

SAKAI 10 INSTRUCTOR GUIDE

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About Help

About Sakai Help

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

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

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

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

Navigating Help

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

Searching Help

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

Tool Help



While using a tool, you can go directly to the Help for that tool by clicking on the Help icon in the tool title bar.

Additional Help Resources

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

Accessibility

Accessibility Information

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

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

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

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

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

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

Description of the Environment

Portal Organization

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

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

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

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

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

Login and Logout Links

Login Link

Location: the second link in the portal

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

Logout Link

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

This link will take you to a logout page.

The list of Favorite Sites



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

Note: Access keys will be capitalized for clarity only.

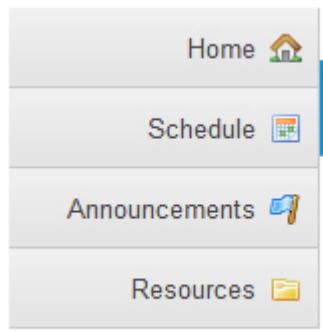
This list contains the menu links to sites you most commonly use. Each menu link will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site's tools so that you can go straight to that tool on the selected site.

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

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

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

The List of Tools for the Current Site



Screen capture of Tools List

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

- **Access key:** [L]

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

Minimize Tool Navigation Link

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

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

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

The Current Site or Current Tool Content Container.

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

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

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

Footer Area

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

Landmark: contentinfo

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

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

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

Portal navigation summary

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

- Favorite Sites list
 - **Landmark:** navigation (“Sites begin here ”)

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

Content Container Details

The content container will have the following elements:

- Content title
- Content area

Content Title

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

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

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

Content Area

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

Organization of content area

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

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

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

Navigating content area summary

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

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

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

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

Information on specific tools

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

Resources

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

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

Announcements

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

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

Assignments

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

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

Working with the rich text editor

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

Basic Navigation

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

Navigating Toolbar

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

Navigating Dialog Window

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

Navigating Context Menus

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

- When inside a submenu, closes the submenu and returns focus to the parent context menu. Press **Esc** again to close it.

Navigating Toolbar Drop-down Lists

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

Editor Hotkeys

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

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

Instructions for enlarging screen elements, modifying colors/contrast

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

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

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

Getting more help

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

Rich Text Editor Accessibility Guidelines

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

When creating content using the rich text editor, it is important that the author follow the simple guidelines below to ensure that the content can be read and understood by all. Creating well structured and accessible content is a best practice that ensures content is compatible with assistive devices, robust enough to be copy and pasted to other contexts or presented in unanticipated contexts, and is a legal requirement in some jurisdictions.

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

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

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

Images

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

When to Add Alternative Text Descriptions for Images

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

Examples Text Alternatives

- Alt Text: "Scientist in a lab filling a vial with fluid"
- Description in the text before or after the image: "Next/Previous image shows a female forensic scientist is filling a vial containing a small about of blood with fluid to denature the

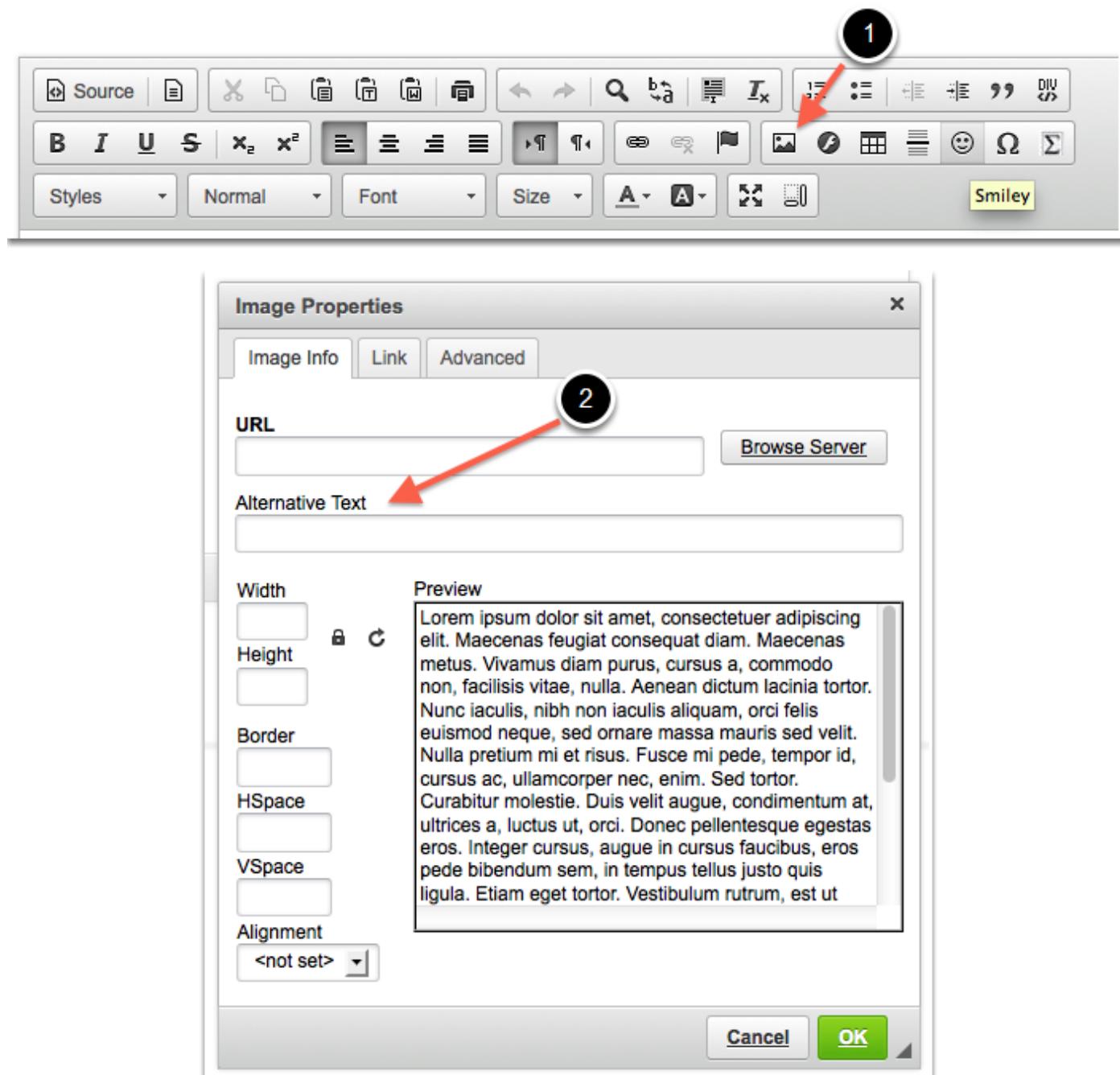
sample as part of the process of the PCR analysis method of DNA profiling. In the background is a centrifuge which will aid in the process of extracting the DNA from the sample of blood."

- Reference farther away in body

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

[Image] Figure 1.3

Steps to Add Alternative Text



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

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

Document Structure

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

When to Add Structure with Headings

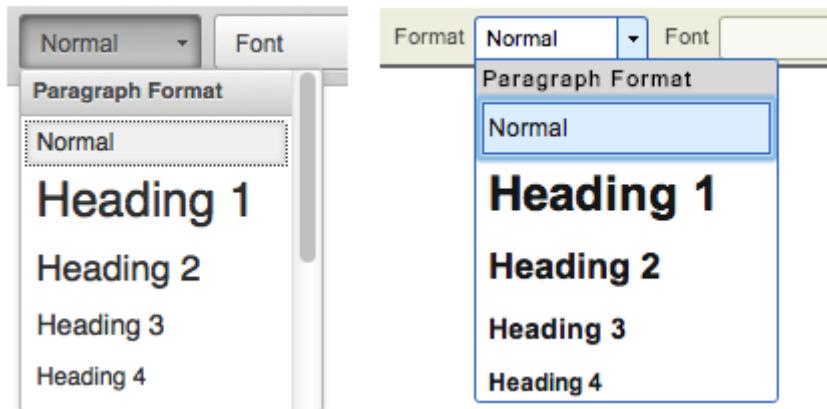
If a document can be outlined or you have an outline in mind when writing it, then adding headings will convey its structure. Some notes:

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

Examples of Structure

This document is an example.

Steps to add Headings



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

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

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

Using semantically helpful elements

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

Lists



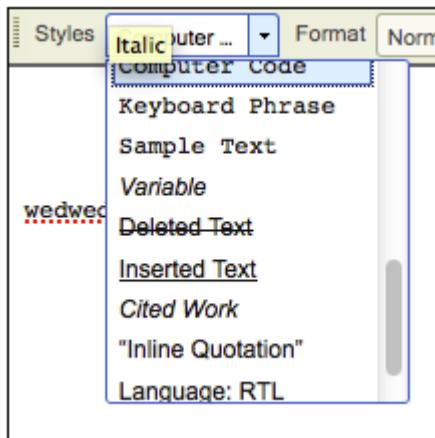
If you think of a vertical series of items as a list, you should include it in your page as a list. Select the lines involved and click on the numbered or bulleted list option.

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

Paragraphs

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

Inline styles



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

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

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

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

Do Not Use Color or Spatial Position to Convey Information

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

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

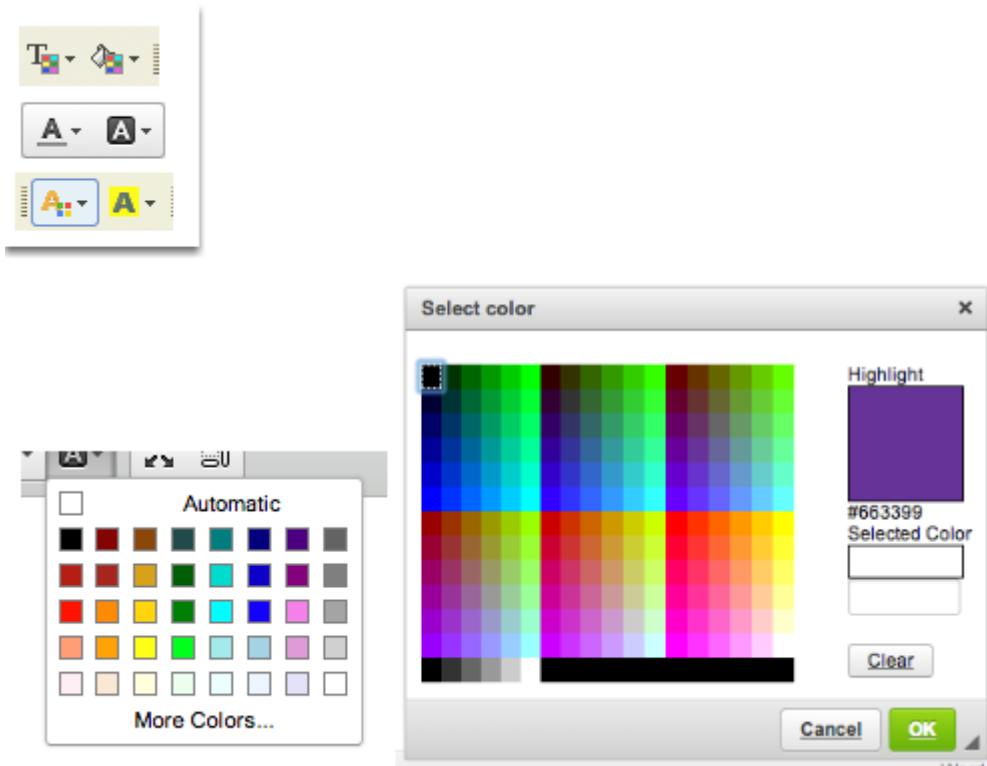
Use Adequate Color Contrast

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

Examples of Contrast

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

Steps to Change Foreground and Background Colors



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

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

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

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

Using Tables

Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, a screen reader user needs a properly coded table. To make tables usable we need to put in a little bit of work into them.

Examples of Tables: Simple table

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

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

Examples of Tables: Complex table

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

Complex table: books read by 2 people each week. Column and row headers needed.

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

Steps to Making Accessible Tables



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

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

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

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

Links

Use Unique and Descriptive Link Text

The diagram illustrates two examples of link lists. On the left, a large number '1' is enclosed in a circle, pointing to a table labeled 'Item'. This table has three rows, each containing 'Item 1', 'Vote', and 'Delete'. On the left, a large number '2' is enclosed in a circle, pointing to another table labeled 'Item'. This table also has three rows, but the 'Vote' and 'Delete' links are now descriptive: 'Vote on Item 1', 'Delete Item 1', 'Vote on Item 2', 'Delete Item 2', 'Vote on Item 3', and 'Delete Item 3'.

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

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

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

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

Add Alternative Text for Image Links

For every HTML web link embedded into the rich text editor that contains only an image and no textual content, concise and descriptive alternative text is mandatory (see above for instructions). The alternative text should describe the purpose of the link (e.g., The "destination" that the user will be taken to upon activation of the link.)

Steps to Add Alternative Text

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

Identify File Types in Links to Downloadable Files

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

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

Use Unique and Descriptive Page Titles

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

My Workspace

What is My Workspace?

When you log in to Sakai, you will immediately see My Workspace, your individual workspace in the system. My Workspace displays the Message of the Day as well as course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

Note: The default location and availability of items in My Workspace may be customized by your institution.

My Workspace Navigation and Display

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

- Top Navigation:** Sakai logo, My Workspace dropdown, PSYCH 101 001 FA14 dropdown, PSYCH 400 001 SU14 dropdown, Course Review Project dropdown, More Sites dropdown, and a Logout button.
- Left Sidebar:** Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help.
- Section 1 (Top Right):** My Workspace: Calendar. It shows a monthly calendar for January 2014 with days from Sun to Sat. A circled '1' is at the top right of the section.
- Section 2 (Left):** My Workspace: Message Of The Day. It says "There are currently no messages at this location." A circled '2' is at the top left of the section.
- Section 3 (Center):** My Workspace: My Workspace Information Display. It includes a welcome message and information about the workspace. A circled '3' is at the top center of the section.
- Section 4 (Right):** My Workspace: Recent Announcements. It says "Announcements (viewing announcements from the last 10 days)" and has a "View All" dropdown. A circled '4' is at the top right of the section.
- Section 5 (Bottom Left):** My Workspace: Message Center Notifications. It shows a table with Site, New Messages, and New in Forums columns for PSYCH 101 001 FA14 and PSYCH 400 001 SU14. A circled '5' is at the top left of the section.
- Section 6 (Bottom Right):** My Workspace: Message Center Notifications. This section is identical to section 5 but is located at the bottom right. A circled '6' is at the top right of the section.

My Workspace consists of the following navigation and display elements:

1. [Site Navigation across the top](#)
2. [The Tool Menu on the left](#)
3. [The Message of the Day](#)
4. [My Workspace: Calendar](#)
5. [My Workspace: Recent Announcements](#)
6. [My Workspace: Message Center Notifications](#)

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

What is Site Navigation?

Site Navigation

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

Jump to site tools.

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

The screenshot shows the Sakai interface with the top navigation bar. A red box highlights the dropdown menu for the course "PSYCH 400 001 SU14". A callout bubble points to the down arrow icon with the text "Click on the down arrow to expand the site tools menu." To the right of the menu, there is a "My Workspace: Calendar" section with a weekly calendar view from Sunday to Saturday. Below the calendar is a "My Workspace: Recent Announcements" section.

You may click on the down arrows next to each site name to expand the Tool Menu for that site. Selecting a tool from that list will take you directly to that area of the selected course.

More sites.

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

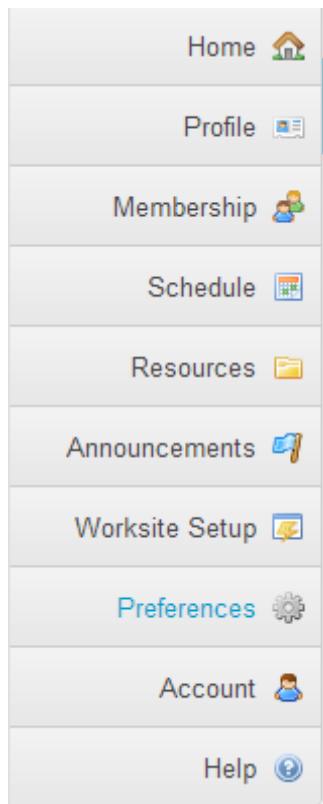
The screenshot shows the "More Sites" drawer open. At the top is a search bar labeled "Search sites in this drawer" and buttons for "View All Sites", "+ Add New Site", and "Preferences". A red arrow points to the "More Sites" button in the top right corner of the drawer. The drawer contains four main sections: "FALL 2014" with dropdowns for "PSYCH 101 001 FA14" and "PSYCH 200 001 FA14"; "OTHER" with a dropdown for "My Workspace"; "PROJECTS" with a dropdown for "Course Review Project"; and "SUMMER 2014" with dropdowns for "PSYCH 300 001 SU14" and "PSYCH 400 001 SU14".

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

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

What is the My Workspace Tool Menu?

My Workspace Tool Menu.



The My Workspace Tool Menu contains links to user account information and preferences. These links include:

- Profile
- Membership
- Schedule
- Resources
- Announcements
- Worksite Setup
- Preferences
- Account
- Help

Note: You may also see links to system-wide resources in this menu if they have been added by your institution. Also note that the tools displayed in the Tool Menu will be different depending on which Sakai site you are currently viewing.

Collapsing/Expanding the Tool Menu



You may expand and collapse the Tool Menu by clicking on the arrow tab in the upper right portion of the menu. When the menu is collapsed, the menu links are represented by their associated icons.

What is the My Workspace Message of the Day?

In the Home area of My Workspace, you will see announcements from your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements. Most institutions use this space to display messages about scheduled maintenance, system updates, and important dates and events.

View the MOTD.

The screenshot shows the Sakai My Workspace interface. The top navigation bar includes links for 'My Workspace', 'PSYCH 400 001 SU14', 'Course Review Project', and 'More Sites'. On the far right are 'Logout' and user profile icons. The left sidebar contains links for Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup (which is highlighted in blue), Preferences, Account, and Help. The main content area has several sections:

- My Workspace: Message Of The Day**: A box containing the text "Welcome to Sakai 10". This box is highlighted with a red border.
- My Workspace: Calendar**: Displays a calendar for April 2014. The 18th is highlighted with a dashed box.
- My Workspace: My Workspace Information Display**: Contains text about the workspace and a note about modifying the sakai.properties file.
- My Workspace: Recent Announcements**: Shows two items: "Week 2" and "Welcome", both saved by "Demo Instructor".
- My Workspace: Message Center Notifications**: Lists notifications for sites PSYCH 400 001 SU14 and PSYCH 101 001 FA14. PSYCH 400 001 SU14 has 1 new message.

Select Options to customize display. (Optional)

My Workspace: Message Of The Day

Options

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

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



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

MOTD Options

My Workspace: Message Of The Day

Options

You are currently setting options for Message of The Day.

Message of The Day Display

1 Show Announcement subject
 Show Announcement body

Show about 2

Number of days in the past 3

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

What is the My Workspace Calendar?

The My Workspace Calendar shows events from all of the sites in which you are enrolled. In addition, you may also create individual, private calendar entries that are only visible to you from your My Workspace.

View Calendar.

The screenshot shows the Sakai interface with the following sections:

- My Workspace** dropdown menu: Sample Course, test worksite, Tutorial Demo Site.
- Logout** button.
- Home**: My Workspace Message Of The Day (with options), My Workspace Calendar (highlighted with a red box), My Workspace Recent Announcements, My Workspace Message Center Notifications.
- Profile**, **Membership**, **Schedule**, **Resources**, **Announcements**, **Worksite Setup**, **Preferences**, **Account**, **Delegated Access**, **Help**.
- My Workspace: Message Of The Day**: Contains server information, JIRA links, and code snippets.
- My Workspace: Calendar**: Shows the month of April 2014 with a red box around it. The 29th is highlighted with a dashed border.
- My Workspace: Recent Announcements**: Announcements (viewing announcements from the last 10 days). View: All.
- My Workspace: Message Center Notifications**: Options, Site: Sample Course, New Messages: none, New in Forums: none. Chat button.
- My Workspace: My Workspace Information Display**: Welcome message, Sakai information, and a note about default information.

Click Options to customize calendar display. (Optional)

The screenshot shows the My Workspace: Calendar page with the following details:

- My Workspace: Calendar** title.
- Options** button (highlighted with a red box).
- January 2014** calendar.
- Today** button.
- Calendar grid for January 2014:

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

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

Select custom preferences and Update.

My Workspace: Calendar



Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View: **Calendar by Month** ▾

Priority events

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

Event types

High priority:

Move up

Move down

Medium priority:

Move up

Move down

Low priority:

Academic Calendar
Activity
Cancellation

Colors

High priority:

Medium priority:

Low priority:

Update

Cancel

What are the My Workspace Recent Announcements?

The Announcements area in My Workspace displays announcements from all of the sites in which you are enrolled. You may use the drop-down menu to view All items, Public items only, or items By Group. (You must be a member of a group in order to see group announcements.)

View recent announcements.

The screenshot shows the Sakai interface with the following sections visible:

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

Customize announcements display. (Optional)

My Workspace: Recent Announcements

Announcements (viewing announcements from the last 10 days)

View

There are currently no announcements at this location.

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

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

What are the My Workspace Message Center Notifications?

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

- Clicking on the title of the site will take you to the homepage for that site.
- Clicking on the New Messages indicator will take you directly to the Message Inbox for that site.
- Clicking on the New in Forums indicator will take you directly to the Forums for that site.

View Message Center.

The screenshot shows the Sakai My Workspace interface. The top navigation bar includes links for My Workspace, Sample Course, test worksite, and Tutorial Demo Site, along with a Logout button. The left sidebar contains links for Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, Delegated Access, and Help. The main content area is divided into several sections:

- My Workspace: Message Of The Day**: This section displays a message from the server: "This server is running Sakai 10 QA06 - source tag here <https://source.sakaiproject.org/svn/sakai/tags/sakai-10-qa06>". It also lists some default properties: "# 1) SAK-18588 # Allow students to see total number of points in gradebook gradebook.showCoursePoints=true", "# 2) SAK-20370 # Show total points in All Grades view for instructor gradebook.roster.showCourseGradePoints=true", "## SEARCH # Enable the elastic search # DEFAULT: false search.enable = true", and "### OSP search osp.portfolio.search.enabled=true".
- My Workspace: Calendar**: A calendar for April 2014 showing dates from 30 to 3. The 23rd is highlighted with a dashed border.
- My Workspace: Recent Announcements**: A section titled "Announcements (viewing announcements from the last 10 days)" with a dropdown menu set to "All". It states: "There are currently no announcements at this location."
- My Workspace: My Workspace Information Display**: A welcome message: "Welcome to your personal workspace." It explains that each user has their own individual workspace and provides information on how to modify it.
- My Workspace: Message Center Notifications**: A table showing notifications for the "Sample Course". It has columns for "Site", "New Messages", and "New in Forums". Both values are listed as "none".

Customize message center display. (Optional)

My Workspace: Message Center Notifications

Options

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

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

My Workspace: Message Center Notifications - Display Options

My Workspace: Message Center Notifications

Remove sites from this synoptic list.

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

Don't Show	Site	New Messages	New in Forums
<input type="checkbox"/>	PSYCH 400 001 SU14	1	none
<input type="checkbox"/>	PSYCH 101 001 FA14	none	none

Update **Cancel**

Click in the **Don't Show** box to place a check mark next to any sites that you prefer not to see in the Message Center list and then click **Update**. If you have already hidden sites in Preferences, they will not show up in this list.

What is Membership?

The Membership tool in My Workspace displays the list of sites in which a user is currently enrolled.

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

Note: Unpublished sites are only visible to site managers (i.e. instructors or admin users).

Go to Membership.

Click on the **Membership** tool in the Tool in My Workspace to access your list of sites.

Viewing current sites.

My Workspace: Membership

My Current Sites Joinable Sites

My Current Sites

1

2

Worksite ▲ Description

Course Review Project

PSYCH 101 001 FA12

PSYCH 101 001 FA13

PSYCH 101 001 FA14

PSYCH 200 001 FA14

PSYCH 300 001 SU14

PSYCH 400 001 SU12

PSYCH 400 001 SU13

PSYCH 400 001 SU14

Viewing 1 - 9 of 9 sites

< < show 20 items... > >

Unjoin Cancel

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

1. You may sort by Worksite or Description by clicking on the column heading.
2. You may also search your list of sites by keyword. This is useful if you have many sites and would like to limit the list by a specific criteria.

Joining Sites.

My Workspace: Membership

My Current Sites **Joinable Sites** 1

Joinable Sites

The list below includes sites that can be joined.

Viewing 1 - 3 of 3 sites

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

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

1. If you would like to view and join sites that are open for self-enrollment in the system, click on the **Joinable Sites** button.
2. You may click on the **Join** link to enroll yourself in any of the joinable sites listed.

Note: Joinable sites may or may not be available depending on the enrollment procedures determined by your institution.

Unjoining sites.

My Workspace: Membership

My Current Sites Joinable Sites

My Current Sites

Viewing 1 - 10 of 10 sites

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

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

2 **Unjoin** Cancel

If you join a site by mistake, or you no longer wish to be a participant in that site, you may unenroll yourself from the site by:

1. Selecting the check box next to the site name.
2. Clicking on the **Unjoin** button.

Note: You may only unjoin, or unenroll, from sites in which you have self-enrolled.

How do I view and edit my account details?

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

Note: If this information is being updated automatically by the institution, any changes you make here may be overwritten, depending on the user permissions allowed by your institution.

Go to Account to view and edit details.

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

Modifying account details.

The screenshot shows the 'My Account Details' page. At the top, there is a header with a gear icon and the text 'My Workspace: Account'. Below this, a section titled 'My Account Details' is shown. Under the heading 'User', there is a table of account information:

User Id	jdoe
First Name	Jane
Last Name	Doe
Email	jdoe@myschool.edu
Type	registered

Below this table, there is another set of information:

Disabled	False
Created By	Sakai Administrator
Created	Jan 27, 2014 10:20 am
Modified By	Sakai Administrator
Modified	Jan 27, 2014 10:20 am

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

Click on the **Modify Details** button.

Changing your name, email or password.

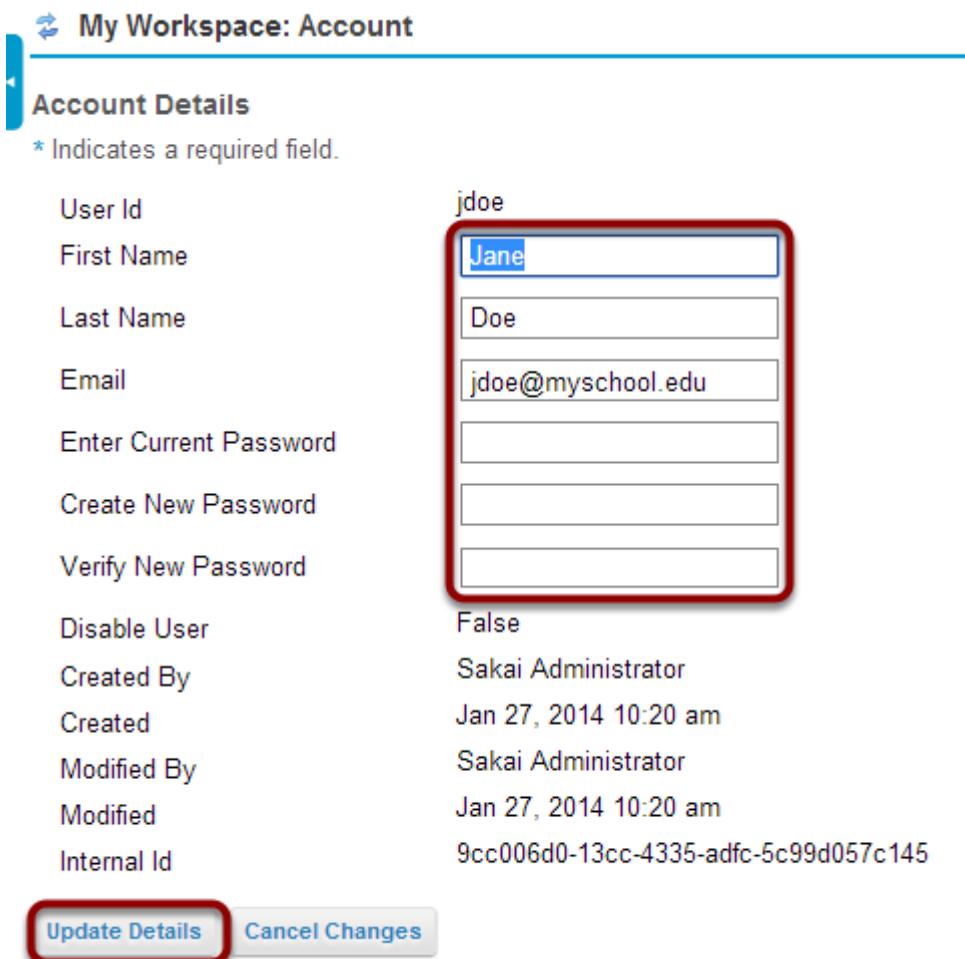
My Workspace: Account

Account Details

* Indicates a required field.

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

Update Details **Cancel Changes**



You may change any of the editable fields on this page. The password fields always appear blank upon accessing this screen. You may change your Sakai password by entering your current and new passwords in the fields provided. Changing your password here will change it for all of your sites on this system. Once you have entered your changes, select the **Update Details** button to save the change and return to My Workspace.

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

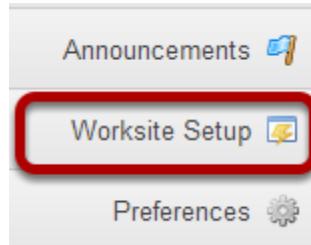
What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the [Site Info](#) tool; Worksite Setup is available through My Workspace, whereas Site Info is available in each site.

If you don't have the appropriate permissions, you will only see the information about the site published by the site owner in Worksite Setup.

To access this tool, click Worksite Setup from the Tool Menu in My Workspace.



What is the Preferences tool?

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

Go to Preferences.

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

Customize tabs.

The screenshot shows the 'My Workspace: Preferences' page. At the top, there are tabs for 'Customize Tabs', 'Notifications', 'Time Zone', and 'Language'. Below the tabs, there's a section titled 'Customize Tabs' with 'Update Preferences' and 'Cancel Changes' buttons. Three sections are displayed with red boxes around them:

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

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

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

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

- Favorite Sites**: This list of sites appears on the left side of the screen. These are the sites which display as tabs in the top navigation bar of the system.
- Active Sites**: This list of sites appears in the middle of the screen. These are the sites which display in your site drawer when you click on More Sites in the top navigation bar.
- Archived Sites**: This list of sites appears on the right side of the screen. These sites will show up in your list of all enrolled sites in tools such as Worksite Setup and Membership; however, they do not appear in the top navigation bar or in your site drawer.

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

Moving a site with drag and drop.

The screenshot shows three columns of site lists:

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

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

You can use drag and drop to rearrange the order in which your sites appear, or move sites into or out of the favorites, active, or archived site lists.

Click on the site you want to move and then drag it into the new location and release to drop it in place. (The color of the item and new location will change to green while you are dragging the item.)

Moving a site with the keyboard arrows.

The screenshot shows three columns of site lists:

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

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

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

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

Moving multiple sites.

The screenshot shows three columns of site lists:

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

Two sites in the Active list, "PSYCH 101 001 FA13" and "PSYCH 300 001 SU14", are selected, indicated by checked boxes next to them. A control panel with four directional arrows (up, down, left, right) appears over the "PSYCH 300 001 SU14" site. A tooltip at the bottom right of the control panel says "Move selected sites to top of Archived Sites".

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

Select tab format.

Show tabs as:

Course code (e.g. F13-ACCT-134C-01)

Course name/description (e.g. First Year Accounting)

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

Click Update Preferences.



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

Notifications.



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

Select notification preferences.

My Workspace: Preferences

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

Notifications

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

▼ Matrices

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

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

Override Matrices Preferences [Add a site](#)

▼ Wizards

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

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

Override Wizards Preferences [Add a site](#)

▼ Announcements

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

▼ Resources and Drop Box

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

▼ Email Archive

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

▼ Syllabus

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

[Update Preferences](#)

[Cancel Changes](#)

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

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

If you change any of these settings, click **Update** to save your changes.

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

Time Zone.

 My Workspace: Preferences

Customize Tabs Notifications **Time Zone** Language

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

Choose your time zone.

 My Workspace: Preferences

Customize Tabs Notifications Time Zone **Language**

Time Zone

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

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

Update Preferences **Cancel Changes**

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

Language.

 My Workspace: Preferences

Customize Tabs Notifications Time Zone **Language**

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

Choose your language.

 **My Workspace: Preferences**

Customize Tabs Notifications Time Zone Language

Language

Please select your language (and country) preference. Your current language preference is:
English (United States)

- Basque [eu] Basque
- català - Espanya [ca_ES] Catalan - Spain
- Deutsch - Deutschland [de_DE] German - Germany
- English - Australia [en_AU] English - Australia
- English - New Zealand [en_NZ] English - New Zealand
- English - South Africa [en_ZA] English - South Africa
- English - United Kingdom [en_GB] English - United Kingdom
- English - United States [en_US] English - United States**
- español - España [es_ES] Spanish - Spain
- español - México [es_MX] Spanish - Mexico
- français - Canada [fr_CA] French - Canada
- français - France [fr_FR] French - France
- Mongolian [mn] Mongolian
- Nederlands - Nederland [nl_NL] Dutch - Netherlands
- polski - Polska [pl_PL] Polish - Poland
- português - Brasil [pt_BR] Portuguese - Brazil
- português - Portugal [pt_PT] Portuguese - Portugal
- svenska - Sverige [sv_SE] Swedish - Sweden
- Tiếng Việt - Việt Nam [vi_VN] Vietnamese - Vietnam
- Türkçe - Türkiye [tr_TR] Turkish - Turkey

Update Preferences **Cancel Changes**

Select your preferred language from the list, and then click **Update Preferences**.

What are the Resources in My Workspace?

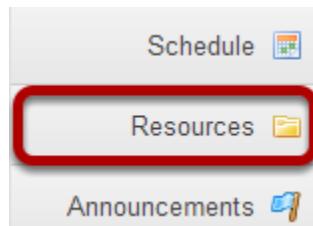
Resources are available in both My Workspace and course sites. The Resources tool is site-dependent; the content uploaded in the My Workspace area is private and visible only to the user (unless the user chooses to make items public).

The Resources tool in My Workspace 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 My Workspace.

To access this tool, select Resources from the Tool Menu in My Workspace.



Tip: Users who would like to store large files in a single location may choose to store files in My Workspace and link to them from their other course sites, rather than uploading them to multiple locations.

Course and Project Sites

What are course sites?

A course site is the official worksite for a particular academic course for an institution and can be linked to a database (such as a registrar's) to automatically populate its roster.

Course sites usually contain a selection of tools and resources provided by the instructor so that students may access course materials, interact with other site participants, and submit work.

Default participant roles for course sites.

The default participant roles in a course site are:

- **Instructor:** Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

Note: Additional customized roles may be added by the system administrator.

What are project sites?

Project sites are designed to facilitate collaboration. You can invite anyone you wish to join your project site.

Project sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Project sites have all of the same tools available as course sites; however, they are typically not associated with credit course sections or academic terms.

Default participant roles for project sites.

The default roles in project sites are:

- **Maintain:** The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

Note: Additional custom roles may be added by the system administrator.

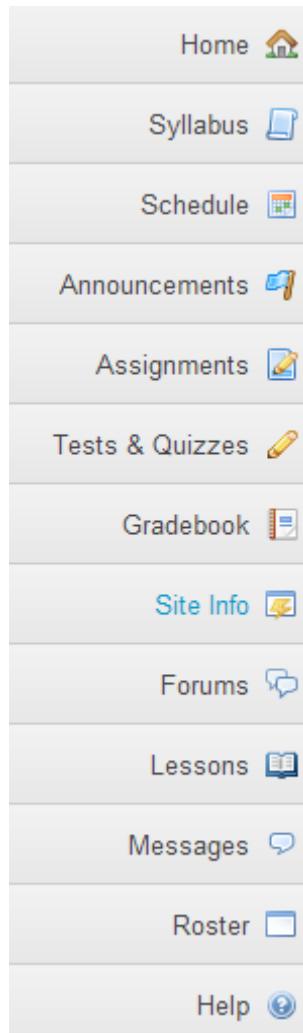
How do I navigate in a site?

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

It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

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

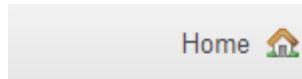
The Tool Menu.



The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site.

Click the tool's name to go to the corresponding tool.

The site Home page.



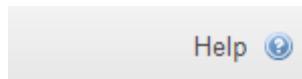
Home on the Tool Menu takes you to the home page for the site you're in. Home pages can contain a list of recent announcements, recent discussion items, calendar posts and other selected resources.

The Reset button.



When you're using a tool, the **Reset** button, located to the left of the tool's name, takes you back to the first page of that tool and resets the tool.

Online help.



You can get help by clicking **Help** in the Tool Menu. You can also get contextual help by clicking the blue question mark icon in the upper right corner of each page.

What is the Reset button?

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

Reset button location



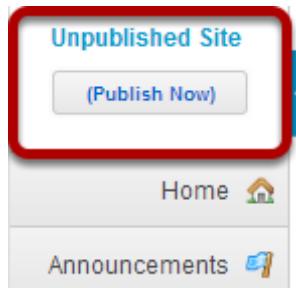
The reset button appears to the left of the name of the tool you're using and looks like two blue arrows pointing in opposite directions.

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

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



If you see the Unpublished Site indicator above the Tool Menu in 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 **(Publish Now)** 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](#).

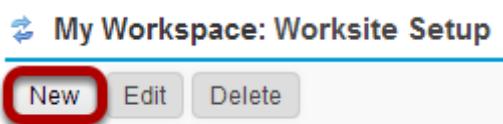
How do I create a new course or project site?

If you have the appropriate permissions to create new course or project sites, you may do so from either Worksite Setup or the More Sites tab in My Workspace.

Go to Worksite Setup.

Select the **Worksite Setup** tool from the Tool Menu in My Workspace.

Click New.



Or, go to More Sites.

A screenshot of the Sakai "My Workspace" dashboard. The top navigation bar includes tabs for "My Workspace", "PSYCH 400 001 SU14", "PSYCH 101 001 FA14", "Course Review Project", "More Sites" (highlighted with a red box), and "Logout". On the left, a sidebar lists links: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area shows "My Workspace: Message Of The Day" (empty), "My Workspace: Calendar" (a calendar for March 2014 with the 27th highlighted), "My Workspace: My Workspace Information Display" (text about Sakai workspaces), and "My Workspace: Recent Announcements" (a list of announcements).

Click on the **More Sites** tab in My Workspace to view your active sites drawer.

From your sites drawer, click Add New Site.

The screenshot shows the Sakai sites drawer interface. At the top, there is a search bar labeled "Search sites in this drawer" and several navigation buttons: "View All Sites", "+ Add New Site" (which is highlighted with a red box), "Preferences", and a close button "X". Below the search bar, there are sections for "FALL 2014" containing "PSYCH 101 001 FA14" and "PSYCH 200 001 FA14"; "OTHER" containing "My Workspace"; "PROJECTS" containing "Course Review Project"; and "SUMMER 2014" containing "OCE101 001 SU14", "PSYCH 300 001 SU14", and "PSYCH 400 001 SU14".

Select the type of site.

This screenshot shows the "My Workspace: Worksite Setup" page. It has a header with a back arrow and a help icon. Below the header, there is a section titled "Site Type" with a note: "Choose the type of site you want to create. Only instructors can create official course websites. Instructors and students can create project websites. NOTE: Students, if you do not see a tab for your course, contact your instructor for information about when your official course website will be available." There are two radio buttons: "course site" (selected) and "project site". At the bottom are "Continue" and "Cancel" buttons.

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.

Site Type

Choose the type of site you want to create. Only instructors can create official course websites. Instructors and students can create project websites. NOTE: Students, if you do not see a tab for your course, contact your instructor for information about when your official course website will be available.

course site

* Academic term: Spring 2013 ▾

project site

Continue [Cancel](#)

Select a term from the drop-down menu and then click **Continue**.

Enter course information.

My Workspace: Worksite Setup

Course/Section Information

Course/Section(s) Selection -- Spring 2013

Please find course/section by entering the information below

1 Subject: Sample Department ▾

2 Course: SMPL101 ▾

3 Section: Discussion 4 SMPL101
Discussion 5 SMPL101
Discussion 6 SMPL101
SMPL101 Spring 2013

Current Selection:
SMPL101 Spring 2013 (Requested)

4 * Authorizer's username: instructor, admin

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.

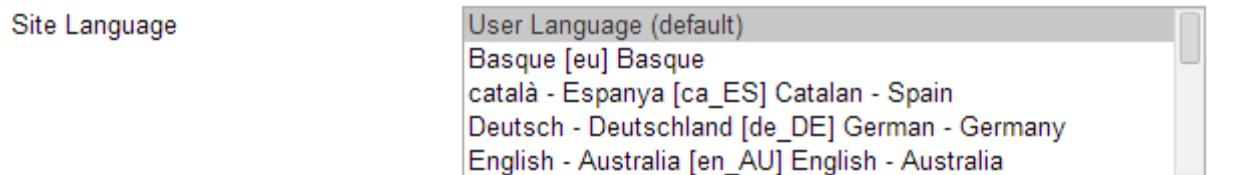
Enter site information.

Enter the site title.

* Site Title

SMPL101 Spring 2013

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.

The screenshot shows a Rich Text Editor interface with a toolbar at the top containing various formatting buttons like Source, Bold, Italic, Underline, etc. Below the toolbar is a text area with a red border, containing the text "Welcome to your online classroom!". At the bottom left of the editor, it says "body h1". At the bottom right, it says "Word Count : 5".

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.

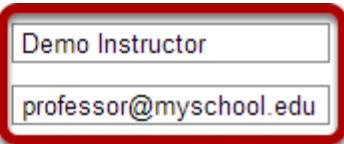
Select a theme.

Appearance (Theme) 
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	<input type="text" value="Demo Instructor"/>
Site Contact Email	<input type="text" value="professor@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 

Click **Continue** to save your changes.

Select site tools.

Course Site Tools

Choose tools to include on your site...

General 14

- Home
For viewing recent announcements, discussion, and chat items.
- Announcements
For posting current, time-critical information
- Assignments
For posting, submitting and grading assignment(s) online
- Chat Room
For real-time conversations in written form
- 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
- External Tool
Launch external tools using IMS Learning Tools Interoperability.
- Forums
Display forums and topics of a particular site
- Gradebook
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 online sources
- Podcasts
For managing individual podcast and podcast feed information
- Polls
For anonymous polls or voting
- PostEm
PostEm gradebook tool for sakai.
- Resources
For posting documents, URLs to other websites, etc.
- Roster
For viewing the site participants list
- Schedule
For posting and viewing deadlines, events, etc.
- 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 web content from an external website within the site
- Wiki
For collaborative editing of pages and content

Selected tools

 Home	X
 Announcements	X
 Assignments	X
 Forums	X
 Gradebook	X
 Lessons	X
 Messages	X
 Resources	X
 Roster	X
 Schedule	X
 Site Info	
 Statistics	X
 Syllabus	X
 Tests & Quizzes	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:

Course Review Proj
OCE101 001 SU14
PSYCH 101 001 FA1
PSYCH 101 001 FA1
PSYCH 101 001 FA1

Note: To select more than one item, hold down the CTRL key (Windows) or the Apple key (Mac) 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.



Configure site access.

My Workspace: Worksite Setup



Course Site Access

Set access options for your site...

Site Status

Publishing your site makes it available to the site participants.

1

- Publish site
- Leave as Draft - accessible only to site maintainers

Site Visibility

Display in public site list

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.

2

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- Limited to whom I add manually, or through automatic roster updates
- Allow anyone to join the site with valid login id

3



1. 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.

2. Choose to make site access **Limited to whom I add manually, or through automatic roster updates** or **Allow anyone to join the site with valid login id.**
3. Click **Continue.**

Confirm site setup.

My Workspace: Worksite Setup



Confirm Your Course Site Setup

Confirm your site setup selections...

Please review the following information about your site. If this information is correct, click Request 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:

(Requested)
(Requested)
SMPL101 Spring 2013 (Requested)

Site Title SMPL101 Spring 2013

Site URL No URL provided

Tools Home
Syllabus
Schedule
Announcements
Resources
Assignments
Tests & Quizzes
Gradebook
Site Info
Forums
Lessons (Lessons)
Messages
Roster
Statistics

Available To Site participants only

Included on public sites list Yes

Icon URL No icon provided

Site Contact Name Demo Instructor

Site Contact Email professor@myschool.edu

Short Description Intro Course

Site Language No Language provided

Description

No description provided.

Request Site **Back** **Cancel**

You will see a screen which displays all of the site settings for verification. If everything appears correct, click **Request Site**.

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.

PSYCH 400 001 SU14 Participant List (# 6) Viewing 1 - 6 of 6 items
Printable Version

Name	Id	Credits	Role	Status	Remove?
Instructor, Demo (professor)			Instructor	Active	<input type="checkbox"/>
Student, Fifth (demostudent05)			Student	Active	<input type="checkbox"/>
Student, First (demostudent01)			Student	Active	<input type="checkbox"/>
Student, Fourth (demostudent04)			Student	Active	<input type="checkbox"/>
Student, Second (demostudent02)			Student	Active	<input type="checkbox"/>
Student, Third (demostudent03)			Student	Active	<input type="checkbox"/>

1 2

Last updated Feb 14, 2014 2:47 PM EST

Role Descriptions

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.

Below your site's information, you will see its participant list.

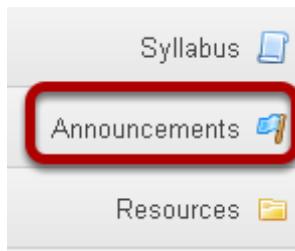
1. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) under "Role".
2. Click **Update Participants** to save your change.

Announcements

What is the Announcements tool?

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

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



How do I add an announcement?

Go to the Announcements tool.

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

Click Add.

The screenshot shows the 'Announcements' tool interface for a course titled 'PSYCH 400 001 SU12'. At the top, there are five buttons: 'Add' (highlighted with a red box), 'Merge', 'Reorder', 'Options', and 'Permissions'. Below the buttons, the title 'Announcements (viewing announcements from the last 365 days)' is displayed. Underneath, a dropdown menu labeled 'View' is set to 'All'. A message states 'There are currently no announcements at this location.'

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

The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting, such as bold, italic, underline, and alignment. Below the toolbar, there are dropdown menus for 'Styles', 'Normal', 'Font', 'Size', and font size controls. The main content area contains the text 'Please begin by reviewing the Syllabus. Then post an introductory message in Forums.' The entire content area is enclosed in a red border.

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

Determine who can view the announcement.

Access

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

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.

Give announcement to group(s). (Optional)

Access

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

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group 1	
<input checked="" type="checkbox"/>	Group 2	
<input type="checkbox"/>	Group 3	

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

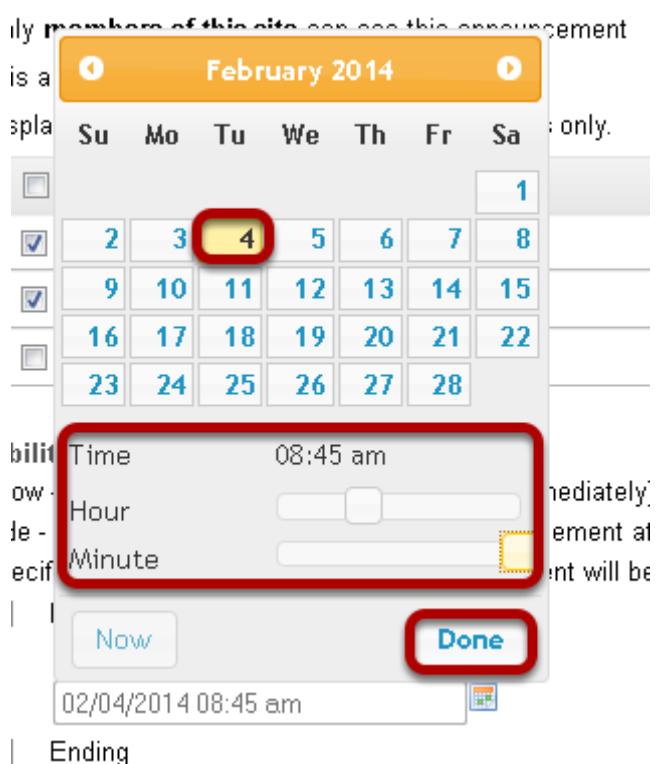
Show - (Post and display this announcement immediately)
 Hide - (Draft mode - Do not display this announcement at this time)
 Specify Dates - (Choose when this announcement will be displayed)

Beginning
Date: 

Ending
Date: 

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.

Use 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.

ABC1234 Spring 2014: Announcements

Add Attachment

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

Upload local file **Browse...** No file selected.
or a URL (link to website) **Add**

Continue **Cancel**

Select a resource

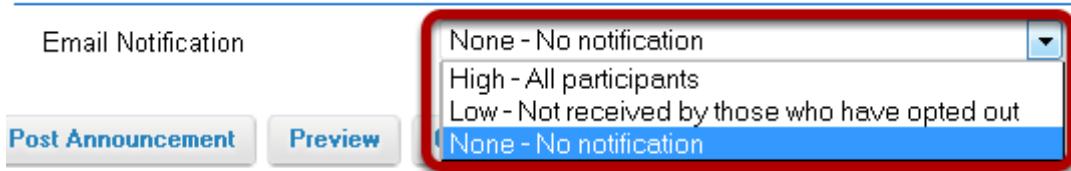
Location: ABC1234 Spring 2014 Resources

◆ Title ▾	Actions
ABC1234 Spring 2014	
SyllabusSpring2014.pdf	Attach a copy
Continue	Cancel

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 Announcements.

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

Click Edit below the title of the announcement.

Announcements (viewing announcements from the last 365 days)

View All ▾

Subject	Saved By	Modified Date
 Welcome Edit	[REDACTED]	Feb 4, 2014 9:29 am

Make your edits.

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

How do I delete an announcement?

Go to Announcements.

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]	Feb 4, 2014 9:29 am	site			<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

Welcome [REDACTED]

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 Nursing Program courses. Those individual Nursing Program courses could create additional announcements that would apply to their specific course only.

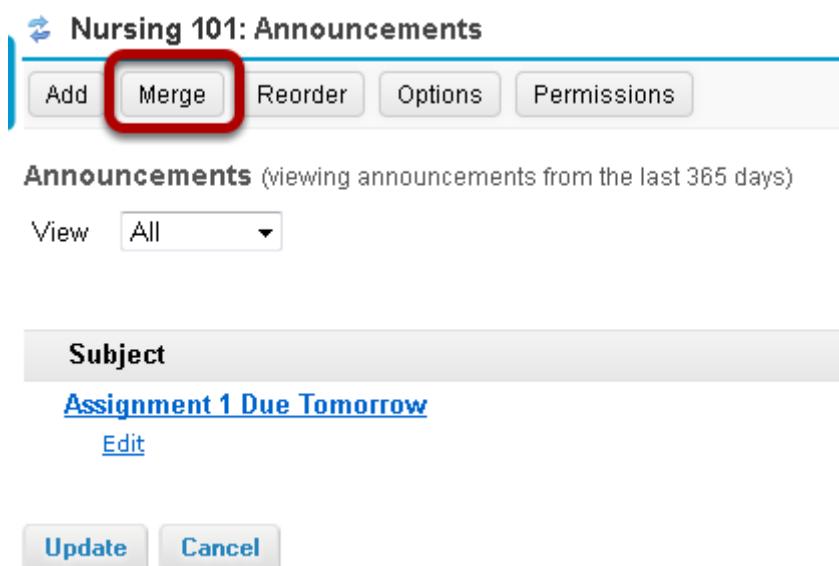
Those would appear in addition to the announcements merged from the Master Course.

Go to Announcements.

Note: To set up the Merge, you must be enrolled in both sites with an Instructor-Type role.

Select the **Announcements** tool from the Tool Menu in course that will receive the announcements.

Click Merge.



The screenshot shows the 'Announcements' tool interface for the 'Nursing 101: Announcements' course. At the top, there is a toolbar with five buttons: 'Add', 'Merge' (which is highlighted with a red box), 'Reorder', 'Options', and 'Permissions'. Below the toolbar, the title 'Announcements (viewing announcements from the last 365 days)' is displayed, followed by a 'View' dropdown menu set to 'All'. A search bar labeled 'Subject' contains the text 'Assignment 1 Due Tomorrow'. Below the search bar are two buttons: 'Edit' and 'Update' (in blue). The main area of the interface is currently empty, showing only the header and tool buttons.

Select the course to merge from.

The screenshot shows a dialog box titled "Show Announcements from Another Site". It contains a list of sites under "Site": "Master Nursing Site (8f2b224f-2c30-4b4d-a8a7-3e5f0e1b42d4)" with a checked checkbox, and "Nursing 102 (4eaef21ac-20a9-4911-909e-1c40a6fcc480)" with an unchecked checkbox. At the bottom are "Save" and "Cancel" buttons, with "Save" being highlighted by a red box.

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

Example: Master Site Announcements

The screenshot shows the "Master Nursing Site: Announcements" page. The top navigation bar includes "My Workspace", "Master Nursing Site", "Nursing 101", and "Nursing 102". Below the navigation is a toolbar with "Add", "Merge", "Reorder", "Options", and "Permissions" buttons. The main area displays announcements under the heading "Announcements (viewing announcements from the last 365 days)". A dropdown menu "View" is set to "All". An announcement is listed with the subject "Submit your Admission Documentation" and an "Edit" link. At the bottom are "Update" and "Cancel" buttons.

This image shows the Master Nursing Site with an announcement created.

Example: Merged Site Announcements

The screenshot shows the Sakai interface with the following navigation bar:

- My Workspace
- Master Nursing Site
- Nursing 101 (selected)
- Nursing 102

The main content area is titled "Nursing 101: Announcements". Below the title are several buttons: Add, Merge, Reorder, Options, and Permissions.

The announcements list is titled "Announcements (viewing announcements from the last 365 days)". A "View" dropdown menu is set to "All".

The announcements list displays two entries:

Subject	Action
<u>Assignment 1 Due Tomorrow</u>	J
<u>Submit your Admission Documentation</u>	J

At the bottom of the announcements list are "Update" and "Cancel" buttons.

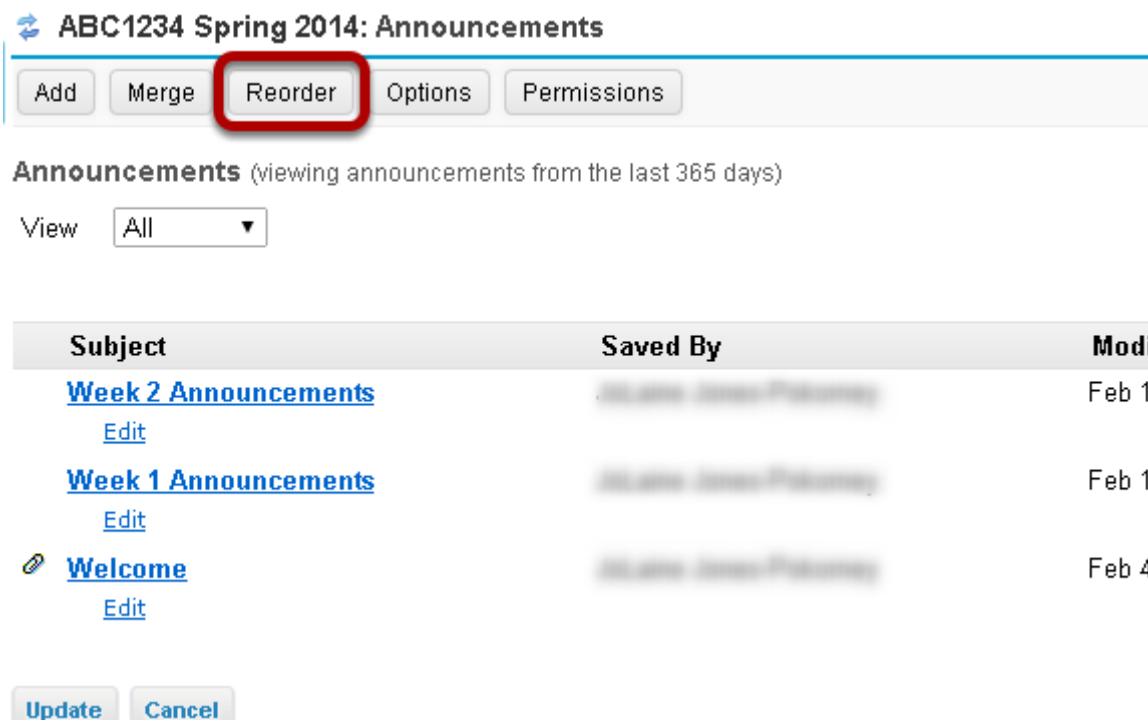
The Announcement shows up in the Nursing 101 Announcements list, but there is no "edit" option here. The "Assignment 1 Due Tomorrow" announcement was created inside the Nursing 101 course.

How do I reorder announcements?

Go to Announcements.

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

Click Reorder at the top of the screen.



The screenshot shows the 'ABC1234 Spring 2014: Announcements' page. At the top, there is a toolbar with five buttons: Add, Merge, Reorder (which is highlighted with a red box), Options, and Permissions. Below the toolbar, the title 'Announcements (viewing announcements from the last 365 days)' is displayed. Underneath, there is a dropdown menu labeled 'View' with 'All' selected. The main content area lists three announcements in a table:

Subject	Saved By	Modi
<u>Week 2 Announcements</u> <u>Edit</u>	[Redacted]	Feb 1
<u>Week 1 Announcements</u> <u>Edit</u>	[Redacted]	Feb 1
<u>Welcome</u> <u>Edit</u>	[Redacted]	Feb 4

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

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 modified date](#)

Week 2 Announcements

Week 1 Announcements

Welcome

Welcome

Update **Cancel**

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.

[Undo last](#) | [Undo all](#)

[Sort by subject](#) | [Sort by author](#) | [Sort by modified date](#)

Week 2 Announcements

Week 1 Announcements

Welcome

Update **Cancel**

Auto-Sort Options



There are three 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 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 date, with the most recent at the top and the oldest at the bottom. If the link is clicked again, the arrow will point down showing that the oldest announcements are at the top and the newest ones are at the bottom of the list.

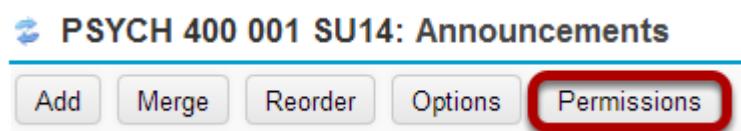
How do I change Announcements tool permissions?

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 Announcements.

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

Click Permissions.



Modify the permissions for the roles listed.

PSYCH 400 001 SU14: Announcements

Permissions

Set permissions for Announcements in worksite "PSYCH 400 001 SU14" (psych400_001_su14)

The screenshot shows the "Permissions" configuration page. On the left is a vertical list of permissions: "Read announcements", "Create announcements", "Delete all announcements", "Delete own announcements", "Edit all announcements", "Edit own announcements", "Access all group announcements", and "Read all draft announcements". The "Create announcements" and "Edit own announcements" items are highlighted with yellow boxes. To the right is a grid where permissions are mapped to three roles: Instructor, Student, and Teaching Assistant. The grid has 8 rows (permissions) and 3 columns (roles). The first two rows correspond to the highlighted permissions above. The "Create announcements" row has checked boxes for all three roles. The "Edit own announcements" row also has checked boxes for all three roles. All other permissions in the grid have unchecked boxes for all three roles. A red box surrounds the entire grid area. A red circle with the number "1" is positioned above the grid. At the bottom of the page are "Save" and "Cancel" buttons. A red circle with the number "2" is positioned to the left of the "Save" button.

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 type="checkbox"/>	<input type="checkbox"/>
Edit all announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access all group announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read all draft announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. 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 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

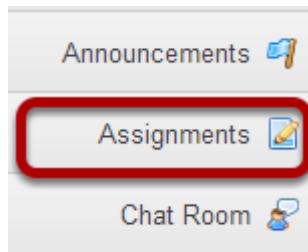
What is the Assignments tool?

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.

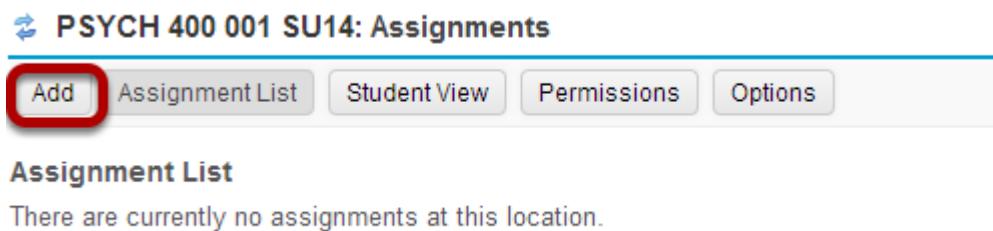


How do I add an assignment?

Go to the Assignment tool.

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

Click the Add button.



The screenshot shows a web page titled "PSYCH 400 001 SU14: Assignments". At the top, there is a navigation bar with five buttons: "Add" (highlighted with a red oval), "Assignment List", "Student View", "Permissions", and "Options". Below the navigation bar, the text "Assignment List" is displayed, followed by the message "There are currently no assignments at this location."

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

Give your assignment a title.

Assignment	* Title <input type="text" value="Assignment 1"/>
-------------------	--

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

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

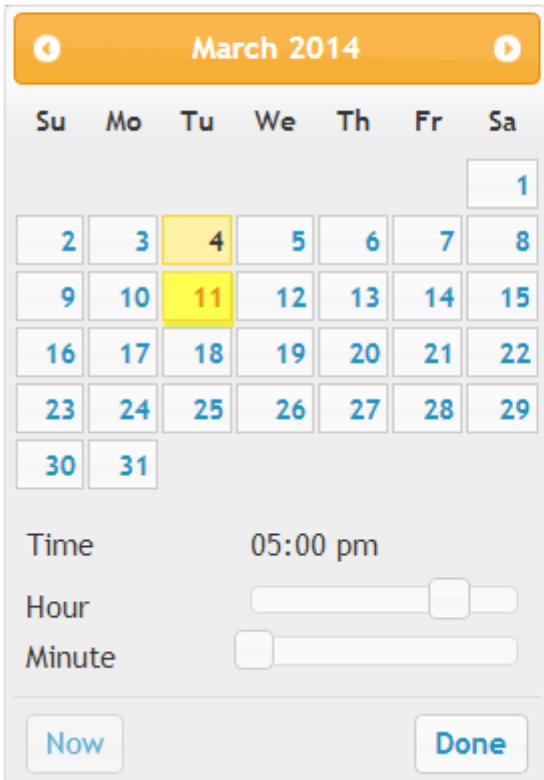
* Due Date

2

* Accept Until

3

Assignments cannot be submitted after the close date.



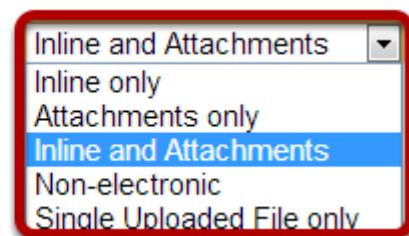
When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

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.

* Student Submissions



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)

1 Allow Resubmission

2 Number of resubmissions allowed
1

3 Resubmission Accept Until
03/11/2014 05:00 pm

4 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

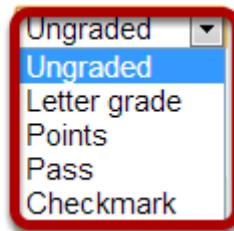
If you select **Allow Resubmission**, you may specify:

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.

* Grade Scale



There are several grade scales to choose from:

- **Ungraded:** 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:** 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.

* Grade Scale

Points

* 100 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

Word Count : 0

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 Schedule

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

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.

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!

Peer assessment. (Optional)

Peer Assessment

Use peer assessment

Peer assessment facilitates student peer review of assignments.

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

Peer assessment options.

Peer Assessment

Use peer assessment

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

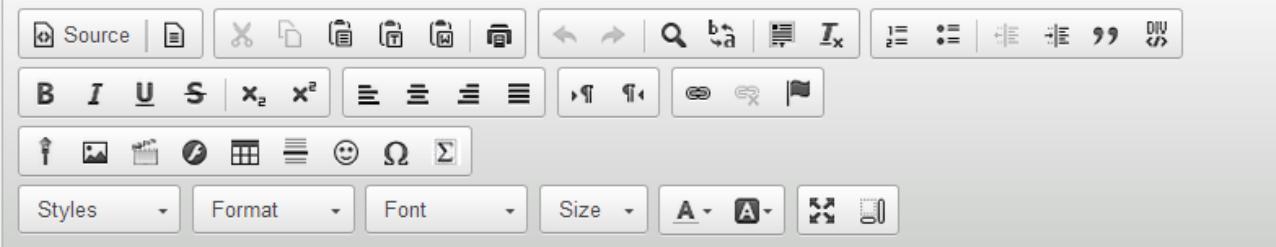
Evaluation Period Finishes: 03/11/2014 05:10 pm 

Anonymous evaluation

Allow students to see reviews of their submissions

* 1 Number of submissions students must review

Instructions for reviewers:



A detailed view of a rich text editor's toolbar. It includes standard editing icons for Source, Undo, Redo, Find, Replace, Bold, Italic, Underline, Superscript, Subscript, Alignment, Paragraph, Insert, Link, and Insert Image. Below the toolbar are style buttons for headings (H1-H6), lists (List, Bulleted List, Numbered List), and other text formats like Emphasis and Strike-through. At the bottom of the toolbar are dropdown menus for Styles, Format, Font, Size, and Alignment.

Word Count : 0

If you select the **Peer Assessment** box, the settings will expand to show the additional options above. 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.

Access.

Access

Are submissions for a group?

Display to site

Display 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.*

Group submissions. (Optional)

Access

Are submissions for a group?

If you check the box next to **Are submissions for a 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.

Group selections. (Optional)

Display to selected groups

<input type="checkbox"/>	Title	Description
<input type="checkbox"/>	Lab1	PSYCH 400 001 SU14, Lab1
<input type="checkbox"/>	Team-1	
<input type="checkbox"/>	Team-2	
<input type="checkbox"/>	Team-3	

If you select the **Display 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.

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 **Are submissions for a group?** option above.*

Submission 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 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

The ideal answer to this assignment is...

Attachments

No attachments yet

2

Add Attachments

- * Show to students

3

--select one--
Before student starts assignment
After student submits
After submission is graded and returned
After accept-until date

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.
4. Click **Save** to save your changes.

Private note.

Private Note

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

1

* Share

2

-- select one --

-- select one --

Keep private to myself

Allow other instructors to read

Allow other instructors to read and edit

3

Save

Cancel

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.
3. Click **Save** to save your changes.

All purpose item.

1 Title

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

2 Attachments

No attachments yet

3 Add Attachments

4 Show this item

From Date: 02/16/2014 12:00 pm

Until Date: 02/27/2014 05:00 pm Time:

Hide this item

5 Show to

Student (5 selected)

Third Student

First Student

Fifth Student

Second Student

Fourth Student

Teaching Assistant (0 selected)

Instructor (0 selected)

6 Save Cancel

The screenshot shows the 'All Purpose item' configuration page. It includes fields for title, attachments, display dates, visibility, and target users. The 'Show to' section lists 'Student' with five users selected, and 'Teaching Assistant' and 'Instructor' both with zero selected. The 'Save' and 'Cancel' buttons are at the bottom.

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 'Assignments' tool interface for the course 'PSYCH 400 001 SU14'. The title bar includes the course name and standard tool menu buttons: Add, Assignment List, Grade Report, Student View, Permissions, and Options. Below the title bar is a toolbar with a dropdown labeled 'Assignment List', a search field, and buttons for viewing items (Viewing 1 - 1 of 1 items), navigating, and showing more items (Show 200 items...). The main content area displays a table for the single assignment. The columns are: Assignment title, Status, Open, Due, In / New, Scale, and Remove?. The assignment listed is 'Article Summary', which is 'Not Open' and due on 'Feb 27, 2014 5:00 pm'. The 'Edit' link under the assignment title is circled in red.

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Article Summary Edit Duplicate Grade	Not Open	Feb 20, 2014 12:00 pm	Feb 27, 2014 5:00 pm	0/0	0-100.0	<input type="checkbox"/>

Make your changes to the assignment.

[PSYCH 400 001 SU14: Assignments](#)

[Add](#) [Assignment List](#) [Grade Report](#) [Student View](#) [Permissions](#)

Article Summary - edit
Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

* Title

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

* Due Date

* Accept Until Assignments cannot be submitted after the close date.

* Student Submissions

Allow Resubmission

* Grade Scale 100.0 For points, enter maximum possible

* Assignment Instructions


Summarize one of the articles from this week's assigned reading.

Word Count : 12

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

Grading

Do not associate assignment to Gradebook
 Associate with existing Gradebook entry

Peer Assessment

Use peer assessment

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](#)

[Post](#) [Preview](#) [Cancel](#)

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 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 for the course 'PSYCH 400 001 SU14'. At the top, there are tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the tabs, it says 'View Assignment List'. On the right, it shows 'Viewing 1 - 1 of 1 items' and a link to 'Show 200 items...'. The main table has columns: Assignment title, Status, Open, Due, In / New, Scale, and Remove?. A single row is shown for 'Article Summary', which is 'Not Open' and due on 'Feb 27, 2014 5:00 pm'. The 'Remove?' checkbox is checked and highlighted with a red circle. Below the table is a red box around the 'Update' button.

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Article Summary Edit Duplicate Grade	Not Open	Feb 20, 2014 12:00 pm	Feb 27, 2014 5:00 pm	0/0	0-100.0	<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 Update.



Click the **Update** button at the bottom of the assignment listing.

Confirm the deletion.

The screenshot shows a confirmation dialog box with the message 'Are you sure you want to delete this assignment?'. Below the dialog is a table of assignments with one row selected. At the bottom are 'Delete' and 'Cancel' buttons, with 'Delete' highlighted by a red circle.

Title	Due Date	Status	Submissions
Article Summary	Feb 27, 2014 5:00 pm	Not 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 grade an assignment?

Go to Assignments.

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

Select the assignment to grade.

The screenshot shows the 'Assignments' tool interface for a course titled 'PSYCH 400 001 SU12'. The top navigation bar includes links for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Reorder', 'Permissions', and 'Options'. Below this is a dropdown menu set to 'Assignment List'. The main content area displays a table of assignments with the following data:

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Paper 1 Edit Duplicate Grade	site	Open	Oct 28, 2013 12:00 am	Dec 4, 2013 11:55 pm	5/5	0-100.0	<input type="checkbox"/>
Paper 2 Edit Duplicate Grade	site	Open	Oct 28, 2013 12:00 am	Dec 4, 2013 11:55 pm	0/0	0-100.0	<input type="checkbox"/>
Paper 3 Edit Duplicate Grade	site	Open	Oct 28, 2013 12:00 am	Dec 4, 2013 11:55 pm	0/0	0-100.0	<input type="checkbox"/>

At the bottom left is a blue 'Update' button. At the top right, it says 'Viewing 1 - 3 of 3 items' and 'Show 200 items...'. Navigation arrows are also present at the top right.

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

Select a student to grade.

PSYCH 400 001 SU12: Assignments

Add Assignment List Grade Report Student View Reorder Permissions Options

Paper 1 - Submissions

Please choose a group to view student submissions.

View Entire Site ▾

Name, ID, or Email Find Clear

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

Found 6 participant(s). Assign this grade to participants without a grade:

Viewing 1 - 6 of 6 items

Apply Show 200 items... ▾

▶ Select User(s) and Allow Resubmission

	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	Student 1, Demo (demostudent01) Grade	Nov 27, 2013 3:34 pm	Ungraded		
<input type="checkbox"/>	Student 2, Demo (demostudent02) Grade	Nov 27, 2013 3:31 pm	Ungraded		
<input type="checkbox"/>	Student 3, Demo (demostudent03) Grade	Nov 27, 2013 3:32 pm	Ungraded		
<input type="checkbox"/>	Student 4, Demo (demostudent04) Grade	Nov 27, 2013 3:33 pm	Ungraded		
<input type="checkbox"/>	Student 5, Demo (demostudent05) Grade	Nov 27, 2013 3:28 pm	Ungraded		
<input type="checkbox"/>	Student 6, Demo (demostudent06) Grade		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.

View student submission.

1

Student	Student 1, Demo(demostudent01)
Submitted Date	Nov 27, 2013 3:34 pm
Status	Ungraded

▶ 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.

Source Styles Format Font Size A A

My paper is attached.
Thanks!

Word Count : 5

2

Submitted Attachments

3 Paper1.docx (11 KB; Nov 27, 2013 3:34 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. Notice that the Word Count for inline submissions is displayed in the bottom right corner of the rich text editor.
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:	<input type="text" value="100"/> (max 100.0)
--------	--

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, there is a toolbar with various icons for file operations like Source, Save, Undo, Redo, and search. Below the toolbar are two rows of text and font style buttons, including bold (B), italic (I), underline (U), and various alignment and font size options. A styles dropdown menu is visible. The main content area is a large text box with a red border, containing the text "Good work!". In the bottom right corner of the content area, it says "Word Count : 2". The status bar at the bottom shows "body p".

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](#)

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.

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.

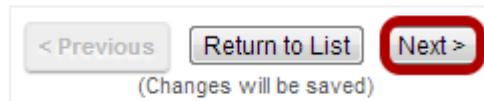
Save grade.

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.

Go to the next submission.



If you have more student submissions to grade and would like to go directly to the next submission in the list, click the **Next** button at the bottom of the page.

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' page for the 'PSYCH 400 001 SU14: Assignments' tool. At the top, there are tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the tabs, a dropdown menu 'View' is set to 'Assignment List'. On the right, it says 'Viewing 1 - 1 of 1 items' and has a 'Show 200 items...' button. The main table has columns: Assignment title, For, Status, Open, Due, In / New, Scale, and Remove?. A single row is shown for an assignment titled 'Article Summary'. The 'For' column shows 'site', 'Status' is 'Open', 'Open' is 'Feb 16, 2014 12:00 pm', 'Due' is 'Feb 22, 2014 5:00 pm', 'In / New' is '5/5', 'Scale' is '0-100.0', and 'Remove?' has a checkbox. Below the table are 'Edit', 'Duplicate', and 'Grade' links, with 'Grade' being highlighted with a red box. At the bottom left is an 'Update' button.

Click the Download All link.

The screenshot shows the 'Submissions' page for the 'Article Summary' assignment. At the top, there are tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the tabs, a dropdown menu 'View' is set to 'Entire Site'. There are search fields for 'Name, ID, or Email' with 'Find' and 'Clear' buttons. On the right, there are links for 'Download All', 'Upload All', and 'Release Grades', with 'Download All' being highlighted with a red box. It also says 'Viewing 1 - 6 of 6 items' and has a 'Show 200 items...' button. Below this, a section titled 'Select User(s) and Allow Resubmission' shows a table of student submissions. The columns are: Student, Submitted, Status, Grade, and Release. Six students are listed, all with 'Grade' links under their names. At the bottom left is an 'Apply' button.

Select the desired download options.

PSYCH 400 001 SU14: Assignments

Download All

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

- 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)

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:

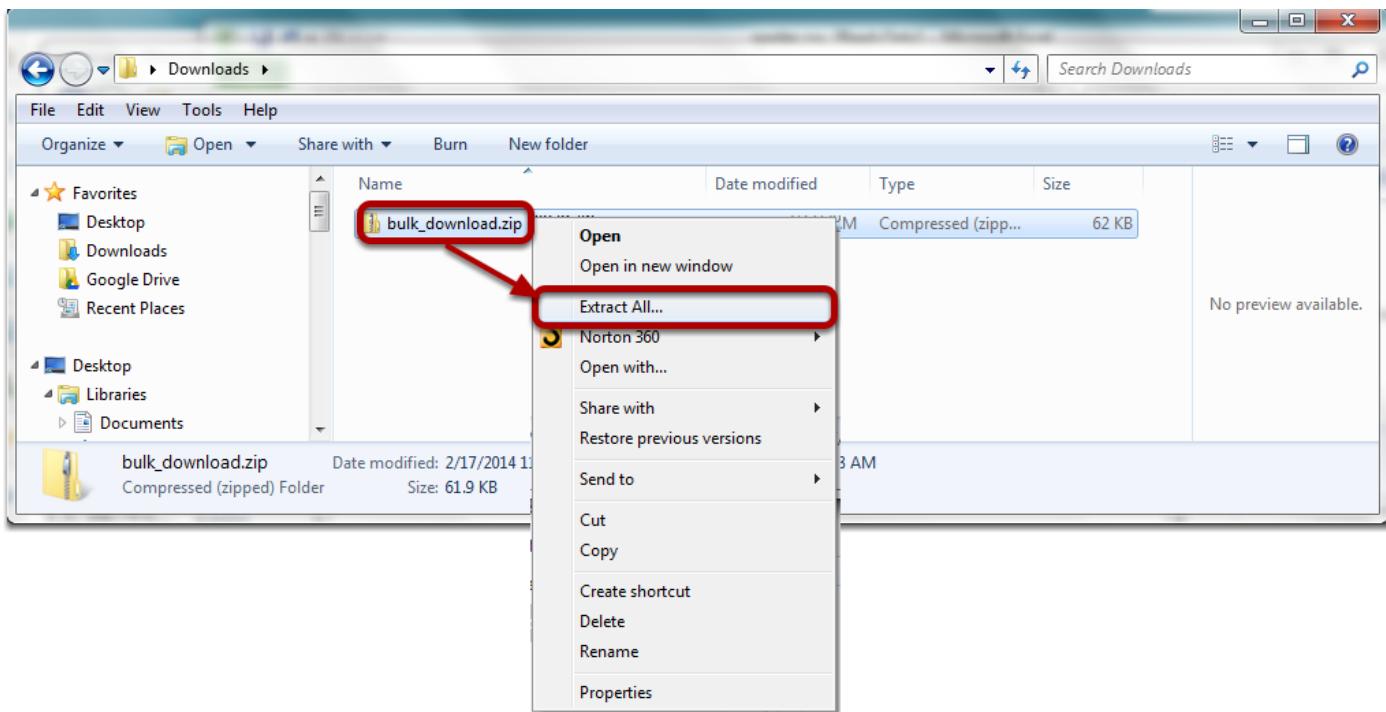
- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file 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. The assignment files will download as an archive file, or .zip file to your local computer.

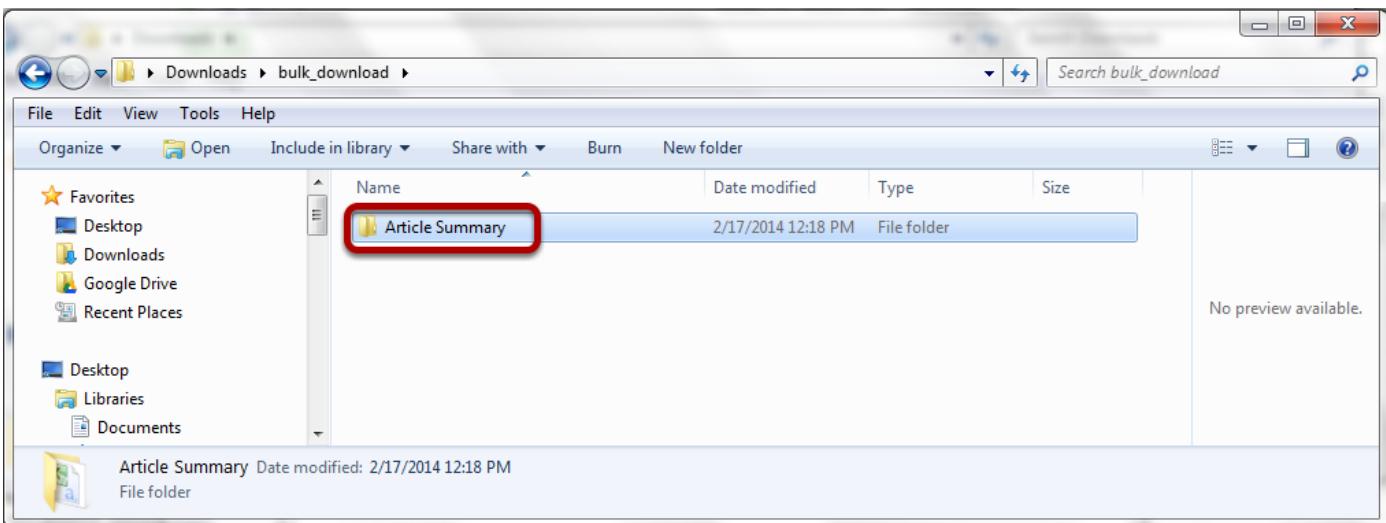
View archive.



The archive file has the default name of bulk_download.zip.

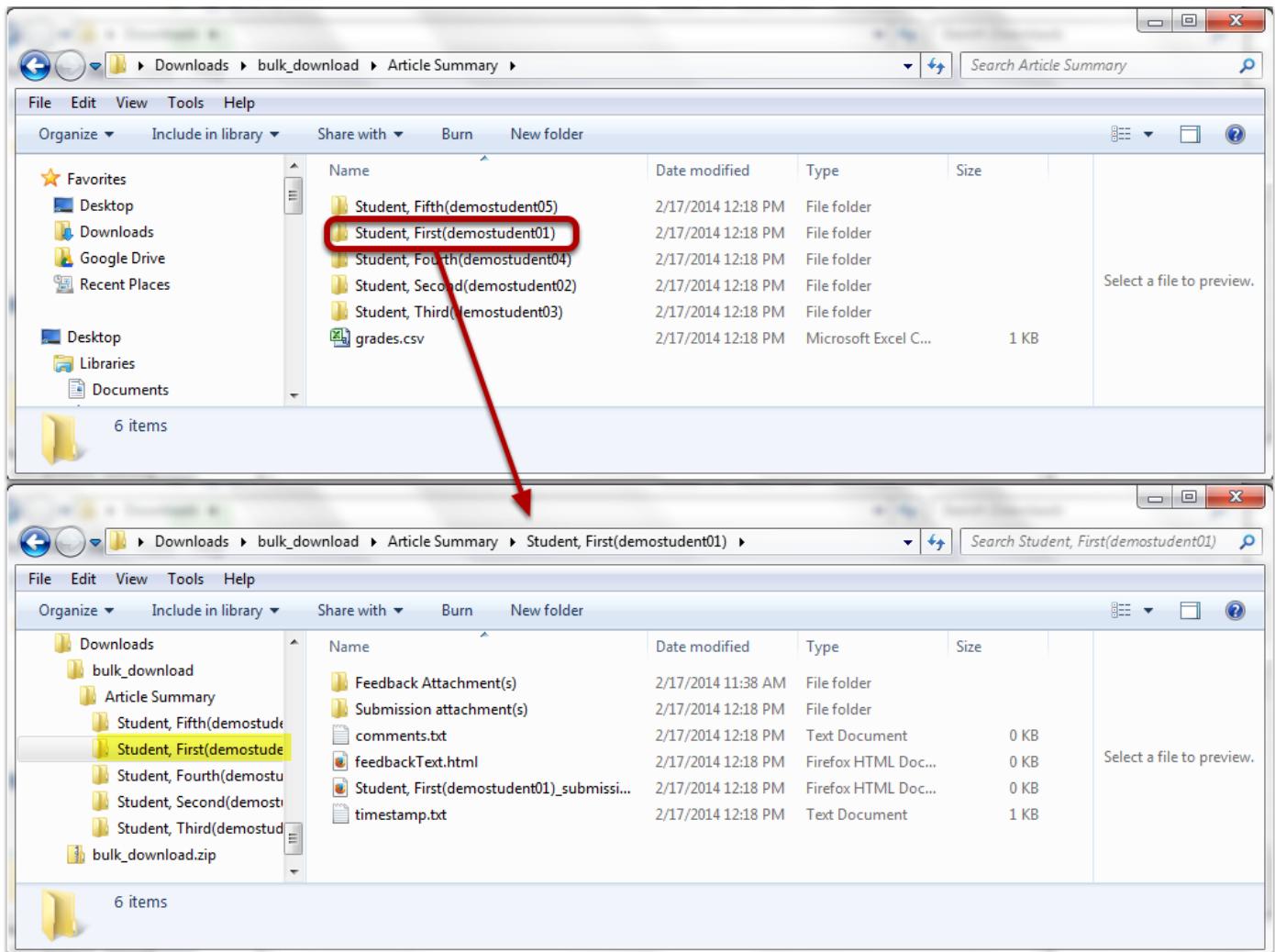
Extract the archive to a location on your computer. (You can do this by right-clicking on the file and selecting **Extract All** in Windows, or by using your preferred unzipping program on your computer.)

View assignment folder.



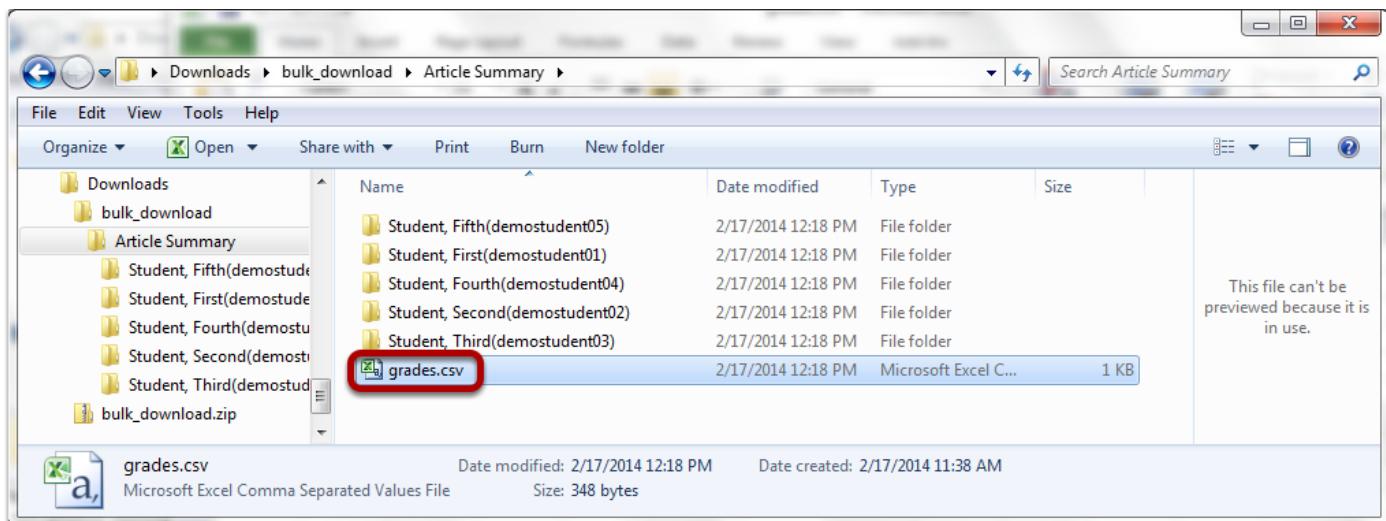
There will be a folder for each of the assignments in your course.

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 columns labeled 'Article Summary', 'Points', 'Display ID', 'ID', 'Last Name', 'First Name', and 'grade'. Row 8 shows a grade of 80 for student demostudent03. The cell containing '80' is highlighted with a black box.

Article Summary	Points	Display ID	ID	Last Name	First Name	grade
1		demostudent05	demostudent05	Student	Fifth	95
2		demostudent01	demostudent01	Student	First	100
3		demostudent04	demostudent04	Student	Fourth	85
4		demostudent02	demostudent02	Student	Second	90
5		demostudent03	demostudent03	Student	Third	80

How do I upload graded assignment submissions and feedback?

Go to Assignments.

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

Click the Grade link for the assignment to be graded.

The screenshot shows the 'Assignment List' page for PSYCH 400 001 SU14. At the top, there are tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the tabs, it says 'Viewing 1 - 1 of 1 items' and 'Show 200 items...'. The main table has columns: Assignment title, For, Status, Open, Due, In / New, Scale, and Remove?. A single row is shown for 'Article Summary', which is 'Open' and due on 'Feb 22, 2014 5:00 pm'. The 'Grade' link in the 'Actions' column is highlighted with a red box. There is also an 'Update' button at the bottom left.

Click the Upload All link.

The screenshot shows the 'Article Summary - Submissions' page. At the top, there are tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the tabs, it says 'Viewing 1 - 6 of 6 items' and 'Show 200 items...'. The main table has columns: Student, Submitted, Status, Grade, and Release. Six student submissions are listed, all marked as 'Ungraded'. At the top right, there are links for 'Download All', 'Upload All' (which is highlighted with a red box), and 'Release Grades'. There is also an 'Apply' button at the bottom left.

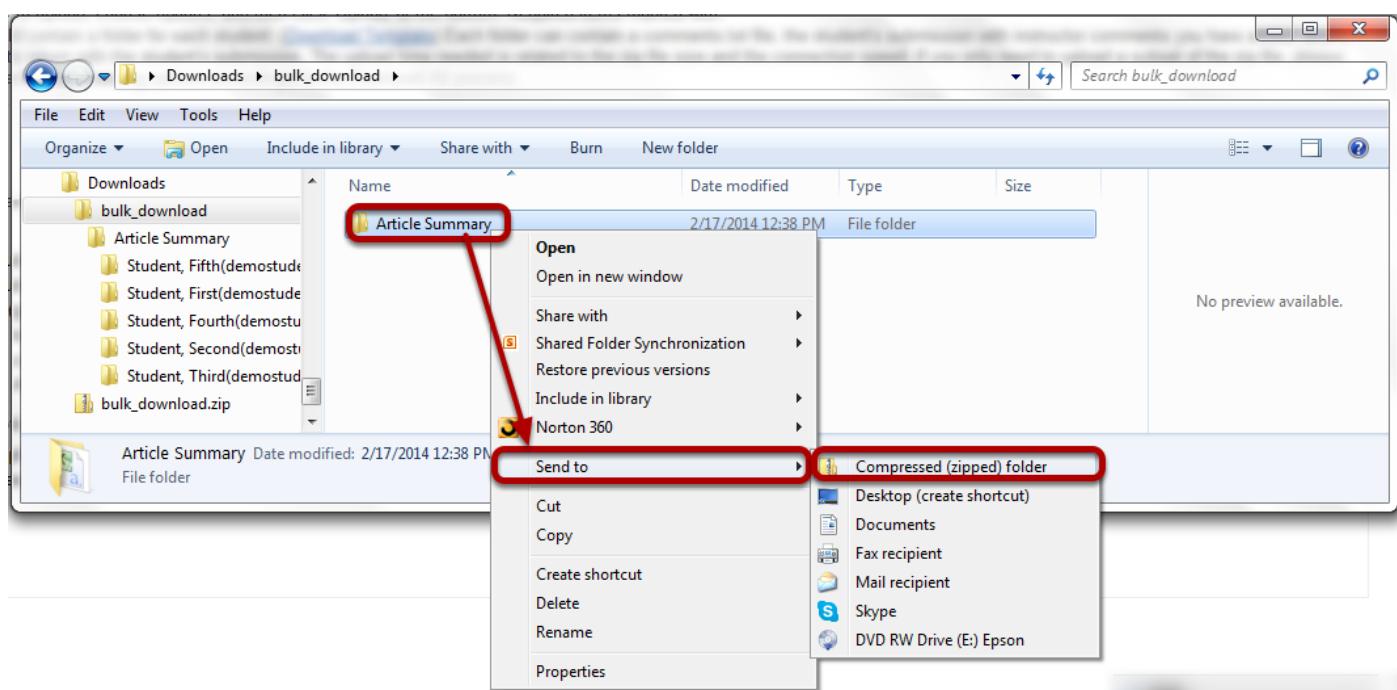
Select the archive file containing grades and feedback.

* File: Choose File No file chosen

Click the **Choose File** 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.

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.

* File: Article Summary.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.

2 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 (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)

3 Select release option

Release uploaded information 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.

PSYCH 400 001 SU14: Assignments

Add Assignment List Grade Report Student View Permissions Options

Article Summary - Submissions

View Entire Site ▾

Name, ID, or Email Find Clear

Download All | Upload All | Release Grades

Found 6 participant(s). Assign this grade to participants without a grade:

Apply

Viewing 1 - 6 of 6 items Show 200 items... ▾

▶ Select User(s) and Allow Resubmission

Student	Submitted	Status	Grade	Release
Instructor, Demo (professor) Grade		No Submission		
Student, Fifth (demostudent05) Grade	Feb 17, 2014 11:29 am	Graded	95.0	
Student, First (demostudent01) Grade	Feb 17, 2014 11:27 am	Graded	100.0	
Student, Fourth (demostudent04) Grade	Feb 17, 2014 11:28 am	Graded	85.0	
Student, Second (demostudent02) Grade	Feb 17, 2014 11:27 am	Graded	90.0	
Student, Third (demostudent03) Grade	Feb 17, 2014 11:28 am	Graded	80.0	

▶ Assignment Details

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 for PSYCH 400 001 SU14. At the top, there are tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the tabs, a 'View' dropdown is set to 'Assignment List'. On the right, it says 'Viewing 1 - 1 of 1 items' and 'Show 200 items...'. The main table has columns: Assignment title, For, Status, Open, Due, In / New, Scale, and Remove?. A single row is shown for 'Article Summary', which is 'site' and 'Open'. The 'Due' date is Feb 22, 2014 5:00 pm, and the 'In / New' status is 5/5. The 'Scale' is 0-100.0. There are links for 'Edit', 'Duplicate', and 'Grade' (which is highlighted with a red box). At the bottom left is an 'Update' button.

Click Release Grades.

The screenshot shows the 'Submissions' page for 'Article Summary'. At the top, there are tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the tabs, a 'View' dropdown is set to 'Entire Site'. There is a search bar with 'Name, ID, or Email' and buttons for 'Find' and 'Clear'. On the right, it says 'Viewing 1 - 6 of 6 items' and 'Show 200 items...'. Below the search bar, it says 'Found 6 participant(s). Assign this grade to participants without a grade:' and there is an 'Apply' button. At the top right, there are links for 'Download All', 'Upload All', and 'Release Grades' (which is highlighted with a red box). The main table lists six student submissions with columns: Student, Submitted, Status, Grade, and Release. Each row includes a checkbox, a link to edit the submission, and a link to grade it. The 'Release' column is empty for all entries except the first one, which is 'No Submission'.

View released grades.

	Submitted	Status	Grade	Release
<input type="checkbox"/>  Student ↗ <input type="checkbox"/> Instructor, Demo (professor) Grade		No Submission		
<input type="checkbox"/>  Student, Fifth (demostudent05) Grade	Feb 17, 2014 11:29 am	Returned	95.0	✓
<input type="checkbox"/>  Student, First (demostudent01) Grade	Feb 17, 2014 11:27 am	Returned	100.0	✓
<input type="checkbox"/>  Student, Fourth (demostudent04) Grade	Feb 17, 2014 11:28 am	Returned	85.0	✓
<input type="checkbox"/>  Student, Second (demostudent02) Grade	Feb 17, 2014 11:27 am	Returned	90.0	✓
<input type="checkbox"/>  Student, Third (demostudent03) Grade	Feb 17, 2014 11:28 am	Returned	80.0	✓

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 the Permissions button.

The screenshot shows the 'PSYCH 400 001 SU14: Assignments' page. At the top, there is a toolbar with several buttons: 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions' (which is highlighted with a red box), and 'Options'. Below the toolbar, the page title 'PSYCH 400 001 SU14: Assignments' is displayed.

Modify the permissions for the roles listed.

The screenshot shows the 'Permissions' modification interface. On the left, a list of permissions is shown: 'Same site level permissions for all groups inside the site', 'Create new assignment(s)', 'Submit to assignment(s)', 'Delete assignment(s)', 'Read assignment(s)', 'Revise assignment(s)', 'Grade assignment submission(s)', 'Receive email notifications', and 'Able to view draft assignment(s) created by other users'. To the right of this list is a table titled 'Permissions' with three columns: 'Instructor', 'Student', and 'Teaching Assistant'. The table has 10 rows, each corresponding to one of the permissions listed on the left. The first row (Same site level permissions...) has checked boxes in all three columns. The second row (Create new assignment(s)) has checked boxes in 'Instructor' and 'Teaching Assistant'. The third row (Submit to assignment(s)) has a checked box in 'Instructor' and an unchecked box in 'Student'. The fourth row (Delete assignment(s)) has checked boxes in 'Instructor' and 'Student'. The fifth row (Read assignment(s)) has checked boxes in 'Instructor' and 'Teaching Assistant'. The sixth row (Revise assignment(s)) has checked boxes in 'Instructor' and 'Student'. The seventh row (Grade assignment submission(s)) has checked boxes in 'Instructor' and 'Teaching Assistant'. The eighth row (Receive email notifications) has an unchecked box in 'Instructor' and checked boxes in 'Student' and 'Teaching Assistant'. The ninth row (Able to view draft assignment(s) created by other users) has unchecked boxes in all three columns. A large red box highlights the entire 'Permissions' table. At the bottom left of the interface, there are two buttons: 'Save' (which is highlighted with a red box) and '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 submit an assignment for a student?

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

Ensure you are on the Assignment List (if not click the Assignment List button)

Go to the Assignment tool.

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

Use the View dropdown to select Assignment List by Student option.

The screenshot shows the 'mercury site: Assignments' page. At the top, there is a navigation bar with buttons for Add, Assignment List, Grade Report, Student View, Permissions, and Options. Below the navigation bar, the title 'Assignment List' is displayed. A dropdown menu labeled 'View' is open, and the 'Assignment List' option is selected, highlighted with a red box. The main content area displays a table with one row. The table has columns for Assignment title, For, and Status. The row contains: Assignment title (Assignment 2), For (Entire Site), and Status (Not Open). Below the table, there are links for Edit, Duplicate, and Grade.

Assignment title	For	Status
Assignment 2 Edit Duplicate Grade	Entire Site	Not Open

Find the student either by group or search from the list.

Add Assignment List Grade Report Student View Reorder Permissions Options

Assignment List by Student
Choose triangular icon to view a student's status for assignments.

View Assignment List by Student ▾

Please choose a group to view student submissions.
Entire Site

Name, ID, or Email Find Clear

Student	Assignment	Submitted
► Badi, Lubabalo(bdxlub001)		
► Brown, Roger(rbrown)		
▼ BROWN, ROGER(brwrog002)	app qa Submit as Student asdsadss Submit as Student VULAHELP-31731 Submit as Student asdsa Submit as Student sadasd Submit as Student	19-Sep-2014 10:26
► Jackson, Seta(rhdset001)		
► Lee Pan, Samantha Rae(lpnsam001)		
► Schroeder, Ian(schian001)		

Once the student is selected the set assignments will be revealed

For the student you wish to submit for click Submit as Student

▼ BROWN, ROGER(brwrog002)

app qa
Submit as Student 19-Sep-2014 10:26

Follow the prompts to submit

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.

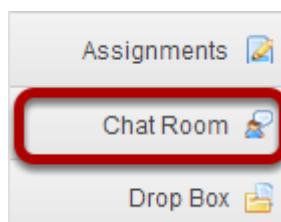
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

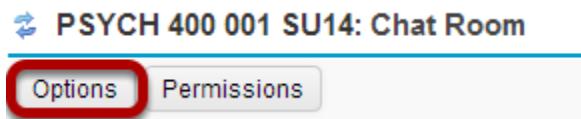


How do I add a chat room?

Go to Chat Room.

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

Click on Options.



Click on Add Room.

A screenshot of a web page titled "PSYCH 400 001 SU14: Chat Room". Below the title, there are two tabs: "Add Room" and "Permissions". The "Add Room" tab is highlighted with a red rectangular box around its border. The main content area is titled "Manage Rooms" and contains a table with one row. The table has three columns: "Chat Room", "Creation Date", and "Description". The "Chat Room" column contains a link "Main Chat Room". The "Creation Date" column contains the date "Feb 14, 2014". The "Description" column is empty. At the bottom left of the table, there are links "Edit" and "Delete".

Chat Room	Creation Date	Description
Main Chat Room	Feb 14, 2014	

[Edit](#) | [Delete](#)

[Back to room](#)

Enter the room details.

Add Room

* Title

Office Hours

1

Description

The instructor will be online in the Chat Room on Mondays and Wednesdays from 3pm to 5pm for virtual office hours.

2

Recent Chat Display

- Show no message history
- Show all messages
- Show the last messages
- Show messages from the past days

3

4

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

[Update Options](#) [Cancel](#)

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



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

A screenshot of a "Manage Rooms" page. It shows a table with columns for Chat Room, Creation Date, and Description. There are two rows: "Main Chat Room" (Creation Date Feb 14, 2014) and "Office Hours" (Creation Date Feb 14, 2014). The "Delete" link for the "Office Hours" row is highlighted with a red oval. At the bottom left, there is a "Back to room" button.

Confirm the deletion.

A screenshot of a confirmation dialog. It asks "Are you sure you want to permanently delete this chat room?". Below the dialog, the "Delete" button is highlighted with a red oval. The "Title" field contains "Office Hours" and the "Description" field contains "The instructor will be online in the Chat Room on Mondays and Wednesdays from 3pm to 5pm for virtual office hours.".

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.

The screenshot shows a web browser window with the title "PSYCH 400 001 SU14: Chat Room". Below the title, there are two tabs: "Options" and "Permissions". The "Options" tab is highlighted with a red oval. The rest of the page content is not visible.

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

The screenshot shows a "Manage Rooms" page for the PSYCH 400 001 SU14: Chat Room. It lists two rooms:

Chat Room	Creation Date	Description
Main Chat Room	Feb 14, 2014	Edit Delete Clear History
Office Hours	Feb 14, 2014	The instructor will be online in the Chat Room on Mondays and Wednesdays from 3pm to 5pm for virtual office hours. Edit Delete Set as Default

A "Back to room" button is located at the bottom left of the page.

Confirm the deletion.

The screenshot shows a confirmation dialog box with the message: "Are you sure you want to permanently delete all messages from this chat room?". Below the dialog, there are two buttons: "Delete" and "Cancel". The "Delete" button is highlighted with a red oval.

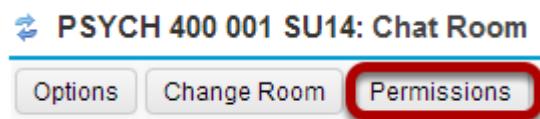
Click the Delete button to confirm the permanent removal of all chat messages from the room.

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.



Modify the permissions for the roles listed.

A screenshot of the "Permissions" configuration page for the Chat Room tool. At the top, it says "Set permissions for Chat Room in worksite 'PSYCH 400 001 SU14'". Below this is a table with columns for "Permission", "Instructor", "Student", and "Teaching Assistant". The "Permission" column lists various actions: "Read chat messages", "Post chat messages", "Delete any chat messages", "Delete own chat messages", "Delete a chat room", "Create a new chat room", and "Set chat room options". The "Instructor" column contains checked boxes for all permissions except "Delete any chat messages". The "Student" column contains checked boxes for "Post chat messages", "Delete any chat messages", and "Delete own chat messages". The "Teaching Assistant" column contains checked boxes for "Delete any chat messages", "Delete own chat messages", and "Set chat room options". A red box highlights the entire table. At the bottom left are buttons for "Undo changes", "Save" (which is highlighted with a red border), and "Cancel".

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"/>

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 in your site.

To read Chat Room messages:

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

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

To post Chat Room messages:

Enter chat message

This is my new message

Add message

Clear

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

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

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

To delete a Chat Room messages.

Showing 3 messages out of 3

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

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

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

From: Demo Instructor

Date: Mar 25, 2014

Message: This is my new message

Delete

Cancel

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

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

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

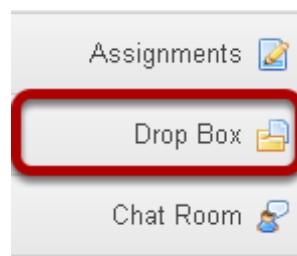
Drop Box

What is the Drop Box tool?

The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

The Drop Box mirrors the file management features and functionality of the Resources tool. See [What is the Resources tool?](#) for more information on how to add, upload, edit, and delete files and folders within Drop Box. (As with Resources, multiple files can also be uploaded using [Drag and Drop](#).)

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



Example: Folders for each student

Title		Add	Actions
<input type="checkbox"/>	<input type="checkbox"/> Nursing 101 Drop Box ⓘ	Add	Actions
<input type="checkbox"/>	<input type="checkbox"/> Student, Fifth ⓘ	Add	Actions
<input type="checkbox"/>	<input type="checkbox"/> Student, First ⓘ	Add	Actions
<input type="checkbox"/>	<input type="checkbox"/> Student, Fourth ⓘ	Add	Actions
<input type="checkbox"/>	<input type="checkbox"/> Student, Second ⓘ	Add	Actions
<input type="checkbox"/>	<input type="checkbox"/> Student, Third ⓘ	Add	Actions

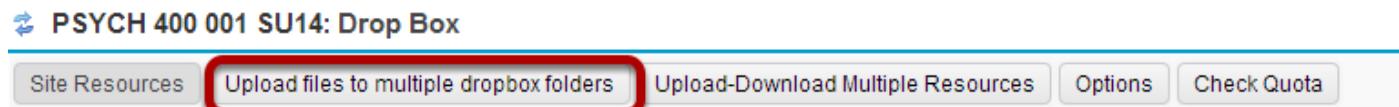
Folders with the plus sign contain files.

How do I upload files to multiple dropbox folders?

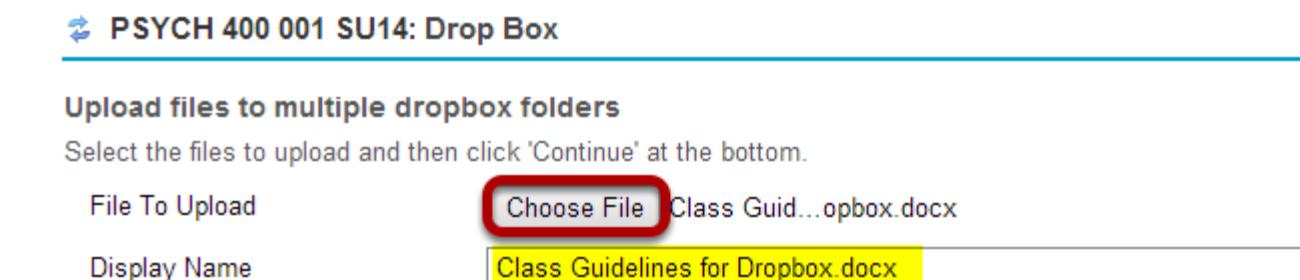
Go to Drop Box.

Select the **Drop Box** tool from the Tool Menu in your site.

Select Upload files to multiple dropbox folders.

A screenshot of a web page titled "PSYCH 400 001 SU14: Drop Box". Below the title is a horizontal menu bar with several buttons: "Site Resources", "Upload files to multiple dropbox folders" (which has a red box around it), "Upload-Download Multiple Resources", "Options", and "Check Quota".

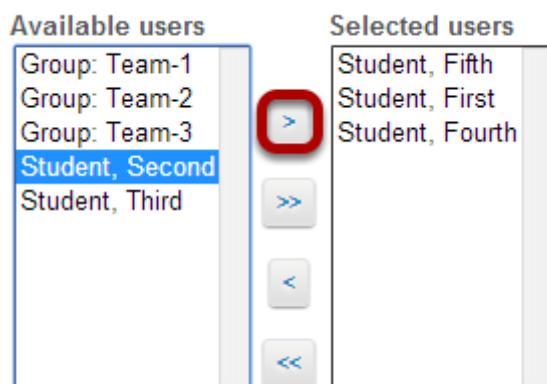
Select the file to be uploaded.

A screenshot of a file upload interface. It shows a "File To Upload" section with a "Choose File" button (highlighted with a red box) and a file path "Class Guid...opbox.docx". Below it is a "Display Name" field containing "Class Guidelines for Dropbox.docx".

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 filename.

Select the destination folders for your file.

A screenshot of a user selection interface. On the left, under "Available users", there is a list: "Group: Team-1", "Group: Team-2", "Group: Team-3", "Student, Second" (which is highlighted with a blue selection bar), and "Student, Third". On the right, under "Selected users", there is a list: "Student, Fifth", "Student, First", and "Student, Fourth". Between the two lists is a set of four buttons: a top-right arrow (highlighted with a red box), a double-right arrow, a left arrow, and a double-left arrow.

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.



Email

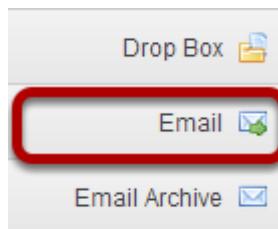
What is the Email tool?

The Email tool allows user to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses.

The Email tool works using the sender's external email address, which is specified in the user's [account details](#). Typically, this email address is the user's institutional email.

Note: The Email tool can work in conjunction with the [Email Archive](#) tool to post email messages to the course archive.

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



How do I send an Email message?

Go to Email.

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

Select the message recipients.

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

From: Demo Instructor <professor@myschool.edu>

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.

This screenshot is similar to the one above, showing the Sakai Email interface for the same course. The 'From' field is the same. In the 'To' field, the link '[] All | Roles | Sections | Groups' is highlighted with a red oval. A checkmark is visible next to the word 'All'.

From: Demo Instructor <professor@myschool.edu>

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

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

Choose recipients by role.

From: Demo Instructor <professor@myschool.edu>

To: All Roles Sections | Groups
 Instructor

Student

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

Teaching Assistant

[Add Other Recipients](#)

Click the **Roles** link to expand the list of roles within the site. You may also click on the link for a role (e.g. **Student**) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

From: Demo Instructor <professor@myschool.edu>

To: All Roles Sections Groups

Lab1

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

Lab2
 Lab3

[Add Other Recipients](#)

Click the **Sections** link to expand the list of existing sections within the site. You may also click on the link for a section (e.g. **Lab1**) to expand the list and show individual users in that section.

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

Choose recipients by group.

