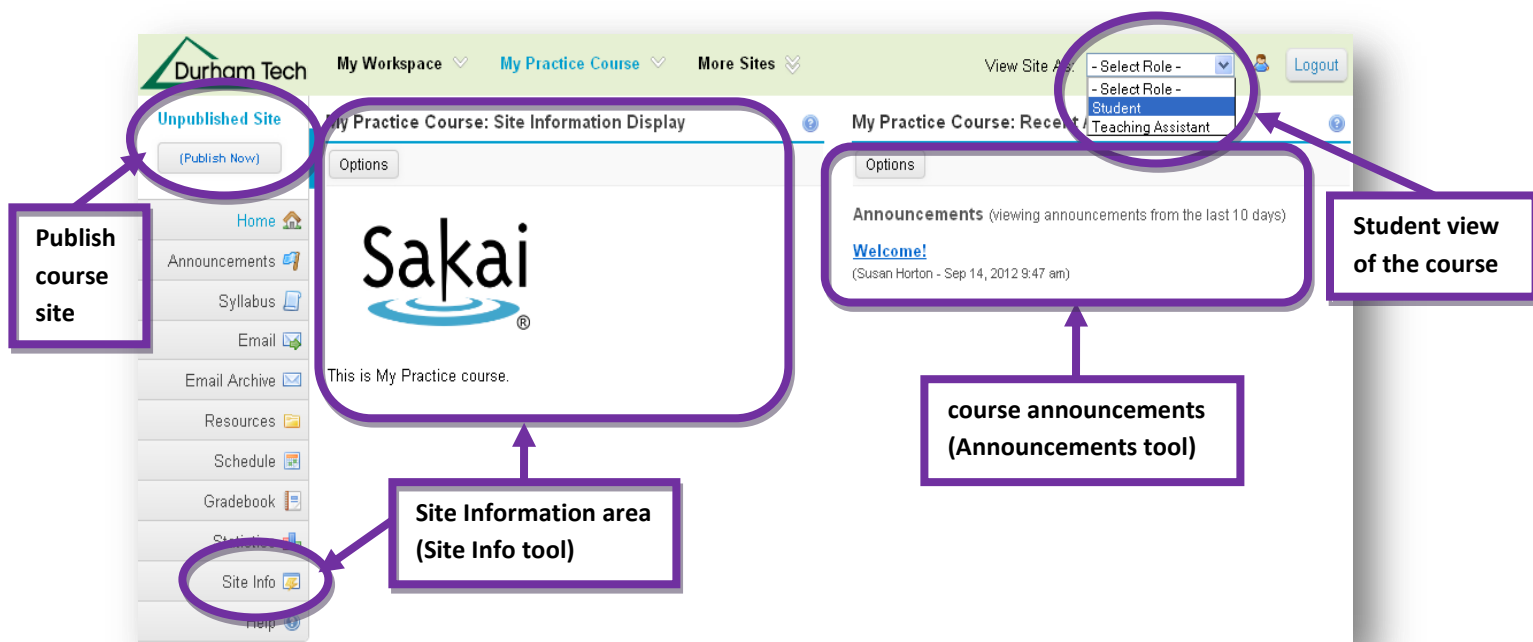


## Sakai Tools

### Navigate Sakai and Manage your Course Sites (Site Info tool)



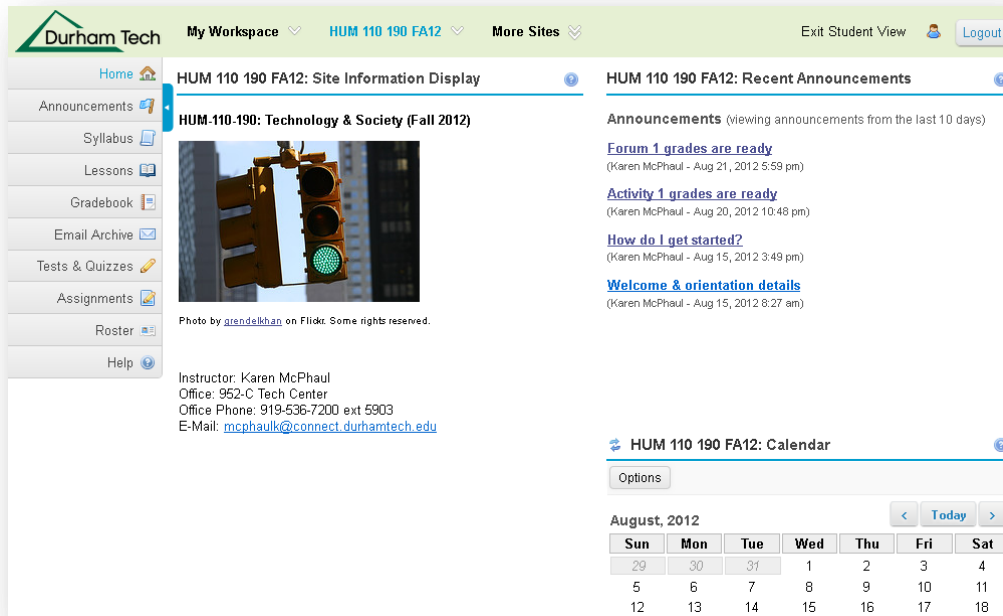
### View your Student Roster (Site Info / Participant List)

Sakai course sites have been automatically created for you and you are enrolled as the instructor in the courses you are teaching. View a list of your students by clicking on **Site Info** then scroll down to the **Participant List**.

### Student Enrollments and Drops in Sakai

Each morning at 8:30 am, a process runs that automatically adds students to your Sakai courses. This process also automatically sets to **inactive** any students who have dropped. **Please do not add or inactivate students yourself** -- just allow the daily process (which is fed from official rosters in Colleague) to handle it for you.

## Add your Faculty Info and a Course Image (Site Info / Edit Site Information)



The screenshot shows a Sakai course site for 'HUM 110 190 FA12: Site Information Display'. The left-hand menu includes Home, Announcements, Syllabus, Lessons, Gradebook, Email Archive, Tests & Quizzes, Assignments, Roster, and Help. The