Sakai 12 Instructor Guide
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Getting Started
How do I navigate within a site?

It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

Currently selected site.

The currently selected site will appear highlighted in a different color in the site navigation bar.

The Tool Menu.

The Tool Menu is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site. The currently selected tool is highlighted in a different background color than the rest of the Tool Menu and with a solid colored line showing along the left border of the item.

Select the tool's name to go to the corresponding tool.
The Overview page.

Overview on the Tool Menu takes you to the primary landing page for the site you're in. Overview pages can contain a list of recent announcements, recent message or forum discussions, calendar posts and other selected resources for that specific site.

Resetting a tool.

When you're using a tool, selecting the tool's name in either the Tool Menu or the content frame takes you back to the first page of that tool and resets the tool to the landing page for the tool.

Online help.

You can get help by selecting Help in the Tool Menu. You can also get contextual help by selecting the Help link within the tool content frame.

Help in the Tool Menu.
Contextual help for a given tool.
How do I publish my course site?

By default, sites in Sakai are Unpublished when they are first created. This gives instructors or course designers a chance to go in and edit the content of the site before it is available to students and other users. Sites will automatically be unpublished after a certain date. See Sakai Administrative Schedule for unpublishing dates.

Unpublished Site Indicator

If you see the Unpublished Site indicator at the top of your site, that means your site is unpublished and is unavailable to students, course builders, or tutors in a course site and users with the access role in a project site.

If the Unpublished Site indicator does not appear, this means that your site has already been published.

Instructors always have access to both publish and unpublish courses in which they are enrolled.

Click the (Publish Now) button to make your site available to all enrolled users.

Note: You may also publish/unpublish your site from the Manage Access area in Site Info.
How do I add my syllabus as a file attachment?

Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu in your site.

**Click Add Item.**

---

**No Syllabus currently exists.**

---

An "Add Item" window opens where you type the name of the item - "Syllabus Spring 2014" for example.
Type the Title of the item and click Add.

Title
Sakai Fall 2017

Add Attachments

Click the Add attachments button to browse for your file.
Browse for your file.

To select the file from your computer, click the Browse.. button. OR if the file is in your Resources, you may attach it by clicking Attach a copy.

Publish Your Syllabus

You will be returned to the main Syllabus screen. To publish your syllabus, click the gray light bulb icon. The icon turns yellow to signify that the syllabus is published.
To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.
How do I send an Email message?

Go to Email.

Select the Email tool from the Tool Menu of your site.

Select the message recipients.

When you compose a message in the Email tool, you have the option to select recipients in the course by role, section, or group. You may also add other recipients who are not enrolled in the course.

Select All.

Select the toggle next to All to send an email to everyone in the site.
Choose recipients by role.

Select the Roles link to expand the list of roles within the site. You may also select the link for a role (e.g. Student) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

Select the Roles link to expand the list of roles within the site. You may also select the link for a role (e.g. Student) to expand the list and show individual users.

Note that Sections are not used at Loyola, so selecting the Sections link will not result in a list of recipients to choose.
Choose recipients by group.

Select the Groups link to expand the list of existing groups within the site. You may also select the link for a group (e.g. Group 1) to expand the list and show individual users in that group.

Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.

Separate additional email addresses with commas or semicolons.
To send a message to a user who is not enrolled in the site, select the **Other Recipients** link, and enter the email address or addresses (separated by commas) into the text area provided.

**Enter a subject line.**

**Subject:** Welcome

Give your email message a subject.

**Add an attachment. (Optional)**

[Attach a file]

Select the **Attach a file** link if you would like to browse for and attach a file to your email.

**Enter the message body text.**

Use the Rich Text Editor to compose your message.

**Select to receive a copy. (Optional)**

[Send me a copy]

If you would like to be copied on the email message, select the box next to **Send me a copy**.

---

*Sakai does not keep a copy of emails sent through the Email tool. If wanting a record of a sent email, make sure to select this option.*
Select to add to Email Archive. (Optional)

- Add to Email Archive, visible to all site participants

If you would like the email message to be added to the course Email Archive, select the box next to Add to Email Archive, visible to all site participants.

Note: This option only appears if the Email Archive tool is active in your site.

Append list of recipients. (Optional)

- Append list of recipients to message

If you would like recipients to see the users copied on the message, select this option to include the recipient list in the message.

Select Send Mail.

Send Mail  Cancel

The message will be sent using your Loyola email address.
How do I add an announcement?

Go to the Announcements tool.

Select the **Announcements** tool from the Tool Menu of your site.

Select Add.

**Announcements**

(viewing announcements from the last 365 days)

Title your announcement and add content.

**Post Announcement**

Complete the form, then choose the appropriate button at the bottom.

Required items marked with an asterisk (*).

- **Announcement title**: Welcome!
- **Body**: Please begin by reviewing the syllabus. After your review, please post an introductory message in the Forums tool.
Give your announcement a title, and then enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

**Determine who can view the announcement.**

**Access**

- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**
- Display this announcement **to selected groups** only

By default, all people enrolled in this site see the announcement.

Making the announcement “publicly viewable” means that you can send a link to the announcement to people outside the course, even outside your instance of Sakai, and the announcement will be viewable by them.

**Post announcement to group(s). (Optional)**

**Access**

- Only **members of this site** can see this announcement
- This announcement is **publicly viewable**
- Display this announcement **to selected groups** only

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td></td>
</tr>
</tbody>
</table>

If you have created groups in your course, the option to display to groups is shown. Select the group(s) you want to see the announcement. Only the individuals in the selected group(s) will see this announcement.

**Select when the announcement will be displayed.**

**Availability**

- **Show** - (Post and display this announcement immediately)
- **Hide** - (Draft mode - Do not display this announcement at this time)
- **Specify Dates** - (Choose when this announcement will be displayed)
By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.

Select availability dates. (Optional)

**Availability**

- **Show** - *(Post and display this announcement immediately)*
- **Hide** - *(Draft mode - Do not display this announcement at this time)*
- **Specify Dates** - *(Choose when this announcement will be displayed)*

Select the box beside **Beginning** or **Ending**, and select the calendar icon to insert the properly formatted date and time when the announcement will begin or end.

Select the date on the calendar, use the sliders to select the time, and select **Done**.

If you want the announcement to display during a specific time frame, choose **Specify Dates**. Select the box beside **Beginning** or **Ending**, and select the calendar icon to insert the properly formatted date and time when the announcement will begin or end.
Add attachments. (Optional)

Select the **Add Attachments** button

Browse for the file.

If the file is not already in your Resources in the course, select **Choose File** to locate the file on your computer. Select **Continue** to attach the file.

If the file is in your Resources, select **Attach a copy** to the right of the file. Select **Continue** to attach the file.
Notify participants of announcement by email. (Optional)

By default, no email notification is sent. You may also select:

- **High - All participants** to send an email to everyone in the course.
- **Low - Not received by those who have opted out** to send to everyone except people who have intentionally changed their settings so that they don't receive low priority messages.

Select Post Announcement.
How do I add an assignment?

Go to the Assignment tool.

Select the Assignments tool from the Tools Menu in your site.

Click Add.

Click the Add button to add a new assignment.

Give your assignment a title.

The title of your assignment should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.
Specify the availability.

When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

1. The **Open Date** for your assignment is when it becomes available for students.
2. The **Due Date** is the deadline to turn in the assignment.
3. The **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.) If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.

Tip: Often, faculty like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

Choose the submission format.

There are several submission formats that you may accept.

- **Inline and Attachments**: This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.
• **Inline only**: Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.

• **Attachments only**: This format removes the rich text editor option and leaves only the attachment option available.

• **Non-electronic**: This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.

• **Single Uploaded File only**: If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)

Choose your preferred format from the drop-down menu.

**Allow resubmission. (Optional)**

If you select **Allow Resubmission**, you may specify:

1. The number of resubmissions allowed for the class.
2. The deadline for resubmitting.
3. You may also select to notify students via email when the grade is released and resubmission is available.

*Tip: You may also choose to allow resubmissions on an individual basis when you grade student submissions.*

**Choose the grade scale.**

There are several grade scales to choose from:

• **No grade**: This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading in Sakai.

• **Letter grade**: You may select this option if you like to grade your assignments by letter grade only.
• **Points**: Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.

• **Pass/Fail**: Designates an assignment as pass/fail.

• **Checkmark**: Allows you to mark assignments with a checkmark for completion.

Select the assignment’s grade scale from the drop-down menu.

*Note: The only grade scale option that can be added to the gradebook automatically is **Points**.*

### Enter maximum points.

```
Grade Scale *    Points
```

```
For points, enter maximum possible
25
```

If you select **Points** as the grade scale, you must enter a maximum number of points for the assignment.

### Add assignment instructions.

```
Assignment Instructions *
```

Enter the instructions for the assignment into the [Rich Text Editor](#). You may use the editor to format your assignment description, and add images, links, or other media if desired.

### Hide due date from students. (Optional)

- [Hide due date from students](#)

If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option.
Add due date to Schedule. (Optional)

If you would like your assignment due date to be added automatically to the Schedule (a.k.a. Calendar) in your class, check the Add due date to Schedule box.

Add an announcement. (Optional)

If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the Add an announcement about the open date to Announcements box. If you enable an announcement about the open date, you will also have the option to choose an email notification for the announcement.

Note: The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.

Add honor pledge. (Optional)

If you would like to add an honor pledge to your assignment, check the Add honor pledge box.

Student view of honor pledge.

When the honor pledge option is selected, students must accept the statement pictured above that reads "I have neither given nor received aid on this assignment" in order to submit their assignment.

TurnItIn

Turnitin Plagiarism Service

Select to have submitted assignment sent to the Turnitin plagiarism services to check for inappropriate copying.
The default selection is **Do not add assignment to Gradebook**. If you would like your assignment added to the gradebook, you may select either of the following options:

- **Add assignment to Gradebook**: This will create a new item in the gradebook with the same name as your assignment title.
- **Associate with existing Gradebook entry**: This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and you want to use one of them, rather than creating a new assignment.

   You may only link an assignment to a single gradebook item, and vice versa.

Select the radio button for the gradebook option you would like to use.

---

**Tip: Remember that you must have a Points grade scale in order to add the assignment to the gradebook!**

---

**Additional Assignment Options**

**Peer assessment.**

**Use peer assessment**

Peer assessment requires a points grading scale and do not allow group assignments.

Evaluation Period Finishes: 07/04/2017 06:10 pm

- Anonymous evaluation
- Allow students to see reviews of their submissions
- Number of submissions students must review

Instructions for reviewers:

Peer assessment facilitates student peer review of assignments.
If you select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

- The evaluation period end date. (This date must be after the Accept Until date for the assignment.)
- Whether or not reviews are anonymous.
- Whether or not students may see reviews of their own assignments.
- The number of reviews each student must complete.
- Instructions for reviewers.

*Note: You must be using a Points grade scale in order to enable peer review.*

**Group Submissions (Optional)**

Choose from the following options:

- No additional assignment options
- Use peer assessment
- **Group Submission - One submission per group**

If you select the radio button for **Group Submission - One submission per group** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

*Note: You cannot enable both Peer Assessment and Group Submission for the same assignment.*

**Access.**

**Access (also limits groups for group submissions)**

- Display to site
- Display only to selected groups

You may display your assignment to everyone in the site (the default), or to selected groups.

*Note: You must have existing groups in your site in order for the **Display to selected groups** option to appear.*
Display only to selected groups. (Optional)

Access (also limits groups for group submissions)

- Display to site
- Display only to selected groups

Select one or more groups to display the assignment to those groups only. If you selected the Group Submission option, you may limit the groups that are allowed to submit here.

Note: The display option only controls the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.

Tip: If you want students to submit one assignment per group, use the Group Submission - One submission per group option above.

Submission notification.

Submission Notification Email Options:

- Do not send notification emails for any student submissions
- Send a notification email for each student submission
- Send one email per day summarizing notifications for student submissions

The default notification setting is Do not send me notification emails for any student submissions. If you would like to be notified, select either of the following two options:

- Send me a notification email for each student submission: This option will send a separate email for each student immediately upon submission.
- Send me one email per day summarizing notifications for student submissions: This option will send a digest email listing all student submissions for that day.

Choose the radio button for the notification setting you prefer.

Note: The notification email message will be sent to the external email address for your Sakai user account. It does not send the notification to the Sakai Messages tool.
Released grade notification.

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

The default notification setting is **Do not send notification email to student when the grade is released**.

If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released**.

*Note: The notification email message will be sent to the external email address for the student's Sakai user account. It does not send the notification to the Sakai Messages tool.*

Attachments. (Optional)

If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, click the **Add attachments** button to browse for and attach file/s.

Additional information. (Optional)

This section gives you the option of including additional information, such as a **Model Answer**, **Private Note**, or **All Purpose Item**. Click the **Add** link to add any of these items.
The model answer can provide an example of the ideal correct answer or solution for a particular assignment.

1. You may enter your model answer in the text box provided.
2. You may also click the Add Attachments button to browse for and select a file containing the model answer and/or solution.
3. Select when you would like the model answer to be displayed: Before student starts assignment, After student submits, After submission is graded and returned, or After accept-until date.
4. Click Save to save your changes.
Private note.

If you would like to make any private notes which are not visible to students, you may enter them here.

1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Click Save to save your changes.
You may also create an **All Purpose Item** which can be displayed based on specific dates or users.

1. Enter a **Title** for your item.
2. Enter the content of the item in the text box provided.
3. You may also click **Add Attachments** to browse for and attach file/s.
4. Select when the item should be displayed.
5. Choose which users can see the item.
6. Click **Save** to save your changes.

**Post your assignment.**

Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.
How do I set up my Gradebook?

The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Go to Gradebook.

Select the **Gradebook** tool from the Tool Menu in your site.

Click Settings.

**Settings**

- **Grade Entry**
- **Grade Release Rules**
- **Categories & Weighting**
- **Grading Schema**

Save Changes  Cancel
Grade Entry.

You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.

Grade Release Rules.

1. Check the **Display released Gradebook items** to students box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.
3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, and/or **Points**. If you select **Points**, you will not be able to select **Categories & weighting** in the next step.
Categories and Weighting.

You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

*Tip:* If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.

Adding categories.

1. Select the radio button for **Categories only**.
2. Enter a title for the category in the text box provided.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.
Adding weighting.

1. Select the radio button for **Categories & Weighting**.
2. Enter the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

*Note: The percentage for all categories taken together must equal 100%.*

Enabling drop lowest and/or keep highest.

<table>
<thead>
<tr>
<th>Category</th>
<th>%</th>
<th>Extra Credit</th>
<th>Gradebook Items</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>40</td>
<td>0 items(s)</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>Discussions</td>
<td>20</td>
<td>0 items(s)</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>Exams</td>
<td>40</td>
<td>0 items(s)</td>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Total: 100%**

---

1. Select the radio button for **Enable drop highest**.
2. Select the radio button for **Enable keep highest**.

---
If you selected either Categories only or Categories & Weighting, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
   - **Enable Drop Highest**: Automatically drops the highest score/s among items in a category.
   - **Enable Drop Lowest**: Automatically drops the lowest score/s among items in a category.
   - **Enable Keep Highest**: Automatically keeps the highest score/s among items in a category.

2. In the appropriate column, enter the number of items in each category that you wish to drop or keep.

   *Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.*

**Extra credit category.**

If you would like to designate a category as extra credit, select the check box in the Extra Credit column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

*Tip: Both entire categories and individual gradebook items may be designated as extra credit. However, you cannot have an extra credit item within an extra credit category.*
Reordering categories.

You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

Deleting categories.

If you would like to delete a category, click the Remove button for that category.
1. Choose your preferred Grade Type: **Letter Grades**, **Letter Grades with +/-**, or **Pass/ Not Pass**.

2. The default grading schema values are displayed. If you would like to customize the score threshold for any of the grade levels, enter the desired value into the fields provided. (Optional)

**Save your changes.**

Once you have finished with your gradebook setup, don’t forget to click on the **Save Changes** button at the bottom to save your changes.
How do I upload files to Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Upload Files.

To the right of the folder to which you want to add files, click the Actions dropdown menu and select Upload Files.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.
Option 1: Drag and drop files from your computer.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 1000 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Drag files from your computer and drop them in box marked "Drop files here to upload".

This will display thumbnails of the files that will be uploaded.

Click Continue.

This uploads the files.
View files in Resources.

- **Intro to Sakai 11 Resources**
- **2017F Syllabus and Guidelines**
- **Additional Resources**
- **Readings**
  - **Section 1.docx**
  - **Section 2.docx**
- **Sakai Help Web Sites**

The files are now located inside the selected Resources folder.

**Option 2: Browse your computer for files.**

**Upload Files**

- **Location**: Intro to Sakai 11 / Readings

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 1000 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Click in the box labeled "Drop files here to upload."

This will open your computer's **File Upload** window.
Select the file(s) to upload, then click Continue.

View files in Resources.

- **Intro to Sakai 11 Resources**
- **2017F Syllabus and Guidelines**
- **Additional Resources**
- **Readings**
- **Section 1.pdf**
- **Section 2.pdf**
- **Sakai Help Web Sites**
- **Content from My Other Sites**

The files are now located inside the selected Resources folder.
About Help
About Sakai Help

Instructional Technology and Research Support (ITRS) provides individual and small group consultations on teaching with technology regularly in Information Commons 204, Corboy Law Center 732, and online at https://luc.zoom.us/my/dropin. Visit ITRS Drop-in Support hours to view our daily schedule and learn more.

Physical and virtual walk-ins are always welcome. For complex issues that may require additional time, we highly recommend scheduling an appointment at least 24 hours in advance. This provides the ITRS staff time to research and prepare answers for your technical questions. To request an appointment, please send an email to itrs@luc.edu. Please, include your name, discipline, date/time preference, and list of questions.

Navigating Help

You can navigate to any Help article by selecting the title of a collection name in the contents pane on the left to expand the collection, and then selecting the article title.

Searching Help

You can search Help content by entering a search term or phrase in the search pane on the left, and selecting the Search button. Search results are ranked by relevance.

Tool Help

While using a tool, you can go directly to the Help for that tool by selecting the Help link in the tool content frame.

Additional Help Resources

If the information you’re looking for is not available here, contact the Sakai team at helpdesk@luc.edu.
Accessibility
Accessibility Information

Sakai is a Learning Management System created to assist faculty and students by providing online tools for communication, assessment, content delivery, etc.

Sakai is composed of sites, and each site has a number of tools selected by the site creator. There is also a special site, My Workspace, private to you, where you can access personal information and change your settings.

This document is assistive technology agnostic and will briefly describe the different areas of the interface, point out how they are implemented for accessibility, and go into more depth where extra assistance may be needed.

If you need specific help with your assistive technology, please contact your institution's office for Disability Student Services and/or Information Technology Services.

This article describes the following:

- Desktop versus Mobile View in Sakai
- Organization of Sakai
  - Important Access keys for main navigation
  - Quick Access (Skip to...) links
  - Sites
  - Tool Menu for the current site
  - Expand/Collapse Tool Navigation (for sighted users, on Desktop View)
  - Content Area
  - Access keys to navigate the content area
  - Footer
- Rich Text Editor accessibility
- Instructions for enlarging screen elements, modifying colors/contrast

Desktop versus Mobile View

Sakai has a responsive design to adapt to different screen sizes, so certain elements only display when an internet browser window is larger than 770 pixels in width. In the descriptions below, Desktop View will be used to refer to the display when an internet browser window is larger than 770 pixels in width. Mobile View will refer to the display on smaller windows.

Sakai Organization

The following are always present in Sakai:

- Quick access Skip to... links
- One of the following two items, depending on whether or not you are logged into Sakai:
  1. Before logging in: Login links
  2. After logging in: the My Sites menu and your profile picture and name (a menu you access to Log Out)
- List of favorite sites (on Desktop View)
- Tool Menu for the current site
- Expand/Collapse Tool Navigation button (for sighted users, on Desktop View)
- Content area
- Footer

Important Access Keys for Main Navigation

The major elements of a Sakai site can be accessed via Access keys (see note for more information on how to use Access keys):
Content - This access key takes you to the area that contains the site where you are working.

- Landmark: main ("Jump to Content")
- Access key: [C]

Tools - Every Sakai site has a Tool Menu with a list of links to the current site's tools.

- Landmark: navigation ("Tools")
- Access key: [L]

My Sites menu - After you log in, you can use this menu to access your active sites.

- Landmark: navigation ("My Sites")
- Access key: [W]

Note: The exact keyboard commands to trigger an Access key depend on your computer operating system and internet browser. Commonly used browsers tend to use the following commands:

- Most Windows browsers: Shift + Alt + [the Access key]
- Most Mac browsers: Ctrl + Option + [the Access key]

The information on Access keys in this note provided by WebAIM.org (opens new window). You can learn more about Access keys on their website, Keyboard Accessibility © WebAIM (opens new window).

Quick Access (Skip to...) Links

Location: The first three links on the page. They are announced by text-to speech software after the page title.

These links enable the user to reach frequently used areas of Sakai.

Please use the chart below to determine which keys to use along with the access keys listed throughout this article.

<table>
<thead>
<tr>
<th></th>
<th>Windows</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefox</td>
<td>Alt + Shift + key</td>
<td>On Firefox 14 or newer, Control + Alt + key</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On Firefox 13 or older, Control + key</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>Alt + key</td>
<td>N/A</td>
</tr>
<tr>
<td>Edge</td>
<td>Alt + key</td>
<td>N/A</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>Alt + key</td>
<td>Control + Alt + key</td>
</tr>
<tr>
<td>Safari</td>
<td>N/A</td>
<td>Control + Alt + key</td>
</tr>
</tbody>
</table>

The Sites Menu

Location: at the top of the screen
This menu contains the list of sites you belong to. Each menu link will either take you to the site, or if you Tab into the menu and press the Enter key, supply you with a submenu of that site's tools so that you can go straight to that tool on the selected site.

Using the Tab key, you can navigate the submenu to the site specific tool links. These links can be activated using the Enter key.

The rest of the sites you may be a member of can be found in your Home site. This site is always the first link in the favorite sites list, in the Worksite Setup tool.

The List of Tools for the Current Site

![Tool Menu Image]

- **Location**: On Desktop View, the Tool Menu appears to the left of the screen. On Mobile View, it can be accessed by selecting **Tools** near the top of the screen.
- **Landmark**: navigation ("Tools list begins here")
- **Heading**: Level 1 ("Tools list begins here")
- **Access key**: [L]

Pictured above is the Tool Menu of a **Home** site, in both Desktop View and Mobile View.

**Note**: The **Help** tool will always be present as the last item in the Tool Menu no matter what site you are on. This enables quick access to the Sakai help documentation.

Expand/Collapse Tool Navigation (for sighted users, on Desktop View)

**Location**: On Desktop View only, at the bottom of the screen underneath the Tool Menu is a button to collapse or expand the menu.
When collapsed, the Tool Menu displays with icons only, no text.
The Expand/Collapse Tool Navigation button display switches between << (to collapse the Tool Menu) and >> (to expand the Tool Menu), depending on the state of the menu.

Note: Using the Expand/Collapse Tool Navigation button will have no effect on page navigation for users of screen reading software as all tools will still be available and announced.

Content Area

The actual content of the tool is contained in an iframe. The iframe's title will match the name of the current tool.

Organization of content area

The organization will vary with the tool, but will typically consist of:

- a toolbar for actions on the content (creating new items, navigating to other views)
- the content itself

Note: Most actions in a given tool will return the focus to the top of the content area, a few will reload the portal, returning you to the top of that instead.

Access keys to navigate the content area

Most content views use some or all of these Access keys:

- Delete, remove, or cancel - Access key: [X]
- Edit or revise - Access key: [E]
- Help - Access key: [0]
- Refresh - Access key: [U]
- Save - Access key: [S]
- View or preview - Access key: [V]

Note: The exact keyboard commands to trigger an Access key depend on your computer operating system and internet browser. Commonly used browsers tend to use the following commands:

- Most Windows browsers: Shift + Alt + [the Access key]
- Most Mac browsers: Ctrl + Option + [the Access key]

The information on Access keys in this note provided by WebAIM.org (opens new window). You can learn more about Access keys on their website, Keyboard Accessibility © WebAIM (opens new window).

Footer Area

The footer contains a list of links:

- Gateway, which takes you to the main page (homepage) of Sakai,
- Accessibility Information, which displays the accessibility help documentation.
- The Sakai Project and Powered by Sakai links, which take you to the Sakai LMS website.

The footer also includes:

- Copyright information for the Sakai software.
• **Build Info**, which can be expanded to display the version of Sakai currently running.
• **Server Time**, which can be expanded to display the local time for the server.

*Note: These links may differ based on your institution's customization of Sakai.*

**Rich Text Editor accessibility**

In most areas of Sakai where text can be entered, you can use the **Rich-Text Editor** to edit and format your text, and to add links, images, or media.

Steps to access the Rich-Text Editor's toolbar with a keyboard are included in [What are some keyboard shortcuts for the Rich-Text Editor?](#)

**Instructions for enlarging screen elements, modifying colors or contrast**

You can use the browser's zooming function to increase text size. Sakai will work well with up to 200% zoom.

If you need a higher level of magnification, or if you need to have the cursor/pointer augmented, you may be more comfortable using a third-party magnifier such as [MAGic (opens new window)](#) or [ZoomText (opens new window)](#).

To change color and contrast settings, use the operating system settings, browser settings, or your preferred browser plug-ins.
What does it mean to make content accessible?

Everybody experiences the world, including content they access on the internet, in their own way. How someone experiences content on the internet can be vastly different depending on the computer or device and size of the screen on which they view it, and how they interact with it.

For example, while some people read text and interpret images they view, others use assistive technology to listen to content using a screen reader. Meanwhile, some people click on links using a mouse or similar device, while others navigate using a keyboard or by tapping on touch screens.

Improving the accessibility of content is about reducing basic barriers to comprehension, such as providing alternative text for images, so that those who cannot see the images can grasp their meaning. Similarly, making captions or transcript text available for a video file can make it accessible to someone who cannot hear audio.

For more technical information about making content accessible, see What are some guidelines for making content accessible?

What does an example of inaccessible content look like?

The next section on this page contains a photograph with no alternative text. It is an example of very inaccessible content. The reasons why it is inaccessible will become apparent by the number of questions we need to ask and answer in order to understand its content.

What is depicted in the image below?

The photograph above depicts a title page of a book, which was published in 1682. Unless you're curious about this image, which is irrelevant to the topic at hand, you might want to skip to the next question: Why is the content of the image above inaccessible?

The book in the picture contains a play, titled Le Menteur, a French comedy written by Pierre Corneille.

At the top of the page in the photograph is a frontispiece, a picture of a scene from the play. This frontispiece contains some of the following information:

`Manteur
Comedie
Par l d s
P. Corneille.`
There are four young people, two women and two men, in a park. The two men are positioned to the right of a fountain (the reader's left), and the two women to the left (the reader's right). One woman has tripped and nearly fallen. The other woman stands behind her. The woman in back is holding up her right hand, but it's not clear what gesture she's making; maybe she's motioning to stop her friend from falling. The standing woman holds a pair of gloves near her waist in her left hand. One man has caught the falling woman by her right hand, and is helping her up. In his left hand, he has taken off his hat and is holding it up, as if to greet the women. He is dressed in nice clothing. The other man, who is more plainly dressed, stands demurely behind the man who is helping the woman to stand. Behind the people and fountain are some bystanders. You can't tell if the people in the background are watching what the other four are doing.

Underneath the frontispiece is a decorative border that surrounds text. The text indicates the title of the play, that it is a comedy, and that it was written by Pierre Corneille: "Le Menteur / Comedie / Par le Sr. / P. Corneille."

Why is the content of the image above inaccessible?

Below are just some of the reasons why the image above might be inaccessible.

- All of the text included above regarding what the photograph contains is necessary for a screen reader user to get similar meaning out of it to what someone else might be able to interpret by looking at the image.
- There's no meaningful Alternative Text (Alt Text) on the image. A screen reader user might hear the image's file name, or nothing at all, where someone else might see an image.
- There's text on the page of the book, which must be typed out so a screen reader can present it to users.
- The image is small. It's in a format that doesn't allow you to zoom in on it to see it very well, so someone with vision impairment may have greater difficulty seeing or understanding it than someone else.
- The quality of the image is relatively poor. On a high-resolution screen, it may appear grainy or blurry.
- It doesn't have very good color contrast, and that may also make it harder for some users to see or read.

What types of content are inaccessible?

Certain types of content tend to be more inaccessible than others. Below is a list of the worst offenders that can cause barriers to comprehension, when they are not marked up for assistive technology to present them adequately or when they lack critical contextual information. Select an item in the list for more information on how to make it more accessible.

1. **Images** (as demonstrated in the example above)
2. **Tables**
3. **Videos and audio files**
4. **Links**
5. **Lists of items**
6. **Background and text colors**
7. **Page structure** that isn't clearly defined, such as important information which is conveyed only with reference to a location on a page (e.g. "Click the link at the top left corner of the page" as opposed to "Select the Reset link").
8. **Line breaks (Shift + Enter/Return) instead of paragraph breaks (Enter/Return)**
What are some guidelines for making content accessible?

Sakai uses a single consistent Rich-Text Editor across all areas where text can be added that is more than a few lines. This editor is based on the most recent stable version of the CKEditor.

When creating content using the Rich-Text Editor, it is important that the author follow the simple guidelines below to ensure that the content can be read and understood by all. Creating well-structured and accessible content is a best practice which ensures that content is compatible with assistive devices, such as screen readers, and robust enough to be copied and pasted to other contexts or presented in unanticipated contexts. Making content accessible is also a legal requirement.

The technical measure of accessibility for a web-based resource is the WCAG 2.0 standard from the W3C. The requirements of the WCAG 2.0 are summarized in the four-letter acronym POUR:

• Perceivable - Information must be presentable to users in ways they can perceive.
• Operable - User interface components, navigation and structure must be operable.
• Understandable - Information and the operation of user interface must be understandable, and structural elements should be used in a meaningful way.
• Robust - Content must be robust enough so that it can be interpreted reliably by a wide variety of technologies, including assistive technologies.

These relatively simple considerations make a big difference if applied when content is created. The W3C provides more information in their Introduction to Understanding WCAG 2.0.

See the articles linked below.

The articles below provide instructions to make specific kinds of content more accessible.

• How can I make images more accessible?
• How can I make tables more accessible?
• How can I make videos and audio files more accessible?
• How can I make links accessible?
• How can I make lists of items accessible?
• How can choices in background and text color affect accessibility?
• How can I structure my page to make it more accessible?
• Why should I use paragraph breaks in my document?
How can I make images more accessible?

Users with some disabilities will be unable to see images and/or comprehend what they are meant to convey. Alternative Text can help give context and meaning to an image.

When to Add Alternative Text Descriptions for Images

- **Simple image with "simple meaning"** - add descriptive alternative text of 10 to 169 character as outlined below. The alternative text should describe the educational/informational purpose of the image.

- **Complex image with “rich meaning”** - add a paragraph above or below the image that goes into more detail. Some pointers, such as "Next image," or "Previous image," will help tie them together. If the image is referenced from elsewhere in the document, add a paragraph below it that can serve as a caption, and then refer to it. If the longer alternative text is not feasible, create a link to an external Web page that contains an appropriate description.

- **Decorative image** - if the image is purely decorative or used for visual formatting, the alternative text description should be left blank to hide it from users of assistive technology.

Examples of Text Alternatives for Images

- **Alternative Text**: “Scientist in a lab filling a vial with fluid”

- **Description in the text before or after the image**: “Next/Previous image shows a female forensic scientist, who is filling a vial containing a small amount of blood with fluid to denature the sample as part of the process of the PCR analysis method of DNA profiling. In the background is a centrifuge which will aid in the process of extracting the DNA from the sample of blood.”

- **Reference farther away in the body of the document**:

  “… Figure 1.3 shows the correlation between the….”

[Image] Figure 1.3
Steps to Add Alternative Text to a Newly Embedded Image

1. If you do not already have an image embedded in the text box, select the **Image** icon in the Rich-Text Editor's toolbar to insert an image. The **Image** icon displays a picture that looks like a landscape, with mountains and a sun. For more information on adding an image, please see the article [How do I embed an image in a text box?](#)

2. In the **Image Properties** dialog window, enter short, meaningful descriptive text in the **Alternative Text** box.

3. Select **OK** to confirm the addition of the text.
Steps to Add Alternative Text to an Existing Image

1. Select the image you have embedded in the text box to edit it.
2. Select the Image icon in the Rich-Text Editor's toolbar. The Image icon displays a picture that looks like a landscape, with mountains and a sun.
3. In the Image Properties dialog window, enter short, meaningful descriptive text in the Alternative Text box.
4. Select OK to confirm the addition of the text.
How can I make tables more accessible?

Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a properly coded table. To make tables usable, additional steps will need to be taken to make them accessible.

**Examples of Tables: Simple table**

<table>
<thead>
<tr>
<th>John</th>
<th>Tomiko</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game of Thrones</td>
<td>Crime and Punishment</td>
</tr>
<tr>
<td>Ender's Game</td>
<td>Brothers Karamazov</td>
</tr>
<tr>
<td>Farewell to Arms</td>
<td>Sound and Fury</td>
</tr>
</tbody>
</table>

The image above displays a simple table: books read by 2 people. Only column headers are needed to identify who read which books.

**Examples of Tables: Complex table**

<table>
<thead>
<tr>
<th></th>
<th>John</th>
<th>Tomiko</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Game of Thrones</td>
<td>Crime and Punishment</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>Ender's Game</td>
<td>Brothers Karamazov</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td>Farewell to Arms</td>
<td>Sound and Fury</td>
</tr>
</tbody>
</table>

In the image above, there is a complex table: books read by 2 people each week. Both column and row headers are needed.

In the second example, a screen reader user will know that *The Sound and the Fury* was the book read by Tomiko on Week 3.
Steps to Making Accessible Tables

When adding tables, add a row and/or column to be used as a heading for each as appropriate. The table creation menu contains Headers options that allow for selecting the first row, column or both.

Add a Summary of the table that will inform readers of the table's content. Good examples are: "Data from recent study," "Table of inputs and outputs," etc.

Tables should only be used for tabular data, not for layout.
How can I make videos and audio files more accessible?

When you include video or audio content in your document, you must provide an alternative method for your audience to understand the content if they cannot hear the audio or see the images in the video. You can provide video and audio accessibility with transcripts, captions, and descriptions of images.

Please contact the Student Accessibility Center, the Office of Online Learning, or Instructional Technology and Research Support to receive help with adapting course content for accessibility.

Provide a transcript.

Transcripts are required to provide basic accessibility. A transcript is a textual version of video or audio content that can be read either visually or by a screen reader, searched by a web browser or other software, and scanned by a reader for important information.

A transcript should contain the words spoken in a video or audio clip, and additional descriptions, explanations, or comments that may be beneficial. For example, a transcript of a video that shows children playing ball in a school gymnasium might describe the room and indicate when the teacher blows a whistle to get the students' attention.

If you do not have a transcript of your video or audio content readily available, you can create a transcript yourself. Note that if you did not create the video or audio yourself, you may encounter copyright issues in creating your own transcript. Please refer to Loyola's Copyright Resources for more information. For some video and audio content, you may be able to find an existing transcript by searching in your institution's library catalog or online.

Note: Minutes are not sufficient for a transcript of an audio or video of a meeting (unless done by a court reporter or someone who can capture every word).
Use video with captions.

Captions are like the text of a transcript synchronized with audiovisual content so that someone can get the audio information in text at the same time as the corresponding image displays in the video. Captions for audio files can also help non-native speakers to follow along and understand better.

If you are presenting a video in class, it’s best to find videos that are already captioned. Your institution’s library may have video and media resources available, and may be able to assist you with finding appropriate captioned videos.

Please contact the Student Accessibility Center for more information or captioning assistance for those with an immediate need.

Include an audio description for video.

Audio descriptions are required for important visual elements of a video that aren’t already described in spoken text. For example, if a graph or chart is displayed in a lecture video, and the instructor does not describe it when speaking, an audio description would be needed to supplement the video.
How can I make links accessible?

Assistive technology users use link lists to navigate content. This means they cannot rely on context to tell what a link does. Each link needs to be uniquely descriptive of what it does. The best place to uniquely identify a link is in the link text. Good examples are: “View Assignment 34,” “Visit Entomological Society of America,” etc.

Use Unique and Descriptive Link Text

1. In lists where each item has several links associated with it, the temptation would be to create a table like the first example shown above. It contains three rows, each containing an Item where you can select a link to Vote for the item or Delete it. Because each item only has Vote and Delete for the links, someone using assistive technology, such as a screen reader, might not be able to tell for which item they’re voting.

2. The second example shown would be better, if a bit verbose. Each item’s links contain all the information you need to know to select them: Vote on Item 1, Delete Item 1, Vote on Item 2, Delete Item 2, etc.

Add Alternative Text for Image Links

For every HTML web link embedded into the rich text editor that contains only an image and no textual content, concise and descriptive alternative text is mandatory. The alternative text should describe the purpose of the link (e.g., The “destination” that the user will be taken to upon activation of the link.) For more information on adding alternative text to an image, see How can I make images more accessible?

Identify File Types in Links to Downloadable Files

Assistive technology users will benefit from knowing what type of file it is they are downloading. When you link to a file in the Rich-Text Editor, include the information in the link text.

Example: essay (MS Word), report (PDF), presentation (MS Powerpoint).
How can I make lists of items accessible?

If you think of a vertical series of items as a list, you should include it in your page as a numbered or bulleted list. Screen readers can identify lists; for example, a bulleted list containing two items may begin: "List of two items. Bullet 1."

Create a numbered or bulleted list.

To create a numbered list in a document, select Insert/Remove Numbered List button. This button has a picture of the numbers 1 and 2, each followed by lines that represent text. If you have already entered text in the editor from which you want to create a list, select the text, then select the button.

To create a bulleted list in a document, select the Insert/Remove Bulleted List button. This button has a picture of two bullets, each followed by lines that represent text. If you have already entered text in the editor from which you want to create a list, select the text, then select the button.
How can choices in background and text color affect accessibility?

Many users will have visual impediments that will require good contrast in the documents you are producing. The best way to help these users is to make sure that the contrast between background and foreground has a ratio of 4.5:1 or higher. Leaving the defaults of the editor intact is best - black text on white, with a ratio of 21:1.

Examples of Contrast

<table>
<thead>
<tr>
<th>Sample</th>
<th>Contrast ratio</th>
<th>Passes?</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is example text. <em>Some of it bolded.</em> <em>Some of it italicized.</em></td>
<td>19.56:1</td>
<td>Yes</td>
</tr>
<tr>
<td>This is example text. <em>Some of it bolded.</em> <em>Some of it italicized.</em></td>
<td>7.7:1</td>
<td>Sort of</td>
</tr>
<tr>
<td>This is example text. <em>Some of it bolded.</em> <em>Some of it italicized.</em></td>
<td>5.48:1</td>
<td>No</td>
</tr>
<tr>
<td>This is example text. <em>Some of it bolded.</em> <em>Some of it italicized.</em></td>
<td>16.63:1</td>
<td>Yes</td>
</tr>
<tr>
<td>This is example text. <em>Some of it bolded.</em> <em>Some of it italicized.</em></td>
<td>20.62:1</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The image above contains examples of text with varying contrast ratios, and indicates whether the level of contrast would be adequate.

Steps to Change Foreground and Background Colors
If you need to edit the text color, select the **Text Color** button, which resembles a letter A with an underline: \(\text{A}\).

To edit the background color of the text, which displays as if you had highlighted the text with a highlighter, select the **Background Color** button near the **Text Color** button. The **Background Color** button resembles a solid black box containing a white letter A.

Selecting either button will display a **Color Picker**, from which you can select a color, such as Black or Maroon. Yellow is a **Background Color** commonly used to highlight text. Select a color to choose it.

**Check your color selection for adequate contrast.**

![Color Picker](image)

In most cases the contrast will be obvious, but if you need to verify, take the following steps:

1. Select **More Colors..** in the **Color Picker**.
2. A **Select color** window will pop up. In the pop-up window, your selected color will be displayed under **Highlight**.
3. Under this box with your selected color, you'll see a 6-digit **hex number**, starting with #. This is the number that allows the internet browser to display the selected color.
4. Record the the 6-digit hex number for the color you have selected. Using an online tool such as [WebAIM’s Color Contrast Checker](https://webaim.orgtools/contrastchecker), check how the **Text Color** you've selected contrasts with the background color behind your text (if you’re selecting a **Text Color**) or how your selected **Background Color** contrasts with the color of your text. To use WebAIM’s Color Contrast Checker, enter the hex number for your text and background colors into the boxes provided. The contrast checker will tell you the colors **Pass** if they have enough contrast.
How can I structure my document to make it more accessible?

Organizing your page with helpful titles and headings creates an outline that helps your audience access the most important information quicker and easier. Assistive technology users rely heavily on page titles and headings to navigate complex content. Structuring complex content will help all users parse it as well. Headings allow users to jump from one part of a document to another, without using a mouse. Screen readers will interpret headings for those who use them.

Note that for this reason, you should not use headings for typographical effects. If you need to increase or decrease the font size of large blocks of text, please use the Normal Paragraph Format and select a new Font size from the Size menu, or use Styles.

Use Unique and Descriptive Page Titles

Assistive technology users rely on page titles. You will run across the need to specify this when you are creating a page in the Lessons tool or an HTML page in the Resources tool. The title of the new document will be the same as the name of the item as it shows on the left-hand tool menu or the list in Resources.

Do Not Use Color or Spatial Position to Convey Information

Using color or spatial position to convey important information can be problematic. For example, if you were to say, "select the green button on the left," color blind users may not be able to distinguish the button. Screen reader users may have difficulty interpreting "left" because a screen reader reads from the top of the page to the bottom, as well as left to right - the best solution is to quote the target label, for example: "Select on Start Assignment," or, "Select the Save button."

Add Structure with Headings.

If a document can be outlined or you have an outline in mind when writing it, then adding headings will convey its structure. Use short title-like headings that describe content which follows.

Nest headings appropriately:

- **Heading 1 > Heading 2**
- If you have a section containing three sub-sections, it might look like this: **Heading 2 > Heading 3, Heading 3, Heading 3**
- In most cases, you should start with a Heading 1.
Steps to add Headings

1. Headings are available from the Paragraph Format menu. By default, this menu will say Normal.
2. When you position your cursor in the text box, the name of this menu will change to match the Paragraph Format of your text. In a blank document, it will say Normal.
3. Select the Format menu (Normal, in a blank document) to choose a Heading.

Notes:

- The default size of the Headings can always be adjusted with the Size menu. The default size of some of the higher-level headings (the ones with small font sizes, e.g. Heading 5-Heading 6) may need adjustment.
- Conversely, do not use headings for typographical effects; users of assistive technologies can navigate through a document by jumping from heading to heading. If you need to increase or decrease the font size of large blocks of text, please use the Normal Paragraph Format and select a new font size from the Size menu.
Use inline Styles.

Using the right style to format a bit of text is very helpful as it "codes" it appropriately. The following types of formatting are all available in the Styles menu:

- **Italic Title** - Makes selected text an italicized Heading 2.
- **Subtitle** - Makes selected text an italicized Heading 3, colored pale gray.
- **Special Container** - Inserts a block of text (a <div> HTML element) which can be used to group together several items in a document and/or format them with background color or borders. As with paragraph breaks, using <div> containers to group items in meaningful ways can assist with navigation because keyboard users can skip from one group of elements to another.
- **Small** - Without setting a specific font size, this style makes selected text slightly smaller than the text that surrounds it.
- **Computer Code** - Indicates a block of text that has been identified as computer code; for example, a list of HTML tags to indicate how to code in HTML.
- **Keyboard Phrase** - Defines keyboard input.
- **Sample Text**
- **Variable**
- **Deleted Text** - This puts a strikethrough through selected text (a line through the middle of the text to cross it out).
- **Inserted Text** - This underlines text.
- **Cited Work** - Visually, text is italicized.
- "**Inline Quotation**"
- **Language: RTL** - Indicates that the language reads from right to left. Some examples of RTL languages include Hebrew and Arabic.
- **Language: LTR** - Indicates that the language reads from left to right. English is an example of an LTR language.

If you are curious to see what these do, add one and switch to Source view - Inline quotation will use <q>, which will signify the opening of an inline quotation, very helpful. Cited Work will create an element that presents itself as such. Conversely, avoid using these special formats to achieve a typographical effect. For example, Cited Work produces italic text, but it would be confusing to a screen reader if you used it just for that reason.
Why should I use paragraph breaks in my document?

A paragraph break (hit Enter or Return on the keyboard) is always more meaningful than a line break (hit Shift + Enter or Return on the keyboard). A paragraph break inserts what looks like a double-space in between one line of text and another, and allows screen reader users to parse the information on the page more readily.

Although programs like Microsoft Word have options to create single-spaced documents with paragraph breaks, web pages do not. You may find using a line break more esthetically pleasing than a paragraph break, but line breaks can create problems for screen reader users.

While a screen reader can interpret a paragraph break as "blank," a line break may not be indicated to the user. The text on the new line may sound like a new sentence, instead of the start of a new paragraph.

Images with examples of paragraph and line breaks.

1. The first image above depicts a poem, *Mary Had a Little Lamb*, where line breaks were used to separate each line.
2. In the second image, paragraph breaks separate the lines.

While the line breaks may "look better" for a visual reader, a screen reader user will hear the poem that is split up with line breaks as one contiguous sentence: "Mary had a little lamb, his fleece was white as snow, etc."
How do I create a caption file for video or audio content?

A caption file can be uploaded to Panopto or VoiceThread to accompany audio and video files for closed captioning. Captions make your content accessible to students who cannot hear or who are hard of hearing. To begin, open your audio or video file in a media player that allows you to see the time stamp in hours, minutes, seconds, and milliseconds. Then, open a plain text editor. You can use Notepad if you are on a PC or TextEdit if you are on a Mac.

Parts of a Caption File

1. **Sequence number**: The number order of how the captions will appear on the screen.
2. **Beginning and end time-codes**: The start and end time that the caption will appear on the screen in hours, minutes, seconds, and milliseconds. The format is: `hours:minutes:seconds,milliseconds`.
3. **Two-hash arrow to separate time-codes**: A two-hash arrow should separate the start and end time-codes.
4. **Caption text**: The audio during this time frame in text form.
5. **Blank line**: There should be one blank line between each caption sequence.

Use the guidelines above to create your caption file in a plain text editor.

1. Sequence number: The number order of how the captions will appear on the screen.
2. Time-codes: The start and end time that the caption will appear on screen in hours, minutes, seconds, and milliseconds. The format is: `hours:minutes:seconds,milliseconds`.
3. Arrow: A two-hash arrow should separate the start and end time-codes.
4. Caption text: The audio during this time frame in text form.
5. Blank line: There should be one blank line between each caption sequence.
Save a Caption File in SRT Format

PC

Select File and Save as.

Enter your file name followed by ".srt". Use the drop-down menu next to Save as type to select All Files.

Select Save.

Mac

Save your file.

Be sure you are editing your file in plain text format and not rich text format.
1. Enter your file name followed by ".srt".
2. Use the drop-down menu next to Plain Text Encoding to select Unicode (UTF-8).
3. Select Save.
Announcements
What is the Announcements tool?

The Announcements tool allows for the delivery of messages to the entire class, to groups, or to specific sections within the class. Participants will see the Announcement message displayed in the Announcements area of their Home area, as well as within the course itself. These messages can be set to show immediately, or to show during specific dates. Email notifications can be sent to alert participants of the Announcement message.

To access this tool, select Announcements from the Tool Menu in your site.
How do I add an announcement?

Go to the Announcements tool.

Select the **Announcements** tool from the Tool Menu of your site.

Select Add.

Title your announcement and add content.

Post Announcement

Complete the form, then choose the appropriate button at the bottom.

Required items marked with an *.

* Announcement title

Welcome!

* Body

Please begin by reviewing the syllabus. After your review, please post an introductory message in the Forums tool.
Give your announcement a title, and then enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

**Determine who can view the announcement.**

**Access**

- Only members of this site can see this announcement
- This announcement is publicly viewable
- Display this announcement to selected groups only

By default, all people enrolled in this site see the announcement. Making the announcement "publicly viewable" means that you can send a link to the announcement to people outside the course, even outside your instance of Sakai, and the announcement will be viewable by them.

**Post announcement to group(s). (Optional)**

**Access**

- Only members of this site can see this announcement
- This announcement is publicly viewable
- Display this announcement to selected groups only

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td></td>
</tr>
</tbody>
</table>

If you have created groups in your course, the option to display to groups is shown. Select the group(s) you want to see the announcement. Only the individuals in the selected group(s) will see this announcement.

**Select when the announcement will be displayed.**

**Availability**

- Show - (Post and display this announcement immediately)
- Hide - (Draft mode - Do not display this announcement at this time)
- Specify Dates - (Choose when this announcement will be displayed)
By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.

Select availability dates. (Optional)

**Availability**

- **Show** - (Post and display this announcement immediately)
- **Hide** - (Draft mode - Do not display this announcement at this time)
- **Specify Dates** - (Choose when this announcement will be displayed)

- **Beginning**
  - Date: 02/18/2019 09:50 am

- **Ending**
  - Date: 02/25/2019 09:50 am

If you want the announcement to display during a specific time frame, choose **Specify Dates**. Select the box beside **Beginning** or **Ending**, and select the calendar icon to insert the properly formatted date and time when the announcement will begin or end.

Select the calendar icon to insert date and time.

Select the date on the calendar, use the sliders to select the time, and select **Done**.
Add attachments. (Optional)

**Attachments**

No Attachments Yet

Select the **Add Attachments** button

**Browse for the file.**

If the file is not already in your Resources in the course, select **Choose File** to locate the file on your computer. Select **Continue** to attach the file.

If the file is in your Resources, select **Attach a copy** to the right of the file. Select **Continue** to attach the file.
Notify participants of announcement by email. (Optional)

By default, no email notification is sent. You may also select:

- **High - All participants** to send an email to everyone in the course.
- **Low - Not received by those who have opted out** to send to everyone except people who have intentionally changed their settings so that they don’t receive low priority messages.

Select Post Announcement.
How do I edit an announcement?

Go to the Announcements tool.

Select the **Announcements** tool from the Tool Menu of your site.

Select **Edit** below the title of the announcement.

Make your edits.

Make edits based on the [How do I Add an Announcement?](#) tutorial.

Select **Save Changes** when edits are complete.
How do I delete an announcement?

Go to the Announcements tool.

Select the Announcements tool from the Tool Menu of your site.

Select the announcement.

Select the check box in the “Remove?” column for the announcement you would like to delete, and then select the Remove button.

Select the check box in the “Remove?” column for the announcement you would like to delete, and then select the Remove button.
Confirm deletion message.

Deleting announcements...

Are you sure you want to delete the following announcements?

<table>
<thead>
<tr>
<th>Subject</th>
<th>Saved By</th>
<th>Modified Date</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to our first class!</td>
<td>Iman Instructor</td>
<td>Feb 18, 2019 1:08 pm</td>
<td>site</td>
</tr>
</tbody>
</table>

Select **Remove**.
How do I merge announcements?

The function to merge announcements allows for a central course to push out announcements to other courses. For example, a Nursing Program includes twenty different courses. But a single Nursing Program Master course or project site could be used to push announcements out to all twenty of the Nursing Program courses. Announcements that are merged from the Master course cannot be edited or deleted in the individual Nursing Program courses. Those courses could create additional announcements that would apply to their specific course only. Those would appear in addition to the announcements merged from the Master Course.

Go to the Announcements tool.

Select the Announcements tool from the Tool Menu of your site.

Select Merge.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Saved By</th>
<th>Modified Date</th>
<th>For</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Module 1</td>
<td>iman instructor</td>
<td>Feb 18, 2019 1:17 pm</td>
<td>site</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select the course to merge announcements.

**Show Announcements from Another Site**

Select what announcements you want to merge into this site.

<table>
<thead>
<tr>
<th>Site</th>
<th>Show Announcements</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXMY 101 001 F20 (0538c4d2-8802-46e9-8718-f7152b24da50)</td>
<td>□</td>
</tr>
<tr>
<td>TRAIN 201 (3c0eb94b-9f4f-4479-8446-2d0a4ddc9248)</td>
<td>☑</td>
</tr>
</tbody>
</table>

Save  Cancel

Check the box beside the course from which this course will draw its announcements, and then select **Save**.

**Example: Master Site Announcements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Saved By</th>
<th>Modified Date</th>
<th>For</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to this site!</td>
<td>Iman Instructor</td>
<td>Feb 18, 2019 1:18 pm</td>
<td>site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="#">Edit</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Note about Working in Groups</td>
<td>Iman Instructor</td>
<td>Feb 18, 2019 1:17 pm</td>
<td>site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="#">Edit</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remove  Clear Selections

This image shows a site, TRAIN 201, with a list of announcements.
Example: Merged Site Announcements

Merged announcements show up in the **CST 101 001 F20** Announcements list, but there is no option to edit here. Announcements can only be edited within their site of origin. Any edits made to the original message will display in merged sites once they are saved.
How do I reorder announcements?

Go to the Announcements tool.

Select the Announcements tool from the Tool Menu of your site.

Select Reorder at the top of the screen.
Drag and drop to re-order announcements.

**Reorder Announcements**

To reorder, drag and drop list items, or use the keyboard U and D keys, and then click Update.

- **Undo last**
- **Undo all**

<table>
<thead>
<tr>
<th>Sort by subject</th>
<th>Sort by author</th>
<th>Sort by beginning date</th>
<th>Sort by ending date</th>
<th>Sort by modified date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Module 1</td>
<td>Iman Instructor</td>
<td>Feb 18, 2019 1:22 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome to our first class</td>
<td>Iman Instructor</td>
<td>Feb 18, 2019 1:08 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The announcement that you have selected will be green until it is dropped in its new location. It will turn blue for a few seconds before it reverts to the default gray color.

**Select Update.**

- Welcome to Module 1
- Welcome to our first class

**Auto-Sort Options**

- **Undo last**
- **Undo all**

<table>
<thead>
<tr>
<th>Sort by subject</th>
<th>Sort by author</th>
<th>Sort by beginning date</th>
<th>Sort by ending date</th>
<th>Sort by modified date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Module 1</td>
<td>Iman Instructor</td>
<td>Feb 18, 2019 1:22 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome to our first class</td>
<td>Iman Instructor</td>
<td>Feb 18, 2019 1:08 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are five options that allow you to auto-sort the Announcements:
1. **Sort by subject** - orders the announcements in alphabetical order according to the subject line
2. **Sort by author** - orders the announcements in alphabetical order according to the person who created the announcement
3. **Sort by beginning date** - orders the announcements based on first date of display
4. **Sort by ending date** - orders all announcements based on last date of display
5. **Sort by modified date** - orders the announcements in order based the creation (or most recent modification) date.

When you select the link, an arrow icon appears beside it showing if the list is sorted smallest to largest, or largest to smallest. In the above illustration, the announcements are sorted by modified date, with the oldest at the top and the most recent at the bottom. If the link is selected again, the arrow icon points down showing that the most recent announcements are at the top and the oldest ones are at the bottom of the list.
How do I change Announcements tool permissions?

By default, students may only read announcements that have been posted by instructors and other instructor-type roles. But permissions can be changed so that students may create, edit, delete, and even access draft versions of the announcements not yet published.

Go to the Announcements tool.

Select the Announcements tool from the Tool Menu of your site.

Select Permissions.
Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Unchecking a box will remove the corresponding permission.)
2. Select Save to save your changes.

In the illustration above, students have been given access to create announcements, and they can edit or delete an announcement that they created themselves, but not the announcements created by others.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions. For instance, in a project site, you will see role for Access (i.e. students/participants) and Maintain (i.e. site owners/instructors).
Assignments
What is the Assignments tool?

The Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments if desired. Assignments may be submitted via file upload or in-line using the Rich Text Editor, depending on instructor preference.

To access this tool, select Assignments in the Tool Menu of your site.
How do I add an assignment?

Go to the Assignment tool.

Select the **Assignments** tool from the Tools Menu in your site.

Select **Add**.

Select the **Add** button to add a new assignment.

**Give your assignment a title.**

The title of your assignment should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.
Specify the availability.

When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

1. The **Open Date** for your assignment is when it becomes available for students.
2. The **Due Date** is the deadline to turn in the assignment.
3. The **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.) If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.

Tip: Often, faculty like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

Choose the submission format.

**Student Submissions**

- **Inline and Attachments**: This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.

There are several submission formats that you may accept.
• **Inline only**: Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.

• **Attachments only**: This format removes the rich text editor option and leaves only the attachment option available.

• **Non-electronic**: This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.

• **Single Uploaded File only**: If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)

Choose your preferred format from the drop-down menu.

### Allow resubmission. (Optional)

![Allow Resubmission]

If you select **Allow Resubmission**, you may specify:

1. The number of resubmissions allowed for the class.
2. The deadline for resubmitting.
3. You may also select to notify students via email when the grade is released and resubmission is available.

*Tip: You may also choose to allow resubmissions on an individual basis when you grade student submissions.*

### Choose the grade scale.

![Grade Scale]

There are several grade scales to choose from:

• **No grade**: This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading in Sakai.

• **Letter grade**: You may select this option if you like to grade your assignments by letter grade only.
Points: Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.

Pass/Fail: Designates an assignment as pass/fail.

Checkmark: Allows you to mark assignments with a checkmark for completion.

Select the assignment's grade scale from the drop-down menu.

Note: The only grade scale option that can be added to the gradebook automatically is Points.

Enter maximum points.

Enter the instructions for the assignment into the Rich Text Editor. You may use the editor to format your assignment description, and add images, links, or other media if desired.

Hide due date from students. (Optional)

Hide due date from students
If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option.

### Add due date to Schedule. (Optional)

- [ ] Hide due date from students
- [ ] Add due date to calendar

If you would like your assignment due date to be added automatically to the Schedule (a.k.a. Calendar) in your class, check the **Add due date to Schedule** box.

### Add an announcement. (Optional)

- [ ] Add an announcement about the open date to Announcements

  - Do not send email notification
  - Send email notification with the open date to participants who have opted for it
  - Send email notification with the open date to all participants

If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the **Add an announcement about the open date to Announcements** box. If you enable an announcement about the option date, you will also have the option to choose an email notification for the announcement.

*Note: The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.*

### Add honor pledge. (Optional)

- [ ] Add honor pledge

If you would like to add an honor pledge to your assignment, check the **Add honor pledge** box.

**Student view of honor pledge.**

- Honor Pledge: I have neither given nor received aid on this assignment. [ ]
  
  (You must respond to submit your assignment.)

When the honor pledge option is selected, students must accept the statement pictured above that reads "I have neither given nor received aid on this assignment" in order to submit their assignment.
TurnItIn

Turnitin Plagiarism Service

☐ Use Turnitin

Select to have submitted assignment sent to the Turnitin plagiarism services to check for inappropriate copying.

Grading

Grading

☐ Do not add assignment to Gradebook

☐ Add Assignment to Gradebook

The default selection is **Do not add assignment to Gradebook**. If you would like your assignment added to the gradebook, you may select either of the following options:

- **Add assignment to Gradebook**: This will create a new item in the gradebook with the same name as your assignment title.
- **Associate with existing Gradebook entry**: This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and you want to use one of them, rather than creating a new assignment. You may only link an assignment to a single gradebook item, and vice versa.

Select the radio button for the gradebook option you would like to use.

**Tip:** Remember that you must have a Points grade scale in order to add the assignment to the gradebook!
Peer assessment facilitates student peer review of assignments.

If you select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

- The evaluation period end date. (This date must be after the Accept Until date for the assignment.)
- Whether or not reviews are anonymous.
- Whether or not students may see reviews of their own assignments.
- The number of reviews each student must complete.
- Instructions for reviewers.

*Note: You must be using a Points grade scale in order to enable peer review.*

**Group Submissions (Optional)**

**Additional Assignment Options**

These additional options cannot be modified after the assignment has been posted for students.

- No additional assignment options
- Use peer assessment
- **Group Submission** - One submission per group
If you select the radio button for Group Submission - One submission per group it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Note: You cannot enable both Peer Assessment and Group Submission for the same assignment.

Access.

Access (also limits groups for group submissions)

- Display to site
- Display only to selected groups

You may display your assignment to everyone in the site (the default), or to selected groups.

Note: You must have existing groups in your site in order for the Display to selected groups option to appear.

Display only to selected groups. (Optional)

Access (also limits groups for group submissions)

- Display to site
- Display only to selected groups

If you select the Display only to selected groups option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only. If you selected the Group Submission option, you may limit the groups that are allowed to submit here.

Note: The display option only controls the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.

Tip: If you want students to submit one assignment per group, use the Group Submission - One submission per group option above.
Submission notification.

**Submission Notification Email Options:**

- Do not send notification emails for any student submissions
- Send a notification email for each student submission
- Send one email per day summarizing notifications for student submissions

The default notification setting is **Do not send me notification emails for any student submissions**. If you would like to be notified, select either of the following two options:

- **Send me a notification email for each student submission:** This option will send a separate email for each student immediately upon submission.
- **Send me one email per day summarizing notifications for student submissions:** This option will send a digest email listing all student submissions for that day.

Choose the radio button for the notification setting you prefer.

> **Note:** The notification email message will be sent to the external email address for your Sakai user account. It does not send the notification to the Sakai Messages tool.

Released grade notification.

**Released Grade Notification Email Options:**

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

The default notification setting is **Do not send notification email to student when the grade is released**.

If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released**.

> **Note:** The notification email message will be sent to the external email address for the student's Sakai user account. It does not send the notification to the Sakai Messages tool.

Attachments. (Optional)

**Attachments**

No attachments yet

[Add Attachments]
If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, select the Add attachments button to browse for and attach file/s.

**Additional information. (Optional)**

This section gives you the option of including additional information, such as a Model Answer, Private Note, or All Purpose Item. Select the Add link to add any of these items.

**Model answer.**

The model answer can provide an example of the ideal correct answer or solution for a particular assignment.

1. You may enter your model answer in the text box provided.
2. You may also select the Add Attachments button to browse for and select a file containing the model answer and/or solution.
3. Select when you would like the model answer to be displayed: Before student starts assignment, After student submits, After submission is graded and returned, or After accept-until date.
4. Select Save to save your changes.
Private note.

If you would like to make any private notes which are not visible to students, you may enter them here.

1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Select Save to save your changes.
You may also create an **All Purpose Item** which can be displayed based on specific dates or users.

1. Enter a **Title** for your item.
2. Enter the content of the item in the text box provided.
3. You may also select **Add Attachments** to browse for and attach file/s.
4. Select when the item should be displayed.
5. Choose which users can see the item.
6. Select **Save** to save your changes.

**Post your assignment.**

Once you have entered all of your assignment settings, scroll down to the bottom and select **Post** to save your changes and post the assignment.
How do I edit an existing assignment?

Go to Assignments.

Select the **Assignments** tool from the Tool Menu of your site.

Select the Edit link for the assignment you want to edit.
Make your changes to the assignment.

The assignment settings window will appear. Make any necessary changes. For more information on assignment settings, see [How do I add an assignment?](#).

Select **Post**.

Select **Post** to save your changes.
How do I enable student peer review for an assignment?

Go to the Assignment tool.

Select the **Assignments** tool from the Tools Menu in your site.

Add or Edit an assignment.

Select Add to create a new assignment.

Or, select Edit to modify an existing assignment.
Choose Points as the grade scale and enter a maximum point value.

In order to use Peer Assessment, the assignment must be set to a **Points** grade scale.

Under Additional Assignment Options, select Use peer assessment.

Peer assessment facilitates student peer review of assignments.

When select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

- The evaluation period end date. (This date must be after the Accept Until date for the assignment.)
- Whether or not reviews are anonymous.
- Whether or not students may see reviews of their own assignments.
- The number of reviews each student must complete.
- Instructions for reviewers.

*Note: You must be using a Points grade scale in order to enable peer review and it cannot be a group assignment.*
Post your assignment.

Once you have entered all of your assignment settings, scroll down to the bottom and select **Post** to save your changes and post the assignment.
How do I enable group submissions for an assignment?

Go to the Assignment tool.

Select the **Assignments** tool from the Tools Menu in your site.

Add or Edit an assignment.

Select Add to create a new assignment.

Or, select Edit to modify an existing assignment.
Select Group Submission - One submission per group.

If you select the radio button for **Group Submission - One submission per group**, it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Selecting Group Submission automatically expands the **Display only to selected groups** option under Access to show a list of all existing groups in the site. Choose one or more groups to limit assignment submission to those groups only.

>Note: You must have existing groups in your site in order for the group options to appear.

Post your assignment.

Once you have entered all of your assignment settings, scroll down to the bottom and select **Post** to save your changes and post the assignment.
How do I delete an assignment?

Go to Assignments.

Select the Assignments tool from the Tool Menu of your site.

Select the assignment(s) you want to delete.

In the "Remove?" column, check the box for the item(s) you want to delete.

Select Remove Selected.

Select the Remove Selected button at the bottom of the assignment listing.
Confirm the deletion.

Delete an assignment...

Are you sure you want to delete this assignment?

<table>
<thead>
<tr>
<th>Title</th>
<th>Due Date</th>
<th>Status</th>
<th>Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Apr 26, 2019 11:55 PM</td>
<td>Not Open</td>
<td>0</td>
</tr>
</tbody>
</table>

Select the **Delete** button to confirm the removal of the assignment(s) you have selected.

*Note: Removing as assignment with student submissions will also delete the submissions for that assignment.*
How do I submit an assignment on behalf of a student?

Go to Assignments.

From the View drop-down menu, select Assignment List by Student.

Select the Grade link for the assignment you would like to grade.
Select a student.

You will see a list of all the students in the class. Select the triangle icon to the left of the student's name to expand and view submission information for that student.

Select Submit on behalf of Student.

<table>
<thead>
<tr>
<th>Student</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Test</strong></td>
<td><strong>Assignment 1</strong></td>
</tr>
<tr>
<td><strong>Submit on behalf of Student</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Associated GB Assignment</strong></td>
</tr>
</tbody>
</table>

Submit on behalf of Student (not available after due date)
Submit the student assignment.

