

# Quick Start Guide for Teaching with Sakai

## Login

Point your web browser to <https://sakai.wlu.edu> Enter the user id (e.g., “blackburnj”) and password you use for other University resources and click “login.”

## Layout of the Sakai display

Tabs across the top of the display represent sites to which you have access.

“My Workspace” is your private repository within Sakai. As you select different tabs (sites, courses, projects), the left-hand menu will change to correspond to the tools available in that site.

The screenshot shows the Sakai interface with the following elements:

- Top Navigation:** "The Longsight Group Sakai Demonstration Site" on the left, "Logout" on the right, and a series of tabs: "My Workspace", "Portfolio Demo", "ENVS\_425\_01 W07", "Small group project", and "Workshop 101 001 SPRING 2008".
- Annotations:** Three red boxes with arrows pointing to specific elements:
  - "Your private repository" points to the "My Workspace" tab.
  - "Tabs for your courses" points to the "ENVS\_425\_01 W07" and "Workshop 101 001 SPRING 2008" tabs.
  - "Menu for the selected tab/course" points to the left-hand navigation menu.
- Left-Hand Menu:** A vertical list of links: Home, Syllabus, Announcements, Resources, Oceanography News, Modules, Podcasts, Assignments, Study Sheets/Quizzes, Gradebook, Drop Box, Calendar, Blogger, Wiki, Presentation, Forums, Chat Room, Messages, Mailtool, Roster, Site Info, Help.
- Main Content Area:** Displays the "Introduction to Oceanography" course page with a welcome message and "Recent Announcements" including "Edited Assignment: Open Date for Readings for week one".
- Calendar:** A calendar for February 2008 with the 11th highlighted.

## Configure your courses

Sakai sites for your courses have been created for you based on the registrar’s information. Students have been enrolled in your course sites, but the sites are “unpublished” so that only you have access to them now. Once you configure your sites, you should make them available to your students by publishing the course sites (see below).

## **Add or remove tools**

Click on a course tab.

A default set of Sakai tools has been installed in all courses.

You can add or remove tools depending on your pedagogical approach to the course.

Click on the tool named “Site Info” in the left-hand menu. (This approximates the **Control Panel** item in Blackboard)

Click on “Edit Tools” (one of the links at the top of the Site Info tool).

From this page, you can remove or add tools by checking or unchecking the boxes adjacent to the tool names. Don’t forget to click on “Save” after which you will see a summary of changes that you must again confirm.

## **Rename tools or reorder the menu**

Navigate again to the Site Info tool and click on “Page Order” at top of the display.

You can click on then drag-and-drop each of the menu items (tools) in this list to reorder the left-hand menu for this course.

For each tool, you can click on the icons  to rename, hide/unhide or remove the tool.

Don’t forget to click “Save”

## **List of course participants**

Navigate again to the Site Info tool. The lower half of the display will show a list of participants in this course and their roles. If you change your role away from “instructor,” you may not be able to change it back!

## **Add or remove students**

Student enrollments in your courses are automatically updated each night from information provided by the registrar’s office. Any manual changes you make to the list of students or instructors will be overridden each night as the rosters are updated.

## **Manage access to your course**

Navigate again to the Site Info tool and click on “Manage Access” at top of the display.

Check or uncheck the box adjacent to “Publish site” to make it accessible to the students enrolled in the course once you have set up the course for their use. You can unpublish and republish a course at any time through this checkbox.

Click on “Update.”

## Adding content to your courses

Basic elements of content may be stored within many Sakai tools, but the primary repository for course content is the Resources tool (similar to Blackboard’s Course Documents feature).

Click on Resources in the course’s left-hand menu.

You will see a hierarchical display of folders:

The screenshot shows the Sakai Resources tool interface. At the top, there's a header with "Resources" and a help icon. Below that, there are navigation links: "Site Resources", "Upload-Download Multiple Resources", "Permissions", and "Options". The location is "OCN 101 001 SPRING 2008 Resources". There are action links: "Copy", "Remove", and "Move".

Title	Access	Created By	Modified	Size
OCN 101 001 SPRING 2008 Resources				
Articles to Read	Entire site	Training Faculty	May 26, 2008 10:55 pm	4 items
Image collection	Entire site	Training Faculty	May 21, 2008 12:49 pm	4 items
Multimedia content	Entire site	Training Faculty	May 21, 2008 12:49 pm	2 items
Podcasts	Entire site	Training Faculty	May 21, 2008 12:56 pm	1 item
Presentations	Entire site	Training Faculty	May 21, 2008 12:50 pm	2 items
powerpoint_example.ppt	Public	Training Faculty	Jun 4, 2008 11:59 am	217.5 KB
readings.pdf	Entire site	Training Faculty	May 30, 2008 1:50 pm	34.4 KB
Thumbs.db	Entire site	Training Faculty	May 30, 2008 1:50 pm	15.5 KB

The "Add" dropdown menu for the "Presentations" folder is open, showing options: "Upload File", "Create Folders", "Add Web Links (URLs)", "Add Citation List", "Create HTML Page", "Create Text Document", and "New Form Item".

