

Quick Start Guide for Teaching with Sakai

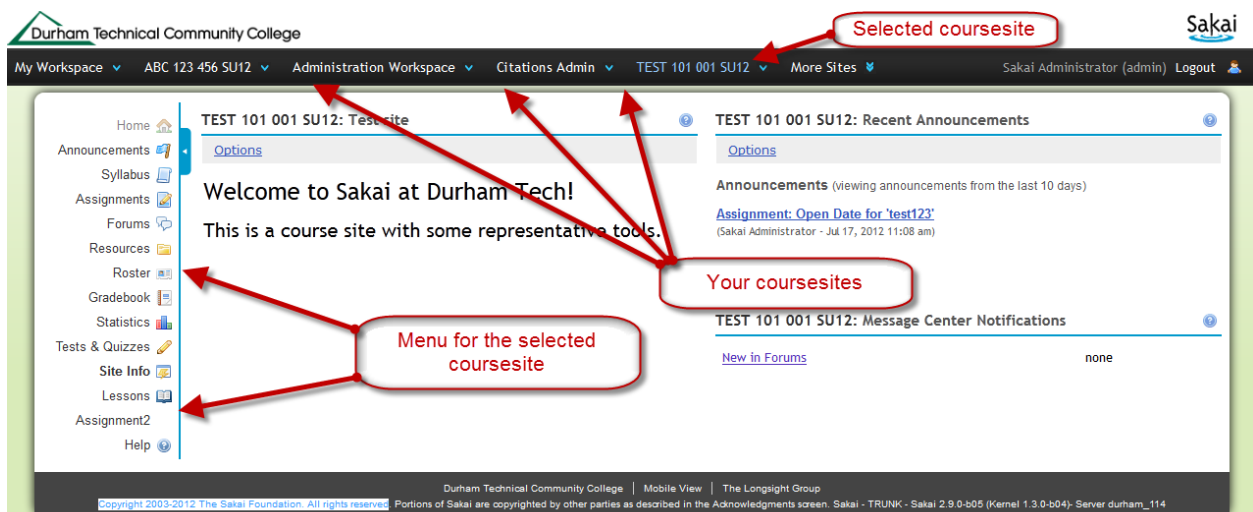
Login

1. Point your web browser to **<https://sakai.durhamtech.edu>**
2. Enter your network user ID and password then click “Login.”

Sakai display layout

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.



Configure your courses

Sakai sites for your courses have been created for you. Some of your colleagues have been enrolled in your course in the role of “student.” Your sites have been published so they and you can see the evolving course.

Add or remove tools

1. Click on a coursesite name.

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





2. Click on the tool named “Site Info” in the left-hand menu. (This approximates the Control Panel item in Blackboard)
3. 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 selecting or deselecting 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

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

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

For each tool, you can click on the icons     to edit the tool name, hide the tool from students, disable the tool for students or remove the tool.

2. Don't forget to click "Save"

List of course participants

1. 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 will be automatically updated from information provided by the registrar's office. Any deletions you make to the list of students or instructors will be overridden each night until the registrar's records have been updated. Any additions you make to the list will be preserved through the updating process.

Manage access to your course – DO NOT do this until told by the trainers to do so.