1. Enter an in-line submission (if applicable).
2. Select a file to attach (if applicable).
3. Select Submit to submit the student assignment.

A submission confirmation will display.

**Submission Confirmation**

- You have successfully submitted your work. You will receive an email confirmation containing this information.

**User:** Test Student (teststudent)

**Class site:** Sakai12 102 001 Sp20

**Assignment:** Assignment 1

**Submission ID:** 3569c646-653c-4b1e-a668-e5181a5af094

**Submitted on:** Apr 30, 2019 2:52 PM

Your submission included the following:

asdasdfasdf

Submitted Attachments

No attachments yet

[Back to list]
When you view the list, you will see the name of the instructor next to the submission.

<table>
<thead>
<tr>
<th>Student</th>
<th>Assignment</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demo, Student01 (student01)</strong></td>
<td>Assignment 1</td>
<td>Feb 7, 2018 12:25 PM by Instructor Demo (on behalf of Demo, Student01)</td>
</tr>
<tr>
<td>Demo, Student02 (student02)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo, Student03 (student03)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo, Student04 (student04)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I grade an assignment?

Go to Assignments.

Select the Assignments tool from the Tool Menu in your site.

Select the assignment to grade.

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>For</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 2</td>
<td>Entire Site</td>
<td>Open</td>
</tr>
</tbody>
</table>

Select the Grade link for the assignment you would like to grade.

Select a student to grade.

- Send Feedback to Multiple Students
- Select User(s) and Allow Resubmission

You will see a list of all the students in the class, along with the submission date, status, grade, and release columns for each student. You may sort by any of these columns by selecting the title of the column if desired.

Select the Grade link for the student submission that you would like to grade.
Navigate submissions.

The navigation buttons at the top and bottom of the page allow you to quickly cycle through student submissions. You may use these buttons to jump to the Preview, Previous Ungraded, Next Ungraded, or Next student submission. Or, you can select Return to List to return to the full listing of all student submissions.

Optionally, you may select the Navigate between students with submissions only check box to skip any students in the list without submissions.

View student submission.

1. The student's name, username, submission date, and graded status appear at the very top.
2. Next, under "Assignment Submission" the student's inline submission text (if applicable) is shown.

The student submission will be displayed at the top of the page.
3. Under "Submitted Attachments" any attached files will appear. The filename as well as the file size and submission date are also shown.

*Note: To view student file attachments, you will need to select the filename to download and open the file.*

**Enter grade.**

**Grade:** 25 (max 25.00)

Enter the score for the student's assignment in the grade entry text box provided.

**Enter instructor comments.**

*Instructor Summary Comments*

Use the box below to enter additional summary comments about this submission.

Nice Job!

If you would like to include additional comments along with the grade, you may enter them into the rich text editor under the "Instructor Summary Comments" section.

**Return an attachment.**

**Attachments to Return with Grade**

No attachments yet

[Add Attachments]

If you would like to return a file attachment to the student with additional feedback, select the Add Attachments button to browse for and select a file.

*Note: You may also select Previous Returned Attachments to expand that section and view any other attachments that you have returned to a given student for this assignment.*
Allow resubmissions.

If you would like to allow the student to resubmit the assignment, you may check the Allow Resubmission box and specify the number of resubmissions allowed and the date until which they will be accepted.

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Save grade.

If you are finished grading and would like to release the information to the student, select the Save and Release to Student button. Alternately, if you would like to save the grade but wait and release to the student at a later date, you may select the Save and Don't Release to Student button instead.

Tip: Some faculty prefer to release all of the grades at one time when they have finished entering grades for the whole class.

Note: You must release the grade in order for the grade to appear in the Sakai Gradebook.

Navigate submissions.
The Navigate Submission buttons appear at both the top and bottom of the page. You may use these buttons to jump to the Preview, Previous Ungraded, Next Ungraded, or Next student submission. Or, you can select Return to List to return to the full listing of all student submissions.

Optionally, you may select the Navigate between students with submissions only check box to skip any students in the list without submissions.
How do I grade a peer review assignment?

Go to Assignments.

Select the Assignments tool from the Tool Menu in your site.

Select the peer review assignment to grade.

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>For</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 2</td>
<td>Entire Site</td>
<td>Open</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>Entire Site</td>
<td>Open</td>
</tr>
</tbody>
</table>

Select the Grade link for the assignment you would like to grade.

View overall peer assessment scores.

The scores provided by peer reviewers will be shown on this page. If more than one review was assigned for each student, the reviewer grade will be an average of all the reviewer scores submitted.

By default, the grade for the assignment is set to the reviewer grade. You may override this grade if you choose.
Select the reviewer name to view individual peer review feedback.

<table>
<thead>
<tr>
<th>Select User(s) and Allow Resubmission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
</tr>
<tr>
<td>Sakaiger, Luke (<a href="mailto:lukesakaiger@gmail.com">lukesakaiger@gmail.com</a>)</td>
</tr>
<tr>
<td>skenter, student view (av_skeenther)</td>
</tr>
<tr>
<td>Student, Ima (student)</td>
</tr>
</tbody>
</table>

**Individual Details**

Individual reviewer feedback will display.

Peer Review Assignment - Reviewing: Test Student (teststudent)
Reviewer: Ima Student (istudent)

Instructions for the Reviewer

Assignment Submission
Assignment Submission by Student

Submitted Attachments
No attachments submitted

Grade: 50.00

Reviewer Comments
Nice job

Reviewer Attachments

Remove Review

This is the feedback as entered by the reviewer. Students will be able to see this peer feedback once the grade has been released for the assignment.

Remove review. (Optional)

If a reviewer has provided incorrect or inappropriate feedback, you may select Remove Review to delete the peer feedback and score.
Release grades.

If you want to make the peer review scores the official grade, you may simply select **Release Grades** and the reviewer scores will be sent to the gradebook.

Or, select a student to enter a score adjustment or instructor comments.

- **Send Feedback to Multiple Students**
- **Select User(s) and Allow Resubmission**

<table>
<thead>
<tr>
<th>Student</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student_Ima</td>
<td>Apr 30, 2019 2:56 PM</td>
</tr>
<tr>
<td>Student_Test</td>
<td>(on behalf of Student, Test)</td>
</tr>
<tr>
<td>Student_Ura</td>
<td></td>
</tr>
</tbody>
</table>

Select a student name to go to the detailed view of the student submission.
Adjust score or enter comments.

On the re-grading screen, you may:

1. Enter a score adjustment in the Grade field.
2. Add instructor comments using the Rich Text Editor.
3. Attach a file with additional feedback.
4. Save and Release to Student to send the score to the gradebook.
How do I download assignments for grading offline?

Go to Assignments.

Select the Assignments tool from the Tool Menu of your site.

Select the Grade link for the assignment to be graded.
Select the Download All link.

Select the desired download options.

You may choose "All" to select all of the download options, or select only some of them by placing a check mark next to an individual item or items. The options available for download are:

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)

You will receive an email notification when the download is complete. If you choose "All", the download will be compressed into a single archive. Selecting individual download items creates separate archives for each item.
Download the submissions.

Select the **Download** button to save the files your computer.

Save zip file.

The assignment files will download as an archive file, or .zip file to your local computer. The archive file has the default name of bulk_download.zip.
Extract files.

Extract the archive to a location on your computer. (You can do this by right-clicking on the file and selecting **Extract All** in Windows, or by using your preferred unzipping program on your computer.)

View assignment folder.

There will be a folder for each of the assignments in your course.
View student submissions.

Within the assignment folder, there will be individual folders for each of the students in the site. Open a student folder to view his/her/their submissions, feedback, and comments.

Grade the submissions.

When you are ready to enter student grades, open the grades.csv file within the assignment folder.
Enter grades and comments into spreadsheet and save.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Display ID</td>
<td>ID</td>
<td>Last Name</td>
<td>First Name</td>
<td>grade</td>
<td>Submission date</td>
<td>Late submission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>sv_skentner</td>
<td>sv_skentner</td>
<td>skentner</td>
<td>student view</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>istudent</td>
<td>istudent</td>
<td>Student</td>
<td>Ima</td>
<td>21</td>
<td>6/27/17 9:38</td>
<td>On time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I upload graded assignment submissions and feedback?

Go to Assignments.

Select the Assignments tool from the Tool Menu of your site.

Select the Grade link for the assignment to be graded.

Assignment List

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>For</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 2</td>
<td>Entire Site</td>
<td>Open</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>Entire Site</td>
<td>Open</td>
</tr>
</tbody>
</table>

View Assignment List
Select the Upload All link.

Select the archive file containing grades and feedback.

*File:

Browse... No file selected.

Select the Browse button to browse for and select the archive file on your local computer.

Note: The archive file needs to be in a specific format. It should contain a folder for the assignment and subfolders for each of the individual students. The easiest way to ensure that your file is in the correct format is to download the assignment submissions (or the template provided) directly from the Assignments tool in your site.
Create a zip file from the extracted folder on your computer.

If you have previously extracted the bulk_download.zip file on your computer, and then edited or added to the assignment grades or feedback, you will need to create a new archive or zip file for upload which includes your changes. You can create a zip file from a folder in Windows by right-clicking on the folder, and then selecting **Send to** and **Compressed (zipped) folder**. The zip file will have the same name as the folder you selected.

**Tip:** You can either compress/zip all existing assignment folders at once for upload, or just one assignment folder at a time.
Select the desired upload and release options.

1. You may choose "All" to select all of the upload options, or select only some of them by placing a check mark next to an individual item or items. The options available for upload are:

   - All
   - Student submission text (original student submitted text, possibly containing instructor added comments)
   - Student submission attachment(s)
   - Grade file (grades.csv file at top level of archive)
   - Feedback text (the inline comments with student submission)
   - Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
   - Feedback Attachment(s)

2. Select the radio button to **Release uploaded grades and feedback comments to students** if you want them to be able to see their grades and feedback right away. (If you would rather wait to release at a later date, select **Do not release uploaded information - I'll release it later** instead.)

Select Upload

Select the **Upload** button to upload your file.
View grades.

Assignment 2 - Submissions

Once your upload is complete, you will be returned to the assignment grading screen. Notice that the grades have now been uploaded and the student submissions are marked as “Graded”.

Assignment Details
How do I release assignment grades?

When you grade an assignment, students will not be able to view the grade and your feedback in the assignment area until you release their grades.

Go to Assignments.

Select the Assignments tool from the Tool Menu of your site.

Select the Grade link for the assignment with grades to be released.
Select Release Grades.

### Assignment 2 - Submissions

**View**  
Entire Site

**Find students**  
Name, ID, or Email

[Release Grades]

View released grades.

<table>
<thead>
<tr>
<th>Student</th>
<th>Submitted</th>
<th>Status</th>
<th>Grade</th>
<th>Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Ima (student)</td>
<td>Apr 30, 2019 2:56 PM</td>
<td>Returned</td>
<td>15.00</td>
<td>✔️</td>
</tr>
<tr>
<td>Student, Test (teststudent)</td>
<td>(on behalf of Student, Test)</td>
<td>Returned</td>
<td>25.00</td>
<td>✔️</td>
</tr>
<tr>
<td>Student, Ura (ustudent)</td>
<td></td>
<td>Returned</td>
<td>15.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Once grades have been released to students, you will see a check mark in the "Release" column.
How do I change the Assignments tool permissions?

Go to Assignments.

Select the Assignments tool from the Tool Menu of your site.

Select Permissions.

Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Select Save to save your changes.
How do students submit an assignment?

Go to Assignments.

Select the Assignments tool from the Tool Menu in your site.

Select the title of the assignment.

You will see a list of all assignments in the site. The following information will be displayed for each assignment.

1. **Assignment title**, or name of the assignment.
2. **Status** (i.e. Not Started, Assignment submission required, Returned, etc.).
3. **Open** date when the assignment becomes available to students.
4. **Due** date, or deadline to turn in the assignment.

Select the assignment you want to submit by selecting the title of the assignment in the list.

*Note: If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list.*
Or, select the direct link to the assignment in Lessons.

**Reading:**
Read chapter 1 and 2 in Levinson before our next class.

**Activities:**

Or, select the direct link to the assignment from Announcements.

**Assignment: Open Date for 'Peer Assignment'**

Saved By

Modified Date: Jun 27, 2017 10:25 am

Groups: site

Assignment Link: Peer Assignment

Message

Open date for assignment 'Peer Assignment' is Jun 27, 2017 10:05 am.

If your instructor has posted an announcement about the assignment open date, you may also access it from the assignment link in the Announcement tool.
Or, select the direct link to the assignment from Schedule/Calendar.

**Due Peer Assignment**

- **Date**: Jul 4, 2017
- **Time**: 5:00 pm CDT
- **Description**: Assignment Peer Assignment is due on Jul 4, 2017 5:00 pm.
- **Frequency**: Activity occurs once
- **Event Type**: Deadline
- **Owner**: Site: SAKAI 100 001 F17
- **From Site**: "SAKAI 100 001 F17" (2c039e53-4d14-4a96-bf1c-4632989e04a9)
- **Assignment Link**: Peer Assignment

If your instructor has included a calendar post about the assignment deadline, you may also access it from the assignment link in the Schedule/Calendar tool.

**Enter and/or attach your assignment.**

Depending on the assignment settings, you may be allowed to enter your submission in-line and/or attach a file or files.

1. Enter your submission text into the **Assignment Text** area using the **Rich Text Editor**.
2. Under **Attachments**, select the **Choose File** button to browse for an file to upload from your computer. (Alternately, you may also select the **or select files from workspace or site** button to select a file you have already uploaded.)

**View attached file.**

![Attachments](attachment.png)

Once you have attached your file, the name of the file, as well as the file size and upload time stamp will be displayed under **Attachments**.

*Tip: You may select **Remove** to remove the attachment if you selected the wrong file.*

**Submit your assignment.**

![Submit, Preview, Save Draft, Cancel](submit.png)

When you are ready to turn in your assignment, select the **Submit** button to complete your assignment submission.

*Tip: If you are not yet ready to submit, you may select **Preview** to preview the submission, or **Save Draft** to save your submission and submit it later. Select **Cancel** to exit the assignment without saving or submitting.*

**Submission confirmation.**

![Submission Confirmation](confirmation.png)

Once you have submitted your assignment, you will receive a confirmation message on screen. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.
How do students complete a peer assessment assignment?

Go to Assignments.

Select the Assignments tool from the Tool Menu in your site.

Submit your assignment.

Assignment List

Select an assignment to view details, start working or edit your previous work.

If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list. However, you must submit your own assignment before you can complete your peer review(s) for other students.

Select the assignment title to submit your work. Refer to How do students submit an assignment? for more information on submitting assignments.
Select a student submission to review.

**Assignment List**

Select an assignment to view details, start working or edit your previous work.

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Not Started</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Not Started</td>
</tr>
<tr>
<td>Peer Review Assignment</td>
<td>Submitted Apr 8, 2019 4:36 PM</td>
</tr>
</tbody>
</table>

Select a student in the list to select that submission for review. You will not see the other students' names, only Student 1, Student 2, etc. Peer reviews are anonymous.

*Note: The Open date begins after the due date for the assignment. The Due date is the deadline for completing your peer assessment.*

Review your peer's submission.
1. You will see the **Instructions for the Reviewers** provided by the instructor.
2. The student **Assignment Submission** will display. Depending on the assignment settings, you may see your peer’s submission in-line and/or as a file attachment(s).
3. Enter your grade for the peer review.
4. Enter your feedback into the **Reviewer Comments** area using the **Rich Text Editor**.
5. Select **Browse** to add an attachment containing additional feedback. (Optional)
6. Select **Submit** to submit your peer review.

**View submitted peer assessments.**

**Assignment List**

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Not Started</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Not Started</td>
</tr>
<tr>
<td>Peer Review Assignment</td>
<td>Submitted Apr 8, 2019 4:36 PM</td>
</tr>
<tr>
<td>Peer Review Assignment</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

Once you have submitted your review, the status for that student submission will change to **Submitted** and a green check mark will appear next to the student in the list.

**Repeat the steps above to submit additional reviews. (Optional)**

If your instructor has specified more than one review per student, repeat the process above to submit the number of peer assessments required.
How do students view their assignment feedback?

Once your instructor has graded your assignment, you can view the feedback on your work in the Assignments tool.

Go to Assignments.

Select the Assignments tool from the Tool Menu in your site.

Select an assignment.

Select the title of an assignment to view the feedback for that item.

Note: Assignments which display Returned in the Status column have been graded and the feedback released for student viewing.
View assignment feedback.

Your assignment and feedback will be displayed.

1. The title, student name, submission date, grade, and submission history appear at the top.
2. The original assignment instructions and attachments appear below the submission and grade information.
3. Your submission and/or attached files display below the assignment instructions.
4. Instructor comments and/or attached files appear at the bottom.
If your assignment had a peer assessment component, and your instructor has allowed students to see peer reviews of their own work, you will also see peer reviewer comments and/or attachments on the feedback screen.
How do I allow a resubmission on an assignment for a specific student or groups of students?

Go to the Assignments tool.

Select the Assignments tool from the Tool Menu in your site.

Select the Grade.

Assignment List

Select the Grade link for the assignment for which you would like to allow a resubmission.
Select User(s) and Allow Resubmission.

Select the drop-down arrow for Select User(s) and Allow Resubmission.

Select user(s), number of resubmission allowing, and update Accept Until Date.

1. Check the box next to each user that you are allowing a resubmission.
2. Use the drop-down arrow to indicate how many resubmissions are allowed.
3. Update the accept until date.
Select Update.

Select User(s) and Allow Resubmission

Select user(s) and apply the resubmission settings.

**Number of resubmissions allowed**: 1

**Accept Until**: 04/30/2019 11:55 pm

[Update]

<table>
<thead>
<tr>
<th>Student</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Ima (student)</td>
<td>Apr 8, 2019 11:43 AM</td>
</tr>
<tr>
<td>Student Ima (imagstudent)</td>
<td>Apr 9, 2019 10:19 AM</td>
</tr>
<tr>
<td>Student Tesi (teststudent)</td>
<td></td>
</tr>
<tr>
<td>Student Ura (ustudent)</td>
<td></td>
</tr>
</tbody>
</table>
Attendance
What is the Attendance tool?

The Attendance tool offers a quick way to assign attendance status for students in a course. Running grades from the Attendance tool can be added to the site's Gradebook as a single attendance item.

To access the tool, select Attendance in the tool menu of your site.
How do I add a new attendance item?

There are two ways to take attendance with the Attendance tool. You can use the Add Attendance Item button to pre-populate the Attendance tool with class meeting times and special events. If you prefer to take attendance on the spot, you can use the Take Attendance Now button. You do not need to exclusively use one method or the other; they can be used interchangeably within a single course.

Create items from the Add Attendance Item button.

Items added with **Add Attendance Item** are named, pre-designated events. They offer a helpful way for students to see, ahead of time, how many meeting times are offered and the dates of those meeting times.

Select the Add Attendance Now button on the Take Attendance page.

---

**Take Attendance**

Click on **Add Attendance Item** to add new attendance items. Click on the **Take Attendance Now** button to immediately take attendance.

<table>
<thead>
<tr>
<th>Attendance Item</th>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
<th>Edit</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meeting</td>
<td>3/11/19 11:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>3/18/19 2:55 PM</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sakai 12 Meeting</td>
<td>3/18/19 3:30 PM</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>3/21/19 7:00 PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
In the Add an Attendance Item window, enter a name for your new attendance item.

Add the date of the event and time of meeting (optional).

Select Create to save the item.

Note that selecting Create & Add Another allows you to create several events from this modal window.

Create items from the Take Attendance Now button.

Select the Take Attendance Now button at the bottom of the table on the Take Attendance
Take Attendance

Click on **Add Attendance Item** to add new attendance items. Click on the **Take Attendance Now** button to immediately take attendance.

<table>
<thead>
<tr>
<th>Attendance Item</th>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
<th>Edit</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meeting</td>
<td>3/11/19 11:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>3/18/19 2:55 PM</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sakai 12 Meeting</td>
<td>3/18/19 3:30 PM</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>3/21/19 7:00 PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An attendance item with the current date and time will be created. You can take attendance immediately in this screen.
Your new attendance item will appear in the Attendance Items list.

Take Attendance

Click on **Add Attendance Item** to add new attendance items. Click on the **Take Attendance Now** button to immediately take attendance.

<table>
<thead>
<tr>
<th>Attendance Item</th>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
<th>Edit</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meeting</td>
<td>3/11/19 11:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>3/19/19 2:55 PM</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sakai 12 Meeting</td>
<td>3/19/19 3:30 PM</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>3/21/19 7:00 PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>5/6/19 11:08 AM</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Add Attendance Item]
How do I edit attendance items?

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select Take Attendance.

Edit an Attendance Item.

Take Attendance

Click on Add Attendance Item to add new attendance items. Click on the Take Attendance Now button to immediately take attendance.

Select the pencil & paper icon (edit) in the edit column for that attendance item.
Make the desired changes to the item.

You may choose to edit the **Attendance Item Name** or the **Attendance Item Date**.

Select Save Changes.
How do I delete attendance items?

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select Take Attendance.

Edit an Attendance Item.

Select the pencil & paper icon (edit) in the Edit column for the item you want to delete.
Select Delete.

Select OK.

Select OK to complete the item deletion. The item and related attendance records will be removed from the tool.

⚠️ Note: Attendance records are not recoverable. Do not delete any attendance items that you may need.
How do I take attendance?

There are two ways to take attendance: you can take attendance using an existing attendance item, or use the Take Attendance Now button to create a new item.

Take attendance for an existing item.

Select an Attendance Item.

Take Attendance

Click on **Add Attendance Item** to add new attendance items. Click on the **Take Attendance Now** button to immediately take attendance.

<table>
<thead>
<tr>
<th>Attendance Item</th>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
<th>Edit</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class 1</strong></td>
<td>5/21/19 8:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class 2</strong></td>
<td>5/23/19 8:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class 3</strong></td>
<td>5/28/19 8:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select an existing attendance item from the Take Attendance page. The attendance table with a list of your students will open.
## Attendance Statuses

### Take Attendance

**Mark displayed students as** 

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For each student, you have the option of selecting one of the following statuses: Present, Absent, Excused, Late or Left Early. Status options can be modified from the Attendance tool's Settings tab.

### Take Attendance

**Mark displayed students as**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To mark all students with the same status, select the **Mark displayed students as** dropdown menu and select a status.
Adjust student statuses.

### Take Attendance

Mark displayed students as [Choose One](#)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student_james7 (sy_james7)</td>
<td><img src="#" alt="Present" /></td>
<td><img src="#" alt="Absent" /></td>
<td><img src="#" alt="Excused" /></td>
<td><img src="#" alt="Late" /></td>
<td><img src="#" alt="Left Early" /></td>
</tr>
<tr>
<td>Student_ima (jstudent)</td>
<td><img src="#" alt="Absent" /></td>
<td><img src="#" alt="Present" /></td>
<td><img src="#" alt="Excused" /></td>
<td><img src="#" alt="Late" /></td>
<td><img src="#" alt="Left Early" /></td>
</tr>
<tr>
<td>Student_ura (ustudent)</td>
<td><img src="#" alt="Present" /></td>
<td><img src="#" alt="Absent" /></td>
<td><img src="#" alt="Excused" /></td>
<td><img src="#" alt="Late" /></td>
<td><img src="#" alt="Left Early" /></td>
</tr>
</tbody>
</table>

You can adjust individual student statuses by selecting the appropriate radio button next to their name.

ℹ️ Once you have selected a status for a student, the attendance record will save automatically. If you have made individual adjustments to student records, you will need to reload the page to see the data update in the Attendance Item Statistics chart at the top of the page.
Take attendance using the Take Attendance Now button.

Select Take Attendance Now.

**Take Attendance**

Click on **Add Attendance Item** to add new attendance items. Click on the **Take Attendance Now** button to immediately take attendance.

<table>
<thead>
<tr>
<th>Attendance Item</th>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1</td>
<td>5/21/19 8:00 AM</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Class 2</td>
<td>5/23/19 8:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Class 3</td>
<td>5/28/19 8:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

From the Take Attendance page, select the **Take Attendance Now** button at the bottom of the table.

An attendance item with the current date and time will be automatically created.
### Attendance Statuses

**Take Attendance**

For each student, you have the option of selecting one of the following statuses: Present, Absent, Excused, Late, or Left Early. Status options can be modified from the Attendance tool's Settings tab.

Mark all students with the same status.

To mark all students with the same status, select the Mark displayed students as dropdown menu and select a status.
Adjust the students' statuses.

You can adjust individual student statuses by selecting the appropriate radio button next to their name.

Once you have selected a status for a student, the attendance record will save automatically. If you have made individual adjustments to student records, you will need to reload the page to see the data update in the Attendance Item Statistics chart at the top of the page.

Take Attendance > Attendance 5/3/19 1:13 PM  
Attendance Item Statistics

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
How do I set up attendance grading?

There are two different ways to setup grading for the Attendance tool. You can set it up to manually grade attendance or you can set it up to automatically grade attendance. Either method will provide one grade for all of the attendance items.

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select Grading.

Select the Grading tab.

Edit Grade Settings.

Enter total points possible.

Type in the total points possible within the Total Points Possible field.

Allow students to see their grade.

Select the Allow students to see their grade within this tool checkbox if you want students to see their grade.
Send grades to the Gradebook.

1. Select the **Send grades to the Gradebook** checkbox if you want to auto-create a Gradebook item for attendance within the Gradebook tool.
2. Enter a name for the Gradebook item within the **Gradebook Item Name** text area.

   **Note:** If you choose to do this, you will need to enter grades within the Attendance tool. Doing so will automatically update the scores for the Gradebook item within the Gradebook tool.

Option 1: Manually Grade Students' attendance.

Select Manually grade students' attendance.

1. Select the radio button next to **Manually grade students' attendance**.
2. Select **Save Settings**.

   **By choosing this option, you will need to manually grade attendance for each student using the How do I grade attendance items? instructions.**
Option 2: Automatically Grade Students' attendance.

Select Define rules to automatically grade attendance.

Grading Mode

- Manually grade students' attendance.
- Define rules to automatically grade attendance.

Select the radio button next to Define rules to automatically grade attendance.

Start with the total number of points and lose points as they miss class. (Recommended)

Select the option to Start with the total number of points and lose points as they miss class.

Note: With this option, students will start with the total number of points they can receive for attendance and lose points as they miss class.

Add Grading Rules.

Add Grading Rule

Add grading rules using the form below.

1. Choose a status from the Status drop-down menu.
2. Enter a range within the From and Through fields. Example: By entering 1 in the From field and 2 in the Through field, this rule will take effect when students fulfill the status 1 or 2 times.
3. Enter the number of points that will be rewarded or deducted.
4. Select Add Rule.
After selecting Add Rule, your rule will appear below the Grading Rules heading.

**Grading Rules**

Student receives **-2.0** points for being **Absent 1 through 2 times**.

When setting up rules, you will need to create rules for student’s when they miss class. Below is an example of what this may look like if you want students to lose points each day they miss class and every two days they are late. This example is for a course that only has 4 classes with a max of 20 points possible for attendance.

**Grading Rules**

- Student receives **-5.0** points for being **Absent 1 through 1 times**.
- Student receives **-5.0** points for being **Absent 2 through 2 times**.
- Student receives **-5.0** points for being **Absent 3 through 3 times**.
- Student receives **-5.0** points for being **Absent 4 through 4 times**.
- Student receives **-2.0** points for being **Late 2 through 2 times**.
- Student receives **-2.0** points for being **Late 4 through 4 times**.

Start with zero points and earn points as they attend class.

- **Define rules to automatically grade attendance.**
  - Students start with the total number of points and lose points as they miss class
  - Students start with zero points and earn points as they attend class.

Select the option to **Start with zero points and earn points as they attend class.**

**Note** With this option, students will start with 0 points and gain points as they attend class.
Add Grading Rules.

Add Grading Rule
Add grading rules using the form below.

How do I add rules?

1. Choose a status from the Status drop-down menu.
2. Enter a range within the From and Through fields. Example: By entering 1 in the From field and 1 in the Through field, this rule will take effect when students fulfill the status 1 time.
3. Enter the number of points that will be rewarded or deducted.
4. Select Add Rule.

After selecting Add Rule, your rule will appear below the Grading Rules heading.

Grading Rules

Student receives 2.0 points for being Present 1 through 1 times. Delete Rule

When setting up rules, you will need to create rules that allow student’s to earn points for the classes they attend. Below is an example of what this may look like if you want students to gain points for each class they attend and only receive partial credit for each time they are late. This example is for a course that only has 4 classes with a max of 20 points possible for attendance.
Grading Rules

Student receives 5.0 points for being Present 1 through 1 times.

Student receives 5.0 points for being Present 2 through 2 times.

Student receives 5.0 points for being Present 3 through 3 times.

Student receives 5.0 points for being Present 4 through 4 times.

Student receives 3.0 points for being Late 1 through 1 times.

Student receives 3.0 points for being Late 2 through 2 times.

Student receives 3.0 points for being Late 3 through 3 times.

Student receives 3.0 points for being Late 4 through 4 times.
How do I grade attendance items?

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select Student Overview.

Select the Student Overview tab.

Enter Grades.

Enter the grades for each of the students within the Grade column.

Note: Once a grade is entered, it is saved automatically.
How do I edit a student's attendance status?

Access the Attendance tool

Select the Attendance tool from the Tool menu.

Choose an Attendance item.

Take Attendance

Click on **Add Attendance Item** to add new attendance items. Click on the **Take Attendance Now** button to immediately take attendance.

<table>
<thead>
<tr>
<th>Attendance Item</th>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
<th>Edit</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>5/3/19 1:13 PM</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class 1</strong></td>
<td>5/21/19 8:00 AM</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class 2</strong></td>
<td>5/23/19 8:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class 3</strong></td>
<td>5/28/19 8:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the name of the Attendance item to edit a student's status for this item.
Change the student's status.

Find the student from the list and update the student's status by selecting the radio button in the correct column.

View the Statistics.

1. Select the **Refresh** icon to refresh the statistics for this Attendance item.
2. Select the **Take Attendance** link within the breadcrumbs to go back to the main Attendance tool page.
How do I edit attendance comment visibility?

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select Settings.

Select the Settings tab from the list of tabs.

Select the Show Comments to Students checkbox.

Save Settings
Scroll down to **Edit Comment Settings** and check the box next to **Show comments to students** if you would like to allow students to view comments.

**Select Save Settings.**

Select **Save Settings** to save changes.
How do I comment on student attendance records?

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select the Attendance Item.

Select the name of the attendance item within the Attendance Item column.
Select the Speech Bubble icon.

Select the **Speech Bubble** icon within the row of the student you would like to leave a comment for.

Add a comment.

1. Type a comment within the **Add Comment** text area.
2. Select **Save**.
View any Comments.

Take Attendance

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Left Early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student_cjames7 (sv_cjames7)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student_lma (lstudent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student_ura (ustudent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A filled in speech bubble indicates that there was a comment added for this student. Select the Speech Bubble icon if you need to edit the comment.

Go back to the main page.

Select the Take Attendance link within the breadcrumbs to go back to the main Attendance tool page.
How do I print sign-in or attendance sheets?

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select the Printer icon.

In the row associated with the Attendance Item you would like to print, select the printer icon.

Select a Group (optional) and a Format, then Print.

1. If applicable, choose a Group from the drop-down item. The default selection is a to print a sheet for the Entire Site.
2. Select a Format. You may choose to format the printed attendance sheet as a Sign-In Sheet or an Attendance Sheet.
3. Select Print to print your Sign-in or Attendance Sheet.
How do I change the attendance statuses for my course?

Access the Attendance tool.

Select the Attendance tool from the Tool menu.

Select Settings.

Edit Status Settings

Drag and drop a status to change the order in which each status appears.

Attendance Settings

Drag and drop the statuses below or change the number in the box to reorder them. Statuses that have been checked are active and will be shown throughout the attendance tool.
Change a status to active or inactive.

**Attendance Settings**

**Edit Status Settings**

Drag and drop the statuses below or change the number in the box to reorder them. Statuses that have been checked are active and will be shown throughout the attendance tool.

1. Present
2. Absent
3. Excused
4. Left Early
5. Late

To change a status to inactive, uncheck the box next its order number. The status will no longer appear throughout the attendance tool if unchecked.

**Edit Comment Settings**

**Show comments to students**

You may select the *Show comments to students* box to allow students to see comments you record in an individual student's attendance item.

**Save your changes.**

Select *Save Settings* to save your changes.
Blogs
What is the Blog tool?

What is a blog?

A blog is an online journal, in which individuals can write entries, ordered by date, which they can share with others. Members of the site can comment on each others' entries.

Using a blog in teaching

A blog can make an interesting learning diary, with students keeping a journal of what they have learned, and what they would like to find out more about. Some students find that this can offer a useful opportunity to reflect on their own learning. If they choose, students can restrict individual blog entries so that they are only visible to teaching staff and themselves. Blog entries can also be made visible to all the other students in the site, or to the public.

Blogs can be particularly useful if students are working on individual projects, and you want them to be able to follow what the other students in their group are doing. Students can be asked to blog regularly, and to read each others' blogs. Students writing dissertations can be asked to blog to keep their research supervisor informed of progress.

Using a blog in collaboration sites

A blog can also be very helpful for researchers working on a collaborative project. Individual researchers can use it as a research diary, jotting down their findings so far, and reading entries by their colleagues.

Alternatively, research participants can be asked to blog about their experiences, providing a secure and permanent record of the research project. Again, people can can restrict individual blog entries so that they are only visible to the site administrators and themselves. By default, all blog entries are visible to the other site participants.

The Blog tool in Sakai

The blog tool in Sakai works on a site by site basis. Entries that people write in one site will not appear in any other sites.

People will not be automatically notified by email about comments on their blogs, or about new entries in other people's blogs.

Blog entries do not display in the 'Recent Activity' tool on the home page of your site.
How do I add a Blog post?

Access the Blogs Tool in Sakai

Adding a blog entry

To add an entry to your blog, select the Add Blog Entry button in the actions bar. You will then see the Add A New Blog Entry screen.

Type your entry in the text box.

1. Give your blog entry a title in the Title field.
2. You can include a picture by selecting the Insert / Edit Image icon.
3. Select who can see your blog entry.
   - If you choose Only site administrators, only instructors and teaching assistants will be able to see your blog entry. If you choose All members of this site, everyone associated with the course or project site will be able to see the entry, but no one else. If you choose
Publicly Viewable, anyone can see your blog entry, if they have the web address (URL) for it. However, it is not easy for people to find out a web address unless you tell them what it is!

4. To publish the entry, select the **Publish Entry** button.

*Note: depending on settings, teaching / administrative staff may be able to add entries to other people's blogs.*
How do I read and comment on blogs?

Access the Blogs Tool in Sakai

Reading blog entries

1. Your own blog is linked to the top of the page.
2. See all student blogs by selecting View All Blogs.
3. All the other members of the site are listed below.
4. If you would like to see who blogged most recently, select the Last Updated heading. The blogs will be displayed with the most recent entries first.
Select the name of the person whose blog you would like to read. You will see all this person's blog entries, with the most recent entry at the top of the page.

If there are any comments on an entry, you will be able to read them by selecting the Comments link below the entry. This will display all the comments on this blog entry.

Adding a comment to a blog entry

You may wish to respond to an entry someone else has made in their blog.

To add a comment to a blog entry, select the Leave A Comment link.
Write your comment in the box that appears, and then select Publish Comment. If you change your mind about leaving a comment, select Cancel.

RSS feeds of blogs

All the blogs

To get an RSS feed of someone’s blog, select the RSS icon beside their name in the All The Blogs page. Comments on blogs will now display in the RSS feed.
How can I edit or remove a blog entry?

Editing a blog entry & changing availability

To edit a blog entry you made, or to change who can see it, go to your own blog.

Find the entry you wish to edit and select the Edit Entry link beneath it.
You will see your entry displayed in an editable format. Make your changes, and select **Publish Entry**.

**Note:** depending on settings, teaching/admin staff may be able to edit entries in other people’s blogs.

### Removing a blog entry

To remove a blog entry you made, or to change who can see it, go to your own blog. Find the entry you wish to edit and select **Remove Entry** link beneath it.

To remove a blog entry you made, or to change who can see it, go to your own blog. Find the entry you wish to edit and select the **Remove Entry** link beneath it.
Note: depending on settings, teaching / admin staff may be able to remove entries in other people’s blogs.

**Editing and removing comments**

To remove a comment on your blog, find the comment you wish to remove and select the **Remove this comment** link.

**Editing your profile and picture**

Your blog profile and picture appear in the right-hand column beside your blog. This is a description of yourself, perhaps talking about your particular interests in your course, or your research interests. You can also include a photo of yourself.
To set your profile, select the **My Blog Settings** link in the actions bar.

1. Paste the web address of your picture into the field labeled **URL For My Picture**. If you want to use a picture from the internet, just paste the URL of the photo here. If you would like to display a photo of yourself, you will need to have already uploaded it into Sakai. You might want to put your photo into the Resources area of Home. Get the web address (URL) of the photo. (You can do this by selecting **Edit Details** link for the photo once you have uploaded it; the web address will be displayed at the bottom of the page.)

2. Enter your profile description in the text box. You can format the text using the icons above the text box.

3. Select **Change Settings** to save your profile and picture.

---

**Note:** your blog profile is not the same as your standard Sakai profile.

*If you have blogs in more than one Sakai site, you will need to set your profile individually in each site.*
Calendar
What is the Calendar tool?

The Calendar tool allows instructors or site organizers to post events in a calendar format. The calendar has day, week, month, year, and simple list views.

The Calendar can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

Project sites may use Calendar to post key dates, such as deadlines.

All calendars from all sites you have access to are merged in your Home Calendar.

To access this tool, select Calendar from the Tool Menu of your site.
How do I customize my Calendar display?

The Calendar tool can be customized according to your individual display preferences.

Calendar Options

To modify the display, select the **Options** button.
1. The drop-down menu under Calendar Display allows you to select your default view by Month or by Day.
2. You may define High, Medium, or Low priority for items on the Calendar. This will change the color of the item as it is displayed on your Calendar. Select an item type in the list and select the Move Up or Move Down buttons to change the priority level of that item.
3. You may also specify custom colors for different priority levels. You may indicate the color by typing in a numerical Hex color value, or by selecting the color palate icon to bring up a selection of web colors from which to choose.
4. Don't forget to select Update to save any changes.
How do I view calendar item details?

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select the item you want to view.

Tip: If you have concurrently scheduled events, it may be difficult to view their titles. To see more details for a particular day, from the “View” drop-down list, change your calendar’s view to Calendar by Day or List of Events.
Due: Chapter 4 Quiz

Date: Apr 10, 2019
Time: 12:00 am CDT

Description: “Chapter 4 Quiz” is available on 03/31/2019 09:10:00 PM to the entire class at https://uucdev.longsight.com/samigo/app/servlet/Login?id=657e8950-27d6-45b6-9081-3e45ad017ca215540847822d2.

It is due 04/19/2019 12:00:00 AM.

There is no time limit. Students can submit this an unlimited number of times. (The highest score will be recorded).

Student will receive no feedback.

Find this assessment at the “Testing 012 12 F20” site on https://uucdev.longsight.com/portal.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Activity occurs once</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type</td>
<td>Deadline</td>
</tr>
<tr>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>From Site</td>
<td></td>
</tr>
</tbody>
</table>

The item details will display.
How do I change the Calendar view?

In Calendar, you can view your calendar by day, week, month, or year. You can also set the default view for your calendar.

Go to Calendar.

Select the **Calendar** tool from the Tool Menu in your site.

Select the desired view in the drop-down menu.
Calendar by day.

The item details will display.

Calendar by week.
Calendar by month.

Calendar by year.
List of events.

Note: When viewing the calendar in list format, you also have the option to select a custom date range and filter events by start/end dates.

Set default view of calendar.
If you have a preferred view (e.g. monthly view), select the **Set as Default View** button while viewing the calendar in your preferred view.
How do I add items to the Calendar?

The Calendar tool allows instructors to post items to the class calendar. You may use the Calendar to post reminders about class activities and due dates. This lesson will show you how to add items to your class calendar.

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select Add Event.

You will be taken to the default view of the calendar, the current date is highlighted.

Select the Add Event to create a new event.

Note: multiple day (overnight) events cannot be added as a single event, they need to be added as an all day event with a frequency of daily.
Add event content.

You must enter a **Title**, **Date**, and **Start Time** to create an event. All other fields are optional.

- Your **Title** will be displayed on the calendar, so it is best to make it something short and informative. For this example, we have entered Exam 1.
- The **Date** is the day that the event takes place. You may select the date from the drop-down menus, or you may use the calendar icon to the right to bring up a pop-up calendar for selecting your date.
- The **Start Time** is the time of day when the event begins. For a live event, the start time is easy to determine. If your event is simply a reminder about required reading or other non-time-specific activities on a certain day, you may enter any time you choose.

If desired, you may also enter an event **Duration**, **End Time**, and **Message**.

- The **Duration** is how long the event will last. Selecting an amount of time from the Duration drop-down menus will automatically update your End Time accordingly.
- The **End Time** is when you expect the event to end. Selecting a time of day from the End Time drop-down menus will automatically update your Duration accordingly.
- You may also provide additional event details in the **Message** area. The rich text editor is available to you in the Message area, which means that you can format your text, or include images, links, or other embedded content as part of the event detail.

**Display Options.**

- Display to site
- Display to selected groups

You may select to display the event to the whole site, or to selected groups. **Display to site** is the default.
Note: You must have existing groups (or sections) in your course for the groups option to appear.

Display to selected groups.

- Display to site
- Display to selected groups

If you have groups in your class and you would like to post events that are only visible to specific groups, select the **Display to selected groups** option.

The menu will expand to show a listing of existing groups and you may select one or several groups from this list.

Recurring events.

If your event happens more than once throughout the term, you have the option to modify the frequency of the event so that it posts to the calendar at specified intervals.

Select the **Frequency** button to add a recurring event.

Select event frequency.
Select the frequency option from the drop-down menu that best describes your event.

Specify interval and end date.

Does your event happen every week, every other week, or some other interval? Select the appropriate interval from the Every drop-down menu.

You also have the option to specify when the frequency Ends. You may select for it to end after a certain number of times, until a specific date, or never.

For example, if you are posting office hours and you want them to repeat on the same day and time each week until the end of the term, then you might select the last day of the term as the end date. You may enter this date using the drop-down menus, or by selecting the calendar icon to select a date from the pop-up calendar.

Don't forget to select Save to save your changes!
Event type.

Select the **Event Type** drop-down menu to view all available types. The default event type is **Activity**.

**Selecting a different event type.**

You may select a different event type if it is more appropriate for your calendar item. For example, for the Exam 1 event, you might select **Exam** as the event type.

The type of event that you choose controls the icon associated with that event when displayed on the calendar, as shown in the legend above. It will also control the priority of the item as specified in the user's individual preferences.
Event location.

If your event is happening in a specific location, you may enter the Event Location here.

Tip: For events with no physical location, you could enter Online, or Via Meetings Tool if you do not want to leave it blank.

File attachments

You may attach a file to your event if desired.

For example, you might attach an agenda, a map or instructions on how to get to the location, or any other items that would be helpful for participants attending the event.

Select the Add Attachments button to browse for and select your file.

Save your event.

Once you have entered all of the information for your event, select the Save Event button to post your event on the calendar.
How do I edit a calendar item?

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select the calendar entry that you want to edit.
Select Edit.

Due: Chapter 4 Quiz

Date: Apr 10, 2019
Time: 12:00 am CDT

Description: "Chapter 4 Quiz" is available on 03/31/2019 09:10:00 PM to the entire class at [URL].

It is due 04/10/2019 12:00:00 AM.

There is no time limit. Students can submit this an unlimited number of times. (The highest score will be recorded).

Student will receive no feedback.

Find this assessment at the [URL].

Frequency: Activity occurs once
Event Type: Deadline
Owner:
Site:
From Site:

Make your changes to the event.

Editing event...

To edit the event, update the form and choose 'Save Event' at the bottom. Required items marked with an asterisk (*).

Event:
- Title: Due: Chapter 4 Quiz
- Date: 04/10/2019
- Start Time: 12:00 AM CDT
- Duration: 0 hours 00 minutes
- End Time: 00:00 AM CDT

Message:

Please note the date change from April 10th through April 12th.
Select Save Event.
How do I delete a calendar item?

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select the calendar entry that you want to delete.
Select Remove Event.

Confirm removal.

Note: Be careful! This action cannot be undone!

You will be prompted to confirm the removal. If you are sure you want to delete the item, select Remove event.
How do I print the Calendar?

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select Printable Version.
A new window will open with a PDF version of the current calendar version displayed. Print or save the PDF file from this window.

Tip: The printable view will change depending on which view of the calendar you are currently viewing (i.e. day, week, month, year, or list). Be sure to select your desired calendar view for printing before selecting Printable Version.
How do I merge the Calendar with another site?

If you would like to combine calendar items from two or more sites, you may choose to merge the calendars. Remember that all calendar entries for sites you have access to are automatically merged in your My Workspace Schedule.

Note: You must have appropriate level permissions (i.e. calendar owner) to merge calendars. Merged calendar items will only be visible for site participants who are active in both sites.

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select Merge Internal Calendars.
Select calendars to be merged.

In the **Show Schedule** column, check the box next to any calendars from other sites that you would like to merge with the current site.

**Select Save.**
How do I import Calendar entries from a file?

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select Import Events.

Note: If you do not see the Import Events option, you may need to check the Permissions for Calendar to see if the Import Events permission is enabled for your role in the site.
Choose the import file format.

Select the type of calendar file you are importing (Microsoft Outlook, Meeting Maker, or Generic calendar import (comma-separate values)), and then select **Continue**.

Choose your file.

Select **Choose File** button to browse for and select your file, and then select **Continue**.

Note: Your import file must be in a specific format. For example, if you selected the generic calendar import option, you will see a link for a Generic Import Template that you can download to view an example of the correct import file format.
Preview items and import events.

You will now see a preview of the items to be imported. Verify that all the event information looks correct.

1. Remove the check mark for any items you don't want to import.
2. If you would like to import events for a specific group, select Import events for selected groups, and then select the desired group.
3. Select **Import Events** to complete the import.
How do I modify Calendar permissions?

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select Permissions.
Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)

2. Select Save to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.
How can I share my Calendar with other users?

If you would like to share your personal or course calendar, you may choose to share your the calendar with other users in Sakai. Calendars will be exported as a .ics file and can be viewed in Sakai as well as other web-based calendar tools.

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select Publish (Public).

Name your calendar.

Generate a Link to this Calendar for Public Use

Subscription to this calendar in other applications will display all events within a window of plus 12 and minus 6 months. Authentication is not required and all events will potentially be visible to the general public. If this is not desirable then please publish via a private link instead.

After naming your calendar, you can enable subscription which will create a URL which users can select to download an .ics file to open inside of Sakai or other online calendar tools that accept .ics files.
Select Save.
How can I subscribe to an external Calendar?

If you would like to subscribe to an external calendar, you may choose to subscribe to them inside of Sakai. External calendars can be imported as a .ics file and can be viewed in Sakai.

Go to Calendar.

Select the Calendar tool from the Tool Menu in your site.

Select Merge External Calendar.

Name your calendar.

To subscribe external calendars (in iCal format), enter a calendar name and url and click 'Subscribe'.

Calendar Name:

URL:

Subscribe

Save Cancel
After naming your calendar, you will paste the URL of the online calendar .ics file and select subscribe.

You can also unsubscribe from the calendars by unchecking the check box next to their name.

Select Save.
Chat
What is the Chat Room tool?

The Chat Room is a real-time, text-only chat tool within a site. The Chat Room tool can be used for synchronous, unstructured conversations among site participants who are logged into the site at the same time. Only participants enrolled in the same site may chat using the Chat Room.

The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an “Online Office Hours” chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members across distances.

The Chat Room tool alerts users to other participants who have entered the same chat room. This way, users know who is available to talk.

Site owners can specify how many chat messages are archived and for how long, or they can allow participants to configure their own archive settings.

The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

To access this tool, select Chat Room from the Tool Menu in your site.
How do I add a chat room?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.

Select Options.

Select Add Room.

Manage Rooms

Chat Room

Main Chat Room

Edit | Delete

Back to room
1. **A title** is required for the new room.
2. You may enter a **description** of the room if desired. (Optional)
3. Select the number of messages you would like to be displayed in the message history.
4. Select the box next to **Allow chat participants to change the chat display settings for their own chat window** if you would like to allow this ability. (Optional)
5. You may set a start and end date for the chat room. (Optional)
6. Select **Update Options** button to save your details and add the room.
How do I delete a chat room?

Go to Chat Room.

Select the **Chat Room** tool from the Tool Menu of your site.

Select on Options.

Select the Delete link for the room you want to remove.

Manage Rooms

**Chat Room**

- Main Chat Room
  - Edit | Delete

**Office Hours**

- Edit | Delete | Set as Default
Confirm the deletion.

Deleting chat room

Are you sure you want to permanently delete this chat room?

Title: Office Hours
Description:

Select **Delete** button to confirm the removal of the chat room.
How do I clear the chat history?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.

Select Options.

Select the Clear History link for the room you want to clear.
Confirm the deletion.

Deleting all messages from chat room

Are you sure you want to permanently delete all messages from this chat room?

Title: Office Hours
Description:

Select **Delete** button to confirm the permanent removal of all chat messages from the room.
How do I change the Chat Room tool permissions?

Go to Chat Room.

Select the Chat Room tool from the Tool Menu of your site.

Select Permissions.
Modify the permissions for the roles listed.

### Permissions

Set permissions for Chat Room in worksite 'ITRS 101 001 Sp20'

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Select **Save** to save your changes.

<table>
<thead>
<tr>
<th>Permission</th>
<th>Course Builder</th>
<th>Instructor</th>
<th>Librarian</th>
<th>Student</th>
<th>Teaching Assistant</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read chat messages</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Post chat messages</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Delete any chat messages</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Delete own chat messages</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Delete a chat room</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create a new chat room</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set chat room options</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I read, post, or delete Chat Room messages?

Go to Chat Room.

Select the **Chat Room** tool from the Tool Menu of your site.

To read Chat Room messages:

1. To change rooms, select **Change Room** at the top, and select the room you’d like to enter.
2. To see who is presently in the room, look under "Users in Chat" on the right side of the screen.
3. Messages appear in chronological order, with the most recent at the bottom. Messages will always identify the sender.
4. To hide or display the date or time messages were posted, select the appropriate option from the "View" drop-down list: Time Only, Date and Time, Date Only, Neither Date nor Time, or ID Only.
5. To change how many messages you see, from the second drop-down list, select one of the following options: Last 100 messages, Last 10 messages, Past 3 days, or Show no message history. (If you choose Show no message history, you will see only messages posted after you made this selection.)
To post Chat Room messages:

In the text box at the bottom of the window, type your message, and then select **Add message** or hit the **Enter** key on your keyboard.

*Note: No one can see your message until you select **Add message** or hit **Enter**, but once you do, only an instructor or a participant with special permission can delete your message.*

To discard a message that you haven't sent yet, select **Clear**.

To delete a Chat Room messages.

To delete a Chat Room message that you have sufficient permission to delete, select the trash can icon (**Delete this Message**) next to the posting.

*Note: If you don't see a trash can icon, you don't have permission to delete the message.*
Confirm deletion.

A pop-up box will appear prompting you to confirm the deletion. If you are sure you want to delete the message, select **Delete** button to confirm.

*Tip: To permanently delete all messages from a chat room, select **Options**, and then **Clear History**. Select **Delete** to confirm.*
Commons
What is the Commons tool?

Commons tool a simple communication tool that allows students to have short conversations with their peers and their instructor. It may be used as an alternative to other communication tool options, such as Comments in Lessons, or Forums.

*i* Note: Commons does not support grading or other more advanced Forums features, such as threading discussions, group permissions, availability dates, etc.

To access this tool, select the Commons link in the Tool Menu of your site.

Note: Commons is not one of the default tools in a site. See [How do I course which tools will be available within my course site](#).
How do I create post in Commons?

Go to the Commons tool.

Select the Commons tool from the Tool Menu of your site.

The Commons page will display.

The text box at the top of the page will always start off with "What's on your mind?" until you type something into the box.

Add text.

Type your text into the box.
And/or add a link. (Optional)

Select the Insert a link button.

Enter the link, and select Insert.

Enter the text display for the link, the URL of the link, and then select **Insert**.
And/or add an image. (Optional)

Select the Insert an image button.

Select Browse.
Select the file.

Select the name of the image. Then select Open.

Select Insert.

Select Post.

Choose an image file. It must be a png, gif, or a jpeg:

Browse... Baby Hippo.png

Select Post.
Select Post to submit the post to everyone on the site with access to view it.

View post.

COMMENTS

Permissions

New Baby Hippo Check out this article
How do I comment/reply to a post in Commons?

Go to the Commons tool.

Select the **Commons** tool from the Tool Menu of your site.

The Commons page will display

![Commons page](image)

The most recent posts will appear at the top of the screen.
Select the Reply link.

Type your response and then select Post Comment.

Sarah Kentner Baby Hippo Look at this article

Sarah Kentner Baby Hippo Look at this article

Aww! Baby Augustus is so CUTE!
Seasonal performance evaluation for Instructional Technology and Research Support.

Sarah Kentner Baby Hippo: Look at this article

Ura Student: Aww! Baby Augustus is so CUTE!

Your reply comment will appear indented just below the original message.
How do I edit a post in Commons?

Go to the Commons tool.

Select the Commons tool from the Tool Menu of your site.

The Commons page will display.

The most recent posts will appear at the top of the screen.
Select the Edit link below the post you want to edit.

Note: You must have edit permissions in order to edit your own or other posts in Commons.

Make your changes, and then select Post.
The edited post will display.

Sarah Kentner Baby Hippo Look at this article

His name is Augustus!

Reply Edit Delete 04/12/2019 9:10 AM

Uns Student Aww! Baby Augustus is so CUTE!

Edit Delete 04/12/2019 9:10 AM
How do I delete a post in Commons?

Go to the Commons tool.

Select the Commons tool from the Tool Menu of your site.

The Commons page will display.

The most recent posts will appear at the top of the screen.

Select the Delete link below the post you want to delete.

Note: You must have delete permissions in order to delete your own or other posts in Commons.
Confirm Deletion.

Are you sure you want to delete this post?

Cancel  OK

If you are sure that you want to delete the post, select OK to confirm.

The post will be permanently deleted.

Note: Deleting a post will also delete all replies/comments to that post.
How do I edit a comment/reply in Commons?

Go to the Commons tool.

Select the Commons tool from the Tool Menu of your site.

The Commons page will display.

The most recent posts will appear at the top of the screen.

Select the Edit link below the comment/reply you want to edit.

Note: You must have edit permissions in order to edit your own or other posts in Commons.
Make the changes, and then select Post Comment.

Aww! Baby Augustus is so CUTE!

Post Comment  Cancel

The edited post will display.

His name is Augustus!

Reply Edit Delete 04/12/2019 9:10 AM

Ura Student Aww! Baby Augustus is so CUTE!

Edit Delete
How do I delete a comment/reply in Commons?

Go to the Commons tool.

Select the Commons tool from the Tool Menu of your site.

The Commons page will display.

The most recent posts will appear at the top of the screen.

Select the Delete link below the comment/reply you want to delete.

Note: You must have delete permissions in order to delete your own or other posts in Commons.
Confirm Deletion.

Are you sure you want to delete this comment?

Select OK to confirm.

The comment/reply will be permanently deleted.

Note: Deleting a comment/reply to a post will not affect the original post that was commented on.
How do I edit the permissions in Commons?

Go to the Commons tool.

Select the Commons tool from the Tool Menu of your site.

Select Permissions.

Select your permissions.

Choose the permission based on role. Check the checkbox next to any permission to turn it on. As an instructor or Maintainer, you can choose whether or not site participants are able to create, read, update or delete posts and replies.
Select Save.
Course and Project Sites
What are course sites?

A course site is the official worksite for a particular academic course and links to LOCUS to automatically populate the roster. Course sites contain a variety of instructor selected tools and resources for students to access course materials, interact with other site participants, and submit work.

Default participant roles for course sites

The default participant roles in a course site are:

- **Instructor**: Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site in all tools. Instructors have full grading privileges for all tools with grading capabilities, e.g., Assignments, Forums, Gradebook, Lessons, and Tests & Quizzes. Instructors have full access to all communication tools, both synchronous and asynchronous.

- **Student**: Students can read content, and add content to a site where appropriate, e.g., submit assignments, post to asynchronous and synchronous tools.

- **Teaching Assistant (TA)**: Teaching Assistants can read, add, and revise and delete content in most tools. Additionally, TAs can grade in tools with capability, e.g., Assignments, Forums, Gradebook, Lesson, and Tests & Quizzes. They can communicate with students through common communication tools, e.g., Announcements, Email, and Messages.

- **Course Builder (CB)**: Course builders can read, add, and revise, and delete most content but are unable to post/publish tests in Tests & Quizzes or grade in any tool with that capability, e.g., Assignments, Forums, Lessons, and Tests and Quizzes. Nor can Course Builders access the Gradebook. They can communicate with students through common communication tools, e.g., Announcements, Email and Messages.

- **Tutor**: Tutors can read content and add content within certain tools without access to any grades or graded items. They can communicate with course participants through Email and Messages and can create a blog to add material to assist students. Tutors will not have access to the course site if the site is not published.

Participant enrollment in course sites

- **Instructor & Student**: Enrollment in a LOCUS course will automatically trigger enrollment in the corresponding course shell in Sakai. Registration changes (add/changes/drops) in LOCUS are usually reflected in Sakai approximately 24 hours later.

- **Teaching Assistant**: Enrollment can be completed through LOCUS by the department/school or by the instructor of record of the course placing a request with the Sakai support team.

- **Course Builder**: Enrollment can be completed by the Sakai team. The instructor of record for the course needs to place a request with the Sakai support team at sakai@luc.edu.

- **Tutor**: Enrollment can be completed by the Sakai team. The instructor of record for the course needs to place a request with the Sakai support team at sakai@luc.edu.

- **Librarian**: Enrollment can be completed by the Sakai team. The instructor of record for the course needs to place a request with the Sakai support team at sakai@luc.edu.

*Please note: All instructor and student enrollment must be completed through LOCUS.*

Because Teaching Assistants have access to student grades in course sites, the role may not be given to undergraduate students nor to a graduate student who is already enrolled in the course.
Place an enrollment request.

To have a participant enrolled in your course in the role of Teaching Assistant, Course Builder, Librarian, or Tutor please contact the Sakai support team at ITservicedesk@luc.edu and include:

- User's first and last name
- User's UVID
- Course ID (including section and semester)
- Desired role within the course
What are project sites?

Project sites are designed to facilitate collaboration. Faculty, students and staff can create project sites. You can invite anyone you wish to join your project site, including individuals who are not affiliated with Loyola. Access is granted via the creation of a guest account. Project sites have many of the same tools available as course sites. However, they are not associated with credit course or academic terms. Instructors should never use a project site as a substitute for a LOCUS-connected Sakai course site.

Project sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Examples of uses of project site are university committees, registered and sponsored student organizations, student groups, communities, organizations, collaborative research projects, training initiatives and groups of instructors who will be teaching similar lab sections of the same course.

Default participant roles for project sites.

The default roles in project sites are:

- **Maintain**: The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. Those holding the role of site maintainer can add, read, revise, and delete content in all tools. Maintainers can also add and remove participants.
- **Access**: Site members with an Access role can read and add content to a site where appropriate.
How do I navigate among different sites?

Home.

Home is your individual online workspace. When you first log in, you go to Home automatically. To return to your workspace after visiting other sites, select Home in the upper left corner of the screen.

For more information about Home, see What is Home?

Site Navigation.

1. Additional course and project sites appear as buttons across the top of the screen. Select a button to go to the corresponding site.
2. You may also select Sites to view all active sites and manage favorites. For more information about site navigation, see What is Site Navigation?

It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate among different sites in the system.

Note: If you are not yet a member of any sites, you will see only a Home button in the Sites Menu.
How do I navigate within a site?

It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

Currently selected site.

The currently selected site will appear highlighted in a different color in the site navigation bar.

The Tool Menu.

The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site. The currently selected tool is highlighted in a different background color than the rest of the Tool Menu and with a solid colored line showing along the left border of the item.

Select the tool's name to go to the corresponding tool.
The Overview page.

Overview on the Tool Menu takes you to the primary landing page for the site you're in. Overview pages can contain a list of recent announcements, recent message or forum discussions, calendar posts and other selected resources for that specific site.

Resetting a tool.

When you're using a tool, selecting the tool's name in either the Tool Menu or the content frame takes you back to the first page of that tool and resets the tool to the landing page for the tool.

Online help.

You can get help by selecting Help in the Tool Menu. You can also get contextual help by selecting the Help link within the tool content frame.

Help in the Tool Menu.
Contextual help for a given tool.
How do I reset a tool?

Resetting a tool returns you to the starting point of the tool you're using, as if you had entered the tool in a new session.

Select the tool name.

When you're using a tool, selecting the tool's name, in either the Tool Menu or the in the content frame, takes you back to the first page of that tool and resets the tool.

Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.
What does Unpublished Site mean?

By default, Sakai sites are Unpublished when first created. This gives instructors or course designers a chance to edit content in the site before it is available to students and other users. Sites will automatically be unpublished after a certain date. See the Sakai Administrative Schedule for unpublishing dates.

Unpublished Site Indicator

If you see the Unpublished Site indicator at the top of your site, that means your site is unpublished and is unavailable to students, teaching assistants, or other user roles which do not have editing permission.

If the Unpublished Site indicator does not appear, this means that your site has already been published.

Instructors always have access to both published and unpublished courses in which they are enrolled.

Select the (Publish Now) button to make your site available to all enrolled users. (Depending on the site publishing permissions established by your institution, you may or may not see this button.)

Note: You may also publish/unpublish your site from the Manage Access area in Site Info.
How do I create a new project site?

All Loyola students, faculty and staff have permission to create new project sites. Project sites can be created either from Worksite Setup or Sites in your Home area.

Option 1: Go to Worksite Setup.

Select the Worksite Setup tool from the Tool Menu in your Home site.

Select New.

Option 2: Go to Sites.

Select the Sites link to view your sites drawer.
From your sites list, select Create New Site.

Select the type of site.

WORKSITE SETUP

Create Site

Choose the type of site you want to create.

- **project site**

Choose **project site**.

Enter site information.

Enter the site title.

* Site Title

TEACH 102 001
Select site language.

If desired, you can change the default language for your site to any of the available languages listed. Select the desired language to select it.

Enter a site description.

The information entered into the description area will appear on the site's home page. You may use the Rich Text Editor to enter your description.

Enter a short description.

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.
Enter the site contact information.

Site Contact Name: Iman Instructor
Site Contact Email: imaninstructor@luc.edu

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Select Continue.

Select Continue to save your changes.

Select site tools.

Place a check mark next to any tools that you would like to use in this course site.
Re-use existing material.

Re-use Material from Other Sites You Own

- No, thanks.
- Yes, from these sites:

  - CST 101 001 F20
  - EXMY 101 001 F20
  - PROJ 101
  - TEACH 101 001 F20
  - TRAIN 101

Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections.

You may choose to re-use material from other sites that you own. Choose either No or Yes for this option. (If you select Yes, indicate the site(s) from which to copy content in the list shown below.)

Select Continue.

Configure site access.

Project Site Access

1. Site Status
   Publishing your site makes it available to the site participants.
   - Publish site - accessible to all site participants
   - Leave as Draft - accessible only to site maintainers

2. Site Visibility
   Your site can be listed in the Site Browser on the Gateway, allowing non-participants to find it and access its public resources. You can change these settings later by going to Site Info.
   - Display in Site Browser
   - Do not display in Site Browser

3. Global Access
   Global access settings allow you to decide who has access to your site once it is published. You can change these settings later by going to Site Info.
   In addition to the participants you’ve added, you can open your site so that anyone with a valid login can join it.
   - Limit to official course members or to those I add manually (recommended)
   - Allow any LUC Sakai user to join the site

4. Continue Back Cancel
1. **Site Status**: Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other "access" participants in project sites.

2. **Site Visibility**: Displays the current status of site's visibility in the site browser.

3. **Global Access**: Choose to make site access **Limit to official course members or to those I add manually** (recommended), or **Allow any user to join the site**.

4. Select **Continue** to save your changes.

---

**Confirm site setup.**

You will see a screen which displays all of the site settings for verification. If everything appears correct, select **Create Site**.
How do I add users to my project site?

Enrollment in Course Sites is automatically completed through LOCUS. A Maintainer of a project site can add other participants with either the Maintainer or Access role. This article will walk you through the steps on how to add users.

Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Select Add Participants.

Add participant information.

1. **Official Participants**
   - Official Email Address or Username
   - demostudent1
e   - demostudent2

   Note: Enter multiple each on separate line (no punctuation)

2. **Non-official Participants**
   - Email Address of Non-official Participant
e   - demostudent2@stateu.edu

   Note: Enter multiple each on separate line (no punctuation). Email address first optionally followed by last name, first name, all separated by commas, e.g. jdoe@stateu.com,Doe,John

3. **Participant Roles**
   - Assign all participants to the same role
   - Assign each participant a role individually

4. **Participant Status**
   - Active
   - Inactive

[Submit] [Cancel]
1. For participants with official Loyola usernames, under "Other Official Participants", type each participant's UVID, one per line.
2. For participants without official Loyola usernames, under "Non-official Participants", enter their email addresses, one per line.
3. Under "Participant Roles", choose whether to give all your newly added participants the same role or different roles (i.e. Maintain or Access).
4. Under "Participant Status", choose whether to let your newly added participants use the site right away by selecting Active, or keep them from accessing the site for now by selecting Inactive.
5. Select Continue.

Choose participant role.

