages'.

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

Note: The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.

Click on the title of an existing post to view the conversation.

The screenshot shows the 'Introductions' forum page. At the top, there are navigation links: 'START A NEW CONVERSATION', 'DISPLAY MESSAGE CONTENT', a print icon, and 'LINK' and 'HELP' buttons. Below the header, the breadcrumb trail reads 'Forums / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions'. Navigation buttons for 'Previous Topic' and 'Next Topic' are also present. The main area displays a table with columns for 'Conversation', 'Authored By', and 'Date'. The first row shows a message titled 'Hello and welcome' by 'Demo Professor (demoprofessor)' on 'May 13, 2016 4:55 PM'. The 'Hello and welcome' link is highlighted with a red box and a circled '1'. Below the table, there are more navigation buttons: '< Previous Topic' and 'Next Topic >'.

Click reply.

The screenshot shows the 'Hello and welcome' message page. At the top, there are navigation links: 'REPLY TO INITIAL MESSAGE' (highlighted with a red box and circled '1'), 'MARK ALL AS READ', a print icon, and 'LINK' and 'HELP' buttons. The breadcrumb trail is 'Forums / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions / Hello and welcome'. Navigation buttons for 'Previous Conversation' and 'Next Conversation' are shown. Below the header, there is a 'View' dropdown set to 'by Conversation' and a link to 'Go to first new message'. The message itself has a profile picture, the title 'Hello and welcome', the author 'Demo Professor (demoprofessor)', the date 'May 13, 2016 4:55 PM', and a note that it was read by 1 person. Below the message, there are two reply options: 'Mark as Read' and 'Reply' (highlighted with a red box and circled '2'). A message below the reply buttons says 'Welcome to class! Please reply to this message with a short introduction.' Navigation buttons at the bottom include '< Previous Conversation' and 'Next Conversation >'.

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

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

Compose your message.

Reply to Forum Conversation

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions

Replies to: Hello and welcome Demo Professor (demoprofessor) (May 13, 2016 4:55 PM)

Hide message you are replying to

Welcome to class! Please reply to this message with a short introduction.

Required items marked with *

* Reply Title

Re: Hello and welcome

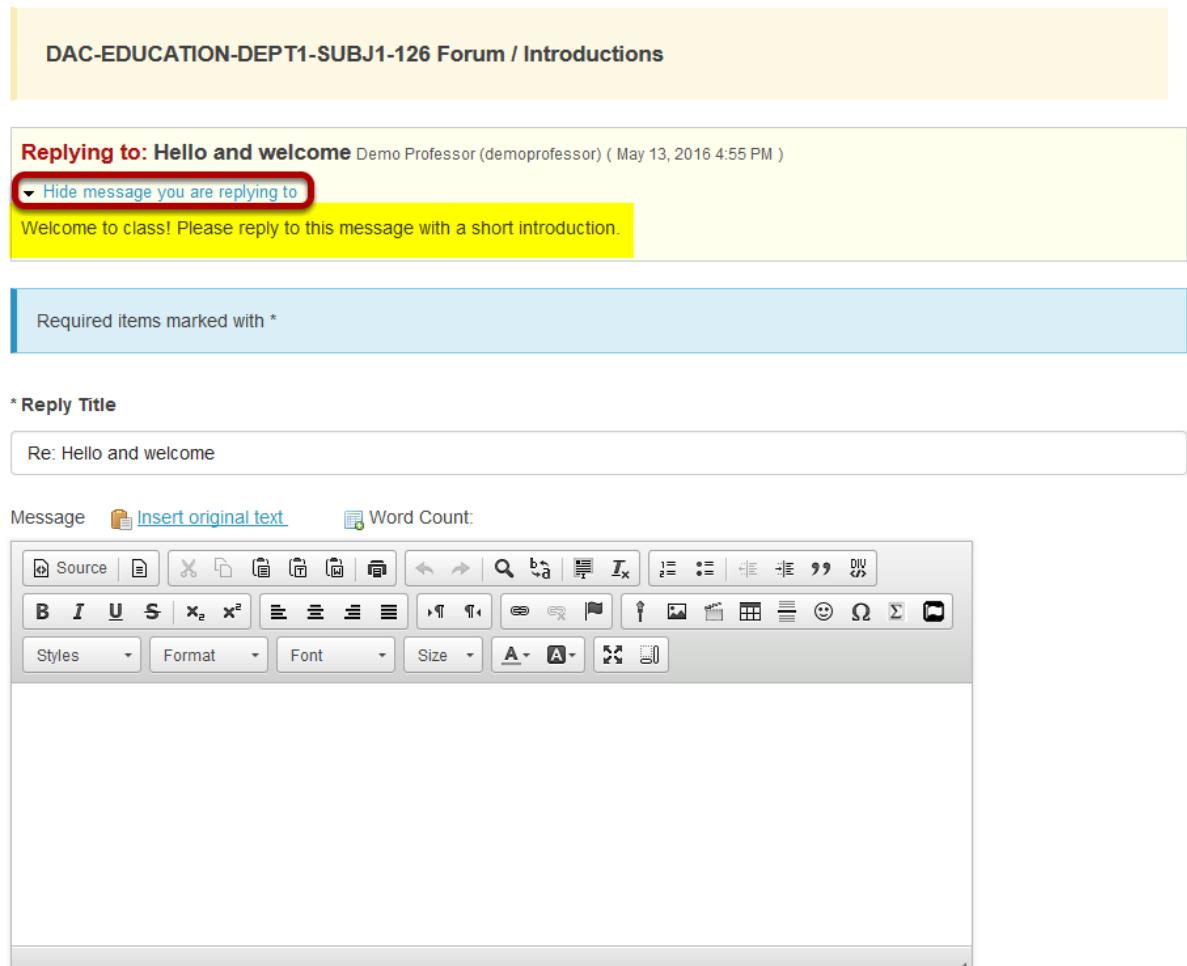
Message Word Count:

Attachments

No attachments yet

Add attachments

Post Cancel



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

Edit the reply title. (Optional)

* Reply Title

Re: Hello and welcome

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

Enter your message.

Message [Insert original text](#) Word Count: (50)

The screenshot shows a Rich Text Editor interface. At the top, there are tabs for 'Source' and 'Insert original text' (which is highlighted in yellow). A word count of '(50)' is displayed. Below the tabs is a toolbar with various formatting options like bold, italic, underline, and alignment. The main editor area contains the text: "Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class." Below this, a red box highlights the "Original Message:" section, which includes the sender's name, send date, and subject. Another red box highlights the "Welcome to class! Please reply to this message with a short introduction." message. At the bottom, a status bar shows character and word counts: "Character Count (Includes HTML formatting characters) : 430 Word Count : 48".

Original Message:
From Demo Professor ([demoprofessor](#)) (May 13, 2016 4:55 PM EDT)
Subject Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

body p b i Character Count (Includes HTML formatting characters) : 430 Word Count : 48

Use the [Rich Text Editor](#) to compose your response.

Note: You may optionally click on the **Insert original text link** above the editor area to include the original message along with your reply.

Add attachment. (Optional)

Attachments

No attachments yet

[Add attachments](#)

Click the **Add attachments** button if you would like to browse for and attach a file.

Click Post.



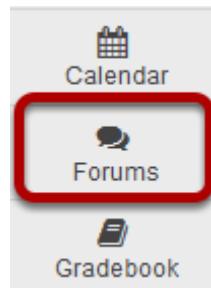
After you have finished your reply, click **Post** to add your message to the conversation.

How do I email a forum post author?

This outlines the process of contacting an author of a Forum post by email. Typically, the email option is only available for instructors or site owners.

Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Forums.



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

Choose a Forum

Forums

The screenshot shows the 'Forums' page. At the top, there is a header bar with the title 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' (which is highlighted with a red box), 'New Topic', 'Forum Settings', and a 'More' dropdown menu. Below the header, there are two forum categories: 'Introductions' and 'General Discussion'. Each category has a small icon, the name of the category, the number of unread messages (1 unread for Introductions, 0 for General Discussion), 'Topic Settings', and a 'More' dropdown menu. A vertical orange line is positioned to the left of the forums.

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

Select the Topic within the Forum

Forums

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Introductions 1 unread of 2 messages [Topic Settings](#) | [More](#) ▾

General Discussion 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

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

Select the Conversation

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#) 

[< Previous Topic](#) [Next Topic >](#)

Introductions

[Move Thread\(s\)](#)

Conversation	Authored By	Date
<input type="checkbox"/> Hello and welcome 1 unread of 2 messages	Demo Professor (demoprofessor)	May 13, 2016 4:55 PM

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

Click Email

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#) / Hello and welcome

View by Conversation ▾

< Previous Conversation | Next Conversation >

[Go to first new message](#)



Hello and welcome

Demo Professor (demoprofessor) (May 13, 2016 4:55 PM) - Read by: 2

[Reply](#)

[Email](#)

[Grade](#)

[Edit](#)

[Delete Message](#)

Welcome to class! Please reply to this message with a short introduction.



New! Re: Hello and welcome

student01 demo (student01) (May 13, 2016 5:07 PM) - Read by: 1

[Mark as Read](#)

[Reply](#)

[Email](#)

[Grade](#)

[Edit](#)

[Delete Message](#)

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

Original Message:

From Demo Professor (demoprofessor) (May 13, 2016 4:55 PM EDT)

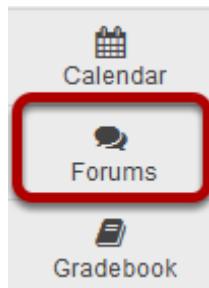
Subject Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

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

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

Go to Forums.



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

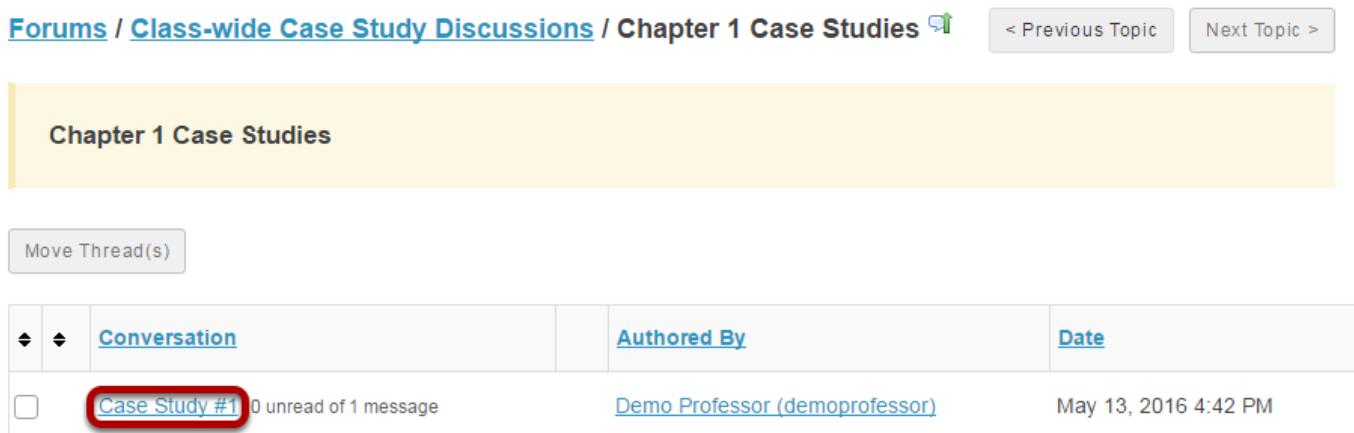
Choose a topic within a forum.



The screenshot shows the 'Class-wide Case Study Discussions' forum page. At the top, there is a link to 'New Topic' and 'Forum Settings'. Below that, a message says 'Use this area to discuss the case studies from each chapter of your textbook.' There are two topics listed: 'Chapter 1 Case Studies' and 'Chapter 2 Case Studies'. The 'Chapter 1 Case Studies' topic is highlighted with a red rounded rectangle around its title and message count. Both topics have 'Topic Settings' and 'More' links.

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

Select a conversation from list.



The screenshot shows the 'Chapter 1 Case Studies' topic page. At the top, there is a breadcrumb trail: 'Forums / Class-wide Case Study Discussions / Chapter 1 Case Studies'. To the right are links for '< Previous Topic' and 'Next Topic >'. Below the breadcrumb, the topic title 'Chapter 1 Case Studies' is displayed. A 'Move Thread(s)' button is located at the top left of the list area. The list of conversations is shown in a table format:

Conversation	Authored By	Date
<input type="checkbox"/> Case Study #1 0 unread of 1 message	Demo Professor (demoprofessor)	May 13, 2016 4:42 PM

The 'Case Study #1' conversation is highlighted with a red rounded rectangle around its title and message count.

Click on the title of the conversation.

Click delete message.

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) / [Case Study #1](#)

View by Conversation ▾

< Previous Conversation | Next Conversation >



Case Study #1

Demo Professor (demoprofessor) (May 13, 2016 4:42 PM) - Read by: 1

 Reply  Email  Grade  Edit  Delete Message

This is an example of a conversation message.

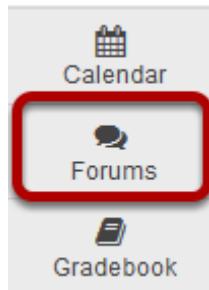
< Previous Conversation | Next Conversation >

Click **Delete Message** and the conversation will be removed.

How do I moderate a topic?

A moderated discussion allows the instructor to review and approve a discussion posting before the participants may view the post. When a discussion is moderated, each message submitted by a participant must be reviewed and approved before other participants may read them.

Go to Forums.



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

Click Topic Settings.

Forums

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

[Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More ▾](#)

[General Discussion](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

[Chapter 1 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

Click **Topic Settings** to moderate a particular Topic.

Check the box next to Moderate Topic.

Topic Posting

- Lock Topic (Disable topic postings)
- Moderate Topic
- Require users to post before reading
- Posts are anonymous This setting cannot be changed.

Select the **Moderate Topic** option in the settings and then scroll down and click **Save**.

View moderated topic in forums list.

Forums

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) | [More](#) ▾

 [Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More](#) ▾

 [General Discussion](#) 0 unread of 1 message [Topic Settings](#) | [More](#) ▾

Class-wide Case Study Discussions [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Use this area to discuss the case studies from each chapter of your textbook.

► [View Full Description and Attachment\(s\)](#)

 [Chapter 1 Case Studies](#) 0 unread of 0 messages (Moderated) [Topic Settings](#) | [More](#) ▾

 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Moderated topics will have the text **(Moderated)** shown next to the title of the topic.

View Pending Messages.

START A NEW CONVERSATION DISPLAY MESSAGE CONTENT TOPIC SETTINGS DELETE TOPIC

[Forums](#) / [Class-wide Case Study Discussions](#) / **Chapter 1 Case Studies**

< Previous Topic Next Topic >

Chapter 1 Case Studies (Moderated)

Move Thread(s)

Conversation	Authored By	Date
New! Pending My new post 1 unread of 1 message	student01 demo (student01)	Jun 8, 2016 4:01 PM

All messages pending approval will display Pending highlighted in green next to the message.

Click on the title of the message to view it.

Click Moderate.

[Forums](#) / [Class-wide Case Study Discussions](#) / **Chapter 1 Case Studies** / **My new post**

View by Conversation ▾ < Previous Conversation Next Conversation >

[Go to first pending message](#)

Pending **My new post**
student01 demo (student01) (Jun 8, 2016 4:01 PM) - Read by: 1
[Email](#) [Grade](#) [Edit](#) [Delete Message](#) **Moderate**

This is my first post to the moderated topic.

Approve or Deny pending posts.

Word Count: (9)

Delete Edit Grade Copy link

Deny Approve

< Previous Message | Next Message >

Pending My new post
student01_demo (student01) (Jun 8, 2016 4:01 PM)
This is my first post to the moderated topic.

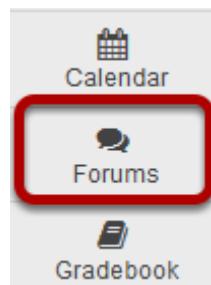
Delete Cancel

Click either **Deny** or **Approve** to moderate the message. Approved messages will be visible to the rest of the site participants. Denied messages remain visible to the instructor only.

How do I grade discussion forums?

Note: You must create the gradebook item in the gradebook BEFORE you can associate a Forum or Topic with the item for grading.

Go to Forums.



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

Select the Topic you want to grade.

Forums

The screenshot shows the 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' page. At the top, there are two topics: 'Introductions' (1 unread of 2 messages) and 'General Discussion' (0 unread of 1 message). Below each topic are 'Topic Settings' and a 'More' link, which is circled in red. A dropdown menu is shown for the 'Introductions' topic, containing 'Duplicate Topic', 'Grade' (which is highlighted with a red box and has a cursor icon pointing to it), and 'Delete Topic'.

Click on the **More** link for the Topic you want to grade, and then select **Grade** from the list of expanded options.

Note: You may grade by either Forum or Topic. The grading process is very similar. However, most faculty prefer to grade by Topic, since a Forum may contain several different Topics and each Topic may represent a separate gradebook item or score.

Select a gradebook item.

Forums / Statistics & Grading / DAC-EDUCATION-DEPT1-SUBJ1-126
Forum / Introductions

Select a Gradebook item:

Filter by group:

-
-
- Homework 1
- Homework 2
- Homework 3
- Introductions**

Name		Authored	Read	Unread	Percent Read	
demo_student01	Details	1	2	0	100%	 Grade
demo_student02	Details	0	0	2	0%	 Grade
demo_student03	Details	0	0	2	0%	 Grade
demo_student04	Details	0	0	2	0%	 Grade
demo_student05	Details	0	0	2	0%	 Grade
Lecturer_Guest	Details	0	0	2	0%	 Grade
Professor_Demo	Details	1	1	1	50%	 Grade

Forums / Statistics & Grading / DAC-EDUCATION-DEPT1-SUBJ1-126
Forum / Introductions

Select a Gradebook item:

Introductions

Filter by group: All Participants

0	Apply Grade to all Ungraded						
Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	Details	1	2	0	100%	<input type="text"/>	--Hidden--
demo_student02	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student03	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student04	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student05	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Lecturer_Guest	Details	0	0	2	0%	N/A	N/A
Professor_Demo	Details	1	1	1	50%	N/A	N/A

You will see a list of site participants along with summary statistics for each user on number of posts authored, read, unread, and percent read in the current topic. You may sort the list by any of those columns by clicking on the column title if you choose.

Select the gradebook item where you would like to record the scores for this topic from the drop-down menu in the upper right corner. Once you select a gradebook item, the screen will change to display a grade entry column where you may enter points.

Note: If you already associated your Topic with a gradebook item, then you do not need to complete this step. You should have been taken directly to the grade entry screen.

View posts.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	Details	1	2	0	100%	<input type="text"/>	--Hidden--
demo_student02	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student03	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student04	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student05	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Lecturer_Guest	Details	0	0	2	0%	N/A	N/A
Professor_Demo	Details	1	1	1	50%	N/A	N/A

[Print](#)

[Close Window](#)

demo, student01 (student01)

[Sort by Topic](#) | [Sort by Date](#)

Word Count: (49)
DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions / Re:
Hello and welcome (May 13, 2016 5:07 PM)

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

Original Message:
From Demo Professor (demoprofessor) (May 13, 2016 4:55 PM EDT)
Subject Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

[Close Window](#)

To view posts, click on the author's name. A pop-up window will open showing the message/s posted by that author. Notice that the Word Count in each post is also shown.

Click the **Close Window** button to close the pop-up window and return to the grade entry screen.

Enter points.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	Details	1	2	0	100%	<input type="text" value="10"/>	--Hidden--
demo_student02	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student03	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student04	Details	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student05	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Lecturer_Guest	Details	0	0	2	0%	N/A	N/A
Professor_Demo	Details	1	1	1	50%	N/A	N/A

Enter points into the grade entry column.

Add Comments.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	Details	1	2	0	100%	10	Good work!
demo_student02	Details	0	0	2	0%		
demo_student03	Details	0	0	2	0%		
demo_student04	Details	0	0	2	0%		

If you would like to add comments, click on the **Show Comments** link to expand the comment column.

Enter your comments into the text boxes provided.

Apply a grade to all ungraded.

[Forums](#) / [Statistics & Grading](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#)

Select a Gradebook item:

Filter by group:

If you would like to apply a single score to all ungraded items, enter the score to be applied and then click the **Apply Grade to all Ungraded** button.

Tip: This is a useful option if, for example, you would like to apply zeros to all students that did not post.

Submit grades.

Submit Grades

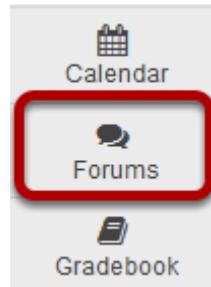
Cancel Changes

After you have entered all of the grades and/or comments, scroll down to the bottom of the list and click the **Submit Grades** button to save your changes and send the grades to the gradebook.

How do I move a thread to a different topic?

This option allows for a thread or conversation to be moved to a different topic.

Go to Forums.



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

Select a forum topic.

Forums

[**DAC-EDUCATION-DEPT1-SUBJ1-126 Forum**](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

[**Introductions**](#) 0 unread of 2 messages [Topic Settings](#) | [More ▾](#)

[**General Discussion**](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

[**Class-wide Case Study Discussions**](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

Use this area to discuss the case studies from each chapter of your textbook.

▶ [View Full Description and Attachment\(s\)](#)

[**Chapter 1 Case Studies**](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

[**Chapter 2 Case Studies**](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[**Chapter 3 Case Studies**](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[**Chapter 4 Case Studies**](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[**Chapter 5 Case Studies**](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

The topics will be listed underneath the corresponding forum in smaller, bold font. Click on the topic containing the item to be moved.

Check the box next to the conversation to be moved.

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [General Discussion](#)  < Previous Topic Next Topic >

General Discussion

[Move Thread\(s\)](#)

Conversation	Authored By	Date
<input checked="" type="checkbox"/> Case Study #1 0 unread of 1 message	Demo Professor (demoprofessor)	May 13, 2016 4:42 PM

All conversations, or threads, will be listed.

Select move thread(s).

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [General Discussion](#)  < Previous Topic Next Topic >

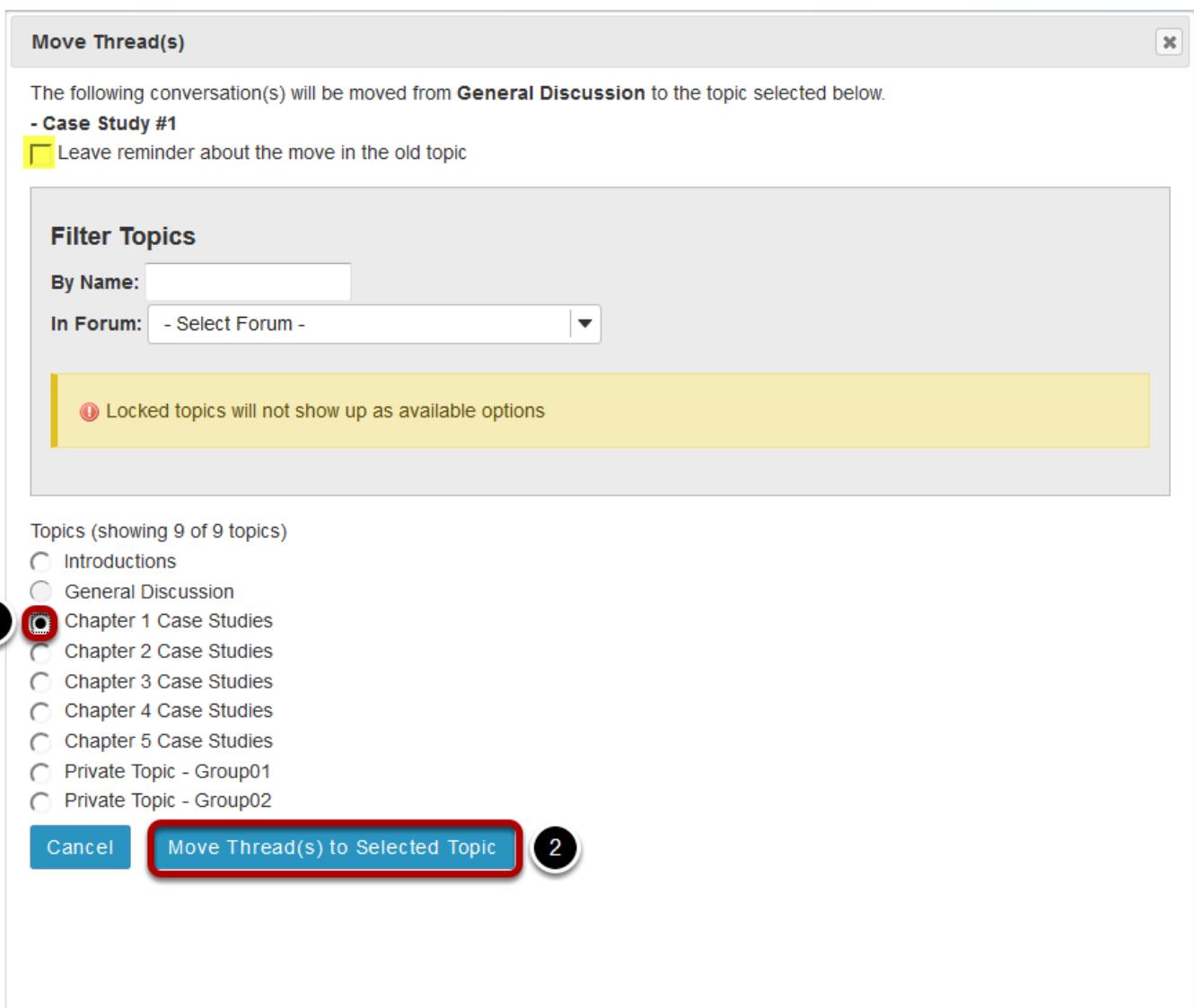
General Discussion

[Move Thread\(s\)](#)

Conversation	Authored By	Date
<input checked="" type="checkbox"/> Case Study #1 0 unread of 1 message	Demo Professor (demoprofessor)	May 13, 2016 4:42 PM

After selecting move threads, a box will open with options pertaining to the thread and where it will be moved.

Select options and click Move Thread(s) to the selected topic.



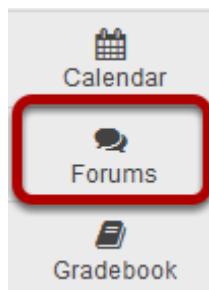
The available topics will be shown.

1. Select the topic where you would like to move the thread.
2. Click **Move Thread(s) to Selected Topic** to continue.

Tip: You may optionally select the check box to leave a reminder about the move in the old topic.

How do I delete a topic?

Go to Forums.



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

Select **Delete Topic** from the drop-down menu.

Forums

A screenshot of the 'Forums' page. At the top, it shows the title 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' and links for 'New Topic', 'Forum Settings', and 'More'. Below this, there are two forum topics: 'Introductions' and 'General Discussion'. For each topic, there is a 'Topic Settings' link and a 'More' link. A red box highlights the 'More' link next to the 'General Discussion' topic. A dropdown menu is shown for the 'More' link, containing options: 'Duplicate Topic', 'Grade', and 'Delete Topic'. The 'Delete Topic' option is also highlighted with a red box.

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) | [More](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) [More](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) [More](#)

[Duplicate Topic](#)
[Grade](#)
[Delete Topic](#)

Click the **More** link next to the topic you want to delete, then chose the **Delete Topic** option from the drop-down menu.

You can also click on the title of a topic to select it.

Forums

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) | [More](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) | [More](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#)

Topics are indented underneath each of the forums. Click on the title of a topic to enter that topic.

Then click Delete Topic from within that topic.

START A NEW CONVERSATION | DISPLAY MESSAGE CONTENT | TOPIC SETTINGS | **DELETE TOPIC** | [LINK](#) | [HELP](#)

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / **General Discussion** [LINK](#) | [< Previous Topic](#) | [Next Topic >](#)

General Discussion

[Move Thread\(s\)](#)

There are no messages posted.

The **Delete Topic** button is located at the top of the page below the course name. This will **erase** the topic and all conversations on the topic from its particular forum.

Confirm deletion.

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

ⓘ You are about to delete this topic and all of the messages associated with the topic. Are you sure you want to delete the following topic and its contents?

[General Discussion](#) (not moderated)

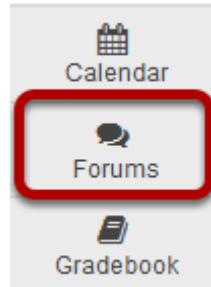
▶ [Full Description](#)

Delete Topic | Cancel

You will be prompted to confirm the deletion. If you are sure that you want to delete the topic and all of the messages within it, click the **Delete Topic** button.

How do I delete a forum?

Go to Forums.



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

Select Delete Forum from the drop-down menu.

Forums

A screenshot of the 'Forums' page. At the top, it says 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' with links for 'New Topic', 'Forum Settings', and a 'More' dropdown menu. The 'More' menu is open, showing options: 'Duplicate Forum', 'Grade', and 'Delete Forum'. The 'Delete Forum' option is highlighted with a red box.

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) | [Forum Settings](#) [More](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) | [More](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#)

[Duplicate Forum](#)
[Grade](#)
[Delete Forum](#)

Click the **More** link next to the forum you want to delete, then chose the **Delete Forum** option from the drop-down menu.

You can also click Forum Settings next to the forum you want to delete.

Forums

A screenshot of the 'Forums' page. At the top, it says 'DAC-EDUCATION-DEPT1-SUBJ1-126 Forum' with links for 'New Topic', 'Forum Settings', and a 'More' dropdown menu. The 'Forum Settings' link is highlighted with a red box.

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum [New Topic](#) [Forum Settings](#) [More](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) | [More](#)

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#)

Then scroll down to bottom of page and click Delete Forum.

A screenshot of the bottom of the page, showing several buttons: 'Save', 'Save Settings & Add Topic', 'Save Draft', 'Delete Forum' (highlighted with a red box), and 'Cancel'.

[Save](#) [Save Settings & Add Topic](#) [Save Draft](#) [Delete Forum](#) [Cancel](#)

Confirm deletion.

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

 You are about to delete all the topics and messages associated with the forum. Are you sure you want to delete the following forum and its contents?

 **DAC-EDUCATION-DEPT1-SUBJ1-126 Forum** (not moderated)

► [Full Description](#)

[Delete Forum](#)

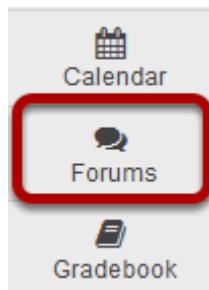
[Cancel](#)

Deleting a forum will remove the forum and everything associated with it, including all topics and conversations. If you are sure you want to delete the forum, click **Delete Forum** to remove it from the site.

How do I modify forum template settings?

Template Settings control the default settings of each created forum. These settings can be overridden for a specific forum or topic, but must be manually changed after the default settings template is created.

Go to Forums.



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

Click Template Settings.



Configure default settings.

Default Settings Template

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

Settings from this template will apply each time a new Forum or Topic is created. You can override these settings for a specific Forum or Topic after it has been created.

The default settings template allows you to configure the default settings for all new Forums and Topics in this site.

Choose Forum Posting settings.

Forum Posting

Moderate topics in forums

Yes

No

Require users to post before reading

Yes

No

Template settings allows the option for all topics in forums to be moderated. There is also an option that requires users to post before reading.

Choose Availability settings.

Availability

Show immediately

Specify dates to open (show) and/or close (hide)

Template Settings allows the option for all **Forums** to be shown immediately after they are created or based on specified open (show) and close (hide) dates.

Choose if messages are marked "read".

Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

Yes

No

Template settings allows the option for conversations to be marked read automatically.

Select role permissions.

Role	Permission Level	
Instructor	Owner	▶ Customize
Student	Contributor	▶ Customize
Teaching Assistant	Contributor	▶ Customize
Group01	None	▶ Customize
Group02	None	▶ Customize
Lab1	None	▶ Customize
Lab2	None	▶ Customize

Template Settings allows the option to select permission levels within Forums based on user roles or groups within the site. User roles can be given the title of Author, Contributor, None, Nonediting Author, Owner, Reviewer, and Custom. In the Customize drop-down menu, the check boxes are automatically selected based on the permission level selected. If the check boxes are manually chosen, this fulfills the Custom Permission Level.

Note: You may see different roles depending on whether your site is a course or a project, and whether or not there are any groups or custom roles in your site.

Click Save.



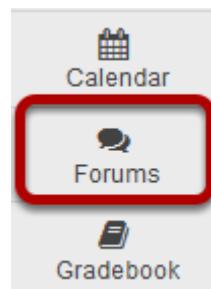
Click **Save** to save your settings (or **Cancel** to continue without saving).

How do I watch or subscribe to forums?

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

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

Go to Forums.



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

Click Watch.



Choose your notification preference.

Watch Forums Options

Use the settings below to change what notifications **you** receive when activity in the forums of **this** site take place.

- Send me an email whenever a new message is posted
- Send me an email when a conversation that I have contributed to receives a new message
- No notification

Select whether an email is desired for **every new message posted on the Forum, every new message posted on a Forum that the user has contributed to, or turn off all notifications.**

Click Save.



Gradebook

What is Gradebook?

Gradebook (previously known as GradebookNG) is a new core tool for instructors to calculate and store grade information and distribute it to students online. It has been designed based on the same back-end as the Gradebook Classic tool, but with a number of new features and enhancements.

The following provides a high-level overview of the functional requirements guiding the development of the enhanced Gradebook.

- **Editable Spreadsheet View:** The default “Grades” view within the gradebook will be replaced by an editable spreadsheet view, wherein gradebook items will be displayed as a series of columns. The layout and data-entry process will be familiar to users of modern spreadsheet applications such as Excel and Google Sheets. Gradebook actions will be available within the context of dropdowns in spreadsheet cells and columns. Modal windows (lightboxes) will be used for entering and editing information, thereby maintaining a sense of continuity and place for users.
- **Automatic Saving/Data Validation:** Changes to data within the spreadsheet view will be automatically saved, with clear feedback confirming to users that their data has been saved. The interface will also provide data validation feedback.
- **New Course Grade Display Options:** Course grades will benefit from additional display options. Instructors will have the option of displaying course grades to students as letter grades, percentages, points, or combinations thereof.
- **Student Summary View:** Within the spreadsheet view, instructors will be able to view a gradebook item summary for each student. This view will display grade information solely for the selected student, providing an overview of the student’s grades in a vertical orientation whilst obscuring the grade data of other students.
- **Enhanced Import/Export Process:** The existing Import/Export process will be simplified and consolidated into one page. The improved workflow will allow instructors to update existing gradebook items/comments and add new gradebook items in bulk. Users will also be able to export the gradebook as they can today.

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

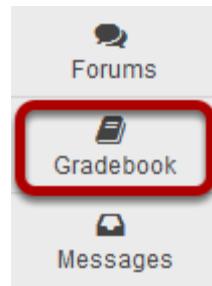
Gradebook is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using Gradebook, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.

- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.

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



How do I view and organize information in Gradebook?

The Gradebook offers several enhanced features for ease of navigation and information display. To access these and other features of the Gradebook:

Go to Gradebook.



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

Filtering the list of students.

The Gradebook allows you to filter the student list by section/group or by searching for all or part of a student's name.

Filter by section/group.

All Sections/Groups	Showing 5 students		Showing 14 of 14 items		Show/Hide Items	<input checked="" type="checkbox"/> Group By Category
All Sections/Groups						
Group01			Discussions		Homework	
Group02			Introductions	Discussions	Homework 1	Homework 2
Lab1	Course Grade	Discussion 1 Total: 10 Due: -	Total: 10 Due: -		Total: 100 Due: -	Total: 100 Due: -
Lab2						
demo_student01 (student01)	A (90.78%)	10	100%	80	90	
demo_student05 (student05)	C (75.45%)	8	80%			75
demo_student04 (student04)	A (96.13%)	10	100%	100		88
demo_student03 (student03)	A (90%)	10	100%	80		92
demo_student02 (student02)	A (94.88%)	9	90%	95		85

Select the desired section or group from the drop-down menu at the top to view only that section/group.

Filter by search criteria.

All Sections/Groups		Showing 5 students		Showing 14 of 14 items		Show/Hide Items	<input checked="" type="checkbox"/> Group By Category
Students		Course Grade		Discussions		Homework	
demo_student04 (student04)	04	A (96.13%)		Discussion 1 Total: 10 Due: -	Introductions Total: 10 Due: -	Discussions <input checked="" type="checkbox"/>	Homework 1 Total: 100 Due: -
				10		100%	100

Enter part or all of a student's name to display only matching results in the list. The dynamic, wildcard-friendly search will update as you type.

Notice the fixed student information and course grade columns.

GRADES		IMPORT / EXPORT		PERMISSIONS		SETTINGS		LINK	HELP
Add Gradebook Item		All changes saved.		All Sections/Groups		Showing 5 students		Showing 16 of 16 items	
Students		Course Grade		Discussions		Homework		<input checked="" type="checkbox"/> Group By Category	
Filter students		Discussion 1		Discussions		Homework 1		Homework 2	
demo_student04 (student04)		A (96.13%)		10		100%		100	
demo_student03 (student03)		A (90%)		10		100%		80	
demo_student01 (student01)		A (90.78%)		10		100%		80	
demo_student02 (student02)		A (94.88%)		9		90%		95	
demo_student05 (student05)		B (80%)		8		80%		85	



When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remains frozen.

Order students by First Name.

The screenshot shows the 'Students' tool interface. At the top, there is a search bar labeled 'Filter students'. Below the search bar, a dropdown menu is open, with the option 'Order By First Name' highlighted and surrounded by a red rectangle. A cursor arrow points to this highlighted option. The list of student names below the menu is ordered by first name:

- [demo_ student01 \(student01\)](#)
- [demo_ student02 \(student02\)](#)
- [demo_ student03 \(student03\)](#)
- [demo_ student05 \(student05\)](#)

The default display for student names is Last Name. First Name. However, if you prefer to view students listed as First Name Last Name, click the down arrow in the Students column and select **Order By First Name**.

Order students by Last Name.

The screenshot shows the 'Students' tool interface. At the top, there is a search bar labeled 'Filter students'. Below the search bar, a dropdown menu is open, with the option 'Order By Last Name' highlighted and surrounded by a red rectangle. A cursor arrow points to this highlighted option. The list of student names below the menu is ordered by last name:

- [student01 demo \(student01\)](#)
- [student02 demo \(student02\)](#)
- [student03 demo \(student03\)](#)
- [student04 demo \(student04\)](#)
- [student05 demo \(student05\)](#)

If students are currently display in First Name Last Name order, you may revert to the Last Name, First Name order by clicking the down arrow in the Students column and selecting **Order By Last Name**.

Show/hide course grade points.

Students	Course Grade
demo_student01	Set Zero Score For Empty Cells
demo_student05	Show Points 
demo_student04 (student04)	A (96.13%)
demo_student03 (student03)	A (90%)
demo_student02 (student02)	A (94.88%)

If you would like to display course points, select the down arrow in the Course Grade column and choose **Show Points**.

Note: This option is not available if Categories and Weighting is selected.

Points will display.

Students	Course Grade
demo_student01 (student01)	A (90.78%) [463/510]
demo_student05 (student05)	B (80%) [8/10]
demo_student04 (student04)	A (96.13%) [298/310]
demo_student03 (student03)	A (90%) [357/410]
demo_student02 (student02)	A (94.88%) [389/410]

*Tip: If points are already displayed and you would like to hide them, select the down arrow in the Course Grade column and choose **Hide Points**.*

Group/UnGroup by Category.

All Sections/Groups ▾ Showing 5 students

Showing 16 of 16 items Show/Hide Items ▾ Group By Category

Students		Course Grade	Discussions	Homework	
Introductions Total: 10 Due: -	Discussion 1 Total: 10 Due: -	<input checked="" type="checkbox"/> Discussions	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -	
demo_student01 (student01)	A (90.78%)		10	100%	80
demo_student05 (student05)	C (75.45%)		8	80%	75
demo_student04 (student04)	A (96.13%)		10	100%	100
demo_student03 (student03)	A (90%)		10	100%	80
demo_student02 (student02)	A (94.88%)		9	90%	95

All Sections/Groups ▾ Showing 5 students

Showing 16 of 16 items Show/Hide Items ▾ Group By Category

Students		Course Grade	Final Total: 100 Due: 05/31/2016	Midterm Total: 100 Due: 05/31/2016	Chapter Presentation Total: 100 Due: 06/08/2016	Assignment 1 Total: 100 Due: 06/20/2016	Assignment 2 Total: 100 Due: 06/27/2016
demo_student01 (student01)	A (90.78%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	98	95	<input checked="" type="checkbox"/>
demo_student05 (student05)	C (75.45%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	80	<input checked="" type="checkbox"/>
demo_student04 (student04)	A (96.13%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	95	100	<input checked="" type="checkbox"/>
demo_student03 (student03)	A (90%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	95	<input checked="" type="checkbox"/>
demo_student02 (student02)	A (94.88%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	100	<input checked="" type="checkbox"/>

If you have categories in your Gradebook, you may select/deselect the box next to **Group by Category** to display or hide the category groupings in your view of the Gradebook.

Show/Hide Items.

All Sections/Groups ▾ Showing 5 students

Showing 11 of 14 items Show/Hide Items ▾ Group By Category

Students		Course Grade	Discussions	Homework	
Introductions Total: 10 Due: -	Discussion 1 Total: 10 Due: -	<input checked="" type="checkbox"/> Discussions	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -	
demo_student01 (student01)	A (90.78%)		10	100%	95
demo_student05 (student05)	C (75.45%)		8	80%	80
demo_student04 (student04)	A (96.13%)		10	100%	100
demo_student03 (student03)	A (90%)		10	100%	80
demo_student02 (student02)	A (94.88%)		9	90%	100

1. Click **Show/Hide Items** to select which items you want displayed in your current view of the Gradebook.

2. Click on the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are

3. Click **Show only this item** or **Hide this item** to manage visibility.

4. Click **Show All** or **Hide All** to quickly manage visibility for all items.

5. Click the **Group By Category** checkbox to enable or disable category grouping.

- Click **Show/Hide Items** to select which items you want displayed in your current view of the Gradebook.
- Click on the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are

visible. Unshaded items are hidden. Categories that are half shaded and half unshaded indicate that only some of the items within that category are hidden.

3. If you want to hide everything except the one item you are currently grading, click on the down arrow next to the item and select **Show only this item**.
4. To **Show All** or **Hide All** items, click on the appropriate link at the top of the menu.
5. Hidden items are indicated by two arrows in place of the item. Click on the arrows to show the item.

Note: Show/Hide Items DOES NOT control which items are or are not released to students. It only controls the columns displayed in the instructor view of the tool.

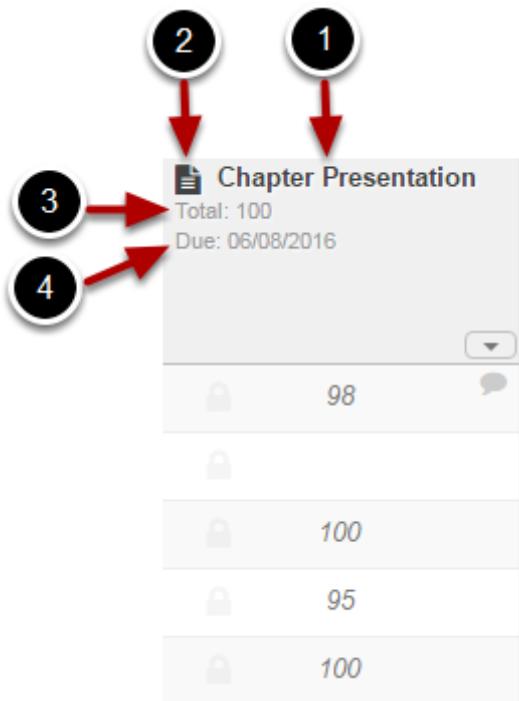
Drag and Drop to reorder columns.

All Sections/Groups	Showing 5 students	Showing 14 of 14 items	Show/Hide Items	Group By Category		
Students	Course Grade	Introduction	Discussion 1	Discussions	Homework 1	Homework 2
demo_student01 (student01)	A (90.78%)	Total: 10 Due: -	Total: 10 Due: -	10 100%	80	90
demo_student05 (student05)	C (75.45%)			8 80%		75
demo_student04 (student04)	A (96.13%)			10 100%	100	88
demo_student03 (student03)	A (90%)			10 100%	80	92
demo_student02 (student02)	A (94.88%)			9 90%	95	85

You may drag and drop to reorder columns.

Note: When viewing items grouped by category, you can only reorder columns within a category. To reorder categories, you need to go to Gradebook > Settings > Categories and Weighting.

Gradebook item information.



The following information is displayed for each gradebook item:

1. The name of the item.
2. The icon of the associated tool (i.e. Assignments, Tests & Quizzes, etc.) sending the item to the gradebook. *Note: No icon displays if the item was created within the Gradebook tool itself.*
3. The total points possible for that item.
4. The due date for the item (if applicable).

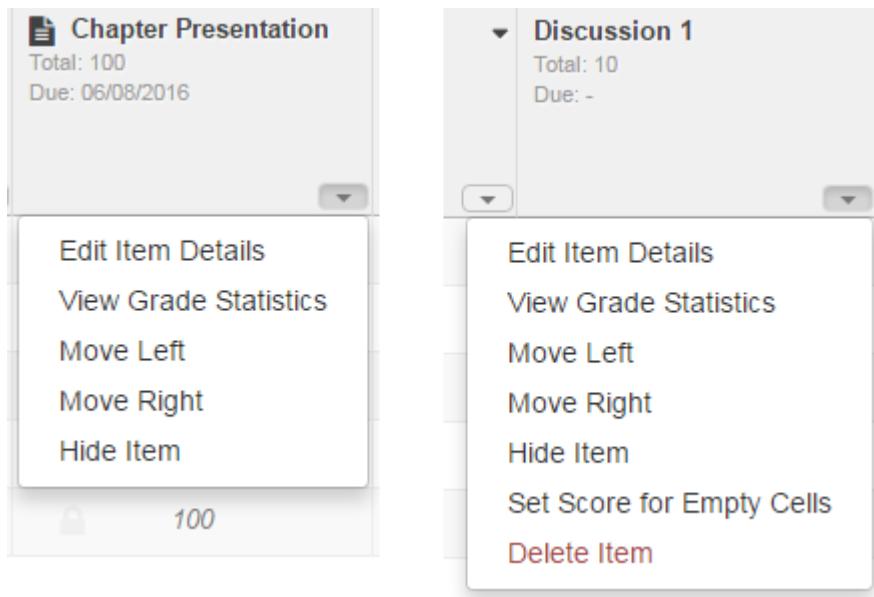
Sorting by a gradebook column.

Students	Course Grade	Discussions	Homework
demo_student05 (student05)	C (75.45%)	Discussion 1 Total: 10 Due: -	Homework 1 Total: 100 Due: -
demo_student02 (student02)	A (94.88%)	Introductions Total: 10 Due: -	Homework 2 Total: 100 Due: -
demo_student01 (student01)	A (90.78%)	Discussions	
demo_student03 (student03)	A (90%)	Homework 1 Total: 100 Due: -	75
demo_student04 (student04)	A (96.13%)	Homework 2 Total: 100 Due: -	85
			90
			92
			88

To sort the list by a gradebook column, click on the title of the item. Click again on the same item title to reverse the sort order.

Note: When you are sorting by an item, a directional arrow will display. The direction of the arrow indicates if you are sorting ascending or descending.

Gradebook item actions.



The drop-down menu in each gradebook item column allows you to perform several actions. These actions vary somewhat, depending on the origin of the item. Items created within the Gradebook itself allow more options than items being sent to the Gradebook from other tools.

All gradebook items allow you to:

- Edit Item Details
- View Grade Statistics
- Move Left
- Move Right
- Hide Item

Gradebook-created items also allow you to:

- Set Score for Empty Cells
- Delete Item

Edit Item Details

Edit Gradebook Item

Title Chapter Presentation

Point value 100

Extra credit

Due date 06/08/2016  

Category Assignments ▾

Items not assigned to a category will not be counted toward the course grade calculation.

Release item to students?

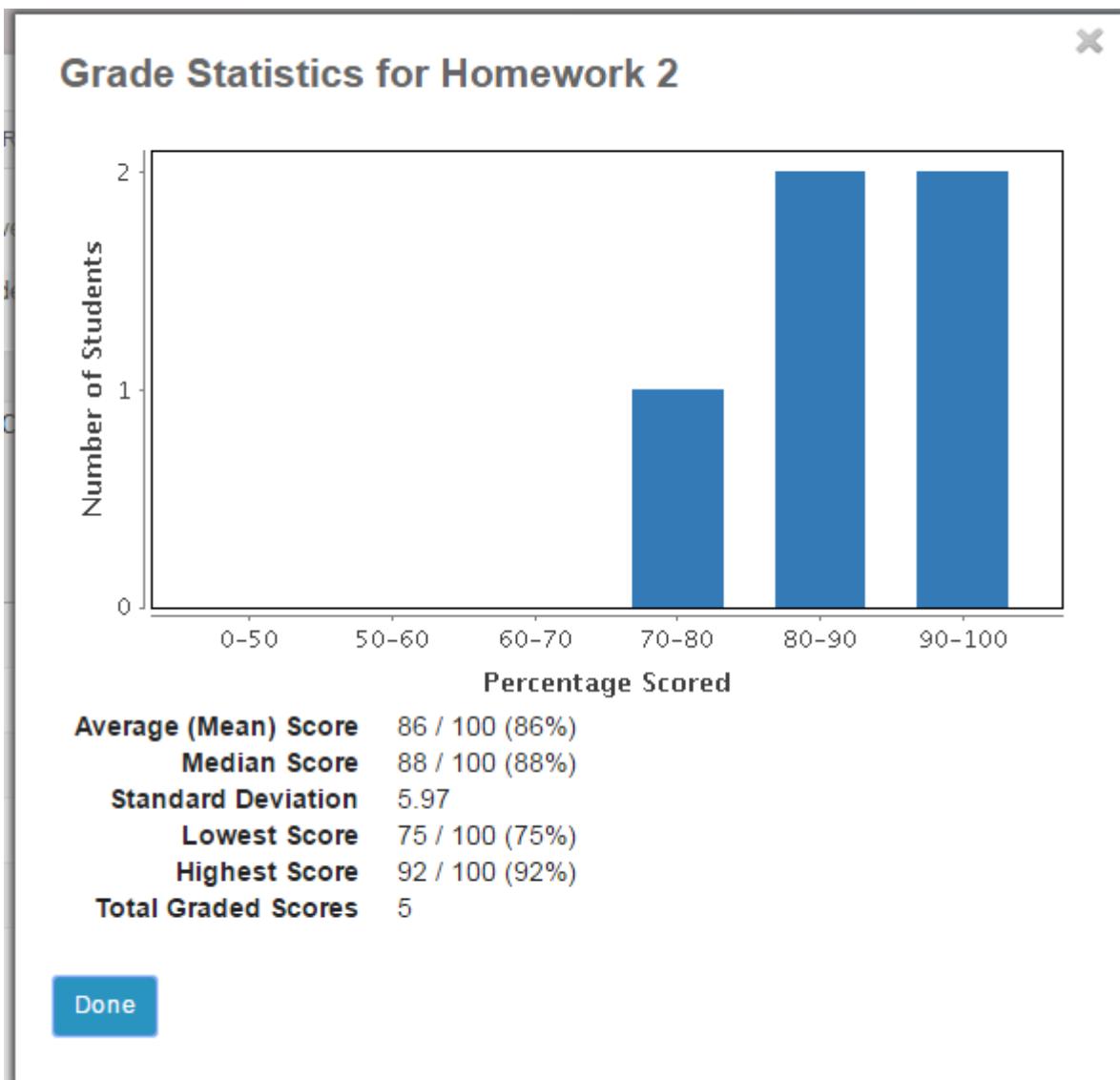
Include item in course grade calculations?

Save Changes **Cancel**

The **Edit Item Details** option allows you to make changes to extra credit, category, release, and grade calculation settings.

For Gradebook-created items, you may also modify the title, point value, and due date. Items coming from other tools must be modified within the origin tool.

View Grade Statistics.



The View Grade Statistics option gives you a quick summary of the grade distribution for that item, including the mean, median, standard deviation, lowest score, highest score, total number of graded scores, and a bar chart illustrating the data.

Move Left.

Homework 2	Homework 1
Total: 100	Total: 100
Due: -	Due: -
90	80
75	
88	100
92	80
85	95

The **Move Left** option moves the selected item one column to the left.

Move Right.

Homework 1	Homework 2
Total: 100	Total: 100
Due: -	Due: -
80	90
	75
100	88
80	92
95	85

The **Move Right** option moves the selected item one column to the right.

Hide Item.

Discussions	Homework	
<i>Discussions</i>	 Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -
100%	90	90 
80%	75	
100%	88	
100%	92	
90%	85	

The **Hide Item** option hides the column from the instructor's display. However, it DOES NOT control release of the item to students.

Notice that hidden items are indicated by small arrows in place of the item. Click on the arrows to show the item again.

Set Score for Empty Cells.

Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

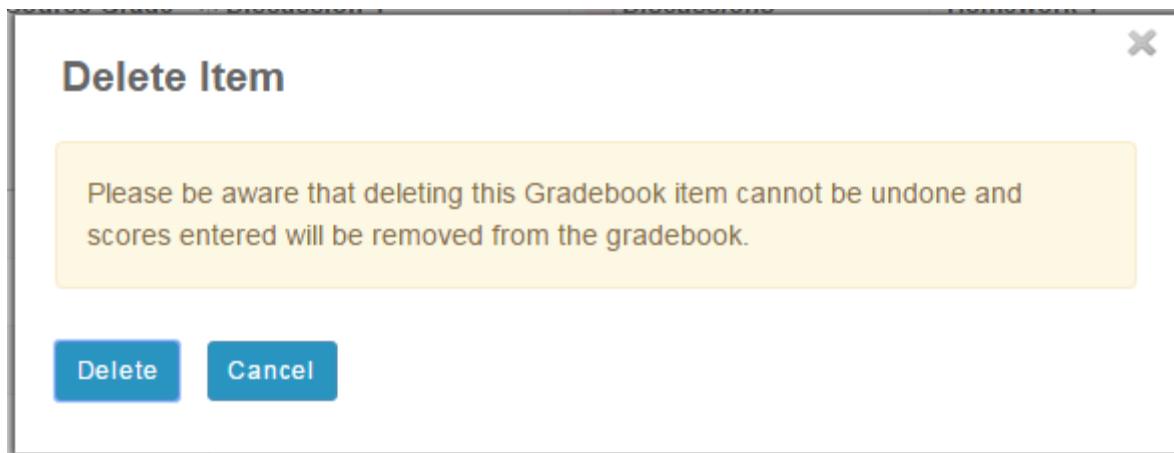
Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section

Grade Override /100

For Gradebook-created items, you may select **Set Score for Empty Cells** to automatically set the score for all ungraded students for that gradebook item only. You may also select a specific section or group from the drop-down menu to apply the specified grade to only that section or group. This action only applies to students with ungraded items. Previously graded students will not be affected.

Delete Item.



For Gradebook-created items, you may select **Delete Item** to remove the item and all associated scores for that item.

Note: Be careful! This action cannot be undone!

Viewing individual student grades.

All Sections/Groups ▾	Showing 5 students	Discussions				Homework	
Students	Course Grade	Discussion 1	Introductions	Discussions	Homework 1	Homework 2	
Filter students		Total: 10 Due: -	Total: 10 Due: -	100%	100	88	
demo_student04 (student04)	A (96.13%)	10		100%	80	92	
demo_student03 (student03)	A (90%)	10		100%	80	90	
demo_student01 (student01)	A (90.78%)	10		100%	95	85	
demo_student02 (student02)	A (94.88%)	9		90%			
demo_student05 (student05)	C (75.45%)	8		80%		75	

To view all grades for a single student, click on the student's name.

The student's individual grade summary will appear.

Grade Summary for student04 demo (student04)

Grade Summary Student Review Mode Print

Course Grade: A (96.13%)

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Assignments	100%	0%		
Chapter Presentation	100 /100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
▼ Discussions	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
▼ Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
▼ Homework	94%	50%		
Homework 1	100 /100		-	
Homework 2	88 /100		-	
Homework 3			-	

[Next Student ➔](#)

Done

The individual grade summary is the same information a student sees when he or she views their grades.

You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

Student Review Mode.

Grade Summary for student04 demo (student04)

Grade Summary Student Review Mode Print

Course Grade: A

Group By Category Expand All Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	100%	0%		
Chapter Presentation	100 /100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
Discussions	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
Homework	94%	50%		
Homework 1	100 /100		-	
Homework 2	88 /100		-	
Homework 3			-	

Done

If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

Printing individual student grades.

Grade Summary for student04 demo (student04)

Grade Summary Student Review Mode **Print**

Course Grade: A (96.13%)

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	100%	0%		
Chapter Presentation	100 /100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
Discussions	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
Homework	94%	50%		
Homework 1	100 /100		-	
Homework 2	88 /100		-	
Homework 3			-	

[Next Student ➔](#)

Done

Click the **Print** button in the individual grade summary screen to print an individual student's grades.

How do I set up my Gradebook?

The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Go to Gradebook.



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

Click Settings.

A screenshot of the Gradebook Settings page. At the top, there are tabs: GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, with SETTINGS highlighted by a red box. To the right are icons for HELP and ? . Below the tabs is a section titled 'Settings' with four expandable categories: 'Grade Entry' (expanded), 'Grade Release Rules' (collapsed), 'Categories & Weighting' (collapsed), and 'Grading Schema' (collapsed). At the bottom are 'Save Changes' and 'Cancel' buttons.

Grade Entry.

Grade Entry

How will graders enter grades into this gradebook?

- Points
- Percentages

You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.

Grade Release Rules.

Grade Release Rules

- 1 Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

- 2 Display final course grade to students

Choose the options for formatting the course grade. You must choose at least one option.
Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'.

- 3 Letter Grade

Percentage

Points

Preview B+

1. Check the **Display released Gradebook items** to students box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.
3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, or **Points**.

Categories and Weighting.

Categories & Weighting

- No categories
- Categories only
- Categories & weighting

You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.

Categories & Weighting

- No categories
- Categories only
- Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	Extra Credit	Gradebook Items	Remove
2	Total Points	<input type="checkbox"/>	0 items(s)	<button>Remove</button>

3 [Add a category](#)

1. Select the radio button for **Categories only**.
2. Enter a title for the category in the text box provided.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.

Adding weighting.

Categories & Weighting

No categories
 Categories only
1 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category 2	% 3	Extra Credit	Gradebook Items	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)	Remove
	Exams	40	<input type="checkbox"/>	0 items(s)	Remove
Total:	100%				

Add a category

1. Select the radio button for **Categories & Weighting**.
2. Enter the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

Enabling drop lowest and/or keep highest.

Categories & Weighting

No categories
 Categories only
 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

1

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

2

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)		1		<input type="button" value="Remove"/>
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	<input type="button" value="Remove"/>
	Exams	40	<input type="checkbox"/>	0 items(s)				<input type="button" value="Remove"/>
Total:	100%							

Add a category

If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
 - **Enable Drop Highest:** Automatically drops the highest score/s among items in a category.
 - **Enable Drop Lowest:** Automatically drops the lowest score/s among items in a category.
 - **Enable Keep Highest:** Automatically keeps the highest score/s among items in a category.
2. In the appropriate column, enter the number of items in each category that you wish to drop or keep.

Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have

not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

Extra credit category.

Categories & Weighting

No categories
 Categories only
 Categories & weighting

Enable drop highest Enable drop lowest Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
Extra credit categories do not participate in the overall weightings.
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
≡	Assignments	40	<input type="checkbox"/>	0 items(s)		1		<button>Remove</button>
≡	Discussions	20	<input type="checkbox"/>	0 items(s)			3	<button>Remove</button>
≡	Exams	40	<input type="checkbox"/>	0 items(s)				<button>Remove</button>
≡	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				<button>Remove</button>
Total:	100%							

Add a category

If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

Tip: Both entire categories and individual gradebook items may be designated as extra credit. However, you cannot have an extra credit item within an extra credit category.

Reordering categories.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	<button>Remove</button>
	Assignments	40	<input type="checkbox"/>	0 items(s)	1			<button>Remove</button>
	Exams	40	<input type="checkbox"/>	0 items(s)				<button>Remove</button>
	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				<button>Remove</button>
Total:	100%							

You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

Deleting categories.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	<button>Remove</button>
	Assignments	40	<input type="checkbox"/>	0 items(s)	1			<button>Remove</button>
	Exams	40	<input type="checkbox"/>	0 items(s)				<button>Remove</button>
	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				<button>Remove</button>
Total:	100%							

If you would like to delete a category, click the **Remove** button for that category.

Grading Schema.

Grade	M
A	90
B	80
C	70
D	60
F	0

1. Choose your preferred Grade Type: **Letter Grades**, **Letter Grades with +/-**, or **Pass/ Not Pass**.
2. The default grading schema values are displayed. If you would like to customize the score threshold for any of the grade levels, enter the desired value into the fields provided. (Optional)

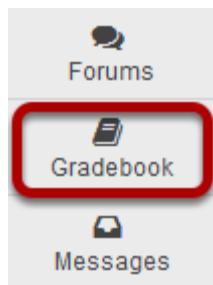
Save your changes.



Once you have finished with your gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

How do I add items to the Gradebook?

Go to Gradebook.



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

Click the Add Gradebook Item button.

A screenshot of the Gradebook page. At the top, there are tabs for 'GRADES', 'IMPORT / EXPORT', 'PERMISSIONS', and 'SETTINGS'. Below the tabs, a message box says 'There are no Gradebook items'. At the bottom left is a blue button labeled 'Add Gradebook Item' with a red box around it. To the right of the button, the text 'All changes saved.' is displayed.

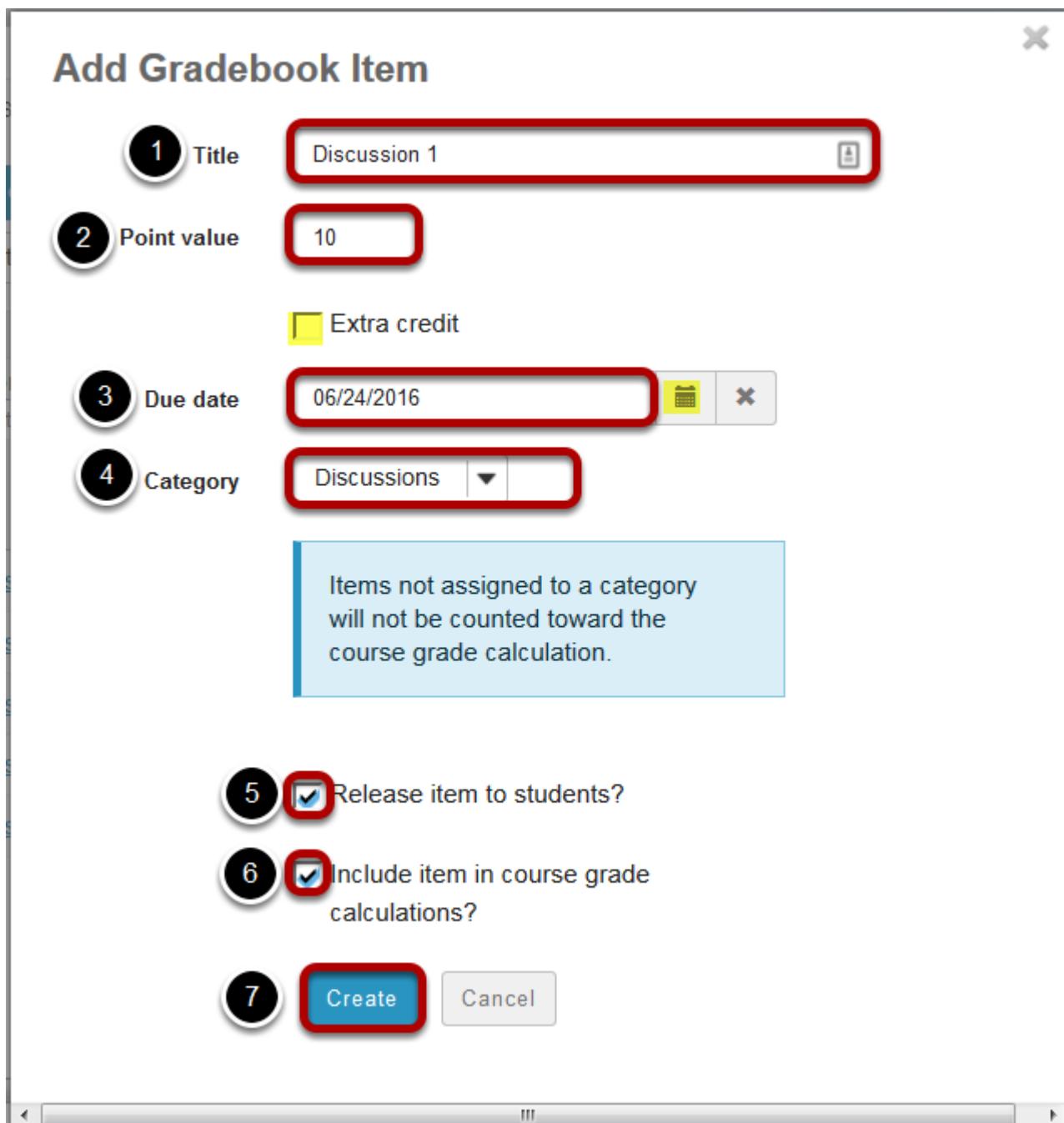
Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Attendance

Click the **Add Gradebook Items** button to manually add items to your gradebook.

Item settings.



1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
 - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
4. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
5. Check the box for **Release this item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.

6. Check the box for **Include this item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade.
7. Once you have entered all of the information for this item, click the Create button to save your changes.

View gradebook items.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. On the right, there are links for LINK and HELP. Below the tabs, a message says "Add Gradebook Item All changes saved." A dropdown menu shows "All Sections/Groups" and "Showing 5 students". To the right, it says "Showing 14 of 14 items" with buttons for "Show/Hide Items" and "Group By Category". The main area is a grid with columns for Students, Course Grade, Discussions, and Assignments. The "Assignments" column is color-coded by category. The grid contains data for five students, with each row showing their name, grade, and scores for various assignments.

Students	Course Grade	Discussions			Assignments		
		Introductions	Discussion 1	Discussions	Assignment 1	Assignment 2	Chapter Presentation
demo_student01 (student01)	A (90.98%)	Total: 10 Due: -	10	100%	95	98	
demo_student02 (student02)	A (94.88%)		9	90%	100	100	
demo_student03 (student03)	B (87.07%)		10	100%	80	95	
demo_student04 (student04)	A (96.13%)		10	100%		100	
demo_student05 (student05)	B (80%)		8	80%			

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Grades** tab (which is also the tool landing page).

If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

Items coming from other tools.

The screenshot shows the Sakai Gradebook interface with the "Group by Category" option enabled. The grid has columns for Assignments and Exams. Red boxes highlight the first two rows of the grid, which correspond to "Assignment 1" and "Final". In these rows, the tool icons in the column labels (Assignment, Exams) are visible, and the student scores are grayed out. The remaining rows show student scores for assignments and exams.

Assignments			Exams		
Assignment 1 Total: 100 Due: 06/20/2016	Chapter Presentation Total: 100 Due: 06/08/2016	Assignments	Final Total: 100 Due: 05/31/2016	Midterm	Exams
95	98	96.5%			-
100	100	100%			-
80	95	87.5%			-
	100	100%			-
		-			-

Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will show a grayed out padlock icon in each cell and will also display the tool icon in the column label.

Items not released to students.

A screenshot of a course item list titled "Introductions". The list shows one item with a total of 10 points and no due date. Below the item details, there are two small icons: a crossed-out eye icon and a crossed-out calculator icon. These icons are highlighted with a red box, indicating they represent items not released to students. There is also a small dropdown arrow icon to the right of the icons.

Any items which are not released to students will have crossed out eye icon and a crossed out calculator icon to indicate that they are not visible to students, and that they are not being calculated as part of the course grade.

How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Go to Gradebook.



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

Search or filter your list of students. (Optional)

A screenshot of the Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. Below the tabs, a message says "Add Gradebook Item" and "All changes saved." A dropdown menu labeled "1 All Sections/Groups" is open, with the first option "All Sections/Groups" highlighted with a red box. To the right, it shows "Showing 5 students". Further down, another dropdown menu labeled "2 Students" is open, with the input field containing "01" highlighted with a red box. To the right, it shows "Course Grade", "Homework 2", "Homework 3", "Homework", and "Assignment 1". The "Assignment 1" row has columns for "Total: 100", "Due: 06/20/2016", and a progress bar showing 95%. At the bottom, it shows "Showing 14 of 14 items", "Show/Hide Items", and a checked checkbox for "Group By Category".

Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.78%)	Total: 100 Due: -	Total: 100 Due: -	Homework	Total: 100 Due: 06/20/2016

Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook to view students by:

1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Student Name** - Type all or part of a student's name to filter the results.

Click in the appropriate cell to enter a grade.

The screenshot shows a Gradebook interface with the following details:

- Top Navigation:** GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS, LINK, HELP.
- Add Gradebook Item:** All changes saved.
- Filter:** All Sections/Groups, Showing 5 students.
- Search:** Showing 14 of 14 items, Show/Hide Items, Group By Category.
- Table Headers:** Students, Course Grade, Homework 2, Homework 3, Homework, Assignment 1.
- Table Data:**

Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.98%)	90	100	85%	95
demo_student02 (student02)	A (94.88%)	85		90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

You will see a spreadsheet view of all the existing gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved grades.

The screenshot shows a Gradebook interface with the following details:

- Top Navigation:** GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS, LINK, HELP.
- Add Gradebook Item:** All changes saved.
- Filter:** All Sections/Groups, Showing 5 students.
- Search:** Showing 14 of 14 items, Show/Hide Items, Group By Category.
- Table Headers:** Students, Course Grade, Homework 2, Homework 3, Homework, Assignment 1.
- Table Data:**

Students	Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85	100	90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

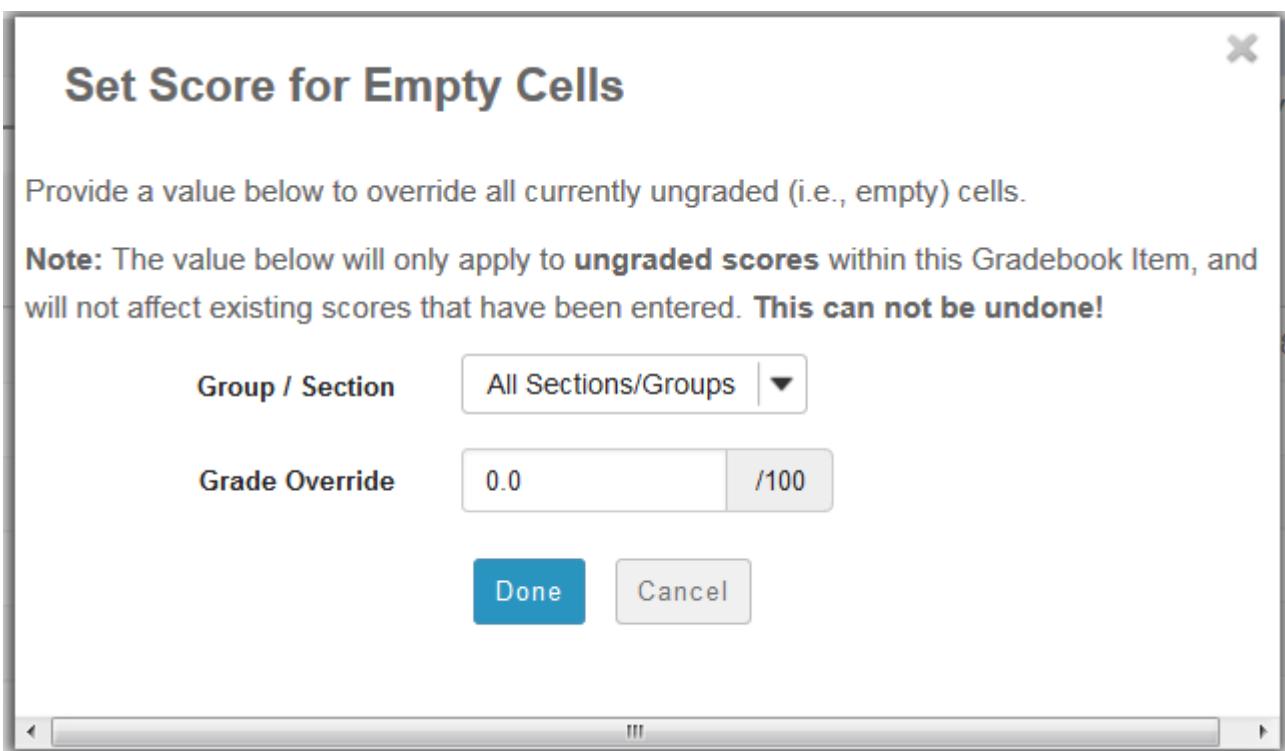
You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

Set score for empty cells.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. Below the tabs, a message says "All changes saved." A button for "Add Gradebook Item" is visible. The main area shows a grid of student data. In the "Course Grade" column, there is a dropdown arrow icon. A context menu is open over the "Course Grade" header, with the "Set Score for Empty Cells" option highlighted and circled in red. Other options in the menu include Edit Item Details, View Grade Statistics, Move Left, Move Right, Hide Item, and Delete Item. The grid contains data for five students across four columns: Homework 2, Homework 3, Homework, and Assignment 1.

If you would like to set a score for all empty cells for a specific gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.

Enter the desired score and click Done.



View grade log.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. On the right, there are links for LINK and HELP. Below the tabs, a message says "All changes saved." A button for "Add Gradebook Item" is visible. The main area shows a grid of student grades. The columns include Students, Course Grade, Homework 2, Homework 3, Homework, and Assignment 1. For each student, their name, grade, and a dropdown menu are shown. The dropdown menu for the first student (demo_student01) has an option "Grade Log" highlighted with a red box. The grid also includes columns for Total and Due dates.

Students		Course Grade	Homework		Assignment 1
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85	Grade Log	90%	100
demo_student03 (student03)	B (87.07%)	92	Edit Comment	86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

To view the grade log, select the down arrow within the cell for a particular student score and then choose the **Grade Log** option.

The grade log will display.

A modal dialog box titled "Grade Log for student01 demo (student01)" is displayed. It lists a history of score changes:

- 06/20/2016 13:38 - Score set to **90** by demoprofessor
- 06/20/2016 13:37 - Score set to **95** by demoprofessor
- 06/20/2016 13:36 - Score set to **90** by demoprofessor
- 06/20/2016 13:36 - Score set to **95** by demoprofessor
- 05/18/2016 14:27 - Score set to by demoprofessor
- 03/28/2016 12:03 - Score set to **100** by demoprofessor

A "Done" button is at the bottom left of the dialog.

The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

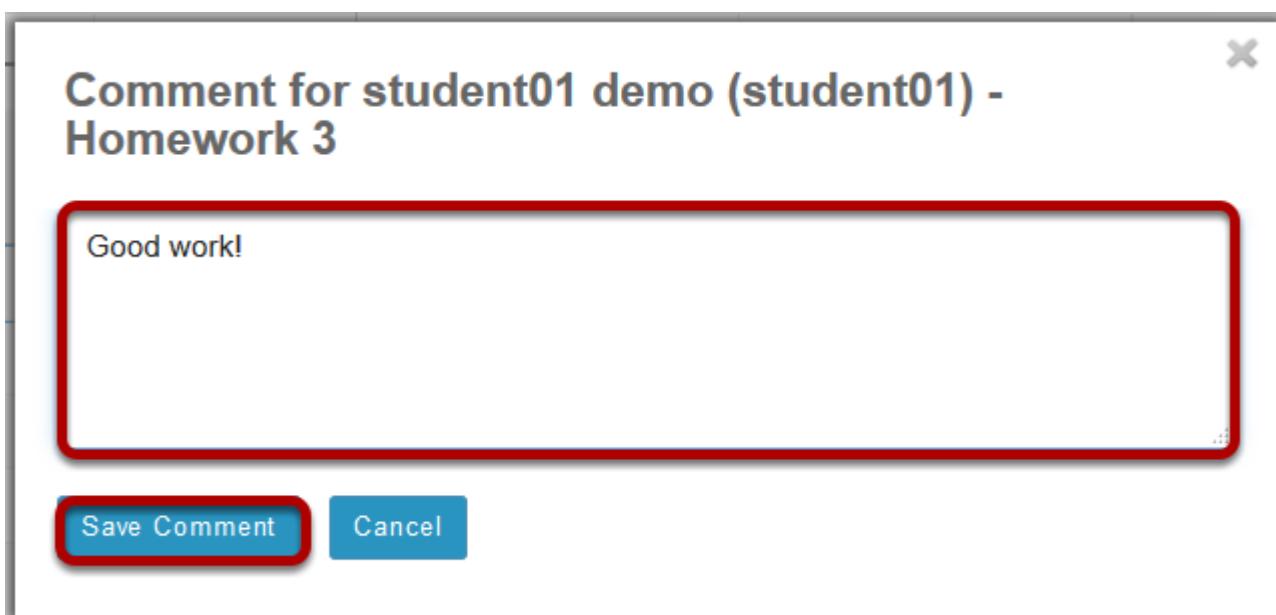
Add/edit comments.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. On the right, there are links for LINK and HELP. Below the tabs, a message says "All changes saved." A dropdown menu "All Sections/Groups" is open, showing "Showing 5 students". To the right, it says "Showing 14 of 14 items" and has a "Show/Hide Items" button. A checked checkbox "Group By Category" is visible. The main area is a grid table with columns for Students, Course Grade, Homework 2, Homework 3, Homework, and Assignment 1. The "Edit Comment" link for student demo_student01 (student01) on Homework 3 is highlighted with a red box.

		Homework				
Students	Course Grade	Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework	Assignment 1 Total: 100 Due: 06/20/2016	
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95	
demo_student02 (student02)	A (94.88%)	85	Grade Log	90%	100	
demo_student03 (student03)	B (87.07%)	92	Edit Comment	86%	80	
demo_student04 (student04)	A (96.13%)	88		94%		
demo_student05 (student05)	B (80%)			-		

If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Edit Comments** option.

Enter your comment and click Save Comment.



View comment icon.

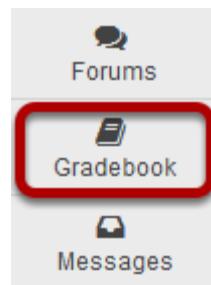
The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. On the right, there are links for LINK and HELP. Below the tabs, a message says "All changes saved." A blue button labeled "Add Gradebook Item" is visible. The main area shows a grid of student data. The columns include Students, Course Grade, Homework 2, Homework 3, Homework, and Assignment 1. The "Assignment 1" column has a pink header. A red circle highlights a comment icon (a speech bubble) in the "Assignment 1" cell for the first student, "demo_student01 (student01)".

Students		Course Grade	Homework 2	Homework 3	Homework	Assignment 1
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95	
demo_student02 (student02)	A (94.88%)	85		90%	100	
demo_student03 (student03)	B (87.07%)	92		86%	80	
demo_student04 (student04)	A (96.13%)	88		94%		
demo_student05 (student05)	B (80%)			-		

The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

How do I export grades from Gradebook?

Go to Gradebook.



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

Click Import/Export.



Select Advanced Options. (Optional)



Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Download Gradebook](#) [Advanced Options](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.

No file selected.

You may set the options for customized exports by clicking the **Advanced Options** link.

Choose the items you would like to include in your export.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Select from the options below to customize your Gradebook export.

Note: customized exports can **not** be imported back into the system.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Student Name | <input checked="" type="checkbox"/> Gradebook Item Scores |
| <input checked="" type="checkbox"/> Student ID | <input checked="" type="checkbox"/> Gradebook Item Comments |
| <input checked="" type="checkbox"/> Total Points | <input checked="" type="checkbox"/> Calculated Course Grade |
| <input checked="" type="checkbox"/> Course Grade | <input type="checkbox"/> Grade Override |
| <input type="checkbox"/> Last Log Date | |

[Download Gradebook](#)

[Advanced Options](#)

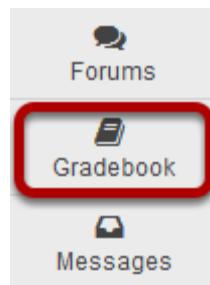
Click Download Gradebook.

[Download Gradebook](#)

[Advanced Options](#)

How do I import grades into Gradebook?

Go to Gradebook.



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

Click Import/Export.



Click Browse.



Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Download Gradebook](#) [Advanced Options](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.

No file selected.

Click the **Browse** button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be a CSV file and contain the appropriate student and gradebook item data. Refer to the Download Gradebook export file for an example of the correct format.

Click Import Spreadsheet.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Download Gradebook](#)

[Advanced Options](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.

[Browse...](#) grades.csv

[Continue](#)

[Cancel](#)

After locating and selecting your import file, click **Continue** to import the grades.

Select the items to be imported.

Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing scores for that item.

	Title	Points	Status
<input checked="" type="checkbox"/>	Discussion 1	10	New
<input checked="" type="checkbox"/>	Discussion 2	10	New
<input checked="" type="checkbox"/>	Discussion 3	10	New
<input checked="" type="checkbox"/>	Assignment 1	100	New
<input checked="" type="checkbox"/>	Assignment 2	100	New
<input checked="" type="checkbox"/>	Assignment 3	100	New
<input checked="" type="checkbox"/>	Quiz 1	20	New
<input checked="" type="checkbox"/>	Quiz 2	20	New
<input checked="" type="checkbox"/>	Quiz 3	20	New

If selecting new items, you will be asked to confirm their Settings on the following screen(s).

[Back](#) [Next](#)

A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

New item options.

New Item Creation (1 of 9)

Title	Discussion 1	
Point value	10	
<input type="checkbox"/> Extra credit		
Due date	mm/dd/yyyy	
<input checked="" type="checkbox"/> Release item to students?		
<input checked="" type="checkbox"/> Include item in course grade calculations?		
Back	Next	

If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

Click Finish.

Confirmation

Upon clicking **Finish**, you will be completing the following import actions:

Back	Finish
----------------------	------------------------

Import confirmation.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. On the right, there are links for LINK and HELP. A green banner at the top of the main content area says "Gradebook Items Imported successfully!". Below this, a message says "Add Gradebook Item All changes saved." and "Showing 5 students". There are filters for "All Sections/Groups" and "Showing 14 of 14 items". A checkbox "Group By Category" is checked. The main table has columns for Students, Course Grade, Discussions, and Homework. The Students column lists five demo students with their names and course grades. The Discussions and Homework columns show various assignments with scores and completion percentages. The table is scrollable.

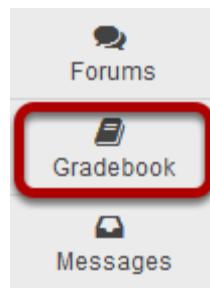
Students	Course Grade	Discussions	Homework
demo_student01 (student01)	A (90.78%)	10	80
demo_student02 (student02)	A (94.88%)	9	95
demo_student03 (student03)	B (87.07%)	10	80
demo_student04 (student04)	A (96.13%)	10	100
demo_student05 (student05)	B (80%)	8	80%

You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade in Gradebook?

Note: When manually entering a course grade, you must use the appropriate grade type for the gradebook in which you are working. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.

Go to Gradebook.



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

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override.

A screenshot of the Sakai Gradebook interface. The top navigation bar includes 'GRADES', 'IMPORT / EXPORT', 'PERMISSIONS', 'SETTINGS', 'LINK', and 'HELP'. Below the navigation is a message: 'Add Gradebook Item All changes saved.' The main area shows a grid of student grades across various categories: Students, Course Grade, Introductions, Discussion 1, Discussions, and Homework 1. For student 'demo_student04', the 'Course Grade' is listed as 'B (87.07%)'. A red box highlights the down arrow next to this grade. A dropdown menu is open at this location, showing two options: 'Course Grade Override' (highlighted with a red box) and 'Course Grade Log'. Other students listed include 'demo_student01', 'demo_student02', 'demo_student03', and 'demo_student05'. The grid also includes columns for 'Introductions', 'Discussion 1', 'Discussions', and 'Homework 1' with their respective total scores and due dates.

Enter override score and save.

**Course Grade Override for student03 demo
(student03)**

To provide a final course grade override, enter the desired letter grade into the field below. You may enter both + and - grades.

Student Name	Student ID	Points	Calculated Grade	Grade Override
student03 demo	student03	357/410	B (87.07%)	A 1

2 Save Course Grade Override Cancel

1. Enter the new course grade to replace the autocalculated grade.
2. Click **Save Course Grade Override**.

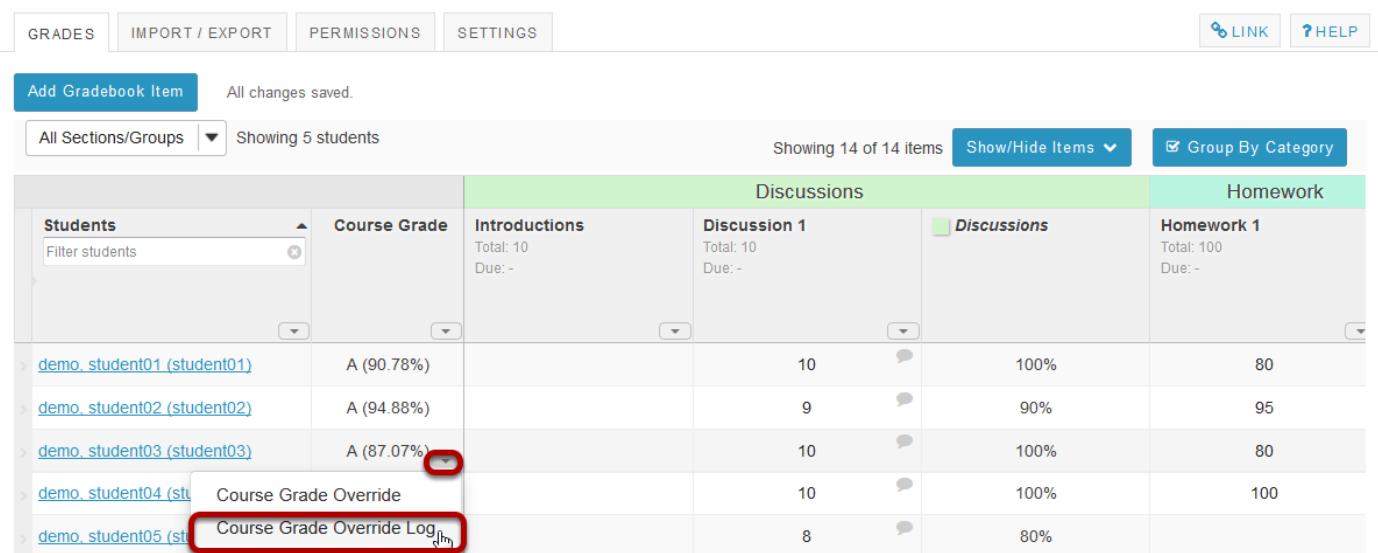
How do I view the course grade override log in Gradebook?

Go to Gradebook.



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

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override Log.



The Gradebook interface shows a table of student grades. The 'Course Grade' column includes a dropdown arrow next to each student's grade. A red box highlights this arrow for 'demo_student03'. Another red box highlights the 'Course Grade Override Log' link that appears when the arrow is clicked for 'demo_student05'.

Students	Course Grade	Discussions	Homework
demo_student01 (student01)	A (90.78%)	10	100%
demo_student02 (student02)	A (94.88%)	9	90%
demo_student03 (student03)	A (87.07%)	10	100%
demo_student04 (student04)	Course Grade Override	10	100%
demo_student05 (student05)	Course Grade Override Log	8	80%

The log will display.

**Course Grade Override Log for student03 demo
(student03)**

06/20/2016 14:51 - Course Grade set to A by demoprofessor

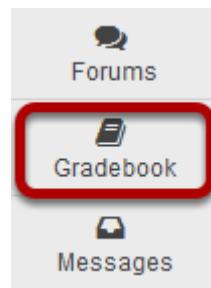
Done

The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.

How do I set all ungraded items to zero in Gradebook?

Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all gradebook items in a single step.

Go to Gradebook.



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

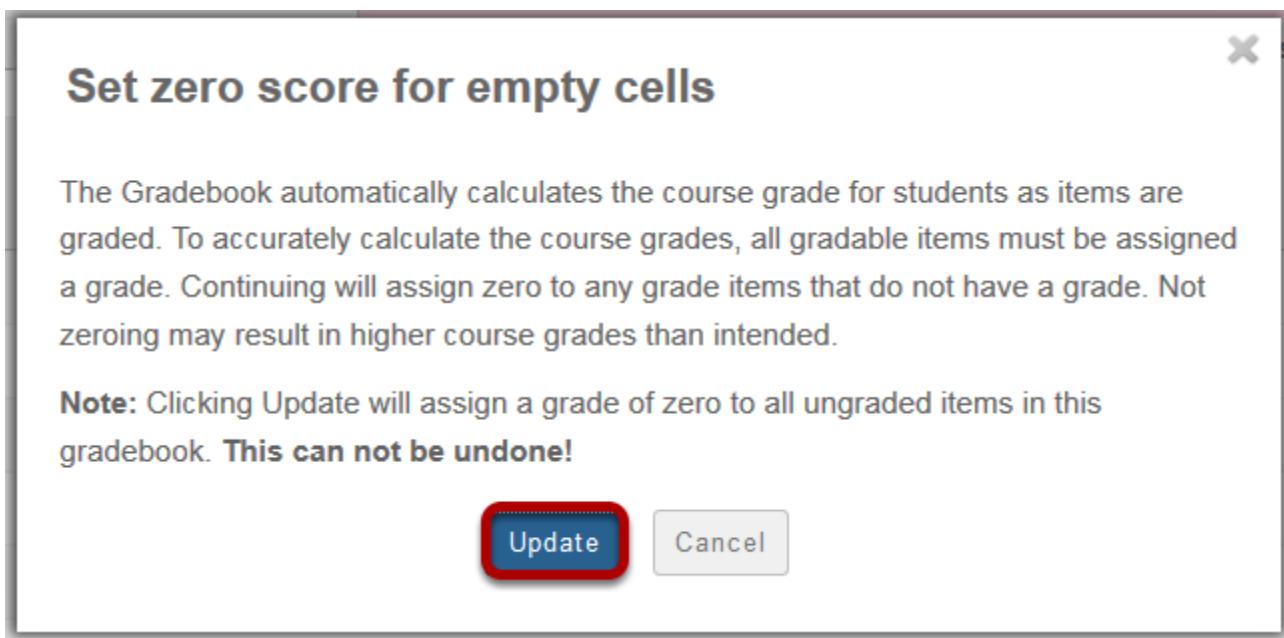
Select the down arrow in the Course Grades column.

A screenshot of the Sakai Gradebook interface. The top navigation bar includes links for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with a LINK and HELP button. The main area shows a grid of student grades. A dropdown menu is open over the first student's row, specifically over the 'Course Grade' column. The dropdown menu contains two options: 'Set Zero Score For Empty Cells' and 'Show Points'. A red circle highlights the downward-pointing arrow of the dropdown menu. The grid columns include Students, Course Grade, Introductions, Discussion 1, Discussions, and Homework. Each row represents a student with their name, current grade, and scores for various assignments.

Click Set Zero Score for Empty Cells.

The screenshot shows the Sakai Gradebook interface. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS, along with links for LINK and HELP. Below the tabs, a message says "All changes saved." A button for "Add Gradebook Item" is visible. The main area shows a grid of students and their grades across various categories: Introductions, Discussion 1, Discussions, and Homework 1. A context menu is open over the first student row ("demo_student0"). The menu item "Set Zero Score For Empty Cells" is highlighted with a red box. Other menu items include "Show Points".

Click Update.



You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!

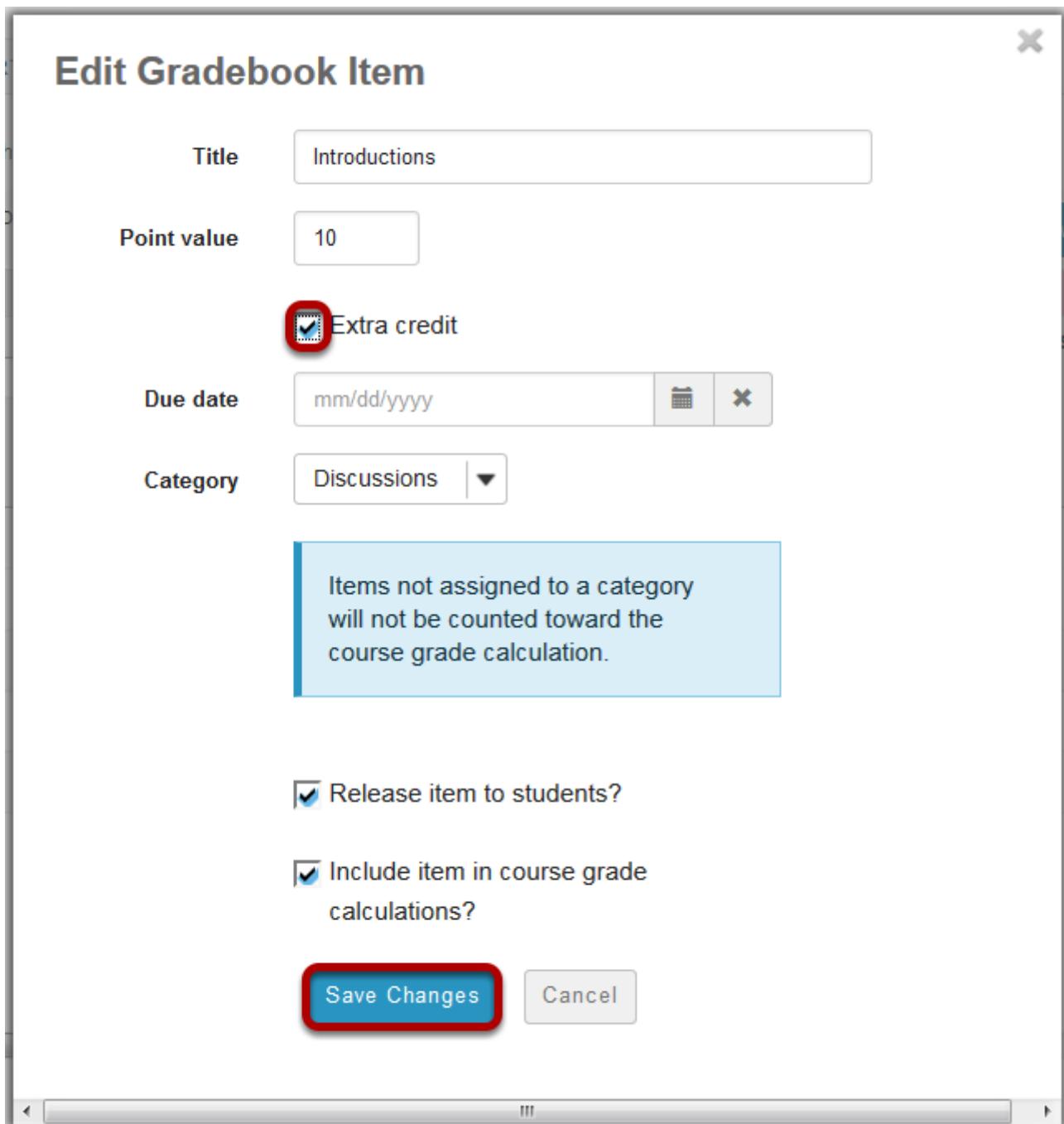
How does extra credit work in Gradebook?

The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see [How do I set up my Gradebook?](#) or [How do I add items to the Gradebook?](#)

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Setting EC at the item level.



In the Gradebook, edit the item. Then check the box next to **Extra Credit** and click **Save Changes**.

Setting EC at the category level.

The screenshot shows the 'Gradebook Settings' page in Sakai. At the top, there are tabs for GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. Below the tabs, there's a 'Settings' section with a 'Grade Entry' link. Under 'Grade Entry', there's a 'Categories & Weighting' section. In this section, three radio button options are available: 'No categories' (unchecked), 'Categories only' (checked), and 'Categories & weighting' (unchecked). Below these options are three checkboxes: 'Enable drop highest' (unchecked), 'Enable drop lowest' (unchecked), and 'Enable keep highest' (unchecked). A note below the checkboxes states: 'Categories will only be visible if there are Gradebook items assigned to them. To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value. Extra credit categories do not participate in the overall weightings. Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.' A table follows, listing five categories: Discussions, Homework, Assignments, Exams, and Bonus. The 'Bonus' category has a checked checkbox in the 'Extra Credit' column. Each row includes a 'Remove' button. Below the table is a 'Add a category' button. At the bottom of the page are 'Save Changes' and 'Cancel' buttons, with 'Save Changes' being highlighted with a red box.

	Category	Extra Credit	Gradebook Items	Remove
1	Discussions	<input type="checkbox"/>	2 items(s)	<button>Remove</button>
2	Homework	<input type="checkbox"/>	3 items(s)	<button>Remove</button>
3	Assignments	<input type="checkbox"/>	2 items(s)	<button>Remove</button>
4	Exams	<input type="checkbox"/>	2 items(s)	<button>Remove</button>
5	Bonus	<input checked="" type="checkbox"/>	0 items(s)	<button>Remove</button>

In Gradebook Settings, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **Save Changes**.

Extra credit item.

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories.

The screenshot shows a gradebook interface with the following layout:

- Top navigation: GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS, LINK, HELP.
- Middle top: Add Gradebook Item, All changes saved.
- Section dropdown: All Sections/Groups, Showing 5 students.
- Header row: Students, Course Grade, EC Quiz, Quiz 1, Quiz 2, Quiz 3, Quiz 4.
- Header details: EC Quiz Total: 10 Due: -, Quiz 1 Total: 10 Due: -, Quiz 2 Total: 10 Due: -, Quiz 3 Total: 10 Due: -, Quiz 4 Total: 10 Due: -.
- Body rows: Each row represents a student (demo_student01 to demo_student05). The first row is highlighted with a yellow background. The EC Quiz column header has a red circle with a plus sign over it.
- Row details: demo_student01 (student01) has a course grade of A+ (125%) [50/40] and a score of 10/10 in all categories. The other four students have a course grade of 0/0 and a score of 0/10 in all categories.
- Bottom right: Showing 5 of 5 items, Show/Hide Items.

Let's say you have a gradebook that contains 5 quizzes, 4 of them are for credit and 1 of them is an extra credit quiz. The extra credit item will display a plus icon in the column header to indicate that it is an extra credit item.

Quizzes are worth 10 points each. The total points possible for the scenario above would be 40 points possible (i.e. 4 quizzes at 10 points each). The EC quiz does not factor into the total "out of" points possible, so the total points remain at 40.

If a student were to score 10/10 points on all 5 quizzes, that student would have a course grade of 50/40 points, or 125%. The 10 points for the extra credit quiz are added on top of the total points for the other items.

Note: If a student scores 10/10 points on only 4 of the 5 quizzes, skipping either the EC quiz or one of the other quiz items, that student would have a course grade of 40/40, or 100%. The EC item can "replace" or make up for another score if it is worth the same amount of points.

Example: EC items within weighted categories.

The screenshot shows a gradebook interface with the following layout:

- Top navigation: GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS, LINK, HELP.
- Middle top: Add Gradebook Item, All changes saved.
- Section dropdown: All Sections/Groups, Showing 5 students.
- Header row: Students, Course Grade, Assignment 1, Assignment 2, Assignment 3, EC Assignment, Assignments.
- Header details: Assignment 1 Total: 10 Due: -, Assignment 2 Total: 10 Due: -, Assignment 3 Total: 10 Due: -, EC Assignment Total: 10 Due: -, Assignments [40%].
- Body rows: Each row represents a student (demo_student01 to demo_student05). The first row is highlighted with a yellow background. The EC Assignment column has a red circle with a plus sign over it.
- Row details: demo_student01 (student01) has a course grade of A+ (129.17%) and a score of 10/10 in all categories. The other four students have a course grade of 0/0 and a score of 0/10 in all categories.
- Bottom right: Showing 16 of 16 items, Show/Hide Items, Group By Category checked.

Things get a little more complicated when you have weighted categories. You can still specify individual items as extra credit within weighted categories, but the overall percentage grade is not

a straight-forward points calculation. Instead, all of the items within each category are averaged together, and then each category average is weighted by the designated amount.

For example, if you have 3 regular assignments and 1 EC assignment in an "Assignments" category that is worth 40% of the total grade, the points for all 4 items (e.g. 40 points) will be added together and then divided by 30 (the total points possible) to result in a category percentage of 133%. Then, 133% will be weighted as 40% of the course grade, which along with other extra credit items, results in a course grade that is higher than 100%.

Extra credit category.

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC category only.

The screenshot shows a gradebook interface with the following columns:

Students	Course Grade	Quizzes	EC Quiz	EC Assignment	EC Discussion	Extra Credit
demo_student01 (student01)	A+ (130%) [130/100]	100%	Total: 10 Due: -	Total: 10 Due: -	Total: 10 Due: -	100%
demo_student02 (student02)	0/0	-				-
demo_student03 (student03)	0/0	-				-
demo_student04 (student04)	0/0	-				-
demo_student05 (student05)	0/0	-				-

In this example, there are categories only (no weighting) in the gradebook and one of the categories has been designated as extra credit. Any items placed into the EC category are automatically omitted from the total points possible for the course grade; however, any points earned for those items are still added to the total.

Therefore, if you have 3 items worth 10 points each in the EC category, and a student earns 10/10 points for all three of them, in addition to a perfect score on all other items in the other categories, the student would have 130/100 points possible, or 130%.

Example: EC with weighted categories.

The screenshot shows a gradebook interface with the following layout and data:

- Top Navigation:** GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS, LINK, HELP.
- Middle Top:** Add Gradebook Item, All changes saved.
- Section Selection:** All Sections/Groups, Showing 5 students.
- Category Headers:** Quizzes [50%], Extra Credit [5%].
- Table Headers:** Students, Course Grade, Quizzes, EC Quiz, EC Assignment, EC Discussion, Extra Credit.
- Table Data:**

Students	Course Grade	Quizzes	EC Quiz	EC Assignment	EC Discussion	Extra Credit
demo_student01 (student01)	A+ (105%)	100%	10	10	10	100%
demo_student02 (student02)	-	-	-	-	-	-
demo_student03 (student03)	-	-	-	-	-	-
demo_student04 (student04)	-	-	-	-	-	-
demo_student05 (student05)	-	-	-	-	-	-

Now let's look at an example of weighted categories with extra credit. Notice that when you set up weighted categories in the gradebook, your combined category weighting must equal 100%. However, by designating a category as EC, you can have a sum that is greater than 100%. In this example, Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. The extra credit category is worth 5% of the course grade in addition to the 100% total. Including EC, a student could potentially earn 105% of the total grade.

Notice that, while none of the scores have changed from the prior example, the course grade percentage is now 105%, instead of 115%. This is due to the change in the weighting of the categories. The EC category has a maximum of 5% on top of the total grade (provided that you do not award more than the maximum number of points per item).

How are grades calculated in Gradebook?

Gradebook automatically calculates a course grade based on the number of points scored out of the total points submitted (i.e., a running grade). Ungraded items will not be included in the course grade calculation, so the course grade will not necessarily reflect the student's true score. To include ungraded items in the course grade calculation, you need to enter a 0 (zero) for those items.

To exclude a gradebook item from the course grade, you can edit the gradebook item and deselect **Include this item in course grade calculations**. The score for that item will appear in parentheses to indicate that it is not included in the course grade calculation.

Extra credit points are excluded from the total possible points available, but included in student grade calculations for points awarded. See [How does extra credit work in Gradebook?](#) for more information on extra credit gradebook items and categories.

*Note: Students can't see their grades for an item unless you select **Release this item to students** when editing the gradebook item.*

Example of a non-weighted gradebook calculation:

If your gradebook does not have weighted categories, the calculation is relatively simple. The Course Grade is the total number of points awarded divided by the total points possible. Let's look at an example of this below.

Assignment is worth 50 points.

Edit Gradebook Item

Title: Assignment

Point value: 50

Extra credit

Due date: mm/dd/yyyy

Release item to students?

Include item in course grade calculations?

In this example, the Assignment has a total points possible of 50 points.

Only Assignments has been graded.

Students	Course Grade	Assignment	Homework	Quiz
Filter students		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
demo_student01 (student01)	C- (70%)	35		
demo_student02 (student02)	B- (80%)	40		
demo_student03 (student03)	A- (90%)	45		

Notice the scores for each student.

- student01 has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment.
- student02 has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment.
- student03 has a course grade of 90%. This grade is based on 45 out of 50 points on Assignment.

The Homework and Quiz are not calculated in the course grade since they have not been assigned any scores.

Homework is worth 100 points.

Edit Gradebook Item

Title Homework

Point value 100

Extra credit

Due date mm/dd/yyyy

Release item to students?

Include item in course grade calculations?

Save Changes Cancel

Homework has now been graded.

Students	Course Grade	Assignment Total: 50 Due: -	Homework Total: 100 Due: -	Quiz Total: 25 Due: -
demo_student01 (student01)	B (83.33%)	35	90	
demo_student02 (student02)	B- (80%)	40	80	
demo_student03 (student03)	C (76.67%)	45	70	

Cumulative grades after Homework is graded.

Students	Course Grade	Assignment	Homework	Quiz
demo_student01 (student01)	B (83.33%)	35	90	
demo_student02 (student02)	B- (80%)	40	80	
demo_student03 (student03)	C (76.67%)	45	70	

Now, notice the updated course grades for each student. The scores for Assignment and Homework are added together, and then they are divided by the total possible points for those two items combined.

- student01 has a course grade of 83.33%. This grade is based on the following calculation:
 $(35 + 90) / 150 = 83.33\%$
- student02 has a course grade of 80%. This grade is based on the following calculation:
 $(40 + 80) / 150 = 80\%$
- student03 has a course grade of 76.67%. This grade is based on the following calculation:
 $(45 + 70) / 150 = 76.67\%$

Not all Quizzes have been submitted.

Students	Course Grade	Assignment	Homework	Quiz
demo_student01 (student01)	B (83.33%)	35	90	
demo_student02 (student02)	B- (82.29%)	40	80	24
demo_student03 (student03)	B- (80%)	45	70	25

Only the grades that have been entered are calculated. Student01 has not submitted a quiz, so his grade is still $(90 + 35) / 150$ or 83.33%.

The other students have submitted quizzes. Quizzes are worth 25 points. so their scores are:

- student02 $(40 + 80 + 24) / 175 = 82.29\%$
- student03 $(45 + 70 + 25) / 175 = 80\%$

The student did not submit the quiz.

Students	Course Grade	Assignment	Homework	Quiz
Filter students		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
> demo_student01 (student01)	C- (71.43%)	35	90	0
> demo_student02 (student02)	B- (82.29%)	40	80	24
> demo_student03 (student03)	B- (80%)	45	70	25

Since student01 did not turn in the quiz and was assigned a zero on that item by the instructor, now the grade is $(90 + 35) / 175 = 71.43\%$

Example of a weighted gradebook calculation:

On the other hand, if you have weighted categories in your gradebook, the calculation is a little more complex. First, all of the items within each category are averaged, taking the total points awarded within the category, and dividing that by the total possible points within the category. Then, all category averages are multiplied by the category weighting and added together to determine the final score.

The example below shows the grade for an individual student in a weighted gradebook with three categories: Assignments (50% of course grade), Discussions (20% of course grade), and Quizzes (30% of course grade).

Student01 course grade with ungraded items.

Grade Summary for student01 demo (student01)

Grade Summary Student Review Mode Print

Course Grade: B- (82%) *

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	-	50%	-	
Assignment 1	80 /100		-	
Assignment 2	90 /100		-	
Assignment 3			-	
Discussions	-	20%	-	
Discussion 1	10 /10		-	
Discussion 2	10 /10		-	
Discussion 3	10 /10		-	
Quizzes	-	30%	-	
Quiz 1	13 /20		-	
Quiz 2			-	
Quiz 3			-	

* The final course grade has not been released to students. To release final course grade to students, select "Display Final Course Grades to Students" within Settings.

[Next Student ➔](#)

[Done](#)

In this example, demostudent01 has not received a score for Assignment 3, Module 02 Quiz, or Module 03 Quiz. Those three items and their associated possible points are automatically excluded from the grade calculation. Therefore, the grade is calculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90) / 200 = 0.85$ or 85%
- Discussions = $(10 + 10 + 10) / 30 = 1$ or 100%
- Quizzes = $13 / 20 = 0.65$ or 65%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.85 \times 50) + (1 \times 20) + (0.65 \times 30) = 82\%$

Demostudent01 with no ungraded items.

Grade Summary for student01 demo (student01)

[Grade Summary](#) [Student Review Mode](#) [Print](#)

Course Grade: C+ (79%) *

Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	-	50%	-	
Assignment 1	80 /100		-	
Assignment 2	90 /100		-	
Assignment 3	100 /100		-	
Discussions	-	20%	-	
Discussion 1	10 /10		-	
Discussion 2	10 /10		-	
Discussion 3	10 /10		-	
Quizzes	-	30%	-	
Quiz 1	13 /20		-	
Quiz 2	15 /20		-	
Quiz 3	0 /20		-	

* The final course grade has not been released to students. To release final course grade to students, select "Display Final Course Grades to Students" within Settings.

[Next Student ➔](#)

[Done](#)

Now, demostudent01 has received grades for all items, including a zero for the Module 03 Quiz which the student failed to submit. The grade is recalculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90 + 100) / 300 = 0.90$ or 90%
- Discussions = $(10 + 10 + 10) / 30 = 1$ or 100%
- Quizzes = $(13 + 15 + 0) / 60 = 0.46$ or 46%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.90 \times 50) + (1 \times 20) + (0.46 \times 30) = 79\%$

Setting all ungraded items to zero.

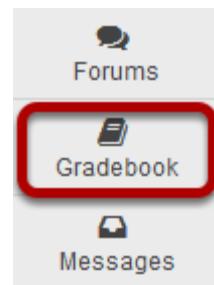
Students	Course Grade
demo_student01	<input type="button" value="Set Zero Score For Empty Cells"/>
demo_student02 (student02)	-
demo_student03 (student03)	-

If you would like to enter zeros for all ungraded items in the course, select the down arrow in the **Course Grades** column and then select the **Set Zero Score for Empty Cells** option to update all items at once.

Note: This option should be used with caution, as it will enter a zero for any items not yet scored. It is best used at the end of the term after all submitted work has been graded.

How do students view their grades in the Gradebook?

Go to Gradebook.



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

View your grade report.

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

Grade Report for student01 demo

Course Grade:

A

Group By Category

[Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	96.5%	0%		
Chapter Presentation	98 /100		06/08/2016	Excellent presentation. You covered the chapter well.
Assignment 1	95 /100		06/20/2016	Good work on your assignment. Please see the attached file for additional feedback.
Assignment 2			06/27/2016	
Discussions	100%	0%	-	
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
Homework	86.67%	50%		
Homework 1	80 /100		-	
Homework 2	90 /100		-	
Homework 3	90 /100		-	Good work!

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

Gradebook Classic

What is Gradebook Classic?

Gradebook Classic is a tool for instructors to calculate and store grade information and distribute it to students online. (This tool was formerly known as Gradebook, prior to the addition of a new core gradebook tool in Sakai.)

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

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

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

Using Gradebook Classic, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

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



How do I set up my Gradebook Classic?

The Gradebook Classic (formerly known as Gradebook) is the hub for all graded activities and points earned in your site.

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu in your site.

Click Gradebook Setup.

The screenshot shows the 'Gradebook Items' page. At the top, there are several tabs: GRADEBOOK ITEMS, ALL GRADES, COURSE GRADES, GRADEBOOK SETUP (which is highlighted with a red box), COURSE GRADE OPTIONS, IMPORT GRADES, and two small icons for LINK and HELP. Below the tabs, a section titled 'Gradebook Items Summary' contains a message: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options](#)'. There are two buttons: 'ADD GRADEBOOK ITEM(S)' and 'IMPORT GRADEBOOK ITEM FROM SPREADSHEET'. A 'Average Course Grade' section follows. The main area lists gradebook items with columns for Title*, Class Avg**, Due Date, Released to Students, Included in Course Grade, and Sorting. A legend at the bottom left defines symbols: a grey title means it's not released to students; a class average in parentheses means it's not included in the course grade calculations; and a crossed-out title means it must be graded from the tool listed and may not be graded from the gradebook.

Click on **Gradebook Setup**.

Gradebook setup options.

Gradebook Setup

* means required

1 **Grade Entry**

How will graders enter grades into this gradebook?

Points
 Percentages

2 **Gradebook Items Display**

Display released Gradebook Items to students

You can release a gradebook item when creating or editing the gradebook item.

3 **Categories & Weighting**

No categories
 Categories only
 Categories & Weighting

Save Changes **Cancel**

There are three different options in Gradebook setup.

1. **Grade entry:** You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.
2. **Gradebook Items Display:** Check this box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
3. **Categories & Weighting:** You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.

Categories & Weighting

- 1 No categories
 Categories only
 Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	Extra Credit	Gradebook Items	Remove
2 Total Points	<input type="checkbox"/>	0 item(s)	Remove
3 Add a Category			
4 Save Changes	Cancel		

1. Select the radio button for **Categories only**.
2. Enter a title for the category in the text box provided.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.
4. Click **Save** to save your settings.

Adding weighting.

Categories & Weighting

No categories

Categories only

1 Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	Remove
Assignments	30	2 <input checked="" type="checkbox"/>	0 item(s)	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	Remove

[Add a Category](#)

Running Total 100.00%

Needed Total 0.00%

1. Select the radio button for **Categories & Weighting**.
2. Enter the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

Enabling drop lowest and/or keep highest.

Categories & Weighting

No categories
 Categories only
 Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest 1

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	5	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	4	Remove

[Add a Category](#)
Running Total 100.00%
Needed Total 0.00%

If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
 - **Enable Drop Highest:** Automatically drops the highest score/s among items in a category.
 - **Enable Drop Lowest:** Automatically drops the lowest score/s among items in a category.
 - **Enable Keep Highest:** Automatically keeps the highest score/s among items in a category.
2. In the appropriate column, enter the number of items in each category that you wish to drop or keep. You will notice that unavailable choices are grayed out. For example, you cannot both keep and drop items in the same category, so entering a number for one of these makes the other unavailable.

Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

Extra credit category.

Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	5	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	4	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	0 item(s)	0	0	0	Remove

[Add a Category](#)

Running Total 100.00%

Needed Total 0.00%

If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

Tip: Both entire categories and individual gradebook items within any category may be designated as extra credit.

Save your changes.



Once you have finished with your gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

How do I add items to Gradebook Classic?

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu in your site.

Click the Add Gradebook Item(s) button.

A screenshot of the 'Gradebook Items' page. At the top, there is a navigation bar with tabs: GRADEBOOK ITEMS (highlighted with a blue border), ALL GRADES, COURSE GRADES, GRADEBOOK SETUP, COURSE GRADE OPTIONS, and IMPORT GRADES. Below the navigation bar, the page title is 'Gradebook Items'. A message box contains the text: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)' At the bottom of the page, there are two buttons: 'ADD GRADEBOOK ITEM(S)' (highlighted with a red box) and 'IMPORT GRADEBOOK ITEM FROM SPREADSHEET'.

Note: Assignments, Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Attendance

Click the **Add Gradebook Item(s)** button to manually add items to your gradebook.

Item settings.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

[Gradebook Items](#) > Add Gradebook Item(s)

Submit this form to add gradebook item(s) to the gradebook.

* means required

Title * 1 Discussion Post 1
Gradebook Item Point Value * 2 10 Extra Credit
Due Date (mm/d) 3 03/31/16
Category 4 Discussions
Items not assigned to a category
Release this item to Students 5
Include this item in course grade calculations 6
Add Another Gradebook Item
Add Item(s) 7 Cancel

Add Another Gradebook Item

Add Item(s) 7 Cancel

1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Gradebook Item Point Value** for the item (also required).
 - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
4. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
5. Check the box for **Release this item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
6. Check the box for **Include this item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade.
7. Once you have entered all of the information for this item, click the **Add Item(s)** button to save your changes.

*Tip: If you would like to add more than one item at a time, you may also click on the **Add Another Gradebook Item** link to add multiple items.*

View gradebook items.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES [LINK](#) [HELP](#)

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options](#).

ADD GRADEBOOK ITEM(S) IMPORT GRADEBOOK ITEM FROM SPREADSHEET

Average Course Grade -

Gradebook item Bonus Points has been updated.

Gradebook Items Summary

Click a title to view complete details and to grade the item.

Save current order as sorting order

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting ▲▼	Grade Editor***
Assignments (Keep 5 Highest)	-	30%					
Assignment 1	Edit	-	Apr 1, 2016	Yes	Yes	1 ▼	from Assignments
Assignment 2 (Extra Credit)	Edit	-	Apr 8, 2016	Yes	Yes	2 ▲▼	from Assignments
Assignment 3	Edit	-	Apr 22, 2016	Yes	Yes	3 ▲	from Assignments
Discussions (Drop 1 Lowest)	-	20%					
Discussion Post 1	Edit	-	Mar 31, 2016	Yes	Yes	1 ▼	
Discussion Post 2	Edit	-	Apr 7, 2016	Yes	Yes	2 ▲▼	
Discussion Post 3	Edit	-	Apr 14, 2016	Yes	Yes	3 ▲	
Exams (Keep 4 Highest)	-	30%					
Exam 1	Edit	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
Exam 2	Edit	-	-	Yes	Yes	2 ▲▼	from Tests & Quizzes
Exam 3	Edit	-	-	Yes	Yes	3 ▲	from Tests & Quizzes
Extra Credit (Extra Credit)	-	5%					
Bonus Points	Edit	-	-	No	No	1	
Quizzes (Drop 1 Lowest)	-	20%					
Quiz 1	Edit	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
Quiz 2	Edit	-	-	Yes	Yes	2 ▲▼	from Tests & Quizzes
Quiz 3	Edit	-	-	Yes	Yes	3 ▲	from Tests & Quizzes

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Gradebook** tool landing page.

Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will be highlighted and the origin of the item will be noted in the **Grade Editor** column on the far right.

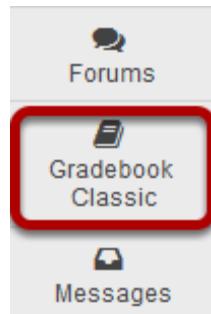
Also, notice that any items which are not released to students will appear in grey text.

How do I enter and/or edit grades in Gradebook Classic?

Gradebook Classic allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook Classic interface.

Note: Grades that are being sent to Gradebook Classic from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via Gradebook Classic.

Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu in your site.

Select the gradebook item.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES [LINK](#) [HELP](#)

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

[ADD GRADEBOOK ITEM\(S\)](#) [IMPORT GRADEBOOK ITEM FROM SPREADSHEET](#)

Average Course Grade -

Gradebook item Bonus Points has been updated.

Gradebook Items Summary

Click a title to view complete details and to grade the item.

Save current order as sorting order

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting ▲▼	Grade Editor***
Assignments (Keep 5 Highest)	-	30%					
Assignment 1	Edit	-	Apr 1, 2016	Yes	Yes	1 ▼	from Assignments
Assignment 2 (Extra Credit)	Edit	-	Apr 8, 2016	Yes	Yes	2 ▲▼	from Assignments
Assignment 3	Edit	-	Apr 22, 2016	Yes	Yes	3 ▲	from Assignments
Discussions (Drop 1 Lowest)	-	20%					
Discussion Post 1	Edit	-	Mar 31, 2016	Yes	Yes	1 ▼	
Discussion Post 2	Edit	-	Apr 7, 2016	Yes	Yes	2 ▲▼	
Discussion Post 3	Edit	-	Apr 14, 2016	Yes	Yes	3 ▲	
Exams (Keep 4 Highest)	-	30%					
Exam 1	Edit	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
Exam 2	Edit	-	-	Yes	Yes	2 ▲▼	from Tests & Quizzes
Exam 3	Edit	-	-	Yes	Yes	3 ▲	from Tests & Quizzes
Extra Credit (Extra Credit)	-	5%					
Bonus Points	Edit	-	-	No	No	1	
Quizzes (Drop 1 Lowest)	-	20%					
Quiz 1	Edit	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
Quiz 2	Edit	-	-	Yes	Yes	2 ▲▼	from Tests & Quizzes
Quiz 3	Edit	-	-	Yes	Yes	3 ▲	from Tests & Quizzes

You will see a listing of all the existing gradebook items in your course.

Select the gradebook item for which you would like to enter grades by clicking on the title of the item, in this example we have selected the **Discussion Post 1** item.

Note: Items highlighted in yellow are being sent to the Gradebook from other tools, as indicated in the "Grade Editor" column. You cannot edit those grades from the Gradebook, although you can view them from here,

Enter grades.

The screenshot shows the Gradebook Item Summary page for a gradebook item titled "Discussion Post 1". The item has a total of 10 points. The "Category" is listed as "Discussions". There are two buttons at the top: "Save and View Previous Gradebook Item" and "Return to Gradebook Items" (highlighted in blue). Below these are buttons for "Save and View Next Gradebook Item" and "Edit Gradebook item settings" (highlighted in blue). A link to "Remove Gradebook item from gradebook" is also present. The "Grading Table" section (marked with circle 1) contains a table with columns for Student Name, Student ID, Log, Points, and Comments. The "Points" column for student01 is highlighted with a red box. The "View" dropdown menu (marked with circle 2) is set to "All Sections/Groups". The "Student Name" search field is highlighted in yellow. The "Find" and "Clear" buttons are visible. On the right side, there is a message "Viewing 1 to 5 of 5 students" and a "Show 50" dropdown menu (marked with circle 3). Navigation buttons for previous, next, and last pages are also present. At the bottom, there are "Save Changes" and "Clear Changes" buttons.

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	
demo_student02	student02		9	
demo_student03	student03		10	
demo_student04	student04		10	
demo_student05	student05		8	

A summary of the gradebook item and the points possible will display at the top. You will also see a list of all the students enrolled and active in your site.

Note: You may also filter the gradebook to view students by:

1. Sections/Groups
2. Student Name
3. Viewing a certain number of students at a time

Enter grades by typing the scores into the **Points** column.

Click Edit next to Comments.

Student Name	Student ID	Log	Points	Comments	Edit >>
demo_student01	student01		10		
demo_student02	student02		9		
demo_student03	student03		10		
demo_student04	student04		10		
demo_student05	student05		8		

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	
demo_student02	student02		9	
demo_student03	student03		10	
demo_student04	student04		10	
demo_student05	student05		8	

If you would like to enter additional comments along with the score, click the **Edit** button to expand the Comments section. You may then enter your comments into the text areas provided.

Save changes.

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	Excellent work!
demo_student02	student02		9	Nice job.
demo_student03	student03		10	Excellent work!
demo_student04	student04		10	Excellent work!
demo_student05	student05		8	Good.

Save Changes **Clear Changes**

Don't forget to save your changes! The **Save Changes** button appears both at the top and the bottom of the page.

View grade Log.

Student Name	Student ID	Log	Points	Comments
demo_student01	student01		10	Excellent work!
		Grade Log: student01 demo X		
		6/8/16 5:40:10 PM Score Set to 10.0 by Demo Professor		
demo_student02	student02		9	Nice job.
demo_student03	student03		10	Excellent work!
demo_student04	student04		10	Excellent work!
demo_student05	student05		8	Good.

Notice that once you have saved your grades, a Log icon will appear in the Log column. If you click on the icon, a pop-up window will display the date, score, and name of the user that entered the grade,

How do I export grades from Gradebook Classic?

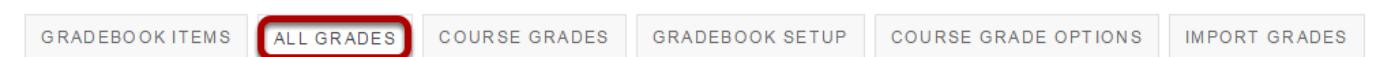
There are two locations in Gradebook Classic where you can export grades: from **All Grades** or from **Course Grades**.

Go to Gradebook Classic.

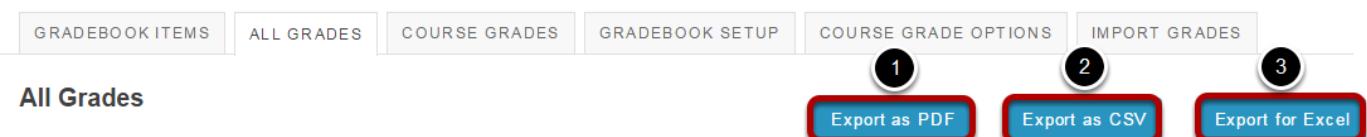


Select the **Gradebook Classic** tool from the Tool Menu of your site.

Click All Grades.



Select your export format.



All Grades will take you to a spreadsheet-style view of your student grades with all of the individual gradebook items shown. You have three format options for exporting the student grade data. Click on the button for your preferred export format.

1. **Export as PDF:** This will create a printer-friendly PDF document of your gradebook.
2. **Export as CSV:** This will create a comma separated variable (CSV) file that can be opened in any spreadsheet program, or text editor.
3. **Export for Excel:** This will create a Microsoft Excel format file that will open in Excel for editing/printing.

The export file will download to your local computer.

Click Course Grades.



If you would prefer to export final grade and score adjustments, click the **Course Grades** button instead.

Choose your export options.

This screenshot shows the 'Course Grades' screen with a table of student data. Below the table is a toolbar with three numbered buttons (1, 2, 3) and an 'Export grades as' dropdown menu. The 'CSV' option in the dropdown is highlighted with a red box. The 'Download' and 'Data options' buttons are also highlighted with red boxes.

In the Course Grades screen, you also have several options:

1. Choose the desired export format from the **Export grades as** drop-down menu. You may choose from PDF, CSV, or Excel.
2. Click the **Download** button to download the export file to your computer.
3. You may also click **Data Options** to modify the settings for the data that will be included in the export.

Data Options.

This is a screenshot of the 'Data Options' dialog box. It contains a list of items with checkboxes:

- Student Name
- Points
- Last Log Date
- Course Grade
- Student ID
- Calculated Grade
- Grade Override

A close button ('X') is located in the top right corner of the dialog box.

If you click **Data Options**, you will be able to choose which items to include in the export.

- Student Name
- Student ID
- Calculated Grade
- Points

- Last Log Date
- Grade Override
- Course Grade

Check the boxes for the items you would like to include.

How do I import grades into Gradebook Classic?

Go to Gradebook Classic.



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

Click Import Grades.



Click Choose File.



Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:

1. Download Spreadsheet Template

[Download Spreadsheet Template for Excel](#) -or- [Download Spreadsheet Template as CSV](#)

2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename * **Choose File**

Import Spreadsheet

Click the **Choose File** button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be an Excel or CSV file and contain the appropriate student and gradebook item data. Refer to the links to [Download Spreadsheet Template](#) for the correct file format.

Click Continue to upload the file.

Upload a spreadsheet (csv or xls format) to Loading Dock X

Your Spreadsheet file must be saved in csv or xls format.
One column of your file must contain individual's usernames.
The first row of your file must contain headings for the columns. Click "Continue" when done.

Items to attach	Remove?
 gradebook-DAC-EDUCATION-DEPT1-SUBJ1-101-3-25-16.xls	x Remove

Upload local file
 No file chosen

or a URL (link to website)

Select a resource

Location:  DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

◆ Title	Actions
 DAC-EDUCATION-DEPT1-SUBJ1-101	
▶ Show other sites	

Click Import Spreadsheet.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps

1. Download Spreadsheet Template

[Download Spreadsheet Template for Excel](#) -or- [Download Spreadsheet Template as CSV](#)

2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename *

After selecting your import file, click **Import Spreadsheet** to import the grades.

Verify the import.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

Verify Grade Import

You are importing a spreadsheet file with:
13 gradebook item(s)
5 students

Below is a display of the contents of your spreadsheet. If it is not correct, click the Back button, make changes to your file, and import it again.

Student Name	Student ID	Assignment 1 [100]	Assignment 2 [100]	Assignment 3 [100]	Discussion Post 1 [10]	Discussion Post 2 [10]	Discussion Post 3 [10]
student01	student01				10	8	9
student02	student02				9	8	8
student03	student03				8	9	8
student04	student04				10	10	10
student05	student05				7	10	8

The import data will be previewed for you. If everything looks correct, click **OK** to verify the data. (If you notice any errors, click **Back** to abort the import process.)

Confirmation message.

GRADEBOOK ITEMS

ALL GRADES

COURSE GRADES

GRADEBOOK SETUP

COURSE GRADE OPTIONS

IMPORT GRADES

Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:

Your spreadsheet has imported successfully

1. Download Spreadsheet Template

 [Download Spreadsheet Template for Excel](#) -or-  [Download Spreadsheet Template as CSV](#)

2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename *

You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade in Gradebook Classic?

Note: When manually entering a course grade, you must use the appropriate grade type for the gradebook in which you are working. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.

Go to Gradebook Classic.



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

Click Course Grades.



Enter override score.

The screenshot shows a list of students with their calculated course grades and manually entered grade overrides. The 'Grade Override' column for student05 is highlighted with a red box, and a red circle labeled '1' is positioned next to the log icon for that row. Below the table, there are buttons for exporting grades as CSV, downloading, and data options. At the bottom, there are three buttons: 'Save Changes' (highlighted with a red box and red circle '2'), 'Clear Changes', and 'Set Ungraded Items to Zero'.

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	A (95%)		
student02	student02	B (85%)		B+
student03	student03	B (85%)		B+
student04	student04	A+ (100%)		
student05	student05	B+ (88.5%)		A

Grade Log: student05 X
3/25/16 3:34:54 PM Grade Set to A by Demo Professor

Export grades as CSV Download Data options

Save Changes Clear Changes Set Ungraded Items to Zero

You will see a list of enrolled students and their calculated course grades. In the "Grade Override" column.

1. Enter the new course grade(s) to replace the autocalculated grade(s)
2. Click **Save Changes**.

Note: Once you save the grade override, a log icon will appear next to each modified grade which displays the time, date, grade information, and name of the person who changed the grade manually.

How do I set all ungraded items to zero in Gradebook Classic?