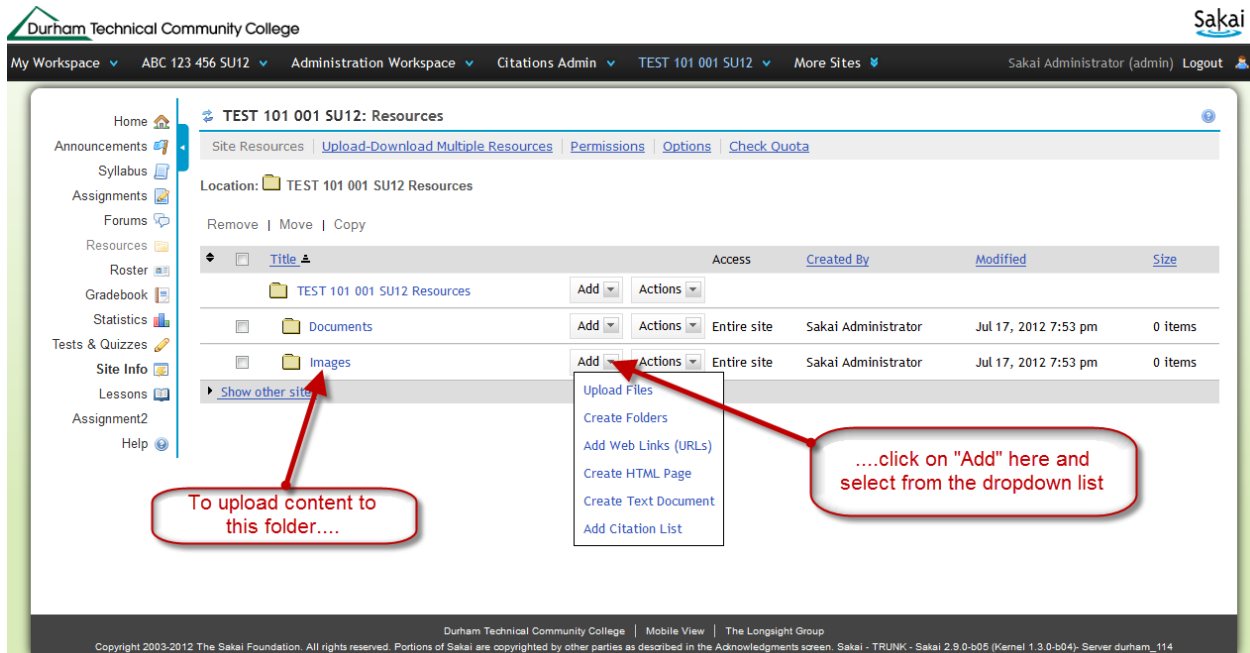
1. Navigate again to the Site Info tool and click on "Manage Access" at top of the display.
2. Check or uncheck the box adjacent to "Publish site" to make it accessible to the students enrolled in the course once you have set up the course for their use. You can unpublish and republish a course at any time through this checkbox.
3. 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).

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

You will see a hierarchical display of folders:



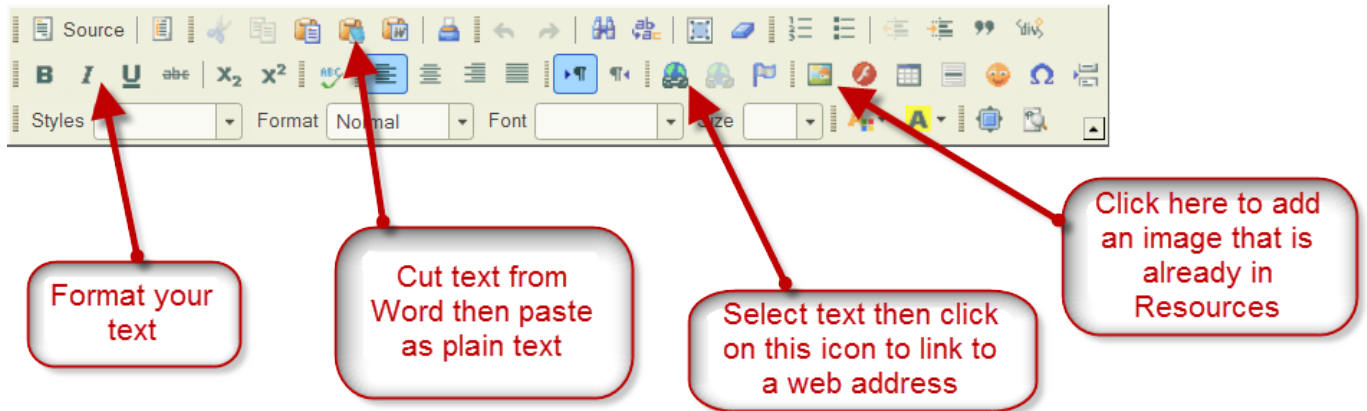
You can also expand the folder views by clicking on the small “+” symbol (indicating that a folder has content). Clicking on the item link itself will cause the item to be displayed. Clicking on the “Actions” drop down associated with a folder or item offers the opportunity to copy, move, remove, reorder 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? Click on “Upload-Download Multiple Resources” in the Resources tool to set up Sakai’s WebDAV interface between your computer and the Resources tool in any Sakai site. We recommend using Cyberduck (<http://cyberduck.ch/>) but please contact your local support staff for any assistance.