Choose a Role for Participants

Roles

- access
- maintain

Participants

demostudent1 (Student1, Demo)
demostudent2 (Student2, Demo)
demostudent@stateu.edu (demostudent@stateu.edu)

Choose to send or not send a notification email.

Add participant(s) to TEACH 101 001 F20

An email can be automatically sent to the added users notifying them of the site’s availability.

- Send Now - send an email now to users notifying them that the site is available
- Don't Send - do not send an email notifying new participants about the site's availability

You may choose the Send Now option to send a notification email to participants if desired. The default setting is Don't send.

Select the Continue button.
Confirm addition of participants.

Confirming Add Participant(s) to TEACH 101 001 F20

The following will be added to your site when you click the Finish button below.

They will not be sent an email notifying them of the site's availability.

<table>
<thead>
<tr>
<th>Name</th>
<th>Id</th>
<th>Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1, Demo</td>
<td>demostudent1</td>
<td>access</td>
<td>Active</td>
</tr>
<tr>
<td>Student2, Demo</td>
<td>demostudent2</td>
<td>access</td>
<td>Active</td>
</tr>
<tr>
<td><a href="mailto:demostudent@stateu.edu">demostudent@stateu.edu</a></td>
<td><a href="mailto:demostudent@stateu.edu">demostudent@stateu.edu</a></td>
<td>access</td>
<td>Active</td>
</tr>
</tbody>
</table>

Review the list of site participants and their roles to confirm that they will be added to your site.

If the information is correct, select the **Finish** button.
How do I remove users from my project site?

Note: Sakai does not destructively delete user data when removing users from project sites. Therefore, if you remove a user from your site, and then later reinstate that user, all of the user’s activity within the site will remain intact once you add the user back into the course or project.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select user(s) to remove.

In the Remove column, check the box in the row for the user(s) you want to remove from your site.

Select Update Participants.

Select Update Participants to remove the user(s).
Drop Box
What is the Drop Box tool?

The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

The Drop Box mirrors the file management features and functionality of the Resources tool. See What is the Resources tool? for more information on how to add, upload, edit, and delete files and folders within Drop Box. (As with Resources, multiple files can also be uploaded using Drag and Drop.)

To access this tool, select Drop Box from the Tool Menu in your site.

Example: Folders for each student

- INTG 101 001 Su20 Drop Box

Files in your Drop Box can only be seen by you and the site maintainers. Other participants cannot view your files.

Folders with the plus sign contain files.
How do I upload files to multiple Dropbox folders?

Go to Drop Box.

Select the Dropbox tool from the Tool Menu in your site.

Select Upload files to multiple dropbox folders.

Select the file to be uploaded.

Upload files to multiple dropbox folders

Select the files to upload and then click ‘Continue’ at the bottom.

File To Upload

Browse... No file selected.

Display Name

F19 Syllabus

Select the Choose File button to browse for and locate the file on your local computer.

Optionally, you may also edit the display name of your file if you would like it to be different than the file name.
Select the destination folders for your file.

You will see a list of the student folders in your course Drop Box. Select the student name or group from the list of “Available users” on the left and use the arrow buttons to move the name or names over to the “Selected users” on the right.

Email notification. (Optional)

- Send an email notification to the student.

If you want students to be notified about the file upload, select the box next to Send an email notification to the student.

Select Continue.
How do students add items to the Drop Box?

The Drop Box tool functions very much like the Resources tool. The only difference is that Drop Box is an individual folder for each student within a particular course.

Go to Drop Box.

Select the Drop Box tool from the Tool Menu in your site.

Add or create items.

You will see a Drop Box folder with your name as the folder name. This is the location where you will add or create items in the Drop Box.

Select the Actions drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy
- Edit Details
- Compress to ZIP Archive
- Move to Trash
• Copy a file
• Edit Details of a file
• Compress to ZIP Archive

The Drop Box functions mirror the functions of the Resources tool. See [What is the Resources Tool?](#) for more information.
How do I download multiple files from Drop Box?

Go to Drop Box.

Select the Drop Box tool from the Tool Menu in your site.

Create a zip archive.

1. Select the **Actions** menu for the top level drop box folder.
2. Select on the **Compress to ZIP Archive** item in the drop-down menu.
Select the archive file to download.

<table>
<thead>
<tr>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>iNTG 101 001 Su20 Drop Box</td>
<td></td>
</tr>
<tr>
<td>MediaID_svccts24 (svccts24)</td>
<td></td>
</tr>
<tr>
<td>MediaID_svccts25 (svccts25)</td>
<td></td>
</tr>
<tr>
<td>Student, Ima (istudent)</td>
<td></td>
</tr>
<tr>
<td>Student, Ura (ustudent)</td>
<td></td>
</tr>
<tr>
<td>def14da1-3e9c-431b-8507-cd8036bb172c Drop Box</td>
<td></td>
</tr>
</tbody>
</table>

A zip archive containing all dropbox submissions will appear in the top level folder.

Select the archive file to download it to your computer.
What is the Email tool?

The Email tool allows user to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses.

The Email tool works using your Loyola email address.

The Email tool can work in conjunction with the Email Archive tool to post email messages to the course archive.

To access this tool, select the Email tool from the Tool Menu of your site.
How do I send an Email message?

Go to Email.

Select the Email tool from the Tool Menu of your site.

Select the message recipients.

When you compose a message in the Email tool, you have the option to select recipients in the course by role, section, or group.

You may also add other recipients who are not enrolled in the course.

Select All.

Select the toggle next to All to send an email to everyone in the site.
Choose recipients by role.

Select the Roles link to expand the list of roles within the site. You may also select the link for a role (e.g. Student) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

Select the Sections link to expand the list of sections within the site. Note that Sections are not used at Loyola, so selecting the Sections link will not result in a list of recipients to choose.
Choose recipients by group.

Select the Groups link to expand the list of existing groups within the site. You may also select the link for a group (e.g. Group 1) to expand the list and show individual users in that group.

Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.

Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.
To send a message to a user who is not enrolled in the site, select the **Other Recipients** link, and enter the email address or addresses (separated by commas) into the text area provided.

**Enter a subject line.**

Enter a subject.

**Add an attachment. (Optional)**

Select the **Attach a file** link if you would like to browse for and attach a file to your email.

**Enter the message body text.**

Use the Rich Text Editor to compose your message.

**Select to receive a copy. (Optional)**

If you would like to be copied on the email message, select the box next to **Send me a copy**.

*Sakai does not keep a copy of emails sent through the Email tool. If wanting a record of a sent email, make sure to select this option.*
Select to add to Email Archive. (Optional)

- **Add to Email Archive, visible to all site participants**

If you would like the email message to be added to the course Email Archive, select the box next to *Add to Email Archive, visible to all site participants.*

*Note: This option only appears if the Email Archive tool is active in your site.*

Append list of recipients. (Optional)

- **Append list of recipients to message**

If you would like recipients to see the users copied on the message, select this option to include the recipient list in the message.

Select Send Mail.

![Send Mail](SendMail.png)  ![Cancel](Cancel.png)

The message will be sent using your Loyola email address.
How do I set the Email tool options for my site?

Go to Email.

Select the Email tool from the Tool Menu of your site.

Select the Options link.

Select the default settings.

Choose the desired default settings by selecting the check boxes or radio buttons next to the options you want. These settings will become the default Email tool setting for the entire site.

For example, you may want to check the box for Send me a copy and Add to Email Archive so that they are selected by default. (Individual users may still choose to de-select these two options when sending a message.)
Select Update Defaults.

Select the **Update Defaults** button to save your changes.
How do I change the Email tool permissions?

Go to Email.

Select the Email tool from the Tool Menu of your site.

Select the Permissions link.

Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Select Save to save your changes.
Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.
Email Archive
What is the Email Archive tool?

The Email Archive tool allows site managers to specify an alias email address which essentially serves as a listserv for the site. By default, email you send to the site email address is copied to the email addresses of all site participants and owners. All email messages sent to your site's email address are stored in the Email Archive. You can use any email program to send mail to the email address listed at the top of your Email Archive page.

Site members can use Preferences in My Workspace to choose how often they want to receive email sent to the site's email address: either as it is sent, or in digest mode, with all posts for the day sent in a single email message.

Note: You cannot use Email Archive to send mail to particular individuals. To send messages to individual participants or a group, use either the Messages tool (for internal course mail) or the Email tool (for external institutional mail).

To access this tool, select Email Archive from the Tool Menu in your site.
How do I view Email Archive messages?

Go to Email Archive.

Select the Email Archive tool from the Tool Menu in your site.

Viewing Email Archive messages.

1. Select the subject of a message to view the message content.
2. Selecting a column header (From, Subject, or Date Received) will sort the email messages by that header. Select the header again to reverse the order.
How do I send messages to the Email Archive?

Note: You cannot use Email Archive to send mail to specific individuals. To send messages to individual participants or a group, use either the Messages tool (for internal course mail) or the Email tool (for external institutional mail).

Go to Email Archive.

Select the Email Archive tool from the Tool Menu in your site.

Locate email address for sending messages to the archive.

1. Above the site address, you'll see a message telling you if you are authorized to send email. If this site is set up to accept mail only from site participants, you will also see the address from which you are authorized to send email; use this account to send messages to the site address.

2. On the Email Archive screen, under "Email sent to the following address(es) will be archived and sent to participants", you'll see the site email address. Send email to your site's Email Archive address from your email account, just as you would to any other email address.
If you are not authorized to send mail, you will see the following message instead.

You are not authorized to send mail to this worksite.

[Search]
How do I modify the Email Archive options?

Go to Email Archive.

Select the Email Archive tool from the Tool Menu of your site.

Select Options.

Select the desired settings.

Choose the radio buttons for the settings you want to enable. You can customize the following settings:

1. **Accept Messages From**: You can choose to allow anyone to send mail to the Email Archive address, or to allow only site participants to send mail.

2. **Set the reply-to address**: You can set the reply-to address for messages sent through the archive so that users automatically reply to the original sender or to the Email Archive address.
3. **Send messages to**: You can choose to send email to site participants as well as archiving the messages, or you can choose to archive messages without emailing the site participants.

**Customize the site email address.**

![Mail Address](Site Email Address: imaninstructor@lucdev.longsight.com)

If you would like to customize the site email alias to make it easier to remember, you can modify the address here.

**Select Update Options to save your settings.**

[Update Options] [Cancel]
How do I change the Email Archive permissions?

Go to Email Archive.

Select the Email Archive tool from the Tool Menu of your site.

Select the Permissions button.

Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Select Save to save your changes.
Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.
How do students view archived messages?

Typically, students have read-only permissions for Email Archive.

Go to Email Archive.

All of the messages that have been sent to the course Email Archive will be displayed.

1. Select the message subject to view the message content.
2. Selecting a column header (From, Subject, or Date Received) will sort the email messages by that header. Select the header again to reverse the order.
Examity
What is Examity?

Examity is an online proctoring service that helps ensure the academic integrity of testing in online courses. Examity helps keep the setup, scheduling, and test-taking process simple while offering flexible scheduling options for online courses.

Examity offers several monitoring levels, all of which use a webcam to monitor students as they take their exams online.

Instructors can visit the Office of Online Learning's Online Course Proctoring site for more information on how to obtain permission to use Examity.

Play the video below for an introduction to Examity as an online proctoring solution.
How do I decide if Examity is right for my course?

Instructors must obtain permission from the Provost's office and their department to use Examity. Please visit the Office of Online Learning's Online Course Proctoring page for contact information and more details about using Examity as an online proctoring solution.

Staff in the Provost's office will be able to assist with preliminary questions and provide information about the approval process to use Examity.
How do I create my instructor account with Examity?

Instructors must obtain permission from the Provost’s office and their department before the instructor can add the Examity tool to a Sakai course. Please visit the Office of Online Learning’s Online Course Proctoring page for more information.

After an instructor obtains permission to use Examity from the Provost’s office and their department, instructors can reach out to a member of ITRS at helpdesk@luc.edu for account information. After connecting with ITRS, instructors will receive an account confirmation email from Examity and can begin to create an account profile.

Create a Profile.

Select the Examity® link provided to you via email. This will bring you to your Examity® dashboard.
Once on the dashboard, select “My Profile.”

Select your time zone.

Confirm your name and email address. Then, select save.
What are the different proctoring methods with Examity?

To use Examity as an instructor at Loyola, please contact individuals in the Provost's office. Please visit the Office of Online Learning's Online Course Proctoring page for more information. Students should contact their instructors to identify which proctoring method will be used in their course.

Examity offers two levels of authentication and three levels of proctoring services. Each level of authentication pairs with a level of proctoring.

**Authentication**

- **Level AA: Auto-Authentication**
  
  Test-takers snap pictures of their ID and face, answer challenge questions and enter a biometric keystroke signature to verify identity.

- **Level LA: Live Authentication**
  
  Level LA asks test takers to affirm understanding of exam rules. The process includes challenge questions, ID verifications, facial comparisons, keystroke analysis, and full test recordings.

**Proctoring**

- **Level 1: Auto-Proctoring**
  
  This is a fully automated proctoring solution. After level AA auto-authentication is complete, Examity® captures audio, motion, and systemic changes to identify inappropriate behaviors.

- **Level 2: Record and Review Proctoring**
  
  After level LA live-authentication, each test is recorded from start to finish and is later viewed by a human, in its entirety, to ensure that no rules were violated.

- **Level 3: Live Proctoring**
  
  After the level LA live-authentication, a live proctor monitors the test taker's surroundings and entire desktop throughout the exam using the test taker's webcam. Examity® may comment and troubleshoot in real-time during the test.

For more information on Examity's proctoring solutions, please visit Examity's FairExam® Levels site.
Instructors must obtain permission from the Provost's office and their department before the instructor can add the Examity tool to their Sakai course site. Please visit the Office of Online Learning's Online Course Proctoring page for more information.

After an instructor obtains permission to use Examity from the Provost's office and their department, instructors can reach out to a member of ITRS at helpdesk@luc.edu to make the Examity tool available in their Sakai course.
How do I create my Examity assessment in Sakai?

In order to create your assessment in Sakai, you will need to create an exam within the Tests and Quizzes tool. For step-by-step instructions on how to do this, visit the How do I create an assessment in Tests and Quizzes documentation.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool in your Sakai course.

Locate the exam you'll use with Examity under Working Copies.

Note that instructors can edit their exam settings from Working Copies or Published Copies. However, it is recommended instructors set-up their exams from Working Copies first.
Locate the exam Settings.

Select **Availability and Submissions** from the Settings menu. Then, edit the following items:

1. Choose the number of submissions allowed for the exam. For most high-stakes exams using Examity, there will be only one submission.
2. Choose the available date and time students will be able to take the exam and a date and time when the exam is due.
3. Choose the time limit associated with the exam.
4. For Late submissions accepted?, select No, not after due date. Examity does not recognize exams taken after the due date. For students who need to schedule exams beyond the available period selected in step 2, students or their instructors should reach out to helpdesk@luc.edu to schedule their exams with Loyola's Examity representative.

Select any other applicable fields specific to your exam.

Enter an exam password.

![Password input field](image)

5. Select the Ensure students take exams from specific location drop down menu. Then, enter a unique Secondary Password in the Password field.

Please note, this password field will secure the exam to make sure no student takes the exam outside of the exam time frame.

For set-up information about students with special testing accommodations, please visit the How do I set special accommodations for students in Examity? documentation.

Select Save.

![Save button](image)

Select Save to save your changes to the exam settings.

Select Save Settings and Publish to save changes and publish the exam. (Note: this will move the exam from Working Copies to Published Copies.)
After you've completed these steps in Sakai, make sure you also set up your exam as an instructor in Examity's system. For step-by-step instructions, visit the How do I set-up or modify the exam in Examity as an instructor? documentation.
How do I access my Examity dashboard as an instructor?

Visit the How do I create my instructor account with Examity? and How do I add the Examity tool to my Sakai course? first. Once you've added Examity to your Sakai course, you can launch Examity directly from Sakai.

To access your Examity dashboard from Sakai, complete the following steps below.

Select the Examity Tool.

Select the Examity tool in your Sakai course site.

View Examity Dashboard

The Examity Dashboard will load after the Examity tool in the Sakai course is launched.

1. **Courses/Exams:** This is where you will go to edit your exam shell, select your FairExam® Level of Online Security and tailor the rules to meet your needs.
2. **Student:** Select the “Student” tab to search student enrollment records.
3. **Exam Status:** Track students’ scheduled, completed, and proctored exams. You will also have access to the video recordings of all proctored tests as well as time-stamped flags and comments.
4. **Reports:** Review analytics associated with your exams.
How do I set-up or modify the exam in Examity as an instructor?

Instructors must obtain permission from the Provost's office and their department before the instructor can add the Examity tool to their Sakai course site. Please visit the Office of Online Learning's [Online Course Proctoring](#) page for more information.

To set up Examity in your course, you should create the test in Sakai, then complete the exam set-up in Examity. Visit the [How do I create my Examity assessment in Sakai?](#) documentation for more information.

Select the Examity tool.

Select the Examity tool from your Sakai course site to access the Examity dashboard.

Locate the Courses/Exams tab on the Dashboard.

Select the Courses/Exams tab to edit or modify your exam.
Select the white arrow to the left of the course ID number.

Select the pencil icon of the exam you'd like to edit.

Enter exam details on the Edit Exam page.

The following details should match the set-up of your assessment in Sakai:
1. Exam Name
2. Duration of the Exam (hrs)
3. Link to access Exam
4. Exam start date and time (mm/dd/yyyy)
5. Exam end date and time (mm/dd/yyyy)

⚠️ Please note if you change your exam in Sakai, verify the exam details match in Examity. To set up your exam in Sakai, visit the How do I create my Examity assessment in Sakai? documentation.

Change the status to Active.

From Status, select Active from the drop-down list.

Review the optional settings.

Review the following optional settings and modify them if they apply to your exam:

1. Upload files
2. Exam UserName & Exam Password
3. Student upload file

For the section “Any need for extended time and/or special accommodations?”, please visit the How do I set special accommodations for students in Examity? documentation.
Select Update.

Scroll to the bottom of the page, and select **Update** to save exam details.

**Set-up the FairExam Level in Examity.**

- **FairExam Levels** are selected directly in Examity. While instructors should inform students of the exam level, it does not need to be modified in the Sakai assessment settings.
- Visit the [What are the different proctoring methods with Examity?](#) documentation for descriptions of FairExam proctoring levels.

**Select your FairExam Level from the drop down menu.**

![Select your FairExam Level from the drop down menu.](image)

Select Update.

Scroll to the bottom of the pop-up, and select update to save your FairExam Level Selection.
Set-up or modify the Exam Rules in Examity.

Similar to the FairExam Levels, Exam Rules are selected directly in Examity. While instructors should inform students of the exam rules with instructions, these settings do not need to be modified in the Sakai assessment settings.

Select the Additional Rules that apply to the exam.

Scroll to the bottom of the Examity: Edit Exam pop up. In the Additional Rules section, check all boxes that apply for the exam.

Enter any Special Instructions.

1. Enter any special instructions for the proctor or the students in the Special Instructions text box.
2. You may also select who this information is visible to by selecting roles under Visible To.
3. The, select Save to save any special instructions and the visibility level.
Select Update.

Scroll to the bottom of the pop-up, and select **Update** to save.
How do I set special accommodations for students in Examity?

Instructors must obtain permission from the Provost's office and their department before the instructor can add the Examity tool to their Sakai course site. Please visit the Office of Online Learning's Online Course Proctoring page for more information.

To set up Examity in your course, you should create the test in Sakai, then complete the exam set-up in Examity. Visit the How do I create my Examity assessment in Sakai? documentation for more information.

If students require test accommodations, you can make sure proctor support is aware ahead of time by entering the information in Examity® in addition to your set-up in the Sakai.

Select the Examity tool in your Sakai course site.

Launch the Examity tool from your Sakai course site to access the Examity dashboard.

From your Examity dashboard, Select Students.
Next, select Search.

Then, select the pencil icon in the row of the student who needs an accommodation.

Edit Student details.

Select Yes from the Special Accommodations drop down menu, and type any details in the Comments box.
Select Update.

Select Update to save the student's special accommodation information.

If you set special accommodations for students in Examity, please also make sure to review any corresponding special accommodation settings in Sakai.
How do I check the exam status and review score reports?

Instructors must obtain permission from the Provost's office and their department before the instructor can add the Examity tool to their Sakai course site. Please visit the Office of Online Learning's [Online Course Proctoring](#) page for more information.

Instructors may check the status of scheduled, completed, and proctored exams in the Examity® dashboard. You can see which students have completed their exams and whether or not they had any violations. This is also where you view any student violations.

Check the status of exams

Select **Exam Status** from your Examity® dashboard.

**Navigate Exam Status**

You can watch videos of your students taking their exams by selecting **View**.

Please note, if the **View** link is not selectable, that means the exam has not yet been audited. All exams will be audited within 48 hours of the student completing the exam.
Navigate the Examity flagging system

Under the View link, instructors can watch recordings of students taking exams. Recordings are available for 30 days and then removed from the Examity® system to ensure privacy for all parties involved.

The Examity® flagging system provides instructors with a snapshot of what happened during each test.

Below are descriptions of the types of flags an Examity® proctor or auditor may issue students during or after the exam:

- **Green flags** are given when there is no incident.
- **Yellow flags** are given when a rule is broken but cheating did not take place.
- **Red flags** are given when the student exhibits clear cheating behavior.
If a technical issue arises, Examity® will communicate that information to instructors with a blue alert.
Who do I contact for help with Examity?

Instructor Information

Access to Examity

Instructors should visit the Office of Online Learning's Online Course Proctoring page for contact information and more details about using Examity as an online proctoring solution.

Staff in the Provost's office will be able to assist with preliminary questions and provide information about the approval process to use Examity.

Technical Support

For technical support during exams, Examity offers 24/7 technical support. Call 855-EXAMITY or (855)-392-6489, email support@examity.com, or chat with a representative using the live chat link in your Examity portal.

For Examity account information and Sakai help, instructors can reach out to a member of ITRS at helpdesk@luc.edu after an instructor obtains permission to use Examity from the Provost's office and their department.

Student Information

Course Information

If you have questions or concerns about using Examity at any point during the semester, contact your instructor as soon as possible.

Technical Help

For technical support during your exam, Examity offers 24/7 technical support. Call 855-EXAMITY ((855)-392-6489), email support@examity.com, or chat with a representative by selecting the live chat link in your Examity portal.

For support with Sakai, please contact the LUC Help Desk.
What is Follett Discover?

Follett Discover assists faculty with discovering and adopting course materials to share with their students through their online course sites.

If you have questions about Follett Discover, please contact the University Bookstore.
How do I add the Follett Discover tool to my course?

Sakai has many different tools available for instructors to use in their course sites. As an instructor, you may add or remove tools at any point.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the Follett Discover tool.

Select Continue.
Once you have made all of your tool selections, scroll down and select Continue.

Confirm your tool selection.

Overview (Overview)
Syllabus (Syllabus)
Module 1 (Module 1)
Announcements (Announcements)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Site Info (Site Info)
Follett Discover (Follett Discover)
Gradebook (Gradebook)
Module 2 (Module 2)
Module 3 (Module 3)
Additional Resources (Additional Resources)
Panopto (Panopto)

Finish  Back  Cancel

New tools added are shown in red font. Confirm that these are tools you want to add and select Finish. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the How do I reorder tools? tutorial for instructions on how to change the tool order.
Forums
What is the Forums tool?

The Forums tool allows instructors or site leaders to create an unlimited number of discussion forums, and is integrated closely with other tools such as Resources and Gradebook.

A Forum is a mandatory category or grouping for topics. Topics, which are created within forums, are where participants can post conversations. A Conversation is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students inside of a topic.

Some the features in the Forums tool include:

- **Grading**: Interactions can be assigned a point value and sent to the gradebook with comments.
- **Availability dates**: Forums and topics can be released according to specified dates.
- **Moderation**: Instructors can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance**: On your site's Home or Overview page, you can see how many unread messages or posts you have in both Messages and Forums. From Home, you can see these totals for all sites in which you are enrolled.
- **Email notifications**: Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive notifications about new postings in conversations to which you have contributed.
- **Statistics**: Forum statistics are available for site owners to determine the participation level of individual participants. You can also read all of a particular participant's posts using this feature.
- **Post before reading option**: The site owner (or another participant with the appropriate role) can enable participants to submit their posts to a topic before they have permission to read the responses of others.
- **Group awareness**: Site leaders can change forum and topic settings in combination with predefined groups to allow or deny access to specific discussions per group.
- **Direct link to individual messages**: Site leaders can copy a direct link to individual messages to use elsewhere.
- **Composing messages**: A rich text editor allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to files or web links in Resources.
- **Quoted text**: Use the Insert Original Text option to insert the previous post into your response.
- **Email the author of a message**: Site leaders can directly email the author of a posting from within the Forums tool.

Note: A forum with the name of the site and a topic titled "General Discussion" are created by default.

To access this tool, select Forums from the Tool Menu in your site.
How do I create forums and topics?

The Forum tool is organized by Forums, Topics, and Conversations.

- A Forum is a mandatory category or grouping for topics. There may be more than one Forum in the course or project site.
- Topics are required within Forums in order for site participants to be able to post, read, and reply to messages.
- Conversations are messages or threads of discussion posted within a Topic.

This article covers the process for creating a new Forum.

Forums are useful for grouping several similar topics together, such as graded discussions, or group topics. They can also be used to specify the default topic settings for all topics within the forum. All new topics will inherit the forum settings by default.

Go to Forums.

Select the Forums tool from the Tool Menu.

Select New Forum.

By default, new sites are populated with a single forum titled after the name of the site, and containing one topic for General Discussion. The default forum and topic may be edited for posting messages, add more topics to the existing forum, or add a new forum.

Select New Forum to add a new forum.
Title the Forum

Forum Settings

*Forum Title

Case Study Discussions

Forum titles are required. Name the forum a title to easily identify the types of topics expected within it. Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.

Enter a short description

Short Description (255 characters max) 178 chars remain

Use this area to discuss the case studies from each chapter of your textbook.

If desired, enter a description into the text box provided. The Short Description field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to the user when they view the Forum tool.
Enter a detailed description.

Description

For each topic, be sure that you:
1. Address the question with an original post.
2. Use specific examples from the chapter case study to support your main point.
3. Reply to at least 2 other student posts.

To provide more detailed instructions about the items in this forum, use the Description area to enter the information. This area includes the rich text editor and allows for more advanced formatting options.

Add attachments. (Optional)

Attachments

No attachments yet

Add attachments

Additionally, you may attach files to the forum. Select the Add attachments button to browse for and select a file.

View attachments

Attachments

<table>
<thead>
<tr>
<th>Title</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Rubric.pdf</td>
<td>565354</td>
<td>application/pdf</td>
</tr>
</tbody>
</table>

Add more attachments
After a file is attached, the file name, file size, and file format will be displayed.

Select forum posting options.

**Forum Posting**

- [ ] Lock forum (disable forum postings)
- [ ] Moderate topics in forum
- [ ] Require users to post before reading

There are several forum posting options from which to choose. Remember, any settings selected here will apply to all of the topics within this forum by default. (However, these may be overridden the settings on an individual topic if desired.)

- **Lock forum**: This option locks the forum so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topics in forum**: This option means all messages posted within topics in this forum, must be approved by the instructor before other students can see them.
- **Require users to post before reading**: Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

Select availability.

**Availability**

- [ ] Show immediately
- [ ] Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or choose to **Specify dates to open (show) and/or close (hide)**.

**Tip**: Setting open and close dates at the forum level can be tricky because individual topics may also have specified dates. However, the forum must be visible in order for the topics within the forum to be available to students. Typically, instructors set open/close dates at the topic level only.

Select Read Options.

**Mark All Messages in Conversations Read**

- [ ] Automatically mark all messages in a conversation as read
The default option is unchecked which allows the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Select a Gradebook item

When grading forum posts, you may select an existing gradebook item from the Gradebook Item drop-down menu.

Tip: Similar to open/close dates, associating with the Gradebook at the forum level is not always ideal because individual topics may also be graded. Faculty may prefer to grade discussions at the topic level.

Note: You must first create the gradebook item in Gradebook tool before you can select it to be associated with a forum or topic.

Permissions

In most cases, the default forum permissions are appropriate. By default, instructors are forum Owners, and all other site participants are Contributors. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, select Customize to expand the permission settings.
Modifying Permissions

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).
2. Forum permissions may be customized for different user roles, or for groups within the class. Select the Customize to further expand the options for a particular role and define more granular custom permissions.

*Note: Groups must already exist in order for group role permissions to display.*

Select Save.

Once completed, scroll to the bottom of the page and select the Save button.

Alternately, if you would like to go directly to the screen to begin adding a new topic to the forum you just created, you may select Save Settings & Add Topic instead.

*Note: All forums need at least one topic in order to be active.*
How do I organize forums and topics?

Forums may be rearranged to change the order in which discussions are listed.

Go to Forums.

Select the Forums tool from the Tool Menu of your site.

Select the Organize button.

Select the appropriate number next to the Forum or Topic.
The numeric pull down menu allows for reordering the Forum, Topic, or both. Select the appropriate number for the order in which the items should appear.

Select Save.

After you have placed the forums and topics in the desired order, select Save.
How do I add a new topic?

A Forum must contain a Topic for users to create a post. (See also How do I create Forums and Topics?)

Go to Forums.

Select the Forums tool from Tool Menu in your site.

Select New Topic.

Create a topic title.

* Topic Title

Chapter 6 Case Studies

Topic titles are required for every topic.

Create a short description.

Short Description (255 characters max) 209 chars remain

Please discuss the case study from Chapter 6.

Be aware that this short description only allows a maximum of 255 characters.
Create a detailed description.

Describe how the case study in this chapter illustrates the following concepts:

- threats to internal validity
- threats to external validity
- theoretical framework

This description box allows the use of the rich text editor.

Add attachments.

**Attachments**

No attachments yet

Additionally, file attachments to the forum. Select the **Add attachments** button to browse for and select a file.

**View attachments**

**Attachments**

<table>
<thead>
<tr>
<th>Title</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Rubric.pdf</td>
<td>565354</td>
<td>application/pdf</td>
</tr>
</tbody>
</table>

After a file is attached, the file name, file size, and file format will be displayed.
Select topic posting options.

There are several topic posting options from which to choose. Any settings selected here will apply to this topic only.

- **Lock topic**: This option locks the topic so users can no longer post messages. However, they can continue to read existing messages.

- **Moderate topic**: This option means all messages posted within the topic must be approved by the instructor before other students can see them.

- **Require users to post before reading**: Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

- **Posts are anonymous**: Select this option if you want site participants to be able to post without displaying the name of the post's author.

Note: The anonymous setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Select availability.

**Availability**

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to Show Immediately, or choose to Specify dates to open (show) and/or close (hide).

Select Read Options.

**Mark All Messages in Conversations Read**

- Automatically mark all messages in a conversation as read
The default option is to unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Select a Gradebook item.

Grading

Gradebook item:

When grading topic posts, select an existing gradebook item from the Gradebook Item drop-down menu for the forum grades to be included in the Gradebook calculations.

Note: You must first create the gradebook item in the Gradebook tool before you can select it to be associated with a topic.

Automatically create topics for groups.

Automatically Create Topics

- Create one topic
- Automatically create multiple topics for groups

If you would like to create multiple, private group topic areas, select the radio button for Automatically create topics for groups and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group’s topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None".

Permissions

In most cases, the default topic permissions are appropriate. By default, instructors are forum Owners, and all other site participants are Contributors. The topic owner may add and delete topics, modify permissions, edit the topic settings and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, select Customize to expand the permission settings.
Modifying Permissions

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer).

2. Forum permissions may be customized for different user roles, or for groups within the class. Select Customize to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.

Once completed, scroll to the bottom of the page and select the Save button. If you would like to add more topics to the same forum, select the Save Settings & Add Topic button.

Note: All forums need at least one topic in order to be active.
How do I post to a forum topic?

Forums are organizational units that group topics within the site. You cannot post directly to a forum, you must first enter a topic and post your message there.

In order to post to a forum topic, you will **Start a New Conversation** or thread.

**Go to Forums.**

Select the **Forums** tool from Tool Menu in your site.

**Choose a forum.**

**Forums**

**Case Study Discussions**

Use this area to discuss the case studies from each chapter of your textbook.

- **View Full Description and Attachment(s)**

  - **Chapter 1 Case Studies** 0 unread of 0 messages  
    Please discuss the case study from Chapter 1.
    - **View Full Description and Attachment(s)**

  - **Chapter 2 Case Studies** 0 unread of 5 messages (Moderated)  
    Please discuss the case study from Chapter 2.
    - **View Full Description and Attachment(s)**

This is an example of a forum. The forum title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the forum, you may select **View Full Description** to view any additional information provided by the site owner.
Select a topic within the forum.

Forums / Case Study Discussions

Case Study Discussions  New Topic | Forum Settings | Grade
Use this area to discuss the case studies from each chapter of your textbook:
› View Full Description and Attachment(s)

[Highlighted] Chapter 1 Case Studies 0 unread of 0 messages Topic Settings | Duplicate Topic | Grade | Unrecoverable Action: Delete Topic
Please discuss the case study from Chapter 1.
› View Full Description and Attachment(s)

Chapter 2 Case Studies 5 unread of 5 messages (Moderated) Topic Settings | Duplicate Topic | Grade | Unrecoverable Action: Delete Topic
Please discuss the case study from Chapter 2.
› View Full Description and Attachment(s)

This is an example of a forum topic.
Select the title of the topic to enter that topic.

Select Start a New Conversation.

Forums / Case Study Discussions / Chapter 1 Case Studies

Chapter 1 Case Studies
Please discuss the case study from Chapter 1.
› View Full Description and Attachment(s)

Move Thread(s)

There are no messages posted.

Starting a new conversation is the same thing as starting a new thread.
After you select Start a New Conversation, the message composition window will appear.

Enter a title.

* Title

Example Post
Enter a message.

This is a sample message.

This description box allows the use of the rich text editor.

Note: The message box will keep track of word count in the lower right corner.

Select Add attachments. (Optional)

Attachments

No attachments yet

Add attachments

If desired, there is an option to upload attachments to the conversation. Select Add attachments to browse for and select your file.

Select Post.

Post Cancel
After completing the conversation, select **Post** to make the conversation viewable.
How do I reply to a forum post (i.e. conversation)?

Go to Forums.

Select the Forums tool from Tool Menu in your site.

Choose a topic within a forum.

Case Study Discussions
Use this area to discuss the case studies from each chapter of your textbook.
▷ View Full Description and Attachment(s)

Chapter 1 Case Studies 1 unread of 1 message
Please discuss the case study from Chapter 1.
▷ View Full Description and Attachment(s)

Chapter 2 Case Studies 4 unread of 4 messages
Please discuss the case study from Chapter 2.
▷ View Full Description and Attachment(s)

Select the title of the topic to enter the topic.

Note: The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.
Select the title of an existing post to view the conversation.

Forums / Case Study Discussions / Chapter 1 Case Studies

Chapter 1 Case Studies
Please discuss the case study from Chapter 1.

View Full Description and Attachment(s)

This message has been deleted 1 unread of 1 message

New! Chapter 6 Case Studies- Ima

Select Reply.

You have two options to reply to a post in a forum.

1. Select Reply to Initial Message at the top of the conversation to reply to the first message in the conversation or thread.

2. Select the Reply link within the message itself to reply to the item you are currently viewing. This is the option you want to use if you would like to reply to someone else's reply.
Compose your message.

The message you are replying to will be displayed at the top. You can hide the message by selecting the small downward arrow next to "Hide the message you are replying to".

Edit the reply title. (Optional)

* **Reply Title**

Re: Chapter 6 Case Studies- Ima

The title will be taken from the initial message and pre-populated for you, but you may modify it if you'd like.
Enter your message.

Use the rich text editor to compose your response.

Tip: You may select on the Insert original text link above the editor area to include the original message along with your reply.

Add attachment. (Optional)

Select the Add attachments button if you would like to browse for and attach a file.
Select Post.

After you have finished your reply, select Post to add your message to the conversation.
How do I email a forum post's author?

This outlines the process of contacting an author of a Forum post by email. Typically, the email option is only available for instructors or site owners.

Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Forums.

Select the **Forums** tool from Tool Menu in your site.

Choose a Forum.

**Case Study Discussions**

Use this area to discuss the case studies from each chapter of your textbook.

- [View Full Description and Attachment(s)]

  - **Chapter 1 Case Studies** 0 unread of 0 messages
    
    Please discuss the case study from Chapter 1.
    
    - [View Full Description and Attachment(s)]

  - **Chapter 2 Case Studies** 1 unread of 5 messages (Moderated)
    
    Please discuss the case study from Chapter 2.
    
    - [View Full Description and Attachment(s)]

This is an example of a **Forum**, bolded and in the largest comparative font.

Select **View Full Description** to view more information about the **Forum**.
Select the Topic within the Forum.

**Forums / Case Study Discussions**

**Case Study Discussions**
Use this area to discuss the case studies from each chapter of your textbook.
- View Full Description and Attachment(s)

- **Chapter 1 Case Studies** 0 unread of 0 messages
  Please discuss the case study from Chapter 1.
  - View Full Description and Attachment(s)

- **Chapter 2 Case Studies** 1 unread of 5 messages (Moderated)
  Please discuss the case study from Chapter 2.
  - View Full Description and Attachment(s)

This is an example of a **Topic**. Select the Topic to view messages posted to that topic.

Select the Conversation.

**Forums / Case Study Discussions / Chapter 2 Case Studies**

**Chapter 2 Case Studies** (Moderated)

Please discuss the case study from Chapter 2.
- View Full Description and Attachment(s)

Select a **conversation**, or thread by selecting the subject of the post.
Select Email below the author's name in order to email the forum post author.
How do I delete a forum post (i.e. conversation)?

Go to Forums.

Select the Forums tool from Tool Menu in your site.

Choose a topic within a forum.

Select the title of the topic to enter the topic.
Select a conversation from list.

Forum / MEM CST 101 001 F20 Forum / Introductions

Introductions

Select the title of the conversation.

Select delete message.

Forum / MEM CST 101 001 F20 Forum / Introductions / Hello and Welcome

Select Delete Message for the message you want to remove.
Select Delete Message again to confirm.

Re: Hello and Welcome
Ima Student (imastudent) (Jan 11, 2019 9:34 AM)

Hello! I am Ima Student, and I'm excited to be taking this class.

Original Message:
From Iman Instructor (imaninstructor) (Jan 11, 2019 9:32 AM CST)
Subject Hello and Welcome

Welcome to class! Please reply with a brief introduction.

If you are sure you want to delete the message, select Delete Message to confirm removal. The message will be permanently deleted.
How do I moderate a topic?

A moderated discussion allows the instructor to review and approve a discussion posting before the participants may view the post. When a discussion is moderated, each message submitted by a participant must be reviewed and approved before other participants may read them.

Go to Forums.

Select the Forums tool from the Tool Menu in your site.

Select Topic Settings.

Select Topic Settings to moderate a particular Topic.
Check the box next to Moderate Topic.

Select the Moderate Topic option in the settings.

Select Save.

Scroll to the bottom of the page, and select Save.

View moderated topic in forums list.

Moderated topics will have the text (Moderated) shown next to the title of the topic.
View Pending Messages.

Forums / Case Study Discussions / Chapter 1 Case Studies

Chapter 1 Case Studies (Moderated)

Please discuss the case study from Chapter 1.
> View Full Description and Attachment(s)

Select the title of the message to view it.

Select Moderate.

All messages pending approval will display Pending highlighted in green next to the message.

Select the title of the message to view it.
Approve or Deny pending posts.

Select **Deny** or **Approve** to moderate the message. Approved messages will be visible to the rest of the site participants. Denied messages remain visible to the instructor only.
How do I grade discussion forums?

⚠️ Note: You must create the gradebook item in the Gradebook BEFORE you can associate a Forum or Topic with the item for grading.

Go to Forums.

Select the **Forums** tool from the Tool Menu in your site.

Select the Topic you want to grade.

Select the **More** link for the Topic you want to grade, and then select **Grade** from the list of expanded options.

Note: You may grade by either Forum or Topic. The grading process is very similar. However, most faculty prefer to grade by Topic, since a Forum may contain several different Topics and each Topic may represent a separate gradebook item or score.
Select a gradebook item.

You will see a list of site participants along with summary statistics for each user on number of posts authored, read, unread, and percent read in the current topic. You may sort the list by any of those columns by clicking on the column title if you choose.

Select the gradebook item where you would like to record the scores for this topic from the drop-down menu in the upper right corner.

Once you select a gradebook item, the screen will change to display a grade entry column where you may enter points.

<table>
<thead>
<tr>
<th>Name</th>
<th>Authoried</th>
<th>Read</th>
<th>Unread</th>
<th>Percent Read</th>
<th>Case Study Discussions</th>
<th>Show Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest User, Site</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Librarian, Site</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student, correct?</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>0%</td>
<td>G0D</td>
<td>--Hidden--</td>
</tr>
<tr>
<td>To, Site</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tito, Site</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tito Student, Site</td>
<td>1</td>
<td>8</td>
<td>5</td>
<td>47%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student K, Site</td>
<td>2</td>
<td>13</td>
<td>4</td>
<td>76%</td>
<td>G0D</td>
<td>--Hidden--</td>
</tr>
<tr>
<td>Student: Demo</td>
<td>2</td>
<td>4</td>
<td>13</td>
<td>24%</td>
<td>--Hidden--</td>
<td></td>
</tr>
<tr>
<td>Student2: Demo</td>
<td>2</td>
<td>4</td>
<td>13</td>
<td>24%</td>
<td>--Hidden--</td>
<td></td>
</tr>
<tr>
<td>Student3: Demo</td>
<td>2</td>
<td>4</td>
<td>13</td>
<td>24%</td>
<td>--Hidden--</td>
<td></td>
</tr>
<tr>
<td>Mitchell Morgan</td>
<td>8</td>
<td>17</td>
<td>0</td>
<td>100%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: If you already associated your Topic with a gradebook item, then you do not need to complete this step. You should have been taken directly to the grade entry screen.
View posts.

To view posts, select the author's name. A pop-up window will open showing the message/s posted by that author. Notice that the Word Count in each post is also shown.

Select the Close Window button to close the pop-up window and return to the grade entry screen.

Enter points.

Enter points into the grade entry column.
Add Comments.

If you would like to add comments, select the **Show Comments** link to expand the comment column. Enter your comments into the text boxes provided.

### Apply a grade to all ungraded.

If you would like to apply a single score to all ungraded items, enter the score to be applied, and then, select the **Apply Grade to all Ungraded** button.

*Tip: This is a useful option if, for example, you would like to apply zeros to all students that did not post.*

Submit grades.
After you have entered all of the grades and/or comments, scroll down to the bottom of the list, and select the **Submit Grades** button to save your changes and send the grades to the gradebook.
How do I move a thread to a different topic?

This option allows for a thread or conversation to be moved to a different topic.

Go to Forums.

Select the Forums tool from Tool Menu in your site.

Select a forum topic.

The topics will be listed underneath the corresponding forum in smaller, bold font. Select the topic containing the item to be moved.
Check the box next to the conversation to be moved.

All conversations, or threads, will be listed.

Select move thread(s).

After selecting move threads, a box will open with options pertaining to the thread and where it will be moved.
Select options, and select Move Thread(s) to the selected topic.

1. Select the topic where you would like to move the thread.
2. Select Move Thread(s) to Selected Topic to continue.

Tip: You may also select the check box to leave a reminder about the move in the old topic.
How do I delete a topic?

Go to Forums.

Select the **Forums** tool from the Tool Menu of your site.

Select Delete Topic from the drop-down menu.

Select the **More** link next to the topic you want to delete, then chose the **Unrecoverable Action: Delete Topic** option from the drop-down menu.
Confirm deletion.

You will be prompted to confirm the deletion. If you are sure that you want to delete the topic and all of the messages within it, select the Unrecoverable Action: Delete Topic button.
How do I delete a forum?

Go to Forums.

Select the **Forums** tool from the Tool Menu of your site.

Select Delete Forum from the drop-down menu.

Select the **More** link next to the forum you want to delete, then choose the **Unrecoverable Action: Delete Forum** option from the drop-down menu.
You can also select Forum Settings next to the forum you want to delete.

Then scroll down to bottom of page, and select Delete Forum.

Confirm deletion.

Unrecoverable action. You are about to delete all the topics and messages associated with the forum. Are you sure you want to delete the following forum and its contents?

Deleting a forum will remove the forum and everything associated with it, including all topics and conversations. If you are sure you want to delete the forum, select **Delete Forum** to remove it from the site.
How do I modify forum template settings?

Template Settings control the default settings of each created forum. These settings can be overridden for a specific forum or topic, but must be manually changed after the default settings template is created.

Go to Forums.

Select the **Forums** tool from the Tool Menu of your site.

Select Template Settings.

Configure default settings.

The default settings template allows you configure the default settings for all new Forums and Topics in this site.
Choose Forum Posting settings.

**Forum Posting**

Moderate topics in forums

- Yes
- No

Require users to post before reading

- Yes
- No

Template settings allows the option for all topics in forums to be moderated. There is also an option that requires users to post before reading.

Choose Availability settings.

**Availability**

- Show immediately
- Specify dates to open (show) and/or close (hide)

Template Settings allows the option for all Forums to be shown immediately after they are created or based on specified open (show) and close (hide) dates.

Choose if messages are marked "read".

**Mark All Messages in Conversations Read**

Automatically mark all messages in a conversation as read

- Yes
- No

Template settings allows the option for conversations to be marked read automatically.
Select role permissions.

Select Save.

Select Save to save your settings (or Cancel to continue without saving).
How do I watch or subscribe to forums?

In order to stay notified of recent posts on a forum, the Watch option is helpful in doing so.

Note: New post notifications will be sent to the user's external/institutional email address, not via the Messages tool.

Go to Forums.

Select the **Forums** tool from the Tool Menu of your site.

Select **Watch**.

Choose your notification preference.

**Watch Forums Options**

Use the settings below to change what notifications **you** receive when activity in the forums of **this** site take place.

- [ ] Send me an email whenever a new message is posted
- [ ] Send me an email when a conversation that I have contributed to receives a new message
- [ ] No notification

[Save] [Cancel]

Select from the following list of options:

- Send me an email whenever a new message is posted (on the Forum)
- Send me an email when a conversation that I have contributed to receives a new message
• **No notification** (or turn off notifications if an option above was previously selected)

Select Save.
Gradebook
What is Gradebook?

Gradebook is a core tool for instructors to calculate and store grade information and distribute it to students online. It has been designed based on the same back-end as the Gradebook Classic tool, but with a number of new features and enhancements.

The following provides a high-level overview of the functional requirements guiding the development of the enhanced Gradebook.

- **Editable Spreadsheet View**: The default “Grades” view within the gradebook will be replaced by an editable spreadsheet view, wherein gradebook items will be displayed as a series of columns. The layout and data-entry process will be familiar to users of modern spreadsheet applications such as Excel and Google Sheets. Gradebook actions will be available within the context of dropdowns in spreadsheet cells and columns. Modal windows (lightboxes) will be used for entering and editing information, thereby maintaining a sense of continuity and place for users.

- **Automatic Saving/Data Validation**: Changes to data within the spreadsheet view will be automatically saved, with clear feedback confirming to users that their data has been saved. The interface will also provide data validation feedback.

- **New Course Grade Display Options**: Course grades will benefit from additional display options. Instructors will have the option of displaying course grades to students as letter grades, percentages, points, or combinations thereof.

- **Student Summary View**: Within the spreadsheet view, instructors will be able to view a gradebook item summary for each student. This view will display grade information solely for the selected student, providing an overview of the student’s grades in a vertical orientation whilst obscuring the grade data of other students.

- **Enhanced Import/Export Process**: The existing Import/Export process will be simplified and consolidated into one page. The improved workflow will allow instructors to update existing gradebook items/comments and add new gradebook items in bulk. Users will also be able to export the gradebook as they can today.

In Gradebook, Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

Gradebook is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using Gradebook, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.

To access this tool, select Gradebook from the Tool Menu of your site.
How do I set up my Gradebook?

The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

Select Settings.

Select Settings.

Settings

Grade Entry

Grade Release Rules

Categories & Weighting

Grading Schema

Save Changes  Cancel
Grade Entry

You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.

Grade Release Rules

1. Check the **Display released Gradebook items** to students box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)

2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.

3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, and/or **Points**. If you select **Points**, you will not be able to select **Categories & weighting** in the next step.
Categories and Weighting

You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.

1. Select the radio button for **Categories only**.
2. Enter a title for the category in the text box provided.
3. If you need additional categories, select **Add a Category** to enter additional category titles.
Adding weighting

1. Select the radio button for **Categories & Weighting**.
2. Enter the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

*Note: The percentage for all categories taken together must equal 100%.*

Enabling drop lowest and/or keep highest

1. Select the checkboxes for **Drop highest**, **Drop lowest**, and/or **Keep highest**.
2. To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.
If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
   - **Enable Drop Highest**: Automatically drops the highest score/s among items in a category.
   - **Enable Drop Lowest**: Automatically drops the lowest score/s among items in a category.
   - **Enable Keep Highest**: Automatically keeps the highest score/s among items in a category.

2. In the appropriate column, enter the number of items in each category that you wish to drop or keep.

   **Tip**: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

### Extra credit category

![Extra Credit Category](image)

If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student’s total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

**Tip**: Both entire categories and individual gradebook items may be designated as extra credit. However, you cannot have an extra credit item within an extra credit category.
You may drag and drop to reorder categories. Select on the reorder icon to the left of the category and drag it to the new location.

Deleting categories

If you would like to delete a category, select the Remove button for that category.
1. Choose your preferred Grade Type: **Letter Grades, Letter Grades with +/-, Pass/ Not Pass, or Grade Points**.

2. The default grading schema values are displayed. If you would like to customize the score threshold for any of the grade levels, enter the desired value into the fields provided. (Optional)

**Save your changes.**

Once you have finished with your gradebook setup, don't forget to select the **Save Changes** button at the bottom to save your changes.
How do I add items to the Gradebook?

Select the Gradebook tool.

Select the **Gradebook** tool from the Tool Menu in your site.

Select the Add Gradebook Item button.

Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Attendance

Select the **Add Gradebook Items** button to manually add items to your gradebook.
1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
   - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
4. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
5. Check the box for **Release this item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
6. Check the box for **Include this item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade.
7. Once you have entered all of the information for this item, click the Create button to save your changes.
View Gradebook items.

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the Grades tab (which is also the tool landing page).

If you have categories and your gradebook and the Group by Category option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

Items coming from other tools

Notice that any items which are coming from Assignments or Tests & Quizzes will show a grayed out padlock icon in each cell and will also display the tool icon in the column label.
Items not included in grade calculation

Any items not included in the grade calculation will display a crossed out calculator icon.

Items not released to students

Any items which are not released to students will have crossed out eye icon and a crossed out calculator icon to indicate that they are not visible to students, and that they are not being calculated as part of the course grade.
How do I view and organize information in Gradebook?

The Gradebook offers several enhanced features for ease of navigation and information display. To access these and other features of the Gradebook:

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

Filtering the list of students

The Gradebook allows you to filter the student list by sectio/group or by searching for all or part of a student's name.
Filter by section/group.

Select the desired section or group from the drop-down menu at the top to view only that section/group.

Filter by search criteria.

Enter part or all of a student's name to display only matching results in the list. The dynamic, wildcard-friendly search will update as you type.
Notice the fixed student information and course grade columns.

When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remains frozen.

Order students by First Name.

The default display for student names is Last Name. First Name. However, if you prefer to view students listed as First Name Last Name, select the down arrow in the Students column and select **Order By First Name**.
Order students by Last Name.

If students are currently displayed in First Name Last Name order, you may revert to the Last Name, First Name order by selecting the down arrow in the Students column and selecting **Order By Last Name**.

Show/hide course grade points.

If you would like to display course points, select the down arrow in the Course Grade column and choose **Show Points**.

*Note: This option is not available if Categories and Weighting is selected.*
Points will display.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Lna (student)</td>
<td>A (95%) [19/20]</td>
</tr>
<tr>
<td>Student, Test (teststudent)</td>
<td>A- (92.5%) [18.5/20]</td>
</tr>
<tr>
<td>Student, Ura (ustudent)</td>
<td>B+ (87.5%) [17.5/20]</td>
</tr>
</tbody>
</table>

Tip: If points are already displayed and you would like to hide them, select the down arrow in the Course Grade column and choose **Hide Points**.

**Group/UnGroup by Category.**

If you have categories in your Gradebook, you may select/deselect the box next to **Group by Category** to display or hide the category groupings in your view of the Gradebook.
### Show/Hide Items.

1. Select **View Columns** to select which items you want displayed in your current view of the Gradebook.
2. Select the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are visible. Unshaded items are hidden. Categories that are half shaded and half unshaded indicate that only some of the items within that category are hidden.
3. If you want to hide everything except the one item you are currently grading, select the down arrow next to the item and select **Show only this item**.
4. To **Show All** or **Hide All** items, select on the appropriate link at the top of the menu.
5. Hidden items are indicated by two arrows in place of the item. Select the arrows to show the item.

**Note:** Show/Hide Items DOES NOT control which items are or are not released to students. It only controls the columns displayed in the instructor view of the tool.

### Drag and Drop to reorder columns.

---

---
You may drag and drop to reorder columns.

Note: When viewing items grouped by category, you can only reorder columns within a category. To reorder categories, you need to go to Gradebook, then Settings, then select Categories and Weighting.

Gradebook item information.

The following information is displayed for each gradebook item:

1. The name of the item.
2. The icon of the associated tool (i.e. Assignments, Tests & Quizzes, etc.) sending the item to the gradebook. Note: No icon displays if the item was created within the Gradebook tool itself.
3. The total points possible for that item.
4. The due date for the item (if applicable).

Sorting by a Gradebook column

To sort the list by a gradebook column, select the title of the item. Select the same item title again to reverse the sort order.

Note: When you are sorting by an item, a directional arrow will display. The direction of the arrow indicates if you are sorting ascending or descending.
Gradebook item actions

The drop-down menu in each gradebook item column allows you to perform several actions. These actions vary somewhat, depending on the origin of the item. Items created within the Gradebook itself allow more options than items being sent to the Gradebook from other tools.

All gradebook items allow you to:

- Edit Item Details
- View Grade Statistics
- Move Left
- Move Right
- Hide Item

Gradebook-created items also allow you to:

- Set Score for Empty Cells
- Delete Item
The **Edit Item Details** option allows you to make changes to extra credit, category, release, and grade calculation settings.

For Gradebook-created items, you may also modify the title, point value, and due date. Items coming from other tools must be modified within the origin tool.

**View Grade Statistics.**
The View Grade Statistics option gives you a quick summary of the grade distribution for that item, including the mean, median, standard deviation, lowest score, highest score, total number of graded scores, and a bar chart illustrating the data.

**Move Left.**

<table>
<thead>
<tr>
<th>Discussion 2</th>
<th>Discussion 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cat: Class Participation [10%]</td>
<td>Cat: Class Participation [10%]</td>
</tr>
<tr>
<td>Total: 10</td>
<td>Total: 10</td>
</tr>
<tr>
<td>Due: 02/22/2019</td>
<td>Due: 02/14/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>6</td>
<td>8.5</td>
</tr>
</tbody>
</table>

The **Move Left** option moves the selected item one column to the left.

**Move Right.**

<table>
<thead>
<tr>
<th>Discussion 1</th>
<th>Discussion 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cat: Class Participation [16%]</td>
<td>Cat: Class Participation [10%]</td>
</tr>
<tr>
<td>Total: 16</td>
<td>Total: 10</td>
</tr>
<tr>
<td>Due: 02/14/2020</td>
<td>Due: 02/22/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>8.5</td>
<td>6</td>
</tr>
</tbody>
</table>

The **Move Right** option moves the selected item one column to the right.
The **Hide Item** option hides the column from the instructor's display. However, it DOES NOT control release of the item to students. Notice that hidden items are indicated by small arrows in place of the item. Select the arrows to show the item again.

**Set Score for Empty Cells.**

Provide a value below to override all currently ungraded (i.e., empty) cells.

**Note:** The value below will only apply to **ungraded scores** within this Gradebook item, and will not affect existing scores that have been entered. **This can not be undone!**

<table>
<thead>
<tr>
<th>Group / Section</th>
<th>All Sections/Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Grade Override</td>
<td>0.0</td>
</tr>
</tbody>
</table>

For Gradebook-created items, you may select **Set Score for Empty Cells** to automatically set the score for all ungraded students for that gradebook item only. You may also select a specific section or group from the drop-down menu to apply the specified grade to only that section or group. This action only applies to students with ungraded items. Previously graded students will not be affected.
Delete Item.

Delete Item

Please be aware that deleting this Gradebook item cannot be undone and scores entered will be removed from the gradebook.

Delete  Cancel

For Gradebook-created items, you may select Delete Item to remove the item and all associated scores for that item.

Note: Be careful! This action cannot be undone!

Viewing individual student grades

<table>
<thead>
<tr>
<th>Students</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1 (student)</td>
<td>A (95%)</td>
</tr>
<tr>
<td>Student 2 (teststudent)</td>
<td>A- (92.5%)</td>
</tr>
<tr>
<td>Student 3 (student)</td>
<td>C- (72.5%)</td>
</tr>
</tbody>
</table>

Quiz 1
Cal. Tests [60%]
Total: 25
Due: 02/28/2010

Tests
Weighted Average [60%]
Total: 10
Due: 02/14/2020

Discussion 1
Cal. Class Participation [10%]
Total: 10
Due: 02/14/2020

To view all grades for a single student, select the student's name.
The student's individual grade summary will appear.

<table>
<thead>
<tr>
<th>Gradebook Item</th>
<th>Grade</th>
<th>Weight</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>95%</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion 2</td>
<td>10/10</td>
<td></td>
<td>02/22/2019</td>
<td></td>
</tr>
<tr>
<td>Discussion 1</td>
<td>9/10</td>
<td></td>
<td>02/14/2020</td>
<td></td>
</tr>
<tr>
<td>Papers</td>
<td>-</td>
<td>30%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper 1</td>
<td></td>
<td></td>
<td>02/25/2019</td>
<td></td>
</tr>
<tr>
<td>Tests</td>
<td>-</td>
<td>60%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td></td>
<td></td>
<td>02/28/2019</td>
<td></td>
</tr>
</tbody>
</table>

The individual grade summary is the same information a student sees when he or she views their grades.

You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

**Student Review Mode**
If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

### Printing individual student grades

Select the **Print** button in the individual grade summary screen to print an individual student's grades.
How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

Search or filter your list of students. (Optional)

Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook to view students by:

1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Student Name** - Type all or part of a student's name to filter the results.
Select the appropriate cell to enter a grade.

You will see a spreadsheet view of all the existing gradebook items in your course. Select within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may select out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

*Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.*
Saved grades

You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

Set score for empty cells.

If you would like to set a score for all empty cells for a specific gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.
Enter the desired score and select Done.

**Set Score for Empty Cells**

Provide a value below to override all currently ungraded (i.e., empty) cells.

*Note:* The value below will only apply to ungraded scores within this Gradebook item, and will not affect existing scores that have been entered. This can not be undone!

- **Group / Section:** All Sections/Groups
- **Grade Override:** 0.0 / 100

[Done]  [Cancel]

**View the Grade Log.**

To view the grade log, select the down arrow within the cell for a particular student score and then choose the Grade Log option.
The grade log will display.

### Grade Log for Ima Student (istudent)

- **08/01/2017 14:47** - Score set to **93** by jverble
- **08/01/2017 14:46** - Score set to by jverble
- **08/01/2017 14:46** - Score set to **93** by jverble
- **08/01/2017 14:46** - Score set to by jverble
- **08/01/2017 14:46** - Score set to **93** by jverble
- **08/01/2017 14:46** - Score set to by jverble
- **08/01/2017 14:45** - Score set to **93** by jverble

![Done button]

The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

### Add/Edit comments.

If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Edit Comments** option.
Enter your comment and select Save Comment.

**Comment for Ima Student (imastudent) - Test 1**

Good work!

[Save Comment] [Cancel]

View comment icon.

<table>
<thead>
<tr>
<th>Students</th>
<th>Course Grade</th>
<th>Test 1</th>
<th>Tests Weighted Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Ima (imastudent)</td>
<td>A (95%)</td>
<td>95</td>
<td>95%</td>
</tr>
<tr>
<td>Student, Ima (imastudent)</td>
<td>B (85%)</td>
<td>85</td>
<td>85%</td>
</tr>
<tr>
<td>Student, Test (teststudent)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student, Ura (ustudent)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Select the comment icon to view the comment.
How do I export grades from Gradebook?

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

Select Import/Export.

Select Custom Export. (Optional)

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Import

Selectively import new grades/gradebook items into the Gradebook by uploading a spreadsheet (.csv, .xls and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

You may set the options for customized exports by selecting the Custom Export link.
Choose the items you would like to include in your export.

**Custom Export**

Select from the options below to customize your Gradebook export.

- **Student ID**
- **Student Display ID**
- **Student Name**
- **Last Log Date**
- **Gradebook Item Scores**
- **Gradebook Item Comments**
- **Course Grade**
- **Calculated Course Grade**
- **Grade Override**

**Filter by group/section**

All Sections/Groups

**Download Custom Export**

Select **Download Custom Export.**
How do I import grades into Gradebook?

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

Select Import/Export.

Select Choose File.

Select the Choose File button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be a CSV file and contain the appropriate student and gradebook item data. You can export an example of a CSV file with the correct format following these instructions.
Select Continue.

**Export**
Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

**Import**
Selectively import new grades/gradebook items into the Gradebook by uploading a spreadsheet (.csv, .xls and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File: gradebook_e...278-ALL.csv

After locating and selecting your import file, select **Continue** to import the grades.

Select the items to be imported.

A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, select **Next** to continue with the import. (If you notice any errors, select **Back** to abort the import process.)
New item options

If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options, and select **Next** to continue.

**Select Finish.**

Upon clicking **Finish**, you will be completing the following actions:

**Updating data for existing Gradebook Item(s):**

<table>
<thead>
<tr>
<th>Title</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>15</td>
</tr>
<tr>
<td>Assignment 1 (Comments)</td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td>25</td>
</tr>
<tr>
<td>Quiz 1 (Comments)</td>
<td></td>
</tr>
<tr>
<td>Quiz 2</td>
<td>25</td>
</tr>
<tr>
<td>Quiz 2 (Comments)</td>
<td></td>
</tr>
<tr>
<td>Sample Gradebook Item</td>
<td>50</td>
</tr>
<tr>
<td>Sample Gradebook Item (Comments)</td>
<td></td>
</tr>
<tr>
<td>Test Gradebook Item</td>
<td>10</td>
</tr>
<tr>
<td>Test Gradebook Item (Comments)</td>
<td></td>
</tr>
</tbody>
</table>

**Creating new Gradebook Item(s):**

<table>
<thead>
<tr>
<th>Title</th>
<th>Points</th>
<th>Extra Credit</th>
<th>Due date</th>
<th>Release item to students</th>
<th>Include item in course grade calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 2</td>
<td>100</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Import confirmation

Gradebook items imported successfully!

You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.
How do I override a course grade in Gradebook?

Note: When manually entering a course grade, you must use the appropriate grade type for the gradebook in which you are working. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add (+) or (-) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

In the Course Grades column, select the down arrow within the cell for the student's grade, and choose Course Grade Override.
Enter override score and save.

Course Grade Override for Ima Student (imastudent)

To provide a final course grade override, enter the desired letter grade into the field below. You may enter both + and - grades.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Points</th>
<th>Calculated Grade</th>
<th>Grade Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ima Student</td>
<td>imastudent</td>
<td>-</td>
<td>B (85%)</td>
<td>A</td>
</tr>
</tbody>
</table>

1. Enter the new course grade to replace the autocalculated grade.
2. Select **Save Course Grade Override**.
How do I view the course grade override log in Gradebook?

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override Log.

The log will display.

Course Grade Override Log for Ima Student (imastudent)

03/11/2019 13:11 - Course Grade set to A by

Done
The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.
How do I set all ungraded items to zero in Gradebook?

Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all gradebook items in a single step.

Select the Gradebook tool.

Select the Gradebook tool from the Tool Menu in your site.

Select the down arrow in the Course Grades column.

Select the Students, Course Grade, Test 1, and Test 2 Weighted Average columns to see the ungraded items and set them to zero.
Select Set Zero Score for Empty Cells.

Select Update.

Set zero score for empty cells

The Gradebook automatically calculates the course grade for students as items are graded. To accurately calculate the course grades, all gradable items must be assigned a grade. Continuing will assign zero to any grade items that do not have a grade. Not zeroing may result in higher course grades than intended.

Note: Clicking Update will assign a grade of zero to all ungraded items in this gradebook. This can not be undone!

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, select Update.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!
How does extra credit work in Gradebook?

The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see How do I set up my Gradebook? or How do I add items to the Gradebook?

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Setting EC at the item level.

In the Gradebook, edit the item. Then check the box next to Extra Credit and select Save Changes.
Setting EC at the category level.

In Gradebook Settings, add a category and check the box in the Extra Credit column next to the category. Then, select Save Changes.

Extra credit item

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories

Let's say you have a gradebook that contains 5 quizzes, 4 of them are for credit and 1 of them is an extra credit quiz. The extra credit item will display a plus icon in the column header to indicate that it is an extra credit item.

Quizzes are worth 10 points each. The total points possible for the scenario above would be 40 points possible (i.e. 4 quizzes at 10 points each). The EC quiz does not factor into the total “out of” points possible, so the total points remain at 40.
If a student were to score 10/10 points on all 5 quizzes, that student would have a course grade of 50/40 points, or 125%. The 10 points for the extra credit quiz are added on top of the total points for the other items.

Note: If a student scores 10/10 points on only 4 of the 5 quizzes, skipping either the EC quiz or one of the other quiz items, that student would have a course grade of 40/40, or 100%. The EC item can "replace" or make up for another score if it is worth the same amount of points.