Note: The Gradebook Classic tool does not include gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done in one step from Gradebook Classic.

Go to Gradebook Classic.



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

Click Course Grades.



Click Set Ungraded Items to Zero.

View All Sections/Groups ▾

Student Name Find Clear

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	A (95%)		<input type="text"/>
student02	student02	B (85%)		B+
student03	student03	B (85%)		B+
student04	student04	A+ (100%)		<input type="text"/>
student05	student05	B+ (88.5%)		A

Export grades as CSV ▾ Download Data options

Save Changes Clear Changes Set Ungraded Items to Zero

Click Continue.

Set Ungraded Items to Zero

* WARNING: Clicking continue will assign a grade of zero to all ungraded items in this gradebook.

The Gradebook automatically calculates the course grade for students as items are graded. To accurately calculate the course grades, all gradable items must be assigned a grade. Continuing will assign zero to any grade items that do not have a grade. Not zeroing may result in higher course grades than intended.

Continue Cancel

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Continue**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing.

How does extra credit work in Gradebook Classic?

The extra credit (EC) feature in the Gradebook Classic tool can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see [How do I set up my Gradebook Classic?](#) or [How do I add items to Gradebook Classic?](#)

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible in the gradebook. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: You cannot make individual items "extra credit" if they are within an extra credit category.

Setting EC at the item level.

The screenshot shows the Gradebook Items interface. At the top, there are tabs: GRADEBOOK ITEMS, ALL GRADES, COURSE GRADES, GRADEBOOK SETUP, COURSE GRADE OPTIONS, and IMPORT GRADES. Below the tabs, the URL is shown as Gradebook Items > Edit: EC Quiz. A note says "* means required". The main form has fields for Title (EC Quiz), Gradebook Item Point Value (10), and a checked checkbox for Extra Credit. There are also fields for Due Date (mm/dd/yy) and two checkboxes: Release this item to Students and Include this item in course grade calculations. At the bottom are Save Changes and Cancel buttons, with Save Changes being highlighted with a red box.

Title *	EC Quiz
Gradebook Item Point Value *	10
<input checked="" type="checkbox"/> Extra Credit	
Due Date (mm/dd/yy)	
<input checked="" type="checkbox"/> Release this item to Students	
<input checked="" type="checkbox"/> Include this item in course grade calculations	
Save Changes	Cancel

In Gradebook Items, edit the item. Then check the box next to **Extra Credit** and click **Save Changes**.

Setting EC at the category level.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES

Gradebook Setup

* means required

Grade Entry

How will graders enter grades into this gradebook?

Points
 Percentages

Gradebook Items Display

Display released Gradebook Items to students

You can release a gradebook item when creating or editing the gradebook item.

Categories & Weighting

No categories
 Categories only
 Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Assignments	30	<input type="checkbox"/>	3 item(s)	Remove
Discussions	20	<input type="checkbox"/>	3 item(s)	Remove
Exams	30	<input type="checkbox"/>	3 item(s)	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	1 item(s)	Remove
Quizzes	20	<input type="checkbox"/>	3 item(s)	Remove

[Add a Category](#)
Running Total 100%
Needed Total 0%

Save Changes **Cancel**

In Gradebook Setup, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **Save Changes**.

Extra credit item.

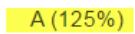
Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories.

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

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade  A (125%)

Gradebook Items

Title	Due Date	Grade*	Comments
EC Quiz (Extra Credit)	-	10/10	
Quiz 1	-	10/10	
Quiz 2	-	10/10	
Quiz 3	-	10/10	
Quiz 4	-	10/10	

Let's say you have a Gradebook that contains 5 quizzes, 4 of them are for credit and 1 of them is an extra credit quiz. Quizzes are worth 10 points each.

The total points possible for the scenario above would be 40 points possible (i.e. 4 quizzes at 10 points each). The EC quiz does not factor into the total "out of" points possible, so the total points remain at 40.

If a student were to score 10/10 points on all 5 quizzes, that student would have a course grade of 50/40 points, or 125%. The 10 points for the extra credit quiz are added on top of the total points for the other items.

Note: If a student scores 10/10 points on only 4 of the 5 quizzes, skipping either the EC quiz or one of the other quiz items, that student would have a course grade of 40/40, or 100%. The EC item can "replace" or make up for another score if it is worth the same amount of points.

Example: EC items within weighted categories.

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

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade A (129.16%)

Gradebook Items

Title	Due Date	Grade*	Weight	Comments
Assignments		133.33%	40%	
Assignment 1	-	10/10		
Assignment 2	-	10/10		
Assignment 3	-	10/10		
EC Assignment (Extra Credit)	-	10/10		
Discussions		133.33%	10%	
Discussion Post 1	-	10/10		
Discussion Post 2	-	10/10		
Discussion Post 3	-	10/10		
EC Discussion (Extra Credit)	-	10/10		
Quizzes		125%	50%	
EC Quiz (Extra Credit)	-	10/10		
Quiz 1	-	10/10		
Quiz 2	-	10/10		
Quiz 3	-	10/10		
Quiz 4	-	10/10		

Things get a little more complicated when you have weighted categories. You can still specify individual items as extra credit within weighted categories, but the overall percentage grade is not a straight-forward points calculation. Instead, all of the items within each category are averaged together, and then each category average is weighted by the designated amount.

For example, if you have 3 regular assignments and 1 EC assignment in an "Assignments" category that is worth 40% of the total grade, the points for all 4 items (e.g. 40 points) will be added together and then divided by 30 (the total points possible) to result in a category percentage of 133%. Then, 133% will be weighted as 40% of the course grade.

Extra credit category.

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC category only.

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

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade A (115%)

Gradebook Items

Title	Due Date	Grade*	Comments
Assignments		100%	
Assignment 1	-	10/10	
Assignment 2	-	10/10	
Assignment 3	-	10/10	
Discussions		100%	
Discussion Post 1	-	10/10	
Discussion Post 2	-	10/10	
Discussion Post 3	-	10/10	
Extra Credit (Extra Credit)		100%	
EC Assignment	-	5/5	
EC Discussion	-	5/5	
EC Quiz	-	5/5	
Quizzes		100%	
Quiz 1	-	10/10	
Quiz 2	-	10/10	
Quiz 3	-	10/10	
Quiz 4	-	10/10	

In this example, there are categories only (no weighting) in the gradebook and one of the categories has been designated as extra credit. Any items placed into the EC category are automatically omitted from the total points possible for the course grade; however, any points earned for those items are still added to the total.

Therefore, if you have 3 items worth 5 point each in the EC category, and a student earns 5/5 points for all three of them, in addition to a perfect score on all other items in the other categories, the student would have 115/100 points possible, or 115%.

Example: EC with weighted categories.

Categories & Weighting

- No categories
- Categories only
- Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Assignments	40	<input type="checkbox"/>	3 item(s)	Remove
Discussions	10	<input type="checkbox"/>	3 item(s)	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	3 item(s)	Remove
Quizzes	50	<input type="checkbox"/>	4 item(s)	Remove

[Add a Category](#)

Running Total 100%

Needed Total 0%

[Save Changes](#)

[Cancel](#)

Now let's look at an example of weighted categories with extra credit. Notice that when you set up weighted categories in the gradebook, your combined category weighting must equal 100%. However, by designating a category as EC, you can have a sum that is greater than 100%. In this example, Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. The extra credit category is worth 5% of the course grade in addition to the 100% total. Including EC, a student could potentially earn 105% of the total grade.

Student view of this scenario.

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

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade A (105%)

Gradebook Items

<u>Title</u>	<u>Due Date</u>	<u>Grade*</u>	<u>Weight</u>	Comments
Assignments		100%	40%	
Assignment 1	-	10/10		
Assignment 2	-	10/10		
Assignment 3	-	10/10		
Discussions		100%	10%	
Discussion Post 1	-	10/10		
Discussion Post 2	-	10/10		
Discussion Post 3	-	10/10		
Extra Credit (Extra Credit)		100%	5%	
EC Assignment	-	5/5		
EC Discussion	-	5/5		
EC Quiz	-	5/5		
Quizzes		100%	50%	
Quiz 1	-	10/10		
Quiz 2	-	10/10		
Quiz 3	-	10/10		
Quiz 4	-	10/10		

Notice that, while none of the scores have changed from the prior example, the course grade percentage is now 105%, instead of 115%. This is due to the change in the weighting of the categories. The EC category has a maximum of 5% on top of the total grade (provided that you do not award more than the maximum number of points per item).

How are grades calculated in Gradebook Classic?

The Gradebook Classic tool automatically calculates a course grade based on the number of points scored out of the total points submitted (i.e., a running grade). Ungraded items will not be included in the course grade calculation, so the course grade will not necessarily reflect the student's true score. To include ungraded items in the course grade calculation, you need to enter a 0 (zero) for those items.

To exclude a gradebook item from the course grade, you can edit the gradebook item and deselect **Include this item in course grade calculations**. The score for that item will appear in parentheses to indicate that it is not included in the course grade calculation.

Extra credit points are excluded from the total possible points available, but included in student grade calculations for points awarded. See [How does extra credit work in Gradebook Classic?](#) for more information on extra credit gradebook items and categories.

*Note: Students can't see their grades for an item unless you select **Release this item to students** when editing the gradebook item.*

Example of a non-weighted gradebook calculation:

If your gradebook does not have weighted categories, the calculation is relatively simple. The Course Grade is the total number of points awarded divided by the total points possible. Let's look at an example of this below.

Assignment is worth 50 points.

[Gradebook Items](#) > Edit: Assignment

* means required

Title * Assignment

Gradebook Item Point Value * 50

Extra Credit

Due Date (mm/dd/yy)

Release this item to Students

Include this item in course grade calculations

Save Changes **Cancel**

In this example, the Assignment has a total points possible of 50 points.

Only Assignments has been graded.

Student Name	Student ID	Course Grade	Assignment Details	Homework Details	Quiz Details
student01	student01	70%	35	-	-
student02	student02	80%	40	-	-
student03	student03	90%	45	-	-

Notice the scores for each student.

- student01 has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment.
- student02 has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment.
- student03 has a course grade of 90%. This grade is based on 45 out of 50 points on Assignment.

The Homework and Quiz are not calculated in the course grade since they have not been assigned any scores.

Homework is worth 100 points.

Gradebook Items > Edit: Homework

* means required

Title *

Homework

Gradebook Item Point Value *

100

Extra Credit

Due Date (mm/dd/yy)

Release this item to Students

Include this item in course grade calculations

Save Changes

Cancel

Homework has now been graded.

Student Name	Student ID	Log	Points	Comments	Edit >>
student01	student01		90		
student02	student02		80		
student03	student03		70		

Cumulative grades after Homework is graded.

Student Name	Student ID	Course Grade	Assignment Details	Homework Details	Quiz Details
student01	student01	83.33%	35	90	-
student02	student02	80%	40	80	-
student03	student03	76.66%	45	70	-

Now, notice the updated course grades for each student. The scores for Assignment and Homework are added together, and then they are divided by the total possible points for those two items combined.

- student01 has a course grade of 83.33%. This grade is based on the following calculation:
 $(35 + 90) / 150 = 83.33\%$
- student02 has a course grade of 80%. This grade is based on the following calculation:
 $(40 + 80) / 150 = 80\%$
- student03 has a course grade of 76.66%. This grade is based on the following calculation:
 $(45 + 70) / 150 = 76.66\%$

Not all Quizzes have been submitted.

<u>Student Name</u>	<u>Student ID</u>	<u>Course Grade</u>	<u>Assignment Details</u>	<u>Homework Details</u>	<u>Quiz Details</u>
student01	student01	83.33%	35	90	-
student02	student02	82.28%	40	80	24
student03	student03	80%	45	70	25

Only the grades that have been entered are calculated. Student01 has not submitted a quiz, so his grade is still $(90 + 35) / 150$ or 83.33%.

The other students have submitted quizzes. Quizzes are worth 25 points. so their scores are:

- student02 $(40 + 80 + 24) / 175 = 82.28\%$
- student03 $(45 + 70 + 25) / 175 = 80\%$

The student did not submit the quiz.

<u>Student Name</u>	<u>Student ID</u>	<u>Course Grade</u>	<u>Assignment Details</u>	<u>Homework Details</u>	<u>Quiz Details</u>
student01	student01	71.42%	35	90	0
student02	student02	82.28%	40	80	24
student03	student03	80%	45	70	25

Since student01 did not turn in the quiz and was assigned a zero on that item by the instructor, now the grade is $(90 + 35) / 175 = 71.42\%$

Example of a weighted gradebook calculation:

On the other hand, if you have weighted categories in your gradebook, the calculation is a little more complex. First, all of the items within each category are averaged, taking the total points awarded within the category, and dividing that by the total possible points within the category. Then, all category averages are multiplied by the category weighting and added together to determine the final score.

The example below shows the grade for an individual student in a weighted gradebook with three categories: Assignments (50% of course grade), Discussions (20% of course grade), and Quizzes (30% of course grade).

Student01 course grade with ungraded items.

The screenshot shows a grade report for student01. At the top, it displays the course grade as B (82%). Below this is a table titled "Gradebook Items" with columns for Title, Due Date, Grade*, Weight, and Comments. The table is organized by category: Assignments, Discussions, and Quizzes. Under Assignments, there are three entries: Assignment 1 (80/100), Assignment 2 (90/100), and Assignment 3 (no score). Under Discussions, there are three entries: Discussion 1 (10/10), Discussion 2 (10/10), and Discussion 3 (10/10). Under Quizzes, there are three entries: Quiz 1 (13/20), Quiz 2 (no score), and Quiz 3 (no score). The total weight for Assignments is 50%, for Discussions is 20%, and for Quizzes is 30%.

Grade Report for student01				
Return to Instructor's View of Grades for student01				
Course Grade B (82%)				
Gradebook Items				
Title	Due Date	Grade*	Weight	Comments
Assignments		85%	50%	
Assignment 1	-	80/100		
Assignment 2	-	90/100		
Assignment 3	-	-		
Discussions		100%	20%	
Discussion 1	-	10/10		
Discussion 2	-	10/10		
Discussion 3	-	10/10		
Quizzes		65%	30%	
Quiz 1	-	13/20		
Quiz 2	-	-		
Quiz 3	-	-		

In this example, student01 has not received a score for Assignment 3, Quiz 2, or Quiz 3. Those three items and their associated possible points are automatically excluded from the grade calculation. Therefore, the grade is calculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90) / 200 = 0.85$ or 85%
- Discussions = $(10 + 10 + 10) / 30 = 1$ or 100%
- Quizzes = $13 / 20 = 0.65$ or 65%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.85 \times 50) + (1 \times 20) + (0.65 \times 30) = 82\%$

Student01 with no ungraded items.

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

Grade Report for student01

[Return to Instructor's View of Grades for student01](#)

Course Grade C (79%)

Gradebook Items

Title	Due Date	Grade*	Weight	Comments
Assignments		90%	50%	
Assignment 1	-	80/100		
Assignment 2	-	90/100		
Assignment 3	-	100/100		
Discussions		100%	20%	
Discussion 1	-	10/10		
Discussion 2	-	10/10		
Discussion 3	-	10/10		
Quizzes		46.66%	30%	
Quiz 1	-	13/20		
Quiz 2	-	15/20		
Quiz 3	-	0/20		

Now, student01 has received grades for all items, including a zero for Quiz 3 which the student failed to submit. The grade is recalculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = $(80 + 90 + 100) / 300 = 0.90$ or 90%
- Discussions = $(10 + 10 + 10) / 30 = 1$ or 100%
- Quizzes = $(13 + 15 + 0) / 60 = 0.46$ or 46%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.90 \times 50) + (1 \times 20) + (0.46 \times 30) = 79\%$

Setting all ungraded items to zero.

If you would like to enter zeros for all ungraded items in the course, you may update all items at once.

Note: This option should be used with caution, as it will enter a zero for any items not yet scored. It is best used at the end of the term after all submitted work has been graded. THIS ACTION CANNOT BE UNDONE.

Go to Course Grades.

[GRADEBOOK ITEMS](#) [ALL GRADES](#) [COURSE GRADES](#) [GRADEBOOK SETUP](#) [COURSE GRADE OPTIONS](#) [IMPORT GRADES](#)

Click the Set Ungraded Items to Zero button.

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	C (79%)		
student02	student02	-		
student03	student03	-		
student04	student04	-		

Export grades as [CSV](#) [Download](#) [Data options](#)

[Save Changes](#) [Clear Changes](#) [Set Ungraded Items to Zero](#)

How do students view their grades in Gradebook Classic?

Go to Gradebook Classic.



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

View your grade report.

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

Grade Report for student01 demo

Course Grade Not yet available

Course Points** Not yet available

Gradebook Items

Title	Due Date	Grade*	Weight	Comments
Assignments (Keep 2 Highest)		100%	30%	
Assignment 1	Apr 1, 2016	100/100		Excellent work! from Assignments
Assignment 2 (Extra Credit)	Apr 8, 2016	-		from Assignments
Assignment 3	Apr 22, 2016	-		from Assignments
Discussions (Drop 1 Lowest)		95%	20%	
Discussion Post 1	Mar 31, 2016	10/10		
Discussion Post 2	Apr 7, 2016	8/10		
Discussion Post 3	Apr 14, 2016	9/10		
Exams (Keep 2 Highest)		100%	30%	
Exam 1	-	100/100		from Tests & Quizzes
Exam 2	-	100/100		from Tests & Quizzes
Exam 3	-	0/100		from Tests & Quizzes
Extra Credit (Extra Credit)		100%	5%	
Bonus Points	-	10/10		
Quizzes (Drop 1 Lowest)		100%	20%	
Quiz 1	-	40/10		from Tests & Quizzes
Quiz 2	-	10/10		from Tests & Quizzes
Quiz 3	-	-		from Tests & Quizzes

Legend:

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

**Course Points" does not include weighting or other grading factors at the discretion of the instructor(s). Please refer to your syllabus or instructor(s).

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

Home

What is Home?

When you log in to Sakai, you will immediately see your Home area, or your individual workspace in the system. Your Home displays the Message of the Day as well as course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

Note: The default location and availability of items in Home may be customized by your institution.

Home Navigation and Display

The screenshot shows the Sakai Home page with several numbered callouts:

- 1**: Top right corner showing "Sites" and "Demo".
- 2**: Home button in the top left.
- 3**: "MESSAGE OF THE DAY" section with a "LINK" and "HELP" button.
- 4**: "CALENDAR" section showing the month of June 2016 with specific dates highlighted (e.g., 31, 6, 7, 14, 21, 28) and a "LINK" and "HELP" button.
- 5**: "HOME INFORMATION DISPLAY" section with a "EDIT", "LINK", and "HELP" button, containing a welcome message and information about workspace configuration.
- 6**: "RECENT ANNOUNCEMENTS" section with a "LINK" and "HELP" button, stating there are currently no announcements.
- 7**: "MESSAGE CENTER NOTIFICATIONS" section with a "LINK" and "HELP" button, showing a table of notifications for various sites:

Site	New Messages	New in Forums
Sample Course	none	1✉
Education Program Site	none	none
DEMO 100 100 Summer 2016	none	none
Discussion 1 SMPL101	none	none
Discussion 2 SMPL102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

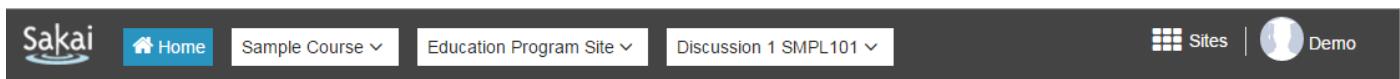
Home consists of the following navigation and display elements:

1. [Site Navigation across the top](#)
2. [The Tool Menu on the left](#)
3. [The Message of the Day](#)
4. [Home: Calendar](#)
5. [Home: Information Display](#)
6. [Home: Recent Announcements](#)
7. [Home: Message Center Notifications](#)

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

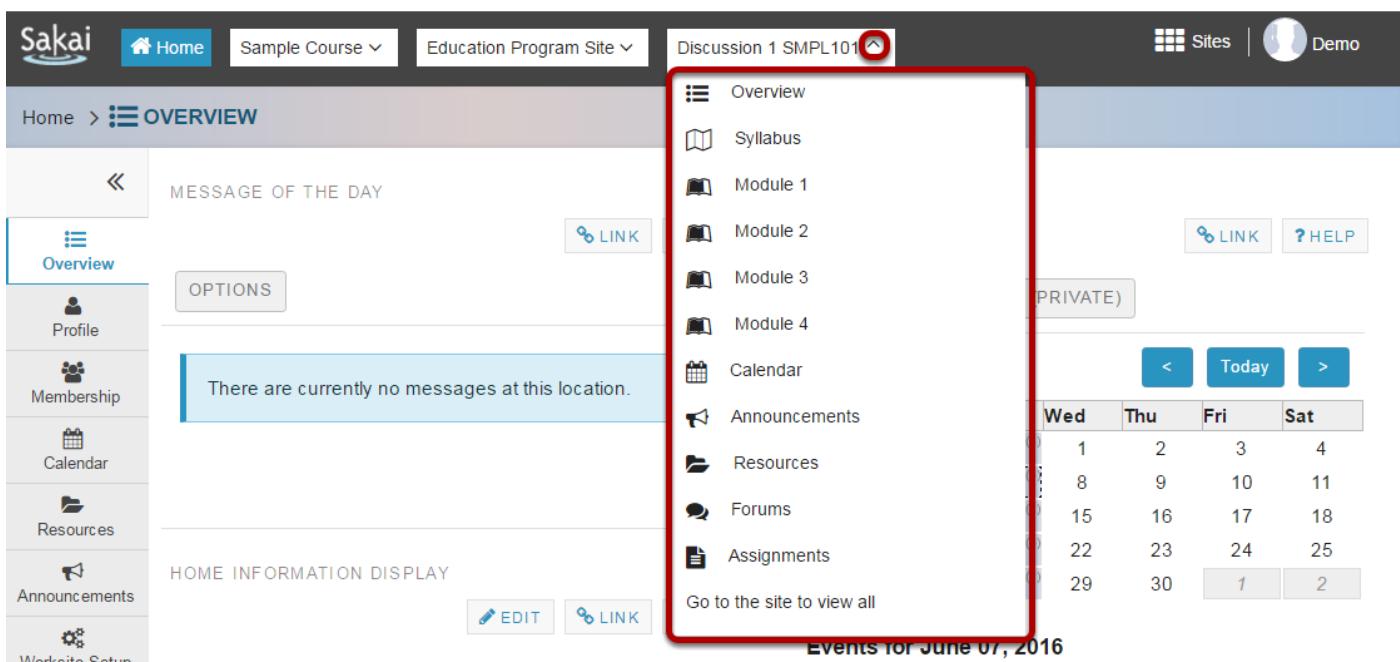
What is Site Navigation?

Site Navigation



The Site Navigation across the top of the screen allows you to access all of the Sakai sites in which you are enrolled. You may also return to Home at any time by clicking on the **Home** button on the far left.

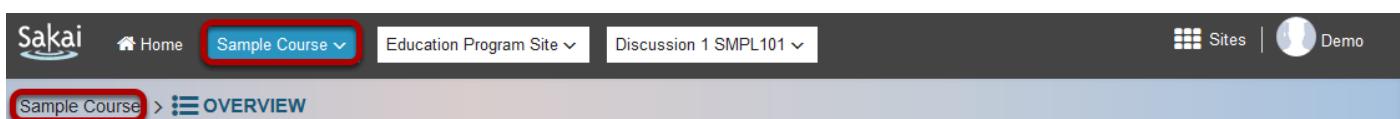
Jump to site tools.



The screenshot shows the Sakai Overview page for the site "Discussion 1 SMPL101". The tool menu for this site is displayed in a red box. The menu items include: Overview, Syllabus, Module 1, Module 2, Module 3, Module 4, Calendar, Announcements, Resources, Forums, and Assignments. Below the menu, a message states "There are currently no messages at this location." To the right of the menu, there is a calendar for June 2016, showing dates from Wednesday, June 1st to Saturday, June 4th, with the 7th highlighted as "Events for June 07, 2016".

You may click on the down arrows next to each site name to expand the Tool Menu for that site. Selecting a tool from that list will take you directly to that area of the selected site.

Currently selected site.



The currently selected site will appear highlighted in a different color in the navigation bar. You will also see the title of the site as the first item in the breadcrumbs below the site navigation bar.

Sites drawer.

The screenshot shows the Sakai interface with the 'Sites' icon highlighted in the top navigation bar. The main content area displays a 'Sites' drawer containing a search bar and three sections: Fall 2016, Summer 2016, and Spring 2016, each listing various sites. An 'OTHER' section is also present. The left sidebar shows a navigation menu with links like Home, Sample Course, Education Program Site, Discussion 1 SMPL101, and a redboxed 'Sites' link. The right sidebar shows a calendar for Saturday.

Fall 2016

- DAC-EDUCATION-DEPT1-S ...
- DAC-EDUCATION-DEPT1-S ...

Summer 2016

- DAC-EDUCATION-DEPT1-S ...
- DAC-EDUCATION-DEPT1-S ...
- DEMO 100 100 Summer 2016
- Discussion 1 SMPL101
- Discussion 2 SMPL102
- Discussion 3 SMPL202
- Sample Course

Spring 2016

- Education Program Site

OTHER

The top site navigation bar can only display a small number of sites without appearing crowded or expanding to fill several lines. If you have many active sites, clicking on the **Sites** icon will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites). If you have the appropriate permissions, you may also create sites from this location.

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

Favoriting Sites.

The screenshot shows the Sakai interface with the 'OVERVIEW' page open. At the top, there are navigation buttons: Home, Sample Course, Education Program Site, Discussion 1 SMPL101, Sites, and Demo. Below these, the 'OVERVIEW' page displays a 'MESSAGE OF THE DAY' and various workspace links like Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. A central message says 'Welcome to your personal workspace'. To the right, a 'Sites' drawer is open, titled 'Organize Favorites (4)'. It contains sections for 'Fall 2016', 'Summer 2016', 'Spring 2016', and 'OTHER'. Each section lists sites with a star icon for favoriting. The 'Summer 2016' section includes 'DEMO 100 100 Summer 2016' (with a red circle around the star), 'Discussion 1 SMPL101', 'Discussion 2 SMPL102', 'Discussion 3 SMPL202', and 'Sample Course'. A search bar at the top of the drawer says 'Search sites in this drawer'.

Click on the star icon (**Add to Favorites**) next to a site in the list to make it a favorite. This will add it to your persistent navigation buttons at the top of the screen.

Reload to view new navigation buttons.

The screenshot shows the Sakai interface with the 'OVERVIEW' page open. At the top, there are navigation buttons: Home, Sample Course, Education Program Site, Discussion 1 SMPL101, Sites, and Demo. Below these, the 'OVERVIEW' page displays a 'MESSAGE OF THE DAY' and various workspace links. A yellow box highlights a 'Reload' button with the text 'Reload to see your updated favorite sites'.

When you exit the Sites drawer, you will be prompted to **Reload** in order to view your newly selected favorites.

All of your selected favorites will appear in the navigation bar.

The screenshot shows the Sakai interface with the 'OVERVIEW' page open. At the top, there are navigation buttons: Home, Sample Course, Education Program Site, Discussion 1 SMPL101, DEMO 100 100 Summer 2016, Sites, and Demo. The 'DEMOS 100 100 Summer 2016' button is highlighted, indicating it has been added as a favorite.

Organizing favorites.

The screenshot shows the Sakai navigation bar with several tabs: Home, Sample Course, Education Program Site, Discussion 1 SMPL101, DEMO 100 100 Summer 2016, and Sites. The 'Sites' tab is highlighted with a red box. A modal window titled 'Organize Favorites' is open, displaying four favorite sites: Sample Course, Education Program Site, Discussion 1 SMPL101, and DEMO 100 100 Summer 2016. Each site has a star icon and a three-dot menu icon. The 'Organize Favorites' tab is also highlighted with a red box.

To organize your favorites, go to **Sites** and select the **Organize Favorites** tab.

Drag and drop to reorder.

The screenshot shows the 'Organize Favorites' modal from the previous step. A mouse cursor is hovering over the three-dot menu icon next to the 'Discussion 1 SMPL101' site, which is currently highlighted with a blue selection bar. This indicates that the user is in the process of dragging the site to a new position.

The order in which sites are listed here determines the order in which the buttons appear in the top navigation.

Note: The Home button is fixed and always appears in the same location.

Unfavoriting a site.

The screenshot shows the Sakai interface with a floating 'Organize Favorites' dialog box. The dialog has tabs for 'Sites' and 'Organize Favorites (3)'. Under 'Organize Favorites', there is a list of sites with star icons: 'Sample Course', 'Discussion 1 SMPL101', 'Education Program Site', and 'DEMO 100 100 Summer 2016'. The fourth item, 'DEMO 100 100 Summer 2016', has a red circle around its star icon. The background shows the Sakai homepage with a message of the day and a calendar for June 2016.

To remove a site from your favorites, click on the star icon (**Remove from favorites**) to remove it from the top navigation. You can do this from either the Organize Favorites tab or the Sites tab.

Reload to view current selections.

The screenshot shows the Sakai interface with a yellow box highlighting the 'Reload' button, which says 'Reload to see your updated favorite sites'.

You will be prompted to **Reload** if you made any changes to favorite sites or site order.

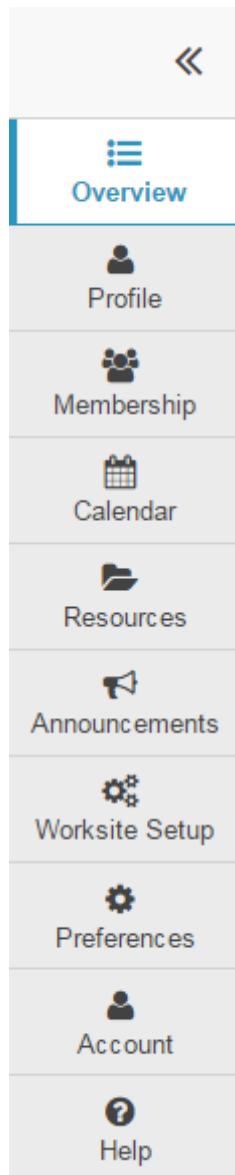
Logging out of the system.

The screenshot shows the Sakai interface with a user profile dropdown menu. The menu items are: Profile, Preferences, Create New Site, Tutorial, and Log Out. The 'Log Out' button is highlighted with a red circle.

You may log out of the system by clicking on the user name and profile photo in the top navigation bar and selecting **Log Out** from the drop-down menu.

What is the Home Tool Menu?

My Home Tool Menu.

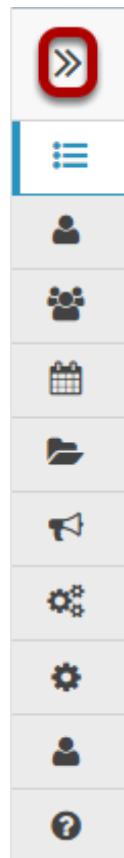


The Home Tool Menu contains links to user account information and preferences. These links include:

- Profile
- Membership
- Schedule
- Resources
- Announcements
- Worksite Setup
- Preferences
- Account
- Help

Note: You may also see links to system-wide resources in this menu if they have been added by your institution. Also note that the tools displayed in the Tool Menu will be different depending on which Sakai site you are currently viewing.

Collapsing/Expanding the Tool Menu



You may expand and collapse the Tool Menu by clicking on the double arrows in the upper portion of the menu. When the menu is collapsed, the menu links are represented by their associated icons.

What is the Home Message of the Day?

In the Overview area of Home, you will see announcements from your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements. Most institutions use this space to display messages about scheduled maintenance, system updates, and important dates and events.

View the MOTD.

The screenshot shows the Sakai Home page with a red box highlighting the "MESSAGE OF THE DAY" section. This section contains the text "Welcome to Sakai 11".

Left Sidebar:

- Home
- Sample Course
- Discussion 1 SMPL101
- Education Program Site
- Sites
- Demo

Breadcrumb: Home > OVERVIEW

Message of the Day:

MESSAGE OF THE DAY

OPTIONS

Welcome to Sakai 11

Calendar:

CALENDAR

LINK HELP

PUBLISH (PRIVATE)

June 2016

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

Information Display:

HOME INFORMATION DISPLAY

EDIT LINK HELP

Announcements:

Welcome to your personal workspace.

In Sakai each user has his or her own individual worksite called Home. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file `sakai.properties` configuration value `"myworkspace.info.url"` to point to the html file desired.

Recent Announcements:

Announcements (viewing announcements from the last 10 days)

Select Options to customize display. (Optional)

MESSAGE OF THE DAY

LINK

HELP

OPTIONS

Welcome to Sakai 11

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

MOTD Options

MESSAGE OF THE DAY

LINK

HELP

Options

You are currently setting options for Message of The Day.

1 Message of The Day Display

- Show Announcement subject
- Show Announcement body

2 Show about

All Lines ▾

3 Number of days in the past

1

Update

Cancel

1. You can choose to view just the subject line or the entire body of the message (default selection) by selecting the appropriate radio button.
2. You may also use the drop-down menu to select to view All, One, or Two lines of the message body.

3. You may also specify how many days in the past messages should be displayed. This is useful if you prefer to only see recently posted messages.

If you make any changes to the default options, be sure to click **Update** to save your settings.

What is the Home Calendar?

The Home Calendar shows all of the events from all of the sites in which you are enrolled. In addition, you may also create individual, private calendar entries that are only visible to you from your Home area.

View Calendar.

The screenshot shows the Sakai Home page with a sidebar on the left containing links for Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area features a "MESSAGE OF THE DAY" section with a "Welcome to Sakai 11" message and "HOME INFORMATION DISPLAY" buttons for EDIT, LINK, and HELP. A red box highlights the "CALENDAR" section, which displays the month of June 2016. The calendar grid shows dates from Sunday, June 29, to Saturday, July 4. Specific dates like June 31 and July 1 are highlighted. Below the calendar, there is a "RECENT ANNOUNCEMENTS" section with a message stating, "There are currently no announcements at this location."

CALENDAR

June 2016

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

RECENT ANNOUNCEMENTS

Announcements

(viewing announcements from the last 10 days)

View All ▾

There are currently no announcements at this location.

Click Options to customize calendar display. (Optional)

CALENDAR

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

OPTIONS

PUBLISH (PRIVATE)

June 2016

<

Today

>

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

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

Select custom preferences and Update.

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View:

Calendar by Month ▾

Priority events

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

Event types

High priority:

Move up

Move down

Medium priority:

Move up

Move down

Low priority:

- Academic Calendar
- Activity
- Cancellation

Colors

High priority:

Medium priority:

Low priority:

Update

Cancel

Subscribe to your Home Calendar from another application.

The screenshot shows a calendar interface for June 2016. At the top, there are buttons for 'LINK' and 'HELP'. Below that, there are 'OPTIONS' and 'PUBLISH (PRIVATE)' buttons, with 'PUBLISH (PRIVATE)' being highlighted by a red box. The calendar itself shows the days of the week from Sunday to Saturday. The dates are as follows:

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

If you would like to subscribe to your Home Calendar from another calendaring application, such as Outlook or Google Calendar, click the **Publish (Private)** button to generate a URL that can be used to set up your subscription.

Click Generate.

Generate a Link to this Calendar for Personal Use

Please click the 'Generate' button to create a link to this calendar. The link is for private use only and will allow events from this site to be displayed in other calendaring applications.

Generate

Cancel

Copy the URL and use it in your desired calendar client.

Generate a Link to this Calendar for Personal Use

If you click on the link below, your browser should present you with a client (e.g. Outlook) that you can use to subscribe to this calendar:

<webcal://qa01-sakai.marist.edu:8080/access/calendar/opaq/3cefbd1b-30ec-48b5-9036-ed2f1372916c/main.ics>

Alternatively, copy and paste this link to your web-based or desktop calendar client.

<http://qa01-sakai.marist.edu:8080/access/calendar/opaq/3cefbd1b-30ec-48b5-9036-ed2f1372916c/main.ics>

[Regenerate](#)

[Delete](#)

[Back](#)

What is the Home Information Display?

In the Home area may be customized by your institution to display information for all users. The Home Information Display often contains static information, unlike the announcements which may change more often in the Message of the Day.

View the information display.

The screenshot shows the Sakai 11 Home page. At the top, there is a navigation bar with links for 'Home', 'Sample Course', 'Discussion 1 SMPL101', and 'Education Program Site'. On the right, there are 'Sites' and 'Demo' buttons. Below the navigation bar, the page title is 'OVERVIEW'. The main content area has tabs for 'MESSAGE OF THE DAY' and 'CALENDAR'. The 'MESSAGE OF THE DAY' tab is active, displaying the message 'Welcome to Sakai 11'. To the left of the message is a sidebar with links: Overview (selected), Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. A red box highlights the 'HOME INFORMATION DISPLAY' section, which contains the message 'Welcome to your personal workspace.' and a note about modifying the configuration file. To the right of the message is a calendar for June 2016, showing the days from 29 to 30 of June, followed by the days 1 through 2 of July. Below the calendar is a 'RECENT ANNOUNCEMENTS' section, which currently displays the message 'There are currently no announcements at this location.'

What are the Home Recent Announcements?

The Recent Announcements area in Home displays announcements from all of the sites in which you are enrolled. You may use the drop-down menu to view All items, Public items only, or items By Group. (You must be a member of a group in order to see group announcements.)

View recent announcements.

The screenshot shows the Sakai Home page with a navigation bar at the top. The main content area includes a 'MESSAGE OF THE DAY' section with a welcome message, a 'CALENDAR' section showing June 2016, and a 'HOME INFORMATION DISPLAY' section. A red box highlights the 'RECENT ANNOUNCEMENTS' section, which displays a heading 'Announcements' and a message stating 'There are currently no announcements at this location.'

Sakai Home Sample Course Discussion 1 SMPL101 Education Program Site Sites Demo

Home > OVERVIEW

MESSAGE OF THE DAY

CALENDAR

OPTIONS PUBLISH (PRIVATE)

Welcome to Sakai 11

HOME INFORMATION DISPLAY

June 2016

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

RECENT ANNOUNCEMENTS

Announcements

(viewing announcements from the last 10 days)

View All

There are currently no announcements at this location.

Customize announcements display. (Optional)

RECENT ANNOUNCEMENTS

LINK HELP

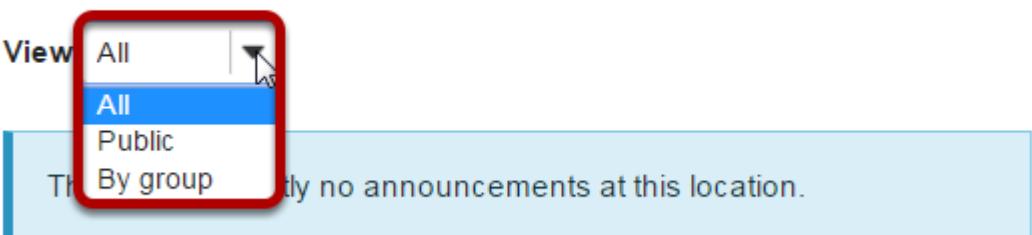
Announcements

(viewing announcements from the last 10 days)

View All | 

- All
- All**
- Public
- By group

The currently no announcements at this location.



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

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

What are the Home Message Center Notifications?

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

- Clicking on the title of the site will take you to the homepage for that site.
- Clicking on the New Messages indicator will take you directly to the Message Inbox for that site.
- Clicking on the New in Forums indicator will take you directly to the Forums for that site.

View Message Center.

The screenshot shows the Sakai 11 Overview page. On the left is a vertical navigation bar with icons for Home, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The 'Help' icon is highlighted with a red box. The main content area has several sections: 'MESSAGE OF THE DAY' with a 'Welcome to Sakai 11' message, 'CALENDAR' showing a June 2016 calendar, 'HOME INFORMATION DISPLAY' with a note about workspace configuration, 'RECENT ANNOUNCEMENTS' (empty), and 'Announcements' (empty). A red box highlights the 'MESSAGE CENTER NOTIFICATIONS' section, which displays a table of site activity:

Site	New Messages	New in Forums
Sample Course	none	1✉
Discussion 1 SMPL101	none	none
Education Program Site	none	none
DEMO 100 100 Summer 2016	none	none
Discussion 2 SMPL102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

Customize message center display. (Optional)

MESSAGE CENTER NOTIFICATIONS

 [LINK](#)  [HELP](#)

OPTIONS

Site	New Messages	New in Forums
Sample Course	none	1 
Discussion 1 SMPL101	none	none
Education Program Site	none	none
DEMO 100 100 Summer 2016	none	none
Discussion 2 SMPL102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

You may click on the **Options** button to customize the list of sites displayed in the Message Center area.

Choose sites to hide in this list and then Update.

MESSAGE CENTER NOTIFICATIONS

[LINK](#)[HELP](#)

 Remove sites from this synoptic list.

Sites that are hidden from Preferences will not show up in this list.

<u>Don't Show</u>	<u>Site</u>	<u>New Messages</u>	<u>New in Forums</u>
<input type="checkbox"/>	Sample Course	none	1 
<input type="checkbox"/>	Discussion 1 SMPL101	none	none
<input type="checkbox"/>	Education Program Site	none	none
<input checked="" type="checkbox"/>	DEMO 100 100 Summer 2016	none	none
<input type="checkbox"/>	Discussion 2 SMPL102	none	none
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
<input checked="" type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

[Update](#)[Cancel](#)

Click in the **Don't Show** box to place a check mark next to any sites that you prefer not to see in the Message Center list and then click **Update**.

Note: If you have already hidden sites in Preferences, they will not show up in this list.

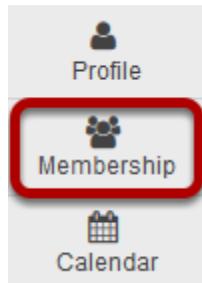
What is Membership?

The Membership tool in Home displays the list of sites in which a user is currently enrolled.

Users may search their enrolled courses or enroll in a joinable site from the Membership tool.

Note: Unpublished sites are only visible to site managers (i.e. instructors or admin users).

Go to Membership.



Click on the **Membership** tool in the Tool in Home to access your list of sites.

Viewing current sites.

MY CURRENT SITES JOINABLE SITES

LINK HELP

My Current Sites

2

Viewing 1 - 10 of 10 sites

|< < show 20 items... |> >|

Worksite	Roster(s)	Description	(More)
DAC-EDUCATION-DEPT1-SUBJ1-101		DAC-EDUCATION-DEPT1-SUBJ1-101...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-126		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-151		DAC-EDUCATION-DEPT1-SUBJ1-151...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-201		DAC-EDUCATION-DEPT1-SUBJ1-201...	(More)
DEMO 100 100 Summer 2016			
Discussion 1 SMPL101			
Discussion 2 SMPL102			
Discussion 3 SMPL202			
Education Program Site			
Sample Course		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)

You will see a list of all the sites in which you are currently enrolled.

1. You may sort by Worksite title by clicking on the column heading.
2. You may also search your list of sites by keyword. This is useful if you have many sites and would like to limit the list by a specific criteria.

Joining Sites.

The list below includes sites that can be joined.

Viewing 1 - 20 of 21 sites

|< < show 20 items... > >|

Worksite	Description
Delgado101 Spring 2016 Join	
Discussion 1 SMPL101 Join	
Discussion 1 SMPL101 Join	
Discussion 1 SMPL202 Join	

1. If you would like to view and join sites that are open for self-enrollment in the system, click on the **Joinable Sites** tab.
2. You may click on the **Join** link to enroll yourself in any of the joinable sites listed.

Note: Joinable sites may or may not be available depending on the enrollment procedures determined by your institution.

Unjoining sites.

MY CURRENT SITES JOINABLE SITES  

My Current Sites Search Clear

Viewing 1 - 11 of 11 sites

|< < show 20 items... |> >|

Worksite 	Roster(s)	Description	(More)
DAC-EDUCATION-DEPT1-SUBJ1-101		DAC-EDUCATION-DEPT1-SUBJ1-101...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-126		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-151		DAC-EDUCATION-DEPT1-SUBJ1-151...	(More)
DAC-EDUCATION-DEPT1-SUBJ1-201		DAC-EDUCATION-DEPT1-SUBJ1-201...	(More)
DEMO 100 100 Summer 2016			
Discussion 1 SMPL101			
1 <input checked="" type="checkbox"/> Discussion 1 SMPL101			
Discussion 2 SMPL102			
Discussion 3 SMPL202			
Education Program Site			
Sample Course		DAC-EDUCATION-DEPT1-SUBJ1-126...	(More)

2   

If you join a site by mistake, or you no longer wish to be a participant in that site, you may unenroll yourself from the site by:

1. Selecting the check box next to the site name.
2. Clicking on the **Unjoin** button.

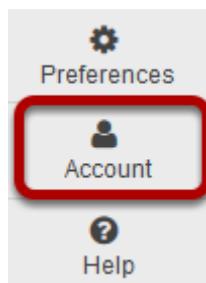
Note: You may only unjoin, or unenroll, from sites in which you have self-enrolled.

How do I view and edit my account details?

Your account details include your User Id, Name, Email, and Password for the system. In most cases, this information is automatically populated by your institution's student information system. However, if you have permission to change your Sakai password, this is where you would do it. You may also update your name and email address here if desired.

Note: If this information is being updated automatically by the institution, any changes you make here may be overwritten, depending on the user permissions allowed by your institution.

Go to Account to view and edit details.



Click on the **Account** link in your Home Tools Menu.

Modifying account details.

LINK HELP

My Account Details

User	
User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	demoprofessor@longsight.com
Type	maintain
Disabled	False
Created By	Sakai Administrator
Created	Mar 2, 2016 4:47 pm
Modified By	Sakai Administrator
Modified	Apr 19, 2016 2:50 pm

Modify Details

Click on the **Modify Details** button.

Changing your name, email or password.

[LINK](#) [HELP](#)

Account Details

Edit Account

* Indicates a required field.

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	demoprofessor@longsight.co
* Enter Current Password	
Create New Password	
Verify New Password	
Disable User	False
Created By	Sakai Administrator
Created	Mar 2, 2016 4:47 pm
Modified By	Sakai Administrator
Modified	Apr 19, 2016 2:50 pm
Internal Id	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

[Cancel Changes](#)

[Update Details](#)

You may change any of the editable fields on this page. The password fields always appear blank upon accessing this screen. You may change your Sakai password by entering your current and new passwords in the fields provided. Changing your password here will change it for all of your sites on this system. Once you have entered your changes, select the **Update Details** button to save the change and return to Home.

Note: Your Sakai User Id cannot be changed. Your User Id can only be modified by a Sakai Administrator at your institution.

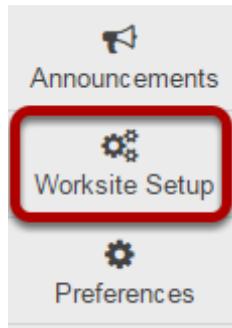
What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the [Site Info](#) tool; Worksite Setup is available through Home, whereas Site Info is available in each site.

If you don't have the appropriate permissions, you will only see the information about the site published by the site owner in Worksite Setup.

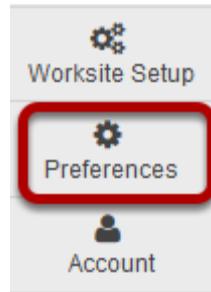
To access this tool, click Worksite Setup from the Tool Menu in Home.



What is the Preferences tool?

In [Home](#), you can set preferences for how often you receive email notifications of site activity, set your time zone, and select your language. You can also hide sites from your list of active sites.

Go to Preferences.



Select the **Preferences** tool from the Tool Menu in Home.

Notifications.



To customize your notification settings, click the **Notifications** tab.

Select notification preferences.

NOTIFICATIONS

TIME ZONE

LANGUAGE

HIDDEN SITES

Notifications

You will receive all high priority notifications via email. Set low priority notifications below.

-Announcements

- Do not send me low priority announcements
- Send me one email per day summarizing all low priority announcements
- Send me each notification separately

-Resources and Drop Box

- Do not send me low priority resource notifications
- Send me one email per day summarizing all low priority resource notifications
- Send me each resource separately

-Email Archive

- Do not send me email messages
- Send me one notification per day summarising all email messages
- Send me each mail message separately

-Syllabus

- Do not send me low priority Syllabus items
- Send me one email per day summarizing all notifications
- Send me each notification separately

-Tests & Quizzes

- Do not send me any email confirmations
- Send me one email per day confirming all of my submissions
- Send me an email confirmation each time I submit an assessment

Update Preferences

Cancel Changes

You may choose from the following options for low priority email notifications in the Announcements, Resources and Drop Box, Email Archive, Syllabus, and Tests & Quizzes tools.

- Do not send me notifications.
- Send me one email per day summarizing all notifications.
- Send me each notification separately. (Default setting)

If you change any of these settings, click **Update Preferences** to save your changes.

Note: These settings only apply to low priority items. High priority items will still be sent via email regardless of your settings here.

Time Zone.



To set your local time zone, click the **Time Zone** tab.

Choose your time zone.

NOTIFICATIONS TIME ZONE LANGUAGE HIDDEN SITES ?

Time Zone

Please select your local time zone for selected Sakai tools, such as Calendar. You are currently in the America/New_York time zone

- America/mexico_City
- America/Miquelon
- America/Moncton
- America/Monterrey
- America/Montevideo
- America/Montreal
- America/Montserrat
- America/Nassau
- America/New_York**
- America/Nipigon
- America/Nome
- America/Noronha
- America/North_Dakota/Beulah
- America/North_Dakota/Center
- America/North_Dakota/New_Salem
- America/Ojinaga
- America/Panama
- America/Pangnirtung
- America/Paramaribo
- America/Phoenix
- America/Port-au-Prince

Update Preferences **Cancel Changes**

Select your local time zone from the list, and then click **Update Preferences**.

Language.



To set your preferred language, click the **Language** tab.

Choose your language.

Please select your language (and country) preference. Your current language preference is:
English (United States)

- Basque [eu] Basque
- català - Espanya [ca_ES] Catalan - Spain
- Deutsch - Deutschland [de_DE] German - Germany
- English - Australia [en_AU] English - Australia
- English - New Zealand [en_NZ] English - New Zealand
- English - South Africa [en_ZA] English - South Africa
- English - United Kingdom [en_GB] English - United Kingdom
- English - United States [en_US] English - United States**
- español - España [es_ES] Spanish - Spain
- español - México [es_MX] Spanish - Mexico
- français - Canada [fr_CA] French - Canada
- français - France [fr_FR] French - France
- Mongolian [mn] Mongolian
- Nederlands - Nederland [nl_NL] Dutch - Netherlands
- polski - Polska [pl_PL] Polish - Poland
- português - Brasil [pt_BR] Portuguese - Brazil
- português - Portugal [pt_PT] Portuguese - Portugal
- svenska - Sverige [sv_SE] Swedish - Sweden
- Tiếng Việt - Việt Nam [vi_VN] Vietnamese - Vietnam
- Türkçe - Türkiye [tr_TR] Turkish - Turkey

Update Preferences **Cancel Changes**

Select your preferred language from the list, and then click **Update Preferences**.

Hidden Sites.



To hide one or more of your active sites, click the **Hidden Sites** tab.

Hidden sites will show up in your list of all enrolled sites in tools such as Worksite Setup and Membership; however, they do not appear in the top navigation bar or in your Sites drawer.

Note: Hidden Sites are still active in the system, and are still available to other enrolled users regardless of individual site display preferences.

Select the sites you want to hide, then click Update Preferences.

NOTIFICATIONS TIME ZONE LANGUAGE HIDDEN SITES 🔍 ?

Hidden Sites

Select a site or grouping of sites to hide from the Site Drawer.
NOTE: This will **not** affect the visibility of a site to students.

Summer 2016

- DAC-EDUCATION-DEPT1-SUBJ1-101
- DAC-EDUCATION-DEPT1-SUBJ1-126
- DEMO 100 100 Summer 2016
- ★ Discussion 1 SMPL101
- Discussion 2 SMPL102
- Discussion 3 SMPL202
- ★ Sample Course

Fall 2016

- DAC-EDUCATION-DEPT1-SUBJ1-151
- DAC-EDUCATION-DEPT1-SUBJ1-201

Spring 2016

- Discussion 1 SMPL101
- Education Program Site

Update Preferences **Cancel Changes**

You can use drag and drop to rearrange the order in which your sites appear, or move sites into or out of the favorites, active, or archived site lists.

Click on the site you want to move and then 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.)

What are the Resources in Home?

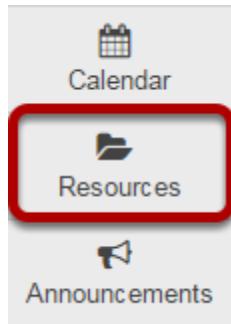
Resources are available in both Home and individual course sites. The Resources tool is site-dependent; the content uploaded in the Home area is private and visible only to the user (unless the user chooses to make items public).

The Resources tool in Home serves as a personal file space for the user to save, store, and organize files.

The features and functionality of the Resources tool are the same in any site where the tool appears. Please refer to [What is the Resources tool?](#) for more information on how to manage files using this tool.

Note: Your institution may limit the user file storage quota and/or access to Resources in Home.

To access this tool, select Resources from the Tool Menu in Home.



Tip: Users who would like to store large files in a single location may choose to store files in Home and link to them from their other course sites, rather than uploading them to multiple locations. Be sure to mark your files as Public if you plan to link to them from other sites.

Lessons

What is the Lessons tool?

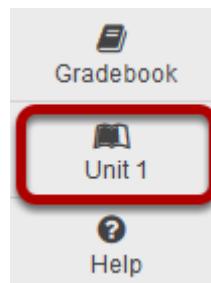
Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

Each Lessons page can be customized to suit the needs of the lesson, including links to other site tools, conditional release of items and content, student content pages, LTI tools, and more.

Some page layout features of the Lessons tool include:

- Block style page layout to group items on a page
- Multiple sections on one page
- Multiple columns in one section
- Flexible column design (2 columns in one section block, 1 column with double width, and a variety of column background color)

To access this tool, click on the Lessons page title in the Tool Menu of your site.



The Lessons tool is often renamed to something else, and may appear multiple times in a given course. Click on the Lessons Page Title (e.g. **Unit 1**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Example of a Lessons page.

1 Lessons

LINK HELP

Print view Index of pages



Photographer: JSJR

Wildlife Conservation

Welcome to ECO301 Wildlife Conservation!

Wildlife traditionally refers to non-domesticated animal species, but has come to include all plants, fungi and other organisms which grow or live **wild** in an area without being introduced by humans. **Wildlife conservation** is the practice of protecting wild plant and animal species and their habitats. The goal of wildlife conservation is to ensure that nature will be around for future generations to enjoy and also to recognize the importance of wildlife and wilderness for humans and other species alike.

This course is designed for anyone who is interested in wildlife and its conservation for future generations. We will discuss regional and global issues in conservation, conservation common practices and the laws that are currently being enforced by regional and governmental agencies. Through readings, videos, discussions, and collaborative research projects, we will examine the effects of natural resource use and climate change on wildlife. It will be a fun and adventurous 8-week journey.

Please start by reading the **Syllabus** which is linked below. After finishing the **Quick Poll**, please go to the **Forums** to introduce yourself. Please tell us a bit about yourself. Who are you and why do you take this course? Do you have a favorite wild plant or animal? Is there other relevant information you want to share with the class? In the meantime, please go to **weekly pages** to review learning materials and complete weekly assignments.

Free to ask questions in the Forums. Have a lovely day!

- Prof. D.

3 Please review the Syllabus first:
[ECO301-Syllabus.pdf](#)

4 ★ Syllabus Quiz

6 Please go to the Forums to introduce yourself.
7 * Introductions

5 Quick Poll: Among the following choices, which one is the most endangered wildlife species? It's OK if you don't know. This is a kick-starter question to get you going.

Indian Elephant
 Blue Whale
 Black Rhino
 Panda
 Polar Bear
 I have no idea

Submit Answer

8 Week 1 & 2

9 Week 3 & 4

10 Week 5 & 6

11 Week 7 & 8

Add Comment

Student Pages

Add Your Own Page

Lessons pages may contain any of the following items:

1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required
7. Links to forum topics
8. Links to subpages
9. Student Comments on the page
10. Links to Student Pages where students may create their own content

How do I create a new Lessons page?

Some institutions display a Lessons tool by default in the tool list on the left. If the Lessons tool is not listed in the tool panel on the left, you will need to first add the Lessons tool to the tool list.

Instructors can create a new Lessons page or multiple Lessons pages.

Go to Site Info.



If the Lessons tool is not already active in your site, select the **Site Info** tool from the Tool Menu in your site to add it.

Click Manage Tools.



Place a check in the box next to Lessons.

A screenshot of the "Manage Tools" interface. Under the heading "Available Tools", there are three items: "Gradebook" (with a checked checkbox), "Lessons" (with an unchecked checkbox highlighted with a red circle), and "Messages" (with a checked checkbox). Below each item is a brief description. At the bottom right of the interface is a "Save Changes" button.

Click Continue.



Scroll down to the bottom of the screen and click the **Continue** button.

Enter a Lessons title and click Continue.



Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

Lessons

Title

(Suggested length 15 char.)

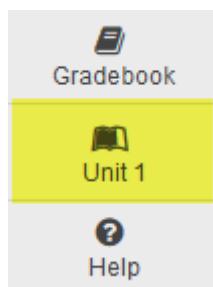
More Lessons Tools? ▾

Continue

Back

Cancel

Your new page will display in the Tool Menu.



Click on the Lessons page title in the Tool Menu.



If the Lessons tool is already active in your site, click on **Lessons** in the Tool Menu to go to the tool.

Retitle page. (Optional)



To retitle the Lessons Page, click on the Settings icon (i.e. gear icon).

Enter a new title.

Settings X

* Page title:

Don't Release Page Until All Prerequisite Pages are Completed

Require This Page

Hide this page from users (page will not appear in left margin)

Hide page until the following date (the page will be listed with the release date)

Create Gradebook item when page is completed. points

Custom CSS File: ▼

or upload your own:
 No file selected.

(If this file is named default.css, it will become the site-wide default.)

Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

Save Cancel

Add a new page title. (This title will appear in the Tool Menu). Then click **Save**.

Add More Pages. (Optional)

The screenshot shows the 'Lessons' page interface. At the top, there are several buttons: 'ADD CONTENT +', 'MORE TOOLS ▾' (which is highlighted with a red box and has a red arrow pointing to it from the left), 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. Below these, a large yellow box contains the heading 'How to add content to this page' and a list of items to choose from the 'Add content' dropdown. The list includes: 'Add Text - text (rich text editor)', 'Add Content Links', 'Embed Content on', 'Add Assignment -', 'Add Forum topic -', 'Add Subpage - add', and 'You can add other types of'. A red box highlights the 'Add More Pages' option in the 'More Tools' dropdown menu, which is overlaid on the main content area. The dropdown menu also includes 'Remove Page', 'Permissions', 'Import CC', and 'Export CC'. The background of the main content area is yellow, while the dropdown menu has a white background.

On an existing Lessons page, you may also add more top-level pages (i.e. pages which display in the site Tool Menu) by selecting the **Add More Pages** option from the **More Tools** drop-down menu.

Enter a title and save.

Add More Pages X

Create more pages in the left margin. To create pages within this one, use "Add Subpage."

* Page Title: Week 1

Number of pages: 5 blank gives one page

Make new pages copies of the current one (except that subpages are omitted)

Save **Cancel**

You can create a group of pages at once if you put a number in the title.
For example, if you specify "Unit 4" and request 3 pages, you'll get Unit 4, Unit 5 and Unit 6.

Put existing page in the left margin.
Does not create a new copy of the page. You can use this to restore a page that has been deleted to the left margin.

Notice that you also have the option to add several pages at once by indicating the **Number of pages** desired below the title. The number of each new page will replace the number in the title provided.

You also have the option to **Make new pages copies of the current page** by checking the box provided.

How do I add text to a Lessons page?

Instructors can add a text box to any point in the Lesson Page.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit #1**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Text.

The screenshot shows the Sakai Lessons page. At the top left, there's a 'Lessons' header. Below it, a toolbar includes an 'ADD CONTENT' button with a plus sign, which is highlighted with a red box and has a red arrow pointing to it from the top left. To the right of the toolbar are buttons for 'MORE TOOLS', 'REORDER', 'TIPS', and a help icon. On the far right of the header are links for 'Print view' and 'Index of pages'. The main content area contains sections for 'Reading:' and 'Activities:', each with a plus sign icon. Under 'Activities:', there's a link to 'Assignment 1'. A large central modal window is open, titled 'Add Content Item'. It contains a descriptive text box: 'Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page.' Below this is a list of options, with 'Add Text' being the first item and also highlighted with a red box and a red arrow pointing to it from the left. Other options listed include 'Embed content on page', 'Add Content Links', 'Add Subpage', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic.', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload content in ZIP file', and 'Add External Tool'. To the right of the modal, there are three vertical columns of icons for editing and managing content items.

Alternately, click the + button and then Add Text.

The screenshot shows the Sakai Lessons page. On the left, there's a sidebar with sections for 'Reading:' and 'Activities:', and a link to 'Assignment 1'. The main area has a 'Gateway Accessibility Information' section and copyright notices. A modal dialog box is open in the center, titled 'Add Content'. It contains a list of options: 'Add Text' (which is highlighted with a red box and has a red arrow pointing to it), 'Embed content on page', 'Add Content Links', 'Add Subpage', 'Add section break above', 'Add column break above', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic.', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload content in ZIP file', and 'Add External Tool'. To the right of the dialog, there's a vertical toolbar with several icons, and one of the buttons at the bottom is also circled with a red box.

You may also add content by clicking on the + button next to any existing item on the page.

Enter your text content.

Adding text to: Week 1



?

William Shakespeare (26 April 1564 – 23 April 1616) was an English poet, playwright, and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is often called England's national poet, and the "Bard of Avon". His extant works, including collaborations, consist of approximately 38 plays, 154 sonnets, two long narrative poems, and a few other verses, some of uncertain authorship. His plays have been translated into every major living language and are performed more often than those of any other playwright.

body p a Character Count (Includes HTML formatting characters) : 2881 Word Count : 89

Don't Release Item Until All Prerequisites are Completed
[Edit the groups for which this item should be shown](#)

Save **Cancel** **Delete**

Use the Rich Text Editor tools to format the text. When finished, click **Save**.

View content on page.

Week 1



[Print view](#) [Index of pages](#)

William Shakespeare (26 April 1564 – 23 April 1616) was an English poet, playwright, and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is often called England's national poet, and the "Bard of Avon". His extant works, including collaborations, consist of approximately 38 plays, 154 sonnets, two long narrative poems, and a few other verses, some of uncertain authorship. His plays have been translated into every major living language and are performed more often than those of any other playwright.

After saving, you will return to the Lessons page with the new text displayed.

Note: The Lessons tool descriptive help text disappears from the page after content has been added.

Add additional text items to the page. (Optional)

Week 1



ADD CONTENT + MORE TOOLS ▾ REORDER TIPS

[Print view](#) [Index of pages](#)



William Shakespeare (26 April 1564 – 23 April 1616) was an English poet, playwright, and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is often called England's national poet, and the "Bard of Avon". His extant works, including collaborations, consist of approximately 38 plays, 154 sonnets, two long narrative poems, and a few other verses, some of uncertain authorship. His plays have been translated into every major living language and are performed more often than those of any other playwright.



Shakespeare was born and brought up in Stratford-upon-Avon Warwickshire. At the age of 18, he married Anne Hathaway, with whom he had three children: Susanna, and twins Hamnet and Judith. Sometime between 1585 and 1592, he began a successful career in London as an actor, writer, and part-owner of a playing company called the Lord Chamberlain's Men, later known as the King's Men. He appears to have retired to Stratford around 1613, at age 49, where he died three years later. Few records of Shakespeare's private life survive, which has stimulated considerable speculation about such matters as his physical appearance, sexuality, and religious beliefs, and whether the works attributed to him were written by others.

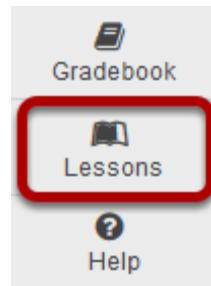


Repeat the steps above to add more content items to the page. In the example image above, an initial text box was followed by a second text box which included an image and text.

Tip: Text boxes can be added at any point in the Lessons Page. You may want to intersperse text items with other types of Lessons content, such as images, embedded video, assignment or assessment links, etc.

How do I embed an image on a Lessons page?

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 2**) in the Tool Menu to display the page.

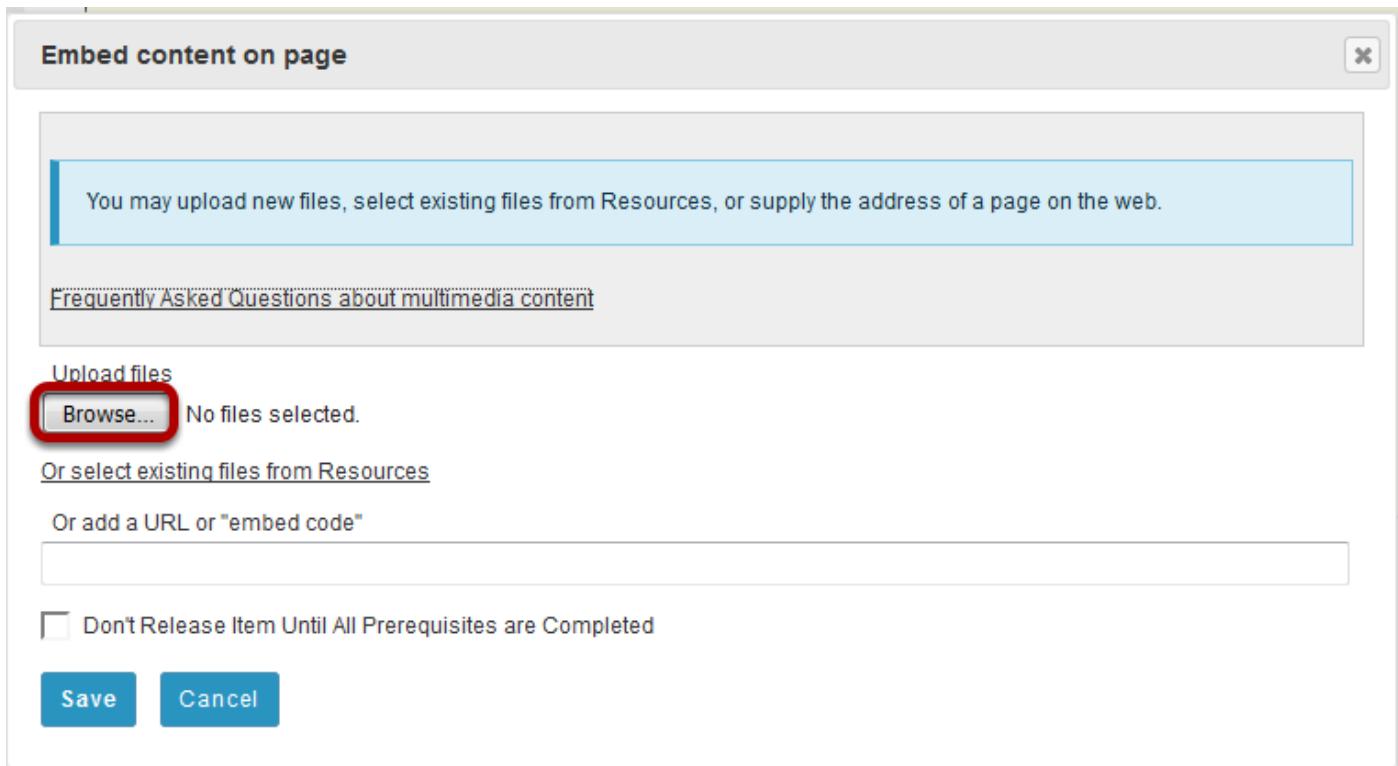
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

File upload: Click Add Content, then Embed content on page.

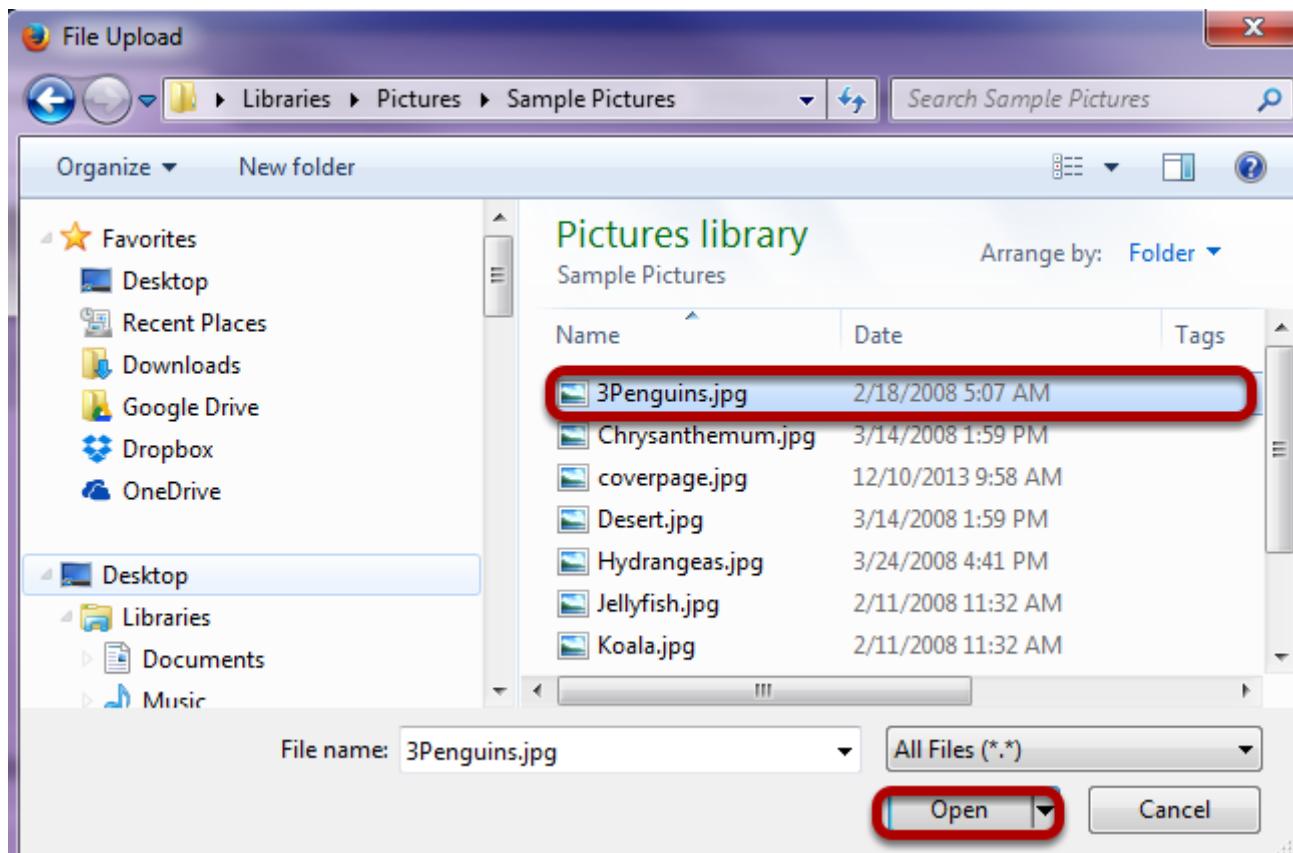
The screenshot shows a Sakai interface with a 'Unit 2' header. A red arrow points from the 'ADD CONTENT +' button in the top navigation bar to the 'Embed content on page' option in the 'Add Content' dropdown menu. The 'Embed content on page' option is highlighted with a red box. The 'Add Content' dialog box contains instructions: 'Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page.' Below the instructions are several options: 'Add Text', 'Embed content on page' (which is selected), 'Add Content Links', 'Add Subpage', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic.', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload content in ZIP file', and 'Add External Tool'. The background shows a lesson page with text about adding content and a sidebar with common items and links.

From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Click Browse.



Locate and select the file on your computer.



Click on the file you would like to upload to select it and then click **Open**.

Click Save.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files

3Penguins.jpg

Or select existing files from Resources

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

Save Cancel

View embedded image.

Unit 2 🔗 ?

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#) [Print view](#) [Index of pages](#)

✖️ 🗑️ +

After saving, you will return to the Lessons page with the image embedded.

To add a description of the image, click on Edit.

Unit 2



ADD CONTENT + MORE TOOLS ▾ REORDER TIPS

[Print view](#) [Index of pages](#)



A photograph of three King penguins standing on a sandy beach. They are facing each other in a triangular formation, with their heads tilted upwards as if they are communicating or looking at something in the sky. The background shows a clear blue sky and a sandy ground.

✖ +

This displays the Edit Multimedia dialog box.

Add a description.

Edit Multimedia

Width:

Height:

Alt Text:

Path in Resources, or URL/embed code

Item Description

An image of three penguins.]

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Save **Cancel** **Delete**

Enter a description in the **Item Description** text box and then click **Save**.

View image on page.

Unit 2



ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)



An image of three penguins.

[Edit](#) [Delete](#) [+](#)

[+](#)

Notice the image file location in Resources.



SITE RESOURCES TRASH TRANSFER FILES CHECK QUOTA

[All site files](#) / [Sample Course Resources](#) / Unit 2

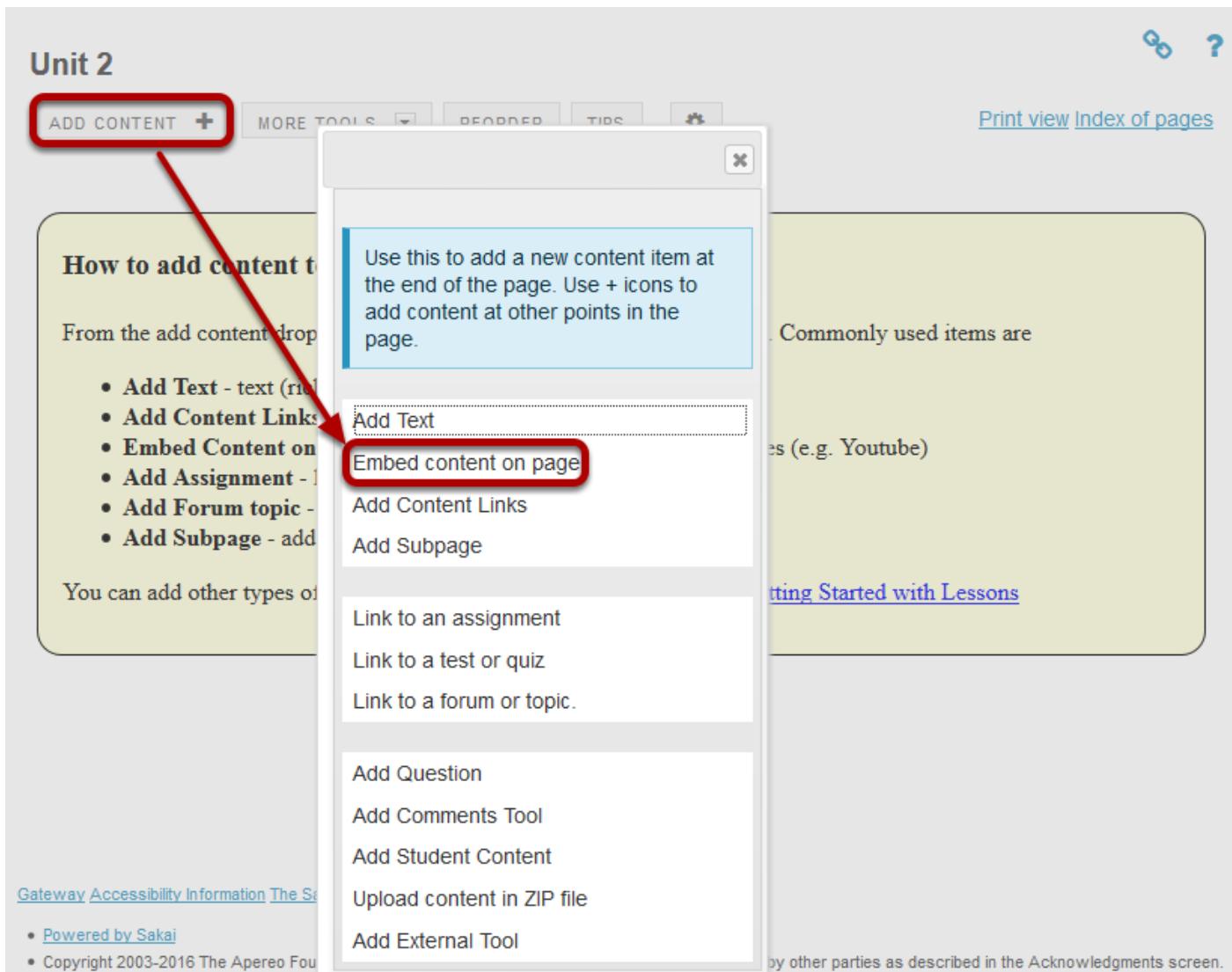
Move Copy Move to Trash Show Hide

 [Unit 2](#)

 [3Penguins.jpg](#)

Note that the image file was automatically uploaded to your Resources in a folder with the same name as the Lessons page.

Linked image: Click Add Content, then Embed content on a page.



From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Enter a URL.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

Paste the image URL in the box marked "URL", and then click **Save**.

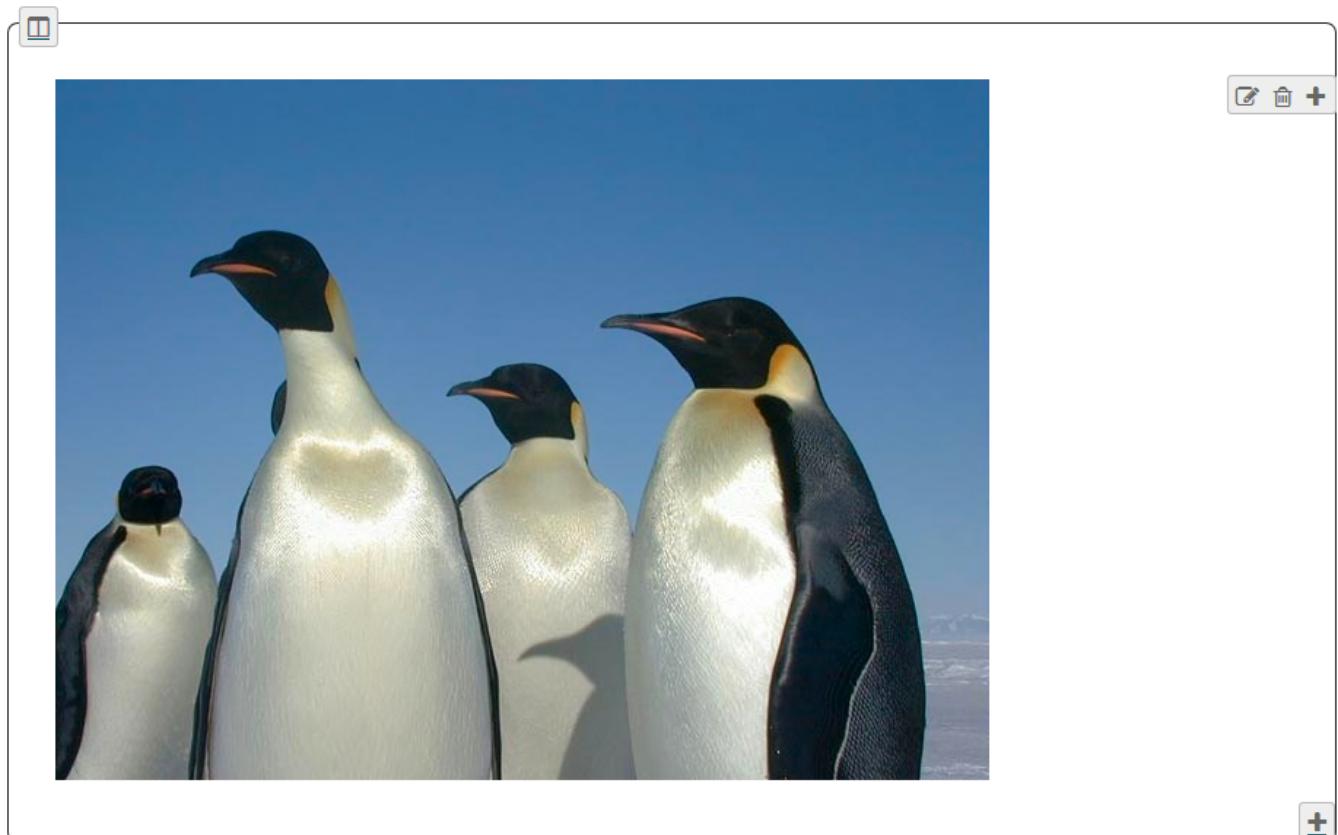
View embedded image.

Unit 2

[LINK](#) [HELP](#)

[ADD CONTENT](#) + [MORE TOOLS](#) ▾ [REORDER](#) [TIPS](#) [⚙](#)

[Print view](#) [Index of pages](#)



After saving, you will return to the Lessons page with the image embedded.

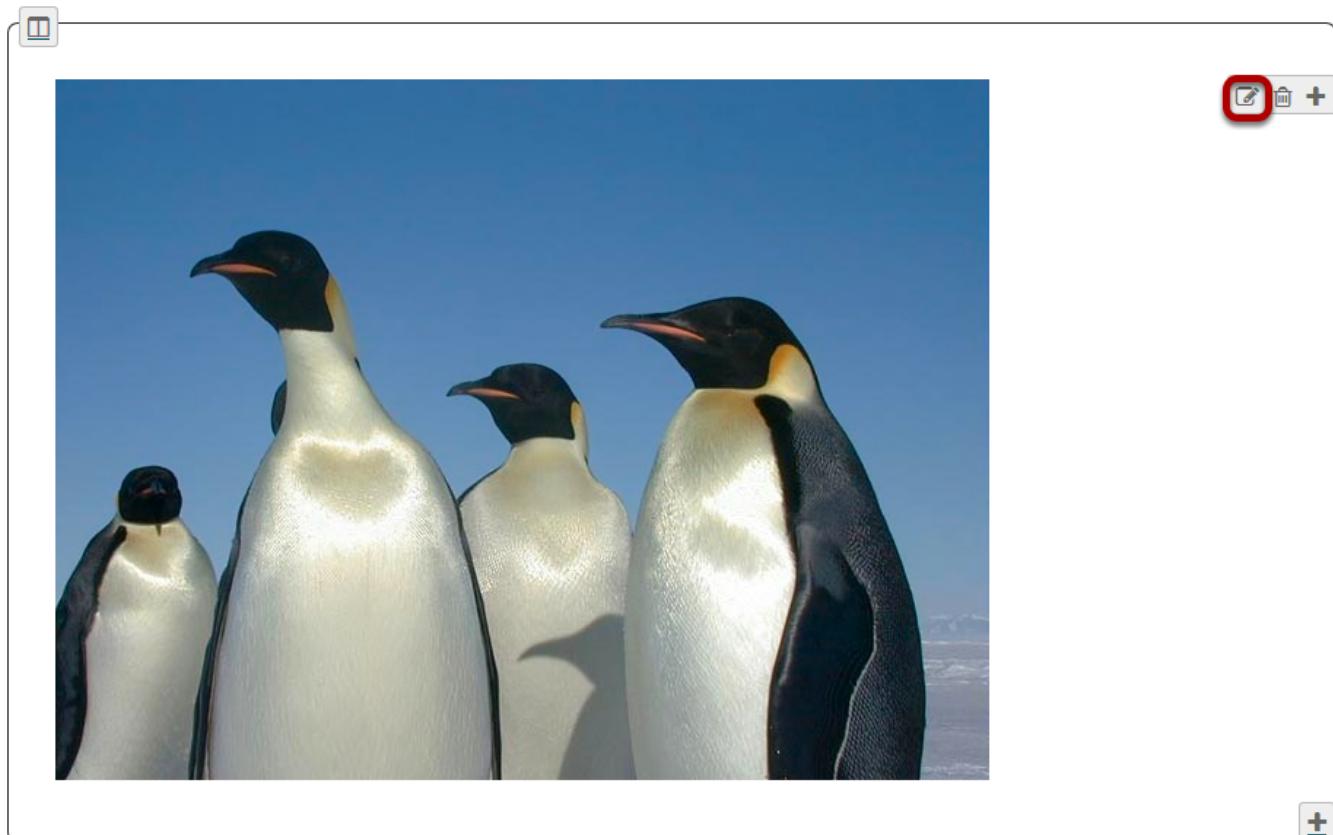
To add a description for the image, click Edit.

Unit 2

[LINK](#) [HELP](#)

[ADD CONTENT](#) + [MORE TOOLS](#) ▾ [REORDER](#) [TIPS](#) [⚙](#)

[Print view](#) [Index of pages](#)



Add a description.

Edit Multimedia X

Width:

Height:

Alt Text: Empire Penguins

Path in Resources, or URL/embed code

/https://upload.wikimedia.org/wikipedia/commons/2/27/Emperor_penguins.jpg

Item Description

Image of Empire Penguins from Wikimedia Commons.

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Save **Cancel** **Delete**

Enter a description in the **Item Description** text box and then click **Save**.

View image on page.

Unit 2

[LINK](#) [HELP](#)

[ADD CONTENT](#) [MORE TOOLS](#) [REORDER](#) [TIPS](#)

[Print view](#) [Index of pages](#)



Image of Empire Penguins from Wikimedia Commons.

How do I embed a video from my computer on a Lessons page?

Instructors can add an embedded video at any point in a Lessons page. The embedded video described here is a video uploaded from the instructor's computer to the Lessons page. (See [How do I embed a YouTube Video in a Lessons page?](#) for directions on embedding a YouTube video.)

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 1**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click on Add Content, then Embed Content on a Page

The screenshot shows the Sakai interface for a 'Lesson 1' page. At the top, there's a toolbar with 'ADD CONTENT' (highlighted with a red box and a red arrow), 'MORE TOOLS', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. Below the toolbar, the main content area has a title 'How to add content to this page' and a list of options under 'From the add content dropdown list ('). One of these options, 'Embed content on Page', is also highlighted with a red box. A large callout box provides instructions for using the 'Add content' feature. At the bottom of the page, there are footer links for 'Gateway Accessibility Information The Sakai Project', 'Powered by Sakai', and copyright information.

From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Click Browse.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files
[Browse...](#) No files selected.

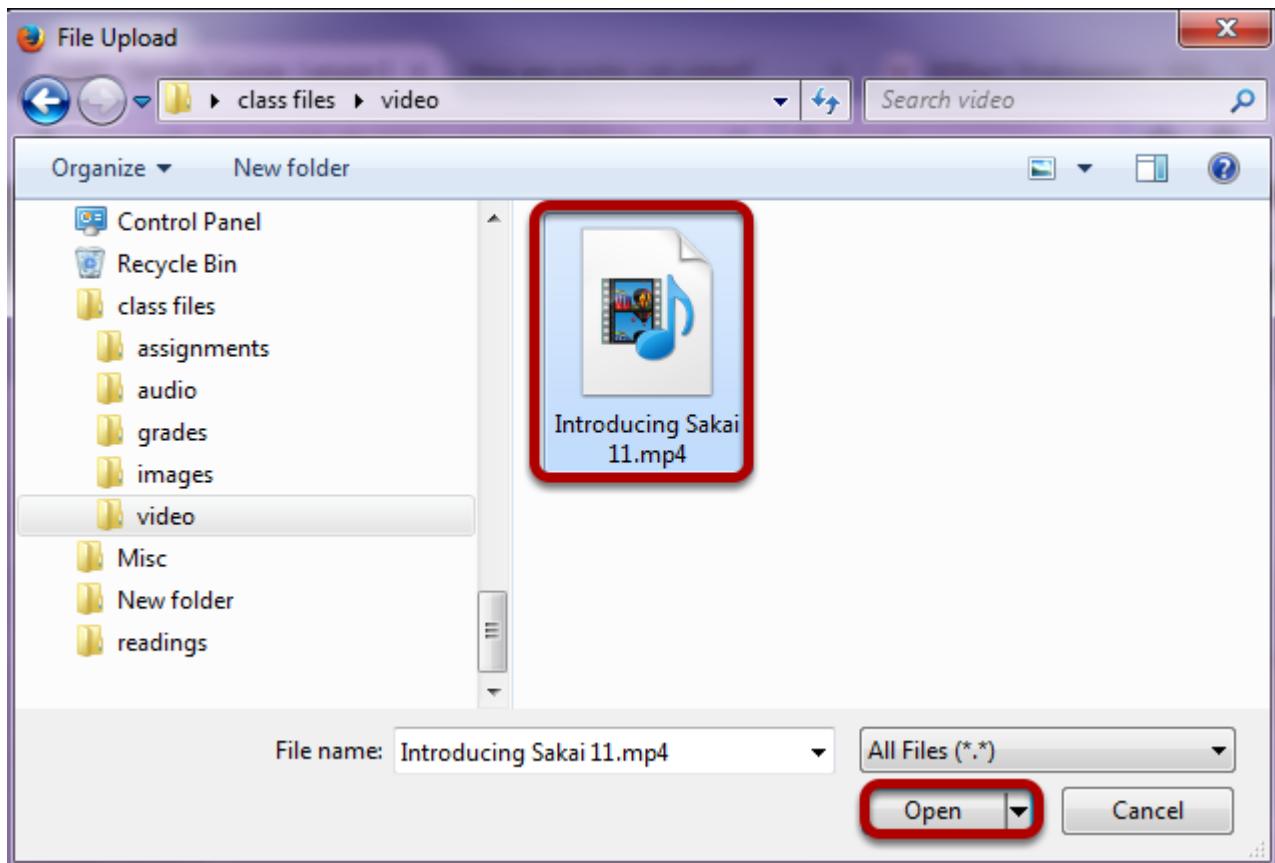
[Or select existing files from Resources](#)

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

[Save](#) [Cancel](#)

Locate and select the video file on your computer.



Click on the file you would like to upload to select it and then click **Open**.

Click Save.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files

Introducing Sakai 11.mp4

[Or select existing files from Resources](#)

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

View embedded video.

Lesson 1

ADD CONTENT + MORE TOOLS ▾ REORDER TIPS

[Print view](#) [Index of pages](#)



The Lessons page will display the embedded video.

Click on Edit. (Optional)



This displays the **Edit Embed Content** dialog box.

Add a description and/or adjust the video pixel size.

Edit Item

Width: 320
Height: 240

Path in Resources, or URL/embed code /Lesson 1/Introducing Sakai 11.mp4

Item Description

Video Introducing the new features in Sakai 11.]

[Change File or URL](#)
[Add caption file \(must be VTT format\)](#)
[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Update Item [Cancel](#) [Delete](#)

[Show details](#)

Enter the desired **Width** and **Height** for your video in number of pixels, and/or enter a description in the **Item Description** text box. Then, click **Update Item** to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated item on the page.

Lesson 1

ADD CONTENT + MORE TOOLS ▾ REORDER TIPS

[Print view](#) [Index of pages](#)

The screenshot shows a Sakai Lessons page titled 'Lesson 1'. At the top right are icons for Print, Help, and a gear. Below the title are buttons for 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon. To the right is a link to 'Print view' and 'Index of pages'. The main content area contains a video thumbnail with the Sakai logo. Below the thumbnail is the caption 'Video Introducing the new features in Sakai 11.' and a plus sign icon for adding more content.

Notice the video file location.

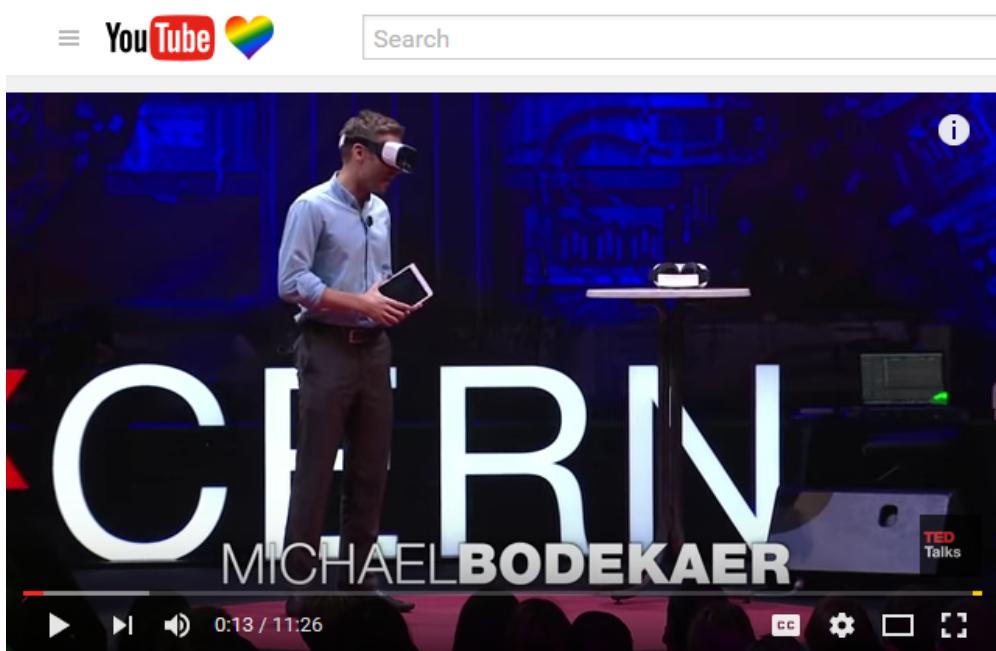
The screenshot shows a Sakai Site Resources page. At the top are buttons for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', and 'CHECK QUOTA'. To the right are icons for Print, Help, and a gear. Below the buttons is a breadcrumb navigation: 'All site files ▾ / Sample Course Resources / Lesson 1'. A toolbar below the breadcrumb includes 'Move', 'Copy', 'Move to Trash', 'Show', 'Hide', and 'Display Columns ▾'. The main area displays a table of files. The first row shows a folder icon and the title 'Lesson 1' with an 'Actions' dropdown. The second row shows a video camera icon and the file 'Introducing Sakai 11.mp4' with an 'Actions' dropdown, followed by details: 'Entire site', 'Demo Professor', 'Jun 21, 2016 2:59 pm', and '329.1 KB'.

Note: The video will be uploaded to your Resources folder for that Lessons page. Uploaded videos are NOT streamed to the user. The larger the video file, the longer it will take the video to load on the Lessons page.

How do I embed a YouTube video on a Lessons Page?

A special feature of the Lessons tool allows Instructors to embed a YouTube video on a Lessons page without the need to copy the source code.

First locate and copy the YouTube video URL (not source code).



This virtual lab will revolutionize science class | Michael Bodekaer

TED Talks Subscribe 5,098,114 68,889 views

1 Share 2 https://youtu.be/iF5-aDJOr6U

Published on Jun 1, 2016
Virtual reality is no longer part of some distant future, and it's not just for gaming and entertainment anymore. Michael Bodekaer wants to use it to make quality education more accessible. In this refreshing talk, he demos an idea that could revolutionize the way we teach science in schools.

The screenshot shows a TED Talk video player. At the top, there's a navigation bar with a menu icon, the YouTube logo, and a rainbow heart icon. Below the video frame, the title 'MICHAEL BODEKAER' is displayed. The video frame shows a man wearing a VR headset and holding a tablet, standing on a stage with large 'CERN' and 'MICHAEL BODEKAER' text. The video player has a progress bar at 0:13 / 11:26. Below the video, there are sharing options: 'Share' (circled with a red box and labeled '1'), 'Embed', and 'Email'. A URL 'https://youtu.be/iF5-aDJOr6U' is highlighted with a blue box and labeled '2'. The video has 68,889 views, 2,264 likes, and 66 dislikes. The bottom section contains the video's description and publication details.

1. Click on the Share tab under the clip.
2. Copy the YouTube URL into the clipboard (CTRL+C for PC, or CMD+C for Mac).

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 2**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click on Add Content, then Embed Content on a Page.

A screenshot of the 'Lesson 2' page. At the top left, there is a 'Lesson 2' title, a 'Print view' link, and an 'Index of pages' link. Below the title, there is a 'ADD CONTENT +' button, which is highlighted with a red box and has a red arrow pointing to it from the left. A dropdown menu is open over this button, listing several options: 'Add Text', 'Embed content on page' (which is also highlighted with a red box), 'Add Content Links', 'Add Subpage', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload content in ZIP file', and 'Add External Tool'. The 'Embed content on page' option is the one currently selected. The background of the page shows some sample text and images related to lessons.

From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Past the URL.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL or "embed code"
https://youtu.be/iF5-aDJOr6U

Don't Release Item Until All Prerequisites are Completed

Paste the YouTube URL into the box marked **Or add a URL or "embed code"**.

Change "http" to "https". (Optional)

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL or "embed code"
https://youtu.be/iF5-aDJOr6U

Don't Release Item Until All Prerequisites are Completed

Tip: Before clicking Save, you might need to change "http" to "https" as some browsers (Firefox) do not display "http" links.

Click Save.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files

No files selected.

Or select existing files from Resources

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

View embedded video on page.

Lesson 2

[ADD CONTENT +](#)[MORE TOOLS ▾](#)[REORDER](#)[TIPS](#)[Print view](#) [Index of pages](#)

This virtual lab will revolutionize science class | Michael Bodekaer



Click on Edit. (Optional)

Lesson 2



ADD CONTENT + MORE TOOLS REORDER TIPS Print view Index of pages

This virtual lab will revolutionize science class | Michael Bodekaer

A video player interface is overlaid on the image, showing a play button. In the top right corner of the video frame, there is a red circle highlighting a small edit icon (a pencil inside a square). The entire video frame is set against a dark background with a black border around the video itself.

This displays the **Edit Embed Content** dialog box.

Add a description and/or adjust the video pixel size.

Edit YouTube Link

YouTube URL: <https://www.youtube.com>

Width: 320
Height: 240

Item Description

Watch this TED talk for information about the future of virtual labs.

[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Update Item **Cancel** **Delete**

Enter the desired **Width** and **Height** for your video in number of pixels or percent of screen, and/or enter a description in the **Item Description** text box. Then, click **Update item** to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated video on page.

Lesson 2

[Print view](#) [Index of pages](#)

ADD CONTENT **MORE TOOLS** **REORDER** **TIPS** **⚙️**



This virtual lab will revolutioniz... ➔

Watch this TED talk for information about the future of virtual labs.

[+]

How do I embed an audio file on a Lessons page?

Instructors can add an embedded audio at any point in a Lessons Page.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 3**) in the Tool Menu to display the page.

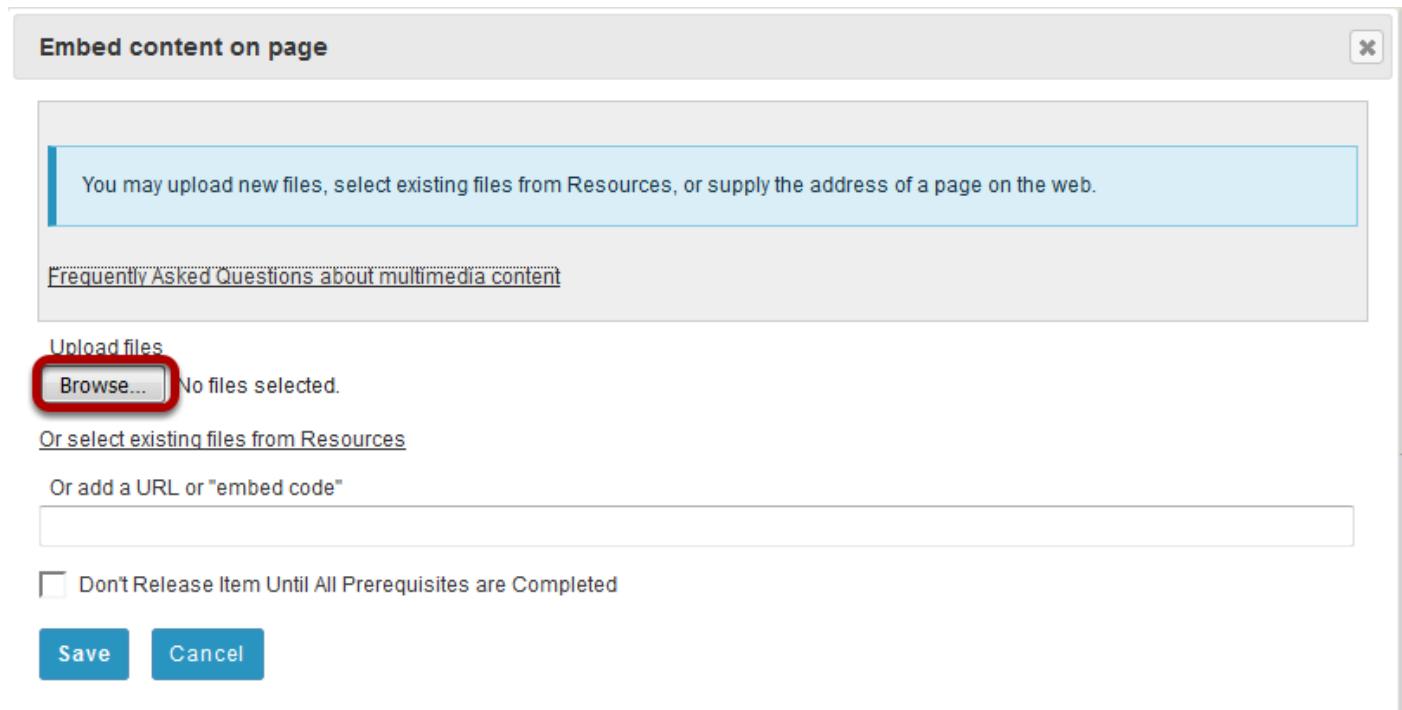
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Embed Content on a Page.

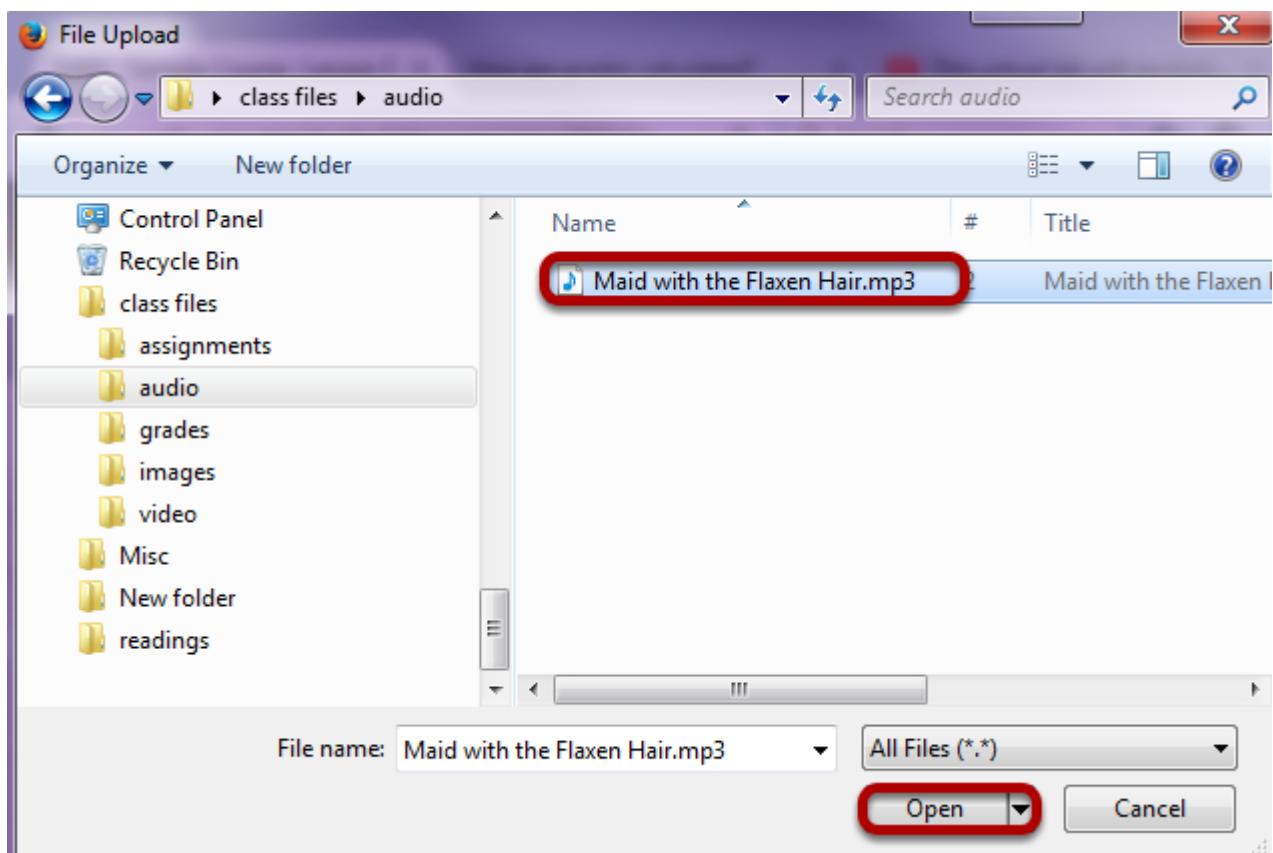
The screenshot shows a 'Lesson 3' page in the Sakai interface. At the top left, there is a red box around the 'ADD CONTENT +' button. A red arrow points from this button to the 'Embed content on page' option in a dropdown menu. The dropdown menu is titled 'Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page.' It contains several options: 'Add Text', 'Embed content on page' (which is highlighted with a red box), 'Add Content Links', 'Add Subpage', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic.', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload content in ZIP file', and 'Add External Tool'. The background of the page shows some text and links related to lessons and assignments.

From the **Add Content** drop-down menu, select **Embed content on page**.

Click Browse.



Locate the audio file, select it and click Open.



Click Save.

Embed content on page X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files

Maid with the Flaxen Hair.mp3

Or select existing files from Resources

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

Note: The file you have selected will appear listed next to the Browse button.

View embedded audio.

Lesson 3 G ?

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [Print view](#) [Index of pages](#)



The audio file will display embedded on the page.

Click Edit. (Optional)

Lesson 3

ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)



To add a description of the audio file, click on **Edit**.

Add a description.

Edit Item

Width: 100%

Height:

Path in Resources, or URL/embed code /Lesson 3/Maid with the Flaxen Hair.mp3

Item Description

Maid with the Flaxen Hair - Slovak Radio Symphony Orchestra - Fine Music, Vol. 1 (2008)

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

Don't Release Item Until All Prerequisites are Completed

Update Item **Cancel** **Delete**

[Show details](#)

Add a description of the audio file, then click **Update Item**.

View updated item.

Lesson 3



[Print view](#) [Index of pages](#)

The screenshot shows a Sakai lesson page titled "Lesson 3". At the top, there are buttons for "ADD CONTENT +", "MORE TOOLS ▾", "REORDER", "TIPS", and a gear icon. To the right of the gear icon are "Print view" and "Index of pages" links. Below these are icons for linking and help. The main content area contains a media player for an MP3 file. The player shows a progress bar from 0.00 to 2:50, volume controls, and a play/pause button. The file name is "Maid with the Flaxen Hair - Slovak Radio Symphony Orchestra - Fine Music, Vol. 1 (2008)". A plus sign icon is in the bottom right corner of the content area.

This returns the display to the Lessons page with the embedded audio and its description.

Notice the file location in Resources.



[All site files ▾](#) / [Sample Course Resources](#) / Lesson 3

[Move](#) [Copy](#) [Move to Trash](#) [Show](#) [Hide](#)

[Display Columns ▾](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Title	Access	Created By	Modified	Size
<input type="checkbox"/>	Lesson 3	Actions ▾			
<input checked="" type="checkbox"/>	Maid with the Flaxen Hair.mp3	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:26 pm 3.9 MB

Note: The audio file is not streamed to the user. The larger the audio file, the longer it will take for the audio file to load on the Lessons page.

How do I add a website link to a Lessons page?

Instructors can add links to Internet websites on a Lessons page.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 4**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Content Link.

The screenshot shows the Sakai interface for 'Lesson 4'. At the top, there are buttons for 'MORE TOOLS', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. A red arrow points from the text 'From the add content dropdown' down to the 'Add Content' button in the top left of the dropdown menu. Another red arrow points from the text 'From the Add Content drop-down menu, select Add Content Link.' down to the 'Add Content Links' option in the list.

Lesson 4

ADD CONTENT + MORE TOOLS REORDER TIPS Print view Index of pages

How to add content to the page

From the add content dropdown

- Add Text - text (rich text)
- Add Content Links - file
- Embed Content on Page
- Add Assignment - link
- Add Forum topic - link
- Add Subpage - add a subpage

You can add other types of content here.

Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page.

Add Text

Embed content on page

Add Content Links

Add Subpage

Link to an assignment

Link to a test or quiz

Link to a forum or topic.

Add Question

Add Comments Tool

Add Student Content

Upload content in ZIP file

Add External Tool

Commonly used items are:

g. Youtube)

Started with Lessons

Gateway Accessibility Information The Sakai Project

Powered by Sakai

Copyright 2003-2016 The Apereo Foundation

Build Info:

From the Add Content drop-down menu, select Add Content Link.

Enter the web address.

Add Content Links X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Save Cancel

Type (or copy and paste) the web address for the website in the text box labeled **Or add a URL**.

Click Save.

Add Content Links X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
 No files selected.

Or select existing files from Resources

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Save Cancel

View link on the page.

The screenshot shows the Sakai Lessons page for 'Lesson 4'. At the top, there are navigation links: 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon. On the right, there are links for 'Print view' and 'Index of pages'. Below these, a toolbar has icons for edit, delete, and add. A main content area contains a link labeled 'sakaiproject.org/' with a small icon next to it. The entire interface is contained within a rounded rectangular frame.

Saving returns the display to the Lessons page with the link to the website.

Click Edit. (Optional)

This screenshot is identical to the one above, showing the Sakai Lessons page for 'Lesson 4'. However, the edit icon in the toolbar is now highlighted with a red circle, indicating it has been selected. The rest of the interface remains the same, including the link to 'sakaiproject.org/' in the main content area.

Add a description, then click Update Item.

Edit Item

Item Name

Path in Resources, or URL/embed code

/https://sakaiproject.org

Item Description

Visit the Sakai Project web site to learn more about Sakai.

Change File or URL

Open item in a new window

Don't Release Item Until All Prerequisites are Completed

Require This Item

Edit the groups for which this item should be shown

Update Item **Cancel** **Delete**

View updated item on the page.

Lesson 4

ADD CONTENT + MORE TOOLS REORDER TIPS Print view Index of pages

 sakaiproject.org/

Visit the Sakai Project web site to learn more about Sakai.

Updating returns the display to the Lessons page with the link and the link description shown.

How do I add a file from Resources to a Lessons page?

Instructors can upload files or link to existing Resources on a Lessons page.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 5**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

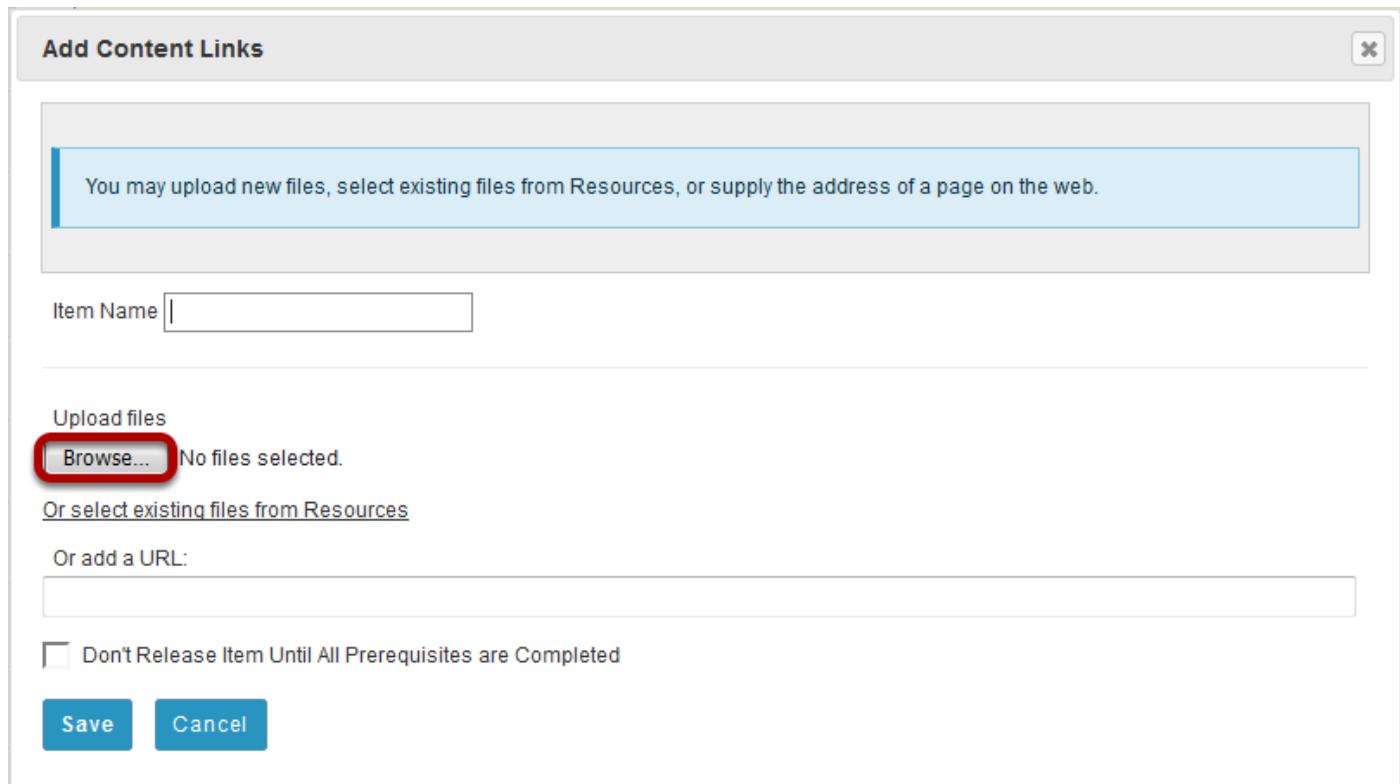
To upload a new file:

Click Add Content, then Add Content Link.

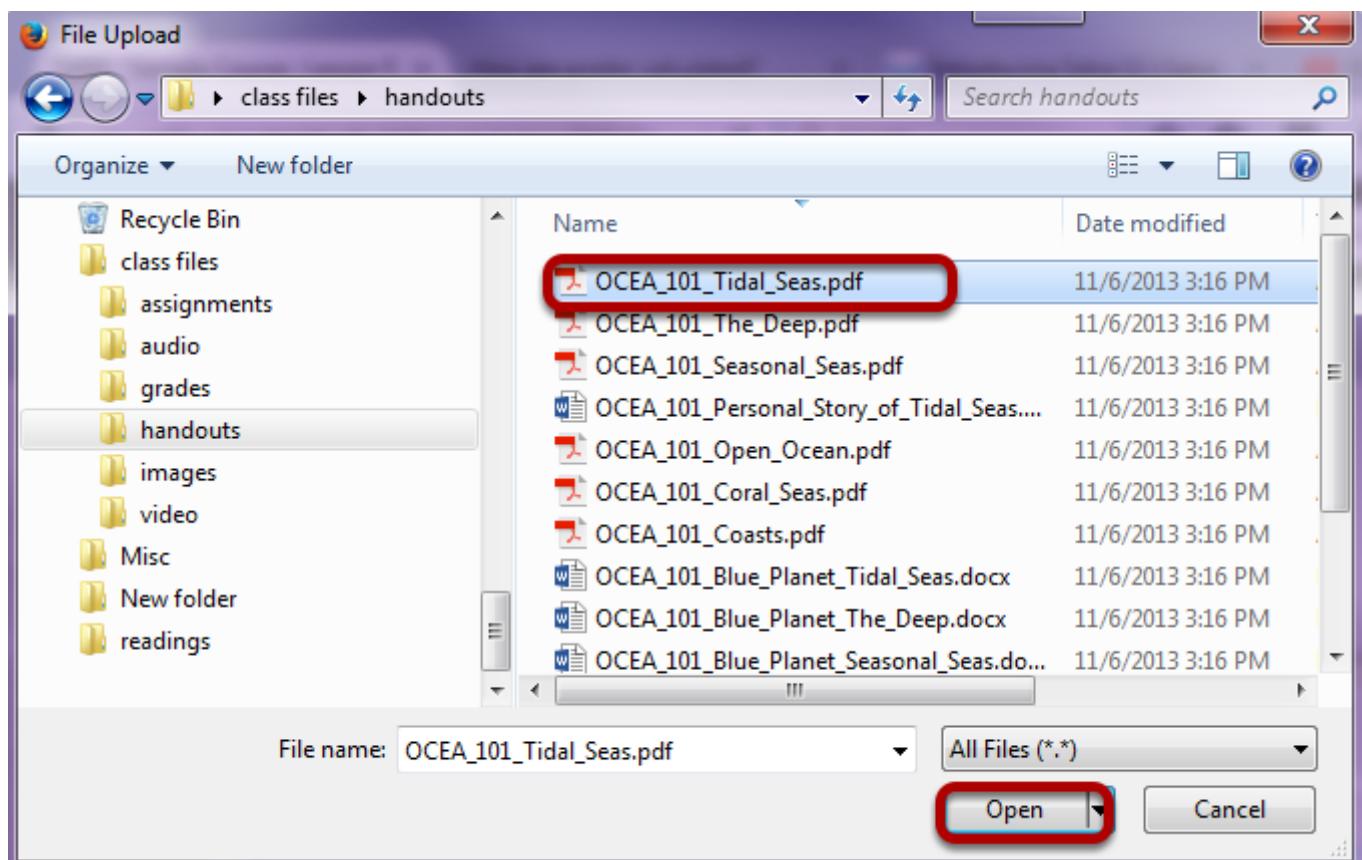
A screenshot of the 'Lesson 5' page. At the top left, there is a 'Lesson 5' title bar with several buttons: 'ADD CONTENT' (with a plus sign), 'MORE TOOLS', 'REORDER', 'TIPS', and a gear icon. A red arrow points from the 'ADD CONTENT' button to a red box around the 'Add Content Links' option in a dropdown menu. The dropdown menu itself has a light blue header and contains several options: 'Add Text', 'Embed content on page', 'Add Content Links' (which is highlighted with a red box), 'Add Subpage', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic.', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload content in ZIP file', and 'Add External Tool'. The background of the page shows some text and images related to lessons.

From the **Add Content** drop-down menu, select **Add Content Link**.

Click Browse.



Locate and select the file to upload, then click Open.



Click Save.

Add Content Links

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
[Browse...](#) OCEA_101_Tidal_Seas.pdf
[Or select existing files from Resources](#)

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Save **Cancel**

View file link on page.

Lesson 5

ADD CONTENT + MORE TOOLS REORDER TIPS [Print view](#) [Index of pages](#)

 [OCEA_101_Tidal_Seas.pdf](#)    

This returns the display to the Lessons Page with a link to the uploaded file.

Click Edit. (Optional)

Lesson 5



ADD CONTENT + MORE TOOLS REORDER TIPS

Print view Index of pages

OCEA_101_Tidal_Seas.pdf

Add a description, then click Update Item.

Edit Item

Item Name: OCEA_101_Tidal_Seas.pdf

Path in Resources, or URL/embed code

/Lesson 5/OCEA_101_Tidal_Seas.pdf

Item Description
Lesson 5 lecture notes handout

Change File or URL

Open item in a new window

Don't Release Item Until All Prerequisites are Completed

Require This Item

Edit the groups for which this item should be shown

Update Item **Cancel** **Delete**

View updated item.

Lesson 5

Go ?

The screenshot shows the Sakai Lessons page. At the top, there are several buttons: 'ADD CONTENT +' (highlighted in red), 'MORE TOOLS' (with a dropdown arrow), 'REORDER', 'TIPS', and a gear icon. To the right of these are links for 'Print view' and 'Index of pages'. Below the buttons, a list item is displayed in a card-like box. The card has a small icon of a document with a blue border. Next to it is the file name 'OCEA_101_Tidal Seas.pdf' in blue text, followed by a description 'Lesson 5 lecture notes handout'. In the top right corner of the card, there is a set of icons: a pencil, a trash can, a plus sign, and a refresh symbol. In the bottom right corner of the card, there is a small blue square with a white plus sign.

Updating returns the display to the Lessons page with a link to the uploaded file and a description.

Notice item location in Resources.

The screenshot shows the 'Site Resources' section of a Sakai site. At the top, there are links for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', and 'CHECK QUOTA'. On the right, there are search and help icons. Below the header, the breadcrumb navigation shows 'All site files' > 'Sample Course Resources' > 'Lesson 5'. A toolbar below the breadcrumb includes 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide' buttons, along with a 'Display Columns' dropdown. The main content area displays a table of files. The first row is a header with columns: 'Title' (sorted by title), 'Access', 'Created By', 'Modified', and 'Size'. The second row shows a folder named 'Lesson 5' with an 'Actions' button. The third row shows a file named 'OCEA_101_Tidal Seas.pdf' with an 'Actions' button, and details: 'Entire site' access, 'Demo Professor' created by, 'Jun 21, 2016 3:44 pm' modified, and '75.9 KB' size.

Title	Access	Created By	Modified	Size	
Lesson 5	Actions				
OCEA_101_Tidal Seas.pdf	Actions	Entire site	Demo Professor	Jun 21, 2016 3:44 pm	75.9 KB

Notice that the uploaded file has been placed in the Lessons page folder in Resources.

To link to an existing file:

Click Add Content, then Add Content Link.

The screenshot shows a 'Lesson 5' page in the Sakai interface. At the top left, there is a red box around the 'ADD CONTENT' button with a plus sign. A large red arrow points from this button down to the 'Add Content Links' option in a dropdown menu. The dropdown menu is titled 'Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page.' It contains several options: 'Add Text', 'Embed content on page', 'Add Content Links' (which is highlighted with a red box), 'Add Subpage', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic.', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload content in ZIP file', and 'Add External Tool'. The background of the page shows some text and links related to lessons and assignments.

From the **Add Content** drop-down menu, select **Add Content Link**.

Select your file.

Add Content Links X

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files
 No files selected.

[Or select existing files from Resources](#)

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

Click the **Or select an existing resource** link to choose from your Resources.

Locate the file, then click Select.

Please Choose a File

Please select one or more files to add.

Location:  Sample Course Resources

Actions	Title
• Add <input type="button" value="▼"/>	 Sample Course
• Add <input type="button" value="▼"/>	 Lecture Notes
• Add <input type="button" value="▼"/>	 Lesson 1
• Add <input type="button" value="▼"/>	 Lesson 2
• Add <input type="button" value="▼"/>	 Lesson 3
• Add <input type="button" value="▼"/>	 Lesson 5
• Add <input type="button" value="▼"/>	 OCEA_101 Instructor Resources
• Add <input type="button" value="▼"/>	 OCEA_101 Chapter Question Keys
• Add <input type="button" value="▼"/>	 OCEA_101 Chapter Questions
Select	 OCEA_101 Mod 01 Chapter Questions.docx
Select	 OCEA_101 Mod 02 Chapter Questions.docx
Select	 OCEA_101 Mod 03 Chapter Questions.docx

Locate the file in Resources that you want to link to, then click the **Select** (to the right of the file) to choose that file.

Click Continue.

Please Choose a File

Please select one or more files to add. Click "Continue" when done.

Items to attach	Remove?
OCEA_101 Mod 01_Chapter Questions.docx	Remove

Location: Sample Course Resources

Actions
• Add ▾
Select
Select
• Add ▾
• Add ▾
• Add ▾
Select
Show other sites

[Continue](#)

[Cancel](#)

The file you have selected will appear listed at the top of the screen. If this is the correct file, click **Continue**.

View item on page.

Lesson 5

[LINK](#) [HELP](#)

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#)

[Print view](#) [Index of pages](#)

The screenshot shows a list of two items under the heading "Lesson 5". The first item is "OCEA_101_Tidal Seas.pdf" with a description "Lesson 5 lecture notes handout". The second item is "OCEA_101 Mod 01 Chapter Questions.docx". Each item has a set of icons to its right: edit, delete, plus, and a larger plus. The entire list is enclosed in a rounded rectangle with a thin border.

- [OCEA_101_Tidal Seas.pdf](#)
Lesson 5 lecture notes handout
- [OCEA_101 Mod 01 Chapter Questions.docx](#)

Click Edit. (Optional)

Lesson 5

[LINK](#) [HELP](#)

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#)

[Print view](#) [Index of pages](#)

This screenshot is identical to the one above, showing the "Lesson 5" list with two files. However, the edit icon (the pencil icon) for the second item, "OCEA_101 Mod 01 Chapter Questions.docx", is highlighted with a red circle. The rest of the interface elements are the same.

- [OCEA_101_Tidal Seas.pdf](#)
Lesson 5 lecture notes handout
- [OCEA_101 Mod 01 Chapter Questions.docx](#)

Add a description, then click Update Item.

Edit Item

Item Name

Path in Resources, or URL/embed code

Item Description
Review these questions for the Module 1 exam.

Change File or URL

Open item in a new window

Don't Release Item Until All Prerequisites are Completed

Require This Item

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

View updated item.

Lesson 5

[LINK](#) [HELP](#)

[ADD CONTENT +](#) [MORE TOOLS ▾](#) [REORDER](#) [TIPS](#) [⚙️](#)

[Print view](#) [Index of pages](#)

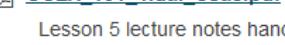
 [OCEA_101_Tidal Seas.pdf](#)

Lesson 5 lecture notes handout



 [OCEA_101 Mod 01 Chapter Questions.docx](#)

Review these questions for the Module 1 exam.

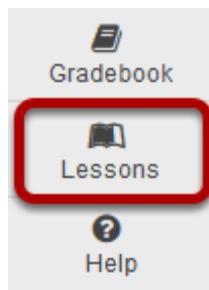
This returns the display to the Lessons Page with a link to the file and a description.

How do I add assignments to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 3**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Link to an assignment.

The screenshot shows a user interface for adding content to a page. At the top left, there is a button labeled "ADD CONTENT" with a plus sign icon, which is highlighted with a red box and has a red arrow pointing towards it from the top left. To the right of this button is a "MORE TOOLS" dropdown menu. A tooltip window is open over the "ADD CONTENT" button, providing instructions: "Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page." Below the tooltip, a dropdown menu is displayed, listing several options: "Add Text", "Embed content on page", "Add Content Links", "Add Subpage", "Link to an assignment" (which is also highlighted with a red box and has a red arrow pointing towards it from the bottom left), "Link to a test or quiz", "Link to a forum or topic", "Add Question", "Add Comments Tool", "Add Student Content", "Upload content in ZIP file", and "Add External Tool". The background of the interface shows a "Unit 3" section with a title "How to add content to this page" and a list of content types. On the right side, there are some placeholder text boxes and links like "with Lessons". At the bottom of the interface, there are footer links for "Gateway Accessibility Information", "The Sakai Project", "Powered by Sakai", and copyright information for "Copyright 2003-2016 The Apereo Foundation".

From the **Add Content** drop-down menu, select **Link to an assignment**.

Select the assignment from the list of existing assignments.

Pick an Assignment

[Create new assignment using Assignments](#)

Existing assignments

Page	Due Date
<input type="radio"/> Assignment 2	Jun 27, 2016 5:00 PM
<input checked="" type="radio"/> Assignment 1	Jun 20, 2016 5:00 PM
<input type="radio"/> Chapter Presentation	Jun 8, 2016 12:05 PM

[Use selected item](#)

[Cancel](#)

Note: You can also click [Create a new assignment using Assignments](#) and create a new assignment in the Assignments tool. See [How do I add an assignment?](#) for more information on creating assignments.

Click Use Selected Item.

Pick an Assignment

[Create new assignment using Assignments](#)

Existing assignments

Page	Due Date
<input type="radio"/> Assignment 2	Jun 27, 2016 5:00 PM
<input checked="" type="radio"/> Assignment 1	Jun 20, 2016 5:00 PM
<input type="radio"/> Chapter Presentation	Jun 8, 2016 12:05 PM

[Use selected item](#)

[Cancel](#)

This returns the display to the Lessons Page with a link to the assignment.

View assignment link on page.

Unit 3

The screenshot shows the Sakai interface with a navigation bar at the top. Below the navigation bar is a unit titled "Unit 3". Inside the unit, there is a content item labeled "Assignment 1". The "Assignment 1" link is underlined, indicating it is a live link. There are several icons in the top right corner of the unit, including a pencil, a trash can, and a plus sign. The bottom right icon is highlighted with a red circle.

The page will now display a link to the assignment.

Click Edit. (Optional)

Unit 3

The screenshot shows the Sakai interface with a navigation bar at the top. Below the navigation bar is a unit titled "Unit 3". Inside the unit, there is a content item labeled "Assignment 1". The "Assignment 1" link is underlined, indicating it is a live link. There are several icons in the top right corner of the unit, including a pencil, a trash can, and a plus sign. The bottom right icon is highlighted with a red circle.

Add a description for the assignment, then click Update Item.

Edit Item

Item Name

Item Description
Please be sure to submit Assignment 1 by the June 22nd deadline!

[Change Assignment](#)

[Edit Assignment](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit this assignment.

Require that the student receive
 points on this assignment.

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

View updated item.

Unit 3

[Print view](#) [Index of pages](#)

[ADD CONTENT](#) [MORE TOOLS](#) [REORDER](#) [TIPS](#) [⚙️](#)

Assignment 1

Please be sure to submit Assignment 1 by the June 22nd deadline!

[Edit](#) [Delete](#) [+](#)

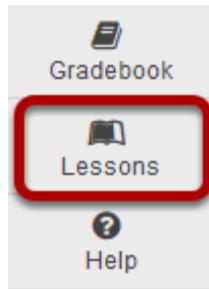
Updating returns the display to the Lessons page with a link to the assignment and the description.

