Intermediate Sakai: Basic Competencies

The Intermediate Sakai online workshop helps instructors develop skills that are essential for teaching online and hybrid courses (and may be useful for teaching face-to-face classes as well).

Pre-requisite knowledge: Before taking the Intermediate Sakai workshop, it is expected that instructors have completed the Intro to Sakai workshop and/or have acquired the basic competencies covered in that workshop. See Intro to Sakai Basic Competencies

Upon completion of the Intermediate Sakai workshop, instructors should be able to do the following:

- **Gradebook**
  - Set up the Gradebook for your course site
  - Create a Gradebook item and enter student grades

- **Forum**
  - Submit Forum posts and replies
  - Set up Forum topics for online class discussions

- **Assignments**
  - Submit a file in Assignments as a student
  - Set up an Assignment to collect files from students (enabling Turnitin for plagiarism-checking, if desired)

- **Tests & Quizzes**
  - Take an online Test or Quiz as a student
  - Create and publish an online Test or Quiz

- **Lessons**
  - Establish a consistent course structure by creating weekly subpages in Lessons
  - Add a variety of content to Lessons subpages, including text, links to documents or websites, and links to forum discussions, assignments, and tests/quizzes
  - Find closed captioned videos on YouTube or Films on Demand, and link to or embed them on a Lessons subpage
  - Organize the Lessons area and the course menu by hiding and reordering items

- Have a basic understanding of the processes below and be able to locate step-by-step instructions to perform them:
  - Calculating final student grades in the Gradebook
  - Grading Forum posts and providing feedback to students
  - Grading Assignments and releasing grades and feedback to students
  - Grading Tests & Quizzes and releasing grades and feedback to students

- Apply best practices to facilitate effective discussions, assignments, and testing in an online learning environment