Example: EC items within weighted categories

Things get a little more complicated when you have weighted categories. You can still specify individual items as extra credit within weighted categories, but the overall percentage grade is not a straight-forward points calculation. Instead, all of the items within each category are averaged together, and then each category average is weighted by the designated amount.

For example, if you have 3 regular assignments and 1 EC assignment in an "Assignments" category that is worth 40% of the total grade, the points for all 4 items (e.g. 40 points) will be added together and then divided by 30 (the total points possible) to result in a category percentage of 133%. Then, 133% will be weighted as 40% of the course grade, which along with other extra credit items, results in a course grade that is higher than 100%.

Extra credit category

Now, let’s say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC category only
In this example, there are categories only (no weighting) in the gradebook and one of the categories has been designated as extra credit. Any items placed into the EC category are automatically omitted from the total points possible for the course grade; however, any points earned for those items are still added to the total.

Therefore, if you have 3 items worth 10 points each in the EC category, and a student earns 10/10 points for all three of them, in addition to a perfect score on all other items in the other categories, the student would have 130/100 points possible, or 130%.

Example: EC with weighted categories

Now let's look at an example of weighted categories with extra credit. Notice that when you set up weighted categories in the gradebook, your combined category weighting must equal 100%. However, by designating a category as EC, you can have a sum that is greater than 100%. In this example, Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. The extra credit category is worth 5% of the course grade in addition to the 100% total. Including EC, a student could potentially earn 105% of the total grade.

Notice that, while none of the scores have changed from the prior example, the course grade percentage is now 105%, instead of 115%. This is due to the change in the weighting of the categories. The EC category has a maximum of 5% on top of the total grade (provided that you do not award more than the maximum number of points per item).
How are grades calculated in Gradebook?

Gradebook automatically calculates a course grade based on the number of points scored out of the total points submitted (i.e., a running grade). Ungraded items will not be included in the course grade calculation, so the course grade will not necessarily reflect the student's true score. To include ungraded items in the course grade calculation, you need to enter a 0 (zero) for those items.

To exclude a gradebook item from the course grade, you can edit the gradebook item and deselect Include this item in course grade calculations. The score for that item will appear in parentheses to indicate that it is not included in the course grade calculation.

Extra credit points are excluded from the total possible points available, but included in student grade calculations for points awarded. See How does extra credit work in Gradebook? for more information on extra credit gradebook items and categories.

Note: Students can't see their grades for an item unless you select Release this item to students when editing the gradebook item.

Example of a non-weighted gradebook calculation:

If your gradebook does not have weighted categories, the calculation is relatively simple. The Course Grade is the total number of points awarded divided by the total points possible. Let's look at an example of this below.

Assignment is worth 50 points.

In this example, the Assignment has a total points possible of 50 points.
Only Assignments has been graded.

<table>
<thead>
<tr>
<th>Students</th>
<th>Course Grade</th>
<th>Assignment 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Ima</td>
<td>C (70%)</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>(istudent)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, Test</td>
<td>E (80%)</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>(teststudent)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notice the scores for each student.

- Ima Student has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment 1.
- Test Student has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment 1.

The Homework and Quiz are not calculated in the course grade since they have not been assigned any scores.

Homework is worth 100 points.
Homework has now been graded.

<table>
<thead>
<tr>
<th>Students</th>
<th>Course Grade</th>
<th>Assignment 1</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Ima</td>
<td>B (83.33%)</td>
<td>35</td>
<td>90</td>
</tr>
<tr>
<td>(istudent)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, Test</td>
<td>B (80%)</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>(teststudent)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cumulative grades calculate after Homework is graded.

<table>
<thead>
<tr>
<th>Students</th>
<th>Course Grade</th>
<th>Assignment 1</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Ima</td>
<td>B (83.33%)</td>
<td>35</td>
<td>90</td>
</tr>
<tr>
<td>(istudent)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, Test</td>
<td>B (80%)</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>(teststudent)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Now, notice the updated course grades for each student. The scores for Assignment and Homework are added together, and then they are divided by the total possible points for those two items combined.

- Ima Student has a course grade of 83.33%. This grade is based on the following calculation: \((35 + 90) / 150 = 83.33\%\)
- Ura Student has a course grade of 80%. This grade is based on the following calculation: \((40 + 80) / 150 = 80\%\)

Not all Quizzes have been submitted.

<table>
<thead>
<tr>
<th>Students</th>
<th>Course Grade</th>
<th>Assignment 1</th>
<th>Homework</th>
<th>Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Ima</td>
<td>B (83.33%)</td>
<td>35</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>(istudent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, Test</td>
<td>B (82.29%)</td>
<td>40</td>
<td>80</td>
<td>24</td>
</tr>
<tr>
<td>(teststudent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only the grades that have been entered are calculated. Ima Student has not submitted a quiz, so his grade is still \((90 + 35) / 150 = 83.33\%\).

The other student has submitted quizzes. Quizzes are worth 25 points, so their score is:
• Ura Student \((40 + 80 + 24) / 175 = 82.29\%\)

The student did not submit the quiz.

Since Ima Student did not turn in the quiz and was assigned a zero on that item by the instructor, now the grade is \((90 + 35) / 175 = 71.43\%\)

**Example of a weighted gradebook calculation:**

On the other hand, if you have weighted categories in your gradebook, the calculation is a little more complex. First, all of the items within each category are averaged, taking the total points awarded within the category, and dividing that by the total possible points within the category. Then, all category averages are multiplied by the category weighting and added together to determine the final score.

The example below shows the grade for an individual student in a weighted gradebook with three categories: Assignments (50% of course grade), Discussions (20% of course grade), and Quizzes (30% of course grade).

**Ima Student's course grade with ungraded items.**
In this example, Ima Student has not received a score for Assignment 3, Quiz 2, or Quiz 3. Those three items and their associated possible points are automatically excluded from the grade calculation. Therefore, the grade is calculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = \( \frac{80 + 90}{200} = 0.85 \) or 85%
- Discussions = \( \frac{10 + 10 + 10}{30} = 1 \) or 100%
- Quizzes = \( \frac{13}{20} = 0.65 \) or 65%

Weighted course grade = category averages multiplied by category weighting and added together

- \( (0.85 \times 50) + (1 \times 20) + (0.65 \times 30) = 82\% \)

Ima Student with no ungraded items.

Now, Ima Student has received grades for all items, including a zero for the Quiz 3 which the student failed to submit. The grade is recalculated as follows:

Average within each category = total of awarded points divided by total possible points

- Assignments = \( \frac{80 + 90 + 100}{300} = 0.90 \) or 90%
- Discussions = \( \frac{10 + 10 + 10}{30} = 1 \) or 100%
- Quizzes = \( \frac{13 + 15 + 0}{60} = 0.46 \) or 46.67%

Weighted course grade = category averages multiplied by category weighting and added together

- \( (0.90 \times 50) + (1 \times 20) + (0.46 \times 30) = 79\% \)
Setting all ungraded items to zero

If you would like to enter zeros for all ungraded items in the course, select the down arrow in the Course Grades column and then select the **Set Zero Score for Empty Cells** option to update all items at once.

- **Note:** This option should be used with caution, as it will enter a zero for any items not yet scored. It is best used at the end of the term after all submitted work has been graded.
How do students view their grades in the Gradebook?

Go to Gradebook.

Select the Gradebook tool from the Tool Menu in your site.

View your grade report.

Grade Report for Ura Student

<table>
<thead>
<tr>
<th>Gradebook Item</th>
<th>Grade</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Gradebook Item</td>
<td>10 /10</td>
<td>01/29/2019</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>89%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td>22.5 25</td>
<td>01/05/2019</td>
<td></td>
</tr>
<tr>
<td>Quiz 2</td>
<td>22 /25</td>
<td>01/08/2019</td>
<td></td>
</tr>
<tr>
<td>Tests</td>
<td>99.38%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Gradebook Item</td>
<td>50 /50</td>
<td>01/11/2019</td>
<td></td>
</tr>
<tr>
<td>Test 1</td>
<td>✔ 9 /10</td>
<td>01/07/2019</td>
<td></td>
</tr>
<tr>
<td>Test 2</td>
<td>100 /100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncategorized</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>19 /20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.
How do I edit a grade item?

Select the Gradebook Tool.

Select the Gradebook tool in your site tools menu.

Edit Item Details.

Select the dropdown arrow next to the grade item to be edited.

Select Edit Item Details.
Use Edit Gradebook Item Window to Adjust Item Details.

1) **Title.** Type to change the grade item Title.

2) **Point Value.** For a Points entry Gradebook, adjust the grade item Point Value.

3) **Extra Credit.** Select the checkbox to designate the grade item as an Extra Credit item that will be added as a bonus to the normal gradebook calculations.

4) **Category.** Use the dropdown menu to assign the grade item into an existing category.

5) **Release item to students?** Select the checkbox to display the grade item to students.

6) **Include item in course grade calculations?** Select the checkbox to include the grade item as part of the calculated course grade.

7) **Save Changes.** Select Save Changes to apply the new details to the grade item.
What is Home?

When you log in to Sakai, you will immediately see your Home area, or your individual workspace in the system. Your Home displays course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

Home Navigation and Display

Home consists of the following navigation and display elements:

1. Site Navigation across the top
2. The Tool Menu on the left
3. Home: Message of the Day
4. Home: Calendar
5. Home: Information Display
6. Home: Recent Announcements
7. Home: Message Center Notifications

The Home area of Sakai is designed to give you an overview of what is happening in your courses, and provide access to your individual account information and preferences.
What is Site Navigation?

Site Navigation

The Site Navigation across the top of the screen allows you to access all of the Sakai sites in which you are enrolled. You may also return to Home at any time by selecting the Home button on the far left.

Jump to site tools.

You may select the down arrows next to each site name to expand the Tool Menu for that site. Selecting a tool from that list will take you directly to that area of the selected site.

Currently selected site.

The currently selected site will appear highlighted in a different color in the navigation bar.
Sites drawer.

The top site navigation bar can only display a small number of sites without appearing crowded or expanding to fill several lines. If you have many active sites, selecting the Sites icon will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites). You may also create sites from this location.

Note: Inactive or Archived sites will not display in the Sites drawer. You can access inactive sites from the Membership or Worksite Setup tools.

Favoriting Sites.
Select the star icon (Add to Favorites) next to a site in the list to make it a favorite. This will add it to your persistent navigation buttons at the top of the screen.

**Reload** to view new navigation buttons.

When you exit the Sites drawer, you will be prompted to **Reload** in order to view your newly selected favorites.

All of your selected favorites will appear in the navigation bar.

To organize your favorites, go to **Sites** and select the **Organize Favorites** tab.
The order in which sites are listed here determines the order in which the buttons appear in the top navigation.

*Note: The Home button is fixed and always appears in the same location.*

### Unfavoriting a site.

To remove a site from your favorites, selecting the star icon (Remove from favorites) to remove it from the top navigation. You can do this from either the Organize Favorites tab or the Sites tab.
Reload to view current selections.

You will be prompted to **Reload** if you made any changes to favorite sites or site order.

**Automatically add new sites.**

View All Sites  Create New Site  Preferences

<table>
<thead>
<tr>
<th>Sites</th>
<th>Organize Favorites (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Star] Instructional Tech_draft</td>
<td></td>
</tr>
<tr>
<td>![Star] Sakai 12 019 Su20</td>
<td></td>
</tr>
<tr>
<td>![Star] INTG 101 001 Su20</td>
<td></td>
</tr>
<tr>
<td>![Star] ITRS Technology Tools</td>
<td></td>
</tr>
</tbody>
</table>

**Organize Favorites**

Drag sites to reorder them. Up to 15 sites can be displayed in your favorites bar.

**Automatically add new sites to your favorites bar:**

- **On**
- **Off**

If you would like new sites to automatically added to your Favorite when you are enrolled, keep the default On selection in the Organize Favorites tab. If you prefer to manually add new sites, select Off instead.
Logging out of the system.

You may log out of the system by selecting your user name and profile photo in the top navigation bar and selecting **Log Out** from the drop-down menu.
What is the Home Tool Menu?

My Home Tool Menu.

The Home Tool Menu contains links to user account information and preferences. These links include:

- Profile
- Membership
- Schedule
- Resources
- Announcements
- Worksite Setup
- Preferences
- Account
- Help

Note: The tools displayed in the Tool Menu will be different depending on which Sakai site you are currently viewing.
Collapsing/Expanding the Tool Menu

You may expand and collapse the Tool Menu by selecting on the double arrows at the bottom of the menu. When the menu is collapsed, the menu links are represented by their associated icons.
What is the Home Message of the Day?

In the Overview area of Home, you will see announcement for your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements. This space is used to display messages about schedule maintenance, system updates, training material, and important dates and events.

View the Message of the Day (MOTD)

Select Options to customise display. (Optional)

You may customize the appearance of the Message of the Day by selecting the Option button.
MOTD Options

1. You can choose to view just the subject line or the entire body of the message (default selection) by selecting the appropriate radio button.
2. You may also use the drop-down menu to select view ALL, One or Two lines of the message body.
3. You may also specify how many days in the past messages should be displayed. This is useful if you prefer to only see recently posted messages.

If you make any changes to the default options, be sure to select **Update** to save your settings.
What is the Home Calendar?

The Home Calendar shows all events from all of the sites in which you are enrolled. In addition, you may also create individual, private calendar entries that are only visible to you from your Home area.

View Calendar.

Select options to customize calendar display. (Optional)

You may customize the appearance of your Calendar by selecting the Options button.
Select custom preferences and Update.

Subscribe to your Home Calendar from another application.

If you would like to subscribe to your Home Calendar from another calendaring application, such as Outlook or Google Calendar, select the **Publish (Private)** button to generate a URL that can be used to set up your subscription.
Select Generate.

Select the URL and use it in your desired calendar client.
What is the Home Information Display?

The Home area is customized to display information for all users. The Home Information Display often contains static information, unlike the announcements which may change more often in the Message of the Day.

View the information display.
What are the Home Recent Announcements?

The Recent Announcements area in Home displays announcements from all of the sites in which you are enrolled. You may use the drop-down menu to view All items, Public items only, or items By Group. (You must be a member of a group in order to see group announcements.)

View recent announcements.
Customize announcements display. (Optional)

You may select either **All**, **Public**, or **By Group** from the **View** drop-down menu to customize the display.

- **Note:** By default, you will only see announcements that have been posted within the last 10 days in this location. (If you wish to see announcements posted within the past year, you should click on the Announcements link in the Tool Menu.)
What are the Home Message Center Notifications?

The Message Center in Home displays the count of Messages and Forum posts for all of the sites in which you are enrolled. New messages are indicated by a number and envelope icon. If there are no new messages or posts, the word "none" will be displayed.

- Selecting the title of the site will take you to the homepage for that site.
- Selecting the New Messages indicator will take you directly to the Message Inbox for that site.
- Selecting the New in Forums indicator will take you directly to the Forums for that site.

View Message Center.
Customize message center display. (Optional)

You may select the **Options** button to customize the list of sites displayed in the Message Center area.

Choose sites to hide in this list and then Update.

Select the **Don't Show** box to place a check mark next to any sites that you prefer not to see in the Message Center list and then select **Update**.
Note: If you have already hidden sites in Preferences, they will not show up on this list.
What is Membership?

The Membership tool in Home displays the list of sites in which a user is currently enrolled. Users may search their enrolled courses or enroll in a joinable site from the Membership tool.

*Note: Unpublished sites are only visible to site managers (i.e. instructors, teaching assistances or maintain).*

Go to Membership.

Select the **Membership** tool in the Tool in Home to access your list of sites.

Viewing current sites.

You will see a list of all the sites in which you are currently enrolled.

1. You may sort by Worksite title by selecting the column heading.
2. You may also search your list of sites by keyword. This is useful if you have many sites and would like to limit the list by specific criteria.
Joining Sites.

1. If you would like to view and join sites that are open for self-enrollment in the system, select the **Joinable Sites** tab.
2. You may select the **Join** link to enroll yourself in any of the joinable sites listed.

Unjoining sites.

1. **Worksite**

<table>
<thead>
<tr>
<th>Worksite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>mercury site</td>
<td>Administration Workspace... (<a href="#">More</a>)</td>
</tr>
<tr>
<td>SAKAI 010 001 F20</td>
<td>Sakai Training Course... (<a href="#">More</a>)</td>
</tr>
<tr>
<td>SAKAI 12 019 Su20</td>
<td>Sakai Technology Tools... (<a href="#">More</a>)</td>
</tr>
</tbody>
</table>

1. **Unjoin**

<table>
<thead>
<tr>
<th>Worksite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>mercury site</td>
<td>Welcome Join us as we present different tools available at Loyol... (<a href="#">More</a>)</td>
</tr>
<tr>
<td>SAKAI 010 001 F20</td>
<td>Sakai Training Course... (<a href="#">More</a>)</td>
</tr>
<tr>
<td>SAKAI 12 019 Su20</td>
<td>Sakai Technology Tools... (<a href="#">More</a>)</td>
</tr>
</tbody>
</table>
If you join a site by mistake, or you no longer wish to be a participant in that site, you may unenroll yourself from the site by:

1. Selecting the check box next to the site name.
2. Select the **Unjoin** button.

>Note: You may only unjoin, or unenroll, from sites in which you have self-enrolled.
How do I view my account details?

Your account details include your User Id, Name, Email, and Password for the system. This information is automatically populated by Loyola's student information system (LOCUS).

Go to Account to view details.

Select the Account link in your Home Tools Menu

My Account Details

<table>
<thead>
<tr>
<th>User</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id</td>
<td>Sdemo</td>
</tr>
<tr>
<td>First Name</td>
<td>Student</td>
</tr>
<tr>
<td>Last Name</td>
<td>Dmeo</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:SDemo@luc.edu">SDemo@luc.edu</a></td>
</tr>
<tr>
<td>Type</td>
<td>registered</td>
</tr>
</tbody>
</table>
What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the Site Info tool; Worksite Setup is available through Home, whereas Site Info is available in each site.

If you don't have the appropriate permissions, you will only see the information about the site published by the site owner in Worksite Setup.

To access this tool, select Worksite Setup from the Tool Menu in Home.
What is the Preferences tool?

In Home, you can set preferences for how often you receive email notifications of site activity, set your time zone, and select your language. You can also hide sites from your list of active sites.

Go to Preferences.

Select the Preferences tool from the Tool Menu in Home.

Notifications.

To customize your notification settings, select the Notifications tab.
Select notification preferences.

You may choose from the following options for low priority email notifications in the Announcements, Resources and Drop Box, Email Archive, Syllabus, and Tests & Quizzes tools.

- Do not send me notifications.
- Send me one email per day summarizing all notifications.
- Send me each notification separately. (Default setting)

If you change any of these settings, select Update Preferences to save your changes.

Note: These settings only apply to low priority items. High priority items will still be sent via email regardless of your settings here.

Time Zone.

To set your local time zone, select the Time Zone tab.
Choose your time zone.

Select your local time zone from the list, and then select Update Preferences.

Language.

To set your preferred language, select the Language tab.
Choose your language.

Select your preferred language from the list, and then select Update Preferences.

Hidden Sites.

To hide one or more of your active sites, select the Hidden Sites tab.

Hidden sites will show up in your list of all enrolled sites in tools such as Worksite Setup and Membership; however, they do not appear in the top navigation bar or in your Sites drawer.

Note: Hidden Sites are still active in the system, and are still available to other enrolled users regardless of individual site display preferences.
Choose the sites you want to hide, then select Update Preferences.

You can use drag and drop to rearrange the order in which your sites appear, or move sites into or out of the favorites, active, or archived site lists.

Choose the site you want to move and then and drag it into the new location and release to drop it in place. (The color of the item and new location will change to green while you are dragging the item.)

Editor.

This tab allows you to set your preference for the Rich Text Editor toolbar throughout the system.
Choose your editor preference, then select Update Preferences.

## Editor Options

- Default Rich Text Editor toolbar layout
- **Auto detected based on browser size**
- **Force basic/mobile mode** (Limited set of buttons and features)
- **Force full/desktop mode** (Full set of buttons, all features)

[Update Preferences] [Cancel Changes]
What are the Resources in Home?

Resources are available in both Home and individual course sites. The Resources tool is site-dependent; the content uploaded in the Home area is private and visible only to the user (unless the user chooses to make items public).

The Resources tool in Home serves as a personal file space for the user to save, store, and organize files.

The features and functionality of the Resources tool are the same in any site where the tool appears. Please refer to What is the Resources tool? for more information on how to manage files using this tool.

*Note: Loyola has limited each user's file storage quota to 1GB.*

To access this tool, select Resources from the Tool Menu in Home.

Tip: Users who would like to store large files in a single location may choose to store files in Home and link to them from their other course sites, rather than uploading them to multiple locations. Be sure to mark your files as Public if you plan to link to them from other sites.
Hoonuit
What is the Hoonuit tool?

Hoonuit provides anytime, anywhere access to a vast library of online learning resources related to instructional practices, career readiness, student engagement, technology use and more. Hoonuit works to both enhance and personalize online learning through 1,200+ online series.

To access this tool, select Hoonuit from the Tool Menu in your site.
How do I add the Hoonuit tool to my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the Hoonuit tool.

- **Hoonuit**: For storing and computing assessment grades from Tests & Quizzes or that are manually entered.
- **Lessons**: For creating content modules and sequences; can be organized by week or unit.
Select Continue.

[Continue] [Cancel]

Scroll to the bottom of the page, and select Continue.

Enter a Title.

Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

Hoonuit

Title [Hoonuit]

Add multiple instances. (Optional)

[More Hoonuit Tools?]

[Continue] [Back] [Cancel]

Select the More Hoonuit Tools? drop-down menu to add additional instances of this tool.

Select Continue.

[Continue] [Back] [Cancel]

Once you have made all of your tool selections, scroll down and select Continue.
Confirm tool selection.

Overview
Lessons
Resources
Forums (Forums)
Wiki (Wiki)
Site Info (Site Info)
Gradebook (Gradebook)
Hoonuit (Hoonuit)
Articulate (Articulate)
Sign-up (Sign-up)
VoiceThread (VoiceThread)

New tools added are shown in red font. Confirm that these are tools you want to add and select Finish. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the How do I reorder tools? tutorial for instructions on how to change the tool order.
How do I add a Hoonuit training?

Go to the Hoonuit Tool.

Select the Hoonuit tool from the Tool Menu of your site.

Search for trainings.

Enter a keyword in the search box to view specific training series.

Select the Filter Results to search for a particulate application or topic.

Select Content.

Select Content for the desired training series.
Edit training series.

Slide the Edit bar to edit the training series and then deselect the box next to any training is that is to be removed from the series.

Submit series.

Select Submit once the series has been updated to include only selected trainings.
How do I associate a training with the Gradebook?

Go to Hoonuit.

Select the Hoonuit tool from the Tool Menu in your site.

Select Edit.

Select Edit to update the Hoonuit integration.

Routing Grades to the Gradebook.

Routing Grades to the Gradebook

Create Gradebook Item Hoonuit

This creates a new Gradebook item and routes grades to this new item. You only need to create the item once.

Under Routing Grades to the Gradebook, and enter a title.

Routing Grades to the Gradebook

Create Gradebook Item Hoonuit

This creates a new Gradebook item and routes grades to this new item. You only need to create the item once.

Select Gradebook Item:

Hoonuit

Be careful when changing this value. If you change this value, existing grades will not be moved to the new Gradebook item. Only future grades received from the tool will be routed to the new Gradebook item.
Select Update Options.

Select the **Update Options** button to save the changes.

Note: For the update to take effect, you need to clear your browser’s cache and re-enter Sakai.
Lessons
What is the Lessons tool?

Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

Each Lessons page can be customized to suit the needs of the lesson, including links to other site tools, conditional release of items and content, student content pages, LTI tools, and more.

Some page layout features of the Lessons tool include:

- Block style page layout to group items on a page
- Multiple sections on one page
- Multiple columns in one section
- Flexible column design (2 columns in one section block, 1 column with double width, and a variety of column background color)
- Collapsible sections

To access this tool, select the Lessons page title in the Tool Menu of your site.

The Lessons tool is often renamed to something else, and may appear multiple times in a given course. Select the Lessons Page Title (e.g. Unit 1) in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*
Example of a Lessons page.

Lessons pages may contain any of the following items:

1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required
7. Links to forum topics
8. Links to subpages
9. Student Comments on the page
10. Links to Student Pages where students may create their own content
How do I create a new Lessons page?

Some institutions display a Lessons tool by default in the tool list on the left. If the Lessons tool is not listed in the tool panel on the left, you will need to first add the Lessons tool to the tool list.

Instructors can create a new Lessons page or multiple Lessons pages.

Select the Site Info tool.

If the Lessons tool is not already active in your site, select the Site Info tool from the Tool Menu in your site to add it.

Select Manage Tools.

Place a check in the box next to Lessons.

Select Continue.

Scroll down to the bottom of the screen and select the Continue button.
Enter a Lessons title and select Continue.

Press the Lessons tool icon and enter Module 1 in the title box.

(Suggested length 15 char.)

Your new page will display in the Tool Menu.

Select the Lessons page title in the Tool Menu.

If the Lessons tool is already active in your site, select Lessons in the Tool Menu to go to the tool.

Retitle page. (Optional)

To retitle the Lessons Page, select the Settings icon (i.e. gear icon).
Enter a new title.

Add a new page title. (This title will appear in the Tool Menu). Then select Save.

Add More Pages. (Optional)

On an existing Lessons page, you may also add more top-level pages (i.e. pages which display in the site Tool Menu) by selecting the Add More Pages option from the More Tools drop-down menu.
Enter a title and select save.

Notice that you also have the option to add several pages at once by indicating the Number of pages desired below the title. The number of each new page will replace the number in the title provided.

You also have the option to Make new pages copies of the current page by checking the box provided.
How do I add text to a Lessons page?

Instructors can add a text box to any point in the Lesson Page.

Select the Lessons tool.

Select the Lessons Page Title (e.g. Unit #1) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Add Text.

Alternately, select the + button and then Add Text.

You may also add content by selecting the + button next to any existing item on the page.
Enter your text content.

Use the Rich Text Editor tools to format the text. When finished, select **Save**.

View content on page.

After saving, you will return to the Lessons page with the new text displayed.

*Note: The Lessons tool descriptive help text disappears from the page after content has been added.*
George Washington (February 22, 1732 – December 14, 1799) was an American political leader, military general, and statesman. He served as the first president of the United States from 1789 to 1797. He led Patriot forces to victory in the nation's War of Independence, and he presided at the Constitutional Convention of 1787 which established the new federal government. He has been called the "Father of His Country" for his manifold leadership in the formative days of the new nation.

Washington received his initial military training and command with the Virginia Regiment during the Indian War. He was later elected to the Virginia House of Burgesses and was named a delegate to the Continental Congress, where he was appointed Commanding General of the nation's Continental Army. He successfully led the allied American and French forces against Britain in the Revolutionary War which ended with the Siege of Yorktown. Once victory was in hand in 1783, he resigned as commander-in-chief.

Washington played a key role in the adaption and ratification of the Constitution and was then elected president by the Electoral College in the first two elections. He implemented a strong, well-financed national government while remaining impartial in a fierce rivalry between cabinet members Thomas Jefferson and Alexander Hamilton. During the French Revolution, he proclaimed a policy of neutrality while sanctioning the Jay Treaty. He set enduring precedents for the office of president, including the title "President of the United States", and his Farewell Address is widely regarded as a pre-eminent statement on republicanism.

Repeat the steps above to add more content items to the page. In the example image above, an initial text box was followed by a second text box which included an image and text.

Tip: Text boxes can be added at any point in the Lessons Page. You may want to intersperse text items with other types of Lessons content, such as images, embedded video, assignment or assessment links, etc.
How do I embed an image on a Lessons page?

Select the Lessons tool.

Select the Lessons page title (e.g. Unit 2) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

File upload: Select Add Content, then Embed content on page.

From the Add Content drop-down menu, select Embed content on page. This displays the Embed Content dialog box.
Select Browse.

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Select the file you would like to upload and then select **Open**.

Locate and select the file on your computer.

Select the file you would like to upload and then select **Open**.
Select Save.

View embedded image.

After saving, you will return to the Lessons page with the image embedded.
To add a description of the image, select Edit.

This displays the Edit Multimedia dialog box.

Add a description.

Enter a description in the Item Description text box and then select Save.
Notice the image file location in Resources.

Notice that the image file was automatically uploaded to your Resources in a folder with the same name as the Lessons page.
From the Add Content drop-down menu, select Embed content on page. This displays the Embed Content dialog box.

Enter a URL.

Paste the image URL in the box marked "URL", and then select Save.
View embedded image.

After saving, you will return to the Lessons page with the image embedded.

To add a description for the image, select Edit.
Add a description.

Enter a description in the **Item Description** text box and then select **Save**.

View image on page.
How do I embed a YouTube video on a Lessons page?

A special feature of the Lessons tool allows Instructors to embed a YouTube video on a Lessons page without the need to copy the source code.

First locate and copy the YouTube video URL (not source code).

Select the Share tab under the clip.
Copy the YouTube URL into the clipboard (CTRL + C for PC, or Command + C for Mac).

Select the Lessons tool.

Select the Lessons page title (e.g. Lesson 2) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.
Select Add Content, then Embed Content on a Page.

From the Add Content drop-down menu, select Embed content on page. This displays the Embed Content dialog box.

Paste the URL.

Paste the YouTube URL into the box marked Or add a URL or "embed code".
**Change "http" to "https". (Optional)**

*Tip: Before selecting Save, you might need to change "http" to "https" as some browsers (Firefox) do not display "http" links.*

**Select Save.**
View embedded video on page.

Select Edit. (Optional)

This displays the Edit Embed Content dialog box.
Add a description and/or adjust the video pixel size.

Enter the desired *Width* and *Height* for your video in number of pixels or percent of screen, and/or enter a description in the *Item Description* text box. Then, select *Update item* to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated video on page.
How do I embed a Panopto video on a Lessons page?

A special feature of the Lessons tool allows Instructors to embed a Panopto video directly on the page.

If you are using the default share settings in Panopto, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. See How do I authenticate my Panopto account for a Sakai Site? for instructions.

First, locate and copy the Panopto video embed code.

1. Hover your cursor over the recording and select Share.
2. Select the Embed tab.
3. Copy the embed code into the clipboard (CTRL + C for PC or Command + C for Mac).

Select the Lessons tool.

Select the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.
Select Add Content, then Embed Content on Page.

From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

**Paste the embed code.**

1. Paste the Panopto embed code into the box **Or add a URL or "embed code"**.
2. Select **Save**.
Review content and select save.

Preview your content in the **Embed Content on Page** dialog box. Select **Save** again.

View updated video on page.
Select Edit. (Optional)

This displays the **Edit Embed Content** dialog box.

**Add a description.**

Enter a description in the **Item Description** text box. Then, select **Update item** to save your changes and return the display to the Lesson Page with the embedded video and description.
The Panopto video will explain how to use the Panopto Editor.
How do I embed a VoiceThread video on a Lessons page?

A special feature of the Lessons tool allows Instructors to embed a VoiceThread video directly on the page.

If you are using the default share settings in VoiceThread, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. See How do I authenticate my VoiceThread account for a Sakai site? for instructions.

First, locate and copy the VoiceThread video embed code.
1. Hover your cursor over the VoiceThread and select **Share**.
2. Select **Basic**.
3. Select the **Embed** tab.
4. Select **Copy Embed Code**.

**Go to Lessons.**

Select the Lessons tool in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

**Select Add Content, then Embed Content on Page.**

From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.
Paste the VoiceThread embed code into the box marked **Or add a URL or “embed code”**.

1. Select **Save**.

**Review content and select save.**

Preview your content in the **Embed Content on Page** dialog box. Select **Save**, again.
View updated video on page.

Select Edit. (Optional)

This displays the Edit Embed Content dialog box.
Add a description.

Enter a description in the Item Description text box. Then select Save to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated video on page.

This video will show you how to use the Panopto Editor.
How do I embed an audio file on a Lessons page?

Instructors can add an embedded audio at any point in a Lessons Page.

Go to Lessons.

Select the Lessons Page Title tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Embed Content on a Page.

From the Add Content drop-down menu, select Embed content on page.
Select Choose Files.

Locate the audio file, select it and select Open.
Select Save.

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files

Recording.m4a

Add another file to upload:

Choose Files  Recording.m4a

Don't Release Item Until All Prerequisites are Completed

Save  Cancel

Note: The file you have selected will appear listed next to the Choose Files button.

View embedded audio.

The audio file will display embedded on the page.
Select Edit. (Optional)

To add a description of the audio file, select **Edit**.

**Add a description.**

Add a description of the audio file, then select **Update Item**.
View updated item.

Recording from Class session.

This returns the display to the Lessons page with the embedded audio and its description.

Notice the file location in Resources.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
<th>Created By</th>
<th>Modified</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lessons</td>
<td>Entire site</td>
<td>Corey James</td>
<td>Mar 31, 2019 4:49 pm</td>
<td>11.4 KB</td>
</tr>
<tr>
<td>Dewey_Constructivism.docx</td>
<td>Entire site</td>
<td>Corey James</td>
<td>Mar 28, 2019 3:55 pm</td>
<td>660.8 KB</td>
</tr>
<tr>
<td>LU Wolf.jpg</td>
<td>Entire site</td>
<td>Corey James</td>
<td>Mar 28, 2019 3:55 pm</td>
<td>660.8 KB</td>
</tr>
<tr>
<td>Recording.m4a</td>
<td>Entire site</td>
<td>Corey James</td>
<td>Apr 23, 2019 5:55 pm</td>
<td>0.8 MB</td>
</tr>
<tr>
<td>Syllabus.docx</td>
<td>Entire site</td>
<td>Corey James</td>
<td>Apr 8, 2019 11:04 am</td>
<td>11.4 KB</td>
</tr>
</tbody>
</table>
Note: The audio file is not streamed to the user. The larger the audio file, the longer it will take for the audio file to load on the Lessons page.
How do I add a website link to a Lessons page?

Instructors can add links to Internet websites on a Lessons page.

Select the Lessons tool.

Select the Lessons Page Title (e.g. Lesson 4) in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

Select Add Content, then Add Content Link.

From the Add Content drop-down menu, select Add Content Link.
Enter the web address.

Type (or copy and paste) the web address for the website in the text box labeled **Or add a URL**.

Select Save.
View link on the page.

Saving returns the display to the Lessons page with the link to the website.

Select Edit. (Optional)

Add a description, then select Update Item.
View updated item on the page.

Updating returns the display to the Lessons page with the link and the link description shown.

Visit the Sakai Project website to learn more about Sakai.
How do I add a file from Resources to a Lessons page?

Instructors can upload files or link to existing Resources on a Lessons page.

Select the Lessons tool.

Select the Lessons page title (e.g. Lesson 5) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

To upload a new file:

Select Add Content, then select Add Content Link.

From the Add Content drop-down menu, select Add Content Link.
Select Choose Files.

Locate and select the file to upload, then select Open.
Select Save.

View file link on page.

This returns the display to the Lessons Page with a link to the uploaded file.

Select Edit. (Optional)
Add a description, then select Update Item.

View updated item.

Updating returns the display to the Lessons page with a link to the uploaded file and a description.
Notice item location in Resources.

To link to an existing file:

Select Add Content, then Add Content Link.

From the Add Content drop-down menu, select Add Content Link.
Select your file.

Select *Or select existing files from Resources* link to choose from your Resources.

**Locate the file, then select the Select link**

Locate the file in Resources that you want to link to, then select the Select link (to the right of the file) to choose that file.
Select Continue.

The file you have selected will appear listed at the top of the screen. If this is the correct file, select Continue.

View item on page.

Select Edit. (Optional)
Add a description, then select Update Item.

View updated item.

This returns the display to the Lessons Page with a link to the file and a description.
How do I add assignments to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Select the Lessons tool.

Select the Lessons page title (e.g. Unit 3) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Link to an assignment.

From the Add Content drop-down menu, select Link to an assignment.
Select the assignment from the list of existing assignments.

Note: You can also select Create a new assignment using Assignments and create a new assignment in the Assignments tool. See How do I add an assignment? for more information on creating assignments.

Select Use Selected Item.

This returns the display to the Lessons page with a link to the assignment.
View assignment link on page.

The page will now display a link to the assignment.

Select Edit. (Optional)

Add a description for the assignment, then select Update Item.

Be sure to submit the assignment for Module 1 by April 7th.
View updated item.

Updating returns the display to the Lessons page with a link to the assignment and the description.
How do I add forum topics to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Select the Lessons tool.

Select the Lessons page title (e.g. **Unit 4**) in the Tool menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Link to a forum or topic.

From the **Add Content** drop-down menu, select **Link to a forum or topic**.
Select a forum or topic from the list of existing topics.

Note: You can also select the Create new topic using Forums link to create a new topic in the Forums tool. See How do I add a new topic? for more information.

Select Use Selected Item.
View topic link on the page.

The page will now display a link to the topic.

Select Edit. (Optional)

Add a description for the topic, then select Update Item.
View updated item.

Updating returns the display to the Lessons page with a link to the topic and a description.
How do I add tests and quizzes to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Select the Lessons tool.

Select the Lessons Page title (e.g. Unit 5) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Link to test or quiz.

From the Add Content drop-down menu, select Link to a test or quiz.
Select the assessment from the list of existing quizzes.

LESONS

Pick a Quiz

Create new quiz using Tests and Quizzes

Existing Quizzes

- Chapter 2 Quiz
- Chapter 4 Quiz
- group exam
- Test 101

Use selected Item  Cancel

Note: Only PUBLISHED assessments will display in the existing quizzes list. You can also select the Create new quiz using Tests and Quizzes link to create or publish an assessment in the Test & Quizzes tool. See How do I create an assessment? or How do I publish an assessment? for more on information creating and publishing.

Select Use Selected Item.
View quiz link.

Select Edit. (Optional)

Add a description for the assessment, then select Update Item.

Chapter 4 Quiz covers multiple choice questions from chapter 4 in your textbook.
View updated item.

Updating returns the display to the Lessons page with a link to the assessment and a description.
How do I add an in-line question to a Lessons page?

Instructors can add either a Multiple Choice question or a Short Answer question directly to a Lessons Page. The questions can either be in poll form (no correct answer) or in graded form (correct answer).

Select the Lessons tool.

Select the Lessons page title (e.g. **Unit 6**) in the Tool menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

To add a multiple choice question:

Select Add Content, then Add Question.

From the **Add Content** drop-down menu, select **Add Question**.
Select Multiple Choice.

Add the question text and any additional settings as needed.

1. Enter the question text.
2. Enter the possible answer choices.
3. Place a checkmark to the left of the correct answer. (If this is a Multiple Choice poll with no correct answer, you may leave the correct answer check boxes blank.)
4. Select Add New Answer to add additional Multiple Choice answers if needed. (Optional)
5. Check the box for **Show student a graph of how others responded after they answer the question** if you want the question/poll results to be displayed. (Optional)
6. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
7. Add feedback for correct student answers if desired. (Optional)
8. Add feedback for incorrect student answers if desired. (Optional)
9. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.
10. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
11. Select **Save** to save your question and return to the Lessons page.
Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

- 1: Red-winged Blackbird
- 2: European Starling
- 3: Brown-headed Cowbird

Submit Answer  Show Poll

To make changes to the question, select Edit. (Optional)
To see student responses, select Show Grading Pane.

To add a short answer question:

Select Add Content, then Add Question.

From the Add Content drop-down menu, select Add Question.
Select Short Answer.

Add the question text and any additional settings as needed.

1. Enter the question text.
2. Enter the possible answer choices. All of the answers you list will be correct answers. (If this is a Short Answer poll with no correct answer, you may leave the answer boxes blank.)
3. Select Add New Answer to add additional Multiple Choice answers if needed. (Optional)
4. Check the box next to Grade this Question if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
5. Add feedback for correct student answers if desired. (Optional)
6. Add feedback for incorrect student answers if desired. (Optional)
7. Check the box next to Don't release until all prerequisites are completed if you want to restrict this item based on completion of a prerequisite.
8. Check the box next to Require this item if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
9. Select Save to save your question and return to the Lessons page.
What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer: 

Submit Answer
To see student responses, select Show Grading Panel.

This will display the student grades and responses.
How do I allow comments to be posted on a Lessons page?

Instructors can allow students to add comments to a Lessons page. The comments can either be anonymous or have the student's name attached. The comments can be graded and either required or optional.

Note: Students have 30 minutes to edit or delete their comments. Instructors can edit or delete a student comment at any time.

Go to Lessons.

Select the Lessons Page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Add Comment Tool.

From the Add Content drop-down menu, select Add Comments Tool.
View Comments tool on page.

Select Edit. (Optional)

Select Edit to view or modify the comment properties.

Edit the comments tool properties as needed.

1. To make comments anonymous, check the box next to Keep Comments Anonymous.
2. Check the box next to Create Gradebook Entries, if you would like to grade the comments, and enter a maximum point value.
3. If you would like to restrict this item based on a prerequisite, check the box for **Don't release item until all prerequisites are completed**.

4. If students are required to add comments before moving on to a different Lessons item, check the box next to **Require This Item**.

*Note: Students CAN read other students' comments in this tool.*

**Select Update Item.**

![Image of Edit Comments Section](image)

This will return the display to the Lessons Page with the Add Comments button.

**View of comments.**

![Image of Lessons Page with Add Comments button](image)

If the comments are graded, you may enter grades directly on the comment page, or select the **Grading Pane** icon to enter scores there.
How do I allow students to add content to Lessons?

Go to Lessons.

Select the Lessons Page Title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Add Student Content.

From the Add Content drop-down menu, select Add Student Content.
View Student Content Pages.

Select Edit. (Optional)

Select the Edit button if you would like to modify the settings.
Edit the Student Content Section Properties as needed.

1. Check **Anonymous** if you want the student pages to not reflect the name of the student creating the pages.
2. Check **Create Gradebook** if the student content pages are to be graded and enter maximum points.
3. Check **Add Comments** if you will allow other students to comment on the student pages.
4. Check **Make These Comments Anonymous** if you want student comments to be anonymous.
5. Check **Grade These Comments** if you want to grade student comments on other student pages.
6. Check **Add a Peer Review Rubric to each page** if you want to allow students to grade other student pages based on a rubric.
7. Select a rubric. The Sample Peer Evaluation rubric (selected by default), or you may select **Create a new rubric** to create one.
8. Set the Open/Due dates for peer evaluation.
9. If you want students to be able to review their own pages, check the box for **Allow Self Grade**
10. Check **Student pages will be associated with groups rather than individuals** to allow site groups (rather than individuals) to create Student Pages. Each group member will be allowed to add/edit content on the group's Student Pages.
11. Check the box for **Use rubric for student within a group to evaluate each other** if you would like groups to use rubrics.
12. Check the box for **Students only see their own page** if you want the student pages to be visible only to the instructor and the author of the page.
13. Check the box for **Don't release item until all prerequisites are completed** if you want to restrict access based on a prerequisite.
14. Check **Require this item** to require the creation of Student Pages before moving on to a different Lessons item.

*Note: All of the settings listed above are optional.*

When finished, select Update item.

Updating will return the display to the Lessons page with the Student Pages section shown.
To view a student's page, select the student's name.

Example of a Student Page.

Students can add text, link to documents, link to web pages, embed images, embed video, embed audio, create sub-pages, add comments (if allowed) and peer review (if allowed).

Select Back to return to the Lessons page. The Back button is located in the bottom left corner of the student's page.
Select Peer Evaluation Statistics.

Select the **Peer Evaluation Statistics** button to see the evaluations made by other students (or self-evaluations).

**View peer/self evaluations.**

Select the **Peer Evaluation Statistics** button to see the evaluations made by other students (or self-evaluations).

**Peer Evaluation Statistics**

Click on a name to show or hide a user's information. Click on "Peers Evaluated" to highlight the grades the user gave to the other participants. Click again to remove the highlighting. Click on a cell to see a list of users who gave that grade to the selected user.

<table>
<thead>
<tr>
<th>Ima Student</th>
<th>Peers Evaluated: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality of work</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Punctuation, spelling, grammar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Site members who have not yet created a student page.**

- Ura Student: Peers Evaluated: 0

This will display the Peer Evaluations made by other students or the Self Evaluation (if selected in properties) based on either the default rubric (shown above) or your custom created rubric.
How do I reorder items on a Lessons page?

Instructors can reorder the placement of items on a Lessons Page.

Go to Lessons.

Select the Lessons Page Title (e.g. Lessons) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Reorder.

Drag and drop the items into the desired order.
Select Save.

Add items from another page

Save  Cancel

After saving, you will return to the Lessons page with the items displayed in the new order.
How do I delete items on a Lessons page?

Instructors can delete items added to a Lessons page using the Delete icon, the Edit option, or the Reorder option.

Go to Lessons.

Select the Lessons Page title (e.g. Lessons) in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

To delete an item using the Delete icon:

Select the trashcan (Delete) icon for the item you want to delete.

*Note: The image shows how to select the trashcan icon.*
Confirm deletion.

Select **Delete** to confirm the deletion.

**To delete an item using the Edit option:**

Select **Edit**.
Select Delete.

This returns the display to the Lessons page with the item deleted.

To delete an item using the Reorder option:

Select Reorder.

This displays the reorder list of items added to the Lessons page.
Select the red X icon located to the right of the item.

This removes the item from the Lessons page list of items.

Note: You may also drag items over to the right to delete them.

Select Save.

Saving returns the display to the Lessons page with the item removed.
How do I limit access to Lessons page items to groups?

Instructors can limit access (i.e. specify conditional release) to items added to a Lessons page or subpage by group. Note: The site must have existing groups in order to limit items to groups. See How do I create groups? for more information on creating groups.

Go to Lessons.

Select the Lessons Page title in the Tool Menu to display the page. Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Edit.

Select the Edit button for the item you want to restrict to a group or groups.

Select the Edit button for the item you want to restrict to a group or groups.
Select Edit the groups for which this item should be shown.

This will display a list of the site's existing groups.

Select the group(s), then select Update Item.
Items which are restricted based on specified criteria indicate the criteria in red next to the item, e.g. [Group 1].

Note: All items that can be added to a Lessons page can be limited to a selected group (or groups) via the Edit button.
How do I add subpages to a Lessons page?

Instructors can add subpages to a top-level Lessons page. A top-level Lessons page is a Lessons page that is listed by name in the Tool Menu. Subpages are connected to top-level Lessons pages by a link or a button.

Note: Subpages are added to whatever page the Add Content / Add Subpage function is accessed from. To add multiple subpages to a top-level page, make sure you access the Add Content / Add Subpage function from the original top-level Lessons page and not from a subpage.

Go to Lessons.

Select the Lessons Page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Add Subpage.

From the Add Content drop-down menu, select Add Subpage.
Enter the subpage information.

1. Enter a title.
2. Select the **Choose Existing Page** link to select from the index of existing pages in the site. (Optional)
3. Select the **Next page** option if desired.
4. Select the **Show as button rather than link** option if desired.
5. Select Create.

**View subpage.**

The new subpage contains the default Lessons page information.

Selecting the **Back** button takes the user back to the top-level page.
View top-level Lessons page with link to subpage

To edit the title and properties of a subpage: (Optional)

Select the Settings icon.

The Settings icon is a gear-shaped icon located on the top right of the subpage.

Edit the title and properties of the subpage as needed.
1. The title of the subpage can be edited in the Page Title box.
2. Check **Hide this page from users** to not allow students to access the subpage.
3. Check **Hide page until** to allow access to the subpage at a particular date and time.
4. Check **Create gradebook entry** to automatically create an item in the gradebook when the page (and any required items on it) is completed.
5. Select **Save** when finished.
How do I view the Index of Pages?

The hierarchy of all Lessons pages in a site is displayed under the Index of Pages button in the top right corner of the Lessons tool.

Go to Lessons.

Select the Lessons Page title in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

Select Index of Pages.

Select Show Items to view all items on each page.

*Only pages that are not currently included anywhere on the site are available for*

**Pages in Current Site**

- **Show items**
  - Module 1
    - Subpage 1.1
    - Subpage 1.2
    - Subpage 1.3
  - Module 2
    - Subpage 2.1
    - Subpage 2.2
  - Module 3
  - Module 4
Note: It is highly recommended to delete all pages that are not in use before importing pages into a new course.

Select the Lessons pages title in the breadcrumbs to return to Lessons view.
Most of the items that can be added to a Lessons page can be made "required". That is, students must open (if the item is a resource) or complete (if the item is a forum posting, quiz, assignment, question, comment or student page). Further, the Lessons tool allows instructors to require students to complete one item in the list before allowing access to another item in the list.

Lessons tool items that can be required:

- Add Content items (requires student to open resource or link)
- Add Assignment items (requires student to submit the assignment)
- Add Quiz items (requires student to submit the quiz and/or achieve a minimum grade on the quiz)
- Add Forum Topics items (requires student to create a post on a selected forum topic)
- Add Question items (requires student to submit an answer to the question)
- Add Comment items (requires student to add a comment)
- Add Student Content (requires student to add a new student page)

Lessons tool items that can be set as unavailable until required items above it in the list are completed:

- Text items
- Embedded items
- Content links
- Assignment links
- Quiz links
- Forum Topic links
- Question items
- Add Comment items
- Student Content
- Subpages (See How do I add subpages to a Lessons page? for more information on subpages.)

Go to Lessons.

Select the Lessons Page in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.
Select Edit for item that will be required.

Week 1
What should we be doing this week?

1. Read the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required materials.

- Syllabus.docx
- Module 1 Assignment
- Lecture 1

Lecture one covers chapter one of your textbook.

Check Require This Item, then select Update Item.

Edit Item

Item Name: Module 1 Assignment

Item Description:

Change Assignment
Edit Assignment

Indent level: 0
Custom CSS class:

Don't Release item until All Prerequisites are Completed

Require that the student submit this assignment.

Edit the groups for which this item should be shown

Update Item Cancel Delete
Notice the asterisk.

Notice that Required items are indicated with an asterisk to the left of the item.

To conditionally release based on prerequisites:

Select Edit for the item to be restricted.

Week 1

What should we be doing this week?

1. Read the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required materials.
Specify completion of prerequisites.

Check **Don't Release Item Until All Prerequisites are Completed** option, then select **Update Item**.

Notice prerequisite text.

Notice that items that are conditionally released display [Has prerequisites] in red text next to the item.

In the example shown above, the Lecture 1 link cannot be opened until the required Module 1 Assignment has been submitted.
Instructors can require the completion of one Lessons page or subpage before allowing students to move on to subsequent Lessons pages or subpages in the Lessons hierarchy. That is, instructors can require all of the required items on one page to be completed before students have access to subsequent Lesson pages or subpages.

See [How do I require one Lesson item to be completed before another Lesson item becomes available?](#) for directions on requiring an item on a page to be completed.

### Go to Lessons.

1. Select the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

### Specify required items on the page.

See [How do I require completion of a Lessons Item?](#) for directions on requiring an item to be completed.
Specify completion of prerequisites.

See How do I require completion of a Lessons item? for directions on conditionally releasing an item based on prerequisites.

If a student selects the subpage link (or button) without completing all the required items on the page, nothing will happen. (Instructors can click on the subpage link and the subpage will be displayed.)

To require a top-level Lessons page before accessing subsequent pages:

Select the Settings icon.

The Settings icon is a gear-shaped icon in the top right corner of the page.
Check the Require this page, then select Save.

Select the Settings icon.

The Settings icon is a gear-shaped icon in the top right corner of the page.
Check Don't Release Page Until All Prerequisite Pages are Completed, then select Save.

Example of a top-level Lessons page that must be completed.

The Unit 1 Lessons page items must be completed before a student can access the Unit 2 Lessons page.

If a student selects the Unit 2 page in the Tool Menu without completing all of the Unit 1 Lessons page items, a message is displayed alerting the student that they cannot access the page until all of the Unit 1 items are completed. (Instructors can access both top-level Lessons pages.)
How do I rename a Lessons page?

Go to Lessons.

Select the Lessons Page title to display the page you want to rename.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select the Settings icon.

The Settings icon is a gear-shaped icon at the top of the Lessons page.

Edit the Page Title, then select Save.
How do I delete a top-level Lessons page?

Deleting a lessons page is a two-part process. First, you must remove the Lessons page from the Tool Menu or page link, and then you can delete it from the site.

Note: Be careful! This action cannot be undone!

Go to Lessons.

Select the Lessons Page title to display the page you want to delete.

Select More Tools, then Remove Page.

From the More Tools drop-down menu, select Remove Page.
Select Remove.

This removes the page from the Tool Menu but does not remove it from the site.

Next, go to the Index of Pages.

Select page/s, then select Delete selected pages.

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Select **Delete selected pages** to completely delete the selected page/s from the site.
How do I delete a Lessons subpage?

Deleting a Lessons subpage is a two-part process. First, remove the link to the subpage from the top-level page and then delete the subpage from the site.

Go to Lessons.

Select the Lessons page which contains the subpage link you want to delete.

Select the Delete icon.

Select the Delete icon next to the subpage to be removed.

Confirm deletion.

Select Delete again to confirm.
Next, go to the Index of Pages.

Select page/s, then select Delete selected pages.

Only pages that are not currently included anywhere on the site are available for permanent deletion.

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Select **Delete selected pages** to completely delete the selected page/s from the site.
How do I export Lessons content?

The Lessons tool allows instructors to export course content in IMS Common Cartridge format. The content can be imported into other learning management systems (LMS), e.g., Blackboard, Moodle, or Canvas or into another Sakai course.

If importing into another LMS and your Lessons contain links to site activities (e.g. assignments, forum topic, or quizzes) or resources (e.g. files, url links) those items will also be exported in the content package. If importing into another Sakai course at your institution, the newest version of the IMSCC format – version 1.3 - will allow import of content from the tools noted above even if those tools are not linked to Lessons. 

*Note: Pages added by students via the Student Pages tool are not included in the export file.*

Go to Lessons.

Select the Lessons Page title in the Tool Menu to display the page.

*Note: You must be on a top-level page to export Lessons content.*

Select More Tools, then Export CC.

From the More Tools drop-down menu, select Export CC to display the Export IMS Common Cartridge dialog.
Choose the desired options and select Download.

Export IMS Common Cartridge file

- Use old version of file (version 1.1), recommended for Moodle and Blackboard
- Use newest version of file (version 1.3), recommended for Canvas
- Include all question pools you can access as a single question bank

[Download] [Cancel]

Notes:

- If your Lessons include a link to a quiz that draws questions from a question pool, check the Include all question pools you can access as a test bank option.
- If the Lessons are destined for use in Moodle or Blackboard LMS, check the Use old version of file option.
- If the Lessons are destined for use in Canvas, check the Use newest version option.
- If the Lessons are destined for another Sakai course, check the Use newest version option (1.3 IMS CC format) to import content from the following tools regardless of whether or not those tools are linked to Lessons:
  - Resources
  - Assignments (in draft mode)
  - Forums (in draft mode)
  - Tests & Quizzes (if tests are not linked to Lessons only published tests will import)
How do I import Lessons content?

Instructors can import a previously exported IMS Common Cartridge (.imscc) file into a course site. This is useful for bringing in content from other Sakai sites, publisher materials, or content from other learning management systems.

If you are copying Lessons content from one Sakai course to another, the Import from Site feature is recommended.

First, verify the active tools in the destination site.

Make sure the course site contains a blank Lessons tool and any other tools referenced by the imported content (e.g. Tests & Quizzes, Forums, Assignments).

Go to Lessons.

Note: You must be on a top-level Lessons page in order to use the Import CC option.

Select More Tools, then Import CC.

From the More Tools drop-down menu, select the Import CC/CP option. This will display the Import Common Cartridge File dialog.
Select Choose File.

Select the **Choose File** button to locate and select and upload the import file from your computer.

Select **Import**.

Select **Save** to import the contents of the selected IMS Common Cartridge file (.imscc) into your site.

**Notes:**

- **Text items are not imported as displayed text but rather as links to text files. Instructors may want to copy then paste the text content into the item textbox (Select Edit).**
- **Embedded images, audio and video files are imported but not displayed via the import process, however, the files are imported to the sites Resources. Instructors may want to re-embed the images, audio, or video (Select Edit).**
- **All linked Forums, Assignments and Quizzes are imported and reproduced in the new site’s Forums, Assignments and Test & Quizzes tools.**
- **All “required” and “Don’t Release Item Until All Prerequisites are Completed” page properties are removed from the imported items. Instructors may want to edit the items and restore any requirements.**
- **Student comments and student pages are not included in the imported package.**
How do students add content to student pages in Lessons?

Go to Lessons.

Select the Lessons tool from the Tool Menu of your site.

Note: Be aware that your instructor may have named Lessons something else in your course, or there may be more than one Lessons item in the menu. Check with your instructor if you are not sure where to go to access the course lessons and/or content pages.

Select Add Your Own Page.

Once you have located the Student Pages section in the course content, select the Add Your Own Page link.
View blank page.

Getting Started with Student Content

To add content to this page, click on the + sign or use one of the icons. Options are:

- Add Text - Type text into an editor
- Add Content Link - Upload a document or add a URL for a web site
- Embed Content on Page - Add an item that will show on the page, e.g. a video
- Add Subpage - Create a new page and link it to this one.

Once you've added content, you'll find buttons to the right of each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

More Information

- Multimedia Content: In-depth instructions and technical tips regarding various browsers
- Web Accessibility: Create accessible content using Lesson Builder

When you view a blank page, some getting started information will display by default.

Select Add Content.

Select the Add Content drop-down menu and then choose from the following types of items you may place on the page:

- Add Text
- Embed content on page
Add Text.

Adding text to: Ima Student

Welcome to my page!

Use the Rich Text Editor to add text content, images, and/or links, and then select Save.

Embed content on page.

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Frequently Asked Questions about multimedia content

Upload files

Choose Files No file chosen

Or select existing files from Resources

Or add a URL or "embed code"

https://www.youtube.com/watch?v=PDXAGScBO4

Save Cancel

Select a file or enter a URL to embed the item on the page, and then select Save.
Add Content link.

Add Content Links

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Upload files

Choose Files  No file chosen

Or select existing files from Resources

Or add a URL:

http://www.weather.com

Save  Cancel

Select a file or enter a URL to add the item on the page as a link, and then select Save.

Add Subpage.

Add Subpage

Page title  Storm Stones

Next page: I.e. this is assumed to be the next page in a sequence, rather than a subpage. The most visible difference is how the pages show in the breadcrumbs at the top. For a subpage, when you go to it, the breadcrumbs at the top show that it’s a new level. The current page will show as the level above it. For a next page, the new page replaces the current one in the breadcrumbs.

Show as button rather than link

Create  Cancel

A Subpage is a new page (or "child" page) that links from the current page (or "parent" page) above it in the page hierarchy. Subpages have the same options for adding content as the original parent page.

Give your subpage a title, then select Create.

Note: You can choose to modify the navigation (if you have more than one subpage) by selecting the check box beside Next page. This means that the subpage will replace the current one when users hit Next, rather than returning to the parent page. Also, if you would like your subpage to show as a button, select the check box next to Show as button rather than link.
Add Resources Folder.

Embed folder listing: Ima Student

Choose a folder to embed, clicking on a file will allow you to preview the contents.

Add Resources folder displays all the resources in that folder on the page. Select the folder and select **Save**.

View your page.

Once you have added content items to your page, select on your page name to view the page.
Reordering page items.

If you need to rearrange items on the page, select the Reorder link in the top left corner of the page.

Drag and drop items to reorder or delete.

You can drag and drop items to change the order in which they appear on the page. You may also drop items on the the right side of the screen where it says "Drop items here to delete" or you can use the red X next to individual items to delete them. Select Save to save your changes.
How do I create multiple sections on a Lessons page?

When content items are added to a Lessons page, everything is displayed in a linear order vertically in one block with rounded-corner borders. Visually, it appears as one block. Adding multiple sections on a Lessons page breaks up this one big block into smaller blocks so that the page is more readable and visually more appealing.

A section is defined as one block with rounded-corner borders from the left edge to the right edge of one Lessons page. One section may contain one or multiple columns.

Creating sections involves 3 steps.

1. Add content items on a Lessons page.
2. Select an item's + button and select Add Section Break Above.
3. Use the + button to the right of the item to which you want to add a section break. This will open the Add menu.
John Dewey (October 20, 1859 – June 1, 1952) was an American philosopher, psychologist, and education ideas have been influential in education and social reform. Dewey is one of the primary figures associated with the philosophy of pragmatism and is considered one of the fathers of functional psychology. A Review of General Psychology survey, published in 2002, ranked Dewey as the 93rd most cited psychologist of the 20th century. Although Dewey is known best for his publications about education, he also wrote about many other topics, including epistemology, metaphysics, aesthetics, art, logic, social theory, and ethics. He was a major educational reformer for the 20th century.

Pragmatism is a philosophical tradition that began in the United States around 1870. Its origins are often attributed to philosophers William James, John Dewey, and Charles Sanders Peirce. Peirce later described it in his pragmatic maxim: "Consider the practical effects of the objects of your conception. Then, your conception of those effects is the whole of your conception of the object."
How do I create two columns on a Lessons page?

Adding two columns on a Lessons page breaks up one big block or one section into smaller pieces so that the page is more readable and flows better. It also makes better use of the white space on the page.

Adding two columns on a Lessons page involves two steps.

**Go to Lessons.**

Select the Lessons page title in the Tool Menu to display the page.

*Note: The Lesson page must already contain content before adding sections.*

**Decide how to group items.**

Identify how you want to group the items in a section into two columns.
Select the + button.

Select the + button to the right of the item where you want to add a column break. You will see the Add menu window pop up.

View two-column layout.

You will see the items are now grouped into two columns on the page. Each is displayed as a block with rounded-corner borders.
How do I create two columns inside a block on a Lessons page?

Each of the blocks on a Lessons page can be broken into two columns inside its borders. To create two columns inside a block, follow the steps below.

Select the Lessons tool.

Select the Lessons page title in the Tool Menu to display the page.

Note: The Lesson page must already contain content before adding sections.

Add at least two content items in one block.
Select the Column Properties button.

The Column Properties button is located in the top left of the content block.

Change the number of columns.

In the Column Properties pop-up window, check the box for **Two columns inside this one, text flows between them**. Then select the **Save** button.
View two columns within the block.

**Week 1**

*What should we be doing this week?*

1. Read the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required materials.
How do I merge columns and sections to one block on a Lessons page?

Sections and columns can be merged in two different ways.

Select the Lessons tool.

Select the Lessons page title in the Tool Menu to display the page.

Note: The Lesson page must already contain content before adding sections.

Method 1: Select the Merge button.

The Merge button looks like two arrows pointing in toward each other. It is located in the top left corner of each content block (either section or column).

Selecting the Merge button will merge the selected content block with the block above it.
Method 2: Select Reorder.

Select the red X to delete the column/section break.

Reorder Page Items

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1. Section break; extra space in background color
2. Week 1 What should we be doing this week? Read the syllabus and identify the go...
3. Column break; items below are displayed in a region to the right of those above
4. Syllabus.docx
5. Module 1 Assignment
6. Chapter 2 Quiz

Select Save.

Save  Cancel
View merged columns/sections.

Week 1

What should we be doing this week?

1. Read the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required materials.

- [Syllabus.docx]
- [Module 1 Assignment]
- [Chapter 2 Quiz]

The two sections or columns will be merged to be one big block with borders around them. All items will be displayed in order vertically inside the content block borders.
How do I change the background color of a block?

Go to Lessons.

Select the Lessons page title in the Tool Menu to display the page.

*Note: The Lesson page must already contain content before you can change the color of the block.*

Select the column properties icon in the top left of the block.
Choose the desired color from the drop-down menu.

Select Save.
The selected color will display.

**LESSONS**

### Week 1

**What should we be doing this week?**

1. Read the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the "Weekly Materials" page and explore the required materials.

- [Syllabus.docx](#)
- [Module 1 Assignment](#)
- [Lecture 1](#)

Lecture one covers chapter one of your textbook.
How do I create collapsible sections?

Go to Lessons.

Select the Lessons page title in the Tool Menu to display the page.

*Note: The Lesson page must already contain content before you can make a collapsible section.*

Select the column properties icon in the top left of the section.
Enter a Section title.

Column properties

☐ Double width
☐ Two columns inside this one, text flows between them
None  Column color scheme

Section Title  Week 1
☐ Collapsible

Save  Cancel

Note: Your section must have a title in order for it to be made collapsible.

Check the Collapsible box.

Column properties

☐ Double width
☐ Two columns inside this one, text flows between them
None  Column color scheme

Section Title  Week 1  Collapsible
☐ Start closed

Save  Cancel
Optionally, you may also select the Start Closed option if you prefer for the section to be collapsed upon access.

Select Save.
The collapsible section will display.

**Week 1**

Select the section heading area to expand or collapse.

**Week 1**

What should we be doing this week?

1. Read the syllabus and identify the goal that is most interesting to you in this course.
2. Post the most interesting goal in the forum.
3. Go to the “Weekly Materials” page and explore the required materials.

- Syllabus.docx
- *Module 1 Assignment
- Lecture 1 [Has prerequisites]

Lecture one covers chapter one of your textbook.
How do I add a resources folder on a Lessons page?

Instructors can add a link to an existing Resources folder on a Lessons page. This will display a listing of the folder contents on the page.

Go to Lessons.

Select the Lessons page title in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

Select Add Content, then Add Resources Folder.

From the Add Content drop-down menu, select **Add Resources Folder**.
Select the Resources folder.

1. Browse the directory listing of your existing Resources folders. Once you have located the folder you want to link on the Lessons page, select the folder name to select it.
2. Notice that the folder path appears in the Selected Folder field.
3. Select Save to save your selection.

The folder contents will display on the page.

Week 1 Materials

- download.jpeg
- George_Washington.jpg
How do I embed the Calendar on a Lessons page?

Instructors can embed the course calendar on a Lessons page. This can be useful if you are using Lessons as your course landing page, or if you wish to call attention to course deadlines within your content pages.

Go to Lessons.

Select the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Embed Calendar.

From the Add Content drop-down menu, select Embed Calendar.
The course calendar will display on the page.
How do I embed announcements on a Lessons page?