From: Demo Instructor <professor@myschool.edu>

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

[Team-1](#)

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

[Team-2](#)

[Team-3](#)

[Add Other Recipients](#)

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

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

Enter the email address for unenrolled user/s.

From: Demo Instructor <professor@myschool.edu>

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

[Other Recipients:](#)

unenrolled_user1@myschool.edu, unenrolled_user2@myschool.edu

Separate additional email addresses with commas or semicolons.

To send a message to a user who is not enrolled in the site, select the Other Recipients link and then enter the email address or addresses (separated by commas) into the text area provided.

Enter a subject line.

Subject:

Give your email message a subject.

Add an attachment. (Optional)

 [Attach a file](#)

Click the **Attach a file** link if you would like to browse for and attach a file to your email.

Enter the message body text.

Hello,

Welcome to class!

body p Word Count : 5

Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

Send me a copy

If you would like to be copied on the email message, click the box next to **Send me a copy**.

Select to add to Email Archive. (Optional)

Add to Email Archive, visible to all site participants

If you would like the email message to be added to the course Email Archive, click the box next to **Add to Email Archive, visible to all site participants**.

Note: This option only appears if the Email Archive tool is active in your site.

Click Send Mail.



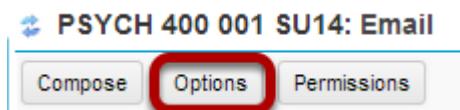
The message will be sent using your external email address as specified for your user account in the system.

How to I set the Email tool options for my site?

Go to Email.

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

Click the Options button.



Select the default settings.

A screenshot of the 'Email Options' configuration page. It starts with a message: 'You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.' Below this are four sections with configuration options:

- Copies:** Contains two checked checkboxes: 'Send me a copy' and 'Add to Email Archive, visible to all site participants'.
- Reply-to:** Contains two radio buttons: 'Sender' (selected) and 'Do not allow reply'.
- Display invalid emails:** Contains two radio buttons: 'Yes' (selected) and 'No'.
- Display empty recipient groups:** Contains two radio buttons: 'Yes' (selected) and 'No'.

A large red box highlights the 'Copies:' section.

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.



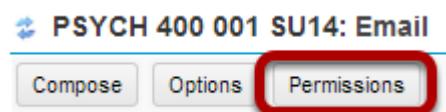
Click the **Update Defaults** button to save your changes.

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 button.



Modify the permissions for the roles listed.

A screenshot of the "Permissions" settings page for the PSYCH 400 001 SU14 site. The page has a header "PSYCH 400 001 SU14: Email" and a sub-header "Permissions". It says "Set permissions for PSYCH 400 001 SU14". There is a "Undo changes" link. Below is a table with columns "Permission", "Instructor", "Student", and "Teaching Assistant". Two rows are shown: "Administer" and "Send email". The "Send email" row has checkboxes checked for all three roles. A large red box surrounds the entire table area. A red circle with the number "1" is positioned above the table. A red circle with the number "2" is positioned below the table, pointing to the "Save" button. The "Save" button is also highlighted with a red box.

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

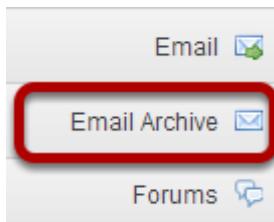
What is the Email Archive tool?

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.

The screenshot shows the Sakai Email Archive tool interface. At the top, there is a header bar with the title "PSYCH 400 001 SU14: Email Archive". Below the header, there are two tabs: "Options" and "Permissions". A message box displays the following information: "You are authorized to send email from: professor@myschool.edu" and "Email sent to the following addresses will be archived and sent to participants: psych400-001-su14@localhost". On the right side of the message box is a search bar with a "Search" button. Below the message box is a table with one row, representing the single email message. The table has columns: "From", "Subject", and "Date Received". The "From" column contains "Demo Instructor <professor@myschool.edu>". The "Subject" column contains "PSYCH 400 001 SU14: Welcome message", which is highlighted with a red rectangle and has a circled number "1" next to it. The "Date Received" column contains "Feb 18, 2014 1:46 PM EST" and has a circled number "2" next to it. Above the table, the text "Viewing 1 - 1 of 1" is displayed. To the right of the table, there are navigation buttons for "show 20 items..." and arrows for navigating through more items. The entire interface is set against a light gray background.

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

1. Click on 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.

The screenshot shows a web interface for the PSYCH 400 001 SU14 course. At the top, there are 'Options' and 'Permissions' buttons. Below them, a message states: "You are authorized to send email from: professor@myschool.edu". This message is highlighted with a red box and has a black circle with the number '1' next to it. Below this, another message says: "Email sent to the following addresses will be archived and sent to participants:". Underneath this, the email address "psych400-001-su14@localhost" is listed in a blue link, which is also highlighted with a red box and has a black circle with the number '2' next to it.

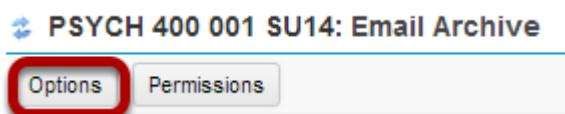
1. Above the site address, you'll see a message telling you if you are authorized to send email. If this site is set up to accept mail only from site participants, you will also see the address from which you are authorized to send email; use this account to send messages to the site address.
2. On the 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.

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.

A screenshot of the "Customize Email Archive" settings page. The page has a header "PSYCH 400 001 SU14: Email Archive" and a sub-header "Customize Email Archive". Under "Mailbox settings", there are three main sections: 1. "Accept Messages From" with radio buttons for "Anyone" and "Only site participants". 2. "Set the reply to address" with radio buttons for "The email archive" and "Leave as the original sender". 3. "Send messages to" with radio buttons for "Site participants who have not opted out" and "Do not send to site participants - just archive them". Each of these three sections is enclosed in a red box and has a black circle with a number (1, 2, or 3) to its right, indicating the corresponding step in the instructions below.

Choose the radio button for the settings you want to enable. You can customize the following settings:

1. 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.
2. 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.
3. 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

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.

A screenshot of the "Set permissions for Email Archive" page. The page title is "PSYCH 400 001 SU14: Email Archive". Below the title, it says "Permissions" and "Set permissions for Email Archive in worksite "PSYCH 400 001 SU14" (psych400_001_su14)". On the left, there is a "Permission" list: "Read email in the archive", "Send email to the site", and "Delete any email in the archive". To the right is a grid table with three columns: "Instructor", "Student", and "Teaching Assistant". Each row corresponds to one of the permissions listed on the left. The first row has checked boxes for all three roles. The second row has checked boxes for Instructor and Teaching Assistant. The third row has checked boxes for Instructor and Student. A large red box surrounds the entire grid area. Step 1 is numbered 1 and points to the grid. Step 2 is numbered 2 and points to the "Save" button at the bottom left of the grid area.

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.

External Tool (LTI)

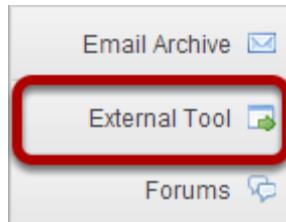
What is the External Tool (LTI)?

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.

The screenshot shows a web page titled "PSYCH 400 001 SU14: IMS Learning Tool Interoperability". A yellow box highlights the message "This tool has not yet been configured.". In the top right corner, there is an "Edit" icon (a pencil icon inside a rounded square) which is circled in red.

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.

The screenshot shows the "Required Information" section of the configuration page. It includes three input fields: "Remote Tool Url", "Remote Tool Key", and "Remote Tool Secret", all of which are highlighted by a large red box.

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.

The screenshot shows the "Display Information" section. It contains two input fields: "Set Button Text" and "Set Tool Title", both of which are highlighted by a large red box.

You can indicate the button text and tool title location here.

Gradebook settings.

Routing Grades to the Gradebook



This creates a new gradebook item and routes grades to this new item. You only need to create the item once.

If you want the tool to send information to the Gradebook, you can enter a gradebook item here.

Launch window information. (Optional)

Optional Launch Information

- Open in a New Window:
- Maximize Window Width:

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
- Allow the External Tool to remotely install tools in Lessons

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

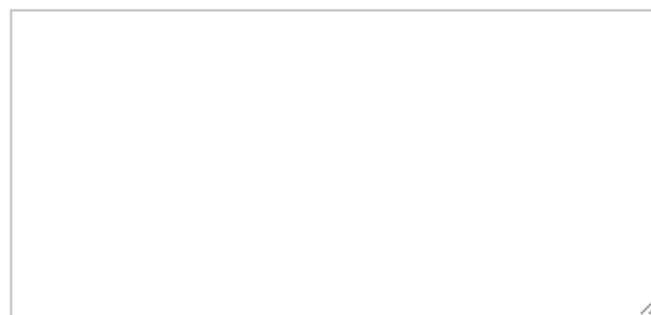
This allows the External Tool to store and retrieve its own settings in this placement. This only gives the tool access a scratch area to store and retrieve its own settings. It does not give the tool any access to any of the other setting.

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.



If you would like to display custom text to users before they are redirected to the external tool, you may enter it here.

Note: This field is plain text only. HTML is not allowed.

Custom launch parameters. (Optional)

Custom Launch Parameters

You can add a series of launch parameters using keyword=value. You can either put separate parameters on their own lines or separate them by semicolons (;).



If you would like to add custom launch parameters, you may do so here.

Click Update Options to save your configuration settings.

 **Update Options** **Cancel**

Forums

What is the Forums tool?

The Forums tool allows instructors or site leaders to create an unlimited number of discussion forums, and is integrated closely with other tools such as Resources and Gradebook.

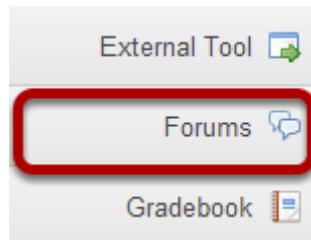
A **Forum** is a mandatory category or grouping for topics. **Topics**, which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students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

Some the features in the Forums tool include:

- **Grading:** Interactions can be assigned a point value and sent to the Gradebook with comments.
- **Availability dates:** Forums and topics can be released according to specified dates.
- **Moderation:** Instructors can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance:** On your site's Home page (select Home on the site's menubar), you can see how many unread messages or posts you have in both Messages and Forums. From My Workspace, you can see these totals for all sites in which you are enrolled.
- **Email notifications:** Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive notifications about new postings in conversations to which you have contributed.
- **Statistics:** Forum statistics are available for site owners to determine the participation level of individual participants. You can also read all of a particular participant's posts using this feature.
- **Post before reading option:** The site owner (or another participant with the appropriate role) can enable participants to submit their posts to a topic before they have permission to read the responses of others.
- **Group awareness:** Site leaders can change forum and topic settings in combination with predefined groups to allow or deny access to specific discussions per group.
- **Direct link to individual messages:** Site leaders can copy a direct link to individual messages to use elsewhere.
- **Composing messages:** A [rich-text editor](#) allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to files or web links in Resources.
- **Quoted text:** Use the Insert Original Text option to insert the previous post into your response.
- **Email the author of a message:** Site leaders can directly email the author of a posting from within the Forums tool.

Note: A forum with the name of the site and a topic titled "General Discussion" are created by default.

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



How do I 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.

Access the Forums

Select the **Forums** tool from the Tool Menu.

Click New Forum.

New Forum Organize Template Settings Statistics & Grading Ranks Watch

Forums

Use Forum Settings and Topic Settings to change the title and other details of this forum.
New forums and topics can only be created by you or someone with your level of access.
Use Template Settings to set up a template for all new forums.

Discussion 3 SMPL101 Forum New Topic | Forum Settings | More ▾

| **General Discussion** 0 unread of 0 messages Topic Settings | 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 the **New Forum** button to add a new forum.

Title the Forum

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

The screenshot shows the Sakai Rich Text Editor interface. At the top is a toolbar with various icons for text processing. Below the toolbar is a large text area containing a table used for grading discussion posts. The table has four columns labeled 'Element:', 'Needs Improvement 1', 'Fair 2', and 'Strong 3'. The first column contains the rubric elements: 'Addresses the Question', 'Fails to address all parts of the discussion question.', 'Addresses parts of the discussion question.', and 'Addresses most aspects of the discussion question.' The second column contains the descriptions for 'Needs Improvement 1', the third for 'Fair 2', and the fourth for 'Strong 3'. The entire table is highlighted with a red border.

Element:	Needs Improvement 1	Fair 2	Strong 3
Addresses the Question	Fails to address all parts of the discussion question.	Addresses parts of the discussion question.	Addresses most aspects of the discussion question.

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

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	Remove
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: You can associate a grade from the Gradebook to this forum, but there are no existing Gradebook items.

When grading forum posts, select a specific **Gradebook** item for the grades to be included in the Gradebook calculations.

Tip: Similar to open/close dates, associating with the Gradebook at the forum level is not always ideal because individual topics may also be graded. Faculty may prefer to grade discussions at the topic level.

Permissions

Permissions

In most cases, the default forum permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

Role	Permission Level
Instructor	Owner
Student	Contributor
StudentTestRole	None
Teaching Assistant	Contributor
Group A	Custom
Group B	None

Customization Dialog for Group A:

- New Forum
- New Topic
- New Conversation
- Reply
- Post to
- Change Settings
- Read
- Mark as Read
- Moderate Messages
- Edit Messages
 - None
 - Own
 - All
- Delete Messages
 - None
 - Own
 - All

Forum permissions may be customized for different user roles, or for groups within the class. 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),

Click the **Customize** button to the right to further expand the options and for more granular custom permissions.

Note: Group role permissions display once they are created.

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 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 option within a Topic settings is **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.

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. [\(More?\)](#)

- group 1
 group 2

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. The Student role will automatically be set to the permission level of "None". Each group will be set to "Contributor" in their group's topic and "None" in other automatically created topics.

Save.



If this completes the topic/s to be added to this forum, click on the **Save** button at the bottom of the screen to save your topic settings.

To add additional topics to this forum, click on the **Save Settings & Add Topic** button to add another topic.

How do I organize forums and topics?

Forums may be rearranged to change the order in which discussions are listed.

Go to Forums.

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

Select the Organize button



Select the appropriate number next to the Forum or Topic

The screenshot shows a list of items under 'Organize Forums and Topics'. Each item has a numeric dropdown menu to its left, with a red arrow pointing to the '1' dropdown in the first item. The items are:

- Forum Two (dropdown value 1)
- Week Two Discussions (dropdown value 1)
- Forum One (dropdown value 2)
- Week One Discussion (dropdown value 1)
- General Discussion (dropdown value 2)
- Icebreaker (dropdown value 3)
- Icebreaker topic (dropdown value 1)

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.



Create a topic title.

* Topic Title

Topic titles are required for every topic.

Create a short description.

Short Description (255 characters max) 205 chars remain

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.), search, and styling (bold, italic, underline, superscript, etc.). Below the toolbar are several dropdown menus: Styles, Normal, Font, Size, and two font size dropdowns. The main area contains the text "Today we will be discussing |". At the bottom left is a status bar showing "body p" and at the bottom right is "Word Count : 5".

This description box allows the use of [Rich Text Editor](#).

Add attachments.

The screenshot shows a section titled "Attachments" with the subtext "No attachments yet". Below this is a blue "Add attachments" button.

If desired, there is an option to upload attachments.

Create personalized settings.

Topic Posting

- Lock Topic (Disable topic postings)
- Moderate Topic
- Require users to post before reading

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

Mark All Messages in Conversations Read

- Automatically mark all messages in a conversation as read

Grading

Gradebook Item: You can associate a grade from the Gradebook to this topic, but there are no existing Gradebook items.

This section allows for the personalization of topic settings in terms of visibility, availability, and grading.

Select from topic posting options.

Topic Posting

- Lock Topic (Disable topic postings)
- Moderate Topic
- Require users to post before reading

The Topic Posting option regulates where the topic is **locked** from topic postings, is **moderated** by the instructor, and/or if the user is **required to read before posting** to the topic.

Select level of availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

Select if all read messages should be marked.

Mark All Messages in Conversations Read

- Automatically mark all messages in a conversation as read

Select grading options.

Grading

Gradebook Item:

You can associate a grade from the Gradebook to this topic, but there are no existing Gradebook items.

This option allows for the particular Forum topic to be linked to [Gradebook](#) (grading options will be regulated in Gradebook itself).

Moderate the permission level of roles.

The screenshot shows a 'Permissions' section with a table mapping user roles to permission levels. The columns are 'Role' and 'Permission Level'. The rows include 'Instructor' (Owner), 'Student' (Contributor), 'StudentTestRole' (Contributor), and 'Teaching Assistant' (Contributor). Each row has a 'Customize' link below it. At the bottom are buttons for 'Save', 'Save Draft', 'Save Settings & Add Topic', and 'Cancel'.

Role	Permission Level
Instructor	Owner
Student	Contributor
StudentTestRole	Contributor
Teaching Assistant	Contributor

[Save](#) [Save Draft](#) [Save Settings & Add Topic](#) [Cancel](#)

This section allows the user to regulate the Permission Level of each user. These options include **Author**, **Contributor**, **None**, **Nonediting Author**, **Owner**, **Reviewer**, and **Custom**.

Customize settings.

The screenshot shows the 'Instructor' role selected at the top left, and 'Owner' selected from a dropdown menu at the top right. A red box highlights the 'Customize' button in the dropdown menu. Below it, there are two columns of checkboxes for permissions:

<input checked="" type="checkbox"/> New Forum	<input checked="" type="checkbox"/> Change Settings
<input checked="" type="checkbox"/> New Topic	<input checked="" type="checkbox"/> Read
<input checked="" type="checkbox"/> New Conversation	<input checked="" type="checkbox"/> Mark as Read
<input checked="" type="checkbox"/> Reply	<input checked="" type="checkbox"/> Moderate Messages
<input checked="" type="checkbox"/> Post to Gradebook	

On the right, there are two sections with radio buttons:

Edit Messages	Delete Messages
<input type="radio"/> None	<input type="radio"/> None
<input type="radio"/> Own	<input type="radio"/> Own
<input checked="" type="radio"/> All	<input checked="" type="radio"/> All

After selecting the **Customize** drop-down arrow, there are a wealth of settings that pertain to the level of permission each role has and the settings that are available to each corresponding role. Please note that selecting a **Permission Level** (noted in the last step) will automatically check corresponding boxes. There is only a need to manually check boxes if a **Custom Permission Level** is desired.

Save the topic.



The topic can be saved in three different ways. Click **Save** to save and publish the topic. Click **Save Draft** to save the topic without publishing it for other users to view. Click **Save Settings & Add Topic** to save the topic, publish the topic, and begin a new topic with the same settings as the previous topic. There is also an option to **Cancel** the topic.

How do I post to a forum?

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

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

Go to Forums.

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

Choose a forum.

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

This is an example of a forum. The forum title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the forum, you may click **View Full Description** to view any additional information provided by the site owner.

Select a topic within the forum.

The screenshot shows a forum topic interface. It displays "Topic 1" in bold blue text with a speech bubble icon, "0 unread of 0 messages", "Topic Settings | More ▾", "Topic", and a "▶ View Full Description" link.

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

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

Click Start a New Conversation.

The screenshot shows a top navigation bar for 'Discussion 1 SMPL101: Forums'. The 'Start a New Conversation' button is highlighted with a red box. Other buttons in the row include 'Display Message Content', 'Topic Settings', 'Delete Topic', and a print icon. Below the navigation bar, the URL 'Forums / Test Forum #1 / Topic 1' is visible, along with a reply icon.

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

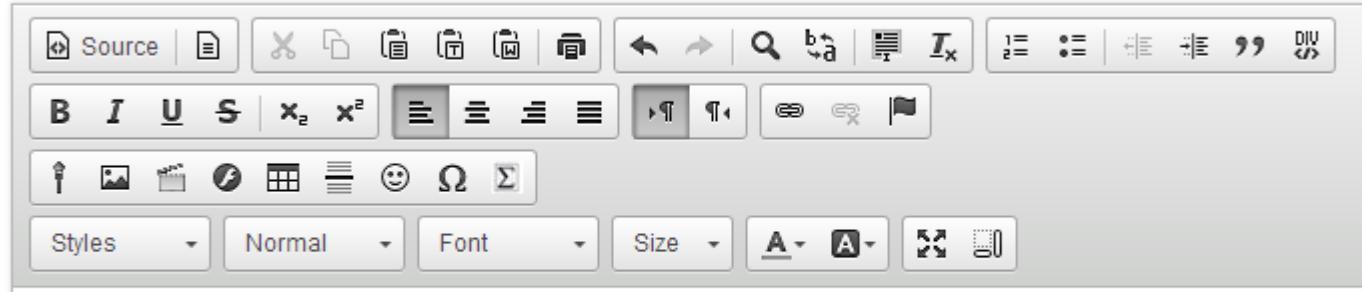
After you click the **Start a New Conversation** button, the message composition window will appear.

Enter a title.

The screenshot shows a 'Title' input field with the placeholder text 'Create your title here'. The field has a blue border and is part of a larger form.

Enter a message.

Message  Word Count: (8)



This is an example of a conversation message.

body p Word Count : 8

This description box allows the use of [Rich Text Editor](#).

Note: The message box will keep track of word count in the lower right corner.

Add any attachments. (Optional)

Attachments

No attachments yet

Add attachments

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

Click Post.



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

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

Go to Forums.

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

Choose a topic within a forum.

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

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

Note: The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.

Click on the title of an existing post to view the conversation.

The screenshot shows the 'PSYCH 400 001 SU14 Forum / Introductions' page. At the top, there are buttons for 'Start a New Conversation' and 'Display Message Content'. Below the header, the breadcrumb navigation shows 'Forums / PSYCH 400 001 SU14 Forum / Introductions'. On the right, there are links for '< Previous Topic' and 'Next Topic >'. The main content area displays a table of posts. The first post, titled 'Hello class', has a red box around its title and a yellow box around the text 'New!'. The post details are: Authored By 'Demo Instructor (professor)', Date 'Feb 20, 2014 2:04 PM'.

Conversation	Authored By	Date
New! Hello class 1 unread of 1 message	Demo Instructor (professor)	Feb 20, 2014 2:04 PM

Click reply.

The screenshot shows the Sakai Forums interface. At the top, there's a header bar with a gear icon, the course name "PSYCH 400 001 SU14: Forums", and a help icon. Below the header, there are two main options for replying:

- 1**: A red box highlights the "Reply to Initial Message" button at the top left of the conversation list. This is the first option for replying to the first message in a thread.
- 2**: A red box highlights the "Reply" link within the message itself. This is the second option for replying to a specific message in the thread.

The conversation list shows a single message from "Demo Instructor (professor)" titled "Hello class". The message content is:

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

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

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

Compose your message.

PSYCH 400 001 SU14: Forums

Reply to Forum Conversation

PSYCH 400 001 SU14 Forum / Introductions

Please introduce yourself to the class!

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

Hide message you are replying to

Welcome everyone!

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

Sincerely,

Your Professor

Required items marked with *

* Reply Title

Re: Hello class

Message Word Count:

Source Word Count: 0

B I U S Styles Format Font Size A A

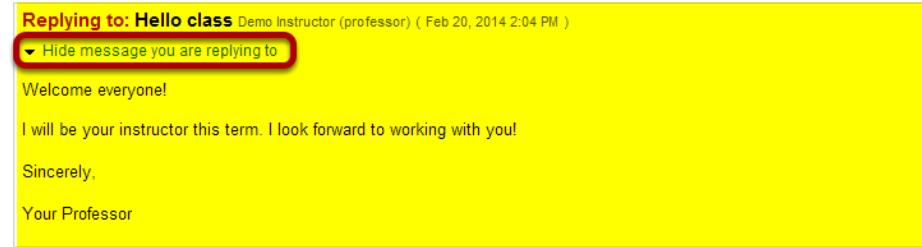
Word Count: 0

Attachments

No attachments yet

Add attachments

Post Cancel



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

Edit the reply title. (Optional)

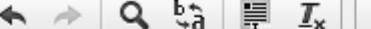
* Reply Title

Re: Hello class

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

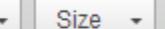
Enter your message.

Message  Word Count: (46)

Source    

B **I** **U** **S** |          

Styles  Normal  Font  Size       

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

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

Subject Hello class

Welcome everyone!

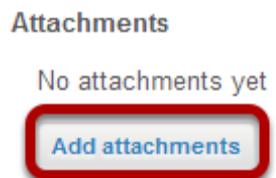
I will be your instructor this term. I look forward to working with you!

Sincerely,

Use the [Rich Text Editor](#) to compose your response.

*Note: You may optionally click on the **Insert original text link** above the editor area to include the original message along with your reply.*

Add attachment. (Optional)



Click the **Add attachments** button if you would like to browse for and attach a file.

Click Post.



After you have finished your reply, click **Post** to add your message to the conversation.

How do I email a forum post author?

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

Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Forums.

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

Choose a Forum

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

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

Select the Topic within the Forum

The screenshot shows a forum topic interface. A box labeled 'Topic 1' is highlighted with a red border. Inside this box, there is a sub-header 'Topic' and a link 'View Full Description'. To the right of this box, there are links for '0 unread of 1 message', 'Topic Settings', and '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

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

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

Click Email

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

< Previous Conversation | Next Conversation >

View [by Conversation](#) ▾



Test Conversation

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



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

How do I 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.

Forums

[Discussion 3 SMPL101 Forum](#) [New Topic](#) | [Forum Settings](#) | More ▾

 [Topic A - Group A](#) 1 unread of 2 messages [Topic Settings](#) | More ▾

 [General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | More ▾

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

Select a conversation from list.

[Forums / Discussion 3 SMPL101 Forum / Topic A - Group A](#) 

[< Previous Topic](#) | [Next Topic >](#)

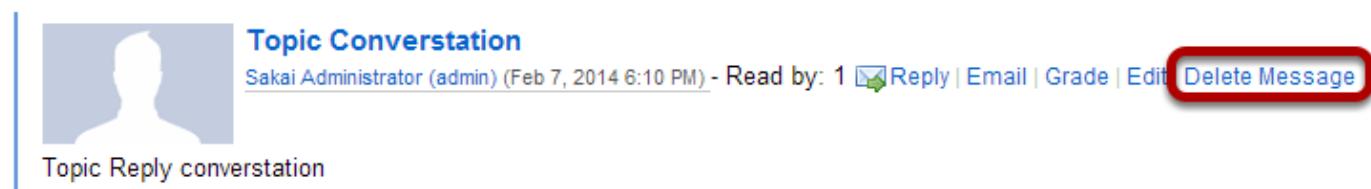
 [Topic A - Group A](#)

[Move Thread\(s\)](#)

Conversation	Authored By	Date
 Topic Conversation 0 unread of 1 message	Sakai Administrator (admin)	Feb 7, 2014 6:10 PM

Click on the title of the conversation.

Click delete message.



The screenshot shows a Sakai Topic Conversation page. On the left is a user profile picture. Next to it is the topic title "Topic Conversation". Below the title is the author information "Sakai Administrator (admin) (Feb 7, 2014 6:10 PM) - Read by: 1". To the right of the author info are several links: "Reply", "Email", "Grade", "Edit", and "Delete Message". The "Delete Message" link is highlighted with a red box. Below the main topic area, there is a section labeled "Topic Reply conversation".

Click **Delete Message** and the conversation on the particular topic 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.

The screenshot shows the 'Forums' tool interface. At the top, there is a header bar with the title 'Test Forum #1' and links for 'New Topic', 'Forum Settings', and 'More'. Below this, a section for 'Forum 1' is shown with a link to 'View Full Description'. Further down, a specific topic is listed under 'Topic 1', showing '0 unread of 1 message'. To the right of the topic title, there are links for 'Topic Settings' (which is highlighted with a red box) and 'More'. Below the topic, there is another link to 'View Full Description'.

Click **Topic Settings** to moderate a particular Topic.

Check the box next to Moderate Topic.

The screenshot shows the 'Topic Posting' settings. It includes three options: 'Lock Topic (Disable topic postings)', 'Moderate Topic' (which has a red circle around it), and 'Require users to post before reading'. The 'Moderate Topic' option is selected, indicated by a checked checkbox.

Select the **Moderate Topic** option in the settings and then scroll down and click **Save**.

View Pending Messages.

Sample Moderated Topic (Moderated)

Messages in this topic will be moderated by the instructor.

Move Conversation(s)

Conversation	Authored By	Date
<input type="checkbox"/> New! Pending My New Post 1 unread of 1 message	First Student (demostudent01)	Mar 10, 2014 12:42 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.

View by Conversation ▾

Go to first pending message Go to first new message

New! Pending My New Post
First Student (demostudent01) (Mar 10, 2014 12:42 PM) - Read by: 1
[Email](#) | [Grade](#) | [Edit](#) | [Delete Message](#) **Moderate**

Blah Blah

Approve or Deny pending posts.

Word Count: (2)

Delete Edit Grade Email Copy link Deny Approve

Pending My New Post
First Student (demostudent01) (Mar 10, 2014 12:42 PM)

< Previous Message | Next Message >

Blah Blah

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?

Go to Forums.

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

Select the Topic you want to grade.

The screenshot shows the 'PSYCH 400 001 SU12: Forums' page. At the top, there are navigation buttons: New Forum, Organize, Template Settings, Statistics & Grading, and Watch. Below the header, the word 'Forums' is displayed. A main title 'PSYCH 400 001 SU12 Forum' is followed by links for New Topic, Forum Settings, and More. Two forum topics are listed: 'Introductions' (2 messages - 2 unread) and 'General Discussion' (1 message - 0 unread). Each topic has a 'Topic Settings' link and a 'More' dropdown menu. The 'More' menu for 'Introductions' includes options: Duplicate Topic, Grade (which is highlighted with a red box), and Delete Topic. The 'Grade' button is specifically highlighted with a red box.

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.

Name	Authored	Read	Unread	Percent Read	
Assistant, Teaching (assistant)	Details	0	0	7	0%
Demo, Longsight (professor)	Details	0	0	7	0%
Student 1, Demo (demostudent01)	Details	1	1	6	14%
Student 2, Demo (demostudent02)	Details	2	4	3	57%
Student 3, Demo (demostudent03)	Details	2	3	4	43%
Student 4, Demo (demostudent04)	Details	0	0	7	0%
Student 5, Demo (demostudent05)	Details	2	7	0	100%
Student 6, Demo (demostudent06)	Details	0	0	7	0%

PSYCH 400 001 SU12: Forums

Forums / Statistics & Grading / PSYCH 400 001 SU12 Forum / Introductions

Select a gradebook item: Intro

Filter by group: All Participants

Name	Authored	Read	Unread	Percent Read	Intro (10.0 points possible)	Show Comments
Assistant, Teaching (assistant)	Details 0	0	7	0%	N/A	N/A
Demo, Longsight (professor)	Details 0	7	0	100%	N/A	N/A
Student 1, Demo (demostudent01)	Details 1	1	6	14%		--Hidden--
Student 2, Demo (demostudent02)	Details 2	4	3	57%		--Hidden--
Student 3, Demo (demostudent03)	Details 2	3	4	43%		--Hidden--
Student 4, Demo (demostudent04)	Details 0	0	7	0%		--Hidden--
Student 5, Demo (demostudent05)	Details 2	7	0	100%		--Hidden--
Student 6, Demo (demostudent06)	Details 0	0	7	0%		--Hidden--

0 [Apply Grade to all Ungraded](#)

[Submit Grades](#) [Cancel Changes](#)

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.

A screenshot of a Sakai forum interface. On the left, a list of posts is shown with names like "Student 1, Demo (demostudent01)" and "Student 2, Demo (demostudent02)". A red arrow points from the text "To view posts, click on the author's name." to the name "Student 1, Demo (demostudent01)". The post by "Student 1, Demo (demostudent01)" is expanded in a pop-up window. The pop-up shows the post content: "Hello, my name is John Doe. No relation to Jane in this class. Small world! I am a Liberal Arts major and I am taking this class as an elective." Below the content, it says "Word Count: (30)". At the bottom of the pop-up is a "Close Window" button, which is also highlighted with a red box. To the right of the pop-up, there is a sidebar with various user status indicators like "All Participants", "Grade to all Ungraded", "Show Comments", and several "N/A" entries.

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.

A screenshot of the grade entry screen for the "Intro" assignment. The top navigation bar shows "PSYCH 400 001 SU12: Forums". The main area displays a table of student posts with columns for Name, Authored, Read, Unread, Percent Read, and Grade. The "Grade" column for the "Intro" assignment is highlighted with a red box. The table data is as follows:

Name	Authored	Read	Unread	Percent Read	Grade	Show Comments
Assistant, Teaching (assistant)	Details 0	0	7	0%	N/A	N/A
Demo, Longsight (professor)	Details 0	7	0	100%	N/A	N/A
Student 1, Demo (demostudent01)	Details 1	1	6	14%	5 10 10 10 10	--Hidden-- --Hidden-- --Hidden-- --Hidden-- --Hidden--
Student 2, Demo (demostudent02)	Details 2	4	3	57%		--Hidden--
Student 3, Demo (demostudent03)	Details 2	3	4	43%		--Hidden--
Student 4, Demo (demostudent04)	Details 0	0	7	0%		--Hidden--
Student 5, Demo (demostudent05)	Details 2	7	0	100%		--Hidden--
Student 6, Demo (demostudent06)	Details 0	0	7	0%		--Hidden--

At the bottom of the grade entry screen are buttons for "Submit Grades" and "Cancel Changes".

Enter points into the grade entry column.

Add Comments.

Name	Authored	Read	Unread	Percent Read	Intro (10.0 points possible)	Show Comments
Assistant, Teaching (assistant) Details 0	0	7	0	0%	N/A	N/A
Demo, Longsight (professor) Details 0	7	0	7	100%	N/A	N/A
Student 1, Demo (demostudent01) Details 1	1	6	1	14%	5	Half credit - You did not reply to any other students.
Student 2, Demo (demostudent02) Details 2	4	3	1	57%	10	Good work!
Student 3, Demo (demostudent03) Details 2	3	4	1	43%	10	Good work!
Student 4, Demo (demostudent04) Details 0	0	7	7	0%		
Student 5, Demo (demostudent05) Details 2	7	0	7	100%	10	Good work!
Student 6, Demo (demostudent06) Details 0	0	7	7	0%		

Show Comments **Hide Comments**

Submit Grades **Cancel Changes**

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 / PSYCH 400 001 SU12 Forum / Introductions

Select a gradebook item:

Filter by group:

Name	Authored	Read	Unread	Percent Read	Intro (10.0 points possible)	Hide Comments
------	----------	------	--------	--------------	---------------------------------	---------------

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.

The screenshot shows the 'Forums' tool interface. At the top, it says 'Test Forum #1' with links for 'New Topic', 'Forum Settings', and 'More'. Below that is 'Forum 1' with a link to 'View Full Description'. Underneath is 'Topic 1' (highlighted with a red box), which has '0 unread of 1 message', 'Topic Settings', and 'More'. Below 'Topic 1' is 'Topic' with a link to 'View Full Description'.

The topics will be listed underneath the corresponding forum in smaller, bold font.

Check the box next to the conversation to be moved.

The screenshot shows the 'Topic A - Group A' page. It includes a breadcrumb trail: 'Forums / Discussion 3 SMPL101 Forum / Topic A - Group A'. There are links for '< Previous Topic' and 'Next Topic >'. Below is a table with columns for 'Conversation', 'Authored By', and 'Date'. The first row shows a checked checkbox next to 'Conversation' (Topic Conversation), with 'Sakai Administrator (admin)' as the author and the date 'Feb 7, 2014 6:10 PM'.

Conversation	Authored By	Date
<input checked="" type="checkbox"/> Topic Conversation 0 unread of 1 message	Sakai Administrator (admin)	Feb 7, 2014 6:10 PM

All conversations, or threads, will be listed.

Select move thread(s).

The screenshot shows a 'Move Thread(s)' dialog box. It has a header 'Move Thread(s)' with a red box around it. Below is a table with a single row: 'Conversation' with a checked checkbox next to 'Topic Conversation' (Topic Conversation), which has '0 unread of 1 message'.

Conversation
<input checked="" type="checkbox"/> Topic Conversation 0 unread of 1 message

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 following thread(s) will be moved from Topic A - Group A to the topic selected below.

- Topic Conversation
- Forum Topic Two

Leave reminder about the move in the old topic

Filter Topics

By Name:

In Forum: - Select Forum - 1

Topics (showing 2 of 2 topics)

Topic A - Group A

General Discussion 2

! Locked topics will not show up as available options

Cancel Move Thread(s) to Selected Topic

1. The available topics will be shown on the right. 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.

The screenshot shows the 'Forums' tool interface. At the top, it says 'Discussion 3 SMPL101 Forum' with links for 'New Topic', 'Forum Settings', and 'More'. Below that, there are two topics: 'Topic A - Group A' with 1 unread message and 'General Discussion' with 0 unread messages. For 'Topic A - Group A', the 'More' link is highlighted with a red box and an arrow points to the 'Delete Topic' option in the dropdown menu, which is also highlighted with a red box.

Click the **More** link next to the topic you want to delete, then chose the **Delete Topic** option from the drop-down menu.

You can also click on the title of a topic to select it.

The screenshot shows the 'Forums' tool interface. The 'Topic A - Group A' topic is highlighted with a red box. Below it is the 'General Discussion' topic. To the right of each topic are 'Topic Settings' and 'More' links.

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.

The screenshot shows the 'Discussion 3 SMPL101: Forums' page. At the top, there are several buttons: 'Start a New Conversation', 'Display Message Content', 'Topic Settings', and 'Delete Topic'. The 'Delete Topic' button is highlighted with a red box. Below these buttons, the page title is 'Forums / Discussion 3 SMPL101 Forum / Topic A - Group A'. To the right of the title are links for '< Previous Topic | Next Topic >'. Under the title, it says 'Topic A - Group A'. There is a link 'Move Thread(s)'. Below this, there is a table with two rows of conversation details:

Conversation	Authored By	Date
<input type="checkbox"/> Topic Conversation 0 unread of 1 message	Sakai Administrator (admin)	Feb 7, 2014 6:10 PM
<input type="checkbox"/> [New!] Forum Topic Two 1 unread of 1 message	Dede Hourican (dede_document)	Feb 7, 2014 6:13 PM

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.

The screenshot shows a confirmation dialog box with a red border. Inside the box, there is a red exclamation mark icon followed by the text: '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?'. Below the dialog box, the topic title 'Topic A - Group A (not moderated)' is shown, along with a 'Full Description' link. At the bottom of the page, there are two buttons: 'Delete Topic' (which is highlighted with a red box) and '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.

The screenshot shows the 'Forums' tool interface. At the top, there is a header with the title 'Discussion 3 SMPL101 Forum' and links for 'New Topic', 'Forum Settings', and 'More'. A red box highlights the 'More' link. A dropdown menu is open next to it, containing options: 'Duplicate Forum', 'Grade', and 'Delete Forum'. An arrow points from the text 'Select Delete Forum from the drop-down menu.' to the 'Delete Forum' option in the dropdown menu. Below the header, there are two forum entries: 'Topic A - Group A' with 1 unread message and 'General Discussion' with 0 unread messages. Each entry has 'Topic Settings' and 'More' links.

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 Format Settings next to the forum you want to delete.

The screenshot shows the settings page for 'Test Forum #1'. At the top, there is a header with the title 'Test Forum #1' and links for 'New Topic', 'Forum Settings', and 'More'. A red box highlights the 'Forum Settings' link. Below the header, there is a section for 'Forum 1' with a 'View Full Description' link. Further down, there is a topic entry for 'Topic 1' with 0 unread messages and a 'Topic Settings' link. A 'View Full Description' link is also present for this topic.

Then scroll down to bottom of page and click Delete Forum.



Confirm deletion.

↳ Discussion 3 SMPL101: Forums

>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?

Discussion 3 SMPL101 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.

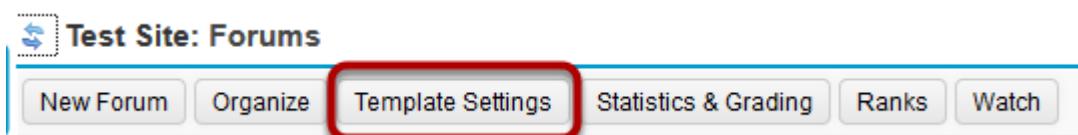
How do I modify forum template settings?

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.



Choose Forum Posting settings.

Forum Posting		
Moderate topics in forums	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Require users to post before reading	<input type="radio"/> Yes	<input checked="" type="radio"/> 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		
<input checked="" type="radio"/> Show immediately		
<input type="radio"/> 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.

▼ Permissions		
Role	Permission Level	
access	Contributor	<input type="button" value="Customize"/>
maintain	Owner	<input type="button" value="Customize"/>

Template Settings allows the option to select permission levels within Forums based on user roles 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 additional or custom roles in your local instance. For more information, see [What are Permissions and Roles?](#)

Click Save.



Click **Save** to save your settings (or **Cancel** to continue without saving).

How do I watch or subscribe to forums?

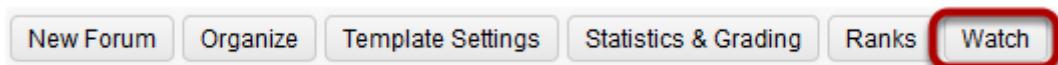
In order to stay notified of recent posts on a forum, the Watch option is helpful in doing so.

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 the Gradebook?

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

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

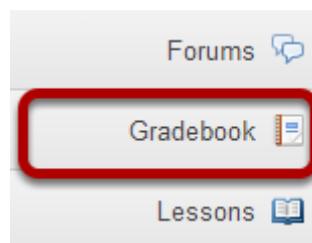
Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

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

Using the Gradebook, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

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



How do I set up my Gradebook?

The Gradebook is the hub for all graded activities and points earned in your site.

Go to Gradebook.

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

Click Gradebook Setup.

The screenshot shows the Gradebook Setup page for the course PSYCH 400 001 SU12. At the top, there is a navigation bar with several tabs: Gradebook Items, All Grades, Course Grades, Gradebook Setup, Course Grade Options, and Import Grades. The 'Gradebook Setup' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Gradebook Items' with a sub-section 'Average Course Grade'. Under 'Gradebook Items Summary', it says 'Click a title to view complete details and to grade the item.' There is a 'Save current order as sorting order' button. A legend at the bottom left explains symbols: an asterisk (*) for titles not released to students, a double asterisk (**) for class averages not included in course grade calculations, and a triple asterisk (***) for items requiring specific grading tools.

PSYCH 400 001 SU12: Gradebook

Gradebook Items All Grades Course Grades **Gradebook Setup** Course Grade Options Import Grades

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

Add Gradebook Item(s) Import gradebook item from spreadsheet

Average Course Grade -

Gradebook Items Summary

Click a title to view complete details and to grade the item. [Save current order as sorting order](#)

Title*	Class Avg**	Due Date	Released to Students	Included in Course Grade	Sorting ▲
--------	-------------	----------	----------------------	--------------------------	-----------

Legend:
*Titles shown in grey are not released to students.
**Class averages in parentheses () are not included in the course grade calculations.
***These items must be graded from the tool listed and may not be graded from the gradebook.

Click on the **Gradebook Setup** button.

Gradebook setup options.

PSYCH 400 001 SU12: Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Course Grade Options Import Grades

Gradebook Setup

* means required

- 1 Grade Entry
How will graders enter grades into this gradebook?
 Points
 Percentages
- 2 Gradebook Items Display
 Display released Gradebook Items to students
You can release a gradebook item when creating or editing the gradebook item.
- 3 Categories & Weighting
 No categories
 Categories only
 Categories & Weighting

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

There are three different options in Gradebook setup.

1. **Grade entry:** You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.
2. **Gradebook Items Display:** Check this box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
3. **Categories & Weighting:** You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.

Categories & Weighting

1 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
Total Points	<input type="checkbox"/>	0 item(s)	Remove

2
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

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.

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	<input type="checkbox"/>	0 item(s)	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	Remove

2
3 [Add a Category](#)

Running Total 100%

Needed Total 0%

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
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
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	3	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	2	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	0 item(s)	0	0	0	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	1	0	Remove

[Add a Category](#)

Running Total 100%

Needed Total 0%

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.

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	Drop Highest	Drop Lowest	Keep Highest	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	2	0	Remove
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	5	Remove
Discussions	20	<input type="checkbox"/>	0 item(s)	0	3	0	Remove
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	2	Remove
Extra Credit	5	<input checked="" type="checkbox"/>	0 item(s)	0	0	0	Remove

[Add a Category](#)

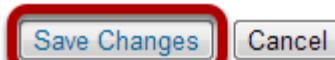
Running Total 100%

Needed Total 0%

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 the Gradebook?

Go to Gradebook.

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

Click the Add Gradebook Item(s) button.

Change course grade options'. At the bottom of this section are two buttons: 'Add Gradebook Item(s)' (highlighted with a red box) and 'Import gradebook item from spreadsheet'."/>

PSYCH 400 001 SU12: Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Course Grade Options Import Grades

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options](#).

Add Gradebook Item(s) Import gradebook item from spreadsheet

Note: Assignments, Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Attendance

Click the **Add Gradebook Items(s)** button to manually add items to your gradebook.

Item settings.

PSYCH 400 001 SU12: Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Course Grade Options Import Grades

Gradebook Items > Add Gradebook Item(s)

Submit this form to add gradebook item(s) to the gradebook.
* means required

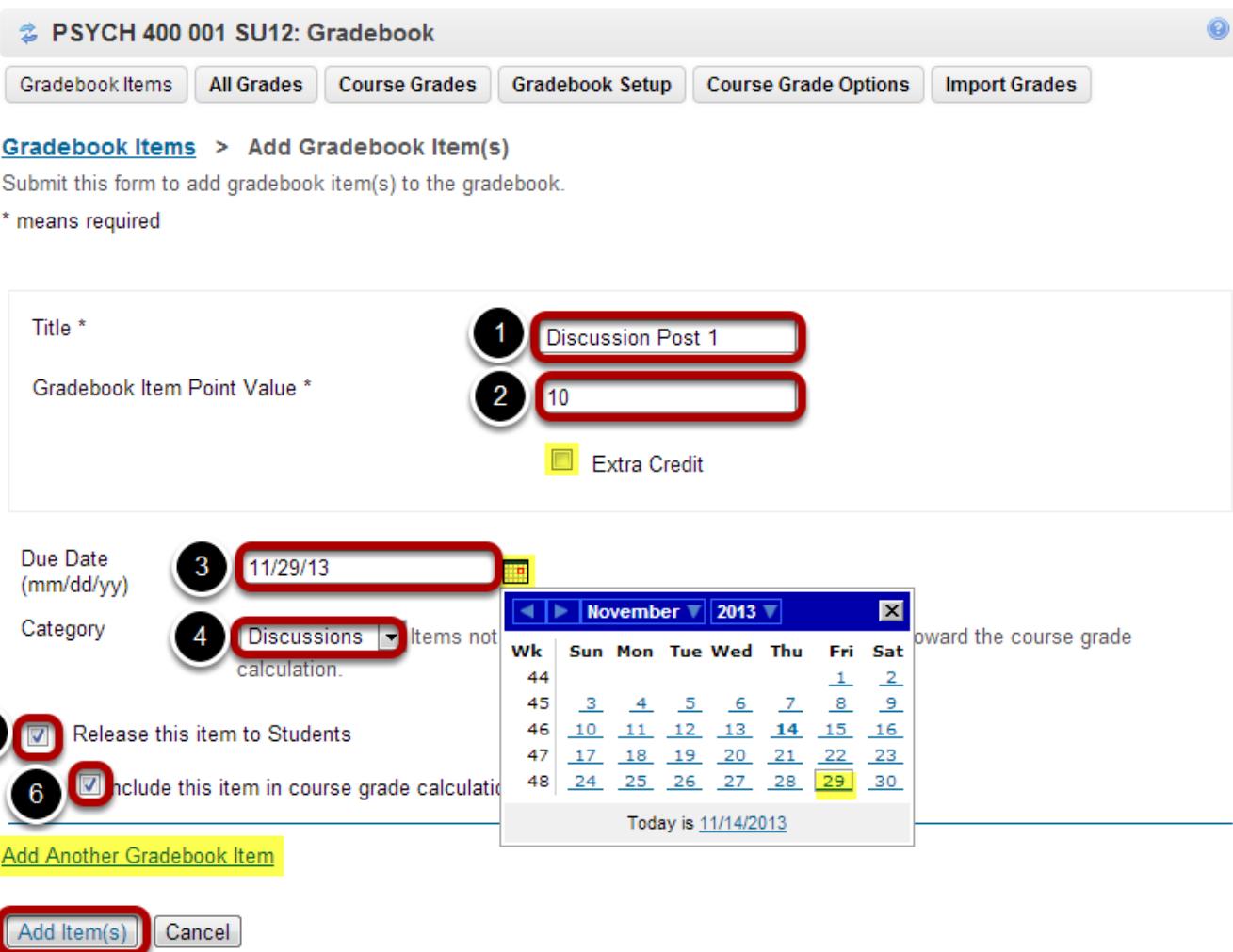
Title * 1 Discussion Post 1
Gradebook Item Point Value * 2 10
 Extra Credit

Due Date (mm/dd/yy) 3 11/29/13
Category 4 Discussions Items not included in the calculation.

5 Release this item to Students
6 include this item in course grade calculations

Add Another Gradebook Item

7



1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Gradebook Item Point Value** for the item (also required).
 - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
4. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
5. Check the box for **Release this item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
6. Check the box for **Include this item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade.
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.

PSYCH 400 001 SU12: Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Course Grade Options Import Grades

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

Add Gradebook Item(s) Import gradebook item from spreadsheet

Average Course Grade -

Gradebook item Quiz 1 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 3 Highest)	-	30%					
Paper 1	Edit	-	Nov 4, 2013	Yes	Yes	1	from Assignments
Paper 2	Edit	-	Nov 4, 2013	Yes	Yes	2	from Assignments
Paper 3	Edit	-	Nov 4, 2013	Yes	Yes	3	from Assignments
Discussions (Drop 1 Lowest)	-	20%					
Discussion Post 1	Edit	-	Nov 29, 2013	Yes	Yes	1	
Discussion Post 2	Edit	-	Dec 6, 2013	Yes	Yes	2	
Discussion Post 3	Edit	-	Dec 13, 2013	Yes	Yes	3	
Exams (Keep 2 Highest)	-	30%					
Extra Credit (Extra Credit)	-	5%					
Bonus Project	Edit	-	Dec 13, 2013	No	No	1	
Quizzes (Drop 1 Lowest)	-	20%					
Quiz 1	Edit	-	Nov 7, 2013	Yes	Yes	1	from Tests & Quizzes

Legend:
*Titles shown in grey are not released to students.
**Class averages in parentheses () are not included in the course grade calculations.
***These items must be graded from the tool listed and may not be graded from the gradebook.

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 the Gradebook?

The 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.

Select the gradebook item.

The screenshot shows the Gradebook Items page for PSYCH 400 001 SU12. The page includes navigation tabs like Gradebook Items, All Grades, Course Grades, Gradebook Setup, Permission Settings, Course Grade Options, and Import Grades. Below the tabs, there's a section for Gradebook Items with a note about students seeing scores but not course grades. Buttons for adding items or importing from spreadsheets are present. The main area displays a table of items with columns for Title*, Class Avg**, Weight, Due Date, Released to Students, Included in Course Grade, Sorting, and Grade Editor**. Items listed include Paper 1, Paper 2, Paper 3, Lab Journal Blog (which is highlighted with a red box), Discussion Post 1, Discussion Post 2, Discussion Post 3, Exams, Bonus Project, Quiz 1, and Quizzes. The Grade Editor column for the Lab Journal Blog item is marked as "from Assignments".

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting	Grade Editor**
Assignments (Keep 3 Highest)	-	30%					
Paper 1	Edit	-	Nov 4, 2013	Yes	Yes	1	from Assignments
Paper 2	Edit	-	Nov 4, 2013	Yes	Yes	2	from Assignments
Paper 3	Edit	-	Nov 4, 2013	Yes	Yes	3	from Assignments
Blog Postings	-	5%					
Lab Journal Blog	Edit	-	-	Yes	Yes	1	
Discussions (Drop 1 Lowest)	-	20%					
Discussion Post 1	Edit	-	Nov 29, 2013	Yes	Yes	1	
Discussion Post 2	Edit	-	Dec 6, 2013	Yes	Yes	2	
Discussion Post 3	Edit	-	Dec 13, 2013	Yes	Yes	3	
Exams (Keep 2 Highest)	-	30%					
Extra Credit (Extra Credit)	-	5%					
Bonus Project	Edit	-	Dec 13, 2013	No	No	1	
Quizzes (Drop 1 Lowest)	-	15%					
Quiz 1	Edit	-	Nov 7, 2013	Yes	Yes	1	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 **Lab Journal Blog** 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.

[Gradebook Items](#) > Lab Journal Blog

Gradebook Item Summary

[Save and View Previous Gradebook Item](#) [Return to Gradebook Items](#) [Save and View Next Gradebook Item >](#)

Title Lab Journal Blog
Points 100
Class average for scores entered --
Category Blog Postings (5.0%)
Due Date -
Options [Edit gradebook item settings](#)
[Remove gradebook item from gradebook](#)

Grading Table

1

View [All Sections/Groups](#)

2

Viewing 1 to 6 of 6 students

[<](#) [<](#) [Show 50](#) [>](#) [>](#)

[Save Changes](#) [Clear Changes](#)

Student Name	Student ID	Log	Points	Edit Comments >>
Student 1. Longsight	demostudent1		<input type="text" value="95"/>	
Student 2. Longsight	demostudent2		<input type="text" value="100"/>	
Student 3. Demo	demostudent3		<input type="text" value="82"/>	
Student 4. Demo	demostudent04		<input type="text" value="70"/>	
Student 5. Demo	demostudent05		<input type="text" value="93"/>	
Student 6. Demo	demostudent06		<input type="text" value="100"/>	

3

[Save Changes](#) [Clear Changes](#)

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 Comments.

The screenshot shows the Sakai Grading Table interface. At the top left is a red button labeled "Edit Comments >>". A large red arrow points from this button down to the "Comments" section on the right. The "Comments" section is highlighted with a red border. The main table displays six student entries with columns for Student Name, Student ID, Log, and Points. The Points column contains scores: 95, 100, 82, 70, 93, and 100. To the right of the table is a "Comments" section with six corresponding text areas. The first area contains "nice work!", the second "great job!", the third "good", the fourth "good effort, but add more detail next time", the fifth "nice work!", and the sixth "great job!". At the bottom right of the page are "Save Changes" and "Clear Changes" buttons.

Student Name	Student ID	Log	Points
Student 1. Longsight	demostudent1		95
Student 2. Longsight	demostudent2		100
Student 3. Demo	demostudent3		82
Student 4. Demo	demostudent04		70
Student 5. Demo	demostudent05		93
Student 6. Demo	demostudent06		100

Comments

nice work!

great job!

good

good effort, but add more detail next time

nice work!

great job!

[Save Changes](#) [Clear Changes](#)

If you would like to enter additional comments along with the score, click the **Edit Comments** button to expand the Comments section. You may then enter your comments into the text areas provided.

Save changes.

Grading Table

View All Sections/Groups ▾

Student Name

Find

Clear

Viewing 1 to 6 of 6 students

< < Show 50 > >

Save Changes

Clear Changes

Student Name	Student ID	Log	Points	Comments
Student 1. Longsight	demostudent1		95	nice work!
Student 2. Longsight	demostudent2		100	great job!
Student 3. Demo	demostudent3		82	good
Student 4. Demo	demostudent04		70	good effort, but add more detail next time
Student 5. Demo	demostudent05		93	nice work!
Student 6. Demo	demostudent06		100	great job!

Save button is both at the top and bottom of the page.

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.

Grading Table

New scores and comments saved.

View All Sections/Groups ▾

Student Name Find

Viewing 1 to 6 of 6 students

Show 50

Student Name ▾	Student ID	Log	Points	Comments
Student 1. Longsight	demostudent1		<input type="text" value="95"/>	nice work!
				<div style="border: 1px solid black; padding: 5px;">Grade Log: Longsight Student 1 <input type="button" value="X"/> 11/26/13 Score Set to 95.0 by Longsight Demo</div>
Student 2. Longsight	demostudent2		<input type="text" value="100"/>	great job!
Student 3. Demo	demostudent3		<input type="text" value="82"/>	good
Student 4. Demo	demostudent04		<input type="text" value="70"/>	good effort, but add more detail next time
Student 5. Demo	demostudent05		<input type="text" value="93"/>	nice work!
Student 6. Demo	demostudent06		<input type="text" value="100"/>	great job!

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 the Gradebook?

There are two locations in the Gradebook where you can export grades: from **All Grades** or from **Course Grades**.

Go to Gradebook.

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

Click All Grades.

The screenshot shows the Gradebook tool interface for course OCE101 001 SU14. At the top, there is a navigation bar with tabs: Gradebook Items, All Grades (which is highlighted with a red box), Course Grades, Gradebook Setup, Course Grade Options, and Import Grades. Below the navigation bar, the main content area displays student grades in a grid format.

Select your export format.

The screenshot shows the 'All Grades' view of the Gradebook tool. At the top, there is a navigation bar with tabs: Gradebook Items, All Grades, Course Grades, Gradebook Setup, Course Grade Options, and Import Grades. Below the navigation bar, there are three numbered circles (1, 2, 3) and three red boxes highlighting the 'Export as PDF', 'Export as CSV', and 'Export for Excel' buttons. The main content area displays student grades in a grid format. A legend at the bottom left provides information about grade calculations and student status.

Student Name	Student ID	Course Grade	Assignment 1 Details	Assignment 2 Details	Chapter Questions 01 Details	Discussion 1 Details	Discussion 2 Details	Introduction Post Details	Module 01 Quiz Details
Student_Fifth	demostudent05	93.91%	90	100	8	-	-	-	18
Student_First	demostudent01	86.95%	80	90	10	-	-	-	20
Student_Fourth	demostudent04	93.04%	95	95	9	-	-	-	15
Student_Second	demostudent02	90.86%	100	85	7	-	-	-	17
Student_Third	demostudent03	91.3%	100	80	10	-	-	-	20

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.

OCE101 001 SU14: Gradebook

Gradebook Items All Grades **Course Grades** Gradebook Setup Course Grade Options Import Grades

If you would prefer to export final grade and score adjustments, click the **Course Grades** button instead.

Choose your export options.

The screenshot shows the 'Course Grades' page for the 'OCE101 001 SU14: Gradebook'. At the top, there's a message about ungraded items. Below it, a 'Course Summary' section shows 'Total points' (260) and 'Average Course Grade' (A- (91%)). A 'Grading Table' follows, displaying five student records with columns for Student Name, Student ID, Points, Course Grade, Log, and Grade Override. Each student row has a circled number below it: 1, 2, or 3. At the bottom of the table are buttons for 'Export grades as' (with dropdowns for CSV, PDF, or Excel), 'Download', and 'Data options'.

Student Name	Student ID	Points	Course Grade	Log	Grade Override
Student, Fifth	demostudent05	216	A- (93.91%)		Grade Override
Student, First	demostudent01	200	B (86.95%)		Grade Override
Student, Fourth	demostudent04	214	A- (93.04%)		Grade Override
Student, Second	demostudent02	209	A- (90.86%)		Grade Override
Student, Third	demostudent03	210	A- (91.3%)		Grade Override

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 screenshot shows the 'Data Options' dialog box, which is a red-bordered pop-up containing a list of checkboxes for selecting what to include in the export. The checked items are: 'Student Name', 'Course Grade', 'Student ID', and 'Grade Override'. Below the dialog are the same 'Export grades as' dropdown and 'Download' button as seen in the main course grades screen.

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 the Gradebook?

Go to Gradebook.

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

Click Import Grades.

The screenshot shows a horizontal navigation bar for the "OCE101 001 SU14: Gradebook". The bar includes links for "Gradebook Items", "All Grades", "Course Grades", "Gradebook Setup", "Course Grade Options", and "Import Grades". The "Import Grades" link is circled in red.

Click Choose File.

The screenshot shows the "Import Grades" page. It features a heading "Import Grades" and a note about editing grades in a spreadsheet application. Below are three numbered steps: 1. Download Spreadsheet Template, 2. Edit Spreadsheet, and 3. Import Spreadsheet. Step 1 has two download links: "Download Spreadsheet Template for Excel" and "Download Spreadsheet Template as CSV". Step 3 shows a file input field labeled "Filename *", a "Choose File" button (circled in red), and an "Import Spreadsheet" button.

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 Import Spreadsheet.

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.

OCE101 001 SU14: Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Course Grade Options Import Grades

Verify Grade Import

You are importing a spreadsheet file with:

- 8 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]	Chapter Questions 01 [10]	Discussion 1 [10]	Discussion 2 [10]	Introduction Post [10]
Fifth Student	demostudent05	90	100	8			
First Student	demostudent01	80	90	10			
Fourth Student	demostudent04	95	95	9			
Second Student	demostudent02	100	85	7			
Third Student	demostudent03	100	80	10			

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.

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

You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade?

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.

Click Course Grades.

The screenshot shows a navigation bar for the "OCE101 001 SU14: Gradebook". The tabs include "Gradebook Items", "All Grades", "Course Grades" (which is highlighted with a red box), "Gradebook Setup", "Course Grade Options", and "Import Grades".

Enter override score.

The screenshot shows the "Course Grades" page for the same course. It includes a "Course Summary" section with "Total points" (260) and "Average Course Grade" (A- (90%)). Below this is a "Grading Table" with student information:

Student Name	Student ID	Points	Course Grade	Log	Grade Override
Student, Fifth	demostudent05	237.5	A- (91.34%)	[Log]	[A] Grade Override [] Grade Override [] Grade Override [] Grade Override
Student, First	demostudent01	223	B (85.76%)	[Log]	[] Grade Override [] Grade Override [] Grade Override
Student, Fourth	demostudent04	236	A- (90.76%)	[Log]	[] Grade Override [] Grade Override
Student, Second	demostudent02	229	B+ (88.07%)	[Log]	[A] Grade Override [] Grade Override
Student, Third	demostudent03	223	B (85.76%)	[Log]	[] Grade Override [] Grade Override

At the bottom left, there are buttons for "Export grades as CSV" (circled with a red box and labeled 2), "Save Changes" (circled with a red box), "Clear Changes", and "Set Ungraded Items to Zero". A "Grade Log" box at the bottom right shows "Grade Log: Second Student" and the timestamp "2/25/14 3:50:34 PM Grade Set to A by Demo Instructor".

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**.

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.

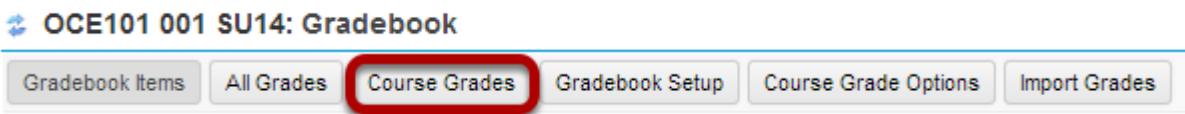
How do I set all ungraded items to zero?

Note: The Gradebook 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 the Gradebook.

Go to Gradebook.

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

Click Course Grades.



Click Set Ungraded Items to Zero.

A screenshot of the 'Course Grades' page within the Gradebook tool. The page includes a 'Course Summary' section with total points (260) and an average course grade (A- (90%)). Below this is a 'Grading Table' section with a table showing student names, student IDs, points, course grades, logs, and grade overrides. At the bottom of the page, there are buttons for 'Save Changes', 'Clear Changes', and 'Set Ungraded Items to Zero' (which is highlighted with a red box).

Student Name	Student ID	Points	Course Grade	Log	Grade Override
Student, Fifth	demostudent05	237.5	A- (91.34%)		<input type="text"/> A Grade Override
Student, First	demostudent01	223	B (85.76%)		<input type="text"/> Grade Override
Student, Fourth	demostudent04	236	A- (90.76%)		<input type="text"/> Grade Override
Student, Second	demostudent02	229	B+ (88.07%)		<input type="text"/> A Grade Override
Student, Third	demostudent03	223	B (85.76%)		<input type="text"/> Grade Override

Click Continue.

OCE101 001 SU14: Gradebook

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 class grade for students as items are graded. However, ungraded items are not included in this grade. This may result in an unintentionally higher course grade for a student who has ungraded items.

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?

The extra credit (EC) feature in the Sakai 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 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: 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.

[Gradebook Items](#) > Edit: EC Discussion

* means required

Title *

EC Discussion

Gradebook Item Point Value *

10

Extra Credit

Due Date (mm/dd/yy)

Category

Discussions ▾

Items not assigned to a category will not be counted toward the course grade calculation.

Release this item to Students

Include this item in course grade calculations

Save Changes

In the Gradebook, edit the item. Then check the box next to **Extra Credit** and click **Save Changes**.

Setting EC at the category level.

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.

Category	Extra Credit	Gradebook Items	Remove
Assignments	<input type="checkbox"/>	4 item(s)	Remove
Discussions	<input type="checkbox"/>	4 item(s)	Remove
Quizzes	<input type="checkbox"/>	4 item(s)	Remove
Extra credit	<input checked="" type="checkbox"/>	0 item(s)	Remove

[Add a Category](#)

[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.

Grade Report for First Student

[Return to Instructor's View of Grades for First Student](#)

Course Grade A+ (125%)

Course Points 50/40

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.

Grade Report for First Student

[Return to Instructor's View of Grades for First Student](#)

Course Grade A+ (129.16%)
Course Points 130/100

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 1	-	10/10		
Discussion 2	-	10/10		
Discussion 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.

Grade Report for First Student

[Return to Instructor's View of Grades for First Student](#)

Course Grade A+ (115%)

Course Points 115/100

Gradebook Items

Title	Due Date	Grade*	Comments
Assignments		100%	
Assignment 1	-	10/10	
Assignment 2	-	10/10	
Assignment 3	-	10/10	
Discussions		100%	
Discussion 1	-	10/10	
Discussion 2	-	10/10	
Discussion 3	-	10/10	
Extra Credit (Extra Credit)		100%	
EC Item 1	-	5/5	
EC Item 2	-	5/5	
EC Item 3	-	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%

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.

Grade Report for First Student

[Return to Instructor's View of Grades for First Student](#)

Course Grade **A+ (105%)**
Course Points 115/100

Gradebook Items

Title	Due Date	Grade*	Weight	Comments
Assignments		100%	40%	
Assignment 1	-	10/10		
Assignment 2	-	10/10		
Assignment 3	-	10/10		
Discussions		100%	10%	
Discussion 1	-	10/10		
Discussion 2	-	10/10		
Discussion 3	-	10/10		
Extra Credit (Extra Credit)		100%	5%	
EC Item 1	-	5/5		
EC Item 2	-	5/5		
EC Item 3	-	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?

The 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?](#) 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.

Title	Assignment
Points	50
Class average for scores entered	40
Due Date	-
Options	Edit gradebook item settings Remove gradebook item from gradebook

In this example, the Assignment has a total points possible of 50 points.

Only Assignments has been graded.

<u>Student Name</u>	<u>Student ID</u>	<u>Course Grade</u>	<u>Assignment Details</u>	<u>Homework Details</u>	<u>Quiz Details</u>
der Pluijm, Ben van	student0003	70%	35	-	-
van Dijk, Victor	student0001	80%	40	-	-
van Keken, Peter	student0002	90%	45	-	-

Notice the scores for each student.

- student0003 has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment.
- student0001 has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment.
- student0002 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.

Title	Homework
Points	100
Class average for scores entered	80
Due Date	-

Homework has now been graded.

<u>Student Name</u>	<u>Student ID</u>	<u>Log</u>	<u>Points</u>
der Pluijm, Ben van	student0003		90
van Dijk, Victor	student0001		80
van Keken, Peter	student0002		70

Cumulative grades after Homework is graded.

<u>Student Name</u>	<u>Student ID</u>	<u>Course Grade</u>	<u>Assignment Details</u>	<u>Homework Details</u>	<u>Quiz Details</u>
der Pluijm, Ben van	student0003	83.33%	35	90	-
van Dijk, Victor	student0001	80%	40	80	-
van Keken, Peter	student0002	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.

- student0003 has a course grade of 83.33%. This grade is based on the following calculation: $(35 + 90) / 150 = 83.33\%$
- student0001 has a course grade of 80%. This grade is based on the following calculation: $(40 + 80) / 150 = 80\%$
- student0002 has a course grade of 90%. 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>
der Pluijm, Ben van	student0003	83.33%	35	90	-
van Dijk, Victor	student0001	82.28%	40	80	24
van Keken, Peter	student0002	80%	45	70	25

Only the grades that have been entered are calculated. Student0003 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:

- student0001 $(40 + 80 + 24) / 175 = 82.28\%$
- student0002 $(45 + 70 + 25) / 175 = 80\%$

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>
der Pluijm, Ben van	student0003	71.42%	35	90	0
van Dijk, Victor	student0001	82.28%	40	80	24
van Keken, Peter	student0002	80%	45	70	25

Since student0003 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).

Demostudent01 course grade with ungraded items.

All Grades > Grades for First Student

Student Summary

[First Student's View of Grades](#)

[Save and View Previous Student](#) [Return to All Grades](#) [Save and View Next Student >](#)

Name First Student
Email demostudent01@longsight.com
ID demostudent01

Sections/Groups

Course Grade B- (82%)

[Save Changes](#) [Clear Changes](#)

Grading Table

Title*	Due Date ▲	Weight	Log	Grade**	Item Value (Points)	Comments	Grade Editor
Assignments		50%		85%			
Assignment 1	Feb 28, 2014			80	100	<i>from Assignments</i>	
Assignment 2	Feb 28, 2014			90	100	<i>from Assignments</i>	
Assignment 3	Mar 11, 2014			—	100	<i>from Assignments</i>	
Discussions		20%		100%			
Discussion 1	-			10	10		
Discussion 2	-			10	10		
Introduction Post	-			10	10		
Quizzes		30%		65%			
Module 01 Quiz	Mar 2, 2014			13	20	<i>from Tests & Quizzes</i>	
Module 02 Quiz	Mar 9, 2014			—	20	<i>from Tests & Quizzes</i>	
Module 03 Quiz	-			—	20	<i>from Tests & Quizzes</i>	

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.

All Grades > Grades for First Student

Student Summary

[First Student's View of Grades](#)

[Save and View Previous Student](#) [Return to All Grades](#) [Save and View Next Student >](#)

Name First Student
Email demostudent01@longsight.com
ID demostudent01

Sections/Groups

Course Grade C+ (79%)

Grading Table

[Save Changes](#) [Clear Changes](#)

Title*	Due Date ▲	Weight	Log	Grade**	Item Value (Points)	Comments	Grade Editor
Assignments		50%		90%			
Assignment 1	Feb 28, 2014			80	100	<i>from Assignments</i>	
Assignment 2	Feb 28, 2014			90	100	<i>from Assignments</i>	
Assignment 3	Mar 11, 2014			100	100	<i>from Assignments</i>	
Discussions		20%		100%			
Discussion 1	-			10	10		
Discussion 2	-			10	10		
Introduction Post	-			10	10		
Quizzes		30%		46.66%			
Module 01 Quiz	Mar 2, 2014			13	20	<i>from Tests & Quizzes</i>	
Module 02 Quiz	Mar 9, 2014			15	20	<i>from Tests & Quizzes</i>	
Module 03 Quiz	-			0	20	<i>from Tests & Quizzes</i>	

[Save Changes](#) [Clear Changes](#)

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.

Sample Course: Gradebook

Gradebook Items All Grades **Course Grades** Gradebook Setup Course Grade Options Import Grades

Course Grades

Currently, the gradebook 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. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeroes for any gradebook item that has not been graded and then re-calculate the course grade, click Set Ungraded Items to Zero.

Course Summary

Total points 120
Average Course Grade -

Grading Table

Override a course grade by entering a different one in the Grade Override box and click Save. To remove an override, delete the grade and click Save.

View	All Sections/Groups ▾	Viewing 1 to 6 of 6 students					
Student Name	Find	Clear	<	<	Show 50 ▾	>	>
Student Name ▾	Student ID	Points	Course Grade	Log	Grade Override		
Student, Fifth	demostudent05	-	-		Grade Override		
Student, First	demostudent01	-	-		Grade Override		
Student, Fourth	demostudent04	-	-		Grade Override		
Student, Second	demostudent02	-	-		Grade Override		
Student, Sixth	demostudent06	-	-		Grade Override		
Student, Third	demostudent03	-	-		Grade Override		

Export grades as CSV ▾ Download Data options

Save Changes Clear Changes **Set Ungraded Items to Zero**

If you would like to enter zeros for all ungraded items in the course, you may go to **Course Grades** and then click the **Set Ungraded Items to Zero** button 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.

Lessons

What is the Lessons tool?

Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. Each Lessons page can be customized to suit the needs of the lesson, including links to other site tools, conditional release of items and content, student content pages, LTI tools, and more.

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

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



The Lessons tool is often renamed to something else, and may appear multiple times in a given course. Click on the Lessons Page Title (e.g. **Unit #1**) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Example of a Lessons page.

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

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

Callout 7 points to a forum topic titled "Week #1 Discussion - Avian Aliens". Callout 10 points to a subpage titled "Unit 1A /Has prerequisites". A red arrow points from callout 11 to the "prerequisites" link in the subpage's title bar.

Lessons pages may contain any of the following items:

1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required
7. Links to forum topics
8. Student Comments on the page
9. Links to Student Pages where students may create their own content
10. Links to subpages
11. Items may have prerequisites (i.e. conditional release)

Example of a Lessons subpage.

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

- A text block about Shakespeare's acquaintance with hawks.
- An "Embedded Video" (1) represented by a play button icon.
- A "Link to website" (2) to the Cornell Lab of Ornithology web site (<http://www.birds.cornell.edu/Page.aspx?pid=1478>).
- A "Link to Assignment" (3) for "Paper #1" (Short Research Paper - Alien Birds in North America).
- An "Embedded YouTube Video" (4) showing a man speaking about backyard bird habitats.
- Navigation buttons at the bottom: "Back Button to top-level Lessons page" (5), "Back", and "Next".

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

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

How do I create a new Lessons page?

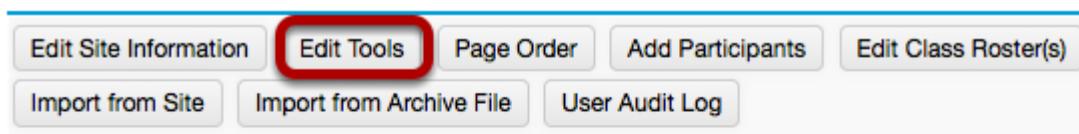
Some institutions display a Lessons tool by default in the tool list on the left. If the Lessons tool is not listed in the tool panel on the left, you will need to first add the Lessons tool to the tool list.

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.

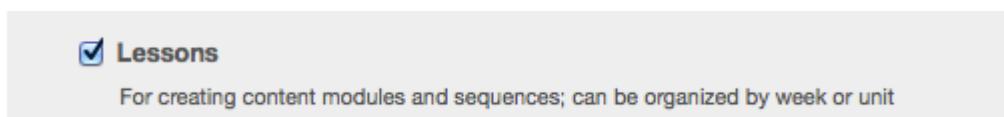
Click Edit Tools.



ENG-7 Shakespeare's Birds

Term	Spring 2013
Roster(s) with site access	Discussion 1 SMPL101 (Requested)
Site URL	https://qa10.longsight.com/portal/site/9c0ddaca-95ff-4cd1-81
Site contact and email	Neal Hirsig, nhirsig@tufts.edu
Available to	Site participants only
Modification date	Jan 26, 2014 11:15 am
Modified by	Hirsig, Neal
Display in public site list	Yes (Tell me more...)
Creation date	Jan 26, 2014 11:07 am
Appearance	

Place a check in the box next to Lessons.



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.

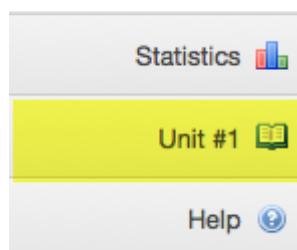
Lessons

Title (Suggested length 15 char.)

More Lessons Tools?

Continue

Your new page will display in the Tool Menu.



Notice the new folder in Resources.

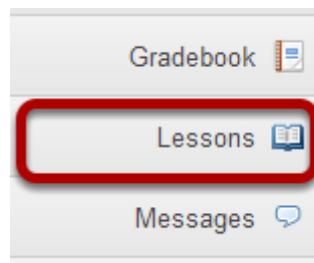
Location: ENG-7 Shakespeare's Birds Resources

Title

ENG-7 Shakespeare's Birds Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/> Unit_1	<input type="button" value="Add"/> <input type="button" value="Actions"/>

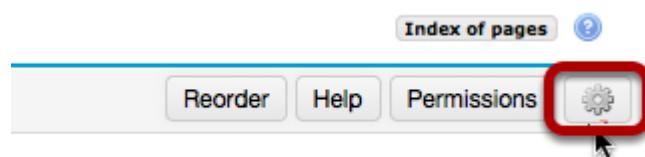
When you add a new Lessons page, a folder is automatically created in the site Resources tool with the Lesson page name.

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) located in the top right corner of the page.

Enter a new title.

The 'Edit Title' dialog box is open. The 'Page title' field contains 'Unit #1' and is highlighted with a red box. Below the title are several optional checkboxes: '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 following date (page will appear but user will get an error)' with a date/time input field set to '1/26/14 12:36 PM', and 'Create gradebook entry when page is completed.' with a points input field. At the bottom, there are sections for 'Custom CSS File' (set to 'Use Default') and 'or upload your own:' (with a 'Browse...' button and 'No file selected.' message). A note says '(If this file is named default.css, it will become the site-wide default.)'. At the very bottom are 'Save' and 'Cancel' buttons, with 'Save' being highlighted with a red box.

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' tool menu. At the top, there are two dropdown menus: 'Add Content' and 'More Tools'. The 'More Tools' menu is open, displaying several options: 'Add More Pages' (which is highlighted with a red box), 'Remove Page', 'Import CC', and 'Export CC'. Below these options is a descriptive text: 'Add new top-level page(s.)' for 'Add More Pages', 'Remove the current page from the left margin. This does not delete the page. To delete it, use the "Index of pages" button.' for 'Remove Page', 'Load file in IMS CC format.' for 'Import CC', and 'Export contents of site in IMS CC format.' for 'Export CC'.

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.

How do I add text to a Lessons page?

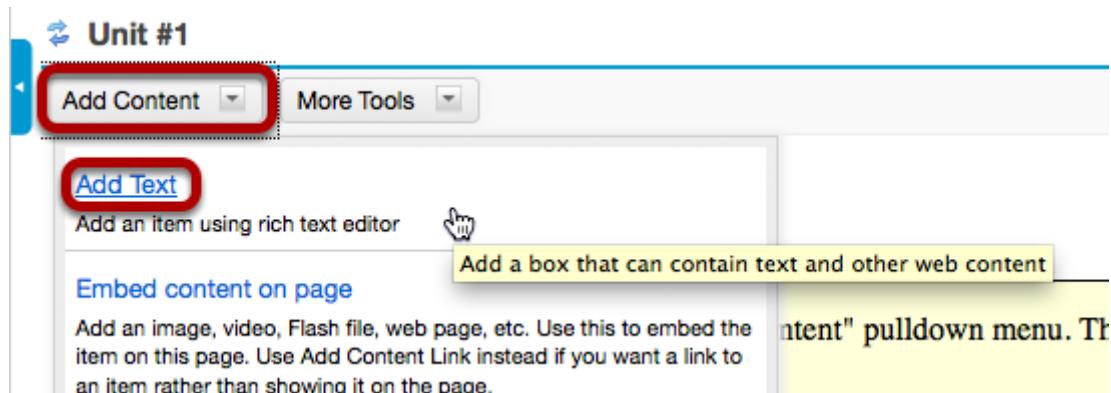
Instructors can add a text box to any point in the Lesson Page.

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.



From the **Add Content** drop-down menu, select **Add Text**.

This will display the Lessons Page [Rich Text Editor](#) text box.

Enter your text content.

Adding text to: Unit #1

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting like bold, italic, underline, and styles. Below the toolbar is a style palette with 'Normal' selected. The main content area contains the text 'Unit #1 - Nature and Shakespeare' followed by a paragraph about Shakespeare's poems. A red box highlights the content area. At the bottom of the editor are buttons for 'Save' (which is highlighted with a red box) and 'Cancel'.

Unit #1 - Nature and Shakespeare

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

body div Word Count : 85

Don't Release Item Until All Prerequisites are Completed

Save **Cancel**

Use the Rich Text Editor tools to format the text. When finished, click **Save**.

View content on page.

The screenshot shows the 'Lessons' tool interface. The title bar says 'ScreenSteps Sample - Neal'. Below it is a navigation bar with 'Unit #1' selected. Underneath are buttons for 'Add Content' and 'More Tools'. On the right are 'Reorder', 'Help', 'Permissions', and a gear icon. The main content area shows the heading 'Unit #1 - Nature and Shakespeare' and its associated text, both highlighted with a yellow background. There is a small 'Edit' button next to the heading.

Unit #1

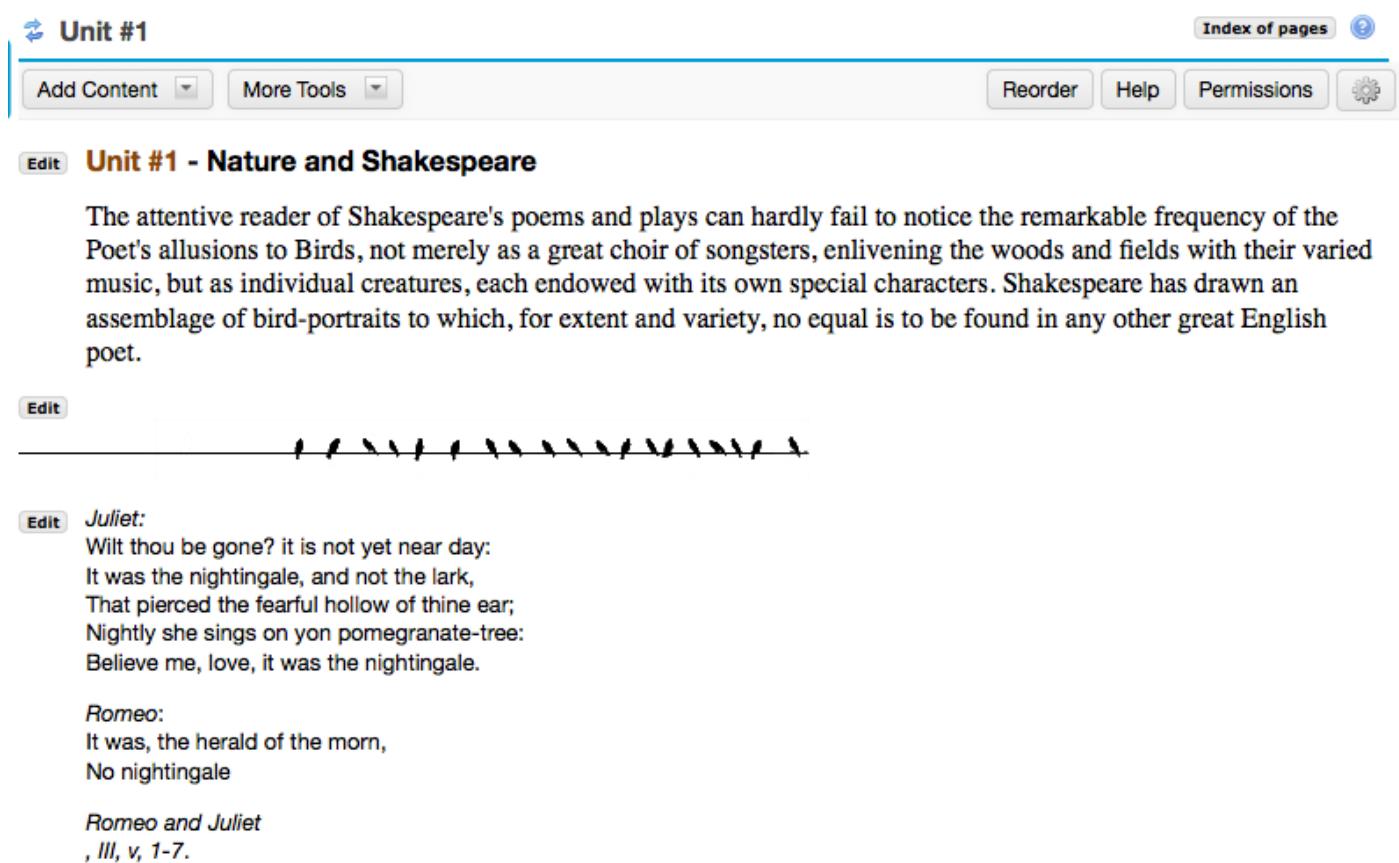
Edit **Unit #1 - Nature and Shakespeare**

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

After saving, you will return to the Lessons page with the new text displayed.

Note: The Lessons tool descriptive text disappears from the page after content has been added.

Add additional text items to the page. (Optional)

A screenshot of the Sakai Lessons Page interface. At the top, there's a header bar with "Unit #1" on the left, "Index of pages" and a gear icon on the right. Below the header are buttons for "Add Content" and "More Tools". To the right of these are "Reorder", "Help", "Permissions", and a gear icon. The main content area has a title "Unit #1 - Nature and Shakespeare" with an "Edit" button. Below the title is a text block: "The attentive reader of Shakespeare's poems and plays can hardly fail to notice the remarkable frequency of the Poet's allusions to Birds, not merely as a great choir of songsters, enlivening the woods and fields with their varied music, but as individual creatures, each endowed with its own special characters. Shakespeare has drawn an assemblage of bird-portraits to which, for extent and variety, no equal is to be found in any other great English poet." Underneath this text is a horizontal line with several small bird icons above it. Below the line is another text block: "Juliet: Wilt thou be gone? it is not yet near day: It was the nightingale, and not the lark, That pierced the fearful hollow of thine ear; Nightly she sings on yon pomegranate-tree: Believe me, love, it was the nightingale." This is followed by "Romeo: It was, the herald of the morn, No nightingale" and "Romeo and Juliet , III, v, 1-7." An "Edit" button is located at the top left of the text area.

Repeat the steps above to add more content items to the page. In the example image above, an initial text box was followed by an embedded image, then followed by a second text box.

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.

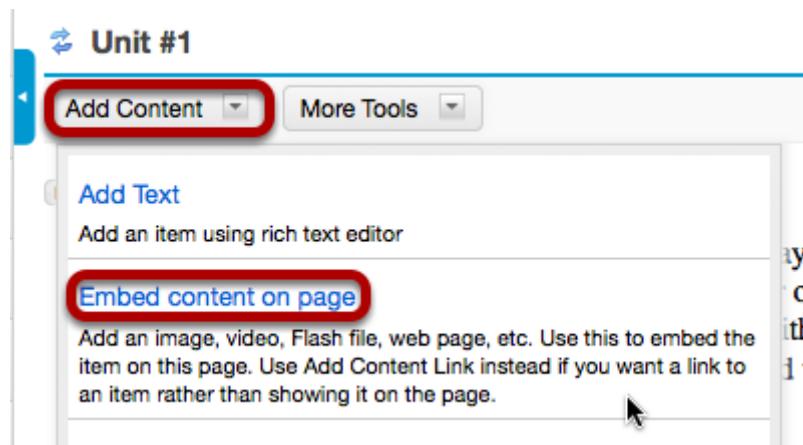
How do I embed an image on a Lessons page?

Go to Lessons.

Click on the Lessons Page Title (e.g. **Unit #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.

File upload: Click Add Content, then Embed content on page.

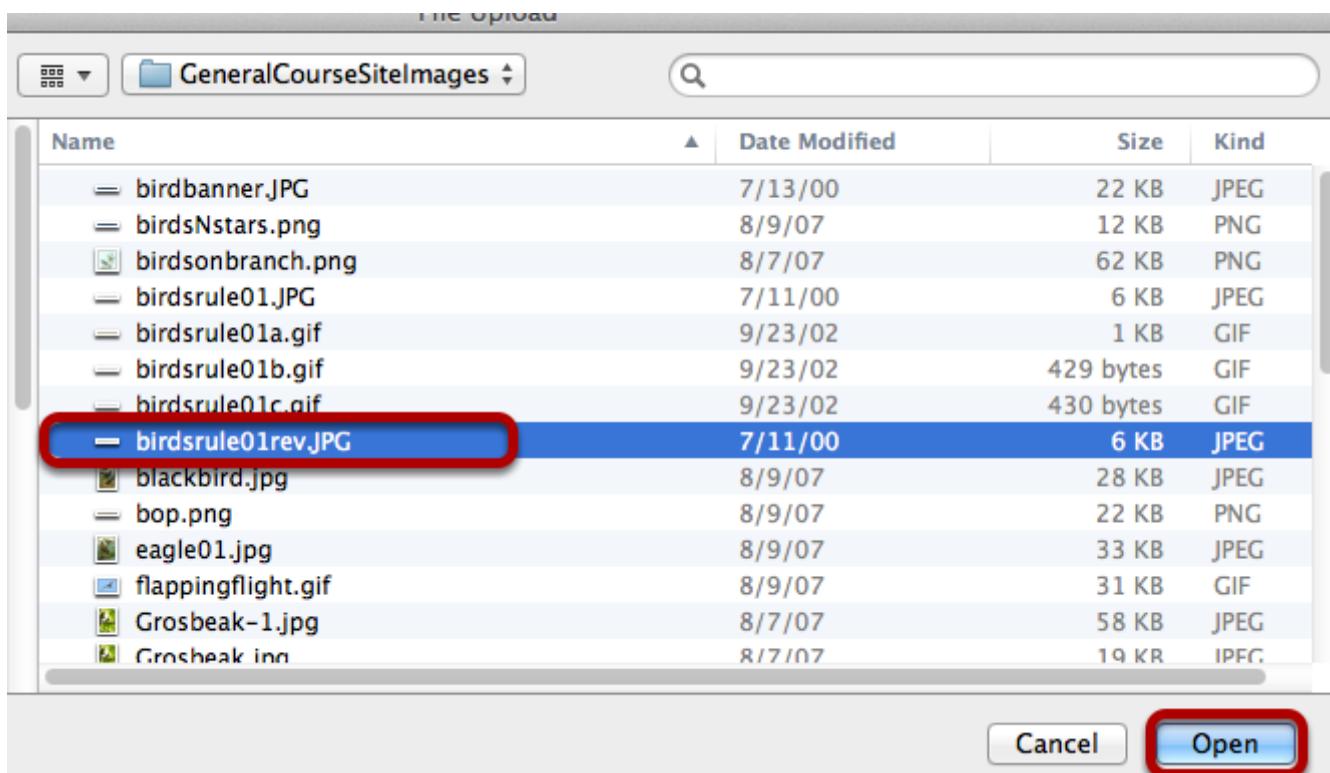


From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Click Browse.

The image shows a modal dialog box titled "Embed content on page". Inside the dialog, there is a message: "You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web." Below this message is a link "Frequently Asked Questions about multimedia content". The next section is labeled "Upload file" and contains a "Browse..." button, which is highlighted with a red box. To the right of the button, the text "No file selected." is displayed. Below this, there is a link "Or select an existing resource" and another link "Or add a URL or "embed code"" followed by a text input field. At the bottom of the dialog are two buttons: "Save" and "Cancel".

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.

The screenshot shows the 'Embed content on page' dialog with the following interface:

- Upload file:** A 'Browse...' button followed by the file path "birdsrule01rev.JPG".
- Or select an existing resource:** A link to "Frequently Asked Questions about multimedia content".
- Or add a URL or "embed code":** An empty input field.
- Buttons at the bottom:** 'Save' (highlighted with a red box) and 'Cancel'.

View embedded image.

Screenshot of the Sakai interface showing a unit page titled "Unit #1 - Nature and Shakespeare". The page contains a text block about Shakespeare's poems and plays, followed by a decorative graphic of bird silhouettes on a horizontal line. An "Edit" button is visible next to the graphic.

After saving, you will return to the Lessons page with the image embedded.

To add a description of the image, click on Edit.

Screenshot of the Sakai interface showing the same unit page as before. The "Edit" button next to the bird graphic is now highlighted with a red box, indicating it has been clicked.

This displays the Edit Multimedia dialog box.

Add a description.

Edit Multimedia

Width:	<input type="text"/>
Height:	<input type="text"/>
Alt Text	birdsrule01rev.JPG
Path (in Resources)	/Unit _1/birdsrule01rev.JPG
Item Description	
Birds on a wire - a common sight.	
Change File or URL	
Save Cancel Delete	

Enter a description in the **Item Description** text box and then click **Save**.

Notice the image file location.

ENG-7 Shakespeare's Birds: Resources

Site Resources Upload-Download Multiple Resources Permissions Options

Location: ENG-7 Shakespeare's Birds Resources

Remove Move Copy Show Hide

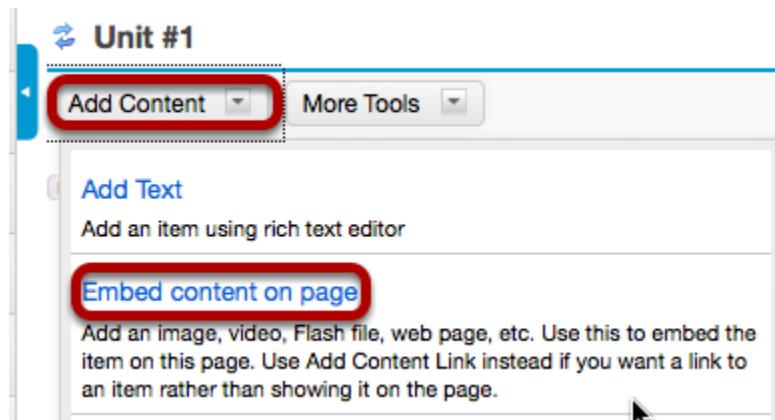
Title ENG-7 Shakespeare's Birds Resources Actions

Unit _1 Actions

birdsrule01rev.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.

The dialog box has a title bar 'Embed content on page' with a close button. Inside, there's a message: 'You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.' Below it is a link 'Frequently Asked Questions about multimedia content'. The main area has three sections: 'Upload file' with a 'Browse...' button and a message 'No file selected.', 'Or select an existing resource', and 'Or add a URI or "embed code"' with a text input field containing the URL 'http://blogs.smithsonianmag.com/science/files/2011/10/starling.jpg'. At the bottom are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box.

Paste the image URL in the box marked "URL", and then click **Save**.

View embedded image.

[Edit](#) **Unit #1 - Nature and Shakespeare**

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

[Edit](#)



After saving, you will return to the Lessons page with the image embedded.

To add a description for the image, click Edit.

[Edit](#) **Unit #1 - Nature and Shakespeare**

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

[Edit](#)



Add a description.

Edit Multimedia X

Width:

Height:

Alt Text:

Path (in Resources) /Unit _1/urls
<http://blogs.smithsonianmag.com/science/files/2011/10/starling.jpg>

Item Description

Invasive Species - Starlings will bully other birds, kicking bluebirds, flickers and woodpeckers out of their nests. They can consume whole fields of wheat and transmit avian, animal and human diseases.

[Change File or URL](#)

Save **Cancel** **Delete**

Enter a description in the **Item Description** text box and then click **Save**.

Notice the image link location.

ENG-7 Shakespeare's Birds: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: ENG-7 Shakespeare's Birds Resources

Remove Move Copy Show Hide

>Title ▲

ENG-7 Shakespeare's Birds Resources	Add ▾
Unit_1	Add ▾
urls	Add ▾
http://2.bp.blogspot.com/_bOKmjY7wEo_SbgJAKc9Ctl_AAAAAAAAkg_sKJGRWp54M0_s200_Shakespeare.jpg	
birdsrule01rev.JPG	

Note that a URL link to the image has been added to a sub-folder named "urls" located in the Lessons page named folder.

How do I embed a video from my computer on a Lessons page?

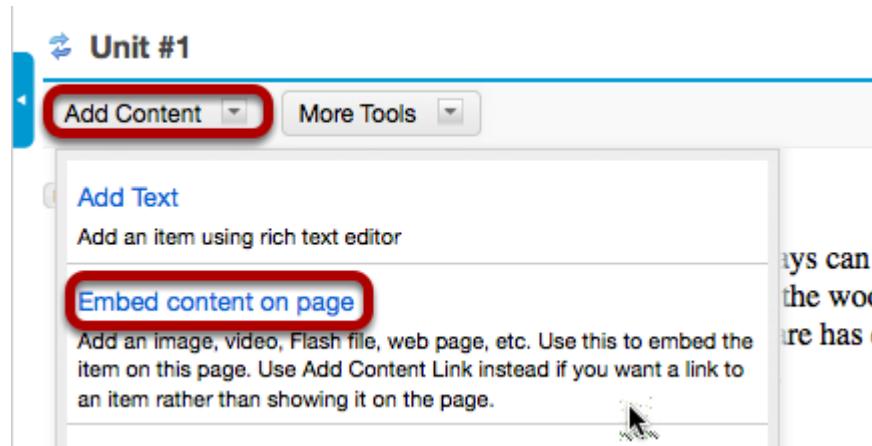
Instructors can add an embedded video at any point in a Lessons page. The embedded video described here is a video uploaded from the instructor's computer to the Lessons page. (See [How do I embed a YouTube Video in a Lessons page?](#) for directions on embedding a YouTube video.)

Go to Lessons.

Click on the Lessons Page Title (e.g. **Unit #1**) in the Tool Menu to display the page.

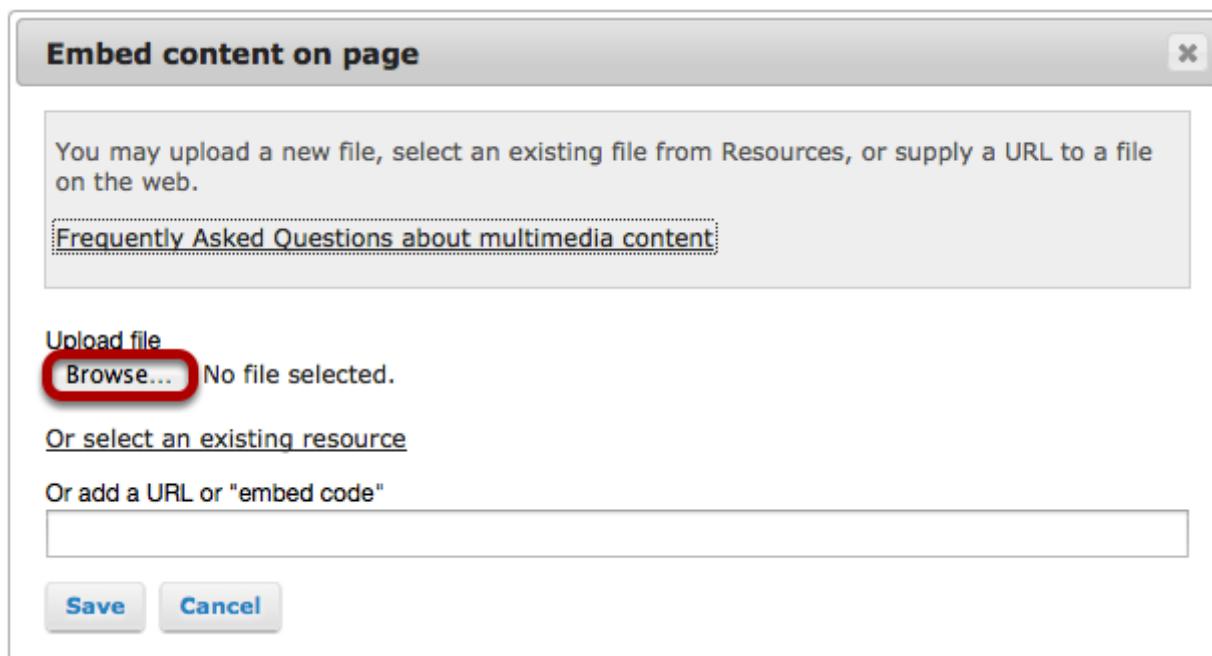
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click on Add Content, then Embed Content on a Page

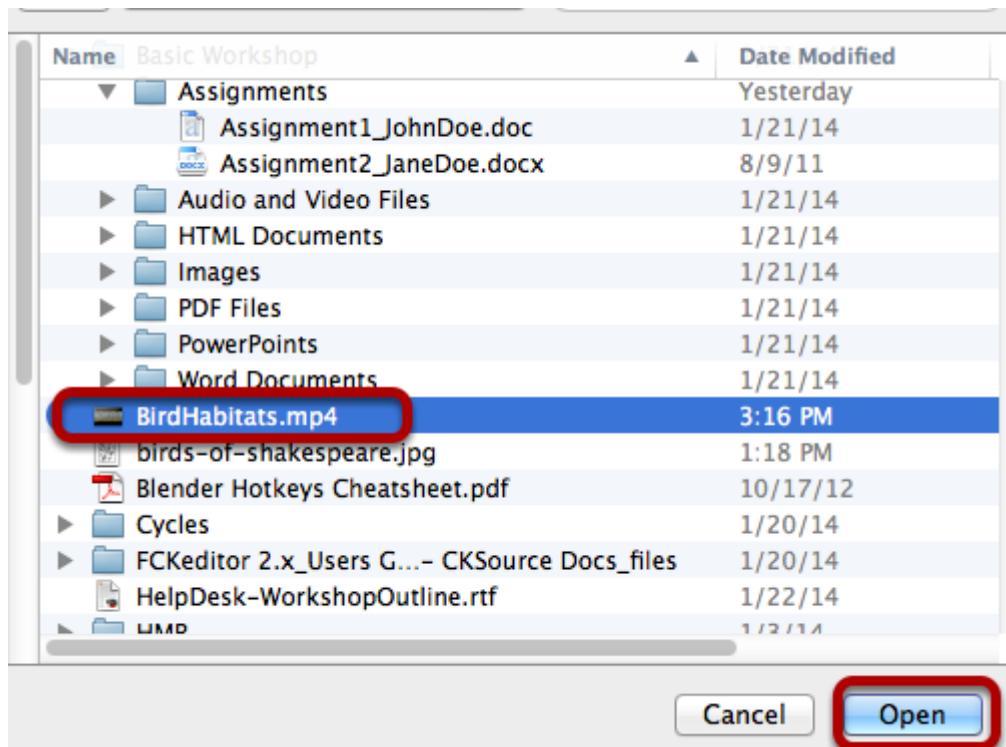


From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Click Browse.



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

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

[Frequently Asked Questions about multimedia content](#)

Upload file
[Browse...](#) BirdHabitats.mp4

Or select an existing resource

Or add a URL or "embed code"

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

View embedded video.

[Unit #1](#) [Index of pages](#) [?](#)

Add Content More Tools Reorder Help Permissions [Edit](#)

Unit #1 - Nature and Shakespeare

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

[Download file](#)



The Lessons page will display the embedded video.

Click on Edit. (Optional)

Unit #1

Add Content More Tools Reorder Help Permissions

Edit Unit #1 - Nature and Shakespeare

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

Edit Download file



Mute

This displays the **Edit Embed Content** dialog box.

Add a description and/or adjust the video pixel size.

Edit Item ×

Width:	<input type="text" value="320px"/>
Height:	<input type="text" value="240px"/>
Path (in Resources)	/Unit _1/BirdHabitats.mp4
Item Description	<div style="border: 2px solid red; padding: 5px;"><p>Cornell Lab video on North American Bird Habitats</p></div>

[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](#)

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.

Unit #1

Add Content More Tools Reorder Help Permissions

Edit Unit #1 - Nature and Shakespeare

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

[Edit](#) [Download file](#)



Cornell Lab video on North American Bird Habitats

Notice the video file location.

Location: ENG-7 Shakespeare's Birds Resources

Remove Move Copy Show Hide

Title	Access
ENG-7 Shakespeare's Birds Resources	Add Actions
<input type="checkbox"/> Unit _1	Add Actions Entire site
<input type="checkbox"/> urls	Add Actions Entire site
<input type="checkbox"/> BirdHabitats.mp4	Actions Entire site
<input type="checkbox"/> birdsrule01rev.JPG	Actions Entire site

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).

Migratory Bird Habitat Initiative

USDA · 538 videos

Subscribe 4,366

886 views

1 like 2 thumbs up 0 thumbs down

Share

Share this video Embed Email

f t g+ e r p k in

<http://youtu.be/Rqh5Q8wnl5E>

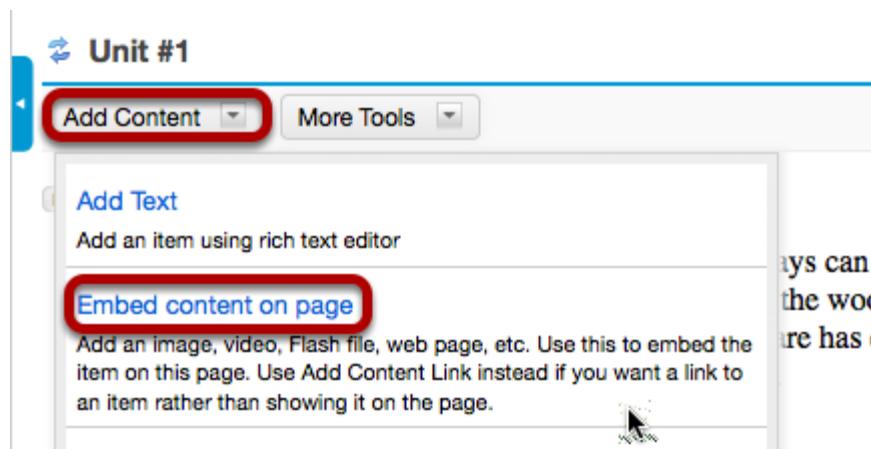
1. Click on the Share tab under the clip.
2. Copy the YouTube URL into the clipboard (CTRL+C for PC, or CMD+C for Mac).

Go to Lessons.

Click on the Lessons Page Title (e.g. **Unit #1**) in the Tool Menu to display the page.

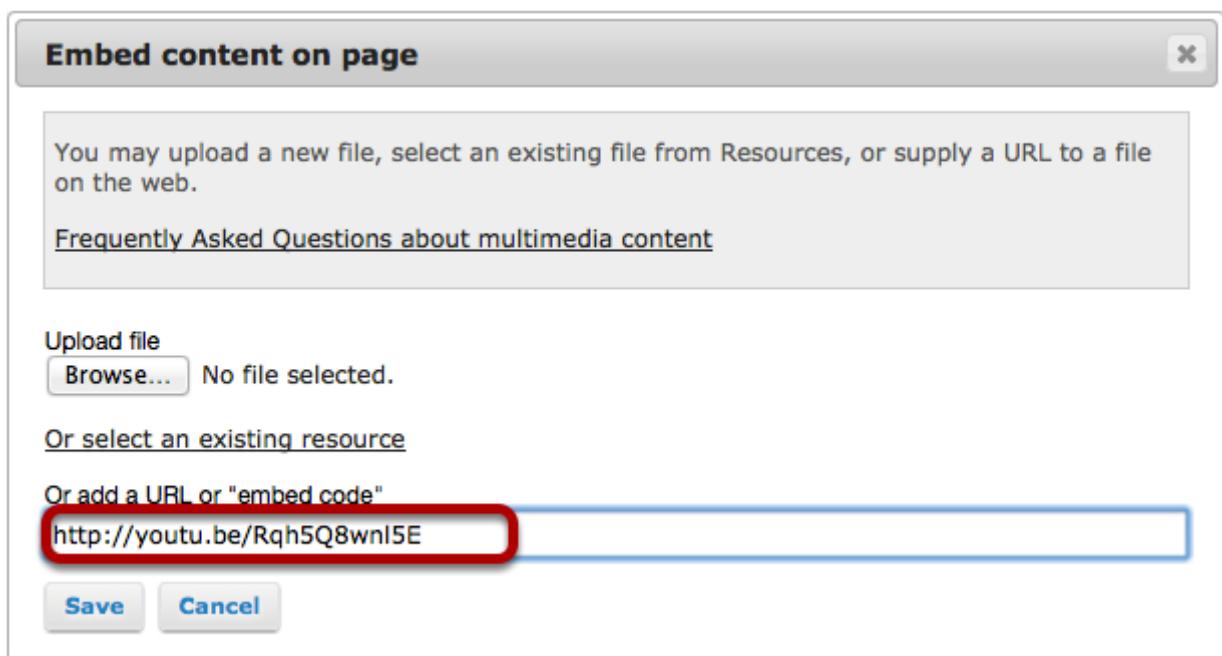
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click on Add Content, then Embed Content on a Page.



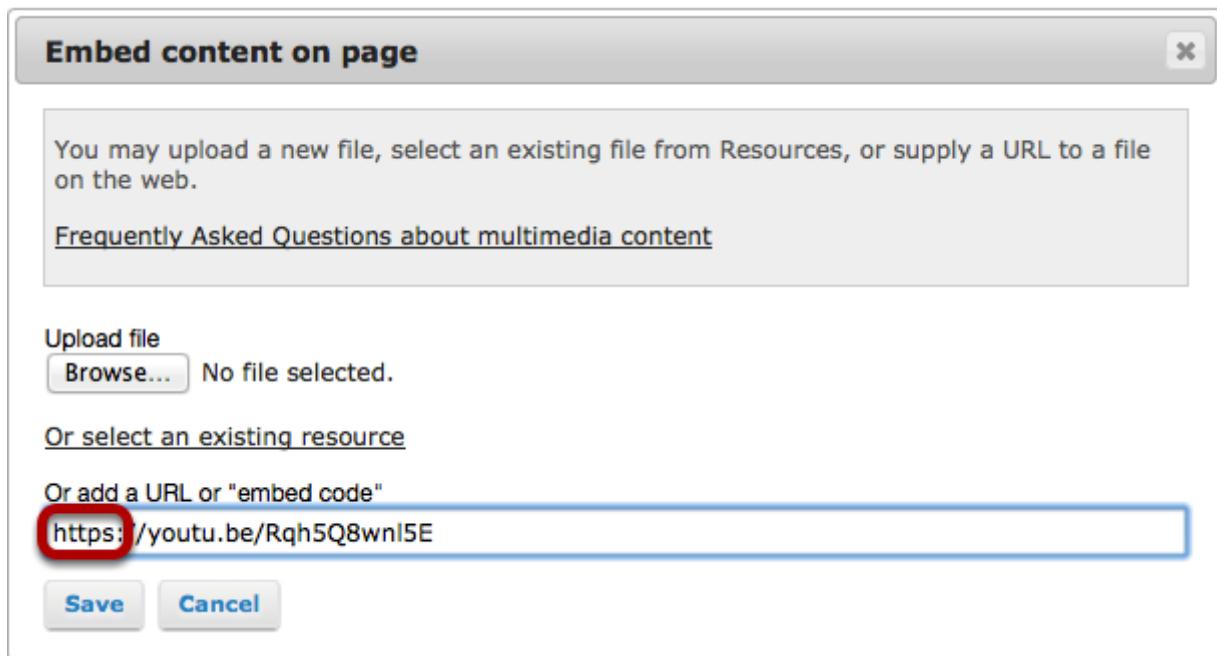
From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

Past the URL.



