How to add content to Lessons Student Pages in Sakai (as a student)

Some Sakai instructors assign student projects, where students add content directly to their Sakai site.

In this activity, we'll find out how to access Student Pages as a student, how to create your Student Page, and find out how to display a YouTube video, a link, and text in your Student Page. Also, we'll find out how to reorder items on your Student Page, display an image, and link to a document.

Step 1: Find Student Pages

1. Depending on how your instructor set up your course, your Student Pages may be located in Lessons, in a Lessons link (subpage), or on the main course menu. Here's one way you could find your Student Pages (*ask your instructor where to find your Student Pages*):

    - On the main course menu, click on the **Lessons** button to go into the Lessons area.

    - Click on **Examples,** then **click** on **Graded Student Pages.**
      Note: Student Pages can be graded or ungraded, check with your instructor for details.

Step 2: Add your Student Page

1. Once you know where to find your Student Pages, you'll see a blue box displayed with the heading **Student Pages**. Below the heading, you may see student names. Click on the link titled **Add Your Own Page**.
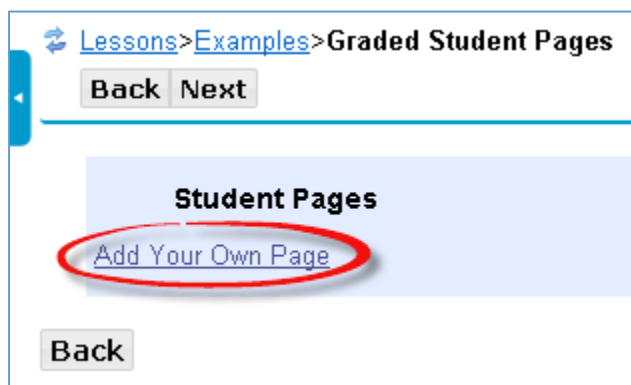

2. Now you'll see the **Student Page Help Information** displayed. Don't worry! Whenever you add your own Page or add a subpage (link to another page), you'll see the Help information. As soon as you add content, the Help information will disappear.
3. If you want to change your *Student Page title*:
    - Click on the **More Tools** button.
   - Click on **Edit Title**. *Type in your title*. Click **Save**.
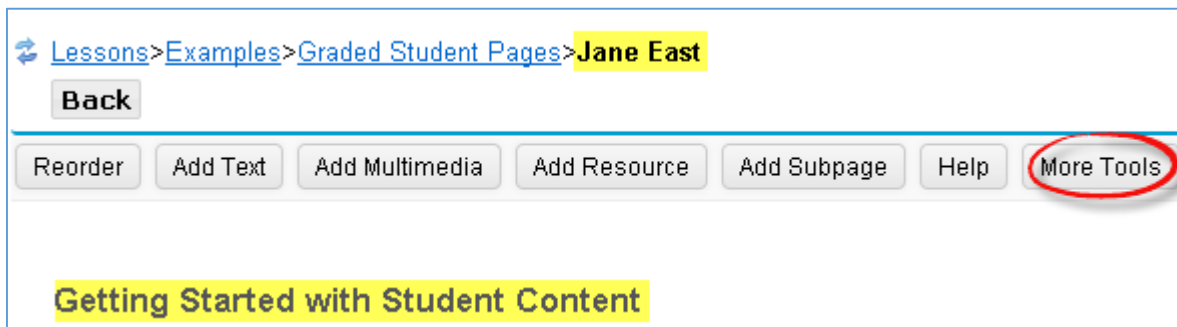
Step 3: Add Text

1. First, you may want to add a heading to your Student Page. Click on the **Add Text** button.
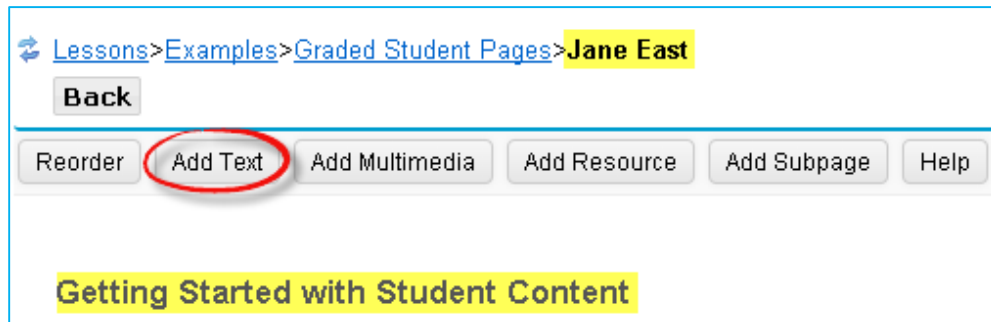