Instructors can embed course announcements on a Lessons page. This can be useful if you are using Lessons as your course landing page, or if you wish to call attention to upcoming announcements within your content pages. Embedded announcements will automatically update according to the visibility dates specified in the Announcements tool.

Go to Lessons.

Select the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Embed Announcements.

From the Add Content drop-down menu, select Embed Announcements.
Specify the number of announcements and then Save.

Specify number of announcements

5

Save  Cancel

Announcements will display.

MODULE 1

Add Content  More Tools  Reorder

Announcements

Extra Credit by Corey James
07:45 4/24/2019

Module 2 by Corey James
07:44 4/24/2019

Quiz 1 by Corey James
07:44 4/24/2019

Assignment 1 by Corey James
07:44 4/24/2019

Welcome! by Corey James
07:43 4/24/2019

Existing course announcements, up to the number specified in the prior step, will display on the Lessons page. Select the title of an announcement to view details.
How do I embed forums conversations on a Lessons page?

Instructors can embed forum conversations on a Lessons page. This can be useful if you are using Lessons as your course landing page, or if you wish to call attention to recent forum activity.

Go to Lessons.

Select the Lessons page title in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

Select Add Content, then Embed Forums Conversations.

From the Add Content drop-down menu, select Embed Forums Conversations.
Specify the number of conversations to display, and then Save.

The latest Forums Conversations will display.

The titles of the most recent forum posts, up to the number specified in the prior step, will display on the page. Select the title of a post to view the entire conversation.
How do I add a checklist to a Lessons page?

Instructors can add a checklist directly to a Lessons Page. Checklists can remind students what they need to accomplish per week, lesson or course.

Go to Lessons.

Select the Lessons Page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Add Checklist.

From the Add Content drop-down menu, select Add Checklist.
Add the question text and any additional settings as needed.

1. Enter the Checklist Title.
2. Check this box if you wish to hide the checklist from students.
3. Add a Checklist Description. The description typically explains the purpose of the checklist.
4. Select Add New Checklist Item to add multiple items for students to complete.
5. Appearance allows you to change the Indent level and Custom CSS class.
6. Select Save and return to the Lessons.

Deleting items.

If you need to remove an item from the list, select the red X to the right of the item.
Reordering items.

If you need to reorder items, select the arrows to the left of the item, and then drag it into the desired order in the list.

Groups. (Optional)

Optional Settings

- Appearance
- Groups

Select groups for which this item should be shown [if none selected, show to all]
- Group 1
- Group 2

If you would like to make the checklist visible to specific groups only, select Groups to expand those settings and select your desired groups.
View Checklist on the page.

Module 1 Checklist
Make sure to complete the following items:

☐ Read chapters 1 - 3 in your textbook.
☐ Complete this week's assignment.
☐ Take quiz 1.

To make changes to the Checklist, select Edit.

Module 1 Checklist
Make sure to complete the following items:

☐ Read chapters 1 - 3 in your textbook.
☐ Complete this week's assignment.
☐ Take quiz 1.

To see student responses, select Show Checklist Progress.

Module 1 Checklist
Make sure to complete the following items:

☐ Read chapters 1 - 3 in your textbook.
☐ Complete this week's assignment.
☐ Take quiz 1.
Module 1 Checklist

Make sure to complete the following items:

1. Read chapters 1 - 3 in your textbook.
2. Complete this week’s assignment.
3. Take quiz 1.

<table>
<thead>
<tr>
<th>Student</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Ima</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Student, Ura</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Back
How do I upload content in a zip file on a Lessons page?

Instructors can upload content packaged in a zip file to a Lessons page. This is useful if you have content that is pre-packaged as a self-contained archive, such as content objects created using Camtasia, Wimba Create, Articulate, or other content authoring tools.

Go to Lessons.

Select the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Upload content in ZIP file.

From the Add Content drop-down menu, select Upload content in ZIP file.
Enter an item name and select the file.

1. Enter an **Item Name**. The item name is the text that will appear on the Lessons page as a link to the zipped content.
2. Select **Choose Files** to browse for the item on your computer and upload it.
3. Alternately, you may select the **Or select existing files from Resources** to select a file that has already been uploaded to your site.

Verify that the selected file is correct, and select Save.

The filename of the selected zip file will display. If this is correct, select **Save** to add the item to Lessons.
The zip content will display.

Selecting the item link from the Lessons page should launch the index page from your zip file package.
How do I enable Lessons subpage navigation in the Tool Menu?

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Check the box to Enable Lessons subpage navigation in the left tool menu.
Scroll down and select Continue.

You may now select on the top level Lessons page in the Tool Menu to display its subpages as links in the menu.

The subpages will display.

Note: Only one level of subpage will be added to the menu, regardless of how many additional pages are nested within those subpages.
How do I use the inactivity alert?

The inactivity alert automatically triggers an email to a user that has yet to access a specific lesson page by desired date and time.

Go to the Lesson.

Select the Lessons page title in the Tool Menu to display the page.

Select More Tools, then Inactivity Alert.

From the More Tools drop-down menu, select Inactivity Alert.
Adjust the settings.

Adjust the settings:

1. Select the roles of those individuals that should receive notification based on inactivity.
2. Decide how often an email should be sent to inactive users.
3. Enter the date and time of when the first email notification should be sent.
4. Enter the email message that will be sent to the inactive students.
5. Enter the email message that will be sent to those individuals not enrolled as a student.

Select Save.

Then select Save to activate the alert.

The alert will stay active until the user selects that Lesson page after they have been granted access.
Messages
What is the Messages tool?

The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool. For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in Site 1 you may send and receive messages to and from members of Site 1. When in Site 2 you may send and receive message to and from members of Site 2.

The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site.

To access this tool, select Messages from the Tool Menu in your site.

Or, go to Messages directly from your Message Center Notification links.

You may also select the new message number indicator or envelope icon from the Message Center Notifications shown either in Home or on the Overview page in your site to go directly to Messages for a given site.
How do I view my messages?

Go to Messages.

Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.

Select the **Received** folder to view a list of your received messages.
Open the message.

New messages will appear in bold text. Select the subject of the message you would like to view.

The paperclip icon next to the message indicates a file attachment.

View the message.

The contents of the message will appear. The following options will also be available to you:

1. **Reply**: Select **Reply** to reply to the original sender with a message of your own.
2. **Reply to all**: Select **Reply to all** to reply to the original sender and any other course members included on the message.
3. **Forward**: Select **Forward** to forward the message to another member of the course.
4. **Move to folder**: Select **Move to folder** to move the message from one folder to another.
5. **Delete**: Select **Delete** to delete the message.
6. **Open/Download File**: Select the file name to download and open an attachment.
How do I send a message?

Go to Messages.

Select the Messages tool from the Tool Menu in your site.

Select Compose Message.

Select Compose Message from the options at the top of the tool.
Address your message.

Select the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

*Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role".*

**Add Bcc. (Optional)**

If you would like to blind copy recipients on the message, select the **Add Bcc** link to expand this option, and then select in the Bcc address field to select recipients from the list of site participants.
Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.

Send Cc. (Optional)

Send Cc

Send a copy of this message to recipients' email address(es)

If you would like to send a copy to the recipient's external email address, check the box for Send a copy of this message to recipients' email address(es).

Apply a label.

Label

Normal
Low
High

You may apply a label from the drop-down menu to indicate the priority of your message. The default label is Normal. You may change it to Low or High if desired.

Enter a subject.

*Subject

Question About Due Date

Select the Subject field. Type the subject for your message.
Dear Professor,

I have a question about the due date for Assignment 1. Is it due at 5:00 pm or midnight on the 25th?

Thank you,

[Student]

Tip: There are a variety of tools within the rich text editor to help you format your message. Other features include adding images, video, and emoticons.

Add an attachment. (Optional)

No Attachments Yet

If you would like to attach a file to your message, select the Add attachments button to browse and select your file.

Send the message.

Select Send to send your message.
Tip: You can also select **Preview** to preview a finished version of your message, **Save Draft** to save the message as a draft that you can revisit later, or **Cancel** to cancel and delete the message.
How do I reply to a message?

The Messages tool allows you to reply to a message sent to you by another member of the course.

Go to Messages.

Select the Messages tool from the Tool Menu in your site.

Go to Received folder.

Select the Received folder to view a list of your received messages.
Open the message.

Select the subject of the message you would like to view.

Choose Reply or Reply to all.

Select Reply to reply to the author of the original message, or select Reply to all to reply to all parties included on the original message.
Compose the message and select **Send**. For instructions on composing a message, view the article [How do I send a message?](#)
How do I create a Messages folder?

Folders can be created within the Messages tool to aid in organization.

Go to Messages.

Select the Messages tool from the Tool Menu in your site.

Go to New Folder.

Select the New Folder button.
Enter a folder title.

Enter a title into the **Folder Title** field and select the **Add** button.

Select Add.

View the new folder in your list of message folders.

The new folder will appear at the bottom of your list of message folders.
How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.

Select the Messages tool from the Tool Menu in your site.

Open the folder containing the message to be moved.

Select the folder name of the folder containing the message to be moved.

Select the message.

Select the checkbox to the left of the message to be moved.
Select Move.

Select the new folder for the message.

Select Move Messages.
Select **Move Messages** to complete the move.
How do I delete a message?

A message can be deleted if it is no longer needed.

Go to Messages.

Select the Messages tool from the Tool Menu in your site.

Open the folder containing the message to be deleted.

Select the folder name of the folder containing the message to be deleted.
Select the message.

**Messages / Received**

Select the checkbox to the left of the message to be deleted.

Select Delete.

**Messages / Received**

Confirmation message.

You will receive a confirmation message once your message has been deleted. Deleted messages are moved to the **Deleted** folder.
How do I modify the settings for Messages?

This feature allows users to modify the default Messages tool settings. Users with site owner permission have additional options for configuring the tool within the site.

Go to Messages.

Select the Messages tool from the Tool Menu in your site.

Select Settings.

Site owner (instructor) settings options:

Messages - Settings

Personal Settings
Auto Forward Messages:
- Yes
- No

Email address for forwarding:

Site Settings
Sending copies to recipients' email address(es):
- Do not allow sending copies
- Give sender the option to send copies
- Always send copies

Groups hidden in To field Add Group: Select Group

Save Settings  Cancel
As an instructor or site owner, you can choose whether or not site participants are able to forward messages and which groups (if any) are hidden in the message recipient list.

You may also set a personal forwarding email address for your own messages.

**Site participant (student) settings options:**

### Messages - Settings

**Personal Settings**

**Auto Forward Messages:**

- Yes
- No

**Email address for forwarding:** [Input field]

[Save Settings] [Cancel]

If the site owner has allowed sending copies (i.e. forwarding) messages, then site participants or students will be able to specify a forwarding email address.

**Select Save Settings.**

[Save Settings] [Cancel]

Once you have made all of your changes, select **Save Settings** to save.
How do I determine who site participants can send a message to?

This feature gives the option to regulate each role's message composing permissions.

Go to Messages.

Select the **Messages** tool from the Tool Menu in your site.

Select Permissions.

**Permissions** is located below the Course Site title.
Check the corresponding boxes for desired permissions.

Permissions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Course Builder</th>
<th>Instructor</th>
<th>Librarian</th>
<th>Student</th>
<th>Teaching Assistant</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow send to &quot;all participants&quot; option</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allow send to all groups</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allow send to own groups</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allow send to all roles</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allow send to all users</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allow send to own group users</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allow send to hidden groups</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allow send to own group role users</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Permissions are assigned on a role-by-role basis. For instance, to prevent a student from sending a message to "all participants", un-check the **Student** Permission box located next to the permission, **Allow send to "all participants" option**.

**Note:** These options will be visible when selecting the "To" text box in **Compose a Message**, within the **Message** tool.
Select **Save** to save these permissions, or **Cancel** to quit.
News
What is the News tool?

The News tool uses RSS to bring dynamic news to your site. RSS is a data format used to syndicate news on the web. It allows continuously updated content from a remote news site to appear in another web site.

To set up your site to display news, the instructor or site owner must specify a URL pointing to an RSS news feed. An RSS news feed is a specially formatted list of news articles. You can find RSS feeds by using an Internet search engine (e.g., Google or Yahoo). Sites that distribute news in RSS format are called "news feeds". The News tool is an RSS "news aggregator" (or news reader) that reads and displays content from RSS news feeds. You can usually identify an RSS feed by the .xml or .rss in the URL (e.g., http://www.nytimes.com/services/xml/rss/nyt/Movies.xml or http://rss.cnn.com/rss/cnn_topstories.rss).

In addition to news, some web sites use the RSS format for information that is updated often, such as blogs, events listings, or the revision history of a book. Site owners can add more than one News feed either when setting up the site or at a later time via Manage Tools in Site Info.

To access this tool, select the News item from the Tool Menu of your site.

Note: Depending on how the news feed is named in your site, the title may appear differently in your Tool Menu list.
How do I add a News tool?

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the check box next to News.

Select Continue.
Enter the News item information and save.

Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

1. Enter a tool title. (The tool title will display in the Tool Menu of your site.)
2. Enter the URL of your RSS feed.
3. Optionally, if you want to add more than one news feed at a time, you can select to add additional items from the More News Tools? drop-down menu.
4. Select Continue to save your settings.

Select Finish to complete the site tools edit.

You have selected the following for your site (added tools highlighted):

- Overview (Overview)
- Syllabus (Syllabus)
- Lessons (Lessons)
- Resources (Resources)
- Forums (Forums)
- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Gradebook (Gradebook)
- BCC (BCC) (http://feeds.bbc.co.uk/news/rss.xml)
- Zoom (Zoom)

Finish  Back  Cancel
How do I view News tool content?

Go to the News tool.

Select the News tool from the Tool Menu of your site.

Note: The title may be different in your site, depending on how the tool was named.

The News tool content will display.

BBC News - Home

Rape victims among those to be asked to hand phones to police
Cases may not go ahead if police in England and Wales do not get access to messages and photographs.

Spain election: Socialists win amid far-right breakthrough
PM Pedro Sánchez seals victory in Spain's election as a far-right party wins seats for the first time.

Sana Muhammad crossbow death: Jury discharged by judge
Ramanodg Unmathallegadoo was accused of shooting his pregnant former wife at her home in Ilford.

CCTV of car issued over T2 Trainspotting actor's murder
Boxer turned Trainspotting actor Bradley Welsh was shot dead outside his home in Edinburgh earlier this month.

Marathon runner: 'I think I lost sight in one eye'
Hayley Carruthers collapsed at the London Marathon finish line but still beat her personal best time.
How do I edit the News tool?

Go to News.

Select the News item from the Tool Menu of your site.

Select Edit.

Enter or edit the News item information and save.

1. Enter/edit a tool title.
2. Enter/edit the maximum number of items to display from this feed.
3. Enter/edit the URL of your RSS feed.
4. Click Save Configuration to save your changes.
Gatwick runway reopens after drone chaos
Police are still hunting for the drone operator, as thousands of passengers remain stranded.

Trump vows 'very long' government shutdown over border wall
The US government will begin a partial shutdown on Friday at midnight if no budget deal is reached.

Andrew Clark: Boston builder revealed as £76m EuroMillions winner
Andrew Clark discovered the EuroMillions jackpot-winning ticket six weeks after the draw.

'Black Eye Friday' or 'Mad Friday': Is it time for the nickname to change?
Campaigners say the nickname for the last Friday before Christmas glories violence.

Boy, 2, 'castrated' after surgeons operate on wrong testicle
University Hospitals Bristol has apologised after a mistake during an operation to treat an undescended testicle.
How do I delete a News tool?

Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Select Manage Tools.

De-select the box (i.e. remove check) next to the News tool you want to remove.

Select Continue.
Select Finish to complete the tool removal.

You have removed the following:

News (javax.portlet-feed_url = http%3A%2F%2Ffeeds.bbci.co.uk%2Fnews%2Frss.xml) (News)

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Syllabus (Syllabus)
Lessons (Lessons)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Site Info (Site Info)
Gradebook (Gradebook)
Zoom (Zoom)
Panopto is a lecture capture software that allows the user to include video, audio, screen capture, and slides into a recording. All Loyola faculty, staff, and students have the ability to create and share recordings in Panopto. Panopto is not limited to, but can be used in the following ways:

- Record in-person class sessions, using a video equipped classroom
- Pre-record lectures to "flip the classroom"
- Pre-record lectures for online classes
- Have students create a recording for an assignment
- Upload audio or video files to share files with other users
- Create and share video tutorials
How do I add the Panopto tool to my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the Panopto tool.

Select Continue.

Once you have made all of your tool selections, scroll down and select Continue.
Confirm your tool selection.

Confirming site tools edits for Testing 012 12 F20

You have selected the following for your site (added tools highlighted):

- Overview (Overview)
- Lessons (Lessons)
- Calendar (Calendar)
- Announcements (Announcements)
- Resources (Resources)
- Forums (Forums)
- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Gradebook (Gradebook)
- Panopto (Panopto)
- Roster (Roster)
- Sign-up (Sign-up)

New tools added are shown in red font. Confirm that these are tools you want to add and select Finish. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the How do I reorder tools? tutorial for instructions on how to change the tool order.
How do I download and install the Panopto Recorder?

In order to create a recording in Panopto, you will need to download and install the Panopto Recorder. All Loyola users (faculty, staff, and students) have the ability to download and install the Panopto Recorder. There are two versions of the Panopto Recorder: the Panopto Windows Recorder and the Panopto Mac Recorder.

Navigate to the Panopto website

Open your preferred browser and navigate to luc.hosted.panopto.com. You can also access the Panopto website through Sakai following the steps listed below:

1. Log in to Sakai and open a site that has the Panopto tool. (View "How do I add the Panopto tool to my course?").
2. Select the Panopto tool from the Tool Menu.
3. The Panopto site will open in a new tab.

Download the installer.

Select Download Panopto below your name in the upper right-hand corner of the page.
Panopto Windows Recorder

Choose the correct installer for your computer.

![Panopto Installation Options]

Navigate to Control Panel>System and Security>System to view your System Type (32-bit or 64-bit).

Install the Panopto Recorder

Locate the PanoptoRecorder.exe that you have downloaded and run the application.

Note: You will find your download in a different location based on your browser.
 Mozilla Firefox

1. Select the ongoing downloads icon and double-click on the file.
2. Select Run.
3. A dialog box will appear asking if you would like to allow this program to make changes to your computer, select Yes.
4. Complete the installation by following the instructions from the installer.

 Google Chrome

The download will be at the bottom left-hand corner of the web page.

1. Select panoptorecorder.exe.
2. Select Run.
3. A dialog box will appear asking if you would like to allow this program to make changes to your computer, select Yes.
4. Complete the installation by following the instructions from the installer.
Edge

Select **Save**.

1. Select **Run**.
2. A dialog box will appear asking if you would like to allow this program to make changes to your computer, select **Yes**.
3. Complete the installation by following the instructions from the installer.

**Log in to the Panopto Windows Recorder**

1. Ensure that the **Server Address** text box reads **luc.hosted.panopto.com**.
2. Place **sakai\** in front of your Loyola user name and enter your Loyola password.
3. Select **Sign in**.

*Your Loyola user name and password is the same user name and password that you use for Sakai and Outlook.*
Panopto Mac Recorder

Choose the correct installer for your computer.

Navigate to the apple icon in the upper left-hand corner of your computer and select About This Mac to view what operating system you are running.

MacBook Pro (Retina, 13-inch, Early 2015)
Processor 2.7 GHz Intel Core i5
Memory 8 GB 1867 MHz DDR3
Graphics Intel Iris Graphics 6100 1536 MB
Serial Number

System Report... Software Update...
Install the Panopto Recorder

Locate the luc.hosted.panopto.com_panoptoformac.pkg file that you have downloaded and run the application.

Note: You will find your download in a different location based on your browser.

Mozilla Firefox

Select Save File.

Select the luc.hosted.panopto.com_panoptoformac.pkg file.
1. Select the ongoing downloads icon and double-click on the file.
2. Select Continue.
3. Choose Install.
4. Select Close.

If you are asked for a password during the installation, it is referring to the admin password for your computer.

Google Chrome

Select the luc.hosted.panopto.com_panoptoformac.pkg file that will appear at the bottom of the screen.
1. The download will be at the bottom left-hand corner of the web page. Select `luc.hosted.panopto.com_panoptoformac.pkg`.
2. Select **Continue**.
3. Choose **Install**.
4. Select **Close**.

If you are asked for a password during the installation, it is referring to the admin password for your computer.

### Safari

Choose **Downloads** from the dock.

Select `luc.hosted.panopto.com_panoptoformac.pkg`.
1. Select **Continue**.
2. Choose **Install**.
3. Select **Close**.

If you are asked for a password during the installation, it is referring to the admin password for your computer.

Log in to the Panopto Mac Recorder

Select **Sign in**.
1. Ensure that the **Server** text box reads **luc.hosted.panopto.com**.
2. Ensure that the **Sign in with** menu reads **Panopto**.
3. Place **sakai\** in front of your Loyola user name and enter your Loyola password.
4. Select **Sign in**.

💡 Your Loyola user name and password is the same user name and password that you use for Sakai and Outlook.
How do I record a session using the Panopto Recorder?

Launch the Panopto Recorder

1. Navigate to luc.hosted.panopto.com.
2. Open a folder that you have creator access to.
3. Select Create.
4. Choose Record a New Session

All Loyola users have the ability to create recordings within their My Folder.

Windows Panopto Recorder

Update Session Settings

<table>
<thead>
<tr>
<th>Session Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder</td>
</tr>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

Use the drop-down menu next to Folder to choose the Panopto folder that the session will upload to.
By default, the selected folder will be the same folder that you launched the recorder from.

Use the text box next to **Name** to update the title of your session.

### Select Primary Sources

- **Video**: Use the drop-down menu next to **Video** to select the camera you would like to use for this session. If you do not want to include video, select **None**.

- **Audio**: Use the drop-down menu next to **Audio** to select the microphone you would like to use for this session. If you do not want to include audio, select **None**.
You must select at least one primary source in order to create a recording.

Select the quality level of your recording (Standard, High, or Ultra).

Panopto does save a local copy of your recording to your computer and the higher the quality, the larger the file sizes will be.

Select Secondary Sources

If you would like to include PowerPoint slides in your recording, check the box next to Capture PowerPoint.

You do not have to upload your PowerPoint to Panopto. The PowerPoint just needs to be saved on the computer you are using to record (not on the cloud) and in presentation mode (full screen mode) while you are recording.

You should only have one PowerPoint open at a time while recording.
If you would like to record your screen during this session, check the box next to **Capture Main Screen** and/or **Capture Second Screen**.

![Capture Options](image)

💡 You will only see the **Capture Second Screen** option if you have more than one monitor connected to your computer.

If you have more than one camera connected to your computer, you can include the video from that camera in your session by selecting **Add Another Video Source**.

![Camera Connection](image)

⚠️ If you choose to capture your screen, viewers will see anything that appears on your screen during the recording. Be sure to close any private content including your Sakai Gradebook and email.

---

**Record your Session**

![Record Button](image)

To begin recording, select the **Record** button or press the **F8** key on your keyboard.

⚠️ If you are including a PowerPoint presentation in your recording, you must put the PowerPoint in presentation (full screen) mode for Panopto to capture the slides. You will not be able to view the recorder while your presentation is in full screen mode.
The **Record** button will be replaced by the **Stop** and **Pause** buttons. Select **Stop**, or **F10** when you are finished with your recording.

You can pause your session by selecting **Pause** or **F9**. The **Pause** button will be replaced by a **Resume** button. You can resume your recording by selecting the **Resume** button or **F9**.

When you pause a Panopto recording the timer will keep increasing, because the recorder continues to capture the session. Viewers will not see this portion of the session, but creators can access this content in the Panopto editor.

**Upload your Session**

**Recording Complete**

- **Session name**
  - Wednesday, September 27, 2017 at 3:53:29 PM

- Located in folder
  - Training Sessions

**Enter a description (optional)**

![Upload button]

Select **Upload**.
Use the blue and gray bars to see when the recording has uploaded. Do not exit the recorder while the blue and gray bars are still progressing.

Mac Panopto Recorder

**Update Session Settings**

Use the drop-down menu next to **Folder** to choose the Panopto folder that the session will upload to.

- **Folder**: My Folder
- **Session**: Fri, Sep 29 2017 at 2:37 PM
- **Webcast**: 

By default, the selected folder will be the same folder that you launched the recorder from.

**Select Primary Sources**

Use the drop-down menu next to **Video** to select the camera you would like to use for this session.

- **Video**: None
- **Audio**: Built-in Microphone

If you do not want to include video, select **None**.
Use the drop-down menu next to **Audio** to select the microphone you would like to use for this session.

If you do not want to include audio, select **None**.

You must select at least one primary source in order to create a recording.

### Include Slides

If you would like to include PowerPoint or Keynote slides in your recording, check the box next to **Record PowerPoint** or **Record Keynote**.

You do not have to upload your presentation to Panopto. The presentation just needs to be saved on the computer you are using to record (not on the cloud) and in presentation mode (full screen mode) while you are recording.

You should only have one presentation open at a time while recording.

### Capture Screen

If you would like to record your screen during this session, use the drop-down menu for **Source** to select **Built-in Display**.

If you do not want to record your screen, choose **None** from the drop-down menu.
If you choose to capture your screen, viewers will see anything that appears on your screen during the recording. Be sure to close any private content including your Sakai Gradebook and email.

Record your Session

To begin recording, select the **Record** button or press the **Cmd + Option + R** on your keyboard.

If you are including a presentation in your recording, you must put the presentation in full screen mode for Panopto to capture the slides. You will not be able to view the recorder while your presentation is in full screen mode.

The **Record** button will be replaced by the **Stop** button. Select **Stop**, or **Cmd + Option + R** when you are finished with your recording.

You can pause your session by selecting **Pause** or **Cmd + Option + P**. The **Pause** button will be replaced by a **Resume** button. You can resume your recording by selecting the **Resume** button or **Cmd + Option + P**.

When you pause a Panopto recording the timer will keep increasing, because the recorder continues to capture the session. Viewers will not see this portion of the session, but creators can access this content in the Panopto editor.
Upload your Session

Select **Upload**.

Use the recording status to determine when the recording has uploaded. Do **not** exit the recorder while the recording is still processing.
How do I upload an audio or video file to Panopto?

Log in to luc.hosted.panopto.com and open a folder that you have creator access to.

All Loyola users have the ability to create recordings within their My Folder.

MAC USERS: If you are using iOS to record a video for uploading, please be sure to turn off "High Efficiency Mode" to ensure your recording is compatible with Panopto: CLICK HERE FOR DIRECTIONS

Select Upload Media.

Select Create and choose Upload Media.
Drag your audio or video file into the rectangle or select within the rectangle to browse your computer for the file.

Your file will upload.
Once you see the green check mark you can exit out of this window.

Upload complete. You can close this window now.

Processing media

Your Panopto session will need to process before it is available to viewers.
How do I change the name of a Panopto session?

Select Settings.

Hover your cursor over the Panopto session and select Settings below the title of the session.

Select Edit.

Select Edit next to the title of the session.

Add Name.

Change the name of the session and select Save directly below the new title.
How do I share a Panopto session with students in my course?

There are several ways to share a Panopto session with your intended viewers. Follow the steps below to ensure that only the students enrolled in your course will have access to your Panopto sessions.

1. Add the Panopto tool to your Sakai site.

   When you add the Panopto tool to a Sakai site, a folder for that site is automatically created in Panopto. By default, students in the course can view sessions within this folder and instructors in the course can add content to this folder.

   Visit How do I add the Panopto tool to my course? for instructions.

2. Add your Panopto sessions to the Panopto folder for your Sakai site.

   There are a few ways that you can add sessions to your Panopto course folder:
   1. Create a new recording. View How to Record a Session using the Panopto Recorder?
   2. Upload an existing audio or video file. View How do I upload an audio or video file to Panopto?
   3. Copy or move an existing session from another Panopto folder. View How do I copy or move a Panopto session to another Panopto folder?

3. Share your Panopto sessions in Sakai

   There are several ways that you can share Panopto sessions within a Sakai course:
   1. Direct your students to the Panopto tool. When students log in to your course in Sakai and select the Panopto tool from the tool menu, they will be able to view all of the sessions with that folder.
   2. Link a Panopto video to a Lessons Page. View How do I link a Panopto video to a Lessons page?
   4. Link a Panopto video to the Resources tool. View How do I link a Panopto video to the Resources tool?
   5. Send a link to the session through one of the communication tools: Announcements, Email, or Messages.

   For students to access a Panopto session through a tool other than the Panopto tool (Lessons, Resources, etc.), they must authenticate their Panopto account with your course. View How do I authenticate my Panopto account with a Sakai site?
How do I change share settings for a Panopto folder or session?

In Panopto you can update share settings at the folder level or at the session level. If you change settings at the folder level, any new session added to that folder will have the same share settings by default. If you change share settings at the session level, it will only affect that session.

Navigate to [luc.hosted.panopto.com](https://luc.hosted.panopto.com) and open your Panopto folder.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Change Share Settings for a Panopto Folder

You cannot change the share settings, at the folder level, for your "My Folder".

From your Panopto folder, select the **Share** icon from the upper right-hand corner of the page.

### Who has access:

<table>
<thead>
<tr>
<th>Specific people</th>
<th>Only specific users and groups can view or edit sessions in the folder.</th>
</tr>
</thead>
</table>
| 🎥 Panopto 101::Creators | Can create  
| 🎥 Panopto 101::Viewers | Can view  

### Invite people:

Enter people, groups, or usernames...

You can give an individual or several individuals access to the folder or you can use the drop-down menu to choose a new share setting.
Change Share Settings for a Panopto Session

From your Panopto folder, hover your cursor over the Panopto session and select **Share**.

You can give an individual or several individuals access to the session or you can use the drop-down menu to choose a new share setting.
How do I embed a Panopto video on a Lessons page?

A special feature of the Lessons tool allows Instructors to embed a Panopto video directly on the page.

If you are using the default share settings in Panopto, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. See How do I authenticate my Panopto account for a Sakai Site? for instructions.

First, locate and copy the Panopto video embed code.

1. Hover your cursor over the recording and select Share.
2. Select the Embed tab.
3. Copy the embed code into the clipboard (CTRL+C for PC or CMD+C for Mac).

Go to Lessons.

Select on the Lessons Page Title (e.g. Week One) in the Tool Menu to display the page.
Select Add Content, then Embed Content on Page.

From the Add Content drop-down menu, select Embed content on page. This displays the Embed Content dialog box.

Paste the embed code.
1. Paste the Panopto embed code into the box marked **Or add a URL or "embed code"**.
2. Select **Save**.

**Review content and select save.**

- **Or add a URL or "embed code"**
  
  `<iframe src='https://luc.hosted.panopto.com/Panopto/Pages/Embed.aspx?id=a93d6a6b-0774-4684-99d2-a06700e9807&v=1' width='720'`

- **Don’t Release item until All Prerequisites are completed**

---

**Preview your content in the Embed Content on Page dialog box. Select Save again.**

---

**View updated video on page.**
Select Edit. (Optional)

This displays the **Edit Embed Content** dialog box.

**Add a description.**

Enter a description in the **Item Description** text box. Then, select **Update item** to save your changes and return the display to the Lesson Page with the embedded video and description.
This is an example of your Module 6 video assignment.
How do I link a Panopto video to a Lessons page?

1. If you are using the default share settings in Panopto, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. Please see How do I authenticate my Panopto account for a Sakai site? for instructions.

First, locate and copy the Panopto video URL.

1. Hover your cursor over the recording and select Share.
2. The Link tab will be selected by default.
3. Copy the URL code into the clipboard (CTRL+C for PC or CMD+C for Mac).

Go to Lessons.

Select on the Lessons Page Title (e.g. Lessons) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.
Select Add Content, then Add Content Links.

From the **Add Content** drop-down menu, select **Add Content Links**. This displays the **Add Item** dialog box.

**Enter an item name and paste the URL.**

1. Paste the URL in the **Or add a URL** text box.
2. Select Save.

View content on the page.

Select Edit. (Optional)

This displays the Edit Item dialog box.

Add a description and change item settings.

Enter a title in the Item Name text box and description in the Item Description text box. Update desired settings. Then, select Update item to save your changes and return the display to the Lesson Page with the linked video and description.

View updated video on page.

Lecture One

Lecture one covers chapter one of your textbook. Watch this lecture before class this Tuesday.
How do I link a Panopto video to the Resources tool?

If you are using the default share settings in Panopto, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. Please see How do I authenticate my Panopto account for a Sakai site? for instructions.

First, locate and copy the Panopto video embed code.

1. Hover your cursor over the recording and select Share.
2. The Link tab will be selected by default.
3. Copy the URL code into the clipboard (CTRL+C for PC or CMD+C for Mac).

Go to Resources.

Select Resources in the Tool Menu.
Select Actions, then Add Web Links.

From the Actions drop-down menu, select Add Web Links. This directs you to the Add Web Links page.

Enter the web address URL and the website name.

1. Paste the web address URL.
2. Enter the website name. This will appear as the title of the link.
3. Select Add Web Links Now.

View resource on the page.
How do I edit a Panopto session?

Basic Editing

View the article Basic Editing for instructions on how to open the Panopto editor, remove sections of a session, publish your session, update your session thumbnail, and more. Select the links listed below for tutorial videos on the following topics:

- Cut Sections of a Panopto Session
- Edit Slides in a Panopto Session
- Add a Panopto Session's Table of Contents

Build a Quiz

View the article Add a Quiz to a Video Overview for instructions on how to create a quiz within a Panopto session. View the video Creating a Quiz for additional instructions on creating a quiz in a Panopto session.

Create and Edit Captions

View the article How do I caption a Panopto session? for instructions on enabling automatic captions and uploading a caption file. View the video Captions in Editor for additional instructions on adding captions to a Panopto session.
How do I caption a Panopto session?

In Panopto you have the option to use automatically generated captions, or you can create a caption file and upload the file to your session. Captions make your content accessible to students who cannot hear or who are hard of hearing.

Import Automatic Captions

Panopto has the ability to automatically generate captions for sessions that are created in Panopto or uploaded to Panopto. Since these captions are machine generated, they are not 100% accurate, but the captions can be edited to improve accuracy.

Navigate to luc.hosted.panopto.com and log in using your Loyola user name and password. Open the folder that contains the session you would like to caption.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Hover your cursor over the session and select Edit.

Select the Captions tab.

Import automatic captions

Upload or request captions
Select the drop-down menu next to **Import captions** and choose **Import automatic captions**.

Your captions will be automatically generated. Each caption is a text box. Select a caption text box with your cursor to edit the text.

Select the **Publish** button in the upper right-hand corner of the screen.

**Upload a Caption File**

For instructions on creating a caption file, please visit [How do I create a caption file for video and audio content?](#).

Navigate to [luc.hosted.panopto.com](http://luc.hosted.panopto.com) and log in using your Loyola user name and password. Open the folder that contains the session you would like to caption.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Hover your cursor over the session and select **Edit**.
Select the **Captions** tab.

Select **Upload or request captions**.

Under **Upload Captions** select **Browse** or **Choose File** to locate your caption file on your computer.

*Your caption file must be in .srt format.*

Select **Upload Captions**.

Each caption is a text box. Select a caption text box with your cursor to edit the text.

Select **Publish**.
How do I download the caption file from a Panopto session?

Navigate to luc.hosted.panopto.com and log in using your Loyola user name and password. Open the folder that contains the session you would like to add captions to.

Access the Settings for the Session.

Hover your cursor over the session and select **Settings**.

Download the Captions.

Choose **Captions** from the menu on the left and select **Download file** at the bottom of the page.

Panopto automatically includes time stamps within the transcript. However, with audio only files, time stamps are not necessary and may distract students, so you may want to remove them from the transcript.
Remove the time stamps from the transcript.

Open the downloaded file using Notepad, Word, or another text editor and delete the text that includes the time stamps.
How do I view statistics in Panopto?

Statistics are available at the session level and at the folder level. Panopto statistics can let you know how many views a Panopto session has and who has viewed your Panopto session.

Navigate to luc.hosted.panopto.com and open your Panopto folder.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

View Statistics at the Folder Level

From your Panopto folder, select the Folder Stats icon from the upper right-hand corner of the page.

Filter the views by a specific time period. Based on the filter you select, you will see how many views each session has, the minutes viewed, the average minutes viewed, and the number of unique views.

View Statistics at the Session Level

From your Panopto folder, hover your cursor over your session and select Stats.

Filter the views by a specific time period. Based on the filter you select, you will see how many views each session has, the minutes viewed, the average minutes viewed, and the number of unique views.
Filter the views by a specific time period. Based on the filter you select, you will see who has viewed your session, how many times they viewed the session, the number of minutes viewed, and the average number of minutes viewed.

If a viewer is not logged in when they access a session, instead of their username their IP address will be listed.
How do I copy or move a Panopto session to another Panopto folder?

When a Panopto session is copied or moved to a new folder, the URL for the session is changed. Therefore if you copy or move a session, you must update any URLs that you have posted or sent to viewers.

Navigate to luc.hosted.panopto.com and open the folder that contains the session(s) you would like to copy or move.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Copy a Session

Check the box to the left of the session(s) that you would like to copy. Then select the Copy button.

If you copy a session, the session will be located in the current folder and a new folder that you select. Each version will have its own URL.
Use the drop-down menu to select a new folder to copy the session(s) to.

Select the session(s) to copy.

The session will need to process before it is available to viewers.

Check the box to the left of the session(s) that you would like to move. Then select the Move button.
If you move a session, the session will be removed from the current folder and will be located in a new folder that you select. The session will have a new URL.

Use the drop-down menu to select a new folder to move the session(s) to.

Select **Move**.

⚠️ The session will need to process before it is available to viewers.
How do I allow students to upload sessions to my course folder?

By default, students can only view sessions in a course folder in Panopto. In order for students to add their own sessions to a course folder, an assignment sub-folder must be created.

Navigate to luc.hosted.panopto.com and open your Panopto folder.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Create an Assignment Folder

From your Panopto course folder, select the Folder Settings icon in the upper right-hand corner of the page.

Assignment Folder

Select Create Assignment Folder.

Students will be able to upload and create their own content from this folder. They will not be able to see the other students' content. For students to see each others' content, their content will need to be moved to the main course folder. For instructions, please view How do I copy or move a Panopto session to another Panopto folder?
How do I allow viewers to download my Panopto session?

Open session folder.

Navigate to luc.hosted.panopto.com and open the folder your session is located in.

Select Settings.

Hover your cursor over the session and select Settings.

Update download options.

Use the drop-down menu next to Downloads to choose who has permission to download this session. Exiting out of the settings menu, will automatically save changes.
How do I create and delete sub-folders?

Sub-folders allow you to organize content in Panopto. By default sub-folders inherit the share settings of the parent folder.

Create a Sub-Folder.

Navigate to luc.hosted.panopto.com and open the folder you would like to create a sub-folder in.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Select Add folder. Type the title of the folder in the text box and press the enter key.

Note: To open a sub-folder select the title of the sub-folder.

Delete a Sub-Folder.

Open the sub-folder and select the Folder Settings icon.

Select the Manage tab.

Delete folder

Permanently delete this folder's data.
Select **Delete**.
How do I download my Panopto session?

If you have created a Panopto session, you have the ability to download the session to view offline.

Download your Session

Navigate to luc.hosted.panopto.com and open the folder that your session is located in. Then hover your cursor over the session and select Settings.

From the settings menu, select Outputs.
Under **Video Podcast** select **Download Podcast**.
How can I use Panopto with my mobile device?

iOS Devices

View the articles linked below for instructions on accessing Panopto from your specific device:

- iPad App
- iPhone App

Android Devices

View the articles linked below for instructions on completing specific tasks in Panopto with your Android device:

- Panopto Android App
How do I access a Panopto video through Sakai?

Panopto sessions can be shared in a variety of ways in Sakai. They can be shared through the Panopto tool in the Tool Menu, embed or link sessions on the Lessons tool, or through the Resources tool.

Access Panopto sessions through the Panopto tool.

You can access sessions for a site by selecting the Panopto tool from the Tool Menu. You will be brought to the folder for that site in Panopto.

If the Panopto website does not open, you can allow pop-ups from your browser or select Launch Panopto.

Access Panopto sessions through the Lessons tool.

If you are prompted to request access to a session, you must authenticate your account with this site in Sakai. Please see How do I authenticate my Panopto account with a Sakai site? for instructions.

Select the Lessons tool from the Tool Menu.

Lessons tools are often re-titled. In this example the Lessons tool is titled Week One.
Play an embedded session.

Select the play icon on the video. The video will begin to play directly on the page.

Play a linked session.

Select the link. The video will begin to play in a new window.

Access Panopto sessions through the Resources tool.

If you are prompted to request access to a session, you must authenticate your account with this site in Sakai. For instructions, please see [How do I authenticate my Panopto account with a Sakai site?](#)

Select the Resources tool.
Select the title of the session. The session will begin to play in a new window.
How do I authenticate my Panopto account with a Sakai site?

When the Panopto tool is added to a Sakai site, a folder for that site is created in Panopto. If the site is a course site, students enrolled in the site are able to view sessions in the course folder by default. If the site is a project site, users with the access role are able to view sessions in the site folder by default.

If these sessions are added to the Lessons tool or the Resources tool, students and users with the access role will not be able to access these sessions within these tools until they authenticate their account.

If a user attempts to access a session before authenticating, they will receive a message like the examples below. The user should not select Request Access. The user should follow the directions below to authenticate their account.

Examples:

Do not select Request Access. Follow the instructions listed below.

This will send a message to the content creator requesting access.
Do not select **Request Access**. Follow the instructions listed below.

**Authenticate your account.**

Login to Sakai and open your Sakai site. Select the **Panopto** tool from the Tool Menu. You have now authenticated your account and you will be able to access sessions in the Lessons tool and the Resources tool.
Where can I find more information on Panopto?

General Panopto Information

For more information on Panopto, including recommended equipment and a list of video-equipped classrooms, visit the ITRS Panopto website.
How do I create a Playlist in Panopto?

A Panopto playlist allows you to share several Panopto sessions through one link. Playlists allow videos within your Panopto site to be presented in a single, ordered list even if those videos exist in different folders. When enabled, any user with creator access to a folder will have the ability to create playlists in that folder.

Access Panopto through Sakai.

Select Create then Playlist.

Selecting Playlist opens a new window where you can create your new playlist.
Enter a Name for your Playlist.

1. Give your new playlist a unique name.
2. Select the folder you want to house your playlist. Note that if you accessed Panopto through a Sakai site, the folder for that site will be the default selection.
3. Optional: Write a short description for your playlist.
4. Select the Create button to create your new playlist.

Note: All of these settings can be changed later.

Select "Add videos" to Add Videos to your Playlist.
Select the Videos you want to add to your Playlist.

Check the box to the left of each video you want to add to your playlist.
You can add videos from one or more Sakai sites and Panopto folders using the drop down menu at the top of the screen.
When you have selected the videos you want to add to the playlist, select the red Add button at the bottom of the screen. Note that this does not close the screen and you can select Add as many times as you wish.
When you've added all the videos you want to add, select the Close button at the bottom of the screen.

View a Playlist.

Select the name of the playlist to view it. The thumbnail image for the playlist will always be the thumbnail image for the first video.
When you select the thumbnail, it will expand the video to full screen and give you the playlist of videos on the left side of your screen. The first video will automatically play after five seconds of loading.
While the videos in the playlist are playing, you can view the whole list of videos by selecting the name of the playlist at the top of the screen.

**Editing and Deleting a Playlist**

To edit a playlist, select the Settings option under the name of the playlist. This opens up the same settings screen you saw after initially creating the playlist.
1. Select Edit next to the playlist Name and Folder to edit those options.
2. Select Edit under Description to create or edit your playlist's description.
3. Select and drag the videos in the playlist to reorder them.
4. Select the X to the right of a video to remove it from the playlist.
5. Select Add Videos to add additional videos to the playlist.
6. Select Delete to permanently delete this playlist. Be aware that if you delete a playlist you'll have to recreate it from scratch - there is no undo!

Share a Playlist.

If you created a playlist in a folder for a Sakai site, that playlist will automatically be available to each person associated with that Sakai site.

To share a playlist, select the Share option under the name of the playlist.
1. The links to Link or Embed your playlist are at the top of the share screen. To learn more about linking or embedding content view these articles:
   - How do I link a Panopto video to a Lessons page?
   - How do I link a Panopto video to the Resources tool?
   - How do I embed a Panopto video on a Lessons page?
2. Select the down arrow to change the share settings for the playlist. See also: How do I change share settings for a Panopto folder or session?
3. Invite individual users to view the playlist by listing their UVID (if Loyola community members) or email addresses. Separate users with semicolon.
How do I add a video to my session?

Inserting one Panopto Session into Another Panopto Session

For a video walk through of this process, see [Inserting a Clip into a Video](#) from Panopto.

Open the Editor for the Panopto session where you want to add another session.

Open Panopto, and select the **Edit** icon for the session you want to change. This will open up a new tab in your browser for the Panopto editor.

Using the pointer tool in the timeline, select the point in the session where you want to insert a clip of another session.
Select the + icon to open an expanded tools menu, then select "Add a clip"

Select the folder where your other Panopto session is located.

Add a clip

A clip is another complete session inserted into this session's timeline.
Select the session you wish to insert, then select "Insert" at the bottom of the screen.

The session you selected is now spliced into your original Panopto session and can be seen in the timeline.

When you play your Panopto session, the clip you inserted will begin to play at the time you chose earlier. When the inserted clip is complete, the original Panopto session will continue to play.
You can edit when the inserted clip begins to play by selecting the three vertical dots next to the clip in the Contents tab and then "Edit".

Enter a new start time for the clip to begin playing, and then select "Save".

If you want to edit the inserted clip itself, open up that Panopto session in the editor to make your changes. Those same changes will appear anywhere that clip is inserted.

If the video is deleted, it will be removed from any Panopto sessions it is spliced into.
Inserting a YouTube video into a Panopto Session

Open the Panopto Editor

Using the pointer tool in the time line, select the point in the session where you want to insert a clip of another session.
Select the + icon to open an expanded tools menu, then select "Add a YouTube video".

A new screen will show up asking for information related to the YouTube video to be embedded.

1. **Link**: Paste the link to the video that you want to include in your Panopto session
2. **Time**: This is the time in your Panopto session when the YouTube video will start playing
3. **Start** (Optional): The time in the YouTube video when it will begin playing
4. **End** (Optional): The time in the YouTube video when it will stop playing
5. **Show YouTube Controls** (Checkbox): If checked, the controls for the YouTube video will appear and be accessible to the person viewing the video
6. **Autoplay** (Checkbox): If checked, when the Panopto session reaches the YouTube video the video will play automatically. In unchecked, the session pauses and waits for the viewer to begin watching the video.
7. **Done**: Select when all settings have been entered.
How do I use the different settings in the Panopto Recorder?

Since Panopto allows the user to capture audio/video/screensharing/PowerPoint, the Panopto Recorder provides many options for how to record your lecture and arrange the content of your recording. When creating a new Panopto session, use the following settings to customize your recording:

Panopto Recorder Settings: Windows

1. **Folder:** Use the drop down menu to select the folder where you will send the recording.

2. **Name:** Enter a title for the recording in the Name textbox.

3. **Primary Sources:** Use this drop-down menu to include a recording of your FaceTime HD Camera, your computer screen or Built-in Display, or None for no Primary Source content. Be sure to select your microphone (e.g. Logitech Stereo H650e) in the Audio drop-down menu. Use the Quality menu to select a higher video quality (Note: may result in longer processing time).

4. **Secondary Sources:** Use these check boxes to record your PowerPoint and/or computer screen.

5. **Secondary Sources Tabs:** Select the PowerPoint Tab to open a PowerPoint file for your presentation.

Take a look at the following examples to see how these settings impact your recording.
Example #1: Camera, PowerPoint, & Screen

**Primary Sources:** Video - Camera, Audio - Headset

**Secondary Sources:** Capture PowerPoint, Capture Main Screen

Example #2: PowerPoint & Screen

**Primary Sources:** Video - None, Audio - Headset
**Secondary Sources:** Capture PowerPoint, Capture Main Screen

**Example #3: PowerPoint**

**Primary Sources:** Video - None, Audio - Headset

**Secondary Sources:** Capture PowerPoint

**Panopto Recorder Settings:** Mac OS
1. **Folder**: Select the folder where you will send the recording from the drop down menu.

2. **Session**: Give your recording a title.

3. **Primary Source**: Use this drop-down menu to include a recording of your **FaceTime HD Camera**, your computer screen or **Built-in Display**, or **None** for no Primary Source content. Be sure to select your microphone (e.g. **Logitech Stereo H650e**) in the Audio drop-down menu.

4. **Slides**: To record a PowerPoint in your presentation, check the **Record PowerPoint** box under Slides. Be sure to have your PowerPoint ready and open before recording.

5. **Secondary Sources**: If you want to record your computer screen too, Panopto allows you to include two secondary sources (**Secondary 1** and **Secondary 2**) to supplement your recording. To capture your screen, select the **Secondary 1** tab and choose **Built-in Display** from the **Source** drop-down menu. If you decide to do this, be sure to select the **Secondary 2** tab and choose **None** from the **Source** menu in the Secondary 2 tab.

Take a look at the following examples to see how these settings impact your recording.

### Example #1: Camera, PowerPoint, & Screen

- **Primary Source**: Video - Camera, Audio - Headset
- **Slides**: Record PowerPoint
- **Secondary 1**: Source - Built-in Display
- **Secondary 2**: Source - None
Example #2: PowerPoint & Screen

**Primary Source:** Video - None, Audio - Headset

**Slides:** Record PowerPoint

**Secondary 1:** Source - Built-in Display

**Secondary 2:** Source - None
Example #3: PowerPoint

**Primary Source:** Video - None, Audio - Headset

**Slides:** Record PowerPoint

**Secondary 1:** Source - None

**Secondary 2:** Source - None
Piazza
What is Piazza?

Piazza is a free platform for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content. Piazza is designed to simulate real class discussion and aims to get high-quality answers to difficult questions.
How do I add the Piazza tool to my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the Piazza tool.

Select Continue.

Once you have made all of your tool selections, scroll down and select Continue.
Confirm tool selection

Overview (Overview)
Week 1 (Week 1)
Resources (Resources)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Wiki (Wiki)
Site Info (Site Info)
Gradebook (Gradebook)
Panopto (Panopto)

**Piazza (Piazza)**
VoiceThread (VoiceThread)
Zoom (Zoom)

New tools added are shown in red font. Confirm that these are tools you want to add and select **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I reorder tools?](#) tutorial for instructions on how to change the tool order.
How do I Set Up Piazza for my Course?

Add the Piazza tool to your course.

Follow the instructions under [How do I add the Piazza tool to my course?](#) to add the Piazza tool to your Sakai site.

Select the Piazza tool from the Tool Menu.

![Piazza Tool Menu](image)

Link your course to Piazza.

![Link to Piazza](image)

The class name, class number, and term will be added by default.

1. Enter your **Estimated Enrollment**.
2. Select **Create Class**.

---

Instructional Technology and Research Support
Confirm your name and email address, then complete your enrollment:

1. Enter a password.
2. Confirm you have read Piazza’s Terms of Use by checking the box.
3. Select **Continue**.

You will be brought to your course page in Piazza.
How do I enroll in Piazza for my course?

Select the Piazza tool in the Tool Menu.

Follow the instructions under [How do I choose which tools will be available in my course?](#) to add the Piazza tool to your course.

Confirm enrollment.

Confirm your name and email address, then complete your enrollment:

1. Enter a password.
2. Confirm you have read Piazza's Terms of Use by checking the box.
3. Select Continue.

You will be brought to your course page in Piazza.
Where can I find more information on Piazza?

General Information
Visit the ITRS Piazza Page for more information on Piazza.

Getting Started
Visit the Piazza Quick Start Guide to view support information and instructions to get started with Piazza.
How can I Manage Piazza Class Settings?

Select Manage Class.

Select **Manage Class** in the top menu of the Piazza window.

Enter your Course Number and Course Name

- **Course Number:** SAMP 100 002 Su18
- **Course Name:** Sample Project Site

**Note:** this will only show up in Piazza and course name does not have to exactly match LOCUS.

- **Course Start Date:** 06/15/2018
- **Signup Link:**
  - piazza.com/luc/summer2018/samp100002su18
- **Class Link:**
  - piazza.com/luc/summer2018/samp100002su18/home
- **Instructor Self-Signup:**
  - Enable
- **Class Status:**
  - Active
- **Save Changes**
1. Enter your course's start date.
2. Select **Disable** for instructor sign-up.
3. Set Class Status to **Active** if you want the course available immediately, or **Inactive** if you don't want anyone to access Piazza yet.
4. Select **Save Changes**.
How do I create a Piazza Post?

Select New Post.

Select **New Post** under the Q&A tab to create a new post for students.

**Choose which Post Type you wish to use.**

1. **Question** posts ask a question of individual students or the whole class. These posts are highlighted in red until marked with an answer.
2. Use **Note** posts if an answer is not required.
3. **Poll/In-Class Response** posts can be used for polling students in class or outside of class. These can be anonymous or associated with students.

**Set the share settings for your post.**

1. If you pick individual users, search for those users by name in a text box that will appear.
2. Select which folder or folders you want your post to appear in.
Set up your post.

1. Enter a quick, one-line **Summary** for your post.
2. Write the **Details** of what you expect your students to do in this post thread.
3. **Posting Options**: Check the box if you want to send an email to all students immediately that this thread is available.

Select **Preview Post** to see a student view of your post.

When you are ready to post your thread, select the orange **Post My Question** button at the bottom of the screen.
How do I respond to a Piazza post?

Go to the Piazza Tool in Sakai.

Choose a Post in Piazza.

Posts are highlighted based on their status:

- **White**: post has been viewed and/or does not require an answer
- **Yellow**: currently viewing this post
- **Red**: new, unanswered question

Posts have other indicators too:

1. A gray box with vertical lines indicates that the post is a poll
2. A gray box with horizontal lines indicates that the post is a "note" and no response is required
3. An orange "i" indicates that an instructor has responded to the question

Type your response in the Instructor's Answer Area
Using the Text Box Editor, enter your response and select Submit.

When you are finished entering your response, select Submit.

Tip: Your response can take many forms. You can enter plain text or you can include tables, files, videos, images, and/or links.

If a student posted the question to the entire class, then the entire class will see your response.
How do I add Students to Piazza?

Select the Piazza Tool in Sakai

Select Manage Class from the top menu

Scroll down to the Enroll Students section

Once you've entered all your students' emails, select "Add Students" to add them to your Piazza course.

⚠️ Make sure you enter your students' emails (including @luc.edu) and not just their UVID!
How do I add Instructors, TAs, and Course Builders to Piazza?

Select the Piazza Tool in Sakai

Select Manage Class from the top menu

Scroll down to the Enroll Professors/TAs section

1. Enter the full email (including @luc.edu) for each person who you want to add to your course.
2. Once you've entered everyone's emails, select Add Instructors.

If you want to add someone to your Piazza site but you don't want them to have instructor-level control over your course, add them as a student following these instructions.
How do I view Statistics in Piazza?

Statistics are available through downloadable reports and by viewing the dashboard.

Select the Statistics tool across the top menu

Downloadable Reports

There are two options for downloadable reports: Get class statistics as a CSV file and Bulk Download poll statistics.

- Get class statistics as a CSV file allows you to download all the class’ statistics as an Excel file
- Bulk Download poll statistics will only download statistics related to poll questions
The statistics dashboard displays at-a-glance information for the Piazza course.

1. Graph displaying unique users or posts per day.
2. Drop-down list to select display for graph above.
3. Class at-a-glance total statistics.
How do I use the accessible version of Piazza?

Piazza offers an accessible version of their full site for all users to use with every class. Each user can turn on or off the accessible version of Piazza (also known as Piazza Lite) without affecting the view of their students or classmates.

Select the Piazza Tool in Sakai.

Select Options from the Top Menu and Account/Email Settings.

The Options button is located in the top-left corner of the screen and appears as a small gear icon.

Check the box under Universal Access Preferences to enable Piazza Lite.

You do not have to use an assistive device in order to use the accessible version of Piazza, but that is what it was designed for. Once you navigate back to your Piazza class, you will see the changes implemented.
Select "Save Accessibility Preferences" to enable Piazza Lite.

View your accessible course.
Polls
What is the Polls tool?

The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

Results of a poll can be made available to students immediately, after voting, after the closing date, or never. Instructors can post any number of polls. If desired, instructors may also change the tool permissions to allow students to post poll questions.

Participants may only vote once per poll. Responses to poll questions are anonymous.

To access this tool, select Polls from the Tool Menu in your site.

Example: Student view of a Polls list.

<table>
<thead>
<tr>
<th>Question</th>
<th>Opening</th>
<th>Closing</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many hours per week do you spend on social media?</td>
<td>Dec 7, 2018 8:25 AM</td>
<td>Dec 17, 2018 8:25 AM</td>
<td>Results</td>
</tr>
<tr>
<td>Do you have a google account?</td>
<td>Dec 10, 2018 8:20 AM</td>
<td>Dec 17, 2018 8:20 AM</td>
<td>Results</td>
</tr>
</tbody>
</table>

Students see a list of poll questions (if more than one). When they select a question, the poll is displayed. If they have already voted for a poll question, the question is no longer linked.
Example: Student view of Poll question.

Vote

How many hours per week do you spend on social media?

- I do not visit social media sites.
- Less than 1 hour per week.
- From 1 to 5 hours per week.
- From 6 to 10 hours per week.
- More than 10 hours per week.

Students make their selection from the choices, then select Vote.

Note: By default, students can vote only once per poll question.

Example: Poll Results.

Results

How many hours per week do you spend on social media?

Number of people who have voted: 3

<table>
<thead>
<tr>
<th>Option</th>
<th>Votes</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not visit social media sites.</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 1 hour per week.</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>From 1 to 5 hours per week.</td>
<td>2</td>
<td>67%</td>
</tr>
<tr>
<td>From 6 to 10 hours per week.</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>More than 10 hours per week.</td>
<td>1</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Results can be sorted by clicking on a column heading to sort by. Selecting the column heading again reverses the sort order.
How do I add a new poll?

Go to Polls.

Select the **Polls** tool from the Tool Menu of your site.

Add a poll.

You may select the **Add** button or the **Add a poll** link to add a new poll.
Compose your poll question.

Add a poll

* Question

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

1. Enter the poll question in the box marked Question.

2. Add additional information in the Rich Text Editor below if needed.

Specify the poll settings.

1. Specify the opening and closing dates and times. You may enter the date in the text box, or you may use the calendar icon to the right to bring up a pop-up calendar for selecting your date and time.
2. Indicate limits on the minimum and maximum number of answers selected.
3. Choose when to make the results visible.
4. Select **Save and add options** when finished.

Add the first answer.

**Add an Option**

*Question: How many hours per week do you spend on social media?*

1. Enter the first answer option in the rich text editor.
2. Select **Save and add options**.
Add the second answer.

1. Enter the second answer option in the rich text editor.

2. Select **Save and add options**. Continue this process of saving and adding options until you have added all of the options for the Poll question.

3. On the last option, select **Save**. This will display the Edit a Poll page with the poll options listed.

**Review poll question options and Save.**
This displays the Polls list page. Select Save to save your poll.

Note: If you need to add another option, select the Add option link. If you need to edit or delete an option, select the Edit or Delete links to the right of the option text.
How do I take a poll?

By default, students can vote once per poll question. All student responses to poll questions are anonymous.

Go to Polls.

Select the Polls tool from the Tool Menu in your site.

Select the poll question.

<table>
<thead>
<tr>
<th>Poll list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Do you have a google account?</td>
</tr>
<tr>
<td>How many hours per week do you spend on social media?</td>
</tr>
</tbody>
</table>

Select your choice, and select Vote.

Vote

How many hours per week do you spend on social media?

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- I do not visit social media sites.
- Less than 1 hour per week
- From 1 to 5 hours per week
- From 6 to 10 hours per week
- More than 10 hours per week

Vote! Cancel!
Note: By default, students can only vote once per poll question.

View your reference number.

Thank you for voting!
Your reference number: e725f691-3f26-4822-9e87-4c64064032a9

Select Back.

Thank you for voting!
Your reference number: e725f691-3f26-4822-9e87-4c64064032a9

This returns the display to the Polls list page.
How do I view poll results?

Instructors can view all poll results and can allow students to view individual poll results.

Go to Polls.

Select the **Polls** tool from the Tool Menu in your site.

To view the results of the poll, select the Results.

<table>
<thead>
<tr>
<th>Poll list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question</strong></td>
</tr>
<tr>
<td>Do you have a google account?</td>
</tr>
<tr>
<td>Edit</td>
</tr>
<tr>
<td>How many hours per week do you spend on social media?</td>
</tr>
<tr>
<td>Edit</td>
</tr>
</tbody>
</table>

Example: Poll Results.

<table>
<thead>
<tr>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many hours per week do you spend on social media?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Option</strong></th>
<th><strong>Votes</strong></th>
<th><strong>%</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not visit social media sites.</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 1 hour per week</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>From 1 to 5 hours per week</td>
<td>2</td>
<td>67%</td>
</tr>
<tr>
<td>From 6 to 10 hours per week</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>More than 10 hours per week</td>
<td>1</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>100%</td>
</tr>
</tbody>
</table>
Results can be sorted by selecting a column heading to sort the questions. Select the column heading again reverses the sort order.
How do I modify Polls tool permissions?

Instructors can modify the Polls tool permissions to allow students or other site participant roles to post and manage poll questions.

Go to Polls.

Select the Polls tool from the Tool Menu in your site.

Select Permissions.

Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Select Save to save your changes.
Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.
How do I edit a poll?

Go to Polls.

Select the Polls tool from the Tool Menu in your site.

Edit a poll.

Select the Edit link to edit a poll question, answer options, and settings.

Save poll.

At the bottom of the screen, select Save to save your poll.
How do I reset a poll?

Resetting a poll clears the results and enables participants to vote again.

Go to Polls.

Select the Polls tool from the Tool Menu in your site.

Check the box next to the poll or polls you'd like to reset.

Tip: You may also select the column header checkbox to select all polls.
Select the Reset selected polls button.

<table>
<thead>
<tr>
<th>Question</th>
<th>Opening</th>
<th>Closing</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a google account?</td>
<td>Dec 10, 2018 12:10 PM</td>
<td>Dec 17, 2018 12:10 PM</td>
<td></td>
</tr>
<tr>
<td>How many hours per week do you spend on social media?</td>
<td>Dec 10, 2018 10:30 AM</td>
<td>Dec 17, 2018 10:30 AM</td>
<td></td>
</tr>
</tbody>
</table>

Select OK to confirm the reset.

lucdev.longsite.com says

Are you sure you want to reset the selected polls?

OK Cancel
How do I remove a poll?

Go to Polls.

Select the Polls tool from the Tool Menu in your site.

Check the box for the poll or polls you'd like to remove.

Tip: You may also select the column header checkbox to select all polls.

Select the Remove selected polls button.
Select OK to confirm removal.

lucdev.longsight.com says
Are you sure you want to remove the selected polls?

[OK] [Cancel]
PostEm
What is the PostEm tool?

Instructors can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students. Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

• The first column of the spreadsheet must contain the student usernames.
• The first row must contain column headings.

Note: The PostEm tool does not interact with the Gradebook.

To access this tool, select PostEm from the Tool Menu in your site.

Select the PostEm tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.
Example of Class Attendance feedback.

Student View

☐ POSTEM

View Participant

Select a Participant: imastudent

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>imastudent</td>
<td>Student, Ima</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

Instructor View

☐ POSTEM

Last Modified 7 Feb 2019 11:32

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>demostudent1</td>
<td>Student1, Demo</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>never</td>
</tr>
<tr>
<td>demostudent2</td>
<td>Student2, Demo</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>never</td>
</tr>
<tr>
<td>demostudent3</td>
<td>Student3, Demo</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>never</td>
</tr>
<tr>
<td>imastudent</td>
<td>Student, Ima</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>never</td>
</tr>
</tbody>
</table>

As the instructor, you can see when a student has last checked their feedback. Any students who have never checked will appear in red.
How do I add PostEm feedback?

Instructors may use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

- Your file must be saved in .CSV format. You can save Microsoft Excel spreadsheets as CSV files.
- The first row of your file must contain column headings; every column must have a heading
- The first column of your file must contain individuals' usernames in lower case.

Once you have created your file, you can modify and update it as you wish, as long as you stay within the guidelines above.

Tip: You can download a CSV file that includes the student usernames under Gradebook > Import/Export > Export Gradebook. You can also download a CSV file that includes the student usernames under Roster > Export.

Example of a properly formatted CSV file.

1. First row contains column headings.
2. First column contains student usernames in lower case.

Go to PostEm

Select the PostEm tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.
Select Add.

Select the Add tab.

Enter a Title.

Add/Update Feedback File

Instructions:
Your feedback file must be saved in .csv format.
The first column of your file must contain individual usernames.
The first row of your file must contain headings.

Title A

Feedback File

Choose a CSV file or URL from Resources

Feedback Availability

Enter a Title for the Feedback file. This is the title students will see when they go to PostEm to view their feedback.
Select your file.

Select the **Choose a CSV file or URL from Resources** button to choose a file.

Select a file.

You may select a file that you have already uploaded to your site, or select the **Choose File** button to locate the file on your computer and select it for upload.
Select Continue.

Release feedback and Post.

Add/Update Feedback File

Instructions:
Your feedback file must be saved in .csv format. The first column of your file must contain individual usernames. The first row of your file must contain headings.

Title: Class Attendance

Feedback File: ATTENDANCE-POSTEM-DAC-EDUCATION.csv

Feedback Availability: Release feedback to participants?

Check the box next to Release feedback to participants? and then select Post.
Verify the upload.

Verify Upload
- Feedback has a header row.
- This feedback is for 4 student(s).

You have just uploaded a feedback or template file.

This is how the first participant record appears.
If it is not correct, click the Back button, make changes to your text file, and upload it again.