Two red boxes with arrows point to the "Add" button and the "Upload File" option. The first box contains the text: "To upload content to this folder...". The second box contains the text: "...click on 'Add' here and select from the dropdown list".

You can also expand the folder views by clicking on the small “+” symbol (indicating that a folder has content). Clicking on the item link itself will cause the item to be displayed. Clicking on the “Actions” drop down associated with a folder or item offers the opportunity to copy, move, remove, or reorder the items, edit the details of an item or change access permissions on the item.

Do you have a large volume of content to upload into Sakai? Or several directories and subdirectories with content? Contact your local support staff to set up Sakai's "drag-and-drop" interface between your computer and the Resources tool in any Sakai site (or click on "Upload-Download Multiple Resources" in the Resources tool).

The screenshot displays the Sakai Resources tool interface. At the top, it shows the site name "The Longsight Group Sakai Demonstration Site" and a navigation bar with tabs for "My Workspace", "Portfolio Demo", "ENVS\_425\_01 W07", "Small group project", and "Kaiser 101 001 SPRING 2008". The main content area is titled "Resources" and shows a list of resources under the location "ENVS\_425\_01 W07 Resources". The resources listed are:

Title	Access	Created By	Modified	Items
ENVS_425_01 W07 Resources				
Articles to read	Entire site	Scott Siddall	Jan 7, 2007 4:35 pm	2 Items
Image collection	Entire site	Sakai Administrator	Jul 25, 2007 11:28 am	2 items
Multimedia content	Entire site	Sakai Administrator	Nov 1, 2007 12:16 pm	2 items
Podcasts	Public		Apr 24, 2007 8:18 pm	1 item
Presentations				
Citation Helper Screencast				
Seven principles and Sakai				

Red arrows point from the text "Content in the Sakai 'Resources' tool" to the resource list, and from "The same content viewed by 'WebDAV' permitting drag and drop transfers" to the WebDAV window. The WebDAV window shows a file explorer view of the same resources, including folders for "Articles to read", "Image collection", "Multimedia content", "Podcasts", and "Presentations".

## Create an assignment

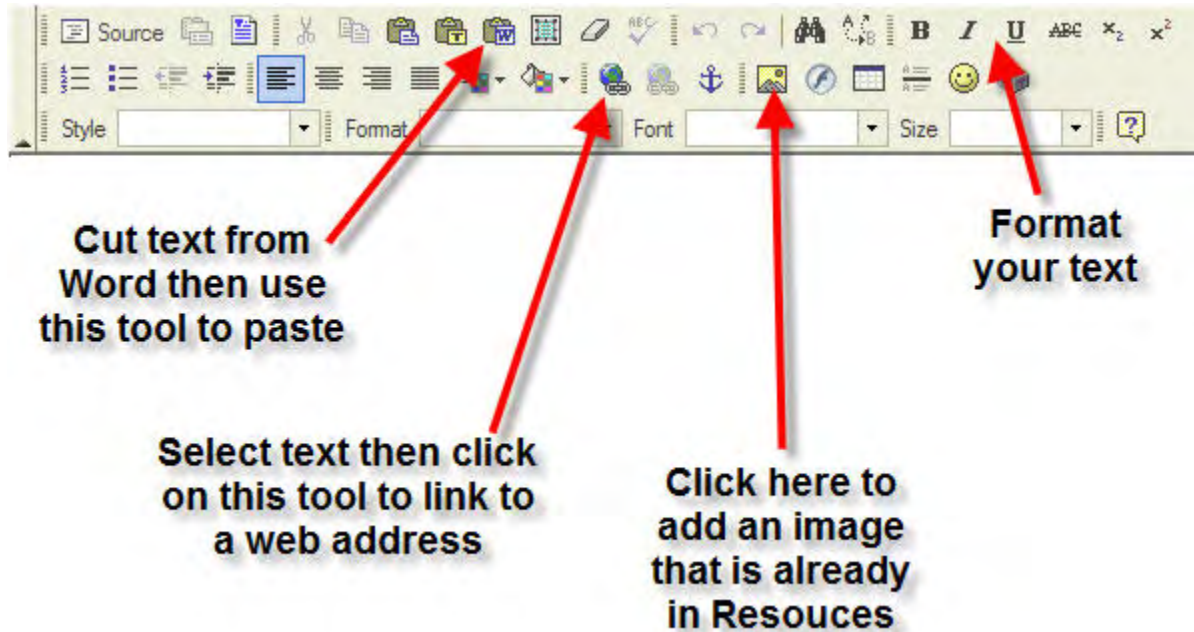
Login and click on the tab for the selected course. Click on Assignments in the menu, then on "Add." You must enter a title for the assignment. Default values are present for Open, Due and Accept dates – edit these as preferred.