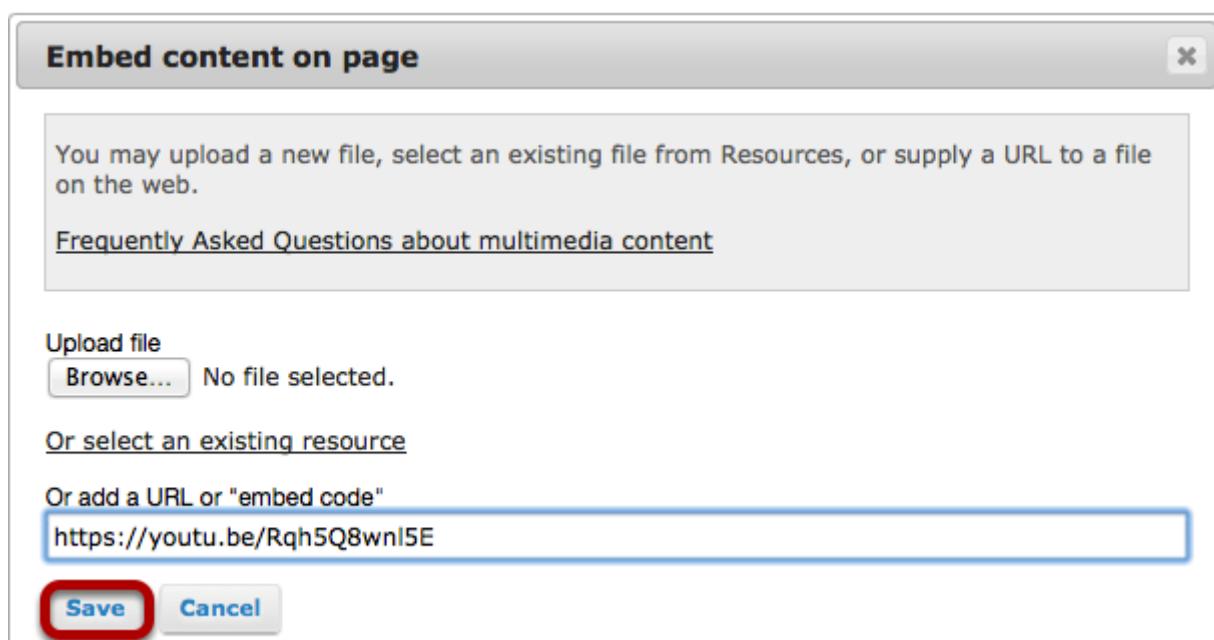
Paste the YouTube URL into the box marked **Or add a URL or "embed code"**.

Change "http" to "https". (Optional)



Tip: Before clicking Save, you might want to change "http" to "https" as some browsers (Firefox) do not display "http" links.

Click Save.



Click on Edit. (Optional)

[Edit](#) Unit #1 - Nature and Shakespeare

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



This displays the **Edit Embed Content** dialog box.

Add a description and/or adjust the video pixel size.

Edit Youtube Link

Youtube URL:	<input type="text" value="https://www.youtube"/>
Width:	<input type="text" value="492px"/>
Height:	<input type="text" value="300px"/>

Item Description

Watch this video from the American Birding Society that explores the distribution of bird species in America.]

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.

How do I embed an audio file on a Lessons page?

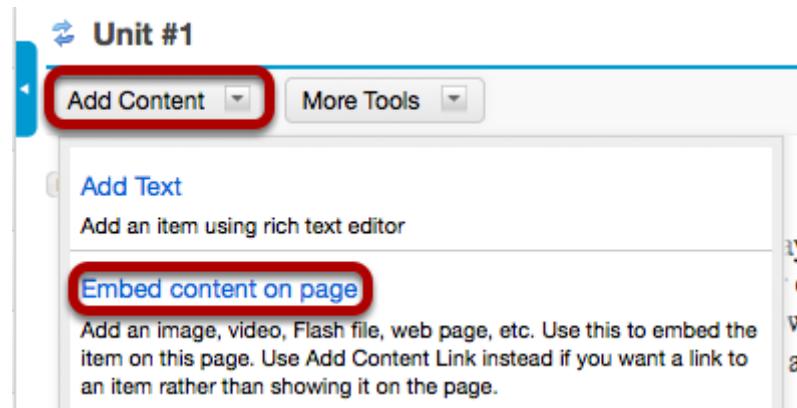
Instructors can add an embedded audio at any point in a Lessons Page.

Go to Lessons.

Click on the Lessons Page Title (e.g. **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 Embed Content on a Page.

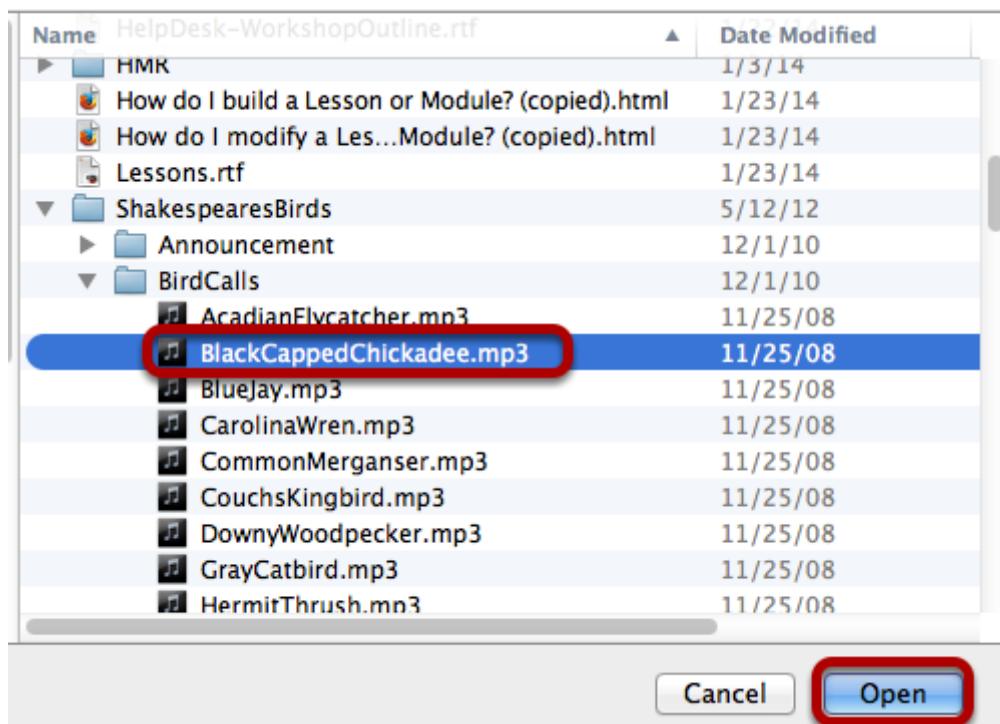


From the Add Content drop-down menu, select **Embed content on page**.

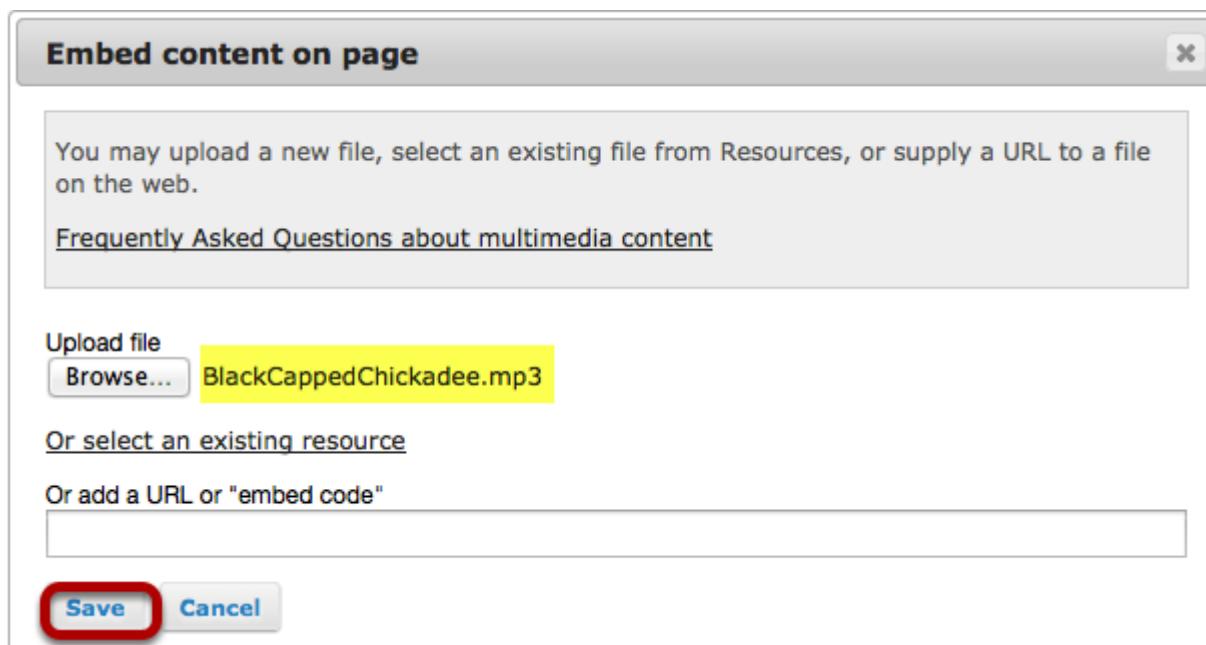
Click Browse.

A screenshot of the 'Embed content on page' dialog box. The title bar says 'Embed content on page'. Inside, there's a message: 'You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.' Below that is a link 'Frequently Asked Questions about multimedia content'. Under the message, there's a section for 'Upload file' with a 'Browse...' button, which is highlighted with a red box. It says 'No file selected.'. There are also links for 'Or select an existing resource' and 'Or add a URL or "embed code"' followed by a text input field. At the bottom are 'Save' and 'Cancel' buttons.

Locate the audio file, select it and click Open.



Click Save.



Note: The file you have selected will appear listed next to the Browse button.

View embedded audio.

The screenshot shows a Sakai page titled "Unit #1". At the top, there are buttons for "Add Content", "More Tools", "Reorder", "Help", "Permissions", and a gear icon. Below the title, a section is titled "Edit Unit #1 - Nature and Shakespeare". A text block discusses Shakespeare's poems and plays, mentioning his allusions to birds. Below the text is an audio player with a yellow overlay. The player has a play button, a download link labeled "Download file", a timestamp of "0:00", a progress bar, a timestamp of "0:03", and a volume icon.

The audio file will display embedded on the page.

Click Edit. (Optional)

This screenshot is similar to the one above, showing the "Unit #1" page. The "Edit" button for the "Unit #1 - Nature and Shakespeare" section is highlighted with a red circle. Below the text block is the same audio player interface, with the "Edit" button now circled in red.

To add a description of the audio file, click on **Edit**.

Add a description.

Edit Item

Width:	100%
Height:	300px
Path (in Resources)	/Unit _1/BlackCappedChickadee.mp3
Item Description	<p>Black Capped Chickadee bird call</p>

[Change File or URL](#)

Don't Release Item Until All Prerequisites are Completed

Update Item **Cancel** **Delete**

Add a description of the audio file, then click **Update Item**.

View updated item.

Unit #1

Add Content More Tools Reorder Help Permissions

Edit **Unit #1 - Nature and Shakespeare**

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

Edit **Download file** 0:00 0:03 ► Black Capped Chickadee bird call

This returns the display to the Lessons page with the embedded audio and its description.

Notice the file location in Resources.

Location:  ENG-7 Shakespeare's Birds Resources

Remove Move Copy Show Hide

Title	Access
 ENG-7 Shakespeare's Birds Resources	Add Actions
<input type="checkbox"/>  Unit _1	Add Actions Entire site
<input type="checkbox"/>  urls	Add Actions Entire site
<input type="checkbox"/>  BirdHabitats.mp4	Actions Entire site
<input type="checkbox"/>  birdsrule01rev.JPG	Actions Entire site
<input type="checkbox"/>  BlackCappedChickadee.mp3	Actions Entire site

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?

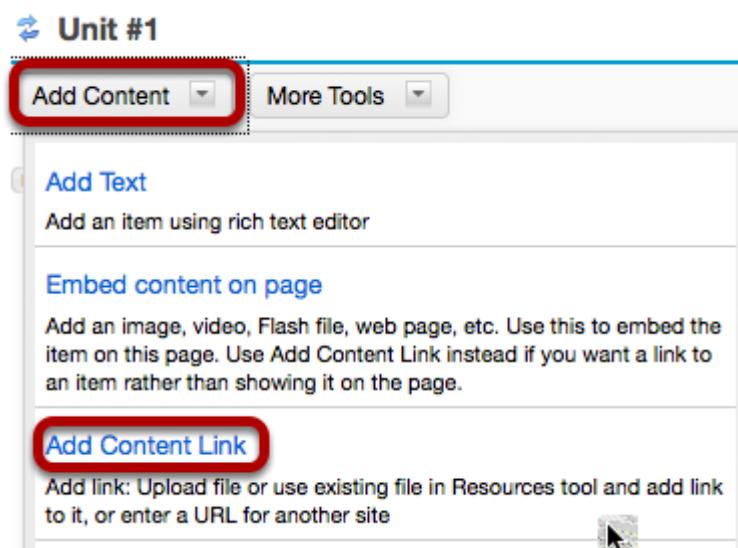
Instructors can add links to Internet websites on a Lessons page.

Go to Lessons.

Click on the Lessons Page Title (e.g. **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 Content Link.



From the **Add Content** drop-down menu, select **Add Content Link**.

Enter the web address.

Add Content Link

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

Upload file
[Browse...](#) No file selected.

Or select an existing resource

Or add a URL:

[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 Link

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

Upload file
[Browse...](#) No file selected.

Or select an existing resource

Or add a URL:

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

View link on the page.

Unit #1

Add Content More Tools Reorder Help Permissions

Edit Unit #1 - Nature and Shakespeare

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

 <http://www.aba.org/birding/>

Saving returns the display to the Lessons page with the link to the website.

Click Edit. (Optional)

Unit #1

Add Content More Tools Reorder Help Permissions

Edit Unit #1 - Nature and Shakespeare

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

  <http://www.aba.org/birding/>

Add a description, then click Update Item.

Edit Item

Item Name

Path (in Resources) /Unit _1/urls/http:_www.abo.org_birding_

Item Description
American Birding Magazine

[Change File or URL](#)

Open item in a new window
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

Update Item **Cancel** **Delete**

View updated item on the page.

Unit #1

Add Content More Tools Reorder Help Permissions

Edit **Unit #1 - Nature and Shakespeare**

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

Edit <http://www.abo.org/birding/>
American Birding Magazine

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.

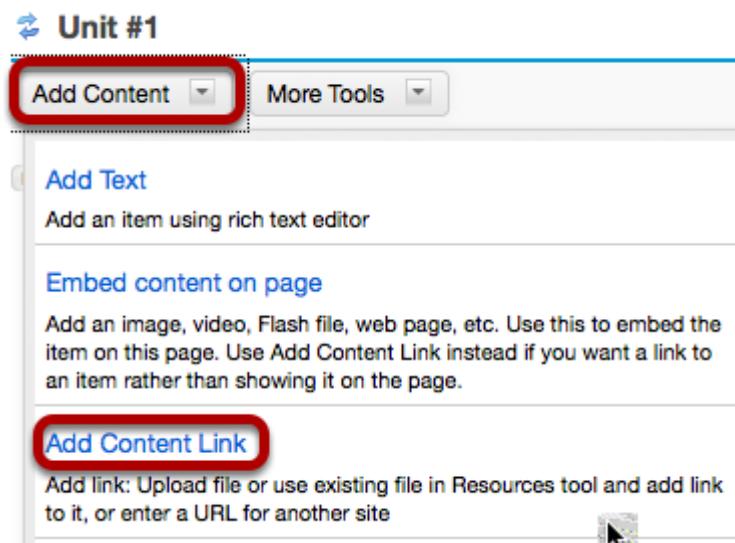
Go to Lessons.

Click on the Lessons Page Title (e.g. **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.

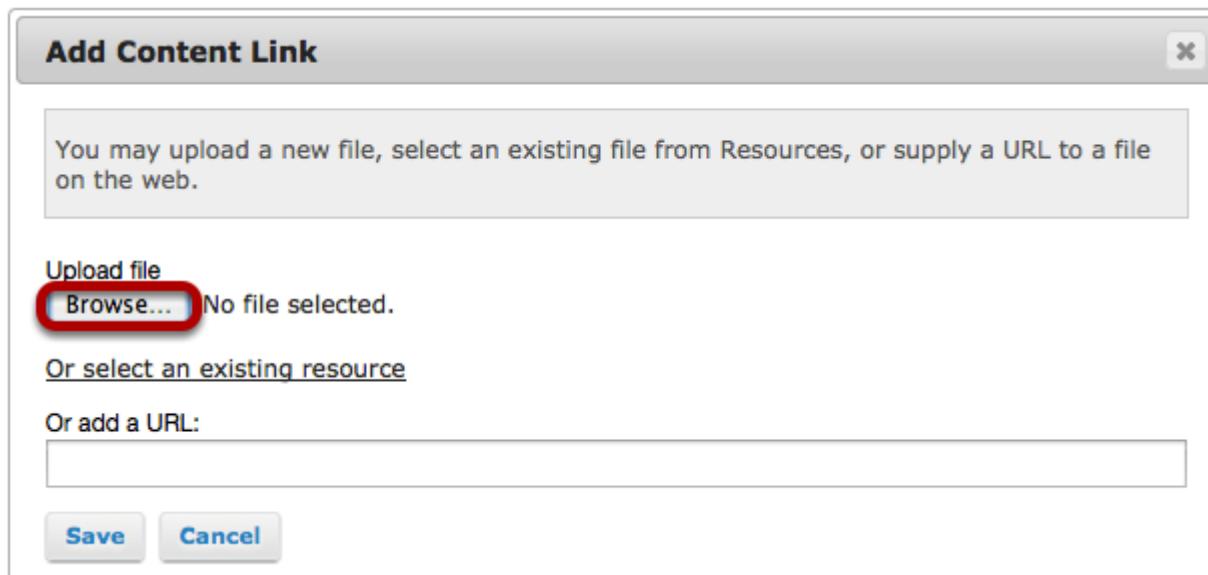
To upload a new file:

Click Add Content, then Add Content Link.

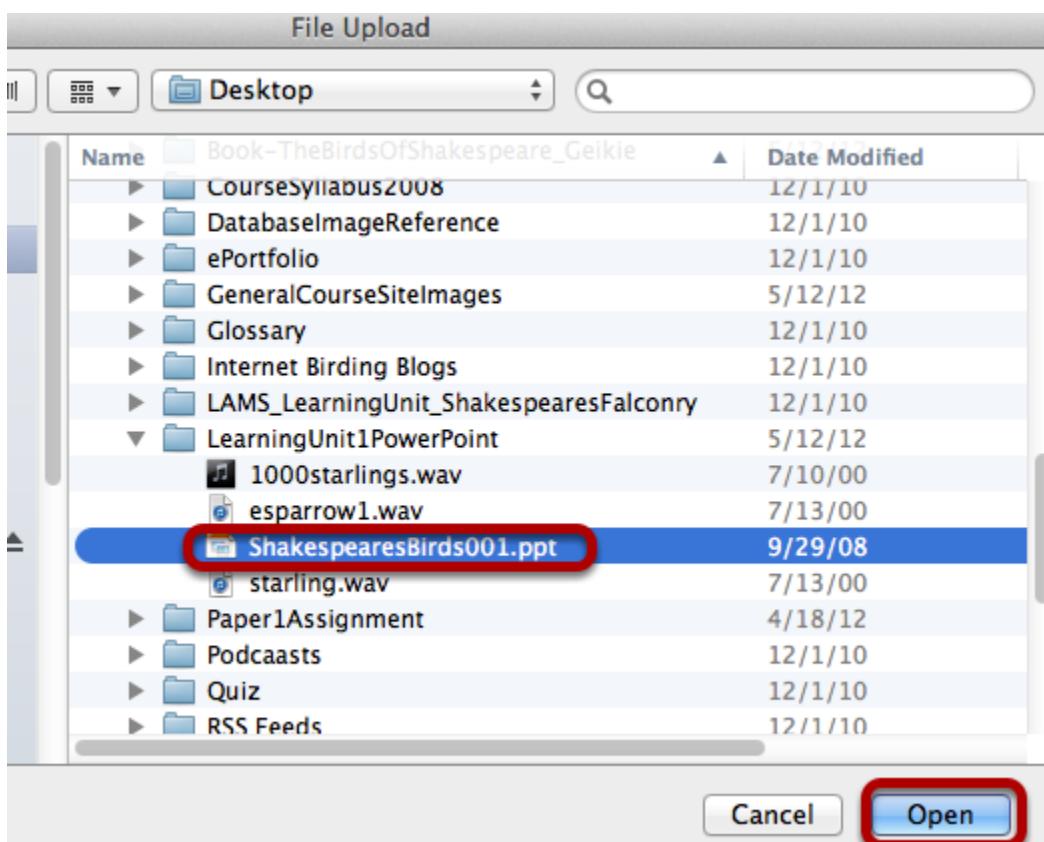


From the **Add Content** drop-down menu, select **Add Content Link**.

Click Browse.



Locate and select the file to upload, then click Open.



Click Save.

Add Content Link

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

Upload file
 ShakespearesBirds001.ppt

Or select an existing resource

Or add a URL:

Save **Cancel**

View file link on page.

Unit #1

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hear a great choir of songsters, enlivening the woods and fields with their voices. Shakespeare has drawn an assemblage of bird-portraits to which

Edit  [ShakespearesBirds001.ppt](#)

This returns the display to the Lessons Page with a link to the uploaded file.

Click Edit. (Optional)

Unit #1

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hear a great choir of songsters, enlivening the woods and fields with their voices. Shakespeare has drawn an assemblage of bird-portraits to which

Edit  [ShakespearesBirds001.ppt](#)

Add a description, then click Update Item.

Edit Item

Item Name

Path (in Resources) /Unit _1/ShakespearesBirds001.ppt

Item Description
Week 1 PowerPoint lecture slides.

[Change File or URL](#)

Open item in a new window
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

Update Item **Cancel** **Delete**

View updated item.

Unit #1

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hear a great choir of songsters, enlivening the woods and fields with song. Shakespeare has drawn an assemblage of bird-portraits to w

Edit **ShakespearesBirds001.ppt**
Week 1 PowerPoint lecture slides.

Updating returns the display to the Lessons page with a link to the uploaded file and a description.

Notice item location in Resources.

Location: ENG-7 Shakespeare's Birds Resources

Remove Move Copy Show Hide

▲ □ Title Access

	Title	Add	Actions	Access
	ENG-7 Shakespeare's Birds Resources	Add	Actions	
	Unit _1	Add	Actions	Entire site
	urls	Add	Actions	Entire site
	BirdHabitats.mp4		Actions	Entire site
	birdsrule01rev.JPG		Actions	Entire site
	BlackCappedChickadee.mp3		Actions	Entire site
	ShakespearesBirds001.ppt		Actions	Entire site

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.

Unit #1

Add Content More Tools

Add Text
Add an item using rich text editor

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

Add Content Link

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

From the Add Content drop-down menu, select Add Content Link.

Select your file.

Add Content Link

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

Upload file
[Browse...](#) No file selected.

Or select an existing resource

Or add a URL:

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

Click the **Or select an existing resource** link to choose from your Resources.

Locate the file, then click Select.

Location: ENG-7 Shakespeare's Birds Resources

Actions
ENG-7 Shakespeare's Birds Add
Readings Add
Harting_TheZoologist_October_1866.pdf Select
Unit _1 Add
Show other sites

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 Choose a File or Web Page (URL) to Add to the Page. Click "Continue" when you have selected the file.

Items to attach

Harting_TheZoologist_October_1866.pdf

Location: ENG-7 Shakespeare's Birds Resources

◆ Title ▾

ENG-7 Shakespeare's Birds

Readings

Harting_TheZoologist_October_1866.pdf

Unit _1

► 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.

Click Edit. (Optional)

Unit #1

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can have a great choir of songsters, enlivening the woods and fields with... Shakespeare has drawn an assemblage of bird-portraits to whi

Edit Harting_TheZoologist_October_1866.pdf



Add a description, then click Update Item.

Edit Item

Item Name

Path (in Resources) /Readings/Harting_TheZoologist_October_1866.pdf

Item Description

Early article describing birds mentioned in Shakespeare's poems and plays.

Change File or URL

Open item in a new window
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

Update Item **Cancel** **Delete**

View updated item.

Unit #1

Add Content More Tools

Unit #1 - Nature and Shakespeare

The attentive reader of Shakespeare's poems and plays can hardly fail to notice the remarkable freq great choir of songsters, enlivening the woods and fields with their varied music, but as individual Shakespeare has drawn an assemblage of bird-portraits to which, for extent and variety, no equal is

Edit  [Harting_TheZoologist_October_1866.pdf](#)
Early article describing birds mentioned in Shakespeare's poems and plays.

This returns the display to the Lessons Page with a link to the file and a description.

How do I add activities 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.

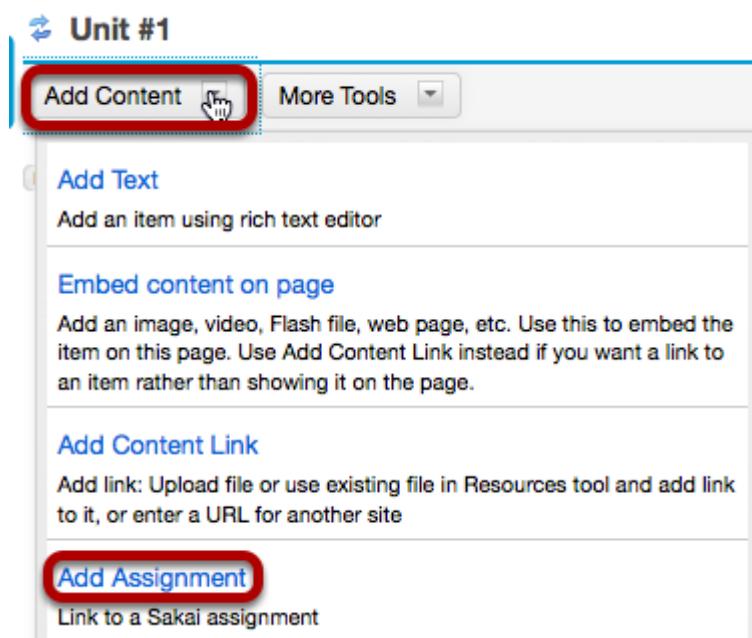
Go to Lessons.

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.

To add assignments:

Click Add Content, then Add Assignment.



From the **Add Content** drop-down menu, select **Add Assignment**.

Select the assignment from the list of existing assignments.

The screenshot shows a 'Pick an Assignment' dialog box. At the top is a blue header bar with the title 'Pick an Assignment'. Below it is a link 'Create new assignment using Assignments'. The main area is titled 'Existing assignments' and contains a table with two rows. The first row has a radio button next to 'Paper #2' and a due date 'Mar 3, 2014 5:00 PM'. The second row has a radio button next to 'Paper #1' and a due date 'Feb 7, 2014 5:00 PM'. The radio button for 'Paper #1' is selected and highlighted with a red border. At the bottom are two buttons: 'Use selected item' (which is also highlighted with a red border) and 'Cancel'.

Page	Due Date
<input type="radio"/> Paper #2	Mar 3, 2014 5:00 PM
<input checked="" type="radio"/> Paper #1	Feb 7, 2014 5:00 PM

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.

This screenshot is identical to the one above, showing the 'Pick an Assignment' dialog box. The 'Use selected item' button at the bottom is now highlighted with a red border, indicating it has been clicked.

This returns the display to the Lessons Page with a link to the assignment.

View assignment link on page.

 **Unit #1**

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hardly fail to note the great choir of songsters, enlivening the woods and fields with their varied voices. Shakespeare has drawn an assemblage of bird-portraits to which, for extent

Edit  **Paper #1**

The page will now display a link to the assignment.

Click Edit. (Optional)

 **Unit #1**

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hardly fail to note the great choir of songsters, enlivening the woods and fields with their varied voices. Shakespeare has drawn an assemblage of bird-portraits to which, for extent

Edit  **Paper #1**

Add a description for the assignment, then click Update Item.

Edit Item X

Item Name

Path (in Resources)

Item Description

Paper #1 – Relationship to Nature

As we have discussed in class, many of Shakespeare's plays and sonnets have an underlying theme of mankind's relationship to nature. Choose one of Shakespeare's plays or sonnets and develop that theme with an eye toward Shakespeare's reference to various birds. Be sure to support your statements with evidence from the text, and be

[Change Assignment](#)

[Edit Assignment](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit this assignment.

Update Item **Cancel** **Delete**

View updated item.

The screenshot shows a Sakai unit page titled "Unit #1". The main content area contains a text block about Shakespeare's poems and plays. Below it is a yellow-highlighted box containing an assignment titled "Paper #1 - Relationship to Nature". The assignment description asks students to choose one of Shakespeare's plays or sonnets and develop the theme of mankind's relationship to nature, supporting their statements with evidence from the text and documenting correctly using MLA format. Required length is 2-5 pages (500-1250 words).

Updating returns the display to the Lessons page with a link to the assignment and the description.

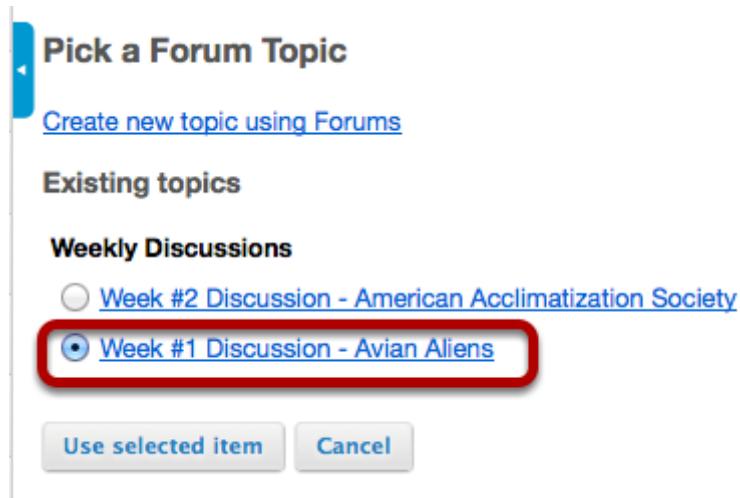
To add forum topics:

Click Add Content, then Add Forum Topic.

A screenshot of the "Add Content" drop-down menu. The menu items are: Add Text, Embed content on page, Add Content Link, Add Assignment, Add Quiz, and Add Forum Topic. The "Add Forum Topic" option is highlighted with a red box.

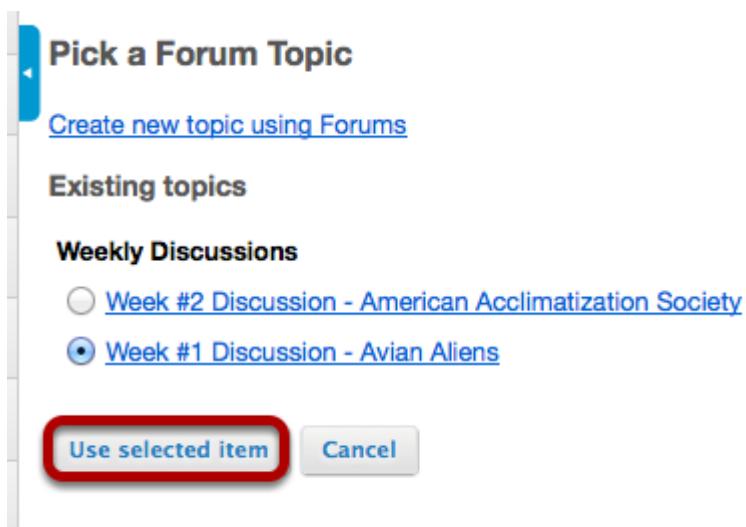
From the Add Content drop-down menu, select Add Forum Topic.

Select a topic from the list of existing topics.



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.



View topic link on the page.

The screenshot shows a Sakai course page titled "Unit #1". At the top, there are "Add Content" and "More Tools" buttons. Below the title, a section is titled "Unit #1 - Nature and Shakespeare". A yellow box highlights the "Edit" button and the link "Week #1 Discussion - Avian Aliens".

The page will now display a link to the topic.

Click Edit. (Optional)

The screenshot shows a Sakai course page titled "Unit #1". At the top, there are "Add Content" and "More Tools" buttons. Below the title, a section is titled "Unit #1 - Nature and Shakespeare". A red circle highlights the "Edit" button, and the link "Week #1 Discussion - Avian Aliens" is shown below it.

Add a description for the topic, then click Update Item.

Edit Item X

Item Name

Path (in Resources)

Item Description

In this week's class we started discussing the environmental effects of the introduction of various European bird species primarily by the American Acclimatization Society and their efforts to bring birds mentioned in Shakespeare's plays to America. Do some additional research on this topic and add it to this discussion board!

[Change Forum Topic](#)

[Edit Forum Topic](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit a posting to this topic.

Update Item Cancel Delete

View updated item.

The screenshot shows the Sakai interface for 'Unit #1'. At the top, there are buttons for 'Add Content' and 'More Tools', and links for 'Reorder', 'Help', 'Permissions', and a gear icon. Below this, a section titled 'Edit Unit #1 - Nature and Shakespeare' contains text about Shakespeare's poems and plays. A yellow-highlighted box labeled 'Edit Week #1 Discussion - Avian Aliens' contains a message about environmental effects of bird introductions. The text in the box reads:

In this week's class we started discussing the environmental effects of the introduction of various European bird species primarily by the American Acclimatization Society and their efforts to bring birds mentioned in Shakespeare's plays to America. Do some additional research on this topic and add it to this discussion board

Updating returns the display to the Lessons page with a link to the topic and a description.

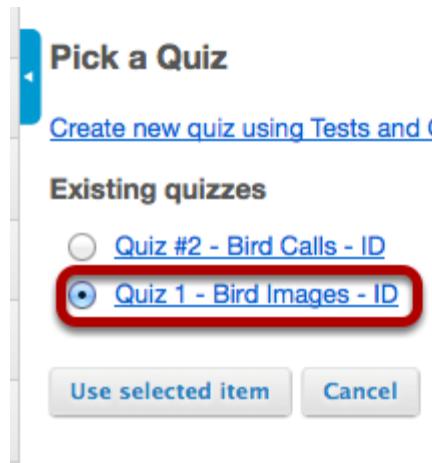
To add assessments:

Click Add Content, then Add Quiz.

The screenshot shows the 'Add Content' dropdown menu. The 'Add Quiz' option is highlighted with a red circle. Other options visible include 'Add Text', 'Embed content on page', 'Add Content Link', 'Add Assignment', and 'Add Forum Topic'.

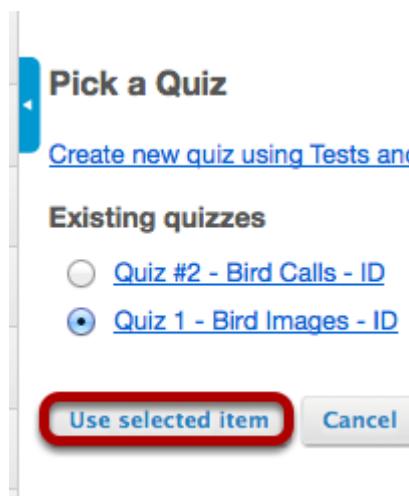
From the Add Content drop-down menu, select Add Quiz.

Select the assessment from the list of existing quizzes.



Note: Only PUBLISHED assessments will display in the existing quizzes list. You can also select the **Create new quiz using Tests and Quizzes** link to create or publish an assessment in the Test & Quizzes tool. [See How do I create an assessment?](#) or [How do I publish an assessment?](#) for more on information creating and publishing.

Click Use Selected Item.



Click Edit. (Optional)

The screenshot shows a unit titled "Unit #1 - Nature and Shakespeare". At the top, there are "Add Content" and "More Tools" buttons. Below the title, there is a descriptive text about Shakespeare's poems and bird allusions. At the bottom, there are two buttons: "Edit" (which is highlighted with a red circle) and "Quiz 1 - Bird Images - ID".

Add a description for the assessment, then click Update Item.

The screenshot shows the "Edit Item" dialog box. It has fields for "Item Name" (set to "Quiz 1 - Bird Images - ID"), "Path (in Resources)", and "Item Description" (containing the text "This quiz contains 30 images of various North American birds. Identify each of the birds.", which is highlighted with a red box). Below the description are links for "Change Quiz", "Edit Quiz", and "Edit Quiz Settings". There are also three checkboxes: "Don't Release Item Until All Prerequisites are Completed" (unchecked), "Require that the student submit this assessment." (unchecked), and "Require that the student receive [] points on this assessment." (unchecked, with a red box around the input field). At the bottom are "Update Item", "Cancel", and "Delete" buttons, with "Update Item" highlighted with a red circle.

View updated item.

 Unit #1

Add Content More Tools Reorder Help Permissions 

[Index of pages](#) 

[Edit](#) **Unit #1 - Nature and Shakespeare**

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

 [Quiz 1 - Bird Images - ID](#)
This quiz contains 30 images of various North American birds. Identify each of the birds.

Updating returns the display to the Lessons page with a link to the assessment and a description.

How do I add a question to a Lessons page?

Instructors can add either a Multiple Choice question or a Short Answer question to a Lessons Page. The questions can either be in poll form (no correct answer) or in graded form (correct answer).

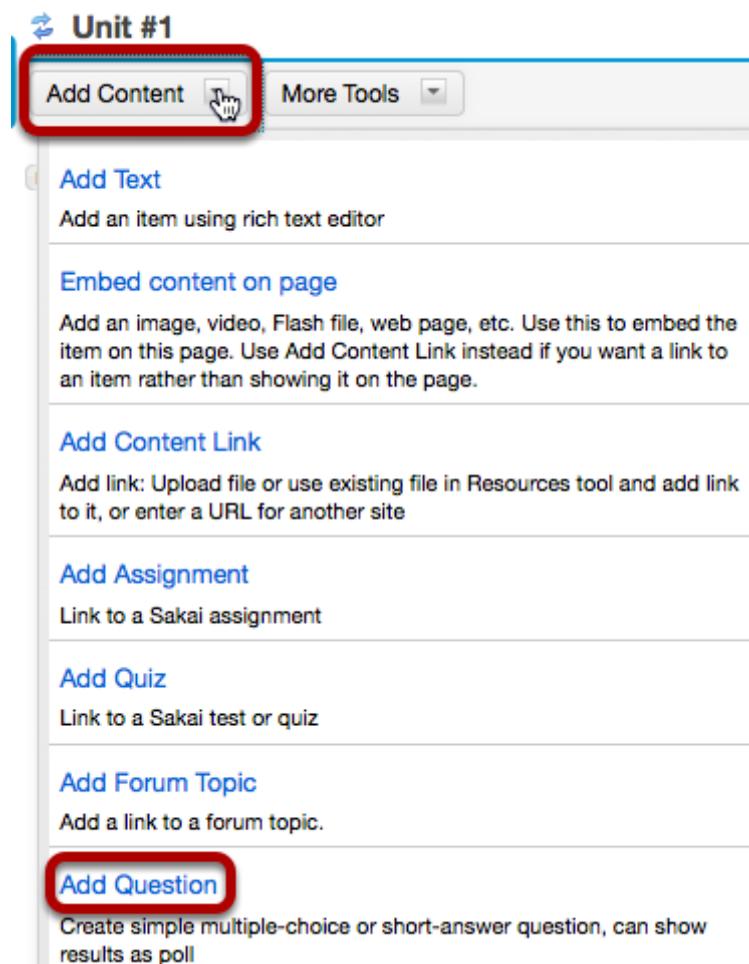
Go to Lessons.

Click on the Lessons Page Title (e.g. **Unit #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.

To add a multiple choice question:

Click Add Content, then Add Question.



From the Add Content drop-down menu, select **Add Question**.

Select Multiple Choice.

Edit Question Section

Multiple Choice Short Answer

Add the question text and any additional settings as needed.

Edit Question Section

Multiple Choice Short Answer

1 Question Text:

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

2 Possible Answers:

- Red-winged Blackbird
- European Starling X
- Brown-headed Cowbird X

4 Add New Answer

5 Show students a graph of how others responded after they answer the question
 Grade this question.

6 Title in Gradebook: Unit 1 Question

Maximum points: 5

Text shown if answer is correct:

Correct: European Starlings are now among the continent's most numerous songbirds. They are stocky black birds with short tails, triangular wings, and long, pointed bills. Though

7

Text shown if answer is incorrect:

Incorrect: - See http://www.allaboutbirds.org/guide/european_starling/id

8

- Don't Release Item Until All Prerequisites are Completed
 Require This Item

9

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 and/or incorrect student answers if desired. (Optional)
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.

The screenshot shows a Sakai unit page titled "Unit #1". The main content area displays a poll question under the heading "Edit Unit #1 - Nature and Shakespeare". The question is: "Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?". Three options are listed: "Red-winged Blackbird", "European Starling", and "Brown-headed Cowbird". A "Submit Answer" button is visible at the bottom of the poll box. Below the poll box are two buttons: "Show Grading Pane" and "Show Poll". The entire poll section is highlighted with a yellow background.

To make changes to the question, click Edit. (Optional)

This screenshot is identical to the one above, but the "Edit" button in the top-left corner of the poll box is highlighted with a red circle. The rest of the interface and content are the same as the previous screenshot.

To see student responses, click Show Grading Panel.

A screenshot of a Sakai quiz question interface. At the top left is an 'Edit' button. Next to it is a star icon and the text: "Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?". Below this is a list of three options: "Red-winged Blackbird", "European Starling", and "Brown-headed Cowbird". To the right of the options is a "Submit Answer" button. At the bottom of the question area are two buttons: "Show Grading Pane" (which has a red box around it) and "Show Poll".

To add a short answer question:

Click Add Content, then Add Question.

A screenshot of the 'Add Content' drop-down menu. The menu items are: Add Content (highlighted with a red box), More Tools, Add Text, Embed content on page, Add Content Link, Add Assignment, Add Quiz, Add Forum Topic, and Add Question (highlighted with a red box). Each item has a brief description below it.

From the Add Content drop-down menu, select Add Question.

Select Short Answer.

A screenshot of the 'Edit Question Section' dialog. It shows two radio button options: "Multiple Choice" and "Short Answer" (which is selected and highlighted with a red box).

Add the question text and any additional settings as needed.

Edit Question Section X

Multiple Choice Short Answer

Question Text:
1 What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Possible Answers:
2 Lark
3 lark X
4 Add New Answer

Grade this question.

4 Title in Gradebook: Unit 1A Question
Maximum points: 5

Text shown if answer is correct:
5 Correct - It was the lark, the herald of the morn,
No nightingale. Look, love, what envious streaks
Do lace the severing clouds in yonder east.

Text shown if answer is incorrect:
5 Incorrect - It was the lark, the herald of the morn,
No nightingale. Look, love, what envious streaks
Do lace the severing clouds in yonder east.

6 Don't Release Item Until All Prerequisites are Completed
 Require This Item

7 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 and/or incorrect student answers if desired. (Optional)
6. 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)
7. Click **Save** to save your question and return to the Lessons page.

View question on the page.

Unit #1

Add Content More Tools Reorder Help Permissions

Edit Unit #1 - Nature and Shakespeare

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

Edit *

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer: Submit Answer

Show Grading Pane

To make changes to the question, click Edit. (Optional)

Unit #1

Add Content More Tools Reorder Help Permissions

Edit Unit #1 - Nature and Shakespeare

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

Edit *

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer: Submit Answer

Show Grading Pane

To see student responses, click Show Grading Panel.

 **Unit #1**

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hardly fail to notice the remarkable as a great choir of songsters, enlivening the woods and fields with their varied music, but as inc characters. Shakespeare has drawn an assemblage of bird-portraits to which, for extent and var English poet.

Edit ***** What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer: Submit Answer

Show Grading Pane

[Go Back](#)

Responses to "What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?"

Student Name	Response	Grade
John Doe	Lark	Points: 5.0 / 5

[Update points](#)

This will display the student grades and responses.

How do I allow comments to be posted on a Lessons page?

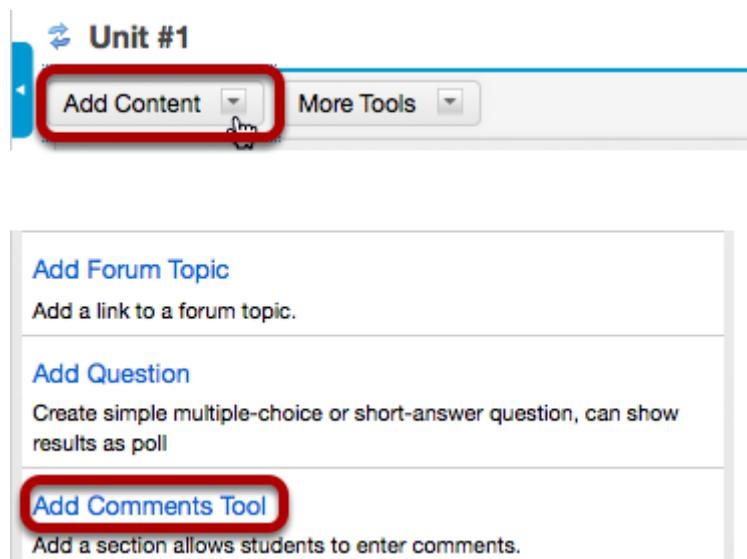
Instructors can allow students to add comments to a Lessons page. The comments can either be anonymous or have the student's name attached. The comments can be graded and either required or optional.

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 Comment Tool.



From the **Add Content** drop-down menu, select **Add Comments Tool**.

Click Edit. (Optional)

The attentive reader of Shakespeare's poems and plays can hardly fail to...
as a great choir of songsters, enlivening the woods and fields with their v
characters. Shakespeare has drawn an assemblage of bird-portraits to wh
English poet.

Edit Add Comment

Click Edit to view or modify the comment properties.

Edit the comments tool properties as needed.

1 Keep Comments Anonymous

2 Create gradebook entries for these
Maximum points: 5

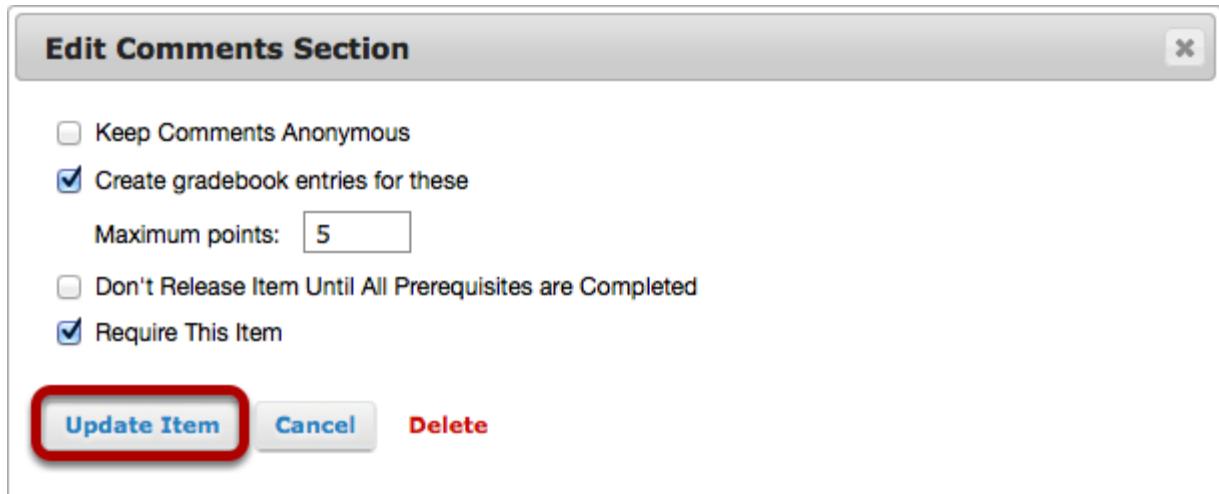
3 Don't Release Item Until All Prerequisites are Completed
 Require This Item

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 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.

Click Update Item.



This will return the display to the Lessons Page with the Add Comments button.

Example of student comments from an instructor's view.

The screenshot shows the Sakai Lessons page for 'Unit #1 - Nature and Shakespeare'. At the top, there are navigation links for 'Add Content', 'More Tools', 'Reorder', 'Help', 'Permissions', and 'Index of pages'. Below the title, there is a note about the frequency of bird allusions in Shakespeare's work. Two student comments are displayed:

- Jane Doe** 3:30 PM (5 Minutes Ago) X Pencil Reply
I have read the materials and am still confused by some of the taxonomy language. Is there some guide I can access for this?
- John Doe** 3:33 PM (2 Minutes Ago) X Pencil Reply
I was also confused with the taxonomy language. I found this site that helped: http://www.allaboutbirds.org/guide/browse_tax.aspx

A 'Show Grading Pane for Comments' link is located above the comments. A 'Edit' link is at the top left of the comments area. A 'Add Comment' button is at the bottom left.

Note: Students have 30 minutes to edit or delete their comments. Instructors can edit or delete a student comment at any time.

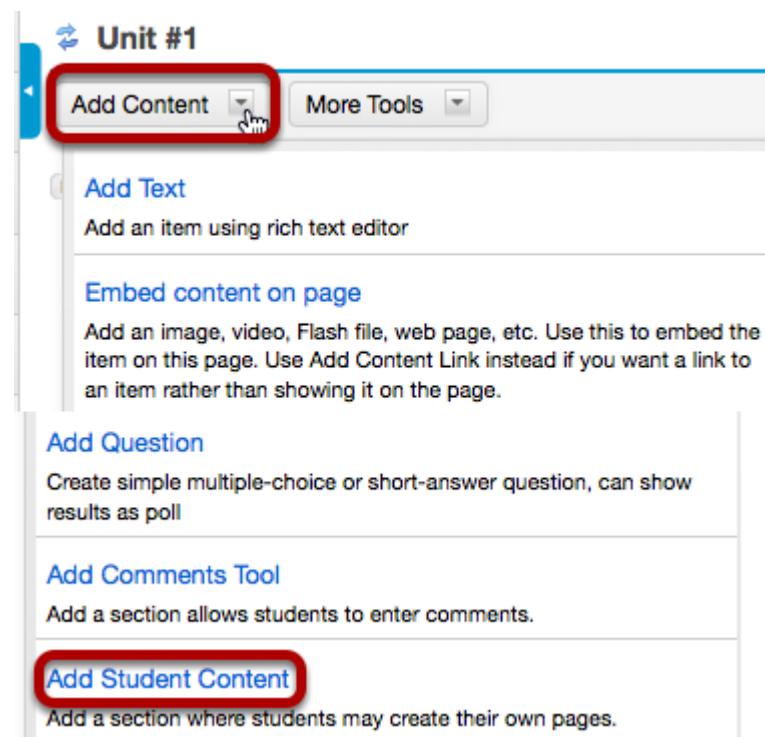
How do I allow students to add content to Lessons?

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 Student Content.



From the **Add Content** drop-down menu, select **Add Student Content**.

Click Edit. (Optional)

The screenshot shows a Sakai unit editor interface. At the top, there's a header bar with a blue tab labeled "Unit #1" and two buttons: "Add Content" and "More Tools". Below the header, the title "Unit #1 - Nature and Shakespeare" is displayed in bold black text. A large text area follows, containing a paragraph about Shakespeare's poems and plays. At the bottom left of this area, there's an "Edit" button with a red rectangular border and a dashed outline. To the right of the "Edit" button are two links: "Student Pages" and "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
 Create gradebook entries for these
Maximum points:

2 Add a comments section to each page
 Make these comments anonymous
 Grade these comments
Maximum points:

3 Add a peer review rubric to each page
Please select a rubric
 Sample Peer Evaluation
[Create a new rubric](#)
* Open Date

* Due Date

 Allow self grade
 Student pages will be associated with groups rather than individuals.
 Don't Release Item Until All Prerequisites are Completed

4 Require This Item

5

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 pages are to be graded.
3. Check **Add Comments** if you will allow other students to comment on the student pages.
4. Check **Grade These Comments** if you want to grade student comments on other student pages.
5. Check **Peer Review Rubic** if you want to allow students to grade other student pages based on the Sample Peer Evaluation rubric (selected by default), or by a rubric of your own creation.
 - Set the Open/Due dates for peer review
 - Allow Self Grade for peer reviews
6. 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.
7. 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.

02/03/2014 | | 03:49 PM

Allow self grade
 Student pages will be associated with groups rather than individuals.
 Don't Release Item Until All Prerequisites are Completed
 Require This Item

Update Item **Cancel** **Delete**

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.

Unit #1

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hardly :
as a great choir of songsters, enlivening the woods and fields with
characters. Shakespeare has drawn an assemblage of bird-portraits
English poet.

Edit **Student Pages**

(Jane Doe)

* [Add Your Own Page](#)

[Peer Evaluation Statistics](#)

Example of a Student Page.

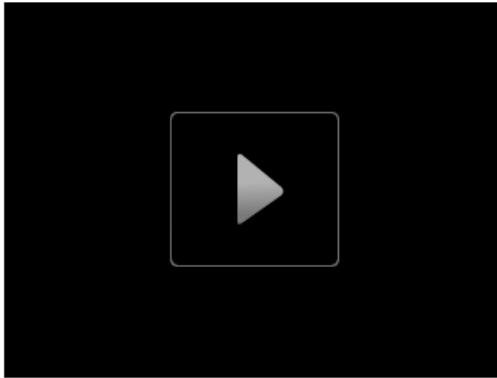
Unit #1 > Jane Doe Index of pages

Add Content Remove Page

Welcome to my Shakespeare's Birds Page

Edit 

Edit [A Shakespeare Among Birds.doc](#)
An interesting article about Shakespeare's Birds.

Edit [Download file](#) 

Columbia Magazine YouTube video on "5 Tips for Birdwatching"

John Doe 4:35 PM (4 Minutes Ago) X Pencil Reply

I liked the video on tips for bird watching. It contains some good ideas I had not considered. Very helpful. Thanks!

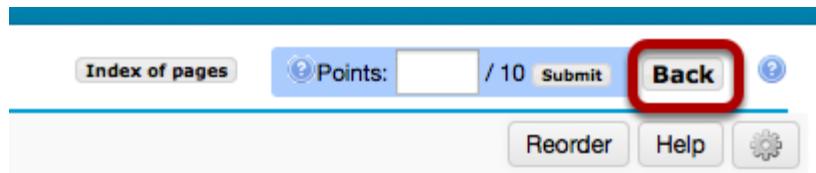
Add Comment

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 top right corner of the student's page.

Click Peer Evaluation Statistics.

A screenshot of the Sakai teacher interface. On the left, there is a sidebar with a blue header 'Unit #1'. Below the header are two buttons: 'Add Content' and 'More Tools'. The main content area has a title 'Unit #1 - Nature and Shakespeare' with an 'Edit' button. Below the title is a text block: 'The attentive reader of Shakespeare's poems and plays can imagine a great choir of songsters, enlivening the woods and trees and characters. Shakespeare has drawn an assemblage of birds and animals that make up an English poet.' Underneath this text is another 'Edit' button followed by the text 'Student Pages' and '(Jane Doe)'. Below that is a link '★ Add Your Own Page'. At the bottom of the content area is a button labeled 'Peer Evaluation Statistics' which is highlighted with a red circle.

Click the **Peer Evaluation Statistics** button to see the evaluations made by other students (or self-evaluations).

View peer/self evaluations.

[Back](#)[Collapse All](#)

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.

Jane Doe						Peers Evaluated: 0
	4	3	2	1	0	
Quality of work		1				
Supporting information	1					
Organization		1				
Punctuation, spelling, grammar	1					

Site members who have not yet created a student page.

- John Doe

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 own self 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. **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 Reorder.



Drag and drop the items into the desired order.

The screenshot shows the 'Reorder Page Items' interface. A list of items is displayed in a table:

1	Unit #1 - Nature and Shakespeare The attentive reader of Shakespeare's poems and plays	X
2	Student Content Section	X
3	Unit #1 Readings	X
4	Folk-lore of Shakespeare.pdf	X
7	Thanks to Shakespeare.pdf	X
5	Shakespeare's North American Tragedy.pdf	X
6	Shakespeare's Ornithology.pdf	X
8	Review and memorize these bird calls.	X

A red arrow points from the text 'Drag and drop the items into the desired order.' to the item 'Thanks to Shakespeare.pdf'. This item is also highlighted with a red box. To the right of the table, there is a note: 'Drop items here to delete, or click the X. You may drag deleted items from here back onto the page.'

Click Save.

14	Quiz 1 - Bird Images - ID	X
	This quiz consists of the 12 new bird species we covered in class.	
15	Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?	X
16	http://www.birds.cornell.edu/Page.aspx?pid=1478	X
	The Cornell Lab of Ornithology	
17	Paper #1	X
	Paper #1 - Short paper on the relationship of Shakespeare to Nature	

[Add items from another page](#)

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

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 either the Edit option or the Reorder option.

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.

To delete an item using the Edit option:

Click Edit.

The screenshot shows a list of items on a Lessons page. The first item, 'Week #1 Discussion - Avian Aliens', has its 'Edit' button highlighted with a red box. The second item, 'Quiz 1 - Bird Images - ID', also has an 'Edit' button. The third item is a quiz question: 'Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?'. It includes three radio buttons for 'Red-winged Blackbird', 'European Starling', and 'Brown-headed Cowbird', and a 'Submit Answer' button. Below this section are two more items: a link to the Cornell Lab of Ornithology and a paper titled 'Paper #1'.

Week #1 Discussion - Avian Aliens
This weeks discussion item is Avain Aliens - the bird species introduced into North America by various groups including Shakespeare enthusiasts.

Quiz 1 - Bird Images - ID
This quiz consists of the 12 new bird species we covered in class.

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 Grading Pane | Show Poll

Edit <http://www.birds.cornell.edu/Page.aspx?pid=1478>
The Cornell Lab of Ornithology

Edit **Paper #1**
Paper #1 - Short paper on the relationship of Shakespeare to Nature

Click Delete.

Edit Item

Item Name

Path (in Resources)

Item Description

This weeks discussion item is Avain Aliens - the bird species introduced into North America by various groups including Shakespeare enthusiasts.

[Change Forum Topic](#)

[Edit Forum Topic](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit a posting to this topic.

[Update Item](#) [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.

13 [Week #1 Discussion - Avian Aliens](#)

This weeks discussion item is Avain Aliens - the bird species introduced into North America by various groups including Sh...



14 [Quiz 1 - Bird Images - ID](#)

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



15 Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth



16 <http://www.birds.cornell.edu/Page.aspx?pid=1478>

The Cornell Lab of Ornithology



This removes the item from the Lessons page list of items.

Click Save.

15 Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth



16 <http://www.birds.cornell.edu/Page.aspx?pid=1478>

The Cornell Lab of Ornithology



17 [Paper #1](#)

Paper #1 - Short paper on the relationship of Shakespeare to Nature



[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. **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 Edit.

 **Unit #1**

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hardly fail to notice the rem
choir of songsters, enlivening the woods and fields with their varied music, but as indiv
Shakespeare has drawn an assemblage of bird-portraits to which, for extent and variety

Edit Unit #1 Readings

*  [Folk-lore of Shakespeare.pdf](#)

*  [Shakespeare's North American Tragedy.pdf](#)

Edit *  [Quiz 1 - Bird Images - ID](#) [Has prerequisites]
This quiz consists of the 12 new bird species we covered in class.

Edit * What is the Massachusetts state bird?
 Black-Capped Chickadee
 Hooded Siskin
 Eastern Screech Owl
[Submit Answer](#)

[Show Grading Pane](#) [Show Poll](#)

Edit *  [Week #1 Discussion - Avian Aliens](#) [Has prerequisites]

Click the **Edit** button to the left of 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

Path (in Resources)

Item Description

[Change Forum Topic](#)

[Edit Forum Topic](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit a posting to this topic.

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

Path (in Resources)

Item Description

[Change Forum Topic](#)

[Edit Forum Topic](#)

Don't Release Item Until All Prerequisites are Completed

Require that the student submit a posting to this topic.

Select groups for which this item should be shown [if none selected, show to all]

Blue Group

Red Group

Update Item [Cancel](#) [Delete](#)

View item on the page.

[Edit](#) ★  Week #1 Discussion - Avian Aliens [Has prerequisites; Blue Group]

Items which are restricted based on specified criteria indicate the criteria in red next to the item, e.g. **[Has prerequisites; Blue Group]**

Note: All items that can be added to a Lessons page (except "Add Question") 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.

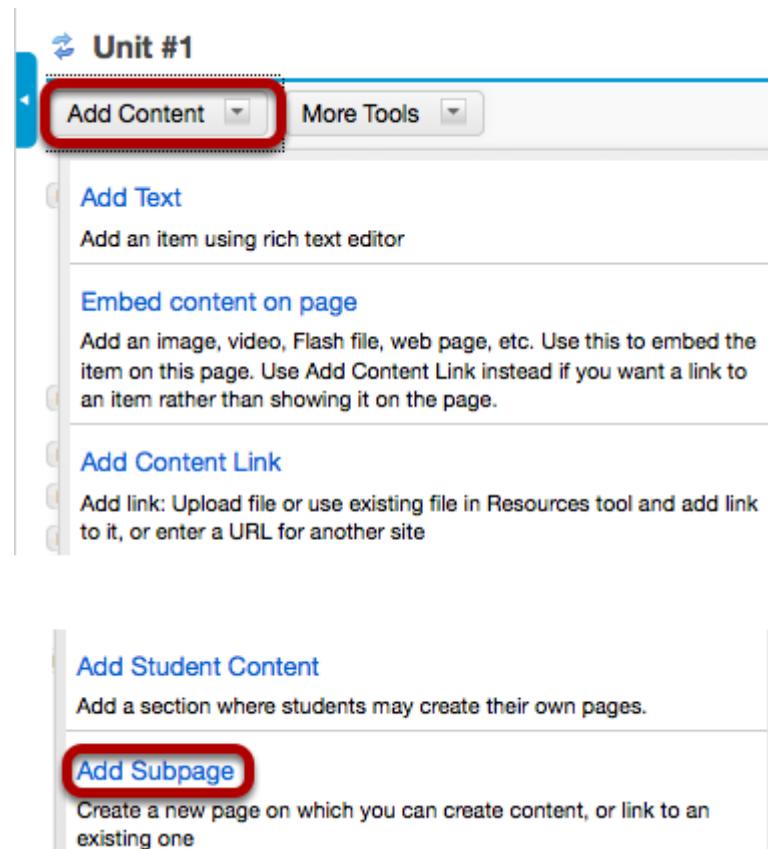
Note: Subpages are added to whatever page the Add Content / Add Subpage function is accessed from. To add multiple subpages to a top-level page, make sure you access the Add Content / Add Subpage function from the original top-level Lessons page and not from a subpage.

Go to Lessons.

Click on the Lessons Page Title (e.g. **Unit #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 Subpage.



The screenshot shows the 'Unit #1' tool menu. At the top, there are two buttons: 'Add Content' with a dropdown arrow and 'More Tools' with a dropdown arrow. The 'Add Content' button is highlighted with a red box. Below these buttons is a horizontal line. Underneath the line, there are three main options: 'Add Text', 'Embed content on page', and 'Add Content Link'. Each option has a brief description below it. Further down, there is a section titled 'Add Student Content' with a description, followed by another section titled 'Add Subpage' which is also highlighted with a red box. This second section has its own description below it.

From the **Add Content** drop-down menu, select **Add Subpage**.

Enter the subpage information.

Add Subpage

* Page title

Choose Existing Page (Does not create a new copy of the page)

Next page, i.e. page replaces the current one rather than returning to the current one

Show as button rather than link

Create **Cancel**

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.

Unit 1A

Add Content ▾

Getting Started with Lessons

Put your content on this page by using the "Add Content" pulldown menu. The most common options are

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

Add Content Link and **Embed Content on Page** can both be used to upload a file or link to an external web page. The difference is that Add Content Link will result in a link to the item, while Embed Content on Page will put the item itself on the page. In the case of video, Embed Content will use an appropriate video player.

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc. You can also use **Edit** to release activities and information sequentially.

The new subpage contains the default Lessons page information.

Example Subpage Unit 1A with added text.

The screenshot shows a Sakai subpage interface. At the top left is the title "Unit 1A". To the right are buttons for "Index of pages", "Back", and a gear icon. Below the title is a toolbar with "Add Content" (with a dropdown arrow), "Reorder", "Help", "Permissions", and another gear icon. A small "Edit" button is visible on the left. The main content area has a heading "Unit 1A - Shakespeare's Falconry". Below the heading is a paragraph of text about Shakespeare's knowledge of falconry. At the bottom left of the content area is a yellow "Back" button.

Shakespeare's acquaintance with the family of hawks was manifestly of the most intimate kind. These birds were common natives of the country, and in great request for the sport of falconry. His writings prove him to have had a detailed knowledge of the terminology of this sport, and he was probably himself a keen falconer in his early years, if not throughout his life. His plays are full of the technical language of hawking, which he employs by way of similitude in matters of a wholly different nature. As an example of this habit no better illustration can be given than Petruchio's description of the method he meant to employ to tame his ill-tempered wife. In the approved lingo of the practical falconer he remarks to himself:

Back

*Note: Clicking on the **Back** button takes the user back to the top-level page.*

Example Unit 1 top-level Lessons page with button link to Unit 1A subpage

Unit #1

Add Content More Tools

Unit #1 - Nature and Shakespeare

The attentive reader of Shakespeare's poems and plays can hardly fail to notice the choir of songsters, enlivening the woods and fields with their varied music, but as is Shakespeare has drawn an assemblage of bird-portraits to which, for extent and var

Unit #1 Readings

Edit [Folk-lore of Shakespeare.pdf](#)
Edit [Shakespeare's North American Tragedy.pdf](#)
Edit [Shakespeare's Ornithology.pdf](#)
Edit [Thanks to Shakespeare.pdf](#)

Edit Add Comment

Edit [Quiz 1 - Bird Images - ID \[Has prerequisites\]](#)
This quiz consists of the 12 new bird species we covered in class.

Edit **Which bird species was first introduced to North America by Shakespeare**
 Red-winged Blackbird
 European Starling
 Brown-headed Cowbird
Submit Answer

Show Grading Pane Show Poll

Edit [Paper #1](#)
Paper #1 - Short paper on the relationship of Shakespeare to Nature

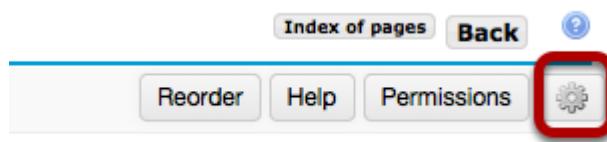
Edit [Week #1 Discussion - Avian Aliens \[Has prerequisites\]](#)

Edit **Unit 1A**

Note: Unit 1A button displays the subpage.

To edit the title and properties of a subpage: (Optional)

Click on the Settings icon.



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.

Edit Title

- 1 * Page title
- 2 Hide this page from users (page will not appear in left margin)
- 3 Hide page until following date (page will appear but user will get an error)
3/1/14 3:39 PM
- 4 Create gradebook entry 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.)

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?

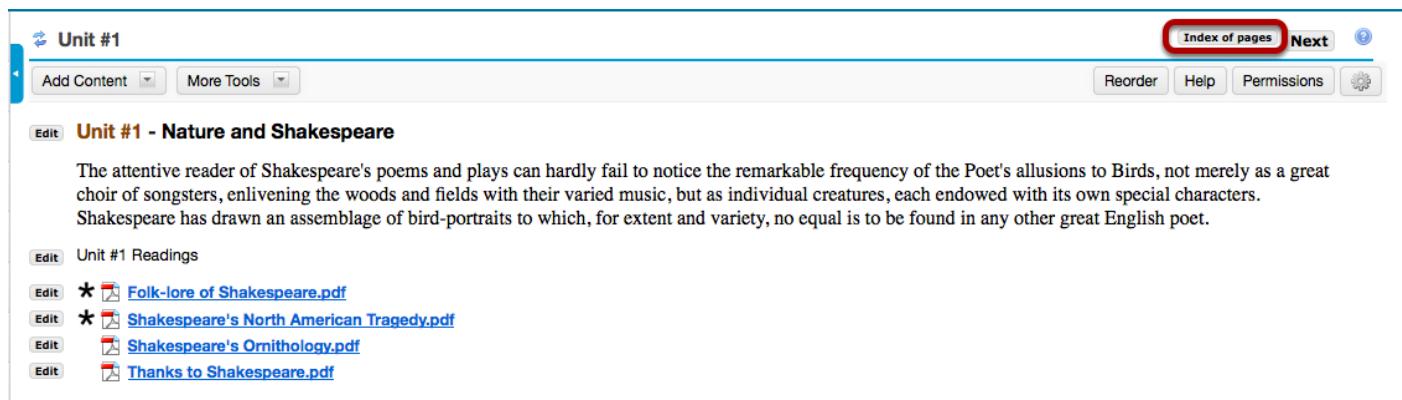
The hierarchy of all Lessons pages in a site is displayed under the Index of Pages button in the top right corner of the Lessons tool.

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.



The screenshot shows the Sakai Lessons tool interface. At the top, there's a header with 'Unit #1'. Below it are buttons for 'Add Content' and 'More Tools'. On the right side of the header are buttons for 'Reorder', 'Help', 'Permissions', and a gear icon. The main content area is titled 'Unit #1 - Nature and Shakespeare'. It contains a text block about Shakespeare's poems and plays, mentioning his frequent allusions to birds. Below the text is a list of five PDF files with edit icons: 'Folk-lore of Shakespeare.pdf', 'Shakespeare's North American Tragedy.pdf', 'Shakespeare's Ornithology.pdf', and 'Thanks to Shakespeare.pdf'. The 'Edit' button for the first item is also highlighted with a red box.

Click Show Items to view all items on each page.



The screenshot shows the 'Pages in Current Site' section of the Lessons tool. At the top left is a 'Return to Lesson' button. Below it is a message box containing a blue info icon and the text: 'Only pages that are not currently included anywhere on the site are available for permanent deletion.' Underneath is a heading 'Pages in Current Site'. There are three dropdown menus: one for 'Unit #1' which is set to 'Unit 1A', and two others for 'Unit 1A' which are also set to 'Unit 1A'. The 'Show items' button is highlighted with a red box.

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](#)

[Unit #1](#) ▾

- 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.
- * Folk-lore of Shakespeare.pdf
- * Shakespeare's North American Tragedy.pdf
 - Shakespeare's Ornithology.pdf
 - Thanks to Shakespeare.pdf
- * Comments Section
- * Quiz 1 - Bird Images - ID
- * Simple Question
- * Paper #1
- * Week #1 Discussion - Avian Aliens
- Unit 1A

[Unit 1A](#) ▾

This is a rich text item. To see it, click the parent page.

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. **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 Edit.

The screenshot shows a Sakai interface for 'Unit #1'. At the top, there are 'Add Content' and 'More Tools' buttons. Below that, the title 'Unit #1 - Nature and Shakespeare' is displayed with an 'Edit' button. Underneath the title, a list of four items is shown, each with an 'Edit' button:

- Edit** Folk-lore of Shakespeare.pdf
- Edit** Shakespeare's North American Tragedy.pdf
- Edit** Shakespeare's Ornithology.pdf
- Edit** Thanks to Shakespeare.pdf

Check **Require This Item**, then click **Update Item**.

The screenshot shows the 'Edit Item' dialog box. It contains the following fields:

- Item Name:** Folk-lore of Shakespeare.pdf
- Path (in Resources):** /Readings/Folk-lore of Shakespeare.pdf
- Item Description:** (Empty text area)
- Change File or URL:** (Link)
- Options:**
 - Open item in a new window
 - Don't Release Item Until All Prerequisites are Completed
 - Require This Item** (This checkbox is circled in red)
- Action Buttons:** **Update Item** (highlighted with a red border), **Cancel**, **Delete**

Notice the asterisk.

 **Unit #1**

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hardly fail to notice the presence of songsters, enlivening the woods and fields with their varied merriment. He has drawn an assemblage of bird-portraits to which, for extent and variety,

Edit Unit #1 Readings

Edit  [Folk-lore of Shakespeare.pdf](#)

Edit  [Shakespeare's North American Tragedy.pdf](#)

Edit  [Shakespeare's Ornithology.pdf](#)

Edit  [Thanks to Shakespeare.pdf](#)

Notice that Required items are indicated with an asterisk to the left of the item.

To conditionally release based on prerequisites:

Click Edit.

Unit #1

Add Content More Tools

Edit Unit #1 - Nature and Shakespeare

The attentive reader of Shakespeare's poems and plays can hardly fail to notice songsters, enlivening the woods and fields with their varied music, but a student drawn an assemblage of bird-portraits to which, for extent and variety, no one has ever equaled him.

Edit Unit #1 Readings

Edit  [Folk-lore of Shakespeare.pdf](#)

Edit  [Shakespeare's North American Tragedy.pdf](#)

Edit  [Shakespeare's Ornithology.pdf](#)

Edit  [Thanks to Shakespeare.pdf](#)

Edit Review and memorize these bird calls.

Edit [Download file](#) 

Edit [Download file](#) 

Edit [Download file](#) 

Specify completion of prerequisites.

Edit Item ×

Width:	100%
Height:	300px
Path (in Resources)	/Unit _1/BlackCappedChickadee.mp3
Item Description	

Change File or URL

Don't Release Item Until All Prerequisites are Completed

Update Item Cancel Delete

Show details

Check **Don't Release Item Until All Prerequisites are Completed** option, then click **Update Item**.

Notice prerequisite text.

A screenshot of a Sakai interface showing a navigation bar with "Unit #1" and "Add Content" and "More Tools" buttons. Below the bar is a section titled "Unit #1 - Nature and Shakespeare".

Edit Unit #1 - Nature and Shakespeare

The attentive reader of Shakespeare's poems and play of songsters, enlivening the woods and fields with the drawn an assemblage of bird-portraits to which, for e

Edit Unit #1 Readings

Edit [Folk-lore of Shakespeare.pdf](#)

Edit [Shakespeare's North American Tragedy.pdf](#)

Edit [Shakespeare's Ornithology.pdf](#)

Edit [Thanks to Shakespeare.pdf](#)

Edit Review and memorize these bird calls.

Edit *[Has prerequisites]*

[Download file](#)

0:00 0:03

Edit [Download file](#)

0:00 0:09

Edit [Download file](#)

0:00 0:18

Notice that items that are conditionally released display [Has prerequisites] in red text next to the item.

In the example shown above, the audio file cannot be opened until the required PDF file above it is opened.

How do I require completion of a Lessons page?

Instructors can require the completion of one Lessons page or subpage before allowing students to move on to subsequent Lessons pages or subpages in the Lessons hierarchy. That is, instructors can require all of the required items on one page to be completed before students have access subsequent Lesson pages or subpages.

See [How do I require one Lesson item to be completed before another Lesson item becomes available?](#) for directions on requiring an item on a page to be completed.

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.

Specify required items on the page.

The screenshot shows the 'Unit #1' Lessons page. At the top, there are 'Add Content' and 'More Tools' buttons. Below the title, there is a section titled 'Edit Unit #1 - Nature and Shakespeare'. This section contains several items:

- Edit Unit #1 Readings**: Contains three required items:
 - Folk-lore of Shakespeare.pdf** (marked with an asterisk)
 - Shakespeare's North American Tragedy.pdf** (marked with an asterisk)
 - Quiz 1 - Bird Images - ID [Has prerequisites]** (marked with an asterisk)
This quiz consists of the 12 new bird species we covered in class.
- Edit Week #1 Discussion - Avian Aliens [Has prerequisites]** (marked with an asterisk)

At the bottom of the page, there is an 'Add Comment' button and a 'Unit 1A' button.

See [How do I require completion of a Lessons item?](#) for directions on requiring an item to be completed.

Note: Required items are indicated by an asterisk.

Click Edit.

 **Unit #1**

Add Content More Tools

Edit **Unit #1 - Nature and Shakespeare**

The attentive reader of Shakespeare's poems and plays can hardly fail to note choir of songsters, enlivening the woods and fields with their varied music, b Shakespeare has drawn an assemblage of bird-portraits to which, for extent a

Edit Unit #1 Readings

Edit  [Folk-lore of Shakespeare.pdf](#)

Edit  [Shakespeare's North American Tragedy.pdf](#)

Edit  [Quiz 1 - Bird Images - ID](#) [Has prerequisites]

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

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

Edit Add Comment

Edit  **Unit 1A**

Click the **Edit** button to the left of the subpage link that will be unavailable until required items are completed.

Specify completion of prerequisites.

Edit Item

Item Name

Path (in Resources)

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

Update Item **Cancel** **Delete**

Check **Don't Release Item Until All Prerequisites are Completed**, then click **Update Item**.

Example of a subpage with requirements.

The screenshot shows a Sakai subpage titled "Unit #1 - Nature and Shakespeare". At the top, there are "Add Content" and "More Tools" buttons. Below the title, there is a section for "Unit #1 Readings" with links to "Folk-lore of Shakespeare.pdf", "Shakespeare's North American Tragedy.pdf", and "Quiz 1 - Bird Images - ID". A note says "This quiz consists of the 12 new bird species we covered in class." Below this is a link to "Week #1 Discussion - Avian Aliens". There is also an "Add Comment" button. At the bottom, there is a yellow box containing a link to "Unit 1A" with the text "[Has prerequisites]" next to it.

If a student clicks the subpage link (or button) without completing all the required items on the page, nothing will happen. (Instructors can click on the subpage link and the subpage will be displayed.)

Note: that the subpage link (or button) now displays the text [Has Prerequisites] next to the item.

To require a top-level Lessons page before accessing subsequent pages:

Click the Settings icon.

The screenshot shows the top navigation bar of a Sakai page. It includes "Unit #1", "Index of pages", "Help", "Permissions", and a "Settings" icon (a gear shape). The "Settings" icon is highlighted with a red circle.

The **Settings** icon is a gear-shaped icon in the top right corner of the page.

Check Require this page, then click Save.

Edit Title 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 following date (page will appear but user will get an error)

Create gradebook entry when page is completed. points

Custom CSS File: No file selected.

(If this file is named default.css, it will become the site-wide default.)

Example of a top-level Lessons page that must be completed.

The screenshot shows a Sakai LMS interface. On the left is a vertical tool menu with the following items:

- Home
- Syllabus
- Unit #1** (highlighted in green)
- Unit #2
- Resources
- Assignments
- Tests & Quizzes
- Forums
- Roster
- Site Info
- Help

The main content area is titled "Unit #1" and contains the following sections:

- Edit Unit #1 - Nature and Shakespeare**
- Edit Unit #1 Readings**
- Edit Folk-lore of Shakespeare.pdf**
- Edit Shakespeare's North American Tragedy.pdf**
- Edit Quiz 1 - Bird Images - ID [Has prerequisites]**
This quiz consists of the 12 new bird species we covered in class.
- Edit Week #1 Discussion - Avian Aliens [Has prerequisites]**
- Edit Add Comment**
- Edit Unit 1A [Has prerequisites]**

The Unit #1 Lessons page items must be completed before a student can access the Unit #2 Lessons page.

If a student clicks on the Unit #2 page in the Tool Menu without completing all of the Unit #1 Lessons page items, a message is displayed alerting the student that they cannot access the page until all of the Unit #1 items are completed. (Instructors can access both top-level Lessons pages.)

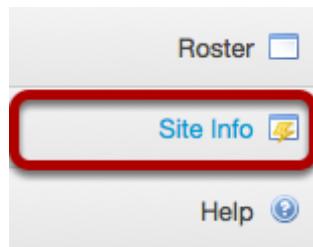
Unit #2 is subsequent to Unit #1 because of its position in the Tool Menu order. Instructors can go to Site Info > Page Order tool to reorder the positions of the top-level pages in the menu.

How do I add additional top-level Lessons pages?

Instructors can add additional top-level Lessons pages. Top-level Lesson pages are listed by name in the Tool Menu and can operate independent from other top-level Lesson pages or be connected to other top-level or subpages in a sequence.

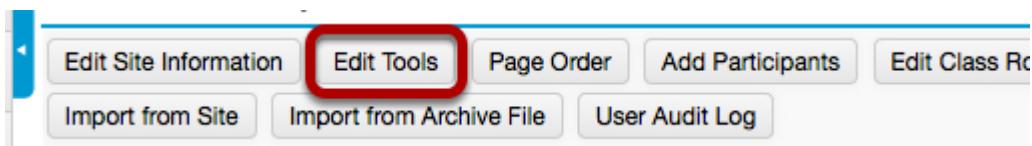
Additional top-level Lesson pages can be added either from Site Info > Edit Tools or from within an existing top-level Lessons page.

Click Site Info.



Select the **Site Info** tool from the Tool Menu in your site.

Click Edit Tools.



Check Lessons.

External Tool
Launch external tools using IMS Learning Tools Interoperability.

Forums
Display forums and topics of a particular site

Gradebook
For storing and computing assessment grades from Tests & Quizzes or that are manually entered

Lessons (Unit #1)
For creating content modules and sequences; can be organized by week or unit

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 online sources

Podcasts
For managing individual podcast and podcast feed information

Click Continue.

Web Content
For accessing web content from an external website within the site.

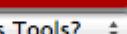
Wiki
For collaborative editing of pages and content

Continue **Cancel**

Name the new Lessons page, then 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 

Lessons

Title (Suggested length 15 char.) 

Continue **Back** **Cancel**

Click Finish

Confirming site tools edits for **ENG-7 Shakespeare's Birds**

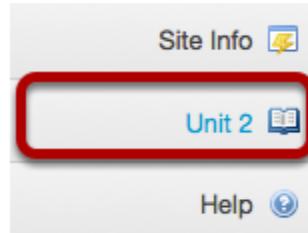
You have selected the following for your site (added tools highlighted):

- Home (Home)
- Syllabus (Syllabus)
- Resources (Resources)
- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Forums (Forums)
- Unit #1 (Unit #1)
- Unit 2 (Unit 2)**
- Roster (Roster)

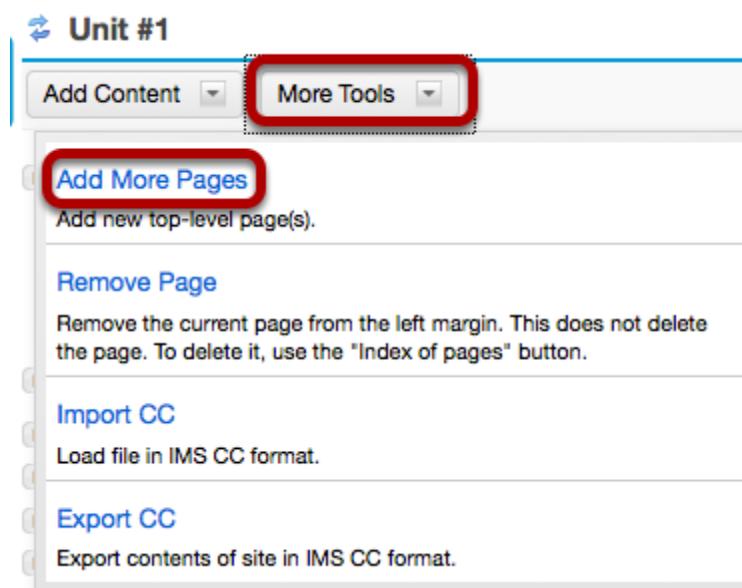
Finish [Back](#) [Cancel](#)

This returns the display to the Site Information page with the new top-level Lessons title listed in the Tool Menu.

To view and edit the new Lessons page, click the name of the page in the Tool Menu.



Or, on an existing top-level page, click More Tools, then Add More Pages.



From the **More Tools** drop-down menu, select the **Add More Pages** option.

Note: The More Tools drop-down menu only displays on top-level Lessons pages.

Add a page title, then click Save.

The dialog box is titled 'Add More Pages'. It contains the following fields and options:

- * Page Title: A text input field containing 'Unit #3' with a red box around it.
- Number of pages: A text input field followed by the text 'blank gives one page'.
- Make new pages copies of the current one (except that subpages are omitted)
- Save** (highlighted with a red box) and **Cancel** buttons.

A note below the buttons says: '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.'

At the bottom, there is a note: 'Put existing page in the left margin.' followed by the text: '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.'

Saving returns the display to the Lessons page with the new discrete Lessons title listed in the left Tool Menu.

To view and edit the new Lessons page, click the name of the Lesson in the Tool Menu.



Click Index of Pages to view all pages.



View the page hierarchy.

This screenshot shows the "Pages in Current Site" section of the Sakai interface. At the top left is a "Return to Lesson" button. Below it is a message: "Only pages that are not currently included anywhere on the site are available for permanent deletion." Underneath is a heading "Pages in Current Site". A "Show items" link is present. The hierarchy is displayed as follows:

- Unit #1
 - Unit 1A
- Unit #2
- Unit #3

The "Unit 1A" node is collapsed, indicated by a dropdown arrow icon. The other nodes ("Unit #2" and "Unit #3") have green checkmark icons next to them, indicating they are currently included in the site's structure.

This displays the hierarchy of the top-level and subpages.

How do I rename a Lessons page?

Go to Lessons.

Click on the Lessons Page Title (e.g. **Unit #1**) to display the page you want to rename.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click the Settings icon.



The **Settings** icon is a gear-shaped icon located on the top right corner of the Lessons page.

Edit the Page Title, then click Save.

The 'Edit Title' dialog box is open. The 'Page title' field contains 'Unit #1'. Below it are several checkboxes: '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)', and 'Hide page until following date (page will appear but user will get an error)'. The date is set to '3/1/14' and the time to '4:27 PM'. There is also a checkbox for 'Create gradebook entry when page is completed' with a points input field. A 'Custom CSS File' dropdown is set to 'Use Default'. Below it is a note about uploading a file named 'default.css'. At the bottom are 'Save' and 'Cancel' buttons, with 'Save' being highlighted with a red rectangle.

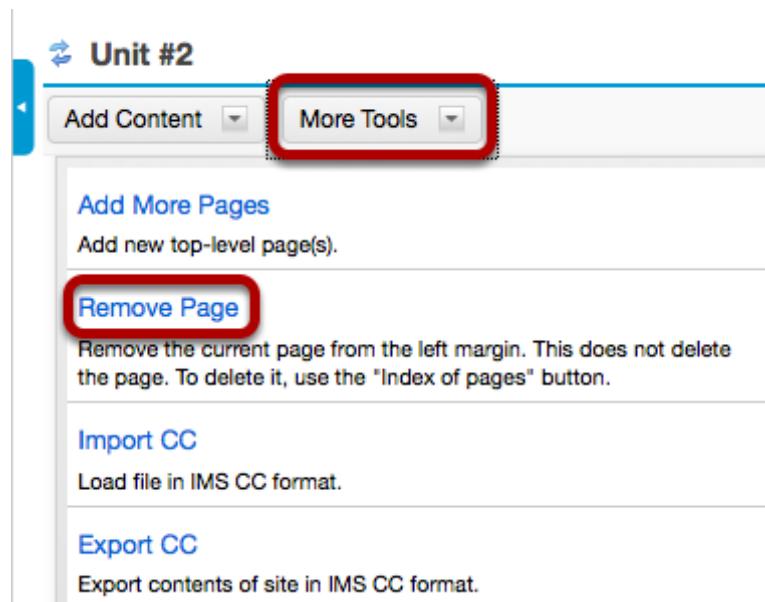
How do I delete a top-level Lessons page?

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.

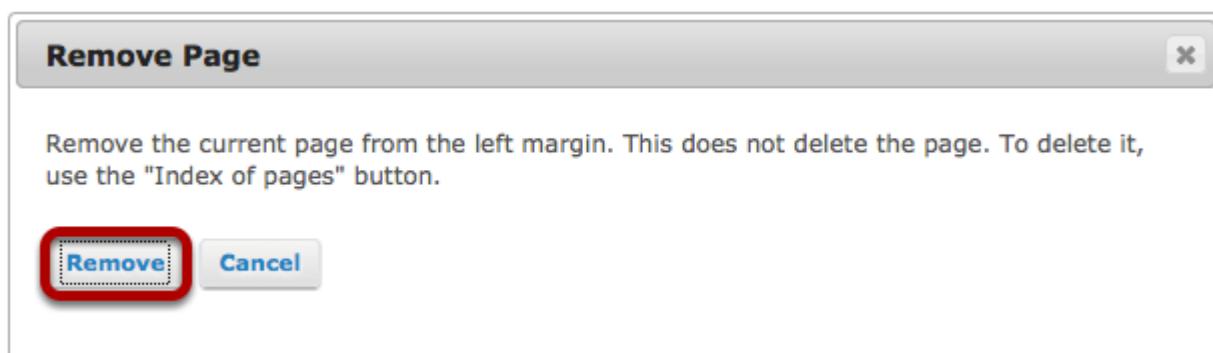
Click on the Lessons Page Title (e.g. **Unit #2**) to display the page you want to delete.

Click More Tools, then Remove Page.



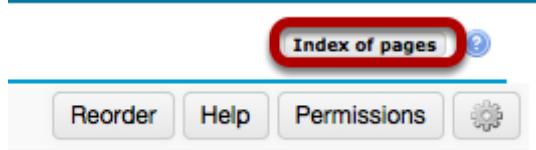
From the **More Tools** drop-down menu, select **Remove Page**.

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.



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

Unit #1 ▾
 Unit 1A ▾
 ✓ Unit #3 ▾

The following pages are currently not in use. (No other page refers to them.)

Unit #2

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 Edit.

The screenshot shows a Sakai Lessons page. At the top, there is a quiz titled "Quiz 1 - Bird Images - ID" with the note "[Has prerequisites]". Below the quiz, a subpage link for "Paper #1" is visible. The "Edit" button next to "Paper #1" is highlighted with a red circle. Other links shown include "Week #1 Discussion - Avian Aliens" and "Unit 1A".

Quiz 1 - Bird Images - ID [Has prerequisites]
This quiz consists of the 12 new bird species we covered in class.

Which bird species was first introduced to North America by Shakespeare ent
Red-winged Blackbird
European Starling
Brown-headed Cowbird
Submit Answer

Show Grading Pane Show Poll

Edit ★ Paper #1
Paper #1 - Short paper on the relationship of Shakespeare to Nature

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

Edit Unit 1A

Click the **Edit** button next to the subpage to be removed.

Click Delete.

Edit Item

Item Name

Path (in Resources)

Item Description

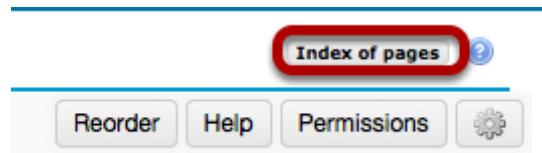
Change Page

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**

Next, go to the Index of Pages.



Select page/s, then click Delete selected pages.

[Return to Lesson](#)

 Only pages that are not currently included anywhere on the site are available for permanent deletion.

Pages in Current Site

[Show items](#)

 [Unit #1](#) ▾

 [Unit #3](#) ▾

The following pages are currently not in use. (No other page refers to them.)

[Unit 1A](#)

[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.

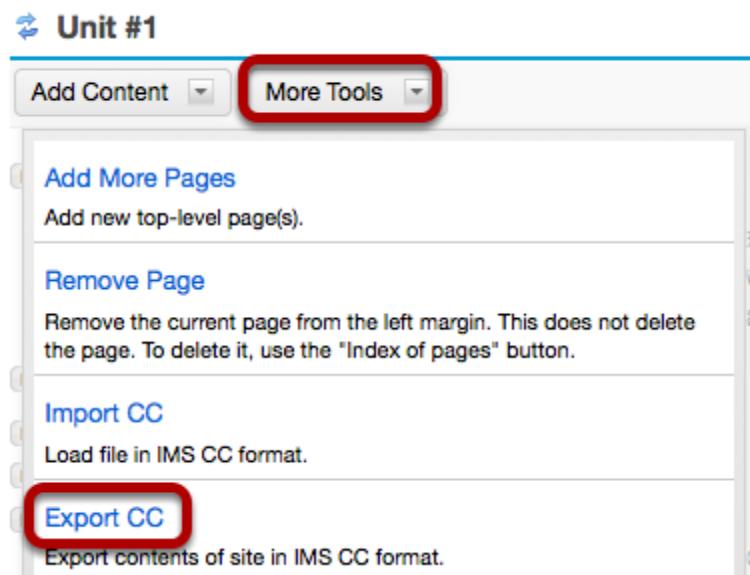
Note: Pages added by students via the Student Pages tool are not included in the export file.

Go to Lessons.

Click on the Lessons Page Title (e.g. **Unit #1**) in the Tool Menu to display the page.

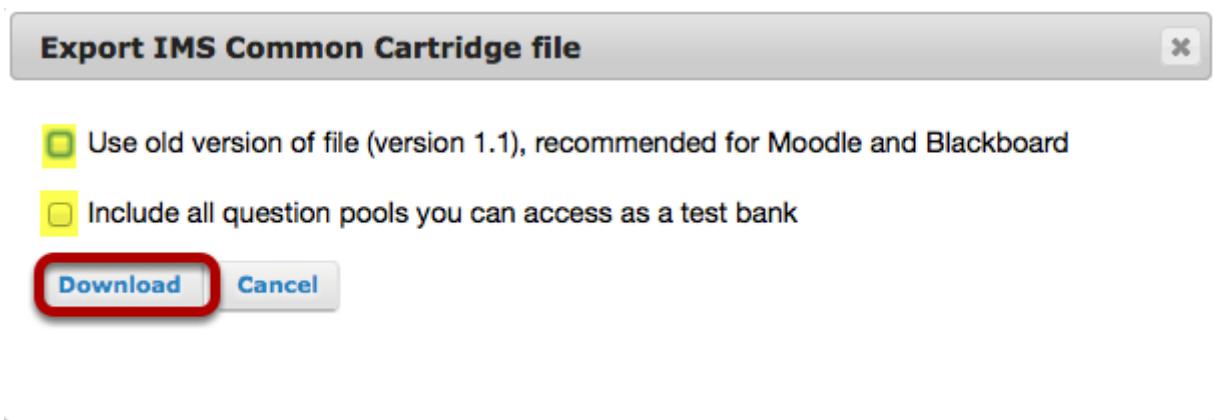
Note: You must be on a top-level page to export Lessons content.

Click More Tools, then Export CC.



From the **More Tools** drop-down menu, select **Export CC** to display the Export IMS Common Cartridge dialog.

Click Download.



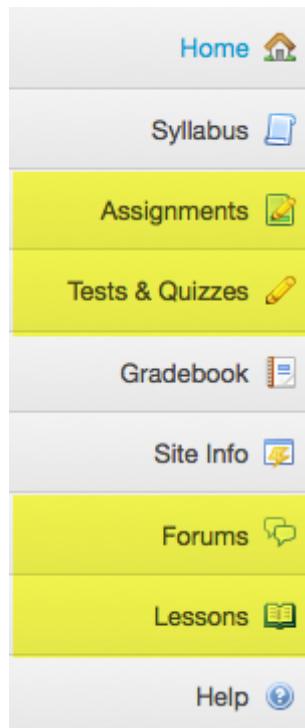
Note:

- 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.

How do I import Lessons content?

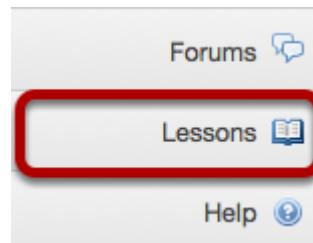
Instructors can import a previously exported IMS Common Cartridge (.imscc) file into a course site. This is useful for bringing in content from other Sakai sites, publisher materials, or content from other learning management systems.

First, verify the active tools in the destination site.

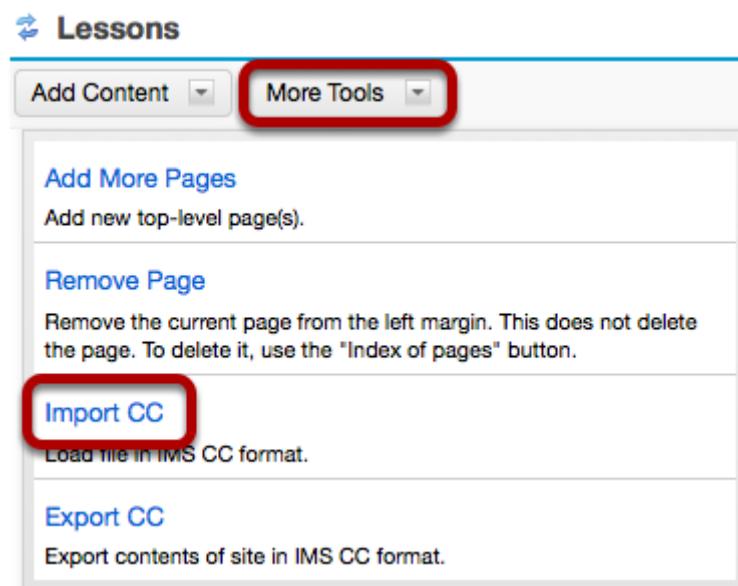


Make sure the course site contains a blank Lessons tool and any other tools referenced by the imported content (e.g. Tests & Quizzes, Forums, Assignments.).

Go to Lessons.



Select More Tools, then Import CC.



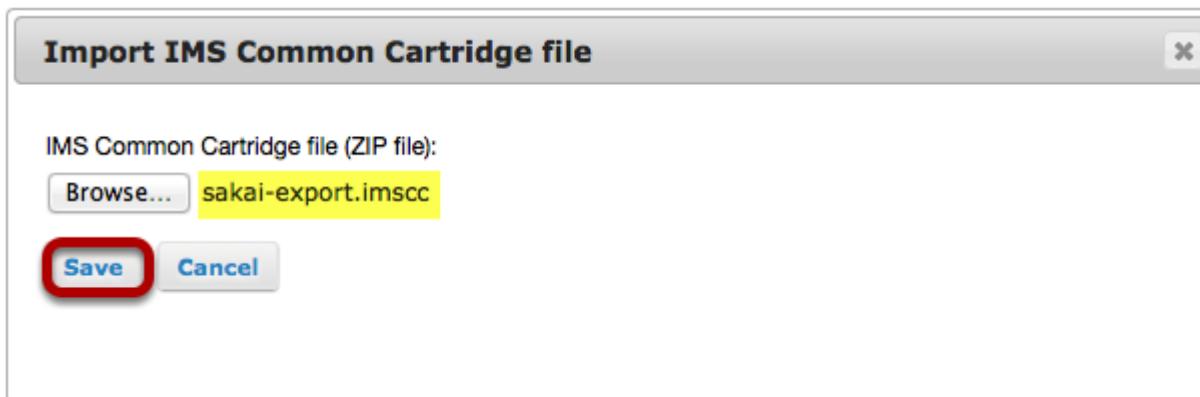
From the **More Tools** drop-down menu, select the **Import CC** option. This will display the Import Common Cartridge File dialog.

Click Browse.



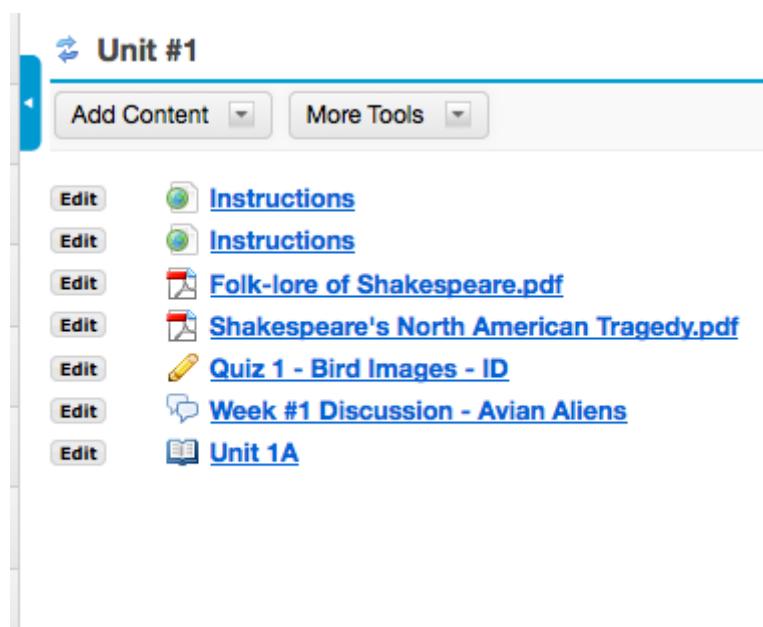
Click the **Browse** button to locate and select and upload the import file from your computer.

Click Save.



Click **Save** to import the contents of the selected IMS Common Cartridge file (.imscc) into your site.

Example of an imported Lessons page.



Item Type	Content	Action
Link	Instructions	Edit
Link	Instructions	Edit
File	Folk-lore of Shakespeare.pdf	Edit
File	Shakespeare's North American Tragedy.pdf	Edit
Quiz	Quiz 1 - Bird Images - ID	Edit
Discussion	Week #1 Discussion - Avian Aliens	Edit
Unit	Unit 1A	Edit

Note:

- 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.

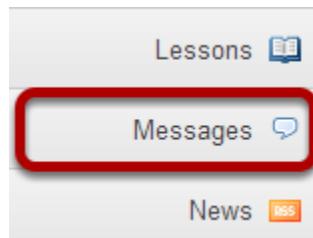
Messages

What is the Messages tool?

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

The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site.

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



Or, go to Messages directly from your Message Center Notification links.

A screenshot of the 'My Workspace: Message Center Notifications' page. At the top, it says 'My Workspace: Message Center Notifications' with a gear and help icon. Below that is a 'Site' dropdown set to 'PSYCH 400 001 SU14'. A horizontal menu bar has three items: 'Site', 'New Messages', and 'New in Forums'. The 'New Messages' link is underlined and has a red box around the number '1' next to an envelope icon. To its right is another envelope icon with the number '1'.

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

How do I view my messages?

Go to Messages.

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

Go to Received folder.

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

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

Open the message.

The screenshot shows the 'Messages / Received' list. At the top, there are links for '< Previous Folder | Next Folder >' and a search bar with 'Search for text:' and 'Search' buttons. Below this is a 'View' dropdown set to 'All Messages'. The main area displays a message list with columns: 'Check All', 'Subject', 'Authored By', 'Date', and 'Label'. A message for 'Unit 1 Exam' by 'Demo1, Student (demo1)' on 'Jan 31, 2014 11:35 AM' is selected, indicated by a red border around the 'Subject' column. Below the list are buttons for 'Mark Read', 'Mark Unread', 'Delete', and 'Move'.

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

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

View the message.

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

< Previous Message | Next Message >

[Reply](#)

[Reply to all](#)

[Forward](#)

[Move to folder](#)

[Delete](#)



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

To Instructor Role

Subject Unit 1 Exam

Label Normal

Attachments

[Exam 1.docx](#)

Dear Professor,

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

Sincerely,

Student Demo1

[Reply](#)

[Reply to all](#)

[Forward](#)

[Move to folder](#)

[Delete](#)

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

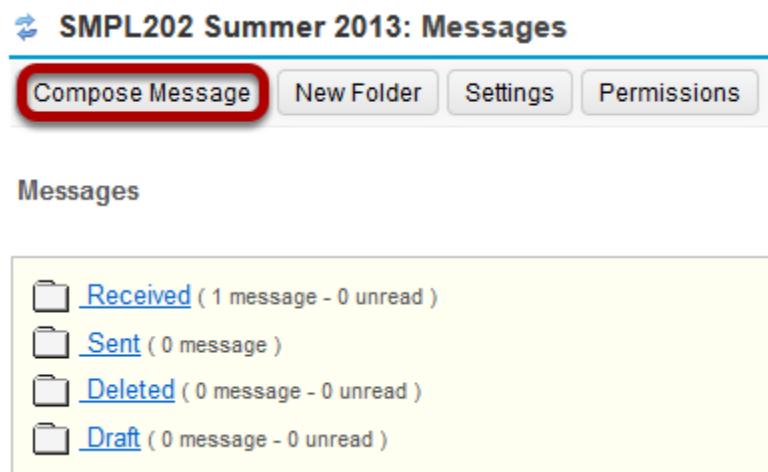
- **Reply.** Select **Reply** to reply to the original sender with a message of your own.
- **Reply to all.** Select **Reply to all** to reply to the original sender and any other course members included on the message.
- **Forward.** Select **Forward** to forward the message to another member of the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

How do I send a message?

Go to Messages.

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

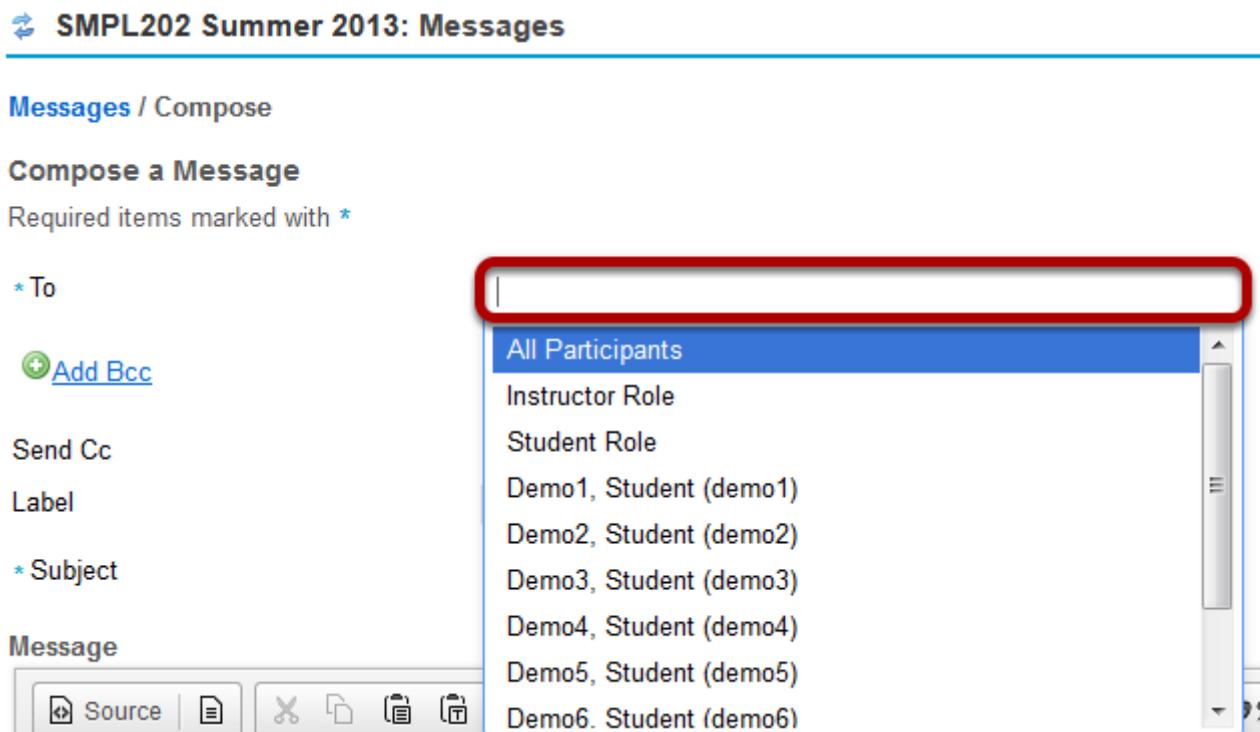
Click Compose Message.



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

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

Address your message.



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

Click the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

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

Send Cc. (Optional)

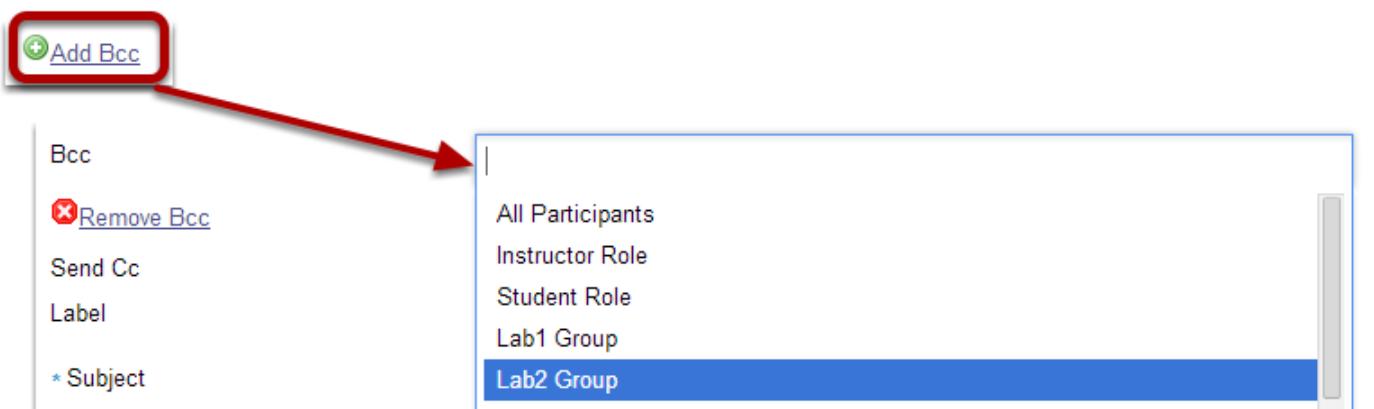
Send Cc



Send a copy of this message to recipients' email address(es)

If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

Add Bcc. (Optional)



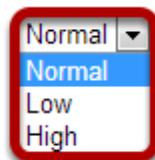
The screenshot shows the 'Add Bcc' section of a messaging interface. On the left, there is a list of options: Bcc, Remove Bcc, Send Cc, Label, and * Subject. A red arrow points from the 'Add Bcc' button to a dropdown menu on the right. The dropdown menu lists: All Participants, Instructor Role, Student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

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

Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.