<table>
<thead>
<tr>
<th>User ID</th>
<th>demostudent1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student1, Demo</td>
</tr>
<tr>
<td>Mon, 1/7/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon, 1/14/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon, 1/21/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon, 1/28/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon, 2/4/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon, 2/11/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon, 2/18/2019</td>
<td>A</td>
</tr>
<tr>
<td>Number of Absences</td>
<td>1</td>
</tr>
</tbody>
</table>

You will be prompted to verify your file upload. The first row of data will be previewed for you. If everything looks correct, select Save; if not, select Back, make changes to your CSV file, and upload it again.

View uploaded feedback item.

Select view link.

<table>
<thead>
<tr>
<th>Title</th>
<th>Creator</th>
<th>Modified By</th>
<th>Last Modified</th>
<th>Released</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance</td>
<td>imaninstructor</td>
<td>imaninstructor</td>
<td>7 Feb 2019 13:19</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Find row for uploaded feedback item, and select the View link.
The first row contains column headings. The first column contains student usernames in lower case. A row of feedback is listed for each student.
How do I update a PostEm feedback item?

Go to PostEm

Select the **PostEm** tool from the Tool Menu of your site.

*Note: The PostEm tool is sometimes named Feedback.*

To update the feedback file, select the Update link.

<table>
<thead>
<tr>
<th>Title</th>
<th>Creator</th>
<th>Modified By</th>
<th>Last Modified</th>
<th>Released</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance</td>
<td>imaninstructor</td>
<td>imaninstructor</td>
<td>7 Feb 2019 13:19</td>
<td>Yes</td>
<td>view view participant [update] delete download</td>
</tr>
</tbody>
</table>

If you would like to update the item title, replace the CSV file with a different file, or adjust feedback availability, select the **update** link.
Select a new file and Post.

1. Adjust item **Title**, if needed.
2. Select the **Choose a CSV file or URL from Resources** button to select a different file. This allows you to replace the current CSV file with a new file.
3. Adjust **Feedback Availability**, if needed.
4. Select the **Post** button to complete the update.
How do students view their feedback in PostEm?

Go to PostEm

Select the PostEm tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.

Select View.

Students will see the title of the feedback file, and the date it was last modified. They can select the View link to see their individual feedback.
View feedback.

<table>
<thead>
<tr>
<th>User ID</th>
<th>imastudent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student, Ima</td>
</tr>
<tr>
<td>Mon. 1/7/2019</td>
<td>A</td>
</tr>
<tr>
<td>Mon. 1/14/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 1/21/2019</td>
<td>A</td>
</tr>
<tr>
<td>Mon. 1/28/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 2/4/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 2/11/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 2/18/2019</td>
<td>P</td>
</tr>
</tbody>
</table>

Back
How do instructors view feedback in PostEm?

Go to PostEm.

Select the PostEm tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.

View uploaded feedback item.

To view the uploaded feedback, locate the row of an uploaded feedback item, and select the View link.

View all feedback.

This displays feedback for all students.

1. In the Username column, those students who have not checked their feedback are shown in bold and red.
2. The Last Checked column shows when (if ever) the student last checked their feedback.
View feedback for one student.

In the row of the feedback item you want to view, select the **view participant** link.

Select a student's username.

Select a student's username from the drop-down menu next to **Select a Participant**.
View individual feedback.

View Participant

Select a Participant: imastudent

<table>
<thead>
<tr>
<th>User ID</th>
<th>imastudent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student, ima</td>
</tr>
<tr>
<td>Mon. 1/7/2019</td>
<td>A</td>
</tr>
<tr>
<td>Mon. 1/14/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 1/21/2019</td>
<td>A</td>
</tr>
<tr>
<td>Mon. 1/28/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 2/4/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 2/11/2019</td>
<td>P</td>
</tr>
<tr>
<td>Mon. 2/18/2019</td>
<td>P</td>
</tr>
<tr>
<td>Number of Absences</td>
<td>2</td>
</tr>
</tbody>
</table>

This displays the individual student's feedback for the PostEm item.
How do I download a copy of the CSV feedback file?

Go to PostEm.

Select the PostEm tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.

Find the CSV feedback item, and select the download link.

Find the CSV feedback item, and select the download link to begin downloading.
How do I delete a PostEm feedback item?

Go to PostEm.

Select the PostEm tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.

Find the feedback item, and select the delete link.

For the feedback item you would like to delete, and select the delete link.

Verify and select the Delete button.

Verify that this is the correct title of the feedback item you want to delete, and select the Delete button.
Profile
What is the Profile tool?

The Profile tool contains basic user information, including names, and other optionally displayed information.

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information (e.g. Twitter integration), connections, notification preferences, and privacy settings. All Profile fields are optional.

To access this tool, select Profile from the Tool Menu in My Workspace.

Or, select your username/photo in the top right corner.

When the dropdown menu appears, select Profile.
How do I set up my profile?

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. All Profile fields are optional.

Go to Profile.

Select the Profile tool from the Tool Menu in My Workspace.

Changing Your Picture. (Optional)

Mouse over the image area and select Change picture to upload a new photo.
Select a new picture and upload.

Select an image file on your computer (max 2MB):

Browse... No file selected.

Note: If the new image doesn’t appear immediately, try refreshing your browser.

Upload

Select Browse button to browse your computer for a new image.

Select your new picture.

Once you have located the image you would like to use, select it and select Open.

Note: Your image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.
Upload your new picture.

Select an image file on your computer (max 2MB):

Browse... Wolf Selfie.jpg

Note: If the new image doesn't appear immediately, try refreshing your browser.

Upload

The filename of the picture you selected will appear listed. If this is correct, select the Upload button.

Picture updated.

Your profile picture has been updated! This is the image that will display throughout Sakai when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.
Example of profile image display in Roster.

<table>
<thead>
<tr>
<th>Picture</th>
<th>Name</th>
<th>User ID</th>
<th>Role</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Wolf" /></td>
<td>ITRS, Demo</td>
<td>demoits</td>
<td>maintain</td>
<td>Ungrouped</td>
</tr>
</tbody>
</table>

Example of the profile image displayed in Forums.

**Forums / Sample Course Forum / General Discussion / Hello!**

**View** by Conversation

Hello!

Demo ITRS (demoits) (Apr 30, 2019 7:30 AM) - Read by: 1

Hello! I'm a new student and this is my first online class!

Editing your information.

**Demo ITRS**

Say something

Say it

Profile

**Basic Information**

You haven't filled out any information yet

Mouse over the right side of information each section near the horizontal rule to display the editing option.

Select the **Edit** link to modify or add your information.
Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then select **Save changes**.

The **Rich Text Editor** is available to you here, in case you would like to format your text.

*Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.*

**Contact Information.**

**Email**
- wolf@luc.edu

**Home page**
- 

**Work phone**
- 

**Home phone**
- 

**Mobile phone**
- 

**Facsimile**
- 

**Save changes**  **Cancel**
Often, the user's college email address is automatically populated in this area. If it is not, or if you prefer an alternate email address, you may enter it here.

You may also choose to enter your phone and/or fax numbers if desired.

Be sure to select **Save changes** to save any changes.

### Staff Information

[Staff Information table]

If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Select **Save changes** to save any changes.

*Note: The Rich Text Editor is also available to you in the Publications and Conferences field.*

### Student Information

[Student Information table]

If you are a student at the institution, you may enter information about your degree or program tracks here. Select **Save changes** to save any changes.
### Social Networking

<table>
<thead>
<tr>
<th>Social Networking</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook URL</td>
<td></td>
</tr>
<tr>
<td>LinkedIn URL</td>
<td></td>
</tr>
<tr>
<td>MySpace URL</td>
<td></td>
</tr>
<tr>
<td>Skype username</td>
<td></td>
</tr>
<tr>
<td>Twitter URL</td>
<td></td>
</tr>
</tbody>
</table>

You may also include links to your social media accounts or contact information on social networking sites. Select **Save** to save any changes.

### Personal Information

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Favorite books</td>
<td></td>
</tr>
<tr>
<td>Favorite TV shows</td>
<td></td>
</tr>
<tr>
<td>Favorite movies</td>
<td></td>
</tr>
<tr>
<td>Favorite quotes</td>
<td></td>
</tr>
</tbody>
</table>

You may also choose to share information about your favorite books, TV shows, movies, or quotes. Select **Save changes** to save any changes.

*Tip: Users can search for connections in Profile based on common interests.*
How do I post a status message to my profile?

You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

Go to Profile.

Select the Profile tool from the Tool Menu in My Workspace.

Enter a status message.

Enter your message into the text box provided and then select the Say It button.

Note: Status messages are limited to 140 characters. You will see a counter to the right of the text box which tells you how many characters you have remaining.
The message will appear at the top next to your name.
How do I add pictures to my profile picture gallery?

Go to Profile.

Select the Profile tool from the Tool Menu in My Workspace.

Select Pictures.
Select your image files.

1. Select the **Choose File** button to browse for images on your local computer and select them for upload. You may select more than one image if you like. The maximum number of profile gallery images is 10.

2. Selected files will appear listed below the **Choose File** button. If you decide not to upload a given image, you can select **Delete** to remove a file from the list.

3. Once you have selected your file/s, select the **Upload chosen files** button.

   *Note: The combined file size of all images to upload should not exceed 20MB.*

View picture gallery.

Once your images have been uploaded, they will display under "My Pictures".
How do I search for and add connections?

Go to Profile.

Select the Profile tool from the Tool Menu in My Workspace.

Select Search.

Or, you can also go to Connections to view/search from there.

1. Select Connections.
2. Then, select Search for Connections.
Enter your search terms.

Enter search terms depending on whether searching by name/email or by interest

[student]

Person’s name or email
- Enter a name or e-mail address to find people

Common interest
- Enter an interest, e.g. 'cycling' to find people with similar interests

Include connections in search results
- Include connections in search results

Limit search to selected worksite
- Limit search to selected worksite

Limit search to selected worksite: MFPS-101-001

Search

Enter a name or keyword to search for, and then select the **Search** button.

*Note: Optionally, you can choose to search by name/email, or common interest. You may also include current connections, or limit the search to a particular course by selecting it from the drop-down menu.*

View search results.

Search

Previous searches
[student]

Clear history

Displaying 1 result for: [student]

Clear search

Search results will display at the bottom of the screen.
Add connections.

Displaying 1 result for: Istudent

Select the **Add as a connection** link to send a connection request to the selected user.

Connection request confirmation.

### Add Ima Student as a connection?

Ima Student will have to confirm your request.

- [Add connection](#)
- [Cancel](#)

You will receive a notice letting you know that the user you have contacted will have to confirm the request before being added as your connection. To proceed with the connection request, select **Add connection**.
Pending requests.

Displaying 1 result for: istudent

Note: Once you have sent a connection request to someone, you will see the text “Connection requested” displayed for that user until they accept or ignore the request.
How do I accept a connection request?

Go to Profile.

Select the Profile tool from the Tool Menu in your Home area.

Select Connections.

View connections request.

Any pending connection requests that you have received will be listed here.
Select Confirm connection to accept the request.

**Connection requests - 1**

<table>
<thead>
<tr>
<th>Ura Student</th>
<th>Confirm connection</th>
<th>Ignore connection</th>
<th>View connections</th>
</tr>
</thead>
</table>

Select Confirm connection to accept the connect request from the selected user.

Select Confirm connection requests again to verify your selection.

**Confirm Ura Student's connection request?**

This will confirm Ura Student's connection request.

[Confirm connection request] [Cancel]
How do I send a message to a connection in Profile?

Go to Profile.

Select the **Profile** tool from the Tool Menu in My Workspace.

Select Messages.

Select Compose message.
Enter your message and send.

1. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
2. Enter a subject.
3. Enter a message.
4. Select Send Message.
How do I change my privacy settings?

On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

Go to Profile.

Select the **Profile** tool from the Tool Menu in My Workspace.

Select Privacy.

Modify your privacy settings.

You may use the drop-down menus to change the privacy settings for each of the items listed.
Select Save settings.

If you make any changes, be sure to Select \textit{Save settings} to save your changes.
How do I set my notification and other profile preferences?

On your preferences page you can control what emails are sent to you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured) as well as manage the Twitter integration for your status updates. All changes in preferences are optional.

Go to Profile.

Select the Profile tool from the Tool Menu in My Workspace.

Select Preferences.

Manage email notifications.

Select the radio buttons to adjust the settings on or off for each email notification preference.
Manage Twitter integration.

**Twitter integration**

*Your status updates can also update your Twitter account*

![Link Twitter account](link)

If you have an existing Twitter account, you may link it to your Sakai profile if desired.

Select **Link Twitter account** and a new window will open and connect to Twitter.

*Note: The Twitter integration will post your Sakai status updates to your Twitter account. However, it does not post your other Tweets to Sakai.*

Grant access.

Log in with your Twitter username and password, and then Select the **Authorize app** button to grant Profile2 access to post status updates.

You'll be presented with a PIN code.
Enter the PIN and select Link.

**Twitter integration**

*Your status updates can also update your Twitter account*

[Link Twitter account 123456 Link]

Back on the preferences page, enter the PIN code in the box and select Link. Your details will be verified with Twitter.

*Note: You can disable the Twitter integration by selecting Unlink.*

**Manage profile image settings.**

**Profile image settings**

*Configure settings related to your profile image*

- Use my gravatar as my profile image

If you have an existing gravatar and you would like to use that as your profile image, you may check the box here.

**Manage widget settings.**

**Widget settings**

*Control which widgets appear on your profile*

<table>
<thead>
<tr>
<th>Widget settings</th>
<th>Show my kudos rating</th>
<th>Show my pictures</th>
<th>Show my online status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show my kudos rating</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Show my pictures</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Show my online status</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Check the box next to any of the available widgets to show them on your profile.

- **Show my kudos rating**: This will display your kudos rating on your profile once it has been calculated.
- **Show my pictures**: This will display pictures from your image gallery on your profile if selected.
- **Show my online status**: This will show whether or not you are currently online. If enabled, you can further control this in your privacy settings. If disabled, you will appear to be offline.
Select Save settings.

If you have made any changes to your preferences, be sure to select Save settings to save your changes.
Resources
What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal Home area.

Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

Resources also allows users to upload multiple files using the Drag and Drop interface, or using the WebDAV protocol.

To access this tool, select Resources from the Tool Menu in your site.

Example of a Resources page.
How do I navigate the Resources tool?

There are a number of controls and breadcrumbs that determine the display of the Resources tool, making it easier to maneuver about within the tool.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Folder View

Selecting the name of any folder will isolate the display to just the contents of that folder.
Breadcrumb Trails

Site-Level Breadcrumb Trail

Selecting the tool name in the site-level breadcrumb trail will always return the Resources display to the root level with all the folders closed.

Tool-Level Breadcrumb Trail

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Selecting the root folder will return the Resources display to the root level with all the folders closed.

Plus / Minus

Folders with content will display a **Plus**. Selecting **Plus** will open a folder, within the view of all of the folders. Selecting **Minus** will close a folder.
Selecting **Expand All** will open up and display the contents of all folders and subfolders. Selecting **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Selecting it once will expand the display; selecting it again will collapse the display.

**Search**

Selecting **All Site Files** button will display a search field. Enter keywords to locate a specific file or files.
How do I create folders?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Create Folders.

To the right of the site's root folder, from the Actions drop-down menu, select Create folders.

This displays the Create Folders page.
Enter the name of the folder.

Create Folders

Location: / Intro to Sakai 12

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>External Links</th>
</tr>
</thead>
</table>

Add Another Folder

Create Folders Now  Cancel

Add multiple folders. (Optional)

Create Folders

Location: / Intro to Sakai 12

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>External Links</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Homework Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Another Folder

Create Folders Now  Cancel

If you would like to create multiple folders, select Add another folder.

Note: You can add as many folders as you want by selecting "Add another folder".
Select Create Folders Now.

### Create Folders

Location: / Intro to Sakai 12

Create as many folders as you like! If you change your mind about needing one of your folders, click the "X" icon beside it. Press the 'Create Folders Now' button when you have finished.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>External Links</th>
<th>Add details for this item</th>
<th>Additional Resources</th>
<th>Add details for this item</th>
<th>Homework Solutions</th>
<th>Add details for this item</th>
</tr>
</thead>
</table>

Add Another Folder

To create the folder(s) in Resources, select **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.

### View folders in Resources.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Sakai 12 Resources</td>
<td></td>
</tr>
<tr>
<td>Additional Resources</td>
<td>Actions ▼ Entire site</td>
</tr>
<tr>
<td>External Links</td>
<td>Actions ▼ Entire site</td>
</tr>
<tr>
<td>Homework Solutions</td>
<td>Actions ▼ Entire site</td>
</tr>
<tr>
<td>Optional Readings</td>
<td>Actions ▼ Public</td>
</tr>
<tr>
<td>Readings</td>
<td>Actions ▼ Entire site</td>
</tr>
<tr>
<td>Useful Web Links</td>
<td>Actions ▼ Entire site</td>
</tr>
<tr>
<td>Weekly PowerPoints</td>
<td>Actions ▼ Entire site</td>
</tr>
</tbody>
</table>

Notice that the folders are displayed slightly indented to the root folder.
Create subfolders. (Optional)

To create a subfolder within a folder, select **Create Folders** from the **Actions** drop-down menu to the right of the parent folder. This displays the Create Folders page.

**Enter a title for the subfolder.**

**Create Folders**

Location:  Intro to Sakai 12  /  Additional Resources

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

**Folder Name**

- **Web Links**

Add details for this item

Add Another Folder

Create Folders Now  Cancel
Create multiple subfolders. (Optional)

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Web Links</th>
<th>Folder Name</th>
<th>Loyola Documentation</th>
</tr>
</thead>
</table>

Add Another Folder

Select Create Folders Now.

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Web Links</th>
<th>Folder Name</th>
<th>Loyola Documentation</th>
</tr>
</thead>
</table>

Add Another Folder

Create Folders Now  Cancel
To create the subfolder(s) in Resources, select **Create Folders Now**.

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

### View subfolders in Resources.

- **Intro to Sakai 12 Resources**
- **Readings**
- **External Links**
- **Homework Solutions**
- **Useful Web Links**

Once a folder contains subfolders, it will appear as a solid folder.

### View contents of subfolder.

- **Intro to Sakai 12 Resources**
- **Readings**
- **Unit 1**
- **Week 1 Notes.pdf**
- **Unit 2**
- **External Links**

Select the solid folder icon to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.
How do I upload files to Resources?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Select Actions, then Upload Files.

To the right of the folder to which you want to add files, select the **Actions** dropdown menu and select **Upload Files**.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.
Option 1: Drag and drop files from your computer.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 1000 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Drag files from your computer and drop them in box marked "Drop files here to upload".

This will display thumbnails of the files that will be uploaded.

Select Continue.

This uploads the files.
View files in Resources.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Sakai 12 Resources</td>
<td></td>
</tr>
<tr>
<td>Readings</td>
<td>Actions</td>
</tr>
<tr>
<td>Unit 1</td>
<td>Actions</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Actions</td>
</tr>
<tr>
<td>Article.pdf</td>
<td>Actions</td>
</tr>
<tr>
<td>External Links</td>
<td>Actions</td>
</tr>
</tbody>
</table>

The files are now located inside the selected Resources folder.

**Option 2: Browse your computer for files.**

**Upload Files**

Location: / Intro to Sakai 12 / Readings

Select in the box labeled “Drop files here to upload.”

This will open your computer's **File Upload** window.
Select the file(s) to upload, then select **Continue**.

Selected files will display in upload field. Select **Continue** to upload.

View files in Resources.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>intro to Sakai 12 Resources</td>
<td>Actions</td>
</tr>
<tr>
<td>Readings</td>
<td>Actions</td>
</tr>
<tr>
<td>Unit 1</td>
<td>Actions</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Actions</td>
</tr>
<tr>
<td>Article.pdf</td>
<td>Actions</td>
</tr>
<tr>
<td>External Links</td>
<td>Actions</td>
</tr>
</tbody>
</table>

The files are now located inside the selected Resources folder.
How do I upload and unpack a zip file to a Resources folder?

There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

From the Actions drop-down menu, select Upload Files.

From the Actions drop-down menu to the right of the folder where you want to upload the zip file, select Upload Files.
Drag and drop the zip file from your computer.

**Upload Files**

Drag and drop from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 1000 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics, and other media files may all be subject to copyright control even if your site is restricted to site members.

Drag the zip file from your computer and drop it in the box marked *Drop files here to upload*.

This will display a thumbnail of the zip file that will be uploaded.

**Or, select to switch to a file browser view.**

If you prefer to browse for your file instead, select anywhere within the *Drop files here to upload* area to go to the file browser view.

Locate and select the file on your computer, then select **Open** to upload.
Select Continue.

This uploads the zip file.

Select Actions, then Expand Zip Archive.

From the Actions drop-down menu next to the zip file, select Expand ZIP Archive.
The zip file is automatically unpacked within the current folder.

1. A new subfolder within the current folder is created using the name of the zip file.
2. The zip file content is unpacked within this new subfolder.
3. The original zip file remains.
How do I create a zip archive file in Resources?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Select Actions, then Compress Zip Archive.

To the right of the folder you want to zip archive, from the **Actions** drop-down menu, select **Compress to ZIP Archive**.

This creates a zip file.
The zip file contains a copy of all of the subfolders and files inside the selected folder.

Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.
How do I add a web link or URL?

Users can create links to web pages in Resources.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Select Actions, then Add Web Links (URLs).

To the right of the folder to which you would like to add the web link, from the **Actions** drop-down menu, select **Add Web Links (URLs)**. This displays the Add Web Links (URLs) page.
Enter web address.

Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

Web Address (URL)
https://www.luc.edu/

Website Name
Loyola University Chicago

Add Another Web Link

Email Notification
None - No notification

Add Web Links Now  Cancel

Enter (or paste) the web site address (URL) and enter a name of the link.
You may also select Add Another Web Link to add additional links. (Optional)

Select Add Web Links Now.

Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

Web Address (URL)
https://www.luc.edu/

Website Name
Loyola University Chicago

Add Another Web Link

Email Notification
None - No notification

Add Web Links Now  Cancel
View links in Resources.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">Sakai12 101 001 Sp20 Resources</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">Syllabus &amp; Guidelines</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">Weekly Resources</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">Web Links</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">Loyola University Chicago</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">Document.docx</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">Excel Doc.xlsx</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">HTML Page</a></td>
<td>Actions</td>
</tr>
<tr>
<td><a href="#">PDF.pdf</a></td>
<td>Actions</td>
</tr>
</tbody>
</table>

This creates links to the web sites in the selected Resource folder.
How do I create a text document?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Select Actions, then Create Text Document.

To the right of the folder in which you want to create the text document, from the **Actions** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.
Enter text, then select Continue.

Create Text Document

Type in the text and click 'Continue' at the bottom.

Sakai represents a fundamentally different approach to the learning management system. Unlike other “open” systems available today, the direction and feature set of Sakai originates from within higher education to address the dynamic needs of a global academic community. The Sakai open-source community values the participation of its contributors highly, with educators and developers from various institutions working together to turn great ideas into reality for the entire community of Sakai adopters.

From its inception, Sakai was designed to meet the needs of higher education. Conceived as an alternative to rigid, business-driven proprietary systems, Sakai provides a flexible, innovative platform for online learning. With development driven by a broad, global community of adopters and commercial affiliates, Sakai delivers powerful functionality while remaining true to its nature as 100% open-source.

Enter (or paste) the text into the text box, then select Continue.

This displays the details page for the text document.

Enter document information.

Enter a display name for the text document, and additional details if needed, then select Finish.
View text document in Resources.

Select icon to view file description

The text document has been placed in the selected folder.

Note: You may select the black information icon to the right of the file to see the item description.
How do I create an HTML page?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Create HTML Page.

To the right of the folder where you want to create the HTML page, from the Actions drop-down menu, select Create HTML Page.

This displays the Create HTML page.
Enter (or paste) the text content of the document into the Rich Text Editor.

Use the Rich Text Editor to format or add links and media.

Use the Rich Text Editor tools to format the text, add images, links or other HTML items to the document.

Select Continue to save your document when you are finished editing.
Enter a display name for the HTML document, and any other information as needed. Select Finish when done.

View HTML file in Resources.

The HTML page is created and placed in the selected folder.

Note: You may select the black Information icon to the right of the file to see the item description.
How do I create a citation list?

Users can create a citation list for books, journal articles, manuscripts, newspapers or musical compositions in Resources. There are two methods for creating a citation list.

Method 1: Import a file in RIS (Research Information Systems) format.
Method 2: Manually create list.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Import RIS file.

To the right of the folder you want to import the RIS citation list, from the Actions drop-down menu, select Create Citation List.

This displays the New Citation List page.
Enter a name, then select Import.

New Citation List

- Citation List Name:
  - Marine Biology
- Email Notification
  - None - No notification

Add Citations From:
- Google Scholar
- Search Resources
- Manually Create
- Import

Done

No citations have been added yet.

Done

Enter a name for the citation list, then select Import.

This displays the Import Citations page.

Select Browse.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import File From
- Choose File
  - No file chosen

Import RIS Formatted Data from the Following Text:

Select Choose File to locate and select the .ris file on your computer.
Select Import.

### Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

**Import File From:**

Choose File: **Marine Biology.ris**

**Import RIS Formatted Data from the Following Text:**

Select Done.

### New Citation List

- **Citation List Name:** Marine Biology

**Email Notification**

None - No notification

Add Citations From:

- Google Scholar
- Search Resources
- Manually Create
- Import

### Recipes for Selachimorpha


[Get It] | [view citation] | [edit] | [remove] | [export]
View citation list in Resources.

The citation list is located in the selected folder.

Select the citation list name.

**Marine Biology**

Selecting the list name will open the item and display the list of citations.
Method 2: Manually create citation list.

To the right of the folder where you want to create the citation list, from the Actions drop-down menu, select Create Citation List. This displays the New Citation List page.

Enter a name for the citation list, then select Manually Create.

New Citation List

- Citation List Name: Marine Biology
- Email Notification: None - No notification

Add Citations From:
- Google Scholar
- Search Resources
- Manually Create
- Import

Done

No citations have been added yet.

Done
Enter citation information, then Save.

Manually enter the citation information, then select **Save Citation**.

Select **Done**.

New Citation List

- **Citation List Name:** Marine Biology

Email Notification

- None - No notification

Add Citations From:

- Google Scholar
- Search Resources
- Manually Create
- Import

Done

Oceanography: An Invitation to Marine Science 5th Edition

Get IT | view citation | edit | remove | export

Done

This returns the display to the New Citation List page with a summary of the citation information. You may add more citations if needed. When finished, select **Done**.
View citation list in Resources.

The citation is listed in the selected folder.

Select the citation list name.

**Marine Biology**

Selecting the list name will open the item and display the list of citations.
How do I move a file or folder within Resources in the same site?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Select Actions, then Move.

To the right of the file or folder you want to move, from the Actions drop-down menu, select Move.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Select the Resources link in the site breadcrumb trail to cancel.)
Select the clipboard icon.

To the right of the folder you want to move the file or folder to, select the clipboard icon *(paste moved items here)*.

View moved file in new location.

This returns the display to the Resources page with the file or folder now moved to the new folder.
Method 2: Select multiple items, then Move.

Check the boxes to the left of the files or folders you want to move to select several items at once, then select Move.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Select the Resource link in site breadcrumb trail to cancel.)

Select the clipboard icon (paste moved items here).

To the right of the folder you want to move the files or folders to, select the clipboard icon.
View moved files in new location.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai12 101 001 Sp20 Resources</td>
<td>Actions</td>
</tr>
<tr>
<td>Syllabus &amp; Guidelines</td>
<td>Actions</td>
</tr>
<tr>
<td>All About Sakai</td>
<td>Actions</td>
</tr>
<tr>
<td>Marine Biology</td>
<td>Actions</td>
</tr>
<tr>
<td>Sakai</td>
<td>Actions</td>
</tr>
<tr>
<td>Weekly Resources</td>
<td>Actions</td>
</tr>
<tr>
<td>Web Links</td>
<td>Actions</td>
</tr>
</tbody>
</table>

This returns the display to the Resources page with the files or folders now moved to the new folder.
How do I copy a Resources file or folder from one site to another site?

Instructors can copy a Resource file or folder from one site to another site.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Copy Content from My Other Sites.

This displays the Resource folders located in your other sites.
Select the files or folders you would like to copy, then select Copy.

This places the Resources page into a temporary display state to facilitate the copying of files. Check the boxes next to the files or folders you would like to copy to select them.

(Select the Resources link in breadcrumb trail to cancel and reset page).

Select the clipboard icon.

Select the clipboard icon to the right of the folder you want to paste the copied files or folders.
View copied files.

This places a copy of the files or folders into the Resources folder on the other site.
How do I reorder files or folders within Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Files: Select Actions, then Reorder.

To reorder the files in a folder, to the right of the folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Select and drag the items into the desired order, then select **Save**.

View reordered items.

- **Syllabus & Guidelines**
- **Sakai**
- **All About Sakai**
- **Marine Biology**
- **Weekly Resources**
Folders: Select Actions, then Reorder.

To reorder the folders on a site, to the right of the root folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the folder Reordering page.

**Reorder items and Save.**

To reorder, drag and drop list items or use the keyboard to focus on the item then use U or D keys. Changes will take effect upon “Save”.

Select and drag the items into the desired order, then select **Save**.
View reordered folders.

<table>
<thead>
<tr>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai12 101 001 Sp20 Resources</td>
<td></td>
</tr>
<tr>
<td>Syllabus &amp; Guidelines</td>
<td></td>
</tr>
<tr>
<td>Unit 1</td>
<td></td>
</tr>
<tr>
<td>Unit 2</td>
<td></td>
</tr>
<tr>
<td>Weekly Resources</td>
<td></td>
</tr>
<tr>
<td>Web Links</td>
<td></td>
</tr>
<tr>
<td>Article.pdf</td>
<td></td>
</tr>
</tbody>
</table>
How do I upload a new version of a file in Resources?

If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Select Actions, then Upload New Version.

To upload a new version of a file, to the right of the file to replace, from the **Actions** drop-down menu, select **Upload New Version**.

This displays the Upload New Version page.
Select **Choose File**.

**Upload New Version**

To replace the current version of this file with an updated version, select your updated file here.

**Upload a new version**

Choose File | No file chosen

<table>
<thead>
<tr>
<th>Original File Name</th>
<th>Article.pdf</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Type</td>
<td>application/pdf</td>
</tr>
<tr>
<td>Email Notification</td>
<td>None - No notification</td>
</tr>
</tbody>
</table>

**Upload New Version Now**  **Cancel**

Select **Choose File** to locate and select the file on your computer.

This returns the display to the Upload New Version page with the name of the new file.

**Select Upload New Version Now.**

**Upload New Version**

To replace the current version of this file with an updated version, select your updated file here.

**Upload a new version**

Choose File | Article v.2.pdf

<table>
<thead>
<tr>
<th>Original File Name</th>
<th>Article.pdf</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Type</td>
<td>application/pdf</td>
</tr>
<tr>
<td>Email Notification</td>
<td>None - No notification</td>
</tr>
</tbody>
</table>

**Upload New Version Now**  **Cancel**

The file name of the new file is displayed.
Original file is replaced.

<table>
<thead>
<tr>
<th>Syllabus &amp; Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
</tr>
<tr>
<td>Article.pdf</td>
</tr>
<tr>
<td>Week 1 Notes.pdf</td>
</tr>
<tr>
<td>Unit 2</td>
</tr>
</tbody>
</table>

This replaces the original file with the new revised file.

Note: The display name for the new file remains the same as the original file.
How do I hide files and folders?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

**Method 1:** Select the file(s) or folder(s), then select Hide.

This displays the Hide Items Confirmation page.
Confirm action by selecting Hide again.

**Hide item(s) confirmation...**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article.pdf</td>
<td>31.7 KB</td>
</tr>
<tr>
<td>Week 1 Notes.pdf</td>
<td>41.4 KB</td>
</tr>
</tbody>
</table>

[Hide] [Cancel]

Items are hidden.

- **Sakai12 101 001 Sp20 Resources**
  - Syllabus & Guidelines
  - **Unit 1**
    - Article.pdf
    - Week 1 Notes.pdf
  - **Unit 2**
  - Weekly Resources
  - **Web Links**

This returns the display to the Resources page with the selected items hidden.

**Notes:**

- Instructors see hidden Resource items as grayed out.
- If you hide a folder, all of the files within the folder are automatically hidden.
Method 2: Select Actions, then Edit Details.

To hide a file or folder, to the right of the file or folder, from the Actions drop-down menu, select Edit Details. This displays the Edit Details page for the item.

Hide item and Update.

Under Availability and Access, select Hide this item, then select Update.
Item is hidden.

This returns the display to the Resources page with the selected item hidden.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you hide a folder, all of the files within the folder are automatically hidden.
How do I unhide files or folders?

There are 2 methods Instructors can use to unhide (show) files or folders.

**Method 1:** Select files or folders / Show

**Method 2:** Actions / Edit Details / Show

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

**Method 1:** Select the file(s) or folder(s), then select Show.

This displays the Show Items Confirmation page.
Select Show again to confirm.

Show item(s) confirmation...

Name

Article.pdf

Week 1 Notes.pdf

Show  Cancel

Items are now visible.

Syllabus & Guidelines

Unit 1

Article.pdf

Week 1 Notes.pdf

Unit 2

This returns the display to the Resources page with the selected items available.
Method 2: Select Actions, then Edit Details.

To unhide a file or folder, to the right of the file or folder, from the Actions drop-down menu, select Edit Details. This displays the Edit Details page for the item.

Select Show this item, then select Update.

Under Availability and Access, select Show this item, then select Update.
Item is now visible.

<table>
<thead>
<tr>
<th>✉️ Sakai12 101 001 Sp20 Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>✉️ Syllabus &amp; Guidelines</td>
</tr>
<tr>
<td>⚙️ Unit 1</td>
</tr>
<tr>
<td>✉️ Article.pdf</td>
</tr>
<tr>
<td>✉️ Week 1 Notes.pdf</td>
</tr>
<tr>
<td>⚙️ Unit 2</td>
</tr>
</tbody>
</table>

This returns the display to the Resources page with the selected item available.
How do I set the display of a Resources item to a specific time period?

Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Edit Details.

To set specific availability of a file or folder, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Specify dates.

**Availability and Access**

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

- **Show this item**
  - From 02/08/2019 10:15 am
  - Until 03/15/2019 10:15 am

- **Hide this item**
- **Only if the following condition is met**

  Gradebook: Assignment 1 (15.0 points) due date has passed.

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, then select **Update**.

**Notes:**
- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

**View file or folder in Resources.**

- **Syllabus & Guidelines**
- **Unit 1**
- **Article.pdf**
- **Week 1 Notes.pdf**
- **Unit 2**

This displays the file or folder in Resources as hidden, except during the specified time period.

**Notes:**
- Instructors see hidden Resource items as grayed out.
- If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.
How do I remove a file or folder in Resources?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

**Method 1: Select the item(s), then Move to Trash.**

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then select **Move to Trash**.

This displays the Remove confirmation page.
Select Remove again to confirm.

**Remove confirmation...**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article.pdf</td>
<td>31.7 KB</td>
</tr>
<tr>
<td>Week 1 Notes.pdf</td>
<td>41.4 KB</td>
</tr>
</tbody>
</table>

[Select Remove] [Cancel]

Items are removed.

- Sakai12 101 001 Sp20 Resources
- Syllabus & Guidelines
- Unit 1
- Unit 2
- Weekly Resources
- Web Links

*Note: If you remove a folder, all of the items inside the folder are also removed.*
Method 2: Select Actions, then Move to Trash.

To the right of the file or folder you want to remove, from the Actions drop-down menu, select Move to Trash.

This displays the Remove confirmation page.

Select Remove again to confirm.
The Item is removed.

This removes the item from Resources.

Note: If you remove a folder, all of the items inside the folder are also removed.
How do I restore a removed file or folder in Resources?

Users can restore a file or folder they have previously removed from Resources.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select the Trash tab.

This displays the Resources Restoring Items page.
Select the items to be restored, then select Restore.

Item is restored.

This restores the previously removed items back to the original folder.
How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by selecting the information icon located to the right of the item.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Edit Details.

To add contextual information, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the item's Edit Details page.
Enter details, then Update.

**Edit Details**

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* Display Name

Article.pdf

Description

Enter (or paste) a description of the file or folder in the **Description** box, then select **Update**.

View item details.

<table>
<thead>
<tr>
<th>Directory</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai12 101 001 Sp20 Resources</td>
<td></td>
</tr>
<tr>
<td>Syllabus &amp; Guidelines</td>
<td></td>
</tr>
<tr>
<td>Unit 1</td>
<td></td>
</tr>
<tr>
<td>Article.pdf</td>
<td></td>
</tr>
<tr>
<td>Week 1 Notes.pdf</td>
<td></td>
</tr>
<tr>
<td>Unit 2</td>
<td></td>
</tr>
</tbody>
</table>

The description is now available to participants by selecting the information icon.
How do I notify site participants that content has been added to Resources?

Site owners can automatically notify participants via the Notifications feature that an item has been added to Resources. When used, site members receive an email containing details of the file or link that has been added to Resources.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Add a content item.

See any of the following articles for more information on adding items to Resources:

- adding a file
- adding a URL
- adding a text document
- adding an HTML page
- adding a citation list

When adding an item, select High or Low notification.

Email Notification

Notes:
- When uploading a file, creating a web link, creating a text file, creating an HTML page or creating a citation, the Email Notification dialog box is displayed before confirming file creation.
• Selecting "High" will result in an email being sent to every site participant.
• Selecting "Low" will result in an email being sent to only those participants that have not opted out of "Low" level notifications in their workspace Preferences.
How do I obtain the URL for a file or folder in Resources?

Each file and folder in Resources has its own URL. Instructors can create links to folders or files in the Syllabus tool, Announcements tool or send an email to students containing the link, for example. The link is useful throughout a single Sakai site.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Edit Details.

To obtain a file or folder's URL, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Copy the URL.

The file was uploaded by Demo Instructor on Feb 8, 2019, and last changed by Demo Instructor on Feb 8, 2019. The file size is 31.7 KB (32,433 bytes) and the file type is application/pdf.

The file URL is:

https://lucdev.longsight.com/access/content/group/18779ba2-3954-444e-a058-26796e78f56e/Unl%201/Article.pdf

Copy short URL. (Optional)

An alternative is to select Short URL check box and then copy a shortened version of the URL.

The shortened URL is:

https://lucdev.longsight.com/x/w9Mvd2

Scroll down the page to find the File Details section. Copy the file’s unique URL displayed in the Web Address (URL) field.
Note: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.
How do I make a link to a Resources folder appear in the Tool Menu?

Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Make Web Content Link.

To create a link to a Resources folder, to the right of the folder, from the Actions drop-down menu, select Make Web Content Link.

This displays the Make Web Content Link page.
Enter a name, then select Add.

**Make Web Content Link**

This allows you to quickly create a Web Content Link to this piece of content.

**Title**

Syllabus

[Add]  [Cancel]

Enter a name for the page link, then select Add.

**View folder link in Tool Menu.**

This creates a link in the Tool Menu. Selecting the button displays the folder contents.

*Note: Any contextual descriptions that have been added to the folder or files are displayed on the page.*
How do I create a group folder in Resources?

Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See How do I create groups?)

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Create Folders.

To create a group folder, to the right of the root folder, from the Add section of the Actions drop-down menu, select Create Folders. This displays the Create Folders page.
Enter name and add details.

Create Folders
Location: /Sakai12 101 001 Sp20

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

| Folder Name | Group Folder | Add details for this item |

Enter a name for the folder, then select **Add details for this item.**

This exposes the folder's detail properties.

Enter item details, then create folder.

**Availability and Access**

Choose who can see this folder and its contents.

- [ ] Only members of this site can see this folder and its contents.
- [ ] This folder and its contents are publicly viewable.
- [x] Display this folder and its contents to selected groups only.

<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group 2</td>
<td></td>
</tr>
</tbody>
</table>

[Create Folders Now] [Cancel]

Under **Availability and Access**, select **Display folder to selected groups**, select the group name, then select **Create Folders Now**.
View group folder.

This creates a folder that is only displayed to members of the selected group.

Notes:

- Instructors and site managers can see and access all group folders.
- Students that are not a member of the group will not have the folder displayed in their Resources.
How do I allow group members to upload content to a group Resources folder?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Edit Folder Permissions.

To grant uploading permission to group members, select Edit Folder Permissions from the Actions drop-down menu to the right of the group folder.

This displays the folder permissions dialog box.

Note: You will need to make the folder a group folder in order to limit uploading permissions to a single group.
Modify student permissions and then Save.

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, and **Access/create group resources**, then select **Save**.

Group members may now add and edit items.

This allows the students that are members of the group to upload and edit content in the group folder.

Students that are members of the group will have an "Add" section available in the folder's Actions dropdown menu.
How do I allow all students to upload content to a selected folder?

Instructors can allow all students to upload and edit files to a selected folder in Resources. Instructors must first create the folder. (See How do I create folders?)

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Edit Folder Permissions.

To grant uploading permission to all students, to the right of the folder, from the Actions drop-down menu, select Edit Folder Permissions.

This displays the folder permissions dialog box.
Modify student permissions, then Save.

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, then Save.

Students may now upload and edit items within the folder.

This allows the students to upload and edit content in the selected folder.

Students will have an "Add" section added to their Actions button displayed next to the folder.
How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Actions, then Edit Details.

To make a file or folder publicly viewable, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Make item public, then Update.

Under **Availability and Access**, select the check box for **This folder and its contents are publicly viewable**, then select **Update**.

*Note: This can be done with files as well.*

The Resources item is designated as Public.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai12 101 001 Sp20 Resources</td>
<td></td>
</tr>
<tr>
<td>Syllabus &amp; Guidelines</td>
<td>Public</td>
</tr>
<tr>
<td>Unit 1</td>
<td>Entire site</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Entire site</td>
</tr>
<tr>
<td>Weekly Resources</td>
<td>Entire site</td>
</tr>
<tr>
<td>Web Links</td>
<td>Entire site</td>
</tr>
</tbody>
</table>

*Note: While the content can be viewed by those who are not members of the folder's originating site, the content cannot be searched for or viewed by those who are not logged into your institution's system.*
What is the Resources quota?

Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota. All courses in Sakai at Loyola have 1GB of storage space.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Select Check Quota.

This displays the Resources Quota page.

Quota is displayed.

This site is currently using 0% (130 KB) of its 1 GB quota.

The amount of storage space currently being used and the site's quota will be displayed.
How do I transfer files to Resources using WebDAV?

Users can transfer files to Resources using the WebDAV protocol. WebDAV allows users to upload multiple files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site Resources, their computer will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in “My Computer” in Windows, or the “Finder” on a Mac.

*Note: You may also upload multiple files using the drag and drop feature in Resources.*

For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

For Mac, users should download and install [Cyberduck for Mac](https://cyberduck.ch), then follow the instructions for connecting to your site.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Select Transfer Files.

To locate directions for setting up WebDAV on your computer, select Transfer Files.
WebDAV instructions will display.

This displays links to directions for setting up WebDAV for your computer's operating system. Locate your operating system in the list of supported systems shown, and follow the instructions provided for setting up WebDAV on your computer.
How do I setup WebDAV for Cyberduck on a Mac?

You can upload and/or download resources using the WebDAV protocol. WebDAV allows you to transfer files and folders from your local computer to and from your sites' Resources. For more information about WebDAV, and accessing the WebDAV URL for your site's Resources, see [How do I upload or download resources using WebDAV?](#)

Note: There must be at least one object (file or folder) in the selected Resources tool before being the setup procedure. This procedure needs to be done once before you can use WebDAV to transfer files to and from that tool.

Download and install the Cyberduck WebDAV client.

Download the [Cyberduck WebDAV client](#) and install it on your computer.

Open Cyberduck.
From your download location, select to open **Cyberduck** on your computer.

**Select Open Connection.**

Select the **Open Connection** button.

**Enter WebDAV URL and login information**

**Enter Server URL.**

For **Server**, enter the WebDAV URL from your site's Resources tool. After you enter the URL, `sakai.luc.edu` will display in the box, and the full URL underneath it.
Locate WebDAV URL.

The WebDAV URL is located within the Resource tool, by selecting Transfer Files and located underneath Step 1.

Login.

1. Enter your Loyola UVID and password.
2. Select Add to Keychain to store your login information.
3. Select Connect.
Drag and drop files and/or folders.

Drag and drop files and/or folder to and from your computer and the site's Resource tool.
Respondus LockDown Browser
What is Respondus LockDown Browser?

Respondus LockDown Browser is a custom browser that locks down the testing environment within a learning management system, such as Sakai.

LockDown Browser is integrated within the Tests & Quizzes tool in Sakai and is designed to secure exams taken online or in classrooms.

Before applying LockDown Browser to an exam in Sakai, review the full Respondus LockDown Browser Instructor Guide and administer a practice exam to ensure an optimal experience for students.
How Does Respondus LockDown Browser Work?

Before applying LockDown Browser to an exam in Sakai, review the full Respondus LockDown Browser Instructor Guide and administer a practice exam to ensure an optimal experience for students.

LockDown Browser works much like a conventional web browser, though many options are removed and restricted. The distinctive features of LockDown Browser include:

- Assessments (tests) are displayed full-screen and cannot be minimized
- Browser menu and toolbar options are removed, except for Back, Forward, Refresh and Stop
- Prevents access to other applications including messaging, screen-sharing, virtual machines, and remote desktops
- Printing and screen capture functions are disabled
- Copying and pasting anything to or from an assessment is prevented
- Right-click menu options, function keys, keyboard shortcuts, and task switching are disabled
- An assessment cannot be exited until the student submits it for grading
- Assessments that are set up for use with LockDown Browser cannot be accessed with other browsers

System requirements for LockDown Browser

Students need a computer with Windows 10 or Mac OS X 10.10 or higher to install and use LockDown Browser.

Chromebooks and Mobile devices (i.e. smartphones and tables) are presently not compatible with LockDown Browser

Student View of LockDown Browser

1. Modified Toolbar: The limited browser toolbar includes only Forward, Back, Refresh, and Stop functions
2. **Assessment Mode:** Assessments are shown fullscreen and cannot be minimized, resized, or exited until submitted for grading.

3. **Disabled Controls:** All printing, keystroke combinations, screen grab, function keys, and right-click menus are disabled.

4. **Links:** Links to other course areas (such as Resources) and web servers will not open and do not compromise the secure testing environment.

5. **Blocked Features and Applications:** The Start button (Windows), system tray, and menu bars are removed from access during the exam.
How Do I Enable Respondus LockDown Browser for an Assessment?

Enabling Respondus LockDown Browser on a test requires modifying the settings of that test. The settings for an assessment are complex and include many options besides LockDown Browser. Only the settings required for LockDown Browser are addressed in this resource.

To modify other necessary assessment settings, see How do I view and modify the settings of an assessment?

Access the Tests & Quizzes Tool.

In the target Sakai course, select the Tests & Quizzes tool from the Tool Menu.

Edit the Test Settings.

Select Working Copies.

From within the Tests & Quizzes tool select Working Copies tab.
Select Settings.

Choose Settings from the Select Action drop-down menu for the desired assessment.

⚠️ Though you can edit a published copy of an assessment, this is not recommended because modifying settings for a test in progress may cause the loss of student data.

Select Settings for Availability and Submissions.

The LockDown Browser settings are located in the Settings section Availability and Submissions. Select the bar to expand Availability and Submissions.
Within the Availability and Submissions settings, expand the option **Ensure students take exams from specific location**.

**Require Locked Browser.**

Within the **Ensure students take exams from specific location** sub-section, there is a heading **Require Locked Browser**. Select the radio button next to the option **Respondus LockDown Browser**.

The **Exit password (optional)** is intended for use in face-to-face proctoring environments that are not applicable to online testing.
Save Settings and Publish the Assessment.

Select **Save Settings and Publish** to publish the assessment, making the test available to students.

⚠️ When modifying the settings of an assessment in the **Published Copies** tab, only the **Save** and **Cancel** buttons will appear.

For more information on publishing assessments, see [How do I publish an assessment (i.e. test or quiz)?](#)
How Do I Download and Import a Practice Exam for Respondus LockDown Browser?

Prior to administering an exam using Respondus LockDown Browser in your course, we strongly recommend you administer a practice exam to ensure an optimal experience for students.

Download Practice Exam.

Use the link below to download a LockDown Browser Practice Exam to import and administer in your course:

Download link for LockDown Practice Exam

Import the LockDown Practice Exam in Tests & Quizzes.

Follow the steps in How do I import and export assessments? to import the LockDown Practice Exam in your course.

When importing the file, be sure to select the radio button option Export from this (or other Sakai) system and not Respondus.

Respondus is a vendor with many products, and their core product Respondus is different from Respondus LockDown Browser.

Enable LockDown Browser

Follow the steps in How Do I Enable Respondus LockDown Browser for an Assessment? to enable LockDown Browser for the practice test.
Rich Text Editor
What is the Rich Text Editor?

In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include images, links, audio and video as well as text.

Note: Pasting text into the rich-text editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

The rich-text editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the CKEditor 4 Documentation Site.

Rich Text Editor Toolbar

The Rich Text Editor toolbar contains an array of icons. See What actions can I perform using the Rich Text Editor icons? for more information in individual icon functionality.
What actions can I perform using the Rich Text Editor icons?

**Standard Rich Text Editor icons allow the following features:**

**Source**

View or edit the document source code (for advanced users).

**Templates**

Select a layout template.

**Cut**

Cut the highlighted text to the clipboard.

**Copy**

Copy the highlighted text to the clipboard.

**Paste**

Paste the data copied to the clipboard.

**Paste as Plain Text**

Paste the data copied to the clipboard (without formatting).
Paste from Word

Paste content copied from Microsoft Word or similar applications.

Print

Print the current document.

Preview

Preview the current document.

Undo

Undo the most recent action taken.

Redo

Redo the most recent action taken.

Find

Find a word or phrase within the document.

Replace

Find and replace a word or phrase within the document.
Create DIV Container

**DIV**

Creates a container to apply formatting beyond one block of text.

**Bold**

**B**

Applies Bold formatting to highlighted text.

**Italic**

**I**

Applies Italic formatting to highlighted text.

**Underline**

**U**

Applies Underline formatting to highlighted text.

**Strike Through**

**S**

Applies Strike Through formatting to highlighted text.

**Subscript**

Subscript the highlighted text.

**Superscript**

Superscript the highlighted text.
Align Left

Set text alignment left.

Align Center

Set text alignment center.

Align Right

Set text alignment right.

Justify

Justify text alignment.

Text Direction Left to Right

Displays text left to right.

Text Direction Right to Left

Displays text right to left.

Link

Create hyperlink.
Unlink

Remove hyperlink.

Anchor

Inserts or modifies a link anchor.

Record Audio Clip

Create and display a voice recording.

Image

Inserts images into the document.

Insert/Edit Movie

Inserts a movie/audio player.

Table

Creates a table with the defined number of columns and rows.

Insert Horizontal Line

Inserts a divider line (horizontal rule).
Smiley

Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character

Ω

Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Add MathML Formula

Σ

Creates mathematical symbols using MathML language.

Insert CKAwesome.

Allows you to choose from the library of Font Awesome icons and insert the selected icon into your content.

Styles

Applies special styles to a block of text.

Format

Applies paragraph formatting to a block of text.

Font

Applies a specific font to a block of text.
**Size**

Applies a specific size to a block of text.

**Text Color**

Changes the color of the text.

**Background Color**

Changes the background color of the text.

**Maximize**

Maximizes the editor size inside the browser.

**Show Blocks**

Shows where there are block elements boundaries in the text.

**Accessibility Checker**

Review the document and indicate any accessibility issues that it can detect.
What are some keyboard shortcuts for the Rich-Text Editor?

You can operate the Rich-Text Editor using a computer keyboard with the shortcuts and hotkeys below. For a full list of keyboard commands in the Rich-Text Editor, you may also refer to the CKEditor list of shortcut keys.

Keyboard navigation to the editing area

For your course/project site, **tab** or **arrow down** into the editor's text box to place focus in the text box and edit content. When you are done, you can tab or arrow down out of the editor.

**Accessibility Help for the Rich-Text Editor**

**Alt + 0** opens the Accessibility Instructions dialog for the Rich-Text Editor.
Hotkeys inside the editing text box

Formatting shortcut keys

When focus is in the editor, you can use formatting shortcut keys similar to those used in most word processors, such as Microsoft Word. Some examples include:

- **Bold** - Ctrl + B (Windows) or **Command + B** (Mac)
- **Italics** - Ctrl + I (Windows) or **Command + I** (Mac)
- **Underline** - Ctrl + U (Windows) or **Command + U** (Mac)

In the example pictured above, **bold** text was added.

Navigate away from the editing text box to the list of formatting elements.

Type Alt + F11 to navigate to the list of formatting elements and styles that have been used in the text where you cursor was positioned.
Navigate away from the editing text box to the Editor toolbar

Type Alt + F10 to select the first button in the editor toolbar (i.e. Source) and begin using the toolbar.

Navigate within the Editor toolbar

When focus is in the Editor toolbar, you can navigate it as follows:

- **Tab** and **Shift + Tab** - move focus forward and backward among the toolbar button groups.
- **Left Arrow** and **Right Arrow** - move focus forward and backward among the toolbar buttons within a group.
- **Enter** and **Space** - activates a selected toolbar feature.
- **Escape** - puts the focus back to the editing area without executing any commands.

Note: See the steps Navigate away from the editing textbox to the editor toolbar for instructions to access the toolbar from the editing window.
How do I create a link to a web site in a text box?

Select the text.

Read the biography of Walt Whitman located on the Poets.org website

Select the Link icon.

Read the biography of Walt Whitman located on the Poets.org website

This displays the Link dialog box.
Enter the URL.

Enter or paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the web page in the box marked **URL**.

Select OK.

The selected text will display as an underlined link to the web site.
How do I create a link to a Resources item in a text box?

Go to the Rich Text Editor and select your text.

In the text box, select the text you would like to serve as a link to the folder or file.

Select the Link icon.

This displays the Link dialog box.

This text box contains a blue link button labeled "Read Lecture 1 Notes."
Select Browse Server.

Locate and select the desired file in the file browse window.
Select OK to confirm the link.

Display Text
Lecture 1 Notes

Link Type
URL

Protocol
https://

Browse Server

https://lucdev.longsight.com/access/content/group/1567a386-1c1f-4f-
When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

Alternately, you may also go to Resources to locate the item URL.

Select the Resources tool from the Tool Menu in your site.

Select Actions, then Edit Details for the item.

Locate the item you want to link to in Resources and from the Actions drop-down menu, select Edit Details.
This displays the Edit Details page.

Select File Details

Scroll to the bottom of the page, and select File Details to explain the menu.

Copy the item URL.

Web address (URL): [Copy URL to clipboard] [Open] [Short URL]

https://lucdev.longsight.com/access/content/group/1567a388-1c1f-4087-96bb-af4e0818d87d/Lecture%20Notes.pdf

Copy the item URL to your computer's clipboard (CTR-C - PC or COMMAND-C - MAC).
Paste the item URL.

Select OK.
When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.
How do I create a link to an activity in a text box?

Tip: If you are creating a text box in the Lessons tool, you may also insert activities directly as individual items on the page, rather than within the Rich Text Editor. See How do I add activities to Lessons? for more information.

Select the text to be linked.

Please be sure to post to the Introduction form topic and introduce yourself to the rest of the class.

In the text box, select the text you would like to serve as a link to the activity.
Select the Link icon.

This displays the Link dialog box.

**Select Browse Server.**

**Display Text**

Introduction form topic

**Link Type**

URL

**Protocol**

http://

**Browse Server**
Select the activity you want to link to and then select OK.

Select OK again to confirm the link.
Please be sure to post to the Introduction form topic and introduce yourself to the rest of the class.
How do I embed an image in a text box?

Position the cursor.

Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. Known for his realistic depictions of rural life and his command of American colloquial speech, Frost frequently wrote about settings from rural life in New England in the early twentieth century, using them to examine complex social and philosophical themes.

Frost was honored frequently during his lifetime, receiving four Pulitzer Prizes for Poetry. He became one of America's rare "public literary figures, almost an artistic institution." He was awarded the Congressional Gold Medal in 1960 for his poetic works. On July

This displays the image properties dialog box
Select Browse Server.

Upload the image file.

Select the folder where you want to store the image file then select the **Upload File** icon.

This displays an upload file dialog box.
Locate and select the image file on your computer, then Select Open

Select OK.

This returns the display to the file browser window. The uploaded file will be selected. Select OK to continue.
Modify image properties. (Optional)

URL
https://lucdev.long sight

Alternative Text
Robert Frost

Width 220 Height 287

Alignment
None Left Center Right
Captioned image

Set the Alignment.

URL
https://lucdev.long sight

Alternative Text
Robert Frost

Width 220 Height 287

Alignment
None Left Center Right
Captioned image

Set the Alignment (left or right) for the image if you want to surround the image with text.
Select OK.

Example of additional text displayed next to a left-aligned image.

Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet. His work was initially published in England before it was published in America. Known for his realistic depictions of rural life and his command of American colloquial speech, Frost frequently wrote about settings from rural life in New England in the early twentieth century, using them to examine complex social and philosophical themes.

Frost was honored frequently during his lifetime, receiving four Pulitzer Prizes for Poetry. He became one of America’s rare “public literary figures, almost an artistic institution.” He was awarded the Congressional Gold Medal in 1960 for his poetic works. On July 22, 1961, Frost was named poet laureate of Vermont.
How do I embed a linked web image in a text box?

Locate and copy the image link.

Locate the image on the web that you want to embed.

Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer’s clipboard (CTRL-C - PC or COMMAND-C - MAC).
Position the cursor.

Select Insert/Edit Image icon.

This displays the Image Properties dialog box.
Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

**Modify image properties. (Optional)**

Adjust the image width and height if needed and add an alternative text for screen readers.
Set alignment. (Optional)

Set the Alignment (left, right, or center) for the image.

Select OK

This returns the display to the text box with the embedded linked image.
Example of centered image below text.

John Steinbeck's Dust Bowl America
How do I embed a YouTube video in a text box?

Locate the Youtube video you would like to embed in a text box.

Select Share.

This displays the YouTube sharing panel.

Select Embed.

This displays the YouTube video embed code.
Copy the embed code.

In the text box, Select Source.

View the following video about how future generations might live on Mars.

This displays the HTML code for the text box.
Position the cursor.

View the following video about how future generations might live on Mars.

```html
<iframe width="560" height="315" src="https://www.youtube.com/embed/t9c7ahezxls" frameborder="0"
allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>
```

Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V - PC or COMMAND-V - MAC).

Select Source again.

View the following video about how future generations might live on Mars.

This returns the text box display to normal editing mode. The embedded YouTube video will display as a box marked "iframe". When the item using the text box is posted or saved, it displays the embedded YouTube video.
View the following video about how future generations might live on Mars.
How do I add special characters to a text box?

Position the cursor.

Select the Insert Special Characters icon.

This displays the Select Special Character box.
Select the special character or diacritical mark you want to insert.

Select Special Character

View special character.

The special character / diacritical mark will now be displayed in the text box.
How do I add/edit a table in a text box?

Position the cursor.

Below is a table of 19th Century poets noting their name, dates, and country.

Select the Table icon.

Below is a table of 19th Century poets noting their name, dates, and country.

This displays the Table Properties dialogue box.
Set the number of Rows, Columns and any other table properties needed.

<table>
<thead>
<tr>
<th>Table Properties</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rows</strong></td>
<td><strong>Width</strong></td>
</tr>
<tr>
<td><strong>Columns</strong></td>
<td><strong>Height</strong></td>
</tr>
<tr>
<td><strong>Headers</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Alignment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Caption</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td></td>
</tr>
</tbody>
</table>

Select OK.
Below is a table of 19th Century poets noting their name, dates, and country:

```
<table>
<thead>
<tr>
<th>19th Century Poets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
```

To edit the table properties, right-click (CTRL-click - MAC) on the table.

This displays the Edit Table dialog box.
Select the Table Element that you want to edit (Cell, Row, Column, Table or Delete).
How do I add a content template to a text box?

Select the Template icon.

This displays the Content Template dialog box.

Select the content template.

This displays the selected content template in the text box.
Add content to the content template.

Type in the title and text.

To insert an image:

- Right-Click (CTRL-Click MAC) the image and select Image properties.
- Enter the URL of the image in the box marked URL.
- Select OK

Example page.

Mars, the Red Planet

Mars is the fourth planet from the Sun and the second-smallest planet in the Solar System after Mercury. In English, Mars carries a name of the Roman god of war, and is often referred to as the "Red Planet" because the reddish iron oxide prevalent on its surface gives it a reddish appearance that is distinctive among the astronomical bodies visible to the naked eye. Mars is a terrestrial planet with a thin atmosphere, having surface features reminiscent both of the impact craters of the Moon and the valleys, deserts, and polar ice caps of Earth.
How do I check my content for accessibility?

You can use the Accessibility Checker to inspect the accessibility level of content created in the Rich-Text Editor and immediately solve any issues that are found.

The Accessibility Checker presents issues with each item in the text box one at a time. For many issues, the Accessibility Checker gives you a Quick fix option. If a Quick fix is not available, the checker will describe what needs to be done to fix the issue.

Note: The Accessibility Checker is an add-on, third party tool that must be licensed and enabled by your institution in order to use it in the Rich Text Editor.

Select the Accessibility Checker icon.

The Accessibility Checker icon looks like a human inside a dark-gray circle.

Use Quick fix options to correct issues.

The accessibility checker has multiple Quick fix options to correct accessibility issues. Below are a few of the most commonly used ones.
Quick fix option for images

1. If you have an image that lacks Alternative text, enter a short, meaningful description for the image in the text box provided. Note: If the image requires a longer description, consider including that description in the body of the document.

2. Select the Quick fix button.

Tip: If the image is purely decorative or used for visual formatting (e.g. a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.

Mars is the fourth planet from the Sun and the first of the four terrestrial planets. It is a reddish appearance that is due to the reddish iron oxide prevalent on its surface seen through the naked eye.[17] Mars is a terrestrial planet with a thin atmosphere, having snow caps of Earth.
Quick fix option for paragraph formatting

Structuring your document with paragraph headings helps users of assistive technology navigate the page and "skim" content to get to what they need.

1. Select a **Header level** from the drop-down menu (the accessibility checker will automatically suggest a header level for you).
2. Select **Quick fix**.

Quick fix option for tables

Mars is the fourth planet from the Sun and is often referred to as the red planet due to a reddish appearance that is distinctive against the thin atmosphere, having surface features called polar caps of Earth.

Mars is approximately half the diameter of Earth with a surface area only slightly less than the total area of Earth's dry land. Mars is less dense than Earth, having about 15% of Earth's volume and 11% of Earth's mass, resulting in about 38% of Earth's surface gravity. The red-orange appearance of the Martian surface is caused by iron(III) oxide, or rust. It can look like butterscotch; other common surface colors include golden, brown, tan, and greenish, depending on the minerals present.
Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a table to include appropriate headers and captions so that they can match up content in columns and rows.

1. From the **Position** drop-down menu, select where the headers belong in the table. Choosing **Horizontally** makes the text in the first row into headers, i.e., the text in each column of the first row becomes the title of that column. Choosing **Vertically** makes the text in the first column into headers, i.e., the text in each row of the first column will be the title of that row. Choosing **Both** puts headers in both the first row and the first column.

2. Select **Quick fix**.
How do I set my preference for the Rich-Text Editor mode?

You may set your preference for the rich text editor toolbar display throughout the system if you desire.

Go to the Preferences.

From the Home area, select the Preference tool.

Select the Editor tab.

Choose your default preference.

**Editor Options**

- Default Rich Text Editor toolbar layout
- Auto detected based on browser size
- Force basic/mobile mode (Limited set of buttons and features)
- Force full/desktop mode (Full set of buttons, all features)

[Update Preferences] [Cancel Changes]
Select Update Preference.

Update Preferences  Cancel Changes
Roster
What is the Roster tool?

The Roster tool displays the number of site participants along with their names, photos, and profiles.

Note: The Roster tool does not allow instructors or site owners to add or remove participants from a site. To do this, project site owners must use the Site Info tool to add project site participants. To add users to a course site, instructors must place an enrollment request with ITRS.

To access this tool, select Roster from the Tool Menu in your site.

Note: If you don't see the Roster tool listed in your site's Tool Menu, the site owner may have chosen not to use it.
How do I view/search the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.

Select the **Roster** tool from the Tool Menu of your site.

View list of class participants.

Enrolled users in the site will be listed here. You may view the following information about each user:

1. Picture
2. Name
3. User ID
4. Role
5. Groups
Searching the roster.

To search the roster for a particular person, type their name or id in the search text box, and then select **Find**.

Filter by group.

If you have groups in your site, you may filter by group using the **Groups** drop-down menu at the top.

Filter by role.

You may also use the **Roles** drop-down menu to filter the view by user role.
Searching the roster.

To search the roster for a particular person, type their name or id in the search text box, and then select Find.
How do I export the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.

Select the Roster tool from the Tool Menu of your site.

Select Export.

The list of users enrolled in the site will be downloaded in Excel format.
How do I view roster photos and/or profiles?

Go to Roster.

Select the Roster tool from the Tool Menu of your site.

Profile photo thumbnails for site participants will be displayed.

Viewing Official or Profile photos.

Select the radio button for Official Photos or Pictures from Profile depending on whether you would like to view the official institutional ID photo (typically provided automatically during user account creation) or personal photos that users have uploaded themselves via the Profile tool.
View additional information.

<table>
<thead>
<tr>
<th>Picture</th>
<th>Name</th>
<th>User ID</th>
<th>Role</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student1</td>
<td>demostudent1</td>
<td>Student</td>
<td>Group 1</td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td>demostudent2</td>
<td>Student</td>
<td>Group 2</td>
</tr>
<tr>
<td></td>
<td>Student3</td>
<td>demostudent3</td>
<td>Student</td>
<td>Group 1</td>
</tr>
</tbody>
</table>

To view more information about a user, select their picture. Additional information will display, including links to the user's Profile, Email, Facebook, and Twitter, as well as the option to Connect.