How do I add forum topics to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

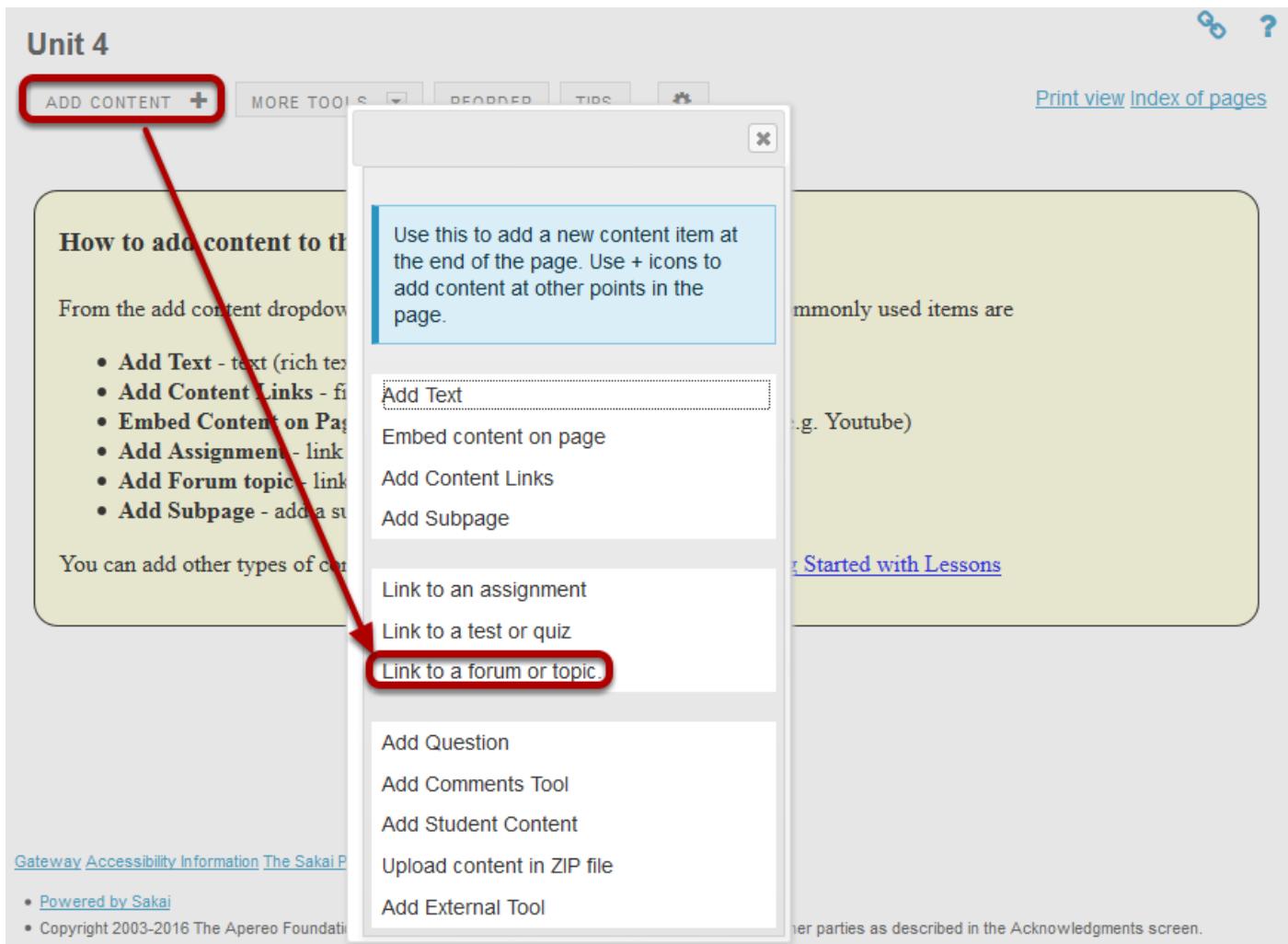
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 4**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Link to a forum or topic.



From the **Add Content** drop-down menu, select **Link to a forum or topic**.

Select a forum or topic from the list of existing topics.

Pick a Forum or Topic

[Create new forum or topic using Forums](#)

Existing forums or topics

- [Forum: DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#)
- [Topic: Introductions](#)
- [Topic: General Discussion](#)
- [Forum: Class-wide Case Study Discussions](#)
- [Topic: Chapter 1 Case Studies](#)
- [Topic: Chapter 2 Case Studies](#)
- [Topic: Chapter 3 Case Studies](#)
- [Topic: Chapter 4 Case Studies](#)
- [Topic: Chapter 5 Case Studies](#)
- [Forum: Small Group Discussions](#)
- [Topic: Private Topic - Group01](#)
- [Topic: Private Topic - Group02](#)

[Use selected item](#)

[Cancel](#)

Note: You can also select the [Create new topic using Forums](#) link to and create a new topic in the Forums tool. See [How do I add a new topic?](#) for more information.

Click Use Selected Item.

Pick a Forum or Topic

[Create new forum or topic using Forums](#)

Existing forums or topics

- [Forum: DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#)
- [Topic: Introductions](#)
- [Topic: General Discussion](#)
- [Forum: Class-wide Case Study Discussions](#)
- [Topic: Chapter 1 Case Studies](#)
- [Topic: Chapter 2 Case Studies](#)
- [Topic: Chapter 3 Case Studies](#)
- [Topic: Chapter 4 Case Studies](#)
- [Topic: Chapter 5 Case Studies](#)
- [Forum: Small Group Discussions](#)
- [Topic: Private Topic - Group01](#)
- [Topic: Private Topic - Group02](#)

Use selected item

Cancel

View topic link on the page.

Unit 4



[Print view](#) [Index of pages](#)

[Chapter 4 Case Studies](#)

The page will now display a link to the topic.

Click Edit. (Optional)

Unit 4



A screenshot of the Sakai interface showing a topic titled "Chapter 4 Case Studies". The topic has a blue speech bubble icon and a blue link. To the right of the topic are three icons: a pencil inside a red circle, a trash can, and a plus sign. Above the topic are buttons for "ADD CONTENT" (+), "MORE TOOLS" (dropdown), "REORDER", "TIPS", and a gear icon. To the right of the topic are links for "Print view" and "Index of pages".

Add a description for the topic, then click Update Item.

The "Edit Item" dialog box is open. The title bar says "Edit Item" and has a close button. The "Item Name" field contains "Chapter 4 Case Studies". The "Item Description" field contains the text "Refer to the case studies at the end of Chapter 4 and select one to discuss." This description field is highlighted with a thick red border. Below the description are links for "Change Forum or Topic" and "Edit Forum or Topic". There are two checkboxes: "Don't Release Item Until All Prerequisites are Completed" and "Require that the student submit a posting to this topic.". At the bottom are buttons for "Update Item" (highlighted with a red box), "Cancel", and "Delete".

View updated item.

Unit 4

[ADD CONTENT +](#)[MORE TOOLS ▾](#)[REORDER](#)[TIPS](#)[Print view Index of pages](#)

Chapter 4 Case Studies

Refer to the case studies at the end of Chapter 4 and select one to discuss.

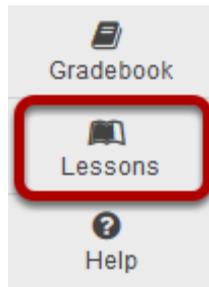
Updating returns the display to the Lessons page with a link to the topic and a description.

How do I add tests and quizzes to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 5**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Link to test or quiz.

The screenshot shows a Sakai page titled "Unit 5". At the top left, there is a red box around the "ADD CONTENT" button with a plus sign. A red arrow points from this button to a dropdown menu. The dropdown menu has a blue header that reads: "Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page." Below this, the "Link to a test or quiz" option is highlighted with a red box and a red arrow pointing to it. The menu also contains other options like "Add Text", "Embed content on page", "Add Content Links", "Add Subpage", "Link to an assignment", "Link to a forum or topic.", "Add Question", "Add Comments Tool", "Add Student Content", "Upload content in ZIP file", and "Add External Tool".

From the Add Content drop-down menu, select Link to a test or quiz.

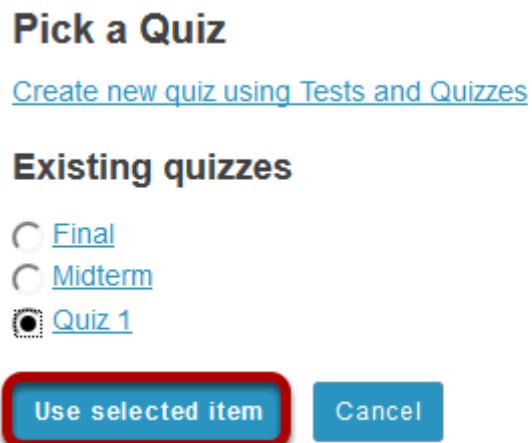
Select the assessment from the list of existing quizzes.

The screenshot shows a "Pick a Quiz" dialog box. At the top, there is a link to "Create new quiz using Tests and Quizzes". Below it, the heading "Existing quizzes" is displayed. There are three radio buttons: "Final", "Midterm", and "Quiz 1", with "Quiz 1" being selected (indicated by a red box and a red arrow). At the bottom of the dialog are two buttons: "Use selected item" and "Cancel".

Note: Only PUBLISHED assessments will display in the existing quizzes list. You can also select the Create new quiz using Tests and Quizzes link to create or publish an assessment in the

Test & Quizzes tool. [See How do I create an assessment?](#) or [How do I publish an assessment?](#) for more on information creating and publishing.

Click Use Selected Item.



View quiz link.

Unit 5

ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)

[Quiz 1](#)

Click Edit. (Optional)

Unit 5

ADD CONTENT + REORDER TIPS

[Print view](#) [Index of pages](#)

[Quiz 1](#)

Add a description for the assessment, then click Update Item.

Edit Item

Item Name Quiz 1

Item Description

Quiz 1 covers chapters 1, 2, and 3 in your textbook.

[Change Quiz](#)

[Edit Quiz](#)

[Edit Quiz Settings](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit this assessment.

Require that the student receive

points on this assessment.

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

View updated item.

Unit 5



[Print view](#) [Index of pages](#)

[Quiz 1](#)

Quiz 1 covers chapters 1, 2, and 3 in your textbook.

Updating returns the display to the Lessons page with a link to the assessment and a description.

How do I add an in-line question to a Lessons page?

Instructors can add either a Multiple Choice question or a Short Answer question directly to a Lessons Page. The questions can either be in poll form (no correct answer) or in graded form (correct answer).

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 6**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

To add a multiple choice question:

Click Add Content, then Add Question.

A screenshot of the Sakai "Unit 6" page. At the top left, there is a "Unit 6" title and an "ADD CONTENT" button with a plus sign, which is highlighted with a red box. A red arrow points from this button down to the "Add Question" option in the dropdown menu. The dropdown menu itself is titled "Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page." It lists several options: "Add Text", "Embed content on page", "Add Content Links", "Add Subpage", "Link to an assignment", "Link to a test or quiz", "Link to a forum or topic", "Add Question", "Add Comments Tool", "Add Student Content", "Upload content in ZIP file", and "Add External Tool". The "Add Question" option is also highlighted with a red box. The background of the page shows some text and links related to lessons and assignments.

From the **Add Content** drop-down menu, select **Add Question**.

Select Multiple Choice.

Edit Question Section



Multiple Choice



Short Answer

Add the question text and any additional settings as needed.

Edit Question Section



Multiple Choice Short Answer

Question Text:

1

Which bird species was first introduced to North America by
Shakespeare enthusiasts in the nineteenth century?

2

Possible Answers:

Red-winged Blackbird

3

European Starling



Brown-headed Cowbird



4

[Add New Answer](#)

5

Show students a graph of how others responded after they answer the question

6

Grade this question.

Title in Gradebook:

Maximum points:

Text shown if answer is correct:

7

Text shown if answer is incorrect:

8

9

Don't Release Item Until All Prerequisites are Completed

10

Require This Item

[Edit the groups for which this item should be shown](#)

11

[Save](#)

[Cancel](#)

[Delete](#)

1. Enter the question text.
2. Enter the possible answer choices.

3. Place a checkmark to the left of the correct answer. (If this is a Multiple Choice poll with no correct answer, you may leave the correct answer check boxes blank.)
4. Click Add New Answer to add additional Multiple Choice answers if needed. (Optional)
5. Check the box for **Show student a graph of how others responded after they answer the question** if you want the question/poll results to be displayed. (Optional)
6. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
7. Add feedback for correct student answers if desired. (Optional)
8. Add feedback for incorrect student answers if desired. (Optional)
9. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.
10. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
11. Click **Save** to save your question and return to the Lessons page.

View question on the page.

Unit 6



ADD CONTENT + MORE TOOLS REORDER TIPS Print view Index of pages

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

Red-winged Blackbird
 European Starling
 Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

+

To make changes to the question, click Edit. (Optional)

Unit 6

[ADD CONTENT +](#)[MORE TOOLS ▾](#)[REORDER](#)[TIPS](#)[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

- Red-winged Blackbird
- European Starling
- Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

✖

To see student responses, click Show Grading Pane.

Unit 6

Go ?

ADD CONTENT + MORE TOOLS REORDER TIPS

Print view Index of pages

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

Red-winged Blackbird
 European Starling
 Brown-headed Cowbird

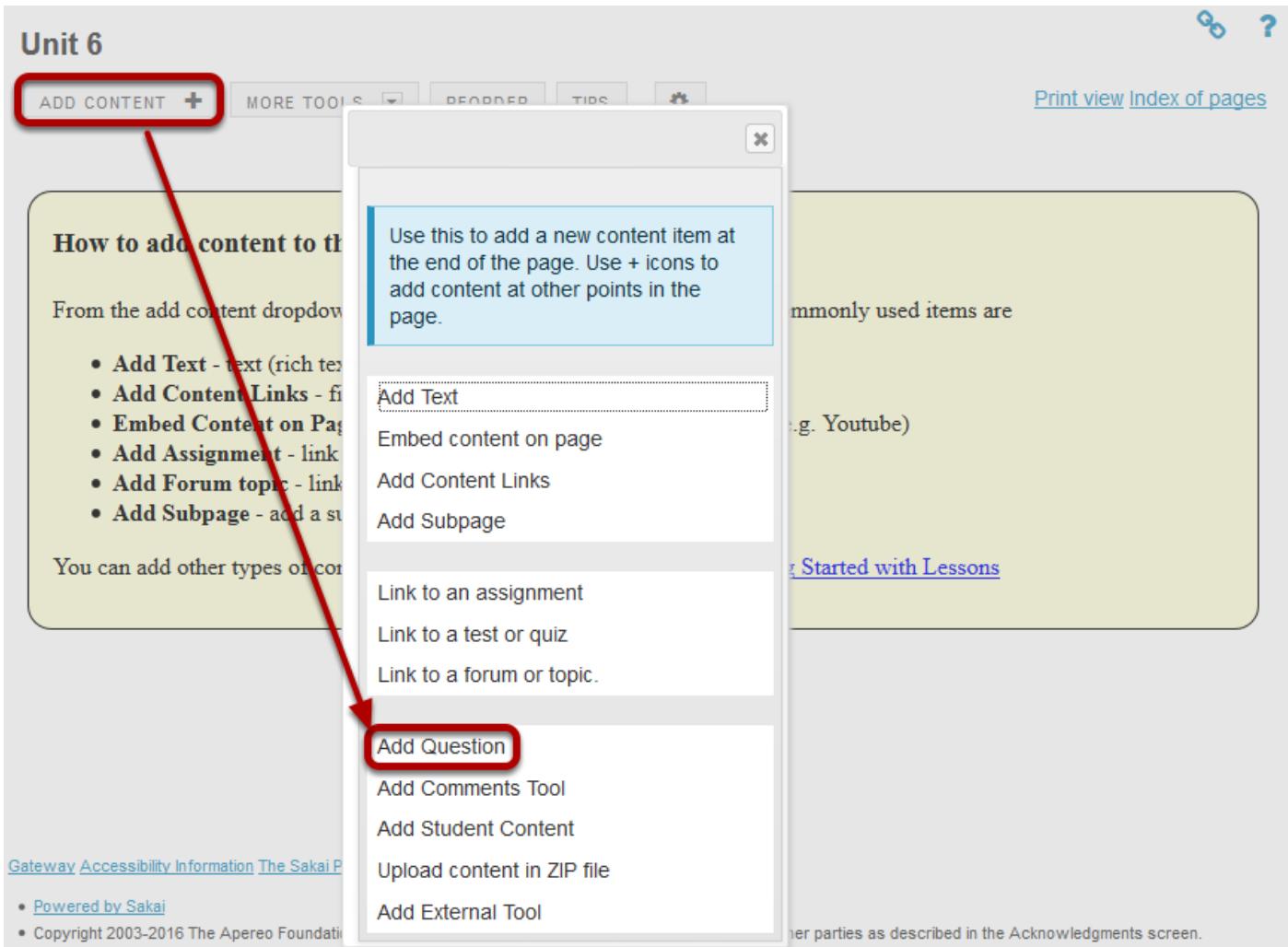
Submit Answer Show Poll





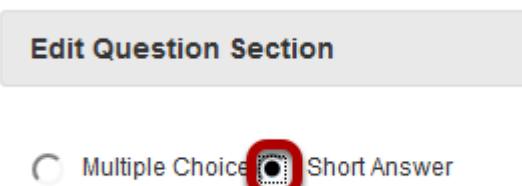
To add a short answer question:

Click Add Content, then Add Question.



From the Add Content drop-down menu, select Add Question.

Select Short Answer.



Add the question text and any additional settings as needed.

Edit Question Section X

Multiple Choice Short Answer

Question Text:
What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

1

2 Possible Answers:

Lark
Iark

3 [Add New Answer](#)

4 Grade this question.

Title in Gradebook:

Maximum points:

5 Text shown if answer is correct:

6 Text shown if answer is incorrect:

7 Don't Release Item Until All Prerequisites are Completed

8 Require This Item

[Edit the groups for which this item should be shown](#)

9 [Save](#) [Cancel](#) [Delete](#)

1. Enter the question text.
2. Enter the possible answer choices. All of the answers you list will be correct answers. (If this is a Short Answer poll with no correct answer, you may leave the answer boxes blank.)
3. Click Add New Answer to add additional Multiple Choice answers if needed. (Optional)
4. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
5. Add feedback for correct student answers if desired. (Optional)
6. Add feedback for incorrect student answers if desired. (Optional)
7. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.

8. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
9. Click **Save** to save your question and return to the Lessons page.

View question on the page.

Unit 6



ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

- Red-winged Blackbird
- European Starling
- Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

[Submit Answer](#)

To make changes to the question, click Edit. (Optional)

Unit 6



?

ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

- Red-winged Blackbird
- European Starling
- Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

[Submit Answer](#)

To see student responses, click Show Grading Panel.

Unit 6



ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

- Red-winged Blackbird
- European Starling
- Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

[Submit Answer](#)

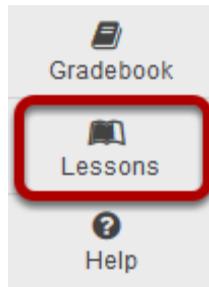
This will display the student grades and responses.

How do I allow comments to be posted on a Lessons page?

Instructors can allow students to add comments to a Lessons page. The comments can either be anonymous or have the student's name attached. The comments can be graded and either required or optional.

Note: Students have 30 minutes to edit or delete their comments. Instructors can edit or delete a student comment at any time.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 7**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Comment Tool.

The screenshot shows the Sakai interface with the title "Unit 7". At the top, there is a toolbar with "ADD CONTENT +", "MORE TOOLS", "REORDER", "TIPS", and a gear icon. To the right are links for "Print view" and "Index of pages". A red arrow points from the "ADD CONTENT +" button to the "Add Comments Tool" option in the "Add Content" dropdown menu. The dropdown menu also includes options like "Add Text", "Embed content on page", "Add Content Links", "Add Subpage", "Link to an assignment", "Link to a test or quiz", "Link to a forum or topic", "Add Question", "Add Comments Tool" (which is highlighted with a red box), "Add Student Content", "Upload content in ZIP file", and "Add External Tool".

From the **Add Content** drop-down menu, select **Add Comments Tool**.

View Comments tool on page.

The screenshot shows the Sakai interface with the title "Unit 7". At the top, there is a toolbar with "ADD CONTENT +", "MORE TOOLS", "REORDER", "TIPS", and a gear icon. To the right are links for "Print view" and "Index of pages". On the left, there is a "Comments" tool window with the text "Please post your comments below:" and a "Add Comment" button. On the right, there is a vertical toolbar with icons for edit, delete, add, and a plus sign. A red arrow points from the "Add Comment" button to the "Comments" tool icon on the right side of the page.

Click Edit. (Optional)

Unit 7



[Print view](#) [Index of pages](#)

Please post your comments below:

Add Comment

Comment Tools: **Edit** (highlighted), Delete, Add

Click Edit to view or modify the comment properties.

Edit the comments tool properties as needed.

1 Keep Comments Anonymous

2 Create Gradebook items for these
Maximum points:

3 Don't Release Item Until All Prerequisites are Completed

4 Require This Item

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

1. To make comments anonymous, check the box next to **Keep Comments Anonymous**.
2. Check the box next to **Create Gradebook Entries**, if you would like to grade the comments, and enter a maximum point value.
3. If you would like to restrict this item based on a prerequisite, check the box for **Don't release item until all prerequisites are completed**.
4. If students are required to add comments before moving on to a different Lessons item, check the box next to **Require This Item**.

Note: Students CAN read other students' comments in this tool.

Click Update Item.

Edit Comments Section

Keep Comments Anonymous

Create Gradebook items for these

Maximum points:

Don't Release Item Until All Prerequisites are Completed

Require This Item

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

This will return the display to the Lessons Page with the Add Comments button.

View of comments.

Unit 7

[Print view](#) [Index of pages](#)

Add Content **More Tools** **Reorder** **Tips** **Settings**

Please post your comments below:

Demo Professor 4:56 PM (Seconds Ago)   

sample comment

Points: / 5

Add Comment



If the comments are graded, you may enter grades directly on the comment page, or click on the **Grading Pane** icon to enter scores there.

How do I allow students to add content to Lessons?

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 8**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Student Content.

A screenshot of the 'Unit 8' Lessons page. At the top left, there is a 'ADD CONTENT +' button with a red box around it. A red arrow points from this button down to the 'Add Student Content' option in the 'Add Content' dropdown menu. The 'Add Content' menu is a floating window containing several options: 'Add Text', 'Embed content on page', 'Add Content Links', 'Add Subpage', 'Link to an assignment', 'Link to a test or quiz', 'Link to a forum or topic', 'Add Question', 'Add Comments Tool', 'Add Student Content' (which is highlighted with a red box), 'Upload content in ZIP file', and 'Add External Tool'. The background of the page shows some text and a sidebar.

From the Add Content drop-down menu, select Add Student Content.

View Student Content Pages.

Unit 8



ADD CONTENT + MORE TOOLS REORDER TIPS Print view Index of pages

Student Pages

Add Your Own Page

Click Edit. (Optional)

Unit 8



ADD CONTENT + MORE TOOLS REORDER TIPS Print view Index of pages

Student Pages

Add Your Own Page

Click the **Edit** button if you would like to modify the settings.

Edit the Student Content Section Properties as needed.

Edit Student Content Section

1 Make these student pages anonymous
2 Create Gradebook items for these
Maximum points: 10

3 Add a comments section to each page
4 Make these comments anonymous
5 Grade these comments
Maximum points: []

6 Add a peer review rubric to each page
Please select a rubric
7 Sample Peer Evaluation
[Create a new rubric](#)
* Open Date
8 06/21/2016 05:00 pm
* 06/28/2016 05:00 pm

9 Allow self-grade
10 Student pages will be associated with groups rather than individuals.
11 Use rubric for students within a group to evaluate each other
12 Students only see their own page
13 Don't Release Item Until All Prerequisites are Completed
14 Require This Item

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

1. Check **Anonymous** if you want the student pages to not reflect the name of the student creating the pages.
2. Check **Create Gradebook** if the student content pages are to be graded and enter maximum points.
3. Check **Add Comments** if you will allow other students to comment on the student pages.
4. Check **Make These Comments Anonymous** if you want student comments to be anonymous.
5. Check **Grade These Comments** if you want to grade student comments on other student pages.
6. Check **Add a Peer Review Rubric to each page** if you want to allow students to grade other student pages based on a rubric.
7. Select a rubric. The Sample Peer Evaluation rubric (selected by default), or you may click **Create a new rubric** to create one.
8. Set the Open/Due dates for peer evaluation.

9. If you want students to be able to review their own pages, check the box for **Allow Self Grade**
10. Check **Student pages will be associated with groups rather than individuals** to allow site groups (rather than individuals) to create Student Pages. Each group member will be allowed to add/edit content on the group's Student Pages.
11. Check the box for **Use rubric for student within a group to evaluate each other** if you would like groups to use rubrics.
12. Check the box for **Students only see their own page** if you want the student pages to be visible only to the instructor and the author of the page.
13. Check the box for **Don't release item until all prerequisites are completed** if you want to restrict access based on a prerequisite.
14. Check **Require this item** to require the creation of Student Pages before moving on to a different Lessons item.

Note: All of the settings listed above are optional.

When finished, click Update item.



Updating will return the display to the Lessons page with the Student Pages section shown.

To view a student's page, click on the student's name.

Example of a Student Page.

student01 demo



ADD CONTENT + REMOVE PAGE REORDER TIPS Print view Index of pages Points: / 10 submit

Welcome to my page!

Chrysanthemums, sometimes called mums or chrysanth, are flowering plants of the genus *Chrysanthemum* in the family Asteraceae. They are native to Asia and northeastern Europe. Most species originate from East Asia and the center of diversity is in China. There are countless horticultural varieties and cultivars.



Add Comment

Display Peer Evaluation

BACK

Students can add text, link to documents, link to web pages, embed images, embed video, embed audio, create sub-pages, add comments (if allowed) and peer review (if allowed).

Click **Back** to return to the Lessons page. The **Back** button is located in the bottom left corner of the student's page.

Click Peer Evaluation Statistics.

Unit 8

[LINK](#) [HELP](#)

ADD CONTENT + REORDER TIPS

[Print view](#) [Index of pages](#)

Student Pages
[\(student01 demo\)](#)

* [Add Your Own Page](#)

[Peer Evaluation Statistics](#)

Click the **Peer Evaluation Statistics** button to see the evaluations made by other students (or self-evaluations).

View peer/self evaluations.

Peer Evaluation Statistics

Click on a name to show or hide a user's information. Click on "Peers Evaluated" to highlight the grades the user gave to the other participants. Click again to remove the highlighting. Click on a cell to see a list of users who gave that grade to the selected user.

student01 demo	Peers Evaluated: 0				
	4	3	2	1	0
Quality of work					
Supporting information					
Organization					
Punctuation, spelling, grammar					

Site members who have not yet created a student page.

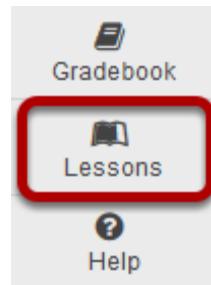
- [student05 demo: Peers Evaluated: 0](#)
- [student04 demo: Peers Evaluated: 0](#)
- [student02 demo: Peers Evaluated: 0](#)
- [student03 demo: Peers Evaluated: 0](#)

This will display the Peer Evaluations made by other students or the Self Evaluation (if selected in properties) based on either the default rubric (shown above) or your custom created rubric.

How do I reorder items on a Lessons page?

Instructors can reorder the placement of items on a Lessons Page.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lessons**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Reorder.



Drag and drop the items into the desired order.

Reorder Page Items

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Section break; extra space in background color	X
2	bird.JPG Photographer: JSJR	X
3	Column break; items below are displayed in a region to the right of those above	X
5	Welcome to ECO301 Wildlife Conservation! Wildlife traditionally refers to non-domesticated animal	X
4	Wildlife Conservation	X
6	Section break; extra space in background color	X
7	Please review the Syllabus first	X
8	ECO301-Syllabus.pdf	X
10	Syllabus Quiz	X

Drop items here to delete, or click the X.
You may drag deleted items from here back onto the page.

Click Save.

21 Week 7 & 8	
22 Section break; extra space in background color	
23 Comments Section	
24 Section break; extra space in background color	
25 Student Content Section	

[Add items from another page](#)

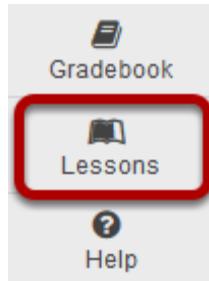


After saving, you will return to the Lessons page with the items displayed in the new order.

How do I delete items on a Lessons page?

Instructors can delete items added to a Lessons page using the Delete icon, the Edit option, or the Reorder option.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Lessons**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

To delete an item using the Delete icon:

Lessons

ADD CONTENT + MORE TOOLS REORDER TIPS

LINK HELP

Print view Index of pages



Photographer: JSJR

Wildlife Conservation

Welcome to ECO301 Wildlife Conservation!

Wildlife traditionally refers to non-domesticated animal species, but has come to include all plants, fungi and other organisms which grow or live **wild** in an area without being introduced by humans. **Wildlife conservation** is the practice of protecting wild plant and animal species and their habitats. The goal of wildlife conservation is to ensure that nature will be around for future generations to enjoy and also to recognize the importance of wildlife and wilderness for humans and other species alike.

This course is designed for anyone who is interested in wildlife and its conservation for future generations. We will discuss regional and global issues in conservation, conservation common practices and the laws that are currently being enforced by regional and governmental agencies. Through readings, videos, discussions, and collaborative research projects, we will examine the effects of natural resource use and climate change on wildlife. It will be a fun and adventurous 8-week journey.

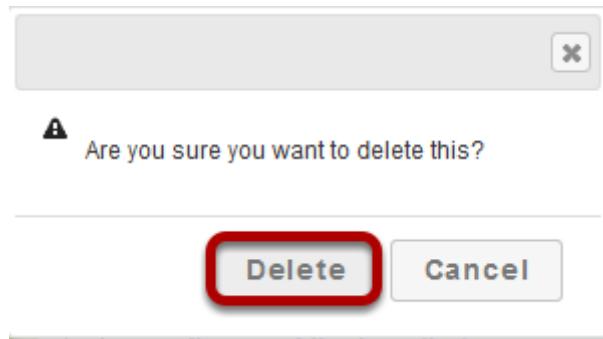
Please start by reading **the Syllabus** which is linked below. After finishing the **Quick Poll**, please go to the **Forums** to introduce yourself. Please tell us a bit about yourself. Who are you and why do you take this course? Do you have a favorite wild plant or animal? Is there other relevant information you want to share with the class? In the meantime, please go to **weekly pages** to review learning materials and complete weekly assignments.

Free free to ask questions in the Forums. Have a lovely day!

- Prof. D.

Click on the trashcan (Delete) icon for the item you want to delete.

Confirm deletion.



Click **Delete** to confirm the deletion.

To delete an item using the Edit option:

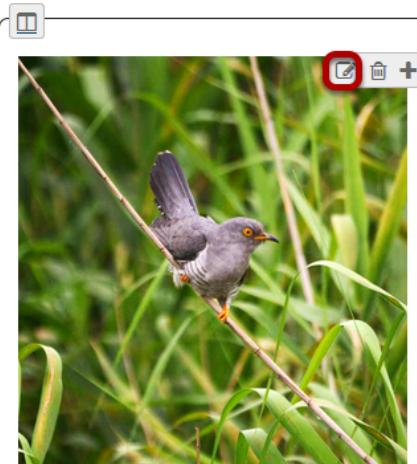
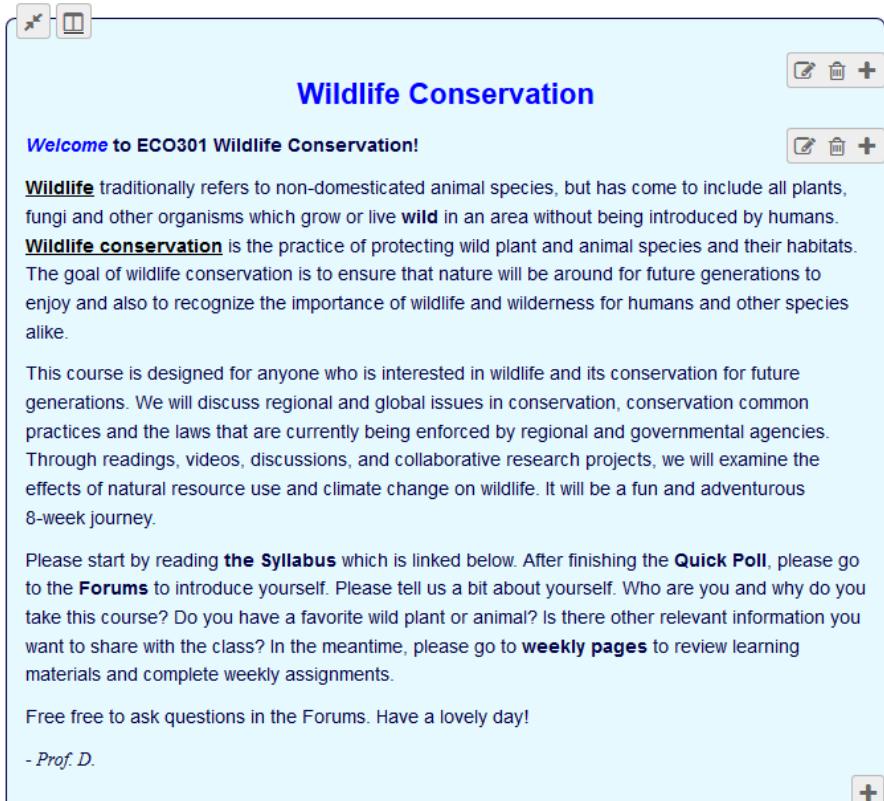
Click **Edit**.

Lessons

LINK HELP

ADD CONTENT + MORE TOOLS REORDER TIPS

Print view Index of pages

The image shows a bird perched on a branch, with its edit icon circled in red. The course page titled 'Wildlife Conservation' includes a welcome message, course description, and instructions for students.

Wildlife Conservation

Welcome to ECO301 Wildlife Conservation!

Wildlife traditionally refers to non-domesticated animal species, but has come to include all plants, fungi and other organisms which grow or live **wild** in an area without being introduced by humans. **Wildlife conservation** is the practice of protecting wild plant and animal species and their habitats. The goal of wildlife conservation is to ensure that nature will be around for future generations to enjoy and also to recognize the importance of wildlife and wilderness for humans and other species alike.

This course is designed for anyone who is interested in wildlife and its conservation for future generations. We will discuss regional and global issues in conservation, conservation common practices and the laws that are currently being enforced by regional and governmental agencies. Through readings, videos, discussions, and collaborative research projects, we will examine the effects of natural resource use and climate change on wildlife. It will be a fun and adventurous 8-week journey.

Please start by reading the **Syllabus** which is linked below. After finishing the **Quick Poll**, please go to the **Forums** to introduce yourself. Please tell us a bit about yourself. Who are you and why do you take this course? Do you have a favorite wild plant or animal? Is there other relevant information you want to share with the class? In the meantime, please go to **weekly pages** to review learning materials and complete weekly assignments.

Free free to ask questions in the Forums. Have a lovely day!

- Prof. D.

Click Delete.

Edit Multimedia

Width: 100%

Height:

Alt Text: bird.JPG

Path in Resources, or URL/embed code

/bird.JPG

Item Description
Photographer: JSJR

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

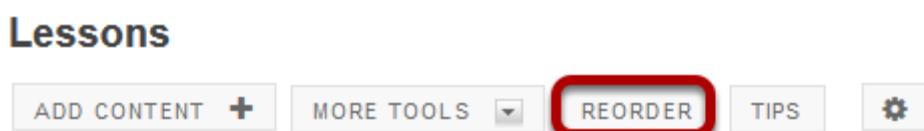
Don't Release Item Until All Prerequisites are Completed

Save **Cancel** **Delete**

This returns the display to the Lessons page with the item deleted.

To delete an item using the Reorder option:

Click Reorder.



This displays the reorder list of items added to the Lessons page.

Click the red X icon located to the right of the item.

Reorder Page Items

 LINK  HELP

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1 Section break; extra space in background color	
2 Column break; items below are displayed in a region to the right of those above	
3 Wildlife Conservation	
4 Welcome to ECO301 Wildlife Conservation! Wildlife traditionally refers to non-domesticated animal	
5 Section break; extra space in background color	

 Drop items here to delete, or click the X.
You may drag deleted items from here back onto the page.

This removes the item from the Lessons page list of items.

Note: You may also drag items over to the right to delete them.

Click Save.

21 Section break; extra space in background color	
22 Comments Section	
23 Section break; extra space in background color	
24 Student Content Section	

[Add items from another page](#)

 Save  Cancel

Saving returns the display to the Lessons page with the item removed.

How do I limit access to Lessons page items to groups?

Instructors can limit access (i.e. specify conditional release) to items added to a Lessons page or subpage by group.

Note: The site must have existing groups in order to limit items to groups. See [How do I create groups?](#) for more information on creating groups.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Week 3 & 4**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Edit.

A screenshot of a Sakai 'Week 3 & 4' Lessons page. The title 'Spring 2016 Class 101' is displayed in large red text. Below it, a section titled 'Group Resources' lists 'Group 1' and 'Group 2'. On the right side, there is a vertical toolbar with several icons. The fourth icon from the top, which has a pencil inside a square, is highlighted with a red circle.

Click the **Edit** button for the item you want to restrict to a group or groups.

Click Edit the groups for which this item should be shown.

Edit Item

Item Name

Item Description

Change Page

Next page, i.e. page replaces the current one rather than returning to the current one
 Show as button rather than link
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

[Edit the groups for which this item should be shown](#)

Update Item **Cancel** **Delete**

This will display a list of the site's existing groups.

Select the group(s), then click Update Item.

Edit Item

Item Name

Item Description

[Change Page](#)

Next page, i.e. page replaces the current one rather than returning to the current one

Show as button rather than link

Don't Release Item Until All Prerequisites are Completed

Require This Item

Select groups for which this item should be shown [if none selected, show to all]

Group 1

Group 2

Lab1

Lab2

[Update Item](#) [Cancel](#) [Delete](#)

View item on the page.

Week 3 & 4



[Print view](#) [Index of pages](#)

Items which are restricted based on specified criteria indicate the criteria in red next to the item, e.g. [Group 1]

Note: All items that can be added to a Lessons page can be limited to a selected group (or groups) via the Edit button.

How do I add subpages to a Lessons page?

Instructors can add subpages to a top-level Lessons page. A top-level Lessons page is a Lessons page that is listed by name in the Tool Menu. Subpages are connected to top-level Lessons pages by a link or a button.

Note: Subpages are added to whatever page the Add Content / Add Subpage function is accessed from. To add multiple subpages to a top-level page, make sure you access the Add Content / Add Subpage function from the original top-level Lessons page and not from a subpage.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 9**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Subpage.

The screenshot shows a Sakai page titled "Unit 9". At the top left, there is a red box around the "ADD CONTENT +" button. A red arrow points from this button to the "Add Subpage" option in a dropdown menu. The dropdown menu has a blue header that reads: "Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page." Below this, the "Add Subpage" option is highlighted with a red box. Other options in the menu include "Add Text", "Embed content on page", "Add Content Links", and "Link to an assignment", "Link to a test or quiz", "Link to a forum or topic", "Add Question", "Add Comments Tool", "Add Student Content", "Upload content in ZIP file", and "Add External Tool".

From the Add Content drop-down menu, select Add Subpage.

Enter the subpage information.

The screenshot shows the "Add Subpage" dialog box. Step 1: "Page title" is set to "Lecture Notes". Step 2: "Choose Existing Page (Does not create a new copy of the page)" is selected. Step 3: "Next page, i.e. page replaces the current one rather than returning to the current one" is unchecked. Step 4: "Show as button rather than link" is unchecked. Step 5: The "Create" button is highlighted with a red box. There is also a "Cancel" button.

1. Enter a title.
2. Click the **Choose Existing Page** link to select from the index of existing pages in the site. (Optional)

3. Select the **Next page** option if desired.
4. Select the **Show as button rather than link** option if desired.
5. Click Create.

View subpage.

The screenshot shows the 'Lecture Notes' interface. At the top, there's a yellow header bar with the title 'Lecture Notes'. Below it is a toolbar with buttons for 'ADD CONTENT +', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages', along with icons for help and search. The main content area has a yellow background and contains a section titled 'How to add content to this page'. It includes a list of items for adding content and a note about other types of content. A red box highlights the 'BACK' button at the bottom left.

How to add content to this page

From the add content dropdown list (+ sign), choose the appropriate item. Commonly used items are

- **Add Text** - text (rich text editor)
- **Add Content Links** - files, links to web pages, links to images
- **Embed Content on Page** - images, video files or video sharing sites (e.g. Youtube)
- **Add Assignment** - link to an existing assignment
- **Add Forum topic** - link to an existing forum or forum topic
- **Add Subpage** - add a subpage

You can add other types of content as well. For more information, see [Getting Started with Lessons](#)

The new subpage contains the default Lessons page information.

Clicking on the **Back** button takes the user back to the top-level page.

View top-level Lessons page with link to subpage

Unit 9



ADD CONTENT + MORE TOOLS REORDER TIPS [Print view](#) [Index of pages](#)

Lecture Notes

Edit Delete Add

To edit the title and properties of a subpage: (Optional)

Click on the Settings icon.

Lecture Notes

ADD CONTENT + REORDER TIPS 

The **Settings** icon is a gear-shaped icon located on the top right of the subpage.

Edit the title and properties of the subpage as needed.

Settings X

1 * Page title

2 Hide this page from users (page will not appear in left margin)

3 Hide page until the following date (the page will be listed with the release date)

4 Create Gradebook item when page is completed. points

Custom CSS File:
or upload your own:
 No file selected.

(If this file is named default.css, it will become the site-wide default.)

Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

5

1. The title of the subpage can be edited in the **Page Title** box.
2. Check **Hide this page from users** to not allow students to access the subpage.
3. Check **Hide page until** to allow access to the subpage at a particular date and time.
4. Check **Create gradebook entry** to automatically create an item in the gradebook when the page (and any required items on it) is completed.
5. Click **Save** when finished.

How do I view the Index of Pages?

The hierarchy of all Lessons pages in a site is displayed under the Index of Pages button in the top right corner of the Lessons tool.

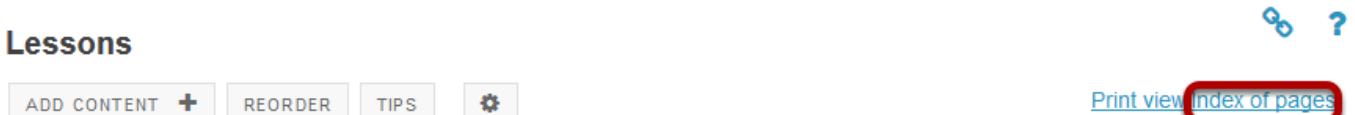
Go to Lessons.



Click on the Lessons Page Title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Index of Pages.



Click Show Items to view all items on each page.

[Return to Lesson](#)

Only pages that are not currently included anywhere on the site are available for permanent deletion.

Pages in Current Site

[Show items](#)

[Lessons](#) ▾

[Week 1 & 2 \[Shared page\]](#) ▾

[Week 3 & 4 \[Shared page\]](#) ▾

[Week 5 & 6](#) ▾

[Week 7 & 8](#) ▾

[Week 1 \[Shared page\]](#) ▾

[Weekly Materials: Week 1](#) ▾

[Page 3 \[Shared page\]](#) ▾

[Registration](#) ▾

[Spring 2016](#) ▾

[Fall 2016](#) ▾

[Week 1](#) ▾

The following pages are currently not in use. (No other page refers to them.)

Choose all

[Syllabus](#)

[Assessments](#)

[Projects](#)

[Shared page] is used when the same page appears more than one place. Any changes to the page will be reflected everywhere that it appears.

[Delete selected pages](#)

Click Return to Lesson or on any of the page links to return to Lessons view.

[Return to Lesson](#)

Only pages that are not currently included anywhere on the site are available for permanent deletion

Pages in Current Site

[Hide items](#)

[Lessons](#) ▾

Section break; extra space in background color

bird.JPG

Column break; items below are displayed in a region to the right of those above

This is a rich text item. To see it, click the parent page.

This is a rich text item. To see it, click the parent page.

Section break; extra space in background color

This is a rich text item. To see it, click the parent page.

ECO301-Syllabus.pdf

This is a rich text item. To see it, click the parent page.

Introduction

Simple Question

Section break; extra space in background color

Week 1 & 2

Column break; items below are displayed in a region to the right of those above

Week 3 & 4

Column break; items below are displayed in a region to the right of those above

Week 5 & 6

Column break; items below are displayed in a region to the right of those above

Week 7 & 8

How do I require completion of a Lessons item?

Most of the items that can be added to a Lessons page can be made "required". That is, students must open (if the item is a resource) or complete (if the item is a forum posting, quiz, assignment, question, comment or student page). Further, the Lessons tool allows instructors to require students to complete one item in the list before allowing access to another item in the list.

Lessons tool Items that can be required:

- Add Content items (requires student to open resource or link)
- Add Assignment items (requires student to submit the assignment)
- Add Quiz items (requires student to submit the quiz and/or achieve a minimum grade on the quiz)
- Add Forum Topics items (requires student to create a post on a selected forum topic)
- Add Question items (requires student to submit an answer to the question)
- Add Comment items (requires student to add a comment)
- Add Student Content (requires student to add a new student page)

Lessons tool items that can be set as unavailable until required items above it in the list are completed:

- Text items
- Embedded items
- Content links
- Assignment links
- Quiz links
- Forum Topic links
- Question items
- Add Comment items
- Student Content
- Subpages (See [How do I add subpages to a Lessons page?](#) for more information on subpages.)

Go to Lessons.



Click on the Lessons Page Title (e.g. **Week 1 & 2**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Edit for item that will be required.

Week 1 & 2



?

ADD CONTENT +

REORDER

TIPS



[Print view](#) [Index of pages](#)

Welcome to Class 101

Week 1

What I should be doing this week?

1. Reading the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required reading materials.

[Syllabus](#)

[Syllabus Quiz](#)

[Introductions](#)

[Weekly Materials: Week 1](#)

Please read and explore...

Check Require This Item, then click Update Item.

Edit Item

Item Name

Item Description

[Change Quiz](#)

[Edit Quiz](#)

[Edit Quiz Settings](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit this assessment.

Require that the student receive points on this assessment.

[Edit the groups for which this item should be shown](#)

[Update Item](#) [Cancel](#) [Delete](#)

Notice the asterisk.

A screenshot of a course navigation bar. It includes icons for edit, delete, and add. The menu items are: Syllabus, *Syllabus Quiz, and Introductions. The 'Syllabus Quiz' item has an asterisk (*) next to it, indicating it is a required item.

Notice that Required items are indicated with an asterisk to the left of the item.

To conditionally release based on prerequisites:

Click Edit for the item to be restricted.

A screenshot of a course page titled "Week 1 & 2". The page contains a section titled "Welcome to Class 101" with the text: "Week 1", "What I should be doing this week?", and a numbered list of three items. There are edit, delete, and add buttons for the section header and the list items.

A screenshot of a course page showing the "Welcome to Class 101" section. The section header "Welcome to Class 101" has a circled edit button. Below it is a list of three items under "Week 1".

A screenshot of a course page showing the "Syllabus" section. The section header "Syllabus" has a circled edit button. Below it are three items: Syllabus Quiz (marked with an asterisk), and Introductions.

A screenshot of a course page showing the "Weekly Materials: Week 1" section. The section header "Weekly Materials: Week 1" has a circled edit button. Below it is the text "Please read and explore...".

Specify completion of prerequisites.

Edit Item

Item Name

Item Description
Please read and explore...

Change Page

Next page, i.e. page replaces the current one rather than returning to the current one

Show as button rather than link

Don't Release Item Until All Prerequisites are Completed

Require This Item

Edit the groups for which this item should be shown

Update Item **Cancel** **Delete**

Check **Don't Release Item Until All Prerequisites are Completed** option, then click **Update Item**.

Notice prerequisite text.

The screenshot shows the Sakai interface with the 'Weekly Materials: Week 1' item selected. The item has a red box drawn around the text '[Has prerequisites]' in yellow, which is located next to the item name. The item description 'Please read and explore...' is also visible. The interface includes standard Sakai navigation icons at the top and bottom right.

Notice that items that are conditionally released display [Has prerequisites] in red text next to the item.

In the example shown above, the Weekly Materials: Week 1 cannot be opened until the required Syllabus Quiz has been submitted.

How do I rename a Lessons page?

Go to Lessons.



Click on the Lessons Page Title to display the page you want to rename.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click the Settings icon.

Week 1 & 2



The **Settings** icon is a gear-shaped icon at the top of the Lessons page.

Edit the Page Title, then click Save.

Settings X

* Page title: **Week 1 & 2 Activities**

Hide this page from users (page will not appear in left margin)

Hide page until the following date (the page will be listed with the release date)
06/21/2016 06:20 pm

Create Gradebook item when page is completed. points

Custom CSS File: Use Default ▼

or upload your own:
Browse... No file selected.

(If this file is named default.css, it will become the site-wide default.)

Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

Save Cancel

How do I delete a top-level Lessons page?

Deleting a lessons page is a two-part process. First, you must remove the Lessons page from the Tool Menu or page link, and then you can delete it from the site.

Go to Lessons.



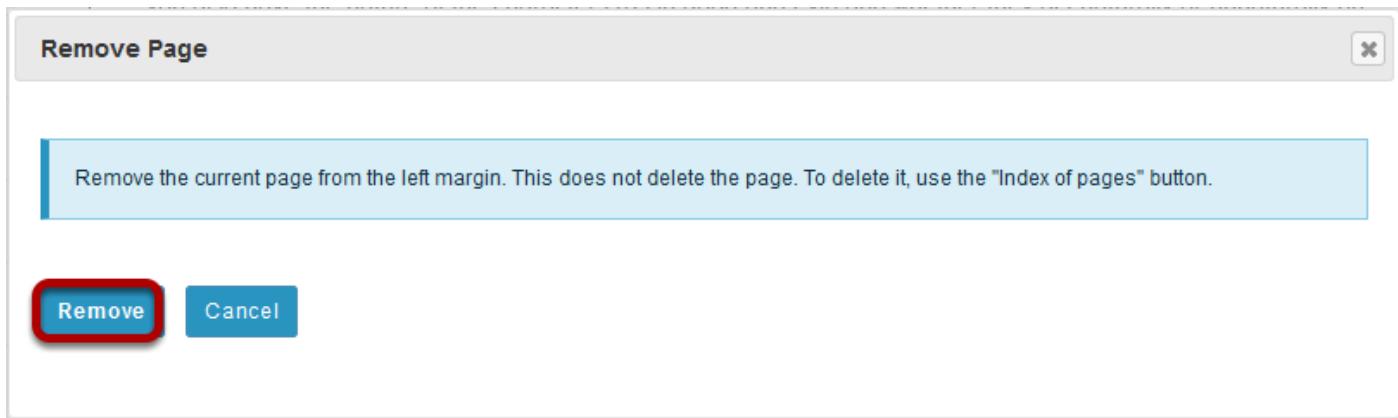
Click on the Lessons Page Title (e.g. **Unit #2**) to display the page you want to delete.

Click More Tools, then Remove Page.

A screenshot of the 'Lessons' page interface. At the top, there's a toolbar with 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon. To the right, there are links for 'Print view' and 'Index of pages'. Below the toolbar, there's a section titled 'Reading:' with text about Shakespeare's King Lear. On the left, there's a sidebar with 'Activities:' and a link to 'Assignment 1'. A red arrow points from the 'MORE TOOLS' button in the toolbar down to a dropdown menu that is open. This dropdown menu contains five options: 'Add More Pages', 'Remove Page' (which is highlighted with a red box), 'Permissions', 'Import CC', and 'Export CC'. To the right of the dropdown menu, there are three rows of small icons for editing and managing content.

From the **More Tools** drop-down menu, select **Remove Page**.

Click Remove.



This removes the page from the Tool Menu but does not remove it from the site.

Next, go to the Index of Pages.

Lesson 1



[Print view](#) [Index of pages](#)

ADD CONTENT + MORE TOOLS REORDER TIPS

Select page/s, then click Delete selected pages.

[Return to Lesson](#)



Only pages that are not currently included anywhere on the site are available for permanent deletion.

Pages in Current Site

[Show items](#)

- [Week 1](#) ▾
- [Unit 2](#) ▾
- [Lesson 1](#) ▾
- [Lesson 2](#) ▾
- [Lesson 3](#) ▾
- [Lesson 4](#) ▾
- [Lesson 5](#) ▾
- [Unit 3](#) ▾
- [Unit 4](#) ▾
- [Unit 5](#) ▾
- [Unit 6](#) ▾
- [Unit 7](#) ▾
- [Unit 8](#) ▾
- [Unit 9](#) ▾
- [Lecture Notes](#) ▾

The following pages are currently not in use. (No other page refers to them.)

Choose all

[Lessons](#)

Delete selected pages

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Click **Delete selected pages** to completely delete the selected page/s from the site.

How do I delete a Lessons subpage?

Deleting a Lessons subpage is a two-part process. First, remove the link to the subpage from the top-level page and then delete the subpage from the site.

Go to Lessons.

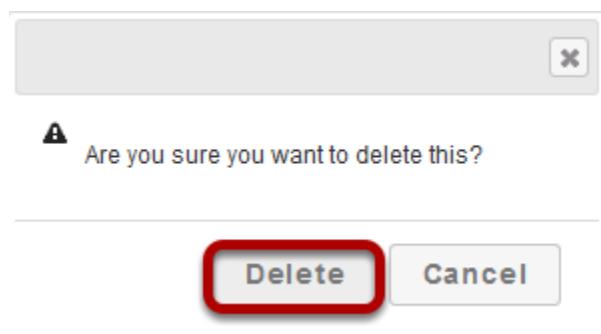


Click on the Lessons page which contains the subpage link you want to delete.

Click the Delete icon.

Click the **Delete** icon next to the subpage to be removed.

Confirm deletion.



Click **Delete** again to confirm.

Next, go to the Index of Pages.

Unit 9

ADD CONTENT + MORE TOOLS REORDER TIPS [Print view](#) [Index of pages](#) ?

Select page/s, then click Delete selected pages.

[Return to Lesson](#)

Print view ?

Only pages that are not currently included anywhere on the site are available for permanent deletion.

Pages in Current Site

[Show items](#)

- [Week 1](#) ▾
- [Unit 2](#) ▾
- [Lesson 1](#) ▾
- [Lesson 2](#) ▾
- [Lesson 3](#) ▾
- [Lesson 4](#) ▾
- [Lesson 5](#) ▾
- [Unit 3](#) ▾
- [Unit 4](#) ▾
- [Unit 5](#) ▾
- [Unit 6](#) ▾
- [Unit 7](#) ▾
- [Unit 8](#) ▾
- [Unit 9](#) ▾
- [Lessons \[Shared page\]](#) ▾
- [Lessons \[Shared page\]](#) ▾

The following pages are currently not in use. (No other page refers to them.)

Choose all

[Lecture Notes](#)

[Shared page] is used when the same page appears more than one place. Any changes to the page will be reflected everywhere that it appears.

[Delete selected pages](#)

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

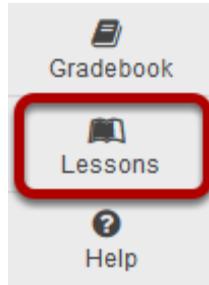
Click **Delete selected pages** to completely delete the selected page/s from the site.

How do I export Lessons content?

The Lessons tool allows instructors to export course content in IMS Common Cartridge format. If your Lessons contain links to site activities (e.g. assignments, forum topic, or quizzes) or resources (e.g. files, url links) those items will also be exported in the content package.

Note: Pages added by students via the Student Pages tool are not included in the export file.

Go to Lessons.



Click on the Lessons Page Title (e.g. **Week 1**) in the Tool Menu to display the page.

Note: You must be on a top-level page to export Lessons content.

Click More Tools, then Export CC.

The screenshot shows a Sakai page titled "Week 1". At the top, there is a navigation bar with "ADD CONTENT" and "MORE TOOLS" buttons, a "REORDER" button, a "TIPS" button, and a gear icon. To the right are links for "Print view" and "Index of pages". A red arrow points from the text "Click More Tools, then Export CC." down to the "MORE TOOLS" button. Another red arrow points from the text "From the More Tools drop-down menu, select Export CC to display the Export IMS Common Cartridge dialog." down to the "Export CC" option in the dropdown menu. The "Export CC" option is highlighted with a red box. The main content area contains a portrait of William Shakespeare and a block of text about him.

From the **More Tools** drop-down menu, select **Export CC** to display the Export IMS Common Cartridge dialog.

Choose the desired options and click Download.

The screenshot shows the "Export IMS Common Cartridge file" dialog box. It contains three checkboxes: "Use old version of file (version 1.1), recommended for Moodle and Blackboard" (unchecked), "Use newest version of file (version 1.3), recommended for Canvas" (checked), and "Include all question pools you can access as a single question bank" (checked). At the bottom are two buttons: "Download" (highlighted with a red box) and "Cancel".

Notes:

- If your Lessons include a link to a quiz that draws questions from a question pool, check the **Include all question pools you can access as a test bank** option.

- If the Lessons are destined for use in Moodle or Blackboard LMS, check the **Use old version of file** option.
- If the Lessons are destined for use in Canvas, check the **Use newest version** option.

How do I import Lessons content?

Instructors can import a previously exported IMS Common Cartridge (.imscc) file into a course site. This is useful for bringing in content from other Sakai sites, publisher materials, or content from other learning management systems.

First, verify the active tools in the destination site.

Make sure the course site contains a blank Lessons tool and any other tools referenced by the imported content (e.g. Tests & Quizzes, Forums, Assignments.).

Go to Lessons.



Note: You must be on a top-level Lessons page in order to use the Import CC option.

Select More Tools, then Import CC.

The screenshot shows the Sakai interface for 'Week 1'. At the top, there is a navigation bar with 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon. A red arrow points from the 'MORE TOOLS' button down to the 'More Tools' dropdown menu. The 'Import CC' option in this menu is also highlighted with a red box. The main content area displays a portrait of William Shakespeare and some text about him.

From the **More Tools** drop-down menu, select the **Import CC** option. This will display the Import Common Cartridge File dialog.

Click Browse.

The screenshot shows the 'Import IMS Common Cartridge file' dialog box. It has a text field labeled 'IMS Common Cartridge file (ZIP file):' with a 'Browse...' button next to it. The 'Browse...' button is highlighted with a red box. Below the text field are 'Save' and 'Cancel' buttons.

Click the **Browse** button to locate and select and upload the import file from your computer.

Click Save.



Click **Save** to import the contents of the selected IMS Common Cartridge file (.imscc) into your site.

Notes:

- *Text items are not imported as displayed text but rather as links to text files. Instructors may want to copy then paste the text content into the item textbox (Click Edit).*
- *Embedded images, audio and video files are imported but not displayed via the import process, however the files are imported to the sites Resources. Instructors may want to re-embed the images, audio, or video (Click Edit).*
- *All linked Forums, Assignments and Quizzes are imported and reproduced in the new site's Forums, Assignments and Test & Quizzes tools.*
- *All "required" and "Don't Release Item Until All Prerequisites are Completed" page properties are removed from the imported items. Instructors may want to edit the items and restore any requirements.*
- *Student comments and student pages are not included in the imported package.*

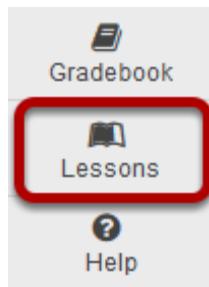
How do I create multiple sections on a Lessons page?

When content items are added to a Lessons page, everything is displayed in a linear order vertically in one block with rounded-corner borders. Visually, it appears as one block. Adding multiple sections on a Lessons page breaks up this one big block into smaller blocks so that the page is more readable and visually more appealing.

A section is defined as one block with rounded-corner borders from the left edge to the right edge of one Lessons page. One section may contain one or multiple columns.

Creating sections involves 3 steps.

Add content items on a Lessons page.



Click an item's + button.

The screenshot shows the Sakai LMS interface for 'Week 1'. A red arrow points from the '+ button' in the top right corner of the main content area to the 'Add section break above' option in the 'Add' menu. The 'Add' menu is a dropdown with the following options:

- Add Text
- Embed content on page
- Add Content Links
- Add Subpage
- Add section break above** (highlighted with a red box)
- Add column break above
- Link to an assignment
- Link to a test or quiz
- Link to a forum or topic.
- Add Question
- Add Comments Tool
- Add Student Content
- Upload content in ZIP file
- Add External Tool

Use the + button to the right of the item to which you want to add a section break. This will open the Add menu.

Click Add section break above.

The screenshot shows a 'Week 1' page in the Sakai 11 User Guide. At the top, there are buttons for 'ADD CONTENT +', 'MORE TOOLS ▾', 'REORDER', 'TIPS', and a gear icon. To the right are links for 'Print view' and 'Index of pages'. A question mark icon is in the top right corner.

Section 1 (top):

- A large red header says 'Welcome to Class 101'.
- A bold title 'Week 1' is present.
- A list of tasks:
 1. Reading the syllabus and identify the goal that is most interesting to you in this course.
 2. Post the most interesting goal in the forum.
 3. Go to the "Weekly Materials" page and explore the required reading materials.

Section 2 (bottom):

- A title 'Syllabus' with a document icon.
- A title 'Topic 1: Most Interesting Goal in the Syllabus' with a speech bubble icon.
- A note: 'Post the most interesting goal here. Also reply to at least two of your classmates.'
- A title 'Weekly Materials: Week 1' with a folder icon.
- A note: 'Please read and explore...'

This will break the big block into two sections. Each section has a few content items surrounded by rounded-corner borders.

How do I create two columns on a Lessons page?

Adding two columns on a Lessons page breaks up one big block or one section into smaller pieces so that the page is more readable and flows better. It also makes better use of the white space on the page.

Adding two columns on a Lessons page involves two steps.

Decide how to group items.

The screenshot shows a Lessons page with two items. Item 1, 'Topic 1: Most Interesting Goal in the Syllabus', is highlighted with a red box. Item 2, 'Weekly Materials: Week 1', is also highlighted with a red box. Both items have a circled number next to them (1 and 2) and a small gear icon to the left. To the right of each item is a vertical toolbar with edit, delete, and add buttons. The background shows other items and their respective toolbars.

Identify how you want to group the items in a section into two columns.

Click the + button.

The screenshot shows the 'Add' menu window open over a Lessons page. The menu options include 'Add Text', 'Embed content on page', 'Add Content Links', 'Add Subpage', 'Add section break above', and 'Add column break above'. The 'Add column break above' option is highlighted with a red box. A red arrow points from the 'Add column break above' option to the '+' button in the top right corner of the menu window. The background shows the Lessons page with its items and toolbars.

Click the + button to the right of the item where you want to add a column break. You will see the Add menu window pop up.

View two-column layout.

The screenshot displays a Sakai page with a two-column layout. The left column, labeled '1', contains a 'Syllabus' section with a 'Topic 1' sub-section. The right column, labeled '2', contains a 'Weekly Materials: Week 1' section. Both sections include edit, delete, and add buttons. The entire page has rounded-corner borders.

1

Syllabus

Topic 1: Most Interesting Goal in the Syllabus

Post the most interesting goal here. Also reply to at least two of your classmates.

2

Weekly Materials: Week 1

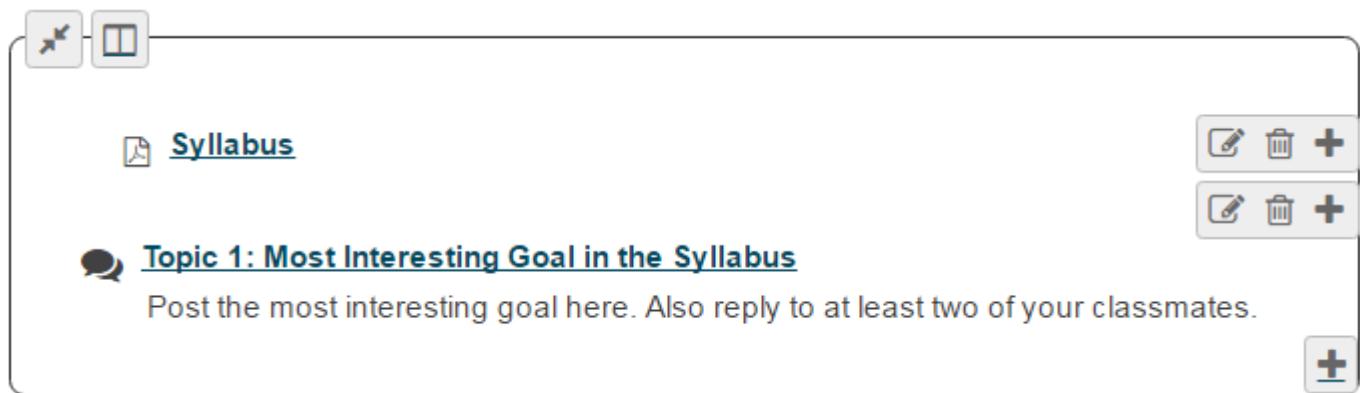
Please read and explore...

You will see the items are now grouped into two columns on the page. Each is displayed as a block with rounded-corner borders.

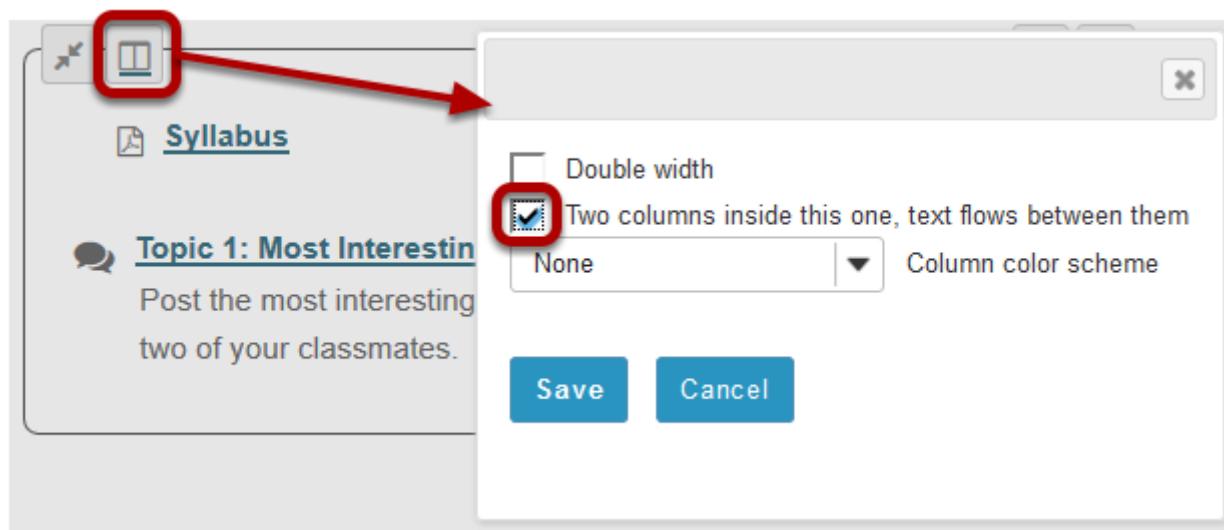
How do I create two columns inside a block on a Lessons page?

Each of the blocks on a Lessons page can be broken into two columns inside its borders. To create two columns inside a block, follow the steps below.

Add at least two content items in one block.



Click the Column Properties button.



The Column Properties button is located in the top left of the content block.

In the Column Properties pop-up window, check the box for **Two columns inside this one, text flows between them**.

View two columns within the block.

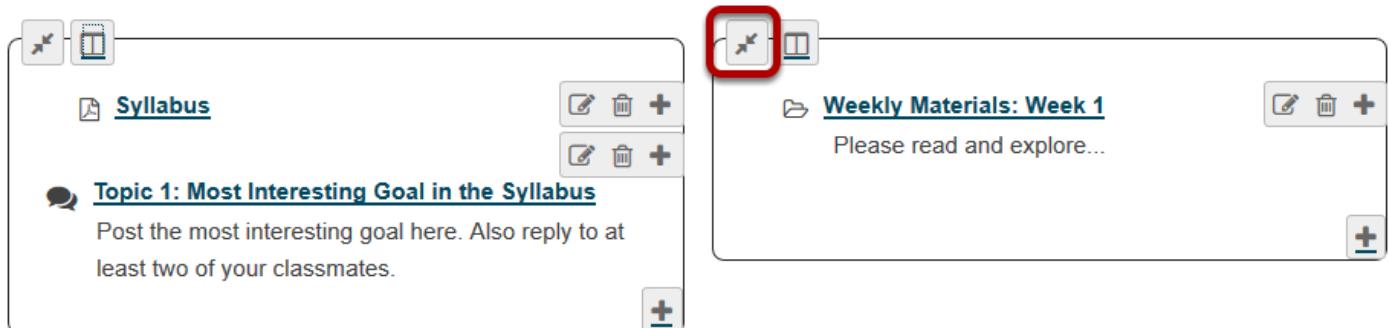
The screenshot shows a content block with a light gray background and a thin black border. At the top left are two icons: a magnifying glass over a document and a document icon. To the right of these are two numbered circles: '1' and '2'. Circle '1' is associated with a section titled 'Syllabus' which contains a link labeled 'Syllabus'. Circle '2' is associated with a section titled 'Topic 1: Most Interesting Goal in the Syllabus' which contains a link labeled 'Syllabus'. Both sections have edit, delete, and add buttons above them. Below each section is a text area. The first text area contains the instruction: 'Post the most interesting goal here.' The second text area contains the instruction: 'Also reply to at least two of your classmates.' In the bottom right corner of the content block is a small blue square button with a white plus sign.

You will now see two columns side-by-side inside the borders of a single content block.

How do I merge columns and sections to one block on a Lessons page?

Sections and columns can be merged in two different ways.

Method 1: Click the Merge button.

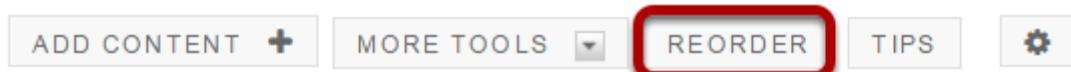


The **Merge** button looks like two arrows pointing in toward each other. It is located in the top left corner of each content block (either section or column).

Clicking on the **Merge** button will merge the selected content block with the block above it.

Method 2: Click Reorder.

Week 1



Click the red X to delete the column/section break.

6 Topic 1: Most Interesting Goal in the Syllabus
Post the most interesting goal here. Also reply to at least two of your classmates.

7 Column break; items below are displayed in a region to the right of those above

8 Weekly Materials: Week 1
Please read and explore...

[Add items from another page](#)

Click Save.



View merged columns/sections.

A screenshot of a content block in a learning management system. The block has a title bar with icons for close, minimize, and maximize. Inside, there are two sections: "Syllabus" and "Topic 1: Most Interesting Goal in the Syllabus". The "Topic 1" section contains a text area with instructions and a reply area. On the right side, there are three vertical toolbars with edit, delete, and add icons. A large plus sign icon is located in the bottom right corner of the block area.

The two sections or columns will be merged to be one big block with borders around them. All items will be displayed in order vertically inside the content block borders.

Messages

What is the Messages tool?

The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool. For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in Site 1 you may send and receive messages to and from members of Site 1. When in Site 2 you may send and receive message to and from members of Site 2.

The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site.

To access this tool, select Messages from the Tool Menu in your site.



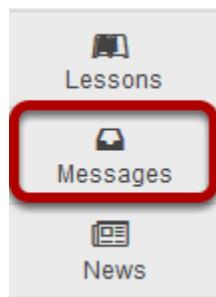
Or, go to Messages directly from your Message Center Notification links.

MESSAGE CENTER NOTIFICATIONS			
OPTIONS	Site	New Messages	New in Forums
	Sample Course	none	none
	DAC-EDUCATION-DEPT1-SUBJ1-126	1 	none
	DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
	Discussion 1 SMPL101	none	none
	Discussion 2 SMPL102	none	none
	DAC-EDUCATION-DEPT1-SUBJ1-201	none	none
	Education Program Site	none	none

You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

How do I view my messages?

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.

A screenshot of the 'Messages' tool interface. At the top, there are four tabs: 'COMPOSE MESSAGE', 'NEW FOLDER', 'SETTINGS', and 'PERMISSIONS'. Below the tabs, the word 'Messages' is centered. A list of message folders is shown: 'Received (2 message(s) - 2 unread)', 'Sent (0 message)', 'Deleted (0 message - 0 unread)', and 'Draft (0 message - 0 unread)'. The 'Received' folder is highlighted with a red box around its icon and text.

Select the **Received** folder to view a list of your received messages.

Open the message.

COMPOSE MESSAGE LINK HELP

Messages / Received < Previous Folder Next Folder >

Search for text: Search Advanced Search

View All Messages ▾

✉ Mark Read | ✉ Mark Unread | ☒ Delete | MOVE Move

Check All	🔗	✉	Subject	Authored By	Date	Label
<input type="checkbox"/>	🔗	✉	Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

New messages will appear in bold text. Select the subject of the message you would like to view.

Note: The paperclip icon next to the message indicates that there is a file attached.

View the message.



Authored By student01 (student01) (Apr 19, 2016 3:31 PM)

To Instructor Role

Subject Assignment Attached

Label Normal

Attachments [Assignment1.docx](#) (6)

Hello Professor,

My assignment is attached.

Thanks,

Student One

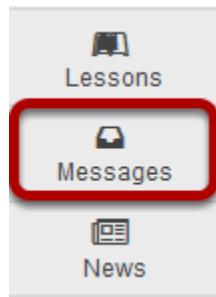


The contents of the message will appear. The following options will also be available to you:

1. **Reply:** Select **Reply** to reply to the original sender with a message of your own.
2. **Reply to all:** Select **Reply to all** to reply to the original sender and any other course members included on the message.
3. **Forward:** Select **Forward** to forward the message to another member of the course.
4. **Move to folder:** Select **Move to folder** to move the message from one folder to another.
5. **Delete:** Select **Delete** to delete the message.
6. **Open/Download File:** Select the file name to open an attachment.

How do I send a message?

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Compose Message.

A screenshot of the 'Messages' tool interface. At the top, there is a navigation bar with five buttons: 'COMPOSE MESSAGE' (highlighted with a red box), 'NEW FOLDER', 'SETTINGS', 'PERMISSIONS', and two small icons for 'LINK' and 'HELP'. Below the navigation bar is a section titled 'Messages' with four folder entries: 'Received' (2 message(s) - 1 unread), 'Sent' (0 message), 'Deleted' (0 message - 0 unread), and 'Draft' (0 message - 0 unread). Each folder entry has a small folder icon to its left.

Select **Compose Message** from the options at the top of the tool.

Address your message.

Compose a Message

Required items marked with *

* To

All Participants

Instructor Role 

Student Role

Professor, Demo (demoprofessor)

student01 (student01)

student02 (student02)

[Add Bcc](#)

[Send Cc](#)

[Label](#)



Click the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role".

Add Bcc. (Optional)

[Add Bcc](#)

Bcc 

[Remove Bcc](#)

[Send Cc](#)

[Label](#)

* Subject

Click here to select recipients

All Participants

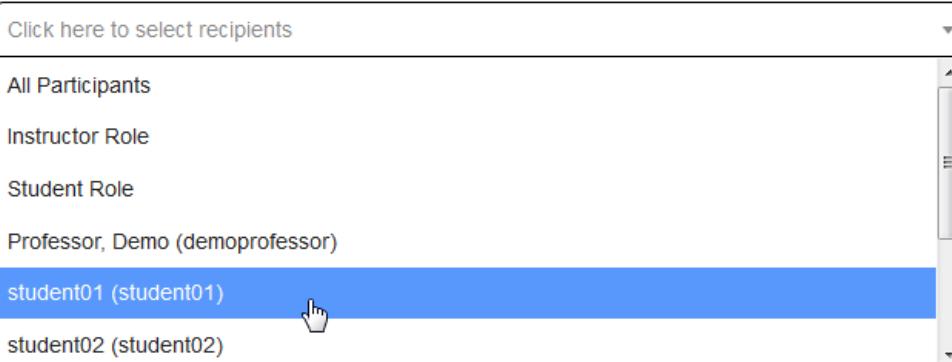
Instructor Role

Student Role

Professor, Demo (demoprofessor)

student01 (student01) 

student02 (student02)



If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.

Send Cc. (Optional)

Send Cc

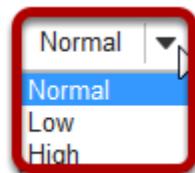


Send a copy of this message to recipients' email address(es)

If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

Apply a label.

Label



You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

Enter a subject.

* **Subject**

Question about due date

Click the **Subject** field. Type the subject for your message.

Enter a message.

Message

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), text styling (Bold, Italic, Underline, etc.), and other functions. Below the toolbar is a message body area containing the following text:

Dear Professor,
I have a question about the due date for Assignment 1. Is it due at 5pm or midnight on the 25th?
Thank you,
Student One

In the bottom left corner of the message body, there is a small code snippet: "body p". In the bottom right corner, there is a status bar displaying "Character Count (Includes HTML formatting characters) : 175 Word Count : 27".

Type your message into the Message box.

Tip: There are a variety of tools within the [rich text editor](#) to help you format your message. Other features include adding images, video, and emoticons.

Add an attachment. (Optional)

Attachments

No Attachments Yet

Add attachments

If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

Send the message.

Send

Preview

Save Draft

Cancel

Select **Send** to send your message.

*Tip: You can also select **Preview** to preview a finished version of your message, **Save Draft** to save the message as a draft that you can revisit later, or **Cancel** to cancel and delete the message.*

How do I reply to a message?

The Messages tool allows you to reply to a message sent to you by another member of the course.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.

A screenshot of the 'Messages' tool interface. At the top, there are four buttons: 'COMPOSE MESSAGE', 'NEW FOLDER', 'SETTINGS', and 'PERMISSIONS'. Below this is a section titled 'Messages' with four folder options: 'Received' (2 message(s) - 1 unread), 'Sent' (0 message), 'Deleted' (0 message - 0 unread), and 'Draft' (0 message - 0 unread). The 'Received' folder is highlighted with a red box.

Select the **Received** folder to view a list of your received messages.

Open the message.

Messages / Received

< Previous Folder [Next Folder >](#)

Search for text: [Search](#) [Advanced Search](#)

View [All Messages](#) ▾

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the subject of the message you would like to view.

Choose Reply or Reply to all.

[Reply](#) [Reply to all](#) [Forward](#) [Move to folder](#) [Delete](#)



Authored By student05 (student05) (Apr 19, 2016 3:17 PM)
To Instructor Role
Subject Question about Homework 1
Label Normal

Hello Professor,

How many sources are we supposed to cite for our Homework 1 assignment?

Thank you,

Student Five

[Reply](#) [Reply to all](#) [Forward](#) [Move to folder](#) [Delete](#)

Select **Reply** to reply to the author of the original message. (Or, select **Reply to all** to reply to all parties included on the original message.)

Compose the message and send.

 LINK  HELP

[Messages](#) / [Received](#) / [Question about Homework 1](#) / [Reply to Message](#)

Required items marked with *

To student05 (student05)

Select Additional Recipients

[Click here to select recipients](#)

 [Clear Selection](#)

 [Add Bcc](#)

[Send Cc](#)

Send a copy of this message to recipients' email address(es)

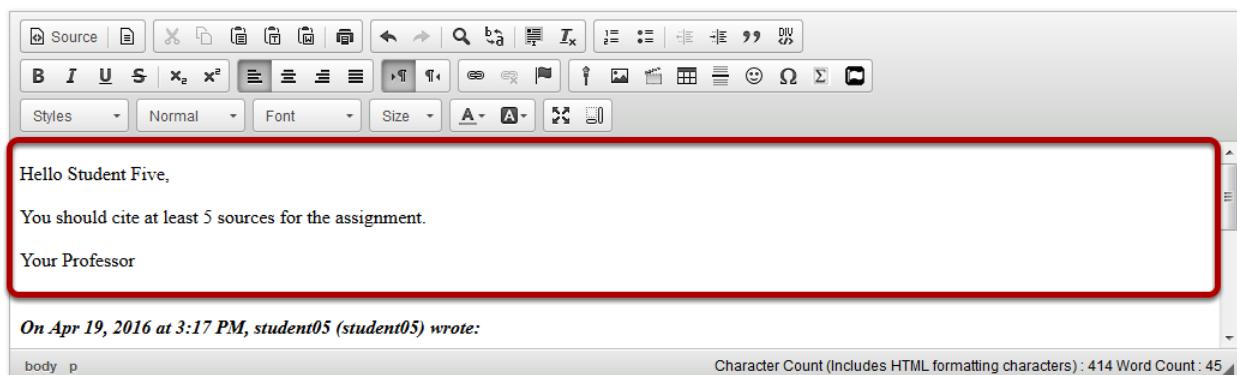
Label

Normal | ▾

* Subject

Re: Question about Homework 1

Message



Attachments

No Attachments Yet

Add attachments

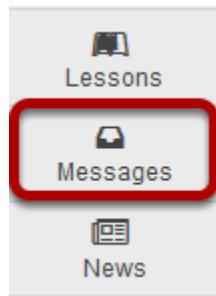
Send **Preview** **Save Draft** **Cancel**

Compose the message and select **Send**. For instructions on composing a message, view the article [How do I send a message?](#)

How do I create a Messages folder?

Folders can be created within the Messages tool to aid in organization.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to New Folder.



Messages

- [Received](#) (2 message(s) - 0 unread)
- [Sent](#) (0 message)
- [Deleted](#) (0 message - 0 unread)
- [Draft](#) (0 message - 0 unread)

Select the **New Folder** button.

Enter a folder title.

Messages - Create Folder

Required items marked with *

* **Folder Title**

My New Folder

Add

Cancel

Enter a title into the **Folder Title** field and select the **Add** button.

Click Add.

Add

Cancel

View the new folder in your list of message folders.

Messages

 Received (2 message(s) - 0 unread)	
 Sent (0 message)	
 Deleted (0 message - 0 unread)	
 Draft (0 message - 0 unread)	
 My New Folder (0 message - 0 unread)	Folder Settings

The new folder will appear at the bottom of your list of message folders.

How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be moved.



Messages

<input type="checkbox"/> Received (2 message(s) - 0 unread)
<input type="checkbox"/> Sent (0 message)
<input type="checkbox"/> Deleted (0 message - 0 unread)
<input type="checkbox"/> Draft (0 message - 0 unread)
<input type="checkbox"/> My New Folder (0 message - 0 unread)

Select the folder name of the folder containing the message to be moved.

Select the message.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date ↴	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input checked="" type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the checkbox to the left of the message to be moved.

Click Move.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date ↴	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input checked="" type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the new folder for the message.

[Messages](#) / [Received](#) / [Move Message\(s\) To](#)

- Received (current location)
- Sent
- Deleted
- Draft
- My New Folder

[Move Messages](#)

[Cancel](#)

Select the folder where you would like the message to be moved.

Click Move Messages.

[Messages](#) / [Received](#) / Move Message(s) To

- Received (current location)
- Sent
- Deleted
- Draft
- My New Folder

Move Messages

Cancel

Select **Move Messages** to complete the move.

How do I delete a message?

A message can be deleted if it is no longer needed.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be deleted.



Messages

The 'Messages' page displays a list of message folders:

- [Received \(3 message\(s\) - 0 unread \)](#) (This item is highlighted with a red box.)
- [Sent \(0 message \)](#)
- [Deleted \(0 message - 0 unread \)](#)
- [Draft \(0 message - 0 unread \)](#)

Select the folder name of the folder containing the message to be deleted.

Select the message.

[Messages / Received](#) < Previous Folder [Next Folder >](#)

Search for text: [Search](#) [Advanced Search](#)

View [All Messages](#) ▾

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All			Subject	Authored By	Date ↴	Label
<input checked="" type="checkbox"/>			Disregard my earlier question	student01 (student01)	Apr 19, 2016 4:35 PM	Normal
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the checkbox to the left of the message to be deleted.

Click Delete.

[Messages / Received](#) < Previous Folder [Next Folder >](#)

Search for text: [Search](#) [Advanced Search](#)

View [All Messages](#) ▾

[Mark Read](#) | [Mark Unread](#) [Delete](#) [Move](#)

Check All			Subject	Authored By	Date ↴	Label
<input checked="" type="checkbox"/>			Disregard my earlier question	student01 (student01)	Apr 19, 2016 4:35 PM	Normal
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Confirmation message.

Messages / Received

< Previous Folder [Next Folder >](#)

The message(s) you selected have been successfully moved to the Deleted folder.

Search for text: [Search](#) [Advanced Search](#)

View [All Messages](#) ▾

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

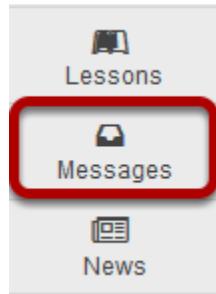
Check All			Subject	Authored By	Date ↴	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.

How do I modify the settings for Messages?

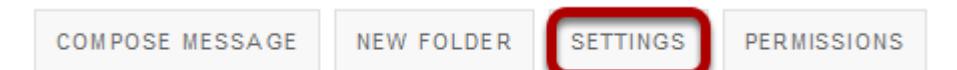
This feature allows users to modify the default Messages tool settings. Users with site owner permission have additional options for configuring the tool within the site.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Settings.



Site owner (instructor) settings options:

Messages - Settings

Activate Messages:

Yes No

Personal Settings

Auto Forward Messages:

Yes No

Email address for forwarding:

Site Settings

sending copies to recipients' email address(es):

- Do not allow sending copies
- Give sender the option to send copies
- Always send copies

Groups hidden in To field Add Group: ▾

As an instructor or site owner, you can choose whether or not site participants are able to forward messages, and which groups (if any) are hidden in the message recipient list.

You may also set a personal forwarding email address for your own messages.

Site participant (student) settings options:

Messages - Settings

Activate Messages:

Yes No

Personal Settings

Auto Forward Messages:

Yes No

Email address for forwarding:

Save Settings

Cancel

If the site owner has allowed sending copies (i.e. forwarding) messages, then site participants or students will be able to specify a forwarding email address.

Click Save Settings.

Save Settings

Cancel

Once you have made all of your changes, click **Save Settings** to save.

How do I determine who site participants can send a message to?

This feature gives the option to regulate each role's message composing permissions.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Permissions.



Permissions is located below the Course Site title.

Check the corresponding boxes for desired permissions.

Permissions

Set permissions for the Messages tool

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#)

[Cancel](#)

Permissions are assigned on a role-by-role basis. For instance, to prevent a student from sending a message to "All Participants", un-check the **Student** Permission box located next to the option, "Allow the 'All Participants' options to the 'To' field."

*Note: These options will be visible when clicking the "To" text box in **Compose a Message**, within the **Message** tool.*

Use drop-down menu for separate permissions based on groups. (Optional)

Permissions

Set permissions for the Messages tool

Set permissions for Site

Site

Site
Group01
Group02
Lab1

Undo changes

Permission	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

This option allows the user to change permissions for different groups. This way, each group has unique **Message** tool options.

Note: By default, this option may only be available for admin users.

Click Save.



Click **Save** or **Cancel** to quit.

News

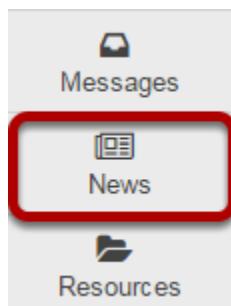
What is the News tool?

The News tool uses RSS to bring dynamic news to your site. RSS is a data format used to syndicate news on the web. It allows continuously updated content from a remote news site to appear in another web site.

To set up your site to display news, the instructor or site owner must specify a URL pointing to an RSS news feed. An RSS news feed is a specially formatted list of news articles. You can find RSS feeds by using an Internet search engine (e.g., Google or Yahoo). Sites that distribute news in RSS format are called "news feeds". The News tool is an RSS "news aggregator" (or news reader) that reads and displays content from RSS news feeds. You can usually identify an RSS feed by the .xml or .rss in the URL (e.g., <http://www.nytimes.com/services/xml/rss/nyt/Movies.xml> or http://rss.cnn.com/rss/cnn_topstories.rss).

In addition to news, some web sites use the RSS format for information that is updated often, such as blogs, events listings, or the revision history of a book. Site owners can add more than one News feed either when setting up the site or at a later time via Manage Tools in [Site Info](#).

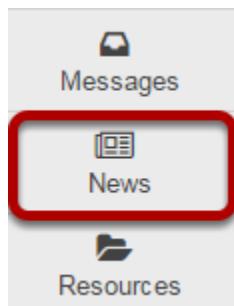
To access this tool, select the News item from the Tool Menu of your site.



Note: Depending on how the news feed is named in your site, the title may appear differently in your Tool Menu list.

How do I add a News tool?

Go to Site Info.

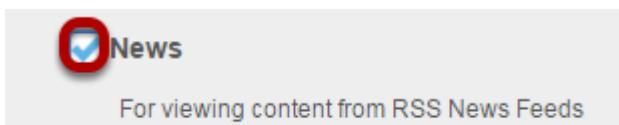


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



Select the check box next to News.



Click Continue.



Enter the News item information and save.

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

News

1 Title NYTimes

(Suggested length 15 char.)

2 URL Channel http://www.nytimes.com/services/xml/rss/nyt/HomePage.xml

3 More News Tools? ▾

4 Continue Back Cancel



1. Enter a tool title. (The tool title will display in the Tool Menu of your site.)
2. Enter the URL of your RSS feed.
3. Optionally, if you want to add more than one news feed at a time, you can select to add additional items from the **More News Tools?** drop-down menu.
4. Click **Continue** to save your settings.

Click Finish to complete the site tools edit.

Confirming site tools edits for **Sample Course**

You have selected the following for your site (added tools highlighted):

Home (Home)
Lessons (Lessons)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Gradebook (Gradebook)
Lecture Notes (Lecture Notes) (/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/)
Site Info (Site Info)
Messages (Messages)
NYTimes (NYTimes) (<http://www.nytimes.com/services/xml/rss/nyt/HomePage.xml>)
Search (Search)
Sakai Project (Sakai Project) (<http://sakaiproject.org>)

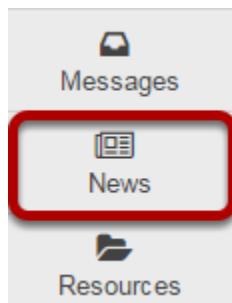
Finish

Back

Cancel

How do I edit the News tool?

Go to News.



Select the **News** item from the Tool Menu of your site.

(If a News item is not already active in the site, you will need to go to Site Info > Manage Tools to add it to your site first.)

Click Edit.



Enter or edit the News item information and save.

A screenshot of the news tool configuration form. The form includes fields for 'Enter the tool title', 'Max items to display', 'Enter the RSS feed URL', and a 'Save configuration' button. Each field is numbered 1 through 4. Step 1: 'Enter the tool title' field contains 'My RSS Feed'. Step 2: 'Max items to display' field contains '5'. Step 3: 'Enter the RSS feed URL' field contains 'http://rss.nytimes.com/services/xml/rss/nyt/Technology.xml'. Step 4: 'Save configuration' button is highlighted with a red oval.

1. Enter/edit a tool title.
2. Enter/edit the maximum number of items to display from this feed.
3. Enter/edit the URL of your RSS feed.
4. Click **Save Configuration** to save your changes.

Your changes will display.

The New York Times

 EDIT  LINK  HELP

[Amazon Expands Drone Testing in Britain](#)

The British Civil Aviation Authority will allow the company to test several technologies that the United States has not permitted.

[Thinking About Suing Uber? Let This Be a Warning.](#)

A Yale environmentalist filed a lawsuit against Uber accusing it of price-fixing. In response, Uber hired a Ergo, an outside agency, to look into his background.

[F.B.I. Examining if Hackers Gained Access to Clinton Aides' Emails](#)

Federal officials say the inquiry has been underway since the spring, when the agency was first notified of the D.N.C.'s suspicions about hacking.

[Deal Professor: \\$1 Billion for Dollar Shave Club: Why Every Company Should Worry](#)

The internet, mass transportation and globalization allow decentralized companies to be smaller and leaner and have fewer employees.

[Bits: What Goes Up Must Come Down: The End of Yahoo as We Know It](#)

The sale of Yahoo's core web business to Verizon for \$4.83 billion caps a long downward spiral for the onetime pioneer, which at its height was valued at \$125 billion.

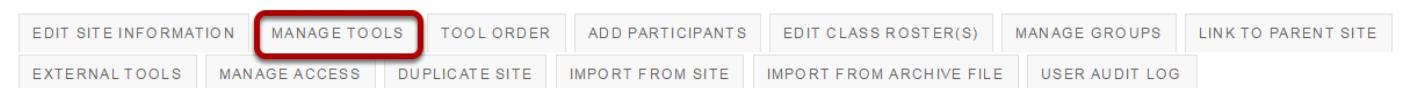
How do I delete a News tool?

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



De-select the box (i.e. remove check) next to the News tool you want to remove.



Click Continue.



Click Finish to complete the tool removal.

Confirming site tools edits for Sample Course

You have removed the following:

News (javax.portlet-feed_url = http://sakaiproject.org/feed) (News)

You have selected the following for your site (added tools highlighted):

Home (Home)
Lessons (Lessons)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Gradebook (Gradebook)
Lecture Notes (Lecture Notes) (/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/)
Site Info (Site Info)
Messages (Messages)
Search (Search)
Sakai Project (Sakai Project) (http://sakaiproject.org)

Finish

Back

Cancel

Permissions and Roles

What are Permissions and Roles?

Permissions

Permissions allow users to access certain features of a course or project site, depending on their roles, and on the decisions made by the site owner and the system administrator.

Roles

Roles are collections of permissions. Some roles allow users to simply access or read content, while other roles allow for advanced changes, such as adding participants, editing the site's content, and changing permissions for other roles.

When you create a worksite, or when one is created for you, you have the role with the most permissions and the broadest level of access. You can choose (within the limits established by the system administrator) which tools or functions (e.g., Forums, Schedule, Resources) you want the site to have. For many of these tools or functions, you can set permissions that allow or prevent users from seeing or performing certain tasks, depending on their roles.

Roles may vary in name, depending on the application. However, in general, the creator of a project site, or the instructor of a course site, has full permissions, and can add or delete content within a worksite.

A user who joins an existing site has a more limited role. The permissions of this role allow for interaction in the site (e.g., creating Chat messages), but do not allow for advanced tasks (e.g., uploading files into Resources or creating assignments).

However, each implementation of the application will be different. System administrators can decide during implementation which roles to install, and which permissions these roles will have.

Some things to remember:

- The availability of a tool in a worksite depends on the particular implementation of the system administrator. If you have broad rights to a worksite, and find that a tool is not available through Site Info, consult your administrator.
- The Resources and Drop Box tools share the same permissions set. You can modify them in the Resources tool.
- Default roles have default permissions. These defaults can be edited on the system level by the system administrator, and on the worksite level by anyone with full permissions to the site.
- All users are assigned the broadest role in their respective My Workspaces to give them editing control.

Default participant roles

The following default roles are available in course and project sites:

Course sites

- **Instructor:** Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

Project sites

- **Maintain:** The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

Custom roles.

Many institutions create custom roles with specific sets of permissions for their local systems. Custom roles must be created by a system administrator using the Realms tool.

How do I change participant roles within a site?

Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

Click Site Info in the Tool Menu of the relevant site.

Change the role from the drop-down menu in the list of enrolled participants.

DAC-EDUCATION-DEPT1-SUBJ1-126 Participant List (# 6)

Viewing 1 - 6 of 6 items

|< < show 200 items per page > >|

[Printable Version](#)

Name	Id	Credits	Role	Status	Remove?
Professor, Demo (demoprofessor)			Instructor	Active	<input type="checkbox"/>
student01 (student01)			Student	Active	<input type="checkbox"/>
student02 (student02)			Student	Active	<input type="checkbox"/>
student03 (student03)			Student	Active	<input type="checkbox"/>
student04 (student04)			Student	Active	<input type="checkbox"/>
Test, DA (datest)			Teaching Assistant	Active	<input type="checkbox"/>

1

2

Update Participants

Below your site's information, you will see its participant list.

1. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) under "Role".
2. Click **Update Participants** to save your change.

Podcasts

What is the Podcasts tool?

The Podcast tool allows instructors to distribute audio, video and PowerPoint files to their students either manually or via a RSS feed. Students that subscribe to a site's RSS Podcast feed have the audio, video or PowerPoint content automatically downloaded to a "podcatcher" application of their choice.

The Podcast tool is a convenient delivery mechanism for students to subscribe to a RSS feed and listen/view content on their Mobile devices.

Instructors can also edit the Podcast permissions allowing students to upload and manage podcast files.

To access this tool, select Podcasts from the Tool Menu in your site.



Example of a site Podcast.

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

RSS Feed URL 1 http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9

Podcast uploaded but not yet released 2

Monday, 04 April 2016 02:47 PM EDT
Sample Class Podcast - Episode 3
Class podcast for week 3. Exam Review for Exam 1.
[Download \(0.4MB MP3\)](#) | [Edit](#) | [Delete](#)
Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Available Podcasts 3

Monday, 28 March 2016 02:45 PM EDT
Sample Class Podcast - Episode 2
Class podcast for week 2. Discussion of peer group assignments and collaborative group project due at end of term.
[Download \(0.4MB MP3\)](#) | [Edit](#) | [Delete](#)
Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

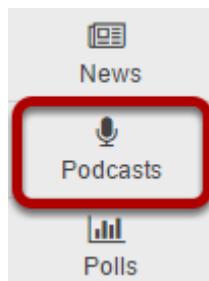
Monday, 21 March 2016 02:41 PM EDT
Sample Class Podcast - Episode 1
Class podcast for week 1. Introduction to the course.
[Download \(0.4MB MP3\)](#) | [Edit](#) | [Delete](#)
Posted by Demo Professor at 02:47 PM EDT on 03/28/2016

Items you may see on a Podcasts page include:

1. RSS feed URL
2. Podcasts that have been uploaded but not yet released
3. Available Podcasts

How do I add a podcast?

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click Add.

A screenshot of the 'Podcasts' tool interface. At the top, there are tabs: ADD (highlighted with a red box), OPTIONS, and PERMISSIONS. To the right are links for LINK and HELP. The main area is titled 'Podcasts'. A blue box contains the text: 'Subscribe now by copying this RSS feed address and pasting it into your favorite podcatcher:' followed by the URL 'http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9' and an RSS icon. Below this is another blue box stating 'There are currently no podcasts at this location.'

This displays the Add Podcast dialog box.

Click Browse.

[LINK](#) [HELP](#)

Add Podcast

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

*Choose a file Choose File No file chosen
*Publish Date/Time  (Format: MM/DD/YYYY HH:MM AM/PM)
*Title

Description

Add

Cancel

Click the **Browse** button to locate and select the audio (.mp3) or video (.mp4) or PowerPoint (.ppt) file for upload.

Enter item information.

Add Podcast

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

*Choose a file

Choose File sample_class...pisode 1

*Publish Date/Time

03/28/2016 02:41:01 PM



(Format: MM/DD/YYYY HH:MM AM/PM)

*Title

Sample Class Podcast - Episode 1



Description

Class podcast for week 1. Introduction to the course.]



Add

Cancel



1. Select a release Date/Time.
2. Enter a Podcast title.
3. Enter a description.
4. Click **Add**.

View podcast.

[ADD](#) [OPTIONS](#) [PERMISSIONS](#)

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9> 

[Edit](#)

Monday, 28 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1

Class podcast for week 1. Introduction to the course.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:43 PM EDT on 03/28/2016

After saving, you will return to the Podcasts page with the new Podcast item listed.

Notice the Podcast folder location.

<input type="checkbox"/>	 Podcasts 	Actions 	Demo Professor	Mar 28, 2016 2:32 pm	1 item
<input type="checkbox"/>	 Sample Class Podcast - Episode 1 	Actions 	Demo Professor	Mar 28, 2016 2:43 pm	440.8 KB

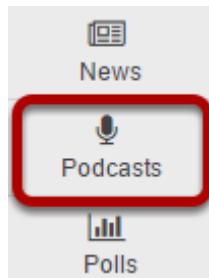
When the Podcast tool is added to the site, a "Public" Podcast folder is created in Resources automatically.

The Podcast folder created in the site Resources and all of the files uploaded are "Public" to allow users to subscribe and access the files through a podcatcher application.

How do I subscribe to a podcast?

Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes).

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Copy the site's Podcast RSS feed URL.

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>



Monday, 03 March 2014 06:38 PM EST

This Birding Life - Episode 3

The Snowy Owl Invasion

[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:38 PM EST on 03/02/2014

Sunday, 02 March 2014 06:36 PM EST

This Birding Life - Episode 2

Speakers from the 2013 Midwest Birding Symposium

[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:37 PM EST on 03/02/2014

Saturday, 01 March 2014 06:11 PM EST

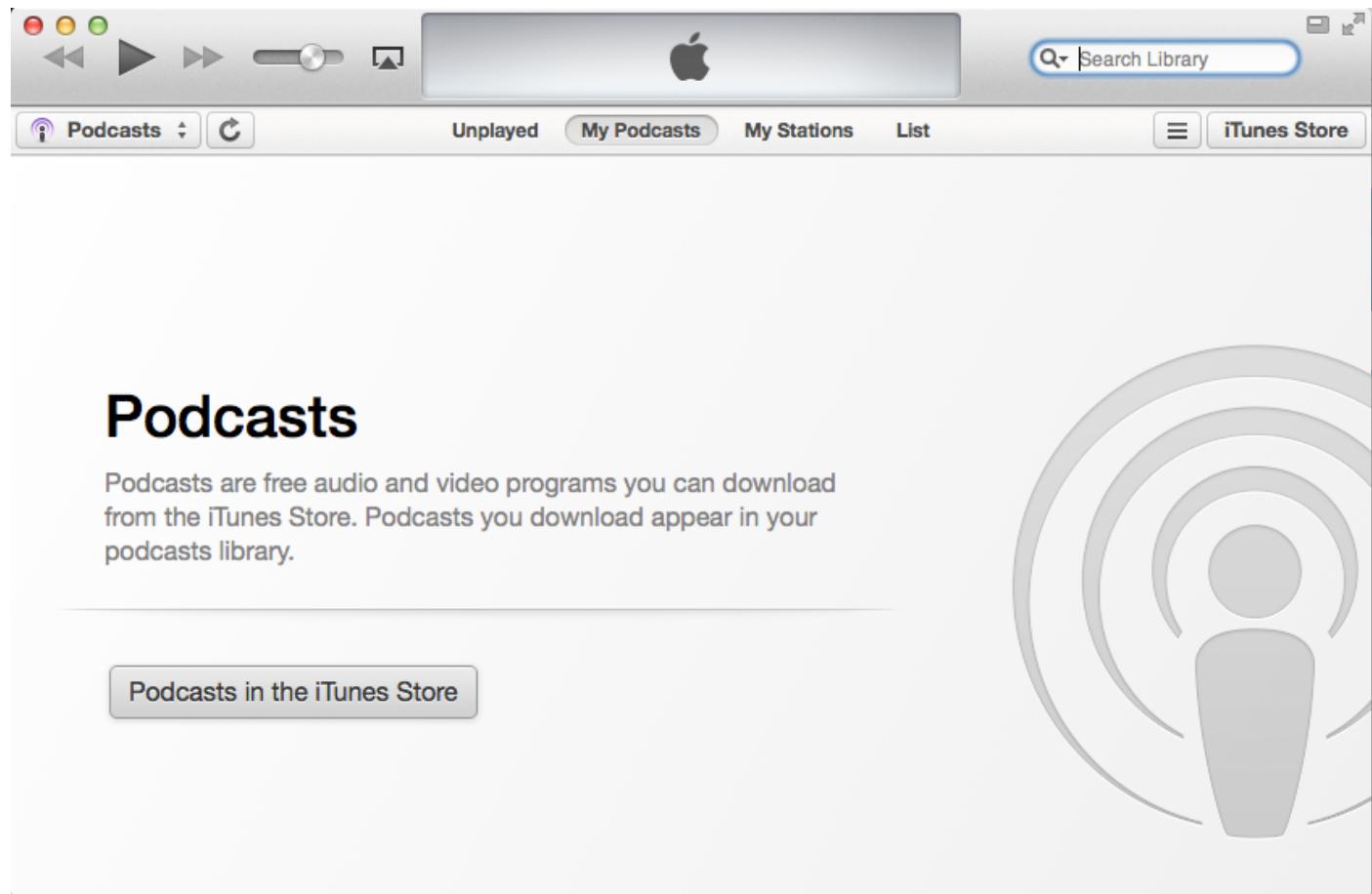
This Birding Life - Episode 1

The Amazon Kingfisher

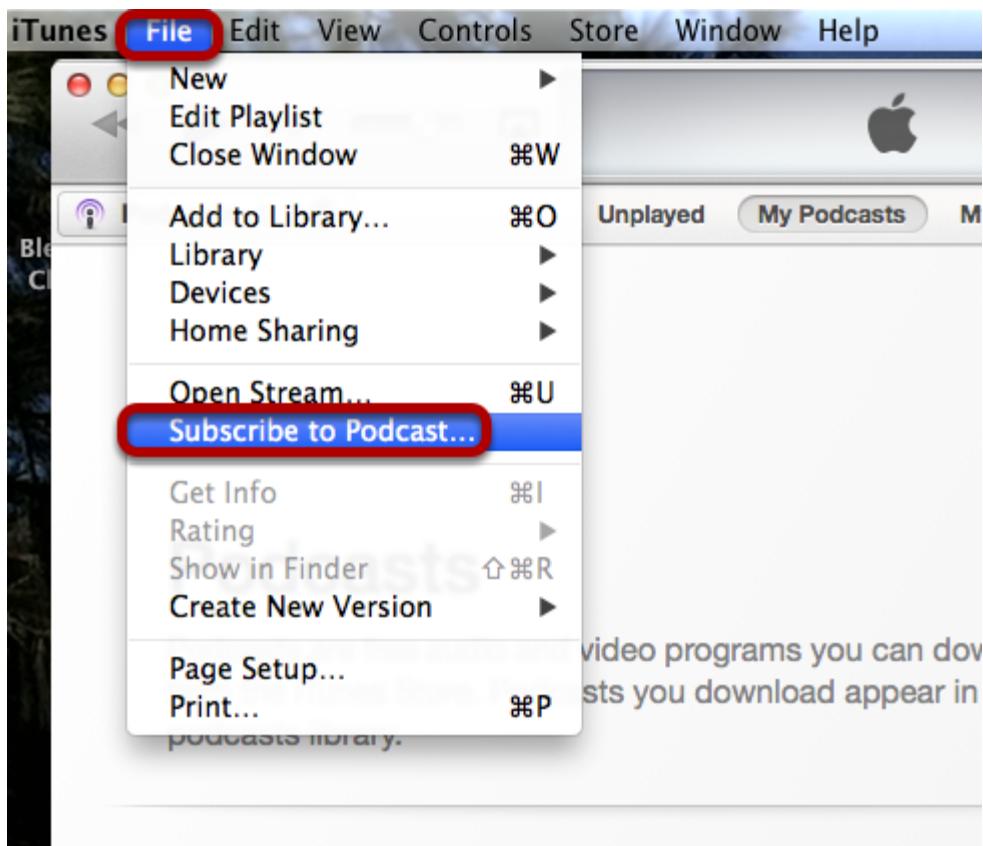
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:18 PM EST on 03/02/2014

Open your preferred podcatcher application (e.g. iTunes).

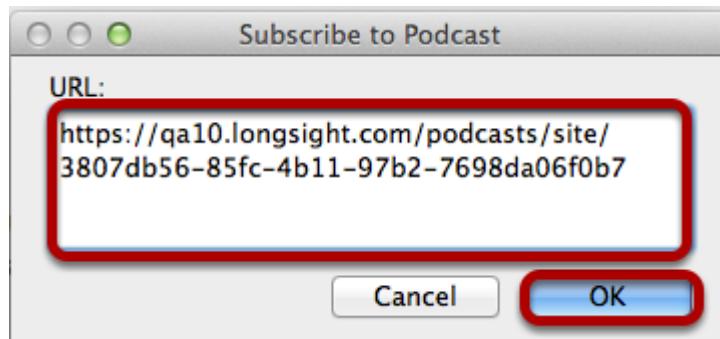


Click File / Subscribe to Podcast.



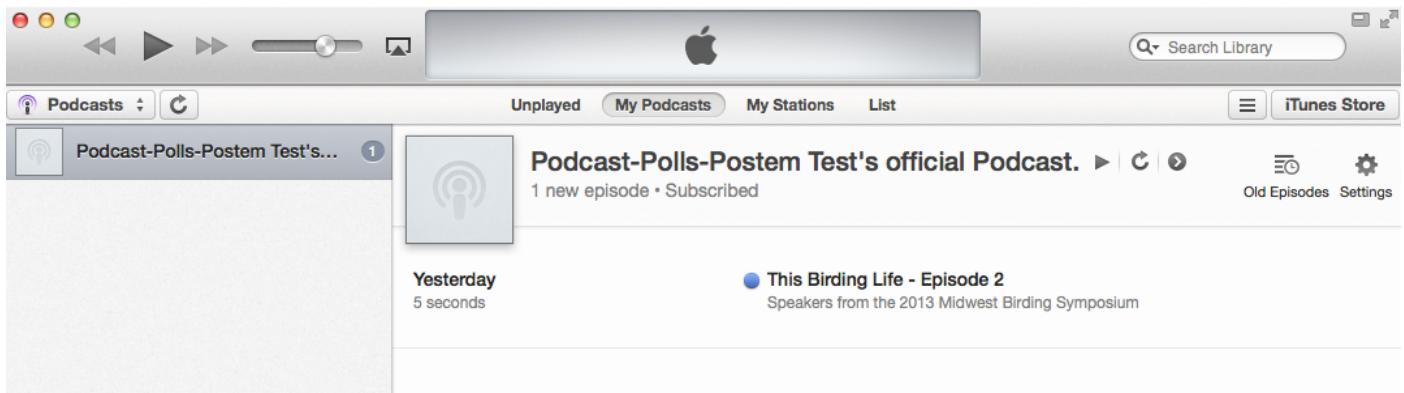
From the **File** menu, select **Subscribe to Podcast**.

Paste the URL.



Paste the site's Podcast RSS feed URL into the URL box, then click **OK**.

View subscribed podcast.

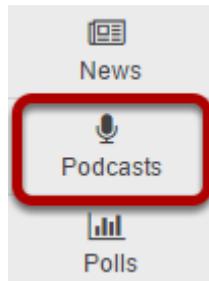


You are now subscribed. The image above displays the example Podcatcher application (iTunes) with a subscription to the site's Podcasts.

How do I allow students to upload podcast files?

Instructors can edit the Podcast tool permissions to allow students to upload and manage the site's Podcast files. This provides a convenient mechanism for students to share audio, video and PowerPoint files.

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click Permissions.

A screenshot of the 'Podcasts' tool settings page. At the top, there are three tabs: 'ADD', 'OPTIONS', and 'PERMISSIONS', with 'PERMISSIONS' highlighted by a red box. To the right of the tabs are two icons: a blue link icon and a blue question mark icon. Below the tabs, the word 'Podcasts' is displayed. A light blue callout box contains the text: 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):'.

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

Modify the student tool permissions.

Permissions

Set permissions for Podcasts folder in worksite "Sample Course" (a3845e3a-e90d-4039-a826-c0cd40c4d3a9)

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Create podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#)

[Cancel](#)

Under the Student column, check the boxes for **Create podcasts**, **Edit own podcasts**, **Delete own podcasts**, and then click **Save**.

Student users will now have an "Add" button on their display of the Podcast tool allowing them to add podcast files.

How do I view or download an individual podcast?

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click Download.

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9> 

[Edit](#)

Monday, 04 April 2016 02:47 PM EDT

Sample Class Podcast - Episode 3

Class podcast for week 3. Exam Review for Exam 1.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 28 March 2016 02:45 PM EDT

Sample Class Podcast - Episode 2

Class podcast for week 2. Discussion of peer group assignments and collaborative group project due at end of term.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 21 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1

Class podcast for week 1. Introduction to the course.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:47 PM EDT on 03/28/2016

Find the podcast you want to view, and under its title, click **Download**.

When prompted, you may choose to open the file or save it to your computer.

Note: Podcasts are listed in order by date published.

Polls

What is the Polls tool?

The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

Results of a poll can be made available to students immediately, after voting, after the closing date, or never. Instructors can post any number of polls. If desired, instructor may also change the tool permissions to allow students to post poll questions.

Participants may only vote once per poll.

Responses to poll questions are anonymous.

To access this tool, select Polls from the Tool Menu in your site.



Example of a site Polls list.

Poll list

Question	Opening	Closing	Results	
How many hours per week do you spend on social media? Edit	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results	<input type="checkbox"/>
Do you have a Google Account? Edit	Apr 19, 2016 5:35 PM	Apr 26, 2016 5:35 PM	Results	<input type="checkbox"/>

Example: Student view of Poll.

Vote

How many hours per week do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- I do not visit social media sites.
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- More than 10 hours per week

Vote!

Cancel

Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

Note: By default, students can only vote once per poll question.

Example: Poll Results.

Results

How many hours per week do you spend on social media?

◆ Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

How do I add a new poll?

Go to Polls.



Select the **Polls** tool from the Tool Menu of your site.

Note: If the Polls tool is not available on your site by default, you can add it to your site under Site Info > Manage Tools.

Click Add.

A screenshot of the 'Poll list' page. At the top, there are tabs: 'ADD' (highlighted with a red box), 'PERMISSIONS', 'LINK', and 'HELP'. Below the tabs, the heading 'Poll list' is followed by a message: 'No polls have been created yet.' At the bottom left, there is a link 'Add a poll' with a red box around it. A small circular icon with a question mark is also present next to the link.

You may click the **Add** button or the **Add a poll** link to add a new poll.

Compose your poll question.

Add a poll

*Question How many hours per week do you spend on social r

Additional Instructions (if applicable)

The image shows a Rich Text Editor window. At the top is a toolbar with various icons for text formatting like bold, italic, underline, and alignment. Below the toolbar are dropdown menus for 'Styles' (Normal), 'Font', 'Size', and 'A' (font size). The main text area contains the text: "I am considering using social media for this course and would like to get an idea of how often you visit social media websites." Below the text area, the status bar shows "body p" and "Character Count (Includes HTML formatting characters) : 137 Word Count : 24".

Enter the poll question in the box marked **Question** and add additional information in the Rich Text Editor below if needed.

Specify the poll settings.

The image shows a step-by-step configuration for a poll. Step 1: Shows the opening date as 04/19/2016 12:00 am and the closing date as 04/26/2016 11:55 pm. Step 2: Shows the minimum number of answer options as 1 and the maximum as 1. Step 3: Shows the results visibility options: always (selected), to participants who have voted, or after closing date, after closing date, and never. Step 4: Shows the 'Save and add options' button highlighted in blue, and a 'Cancel' button.

- 1 *Opening Date 04/19/2016 12:00 am
- 2 *Closing Date 04/26/2016 11:55 pm
- 3 Results are visible:
 - always
 - to participants who have voted, or after closing date
 - after closing date
 - never
- 4 **Save and add options**

1. Specify availability time and date.
2. Indicate limits on number of answers selected.

3. Choose when to make the results visible.
4. Click **Save and add options** when finished.

Add the first answer.

Add an Option

Question: How many hours per week do you spend on social media?

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (bold, italic, underline, etc.). Below the toolbar are dropdown menus for Styles, Font, and Size. The main content area contains a red-bordered text box where the user has typed "I do not visit social media sites.". In the bottom left corner of the editor, there are three buttons: "Save" (blue), "Save and add options" (red with a white border), and "Cancel" (blue). In the bottom right corner, there is a status bar displaying "Character Count (Includes HTML formatting characters) : 44 Word Count : 7".

Enter the first answer option in the text box, then click **Save and add options**.

Add the second answer.

Add an Option

Question: How many hours per week do you spend on social media?

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. A red box highlights a text input field containing the text "Less than 1 hour per week". In the bottom right corner of the editor area, there is a status bar displaying "Character Count (Includes HTML formatting characters) : 37 Word Count : 6". At the bottom of the editor are three buttons: "Save" (highlighted with a red border), "Save and add options" (also highlighted with a red border), and "Cancel".

Enter the second answer option in the text box, then click **Save and add options**.

Continue this process of saving and adding options until you have added all of the options for the Poll question. On the last option click **Save**. This will display the Edit a Poll page with the poll options listed.

Click Save.

Options

[Add option](#)

Option	actions
I do not visit social media sites.	Edit Delete
Less than 1 hour per week	Edit Delete
From 1 to 5 hours per week	Edit Delete
From 6 to 10 hours per week	Edit Delete
More than 10 hours per week	Edit Delete

Limits

- *What is the minimum number of Answer Options that can be selected? | ▼
- * What is the maximum number of Answer Options that can be selected? | ▼

Results are visible:

- always
 to participants who have voted, or after closing date
 after closing date
 never

[Save](#)

[Cancel](#)

This displays the Polls list page. Click **Save** to save your poll.

Note: If you need to edit or delete an option, click on the Edit or Delete links to the right of the option text.

To view the poll, click on the poll name.

ADD PERMISSIONS [LINK](#) [HELP](#)

Poll list

Question	Opening	Closing	Results
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results

[Edit](#) [Remove selected polls](#) [Reset selected polls](#)

Example: Student view of Poll.

Vote

How many hours per week do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- I do not visit social media sites.
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- More than 10 hours per week

Vote!

Cancel

Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

Note: By default, students can only vote once per poll question.

Example: Student reference number.

Thank you for voting!

Your reference number: 55c71a7e-8f9d-4356-8f7c-d0bcf4623402

Back

Polls are anonymous. After a student votes in a poll, they receive a reference number to confirm that they have voted in this poll.

To view the results of the poll, click on Results.

Poll list

Question	Opening	Closing	Results
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results

Example: Poll Results.

Results

How many hours per week do you spend on social media?

◆ Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

How do I take a poll?

By default, students can respond to poll questions. All student responses to poll questions are anonymous.

Go to Polls.



Select the **Polls** tool from the Tool Menu in your site.

Click on the poll name.

Poll list

Question	Opening	Closing	Results
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results
Do you have a Google Account?	Apr 19, 2016 5:35 PM	Apr 26, 2016 5:35 PM	Results

[Reset selected polls](#)

Select your choice and click Vote.

Vote

How many hours per week do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- I do not visit social media sites.
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- More than 10 hours per week

[Vote!](#)

[Cancel](#)

Note: By default, students can only vote once per poll question.

View reference number.

Thank you for voting!

Your reference number: cd10034e-abf1-440c-87fa-654363092a26

Back

Polls are anonymous. After you vote in a poll, you will receive a reference number to confirm that you have voted in this poll.

Click Back.

Thank you for voting!

Your reference number: cd10034e-abf1-440c-87fa-654363092a26

Back

This returns the display to the Polls list page.

How do I view poll results?

Instructors can view all poll results and can allow students to view individual poll results.

Go to Polls.



Select the **Polls** tool from the Tool Menu in your site.

To view the results of the poll, click on Results.

Poll list

Question	Opening	Closing	Results
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	Results

Example: Poll Results.

Results

How many hours per week do you spend on social media?

◆ Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

How do I modify Polls tool permissions?

Instructors can modify the Polls tool permissions to allow students or other site participants to post and manage poll questions.

Go to Polls.



Select the **Polls** tool from the Tool Menu in your site.

Click Permissions.



Modify the permissions for the roles listed.

Permissions

Set poll permissions for DAC-EDUCATION-DEPT1-SUBJ1-126

Undo changes

1

Permission	Instructor	Student	Teaching Assistant
Vote on a poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a new poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete your own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save

Cancel

1. Check the box next to each permission you would like to allow for a given role.
(Deselecting a box will remove the corresponding permission.)
2. Click Save to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

PostEm

What is the PostEm tool?

Instructors can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students.

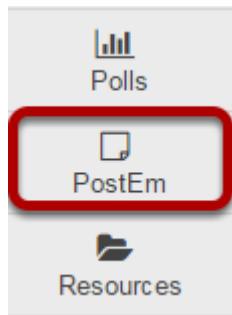
Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

- The first column of the spreadsheet must contain the student usernames.
- The first row must contain headings.

To access this tool, select PostEm from the Tool Menu in your site.



Example of Class Attendance feedback.

Student View

Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

[Back](#)

Instructor View

Title	Creator	Modified By	Last Modified	Released								
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant		update	delete		download	

Last Modified 22 Apr 2016 10:41

Username	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences	Last Checked
student01	student01	P	P	P	P	P	P	P	P	0	never
student02	student02	P	P	A	P	P	A	P	P	2	never
student03	student03	P	P	A	P	P	P	P	P	1	22 Apr 2016 10:48
student04	student04	P	P	P	P	A	P	P	P	1	never
student05	student05	P	P	P	P	P	P	P	P	0	never

As the instructor you can see when a student has last checked their feedback. Any students who have never checked will appear in red.

How do I add PostEm feedback?

Instructors use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

- Your file must be saved in .CSV format. You can save Microsoft Excel spreadsheets as CSV files.
- The first column of your file must contain individuals' usernames in lower case.
- The first row of your file must contain headings; every column must have a heading.

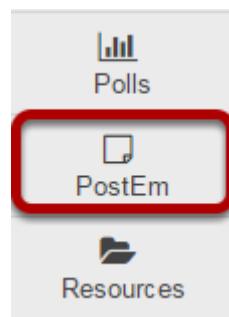
Once you have created your file, you can modify it as you wish, as long as you stay within the guidelines above.

Tip: You can download a CSV file that includes the student usernames under Gradebook > All Grades > Export as CSV (or from Gradebook2 > Tools > Export). You can also download a CSV file that includes the student usernames under Roster > Export.

Example of a properly formatted CSV file.

	A	B	C	D	E	F	G	H	I	J	K
1	Student ID	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences
2	student01	student01	P	P	P	P	P	P	P	P	0
3	student02	student02	P	P	A	P	P	A	P	P	2
4	student03	student03	P	P	A	P	P	P	P	P	1
5	student04	student04	P	P	P	P	A	P	P	P	1
6	student05	student05	P	P	P	P	P	P	P	P	0
7											
8											
9											
10											

Go to PostEm



Select the **PostEm** tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.

Click Add.

The screenshot shows a horizontal toolbar with several buttons: 'ADD' (which is highlighted with a red box), 'Title', 'Creator', 'Modified By', 'Last Modified', and 'Released'. Below the toolbar, a message states: 'There are currently no items at this location.'

Enter a Title.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title

Class Attendance

Choose a CSV file or URL from Resources

Feedback Availability



Release feedback to participants?

Post

Cancel

Enter a Title for the Feedback file. This is the title students will see when they go to PostEm to view their feedback.

Select your file.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title

Class Attendance

Choose a CSV file or URL from Resources

Feedback Availability



Release feedback to participants?

Post

Cancel

Click the Choose a CSV file or URL from Resources button to select your file.

Select your file.

Add Attachment X

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload local file

Choose File No file chosen

or a URL (link to website) Add

Continue Cancel

Select a resource

Location:  DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions	Title
	 DAC-EDUCATION-DEPT1-SUBJ1-126
	 Lecture Notes
	 OCEA_101 Instructor Resources
Attach a copy	 3Penguins.jpg
Show other sites	

You may select a file that you have already uploaded to your site, or click the **Choose File** button to locate the file on your computer and select it for upload.

Click Continue.

Add Attachment X

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
<input type="checkbox"/> ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv	<input type="button" value="x Remove"/>

Upload local file
 No file chosen

or a URL (link to website)

Release feedback and Post.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title

Class Attendance

ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv

Feedback Availability



Release feedback to participants?

Check the box next to **Release feedback to participants?** and then click **Post**.

Verify the upload.

Verify Upload

You have just uploaded a feedback or template file.

This is how the first participant record appears.

If it is not correct, click the Back button, make changes to your text file, and upload it again.

Student ID student01

Student Name student01

Mon. 8/22/2016 P

Mon. 8/29/2016 P

Mon. 9/5/2016 P

Mon. 9/12/2016 P

Mon. 9/19/2016 P

Mon. 9/26/2016 P

Mon. 10/3/2016 P

Mon. 10/10/2016 P

Number of Absences 0

Save

Back

You will be prompted to verify your file upload. The first row of data will be previewed for you. If everything looks correct, click **Save**.

To view feedback for all students, click **View**.

<input type="button" value="ADD"/>						 LINK	 HELP
Title	Creator	Modified By	Last Modified	Released			
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant update delete download	

View class feedback.

Last Modified 22 Apr 2016 10:41

Username	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences	Last Checked
student01	student01	P	P	P	P	P	P	P	P	0	never
student02	student02	P	P	A	P	P	A	P	P	2	never
student03	student03	P	P	A	P	P	P	P	P	1	22 Apr 2016 10:48
student04	student04	P	P	P	P	A	P	P	P	1	never
student05	student05	P	P	P	P	P	P	P	P	0	never

This displays all of the feedback and when (if ever) the student last checked their feedback.

To view feedback for one student, click View Participant.

ADD LINK HELP

Title	Creator	Modified By	Last Modified	Released						
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download	

This displays the individual student's feedback.

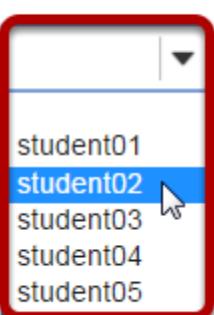
Select the student's username.

View Participant

Select a Participant:

No participant is selected.

Back



Choose the student you want to view from the drop-down menu of participant usernames.

View individual feedback.

View Participant

Select a Participant: student02 ▾

Student ID	student02
Student Name	student02
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	A
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	2

Back

This displays the individual student's feedback.

To update the feedback file, click Update.

The screenshot shows a table with the following columns: Title, Creator, Modified By, Last Modified, Released, view, view participant, update, delete, and download. The 'Title' row contains 'Class Attendance'. The 'Creator' row contains 'demoprofessor'. The 'Modified By' row contains 'demoprofessor'. The 'Last Modified' row contains '22 Apr 2016 10:41'. The 'Released' row contains 'Yes'. The 'view' and 'view participant' links are in blue. The 'update' link is highlighted with a red box. The 'delete' and 'download' links are also visible.

Title	Creator	Modified By	Last Modified	Released	view	view participant	update	delete	download
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download

If you would like to replace the CSV file with a different file, click **Update**.

Select a new file and Post.

Add/Update Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your file must contain individual usernames.

The first row of your file must contain headings.

Title

Choose a CSV file or URL from Resources

ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv

Feedback Availability



Release feedback to participants?

Post

Cancel

Click the **Choose a CSV file or URL from Resources** button to select a different file. This allows you to replace the current CSV file with a new file.

Tip: If you want to hide the feedback from students, remove the check mark next to Release feedback to participants.

To download a copy of the CSV file, click Download

						LINK	HELP
ADD	Title	Creator	Modified By	Last Modified	Released		
	Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant

[update](#) [delete](#) [download](#)

To delete the feedback, click Delete.

						LINK	HELP
ADD	Title	Creator	Modified By	Last Modified	Released		
	Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant

[update](#) [delete](#) [download](#)

Example of what a student sees in the PostEm tool.

The screenshot shows a table row with the following columns:

Title	Last Modified	
Class Attendance	22 Apr 2016 10:41	view

At the top right of the interface are two buttons: "LINK" and "HELP".

Students will see the title of the feedback file, and the date it was last modified. They can click on **View** to see their individual feedback.

Student view of individual feedback.

Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

[Back](#)

How do students view their feedback in PostEm?

Go to PostEm.



Select the **PostEm** tool from the Tool Menu of your site.

Click View.

A screenshot of a feedback file list. The table has two columns: 'Title' and 'Last Modified'. The first row shows 'Class Attendance' in the Title column and '22 Apr 2016 10:41' in the Last Modified column. To the right of the last modified date is a blue 'View' link, which is enclosed in a red rectangular box. At the top right of the table, there are 'LINK' and 'HELP' buttons.

Students will see the title of the feedback file, and the date it was last modified. They can click on **View** to see their individual feedback.

View feedback.

Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

Back

Profile

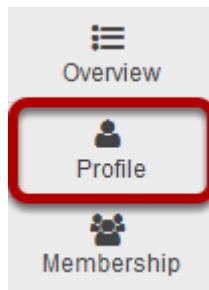
What is the Profile tool?

The Profile tool contains basic user information, including names, and other optionally displayed information.

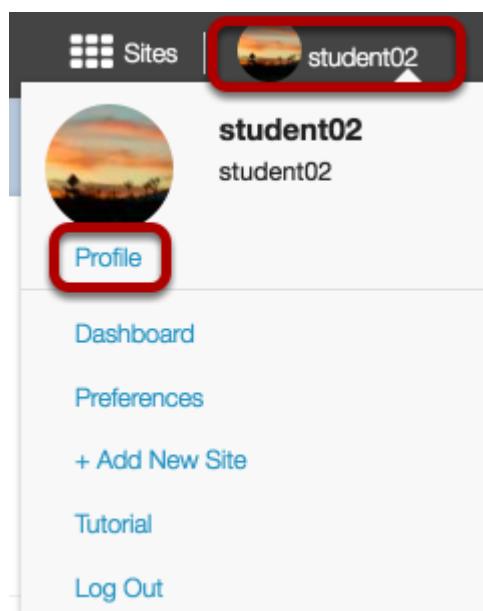
Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information (e.g. Twitter integration), connections, notification preferences, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

Note: Some Profile options may be locked or unavailable depending on institutional settings.

To access this tool, select Profile from the Tool Menu in My Workspace.



Or, select your username/photo in the top right corner.



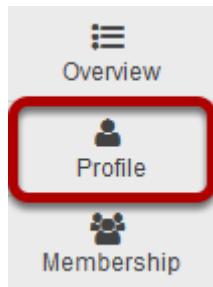
When the dropdown menu appears, click on **Profile**.

How do I set up my profile?

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

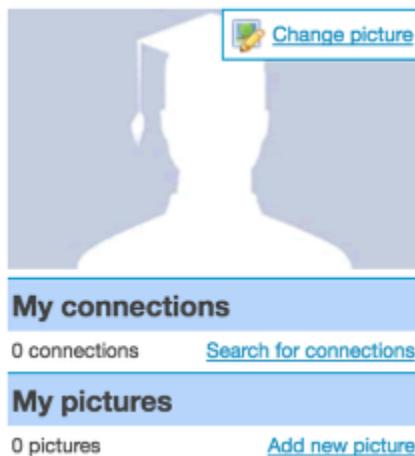
Note: Some Profile options may be locked or unavailable depending on institutional settings.

Go to Profile.