Apply a label.

Label



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

Enter a subject.

* Subject

Question about due date

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

Enter a message.

Message

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

Dear Professor,

I have a question about the due date for Assignment 1. Is it due at 5pm or midnight on the 25th?

Thank you,

Demo Student

At the bottom left of the editor, there are buttons for "body" and "p". At the bottom right, it says "Word Count: 27".

Type your message into the Message box.

Tip: There are a variety of tools within the [rich text editor](#) to help you format your message. Other features include adding images, video, and emoticons.

Add an attachment. (Optional)

Attachments

No Attachments Yet

[Add attachments](#)

If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

Send the message.



Select **Send** to send your message.

*Tip: You can also select **Preview** to preview a finished version of your message, **Save Draft** to save the message as a draft that you can revisit later, or **Cancel** to cancel and delete the message.*

How do I reply to a message?

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

Go to Messages.



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

Go to Received folder.

A screenshot of the 'Messages' tool interface. At the top, there are four buttons: 'Compose Message', 'New Folder', 'Settings', and 'Permissions'. Below this is a section titled 'Messages' with four folder options: 'Received' (highlighted with a red box), 'Sent', 'Deleted', and 'Draft'. Each folder shows the number of messages and unread messages. The 'Received' folder contains 1 message that is unread.

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

Open the message.

A screenshot of the 'Received' message list. The title bar says 'Messages / Received' and includes links for '< Previous Folder | Next Folder >'. Below this are search filters for 'View' (set to 'All Messages') and 'Search for text'. A toolbar at the top right includes 'Mark Read', 'Mark Unread', 'Delete', 'Move', 'Check All', and a 'Subject' column header. The subject 'Unit 1 Exam' is highlighted with a red box. The message details below show it was authored by 'Demo1, Student (demo1)' on 'Jan 31, 2014 11:35 AM' and is labeled 'Normal'.

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

Choose Reply or Reply to all.



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

Compose the message and send.



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

How do I create a Messages folder?

Folders can be created within the Messages tool to aid in organization.

Go to Messages.

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

Go to New Folder.

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

Select the **New Folder** button.

Enter a folder title.

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

Enter a title into the **Folder Title** field and select the **Add** button.

Click Add.



View the new folder in your list of message folders.

Messages

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

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

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

How do I move a message?

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

Go to Messages.

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

Open the folder containing the message to be moved.

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

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

Select the message.

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

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

Click Move.

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

Select the new folder for the message.

Messages / Received / Move Message(s) To

Received (current location)

Sent

Deleted

Draft

Move Messages

Cancel

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

Click Move Messages.

Messages / Received / Move Message(s) To

Received (current location)

Sent

Deleted

Draft

Move Messages

Cancel

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

How do I delete a message?

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

Go to Messages.

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

Open the folder containing the message to be deleted.

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

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

Select the message.

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

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

Click Delete.

The screenshot shows the same message list as the previous screenshot. The 'Delete' button at the top is highlighted with a red box. The message 'Disregard my earlier question' is still selected, with its checkbox checked and highlighted in blue.

Confirmation message.

Messages / Received

< Previous Folder | Next Folder >

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

View All Messages ▾

Search for text:
[Advanced Search](#)

Mark Read | Mark Unread | Delete | Move

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

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

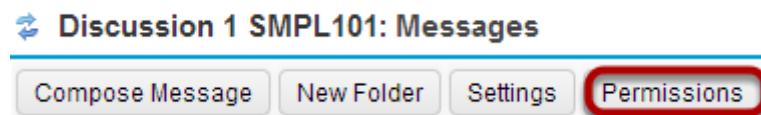
How do I determine who site participants can send a message to?

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

Set permissions for Site ▾ [Undo changes](#)

Permission	Instructor	Student	StudentTestRole	Teaching Assistant
Allow the 'All Participants' option in the 'To' field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow Groups in the "To" field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow Roles in the "To" field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View Hidden Groups in the "To" field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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.



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

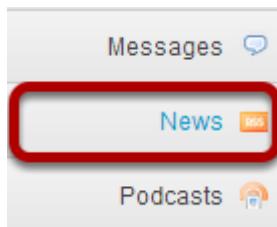
What is the News tool?

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 [Edit Tools](#) in [Site Info](#).

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



Note: Depending on how the news feed is named in your site, the title may appear differently in your Tool Menu list.

How do I add a News tool?

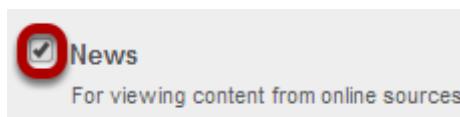
Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Click Edit Tools.

The screenshot shows a horizontal menu bar for 'PSYCH 400 001 SU14: Site Info'. The menu items include: Edit Site Information, Edit Tools (which is highlighted with a red box), Page Order, Add Participants, Edit Class Roster(s), Manage Groups, Link to Parent Site, External Tools, Manage Access, Duplicate Site, Import from Site, Import from Archive File, and User Audit Log.

Select the check box next to News.



Click Continue.



Enter the News item information and save.

The screenshot shows the 'Customize tool instances' page for the 'News' tool. It includes fields for 'Title' (containing 'News') and 'URL Channel' (containing 'http://sakaiproject.org/feed'). A yellow box highlights the 'More News Tools?' link, which has a red arrow pointing to it. Numbered circles (1, 2, 3, 4) are overlaid on the screen: circle 1 is on the 'Title' field, circle 2 is on the 'URL Channel' field, circle 3 is on the 'More News Tools?' link, and circle 4 is on the 'Continue' button.

1. Enter a tool title. (The tool title will display in the Tool Menu of your site.)
2. Enter the URL of your RSS feed.

3. Optionally, if you want to add more than one news feed at a time, you can select to add additional items from the **More News Tools?** drop-down menu.
4. Click **Continue** to save your settings.

Click Finish to complete the site tools edit.



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 > Edit Tools](#) to add it to your site first.)

Click Options.



Enter the News item information and save.

The screenshot shows the "News Options" configuration page. It includes fields for "Tool Title" (containing "News"), "Page Title" (containing "News" with a note "(suggested length 15 characters)"), and "URL" (containing "http://sakaiproject.org/feed"). At the bottom are "Update Options" and "Cancel" buttons. A large red circle labeled "4" is positioned over the "Update Options" button.

1. Enter a tool title.
2. Enter a page title for the tool. (The page title is the title that will display in the Tool Menu of your site.)
3. Enter the URL of your RSS feed.
4. Click **Update Options** to save your settings.

How do I delete a News tool?

Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Click Edit 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.



Podcasts

What is the Podcasts tool?

The Podcast tool allows instructors to distribute audio, video and PowerPoint files to their students either manually or via a RSS feed. Students that subscribe to a site's RSS Podcast feed have the audio, video or PowerPoint content automatically downloaded to a "podcatcher" application of their choice.

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

Instructors can also edit the Podcast permissions allowing students to upload and manage podcast files.

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



Example of a site Podcast.

The screenshot shows a 'Podcasts' page with three main sections highlighted by yellow rounded rectangles:

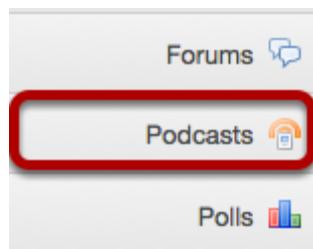
- RSS Feed URL** (labeled 1): Shows the RSS feed URL: <https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>. There is also an [Edit](#) link and an RSS icon.
- Podcast uploaded but not yet released** (labeled 2): Shows a single item: "This Birding Life - Episode 3". It includes the date (Monday, 03 March 2014 06:38 PM EST), title, description ("The Snowy Owl Invasion"), download link ([Download](#) (16,405 Bytes MP3)), edit link ([Edit](#)), delete link ([Delete](#)), and posting details (Posted by Neal Hirsig at 06:38 PM EST on 03/02/2014).
- Available Podcasts** (labeled 3): Shows three items:
 - "This Birding Life - Episode 3" (same details as above)
 - "Sunday, 02 March 2014 06:36 PM EST" (title only)
 - "Saturday, 01 March 2014 06:11 PM EST" (title only)Each item has a download link ([Download](#) (16,405 Bytes MP3)), edit link ([Edit](#)), and delete link ([Delete](#)).

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's 'Add' dialog box. At the top, there are three tabs: 'Add' (which is highlighted with a red box), 'Options', and 'Permissions'. Below the tabs, the word 'Podcasts' is centered. A sub-instruction below it says 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):'. It shows the URL 'https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7' followed by an 'Edit' link and an RSS feed icon. A message at the bottom states 'There are currently no podcasts at this location.'

Add Options Permissions

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7> [Edit](#)

There are currently no podcasts at this location.

This displays the Add Podcast dialog box.

Click Browse.

Add Podcast
Complete the form, then choose the appropriate button at the bottom.
Required items marked with a *

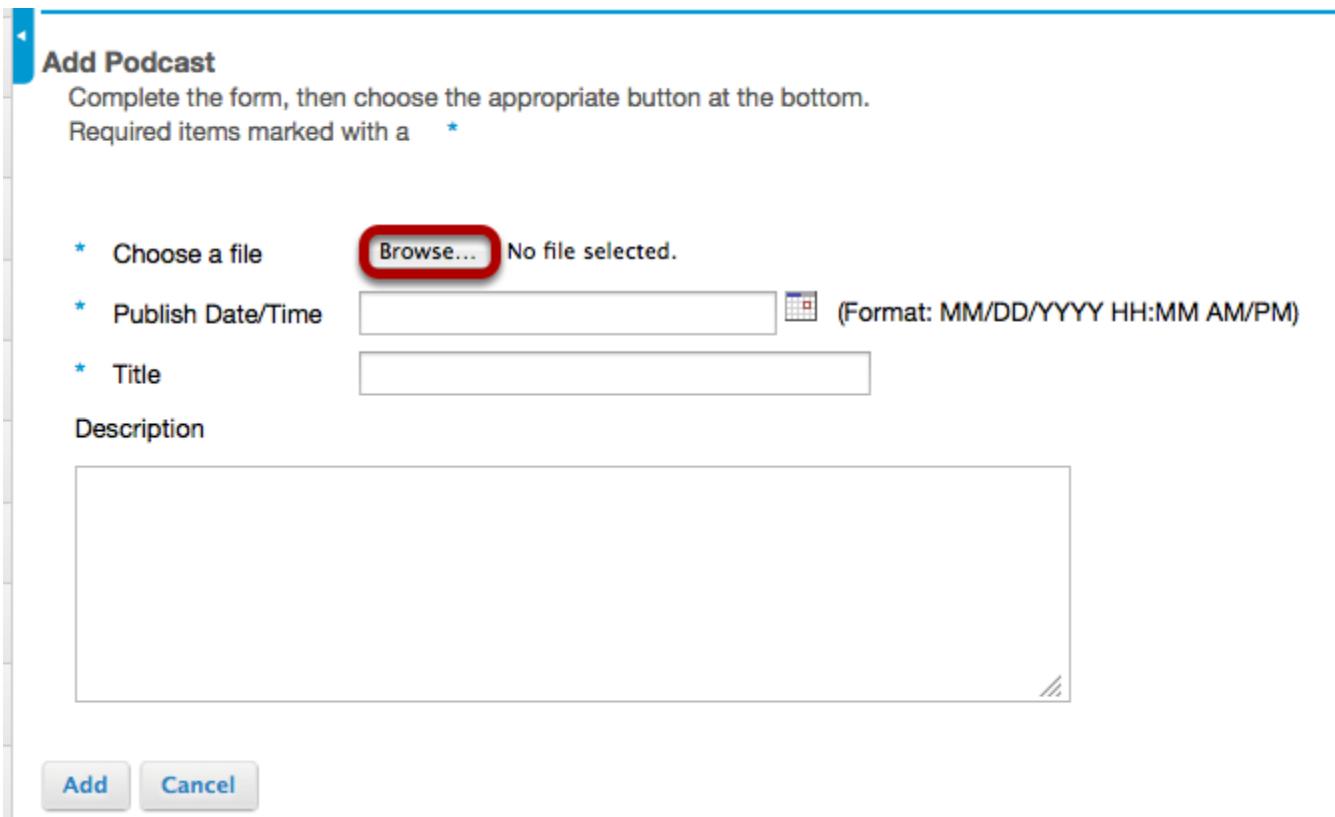
* Choose a file No file selected.

* 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 ThisBirdingLife01.mp3 1
- * Publish Date/Time 2 (Format: MM/DD/YYYY HH:MM AM/PM)
- * Title 3

Description

4

1. Select a release Date/Time.
2. Enter a Podcast title.
3. Enter a description.
4. Click Add.

View podcast.

The screenshot shows a user interface for managing podcasts. At the top, there are three buttons: 'Add', 'Options', and 'Permissions'. Below this, the word 'Podcasts' is displayed. A message encourages users to subscribe by copying the RSS feed address and pasting it into their favorite podcatcher. The RSS feed URL is <https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>. An 'Edit' link and an orange RSS icon are also present. A red box highlights a specific podcast entry:

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

After saving, you will return to the Podcasts page with the new Podcast item listed.

Notice the Podcast folder location.

The screenshot shows the Resources page. It features a navigation bar with a 'Podcasts' folder icon and a 'Public' status indicator. Below this, a file named 'This Birding Life - Episode 1' is listed, also with a 'Public' status indicator. Both items have 'Actions' dropdown menus next to them.

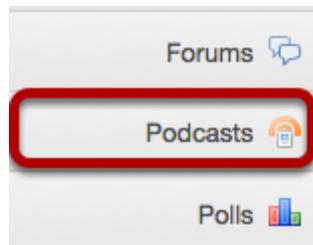
When the Podcast tool is added to the site, a "Public" Podcast folder is created in Resources automatically.

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.

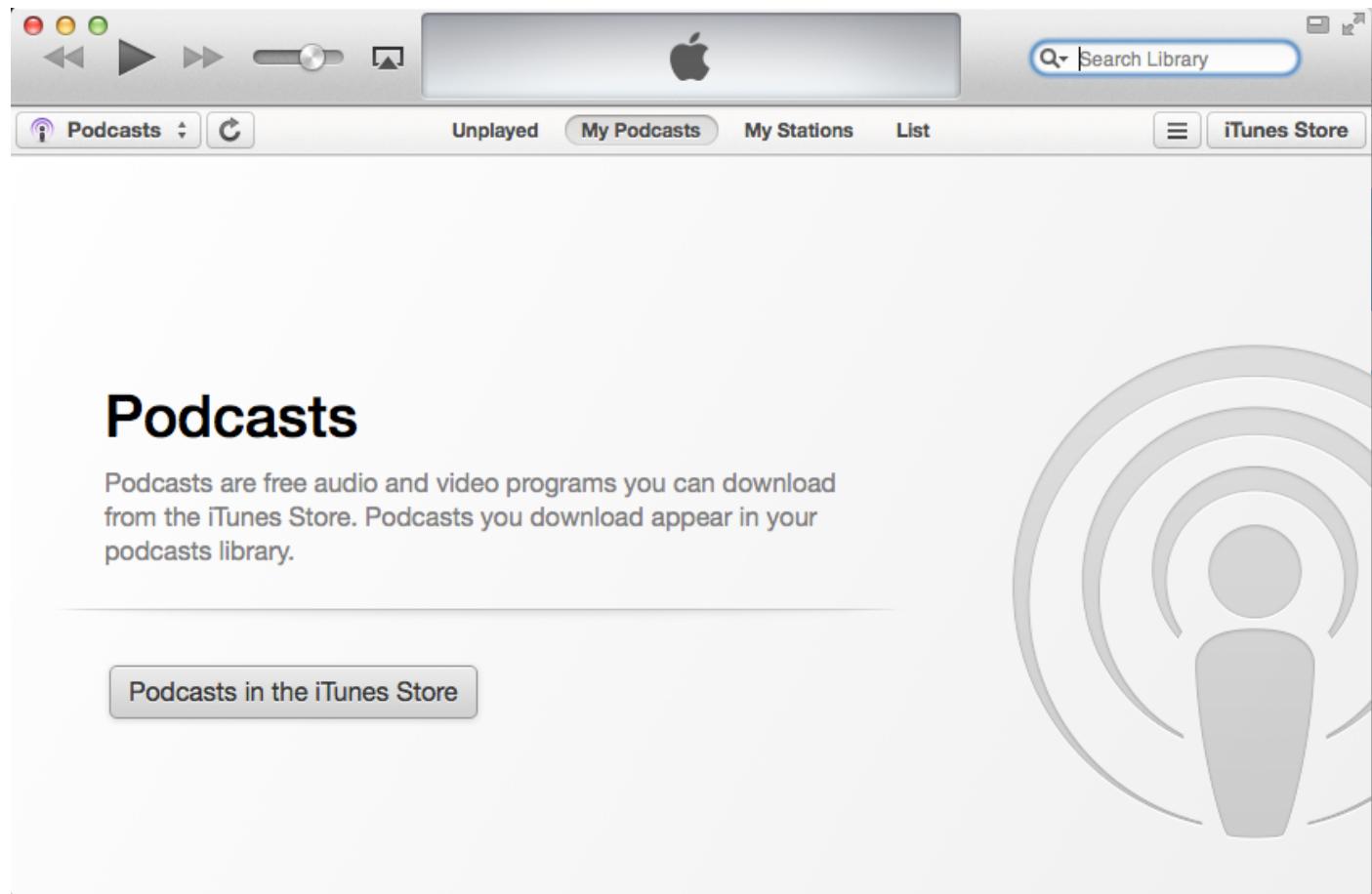


Select the **Podcasts** tool from the Tool Menu in your site.

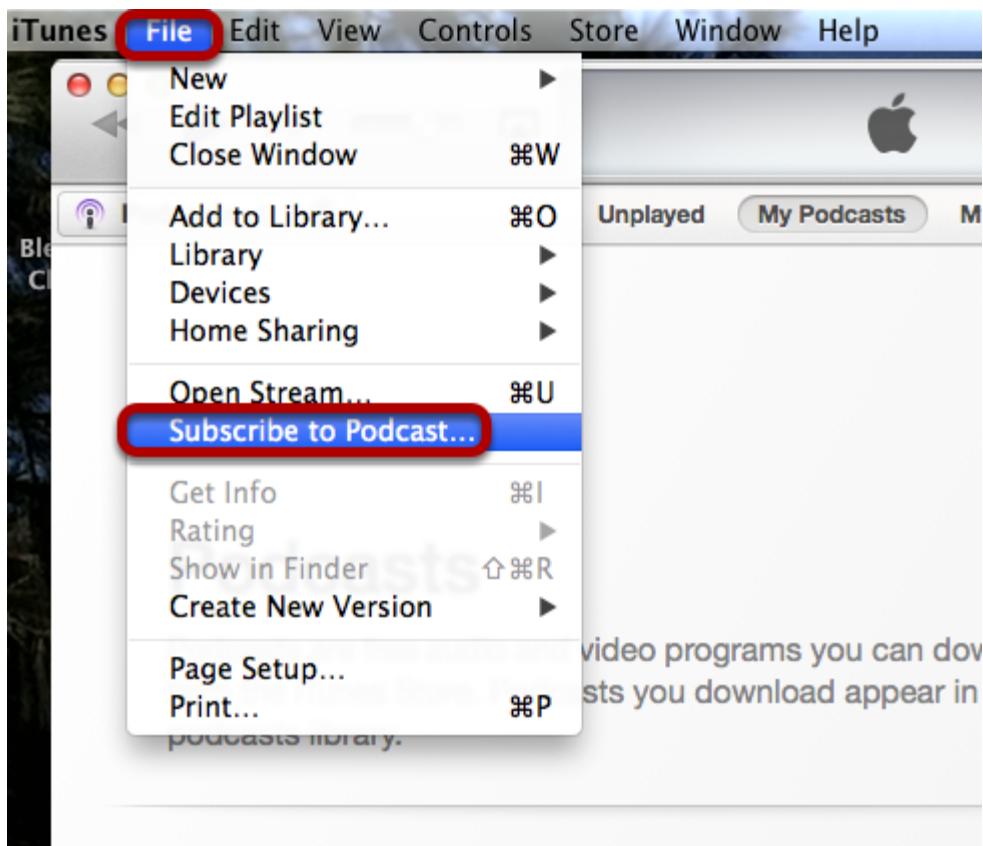
Copy the site's Podcast RSS feed URL.

A screenshot of the 'Podcasts' tool page. At the top, there are three buttons: 'Add', 'Options', and 'Permissions'. Below these, the title 'Podcasts' is displayed. A sub-instruction reads: 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):'. Below this, the RSS feed URL is shown: <https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>. An 'Edit' link is located just below the URL. The main content area lists three episodes: 1. 'Monday, 03 March 2014 06:38 PM EST' titled 'This Birding Life - Episode 3' with download, edit, and delete links, posted by Neal Hirsig at 06:38 PM EST on 03/02/2014. 2. 'Sunday, 02 March 2014 06:36 PM EST' titled 'Speakers from the 2013 Midwest Birding Symposium' with download, edit, and delete links, posted by Neal Hirsig at 06:37 PM EST on 03/02/2014. 3. 'Saturday, 01 March 2014 06:11 PM EST' titled 'The Amazon Kingfisher' with download, edit, and delete links, posted by Neal Hirsig at 06:18 PM EST on 03/02/2014.

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

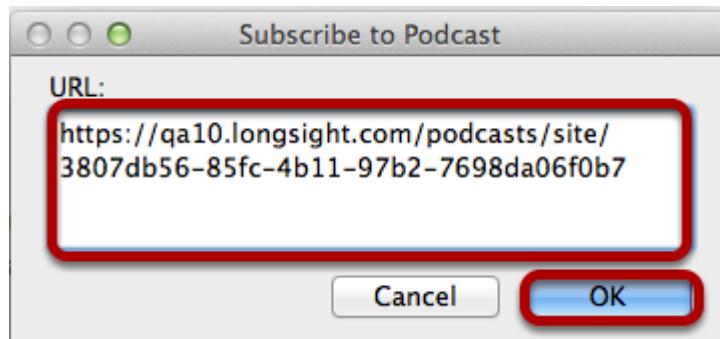


Click File / Subscribe to Podcast.



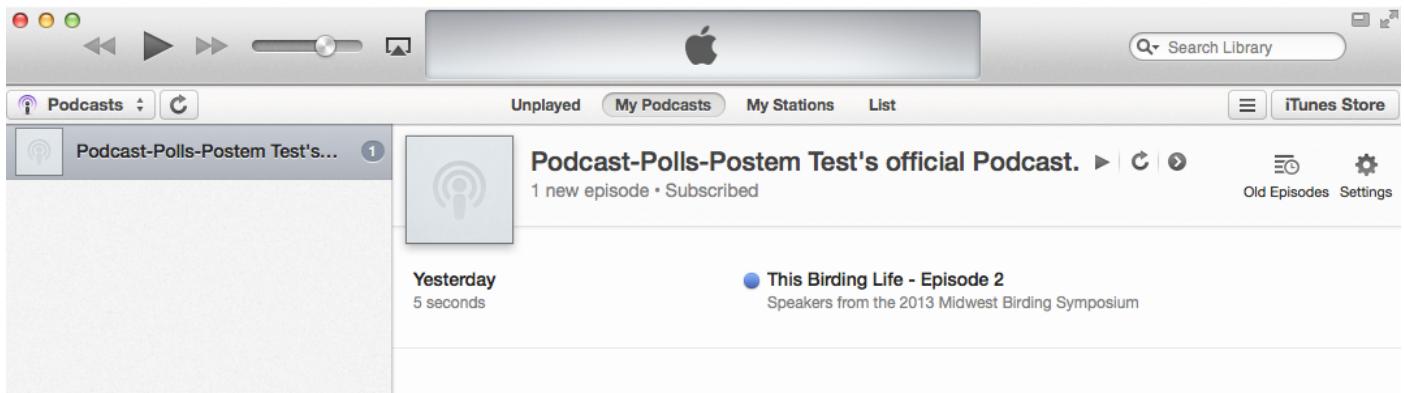
From the **File** menu, select **Subscribe to Podcast**.

Paste the URL.



Paste the site's Podcast RSS feed URL into the URL box, then click **OK**.

View subscribed podcast.

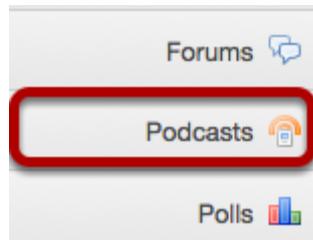


You are now subscribed. The image above displays the example Podcatcher application (iTunes) with a subscription to the site's Podcasts.

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 buttons: 'Add', 'Options', and 'Permissions'. The 'Permissions' button is highlighted with a red box. Below the buttons, the word 'Podcasts' is displayed in bold. A sub-section titled 'Subscribe now by copying this RSS feed address and pasting it into your favorite podcatcher:' contains the URL 'https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7' and an 'Edit' link. To the right of the URL is an orange RSS feed icon.

Modify the student tool permissions.

Permissions

Set permissions for Podcasts folder in worksite "PSYCH 400 001 SU14" (psych400_001_su14)

[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"/>

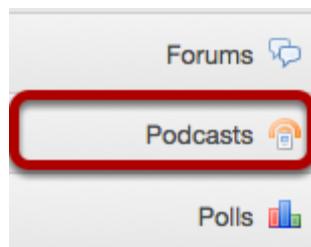
[Save](#) [Cancel](#)

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.

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

- 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

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?

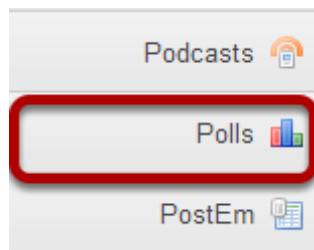
The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

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

Example Polls.

Vote

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

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

- I do not visit social media sites
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- Over 10 hours per week

Vote!

Cancel

Vote

Do you have a Google account?

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

- Yes
- No

Vote!

Cancel

Example of Poll results.

Results

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

Option	Votes	%
I do not visit social media sites	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
Over 10 hours per week	1	33%
Total	3	100%

Back

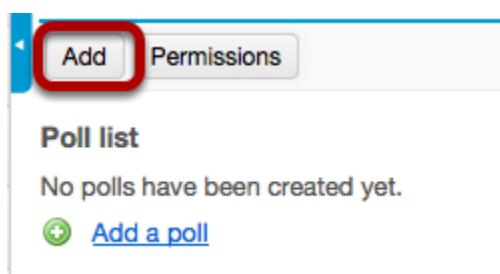
How do I add a new poll?

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 > Edit Tools.

Click Add.



Compose your poll question.

A screenshot of the 'Add a poll' form. At the top, there is a field labeled 'Question' containing the text 'How many hours per week do spend visiting social media sites?'. Below this is a rich text editor toolbar. In the main content area, there is a large text box containing the text 'I am considering using social media for this course and want to get a sense of how often you visit social media web sites.' At the bottom left, there are buttons for 'body' and 'p', and at the bottom right, it says 'Word Count : 24'. Both the 'Question' field and the text in the rich text editor are highlighted with red boxes.

Enter the poll question in the box marked **Question** and add additional information in the Rich Text Editor below if needed.

Specify the poll settings.

1 *Opening Date 03/03/2014 10:15 am 

*Closing Date 03/10/2014 10:15 am 

2 **Limits**

*What is the minimum number of Answer Options that can be selected? 1 

* What is the maximum number of Answer Options that can be selected? 1 

3 **Results are visible:**

always
 to participants who have voted, or after closing date
 after closing date
 never

4 **Save and add options**  Cancel

1. Specify availability time and date.
2. Indicate limits on number of answers selected.
3. Choose when to make the results visible.
4. Click **Save and add options** when finished.

Add the first answer.

Add an Option

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

Answer option:

I do not visit social media sites

body p

Word Count : 0

Save **Save and add options** Cancel

Enter the first answer option in the text box, then click **Save and add options**.

Add the second answer.

Add an Option

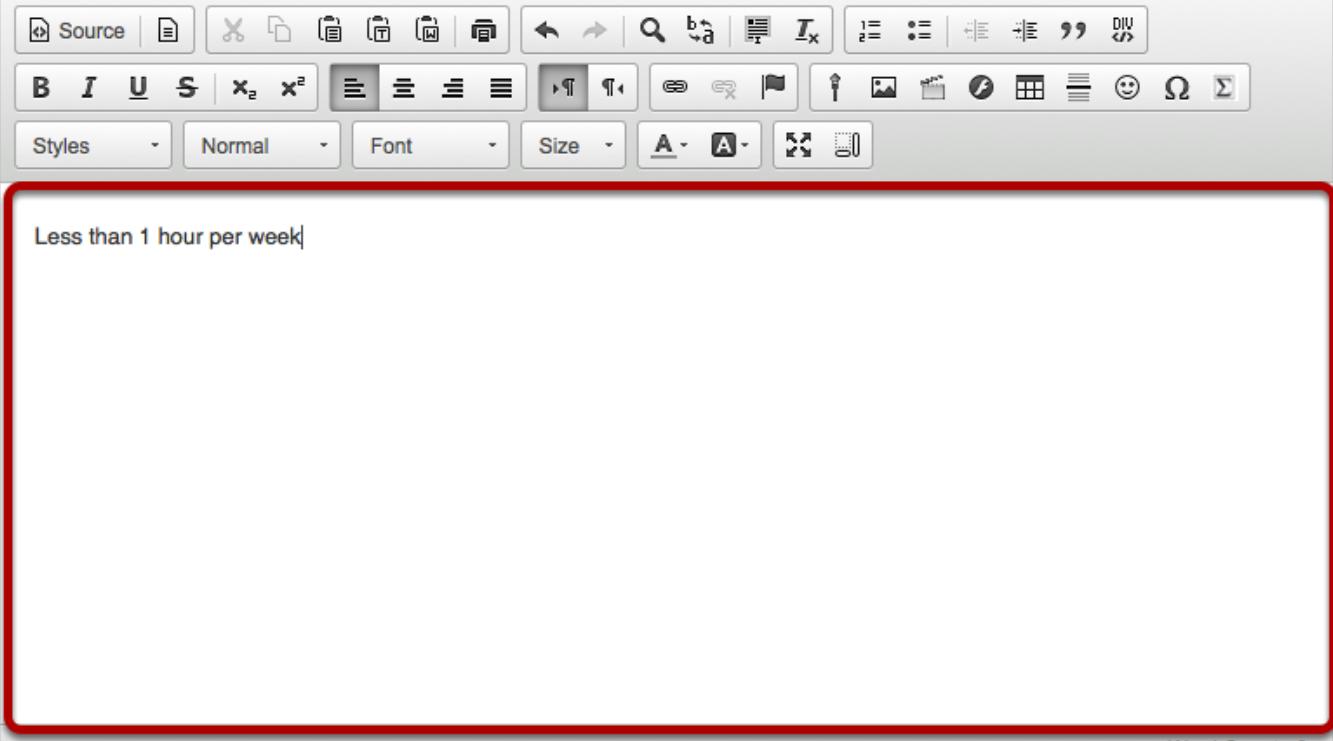
Question: How many hours per week do you spend visiting social media sites?

Answer option:

Less than 1 hour per week

body p Word Count : 0

Save **Save and add options** **Cancel**



The screenshot shows a rich text editor interface. At the top, there's a toolbar with various icons for file operations like Source, Save, Print, and Insert, along with text styling tools for bold, italic, underline, superscript, and subscript. Below the toolbar are dropdown menus for Styles, Normal, Font, Size, Alignment, and Paragraph. The main content area contains the text "Less than 1 hour per week", which is enclosed in a large red rectangular box. At the bottom of the editor, there are three buttons: "Save", "Save and add options", and "Cancel". The "Save and add options" button is specifically highlighted with a red border.

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
Over 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		
Poll list			
Question	Opening	Closing	Results
How many hours per week do you spend visiting social media sites?	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM	Results
Edit			
Delete selected items			

Example: Student view of Poll.

Vote

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

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

I do not visit social media sites
 Less than 1 hour per week
 From 1 to 5 hours per week
 From 6 to 10 hours per week
 Over 10 hours per week

Vote! **Cancel**

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: 22053472-56fe-4d8d-a1f0-6549f9d9019c

Back

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.

Add **Permissions**

Poll list

Question	Opening	Closing	Results
How many hours per week do you spend visiting social media sites? Edit	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM	Results

Delete selected items

Example: Poll Results.

Results

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

Option	Votes	%
I do not visit social media sites	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
Over 10 hours per week	1	33%
Total	3	100%

[Back](#)

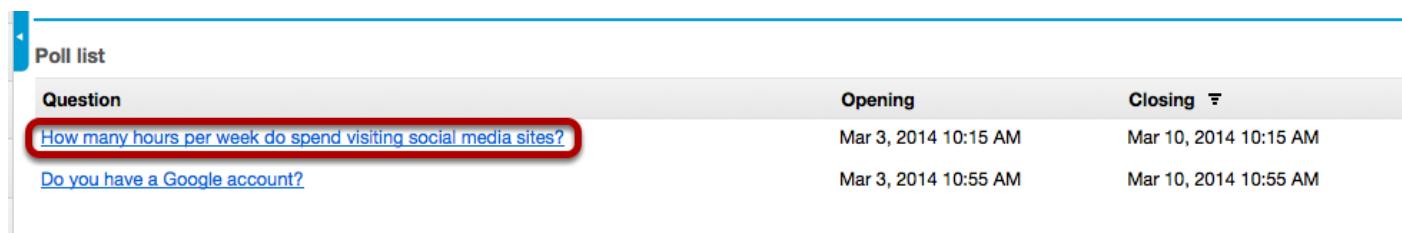
How do I take a poll?

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

Go to Polls.

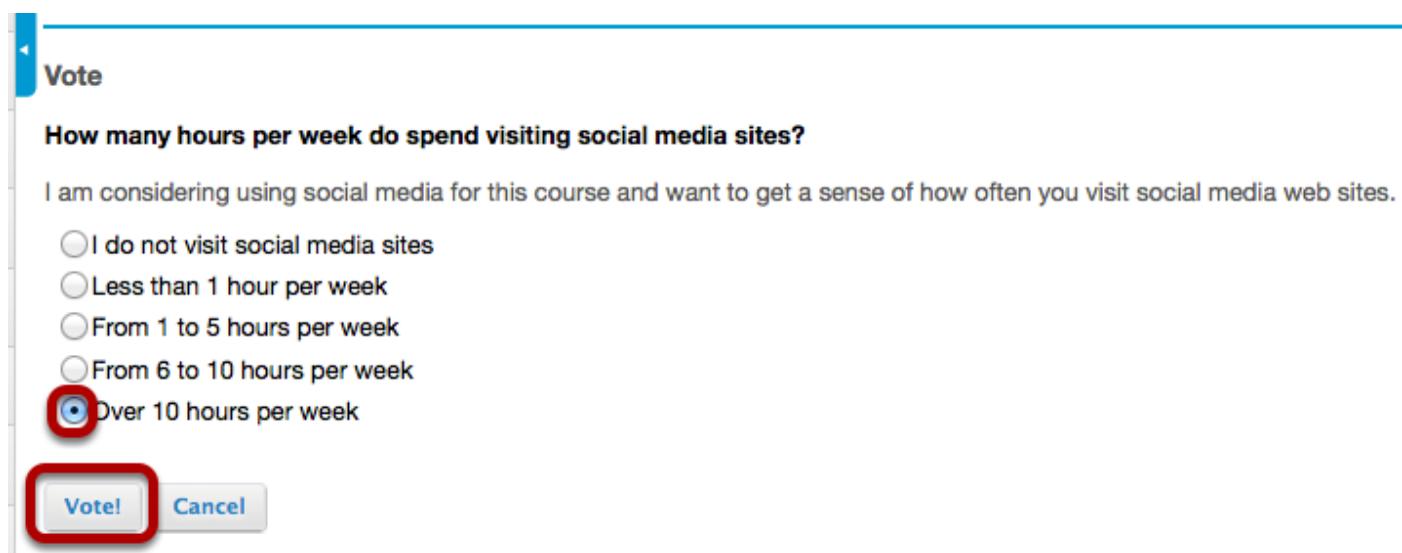
Select the **Polls** tool from the Tool Menu in your site.

Click on the name of the poll.



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

Select an option, then click Vote!



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

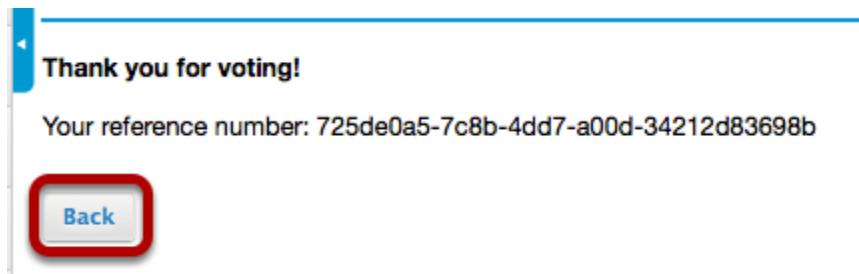
I am considering using social media for this course and want to get a sense of how often you visit social media web sites.

I do not visit social media sites
 Less than 1 hour per week
 From 1 to 5 hours per week
 From 6 to 10 hours per week
 Over 10 hours per week

Vote! Cancel

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

Click Back.



This returns the display to the Polls list page.

How do I view poll results?

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

Go to Polls.

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

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

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

Example: Poll Results.

The screenshot shows the 'Results' page for the poll. The title of the poll is 'How many hours per week do you spend visiting social media sites?'. Below the title is a table with columns: Option, Votes, and %. The table lists six options: 'I do not visit social media sites', 'Less than 1 hour per week', 'From 1 to 5 hours per week', 'From 6 to 10 hours per week', 'Over 10 hours per week', and a 'Total' row. The 'From 1 to 5 hours per week' option has 2 votes (67%). The 'Over 10 hours per week' option has 1 vote (33%). The 'Total' row shows 3 votes (100%). At the bottom left is a 'Back' button.

Option	Votes	%
I do not visit social media sites	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
Over 10 hours per week	1	33%
Total	3	100%

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.

The screenshot shows the Polls tool interface. At the top, there are two buttons: 'Add' and 'Permissions'. The 'Permissions' button is highlighted with a red box and has a red number '1' above it. Below the buttons, the text 'Poll list' is displayed. Under 'Poll list', there is a section titled 'Question' containing two questions: 'How many hours per week do you spend visiting social media sites?' and 'Do you have a Google account?'. Each question has an 'Edit' link below it.

Modify the permissions for the roles listed.

The screenshot shows the 'Permissions' configuration page. At the top, it says 'Permissions' and 'Set poll permissions for PSYCH 400 001 SU14'. There is a 'Undo changes' link and a circled number '1' above the 'Save' and 'Cancel' buttons. Below this, there is a table with three columns: 'Permission', 'Instructor', 'Student', and 'Teaching Assistant'. The table rows are: 'Vote on a poll' (checkbox checked), 'Add a new poll' (checkbox checked), 'Delete your own poll' (checkbox checked), 'Delete any poll' (checkbox checked), 'Edit any poll' (checkbox checked), and 'Edit own poll' (checkbox checked). A large red box surrounds the entire table area. Circled number '2' is above the 'Save' and 'Cancel' buttons at the bottom.

Permission	Instructor	Student	Teaching Assistant
Vote on a poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a new poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete your own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. 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

PSYCH 400 001 SU14: PostEm

Your Feedback

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

[Back](#)

Instructor View

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

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

Last Modified 4 Mar 2014 15:18

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

[Back](#)

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

How do I add PostEm feedback?

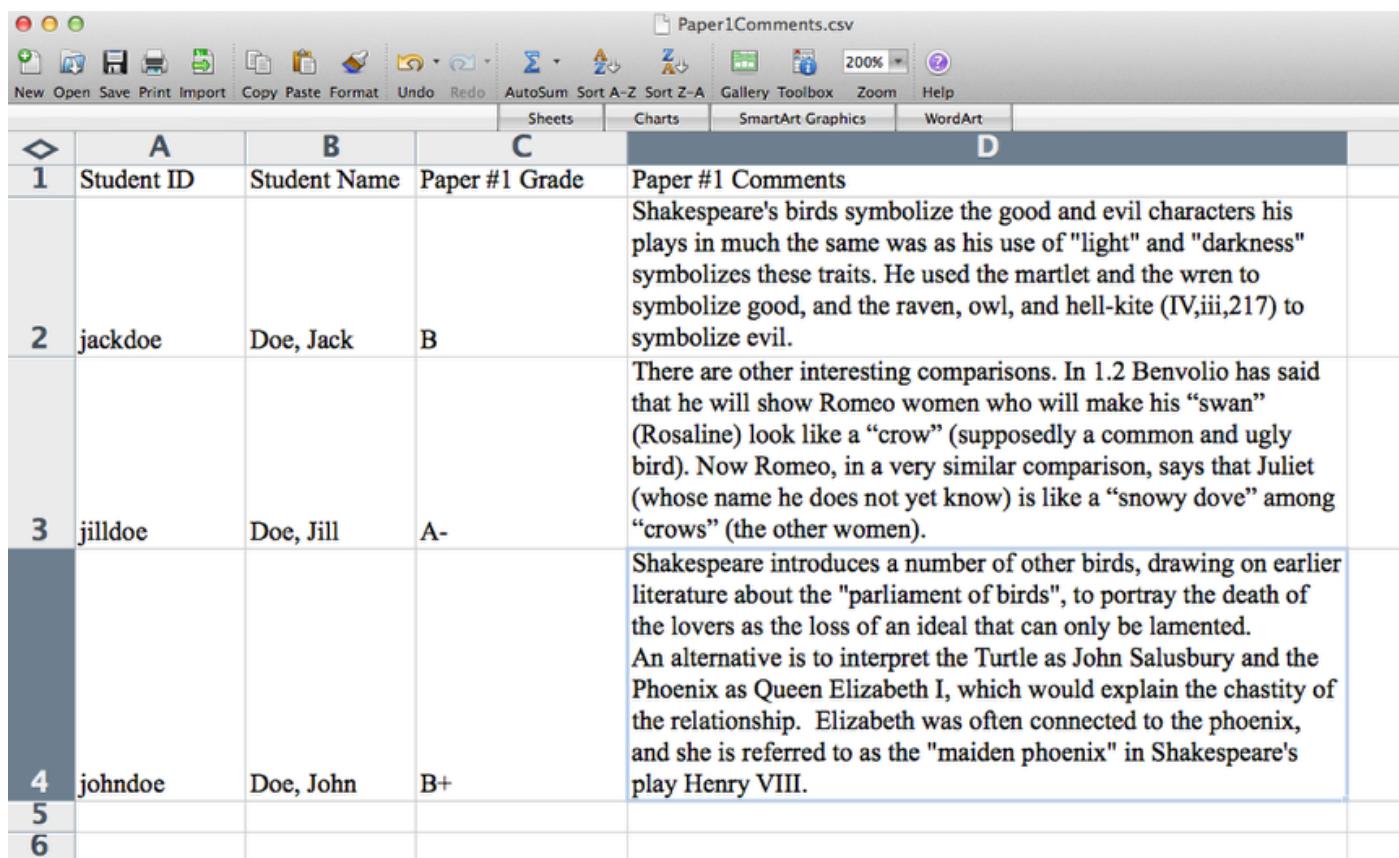
Instructors use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

- 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.

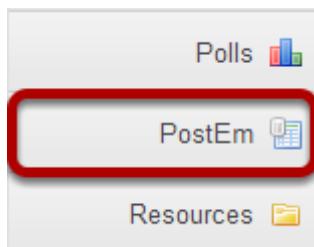
Tip: You can download a CSV file that includes the student usernames under Gradebook > All Grades > Export as CSV (or from Gradebook2 > Tools > Export). You can also download a CSV file that includes the student usernames under Roster > Export.

Example of a properly formatted CSV file.



	A	B	C	D
1	Student ID	Student Name	Paper #1 Grade	Paper #1 Comments
2	jackdoe	Doe, Jack	B	Shakespeare's birds symbolize the good and evil characters his plays in much the same was as his use of "light" and "darkness" symbolizes these traits. He used the martlet and the wren to symbolize good, and the raven, owl, and hell-kite (IV,iii,217) to symbolize evil.
3	jilldoe	Doe, Jill	A-	There are other interesting comparisons. In 1.2 Benvolio has said that he will show Romeo women who will make his "swan" (Rosaline) look like a "crow" (supposedly a common and ugly bird). Now Romeo, in a very similar comparison, says that Juliet (whose name he does not yet know) is like a "snowy dove" among "crows" (the other women).
4	johndoe	Doe, John	B+	Shakespeare introduces a number of other birds, drawing on earlier literature about the "parliament of birds", to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salusbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the "maiden phoenix" in Shakespeare's play Henry VIII.
5				
6				

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 table header with columns: Title, Creator, Modified By, Last Modified, and Released. A red box highlights the 'Add' button at the top left of the table.

Title	Creator	Modified By	Last Modified	Released
-------	---------	-------------	---------------	----------

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	Paper #1 Grades/Comments
-------	--------------------------

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.



Click the **Choose a CSV file or URL from Resources** button to select your file.

Click Browse..

The screenshot shows a 'Select a resource' dialog. At the top, there's a message: 'Select an existing item from Resources to attach OR add a new item to a folder to be attached.' Below this, there are two options: 'Upload local file' with a 'Browse...' button (which is highlighted with a red box) and a message 'No file selected.', and 'or a URL (link to website)' with a text input field and an 'Add' button. At the bottom are 'Continue' and 'Cancel' buttons.

Select a resource

Location: Podcast-Polls-Postem Test Resources

◆ Title ▾

Podcast-Polls-Postem Test

+ Podcasts

+ Readings

▶ Show other sites

Continue Cancel

Click the **Browse** button to locate the file on your computer and select it for upload.

Note: If you have already uploaded the CSV file to Resources you could locate the file and select it from the Resources file listing.

Click Continue.

The screenshot shows the 'Add Attachment' interface again. At the top, it says 'Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.' Below this is a table for 'Items to attach' with one item: 'Paper1Comments.csv'. There are 'Remove' links next to both the item name and the table header. Below the table are the same file selection options as the previous screenshot: 'Upload local file' with a 'Browse...' button (highlighted with a red box) and a message 'No file selected.', and 'or a URL (link to website)' with a text input field and an 'Add' button. At the bottom are 'Continue' and 'Cancel' buttons.

Items to attach	Remove?
Paper1Comments.csv	Remove

Upload local file

Browse... No file selected.

or a URL (link to website)

Add

Continue Cancel

Release feedback and Post.

Add/Update Feedback File

Instructions:
Your feedback file must be saved in .csv format.
The first column of your file must contain individual usernames.
The first row of your file must contain headings.

Title Paper #1 Grades/Comments

Choose a CSV file or URL from Resources Paper1Comments.csv

Feedback Availability Release feedback to participants?

Post **Cancel**

Check the box next to **Release feedback to participants?** and then click **Post**.

Verify the upload.

Verify Upload

- Feedback has a header row
- This feedback is for 3 student(s).

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	jackdoe
Student Name	Doe, Jack
Paper #1 Grade	B
Paper #1 Comments	Shakespeare's birds symbolize the good and evil characters his plays in much the same was as his use of "light" and "darkness" symbolizes these traits. He used the martlet and the wren to symbolize good, and the raven, owl, and hell-kite (IV,iii,217) to symbolize evil.

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.

Feedback File List						
Title	Creator	Modified By	Last Modified	Released	Action	Action
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view participant

View class feedback.

Last Modified 4 Mar 2014 12:02					
Username	Student Name	Paper #1 Grade	Paper #1 Comments	Last Checked	
jackdoe	Doe, Jack	B	Shakespeare's birds symbolize the good and evil characters his plays in much the same was as his use of "light" and "darkness" symbolizes these traits. He used the martlet and the wren to symbolize good, and the raven, owl, and hell-kite (IV,iii,217) to symbolize evil.	never	
jilldoe	Doe, Jill	A-	There are other interesting comparisons. In 1.2 Benvolio has said that he will show Romeo women who will make his ♦swan♦ (Rosaline) look like a ♦crow♦ (supposedly a common and ugly bird). Now Romeo, in a very similar comparison, says that Juliet (whose name he does not yet know) is like a ♦snowy dove♦ among ♦crows♦ (the other women).	never	
johndoer	Doe, John	B+	Shakespeare introduces a number of other birds, drawing on earlier literature about the "parliament of birds", to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salusbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the "maiden phoenix" in Shakespeare's play Henry VIII.	never	

[Back](#)

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						
Title	Creator	Modified By	Last Modified	Released		
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view participant

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:

Student ID	jilldoe
Student Name	Doe, Jill
Paper #1 Grade	A-
Paper #1 Comments	There are other interesting comparisons. In 1.2 Benvolio has said that he will show Romeo women who will make his swan (Rosaline) look like a crow (supposedly a common and ugly bird). Now Romeo, in a very similar comparison, says that Juliet (whose name he does not yet know) is like a snowy dove among crows (the other women).

[Back](#)

This displays the individual student's feedback.

To update the feedback file, click Update.

[Add](#)

Title	Creator	Modified By	Last Modified	Released			
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	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

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

Title	Creator	Modified By	Last Modified	Released					
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view participant	update	delete	download

To delete the feedback, click Delete.

Title	Creator	Modified By	Last Modified	Released					
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view participant	update	delete	download

Example of what a student sees in the PostEm tool.

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

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	johndoe
Student Name	Doe, John
Paper #1 Grade	B+
Paper #1 Comments	Shakespeare introduces a number of other birds, drawing on earlier literature about the "parliament of birds", to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salusbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the "maiden phoenix" in Shakespeare's play Henry VIII.

[Back](#)

Profile

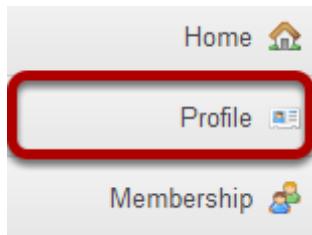
What is the Profile tool?

The Profile tool contains basic user information, including names, and other optionally displayed information.

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information (e.g. Twitter integration), connections, notification preferences, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

Note: Some Profile options may be locked or unavailable depending on institutional settings.

To access this tool, select Profile from the Tool Menu in My Workspace.



How do I set up my profile?

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

Note: Some Profile options may be locked or unavailable depending on institutional settings.

Go to Profile.

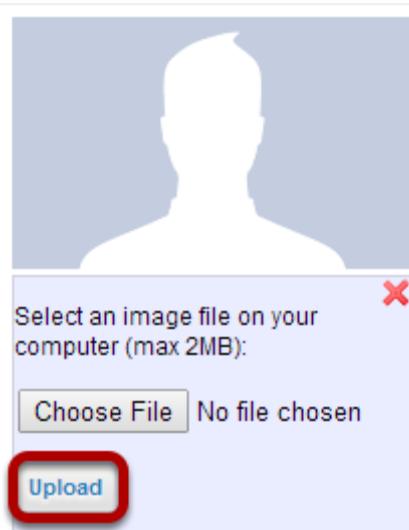
Select the **Profile** tool from the Tool Menu in My Workspace.

Changing Your Picture



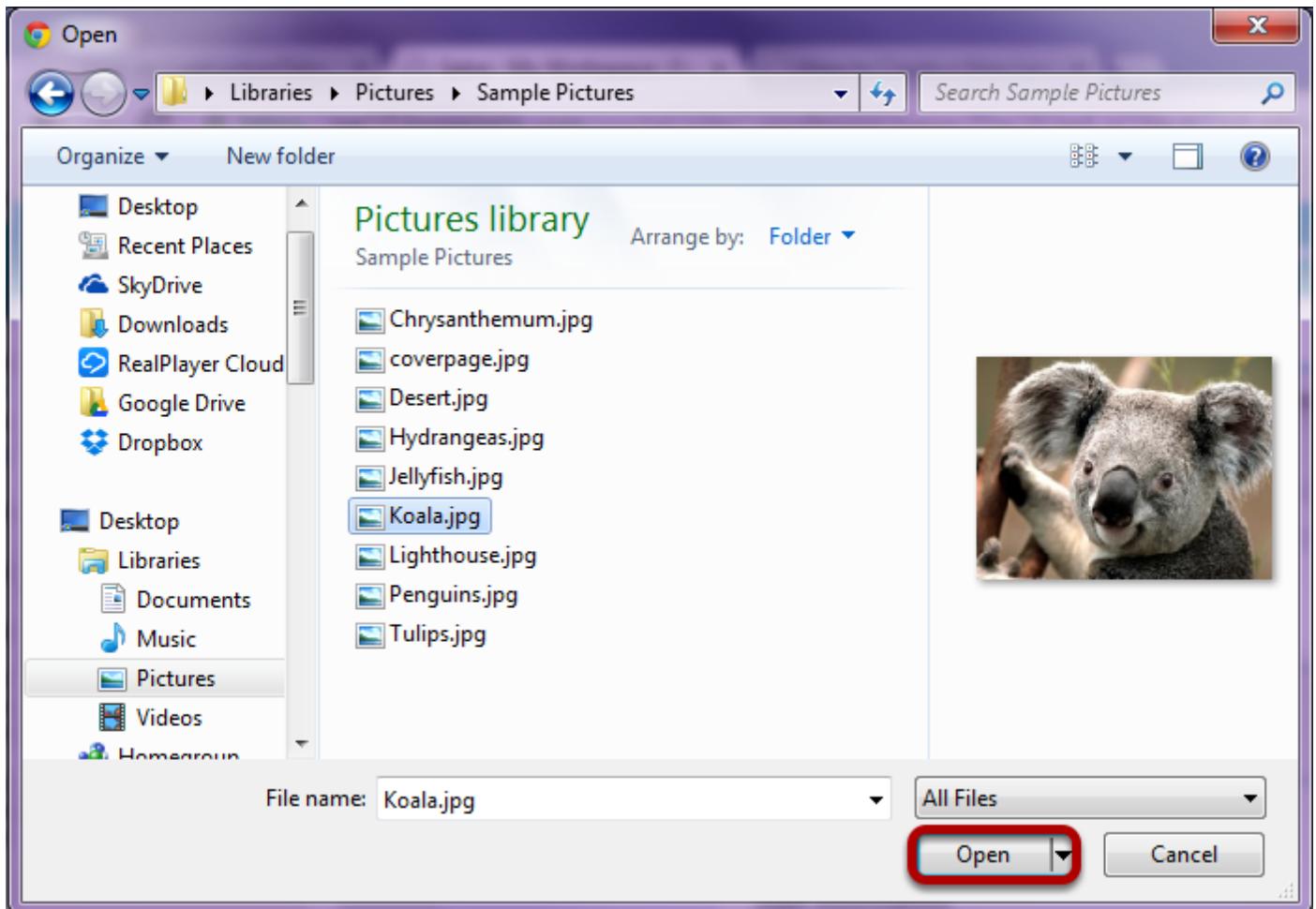
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



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

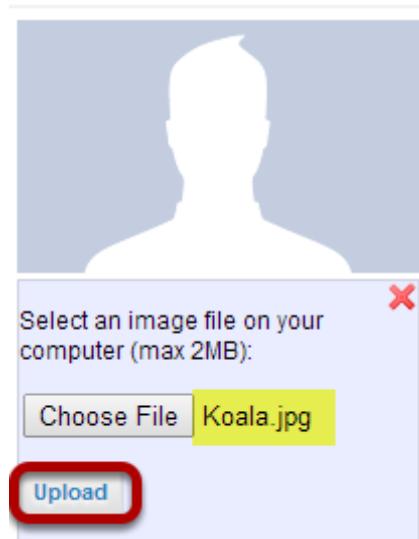
Select your new picture.



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

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

Upload your new picture.



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

Picture updated.

 [My Workspace: Profile](#)

My profile Pictures Connections Messages Search Privacy Preferences

Demo Instructor [Clear](#)

Say something [Say it](#)

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

Basic Information
You haven't filled out any information yet

Contact Information
Email professor@myschool.edu

Staff Information
You haven't filled out any information yet

Student Information
You haven't filled out any information yet

Social Networking
You haven't filled out any information yet

Personal Information
You haven't filled out any information yet

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

Example of profile image display in Forums.

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

View by Conversation ▾

[Go to first new message](#)

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

Welcome everyone!

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

Sincerely,

Your Professor

Example of profile image display in Roster.

PSYCH 400 001 SU14: Roster

Overview Pictures Group Membership Permissions

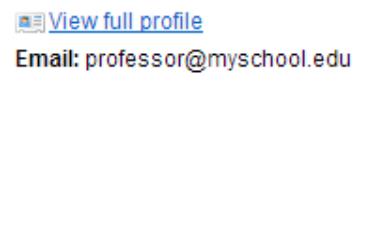
Pictures: PSYCH 400 001 SU14

View All Available Participants

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

Official Photos Pictures from Profile

Hide Names View in Single Column

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

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


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

Editing your information.

Profile

Wall

Basic Information

You haven't filled out any information yet



Contact Information

Email professor@myschool.edu

Staff Information

You haven't filled out any information yet

Student Information

You haven't filled out any information yet

Social Networking

You haven't filled out any information yet

Personal Information

You haven't filled out any information yet

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

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

Basic Information.

The screenshot shows the 'Basic Information' section of a profile editor. At the top, there are tabs for 'Profile' and 'Wall'. Below the tabs, there are fields for 'Nickname' and 'Birthday'. A yellow callout box with a hand cursor icon points to the birthday field, containing the text: 'You can choose to show/hide your birthyear in your Privacy settings'. Below these fields is a rich text editor toolbar with buttons for bold, italic, underline, strikethrough, superscript, subscript, and other text styles. A 'Source' link is also present. The main content area contains two lines of text: 'I am originally from Australia.' and 'I enjoy tree climbing and eucalyptus.' This content area is highlighted with a thick red border. At the bottom of the editor are 'Save changes' and 'Cancel' buttons, with 'Save changes' being highlighted by a red box.

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

The [Rich Text Editor](#) is available to you here, in case you would like to format your text.

Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.

Contact Information.

Contact Information

Email	<input type="text" value="professor@myschool.edu"/>
Home page	<input type="text"/>
Work phone	<input type="text"/>
Home phone	<input type="text"/>
Mobile phone	<input type="text"/>
Facsimile	<input type="text"/>

Save changes **Cancel**

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

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

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

Staff Information.

Staff Information

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

If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Click **Save** to save any changes.

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

Student Information.

Student Information

Degree/Course	<input type="text" value="Bachelor's Degree"/>
Subjects	<input type="text" value="English Major"/>

Save changes **Cancel**

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

Social Networking.

Social Networking

Facebook URL	<input type="text"/>	
LinkedIn URL	<input type="text"/>	
MySpace URL	<input type="text"/>	
Skype username	<input type="text"/>	
Twitter URL	<input type="text"/>	

Save changes **Cancel**

You may also include links to your social media accounts or contact information on social networking sites. Click **Save** to save any changes.

Personal Information.

Personal Information

Favorite books	The Thorn Birds
Favorite TV shows	Animal Planet
Favorite movies	Crocodile Dundee
Favorite quotes	Those who lose dreaming are lost - Australian Aboriginal proverb

Save changes **Cancel**

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

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

How do I post to my wall?

You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

Go to Profile.

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

Enter a status message.

My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

 Demo Instructor [Clear](#)

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

Profile Wall

Basic Information

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

Contact Information

Email professor@myschool.edu

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

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

Enter your message into the text box provided and then click the **Say It** button.

Note: Status messages are limited to 140 characters. You will see a counter to the right of the text box which tells you how many characters you have remaining.

Post directly on your wall.

The screenshot shows the Sakai 10 Instructor Guide interface. At the top, there is a navigation bar with links for 'My profile', 'Pictures', 'Connections', 'Messages', 'Search', 'Privacy', and 'Preferences'. Below the navigation bar, there is a profile picture of a koala and the user's name, 'Demo Instructor'. A status message 'I love Sakai!' is displayed, with a 'Clear' link next to it. A text input field contains 'I love Sakai!' and a 'Say it' button. Below this, there are two tabs: 'Profile' and 'Wall', with 'Wall' being the active tab, indicated by a red circle with the number '1'. A rich text editor toolbar is visible above the posting area. The main content area has a red border and contains the text 'Hello everyone!'. To the left of this area, there is a sidebar with sections for 'My connections' (0 connections) and 'My pictures' (0 pictures). A large red circle with the number '2' is positioned to the left of the posting area. At the bottom left, a red circle with the number '3' is positioned next to the 'Post to wall' button. Below the posting area, a list of previous posts from 'Demo Instructor' is shown, each with a 'Remove Comment' link. The posts include updates about personal information, staff information, contact information, basic information, and a profile image change.

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

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

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

Remove a post. (Optional)

A screenshot of a wall post from 'Demo Instructor'. The post content is 'Hello everyone!'. Below the content, the date '25 February, 14:04' is shown. To the right of the date is a blue link 'Remove Comment' which is highlighted with a red rounded rectangle.

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

Comment on a post. (Optional)

A screenshot of a wall post from 'Demo Instructor'. The post content is 'Hello everyone!'. Below the content, the date '25 February, 14:04' is shown. To the right of the date is a blue link 'Remove Comment' which is highlighted with a red rounded rectangle. A large text input field is positioned below the date, also highlighted with a red rounded rectangle. To the left of the input field, three numbered circles (1, 2, 3) are aligned vertically. Circle 1 is above the 'Remove Comment' link, circle 2 is to the left of the input field, and circle 3 is below the input field. Next to circle 3, there are two buttons: 'Add comment' (highlighted with a red rounded rectangle) and 'Cancel'.

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.

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

Select your image files.

My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

My pictures

Your gallery doesn't contain any pictures yet.

Add picture

1 Choose File | No file chosen
2 Files (maximum 10):
C:\fakepath\Chrysanthemum.jpg Delete
C:\fakepath\Desktop.jpg Delete
C:\fakepath\Hydrangeas.jpg Delete
C:\fakepath\Lighthouse.jpg Delete
3 Upload chosen files

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

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

View picture gallery.

My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

My pictures



Add picture

Add new picture files to the gallery

Choose File No file chosen

Upload chosen files i

Files (maximum 10):

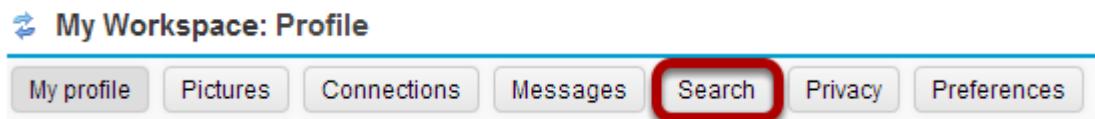
Once your images have been uploaded, they will display under "My Pictures".

How do I search for and add connections?

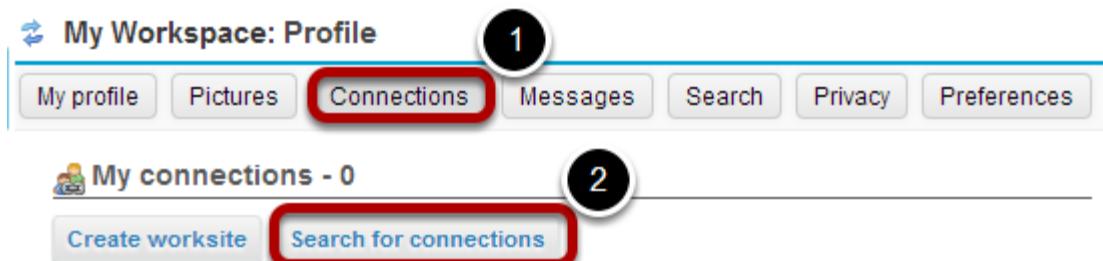
Go to Profile.

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

Click Search.

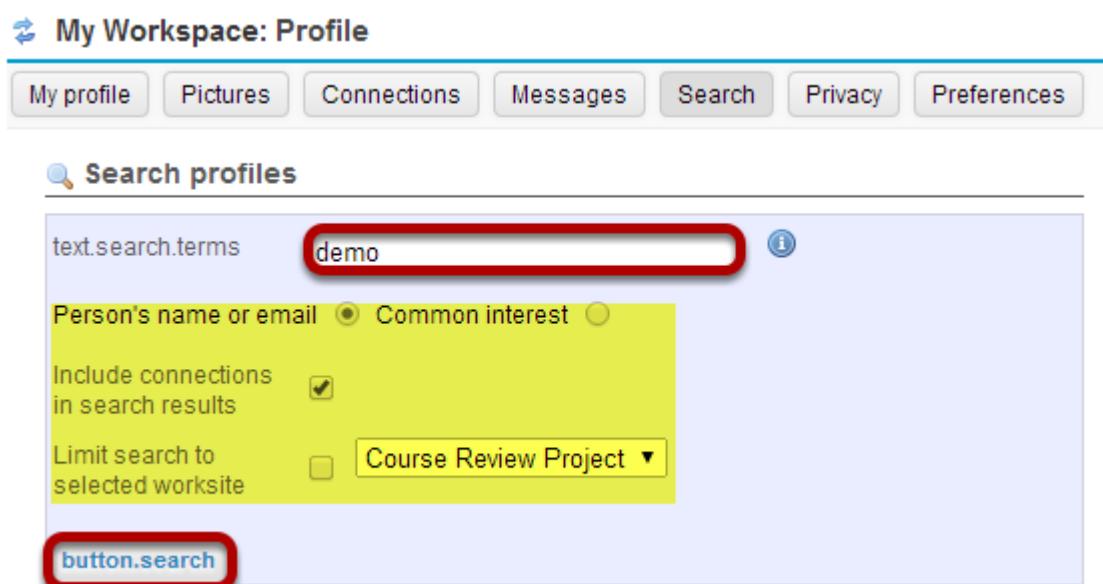


Or, you can also go to Connections to view/search from there.



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

Enter your search terms.



Enter a name or keyword to search for, and then click the **Search** button.

Note: Optionally, you can choose to search by name/email, or common interest. You may also include current connections, or limit the search to a particular course by selecting it from the drop-down menu.

View search results.

Previous searches
[demo](#)

[Clear history](#)

Displaying 13 results for: **demo**

[Clear search](#)

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

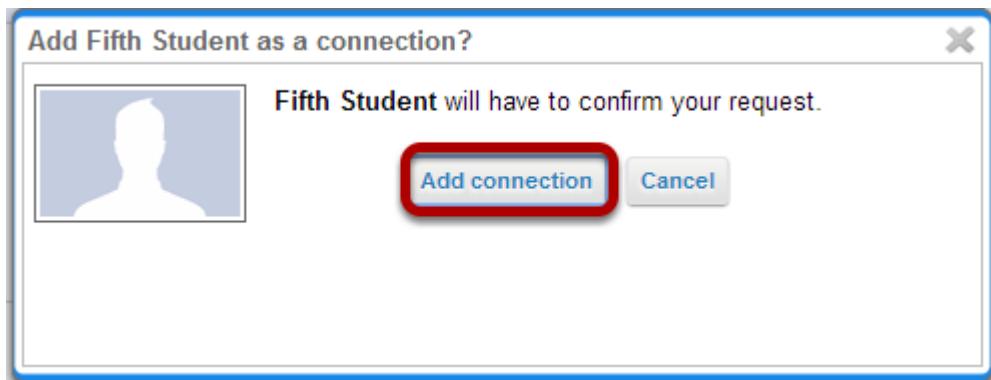
Search results will display at the bottom of the screen.

Add connections.

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

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

Connection request confirmation.



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

Pending requests.

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

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

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

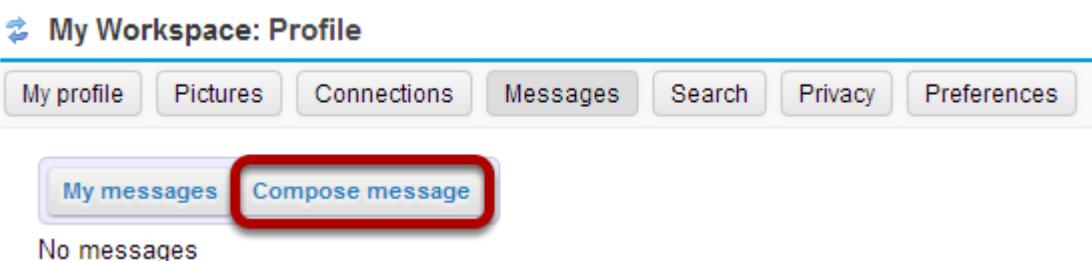
Go to Profile.

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

Click Messages.



Click Compose message.



Enter your message and send.



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

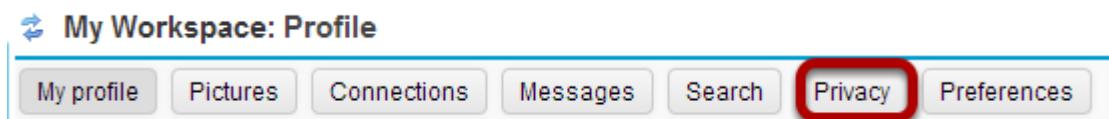
How do I change my privacy settings?

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

Go to Profile.

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

Click Privacy.



Modify your privacy settings.

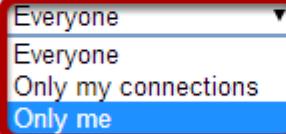
My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

Privacy settings

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

Save settings



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

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

Click Save settings.

Save settings

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

How do I set my notification and other profile preferences?

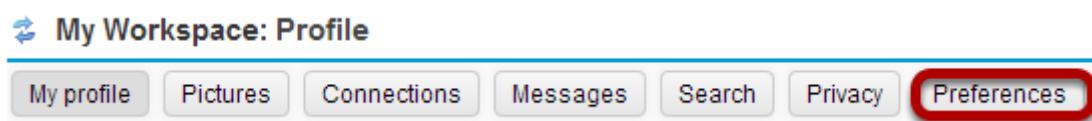
On your preferences page you can control what emails are sent you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured) as well as manage the Twitter integration for your status updates. All changes in preferences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

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

Go to Profile.

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

Click Preferences.



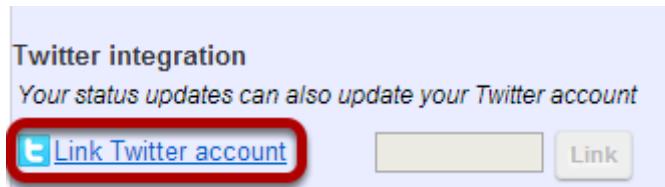
Manage email notifications.

A screenshot of the Preferences page under the Email notifications section. It shows a list of actions followed by two radio buttons labeled 'On' and 'Off'. A red box highlights the first row of this list. The actions listed are: Adds me as a connection, Confirms my connection request, Sends me a new message, Replies to one of my messages, Posts to my wall, and Adds me to a new worksite.

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

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

Manage Twitter integration.



If you have an existing Twitter account, you may link it to your Sakai profile if desired.

Click **Link Twitter account** and a new window will open and connect to Twitter.

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

Grant access.

 [Sign up for Twitter](#)

Authorize Profile2 to use your account?

This application **will be able to**:

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

Remember me · [Forgot password?](#)

Authorize app **Cancel**

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

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

You can revoke access to any application at any time from the [Applications tab](#) of your Settings page.
By authorizing an application you continue to operate under Twitter's [Terms of Service](#). In particular, some usage information will be shared back with Twitter. For more, see our [Privacy Policy](#).

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

You'll be presented with a PIN code.

Enter the PIN and click Link.

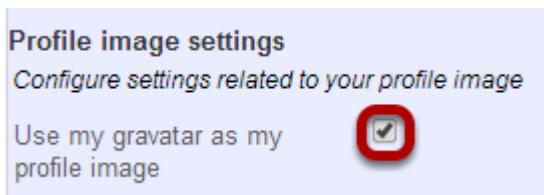
Twitter integration
Your status updates can also update your Twitter account

 [Link Twitter account](#) **Link**

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

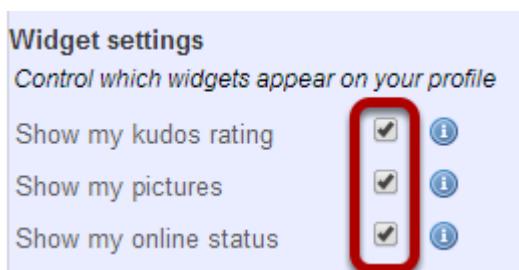
Note: You can disable the Twitter integration by clicking *Unlink*.

Manage profile image settings.



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

Manage widget settings.



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

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

Click Save settings.



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

Resources

What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal My Workspace area.

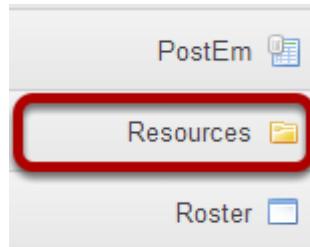
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

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

Resources also allows users to upload multiple files using the [Drag and Drop](#) interface, or using the [WebDAV](#) protocol.

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

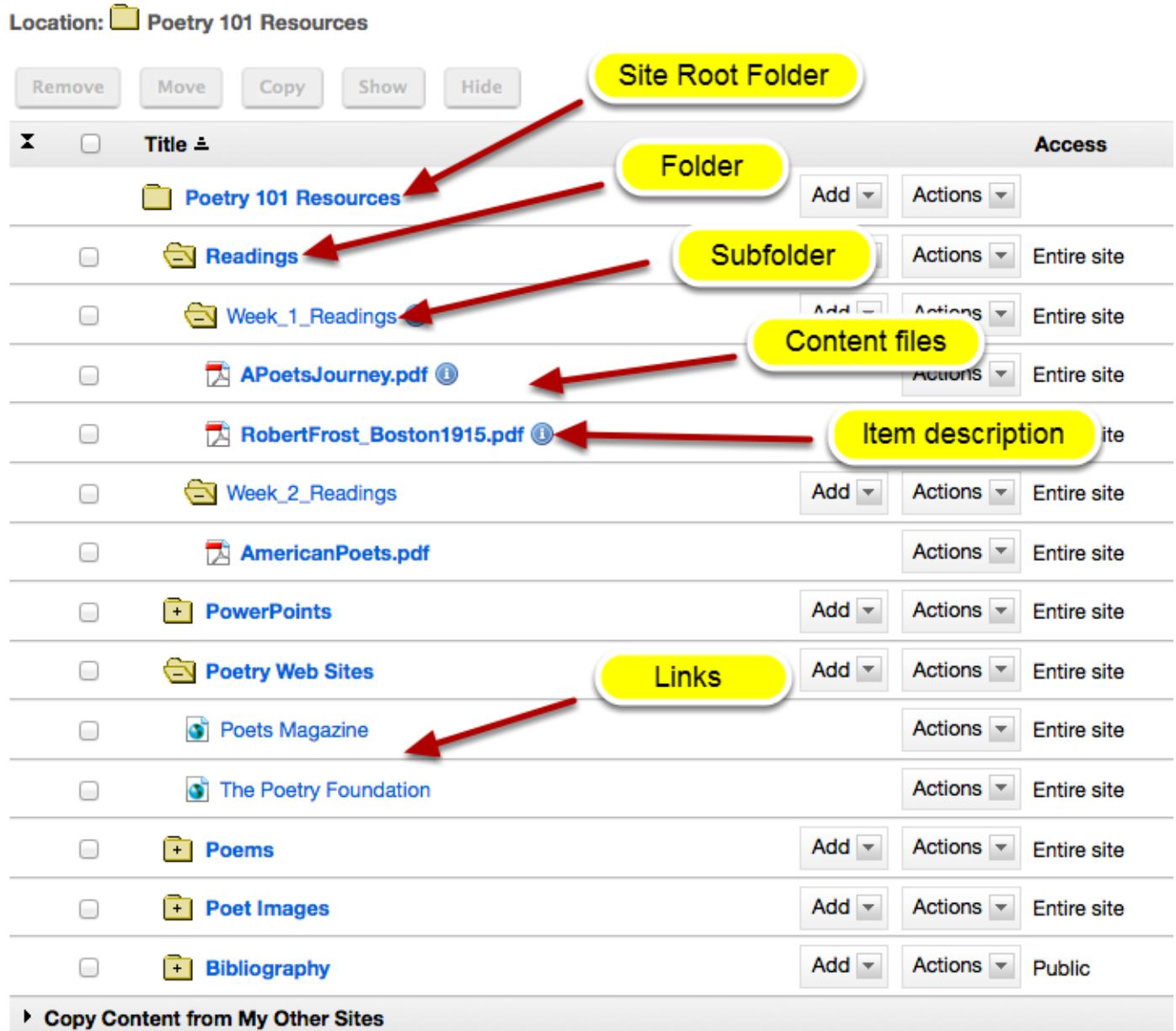


Example of a Resources page.

Location:  Poetry 101 Resources

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

Copy Content from My Other Sites



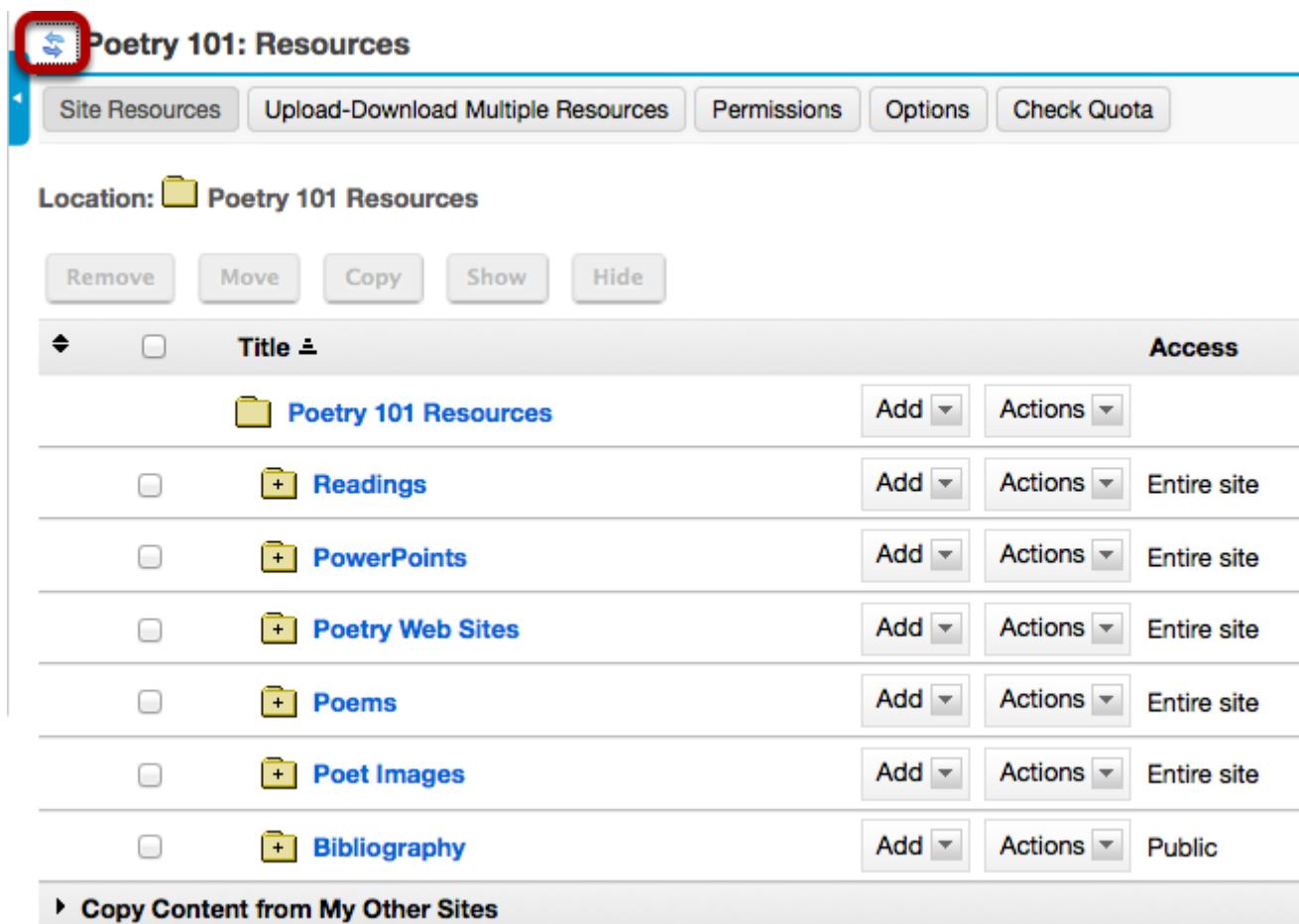
How do I navigate the Resources tool?

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

Go to Resources.

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

Reset



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

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

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

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

Plus / Minus

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▲

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

The screenshot shows a file management interface within a Sakai application. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below this is a header with a dropdown arrow, a checkbox, and the title 'Title' with a sorting arrow. The main area displays a list of items under the folder 'Poetry 101 Resources'. Each item has a checkbox, an icon, a name, and two buttons for 'Add' and 'Actions'. The items are: 'Readings' (with a red circle around its icon), 'Week_1_Readings ⓘ', 'APoetsJourney.pdf ⓘ', 'RobertFrost_Boston1915.pdf ⓘ', 'Week_2_Readings' (with a red circle around its icon), 'PowerPoints' (with a red circle around its icon), 'Poetry Web Sites' (with a red circle around its icon), 'Poems' (with a red circle around its icon), 'Poet Images' (with a red circle around its icon), and 'Bibliography' (with a red circle around its icon). At the bottom of the list is a link 'Copy Content from My Other Sites'.

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

Folder View

Poetry 101: Resources

Location: Poetry 101 Resources / PowerPoints

Remove Move Copy Show Hide

Title ▲

PowerPoints

Add Actions

	Actions
Lecture01_PoeticForms.ppt	Actions
Lecture02_19thCenturyPoets.ppt	Actions
Lecture03_20thCenturyPoets.ppt	Actions

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

Breadcrumb Trail

Poetry 101: Resources

Location: Poetry 101 Resources / Readings / Week_1_Readings

Remove Move Copy Show Hide

Title ▲

Week_1_Readings

Add Actions

	Actions
APoetsJourney.pdf	Actions
RobertFrost_Boston1915.pdf	Actions

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

Expand All / Collapse All

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

Title ▲

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

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

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

How do I create folders?

Go to Resources.

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

Click Add, then Create folders.

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

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

This displays the Create Folders page.

Enter the name of the folder.

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

Add multiple folders. (Optional)

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

If you would like to create multiple folders, click **Add another folder**.

Note: You can add as many folders as you want by clicking "Add another folder".

Click Create Folders Now.

Poetry 101: Resources

Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' in the corner of the folder's row.

Location: Poetry 101 /

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

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.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

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

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

Create subfolders. (Optional)

The screenshot shows the 'Poetry 101: Resources' page. At the top, there are tabs for 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below the tabs, the location is specified as 'Poetry 101 Resources'. There are buttons for 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. A table lists folder structures under 'Title' and 'Access'. The first row shows 'Poetry 101 Resources' with an 'Add' button and an 'Actions' dropdown menu. The second row shows 'Poems' with an 'Add' button and an 'Actions' dropdown menu. This dropdown menu is expanded, showing options: 'Upload Files', 'Create Folders' (which is highlighted with a red box), 'Add Web Links (URLs)', 'Create HTML Page', 'Create Text Document', and 'Create Citation List'. Other rows in the table show 'Poet Images', 'PowerPoints', and 'Readings'.

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

This displays the Create folders page.

Enter a title for the subfolder.

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

Create multiple subfolders. (Optional)

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

If you would like to create multiple subfolders, click **Add Another folder**.

Note: You can add as many subfolders of a folder as you want by clicking "Add another folder".

Click Create Folders Now.

The screenshot shows the same 'Create Folders' dialog box after adding three subfolders. The 'Folder Name' field for the first folder now contains '19th Century Poems'. The second folder has '20th Century Poems' in its 'Folder Name' field. The third folder has '21st Century Poems' in its 'Folder Name' field. Each folder has a red 'X' icon to its right. The 'Create Folders Now' button at the bottom is highlighted with a red border.

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

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

View subfolders in Resources.

 Poetry 101: Resources

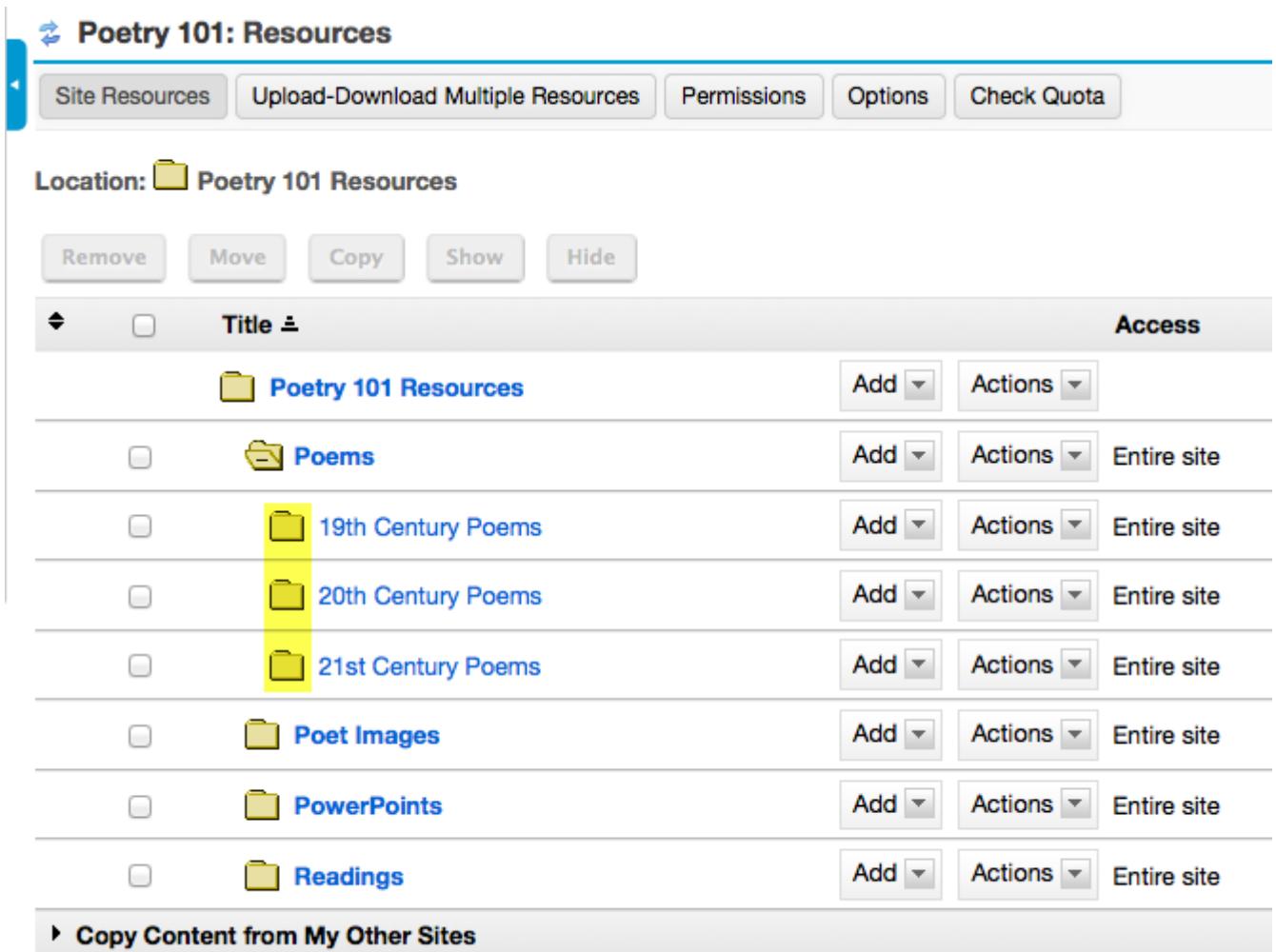
Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

Title	Access
 Poetry 101 Resources	Add Actions
 Poems	Add Actions Entire site
 19th Century Poems	Add Actions Entire site
 20th Century Poems	Add Actions Entire site
 21st Century Poems	Add Actions Entire site
 Poet Images	Add Actions Entire site
 PowerPoints	Add Actions Entire site
 Readings	Add Actions Entire site

Copy Content from My Other Sites



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

How do I upload files?

Go to Resources.

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

Click Add, then Upload Files.

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

Location:	Poetry 101 Resources	Access			
Remove	Move	Copy	Show	Hide	
▲	□	Title □			Access
		Poetry 101 Resources	Add ▾	Actions ▾	
□	+	Poems	Add ▾	Actions ▾	Entire site
□	📁	Poet Images	Add ▾	Actions ▾	Entire site
□	📁	PowerPoints	Add ▾	Actions ▾	Entire site
□	📁	Readings	Add ▾	Actions ▾	Entire site
▶ Copy Content from My Other Sites					

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

This displays the Upload Files page.

Click Browse.

Location: Poetry 101 / PowerPoints /

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

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

Edit display name. (Optional)

Location: Poetry 101 / PowerPoints /

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

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

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

Click Add Another File. (Optional)

Location: Poetry 101 / PowerPoints /

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

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

Click Upload Files Now.

Location: Poetry 101 / PowerPoints /

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

[Add Another File](#)

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

View files in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

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

▶ Copy Content from My Other Sites

The files are uploaded and placed within the selected folder.

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

Go to Resources.

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

Click Add, then Upload Files.

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

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

This displays the upload Files page.

Drag and drop files from your computer.

Location: Poetry 101 / Poet Images /

File To Upload No file selected.

Display Name Add details for this item

[Add Another File](#)

Email Notification

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

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

Drop files here to upload.

► **Drop files** to upload
(or click)

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

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

Click Continue.

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

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

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



23.2 KiB

[Remove file](#)



21.2 KiB

[Remove file](#)



13.1 KiB

[Remove file](#)



15.3 KiB

[Remove file](#)

[Continue](#) [Cancel](#)

This uploads the files.

View files in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

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

The files are now located inside the selected Resources folder.

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

There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.

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

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

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

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

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

Drag and drop the zip file from your computer.

 Poetry 101: Resources

Upload Files

Location: Poetry 101 / Readings /

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

Drop files here to upload.

→ **Drop files** to upload
(or click)

[Continue](#)

[Cancel](#)

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

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

Or, click to use the file browser upload.

S Poetry 101: Resources

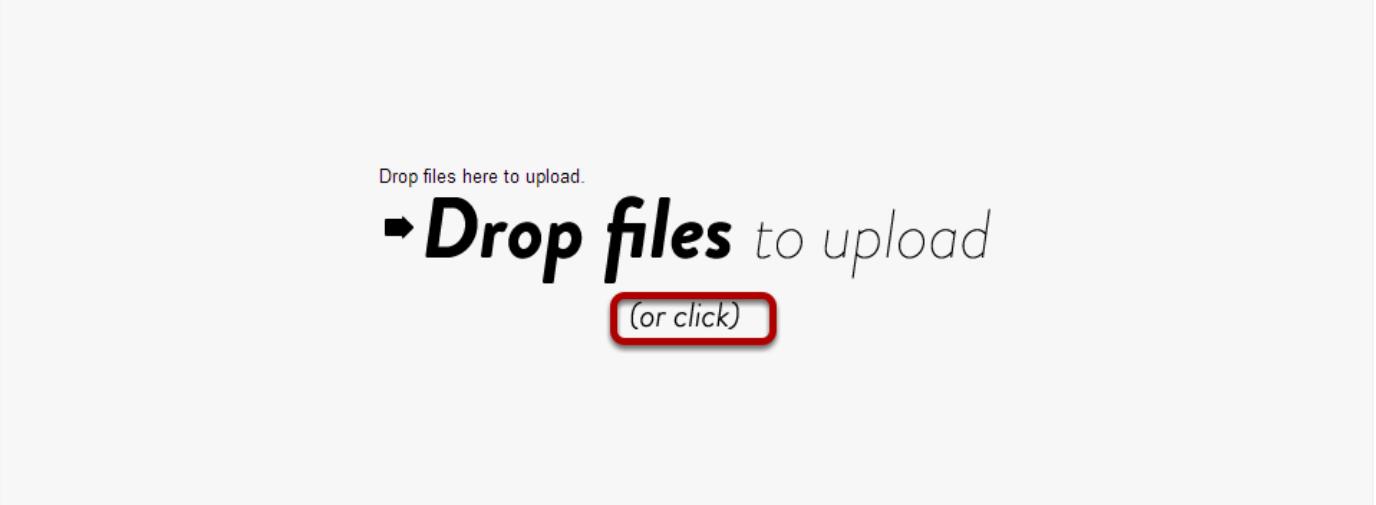
Upload Files

Location: Poetry 101 / Readings /

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

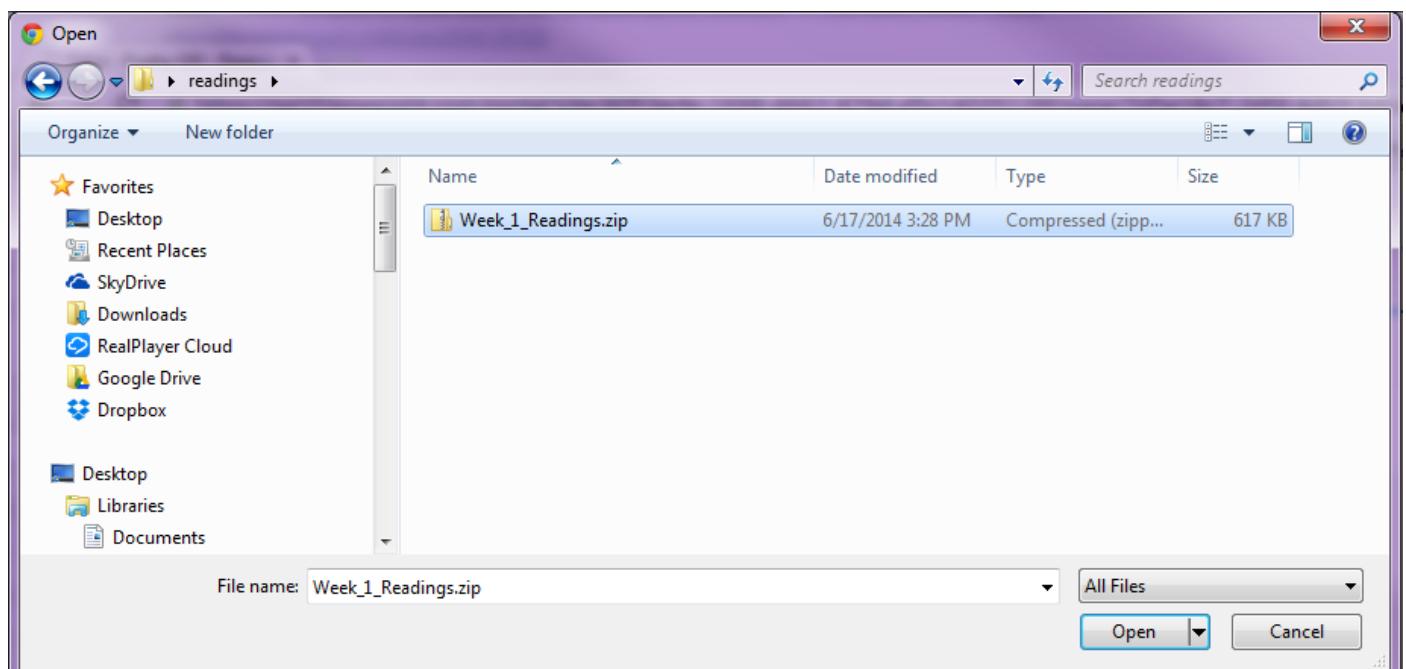
Drop files here to upload.
→ **Drop files** to upload
(or click)

Continue Cancel



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

Locate and select the file on your computer.



Click Continue.

Poetry 101: Resources

Upload Files

Location: Poetry 101 / Readings /

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

Week_1_Readings.zip

0.6 MiB

[Remove file](#)

[Continue](#)

[Cancel](#)

This uploads the zip file.

Click Actions, then Expand Zip Archive.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

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

Copy Content from My Other Sites

Actions ▾

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

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

View zip contents in Resources.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

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

New subfolder

Unpacked files

Original zip file

The zip file is automatically unpacked within the current folder.

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

How do I 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.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

Actions Access Create

Title	Actions	Access	Create
Poetry 101 Resources	Add Actions	Entire site	None
Poems	Add Actions	Entire site	None
Poet Images	Add Actions	Entire site	None
PowerPoints	Add Actions	Entire site	None
Readings	Add Actions	Entire site	None
Week_1_Readings	Add		
AmericanPoets.pdf			
APoetsJourney.pdf			
RobertFrost_AtTufts1915.pdf			
Week_2_Readings	Add		
EmilyDickinson_BecauseICouldNotSto ForDeath.doc			
JohnHolmes_AddressToTheLiving.doc			
WaltWhitman_AChildSaid.docx			

Actions ▾ Entire site None

Copy

Edit Details

Reorder

Compress to ZIP Archive

Restore

Move

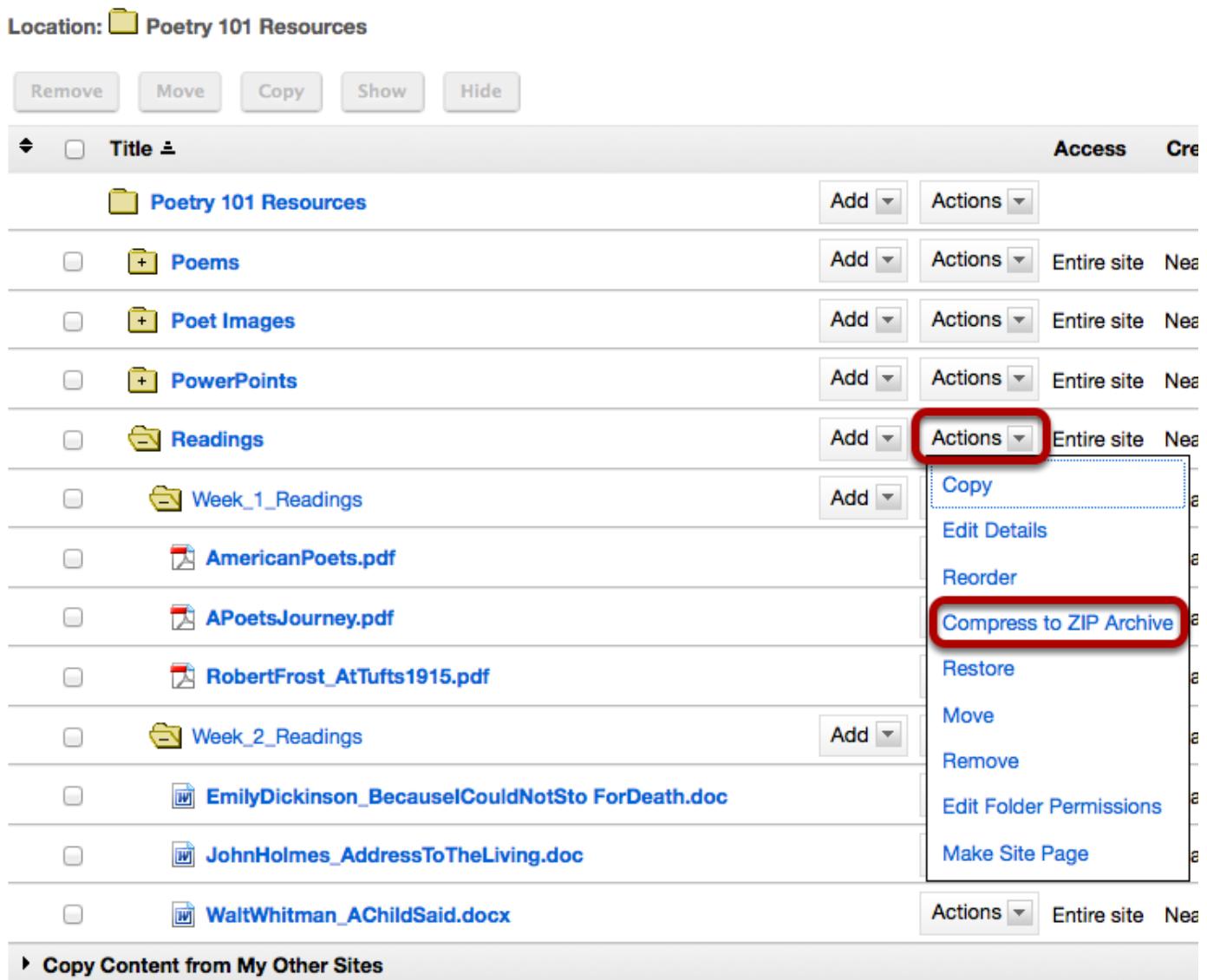
Remove

Edit Folder Permissions

Make Site Page

Actions ▾ Entire site None

Copy Content from My Other Sites



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.

 Poetry 101 Resources	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>  Poems	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>  Poet Images	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>  PowerPoints	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>  Readings	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>  Week_1_Readings	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>  AmericanPoets.pdf	Actions <input type="button" value="▼"/>
<input type="checkbox"/>  APoetsJourney.pdf	Actions <input type="button" value="▼"/>
<input type="checkbox"/>  RobertFrost_AtTufts1915.pdf	Actions <input type="button" value="▼"/>
<input type="checkbox"/>  Week_2_Readings	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>  EmilyDickinson_BecauseICouldNotSto ForDeath.doc	Actions <input type="button" value="▼"/>
<input type="checkbox"/>  JohnHolmes_AddressToTheLiving.doc	Actions <input type="button" value="▼"/>
<input type="checkbox"/>  WaltWhitman_AChildSaid.docx	Actions <input type="button" value="▼"/>
<input type="checkbox"/>  Readings.zip	Actions <input type="button" value="▼"/>

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 Add, then Add Web Links (URLs).

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

To the right of the folder you would like to add the web link, from the **Add** drop-down menu, select **Add Web Links (URLs)**.

This displays the Add Web Links (URLs) page.

Enter web address.

Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'x' you have finished.

Location: Poetry 101 / Poetry Web Sites /

Web Address (URL)

http://www.poets.org/

Website Name

Poets Magazine

[Add details for this item](#)

[Add Another Web Link](#)

Email Notification

None – No notification

[Add Web Links Now](#)

[Cancel](#)

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

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

Click Add Web Links Now.

Location: Poetry 101 / Poetry Web Sites /

Web Address (URL)

http://www.poets.org/

Website Name

Poets Magazine

[Add details for this item](#)



Web Address (URL)

http://www.poetryfoundation.org/

Website Name

The Poetry Foundation

[Add details for this item](#)



Web Address (URL)

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

Website Name

Poem Hunter

[Add details for this item](#)



[Add Another Web Link](#)

Email Notification

None – No notification

[Add Web Links Now](#)

[Cancel](#)

View links in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

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

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

How do I create a text document?

Go to Resources.

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

Click Add, then Create Text Document.

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

Location:	Poetry 101 Resources	Access:
	<input type="button" value="Remove"/> <input type="button" value="Move"/> <input type="button" value="Copy"/> <input type="button" value="Show"/> <input type="button" value="Hide"/>	
◆ <input type="checkbox"/> Title ▾		Access
<input type="checkbox"/> Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>	
<input type="checkbox"/> Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site	
<input type="checkbox"/> 19th Century Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site	
<input type="checkbox"/> 20th Century Poems		Entire site
<input type="checkbox"/> 21st Century Poems		Entire site
<input type="checkbox"/> Poet Images		Entire site
<input type="checkbox"/> Poetry Web Sites		Entire site
<input type="checkbox"/> PowerPoints		Entire site
<input type="checkbox"/> Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site	

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

This displays the Create Text Document page.

Enter text, then click Continue.

Poetry 101: Resources

Create Text Document

Type in the text and click 'Continue' at the bottom.

Fairy Song by Louisa May Alcott

The moonlight fades from flower and rose
And the stars dim one by one;
The tale is told, the song is sung,
And the Fairy feast is done.
The night-wind rocks the sleeping flowers,
And sings to them, soft and low.
The early birds ere long will wake:
'T is time for the Elves to go.

Continue

Cancel

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

This displays The details page for the text document.

Enter document information.

 Poetry 101: Resources

Create Text Document

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

* Name

Description
Her father was Amos Bronson Alcott, an American educator of considerable note. The father commenced as a local trader, and carried his trunk about among the planters of Virginia. Having acquired an education from books loaned to him, he commenced teaching school. In 1828 he removed to Boston, and established a

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

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

Availability and Access

Choose who can see this item.

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

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are not visible to others.

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

▶ [Optional properties](#)

Email Notification

Finish **Cancel**

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

View text document in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▾

		Add ▾	Actions ▾
<input type="checkbox"/>	 Poetry 101 Resources		
<input type="checkbox"/>	 Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 19th Century Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 Fairy Song - Louisa May Alcott 		Actions ▾
<input type="checkbox"/>	 20th Century Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 21st Century Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 Poet Images	Add ▾	Actions ▾

Click icon to view file description



The text document has been placed in the selected folder.

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

How do I create an HTML page?

Go to Resources.

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

Click Add, then Create HTML.

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

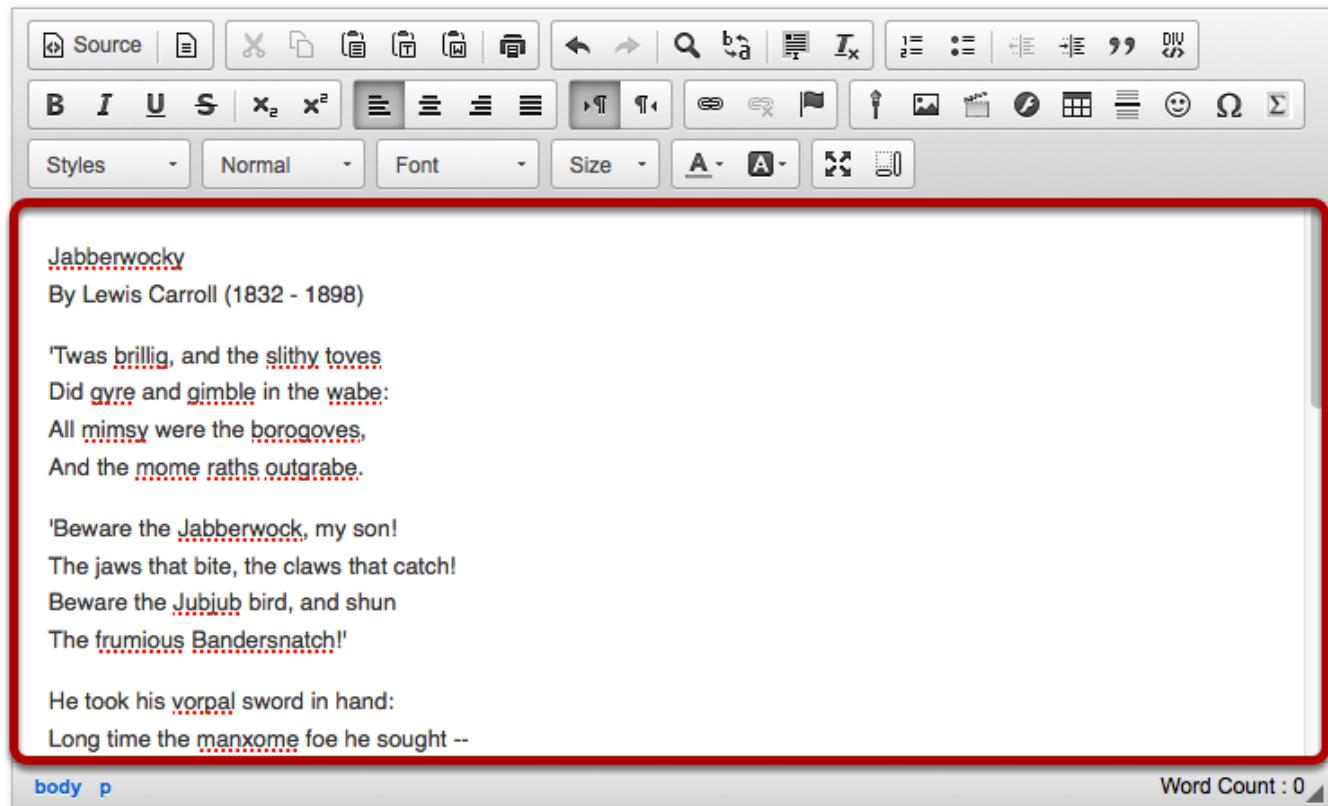
To the right of the folder where you want to create the HTML page, from the **Add** drop-down menu, select **Create HTML**.

This displays the Create HTML page.

Enter document content.

Create HTML Page

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



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

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

Create HTML Page

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

The Rich Text Editor toolbar includes:

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

Content area:

 [Lewis Carroll Biography](#)

Jabberwocky

By Lewis Carroll (1832 - 1898)

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

body p Word Count : 176

Continue **Cancel**

Use the [Rich Text Editor](#) tools to format the text, add images, links or other HTML items to the document.

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

Enter document details.

Create HTML Page

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

* Name

Jabberwocky – Lewis Carroll (1832 – 1898)

Description

Sounds and nonsense language are important elements of "Jabberwocky"

* Copyright Status

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

Copyright Alert

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

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

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

Show this item

From

Date:

MAR 5 2014 2 00 pm

Time:

Until

Date:

MAR 12 2014 3 00 pm

Time:

Hide this item

Optional properties

Email Notification

None – No notification

Finish

Cancel

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

View HTML file in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▲

Actions	Actions
Add	Add

 Poetry 101 Resources

 Poems

 19th Century Poems

 Jabberwocky - Lewis Carroll (1832 - 1898) 

 20th Century Poems

 21st Century Poems

 Poet Images

Click icon to view file description



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

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

How do I create a citation list?

Users can create a citation list for books, journal articles, manuscripts, newspapers or musical compositions in Resources. Citations can either be added in two ways.

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

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.

The screenshot shows the 'New Citation List' page. At the top, there's a header with a blue arrow icon and the text 'Poetry 101: Resources'. Below the header, a section titled 'New Citation List' contains a field labeled 'Citation List Name:' with the value 'Robert Frost Articles' entered. A red box highlights this input field. Below this, a light blue bar contains a link 'Show Citation List Options'. Underneath the bar are five buttons: 'Add Citations From:', 'Google Scholar', 'Sakai Resource Picker', 'Manually Create', and 'Import'. The 'Import' button is highlighted with a red box. Below these buttons, a message says 'No citations have been added yet.' At the bottom left is a 'Done' button.