Note: Links that are grayed out or inactive indicate that the user has not provided that information in their profile.

View a full profile.

To view the full user profile, select the Profile link.

Available profile information will be displayed.

Viewing Official or Profile photos.
Section Info
What is the Section Info tool?

The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes days, time, assigned teaching assistant, room, current enrollment, available slots, maximum enrollment, and the section category.

The Section Info tool is designed to work with other tools, such as Announcements, Gradebook, and Tests & Quizzes.

You may assign teaching assistants (TAs) to each section and they can only view and edit grades for their assigned sections. A section may have any number of assigned teaching assistants.

*Note: Since LUC has no automatic sections feed, section membership must be manually managed. E.g. adding, deleting, moving members.*

To access this tool, select Section Info from the Tool Menu in your site.
How are sections different than groups?

Sections and groups are very similar in some respects. They both allow instructors to manage subsets of students within a site. For example, both groups and sections allow instructors to filter and view one section of students at a time in the Gradebook. However, sections and groups also differ in several key ways.

**Sections**

Sections are subsets of site participants. A section may have a variety of data attached to it, such as category, days of the week, times, and an assigned teaching assistant (in a course site only). Depending on how the software is implemented at a given location, the Section Info tool may be loaded with official course sections. Alternately, an instructor may be able to set up sections manually.

- Sections are managed through the Section Info tool.
- You may provide additional information about a section, such as title (required), days, start time, end time, maximum size, and location.
- Sections must be assigned to a given category. Categories include lecture, lab, discussion, studio, and recitation.
- In a course site, an instructor may assign a teaching assistant to a section.
- You have the option to allow students to switch or sign up for sections.
- Participants may not be in more than one section in a given category.

**Groups**

Groups are also subsets of participants for a given site. However, groups are not preloaded with official course data, and are created by the instructor or site owner instead. Groups are useful to organize study groups, project teams, and other, non-official subsets of worksite participants.

- Groups are managed through the Site Info tool.
- Groups have a title (required) as well as a description (optional).
- Groups are not populated with official course data.
- Groups do not have an assigned teaching assistant.
- Site participants may be members of more than one group.
How do I create a section?

In Loyola’s instance of Sakai, sections cannot be populated with official course data. You may create sections if you have the appropriate role, e.g., instructor, TA, Course Builder. Students cannot create or modify sections.

A use case of the Section Info tool would be a lecture section of a course in which all students are enrolled and various lab sections of the same course in which subsets of students are enrolled.

*Since LUC has no automatic sections feed, section membership must be manually managed, e.g., adding, deleting, moving members*

Go to Section Info.

Select the **Section Info** tool from the Tool Menu in your site.

Select Add Sections.

Select the number of sections and a category.
Select the number of sections you want to create (e.g. 3) and then choose the category for your sections from the drop-down menu:

- Lecture
- Lab
- Discussion
- Recitation
- Studio
- Section

Note: The name of a category is the only thing that differentiates it from other categories. For instance, a Lab section will function exactly as a Discussion section in the Section Info tool.

Enter the section information.

### Add Sections

**To begin, choose the category and number of sections to create.**

Add [ ] sections of **Discussion** category

**Name**: Discussion1

- **Section Size**: Choose a either Unlimited number of students in section or Limit number of students in section to. For the second choice, enter the maximum number of members allowed in the section.

**Meeting Details**: Select which days of the week this section meets.

- **Start time**: 10:30 AM
- **End Time**: 11:30 AM

**Location**: Granada Center 240

---

1. **Name**: In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).
2. **Section Size**: Choose a either Unlimited number of students in section or Limit number of students in section to. For the second choice, enter the maximum number of members allowed in the section.
3. **Meeting Details**: Select which days of the week this section meets.
4. **Start/End Time**: Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
5. **Location**: Enter a short location identifier for where the section meets, up to 20 characters maximum.

If you have chosen to add more than one section at a time, repeat the process above for the other sections.
Select Add Sections.

When you are finished entering your section information, select Add Sections.
How do I edit a section?

Go to Section Info.

Select the **Section Info** tool from the Tool Menu in your site.

Select Edit.

Select the Edit link under the section you want to edit.
Edit the section information.

You will be able to edit any of the fields that you entered when you created the section.

1. **Name**: In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).

2. **Section Size**: Choose a either Unlimited number of students in section or Limit number of students in section to. For the second choice, enter the maximum number of members allowed in the section.

3. **Meeting Details**: Select which days of the week this section meets.

4. **Start/End Time**: Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.

5. **Location**: Enter a short location identifier for where the section meets, up to 20 characters maximum.

Select Update.

When you are finished editing your section information, select Update to save your changes.
### Instructor's Overview

- **Your changes to Discussion1 have been saved!**

<table>
<thead>
<tr>
<th>Name</th>
<th>Teaching Assistant (TA)</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Current Size</th>
<th>Avail</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion1</td>
<td></td>
<td>Mon, Thu</td>
<td>10:00 am</td>
<td>Granada Center 201</td>
<td>0</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Discussion2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Unlimited</td>
<td></td>
</tr>
<tr>
<td>Discussion3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Unlimited</td>
<td></td>
</tr>
</tbody>
</table>

- **Remove Sections**
- **Cancel**
How do I delete a section?

Go to Section Info.

Select the Section Info tool from the Tool Menu in your site.

Select the section(s) to be deleted.

In the Remove column, check the box(es) for the section(s) you would like to delete.

Select Remove Sections.
Confirm removal.

Note: Be careful! This action cannot be undone!

Instructor's Overview

Are you sure you want to remove the following sections:
- Lab1

Students in these section(s) will be 'unassigned' (not in any section of this type). Please use the 'Assign Students' link under another section to assign them to a new section.

Remove Cancel

You will be prompted to confirm the deletion of the selected sections. If you want to proceed, select Remove.
How do I add site members to a section?

Go to Section Info.

Select the Section Info tool from the Tool Menu in your site.

Select Assign Students.

![Section Info](image)

View All | Sections

<table>
<thead>
<tr>
<th>Name</th>
<th>Teaching Assistant (TA)</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Current Size</th>
<th>Avail</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab1</td>
<td>Assign Students</td>
<td>Thu</td>
<td>1:00 pm</td>
<td>GC 203</td>
<td>0</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Discussion 1</td>
<td>Assign Students</td>
<td>Mon,Thu</td>
<td>1:00 am</td>
<td>Granada Center 201</td>
<td>0</td>
<td>Unlimited</td>
<td></td>
</tr>
<tr>
<td>Discussion 2</td>
<td>Assign Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion 3</td>
<td>Assign Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select students from the class list.

Select one or more student names in the list of site participants on the left, and then use the right arrow button to add the selected student(s) to the section list on the right.

Select Assign students.

When you have finished adding students to the list on the right, select the Assign students button.
How do I add teaching assistants to a section?

Adding TAs to a section allows them to view and edit student information, such as grades, within their assigned sections.

Go to Section Info.

Select the **Section Info** tool from the Tool Menu in your site.

Select Assign TAs.

### Instructor's Overview

<table>
<thead>
<tr>
<th>Lab Sections</th>
<th>Teaching Assistant (TA)</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Current Size</th>
<th>Available</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab1</td>
<td></td>
<td>Thu</td>
<td>1:00 pm-3:00 pm</td>
<td>GC 203</td>
<td>1</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

### Discussion Sections

<table>
<thead>
<tr>
<th>Discussion1</th>
<th>Teaching Assistant (TA)</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Current Size</th>
<th>Available</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mon,Thu</td>
<td>1:00 am-3:00 am</td>
<td>Granada Center 201</td>
<td>0</td>
<td>Unlimited</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discussion2</th>
<th>Teaching Assistant (TA)</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Current Size</th>
<th>Available</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Unlimited</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discussion3</th>
<th>Teaching Assistant (TA)</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Current Size</th>
<th>Available</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Unlimited</td>
<td></td>
</tr>
</tbody>
</table>
Select from the list of available TAs.

Select one or more TA names in the list of Available Teaching Assistants on the left, and then use the right arrow button to add the selected TA(s) to the section list on the right.

Note: Users must be enrolled in the site with a TA role in order to appear in this list. For information on enrolling a TA in the course site, please see How do I add a TA to my course.

Select Assign TAs.

When you have finished adding TAs to the list on the right, select the Assign TAs button.
How do I view student memberships?

If you would like to view a list of all the students in the class which also displays the sections in which each student is a member, you can do so by viewing student memberships in the Section Info tool.

Go to Section Info.

Select the Section Info tool from the Tool Menu in your site.

Select Student Memberships.

The list of students and their section membership will display.

---

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Discussion</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, ima</td>
<td>istudent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, Ura</td>
<td>ustudent</td>
<td></td>
<td>Lab1</td>
</tr>
</tbody>
</table>
Find specific students.

If you have a large list of students and are looking for one in particular, you may enter part of the student name or ID into the search field at the top and then select **Find** to locate the information for that user.
How do I manage section options?

Go to Section Info.

Select the Section Info tool from the Tool Menu in your site.

Select Options.

Select the desired options, and then select Update.

1. You may also choose to enable any of the following optional settings:
   - Students can sign up for sections
   - Students can switch sections
   - Close sections for students until Open Date

2. Once you have selected all of the desired options, select Update to save your changes.
Sign-Up
What is the Sign-Up tool?

Creation of the Sign-up tool was motivated by requests from faculty who wanted to replace the “sign up sheets on the door” with an online alternative. Faculty needed a system that would allow students to sign up for office hours, meetings, review sessions and other events in one convenient place. This tool can also be used in project sites to create meetings for the participants.

Various scheduling, participation, recurrence, and notification arrangements can be made. An instructor can assign participants to timeslots or allow them to select their own choices. If a timeslot is full, the instructor can allow participants to add themselves to a wait list, which automatically "promotes" a participant when a slot becomes available and sends an email notification. The Sign-up tool is group- and section-aware which gives instructors the ability to set up office hours or meetings which are visible only to their sections or to a group.

Who can use the tool?

In course sites, the instructors have permission to create meetings and students are allowed to sign up for them. Instructors can permit students in any of the courses they teach to sign up for a meeting.

In project sites, the maintainer (i.e. site owner) can create meetings and everyone can sign up for them.

To access this tool, select Sign-Up from the Tool Menu of your site.
What are Sign-Up meeting types?

There are three types of events or meetings:

- Open meetings
- Single slot meetings
- Multiple slot meetings

Note: All meeting types can be set up as recurring events, which creates several different meetings under the same title according to a given schedule. See How do I create a meeting? for information on the meeting frequency setting.

Open meetings.

Meeting Details

- Title: Guest Speaker
- Organizer: 
- Location: Fine Arts Building
- Category: Optional
- Meeting Date: Thursday, August 24, 2017
- Time Period: 11:00 AM - 12:00 PM
- iCalendar link: Download
- Sign-up Begins: Friday, August 18, 2017, 11:00 AM
- Sign-up Ends: Thursday, August 24, 2017, 11:00 AM
- Available To: Show site(s)/group(s) details
- Description: We will have a guest speaker on campus discussing contemporary topics in modern psychology.

This option creates a single timeslot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.
Single slot.

A single timeslot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

Multiple slots.

A single time span can be divided into any number of timeslots of equal length, under a single meeting name. For example, a two hour meeting could have four half-hour slots, three 40-minute slots, or eight quarter-hour slots. The timeslots can also be defined at irregular times over different days. For each slot a maximum number of participants is specified. Participants are required to sign up in order to
appear on the attendance list. The resulting series of timeslots can be removed or modified individually. (This option does not automatically set up a recurring meeting.)
How do I view meetings in Sign-Up?

Select Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Meetings page.

On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed. The site's meetings are listed here in table format including title, location, date, time, and so forth. They can be ordered with the column headings and filtered with the “View” selection box. Recurring meetings, those created as a set with a single title, can be expanded or contracted with the checkbox. Checking the box below, or checking the plus sign next to the meeting entitled “Presentations,” would reveal several meetings of that title on different days or times. Meetings can be removed (via the checkbox on the right of each). On this page, permissions can be set and meeting data exported (via the links on the top).

Select a meeting title to bring up its meeting details.

---

**Note:** For a view that includes past meetings, choose **All** in the drop down menu next to **View**.

Student view.

---

<table>
<thead>
<tr>
<th>Meetings</th>
<th>To sign up for a meeting, click the meeting title.</th>
<th>By category:</th>
<th>□ Expand all recurring meetings.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View:</strong></td>
<td></td>
<td>□ All</td>
<td></td>
</tr>
<tr>
<td><strong>All Future Meetings</strong></td>
<td></td>
<td>□ All</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Meeting Title</strong></th>
<th><strong>Organizer</strong></th>
<th><strong>Location</strong></th>
<th><strong>Category</strong></th>
<th><strong>Date</strong></th>
<th><strong>Time</strong></th>
<th><strong>Status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Speaker</td>
<td></td>
<td>Education Building Room 1000</td>
<td></td>
<td>Thu, 4/11/19</td>
<td>1:00 PM - 2:00 PM</td>
<td>Available</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td></td>
<td>Room F123</td>
<td></td>
<td>Tue, 4/16/19</td>
<td>1:00 PM - 2:00 PM</td>
<td>Available</td>
</tr>
<tr>
<td>Extra Credit Field Trip</td>
<td></td>
<td>Science Museum</td>
<td></td>
<td>Sat, 4/20/19</td>
<td>1:00 PM - 4:00 PM</td>
<td>Available on 4/14/19</td>
</tr>
</tbody>
</table>
Instructor view.

Meeting details.

Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist; the student or participant view shows a “Sign-up” button, active if the sign-up period has commenced.

Student view.
### Instructor view.

**Meeting Details**
- **Title:** Office Hours
- **Organizer:**
- **Location:** Room F123
- **Category:**
- **Meeting Date:** Tuesday, April 16, 2019
- **Time Period:** 1:00 PM - 2:00 PM
- **Calendar link:** [Download]
- **Sign-up Begins:** Wednesday, April 17, 2019, 1:00 PM
- **Sign-up Ends:** Tuesday, April 16, 2019, 1:00 PM
- **Available To:**
- **Description:**

**Table:**

<table>
<thead>
<tr>
<th>Time Block</th>
<th>Max # of Participants</th>
<th>Participants</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 PM - 1:15 PM</td>
<td>1</td>
<td>Add Participant</td>
<td>Add Participant</td>
</tr>
<tr>
<td>1:15 PM - 1:30 PM</td>
<td>1</td>
<td>Add Participant</td>
<td>Add Participant</td>
</tr>
<tr>
<td>1:30 PM - 1:45 PM</td>
<td>1</td>
<td>Add Participant</td>
<td>Add Participant</td>
</tr>
<tr>
<td>1:45 PM - 2:00 PM</td>
<td>1</td>
<td>Add Participant</td>
<td>Add Participant</td>
</tr>
</tbody>
</table>

*Note: Click on a time slot to select or deselect.*
- **Check** to select a time slot.
- **Uncheck** to remove a time slot.
- **Click** to view/edit a participant's comment.
- Meeting organizers can add participants even if the time slot is full.

**Email:** Yes, send email to notify the related participant(s) about the changes that have been made.

**Notification:** [Hide meeting info above]
How do I create a meeting?

Go to Sign-Up.

Select the Sign-Up tool from the Tool Menu of your site.

Select Add.

After you Select Add, the meeting information screen will appear where you can enter all of the information for your meeting.

Enter a title.

This field will identify the meeting in this site's list of meetings.
Change organizer. (Optional)

If there is more than one instructor or site owner, you may select a different name in the drop-down menu. It will default to the currently logged in user.

Enter a location.

This field will appear in the Meeting Details.

Note: Once you have entered a location at least once for a site, it will appear in a drop-down menu. You may add a new location by selecting the + enter a new location link.

Enter a category. (Optional)

Once you have entered a category at least once for a site, it will appear in a drop-down menu. You may add a new category by selecting the + enter a new category link.
Enter a description of the meeting or event.

We will have a guest speaker on campus discussing careers in education. Please sign up if you plan to attend.

This field appears on the Meeting Details and the student Sign-up screen.

Add attachments. (Optional)

You may select the Add Attachments button if you would like to browse for and attach a file to your meeting.
Enter start and end times.

Fill out the date (with, optionally, the date picker) and the time showing when the meeting will begin and end.

Note: The 24-hour clock is not available, so AM and PM must be used.

Select meeting frequency.

To set up recurring meetings, choose an option here. Any of the meeting types can be recurring. Selection of a meeting frequency other than “Once Only” will create a series of entries in the meetings table with the same name but different details, where any of the individual entries can be modified as necessary.

Select begin and end times for sign-up.

Sign-up begins: 6 Days before meeting begins 2:00 PM, Friday, May 13, 2016
Sign-up ends: 1 Hours before meeting finishes 2:00 PM, Thursday, May 19, 2016
Enter the point at which the meeting should be opened for sign-up. Before then, participants will not have an active Sign-up button next to a meeting entry. To allow immediate sign-up, choose “Start Now” from the drop-down box.

Also, enter the point relative to the meeting at which to close the sign-up process. This blocks further sign-up by participants, and also blocks cancellation of a meeting for which a participant has already signed up. This period is measured from the scheduled meeting end, allowing sign-up even after the meeting has started, when that is appropriate.

Note: Sign-Up begin and end times are only available for single slot and multiple slot meetings.

Take attendance.

If you wish to take attendance for this meeting, select the Attendance check box.

Specify meeting availability.

This field allows you to determine who can sign up for the meeting. You can limit sign-up to members of a group (defined on this site) or extend the sign-up offer to the membership of other sites, by selecting the appropriate checkboxes. The option to extend to other sites allows inclusion of those sites’ members, or groups defined there. The other site must also have the Sign-up tool in order for its members to participate. (The default setting is members of this site only.)

Choose meeting type.

The relevant options for each of the three meeting types appear when that meeting type is selected via its radio button. See What are Sign-Up meeting types? for more information.

Open meeting
Single slot.

- **Meeting Type:**
  - Open meeting (no sign-up required)
  - Single slot
  - Multiple slots
    - Max # of Participants 10
    - Unlimited number of participants

Options to choose between **Max number** (in which case, enter the number of participants allowed) and **Unlimited**.

Multiple slots.

- **Number of slots available for sign-up:** Enter the number of individual timeslots over which to divide the meeting time.
- **Number of participants per slot:** Enter the number of people that can sign up for each slot.
- **Estimate duration per timeslot (min):** This figure, in red, is calculated as a function of the total meeting time span and the number of slots available, and cannot be edited. It allocates the available time across the slots. For example, if the number of slots is defined to be 5, and the start and end times of the meeting span two hours, the duration will be set to 24 (120 minutes divided by 5). A number of slots that does not divide the period evenly will give rise to a warning message and an adjustment of the total span. Note: In any case, the resulting timeslots can be edited, after the meeting is published, through the “Modify” process by selecting “Advanced user-defined timeslots.” See below, “Editing a meeting.”
- **Advanced user-defined timeslots:** Allows a multiple-slot meeting to be defined as a set of irregular timeslot choices, over several days at different times. (Each person can sign up for only one.) Select this checkbox, then select the “Edit Timeslots” link that

---

**Instructional Technology and Research Support**
Select Next.

Continue to the second page by selecting Next. This will take you to the Meeting Summary, to verify the details set so far, then complete the meeting settings.

Review settings and select notification preferences.

1. **Display Participant Names**: "Yes" means that names of participants will be visible to others.
2. **Send notification**: Check the appropriate box to manage email notifications when participants sign up or cancel.
3. **Meeting Coordinators**: Select the coordinators to receive notifications, if enabled.
4. **Announce Availability**: "Yes" means that all the potential participants will receive e-mail announcing that this meeting has been published.
5. **Default Notification setting**: "Yes" means that the notification box will be selected on the modify meetings page.
6. **Other Default Settings**: Select Show the other default settings to view additional meeting options.
Other default settings.

Other settings include:

1. **Allow Wait List**: "Yes" means that a Wait List will be kept, and participants can join it if this meeting is filled to capacity.
2. **User ID Input Mode**: Yes, I want to use User ID input mode for adding participants. – allows organizer to use User Id rather than choosing from drop down list. Useful for very large classes where drop down list is very long.
3. **Allow Adding Comment**: "Yes" means that a participant can add a comment during sign-up.
4. **Auto Reminder**: "Yes" means that all attendees of the meeting will receive an e-mail reminder one day in advance.
5. **Publish to Schedule**: "Yes" means that the meeting will appear on this site's Schedule or Calendar tool, regardless of attendance status of the current user.

**Publish your meeting.**

Publish by selecting either **Publish** or **Assign Participants & Publish**. You have the option of assigning participants or allowing them to choose their own timeslots. If you do not choose to assign participants at this time, you may do so later by editing the meeting settings.

*Note: Sign-Up begin and end times are only available for single slot and multiple slot meetings.*
How do I edit a meeting?

Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Select a meeting title.
Select Modify.

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

**Edit meeting settings and publish.**

The information described in [How do I create a meetings?](#) will be shown for editing the settings of your choice.
The timeslots can be adjusted by selecting “Advanced user-defined timeslots” (if not already specified for this meeting), then selecting the “Edit Timeslots” link that appears; timeslots can be combined, removed, or added.

In a recurring meeting, you can choose to limit the change by selecting “Modify current only” or to modify all of the sessions in the rest of the series by selecting “Modify all future recurring meetings.” After modifying a meeting, you may elect to send e-mail notification to participants via the checkbox above the timeslot table.

Select **Publish Modification** when you are finished making changes.
How do I lock or cancel a time slot?

Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Select a meeting title.

---

**Meetings**

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

**View:**

- All Future Meetings

**By category:**

- All

- Expand all recurring meetings

<table>
<thead>
<tr>
<th>Meeting Title</th>
<th>Organizer</th>
<th>Location</th>
<th>Category</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Speaker</td>
<td></td>
<td>Education Building Room 1000</td>
<td></td>
<td>Thu, 4/11/19</td>
<td>1:00 PM - 2:00 PM</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td></td>
<td>Room F123</td>
<td></td>
<td>Tue, 4/16/19</td>
<td>1:00 PM - 2:00 PM</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>Extra Credit Field Trip</td>
<td></td>
<td>Science Museum</td>
<td></td>
<td>Sat, 4/20/19</td>
<td>1:00 PM - 4:00 PM</td>
<td>Available on 4/14/19</td>
<td></td>
</tr>
</tbody>
</table>
Select the time slot you want to lock or cancel.

Select the time slot within the table and use the options presented underneath it.

Note that you can first move participants to another time slot using the edit buttons beside individual entries.
Once locked/canceled, the time slot will have an icon indicating that it has been locked or canceled.

<table>
<thead>
<tr>
<th>Time Slot</th>
<th>Max # of Participants</th>
<th>Participants</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 PM - 1:45 PM</td>
<td>1</td>
<td></td>
<td>Add Participant</td>
</tr>
<tr>
<td>1:45 PM - 2:30 PM</td>
<td>1</td>
<td>Canceled</td>
<td>Add Participant</td>
</tr>
<tr>
<td>2:30 PM - 3:15 PM</td>
<td>1</td>
<td>Add Participant</td>
<td>Add Participant</td>
</tr>
<tr>
<td>3:15 PM - 4:00 PM</td>
<td>1</td>
<td>Add Participant</td>
<td>Add Participant</td>
</tr>
</tbody>
</table>

*Note:* - Click on a time slot to lock or cancel it.
- Click to change or swap participants.
- Click to delete a participant.
- Click to email a participant.
- Click to view/edit a attendee's comment.
- Meeting organizers can add participants even if the time slot is full.
How do I copy a meeting?

Go to Sign-Up.

Select the Sign-Up tool from the Tool Menu of your site.

Select a meeting title.

Select Copy.

Select the meeting name to open the details, and then select the Copy link at the top.
Make your changes, then select Publish New Meeting.

You now have a display entitled Copy this meeting. Change the settings as desired, including the title if you want a new meeting name, and then select Publish New Meeting.

Note: Some settings will not be available to edit. You cannot copy a multiple-slots meeting into a new single-slot meeting, for instance.
How do students or participants sign-up for meetings?

Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

Select a meeting title.

<table>
<thead>
<tr>
<th>Meeting Title</th>
<th>Organizer</th>
<th>Location</th>
<th>Category</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td></td>
<td>Room F123</td>
<td></td>
<td>Tue, 4/16/19</td>
<td>1:00 PM - 2:00 PM</td>
<td>Available</td>
</tr>
<tr>
<td>Extra Credit Field Trip</td>
<td></td>
<td>Science Museum</td>
<td></td>
<td>Sat, 4/20/19</td>
<td>1:00 PM - 4:00 PM</td>
<td>Available on 4/14/19</td>
</tr>
</tbody>
</table>

*Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.*
Select the button labeled **Sign Up** beside the time slot you want.

Note: If a lock icon appears in Meeting Details next to a time slot, your instructor has removed that time slot from further sign-up.

Add a comment. (Optional)

If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor.
Select Finish.

View your status.

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

**Join Wait List. (Optional)**

If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by selecting **Join Wait List**. If space becomes available, you will be added to the list of attendees, and notified by email.
Cancel Sign-up. (Optional)

You may cancel any appointment you have signed up for, within the time period allowed by your instructor, by selecting the **Cancel Sign-up** button.
How do I export meeting data?

The Export operation provides a rich set of data, in spreadsheet form, for a set of meetings or for a single meeting, including the list of those who have signed up.

The “.xls” file thereby created can be opened in Excel or some other spreadsheet application to show several sheets, as follows.

- Attendees' Schedules [for meeting organizers]: a datasheet with columns that show the meeting's details, with one row for each meeting attendee signed up.
- Events Overview: a chart of all meetings selected as they appear in the Meetings page.
- For each meeting, a named sheet
- Chart showing the meeting title and details, plus a list of attendees [for users with that privilege], the wait list, and comments.

Go to Sign-Up.

Select the Sign-Up tool from the Tool Menu of your site.

Export a single meeting:

Select the title of the meeting you want to export to view its details.
Select **Export as Excel** from the meeting details screen.

**View information in Excel.**

---

### Office Hours

(Time zone: America/Chicago)

<table>
<thead>
<tr>
<th>Organizer:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date:</td>
<td>Apr 16, 2019</td>
</tr>
<tr>
<td>Time Period:</td>
<td>1:00 pm - 2:00 pm</td>
</tr>
<tr>
<td>Sign-up Begins:</td>
<td>Apr 10, 2019, 1:00 pm</td>
</tr>
<tr>
<td>Sign-up Ends:</td>
<td>Apr 16, 2019, 1:00 pm</td>
</tr>
<tr>
<td>Available To:</td>
<td>Testing 012 12 F20 (Site Level)</td>
</tr>
<tr>
<td>Description:</td>
<td>no attachment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Slot</th>
<th>Max # of Participants</th>
<th>Participants</th>
<th>Participants User IDs</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 pm - 1:15 pm</td>
<td>1</td>
<td>Student, Ura</td>
<td>ustudent</td>
<td></td>
</tr>
<tr>
<td>1:15 pm - 1:30 pm</td>
<td>1</td>
<td>Student, Ima</td>
<td>istudent</td>
<td></td>
</tr>
<tr>
<td>1:30 pm - 1:45 pm</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:45 pm - 2:00 pm</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Meeting Participants' Comments**

There are no participant comments.
Export a set of meetings:

On the main Meetings page, select the **Export** link.

Select the meetings desired, and select Export as Excel.

View All Meetings I Am Signed Up For.

An individual can select **View All Meetings I Am Signed Up For** to see scheduled commitments on the screen, and then select **Export** to save or print that list shown in the Events Overview sheet.
How can I use the Sign-Up tool in my site?

The Sign-up tool can be used in a variety of ways for teaching arrangements. The list below explains some, but is by no means exhaustive.

Schedule special office hours.

To hold an advance sign-up for special office hours on a problem set, including students from two different classes: Choose a day, define a block of time, set up multiple slots available to both sites’ members, and then adjust the timeslots as desired. For example, suppose the instructor wants to schedule a 3-hour block of time for office hours with some 15-minute slots and some 30-minute slots and a 15-minute gap for a break. Here is the procedure:

1. Set up a 3-hour meeting called “Office Hours - Problem Set” with 15-minute timeslots according to the “Multiple slots” instructions. In the “Available To” field, leave the current site checked and open the “Other Sites” list to check the other class’s site (which must also have the Sign-up Tool), as well.
2. After publishing the meeting to get the initial allocation of timeslots, click the meeting name, and then click ‘Modify,’ check the box next to “Advanced user-defined timeslots” and click “Edit Timeslots.”
3. Adjust the timeslots as needed. Edit the start and end times to change the time period to 30 minutes on some slots. Delete a 15-minute slot, to reserve a break time.
4. Invite the students of both classes to sign up. The entry will appear to them under a single title “Office Hours - Problem Set” with several timeslots specified by start and end times.

Schedule in-class presentations.

To schedule in-class presentations either by individuals or groups:

1. Recurring Method: Set up a single-slot recurring meeting within the time of the class period. This method is easy, but it produces several separate meetings and allows an individual student to sign up for more than one presentation slot by mistake.
2. Multiple-slot Method: Create one meeting using “Advanced user-defined timeslots,” specifying additional new timeslots for each class period as needed. This method requires more manual entries, but produces only one meeting with several date options, preventing an individual student from signing up for more than one.

In each case, ask the students to indicate the topics of their presentations by typing them in the comment area when they sign up.

Estimate attendees for a review session.

To get an estimate of how many students would attend a review session, set up a meeting with no limit on the number of participants who can sign up. This is useful in choosing a room of adequate size for the session.

Schedule a multi-day meeting.

To set up a two-day recurring meeting, use the “Advanced timeslots” and “Meeting frequency” options. For example, suppose a group of six pharmacy students on professional rotations in the field are to return to campus for consultations together on Friday afternoon and Saturday morning every other week, from April until the end of July. In the Pharmacy site, the meeting organizer sets it up according to this procedure:

1. Add a new meeting, entitled “Fri-Sat Campus Consult,” with the appropriate location and description.
2. Select the “Advanced user-defined timeslots” and specify the first week's timeslots, say, Friday April 1st, 4:00 – 6:00 PM, and Saturday April 2nd, 9:00 – 11:00 AM. The maximum enrollment value is irrelevant, as participants will be added manually. Delete extra timeslots via the red X.

3. For the meeting frequency, select “Biweekly” and specify an end date of Sunday July 31st.

4. Set the other parameters as appropriate for the circumstances (display names, use e-mail notifications, no wait lists, no comments, and so forth).

5. Select the button “Assign participants and publish” and select the participants for both timeslots, also checking the box “Yes, assign participants to the same timeslot for all occurrences.” In each resulting meeting, if desired, select the timeslot and lock against further participant sign-up. (Note that the creation of a site group of the intended six students would allow association of the group by name, obviating this step.)

This creates a series of nine meetings under a single title, Fridays and Saturdays on alternate weeks, with the same group of participants.

**Solicit input on preferred meeting dates.**

To determine the best schedule for a series of meetings with a group of participants—for example, student tutorials—define a weekly time by soliciting input from the participants on several choices. Select the optimal choice, and copy that timeslot across several weeks as a recurring meeting. When an exception must be handled, adjust that particular meeting according to the “Editing a meeting” instructions. Here is the detailed procedure:

1. Using a representative week, such as the first week of the term, create a new meeting for each possible timeslot across the various weekdays, and ask the participants to sign up for all candidate meetings that they can attend on a weekly basis. You might name these meetings “Tutorial Option Monday, 3-5,” Tutorial Option Thursday, 9-11,” and so forth. Select “single slot,” and “unlimited participation” for these meetings.

2. When the sign-up period has ended (as you specified in the meeting details), find the best choice for the regular timeslot, one that includes all or most participants. Each meeting will have to be opened or exported to see the list of participants who signed up. Click the chosen candidate meeting and choose “Copy.” (See above.) The “Meeting frequency” setting can be switched to Weekly, and the “End After” date set to the end of the term, producing a population of meetings across the desired duration. The rejected candidate meetings can be deleted with “Remove.”

3. Any of the separate meetings generated by the multiple-slot definition can be can be modified, if it becomes necessary: To make the series visible, in the Meetings list, either expand it alone or select the checkbox labelled “Expand all recurring meetings.” For the meeting in question, click on “Modify,” and select “Modify current only” at the top of the page, as you change the time or date.
How do I manually add users to meetings?

Go to Sign-Up.

Select the Sign-Up tool from the Tool Menu of your site.

Select a meeting title.
Select Add Participant.

Select a user from the drop-down menu, then select OK.

The user is now signed up for that meeting.

Names of those signed up will appear in the Participants column of the timeslots table, adjacent to the time slots they chose. A red “delete” button and a pencil-and-pad “edit” button, which allows that participant to be replaced with another, appears next to each name.

Note: The appearance of a small blue bubble icon to the right of the name means that the participant has added a comment at the time of sign-up, which can be seen by selecting that icon.
How do I add meetings to the site Calendar?

If you create a meeting without the Calendar tool on the site, but add the Calendar tool later, you can add each meeting individually to the Calendar.

Go to Sign-Up.

Select the Sign-Up tool from the Tool Menu of your site.

Select a meeting title.
Select Modify.

To change any of the initial settings of the meeting, use the Modify option shown at the top of Meeting Details.

Select Show other default settings.

The information described in How do I create a meetings? will be shown for editing the settings of your choice.
Check Publish to Calendar.

- Allow Adding Comment:
  - Yes, participant can add a comment during sign-up.

- User ID Input Mode:
  - Yes, I want to use User ID input mode for adding participants.

- Auto Reminder:
  - Yes, send email to remind attendee of the meeting, one day in advance.

- Publish to Calendar:
  - Yes, publish the meeting to the Calendar tool.

- Create groups for timeslots
  - Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups

- Default Notification setting:
  - Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.

- Max # of time slots per participant:
  - Yes, allow participants to sign up for more than one time slot.

Select the check box next to Publish to Calendar.

Select Publish Modification.
How do I modify Sign-Up tool permissions?

The set of permissions applies to the use of the Sign-up Tool across the site, not to any particular meeting. Permissions can be granted, by role, with an interface for doing so that resembles that of other tools. The “Permissions” link shows, for each realm of grouping— (1) site (all members), and (2, 3, ...) group, for each group defined on that site, a labeled button that leads to an authorization matrix. For groups that do not include the site organizer as a member, the group button is not active in the Permissions settings and the site organizer cannot adjust the settings.

Only certain permissions in certain contexts are meaningful. The privilege “create.site” addresses creation of new meetings, so, if that box is checked in the “access” row, representing users with student status, students will have the “Add” link on their Meetings page. If “create.site” is not checked for the access role, but “create.group” is checked in the “access” row for a site group (defined in Site Info), then student members of that group will have the “Add” link, and be able to create meetings, for that group only. If groups are defined, the “view” and “attend” permissions must be checked for that group realm, as stated on screen, in order for group members to sign up. No adjustment will allow the Sign-up button to appear for meeting organizers. For more details, contact your system administrator.

Go to Sign-Up.

Select the Sign-Up tool from the Tool Menu of your site.

Select Permissions.
Select the permissions you want to edit (e.g. site).

Modify the permissions for the roles listed.

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Select Save to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.
Site Info
What is the Site Info tool?

Site Info tool contains many of the course management features needed for instructors to customize and manage their courses. Instructors may edit and rearrange the tools on their course toolbar, manage groups, publish or unpublish their course, import content from another site, and track participant enrollment activity.

Note: The functions of the Site Info tool are also available through the Worksite Setup tool, which is available from the Tool Menu when you are in Home.

To access this tool, select Site Info from the Tool Menu of your site.
How do I edit the site information?

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Edit Site Information.

Select site language.

If desired, you can change the default language for your site to any of the available languages listed. Select the desired language to select it.
Enter a site description.

The information entered into the description area will appear on the site’s home page. You may use the Rich Text Editor here to enter your description.

Enter a short description.

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Enter the site contact information.

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)
Select **Continue**.

Select **Continue** to save your changes.
How do I choose which tools will be available in my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site. Site Info offers several options for managing your course site.

Select Manage Tools.
Select your set of tools.

As you select tools from the **General** list on the left side of the screen, they are added to the **Selected tools** list on the right side of the screen. The right side of the screen displays the tools you have selected.

Below the **Selected tools** you can enable **MathJax** for specific tools in your site by checking the box. See more information on enabling LaTeX at [How do I add LaTeX language to my course site?](#)

In addition, you can enable Lessons subpage navigation in the left tool menu by checking the box. See [How do I enable Lessons subpage navigation in the Tool menu?](#) for more information.
Add multiple instances of some tools. (Optional)

The Lessons tool may be used as a single tool on the Tool Menu where students click to see all Lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate Lesson. See the Lessons tool tutorial for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want.

Select the More Lessons Tools? or More Web Content Tools? drop-down menus to add additional instances of these tools.
Example: Multiple tool instances.

The example above shows two Lessons tools (Lessons and Lessons 2) and two Web Content tools (Sakai and Apereo).

Select Continue.

Once you have made all of your tool selections, scroll down and select Continue.
Confirm tool selection.

Overview (Overview)
Module 1 (Module 1)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Sakai (Sakai) (https://sakai.luc.edu/)
Site Info (Site Info)
Gradebook (Graciebook)
Lessons (Lessons)
Module 2 (Module 2)
Roster (Roster)
Sign-up (Sign-up)
Apero (Apero) (https://www.apereo.org/)

New tools added are shown in red font. Confirm that these are tools you want to add and select **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I reorder tools?](https://www.apereo.org/) tutorial for instructions on how to change the tool order.
How do I rearrange or rename the items in the Tool Menu?

The Tool Menu can be customized by the instructor of the course to modify the order or appearance of menu items in the site.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Tool Order.

Select Tool Order from the Site Info tabs.
Drag and Drop items to rearrange the tool order.

1. Drag and drop tools to rearrange the order of tools in the menu. 
2. Select Save at the bottom of the screen to save your reorder.

Sort tools alphabetically.

Select the **Sort Alphabetically** button at the bottom of the page to arrange all of the tools in alphabetical order by title.

Rename a tool.

Select the gear icon to go to the tool settings. Then, select **Edit Tool Title** from the drop-down menu.
Type the new name for the tool.

In this example, the Sakai tool was renamed as Sakai Project Website. Select the green check mark to save your work.

Hide a tool from students.

Invisible tools are indicated by a "hidden" icon in the tool order list.

In this example, the Resources tool is hidden from students.

Lock access to a tool.
Locking access to a tool disables it for student use. Students will not see it in the menu, and they also will not be able to access that tool from other areas of the site.

Select the gear icon to go to the tool settings. Then, select **Lock Access to this tool** from the drop-down menu.

*Note: Not all tools are lockable. If the tool cannot be locked, that option will not appear in the drop-down menu.*

Locked tools are indicated by a padlock icon.

![Padlock icon on lockable tools](image)

---

**Delete a tool.**

Select the gear icon to go to the tool settings. Then, select **Delete this Tool** from the drop-down menu.

*Note: Not all tools can be deleted. If the tool cannot be deleted, that option will not appear in the drop-down menu.*

Deleting a tool has the same affect as removing a tool using the **Manage Tools** option in Site Info. It will remove the tool from the menu and deactivate it in the site, but it will not delete any content that exists within the tool.

Save your work.

Once you have completed all of your changes, select the **Save** button at the bottom of the list.
How do I create groups?

You may create groups in your site in several different ways:

- Manually create and assign users to a group.
- Create joinable groups that site participants can elect to join.
- Automatically generate groups by user role, number of groups per site, or number of users per group.
- Import group information from a file.

Go to Site Info.

Select the Site Info tool in the Tool Menu of your site.

Select Manage Groups.

Select the Manage Groups button.

Manually create a group.

Select the Create New Group button.
Enter group information.

1. Enter a title for the group.
2. In the Site Member List, click on a site participant/s in the membership list to select the user/s.
3. Select the right arrow button > to move the selected participant/s over to the Group Member List area.
4. Once you have indicated all of the desired group members, select the Add button to create the group.

Tip: You may select more than one name at a time in the participant list by using SHIFT+Click to select a range of consecutive names, or CTRL+Click to select more than one non-consecutive name.

Create a joinable group.

Select the Create New Joinable Set button.
Specify the joinable set details.

1. You will need to enter a title for the set of groups. Each group will begin with the same name and end with a unique number.
2. Indicate the number of groups.
3. Enter the max members per groups.
4. Select Add to create the joinable set.

Optionally, you may also select any of the following options:

- Allow users to see group membership before they join a group
- Allow members to see the other members of these groups after joining
- Allow members to unjoin (leave) groups in this set after joining

Automatically generate groups.

Select the Auto Groups button.
Create groups by role.

To create separate groups for different user roles in the course, select one or more roles and then select Add.

Create random groups by number of groups.

1. Select a single role from which to create subgroups (e.g. Student).
2. Select the Create random groups from members with selected role(s) radio button.
3. Select the Split by number of groups needed radio button.
4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Numbers will be appended to the title.

5. Enter the **Number of groups** you would like to have for the site. Users will be randomly assigned to each group and distributed as equally as possible.

6. Select the **Add** button to auto-generate your groups.

### Create random groups by number of users per group.

1. Select a single role from which to create subgroups (e.g. Student).

2. Select the **Create random groups from members with selected role(s)** radio button.

3. Select the **Split by number of users needed per group** radio button.

4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Numbers will be appended to the title.

5. Enter the **Number of users per group** you would like to have. Users will be randomly assigned to each group and the number of groups is determined by the class size divided by number of users per group.

6. Select the **Add** button to auto-generate your groups.

### Import from file.

Select the **Bulk Creation** tab.
Choose file.

For example:

```
group1, username1
group2, username1
group2, username2
```

Select the **Choose File** button to browse for and select your import file.

Your import file should be in comma-separated (CSV) format with two columns of data. The first column should contain the group title, and the second column should contain the username of the site participant. Do not include a column header row and do not include spaces.

Once you have uploaded your file, select **Continue**.
How do I link to a parent site?

Parent sites can be useful in managing large courses with many sections, or a program that has a central site.

For example: Course ABC1234 has 15 sections. There are three TAs in this course who are each managing five sections. There can be a parent course called ABC1234 and then three child courses (Sections 1234,2345,3456; Sections 4567,5678,6789; Sections 7891,8912,9123). TAs are assigned only to the sections they manage. The content, announcements, communications, etc., can take place at the parent course level. Graded items and gradebooks will be housed at the child course level.

Or another example: A Nursing program has a site where all nursing students get information and communicate with program administrators. This site would be the parent site and each of the 15 Nursing courses can be child courses to the parent site.

Note: Participants will only access the sites in which they are enrolled. So in the Nursing example above, students would only see the nursing courses in which they are enrolled, and the parent site. They would not see the other Nursing child courses in which they are not enrolled. In the ABC1234 example, students would only see their own child courses and the parent site, not all three child courses.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Link to Parent Site.
Select the parent site from the drop-down menu.

**Link to Parent Site**
Linking this site to a parent site does not affect membership or permission or tool behavior or tool content in either the parent or child sites. Linking to a parent site simply means that for users who are members of both sites and have permission to view both sites, they will see navigation hints and breadcrumb navigation showing site links between the parent and child sites. A site can have many child sites pointing to it, but a child site can have only one parent.

![Select Parent Site Dropdown](image)

Select Set Link.

**Link to Parent Site**
Linking this site to a parent site does not affect membership or permission or tool behavior or tool content in either the parent or child sites. Linking to a parent site simply means that for users who are members of both sites and have permission to view both sites, they will see navigation hints and breadcrumb navigation showing site links between the parent and child sites. A site can have many child sites pointing to it, but a child site can have only one parent.

- [Sakai 12 328 Sp20](#)

- [Set Link](#)
- [Cancel](#)

ℹ️ It may take up a few minutes before the two sites are linked.
Example: Parent/child sites in the parent site.

In the parent site, the child courses show up in the Tool Menu.

Example: Parent/child sites in the child site.

In the child site, the link to the parent site appears in the breadcrumbs.
How do I control site access?

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Access.

Select your Site Status (i.e published or unpublished).

Published sites are available to all site participants. If the site is left as draft, or unpublished, only instructors/Maintainer may access it.

Site Visibility.

Site Visibility

Your site can be listed in the Site Browser on the Gateway, allowing non-participants to find it and access its public resources.

Display in Site Browser
Do not display in Site Browser

Note: Site Visibility options are only available for project sites.

If site visibility is set to Display in public site list, all people with access to the Sakai system may search for your site from the Worksite Setup tool. If set to Private, your site will not show up in a search.
Select your Global Access setting.

**Global Access**

Global access settings allow you to decide who has access to your site once it is published.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- Limit to official course members or to those I add manually (recommended)
- Allow any LUC Sakai user to join the site

**Note:** Site Visibility options are only available for project sites.

In most cases, site owners keep the default value for **Limited to whom I add manually, or through automatic roster updates**. This will restrict enrollment to people that you add or that are enrolled automatically from your institution’s registration system.

If the site is set to **Display in public site list** (above) AND the option **Allow anyone to join the site with valid login id** is selected, anyone in your system may search for and join your site.

Select Update.
How do I copy my content from one site to another?

Navigate to the new, empty site where you would like to copy the content.

Be careful to select the empty course shell that will be the destination for the content you are about to copy. (You do not want to overwrite an existing course with a blank site, as this will delete your content.)

Select the Site Info tool in the Tool Menu.

Select Import from Site.
Select the "I would like to replace my data" link.

### Import Data

Please choose a method below to proceed:

**I would like to replace my data**

Any existing data will be overwritten, replaced by your import data. This method allows you to import Gradebook settings.

**I would like to merge my data**

Your imported data will merge with existing data. This method does not import Gradebook settings.

Tip: If you have existing content that you do not want to overwrite, or if you do not want to import Gradebook settings, you should choose the "merge my data" link instead.

Select the course you want to copy from.

### Import Material from Other Sites

You can choose to import material only from other sites that you own. You can combine material from more than one site.

- Administration Workspace
- INTG 101 001 Su20
- ITRS 240 001 SU17
- ITRS Technology Tools
- TopHat 110 001 F20

[Continue] [Cancel]
Select Continue.

Choose the material you would like to copy.

<table>
<thead>
<tr>
<th>Tools</th>
<th>ITRS 240 001 SU17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>✔</td>
</tr>
<tr>
<td>Assignments</td>
<td>✔</td>
</tr>
<tr>
<td>Calendar</td>
<td>✔</td>
</tr>
<tr>
<td>Forums</td>
<td>✔</td>
</tr>
<tr>
<td>Gradebook</td>
<td>✔</td>
</tr>
<tr>
<td>Lessons</td>
<td>✔</td>
</tr>
<tr>
<td>Resources</td>
<td>✔</td>
</tr>
<tr>
<td>Syllabus</td>
<td>✔</td>
</tr>
<tr>
<td>Tests &amp; Quizzes</td>
<td>✔</td>
</tr>
</tbody>
</table>

You may select all of the tools or a subset of tools if you prefer.

If a tool is not active in the current site, the tool will have a + mark to indicate that it will be added to the current site if selected for import.

Select Finish.

Once you have made your tool selections, select Finish to complete the import.

Note: The content import process may take up to 15 minutes. Please wait for the process to finish.
How do I import content from an archive file?

Note: Import from Archive should not be used to copy course materials from one Loyola Sakai course or project site to another. Rather instructors and project owners should use the Import from Site option or the Import/Export CC option in the Lessons Tool.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Import from Archive File.

Choose a file to import.

Select the Choose File button to browse for and select your import file. Once you have located your file, the filename will display on this screen.
Note: Sakai supports several import file types (e.g. IMS Common Cartridge Archives, Blackboard Archive files, etc.). If you wish to import a course from another course management system, e.g., Blackboard, Canvas, Moodle, check with the LUC system administrator (sakai@luc.edu) to determine the file import options currently enabled and the best file format for you to use.

Select Import.

Select the **Import** button and wait for the file to be uploaded and processed. Depending on the size of the file, this may take some time.

Select the content to be imported.

You will see a list of content types from your import file on the left.

1. Select the item you want to import to select it. (You may select multiple items using CTRL + Click for PC or Command + Click for Mac).
2. Use the right pointing arrow button under **Move** to move the item(s) over to the list of material to be imported.
3. Select **Copy Materials** to import the selected content.
Confirm the import.

**Confirm Tools**

Confirm the copying of other sites' material to this site

Confirm the copying of the following tools to your present site:

Sakai 12 328 Sp20 -> Lessons

[Finish]  [Back]  [Cancel]
What is the User Audit Log?

The User Audit Log displays manual enrollment and user update information for your site. If anyone adds a user, removes a user, or changes a user's role in the site, a log of the change will be noted here.

Note: Currently this log displays add/remove/update events, for manually updated events only. It does not display automated course enrollment activity such as events handled via Web Services or other SIS integration.

Go to Site Info.

To access this feature, select the **Site Info** tool from the Tool Menu of your site.

Select User Audit Log.

View event information.

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Username</th>
<th>Role</th>
<th>Date/Time</th>
<th>Event</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Motush, Katherine</td>
<td>kmotush</td>
<td>Student</td>
<td>Mar 21, 2017 11:16:59 AM</td>
<td>Remove</td>
<td>Kentner, Sarah (skentner)</td>
</tr>
<tr>
<td>2</td>
<td>Student, Ura</td>
<td>ustudent</td>
<td>Student</td>
<td>Mar 21, 2017 11:16:50 AM</td>
<td>Add</td>
<td>Kentner, Sarah (skentner)</td>
</tr>
<tr>
<td>3</td>
<td>MediaID, svccts25</td>
<td>svccts25</td>
<td>Student</td>
<td>Mar 21, 2017 11:16:50 AM</td>
<td>Add</td>
<td>Kentner, Sarah (skentner)</td>
</tr>
<tr>
<td>4</td>
<td>MediaID, svccts24</td>
<td>svccts24</td>
<td>Student</td>
<td>Mar 21, 2017 11:16:50 AM</td>
<td>Add</td>
<td>Kentner, Sarah (skentner)</td>
</tr>
<tr>
<td>5</td>
<td>Student, Ima</td>
<td>istudent</td>
<td>Student</td>
<td>Mar 21, 2017 11:16:50 AM</td>
<td>Add</td>
<td>Kentner, Sarah (skentner)</td>
</tr>
<tr>
<td>6</td>
<td>Motush, Katherine</td>
<td>kmotush</td>
<td>Student</td>
<td>Feb 13, 2017 09:06:27 AM</td>
<td>Add</td>
<td>Kentner, Sarah (skentner)</td>
</tr>
<tr>
<td></td>
<td>Kentner, Sarah</td>
<td>sv_skentner</td>
<td>Student</td>
<td>Feb 8, 2017 12:49:58 PM</td>
<td>Add</td>
<td>Kentner, Sarah (skentner)</td>
</tr>
</tbody>
</table>
The following information will display:

1. **Name**: The name of the user account that was modified.
2. **User ID**: The user id of the user account that was modified.
3. **Role**: The role of the user account that was modified.
4. **Date**: The date and time that the change was made.
5. **Event**: The type of change that was made to the account (i.e. add user to course, remove user from course, or update user role).
6. **Source**: The name and user id of the account that initiated the event.

*Note: You may sort any of the columns by selecting on the column heading. Select the heading again to sort in the opposite direction (ascending/descending).*
How do I add LaTex language to my course site?

Sakai can display LaTex equations as mathematical notation in most tools. Using LaTex options, instructors and students can simply write LaTex in an enabled tool and the resulting equation will be displayed beautifully.

Go to Site Info.

Select the Site Info tool in the tool menu of your site.

Select Manage Tools.

Select the Manage Tools tab.
Select the check box to enable Math Jax.

Below the Selected Tools list, check the box to Enable MathJax for automatic rendering of LaTeX and AsciiMath in this site.

Scroll down and select Continue.
Select Finish to confirm the change.

Confirming site tools edits for Sakai 12 328 Sp20

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Syllabus (Syllabus)
Module 1 (Module 1)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Site Info (Site Info)
Attendance (Attendance)
Email (Email)
Gradebook (Gradebook)
Module 2 (Module 2)
Panopto (Panopto)

You have enabled the automatic rendering of LaTeX for this site

Enter a LaTeX equation in the rich text editor.

\[ x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \]

Insert "$$" before and after mathematical equations to set it apart from the rest of the text. Math equations are editable in the edit screen of the tool, but will display as equation in preview and student view.
Equation displays as expected when viewed.

\[ x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \]
How do I use groups?

Groups are subsets of participants for a given site. Groups are created on an ad-hoc basis by instructors in course sites or by maintainers in project sites. Groups are useful to organize study groups, project teams, and other unofficial subsets of site participants.

You can use groups to make site content available to specific site participants. For example, a private announcement can be made available to a group and email notification can be sent to members of that group. You can also use groups to create group assignments or limit access to tests or quizzes with settings for specific groups.

For information on creating and editing groups see How do I create groups?

Note: If an assignment or assessment has been released to specific groups, changing which groups have access to the assignment, or modifying/deleting a group after students have begun work, can result in the loss of submissions!

Which tools use groups?

You can use groups with the tools listed below. The descriptions of how groups can be used are linked to support articles that shows how to enable group access.

Announcements

Access

- Only members of this site can see this announcement
- This announcement is publicly viewable
- Display this announcement to selected groups only

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td></td>
</tr>
<tr>
<td>Group 3</td>
<td></td>
</tr>
</tbody>
</table>

Post announcements for a specific group(s)
Assignments

1. Restrict access of an assignment to a specific group

2. Create a group assignment, where one member of the group submits on behalf of the group (pictured above)

   Note: if an assignment has been created as a group assignment or released to groups, changing the groups who can submit it, or modifying or deleting a group after students have begun work on the assignment can result in the loss of submissions.

Forums

Automatically Create Topics

- Create one topic
- Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. (More?)

Automatically create multiple topics for groups
Messages

Compose a Message

*To

Add Bcc

Send Cc

Label

*Subject

Required items marked with *

Click here to select recipients

All Participants

Instructor Role

Student Role

Group 1 Group

Group 2 Group

Send a private message to a specific group

Resources

Availability and Access

Folders and their contents can be scheduled to be visible between certain other users.

Show this folder

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

Display this folder and its contents to selected groups only.

Title Description

Group 1

Group 2

Limit access to files(s) and folders to a specific group(s)
Calendar

Display to selected groups

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Group 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group 2</td>
</tr>
<tr>
<td></td>
<td>Group 3</td>
</tr>
</tbody>
</table>

Schedule events for specific groups only

Sign-up

Available To:

✔ Zoom Training (Current Site)

- Group 3
- Group 1
- Group 2

+ Other Sites

Set up office hours or meetings which are visible only to specific group(s)

Tests & Quizzes

Assessment released to

✔ Selected Group(s)

- Select All Groups
- Group 1
- Group 2
- Group 3

1. Limit access to a test or quiz for a specific group(s)
Site Info

Create and edit groups
SmartEvals
What is SmartEvals?

SmartEvals is a software that assists institutions with the delivery of online evaluations. Loyola University Chicago's course evaluations are administered through the Office of Institutional Effectiveness via SmartEvals.

If you have questions about using SmartEvals or using course evaluations, please contact the Office of Institutional Effectiveness.
How do I add the SmartEvals tool to my Sakai course?

Sakai has many different tools available for instructors to use in their course sites. As an instructor, you may add or remove tools at any point. Instructors who use SmartEvals can add the tool to their Sakai courses for a more seamless course evaluation experience.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.
Select the SmartEvals tool.

Select Continue.

Once you have made all of your tool selections, scroll down, and select Continue.
Confirm tool selection.

You have selected the following for your site (added tools highlighted):

- Overview (Overview)
- Syllabus (Syllabus)
- Resources (Resources)
- Assignments (Assignments)
- Site Info (Site Info)
- Email (Email)
- Gradebook (Gradebook)
- SmartEvals (SmartEvals)

Finish  Back  Cancel

Newly added tools appear with red font. Confirm the tools listed are the ones you'd like to add, and select Finish.

New tools are typically added to the bottom of the Tool Menu once you save your changes. See the How do I reorder tools? tutorial for instructions on how to change the tool order.
Statistics
What is the Statistics tool?

The Statistics tool allows authorized users (Instructors, Teaching Assistants, and Course Builders) to view site usage statistics and user activity events.

Summary statistics can be viewed on the initial tool landing page. These summary reports present a quick overview of site usage. Additionally, more detailed reports may be created on the Reports page.

To access this tool, select Statistics from the Tool Menu of your site.
How do I view summary reports in the Statistics tool?

Note: The Statistic tool only includes information from when the tool was initially added to the site. The report will not display information for activity that was completed less than 24 hours.

Go to Statistics.

Select the Statistics tool from the Tool Menu of your site.

View Overview reports.

Summary reports are displayed on the Statistics tool landing page for Visits, Activity, and Resources.

The following information is displayed for Visits from the Overview page:

- **Visits**: Total number of site visits.
- **Users who have visited site**: Total number of distinct users that visited the site.
- **Site members**: Total number of users that are member of the current site.
- **Members who have visited site**: Total number and percentage of users that are site members and have visited the site. This number may be different from Unique Visits if there are visits from users that are no longer members of the site.
• **Members who have not visited site**: Total number and percentage of users that are site members and have not visited the site.

• **Average presence time per visit**: Average time an user stays present on the site, per visit.

The following information is displayed for **Activity** from the Overview page:

• **Events**: Total number of site activity events (from the list specified on the tool Preferences page).

• **Most active tool**: The tool that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the value will display the full tool title.

• **Most active user**: The user that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the user EID will display the full user name.

The following information is displayed for **Resources** from the Overview page:

• **Files**: Total number of existing site files (folders excluded) from the Resources tool.

• **Files opened**: Total number and percentage of site files (folders excluded) from the Resources tool that were already opened for reading.

• **Most opened file**: The site file (from the Resources tool) that were most opened for reading. Hovering the mouse over the value will display the full resource file name.

• **User who has opened the most files**: The user that opened most site files (from the Resources tool) for reading. Hovering the mouse over the user EID will display the full user name.

*Note: A more detailed report can be obtained by clicking on any of the items above (e.g., clicking on **Members who have not visited site** will display a report of all site users that never visited the site).*

**View Visits details.**
View Activity details.

Select the **Show more/less** link will expand or collapse the Activity report. Events generated by tool actions (e.g., new chat message, resource opened, etc.) are considered activity.

Select the **Show more** link will present a chart and table view for a quick view of activity statistics.

- Selecting **By date**, **By user** or **By tool** will group statistics by date, user or tool, respectively.
- Selecting **Since site creation, Last 365 days, Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Selecting the chart image will produce a maximized version of the image.
- Selecting **View complete report** will display the full data for the current displayed statistics.

View Resources details.

Select the **Show less** link will expand or collapse the Resources report.

- Selecting **By date**, **By user** or **By resource** will group statistics by date, user or resource, respectively.
- Selecting **Last 365 days** will filter statistics accordingly.
- Selecting the chart image will produce a maximized version of the image.
- Selecting **View complete report** will display the full data for the current displayed statistics.
Select the **Show more/less** link will expand or collapse the Resources Overview report. Any file/folder item related activity (new, open, edit or delete) will display in this report.

Select on **Show more** link will present a chart and table view for a quick view of resource activity statistics.

- Selecting **By date, By user** or **By resource** will group statistics by date, user or file, respectively.
- Selecting **Since site creation, Last 365 days, Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Selecting the chart image will produce a maximized version of the image.
- Selecting **View complete report** will display the full data for the current displayed statistics.

---

**Note:** On the Overview page, resource statistics refer to files from the Resources tool only.

---

**View Lesson Pages details.**

<table>
<thead>
<tr>
<th>Lesson Pages</th>
<th>3 Pages</th>
<th>1.33% Pages read</th>
<th>Lessons</th>
<th>User who has read the most pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By date</strong></td>
<td><strong>By user</strong></td>
<td><strong>By page</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last 365 days</td>
<td>▼ All roles</td>
<td>▼ All actions</td>
<td>▼</td>
<td></td>
</tr>
</tbody>
</table>

![Chart showing lesson page activity]

Selecting the **Show more/less** link will expand or collapse the Lesson Pages Overview report. Any Lesson-related activity will display in this report.

Selecting on **Show more** link will present a chart and table view for a quick view of Lessons activity statistics.

- Selecting **By date, By user** or **Page** will group statistics by date, user or page, respectively.
- Selecting **Since site creation, Last 365 days, Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Selecting the chart image will produce a maximized version of the image.
- Selecting on **View complete report** will display the full data for the current displayed statistics.
How do I create and run a report?

Go to Statistics.

Select the Statistics tool from the Tool Menu of your site.

Select Reports.

Select Add.

Enter a title and description. (Optional)

Note: If you plan to save your report, a title is required.
Select an activity to report.

This option allows to configure the type of activity to report. You can choose to report on Visits, Events, or Resources.

### Visits

**Activity:**

- Visits

Select Visits to report on site visits.

### Events

**Activity:**

- Events

**Selection:**

- Assignments
- Calendar
- Forums
- Lessons
- Resources
- Site Info

Select Events to report on activity (either by tool or by event). Select the desired tools/events in the list of tools displayed. You may also select All to display events for all available tools.
Select **Resources** to report on file/folder activity. This selection can be filtered by:

- **Action**: New (file uploaded/folder created), Read (file opened for reading), Revise (file details or contents changed) or Delete (file/folder deleted).
- **Resources**: Restricts report to selected files/folders or to files under selected folders.

**Select when to report.**

- **All**: All activity since site creation.
- **Last 7 days**: Activity from the last 7 days.
- **Last 30 days**: Activity from the last 30 days.
- **Last 365 days**: Activity from the last 365 days.
- **Custom**: Activity from a user-specified date interval.
Select user to report.

**Who?** Select users to report.

<table>
<thead>
<tr>
<th>Users:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ All</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Custom</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

This option allows to configure the users to report.

- **All**: All site users.
- **Role**: Users with the a user-specified role.
- **Group**: Users with the a user-specified group.
- **Custom**: Users selected from the presented list. Multiple users can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while selecting with the mouse.
- **None**: To report users that doesn't match all the specified report conditions (e.g., selecting "Visits" + "All" date + "None" will report users that never visited the site).

Specify how results should be presented.

**How?** Specify how results should be presented.

**Totals by:**

- **User**
- **Tool**
- **Event**
- **Resource**
- **Resource action**
- **Date**

This option allows to configure how the report will be presented. **Totals by**: Defines how to group report data (eg, selecting "User" + "Date" will present a report grouped by user and date). Multiple fields can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.

- **Number of results**: Allows to limit the number of report results.
- **Presentation**: Defines how the report will be presented (table and/or chart).
- **Chart type**: Defines the type of chart to be presented (bar, pie or timeseries (line or bar)).
- **Chart data source/Chart series source**: Defines the main source of chart data. Only fields selected on Totals by will be selectable.
- **Grouped by**: (Bar chart only) Defines the grouping field for chart data. Only fields selected on Totals by will be selectable.

Limit number of results. (Optional)

<table>
<thead>
<tr>
<th>Number of results:</th>
<th>Limit to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
Select Presentation format.

Presentation:
- Table
- Chart
- Table & Chart

Select Save Report.

Generate report  Save report  Back

Select Save Report to save this report to your list of custom reports.

Tip: If this is a one-time report that you do not want to save, you may select Generate Report instead to run it without saving.

Select the report title to run the report.

Reports

☑ Report 'All visit in last 7 days for all users' saved successfully

My reports  Private reports, available for this site only.

Add

☑ All visit in last 7 days for all users

Edit  Duplicate  Delete
**Report: 'All visit in last 7 days for all users'**

<table>
<thead>
<tr>
<th><strong>Site:</strong></th>
<th>&quot;ITRS 101 001 Sp20&quot; (1567c388-1c1f-4087-96bb-a4e8818d87d)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity type:</strong></td>
<td>Visits</td>
</tr>
<tr>
<td><strong>Time period:</strong></td>
<td>Feb 19, 2019 12:00 am - Feb 25, 2019 10:44 am</td>
</tr>
<tr>
<td><strong>User selection type:</strong></td>
<td>All</td>
</tr>
<tr>
<td><strong>Report date:</strong></td>
<td>Feb 25, 2019 10:44 am</td>
</tr>
</tbody>
</table>
How do I duplicate a report?

Go to Statistics.

Select the Statistics tool from the Tool Menu of your site.

Select Reports.

Select Duplicate.

The copied article will appear in the list of reports.
Note: The duplicated report will have "Copy of" at the beginning of the title.
How do I edit a report?

Go to Statistics.

Select the **Statistics** tool from the Tool Menu of your site.

Select Reports.

Select Edit.

Select the **Edit** link under the report you would like to modify.
Modify report and save.

You will be able to modify all of the same options that you set when you [created the report](#). Select **Save Report** to save your changes once your edits are complete.
How do I delete a report?

Go to Statistics.

Select the Statistics tool from the Tool Menu of your site.

Select Reports.

Select Delete.

Reports

My reports  Private reports, available for this site only.

Add

- All visit in last 7 days for all users
  - Edit  |  Duplicate  |  Delete

- Copy of All visit in last 7 days for all users
  - Edit  |  Duplicate  |  Delete

Select the Delete link under the report you would like to remove.
Confirm deletion.

The report Copy of All visit in last 7 days for all users will be permanently removed. Continue?

You will be prompted to confirm the report deletion. Select **OK** to continue and permanently remove the report.
How do I print a report?

Go to Statistics.

Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Select to view a report either by **creating/running** a report, or by selecting one of the report links from the **Overview page**.

Select the **Printable Version** link.

---

**Report: 'All visit in last 7 days for all users'**

- **Site:** "ITRS 101 001 Sp20" (1567a388-1c1f-4087-95bb-af4ef818d87d)
- **Activity type:** Visits
- **Time period:** Feb 19, 2019 12:00 am - Feb 25, 2019 2:13 pm
- **User selection type:** All
- **Report date:** Feb 25, 2019 2:13 pm
Select Send to printer.