2. In the text editor, **type a heading**, such as *My Student Page*
3. If you want, you can format the text. You can *highlight the text* and click on the **bold** icon on the toolbar, or, if you're going to have lots of sub-headings, *highlight your text*, click on the **Format drop down box**, and click on a heading, such as **Heading 1**. Heading 2 will be a bit smaller, but also bold.
4. After you've typed and formatted your text: Click on the **Save** button. Now that you've added content, the Help information is gone. You'll see your text displayed along with the *Edit* button.
5. If you need to make changes, click on the *Edit* button. Click **Save** to save your updates.
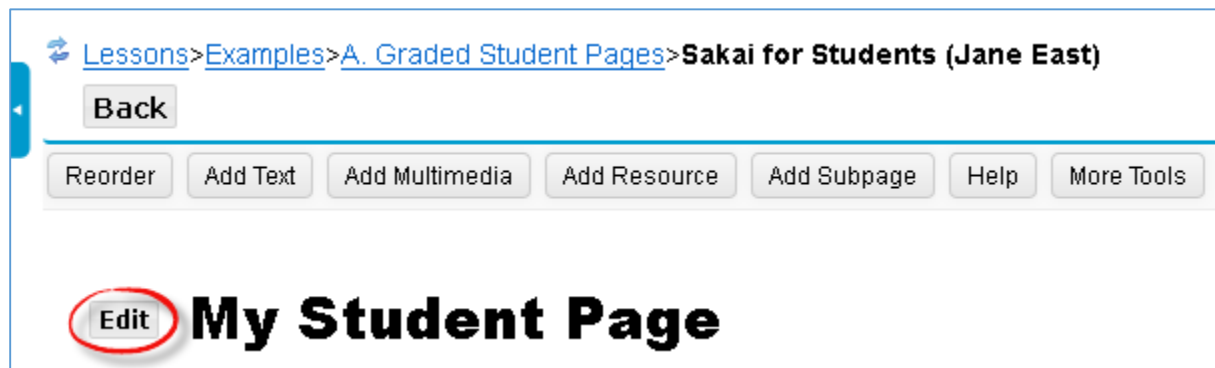
Step 4: Display a YouTube video

1. Let's display a YouTube video. You can use the *Add Multimedia* button to display images as well as YouTube videos. Lessons has been configured to display YouTube videos -- all you have to do is paste in the video's web address. To get your YouTube video web address:
   a. Click on a new web browser tab
   b. Type in http://www.youtube.com and *press enter*
   c. Type in a *search word* or more, such as *Sakai Durham Tech Students*
   d. Click on a video, such *as Sakai Tour for Students*
   e. At the top, click on the *web address to select it*, then *copy the web address*
   f. Close the web browser tab; you'll be returned to your Student Page

2. Click on the **Add Multimedia** button.
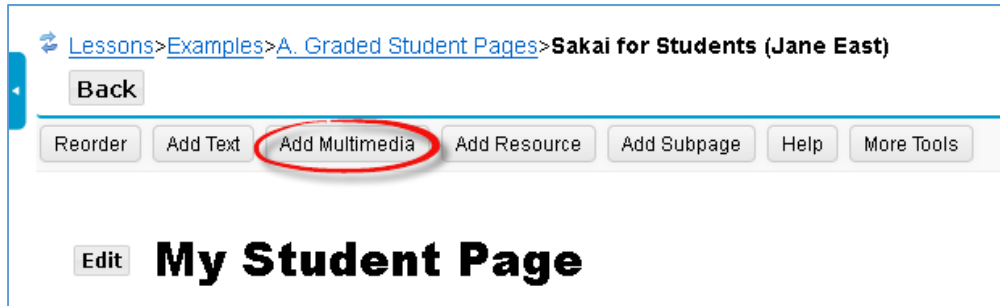
   a. Click on the URL box, and paste the web address, such as
https://www.youtube.com/watch?v=TZ1MfnWpNkI
   b. Click on the Save button. Your YouTube video is displayed.