Enter a name for the citation list, then click **Import**.

This displays the Import Citations page.

Click Browse.

The screenshot shows the 'Import Citations' page. At the top, there's a header with a blue arrow icon and the text 'Poetry 101: Resources'. Below the header, a section titled 'Import Citations' contains a message: 'Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.' Below this message are three buttons: 'Import', 'Back to Add Citations', and 'Cancel'. Underneath the buttons, there's a label 'Import File From' followed by a 'Browse...' button, which is highlighted with a red box. To the right of the button, it says 'No file selected.'. Below this is a large text input area with the placeholder 'Import RIS Formatted Data from the Following Text:' and a scroll bar on the right. At the bottom are three buttons: 'Import', 'Back to Add Citations', and '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...** **RobertFrost_Citations.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.

Citations (viewing 1 - 2 of 2)

Citation Actions: **- Select Action -**

[Select All](#) | [Select None](#)

[Robert Frost and the Comic Spirit](#)
Irwin, W. R. American Literature, 35(3) 1963. 299-310.
[view citation](#) | [edit](#) | [remove](#)

[Frost and Modernism](#)
Kern, Robert. American Literature, 60(1) 1988. 1-16.
[view citation](#) | [edit](#) | [remove](#)

[Select All](#) | [Select None](#)

Citation Actions: **- Select Action -**

Citations (viewing 1 - 2 of 2)

Done

This creates the citation list.

View citation list in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆	□	Title ▲	Access
		 Poetry 101 Resources	Add Actions
		 Bibliography	Add Actions Entire site
		 Robert Frost Articles	Actions Entire site
		 Poems	Add Actions Entire site

The citation list is located in the selected folder.

Click on the citation list name.

 Poetry 101: Resources

Citation List: Robert Frost Articles

Click "Get It!" to see if a copy of the citation is available through your library.

Citations (2)

[Citation View](#) | [Title View](#)

[Robert Frost and the Comic Spirit](#)
Irwin, W. R. American Literature, 35(3) 1963. 299-310.

[Frost and Modernism](#)
Kern, Robert. American Literature, 60(1) 1988. 1-16.

[Citation View](#) | [Title View](#)

Citations (2)

Clicking on the list name will open the item and display the list of citations.

Method 2: Manually create list.

The screenshot shows a file manager interface. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below that is a header with a back arrow, a search bar, and a title 'Title ▲'. The main area displays a folder named 'Poetry 101 Resources' containing sub-folders: 'Bibliography', 'Poems', 'Poet Images', 'Poetry Web Sites', 'PowerPoints', and 'Readings'. To the right of each folder is an 'Access' column. An 'Add' dropdown menu is open next to the 'Poetry 101 Resources' folder, listing options: Upload Files, Create Folders, Add Web Links (URLs), Create HTML Page, Create Text Document, and Create Citation List. The 'Create Citation List' option is highlighted with a red box.

To the right of the folder where you want to create the citation list, from the **Add** 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.

The screenshot shows the 'New Citation List' page. At the top, it says 'Poetry 101: Resources'. Below that is a form field labeled 'Citation List Name:' with the value 'An Interview with Maya Angelou' enclosed in a red box. Below the form is a button labeled 'Show Citation List Options'. At the bottom of the page are several buttons: 'Add Citations From:', 'Google Scholar', 'Sakai Resource Picker', 'Manually Create' (which is highlighted with a red box), and 'Import'. A message at the bottom states 'No citations have been added yet.' There is also a 'Done' button.

This displays the Add Citation page.

Enter citation information, then Save.

Add Citation

Enter citation information and click "Save Citation".
Required items marked with *

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

Select Citation Type [Journal Article](#)

Author(s) Neubauer, Carol E. [Add another](#)

* **Article Title** An Interview with Maya Angelou

Journal Title The Massachusetts Review

Year 1987

Date 1987/07/01

Volume 28

Issue 2

Pages 7

Start Page 286

End Page 292

Abstract [View](#)

Note(s) ArticleType: research-article / Full publication date:
Summer, 1987 / Copyright © 1987 The Massachusetts
Review, Inc.

ISSN 00254878

Subject(s) [Add another](#)

Language [View](#)

Call Number [View](#)

Date Retrieved [View](#)

Open URL <http://www.jstor.org/stable/25089856>

DOI 10.2307/25089856

Rights Copyright © 1987 The Massachusetts Review, Inc. [Add another](#)

Link(s)

URL	<input type="text"/>
Use as title link?	<input type="checkbox"/>
Label	<input type="text"/>

[Add another](#)

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

Manually enter the citation information, then click **Save Citation**.

This returns the display to the New Citation List page with a summary of the citation information.

Click Done.

Citations (viewing 1 - 1 of 1)

Citation Actions:

[Select All](#) | [Select None](#)

[An Interview with Maya Angelou](#)
Neubauer, Carol E. The Massachusetts Review, 28(2) 1987. 7.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#)

[Select All](#) | [Select None](#)

Citation Actions:

Citations (viewing 1 - 1 of 1)

Done

This returns the display to the Resources page.

View citation list in Resources.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title	Access
<input type="checkbox"/>	 Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Bibliography	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 An Interview with Maya Angelou	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Robert Frost Articles	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site

The citation is listed in the selected folder.

Click on the citation list name.

 Poetry 101: Resources

Citation List: An Interview with Maya Angelou

Click "Get It!" to see if a copy of the citation is available through your library.

Citations (1)

[Citation View](#) | [Title View](#)

[An Interview with Maya Angelou](#)

- ▶ Neubauer, Carol E. *The Massachusetts Review*, 28(2) 1987. 7.
[Get It!](#)

[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.

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

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

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

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

Click Actions, then Paste Moved Items.

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

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

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

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

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

View moved file in new location.

A screenshot of a Sakai Resources page. The page lists various files and folders under the category 'Poetry 101 Resources'. The files listed are: PowerPoints (Lecture02_19thCenturyPoets.ppt, Lecture03_20thCenturyPoets.ppt), Readings (Week_1_Readings, Week_2_Readings), and documents (AmericanPoets.pdf, APoetsJourney.pdf, RobertFrost_AtTufts1915.pdf). The file 'Lecture01_PoeticForms.ppt' is highlighted with a yellow background. To the right of each item are 'Add' and 'Actions' buttons, and the option 'Entire site'.

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

Method 2: Click Actions, then Move.

A screenshot of a Sakai Resources page. The page lists files and folders under the category 'Poetry 101 Resources'. The file 'Lecture01_PoeticForms.ppt' has a context menu open, with the 'Actions' button highlighted. The menu options are: Copy, Edit Details, Upload New Version, Move (highlighted with a red box), Remove, Duplicate, and Make Site Page. To the right of each item are 'Add' and 'Actions' buttons, and the option 'Entire site'.

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

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

Click the clipboard icon.

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

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

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

View moved file in new location.

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

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

Method 3: Select multiple items, then click Move.

Location:  Poetry 101 Resources

Move (button highlighted with a red box)

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

▲ □ Title ▲

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

► Copy Content from My Other Sites

The screenshot shows a list of files and folders in the "Poetry 101 Resources" folder. The "Move" button at the top is highlighted with a red box. On the left side of each item, there is a checkbox. Three checkboxes are checked, and their corresponding items are highlighted with a red box: "JohnHolmes_AddressToTheLiving.doc", "RobertFrost_AtTufts1915.pdf", and "WaltWhitman_AChildSaid.docx".

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

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

Click the clipboard icon.

Location:  Poetry 101 Resources

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

▲ **Title** ▲

File/Folder	Action Buttons
 Poetry 101 Resources	 Add ▾ Actions ▾
<input type="checkbox"/>  PowerPoints	 Add ▾ Actions ▾
<input type="checkbox"/>  Readings	 Add ▾ Actions ▾
<input type="checkbox"/>  Week_1_Readings	 Add ▾ Actions ▾
<input type="checkbox"/>  Week_2_Readings	 Add ▾ Actions ▾
<input type="checkbox"/>  EmilyDickinson_BecauseICouldNotSto ForDeath.doc	Actions ▾
<input checked="" type="checkbox"/>  JohnHolmes_AddressToTheLiving.doc	Actions ▾
<input checked="" type="checkbox"/>  RobertFrost_AtTufts1915.pdf	Actions ▾
<input checked="" type="checkbox"/>  WaltWhitman_AChildSaid.docx	Actions ▾

▶ **Copy Content from My Other Sites**

The screenshot shows a file management interface within a Sakai application. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below this is a header row with a dropdown arrow, a checkbox, and the word "Title". The main area lists files and folders under the "Poetry 101 Resources" location. Each item has a checkbox, a small icon, a name, and a set of "Add" and "Actions" buttons. The "Actions" button for the "Week_1_Readings" folder is highlighted with a red oval. At the bottom, there is a link to "Copy Content from My Other Sites".

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

View moved files in new location.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

◆ ☐ Title ▲ Access

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

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

How do I copy a file or folder within Resources in the same site?

Go to Resources.

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

Method 1: Click Actions, then Copy.

The screenshot shows the 'Poetry 101 Resources' page. On the right, there is a 'Actions' dropdown menu with several options: Copy, Edit Details, Upload New Version, Move, Remove, Duplicate, and Make Site Page. The 'Copy' option is highlighted with a red box. The menu is labeled 'Actions' and 'Entire site'.

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

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 Reset to cancel)

Click Actions, then Paste Copied Items.

The screenshot shows a file list in a Sakai interface. At the top, there's a header for 'Poetry 101 Resources'. Below it is a list of items:

- A folder named 'PowerPoints' with an 'Add' button and an 'Actions' dropdown set to 'Entire site'.
- A file named 'Lecture01_PoeticForms.ppt' with an 'Actions' dropdown set to 'Entire site'.
- A file named 'Lecture02_19thCenturyPoets.ppt' with an 'Actions' dropdown set to 'Entire site'.
- A file named 'Lecture03_20thCenturyPoets.ppt' with an 'Actions' dropdown set to 'Entire site'.
- A folder named 'Readings' with an 'Add' button and an 'Actions' dropdown set to 'Entire site'.
- A folder named 'Week_1_Readings' with an 'Add' button and an 'Actions' dropdown. This dropdown is expanded, showing a list of options: 'Actions' (highlighted with a red box), 'Paste copied items' (also highlighted with a red box and a dashed blue border), 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Remove', 'Edit Folder Permissions', and 'Make Site Page'.
- A folder named 'Week_2_Readings' with an 'Add' button and an 'Actions' dropdown.

At the bottom of the list, there's a link 'Copy Content from My Other Sites'.

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.

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

This returns the display to the Resources page with a copy of the file or folder in the other folder.

Method 2: Click Actions, then Copy.

 Poetry 101 Resources	Add  Actions 
<input type="checkbox"/>  PowerPoints	Add  Actions  Entire site
<input type="checkbox"/>  Lecture01_PoeticForms.ppt	Actions  Entire site
<input type="checkbox"/>  Lecture02_19thCenturyPoets.ppt	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Copy</div>
<input type="checkbox"/>  Lecture03_20thCenturyPoets.ppt	Edit Details
<input type="checkbox"/>  Readings	Upload New Version
<input type="checkbox"/>  Week_1_Readings	Move
<input type="checkbox"/>  AmericanPoets.pdf	Remove
<input type="checkbox"/>  APoetsJourney.pdf	Duplicate
<input type="checkbox"/>  RobertFrost_AtTufts1915.pdf	Make Site Page
	Actions  Entire site
	Actions  Entire site

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 Reset to cancel)

Click the clipboard icon.

The screenshot shows a list of files and folders under the heading "Poetry 101 Resources". The "PowerPoints" folder is expanded, showing three presentation files: "Lecture01_PoeticForms.ppt", "Lecture02_19thCenturyPoets.ppt", and "Lecture03_20thCenturyPoets.ppt". Below this is the "Readings" folder, which is also expanded, showing four PDF files: "AmericanPoets.pdf", "APoetsJourney.pdf", and "RobertFrost_AtTufts1915.pdf". To the right of each item is a set of actions: "Add" (with a dropdown arrow), "Actions" (with a dropdown arrow), and a link labeled "Entire site". The "Actions" button for the "Week_1_Readings" folder is circled in red, highlighting the clipboard icon.

Category	File/Folder Name	Actions	Link
PowerPoints	Lecture01_PoeticForms.ppt	Add Actions	Entire site
	Lecture02_19thCenturyPoets.ppt	Add Actions	Entire site
	Lecture03_20thCenturyPoets.ppt	Add Actions	Entire site
Readings	AmericanPoets.pdf	Add Actions	Entire site
	APoetsJourney.pdf	Add Actions	Entire site
	RobertFrost_AtTufts1915.pdf	Add Actions	Entire site
	Week_1_Readings	Add Actions	Entire site

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

View copied item.

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

This returns the display to the Resources page with a copy of the file or folder in the other folder.

Method 3: Select several items, then click Copy.

Location:  Poetry 101 Resources

Remove Move **Copy** Show Hide

▲ □ Title ▲

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

▶ Copy Content from My Other Sites

The screenshot shows a list of files and folders in the "Poetry 101 Resources" folder. The "Copy" button at the top is highlighted with a red box. Three checkboxes are checked for the first three items in the list, and these three items are also highlighted with a red box. The "Actions" buttons for each item are visible to the right of the file names.

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 Reset to cancel)

Click the clipboard icon.

Location:  Poetry 101 Resources

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

▲ **Title** ▾

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

▶ **Copy Content from My Other Sites**



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

View copied item.

<input type="checkbox"/>	 Readings	Add  Actions  Entire site
<input type="checkbox"/>	 Week_1_Readings	Add  Actions  Entire site
<input type="checkbox"/>	 AmericanPoets.pdf	Actions  Entire site
<input type="checkbox"/>	 APoetsJourney.pdf	Actions  Entire site
<input type="checkbox"/>	 JohnHolmes_AddressToTheLiving.doc	Actions  Entire site
<input type="checkbox"/>	 RobertFrost_AtTufts1915.pdf	Actions  Entire site
<input type="checkbox"/>	 WaltWhitman_AChildSaid.docx	Actions  Entire site
<input type="checkbox"/>	 Week_2_Readings	Add  Actions  Entire site
<input type="checkbox"/>	 EmilyDickinson_BecauseICouldNotSto ForDeath.doc	Actions  Entire site
<input type="checkbox"/>	 JohnHolmes_AddressToTheLiving.doc	Actions  Entire site
<input type="checkbox"/>	 RobertFrost_AtTufts1915.pdf	Actions  Entire site
<input type="checkbox"/>	 WaltWhitman_AChildSaid.docx	Actions  Entire site

This returns the display to the Resources page with a copy of the files or folders in the other folder.

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 the destination site.

Click Copy Content from My Other Sites.

The screenshot shows the 'Resources' tool interface. At the top, there is a location bar labeled 'Location: Poetry 102 Resources'. Below it are four buttons: 'Remove', 'Move', 'Copy', and 'Hide'. A title bar labeled 'Title' is followed by a list of resources. The first item is 'Poetry 102 Resources' with an 'Add' button and an 'Actions' dropdown menu. The second item is 'Readings' with an 'Add' button and an 'Actions' dropdown menu. At the bottom of the list, there is a button labeled 'Copy Content from My Other Sites' which is highlighted with a red rectangular border.

This displays the Resource folders located in your other sites.

Select the files or folders you would like to copy, then click Copy.

Location:  Poetry 102 Resources

▲ Title ▾

 Poetry 102 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>  Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/>

▼ **Copy Content from My Other Sites**

Expand folder(s) of interest and select item(s) to copy to your current site above.

 My Workspace
 ENG-7 Shakespeare's Birds Resources
 Poetry 101 Resources
<input type="checkbox"/>  PowerPoints
<input type="checkbox"/>  Readings
<input checked="" type="checkbox"/>  Week_1_Readings
<input checked="" type="checkbox"/>  Week_2_Readings

This places the Resources page into a temporary display state to facilitate the copying of files
(Click reset to cancel).

Click the clipboard icon.

The screenshot shows a file manager interface. At the top, there's a header bar with a folder icon labeled "Poetry 102 Resources", an "Add" button, and an "Actions" dropdown. Below this, another header bar shows a folder icon labeled "Readings", an "Add" button, and an "Actions" dropdown. A red circle highlights the clipboard icon in the second header bar. A section titled "Copy Content from My Other Sites" is expanded, containing the instruction "Expand folder(s) of interest and select item(s) to copy to your current site above." Below this, a "Copy" button is visible. The main content area lists several folders: "My Workspace", "ENG-7 Shakespeare's Birds Resources", "Poetry 101 Resources", "PowerPoints", "Readings", "Week_1_Readings", and "Week_2_Readings". The "Week_1_Readings" and "Week_2_Readings" folders are highlighted with a yellow background.

To the right of the folder you want to copy the files or folders to, click the clipboard icon.

View copied files.

The screenshot shows a file management interface with two main sections: 'Poetry 102 Resources' and 'Copy Content from My Other Sites'.

Poetry 102 Resources:

- Poetry 102 Resources** (selected)
- Readings**
- Week_1_Readings**
- Week_2_Readings**

Actions: Add, Actions

Copy Content from My Other Sites:

Expand folder(s) of interest and select item(s) to copy to your current site above.

Copy

- My Workspace**
- ENG-7 Shakespeare's Birds Resources**
- Poetry 101 Resources**
- PowerPoints**
- Readings** (selected)
- Week_1_Readings**
- Week_2_Readings**

Actions: Add, Actions

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.

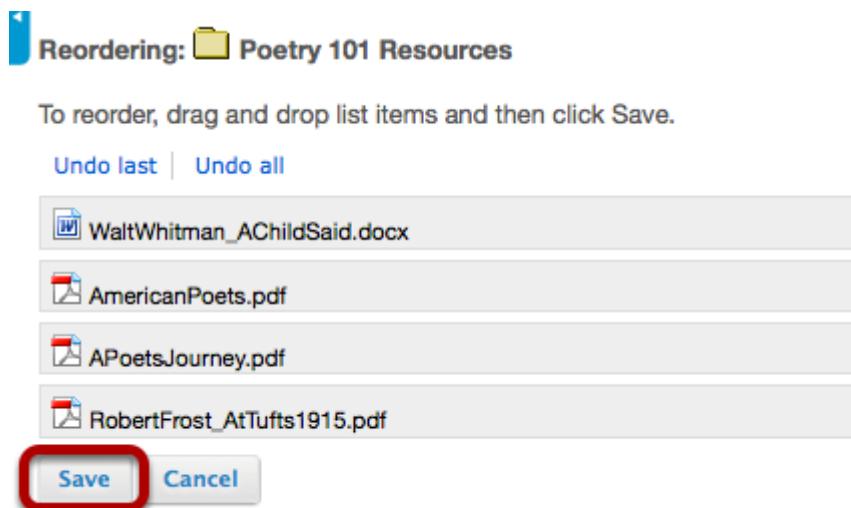
Files: Click Actions, then Reorder.

The screenshot shows the Sakai Resources tool interface. On the left is a tree view of resources under 'Poetry 101 Resources'. Under 'PowerPoints' are 'AmericanPoets.pdf', 'APoetsJourney.pdf', and 'RobertFrost_AtTufts1915.pdf'. Under 'Readings' are 'WaltWhitman_AChildSaid.docx' and 'Week_2_Readings'. Under 'Week_1_Readings' are 'AmericanPoets.pdf', 'APoetsJourney.pdf', and 'RobertFrost_AtTufts1915.pdf'. On the right, there are 'Add' and 'Actions' buttons for each folder. For the 'Week_1_Readings' folder, the 'Actions' button is expanded, showing a dropdown menu with options: Copy, Edit Details, Reorder (which is highlighted with a red box), Compress to ZIP Archive, Restore, Move, Remove, Edit Folder Permissions, and Make Site Page.

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.



Click and drag the items into the desired order, then click **Save**.

View reordered items.

<input type="checkbox"/>	Poetry 101 Resources	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>	PowerPoints	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>	Readings	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>	Week_1_Readings	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/>	WaltWhitman_AChildSaid.docx	Actions <input type="button" value="▼"/>
<input type="checkbox"/>	AmericanPoets.pdf	Actions <input type="button" value="▼"/>
<input type="checkbox"/>	APoetsJourney.pdf	Actions <input type="button" value="▼"/>
<input type="checkbox"/>	RobertFrost_AtTufts1915.pdf	Actions <input type="button" value="▼"/>
<input type="checkbox"/>	Week_2_Readings	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>

This reorders the placement of the files in the folder.

Folders: Click Actions, then Reorder.

The screenshot shows a list of folders under 'Poetry 101 Resources'. At the top, there are buttons for Remove, Move, Copy, Show, and Hide. Below this is a header row with columns for Title and Access. The main list contains the following items:

Title	Access
Poetry 101 Resources	Add ▾
Bibliography	Add ▾
Poems	Add ▾
Poet Images	Add ▾
Poetry Web Sites	Add ▾
PowerPoints	Add ▾
Readings	Add ▾

To the right of the list is a vertical 'Actions' dropdown menu. The 'Reorder' option is highlighted with a red box. Other options in the menu include Copy, Edit Details, Compress to ZIP Archive, Restore, Move, Remove, Edit Folder Permissions, and Make Site Page.

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.

The screenshot shows the 'Reordering' page for 'Poetry 101 Resources'. The title bar says 'Reordering: Poetry 101 Resources'. Below it is a message: 'To reorder, drag and drop list items and then click Save.' There are two 'Undo' links: 'Undo last' and 'Undo all'. A list of six folders is shown in a scrollable area:

- Readings
- PowerPoints
- Poems
- Poet Images
- Poetry Web Sites
- Bibliography

At the bottom of the page are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Click and drag the items into the desired order, then click **Save**.

View reordered items.

Location:  Poetry 101 Resources

[Remove](#) [Move](#) [Copy](#) [Show](#) [Hide](#)

◆ **Title** ▲

 Poetry 101 Resources
<input type="checkbox"/>  Readings
<input type="checkbox"/>  PowerPoints
<input type="checkbox"/>  Poems
<input type="checkbox"/>  Poet Images
<input type="checkbox"/>  Poetry Web Sites
<input type="checkbox"/>  Bibliography

This reorders the placement of the folders on the site.

How do I upload a new version of a file in Resources?

Go to Resources.

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

Click Actions, then Upload New Version.

The screenshot shows the Sakai Resources tool interface. On the left is a tree view of resources under 'Poetry 101 Resources'. Under 'PowerPoints', there are three files: 'Lecture01_PoeticForms.ppt', 'Lecture02_19thCenturyPoets.ppt', and 'Lecture03_20thCenturyPoets.ppt'. The 'Actions' dropdown menu is open over the first file, with the 'Upload New Version' option highlighted by a red box. Other options in the menu include Copy, Edit Details, Move, Remove, Duplicate, and Make Site Page.

Category	File Name	Actions
PowerPoints	Lecture01_PoeticForms.ppt	Add Actions Entire site
PowerPoints	Lecture02_19thCenturyPoets.ppt	Add Actions Entire site
PowerPoints	Lecture03_20thCenturyPoets.ppt	Add Actions Entire site
Poems		Add Actions
Poet Images		Add Actions
Poetry Web Sites		Add Actions

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	<input type="button" value="Browse..."/> No file selected.
Original File Name	Lecture01_PoeticForms.ppt
File Type	application/vnd.ms-powerpoint
Email Notification	None – No notification

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 New Version

To replace the current version of this file with an updated version, select your updated file here.

Upload a new version	<input type="button" value="Browse..."/> Lecture01_PoeticForms-Revised.ppt
Original File Name	Lecture01_PoeticForms.ppt
File Type	application/vnd.ms-powerpoint
Email Notification	None – No notification

Original file is replaced.

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

This 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.

Location: Poetry 101 Resources

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

Title

Poetry 101 Resources	
Readings	
PowerPoints	
Lecture01_PoeticForms.ppt	
Lecture02_19thCenturyPoets.ppt	
Lecture03_20thCenturyPoets.ppt	

This displays the Hide Items Confirmation page.

Confirm action by clicking Hide again.

Are you sure you want to hide the following item(s)?
resources will not be able to view items marked as I
will be hidden as well.

Hide item(s) confirmation...

Name

[Lecture02_19thCenturyPoets.ppt](#)
 [Lecture03_20thCenturyPoets.ppt](#)

Hide

Items are hidden.

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

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.

Poetry 101 Resources	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/>
<input type="checkbox"/> Readings	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/> Entire site
<input type="checkbox"/> PowerPoints	Add <input type="button" value="▼"/> Actions <input type="button" value="▼"/> Entire site
<input type="checkbox"/> Lecture01_PoeticForms.ppt	Actions <input type="button" value="▼"/> Entire site
<input type="checkbox"/> Lecture02_19thCenturyPoets.ppt	Actions <input type="button" value="▼"/> Entire site
<input type="checkbox"/> Lecture03_20thCenturyPoets.ppt	Actions <input type="button" value="▼"/> Entire site
<input type="checkbox"/> Poems	Add <input type="button" value="▼"/>
<input type="checkbox"/> Poet Images	Add <input type="button" value="▼"/>
<input type="checkbox"/> Poetry Web Sites	Add <input type="button" value="▼"/>
<input type="checkbox"/> Bibliography	Add <input type="button" value="▼"/>

Copy Content from My Other Sites

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

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.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item

From

Date:

MAR 7 2014 12 40 pm

Time:

MAR 14 2014 1 40 pm

Until

Date:

MAR 14 2014 1 40 pm

Time:

Hide this item

Email Notification None – No notification

Update

Cancel

Under Availability and Access, select **Hide this item**, then click **Update**.

Item is hidden.

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

This returns the display to the Resources page with the selected item hidden.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you hide a folder, all of the files within the folder are automatically hidden.

How do I unhide files or folders?

There are 2 methods Instructors can use to un-hide (show) files or folders.

Method 1: Select files or folders / Show

Method 2: Actions / Edit Details / Show

Go to Resources.

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

Method 1: Select the file(s) or folder(s), then click Show.

The screenshot shows the 'Resources' tool interface. At the top, there are buttons for Remove, Move, Copy, Show (which is highlighted with a red box), and Hide. Below this is a search bar labeled 'Title' with a dropdown arrow. The main area displays a list of items:

- Poetry 101 Resources (with Add and Actions buttons)
- Readings (with Add and Actions buttons)
- PowerPoints (with Add and Actions buttons)
- Lecture01_PoeticForms.ppt (with Actions button)
- Lecture02_19thCenturyPoets.ppt (with Actions button)
- Lecture03_20thCenturyPoets.ppt (with Actions button)

Two items, 'Lecture02_19thCenturyPoets.ppt' and 'Lecture03_20thCenturyPoets.ppt', have checkboxes checked and are highlighted with red boxes.

This displays the Show Items Confirmation page.

Click Show again to confirm.

The screenshot shows a confirmation dialog box titled 'Show item(s) confirmation...'. It contains a message: 'Are you sure you want to make the following item(s) visible? Within it will be visible unless individually set as hidden.' Below the message, it lists the selected items:

Name
Lecture02_19thCenturyPoets.ppt
Lecture03_20thCenturyPoets.ppt

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

Items are now visible.

The screenshot shows a list of items under the "Poetry 101 Resources" folder. The items are:

- Readings
- PowerPoints
- Lecture01_PoeticForms.ppt
- Lecture02_19thCenturyPoets.ppt
- Lecture03_20thCenturyPoets.ppt

The last three items are highlighted with a yellow background. Each item has an "Add" and "Actions" button to its right. The "Actions" button for each of the highlighted files is also highlighted with a yellow background.

This returns the display to the Resources page with the selected items available.

Method 2: Click Actions, then Edit Details.

The screenshot shows the same list of items under the "Poetry 101 Resources" folder. The "Actions" button for the "Lecture02_19thCenturyPoets.ppt" file is highlighted with a red box. A dropdown menu is open, listing several options: Copy, Edit Details, Upload New Version, Move, Remove, Duplicate, and Make Site Page. The "Edit Details" option is also highlighted with a red box.

To unhide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Select Show this item, then click Update.

Availability and Access

Choose who can see this item.

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

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item
 From Date: Time:
MAR 7 2014 1 00 pm
 Until Date: Time:
MAR 14 2014 2 00 pm
 Hide this item

Email Notification

Under Availability and Access, select Show this item, then click Update.

Item is now visible.

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

This 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.

The screenshot shows the 'Poetry 101 Resources' section of the Sakai Resources tool. It lists various items with their status (e.g., Readings, PowerPoints, presentations) and actions (Add, Actions). A red box highlights the 'Actions' dropdown for the fourth item, 'Lecture02_19thCenturyPoets.ppt'. A secondary red box highlights the 'Edit Details' option in the dropdown menu, which also includes Copy, Upload New Version, Move, Remove, Duplicate, and Make Site Page.

Item	Status	Actions
Poetry 101 Resources		Add Actions
Readings		Add Actions Entire site
PowerPoints		Add Actions Entire site
Lecture01_PoeticForms.ppt		Add Actions Entire site
Lecture02_19thCenturyPoets.ppt		Add Actions Entire site
Lecture03_20thCenturyPoets.ppt		Add Actions Entire site
Poems		Add Actions
Poet Images		Add Actions
Poetry Web Sites		Add Actions
Bibliography		Add Actions

Copy Content from My Other Sites

To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit details page for the item.

Specify dates.

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item

From

Date: Time:

MAR 20 2014 1 00 am

Until

Date: Time:

MAY 15 2014 1 00 am

Hide this item

Email Notification

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

Notes:

- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

View file or folder in Resources.

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

This displays the file or folder in Resources as hidden, except during the specified time period.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.

How do I remove a file or folder in Resources?

Go to Resources.

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

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

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

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

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

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

This displays the Remove confirmation page.

Click Remove again to confirm.

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

Remove confirmation...

Name
LewisCarroll_Jabberwocky.htm
WaltWhitman_AChildSaid.docx

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

Items are removed.

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

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

Method 2: Click Actions,, then Remove.

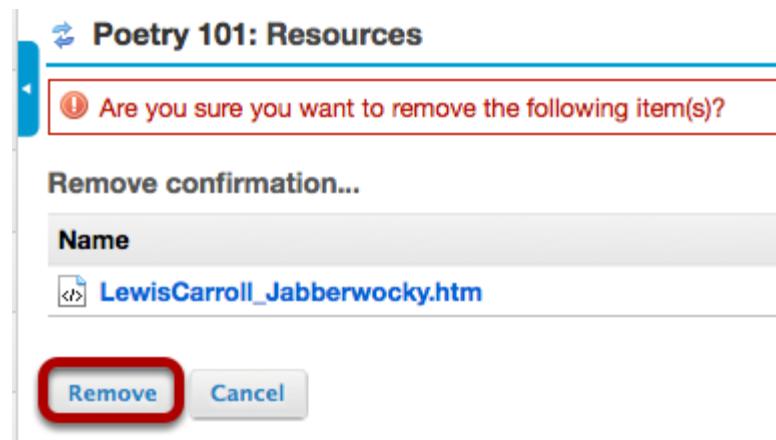
 Poetry 101 Resources	Add 	Actions 
<input type="checkbox"/>  Readings	Add 	Actions  Entire site
<input type="checkbox"/>  Week_1_Readings	Add 	Actions  Entire site
<input type="checkbox"/>  LewisCarroll_Jabberwocky.htm		Actions  Entire site
<input type="checkbox"/>  AmericanPoets.pdf		
<input type="checkbox"/>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

- Actions  Entire site
 - Copy
 - Edit Details
 - Edit Content
 - Upload New Version
 - Move
 - Remove 
 - Duplicate
 - Make Site Page

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

This displays the Remove confirmation page.

Click Remove again to confirm.



The Item is removed.

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

This removes the item from Resources.

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

How do I 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 Actions, then Restore.

The screenshot shows the 'Resources' tool interface. On the left is a list of folders: Poetry 101 Resources, Poetry Web Sites, Readings, PowerPoints, Poems, Poet Images, and Bibliography. To the right of each folder is an 'Add' button and an 'Actions' dropdown menu. The 'Actions' menu for 'Poetry 101 Resources' is open, showing options: Copy, Edit Details, Compress to ZIP Archive, **Restore**, Move, Remove, Edit Folder Permissions, and Make Site Page. The 'Restore' option is highlighted with a red box.

To restore a file or folder, to the right of the folder where the item(s) were removed, from the **Actions** drop-down menu, select **Restore**.

This displays the folder's Restoring page.

Select the items to be restored, then click Restore.

The screenshot shows the 'Restoring' page for the 'Poetry 101 Resources' folder. At the top, it says 'Restoring: Poetry 101 Resources'. Below that are three buttons: 'Restore' (highlighted with a red box), 'Remove', and 'Cancel'. A list of items follows, each with a checkbox. Two checkboxes are checked and highlighted with red boxes: 'The Poetry Foundation' and 'Poets Magazine'.

Items are restored.

 Poetry 101 Resources	Add ▾	Actions ▾
<input type="checkbox"/>  Poetry Web Sites	Add ▾	Actions ▾
<input type="checkbox"/>  Poem Hunter		Actions ▾
<input type="checkbox"/>  Poets Magazine		Actions ▾
<input type="checkbox"/>  The Poetry Foundation		Actions ▾
<input type="checkbox"/>  Readings	Add ▾	Actions ▾

This restores the previously removed items back to the folder.

How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.

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

Click Actions, then Edit Details.

The screenshot shows the 'Poetry 101 Resources' page. A list of items is displayed, each with an 'Add' button and an 'Actions' dropdown menu. The 'Actions' menu for the file 'APoetsJourney.pdf' is open, showing options: Copy, Edit Details (which is highlighted with a red box), Upload New Version, Move, Remove, Duplicate, and Make Site Page. The 'Edit Details' option is the intended target for adding contextual information.

Item	Action Buttons	Actions Menu
Poetry 101 Resources	Add	Actions
Poetry Web Sites	Add	Actions
Readings	Add	Actions
Week_1_Readings	Add	Actions
APoetsJourney.pdf	Add	Actions
RobertFrost_Boston1915.pdf	Add	Actions
Week_2_Readings	Add	Actions
PowerPoints	Add	Actions
Poems	Add	Actions
Poet Images	Add	Actions

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 *

* Name

Description

Email Notification

Update **Cancel**

Enter (or paste) a description of the file or folder in the **Description** box, then click **Update**.

View item details.

The screenshot shows a list of items in a Sakai interface. On the left, there are checkboxes for selecting items. The items listed are:

- Readings
- Week_1_Readings
- APoetsJourney.pdf 
- RobertFrost_Boston19
- Week_2_Readings

On the right, there are "Add" and "Actions" buttons for each item. A yellow box highlights the information icon next to the APoetsJourney.pdf file. A red arrow points from this yellow box to a larger yellow tooltip window that displays the file's description: "A review of the life and poetry of American poet, Theodore Roethke (1908-1963)".

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.

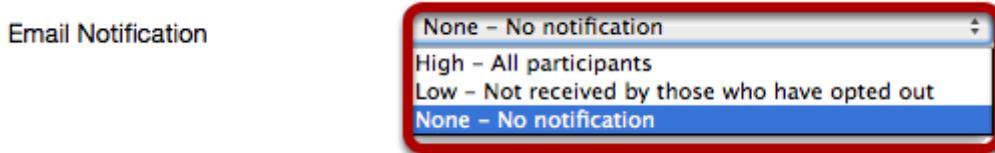
Select the **Resources** tool from the Tool Menu of your site.

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.

Go to Resources.

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

Click Actions, then Edit Details.

The screenshot shows the 'Poetry 101 Resources' page. A list of items is displayed, each with an 'Add' button and an 'Actions' dropdown menu. The 'Actions' menu for the file 'APoetsJourney.pdf' is open, showing options: Copy, Edit Details (which is highlighted with a red box), Upload New Version, Move, Remove, Duplicate, and Make Site Page. The 'Edit Details' option is the target of the user's action.

Item	Action Buttons	Actions Menu Options
Poetry 101 Resources	Add, Actions	
Readings	Add, Actions	Entire site
Week_1_Readings	Add, Actions	Entire site
APoetsJourney.pdf	Add, Actions	Entire site
RobertFrost_Boston1915.pdf	Add, Actions	Entire site
Week_2_Readings	Add, Actions	Entire site
PowerPoints	Add, Actions	Entire site
Poetry Web Sites	Add, Actions	Entire site
Poems	Add, Actions	Entire site
Poet Images	Add, Actions	Entire site

To obtain a file or folder's URL, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Copy the URL.

The screenshot shows the 'Edit Details' page for the file 'APoetsJourney.pdf'. The 'Web address (URL)' field contains the URL: https://qa10.longsite.com/access/content/group/4052ecfe-1698-4662-879d-d5c14035128f/Readings/Week_1_Readings/APoetsJourney.pdf. This URL is highlighted with a red box.

Under **Web Address (URL)** section, copy the item's URL.

Copy short URL. (Optional)



An alternative is to select **Short URL** check box and then copy a shortened version of the URL.

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 Site Page.

The screenshot shows the Sakai Resources tool interface. On the left, there is a list of resources including 'Readings', 'Week_1_Readings', 'APoetsJourney.pdf', 'RobertFrost_Boston1915.pdf', 'Week_2_Readings', 'PowerPoints', 'Poems', 'Poet Images', and 'Bibliography'. To the right of each resource is an 'Add' button and an 'Actions' button. The 'Actions' button for the 'Week_1_Readings' folder is highlighted with a red box. A dropdown menu is open from this button, listing several options: Copy, Edit Details, Reorder, Compress to ZIP Archive, Restore, Move, Remove, Edit Folder Permissions, and Make Site Page. The 'Make Site Page' option is also highlighted with a red box.

To create a link to a Resources folder, to the right of the folder, from the **Actions** drop-down menu, select **Make Site Page**.

This displays the Make Site page.

Enter a name, then Add Page.

The screenshot shows a 'Make Site Page' dialog box. At the top is a title bar with the text 'Poetry 101: Resources'. Below it is a section titled 'Make Site Page' with the sub-instruction 'This allows you to create a page within the site linking to this piece of content.' A text input field labeled 'Title of Page' contains the text 'Week 1 Readings', which is highlighted with a red rectangle. Below the input field are two buttons: 'Add Page' (also highlighted with a red rectangle) and 'Cancel'.

Enter a name for the page button, then click **Add Page**.

View folder link in Tool Menu.

The screenshot shows the Sakai Tool Menu. On the left is a vertical sidebar with various links: Home, Announcements, Resources, Assignments, Week 1 Readings (which is highlighted with a red rectangle), Site Info, Forums, Roster, and Help. To the right of the sidebar, the main content area is titled 'Poetry 101: Web Content'. It features a 'Up one level' link and a folder named 'Week_1_Readings'. Below the folder, there is a descriptive text: 'Reading to be completed before the first week's class.' Underneath the folder, there are two PDF files listed: 'APoetsJourney.pdf' and 'RobertFrost_Boston1915.pdf', each with a small thumbnail icon.

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 Add, then Create Folders.

The screenshot shows the 'Resources' tool interface. At the top, there's a header with 'Title' and 'Access' buttons. Below is a list of resources under 'Poetry 101 Resources': Poetry Web Sites, Readings, PowerPoints, Poems, and Poet Images. To the right of the list is an 'Add' button with a dropdown menu. The menu options are: Upload Files, Create Folders (which is highlighted with a red box), Add Web Links (URLs), Create HTML Page, Create Text Document, and Create Citation List. Each option has a note 'entire site' to its right.

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

This displays the Create Folders page.

Enter name and add details.

The screenshot shows the 'Create Folders' page. It has a title 'Create Folders' and a sub-instruction 'Create as many folders as you like! If you change your mind about needing one of your folders, click th'. Below that is a 'Location: Poetry 101 /' label. There are two main input fields: 'Folder Name' containing 'Red Group Resources' and 'Add details for this item' (which is also highlighted with a red box). Below these are buttons for 'Add Another Folder', 'Create Folders Now' (highlighted with a red box), and 'Cancel'.

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.

This folder and its contents are **publicly viewable**.

Display this folder and its contents to selected groups only.

Title Description

Blue
Group

Red
Group

Add Another Folder

Create Folders Now

Cancel

Under **Availability and Access**, select **Display folder to Group**, select the group name, then click **Create Folders Now**.

View group folder.

Title	Access
Poetry 101 Resources	Add Actions
Red Group Resources	Add Actions Select group(s)
Poetry Web Sites	Add Actions Entire site
Readings	Add 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 the 'Resources' tool interface. On the left, there is a list of folders under 'Poetry 101 Resources': Poetry 101 Resources, Red Group Resources, Poetry Web Sites, Readings, PowerPoints, Poems, Poet Images, and Bibliography. To the right of each folder is an 'Add' button and an 'Actions' dropdown menu. The 'Actions' menu for 'Red Group Resources' is open, displaying options: Copy, Edit Details, Compress to ZIP Archive, Move, Remove, Edit Folder Permissions (which is highlighted with a red box), and Make Site Page. At the bottom right of the actions menu, there is another 'Actions' button labeled 'Entire site'.

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: Red Group Resources

[Undo changes](#)

Permission	Instructor	Student	StudentTestRole	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input 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**.

Group members may now add and edit items.

Title	Access
Poetry 101 Resources	Add Actions
Red Group Resources	Add Actions Select group(s)
Poetry Web Sites	Add Actions Entire site

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" and "Actions" button displayed in their view of the group folder.

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 the Sakai Resources tool interface. On the left, there is a list of folders under the title "Poetry 101 Resources". The folders listed are "Poetry 101 Resources", "Student Cell Phone Pictures", "Poetry Web Sites", "Readings", "PowerPoints", "Poems", and "Poet Images". To the right of each folder is an "Add" button and an "Actions" dropdown menu. The "Actions" menu for the "Student Cell Phone Pictures" folder is open and highlighted with a red box. The menu options are: Copy, Edit Details, Compress to ZIP Archive, Move, Remove, Edit Folder Permissions, and Make Site Page. The "Edit Folder Permissions" option is also highlighted with a red box.

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: Red Group Resources

[Undo changes](#)

Permission	Instructor	Student	StudentTestRole	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input 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.

Title	Access
<input type="checkbox"/> Poetry 101 Resources	Add Actions
<input type="checkbox"/> Student Cell Phone Pictures	Add Actions Entire site

This allows the students to upload and edit content in the selected folder.

Students will have an "Add" and "Actions" button displayed in their view of 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. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

Go to Resources.

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

Click Actions, then Edit Details.

The screenshot shows the Sakai Resources tool interface. On the left, there is a list of items under the heading 'Title'. The items are: Poetry 101 Resources, Bibliography, Poetry Web Sites, Readings, PowerPoints, Poems, and Poet Images. To the right of each item is an 'Add' button and an 'Actions' button. A red box highlights the 'Actions' button for the 'Bibliography' item. A dropdown menu is open next to this button, listing several options: Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Remove, Edit Folder Permissions, and Make Site Page. The 'Edit Details' option is highlighted with a blue box.

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

This displays the Edit Details page for the item.

Make item public, then Update.

Availability and Access

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

Display this folder and its contents to selected groups only.

Update

Cancel

Under Availability and Access, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

Note: This can be done with files as well.

The Resources item is designated as Public.

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

What is the Resources quota?

Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

Go to Resources.

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

Click Check Quota.

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

This displays the Resources Quota page.

Quota is displayed.

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

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

How do I upload or download multiple resources?

Users can upload/download multiple resources using the WebDAV protocol. WebDAV allows users to transfer files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site Resources, their computer will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in "My Computer" in Windows, or the "Finder" on a Mac.

For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

Mac OS X 10.4 (Tiger) and newer supports secure WebDAV connections in the Finder. Mac users can also use Cyberduck or AnyClient.

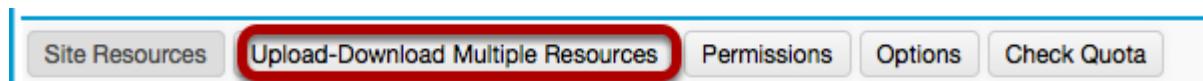
Depending on your specific operating system version, you may find one method performs better than another.

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

Go to Resources.

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

Click Upload-Download Multiple Resources.



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

WebDAV instructions will display.

Site Resources | Upload-Download Multiple Resources

Upload-Download Multiple Resources

The instructions on this page show you how to create a folder on your desktop machine that will allow you to drag and drop files and folders between your computer and this site's Resources tool. This involves using a protocol called **WebDAV**. The WebDAV setup process is different for each operating system. Follow the steps below to get started.

Note: if you simply want to upload files to the Resources tool one by one, click **Site Resources** at the top of the page, then click **Add > Upload Files** to the right of a folder.

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

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

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

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

This displays links to directions for setting up WebDAV for your computer's operating system. Locate your operating system in the list of supported systems shown, and follow the instructions provided for setting up WebDAV on your computer.

Rich Text Editor

What is the Rich Text Editor?

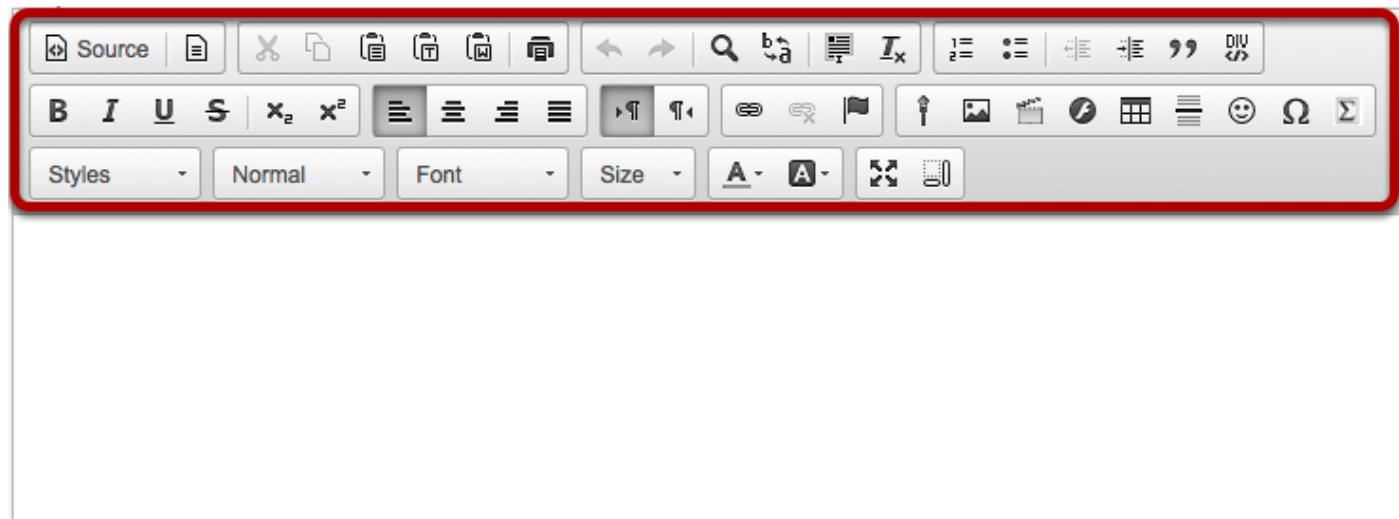
In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include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

Note: Pasting text into the rich-text editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

The rich-text editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the [CKEditor 4 Documentation Site](#).

Also, please refer to [Rich Text Editor Accessibility Guidelines](#) for more information on creating accessible content using the CKEditor.

Rich Text Editor Toolbar



The Rich Text Editor toolbar contains an array of icons. See [What actions can I perform using the Rich Text Editor icons?](#) for more information in individual icon functionality.

Note: Some configurations may not have all of the above tools and some may have additional tools.

What actions can I perform using the Rich Text Editor icons?

Note: Depending on your implementation, you may have more icons or fewer icons available to you in the Rich Text Editor. There are several third party tools which integrate with the editor and display as additional icons in the editing toolbar (e.g. equation editors, video management applications, etc.). Also, some institutions hide seldom-used icons to make the appearance of the editing toolbar more compact.

Standard Rich Text Editor icons allow the following features:

Source



View or edit the document source code (for advanced users).

Templates



Select a layout template.

Cut



Cut the highlighted text to the clipboard.

Copy



Copy the highlighted text to the clipboard.

Paste



Paste the data copied to the clipboard.

Paste as Plain Text



Paste the data copied to the clipboard (without formatting).

Paste from Word



Paste content copied from Microsoft Word or similar applications.

Print



Print the current document.

Undo



Undo the most recent action taken.

Redo



Redo the most recent action taken.

Find



Find a word or phrase within the document.

Replace



Find and replace a word or phrase within the document.

Select All



Select the entire text in the document.

Remove Format



Remove the formatting from the highlighted text.

Insert/Remove Numbered List



Create Numbered Lists.

Insert/Remove Bulleted List



Create Bulleted Lists.

Decrease Indent



Decrease the paragraph indent.

Increase Indent



Increase the paragraph indent.

Block



Format a block of text to identify quotations.

Create DIV Container



Creates a container to apply formatting beyond one block of text.

Bold



Applies Bold formatting to highlighted text.

Italic



Applies Italic formatting to highlighted text.

Underline



Applies Underline formatting to highlighted text.

Strike Through



Applies Strike Through formatting to highlighted text.

Subscript



Subscript the highlighted text.

Superscript



Superscript the highlighted text.

Align Left



Set text alignment left.

Align Center



Set text alignment center.

Align Right



Set text alignment right.

Justify



Justify text alignment.

Text Direction Left to Right



Displays text left to right.

Text Direction Right to Left



Displays text right to left.

Link



Create hyperlink.

Unlink



Remove hyperlink.

Anchor



Inserts or modifies a link anchor.

Record Audio Clip



Create and display a voice recording.

Image



Inserts images into the document.

Insert/Edit Movie



Inserts a movie/audio player.

Flash



Inserts a Adobe Flash element into the page.

Table



Creates a table with the defined number of columns and rows.

Insert Horizontal Line



Inserts a divider line (horizontal rule).

Smiley



Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character



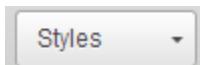
Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Add MathML Formula



Creates mathematical symbols using MathML language.

Styles



Applies special styles to a block of text.

Format



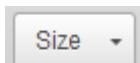
Applies paragraph formatting to a block of text.

Font



Applies a specific font to a block of text.

Size



Applies a specific size to a block of text.

Text Color



Changes the color of the text.

Background Color



Changes the background color of the text.

Maximize



Maximizes the editor size inside the browser.

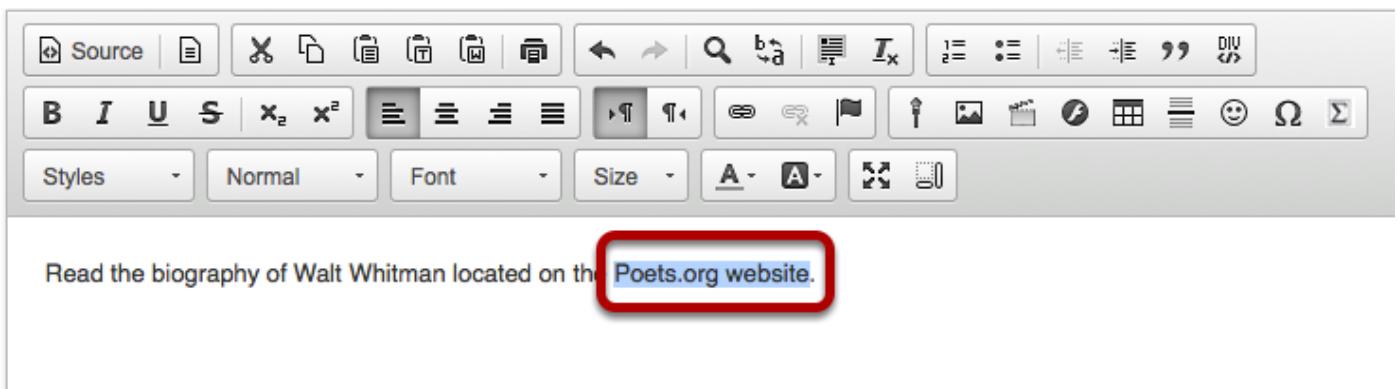
Show Blocks



Shows where there are block elements boundaries in the text.

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

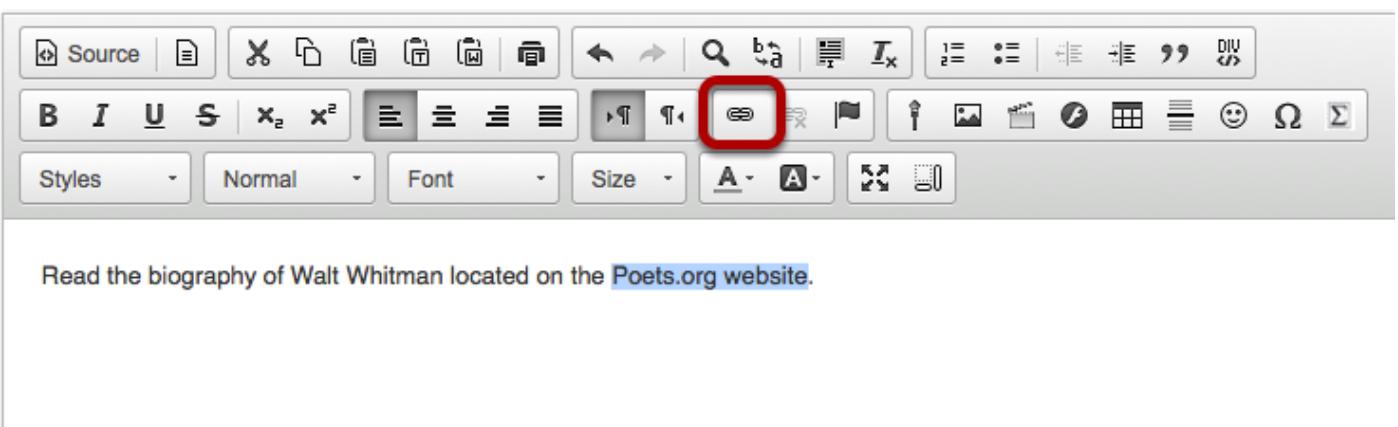
Select the text.



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

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

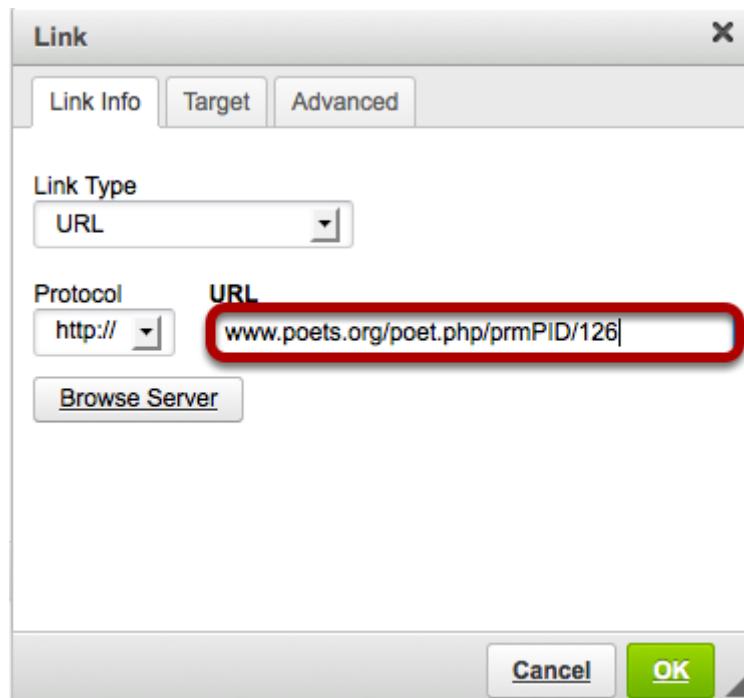
Click the Link icon.



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

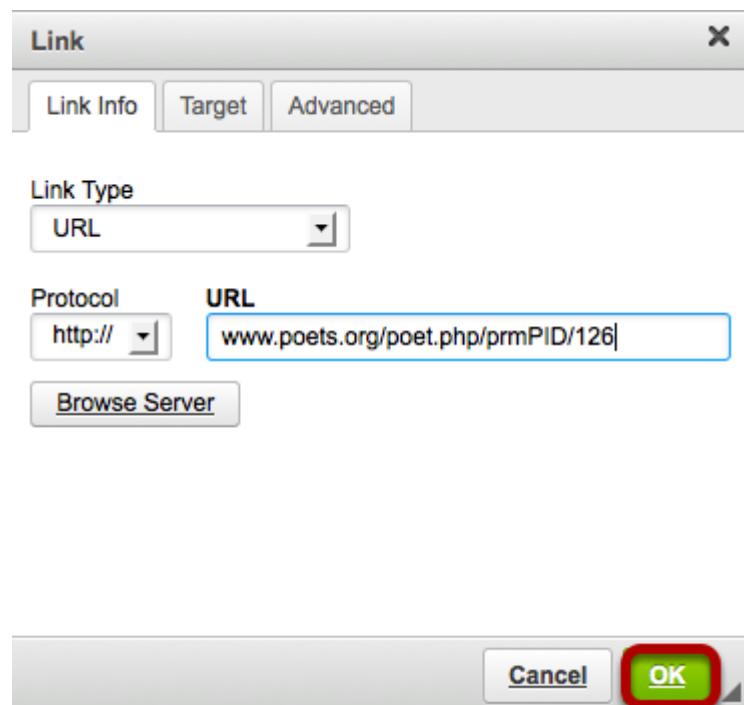
This displays the Link dialog box.

Enter the URL.



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

Click OK.



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

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

Go to Resources.

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

Click Actions, then Edit Details for the item.

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

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

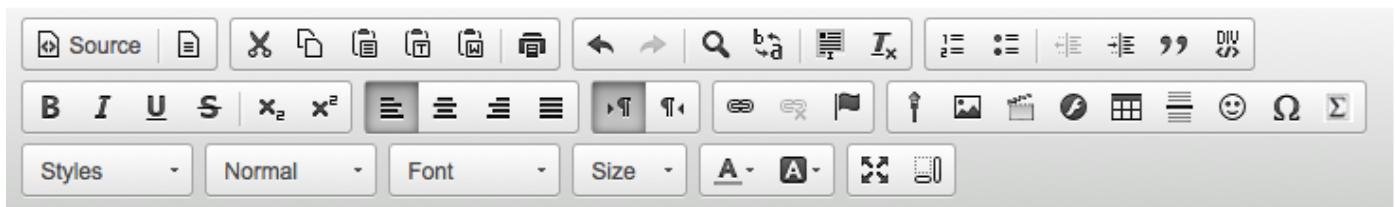
This displays the Edit Details page.

Copy the item URL.

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

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

Go to the Rich Text Editor and select your text.



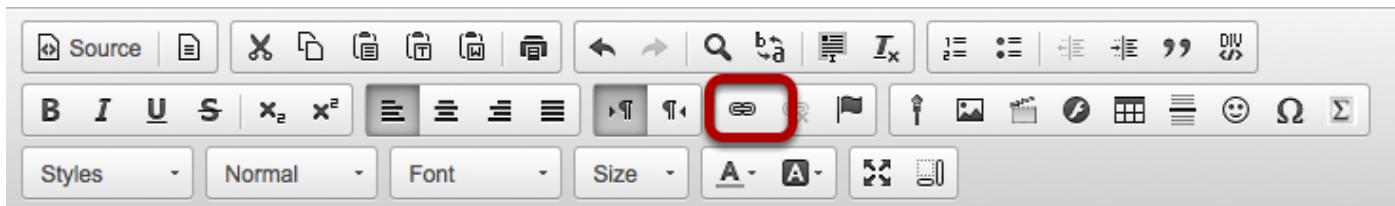
Read the Poet's Journey document and be prepared to discuss.



Selected text to serve as the link

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

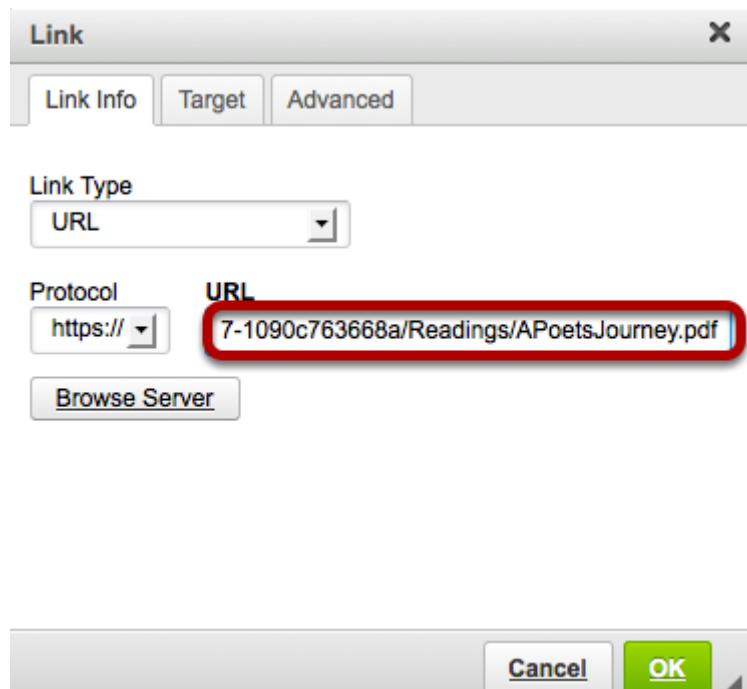
Click the Link icon.



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

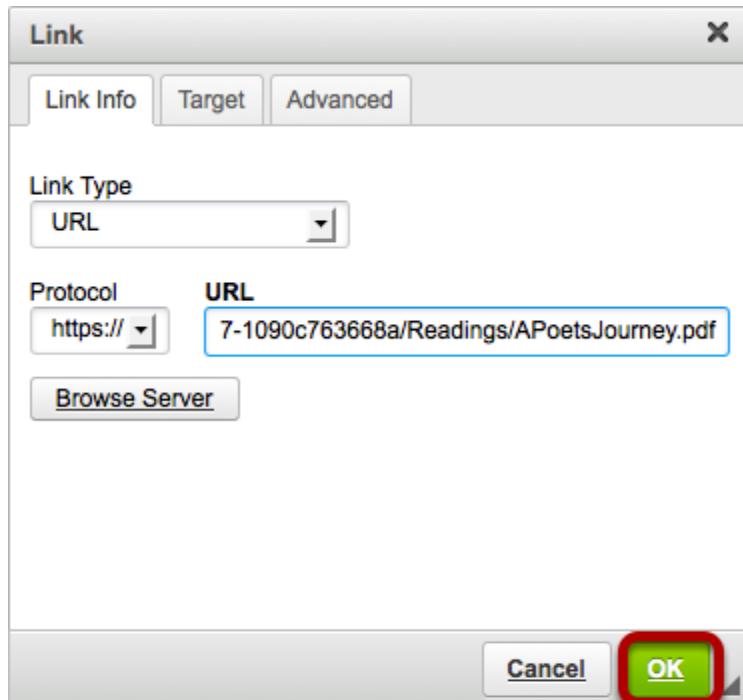
This displays the Link dialog box.

Paste the item URL.



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

Click OK.



Message

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

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

How do I create a link to 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 toolbar. A red arrow points from a yellow callout bubble labeled "Selected text to serve as the link" to the "Link" icon in the toolbar, which is a double-lined circle symbol. The text "After class, there will be an online discussion of Emily Dickinson's poem 'Because I Could not Stop for Death'." is visible in the editor area.

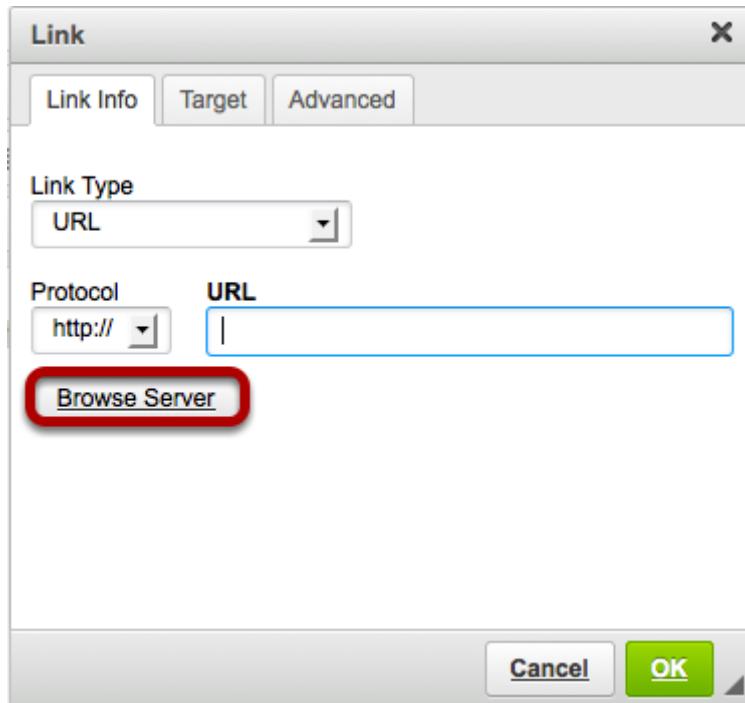
In the text box, select the text you would like to serve as a link to the activity.

Click the Link icon.

The screenshot shows the Sakai Rich Text Editor toolbar. The "Link" icon (double-lined circle) is circled in red. The text "After class, there will be an online discussion of Emily Dickinson's poem 'Because I Could not Stop for Death'." is visible in the editor area.

This displays the Link dialog box.

Click Browse Server.



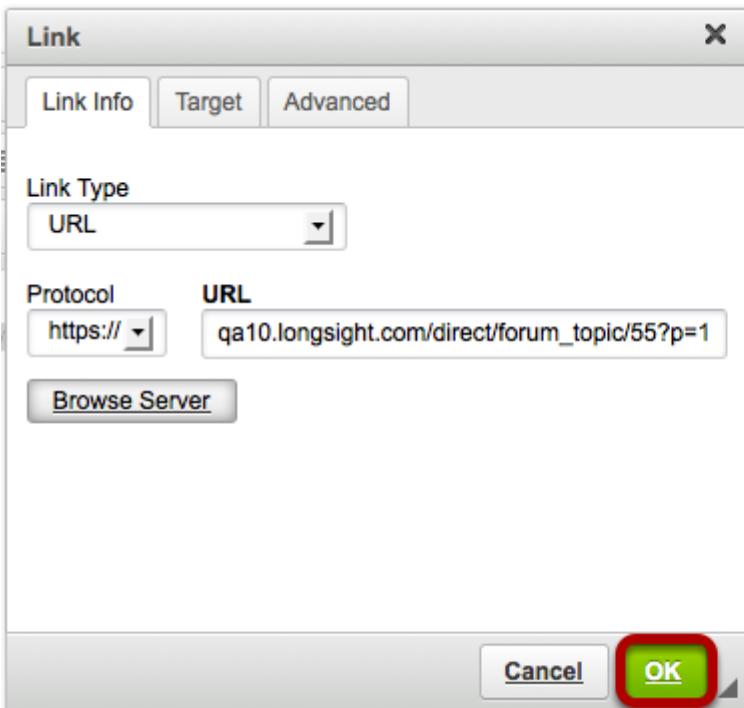
This displays the Entity Picker. If you have any Forums, Assignments or Test & Quizzes posted, they will be displayed in the Entity Picker.

Select the activity you want to link to.

- Assignments**
[Paper #1 - Early American Poets](#)
- Forums**
[American Poets](#)
[Emily Dickinson](#)
- Resources**
- Tests & Quizzes**

This returns the display to the Link Properties dialog box with the URL of the activity listed in the URL box.

Click OK.



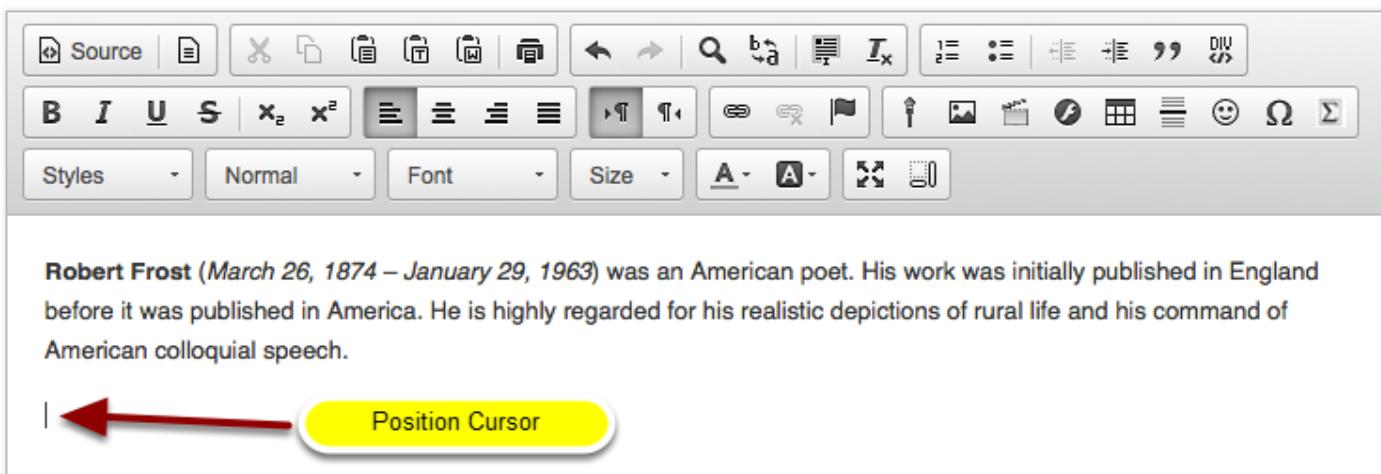
Message

After class, there will be [an online discussion of Emily Dickinson's poem "Because I Could not Stop for Death"](#)

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?

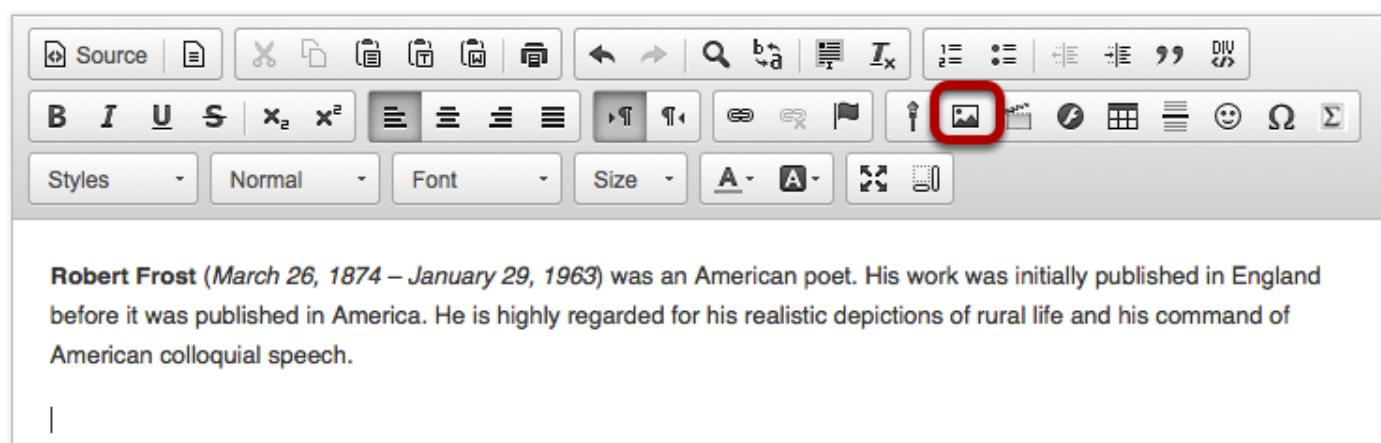
Position the cursor.



Robert Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech.

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

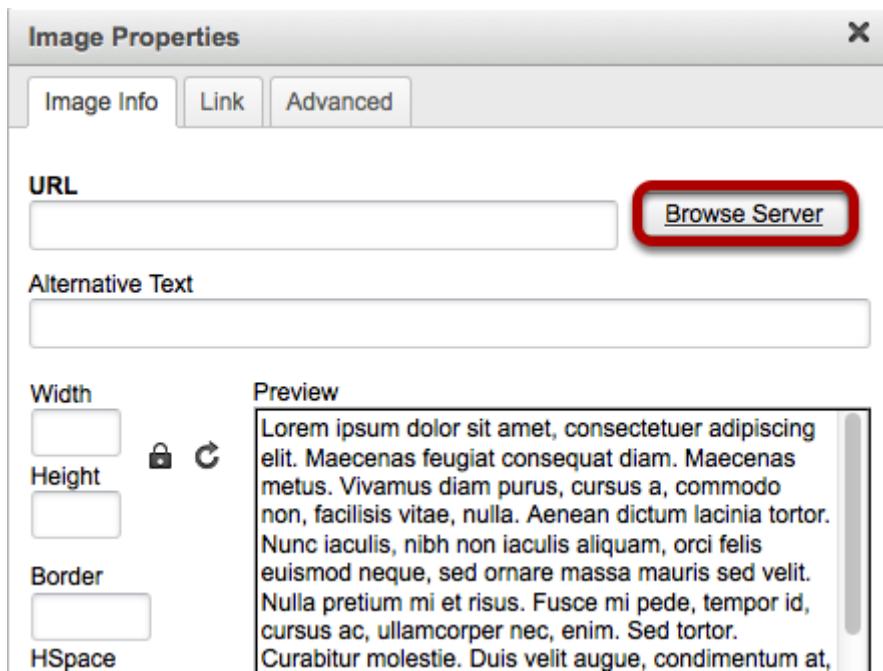
Click on the Insert/Edit Image icon.



Robert Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech.

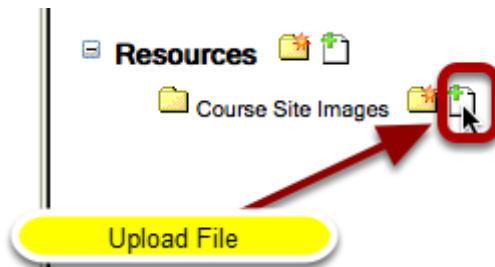
This displays the image properties dialog box

Click Browse Server.



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

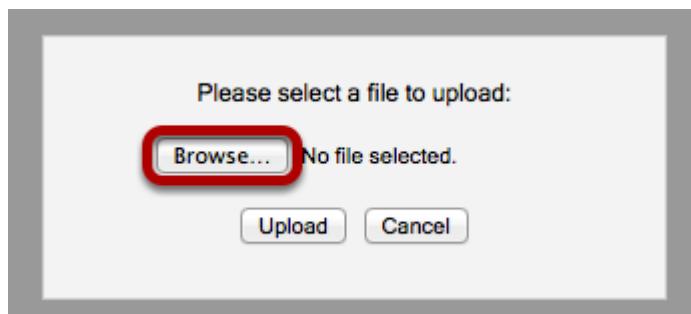
Upload the image file.



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

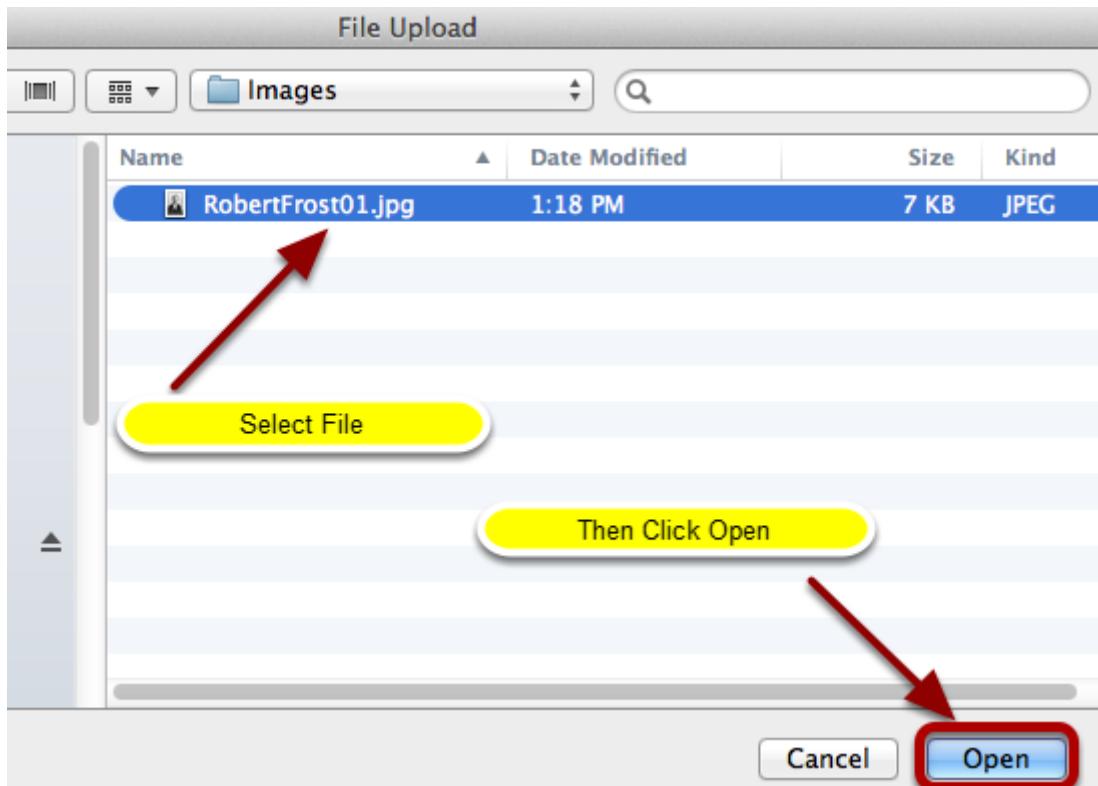
This displays an upload file dialog box.

Click Browse



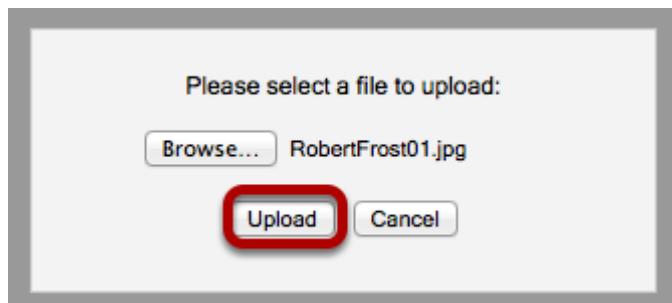
This displays your computer's file locator.

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



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

Click Upload



This returns the display to the entity picker.

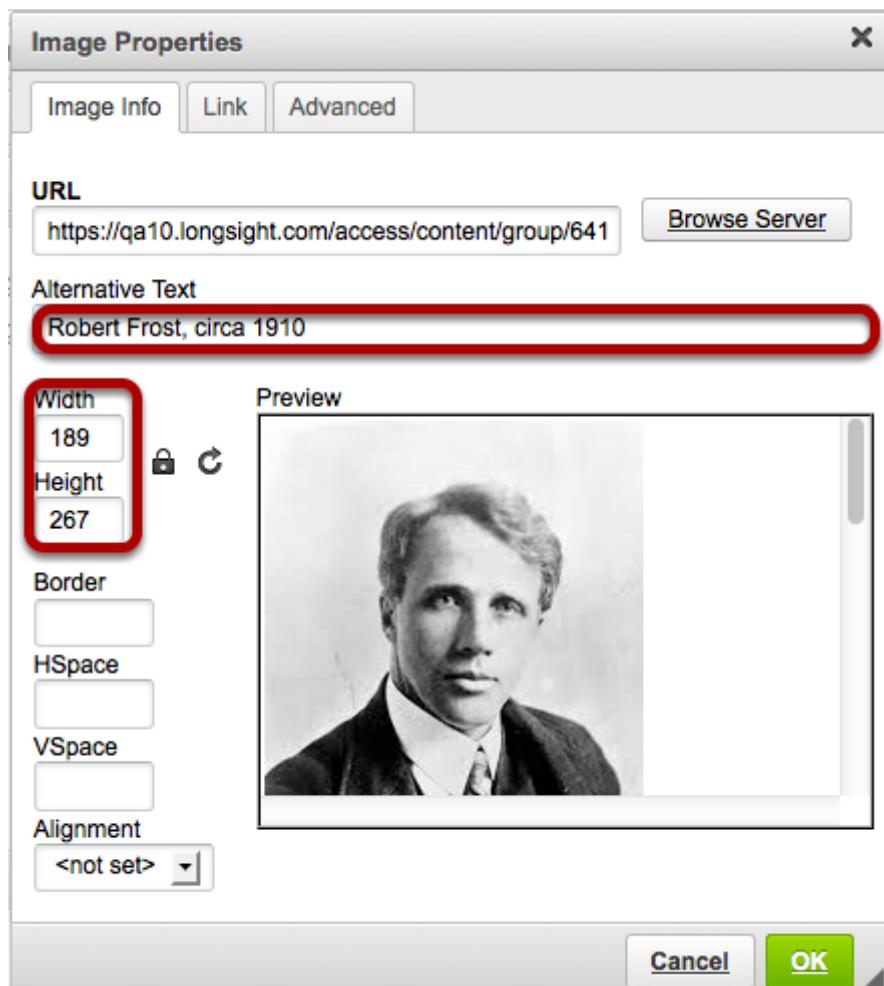
Select the image to be embedded.



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

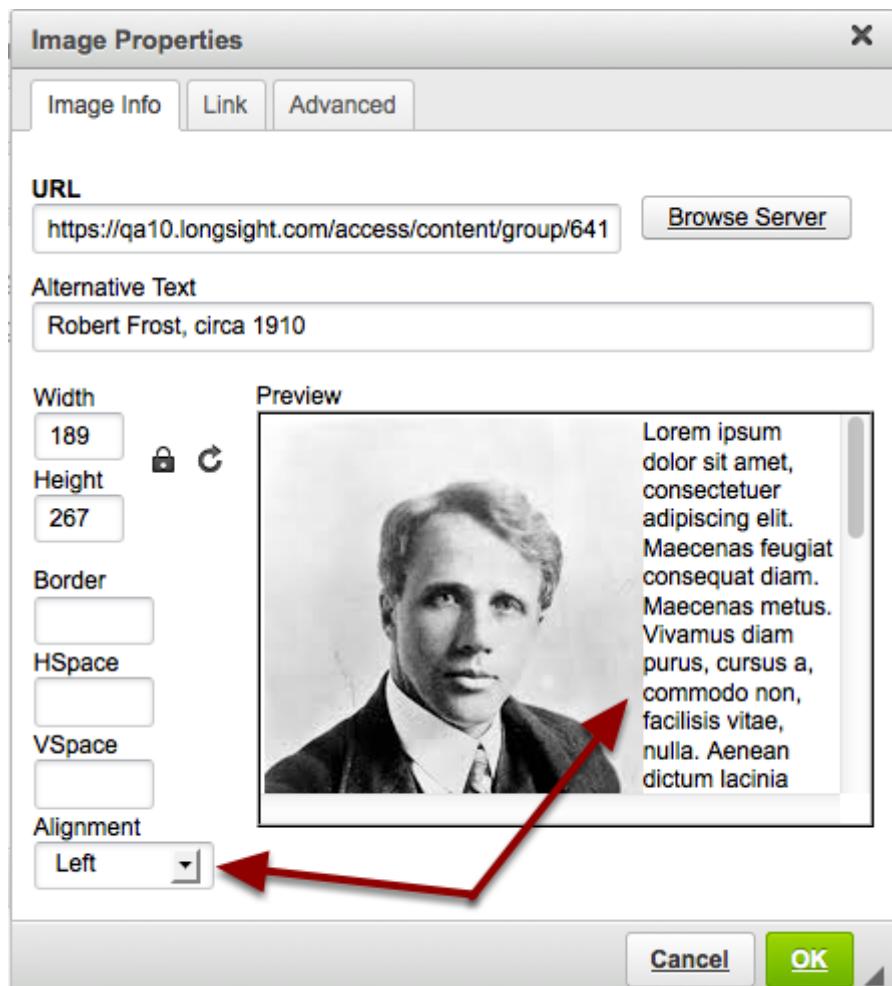
You will be returned to the image properties dialog box with a preview of the embedded image.

Modify image properties.



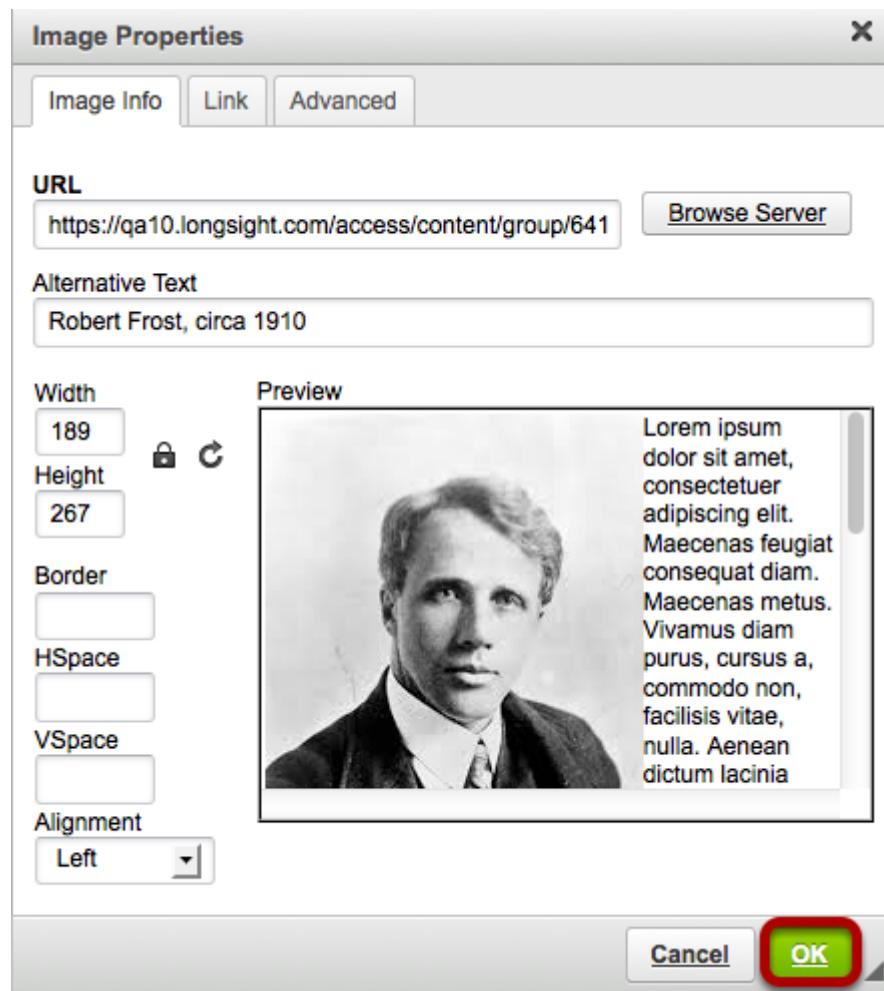
Adjust the image width and height if needed and add an alternative text for screen readers.

Set the Alignment.



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

Click OK.



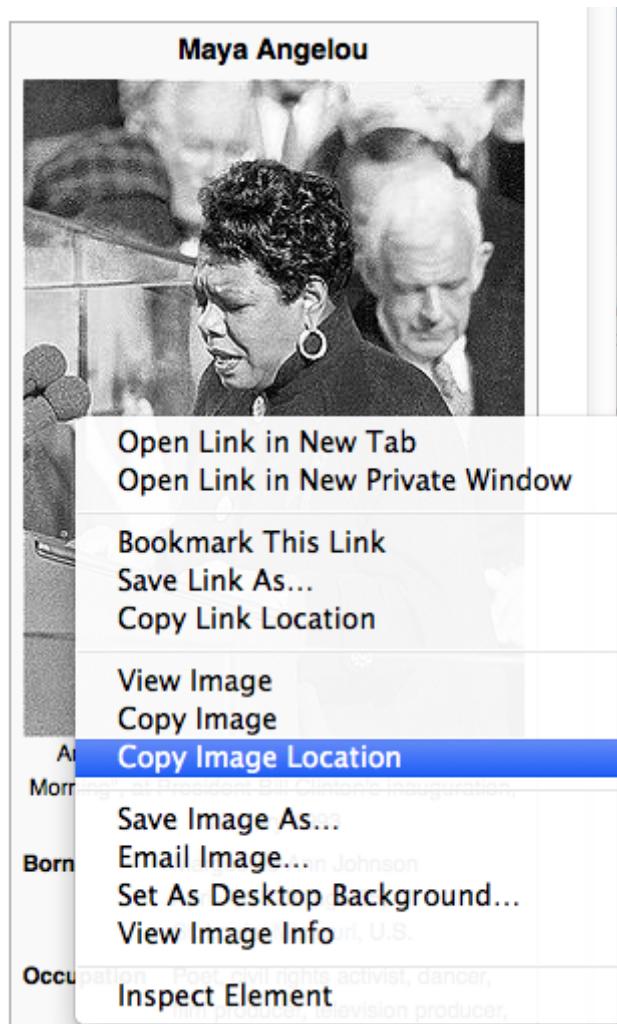
This returns the display to the text box with the embedded image.

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

Source                                  <img alt="Text alignment icons" data-bbox

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

Locate and copy the image link.



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

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

Position the cursor.

The screenshot shows a rich text editor toolbar with various icons for file operations, search, and styling. A yellow callout bubble with a red arrow points to the 'Position Cursor' icon, which is highlighted with a yellow oval.

Dr. Maya Angelou is one of the most renowned and influential voices of our time. Hailed as a global renaissance woman, Dr. Angelou is a celebrated poet, novelist, educator, dramatist, producer, actress, historian, filmmaker, and civil rights activist.

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

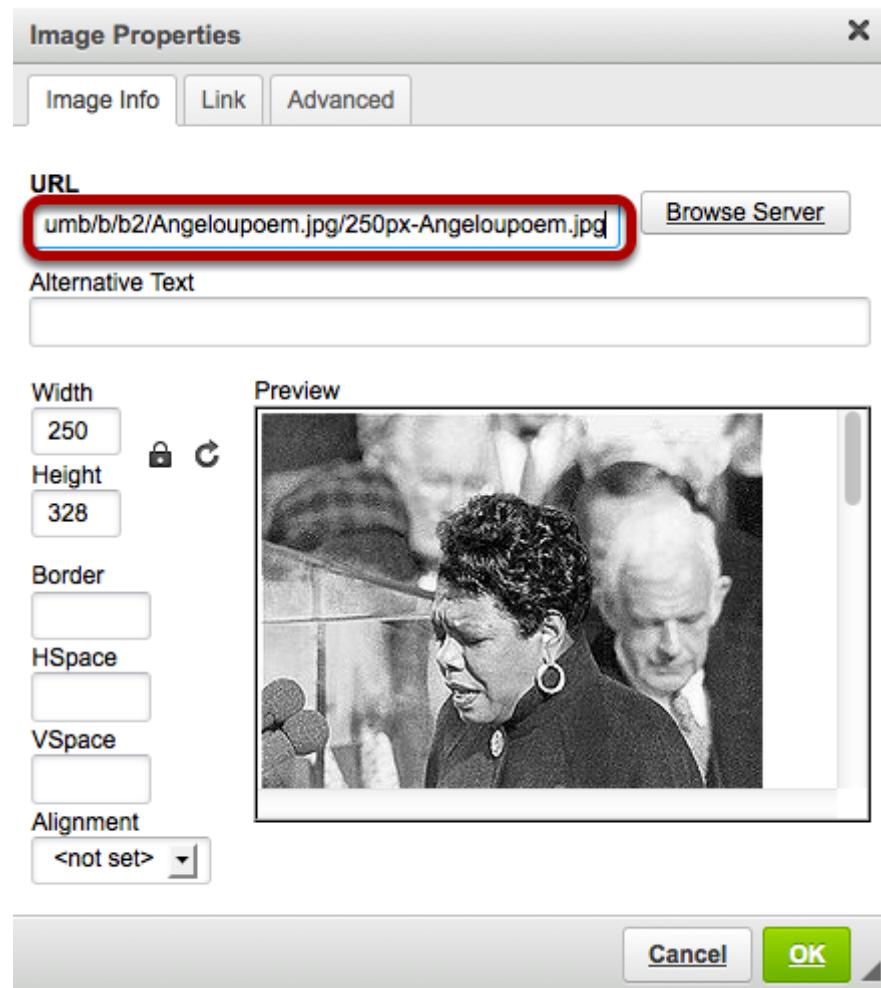
Click Insert/Edit Image icon.

The screenshot shows a rich text editor toolbar with various icons. The 'Insert/Edit Image' icon, which is a small image icon inside a square, is circled in red.

Dr. Maya Angelou is one of the most renowned and influential voices of our time. Hailed as a global renaissance woman, Dr. Angelou is a celebrated poet, novelist, educator, dramatist, producer, actress, historian, filmmaker, and civil rights activist.

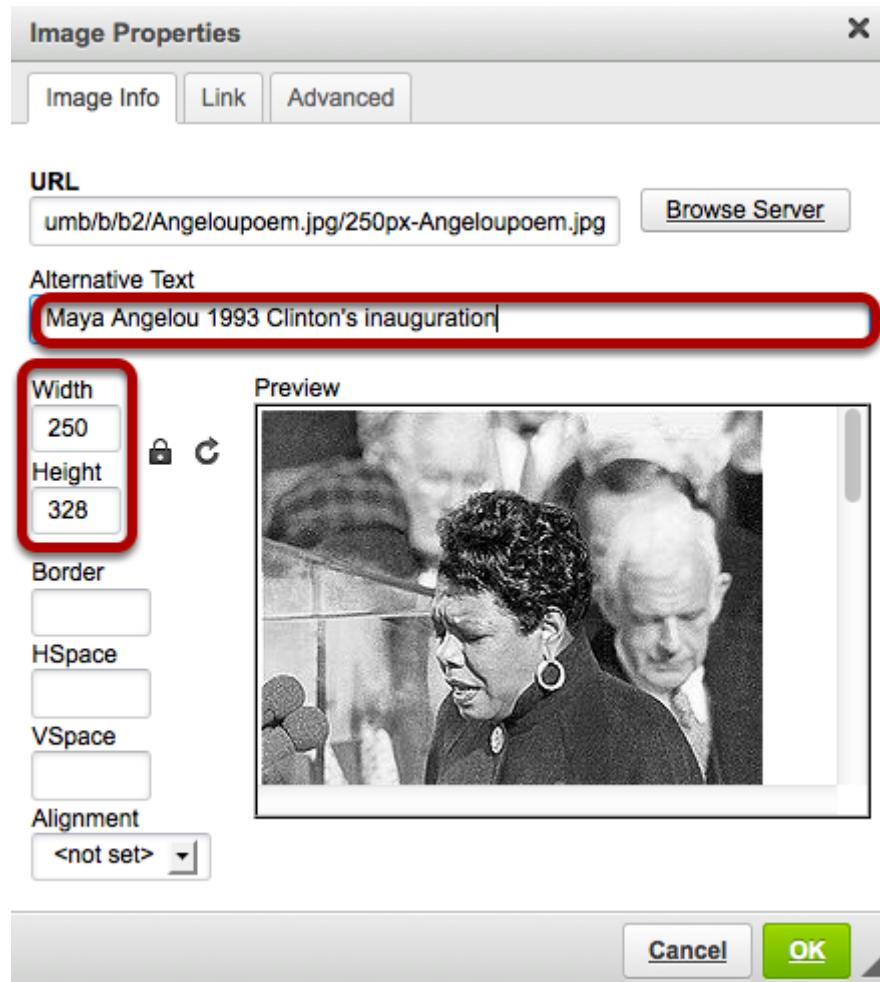
This displays the Image Properties dialog box.

Paste the URL.



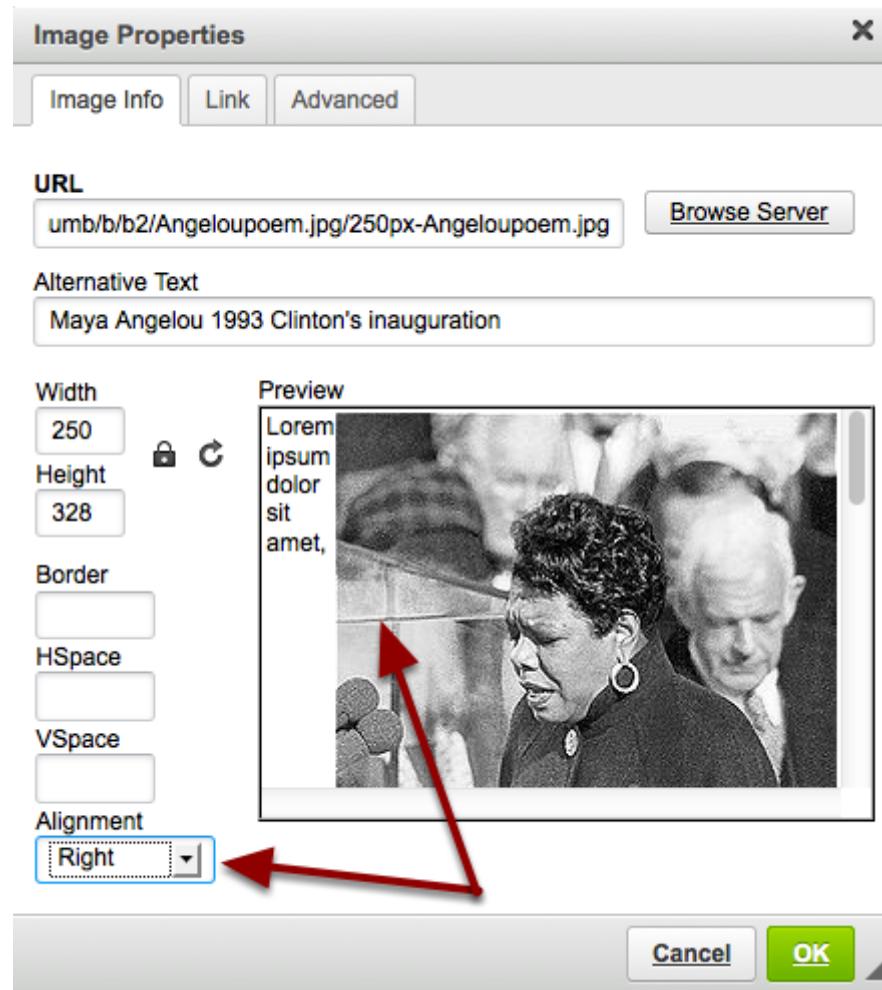
Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

Modify image properties.



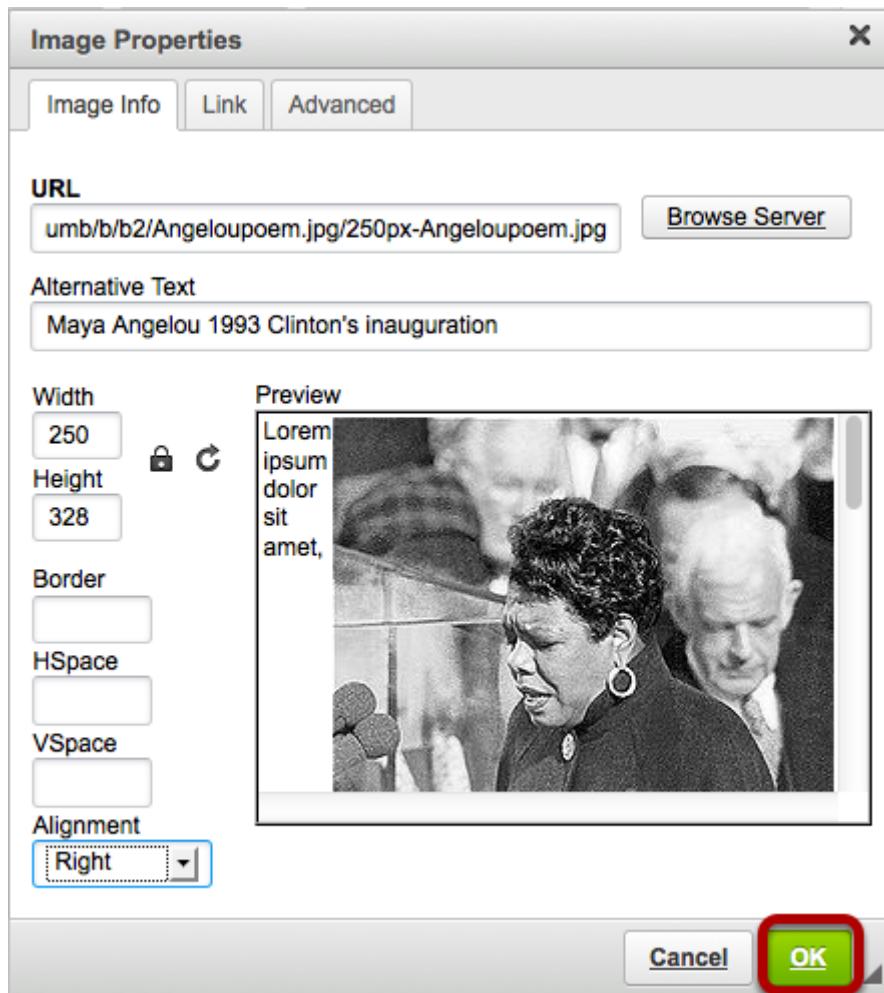
Adjust the image width and height if needed and add an alternative text for screen readers.

Set alignment. (Optional)



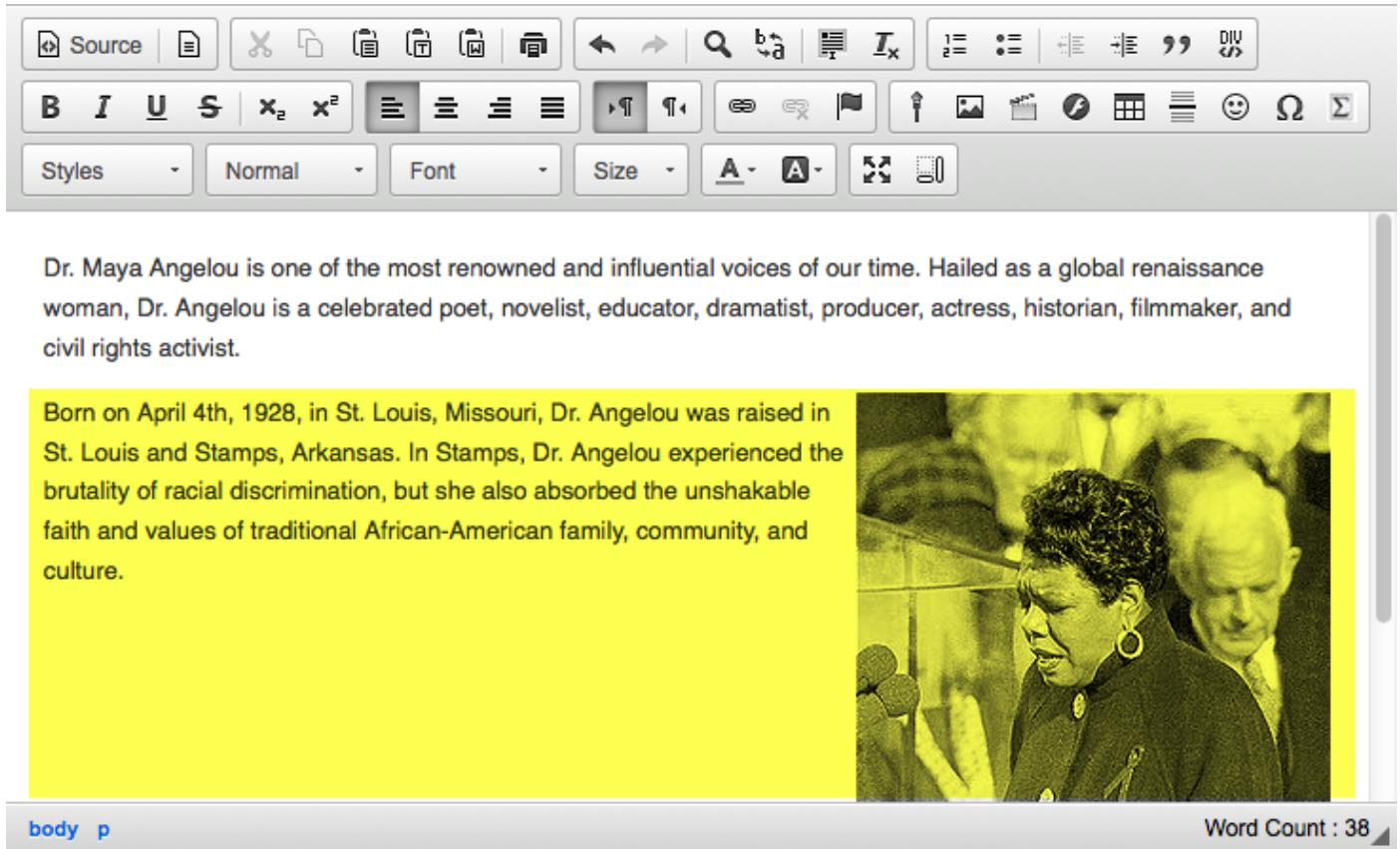
If you want to surround the image with text, set the Alignment (left or right) for the image.

Click OK



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

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



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

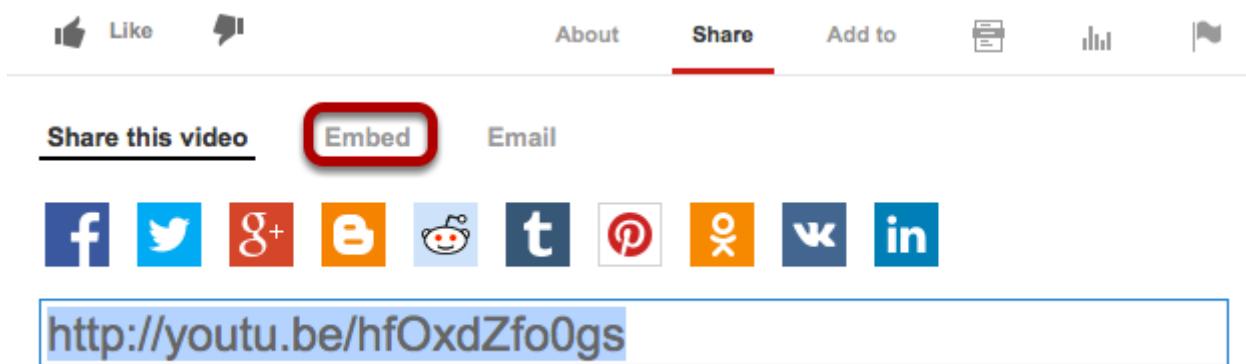
Locate the Youtube video you would like to embed in a text box.

Click Share.



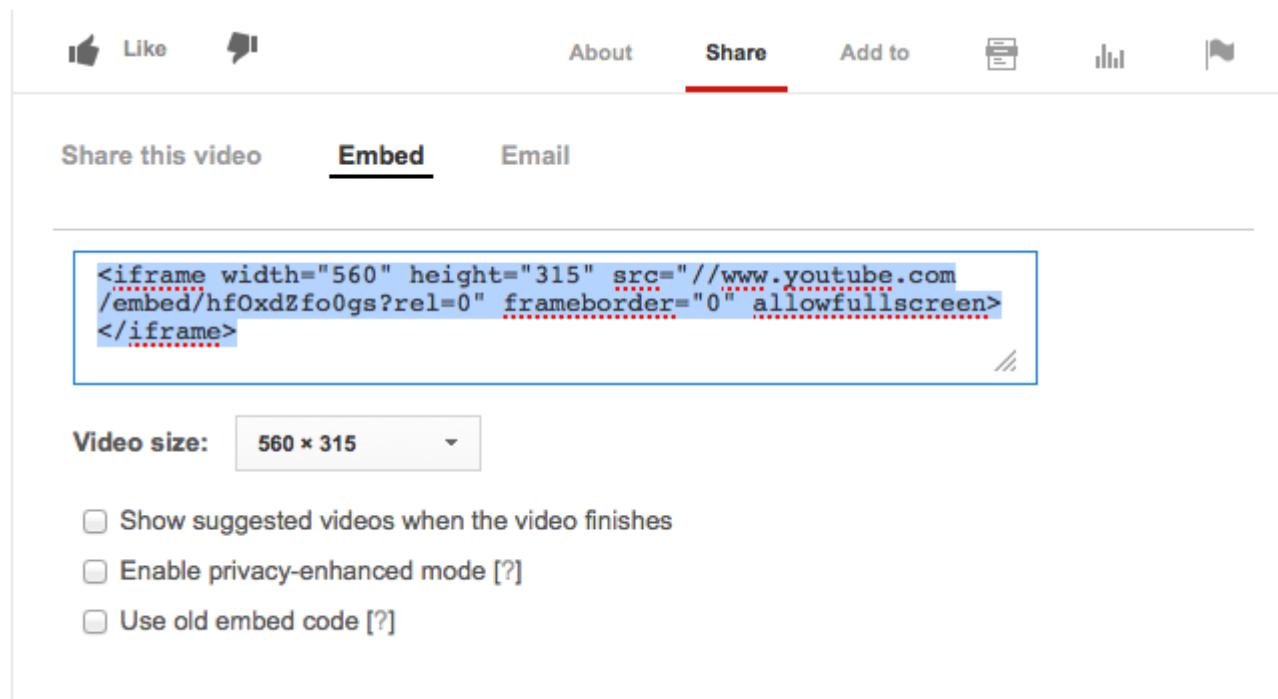
This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.