Report: 'All visit in last 7 days for all users'

Site: "ITRS 101 001 Sp20" (1567a388-1c1f-4087-98bb-af4ef818d87d)
Activity type: Visits
Time period: Feb 19, 2019 12:00 am - Feb 25, 2019 2:14 pm
User selection type: All
Report date: Feb 25, 2019 2:14 pm

Your report will open in a new window for easier printing. Select the **Send to printer** link in the top left corner to print your report.
How do I export a report?

Go to Statistics.

Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Select a report. You can either create/run a report, or select a report from the **Overview page**.

Select Export.

**Report: 'All visit in last 7 days for all users'**

- **Site**: "ITRS 101 001 Sp20" (1567a388-1c1f-4087-96bb-af4e818d87d)
- **Activity type**: Visits
- **Time period**: Feb 19, 2019 12:00 am - Feb 25, 2019 2:16 pm
- **User selection type**: All
- **Report date**: Feb 25, 2019 2:16 pm
Choose your export format.

Select the desired file format for your report to download the file.

- **Export XLS** will export the report to a Microsoft Excel file.
- **Export CSV** will export the report to a Comma Separated Values file.
- **Export PDF** will export the report to a Portable Document Format file.
How do I modify preferences in the Statistics tool?

Go to Statistics.

Select the **Statistics** tool from the Tool Menu of your site.

Select Preferences.

Set your site preferences for reports.

1. **General options:**
   - **List only tools available in site** will automatically filter the list of tools presented on the Report editing page with the tools available in site.

2. **Chart presentation options:**

Check the boxes next to the items you want to select.
• **Display item labels on bar charts**: This option will display labels with total values on charts that don't require labels to be shown (e.g., Pie charts always require values to be displayed).

• **Charts alpha-transparency**: This option allows to specify a transparency level for rendered charts.

3. **Tools/events included as 'Activity'**: This option allows to select the tool events that will count as Activity on the tool Overview page.
   • Selecting **All tools** will always use all existing tool events. Since tools can be added/removed from a site or made available/ unavailable on current instance, this option ensures that all tools are always selected.
   • Selecting a **Tool** will select/unselect all related tool events.
   • Selecting a **Event** will select/unselect only that event.

4. Select **Update** to save your settings.

ℹ️ *Note: You also may click the + symbol next to individual tools to expand and show distinct events within a given tool.*
Syllabus
What is the Syllabus tool?

The Syllabus tool provides a place in the course site for the instructor to post a syllabus and for students to access the syllabus.

Instructor Options for Posting a Syllabus

File Attachment: Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original document on their computer, remove the attachment and replace it with the edited document.

Webpage from Document: Instructors may create a webpage syllabus from a text document using the Rich Text Editor in the Syllabus tool. Instructors may copy and paste the text from the document into the Rich Text Editor to create a webpage version of your file. Students may read the document in the Syllabus tool, and there is also a “print” option to print the syllabus. Any edits the instructor wants to make to the syllabus can be done directly in the Rich Text Editor.

Multi-Part Syllabus: Instructors can create a multi-part syllabus by adding one syllabus item at a time. This allows the instructor to reorder or remove individual items in the syllabus. The Syllabus tool allows users to bulk add items by number of items or by dates. If the instructor likes to organize the syllabus by weeks or class meetings, this is good option to use.

Point to Webpage: If the instructor has a syllabus posted on a webpage, the instructor may direct the Syllabus tool to that syllabus.

To access this tool, select the Syllabus from the Tool Menu of your site.
How do I add my syllabus as a file attachment?

Go to Syllabus.

Select the Syllabus tool from the Tool Menu in your site.

Select Add Item.

An "Add Item" window opens where you type the name of the item - "Syllabus Spring 2014" for example.

Type the Title of the item, and select Add and Publish.
Add Attachments

Select the **Add attachments** button to browse for your file.

**Browse for your file.**

1. To select the file from your computer, select the **Choose File** button, or if the file is in your Resources, you may attach it by selecting **Attach a Copy**.
2. Select **Continue** to Save.
How do I create a syllabus using cut and paste from a document?

Go to Syllabus.

Select the Syllabus tool from the Tool Menu in your site.

Select Add Item.

An "Add Item" window opens where you type the name of the item.

Enter the syllabus title and paste text.

In the "Add Item" window enter the syllabus title and select the Paste from Text button.
Tip: Using the Paste from Text option will remove any Word-specific code from your pasted text.

Paste the text into the Rich Text Editor.

Use Ctrl+V (Windows) or Command+V (Mac) to paste your Word document into the Rich Text Editor.

Make edits to the text in the Rich Text Editor.

In a small classroom setting, UNIV 101 helps new students make a positive transition to Loyola University Chicago by helping them adjust to academic and student life. Students will develop relationships with their classmates, faculty/staff instructor, and peer advisor in order to foster an inclusive and welcoming community. To make the most of their experience at Loyola, students will participate in meaningful discussions, personal reflection, and engaging activities within and outside of the classroom to learn more about themselves, others, Loyola, and the City of Chicago.

Course Goals
Review the text to make sure that it appears as you intend. Make any edits using the formatting icons build into the Rich Text Editor. When you are done, select Add and Publish.

Note: If you need to make changes to your content after publishing, see How do I edit Syllabus items? for more information on editing.
How do I edit syllabus items?

Once you have added one or more syllabus items, you may edit items titles, dates, and in-line text through the Build Edit area of the syllabus tool.

Go to the syllabus.

Select the Syllabus tool from the Tool Menu of your site.

Select Edit.

Edit all items details for a single item.

Select the Edit Details link for the syllabus item you would like to modify.

Select the Edit Details link for the syllabus item you would like to modify.
Update the item details and publish or save.

You may edit all of the details for a single syllabus item from this screen.

1. **Title**: This changes the heading as it appears in the list of syllabus items.

2. **Content**: This content area has the rich text editor available. You may enter or modify the in-line text display for this item.

3. **Access**: Select the radio button for your desired access level. Syllabus items are only visible to site members by default. However, you can choose to make this publicly viewable.

4. **Attachments**: You may add new attachments or remove existing attachments from this item.

5. **Start Date**: This date is for informational purposes, and for posting items on the calendar on a specific date. It does not restrict viewing access to the item.

6. **End Date**: This date is for informational purposes, and for posting items on the calendar on a specific date. It does not restrict viewing access to the item.

7. **Emil notification**: Select whether or not you want to send notifications to site participants. You may choose
   - **None**: no notification
   - **High**: all participants
   - **Low**: Not received by those who have opted out.

8. Select **Add and Publish** if you finished with your changes and would like the item to be published to site participants. If you are not yet ready to publish the item, select **Save Draft** to save your changes and leave the item unpublished.
Edit item headings.

<table>
<thead>
<tr>
<th>Syllabus Item</th>
<th>Start Time</th>
<th>End Time</th>
<th>Publish</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the up or down arrows to move the items into your desired order.

If you would like to modify a syllabus item heading, select the text box for that item to edit the heading text from the item list.

Rearrange Syllabus items.

Select the up or down arrows to move the items into your desired order.
Select start and/or end dates.

Adding start and/or end dates allows you to determine the dates posted to the site calendar (if the calendar option is enabled) as well as for informational purposes. It does not restrict students from viewing the syllabus item.

Select the calendar icon in the start time or end time column to access the date picker. Choose a date from the calendar and use the hour and minute sliders to select the time.

Add item to the Calendar.

Check the box in the Calendar column to add that item to your course Calendar. Or, you may remove the check mark to remove the item from the Calendar.

Note: You must first specific start and end dates before adding the item to the Calendar.
### Publish/unpublish items.

<table>
<thead>
<tr>
<th>Syllabus Item</th>
<th>Start Time</th>
<th>End Time</th>
<th>Calendar</th>
<th>Publish</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>02/22/2019 12:00 am</td>
<td>07/01/2019 12:00 am</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>02/28/2019 12:00 am</td>
<td>06/01/2019 12:00 am</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
</tr>
</tbody>
</table>

Check the box in the **Publish** column to publish an item. Or, you may remove the check mark to unpublish the item.

### Delete items.

<table>
<thead>
<tr>
<th>Syllabus Item</th>
<th>Start Time</th>
<th>End Time</th>
<th>Calendar</th>
<th>Publish</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>02/22/2019 12:00 am</td>
<td>07/01/2019 12:00 am</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>02/28/2019 12:00 am</td>
<td>06/01/2019 12:00 am</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
</tr>
</tbody>
</table>

To delete a syllabus item, check the box in the **Remove** column.

### Select Update.

If you have made any changes to the syllabus items in this screen, select the **Update** button to save your changes.
Confirm changes.

**Updating/Deleting selected items**

Are you sure you want to make the following changes to the specified item(s)?

<table>
<thead>
<tr>
<th>Syllabus item</th>
<th>Start Time</th>
<th>End Time</th>
<th>Status</th>
<th>Public View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Thu Feb 28, 2019 12:00 AM</td>
<td>Tue Apr 02, 2019 12:00 AM</td>
<td>draft</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td></td>
<td></td>
<td>posted</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Your changes will be summarized in the confirmation screen. If everything looks correct, select **Update** again to confirm the changes.
How do I create a multi-part syllabus based on number of items needed?

You can create a multi-part syllabus based on the number of items needed, outlined here, or using a date and calendar format in the "How do I create a multi-part syllabus by dates?" tutorial.

Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu of your site.

Select Bulk Add.

Enter Syllabus information.

1. Enter a title.
2. Select the radio button for **Create syllabus items by number of items needed**.
3. Enter the number of syllabus items you would like to have.
4. Select **Add and Publish**.

You will then be taken to a screen where you see the number of syllabus items requested and may edit them there.
If you would like to attach a file to a syllabus item:

1. Select the title of the item to expand that item.
2. Select the Add attachments link.

Browse for the file on your computer, or attach a copy from the Resources in your course, then select Continue.
Rearranging Syllabus items.

Select the crosshair icon to the left of the syllabus item heading and drag it to the desired location.

Publish/unpublish a Syllabus item.

Select the eye icon next to the syllabus item to publish or unpublish the item. If the eye icon is open, the item is visible to students. If it is crossed out, it is hidden from students. In the above example, Week 1 is available to students, and Week 2 is hidden from students.
Add a Syllabus item to site Calendar

Select the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

Note: you must specify a start and/or end time for the item before you can add it to the calendar. For more information on how to specify start/end times, see How do I edit syllabus items?

Change a Syllabus item access.

Select the lock/globe icon to change the access for a syllabus item. A lock icon indicates the item is available to only this site. A globe icon indicates the item is publicly available to the whole world. In the above example, Week 1 is available to site participants only, and Week 2 is available to the public.

Delete a Syllabus item.

Select the trash can icon beside any syllabus item to delete it.
Confirm deletion.

WARNING: this action cannot be undone.

Are you sure you want to delete 'undefined'?

[Delete] [Cancel]
How do I create a multi-part syllabus by dates?

You can create a multi-part syllabus using a date and calendar format, outlined here, or based on the number of items needed in the How do I create a multi-part syllabus based on the number of items needed? tutorial. The date and calendar format creates a specific syllabus item for each meeting time of the class.

Go to Syllabus.

Select the Syllabus tool from the Tool Menu in your site.

Select Bulk Add.

Enter syllabus title and date information.

Bulk Create Syllabus Items

Create syllabus items in bulk by either specifying the number of items you want to create or by a date range, in which a syllabus item will be created for each selected day of the week that falls between the start and end dates.

1. * Title
2. Create syllabus items by number of items needed
3. Create syllabus items by dates
4. * Start Date
5. * End Date
6. * Start Time
7. * End Time
8. Display dates on calendar

Class meeting days:

Add and Publish Add Cancel
1. Enter a **title**. The syllabus items will each contain the title you specify with a number appended.
2. Select the radio button next to the **Create syllabus items by dates** option.
3. Enter the start date of the semester using the date-picker calendar icon.
4. Enter the end date of the semester using the date-picker calendar icon.
5. Enter the start time of the class.
6. (Optional) Enter the end time of the class.
7. Check the appropriate boxes to select which days of the week this course will meet.
8. Select **Add and Publish**

You will be taken to a screen where you see the number of syllabus items requested.

---

**Note:** It is not possible to add or edit n-line text content from the item listing. You must go to Bulk Edit in order to add or edit in-line text.

---

### Add an attachment to a Syllabus item. (Options)

1. **Week - 1**
   - 2019/02/26 4:00 AM | 2019/02/26 8:00 AM

2. **Week - 2**
   - 2019/03/05 4:00 AM | 2019/03/05 8:00 AM

3. **Week - 3**
   - 2019/03/12 4:00 AM | 2019/03/12 8:00 AM

---

If you would like to attach a file to a syllabus item:

1. Select the title of the item to expand that item.
2. Select the **Add attachments** link.
Browse for the file on your computer, or attach a copy from the Resources in your course, then select Continue.

Your file attachment will display.

Rearranging Syllabus items.

Select the crosshair icon to the left of the syllabus item heading and drag it to the desired location.
Publish/unpublish a Syllabus item.

Select the eye icon next to the syllabus item to publish or unpublish the item. If the eye icon is open, the item is visible to students. If it is crossed out, it is hidden from students. In the above example, Week 1 is available to students, and Week 2 is hidden from students.

Add a Syllabus item to site Calendar.

Select the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

Note: You must specify a start and/or end time for the items before you can add it to the calendar. For more information on how to specify start/end times, see How do I edit syllabus items?

Change Syllabus item access.

Select the lock/globe icon to change the access for a syllabus item. A lock icon indicates the item is available to only this site. A globe icon indicates the item is publicly available to the whole world. In the above example, Week 1 is available to site participants only, and Week 2 is available to the public.

Delete a Syllabus item.
Select the trash icon beside any syllabus item to delete it.

Confirm deletion.

**Delete Item**

**WARNING:** this action cannot be undone.

Are you sure you want to delete 'undefined'?

Delete  Cancel
How do I print the syllabus?

Go to Syllabus.

Select the Syllabus tool from the Tool Menu of your site.

Select Print View.

Select Send to Printer.

A new window will open which displays the entire syllabus in a single window. Select the Send to Printer link in the top left of the window to print.
How do I point my syllabus to a webpage?

Go to Syllabus.

Select the Syllabus tool from the Tool Menu in your site.

Select Redirect

Enter the URL of the webpage location of your syllabus.

Redirect Syllabus

Use this field to include a URL from a web site or a cloud-based document (such as from Google Docs, Office 365, or other document-sharing platforms). For other types of documents, click Cancel, then Add Item. To remove the redirected contents from the Syllabus, clear the URL field below and click Save.

URL

http://www.myuniversity.edu/mydepartment/mysyllabus.pdf

Save  Cancel
Redirect Syllabus

Use this field to include a URL from a web site or a cloud-based document (such as from Google Docs, Office 365, or other document-sharing platforms). For other types of documents, click Cancel, then Add Item. To remove the redirected contents from the Syllabus, clear the URL field below and click Save.

URL

http://www.myuniversity.edu/mydepartment/mysyllabus.pdf

Select Save

The webpage will open in a new window.

Note: If you would like to delete the redirect, clear the URL field and then Save.
How do I rearrange syllabus items?

Once you have added items to the Syllabus tool, you may rearrange the order in which they appear for site participants.

Go to Syllabus.

Select the Syllabus tool from the Tool Menu of your site.

Rearranging Syllabus items.

Select the crosshair icon to the left of the syllabus item heading and drag it to the desire location.

Note: You may also rearrange items from the Bulk Edit screen.
How do I publish/unpublish a syllabus item?

Once you have added items to the Syllabus tool, you may choose to publish them or leave them in an unpublished or draft state. Draft items are not visible to site participants.

Go to the Syllabus.

Select the Syllabus tool from the Tool Menu of your site.

Publish/unpublish a Syllabus item.

Select the eye icon next to the syllabus item to publish or unpublish the item. If the eye icon is open, the item is visible to students. If it is crossed out, it is hidden from students. In the above example, Week 1 is available to students, Week 2 is hidden from students.

Note: You may also publish/unpublish items from Bulk Edit.
How do I add a syllabus item to the calendar?

Once you have added items to the Syllabus tool, you may add start and end times to them for informational purposes. The dates specified for an item do not control visibility of the item. However, the dates do control the display of items in the Calendar tool.

You must specify a start and/or end time for the item before you can add it to the calendar. For more information on how to specify start/end times, see How do I edit the syllabus tool?

Go to Syllabus.

Select the Syllabus tool from the Tool Menu of your site.

Add a Syllabus item to site Calendar.

Select the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

Note: You may also add items to the Calendar from the Bulk Edit screen.
How do I change syllabus item access?

By default, syllabus items are only visible to site participants. However, if you wish to share your syllabus with views not enrolled in this site, items may be made publicly available.

Go to Syllabus.

Select the Syllabus tool from the Tool Menu of your site.

Change the Syllabus item access.

Select the lock/globe icon to change the access for a syllabus item. A lock icon indicates the item is available to only this site. A globe icon indicates the item is publicly available to the whole world. In the above example, Week 1 is available to site participants only, and Week 2 is available to the public.

Note: You may always change syllabus item access in the Bulk Edit screen.
How do I delete a syllabus item?

Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu of your site.

Delete a Syllabus item.

Select the trash icon beside any syllabus item to delete it.

Confirm deletion.

Note: You may also delete syllabus items in the **Bulk Edit** screen.
Tests and Quizzes
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories--Working Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Working Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.

Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

<table>
<thead>
<tr>
<th>Title</th>
<th>Time Limit</th>
<th>Due Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Questions 01</td>
<td>n/a</td>
<td>2016-05-18 11:55 PM</td>
</tr>
<tr>
<td>Module 01 Quiz</td>
<td>20 min</td>
<td>2016-05-18 11:55 PM</td>
</tr>
</tbody>
</table>

Submitted Assessments

<table>
<thead>
<tr>
<th>Title</th>
<th>Statistics</th>
<th>Recorded Score</th>
<th>Feedback Available</th>
<th>Individual Score</th>
<th>Time</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Take an Assessment list at all.
On entry, the Tests & Quizzes tool shows a two-part interface:

1. Options for creating a new assessment.

2. A list of existing assessments, the Working Copies (under development) and Published Copies (deployed to students) on different tabs.
How do I create an assessment in Tests and Quizzes?

The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This lesson will show you how to create a simple assessment and add a single question.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your course.

Create a new assessment.

Give your new assessment a title, and select the Create button. The “Create using assessment builder” option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see How do I create an assessment from markup text or cut and paste? and How do I import questions into a new assessment or question pool?
Add a question.

Select the type of question you would like to add from the **Insert New Question** drop-down menu.

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.
Set the general question options.

Most question types allow you to specify:

1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see [How do I create a new question (with the assessment builder)]? Other options regarding the answer and configuration are specific to the question type.

Note: The rich text editor is available for use in composing your questions and answers. Select the Show All Rich Text Editors link to display the editor.

Choose number of correct responses (for multiple choice).

You can choose to have a Single Correct response, Multiple Correct, Single Selection, or Multiple Correct, Multiple Selection.
If you select **Single Correct** (the default) you also have the option to enter **Additional points deducted for incorrect answer** if desired. Any value you enter in **Additional points deducted for incorrect answer**, deducts points from the student's score if the student selects the wrong answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default of **Single Correct**.

**Enter the answer choices (for multiple choice).**

Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

**Choose whether or not to randomize answers (for multiple choice).**

- **Randomize Answers**
  - Yes
  - No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.
Choose whether or not to require rationale.

Require Rationale

- Yes
- No

The default setting is No for requiring rationale. If you want students to write an explanation for why they chose a particular response, select Yes.

Assign to part. (Optional)

Assign to Part

Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct Answer Feedback (optional)

Incorrect Answer Feedback (optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.
Save your question.

Once you have entered all of your question information, select Save to return to the edit assessment screen.

Continue adding questions.

Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, select Remove.
4. If you need to make a change to an existing question, select Edit.

Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.

Remember that you still need to publish your assessment before students can view and submit it.
How do I create a new assessment using markup text or cut and paste?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Create your assessment.

1. Enter a title for the assessment.
2. Choose the Create using markup text radio button.
3. Select Create.
Paste your questions.

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

**Instructions & Examples**

General Instructions

Multiple Choice

**Instructions:** Each answer should begin with its appropriate letter, in alphabetical order. The correct answer should be prefixed with an asterisk (*).

 Optionally, the key word #randomize will create questions with randomized answers.

 Optionally, the key word #rationale will create questions with required rationale.

**Example:**

1. (10 points) (25 discount)
Who was the first president of the United States?

*a. Washington*
b. Jefferson
c. Lincoln
d. Clinton
#randomize
#rationale

Note: Your questions must be written in a specific format. Refer to the "Instructions and Examples" shown on this screen for the correct format.

In this screen, you will see fields for the name and description of your assessment, and for the questions. Enter your questions into the questions window and then select **Next**.
Write your questions in advance.

Tip: You may find it convenient to prepare questions in advance and then copy and paste them into the question area. Refer to the mark-up text format required and then type up your questions in a text editor. Then, copy and paste your questions into the markup text area.
Check your questions.

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Type</th>
<th>Points</th>
<th>Discount</th>
<th>Answers</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Which of the following statements accurately describes the turbidity current?</td>
<td>Multiple Choice</td>
<td>1</td>
<td></td>
<td>☐ A. A fast surface current of water that runs parallel to beaches that causes a rapid decrease in water clarity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ B. The cause of mid-ocean trenches</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ C. A phenomenon associated with violent atmospheric storms at sea</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ D. None of the above</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The deep ocean basin includes all of the following features EXCEPT:</td>
<td>Multiple Choice</td>
<td>1</td>
<td></td>
<td>☑ A. Continental shelf</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ B. Continental shelf</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ C. Abyssal plains</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ D. Mid-ocean ridges</td>
<td></td>
</tr>
</tbody>
</table>

Check that your questions meet your expectations and select Create Assessment.

(Alternately, you may select Create Question Pool to create a new question pool instead of a new assessment.)

Continue editing your exam.

You may now make further changes as described in How do I create an Assessment (i.e. Test or Quiz)?, starting from "Add a question".

Tip: Remember that you still need to publish your assessment before students can view and submit it.
How do I create a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder. In general, the instructor selects "Add," chooses a question type, and supplies the parts that are called for by that question type. This article covers the general settings common to most question types. For additional information on specific question types, please refer to the individual articles for the appropriate question type.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your course.

Create a New Assessment.

Create from Scratch

Assessment Title: QUIZ 1

Create using assessment builder

Create

Give your new assessment a title and select the Create button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see How do I create an assessment from markup text or cut and paste? and How do I import questions into a new assessment or question pool?
Note: You cannot have more than one assessment with the same title.

Or edit an existing assessment.

Add a question and choose the question type.

Select the type of question you would like to add from the Insert New Question drop-down menu.

Let's add one of the more common question types. Select Multiple Choice from the drop-down menu.
Set the general question options.

Most question types allow you to specify:

1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see How do I add a new questions (with the assessment builder)? Other options regarding the answer and configuration are specific to the question type.

Note: The Rich Text Editor is available for use in composing your questions and answers. Select the Show All Rich Text Editors link to display the editor.

Choose number of correct responses (for multiple choice).

You can choose to have a Single Correct response, Multiple Correct, Single Selection, or Multiple Correct, Multiple Selection.

If you select Single Correct (the default) you also have the option to deduct points by entering a number in the Points deducted for incorrect answer field if desired. This will deduct points from the student's score if the student selects the wrong answer.
Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Enter the answer choices (for multiple choice).

Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the Insert Additional Answers drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

Choose whether or not to randomize answers (for multiple choice).

The default setting is No for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select Yes.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

The default setting is No.
The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

**Assign to part. (Optional)**

Choose the part where you want to assign your question:

- **Part 1 - Default**

If you have multiple parts in your assessment, you may assign the question to a different part.

**Assign to pool. (Optional)**

Select the pool name where you would like to copy this question:

- **Select a pool name (optional)**

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

**Provide answer feedback. (Optional)**

- **Correct Answer Feedback (optional)**
- **Incorrect Answer Feedback (optional)**

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

**Save your question.**

Once you have entered all of your question information, select **Save** to return to the edit assessment screen.
Continue adding questions.

Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, select the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, select the **Edit** link to the right of the question.

*Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.*
How do I create a multiple choice question?

A multiple choice question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or require allow multiple selections (one or more) for a correct answer.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your course.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title Quiz 1

Create using assessment builder
Create using markup text

Create

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

From the Insert New Question drop-down menu, select Multiple Choice.

Enter a point value.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.
Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

Choose the answer configuration.

Answer (What's This?)

- Single Correct
  - Points deducted for incorrect answer 0.0
- Multiple Correct. Single Selection
- Multiple Correct. Multiple Selection

Single correct.

- Single Correct
  - Points deducted for incorrect answer 0.0

A single correct answer grants all of the points to that selection. Selecting that configuration reveals a field for optional designation of negative points, incurred for any single incorrect selection.

Multiple Correct, Single Selection

- Multiple Correct, Single Selection
  - Points deducted for incorrect answer 0.0

A multiple correct, single selection answer grants all of the points to more than one single selection.

If more than one of the answer selections is correct, then each can be checked, and a student who checks either of those selections (via radio buttons) earns all of the points. An example is shown above.
Multiple Correct, Multiple Selection

- **Right Less Wrong** means that the points possible will be reduced by each box checked wrongly, either affirmed for a selection that should not be included, or left empty for a selection that should be included in the correct answers.
- **All or Nothing** means that all points are granted for a fully correct answer only; any other combination of affirmed and empty check boxes earns no points.

Add Question Text.

Type the question into the text box provided.

*Note: You may also use the Rich Text Editor by selecting the Show All Rich-Text Editors link.*

Add attachment. (Optional)

Select **Add Attachments** to browse for and select a file attachment if desired.
1. Type the answers in the text boxes provided.
2. Indicate the correct answer by selecting the appropriate letter in the Correct Answer column.
3. (Optional) For more possible answers, choose a number from the drop-down list Insert Additional Answers.

Tip: To expand or shrink the text boxes, drag the corners.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers  
- Yes
- No

The default setting is No for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select Yes.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale  
- Yes
- No

The default setting is No for requiring rationale. If you want students to write an explanation for why they chose a particular response, select Yes.
Assign to part. (Optional)

Assign to Part  
Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool  
Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

Correct Answer Feedback (optional)

Incorrect Answer Feedback (optional)

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Select Save.

Select Save to save the question (or Cancel to exit).
How do I create a matching question?

This feature allows the user to create a numbered list of choices and a corresponding drop-down list of matches.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: Quiz 1

- Create using assessment builder
- Create using markup text

Create

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

Select Matching from drop-down menu.

After selecting Matching from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.
Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

Add Question Text.

Type the Question Text into the text box provided.

Note: To edit with Rich Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)

Select Add Attachments to browse for and select a file attachment if desired.
Add text for Choices and Matches.

Use the **Choice** and **Match** text fields to create a correct pair, then click **Save Pairing**. (Remove or edit any of the created pairs by using the **Remove** and **Edit** links next to each pair.)

*Note: You may also select the type of match from the drop-down menu. Choices of match type are *new*, *distractor*, or select from existing matches.*

**Assign to part. (Optional)**

If you have multiple parts in your assessment, you may assign the question to a different part.

**Assign to pool. (Optional)**

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.
Add answer feedback. (Optional)

**Correct Answer Feedback**
(optional)

**Incorrect Answer Feedback**
(optional)

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

*Tip:* To edit with Rich Text Editor, select the hyperlink to open the full menu.

Select **Save** to save the question (or **Cancel** to exit).
How do I create a true/false question?

This allows for a true/false question to be added to a new or existing assessment.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

For more information on creating new assessments, see [How do I create an assessment?](#).
Or edit an existing assessment.

Select True False from drop-down menu.

After selecting **True False** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

**Display points?**

Display Point Value  
while student is taking the exam

Yes \(\bigcirc\) No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

**Points deducted for incorrect answer. (Optional)**

Points deducted for incorrect answer

0.0

Optional. Pertains only to 'True False' or 'Multiple Choice, Single Correct' questions.

*Note: With true false questions, there is an option to deduct points for incorrect answers.*

**Add question text.**

Question Text

Hartford is the capital of Connecticut

Type the question text into the text box provided.

*Note: If you prefer to enter the question text using Rich Text Editor, you may select the hyperlink Show/Hide Rich Text Editor link and the editor will open.*
Add attachment. (Optional)

Select **Add Attachments** to browse for and select a file attachment if desired.

**Select the correct answer.**

**Answer**

- True
- False

Indicate either True or False as the correct response for this question.

**Require rationale.**

**Required Rationale**

- Yes
- No

This option determines whether or not students are required to state why the statement is true or false when they submit a response.

**Assign to part. (Optional)**

**Assign to Part**

- Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

**Assign to pool. (Optional)**

**Assign to Question Pool**

Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.
Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer Feedback (optional)

Incorrect Answer Feedback (optional)

Feedback is optional text available for the student to review after the particular question is graded. For true false questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit Rich Text Editor, select the hyperlink to open the full menu.

Select Save.

Select Save to save the question (or Cancel to exit).
How do I create a short answer/essay question?

This allows for a short answer or essay question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer. This type of question must be manually graded.

Go to Tests & Quizzes.

Select the Test & Quizzes tool from the Tool Menu.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: Quiz 1

Create using assessment builder
Create using markup text

Create

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

Select Short Answer/Essay from drop-down menu.

After selecting Short Answer/Essay from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

Add Question Text.

Type the Question Text into the text box provided.

Note: To edit with Rich Text Editor, select the hyperlink to open the full menu.

Add attachment. (Optional)

Select Add Attachments to browse for and select a file attachment if desired.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.
Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide model answer. (Optional)

**Answer: Provide a model answer to show students and to assist graders along with any feedback.**

**Model Short Answer (optional)**

The youngest rocks are at the spreading centers; places like the East-Pacific Rise and the Mid-Atlantic Ridge. The oldest Rocks are found beneath the layers of sediment descending into subduction zones in the northwestern Pacific.

Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

*Note: To edit with Rich Text Editor, select the hyperlink to open the full menu.*

Provide Feedback. (Optional)

**Feedback (optional)**

The age differential is caused by the conveyor-belt-like movement of the seabed characteristic of the plate tectonics process. Rocks are found to be progressively older as the distance from a spreading center increases.

*Feedback is optional text available for students to view after the particular question is graded.*

*Note: To edit with Rich Text Editor, select the hyperlink to open the full menu.*
Select Save.

Select **Save** to save the question (or **Cancel** to exit).
How do I create a fill in the blank question?

This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user’s answer is compared to a list of allowed answers.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: Quiz 1

Create

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

Select Fill in the Blank from drop-down menu.

After selecting Fill in the Blank from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

After selecting Fill in the Blank from the drop-down menu, the program will open additional options for the question.

Set the point value for the question. Questions may be worth any point value you choose.
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

**Display points?**

Display Point Value: 
- [ ] Yes
- [ ] No

while student is taking the exam

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

**Add Question Text.**

**Question Text**

**Defining Answers**
Place curly brackets "[]" around word(s) requiring blank response field(s).
Example: Roses are [red] and violets are [blue].

Insert a pipe "|" between answer options like synonyms.
Example: {They are}|{They're} very happy.

Insert an asterisk (*) for one or more wildcard characters.
Example: It's raining {c*} and {d*s}.

Type the **Question Text** into the text box provided.

*Note: If preferred, select the hyperlink to open the What is the Rich Text Editor?*
Select Case Sensitive or Mutually Exclusive options

☐ Case sensitive?
When checked, a student's response must match the correct answer exactly with respect to upper and lower case. Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

☐ Mutually exclusive?
When checked, questions including more than one blank with identical answer options must have unique answers. Example: The sides of a coin are {heads | tails} and {heads | tails}. Correct answer: heads, tails. Half correct answer: heads, heads.

☐ Ignore spaces?
When checked, a student's response will neither require space characters nor will it be counted wrong if it's missing space characters. Example: if the correct answer is "2 * sin(x - m)". the following are marked as correct: "2*sin(x-m)". "2*sin(x - m)", etc.

Check boxes if the correct answer is case sensitive, the question has more than one acceptable answer, and/or to ignore any spaces in the answer.

Add attachment. (Optional)

Attachments
No Attachment(s) yet

Add Attachments

Select Add Attachments to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign To Part
Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool
Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.
Add feedback for correct answer and/or incorrect answer. (Optional)

Correct Answer Feedback
(optional)

Incorrect Answer Feedback
(optional)

Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich Text Editor, select the hyperlink to open the full menu.

Select Save.

Select Save to save the question (or Cancel to exit).
How do I create a numeric response question?

This allows for a numeric response question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter a numeric answer; each user’s answer is compared to a list of allowed answers.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: New Quiz

Create using assessment builder

Create using markup text

Create
For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

Select Numeric Response from drop-down menu.

After selecting **Numeric Response** from the drop-down menu, the program will open options for the question.

**Set the point value for the question.**

Enter the point value for this question. Questions may be worth any point value you choose.

*Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.*
Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

Add Question Text.

Type the Question Text into the text box provided. Be sure to read the details on how to define answers properly, the three different forms of answers (Range, Scientific notation, and Complex numbers), and acceptable characters.

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: 3*3=(9).

- **Range**: Insert a pipe "|" between a range of values. Example: The price is {12.2|14.5}. Student answer between 12.2 and 14.5 will be considered valid.
- **Scientific notation**: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent. Example: {6.022E23} to express Avogadro's number.
- **Complex numbers** should be in the form (a + bi) where "a" and "b" need to have explicitly stated values. Example: (1+1i) is valid whereas (1+i) is not. Similarly, (0+9i) is valid whereas (9i) is not.

Acceptable Characters

Only numbers, decimal point markers, sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. NOTE: For scientific notation, a period MUST be used as the decimal point marker.

Any other characters (e.g., $ or %) can be placed outside brackets, if needed. For example: 3/10= {30}% (Only 30 will need to be entered in the blank response field.) When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., 12.2|14.5).
Add attachment. (Optional)

Attachments
No Attachment(s) yet

Select Add Attachments to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part
Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool
Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.
Add feedback for correct answer and/or incorrect answer. (Optional)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

*Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.*

Select Save.

Select **Save** to save the question.
How do I create a calculated question?

This allows for a calculated question to be added to a new or existing assessment. A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: New Quiz

Create using assessment builder

Create using markup text

Create
For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Last Modified</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select Action -</td>
<td>Final</td>
<td>Iman Instructor</td>
<td>2019-01-28 9:39 AM</td>
</tr>
<tr>
<td>- Select Action -</td>
<td>Midterm</td>
<td>Iman Instructor</td>
<td>2019-01-28 9:38 AM</td>
</tr>
<tr>
<td>- Select Action -</td>
<td>New Quiz</td>
<td>Iman Instructor</td>
<td>2019-01-28 10:33 AM</td>
</tr>
<tr>
<td>- Select Action -</td>
<td>Quiz</td>
<td>Iman Instructor</td>
<td>2019-01-28 9:40 AM</td>
</tr>
</tbody>
</table>

Select Calculated Question from drop-down menu.

**Questions: Quiz**

1. **Add Part | Preview | Print | Settings**
2. **Part 1 Default - 0 questions**

![Insert New Question]

- **select a question type**
  - Calculated Question
  - File Upload
  - Fill in the Blank
  - Hot Spot
  - Matching
  - Multiple Choice
  - Numeric Response
  - Short Answer/Essay
  - Student Audio Response
  - Survey
  - Survey - Matrix of Choices
  - True False
  - Copy from Question Pool

After selecting **Calculated Question** from the drop-down menu, the program will open options for the question.

Set the point value for the question.

**Answer Point Value**

Enter the point value for this question. Questions may be worth any point value you choose.

*Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.*
Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

Add Question Text.

Type the Question Text into the text box provided. This is the information that the student will see, including the variable and formula placeholders (see examples below).

Variables: Define variables to use in this question below. Reference them in the question text by putting them in single curly braces eg. {x}. Variable names are alpha-numeric but must begin with an alpha character.

Example: Kevin has {x} apples. He buys {y} more. Now Kevin has {{(x)+y}}. Jane eats {z} apples. Kevin now has {{(x)-{z}}} apples.

Formulas: Place double curly braces (e.g. {{y}} around a formula name, to define where the student's input box will display. Formula names are alpha-numeric but must begin with an alpha character.

Example: Solve: \( \cos({a}) \times ((c) - (b)) = {{z}} \) Formula z would be \( \cos({a}) \times ((c) - (b)) \)

Keep in mind the following:

- You may define acceptable tolerance as a constant (0.01) or percentage (1.5%) of the answer. (Defaults to 0.01.)
- Variables and formulas support decimals. Default is 3.
- Valid Operators: + - * / ^ ! # ( )
- You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SGN, SQRT, LOG10, and LN.
- There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your answer expression.
- Variables and Formulas cannot have the same name.
Select Extract Variables, Calculations, and Formulas.

Solve: \( \cos(a) \times ((c) - (b)) = (2) \)

Attachments
No Attachment(s) yet

Add Attachments

Extract Variables, Calculations, and Formulas from Question Text

Variables

<table>
<thead>
<tr>
<th>Variable Name</th>
<th>Min</th>
<th>Max</th>
<th>Decimal Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>b</td>
<td>8</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>c</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

No variables have been defined

Select the Extract Variables, Calculations, and Formulas button to create the variables and formulas.

Define ranges of variable values.

Enter the formula.

Formulas
Define formula expressions in terms of the variables, using single curly braces (e.g. \( (x) \) - \( (y) \)).
Valid operators: + - * / ^().
You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SGN, SQRT, LOG10, and LN.
There are two built-in constants, \( \pi \) (3.14...) and \( e \) (2.718...). Use them in your formula expression.

<table>
<thead>
<tr>
<th>Formula Name</th>
<th>Formula</th>
<th>Tolerance</th>
<th>Decimal Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>( \cos(a) \times ((c) - (b)) )</td>
<td>0.01</td>
<td>3</td>
</tr>
</tbody>
</table>
Enter the mathematical expression for each Formula, inserting the Variables where needed.

Add attachment. (Optional)

Select Add Attachments to browse for, and select a file attachment if desired.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.
Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer Feedback (optional)  

Incorrect Answer Feedback (optional)

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.

Select Save.

Select Save to save the question.
How do I create a hot spot question?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: New Quiz

Create

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

Select Hot Spot from drop-down menu.

After selecting **Hot Spot** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

**Answer Point Value**

Enter the point value for this question. Questions may be worth any point value you choose.

*Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.*
Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of Yes. If you prefer that students do not see the point value for the question, select No.

Add Question Text.

Enter question instructions in the textbox below or use the default message. Upload the Hot Spot image in the designated section below.

Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.

Add attachment. (Optional)

Select Add Attachments to browse and select a file attachment if desired.

Note: The Add Attachments area is NOT for uploading the question’s hot spot image. However, you may use this upload area to add files relevant to the question.
Select Choose File.

Select Choose File, then browse your computer for the desired image, and select Open.

Note: It is recommended that hot spot images not exceed 600px in width. You must edit the image's size before uploading.

Select Upload.

Once the desired image has been selected, select Upload.

To override this uploaded image with a different image, select the Choose File button again to locate another file.
Set up the image hot spots.

Once you have uploaded a hot spot image, you may begin adding the items you will want students to identify within the image. To do so:

Next to Item 1, enter a description.

This description you enter here will be the prompt that appears to students.
Select the + icon to add additional hot spot items. (Optional)

Select Hot Spot Image

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1. External Auditory Canal
2. Malleus
3. Tympanic Membrane
4. Cochlear Nerve

Add Item

If you wish to have students identify more than one item within the image, use the + Add Item option to add and label additional items.

Note: You may remove additional items by selecting the - icon next to the item description. Item 1 is not removable.

Specify the zone for each item.

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

Once the desired number of items have been created, you may associate them with a specific region within the uploaded image. Select the button to the left of the description before drawing the item zone. When the button is green, you are working on that item.

Within the image, select and drag to create a hot spot zone for the highlighted item. When students click anywhere within this zone, they will have successfully selected an item.

Note: Ensure that the hot spot zone's number (indicated in the upper-right of the zone) correlates to the correct item in the list above. You may redo the zone selection by selecting and dragging again.
Allow partial credit.

By default, if you have multiple hot spot items within your question, partial credit is enabled. If a question is worth 10 points and a student only correctly identifies 1 out of 2 possible hot spot items, they will receive credit for 5 points. You may disable this option by selecting No for Allow Partial Credit.

Assign to part. (Optional)

Assign to pool. (Optional)

Add feedback for correct answer and/or incorrect answer. (Optional)
Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.

Select Save.

Select Save to save the question.
How do I create a survey?

The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

Tip: If you are delivering a survey, you may wish to set the assessment to anonymous when publishing the item, so that your survey responses will be gathered anonymously. See How do I view and modify the settings of an assessment? for more information on delivery options.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

A survey question (either a basic survey or a matrix of choices) may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title: Quiz 1

Create using assessment builder
Create using markup text

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

For a basic survey, select Survey from the drop-down menu.

After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

**The Answer Point Value will default to zero.**

![Survey Drop-Down Menu](image)

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.
Display points?

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

### Add Question Text.

Type the question text to the text box provided.

*Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.*

### Add Attachment. (Optional)

Select **Add Attachments** to browse for and select a file attachment.
Select Answer(s) from list.

Answer
- Yes, No
- Disagree, Agree
- Disagree, Undecided, Agree
- Below Average -> Above Average
- Strongly Disagree -> Strongly Agree
- Unacceptable -> Excellent
- 1 -> 5
- 1 -> 10

Select the desired answer format from the list.

Assign the question to a part of the assessment. (Optional)

Assign to Part
- Part 1 - Default

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question Pool
- Select a pool name (optional)

The question may also be added to a Question Pool, if desired.

Provide Feedback. (Optional)

Feedback (optional)
Feedback is optional text available for students to view.

Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.

Select Save.

Select Save to save the question (or Cancel to exit).

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.

After selecting Survey - Matrix of Choices from the drop-down menu, the program will open additional options for the question.

Add an Answer Point Value.

This allows for the Answer Point Value to be manually inputted.
Display Points?

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text.

Type the **Question Text** into the text box provided.

*Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.*

Add Attachment. (Optional)

Select **Add Attachments** to browse for and select a file attachment.
Enter Answer Options.

<table>
<thead>
<tr>
<th>Answer</th>
<th>column choice #1</th>
<th>column choice #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>row choice #1</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>row choice #2</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Row Choices (press "Return" key after each choice)
-I felt comfortable conversing through the online medium.
-I felt comfortable participating in the course discussions.
-I felt comfortable interacting with other course participants.

Column Choices (press "Return" key after each choice)
-strongly disagree
-disagree
-neutral
-agree
-strongly agree

Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

- ☐ Allow Only One Response per Column (forced ranking)

Check the box for **Allow Only One Response per Column** if **forced ranking** is desired.

Add Comments field. (Optional)

- ☐ Add Comment Field

Check the box to **Add Comment Field** in the survey if desired.

Specify Relative Column Width. (Optional)

<table>
<thead>
<tr>
<th>Relative Widths of Columns</th>
<th>Use browser defaults for column widths</th>
</tr>
</thead>
</table>

The drop-down menu is available to regulate column and row width. The widths are based in percentages.
Assign the question to a part of the assessment. (Optional)

Assign to Part

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question Pool

The question may also be added to a Question Pool, if desired.

Provide Feedback. (Optional)

Feedback (optional)

Feedback is optional text available for students to view.

Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.

Select Save.

Select Save to save the question (or Cancel to exit).
How do I create a student audio response question?

This explains the process of adding a student audio response question (formerly called "audio recording" question) to any type of assessment. This question type presents users with a question that they must answer audibly. A recording utility opens and allows users to record the answer using a microphone.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.
Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: New Quiz

- Create using assessment builder
- Create using markup text

Create

For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.
Select Audio Recording from drop-down menu.

After selecting **Audio Recording**, the program will open additional options for the question.

### Set the point value for the question.

**Answer Point Value**

Enter the point value for this question. Questions may be worth any point value you choose.

*Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.*

### Display points?

**Display Point Value while student is taking the exam**

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.
Add Question Text.

**Question Text**

Recite the following passage:

‘Tis but thy name that is my enemy;
Thou art thyself, not a Montague.
What's Montague? it is nor hand, nor foot,
Nor arm, nor face, nor any other part
Belonging to a man. O, be some other name!

Type the Question Text into the text box provided.

*Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.*

Add attachment. (Optional)

**Attachments**

No Attachment(s) yet

[Add Attachments]

Select **Add Attachments** to browse for and select a file attachment if desired.

Add a time allowance.

**Time allowed**

(Seconds): Indicate how long student has to record answer

This option regulates the amount of **time** that a student has to record an answer to a question. This time is measured in seconds.

Add a number of attempts to re-record.

**Number of attempts**

Indicate number of times students are allowed to re-record answer

[Unlimited]
Use the drop-down menu to regulate the number of attempts a student has to answer a question. (You may select up to 10, or unlimited attempts.)

Assign to part. (Optional)

Assign to Part  
Part 1 - Default  

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question  
Select a pool name (optional)  

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)  
Show Rich-Text Editor (and character count)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.

Select Save.

Save  Cancel  

Select Save to save the question.
How do I create a file upload question?

This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Create from Scratch

Assessment Title: New Quiz

Create using assessment builder

Create using markup text

Create
For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Select File Upload from the drop-down menu.

After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

- Yes  
- No

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Add Question Text.

Question Text

Upload your scanned homework paper showing your work and calculations.

Type the Question Text into the text box provided.

Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments
Select **Add Attachments** to browse and select a file attachment if desired.

**Assign to part. (Optional)**

If you have multiple parts in your assessment, you may assign the question to a different part.

**Assign to pool. (Optional)**

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

**Provide Feedback. (Optional)**

Feedback is optional text available for students to view after the particular question is graded.

*Note: To edit with Rich-Text Editor, select the hyperlink to open the full menu.*

**Select Save.**

Select **Save** to save the question.
How do I add images to Test/Quiz questions in Sakai?

Go to Resources

Select the **Resources** tool from the Tool Menu of your site.

Create a folder for your images

To the right of the site's root folder, from the *Actions* drop-down menu, select **Create folders**.

This displays the Create Folders page.
In the **Create Folders** page, enter the name of the folder (e.g. "Images") and then select **Create Folders Now**.

**Upload all images for your test or quiz to Resources**

Click the **Actions** button across from the new folder and select **Upload Files**.
Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 1000 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Drag and drop or select the button to browse your computer for the image files.

Once you've selected your files for upload, select **Continue** at the bottom of the page.

Optional: Modify image folder permissions

If you do not want the images to be visible before the test is available to students, you can hide the test folder but you must make sure that the images are visible.
Select **Actions** across from the folder of test/quiz images and choose **Edit Details**.

Scroll down the page to the **Availability and Access** section and select the **Hide this folder but allow access to its contents** option. Then, select the **Update** button at the bottom of the page.

**Go to Tests & Quizzes**

These steps are for adding an image to a preexisting test/quiz question. For directions on creating new assessments and questions, please see our guides on: [creating an assessment](#) and [creating a new question](#).
Navigate to the Tests & Quizzes tool in your Sakai course.

**Add images to test/quiz questions**

Click on the **Working Copies: not released to students** tab, locate the test/quiz to which want to add images to questions, and select **Edit** from the **Select Action** dropdown menu.
Select **Edit** across from a question on your Test/Quiz.

**Answer** *(What's This?)*

- **Single Correct**
  - Points deducted for incorrect answer: 0.0
- **Multiple Correct, Single Selection**
- **Multiple Correct, Multiple Selection**

**Question Text** *(Show All Rich-Text Editors)*

What is the answer to this question?

Scroll down to the **Question Text** section and select **Show All Rich-Text Editors**.
Select the **Image Icon** to add an image to the question text.
In the **Image Properties** pop-up, select the **Browse Server** button. In the new window, locate and select the uploaded image you wish to add. Then select **OK** at the bottom of the window.

After selecting the image, you can choose from the options to add alternative text, set the alignment, and adjust the dimensions of the image. Once finished, select **OK**.
What is the answer to this question?

\[ y = \sin(x) \]

After adding your image, scroll down to the bottom of the page and select **Save**.
How do I add multiple parts to an assessment?

This explains how to create additional parts to assessment. Parts are often used to set up random question sets that pull questions from question pools.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Create from Scratch

Assessment Title: New Quiz

- Create using assessment builder
- Create using markup text

Create

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

Select Add Part.

Questions: Midterm

Select Add Part hyperlink.

Add a Title.

Type a title into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.
Add Information. (Optional)

Information

Show Rich-Text Editor (and character count)

This part includes American and European geography.

Use the text box provided to type Information about the created part.

Note: To edit with Rich Text Editor, select the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Select Add Attachments to browse and select a file attachment if desired.

Select Part Type.

Type

- Questions authored one-by-one
- Random draw from question pool

Choose the option to author questions one-on-one, or select random draw from question pool.
If "questions authored one-by-one" is selected, the following options will display.

**Options**

**Question Ordering**

- As listed on Assessment Questions page
- Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "random draw from question pool" is selected, the following options will display.

**Options**

**Randomization**

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

**Scoring**

- Correct answers are worth 1 point(s).
- For 'True False' or 'Multiple Choice, Single Correct' questions, deduct 0 point(s) for incorrect answers. This overrides the original pool setting.

*Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.*
Add Metadata. (Optional)

**Metadata**

- Objective
- Keyword
- Rubric

Enter Metadata, such as the objective, keyword, and rubric, into the text boxes provided.

Select Save.

Select **Save** to save the question (or **Cancel** to exit).
How do I use assessment parts?

Assessments are subdivided into parts, but may consist of only one part that comprises all the questions. Parts allow you to create sections of an assessment, each with its own title, questions, question pool draws, attachments (for resources or directions), and question ordering.

When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, select Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

New parts will be listed in the order you create them. You can re-order parts within an assessment, and edit each part individually.

Your assessment must contain at least one part, but you can remove any of the additional parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

For more information on adding parts, see How do I add multiple parts to an assessment?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.
Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: Quiz 5

- Create using assessment builder
- Create using markup text

Create

For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

Edit a part.

Questions: Quiz 1

10 Existing Questions - 10 total points

Add Part | Preview | Print | Settings | Publish

Part 1 Default - 10 questions
In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part’s name, select Edit.

**Edit the Title.**

**Title**

Part 2 - Geography

*NOTE: Part titles of "Default" will not be visible to assessment takers.*

Type a **title** into the text box provided.

*Note: If the part title is marked as the Default, the title will not appear to assessment takers.*

**Edit Part Information. (Optional)**

**Information**

*Show Rich-Text Editor (and character count)*

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

**Add attachment. (Optional)**

**Attachments**

No Attachment(s) yet

Select **Add Attachments** to browse for and select a file attachment if desired.
Select Part Type.

Type

- Questions authored one-by-one
- Random draw from question pool

Choose the option to author questions one-on-one or select random draw from question pool.

If "questions authored one-by-one" is selected, the following options will display.

Options

Question Ordering

- As listed on Assessment Questions page
- Random within Part

Select the radio button to order the questions As listed on Assessment Questions page, or to order them Random within Part.
If "random draw from question pool" is selected, the following options will display.

**Options**

**Randomization**

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

**Scoring**

* Correct answers are worth 1 point(s).
* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct 0 point(s) for incorrect answers. This overrides the original pool setting.

---

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

*T Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

**Add Metadata. (Optional)**

**Metadata**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Keyword</th>
<th>Rubric</th>
</tr>
</thead>
</table>

Enter Metadata, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.
Select Save.

Select **Save** to save the question.

**Arrange parts.**

New parts will be listed in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down list next to "Part". For example, if you have three parts, and you want the third part to appear first, use the drop-down list to change the 3 to 1. The third part will become the first part and the first part will become the third. The example illustrated will exchange the places of Parts 1 and 2.

Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

**Remove parts.**

You can remove the Part and its questions altogether or remove the Part as a section and retain its questions.

*Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.*

**Choose to remove.**

In the open assessment, find the part. Next to the part's name, select **Remove**.
Choose to delete or combine the questions.

Remove Part Confirmation

1. On the subsequent confirmation screen, choose between the following:
   - Remove part and all questions.
   - Remove part only and move question(s) to (use the accompanying drop-down list to choose another part).

2. Select Remove.
What is a question pool?

A question pool is a set of questions, identified by a name, that belongs to you (not the worksite). You can share a question pool with others, and others can share theirs with you.

Questions pools are set up in advance of an assessment, for convenience. When you are ready to give your students an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for random-draw questions. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a random-draw question using that pool.

Question pools can be subdivided into subpools, and those subpools can be further subdivided, for organization that reflects your teaching methods.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select Question Pools.

Question Pool Example.

Question Pools

Add New Pool | Import Pool | Transfer Ownership

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>14</td>
<td>0</td>
<td>☐</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>6</td>
<td>0</td>
<td>☐</td>
</tr>
</tbody>
</table>
Here we see a question pool (e.g. OCE101) that contains three questions at the top level and also subpools for Chapters 1, 2, and 3. Chapter 1 also has two subpools of its own (Multiple Choice and Short Answer/Essay).

Tip: A question pool can contain both questions of its own and subpools.

You will see question pools that you have authored as well as question pools that have been shared with you by their authors.

Note: Question pools are not identified by course site, as they are associated with a specific owner rather than worksite.

Contents of a question pool.

Selecting the name of the pool, in this case OCE101, shows its subpools and questions.

1. To add a subpool to the current pool, select **Add Subpool**.
2. To remove a subpool, select the **Remove** link under the name of the subpool to be deleted.
3. To add a new question to the current pool, select **Add Question**.
4. To remove a question from the pool, select the question or questions to be removed, then select the **Remove** button in the questions listing area.

To create a new Question Pool, see [How do I add, copy, move, or remove a Question Pool?](#)
How do I add, copy, move, or delete a question pool?

Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see What is a Question Pool?

Note: Because a question pool cannot be given to students as is, no exam settings are available.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select Question Pools.

Add a question pool.

You can add a new Question Pool as an empty container for future questions.

Select Add New Pool.
Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. See [How do I import or export assessments?](#) for directions.

**Enter the pool details and Save.**

**Add Pool**
Required items marked with *.

**Pool Name**
Final Exam

**Owner**
Iman Instructor

**Department/Group**

**Description**

**Objectives**

**Keywords**

Save  Cancel

Enter the data you desire, and select **Save** to save the new Question Pool.

The question pool is ready for adding questions.

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>14</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

To open the pool for authoring and editing of questions, select its name. For more information on adding questions to a pool, see [How do I add a question to a question pool?](#)
Copy a question pool.

Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.

Select **Copy** for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), select the triangle next to a title to expand the pool.

**Specify the destination, and select Copy.**

On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), select the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*
Select Copy.

Copy Pool

Select the destination pool(s) for Chapter 2

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Survey</td>
<td>Iman Instructor</td>
<td>01/07/2019</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Survey and Calculation Questions</td>
<td>Iman Instructor</td>
<td>01/07/2019</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>True/False Questions</td>
<td>Iman Instructor</td>
<td>01/07/2019</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Move a question pool.

Moving a pool will relocate the pool and all of its questions and subpools to a new location.

Select Move for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), select the triangle next to its title to expand the pool.
Specify the destination.

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), select the triangle next to its title to expand the pool.

*Tip: Choose Question Pools TOP to elevate a subpool to question pool status.*

Select Move.

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), select the triangle next to its title to expand the pool.

*Tip: Choose Question Pools TOP to elevate a subpool to question pool status.*
Delete a question pool.

Deleting a question pool will remove the pool and all of its questions and subpools.

To delete a pool, select the checkbox for the pool you would like to remove.

Note: Be careful! This action cannot be undone!
Select Delete.

Question Pools

<table>
<thead>
<tr>
<th>Pool Name</th>
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<th>Last Modified</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>0</td>
<td>2</td>
<td>✔️</td>
</tr>
<tr>
<td>Survey</td>
<td>Megan Mitchell</td>
<td>01/07/2019</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey and Calculation Questions</td>
<td>Megan Mitchell</td>
<td>01/07/2019</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>True/False Questions</td>
<td>Megan Mitchell</td>
<td>01/07/2019</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Remove to confirm deletion.

Remove Pool Confirmation

Are you sure you want to remove the following pool(s) and ALL associated subpools and questions?

- Final Exam
How do I add a question to a question pool?

A question pool consists of questions developed in advance and saved for use in assessments.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select Question Pools.

Select the pool.

Select the pool that you wish to augment by selecting its name.
Select Add Question.

You will see the question pool details, and links for adding subpools and questions. Select Add Question.

Create a new question by choosing its type.

All of the standard question types are available in the drop-down menu.

1. Select the type of question you want to add.
2. Select Save.
How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment. Note: Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see How do I set up a random question set?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

Create an Assessment

Create from Scratch

Assessment Title: Quiz 2

- Create using assessment builder
- Create using markup text

Create

The default selection to create an assessment from scratch is to create an assessment using the assessment builder. To do so,

1. Enter an Assessment Title.
2. Select **Create**.

For more information on creating new assessments, see [How do I create an assessment?](#).

Or edit an existing assessment.

Select **Copy from Question Pool** from the drop-down menu.
Select a question pool.

**Question Pools**

Select a question pool from which you would like to copy questions into the current assessment.

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Iman instructor</td>
<td>04/15/2019</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Select a question pool from the list.

**Select the question(s).**

**Question Pool: Chapter 1**

Navigate to another subpool or use the checkboxes below to select questions you wish to copy into the current assessment and then click Copy.

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Description</th>
<th>Objectives</th>
<th>Keywords</th>
<th>Subpools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

0 Subpools
29 Questions

Check the corresponding box for the question/s you would like to copy.
Select Copy.

Scroll down to the bottom of the question list, and select Copy.

Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment.
How do I set up a random question set?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select an assessment.

Random question sets may be added to any assessment. Select an existing assessment or create a new one to add a random question set.

Create a New Assessment.

For more information on creating new assessments, see How do I create an assessment?
Or edit an existing assessment.

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part’s name, select Edit.

You cannot add a random question set to parts that already have questions.

For the Type, choose Random draw from question pool.
Set the options for the random set.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Select Save.
View assessment.

The questions for this part were generated from the question pool, Pool 1, on Wednesday, April 24, 2019 at 11:06:59 AM CDT. To get latest changes made to the pool, click Update Questions or click Edit for this Part and then click Save. Clicking Preview or Publish will automatically update the pool-drawn questions as will exporting an assessment.

You will be returned to the assessment editing screen with the random draw question set shown. You may add additional questions or question sets by adding more parts to the assessment.
How do I import and export assessments?

The import and export operations allow you to download an assessment or question pool created in the Tests & Quizzes tool into an external file, and to upload from such an external file, or a format-compliant file obtained elsewhere, into an assessment or question pool. The file comprises the entire assessment, including its title, settings, questions, and other options.

Two export formats are available, IMS QTI 1.2 and IMS Content Packaging. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with all the components labeled according to the IMS standards.

*Tip:* Many publishers provide test bank cartridges in IMS format. You may want to use this option if you are importing questions provided by your textbook publisher.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

To import an assessment, select Import.

Create an Assessment

- Create from Scratch
- Import from File (XML or ZIP)

OR

Create using assessment builder
Create using markup text

Create

Import
Select your file, and select Import.

**Import Assessment**

Choose an IMS QTI-compliant XML file or an IMS Content Packaging ZIP file from your computer.

1. Select **Choose File** to browse for the file on your own computer system and open it. Once you have selected your import file, it will show the file name next to the button.

2. Select the radio button indicating the type of file you are importing. (Tests & Quizzes supports files saved in QTI format.)

3. Select the **Import** button.

**View your assessment.**

In the lower area of Tests & Quizzes, you will see a new assessment. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select Settings to change the title and other settings.

**To export an assessment.**

The export will create a new file on your system, suitable for saving for further use or porting to another IMS-compliant system.
Select Export for the assessment you want to export.

Use the drop-down menu next to the assessment title. select Export.

Choose the export type and export.

**Export Assessment** - Chapter 2 Quiz

Choose the type of export you would like to do, **IMS QTI-compliant XML**, **IMS Content Packaging** or Markup text, and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop. Have in mind that if you choose markup text language there are items that cannot be exported, for example feedback components.

**Note:** Hot Spot questions won't be exported because they don't match with a standard question type. You can copy them from a site to another one using question pools or the import from Site feature.

1. **Choose export type:**
   - QTI v 1.2
   - Content Packaging
   - Markup text

   If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

2. **Export** button.

1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.
2. Select the **Export** button.
Save (download) the file to your own system.

The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.
How do I import a question pool?

A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See What is a Question Pool?

A question pool is available to the author in any worksite in which that person has permission to create assessments, and will show in the list of Question Pools.

You can import a question pool from a saved assessment, or from a file provided by a publisher or exported from another system.

Note: There is currently no way to export question pools, but the questions can be exported in the form of an assessment.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select Question Pools.

Select Import Pool.

Question Pools

Add New Pool  Import Pool  Transfer Ownership
Select Choose File.

Select Choose File to browse for and select the import file on your computer. Once you have selected your file, the file name will be displayed.

Note: Your import file must be an IMS QTI-compliant XML file. The Import Pool option does not accept zip files.

Select Import.

Once you have located the file, select Import.
The question pool is imported to the site.

You will see the question pool, under the name it was given in the import file, in your list of question pools.

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>14</td>
<td>0</td>
<td>unchecked</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>6</td>
<td>0</td>
<td>unchecked</td>
</tr>
</tbody>
</table>
How do I share a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under “Site Members with Access” with the role of “anonymous_access”.

Removing a user from a site does not remove access to any question pools you've shared with the individual.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select Question Pools.
Choose to share the question pool.

Make sure that the other pool author is a participant with a role that allows creation of assessments. In Tests & Quizzes, go to **Question Pools**. Under the name of the pool you wish to share with that person, select **Share**.

**Grant access.**

**Share pool**

**Site Members with access to Chapter 1**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Revoke access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iman Instructor</td>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Iman Instructor</td>
<td>Instructor</td>
<td></td>
</tr>
</tbody>
</table>

**Site Members without access to Chapter 1**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Grant access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ima Course Builder</td>
<td>Course Builder</td>
<td></td>
</tr>
<tr>
<td>Ima Librarian</td>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>Ima Ta</td>
<td>Teaching Assistant</td>
<td>[1]</td>
</tr>
</tbody>
</table>

1. Next to the person's name, select **Grant Access**.
2. Select **Share**.
The original creator is the pool owner.

The other person will now see the pool, under the same name, with your name as **Owner**, in the individual's Question Pools list.

<i>Note: Users with shared access to a question pool have the options to edit the shared question pool (by selecting its name, as usual), copy it to another pool, or withdraw their shared access (Remove Me). However, they do not have access to move, share, or delete the shared pool.</i>
How do I revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under “Site Members with Access” with the role of “anonymous_access”.

Removing a user from a site does not remove access to any question pools you've shared with him or her. You must revoke access using the instructions below.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select Question Pools.
Choose the shared question pool you would like to manage.

Under the name of the pool where you wish to modify sharing, select **Share**.

**Revoke access.**

1. Next to the person’s name, check the box to **Revoke Access**.
2. Select **Update**.
Remove your own access to a shared pool.

If you have been granted access to a shared pool and would like to remove yourself, select the **Remove me** link under the name of the shared pool to revoke your shared access.
How do I transfer ownership of a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

However, question pool owners have more options for sharing and managing question pools than users with shared access. In some cases, you may wish to transfer ownership of a question pool to another user so that the new user has all of the available options going forward. For example, if the original owner of a pool is retiring or leaving the institution, he or she may need to transfer all of his or her pools to another faculty member in the department.

Note: Transferring ownership of a question pool also transfers ownership of any subpools within the selected pool.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu in your site.

Select Question Pools.

Select Transfer Ownership

Question Pools

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>14</td>
<td>0</td>
<td>[ ]</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>6</td>
<td>0</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
Select the pools to be transferred, and select Continue.

Transfer Ownership

Select one or more pools to be transferred to another user. Then, select Continue.

Note: If you select a pool containing subpools, the subpools will automatically be selected as well.

Enter the user ID of the new pool owner and select Continue.

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

instructor

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

imata
Select Transfer Ownership to confirm the transfer.

### Transfer Ownership
Ownership of the following pools will be transferred to Ima Ta (imata):

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>29</td>
<td>0</td>
</tr>
</tbody>
</table>

[Transfer Ownership] [Back] [Cancel]

The transferred pool/s will no longer be listed under the original owner's question pools.

### Question Pools

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Owner</th>
<th>Last Modified</th>
<th>Questions</th>
<th>Subpools</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2</td>
<td>Iman Instructor</td>
<td>04/15/2019</td>
<td>6</td>
<td>0</td>
<td>false</td>
</tr>
</tbody>
</table>

[Add New Pool] [Import Pool] [Transfer Ownership] [Add Subpool] [Copy] [Move] [Share]
How do I view and modify the settings of an assessment?

The settings of a test or quiz are complex, and offer many options. In many cases, the default values will work, but should be reviewed. The modification of a setting in one section will not change settings in other sections.

You can modify the settings, parts, and questions of any assessment listed under the Working Copies tab. When you publish an assessment, a copy is created and listed under Published Copies. For the published copy, you can make changes to all the settings except "Assessment Released To".

Note: After you’ve published an assessment, if you modify the unpublished version under Working Copies, you’ll have to alter the assessment’s name before republishing it. When you publish it, you’ll be creating another publication under Published Copies, not replacing the existing published copy. Also, if you modify the settings of a test while students are taking it, the changes will not affect testing sessions in progress. Students must exit the test and re-enter it in order to have the modified settings take effect.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your course.
Edit the settings.

From the Tests & Quizzes tool home screen, choose the Settings option in the drop-down menu for the quiz you would like to publish. Be sure that you are in the Working Copies tab; otherwise, you won't see your unpublished items.

Note: You can review and edit settings on a published assessment by going to the Published Copies tab and selecting Settings in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

Alternately, you can access assessment settings from the edit assessment screen.

Questions: Final Exam

If you are currently editing the Working Copy of the assessment, select the Settings link at the top of the assessment editing screen.
Settings options.

Settings - Final Exam

There are five sections of assessment Settings:

1. About this Assessment
2. Availability and Submissions
3. