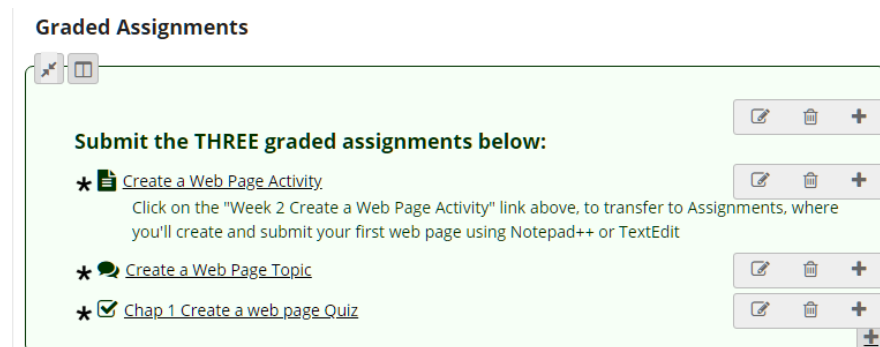


Sakai Tips and Hidden Gems

Lessons--Your students' "one-stop shopping" place

To help your students find their weekly activities, **add links** to the week's assignment, topic or test in your weekly **subpage**.



To create activity/tool links, follow Step 8 ("Add tool links to activities") of the [How to Build a Well-Designed Subpage \(PDF\)](https://go.durhamtech.edu/sakai-add-subpage) (go.durhamtech.edu/sakai-add-subpage).

To learn more about how to build a well-designed weekly subpage, visit [Sakai Lessons Resources](https://go.durhamtech.edu/sakai-lessons) (go.durhamtech.edu/sakai-lessons), and check out the "Getting Started" area for the *Weekly Lesson Template* and its *guide* which contains ideas for setting up your site.

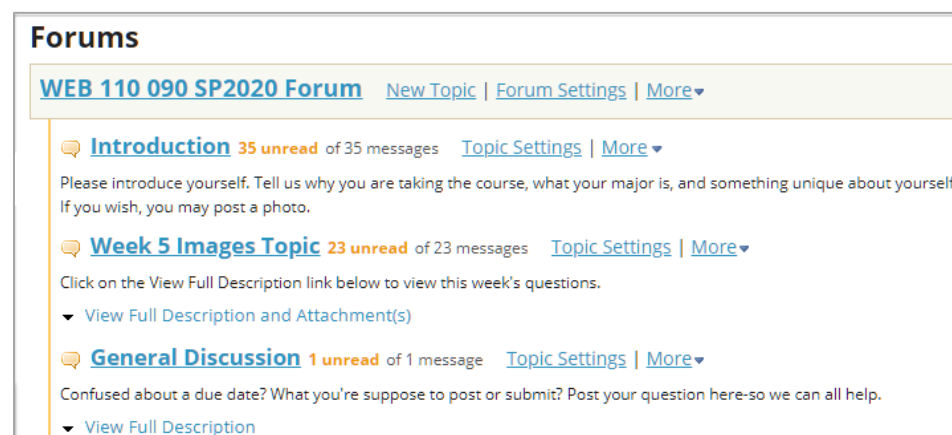
◆ Lessons Hidden Gems ◆

On the [Sakai Lessons Resources](https://go.durhamtech.edu/sakai-lessons) page, you'll find videos/instructions for utilizing colorful and interactive Lessons features, such as:

- subpage section breaks and colors
- collapsible sections
- checklists

Forums—One Course Forum, Many Topics

Students and instructors can only post in **Topics**, not [Forums](https://go.durhamtech.edu/sakai-forums) (https://go.durhamtech.edu/sakai-forums).



To create a forum and many topics, please review [How to Set Up Forum Topics in Sakai \(PDF\)](https://go.durhamtech.edu/sakai-create-topics) (go.durhamtech.edu/sakai-create-topics).

Gradebook Set up

Make sure your [Gradebook](https://go.durhamtech.edu/sakai-gradebook) (https://go.durhamtech.edu/sakai-gradebook) matches the **grading scheme** in your **Syllabus**.