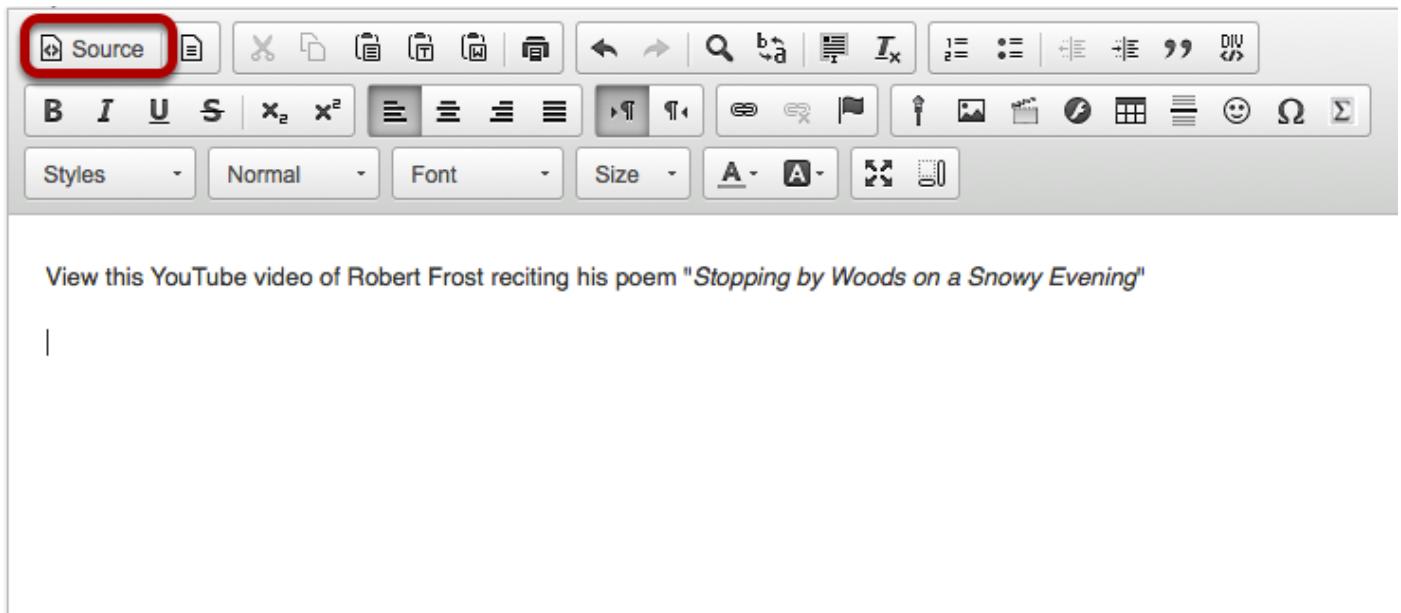
Copy the embed code.



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

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

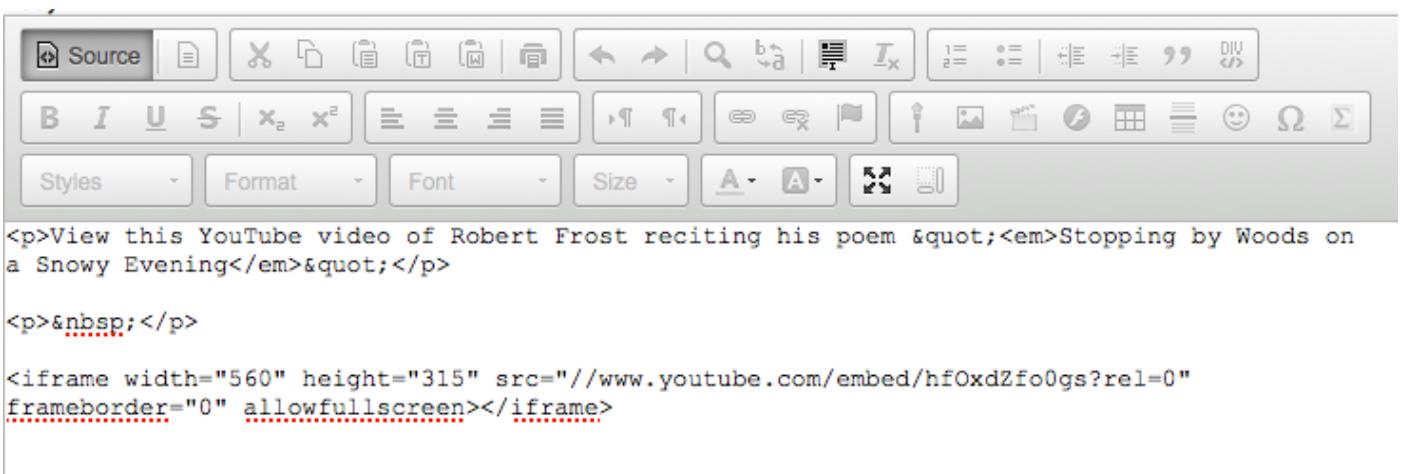
In the text box, click Source.



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

This displays the HTML code for the text box.

Position the cursor.



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

Click Source again.

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

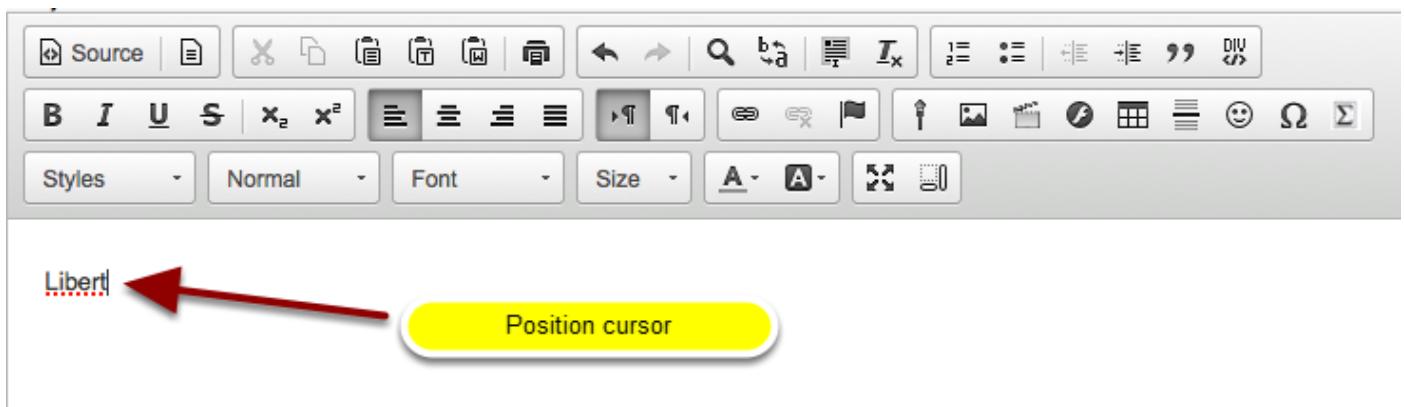
View this YouTube video of Robert Frost reciting his poem "*Stopping by Woods on a Snowy Evening*"



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

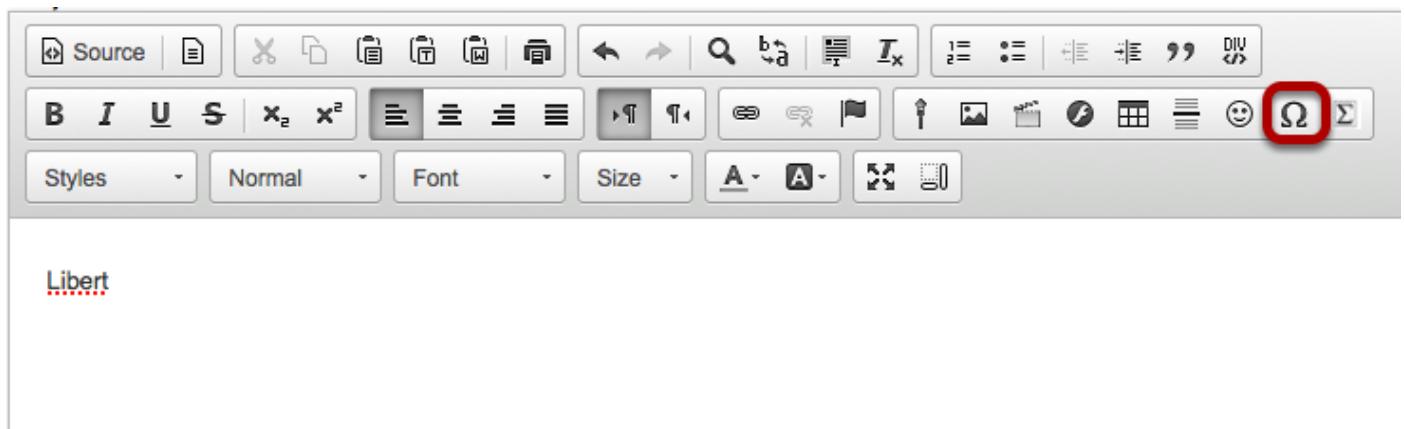
How do I add special characters to a text box?

Position the cursor.



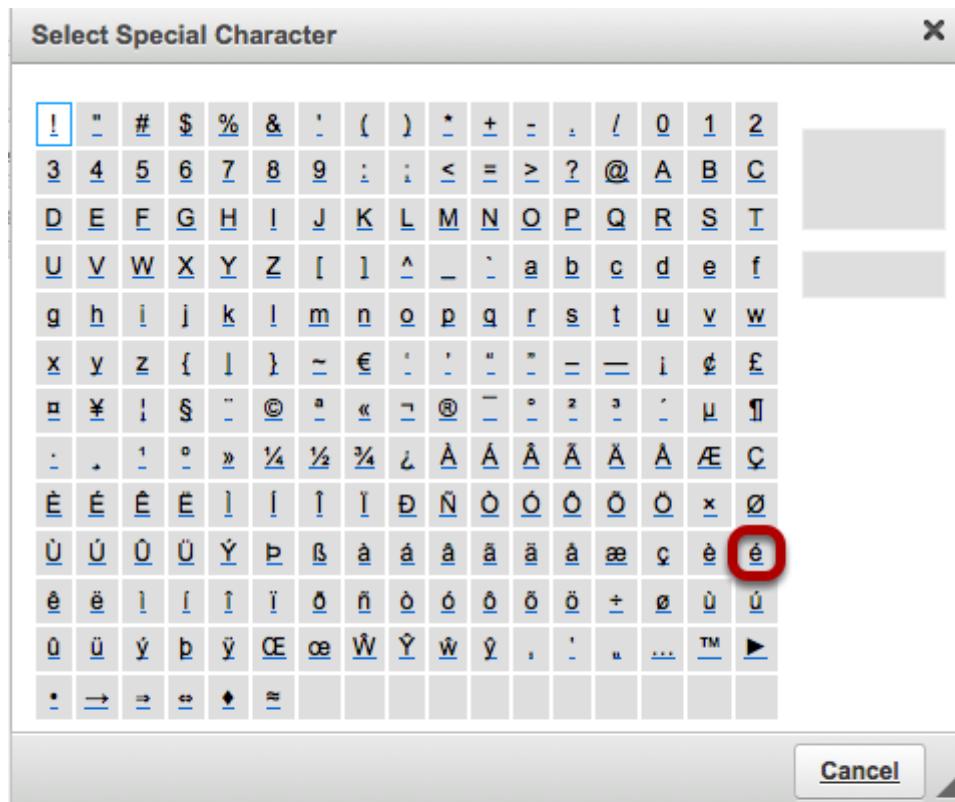
Position your cursor where you want to insert the special character or diacritical mark.

Click the Insert Special Characters icon.



This displays the Select Special Character box.

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



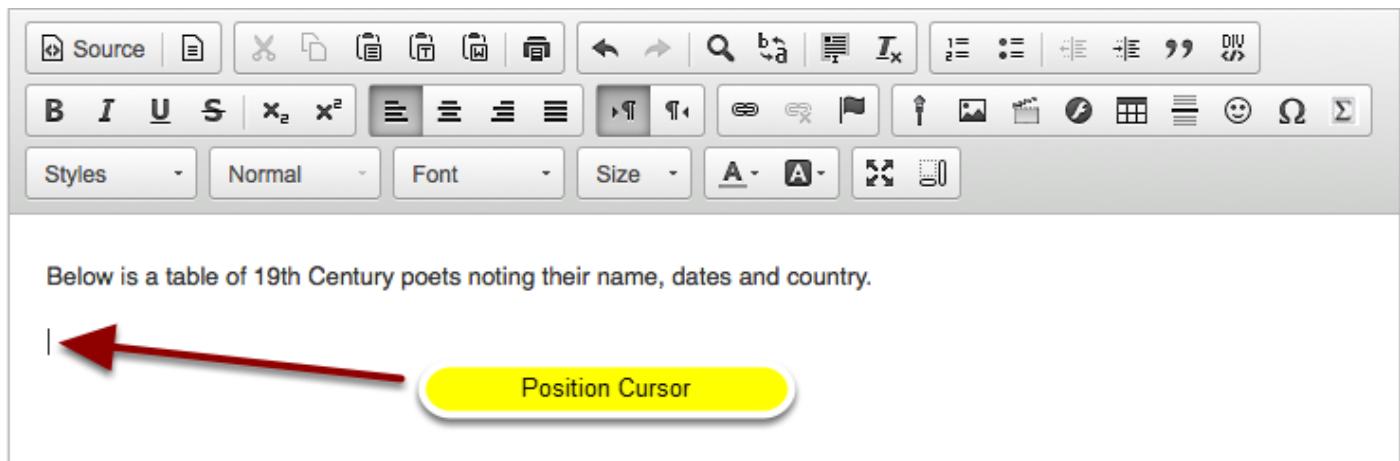
Message

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

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

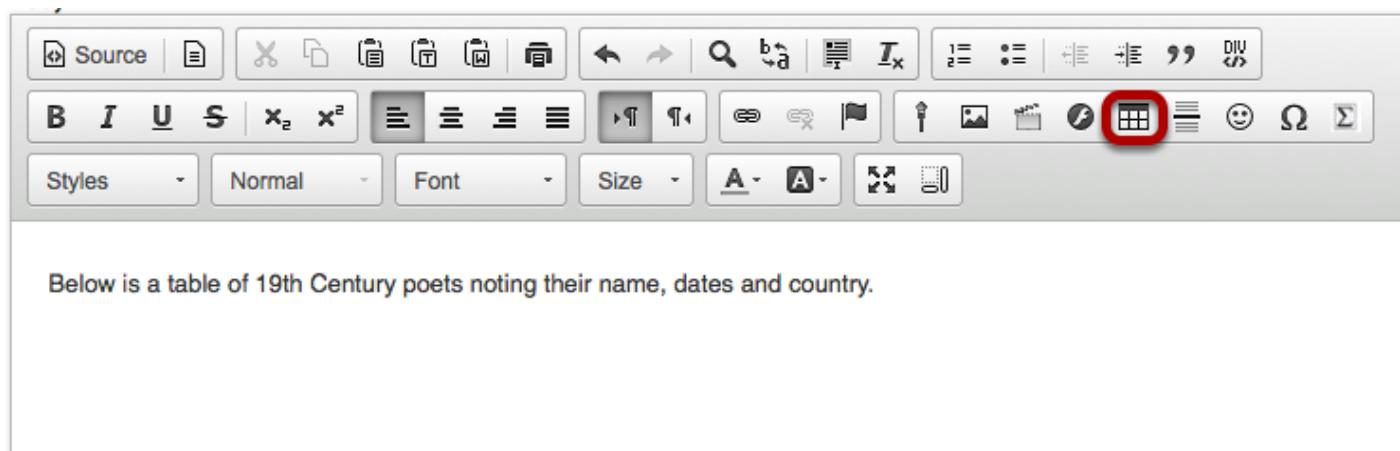
How do I add/edit a table in a text box?

Position the cursor.



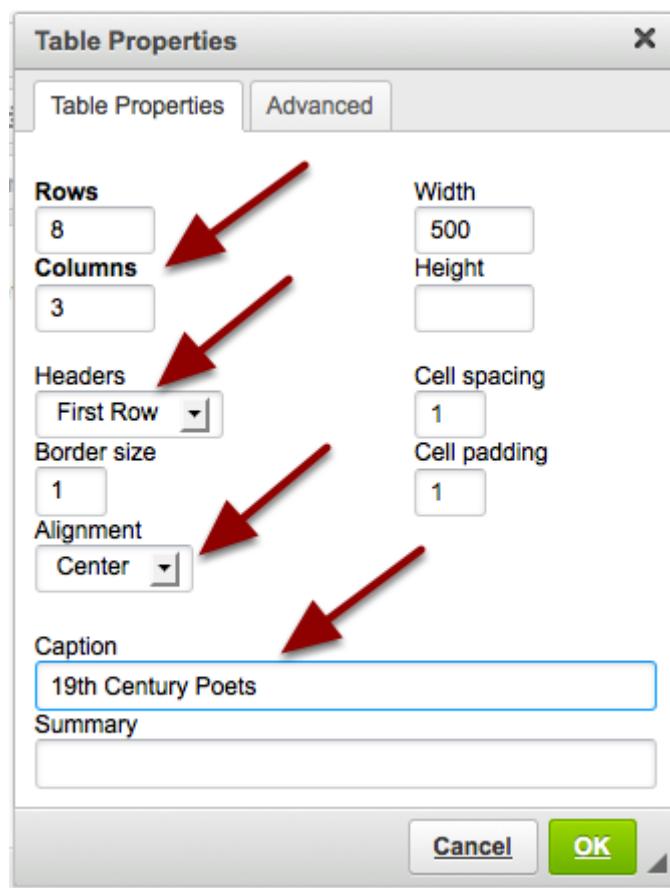
Position your cursor in the text box where you want the table to display.

Click Table icon.

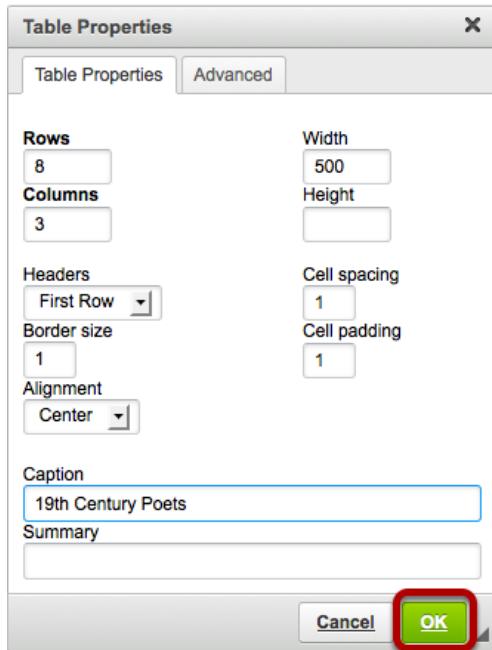


This displays the Table Properties dialogue box.

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



Click OK.



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for document operations, text styling (B, I, U, S, bold, italic, underline, etc.), and other formatting options. Below the toolbar, a message reads: 'Below is a table of 19th Century poets noting their name, dates and country.' A caption '19th Century Poets' is placed above an 8x3 grid table. The status bar at the bottom shows 'body table thead tr th' on the left and 'Word Count : 14' on the right.

This displays the table in the text box.

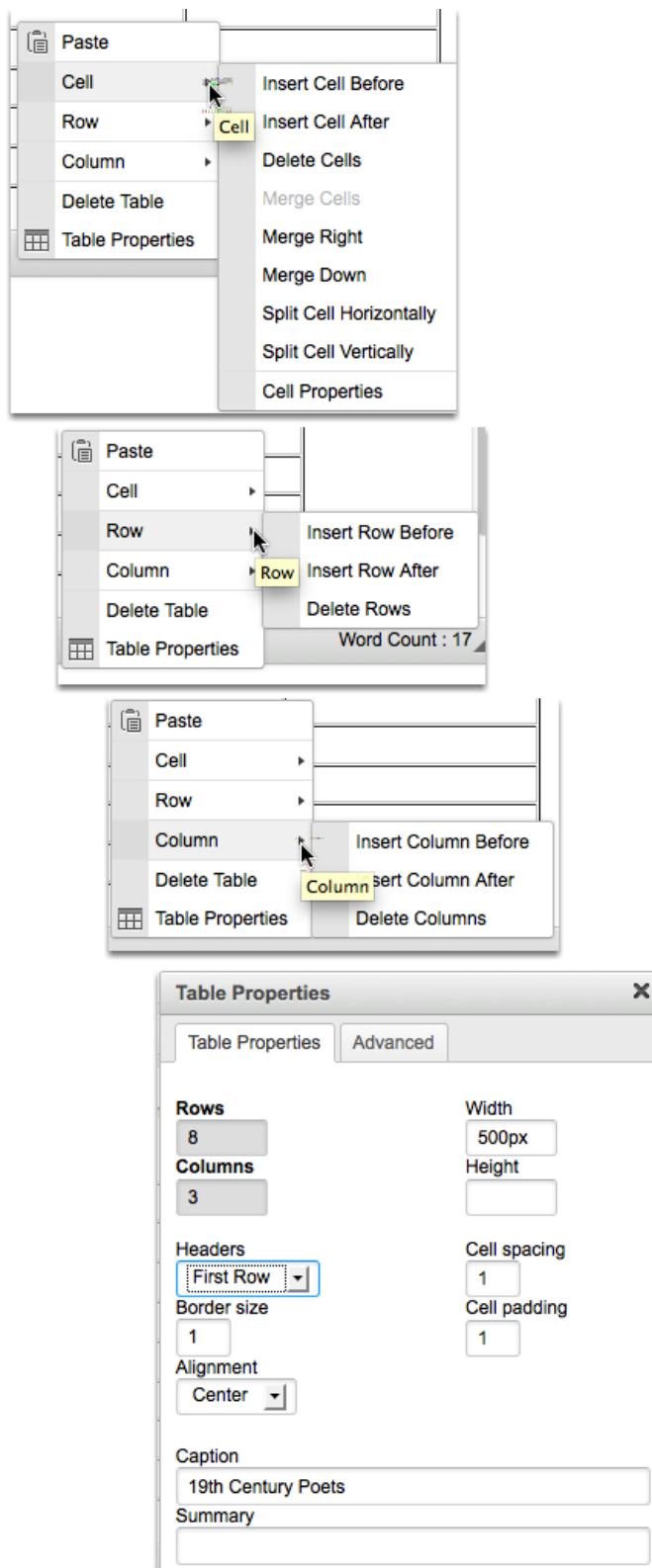
Edit the table properties.

The screenshot shows a rich text editor interface with a toolbar at the top containing various icons for file operations, styling, and layout. Below the toolbar is a table titled "19th Century Poets" with 6 rows and 3 columns. A context menu is open over the second column of the table, listing options: Paste, Cell, Row, Column, Delete Table, and Table Properties. The status bar at the bottom shows the HTML code structure: "body table tbody tr td".

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

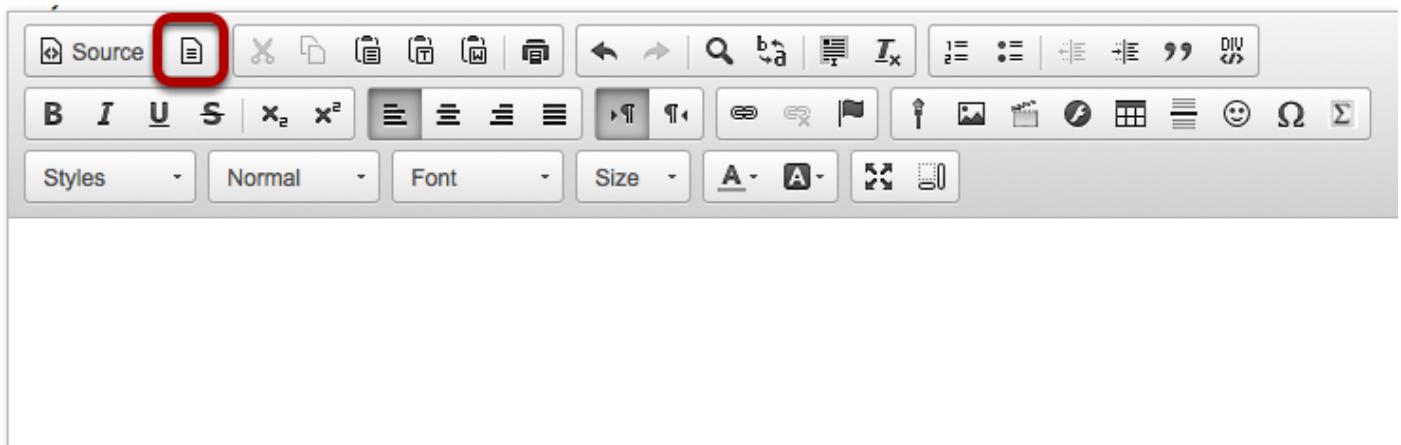
This displays the Edit Table dialog box.

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



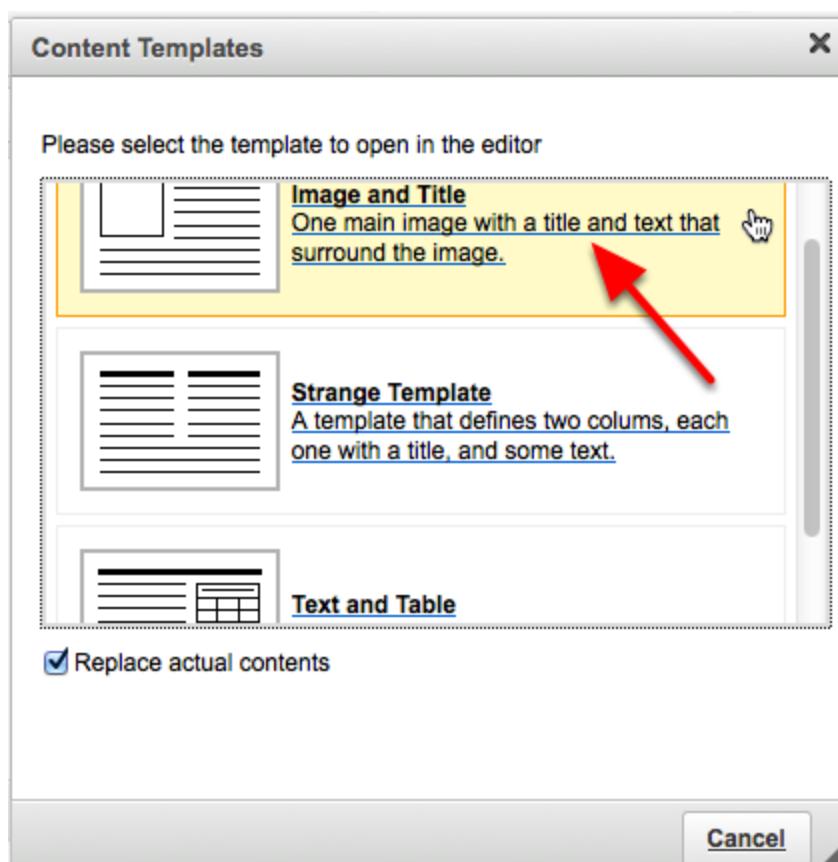
How do I add a content template to a text box?

Click the Template icon.



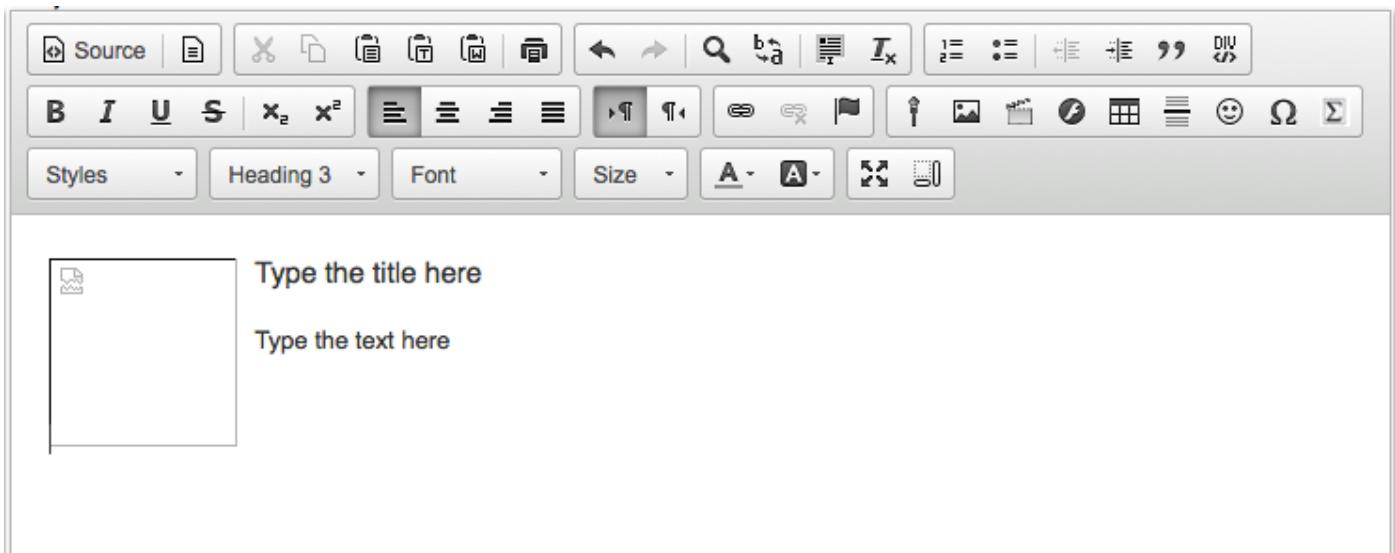
This displays the Content Template dialog box.

Select the content template.

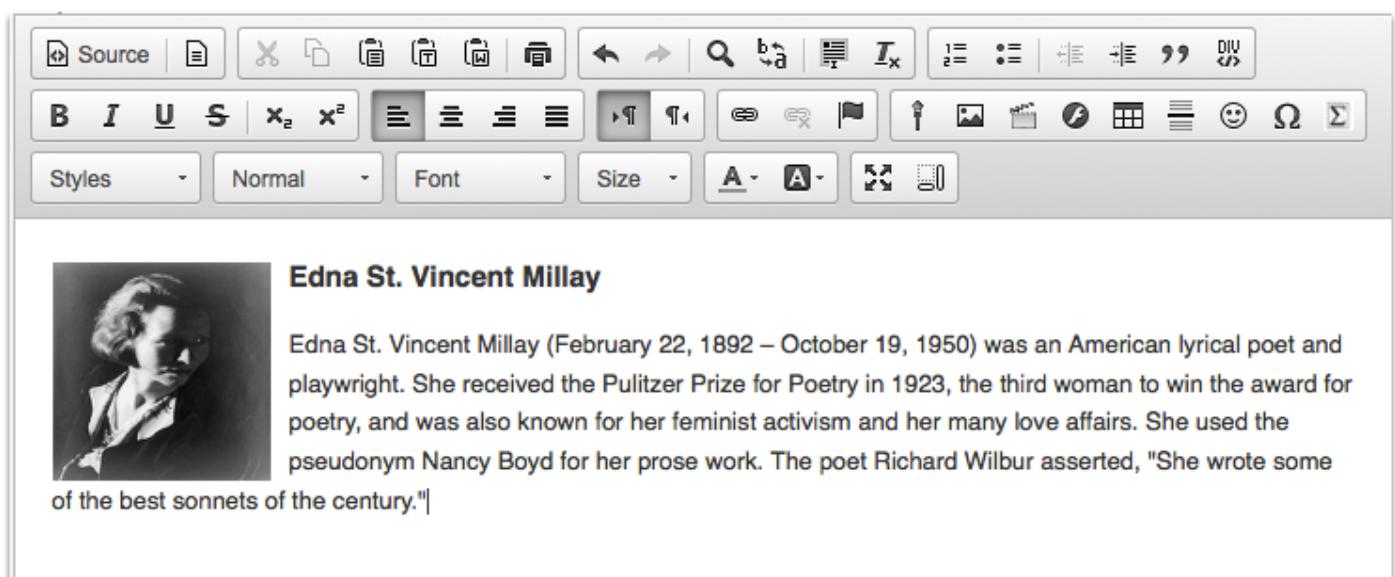


This displays the selected content template in the text box.

Add content to the content template.



The image shows a content editor interface with a toolbar at the top containing various icons for file operations, search, and styling. Below the toolbar are dropdown menus for Styles, Heading 3, Font, Size, and Alignment. A large text area contains two placeholder fields: "Type the title here" with a small image icon, and "Type the text here".



The image shows a content editor interface similar to the one above, but with populated content. It features a sidebar image of Edna St. Vincent Millay, followed by the title "Edna St. Vincent Millay" and a descriptive paragraph about her life and work.

Edna St. Vincent Millay

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

Example:

Type in the title and text.

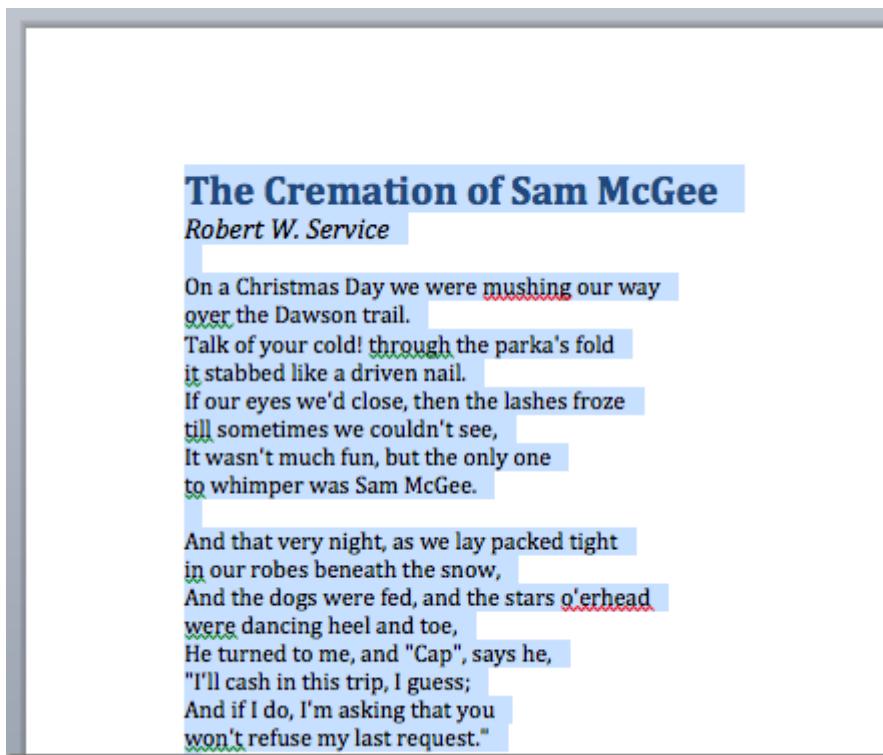
To insert an image:

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

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

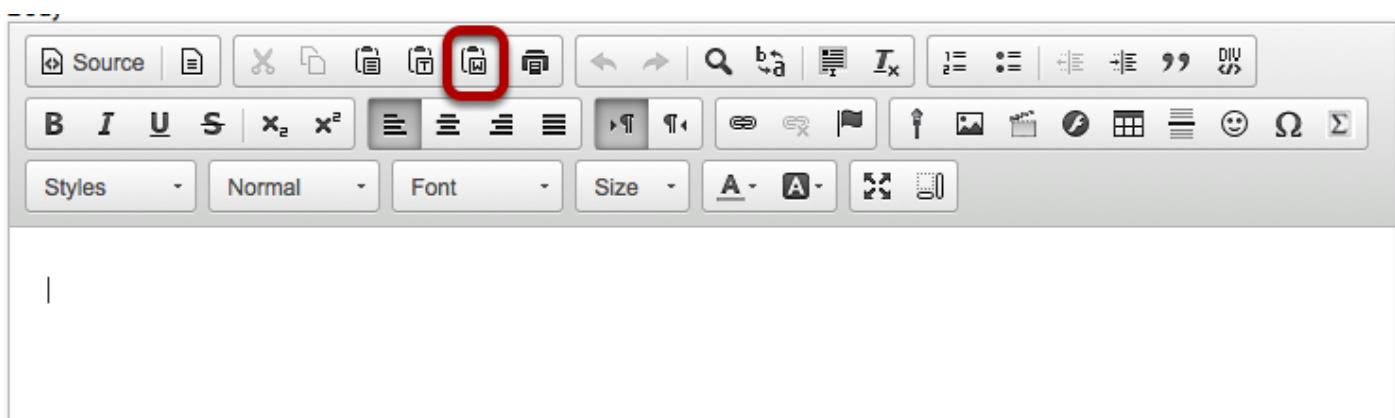
Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.

Copy the text from Word.



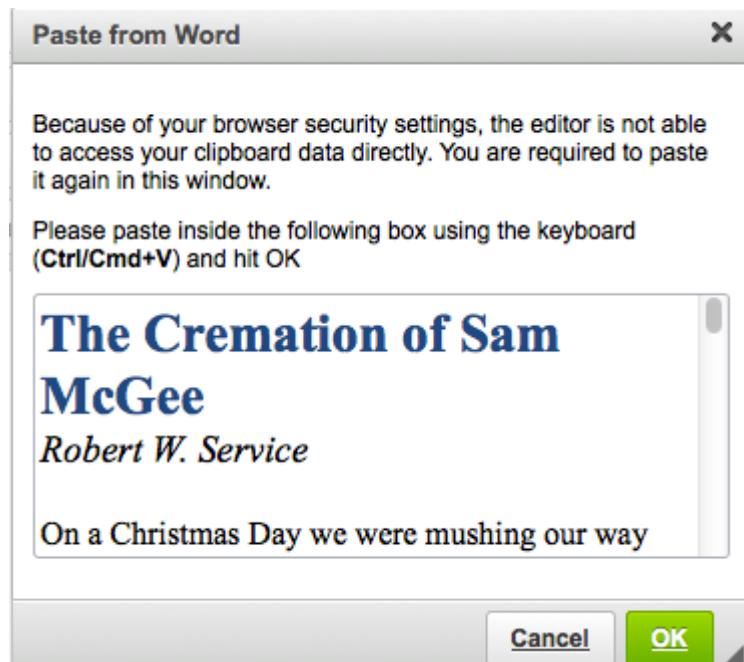
Copy the text in your MS Word document to your computer's clipboard (CTRL-C - PC or COMMAND-C - MAC).

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



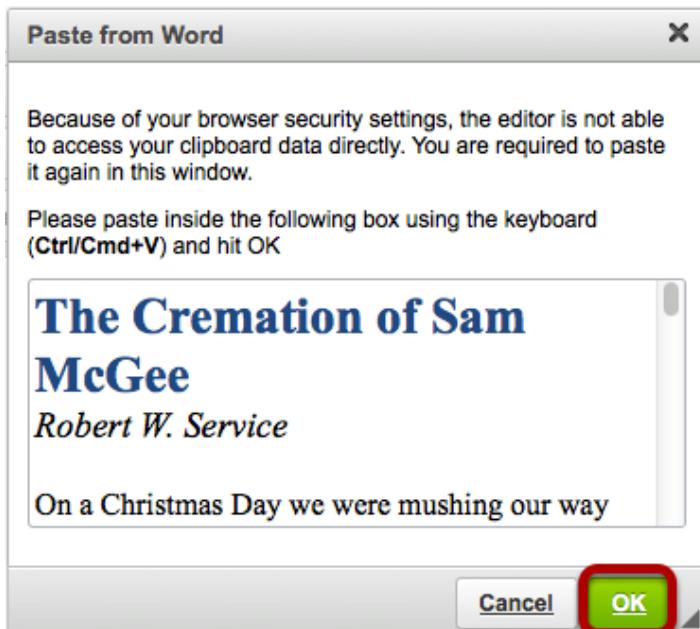
This displays the Paste From Word dialog box.

Paste the text.



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

Click OK.



The screenshot shows a rich text editor interface with various toolbar buttons for file operations, search, and styling. Below the toolbar are dropdown menus for Styles, Normal, Font, Size, and Alignment. The main content area displays the poem 'The Cremation of Sam McGee' by Robert W. Service. The title and author are in blue, and the poem text is in black. The text area includes a scroll bar on the right side.

This displays the MS Word text in the text box.

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

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

Upload your mp4 video file to a folder in Resources.

The screenshot shows the 'Resources' section of a Sakai course site. At the top, there's a 'Title' field containing 'ScreenSteps Sample - Neal Resources'. Below it is a table with five rows, each representing a resource:

		Add	Actions	Access
<input type="checkbox"/>	ScreenSteps Sample - Neal Resources	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	
<input type="checkbox"/>	Course Site Images	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	Videos	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site

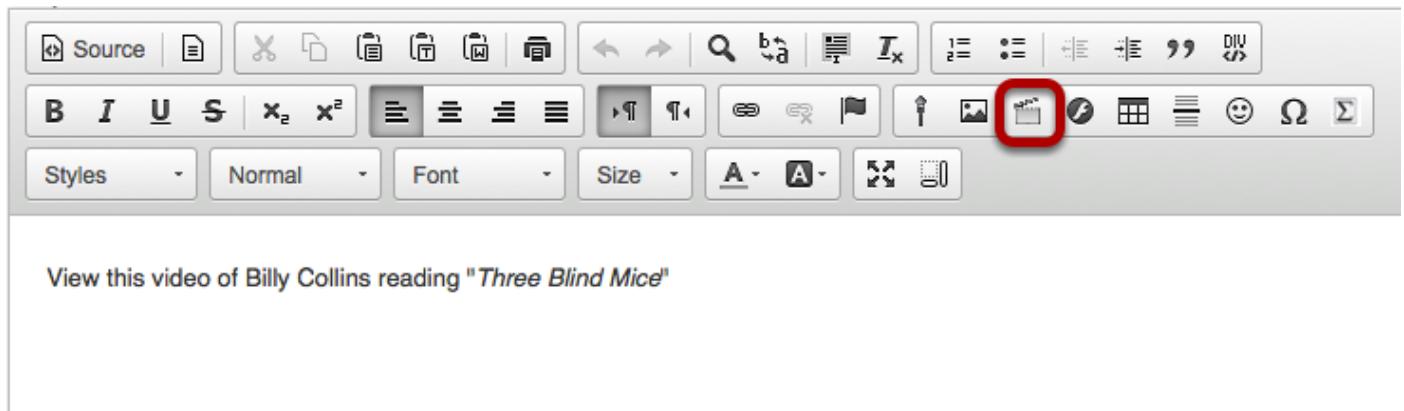
The fifth row, which contains the mp4 file 'BillyCollinsThreeBlindMice.mp4', is highlighted with a red rectangular box around its entire row.

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

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

The screenshot shows the Rich Text Editor toolbar at the top and a text area below it. The toolbar includes various editing tools like Source, Bold, Italic, Underline, etc. The text area contains the text "View this video of Billy Collins reading 'Three Blind Mice'" followed by a cursor (text insertion point). A red arrow points from the left towards the cursor, and a yellow callout bubble with the text "Position cursor" is positioned over the arrow.

Click the Insert/Edit Movie icon.



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

This displays the Movie Properties dialog box.

Click Browse Server.



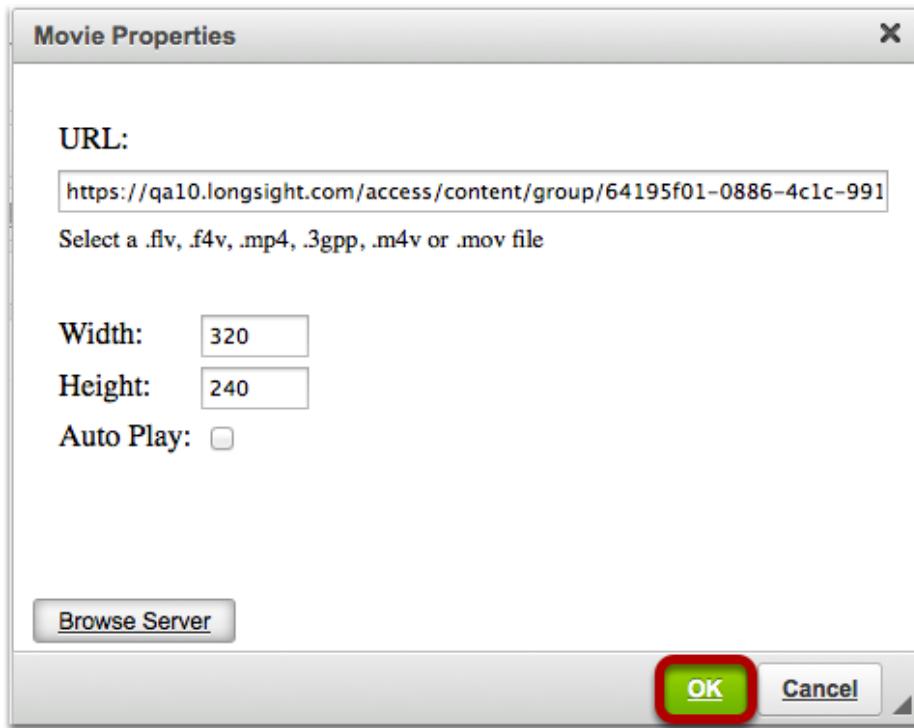
This displays the Entity Picker dialog box.

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

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

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

Click OK.



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

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

Upload the mp3 file to Resources.

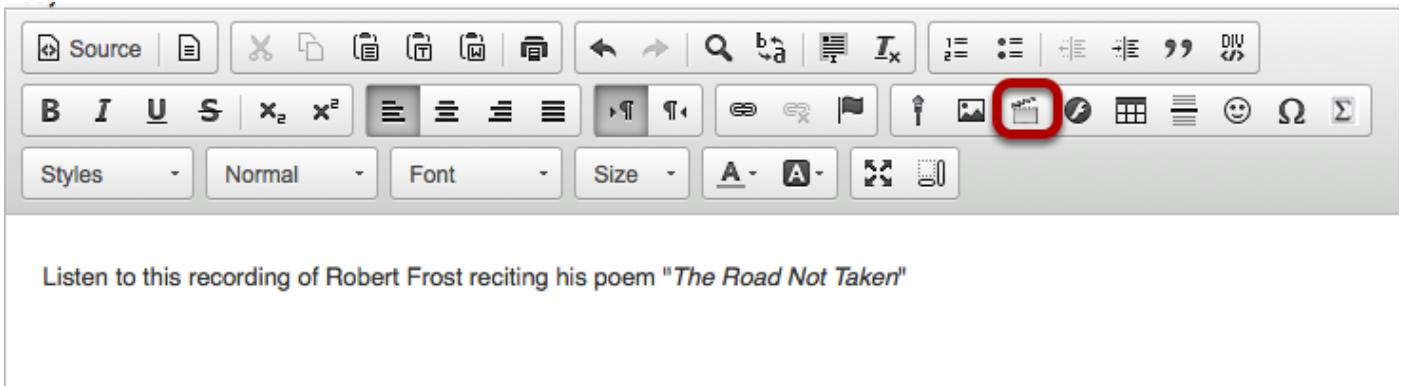
The screenshot shows the 'Resources' page in Sakai. At the top, there are buttons for 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. Below these are two dropdown menus: 'Title' and 'Access'. Under 'Title', there is a folder named 'ScreenSteps Sample - Neal Resources'. Under 'Access', there are buttons for 'Add' and 'Actions' with dropdown menus for 'Entire site'. A list of files is shown: 'Audio' (with a red box around it), 'Frost-TheRoadNotTaken.mp3' (which is highlighted with a red box), 'Course Site Images', 'Readings', and 'Videos'. Each item has its own 'Add' and 'Actions' buttons with access dropdowns.

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

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

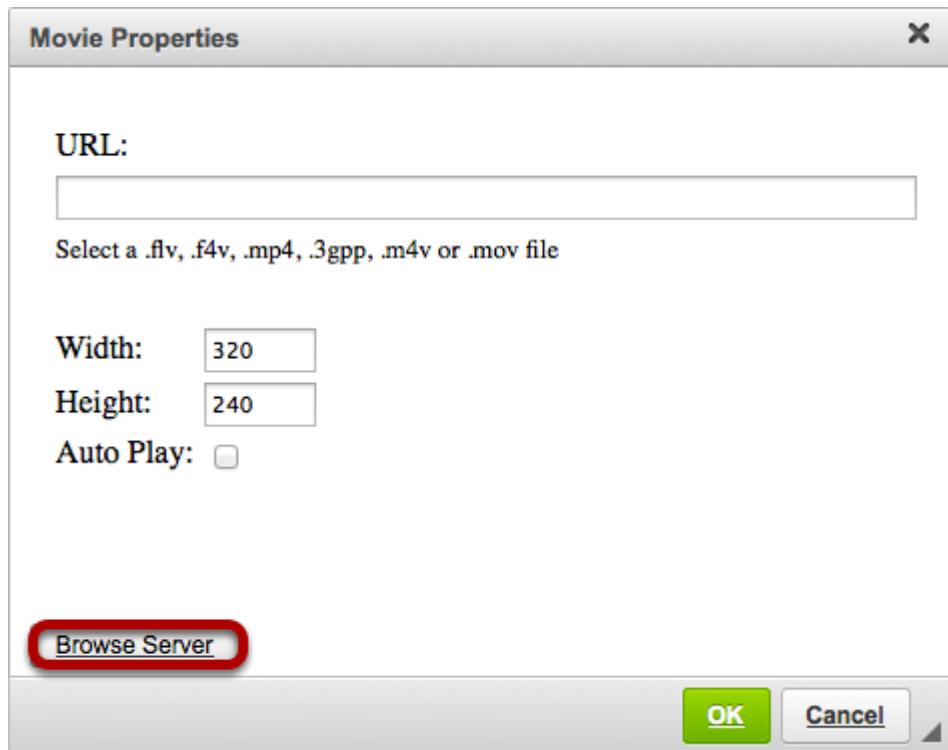
The screenshot shows the rich text editor interface in Sakai. At the top is a toolbar with various icons for text formatting, including bold, italic, underline, and various alignment and style options. Below the toolbar are dropdown menus for 'Styles', 'Normal', 'Font', 'Size', and font size controls. In the main text area, there is a line of text: "Listen to this recording of Robert Frost reciting his poem *'The Road Not Taken'*". A red arrow points to the beginning of the line, indicating where the cursor should be positioned. A yellow button labeled "Position cursor" is overlaid on the text area.

Click Insert/Edit Movie.



This displays the Movie Properties dialog box.

Click Browse Server.



This displays the Entity Picker dialog box.

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

The screenshot shows a course navigation menu with the following structure:

- Assignments
- Forums
- Resources
 - Audio
 - Frost-TheRoadNotTaken.mp3 (2 MB)
 - Course Site Images
 - Readings
 - Videos
- Tests & Quizzes

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

Set the Height to 35, and then click OK.

The screenshot shows the 'Movie Properties' dialog box. At the top, it says 'URL:' followed by a text input containing the URL <https://qa10.longsight.com/access/content/group/64195f01-0886-4c1c-991>. Below the URL is a note: 'Select a .flv, .f4v, .mp4, .3gpp, .m4v or .mov file'. There are three input fields: 'Width:' with value '320', 'Height:' with value '35' (which is highlighted with a red box), and 'Auto Play:' with an unchecked checkbox. At the bottom right are 'OK' and 'Cancel' buttons, with 'OK' also highlighted with a red box. Below the dialog box is a rich text editor toolbar with various icons for source code, file operations, and styling. A text area contains the instruction: 'Listen to this recording of Robert Frost reciting his poem "The Road Not Taken"' followed by a placeholder box labeled 'MOVIE'.

Message

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



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

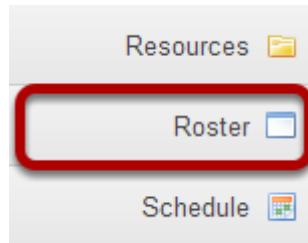
Roster

What is the Roster tool?

The Roster tool displays the number of site participants along with their names, photos, and profiles.

Note: The Roster tool does not allow instructors or site owners to add or remove participants from a site. (To do this, instructors or site owners must use the [Site Info](#) tool.)

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



Note: If you don't see the Roster tool listed in your site's Tool Menu, the site owner may have chosen not to use it.

How do I view/search the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.

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

View list of class participants.

The screenshot shows the 'PSYCH 400 001 SU14: Roster' page. At the top, there are tabs for Overview, Pictures, Group Membership, and Permissions. Below the tabs, a sub-header says 'Overview: PSYCH 400 001 SU14'. To the right are 'Export' and 'Print' buttons. A dropdown menu labeled 'View' is set to 'All Available'. A search bar with 'Name or ID' and 'Find' and 'Clear' buttons is present. To the right, it says 'Currently showing 6 participants (5 in Student role, 1 in Instructor role)'. A table lists the participants:

Name	Role
Student_Fourth	Student
Student_Third	Student
Instructor_Demo	Instructor
Student_First	Student
Student_Second	Student
Student_Fifth	Student

The first three rows (Student_Fourth, Student_Third, and Instructor_Demo) are highlighted with a red box.

Enrolled users in the site will be listed here.

Searching the roster.

A screenshot of the search interface. It features a red box around the 'Name or ID' input field, followed by 'Find' and 'Clear' buttons.

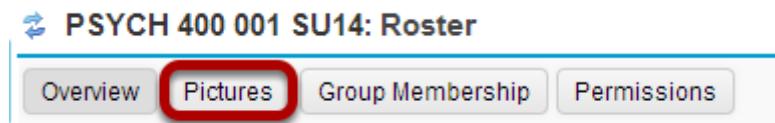
To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

How do I view roster photos and/or profiles?

Go to Roster.

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

Viewing photos.



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

Profile photos for site participants will be displayed.

PSYCH 400 001 SU14: Roster

Overview Pictures Group Membership Permissions

Pictures: PSYCH 400 001 SU14

View All Available ▾ Participants

Name or ID Find Clear Currently showing 0 participants ()

Official Photos Pictures from Profile

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

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

Note: You have the option to select the radio button for **Official Photos** or **Pictures from Profile** depending on whether you would like to view the official institutional ID photo (typically provided automatically during user account creation) or personal photos that users have uploaded themselves via the Profile tool.

Viewing profiles.

PSYCH 400 001 SU14: Roster

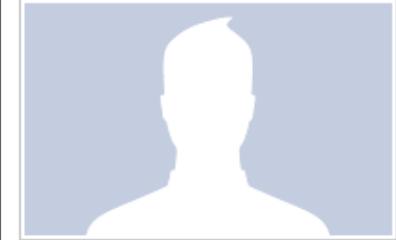
Overview Pictures Group Membership Permissions

Overview: PSYCH 400 001 SU14

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

View All Available Participants

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

Name	Role
Student_Fourth	Student
Student_Third	Student
Instructor_Demo	 Demo Instructor
Student_First	
Student_Second	
Student_Fifth	

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

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

How do I view group membership in 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 group membership.

The screenshot shows a web browser window with the title "PSYCH 400 001 SU14: Roster". Below the title is a navigation bar with four tabs: "Overview", "Pictures", "Group Membership", and "Permissions". The "Group Membership" tab is highlighted with a red box.

To view the group membership for the class, click the **Group Membership** button.

Participant group information will be displayed.

The screenshot shows the "Group Membership" page for the course "PSYCH 400 001 SU14". At the top, there are buttons for "Overview", "Pictures", "Group Membership" (which is selected and highlighted with a red box), and "Permissions". Below this is a sub-header "Group Membership: PSYCH 400 001 SU14" with "Export" and "Print" buttons. A message says "Currently showing 6 participants (5 in Student role, 1 in Instructor role)". A "View" dropdown menu is set to "Ungrouped". The main area is a table with columns "Name", "Role", and "Groups". The table data is as follows:

Name	Role	Groups
Instructor_Demo	Instructor	
Student_Fifth	Student	Team-3, Lab1
Student_First	Student	Team-2, Lab2
Student_Fourth	Student	Lab3, Team-1
Student_Second	Student	Team-1, Lab1
Student_Third	Student	Team-1, Lab2

Each site member will be listed along with their role in the course, and any of the groups to which they belong.

View roster by group.

PSYCH 400 001 SU14: Roster

Overview Pictures Group Membership Permissions Export Print

Group Membership: PSYCH 400 001 SU14

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

View By Group ▾

Name	Role	Groups
Student, Fourth	Student	Lab3, Team-1

Currently showing 1 participants
(1 in Student role)

Name	Role	Groups
Student, First	Student	Team-2, Lab2

Currently showing 1 participants
(1 in Student role)

Name	Role	Groups
Student, Fifth	Student	Team-3, Lab1
Student, Second	Student	Team-1, Lab1

Currently showing 2 participants
(2 in Student role)

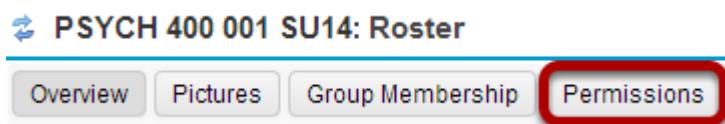
Select **By Group** from the View drop-down menu to see only members of specific groups or sections. (This drop-down list will be visible only if groups or sections exist.)

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 for the 'PSYCH 400 001 SU14' site. The page title is 'Role Permissions: PSYCH 400 001 SU14'. It shows a grid of permissions for three roles: Student, Teaching Assistant, and Instructor. The grid has eight columns corresponding to permissions: roster.viewallmembers, roster.viewhidden, roster.viewgroup, roster.viewenrollmentstatus, roster.viewprofile, roster.viewemail, roster.viewofficialphoto, and roster.export. The 'Student' row has checkboxes for all permissions except roster.viewprofile, which is checked. The 'Teaching Assistant' row has checkboxes for roster.viewhidden, roster.viewgroup, roster.viewenrollmentstatus, roster.viewprofile, roster.viewemail, roster.viewofficialphoto, and roster.export, while roster.viewallmembers is unchecked. The 'Instructor' row has checkboxes for all permissions. A red box surrounds the entire grid. At the bottom left, there are 'Save' and 'Cancel' buttons, with 'Save' being highlighted by a red box. A circled '1' is above the grid, and a circled '2' is next to the 'Save' button.

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.

Schedule

What is the Schedule/Calendar tool?

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

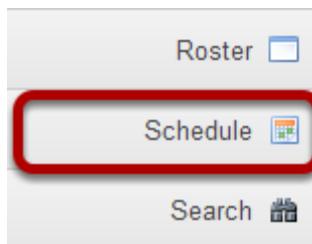
The Schedule can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

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

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

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

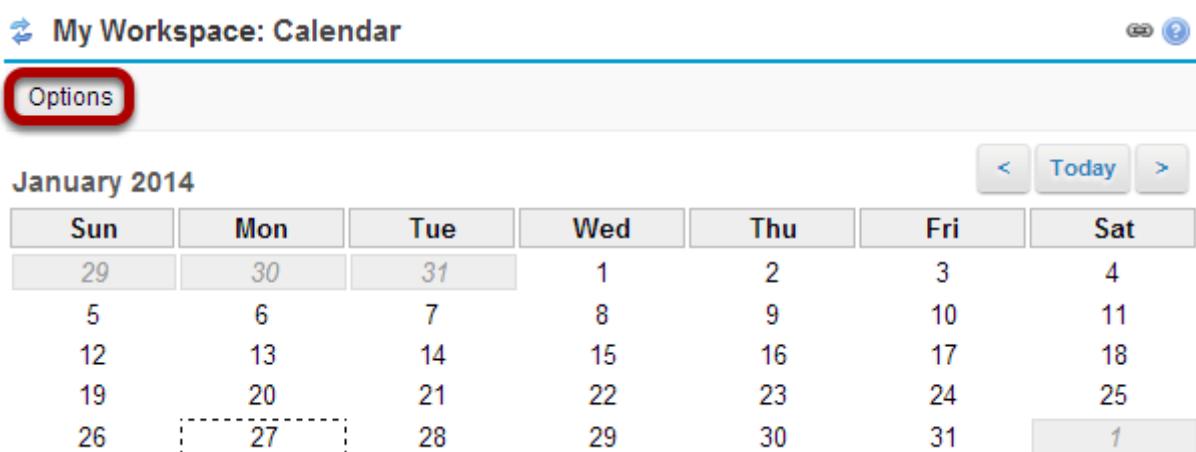
To access this tool, select Schedule from the Tool Menu of your site.



How do I customize my Schedule/Calendar display?

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

Calendar Options



The screenshot shows the Sakai Calendar interface for January 2014. At the top, there's a header bar with the title "My Workspace: Calendar". Below the header is a toolbar with a "Options" button, which is highlighted with a red oval. To the right of the toolbar are three small icons. The main area displays a 7x7 grid representing the month. The columns are labeled "Sun", "Mon", "Tue", "Wed", "Thu", "Fri", and "Sat". The rows show dates from 29 to 31 of December, followed by 1 through 31 of January. The date "27" is highlighted with a dashed border. Navigation buttons for "Today", "Previous Month", and "Next Month" are located at the top right of the calendar grid.

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

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

Display Settings

My Workspace: Calendar

≡ ⌂

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View: **Calendar by Month** ▾

1

Priority events

Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

Event types

High priority: Exam
Deadline

Move up **Move down**

Medium priority: Academic Calendar
Web Assignment

Move up **Move down**

Low priority: Activity
Cancellation
Class section - Discussion

2

Colors

High priority: #FF0000



Medium priority: #00FF00



Low priority:



3

Update **Cancel**

1. The drop-down menu under Calendar Display allows you to select your default view by *Month* or by *Day*.
2. You may define *High*, *Medium*, or *Low* priority for items on the Calendar. This will change the color of the item as it is displayed on your Calendar. Click on an item type in the list and select the **Move Up** or **Move Down** buttons to change the priority level of that item.
3. You may also specify custom colors for different priority levels. You may indicate the color by typing in a numerical *Hex color value*, or by clicking on the *color palette icon* to bring up a selection of web colors from which to choose.
4. Don't forget to click **Update** to save any changes.

How do I view calendar item details?

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click on the item you want to view.

The screenshot shows a monthly calendar for February 2014. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are listed as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

A yellow box highlights the date [26](#), which is labeled "My Event" with a red border. The "View" dropdown menu is set to "Calendar by Month". The legend below defines various event types:

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.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

< Last Event Go to Today Back to Calendar Next Event >

My Event

Date Feb 27, 2014

Time 4:00 pm - 5:00 pm EST

Description This is an example of a calendar event description.

Attachments  [Presentation1.pptx \(474 KB\)](#)

Frequency Activity occurs once

Event Type Activity

Owner Demo Instructor

Site PSYCH 400 001 SU14

From Site "PSYCH 400 001 SU14" (psych400_001_su14)

The item details will display.

How do I change the calendar view in the Schedule tool?

In Schedule, you can view your calendar by day, week, month, or year. You can also set the default view for your calendar.

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Select the desired view in the drop-down menu.



Calendar by day.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

Calendar by Day

View Calendar by Day ▾ Thursday, February 27, 2014 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	X My Event
5 PM	

Later

The item details will display.

Calendar by week.

PSYCH 400 001 SU14: Schedule



Add Merge Fields Permissions

Calendar by Week

View Calendar by Week ▾

Sunday, February 23, 2014 - Saturday, March 1, 2014 EST

< Previous Week Today Next Week >

[Printable Version](#)

[Set as Default View](#)

[Earlier](#)

	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 1
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.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

Calendar by Month

View **Calendar by Month ▾** February 2014

< Previous Month Today Next Month >

Printable Version Set as Default View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

Calendar by year.

PSYCH 400 001 SU14: Schedule



Add Merge Fields Permissions

Calendar by Year

View Calendar by Year ▾

2014

< Previous Year

Today

Next Year >

Set as Default View

Jan						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Feb						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

Mar						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	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

Apr						
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

May						
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

Jun						
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	1	2	3	4	5

Jul						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Aug						
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

Sep						
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	1	2	3	4

Oct						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Nov						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Dec						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

List of events.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

View: List of Events ▾

Show: Custom date range ▾

Start: FEB ▾ 1 ▾ 2014 ▾

End: FEB ▾ 28 ▾ 2014 ▾

Filter Events

Printable Version Set as Default View

Date	Time	For	Description
Feb 27, 2014	4:00 pm - 5:00 pm EST	Site  My Event	This is an example of a calendar event description ...  Presentation1.pptx (474 KB)

From Site: "PSYCH 400 001 SU14"

Display site events
 Display group events

Update

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.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

Calendar by Month

View Calendar by Month ▾ February 2014 < Previous Month Today Next Month >

Printable Version Set as Default View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	 My Event	27	28

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 Schedule/Calendar?

The Schedule tool allows instructors to post items to the class calendar. You may use the Schedule to post reminders about class activities and due dates. This lesson will show you how to add items to your class calendar.

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click the Add button.

The screenshot shows the Sakai Schedule tool interface. At the top, there's a toolbar with buttons for 'Add' (which is highlighted with a red box), 'Merge', 'Import', 'Subscriptions (export)', 'Fields', and 'Permissions'. Below the toolbar, the title 'PSYCH 400 001 SU12: Schedule' is displayed. The main area is titled 'Calendar by Week'. A dropdown menu shows 'View' set to 'Calendar by Week'. To the right, a date range is shown: 'Sunday, October 20, 2013 - Saturday, October 26, 2013 EDT' with links to 'Previous Week', 'Today', and 'Next Week'. Below the view controls are 'Printable Version' and 'Set as Default View' buttons. The main calendar grid has columns for Sunday (Sun 20), Monday (Mon 21), Tuesday (Tue 22), Wednesday (Wed 23), Thursday (Thu 24), Friday (Fri 25), and Saturday (Sat 26). The rows represent time slots from 8 AM to 5 PM. At the bottom, there's a legend titled 'Legend' with categories: Academic Calendar, Activity, Cancellation, Class section - Discussion, Class section - Lab, Class section - Lecture, Class section - Small Group, Computer Session, Deadline, Exam, Meeting, and Meeting. The legend uses icons like a building, a person, a checkmark, etc., to represent each category.

You will be taken to the default view of the calendar, the current date is highlighted.

Click on the **Add** button in the top left of the screen to create a new event.

Note: multiple day (overnight) events can not be added as a single event, they need to be added as an all day event with a frequency of daily.

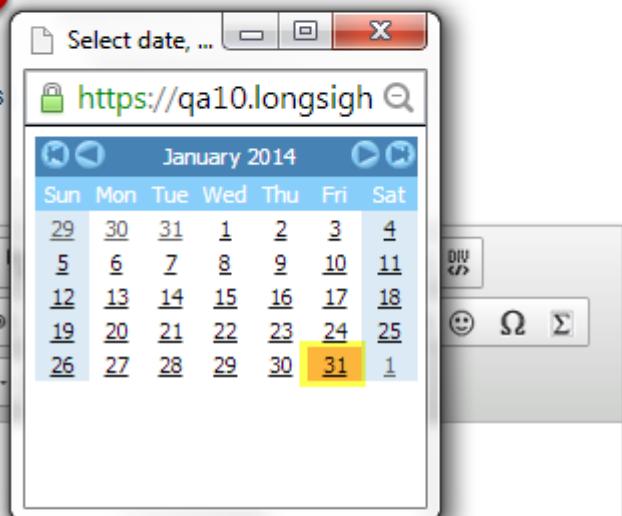
Add event content.

Add Event

To add an event to the schedule, complete the form and choose 'Save Event' at the bottom. Required items marked with *

Event

* Title	Exam 1
* Date	JAN 31 2014
* 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.

body p

Word Count : 10

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"/>	group 1	
<input type="checkbox"/>	group 2	

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

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

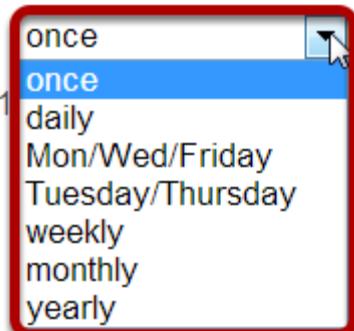
Required items marked with *

* Event Frequency

The only occurrence is on JAN 31, 201

[Save Frequency](#)

[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

* Every:

week(s)

Ends:

After time(s)

On

Never

[Save Frequency](#)

[Cancel](#)



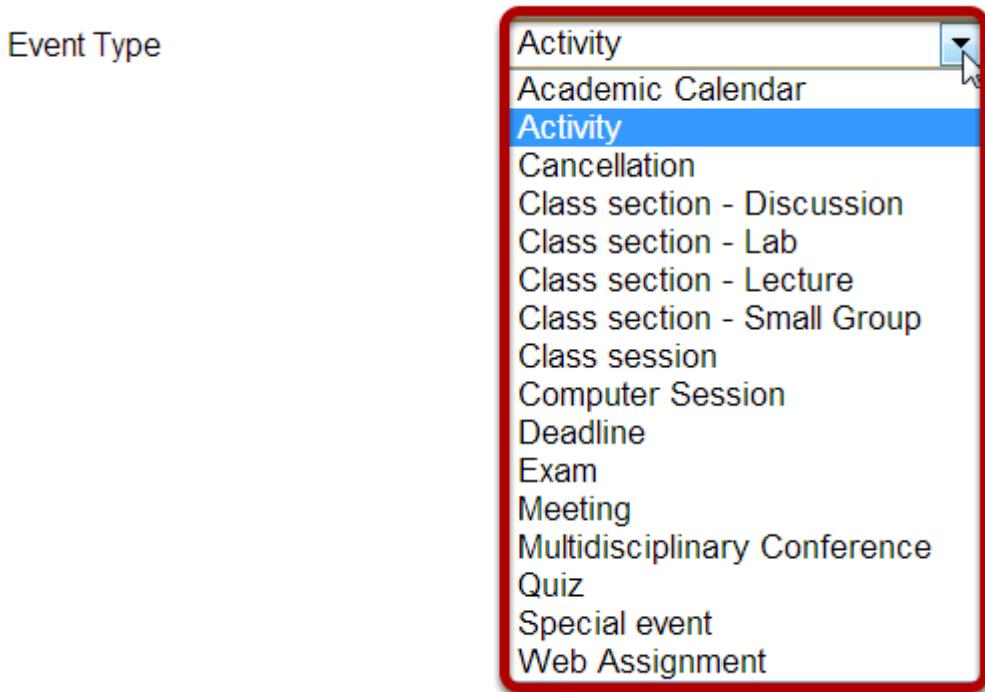
Does your event happen every week, every other week, or some other interval? Select the appropriate interval from the **Every** drop-down menu.

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 the **Save Frequency** button to save your changes!

Event type.



Click on the **Event Type** drop-down menu to view all available types. The default event type is **Activity**.

Selecting a different event type.

Legend		
Academic Calendar	Activity	Cancellation
Class section - Discussion	Class section - Lab	Class section - Lecture
Class section - Small Group	Class session	Computer Session
Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event
Web Assignment		

You may select a different event type if it is more appropriate for your calendar item. For example, for the Exam 1 event, you might select **Exam** as the event type.

The type of event that you choose controls the icon associated with that event when displayed on the calendar, as shown in the legend above. It will also control the priority of the item as specified in the user's individual preferences.

Event location.

Event Location

Building J, Room 407|

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, scroll all the way down to the bottom and click the **Save Event** button to post your event on the calendar.

How do I edit a calendar item?

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click on the item you want to edit.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

Calendar by Month

View Calendar by Month ▾ February 2014

< Previous Month Today Next Month >

Printable Version Set as Default View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	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		

My Event

Click Edit.

 PSYCH 400 001 SU14: Schedule 

Add Merge Fields Permissions

< Last Event Go to Today Back to Calendar Next Event >

My Event

Date Feb 27, 2014
Time 4:00 pm - 5:00 pm EST
Frequency Activity occurs once
Event Type Activity
Owner Demo Instructor
Site PSYCH 400 001 SU14
From Site "PSYCH 400 001 SU14" (psych400_001_su14)

Edit Remove event

< Last Event Go to Today Back to Calendar Next Event >

Make your changes to the event.

PSYCH 400 001 SU14: Schedule

Editing event...

To edit the event, update the form and choose 'Save Event' at the bottom.
Required items marked with *

Event

* Title	My Event			
* Date	FEB	27	2014	
* Start Time	3	00	PM	EST
Duration	1	hours	00	minutes
End Time	4	00	PM	EST

Message

Please note the time change from 4:00PM to 3:00PM!

Click Save Event.



How do I delete a calendar item?

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click on the item you want to delete.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

Calendar by Month

View Calendar by Month ▾ February 2014

< Previous Month Today Next Month >

Printable Version Set as Default View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	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.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

< Last Event Go to Today Back to Calendar Next Event >

My Event

Date Feb 27, 2014
Time 4:00 pm - 5:00 pm EST
Frequency Activity occurs once
Event Type Activity
Owner Demo Instructor
Site PSYCH 400 001 SU14
From Site "PSYCH 400 001 SU14" (psych400_001_su14)

Edit Remove event

< Last Event Go to Today Back to Calendar Next Event >

Confirm removal.

PSYCH 400 001 SU14: Schedule

Deleting schedule item...

Are you sure you want to remove this event?

Title My Event
Date Feb 27, 2014
Time 4:00 pm - 5:00 pm EST
Frequency Activity occurs once.
Event type Activity

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 Schedule/Calendar?

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click Printable Version.

The screenshot shows the Sakai Calendar tool interface. At the top, there are buttons for 'Add', 'Merge', 'Fields', and 'Permissions'. Below that, a title bar says 'PSYCH 400 001 SU14: Schedule'. Underneath, there's a navigation bar with 'View' set to 'Calendar by Month', a date selector showing 'February 2014', and buttons for 'Previous Month', 'Today', and 'Next Month'. A red box highlights the 'Printable Version' button. The main area is a grid calendar for February 2014. 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
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 My Event	28	1

Print PDF.

Schedule for Demo Instructor - February 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 4:00PM: My Event	28	

A new window will open with a PDF version of the current calendar version displayed. Print or save the PDF file from this window.

Tip: The printable view will change depending on which view of the calendar you are currently viewing (i.e. day, week, month, year, or list). Be sure to [select your desired calendar view](#) for printing before clicking Printable Version.

How do I merge the Schedule/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 Schedule.

Select the **Schedule** tool from the Tool Menu of your site. (Remember that it may also be called the Calendar tool).

Click Merge.



Select calendars to be merged.

The screenshot shows the 'Merge' page for the PSYCH 400 001 SU14 site. On the left, a list of available calendars is shown, each with a link to its details. On the right, there is a 'Show Schedule' column where checkboxes are used to indicate which calendars to merge. The 'Show Schedule' column is highlighted with a red border.

Site	Show Schedule
Course Review Project (0fea897f-eccf-4a05-8a61-2fab3700e574)	<input type="checkbox"/>
OCE101 001 SU14 (oce101)	<input type="checkbox"/>
PSYCH 101 001 FA13 (psych101_001_fa13)	<input type="checkbox"/>
PSYCH 101 001 FA14 (psych101_001_fa14)	<input checked="" type="checkbox"/>
PSYCH 200 001 FA14 (psych200_001_fa14)	<input checked="" type="checkbox"/>
PSYCH 300 001 SU14 (psych300_001_su14)	<input checked="" type="checkbox"/>
PSYCH 400 001 SU13 (psych400_001_su13)	<input type="checkbox"/>

Save **Cancel**

In the **Show Schedule** column, check the box next to any calendars from other sites that you would like to merge with the current site.

Click Save.



How do I import Schedule/Calendar entries from a file?

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click Import.



Choose the import file format.

A screenshot of a "Import calendar" form. At the top, it says "Step 1 of 3: Select type of calendar to import from". Below that, there's a section titled "Type of calendar to import" with three radio button options: "Microsoft Outlook", "Meeting Maker", and "Generic calendar import (comma-separate values)". The third option is selected and highlighted with a red rectangular border. At the bottom of the form are two buttons: "Continue" (highlighted with a red rectangular border) and "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 calendar

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.

[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 example_import_file.txt

Click the **Choose File** button to browse for and select your file, and then click **Continue**.

Note: Your import file must be in a specific format. For example, if you selected the generic calendar import option, you will see a link for a Generic Import Template that you can download to view an example of the correct import file format.

Preview items and import events.

Import calendar

Step 3 of 3: Review activities and confirm import

You are importing 3 activities, listed below. Uncheck the 'Import' box for any activity(s) you do not want to import.

Date	Activity and Time	Import?
Feb 25, 2014	Example Event 1 (11:00 am - 12:00 pm)	<input checked="" type="checkbox"/>
Feb 26, 2014	Example Event 2 (11:00 am - 12:00 pm)	<input checked="" type="checkbox"/>
Feb 27, 2014	Example Event 3 (11:00 am - 11:30 am)	<input checked="" type="checkbox"/>

1 Import events for site
 Import events for selected groups

2 Import events for site
 Import events for selected groups

3

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 Schedule/Calendar permissions?

Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

Click the Permissions button.



Modify the permissions for the roles listed.

A screenshot of the 'Permissions' modification interface. The title 'PSYCH 400 001 SU14: Schedule' is at the top. Below it is a section titled 'Permissions' with the sub-instruction 'Set permissions for Schedule in worksite "PSYCH 400 001 SU14" (ps... 1)'. A red circle with the number '1' is placed over the 'Permissions' link. The main area is a table titled 'Permissions' with three columns: 'Instructor', 'Student', and 'Teaching Assistant'. The rows represent various permissions: 'Create events', 'Delete own events', 'Delete any event', 'Edit own events', 'Edit any event', 'Import events', 'Subscribe to calendars', 'View events', 'Access/create group events', and 'Change calendar options'. Each row has a checkbox in the 'Instructor' column. The 'View events' row is highlighted with a light blue background. A red box surrounds the entire table. At the bottom are three buttons: 'Save' (highlighted with a red box), 'Cancel', and a small '2' icon.

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"/>

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

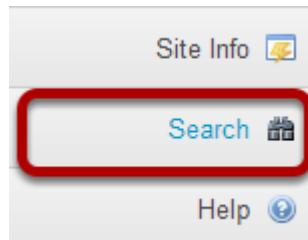
What is the Search tool?

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.

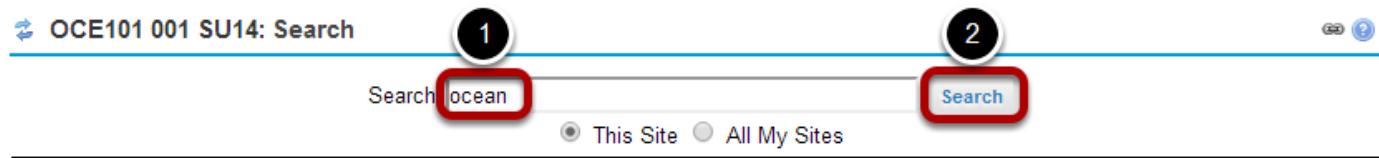


How do I perform a basic search?

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 the search results page. At the top, it says 'Found 1 to 10 of 15 documents (0.008 seconds)'. Below this, there is a red box containing four search results. Each result includes a title and a link. An RSS icon is located at the top right of the results area. A red circle with the number '1' is over the 'Results' tab, and another red circle with the number '2' is over the RSS icon.

Content: OCEA_101_Mod_02_Resource_Characteristics_of_Plate_Boundaries.docx /access/content/group/oce101/OCEA_101%20Mod%2002%20Resource%20Characteristics%20of%20Plate%20Boundaries.docx
Content: OCEA_101_Mod_02_Agenda_and_Information.docx /access/content/group/oce101/OCEA_101%20Mod%2002%20Agenda%20and%20Information.docx
Content: OCEA_101_Mod_02_EX2_2_Plate_Tectonics_Seafloor.docx /access/content/group/oce101/OCEA_101%20Mod%2002%20EX2_2%20Plate%20Tectonics%20Seafloor.docx
Content: OCEA_101_Mod_01_Resource_Finding_a_range_of_latitude.docx /access/content/group/oce101/OCEA_101%20Mod%2001%20Resource%20Finding%20a%20range%20of%20latitude.docx
Content: OCEA_101_Mod_02_Discussion_WOP1_Global_Warming.docx /access/content/group/oce101/OCEA_101%20Mod%2002%20Discussion%20WOP1%20Global%20Warming.docx

1. Your search results will be displayed.
2. Notice that an RSS icon appears with the search results. This enables you to watch the search in your favourite RSS reader. (If you take some time to look at the [advanced search features](#), you will find that you can generate RSS feeds of all sorts of information in the index.)

How do I perform an advanced search?

The Search Tool is driven by an index that contains multiple sub indexes. When using the tool for basic search, only 2 of these indexes are used: the context index, and the content index. The content index contains a stored and tokenized full text index of a digested form of the content. This means that a Word document uploaded to Resources will have had all its text extracted and indexed, whereas a video package may have had only the metadata indexed. When the search results are returned, it is this content that is shown with the matching terms highlighted.

The context index provides a keyword index of the source of the content. This is the worksite or course which contains the content. When the search tool performs a basic search, it adds a search term of +content:<currentsiteid> where <currentsiteid> is the context or site id where the search is being performed. This can be translated as "results must come from the current site".

You can search for terms within any of the indexes. For example to search only in announcements, you can use the search terms +tool:announcement +content:cowslip which will only return announcements containing the word cowslip.

The index currently contains the following named indexes.

- **content:** A tokenized, stored index of the digested content of the search documents
- **context:** A keyword stored index of the source context of the search document.
- **tool:** A keyword stored index of the tool name producing the search document.
- **title:** A tokenized stored index of the title of the search document.
- **reference:** A keyword stored index of the Sakai Entity reference.

Go to Search.

Select the **Search** tool from the Tool Menu in your site.

Advanced Search Options

Use the search information below to enter advanced search strings into the search box.

Lucene Search Information

The Query Engine is based on Apache Lucene. For completeness the Apache Query documentation is included below. More information can be found at <http://lucene.apache.org/java/docs/queryparsersyntax.html>

Terms

A query is broken up into terms and operators. There are two types of terms: Single Terms and Phrases.

A Single Term is a single word such as "test" or "hello".

A Phrase is a group of words surrounded by double quotes such as "hello dolly".

Multiple terms can be combined together with Boolean operators to form a more complex query (see below).

Note: The analyzer used to create the index will be used on the terms and phrases in the query string. So it is important to choose an analyzer that will not interfere with the terms used in the query string.

Fields

Lucene supports fielded data. When performing a search you can either specify a field, or use the default field. The field names and default field is implementation specific.

You can search any field by typing the field name followed by a colon ":" and then the term you are looking for.

As an example, let's assume a Lucene index contains two fields, title and text and text is the default field. If you want to find the document entitled "The Right Way" which contains the text "don't go this way", you can enter:

title:"The Right Way" AND text:go

or

title:"Do it right" AND right

Since text is the default field, the field indicator is not required.

Note: The field is only valid for the term that it directly precedes, so the query

title:Do it right

Will only find "Do" in the title field. It will find "it" and "right" in the default field (in this case the text field).

Term Modifiers

Lucene supports modifying query terms to provide a wide range of searching options.

Wildcard Searches

Lucene supports single and multiple character wildcard searches.

To perform a single character wildcard search use the "?" symbol.

To perform a multiple character wildcard search use the "*" symbol.

The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "text" or "test" you can use the search:

te?t

Multiple character wildcard searches looks for 0 or more characters. For example, to search for test, tests or tester, you can use the search:

test*

You can also use the wildcard searches in the middle of a term.

te*t

Note: You cannot use a * or ? symbol as the first character of a search.

Fuzzy Searches

Lucene supports fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm. To do a fuzzy search use the tilde, "~", symbol at the end of a Single word Term. For example to search for a term similar in spelling to "roam" use the fuzzy search:

roam~

This search will find terms like foam and roams.

Starting with Lucene 1.9 an additional (optional) parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only terms with a higher similarity will be matched. For example:

roam~0.8

The default that is used if the parameter is not given is 0.5.

Proximity Searches

Lucene supports finding words are a within a specific distance away. To do a proximity search use the tilde, "~", symbol at the end of a Phrase. For example to search for a "apache" and "jakarta" within 10 words of each other in a document use the search:

"jakarta apache"~10

Range Searches

Range Queries allow one to match documents whose field(s) values are between the lower and upper bound specified by the Range Query. Range Queries can be inclusive or exclusive of the upper and lower bounds. Sorting is done lexicographically.

mod_date:[20020101 TO 20030101]

This will find documents whose mod_date fields have values between 20020101 and 20030101, inclusive. Note that Range Queries are not reserved for date fields. You could also use range queries with non-date fields:

title:{Aida TO Carmen}

This will find all documents whose titles are between Aida and Carmen, but not including Aida and Carmen.

Inclusive range queries are denoted by square brackets. Exclusive range queries are denoted by curly brackets.

Boosting a Term

Lucene provides the relevance level of matching documents based on the terms found. To boost a term use the caret, "^", symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be.

Boosting allows you to control the relevance of a document by boosting its term. For example, if you are searching for

jakarta apache

and you want the term "jakarta" to be more relevant boost it using the ^ symbol along with the boost factor next to the term. You would type:

jakarta^4 apache

This will make documents with the term jakarta appear more relevant. You can also boost Phrase Terms as in the example:

"jakarta apache"^4 "Apache Lucene"

By default, the boost factor is 1. Although the boost factor must be positive, it can be less than 1 (e.g. 0.2)

Boolean operators

Boolean operators allow terms to be combined through logic operators. Lucene supports AND, "+", OR, NOT and "-" as Boolean operators (Note: Boolean operators must be ALL CAPS). OR

The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union using sets. The symbol || can be used in place of the word OR.

To search for documents that contain either "jakarta apache" or just "jakarta" use the query:

"jakarta apache" jakarta

or

"jakarta apache" OR jakarta

AND

The AND operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol && can be used in place of the word AND.

To search for documents that contain "jakarta apache" and "Apache Lucene" use the query:

"jakarta apache" AND "Apache Lucene"

+

The "+" or required operator requires that the term after the "+" symbol exist somewhere in a the field of a single document.

To search for documents that must contain "jakarta" and may contain "lucene" use the query:

+jakarta apache

NOT

The NOT operator excludes documents that contain the term after NOT. This is equivalent to a difference using sets. The symbol ! can be used in place of the word NOT.

To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query:

"jakarta apache" NOT "Apache Lucene"

Note: The NOT operator cannot be used with just one term. For example, the following search will return no results:

NOT "jakarta apache"

-

The "-" or prohibit operator excludes documents that contain the term after the " - " symbol.

To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query:

"jakarta apache" -"Apache Lucene"

Grouping

Lucene supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query.

To search for either "jakarta" or "apache" and "website" use the query:

(jakarta OR apache) AND website

This eliminates any confusion and makes sure you that website must exist and either term jakarta or apache may exist.

Field Grouping

Lucene supports using parentheses to group multiple clauses to a single field.

To search for a title that contains both the word "return" and the phrase "pink panther" use the query:

```
title:(+return +"pink panther")
```

Escaping Special Characters

Lucene supports escaping special characters that are part of the query syntax. The current list of special characters are

```
+ - && || ! ( ) { } [ ] ^ " ~ * ? : \
```

To escape these characters use the \ before the character. For example to search for (1+1):2 use the query:

```
\(1\+1)\:2
```

Section Info

What is the Section Info tool?

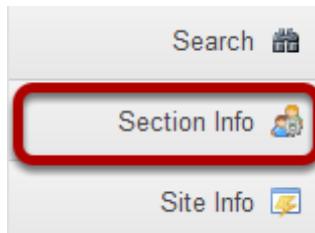
The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes 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.

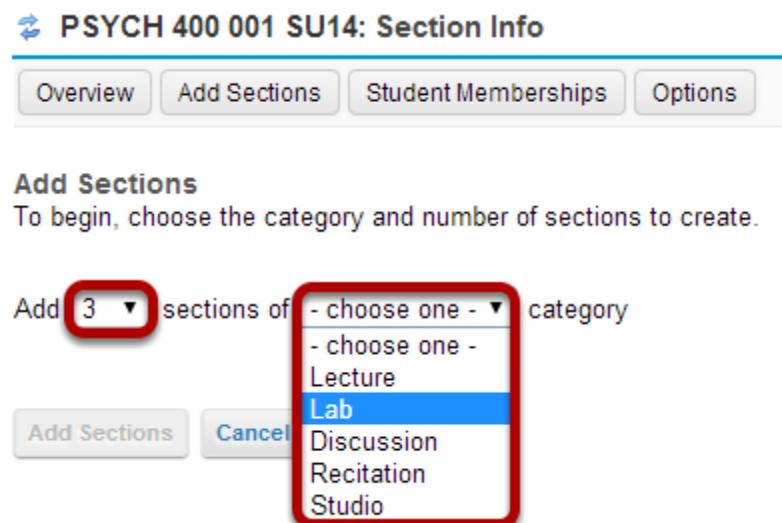
Go to Section Info.

Select the **Section Info** tool from the Tool Menu in your site.

Click Add Sections.



Select the number of sections and a category.



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.

The screenshot shows the 'Add Sections' form. At the top, there is a dropdown menu showing '3' and a category dropdown set to 'Lab'. Below this, there are five fields with numbered callouts:

- Name ***: A text input field containing 'Lab1' (callout 1).
- Section Size**: A group of radio buttons. One is selected ('Limit number of students in section to') with the value '15' entered into a text input field (callout 2).
- Meeting Details**: A group of fields. 'Day' has checkboxes for Monday, Wednesday, and Friday checked. 'Start time' is '10:00 AM'. 'End Time' is '12:00 PM'. 'Location' is 'Building J, Room 123' (callout 3).
- Start/End Time**: A group of fields. 'Start time' is '10:00' and 'End time' is '12:00'. Each has a dropdown for AM or PM (callout 4).
- Location**: A text input field containing 'Building J, Room 123' (callout 5).

At the bottom of the form is a link: [Add day\(s\) with a different meeting time and/or location](#).

- 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.

If you have chosen to add more than one section at a time, repeat the process above for the other sections.

Click Add Sections.

Add Sections **Cancel**

When you are finished entering your section information, click **Add Sections**.

How do I edit a section?

Go to Section Info.

Select the **Section Info** tool from the Tool Menu in your site.

Click Edit.

The screenshot shows the 'Section Info' tool interface for PSYCH 400 001 SU14. At the top, there are tabs for Overview, Add Sections, Student Memberships, and Options. Below the tabs, a message box says: "Lab1, Lab2, Lab3 have been successfully created! You may now assign TAs and students to the sections by choosing the links under the section." A table lists three lab sections:

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1		Mon,Wed	10:00 am,12:00 pm	Building J Room 123	0	15	<input type="checkbox"/>
Lab2					0	Unlimited	<input type="checkbox"/>
Lab3					0	Unlimited	<input type="checkbox"/>

At the bottom, there are 'Remove Sections' and 'Cancel' buttons.

Click the Edit link under the section you want to edit.

Edit the section information.

Add Sections

To begin, choose the category and number of sections to create.

Add 3 sections of Lab category

The screenshot shows the 'Add Sections' form. At the top, it says 'Add 3 sections of Lab category'. Below this, there are five fields: 1. 'Name *' with the value 'Lab1'. 2. 'Section Size' with the 'Limit number of students in section to' option selected and the value '15'. 3. 'Meeting Details' which includes 'Day' (checkboxes for Monday, Wednesday, Friday checked; Tuesday, Thursday, Saturday, Sunday unchecked), 'Start time' (10:00 AM), and 'End Time' (12:00 PM). 4. 'Location' with the value 'Building J, Room 123'. 5. A link 'Add day(s) with a different meeting time and/or location'.

1 Lab1

2 Unlimited number of students in section
Limit number of students in section to 15

3 Day Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Start time 10:00 AM PM
End Time 12:00 AM PM

4 Building J, Room 123

5 Add day(s) with a different meeting time and/or location

You will be able to edit any of the fields that you entered when you created the section.

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.

Click Update.

Update Cancel

When you are finished editing your section information, click **Update** to save your changes.

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.

The screenshot shows the 'Section Info' tool interface. At the top, there are tabs for Overview, Add Sections, Student Memberships, and Options. Below the tabs, the title 'Instructor's Overview' is displayed. A table lists three sections: Lab1, Lab2, and Lab3. Each row includes columns for Name, Teaching Assistant (TA), Day, Time, Location, Current Size, Avail., and Remove. Under 'Lab Sections', there are links for Edit, Assign TAs, and Assign Students. The 'Remove' column for Lab2 and Lab3 has checkboxes checked, which are highlighted with a red box. At the bottom, there are 'Remove Sections' and 'Cancel' buttons.

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1		Mon,Wed	10:00 am,12:00 pm	Building J Room 123	0	15	<input type="checkbox"/>
Lab2					0	Unlimited	<input checked="" type="checkbox"/>
Lab3					0	Unlimited	<input checked="" type="checkbox"/>

In the **Remove** column, check the box(es) for the section(s) you would like to delete.

Click Remove Sections.

Remove Sections **Cancel**

Confirm removal.

PSYCH 400 001 SU14: Section Info

[Overview](#) [Add Sections](#) [Student Memberships](#) [Options](#)

Instructor's Overview

① Are you sure you want to remove the following sections:

- Lab2
- Lab3

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 "Section Info" tool interface:

The title bar shows: PSYCH 400 001 SU14: Section Info

The menu bar includes: Overview, Add Sections, Student Memberships, Options, and Help.

The main area is titled "Instructor's Overview".

A table lists "Lab Sections":

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab1		Mon,Wed	10:00 am,12:00 pm	Building J Room 123	0	15	<input type="checkbox"/>

Below the table are links: Edit, Assign TAs, and Assign Students. The "Assign Students" link is highlighted with a red box.

At the bottom are buttons: Remove Sections and Cancel.

Select students from the class list.

PSYCH 400 001 SU14: Section Info

Overview Add Sections Student Memberships Options

Assign Students

Lab1

Unassigned Students ▾

- Student, Fifth
- Student, Fourth
- Student, Second**
- Student, Third

Move Selected > <

Move All >> <<

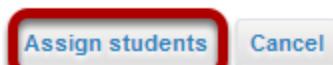
Lab1 Section Size: 1/15

- Student, First

Assign students Cancel

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.

PSYCH 400 001 SU14: Section Info

Overview Add Sections Student Memberships Options

Instructor's Overview

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1		Mon,Wed	10:00 am,12:00 pm	Building J Room 123	0	15	<input type="checkbox"/>
	Edit Assign TAs Assign Students						

[Remove Sections](#) [Cancel](#)

Select from the list of available TAs.

PSYCH 400 001 SU14: Section Info

Overview Add Sections Student Memberships Options

Assign Teaching Assistants

Lab1

Available Teaching Assistants

Assistant, Teaching

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.

Move Selected > <

Move All >> <<

Lab1 Teaching Assistants

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.

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.

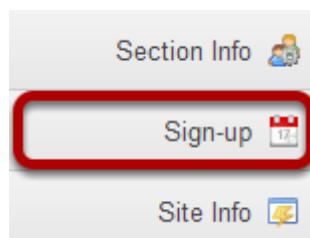
Who can use the tool?

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 Instructor
Location:	Fine Arts Building
Category:	Optional
Meeting Date:	Tuesday, March 25, 2014
Time Period:	6:00 PM - 8:00 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 Instructor
Location: Science Museum
Category: Bonus
Meeting Date: Thursday, March 27, 2014
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, March 21, 2014, 8:00 AM
Sign-up Ends: Thursday, March 27, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

[▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	 Add Participant	 Add Participant

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 Instructor
Location: Room F1234
Category:
Meeting Date: Wednesday, March 26, 2014
Time Period: 2:00 PM - 5:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: Thursday, March 20, 2014, 2:00 PM
Sign-up Ends: Wednesday, March 26, 2014, 4:00 PM
Available To: ▶ [Show site\(s\)/group\(s\) details](#)
Description:

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
2:00 PM - 2:12 PM	1	 Add Participant	 Add Participant
2:12 PM - 2:24 PM	1	 Add Participant	 Add Participant
2:24 PM - 2:36 PM	1	 Add Participant	 Add Participant
2:36 PM - 2:48 PM	1	 Add Participant	 Add Participant
2:48 PM - 3:00 PM	1	 Add Participant	 Add Participant
3:00 PM - 3:12 PM	1	 Add Participant	 Add Participant
3:12 PM - 3:24 PM	1	 Add Participant	 Add Participant
3:24 PM - 3:36 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.

The screenshot shows the 'Meetings' page of the PSYCH 400 001 SU14: Sign-up tool. At the top, there are buttons for 'Add', 'Permissions', and 'Export'. Below that, a section titled 'Meetings' with the sub-instruction 'Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.' is shown. The main area is a table with the following data:

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>

At the bottom left is a 'Remove Meetings' button.

On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed.

The site's meetings are listed here in table format including title, location, date, time, and so forth. They can be ordered with the column headings and filtered with the "View" selection box. Recurring meetings, those created as a set with a single title, can be expanded or contracted with the checkbox. Checking the box below, or checking the plus sign next to the meeting entitled "Presentations," would reveal several meetings of that title on different days or times. Meetings can be removed (via the checkbox on the right of each). On this page, permissions can be set and meeting data exported (via the links on the top).

Click on a meeting title to brings up its meeting details.

Note: For a view that includes past meetings, choose All in the drop down menu next to View.

Meeting details.

PSYCH 400 001 SU14: Sign-up

Modify Copy Export as Excel Print

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Museum
Category: Bonus
Meeting Date: Thursday, March 27, 2014
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, March 21, 2014, 8:00 AM
Sign-up Ends: Thursday, March 27, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

[▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	Add Participant	Add Participant

*Note: - Click on a time slot to lock or cancel it.

- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist; the student or participant view shows a "Sign-up" button (not visible below), active if the sign-up period has commenced.

How do I create a meeting?

Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Click Add.

The screenshot shows the 'Meetings' section of the PSYCH 400 001 SU14: Sign-up tool. At the top, there are three buttons: 'Add' (highlighted with a red oval), 'Permissions', and 'Export'. Below the buttons, the word 'Meetings' is displayed. Underneath, there are two dropdown menus: 'View: All Future Meetings' and 'By category: All'. A message below the dropdowns states, 'No future meetings have been created. Click 'Add' to create a new meeting.'.

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 user who is currently logged in.

Enter a location.

*Location:

This field will appear in the Meeting Details.

Enter a category. (Optional)

Category:

Enter a description of the meeting or event.

Description:

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, etc.), alignment, and other document functions. Below the toolbar is a menu bar with 'Styles' (Normal, Font, Size), 'A' (Font Color, Background Color), and a 'List' icon. The main area contains the text: "We will have a guest speaker on campus discussing contemporary issues in modern psychology. Please sign up if you plan to attend." At the bottom left is the word 'body' followed by a 'p' icon. On the right, it says 'Word Count: 22'.

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: : PM

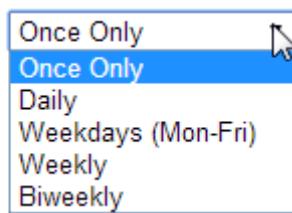
*End Time: : PM

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:



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:	<input type="text" value="6"/> Days	before meeting begins	3:00 PM, Wednesday, March 19, 2014
Sign-up ends:	<input type="text" value="1"/> Hours	before meeting finishes	3:00 PM, Tuesday, March 25, 2014

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:**

PSYCH 400 001 SU14 (Current Site)

Lab1
 Team-2
 Team-3
 Team-1

+ Other Sites

This field allows you to determine who can sign up for the meeting. You can limit sign-up to members of a group (defined on this site) or extend the sign-up offer to the membership of other sites, by selecting the appropriate checkboxes. The option to extend to other sites allows inclusion of those sites' members, or groups defined there. The other site must also have the Sign-up tool in order for its members to participate. (The default setting is members of this site only.)

Choose meeting type.

The relevant options for each of the three meeting types appear when that meeting type is selected via its radio button. See [What are Sign-Up meeting types?](#) for more information.

Open meeting

*Meeting Type:

- Open meeting (no sign-up required)
- Single slot
- Multiple slots

Single slot.

*Meeting Type:

- Open meeting (no sign-up required)
- Single slot
- Multiple slots

- Max # of Participants
- Unlimited number of participants

Options to choose between **Max number** (in which case, enter the number of participants allowed) and **Unlimited**.

Multiple slots.

*Meeting Type:

- Open meeting (no sign-up required)
- Single slot
- Multiple slots

1 Number of slots available for sign-up:

2 Number of participants per time slot:

3 Estimate duration per time slot (min):

4 Advanced user-defined timeslots [Create Timeslot\(s\)](#)

Define Custom Timeslots

Start Time	End Time	Max # Of Participants
<input type="text" value="25 March 2014"/> <input type="button" value=""/>	<input type="text" value="06:00 PM"/> <input type="button" value=""/>	<input type="text" value="1"/>
<input type="text" value="25 March 2014"/> <input type="button" value=""/>	<input type="text" value="06:30 PM"/> <input type="button" value=""/>	<input type="text" value="1"/>
<input type="text" value="25 March 2014"/> <input type="button" value=""/>	<input type="text" value="07:00 PM"/> <input type="button" value=""/>	<input type="text" value="1"/>
<input type="text" value="25 March 2014"/> <input type="button" value=""/>	<input type="text" value="07:30 PM"/> <input type="button" value=""/>	<input type="text" value="1"/>
<input type="text" value="25 March 2014"/> <input type="button" value=""/>	<input type="text" value="08:00 PM"/> <input type="button" value=""/>	<input type="text" value="1"/>

[+ Add a new timeslot.](#)

Yes, publish the meeting as multiple calendar events in the Schedule 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 Instructor (professor)
Description: We will have a guest speaker on campus discussing contemporary issues in modern psychology. Please sign up if you plan to attend.

Start Time: Tuesday, March 25, 2014, 6:00 PM
End Time: Tuesday, March 25, 2014, 8:00 PM
Location: Fine Arts Building
Category: Optional
Sign-up Begins: Wednesday, March 19, 2014, 6:00 PM
Sign-up Ends: Tuesday, March 25, 2014, 7:00 PM

Meeting Type: Single slot
Max # of Participants: 10
Attendance: ON
Available To: PSYCH 400 001 SU14 (Site Level)

- 1 Display Participant Names: Yes, display names of participants to others.
- 2 Send Notification: Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.
- 3 Meeting Coordinators: Instructor, Demo
- 4 Announce Availability: Yes, send an email notification about these changes 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.
5. **Default Notification setting:** "Yes" means that the notification box will be selected on the modify meetings page.
6. **Other Default Settings:** Click **Show the other default settings** to view additional meeting options.

Other default settings.

- Other Default Settings: [▼ Hide the other default settings](#)
- 1 Allow Wait List: Yes, add Wait List option. Participants can join Wait List.
 - 2 Allow Adding Comment: Yes, participant can add a comment during sign-up.
 - 3 User ID Input Mode: Yes, I want to use User ID input mode for adding participants.
 - 4 Auto Reminder: Yes, send email to remind attendee of the meeting, one day in advance.
 - 5 Publish to Calendar: Yes, publish the meeting to the Schedule tool.
 - 6 Create groups for timeslots: Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
 - 7 Max # of time slots per participant: Yes, allow participants to sign up for more than one time slot.

Other settings include:

1. **Allow Wait List:** "Yes" means that a Wait List will be kept, and participants can join it if this meeting is filled to capacity.
2. **User ID Input Mode:** Yes, I want to use User ID input mode for adding participants. – allows organizer to use User Id rather than choosing from drop down list. Useful for very large classes where drop down list is very long.
3. **Allow Adding Comment:** "Yes" means that a participant can add a comment during sign-up.
4. **Auto Reminder:** "Yes" means that all attendees of the meeting will receive an e-mail reminder one day in advance.
5. **Publish to Schedule:** "Yes" means that the meeting will appear on this site's Schedule or Calendar tool, regardless of attendance status of the current user.

Publish your meeting.



Publish by clicking either **Publish** or **Assign Participants & Publish**. You have the option of assigning participants or allowing them to choose their own timeslots. If you do not choose to assign participants at this time, you may do so later by editing the meeting settings.

How do I edit a meeting?

Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:		All	By category:		All		
Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>

Click Modify.

[PSYCH 400 001 SU14: Sign-up](#)

[Modify](#) [Copy](#) [Export as Excel](#) [Print](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Museum
Category: Bonus
Meeting Date: Thursday, March 27, 2014
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, March 21, 2014, 8:00 AM
Sign-up Ends: Thursday, March 27, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	Add Participant	Add Participant

*Note: - Click on a time slot to lock or cancel it.
- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Meeting organizers can add participants even if the time slot is full.

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 Instructor (professor)

*Location: Science Museum

Category: Bonus

Description:

A detailed description of the rich text editor toolbar is provided below the image.

Word Count: 0

Add Attachments

*Start Time: 27 March 2014 08:00 AM

*End Time: 27 March 2014 05:00 PM

Sign-up Begins: 6 Days before meeting begins 8:00 AM, Friday, March 21, 2014

Sign-up Ends: 1 Hours before meeting finishes 4:00 PM, Thursday, March 27, 2014

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
 Multiple slots
 Advanced user-defined timeslots

Show Participants To Public: Yes, display names of participants to others.

Send Notification: Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

Meeting Coordinators: Instructor, 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.

To lock or cancel a timeslot:

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	Add Participant Add Participant	Add Participant Add Participant

Click it in the timeslot table and use the options presented underneath it. Note that you can first move participants to another timeslot using the edit buttons beside individual entries as described above.

To copy a meeting:



Click on the meeting name to open the details, and then click the **Copy** link at the top. 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.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:		All	By category:		All		
Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>

Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.

Click Sign Up.

Meeting Details

Title: Office Hours
Organizer: Demo Instructor
Location: Room F1234
Meeting Date: Wednesday, March 26, 2014
Time Period: 2:00 PM - 5:00 PM
Sign-up Begins: Thursday, March 20, 2014, 2:00 PM
Sign-up Ends: Wednesday, March 26, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description:

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		Join Wait List
2:12 PM - 2:24 PM	None	Private		Join Wait List
2:24 PM - 2:36 PM	None	Private		Join Wait List
2:36 PM - 2:48 PM	None	Private		Join Wait List
2:48 PM - 3:00 PM	None	Private		Join Wait List
3:00 PM - 3:12 PM	1	Private		Sign Up
3:12 PM - 3:24 PM	1	Private		Sign Up
3:24 PM - 3:36 PM	1	Private		Sign Up
3:36 PM - 3:48 PM	1	Private		Sign Up
3:48 PM - 4:00 PM	1	Private		Sign Up
4:00 PM - 4:12 PM	1	Private		Sign Up
4:12 PM - 4:24 PM	1	Private		Sign Up
4:24 PM - 4:36 PM	1	Private		Sign Up
4:36 PM - 4:48 PM	1	Private		Sign Up
4:48 PM - 5:00 PM	1	Private		Sign Up

Click the button labelled **Sign Up** beside the timeslot you want.

If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by clicking **Join Wait List**. If space becomes available, you will be added to the list of attendees, and notified by email.

Notes: If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor. If a lock icon appears in Meeting Details next to a timeslot, your instructor has removed that timeslot from further sign-up.

Add a comment. (Optional)

Complete Sign-Up

Title: Office Hours
Location: Room F1234
Time Slot: 3:00 PM - 3:12 PM, Wednesday, March 26, 2014
Participant Name: First Student

 Add a comment

Click Finish.

 Finish Cancel

View your status.

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		Join Wait List
2:12 PM - 2:24 PM	None	Private		Join Wait List
2:24 PM - 2:36 PM	None	Private		Join Wait List
2:36 PM - 2:48 PM	None	Private		Join Wait List
2:48 PM - 3:00 PM	None	Private		Join Wait List
3:00 PM - 3:12 PM	None	Private	Signed up 	Cancel Sign-up
3:12 PM - 3:24 PM	1	Private		Sign Up
3:24 PM - 3:36 PM	1	Private		Sign Up

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		Join Wait List
2:12 PM - 2:24 PM	None	Private		Join Wait List
2:24 PM - 2:36 PM	None	Private		Join Wait List
2:36 PM - 2:48 PM	None	Private		Join Wait List
2:48 PM - 3:00 PM	None	Private		Join Wait List
3:00 PM - 3:12 PM	None	Private	Signed up 	Cancel Sign-up
3:12 PM - 3:24 PM	1	Private		Sign Up
3:24 PM - 3:36 PM	1	Private		Sign Up

You may cancel any appointment you have signed up for, within the time period allowed by your instructor, by clicking the **Cancel Sign-up** button.

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:

Meetings							
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.							
View:	All	By category:	All				
Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>

Click on the title of the meeting you want to export to view its details.

Click Export as Excel.

PSYCH 400 001 SU14: Sign-up

Modify Copy Export as Excel Print

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Museum
Category: Bonus
Meeting Date: Thursday, March 27, 2014
Time Period: 8:00 AM - 5:00 PM
iCalendar link: Download
Sign-up Begins: Friday, March 21, 2014, 8:00 AM
Sign-up Ends: Thursday, March 27, 2014, 4:00 PM
Available To: Show site(s)/group(s) details
Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	Add Participant	Add Participant

*Note: - Click on a time slot to lock or cancel it.

- Click to change or swap participants.
- Click to delete a participant.
- Click to email a participant.
- Meeting organizers can add participants even if the time slot is full.

Click **Export as Excel** from the meeting details screen.

Export a set of meetings:

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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
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	Attendance <input type="checkbox"/>

[Remove Meetings](#)

On the main Meetings page, click the **Export** link.

Select the meetings desired, and click Export as Excel.

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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"/>	Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req
<input checked="" type="checkbox"/>	Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available
<input checked="" type="checkbox"/>	Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available

Check All - Clear All

[Export as Excel](#) [Back](#)

View All Meetings I Am Signed Up For.

PSYCH 400 001 SU14: Sign-up

Add Permissions Export

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: View Meetings I Am Signed Up For By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 2:12 PM	Signed up	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Signed up	Attendance <input type="checkbox"/>

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.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:		All	By category:		All
Meeting Title	Organizer	Location	Category	Date ▾	Time
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM

Click Add Participant.

PSYCH 400 001 SU14: Sign-up

Modify Copy Export as Excel Print

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Museum
Category: Bonus
Meeting Date: Thursday, March 27, 2014
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, March 21, 2014, 8:00 AM
Sign-up Ends: Thursday, March 27, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	Add Participant	Add Participant

*Note: - Click on a time slot to lock or cancel it.

- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Meeting organizers can add participants even if the time slot is full.

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	20	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Select OK Cancel</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Assistant, Teaching</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Assistant, Teaching</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Instructor, Demo</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Student, Fifth</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Student, First</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Student, Fourth</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Student, Second</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 5px; background-color: #fff; color: #0070C0; font-size: 0.9em;">Student, Third</div>	Add Participant

*Note: - Click on a time slot to lock or cancel it.
- Click to change or swap participants.
- Click to delete a participant.
- Click to email a participant.
- Meeting organizers can add participants even if the time slot is full.

The user is now signed up for that meeting.

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	Assistant, Teaching Add Participant	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 Schedule or Calendar?

If you create a meeting without the Schedule tool on the site, but add the Schedule tool later, you can add each meeting individually to the Schedule's calendar:

Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All		By category: All					
Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available	Attendance

Click Modify.