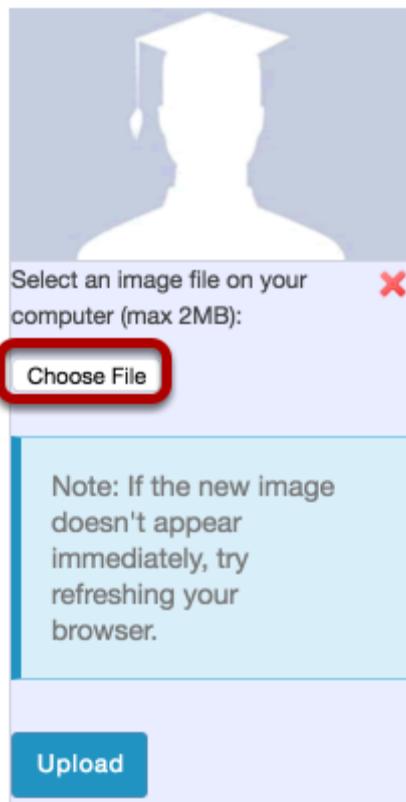
Select the **Profile** tool from the Tool Menu in My Workspace.

Changing Your Picture



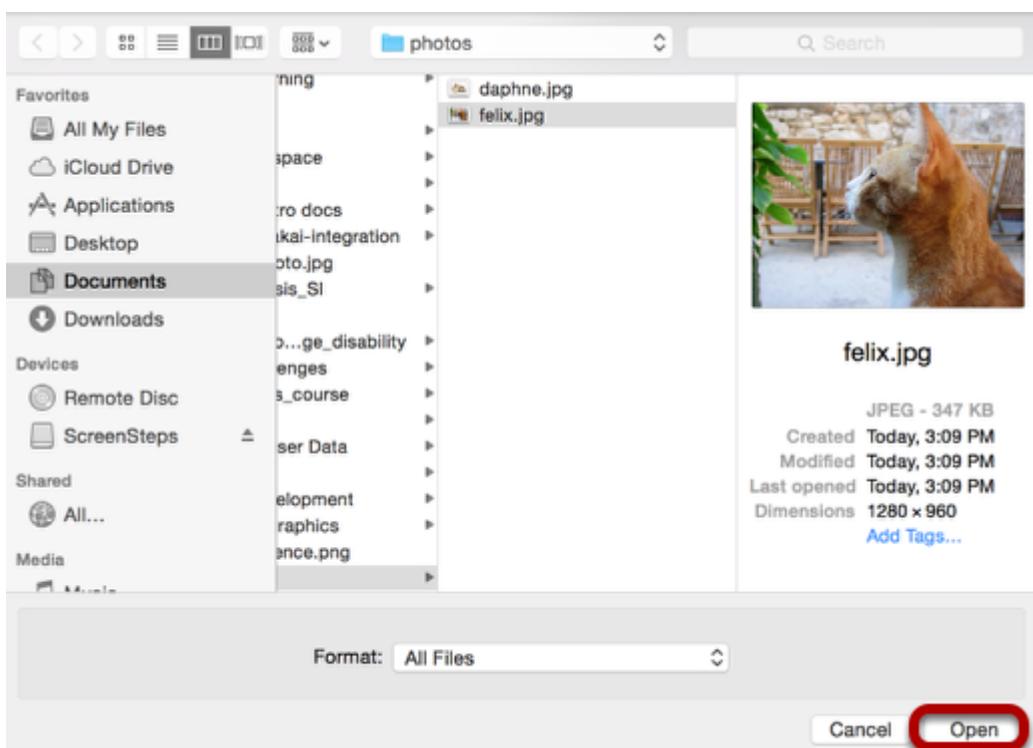
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



Click the Choose File button to browse your computer for a new image.

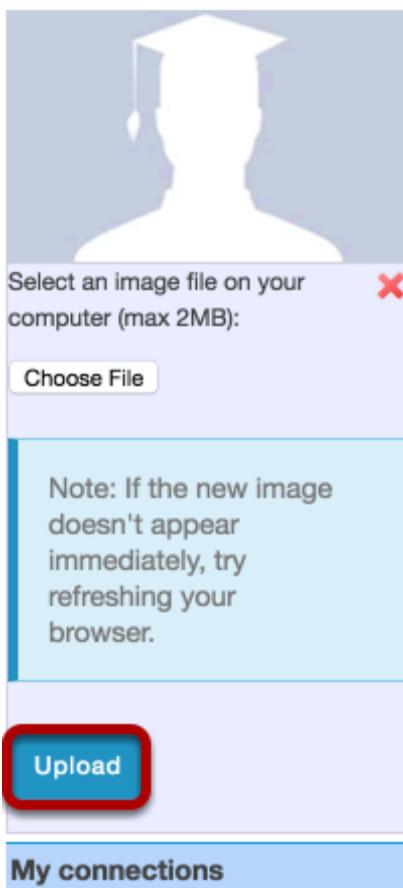
Select your new picture.



Once you have located the image you would like to use, select it and click Open.

Note: Your image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.

Upload your new picture.



The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.

Picture updated.

MY PROFILE PICTURES CONNECTIONS MESSAGES SEARCH PRIVACY PREFERENCES



student02

Say something **Say it**

Profile **Wall**

Basic Information

You haven't filled out any information yet

My connections
0 connections [Search for connections](#)

My pictures
0 pictures [Add new picture](#)

Contact Information
Email heatherrvalli@gmail.com

Staff Information

You haven't filled out any information yet

Your profile picture has been updated! This is the image that will display throughout Sakai when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.

Example of profile image display in Roster.



student02

test_student1

test_student2

student02

[View full profile](#) [Add as a connection](#)

Email: heatherrvalli@gmail.com

[Gateway Accessibility Information](#) | [The Sakai Project](#)

Editing your information.

student02

The screenshot shows a user profile interface. At the top, there is a text input field with the placeholder "Say something" and a blue "Say it" button. Below this is a navigation bar with "Profile" and "Wall" buttons. A horizontal line separates this from the "Basic Information" section, which contains a message: "You haven't filled out any information yet". To the right of this message is a yellow "Edit" button with a pencil icon, which is highlighted with a red box and a cursor icon pointing at it. Another horizontal line separates this from the "Contact Information" section, which is currently empty.

Contact Information

Mouse over the right side of information each section near the horizontal rule to display the editing option.

Click on the **Edit** link to modify or add your information.

Basic Information.

The screenshot shows the "Basic Information" edit screen. It includes fields for Nickname (Felix), Birthday (with a note about hiding birthyear in privacy settings), and Personal summary (containing the text "I'm from Madison, Wisconsin. I enjoy birdwatching and naps."). A red box highlights the "Personal summary" text area. At the bottom are "Save changes" and "Cancel" buttons.

Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then click **Save changes**.

The [Rich Text Editor](#) is available to you here, in case you would like to format your text.

Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.

Contact Information.

Contact Information

Email	<input type="text" value="student@awesomeu.edu"/>
Home page	<input type="text"/>
Work phone	<input type="text"/>
Home phone	<input type="text"/>
Mobile phone	<input type="text"/>
Faxsimile	<input type="text"/>

Save changes **Cancel**

Often, the user's college email address is automatically populated in this area. If it is not, or if you prefer an alternate email address, you may enter it here.

You may also choose to enter your phone and/or fax numbers if desired.

Be sure to click **Save changes** to save any changes.

Staff Information.

Staff Information

Position	Professor
Department	English
School	Arts and Sciences
Room	208
Staff profile	<p>B I U Source </p> <p>University profile URL <input type="text"/></p> <p>Academic/research URL <input type="text"/></p> <p>Publications and conferences <p>B I U Source </p></p>

Save changes **Cancel**

If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Click **Save changes** to save any changes.

Note: The [Rich Text Editor](#) is also available to you in the Publications and Conferences field.

Student Information.

Student Information

Degree/Course	Bachelor's degree
Subjects	Biology major

Save changes **Cancel**

If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save changes** to save any changes.

Social Networking.

Social Networking

Facebook URL	<input type="text"/>	
LinkedIn URL	<input type="text"/>	
MySpace URL	<input type="text"/>	
Skype username	<input type="text"/>	
Twitter URL	<input type="text"/>	

Save changes **Cancel**

You may also include links to your social media accounts or contact information on social networking sites. Click **Save** to save any changes.

Personal Information.

Personal Information

Favorite books	Cat on the Edge, by Shirley Rousseau Murphey
Favorite TV shows	Too Cute!, Animal Planet
Favorite movies	The Birds
Favorite quotes	As anyone who has ever been around a cat for any length of time well knows, cats have enormous patience with the limitations of the human kind. --Cleveland Amory

Save changes **Cancel**

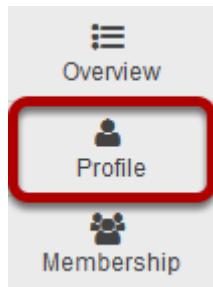
You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save changes** to save any changes.

Tip: Users can search for connections in Profile based on common interests.

How do I post to my wall?

You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

Enter a status message.

A screenshot of the Sakai Profile tool interface. At the top, there is a navigation bar with tabs: MY PROFILE, PICTURES, CONNECTIONS, MESSAGES, SEARCH, PRIVACY, and PREFERENCES. Below the navigation bar, there is a profile picture of a dog and some user statistics: 'My connections' (0 connections) and 'My pictures' (View all pictures). The main area shows a status message from 'student02': 'I love Sakai! 1 hour ago [Clear](#)'. Below this, there is a text input field containing 'I love Sakai!' with a red rounded rectangle around it. To the right of the input field is a blue 'Say it' button with a red rounded rectangle around it. A character counter '127' is shown in a yellow box to the right of the button. Below the input field is a large text area labeled 'Post to wall' with a blue 'Post to wall' button. At the bottom, there is a comment from 'student02' uploaded to the profile picture gallery on March 29, 11:18, with a 'Remove Comment' link.

Enter your message into the text box provided and then click the **Say It** button.

Note: Status messages are limited to 140 characters. You will see a counter to the right of the text box which tells you how many characters you have remaining.

Post directly on your wall.

The screenshot shows the Sakai Wall interface. At the top left is a profile picture of a brown dog. To its right, the user name **student02** is displayed, followed by the message "I love Sakai!" and a [Clear](#) link. Below this is a text input field with the placeholder "Say something" and a blue "Say it" button. A red box highlights the "Wall" tab in the navigation bar, which is currently selected (indicated by a red circle with the number 1). Step 2 is indicated by a red circle with the number 2 next to the "My connections" section, which shows 0 connections and a "Search for connections" link. Step 3 is indicated by a red circle with the number 3 next to the "Post to wall" button, which is highlighted with a red box. The main content area displays a list of previous posts from the user "student02".

	student02	Hi there!	Remove Comment
	student02	Updated personal information in profile	Remove Comment
	student02	Updated basic information in profile	Remove Comment
	student02	Changed profile image	Remove Comment
	student02	Uploaded to profile picture gallery	Remove Comment

1. Click on the **Wall** tab.
2. Enter your text into the [Rich Text Editor](#).
3. Click **Post to wall**.

Note: Previously posted status messages, posts and updates will appear at the bottom of the screen.

Remove a post. (Optional)

A single post from the user "student02" is shown. The post content is "Hi there!", timestamped "29 March, 10:54". To the right of the post, the [Remove Comment](#) link is highlighted with a red box.

If you would like to remove an existing message on your wall, click the **Remove** link next to the item you'd like to delete.

Comment on a post. (Optional)

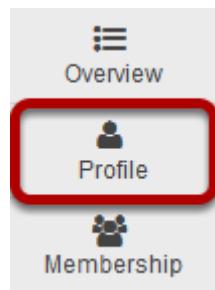


If you would like to comment on a wall post (your own, or someone else's):

1. Click the **Comment** link next to the post.
2. The screen will expand to show a text box below where you can add your comment. Enter your text here.
3. Click **Add Comment** to post your comment to the wall.

How do I add pictures to my profile picture gallery?

Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

Click Pictures.

A screenshot of a user's profile page. At the top, there is a navigation bar with tabs: MY PROFILE, PICTURES (which is highlighted with a red box), CONNECTIONS, MESSAGES, SEARCH, PRIVACY, and PREFERENCES. Below the navigation bar, the user's profile picture is displayed, followed by the username 'student02'. There is a text input field with placeholder 'Say something' and a blue 'Say it' button. Below the input field are two buttons: 'Profile' and 'Wall'. A large empty area is labeled 'Post to wall'. On the left side of the page, there are two sections: 'My connections' (0 connections, with a 'Search for connections' link) and 'My pictures' (0 pictures, with a 'Add new picture' link). A blue banner at the bottom of the left sidebar says 'Sakai 11 User Guide'.

Select your image files.



My pictures

Add picture

The screenshot shows a file upload interface. Step 1, 'Choose File', is indicated by a red circle around the 'Choose File' button. Step 2, 'Selected files', is indicated by a red box around a list of four files: 'greenfinch.jpg', 'jay.jpg', 'merle.jpg', and 'robin.jpg', each with a 'Delete' button next to it. Step 3, 'Upload chosen files', is indicated by a red circle around the 'Upload chosen files' button.

1. Click the **Choose File** button to browse for images on your local computer and select them for upload. You may select more than one image if you like. The maximum number of profile gallery images is 10.
2. Selected files will appear listed below the **Choose File** button. If you decide not to upload a given image, you can click **Delete** to remove a file from the list.
3. Once you have selected your file/s, click the **Upload chosen files** button.

Note: The combined file size of all images to upload should not exceed 20MB.

View picture gallery.



My pictures



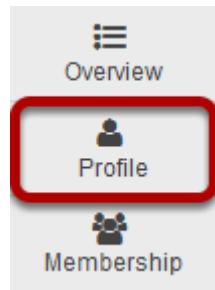
Add picture

The screenshot shows a simplified file upload interface. It includes a 'Choose File' button and an 'Upload chosen files' button.

Once your images have been uploaded, they will display under "My Pictures".

How do I search for and add connections?

Go to Profile.

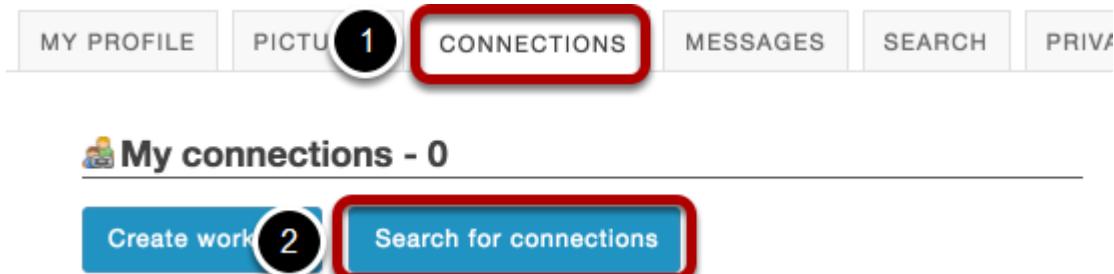


Select the **Profile** tool from the Tool Menu in My Workspace.

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.



Search profiles

Search terms i

Person's name or email Common interest

Include connections in search results

Limit search to selected worksite Sample Course ▼

Search

Enter a name or keyword to search for, and then click the **Search** button.

Note: Optionally, you can choose to search by name/email, or common interest. You may also include current connections, or limit the search to a particular course by selecting it from the drop-down menu.

View search results.

Displaying 13 results for: student

[Clear search](#)

	Rainribbon (Student)	 Add as a connection
	Stu Dently	 Add as a connection
	Student Test	 Add as a connection

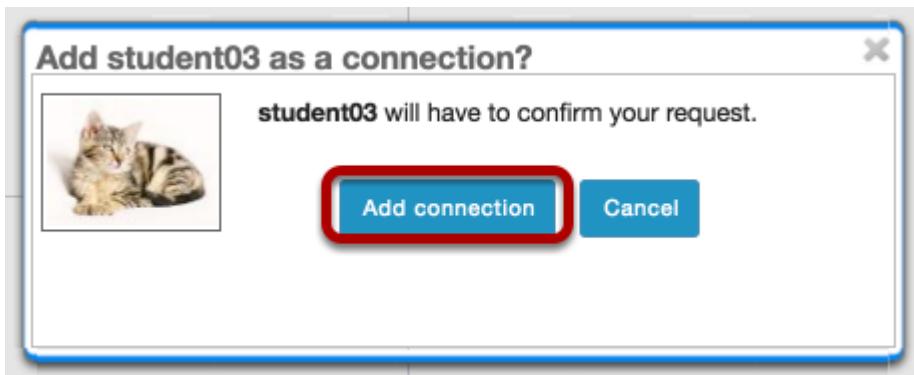
Search results will display at the bottom of the screen.

Add connections.

	student03	 Add as a connection
---	---------------------------	---

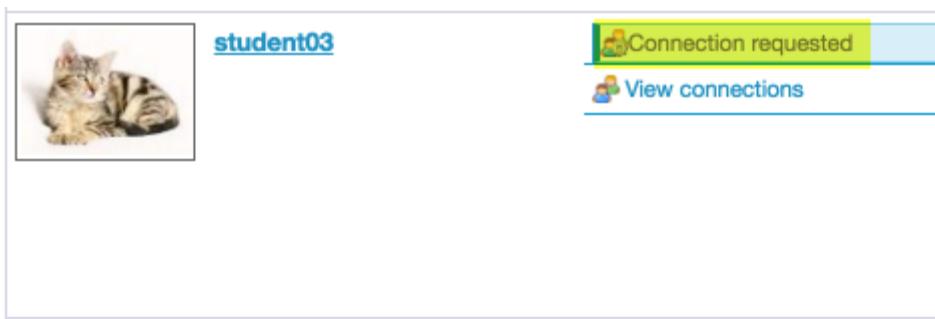
Click the **Add as a connection** link to send a connection request to the selected user.

Connection request confirmation.



You will receive a notice letting you know that the user you have contacted will have to confirm the request before being added as your connection. To proceed with the connection request, click **Add connection**.

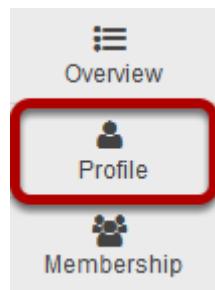
Pending requests.



Note: Once you have sent a connection request to someone, you will see the text "Connection requested" displayed for that user until they accept or ignore the request.

How do I send a message to a connection in Profile?

Go to Profile.

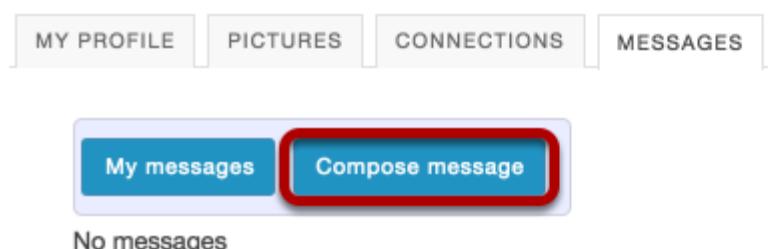


Select the **Profile** tool from the Tool Menu in My Workspace.

Click Messages.



Click Compose message.



Enter your message and send.



1. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
2. Enter a subject.
3. Enter a message.
4. Click **Send Message**.

How do I change my privacy settings?

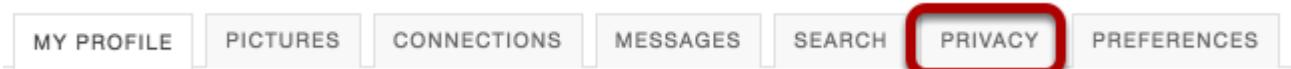
On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

Click Privacy.



Modify your privacy settings.

The screenshot shows the 'Privacy settings' page with a navigation bar at the top: MY PROFILE, PICTURES, CONNECTIONS, MESSAGES, SEARCH, and PRIVACY. The PRIVACY tab is selected. The main area contains a table of profile items with dropdown menus for privacy settings. A red box highlights the dropdown menu for 'Who can view my connections?' which is currently set to 'Everyone'. The dropdown menu is open, showing three options: 'Everyone' (selected), 'Only my connections', and 'Only me'. Other items in the table include 'Profile Image', 'Basic Info', 'Contact Info', 'Staff Info', 'Student Info', 'Social Info', 'Personal Info', 'Show Birth Year' (checkbox checked), 'Who can see my online status?', 'Who can see my status updates?', 'Who can view my pictures?', 'Who can send me messages?', 'Who can see my kudos rating?', and 'Who can see my wall and my posts to other walls?'. A 'Save settings' button is at the bottom.

Profile Image	Everyone
Basic Info	Everyone
Contact Info	Everyone
Staff Info	Everyone
Student Info	Everyone
Social Info	Everyone
Personal Info	Everyone
Show Birth Year	<input checked="" type="checkbox"/>
Who can view my connections?	Everyone
Who can see my online status?	Everyone
Who can see my status updates?	Everyone
Who can view my pictures?	Everyone
Who can send me messages?	Only my connections
Who can see my kudos rating?	Everyone
Who can see my wall and my posts to other walls?	Everyone

Save settings

You may use the drop-down menus to change the privacy settings for each of the items listed.

Note: Depending on your institutional Profile settings, some of these privacy settings may be locked or unavailable.

Click Save settings.



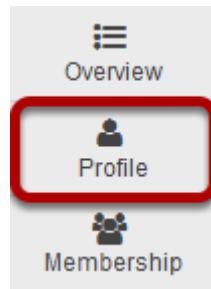
If you make any changes, be sure to click **Save settings** to save your changes.

How do I set my notification and other profile preferences?

On your preferences page you can control what emails are sent you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured) as well as manage the Twitter integration for your status updates. All changes in preferences are optional.

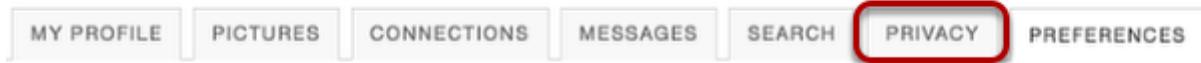
Note: Depending on institutional settings, some of these options may not be available in your local instance.

Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

Click Preferences.

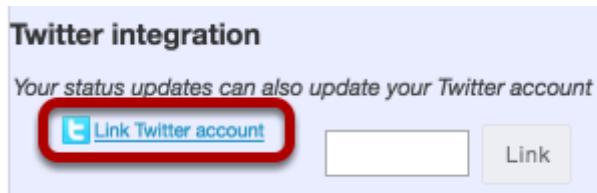


Manage email notifications.

A screenshot of the 'Email notifications' preferences page. It shows a list of actions with 'On' (blue) and 'Off' (light gray) radio buttons. The 'On' buttons are selected for all listed actions. A red rectangular box highlights the column of radio buttons.

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.

Authorize Profile2 to use your account?

Authorize app

Cancel



Profile2

By Sakai Foundation

confluence.sakaiproject.org/display/PRO...

Profile2 is a social networking application for the Sakai collaborative learning environment.

This application will be able to:

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

Will not be able to:

- Access your direct messages.
- See your Twitter password.

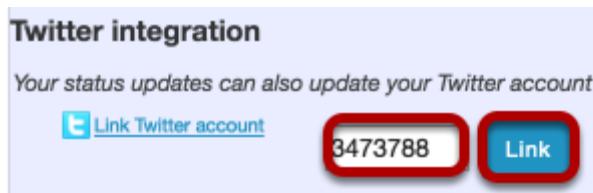
You can revoke access to any application at any time from the [Applications tab](#) of your Settings page.

By authorizing an application you continue to operate under Twitter's [Terms of Service](#). In particular, some usage information will be shared back with Twitter. For more, see our [Privacy Policy](#).

Log in with your Twitter username and password, and then click the **Authorize app** button to grant Profile2 access to post status updates.

You'll be presented with a PIN code.

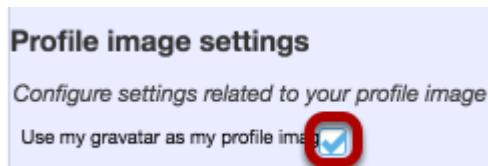
Enter the PIN and click Link.



Back on the preferences page, enter the PIN code in the box and click **Link**. Your details will be verified with Twitter.

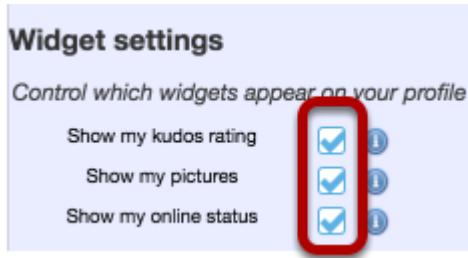
Note: You can disable the Twitter integration by clicking Unlink.

Manage profile image settings.



If you have an existing gravatar and you would like to use that as your profile image, you may check the box here.

Manage widget settings.



Check the box next to any of the available widgets to show them on your profile.

- **Show my kudos rating:** This will display your kudos rating on your profile once it has been calculated.
- **Show my pictures:** This will display pictures from your image gallery on your profile if selected.
- **Show my online status:** This will show whether or not you are currently online. If enabled, you can further control this in your privacy settings. If disabled, you will appear to be offline.

Click Save settings.



Save settings

If you have made any changes to your preferences, be sure to click **Save settings** to save your changes.

Resources

What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal My Workspace area.

Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

Resources also allows users to upload multiple files using the [Drag and Drop](#) interface, or using the [WebDAV](#) protocol.

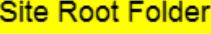
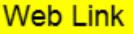
To access this tool, select Resources from the Tool Menu in your site.



Example of a Resources page.

All site files ▾  Intro to Psychology Resources

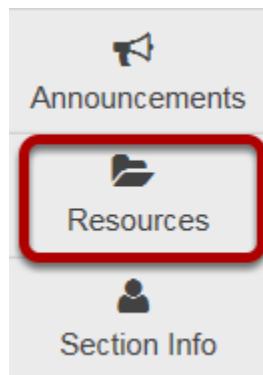
Move Copy Move to Trash Show Hide

<input type="checkbox"/>	Title	Actions
<input type="checkbox"/>	 Intro to Psychology Resources	 Actions ▾
<input type="checkbox"/>	 Syllabus and Guidelines	 Actions ▾
<input type="checkbox"/>	 Readings	 Actions ▾
<input type="checkbox"/>	 Unit 1	 Actions ▾
<input type="checkbox"/>	 Forever Jung	 Actions ▾
<input type="checkbox"/>	 Skinner's Behavior	 Actions ▾
<input type="checkbox"/>	 Unit 2	 Actions ▾
<input type="checkbox"/>	 Psychology Web Sites	 Actions ▾
<input type="checkbox"/>	 American Psychological Association	 Actions ▾

How do I navigate the Resources tool?

There are a number of controls and breadcrumbs that determine the display of the Resources tool, making it easier to maneuver about within the tool.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Folder View

The screenshot shows a folder view interface. At the top, there are buttons for Move, Copy, Move to Trash, Show, and Hide. Below this is a header row with a dropdown arrow, a checkbox, the title "Title" with a sort icon, and a "Access" column. The main content area lists four items:

	Title	Access
<input type="checkbox"/>	Homework Solutions	Actions ▾
<input type="checkbox"/>	Section 1	Actions ▾ Entire site
<input type="checkbox"/>	Section 2	Actions ▾ Entire site
<input type="checkbox"/>	Section 3	Actions ▾ Entire site
<input type="checkbox"/>	Section 4	Actions ▾ Entire site

Clicking on the name of any folder will isolate the display to just the contents of that folder.

Breadcrumb Trails

Site-Level Breadcrumb Trail

The screenshot shows the site-level breadcrumb trail. At the top, it displays the site name "FA16-COMM-20250-02" followed by a separator and the "RESOURCES" tool, which is highlighted with a red box. Below this is a navigation bar with icons for back, forward, and search, along with links for "SITE RESOURCES", "TRASH", "TRANSFER FILES", and "CHECK QUOTA". On the left, there's a "View Site A" dropdown. At the bottom, the breadcrumb trail is shown again: "All site files" / "FA16-COMM-20250-02 Resources" / "Homework Solutions".

Clicking the tool name in the site-level breadcrumb trail will always return the Resources display to the root level with all the folders closed.

Tool-Level Breadcrumb Trail

The screenshot shows the 'Site Resources' tool interface. At the top, there are tabs for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', and 'CHECK QUOTA'. Below these are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. A dropdown menu 'All site files' is open, showing 'FA16-COMM-20250-02 Resources' which is highlighted with a red box. To the right of the dropdown are links for 'Homework Solutions' and 'Assignment Submissions'. The main content area displays a folder structure. The first item is 'Homework Solutions' with an 'Actions' button. Below it is 'Section 1' with an 'Actions' button and a link to 'Entire site'. The interface uses standard Sakai icons for folder and document.

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Clicking the root folder will return the Resources display to the root level with all the folders closed.

Plus / Minus

This screenshot shows a detailed view of the 'FA16-COMM-20250-02 Resources' folder. The 'Syllabus and Guidelines' folder is expanded, revealing its contents: 'FA16 Syllabus' and 'Guidelines for Writing'. The 'Homework Solutions' folder is also expanded, showing 'Student Work'. Each expanded folder has a red circle with a '+' sign on its icon, indicating it can be collapsed. The interface follows the same color scheme and iconography as the previous screenshot.

Folders with content will display a **Plus +**. Clicking **Plus +** will open a folder, within the view of all of the folders. Clicking **Minus -** will close a folder.

Expand All / Collapse All

The screenshot shows a hierarchical file structure. At the top is a toolbar with a red-bordered 'Expand All' button, a 'Title' button, and other icons. Below the toolbar is a folder icon labeled 'FA16-COMM-20250-02 Resources'. Underneath are several expandable items:

- A folder icon followed by 'Syllabus and Guidelines'.
- A folder icon followed by 'FA16 Syllabus'.
- A folder icon followed by 'Guidelines for Writing'.
- A folder icon followed by 'Homework Solutions'.
- A folder icon followed by 'Section 1'.
- A folder icon followed by 'Section 2'.

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

Search

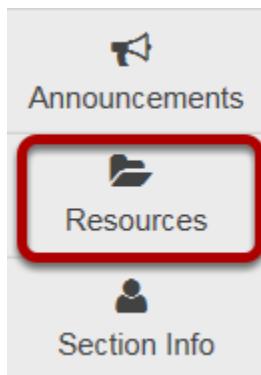
The screenshot shows a search interface. At the top is a red-bordered 'All site files' dropdown menu. Below it is a search bar containing the text 'Section 2'. A search result tree is displayed below the search bar, showing the following structure:

- FA16-COMM-20250-02
 - Homework Solutions
 - Section 2

Clicking **All Site Files** button will display a search field. Enter keywords to locate a specific file or files.

How do I create folders?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Create Folders.

A screenshot of the Sakai interface. At the top, there's a breadcrumb navigation: "All site files" and "Intro to Psychology Resources". Below that is a toolbar with buttons for "Move", "Copy", "Move to Trash", "Show", and "Hide". Under the toolbar, there's a dropdown menu for "Title" and a folder icon labeled "Intro to Psychology Resources". To the right of the folder, there's a "Actions" button with a red box around it. A dropdown menu is open from this button, listing several options: "Add", "Upload Files", "Create Folders" (which is highlighted with a red box), "Add Web Links (URLs)", "Create Text Document", "Create HTML Page", and "Create Citation List".

- Add
- [Upload Files](#)
- [**Create Folders**](#)
- [Add Web Links \(URLs\)](#)
- [Create Text Document](#)
- [Create HTML Page](#)
- [Create Citation List](#)

To the right of the site's root folder, from the **Actions** drop-down menu, select **Create folders**.

This displays the Create Folders page.

Enter the name of the folder.

Create Folders

Location: / Intro to Psychology

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

Syllabus and Guidelines

Add multiple folders. (Optional)

Create Folders

Location: / Intro to Psychology

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

Syllabus and Guidelines

[Add details for this item](#) 

Folder Name

Homework Solutions

[Add details for this item](#) 

Folder Name

Student Resources 

[Add details for this item](#) 

[Add Another Folder](#)

[Create Folders Now](#)

[Cancel](#)

If you would like to create multiple folders, click **Add another folder**.

Note: You can add as many folders as you want by clicking "Add another folder".

Click Create Folders Now.

Create Folders

Location: / Intro to Psychology

Create as many folders as you like! If you change your mind about needing one of yo 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

Syllabus and Guidelines

[Add details for this item](#) 

Folder Name

Homework Solutions

[Add details for this item](#) 

Folder Name

Student Resources

[Add details for this item](#) 

[Add Another Folder](#)

 [Create Folders Now](#)

[Cancel](#)

To create the folder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.

View folders in Resources.

The screenshot shows the 'Intro to Psychology Resources' folder expanded. It contains three subfolders: 'Homework Solutions', 'Student Resources', and 'Syllabus and Guidelines'. Each subfolder has an 'Actions' button to its right. The entire list is sorted by title, with 'Intro to Psychology Resources' at the top.

Actions	Access
Actions ▾	Entire site
Actions ▾	Entire site
Actions ▾	Entire site

Notice that the folders are displayed slightly indented to the root folder.

Create subfolders. (Optional)

A context menu is open over the 'Homework Solutions' folder. The 'Actions' button for this folder is highlighted with a red box. A sub-menu is displayed with the following options: 'Add', 'Upload Files', 'Create Folders' (which is also highlighted with a red box), 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'.

To create a subfolder within a folder, from the **Actions** drop-down menu, select **Create Folders** to the right of the parent folder.

This displays the Create Folders page.

Enter a title for the subfolder.

Create Folders

Location: / Intro to Psychology / Homework Solutions

Create as many folders as you like! If you change your mind about needing one of 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

Unit 1: Brain

[Add details for this item](#)

[Add Another Folder](#)

[Create Folders Now](#)

[Cancel](#)

Create multiple subfolders. (Optional)

Create Folders

Location: / Intro to Psychology / Homework Solutions

Create as many folders as you like! If you change your mind about needing one of 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder
Name

Unit 1: Brain

[Add details for this item](#)

[Add Another Folder](#)

If you would like to create multiple subfolders, click **Add Another Folder**.

Note: You can add as many subfolders of a folder as you want by clicking "Add Another Folder".

Click Create Folders Now.

Create Folders

Location: / Intro to Psychology / Homework Solutions

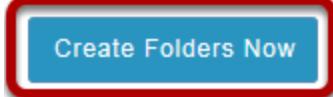
Create as many folders as you like! If you change your mind about needing one of you 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	Unit 1: Brain	Add details for this item
-------------	---------------	---

Folder Name	Unit 2: Early Childhood	Add details for this item
-------------	-------------------------	---

Folder Name	Unit 3: Adolescence	Add details for this item
-------------	---------------------	---

[Add Another Folder](#)

 **Create Folders Now**

Cancel

To create the subfolder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

View subfolders in Resources.

The screenshot shows a list of resources in a Sakai interface. At the top, there are sorting options: a dropdown arrow, an empty checkbox, and a 'Title' column header with a sort arrow. Below this is a list of four items:

- [Intro to Psychology Resources](#)
- [Homework Solutions](#)
- [Student Resources](#)
- [Syllabus and Guidelines](#)

Once a folder contains subfolders, it will appear with a **Plus +**.

View contents of subfolder.

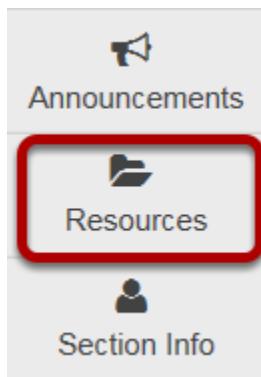
The screenshot shows the contents of the 'Homework Solutions' folder. The 'Title' column header is visible at the top. Below it, the 'Homework Solutions' folder is expanded, showing its subfolders:

- [Intro to Psychology Resources](#)
- [Homework Solutions](#)
 - [Unit 1: Brain](#)
 - [Brain Development](#)
 - [Lobes](#)
 - [Concussion Study](#)
 - [Unit 2: Early Childhood](#)

Click the **Plus +** to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.

How do I upload files to Resources?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Upload Files.

A screenshot of the Resources tool interface. It shows a list of folders: "FA16 Intro to Psych Resources", "Syllabus and Guidelines", "Homework", and "Site Assets". To the right of each folder is a blue "Actions" button with a dropdown arrow. A modal window titled "Add" is open over the "Homework" folder's actions menu. The modal contains several options: "Upload Files" (which is highlighted with a red box), "Create Folders", "Add Web Links (URLs)", "Create Text Document", "Create HTML Page", and "Create Citation List".

Title ▾

[FA16 Intro to Psych Resources](#) Actions ▾

[Syllabus and Guidelines](#) Actions ▾

[Homework](#) Actions ▾

[Site Assets](#)

[Content from My Other Sites](#)

Add

[Upload Files](#)

[Create Folders](#)

[Add Web Links \(URLs\)](#)

[Create Text Document](#)

[Create HTML Page](#)

[Create Citation List](#)

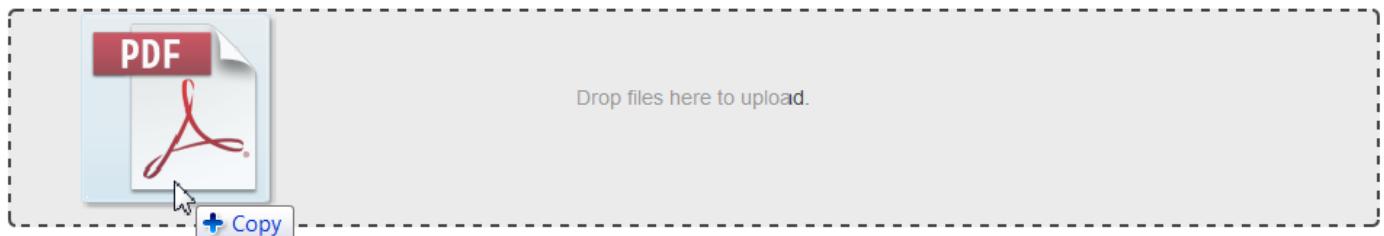
To the right of the folder to which you want to add files, click the **Actions** dropdown menu and select **Upload Files**.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.

Option 1: Drag and drop files from your computer.

Upload Files

Location: / FA16 Intro to Psych / Homework



Drop files here to upload.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 20 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Drag files from your computer and drop them in box marked "Drop files here to upload".

This will display thumbnails of the files that will be uploaded.

Click Continue.

Upload Files

Location: / FA16 Intro to Psych / Homework

0.2 MB

Section 1.pdf

0.2 MB

Section 2.pdf

[Remove file](#)

[Remove file](#)

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 20 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Availability Uploaded items should be

Visible Hidden

Email Notification

None - No notification

[Continue](#)

[Cancel](#)

This uploads the files.

View files in Resources.

 FA16 Intro to Psych Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾ Entire site
 Homework	Actions ▾ Entire site
 Section 1.pdf	Actions ▾ Entire site
 Section 2.pdf	Actions ▾ Entire site
 Section 3	Actions ▾ Entire site
 Section 4	Actions ▾ Entire site

The files are now located inside the selected Resources folder.

Option 2: Browse your computer for files.

Upload Files

Location: / FA16 Intro to Psych / Homework

Drop files here to upload.



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 20 MB of material at once.
Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Click in the box labeled "Drop files here to upload."

This will open your computer's **File Upload** window.

Select the file(s) to upload, then click Continue.

Upload Files

Location: / FA16 Intro to Psych / Homework

0.2 MB
Section 1.pdf

0.2 MB
Section 2.pdf

[Remove file](#) [Remove file](#)

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 20 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Availability Uploaded items should be

Visible Hidden

Email Notification

None - No notification | ▾

Continue

Cancel

Selected files will display in upload field. Click **Continue** to upload.

View files in Resources.

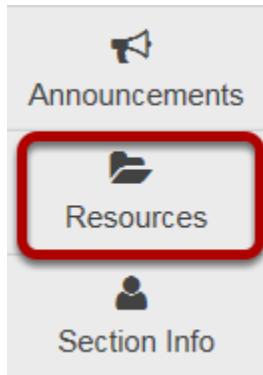
 FA16 Intro to Psych Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾ Entire site
 Homework	Actions ▾ Entire site
 Section 1.pdf	Actions ▾ Entire site
 Section 2.pdf	Actions ▾ Entire site
 Section 3	Actions ▾ Entire site
 Section 4	Actions ▾ Entire site

The files are now located inside the selected Resources folder.

How do I upload and unpack a zip file to a Resources folder?

There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

From the Add drop-down menu, select Upload Files.

The screenshot shows the Sakai Site Resources interface. At the top, there are navigation links: SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. On the right, there are links for LINK and HELP. Below the header, the breadcrumb path shows 'All site files' and 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. A toolbar with buttons for Move, Copy, Move to Trash, Show, and Hide is visible. To the right, there is a 'Display Columns' dropdown. The main area displays a list of resources under the title 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. The list includes a link to 'Copy Content from My Other Sites'. An 'Actions' dropdown menu is open to the right of the folder, with the 'Add' section selected. The 'Upload Files' option is highlighted with a red box. Other options in the 'Add' section include Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, and Create Citation List. The 'Actions' section of the dropdown includes Copy, Edit Details, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

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.

 [LINK](#)  [HELP](#)

Upload Files

Location: / DAC-EDUCATION-DEPT1-SUBJ1-101

Drop files here to upload.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Availability Uploaded items should be

Visible **Hidden**

Email Notification

None - No notification



[Continue](#)

[Cancel](#)

Drag the zip file from your computer and drop it in the box marked **Drop files here to upload**.

This will display a thumbnail of the zip file that will be uploaded.

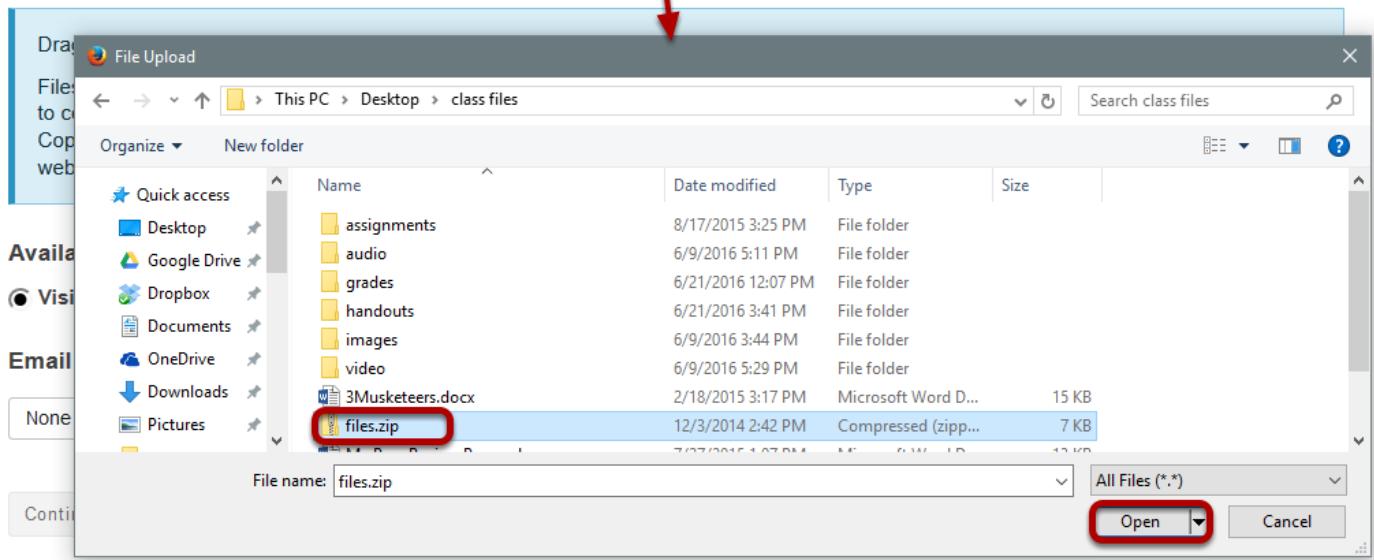
Or, click to switch to a file browser view.

Upload Files

[LINK](#) [HELP](#)

Location: / DAC-EDUCATION-DEPT1-SUBJ1-101

Drop files here to upload.



If you prefer to browse for your file instead, click once anywhere within the **Drop files here to upload** area to go to the file browser view.

Locate and select the file on your computer, then click **Open** to upload.

Click Continue.

 [LINK](#)  [HELP](#)

Upload Files

Location: / DAC-EDUCATION-DEPT1-SUBJ1-101

6.9 KB

files.zip

[Remove file](#)

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Availability Uploaded items should be

Visible **Hidden**

Email Notification

None - No notification 

Continue

Cancel

This uploads the zip file.

Click Actions, then Expand Zip Archive.

The screenshot shows the Sakai Site Resources interface. At the top, there are navigation links: SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. On the right are links for LINK and HELP. Below these are buttons for Move, Copy, Move to Trash, Show, and Hide, along with a Display Columns dropdown. The main area shows a list of resources under 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. A folder named 'files.zip' is selected. An 'Actions' dropdown menu is open next to it, listing options: Copy, Edit Details, Upload New Version, **Expand ZIP Archive**, Move, Move to Trash, Duplicate, and Make Web Content Link. The 'Expand ZIP Archive' option is highlighted with a red box. The table headers for the list are Access, Created By, Modified, and Size.

Access	Created By	Modified	Size
Entire site	Sakai Administrator	Jul 12, 2016 11:55 am	6.8 KB

From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

View zip contents in Resources

SITE RESOURCES TRASH TRANSFER FILES PERMISSIONS OPTIONS CHECK QUOTA [LINK](#) [HELP](#)

All site files / DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

Move Copy Move to Trash Show Hide Display Columns ▾

▼ <input type="checkbox"/> Title	Access	Created By	Modified	Size
DAC-EDUCATION-DEPT1-SUBJ1-101 Resources	Actions ▾			
files	Actions ▾	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am 4 items
<input type="checkbox"/> text1.txt	Actions ▾	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am 5.7 KB
text2.txt	Actions ▾	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am 1.8 KB
text3.txt	Actions ▾	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am 3.6 KB
text4.txt	Actions ▾	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am 4.4 KB
files.zip	Actions ▾	Entire site	Sakai Administrator	Jul 12, 2016 11:55 am 6.8 KB

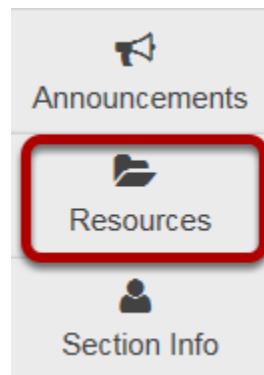
[Copy Content from My Other Sites](#)

The zip file is automatically unpacked within the current folder.

1. A new subfolder within the current folder is created using the name of the zip file.
2. The zip file content is unpacked within this new subfolder.
3. The original zip file remains.

How do I create a zip archive file in Resources?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Compress Zip Archive.

A screenshot of the Sakai Site Resources page. The top navigation bar includes links for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA, along with LINK and HELP buttons. The main content area shows a list of files under the heading "All site files / DAC-EDUCATION-DEPT1-SUBJ1-101 Resources". A "Title" column lists items like "files", "text1.txt", "text2.txt", "text3.txt", and "text4.txt". To the right of the "files" item is a "Actions" dropdown menu. This menu has several sections: "Add" (with options like Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, and Create Citation List); "Actions" (with Copy, Edit Details, Reorder, and Compress to ZIP Archive); and "Move" (with Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link). The "Compress to ZIP Archive" option is highlighted with a red box.

Title	Access	Created By	Modified	Size
DAC-EDUCATION-DEPT1-SUBJ1-101 Resources	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4 items
files	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	5.7 KB
text1.txt	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	1.8 KB
text2.txt	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	3.6 KB
text3.txt	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4.4 KB
text4.txt	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	

To the right of the folder you want to zip archive, from the **Actions** drop-down menu, select **Compress to ZIP Archive**.

This creates a zip file.

Zip file contents.

The screenshot shows a Sakai site resources interface. At the top, there are tabs for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. To the right are links for LINK and HELP. Below the tabs, the URL shows 'All site files' and 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. A toolbar below the URL includes Move, Copy, Move to Trash, Show, Hide, and Display Columns. The main area displays a list of items under 'DAC-EDUCATION-DEPT1-SUBJ1-101 Resources'. The columns are Title, Access, Created By, Modified, and Size. The 'Title' column is sorted by clicking the 'Title' header. The list includes a folder named 'files' and four text files: 'text1.txt', 'text2.txt', 'text3.txt', and 'text4.txt'. Below them is a file named 'files.zip'. An arrow points from the text 'The zip file contains a copy of all of the subfolders and files inside the selected folder.' to the 'files.zip' entry. A red box highlights the 'files.zip' entry.

Title	Access	Created By	Modified	Size
DAC-EDUCATION-DEPT1-SUBJ1-101 Resources	Actions			
files	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text1.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text2.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text3.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
text4.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am
files.zip	Actions	Entire site	Sakai Administrator	Jul 12, 2016 12:03 pm

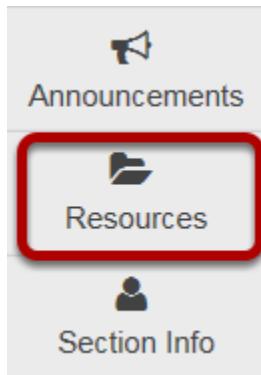
The zip file contains a copy of all of the subfolders and files inside the selected folder.

Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.

How do I add a web link or URL?

Users can create links to web pages in Resources.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Add Web Links (URLs).

A screenshot of the Sakai Resources tool interface. The page lists several folder entries: "Intro to Psychology Resources", "Syllabus and Guidelines", "Readings", "Psychology Web Sites", and "Lecture Notes". To the right of each entry is an "Actions" button with a dropdown arrow. The "Psychology Web Sites" entry has its "Actions" dropdown open, showing options: "Add", "Upload Files", "Create Folders", "Add Web Links (URLs)" (which is highlighted with a red rectangular border), and "Create Text Document".

Title	Access	Create
Intro to Psychology Resources		
Syllabus and Guidelines	Entire site	Last modified
Readings	Entire site	Last modified
Psychology Web Sites	Entire site	Last modified
Lecture Notes		
Content from My Other Sites		

To the right of the folder to which you would like to add the web link, from the **Actions** drop-down menu, select **Add Web Links (URLs)**.

This displays the Add Web Links (URLs) page.

Enter web address.



Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

Location: Intro to Psychology / Psychology Web Sites /

Web Address (URL)

Website Name [Add details for this item](#)

[Add Another Web Link](#)

Enter (or paste) the web site address (URL) and enter a name of the link.

You may also click **Add Another Web Link** to add additional links. (Optional)

Click Add Web Links Now.

Location: Intro to Psychology / Psychology Web Sites /

Web Address (URL)

Website Name [Add details for this item](#) 

Web Address (URL)

Website Name [Add details for this item](#) 

[Add Another Web Link](#)

Email Notification 



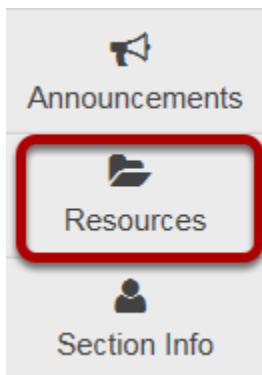
View links in Resources.

<u>Title</u>	<u>Access</u>
 Intro to Psychology Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾ Entire site
 Readings	Actions ▾ Entire site
 Psychology Web Sites	Actions ▾ Entire site
 American Psychological Association	Actions ▾ Entire site
 Psychology Today	Actions ▾ Entire site

This creates links to the web sites in the selected Resource folder.

How do I create a text document?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Create Text Document.

A screenshot of the Sakai Resources tool interface. It shows a list of folders: 'Poetry 101 01 Spring 2016 Resources', 'Poems', '19th Century Poems', '20th Century Poems', '21st Century Poems', and 'Poet Images'. To the right of each folder is an 'Actions' dropdown menu. The 'Actions' menu for '19th Century Poems' is open, showing options: 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document' (which is highlighted with a red box), and 'Create HTML Page'.

To the right of the folder in which you want to create the text document, from the **Actions** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

Enter text, then click Continue.

Create Text Document

Type in the text and click 'Continue' at the bottom.

Fairy Song by Louisa May Alcott

The moonlight fades from flower and rose
And the stars dim one by one;
The tale is told, the song is sung,
And the Fairy feast is done.
The night-wind rocks the sleeping flowers,
And sings to them, soft and low!

Continue

Cancel

Enter (or paste) the text into the text box, then click **Continue**.

This displays the details page for the text document.

Enter document information.

Create Text Document

Enter the name of the Simple Text Document (required), set any other properties you wish, and then click Finish.

* File Name

Use letters, numbers, and the '-' & '_' characters (with no spaces).

Description
Her father, Amos Bronson Alcott, was an American educator of considerable note. Amos was a local trader, carrying his trunk to the local planters of

* Copyright Status
[\(more info\)](#)

Copyright Alert Display copyright alert and require acknowledgement when accessed.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

Additional access

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see this item.

Show this item

From

Date:

Time:

MAR 23 2016 3 00 pm

Until

Date:

Time:

MAR 30 2016 3 00 pm

Hide this item

► [Optional properties](#)

► [Learning Object Metadata](#)

Email Notification

Enter a display name for the text document, and additional details if needed, then click **Finish**.

View text document in Resources.

The screenshot shows the Sakai Resources interface. A file named "Fairy Song - Louisa May Alcott" has been moved from the "19th Century Poems" folder to the "Poems" folder. A yellow callout bubble with the text "Click icon to view file description" points to the blue information icon next to the file name. A red arrow points from the "Poems" folder to the "Fairy Song" file. The interface includes "Actions" dropdown menus and "Entire site" checkboxes for each item.

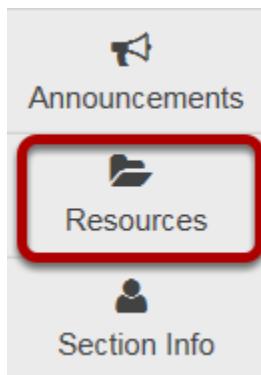
Folder	File	Actions	Entire site
Poems	Fairy Song - Louisa May Alcott ⓘ	Actions	Entire site
19th Century Poems		Actions	Entire site
20th Century Poems		Actions	Entire site
21st Century Poems		Actions	Entire site

The text document has been placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description.

How do I create an HTML page?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Create HTML Page.

A screenshot of the "Poems" folder within the "Resources" tool. The "Actions" dropdown menu is open, showing options like "Add", "Upload Files", "Create Folders", "Add Web Links (URLs)", "Create Text Document", "Create HTML Page" (which is highlighted with a red box), and "Create Citation List".

Category	Sub-Category	Action	Scope	Last Modified
Poems		Actions	Entire site	Icira
19th Century Poems		Actions	Entire site	Icira
20th Century Poems				
21st Century Poems				
Poet Images				
Content from My Other Sites				

To the right of the folder where you want to create the HTML page, from the **Actions** drop-down menu, select **Create HTML Page**.

This displays the Create HTML page.

Enter document content.

Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.

The screenshot shows a WYSIWYG editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (bold, italic, underline, superscript, subscript, etc.). Below the toolbar are style and font dropdown menus, and buttons for size and alignment. The main text area contains the poem 'Jabberwocky' by Lewis Carroll. The first two stanzas are visible: 'Twas brillig, and the slithy toves / Did gyre and gimble in the wabe:'. A red box highlights the text area. In the bottom right corner of the editor, it says 'Word Count : 50'. At the very bottom are 'Continue' and 'Cancel' buttons.

Jabberwocky

By Lewis Carroll (1832-1898)

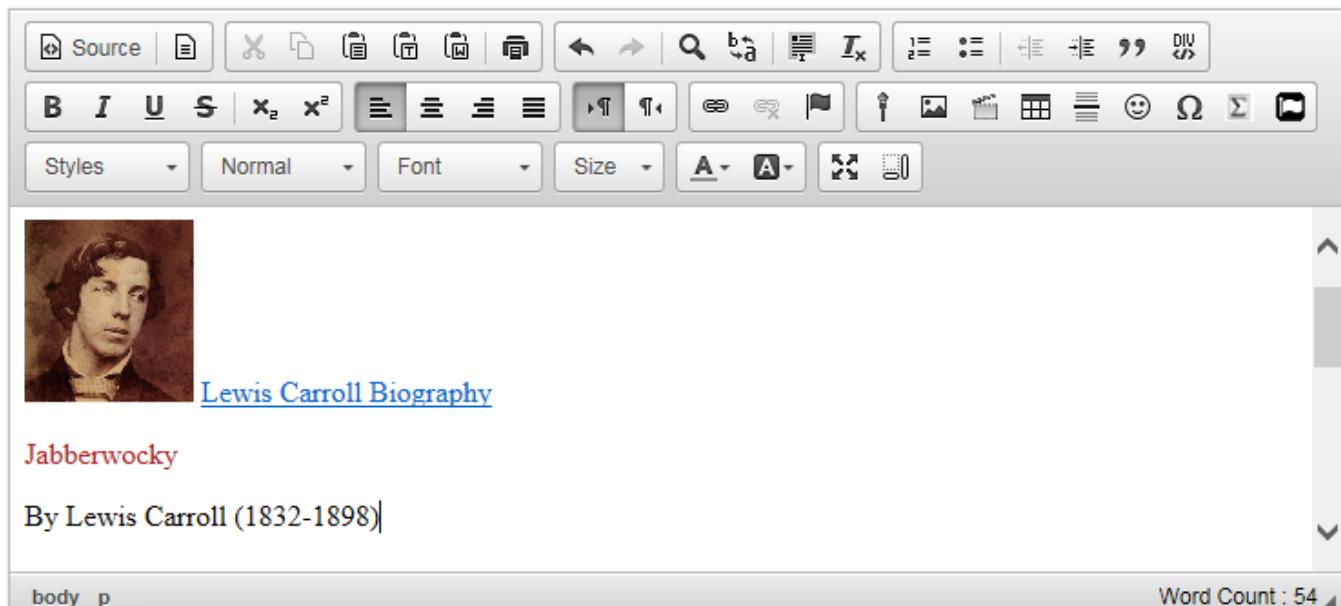
'Twas brillig, and the slithy toves
Did gyre and gimble in the wabe:
All mimsy were the borogoves,
body p

Word Count : 50

Continue Cancel

Enter (or paste) the text content of the document into the text editor.

Use the Rich Text Editor to format or add links and media.



The screenshot shows the Sakai Rich Text Editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and text styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles (Normal), Font, Size, Alignment, and a character style dropdown. The main content area contains a portrait of Lewis Carroll and the following text:

Lewis Carroll Biography

Jabberwocky

By Lewis Carroll (1832-1898)

At the bottom left are buttons for Email Notification (set to "None - No notification") and Continue (highlighted with a red box) and Cancel. On the right, it shows a word count of 54.

Use the [Rich Text Editor](#) tools to format the text, add images, links or other HTML items to the document.

Click **Continue** to save your document when you are finished editing.

Enter document details.

Create HTML Page

Enter the name of the HTML Page (required), set any other properties you wish, and then click "Finish" to create the page.

* File Name

Use letters, numbers, and the '-' & '_' characters (with no spaces).

Description

By Lewis Carroll (1832-1898)
Sounds and nonsense language are important elements of "Jabberwocky"

* Copyright Status

Material is in public domain. (more info)

Copyright Alert

Display copyright alert and require acknowledgement when accessed.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

Additional access

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see them.

Show this item

From

Date:

Time:

MAR 23 2016 3 05 pm

Until

Date:

Time:

MAR 30 2016 3 05 pm

Hide this item

► [Optional properties](#)

► [Learning Object Metadata](#)

Email Notification

None - No notification

Enter a display name for the HTML document, and any other information as needed. Click **Finish** when done.

View HTML file in Resources.

The screenshot shows a hierarchical view of resources in a Sakai environment. At the top level is a folder named "Poetry 101 01 Spring 2016 Resources". Inside it is a folder "Poems", which contains a folder "19th Century Poems" and two files: "Fairy Song - Louisa May Alcott" and "Jabberwocky - Lewis Carroll". Below "19th Century Poems" is another folder "20th Century Poems". Each item has an "Actions" dropdown menu. A yellow callout bubble with a red arrow points to the information icon (a blue circle with a white 'i') next to the "Jabberwocky" file, containing the text "Click icon to view file description".

The HTML page is created and placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description.

How do I create a citation list?

Users can create a citation list for books, journal articles, manuscripts, newspapers or musical compositions in Resources. There are two methods for creating a citation list.

Method 1: Import a file in RIS (Research Information Systems) format.

Method 2: Manually create list.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Method 1: Import RIS file.

The screenshot shows the Sakai Site Resources interface. At the top, there are navigation links: SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. On the right, there are links for LINK and HELP. Below the header, the breadcrumb path shows 'All site files' and 'Sample Course Resources'. A toolbar with buttons for Move, Copy, Move to Trash, Show, and Hide is visible. To the right, a 'Display Columns' dropdown is shown. The main area is a table with columns: Title, Access, Created By, Modified, and Size. The 'Title' column is sorted by clicking the 'Title' link. The table lists several items under the 'Sample Course Resources' folder, including 'Lecture Notes', 'Lesson 1', 'Lesson 2', 'Lesson 3', 'Lesson 5', 'OCEA_101 Instructor Resources', 'Podcasts', 'Sample Course1', 'Unit 2', and '3Penguins.jpg'. For each item, there is an 'Actions' dropdown menu. The 'Actions' menu for 'Lesson 5' is expanded, showing options: Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, and Create Citation List. The 'Create Citation List' option is highlighted with a red box. Other options in the 'Actions' menu include Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link. A link to 'Copy Content from My Other Sites' is also present at the bottom of the 'Actions' menu.

To the right of the folder you want to import the RIS citation list, from the **Add** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Enter a name, then Import.

New Citation List

* **Citation List Name:** I Know Why the Caged Bird Sings

Email Notification ▼

Add Citations From:

[Search Resources](#)[Manually Create](#)[Import](#)

[Done](#)

[Add Section](#)

Enter a name for the citation list, then click **Import**.

This displays the Import Citations page.

Click Browse.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import

Back to Add Citations

Cancel

Import File From:

Browse...

No file selected.

Import RIS Formatted Data from the Following Text:

Import

Back to Add Citations

Cancel

Click **Browse** to locate and select the .ris file on your computer.

Click Import.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

[Import](#)

[Back to Add Citations](#)

[Cancel](#)

Import File From:

[Browse...](#)

i-know-why-the-caged-bird-sings.ris

Import RIS Formatted Data from the Following Text:

[Import](#)

[Back to Add Citations](#)

[Cancel](#)

Note: The selected .ris filename will appear next to the Browse button.

Click Done.

New Citation List

* **Citation List Name:**

I Know Why the Caged Bird Sings

Email Notification

None - No notification



Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

[I know why the caged bird sings](#)

Angelou, Maya. Bantam Dell Publishing Group, 1997.

[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Done

View citation list in Resources.

SITE RESOURCES TRASH TRANSFER FILES PERMISSIONS OPTIONS CHECK QUOTA [LINK](#) [HELP](#)

All site files / Sample Course Resources

Move Copy Move to Trash Show Hide Display Columns ▾

▼ <input type="checkbox"/> Title ▾	Access	Created By	Modified	Size
Sample Course Resources	Actions ▾			
<input type="checkbox"/> Lecture Notes	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 4:28 pm 6 items
<input type="checkbox"/> Lesson 1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:57 pm 1 item
<input type="checkbox"/> Lesson 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:16 pm 1 item
<input type="checkbox"/> Lesson 3	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:23 pm 1 item
<input type="checkbox"/> Lesson 5	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:43 pm 1 item
<input type="checkbox"/> OCEA_101 Instructor Resources	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 5:35 pm 3 items
<input type="checkbox"/> Podcasts ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:32 pm 3 items
<input type="checkbox"/> Sample Course1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 6:39 pm 10 items
<input type="checkbox"/> Unit 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:33 pm 2 items
<input type="checkbox"/> 3Penguins.jpg	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 1:47 pm 44.3 KB
<input type="checkbox"/> I Know Why the Caged Bird Sings	Actions ▾	Entire site	Demo Professor	Jul 12, 2016 12:47 pm 1 citations

[Copy Content from My Other Sites](#)

The citation list is located in the selected folder.

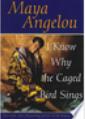
Click on the citation list name.

I Know Why the Caged Bird Sings

[Export](#) [Print](#) Last updated: 12/07/2016

Citations (1)

[Citation View](#) | [Title View](#)

 [I know why the caged bird sings](#)
Angelou, Maya.Bantam Dell Publishing Group, 1997.

[Citation View](#) | [Title View](#)

Citations (1)

Clicking on the list name will open the item and display the list of citations.

Method 2: Manually create citation list.

The screenshot shows the Sakai Site Resources interface. At the top, there are tabs for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. On the right, there are links for LINK and HELP. Below the tabs, a breadcrumb navigation shows 'All site files' and 'Sample Course Resources'. A toolbar with buttons for Move, Copy, Move to Trash, Show, and Hide is followed by a 'Display Columns' dropdown. The main area is a table listing files and folders under 'Sample Course Resources'. The columns are Title, Access, Created By, Modified, and Size. An 'Actions' dropdown menu is open over the 'Lesson 5' folder, which is highlighted with a red box. The menu options include Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, and Create Citation List. The 'Create Citation List' option is also highlighted with a red box. Other items in the menu include Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

Title	Access	Created By	Modified	Size
Sample Course Resources	Add	Entire site	Demo Professor	Mar 24, 2016 4:28 pm
Lecture Notes	Upload Files	Entire site	Demo Professor	Jun 21, 2016 2:57 pm
Lesson 1	Create Folders	Entire site	Demo Professor	Jun 21, 2016 3:16 pm
Lesson 2	Add Web Links (URLs)	Entire site	Demo Professor	Jun 21, 2016 3:23 pm
Lesson 3	Create Text Document	Entire site	Demo Professor	Jun 21, 2016 3:23 pm
Lesson 5	Create HTML Page	Entire site	Demo Professor	Jun 21, 2016 3:43 pm
OCEA_101 Instructor Resources	Create Citation List	Entire site	Demo Professor	Mar 24, 2016 5:35 pm
Podcasts ⓘ	Actions	Entire site	Demo Professor	Mar 28, 2016 2:32 pm
Sample Course1	Copy	Public	Demo Professor	10 items
Unit 2	Edit Details	Entire site	Demo Professor	Jun 21, 2016 2:33 pm
3Penguins.jpg	Reorder	Entire site	Demo Professor	44.3 KB
▶ Copy Content from My Other Sites				

To the right of the folder where you want to create the citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Enter a name for the citation list, then click Manually Create.

New Citation List

* **Citation List Name:**

An Interview with Maya Angelou

Email Notification

None - No notification



Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

No citations have been added yet.

Done

Enter citation information, then Save.

Add Citation

[Save Citation](#) [Cancel Citation](#)

Select Citation Type

Author(s)
[Add another](#)

Article Title

Journal Title

Year

Date

Volume

Issue

Pages

Start Page

End Page

Abstract

Note(s)
ArticleType: research-article / Full publication date: Summer, 1987 / Copyright 1987 The Massachusetts Review, Inc.
[Add another](#)

ISSN

Subject(s)
[Add another](#)

Language

Call Number

Date Retrieved

Open URL

DOI

Rights
[Add another](#)

Link(s)
URL
Use as title link?
Label

[Add another](#)

[Save Citation](#) [Cancel Citation](#)

Manually enter the citation information, then click **Save Citation**.

Click Done.

New Citation List

* Citation List Name:	An Interview with Maya Angelou
Email Notification	None - No notification ▾

Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

[An Interview with Maya Angelou](#)

Neubauer, Carol E. *The Massachusetts Review*, 28(2) 1987. 7.

[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Done

This returns the display to the New Citation List page with a summary of the citation information. You may add more citations if needed. When finished, click **Done**.

View citation list in Resources.

SITE RESOURCES TRASH TRANSFER FILES PERMISSIONS OPTIONS CHECK QUOTA [LINK](#) [HELP](#)

All site files / Sample Course Resources

Move Copy Move to Trash Show Hide Display Columns ▾

▼ <input type="checkbox"/> Title	Access	Created By	Modified	Size
<input type="checkbox"/> Sample Course Resources	Actions ▾			
<input type="checkbox"/> Lecture Notes	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 4:28 pm 6 items
<input type="checkbox"/> Lesson 1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:57 pm 1 item
<input type="checkbox"/> Lesson 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:16 pm 1 item
<input type="checkbox"/> Lesson 3	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:23 pm 1 item
<input type="checkbox"/> Lesson 5	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 3:43 pm 1 item
<input type="checkbox"/> OCEA_101 Instructor Resources	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 5:35 pm 3 items
<input type="checkbox"/> Podcasts ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:32 pm 3 items
<input type="checkbox"/> Sample Course1	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 6:39 pm 10 items
<input type="checkbox"/> Unit 2	Actions ▾	Entire site	Demo Professor	Jun 21, 2016 2:33 pm 1 item
<input type="checkbox"/> 3Penguins.jpg	Actions ▾	Entire site	Demo Professor	Mar 24, 2016 1:47 pm 44.3 KB
<input type="checkbox"/> An Interview with Maya Angelou	Actions ▾	Entire site	Demo Professor	Jul 12, 2016 12:36 pm 1 citations

[Copy Content from My Other Sites](#)

The citation is listed in the selected folder.

Click on the citation list name.

An Interview with Maya Angelou

[Export](#) [Print](#) Last updated: 12/07/2016

Citations (1)

[Citation View](#) | [Title View](#)

 [An Interview with Maya Angelou](#)
Neubauer, Carol E. The Massachusetts Review, 28(2) 1987. 7.
Note(s): ArticleType: research-article / Full publication date: Summer, 1987 / Copyright 1987 The Massachusetts Review, Inc.

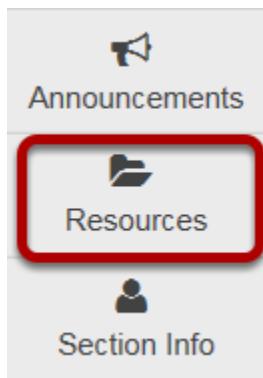
[Citation View](#) | [Title View](#)

Citations (1)

Clicking on the list name will open the item and display the list of citations.

How do I move a file or folder within Resources in the same site?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Method 1: Click Actions, then Move.

A screenshot of the Sakai Resources page. On the left, there is a list of resources: "FA16 Intro to Psych Syllabus", "Syllabus and Guidelines", "Readings", "Lecture Notes", and "Psychology Web Sites". To the right of each resource is a checkbox and an "Actions" button. A dropdown menu is open over the "Lecture Notes" row. The dropdown menu has a heading "Actions" and several options: "Copy", "Edit Details", "Upload New Version", "Move" (which is highlighted with a red rectangular border), "Move to Trash", "Duplicate", and "Make Web Content Link".

Resource	Actions
FA16 Intro to Psych Syllabus	Actions ▾
Syllabus and Guidelines	Actions ▾
Readings	Actions ▾
Lecture Notes	Actions ▾
Psychology Web Sites	Actions ▾

To the right of the file or folder you want to move, from the **Actions** drop-down menu, select **Move**.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click **Resources** link in the site breadcrumb trail to cancel.)

Click the clipboard icon.

<input type="checkbox"/>	FA16 Intro to Psych Syllabus	<input type="button" value="Actions ▾"/>
<input type="checkbox"/>	Syllabus and Guidelines	<input type="button" value="Actions ▾"/>
<input type="checkbox"/>	Readings	<input type="button" value="Actions ▾"/>
<input type="checkbox"/>	Lecture Notes	<input type="button" value="Actions ▾"/>
<input type="checkbox"/>	Psychology Web Sites	<input type="button" value="Actions ▾"/>

To the right of the folder you want to move the file or folder to, click the clipboard icon (**paste moved items here**).

View moved file in new location.

ND Intro to Psychology Resources	<input type="button" value="Actions ▾"/>	
<input type="checkbox"/>	Syllabus and Guidelines	<input type="button" value="Actions ▾"/> Entire site
<input type="checkbox"/>	FA16 Intro to Psych Syllabus	<input type="button" value="Actions ▾"/> Entire site
<input type="checkbox"/>	MLA Academic Guidelines	<input type="button" value="Actions ▾"/> Entire site
<input type="checkbox"/>	Readings	<input type="button" value="Actions ▾"/> Entire site

This returns the display to the Resources page with the file or folder now moved to the new folder.

Method 2: Select multiple items, then click Move.

The screenshot shows the Sakai Resource page interface. At the top, there is a toolbar with five buttons: 'Move' (highlighted with a red box), 'Copy', 'Move to Trash', 'Show', and 'Hide'. Below the toolbar, there is a search bar with a dropdown arrow and a checkbox, followed by a 'Title' field with a sorting icon. The main content area displays a list of resources:

- ND Intro to Psychology Resources** (Actions dropdown)
- Jan 18** (checkbox checked, Actions dropdown)
- Feb 1** (checkbox checked, Actions dropdown)
- Syllabus and Guidelines** (checkbox unchecked, Actions dropdown)
- Readings** (checkbox unchecked, Actions dropdown)
- Lecture Notes** (checkbox unchecked, Actions dropdown)

In the list, 'Jan 18' and 'Feb 1' have their checkboxes checked, while all other items have their checkboxes unchecked. The 'Actions' dropdown menu next to each item typically contains options like 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'.

Check the boxes to the left of the files or folders you want to move to select several items at once, then click **Move**.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Resource link in site breadcrumb trail to cancel.)

Click the clipboard icon (paste moved items here).

ND Intro to Psychology Resources		Actions
<input type="checkbox"/>	Jan 18	Actions
<input type="checkbox"/>	Feb 1	Actions
<input type="checkbox"/>	Syllabus and Guidelines	Actions
<input type="checkbox"/>	Readings	Actions
<input type="checkbox"/>	Lecture Notes	Actions
<input type="checkbox"/>	Psychology Web Sites	Actions

To the right of the folder you want to move the files or folders to, click the clipboard icon.

View moved files in new location.

 Psych 101 01 Spring 2016 Resources	Actions ▾	
<input type="checkbox"/>  Lecture Notes	Actions ▾	Entire site
<input type="checkbox"/>  Feb 6 Holmes	Actions ▾	Entire site
<input type="checkbox"/>  Jan 31 Downes	Actions ▾	Entire site
<input type="checkbox"/>  March 12 Schmertz	Actions ▾	Entire site
<input type="checkbox"/>  Readings	Actions ▾	Entire site

This returns the display to the Resources page with the files or folders now moved to the new folder.

How do I copy a file or folder within Resources in the same site?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Method 1: Click Actions, then Copy.

A screenshot of the Sakai Resources page. It lists several files and folders: "Intro to Psychology Resources", "Syllabus and Guidelines", "Course Resources", "Alzheimer's Changes in the Brain", "What Caffeine Really Does to You", "The Effects of Depression", "Homework", "Unit 1: Brain", and "Brain Development". To the right of each item is a blue "Actions" button with a white downward arrow. A context menu is open over the fourth item, "Alzheimer's Changes in the Brain". The menu has a heading "Actions" and includes the following options: "Copy" (which is highlighted with a red box), "Edit Details", "Upload New Version", "Move", "Move to Trash", "Duplicate", and "Make Web Content Link".

Title	Actions
Intro to Psychology Resources	Actions ▾
Syllabus and Guidelines	Actions ▾
Course Resources	Actions ▾
Alzheimer's Changes in the Brain	Actions ▾
What Caffeine Really Does to You	Actions ▾
The Effects of Depression	Actions ▾
Homework	Actions ▾
Unit 1: Brain	Actions ▾
Brain Development	Actions ▾

To the right of the file or folder you want to copy, from the **Actions** drop-down menu, select **Copy**.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resources link in breadcrumb trail to cancel.)

Click Actions, then Paste Copied Items.

The screenshot shows a list of course resources on the left and an open 'Actions' dropdown menu on the right. The resources include:

- Intro to Psychology Resources
- Syllabus and Guidelines
- Course Resources
- Alzheimer's Changes in the Brain
- What Caffeine Really Does to Your Brain
- The Effects of Depression
- Homework
- Unit 1: Brain (selected)
- Unit 2: Development
- Unit 3: Emotions
- Project Outlines
- Student Contributed Resources ⓘ
- Content from My Other Sites

The 'Actions' dropdown menu is open over the 'Unit 1: Brain' folder. It contains two sections: 'Add' and 'Actions'. The 'Add' section includes links to Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, and Create Citation List. The 'Actions' section includes links to Paste copied items (which is highlighted with a red box), Copy, Edit Details, Reorder, and Compress to ZIP Archive.

To the right of the folder you want to copy the file or folder to, from the **Actions** drop-down menu, select **Paste Copied Items**.

View copied item.

-  [Intro to Psychology Resources](#)
-  [Syllabus and Guidelines](#)
-  [Course Resources](#)
-  [Alzheimer's Changes in the Brain](#)
-  [What Caffeine Really Does to Your Brain](#)
-  [The Effects of Depression](#)
-  [Homework](#)
-  [Unit 1: Brain](#)
-  [Alzheimer's Changes in the Brain](#)
-  [Brain Development](#)
-  [Concussion Study](#)
-  [Lobes](#)
-  [Unit 2: Development](#)

This returns the display to the Resources page with a copy of the the file or folder in the new location.

Method 2: Click Actions, then Copy.

The screenshot shows a list of resources in a Sakai interface. On the right side, a context menu is open over the 'Alzheimer's Changes in the Brain' resource. The menu is titled 'Actions' and includes the following options: Copy (which is highlighted with a red oval), Edit Details, Upload New Version, Move, Move to Trash, Duplicate, and Make Web Content Link.

Title	
Intro to Psychology Resources	Actions ▾
Syllabus and Guidelines	Actions ▾
Course Resources	Actions ▾
Alzheimer's Changes in the Brain	Actions ▾
What Caffeine Really Does to Your Brain	Actions ▾
The Effects of Depression	Actions ▾
Homework	Actions ▾
Unit 1: Brain	Actions ▾
Brain Development	Actions ▾

To the right of the file or folder you want to copy, from the **Actions** drop-down menu, select **Copy**.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resource link in breadcrumb trail to cancel.)

Click the clipboard icon.

Title		
 Intro to Psychology Resources		Actions ▾
 Syllabus and Guidelines		Actions ▾
 Course Resources		Actions ▾
 Alzheimer's Changes in the Brain		Actions ▾
 What Caffeine Really Does to Your Brain		Actions ▾
 The Effects of Depression		Actions ▾
 Homework		Actions ▾
 Unit 1: Brain		Actions ▾
 Brain Development		Actions ▾
 Concussion Study		Actions ▾

To the right of the folder you want to copy the file or folder to, click the clipboard icon.

View copied item.

[Course Resources](#)

 [Alzheimer's Changes in the Brain](#)

 [What Caffeine Really Does to Your Brain](#)

 [The Effects of Depression](#)

[Homework](#)

 [Unit 1: Brain](#)

 [Alzheimer's Changes in the Brain](#)

 [Brain Development](#)

 [Concussion Study](#)

This returns the display to the Resources page with a copy of the file or folder in the new location.

Method 3: Select several items, then click Copy.

The screenshot shows a list of resources in a Sakai interface. At the top, there are buttons for Move, Copy (which is highlighted with a red box), Move to Trash, Show, and Hide. Below this is a title section with a dropdown arrow and a checkbox labeled 'Title'. The main list contains nine items, each with a checkbox and an 'Actions' button:

- [Intro to Psychology Resources](#) Actions
- [Syllabus and Guidelines](#) Actions
- [Course Resources](#) Actions
- [Alzheimer's Changes in the Brain](#) Actions
- [Topography of the Brain](#) Actions
- [Concussions](#) Actions
- [What Caffeine Really Does to Your Brain](#) Actions
- [The Effects of Depression](#) Actions
- [Homework](#) Actions

Check the boxes to the left of the files or folders you want to copy, then click **Copy**.

This places the Resource page in a temporary state to facilitate the copying of a file or folder.
(Click Resource link in breadcrumb trail to cancel.)

Click the clipboard icon.

Move		Copy	Move to Trash	Show	Hide
<input type="checkbox"/> Title					
<input type="checkbox"/>		Intro to Psychology Resources		Actions	
<input type="checkbox"/>		Syllabus and Guidelines		Actions	
<input type="checkbox"/>		Course Resources		Actions	
<input type="checkbox"/>		Alzheimer's Changes in the Brain		Actions	
<input checked="" type="checkbox"/>		Topography of the Brain		Actions	
<input checked="" type="checkbox"/>		Concussions		Actions	
<input type="checkbox"/>		What Caffeine Really Does to Your Brain		Actions	
<input type="checkbox"/>		The Effects of Depression		Actions	
<input type="checkbox"/>		Homework		Actions	
<input type="checkbox"/>		Unit 1: Brain		Actions	
<input type="checkbox"/>		Unit 2: Development		Actions	

To the right of the folder you want to copy the file or folder to, click the clipboard icon.

View copied item(s).

The screenshot shows a list of resources on a Sakai platform. The resources are organized into several sections:

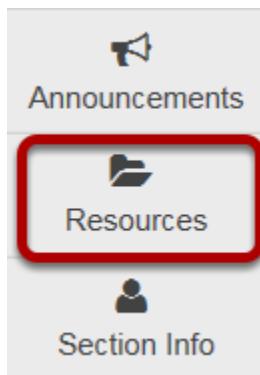
- Intro to Psychology Resources**: A folder containing:
 - Syllabus and Guidelines**
 - Course Resources**
 - Alzheimer's Changes in the Brain**
 - Concussions** (highlighted in yellow)
 - Topography of the Brain**
- What Caffeine Really Does to Your Brain**
- The Effects of Depression**
- Homework**
- Unit 1: Brain**
- Alzheimer's Changes in the Brain**
- Concussions** (highlighted in yellow)
- Topography of the Brain**

This returns the display to the Resources page with a copy of the files or folders in the new location.

How do I copy a Resources file or folder from one site to another site?

Instructors can copy a Resource file or folder from one site to another site.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Copy Content from My Other Sites.

A screenshot of the 'Intro to Psychology Resources' page. At the top, there are buttons for Move, Copy, Move to Trash, Show, and Hide. Below that is a search bar with dropdown menus for sorting by Title and a checkbox. The main area lists four resources: 'Intro to Psychology Resources', 'Syllabus and Guidelines', 'Course Resources', and 'Homework'. Each item has an 'Actions' button to its right. At the bottom of the list is a red button labeled 'Copy Content from My Other Sites' with a right-pointing arrow, which is also highlighted with a red box.

This displays the Resource folders located in your other sites.

Select the files or folders you would like to copy, then click Copy.

The screenshot shows the Sakai Resources page with the following interface elements:

- Title:** A dropdown menu and a search bar labeled "Title".
- Content List:** A list of items with checkboxes and "Actions" dropdown menus:
 - [Intro to Psychology Resources](#) [Actions](#)
 - [Syllabus and Guidelines](#) [Actions](#)
 - [Course Resources](#) [Actions](#)
 - [Homework](#) [Actions](#)
- Copy Content from My Other Sites:** A section header with a dropdown arrow. Below it is a "Copy" button, which is highlighted with a red rectangle.
- Viewing Information:** Text indicating "Viewing 1 - 17 of 17 items".
- Content Tree:** A tree view of copied content:
 - [My Workspace](#)
 - [FA15 Intro to Psych Resources](#)
 - [Syllabus and Guidelines](#)
 - [Homework](#)
 - [Section 1](#)
 - [Section 2](#)
 - [Section 3](#)
 - [Section 4](#)

This places the Resources page into a temporary display state to facilitate the copying of files.
Click folders with + icon to view content.

(Click Resources link in breadcrumb trail to cancel and reset page).

Click the clipboard icon.

The screenshot shows a list of course resources. At the top, there's a folder named "Intro to Psychology Resources" with a clipboard icon and an "Actions" button. Below it is a "Syllabus and Guidelines" folder with a clipboard icon and an "Actions" button. The next item is a "Course Resources" folder with a clipboard icon and an "Actions" button. The fourth item is a "Homework" folder, which has a clipboard icon with a red circle around it and an "Actions" button. Below this section, there's a link to "Copy Content from My Other Sites" with a note about expanding folder(s) of interest and selecting item(s) to copy. A "Copy" button is visible. The status bar at the bottom says "Viewing 1 - 17 of 17 item".

Intro to Psychology Resources Actions

Syllabus and Guidelines Actions

Course Resources Actions

Homework Actions

Copy Content from My Other Sites Expand folder(s) of interest and select item(s) to copy

Copy Viewing 1 - 17 of 17 item

My Workspace

FA15 Intro to Psych Resources

Syllabus and Guidelines

Homework

Section 1

Section 2

Section 3

Section 4

To the right of the folder you want to copy the files or folders to, click the clipboard icon.

View copied files.

<input type="checkbox"/>	Homework	Actions ▾
<input type="checkbox"/>	Section 1	Actions ▾
<input type="checkbox"/>	Section 4	Actions ▾
<input type="checkbox"/>	Section 3	Actions ▾
<input type="checkbox"/>	Section 2	Actions ▾

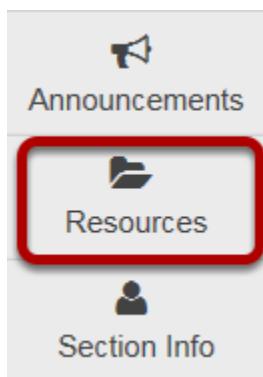
▼ [Copy Content from My Other Sites](#) Expand folder(s) of interest and select item(s) to copy.

Copy	Viewing 1 - 17 of 17 items
My Workspace	
FA15 Intro to Psych Resources	
<input type="checkbox"/>	Syllabus and Guidelines
<input type="checkbox"/>	Homework
<input type="checkbox"/>	Section 1
<input type="checkbox"/>	Section 2
<input type="checkbox"/>	Section 3
<input type="checkbox"/>	Section 4

This places a copy of the files or folders into the Resources folder on the other site.

How do I reorder files or folders within Resources?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Files: Click Actions, then Reorder.

The screenshot shows a list of items in a Sakai site's Files section:

- Intro to Psychology Resources
- Syllabus and Guidelines
- Course Resources
- Homework** (Actions dropdown menu open, showing options: Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Create Citation List, Actions, Copy, Edit Details, **Reorder**, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, Make Web Content Link)
- Section 3
- Section 1
- Section 4
- Section 2
- Project Outlines
- Student Contributed Re
- Content from My Other Sites

To reorder the files in a folder, to the right of the folder, from the **Actions** drop-down menu, select **Reorder**.

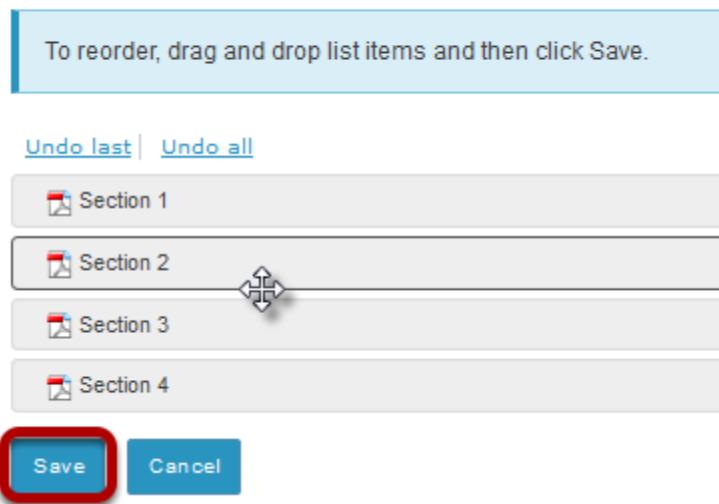
This displays the folder Reordering page.

Reorder items and Save.

Reordering: Intro to Psychology Resources

To reorder, drag and drop list items and then click Save.

[Undo last](#) | [Undo all](#)



Section 1

Section 2

Section 3

Section 4

Save Cancel

Click and drag the items into the desired order, then click **Save**.

View reordered items.

 Intro to Psychology Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾
 Course Resources	Actions ▾
 Homework	Actions ▾
 Section 1	Actions ▾
 Section 2	Actions ▾
 Section 3	Actions ▾
 Section 4	Actions ▾
 Project Outlines	Actions ▾

Folders: Click Actions, then Reorder.

The screenshot shows a list of course resources on the left, including 'Intro to Psychology Resources', 'Homework', 'Project Outlines', 'Syllabus and Guidelines', 'Student Contributed Res', and 'Course Resources'. To the right of the 'Intro to Psychology Resources' item is a red box highlighting the 'Actions' button. A dropdown menu is open, showing several options under 'Add': 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'. Below these, under 'Actions', are 'Copy', 'Edit Details', and 'Reorder'. The 'Reorder' option is highlighted with a red box. Other options include 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'.

To reorder the folders on a site, to the right of the root folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the folder Reordering page.

Reorder items and Save.

Reordering: Intro to Psychology Resources

To reorder, drag and drop list items and then click Save.

[Undo last](#) | [Undo all](#)

Syllabus and Guidelines	
Course Resources	
Homework	
Project Outlines	
Student Contributed Resources	

Save **Cancel**

Click and drag the items into the desired order, then click **Save**.

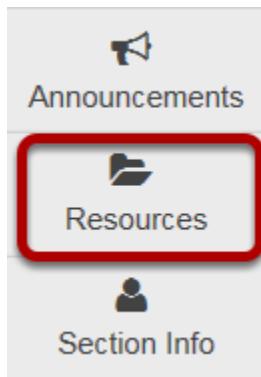
View reordered folders.

Intro to Psychology Resources	Actions ▾
Syllabus and Guidelines	Actions ▾
Course Resources	Actions ▾
Homework	Actions ▾
Project Outlines	Actions ▾
Student Contributed Resources ⓘ	Actions ▾

How do I upload a new version of a file in Resources?

If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Upload New Version.

A screenshot of the Resources list. It shows several items: "Intro to Psychology Resources", "Syllabus and Guidelines", "Intro to Psychology Syllabus" (which has an "Actions" dropdown menu open, with "Upload New Version" highlighted with a red box), "Journal Article Guidelines", "MLA Guidelines", "Course Resources", "Homework", and "Project Outlines".

- [Intro to Psychology Resources](#) Actions ▾
- [Syllabus and Guidelines](#) Actions ▾
- [Intro to Psychology Syllabus](#) Actions ▾
- [Journal Article Guidelines](#)
- [MLA Guidelines](#)
- [Course Resources](#)
- [Homework](#)
- [Project Outlines](#)

Actions

[Copy](#)

[Edit Details](#)

[Upload New Version](#)

[Move](#)

[Move to Trash](#)

[Duplicate](#)

[Make Web Content Link](#)

To upload a new version of a file, to the right of the file to replace, from the **Actions** drop-down menu, select **Upload New Version**.

This displays the Upload New Version page.

Click Browse.

Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

Upload a new version

Browse... No file selected.

Original File Name Intro to Psychology
Syllabus

File Type application/pdf

Email Notification None - No notification ▾

Upload New Version Now **Cancel**

Click **Browse** to locate and select the file on your computer.

This returns the display to the Upload New Version page with the name of the new file.

Click Upload New Version Now.

Upload a new version

Browse... FA16 Intro to Psychology Syllabus.pdf

Original File Name Intro to Psychology
Syllabus

File Type application/pdf

Email Notification None - No notification ▾

Upload New Version Now **Cancel**

The file name of the new file is displayed.

Original file is replaced.

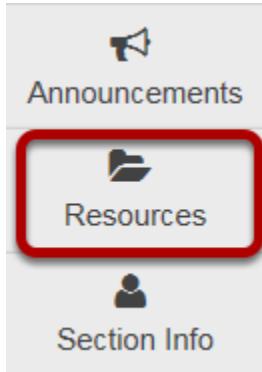
 Intro to Psychology Resources	Actions ▾
 Syllabus and Guidelines	Actions ▾
 Intro to Psychology Syllabus	Actions ▾
 Journal Article Guidelines	Actions ▾
 MLA Guidelines	Actions ▾

This replaces the original file with the new revised file.

Note: The display name for the new file remains the same as the original file.

How do I hide files and folders?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Method 1: Select the file(s) or folder(s), then click Hide.

A screenshot of the Resources tool interface. At the top, there are buttons for Move, Copy, Move to Trash, Show, and Hide (which is highlighted with a red box). Below this is a search bar with dropdown menus for Title and Type. The main area lists four items: "FA15 Intro to Psych Resources" (unchecked), "Syllabus and Guidelines" (unchecked), "Homework" (unchecked), and four sections ("Section 1" through "Section 4") each with a checked checkbox. The checkboxes for "Section 2", "Section 3", and "Section 4" are grouped together and highlighted with a red box.

This displays the Hide Items Confirmation page.

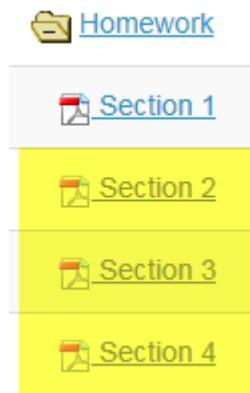
Confirm action by clicking Hide again.

Hide item(s) confirmation...

Name	Size
Section 3	523.8 KB
Section 2	523.8 KB
Section 4	523.8 KB

Hide **Cancel**

Items are hidden.



This returns the display to the Resources page with the selected items hidden.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you hide a folder, all of the files within the folder are automatically hidden.

Method 2: Click Actions, then Edit Details.

The screenshot shows a list of items: Homework, Section 1, Section 2, Section 3, Section 4, Site Assets, and Content from My Other Sites. To the right of each item is a blue 'Actions' button with a downward arrow. A red box highlights the 'Actions' button for 'Section 2'. A larger red box highlights the 'Edit Details' option in the resulting dropdown menu, which also includes Copy, Upload New Version, Move, Move to Trash, Duplicate, and Make Web Content Link.

To hide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Hide item and Update.

Additional access

- This file is publicly viewable.
 Display this file to selected groups only.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item
 Hide this item

Under **Availability and Access**, select **Hide this item**, then click **Update**.

Item is hidden.



This returns the display to the Resources page with the selected item hidden.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you hide a folder, all of the files within the folder are automatically hidden.

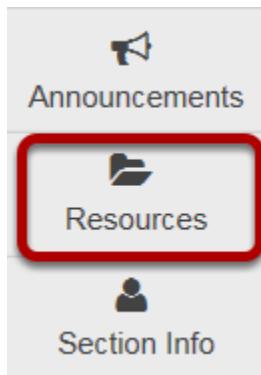
How do I unhide files or folders?

There are 2 methods Instructors can use to un-hide (show) files or folders.

Method 1: Select files or folders / Show

Method 2: Actions / Edit Details / Show

Go to Resources.



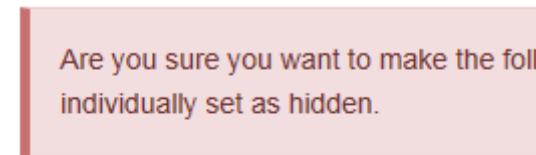
Select the **Resources** tool from the Tool Menu of your site.

Method 1: Select the file(s) or folder(s), then click Show.

A screenshot of the Sakai Resources tool interface. At the top, there is a toolbar with buttons for "Move", "Copy", "Move to Trash", "Show" (which is highlighted with a red rounded rectangle), and "Hide". Below the toolbar is a search/filter bar with a dropdown arrow, a checkbox, and the text "Title". The main area displays a list of resources in a table format. The columns are "Title" and "Actions". The resources listed are: "FA15 Intro to Psych Resources" (checkbox unchecked), "Syllabus and Guidelines" (checkbox unchecked), "Homework" (checkbox unchecked), "Section 1" (checkbox unchecked), "Section 2" (checkbox checked), "Section 3" (checkbox checked), and "Section 4" (checkbox checked). The rows for Section 2, Section 3, and Section 4 are highlighted with red rounded rectangles.

This displays the Show Items Confirmation page.

Click Show again to confirm.



Show item(s) confirmation...

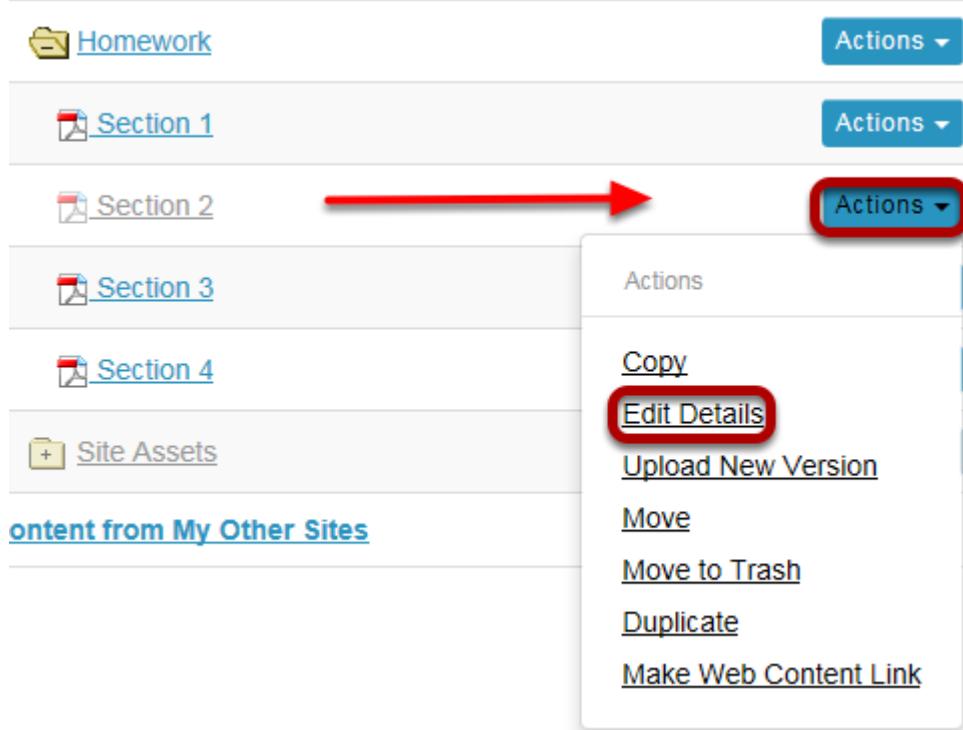
A form dialog box with a light gray header bar containing the text "Name". Below it is a list of four items, each with a small icon and a link: "Section 3", "Section 2", and "Section 4". At the bottom are two blue buttons: "Show" (which has a red rounded rectangle around it) and "Cancel".

Items are now visible.



This returns the display to the Resources page with the selected items available.

Method 2: Click Actions, then Edit Details.



To unhide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Select Show this item, then click Update.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

Additional access

This file is publicly viewable.

Display this file to selected groups only.

Resources can be scheduled to be visible between certain times or to other users.

Show this item

Hide this item

Under Availability and Access, select Show this item, then click Update.

Item is now visible.

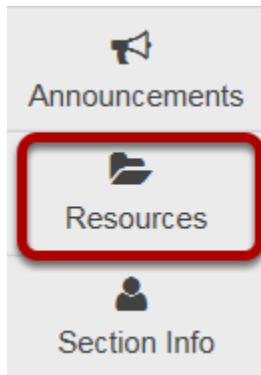


This returns the display to the Resources page with the selected item available.

How do I set the display of a Resources item to a specific time period?

Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Edit Details.

A screenshot of the Sakai Resources list. It shows several items: "Syllabus and Guidelines", "Homework", "Section 1", "Section 2", "Section 3", "Section 4", and "Site Assets". A red arrow points from the "Section 1" row to its "Actions" dropdown menu. This menu is expanded, showing options: "Copy", "Edit Details" (which is highlighted with a red box), "Upload New Version", "Move", "Move to Trash", "Duplicate", and "Make Web Content Link".

	Syllabus and Guidelines	Actions ▾
	Homework	Actions ▾
	Section 1	Actions ▾
	Section 2	Actions ▾
	Section 3	Actions ▾
	Section 4	Actions ▾
	Site Assets	Actions ▾
Content from My Other Sites		

To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Specify dates.

Show this item
 Hide this item

From
06/08/2016 12:50 pm 

Until
06/15/2016 12:50 pm 

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, then click **Update**.

Notes:

- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

View file or folder in Resources.

 Homework	Actions ▾	Entire site
 Section 1	Actions ▾	Entire site
 Section 2	Actions ▾	Entire site
 Section 3	Actions ▾	Entire site

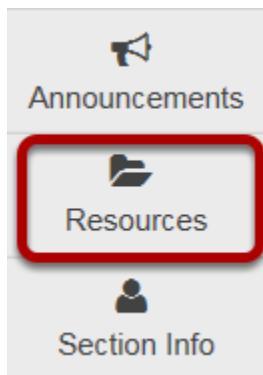
This displays the file or folder in Resources as hidden, except during the specified time period.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.

How do I remove a file or folder in Resources?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Method 1: Select the item(s), then click Move to Trash.

A screenshot of the Resources tool interface. At the top, there are buttons for "Move", "Copy", "Move to Trash" (which is highlighted with a red box), "Show", and "Hide". Below this is a search bar with dropdown and title fields. The main area lists resources: "FA15 Intro to Psych Resources" (unchecked), "Syllabus and Guidelines" (unchecked), "Homework" (unchecked), "Section 1" (unchecked), "Section 2" (unchecked), "Section 3" (checked and highlighted with a red box), and "Section 4" (checked).

Resource	Status
FA15 Intro to Psych Resources	unchecked
Syllabus and Guidelines	unchecked
Homework	unchecked
Section 1	unchecked
Section 2	unchecked
Section 3	checked
Section 4	checked

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click Move to Trash.

This displays the Remove confirmation page.

Click Remove again to confirm.

Are you sure you want to move the following item(s) to Trash?

Remove confirmation...

Name	Size
Section 3	523.8 KB
Section 4	523.8 KB

Remove

Cancel

Items are removed.

[FA15 Intro to Psych Resources](#)

[Syllabus and Guidelines](#)

[Homework](#)

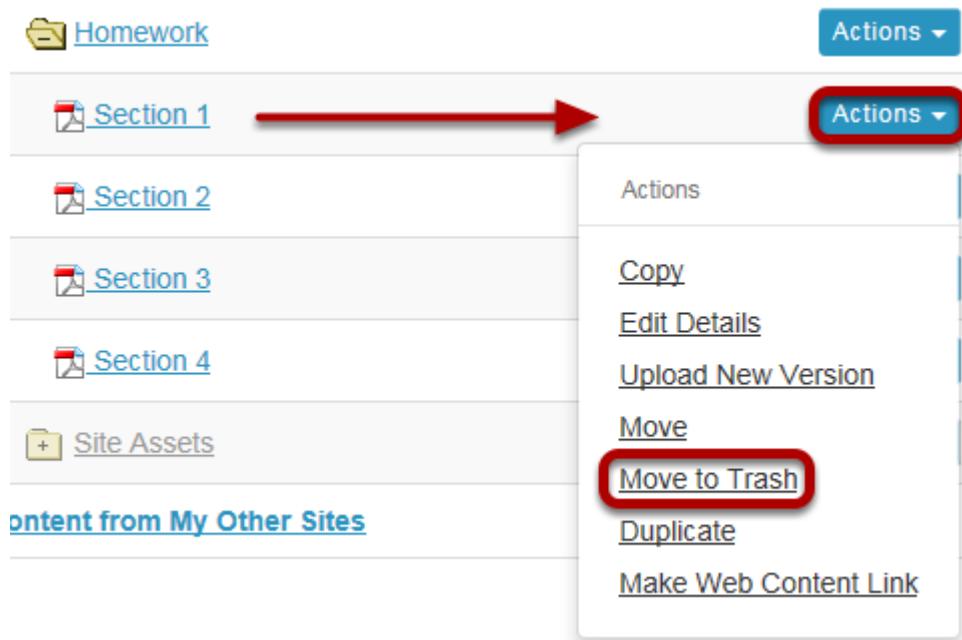
[Section 1](#)

[Section 2](#)

[Site Assets](#)

Note: If you remove a folder, all of the items inside the folder are also removed.

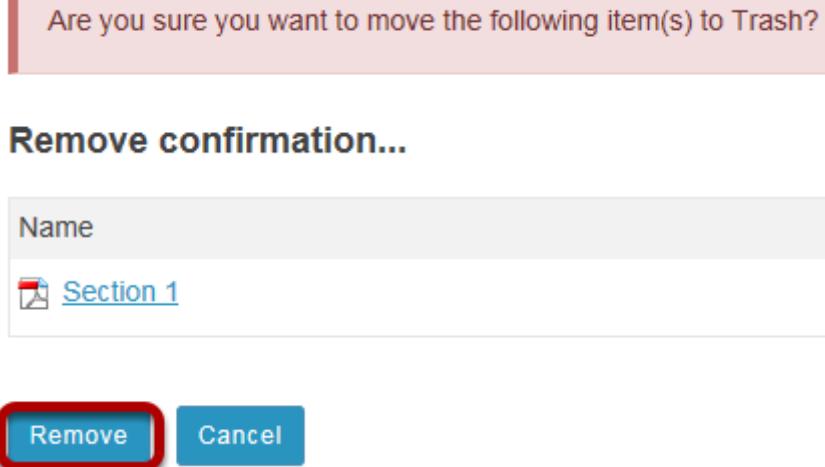
Method 2: Click Actions, then Remove.



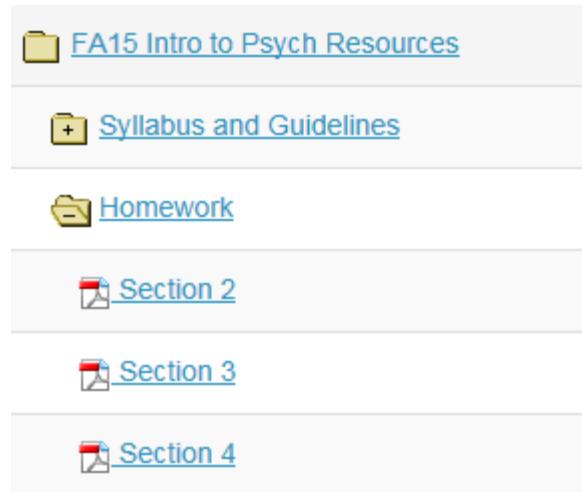
To the right of the file or folder you want to remove, from the **Actions** drop-down menu, select **Move to Trash**.

This displays the Remove confirmation page.

Click Remove again to confirm.



The Item is removed.



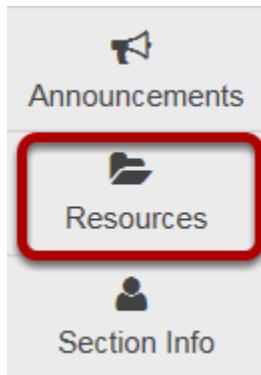
This removes the item from Resources.

Note: If you remove a folder, all of the items inside the folder are also removed.

How do I restore a removed file or folder in Resources?

Users can restore a file or folder they have previously removed from Resources.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Trash tab.

A screenshot of the Sakai Resources interface. At the top, there's a breadcrumb trail 'ch > RESOURCES'. Below it is a navigation bar with tabs: 'SITE RESOURCES' (disabled), 'TRASH' (selected and highlighted with a red box), 'TRANSFER FILES', 'PERMISSIONS', 'OPTIONS', and 'CHECK QUOTA'. Underneath the tabs, a navigation bar shows 'All site files ▾ / FA16 Intro to Psych Resources'. At the bottom, there are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'.

This displays the Resources **Restoring Items** page.

Select the items to be restored, then click Restore.

Restoring items

Restore

Remove

Cancel

Select item to be restored and press the restore button.

Title

FA16 Intro to Psych

Homework

Section 3

Item is restored.

Title ▾

[FA16 Intro to Psych Resources](#) Actions ▾

[Syllabus and Guidelines](#) Actions ▾

[Homework](#) Actions ▾

[Section 3](#) Actions ▾

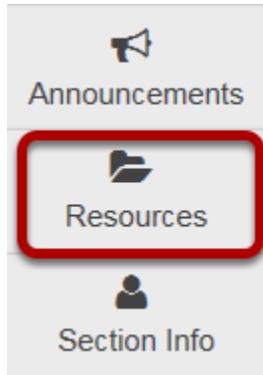
[Section 4](#) Actions ▾

This restores the previously removed items back to the original folder.

How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Edit Details.

A screenshot of the Resources page. It lists several items: "FA15 Intro to Psych Resources", "Syllabus and Guidelines", "FA16 Syllabus", "Guidelines for Writing", "Homework", and "Site Assets". To the right of each item is a blue "Actions" button with a white arrow. The "Actions" button for "Guidelines for Writing" is highlighted with a red box. A dropdown menu is open over this button, listing the following options: "Actions", "Copy", "Edit Details" (which is highlighted with a red box), "Upload New Version", "Move", "Move to Trash", "Duplicate", and "Make Web Content Link".

FA15 Intro to Psych Resources	Actions
Syllabus and Guidelines	Actions
FA16 Syllabus	Actions
Guidelines for Writing	Actions
Homework	
Site Assets	

To add contextual information, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the item's Edit Details page.

Enter details, then Update.

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* Display Name

Guidelines for Writing

Description

Review these guidelines as you prepare your drafts.

Email Notification

None - No notification



Update

Cancel

Enter (or paste) a description of the file or folder in the **Description** box, then click **Update**.

View item details.

[FA15 Intro to Psych Resources](#)

[Syllabus and Guidelines](#)

[FA16 Syllabus](#)

Information icon

[Guidelines for Writing](#) ⓘ

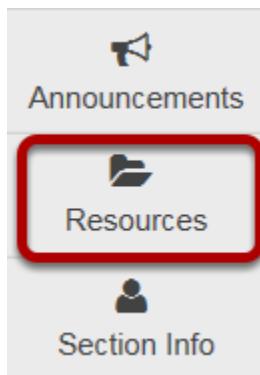
[Homework](#)

The description is now available to participants by clicking on the information icon.

How do I notify site participants that content has been added to Resources?

Site owners can automatically notify participants via the Notifications feature that an item has been added to Resources. When used, site members receive an email containing details of the file or link that has been added to Resources.

Go to Resources.



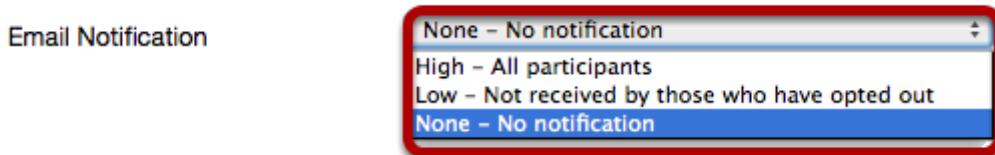
Select the **Resources** tool from the Tool Menu of your site.

Add a content item.

See any of the following articles for more information on adding items to Resources:

- [adding a file](#)
- [adding a URL](#)
- [adding a text document](#)
- [adding an HTML page](#)
- [adding a citation list](#)

When adding an item, select High or Low notification.



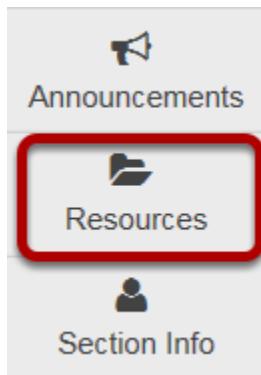
Notes:

- When uploading a file, creating a web link, creating a text file, creating an HTML page or creating a citation, the Email Notification dialog box is displayed before confirming file creation.
- Selecting "High" will result in an email being sent to every site participant
- Selecting "Low" will result in an email being sent to only those participants that have not opted out of "Low" level notifications in their workspace Preferences.

How do I obtain the URL for a file or folder in Resources?

Each file and folder in Resources has its own URL. Instructors can create links to folders or files in the Syllabus tool, Announcements tool or send an email to students containing the link, for example. The link is useful throughout a single Sakai site.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Edit Details.

A screenshot of the Resources tool interface. It shows a list of items: "FA15 Intro to Psych Resources", "Syllabus and Guidelines", "FA16 Syllabus", "Guidelines for Writing", "Homework", and "Site Assets". To the right of each item is a blue "Actions" button with a dropdown arrow. A context menu is open over the "Guidelines for Writing" item. The menu is titled "Actions" and contains the following options: "Copy", "Edit Details" (which is highlighted with a red box), "Upload New Version", "Move", "Move to Trash", "Duplicate", and "Make Web Content Link".

- Actions
- Copy
- Edit Details
- Upload New Version
- Move
- Move to Trash
- Duplicate
- Make Web Content Link

To obtain a file or folder's URL, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Copy the URL.

Web address
(URL) [Select URL \(for copying\)](#) | [Open](#) | Short URL

http://qa01-sakai.marist.edu:8080/access/content/group
/642efa3e-fe91-46fb-8082-b0e0cf9bb8f3
/Syllabus%20and%20Guidelines/Mailtool%20confirmation.docx

Scroll down the page to find the **File Details** section. Copy the file's unique URL displayed in the **Web Address (URL)** field.

Copy short URL. (Optional)

Web address
(URL) [Select URL \(for copying\)](#) | [Open](#) | Short URL

http://qa01-sakai.marist.edu:8080/x/GZT7pZ

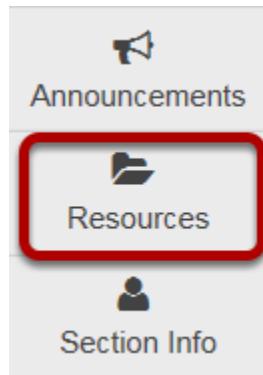
An alternative is to select **Short URL** check box and then copy a shortened version of the URL.

NOTE: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.

How do I make a link to a Resources folder appear in the Tool Menu?

Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Make Web Content Link.

The screenshot shows a list of folder items on the left and an open 'Actions' dropdown menu on the right. The items include 'FA16 Intro to Psych Resources', 'Syllabus and Guidelines', 'Homework', and 'Site Assets'. Below these is a section titled 'Content from My Other Sites'. The 'Actions' dropdown contains several options: 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Actions', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Make Web Content Link' option is highlighted with a red box.

- [FA16 Intro to Psych Resources](#) Actions ▾
- [Syllabus and Guidelines](#) Actions ▾
- [Homework](#)
- [Site Assets](#)
- [Content from My Other Sites](#)

Add

[Upload Files](#)

[Create Folders](#)

[Add Web Links \(URLs\)](#)

[Create Text Document](#)

[Create HTML Page](#)

[Create Citation List](#)

Actions

[Copy](#)

[Edit Details](#)

[Reorder](#)

[Compress to ZIP Archive](#)

[Move](#)

[Move to Trash](#)

[Edit Folder Permissions](#)

[Make Web Content Link](#)

To create a link to a Resources folder, to the right of the folder, from the **Actions** drop-down menu, select **Make Web Content Link**.

This displays the Make Web Content Link page.

Enter a name, then Add.

Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

Syllabus and Guidelines

Add

Cancel

Enter a name for the page link, then click **Add**.

View folder link in Tool Menu.

The screenshot shows the Sakai Tool Menu interface. At the top, the menu bar displays "FA16 Intro to Psych > SYLLABUS AND GUIDELINES". On the left, there is a sidebar with various icons and links: "View Site A", "Home", "Announcements", and "Syllabus and Guidelines", which is highlighted with a red box. In the main content area, there is a "Up one level" button with a folder icon. Below it, the title "Syllabus and Guidelines" is displayed. Underneath the title, there are two items: "FA16 Syllabus" and "Guidelines for Writing". Each item has a small icon and a brief description.

- FA16 Intro to Psych > SYLLABUS AND GUIDELINES
- Up one level
- Syllabus and Guidelines**
- FA16 Syllabus**
Check often to stay on top of deadlines and necessary grading rubrics.
- Guidelines for Writing**
Review these guidelines as you prepare your drafts.

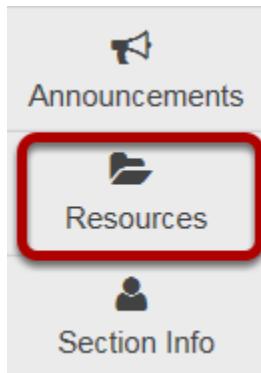
This creates a link in the Tool Menu. Clicking the button displays the folder contents.

Note: Any contextual descriptions that have been added to the folder or files are displayed on the page.

How do I create a group folder in Resources?

Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See [How do I create groups?](#))

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Create Folders.

A screenshot of the "FA16 Intro to Psych Resources" page. On the right, there is a "Actions" dropdown menu with a red box around it. The menu has several options: "Add" (which is the top item), "Upload Files", "Create Folders" (which is highlighted with a red box), "Add Web Links (URLs)", "Create Text Document", "Create HTML Page", and "Create Citation List". To the left of the menu, there are several folder icons with their names: "Syllabus and Guidelines", "Homework", "Site Assets", and "Content from My Other Site".

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List

To create a group folder, to the right of the root folder, from the **Add** section of the **Actions** drop-down menu, select **Create Folders**.

This displays the Create Folders page.

Enter name and add details.

Create Folders

Location: / FA16 Intro to Psych

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder
Name

Group 1 Project Files

[Add details for this item](#)

Enter a name for the folder, then click **Add details for this item**.

This exposes the folder's detail properties.

Enter item details, then create folder.

Availability and Access

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

Additional access

This folder and its contents are publicly viewable.

Display this folder and its contents to selected groups only.

Title Description

Group
1

Group
2

[Add Another Folder](#)

[Create Folders Now](#)

[Cancel](#)

Under Availability and Access, select **Display folder to selected groups**, select the group name, then click **Create Folders Now**.

View group folder.

Title	Access
FA16 Intro to Psych Resources	Actions ▾
Group 1 Project Files	Actions ▾ Select group(s)
Syllabus and Guidelines	Actions ▾ Entire site
Homework	Actions ▾ Entire site

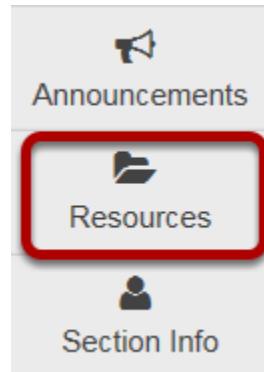
This creates a folder that is only displayed to members of the selected group.

Notes:

- *Instructors and site managers can see and access all group folders.*
- *Students that are not a member of the group will not have the folder displayed in their Resources.*

How do I allow group members to upload content to a group Resources folder?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Edit Folder Permissions.

The screenshot shows a list of course resources on the left and an 'Actions' dropdown menu on the right. The 'Actions' menu is expanded over the 'Group 1 Project Files' folder. The 'Edit Folder Permissions' option is highlighted with a red box.

Action	Scope
Add	Entire site
Upload Files	Entire site
Create Folders	Entire site
Add Web Links (URLs)	Entire site
Create Text Document	
Create HTML Page	
Create Citation List	
Actions	
Copy	
Edit Details	
Compress to ZIP Archive	
Move	
Move to Trash	
Edit Folder Permissions	
Make Web Content Link	

To grant uploading permission to group members, to the right of the group folder, from the **Actions** drop-down menu, select **Edit Folder Permissions**.

This displays the folder permissions dialog box.

Note: You will need to [make the folder a group folder](#) in order to limit uploading permissions to a single group.

Modify student permissions and then Save.

Permissions

Set permissions for resources in folder: Group 1 Project Files

Undo changes

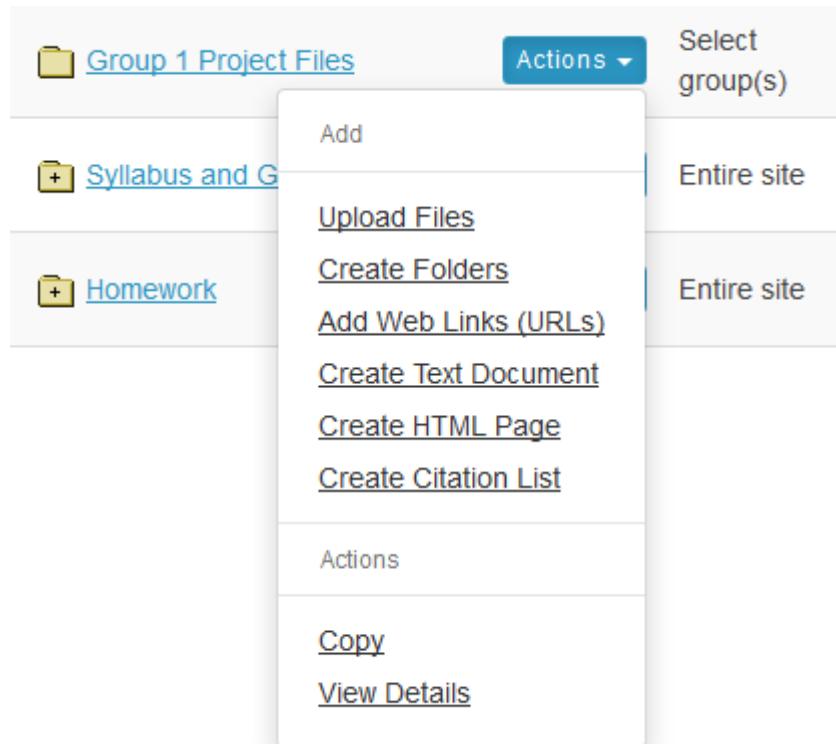
Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, and **Access/create group resources**, then click **Save**.

Group members may now add and edit items.



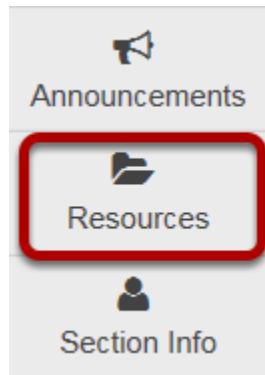
This allows the students that are members of the group to upload and edit content in the group folder.

Students that are members of the group will have an "Add" section available in the folder's Actions dropdown menu.

How do I allow all students to upload content to a selected folder?

Instructors can allow all students to upload and edit file to a selected folder in Resources. Instructors must first create the folder. (See [How do I create folders?](#))

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Edit Folder Permissions.

The screenshot shows a list of folder items under a header "FA16 Intro to Psych Resources". One item, "Student Resources", has its "Actions" dropdown menu open. The menu is titled "Actions" and contains several options: "Add", "Upload Files", "Create Folders", "Add Web Links (URLs)", "Create Text Document", "Create HTML Page", "Create Citation List", "Actions", "Copy", "Edit Details", "Compress to ZIP Archive", "Move", "Move to Trash", "Edit Folder Permissions" (which is highlighted with a red box), and "Make Web Content Link".

Folder Item	Action
FA16 Intro to Psych Resources	Actions
Student Resources	Actions
Syllabus and Guidelines	Entire site
Homework	Entire site
Site Assets	Entire site
Content from My Other Site	

To grant uploading permission to all students, to the right of the folder, from the **Actions** drop-down menu, select **Edit Folder Permissions**.

This displays the folder permissions dialog box.

Modify student permissions, then Save.

Permissions

Set permissions for resources in folder: Student Resources

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#)

[Cancel](#)

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, then click **Save**.

Students may now upload and edit items within the folder.

The screenshot shows a list of four folder entries in the Sakai interface:

- FA16 Intro to Psych Resources
- Student Resources
- Syllabus and Guidelines
- Homework

Each folder entry includes a small icon, the folder name, and an "Actions" button to the right.

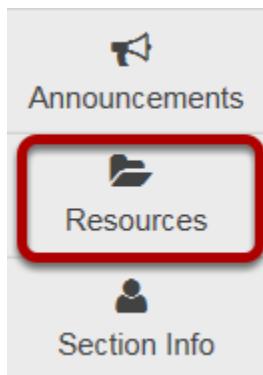
This allows the students to upload and edit content in the selected folder.

Students will have an "Add" section added to their Actions button displayed next to the folder.

How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Edit Details.

The screenshot shows a list of items in a Sakai interface. The columns are 'Title' and 'Access'. The 'Journal Articles' item has its 'Actions' dropdown menu open, with the 'Edit Details' option highlighted. Other options in the menu include Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Create Citation List, Copy, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

Title	Access
Intro to Psychology Resources	Actions ▾
Journal Articles	Actions ▾
Syllabus and Guidelines	Entire site
Homework	Entire site
Project Outlines	Entire site
Student Contributed Reso	Entire site
Content from My Other Sites	

Actions

- [Add](#)
- [Upload Files](#)
- [Create Folders](#)
- [Add Web Links \(URLs\)](#)
- [Create Text Document](#)
- [Create HTML Page](#)
- [Create Citation List](#)
-
- Actions**
-
- [Copy](#)
- [Edit Details](#)
- [Compress to ZIP Archive](#)
- [Move](#)
- [Move to Trash](#)
- [Edit Folder Permissions](#)
- [Make Web Content Link](#)

To make a file or folder publicly viewable, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Make item public, then Update.

Availability and Access

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

Additional access

This folder and its contents are publicly viewable.

Display this folder and its contents to selected groups only.

Update

Cancel

Under **Availability and Access**, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

Note: This can be done with files as well.

The Resources item is designated as Public.

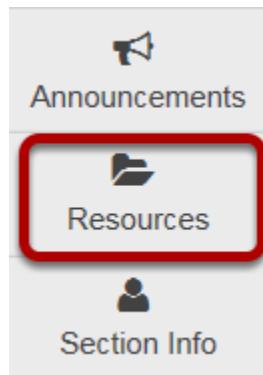
Title	Access
Intro to Psychology Resources	Actions ▾
Journal Articles	Actions ▾ Public
Syllabus and Guidelines	Actions ▾ Entire site
Homework	Actions ▾ Entire site

Note: While the content can be viewed by those who are not members of the folder's originating site, the content cannot be searched for or viewed by those who are not logged into your institution's system.

What is the Resources quota?

Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Check Quota.

A screenshot of the 'RESOURCES' page. At the top, there is a navigation bar with tabs: 'SITE RESOURCES' (selected), 'TRASH', 'TRANSFER FILES', 'PERMISSIONS', 'OPTIONS', and 'CHECK QUOTA' (highlighted with a red box). Below the navigation bar, there is a breadcrumb trail: 'All site files ▾ / Intro to Psychology Resources'. The main content area is currently empty, showing a light gray background.

This displays the Resources Quota page.

Quota is displayed.

Quota

This is the quota for the current site and your usage of it.

This site is currently using 0% (3.8 MB) of its 1 GB quota.

[Back](#)

The amount of storage space currently being used and the site's quota will be displayed.

How do I transfer files to Resources using WebDAV?

Users can transfer files to Resources using the WebDAV protocol. WebDAV allows users to upload multiple files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site Resources, their computer will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in "My Computer" in Windows, or the "Finder" on a Mac.

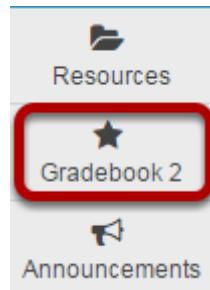
For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

Mac OS X 10.4 (Tiger) and newer supports secure WebDAV connections in the Finder. Mac users can also use Cyberduck or AnyClient.

Depending on your specific operating system version, you may find one method performs better than another.

Note: You may also upload multiple files using the [drag and drop feature](#) in Resources.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click Transfer Files.



To locate directions for setting up WebDAV on your computer, click **Transfer Files**.

WebDAV instructions will display.

Transfer Files

The instructions on this page show you how to create a folder on your desktop machine that will allow you to drag and drop files and folders between your computer and this site's Resources tool.

This involves using a protocol called **WebDAV**. The WebDAV setup process is different for each operating system. Follow the steps below to get started.

Note: if you simply want to upload files to the Resources tool one by one, click **Site Resources** at the top of the page, then click **Add > Upload Files** to the right of a folder.

When you upload files using webDAV, you need to check that the copyright status is set correctly for each file. Do this by using "Edit Details" from the "Actions" menu and selecting the relevant copyright status.

Step 1 - Select the following URL and copy it to your clipboard:

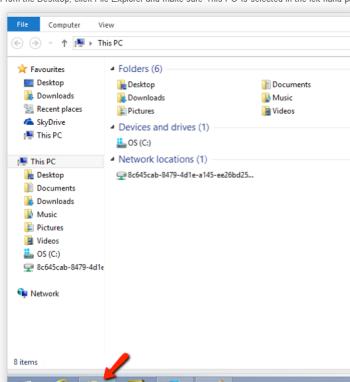
http://qa01-sakai.marist.edu:8080/dav/samplecourse

Step 2 - Select your operating system below and follow the setup instructions:

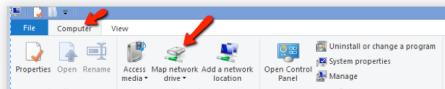
Windows 8/10 Windows 7 Mac Linux Other versions

Setting up WebDAV for Windows 8/10

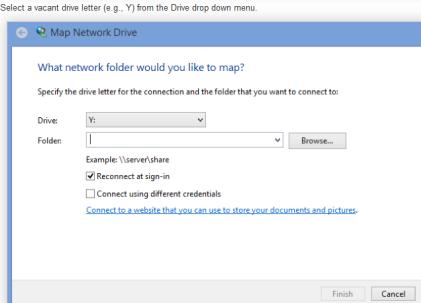
1. First you need to navigate to the Desktop: after logging into Windows 8/10, click the Desktop icon.
2. From the Desktop, click File Explorer and make sure This PC is selected in the left-hand pane.



3. At the top of the File Explorer window, click Computer > Map Network Drive > Map network drive.



4. Select a vacant drive letter (e.g., Y) from the Drive drop down menu.



5. In the Folder field, type (or copy and paste) the URL for this site (shown above). Click Finish.
6. When prompted, enter your username and password and click OK.
7. You can now drag files and folders to and from your computer and the site Resources folder.

Alternate method of setting up WebDAV on Windows

If the process above yields connection errors, you may be able to utilize the WebDAV functionality to access your files using a free third-party client called [Cyberduck](#).

[Return](#)

This displays links to directions for setting up WebDAV for your computer's operating system. Locate your operating system in the list of supported systems shown, and follow the instructions provided for setting up WebDAV on your computer.

Rich Text Editor

What is the Rich Text Editor?