In [How to Set Up Your Gradebook in Sakai \(PDF\)](https://go.durhamtech.edu/sakai-create-gradebook) (go.durhamtech.edu/sakai-create-gradebook), you can learn the following:

- Step 1: Tips for setting up your Gradebook organization
- Step 2: How to make course grades available to students (shown below)
- Step 3: Discover how to customize the grading scale

Grades Import / Export Permissions **Settings**

Settings

[Grade Entry](#)

Grade Release Rules

- Display released Gradebook items to students
- Display final course grade to students
 - Letter Grade
 - Percentage
 - Points

◆ Gradebook Hidden Gems ◆

On the [Gradebook Resources page](#), you'll discover:

- How to hide/view columns while grading in the *How to View Grades* handout/video, and
- How to use Bulk Edit to quickly add gradebook items to your final course grades in the *How to Calculate Final Grades* handout/video

Tests & Quizzes Do's and Don'ts

Before publishing [Tests](https://go.durhamtech.edu/sakai-tests) (https://go.durhamtech.edu/sakai-tests) or making them available to students, use the checklist below.

- Do: [Best Practices for Online Testing \(PDF\)](#) (go.durhamtech.edu/sakai-test-tips)
- Do: For **Published** copies: Use **Actions-Settings** to make changes to your test dates
- Do: For **Master** copies: Use **Actions-Edit** to add or change questions and answers
- Don't: **Never delete** the Master copy of a test you want to use again!

Title	Status	Due	Remove?
Week 1 Orientation Quiz	Published - Active	Jul 8, 2020 11:55 PM	<input type="checkbox"/>
Master - Week 1 Orientation Quiz	Master	Jul 17, 2020 11:55 PM	<input type="checkbox"/>

Assignments Tips

Get the most out of student [Assignments](https://go.durhamtech.edu/sakai-assignments) (go.durhamtech.edu/sakai-assignments) by following the [Best Practices for Assignments \(PDF\)](https://go.durhamtech.edu/akai-assignment-tips) (go.durhamtech.edu/akai-assignment-tips).

Tip 1: Students can see the open and due date, but if used, students **never see the accept until date**. If you want students to know about the accept until date, tell them.

The screenshot shows the 'Assignments' interface. At the top, there's a 'Student View' callout. Below it is a table with columns: Assignment Title, Status, Open Date, and Due Date. The first row shows 'Week 2 Create a Web Page' with status 'Not Started', an open date of 'Jul 1, 2020 8:00 AM', and a due date of 'Jul 15, 2020 11:55 PM'. Below the table is the 'Availability' section. It has three date pickers: 'Open Date *' (07/01/2020 08:00 am), 'Due Date *' (07/15/2020 11:55 pm), and 'Accept Until *' (07/16/2020 11:55 pm). A callout 'Instructor View' points to the 'Accept Until' date. Below the dates are instructions: 'Students can not save or submit the assignment until the open date.' and 'Assignments cannot be submitted after the close date.'

Tip 2: Below the open, due and accept until dates, Instructors can check “Send a reminder email 24 hours before the due date”, to help students submit their assignments on time!

The screenshot shows the 'Availability' settings for an assignment. It has three date pickers: 'Open Date *' (07/16/2020 05:45 pm), 'Due Date *' (07/29/2020 01:50 pm), and 'Accept Until *' (07/30/2020 05:45 pm). Below the dates are instructions: 'Students can not save or submit the assignment until the open date.' and 'Assignments cannot be submitted after the close date.' At the bottom, there are four checkboxes: 'Send a reminder email 24 hours before the due date' (checked), 'Hide due date from students', 'Add due date to calendar', and 'Add an announcement about the open date to Announcements'. A green arrow points to the checked checkbox.

Sakai Resources

What else is available? The Durham Tech Online Course Guidelines and Sakai instructor help.

- [Curriculum Online Course Guidelines](https://go.durhamtech.edu/online-course-guide) https://go.durhamtech.edu/online-course-guide
- [Sakai Resources for Instructors](https://go.durhamtech.edu/sakai-instructors) https://go.durhamtech.edu/sakai-instructors