PSYCH 400 001 SU14: Sign-up

[Modify](#) [Copy](#) [Export as Excel](#) [Print](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Museum
Category: Bonus
Meeting Date: Thursday, March 27, 2014
Time Period: 8:00 AM - 5:00 PM
iCalendar link: [Download](#)

Sign-up Begins: Friday, March 21, 2014, 8:00 AM
Sign-up Ends: Thursday, March 27, 2014, 4:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)

Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	20	+ Add Participant	+ Add Participant

*Note: - Click on a time slot to lock or cancel it.

- Click  to change or swap participants.
- Click  to delete a participant.
- Click  to email a participant.
- Meeting organizers can add participants even if the time slot is full.

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.

Other Default Settings:	<input type="button" value="▼ Hide the other default settings"/>
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 Schedule tool.
Create groups for timeslots	<input type="checkbox"/> Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
Max # of time slots per participant:	<input type="button" value="1 ▾"/> Yes, allow participants to sign up for more than one time slot.

Select the check box next to **Publish to Calendar**.

Click Publish Modification.

How do I modify Sign-Up tool permissions?

The set of permissions applies to the use of the Sign-up Tool across the site, not to any particular meeting. Permissions can be granted, by role,, with an interface for doing so that resembles that of other tools. The “Permissions” link shows, for each realm of grouping— (1) site (all members), and (2, 3, ...) group, for each group defined on that site, a labelled button that leads to an authorization matrix. For groups that do not include the site organizer as a member, the group button is not active in the Permissions settings and the site organizer cannot adjust the settings.

Only certain permissions in certain contexts are meaningful. The privilege “create.site” addresses creation of new meetings, so, if that box is checked in the “access” row, representing users with student status, students will have the “Add” link on their Meetings page. If “create.site” is not checked for the access role, but “create.group” is checked in the “access” row for a site group (defined in Site Info), then student members of that group will have the “Add” link, and be able to create meetings, for that group only. If groups are defined, the “view” and “attend” permissions must be checked for that group realm, as stated on screen, in order for group members to sign up. No adjustment will allow the Sign-up button to appear for meeting organizers. For more details, contact your system administrator.

Go to Sign-Up.

Select the Sign-Up tool from the Tool Menu of your site.

Click the Permissions button.



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
PSYCH 400 001 SU14	site	Edit Permissions
- Lab1	group	Edit Permissions
- Team-2	group	Edit Permissions
- Team-3	group	Edit Permissions
- Team-1	group	Edit Permissions

- *Note:
- The Edit Permission button is only available to administrators or users with the `realm.upd` permission for the current site or group. Contact your system administrator to be granted this permission.
 - In each group realm, only the permissions `view`, `attend`, `create.group`, `delete.group` and `update.group` can be modified. Other permission settings at this level do not apply and have no effect.

Modify the permissions for the roles listed.

Permissions
Set permissions for Sign-up in worksite: PSYCH 400 001 SU14 (/site/psych400_001_su14)

[Undo changes](#) 1

Permission	Instructor	Student	Teaching Assistant
signup.view	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
signup.view.all	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
signup.attend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
signup.attend.all	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.create.group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.create.group.all	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.group.all	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.group.all	<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.

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.

The screenshot shows a horizontal menu bar for a site titled "PSYCH 400 001 SU14: Site Info". The menu items are: Edit Site Information (highlighted with a red box), Edit Tools, Page Order, Add Participants, Edit Class Roster(s), Manage Groups, Link to Parent Site, External Tools, Manage Access, Duplicate Site, Import from Site, Import from Archive File, and User Audit Log.

Select site language.



If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

Enter a site description.

Description (displayed on the site's home page)

The screenshot shows the Sakai Rich Text Editor interface. At the top is a toolbar with various icons for file operations like Source, Save, Print, and Insert, along with text styling options like Bold, Italic, Underline, and Font Size. Below the toolbar are dropdown menus for Styles, Heading 1, Font, and Size. The main content area contains the text "Welcome to your online classroom!". A red box highlights this text. At the bottom left is a status bar with "body h1" and at the bottom right is "Word Count : 5".

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)

A red box highlights the text "Psych 400 online class" in the input field. The input field has a placeholder "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) Site will display this theme.

A red box highlights the "Appearance (Theme)" label and the dropdown menu icon. Below the menu, the text "Site will display this theme." is visible.

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 Instructor

Site Contact Email

professor@myschool.edu

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.

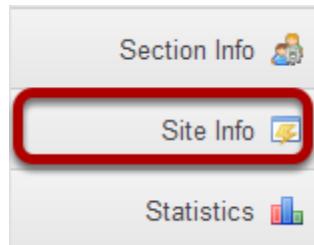
Continue **Cancel**

Click **Continue** to save your changes.

How do I choose which tools will be available in my course?

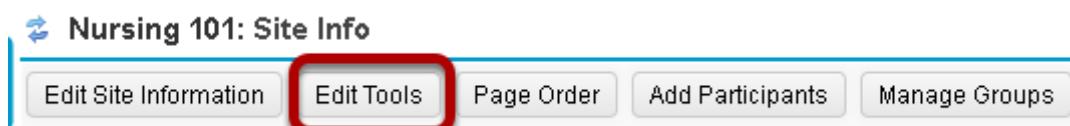
Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

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 Edit Tools.



Select your set of tools.

Choose tools to include on your site...

General	Selected tools
<input checked="" type="checkbox"/> Home For viewing recent announcements, discussion, and chat items.	 Announcements X
<input checked="" type="checkbox"/> Announcements For posting current, time-critical information	 Assignments X
<input checked="" type="checkbox"/> Assignments For posting, submitting and grading assignment(s) online	 Drop Box X
<input type="checkbox"/> Chat Room For real-time conversations in written form	 Email X
<input type="checkbox"/> Delegated Access Delegate access for users based on a site hierarchy	 Forums X
<input checked="" type="checkbox"/> Drop Box For private file sharing between instructor and student	 Gradebook X
<input checked="" type="checkbox"/> Email Send mail to select participants in your site.	 Lessons X
<input type="checkbox"/> Email Archive For viewing email sent to the site	 Messages X
<input type="checkbox"/> External Tool Launch external tools using IMS Learning Tools Interoperability.	 Resources X
<input checked="" type="checkbox"/> Forums Display forums and topics of a particular site	 Schedule X
<input checked="" type="checkbox"/> Gradebook For storing and computing assessment grades from Tests & Quizzes or that are manually entered	 Site Info X
<input checked="" type="checkbox"/> Lessons For creating content modules and sequences; can be organized by week or unit	 Syllabus X
<input checked="" type="checkbox"/> Messages Display messages to/from users of a particular site	 Home X
<input type="checkbox"/> News For viewing content from online sources	
<input type="checkbox"/> Podcasts For managing individual podcast and podcast feed information	

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)

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 Options menu for each tool instance.

Lessons

Title (Suggested length 15 char.)
[More Lessons Tools?](#)

Web Content

Title (Suggested length 15 char.)
Source
[More Web Content Tools?](#)

[Continue](#) [Back](#) [Cancel](#)

The Lessons tool may be used as a single tool on the Tool Menu where students click to see all Lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate Lesson. See the [Lessons tool tutorial](#) for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want.

Click on the **More Lessons Tools?** or **More Web Content Tools?** drop-down menus to add additional instances of these tools.

Example: Multiple tool instances.

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 Options menu for each tool instance.

Lessons

Title (Suggested length 15 char.)

Lessons

Title (Suggested length 15 char.)

Lessons

Title (Suggested length 15 char.)

Web Content

Title (Suggested length 15 char.)

Source

Web Content

Title (Suggested length 15 char.)

Source

The example above shows three Lessons tools (Module 1, Module 2 and Module 3) and two Web Content tools (Computing Help Desk and Nursing Web Site).

Click Continue.

Once you have made all of your tool selections, scroll down and click **Continue**.

Confirm tool selection

Confirming site tools edits for Nursing 101

You have selected the following for your site (added tools highlighted):

Home (Home)
Announcements (Announcements)
Resources (Resources)
Assignments (Assignments)
Drop Box (Drop Box)
Chat Room (Chat Room)
Computing Help Desk (Computing Help Desk) (http://computinghelpdesk.school.edu)
Site Info (Site Info)
Email (Email)
Forums (Forums)
Module 1 (Module 1)
Module 2 (Module 2)
Module 3 (Module 3)
Messages (Messages)
Nursing Web Site (Nursing Web Site) (http://nursing.school.edu)

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 Page Order.



Drag and Drop items to rearrange the page order.

Nursing 101: Site Info

Page Order

Changes to the page ordering will not take effect until you click 'Save'. Editing, Hiding, or Deleting a Page takes place immediately. Pressing either the Save or Cancel buttons returns you to the Main Site Info Tool Page.

Home	
Announcements	
Resources	
Assignments	
Site Info	
Email	
Forums	
Messages	
Module 1	
Module 1	
Module 2	
Module 3	
Computing Help Desk	
Nursing Web Site	

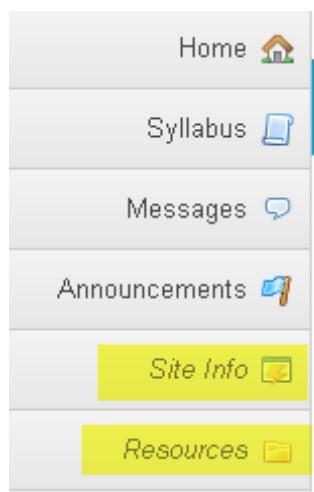
Click **Save** at the bottom of the screen to save your reorder.

Hide Tools from students



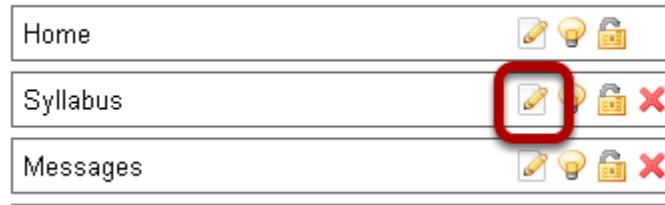
Click the light bulb icon to hide a tool. Click it again to make the tool available again. The gray light bulb means the tool is hidden from students. The yellow light bulb means the tool is visible to students.

Example: Toolbar with hidden tools from the instructor's view



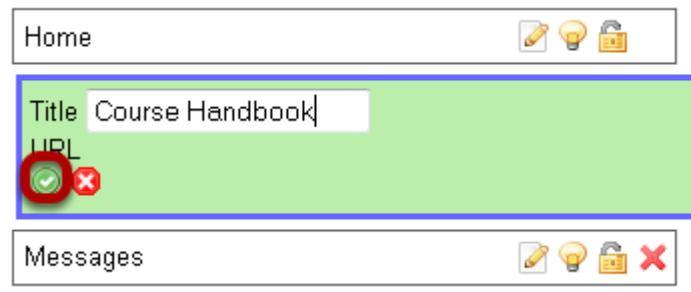
Site Info and Resources are hidden from students but appear to the instructor in italics.

Rename Tools



The pencil icon allows you to rename a tool. Click the pencil icon to open the edit screen.

Type the new name for the tool.



In this example, the Syllabus tool was renamed as the Course Handbook. Click the green check mark to save your work

Disable a tool.



The padlock tool disables a tool for student use. If I disable the Announcements tool, students will not be able to access it by any means. The tool is automatically hidden in the Tool Menu if it is disabled. The padlock appears closed if the tool is disabled, and open if the tool is usable by students.

Remove a tool.

Announcements	   
Site Info	  
Resources	   
Module 1	   
Module 2	   
Module 3	   

The red X icon removes the tool from the Tool Menu. It has the same affect as removing a tool using the [Edit Tools](#) option in Site Info.

Save your work.

Assignments	   
Tests & Quizzes	   
Nursing Web Site	   
Computing Help Desk	   

Save **Cancel** **Reset** **Sort Alphabetically**

Click the **Save** button at the bottom of the list to save your changes.

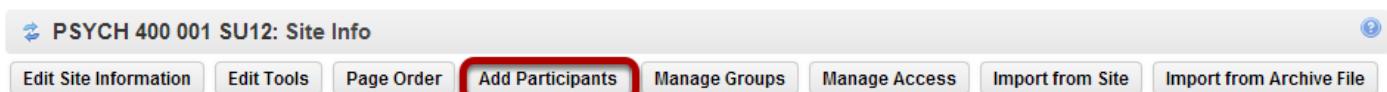
How do I add users to my course or project?

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.

PSYCH 400 001 SU12: Site Info



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.

Other Official Participants

Official Email Address or Username

1

demostudent04
demostudent05
demostudent06

Note: Enter multiples each on separate line (no punctuation)

Non-official Participants

Email Address of Non-official Participant

2

ta@myschool.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,Joe,John

Participant Roles

3

- Assign all participants to the same role
 Assign each participant a role individually

Participant Status

4

- 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.

PSYCH 400 001 SU12: Site Info

Choose a Role for Participants

Roles

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.

Participants

demostudent04(Student 4, Demo)
demostudent05(Student 5, Demo)
demostudent06(Student 6, Demo)
professor(Demo, Longsight)

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.

PSYCH 400 001 SU12: Site Info

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
demostudent04(Student 4, Demo)	Student
demostudent05(Student 5, Demo)	Student
demostudent06(Student 6, Demo)	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.

PSYCH 400 001 SU12: Site Info

Add participant(s) to PSYCH 400 001 SU12
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.

PSYCH 400 001 SU12: Site Info

Confirming Add Participant(s) to PSYCH 400 001 SU12
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
Student 4, Demo	demostudent04	Student	Active
Student 5, Demo	demostudent05	Student	Active
Student 6, Demo	demostudent06	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.

PSYCH 400 001 SU14 Participant List (# 7)					
Name	Id	Credits	Role	Status	Remove?
Assistant, Teaching (assistant)			Teaching Assistant ▾	Active ▾	<input checked="" type="checkbox"/>
Instructor, Demo (professor)			Instructor ▾	Active ▾	<input type="checkbox"/>
Student, Fifth (demostudent05)			Student ▾	Active ▾	<input type="checkbox"/>
Student, First (demostudent01)			Student ▾	Active ▾	<input type="checkbox"/>
Student, Fourth (demostudent04)			Student ▾	Active ▾	<input type="checkbox"/>
Student, Second (demostudent02)			Student ▾	Active ▾	<input type="checkbox"/>
Student, Third (demostudent03)			Student ▾	Active ▾	<input type="checkbox"/>

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.

The screenshot shows a horizontal menu bar with several buttons. From left to right, the buttons are: Edit Site Information, Edit Tools, Page Order, Add Participants, **Edit Class Roster(s)** (which is highlighted with a red box), Manage Groups, Link to Parent Site, External Tools, Manage Access, Duplicate Site, Import from Site, Import from Archive File, and User Audit Log.

Click Add Roster.

The screenshot shows a page titled "PSYCH 400 001 SU14: Site Info". Below the title is a button labeled "Add Roster(s)" which is highlighted with a red box. Underneath the button, the text reads "Edit Roster Access for PSYCH 400 001 SU14" and "There is no class assigned to the site PSYCH 400 001 SU14 yet". At the bottom of the page is a "Cancel" button.

Select the term and class(es).

The screenshot shows a page titled "PSYCH 400 001 SU14: Site Info" with the sub-section "Editing Course/Section Information for PSYCH 400 001 SU14". It asks "Add Roster(s) Access to PSYCH 400 001 SU14:" and provides an "Academic term:" dropdown menu with "Summer 2013" selected. A message below the dropdown says "No rosters listing you as an instructor have been found for the term you have selected." There is also a link "Add course(s) and/or section(s) not listed above...". At the bottom are "Continue" and "Cancel" buttons.

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.

 PSYCH 400 001 SU14: Site Info

Course/Section Information

Course/Section(s) Selection -- Summer 2013

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: _____
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).

PSYCH 400 001 SU14: Site Info

Request Site Access: PSYCH 400 001 SU14...

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

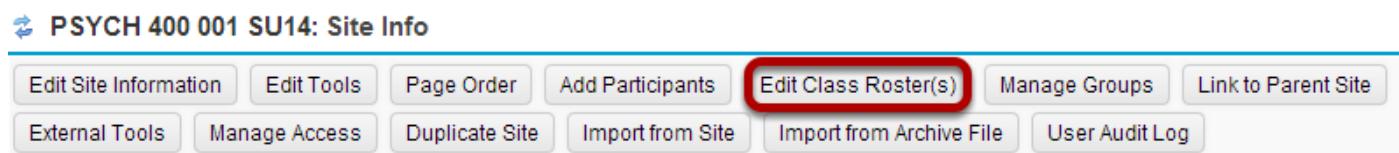
How do I delete a class roster?

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' page for PSYCH 400 001 SU14. The page title is 'Edit Roster Access for PSYCH 400 001 SU14'. A table lists a single roster entry: 'Discussion 1 SMPL101 (requested)'. To the right of each entry is a 'Remove' column containing a checkbox. The checkbox for 'Discussion 1 SMPL101' is checked and highlighted with a red box. The 'Remove' column header is also highlighted with a red box.

Place a check mark in the Remove column for the roster(s) you want to delete.

Click Update.



How do I create groups?

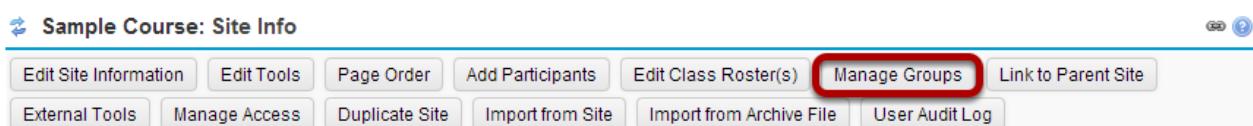
You may create groups in your site in several different ways:

- Manually create and assign users to a group.
- Create joinable groups that site participants can elect to join.
- Automatically generate groups by user role, number of groups per site, or number of users per group.
- Import group information from a file.

Go to Site Info.

Select the **Site Info** tool in the Tool Menu of your site.

Click on Manage Groups.



Click on the **Manage Groups** button.

Manually create a group.



Click the **Create New Group** button.

Enter group information.

Create New Group
Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

1 * Group Title
Group 3

Description

Membership

Site Member List

Role: Instructor
Role: Student
Role: Teaching Assistant
Administrator, Sakai (admin)
Assistant, Teaching (assistant)
Demo, Longsight (professor)
Student 1, Longsight (demostudent1)
Student 2, Longsight (demostudent2)
Student 3, Demo (demostudent3)
Student 4, Demo (demostudent04)
2 Student 6, Demo (demostudent06)

Group Member List

Student 5, Demo (demostudent05)

3 >

4 Add Cancel

A red arrow points from step 3 to the right arrow button (>) between the Site Member List and Group Member List tables.

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.

The screenshot shows the 'Sample Course: Site Info' page. At the top, there are four buttons: 'Create New Group', 'Create New Joinable Set' (which is highlighted with a red box), 'Auto Groups', and 'Import from file'. Below these buttons, the text 'Click the Create New Joinable Set button.' is displayed.

Click the Create New Joinable Set button.

Specify the joinable set details.

The screenshot shows the 'Create Joinable Set' form. It includes fields for 'Set name' (Study Group), 'Number of groups' (5), 'Max members per group' (6), and a checked checkbox for 'Allow user to see group membership before joining'. At the bottom, there are 'Update' and 'Cancel' buttons, with 'Update' highlighted with a red box. Below the form, the text '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. Also, you need to indicate the number of groups and max members per group for the site. Optionally, you may select the Allow users to see group membership before they join a group checkbox.' is displayed.

Automatically generate groups.

The screenshot shows the 'Sample Course: Site Info' page again. This time, the 'Auto Groups' button is highlighted with a red box. Below the page, the text 'Click on the Auto Groups button.' is displayed.

Click on the Auto Groups button.

Create groups by role.

Create New Group(s)

Select a role to create a separate group for that role. If you select only one, you can create subgroups based on it.

Role
<input checked="" type="checkbox"/> Student
<input checked="" type="checkbox"/> Teaching Assistant
<input checked="" type="checkbox"/> Instructor

Update **Cancel**

To create separate groups for different user roles in the course, select one or more roles and then click **Update**.

Create random groups by number of groups.

Create New Group(s)

Select a role to create a separate group for that role. If you select only one, you can create subgroups based on it.

Role
<input checked="" type="checkbox"/> Student
<input type="checkbox"/> Teaching Assistant
<input type="checkbox"/> Instructor

1 Create a separate group for each role selected.
2 Create random groups from members with selected role(s).
3 Split by number of groups needed
 * Group Title **4** Team
 * Number of groups **5** 3
 Split by number of users needed per group

6 **Update** **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 **Update** button to auto-generate your groups.

Create random groups by number of users per group.

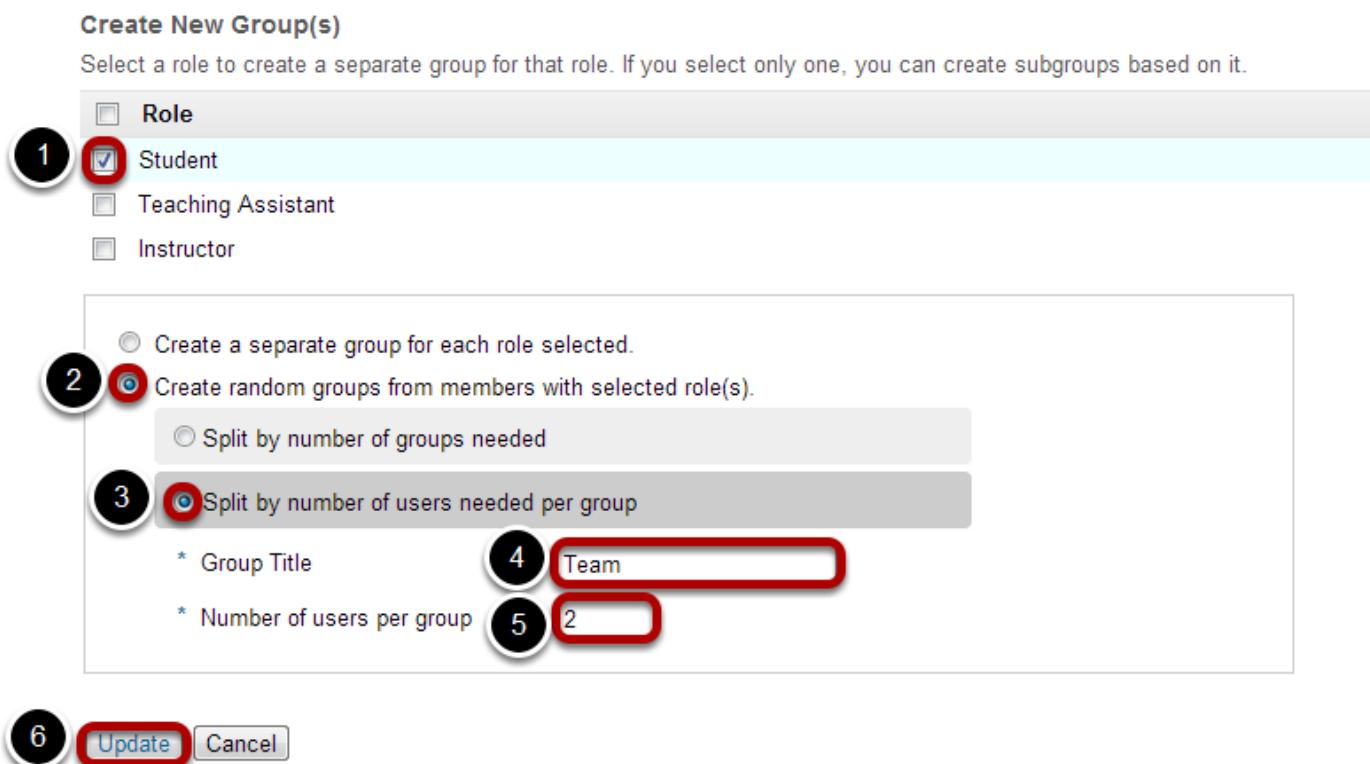
Create New Group(s)
Select a role to create a separate group for that role. If you select only one, you can create subgroups based on it.

1 Role
 Student
 Teaching Assistant
 Instructor

2 Create a separate group for each role selected.
 Create random groups from members with selected role(s).
 Split by number of groups needed
 Split by number of users needed per group

3 * Group Title 4 Team
 * Number of users per group 5 2

6 **Update** **Cancel**

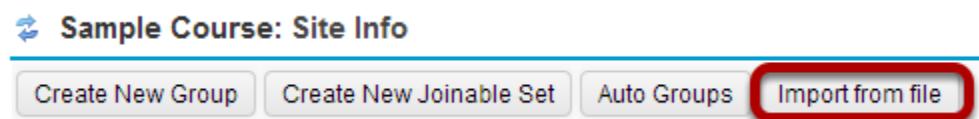


1. Select a single role from which to create subgroups (e.g. Student).
2. Select the **Create random groups from members with selected role(s)** radio button.
3. Select the **Split by number of users needed per group** radio button.
4. Enter a **Group Title**. This title will serve as the basis for all 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 **Update** button to auto-generate your groups.

Import from file.

 Sample Course: Site Info

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.

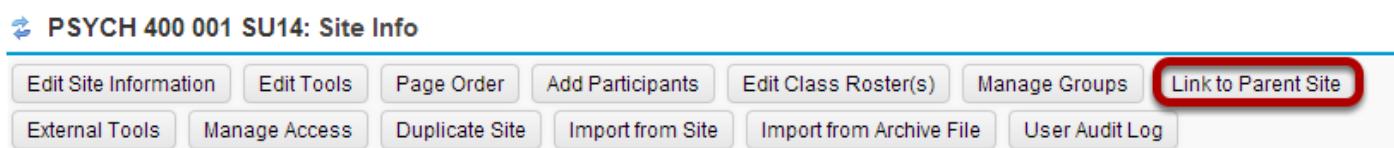
Or another example: The Nursing program has a site where all nursing students get information and communicate with program administrators. This site would be the parent site and each of the 15 Nursing courses can be child courses to the parent site.

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.

PSYCH 400 001 SU14: Site Info



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.

---- Please Select Parent Site ----
---- Please Select Parent Site----
Course Review Project
OCE101 001 SU14
PSYCH 101 001 FA12
PSYCH 101 001 FA13
PSYCH 101 001 FA14
PSYCH 200 001 FA14
PSYCH 300 001 SU14
PSYCH 400 001 SU12
PSYCH 400 001 SU13
Psychology Program Site
SMPL101 Spring 2013

Click Set Link.

PSYCH 400 001 SU14: Site Info

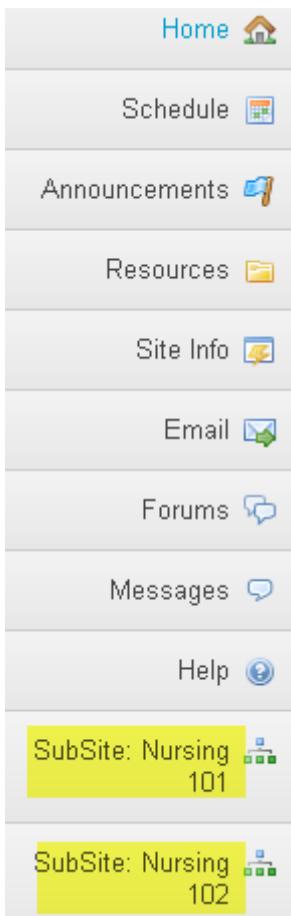


Linking this site to a parent site does not affect membership or permission or tool behavior or tool content in either the parent or child sites. Linking to a parent site simply means that for users who are members of both sites and have permission to view both sites, they will see navigation hints and 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.

Psychology Program Site ▼

Set Link Cancel

Example: Parent/child sites in the parent site.



In the parent site, the child courses show up in the Tool Menu.

Example: Parent/child sites in the child site.

The screenshot shows the Sakai interface for a child site. At the top, it says "Sakai" and "My Workspace ▾". Below that is a breadcrumb trail: "Master Nursing Site > Nursing 101", with "Nursing 101" highlighted in yellow. The main content area has a blue header bar with "Home" (house icon) and "Nursing 101: Site I". Below this is a "Course Handbook" link (book icon). A vertical tool menu on the left lists: Home (house icon), Nursing 101 (highlighted in blue), and Course Handbook (book icon).

In the child site, the link the parent site is above the Tool Menu.

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
- 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.

Select your Site Visibility setting.

Site Visibility

Your site's existence can be kept private, or it can be listed (along with any items in it you make public)

- Private
- Display in public site list

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.

- Limited to whom I add manually, or through automatic roster updates
- Allow anyone to join the site with valid login id

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?

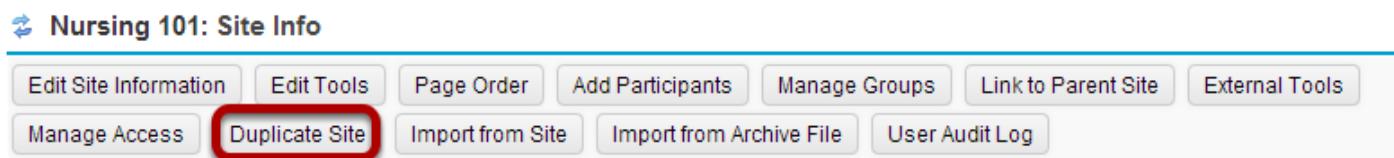
Duplicating a site makes an exact copy of the content of your current site. Student participation and grades are NOT copied to the duplicate site.

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 **Nursing 101**

Duplicating a site will create a new site with content that owners/administrators and general users.

* Site Title

Duplicate **Cancel**

The 'Site Title' field contains the text 'lursing 101 Spring 2014'. The 'Duplicate' button at the bottom left is highlighted with a red box.

Click Duplicate.



Click Duplicate. The new site is added to your list of sites. You will be automatically enrolled in the new site as the site owner. No one else will be enrolled automatically so other users will need to be enrolled.

How do I copy my content from one site to another?

Navigate to the new, empty site where you would like to copy the content.

The screenshot shows the Sakai interface with a navigation bar at the top. The 'My Workspace' dropdown is open, showing 'PSYCH 400 001 SU14' which is highlighted with a red box and a yellow callout bubble pointing to it. Other options in the dropdown include 'PSYCH 101 001 FA14', 'Course Review Project', and 'More Sites'. To the right of the dropdown is a 'Logout' button. Below the navigation bar, there's a sidebar on the left with links like Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area has several sections: 'My Workspace: Message Of The Day' (with a red arrow pointing to the title), 'My Workspace: My Workspace Information Display' (containing a welcome message and information about workspace features), 'My Workspace: Calendar' (showing a monthly calendar for January 2014), 'My Workspace: Recent Announcements' (empty), and 'My Workspace: Message Center Notifications' (listing sites with their message counts). A yellow callout bubble with the text 'Select the new empty site.' is positioned over the 'Message Of The Day' section.

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 the Import from Site button.

The screenshot shows the 'PSYCH 400 001 SU14: Site Info' page. At the top, there is a navigation bar with various buttons: 'Edit Site Information', 'Edit Tools', 'Page Order', 'Add Participants', 'Edit Class Roster(s)', 'Manage Groups', 'Link to Parent Site', 'External Tools', and 'Manage Access'. The 'Import from Site' button is highlighted with a red box. Below the navigation bar, there is a table with site information, followed by a participant list table, and a 'Printable Version' link.

Term	Summer 2014
Roster(s) with site access	
Site URL	https://qa10.longsight.com/portal/site/psych400_001_su14
Site contact and email	Sakai Administrator
Available to	Site participants only
Modification date	Jan 27, 2014 3:25 pm
Modified by	Instructor, Demo
Display in public site list	No (Tell me more...)
Creation date	Jan 27, 2014 11:15 am
Appearance	

Name	Id	Credits	Role	Status	Remove?
Instructor, Demo (professor)			Instructor	Active	<input type="checkbox"/>
Student, Fifth (demostudent05)			Student	Active	<input type="checkbox"/>
Student, First (demostudent01)			Student	Active	<input type="checkbox"/>
Student, Fourth (demostudent04)			Student	Active	<input type="checkbox"/>
Student, Second (demostudent02)			Student	Active	<input type="checkbox"/>
Student, Third (demostudent03)			Student	Active	<input type="checkbox"/>

[Update Participants](#)

Click the "I would like to replace my data" link.

PSYCH 400 001 SU14: Site Info

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.

PSYCH 400 001 SU14: Site Info

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.

- Course Review Project
- PSYCH 101 001 FA12
- PSYCH 101 001 FA13
- PSYCH 101 001 FA14
- PSYCH 200 001 FA14
- PSYCH 300 001 SU14
- PSYCH 400 001 SU12
- PSYCH 400 001 SU13

Click Continue.

 Continue Back Cancel

Choose the material you would like to copy.

PSYCH 400 001 SU14: Site Info

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.

PSYCH 400 001 SU12

Tests & Quizzes

Gradebook

Syllabus

Lessons

Assignments

Announcements

Site Information Display

Forums

Schedule

Resources

Statistics



You may select all of the tools or a subset of tools if you prefer. Only tools that are active in the current site are shown in this listing. If a tool selection box is grayed out, that means that the tool is not active in the other site. A tool must be active in both sites in order to be copied.

Click Finish.



Once you have made your tool selections, click **Finish** to complete the import.

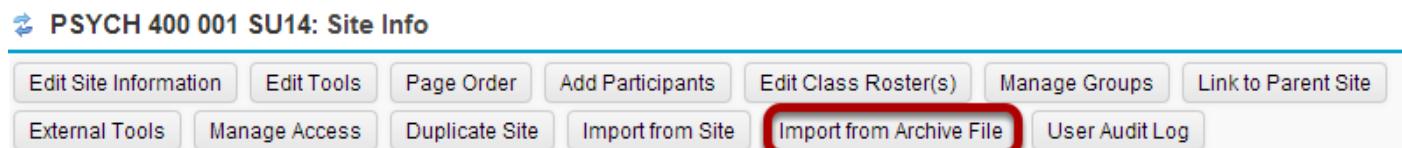
Note: The content import process may take a while depending on how much content you have, or if your institution has a queue for course imports on the server. Please wait for the process to finish.

How do I import content from an archive file?

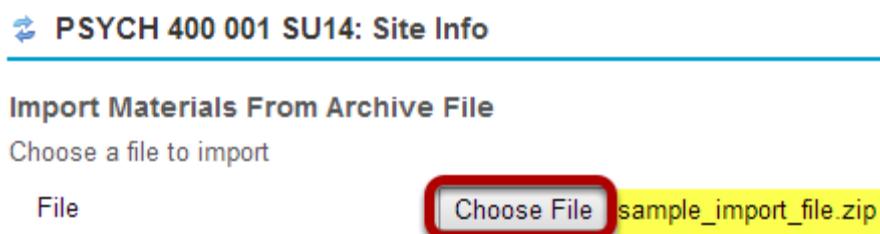
Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Click Import from Archive File.



Choose a file to import.



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.

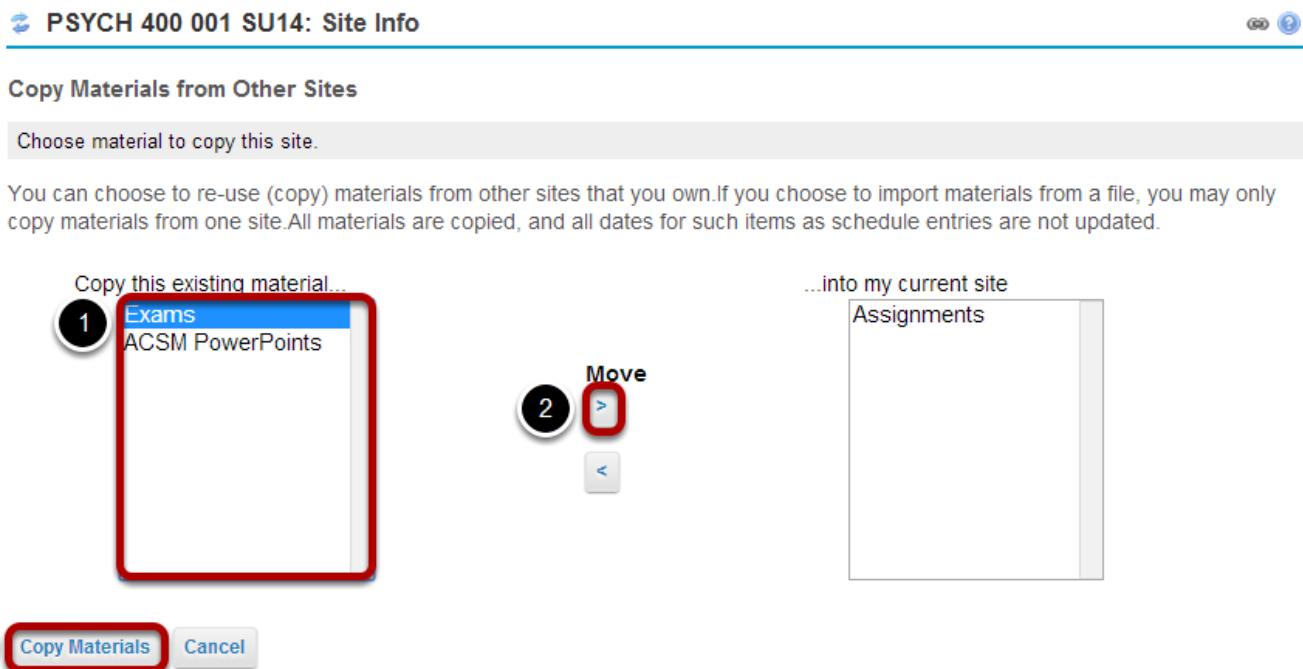
Note: Sakai supports several import file types (e.g. IMS Common Cartridge Archives, Blackboard Archive files, etc.). However, you may need to check with your system administrator to determine the file import options currently enabled on your system and the best file format for you to use.

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.

 PSYCH 400 001 SU14: Site Info

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.

1 Copy this existing material... Exams
ACSM PowerPoints

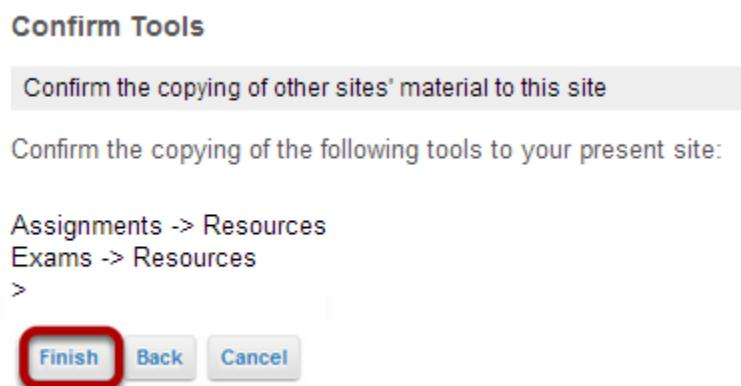
2 ...into my current site Assignments

3 Copy Materials Cancel

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:

Assignments -> Resources
Exams -> Resources
>

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.

A screenshot of the Site Info tool menu. The menu items include: Edit Site Information, Edit Tools, Page Order, Add Participants, Edit Class Roster(s), Manage Groups, Link to Parent Site, External Tools, Manage Access, Duplicate Site, Import from Site, Import from Archive File, and User Audit Log. The User Audit Log button is highlighted with a red box.

View event information.

A screenshot of the User Audit Log table. The table has columns: 1. Name, 2. User ID, 3. Role, 4. Date (sorted by date), 5. Event, and 6. Source. There are 14 items listed, ranging from Feb 28, 2014 to Jan 27, 2014. The table includes a header row and a footer indicating "Viewing 1 to 14 of 14 items".

1	2	3	4	5	6
Name	User ID	Role	Date	Event	Source
Assistant, Teaching	assistant	Teaching Assistant	Feb 28, 2014 10:50:45 AM	Add	Administrator, Sakai (admin)
Assistant, Teaching	assistant	Teaching Assistant	Feb 28, 2014 10:50:24 AM	Remove	Administrator, Sakai (admin)
Assistant, Teaching	assistant	Teaching Assistant	Feb 28, 2014 10:49:27 AM	Update	Administrator, Sakai (admin)
Instructor, Demo	professor	Instructor	Feb 28, 2014 10:49:21 AM	Add	Administrator, Sakai (admin)
Instructor, Demo	professor	Instructor	Feb 28, 2014 10:48:34 AM	Remove	Instructor, Demo (professor)
Assistant, Teaching	assistant	Instructor	Feb 28, 2014 10:48:29 AM	Update	Instructor, Demo (professor)
Assistant, Teaching	assistant	Teaching Assistant	Feb 27, 2014 4:47:43 PM	Add	Instructor, Demo (professor)
Student, Fifth	demostudent05	Student	Jan 27, 2014 3:25:29 PM	Add	Instructor, Demo (professor)
Student, Fourth	demostudent04	Student	Jan 27, 2014 3:25:29 PM	Add	Instructor, Demo (professor)
Student, Third	demostudent03	Student	Jan 27, 2014 3:25:29 PM	Add	Instructor, Demo (professor)
Student, Second	demostudent02	Student	Jan 27, 2014 3:25:29 PM	Add	Instructor, Demo (professor)
Student, First	demostudent01	Student	Jan 27, 2014 3:25:29 PM	Add	Instructor, Demo (professor)
Administrator, Sakai	admin	Instructor	Jan 27, 2014 11:21:23 AM	Remove	Administrator, Sakai (admin)
Instructor, Demo	professor	Instructor	Jan 27, 2014 11:20:50 AM	Add	Administrator, Sakai (admin)

The following information will display:

- Name:** The name of the user account that was modified.
- User ID:** The user id of the user account that was modified.
- Role:** The role of the user account that was modified.
- Date:** The date and time that the change was made.
- 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).

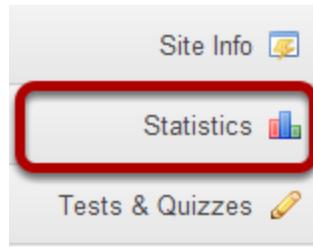
Statistics

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.

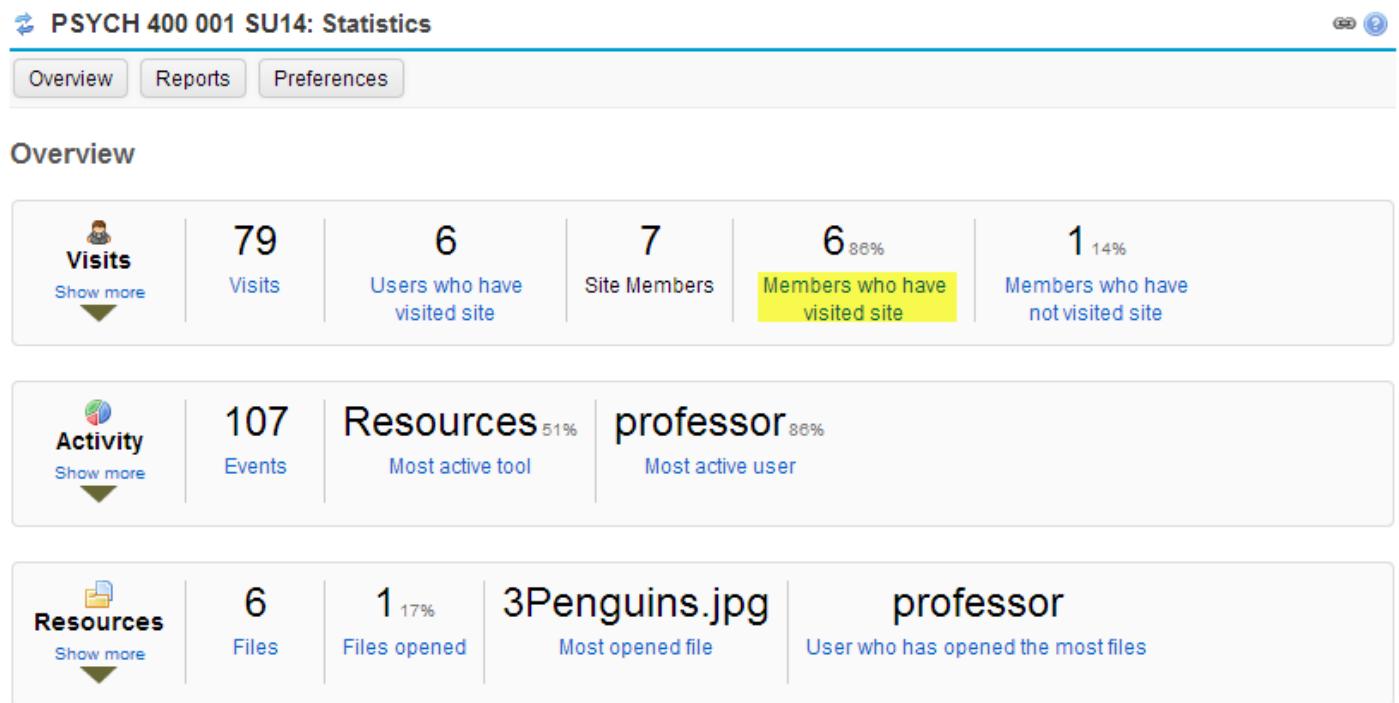
To access this tool, select Statistics from the Tool Menu of your site.



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.)

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.

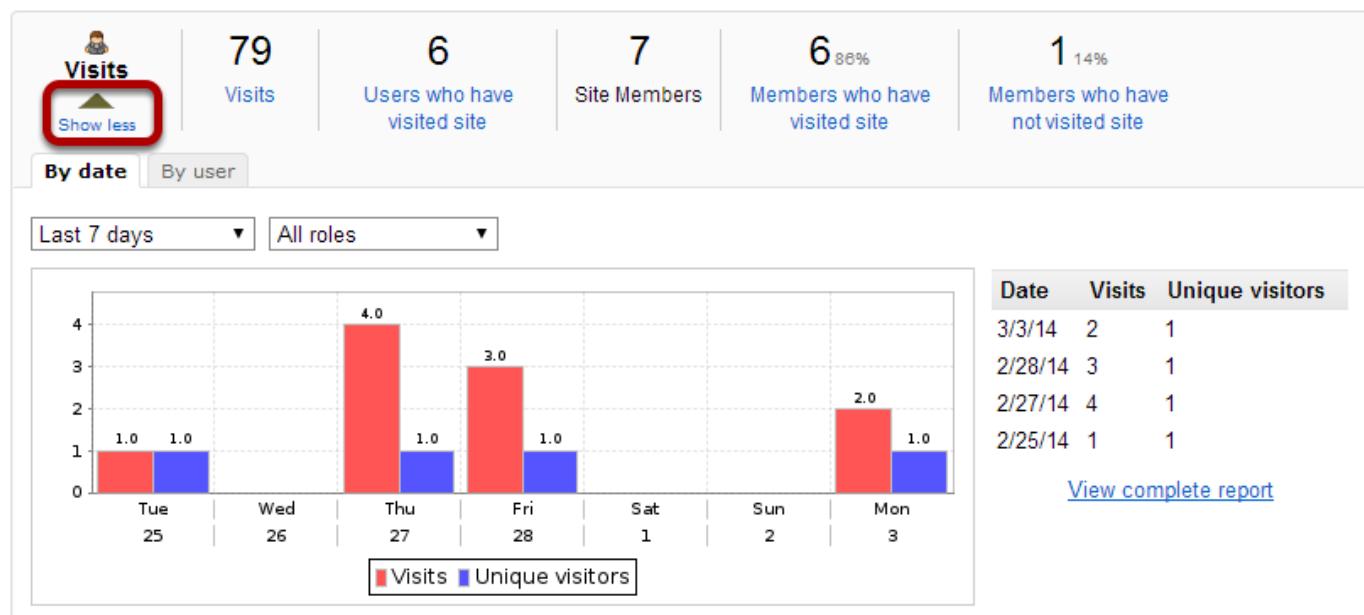
The following information is displayed for **Resources** from the Overview page:

- **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.

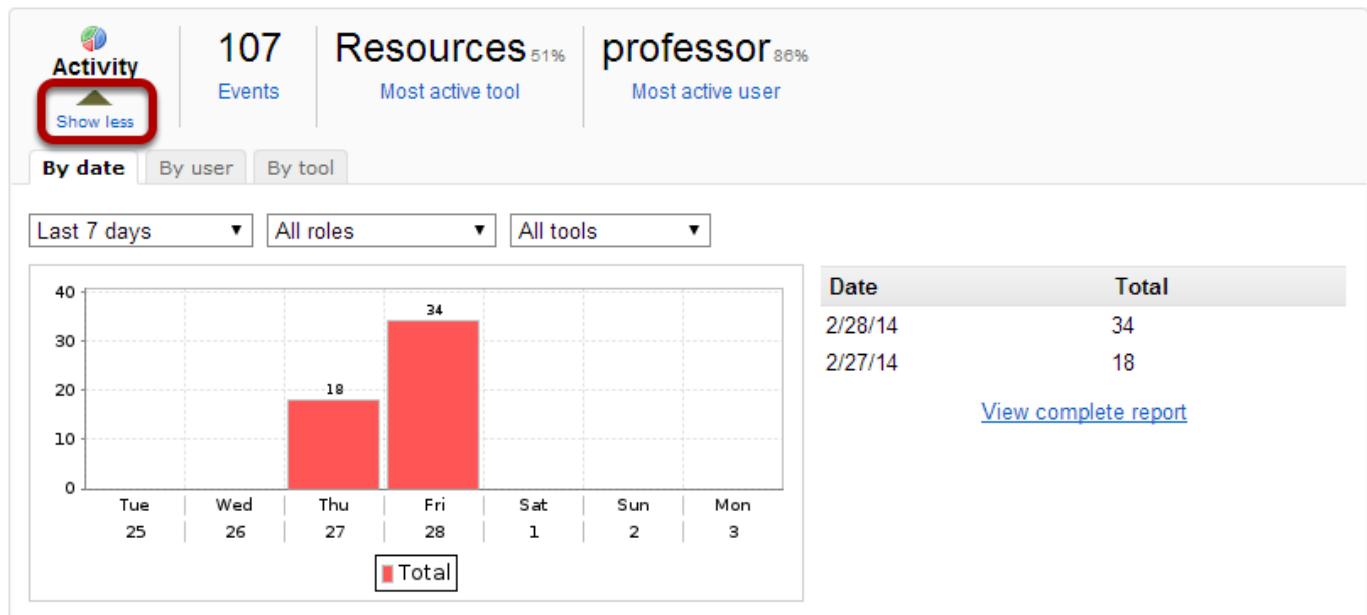
Clicking the **Show more** link will present a chart and table view for a quick view of visits statistics.

- 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.

How do I create and run a report?

Go to Statistics.

Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.



Click Add.

A screenshot of the "Reports" section within the statistics tool. It shows a heading "Reports" and a sub-section titled "My reports" with the note "Private reports, available for this site only.". Below this is a button labeled "Add" with a green plus sign icon, which is also highlighted with a red rectangular border. Further down, the message "No reports defined." is displayed.

Title your report.

New report

Report Specify report title and description (required when saving/editing the report). [Show](#)

If you plan to save your report, you will need to title it. Click on the **Show** link next Report to expand and display the title and description area.

Enter a title and description. (Optional)

A screenshot of a "New report" form. It has two main input fields: "Title" containing the text "All visits in the last 7 days for all users" and "Description" containing the text "This is an example of a saved report.". The entire form is enclosed in a large red rectangular border.

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

Selection: All

All

Announcements

Assignments

Chat Room

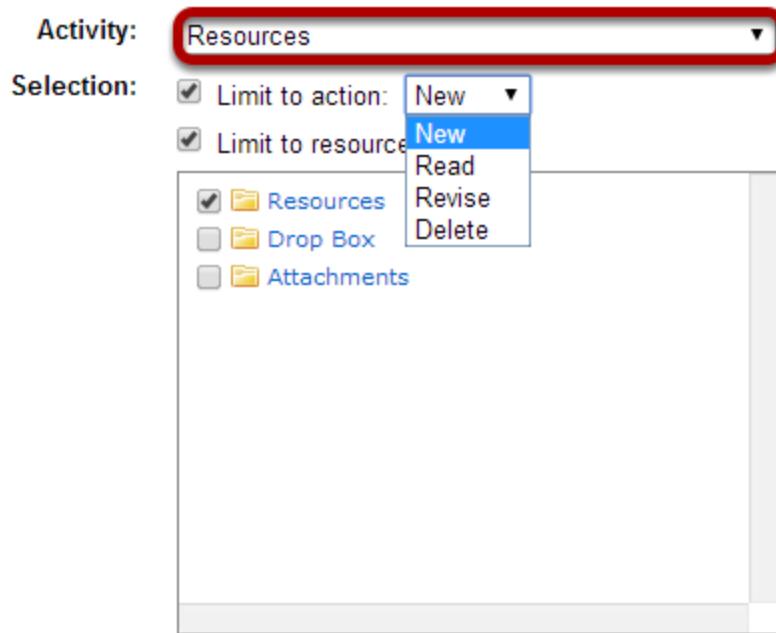
Email Archive

External Tool

External Tool

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.

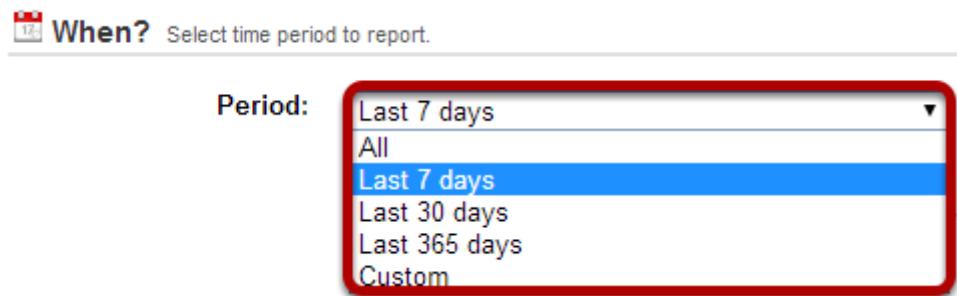
Resources



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?



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?

The screenshot shows a user interface for selecting users. At the top left is a blue icon of a person with a question mark. To its right, the text "Who? Select users to report." is displayed. Below this is a dropdown menu labeled "Users:" with the option "All" selected. A red box highlights this dropdown menu. The menu also includes other options: Role, Group, Custom, and 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?

The screenshot shows a user interface for specifying how results should be presented. At the top left is a blue icon of a bar chart with a question mark. To its right, the text "How? Specify how results should be presented." is displayed. Below this is a dropdown menu labeled "Totals by:" with the option "Tool" selected. A red box highlights this dropdown menu. The menu also includes other options: User, Event, Resource, Resource action, and 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.



Click Save Report.



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

My reports Private reports, available for this site only.

 Add

 [All visits in the last 7 days for all users](#)

This is an example of a saved report.

[Edit](#) | [Duplicate](#) | [Delete](#)

View report.

PSYCH 400 001 SU14: Statistics

Overview Reports Preferences

Report: 'All vists in the last 7 days for all users'

Printable version

Description: This is an example of a saved report.
Site: "PSYCH 400 001 SU14" (psych400_001_su14)
Activity type: Visits
Time period: Feb 25, 2014 12:00 am - Mar 3, 2014 12:24 pm
User selection type: All
Report date: Mar 3, 2014 12:24 pm

Viewing 1 to 4 of 4 items

|< < Show 20 > >|

User ID	Name ▲	Event	Date	Total
professor	Instructor, Demo	Site visit	2/25/14	1
professor	Instructor, Demo	Site visit	2/27/14	4
professor	Instructor, Demo	Site visit	2/28/14	3
professor	Instructor, Demo	Site visit	3/3/14	3

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 visits in the last 7 days for all users This is an example of a saved report.
[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.

A screenshot of the same web-based application. The "Reports" section shows the copied report "Copy of All visits in the last 7 days for all users" highlighted with a yellow background. This report also has "Edit", "Duplicate", and "Delete" links below it. The original report "All visits in the last 7 days for all users" is still visible below it.

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 visits in the last 7 days for all users This is an example of a saved report.
[Edit](#) | [Duplicate](#) | [Delete](#)

Click the Edit link under the report you would like to modify.

Modify report and save.

PSYCH 400 001 SU14: Statistics

Overview Reports Preferences

Editing report 'All visits in the last 7 days for all users'

Report Specify report title and description (required when saving/editing the report). [Show](#)

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.

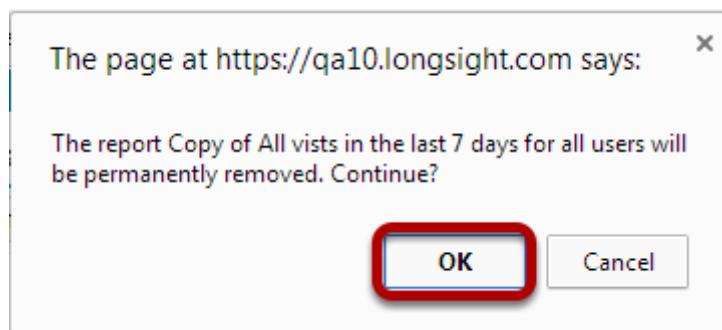


Click Delete.

A screenshot of the "My reports" page. The page title is "Reports" and the sub-section title is "My reports". It says "Private reports, available for this site only." There is an "Add" button. Below it is a report card with a thumbnail, the title "All vists in the last 7 days for all users", and links "Edit" and "Delete". The "Delete" link is highlighted with a red box.

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.

Screenshot of the PSYCH 400 001 SU14: Statistics page showing a report titled 'All visits in the last 7 days for all users'.

The report details are:

Description:	This is an example of a saved report.
Site:	"PSYCH 400 001 SU14" (psych400_001_su14)
Activity type:	Visits
Time period:	Feb 25, 2014 12:00 am - Mar 3, 2014 12:24 pm
User selection type:	All
Report date:	Mar 3, 2014 12:24 pm

Viewing 1 to 4 of 4 items

User ID	Name	Event	Date	Total
professor	Instructor, Demo	Site visit	2/25/14	1
professor	Instructor, Demo	Site visit	2/27/14	4
professor	Instructor, Demo	Site visit	2/28/14	3
professor	Instructor, Demo	Site visit	3/3/14	3

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 visits in the last 7 days for all users'

[Printable version](#)

Description: This is an example of a saved report.
Site: "PSYCH 400 001 SU14" (psych400_001_su14)
Activity type: Visits
Time period: Feb 25, 2014 12:00 am - Mar 3, 2014 12:52 pm
User selection type: All
Report date: Mar 3, 2014 12:52 pm

Viewing 1 to 4 of 4 items

< < Show 20 > >

User ID	Name	Event	Date	Total
professor	Instructor, Demo	Site visit	2/25/14	1
professor	Instructor, Demo	Site visit	2/27/14	4
professor	Instructor, Demo	Site visit	2/28/14	3
professor	Instructor, Demo	Site visit	3/3/14	3

[Back](#) [Export >](#)

Click Send to printer.

[Send to printer](#)

Report: 'All visits in the last 7 days for all users'

Description: This is an example of a saved report.
Site: "PSYCH 400 001 SU14" (psych400_001_su14)
Activity type: Visits
Time period: Feb 25, 2014 12:00 am - Mar 3, 2014 12:52 pm
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User ID	Name	Event	Date	Total
professor	Instructor, Demo	Site visit	2/25/14	1
professor	Instructor, Demo	Site visit	2/27/14	4
professor	Instructor, Demo	Site visit	2/28/14	3
professor	Instructor, Demo	Site visit	3/3/14	3

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.

PSYCH 400 001 SU14: Statistics

Overview Reports Preferences

Report: 'All visits in the last 7 days for all users'

Printable version

Description: This is an example of a saved report.
Site: "PSYCH 400 001 SU14" (psych400_001_su14)
Activity type: Visits
Time period: Feb 25, 2014 12:00 am - Mar 3, 2014 12:24 pm
User selection type: All
Report date: Mar 3, 2014 12:24 pm

Viewing 1 to 4 of 4 items

User ID Name Event Date Total

User ID	Name	Event	Date	Total
professor	Instructor, Demo	Site visit	2/25/14	1
professor	Instructor, Demo	Site visit	2/27/14	4
professor	Instructor, Demo	Site visit	2/28/14	3
professor	Instructor, Demo	Site visit	3/3/14	3

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 visits in the last 7 days for all users'

 [Printable version](#)

Description: This is an example of a saved report.
Site: "PSYCH 400 001 SU14" (psych400_001_su14)
Activity type: Visits
Time period: Feb 25, 2014 12:00 am - Mar 3, 2014 12:52 pm
User selection type: All
Report date: Mar 3, 2014 12:52 pm

Viewing 1 to 4 of 4 items

< < [Show 20 ▾](#) > >

User ID	Name ▾	Event	Date	Total
professor	Instructor, Demo	Site visit	2/25/14	1
professor	Instructor, Demo	Site visit	2/27/14	4
professor	Instructor, Demo	Site visit	2/28/14	3
professor	Instructor, Demo	Site visit	3/3/14	3

[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.

The screenshot shows the 'Preferences' page for the 'PSYCH 400 001 SU14: Statistics' site in Sakai. The page has a header with tabs for 'Overview', 'Reports', and 'Preferences'. The 'Preferences' tab is active. The main content area is divided into three sections:

- General**: Contains the option "Only list tools available in this site" (checkbox checked).
- Chart**: Contains the option "Display item labels on bar charts" (checkbox checked) and a dropdown for "Chart alpha-transparency" set to 100%.
- Activity definition**: A tree view of tools/events included as 'activity'. The 'Announcements' node is expanded, showing several sub-options like 'Announcement new', 'Announcement revise (own)', etc., all with checkboxes checked.

At the bottom are 'Update' and 'Cancel' buttons. Callouts numbered 1 through 4 point to the following elements:

- Callout 1 points to the "Only list tools available in this site" checkbox in the General section.
- Callout 2 points to the "Display item labels on bar charts" checkbox in the Chart section.
- Callout 3 points to the expanded 'Announcements' node in the Activity definition tree.
- Callout 4 points to the 'Update' button at the bottom of the page.

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

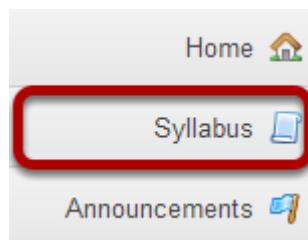
File Attachment: Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original 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.



Type in title for the syllabus.

A screenshot of the "Bulk Create Syllabus Items" form. It has a title field labeled "Title" containing "Syllabus Spring 2014", which is also highlighted with a red box.

Select "Create syllabus items by number of items needed" and enter the number of items.

A screenshot of the "Bulk Create Syllabus Items" form. It shows two radio button options: "Create syllabus items by number of items needed" (selected) and "Create syllabus items by dates". Below the first option is a "Number of Items" input field containing the value "8", which is also highlighted with a red box.

Click Post.

* Title

Create syllabus items by number of items needed

* Number of Items

Create syllabus items by dates

Post **Save Draft** **Cancel**

You will be taken to a screen where you see the number of items requested and may edit them there.

Click the arrowhead icon to the left of an item to expand the item.

The screenshot shows the expanded view of the first syllabus item. The item title is "Syllabus Spring 2014 - 1". To the left of the title is a red square button with a white downward-pointing arrowhead. Below the title are two links: "Click to add body text" and "Add attachments". Underneath the title, there is a list of eight sub-items, each with a similar red arrowhead icon to its left. Each sub-item has a title, a "Click to add start date" link, and a "Click to add end date" link. The sub-item titles are: "Syllabus Spring 2014 - 2", "Syllabus Spring 2014 - 3", "Syllabus Spring 2014 - 4", "Syllabus Spring 2014 - 5", "Syllabus Spring 2014 - 6", "Syllabus Spring 2014 - 7", and "Syllabus Spring 2014 - 8".

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 'Syllabus Spring 2014 - 1' item in the Sakai Syllabus editor. At the top, there are icons for back, forward, and delete. Below them is a title bar with the syllabus name. A large text area contains the placeholder 'Click to add body text'. At the bottom of this area is a red-bordered button labeled '+ Add attachments'.

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.

This screenshot shows the same 'Syllabus Spring 2014 - 1' item. The 'Click to add body text' placeholder is highlighted with a red box. The '+ Add attachments' button is visible at the bottom.

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.

This screenshot shows a heading 'Module 1 - Readings for this week are . . .' with a small pencil icon to its right, enclosed in a red box. There is also a yellow square icon to the right of the text.

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)

A screenshot of a date and time picker interface. It shows a date range from 2014/01/06 to 2014/01/06 at 8:00 am. A red box highlights the checkmark button on the right side of the input field. To the right of the input field are two buttons: "Click to add start date" and "Click to add end date". Below the input field is a message: "Module 1 - Readings for this week are . . .".

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)

A screenshot of a syllabus list. At the top are navigation buttons: Add Item, Bulk Add, Bulk Edit, Redirect, Expand All, and Print View. Below is a list of items. The first item, "Module 1", has a yellow lightbulb icon (highlighted with a red box) and a red X icon. To its right is the date "2014/01/06 8:00 am". The second item, "Module 2", has a gray lightbulb icon and a red X icon. To its right is the text "Click to add start date".

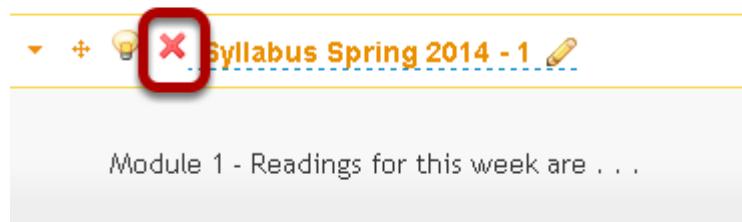
Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Module 1 is available to students on January 1, 2014 at 8am. Module 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

Rearranging syllabus items.

A screenshot of a syllabus list with items numbered 4 through 8. Each item has a yellow lightbulb icon (highlighted with a red box), a red X icon, and a blue link labeled with the module name. To the right of each item are "Click to add start date" and "Click to add end date" buttons. The items are currently listed vertically, but the bottom four items (Module 6, 7, 8) are highlighted with a yellow background, indicating they are being moved.

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.

The screenshot shows the 'ABC1234 Spring 2014: Syllabus' tool. At the top, there is a toolbar with several buttons: 'Add Item' (highlighted with a red box), 'Bulk Add', 'Bulk Edit', 'Redirect', and 'Print View'. Below the toolbar, a message says '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



Click Add.

Add Attachments

The screenshot shows the 'Syllabus Spring 2014' item page. It includes a toolbar with icons for dropdown, plus, lightbulb, and delete, followed by the item title. Below the title is a text area with placeholder text 'Click to add body text'. At the bottom is a button labeled '+ Add attachments' (highlighted with a red box).

Click the **Add attachments** button to browse for your file.

Browse for your file.

ABC1234 Spring 2014: Syllabus

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: ABC1234 Spring 2014 Resources

◆ Title ▾	Actions
ABC1234 Spring 2014	
SyllabusSpring2014.pdf	Attach a copy
Show other sites	

Continue

Cancel

To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.

Confirm the file selection.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when you are done.

Items to attach	Remove?
 SyllabusSpring2014.pdf	Remove

Upload local file No file chosen

or a URL (link to website)

The file name will be displayed. Click **Continue**.

Publish Your Syllabus

ABC1234 Spring 2014: Syllabus

 Syllabus Spring 2014 [Click to add start date](#) [Click to add end date](#)

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)

ABC1234 Spring 2014: Syllabus

 [Click to add start date](#) [Click to add end date](#)

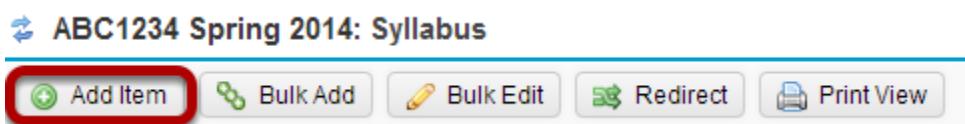
To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

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.

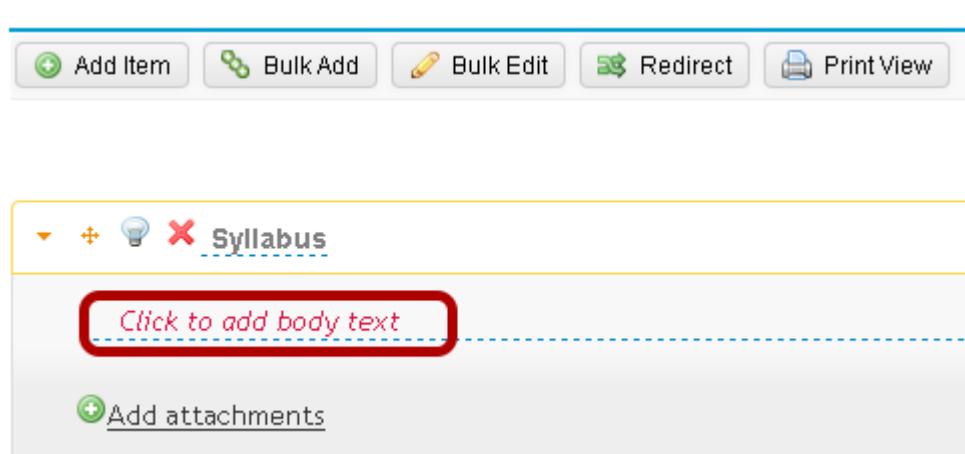


An "Add Item" window opens where you type the name of the item.

Enter a title.

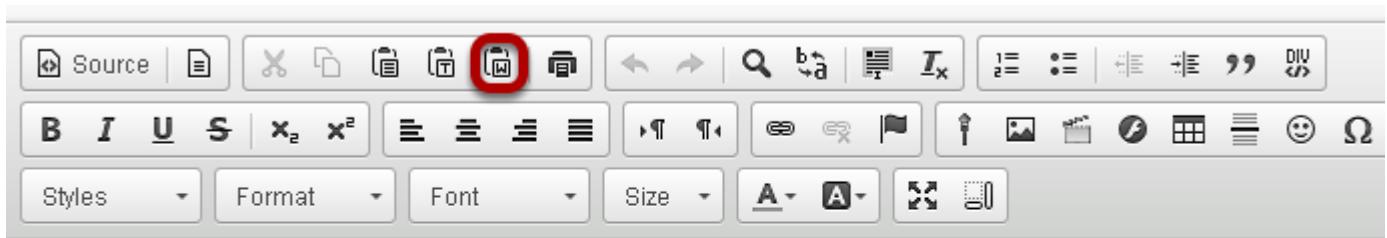
A screenshot of a "Add syllabus..." form. The title field contains the text "Syllabus" and is highlighted with a red box. Below the form, a note says: "Complete this form, then choose the appropriate button at the bottom. A * means required information." There is also a note: "A title is required. You may enter something simple, such as "Syllabus" here."

Open the Rich Text Editor.



Click **Click to add body text** to open the Rich Text Editor.

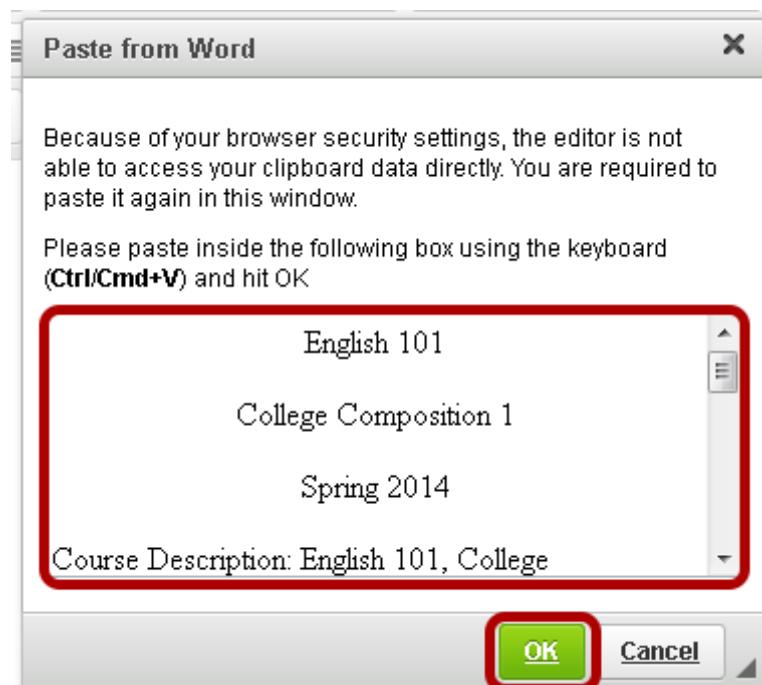
Click the Paste from Word icon.



Click to add body text

A "Paste from Word" window opens where you paste the text from your document.

Paste the text into the Paste from Word window.



Click OK

Make edits to the text in the Rich Text Editor.

The screenshot shows the Sakai Rich Text Editor interface. At the top is a toolbar with various icons for text formatting like bold, italic, underline, and styles. Below the toolbar, the text area contains the following information:

English 101
College Composition 1
Spring 2014

Course Description: English 101, College Composition, is a college-level writing course designed to prepare students to make the transition from high school to college by familiarizing them with the standards for academic writing they will encounter throughout their educational and professional careers. In particular, students will gain intense experience in writing academic prose that demonstrates knowledge, understanding, analysis, and application of ideas from a variety of progressively sophisticated and interrelated texts.

Pedagogy and Rationale: This course is based on some simple but important principles: first, that students learn to write by composing and revising under the guidance of sympathetic readers and editors.

At the bottom left of the editor, there is a toolbar with icons for save, cancel, and publish. The 'publish' icon is highlighted with a red circle.

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 the orange check icon in the bottom left corner of the Rich Text Editor.

Publish your syllabus.

The screenshot shows the Syllabus management screen. At the top, it says "ABC1234 Spring 2014: Syllabus". Below that is a toolbar with buttons for Add Item, Bulk Add, Bulk Edit, Redirect, and Print View. The main area shows a list item for "Syllabus". To the left of the list item is a lightbulb icon, which is highlighted with a red circle. To the right of the list item are two red dashed boxes with the text "Click to add start date" and "Click to add end date".

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)

ABC1234 Spring 2014: Syllabus

Add Item Bulk Add Bulk Edit Redirect Print View

Start Date 2014 / 01 / 06 08 : 00 am ✓ ✕

Click to add start date Click to add end date



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.

The screenshot shows the Sakai Syllabus tool interface. At the top, there is a header bar with the title "OCE101 001 SU14: Syllabus". Below the header, there are two buttons: "Expand All" and "Print View". The "Print View" button is highlighted with a red box. Below these buttons is a list of sections, each preceded by a blue triangle icon. The sections are: Instructor Information, Course Objectives, Attendance Policy, Accessibility Statement, Academic Integrity/Plagiarism, Grading Information, and Textbook. The entire list is contained within a light gray box.

- ▶ [Instructor Information](#)
- ▶ [Course Objectives](#)
- ▶ [Attendance Policy](#)
- ▶ [Accessibility Statement](#)
- ▶ [Academic Integrity/Plagiarism](#)
- ▶ [Grading Information](#)
- ▶ [Textbook](#)

Click Send to Printer.

[!\[\]\(1eb132f7e6ca2f4e2f786539a415ef46_img.jpg\) Send To Printer](#) [Close Window](#)

Instructor Information
Demo Instructor
(555) 555-5555
Office Location: Building A, Room 123

Course Objectives

A. Communication Skills:

Upon successful completion of this course the student should be able to:

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic, chemical and biologic features of the world's ocean, and the basic relationships and interactions between ocean, continents, and atmosphere.

B. Quantitative Reasoning Skills:

Upon successful completion of this course the student should be able to:

Evaluate and solve problems related to ocean features and processes by use of maps, charts and graphs of tectonic plate motions, sediment settling rates, chemical features and changes in seawater, biologic primary production, and characteristics of oceanic life.

C. General Intellectual Abilities:

Upon successful completion of this course the student should be able to:

Use symbols to depict physical, chemical and biologic components for analysis, evaluation and/or interpretation of oceanography phenomena.

Plot data on charts, and contour and interpret the resulting patterns.

Collect data on field trips to provide a realistic experience of the sampling processing of data and the workings of the scientific method.

D. Social functioning Skills:

Upon successful completion of this course the student should be able to:

Contribute as a member of a team, taking a leadership role where possible, in the laboratory, on field trips and in outside class projects such as visits to sewer outfalls and aquariums.

Work together on homework and in laboratory exercises, but submit their own written solutions to the questions.

Think critically about varying philosophies on environmental issues or scientific concepts that may stress their degree of tolerance.

Describe the general roles of the various federal, state and municipal agencies in their support or role in oceanographic studies or controlling pollution.

A new window will open which displays the entire syllabus in a single window. Click the **Send to Printer** link in the top left of the window to print.

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



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.



Type in title for the syllabus.

A screenshot of the "Bulk Add Syllabus Items" form. The title "Create syllabus items in bulk by either specifying the number of items or the dates" is visible. Below it, there is a form field with a red border containing the text "Title" and "Syllabus Spring 2014". The "Syllabus Spring 2014" text is also highlighted with a red box.

Select "Create syllabus items by dates".

* Title

Create syllabus items by number of items needed

Create syllabus items by dates

* Start Date

* End Date

* Start Time

End Time

Display dates on calendar

* Class meeting days Monday | Tuesday | Wednesday | Thursday | Friday

Post

- Fill in the start date and the end date of the semester using the Calendar icons.
- Add the start time of the class and an optional end time.
- Select whether or not you want the items added to the calendar
- Select which days of the week this course will meet
- Click **Post**

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 Spring 2014 - 1". Each item has an arrowhead icon to its left. The first item is expanded, showing "Click to add body text" and a "Add attachments" button. Below it are seven collapsed items labeled "Syllabus Spring 2014 - 2" through "Syllabus Spring 2014 - 8", each with "Click to add start date" and "Click to add end date" links to the right. A red box highlights the arrowhead icon of the first item.

- ▼ + Syllabus Spring 2014 - 1
Click to add body text
[+ Add attachments](#)
- ▶ + Syllabus Spring 2014 - 2 [Click to add start date](#) [Click to add end date](#)
- ▶ + Syllabus Spring 2014 - 3 [Click to add start date](#) [Click to add end date](#)
- ▶ + Syllabus Spring 2014 - 4 [Click to add start date](#) [Click to add end date](#)
- ▶ + Syllabus Spring 2014 - 5 [Click to add start date](#) [Click to add end date](#)
- ▶ + Syllabus Spring 2014 - 6 [Click to add start date](#) [Click to add end date](#)
- ▶ + Syllabus Spring 2014 - 7 [Click to add start date](#) [Click to add end date](#)
- ▶ + Syllabus Spring 2014 - 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.

The screenshot shows a single syllabus item under the heading "Syllabus Spring 2014 - 1". It includes "Click to add body text" and a "Add attachments" button, which is highlighted with a red box. A red box also highlights the arrowhead icon to the left of the item.

- ▼ + Syllabus Spring 2014 - 1
Click to add body text
[+ Add attachments](#)

Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.

The screenshot shows a single syllabus item under the heading "Syllabus Spring 2014 - 1". It features a red box highlighting the "Click to add body text" link, which is part of a dashed-line box. A red box also highlights the arrowhead icon to the left of the item.

- ▼ + Syllabus Spring 2014 - 1
[Click to add body text](#)
[+ Add attachments](#)

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.

Syllabus Spring 2014 - 1

Module 1 - Readings for this week are . . .

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)

Add Item Bulk Add Bulk Edit Redirect Expand All Print View

Module 1 2014/01/06 8:00 am

Module 2 Click to add start 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.

Module 4 Click to add start date Click to add

Module 5 Click to add start date Click to add

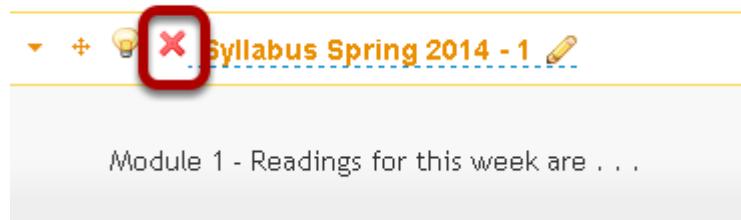
Module 7 Click to add start date Click to add

Module 6 Click to add start date Click to add

Module 8 Click to add start date Click to add

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 & Quizzes

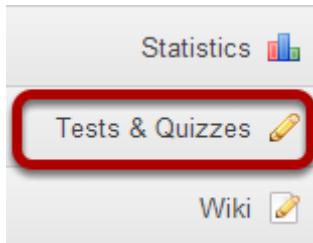
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories-- Working Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Working Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.



Tests & Quizzes tool landing page. (Student View)

OCE101 001 SU14: Tests & Quizzes



Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Module 01 Quiz	20 min	2014-Mar-02 04:51 PM
Module 02 Quiz	20 min	2014-Mar-09 04:54 PM

Submitted Assessments

[View All Submissions/Scores](#) |

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Take an Assessment list at all.

Tests & Quizzes tool landing page. (Instructor View)

Assessments

1

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
select

Create

Import from File (XML or zip)

Import

OR

Working Copies: not released to students **Published Copies:** released to students

2

Action	Title	Last Modified
Select	Brief Quiz 1.2	01/24/2014 09:17:05 AM
Select	Brief Quiz 2	01/23/2014 09:41:31 AM
Select	Mid-Term C	01/24/2014 10:32:51 AM

On entry, the Tests & Quizzes tool shows a two-part interface:

1. Options for creating a new assessment.
2. A list of existing assessments, the Working Copies (under development) and Published Copies (deployed to students) on different tabs.

How do I create an assessment in Tests & 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. Refer to the Instructor Guide for additional topics.

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' interface. On the left, there's a 'Create from Scratch' section with fields for 'Assessment Title' (containing 'New Quiz'), 'Create using assessment builder' (selected), 'Create using markup text', and a dropdown for 'Choose assessment type (optional)'. A red box highlights the 'Assessment Title' field. Below these are 'Working Copies: not released to students' and 'Published Copies: released to students' buttons. On the right, there's an 'Import from File (XML or zip)' section with an 'Import' button. In the center, between the two sections, is the word 'OR'. At the bottom, there's a table showing existing assessments: 'Chapter Questions 01' (by Demo Instructor, 03/04/2014 03:35:56 PM), 'Module 01 Quiz' (by Demo Instructor, 02/19/2014 04:25:15 PM), and 'Module 02 Quiz' (by Demo Instructor, 03/04/2014 10:54:57 AM). The table has columns for Action, Title, and Last Modified.

Action	Title	Last Modified
Select	Chapter Questions 01	Demo Instructor 03/04/2014 03:35:56 PM
Select	Module 01 Quiz	Demo Instructor 02/19/2014 04:25:15 PM
Select	Module 02 Quiz	Demo Instructor 03/04/2014 10:54:57 AM

Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see [How do I create an assessment from markup text or cut and paste?](#) and [How do I import questions into a new assessment or question pool?](#)

Note: You cannot have more than one assessment with the same title.

Add a question.

The screenshot shows the 'Questions: New Quiz' page in the Sakai interface. At the top, there are tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. Below the tabs, it says 'Questions: New Quiz' and '0 Existing Questions - 0 total points'. There are 'Preview' and 'Settings' links. The main area has a 'Part 1' section with a dropdown menu labeled 'select a question type' (circled with a red arrow and labeled '1'). A second dropdown menu, 'Insert New Question', is open, listing various question types. The 'Multiple Choice' option is highlighted with a blue background and circled with a red arrow and labeled '2'. Other options in the list include 'select a question type', 'Audio Recording', 'Calculated Question', 'Extended Matching Items', 'File Upload', 'Fill in the Blank', 'Matching', 'Numeric Response', 'Short Answer/Essay', 'Survey', 'Survey - Matrix of Choices', 'True False', and 'Copy from Question Pool'. To the right of the dropdowns are 'Copy to Pool' and 'Edit' links.

To add a question, you can use either of the following drop-down menus:

1. Add Question
2. Insert New Question

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options.

Answer Point Value

1.0

1

Answer ([What's This?](#))

Single Correct

* Negative point value for incorrect answer selection

Multiple Correct, Single Selection

Multiple Correct, Multiple Selection

Question Text

[Show/Hide Rich-Text Editor](#)

About _____ percent of Earth's surface is covered
by water

2

Attachments

No Attachment(s) yet

[Add Attachments](#)

3

Most question types allow you to specify:

1. Answer Point Value
2. Question Text
3. 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. Click on the **Show/Hide Rich Text Editor** link above the text entry box to display the editor.*

Choose number of correct responses (for multiple choice).

- Single Correct
- Enable Negative Marking
- Enable Partial Credit
- [Reset to Default Grading Logic](#)
- 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	Show/Hide Rich-Text Editor
Correct Answer	<input checked="" type="radio"/> A Remove
90	Show/Hide Rich-Text Editor
Correct Answer	<input type="radio"/> B Remove
66	Show/Hide Rich-Text Editor
Correct Answer	<input type="radio"/> C Remove
90	Show/Hide Rich-Text Editor
Correct Answer	<input type="radio"/> D Remove
Insert Additional Answers select ▾	

Enter all of the possible answer choices for this question. (Notice that the rich text editor is also available for the answers. You may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers

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/Incorrect Answer Feedback

Correct Answer (optional)

[Show/Hide Rich-Text Editor](#)

Incorrect Answer (optional)

[Show/Hide Rich-Text Editor](#)

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.

Continue adding questions.

OCE101 001 SU14: Tests & Quizzes

Assessments Assessment Types Question Pools Event Log

Questions: New Quiz

1 Existing Question - 1 total point

Preview | Settings | Publish

Add Part | Add Question: select a question type ▾

Part 1 ▾ Default - 1 question

Copy to Pool | Edit

Question 1 ▾ Single Correct - 1.0 point

About ____ percent of Earth's surface is covered by water

A. 71
 B. 90
 C. 66
 D. 90

Answer Key: A

Insert New Question select a question type ▾

Remove Edit

2 3 4

Update Points

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.

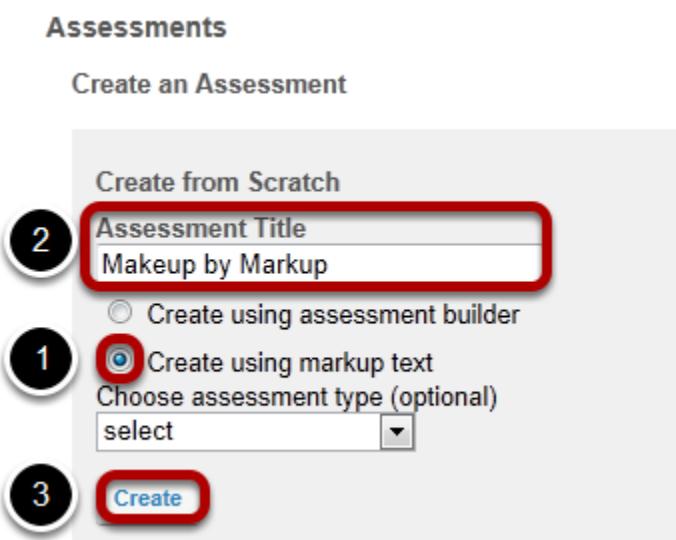
Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.

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.



1. Choose the **Create using markup text** radio button.
2. Enter a title for the assessment.
3. Click **Create**.

Paste your questions.

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

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.

4. (1 points)
The axiom that precludes a set containing itself as a member is:

- *a. Well-foundedness
- b. Axiom of choice
- c. Zermelo's Postulate
- d. Discretion
- e. None of the above

5. (1 points)
Which of these sets are denumerable (or countable)?

- a. The real numbers
- *b. The rational numbers
- *c. The positive integers
- *d. The integers
- e. None of the above

[< Back](#) [Next >](#)

Instructions & Examples

[General Instructions](#)

[Multiple Choice](#)

[Multiple Correct Answer](#)

Instructions: Each answer should begin with its appropriate letter, in alphabetical order. The correct answer should be prefixed with an asterisk (*).

Example:

2. (15 points)
Which of the writers below were American citizens at some point in their lives?

- *a. Bill Faulkner
- b. Ginny Woolf
- *c. Tom Eliot

[Fill in the Blank](#)

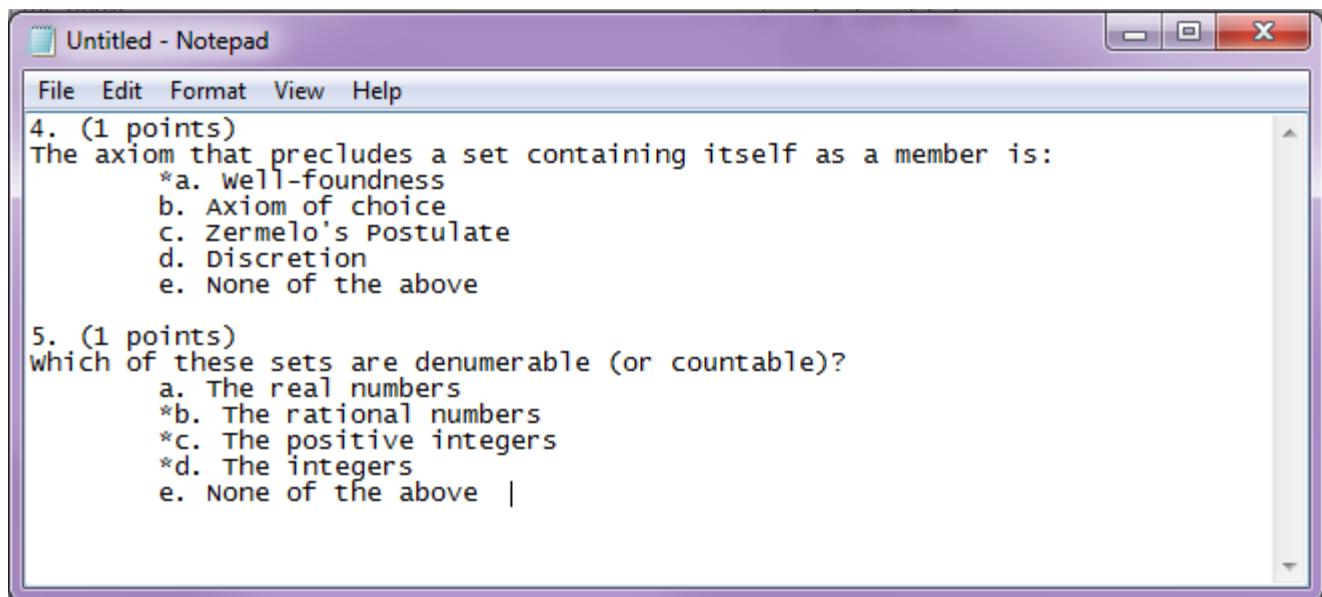
[Short Essay](#)

[True/False](#)

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.



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	Answers
1	Who was the first president of the United States?	Multiple Choice	1	<input checked="" type="checkbox"/> a. Washington <input type="checkbox"/> b. Jefferson <input type="checkbox"/> c. Lincoln <input type="checkbox"/> d. Clinton
2	Which of the writers below were American citizens at some point in their lives?	Multiple Correct Choices	1	<input checked="" type="checkbox"/> a. Bill Faulkner <input type="checkbox"/> b. Ginny Woolf <input checked="" type="checkbox"/> c. Tom Eliot
3	The sky is blue.	True/False	1	<input checked="" type="checkbox"/> True <input type="checkbox"/> False
4	The axiom that precludes a set containing itself as a member is:	Multiple Choice	1	<input checked="" type="checkbox"/> a. Well-foundedness <input type="checkbox"/> b. Axiom of choice <input type="checkbox"/> c. Zermelo's Postulate <input type="checkbox"/> d. Discretion <input type="checkbox"/> e. None of the above
5	Which of these sets are denumerable (or countable)?	Multiple Correct Choices	1	<input type="checkbox"/> a. The real numbers <input checked="" type="checkbox"/> b. The rational numbers <input checked="" type="checkbox"/> c. The positive integers <input checked="" type="checkbox"/> d. The integers <input type="checkbox"/> e. None of the above

< Back

Create Assessment

Create Question Pool

Check that your questions meet your expectations. 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 add 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

Choose assessment type (optional)

Quiz ▾

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'. There is one row containing 'Test Quiz 1'. A context menu is open over this row, with 'Edit' highlighted and surrounded by a red box. Other options in the menu include 'Select', 'Preview', 'Settings', 'Publish', 'Duplicate', 'Export', and 'Remove'.

Action	Title
Select ▾	Test Quiz 1

Add a question and choose the question type.

The screenshot shows a 'Preview | Settings' bar at the top. Below it, a message says '0 Existing Questions - 0 total points'. In the center, there's a 'Part 1 ▾ Default - 0 questions' section. On the left, a 'Insert New Question' button is followed by a 'select a question type' dropdown menu. A callout with the number '1' points to this dropdown. The dropdown menu is expanded, showing various question types: 'select a question type', 'Audio Recording', 'Calculated Question', 'Extended Matching Items', 'File Upload', 'Fill in the Blank', 'Matching', 'Multiple Choice', 'Numeric Response', 'Short Answer/Essay', 'Survey', 'Survey - Matrix of Choices', 'True False', and 'Copy from Question Pool'. A callout with the number '2' points to the expanded list.

To add a question, you can either:

1. Use the **Add Question** field at the top by selecting the question type from the drop-down list. The added question will be placed at the end of the sequence.
2. Use the **Insert New Question** field provided after each question by selecting the question type from the drop-down list. The new question will be placed there in the sequence.

Note: There are several different types of questions you can add. Most of these can be auto-graded. (Short Answer/Essay, Audio Recording, and File Upload must be graded manually.) Refer

to the individual help articles for each specific question type for more information on how to add questions of those types.

Set the point value for the question.

Answer Point Value

10

Enter the point value for this question. Questions may be worth any point value you choose. In this example, the question is worth 10 points.

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.

The part of the brain responsible for higher cognitive functions.

The part of the brain responsible for higher cognitive functions.

Enter the text of your question into the text box provided. You may also click on the Show/Hide Rich-Text Editor 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.

Require rationale?

Require Rationale

Yes No

The default setting is **No** for requiring a rationale. If you would like students to be required to enter a reason for selecting a given response, select **Yes**.

Assign to part.

Assign to Part

Part 1 - Default ▾

You may have more than one part in an assessment if you choose. If you have more than one part, and you would like to assign this question to a different part, you may do so using the **Assign to Part** drop-down menu.

Assign to question pool.

Assign to Question Pool

Select a pool name (optional) ▾

If you would like to add this question to a question pool, you may do so using the **Assign to Question Pool** drop-down menu. Adding a question to a pool places a copy of the question in the pool, but leaves a copy of the question in the current assessment. Question pools can be used to create assessments from a pool of questions and can be shared among courses and instructors. (You may also copy an entire set of questions into a question pool, as opposed to copying it individually as shown here.) See [What is a Question Pool?](#)

Add feedback.

Correct/Incorrect Answer Feedback

Correct Answer (optional)

Show/Hide Rich-Text Editor

Incorrect Answer (optional)

Show/Hide Rich-Text Editor

You may optionally add feedback to this question which the student will receive when the question is graded. Feedback may be different based on if the student answered correctly or not. The rich text editor is also available here if you would like to format your feedback.

Save your question.



When all of the question parameters are specified to your satisfaction, click **Save**.

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.

A multiple-choice question 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

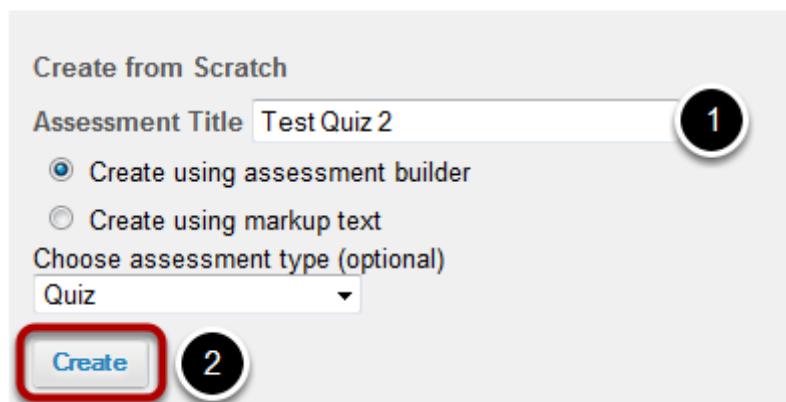
Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)

Quiz ▾

Create 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 ▾	Test Quiz 1

Add a new question of the type Multiple Choice.

Add Part | Add Question: select a question type

Part 1 Default - 1

Question 1 Tr

The cardinal numbers are countably infinite.

countably infinite.

numbers is countable.

numbers is countable.

Add Part | Add Question: select a question type

select a question type

Audio Recording

Calculated Question

Extended Matching Items

File Upload

Fill in the Blank

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Survey

Survey - Matrix of Choices

True False

Copy from Question Pool

Enter a point value.

Answer Point Value 5.0

Choose the answer configuration.

Answer Point Value 6

Answer ([What's This?](#))

- Single Correct
- Multiple Correct, Single Selection
- Multiple Correct, Multiple Selection

Single correct.

Answer ([What's This?](#))

Single Correct

* Negative point value for incorrect answer selection

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 ▾ Multiple Correct, Single Selection - points

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/Hide Rich-Text Editor

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/Hide link above the text box.

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.

Correct Answer

A

[Remove](#)

Geordie

Show/Hide Rich-Text Editor

Correct Answer

B

[Remove](#)

Geordie Boy

Show/Hide Rich-Text Editor

Correct Answer

C

[Remove](#)

Georg

Show/Hide Rich-Text Editor

Correct Answer

D

[Remove](#)

Greogry

Show/Hide Rich-Text Editor

Correct Answer

E

[Remove](#)

None of the above

Show/Hide Rich-Text Editor

Insert Additional Answers [select ▾](#)

Type the answers in the text boxes provided, and indicate the correct answer by selecting the appropriate letter in the **Correct Answer** column.

Note:

- You may click the "Show/Hide" link to switch between plain text (shown) and rich text entry.
- To expand or shrink the text boxes, drag the corners.
- For more possible answers, choose a number from the drop-down list Insert Additional Answers.

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 the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part

Part 1 - Default ▾

1

Assign to Question Pool

Select a pool name (optional) ▾

2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.
2. The question may also be added to a **Question Pool**, if desired.

Add answer feedback. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer (optional)

Show/Hide Rich-Text Editor

Incorrect Answer (optional)

Show/Hide Rich-Text Editor

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 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.

A matching question 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

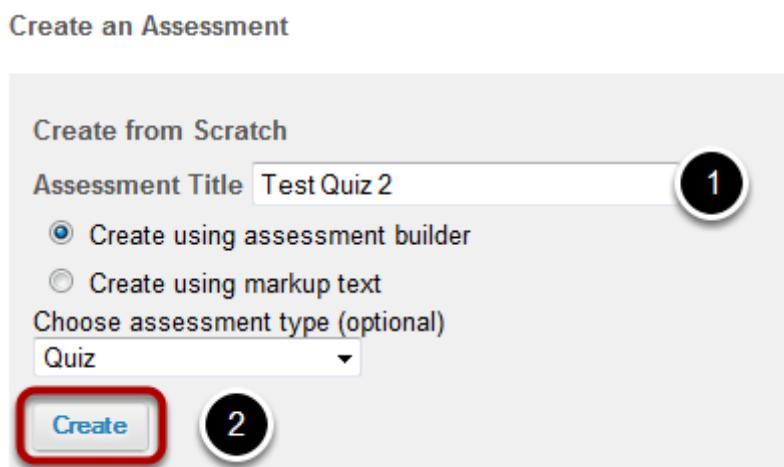
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz ▾

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" (orange) and "Published Copies: released to students" (blue). Below the tabs is a table with two columns: "Action" and "Title". In the "Action" column, a dropdown menu is open, showing options: Select, Select, Edit (which is highlighted with a blue background), Preview, Settings, Publish, Duplicate, Export, and Remove. The "Title" column contains the text "Test Quiz 1".

Select Matching from drop-down menu.

The screenshot shows the configuration for a new question. It includes fields for "Part" (set to 1), "Default - 0 questions", and an "Insert New Question" button followed by a dropdown menu labeled "select a question type". The "select a question type" dropdown is highlighted with a red border.

After selecting **Matching** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

Answer Point Value 3.0

This allows for the **Answer Point Value** to be manually inputted.

Add Question Text.

The screenshot shows the "Question Text" field, which contains the text "Match the software application with the type of documents it produces". Above the text area is a "Show/Hide Rich-Text Editor" link. The entire text area is highlighted with a red border.

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
Choice Spreadsheets	Show/Hide Rich-Text Editor
Match *new* ▼ Excel	Show/Hide Rich-Text Editor
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.)

Assign the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part	Part 1 - Default ▾	1
Assign to Question Pool	Select a pool name (optional) ▾	2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.
2. The question may also be added to a [Question Pool](#), if desired.

Add answer feedback. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer (optional)

Show/Hide Rich-Text Editor

Incorrect Answer (optional)

Show/Hide Rich-Text Editor

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 add 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.

A true/false question 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

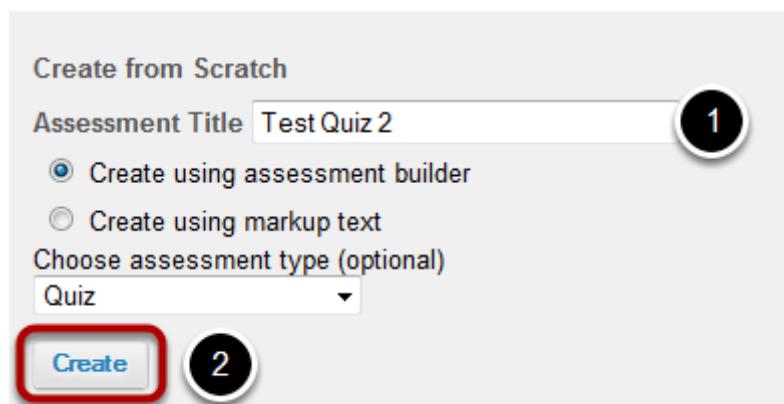
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz ▾

Create 2



For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a table header with 'Action' and 'Title'. Below it, a row contains 'Select' (with a dropdown arrow), 'Edit' (which is highlighted with a red box), 'Preview', 'Settings', 'Publish', 'Duplicate', 'Export', and 'Remove'. To the right of this row is the title 'Test Quiz 1'.

Select True False from drop-down menu.

The screenshot shows the 'Insert New Question' screen. It includes a 'Part' dropdown set to '1', a 'Default - 0 questions' link, an 'Update Points' button, and a 'select a question type' dropdown menu. The 'True False' option is highlighted with a red box in this menu.

After selecting **True False** from the drop-down menu, the program will open additional options for the question.

Add an answer point value.

The screenshot shows a form with 'Answer Point Value' set to '1'. Below it is a note: '* Negative point value for incorrect answer selection [0]' with an optional note: 'Optional. Pertains only to True False' or 'Multiple Choice, Single Correct' questions.'

This allows for the **Answer Point Value** to be manually inputted.

Note: With true false questions, there is an option to award negative point value for incorrect answers.

Add question text.

Question Text

[Show/Hide Rich-Text Editor](#)

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 on 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 the question to a portion of the assessment and/or a Question Pool

Assign to Part	Part 1 - Default ▾	1
Assign to Question Pool	Select a pool name (optional) ▾	2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.
2. The question may also be added to a [Question Pool](#), if desired.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback	
Correct Answer (optional)	
Show/Hide Rich-Text Editor	
Incorrect Answer (optional)	
Show/Hide Rich-Text Editor	

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 **Test & Quizzes** tool from the Tool Menu.

Select an assessment.

A short answer/essay question 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

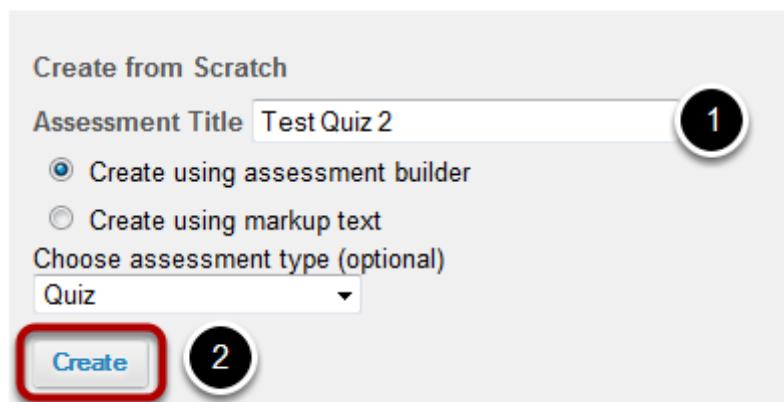
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz ▾

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'. The 'Title' column contains 'Test Quiz 1'. The 'Action' column has a dropdown menu with several options: 'Select', 'Select', 'Edit', 'Preview', 'Settings', 'Publish', 'Duplicate', 'Export', and 'Remove'. The 'Edit' option is highlighted with a blue background and white text, and it is enclosed in a red rectangular box.

Action	Title
Select ▾ Select Edit Preview Settings Publish Duplicate Export Remove	Test Quiz 1

Select Short Answer/Essay from drop-down menu.

The screenshot shows a form for creating a new question. It includes fields for 'Part' (set to 1), 'Default - 0 questions', and 'Insert New Question'. Below these is a dropdown menu labeled 'select a question type' which is also highlighted with a red rectangular box. At the bottom of the form is a button labeled 'Update Points'.

Part 1 ▾ Default - 0 questions

Insert New Question **select a question type** ▾

Update Points

After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

Answer Point Value **10**

This allows for the **Answer Point Value** to be manually inputted.

Add Question Text.

Question Text

Show/Hide Rich-Text Editor

What types of technology are pertinent to everyday life?

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 the question to a portion of the assessment and/or a Question Pool

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.

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/Hide Rich-Text Editor

Social media is crucial to today's business world.]

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/Hide Rich-Text Editor

This answer is vague and unspecific.]

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 add 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.

A fill in the blank question 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

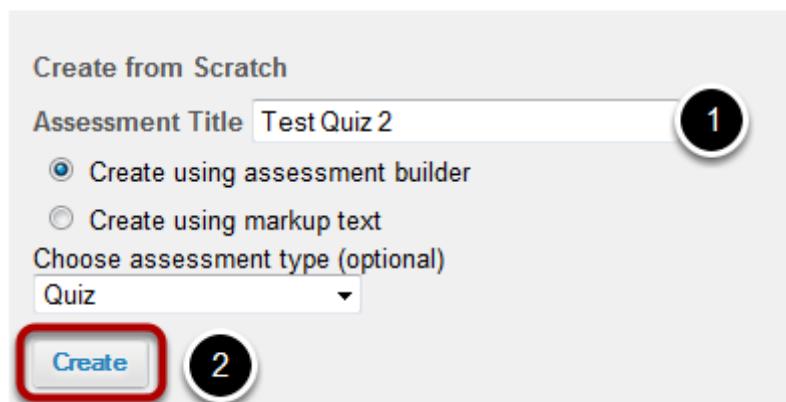
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz ▾

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 quizzes. At the top, there are two tabs: "Working Copies: not released to students" (in orange) and "Published Copies: released to students" (in blue). Below the tabs is a table with two columns: "Action" and "Title". In the "Action" column, a dropdown menu is open, showing several options: "Select", "Select", "Edit", "Preview", "Settings", "Publish", "Duplicate", "Export", and "Remove". The "Edit" option is highlighted with a red box. To the right of the dropdown, the "Title" column contains the text "Test Quiz 1".

Select Fill in the Blank from drop-down menu.

The screenshot shows a section for creating a new question. It includes a "Part" dropdown set to "1" and a message "Default - 0 questions". Below that is a button "Insert New Question" followed by a dropdown menu labeled "select a question type", which is also highlighted with a red box. At the bottom is a "Update Points" button.

After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

The screenshot shows a text input field labeled "Answer Point Value" containing the number "1", which is highlighted with a red box.

This allows for the **Answer Point Value** to be manually inputted.

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/Hide Rich-Text Editor](#)

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 on Add Attachments to browse for and select a file attachment if desired.

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 feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer (optional)

Show/Hide Rich-Text Editor

Incorrect Answer (optional)

Show/Hide Rich-Text Editor

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 add 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.

A numeric response question 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

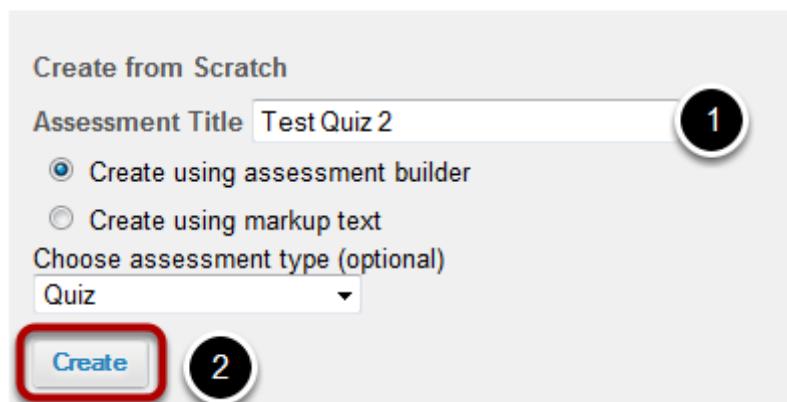
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz ▾

Create 2

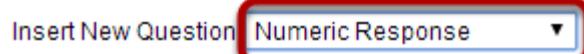


For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows a software interface for managing assessments. At the top, there are two buttons: "Working Copies: not released to students" (orange) and "Published Copies: released to students" (blue). Below these, a table has "Action" and "Title" columns. In the "Action" column, a dropdown menu is open, showing options: Select, Select, Edit (which is highlighted with a blue background), Preview, Settings, Publish, Duplicate, Export, and Remove. The "Title" column contains "Test Quiz 1".

Select Numeric Response from drop-down menu.



After selecting Numeric Response from the drop-down menu, the program will open 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

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/Hide Rich-Text Editor](#)

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 the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part	Part 1 - Default	1
Assign to Question Pool	Select a pool name (optional)	2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.
2. The question may also be added to a [Question Pool](#), if desired.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer (optional)

Show/Hide Rich-Text Editor

Incorrect Answer (optional)

Show/Hide Rich-Text Editor

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 add 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.