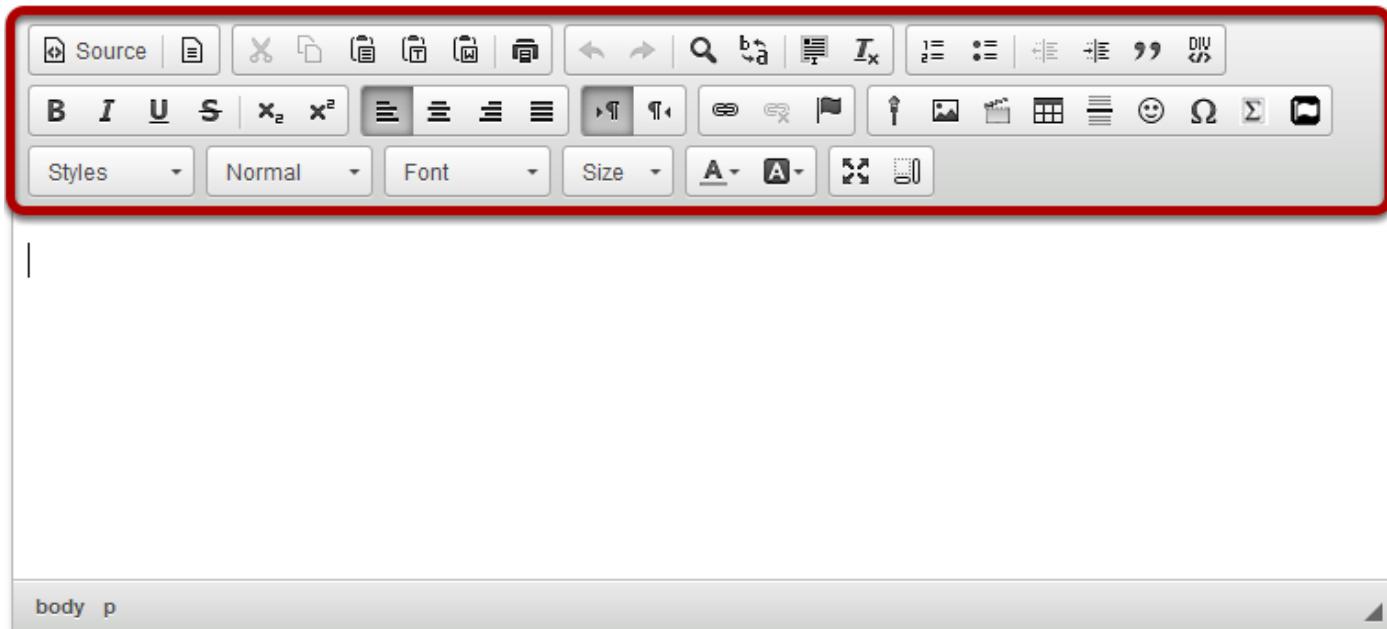
In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include images, links, audio and video as well as text.

Note: Pasting text into the rich-text editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

The rich-text editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the [CKEditor 4 Documentation Site](#).

Also, please refer to [How do I check my content for accessibility?](#) for more information on creating accessible content using the CKEditor.

Rich Text Editor Toolbar



The Rich Text Editor toolbar contains an array of icons. See [What actions can I perform using the Rich Text Editor icons?](#) for more information in individual icon functionality.

Note: Some configurations may not have all of the above tools and some may have additional tools.

What actions can I perform using the Rich Text Editor icons?

Note: Depending on your implementation, you may have more icons or fewer icons available to you in the Rich Text Editor. There are several third party tools which integrate with the editor and display as additional icons in the editing toolbar (e.g. equation editors, video management applications, etc.). Also, some institutions hide seldom-used icons to make the appearance of the editing toolbar more compact.

Standard Rich Text Editor icons allow the following features:

Source



View or edit the document source code (for advanced users).

Templates



Select a layout template.

Cut



Cut the highlighted text to the clipboard.

Copy



Copy the highlighted text to the clipboard.

Paste



Paste the data copied to the clipboard.

Paste as Plain Text



Paste the data copied to the clipboard (without formatting).

Paste from Word



Paste content copied from Microsoft Word or similar applications.

Print



Print the current document.

Undo



Undo the most recent action taken.

Redo



Redo the most recent action taken.

Find



Find a word or phrase within the document.

Replace



Find and replace a word or phrase within the document.

Select All



Select the entire text in the document.

Remove Format



Remove the formatting from the highlighted text.

Insert/Remove Numbered List



Create Numbered Lists.

Insert/Remove Bulleted List



Create Bulleted Lists.

Decrease Indent



Decrease the paragraph indent.

Increase Indent



Increase the paragraph indent.

Block



Format a block of text to identify quotations.

Create DIV Container



Creates a container to apply formatting beyond one block of text.

Bold



Applies Bold formatting to highlighted text.

Italic



Applies Italic formatting to highlighted text.

Underline



Applies Underline formatting to highlighted text.

Strike Through



Applies Strike Through formatting to highlighted text.

Subscript



Subscript the highlighted text.

Superscript



Superscript the highlighted text.

Align Left



Set text alignment left.

Align Center



Set text alignment center.

Align Right



Set text alignment right.

Justify



Justify text alignment.

Text Direction Left to Right



Displays text left to right.

Text Direction Right to Left



Displays text right to left.

Link



Create hyperlink.

Unlink



Remove hyperlink.

Anchor



Inserts or modifies a link anchor.

Record Audio Clip



Create and display a voice recording.

Image



Inserts images into the document.

Insert/Edit Movie



Inserts a movie/audio player.

Table



Creates a table with the defined number of columns and rows.

Insert Horizontal Line



Inserts a divider line (horizontal rule).

Smiley



Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character



Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Add MathML Formula



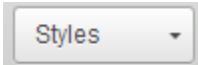
Creates mathematical symbols using MathML language.

Insert Font Awesome icon.



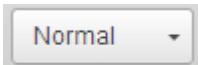
Allows you to choose from the library of Font Awesome icons and insert the selected icon into your content.

Styles



Applies special styles to a block of text.

Format



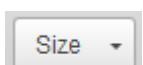
Applies paragraph formatting to a block of text.

Font



Applies a specific font to a block of text.

Size



Applies a specific size to a block of text.

Text Color



Changes the color of the text.

Background Color



Changes the background color of the text.

Maximize



Maximizes the editor size inside the browser.

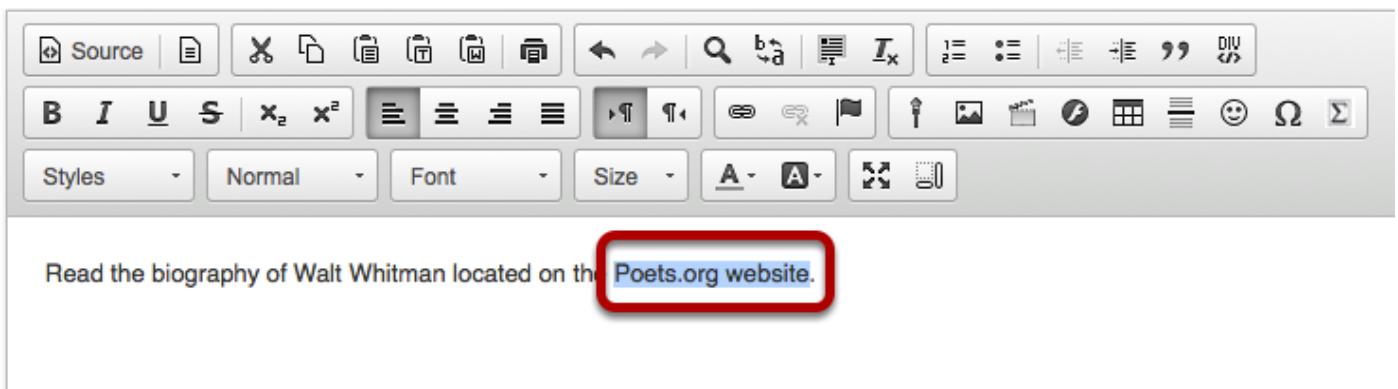
Show Blocks



Shows where there are block elements boundaries in the text.

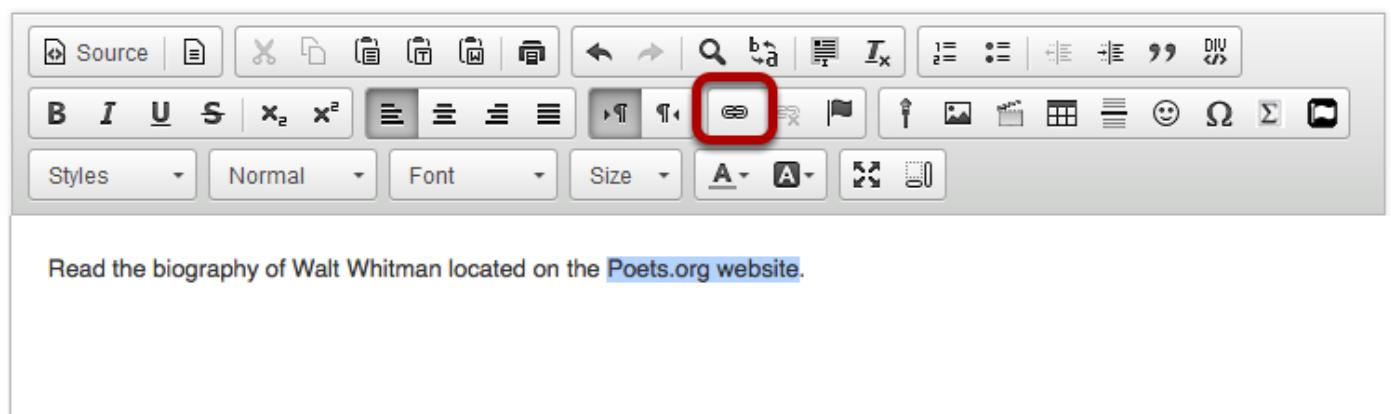
How do I create a link to a web site in a text box?

Select the text.



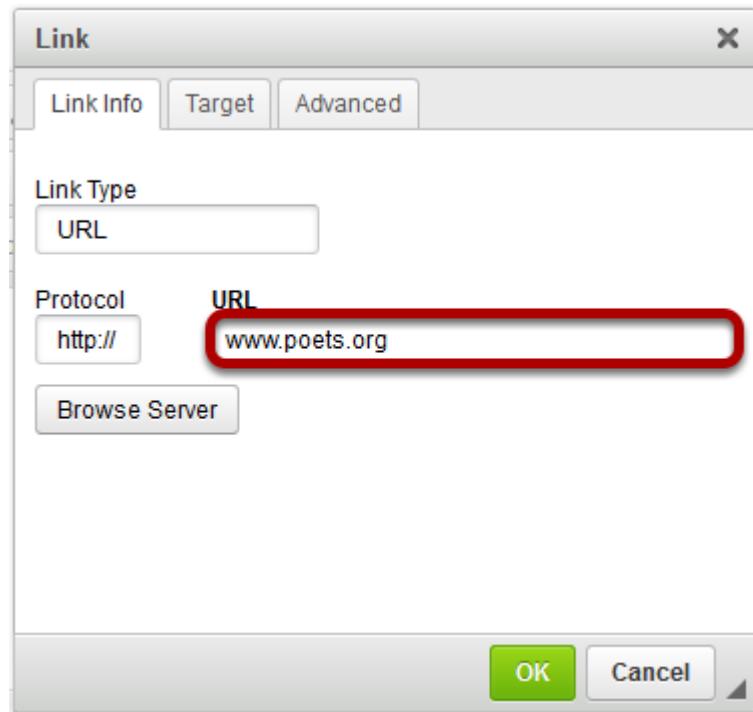
In the text box, select the text you would like to serve as a link to a web site.

Click the Link icon.



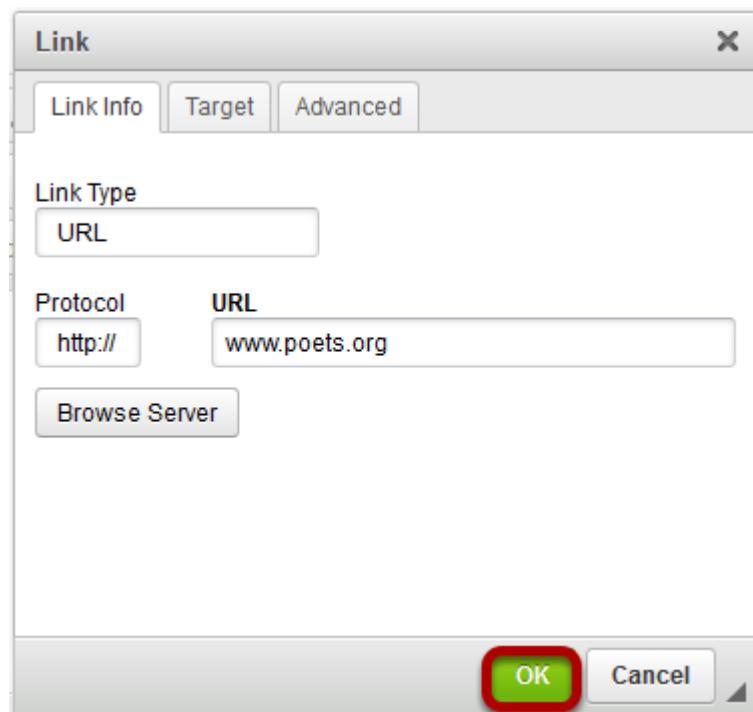
This displays the Link dialog box.

Enter the URL.



Enter or paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the web page in the box marked **URL**.

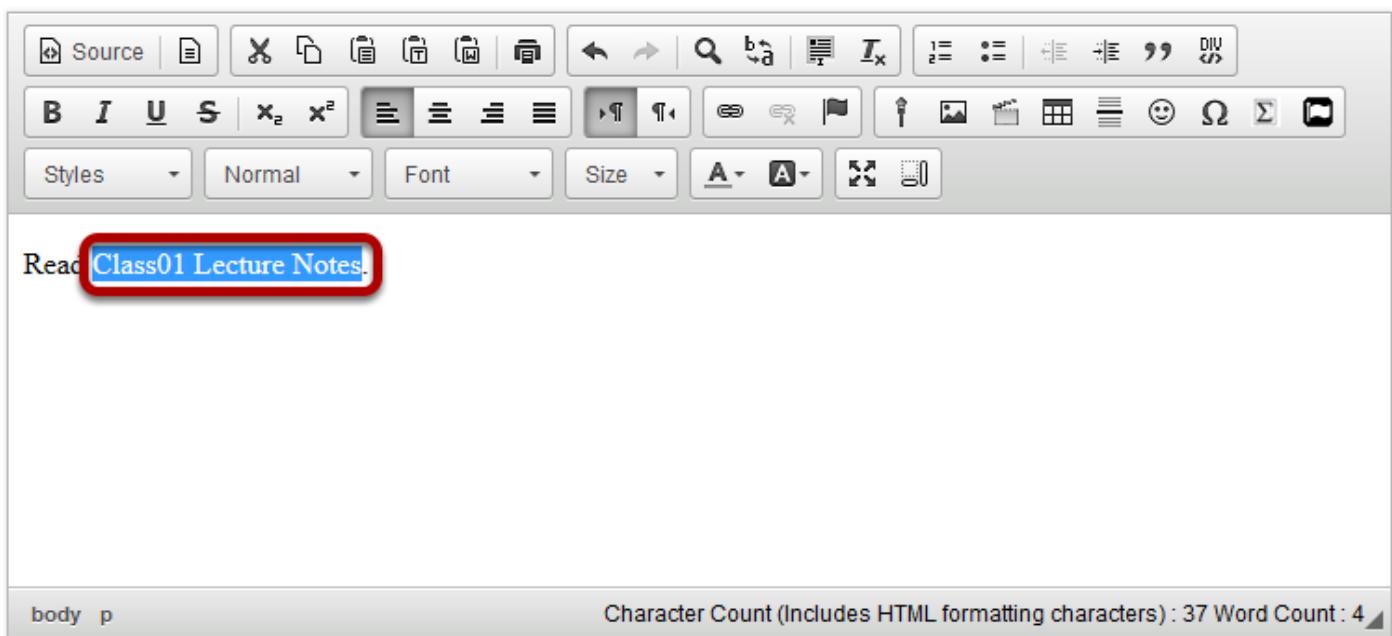
Click OK.



The selected text will display as an underlined link to the web site.

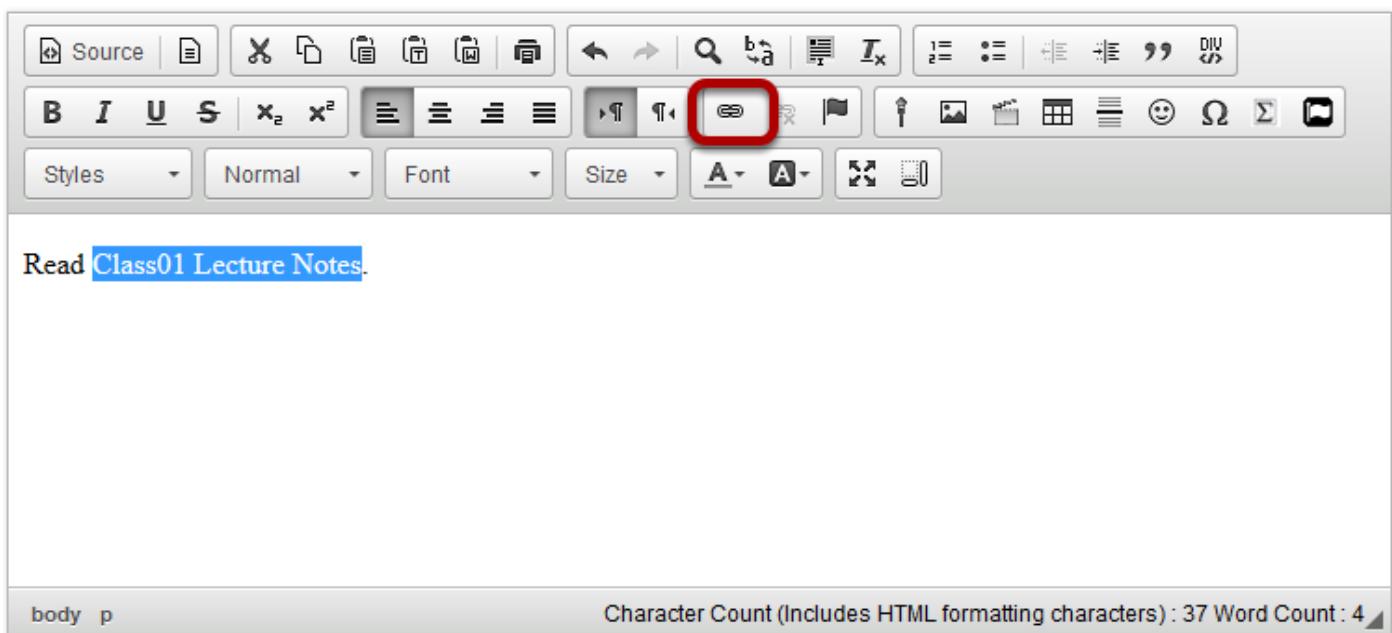
How do I create a link to a Resources item in a text box?

Go to the Rich Text Editor and select your text.



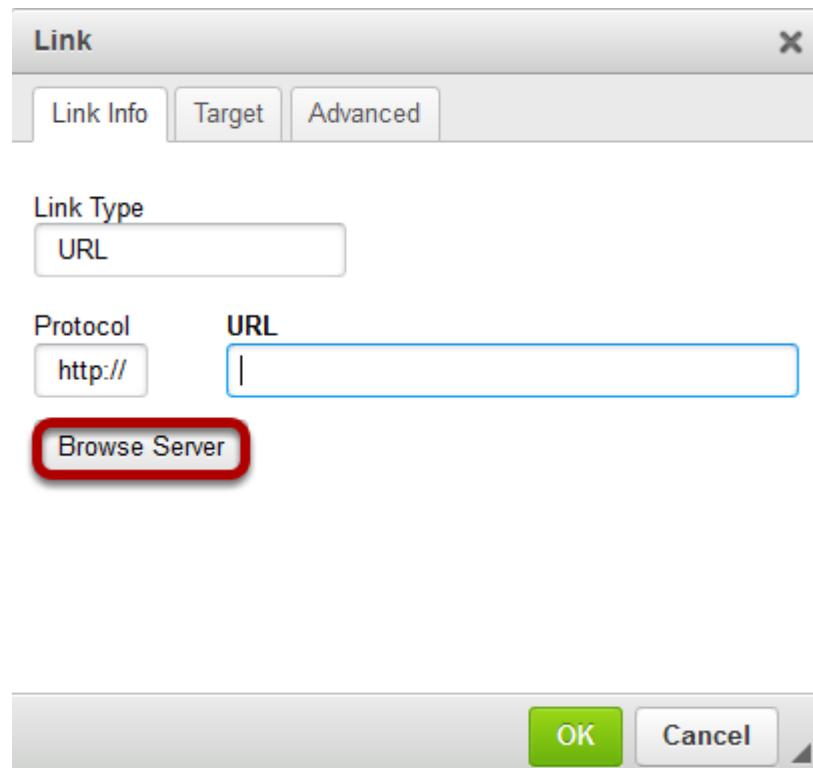
In the text box, select the text you would like to serve as a link to the folder or file.

Click the Link icon.



This displays the Link dialog box.

Click Browse Server.



Locate and select the desired file in the file browse window.

The screenshot shows the Sakai file browser interface. On the left is a navigation tree with categories like Home, Sample Course, Resources, and Lecture Notes. The main area is a file list table:

Name	Permissions	Modified	Size	Type
class01.pdf	read and write	Today 05:45 AM	133 KB	Portable Document Format (PDF)
class02.pdf	read and write	Today 06:02 AM	129 KB	Portable Document Format (PDF)
class03.pdf	read and write	Today 11:46 AM	120 KB	Portable Document Format (PDF)
class04.pdf	read and write	Today 12:00 AM	112 KB	Portable Document Format (PDF)
class05.pdf	read and write	Today 12:14 AM	105 KB	Portable Document Format (PDF)
class06.pdf	read and write	Today 12:29 AM	119 KB	Portable Document Format (PDF)

The 'class01.pdf' file is highlighted with a red box. At the bottom right of the browser window, there are 'OK' and 'Cancel' buttons.

Click OK.

The screenshot shows a file manager window with a toolbar at the top containing various icons for file operations like copy, paste, move, upload, download, etc. Below the toolbar is a navigation bar with tabs: Sample Course, Resources, and Lecture Notes. The main area is a table listing files:

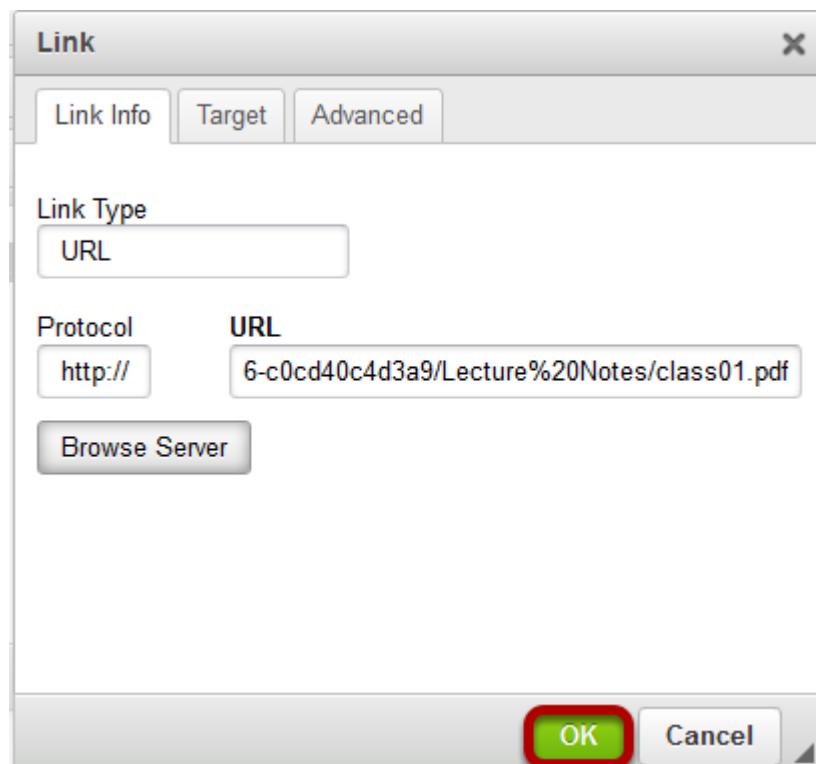
Name	Permissions	Modified	Size	Type
class01.pdf	read and write	Today 05:45 AM	133 KB	Portable Document Format (PDF)
class02.pdf	read and write	Today 06:02 AM	129 KB	Portable Document Format (PDF)
class03.pdf	read and write	Today 11:46 AM	120 KB	Portable Document Format (PDF)
class04.pdf	read and write	Today 12:00 AM	112 KB	Portable Document Format (PDF)
class05.pdf	read and write	Today 12:14 AM	105 KB	Portable Document Format (PDF)
class06.pdf	read and write	Today 12:29 AM	119 KB	Portable Document Format (PDF)

On the left sidebar, there is a tree view of course structure:

- Home
- DAC-EDUCATION-DEPT1-SUBJ1-
 - DAC-EDUCATION-DEPT1-SUBJ1-
 - DAC-EDUCATION-DEPT1-SUBJ1-
 - DAC-EDUCATION-DEPT1-SUBJ1-
 - DAC-EDUCATION-DEPT1-SUBJ1-
 - DEMO 100 100 Summer 2016
 - Discussion 1 SMPL101
 - Discussion 1 SMPL101
 - Discussion 2 SMPL102
 - Discussion 3 SMPL202
 - Education Program Site
- Sample Course
 - Assignments
 - Forums
 - Resources
 - Lecture Notes
 - OCEA_101 Instructor Resources

At the bottom, it says "items: 6, size: 718 KB". On the right, there are buttons for "OK" and "Cancel", with "OK" being highlighted.

Click OK to confirm the link.



View link.

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), navigation (Back, Forward), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main content area contains the text "Read [Class01 Lecture Notes](#)". In the bottom left corner of the content area, there is some code: "body p". In the bottom right corner, there is a status bar showing "Character Count (Includes HTML formatting characters) : 37 Word Count : 4".

When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

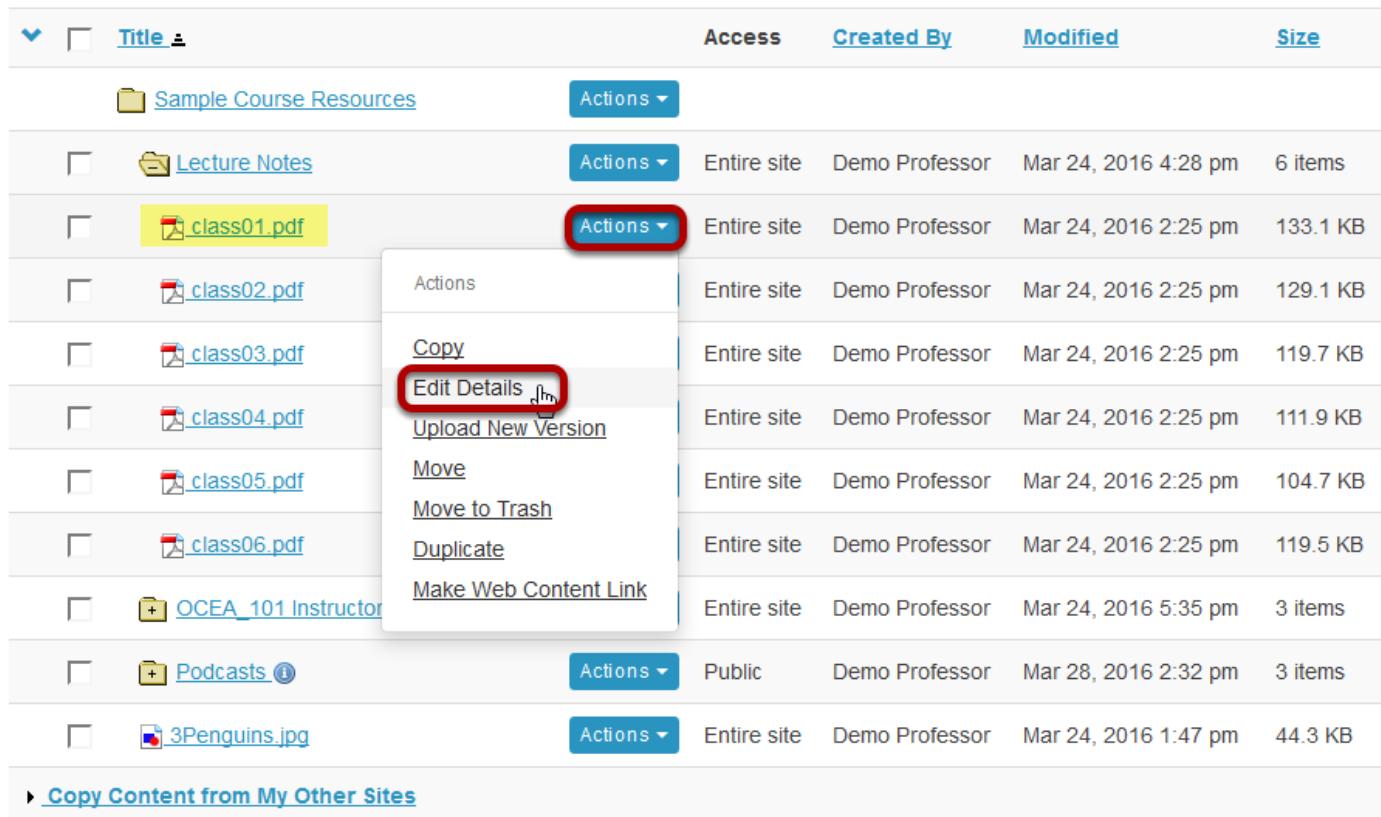
Alternately, you may also go to Resources to locate the item URL.

Select the **Resources** tool from the Tool Menu in your site.

Click Actions, then Edit Details for the item.

Title	Access	Created By	Modified	Size	
Sample Course Resources	Actions				
Lecture Notes	Actions	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
class01.pdf	Actions	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	133.1 KB
class02.pdf	Actions	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	129.1 KB
class03.pdf	Actions	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.7 KB
class04.pdf	Actions	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	111.9 KB
class05.pdf	Actions	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	104.7 KB
class06.pdf	Actions	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.5 KB
OCEA_101 Instructor	Actions	Entire site	Demo Professor	Mar 24, 2016 5:35 pm	3 items
Podcasts	Actions	Public	Demo Professor	Mar 28, 2016 2:32 pm	3 items
3Penguins.jpg	Actions	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB

▶ [Copy Content from My Other Sites](#)



The screenshot shows a list of course resources. The 'class01.pdf' file is selected, and its 'Actions' dropdown menu is open. The 'Edit Details' option is highlighted with a red box. The menu also includes options like Copy, Upload New Version, Move, Move to Trash, Duplicate, and Make Web Content Link.

Locate the item you want to link to in Resources and from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page.

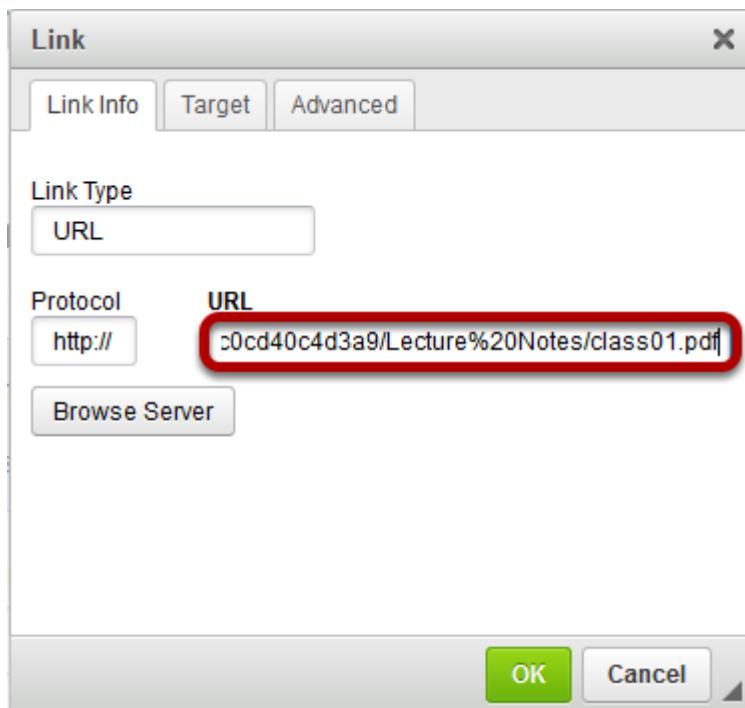
Copy the item URL.

Web address (URL) [Select URL \(for copying\)](#) | [Open](#) | Short URL

http://qa01-sakai.marist.edu:8080/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/class01.pdf

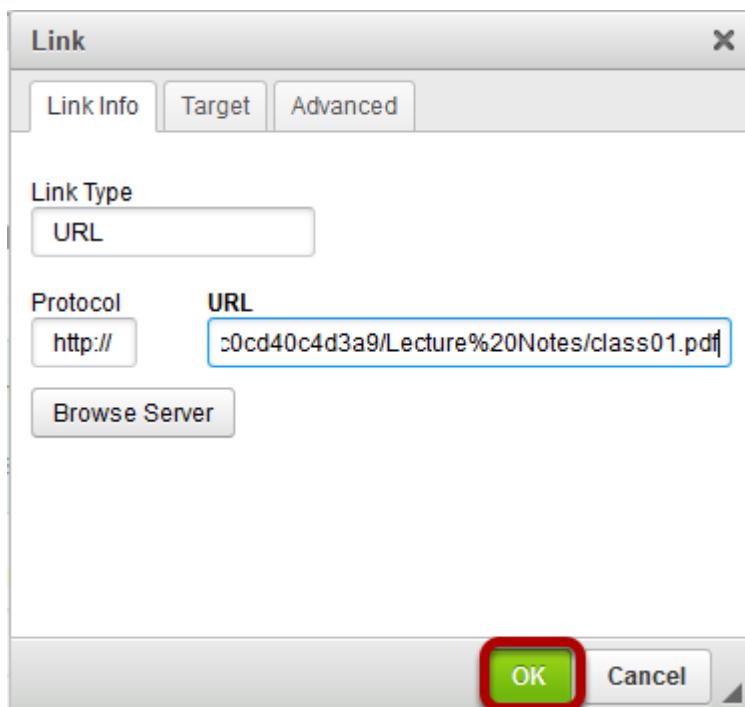
Copy the item URL to your computer's clipboard (CTR-C -PC or COMMAND-C - MAC).

Paste the item URL.



Paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the Resources item in the box marked **URL**.

Click OK.



View link.

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), navigation (Back, Forward), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main text area contains the text "Read [Class01 Lecture Notes](#)". In the bottom left corner of the text area, there is a small "body p" label. The bottom right corner of the text area displays "Character Count (Includes HTML formatting characters) : 37 Word Count : 4".

When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

How do I create a link to an activity in a text box?

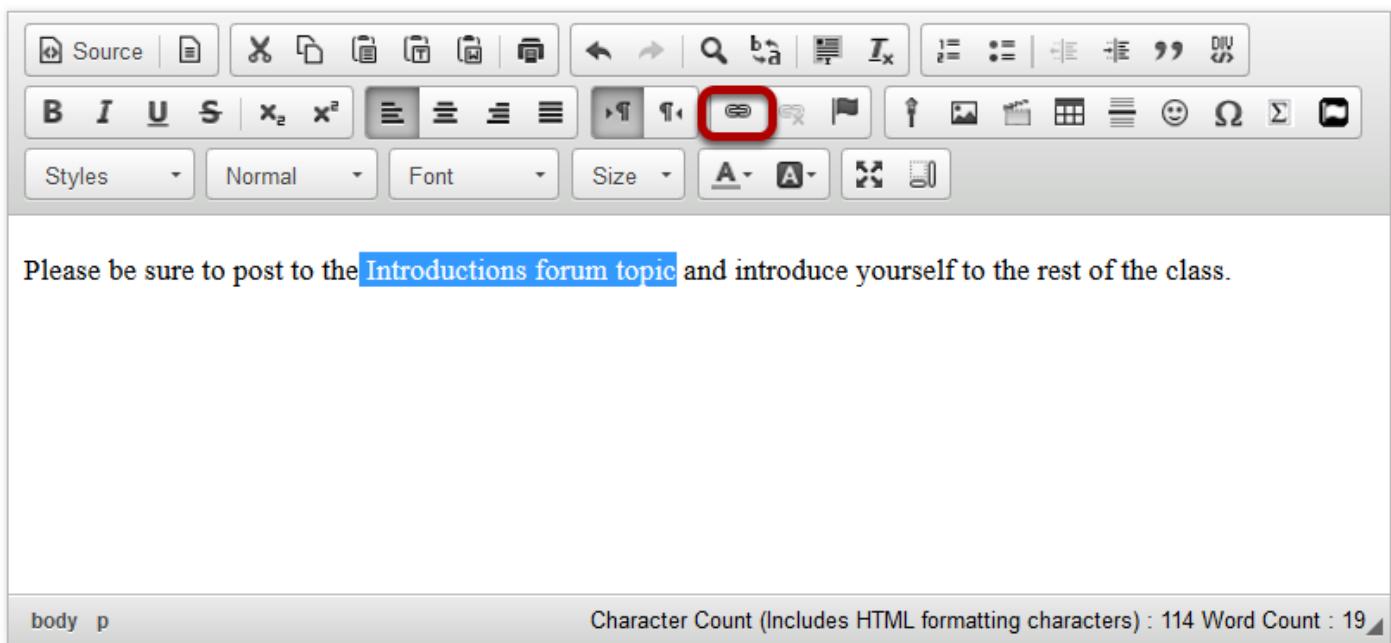
Tip: If you are creating a text box in the Lessons tool, you may also insert activities directly as individual items on the page, rather than within the Rich Text Editor. See [How do I add activities to Lessons?](#) for more information.

Select the text to be linked.

The screenshot shows the Sakai Rich Text Editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), navigation (Back, Forward, Search), and text styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main text area contains the instruction: "Please be sure to post to the [Introductions forum topic](#) and introduce yourself to the rest of the class." The word "Introductions forum topic" is highlighted with a red box. At the bottom of the editor window, there is a status bar showing "body p" and "Character Count (Includes HTML formatting characters) : 114 Word Count : 19".

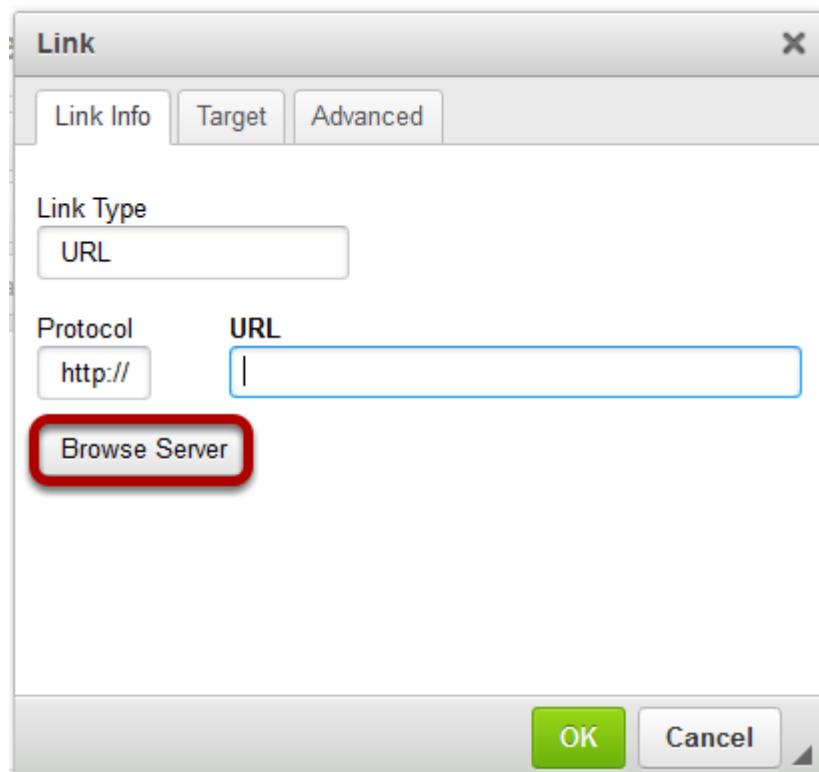
In the text box, select the text you would like to serve as a link to the activity.

Click the Link icon.



This displays the Link dialog box.

Click Browse Server.



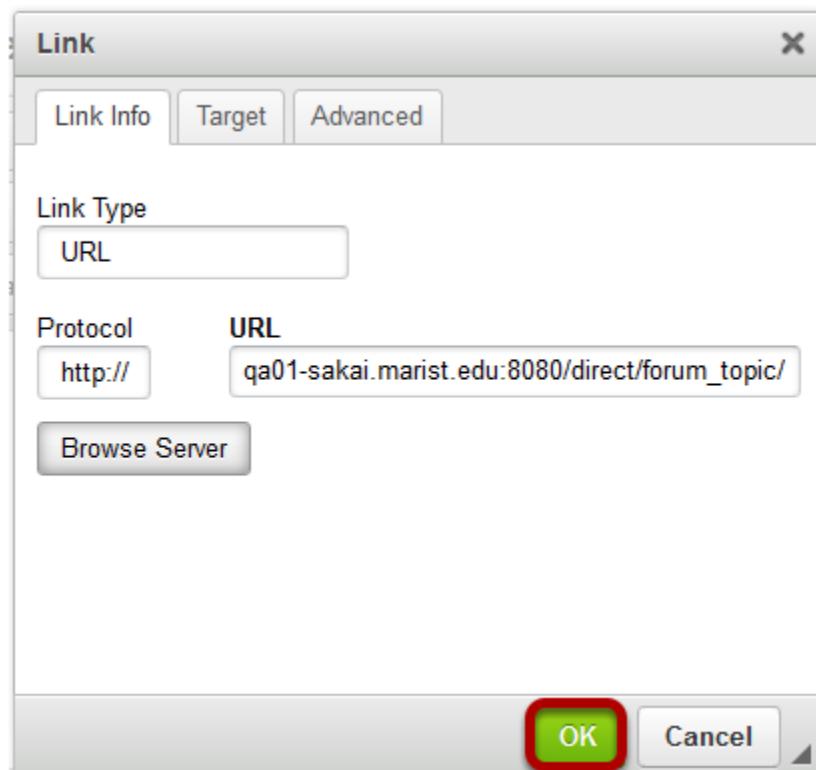
Select the activity you want to link to and click OK.

The screenshot shows the Sakai interface with the following elements:

- Top Bar:** A toolbar with various icons for navigation and management.
- Header:** DEMO 100 100 Summer 2016 | Forums | DEMO 100 100 Summer 2016 Forum
- Left Sidebar:** A tree view of the site structure:
 - ▶ Home
 - ▶ DAC-EDUCATION-DEPT1-SUBJ1-
 - ▶ DEMO 100 100 Summer 2016
 - ▶ Assignments
 - ▶ Forums
 - ▶ DEMO 100 100 Summer 2016
 - ▶ Resources
 - ▶ Test & Quizzes
 - ▶ Discussion 1 SMPL101
 - ▶ Discussion 1 SMPL101
 - ▶ Discussion 2 SMPL102
 - ▶ Discussion 3 SMPL202
 - ▶ Education Program Site
- Content Area:** A list of forums:

Name	Permissions	Modified	Size	Type
General Discussion	read	unknown	0 b	sakai/forums
Introductions	read	unknown	0 b	sakai/forums
- Bottom:** items: 2, size: 0 b
- Buttons:** Introductions, OK, Cancel

Click OK again to confirm the link.



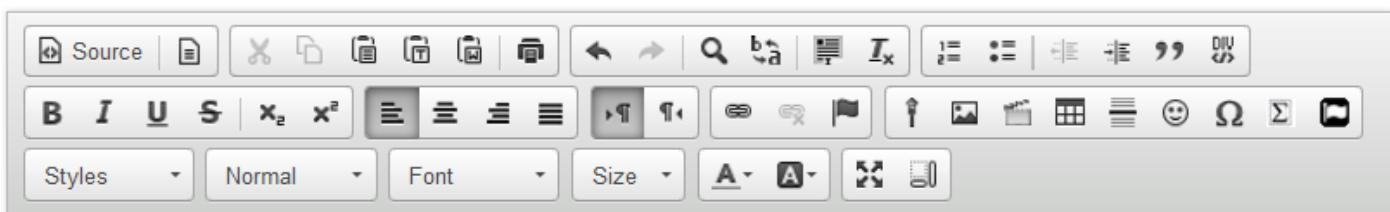
View the link.

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main area is a large text box where the user has typed: "Please be sure to post to the [Introductions forum topic](#) and introduce yourself to the rest of the class." In the bottom left corner of the text area, it says "body p a". In the bottom right corner, it displays "Character Count (Includes HTML formatting characters) : 114 Word Count : 18".

When the item using the text box is posted, the selected text will display as a link to the activity.

How do I embed an image in a text box?

Position the cursor.



Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech.

His work frequently employed settings from rural life in New England in the early twentieth century, using them to examine complex social and philosophical themes. One of the most popular and critically respected American poets of the twentieth century, Frost was honored frequently during his lifetime, receiving four Pulitzer Prizes for Poetry. He became one of America's rare "public literary figures, almost an artistic

body p Character Count (Includes HTML formatting characters) : 871 Word Count : 134

Position your cursor in the text box at the point you want to embed the image.

Click on the Insert/Edit Image icon.



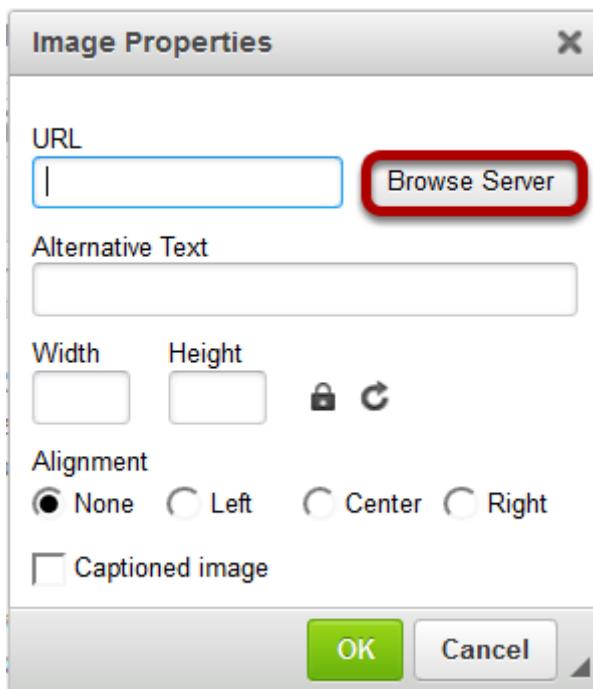
Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech.

His work frequently employed settings from rural life in New England in the early twentieth century, using them to examine complex social and philosophical themes. One of the most popular and critically respected American poets of the twentieth century, Frost was honored frequently during his lifetime, receiving four Pulitzer Prizes for Poetry. He became one of America's rare "public literary figures, almost an artistic

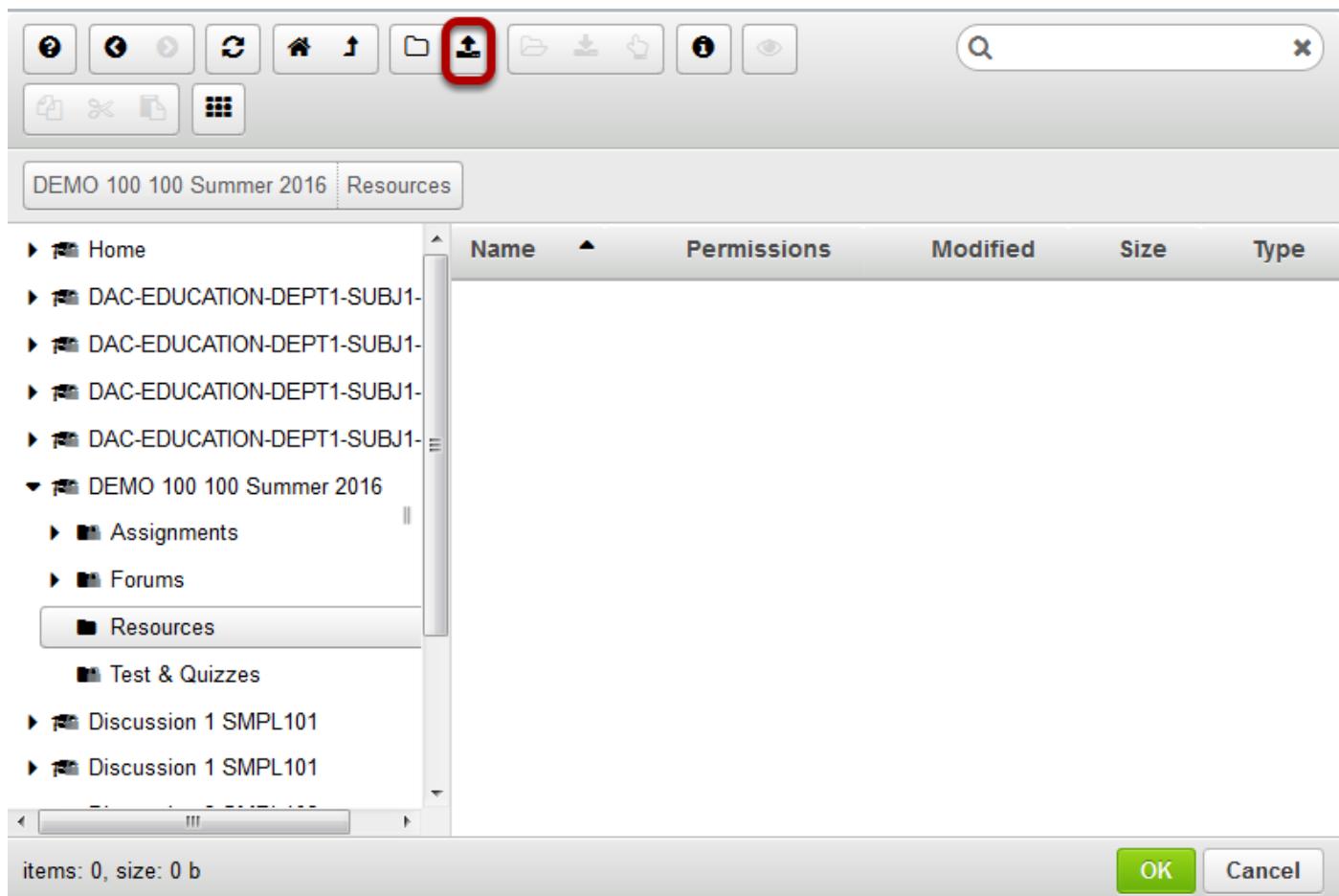
body p Character Count (Includes HTML formatting characters) : 871 Word Count : 134

This displays the image properties dialog box

Click Browse Server.



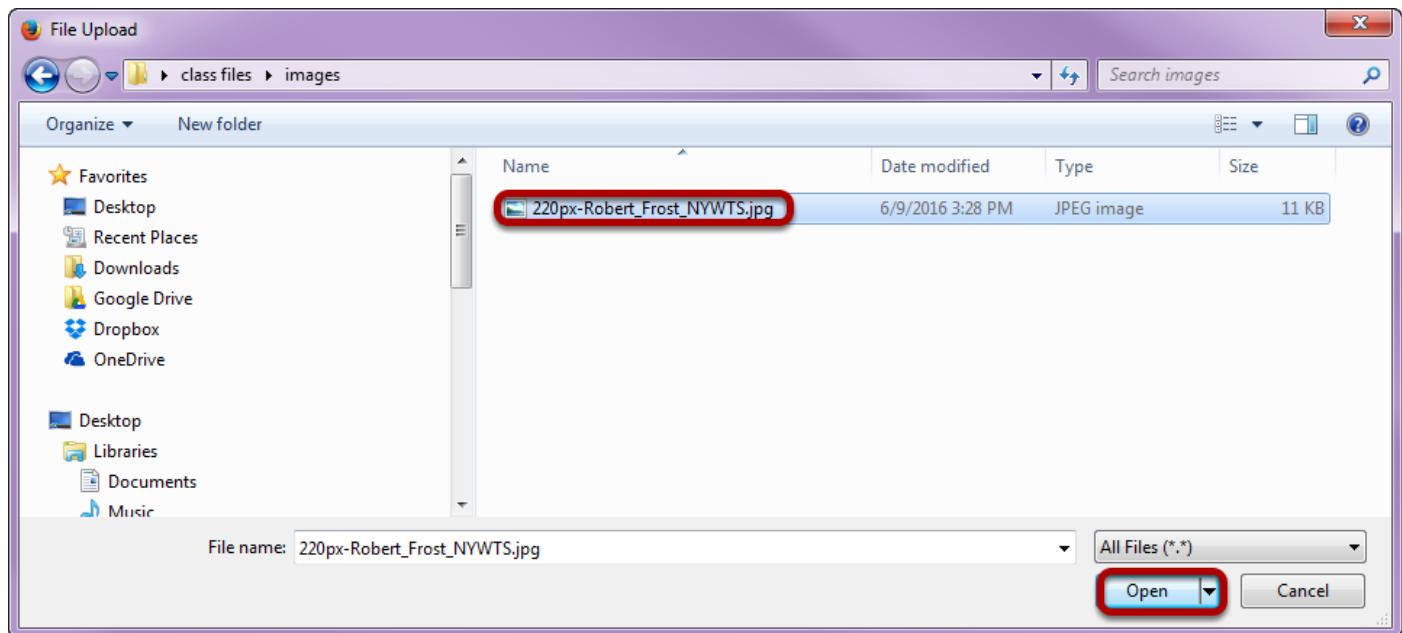
Upload the image file.



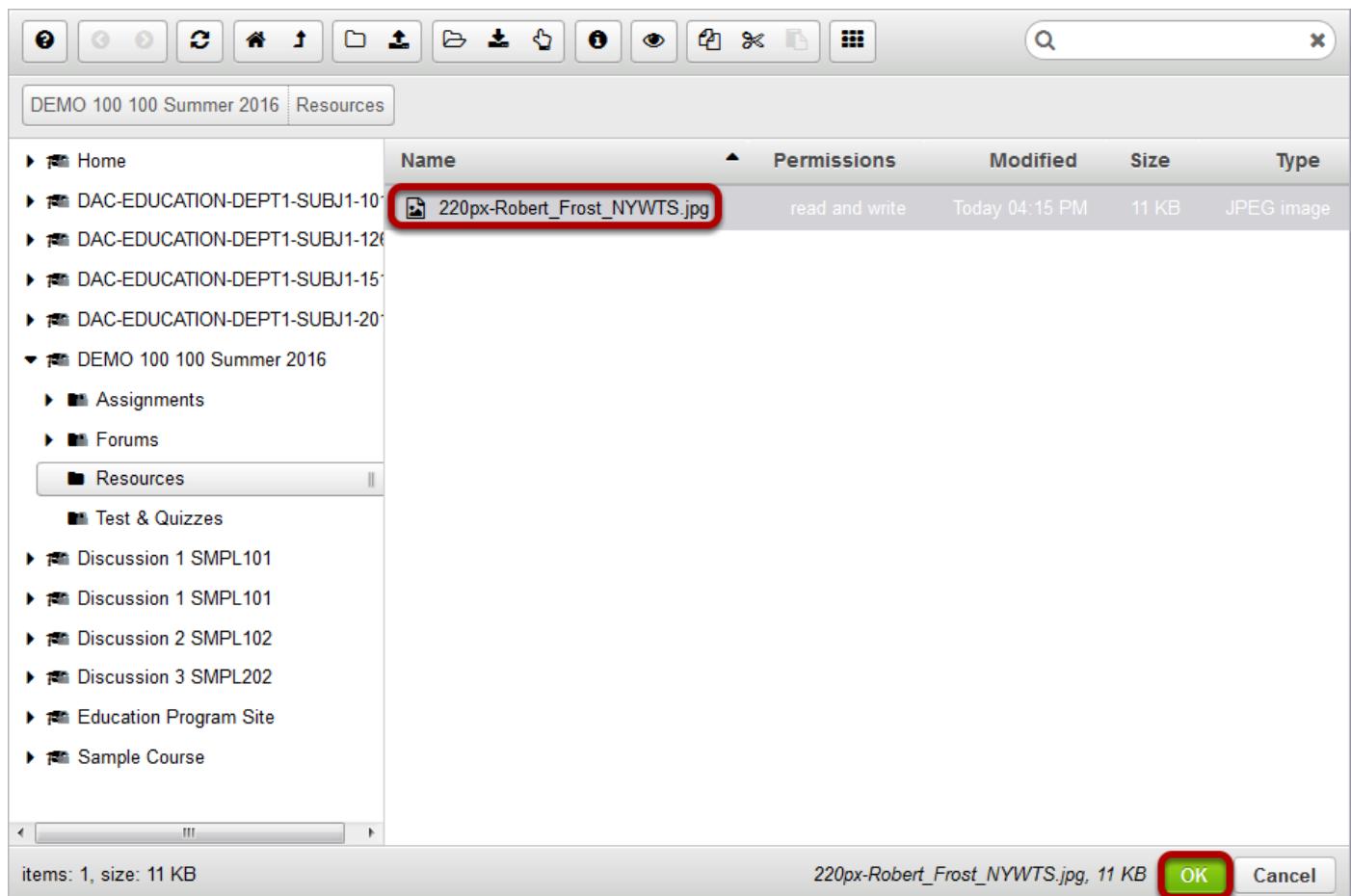
Select the folder where you want to store the image file then click on the **Upload File** icon.

This displays an upload file dialog box.

Locate and select the image file on your computer, then click Open

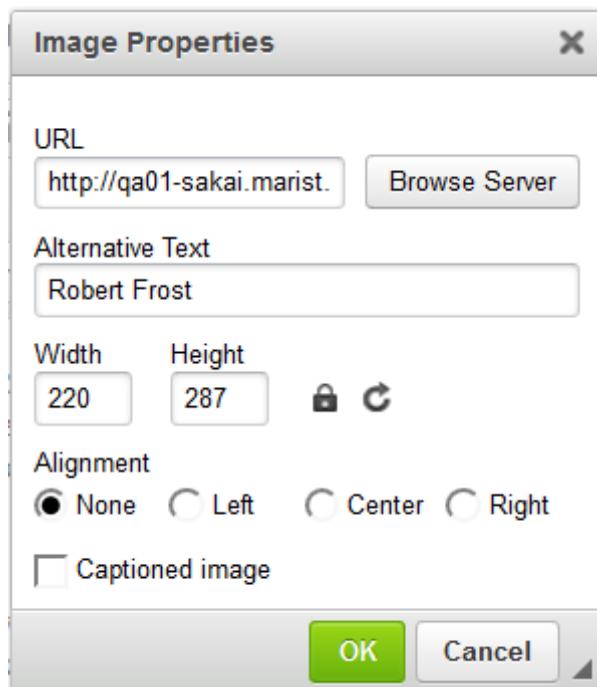


Click OK.



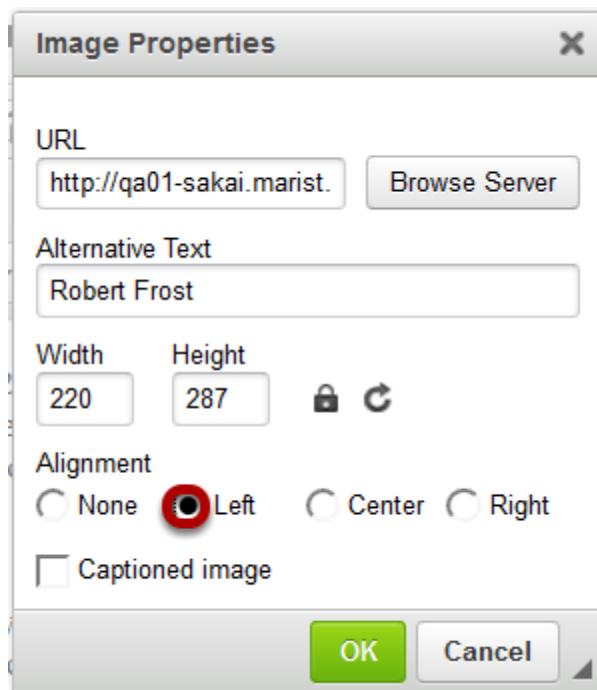
This returns the display to the file browser window. The uploaded file will be selected. Click **OK** to continue.

Modify image properties. (Optional)



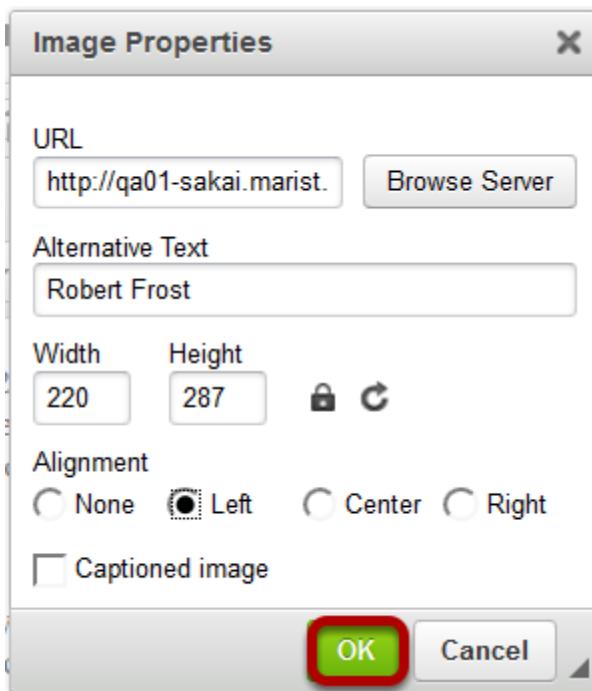
Adjust the image width and height if needed and add an alternative text for screen readers.

Set the Alignment.



Set the Alignment (left or right) for the image if you want to surround the image with text.

Click OK.



This returns the display to the text box with the embedded image.

Example of additional text displayed next to a left-aligned image.

Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech.

 His work frequently employed settings from rural life in New England in the early twentieth century, using them to examine complex social and philosophical themes. One of the most popular and critically respected American poets of the twentieth century, Frost was honored frequently during his lifetime, receiving four Pulitzer Prizes for Poetry. He became one of America's rare "public literary figures, almost an artistic institution." He was awarded the Congressional Gold Medal in 1960 for his poetic works. On July 22, 1961, Frost was named Poet laureate of Vermont.

body p Character Count (Includes HTML formatting characters) : 2438 Word Count : 135

How do I embed a linked web image in a text box?

Locate and copy the image link.

The screenshot shows a website page featuring a historical black and white photograph of Dust Bowl refugees. The photo depicts several people, including children, standing in a field. A caption above the photo reads: "Dust bowl refugees, on highway near Bakersfield, California. 1935. 963-E. Photo by Lange." Below the photo, there is descriptive text: "Photograph of Dust Bowl refugees along a highway near Bakersfield, California, 1935. Gelatin silver prints from the Farm Security Administration collection. 39." To the right of the photo, there is a sidebar with links: "Creative Aging in Our Communities," "Free English Classes," and "Martin Duberman Visiting Fellowship." A context menu is open over the photograph, listing various options like "Open Link in New Tab," "Bookmark This Link," and "Copy Image Location." The "Copy Image Location" option is highlighted with a red box.

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.

body Character Count (Includes HTML formatting characters) : 11 Word Count : 0

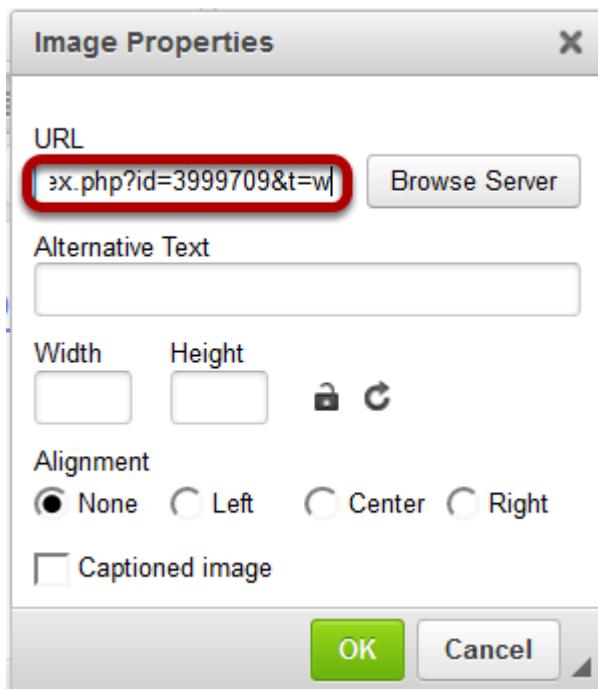
Position your cursor in the text box at the point you want to embed the web linked image.

Click Insert/Edit Image icon.

body Character Count (Includes HTML formatting characters) : 11 Word Count : 0

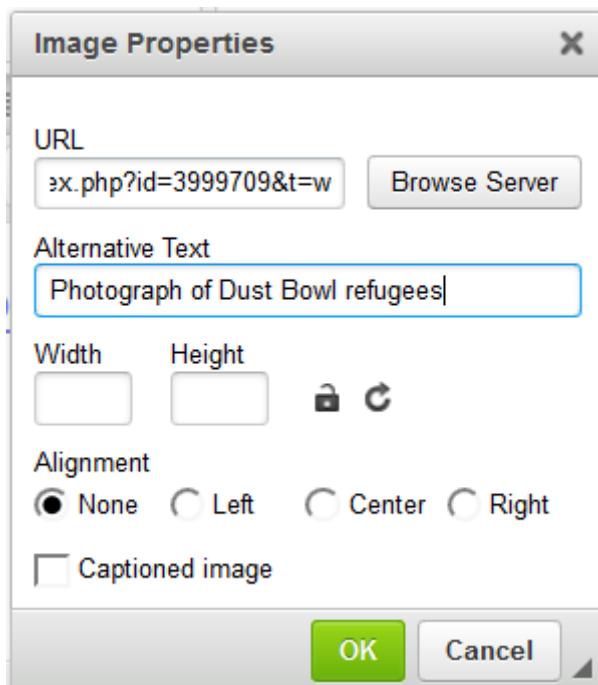
This displays the Image Properties dialog box.

Paste the URL.



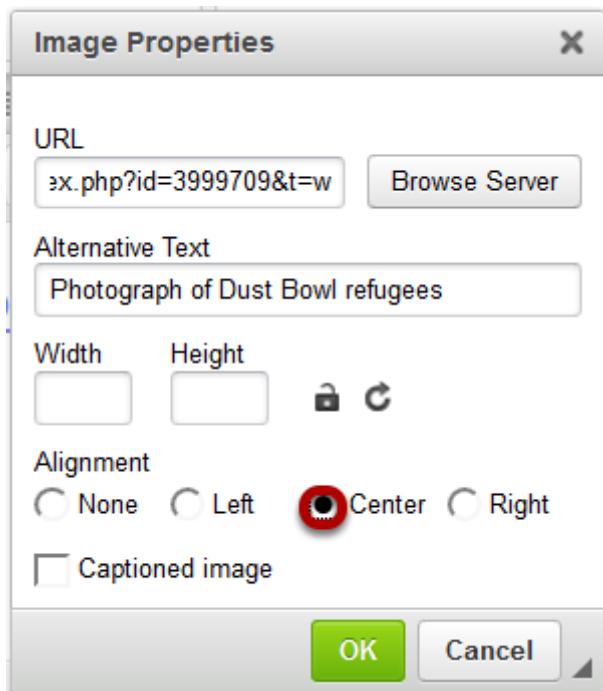
Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

Modify image properties. (Optional)



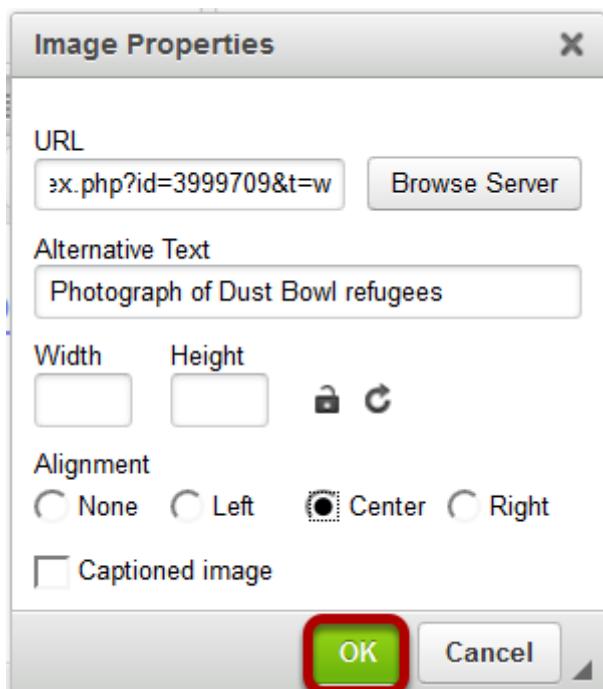
Adjust the image width and height if needed and add an alternative text for screen readers.

Set alignment. (Optional)



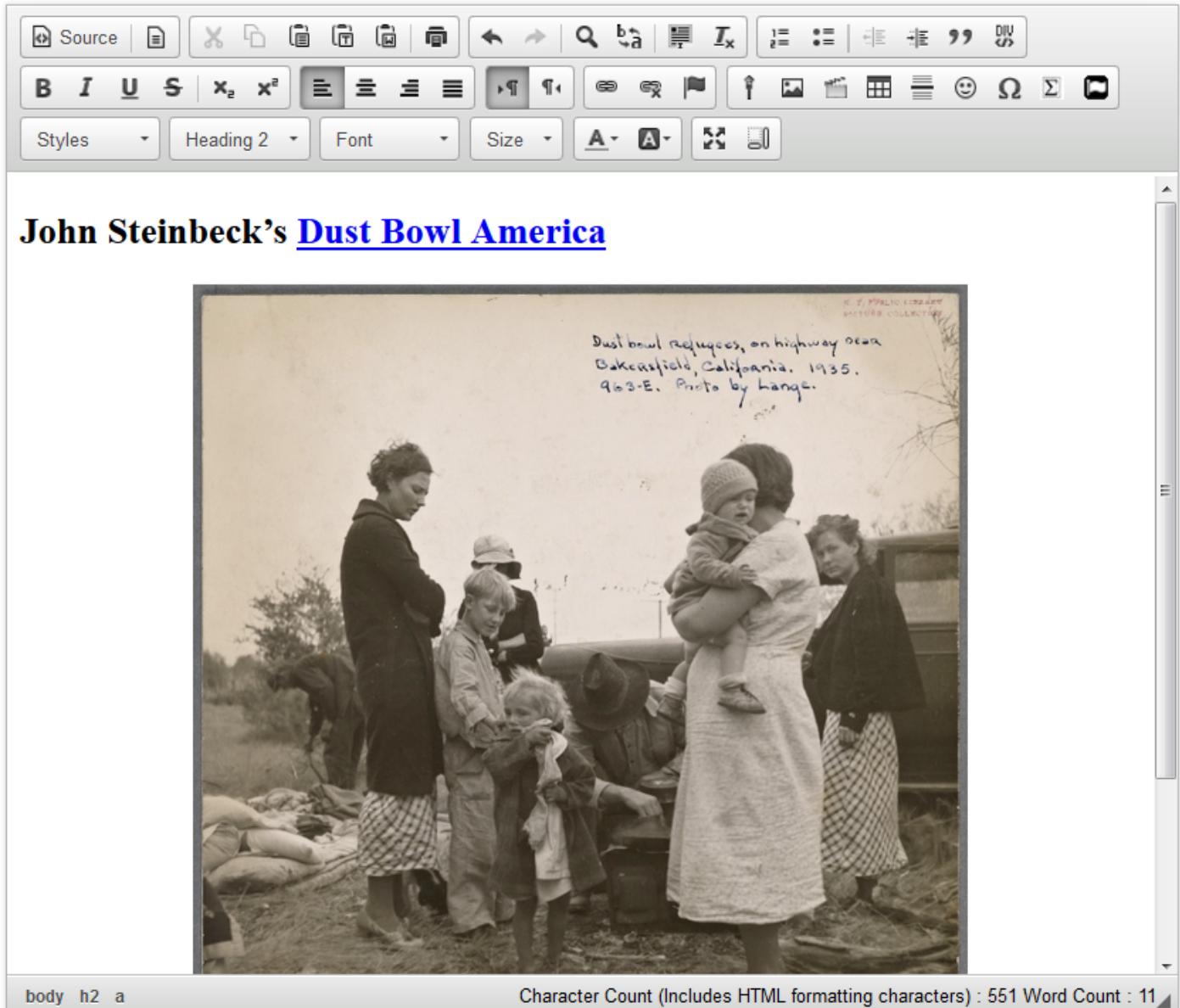
Set the Alignment (left, right, or center) for the image.

Click OK



This returns the display to the text box with the embedded linked image.

Example of centered image below text.



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.



The image shows a TED Talk video player for a talk by Stephen Petranek. The video frame displays him speaking, with the title 'STEPHEN PETRANEK' overlaid. Below the video, the YouTube sharing panel is visible, featuring options like 'Add to', 'Share' (which is circled in red), and 'More'. The video has 125,556 views and was published on May 5, 2016.

STEPHEN PETRANEK

Your kids might live on Mars. Here's how they'll survive | Stephen Petranek

TED Talks

Subscribe 5,041,733

125,556 views

+ Add to Share More

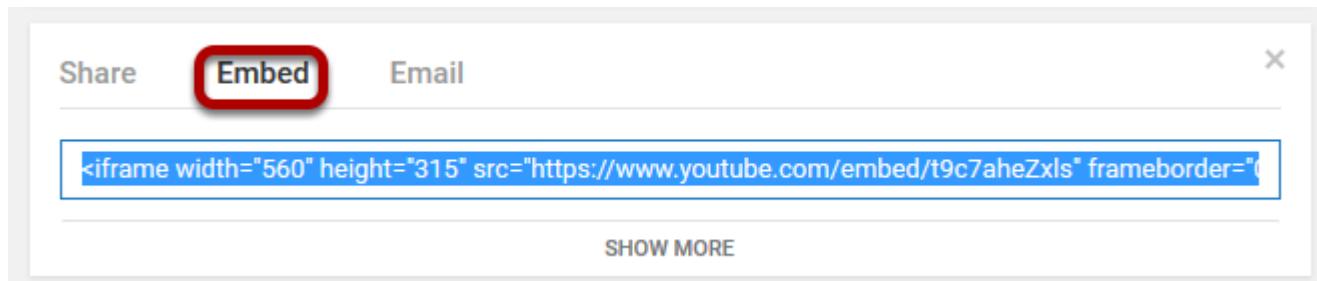
Published on May 5, 2016

It sounds like science fiction, but journalist Stephen Petranek considers it fact: within 20 years, humans will live on Mars. In this provocative talk, Petranek makes the case that humans will become a spacefaring species and describes in fascinating detail how we'll make Mars our next home. "Humans will survive no

SHOW MORE

This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.

Copy the embed code.

