

Sakai 11 Lessons Basics

Where can you find step by step instructions for Lessons?

In the [Sakai 11 User Guide: Lessons](#) , you'll find graphics and instructions for the following features:
[https://sakai.screenstepslive.com/s/sakai_help/m/50750/l/552663-what-is-the-lessons-tool]

- How do I add text or add a website link to a Lessons page?
- How do I add a file from Resources to a Lessons page?
- How do I reorder items on a Lessons page? Add a subpage?

How to Find Closed-Captioned (Subtitled) YouTube videos

1. Go to [YouTube's web site](#) or <https://www.youtube.com/>
2. In the Search box, enter your **keyword(s)**
3. Click the **Filters** drop-down
4. Click on **Subtitles/CC**

How to Embed (Display) Videos in Lessons

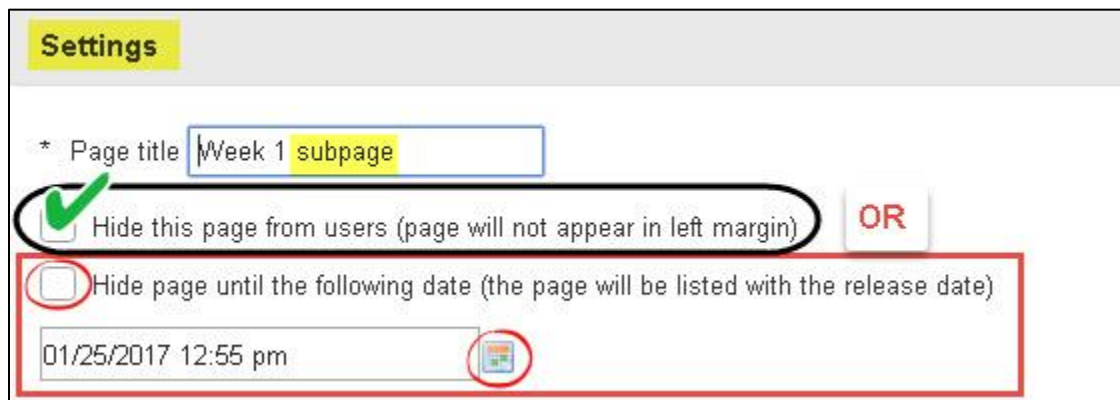
- In Lessons, click **Add Content:** (was Add Multimedia)
 - Click **Embed content on page**
- **Click on a new browser tab:** go to <https://www.youtube.com/>
- **Search and select your video,** below the video:
 1. Click **Share**
 2. Click **Embed**
 3. **Copy** the embed code (Ctrl-C)



- Click on the **browser tab** to return to Sakai;
- **Paste** (Ctrl-V) the embed code in the dialog URL "box", click **Save**, scroll down, click **Save** again.

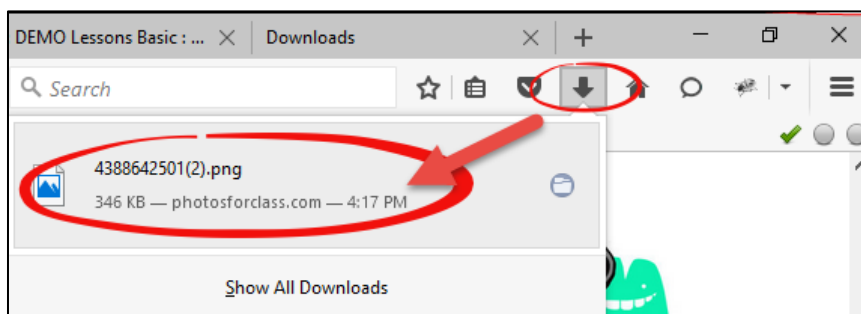
How to Hide or Release subpages in Lessons

- In Lessons, **click on the subpage**
- In the subpage, at the top, click on the “wheel” icon (Settings)
 - **To hide the page from students:**
 - Click beside the checkbox “**Hide this page from users**”
 - Click **Save** OR
 - **To hide the page until a specific date:**
 - Click beside the checkbox “**Hide page until the following date**” AND
 - **Click on the calendar to pick the date; click and drag the slider icons for the hour and minute** AND
 - Click on the **Done** button, click **Save**



How to Find Images to Display in Lessons (*Windows 10/Firefox*)

- Go to [Photos for Class](http://www.photosforclass.com/) or <http://www.photosforclass.com/>
- In the Search box, type in your **keyword(s)**
- Below your image, click on **Download** (it will automatically add the Creative Commons attribution on the image)
- If Needed: Click beside **Save File**;
 - Click **OK**
- On the top of your Firefox web browser, to the right of the web address, **click on the download button (down arrow)**. **Notice the name of your image** (in Photos for Class, it's often a number).
 - **Note:** Usually downloads are copied to your primary drive, in your “**Downloads**” folder.



How to Find Images to Display in Lessons (*Windows 7/Firefox*)

- Go to [Photos for Class](http://www.photosforclass.com/) or <http://www.photosforclass.com/>
- In the Search box, type in your **keyword(s)**
- Below your image, click on **Download** (it will automatically add the Creative Commons attribution on the image)
 - If asked, Click Ok to save the file
- **Change the image name and save it in a location you can find again**, such as your Desktop

How to Display (embed) Images in Lessons (Windows 10 or 7/Firefox)

- In Lessons, click on your **subpage**
- In your subpage, click on **Add Content, then Embed Content on page**
- Click on **Browse**, in the File Upload dialog box, look on the left, click on **Downloads** (or wherever you saved your file)
 - **Select your image file** (it often has a file type of png, jpg, or gif), click **Open** on the dialog box
- Back in Sakai, click on **Save. If your photo is too large-see below for Tips.**

Quick Tip: [How to change the size of an image \(or see below, to edit images\)](#)

- To the right of the image, click on the **“Edit”** icon
 - In the **width box, type 25%** (you don't need to change the height)
 - In **Alt Text, add a description** that will help your students who use a screen reader to know what you're displaying
 - Optionally: You can add a description or instructions in the Item Description box
 - Click **Save**. If the image is too small or too large, change the percentage and save again.

Edit Multimedia

Width:

Height:

Alt Text:

Item Description

[Change File or URL](#)

To resize or crop images: check out these [Image Editing resources](#) or https://courses.durhamtech.edu/wiki/index.php/Tools_for_Teaching#Edit_Images