A calculated question 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

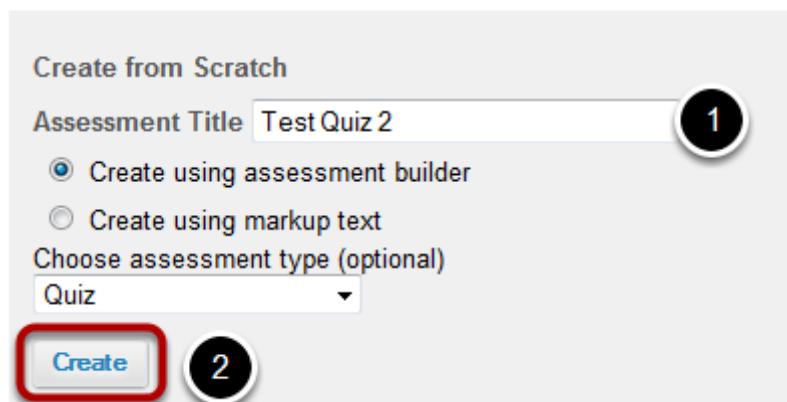
Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)

Quiz ▾

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" (orange) and "Published Copies: released to students" (blue). Below the tabs is a table with two columns: "Action" and "Title". In the "Action" column, a dropdown menu is open, showing options: "Select", "Select", "Edit", "Preview", "Settings", "Publish", "Duplicate", "Export", and "Remove". The "Edit" option is highlighted with a blue selection bar. The "Title" column contains the text "Test Quiz 1".

Select Calculated Question from drop-down menu.

Insert New Question **Calculated Question**

After selecting Calculated Question from the drop-down menu, the program will open options for the question.

Add an Answer Point Value.

Answer Point Value

1

This allows for the Answer Point Value to be manually inputted.

Add Question Text.

Question Text

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

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.

You may define acceptable tolerance as a constant (0.01) or percentage (1.5%) of the answer. (Defaults to 0.01.)

[Show/Hide more instructions and examples](#)

[Show/Hide Rich-Text Editor](#)

Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{z\}$

[Extract Variables and Formulas](#)

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.

Extract Variables and Formulas

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	1.00	5.00	2 ▼
b	8.00	10.00	2 ▼
c	2.00	4.00	2 ▼

Formulas

Change the Min, Max, and Decimal Places for all of the variables to define their ranges of valid values.

Enter the formula.

Formulas

Formula Name	Formula	Tolerance	Decimal Places
z	COS({a}) * ({c}-{b})	0.01	2 ▾

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 the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part

Part 1 - Default ▾

1

Assign to Question Pool

Select a pool name (optional) ▾

2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

2. The question may also be added to a [Question Pool](#), if desired.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer (optional)

Show/Hide Rich-Text Editor

Incorrect Answer (optional)

Show/Hide Rich-Text Editor

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 add an audio recording question?

This explains the process of adding an 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.

An audio recording question 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

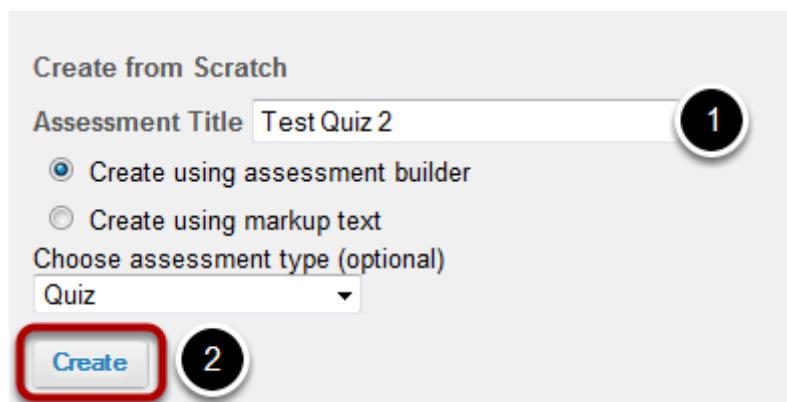
Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)

Quiz ▾

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" (in orange) and "Published Copies: released to students" (in blue). Below these tabs is a table with two columns: "Action" and "Title". In the "Action" column, a dropdown menu is open, showing options: Select, Select, Edit (which is highlighted with a red box), Preview, Settings, Publish, Duplicate, Export, and Remove. The "Title" column contains the text "Test Quiz 1".

Select Audio Recording from drop-down menu.

The screenshot shows a part editor with "Part 1" selected. Below it is a button labeled "Insert New Question" followed by a dropdown menu labeled "select a question type", which is also highlighted with a red box. There is also a "Update Points" button.

After selecting **Audio Recording**, the program will open additional options for the question.

Add an Answer Point Value.

The screenshot shows a text input field labeled "Answer Point Value" containing the number "1", which is also highlighted with a red box.

This allows for the Answer Point Value to be manually inputted.

Add Question Text.

The screenshot shows a rich-text editor window with the title "Question Text" and a "Show/Hide Rich-Text Editor" link. The editor contains the text: "Recite the following passage:
What's in a name? that which we call a rose
By any other name would smell as sweet;
So Romeo would, were he not Romeo call'd,
Retain that dear perfection which he owes
Without that title. Romeo, doff thy name, And".

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

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 [\[Select\]](#)

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 the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part

Part 1 - Default ▾

1

Assign to Question Pool

Select a pool name (optional)

2

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on the Parts that were manually created. Part 1 is the default location for a question to be assigned).

2. The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

Show/Hide Rich-Text Editor

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 add 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.

A file upload question 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

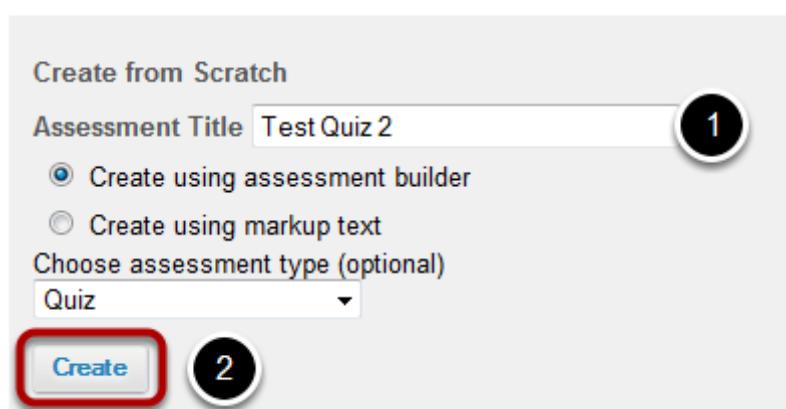
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz ▾

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 software interface for managing assessments. At the top, there are two tabs: "Working Copies: not released to students" (in orange) and "Published Copies: released to students" (in blue). Below the tabs is a table with two columns: "Action" and "Title". In the "Action" column, a dropdown menu is open, showing options: Select, Select, Edit (which is highlighted), Preview, Settings, Publish, Duplicate, Export, and Remove. The "Title" column contains the text "Test Quiz 1". A red box highlights the "Edit" option in the dropdown menu.

Select File Upload from the drop-down menu.

The screenshot shows a software interface for creating new questions. It includes a "Part" dropdown set to "1", a "Default - 0 questions" message, and a "Insert New Question" button followed by a dropdown menu labeled "select a question type". A red box highlights the "select a question type" dropdown menu.

After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

Answer Point Value 3.0

This allows for the **Answer Point Value** to be manually inputted.

Add Question Text.

The screenshot shows a "Question Text" field with a "Show/Hide Rich-Text Editor" button above it. A red box highlights the "Show/Hide Rich-Text Editor" button. Below the button is a text area containing the text "What types of technology are pertinent to everyday life?". A larger red box highlights the entire text area.

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.

Assign the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part

Part 1 - Default ▾

1

Assign to Question Pool

Select a pool name (optional) ▾

2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

2. The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

[Show/Hide Rich-Text Editor](#)

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 add an extended matching items question?

An extended matching question presents a set of options, numbered, and a set of circumstances in a table. The answers to be filled in by students, in the table, comprise one or more of the numbers indicating options for each circumstance. This question type is more complex than others, and should be planned in advance.

Go to Tests & Quizzes.

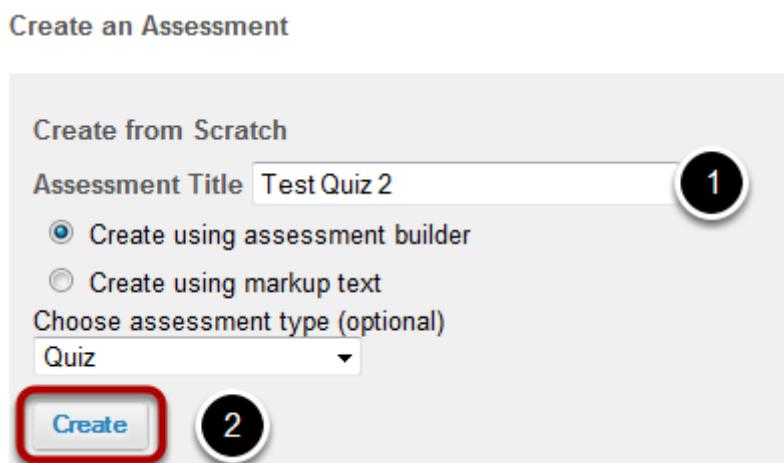
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

An extended matching question 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.



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" (in orange) and "Published Copies: released to students" (in blue). Below the tabs is a table with two columns: "Action" and "Title". In the "Action" column, a dropdown menu is open, showing options: Select, Select, Edit (which is highlighted in blue), Preview, Settings, Publish, Duplicate, Export, and Remove. The "Title" column contains the text "Test Quiz 1".

Select Extended Matching Items from drop-down menu.

The screenshot shows a part configuration screen. It includes fields for "Part" (set to 1), "Default - 0 questions", and an "Insert New Question" button followed by a dropdown menu labeled "select a question type". Below these are buttons for "Update Points" and "Update Points".

After selecting **Extended Matching Items** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

The screenshot shows a field labeled "Answer Point Value" containing the value "3.0". The entire input field is highlighted with a red border.

This allows for the **Answer Point Value** to be manually inputted.

Enter the Theme, Options, Lead In, and Items.

The **Theme**, **Options**, **Lead In** and **Items** make up the question. **Theme** and **Lead In** are provided to orient the student. Each component is explained below.

Theme

The screenshot shows a field labeled "Theme (?)" containing the text "Motor Pool".

The theme describes the main topic/domain that the item set will address, and is linked to the learning objectives. Type the theme in the text field.

Options

The screenshot shows the 'Options' configuration interface. Step 1 highlights the 'Simple text - for a list of items with no formatting' radio button. Step 2 highlights the list of options A through E, each with a red 'X' icon to its right. Step 3 highlights the red 'X' icon next to option E, with a red arrow pointing to it. Step 4 highlights the '+ Add more options' button and its associated dropdown menu.

The options list consists of the potential answer choices to the item, and includes the distractors that are the incorrect or less likely answers for this particular item. The options should be homogeneous, or "the same kind of thing" such as drugs, organisms, cells or investigations, and should be listed only as words or short phrases.

1. Choose the format. The **Simple text** option gives one text field, for inserting your own pre-written labeled list.
2. Type one short options in each text field.
3. Remove unnecessary options with the red X.
4. To add more option fields, select a number from the drop-down box and click on the plus sign or the link.

Lead in

The screenshot shows the 'Lead In' configuration interface. It displays a lead-in statement: 'Which vehicle should be used? More than one may be appropriate.' Below the text is a 'Show/Hide Rich-Text Editor' button.

The lead-in statement explains the general association between the stem and the option list. In the R-type format, the options list (for example, 8 or more potential diagnoses) is summarized in the lead-in statement, for example, "For each of the following patients presenting to the Emergency Room, select the most likely diagnosis." The lead-in should provide clear instructions how the student should respond to the item set. You may switch between plain text and the Rich-Text Editor.

Items Stems

Items Stems [\(?\)](#)

1	Hauling hay	Show/Hide Rich-Text Editor	Correct Option Labels (e.g. A or ABC) X
1		DA	3
2	Add Attachments	Number of required answers	1
2	Hauling family	Item Points (?)	5
3	Add Attachments	Show/Hide Rich-Text Editor	Correct Option Labels (e.g. A or ABC) X
3	Getting guys	CA	5
3	Add Attachments	Number of required answers	all(2)
3		Item Points (?)	5

[+ Add more items](#) 1 ▾

The stem or item describes the case and what is required from the student. It usually consists of a clinical scenario and a question, for example "A 30yr old man presents with... Select the most likely diagnoses."

1. Type each item stem in a text field. You may switch between plain text and the Rich-Text Editor.
2. Add any attachments necessary to explain the item stem. (Optional)
3. Specify the correct answers as option labels.
4. Give the number of labels that comprise the correct answer.
5. Specify the item points. If the number of required answers is more than one, each correct answer will receive its proportion of the item points.

Assign the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part	Part 1 - Default ▾	1
Assign to Question Pool	Select a pool name (optional) ▾	2

1. The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.
2. The question may also be added to a [**Question Pool**](#), if desired.

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](#).

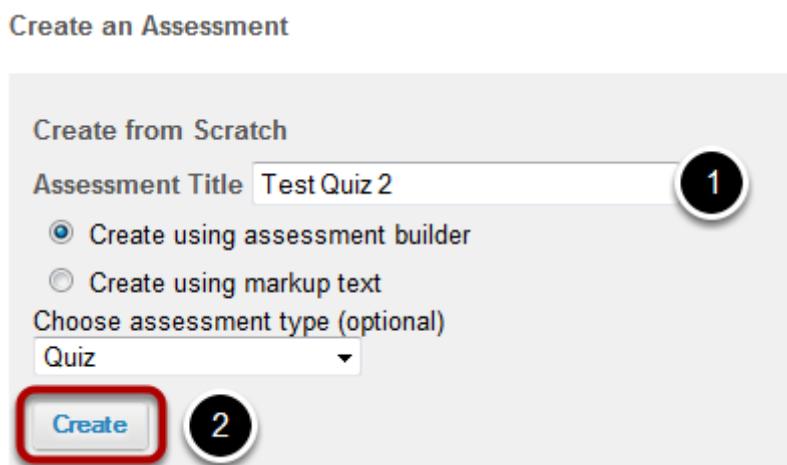
Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Additional parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.



For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

The screenshot shows the 'Working Copies' section of the Test & Quizzes tool. At the top, there are two tabs: 'Working Copies: not released to students' (orange) and 'Published Copies: released to students' (blue). Below the tabs is a table with columns 'Action' and 'Title'. A single row is shown, with 'Action' containing a dropdown menu and 'Title' containing 'Test Quiz 1'. The dropdown menu is open and has several options: 'Select', 'Select', 'Edit' (which is highlighted with a blue selection bar), 'Preview', 'Settings', 'Publish', 'Duplicate', 'Export', and 'Remove'. The 'Edit' option is also highlighted with a red rectangle.

Click Add Part.

Add Part | Add Question: select a question type ▾

Part 1 ▾ Default - 0 questions

Insert New Question select a question type ▾

Update Points

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/Hide Rich-Text Editor

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

Add an Attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Select **Add Attachment(s)** to add an attachment to the created part.

Select Part Type.

Type

- Questions authored one-by-one
 - Random draw from question pool
- * Pool name (total # of questions)

Test Pool(2)

Select between the option to author questions one-on-one or to draw questions randomly from a Question Pool. The **Question Pool** can be selected using the drop-down menu.

If "random draw from question pool" is selected, select number of questions

* Number of questions

2

Type number of questions into text box provided.

If "random draw from question pool" is selected, select a point value of questions.

* Point value of questions

4

1

Answer Point Value is a required field. Please enter a positive value

* Negative point value for incorrect answer selection

4

2

REQUIRED: Overrides corresponding value in originating pool. Pertains only to True False' or 'Multiple Choice, Single Correct' questions.

1. Type an **answer point value** into text box provided. An **Answer Point Value** is required in this portion of Tests & Quizzes.

2. Type a negative point value if a question is answered incorrectly. (Optional)

Note: Point values entered here override any value that was inputted for individual questions in a corresponding Question Pool. Any form of negative point value applies to True False, Multiple Choice and Single Correct questions only.

If "random draw from question pool" is selected, choose a type of randomization.

Type of randomization

- A student's questions are randomized each time an assessment is submitted
- A student's questions are randomized once for all submissions

Click the corresponding circle to select between the option to randomize student questions each time an assessment is submitted or the option to randomize student questions once for all submissions.

Add Metadata. (Optional)

Metadata	
Objective	<input type="text" value="World Geography"/>
Keyword	<input type="text" value="Geography"/>
Rubric	<input type="text" value="Random"/>

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 edited in 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

Choose assessment type (optional)

Quiz 2

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 dropdown menu with the following options: Select, Select, Edit, Preview, Settings, Publish, Duplicate, Export, Remove. The 'Edit' option is highlighted with a red border. Above the menu, there are two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students'. Below the menu, there is a table with one row containing 'Action' and 'Title' columns. The 'Action' column has a dropdown arrow icon, and the 'Title' column contains 'Test Quiz 1'.

Edit a part.

The screenshot shows a part titled 'Part 2 Sentential Logic - 1 question'. To the right, there are links: 'Copy to Pool | Remove' and 'Edit' (which is highlighted with a red border). Below this, a question is listed: 'Question 1 Single Correct - 5.0 points'. To the right of the question, there are links: 'Remove | 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**.

Specify the identification and information for students.

The screenshot shows the 'Add/Edit Part - Mid-Term C' screen. Step 1 points to the 'Title' field, which contains 'Sentential Logic'. Step 2 points to the 'Information' section, specifically the rich-text editor area, which contains the text: 'This part contains questions about truth values and operations. Chapter 3 would be a good reference.' Step 3 points to the 'Add Attachments' button.

1. On the part editing screen, next to "Title", type a name for this part.
2. Under "Information", you can use the rich-text editor to enter a brief description or instructions.
3. To add attachments, click **Add Attachments**.

Choose a linear Part or a random-draw set of questions.

Type

Questions authored one-by-one
 Random draw from question pool

* Pool name (total # of questions)

* Number of questions

* Point value of questions
Answer Point Value is a required field. Please enter a positive value

* Negative point value for incorrect answer selection
REQUIRED: Overrides corresponding value in originating pool. Pertains only to 'True False' or 'Multiple Choice, Single Correct' questions.

Type of randomization A student's questions are randomized each time an assessment is submitted
 A student's questions are randomized once for all submissions

Question ordering (not available for random draw)
 As listed on Assessment Questions page
 Random within Part

Under **Type**, use the radio buttons to indicate whether you'll be authoring questions one by one, or using a random draw from one of your question pools. Each choice will activate its own set of further options. The active options for the **Questions authored one-by-one** (linear) choice are shown. If **Random draw** were chosen, the fields marked with asterisks, and the field **Type of randomization** would be activated.

For the random draw option, use the drop-down list to choose the name of the pool from which to draw them, and use the accompanying text boxes to indicate the number and point value of questions, and type of randomization, which applies only to repeated assessments attempts.

Under "Question ordering", for the type **Questions authored one-by-one**, use the radio buttons to either dictate the order of questions, or allow a random ordering (of all authored questions) within the part.

Enter metadata and Save.

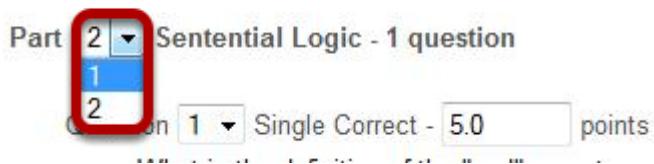
Metadata	<input type="text"/>
Objective	<input type="text"/>
Keyword	<input type="text"/>
Rubric	<input type="text"/>

Save **Cancel**

Under "Metadata", you may use the text boxes to record any objectives, keywords, or rubrics. (Optional)

To save your changes, click **Save**. To cancel them, click **Cancel**.

Arrange parts.



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.

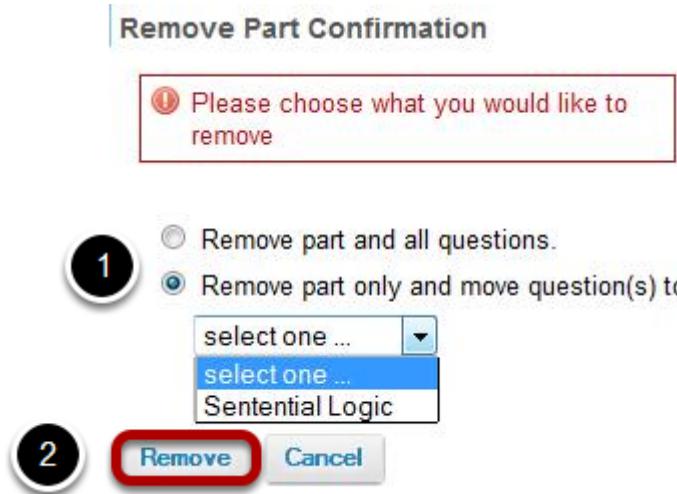
Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.

Choose to remove.

Part 2 Default - 3 questions [Copy to Pool](#) [Remove](#) [Edit](#)

In the open assessment, find the part. Next to the part's name, click **Remove**.

Choose to delete or combine the questions.



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.

The screenshot shows the 'Tests & Quizzes' page for a course named 'PSYCH 400 001 SU14'. At the top, there are four tabs: 'Assessments', 'Assessment Types', 'Question Pools' (which is highlighted with a red box), and 'Event Log'. Below the tabs, there is a section titled 'Question Pools' with a sub-section 'Add New Pool | Import'.

Question Pool Example.

The screenshot shows a list of question pools. The first pool, 'Set Theory Questions', has a subpool 'Cardinality'. The 'Cardinality' pool contains three subpools: 'Finite', 'Infinite', and 'Operations'. Each pool row includes columns for 'Pool Name', 'Creator', 'Last Modified', 'Questions', 'Subpools', and a 'Delete?' checkbox.

Pool Name	Creator	Last Modified	Questions	Subpools	Delete?
▼ Set Theory Questions Add Copy Move Share		02/20/2014	3	2	<input type="checkbox"/>
▼ Cardinality Add Copy Move		02/20/2014	1	2	<input type="checkbox"/>
Finite Add Copy Move		02/20/2014	3	0	<input type="checkbox"/>
Infinite Add Copy Move		02/20/2014	1	0	<input type="checkbox"/>
Operations Add Copy Move		02/20/2014	0	0	<input type="checkbox"/>

Here we see a question pool (e.g. Set Theory Questions) that contains three questions at the top level and also a subpool (e.g. Cardinality) with questions of its own and subpools of its own.

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: Set Theory Questions

Pool Name
Creator
Department/Group

For basic operations and concepts

Description

Objectives

Keywords

[Update](#)

2 Subpools

[Add](#)

Pool Name	Creator	Last Modified	Questions	Subpools
▶ Cardinality Add Copy Move Remove	Robin Hill	02/20/2014	1	2
◀ Operations Add Copy Move Remove	Robin Hill	02/20/2014	0	1

3 Questions

[Add](#)

Remove	Copy	Move	Question Text	Question Type
Remove	Copy	Move	<input type="checkbox"/> The property of a set that gives its membership size is _____.	Fill in the Blank
Remove	Copy	Move	<input type="checkbox"/> The set of rational numbers is uncountable.	True False
Remove	Copy	Move	<input type="checkbox"/> Which ancient discussion attempted to show that a finite distance cannot be traversed in finite time?	Multiple Choice

Clicking on the name of the pool, in this case Set Theory Questions, shows its two subpools and its three questions.

1. Both subpools and questions can be added with the **Add** links.

2. Subpools can be removed with the **Remove** links.

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 remove 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 is a navigation bar with "Assessments", "Assessment Types", "Question Pools" (which is the active tab), and "Event Log". Below the navigation bar, the title "Question Pools" is displayed. A horizontal button bar contains two options: "Add New Pool" and "Import", with "Add New Pool" being highlighted by a red rounded rectangle. The main content area shows a table of existing question pools. The first row in the table is for a pool named "Set Theory Questions", created by "Patti L. M." on "02/20/2014". Below the table are links for "Add", "Copy", "Move", and "Share".

Pool Name	Creator	Last Modified
Set Theory Questions	Patti L. M.	02/20/2014

Add | Copy | Move | Share

Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See [How do I import questions into an assessment or a Question Pool?](#))

Enter the pool details and Save.

Add Pool
Required items marked with *.

Pool Name*	<input type="text" value="Propostional Logic Questions"/>
Creator	Robin Hill
Department/Group	<input type="text"/>
Description	<input type="text" value="Testing the basic concepts of truth-values and operations "/>
Objectives	<input type="text"/>
Keywords	<input type="text"/>

Save **Cancel**

Enter the data you desire and **Save** the Question Pool.

The question pool is ready for adding questions.

Question Pools

[Add New Pool](#) | [Import](#)

Pool Name	Creator	Last Modified	Questions	Subpools	Delete?
Propostional Logic Questions Add Copy Move Share	Robin Hill	02/28/2014	0	0	<input type="checkbox"/>
Set Theory Questions Add Copy Move Share	Robin Hill	02/20/2014	3	2	<input type="checkbox"/>

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 or move a question pool.

Question Pools

Add New Pool | Import

Pool Name ▾

- 📄 [Makeup Midterm](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)
- 📄 [Mid-Term C](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)
- 📄 [Propostional Logic Questions](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)
- ▶ 📁 [Set Theory Questions](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)

Decide on the destination for the question pool. You can either choose question pool TOP as the destination, which will move the pool to the top level or create a copy of the pool at the top level, or you can choose an existing question pool, which create a subpool of it. In this example, we will copy the pool Mid-Term C into a subpool of Makeup Midterm.

Click Copy (or Move). Unless you chose question pool TOP in the previous step, the original pool will become a subpool of the chosen destination pool.

Note: To move a pool from question pool TOP to question pool TOP would have no effect, and is not allowed.

Select the source question pool.

Question Pools

Add New Pool | Import

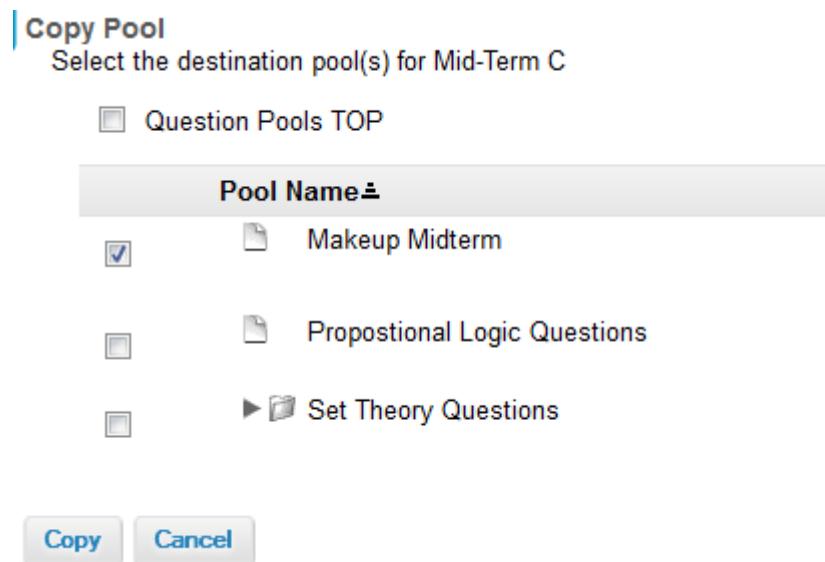
Pool Name ▾

- 📄 [Makeup Midterm](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)
- 📄 [Mid-Term C](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)
- 📄 [Propostional Logic Questions](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)
- ▶ 📁 [Set Theory Questions](#)
[Add](#) | [Copy](#) | [Move](#) | [Share](#)

In the Question Pools screen, select either **Copy** or **Move**. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title.

Note: To move a pool from question pool TOP to question pool TOP would have no effect, and is not allowed.

Specify the destination.



On the Copy Pool (or Move Pool) screen, use the check boxes to select the destination pool or subpool. Choose question pools TOP to elevate a subpool to question pool status. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title.

Copy (or Move).

The screenshot shows a 'Question Pools' list. At the top is a 'Pool Name' section with a dropdown arrow next to 'Makeup Midterm'. Below it are several other pools: 'Mid-Term C', 'Mid-Term C', 'Propostional Logic Questions', and 'Set Theory Questions'. Each pool has an 'Add' button followed by 'Copy', 'Move', and 'Share' links. The 'Set Theory Questions' pool has a triangle icon to its left, indicating it has sub-pools.

Click **Copy (or Move)**. You will see a new question pool list, reflecting the new arrangement. Our example shows that Mid-Term C has been copied into a subpool of Makeup Midterm. In the case of a copy, the original question pool remains.

To remove a question pool.

Question Pools

Add New Pool Import					
Pool Name	Creator	Last Modified	Questions	Subpools	Delete?
▼ Makeup Midterm Add Copy Move Share	Robin Hill	03/11/2014	0	1	<input type="checkbox"/>
Mid-Term C Add Copy Move	Robin Hill	03/11/2014	3	0	<input type="checkbox"/>
Mid-Term C Add Copy Move Share	Robin Hill	03/09/2014	3	0	<input checked="" type="checkbox"/> 1
Propostional Logic Questions Add Copy Move Share	Robin Hill	02/28/2014	0	0	<input type="checkbox"/>
► Set Theory Questions Add Copy Move Share	Robin Hill	02/20/2014	3	2	<input type="checkbox"/>

Update 2

In the Question Pools screen:

1. Click the checkbox in the **Delete** column.
2. Click **Update**.

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.

Question Pools

[Add New Pool](#) | [Import](#)

Pool Name	Creator	Last Modified	Questions	Subpools	Delete?
Propostional Logic Questions Add Copy Move Share	F. M. III	09/09/2011	0	0	<input type="checkbox"/>
Set Theory Questions Add Copy Move Share	F. M. III	09/09/2011	3	2	<input type="checkbox"/>

Select the pool that you wish to augment by clicking on its name.

Click Add.

Question Pool: Propositional Logic Questions

Pool Name	Propositional Logic Questions
Creator	F. L. M. S.
Department/Group	
Description	Testing the basic concepts of truth-values and operations
Objectives	
Keywords	

[Update](#)

0 Subpools [Add](#)

0 Questions [Add](#)

[Remove](#) [Copy](#) [Move](#)

[Cancel](#)

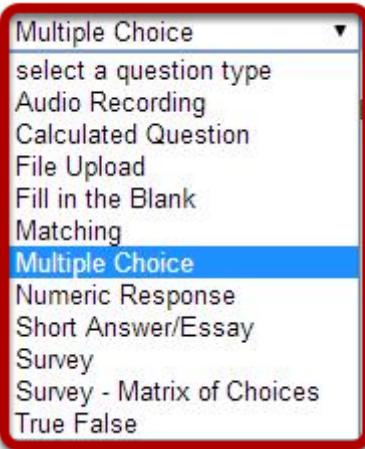
You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add** link on the right hand side of the screen.

Create a new question by choosing its type.

1 Select question type [Multiple Choice](#)

2 Click "Save" to continue [previous page](#)

[Save](#) [Cancel](#)



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.)

Select the type of question you want to add and then click **Save**.

How do I copy questions from the question pool?

This allows for 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.

Create a New Assessment.

Create an Assessment

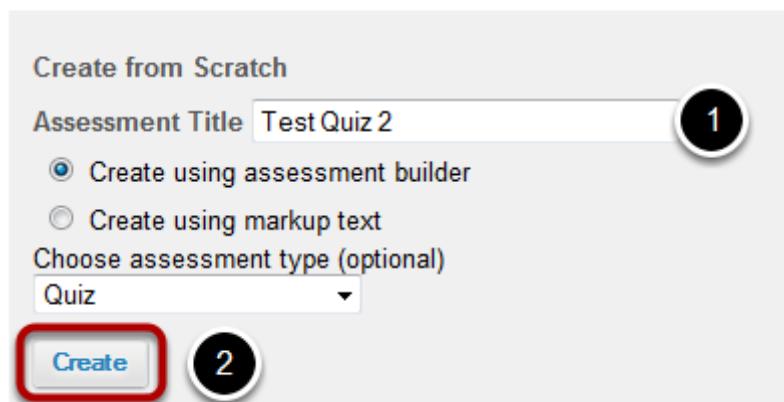
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz ▾

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 list of assessments. The first item is 'Test Quiz 1'. To its left is a dropdown menu labeled 'Action' with a red border around it. The menu contains the following options: Select, Select, Edit (which is highlighted in blue), Preview, Settings, Publish, Duplicate, Export, and Remove.

Action	Title
Select ▾	Test Quiz 1

Select Copy from Question Pool from the drop-down menu.

The screenshot shows a part configuration screen. It includes a 'Part' section with a dropdown set to '1', a 'Default - 0 questions' message, an 'Insert New Question' button, and a 'select a question type' dropdown menu which is also highlighted with a red box. Below these are 'Update Points' and 'Update Points' buttons.

Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Creator	Last Modified	Questions	Subpools
Test Pool	Anna Durkin	02/26/2014	2	0

Select a question pool from the list.

Select the question/s.

20 Questions

Question Text	Question Type	Copy?
<u>A(n) _____ is a graphic representation that depicts information about the ocean and ocean features including depth.</u>	Multiple Choice	<input checked="" type="checkbox"/>
<u>About 1.5 billion years ago, oxygen began to accumulate as a byproduct of _____, drastically changing the composition of the Earth's atmosphere.</u>	Multiple Choice	<input type="checkbox"/>
<u>About _____ percent of Earth's surface is covered by water</u>	Multiple Choice	<input type="checkbox"/>
<u>All of the following statements are true about the formation of our solar system and planet EXCEPT:</u>	Multiple Choice	<input type="checkbox"/>

Check the corresponding box for the question/s you would like to copy.

Click Copy.

Assign to Part Part 1 - Default ▾

Copy Cancel

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.

Create a New Assessment.

Create an Assessment

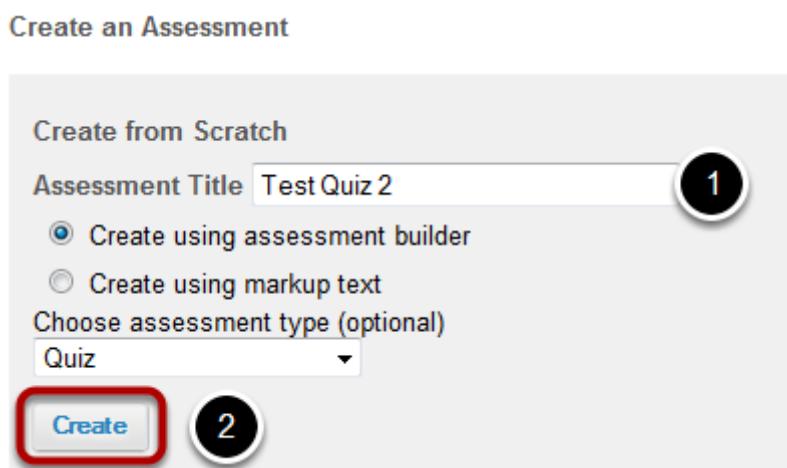
Create from Scratch

Assessment Title **Test Quiz 2** 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
Quiz 2

Create 2



For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
Select ▾ Select Edit Preview Settings Publish Duplicate Export Remove	Test Quiz 1



Edit a part.

Part 2 Sentential Logic - 1 question

[Copy to Pool](#) | [Remove](#) [Edit](#)

Question 1 Single Correct - 5.0 points

[Remove](#) | [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**.

Choose Random draw from question pool.

Type

- 1 Questions authored one-by-one
2 Random draw from question pool

* Pool name (total # of questions) new(20)

* Number of questions 10

* Point value of questions 1

Answer Point Value is a required field. Please enter a positive value

* Negative point value for incorrect answer selection

REQUIRED: Overrides corresponding value in originating pool. Pertains only to True False' or 'Multiple Choice, Single Correct' questions.

Type of randomization

- 5 A student's questions are randomized each time an assessment is submitted
 A student's questions are randomized once for all submissions

Question ordering (not available for random draw)

- As listed on Assessment Questions page
 Random within Part

Metadata

Objective

Keyword

Rubric

6

[Save](#) [Cancel](#)

- Under **Type**, select the radio button for **Random draw**.
- Use the drop-down list to choose the name of the pool from which to draw the questions.
- Enter the number of questions to be drawn from the pool.
- Indicate the point value for each of the questions.
- Select the type of randomization (which applies only to repeated assessments attempts).
- Click **Save** when finished.

View assessment.

Questions: Random Question Set Quiz

10 Existing Questions - 10 total points

[Preview](#) | [Settings](#) | [Publish](#)

[Add Part](#) | [Add Question](#): ▾

Part **1** ▾ Random draw from new - 10 questions [Update Questions](#)

[Edit](#)

The questions for this part were generated from the question pool, new, on Friday, March 14, 2014 at 1:30:05 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 well 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.

The screenshot shows the 'Assessments' tool interface. On the left, there's a 'Create from Scratch' section with fields for 'Assessment Title' and 'Choose assessment type (optional)'. Below these are radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text'. A dropdown menu for 'select' is shown. At the bottom is a 'Create' button. In the center, the word 'OR' is written above a 'Import from File (XML or zip)' section. Within this section, a blue 'Import' button is highlighted with a red rectangular border.

Select your file, and click Import.

Import Assessment
Choose an IMS QTI-compliant XML file or an IMS Content Packaging ZIP file from your computer.

1 Choose a file: MidTermMakeup_exportAssessmentzip

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

1. **Browse** to the file on your own computer system and open it, so that it shows the file name next to the button.
2. Click the radio button indicating its source for correct processing. (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	
Select	Brief Quiz 1.2	Robin Hill	01/24/2014 09:17:05 AM
Select	Brief Quiz 2	Robin Hill	03/01/2014 02:58:45 PM
Select	Mid-Term C	Robin Hill	03/09/2014 03:09:15 PM
Edit			
Preview			
Settings			
Publish			
Duplicate			
Export			
Remove			

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.

Select the assessment.

Working Copies: not released to students Published Copies: released to students

Action	Title	Last Modified
Select	Brief Quiz 1.2	Robin Hill 01/24/2014 09:17:05 AM
Select	Brief Quiz 2	Robin Hill 03/01/2014 02:58:45 PM
Select	Mid-Term C	Robin Hill 03/09/2014 03:09:15 PM

A dropdown menu is open next to the title "Brief Quiz 1.2", showing options: Select, Edit, Preview, Settings, Publish, Duplicate, Export (which is highlighted), and Remove.

Use the drop-down menu next to the assessment title. Click **Export**.

Choose the export type and export.

Export Assessment - Brief Quiz 2
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.

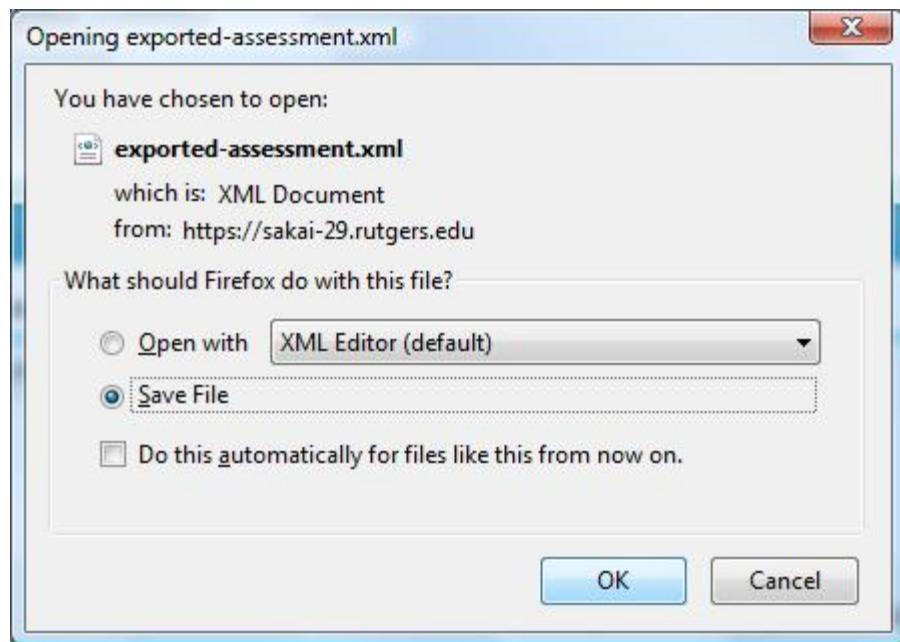
- 1 Choose export type:
 QTI v 1.2 Content Packaging
If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

- 2 **Export** Cancel

1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.

2. Click the **Export** button.

Save (download) the file to your own system.



The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.

How do I import a question pool?

A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See [What is a Question Pool?](#)

A question pool is available to the author in any worksite in which that person has permission to create assessments, and will show in the list of Question Pools.

You can import a question pool from a saved assessment, or from a file provided by a publisher or exported from another system.

Note: There is currently no way to export question pools, but the questions can be [exported in the form of an assessment](#).

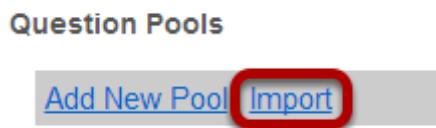
Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu in your site.

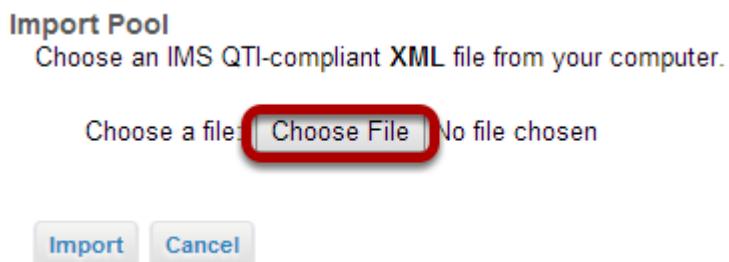
Click Question Pools.



Select Import.

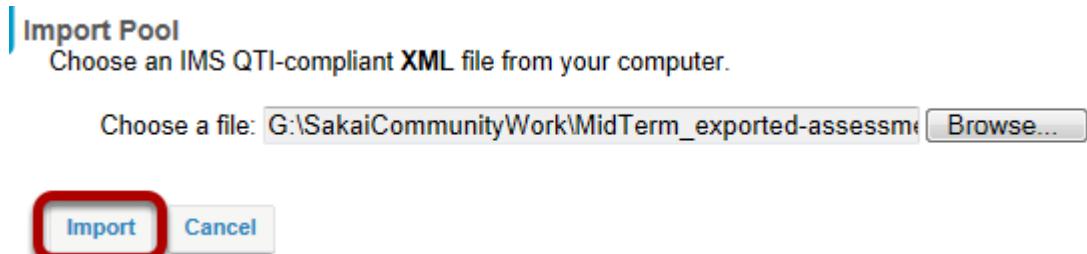


Click Choose File.



Click the **Choose File** button to browse for and select the import file on your computer.

Click Import.



Once you have located the file, click **Import**.

The question pool is imported to the site.

Question Pools

[Add New Pool | Import](#)

Pool Name	Creator	Last Modified	Questions	Subpools	Delete?
Mid-Term C Add Copy Move Share	Velma Dinkley	03/13/2014	3	0	<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; 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 to share the question pool.

Pool Name	Creator	Last Modified	Questions
Mid-Term C	Velma Dinkley	03/13/2014	3

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.

Site Members without access to Mid-Term C

Name	Role	Grant access
John Doe	maintain	 1 

2  Share Cancel

1. Next to the person's name, click **Grant Access**.

2. Click **Share**.

The other participant is an author.

Question Pools

[Add New Pool](#) | [Import](#)

Pool Name	Creator	Last Modified	Questions	Subpools	Delete?
 Makeup Midterm Add Copy Move Share		03/11/2014	0	1	
 Mid-Term C Copy Remove me		03/13/2014	3	0	

The other person will now see the pool, under the same name, with your name as **Creator**, in his or her **Question Pools** list, with options to edit the shared question pool (by clicking on its name, as usual), **Copy** it to another pool, or withdraw (**Remove Me**).

How do I create a survey?

This allows for a survey to be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

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.

Assessments

Create an Assessment

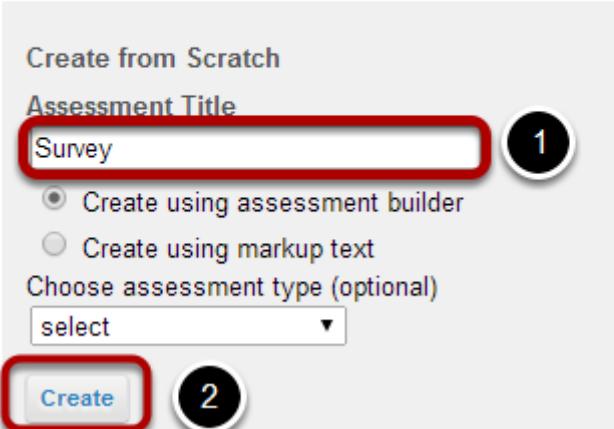
Create from Scratch

Assessment Title 1

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
select ▾

Create 2



For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title	Last Modified
Select ▾	Module 01 Quiz	Demo Instructor 02/21/2014 11:36:23 AM
Select ▾	New Quiz	Demo Instructor 03/14/2014 10:48:04 AM
Select ▾	Quiz 1	Demo Instructor 02/24/2014 03:51:26 PM
Select ▾	Survey	Demo Instructor 03/14/2014 12:52:26 PM

A red box highlights the "Survey" row in the table. A dropdown menu is open next to the "Select" button for the Survey row, showing options: Select, Preview, Settings, Duplicate, Export, Remove, and Edit. The "Edit" option is highlighted with a blue selection bar.

For a basic survey, select Survey from the drop-down menu.

Part 1 ▾ Default - 0 questions

Insert New Question: **select a question type** ▾

Update Points

After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

Answer Point Value **0**

This allows for the **Answer Point Value** to be manually inputted.

Add Question Text.

Question Text

Show/Hide Rich-Text Editor

The textbook for this class was appropriate for the subject matter and level of 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 an answer or answers from the list. However, it is only possible to select one circle.

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.

Provide Feedback. (Optional)

Feedback (optional)

[Show/Hide Rich-Text Editor](#)

This answer is vague and unspecific.

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).

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.

Part Default - 0 questions

Insert New Question

After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

Answer Point Value

0

This allows for the **Answer Point Value** to be manually inputted.

Add Question Text.

Question Text

[Show/Hide Rich-Text Editor](#)

What types of technology are pertinent to everyday life?

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.

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment.

Select 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)

Column Choices (press "Return" key after each choice)

Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate.

Regulate Response Ranking, Comments and Column Width

- Allow Only One Response per Column(forced ranking)
- Add Comment Field

Relative Widths of Columns



Check the boxes if **forced ranking** is desired or to include a **Comment Field** in the survey. The drop-down menu is available to regulate column and row **width**. The widths are based in percentages.

Assign the question to a portion of the assessment and/or a Question Pool.

Assign to Part	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Part 1 - Default"/> 1
Assign to Question Pool	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" 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.

Provide Feedback (optional).

Feedback (optional)

[Show/Hide Rich-Text Editor](#)

This answer is vague and unspecific.

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 inspect and adjust 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.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Edit the settings.

The screenshot shows the 'Assessments' tab selected in the 'TEST 001 001 Summer 2014: Tests & Quizzes' tool. On the left, there's a 'Create an Assessment' form with fields for 'Assessment Title' (radio buttons for 'Create using assessment builder' and 'Create using markup text'), 'Choose assessment type (optional)' (dropdown menu), and a 'Create' button. To the right, there's an 'Import from File (XML or zip)' section with an 'Import' button. Below these, a note says 'OR'. At the bottom, there are two tabs: 'Working Copies: not released to students' (highlighted in yellow) and 'Published Copies: released to students'. A table lists assessments: 'Quiz 1' by 'Demo Faculty' last modified '11/18/2014 12:21:49 PM'. A dropdown menu next to 'Quiz 1' has 'Settings' highlighted and a cursor hovering over 'Publish'. A red box highlights the 'Settings' option in the dropdown menu.

Action	Title	Last Modified
Select ▾	Quiz 1	Demo Faculty 11/18/2014 12:21:49 PM

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Be sure that you are in the **Working Copies** tab, otherwise, you won't see your unpublished items.

Alternately, you can access assessment settings from the edit assessment screen.

1 Existing Question - 10 total points

[Preview](#) | [Print](#) **[Settings](#)** [Publish](#)

Add Part | Add Question: ▾

Part ▾ Default - 1 question [Copy to Pool](#) | [Edit](#)

Question ▾ Single Correct - points [Remove](#) | [Edit](#)

The part of the brain responsible for higher cognitive functions.



A. Cerebrum
 B. Cerebellum
 C. Limbic System
 D. Brain Stem

Answer Key: A

Insert New Question ▾

If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Settings options.

The screenshot shows the 'TEST 001 001 Summer 2014: Tests & Quizzes' settings page. At the top, there are tabs for Assessments, Assessment Types, Question Pools, and Event Log. Below the tabs, the title 'Settings - Quiz 1' is displayed. A vertical list of settings categories is shown, each preceded by a small triangle icon: 'About this Assessment', 'Availability and Submissions', 'Grading and Feedback', and 'Layout and Appearance'. The 'Availability and Submissions' category is highlighted with a yellow background. On the left side of the page, there is a red rectangular box drawn around the first two categories ('About this Assessment' and 'Availability and Submissions'). At the bottom of the page are three buttons: 'Save Settings and Publish', 'Save', and 'Cancel'.

This is a list of the options available in the assessment settings. Click on the small triangle next to each section to expand/collapse that section.

About this assessment.

Settings - Quiz 1

The screenshot shows the 'About this Assessment' section of the Sakai Settings page for 'Quiz 1'. The section is divided into several fields:

- Assessment Type:** System Defined Assessment Type
- Assessment Introduction:**
 - Title:** Quiz 1 (highlighted by a red box and numbered 1)
 - Creator:** Demo Faculty
 - Author(s):** [Empty field]
 - Description/Intro (optional):** [Large text area highlighted by a red box and numbered 2]
 - Attachments:** No Attachment(s) yet
 - Add Attachments:** [Link highlighted by a red box and numbered 3]
- Metadata:** [Section expanded with a red box and numbered 4]
 - Assessment Metadata:**
 - Keywords:** [Text input field]
 - Objectives:** [Text input field]
 - Rubrics:** [Text input field]
 - Record Metadata for:** [Text input field]
 - Questions

The first section is the **Assessment Introduction**.

1. This is where you can change the title of your assessment if desired, and add authors' names.
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. 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.
4. The Metadata section may be optionally expanded to enter additional information about the assessment.

Availability and Submissions

Settings - Quiz 1

▶ About this Assessment

▼ Availability and Submissions

Assessment released to **Entire Site** ▾

The number of submissions allowed is Unlimited
 Only submissions allowed

It is available It is due and has a time limit of 00 ▾ hrs. 00 ▾ min.

Late submissions accepted? (students get one chance to submit after due date if they haven't already submitted)

No, not after due date
 Yes, until

▶ Ensure students take exams from specific location

▶ Add message that students will see after submission

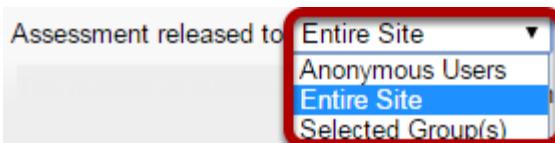
▶ Grading and Feedback

▶ Layout and Appearance

Save Settings and Publish **Save** **Cancel**

The availability and Submission section controls when your assessment is available and which users have access to it.

Availability and Submissions: 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.

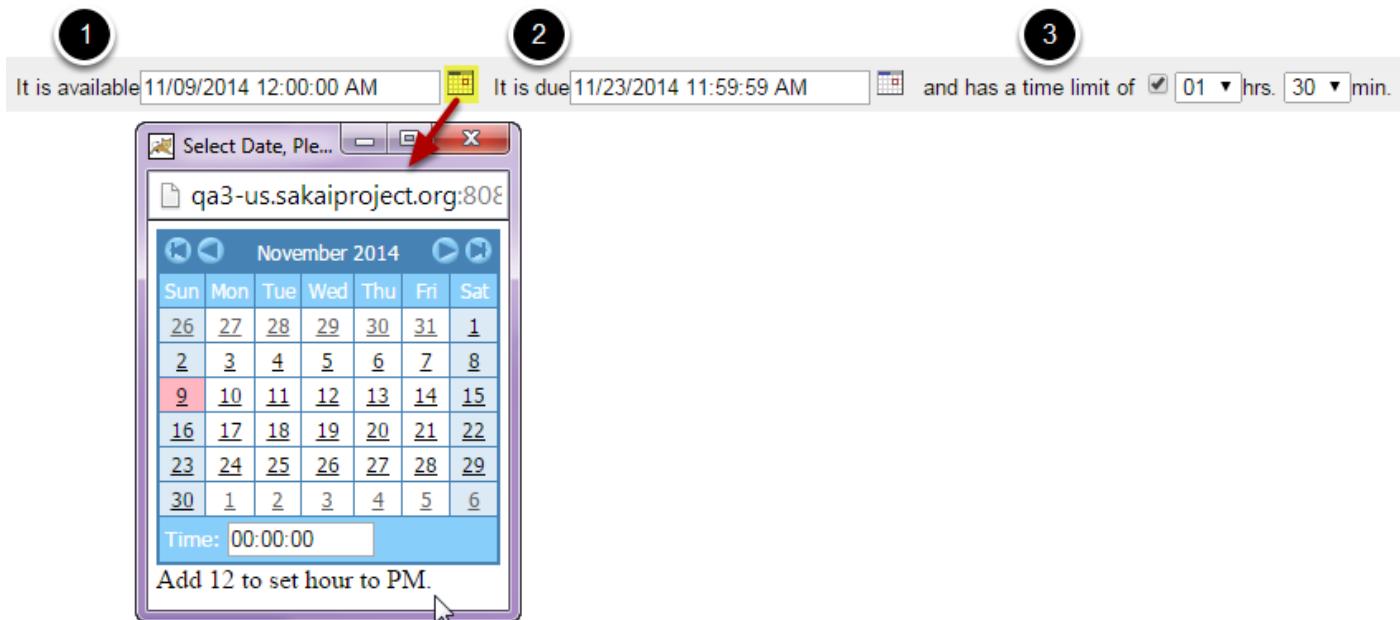
Availability and Submissions: Number of submissions.

The number of submissions allowed is **Unlimited**
 Only submissions allowed

Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.

Availability and Submissions: Delivery Dates and Time Limit



The delivery dates let you specify the availability window for your assessment. You may enter the dates into the fields provided, or use the date-picker (calendar window) to select a date and time.

1. The **Available Date** is the start date of the exam window. Students will not be able to see the assessment before this date.
2. The **Due Date** is the end date for the exam window. Students will not be able to submit after this date unless you allow late submissions. If late submissions are allowed, any submissions after the due date will be marked as late.
3. If you would like a **Time Limit** on your assessment to be timed, select the check box for **has a time limit of** and select the desired time in hours and minutes from the drop-down menus.

Tip: If you want an assessment to always be open, you may leave the date fields blank.

Availability and Submissions: Late handling.

Late submissions accepted? (students get one chance to submit after due date if they haven't already submitted)

No, not after due date
 Yes, until

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.

Availability and Submissions: Exam security by location or password.

▼ Ensure students take exams from specific location

1 171.64.139.*

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 Username proctor
Password testpassword

Secondary ID and Password

For high stakes testing, you may want to provide additional security for your assessment. Click on the **Ensure students take exams from specific location** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as the testing center on campus. Enter one IP per line. Asterisks may be used to stand for any single subnet.
2. You may also specify an additional username and 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 username and password here are for this specific assessment, and NOT the instructor's or the student's login information.

Availability and Submissions: Submission message.

▼ Add message that students will see after submission

1 Show/Hide Rich-Text Editor

Submission Message

2 Final Page URL 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.

Availability and Submissions: Automatic submission.

Automatic Submission

Saved assessments will be automatically submitted after the retract date passes.

This option forces the submission of saved assessments for students who have NO previous submissions.

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. By default, it is not enabled.

Grading and Feedback

▼ Grading and Feedback

Students' Identities

- Students' identities can be seen by graders
- Anonymous grading only

Gradebook Options

- None
- Grades sent to Gradebook (Selecting "Grades sent to Gradebook" will send scores to Gradebook immediately, regardless of feedback date.)

Recorded Score If Multiple Submissions per User

- Record the highest score
- Record the last score

Feedback Authoring

- Question-Level Feedback
- Selection-Level (A,B,C...) Feedback
- Both

Feedback Delivery

- Immediate Feedback
- Feedback on submission
- No Feedback will be displayed to the student
- Feedback will be displayed to the student at a specific date



(Selecting "Grades sent to Gradebook" in Grading section will send scores to Gradebook immediately, regardless of feedback date.)

- Only Release Student's Assessment Scores (questions not shown)
- Release Questions and the following
 - Student Response
 - Correct Response
 - Student's Assessment Scores
 - Student's Question and Part Scores
 - Question-Level Feedback
 - Selection-Level Feedback
 - Grader's Comments
 - Statistics and Histograms

This section deals with the grading and feedback options for your assessment.

Grading and Feedback: Student's identities.

Students' Identities

- Students' identities can be seen by graders
- Anonymous grading only

The default setting here is **Student identities can be seen by graders**. 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 selecting **Anonymous grading only**.

Grading and Feedback: Gradebook options.

Gradebook Options

- None
- Grades sent to Gradebook (Selecting "Grades sent to Gradebook" will send scores to Gradebook immediately, regardless of feedback date.)

Gradebook Options include **None** (the default) or **Grades sent to Gradebook**. Select to send grades to gradebook if you want to be able to calculate them as part of the course grade.

Grading and Feedback: Recorded Score.

Recorded Score If Multiple Submissions per User

- Record the highest score
- Record the last score

Recorded Score options include either the highest or the last score submitted. If you allow multiple attempts, select the type of score that you want to be recorded in the gradebook for that assessment.

Grading and Feedback: Feedback authoring.

Feedback Authoring

- 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**.

Grading and Feedback: Feedback delivery.

Feedback Delivery

- Immediate Feedback
- Feedback on submission
- No Feedback will be displayed to the student
- Feedback will be displayed to the student at a specific date



(Selecting "Grades sent to Gradebook" in Grading section will send scores to Gradebook immediately, regardless of feedback date.)

- Only Release Student's Assessment Scores (questions not shown)

- Release Questions and the following

- | | |
|--|---|
| <input checked="" type="checkbox"/> Student Response | <input checked="" type="checkbox"/> Question-Level Feedback |
| <input checked="" type="checkbox"/> Correct Response | <input checked="" type="checkbox"/> Selection-Level Feedback |
| <input checked="" type="checkbox"/> Student's Assessment Scores | <input checked="" type="checkbox"/> Grader's Comments |
| <input checked="" type="checkbox"/> Student's Question and Part Scores | <input checked="" type="checkbox"/> Statistics and Histograms |

Feedback Delivery controls if and when students are able see their submission results.

- **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.
- **No Feedback** (the default setting) does not display any feedback to the student.
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

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.

*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.*

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
- Add checkboxes next to questions so they can be marked for review

Change background?

- Background Color

- Background Image


This section has to do with the appearance of the assessment and how students navigate through the test.

Layout and Appearance: 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.

Layout and Appearance: 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.

Layout and Appearance: Numbering and allowing Mark for Review.

Numbering

- Continuous numbering between parts
- Restart numbering for each part

2  Add checkboxes next to questions so they can be marked for review

1. 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.
2. 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.*

Layout and Appearance: Background color.

Change background?

- Background Color
 
- Background Image

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.

Effects of settings.

You can modify the settings, parts, and questions of any assessment listed under "Pending Assessments". When you publish an assessment, a copy is created and listed under "Published Assessments". 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 "Pending Assessments", you'll have to alter the assessment's name before republishing it. When you publish it, you'll be creating another publication under "Published Assessments", 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.

Publish the assessment.



When the assessment settings are ready, and the questions are in place, publish the assessment so that your students can take it. 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.

Assessments

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Choose assessment type (optional)
select

Import from File (XML or zip)

OR

Working Copies: not released to students **Published Copies:** released to students

Action	Title	Last Modified
Select	Module 01 Quiz	Demo Instructor 02/19/2014 04:24:00 PM

1 Existing Question - 10 total points

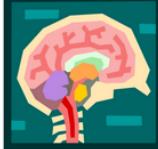
[Preview](#) | [Print](#) | [Settings](#) **[Publish](#)**

[Add Part](#) | Add Question: select a question type

Part Default - 1 question [Copy to Pool](#) | [Edit](#)

Question Single Correct - points [Remove](#) | [Edit](#)

The part of the brain responsible for higher cognitive functions.



A. Cerebrum
 B. Cerebellum
 C. Limbic System
 D. Brain Stem

Answer Key: A

Insert New Question select a question type

Edit the settings and then publish.

The screenshot shows the Sakai Tests & Quizzes tool interface. At the top, there's a header bar with the course name "PSYCH 400 001 SU14: Tests & Quizzes" and some navigation links like "Assessments", "Assessment Types", "Question Pools", and "Event Log".

The main area is titled "Assessments" and contains a "Create an Assessment" section. It has two main options: "Create from Scratch" (which includes fields for "Assessment Title" and "Choose assessment type (optional)" with a dropdown menu) and "Import from File (XML or zip)" (with an "Import" button). A "Create" button is also present.

Below this, there are tabs for "Working Copies: not released to students" (highlighted in yellow) and "Published Copies: released to students".

A table lists existing assessments. The columns are "Action", "Title", and "Last Modified". One row is shown for "Module 01 Quiz", created by "Demo Instructor" on "02/19/2014 04:24:00 PM". The "Action" column has a dropdown menu with options: Select, Edit, Preview, **Settings**, Publish, Duplicate, Export, Remove. The "Settings" option is highlighted with a red box.

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.

1 Existing Question - 10 total points

[Preview](#) | [Print](#) **Settings** [Publish](#)

[Add Part](#) | [Add Question:](#) [select a question type](#)

Part 1 Default - 1 question [Copy to Pool](#) | [Edit](#)

Question 1 Single Correct - 10.0 points [Remove](#) | [Edit](#)

The part of the brain responsible for higher cognitive functions.



A. Cerebrum
 B. Cerebellum
 C. Limbic System
 D. Brain Stem

Answer Key: A

[Insert New Question](#) [select a question type](#)

[Update Points](#)

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 inspect and adjust the settings of an assessment?](#)

Note: Settings are typically adjusted fully on the Working Copy before publishing.

Save settings and publish.

Save Settings and Publish [Save](#) [Cancel](#)

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.

PSYCH 400 001 SU14: Tests & Quizzes

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.

Cancel **Edit Settings** **Publish** without notification ▾ display due date on Schedule

"Module 01 Quiz" is available on 02/21/2014 12:00:00 AM to the entire class at <https://qa10.longsight.com/samigo-app/servlet/Login?id=48dbacb1-0470-4012-aaf3-7cd5d3840c501393000593832>

It is due 02/28/2014 12:00:00 AM.

The time limit is 0 hr, 20 min. This assessment will be submitted when time is up. Students can submit this 1 time(s). (The highest score will be recorded).

Student will receive **feedback on submission**.

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.

The screenshot shows the Sakai Assessments page for PSYCH 400 001 SU14: Tests & Quizzes. It includes tabs for Assessments, Assessment Types, Question Pools, and Event Log. Below the tabs, there are two main sections: 'Create from Scratch' and 'Import from File (XML or zip)'. The 'Create from Scratch' section has fields for 'Assessment Title' (a text input), 'Create using assessment builder' (radio button selected), 'Create using markup text' (radio button), and 'Choose assessment type (optional)' (a dropdown menu). A 'Create' button is at the bottom. The 'Import from File (XML or zip)' section has an 'Import' button. In the center, between the two sections, is the word 'OR'. Below these sections is a horizontal bar with two tabs: 'Working Copies: not released to students' (grayed out) and 'Published Copies: released to students' (highlighted in yellow). Underneath the bar, there is a message: 'View: All | Active: open to students to take | Inactive: not open to students to take'. A table follows, with a red border around its header row. The table columns are: Action, Title, Status, In Progress, Submitted, Release To, Release Date, Due Date, and Last Modified. The first row of data in the table is: -- Select Action -- ▾, Module 01 Quiz, Active, 0, 0, Entire Site, 02/21/2014, 02/28/2014, Demo Instructor, 02/21/2014 11:37:32 AM.

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action -- ▾	Module 01 Quiz	Active	0	0	Entire Site	02/21/2014	02/28/2014	Demo Instructor 02/21/2014 11:37:32 AM

Once you have published your assessment, it will be displayed in the list of published assessments, along with the status, submission and release information, and who last modified the item.

Notice that the assessment now appears on the **Published** tab, as opposed to the **Working Copies** tab.

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.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

The screenshot shows the Sakai Tests & Quizzes tool interface. At the top, there is a navigation bar with links for Assessments, Assessment Types, Question Pools, and Event Log. Below the navigation bar, there is a section titled "Assessments" with a "Create an Assessment" button. To the left, there is a "Create from Scratch" section with fields for "Assessment Title" and options to "Create using assessment builder" (which is selected) or "Create using markup text". There is also a dropdown menu for "Choose assessment type (optional)" with the value "select". To the right, there is a "Import from File (XML or zip)" section with an "Import" button. Below these sections, there is a toggle switch labeled "OR". At the bottom, there are two tabs: "Working Copies: not released to students" and "Published Copies: released to students", with the latter being highlighted and having a red border. Below the tabs, there is a "View" dropdown set to "All" and buttons for "Active" and "Inactive". A table follows, showing two rows of assessment details:

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action --	Chapter Questions 01	Active	0	2	Entire Site	11/04/2013		Demo Instructor 02/21/2014 10:43:31 AM
-- Select Action --	Module 01 Quiz	Active	0	5	Entire Site	11/06/2013		Demo Instructor 02/21/2014 10:43:47 AM

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
-- Select Action --	Chapter Questions 01	Active	0	2	Entire Site	11/04/2013		Demo Instructor 02/21/2014 10:43:31 AM
-- Select Action --	Module 01 Quiz	Active	0	5	Entire Site	11/06/2013		Demo Instructor 02/21/2014 10:43:47 AM

-- Select Action -- ▾ **Scores** 5

Preview
Settings
Remove

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 comments.

Total Scores: Module 01 Quiz

All questions within this assessment have been automatically scored. This score is displayed under the "Score" column.

Submission Status Total Scores Questions Statistics Item Analysis Export

Max Score Possible: 20

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

Search Student name or ID Find Clear

Viewing 1 - 5 of 5 items Show all

Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
Student_Fifth Email	demostudent05	Student	02/25/2014 06:44:42 AM	2 min 32 sec	17	0.0	17	1
Student_First Email	demostudent01	Student	02/21/2014 11:53:28 AM	45 sec	8	5.0	13	2 5 bonus points for early submission
Student_Fourth Email	demostudent04	Student	02/25/2014 06:28:00 AM	4 min 31 sec	16	0.0	16	
Student_Second Email	demostudent02	Student	02/25/2014 06:41:40 AM	2 min 19 sec	14	0.0	14	
Student_Third Email	demostudent03	Student	02/25/2014 06:37:57 AM	2 min 12 sec	13	0.0	13	

* 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.
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.

OCE101 001 SU14: Tests & Quizzes

Assessments Assessment Types Question Pools Event Log

Total Scores: Module 01 Quiz
All questions within this assessment have been automatically scored. This score is displayed under the "Score" column.

Submission Status Total Scores Questions Statistics Item Analysis Export

Max Score Possible: 20

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

Search Student name or ID Find Clear

Viewing 1 - 5 of 5 items Show all

Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
Student_Fifth Email	demostudent05	Student	02/25/2014 06:44:42 AM	2 min 32 sec	17	<input type="text" value="0.0"/>	17	<input type="text"/>
Student_First Email	demostudent01	Student	02/21/2014 11:53:28 AM	45 sec	8	<input type="text" value="5.0"/>	13	<input type="text"/> 5 bonus points for early submission
Student_Fourth Email	demostudent04	Student	02/25/2014 06:28:00 AM	4 min 31 sec	16	<input type="text" value="0.0"/>	16	<input type="text"/>
Student_Second Email	demostudent02	Student	02/25/2014 06:41:40 AM	2 min 19 sec	14	<input type="text" value="0.0"/>	14	<input type="text"/>
Student_Third Email	demostudent03	Student	02/25/2014 06:37:57 AM	2 min 12 sec	13	<input type="text" value="0.0"/>	13	<input type="text"/>

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

Update Cancel

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.

OCE101 001 SU14: Tests & Quizzes

Assessments Assessment Types Question Pools Event Log

Fifth Student

Submission Status Total Scores Questions Statistics

Module 01 Quiz

Comments for Student:

Table of Contents

Part 1 -- 20/20 Answered Questions, 17.0/ 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 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](#)

[Email Fifth](#)

[Update](#)

[Cancel](#)

Be sure to scroll down to the bottom and click **Update** to save your changes!

Grade by question.

 OCE101 001 SU14: Tests & Quizzes

[Assessments](#) [Assessment Types](#) [Question Pools](#) [Event Log](#)

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 [Find](#) [Clear](#)

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.

The screenshot shows the Sakai Test & Quizzes interface for a course named "OCE101 001 SU14". The user is viewing "Part 1: Question 10 (Chapter Questions 01)". The question asks, "In your opinion, where does the future of marine science lie?". There are two student responses displayed:

Name	UserID	Role	Date	Score	Student Response
Student	demostudent05	Student	02/24/2014	0.5	In the future, marine scientists will live in bubble houses at the bottom of the ocean and talk to dolphins.
Student	demostudent01	Student	02/21/2014	1.0	The universities and institutions mentioned above are faced with rising expenses and falling budgets; each must do more with less. Economical remote sensing devices, where appropriate, will continue to supplant on-site gathering of data. Satellite imagery and autonomous robots are more expensive to make and deploy, but because of multi-use designs, their return per dollar may be much higher in the long run. Some seasick scientists may be replaced by stationary technicians reading computer-generated graphs, but I am still confident that on-site researchers will always be needed. Whatever happens, I am reasonably certain that 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. The future will be what we make it.

Annotations:

- Number 1 is circled around the question number "Q10" in the navigation bar.
- Number 2 is circled around the "Score" column header in the table.
- Number 3 is circled around the "Comments for Student (What's This?)" box on the right side of the page.

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.

The screenshot shows the "Sample Course: Tests & Quizzes" page. At the top, there is a navigation bar with four tabs: "Assessments", "Assessment Types", "Question Pools", and "Event Log". The "Event Log" tab is highlighted with a red circle. Below the navigation bar, the page title "Sample Course: Tests & Quizzes" is displayed, followed by a sub-header "Sample Course Log".

Viewing event data.

The screenshot shows the "Sample Course Log" page. At the top, there is a header with tabs: "Assessments", "Assessment Types", "Question Pools", and "Event Log". Below the header, there is a "Filter log by Title" dropdown menu with the value "All assessments" (circled with number 1). To the right of the dropdown is a search field "Search by User ID or Name" (circled with number 2). At the bottom of the page, there is a table with columns: "Title", "Name", "Entry Date", "Date Submitted" (circled with number 3), "Duration", "Errors", and "IP Address". The table contains one row of data: "quiz 1" (Title), "Student, First (demostudent01)" (Name), "02/13/2014 11:18:04 AM" (Entry Date), "02/13/2014 11:18:35 AM" (Date Submitted), "1 minute" (Duration), "No Errors (User submit)" (Errors), and "IP Address" (IP Address).

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.

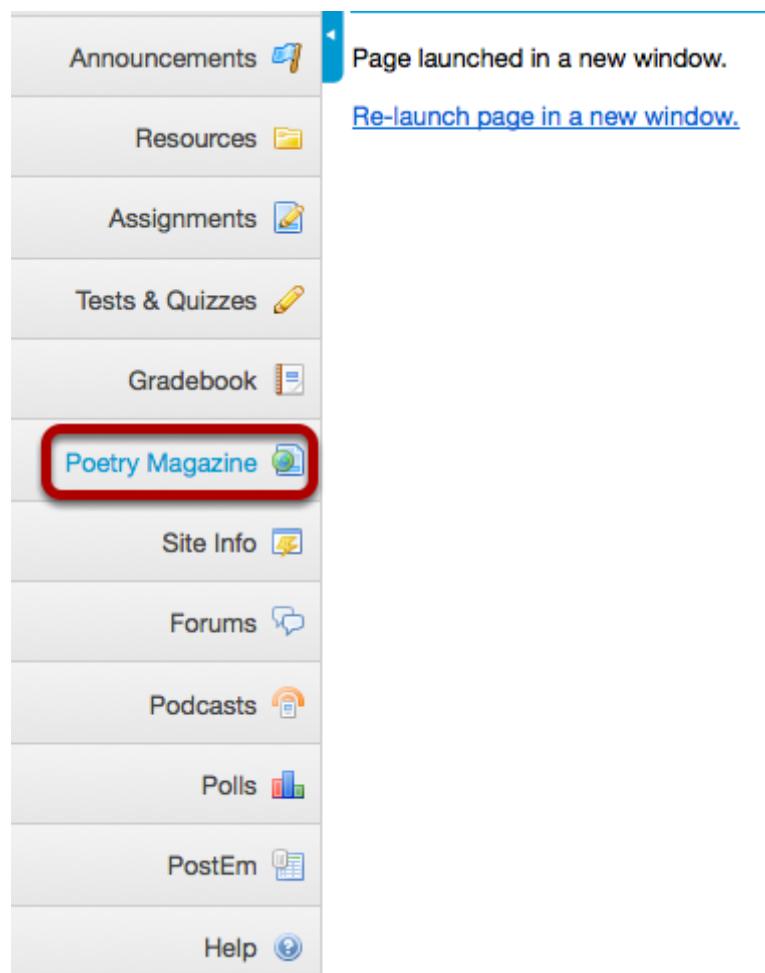
Web Content

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.



Example of a Web Content link to a folder in Resources.

The screenshot shows a Sakai interface with a sidebar on the left and a main content area on the right.

Left Sidebar:

- Announcements
- Resources (highlighted with a blue bar)
- Assignments
- Tests & Quizzes
- Gradebook
- Poetry Magazine
- Pre-Course Readings** (highlighted with a red rounded rectangle)
- Site Info
- Forums
- Podcasts
- Polls
- PostEm
- Help

Right Content Area:

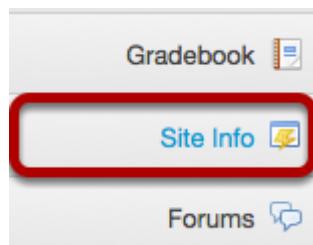
Up one level

Readings

- AmericanPoets.pdf
- APoetsJourney.pdf
- RobertFrost_AtTufts1915.pdf
- SylviaPlath_LadyLazarus.pdf
- TheodoreRoethke_TheLostSon.pdf

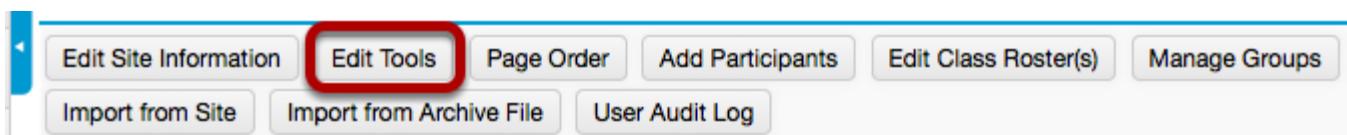
How do I create a Web Content link to a web site?

Go to Site Info.

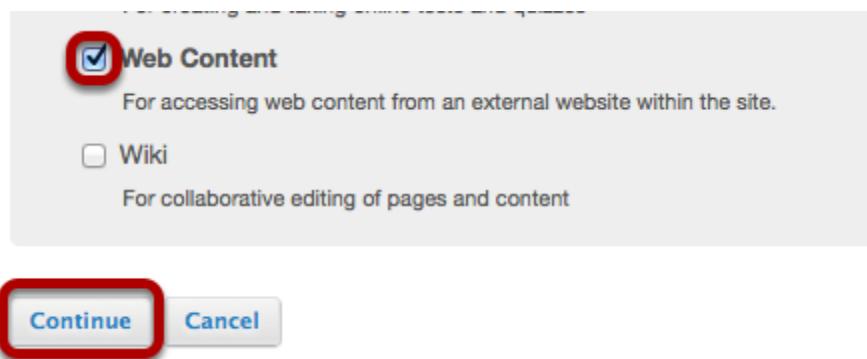


Select the **Site Info** tool from the Tool Menu of your site.

Click Edit Tools.

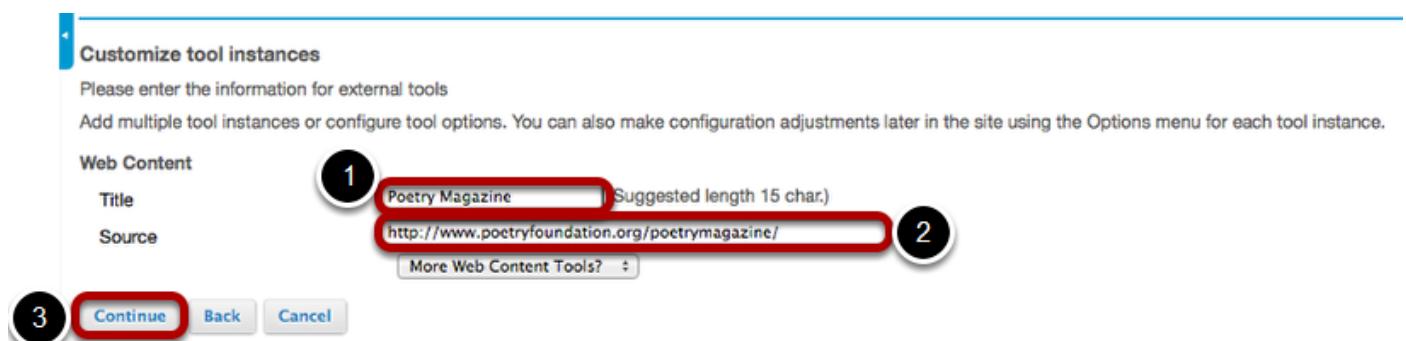


Select the Web Content tool.



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 Options menu for each tool instance.

Web Content

Title Poetry Magazine Suggested length 15 char.)

Source http://www.poetryfoundation.org/poetrymagazine/

More Web Content Tools? ▼

3 Continue Back Cancel

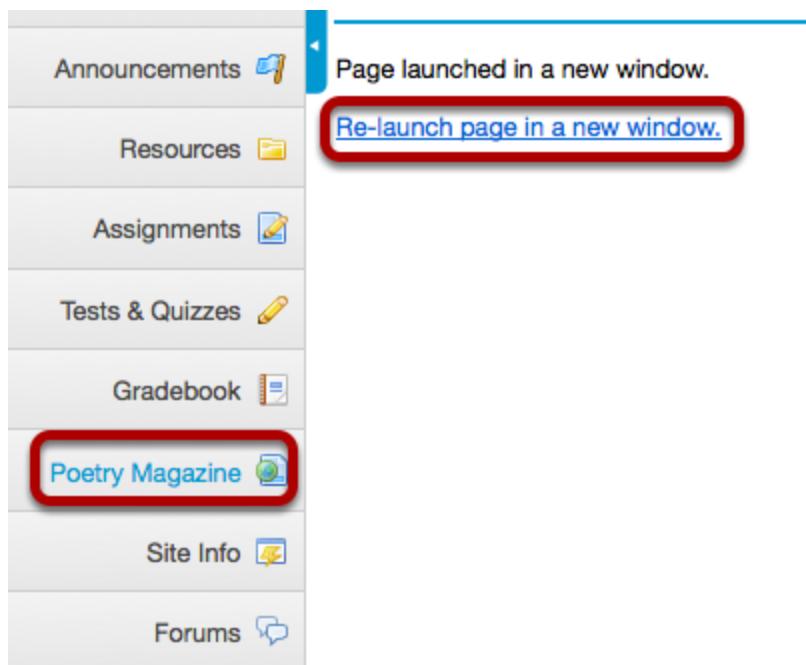
1. Enter a title for the Web Content tool (which will display in the Tool Menu).

2. Enter the URL for the web site.
3. Click **Continue**.

Click Finish.



View the new Web Content link.

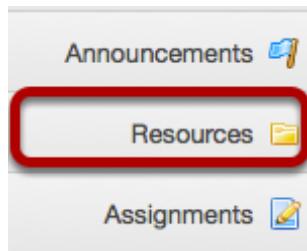


Click the new item in the Tool Menu to view the link. This displays a re-launch page with a link to the web site. The page should open automatically in a new window. Clicking **Re-launch page in a new window** will also open the web site in a new browser window.

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, then Edit Details.

A screenshot of the 'Readings' folder context menu. The 'Actions' dropdown menu is open, showing options like 'Copy', 'Edit Details' (which is highlighted with a red box), 'Reorder', 'Compress to ZIP Archive', 'Restore', 'Move', 'Remove', and 'Edit Folder Permissions'. The 'Edit Details' option is specifically highlighted with a red box.

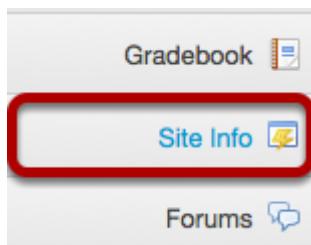
To the right of the folder you want to link to, click on **Edit Details** option in the **Actions** drop-down menu. This displays the folder's details.

Copy the URL.

A screenshot of the 'Optional properties' section of a tool configuration page. It shows a 'Web address (URL)' input field containing the URL 'https://qa10.longsight.com/access/content/group/3807db56-85fc-4b11-97b2-7698da06f0b7/Readings/'. This URL is highlighted with a red box.

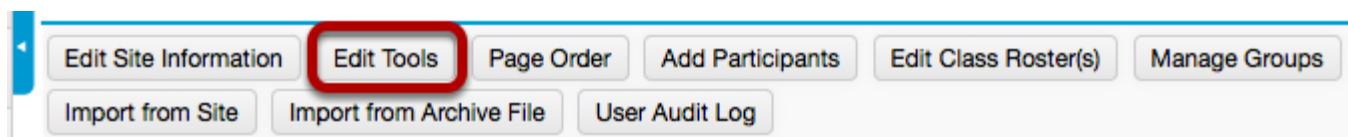
Copy the folder URL to your computer's clipboard (CTRL+C for PC or CMD+C for MAC).

Go to Site Info.

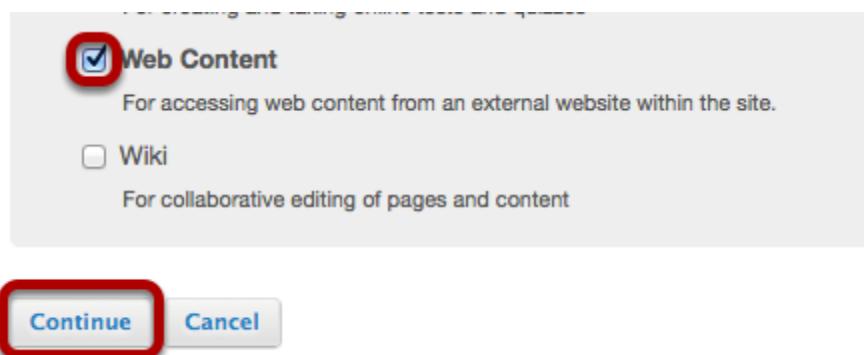


Select the **Site Info** tool from the Tool Menu of your site.

Click Edit Tools.

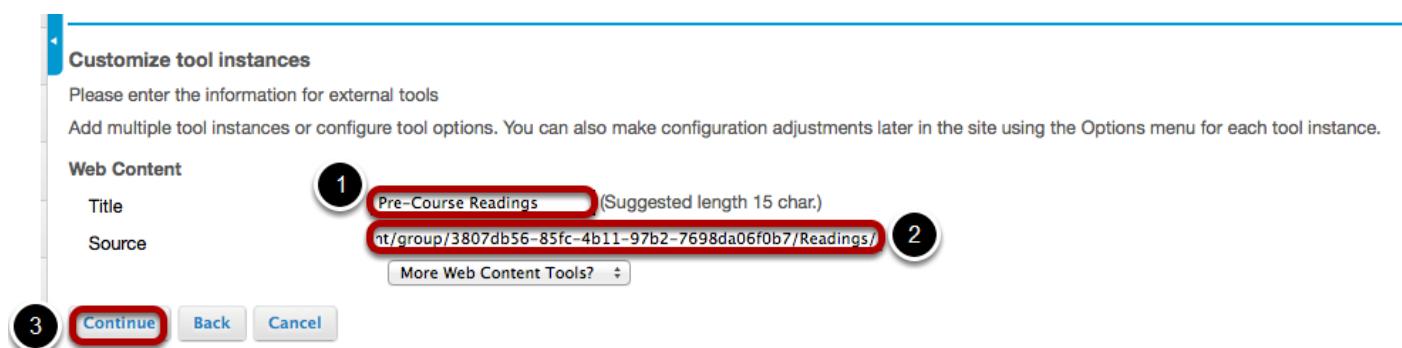


Select the Web Content tool.



Place a check mark in the box next to Web Content, and then click **Continue**.

Enter the web site information.

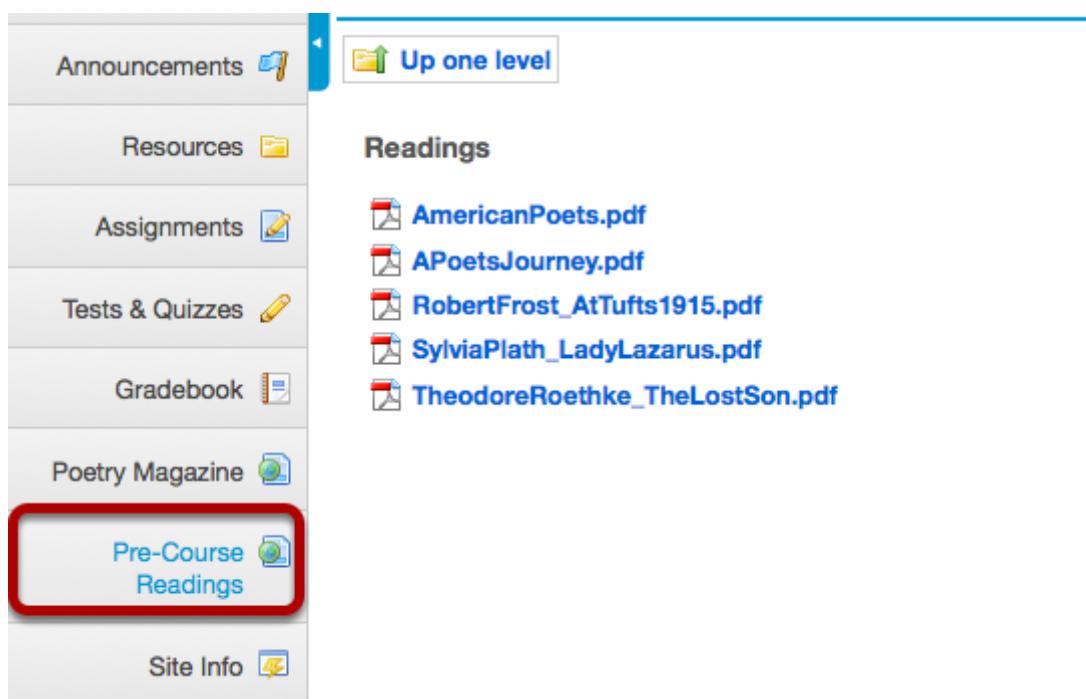


1. Enter a title for the Web Content tool (which will display in the Tool Menu).
2. Enter the URL for the Resources folder.
3. Click **Continue**.

Click Finish.



Click the new tool button to access the contents of the folder.



The image shows a course navigation menu on the left and a content area on the right. The menu includes links for Announcements, Resources, Assignments, Tests & Quizzes, Gradebook, Poetry Magazine, and Site Info. A red box highlights the 'Pre-Course Readings' link under the 'Resources' category. The content area on the right shows a folder named 'Readings' containing five PDF files: AmericanPoets.pdf, APoetsJourney.pdf, RobertFrost_AtTufts1915.pdf, SylviaPlath_LadyLazarus.pdf, and TheodoreRoethke_TheLostSon.pdf. An 'Up one level' button is also visible.

- Announcements
- Resources
- Assignments
- Tests & Quizzes
- Gradebook
- Poetry Magazine
- Pre-Course Readings**
- Site Info

Up one level

Readings

- AmericanPoets.pdf
- APoetsJourney.pdf
- RobertFrost_AtTufts1915.pdf
- SylviaPlath_LadyLazarus.pdf
- TheodoreRoethke_TheLostSon.pdf

How do I edit a Web Content link?

Go to the Web Content link.



Select the **Web Content** link (e.g. Poetry Magazine) from the Tool Menu in your site. This displays the re-launch page.

Click Edit.

A screenshot of a web browser window titled "Podcast-Polls-Postem Test: Poetry Magazine". The page content includes a message "Page launched in a new window." and a link "Re-launch page in a new window.". In the top right corner of the browser window, there is an "Edit" icon, which is a pencil inside a red rounded square.

Click the **Edit** icon located in the top right corner of the page.

Make your changes.

A screenshot of the "Customize Web Content" dialog box. On the left, there is a sidebar with "Customize Web Content" and several input fields: "Tool Title" (Poetry Foundation Magazine), "Page Title" (Poetry Foundation Magazine), "Frame Height" (1200 pixels), and "URL" (http://www.poetryfoundation.org/poetrymagazine/). On the right, there are two checkboxes: "Open in new window?" and "Launch Maximum Width". At the bottom, there are "Update Options" and "Cancel" buttons, with "Update Options" being highlighted with a red box.

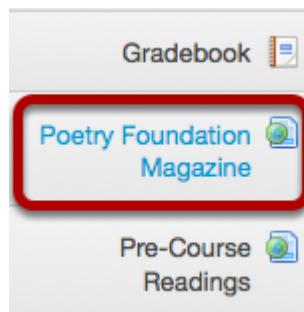
Edit any or all of the following:

- Tool Title
- Page Title

- Frame Height
- URL
- Open in new window
- Launch Maximum Width

Then, click **Update Options** to save your changes.

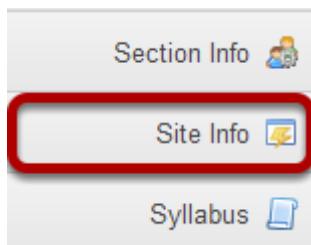
View updated link.



The Web Content tool will now display the updated title and/or other settings.

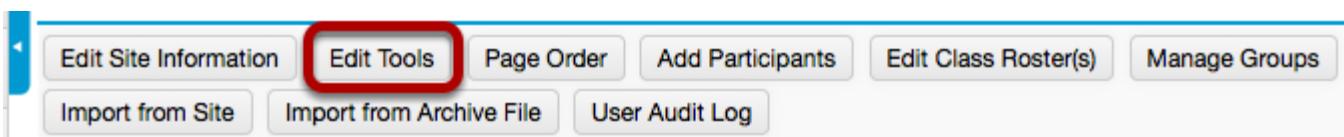
How do I delete a Web Content link?

Go to Site Info.



Select **Site Info** from the Tool Menu in your site.

Click Edit Tools.



Un-check the Web Content tool link.



Remove the check mark next to the Web Content tool link that you want to delete.

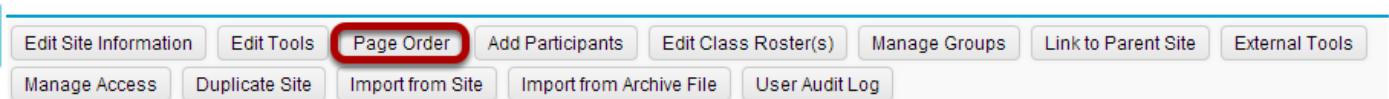
Click Continue.



Click Finish.



Or, click Page Order.



Click the red X.

Page Order

Changes to the page ordering will not take effect until you click 'Save'. Editing, Hiding, or Deleting a Page takes place immediately. Pressing either the Save or Cancel buttons returns you to the Main Site Info Tool Page.

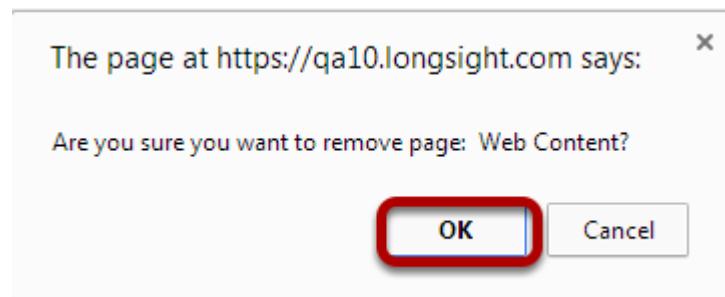
Home	
Announcements	
Assignments	
Forums	
Gradebook	
Resources	
Schedule	
Section Info	
Site Info	
Syllabus	
Tests & Quizzes	
Lessons	
Messages	
Roster	
Web Content	

Remove the following page from the site: Web Content

[Save](#) [Cancel](#) [Reset](#) [Sort Alphabetically](#)

Click the red X next to the item you want to delete.

Confirm deletion.



If you are sure you want to delete the item, click **OK**.

Click Save.

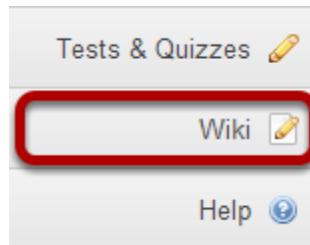


Wiki

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.

Recently visited pages.

The screenshot shows the Sakai Wiki interface. At the top, there is a toolbar with icons for Home, View, Edit, Info, History, Watch, and Search. To the right of the search bar are icons for RSS and Print. Below the toolbar, the page title is "Sub-page". A message indicates it was last modified by Demo Instructor on February 12, 2013, at 10:51 PM EST. On the left, there is a "New page" section with instructions for adding text. On the right, a "Recently visited" dropdown menu is open, showing three items: "Sub-page", "New Page", and "Home". The "Recently visited" link and its dropdown menu are highlighted with a red box.

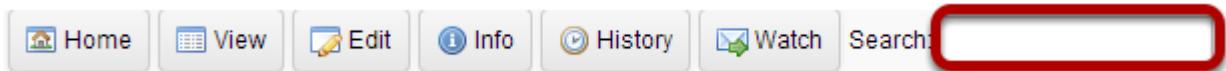
As you navigate around Wiki, your recently visited pages will appear in the drop-down list in the top right corner of the page. Click on the **Recently Visited** link to expand or collapse this list. You can use the links in this list to return to any page at any time.

How do I 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.

A screenshot of the Sakai Wiki editing interface. The main content area contains the following text:

```
H1 welcome to our class wiki!
We will use this wiki to:
* collaborate on class projects
* share information
* Comment on your classmates' pages

Each group project will have its own page. You may create as many sub-pages within that area as you choose.

[Group 01]
[Group 02]
[Group 03]
```

Below the content area is a checkbox labeled "Minor Change - Do not send notifications to watchers of this page." At the bottom are "Save" and "Cancel" buttons. To the right of the content area is a yellow sidebar titled "Wiki Tips" with sections for creating new pages, formatting text, and bullets/numbering. A red box highlights the entire content area and the "More Hints on Wiki formatting" link at the bottom of the sidebar.

Enter your content into the editing area provided.

*Note: If you need some help formatting your text, refer to the **Wiki Tips** sidebar which contains information on how to use the appropriate mark-up to format text. You may also click on the **More Hints on Wiki formatting** link in the sidebar to view additional examples.*

Use editor icons to format text or add tables, links, images, and attachments. (Optional)

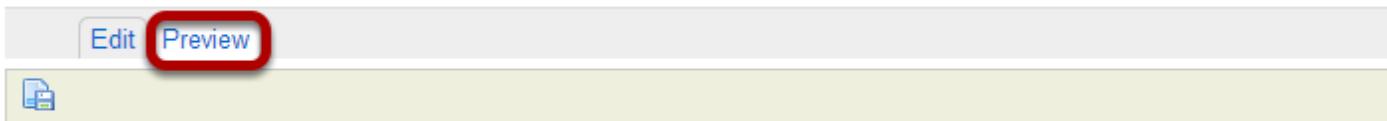


The wiki editor also has icons which allow you to:

- Save.
- Make text bold.
- Make text italic.
- Add a superscript.
- Add a subscript.
- Choose heading level.
- Add a table.
- Add a link.
- Add an image or attachment.

Preview content. (Optional)

Edit: Home



Welcome to our class wiki!

We will use this wiki to:

- Collaborate on class projects
- Share information
- Comment on your classmates' pages

Each group project will have its own page. You may create as many sub-pages within that area as you choose.

[Group 01?](#)

[Group 02?](#)

[Group 03?](#)

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Specify as minor change. (Optional)

Minor Change - Do not send notifications to watchers of this page.

If your edits on the page are very minor (e.g. fixing a typo) and you do not want users to receive a notification about new content on this page, you may check the **Minor Change** box to not send notifications.

Click Save.



Once you have finishing editing the page, click **Save**.

How do I create a new wiki page?

To create a new page, you will need to add it as a link from an existing page.

Go to Wiki.

Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



While viewing an existing page, click the **Edit** button.

Enter the page name.

A screenshot of the Sakai rich text editor. The title bar says "Edit: Home". The toolbar includes buttons for Edit, Preview, Recovered Content, and various text styles (B, I, X², X₂, Headings...). The main editing area contains the text "H1 welcome to our class wiki!". Below the text, there is a button labeled "[New Page]" which is highlighted with a red box. At the bottom of the editor, there is a checkbox for "Minor Change - Do not send notifications to watchers of this page." and two buttons: "Save" (which is highlighted with a red box) and "Cancel".

In the editing area, type the name of the page in brackets, and then click **Save**. For example, typing **[New Page]** will create a page titled "New Page".

Note: You can't use the following characters in an Wiki link or title:

: Colon

@ At

Hash

| Pipe

\ Back-Slash

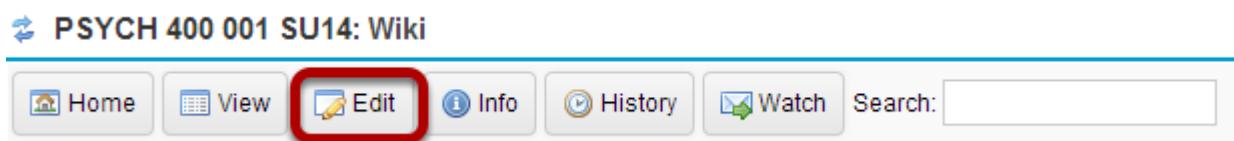
How do I add images to a wiki page?

Before you add an image, make sure that it is the correct size and shape for your web page, and that the file size is optimized for the web. If you put an image with a very large file size into a wiki page, it will take a long time for users to download it. Many image editing programs will allow you to compress images for the web.

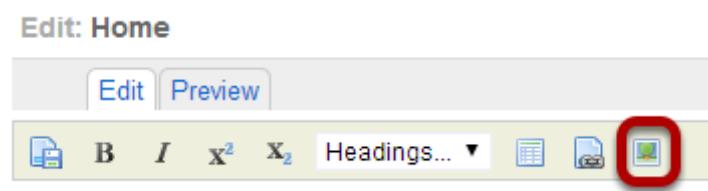
Go to Wiki.

Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Select the Image icon in the editor toolbar.



Select the image from Resources.

A screenshot of the "Add Attachment" dialog box. It shows a list of files under "Location: PSYCH 400 001 SU14 Resources". The file "3Penguins.jpg" is selected, and its "Select" link is highlighted with a red box. Other options include "PSYCH 400 001 SU14" and "Podcasts". At the bottom are "Continue" and "Cancel" buttons.

Click the **Select** link for the image file if it is already in Resources.

Or, upload the file.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location: PSYCH 400 001 SU14 Resources

Actions
Title
Add
Upload Files
Create Folders
Add Web Links (URLs)
Create HTML Page
Create Text Document
Create Citation List

PSYCH 400 001 SU14

Podcasts

3Penguins.jpg

Show other sites

Continue Cancel



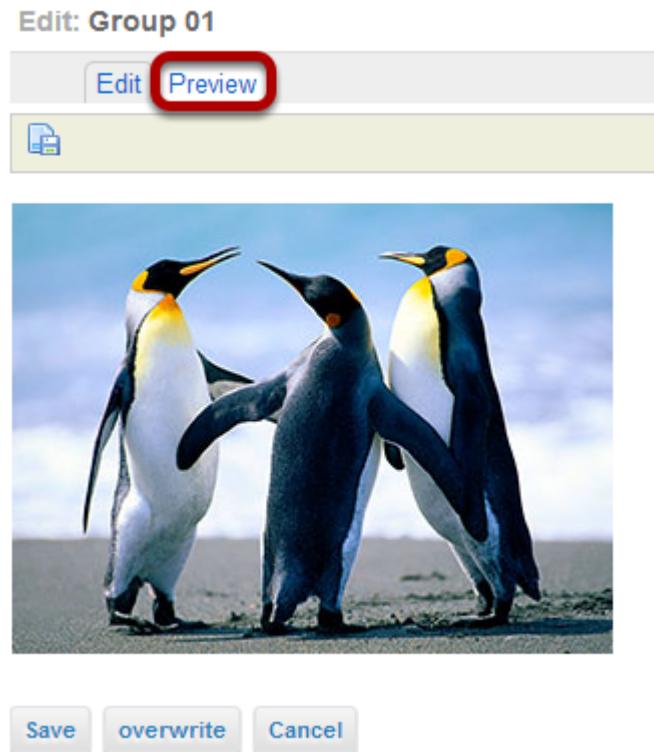
If the image file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.

Click Continue.



Once you have selected the image file, click the **Continue** button.

Preview content. (Optional)



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?

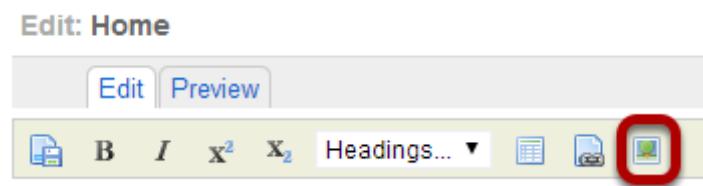
Go to Wiki.

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.

A screenshot of the Sakai Resources list. The list shows files such as 3Penguins.jpg, class01.pdf, class02.pdf, class03.pdf, class04.pdf, and class05.pdf. The 'Select' link next to 'class03.pdf' is highlighted with a red circle.

Click the **Select** link for the file you want to attach if it is already in Resources.

Or, upload the file.

Location: PSYCH 400 001 SU14 Resources

Actions

♦ Title ▾

PSYCH 400 001 SU14

Podcasts

3Penguins.jpg

class01.pdf

class02.pdf

class03.pdf

class04.pdf

class05.pdf

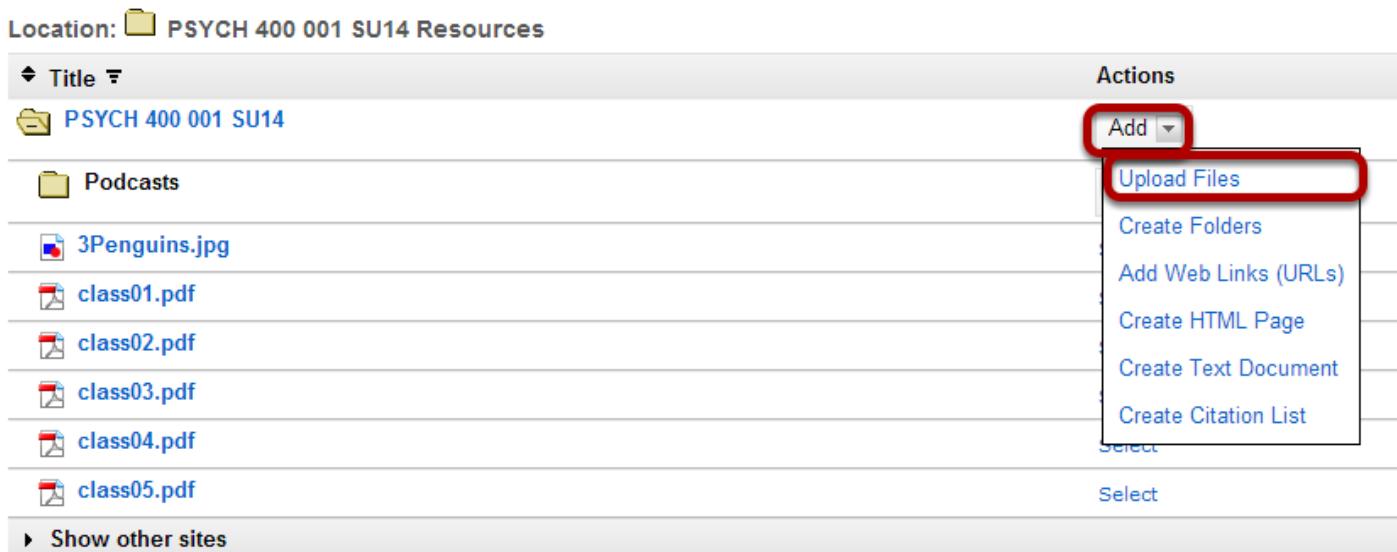
▶ Show other sites

Add ▾

- Upload Files**
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

Select

Select



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.



Once you have selected the image file, click the **Continue** button.

View/edit links.

Edit: Group 02

Edit Preview

File Resources Attached Below:

```
{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)

Edit: Group 02

Edit **Preview**

File Resources Attached Below:

[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.



Once you have finishing editing the page, click **Save**.

How do I view wiki page info?

Go to Wiki.

Select the **Wiki** tool from the Tool Menu of your site.

Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

View page information.

PSYCH 400 001 SU14: Wiki

Home View Edit Info History Watch Search:

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	no	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?	<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?	no			

[Save](#) In addition to editing the page permissions you may [edit site permissions](#)

Incoming ?

Outgoing ?

Group 01 ➔
Group 02 ➔
Group 03 ➔

Comment ?

Notification Preferences ?

[Edit Notification Preferences for /site/psych400_001_su14](#)

Views and Feeds ?

Printer Friendly
 Public View
 Rich Text Format (RTF)
 PDF
 RSS 1.0
 RSS 0.91
 RSS 2.0
 ATOM 0.3

Owner ?

Sakai Administrator

Global Name ?

/site/psych400_001_su14/home

Permission Section ?

/site/psych400_001_su14

Id ?

469e28d14457a08001447955808a076b

last edited ?

February 28, 2014 3:01:59 PM EST by Demo Instructor

SHA-1 ?

E5B4BA13ECC778C2E8EF1146B51DA09C60D9CB51

The following information will be displayed for this page:

- Lists all pages the page links to
- Lists all pages that link to this page
- Gives the page owner (usually the person who created it)
- Gives the global page name, to allow linking to it from outside the Wiki
- Gives the page permission details (the site you need to be a member of to see it)
- Gives details of when the page was last edited

The Info screen also allows you to open the following versions of the page:

- Printer friendly version

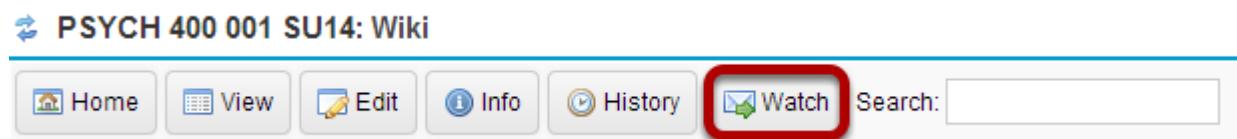
- Un-editable HTML version
- An open document format (.odf) version (which can be opened in Open Office, for example)
- An RSS feed of recent changes

How do I 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.

A screenshot of the 'Watch' settings page for the PSYCH 400 001 SU14: Wiki. It shows the URL for email notifications: /site/psych400_001_su14. Below this is a list of four notification preferences, each with a radio button. The first option is selected and highlighted with a red box. At the bottom are 'Save' and 'Cancel' buttons, with 'Save' also highlighted with a red box.

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							▶ Recently visited
Version ?	User ?	Date ?	Compare to ?	Revert ?	Changed ?	Permissions ?	
CURRENT (7)	Demo Instructor						
V.6	Demo Instructor	February 28, 2014 4:00:50 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.5	Demo Instructor	February 28, 2014 4:00:41 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.4	Demo Instructor	February 28, 2014 3:01:59 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.3	Demo Instructor	February 28, 2014 3:01:33 PM EST	Current Previous	Revert to this version		orwa srwa p--	
V.2	Sakai Administrator	February 28, 2014 11:57:36 AM EST	Current Previous	Revert to this version	Content same as V.1	orwa srwa p--	
V.1	Sakai Administrator	February 28, 2014 11:48:08 AM EST	Current Previous	Revert to this version		orwa srwa p--	
V.0	Sakai Administrator	February 28, 2014 11:30:50 AM EST	Current	Revert to this version		orwa srwa p--	

Page history displays the following information:

- Gives a list of all previous versions of that page, with the name of the user who altered it and the date.
- Allows you to view any previous version.
- Compare the contents of any version with the current version.
- Compare the contents of any version with the version immediately previous, to see what changes were made by each user.
- Allows you to revert to any previous version.

Tip: If you have accidentally deleted content from your page, you can use the "Revert to this version" option to revert to an earlier, correct version, for example.

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:

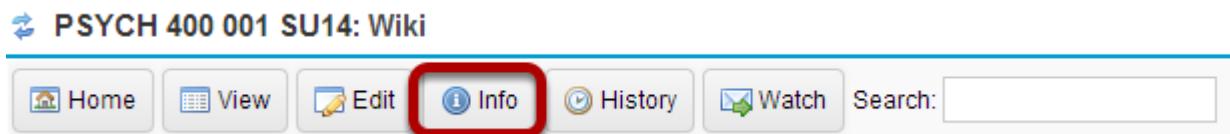
- Read (read pages)
- Create (create new pages; update must be enabled to allow this)
- Update (edit pages)
- Admin (alter site permissions)
- Super-admin (typically reserved for system administrators)

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.

PSYCH 400 001 SU14: Wiki

Home View Edit Info History Watch Search:

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	no	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Additional Page Permissions

Page Owner ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Authenticated users ?	<input type="checkbox"/>	<input type="checkbox"/>	
Anyone at all ?	no		

2 **Save** In addition to editing the page permissions you may edit site permissions

1

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	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](#)

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.

PSYCH 400 001 SU14: Wiki

Home

The section : /site/psych400_001_su14

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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.