Share **Embed** Email X

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/t9c7aheZxIs?rel=0" framebo...
```

Preview:



Your kids might live on Mars. Here's how they'll survive | Stephen Petranek

Video size: ▾

Show suggested videos when the video finishes

Show player controls

Show video title and player actions

Enable privacy-enhanced mode [?]

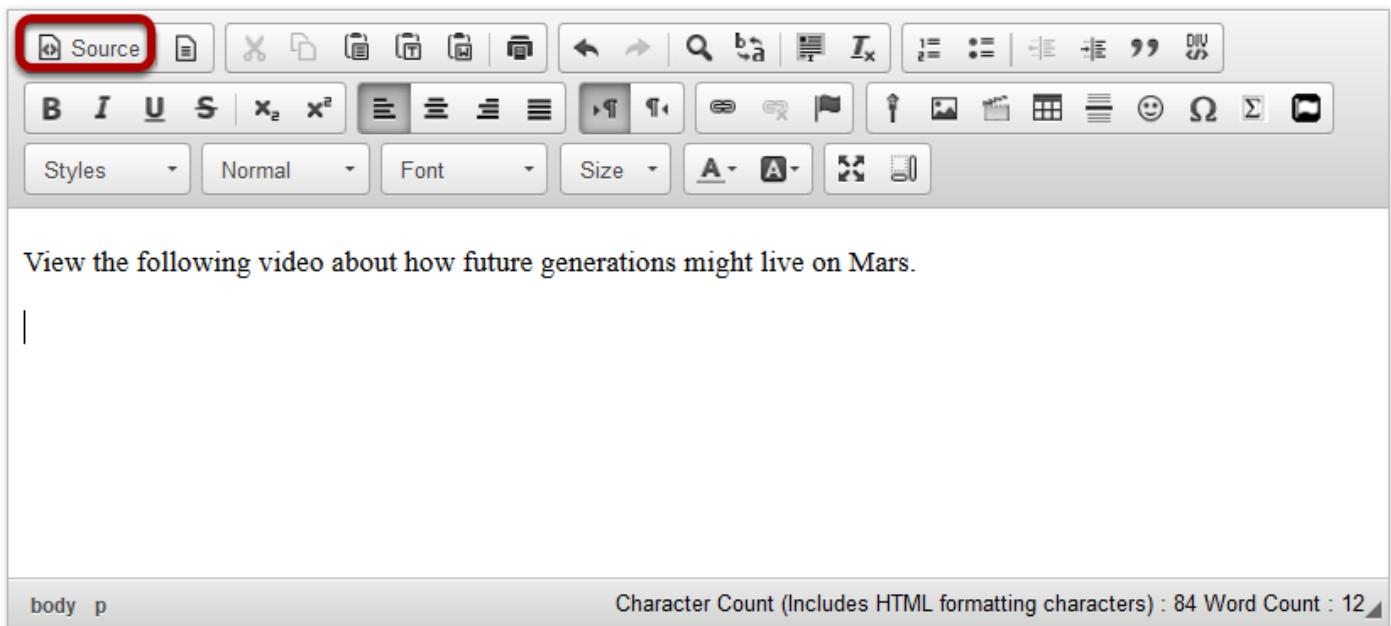
By displaying YouTube videos on your site, you are agreeing to the [YouTube API terms of service](#).

[SHOW LESS](#)

Copy the YouTube embed code to your computer's clipboard (CTRL-C - PC or COMMAND-C MAC).

Tip: Remove the check mark next to "Show suggested videos when the video finishes"

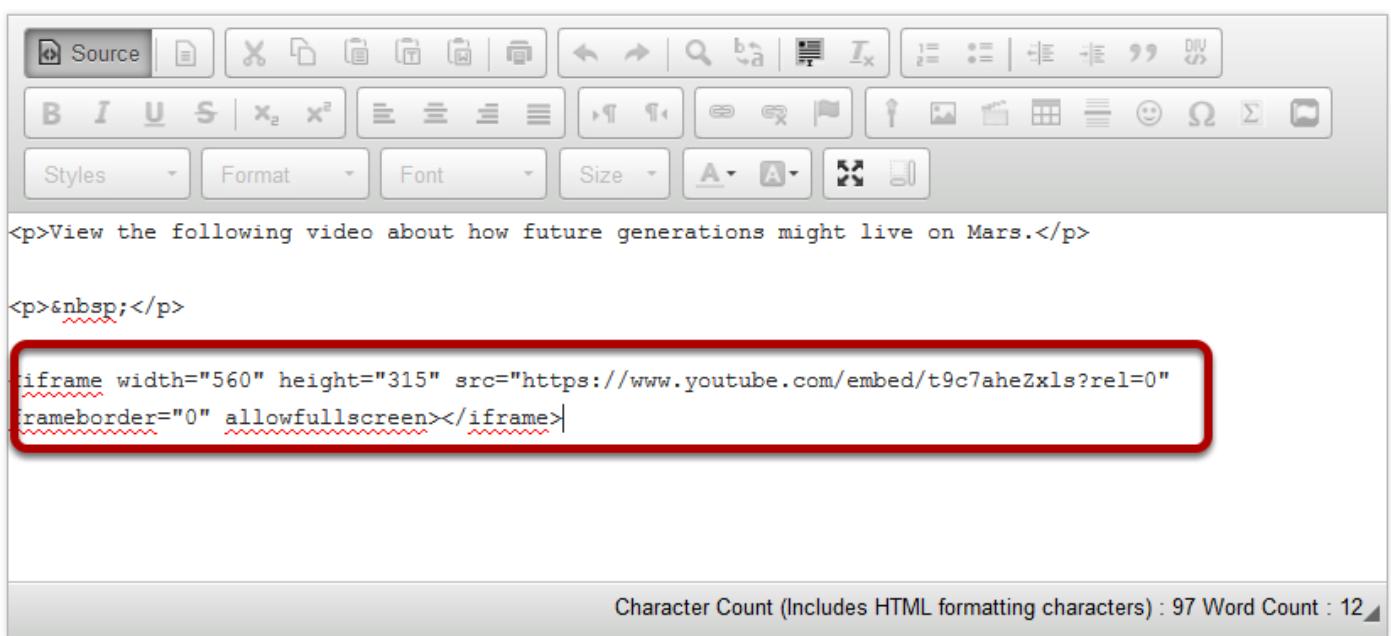
In the text box, click Source.



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (New, Open, Save, Print, etc.), search, and text styling (Bold, Italic, Underline, etc.). Below the toolbar are dropdown menus for 'Styles' (Normal, Heading 1, etc.), 'Font' (Arial, Helvetica, etc.), and 'Size'. A red box highlights the 'Source' button, which is located at the far left of the toolbar. The main text area contains the instruction: "View the following video about how future generations might live on Mars." Below the text area, the status bar displays "body p" and "Character Count (Includes HTML formatting characters) : 84 Word Count : 12".

This displays the HTML code for the text box.

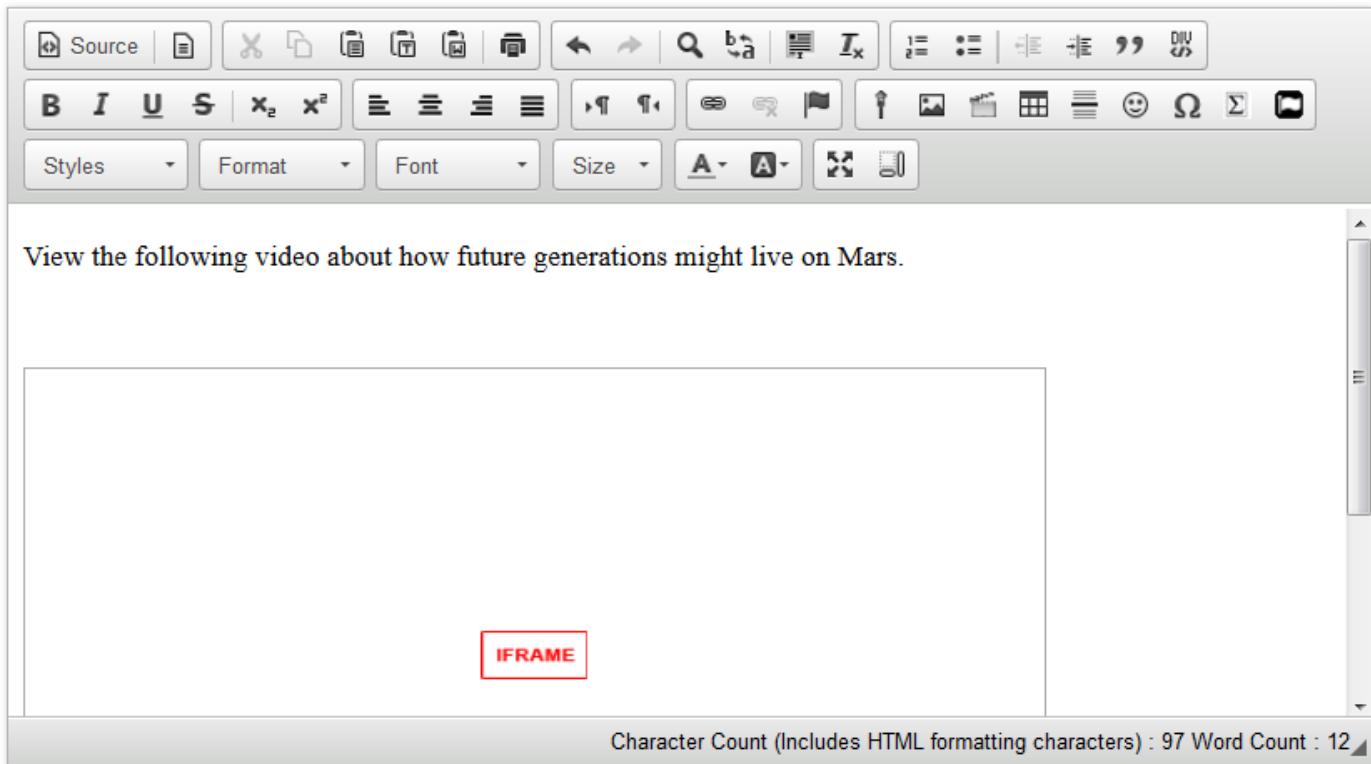
Position the cursor.



The screenshot shows the same rich text editor as above, but now the text area contains the raw HTML code for a video. The code includes a paragraph tag with the video's URL and an iframe tag with specific width and height attributes. A red box highlights the entire iframe tag and its attributes. The status bar at the bottom still shows "Character Count (Includes HTML formatting characters) : 97 Word Count : 12".

Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V - PC or COMMAND-V - MAC).

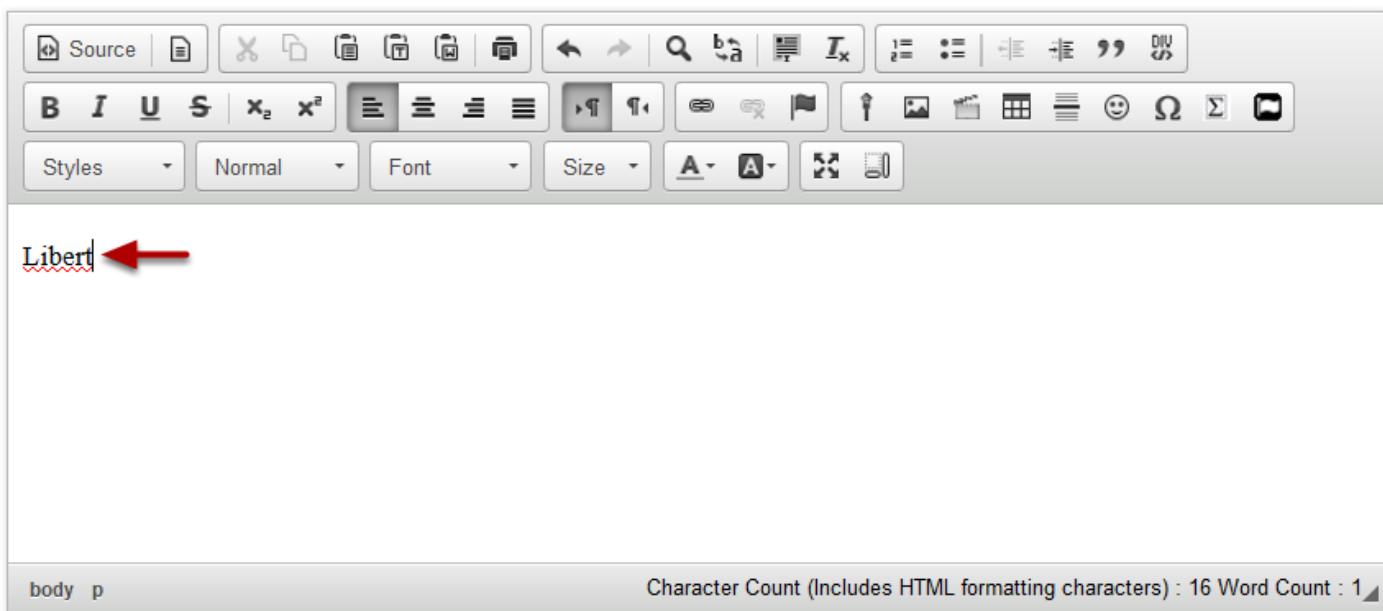
Click Source again.



This returns the text box display to normal editing mode. The embedded YouTube video will display as a box marked "iframe". When the item using the text box is posted or saved, it displays the embedded YouTube video.

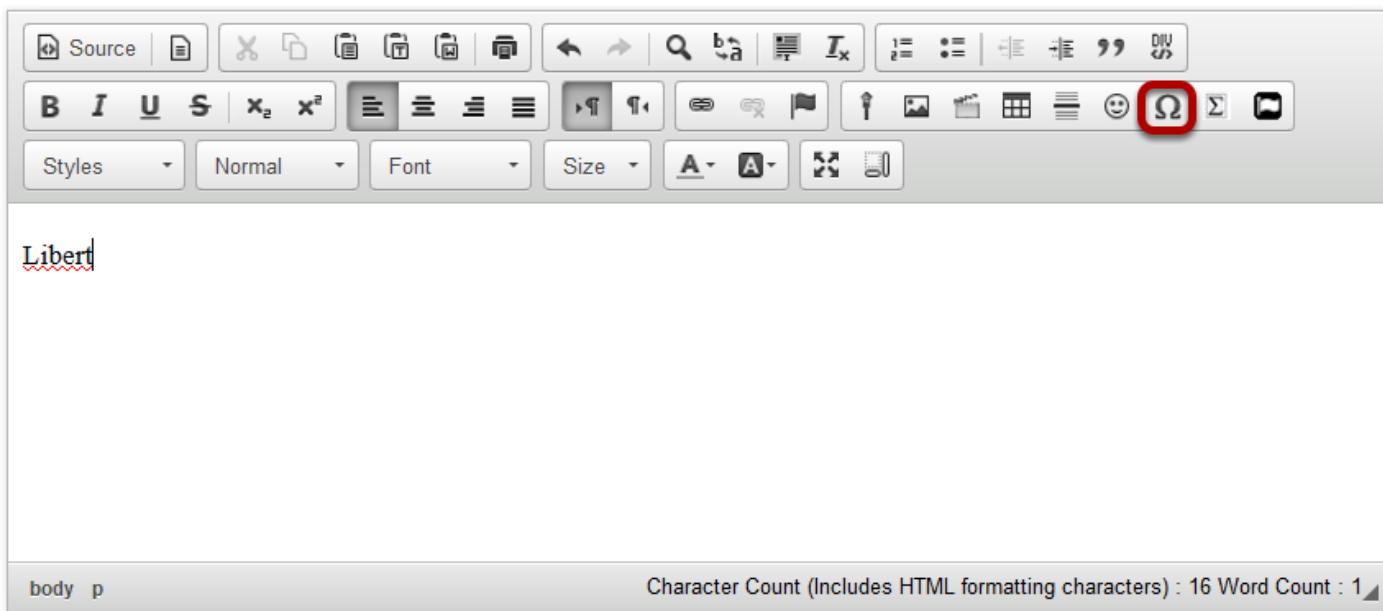
How do I add special characters to a text box?

Position the cursor.



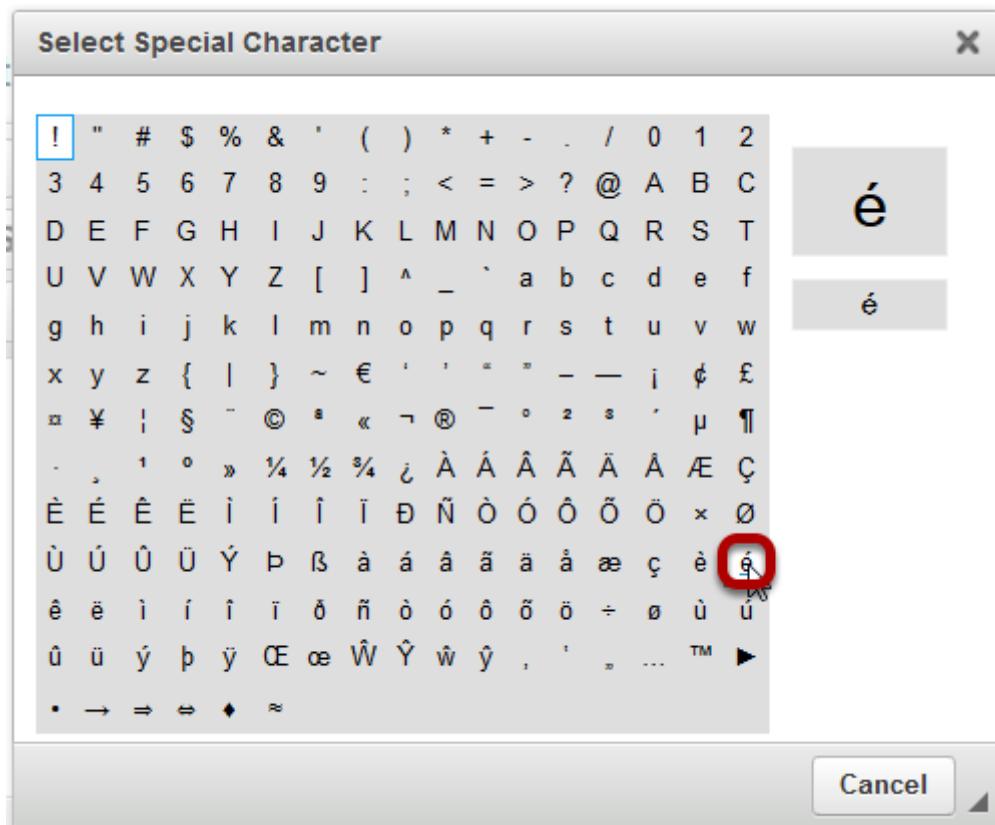
Position your cursor where you want to insert the special character or diacritical mark.

Click the Insert Special Characters icon.



This displays the Select Special Character box.

Select the special character or diacritical mark you want to insert.



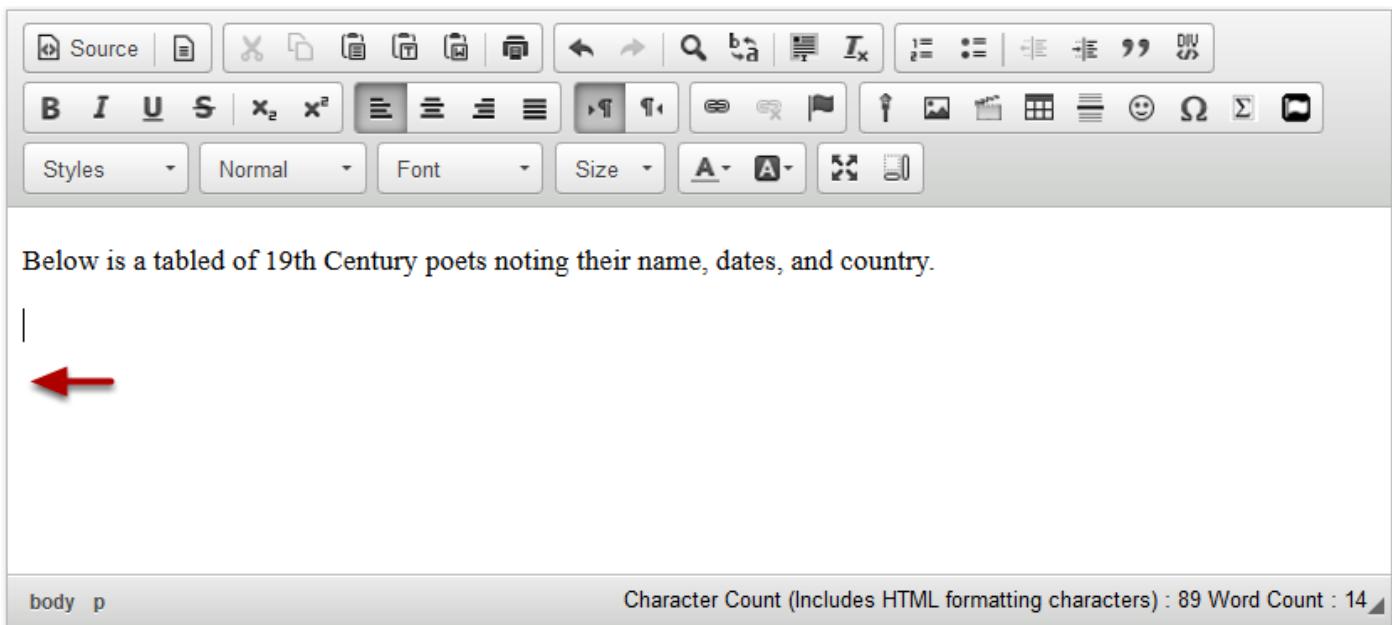
View special character.

Liberte

The special character / diacritical mark will now be displayed in the text box.

How do I add/edit a table in a text box?

Position the cursor.

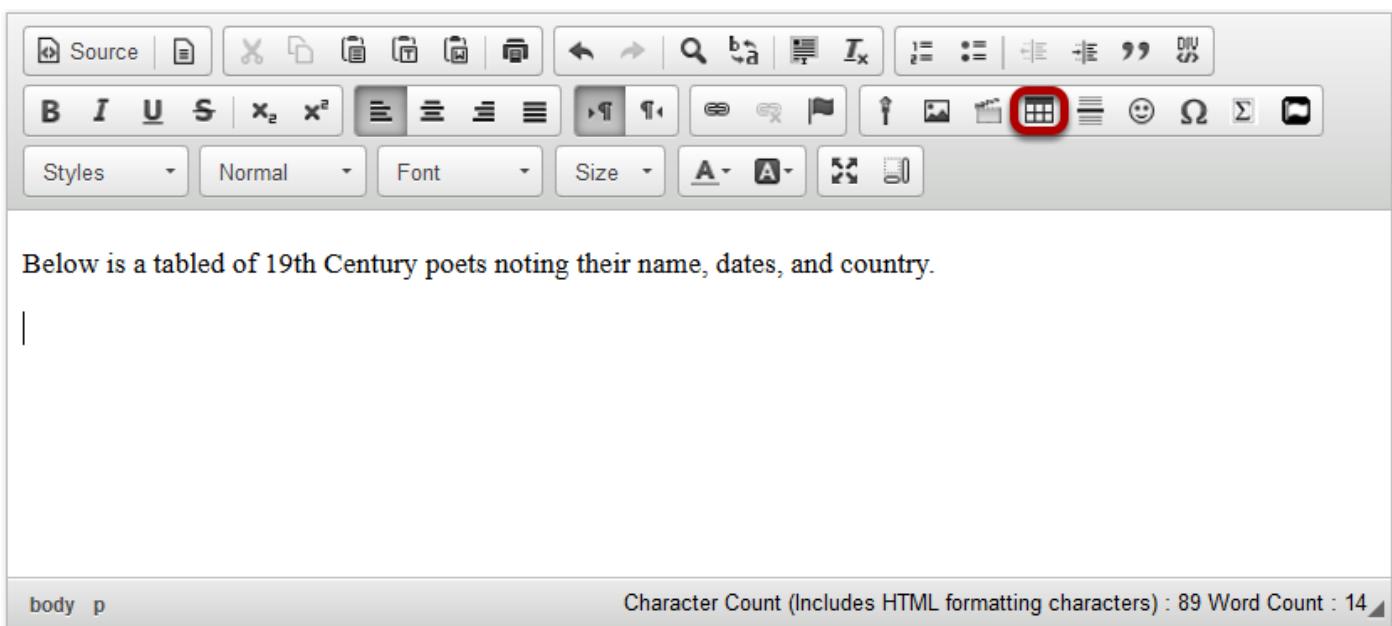


Below is a table of 19th Century poets noting their name, dates, and country.

Character Count (Includes HTML formatting characters) : 89 Word Count : 14

Position your cursor in the text box where you want the table to display.

Click Table icon.

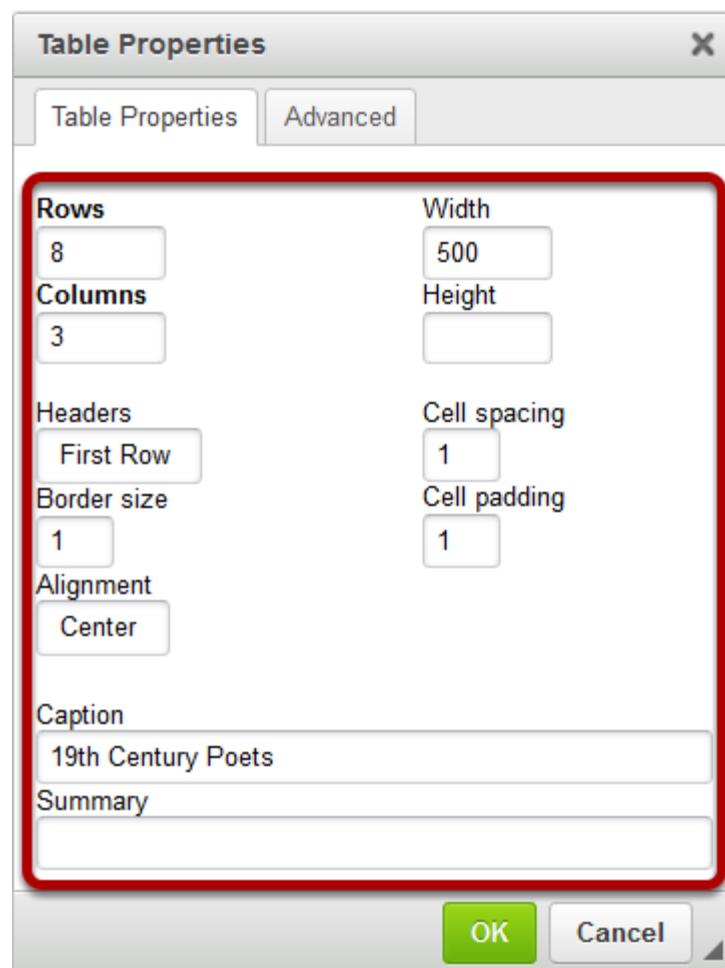


Below is a table of 19th Century poets noting their name, dates, and country.

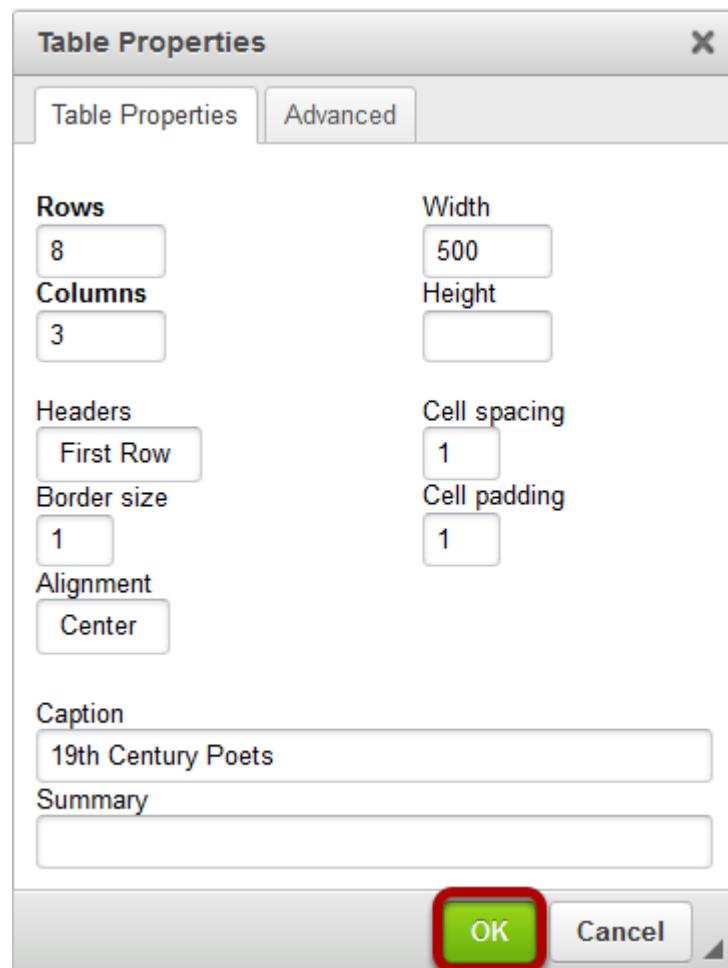
Character Count (Includes HTML formatting characters) : 89 Word Count : 14

This displays the Table Properties dialogue box.

Set the number of Rows, Columns and any other table properties needed.



Click OK.



View the table.

The screenshot shows a rich text editor interface with a toolbar at the top containing various buttons for file operations, search, and styling. Below the toolbar, there are dropdown menus for 'Styles', 'Format', 'Font', 'Size', and font size. A large, empty table structure is centered on the page, labeled '19th Century Poets'. The table has a single row and eight columns. At the bottom of the editor window, there is a status bar displaying the HTML code structure ('body table thead tr th') and character/word counts ('Character Count (Includes HTML formatting characters) : 89 Word Count : 14').

Below is a table of 19th Century poets noting their name, dates, and country.

19th Century Poets

body table thead tr th Character Count (Includes HTML formatting characters) : 89 Word Count : 14

Edit the table properties. (Optional)

Below is a table of 19th Century poets noting their name, dates, and country.

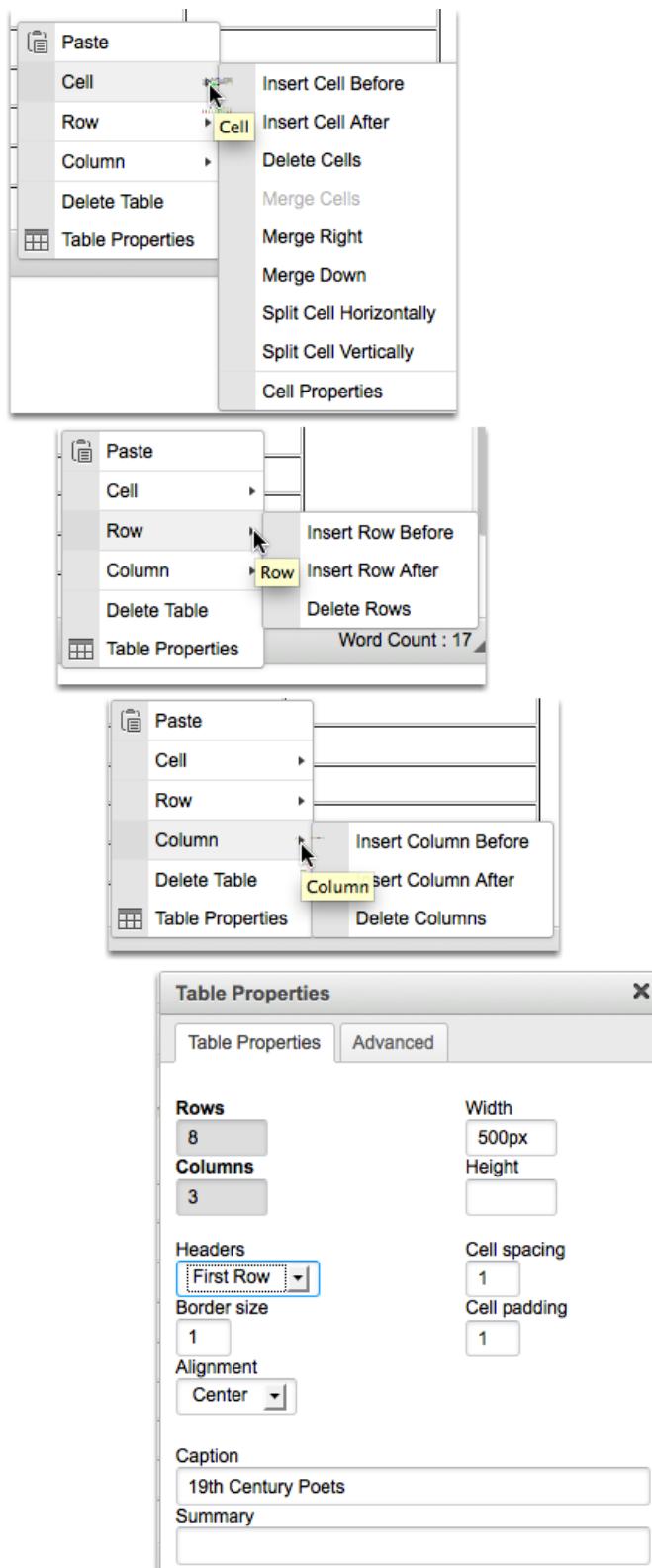
19th Century Poets		

Character Count (Includes HTML formatting characters) : 89 Word Count : 14

To edit the table properties, right-click (CTRL-click - MAC) on the table.

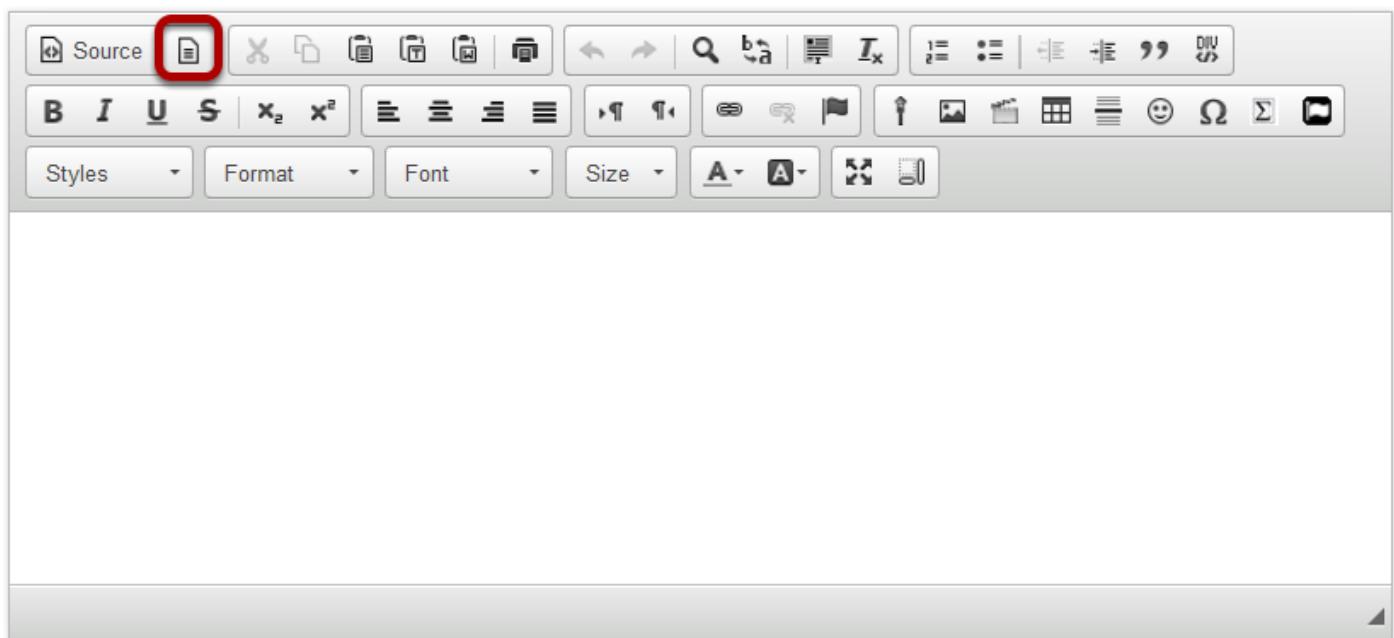
This displays the Edit Table dialog box.

Select the Table Element that you want to edit (Cell, Row, Column, Table or Delete).



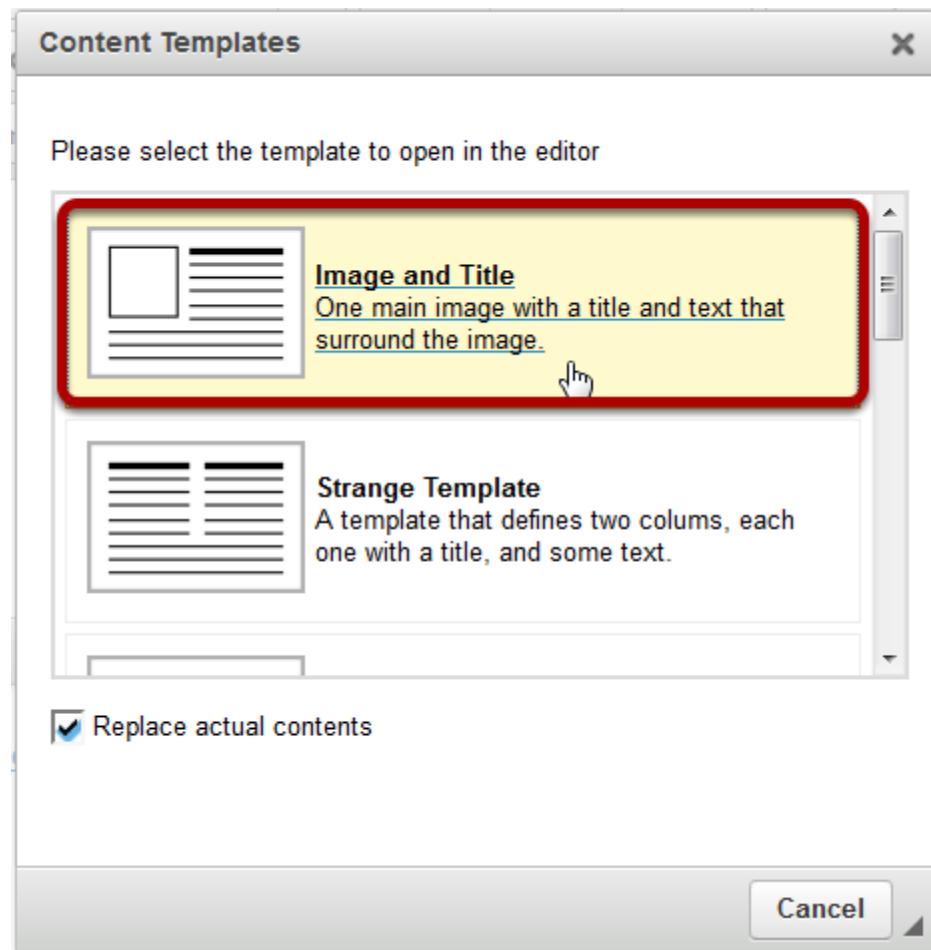
How do I add a content template to a text box?

Click the Template icon.



This displays the Content Template dialog box.

Select the content template.



This displays the selected content template in the text box.

Add content to the content template.

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for file operations (Source, Save, Print, etc.), search, and styling (Bold, Italic, Underline, Strike, Alignment, Font, Size, etc.). Below the toolbar is a second row of icons for inserting media (Image, Video, etc.) and other symbols. Further down are dropdown menus for Styles, Font, and Size. The main content area contains a placeholder box labeled "Type the title here" and another box below it labeled "Type the text here". At the bottom of the editor is a code view window showing the HTML code: "body h3".

Type in the title and text.

To insert an image:

- Right-Click (CTRL-Click MAC) the image and select Image properties.
- Enter the URL of the image in the box marked URL.
- Click OK

Example page.



Mars, the Red Planet

Mars is the fourth planet from the Sun and the second-smallest planet in the Solar System, after Mercury. Named after the Roman god of war, it is often referred to as the "Red Planet"^{[13][14]} because the iron oxide prevalent on its surface gives it a reddish appearance.^[15] Mars is a terrestrial planet with a thin atmosphere, having surface features reminiscent both of the impact craters of the Moon and the valleys, deserts, and polar ice caps of Earth.

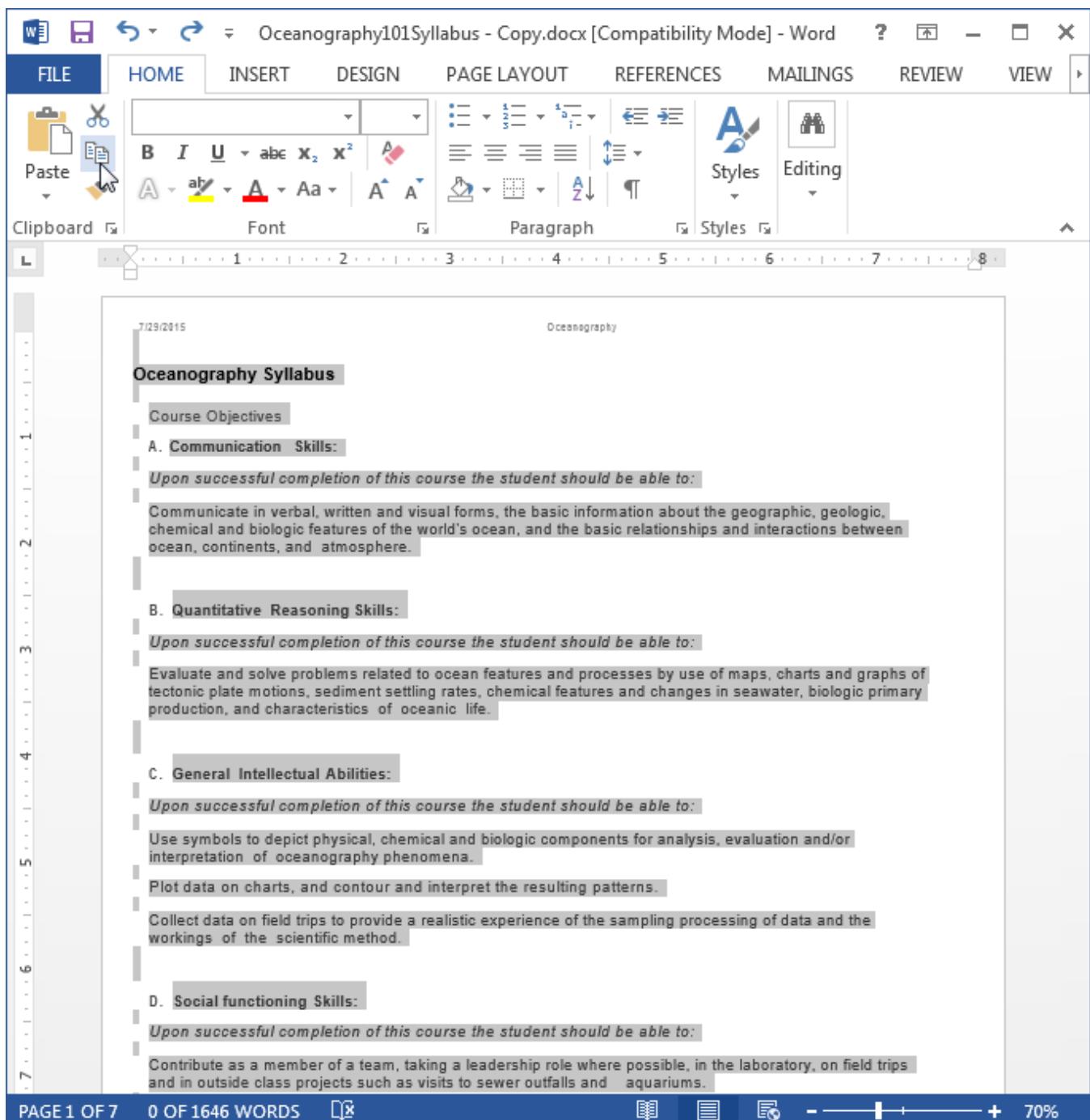
body h3 image

Character Count (Includes HTML formatting characters) : 1274 Word Count : 9

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.

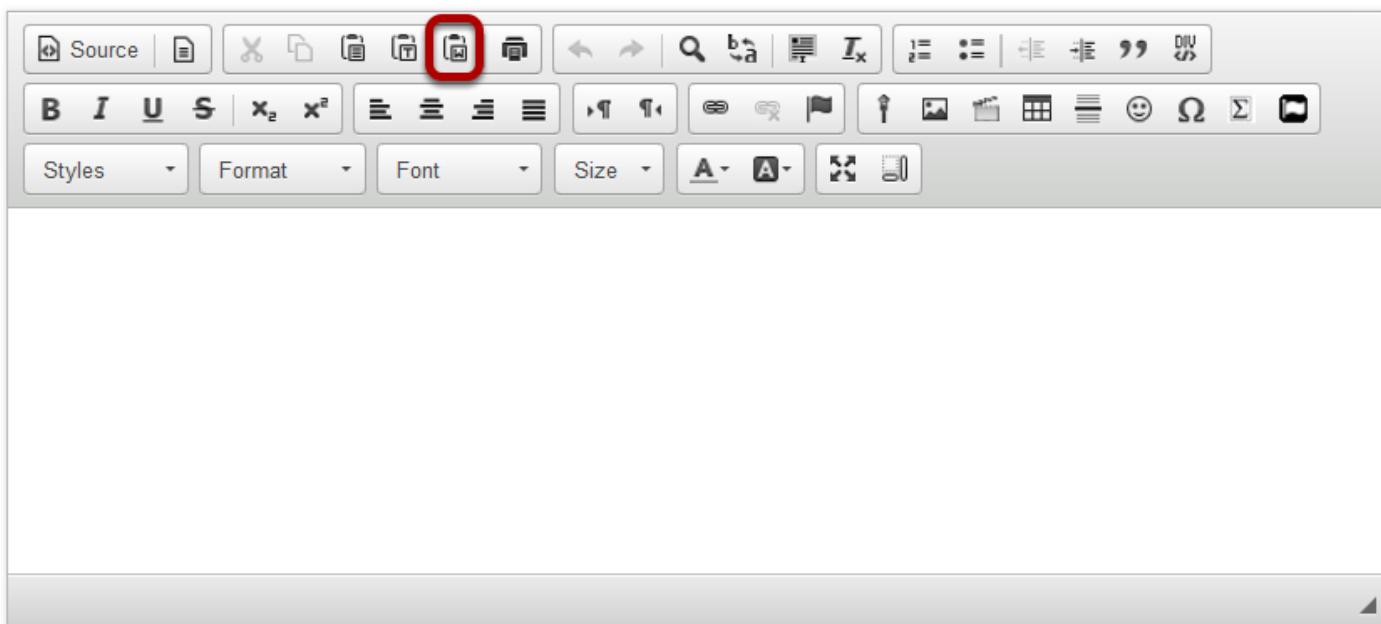
Copy the text from Word.



The screenshot shows a Microsoft Word document titled "Oceanography101Syllabus - Copy.docx [Compatibility Mode] - Word". The ribbon is visible at the top with tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW. The HOME tab is selected. The clipboard icon in the top-left corner of the ribbon has a blue selection bar around it, indicating it is active. The main content area displays a syllabus for Oceanography. The syllabus includes sections for Course Objectives, Communication Skills, Quantitative Reasoning Skills, General Intellectual Abilities, and Social functioning Skills, each with specific learning outcomes. The text is formatted with various styles like bold, italic, and underline.

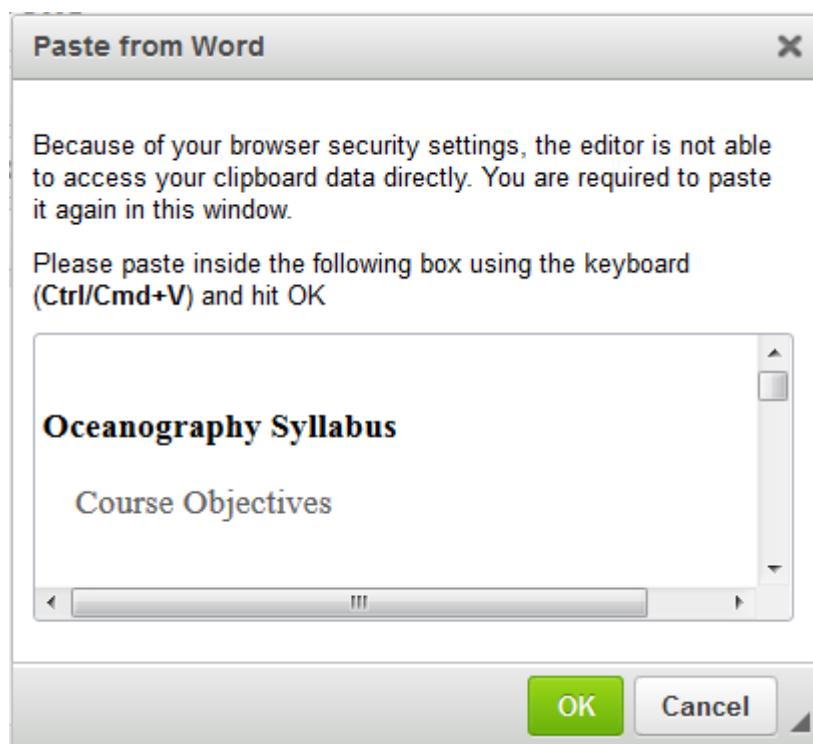
Copy the text in your MS Word document to your computer's clipboard (CTRL-C - PC or COMMAND-C - MAC).

In the Rich Text Editor, click the Paste From Word icon.



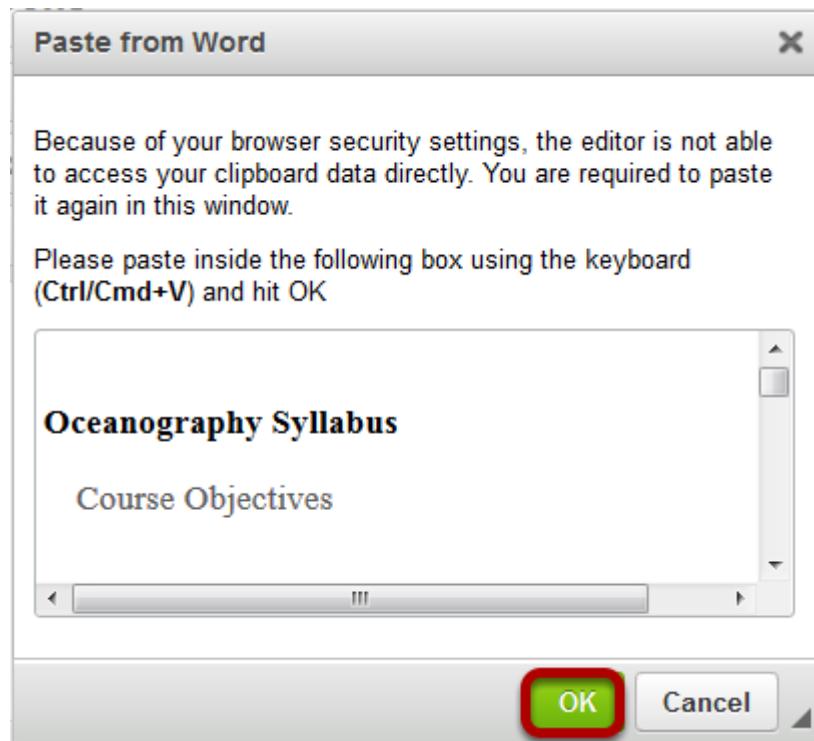
This displays the Paste From Word dialog box.

Paste the text.



Paste (CTRL-V -PC or COMMAND-V - MAC) the Word Document text into the Paste From Word dialog box.

Click OK.



This displays the MS Word text in the text box. Click **OK** to add the text to the page.

View Word content in the editor.

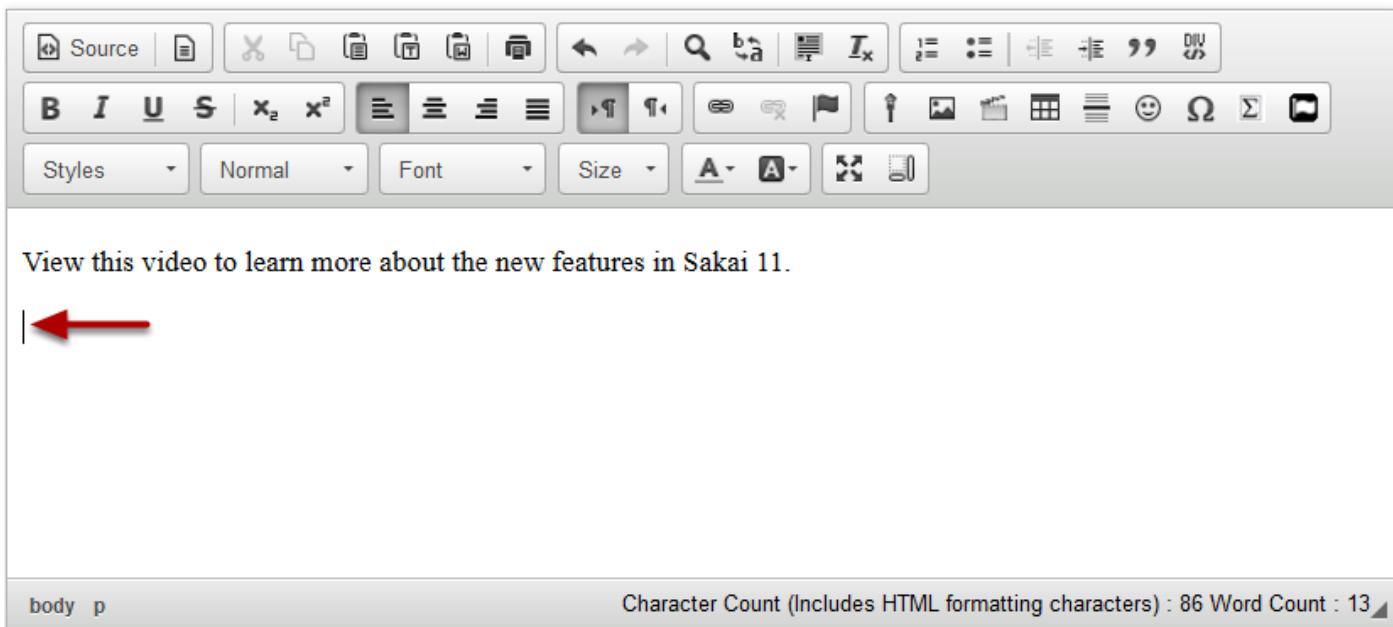
A screenshot of a Rich Text Editor interface. The toolbar at the top includes various icons for file operations, text styling (bold, italic, underline, superscript, subscript), alignment, and other document functions. Below the toolbar, the main content area displays the pasted text: 'Oceanography Syllabus' followed by 'Course Objectives'. Under 'Course Objectives', there is a section titled 'A. Communication Skills:' with the subtext: 'Upon successful completion of this course the student should be able to: Communicate in verbal, written and visual forms, the basic information about the geographic, geologic,'. At the bottom of the editor, there is a status bar showing 'body div h3 span' and 'Character Count (Includes HTML formatting characters) : 63159 Word Count : 1621'.

The pasted content will now appear in the Rich Text Editor and you may edit it there to display the desired formatting.

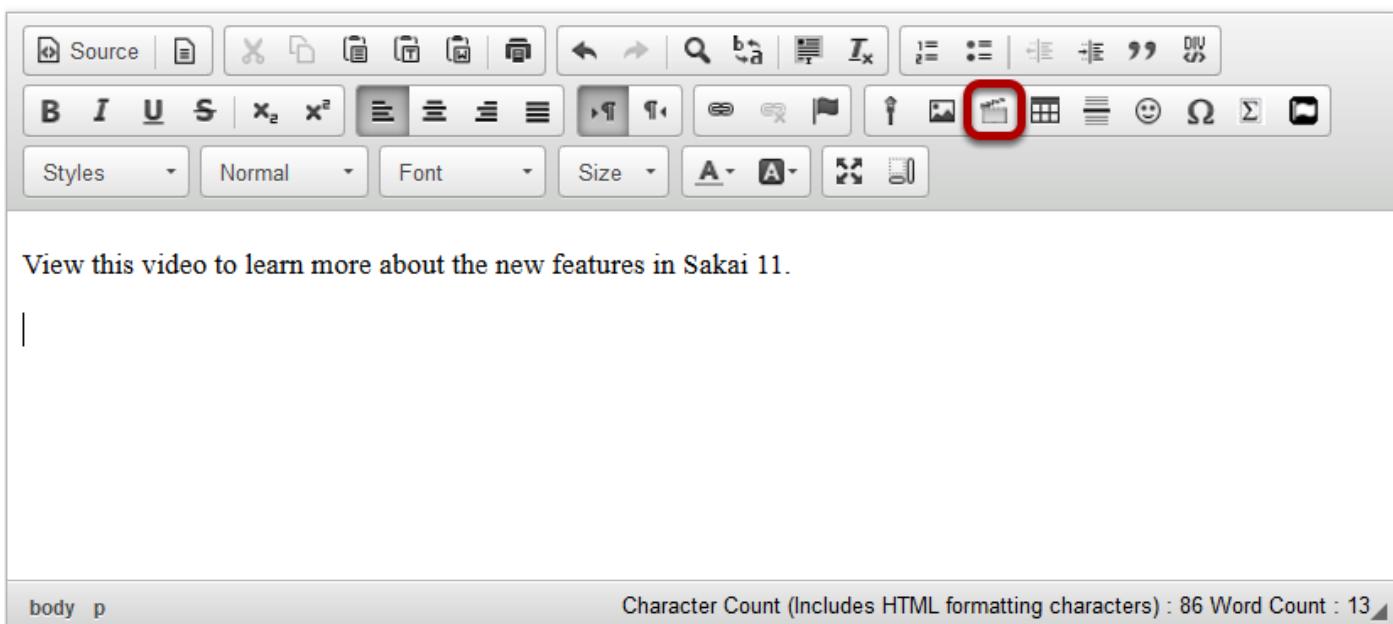
How do I embed an mp4 video in a text box?

MP4 videos can embed in a text box using the **Rich Text Editor**. Other file types that can be embedded in a text box are .FLA, .F4V, .3GPP, .M4V or .MOV files.

In the text box, position your cursor where you want to embed the mp4 video.

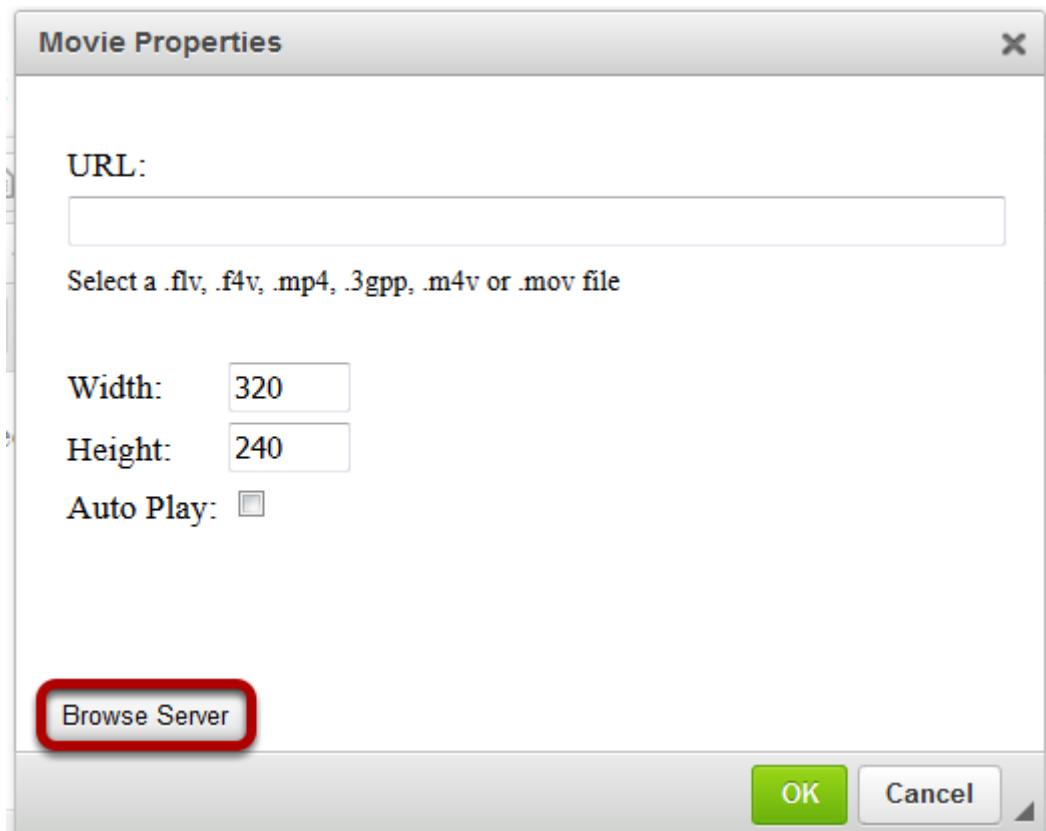


Click the Insert/Edit Movie icon.



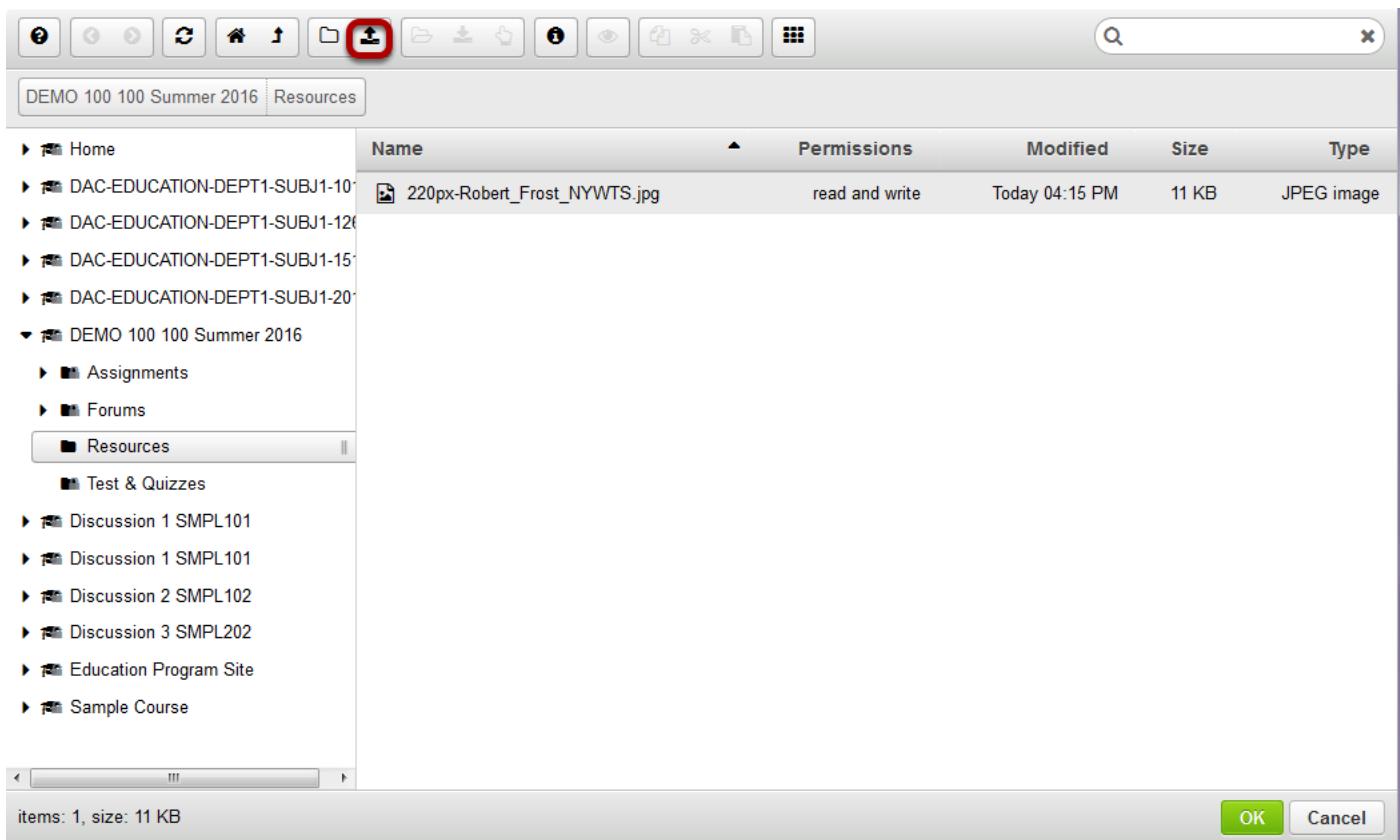
This displays the Movie Properties dialog box.

Click Browse Server.

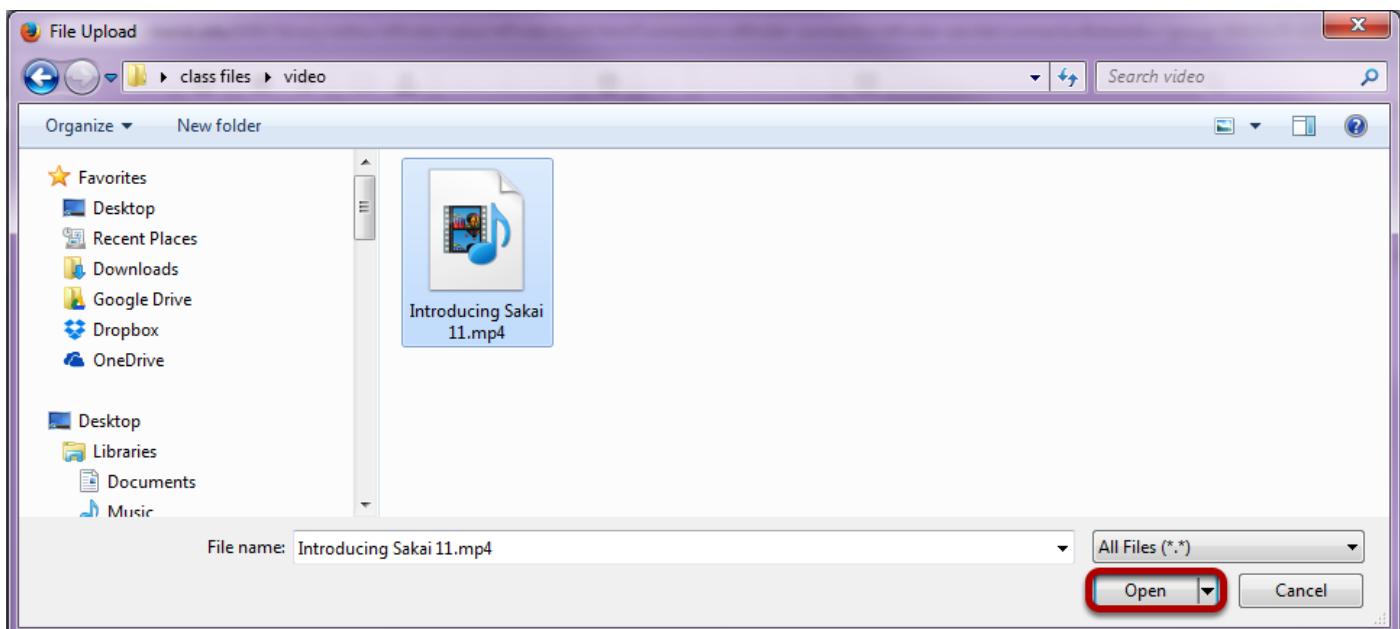


This displays the Entity Picker dialog box.

Click the Upload file icon.



Locate and select the mp4 video file that you want to embed in the text box.



Once you have located and selected the file, click **Open** to upload it.

The file will upload.

A screenshot of a Sakai file upload dialog. The dialog has a toolbar at the top with various icons. Below the toolbar is a breadcrumb navigation bar showing 'DEMO 100 100 Summer 2016 / Resources'. On the left is a tree view of course content, with 'Resources' selected. The main area is a table with columns: Name, Permissions, Modified, Size, and Type. A single file, '220px-Robert_Frost_NYWTS.jpg', is listed. A yellow progress bar at the top right indicates 'Uploading files (1)'. At the bottom, there are 'OK' and 'Cancel' buttons. A status message 'items: 1, size: 11 KB' is displayed.

Name	Permissions	Modified	Size	Type
220px-Robert_Frost_NYWTS.jpg	read and write	Today 04:15 PM	11 KB	JPEG image

Your file will be uploaded to the server. This may take a while if it is a large file.

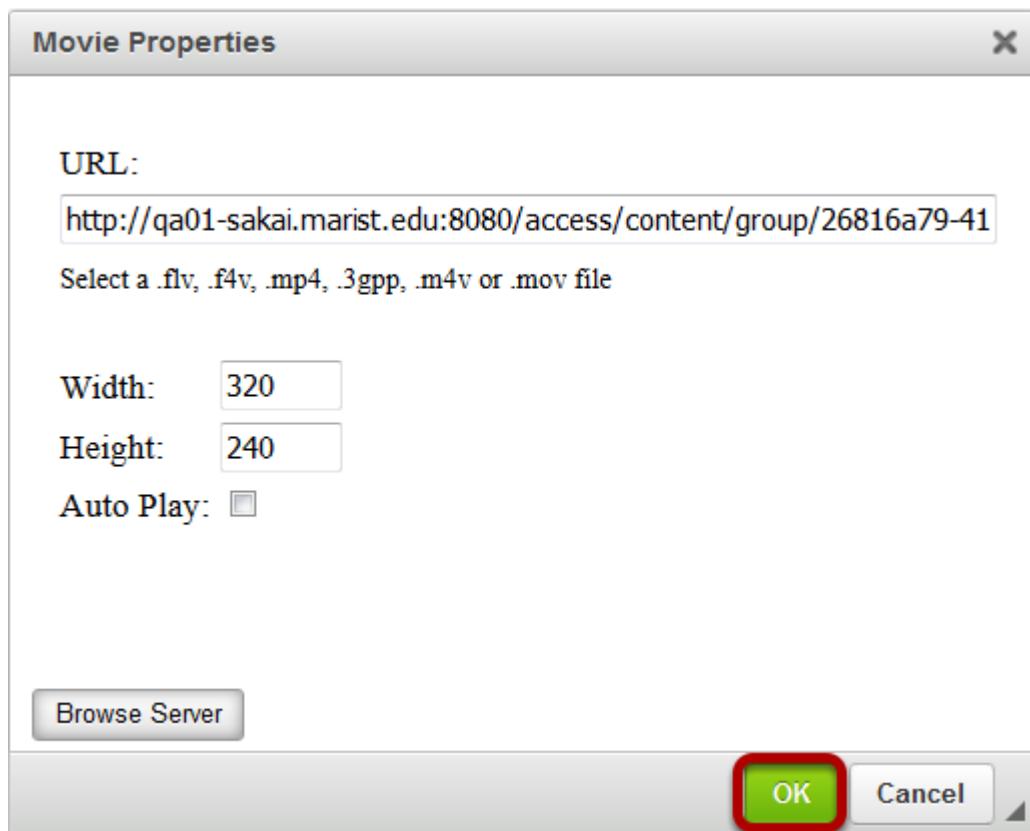
Click OK to embed the video on the page.

The screenshot shows the Sakai Resource Manager interface. On the left, there's a navigation tree with categories like Home, DEMO 100 100 Summer 2016, Assignments, Forums, and Resources. Under Resources, there are sub-categories like Test & Quizzes, Discussion 1 SMPL101, Discussion 2 SMPL102, Discussion 3 SMPL202, Education Program Site, and Sample Course. A file named "Introducing Sakai 11.mp4" is being uploaded. The main pane displays a table with columns: Name, Permissions, Modified, Size, and Type. The table shows two items: "220px-Robert_Frost_NYWTS.jpg" (JPEG image) and "Introducing Sakai 11.mp4" (MPEG-4 movie). At the bottom, a message says "items: 2, size: 340 KB". A confirmation dialog at the bottom right says "Introducing Sakai 11.mp4, 329 KB" with "OK" and "Cancel" buttons, where "OK" is highlighted with a red box.

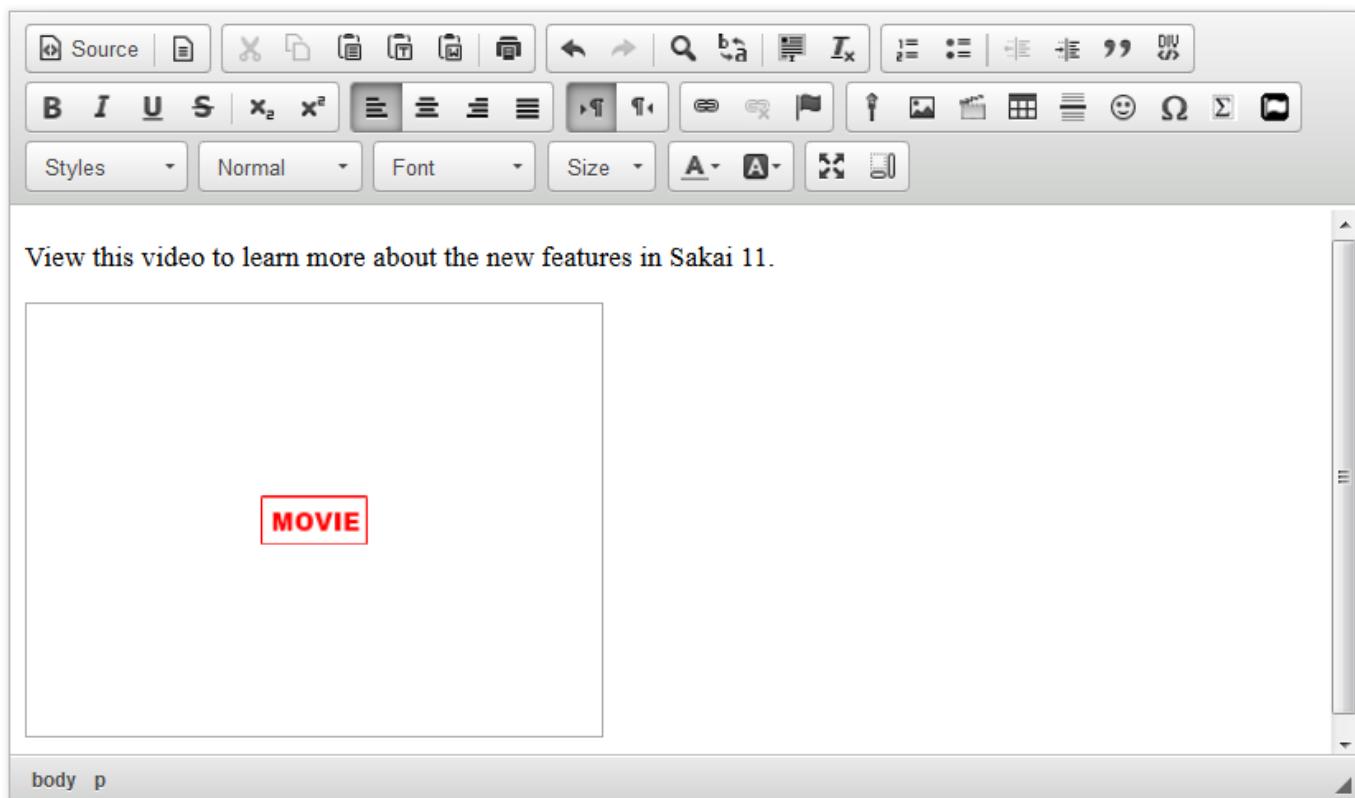
Name	Permissions	Modified	Size	Type
220px-Robert_Frost_NYWTS.jpg	read and write	Today 04:15 PM	11 KB	JPEG image
Introducing Sakai 11.mp4	read and write	Today 06:53 AM	329 KB	MPEG-4 movie

Once the file has finished uploading, it will appear in Resources and will be selected by default. Click **OK** to add the video to the Rich Text Editor.

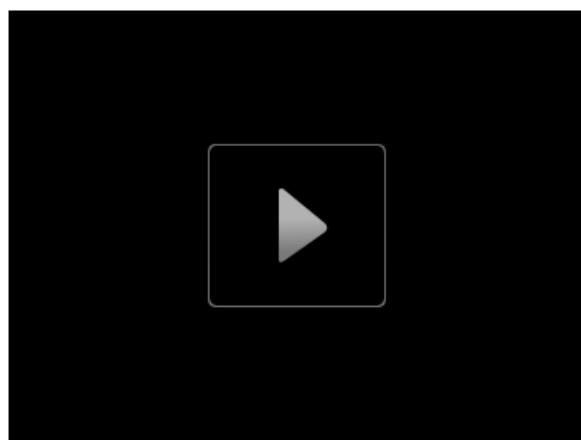
Click OK to continue.



View embedded video file.



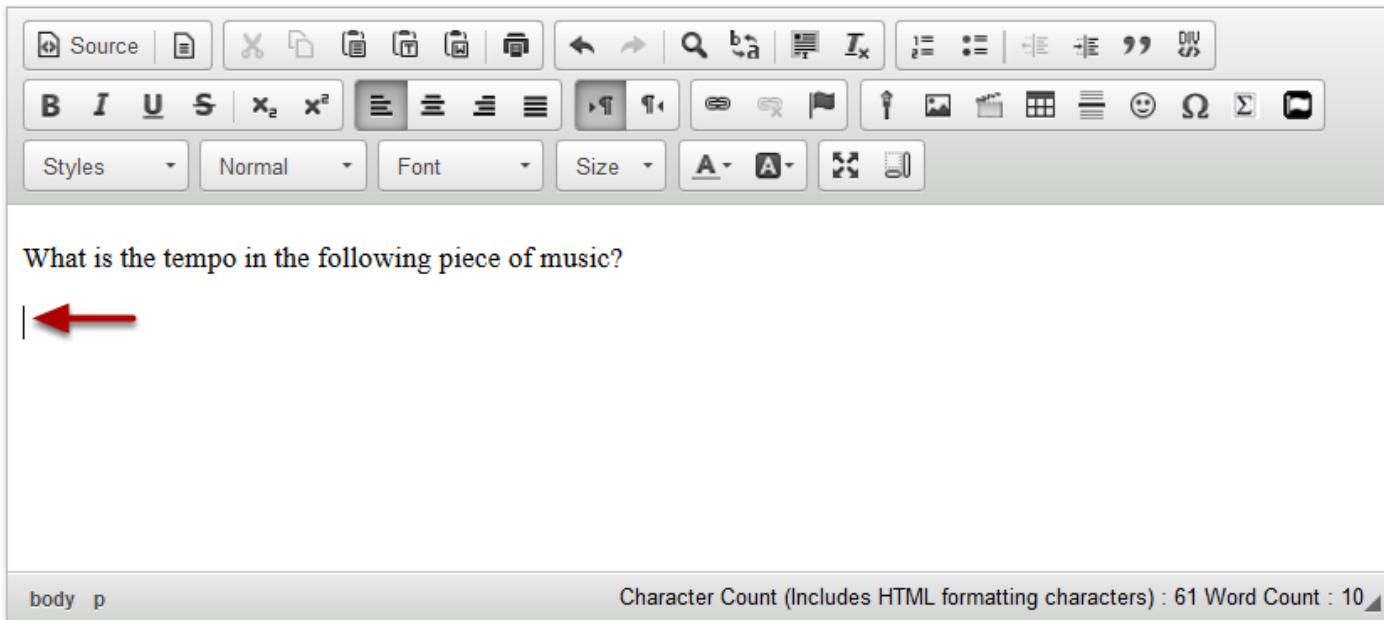
View this video to learn more about the new features in Sakai 11.



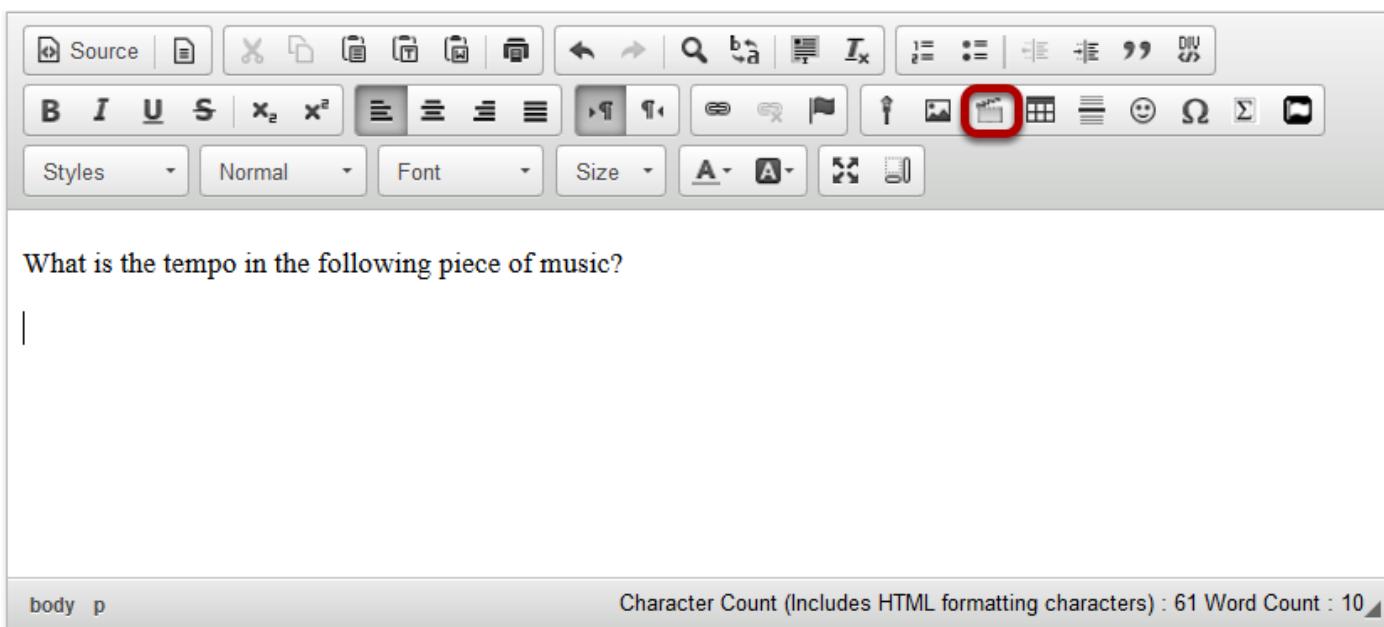
The embedded video will display in the editing view as "Movie." When the text box is posted or saved, it will display the video on the page.

How do I embed an mp3 audio in a text box?

In the text box, position your cursor where you want to embed the mp3 audio file.

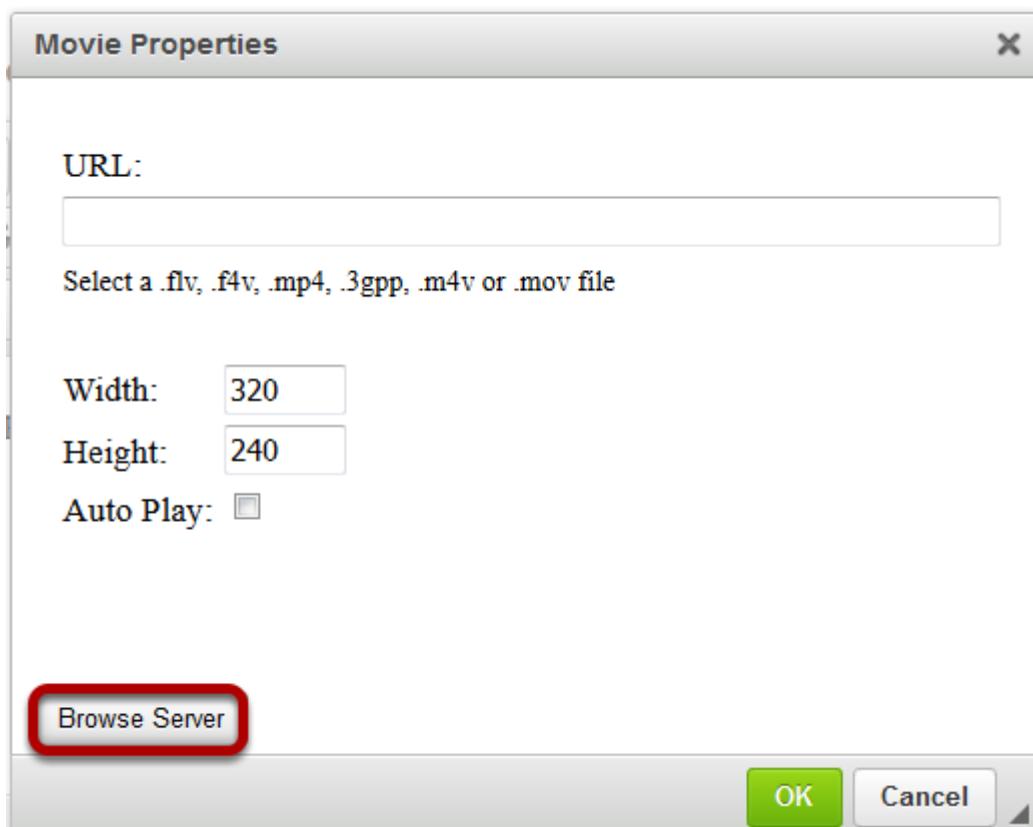


Click Insert/Edit Movie.



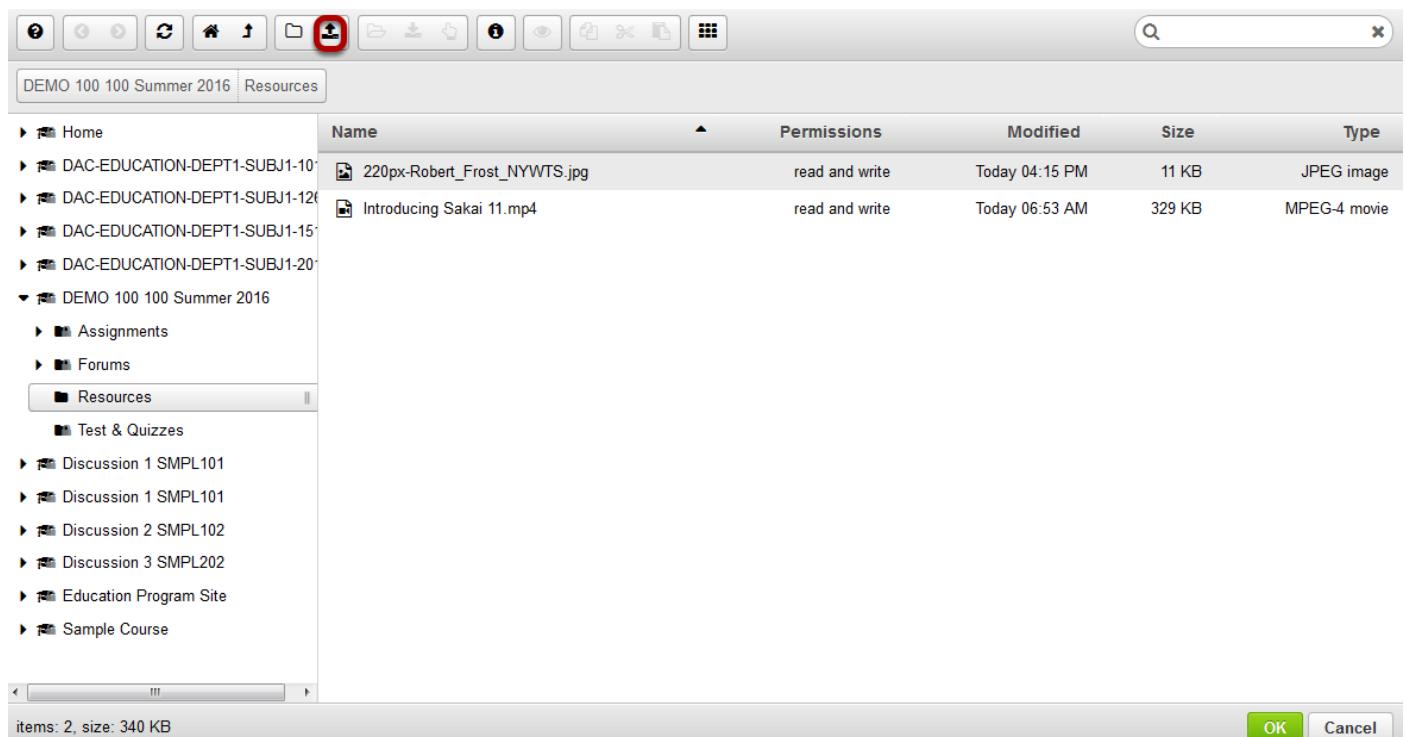
This displays the Movie Properties dialog box.

Click Browse Server.

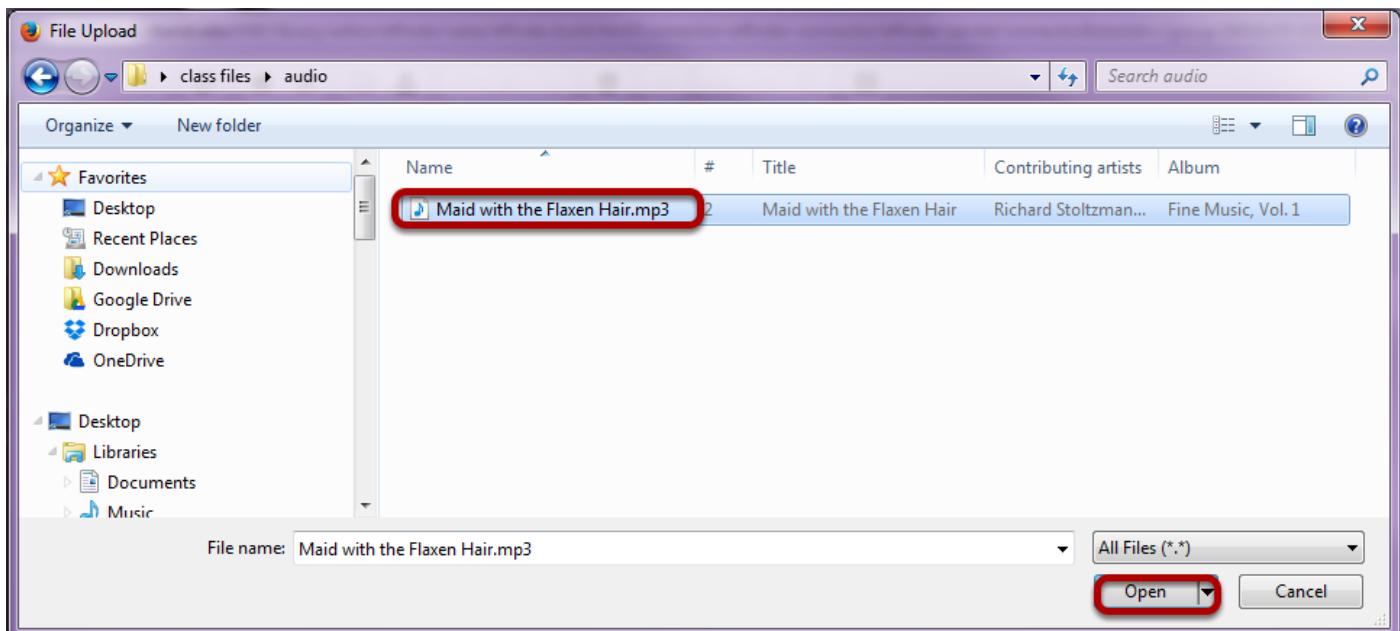


This displays the Entity Picker dialog box.

Click the Upload file icon.



Select the mp3 audio file you want to embed in the text box.



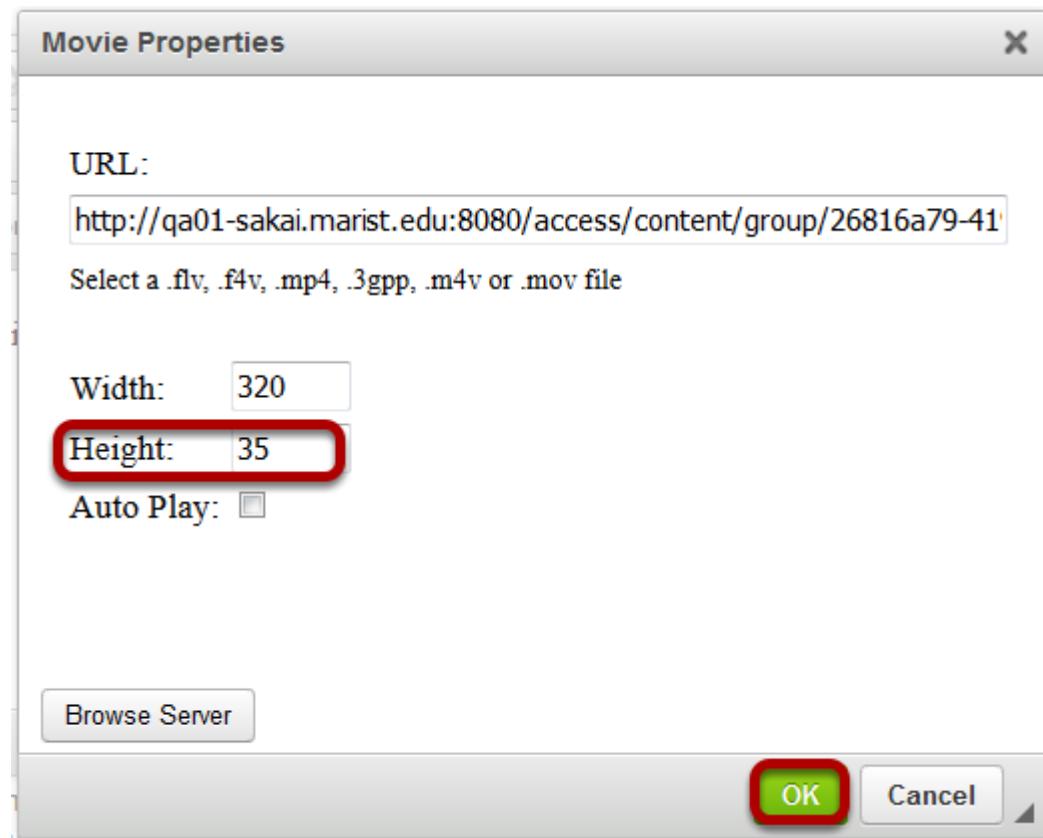
Once you have located and selected the audio file, click **Open** to upload it.

Click OK.

A screenshot of a Sakai interface showing a file upload progress dialog. On the left is a navigation tree with nodes like 'Home', 'DEMOS', 'Assignments', 'Forums', 'Resources' (which is selected), 'Test & Quizzes', 'Discussion 1 SMPL101', 'Discussion 2 SMPL102', 'Discussion 3 SMPL202', 'Education Program Site', and 'Sample Course'. The main area shows a table of files with columns: Name, Permissions, Modified, Size, and Type. A file named 'Maid with the Flaxen Hair.mp3' is listed with a size of 3.92 MB and a type of 'MPEG audio'. This file is also highlighted with a red box. At the bottom of the dialog, it says 'items: 3, size: 4.26 MB' and has 'Maid with the Flaxen Hair.mp3, 3.92 MB' followed by 'OK' and 'Cancel' buttons, where 'OK' is highlighted with a red box.

Once the file finishes uploading, it will show in the file directory listing and will be selected by default. Click **OK** to continue.

Set the Height to 35, and then click OK.



View the embedded audio file in the editor.

The screenshot shows a rich text editor with a toolbar at the top containing various icons for file operations, text styling, and media insertion. Below the toolbar is a text area containing the question: "What is the tempo in the following piece of music?". Inside this text area, there is a red-bordered placeholder box with the word "MOVIE" in red capital letters. At the bottom of the editor window, a status bar displays "body p".

What is the tempo in the following piece of music?



The editing display will show a place-holder for the audio marked "Movie". When the text box item is published the embedded audio player will be displayed.

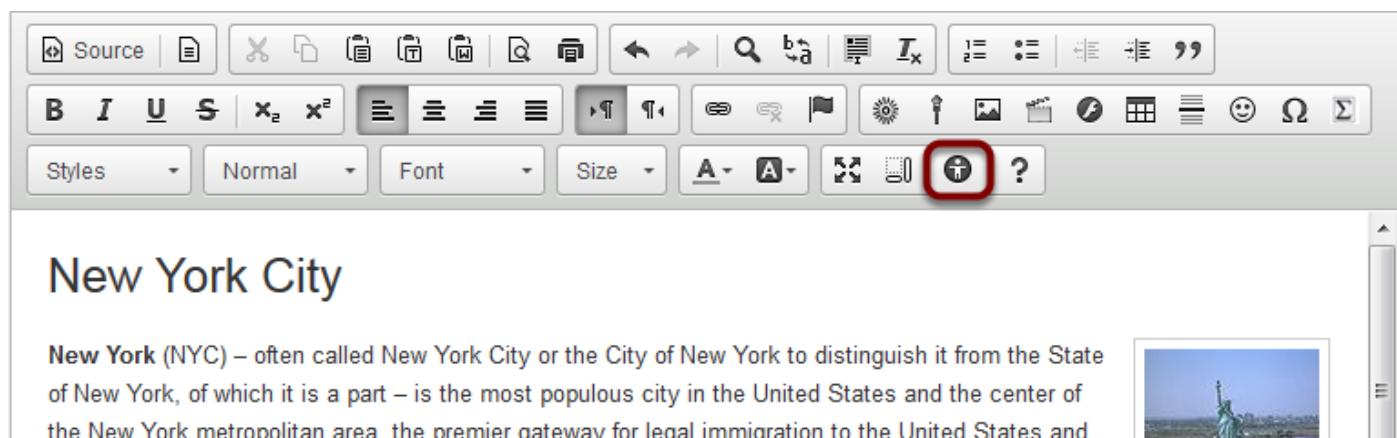
How do I check my content for accessibility?

You can use the Accessibility Checker to inspect the [accessibility](#) level of content created in the Rich-Text Editor and immediately solve any issues that are found.

The Accessibility Checker presents issues with each item in the text box one at a time. For many issues, the Accessibility Checker gives you a Quick fix option. If a Quick fix is not available, the checker will describe what needs to be done to fix the issue.

Note: The Accessibility Checker is an add-on, third party tool that must be licensed and enabled by your institution in order to use it in the Rich Text Editor.

Click the Accessibility Checker icon.



The **Accessibility Checker** icon looks like a human inside a dark-gray circle.

Use Quick fix options to correct issues.

The accessibility checker has multiple **Quick fix** options to correct accessibility issues. Below are a few of the most commonly used ones.

Quick fix option for images

The screenshot shows a web editor interface with various toolbars at the top. A modal window titled "Accessibility Checker" is open, displaying "Issue 1 of 4 (error)" about images lacking alternative text. It includes a descriptive message, a red-bordered input field for "Alternative text:", and a green "Quick fix" button. To the right of the dialog is a thumbnail image of the Statue of Liberty and a small map of New York City.

New York City

New York (NYC) – often called New York or the Big Apple – is one of the most populous and influential cities in the United States. It is the largest city in the state of New York, of which it is a part – is the center of the New York metropolitan area, the primary center of the New York–Newark metropolitan area, and a major center of the Northeastern United States economy and culture. As one of the most populous urban agglomerations in the world, New York exerts a significant impact upon commerce, finance, media, art, fashion, research, technology, education, and entertainment. Home to the headquarters of many international organizations, New York is an important center for international diplomacy and has been described as the world's cultural and financial capital.

Boroughs

1) Manhattan (New York County)
Central Park and most of the city's landmarks are located here.

Issue 1 of 4 (error)

Images must provide alternative text

Alternative text needs to convey the same information as the image. This text will be used when the browser has disabled images, the image was not found on the server, or by non-sighted visitors who use screen readers.

1 Alternative text:

2 Quick fix Ignore

1. If you have an image that lacks [Alternative text](#), enter a short, meaningful description for the image in the text box provided. *Note: If the image requires a longer description, consider including that description in the body of the document.*
2. Click the **Quick fix** button.

Tip: If the image is purely decorative or used for visual formatting (e.g. a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.

Quick fix option for paragraph formatting

The screenshot shows a web editor interface with a toolbar at the top containing various icons for file operations, search, and styling. Below the toolbar, a text area contains the following text:

and entertainment. Home to the headquarters of the United Nations, New York is an important center for international diplomacy and has been described as the cultural and financial capital of the world.

A map of New York City's five boroughs is displayed on the right side of the editor.

An accessibility checker dialog box is overlaid on the editor. The dialog has a title bar "Accessibility Checker" and a message "Issue 1 of 3 (warning)". It contains the following text:

Paragraphs must not be used for headers

Headers are extremely useful for non-sighted users to navigate the structure of the page. Formatting a paragraph to just be big or bold, while it might visually look like a header, does not make it a header.

The text "Boroughs" is highlighted with a red box. A dropdown menu labeled "Header level:" shows "H2 (Suggested)". Two numbered circles point to the "Header level:" dropdown (1) and the "Quick fix" button (2).

At the bottom right of the dialog, it says "Word Count: 258".

[Structuring your document with paragraph headings](#) helps users of assistive technology navigate the page and "skim" content to get to what they need.

1. Select a **Header level** from the drop-down menu (the accessibility checker will automatically suggest a header level for you).
2. Click **Quick fix**.

Quick fix option for tables

The screenshot shows a web editor toolbar at the top with various icons for file operations, search, and styling. Below the toolbar is a content area containing a table titled "Demographics". The table has a header row and several data rows. A callout bubble points from the Accessibility Checker dialog to the first data row of the table.

Demographics

Racial composition	2010	1990	1970	1940
White	44.0%	52.3%	76.6%	93.6%
—Non-Hispanic	33.3%	43.2%	62.9%	92.0%
Black or African American	25.5%	28.7%	21.1%	6.1%
Hispanic or Latino (of any race)	28.6%	24.4%	16.2%	1.6%
Asian	12.7%	7.0%	1.2%	—

Accessibility Checker

Issue 1 of 3 (error)

Data tables should contain a header

Tables which contain data (as opposed to layout tables) should contain proper table header elements to mark them for screen readers and enhance the structure of the document.

Position: Both

1 Quick fix 2 Ignore

Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a table to [include appropriate headers and captions](#) so that they can match up content in columns and rows.

1. From the **Position** drop-down menu, select where the headers belong in the table. Choosing **Horizontally** makes the text in the first row into headers, i.e., the text in each column of the first row becomes the title of that column. Choosing **Vertically** makes the text in the first column into headers, i.e., the text in each row of the first column will be the title of that row. Choosing **Both** puts headers in both the first row and the first column.
2. Click **Quick fix**.

Manually fix issues.

The screenshots illustrate the process of manually fixing accessibility issues in a document. In the first screenshot, a red box highlights the 'Close' button (X) in the top-right corner of the 'Accessibility Checker' dialog, which appears when there are errors. In the second screenshot, a red box highlights the 'Numbered List' icon in the toolbar, indicating where to click to fix a numbered list issue. In the third screenshot, a red box highlights the 'Accessibility Checker' icon in the toolbar, showing where to click to re-run the checker after changes have been made.

Sometimes the accessibility checker cannot provide a **Quick fix** because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the [Numbered List](#) button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, click the **X** icon (**Close**) in the top-right corner of the accessibility checker.
2. Edit your document's content accordingly.
3. Click the **Accessibility Checker** icon again to continue checking.

Roster

What is the Roster tool?

The Roster tool displays the number of site participants along with their names, photos, and profiles.

Note: The Roster tool does not allow instructors or site owners to add or remove participants from a site. (To do this, instructors or site owners must use the [Site Info](#) tool.)

To access this tool, select Roster from the Tool Menu in your site.



Note: If you don't see the Roster tool listed in your site's Tool Menu, the site owner may have chosen not to use it.

How do I view/search the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.



Select the **Roster** tool from the Tool Menu of your site.

View list of class participants.

A screenshot of the Roster tool interface. At the top, there are tabs for OVERVIEW, EXPORT, PRINT, and PERMISSIONS, along with links for ?LINK and ?HELP. Below these are filters for Groups (All Available), Roles (All Available), and a search bar with Find and Clear buttons. The main area displays a table of participants. The columns are numbered 1 through 6: 1. Name, 2. User ID, 3. Role, 4. Total Visits, 5. Last Visit, and 6. Connection status. The table lists six users: demo_student01 through demo_student05, and Professor_Demo. Each row includes a small profile picture, the user's name, their user ID, their role (Student or Instructor), their total visits (0), their last visit (None yet), and a 'Pick a group' dropdown menu. The Professor_Demo row also has a 'Edit' link at the end of the row.

Enrolled users in the site will be listed here. You may view the following information about each user:

1. Name
2. User ID
3. Role in the site
4. Total visits to the site
5. Last Visit to the site
6. Connection status (i.e. request a Profile connection)

Searching the roster.

Name or ID Find Clear

To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

Filter by group.

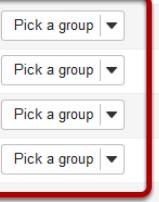
Groups: All Available Roles: All Available

Name or ID Find Clear

Currently showing 6 participants
1 in **Instructor** role, 5 in **Student** role

Official Photos Pictures from Profile

Name	User ID	Role	Total Visits	Last Visit
 demo_student01	student01	Student	0	None yet
 demo_student02	student02	Student	0	None yet
 demo_student03	student03	Student	0	None yet
 demo_student04	student04	Student	0	None yet
 demo_student05	student05	Student	0	None yet
 Professor_Demo	demoprofessor	Instructor	0	None yet

 Pick a group

If you have groups in your site, you may filter by group using the **Groups** drop-down menu at the top, or the **Pick a group** drop-down menu to the right of each user's information.

Filter by role.

Roles: All Available

You may also use the **Roles** drop-down menu to filter the view by user role.

How do I view roster photos and/or profiles?

Go to Roster.



Select the **Roster** tool from the Tool Menu of your site.

Profile photo thumbnails for site participants will be displayed.

A screenshot of the Roster tool interface. At the top, there are tabs for 'OVERVIEW', 'EXPORT', 'PRINT', and 'PERMISSIONS'. On the right, there are 'LINK' and 'HELP' buttons. Below these are filters for 'Groups' (set to 'All Available'), 'Roles' (set to 'All Available'), and a search bar with 'Find' and 'Clear' buttons. A message indicates 'Currently showing 6 participants' and '1 in Instructor role, 5 in Student role'. Below this, there are two radio button options: 'Official Photos' (selected) and 'Pictures from Profile'. A table lists six participants: demo_student01, demo_student02, demo_student03, demo_student04, demo_student05, and Professor_Demo. Each row includes a small profile thumbnail (circled in red), Name, User ID, Role, Total Visits, Last Visit, and a 'Groups:' dropdown menu. The last participant, Professor_Demo, has a 'Print' icon next to their row.

Viewing Official or Profile photos.

Official Photos Pictures from Profile

Select the radio button for **Official Photos** or **Pictures from Profile** depending on whether you would like to view the official institutional ID photo (typically provided automatically during user account creation) or personal photos that users have uploaded themselves via the Profile tool.

Viewing profiles.

Name	User ID	Role	Total Visits	Last Visit	Groups:
 demo_student01	student01	Student	0	None yet	Pick a group ▾ 
 demo_student02	student02	Student	0	None yet	Pick a group ▾ 
 demo_student03	student03	Student	0	None yet	Pick a group ▾ 
 demo_student04	student04	Student	0	None yet	Pick a group ▾ 
 demo_student05				None yet	Pick a group ▾ 
 Professor_Demo				None yet	

To view a user's profile, mouse over or click on the person's name.

Viewing full profile.

Name	User ID	Role	Total Visits	Last Visit	Groups:
 demo_student01	student01	Student	0	None yet	Pick a group ▾ 
 demo_student02	student02	Student	0	None yet	Pick a group ▾ 
 demo_student03	student03	Student	0	None yet	Pick a group ▾ 
 demo_student04	student04	Student	0	None yet	Pick a group ▾ 
 demo_student05				None yet	Pick a group ▾ 
 Professor_Demo				None yet	

To view the full user profile, click on the **View full profile** link. Profile information that is available and that you have permission to view will be displayed.

How do I edit Roster tool permissions?

Go to Roster.



Select the **Roster** tool from the Tool Menu of your site.

Click the **Permissions** button.



Modify the permissions for the roles listed.

A screenshot of the 'Role Permissions' page. The top navigation bar includes 'OVERVIEW', 'EXPORT', 'PRINT', 'PERMISSIONS' (highlighted with a thin blue border), 'LINK', and 'HELP'. The main title is 'Role Permissions: DAC-EDUCATION-DEPT1-SUBJ1-126'. A sub-instruction 'Define permissions for the roles in the current site.' is displayed. The main content is a grid table with 9 rows of permissions and 3 columns of roles. The first column lists permissions: 'viewallmembers', 'viewhidden', 'viewgroup', 'viewenrollmentstatus', 'viewprofile', 'viewemail', 'viewofficialphoto', 'viewsitevisits', and 'export'. The second column is labeled 'Instructor' and the third is 'Teaching Assistant'. The third column is labeled 'Student'. Each row has three checkboxes corresponding to these roles. A red box highlights the entire grid area. At the bottom left, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'. A circled '1' is located above the grid.

1. Check the box next to each permission you would like to allow for a given role.
(Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Search

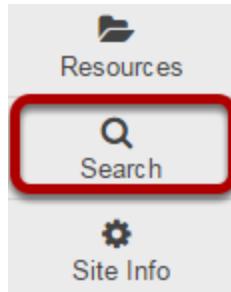
What is the Search tool?

Search allows you to search content created by tools within a worksite or course. It achieves this by creating an index of all content that other tools make available to the search tool. This index is updated automatically, so as content is added to the worksite or course, it will be indexed.

For example, if the worksite or course has an Email Archive, as emails are posted to the list, the content of those emails will be indexed and become searchable in the search tool. Or, if the site has documents uploaded to Resources, the documents will become searchable.

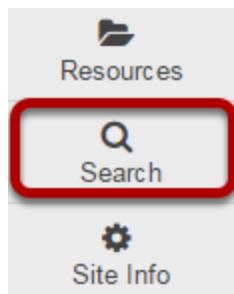
Search indexes many different types of content, including messages, web pages in HTML format, documents in DOC, PDF, or RTF format, spreadsheets in XLS format, and Wiki pages.

To access this tool, select Search from the Tool Menu of your site.



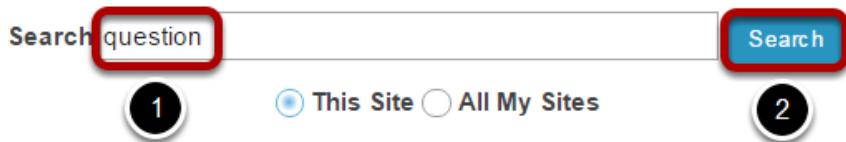
How do I perform a basic search?

Go to Search.



Select the **Search** tool from the Tool Menu of your site.

Enter your search term/s.



On the Search page, you will find an entry box.

1. Enter the words that you want to search for. For example, "ocean".
2. Click the **Search** button.

View search results.

The screenshot shows a search interface with a search bar containing "Search question" and a "Search" button. Below the search bar are two radio buttons: "This Site" (selected) and "All My Sites". The results area is highlighted with a red border and contains four entries, each with a title and a link:

- Content: OCEA_101 Mod 03 Chapter Questions.docx**
of surface water in a given area? (Hint: See next **question**.) 5. What happens to the calcium
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Chapter%20Questions/OCEA_101%20Mod%2003_%20Chapter%20Questions.docx
- Content: OCEA_101 Course Map Section 3.docx**
guides. Additional assessments in the form of short **question**/answer sheets to accompany viewing ... Currents. Students will describe and explain ocean currents and density. CQ 5: Short-answer **question** set
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Course%20Guides/OCEA_101%20course%20Map%20Section%203.docx
- Content: OCEA_101 Chap 03 Question Keys.docx**
proposed, however. The bands are not always completely symmetrical, and some researchers **question**
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Chapter%20Question%20Keys/OCEA_101%20Chap%2003%20Question%20Keys.docx
- Content: OCEA_101 Course Guide.docx**
ocean is having on coral reefs. D. Mid-Term and Final Exams: multiple choice and true/false-**question**
http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Course%20Guides/OCEA_101%20Course%20Guide.docx

At the top right of the search results, there are two icons: a magnifying glass labeled "LINK" and a question mark labeled "HELP". A red circle with the number "1" is placed over the "LINK" icon. A red circle with the number "2" is placed over the RSS feed icon (an orange square with white lines).

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.

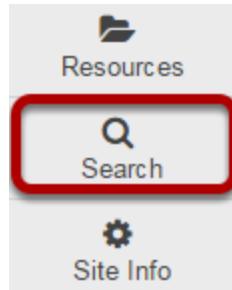
The context index provides a keyword index of the source of the content. This is the worksite or course which contains the content. When the search tool performs a basic search, it adds a search term of +content:<currentsiteid> where <currentsiteid> is the context or site id where the search is being 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
```

Section Info

What is the Section Info tool?

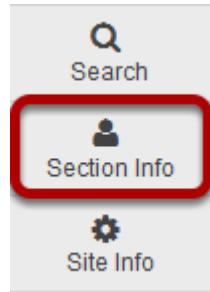
The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes days, time, assigned teaching assistant, room, current enrollment, available slots, maximum enrollment, and the section category.

The Section Info tool is designed to work with other tools, such as Announcements, Gradebook, and Tests & Quizzes.

You may assign teaching assistants (TAs) to each section and they can only view and edit grades for their assigned sections. A section may have any number of assigned teaching assistants.

Note: Depending on your implementation, you may have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can manually control section membership. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.

To access this tool, select Section Info from the Tool Menu in your site.



How are sections different than groups?

Sections and groups are very similar in some respects. They both allow instructors to manage subsets of students within a site. For example, both groups and sections allow instructors to filter and view one section of students at a time in the Gradebook. However, sections and groups also differ in several key ways.

Sections

Sections are subsets of site participants. A section may have a variety of data attached to it, such as category, days of the week, times, and an assigned teaching assistant (in a course site only). Depending on how the software is implemented at a given location, the Section Info tool may be loaded with official course sections. Alternately, an instructor may be able to set up sections manually.

- Sections are managed through the Section Info tool.
- You may provide additional information about a section, such as title (required), days, start time, end time, maximum size, and location.
- Sections must be assigned to a given category. Categories include lecture, lab, discussion, studio, and recitation.
- In a course site, an instructor may assign a teaching assistant to a section.
- You have the option to allow students to switch or sign up for sections.
- Participants may not be in more than one section in a given category.
- Sections may be populated with official data, depending on implementation.

Groups

Groups are also subsets of participants for a given site. However, groups are not preloaded with official course data, and are created by the instructor or site owner instead. Groups are useful to organize study groups, project teams, and other, non-official subsets of worksite participants.

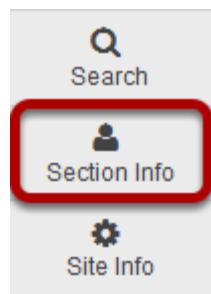
- Groups are managed through the Site Info tool. They are also accessible through Worksite Setup in My Workspace.
- Groups may have a title.
- Groups are not populated with official course data.
- Groups do not have an assigned teaching assistant.

How do I create a section?

Sections may or may not be populated with official course data, depending on implementation. If they are not automatically created, then you may create them if you have the appropriate role. Participants (e.g., students) cannot create or modify sections.

Note: If your implementation has an automatic feed, you will have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can discontinue section and membership updates from the registration system and manually control everything. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.

Go to Section Info.

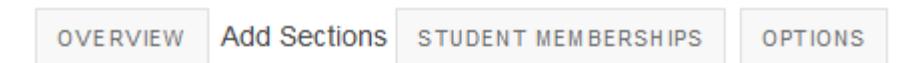


Select the **Section Info** tool from the Tool Menu in your site.

Click Add Sections.



Select the number of sections and a category.



Add Sections

To begin, choose the category and number of sections to create.

Add sections of category

A dropdown menu is displayed, listing categories: '- choose one -', 'Lecture', 'Lab', 'Discussion', 'Recitation', and 'Studio'. The 'Discussion' option is highlighted with a blue background and a cursor icon pointing at it. The entire dropdown menu is enclosed in a red box.

Select the number of sections you want to create (e.g. 3) and then choose the category for your sections from the drop-down menu:

- Lecture
- Lab
- Discussion
- Recitation
- Studio

Note: The name of a category is the only thing that differentiates it from other categories. For instance, a Lab section will function exactly as a Discussion section in the Section Info tool.

Enter the section information.

Add Sections

To begin, choose the category and number of sections to create.

Add 3 ▾ sections of Discussion ▾ category

Name * Discussion1 1

Section Size Unlimited number of students in section 2
 Limit number of students in section to

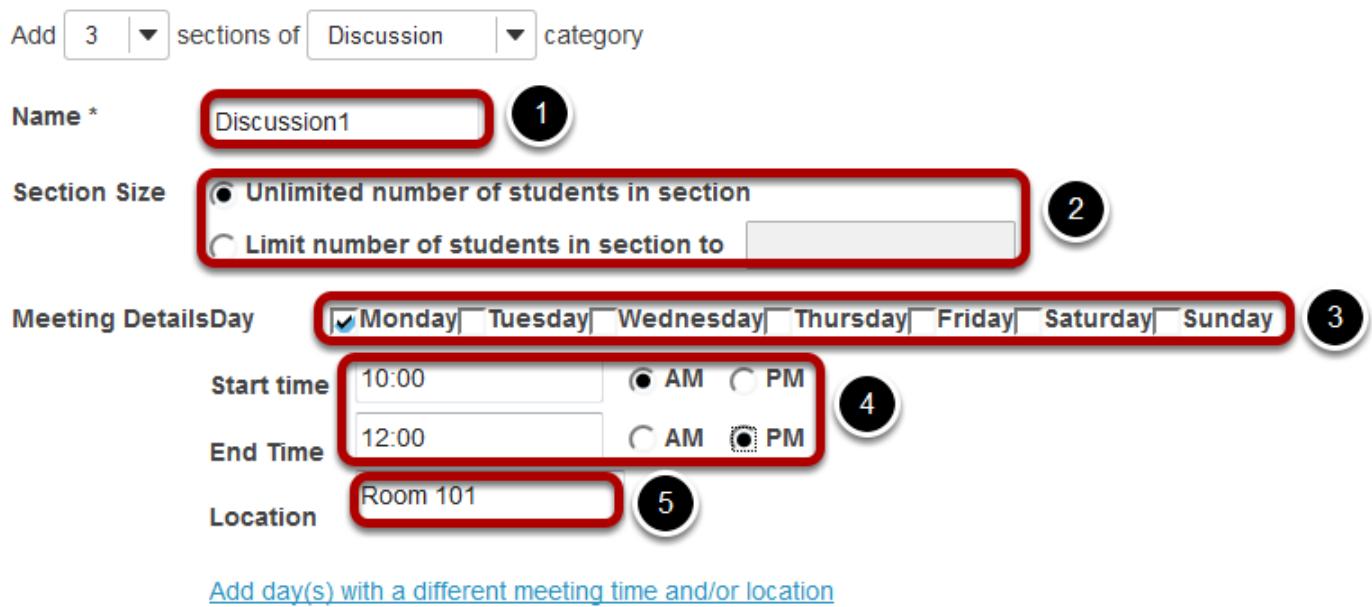
Meeting Details Day Monday Tuesday Wednesday Thursday Friday Saturday Sunday 3

Start time 10:00 AM PM 4

End Time 12:00 AM PM

Location Room 101 5

[Add day\(s\) with a different meeting time and/or location](#)



1. **Name:** In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).
2. **Section Size:** Choose either **Unlimited number of students in section** or **Limit number of students in section to**. For the second choice, enter the maximum number of members allowed in the section.
3. **Meeting Details:** Select which days of the week this section meets.
4. **Start/End Time:** Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
5. **Location:** Enter a short location identifier for where the section meets, up to 20 characters maximum.

If you have chosen to add more than one section at a time, repeat the process above for the other sections.

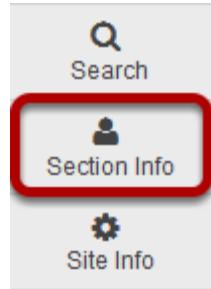
Click Add Sections.



When you are finished entering your section information, click **Add Sections**.

How do I edit a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Edit.

Screenshot of the Instructor's Overview page in Sakai:

The page includes a header with "Overview", "ADD SECTIONS", "STUDENT MEMBERSHIPS", "OPTIONS", and links for "LINK" and "HELP".

The main content area is titled "Instructor's Overview" and shows sections for "Lab Sections" and "Discussion Sections".

Lab Sections:

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1 Edit Assign TAs Assign Students					0	Unlimited	<input type="checkbox"/>

Discussion Sections:

Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

At the bottom of the page are buttons for "Remove Sections" and "Cancel".

Click the Edit link under the section you want to edit.

Edit the section information.

Edit Section

The screenshot shows the 'Edit Section' form. The fields are numbered as follows:

- Name ***: Lab1 (Field 1)
- Section Size**: Unlimited number of students in section (radio button) (Field 2)
- Meeting Details**: Days: Monday, Tuesday, Wednesday, Thursday (checked), Friday, Saturday, Sunday (Field 3)
- Start time**: 1:00, AM (radio button selected) (Field 4)
- End Time**: 3:00, PM (radio button selected) (Field 4)
- Location**: Room 101 (Field 5)

[Add day\(s\) with a different meeting time and/or location](#)

Buttons: Update (highlighted with a red border), Cancel

You will be able to edit any of the fields that you entered when you created the section.

- Name**: In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).
- Section Size**: Choose either Unlimited number of students in section or Limit number of students in section to. For the second choice, enter the maximum number of members allowed in the section.
- Meeting Details**: Select which days of the week this section meets.
- Start/End Time**: Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
- Location**: Enter a short location identifier for where the section meets, up to 20 characters maximum.

Click Update.



When you are finished editing your section information, click **Update** to save your changes.

View your changes.

Overview ADD SECTIONS STUDENT MEMBERSHIPS OPTIONS  

Instructor's Overview

Your changes to Lab1 have been saved!

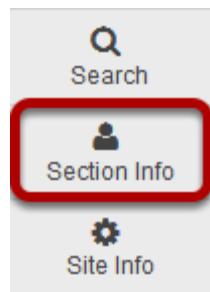
View All Sections ▾

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1 Edit Assign TAs Assign Students		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>
Discussion Sections							
Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

[Remove Sections](#) [Cancel](#)

How do I delete a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Select the section(s) to be deleted.

Screenshot of the Instructor's Overview page showing the 'Sections' tool.

The page includes a header with 'Overview', 'ADD SECTIONS', 'STUDENT MEMBERSHIPS', 'OPTIONS', 'LINK', and 'HELP' buttons.

A message box at the top says: "Your changes to Lab1 have been saved!" with a checkmark icon.

The main content is a table of sections:

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1 Edit Assign TAs Assign Students		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>
Discussion Sections							
Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input checked="" type="checkbox"/>

At the bottom are 'Remove Sections' and 'Cancel' buttons.

In the **Remove** column, check the box(es) for the section(s) you would like to delete.

Click Remove Sections.



Confirm removal.

Overview ADD SECTIONS STUDENT MEMBERSHIPS OPTIONS

LINK HELP

Instructor's Overview

Are you sure you want to remove the following sections:
Discussion3

Students in these section(s) will be 'unassigned' (not in any section of this type). Please use the 'Assign Students' link under another section to assign them to a new section.

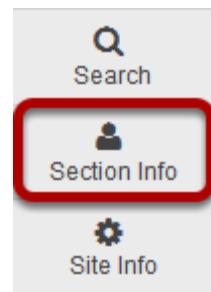
Remove

Cancel

You will be prompted to confirm the deletion of the selected sections. If you want to proceed, click Remove.

How do I add site members to a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Assign Students.

Screenshot of the Sakai Instructor's Overview page showing the 'Section Info' tool selected. The 'Assign Students' link in the Lab Sections table is highlighted with a red box.

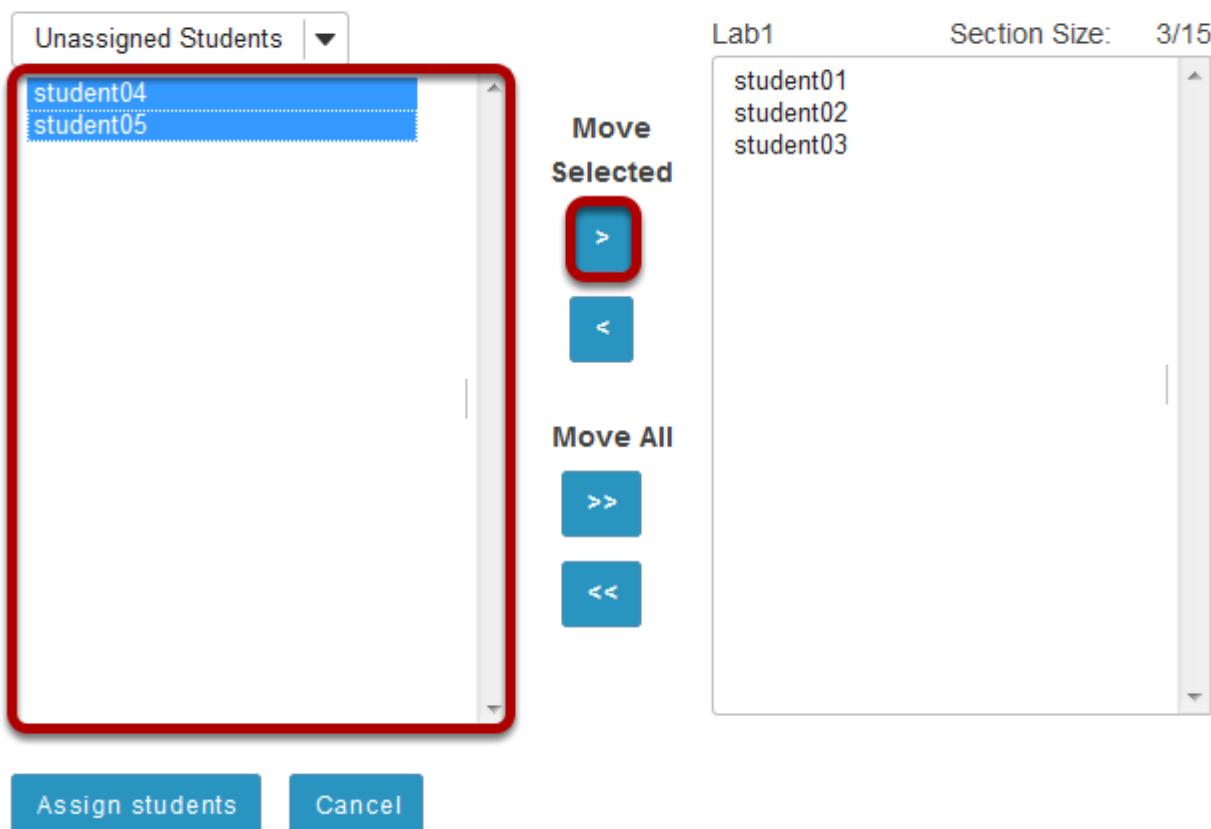
Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1 Edit Assign TAs Assign Students		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>
Discussion Sections							
Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

[Remove Sections](#) [Cancel](#)

Select students from the class list.

Assign Students

Lab1



Click one or more student names in the list of site participants on the left, and then use the right arrow button to add the selected student(s) to the section list on the right.

Click Assign students.

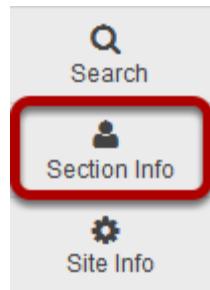


When you have finished adding students to the list on the right, click the **Assign students** button.

How do I add teaching assistants to a section?

Adding TAs to a section allows them to view and edit student information, such as grades, within their assigned sections.

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Assign TAs.

Screenshot of the Sakai Instructor's Overview page showing the 'Assign TAs' button highlighted with a red box.

The page includes a header with links for Overview, ADD SECTIONS, STUDENT MEMBERSHIPS, OPTIONS, and navigation buttons for LINK and HELP.

The main content area displays a table of sections:

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1 Edit Assign TAs Assign Students		Thu	1:00 pm,3:00 pm	Room 101	5	10	<input type="checkbox"/>
Discussion Sections							
Discussion1 Edit Assign TAs Assign Students		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 Edit Assign TAs Assign Students		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 Edit Assign TAs Assign Students		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

At the bottom left are buttons for Remove Sections and Cancel.

Select from the list of available TAs.

Assign Teaching Assistants

Lab1

Available Teaching Assistants

Test, DA

Move
Selected



Move All



Lab1 Teaching Assistants

Note: Don't see a Teaching Assistant here? Go to the Site Info tool and add them as a site participant with the "TA" role.

Assign TAs

Cancel

Click one or more TA names in the list of Available Teaching Assistants on the left, and then use the right arrow button to add the selected TA(s) to the section list on the right.

Note: Users must be enrolled in the site with a TA role in order to appear in this list.

Click Assign TAs.

Assign TAs

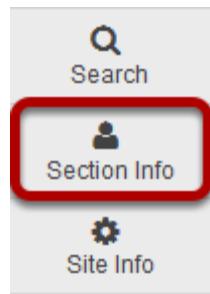
Cancel

When you have finished adding TAs to the list on the right, click the **Assign TAs** button.

How do I view student memberships?

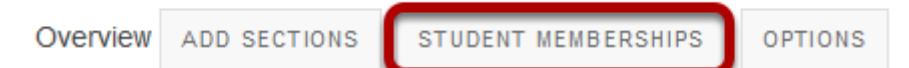
If you would like to view a list of all the students in the class which also displays the sections in which each student is a member, you can do so by viewing student memberships in the Section Info tool.

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Student Memberships.



The list of students and their section membership will display.

Student Memberships

Click on a student's name to edit their section memberships

View Students in All Sections

Find Clear

Viewing 1 to 5 of 5 students

|< < Show 50 ▼ > >|

Student Name	Student ID	Discussion	Lab
student01	student01	Discussion1	Lab1
student02	student02	Discussion1	Lab1
student03	student03	Discussion2	Lab1
student04	student04	Discussion2	Lab1
student05	student05	Discussion3	Lab1

Find specific students.

Student Memberships

Click on a student's name to edit their section memberships

View Students in All Sections

Viewing 1 to 1 of 1 students

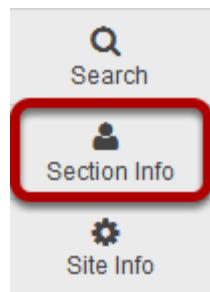
[<] [<] Show 50 [▼] [>] [>|]

Student Name ▾	Student ID	Discussion	Lab
student05	student05	Discussion3	Lab1

If you have a large list of students and are looking for one in particular, you may enter part of the student name or ID into the search field at the top and then click on Find to locate the information for that user.

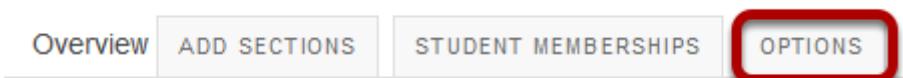
How do I manage section options?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Options.



Select the desired options, and then click Update.

A screenshot of a configuration screen titled 'Section Rules For Class'. It shows the following steps:

- 1 Automatically manage sections and memberships based on official registration information
- 2 Manually manage sections and membership (discontinues section and membership updates from the registration system)
 - Students can sign up for sections
 - Students can switch sections
 - Close sections tool for students until Open Date:

At the bottom are 'Update' and 'Cancel' buttons.

1. If your institution will be managing section enrollment automatically based on official registration records, you should select the **Automatically manage sections and memberships** option.
2. If you will be creating and editing sections manually, you should select the **Manually manage sections** option. If you are managing sections manually, you may also choose to enable any of the following optional settings:
 - **Students can sign up for sections**
 - **Students can switch sections**
 - **Close sections for students until Open Date**
3. Once you have selected all of the desired options, click **Update** to save your changes.

Sign-Up

What is the Sign-Up tool?

Creation of the Sign-up tool was motivated by requests from faculty who wanted to replace the "sign up sheets on the door" with an online alternative. Faculty needed a system that would allow students to sign up for office hours, meetings, review sessions and other events in one convenient place. This tool can also be used in project sites to create meetings for the participants.

Various scheduling, participation, recurrence, and notification arrangements can be made. An instructor can assign participants to timeslots or allow them to select their own choices. If a timeslot is full, the instructor can allow participants to add themselves to a wait list, which automatically "promotes" a participant when a slot becomes available and sends an email notification. The Sign-up tool is group- and section-aware which gives instructors the ability to set up office hours or meetings which are visible only to their sections or to a group.

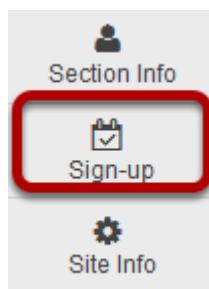
Who can use the tool?

In course sites, the instructors have permission to create meetings and students are allowed to sign up for them. Instructors can permit students in any of the courses they teach to sign up for a meeting.

In project sites, the maintainer (i.e. site owner) can create meetings and everyone can sign up for them.

Note: if you would like to grant permission to students to create meetings, please contact your system administrator to modify the permissions for your site.

To access this tool, select Sign-Up from the Tool Menu of your site.



What are Sign-Up meeting types?

There are three types of events or meetings:

- Open meetings
- Single slot meetings
- Multiple slot meetings

Note: All meeting types can be set up as recurring events, which creates several different meetings under the same title according to a given schedule. See [How do I create a meeting?](#) for information on the meeting frequency setting.

Open meetings.

Meeting Details

Title:	Guest Speaker
Organizer:	Demo Professor
Location:	Fine Arts Building
Category:	Optional
Meeting Date:	Friday, April 22, 2016
Time Period:	2:00 PM - 3:00 PM
iCalendar link:	 Download
Available To:	 Show site(s)/group(s) details
Description:	We will have a guest speaker on campus discussing contemporary topics in modern psychology.

This is an open session meeting. No sign-up is necessary.

This option creates a single timeslot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.

Single slot.

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

[▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List

A single timeslot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

Multiple slots.

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
Available To: [▶ Show site\(s\)/group\(s\) details](#)
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
12:00 PM - 12:15 PM	1	 Add Participant	 Add Participant
12:15 PM - 12:30 PM	1	 Add Participant	 Add Participant
12:30 PM - 12:45 PM	1	 Add Participant	 Add Participant
12:45 PM - 1:00 PM	1	 Add Participant	 Add Participant
1:00 PM - 1:15 PM	1	 Add Participant	 Add Participant

A single time span can be divided into any number of timeslots of equal length, under a single meeting name. For example, a two hour meeting could have four half-hour slots, three 40-minute slots, or eight quarter-hour slots. The timeslots can also be defined at irregular times over different days. For each slot a maximum number of participants is specified. Participants are required to sign up in order to appear on the attendance list. The resulting series of timeslots can be removed or modified individually. (This option does not automatically set up a recurring meeting.)

How do I view meetings in Sign-Up?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Meetings page.

On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed.

The site's meetings are listed here in table format including title, location, date, time, and so forth. They can be ordered with the column headings and filtered with the "View" selection box. Recurring meetings, those created as a set with a single title, can be expanded or contracted with the checkbox. Checking the box below, or checking the plus sign next to the meeting entitled "Presentations," would reveal several meetings of that title on different days or times. Meetings can be removed (via the checkbox on the right of each). On this page, permissions can be set and meeting data exported (via the links on the top).

Click on a meeting title to bring up its meeting details.

Note: For a view that includes past meetings, choose All in the drop down menu next to View.

Student view.

EXPORT LINK HELP

Meetings

To sign up for a meeting, click the meeting title.

View: All Future Meetings ▼ **By category:** All ▼

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status
Guest Speaker	Demo Professor	Fine Arts Building	Optional	Fri, 4/22/16	2:00 PM - 3:00 PM	In Progress
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

Instructor view.

ADD PERMISSIONS EXPORT [LINK](#) [HELP](#)

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Professor	Fine Arts Building	Optional	Fri, 4/22/16	2:00 PM - 3:00 PM	In Progress	<input type="checkbox"/>
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

Meeting details.

Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist; the student or participant view shows a "Sign-up" button, active if the sign-up period has commenced.

Student view.

EXPORT AS EXCEL [PRINT](#) [LINK](#) [HELP](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

[Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
8:00 AM - 5:00 PM	Unlimited	Private		Sign Up

[Back](#)

Instructor view.

[MODIFY](#) [COPY](#) [EXPORT AS EXCEL](#) [PRINT](#)

[LINK](#) [HELP](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

[▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Add Participant	---

*Note:- Click on a time slot to lock or cancel it.

- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Click  to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

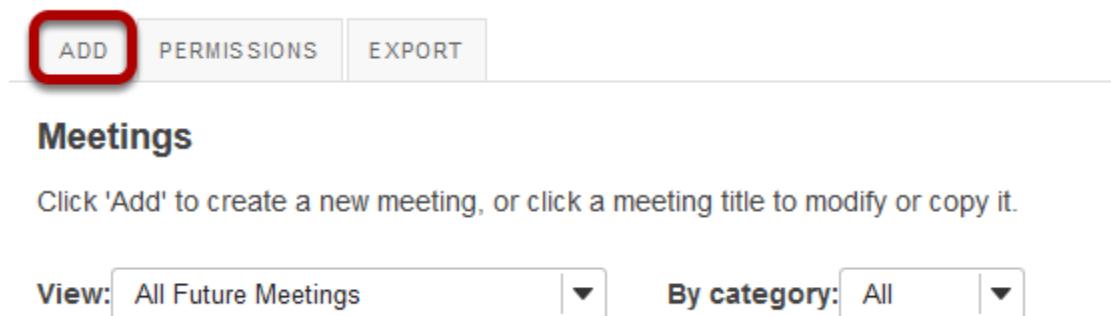
How do I create a meeting?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click Add.



A screenshot of a "Meetings" list page. At the top, there are three buttons: "ADD" (highlighted with a red box), "PERMISSIONS", and "EXPORT". Below the buttons, the word "Meetings" is displayed in bold. A sub-instruction says "Click 'Add' to create a new meeting, or click a meeting title to modify or copy it." At the bottom, there are two dropdown menus: "View: All Future Meetings" and "By category: All".

After you click **Add** the meeting information screen will appear where you can enter all of the information for your meeting.

Enter a title.

*Title:

This field will identify the meeting in this site's list of meetings.

Change organizer. (Optional)

Organizer: ▼

If there is more than one instructor or site owner, you may select a different name in the drop-down menu. It will default to the currently logged in user.

Enter a location.

*Location: Education Building Rm 1000

This field will appear in the Meeting Details.

Note: Once you have entered a location at least once for a site, it will appear in a drop-down menu. You may add a new location by clicking on the + enter a new location link.

Enter a category. (Optional)

Category: Optional [+ enter a new category](#)

Note: Once you have entered a category at least once for a site, it will appear in a drop-down menu. You may add a new category by clicking on the + enter a new category link.

Enter a description of the meeting or event.

Description:

We will have a guest speaker on campus discussing careers in education. Please sign up if you plan to attend.

body p Character Count (Includes HTML formatting characters) : 119 Word Count : 19

This field appears on the Meeting Details and the student Sign-up screen.

Add attachments. (Optional)

[Add Attachments](#)

You may click the **Add Attachments** button if you would like to browse for and attach a file to your meeting.

Enter start and end times.

*Start Time: 02:00 PM

*End Time: 03:00 PM

Fill out the date (with, optionally, the date picker) and the time showing when the meeting will begin and end.

Note: The 24-hour clock is not available, so AM and PM must be used.

Select meeting frequency.

*Meeting Frequency:

Once Only

Once Only

Daily

Weekdays (Mon-Fri)

Weekly

Biweekly

To set up recurring meetings, choose an option here. Any of the meeting types can be recurring. Selection of a meeting frequency other than “Once Only” will create a series of entries in the meetings table with the same name but different details, where any of the individual entries can be modified as necessary.

Select begin and end times for sign-up.

Sign-up begins: before meeting begins 2:00 PM, Friday, May 13, 2016

Sign-up ends: before meeting finishes 2:00 PM, Thursday, May 19, 2016

Enter the point at which the meeting should be opened for sign-up. Before then, participants will not have an active Sign-up button next to a meeting entry. To allow immediate sign-up, choose “Start Now” from the drop-down box.

Also, enter the point relative to the meeting at which to close the sign-up process. This blocks further sign-up by participants, and also blocks cancellation of a meeting for which a participant has already signed up. This period is measured from the scheduled meeting end, allowing sign-up even after the meeting has started, when that is appropriate.

Note: Sign-Up begin and end times are only available for single slot and multiple slot meetings.

Take attendance.

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

If you wish to take attendance for this meeting, select the **Attendance** check box.

Specify meeting availability.

*Available To:

DAC-EDUCATION-DEPT1-SUBJ1-126 (Current Site)

Discussion3
 Group01
 Discussion1
 Discussion2
 Group02
 Lab1

Other Sites

This field allows you to determine who can sign up for the meeting. You can limit sign-up to members of a group (defined on this site) or extend the sign-up offer to the membership of other sites, by selecting the appropriate checkboxes. The option to extend to other sites allows inclusion of those sites' members, or groups defined there. The other site must also have the Sign-up tool in order for its members to participate. (The default setting is members of this site only.)

Choose meeting type.

The relevant options for each of the three meeting types appear when that meeting type is selected via its radio button. See [What are Sign-Up meeting types?](#) for more information.

Open meeting

*Meeting Type: Open meeting (no sign-up required)

Single slot

Multiple slots

Single slot.

*Meeting Type: Open meeting (no sign-up required)

Single slot

Multiple slots

Max # of Participants

10

Unlimited number of participants

Options to choose between **Max number** (in which case, enter the number of participants allowed) and **Unlimited**.

Multiple slots.

The screenshot shows the 'Multiple slots' configuration page. At the top, there are four numbered options: 1. Meeting Type (Multiple slots selected), 2. Number of slots available for sign-up (4), 3. Number of participants per time slot (1), and 4. Estimate duration per time slot (min) (15). A red box highlights the 'Create Timeslot(s)' button. Below this, a red arrow points down to the 'Define Custom Timeslots' section. This section contains a table with four rows of timeslots, each with a red 'X' icon. The table has columns for Start Time and End Time, and a Max # Of Participants column (all set to 1). The timeslots are: 19 May 2016 02:00 PM - 02:15 PM, 19 May 2016 02:15 PM - 02:30 PM, 19 May 2016 02:30 PM - 02:45 PM, and 19 May 2016 02:45 PM - 03:00 PM. Below the table is a yellow button labeled '+Add a new timeslot.' At the bottom, there is a checked checkbox for publishing the meeting as multiple calendar events if adjacent timeslots are more than two hours apart. Finally, there are 'Continue' and 'Cancel' buttons at the bottom left.

Start Time	End Time	Max # Of Participants
19 May 2016 02:00 PM	19 May 2016 02:15 PM	1
19 May 2016 02:15 PM	19 May 2016 02:30 PM	1
19 May 2016 02:30 PM	19 May 2016 02:45 PM	1
19 May 2016 02:45 PM	19 May 2016 03:00 PM	1

+Add a new timeslot.

Yes, publish the meeting as multiple calendar events in the Calendar Tool if adjacent timeslots are more than two hours apart.

Continue **Cancel**

Options create timeslots, either computed to occupy a single continuous time span, or occupying separate irregular time spans manually defined, covering one or more days. Each method creates a single meeting with multiple entries in a timeslot table.

1. **Number of slots available for sign-up:** Enter the number of individual timeslots over which to divide the meeting time.
2. **Number of participants per slot:** Enter the number of people that can sign up for each slot.
3. **Estimate duration per timeslot (min):** This figure, in red, is calculated as a function of the total meeting time span and the number of slots available, and cannot be edited. It allocates the available time across the slots. For example, if the number of slots is defined to be 5, and the start and end times of the meeting span two hours, the duration will be set to 24 (120 minutes divided by 5). A number of slots that does not divide the period evenly will give rise to a warning message and an adjustment of the total span. Note: In any case, the resulting timeslots can be edited, after the meeting is published, through the "Modify" process by selecting "Advanced user-defined timeslots." See below, "Editing a meeting."
4. **Advanced user-defined timeslots:** Allows a multiple-slot meeting to be defined as a set of irregular timeslot choices, over several days at different times. (Each person can sign up for only one.) Select this checkbox, then select the "Edit Timeslots" link that appears. Enter new timeslots with the "Add a new timeslot" link, edit the data, and delete

extraneous ones with the red X. This option does not allow unlimited participation. A warning that this meeting covers more than one day can be ignored.

Click Next.



Continue to the second page by clicking **Next**. This will take you to the Meeting Summary, to verify the details set so far, then complete the meeting settings.

Review settings and select notification preferences.

Meeting Summary

Title:	Guest Speaker
Organizer:	Demo Professor (demoprofessor)
Description:	We will have a guest speaker on campus discussion careers in education. Please sign up if you plan to attend.
Start Time:	Thursday, May 19, 2016, 2:00 PM
End Time:	Thursday, May 19, 2016, 3:00 PM
Location:	Education Building Rm 1000
Category:	Optional
Sign-up Begins:	Friday, May 13, 2016, 2:00 PM
Sign-up Ends:	Thursday, May 19, 2016, 2:00 PM
Meeting Type:	Single slot
Max # of Participants:	10
Attendance:	ON
Available To:	DAC-EDUCATION-DEPT1-SUBJ1-126 (Site Level)

- 1 **Display Participant Names:** Yes, display names of participants to others.
- 2 **Meeting Coordinators:** Professor, Demo
- 3 **Notifications of participant actions:** Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.
- 4 **Announce Availability:** Yes, send an email notification to:
 All potential participants Selected meeting coordinators
- 5 **Default Notification setting:** Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
- 6 **Other Default Settings:** [Show the other default settings](#)



1. **Display Participant Names:** "Yes" means that names of participants will be visible to others.
2. **Send notification:** Check the appropriate box to manage email notifications when participants sign up or cancel.
3. **Meeting Coordinators:** Select the coordinators to receive notifications, if enabled.
4. **Announce Availability:** "Yes" means that all the potential participants will receive e-mail announcing that this meeting has been published.

- Default Notification setting:** "Yes" means that the notification box will be selected on the modify meetings page.
- Other Default Settings:** Click **Show the other default settings** to view additional meeting options.

Other default settings.

Other Default Settings:	▼ Hide the other default settings
1 Allow Wait List:	<input checked="" type="checkbox"/> Yes, add Wait List option. Participants can join Wait List.
2 Allow Adding Comment:	<input checked="" type="checkbox"/> Yes, participant can add a comment during sign-up.
3 User ID Input Mode:	<input type="checkbox"/> Yes, I want to use User ID input mode for adding participants.
4 Auto Reminder:	<input checked="" type="checkbox"/> Yes, send email to remind attendee of the meeting, one day in advance.
5 Publish to Calendar:	<input checked="" type="checkbox"/> Yes, publish the meeting to the Calendar tool.
6 Create groups for timeslots	<input type="checkbox"/> Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
7 Max # of time slots per participant:	1 ▾ Yes, allow participants to sign up for more than one time slot.

Other settings include:

- Allow Wait List:** "Yes" means that a Wait List will be kept, and participants can join it if this meeting is filled to capacity.
- User ID Input Mode:** Yes, I want to use User ID input mode for adding participants. – allows organizer to use User Id rather than choosing from drop down list. Useful for very large classes where drop down list is very long.
- Allow Adding Comment:** "Yes" means that a participant can add a comment during sign-up.
- Auto Reminder:** "Yes" means that all attendees of the meeting will receive an e-mail reminder one day in advance.
- Publish to Schedule:** "Yes" means that the meeting will appear on this site's Schedule or Calendar tool, regardless of attendance status of the current user.

Publish your meeting.



Publish by clicking either **Publish** or **Assign Participants & Publish**. You have the option of assigning participants or allowing them to choose their own timeslots. If you do not choose to assign participants at this time, you may do so later by editing the meeting settings.

How do I edit a meeting?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

ADD PERMISSIONS EXPORT 🔍 LINK ? HELP

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings ▾ By category: All ▾

Meeting Title	Organizer	Location	Category	Date	Time	Status	Attendance	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available		<input type="checkbox"/>

[Remove Meetings](#)

Click Modify.

[MODIFY](#) [COPY](#) [EXPORT AS EXCEL](#) [PRINT](#) [LINK](#) [HELP](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Add Participant	---

Note: Click on a time slot to lock or cancel it.
- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Click  to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

Edit meeting settings and publish.

Modify Meeting

* indicates required information.

Title: Extra Credit Field Trip

Organizer: Demo Professor (demoprofessor)

Location: Science Museum [+ enter a new location](#)

Category: Bonus [+ enter a new category](#)

Description:

All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Add Attachments

Start Time: 14 May 2016 08:00 AM

End Time: 14 May 2016 05:00 PM

Sign-up Begins: 21 Days before meeting begins 8:00 AM, Saturday, April 23, 2016

Sign-up Ends: 1 Days before meeting finishes 5:00 PM, Friday, May 13, 2016

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type:

Open meeting (no sign-up required) Max # of Participants
 Single slot Unlimited number of participants
 Multiple slots Advanced user-defined timeslots

Show Participants To Public: Yes, display names of participants to others.

Notifications of participant actions: Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

Meeting Coordinators: Professor, Demo

Email Notification: Yes, send an email notification about these changes to:
 All potential participants Only participants currently signed up Selected meeting coordinators

Other Default Settings: [Show the other default settings](#)

Publish Modification **Cancel**

The information described in [How do I create a meetings?](#) will be shown for editing the settings of your choice.

The timeslots can be adjusted by selecting “Advanced user-defined timeslots” (if not already specified for this meeting), then selecting the “Edit Timeslots” link that appears; timeslots can be combined, removed, or added.

In a recurring meeting, you can choose to limit the change by selecting “Modify current only” or to modify all of the sessions in the rest of the series by selecting “Modify all future recurring meetings.” After modifying a meeting, you may elect to send e-mail notification to participants via the checkbox above the timeslot table.

Click **Publish Modification** when you are finished making changes.

How do I lock or cancel a time slot?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

ADD PERMISSIONS EXPORT 🔍 LINK ? HELP

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings ▾ By category: All ▾

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance <input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

Click on the time slot you want to lock or cancel.

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
Available To:  [Show site\(s\)/group\(s\) details](#)
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. 

Time Slot	Max # of Participants	Participants	Wait List
12:00 PM - 12:15 PM	1	 Add Participant	 Add Participant
 Lock - prevent participant sign-up	1	 Edit	 Edit
 Cancel - delete the timeslot			
12:15 PM - 12:30 PM	1	 Add Participant	 Add Participant
12:30 PM - 12:45 PM	1	 Add Participant	 Add Participant

Click it in the time slot table and use the options presented underneath it. Note that you can first move participants to another time slot using the edit buttons beside individual entries.

Once locked/canceled, the time slot will have an icon indicating that it has been locked or canceled.

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
Available To:  [Show site\(s\)/group\(s\) details](#)
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. 

Time Slot	Max # of Participants	Participants	Wait List
 12:00 PM - 12:15 PM	1	 Add Participant	 Add Participant
 12:15 PM - 12:30 PM	1	Canceled	 Add Participant
12:30 PM - 12:45 PM	1	 Add Participant	 Add Participant

How do I copy a meeting?

Go to Sign-Up.



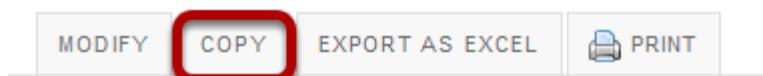
Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

A screenshot of a "Meetings" list page. At the top are buttons for ADD, PERMISSIONS, EXPORT, and links for LINK and HELP. Below is a section titled "Meetings" with a sub-instruction: "Click 'Add' to create a new meeting, or click a meeting title to modify or copy it." There are dropdown menus for "View: All Future Meetings" and "By category: All". A table lists meetings with columns: Meeting Title, Organizer, Location, Category, Date, Time, Status, and Remove. One row for "Guest Speaker" is highlighted with a red box. At the bottom is a blue "Remove Meetings" button.

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	

Click Copy.



Click on the meeting name to open the details, and then click the **Copy** link at the top.

Make your changes, then click Publish New Meeting.

Copy this Meeting

* indicates required information.

Title: Guest Speaker 2

Organizer: Demo Professor (demoprofessor)

Location: Education Building Rm 1000 [enter a new location](#)

Category: Optional [enter a new category](#)

Description:

We will have a guest speaker on campus discussing writing for academic publications. Please sign up if you plan to attend.

body p Character Count (Includes HTML formatting characters): 133 Word Count: 21

Add Attachments

Start Time: 19 May 2016 02:00 PM

End Time: 19 May 2016 03:00 PM

Meeting Frequency: Once Only

Sign-up Begins: 6 Days before meeting begins 2:00 PM, Friday, May 13, 2016

Sign-up Ends: 1 Hours before meeting finishes 2:00 PM, Thursday, May 19, 2016

Available To: DAC-EDUCATION-DEPT1-SUBJ1-126 (Current Site)
 Discussion3
 Group01
 Discussion1
 Discussion2
 Group02
 Lab1
[Other Sites](#)

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type: Open meeting (no sign-up required) Max # of Participants 10
 Single slot
 Multiple slots
 Advanced user-defined timeslots

Keep Current Participants: Yes, keep all the participant(s) in their corresponding time slots.

Announce Availability: Yes, send an email notification to:
 All potential participants Selected meeting coordinators and participants currently signed up

Publish to Calendar: Yes, publish the meeting to the Calendar tool.

Publish New Meeting **Cancel**

You now have a display entitled **Copy this meeting**. Change the settings as desired, including the title if you want a new meeting name, and then click **Publish New Meeting**.

Note: Some settings will not be available to edit. You cannot copy a multiple-slots meeting into a new single-slot meeting, for instance.

How do students or participants sign-up for meetings?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

EXPORT LINK HELP

Meetings

To sign up for a meeting, click the meeting title.

View: All Future Meetings | By category: All

Meeting Title	Organizer	Location	Category	Date ▾	Time	Status
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.

Click Sign Up.

[EXPORT AS EXCEL](#)[PRINT](#)[LINK](#)[HELP](#)

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
Available To: ▶ [Show site\(s\)/group\(s\) details](#)
Description: Individual office hours by appointment.

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:15 PM - 12:30 PM	None	Private		Join Wait List
12:30 PM - 12:45 PM	1	Private		Sign Up
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up
1:15 PM - 1:30 PM	1	Private		Sign Up
1:30 PM - 1:45 PM	1	Private		Sign Up

Click the button labeled **Sign Up** beside the time slot you want.

Note: If a lock icon appears in Meeting Details next to a time slot, your instructor has removed that time slot from further sign-up.

Add a comment. (Optional)

Complete Sign-Up

Title: Office Hours
Location: Room F123
Time Slot: 12:30 PM - 12:45 PM, Friday, May 20, 2016
Participant Name: student01

 Add a comment

Finish

Cancel

If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor.

Click Finish.

Finish

Cancel

View your status.

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:15 PM - 12:30 PM	None	Private		Join Wait List
12:30 PM - 12:45 PM	None	Private	 Signed up	Cancel Sign-up
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

Join Wait List. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:00 PM - 12:15 PM	None 1 On Wait List	Private	On Wait List	Remove from Wait List

If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by clicking **Join Wait List**. If space becomes available, you will be added to the list of attendees, and notified by email.

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:15 PM - 12:30 PM	None	Private		Join Wait List
12:30 PM - 12:45 PM	None	Private	Signed up 	Cancel Sign-up
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up

You may cancel any appointment you have signed up for, within the time period allowed by your instructor, by clicking the **Cancel Sign-up** button.

How do I export meeting data?

The Export operation provides a rich set of data, in spreadsheet form, for a set of meetings or for a single meeting, including the list of those who have signed up.

The “.xls” file thereby created can be opened in Excel or some other spreadsheet application to show several sheets, as follows.

- Attendees’ Schedules [for meeting organizers]: a datasheet with columns that show the meeting’s details, with one row for each meeting attendee signed up.
- Events Overview: a chart of all meetings selected as they appear in the Meetings page.
- For each meeting, a named sheet
- Chart showing the meeting title and details, plus a list of attendees [for users with that privilege], the wait list, and comments.

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Export a single meeting:

ADD PERMISSIONS EXPORT [LINK](#) [HELP](#)

Meetings
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date ▾	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

Click on the title of the meeting you want to export to view its details.

Click Export as Excel.

MODIFY COPY EXPORT AS EXCEL PRINT LINK HELP

Meeting Details

Title: Office Hours
Organizer: Demo Professor
Location: Room F123
Category:
Meeting Date: Friday, May 20, 2016
Time Period: 12:00 PM - 4:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:24 PM
Sign-up Ends: Friday, May 20, 2016, 12:00 PM
► [Show site\(s\)/group\(s\) details](#)
Available To:
Description: Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
12:00 PM - 12:15 PM	1	 Student02  Add Participant	 Add Participant
12:15 PM - 12:30 PM	1	 Student03  Add Participant	 Add Participant

Click **Export as Excel** from the meeting details screen.

View information in Excel.

The screenshot shows an Excel spreadsheet with the following structure:

Office Hours		(Time zone: America/New_York)			
1	Organizer:	Demo Professor	Max # of Participants	Participants	Participants User IDs
2	Meeting Date:	May 20, 2016			
3	Time Period:	12:00 pm - 4:00 pm			
4	Sign-up Begins:	Apr 22, 2016, 2:24 pm			
5	Sign-up Ends:	May 20, 2016, 12:00 pm			
6	Available To:	DAC-EDUCATION-DEPT1-SUBJ1-126 (Site Level)			
7	Description:	Individual office hours by appointment.			
8	Attachments:	no attachment			
9	Time Slot	Max # of Participants	Participants	Participants User IDs	Wait List
10	12:00 pm - 12:15 pm	1	, Student02	student02	
11	12:15 pm - 12:30 pm	1	, Student03	student03	
12	12:30 pm - 12:45 pm	1	, Student01	student01	
13	12:45 pm - 1:00 pm	1			
14	1:00 pm - 1:15 pm	1			
15	1:15 pm - 1:30 pm	1			
16	1:30 pm - 1:45 pm	1			
17	1:45 pm - 2:00 pm	1			
18	2:00 pm - 2:15 pm	1			
19	2:15 pm - 2:30 pm	1			
20	2:30 pm - 2:45 pm	1			
21	2:45 pm - 3:00 pm	1			
22	3:00 pm - 3:15 pm	1			
23	3:15 pm - 3:30 pm	1			
24	3:30 pm - 3:45 pm	1			
25	3:45 pm - 4:00 pm	1			
26					
27					
28					
29					
30					
31	Meeting Participants' Comments				
32	There are no participant comments.				
33					

Export a set of meetings:

The screenshot shows the 'Meetings' page with the following interface elements:

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	

Buttons at the top: ADD, PERMISSIONS, EXPORT (highlighted), LINK, HELP.

Text: Meetings. Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings. By category: All.

Link: Remove Meetings.

On the main Meetings page, click the **Export** link.

Select the meetings desired, and click Export as Excel.

Export Meetings

Select the meetings and then click the Export button.

View: All Future Meetings By category: All

All	Meeting Title	Organizer	Location	Category	Date	Time	Status
<input type="checkbox"/>	Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
<input checked="" type="checkbox"/>	Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16
<input checked="" type="checkbox"/>	Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

[Check All](#) - [Clear All](#)

[Export as Excel](#) [Back](#)

View All Meetings I Am Signed Up For.

ADD PERMISSIONS EXPORT

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance <input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

An individual can select **View All Meetings I Am Signed Up For** to see scheduled commitments on the screen, and then select **Export** to save or print that list shown in the Events Overview sheet.

How can I use the Sign-Up tool in my site?

The Sign-up tool can be used in a variety of ways for teaching arrangements. The list below explains some, but is by no means exhaustive.

Schedule special office hours.

To hold an advance sign-up for special office hours on a problem set, including students from two different classes: Choose a day, define a block of time, set up multiple slots available to both sites' members, and then adjust the timeslots as desired. For example, suppose the instructor wants to schedule a 3-hour block of time for office hours with some 15-minute slots and some 30-minute slots and a 15-minute gap for a break. Here is the procedure:

1. Set up a 3-hour meeting called "Office Hours - Problem Set" with 15-minute timeslots according to the "Multiple slots" instructions. In the "Available To" field, leave the current site checked and open the "Other Sites" list to check the other class's site (which must also have the Sign-up Tool), as well.
2. After publishing the meeting to get the initial allocation of timeslots, click the meeting name, and then click 'Modify,' check the box next to "Advanced user-defined timeslots" and click "Edit Timeslots."
3. Adjust the timeslots as needed. Edit the start and end times to change the time period to 30 minutes on some slots. Delete a 15-minute slot, to reserve a break time.
4. Invite the students of both classes to sign up. The entry will appear to them under a single title "Office Hours - Problem Set" with several timeslots specified by start and end times.

Schedule in-class presentations.

To schedule in-class presentations either by individuals or groups:

1. Recurring Method: Set up a single-slot recurring meeting within the time of the class period. This method is easy, but it produces several separate meetings and allows an individual student to sign up for more than one presentation slot by mistake.
2. Multiple-slot Method: Create one meeting using "Advanced user-defined timeslots," specifying additional new timeslots for each class period as needed. This method requires more manual entries, but produces only one meeting with several date options, preventing an individual student from signing up for more than one.

In each case, ask the students to indicate the topics of their presentations by typing them in the comment area when they sign up.

Estimate attendees for a review session.

To get an estimate of how many students would attend a review session, set up a meeting with no limit on the number of participants who can sign up. This is useful in choosing a room of adequate size for the session.

Schedule a multi-day meeting.

To set up a two-day recurring meeting, use the “Advanced timeslots” and “Meeting frequency” options. For example, suppose a group of six pharmacy students on professional rotations in the field are to return to campus for consultations together on Friday afternoon and Saturday morning every other week, from April until the end of July. In the Pharmacy site, the meeting organizer sets it up according to this procedure:

1. Add a new meeting, entitled “Fri-Sat Campus Consult,” with the appropriate location and description
2. Select the “Advanced user-defined timeslots” and specify the first week’s timeslots, say, Friday April 1st, 4:00 – 6:00 PM, and Saturday April 2nd, 9:00 – 11:00 AM. The maximum enrollment value is irrelevant, as participants will be added manually. Delete extra timeslots via the red X.
3. For the meeting frequency, select “Biweekly” and specify an end date of Sunday July 31st.
4. Set the other parameters as appropriate for the circumstances (display names, use e-mail notifications, no wait lists, no comments, and so forth).
5. Select the button “Assign participants and publish” and select the participants for both timeslots, also checking the box “Yes, assign participants to the same timeslot for all occurrences.” In each resulting meeting, if desired, select the timeslot and lock against further participant sign-up. (Note that the creation of a site group of the intended six students would allow association of the group by name, obviating this step.)

This creates a series of nine meetings under a single title, Fridays and Saturdays on alternate weeks, with the same group of participants.

Solicit input on preferred meeting dates.

To determine the best schedule for a series of meetings with a group of participants—for example, student tutorials-- define a weekly time by soliciting input from the participants on several choices. Select the optimal choice, and copy that timeslot across several weeks as a recurring meeting. When an exception must be handled, adjust that particular meeting according to the “Editing a meeting” instructions. Here is the detailed procedure:

1. Using a representative week, such as the first week of the term, create a new meeting for each possible timeslot across the various weekdays, and ask the participants to sign up for all candidate meetings that they can attend on a weekly basis. You might name these meetings “Tutorial Option Monday, 3-5”, Tutorial Option Thursday, 9-11,” and so forth. Select “single slot,” and “unlimited participation” for these meetings.
2. When the sign-up period has ended (as you specified in the meeting details), find the best choice for the regular timeslot, one that includes all or most participants. Each meeting will have to be opened or exported to see the list of participants who signed up. Click the chosen candidate meeting and choose “Copy.” (See above.) The “Meeting frequency” setting can be switched to Weekly, and the “End After” date set to the end of the term, producing a population of meetings across the desired duration. The rejected candidate meetings can be deleted with “Remove.”
3. Any of the separate meetings generated by the multiple-slot definition can be modified, if it becomes necessary: To make the series visible, in the Meetings list, either expand it alone or select the checkbox labelled “Expand all recurring meetings.” For the

meeting in question, click on “Modify,” and select “Modify current only” at the top of the page, as you change the time or date.

How do I manually add users to meetings?

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

ADD PERMISSIONS EXPORT LINK HELP

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date ▾	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

Click Add Participant.

MODIFY COPY EXPORT AS EXCEL PRINT  

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link:  Download
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To:  Show site(s)/group(s) details
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. 

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	 Add Participant	---

*Note:- Click on a time slot to lock or cancel it.
- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Click  to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

Select a user from the drop-down menu, then click OK.

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Select  	---

*Note:- Click on a time slot to lock or cancel it.
- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Click  to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

The user is now signed up for that meeting.

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	    .Student01  Add Participant	---

Names of those signed up will appear in the **Participants** column of the timeslots table, adjacent to the time slots they chose. A red “delete” button and a pencil-and-pad “edit” button, which allows that participant to be replaced with another, appears next to each name.

Note: The appearance of a small blue bubble icon to the right of the name means that the participant has added a comment at the time of sign-up, which can be seen by clicking on that icon.

How do I add meetings to the site Calendar?

If you create a meeting without the Calendar tool on the site, but add the Calendar tool later, you can add each meeting individually to the Calendar.

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

ADD PERMISSIONS EXPORT LINK HELP

Meetings
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings ▾ By category: All ▾

Meeting Title	Organizer	Location	Category	Date ▾	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

Click Modify.

MODIFY COPY EXPORT AS EXCEL PRINT LINK HELP

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Professor
Location: Science Museum
Category: Bonus
Meeting Date: Saturday, May 14, 2016
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, April 22, 2016, 2:20 PM
Sign-up Ends: Friday, May 13, 2016, 5:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Student01 Add Participant	---

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

Click Show other default settings.

Other Default Settings: [▶ Show the other default settings](#)

The information described in [How do I create a meetings?](#) will be shown for editing the settings of your choice.

Check Publish to Calendar.

Allow Wait List:	<input checked="" type="checkbox"/> Yes, add Wait List option. Participants can join Wait List.
Allow Adding Comment:	<input checked="" type="checkbox"/> Yes, participant can add a comment during sign-up.
User ID Input Mode:	<input type="checkbox"/> Yes, I want to use User ID input mode for adding participants.
Auto Reminder:	<input checked="" type="checkbox"/> Yes, send email to remind attendee of the meeting, one day in advance.
Publish to Calendar:	<input checked="" type="checkbox"/> Yes, publish the meeting to the Calendar tool.
Create groups for timeslots	<input type="checkbox"/> Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
Default Notification setting:	<input type="checkbox"/> Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
Max # of time slots per participant:	1 <input type="button" value="▼"/> Yes, allow participants to sign up for more than one time slot.

Select the check box next to **Publish to Calendar**.

Click Publish Modification.



How do I modify Sign-Up tool permissions?

The set of permissions applies to the use of the Sign-up Tool across the site, not to any particular meeting. Permissions can be granted, by role,, with an interface for doing so that resembles that of other tools. The “Permissions” link shows, for each realm of grouping— (1) site (all members), and (2, 3, ...) group, for each group defined on that site, a labelled button that leads to an authorization matrix. For groups that do not include the site organizer as a member, the group button is not active in the Permissions settings and the site organizer cannot adjust the settings.

Only certain permissions in certain contexts are meaningful. The privilege “create.site” addresses creation of new meetings, so, if that box is checked in the “access” row, representing users with student status, students will have the “Add” link on their Meetings page. If “create.site” is not checked for the access role, but “create.group” is checked in the “access” row for a site group (defined in Site Info), then student members of that group will have the “Add” link, and be able to create meetings, for that group only. If groups are defined, the “view” and “attend” permissions must be checked for that group realm, as stated on screen, in order for group members to sign up. No adjustment will allow the Sign-up button to appear for meeting organizers. For more details, contact your system administrator.

Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

Click Permissions.



Select the permissions you want to edit (e.g. site).

Permissions Update

For participants to view or attend a meeting open only to their specific group(s), you must grant the **view** and **attend** permission at the group realm level.

Name	Scope	Action
DAC-EDUCATION-DEPT1-SUBJ1-126	site	Edit Permissions
- Discussion3	group	Edit Permissions
- Group01	group	Edit Permissions
- Discussion1	group	Edit Permissions
- Discussion2	group	Edit Permissions
- Group02	group	Edit Permissions
- Lab1	group	Edit Permissions

Modify the permissions for the roles listed.

Permissions

Set permissions for Sign-up in worksite: DAC-EDUCATION-DEPT1-SUBJ1-126 (/site/DAC-EDUCATION-DEPT1-SUBJ1-126)

[Undo changes](#)

1

Permission	Instructor	Student	Teaching Assistant
signup.view	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.view.all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.attend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.attend.all	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.create.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.delete.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.update.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

[Save](#)

[Cancel](#)

1. Check the box next to each permission you would like to allow for a given role.
(Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Site Info

What is the Site Info tool?

Site Info tool contains many of the course management features needed for instructors to customize and manage their courses. Instructors may edit and rearrange the tools on their course toolbar, add participants, manage groups, publish or unpublish their course, import content from another site, and track participant enrollment activity.

If you have limited site permissions (i.e. participant), you'll see only the site's description and your group memberships, if applicable, in Site Info.

Note: The functions of the Site Info tool are also available through the [Worksite Setup](#) tool, which is available from the Tool Menu when you are in My Workspace.

To access this tool, select Site Info from the Tool Menu of your site.



How do I edit the site information?

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Edit Site Information.

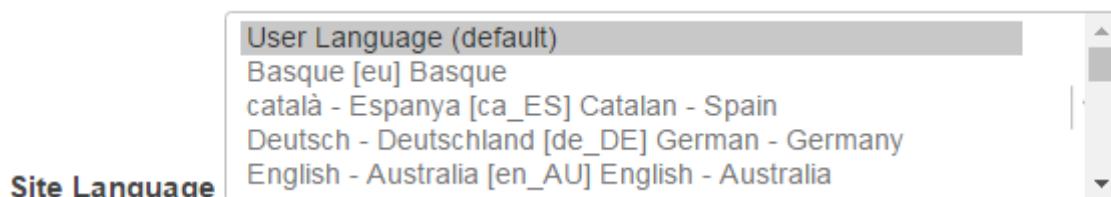


Edit Site Title

* Site Title

Term Summer 2016

Select site language.



If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

Enter a site description.

Description

(displayed on the site's home page)

Welcome to this course!

body h1

Word Count : 4

The information entered into the description area will appear on the site's home page. You may use the [Rich Text Editor](#) here to enter your description.

Enter a short description.

Short Description

(displayed in publicly viewable list of sites. Max 80 characters)

Introduction to Education

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Select a theme.

Appearance (Theme) *default* ▾

Site will display this theme.

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

Enter the site contact information.

* Site Contact Name Demo Professor

Site Contact Email professor@university.edu

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.

Continue

Cancel

Click **Continue** to save your changes.

How do I choose which tools will be available in my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site. Site Info offers several options for managing your course site.

Click Manage Tools.



Select your set of tools.

Course Site Tools

Choose tools to include on your site...

General 13

Overview
For viewing recent announcements, discussion, and chat items.

Announcements
For posting current, time-critical information

Assignments
For posting, submitting and grading assignment(s) online

Calendar
For posting and viewing deadlines, events, etc.

Chat Room
For real-time conversations in written form

Contact Us
A site content and functionality reporting tool.

Dashboard
Unified Home display of recent announcements, resources, assignments, calendar events, etc.

Drop Box
For private file sharing between instructor and student

Email
Send mail to select participants in your site.

Email Archive
For viewing email sent to the site

Evaluation System
For running evaluations/feedback and surveys.

External Tool
Launch external tools using IMS Learning Tools Interoperability

Forums
Display forums and topics of a particular site

Gradebook
The next generation gradebook tool for the Sakai CLE

Gradebook Classic
For storing and computing assessment grades from Tests & Quizzes or that are manually entered

Lessons
For creating content modules and sequences; can be organized by week or unit

Messages
Display messages to/from users of a particular site

News
For viewing content from RSS News Feeds

Podcasts
For managing individual podcast and podcast feed information

Polls
For anonymous polls or voting

PostEm
For posting individualized text to each user in the site

Resources
For posting documents, URLs to other websites, etc.

Roster
For viewing the site participants list

Search
For searching content

Section Info
For managing sections within a site

Sign-up
For enabling online registration for meetings and other events

Site Info
For showing worksite information and site participants

Statistics
For showing site statistics by user, event or resource of the site

Syllabus
For posting a summary outline and/or requirements for a site

Tests & Quizzes
For creating and taking online tests and quizzes

Web Content
For accessing internal resources or an external website within the site.

WIKI
For collaborative editing of pages and content

Selected tools

<input type="checkbox"/> Overview	X
<input type="checkbox"/> Announcements	X
<input type="checkbox"/> Assignments	X
<input type="checkbox"/> Calendar	X
<input type="checkbox"/> Forums	X
<input type="checkbox"/> Gradebook	X
<input type="checkbox"/> Lessons	X
<input type="checkbox"/> Messages	X
<input type="checkbox"/> Resources	X
<input type="checkbox"/> Roster	X
<input type="checkbox"/> Site Info	
<input type="checkbox"/> Syllabus	X
<input type="checkbox"/> Tests & Quizzes	X

LINK **? HELP**

Continue **Cancel**

As you select tools from the "General" list on the left side of the screen, they are added to the "Selected tools" list on the right side of the screen. The right side of the screen displays the tools you have selected.

Add multiple instances of some tools. (Optional)

 [LINK](#)  [? HELP](#)

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

Lessons

Title 

(Suggested length 15 char.)

More Lessons Tools? ▾

Web Content

Title

(Suggested length 15 char.)

Source

More Web Content Tools? ▾

The Lessons tool may be used as a single tool on the Tool Menu where students click to see all Lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate Lesson. See the [Lessons tool tutorial](#) for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want.

Click on the **More Lessons Tools?** or **More Web Content Tools?** drop-down menus to add additional instances of these tools.

Example: Multiple tool instances.

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

Lessons

Title 

(Suggested length 15 char.)

Lessons 

Title

(Suggested length 15 char.)

Lessons 

Title

(Suggested length 15 char.)

More Lessons Tools? 

Web Content

Title

(Suggested length 15 char.)

Source

Web Content 

Title

(Suggested length 15 char.)

Source

More Web Content Tools? 

Continue **Back** **Cancel**

The example above shows three Lessons tools (Module 1, Module 2 and Module 3) and two Web Content tools (Sakai and Apereo).

Click Continue.



Once you have made all of your tool selections, scroll down and click **Continue**.

Confirm tool selection

Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-101**

You have selected the following for your site (added tools highlighted):

Overview (Overview)

Syllabus (Syllabus)

Module 1 (Module 1)

Calendar (Calendar)

Announcements (Announcements)

Resources (Resources)

Forums (Forums)

Assignments (Assignments)

Tests & Quizzes (Tests & Quizzes)

Gradebook (Gradebook)

Sakai (Sakai) (<http://www.sakaiproject.org>)

Site Info (Site Info)

Module 2 (Module 2)

Module 3 (Module 3)

Messages (Messages)

Roster (Roster)

Statistics (Statistics)

Apereo (Apereo) (<http://www.apereo.org>)

Finish

Back

Cancel

New tools added are shown in red font. Confirm that these are tools you want to add and click **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I reorder tools?](#) tutorial for instructions on how to change the tool order.

How do I rearrange or rename the items in the Tool Menu?

The Tool Menu can be customized by the instructor of the course to modify the order or appearance of menu items in the site.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Tool Order.



Drag and Drop items to rearrange the tool order.

Tool Order

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately.

The screenshot shows a list of tools in a Sakai interface. Each tool has a small icon, a title, and a gear icon. A horizontal grey bar with a vertical handle is positioned over the 'Module 3' entry, indicating it is being moved. The tools listed are: Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Messages, Module 1, Module 2, Module 3, Resources, Roster, Site Info, Statistics, Syllabus, Tests & Quizzes, Sakai, and Apereo.

☰	Overview	⚙️
☰	Announcements	⚙️
☰	Assignments	⚙️
☰	Calendar	⚙️
☰	Forums	⚙️
☰	Gradebook	⚙️
☰	Messages	⚙️
☰	Module 1	⚙️
☰	Module 2	⚙️
☰	Module 3	⚙️
☰	Module 3	⚙️
☰	Resources	⚙️
☰	Roster	⚙️
☰	Site Info	⚙️
☰	Statistics	🔒 ⚙️
☰	Syllabus	⚙️
☰	Tests & Quizzes	⚙️
☰	Sakai	⚙️
☰	Apereo	⚙️

Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.

Save **Cancel** **Reset** **Sort Alphabetically**

Click **Save** at the bottom of the screen to save your reorder.

Sort tools alphabetically.

Save **Cancel** **Reset** **Sort Alphabetically**

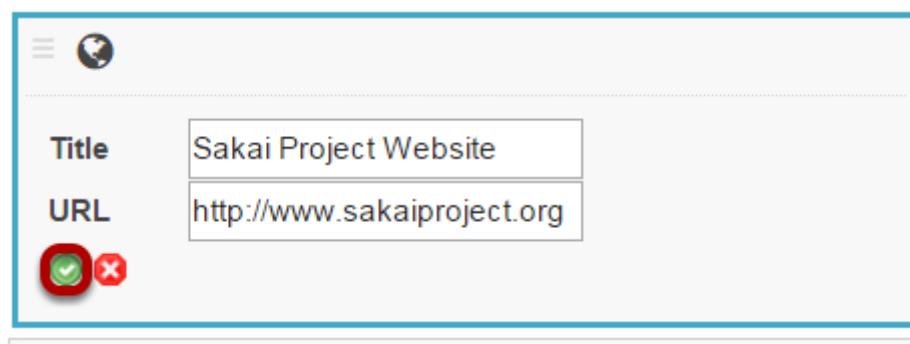
Click the **Sort Alphabetically** button at the bottom of the page to arrange all of the tools in alphabetical order by title.

Rename a tool.

The screenshot shows a list of tools on the left: 'Sakai' and 'Apereo'. On the right, a gear icon is selected, revealing a dropdown menu with four options: 'Edit Tool Title' (highlighted with a red box), 'Make Tool Invisible to Students', and 'Delete this Tool'. A yellow warning bar at the bottom states: 'Warning: Making tools invisible does not prevent access to them by students or faculty.'

Click the gear icon to go to the tool settings. Then, select **Edit Tool Title** from the drop-down menu.

Type the new name for the tool.



In this example, the Sakai tool was renamed as Sakai Project Website. Click the green check mark to save your work.

Hide a tool from students.

The screenshot shows a list of tools: 'Resources', 'Roster', 'Site Info', and 'Statistics'. On the right, a gear icon is selected, revealing a dropdown menu with four options: 'Edit Tool Title', 'Make Tool Invisible to Students' (highlighted with a red box), 'Lock Access to this Tool', and 'Delete this Tool'.

Hiding a tool from students allows them to access the tool from other areas of the site, but they do not see it listed in the Tool Menu.

Click the gear icon to go to the tool settings. Then, select **Make Tool Invisible to Students** from the drop-down menu.

Invisible tools are indicated by a "hidden" icon in the tool order list.



In this example, the Resources tool is hidden from students.

Lock access to a tool.



Locking access to a tool disables it for student use. Students will not see it in the menu, and they also will not be able to access that tool from other areas of the site.

Click the gear icon to go to the tool settings. Then, select **Lock Access to this tool** from the drop-down menu.

Note: Not all tools are lockable. If the tool cannot be locked, that option will not appear in the drop-down menu.

Locked tools are indicated by a padlock icon.



Delete a tool.



Deleting a tool has the same affect as removing a tool using the [Manage Tools](#) option in Site Info. It will remove the tool from the menu and deactivate it in the site, but it will not delete any content that exists within the tool.

Click the gear icon to go to the tool settings. Then, select **Delete this Tool** from the drop-down menu.

Note: Not all tools can be deleted. If the tool cannot be deleted, that option will not appear in the drop-down menu.

Save your work.



Once you have completed all of your changes, click the **Save** button at the bottom of the list.

How do I add users to my course or project?

For most institutions, student enrollment for registered courses is handled automatically through integration with the institutional student information system. However, if your institution allows site owners to add other participants such as TAs, Designers, etc., this article will walk you through the steps on how to add users.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Add Participants.



Add participant information.

LINK HELP

Add Participants

Students Registered for Course: Officially enrolled students automatically become participants when you add your course roster to the site.

Go to Site Info > Edit Roster > Add Roster to add your roster now if you haven't already.

1 Other Official Participants

Official Email Address or Username
student01
student02
student03
student04

Note: Enter multiples each on separate line (no punctuation)

2 Non-official Participants

Email Address of Non-official Participant
ta@university.edu

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name, first name, all separated by commas, e.g. jdoe@yahoo.com,Doe,John

3 Participant Roles

Assign all participants to the same role
 Assign each participant a role individually

4 Participant Status

Active
 Inactive

5 **Continue** **Cancel**

1. For participants with official usernames, under "Other Official Participants", type each participant's username, one per line.
2. For participants without official usernames, under "Non-official Participants", enter their email addresses, one per line.
3. Under "Participant Roles", choose whether to give all your newly added participants the same role or different roles (i.e. student, instructor, TA, etc.).
4. Under "Participant Status", choose whether to let your newly added participants use the site right away by selecting **Active**, or keep them from accessing the site for now by selecting **Inactive**.
5. Click **Continue**.

Choose participant role.

Choose a Role for Participants

Roles

<input type="radio"/>	Instructor	Can read, revise, delete and add both content and participants to a site.
<input checked="" type="radio"/>	Student	Can read content, and add content to a site where appropriate.
<input type="radio"/>	Teaching Assistant	Can read, add, and revise most content in their sections.

Participants

student01(student01)
student02(student02)
student03(student03)
student04(student04)

Continue

Back

Cancel

For the default option of **Assign all participants the same role**, select the radio button for the desired role and then click **Continue**.

Select individual participant roles.

[LINK](#) [HELP](#)

Choose a Role for Participants

Instructor	Can read, revise, delete and add both content and participants to a site.
Student	Can read content, and add content to a site where appropriate.
Teaching Assistant	Can read, add, and revise most content in their sections.

Username	Role
student01(student01)	Student
student02(student02)	Student
student03(student03)	Student
student04(student04)	Student
assistant(Assistant, Teaching)	Teaching Assistant

[Continue](#) [Back](#) [Cancel](#)

If you chose to **Assign each participant a role individually**, use the drop-down menus to the right of the participants names to select each participant's role, and then click **Continue**.

Choose to send or not send a notification email.

Add participant(s) to Discussion 1 SMPL101

An email can be automatically sent to the added users notifying them of the site's availability.

Send Now - send an email now to users notifying them that the site is available
 Don't Send - do not send an email notifying new participants about the site's availability

[Continue](#) [Back](#) [Cancel](#)

You may choose the **Send Now** option to send a notification email to participants if desired. The default setting is **Don't send**.

Click the **Continue** button.

Confirm addition of participants.

[LINK](#) [HELP](#)

Confirming Add Participant(s) to Discussion 1 SMPL101

The following will be added to your site when you click the **Finish** button below.

They will not be sent an email notifying them of the site's availability.

Name	Id	Role	Status
student01	student01	Student	Active
student02	student02	Student	Active
student03	student03	Student	Active
student04	student04	Student	Active
Assistant, Teaching	assistant	Teaching Assistant	Active

Finish **Back** **Cancel**

Review the list of site participants and their roles to confirm that they will be added to your site.

If the information is correct, click the **Finish** button.

How do I remove users from my course or project?

Note: Sakai does not destructively delete user data when removing users from a site. Therefore, if you remove a user from your site, and then later reinstate that user, all of the user's activity within the site will remain intact once you add the user back into the course or project.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Select user(s) to remove.

Discussion 1 SMPL101

Term	Summer 2016
Roster(s) with site access	Discussion 1 SMPL101 (Requested)
Site URL	http://qa01-sakai.marist.edu:8080/portal/site/430117e6-5848-4a7a-a90f-cd558aa31f0f
Site contact and email	Demo Professor
Available to	Site participants only
Modification date	Mar 29, 2016 11:50 am
Modified by	Professor, Demo
Display in Site Browser	Yes (Tell me more...)
Creation date	Mar 29, 2016 11:50 am
Appearance	*default*

Discussion 1 SMPL101 Participant List (# 6)

Viewing 1 - 6 of 6 items

|< < show 200 items per page > >|

[Printable Version](#)

Name	Id	Credits	Role	Status	Remove?
Assistant, Teaching (assistant)			Teaching Assistant	Active	<input checked="" type="checkbox"/>
Professor, Demo (demoprofessor)			Instructor	Active	<input type="checkbox"/>
student01 (student01)			Student	Active	<input type="checkbox"/>
student02 (student02)			Student	Active	<input type="checkbox"/>
student03 (student03)			Student	Active	<input type="checkbox"/>
student04 (student04)			Student	Active	<input type="checkbox"/>

[Update Participants](#)

In the **Remove** column, check the box in the row for the user(s) you want to remove from your site.

Tip: You can remove all users from the site by checking the box at the top of the column right next to the Remove column header. However, be sure that you uncheck yourself so you don't remove your own access!

Click Update Participants.

[Update Participants](#)

How do I add a class roster?

Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Edit Class Rosters.



Click Add Roster.

[ADD ROSTER\(S\)](#)

Edit Roster Access for Discussion 1 SMPL101

There is no class assigned to the site Discussion 1 SMPL101 yet

[Cancel](#)

Select the term and class(es).

Editing Course/Section Information for Discussion 1 SMPL101

Add Roster(s) Access to Discussion 1 SMPL101:

* Academic term: Summer 2016 ▾

No rosters listing you as an instructor have been found for the term you have selected.