main content area features a course image of a traffic light, instructor information for Karen McPhaul, and a list of recent announcements including 'Forum 1 grades are ready', 'Activity 1 grades are ready', 'How do I get started?', and 'Welcome & orientation details'. A calendar for August 2012 is also visible at the bottom right.

The **Site Information** area is a good place to provide your faculty info and a course image (picture of your textbook, etc.) for your students. This information will display in the center section of the Home area of each of your course sites.

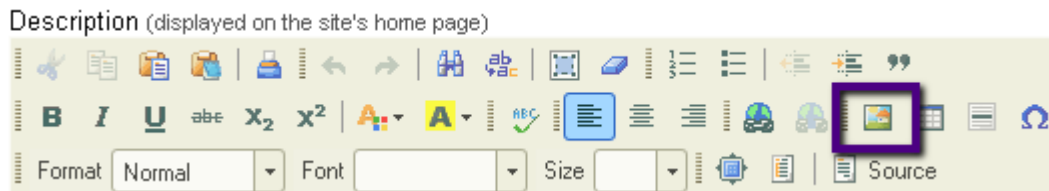
For other examples of courses, visit: [http://courses.durhamtech.edu/wiki/index.php/Sakai\\_Examples](http://courses.durhamtech.edu/wiki/index.php/Sakai_Examples)

To edit the **Site Information** area:

1. Click on the tool named **Site Info** in the left-hand course menu. The **Site Info** tool is like the Control Panel in Blackboard
2. Click on **Edit Site Information** (the first link at the top of the Site Info tool).
3. Go to the **Description** box and use the text editor to insert an image, and enter and format your instructor info.