3. If you need to change the YouTube video address, click on the **Edit** button. *Paste in the correct YouTube web address*. Click **Save**.
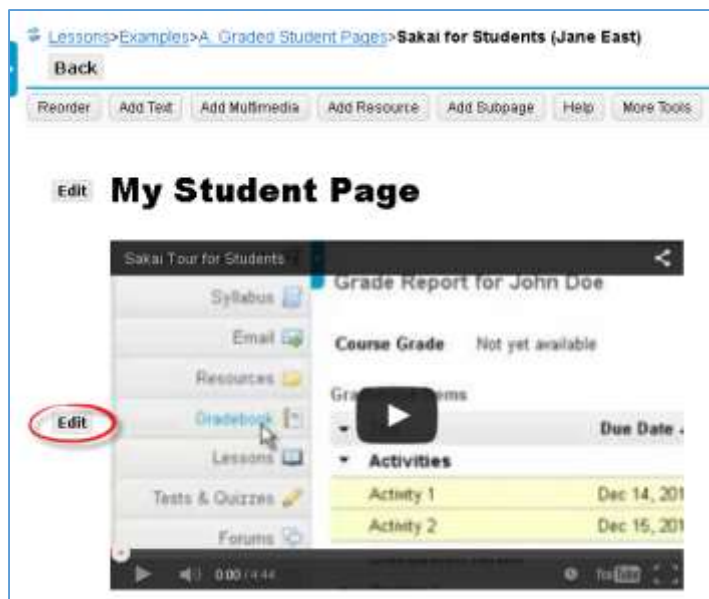

Note: *Only YouTube videos* can be displayed using the *Add Multimedia* button. For other types of videos, such as Vimeo, use *Add Text* and the *link button* to create a link to the video.

Step 5: Add Text and a Link

1. We should describe our video and provide a link to it, in case the video won't display for a student. Let's use the *Add Text* button to add text and a link. Click **Add Text.**
2. In the text editor, **type a description***, such as: *This video shows new students how to use Sakai*. ***Video doesn't display? Here's the video link:*** https://www.youtube.com/watch?v=TZ1MfnWpNkI
3. *Highlight the YouTube web address.* **Click** on the **link button** on the tool bar.
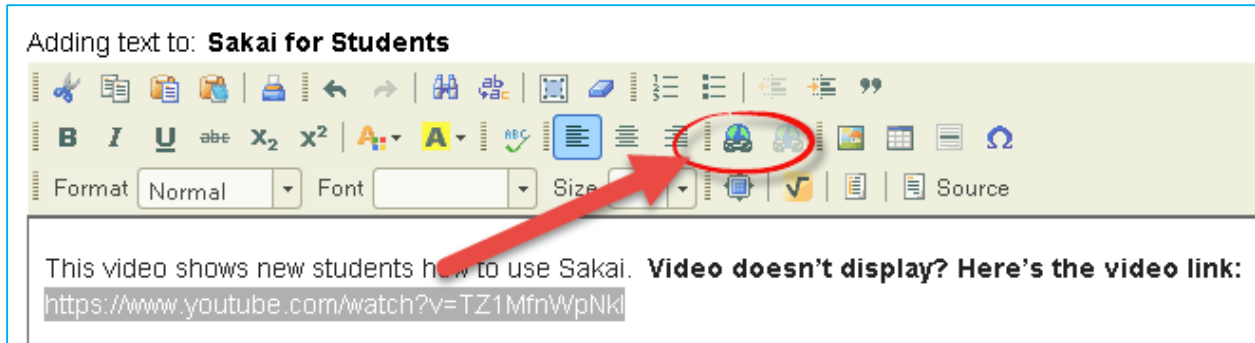