[Add course\(s\) and/or section\(s\) not listed above...](#)

[Continue](#)

[Cancel](#)

From the drop-down menu, select the appropriate academic term.

If you are listed as the instructor of record for certain courses in your course catalog, those courses and their sections will be listed.

Or, select to add courses not listed above.

Course/Section Information

Course/Section(s) Selection - - Summer 2016

You have indicated the following class(es) to add to this site:

Please find course/section by entering the information below

1 Subject: Sample Department ▾

2 Course: SMPL101 ▾

3 Section: Select
Discussion 1 SMPL101
Discussion 2 SMPL101
Discussion 3 SMPL101

Current Selection:

Discussion 1 SMPL101 (Requested)

4 * Authorizer's username: demoprofessor

Email will be sent asking for authorization for you to create this site.

5 Special Instructions:

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)
[Still cannot find your course/section?](#)

6 **Continue** Back Cancel

1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. If you are not listed as the instructor of record for a course, enter the instructor's username.
An email message requesting the instructor's authorization for the site will be sent.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the roster.

*Tip: If you have more rosters to add, click on the **Save and add another section** link to add additional sections.*

Click Add Class(es).

Request Site Access: Discussion 1 SMPL101...

Please confirm the addition of the following sections to your class site.

Class Information

The following class(es) were already assigned to this site:

You have indicated the following class(es) to add to this site:

Discussion 1 SMPL101 (Requested)

[Add Class\(es\)](#)

[Back](#)

[Cancel](#)

How do I delete a class roster?

Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Edit Class Rosters.



Select roster to be deleted.

A screenshot of the Edit Roster Access dialog box. It shows a table with a single row for "Discussion 3 SMPL202 (requested)". The "Remove" column contains a checkbox, which is checked and highlighted with a red box. At the bottom are two buttons: "Remove Selected" and "Cancel".

Edit Roster Access for Discussion 3 SMPL202	
Roster	Remove
Discussion 3 SMPL202 (requested)	<input checked="" type="checkbox"/>

Remove Selected Cancel

Place a check mark in the Remove column for the roster(s) you want to delete.

Click Remove Selected.



How do I create groups?

You may create groups in your site in several different ways:

- Manually create and assign users to a group.
- Create joinable groups that site participants can elect to join.
- Automatically generate groups by user role, number of groups per site, or number of users per group.
- Import group information from a file.

Go to Site Info.



Select the **Site Info** tool in the Tool Menu of your site.

Click on Manage Groups.



Click on the **Manage Groups** button.



Click the **Create New Group** button.

Enter group information.

Create New Group

Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

1 *Group Title
Chapter 1 Group Presentation

Description

Allow members to see the other members of this group

Joinable set: --None-- ▾

2 Membership

Site Member List

Role: Instructor
Role: Student
Role: Teaching Assistant
Professor_Demo (demonprofessor)
student03 (student03)
student04 (student04)
student05 (student05)
student06 (student06)
student07 (student07)
student08 (student08)
student09 (student09)
student10 (student10)

Group Member List

student01 (student01)
student02 (student02)

3  

4  

1. Enter a title for the group.
2. In the Site Member List, click on a site participant/s in the membership list to select the user/s.
3. Click on the right arrow button > to move the selected participant/s over to the Group Member List area.
4. Once you have indicated all of the desired group members, click on the **Add** button to create the group.

Tip: You may select more than one name at a time in the participant list by using SHIFT+Click to select a range of consecutive names, or CTRL+Click to select more than one non-consecutive name.

Create a joinable group.

CREATE NEW GROUP

CREATE NEW JOINABLE SET

AUTO GROUPS

IMPORT FROM FILE

Click the **Create New Joinable Set** button.

Specify the joinable set details.

Create Joinable Set

Joinable sets consist of automatically created groups that users can elect to join. Each group in a set begins with the set name and ends with a unique number. An individual can join one group per set.

1

* Set name: Study Group

* Number of groups:

2

3

* Max members per group:

3

4

Allow user to see group membership before joining

Allow members to see the other members of these groups after joining

Allow members to unjoin (leave) groups in this set after joining

4

Add

Cancel

1. You will need to enter a **title** for the set of groups. Each group will begin with the same name and end with a unique number.
2. Indicate the **number of groups**.
3. Enter the **max members per groups**.
4. Click **Add** to create the joinable set.

Optionally, you may also select any of the following options:

- Allow users to see group membership before they join a group
- Allow members to see the other members of these groups after joining
- Allow members to unjoin (leave) groups in this set after joining

Automatically generate groups.

CREATE NEW GROUP

CREATE NEW JOINABLE SET

AUTO GROUPS

IMPORT FROM FILE

Click on the **Auto Groups** button.

Create groups by role.

Create New Group(s)

Please select course rosters or roles to create a group for each selected item. If you select a single roster or role from the respected table, you can create randomized sub-groups from the members of that item.

From Roles

<input type="checkbox"/>	Role
<input checked="" type="checkbox"/>	Instructor
<input checked="" type="checkbox"/>	Teaching Assistant
<input checked="" type="checkbox"/>	Student

Add **Cancel**

To create separate groups for different user roles in the course, select one or more roles and then click **Add**.

Create random groups by number of groups.

From Roles

1 Role
 Instructor
 Teaching Assistant
 Student

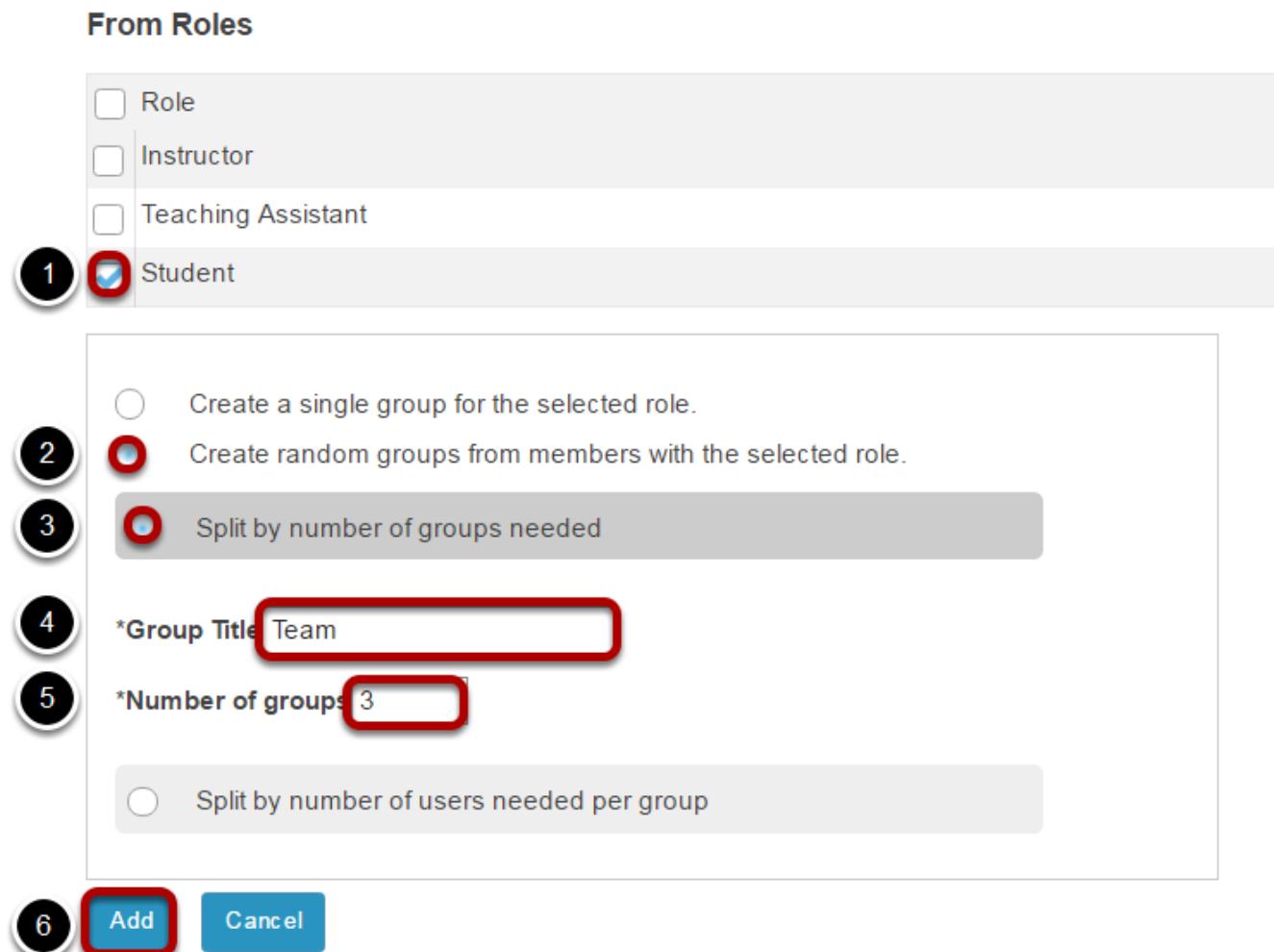
2 Create a single group for the selected role.
 Create random groups from members with the selected role.
3 Split by number of groups needed

4 *Group Title

5 *Number of groups

6 Split by number of users needed per group

6 **Add** **Cancel**



1. Select a single role from which to create subgroups (e.g. Student).
2. Select the **Create random groups from members with selected role(s)** radio button.
3. Select the **Split by number of groups needed** radio button.
4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Numbers will be appended to the title.
5. Enter the **Number of groups** you would like to have for the site. Users will be randomly assigned to each group and distributed as equally as possible.
6. Click the **Add** button to auto-generate your groups.

Create random groups by number of users per group.

From Roles

1 Role
 Instructor
 Teaching Assistant
 Student

2 Create a single group for the selected role.
 Create random groups from members with the selected role(s).

3 Split by number of groups needed

4 Split by number of users needed per group

*Group Title Team

*Number of users per group 3

6 **Add** **Cancel**

1. Select a single role from which to create subgroups (e.g. Student).
2. Select the **Create random groups from members with selected role(s)** radio button.
3. Select the **Split by number of users needed per group** radio button.
4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Numbers will be appended to the title.
5. Enter the **Number of users per group** you would like to have. Users will be randomly assigned to each group and the number of groups is determined by the class size divided by number of users per group.
6. Click the **Add** button to auto-generate your groups.

Import from file.

CREATE NEW GROUP **CREATE NEW JOINABLE SET** **AUTO GROUPS** **IMPORT FROM FILE**

Click on the **Import from file** button.

Choose file.

Upload a file containing the groups you wish to create

File requirements

The CSV file should contain the group details in the columns: group title, username.

Columns must be in the order above, but **do not include a row of column headers**.

Fields must be comma separated, contain no spaces between fields and each field surrounded with double quotes if it is to contain a space.

No file chosen

Click the **Choose File** button to browse for and select your import file.

Your import file should be in comma-separated (CSV) format with two columns of data. The first column should contain the group title, and the second column should contain the username of the site participant. Do not include a column header row and do not include spaces.

Once you have uploaded your file, click **Continue**.

How do I link to a parent site?

Parent sites can be useful in managing large courses with many sections, or a program that has a central site.

For example: Course ABC1234 has 15 sections. There are three TAs in this course who are each managing five sections. There can be a parent course called ABC1234 and then three child courses (Sections 1234,2345,3456; Sections 4567,5678,6789; Sections 7891,8912,9123). TAs are assigned only to the sections they manage. The content, announcements, communications, etc., can take place at the parent course level. Graded items and gradebooks will be housed at the child course level.

Or another example: The Nursing program has a site where all nursing students get information and communicate with program administrators. This site would be the parent site and each of the 15 Nursing courses can be child courses to the parent site.

Note: Participants will only access the sites in which they are enrolled. So in the Nursing example above, students would only see the nursing courses in which they are enrolled, and the parent site. They would not see the other Nursing child courses in which they are not enrolled. In the ABC1234 example, students would only see their own child courses and the parent site, not all three child courses.

Go to Site Info.



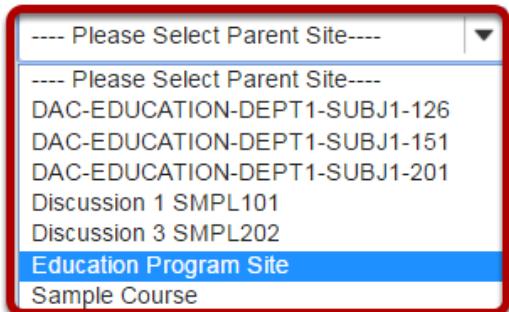
Select the **Site Info** tool from the Tool Menu of your site.

Click Link to Parent Site.



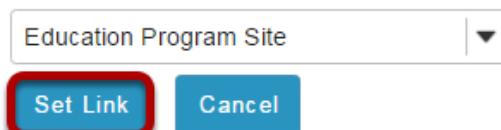
Select the parent site from the drop-down menu.

Linking this site to a parent site does not affect membership or permission or tool behavior or tool content in either the parent or child sites. Linking to a parent site simply means that for users who are members of both sites and have permission to view both sites, they will see navigation hints and breadcrumb navigation showing site links between the parent and child sites. A site can have many child sites pointing to it, but a child site can have only one parent.

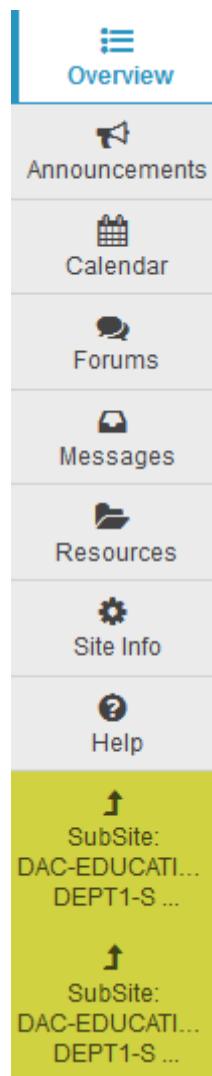


Click Set Link.

Linking this site to a parent site does not affect membership or permission or tool behavior or tool content in either the parent or child sites. Linking to a parent site simply means that for users who are members of both sites and have permission to view both sites, they will see navigation hints and breadcrumb navigation showing site links between the parent and child sites. A site can have many child sites pointing to it, but a child site can have only one parent.



Example: Parent/child sites in the parent site.



In the parent site, the child courses show up in the Tool Menu.

Example: Parent/child sites in the child site.

The screenshot shows a Sakai child site interface. At the top, there is a breadcrumb navigation bar with the following items: "Education Program Site > DAC-EDUCATION-DEPT1-S ... > **OVERVIEW**". Below this is a header section with a back arrow icon, the text "SITE INFORMATION DISPLAY", and three buttons: "EDIT", "LINK", and "HELP". On the left side, there is a vertical sidebar menu with the following items: "View Site" (with a dropdown arrow), "Overview" (selected, indicated by a blue background), and "Announcements". The main content area displays the site name "DAC-EDUCATION-DEPT1-SUBJ1-101".

In the child site, the link to the parent site appears in the breadcrumbs.

How do I control site access?

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Access.



Select your Site Status (i.e published or unpublished).

Site Status

Publishing your site makes it available to the site participants.

- Publish site - accessible to all site participants
- Leave as Draft - accessible only to site maintainers

Published sites are available to all site participants. If the site is left as draft, or [unpublished](#), only instructors/site owners may access it.

Designate additional access.

Additional Access

As well as site members, you can allow other people to access your site without being a member of the site.

By Origin

- Internal users
- Provided users

By Role

- All Staff
- All Students
- All Users

You may also allow other users to access your site according to their authentication origin or role. These users can access your site without being enrolled.

Site Visibility.

Site Visibility

Display in Site Browser

If site visibility is set to **Display in public site list**, all people with access to the Sakai system may search for your site from the [Worksite Setup](#) tool. If set to **Private**, your site will not show up in a search.

Select your Global Access setting.

Global Access

Global access settings allow you to decide who has access to your site once it is published.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- Limit to official course members or to those I add manually (recommended)
- Allow any QA01 user to join the site

In most cases, site owners keep the default value for **Limited to whom I add manually, or through automatic roster updates**. This will restrict enrollment to people that you add or that are enrolled automatically from your institution's registration system.

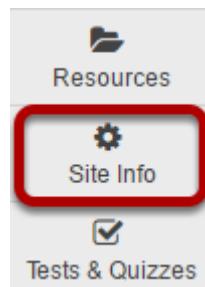
If the site is set to **Display in public site list** (above) AND the option **Allow anyone to join the site with valid login id** is selected, anyone in your system may search for and join your site.

How do I duplicate a site?

Duplicating a site makes an exact copy of the content of your current site. Student participation and grades are NOT copied to the duplicate site.

Note: Your institution may or may not have this option enabled.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Duplicate Site.



Enter a title for the new site.

Duplicate site Discussion 1 SMPL101

Duplicating a course site will create a new course site with content that instructors/administrators created, but for privacy reasons will not copy items added to the site by general users/students.

* Site Title: **Discussion 2 SMPL102**

* Academic term: **Summer 2016 ▼**

Duplicate

Cancel

Select term.

Duplicate site Discussion 1 SMPL101

Duplicating a course site will create a new course site with content that instructors/administrators created, but for privacy reasons will not copy items added to the site by general users/students.

* Site Title

* Academic term: ▾

Click Duplicate.

Duplicate

Click Duplicate. The new site is added to your list of sites. You will be automatically enrolled in the new site as the site owner. No one else will be enrolled automatically so other users will need to be enrolled.

How do I copy my content from one site to another?

Navigate to the new, empty site where you would like to copy the content.

Select the new empty site.

Be careful to select the empty course shell that will be the destination for the content you are about to copy. (You do not want to overwrite an existing course with a blank site, as this will delete your content.)

Select the Site Info tool in the Tool Menu.



Select Import from Site.

IMPORT FROM SITE

Click the "I would like to replace my data" link.

Import Data

Please choose a method below to proceed:

[I would like to replace my data](#)

Any existing data will be overwritten, replaced by your import data. This method allows you to import Gradebook settings.

[I would like to merge my data](#)

Your imported data will merge with existing data. This method does not import Gradebook settings.

[I would like to merge my user\(s\)](#)

Your imported user(s) will merge with existing users. This method does not import roster-provided users.

Selecting the option to replace your data will transfer your site content, as well as your Gradebook settings.

Tip: If you have existing content that you do not want to overwrite, or if you do not want to import Gradebook settings, you could choose the "merge my data" link instead.

Select the course you want to copy from.

 LINK  HELP

Import Material from Other Sites

Import Material from Other Sites

You can replace material in one of your sites by importing material from another site that you own. Any existing data will be overwritten, replaced by your import data.

- DAC-EDUCATION-DEPT1-SUBJ1-101
- DAC-EDUCATION-DEPT1-SUBJ1-126
- DAC-EDUCATION-DEPT1-SUBJ1-151
- DAC-EDUCATION-DEPT1-SUBJ1-201
- DEMO 100 100 Summer 2016
- Discussion 1 SMPL101
- Discussion 2 SMPL102
- Discussion 3 SMPL202
- Education Program Site
- Sample Course

 Continue

 Back

 Cancel

Click Continue.

 Continue

Back

Cancel

Choose the material you would like to copy.

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from this site.

	Sample Course
Announcements	<input checked="" type="checkbox"/>
Assignments +	<input checked="" type="checkbox"/>
Calendar +	<input checked="" type="checkbox"/>
Forums +	<input checked="" type="checkbox"/>
Gradebook	<input checked="" type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>
Resources +	<input checked="" type="checkbox"/>
Tests & Quizzes +	<input checked="" type="checkbox"/>

Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

[Finish](#) [Back](#) [Cancel](#)

WARNING: If you do not select to import ALL materials from the origin site then some links may break in the content which is imported. Please review your content after import when importing partial materials.

You may select all of the tools or a subset of tools if you prefer.

If a tool is not active in the current site, the tool will have a + mark to indicate that it will be added to the current site if selected for import.

Click Finish.



Once you have made your tool selections, click **Finish** to complete the import.

Note: The content import process may take a while depending on how much content you have, or if your institution has a queue for course imports on the server. Please wait for the process to finish.

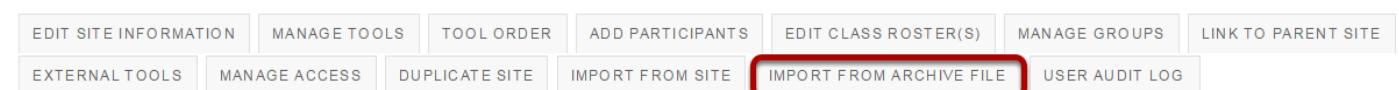
How do I import content from an archive file?

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Import from Archive File.



Choose a file to import.

Import Materials From Archive File

A screenshot of a file selection dialog box. It has a blue header bar with the text "Choose a file to import". Below this is a "File" label and a "Choose File" button. A yellow highlight surrounds the "Choose File" button, and the text "valid-bb6-export.zip" is displayed next to it. At the bottom are two buttons: "Import" (in a teal box) and "Cancel".

Choose a file to import

File

Choose File valid-bb6-export.zip

Import Cancel

Click the **Choose File** button to browse for and select your import file. Once you have located your file, the filename will display on this screen.

Note: Sakai supports several import file types (e.g. IMS Common Cartridge Archives, Blackboard Archive files, etc.). However, you may need to check with your system administrator to determine the file import options currently enabled on your system and the best file format for you to use.

Click Import.



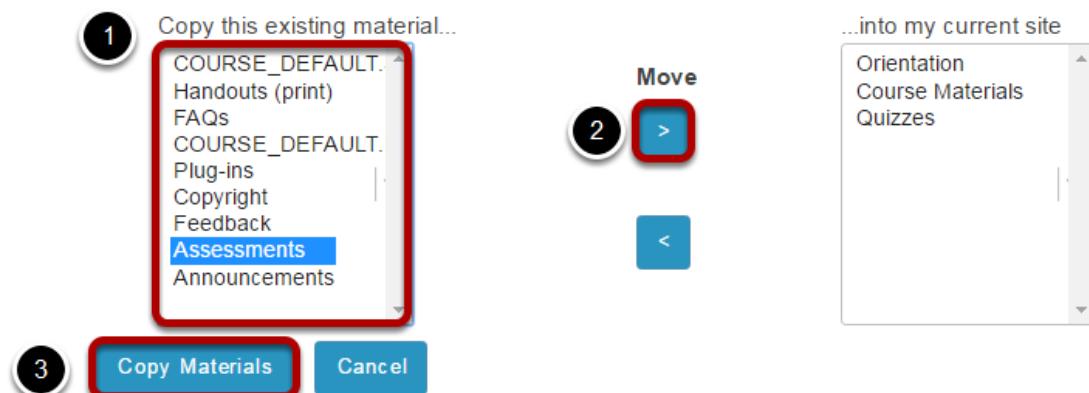
Click the **Import** button and wait for the file to be uploaded and processed. Depending on the size of the file, this may take some time.

Select the content to be imported.

Copy Materials from Other Sites

Choose material to copy this site.

You can choose to re-use (copy) materials from other sites that you own. If you choose to import materials from a file, you may only copy materials from one site. All materials are copied, and all dates for such items as schedule entries are not updated.



You will see a list of content types from your import file on the left.

1. Click on the item you want to import to select it. (You may select multiple items using CTRL+Click for PC or CMD+Click for Mac).
2. Use the right pointing arrow button under **Move** to move the item(s) over to the list of material to be imported.
3. Click **Copy Materials** to import the selected content.

Confirm the import.

Confirm Tools

Confirm the copying of other sites' material to this site

Confirm the copying of the following tools to your present site:

Orientation -> Resources

Course Materials -> Resources

Quizzes -> Resources

Assessments -> Tests & Quizzes

>

Finish

Back

Cancel

What is the User Audit Log?

The User Audit Log displays manual enrollment and user update information for your site. If anyone adds a user, removes a user, or changes a user's role in the site, a log of the change will be noted here.

Note: Currently this log displays add/remove/update events, for manually updated events only. It does not display automated course enrollment activity such as events handled via Web Services or other SIS integration.

Go to Site Info.



To access this feature, select the **Site Info** tool from the Tool Menu of your site.

Click User Audit Log.



View event information.

1	2	3	4	5	6
Name	Username	Role	Date	Event	Source
student06	student06	Student	Mar 21, 2016 5:41:18 PM	Add	Professor, Demo (demoprofessor)
student05	student05	Student	Mar 17, 2016 3:24:58 PM	Add	Professor, Demo (demoprofessor)
student04	student04	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student03	student03	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student02	student02	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student01	student01	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
Professor, Demo	demoprofessor	Instructor	Mar 2, 2016 4:48:28 PM	Add	Administrator, Sakai (admin)

The following information will display:

1. **Name:** The name of the user account that was modified.
2. **User ID:** The user id of the user account that was modified.
3. **Role:** The role of the user account that was modified.
4. **Date:** The date and time that the change was made.

5. **Event:** The type of change that was made to the account (i.e. add user to course, remove user from course, or update user role).
6. **Source:** The name and user id of the account that initiated the event.

Note: You may sort by any of the columns by clicking on the column heading. Click on the heading again to sort in the opposite direction (ascending/descending).

How do I add LaTex language to my course site?

Sakai can display LaTex equations as mathematical notation in most tools. Using LaTex options, instructors and students can simply write LaTex in an enabled tool and the resulting equation will be displayed beautifully.

Go to Site Info.



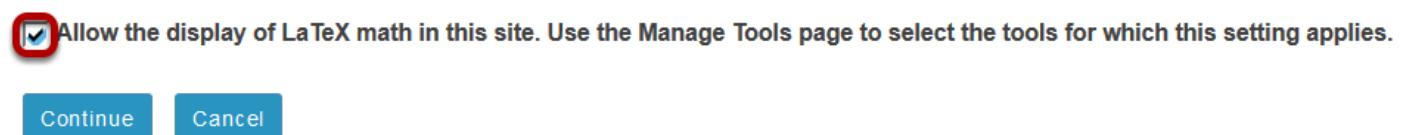
Select the **Site Info** tool in the tool menu of your site.

Click on Edit Site Information.



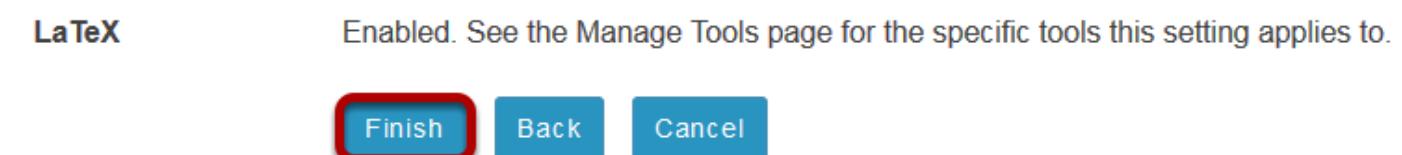
Click on the **Edit Site Information** button.

Select "Allow the display of LaTex math in this site." Click Continue.



Scroll to the bottom of the **Edit Site Information** screen to find the check box to enable the LaTex language for the site. Then click **Continue**.

Click Finish to confirm.



Click **Finish** to confirm addition of LaTex to the course site.

Click Manage Tools.



From **Site Info** button menu, select **Manage Tools**. This opens *Course Site Tools* screen.

Check LaTex box next to tool names to enable.

Selected tools	LaTeX	Remove
Overview	<input checked="" type="checkbox"/>	
Announcements	<input checked="" type="checkbox"/>	
Assignments	<input checked="" type="checkbox"/>	
Chat Room	<input type="checkbox"/>	
Forums	<input type="checkbox"/>	
Site Info	<input type="checkbox"/>	
Tests & Quizzes	<input checked="" type="checkbox"/>	

Use **Selected Tools** list (upper right hand side of *Course Site Tools* screen) to check boxes for all tools in which you want to use LaTex equations.

Click Continue, then Finish.

Confirming site tools edits for **SU16-MATH-20100-02**

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Announcements (Announcements)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Chat Room (Chat Room)
Site Info (Site Info)

You have enabled the display of LaTeX math in Announcements, Assignments, Forums, Tests & Quizzes

Finish

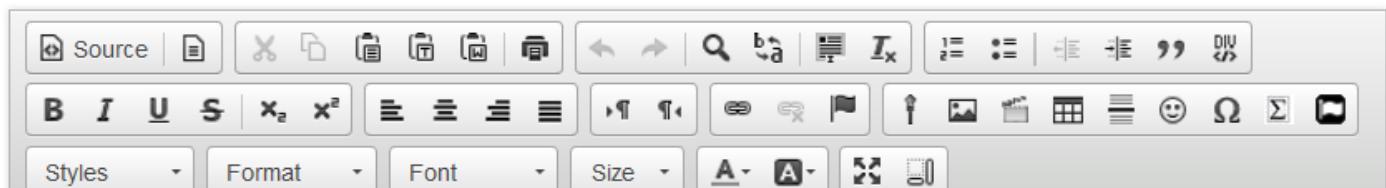
Back

Cancel

Confirmation screen displays tools for which LaTex has been enabled. Click **Finish** to confirm.

Enter LaTex equation in rich text editor of selected tools.

Assignment Instructions *



Explain this equation:

\$\$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}\$\$

Insert " \$\$ " before and after mathematical equation to set it apart from the rest of the text. Math equations are editable in the edit screen of the tool, but will display as equation in preview and student view.

Equation displays as expected in student view.

Assignment Instructions

Explain this equation:

\$\$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}

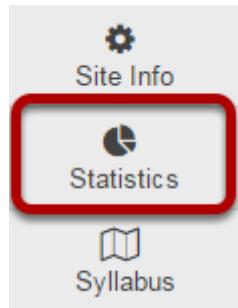
Statistics

What is the Statistics tool?

The Statistics tool allows authorized users (typically instructors or site owners) to view site usage statistics and user activity events.

Summary statistics can be viewed the initial tool landing page. These summary reports present a quick overview of site usage. Additionally, custom reports may be created on the Reports page for more detailed reporting.

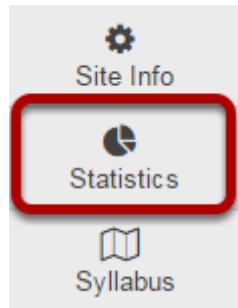
To access this tool, select Statistics from the Tool Menu of your site.



How do I view summary reports in the Statistics tool?

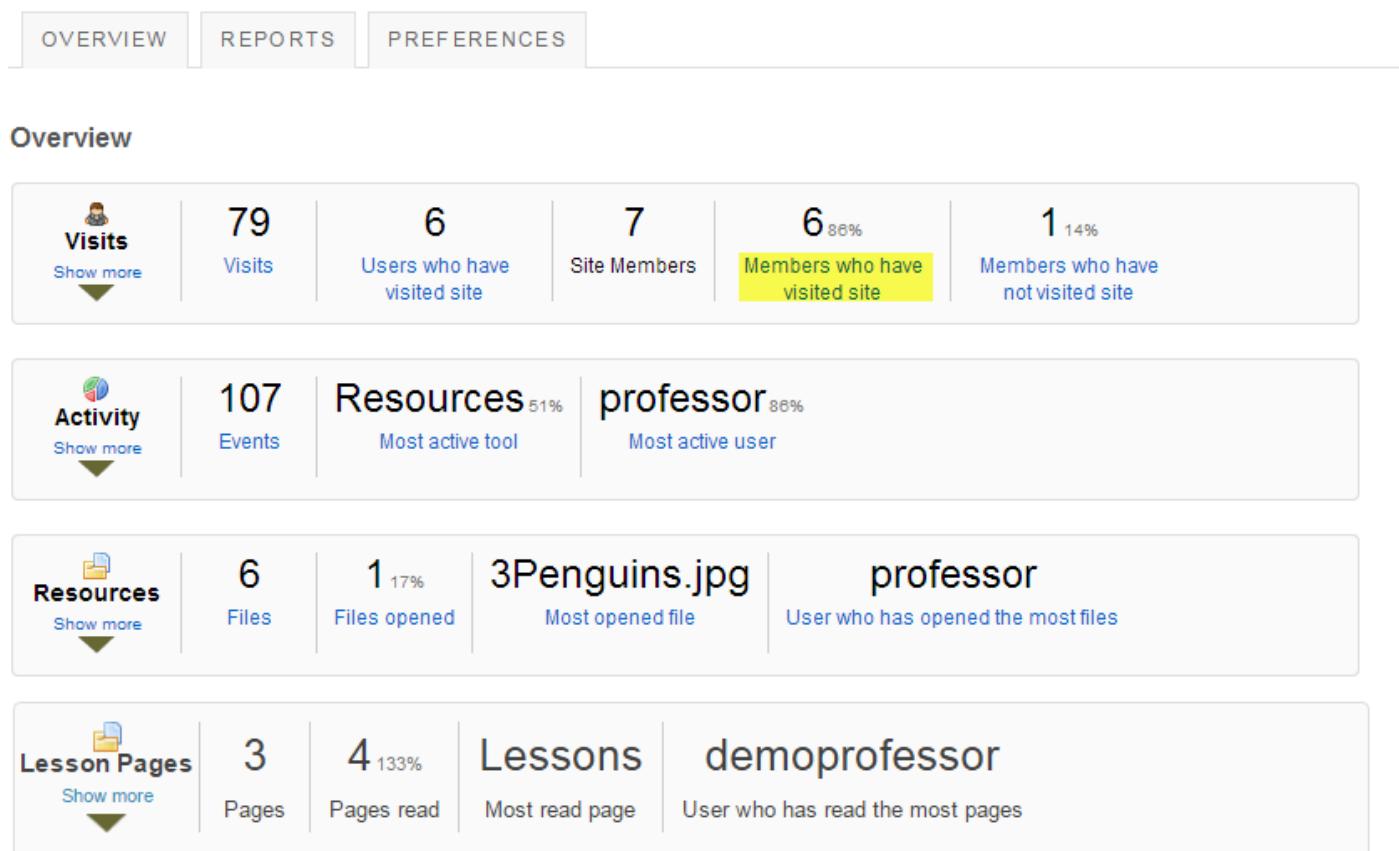
Note: Depending on the system configuration, statistics may be updated instantly or on a regular time interval (e.g., once per day). Also, site visits and/or presence time in site may not be enabled on the system. (Ask the system administrator to enable these items if needed.)

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

View Overview reports.



Summary reports are displayed on the Statistics tool landing page for Visits, Activity, and Resources.

The following information is displayed for **Visits** from the Overview page:

- **Visits:** Total number of site visits.
- **Users who have visited site:** Total number of distinct users that visited the site.
- **Site members:** Total number of users that are member of the current site.
- **Members who have visited site:** Total number and percentage of users that are site members and have visited the site. This number may be different from Unique Visits if there are visits from users that are no longer members of the site.
- **Members who have not visited site:** Total number and percentage of users that are site members and have not visited the site.
- **Average presence time per visit:** Average time an user stays present on the site, per visit.

The following information is displayed for **Activity** from the Overview page:

- **Events:** Total number of site activity events (from the list specified on the tool Preferences page).
- **Most active tool:** The tool that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the value will display the full tool title.
- **Most active user:** The user that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the user EID will display the full user name.

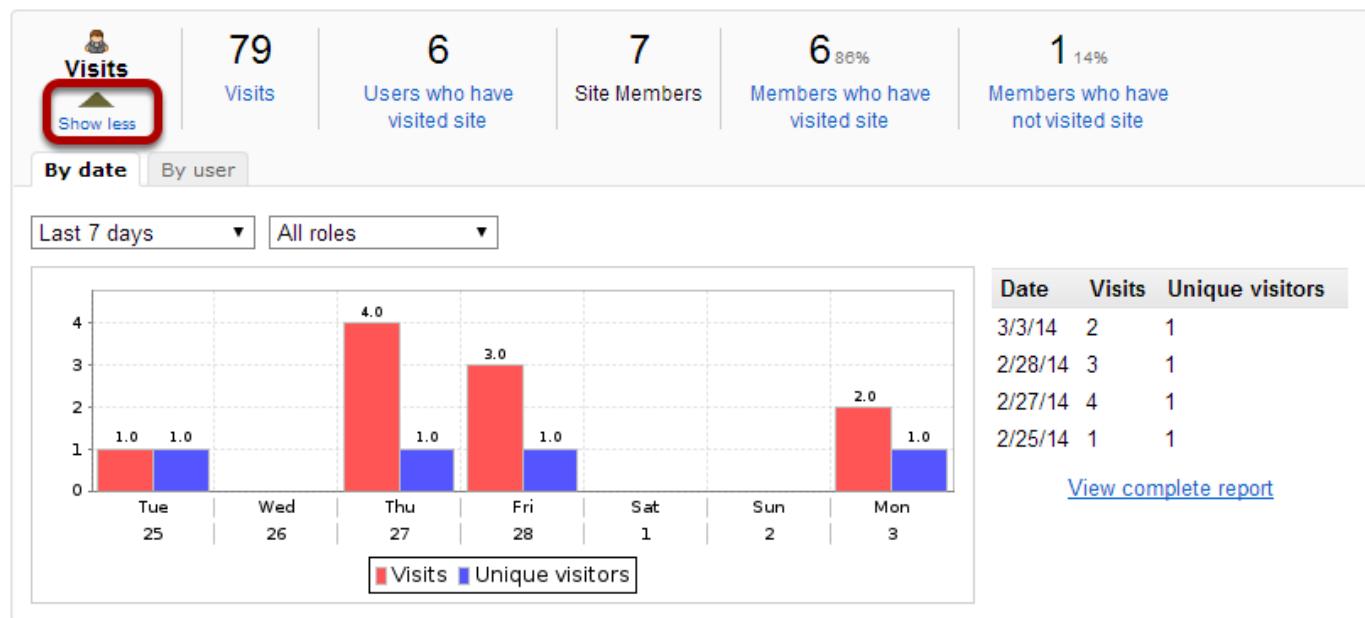
The following information is displayed for **Resources** from the Overview page:

- **Files:** Total number of existing site files (folders excluded) from the Resources tool.
- **Files opened:** Total number and percentage of site files (folders excluded) from the Resources tool that were already opened for reading.
- **Most opened file:** The site file (from the Resources tool) that were most opened for reading. Hovering the mouse over the value will display the full resource file name.
- **User who has opened the most files:** The user that opened most site files (from the Resources tool) for reading. Hovering the mouse over the user EID will display the full user name.

*Note: A more detailed report can be obtained by clicking on any of the items above (e.g., clicking on **Members who have not visited site** will display a report of all site users that never visited the site).*

View Visits details.

Overview



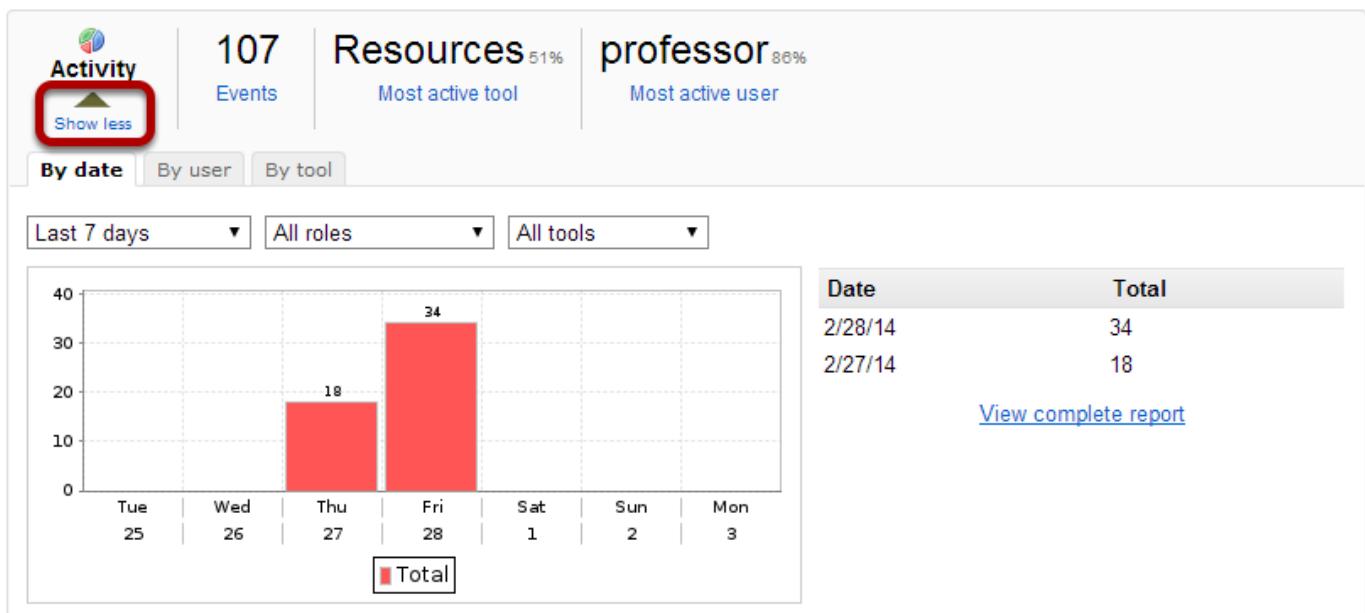
Clicking the **Show more/less** link will expand or collapse the Visits report. The act of entering a site is considered a site visit.

Clicking the **Show more** link will present a chart and table view for a quick view of visits statistics.

- Clicking **By date** or **By user** will group statistics by date or user, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

Note: On the same login date, if an user enters/exits the same site multiple times only one visit will be recorded.

View Activity details.

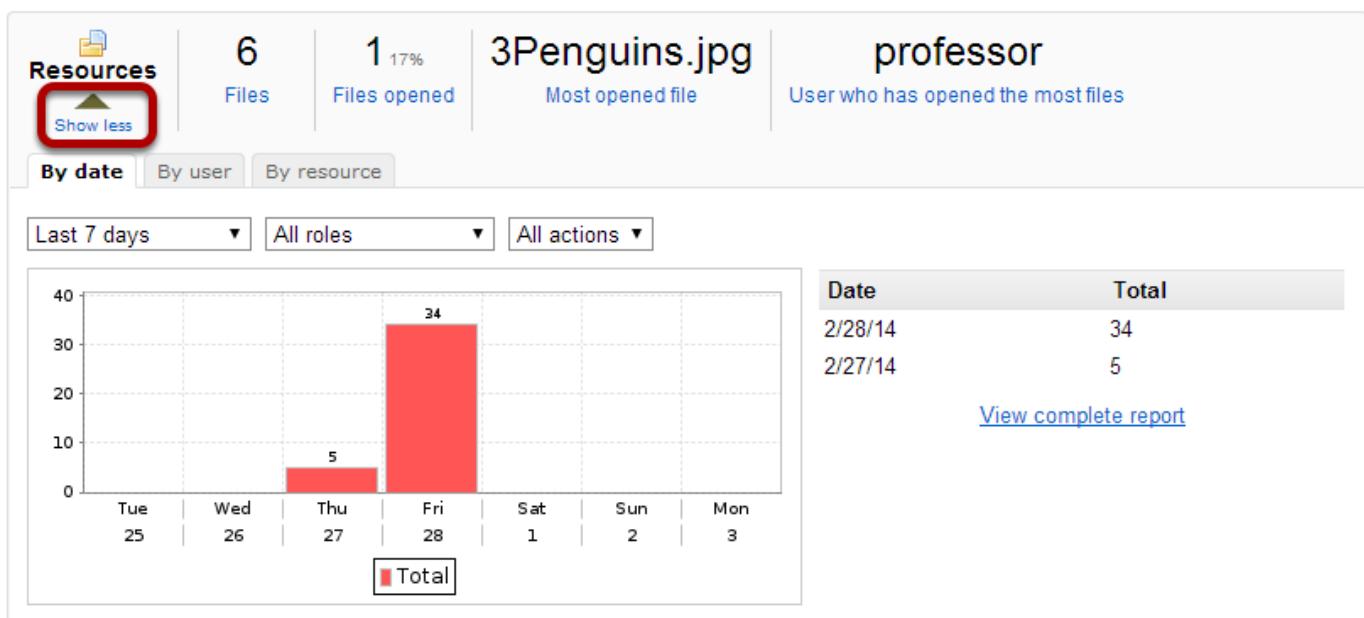


Clicking the **Show more/less** link will expand or collapse the Activity report. Events generated by tool actions (e.g., new chat message, resource opened, etc.) are considered activity.

Clicking the **Show more** link will present a chart and table view for a quick view of activity statistics.

- Clicking on **By date**, **By user** or **By tool** will group statistics by date, user or tool, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

View Resources details.



Clicking the **Show more/less** link will expand or collapse the Resources Overview report. Any file/folder item related activity (new, open, edit or delete) will display in this report.

Clicking on **Show more** link will present a chart and table view for a quick view of resource activity statistics.

- Clicking on **By date**, **By user** or **By resource** will group statistics by date, user or file, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

Note: On the Overview page, resource statistics refer to files from the Resources tool only.

View Lesson Pages details.

Lesson Pages 3 4 133% Lessons demoprofessor

Show less Pages Pages read Most read page User who has read the most pages

By date **By user** **By page**

Last 7 days | All roles | All actions |

Date	Total
3/29/16	13

[View complete report](#)

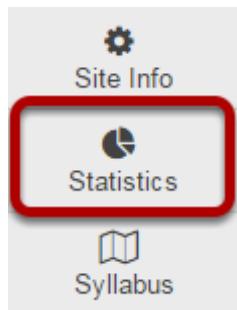
Clicking the **Show more/less** link will expand or collapse the Lesson Pages Overview report. Any Lesson-related activity will display in this report.

Clicking on **Show more** link will present a chart and table view for a quick view of Lessons activity statistics.

- Clicking on **By date**, **By user** or **By page** will group statistics by date, user or page, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

How do I create and run a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Add.

A screenshot of a "Reports" page. At the top, there are three tabs: "OVERVIEW", "REPORTS", and "PREFERENCES". Below the tabs, the word "Reports" is displayed. A section titled "My reports" contains the text "Private reports, available for this site only." and a button labeled "Add" with a green plus sign icon. This "Add" button is highlighted with a red rectangular border. Below this section, a light blue box displays the message "No reports defined.".

Enter a title and description. (Optional)

New report

 **Report** Specify report title and description (required when saving/editing the report).

Title:

Description:

Note: If you plan to save your report, a title is required.

Select What?

 **What?** Select activity to report.

Activity:

Visits

Visits

Events

Resources

This option allows to configure the type of activity to report. You can choose to report on Visits, Events, or Resources.

Visits

Activity:

Visits

Select **Visits** to report on site visits.

Events

Activity: **Events** | Select by tool

Selection:

The screenshot shows a user interface for selecting activity types. At the top, there is a dropdown labeled "Activity" with "Events" selected, and a link "Select by tool". Below this is a section labeled "Selection" containing a dropdown menu. The menu has "All" selected at the top, followed by a list of tools: Announcements, Assignments, Calendar, Forums, Gradebook, and Lessons. A red box highlights the "Events" dropdown.

Select **Events** to report on activity (either by tool or by event). Click on the desired tools/events in the list of tools displayed. You may also select **All** to display events for all available tools.

Resources

Activity: **Resources**

Selection:

The screenshot shows a user interface for selecting resource activity. At the top, there is a dropdown labeled "Activity" with "Resources" selected, and a link "Select by tool". Below this is a section labeled "Selection" containing two checkboxes: "Limit to action:" and "Limit to resource". Under "Limit to action:", there is a dropdown menu with options: New, Read, Revise, and Delete, where "New" is highlighted. Under "Limit to resource", there is a list of resources: Resources (selected), Drop Box, and Attachments. A red box highlights the "Resources" dropdown.

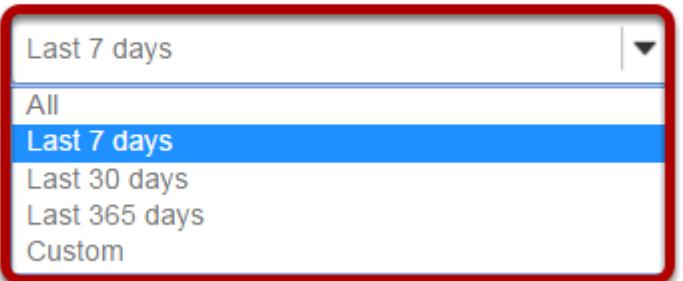
Select **Resources** to report on file/folder activity. This selection can be filtered by:

- **Action:** New (file uploaded/folder created), Read (file opened for reading), Revise (file details or contents changed) or Delete (file/folder deleted).
- **Resources:** Restricts report to selected files/folders or to files under selected folders.

Select When?

 **When?** Select time period to report.

Period:



Last 7 days

All

Last 7 days

Last 30 days

Last 365 days

Custom

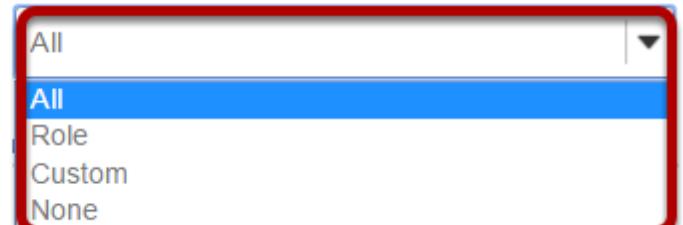
This option allows to configure the time period to report.

- **All:** All activity since site creation.
- **Last 7 days:** Activity from the last 7 days.
- **Last 30 days:** Activity from the last 30 days.
- **Last 365 days:** Activity from the last 365 days.
- **Custom:** Activity from a user-specified date interval.

Select Who?

 **Who?** Select users to report.

Users:



All

All

Role

Custom

None

This option allows to configure the users to report.

- **All:** All site users.
- **Role:** Users with the a user-specified role.
- **Group:** Users with the a user-specified group.
- **Custom:** Users selected from the presented list. Multiple users can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.
- **None:** To report users that doesn't match all the specified report conditions (e.g., selecting "Visits" + "All" date + "None" will report users that never visited the site).

Select How?

 **How?** Specify how results should be presented.

Totals by:

- User
- Tool
- Event**
- Resource
- Resource action
- Date

This option allows to configure how the report will be presented. **Totals by:** Defines how to group report data (eg, selecting "User" + "Date" will present a report grouped by user and date). Multiple fields can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.

- **Number of results:** Allows to limit the number of report results.
- **Presentation:** Defines how the report will be presented (table and/or chart).
- **Chart type:** Defines the type of chart to be presented (bar, pie or timeseries (line or bar)).
- **Chart data source/Chart series source:** Defines the main source of chart data. Only fields selected on Totals by will be selectable.
- **Grouped by:** (Bar chart only) Defines the grouping field for chart data. Only fields selected on Totals by will be selectable.

Limit number of results. (Optional)

Number of results: Limit to:

Select Presentation format.

Presentation:

- Table
- Table**
- Chart
- Table & Chart

Click Save Report.

Generate report

Save report

Back

Click **Save Report** to save this report to your list of custom reports.

Tip: If this is a one-time report that you do not want to save, you may select Generate Report instead to run it without saving.

Click on the report title to run the report.

Reports

Report 'All visit in last 7 days for all users' saved successfully

My reports Private reports, available for this site only.

 Add

 [All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

View report.

Report: 'All visit in last 7 days for all users'

 [Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)

Activity type: Visits

Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:07 am

User selection type: All

Report date: Mar 29, 2016 10:07 am

Viewing 1 to 2 of 2 items

|< < Show 20 ▼ > >|

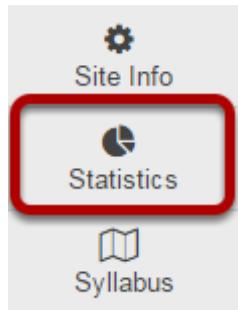
User ID	Name ▲	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

[Export ->](#)

How do I duplicate a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Duplicate.

Reports

My reports Private reports, available for this site only.

[Add](#)

[All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

Click the **Duplicate** link under the report you would like to copy.

The copied article will appear in the list of reports.

Reports

My reports Private reports, available for this site only.

 [Add](#)

 All visit in last 7 days for all users Edit Duplicate Delete	
 Copy of All visit in last 7 days for all users Edit Duplicate Delete	

Note: The duplicated report will have "Copy of" at the beginning of the title.

How do I edit a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Edit.

Reports

My reports Private reports, available for this site only.

[Add](#)

[All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

Click the Edit link under the report you would like to modify.

Modify report and save.

Editing report 'All visit in last 7 days for all users'

 **Report** Specify report title and description (required when saving/editing the report).

Title: All visit in last 7 days for all users

Description:

 **What?** Select activity to report.

Activity: Visits

 **When?** Select time period to report.

Period: Last 7 days

 **Who?** Select users to report.

Users: All

 **How?** Specify how results should be presented.

Totals by:

- User
- Tool
- Event
- Resource
- Resource action
- Date

Number of results: Limit to: 20

Presentation:

Table

Generate report

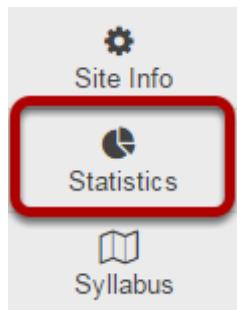
Save report

Back

You will be able to modify all of the same options that you set when you [created the report](#). Click **Save Report** to save your changes once your edits are complete.

How do I delete a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Delete.

Reports

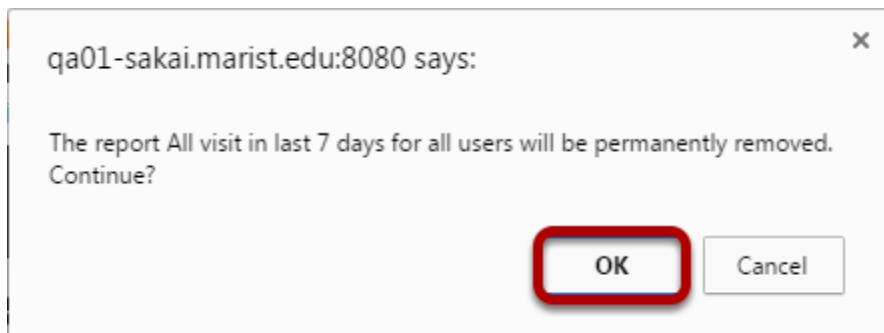
My reports Private reports, available for this site only.

[Add](#)

All visit in last 7 days for all users Edit Duplicate Delete	
---	--

Click the **Delete** link under the report you would like to remove.

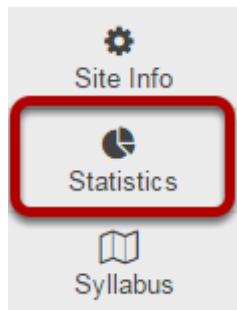
Confirm deletion.



You will be prompted to confirm the report deletion. Click **OK** to continue and permanently remove the report.

How do I print a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Report: 'All visit in last 7 days for all users'

[Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:23 am
User selection type: All
Report date: Mar 29, 2016 10:23 am

Viewing 1 to 2 of 2 items				
User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#) [Export ->](#)

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Click the Printable Version link.

Report: 'All visit in last 7 days for all users'

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:23 am
User selection type: All
Report date: Mar 29, 2016 10:23 am

[Printable version](#)

Viewing 1 to 2 of 2 items

|< < Show 20 > >|

User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

[Export ->](#)

Click Send to printer.

[Send to printer](#)

Report: 'All visit in last 7 days for all users'

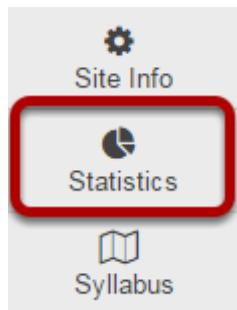
Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:24 am
User selection type: All
Report date: Mar 29, 2016 10:24 am

User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

Your report will open in a new window for easier printing. Click on the **Send to printer** link in the top left corner to print your report.

How do I export a report?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Report: 'All visit in last 7 days for all users'

[Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:26 am
User selection type: All
Report date: Mar 29, 2016 10:26 am

Viewing 1 to 2 of 2 items

|< < Show 20 > >|

User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

[Export ->](#)

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Click Export.

Report: 'All visit in last 7 days for all users'

 [Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)
Activity type: Visits
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:26 am
User selection type: All
Report date: Mar 29, 2016 10:26 am

Viewing 1 to 2 of 2 items

|< < Show 20 ▼ > >|

User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

[Export ->](#)

Choose your export format.

[Back](#)

[Export XLS](#)

[Export CSV](#)

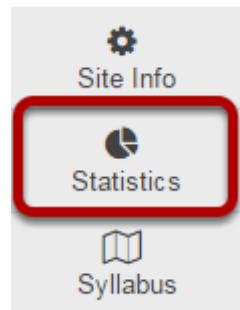
[Export PDF](#)

Select the desired file format for your report to download the file.

- **Export XLS** will export the report to a Microsoft Excel file.
- **Export CSV** will export the report to a Comma Separated Values file.
- **Export PDF** will export the report to a Portable Document Format file.

How do I modify preferences in the Statistics tool?

Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

Click Preferences.



Set your site preferences for reports.

General

General options

Only list tools available in this site

Chart

Chart presentation options

Display item labels on bar charts

Chart alpha-transparency: 100% ▾

Activity definition

Tools/events included as 'activity'

All tools

Announcements

Announcement new

Announcement revise (own)

Announcement revise (other)

Announcement delete (own)

Announcement delete (other)

Assignments

Gradebook

Forums

Messages

Resources

Tests & Quizzes

Calendar

Site Info

Syllabus

Statistics

Lessons

4 Update Cancel

Check the boxes next to the items you want to select.

1. General options:

- **List only tools available in site** will automatically filter the list of tools presented on the Report editing page with the tools available in site.

2. Chart presentation options:

- **Display item labels on bar charts**: This option will display labels with total values on charts that don't require labels to be shown (e.g., Pie charts always require values to be displayed).
- **Charts alpha-transparency**: This option allows to specify a transparency level for rendered charts.

3. Tools/events processed as 'Activity':

This option allows to select the tool events that will count as Activity on the tool Overview page.

- Clicking on **All tools** will always use all existing tool events. Since tools can be added/removed from a site or made available/unavailable on current instance, this option ensures that all tools are always selected.
- Clicking on a Tool will select/unselect all related tool events.
- Clicking on a Event will select/unselect only that event.

4. Click **Update** to save your settings.

Note: You also may click the + symbol next to individual tools to expand and show distinct events within a given tool.

Syllabus

What is the Syllabus tool?

The Syllabus tool provides a place in the course site for the instructor to post a syllabus and for students to access the syllabus.

Instructor Options for Posting a Syllabus

File Attachment: Instructors may add a document (ie. .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original document on their computer, remove the attachment and replace it with the edited document.

Webpage from Document: Instructors may create a webpage syllabus from a text document using the Rich Text Editor in the Syllabus tool. Instructors may copy and paste the text from the document into the Rich Text Editor to create a webpage version of your file. Students may read the document in the Syllabus tool, and there is also a "print" option to print the syllabus. Any edits the instructor wants to make to the syllabus can be done directly in the Rich Text Editor.

Multi-Part Syllabus: Instructors can create a multi-part syllabus by adding one syllabus item at a time. This allows the instructor to reorder or remove individual items in the syllabus. The Syllabus tool allows users to bulk add items by number of items or by dates. If the instructor likes to organize the syllabus by weeks or class meetings, this is good option to use.

Point to Webpage: If the instructor has a syllabus posted on a webpage, the instructor may direct the Syllabus tool to that syllabus.

To access this tool, select the Syllabus from the Tool Menu of your site.



How do I create a multi-part syllabus based on number of items needed?

You can create a multi-part syllabus based on the number of items needed, outlined here, or using a date and calendar format in the "[How do I create a multi-part syllabus by dates?](#)" tutorial.

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu of your site.

Click Bulk Add.



Enter Syllabus information.

Bulk Create Syllabus Items

Create syllabus items in bulk by either specifying the number of items you want to create or by a date range. Syllabus items will be created for each selected day of the week that falls between the start and end dates.

A screenshot of the "Bulk Create Syllabus Items" form. The form has four main sections numbered 1 through 4. 1. A title input field containing "Syllabus Fall 2016" with a red border. 2. A radio button labeled "Create syllabus items by number of items needed" which is selected, indicated by a red circle around the radio button. 3. A "Number of Items" input field containing the value "8" with a red border. 4. A "Add and Publish" button which is highlighted with a red border. Below the form are two buttons: "Add" and "Cancel".

1. Enter a title.

2. Select the radio button for **Create syllabus items by number of items needed**.
3. Enter the number of syllabus items you would like to have.
4. Click **Add and Publish**.

You will then be taken to a screen where you see the number of syllabus items requested and may edit them there.

Click the arrowhead icon to the left of an item to expand the item.

The screenshot shows a list of syllabus items under the heading "Syllabus Fall 2016 - 1". The first item, "Syllabus Fall 2016 - 1", has its details expanded, indicated by a downward-pointing arrowhead icon to its left. This expanded view includes a "Click to add body text" link, an "Add attachments" button, and two "Click to add start date" and "Click to add end date" links. Below this, seven other syllabus items are listed, each with a similar set of controls. The entire interface is framed by a blue header bar.

Syllabus Item	Actions
Syllabus Fall 2016 - 1	Click to add body text Add attachments Click to add start date Click to add end date
Syllabus Fall 2016 - 2	Click to add start date Click to add end date
Syllabus Fall 2016 - 3	Click to add start date Click to add end date
Syllabus Fall 2016 - 4	Click to add start date Click to add end date
Syllabus Fall 2016 - 5	Click to add start date Click to add end date
Syllabus Fall 2016 - 6	Click to add start date Click to add end date
Syllabus Fall 2016 - 7	Click to add start date Click to add end date
Syllabus Fall 2016 - 8	Click to add start date Click to add end date

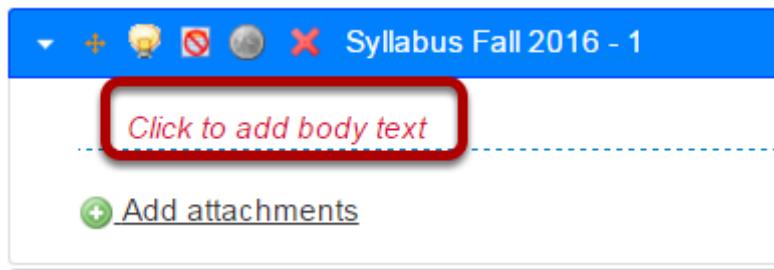
This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

Add an attachment to this Syllabus item. (Optional)

The screenshot shows a simplified version of the syllabus item editor. It features a blue header bar with the title "Syllabus Fall 2016 - 1". Below the header is a "Click to add body text" link. At the bottom of the page is a prominent red-bordered "Add attachments" button, which is the target of the user's action.

Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.



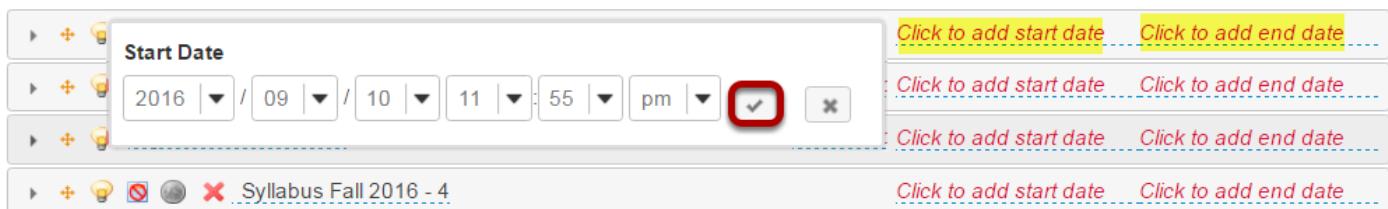
Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

Edit the heading of a syllabus item.



By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

Add start and/or end dates for each syllabus item. (Optional)



Adding start and/or end dates allows you to determine a time range for when students may view this syllabus item. Click **Click to add start date** or **Click to add end date** and use the drop down menus to select the date and time. Click the checkmark to save your work.

OR manually hide/release the Syllabus item. (Optional)

▶ + Syllabus Fall 2016 - 1	2016/09/10 11:55 pm	Click to add end date
▶ + DRAFT - Syllabus Fall 2016 - 2		Click to add start date Click to add end date
▶ + Syllabus Fall 2016 - 3		Click to add start date Click to add end date

Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Item 1 is available to students on Sept. 10th at 11:5pm. Item 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

Rearranging syllabus items.

▶ + Syllabus Fall 2016 - 1	2016/09/10 11:55 pm	Click to add end date
▶ + DRAFT - Syllabus Fall 2016 - 2	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 3	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 4	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 6	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 5	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 7	Click to add start date	Click to add end date
▶ + Syllabus Fall 2016 - 8	Click to add start date	Click to add end date

Click any syllabus item and drag it to the location where you want it.

Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.

How do I add my syllabus as a file attachment?

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu in your site.

Click Add Item.

A screenshot of the Syllabus tool's "Add Item" interface. At the top, there is a horizontal bar with several buttons: "ADD ITEM" (highlighted with a red border), "BULK ADD", "BULK EDIT", "REDIRECT", and "PRINT VIEW". To the right of these are two small buttons: "LINK" and "HELP". Below this bar, a light blue message box contains the text "No Syllabus currently exists.".

An "Add Item" window opens where you type the name of the item - "Syllabus Spring 2014" for example.

Type the Title of the item and click Add.

Add Item

Title
Syllabus Fall 2016

Content

body p

Add and Publish Add Cancel

The screenshot shows a 'Add Item' dialog box. At the top left is the title 'Add Item'. Below it is a 'Title' field containing 'Syllabus Fall 2016', which is highlighted with a red box. Underneath is a 'Content' section with a large empty area. At the bottom are three buttons: 'Add and Publish', 'Add' (which is also highlighted with a red box), and 'Cancel'.

Add Attachments

DRAFT - Syllabus Fall 2016 Click to add start date Click to add end date

Click to add body text

Add attachments

The screenshot shows a 'DRAFT - Syllabus Fall 2016' header with icons for file operations. Below is a dashed line labeled 'Click to add body text'. At the bottom is a button labeled 'Add attachments' with a red box around it.

Click the **Add attachments** button to browse for your file.

Browse for your file.

Add Attachment X

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
Oceanography101Syllabus.pdf	<input type="button" value="x Remove"/>

Upload local file

No file chosen

or a URL (link to website)

Select a resource

Location: DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

Actions
<input style="border: none; background-color: transparent; font-size: small; margin-right: 10px;" type="button" value="Title"/> <input style="border: none; background-color: transparent; font-size: small;" type="button" value="Edit"/>
DAC-EDUCATION-DEPT1-SUBJ1-101
<input style="border: none; background-color: transparent; font-size: small; margin-right: 10px;" type="button" value="Show other sites"/> <input style="border: none; background-color: transparent; font-size: small;" type="button" value="New folder"/>

To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.

Publish Your Syllabus

The screenshot shows the Syllabus editor interface. At the top, there is a toolbar with icons for back, forward, and search, followed by the text "DRAFT - Syllabus Fall 2016". To the right are two buttons: "Click to add start date" and "Click to add end date". Below the toolbar, there is a red box around a lightbulb icon. A dashed line separates this from the main content area, which contains the text "Click to add body text" and a link to "Oceanography101Syllabus.pdf". At the bottom left is a button labeled "Add attachments".

You will be returned to the main Syllabus screen. To publish your syllabus, click the gray light bulb icon. The icon turns yellow to signify that the syllabus is published.

Add Start and End Dates. (Optional)

The screenshot shows the Syllabus editor interface with a date selection dialog box open. The dialog is titled "Start Date" and contains dropdown menus for year (2016), month (08), day (25), hour (12), minute (00), and AM/PM (am). A red box highlights the checkmark icon at the bottom right of the dialog. A dashed line separates the dialog from the main content area, which contains the text "Click to add Body text" and a link to "Oceanography101Syllabus.pdf". At the bottom left is a button labeled "Add attachments".

To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

How do I create a syllabus using cut and paste from a document?

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu in your site.

Click Add Item.



An "Add Item" window opens where you type the name of the item.

Enter a title.

PSYCH 400 001 SU12: Syllabus

Add syllabus...

Complete this form, then choose the appropriate button at the bottom. A * means required information.

* Title

Syllabus

A title is required. You may enter something simple, such as "Syllabus" here.

Enter your syllabus title and paste text.

Add Item

Title
Syllabus

Content

Add and Publish Add Cancel

*Tip: Using the **Paste from Word** option will remove any Word-specific code from your pasted text.*

Paste the text into the Paste from Word window.

The screenshot shows a 'Content' editor interface with a toolbar at the top. Below the toolbar, there is a text area containing the following text:

```
Oceanography 101  
Introduction to Oceanography|  
Course Objectives
```

A red box highlights the text area. At the bottom of the 'Content' editor, the text 'body p' is visible. A 'Paste from Word' dialog box is overlaid on the editor. The dialog box contains the following message:

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.
Please paste inside the following box using the keyboard (Ctrl/Cmd+V) and hit OK

The text from the 'Content' editor is pasted into the dialog box. The 'OK' button at the bottom of the dialog box is highlighted with a red box.

Click OK

Make edits to the text in the Rich Text Editor.

The screenshot shows the 'Add Item' dialog box with a title 'Syllabus'. The content area contains the following text:

Oceanography 101
Introduction to Oceanography

Course Objectives

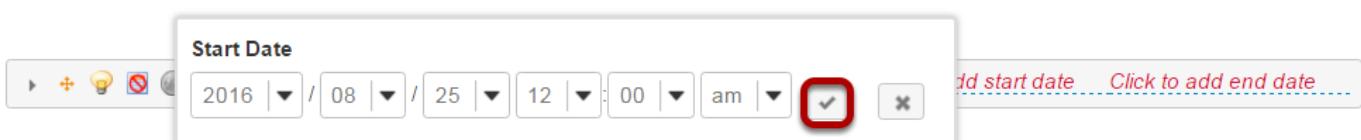
A. Communication Skills

body div h3 span Auto Saved Word Count : 1624

At the bottom right, there are three buttons: 'Add and Publish' (highlighted with a red box), 'Add', and 'Cancel'.

Review the text to make sure it appears as you intend. Make any edits using the formatting icons built into the Rich Text Editor. When you are done, click **Add and Publish**.

Add start and end dates. (Optional)



To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

How do I print the syllabus?

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu of your site.

Click Print View.

A screenshot of the 'Print View' interface. At the top, there are buttons for 'EXPAND ALL' (with a green arrow icon), 'PRINT VIEW' (highlighted with a red border), and 'LINK' and 'HELP' buttons. Below this is a list of syllabus sections, each with a small triangle icon: 'Course Information', 'Instructor Information', 'Course Objectives', 'Attendance Policy', 'Accessibility Statement', 'Academic Integrity/Plagiarism Statement', and 'Grading'.

- ▶ Course Information
- ▶ Instructor Information
- ▶ Course Objectives
- ▶ Attendance Policy
- ▶ Accessibility Statement
- ▶ Academic Integrity/Plagiarism Statement
- ▶ Grading

Click Send to Printer.

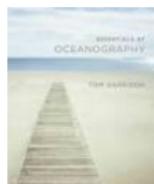
[Send To Printer](#) [Close Window](#)

Course Information

OCE 101 – Introduction To Oceanography

Planet Earth's ocean covers over seventy percent of its surface, yet oceanographic research has only recently come to its full potential with the advent of new technologies. This course in Introductory Oceanography emphasizes the need to understand geologic, chemical, physical, and biologic processes or features that occur in ocean environments. It is designed to be thorough enough to prepare you for more advance work, while presenting the concepts to non-majors in a way that is meaningful and not overwhelming. We will consider the course a success if you have learned how to think critically about the ocean in an organized, logical way.

Required Text:



Essentials of Oceanography, 6th Edition

by Garrison

Publisher: Brooks/Cole, Cengage Learning

Copyright Year: 2011

Publishing Date: 2011/07/30

ISBN: 0840061552

Instructor Information

Demo Professor

Email: demoprof@institution.edu

Phone: (555) 555-5555

Office: Building A, Room 123

Course Objectives

A. Communication Skills:

Upon successful completion of this course the student should be able to:

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic, chemical and biologic features of the world's ocean, and the basic relationships and interactions between ocean, continents, and atmosphere.

B. Quantitative Reasoning Skills:

Upon successful completion of this course the student should be able to:

Evaluate and solve problems related to ocean features and processes by use of maps, charts and graphs of tectonic plate motions, sediment settling rates, chemical features and changes in seawater, biologic primary production, and characteristics of oceanic life.

A new window will open which displays the entire syllabus in a single window. Click the **Send to Printer** link in the top left of the window to print.

How do I point my syllabus to a webpage?

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu in your site.

Click Redirect

A screenshot of the "Syllabus" tool interface. At the top is a navigation bar with several buttons: "ADD ITEM", "BULK ADD", "BULK EDIT", "REDIRECT" (which is highlighted with a red rectangular border), and "PRINT VIEW". To the right of the navigation bar are two small icons: "LINK" and "HELP". Below the navigation bar is a message box containing the text "No Syllabus currently exists.".

Enter the URL of the webpage location of your syllabus

Redirect Syllabus

* URL

Open this link in a new window

Save **Cancel**

Click the checkbox if you want the webpage to open in a new window.

Click Save

Redirect Syllabus

* URL

Open this link in a new window

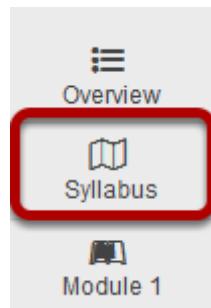
Save **Cancel**

How do I create a multi-part syllabus by dates?

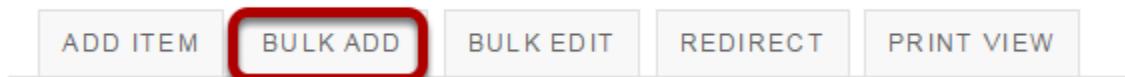
You can create a multi-part syllabus using a date and calendar format, outlined here, or based on the number of items needed in the "[How do I create a multi-part syllabus based on the number of items needed?](#)" tutorial. The date and calendar format creates a specific syllabus item for each meeting time of the class.

Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu in your site.



Click Bulk Add.



Enter syllabus title and date information.

Bulk Create Syllabus Items

Create syllabus items in bulk by either specifying the number of items you want to create or by a date range, in which a syllabus item will be created for each selected day of the week that falls between the start and end dates.

- 1 * Title
- 2 Create syllabus items by number of items needed
 Create syllabus items by dates
- 3 * Start Date
- 4 * End Date
- 5 * Start Time
- 6 End Time
- 7 Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday
* Class meeting days
- 8

1. Type in title for the syllabus.
2. Select the radio button next to the **Create syllabus items by dates** option.
3. Enter the start date of the semester using the date-picker calendar icon.
4. Enter the end date of the semester using the date-picker calendar icon.
5. Enter the start time of the class.
6. (Optional) Enter the end time of the class.
7. Check the appropriate boxes to select which days of the week this course will meet.
8. Click **Add and Publish**.

A syllabus item will be created for each class meeting during the dates you specified.

ADD ITEM BULK ADD BULK EDIT REDIRECT EXPAND ALL PRINT VIEW [LINK](#) [HELP](#)

▶ + Week - 1	2016/08/23 6:00 PM	Click to add end date
▶ + Week - 2	2016/08/30 6:00 PM	Click to add end date
▶ + Week - 3	2016/09/06 6:00 PM	Click to add end date
▶ + Week - 4	2016/09/13 6:00 PM	Click to add end date
▶ + Week - 5	2016/09/20 6:00 PM	Click to add end date
▶ + Week - 6	2016/09/27 6:00 PM	Click to add end date
▶ + Week - 7	2016/10/04 6:00 PM	Click to add end date
▶ + Week - 8	2016/10/11 6:00 PM	Click to add end date
▶ + Week - 9	2016/10/18 6:00 PM	Click to add end date
▶ + Week - 10	2016/10/25 6:00 PM	Click to add end date
▶ + Week - 11	2016/11/01 6:00 PM	Click to add end date
▶ + Week - 12	2016/11/08 6:00 PM	Click to add end date
▶ + Week - 13	2016/11/15 6:00 PM	Click to add end date
▶ + Week - 14	2016/11/22 6:00 PM	Click to add end date
▶ + Week - 15	2016/11/29 6:00 PM	Click to add end date
▶ + Week - 16	2016/12/06 6:00 PM	Click to add end date

This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

Click the arrowhead icon to the left of an item to expand the item and edit.

▶ + Week - 1 2016/08/23 6:00 PM [Click to add end date](#)

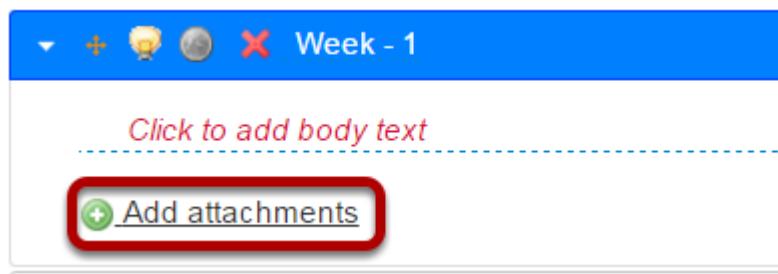
Click to add body text

[Add attachments](#)

▶ + Week - 2	2016/08/30 6:00 PM	Click to add end date
▶ + Week - 3	2016/09/06 6:00 PM	Click to add end date

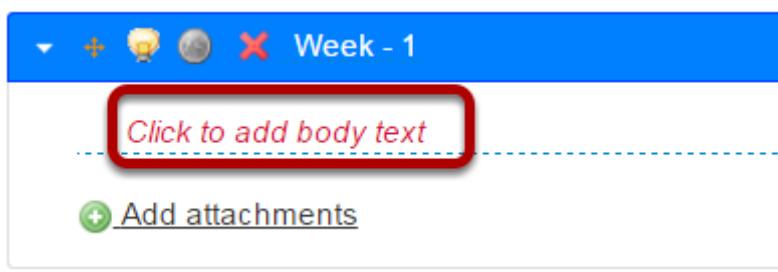
This allows you to edit the Syllabus item.

Add an attachment to this syllabus item.



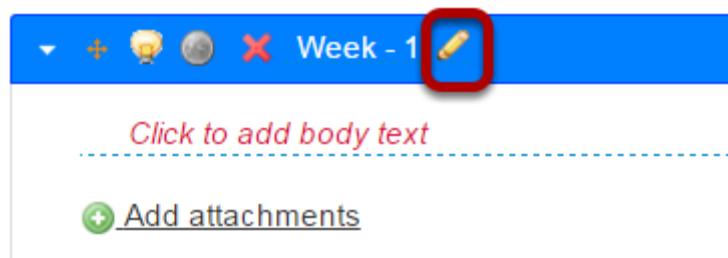
Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.



Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

Edit the heading of a syllabus item.



By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

Hide/release the syllabus item. (Optional)

▶ +    Week - 1	2016/08/23 6:00 PM	Click to add end date
▶ +    DRAFT - Week - 2	2016/08/30 6:00 PM	Click to add end date
▶ +    Week - 3	2016/09/06 6:00 PM	Click to add end date

Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Module 1 is available to students on January 1, 2014 at 8am. Module 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

Rearranging syllabus items.

▶ +    Week - 1	2016/08/23 6:00 PM	Click to add end date
▶ +    Week - 2	2016/08/30 6:00 PM	Click to add end date
▶ +    Week - 3	2016/09/06 6:00 PM	Click to add end date
▶ +    Week - 4	2016/09/13 6:00 PM	Click to add end date
▶ +    Week - 5	2016/09/20 6:00 PM	Click to add end date
▶ +    Week - 6	2016/09/27 6:00 PM	Click to add end date
▶ +    Week - 7	2016/10/04 6:00 PM	Click to add end date
▶ +    Week - 8	2016/10/11 6:00 PM	Click to add end date

Click any syllabus item and drag it to the location where you want it.

Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.

Tests and Quizzes

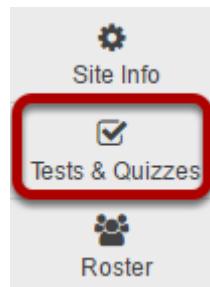
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories-- Working Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Working Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.



Tests & Quizzes tool landing page. (Student View)

Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Chapter Questions 01	n/a	2016-05-18 11:55 PM
Module 01 Quiz	20 min	2016-05-18 11:55 PM

Submitted Assessments

View All Submissions/Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Take an Assessment list at all.

Tests & Quizzes tool landing page. (Instructor View)

The screenshot shows the Sakai Tests & Quizzes tool landing page for an instructor. At the top, there are navigation tabs: ASSESSMENTS (highlighted), QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. To the right are links for LINK and HELP.

Create an Assessment (Section 1):

- Create from Scratch:** A form with an "Assessment Title" input field, two radio button options ("Create using assessment builder" and "Create using markup text"), and a "Create" button.
- Import from File (XML or ZIP):** A button labeled "Import".

Working Copies: not released to students and **Published Copies: released to students** buttons are located below the creation sections.

List of Assessments (Section 2):

Action	Title	Last Modified	Modified Date
-- Select Action --	Chapter Questions 01	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Chapter Questions 02	Demo Professor	2016-04-26 3:27 PM
-- Select Action --	Chapter Questions 03	Demo Professor	2016-04-29 2:10 PM
-- Select Action --	Chapter Questions 10	Demo Professor	2016-04-26 3:27 PM

On entry, the Tests & Quizzes tool shows a two-part interface:

1. Options for creating a new assessment.

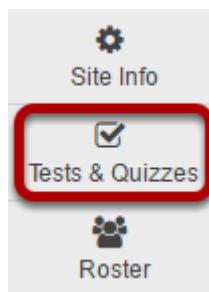
2. A list of existing assessments, the Working Copies (under development) and Published Copies (deployed to students) on different tabs.

How do I create an assessment in Tests and Quizzes?

The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This lesson will show you how to create a simple assessment and add a single question.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Create a new assessment.

The screenshot shows the 'Create an Assessment' page. At the top, there are four tabs: ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right, there are 'LINK' and 'HELP' buttons. Below the tabs, there are two main sections: 'Create from Scratch' and 'Import from File (XML or ZIP)'. The 'Create from Scratch' section contains fields for 'Assessment Title' (with 'New Quiz' typed in and a red box around the input field), 'Create using assessment builder' (radio button selected), 'Create using markup text' (radio button unselected), and a 'Create' button (which has a red box around it). The 'Import from File' section contains an 'Import' button. At the bottom, there are buttons for 'Working Copies: not released to students' and 'Published Copies: released to students'. A table at the very bottom lists one assessment entry: 'Action' (dropdown menu with 'new'), 'Title' (empty), 'Last Modified' (Demo Professor), and 'Modified Date' (2016-03-22 10:52 AM).

Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see [How do I create an assessment from markup text or cut and paste?](#) and [How do I import questions into a new assessment or question pool?](#)

Note: You cannot have more than one assessment with the same title.

Add a question.

The screenshot shows the 'Questions: New Quiz' page in Sakai. At the top, there are navigation links: ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right are links for LINK and HELP. Below the navigation, it says '0 Existing Questions - 0 total points'. A toolbar below the navigation includes 'Add Part', 'Preview', 'Print', and 'Settings'. The main area shows 'Part 1 Default - 0 questions' and buttons for 'Copy to Pool' and 'Edit'. On the left, there's a 'Update Points' button and 'Gateway Accessibility Information'. Below that are links for 'Powered by Sakai', 'Copyright 2003-2016 The Ap...', 'Build Info', and 'Server Time'. A red box highlights the 'Insert New Question' dropdown menu, which lists various question types: select a question type, Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice (which is selected and highlighted in blue), Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool.

Select the type of question you would like to add from the **Insert New Question** drop-down menu.

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options.

Edit Question: New Quiz

Question1 - Multiple Choice

Change Question Type ▾

Answer Point Value 1 1

Display Point Value while student is taking the exam 2

Yes
 No

Answer [\(What's This?\)](#)

- Single Correct
 Multiple Correct, Single Selection
 Multiple Correct, Multiple Selection
 Enable Negative Marking
 Enable Partial Credit

[Reset to Default Grading Logic](#)

Question Text

[Show All Rich-Text Editors](#)

What percent of the Earth's surface is covered by water?

3

Attachments

No Attachment(s) yet

[Add Attachments](#)

4

Most question types allow you to specify:

1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see [How do I add a new question \(with the assessment builder\)?](#) Other options regarding the answer and configuration are specific to the question type.

Note: The [Rich Text Editor](#) is available for use in composing your questions and answers. Click on the [Show All Rich Text Editors](#) link to display the editor.

Choose number of correct responses (for multiple choice).

Answer [\(What's This?\)](#)

- Single Correct
- Multiple Correct, Single Selection
- Multiple Correct, Multiple Selection

You can choose to have a **Single Correct** response, **Multiple Correct, Single Selection**, or **Multiple Correct, Multiple Selection**.

If you select **Single Correct** (the default) you also have the option to **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer. Partial credit allows you to specify a percentage of the question points to be awarded for selecting an incorrect but still partially acceptable answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Enter the answer choices (for multiple choice).

71

Correct Answer

A

[Remove](#)

90

Correct Answer

B

[Remove](#)

66

Correct Answer

C

[Remove](#)

82

Correct Answer

D

[Remove](#)

Insert Additional Answers

select ▾

Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

Choose whether or not to randomize answers (for multiple choice).

Randomize	<input type="radio"/> Yes
Answers	<input checked="" type="radio"/> No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require	<input type="radio"/> Yes
Rationale	<input checked="" type="radio"/> No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part	Part 1 - Default
----------------	------------------

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool	Select a pool name (optional)
----------------------------	-------------------------------

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct Answer
Feedback
(optional)

Incorrect Answer
Feedback
(optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.



Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

Continue adding questions.

Questions: New Quiz

The screenshot shows the 'Questions: New Quiz' page. At the top right, a red box highlights '1 Existing Question - 1 total point'. Below this, a toolbar includes 'Add Part', 'Preview', 'Print', 'Settings', and 'Publish'. A 'Part 1' dropdown shows 'Default - 1 question'. On the right, 'Copy to Pool' and 'Edit' links are available. A question card for 'Single Correct - 1.0 point' is displayed, with a red box around it. The question text is 'What percent of the Earth's surface is covered by water?' with four options: A. 71 (selected), B. 90, C. 66, and D. 82. An 'Answer Key:A' link is below. To the right of the question card are numbered circles 2, 3, and 4. A large blue button at the bottom left says 'Insert New Question' with a dropdown menu 'select a question type'.

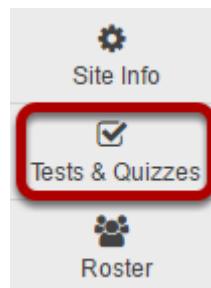
Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, click the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, click the **Edit** link to the right of the question.

Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.

How do I create a new assessment using markup text or cut and paste?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Create your assessment.

The screenshot shows the "Create an Assessment" interface. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT, along with LINK and HELP buttons. The main area is titled "Create an Assessment". It has two main sections: "Create from Scratch" and "Import from File (XML or ZIP)". The "Create from Scratch" section contains the following steps:

- 1 Assessment Title: Quiz 3 (highlighted with a red box)
- 2 Create using assessment builder
 Create using markup text (highlighted with a red circle)
- 3 Create (highlighted with a red box)

Between the two sections is the text "OR". In the "Import from File" section, there is a blue "Import" button.

1. Enter a title for the assessment.
2. Choose the **Create using markup text** radio button.
3. Click **Create**.

Paste your questions.

[ASSESSMENTS](#)[QUESTION POOLS](#)[EVENT LOG](#)[USER ACTIVITY REPORT](#)[LINK](#)[HELP](#)

Create Assessment/Question Pool

Step 1 of 2

Use the text boxes below to modify the name and (optionally) to provide a description for this assessment or question pool. Then enter the questions and answers in the bottom textbox. It is important to follow the correct formatting for each type of question. Examples can be found at the bottom of this page.

Assessment/Question Pool Information

Name	Quiz 3
Description	
Questions	

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

1. (1 points)
Which of the following statements accurately describes a turbidity current?
A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
B. The cause of mid-ocean trenches.
C. A phenomenon associated with violent atmospheric storms at sea.
*D. none of these
2. (1 points)
The deep-ocean basin includes all of the following features EXCEPT:
*A. continental shelf.
B. continental rise.
C. abyssal plains.
D. mid-ocean ridges.

Instructions & Examples

[General Instructions](#)

[Multiple Choice](#)

Instructions: Each answer should begin with its appropriate letter, in alphabetical order. The correct answer should be prefixed with an asterisk (*).

Optionally, the key word #randomize will create questions with randomized answers

Optionally, the key word #rationale will create questions with required rationale

Example:

1. (10 points) (2.5 discount)

Who was the first president of the United States?

- *a. Washington
 - b. Jefferson
 - c. Lincoln
 - d. Clinton
- #randomize
#rationale

[Multiple Correct Answer](#)

[Fill in the Blank](#)

< BackNext >

In this screen, you will see fields for the name and description of the your assessment, and for the questions. Enter your questions into the questions window and then click **Next**.

Note: Your questions must be written in a specific format. Refer to the "Instructions and Examples" shown on this screen for the correct format.

Write your questions in advance.

The screenshot shows a Microsoft Notepad window titled "mod3quiz.txt - Notepad". The window contains a list of six questions, each with a point value and a list of options. The questions are:

1. (1 points)
Which of the following statements accurately describes a turbidity current?
A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
B. The cause of mid-ocean trenches.
C. A phenomenon associated with violent atmospheric storms at sea.
*D. none of these
2. (1 points)
The deep-ocean basin includes all of the following features EXCEPT:
*A. continental shelf.
B. continental rise.
C. abyssal plains.
D. mid-ocean ridges.
3. (1 points)
The continental shelf:
A. is a narrow strip on the East Coast of the United States.
B. is a steeply dipping zone dropping off to the deep seafloor.
C. is a featureless plain unlike the neighboring continent.
*D. is a gently sloping platform with a variable landscape.
4. (1 points)
Which of the following statements accurately describes ALL continental margins?
A. They are regions of great geological stability.
B. They are areas where lithospheric plates are actively moving apart.
C. They are areas of frequent earthquakes and volcanoes, where lithospheric plates are converging or are in collision.
*D. none of the above
5. (1 points)
The great heaps of unconsolidated sediment at the base of the continental slope are known as:
*A. the continental rise
B. the abyssal hills.
C. the abyssal plains.
D. the mid-ocean mountains.
6. (1 points)
The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:
A. frequent earthquake activity.
B. active continental margins.
C. widespread volcanism.
*D. passive continental margins.

Tip: You may find it convenient to prepare questions in advance and then copy and paste them into the question area. Refer to the mark-up text format required and then type up your questions in a text editor. Then, copy and paste your questions into the markup text area.

Check your questions.

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers	Feedback
1	Which of the following statements accurately describes a turbidity current?	Multiple Choice	1		<input type="checkbox"/> A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity). <input type="checkbox"/> B. The cause of mid-ocean trenches. <input type="checkbox"/> C. A phenomenon associated with violent atmospheric storms at sea. <input checked="" type="checkbox"/> D. none of these	
2	The deep-ocean basin includes all of the following features EXCEPT:	Multiple Choice	1		<input checked="" type="checkbox"/> A. continental shelf. <input type="checkbox"/> B. continental rise. <input type="checkbox"/> C. abyssal plains. <input type="checkbox"/> D. mid-ocean ridges.	
3	The continental shelf:	Multiple Choice	1		<input type="checkbox"/> A. is a narrow strip on the East Coast of the United States. <input type="checkbox"/> B. is a steeply dipping zone dropping off to the deep seafloor. <input type="checkbox"/> C. is a featureless plain unlike the neighboring continent. <input checked="" type="checkbox"/> D. is a gently sloping platform with a variable landscape.	
4	Which of the following statements accurately describes ALL continental margins?	Multiple Choice	1		<input type="checkbox"/> A. They are regions of great geological stability. <input type="checkbox"/> B. They are areas where lithospheric plates are actively moving apart. <input type="checkbox"/> C. They are areas of frequent earthquakes and volcanoes, where lithospheric plates are converging or are in collision. <input checked="" type="checkbox"/> D. none of the above	
5	The great heaps of unconsolidated sediment at the base of the continental slope are known as:	Multiple Choice	1		<input checked="" type="checkbox"/> A. the continental rise <input type="checkbox"/> B. the abyssal hills. <input type="checkbox"/> C. the abyssal plains. <input type="checkbox"/> D. the mid-ocean mountains.	

Check that your questions meet your expectations.

Click Create Assessment.

19	The age of most marine sediments is:	Multiple Choice	1		<input type="checkbox"/> A. no older than about 10,000 years old. <input type="checkbox"/> B. older than about 180 million years <input type="checkbox"/> C. as old as the earth itself. <input checked="" type="checkbox"/> D. rarely older than about 180 million years old.	
20	Sources of terrigenous sediments includes all of the following EXCEPT:	Multiple Choice	1		<input type="checkbox"/> A. rivers. <input type="checkbox"/> B. wind transporting sand and dust. <input checked="" type="checkbox"/> C. coccolithophores <input type="checkbox"/> D. volcanic ash	

< Back

Create Assessment

Create Question Pool

If everything looks correct, click **Create Assessment** to create a new assessment.

(Alternately, you may click **Create Question Pool** to create a new question pool instead of a new assessment.)

Continue editing your exam.

You may now make further changes as described in [How do I create an Assessment \(i.e. Test or Quiz\)?](#), starting from "Add a question."

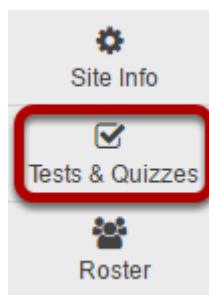
Tip: Remember that you still need to [publish your assessment](#) before students can view and submit it.

How do I create a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

In general, the instructor clicks "Add," chooses a question type, and supplies the parts that are called for by that question type. This article covers the general settings common to most question types. For additional information on specific questions types, please refer to the individual articles for the appropriate question type.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Add a question and choose the question type.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 Default - 0 questions

[Copy to Pool](#) | [Edit](#)

Insert New Question

Update Points

[Gateway Accessibility Information](#)

[Powered by Sakai](#)

Copyright 2003-2016 The Apereo Foundation. Some portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

▶ Build Info:
▶ Server Time:
Copy from Question Pool

select a question type

- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False

Select the type of question you would like to add from the **Insert New Question** drop-down menu.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value
while student is taking
the exam

Yes

No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Enter the question text.

Question Text

What percent of the Earth's surface is covered by water?

[Show All Rich-Text Editors](#)

Question Text

What percent of the Earth's surface is covered by water?



body p image

Character Count (Includes HTML formatting characters) : 63 Word Count : 10

Enter the text of your question into the text box provided. You may also click on the **Show All Rich-Text Editors** link in the top right corner of the text box to load the WYSIWYG html editor.

The rich text editor allows you to format your question text and/or add images, links, or other resources.

Note: This section will vary depending on the type of question you are adding.

Add attachments.

Attachments

No Attachment(s) yet

Add Attachments

If you would like to attach a file to the question, you may click on the Add Attachments button to browse for and upload a file. Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers

Yes
 No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale

Yes
 No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct Answer
Feedback
(optional)

Incorrect Answer
Feedback
(optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.

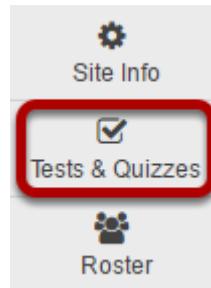
Save **Cancel**

Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

How do I create a multiple choice question?

A multiple choice question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or require allow multiple selections (one or more) for a correct answer.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

The form has a light blue background. At the top left, it says "Create from Scratch". Below that, "Assessment Title" is followed by a text input field containing "Quiz 1", which is highlighted with a red box. To the right of the input field is a black circle with the number "1". Below the title are two radio button options: "Create using assessment builder" (selected, indicated by a blue outline) and "Create using markup text". At the bottom left is a blue "Create" button with a white border, which is highlighted with a red box. To its right is a black circle with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below it, a row contains 'Quiz 1' and a dropdown menu labeled '-- Select Action --'. A red box highlights this dropdown, and a mouse cursor is hovering over the 'Edit' option, which is also highlighted with a blue background.

Action	Title
-- Select Action --	Quiz 1

From the Insert New Question drop-down menu, select Multiple Choice.

The screenshot shows a 'Quiz' page with a toolbar at the top. Below the toolbar, there's a section for 'Part 1' with a 'Default - 0 questions' link and 'Copy to Pool | Edit' links. In the center, there's an 'Insert New Question' button with a dropdown menu. A red box highlights the 'Multiple Choice' option in this menu.

Enter a point value.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

Yes
 No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Choose the answer configuration.

Answer [\(What's This?\)](#)

- Single Correct
 Multiple Correct, Single Selection
 Multiple Correct, Multiple Selection
 Enable Negative Marking
 Enable Partial Credit

[Reset to Default Grading Logic](#)

Single correct.

Single Correct

A single correct answer grants all of the points to that selection. Selecting that configuration reveals a field for optional designation of negative points, incurred for any single incorrect selection.

Multiple Correct, Single Selection

Question **1** ▾ Multiple Correct, Single Selection - **1.0** point

Who wrote "The Mill on the Floss?"

- A. George Eliot
 B. George Henry Lewes
 C. Mary Ann Evans
 D. Mary Shelley

Answer Key:A,C

A multiple correct, single selection answer grants all of the points to more than one single selection.

If more than one of the answer selections is correct, then each can be checked, and a student who checks either of those selections (via radio buttons) earns all of the points. An example is shown above.

Multiple Correct, Multiple Selection

Multiple Correct, Multiple Selection

Right Less Wrong

All or Nothing

A multiple correct, multiple selection answer requires several selections and allows different policies for granting the points.

- The option **Right Less Wrong** means that the points possible will be reduced by each box checked wrongly, either affirmed for a selection that should not be included, or left empty for a selection that should be included in the correct answers.
- The option **All or Nothing** means that all points are granted for a fully correct answer only; any other combination of affirmed and empty check boxes earns no points.

Add Question Text.

Question Text

[Show All Rich-Text Editors](#)

What was Cantor's first name?

Type the question into the text box provided.

Note: You may also use the Rich Text Editor by clicking on the [Show All Rich-Text Editors](#) link.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Enter the question answers.

1

Geordie
Correct Answer
<input type="radio"/> A
Remove
Geordie Boy
Correct Answer
<input type="radio"/> B
Remove
Georg
Correct Answer
<input checked="" type="radio"/> C
Remove
Gregory
Correct Answer
<input type="radio"/> D
Remove
None of the above
Correct Answer
<input type="radio"/> E
Remove

2

3

Insert Additional Answers select ▾

1. Type the answers in the text boxes provided.
2. Indicate the correct answer by selecting the appropriate letter in the **Correct Answer** column.
3. (Optional) For more possible answers, choose a number from the drop-down list Insert Additional Answers.

Tip: To expand or shrink the text boxes, drag the corners.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers

Yes
 No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if your answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale

Yes
 No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

Correct Answer
Feedback (optional)

Incorrect Answer
Feedback (optional)

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Click Save.

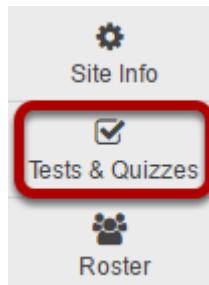


Click **Save** to save the question (or **Cancel** to exit).

How do I create a matching question?

This feature allows the user to create a numbered list of choices and a corresponding drop-down list of matches.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

A screenshot of the 'Create an Assessment' dialog box. It has a light blue background. At the top, it says 'Create from Scratch'. Below that is a text input field labeled 'Assessment Title' containing 'Quiz 1', which is circled in red. To the right of the input field is a small circle with the number '1'. Below the title are two radio buttons: one selected (blue outline) labeled 'Create using assessment builder' and one unselected (white outline) labeled 'Create using markup text'. At the bottom left is a blue 'Create' button with white text, which is also circled in red. To its right is a small circle with the number '2'.

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table with two columns: 'Action' and 'Title'. The 'Action' column contains a dropdown menu with options like 'Edit', 'Preview', 'Print', etc. The 'Edit' option is highlighted with a red border. The 'Title' column shows 'Quiz 1'. At the top, there are tabs for 'Working Copies: not released to students' and 'Published Copies: released to students'.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select Matching from drop-down menu.

The screenshot shows the 'Insert New Question' interface. A dropdown menu under 'select a question type' has 'Matching' selected. Other options include 'Multiple Choice', 'Numeric Response', 'Short Answer/Essay', etc. There are also buttons for 'Update Points' and 'Copy to Pool | Edit'.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions Copy to Pool | Edit

Insert New Question select a question type

Update Points

Matching

Multiple Choice
Numeric Response
Short Answer/Essay
Student Audio Response
Survey
Survey - Matrix of Choices
True False
Copy from Question Pool

After selecting **Matching** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value	1.0
--------------------	-----

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value Yes No
while student is
taking the exam

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Match the following items:

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Add text for Choices and Matches.

Add/Edit Pairing and Optional Feedback

Choice	Match	
1 Papers, Memos, and other word processed files	MS Word	Edit Remove
2 Presentation Slides	PowerPoint	Edit Remove
3 Spreadsheets	Excel	Edit Remove

Choice

[Show Rich-Text Editor \(and character count\)](#)

Database

Match

new

[Show Rich-Text Editor \(and character count\)](#)

Access

Save Pairing

Use the **Choice** and **Match** text fields to create a correct pair, then click **Save Pairing**. (Remove or edit any of the created pairs by using the **Remove** and **Edit** links next to each pair.)

*Note: You may also select the type of match from the drop-down menu. Choices of match type are *new*, *distractor*, or select from existing matches.*

Assign to part. (Optional)

Assign to Part

Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

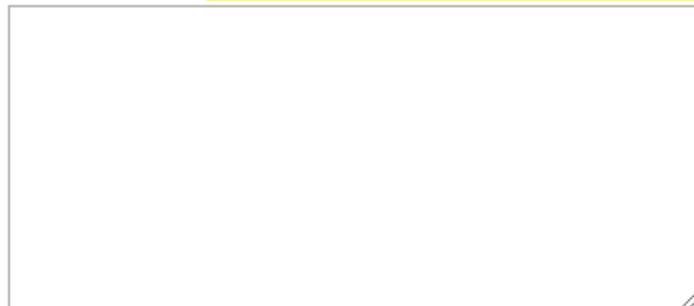
Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

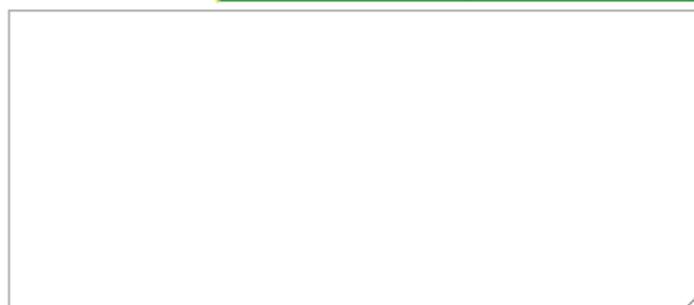
Correct Answer Feedback (optional)

Show Rich-Text Editor (and character count)



Incorrect Answer Feedback (optional)

Show Rich-Text Editor (and character count)



Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

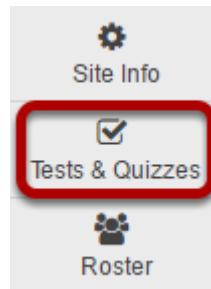


Click **Save** to save the question (or **Cancel** to exit).

How do I create a true/false question?

This allows for a true/false question to be added to a new or existing assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

- Create using assessment builder
- Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table with two columns: 'Action' and 'Title'. In the 'Action' column, a dropdown menu is open, showing options like 'Edit', 'Preview', 'Print', etc. The 'Edit' option is highlighted with a red border. In the 'Title' column, it says 'Quiz 1'.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Select True False from drop-down menu.

The screenshot shows a form for inserting a new question. A dropdown menu labeled 'select a question type' is open, showing various options like 'Calculated Question', 'File Upload', etc. The 'True False' option is highlighted with a red border.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions Copy to Pool | Edit

Insert New Question select a question type

select a question type
Calculated Question
File Upload
Fill in the Blank
Hot Spot
Matching
Multiple Choice
Numeric Response
Short Answer/Essay
Student Audio Response
Survey
Survey - Matrix of Choices
True False
Copy from Question Pool

Gateway Accessibility Information
Powered by Sakai
Copyright 2003-2016 The Ap...
Build Info:
Server Time:

After selecting **True False** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value
while student is
taking the exam

Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Negative point value. (Optional)

* Negative point value for incorrect answer selection

0.0

Optional. Pertains only to 'True False' or 'Multiple Choice, Single Correct' questions.

Note: With true false questions, there is an option to award negative point value for incorrect answers.

Add question text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Hartford is the capital of Connecticut.

Type the question text into the text box provided.

Note: If you prefer to enter the question text using [Rich-Text Editor](#), you may click the hyperlink Show/Hide Rich Text Editor link and the editor will open.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Click Add Attachments to browse for and select a file attachment if desired.

Select the correct answer.

Answer

True False

Indicate either True or False as the correct response for this question.

Require rationale.

Required Rationale

Yes No

This option determines whether or not students are required to state *why* the statement is true or false when they submit a response.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For true false questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

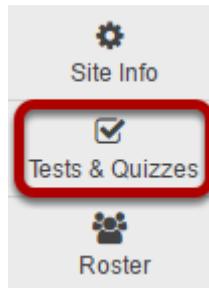


Click **Save** to save the question (or **Cancel** to exit).

How do I create a short answer/essay question?

This allows for a short answer or essay question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer. This type of question must be manually graded.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu.

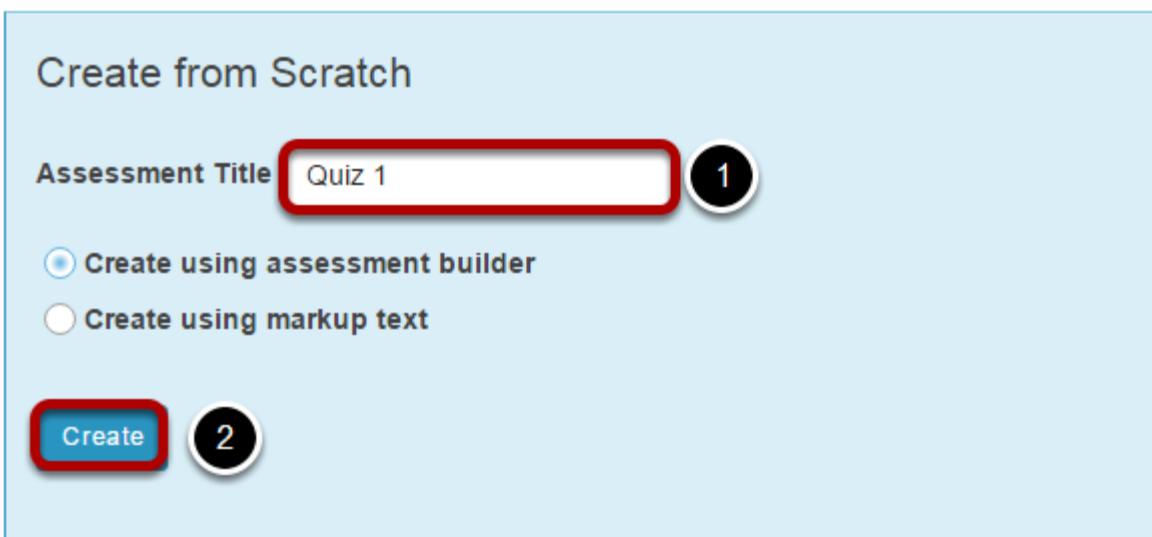
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is a field labeled "Assessment Title" containing "Quiz 1", which is highlighted with a red box. To the right of the title is a black circle with the number "1". Below the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button, which is highlighted with a red box. To the right of the "Create" button is a black circle with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below it, a row for 'Quiz 1' has an 'Action' column containing a dropdown menu. The 'Edit' option is highlighted with a red box and a cursor arrow pointing to it. Other options in the menu include Preview, Print, Settings, Publish, Duplicate, Export, and Remove.

Action	Title
-- Select Action --	Quiz 1

Select Short Answer/Essay from drop-down menu.

The screenshot shows the 'Insert New Question' section. A dropdown menu titled 'select a question type' is open, with 'Short Answer/Essay' highlighted with a red box and a cursor arrow pointing to it. Other options in the menu include Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, and Survey.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions Copy to Pool | Edit

Insert New Question select a question type

Update Points

Gateway Accessibility Information
Powered by Sakai
Copyright 2003-2016 The Ap...
▶ Build Info:
▶ Server Time:

Student Audio Response Survey Survey - Matrix of Choices True False Copy from Question Pool

After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value Yes No
while student is
taking the exam

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Where are the youngest and oldest rocks in the seabed?

Type the **Question Text** into the text box provided.

Note: To edit with [RichText Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide model answer. (Optional)

Answer: Provide a model answer to show students and to assist graders along with any feedback.

Model Short Answer (optional)

[Show Rich-Text Editor \(and character count\)](#)

The youngest rocks are at the spreading centers; places like the East-Pacific Rise and the Mid-Atlantic Ridge. The oldest rocks are found beneath the layers of sediment descending into subduction zones in the northwestern Pacific.

Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

The age differential is caused by the conveyor-belt-like movement of the seabed characteristic of the plate tectonics process. Rocks are found to be progressively older as the distance from a spreading center increases.

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

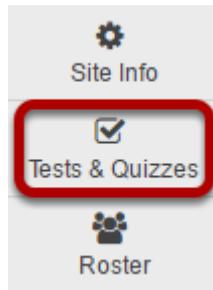
Save **Cancel**

Click **Save** to save the question (or **Cancel** to exit).

How do I create a fill in the blank question?

This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

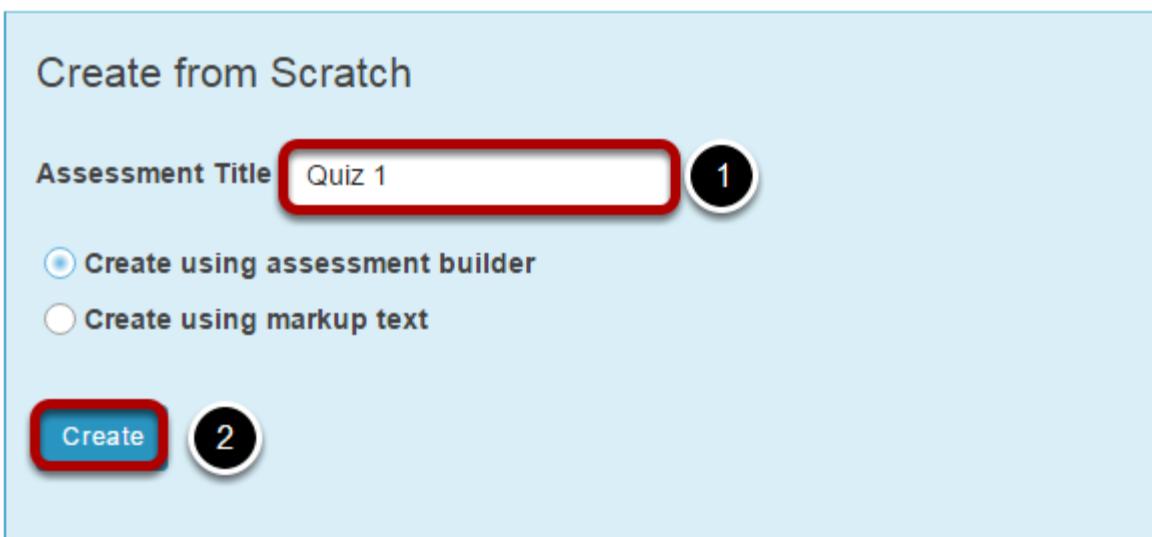
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is a field labeled "Assessment Title" containing "Quiz 1", which is circled in red. To the right of the title is a black circle with the number "1". Below the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button, which is also circled in red. To its right is a black circle with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students Published Copies: released to students

Action	Title
-- Select Action --	Quiz 1

-- Select Action --
Edit
Preview
Print
Settings
Publish
Duplicate
Export
Remove

Select Fill in the Blank from drop-down menu.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions Copy to Pool | Edit

Insert New Question select a question type

select a question type
Calculated Question
File Upload
Fill in the Blank
Hot Spot
Matching
Multiple Choice
Numeric Response
Short Answer/Essay
Student Audio Response
Survey
Survey - Matrix of Choices
True False
Copy from Question Pool

Gateway Accessibility Information
Powered by Sakai
Copyright 2003-2016 The Ap...
Options of Sakai are copyrighted by other parties as described in the Acknowledgments screen.
▶ Build Info:
▶ Server Time:

After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value Yes No
while student is
taking the exam

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

Defining Answers

Place curly brackets "{}" around word(s) requiring blank response field(s).

Example: Roses are {red} and violets are {blue}.

Insert a pipe "|" between answer options like synonyms.

Example: {They are}|They're} very happy.

Insert an asterisk (*) for one or more wildcard characters.

Example: It's raining {c*} and {d*s}.

[Show Rich-Text Editor \(and character count\)](#)

{Biosynthesis} is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth.

Type the **Question Text** into the text box provided.

Note: If preferred, click the hyperlink to open the [Rich-Text Editor](#).

Select Case Sensitive or Mutually Exclusive options

Case sensitive?

When checked, a student's response must match the correct answer exactly with respect to upper and lower case.

Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

Mutually exclusive?

When checked, questions including more than one blank with identical answer options must have unique answers.

Example: The sides of a coin are {heads|tails} and {heads|tails}. Correct answer: heads, tails. Half correct answer: heads, heads.

Check either box if the correct answer is case sensitive and/or the question has more than one acceptable answer.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click Add Attachments to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to

Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

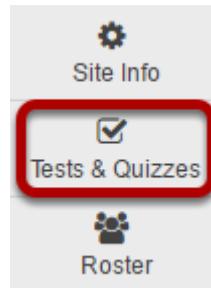


Click **Save** to save the question (or **Cancel** to exit).

How do I create a numeric response question?

This allows for a numeric response question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter a numeric answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

The form has a light blue background. At the top left, it says 'Create from Scratch'. Below that is a field labeled 'Assessment Title' containing 'Quiz 1', with a red rectangular border around it. To the right of this field is a black circle with the number '1'. Below the title field are two radio button options: 'Create using assessment builder' (selected) and 'Create using markup text'. At the bottom left is a blue 'Create' button with a red rectangular border around it. To its right is a black circle with the number '2'.

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below the table, a red box highlights a dropdown menu under 'Action' for 'Quiz 1'. The dropdown menu includes options like 'Edit' (which is highlighted), 'Preview', 'Print', 'Settings', 'Publish', 'Duplicate', 'Export', and 'Remove'.

Action	Title
-- Select Action --	Quiz 1

Select Numeric Response from drop-down menu.

The screenshot shows the 'Insert New Question' dialog. A red box highlights the 'select a question type' dropdown menu, which lists various question types including 'Numeric Response' (which is highlighted). Other options include 'Calculated Question', 'File Upload', 'Fill in the Blank', 'Hot Spot', 'Matching', 'Multiple Choice', 'Short Answer/Essay', 'Student Audio Response', 'Survey', 'Survey - Matrix of Choices', 'True False', and 'Copy from Question Pool'.

After selecting Numeric Response from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3*3=\{9\}$.

Range: Insert a pipe "|" between a range of values.

Example: The price is {12.2|14.5}. Student answer between 12.2 and 14.5 will be considered valid.

Scientific notation: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent.

Example: {6.022E23} to express Avogadro's number.

Complex numbers should be in the form $(a + bi)$ where "a" and "b" need to have explicitly stated values.

Example: {1+1i} is valid whereas {1+i} is not. Similarly, {0+9i} is valid whereas {9i} is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. **NOTE:** For scientific notation, a period MUST be used as the decimal point marker.

Any other characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: $3/10=\{30\}\%$
(Only 30 will need to be entered in the blank response field.)

When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., {12.2|14.5}).

[Show Rich-Text Editor \(and character count\)](#)

12*15={180}

Type the **Question Text** into the text box provided. Be sure to read the details on how to define answers properly, the three different forms of answers (**Range**, **Scientific notation**, and **Complex numbers**), and acceptable characters.

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3*3=\{9\}$.

- **Range:** Insert a pipe "|" between a range of values. Example: The price is {12.2|14.5}. Student answer between 12.2 and 14.5 will be considered valid.
- **Scientific notation:** A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent. Example: {6.022E23} to express Avogadro's number.
- **Complex numbers** should be in the form (a + bi) where "a" and "b" need to have explicitly stated values. Example: {1+1i} is valid whereas {1+i} is not. Similarly, {0+9i} is valid whereas {9i} is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. NOTE: For scientific notation, a period MUST be used as the decimal point marker. Any other characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: 3/10= {30}% (Only 30 will need to be entered in the blank response field.) When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., {12.2|14.5}).

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part Part 1 - Default | ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

**Assign to
Question Pool** Select a pool name (optional) | ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

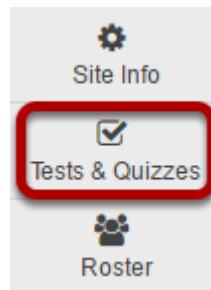


Click **Save** to save the question (or **Cancel** to exit).

How do I create a calculated question?

This allows for a calculated question to be added to a new or existing assessment. A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

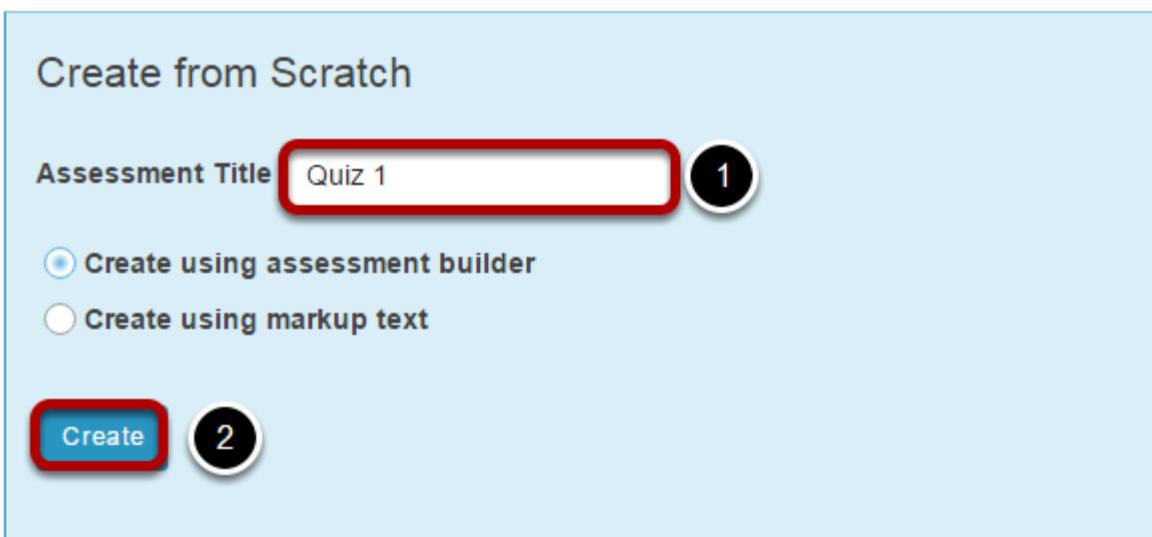
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is a field labeled "Assessment Title" containing "Quiz 1", which is highlighted with a red box. To the right of the title is a black circle with the number "1". Underneath the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button, which is highlighted with a red box. To its right is a black circle with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students	Published Copies: released to students
--	--

Action	Title
-- Select Action --	Quiz 1

- Select Action --
- Select Action --
- Edit** (Mouse cursor is here)
- Preview
- Print
- Settings
- Publish
- Duplicate
- Export
- Remove

Select Calculated Question from drop-down menu.

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions [Copy to Pool](#) | [Edit](#)

Insert New Question

(Mouse cursor is here)

- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

Gateway Accessibility Information
Powered by Sakai
Copyright 2003-2016 The Ap...
Survey - Matrix of Choices
True False
Copy from Question Pool

After selecting Calculated Question from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

Yes No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Instructions

Define variables in the question text by surrounding the variable name with single curly braces (e.g. {x} and {y})

When a student views the question, variable placeholders will be replaced with the variable values

Define formula placeholders in the question text by surrounding the formula name with double curly braces (e.g. {{z}})

When the student views the question, formula placeholders will be replaced with input boxes

After writing the question text, press the button to Extract Variables and Formulas

Set the min and max values for the variables

Define formula expressions in terms of the variables, using single curly braces (e.g. {x} - {y})

Example

Kevin has {x} apples. Jane eats {y}. Kevin now has {{z}} apples.

The formula z in the example above would be defined as: {x} - {y}

► [Show/Hide more instructions and examples](#)

[Show Rich-Text Editor \(and character count\)](#)

Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{{z}\}$

Type the **Question Text** into the text box provided. This is the information that the student will see, including the variable and formula placeholders (see examples below).

Variables: Define variables to use in this question below. Reference them in the question text by putting them in single curly braces eg. {x}. Variable names are alpha-numeric but must begin with an alpha character.

Example: Kevin has {x} apples. Jane eats {y}. How many does Kevin have now? {{z}}

Formulas: Place double curly braces (e.g. {{y}}) around a formula name, to define where the student's input box will display. Formula names are alpha-numeric but must begin with an alpha character.

Example: Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{{z}\}$ Formula z would be $\text{COS}(\{a\}) * (\{c\} - \{b\})$

Keep in mind the following:

- You may define acceptable tolerance as a constant (0.01) or percentage (1.5%) of the answer. (Defaults to 0.01.)
- Variables and formulas support decimals. Default is 3.
- Valid Operators: + - * / ^ ()
- You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SIGN, SQRT, FACTORIAL, LOG10, LOG, and LN.
- There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your answer expression.
- Variables and Formulas cannot have the same name.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Extract Variables and Formulas.

[Show Rich-Text Editor \(and character count\)](#)

Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{z\}$

Attachments

No Attachment(s) yet

[Add Attachments](#)

Extract Variables and Formulas from Question Text

Variables

Variable Name	Min	Max	Decimal Places
No variables have been defined			

Click the **Extract Variables and Formulas** button to create the variables and formulas.

Define ranges of variable values.

Variables

Variable Name	Min	Max	Decimal Places
a	1	5	3 ▾
b	8	10	3 ▾
c	2	4	3 ▾

Change the Min, Max, and Decimal Places for all of the variables to define their ranges of valid values.

Enter the formula.

Formulas

Define formula expressions in terms of the variables, using single curly braces (e.g. {x} - {y})

Valid operators: + - * / ^ ()

You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SIGN, SQRT, FACTORIAL, LOG10, LOG, and LN.

There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your formula expression.

Formula Name	Formula	Tolerance	Decimal Places
z	<input type="text" value="COS({a}) * ({c}-{b})"/>	<input type="text" value="0.01"/>	<input type="text" value="3"/> ▾

Enter the mathematical expression for each Formula, inserting the Variables where needed.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

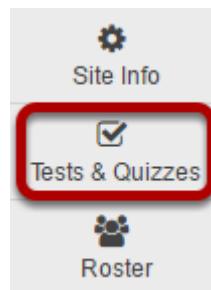
Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I create a hot spot question?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Create 2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a user interface for managing assessments. At the top, there are two tabs: "Working Copies: not released to students" (highlighted in blue) and "Published Copies: released to students". Below the tabs, a table lists an item titled "Quiz 1". To the left of "Quiz 1", there is a dropdown menu labeled "Action" with a red border around it. The menu contains the following options: "-- Select Action --", "Edit" (which is highlighted in blue), "Preview", "Print", "Settings", "Publish", "Duplicate", "Export", and "Remove". A cursor arrow points to the "Edit" option.

Select Hot Spot from drop-down menu.

The screenshot shows the "Insert New Question" dialog box. At the top left, there is a "Part" dropdown set to "1" and a "Default - 0 questions" link. On the right, there are "Copy to Pool" and "Edit" links. In the center, there is a dropdown menu labeled "select a question type" with a red border around it. The menu lists various question types: "Calculated Question", "File Upload", "Fill in the Blank", "Hot Spot" (which is highlighted in blue), "Matching", "Multiple Choice", "Numeric Response", "Short Answer/Essay", "Student Audio Response", "Survey", "Survey - Matrix of Choices", "True False", and "Copy from Question Pool".

After selecting **Hot Spot** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value	1.0
---------------------------	-----

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Add Question Text.

Enter question instructions in the textbox below or use the default message.

[Show Rich-Text Editor \(and character count\)](#)

Label the following image with the appropriate parts.

Attachments

No Attachment(s) yet

[Add Attachments](#)

Select Hot Spot image

Choose File No file chosen

Upload

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Note: The **Add Attachments** area is NOT for uploading the question's hot spot image. You may, however, use this upload area to add files relevant to the question.

Click Choose File.

Select Hot Spot image
 No file chosen

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1 

Click **Choose File**, then browse your computer for the desired image and select **Open**.

Note: It is recommended that hot spot images not exceed 600px in width. You must edit the image's size before uploading.

Click Upload.

Select Hot Spot image
 ear-diagram.png

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1 

Once the desired image has been selected, click **Upload**.

*Note: To override this uploaded image with a different image, select the **Choose File** button again to locate another file.*

View image.

Select Hot Spot image

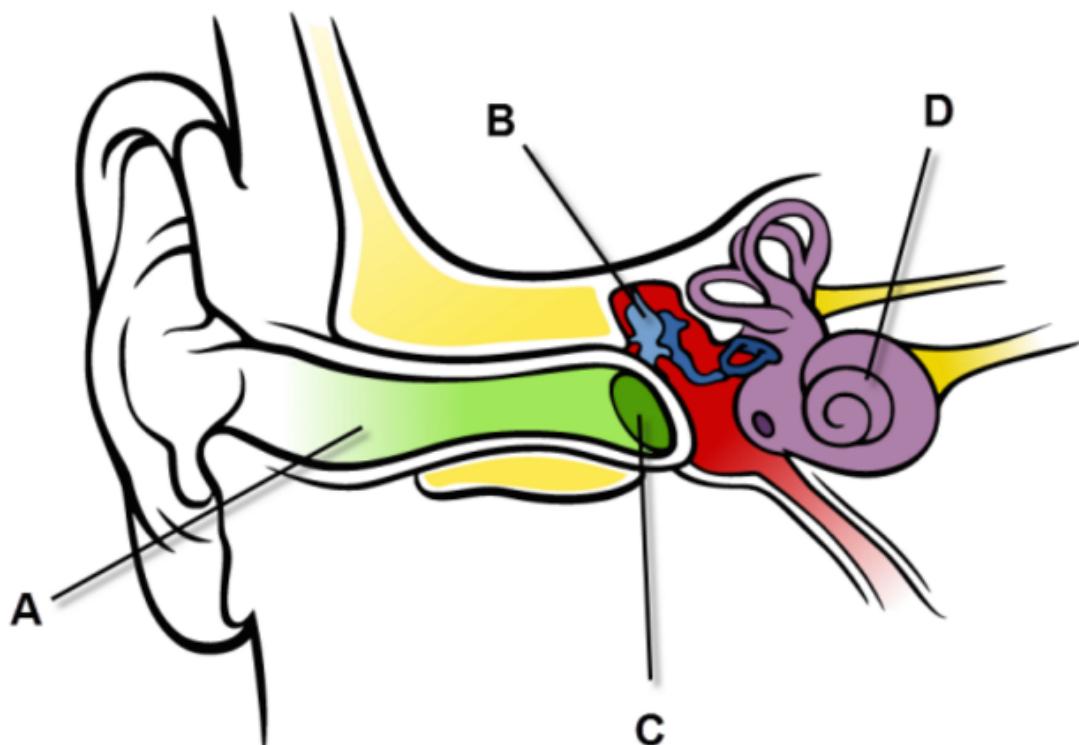
Choose File No file chosen

Upload

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1  null

+ Add Item



"Anatomy of the Human Ear blank" by Anatomy_of_the_Human_Ear.svg: Chittka L, Brockmannderivative work: M•Komorniczak -talk- - Anatomy_of_the_Human_Ear.svg. Licensed under Creative Commons Attribution 2.5 via Wikimedia Commons - http://commons.wikimedia.org/wiki/File:Anatomy_of_the_Human_Ear_blank.svg#mediaviewer/File:Anatomy_of_the_Human_Ear_blank.svg

Set up the image hot spots.

Once you have uploaded a hot spot image, you may begin adding the items you will want students to identify within the image. To do so:

Next to Item 1, enter a description.

Select Hot Spot image

No file chosen

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1  External Auditory Canal

This description you enter here will be the prompt that appears to students.

Select the + icon to add additional hot spot items. (Optional)

Select Hot Spot image

No file chosen

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1  External Auditory Canal

2  Malleus

3  Tympanic Membrane

4  Cochlear Nerve

Add Item

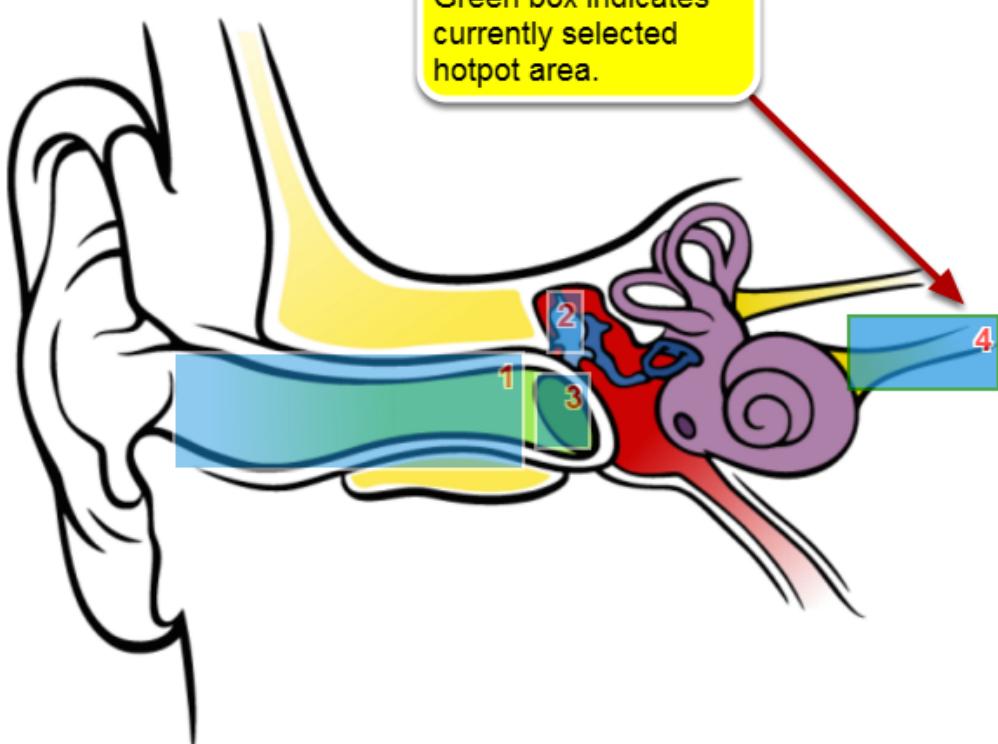
If you wish to have students identify more than one item within the image, use the + Add Item option to add and label additional items.