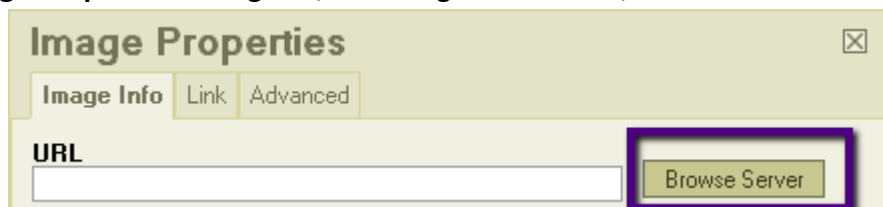
### Tips for Adding an Image

1. In the **text editor**, click on the **Image** icon



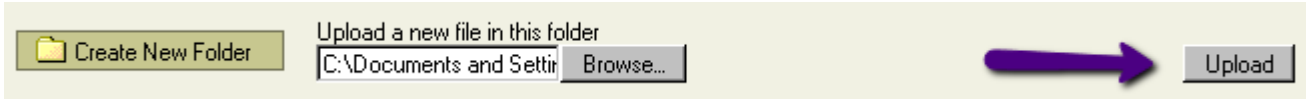
The screenshot shows a text editor toolbar with various icons. The 'Image' icon, which depicts a picture of a landscape, is highlighted with a purple box. Below the toolbar, there are dropdown menus for 'Format' (set to 'Normal'), 'Font', and 'Size', along with a 'Source' button.

2. In the **Image Properties** dialog box, to the right of the URL, click on the **Browse Server** button.



The screenshot shows the 'Image Properties' dialog box with three tabs: 'Image Info', 'Link', and 'Advanced'. The 'Image Info' tab is selected. Below the tabs, there is a 'URL' field and a 'Browse Server' button, both of which are highlighted with a purple box.

3. You'll now be in the **Text Editor Resources Browser** dialog box
  - a. At the bottom of the dialog box, click on the **Browse** button, to locate and select your image file.
  - b. Back in the dialog box, in the lower right, click on the **Upload** button. The image file name will appear in the file list in the dialog box.
  - c. Click the image file name to select it.



4. You'll return to the **Image Properties** dialog box. The URL will now contain your image address, and you'll see a preview of your image. If your image looks huge, we'll take care of that.
  - a. For **Alternative** text, type in a description of your image, such as: WEB-110 text cover
  - b. For **Width**, type in a number between 200 to 300 (it represents pixels, each dot on the screen). The height will automatically be adjusted.
  - c. If you want a line around your image, in **Border**, type a number of 1 or 2 (pixels)
  - d. If you want to place text next to the image, in **HSpace** (Horizontal Space), type a number of 1 to 5 (pixels). Space will be added to both sides of your image.
  - e. If your image needs space above and below it, in **VSpace** (Vertical Space), type a number of 1 to 5 (pixels).
  - f. In **Alignment**, we suggest you pick no alignment, or left. With left, some of your words will float to the right of your image.
  - g. Click on the **OK** button to add your image to your home page
  - h. When done with adding your course and instructor information, click **Continue**, then **Finish**.
  - i. To see what your course image looks like, click on the **Home** button on the course menu.



**This image has the following Image Properties:**

- Alternative Text: WEB-110 text cover
- Width: 200 Height: 258
- Border: 1
- HSpace: 5
- No VSpace
- Alignment: Left





### **Add Tools to your Courses (Site Info / Edit Tools)**

Sakai has a lot of tools that you can add to and use in your courses! Your practice course contains a set of default tools: Home, Announcements, Syllabus, Email, Email Archive, Resources, Schedule, Gradebook, Statistics, Site Info, Help. If you'd like to try out some of the other Sakai tools, you must turn them on.

To see a list of Sakai tools and add them to your courses:

1. Go to the **Site Info** tool and click on **Edit Tools** (one of the links at the top of the **Site Info** tool).
2. Add tools by clicking on the check boxes beside the tool names.
3. Click **Save** to see a summary of changes (**in red**) then click **Finish** to add the tools to your course menu.

### **Reorder the Course Menu (Site Info / Page Order)**

1. Go to the **Site Info** tool and click on **Page Order** (one of the links at the top of the Site Info tool).
2. Drag-and-drop the menu items (tools) in this list to reorder the left-hand course menu.
3. Click on the icons     to edit the name of the tool, hide the tool from students, disable the tool for students, or remove the tool from your course menu.
4. Be sure to click **Save**.

### **Publish your Course Site (make your course available to students)**

When you are ready for students to access your course, click the **Publish Now** button in the upper left of your course site (just below the Durham Tech logo). By default, courses are marked unpublished until you make them available to students.

### **Unpublish your Course Site (make course site unavailable to students) (Site Info / Manage Access)**

1. Go to the Site Info tool and click on **Manage Access** (one of the links at the top of the Site Info tool).
2. Under **Site Status**, select **Leave as Draft - accessible only to site maintainers**.
3. Click on **Update**.
4. When you are ready for students to access your course again, click the **Publish Now** button in the upper left of your course site (just below the Durham Tech logo).