4. In the Link dialog box, **Click** and **paste the YouTube web address** in the *URL box*. Click **OK.**
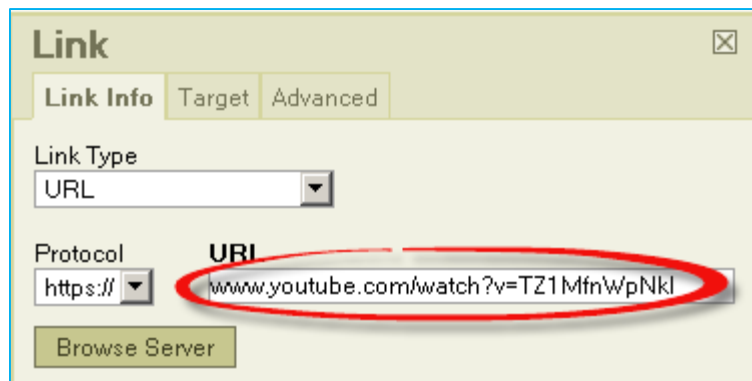

5. Click **Save**. Click on the link to your YouTube video. You'll be taken to a new web browser tab and can play the video. Close the web browser tab to return to Sakai.
6. The video description and link are displayed *below* the video. So how do we fix this? Now you'll use the Reorder button.

Step 6: Reorder

1. Click on the **Reorder** button.
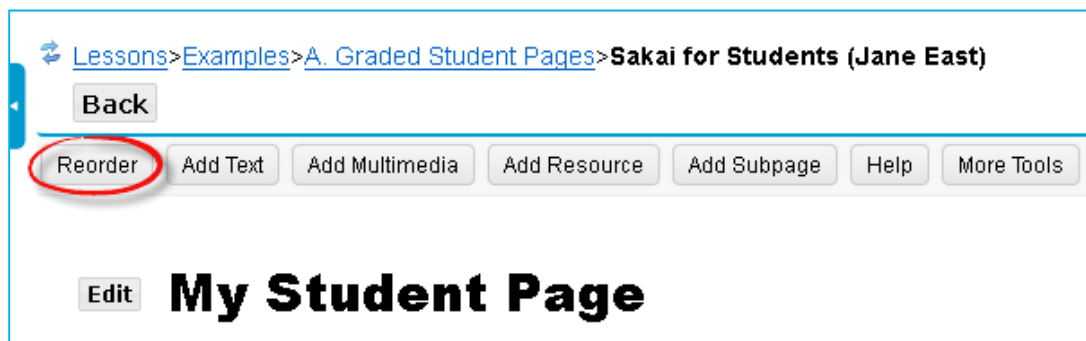
2. You can move your new text item (number 3 in the example below) by *clicking on it and dragging it up and dropping it into position* (under number 1 in the example below).
3. <mark>DO NOT drop anything below the tiny line that is highlighted in yellow below</mark>, or the items will be deleted. Forever deleted.
4. <mark>Now click **Save**</mark>. Your description is now displayed above the video, where it should be.
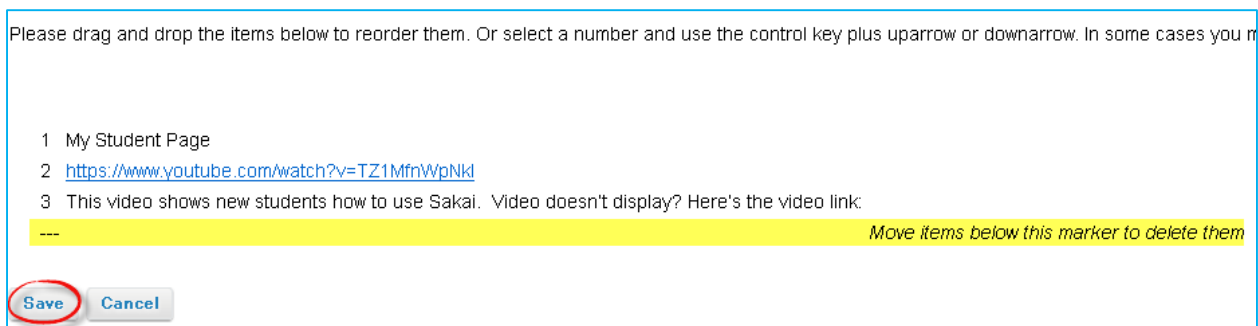
Step 7: Add Image