Note: You may remove additional items by selecting the - icon next to the item description. Item 1 is not removable.

Specify the zone for each item.

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

- 1 External Auditory Canal
 - 2 Malleus
 - 3 Tympanic Membrane
 - 4 Cochlear Nerve
- Add Item**



Once the desired number of items have been created, you may associate them with a specific region within the uploaded image. Select the button to the left of the description before drawing the item zone. When the button is green, you are working on that item.

Within the image, click and drag to create a hot spot zone for the highlighted item. When students click anywhere within this zone, they will have successfully selected the selected item.

Note: Ensure that the hot spot zone's number (indicated in the upper-right of the zone) correlates to the correct item in the list above. You may re-do the zone selection by clicking and dragging again.

Allow partial credit.

Allow Partial Credit

Yes No

By default, if you have multiple hot spot items within your question, partial credit is **enabled**. If a question is worth 10 points and a student only correctly identifies 1 out of 2 possible hot spot items, they will receive credit for 5 points. You may disable this option by selecting **No** for **Allow Partial Credit**.

Assign to part. (Optional)

Assign to Part

Part 1 - Default



If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to

Question Pool

Select a pool name (optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

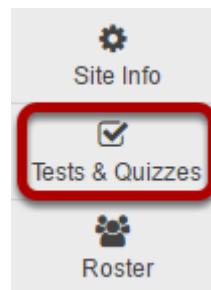


Click **Save** to save the question (or **Cancel** to exit).

How do I create a student audio response question?

This explains the process of adding a student audio response question (formerly called "audio recording" question) to any type of assessment. This question type presents users with a question that they must answer audibly. A recording utility opens and allows users to record the answer using a microphone.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

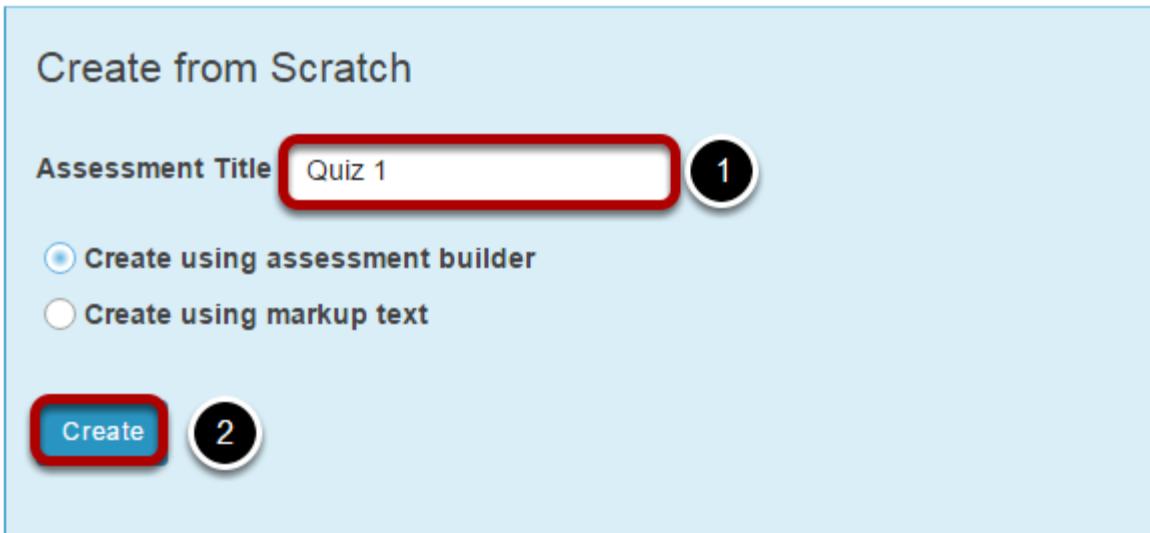
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is a text input field labeled "Assessment Title" containing "Quiz 1", which is circled in red. To the right of the title is a small circular button with the number "1". Underneath the title are two radio buttons: one blue one labeled "Create using assessment builder" and one white one labeled "Create using markup text". At the bottom left is a blue "Create" button with a red border, which is also circled in red. To its right is a black circular button with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with two tabs: 'Working Copies: not released to students' (selected) and 'Published Copies: released to students'. Below the tabs is a table with columns 'Action' and 'Title'. In the 'Action' column, a dropdown menu is open, showing options like 'Edit', 'Preview', 'Print', etc. The 'Edit' option is highlighted with a red border and a cursor arrow pointing to it.

Action	Title
-- Select Action --	Quiz 1

Select Audio Recording from drop-down menu.

The screenshot shows a page for inserting new questions. At the top, there are links for 'Add Part', 'Preview', 'Print', and 'Settings'. Below that, it says 'Part 1 Default - 0 questions' and has 'Copy to Pool' and 'Edit' links. On the left, there's a 'Update Points' button and 'Gateway Accessibility Information'. Under 'Insert New Question', a dropdown menu is open, showing various question types: Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool. The 'Student Audio Response' option is highlighted with a red border and a cursor arrow pointing to it.

After selecting **Audio Recording**, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value Yes No
while student is
taking the exam

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Recite the following passage:

'Tis but thy name that is my enemy;
Thou art thyself, though not a Montague.
What's Montague? it is nor hand, nor foot,
Nor arm, nor face, nor any other part
Belonging to a man. O, be some other name!

Type the Question Text into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Add a time allowance

Time allowed (seconds): Indicate how long student has to record answer

35

This option regulates the amount of **time** that a student has to record an answer to a question. This time is measured in seconds.

Add an amount of times to re-record

Number of attempts : Indicate number of times students are allowed to re-record answer

Unlimited ▾

Use the drop-down menu to regulate the number of attempts a student has to answer a question. (You may select up to 10, or unlimited attempts.)

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▾

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

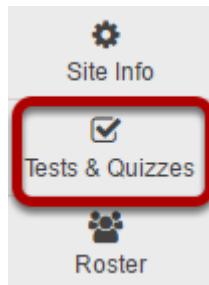


Click **Save** to save the question (or **Cancel** to exit).

How do I create a file upload question?

This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

Go to Tests & Quizzes.



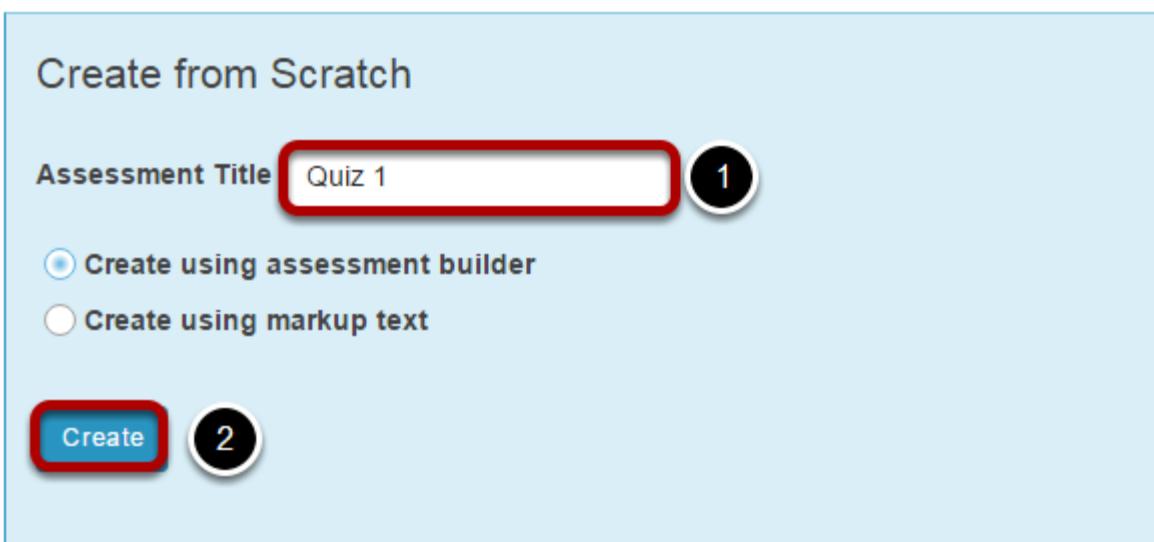
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.



The dialog box has a light blue background and a white header bar. The title 'Create an Assessment' is at the top left. Below it is a section titled 'Create from Scratch'. An input field for 'Assessment Title' contains 'Quiz 1', which is circled in red. To the right of the input field is a small circular button with the number '1'. Below the title are two radio buttons: one blue ('Create using assessment builder') and one white ('Create using markup text'). At the bottom left is a blue 'Create' button with a red border, which is circled in red. To its right is a black circular button with the number '2'.

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action --	Quiz 1

Select File Upload from the drop-down menu.

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions Copy to Pool | Edit

Insert New Question select a question type

- select a question type
- Calculated Question
- File Upload**
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

Gateway Accessibility Information
Powered by Sakai
Copyright 2003-2016 The Apereo Foundation
Build Info:
Server Time:

After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Add Question Text.

Question Text	Show Rich-Text Editor (and character count) Upload your scanned homework paper showing your work and calculations.
---------------	---

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Assign the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part	<input type="button" value="Part 1 - Default ▾"/> 1
Assign to Question Pool	<input type="button" value="Select a pool name (optional) ▾"/> 2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.
2. The question may also be added to a [Question Pool](#), if desired.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to
Question Pool

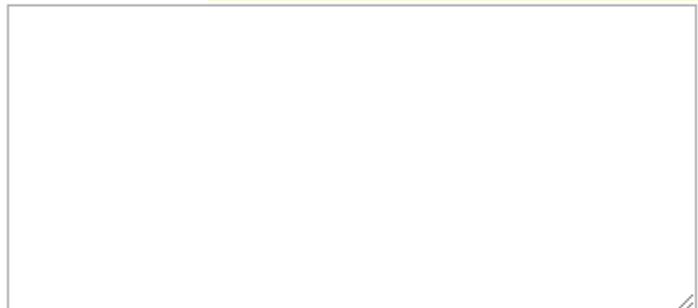
Select a pool name (optional) ▾

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)



Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How to I add multiple parts to an assessment?

This explains how to create additional parts to assessment. Parts are often used to set up [random question sets](#) that pull questions from [question pools](#).

Go to Tests & Quizzes.



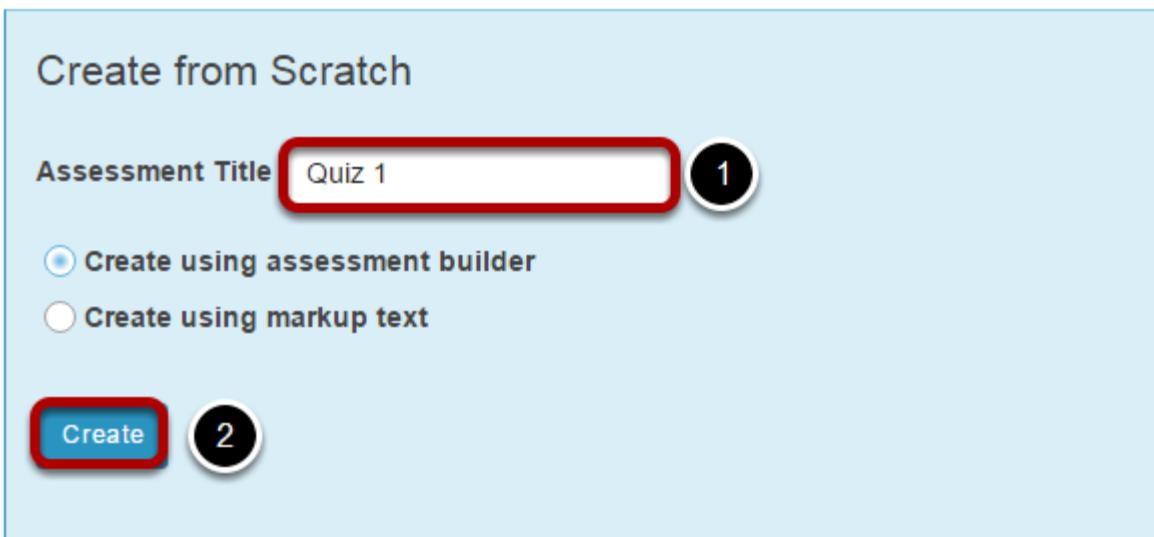
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is an "Assessment Title" field containing "Quiz 1", which is circled in red. To the right of the title is a black circle with the number "1". Below the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button with white text, which is also circled in red. To its right is a black circle with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with two tabs: 'Working Copies: not released to students' (selected) and 'Published Copies: released to students'. Below the tabs is a table with columns 'Action' and 'Title'. In the 'Action' column for 'Quiz 1', a context menu is open, listing options: -- Select Action --, Edit (which is highlighted), Preview, Print, Settings, Publish, Duplicate, Export, and Remove. A red box highlights the 'Edit' option in the menu.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Click Add Part.

Questions: Quiz 1

The screenshot shows the 'Questions: Quiz 1' page. At the top, there are several links: 'Add Part' (highlighted with a red box), 'Preview | Print | Settings | Publish'. Below these links is a section labeled 'Part' with a dropdown menu showing '1' and a note 'Default - 10 questions'.

Click **Add Part** hyperlink, located right next to **Add Question**.

Add a Title.

* **Title**

Part 2 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Add Information. (Optional)

Information

[Show Rich-Text Editor \(and character count\)](#)

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.

Type

- Questions authored one-by-one
- Random draw from question pool

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "questions authored one-by-one" is selected, the following options will display.

Options

Question Ordering

- As listed on Assessment Questions page
 Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "random draw from question pool" is selected, the following options will display.

Options

Randomization

- 1 * Draw 2 question(s) from Chapter 1 (2 questions) ▾
2 A student's questions are randomized each time an assessment is submitted
 A student's questions are randomized once for all submissions

Scoring

- 4 * Correct answers are worth 1 point(s).
5 * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct 0 point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

Metadata

Objective	
Keyword	
Rubric	

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I use assessment parts?

Assessments are subdivided into parts, but may consist of only one part that comprises all the questions. Parts allow you to create sections of an assessment, each with its own title, questions, question pool draws, attachments (for resources or directions), and question ordering.

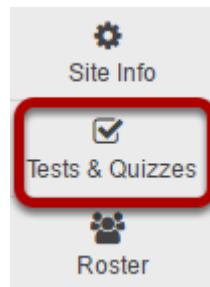
When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, click Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

New parts will be listed in the order you create them. You can re-order parts within an assessment, and edit each part individually.

Your assessment must contain at least one part, but you can remove any of the additional parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

For more information on adding parts, see [How do I add multiple parts to an assessment?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

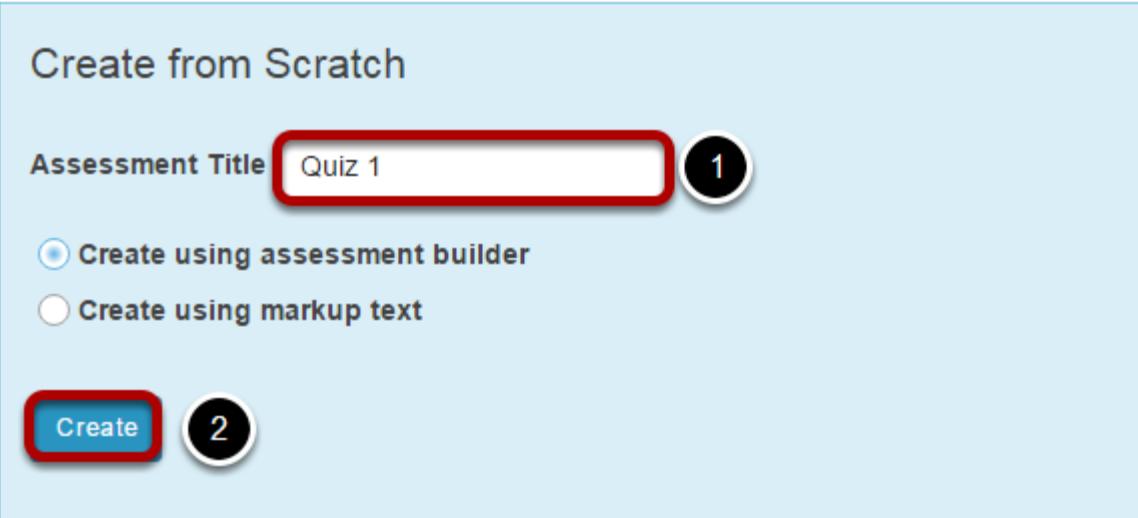
Create an Assessment

Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

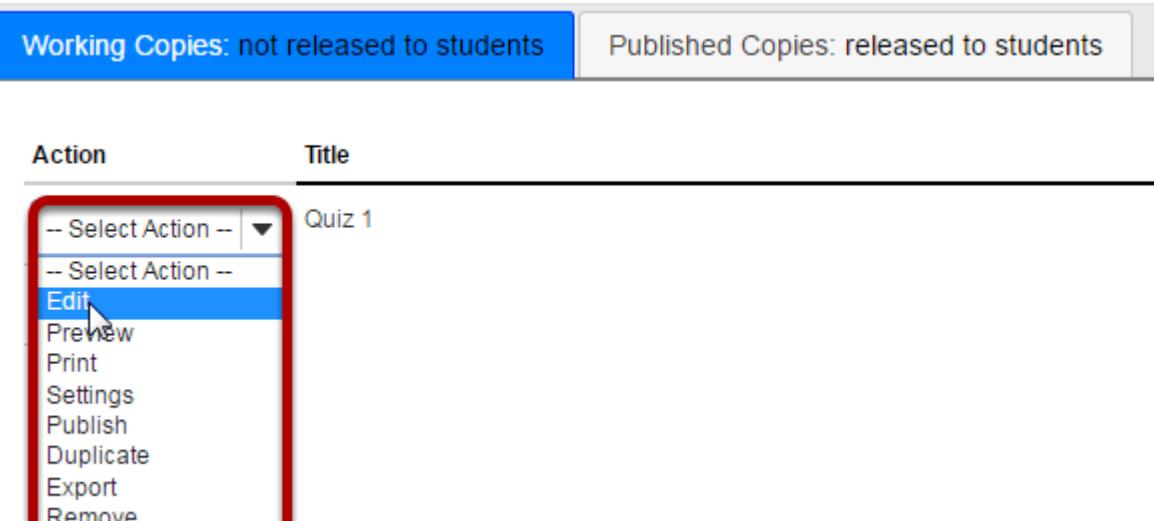
Create 2



For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Working Copies: not released to students Published Copies: released to students Quiz 1



Edit a part.

Questions: Quiz 1

10 Existing Questions - 10 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 Default - 10 questions

[Copy to Pool](#) [Edit](#)

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

Edit the Title.

* **Title**

Part 2 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Edit Part Information. (Optional)

Information

[Show Rich-Text Editor \(and character count\)](#)

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Click Add Attachments to browse for and select a file attachment if desired.

Select Part Type.

Type

- Questions authored one-by-one
 Random draw from question pool

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "questions authored one-by-one" is selected, the following options will display.

Type

- Questions authored one-by-one
 Random draw from question pool

Options

Question Ordering

- As listed on Assessment Questions page
 Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "random draw from question pool" is selected, the following options will display.

Options

The screenshot shows two sections: 'Randomization' and 'Scoring'. In the 'Randomization' section, step 1 highlights the input field for drawing questions, step 2 highlights the dropdown menu for selecting a question pool, and step 3 highlights the radio button for randomizing questions each time an assessment is submitted. In the 'Scoring' section, step 4 highlights the input field for correct answers, and step 5 highlights the input field for deducting points for incorrect answers.

Randomization

* Draw **2** question(s) from **Chapter 1 (2 questions)**

A student's questions are randomized each time an assessment is submitted
 A student's questions are randomized once for all submissions

Scoring

* Correct answers are worth **1** point(s).

* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct **0** point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

Metadata

Objective

Keyword

Rubric

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

Arrange parts.

A screenshot of a user interface for arranging assessment parts. At the top, there's a header with 'Part' and a dropdown menu showing '2'. To the right of the dropdown is the text 'Part 2 - Geography - 0 questions'. On the far right of the header are three links: 'Copy to Pool', 'Remove', and 'Edit'. Below the header is a list of parts numbered 1 and 2. Part 1 is highlighted with a blue background and has a cursor icon pointing at it. Part 2 is white. Both parts have small downward arrows to their right.

New parts will be listed in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down list next to "Part". For example, if you have three parts, and you want the third part to appear first, use the drop-down list to change the 3 to 1. The third part will become the first part and the first part will become the third. The example illustrated will exchange the places of Parts 1 and 2.

Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

Remove parts.

You can remove the Part and its questions altogether or remove the Part as a section and retain its questions.

Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.

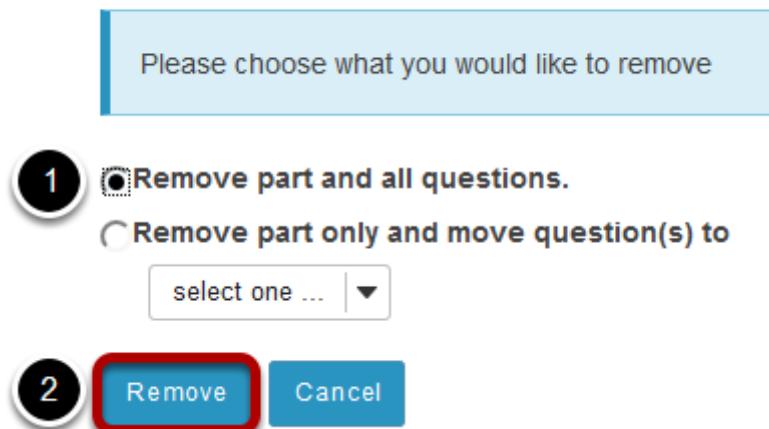
Choose to remove.

A screenshot of a user interface for removing parts. It shows the same header as the previous screenshot: 'Part 2 - Geography - 0 questions' and 'Copy to Pool', 'Remove', 'Edit'. The 'Remove' link is highlighted with a red rectangular border.

In the open assessment, find the part. Next to the part's name, click **Remove**.

Choose to delete or combine the questions.

Remove Part Confirmation



1. On the subsequent confirmation screen, choose between the following:

Remove part and all questions.

Remove part only and move question(s) to (use the accompanying drop-down list to choose another part).

2. Click **Remove**.

What is a question pool?

A question pool is a set of questions, identified by a name, that belongs to you (not the worksite). You can share a question pool with others, and others can share theirs with you.

Question pools are set up in advance of an assessment, for convenience. When you are ready to give your students an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for random-draw questions. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a random-draw question using that pool.

Question pools can be subdivided into subpools, and those subpools can be further subdivided, for organization that reflects your teaching methods.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Question Pool Example.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
Multiple Choice Add Subpool Copy Move	Demo Professor	04/29/2016	20	0	<input type="checkbox"/>
Short Answer/Essay Add Subpool Copy Move	Demo Professor	04/29/2016	10	0	<input type="checkbox"/>
Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>

Here we see a question pool (e.g. OCE101) that contains three questions at the top level and also subpools for Chapters 1, 2, and 3. Chapter 1 also has two subpools of its own (Multiple Choice and Short Answer/Essay).

Tip: A question pool can contain both questions of its own and subpools.

You will see question pools that you have authored as well as question pools that have been shared with you by their authors.

Note: Question pools are not identified by course site, as they are associated with a specific owner rather than worksite.

Contents of a question pool.

Question Pool: OCE101

Pool Name

Owner Demo Professor

[Update](#)

3 Subpools

1

[Add Subpool](#)

Pool Name	Owner	Last Modified	Questions	Subpools
▶ Chapter 1 Add Subpool Copy Move Remove	Demo Professor	04/29/2016	0	2
▶ Chapter 2 Add Subpool Copy Move Remove	Demo Professor	04/29/2016	30	0
▶ Chapter 3 Add Subpool Copy Move Remove	Demo Professor	04/29/2016	30	0

3 Questions

2

[Add Question](#)

4 [Remove](#) | [Copy](#) | [Move](#)

Question Text	Question Type
<input type="checkbox"/> Edit Question 1 : How will this course help you in your academic, career, or personal goals? Copy Move	Short Answer/Essay
<input type="checkbox"/> Edit Question 2 : What grade do you expect to earn in this course? Copy Move	Short Answer/Essay
<input type="checkbox"/> Edit Question 3 : Why did you decide to take this course? Copy Move	Short Answer/Essay

[Cancel](#)

Clicking on the name of the pool, in this case OCE101, shows its subpools and questions.

1. To add a subpool to the current pool, click **Add Subpool**.
2. To remove a subpool, click the **Remove** link under the name of the subpool to be deleted.
3. To add a new question to the current pool, click **Add Question**.
4. To remove a question from the pool, select the question or questions to be removed and then click the **Remove** button in the questions listing area.

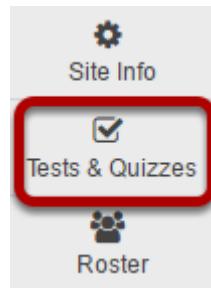
To create a new Question Pool, see [How do I add, copy, move, or remove a Question Pool?](#)

How do I add, copy, move, or delete a question pool?

Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see [What is a Question Pool?](#)

Note: Because a question pool cannot be given to students as is, no exam settings are available.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Add a question pool.

You can add a new Question Pool as an empty container for future questions.

Click Add New Pool.

A screenshot of the 'Question Pools' page. At the top, there are tabs: ASSESSMENTS, QUESTION POOLS (highlighted with a red box), EVENT LOG, and USER ACTIVITY REPORT. To the right are links for ?LINK and ?HELP. Below the tabs, there's a header 'Question Pools' with buttons for 'Add New Pool', 'Import Pool', and 'Transfer Ownership'. A table lists existing question pools: 'OCE101' by 'Demo Professor' (Last Modified 04/29/2016, 3 Questions, 3 Subpools). At the bottom left is a 'Delete' button.

Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See [How do I import questions into an assessment or a Question Pool?](#))

Enter the pool details and Save.

Add Pool

Required items marked with *.

Pool Name*

OCE201

Owner

Demo Professor

Department/Group

Description

Objectives

Keywords

Save

Cancel

Enter the data you desire and **Save** the Question Pool.

The question pool is ready for adding questions.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	0	<input type="checkbox"/>

Delete

To open the pool for authoring and editing of questions, click on its name. (For more information on adding questions to a pool, see [How do I add a question to a question pool?](#))

Copy a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
► Bonus Questions Add Subpool Copy Move Share	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
► OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	0	<input type="checkbox"/>

Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.

Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination and click Copy.

Copy Pool

Select the destination pool(s) for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
► OCE101	Demo Professor	04/29/2016	3	3
<input checked="" type="checkbox"/> OCE201	Demo Professor	04/29/2016	0	0

[Copy](#) [Cancel](#)

On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.

Click Copy.

Copy Pool

Select the destination pool(s) for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
► OCE101	Demo Professor	04/29/2016	3	3
<input checked="" type="checkbox"/> OCE201	Demo Professor	04/29/2016	0	0

[Copy](#) [Cancel](#)

Move a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
► Bonus Questions Add Subpool Copy Move Share	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
► ► OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
► ► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Moving a pool will relocate the pool and all of its questions and subpools to a new location.

Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination.

Move Pool

Select the destination pool for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
► OCE101	Demo Professor	04/29/2016	3	3
► ► OCE201	Demo Professor	04/29/2016	0	1

[Move](#) [Cancel](#)

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Move.

Move Pool

Select the destination pool for Bonus Questions

Question Pools TOP

Pool Name	Owner	Last Modified	Questions	Subpools
► OCE101	Demo Professor	04/29/2016	3	3
► ► OCE201	Demo Professor	04/29/2016	0	1

[Move](#) [Cancel](#)

Delete a question pool.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
▼ OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
Bonus Questions Add Subpool Copy Move	Demo Professor	04/29/2016	2	0	<input checked="" type="checkbox"/>
► Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

[Delete](#)

Deleting a question pool will remove the pool and all of its questions and subpools.

To delete a pool, select the checkbox for the pool you would like to remove.

Click the Delete button.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
▼ OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
Bonus Questions Add Subpool Copy Move	Demo Professor	04/29/2016	2	0	<input checked="" type="checkbox"/>
► Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
► OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

[Delete](#)

Click Remove to confirm deletion.

 LINK  HELP

Remove Pool Confirmation

Are you sure you want to remove the following pool(s) and ALL associated subpools and questions?

Pools to be removed:

Bonus Questions

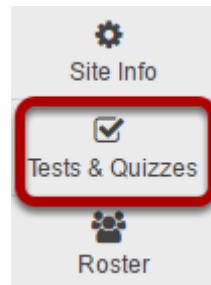
Remove

Cancel

How do I add a question to a question pool?

A question pool consists of questions developed in advance and saved for use in assessments.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Select the pool.

The screenshot shows the 'Question Pools' page with the following interface elements:

- Top navigation bar with tabs: ASSESSMENTS, QUESTION POOLS (highlighted with a red box), EVENT LOG, USER ACTIVITY REPORT.
- Header buttons: LINK, HELP.
- Section title: Question Pools.
- Header for the table: Pool Name, Owner, Last Modified, Questions, Subpools, Delete?.
- Table of question pools:

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
Bonus Questions Add Subpool Copy Move	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
Chapter 1 Add Subpool Copy Move	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
Chapter 2 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
Chapter 3 Add Subpool Copy Move	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

- Bottom left button: Delete.

Select the pool that you wish to augment by clicking on its name.

Click Add Question.

[OCE101](#) > Bonus Questions

Question Pool: Bonus Questions

Pool Name

Owner Demo Professor

[Update](#)

0 Subpools [Add Subpool](#)

2 Questions [Add Question](#)

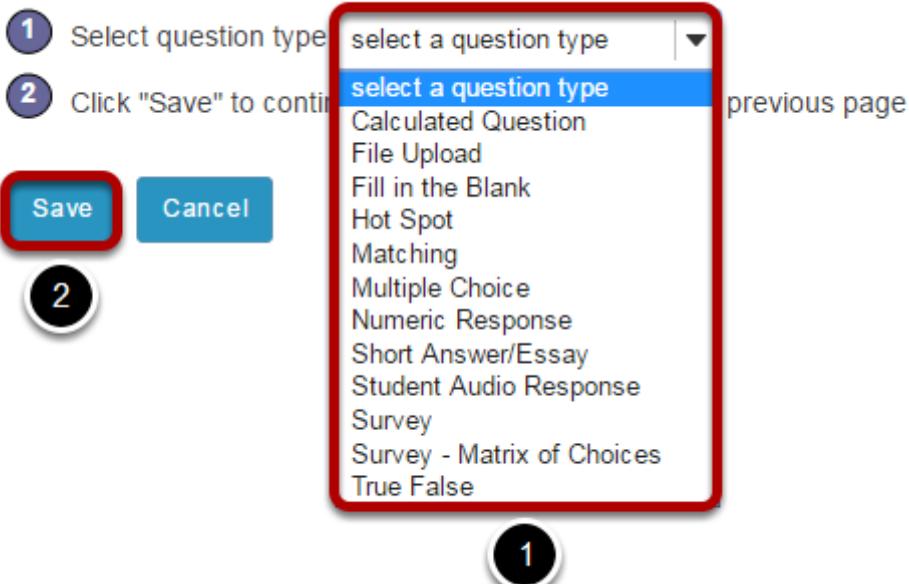
[Remove](#) | [Copy](#) | [Move](#)

Question Text	Question Type
Edit Question 1 : Define "oceanography" Copy Move	Short Answer/Essay
Edit Question 2 : Name 5 famous ocean explorers. Copy Move	Short Answer/Essay

[Cancel](#)

You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add** link on the right hand side of the screen.

Create a new question by choosing its type.



All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

1. Select the type of question you want to add.
2. Click **Save**.

How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

Note: Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see [How do I set up a random question set?](#)

Go to Tests & Quizzes.



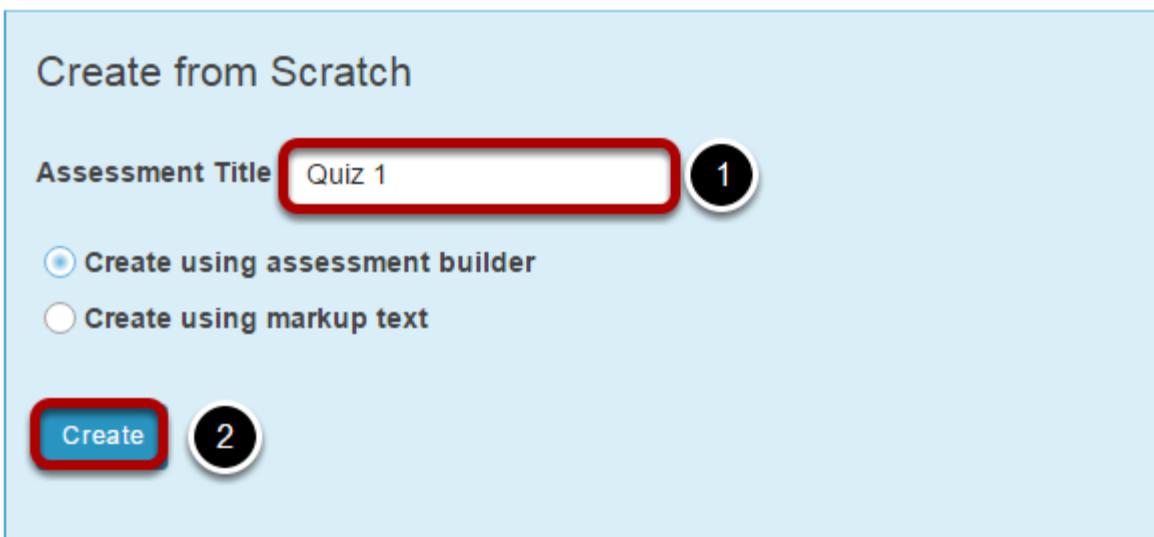
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is a text input field labeled "Assessment Title" containing "Quiz 1", which is circled in red. To the right of the title is a circular button with the number "1". Underneath the title are two radio buttons: one blue one labeled "Create using assessment builder" and one white one labeled "Create using markup text". At the bottom left is a blue "Create" button with a red border, which is also circled in red. To its right is a black circular button with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a software interface with a header bar. On the left, a blue button says "Working Copies: not released to students". On the right, a grey button says "Published Copies: released to students". Below this is a table with two columns: "Action" and "Title". In the "Action" column, there is a dropdown menu with the following options: "-- Select Action --", "Edit" (which is highlighted in blue), "Preview", "Print", "Settings", "Publish", "Duplicate", "Export", and "Remove". A red rounded rectangle highlights the dropdown menu. The "Title" column contains the text "Quiz 1".

Select Copy from Question Pool from the drop-down menu.

The screenshot shows the "Questions: Quiz 1" page in the Sakai Quiz editor. At the top, there are navigation links: ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right, there are links for LINK and HELP. Below these are buttons for Add Part, Preview, Print, and Settings. The main area shows "0 Existing Questions - 0 total points". Under "Part 1", it says "Default - 0 questions" and has buttons for Copy to Pool and Edit. On the left, there is a "Insert New Question" section with a "select a question type" dropdown menu. This dropdown menu lists various question types: Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool. The "Copy from Question Pool" option is highlighted with a red border.

Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Owner	Last Modified	Questions	Subpools
▼ OCE101	Demo Professor	04/29/2016	3	4
Bonus Questions	Demo Professor	04/29/2016	2	0
► Chapter 1	Demo Professor	04/29/2016	0	2
Chapter 2	Demo Professor	04/29/2016	30	0
Chapter 3	Demo Professor	04/29/2016	30	0
► OCE201	Demo Professor	04/29/2016	0	1

Select a question pool from the list.

Select the question/s.

[OCE101](#) > Chapter 2

Question Pool: Chapter 2

Navigate to another subpool or use the checkboxes below to select questions you wish to copy into the current assessment and then click Copy.

Pool Name

Owner Demo Professor

0 Subpools

30 Questions

Question Text	Question Type	Copy? <input type="checkbox"/>	Select all <input type="checkbox"/>
Edit Question 1 : A boundary in which crustal plates move past one another is called a:	Multiple Choice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Question 2 : All of the following statements are true concerning subduction zones EXCEPT:	Multiple Choice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Question 3 : As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?	Multiple Choice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Question 4 : Describe the mechanism that powers the movement of the lithospheric plates.	Short Answer/Essay	<input type="checkbox"/>	<input type="checkbox"/>
Edit Question 5 : Earlier than 200 million years ago, the continents were joined into one supercontinent called:	Multiple Choice	<input type="checkbox"/>	<input type="checkbox"/>
Edit Question 6 : Geologists believe that a new ocean basin is forming:	Multiple Choice	<input type="checkbox"/>	<input type="checkbox"/>
Edit Question 7 : How are Earth's internal layers classified?	Short Answer/Essay	<input type="checkbox"/>	<input type="checkbox"/>

Check the corresponding box for the question/s you would like to copy.

Click Copy.

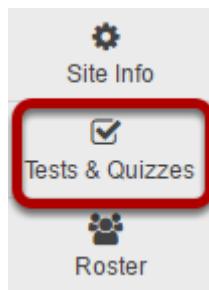


Scroll down to the bottom of the question list and click the **Copy** button.

Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.

How do I set up a random question set?

Go to Tests & Quizzes.



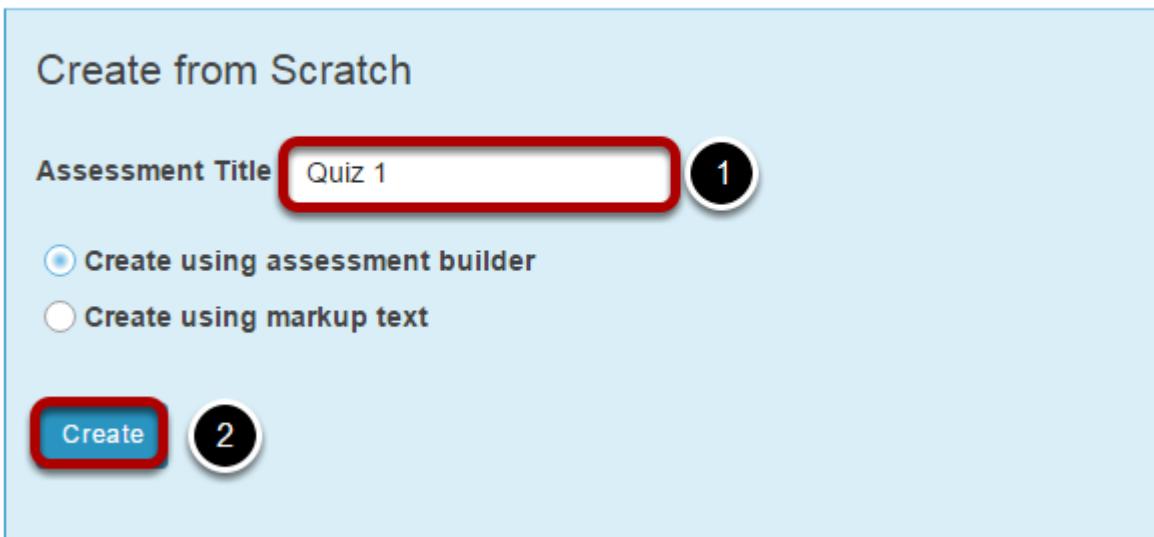
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Random question sets may be added to any assessment. Select an existing assessment or create a new one to add a random question set.

Create a New Assessment.

Create an Assessment



The dialog box has a light blue background. At the top left, it says "Create from Scratch". Below that is a field labeled "Assessment Title" containing "Quiz 1", which is highlighted with a red rounded rectangle. To the right of the title is a black circle with the number "1". Underneath the title are two radio button options: "Create using assessment builder" (selected) and "Create using markup text". At the bottom left is a blue "Create" button, which is also highlighted with a red rounded rectangle. To its right is a black circle with the number "2".

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1

Edit a part.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 Default - 0 questions [Copy to Pool](#) [Edit](#)

Insert New Question

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

For the Type, choose Random draw from question pool.

Type

Questions authored one-by-one

Random draw from question pool

Set the options for the random set.

Options

The screenshot shows two sections of the assessment editor: 'Randomization' and 'Scoring'. In the 'Randomization' section, step 1 highlights the input field for drawing questions from a pool. Step 2 highlights the dropdown menu showing the pool name. Step 3 highlights the radio button for randomizing questions each time an assessment is submitted. In the 'Scoring' section, step 4 highlights the input field for correct answers being worth 1.0 point(s). Step 5 highlights the input field for deducting 0.0 point(s) for incorrect answers.

Randomization

* Draw 5 question(s) from OCE101: Chapter 2 (30 questions)

A student's questions are randomized each time an assessment is submitted
 A student's questions are randomized once for all submissions

Scoring

* Correct answers are worth 1.0 point(s).

* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct 0.0 point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Click Save.



View assessment.

The screenshot shows a summary of the assessment. It includes a 'Save' button with a red border, a 'Cancel' button, and a 'Preview' button. Below the summary, there are buttons for 'Add Part', 'Print', 'Settings', and 'Publish'.

5 Existing Questions - 5 total points

Add Part | Preview | Print | Settings | Publish

Part 1 Random draw from Chapter 2 - 5 questions Update Questions Edit

The questions for this part were generated from the question pool, **Chapter 2**, on **Monday, May 2, 2016 at 2:59:28 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

[Update Points](#)

You will be returned to the assessment editing screen with the random draw question set shown. You may add additional questions or question sets by adding more parts to the assessment.

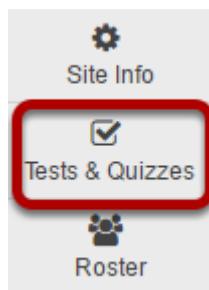
How do I import and export assessments?

The import and export operations allow you to download an assessment or question pool created in the Tests & Quizzes tool into an external file, and to upload from such an external file, or a format-compliant file obtained elsewhere, into an assessment or question pool. The file comprises the entire assessment, including its title, settings, questions, and other options.

Two export formats are available, IMS QTI 1.2 and IMS Content Packaging. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with all the components labeled according to the IMS standards.

Tip: Many publishers provide test bank cartridges in IMS format. You may want to use this option if you are importing questions provided by your textbook publisher.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

To import an assessment, click Import.

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Select your file, and click Import.

[LINK](#) [HELP](#)

Import Assessment

Choose an IMS QTI-compliant **XML** file or an IMS Content Packaging **ZIP** file from your computer.

Choose a file:

1 Choose File **exportAssess...example.zip**
This file is an:
2 Export from this (or other Sakai) system
 Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)

3 **Import** Cancel

1. Click **Choose File** to browse for the file on your own computer system and open it. Once you have selected your import file, it will show the file name next to the button.
2. Select the radio button indicating they type of file you are importing. (Tests & Quizzes supports files saved in QTI format.)
3. Click the **Import** button.

View your assessment.

Working Copies: not released to students		Published Copies: released to students	
Action	Title	Last Modified	Modified Date
-- Select Action -- ▾	Module 10 Quiz	Demo Professor	05/02/2016 03:06:13 PM
-- Select Action -- ▾	Quiz 1	Demo Professor	05/02/2016 02:59:28 PM

In the lower area of Tests & Quizzes, you will see a new assessment. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select Settings to change the title and other settings.

To export an assessment.

The export will create a new file on your system, suitable for saving for further use or porting to another IMS-compliant system.

Click Export for the assessment you want to export.

Action	Title	Last Modified	Modified Date
-- Select Action --	Module 10 Quiz	Demo Professor	05/02/2016 03:06:13 PM
-- Select Action --	Quiz 1	Demo Professor	05/02/2016 02:59:28 PM

Use the drop-down menu next to the assessment title. Click **Export**.

Choose the export type and export.

Export Assessment - Quiz 1 LINK HELP

Choose the type of export you would like to do, [IMS QTI-compliant XML](#) or [IMS Content Packaging](#), and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop.

Note: Hot Spot questions won't be exported because they don't match with a standard question type. You can copy them from a site to another one using question pools or the Import from Site feature.

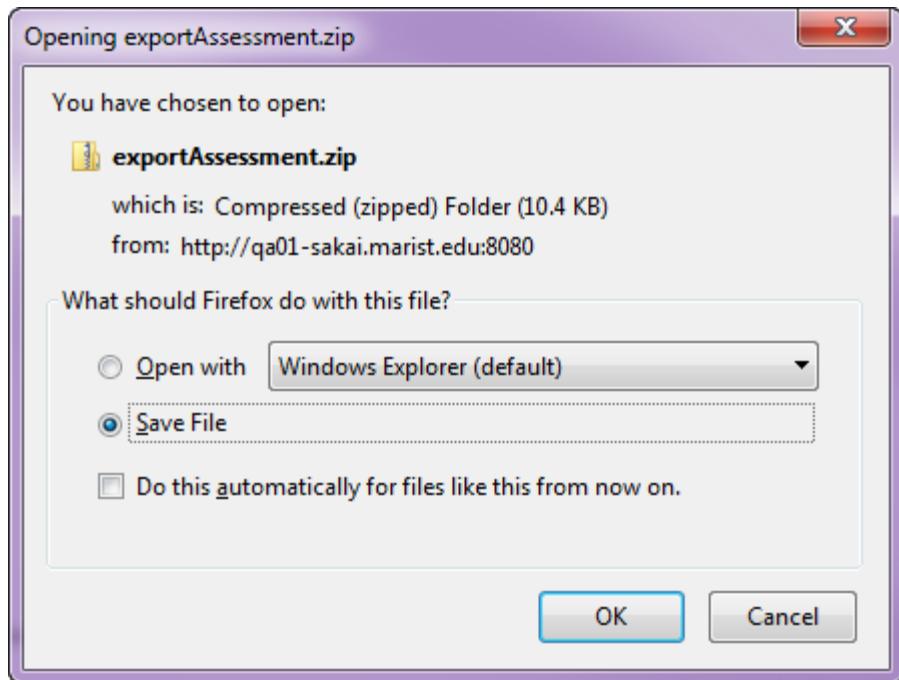
Choose export type:
 QTI v 1.2
 Content Packaging

If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

1 Export Cancel

1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.
2. Click the **Export** button.

Save (download) the file to your own system.



The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.

How do I import a question pool?

A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See [What is a Question Pool?](#)

A question pool is available to the author in any worksite in which that person has permission to create assessments, and will show in the list of Question Pools.

You can import a question pool from a saved assessment, or from a file provided by a publisher or exported from another system.

Note: There is currently no way to export question pools, but the questions can be [exported in the form of an assessment](#).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Select Import Pool.

The screenshot shows a 'Question Pools' page with the following interface elements:

- Top navigation bar: ASSESSMENTS, QUESTION POOLS (highlighted with a red box), EVENT LOG, USER ACTIVITY REPORT, LINK, HELP.
- Header: Question Pools.
- Toolbar: Add New Pool, Import Pool (highlighted with a red box), Transfer Ownership.
- Table: A list of question pools with columns: Pool Name, Owner, Last Modified, Questions, Subpools, and Delete?.
- Data in table:

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>
- Buttons: Delete (at the bottom left).

Click Choose File.

Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

Choose File exported-ass...ent (2).xml

Import

Cancel

Click the **Choose File** button to browse for and select the import file on your computer. Once you have selected your file, the file name will be displayed.

*Note: Your import file must be an IMS QTI-compliant **XML** file. The Import Pool option does not accept zip files.*

Click Import.

Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

Choose File exported-ass...ent (2).xml

Import

Cancel

Once you have located the file, click **Import**.

The question pool is imported to the site.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 New Pool Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
 OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
 OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

You will see the question pool, under the name it was given in the import file, in your list of question pools.

How do I share a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

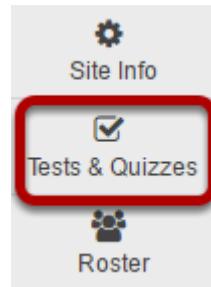
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

Removing a user from a site does not remove access to any question pools you've shared with him or her.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Choose to share the question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Make sure that the other pool author is a participant with a role that allows creation of assessments. In Tests & Quizzes, go to **Question Pools**. Under the name of the pool you wish to share with that person, click **Share**.

Grant access.

Share pool

Site Members with access to Module 10 Quiz

Name	Role	Revoke access
Demo Professor	Instructor	<input type="checkbox"/>

Site Members without access to Module 10 Quiz

Name	Role	Grant access
Guest Lecturer	Instructor	1 <input checked="" type="checkbox"/>

- 2 Share

1. Next to the person's name, click **Grant Access**.

2. Click **Share**.

The original creator is the pool owner.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Copy Remove me	Demo Professor	05/02/2016	20		
My Original Pool Add Subpool Copy Move Share	Guest Lecturer	05/02/2016	0	0	<input type="checkbox"/>

The other person will now see the pool, under the same name, with your name as **Owner**, in his or her Question Pools list.

Note: Users with shared access to a question pool have the options to edit the shared question pool (by clicking on its name, as usual), copy it to another pool, or withdraw their shared access (Remove Me). However, they do not have access to move, share, or delete the shared pool.

How do I revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

Removing a user from a site does not remove access to any question pools you've shared with him or her. You must revoke access using the instructions below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Choose the shared question pool you would like to manage.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
OCE201 Add Subpool Copy Move Share	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Under the name of the pool where you wish to modify sharing, click **Share**.

Revoke access.

Share pool

Site Members with access to Module 10 Quiz

Name	Role	Revoke access
Demo Professor	Instructor	<input type="checkbox"/>
Guest Lecturer	Instructor	<input checked="" type="checkbox"/> 1

Site Members without access to Module 10 Quiz

Name	Role	Grant access
		<input type="button" value="Share"/> 2 <input type="button" value="Cancel"/>

1. Next to the person's name, check the box to **Revoke Access**.

2. Click **Share**.

Remove your own access to a shared pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Copy Remove me	Demo Professor	05/02/2016	20		
My Original Pool Add Subpool Copy Move Share	Guest Lecturer	05/02/2016	0	0	<input type="checkbox"/>

If you have been granted access to a shared pool and would like to remove yourself, click the **Remove me** link under the name of the shared pool to revoke your shared access.

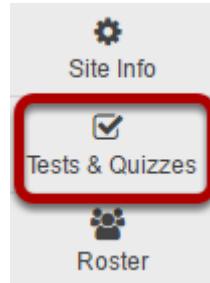
How do I transfer ownership of a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

However, question pool owners have more options for sharing and managing question pools than users with shared access. In some cases, you may wish to transfer ownership of a question pool to another user so that the new user has all of the available options going forward. For example, if the original owner of a pool is retiring or leaving the institution, he or she may need to transfer all of his or her pools to another faculty member in the department.

Note: Transferring ownership of a question pool also transfers ownership of any subpools within the selected pool.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Select Transfer Ownership

Question Pools

Question Pools						
Actions		Pool Name	Owner	Last Modified	Questions	Subpools
Add New Pool	Import Pool	Transfer Ownership				
	Module 10 Quiz	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
	OCE101	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
	OCE201	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Select the pools to be transferred and click Continue.

[LINK](#) [HELP](#)

Transfer Ownership

Select All Pools

Pool Name	Owner	Last Modified	Questions	Subpools
<input type="checkbox"/> Module 10 Quiz	Demo Professor	05/02/2016	20	0
<input type="checkbox"/> OCE101	Demo Professor	04/29/2016	3	4
<input type="checkbox"/> Bonus Questions	Demo Professor	04/29/2016	2	0
<input type="checkbox"/> Chapter 1	Demo Professor	04/29/2016	0	2
<input type="checkbox"/> Multiple Choice	Demo Professor	04/29/2016	20	0
<input type="checkbox"/> Short Answer/Essay	Demo Professor	04/29/2016	10	0
<input type="checkbox"/> Chapter 2	Demo Professor	04/29/2016	30	0
<input type="checkbox"/> Chapter 3	Demo Professor	04/29/2016	30	0
<input checked="" type="checkbox"/> OCE201	Demo Professor	04/29/2016	0	1
<input checked="" type="checkbox"/> Bonus Questions	Demo Professor	04/29/2016	2	0

[Continue](#) [Cancel](#)

Select one or more pools to be transferred to another user. Then click **Continue**.

Note: If you select a pool containing subpools, the subpools will automatically be selected as well.

Enter the user ID of the new pool owner and click Continue.

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

guestlecturer

[Continue](#)

[Back](#)

[Cancel](#)

Click Transfer Ownership to confirm the transfer.

Transfer Ownership

Ownership of the following pools will be transferred to Guest Lecturer (guestlecturer):

Pool Name	Owner	Last Modified	Questions	Subpools
OCE201	Demo Professor	04/29/2016	0	1
Bonus Questions	Demo Professor	04/29/2016	2	0

[Transfer Ownership](#)

[Back](#)

[Cancel](#)

[LINK](#) [HELP](#)

The transferred pool/s will no longer be listed under the original owner's question pools.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

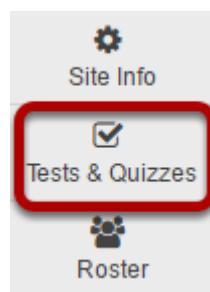
Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Module 10 Quiz Add Subpool Copy Move Share	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
OCE101 Add Subpool Copy Move Share	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>

How do I create a survey?

The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

*Tip: If you are delivering a survey, you may wish to set the assessment to **anonymous** when publishing the item, so that your survey responses will be gathered anonymously. See [How do I view and modify the settings of an assessment?](#) for more information on delivery options.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

A survey question (either a basic survey or a matrix of choices) may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a new assessment.

A screenshot of the 'Create an Assessment' dialog box. It has two main sections: 'Create from Scratch' and 'Import from File (XML or ZIP)'.

- Create from Scratch:**
 - Assessment Title: (1)
 - Options:
 - Create using assessment builder
 - Create using markup text
 - Create** button (2)
- OR**
- Import from File (XML or ZIP)**
 - Import** button

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table of assessments. The first row is for 'Quiz 1', and the second row is for 'End of Course Survey'. For the 'End of Course Survey', a context menu is open with options: -- Select Action --, Edit (which is highlighted with a red arrow), Preview, Print, Settings, Duplicate, Export, and Remove. The table has columns for Action, Title, Last Modified, and Modified Date.

Action	Title	Last Modified	Modified Date
-- Select Action --	Quiz 1	Demo Professor	2016-05-02 3:11 PM
-- Select Action --	End of Course Survey	Demo Professor	2016-05-02 5:03 PM

For a basic survey, select Survey from the drop-down menu.

The screenshot shows the 'Insert New Question' dialog. On the left, there are buttons for 'Insert New Question' (highlighted with a red box) and 'Update Points'. On the right, there is a dropdown menu labeled 'select a question type' with various options: Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey (which is highlighted with a red arrow), Survey - Matrix of Choices, True False, and Copy from Question Pool. At the top right, it says '0 Existing Questions - 0 total points' and 'Add Part | Preview | Print | Settings'. Below that, it shows 'Part 1 Default - 0 questions' and 'Copy to Pool | Edit'.

After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

The Answer Point Value will default to zero.

Answer Point Value 0 points

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

Add Question Text.

Question Text	Show Rich-Text Editor (and character count) The textbook for this class was appropriate for the content covered in the course.
----------------------	---

Type the question text to the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click Add Attachments to browse for and select a file attachment.

Select Answer(s) from list.

Answer

- Yes, No
- Disagree, Agree
- Disagree, Undecided, Agree
- Below Average -> Above Average
- Strongly Disagree -> Strongly Agree
- Unacceptable -> Excellent
- 1 -> 5
- 1 -> 10

Select the desired answer format from the list.

Assign the question to a part of the assessment. (Optional)

Assign to Part

Part 1 - Default ▾

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question
Pool

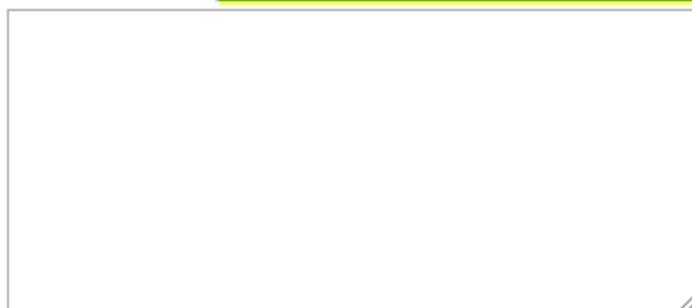
Select a pool name (optional)

The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)



Feedback is optional text available for students to view.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.

Save

Cancel

Click **Save** to save the question (or **Cancel** to exit).

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.

The screenshot shows a software interface for creating a new question. At the top, there's a header bar with links for 'Add Part', 'Preview', 'Print', and 'Settings'. To the right, it says '0 Existing Questions - 0 total points'. Below this, a 'Part' section shows '1' selected with a dropdown arrow, and 'Default - 0 questions'. On the far right are 'Copy to Pool' and 'Edit' links. A large red box highlights the 'Insert New Question' button. A dropdown menu titled 'select a question type' is open, listing various question types: 'Calculated Question', 'File Upload', 'Fill in the Blank', 'Hot Spot', 'Matching', 'Multiple Choice', 'Numeric Response', 'Short Answer/Essay', 'Student Audio Response', 'Survey', 'Survey - Matrix of Choices' (which is also highlighted with a blue background), 'True False', and 'Copy from Question Pool'. A cursor arrow is pointing at the 'Survey - Matrix of Choices' option.

After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

Answer Point Value

This allows for the **Answer Point Value** to be manually inputted.

Add Question Text.

Question Text [Show Rich-Text Editor \(and character count\)](#)

Please indicate your agreement with the following statements:

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment.

Enter Answer Options.

Answer

	column choice #1	column choice #2
row choice #1	<input type="radio"/>	<input type="radio"/>
row choice #2	<input type="radio"/>	<input type="radio"/>

Row Choices (press "Return" key after each choice)

I felt comfortable conversing through the online medium.
I felt comfortable participating in the course discussions.
I felt comfortable interacting with other course participants.

Column Choices (press "Return" key after each choice)

strongly disagree
disagree
neutral
agree
strongly agree

Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

Allow Only One Response per Column(forced ranking)

Check the box for **Allow Only One Response per Column** if forced ranking is desired.

Add Comments field. (Optional)

Add Comment Field

Check the box to Add Comment Field in the survey if desired.

Specify Relative Column Width. (Optional)

Relative Widths of
Columns

Use browser defaults for column widths



The drop-down menu is available to regulate column and row width. The widths are based in percentages.

Assign the question to a part of the assessment. (Optional)

Assign to Part

Part 1 - Default



The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question
Pool

Select a pool name (optional)



The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for students to view.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

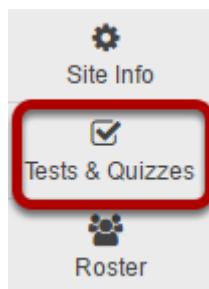
How do I view and modify the settings of an assessment?

The settings of a test or quiz are complex, and offer many options. In many cases, the default values will work, but should be reviewed. The modification of a setting in one section will not change settings in other sections.

You can modify the settings, parts, and questions of any assessment listed under the **Working Copies** tab. When you publish an assessment, a copy is created and listed under **Published Copies**. For the published copy, you can make changes to all the settings except "Assessment Released To".

Note: After you've published an assessment, if you modify the unpublished version under Working Copies, you'll have to alter the assessment's name before republishing it. When you publish it, you'll be creating another publication under Published Copies, not replacing the existing published copy. Also, if you modify the settings of a test while students are taking it, the changes will not affect testing sessions in progress. Students must exit the test and re-enter it in order to have the modified settings take effect.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Edit the settings.

The screenshot shows the Sakai Tests & Quizzes tool interface. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right, there are links for LINK and HELP. Below these, a section titled "Create an Assessment" offers two options: "Create from Scratch" (with fields for Assessment Title and choice between assessment builder or markup text) and "Import from File (XML or ZIP)". A large "Create" button is at the bottom of this section. Below this, a navigation bar has "Working Copies: not released to students" highlighted in green, and "Published Copies: released to students". A table lists quizzes, with columns for Action, Title, Last Modified, and Modified Date. The "Action" column for Quiz 1 shows a dropdown menu with options: "Select Action", "Edit", "Preview", "Print", "Settings" (which is selected and highlighted in blue), "Publish", "Duplicate", "Export", and "Remove".

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Be sure that you are in the **Working Copies** tab, otherwise, you won't see your unpublished items.

Alternately, you can access assessment settings from the edit assessment screen.

Questions: Quiz 1

10 Existing Questions - 100 total points

This screenshot shows the "Questions: Quiz 1" editing screen. At the top, there are links for Add Part, Preview, Print, Settings (which is highlighted with a red box), and Publish. Below this, a table for a part labeled "Part 1" shows "Random draw from Chapter 2 - 10 questions" and a "Update Questions" button. An "Edit" link is also present. A note at the bottom explains that the questions were generated from the question pool "Chapter 2" on "Wednesday, May 4, 2016 at 1:35:54 PM EDT".

The questions for this part were generated from the question pool, **Chapter 2**, on **Wednesday, May 4, 2016 at 1:35:54 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Settings options.

Settings - Quiz 1

The screenshot shows the 'Settings - Quiz 1' page. At the top right, there is a blue 'Expand All' link with a red box around it. Below it, a list of sections is shown, with the first section, 'About this Assessment', expanded, indicated by a small triangle icon to its left. Other collapsed sections include 'Availability and Submissions', 'Grading and Feedback', and 'Layout and Appearance'. At the bottom, there are three buttons: 'Save Settings and Publish' (blue), 'Save' (light blue), and 'Cancel' (white).

This is a list of the options available in the assessment settings. Click on the small triangle next to each section to expand/collapse that section.

Or, you can click on the **Expand All** link to expand all of the settings sections at once.

About this assessment.

The screenshot shows the 'About this Assessment' settings page. It includes the following fields and features:

- Creator:** Demo Professor
- Title:** Quiz 1 (with a circled '1' next to the title field)
- Description/Intro (optional):** An empty text area with a circled '2' next to it. A yellow link 'Show Rich-Text Editor (and character count)' is located to the right of the text area.
- Honor Pledge:** A checkbox labeled 'Require students to agree to honor pledge before beginning assessment' with a circled '3' next to it.
- Attachments:** Text indicating 'No Attachment(s) yet' with a circled '4' next to the 'Add Attachments' button.
- Metadata:** A section with a circled '5' next to the title. It contains fields for 'Assessment Metadata' (Keywords, Objectives, Rubrics) and a 'Record Metadata for:' dropdown menu with a checked 'Questions' option.

The first section is the **Assessment Introduction**.

1. This is where you can change the title of your assessment if desired.
2. Optionally, you may also add a description. Anything you enter into the description field will be visible to students before they begin the assessment. Notice that the [Rich Text Editor](#) is available in the description field.
3. If selected, the Honor Pledge requires students to agree to the pledge before beginning the assessment.
4. You can attach a file if you like. The file could be a reference the students need to use during the test, or more detailed instructions on test taking requirements.
5. The Metadata section may be optionally expanded to enter additional information about the assessment.

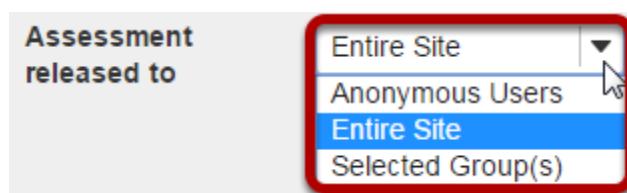
Availability and Submissions

▼ Availability and Submissions

Assessment released to	Entire Site <input type="button" value="▼"/>
Exceptions to Time Limit and Delivery Date	Add a Time Limit/Delivery Date Exception.
The number of submissions allowed	<input checked="" type="radio"/> Unlimited <input type="radio"/> Only <input type="text"/> submissions allowed
It is available	<input type="text" value="05/04/2016 12:00 am"/>
It is due	<input type="text" value="05/31/2016 11:55 pm"/> and has a time limit of <input checked="" type="checkbox"/> 01 <input type="button" value="▼"/> hrs. <input type="button" value="00"/> <input type="button" value="▼"/> min.
Late submissions accepted?	<input type="radio"/> No, not after due date <input checked="" type="radio"/> Yes, until <input type="text" value="06/03/2016 11:55 pm"/> <p>Students get one chance to submit after due date if they haven't already submitted.</p>
Question Scores	<input checked="" type="radio"/> Show question point value during assessment <input type="radio"/> Hide question point value during assessment
<ul style="list-style-type: none"> ▶ Ensure students take exams from specific location ▶ Add message that students will see after submission 	

The availability and Submission section controls when your assessment is available and which users have access to it.

Assessment Released to.



By default, the assessment will be released to the **Entire Site**. If you would like the assessment to be released to **Anonymous Users** (i.e. users outside the current course) or **Selected Groups**

within your course, select the appropriate radio button. (The groups option is only available if there are existing groups in your site.)

Note: If you release an assessment to anonymous users, you must distribute its URL to participants; it will not be accessible from within your site's Tests & Quizzes tool. The URL will be presented when you publish the assessment.

Exceptions to Time Limit and Delivery Date.

The screenshot shows a user interface for managing time limits and delivery dates. On the left, a sidebar lists 'Exceptions to Time Limit and Delivery Date'. In the main area, a red box highlights the 'Add a Time Limit/Delivery Date Exception' link. A red arrow points downwards from this link to a specific student entry. The entry for 'student01' includes fields for Available Date (05/04/2016 12:00 am), Due Date (05/31/2016 11:55 pm), and Retract Date (06/03/2016 11:55 pm). There is also a checkbox for 'Change Delivery Dates for this group/student' which is checked. A blue 'Delete this entry' button is visible. At the bottom, a link 'Add another Time Limit/Delivery Date Exception.' is shown.

If you would like to allow individual students or groups of students to have different date or time settings, you may click on the **Add a Time Limit/Delivery Date Exception** link to add one or more exceptions.

Once you click the add exception link, you will be able to select users or groups within the site and indicate the time of amount allowed for that user/group. In addition, you can check the box next to **Change Delivery Dates for the group/student** to specify a different availability window for the assessment.

Tip: The add exception setting is most often used for students with disabilities that require extra time on the test.

Number of submissions.

The screenshot shows a configuration for the number of submissions. It includes a label 'The number of submissions allowed' and two radio button options: 'Unlimited' (selected) and 'Only' followed by a text input field containing '1' and the text 'submissions allowed'.

Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.

Delivery Dates and Time Limit

1 It is available 05/02/2016 12:00 am

2 It is due 05/31/2016 11:55 pm and has a time limit of 01 ▾ hrs. 00 ▾ min.

3

May 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time 11:55 pm

Hour

Minute

Now Done

The delivery dates let you specify the availability window for your assessment. You may enter the dates into the fields provided, or use the date-picker (calendar window) to select a date and time.

1. The **Available Date** is the start date of the exam window. Students will not be able to see the assessment before this date.
2. The **Due Date** is the end date for the exam window. Students will not be able to submit after this date unless you allow late submissions. If late submissions are allowed, any submissions after the due date will be marked as late.
3. If you would like a **Time Limit** on your assessment to be timed, select the check box for **has a time limit of** and select the desired time in hours and minutes from the drop-down menus.

Tip: If you want an assessment to always be open, you may leave the date fields blank.

Late handling.

Late submissions accepted?

No, not after due date

Yes, until 06/03/2016 11:55 pm

Students get one chance to submit after due date if they haven't already submitted.

Choose whether or not you will accept late submissions. If you do allow late submissions, they will be marked as late if they come in after the due date. Use the date picker to select a deadline for late submissions.

Note: Even if you allow multiple submissions, only one late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Question Scores

Question Scores	<input checked="" type="radio"/> Show question point value during assessment
	<input type="radio"/> Hide question point value during assessment

Choose whether or not you want the point value of the questions to be visible to students while they take the assessment.

Exam security by location or password.

▼ Ensure students take exams from specific location

1

Allow only specified IP Addresses

Use one IP address per line. An asterisk(*) can stand for any single subnet.
Examples: 171.64.139.* or 171.64.**

2

For high stakes testing, you may want to provide additional security for your assessment. Click on the **Ensure students take exams from specific location** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as the testing center on campus. Enter one IP per line. Asterisks may be used to stand for any single subnet.
2. You may also specify an additional password for the assessment. This information is typically provided to a proctor who enters the information for the student at the testing center.

Note: The password here is intended for this specific assessment only. It is NOT the instructor's or the student's login information.

Submission message.

1

Final Page URL

2

Validate URL

1. If you would like to enter a message that students see upon submitting their assessment, you may do so here. The rich-text editor is available if desired.
2. You may include a URL if you like. The URL link for this page will be displayed after the student submits the test.

Autosubmit.

Autosubmit

Autosubmit saved student work after latest acceptance date, unless student has previously submitted

Check this box if you want assessments to be auto-submitted after the retract date.

Note: You will only see this option if it is enabled on your instance.

Grading and Feedback

▼ Grading and Feedback

If multiple submissions, record the

highest score
 last score
 average score

Anonymous Grading

Hide student identity from grader

Gradebook Options

Send assessment score to Gradebook immediately, regardless of options below

Feedback

Set how feedback will be authored

Question-Level Feedback
 Selection-Level (A,B,C...) Feedback
 Both

Set the type of feedback a student receives

No Feedback will be displayed to the student
 Immediate Feedback
 Feedback on submission
 Feedback will be displayed to the student on a specific date

Set advanced feedback options

Only Release Student's Assessment Scores (questions not shown)
 Release Questions and the following

Student Response
 Correct Response
 Question-Level Feedback
 Selection-Level Feedback
 Grader's Comments
 Student's Question and Part Scores
 Student's Assessment Scores
 Statistics and Histograms

This section deals with the grading and feedback options for your assessment.

Recorded Score.

If multiple submissions, record the

highest score
 last score
 average score

If you allow multiple attempts, select the type of score that you want to be recorded in the gradebook for that assessment.

Anonymous grading.

Anonymous Grading Hide student identity from grader

The default setting here is for anonymous grading to NOT be selected. In most cases, you want to keep this setting, since there is no way to revert to student names once they have submitted the assessment anonymously.

However, if you are using the Tests & Quizzes tool to deliver a survey in your course, you may want to make the survey submissions anonymous by checking the box to **Hide student identity from grader**.

Gradebook options.

Gradebook Options Send assessment score to Gradebook immediately, regardless of options below

Select this box to send grades to gradebook if you want to be able to calculate them as part of the course grade.

Note: If you select this option, students will be able to see their assessment score in the Gradebook immediately upon submission, regardless of the feedback settings selected for the assessment.

Feedback authoring.

Set how feedback will be authored **Question-Level Feedback** **Selection-Level (A,B,C...) Feedback** **Both**

For Feedback Authoring, the default option is **Question-Level Feedback**. This allows the instructor to author feedback at the question level. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

Feedback delivery.

Set the type of feedback a student receives **No Feedback will be displayed to the student** **Immediate Feedback** **Feedback on submission** **Feedback will be displayed to the student on a specific date**

Feedback Delivery controls if and when students are able see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.

- **Immediate feedback** is recommended for self-tests only, as it will display the answers immediately - PRIOR to the student submitting the assessment.
- **Feedback on submission** displays feedback to students as soon as they submit the assessment. (This is the most common setting.)
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

*Tip: If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date**. For the latter, selecting a date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.*

Advanced feedback options.

Set advanced feedback options	<input type="radio"/> Only Release Student's Assessment Scores (questions not shown) <input checked="" type="radio"/> Release Questions and the following <input checked="" type="checkbox"/> Student Response <input checked="" type="checkbox"/> Correct Response <input checked="" type="checkbox"/> Question-Level Feedback <input checked="" type="checkbox"/> Selection-Level Feedback <input checked="" type="checkbox"/> Grader's Comments <input checked="" type="checkbox"/> Student's Question and Part Scores <input checked="" type="checkbox"/> Student's Assessment Scores <input checked="" type="checkbox"/> Statistics and Histograms
--------------------------------------	--

You can also decide how much feedback you want to release to students.

- You can choose to **Only Release Student's Assessment Scores** so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Question and the following** and then select the items that you want students to see from the list below. Check the box next to any items you want students to see.

Layout and Appearance

▼ Layout and Appearance

Navigation

Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

Each Question is on a separate Web page

Each Part is on a separate Web page

The complete Assessment is displayed on one Web page

Numbering

Continuous numbering between parts

Restart numbering for each part

Mark for Review

Add checkboxes next to questions so they can be marked for review

Background

Background Color



Background Image URL

This section has to do with the appearance of the assessment and how students navigate through the test.

Navigation.

Navigation

Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Navigation controls how students proceed through the test. The default is **Random access** where students can navigate through the test with Next and Previous buttons, as well as a Table of Contents. You may change this to **Linear access** if you prefer, where students can only go forward using the Next button and cannot revisit earlier questions or access a Table of Contents to jump to a question.

Question Layout.

Question Layout

- Each Question is on a separate Web page**
- Each Part is on a separate Web page**
- The complete Assessment is displayed on one Web page**

You can control the presentation of the questions according to the options shown. To display the entire assessment on a single Web page, allowing students to scroll through it, click the third choice.

Tip: Each question on a separate page is typically the preferred setting.

Numbering.

Numbering

- Continuous numbering between parts**
- Restart numbering for each part**

Choose the numbering pattern here. Numbering can be either **Continuous** throughout the test, or can **Restart** for each part. (For example, if you have multiple parts in the exam and the second part is for essay questions, you could have the numbering go back to 1 for the first essay question.) If you restart numbering for each part, questions are numbered with the part number, then the question number.

Mark for Review.

Mark for Review

- Add checkboxes next to questions so they can be marked for review

If you want to allow students to mark questions to go back to, check the box for this item.

Students may use this option to mark questions that they aren't sure about, and then jump back to them via the Table of Contents to review before submitting.

*Note: You cannot allow **Mark for Review** if **Linear access navigation** is selected.*

Background color.

Background

Background Color



Background Image URL

You can choose a color or image for the background here. To select the colors, click the palette icon. The image is given by a URL. An image smaller than the screen will be tiled for to cover the entire screen area.

Note: It is typically a best practice to leave the background of the assessment a solid color which provides good color contrast between text and background (e.g. a white background with black text) so that students can easily read the questions. Background images may make the assessment difficult to read if images compete with the text.

Save and publish the assessment.

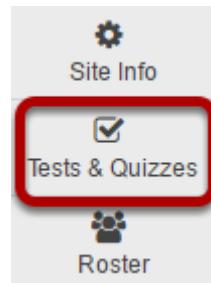


When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. If you are not yet ready to publish, you may click **Save** instead to save your settings without publishing. See the article [How do I publish an assessment \(i.e. test or quiz\)?](#)

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.

The screenshot shows the 'Create an Assessment' interface. It includes tabs for 'ASSESSMENTS', 'QUESTION POOLS', 'EVENT LOG', 'USER ACTIVITY REPORT', and links for 'LINK' and 'HELP'. The main area has two sections: 'Create from Scratch' (with fields for 'Assessment Title' and radio buttons for 'Create using assessment builder' or 'Create using markup text') and 'Import from File (XML or ZIP)' (with a 'Import' button). Below these is a table of existing assessments:

Action	Title	Last Modified	Modified Date
-- Select Action --	Quiz 1	Demo Professor	2016-05-02 3:11 PM

A red box highlights the 'Select Action' dropdown menu for 'Quiz 1', which lists options: 'Select Action', 'Edit', 'Preview', 'Print', 'Settings', 'Publish' (which is selected), 'Duplicate', 'Export', and 'Remove'. A cursor arrow points to the 'Publish' option.

The screenshot shows the 'Questions: Quiz 1' page. The toolbar includes 'ASSESSMENTS', 'QUESTION POOLS', 'EVENT LOG', 'USER ACTIVITY REPORT', and 'LINK/HELP'. The main content area shows '5 Existing Questions - 5 total points' and includes buttons for 'Add Part', 'Preview', 'Print', 'Settings', and 'Publish' (which is highlighted with a red box). Below this is a section for 'Part 1' with a dropdown for 'Random draw from Chapter 2 - 5 questions' and a 'Update Questions' button. A note at the bottom states: 'The questions for this part were generated from the question pool, Chapter 2, on Monday, May 2, 2016 at 3:11:06 PM EDT. To get latest changes made to the pool, click Update Questions or click Edit for this Part and then click Save. Clicking Preview or Publish will automatically update the pool-drawn questions as will exporting an assessment.' There is also a 'Update Points' button.

Edit the settings and then publish.

The screenshot shows the Sakai Tests & Quizzes tool interface. At the top, there are tabs for ASSESSMENTS, QUESTION POOLS, EVENT LOG, and USER ACTIVITY REPORT. On the right, there are links for LINK and HELP. Below these, a section titled "Create an Assessment" offers two options: "Create from Scratch" (with fields for Assessment Title and creation methods) and "Import from File (XML or ZIP)" (with an Import button). A "Working Copies" tab is selected, showing a list of quizzes. The first quiz, "Quiz 1", has a dropdown menu under the "Action" column. The "Settings" option in this menu is highlighted with a red box and a cursor icon, indicating it is the selected action.

Action	Title	Last Modified	Modified Date
-- Select Action --	Quiz 1	Demo Professor	2016-05-02 3:11 PM

Working Copies: not released to students Published Copies: released to students

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Be sure that you are in the **Working Copies** tab, otherwise, you won't see your unpublished items.

Alternately, you can access assessment settings from the edit assessment screen.

The screenshot shows the 'Assessments' section of the Sakai interface. At the top, there are tabs for 'ASSESSMENTS', 'QUESTION POOLS', 'EVENT LOG', and 'USER ACTIVITY REPORT'. On the right, there are links for 'LINK' and 'HELP'. Below the tabs, the title 'Questions: Quiz 1' is displayed, followed by a message indicating '5 Existing Questions - 5 total points'. A navigation bar below the title includes links for 'Add Part', 'Preview', 'Print', 'Settings' (which is highlighted with a red box), and 'Publish'. The main content area shows 'Part 1' with a dropdown menu set to 'Random draw from Chapter 2 - 5 questions'. There are 'Update Questions' and 'Edit' buttons. A note below explains the generation of questions from a pool. A 'Update Points' button is also present.

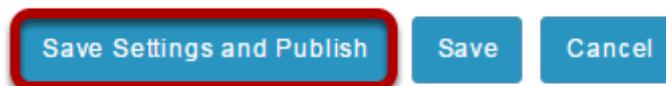
If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the article [How do I view and modify the settings of an assessment?](#)

Note: Settings are typically adjusted fully on the Working Copy before publishing.

Save settings and publish.



Once you have completed all of your settings selections, click the **Save Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

Review and confirm publishing of assessment.

 [LINK](#)  [HELP](#)

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.

▾
 [display due date on Calendar](#)

"Quiz 1" is available on 05/02/2016 05:40:00 PM to the entire class at <http://qa01-sakai.marist.edu:8080/samigo-app/servlet/Login?id=6ea7d1c1-c40f-4e5a-973f-d2bf337b041d1462225283962>

It is due 05/31/2016 12:00:00 AM.

There is no time limit. Students can submit this an unlimited number of times. (The highest score will be recorded).

Student will receive **no feedback**.

Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends an email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Schedule**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click on **Publish** to make the assessment available to students.

View published assessment.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students **Published Copies: released to students**

View: [All](#) | [Active](#): open to students to take | [Inactive](#): not open to students to take

Action	Title	Status	In Progress	Submitted	Released To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 1	Active	0	0	Entire Site	2016-05-02	2016-05-31	Demo Professor	2016-05-02 5:42 PM

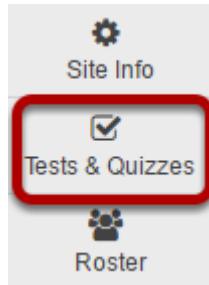
Click on **Published Copies** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.

How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay items, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation, see the article that describes [Gradebook Settings](#) when publishing an assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT [LINK](#) [HELP](#)

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students

Published Copies: released to students

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Chapter Questions 01	Active	0	1	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Module 01 Quiz	Active	0	2	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:24 PM
-- Select Action --	Syllabus Quiz	Active	0	1	Entire Site	2016-04-24	2016-05-01	Demo Professor	2016-05-04 3:37 PM

Click on the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Working Copies: not released to students **Published Copies: released to students**

View: All | Active: open to students to take | Inactive: not open to students to take

Action Title Status In Progress Submitted Release To Release Date Due Date Last Modified Modified Date

-- Select Action --	Chapter Questions 01	Active	0	1	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Module 01 Quiz	Active	0	2	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:24 PM
-- Select Action --	Syllabus Quiz	Active	0	1	Entire Site	2016-04-24	2016-05-01	Demo Professor	2016-05-04 3:37 PM

A dropdown menu is open for the "Module 01 Quiz" row, showing options: Scores, Preview, Print, Settings, and Remove. The "Scores" option is highlighted with a red box and a cursor is hovering over it.

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Enter score adjustment and overall comments.

Total Scores: Module 01 Quiz

Total Scores: Module 01 Quiz																
Submission Status		Total Scores		Questions		Statistics		Item Analysis		Export						
Max Score Possible: 20																
Apply This Score	<input type="text"/>	to all participants with "No Submission".														
View	Highest Submission	for	Entire Site													
Search	Student name or ID		Find	Viewing 1 - 5 of 5 items												
Delete	Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)							
X	student01	student01	Student	05/04/2016 04:22:05 PM	9 min 53 sec	20	<input type="text" value="5.0"/> 1	25	5 points bonus credit for early submission							
X	student02	student02	Student	05/04/2016 04:56:42 PM	2 min 49 sec	19	<input type="text" value="5.0"/>	24	5 points bonus credit for early submission							
	, student03	student03	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission							
	, student04	student04	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission							
	, student05	student05	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission							

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

(3) **Update** **Cancel**

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback. Optionally, you may also attach a file containing additional feedback. Click **Add Attachments** to attach a file.
3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

Note: The Final Score column will display the adjusted score after you save your changes.

Grade by student.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT  

Total Scores: Module 01 Quiz

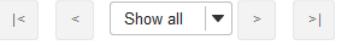
SUBMISSION STATUS TOTAL SCORES QUESTIONS STATISTICS ITEM ANALYSIS EXPORT

Max Score Possible: 20

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

Search Student name or ID

Viewing 1 - 5 of 5 items 

Delete	Name 	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	student01	student01	Student	05/04/2016 04:22:05 PM	9 min 53 sec	20	<input type="text" value="5.0"/>	25	5 points bonus credit for early submission  <input type="button" value="Add Attachments"/>
X	student02	student02	Student	05/04/2016 04:56:42 PM	2 min 49 sec	19	<input type="text" value="5.0"/>	24	5 points bonus credit for early submission  <input type="button" value="Add Attachments"/>
	, student03	student03	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission 
	, student04	student04	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission 
	, student05	student05	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission 

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

If you would like to grade an individual student submission, click on the student's name.

View and enter grades/comments for the individual student.

student02

SUBMISSION STATUS TOTAL SCORES QUESTIONS STATISTICS

Module 01 Quiz

Comments for Student: 5 points bonus credit for early submission

Table of Contents

Part 1 -- 20/20 Answered Questions, 19.0/ 20.0 Points

1. About _____ percent of Earth's surface is covered by water	1.0 Points
2. The average depth of the ocean is about _____	1.0 Points
3. The world ocean	1.0 Points
4. Earth is about	1.0 Points
5. In the scientific method, scientific theories:	1.0 Points
6. Life on Earth most probably evolved:	1.0 Points
7. The ocean originated from:	1.0 Points
8. Evidence suggests the universe began about 13.7 billion years ago in a:	1.0 Points
9. The first life forms on Earth arose:	1.0 Points
10. About 1.5 billion years ago, oxygen began to accumulate as a byproduct of _____ drastically changing the composition of the Earth's atmosphere.	1.0 Points
11. All of the following statements are true about the formation of our solar system and planet EXCEPT:	1.0 Points
12. The primary physical property that sorts the Earth, ocean, and atmosphere is _____	1.0 Points
13. The hypothesis that best explains how the universe was formed is called the _____	1.0 Points
14. Which of the following voyages would qualify as the first 100 percent pure scientific oceanographic expedition?	1.0 Points
15. Which of the following men was the first to publish a reasonably accurate chart of an ocean current, specifically the Gulf Stream?	1.0 Points
16. Polynesian navigators depended on _____ for accurate navigation.	1.0 Points
17. The word "oceanography" was first coined in association with:	1.0 Points
18. A(n) _____ is a graphic representation that depicts information about the ocean and ocean features including depth.	1.0 Points
19. The first person to develop a picture of the large-scale wind and current systems of the Earth was:	1.0 Points
20. Contributions by early Chinese scientists and philosophers include:	1.0 Points

Part 1 of 1

Question 1 of 20: 1.0 / 1.0 Points

About _____ percent of Earth's surface is covered by water
✓ A. 71
 B. 90
 C. 66
 D. 90

Answer Key:
A

Comments for Student:

Attachments

No Attachment(s) yet

Add Attachments

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

Save your changes.

Question 20 of 20:

1.0

/ 1.0 Points

Contributions by early Chinese scientists and philosophers include:

- A. developing seagoing methods that allowed them to stay at sea for nearly four months
- B. retrofitting their ships with multi-masts to sail more efficiently with changing winds
- C. designing and developing rudders and watertight compartments
- D. all of the above

Answer Key:D

Comments for Student:

Attachments

No Attachment(s) yet

[Add Attachments](#)

[Update](#)

[Cancel](#)

Be sure to scroll down to the bottom and click **Update** to save your changes!

Grade by question.

Total Scores: Chapter Questions 01

SUBMISSION STATUS TOTAL SCORES **QUESTIONS** STATISTICS ITEM ANALYSIS EXPORT

Max Score Possible: 10

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

Search Student name or ID

Viewing 1 - 5 of 5 items

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student <small>(What's This?)</small>
X	student01	student01	Student	05/04/2016 05:38:31 PM	0	<input type="text" value="0.0"/>	0	<input type="button" value="Add Attachments"/>
X	student02	student02	Student	05/04/2016 05:02:13 PM	0	<input type="text" value="0.0"/>	0	<input type="button" value="Add Attachments"/>

If you prefer to grade all of the student submissions for one question at a time, click on the **Questions** link in the assessment menu.

Select the question and enter grades/comments.

Part 1: Question 10 (Chapter Questions 01)

SUBMISSION STATUS TOTAL SCORES QUESTIONS STATISTICS ITEM ANALYSIS EXPORT

Part 1:Q1|Q2|Q3|Q4|Q5|Q6|Q7|Q8|Q9|Q10 1

Part 1: Question 10 - Fill in the Blank (1.0 Point) - Short Answer/Essay (1.0 Point)

In your opinion, where does the future of marine science lie?

View Highest Submission with Responses Displayed Inline for Entire Site

Search Student name or ID Find Clear

Viewing 1 - 2 of 2 items

|< < Show all > >|

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
student01	student01	Student	05/04/2016	1	The greatest progress in the immediate future will be made by consortia of universities and research institutions funded by state and federal agencies. Through decisions on the use of tax revenue, the voters will directly or indirectly determine the future of marine science.	good answer Add Attachments
student02	student02	Student	05/04/2016	0.5	In the future, marine scientists will live in bubble houses at the bottom of the ocean and talk to dolphins.	partial credit for creativity Add Attachments

Update Cancel

All of the student responses will be displayed by question. To grade by question:

1. Select the question number that you would like to grade from the list of question numbers at the top.
2. Enter the score for each student for the selected question.
3. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

Save your changes.

Update Cancel

Be sure to scroll down to the bottom and click **Update** to save your changes!

What is the Tests & Quizzes Event Log?

The Event Log shows certain student activities for all Tests & Quizzes in the site. It is created and maintained automatically.

Events recorded include (for each participant), entry to the assessment (date and time), submission of the assessment (date and time), duration of the student session in minutes, errors (if any) detected by the T&Q system, and IP address of the submitter.

Note: There must be existing student submissions in order for data to appear in the event log.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click Event Log.



Viewing event data.

DAC-EDUCATION-DEPT1-SUBJ1-126 Log

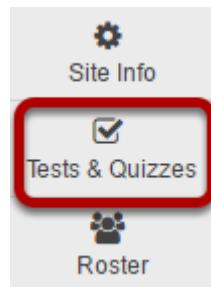
Event Log						
Title	Name	Entry Date	Date Submitted	Duration	Errors	IP Address
Module 01 Qui... ⓘ	student01 (student01)	05/04/2016 03:44:46 PM	05/04/2016 04:02:08 PM	18 minutes	No Errors (User submit)	
Module 01 Qui... ⓘ	student01 (student01)	05/04/2016 04:12:12 PM	05/04/2016 04:22:05 PM	10 minutes	No Errors (User submit)	
Module 01 Qui... ⓘ	student02 (student02)	05/04/2016 04:53:54 PM	05/04/2016 04:56:42 PM	3 minutes	No Errors (User submit)	
Chapter Quest... ⓘ	student02 (student02)	05/04/2016 04:57:07 PM	05/04/2016 05:02:13 PM	6 minutes	No Errors (User submit)	
Syllabus Quiz ⓘ	student02 (student02)	05/04/2016 05:02:21 PM	05/04/2016 05:02:30 PM	1 minute	No Errors (User submit)	

1. To view data for a certain test or quiz, use the "Filter" menu to choose its title, or use the default value, "All assessments."
2. You can also search the log data for a certain student by entering the user ID or name in the search field.
3. Click on a column heading (Title, Name, Entry Date, Date Submitted, IP Address) to sort the entries on that data field. Click again to switch between ascending and descending order.

What is the Tests & Quizzes User Activity Report?

This feature allows the instructor to view a list of all assessment submissions for a specific student, including submissions that are no longer available via the Total Scores screen as because the instructor has allowed the student to retake (via "Allow Retake") the assessment.

Go to Tests & Quizzes.



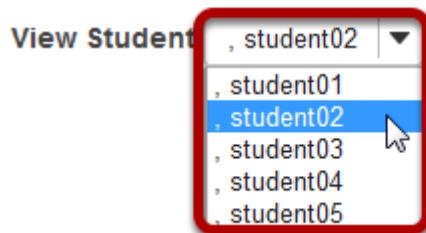
Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click User Activity Report.



Select the student you want to view from the drop-down list.

User Activity Report: student02



View student assessment activity.

User Activity Report: student02

View Student , student02 ▼

Title	Assessment ID	Submit Date	Percentage	Score/Total Points
Chapter Questions 01	400	05/04/2016 05:02:13 PM	0%	0/10
Module 01 Quiz	401	05/04/2016 04:56:42 PM	95%	0/20
Syllabus Quiz	402	05/04/2016 05:02:30 PM	100%	0/10
Syllabus Quiz	402	05/04/2016 05:11:18 PM	100%	0/10

The assessment title, id, submit date, percentage, and score/points will be displayed for all of the assessments the selected student has taken.

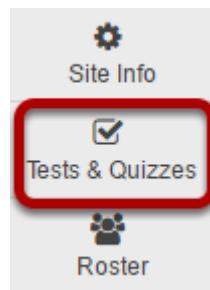
Clicking on the title of the assessment will display the individual student submission.

How do students submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.
- Make sure that you DO NOT have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- DO NOT use your browser back and forward buttons. Always navigate within Sakai.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.
- Make sure that you only click on the Begin Assessment button ONCE when starting a test.
- Make sure that you only click on the Submit for Grading button ONCE when submitting a test.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the title of the assessment.

Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Syllabus Quiz	n/a	2016-05-01 11:55 PM
Chapter Questions 01	n/a	2016-05-18 11:55 PM
Module 01 Quiz	20 min	2016-05-18 11:55 PM

Submitted Assessments

View All Submissions/Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted

In the **Assessments** section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.

Lessons

 [LINK](#)

 [? HELP](#)

[Print view](#) [Index of pages](#)

Reading:

Chapters 1 and 2 in the textbook.

Activities:

-  [Assignment 1](#)
-  [Chapter Questions 01](#)
-  [Module 01 Quiz](#)

Click on the link to the assessment to go to that item.

Begin assessment.

Begin Assessment

 [LINK](#)

 [? HELP](#)

"Module 01 Quiz" for DAC-EDUCATION-DEPT1-SUBJ1-126

This assessment is **due Wednesday, 2016-May-18 11:55 PM**.

Once you click "Begin Assessment," you will have **20 minutes** to complete this assessment. It will be **submitted when that time has expired**, regardless of whether you have answered all the questions.

You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

Honor Pledge: I will neither give nor receive aid on this assessment.

Begin Assessment

Cancel

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.

The screenshot shows a quiz interface with the following elements:

- Module 01 Quiz**: The title of the quiz.
- Table of Contents**: A button labeled "1" with a red border.
- Time Remaining: 0:17:52**: A timer at the top left.
- Hide/Show Time Remaining**: A button labeled "2" with a red border.
- Part 1 of 1 -**: The current part of the quiz.
- Question 2 of 20**: The current question number and total points.
- 1.0 Points**: The point value of the question.
- The average depth of the ocean is about _____.**: The question text.
- A. 2500 feet**, **B. 3700 meters**, **C. 200 meters**, **D. 4000 feet**: The options for the question. Option A is selected.
- Reset Selection**: A link to reset the selection.
- Previous**, **Next**, **Save**: Navigation buttons at the bottom.
- 5**, **6**, **7**: Question numbers 5, 6, and 7.
- LINK** and **HELP**: Links in the top right corner.
- Question Progress**: A panel on the right showing progress. It includes:
 - unanswered question** (represented by an empty circle)
 - Answered Questions** (represented by a filled circle)
 - Part 1: 20 question(s)**
 - A grid of 20 numbered circles from 1 to 20. Filled circles are at positions 1, 2, 6, 7, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20. Unfilled circles are at positions 3, 4, 5, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20.
- Question Progress ▶**: A button labeled "4" with a red border.

1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

Save and Submit.

Module 01 Quiz

[Table of Contents](#)

Time Remaining: 0:12:47



[Hide/Show Time Remaining](#)

Part 1 of 1 -

Question 20 of 20 1.0 Points

The first person to develop a picture of the large-scale wind and current systems of the Earth was:

- A. Ben Franklin
- B. Matthew Maury.
- C. Eratosthenes of Cyrene
- D. Christopher Columbus

[Reset Selection](#)

▼ Question Progress ▼

Question Progress

unanswered question

Answered Questions

Part 1:

20 question(s)

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>

[Previous](#)

[Next](#)

[Save](#)

[Submit for Grading](#)

When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

Confirm submission.

Assessment Submission Warning

Time Remaining: 0:10:25



[Hide/Show Time Remaining](#)

⚠ You are about to submit this assessment for grading.

Click **Submit for Grading** if you really want to submit for grading.

Otherwise, click **Previous** to return to the previous screen.

Course Name DAC-EDUCATION-DEPT1-SUBJ1-126

Creator Demo Professor

Assessment Title Module 01 Quiz

[Submit for Grading](#)

[Previous](#)

You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Click Continue.

Submission Module 01 Quiz

Course Name DAC-EDUCATION-DEPT1-SUBJ1-126

Creator Demo Professor

Assessment Title Module 01 Quiz

Number of submissions remaining Unlimited

Confirmation Number 275-401-e013abe7-55f5-42d8-8231-539f2b1f889d-Wed May 04 16:22:05 EDT 2016

Submitted 05/04/2016

You will receive an email receipt for this submission. You can change your email notification settings via My Workspaces -> Preferences -> Notifications.

[Continue](#)

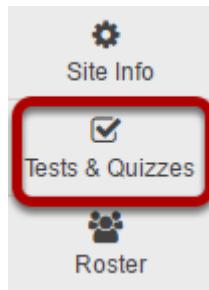
Once you submit, you will see a submission information page with a confirmation number for your submission.

Click **Continue** to return to the Tests & Quizzes page.

How do students view assessment (i.e. test or quiz) feedback?

Note: The availability of feedback and the type of feedback displayed will vary depending on the quiz settings specified by your instructor.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the feedback link for the assessment.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Syllabus Quiz	n/a	2016-05-01 11:55 PM
Chapter Questions 01	n/a	2016-05-18 11:55 PM
Module 01 Quiz	20 min	2016-05-18 11:55 PM

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores View Only Recorded Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Module 01 Quiz	Statistics	16 (Highest)	Immediate			
			Feedback	16	17 min 23 sec	2016-05-04 4:02 PM

In the **Submitted Assessments** section, click on the **Feedback** link for the assessment that you want to view.

Note: Your assessment score, time spent, and date submitted will appear in the submitted assessment summary listing.

View your assessment feedback.

The feedback your instructor has chosen to release to students will be displayed.

Correct answers are marked with a green checkmark.

Module 01 Quiz

[Return to Assessment List](#)

Part 1 of 1 -

16.0/ 20.0 Points

Question 1 of 20

1.0/ 1.0 Points

About _____ percent of Earth's surface is covered by water

- A. 71
- B. 90
- C. 66
- D. 90

Answer Key:A

Incorrect answers are marked with a red X.

Question 2 of 20

0.0/ 1.0 Points

The average depth of the ocean is about _____.

- A. 2500 feet
- B. 3700 meters
- C. 200 meters
- D. 4000 feet

Answer Key:B

Question-level grader comments.

Question 3 of 20

1.0/ 1.0 Points

The world ocean

- A. plays a minor role in the weather and shape of landmasses of the Earth.
- B. does not influence the way organisms live on land.
- C. is the dominant feature of the Earth and most of its living organisms.
- D. represents over half of the Earth's radius.

Answer Key:C

Comment:Sample grader question-level comments.

Grader comments (if applicable) show up below the question and answer key.

Web Content

What is the Web Content tool?

The Web Content tool allows Instructors to create a link to a web site in the Tool Menu of the site. By default, the link opens a re-direct page that allows the web site to be opened in a new window.

Instructors can also use the Web Content tool to create a tool link to a folder or a file in Resources.

Example of a Web Content link to a website.

The screenshot shows the Sakai interface with the following details:

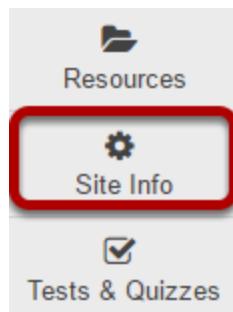
- Top Navigation:** Includes "Sakai" logo, "Home", "Sample Course" (selected), "Education Program Site", "DEMO 100 100 Summer 2016", "Sites", and "Demo".
- Breadcrumbs:** "Sample Course > SAKAI PROJECT".
- Tool Menu (Left Sidebar):** Contains links for "View Site", "Overview", "Announcements", "Assignments", "Calendar", "Forums", "Gradebook", "Lessons", "Resources", "Roster", "Sakai Project" (highlighted with a red box), "Site Info", "Tests & Quizzes", and "Help".
- Main Content Area:** Displays the "SAKAI PROJECT" page. It features the Sakai logo, a navigation bar with "About", "Features", "Try", "Community", "News", and "Conference" links, and a main banner with the text "100% Open for Education". The banner includes a photo of a professor pointing at a whiteboard filled with mathematical equations like $V = \pi r^2 h$, $V = \frac{4}{3}\pi r^3$, and $V = \pi r^2 h$. A "More Info" button is visible in the banner.
- Bottom Content Area:** Features the text "Introducing Sakai 11" in large blue letters, followed by "A beautiful new interface, exciting new functionality, and a responsive design make for the best version of Sakai yet." and "Available Summer 2016."

Example of a Web Content link to a folder in Resources.

The screenshot shows the 'LECTURE NOTES' page from a 'Sample Course'. At the top, there's a breadcrumb navigation: 'Sample Course > LECTURE NOTES'. On the left is a sidebar menu with various links: Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lecture Notes (which is highlighted with a red box), Lessons, Resources, Roster, Sakai Project, Site Info, Tests & Quizzes, and Help. In the main content area, there's a 'Up one level' button and a title 'Lecture Notes'. Below that is a list of six PDF files: class01.pdf, class02.pdf, class03.pdf, class04.pdf, class05.pdf, and class06.pdf.

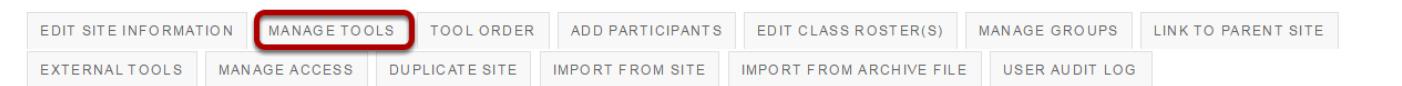
How do I create a Web Content link to a web site?

Go to Site Info.

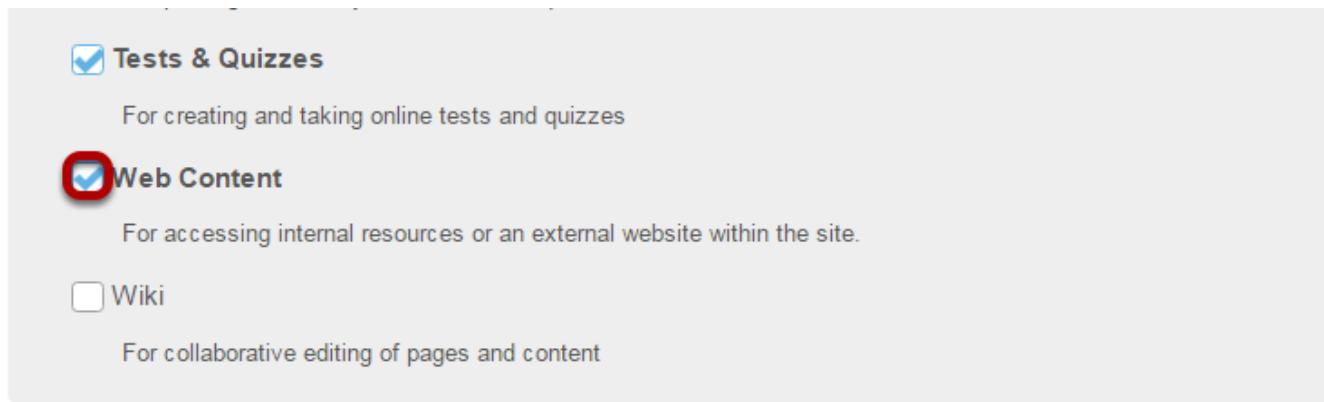


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



Select the Web Content tool.



Place a check mark in the box next to Web Content, and then click **Continue**.

Enter the web site information.

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

Web Content

1 Title

(Suggested length 15 char.)

Source

More Web Content Tools? ▼

2

3

1. Enter a title for the Web Content tool (which will display in the Tool Menu).
2. Enter the URL for the web site.
3. Click **Continue**.

Click Finish.

Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-126**

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Lessons (Lessons)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Sakai Project (Sakai Project) (<https://sakaiproject.org>)
Site Info (Site Info)
Gradebook (Gradebook)
Messages (Messages)

Finish

Back

Cancel

View the new Web Content link.

The screenshot shows the Sakai web interface. At the top, there is a navigation bar with links for 'Home' and 'DAC-EDUCATION-DEPT1-S ...'. On the right side of the top bar are 'Sites' and 'Sakai' dropdown menus. Below the top bar, the page title is 'DAC-EDUCATION-DEPT1-S ... > SAKAI PROJECT'. On the left, a vertical sidebar lists various tools: Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Messages, Resources, **Sakai Project** (which is highlighted with a red box), Site Info, Tests & Quizzes, and Help. The main content area features a large banner for 'SAKAI PROJECT' with the text '100% Open for Education' and a 'More Info' button. Below the banner, there is a photo of a professor pointing at a whiteboard filled with mathematical equations and diagrams. The text 'Introducing Sakai 11' is displayed prominently. A sub-section below it says: 'A beautiful new interface, exciting new functionality, and a responsive design make for the best version of Sakai yet.'

Click the new item in the Tool Menu to view the link. This displays the web site in the content frame.

Re-launch in new window.

The screenshot shows the Sakai interface with the following details:

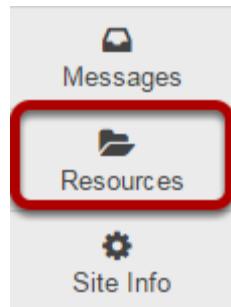
- Sakai Logo** and **Home** button in the top left.
- DAC-EDUCATION-DEPT1-S ...** dropdown menu in the top center.
- Sites** and **Sakai** buttons in the top right.
- DAC-EDUCATION-DEPT1-S ... > SAKAI PROJECT** breadcrumb navigation.
- Left Sidebar:** Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Messages, Resources, and **Sakai Project**. The **Sakai Project** section is expanded, showing Site Info, Tests & Quizzes (with a checked checkbox), and Help.
- Main Content Area:** A message "Page launched in a new window." followed by a link "**Re-launch page in a new window.**" which is highlighted with a red rectangle.
- Top Right Actions:** Pencil, Copy, and Help icons.

If the link has been configured to open in a new window, the link should open automatically in a new window. Clicking **Re-launch page in a new window** will also open the web site in a new browser window.

How do I create a Web Content link to a folder in Resources.

Instructors can use the Web Content tool to create a tool link to a folder or a file in Resources.

Go to Resources.



Click Actions > Edit Details > Make Web Content Link.

The screenshot shows a file management interface. At the top, there are buttons for 'All site files', 'Move', 'Copy', 'Move to Trash', 'Show', 'Hide', and 'Display Columns'. Below this is a table header with columns: Title, Access, Created By, Modified, and Size. A folder named 'DAC-EDUCATION-DEPT1-SUBJ1-126 Resources' is listed. Underneath it, a 'Lecture Notes' folder is expanded, showing several PDF files: 'class01.pdf', 'class02.pdf', 'class03.pdf', 'class04.pdf', 'class05.pdf', and 'class06.pdf'. There is also a file named '3Penguins.jpg'. To the right of the 'Lecture Notes' folder is a 'Actions' dropdown menu. This menu has several options: 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', and 'Actions'. Under 'Actions', there are more options: 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Edit Details' and 'Make Web Content Link' options are highlighted with red boxes.

Click **Edit Details** for the folder you want to link to, and then select **Make Web Content Link**.

Enter a title and click Add.

Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

Enter a title for your web content link. This is the title that will appear listed in the Tool Menu of your site. Click **Add** to add the link.

Click the new tool button to access the contents of the folder.

Sample Course >  **LECTURE NOTES**

«

 [Up one level](#)

Lecture Notes

 [class01.pdf](#)

 [class02.pdf](#)

 [class03.pdf](#)

 [class04.pdf](#)

 [class05.pdf](#)

 [class06.pdf](#)

 **Lecture Notes**

 Lessons

 Resources

 Roster

 Sakai Project

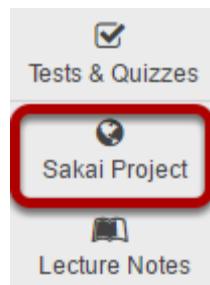
 Site Info

 Tests & Quizzes

 Help

How do I edit a Web Content link?

Go to the Web Content link.



Select the **Web Content** link (e.g. Poetry Magazine) from the Tool Menu in your site. This displays the re-launch page.

Click Edit.

Page launched in a new window.

[Re-launch page in a new window.](#)



Click the **Edit** icon located in the top right corner of the page.

Make your changes.

Customize Web Content

* Tool Title

* Page Title

Choose a custom icon

Frame Height

URL

Open in new window?

Edit any or all of the following:

- Tool Title
- Page Title
- Custom icon
- Frame Height
- URL
- Open in new window

Then, click **Update Options** to save your changes.

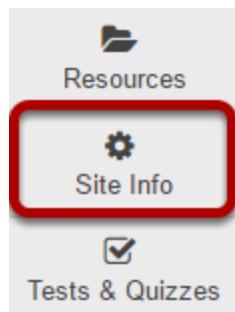
View updated link.

The screenshot shows the Sakai Project page within a web browser. At the top, the navigation bar includes 'Sample Course > SAKAI PROJECT'. On the left, a vertical sidebar lists various tools: View Site A, Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Resources, Roster, Site Info, Tests & Quizzes, and **Sakai Project**. The 'Sakai Project' item is highlighted with a red box. The main content area features the Sakai logo and a photograph of four educators in lab coats working with a microscope and test tubes. Below this, a dark callout box contains the text: 'Educators are doing remarkable things with Sakai' and 'Valencian Internacional University's award-winning ICT in Education uses Sakai to help educators reimagine what's possible with technology-enabled learning.' A blue 'Learn More' button is at the bottom of this box. At the very bottom, the text 'Introducing Sakai 11' is displayed in large blue letters, followed by a smaller paragraph: 'A beautiful new interface, exciting new functionality, and a responsive design make for the best version of Sakai yet.'

The Web Content tool will now display the updated settings.

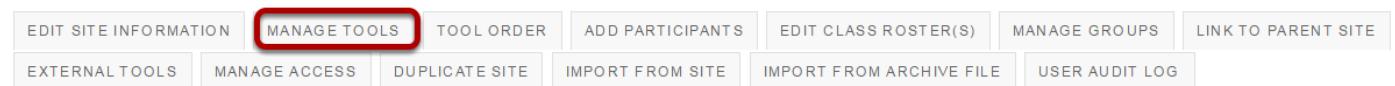
How do I delete a Web Content link?

Go to Site Info.



Select **Site Info** from the Tool Menu in your site.

Click Manage Tools.



Un-check the Web Content tool link.

The screenshot shows a list of tool links. The first link, "Sakai Project", has its checkbox () un-checked and is circled in red. The second link, "Lecture Notes", has its checkbox () checked. Below the "Lecture Notes" link is a descriptive text: "For collaborative editing of pages and content".

<input type="checkbox"/>	Sakai Project (source = http://sakaiproject.org)
<input checked="" type="checkbox"/>	Lecture Notes (source = /access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/Lecture%20Notes/)
<input type="checkbox"/>	Wiki For collaborative editing of pages and content

Remove the check mark next to the Web Content tool link that you want to delete.

Click Continue.



Click Finish.

Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-126**

You have removed the following:

Sakai Project (source = <https://sakaiproject.org>) (Sakai Project)

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Lessons (Lessons)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Site Info (Site Info)
Gradebook (Gradebook)
Messages (Messages)

Finish

Back

Cancel

Or, click Tool Order.

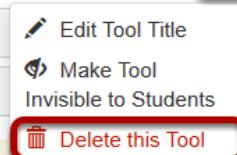


Click the gear icon to edit item settings.

Tool Order

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately.

☰ Overview	⚙
🔊 Announcements	⚙
📝 Assignments	⚙
📅 Calendar	⚙
💬 Forums	⚙
📝 Gradebook	⚙
📖 Lessons	⚙
✉️ Messages	⚙
📁 Resources	⚙
🌐 Sakai Project	⚙
⚙ Site Info	⚙
☑️ Tests & Quizzes	⚙

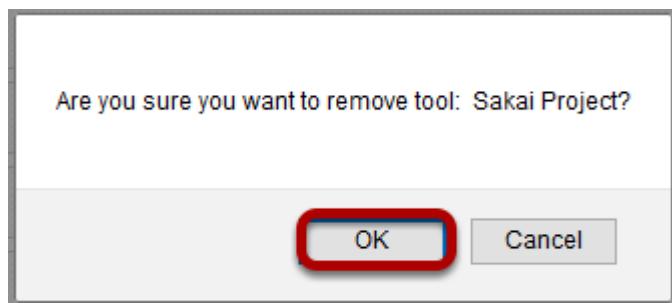


Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.

[Save](#) [Cancel](#) [Reset](#) [Sort Alphabetically](#)

Click the gear icon for the item you want to remove, and then select **Delete this Tool** from the drop-down menu.

Confirm deletion.



If you are sure you want to delete the item, click **OK**.

Click Save.

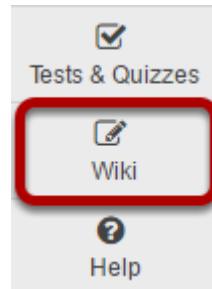


Wiki

What is the Wiki tool?

The Wiki tool allows people to collaboratively author web pages, without the need for advanced web authoring skills. The Wiki tool was designed specifically for site participants to collaborate on documents, share information and create online materials within a course or project site. Users have the option to subscribe to the site Wiki and be notified about content updates. There is also the option to make wiki pages available to the outside world beyond the course if desired.

To access this tool, select Wiki from the Tool Menu in your site.

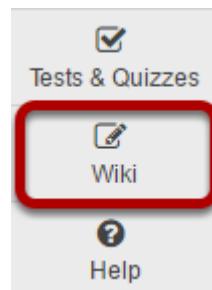


How do I view wiki pages?

To move from page to page in Wiki, follow the links within each page. Links with a world icon beside them link to external websites or to attachments. These will open in a new window.

Unlike some wiki tools, Wiki does not have a separate menu to navigate through the pages. All navigation must be done through links on the pages.

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click on the page links to navigate through wiki content.

A screenshot of a Sakai Wiki page titled "Home". The page includes a header with links for HOME, VIEW, EDIT, INFO, HISTORY, and WATCH, a search bar, and buttons for LINK and HELP. Below the header, the page content shows two blue links: "New Page 1" and "New Page 2", both of which are enclosed in a red rectangular box. At the bottom of the page, there are buttons for "Hide Comments" and "Add Comment". A small note at the top right indicates the page was last modified by Sakai Administrator on May 4, 2016, at 1:02:49 PM EDT.

Click on Home link to return to the top level wiki page.

Subpage 1 last modified by Sakai Administrator on May 4, 2016 1:06:14 PM EDT

New page

This is a new page. To add text to it:

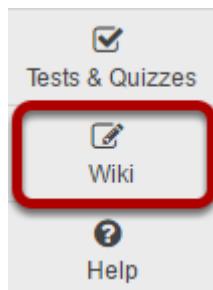
- Click the 'edit' button in the actions bar above.
- You will see the text on this page appear in an editable text box.
- Delete this 'starter' text, and type in the text that you want to appear instead. To format the text, use the formatting button icons, which will insert the appropriate wiki formatting codes.
- Click the 'save' button.

[▼ Hide Comments](#) [Add Comment](#)

If you have navigated down one or more levels via page links and need to return to the Home page to navigate to another area, use the **Home** link in the top menu to return to the top level of the wiki.

How do I search wiki pages?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Enter search terms.



Type your search term in the search box, and then press **Enter** on your keyboard.

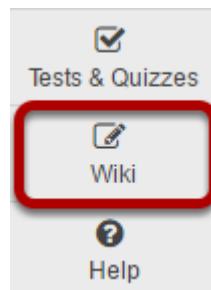
All pages on that wiki site containing your search terms will be listed. This search will be recorded in your Recently Visited page list and you can return to your results page at any time.

Wiki will recognize the "and" operator but not "not" or "or". For example, searching for "children and dahlias" will find pages which contain both the word "children" and the word "dahlias" but not pages which contain only one of the words.

Note: Pages which are not in the wiki will not be searched. This includes other Sakai pages (e.g. Schedule, Syllabus, etc.) and attachments to the wiki.

How do I edit wiki pages?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Enter the page content.

Edit: Home

Edit Preview Hide hints ➔

B I X² X₂ Headings... |

h1 Welcome to our class the Wiki!

We will use this wiki to:

- * Collaborate on class projects
- * Share information
- * Comment on your classmate's pages

Each group project will have its own page. You may create as many subpages within that area as you choose.

[Group 1]

[Group 2]

[Group 3]

Minor Change - Do not send notifications to watchers of this page.

Save Cancel

Wiki Tips

To create a new page

Type the name of the new page you want to create in square brackets:

- o [my new page]

To format your text

Select the text to format and use the formatting buttons to automatically insert the wiki formatting codes.

Bullets and numbering

For bulleted lists, put a * (star) in front of each item in the list:

- * item 1
- * item 2

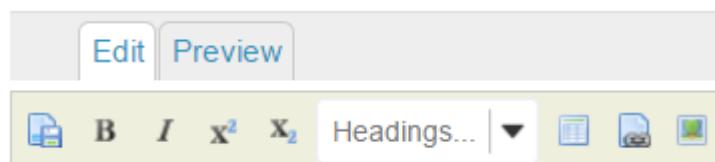
For numbered lists, put a # (hash) in front of each item in the list.

[More Hints on Wiki formatting](#)

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)



Welcome to our class the Wiki!

We will use this wiki to:

Collaborate on class projects

Share information

Comment on your classmate's pages

Each group project will have its own page. You may create as many subpages within that area as you choose.

[Group 1?](#)

[Group 2?](#)

[Group 3?](#)



If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Specify as minor change. (Optional)

Minor Change - Do not send notifications to watchers of this page.

If your edits on the page are very minor (e.g. fixing a typo) and you do not want users to receive a notification about new content on this page, you may check the **Minor Change** box to not send notifications.

Click Save.

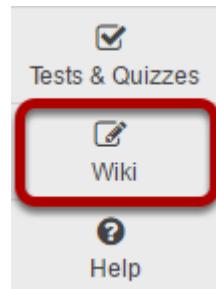


Once you have finishing editing the page, click **Save**.

How do I create a new wiki page?

To create a new page, you will need to add it as a link from an existing page.

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



While viewing an existing page, click the **Edit** button.

Enter the page name.

Edit: Home

Edit Preview

B I X² X₂ Headings... | ▾

h1 Welcome to our class the Wiki!

[New Page]

Minor Change - Do not send notifications to watchers of this page.

Save Cancel

In the editing area, type the name of the page in brackets, and then click **Save**. For example, typing **[New Page]** will create a page titled "New Page".

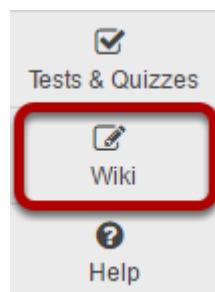
Note: You can't use the following characters in an Wiki link or title:

- : Colon
- @ At
- # Hash
- | Pipe
- \ Back-Slash

How do I add images to a wiki page?

Before you add an image, make sure that it is the correct size and shape for your web page, and that the file size is optimized for the web. If you put an image with a very large file size into a wiki page, it will take a long time for users to download it. Many image editing programs will allow you to compress images for the web.

Go to Wiki.

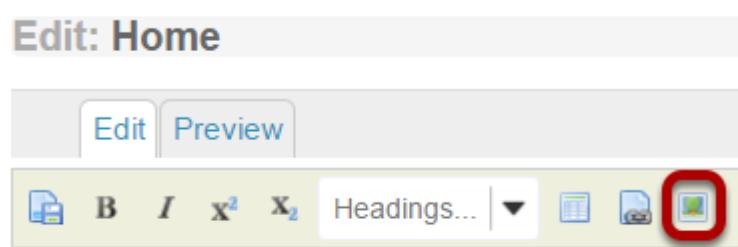


Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Select the Image icon in the editor toolbar.



Select the image from Resources.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions
Title
DAC-EDUCATION-DEPT1-SUBJ1-126
Penguins.jpg
Select
Show other sites

[Continue](#) [Cancel](#)

Click the **Select** link for the image file if it is already in Resources.

Or, upload the file.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions
Title
DAC-EDUCATION-DEPT1-SUBJ1-126
Penguins.jpg
Show other sites

[Upload Files](#) [Create Folders](#) [Add Web Links \(URLs\)](#) [Create Text Document](#) [Create HTML Page](#) [Create Citation List](#)

[Add](#) [Select](#)

[Continue](#) [Cancel](#)

If the image file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.

Click Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
 Penguins.jpg	Remove

Location:  [DAC-EDUCATION-DEPT1-SUBJ1-126 Resources](#)

Actions
Title Edit Preview
 DAC-EDUCATION-DEPT1-SUBJ1-126
 Penguins.jpg
Show other sites

[Continue](#) [Cancel](#)

Once you have selected the image file, click the **Continue** button.

Preview content. (Optional)

Edit: Home

[Edit](#) [Preview](#)





[Save](#) [overwrite](#) [Cancel](#)

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Click Save.



Once you have finishing editing the page, click **Save**.

How do I add attachments to a wiki page?

Go to Wiki.

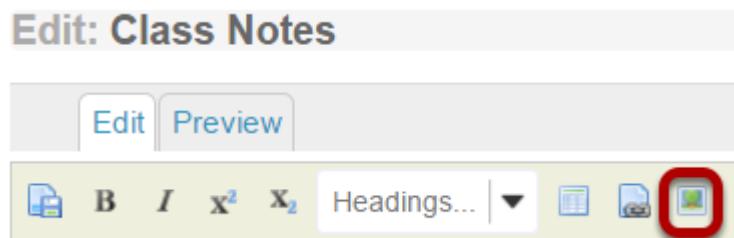


Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Select the Image/Attachment icon in the editor toolbar.



Select the file from Resources.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions	Title
Add	DAC-EDUCATION-DEPT1-SUBJ1-126
Select	3Penguins.jpg
Select	class01.pdf
Select	class02.pdf
Select	class03.pdf
Select	class04.pdf
Select	class05.pdf
Select	class06.pdf

» [Show other sites](#)

[Continue](#) [Cancel](#)

Click the **Select** link for the file you want to attach if it is already in Resources.

Or, upload the file.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Actions	Title
Add	DAC-EDUCATION-DEPT1-SUBJ1-1
Select	3Penguins.jpg
Select	class01.pdf
Select	class02.pdf
Select	class03.pdf

[Upload Files](#)

[Create Folders](#)

[Add Web Links \(URLs\)](#)

[Create Text Document](#)

[Create HTML Page](#)

[Create Citation List](#)

If the file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.

Click Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
class01.pdf	Remove

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

◆ Title ↴	Actions
DAC-EDUCATION-DEPT1-SUBJ1-126	Add <input type="button"/>
3Penguins.jpg	Select
class01.pdf	Select
class02.pdf	Select
class03.pdf	Select
class04.pdf	Select
class05.pdf	Select
class06.pdf	Select
▶ Show other sites	

[Continue](#)

[Cancel](#)

Once you have selected the image file, click the **Continue** button.

(Optional) Repeat as needed to attach additional files.

View/edit links.

Edit: Class Notes

The screenshot shows a rich text editor interface with a toolbar at the top. The toolbar includes buttons for bold (B), italic (I), and strikethrough (X²), along with a dropdown menu for 'Headings...'. Below the toolbar, the editor area contains the following text:

```
h2 Class Notes for Review

{link:Class_01_Lecture_Notes|worksites:/class01.pdf}

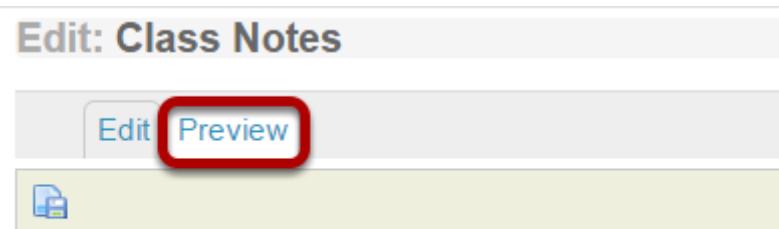
{link:class02.pdf|worksites:/class02.pdf}

{link:class03.pdf|worksites:/class03.pdf}
```

The attachment links will display in the editor area.

Tip: If you want to change the title of the link to something other than the filename, edit the link text before saving.

Preview content. (Optional)



Class Notes for Review

[» Class 01 Lecture Notes](#)

[» class02.pdf](#)

[» class03.pdf](#)

[Save](#)

[overwrite](#)

[Cancel](#)

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

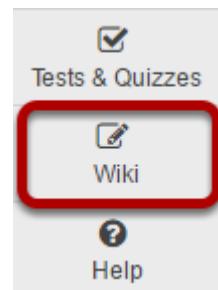
Click Save.

[Save](#) [overwrite](#) [Cancel](#)

Once you have finishing editing the page, click **Save**.

How do I view wiki page info?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

View page information.

HOME VIEW EDIT INFO HISTORY WATCH Search:

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	no	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?	<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?	no			

Save In addition to editing the page permissions you may [edit site permissions](#)

[Incoming ?](#) ➔ [New Page 2](#)

[Outgoing ?](#) ➔
[New Page 1](#) ➔
[New Page 2](#) ➔

[Comment ?](#)

[Notification Preferences ?](#) [Edit Notification Preferences for /site/DAC-EDUCATION-DEPT1-SUBJ1-101](#)

[Views and Feeds ?](#)

[Printer Friendly](#)

[Public View](#)

[Rich Text Format \(RTF\)](#)

[PDF](#)

[RSS 1.0](#)

[RSS 0.91](#)

[RSS 2.0](#)

[ATOM 0.3](#)

[Owner ?](#) DA Test

[Global Name ?](#) /site/DAC-EDUCATION-DEPT1-SUBJ1-101/home

[Permission Section ?](#) /site/DAC-EDUCATION-DEPT1-SUBJ1-101

[Id ?](#) 14e4b1a2547ac8f201547cb677a20215

[last edited ?](#) May 4, 2016 1:18:49 PM EDT by Demo Professor

[SHA-1 ?](#) ABB391CBA65A8752DAF78BA07093619DA8E3B0E6

The following information will be displayed for this page:

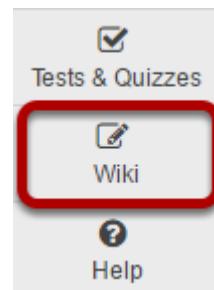
- Lists all pages the page links to
- Lists all pages that link to this page
- Gives the page owner (This is usually the owner of the site or the person who created the wiki.)
- Gives the global page name, to allow linking to it from outside the Wiki
- Gives the page permission details (You need to be a member of the site listed in order to view the wiki.)
- Gives details of when the page was last edited

The Info screen also allows you to open the following versions of the page:

- Printer friendly version
- Un-editable HTML version
- Rich Text Format version
- PDF version
- RSS feeds of recent changes

How do I watch or subscribe to a wiki?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Watch.



Choose your notification preference.

Watch:

Email notifications of changes to: /site/DAC-EDUCATION-DEPT1-SUBJ1-126

- Each time a page is changed in this wiki (or wiki sub-section), send a separate email
- Send me one email per day summarizing all changes in this wiki (or wiki sub-section)
- Do not send me emails when pages change in this wiki (or wiki sub-section)
- (For wiki sub-sections only) Just do the same as for the main wiki notifications

Save

Cancel

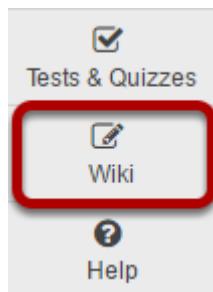
You may choose from the following notification options:

- Each time a page is changed in this wiki (or wiki sub-section), send a separate email
- Send me one email per day summarizing all changes in this wiki (or wiki sub-section)
- Do not send me emails when pages change in this wiki (or wiki sub-section)
- (For wiki sub-sections only) Just do the same as for the main wiki notifications

Select the radio button for your desired notification level, and then click **Save**.

How do I view wiki page history?

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click History.



Select the **History** button to view the history for the page you are currently viewing.

View page history.

History: Home

Version ?	User ?	Date ?	Compare to ?	Revert ?	Changed ?	Permissions ?
CURRENT (7)	student03					
V_6	Demo Professor	March 24, 2016 3:56:44 PM EDT	Current Previous	Revert to this version	Content same as V.5	orwa srwa p--
V_5	Demo Professor	March 24, 2016 2:22:49 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V_4	Demo Professor	March 24, 2016 1:33:07 PM EDT	Current Previous	Revert to this version	Content same as V.3	orwa srwa p--
V_3	Demo Professor	March 24, 2016 1:22:47 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V_2	Demo Professor	March 24, 2016 12:55:40 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V_1	Demo Professor	March 24, 2016 12:55:22 PM EDT	Current Previous	Revert to this version		orwa srwa p--
V_0	DA Test	March 24, 2016 12:51:12 PM EDT	Current	Revert to this version		orwa srwa p--

Page history displays the following information:

- Gives a list of all previous versions of that page, with the name of the user who altered it and the date.
- Allows you to view any previous version.
- Compare the contents of any version with the current version.
- Compare the contents of any version with the version immediately previous, to see what changes were made by each user.
- Allows you to revert to any previous version.

Tip: If you have accidentally deleted content from your page, you can use the "Revert to this version" option to revert to an earlier, correct version, for example.

How do I set wiki permissions?

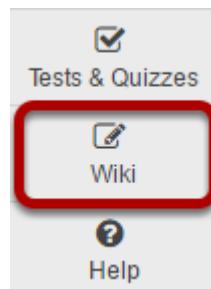
Wiki has two levels of permissions: site level and page level. Site level permissions are the default permissions for all wiki pages. However, permissions can be also changed for individual pages at the page level. For example, you can alter permissions so that the wiki is editable by everyone, except for one page which can only be edited by instructors.

There are 5 types of permissions within Wiki:

- Read (read pages)
- Create (create new pages; update must be enabled to allow this)
- Update (edit pages)
- Admin (alter site permissions)
- Super-admin (typically reserved for system administrators)

Note: Wiki permissions cascade downwards. For example, you cannot update a page if you cannot read it, so it makes no sense to enable "update" but dis-enable "read". If you enabled "create" or "update", Wiki will assume that you want "read" permission enabled as well.

Go to Wiki.



Select the **Wiki** tool from the Tool Menu of your site.

Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

Edit page level permissions.

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	yes	yes	yes	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Additional Page Permissions

Page Owner ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Authenticated users ?	<input type="checkbox"/>	<input type="checkbox"/>			
Anyone at all ?		no			

1  **2** 

Save in addition to editing the page permissions you may [edit site permissions](#)

You may check or uncheck the boxes available on this page to enable/disable the associated permissions for each of the user roles shown.

Note: The permission options selected here will apply to the current page only.

Edit site level permissions.

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	yes	yes	yes	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

Save

In addition to editing the page permissions you may [edit site permissions](#)

In order to edit the default permissions for all wiki pages in the entire site, click on the **edit site permissions** link just below the page permissions grid.

Select the site level permissions for each role.

The section : /site/DAC-EDUCATION-DEPT1-SUBJ1-126

1

Role permissions	Create	Read	Edit	Admin	Super Admin
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save **Cancel**

1. Check the box next to each permission you would like to allow for a given role.
(Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.