Under Student Submissions, select "inline only" if you want students to type their assignment responses into the assignment's web editor. Select attachments if you want students to attach files as their submission to the assignment. Select "Inline and Attachments" to enable both forms of submission (at least one will be required). Select "Non-electronic" for assignments such as in-class presentations, *etc.*

Select a grade scale. Only "point" grade scales integrate with the gradebook.



Enter assignment instructions using the web editor:



Check off the desired options for announcing, grading and accessing the assignment. “Display to site” allows students enrolled in this course (site) to access the assignment. “Display to selected groups” applies only if groups of participants within the site have been created (see Site Info, Manage Groups).

Add attachments to the assignment as needed.

Don’t forget to click on Post, Preview (then post) or Save Draft.

### **Create an online test or quiz**

1. Login and click on the tab for the selected course. Click on Tests & Quizzes in the menu. To create a new assessment, click on “select” to choose the format of your assessment (quiz, survey, test, *etc.*) Provide a title then click on “Create.”

Alternatively, you can format questions following the models suggested under “Instructions and Examples” for the “Quick Create” tool. Click on Quick Create to learn more. You can also import questions from other systems if they were exported in the appropriate format; click on Import to learn more.

2. Click on “select a question type” to add a question (or under “Part” click on select question type to break the assessment into parts).

3. Fill out the question form (point value, question text, optional attachments and answers) along with the options that are appropriate for the type of question you are creating.

4. You can assign each question to a question pool (if they exist) for later use such as random drawing.

5. Enter the answer feedback sections.

6. Click on “Save” then repeat the steps 2-5 to create additional questions.

When you have created all the assessment questions, click on “Settings.” Click on “Open” for all menus to view all the options available for this assessment. When the settings are completed (some are required), click on “Save Settings and Publish.” Once an assessment has been published and students can access it, it cannot be modified (only republished under a new name). This prevents assessments from changing once results have been posted.

### **Set up a discussion forum**

The Forum tool provides a hierarchy of Forums, Topics and Threads to organize discussions. This hierarchy is arbitrary and may be defined as you see fit. Note that forums and topics may be associated with a grade book item allowing forum participation to be reviewed by the instructor and recorded.

Login and click on “Forums” in the menu (or on Site Info then “Edit Tools” to add Forums if they weren’t already in the menu).

Click on New Forum at the top of the display. This creates a “container” for your forum topics. A title is required. Use the Sakai web editor to enter a description of the forums that will be held in this “container” and set the Forum Posting options.

Under Permissions, make certain that the permission levels for each role in this course are appropriate.

Click on “Save Settings & Add Topic” to complete this process and create the first discussion topic.

The process for creating a discussion topic closely resembles the process for creating the forum (“container”) above. This topic will contain the individual threads or postings. Complete the topic forms as needed.

Course participants may click on each topic title to read all postings and to reply to the topic or to any posting within each topic.

## Forums

**Oceanography Discussions** [New Topic](#) | [Forum Settings](#)

This is the forum for OCY 101 assigned discussions.  
[Read Full Description](#)

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**New topic for today** ( 1 message - 1 unread ) [Topic Settings](#)

short description  
[Read Full Description](#)

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**What would happen if....** ( 6 messages - 5 unread ) [Topic Settings](#)

Your first "what if" scenario  
[Read Full Description](#)

**Click here to read all postings and to reply to the topic or to any posting within each topic.**

## Post your syllabus

There are several methods for presenting a syllabus. You can create a multi-part syllabus by adding one syllabus item at a time. This allows you to reorder or remove individual items in the syllabus. You can cut and paste a pre-existing syllabus into a single, large syllabus item with or without attachments. You can create one simple syllabus item with an attachment that is a pre-existing syllabus. You can redirect the Sakai syllabus to a document that is accessible by web URL.

Login and click on "Syllabus" in the menu (or on Site Info then Edit Tools to add Syllabus if it wasn't already in the menu).

To place your syllabus within Sakai, click on "Create/Edit" then on "Add." Enter a title and syllabus content using the Sakai web editor. Clicking "Public View" will allow anyone with access to your Sakai system to view the syllabus (it is not viewable outside of your Sakai user community).

You can add attachments and notify those enrolled in the course of the syllabus via email.

Don't forget to click on "Save Draft," "Preview" or "Post."

## Need Help?

Contextually-appropriate help is accessible within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset the tool by clicking on the arrows adjacent to the tool title. This restores the tool to its original state.

Sakai Quicksta: **Syllabus** [?](#)

**Reset the tool** **Help with the tool**

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