Create an assignment using the original Assignments tool

1. 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.
2. 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.*
3. Select a grade scale. Only “point” grade scales integrate with the gradebook.

4. Enter assignment instructions using the web editor:



5. 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).
6. Add attachments to the assignment as needed.
7. 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.
There are two general methods for creating a new assessment. You can create from scratch by selecting "Create using assessment builder" or "Create using markup text." The other option is to select "Import from file." If creating from scratch provide a title then click on "Create." Depending on your method you will now choose the format of your assessment (quiz, survey, test, *etc.*).

A screenshot of the 'CREATE FROM SCRATCH' form. It has two main sections separated by an 'OR' label. The left section is titled 'CREATE FROM SCRATCH' and contains an 'Assessment Title' text box, two radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text', and a 'Create' button. The right section is titled 'Import from File (XML or zip)' and contains an 'Import' button.

2. Click on "select a question type" to add a question (or under "Part" click on "select a 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.

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

4. Enter the answer feedback sections.
5. Click on “Save” then repeat the steps 2-5 to create additional questions.
6. When you have created all the assessment questions, click on “Settings.” Click on “Open” in order 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, Threads and Posts/Replies 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.

1. 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).
2. 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.

3. 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 Roundtable](#)

This is the forum for our weekly assigned postings. Be aware of the hierarchy: forums are the "container" for topics which contain threads and replies. Pay attention to the graphic boxes and indentation on this page.

► [View Full Description](#)



[What would happen if...](#) (10 messages - 10 unread) [New messages](#)

What if scenarios

► [View Full Description](#)



[Read and discuss #1: red tides](#) (7 messages - 7 unread) [New messages](#)

Read the attached and post your critical review.

► [View Full Description and attachments](#)

[Formative assessments of this course](#)

This is YOUR place to comment anonymously about your experience in this course. This is also an example how an instructor can change the permissions within a Forum to manage the discourse.

► [View Full Description](#)

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.

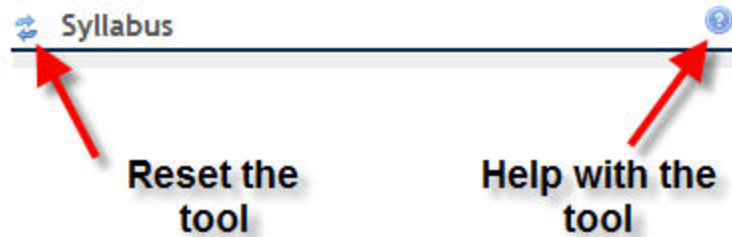
1. Login and click on "Syllabus" in the menu (or on Site Info then Edit Tools to add Syllabus if it wasn't already in the menu).
2. To place your syllabus within Sakai, click on "Create/Edit" then on "Add." Enter a title and syllabus content using the Sakai web editor. Selecting "This syllabus item is publicly viewable" 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.

3. 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.



For more instructional material on the use of Sakai, click on the Sakai Support tab at the top of the screen and navigate through the different tools in the menu on the left.