Unlike videos that you are just linking to, you usually have to find, download, and then upload an image. This means that people could think that the image you upload and display on your Student Page is an image you created. *You have three choices for finding images you can use on your Student Page:*

A. **Create your own images using one of these free tools or other tools you like to use:**

   a. 14 Tools to Make Engaging Images for your Social Media Posts: https://blog.bufferapp.com/14-tools-to-make-engaging-images-for-your-social-media-posts

   b. 5 Simple Easy Ways to Create Images for your Blog Posts http://coschedule.com/blog/create-great-images-blog-posts/

B. **Use Public Domain photos.** These are photos that people have donated for others to use; they have waived all their copyrights to their images or their copyrights have expired. Here are some excellent resources for finding Public Domain photos:

   a. Where can you find images you can *easily* add to your classes (without getting into trouble)?

   b. 5 Good Places for Students to Find Public Domain Images

C. **Use Creative Commons photos**. Some people allow others to use their photos, if you give them credit, or what is called attribution. In addition, they may require that you don't' use their photos for commercial reasons, and/or may not want you to change their photo. To find Creative Commons photos and learn how to correctly give credit to the artists:

   a. Here is the link to Creative Commons Search: http://search.creativecommons.org/

   b. Here are the Best Practices for Attribution (giving credit to artists): https://wiki.creativecommons.org/Marking/Users

1. Let's add a photo. Find a photo. For example, you can go to Bing Images, and search for Public domain images of students studying.
   a. In the Search box, type *studying students*, then press *Enter*.
   b. *To find just the Public domain photos*, that are free to use, below the search box, on the list of drop-down menu items, click on the *License* drop-down.
   c. Click on *Public Domain* (if you change your search, you'll need to click on *License* and *Public Domain* again).
   d. You *should* be shown only public domain photos, but some copyrighted photos may be mixed in. Move your cursor over a picture or click on a picture to find out more about it. For example, after clicking on this image, you can find out the following, below the photo:
      i. Picture title: "Student studying" by Peter Griffin
      ii. Dimensions: 617x 407 (these dimensions are in pixels) Size: 67 kB
      iii. File type: jpeg (Images are usually jpeg, jpg, gif or png)
      iv. It's source or web page: publicdomainpictures.net
   e. Click on the image source, publicdomainpictures.net, to check out the image's copyright. Based on the information provided, since we're *not* using this image commercially, and it's a public domain image, we are free to use the image, without providing attribution.
   f. You can download the file by *right-clicking on it*, then *left clicking on Save image as*. Save the image to a location you can easily find.
2. In Sakai in Lessons (on your student page), click on the **Add Multimedia** button.
3. Click on the **Browse** button.

4. Find your file, *select it*, click **Open.**
5. Beside the Browse button, you'll see the name of the file.
6. Click **Save.** Your photo will display. You could use one of the tools stated above to make the image smaller before displaying it. If you need your photo to display just a bit smaller, click on the *Edit* button. A good width for an image in Sakai is 200px or 300px; after typing 300px, click *Save*.
7. Now you can add a description of your photo and reorder the description above the image.

Step 8: Add a link to a document

You have a number of different ways you can add a link to a document, such as to a Word document, PDF, or a PowerPoint. If the document is available on the web, you can use Add Text to add a link to its web address, like you did in Step 5, when you added a link to a YouTube web address.

Otherwise, you can use Add Resource to upload your document; a link will be generated for you.

1. Create or find a document. For example, you can go to Sakai Student Resources at
   http://courses.durhamtech.edu/wiki/index.php/Sakai_Help_for_Students
2. At the top yellow box, download one of the Printable student login sheets (PDF), either for Credit Courses or Non-Credit Courses, to a location you can easily find.
3. In Student Pages, click on **Add Resource**.
4. Like you did when you displayed your image, click **Browse**.
5. Find your file, select it, click **Open**.
6. Now click **Save**.
7. Click on the link to your file. Your file will open in a new web browser tab.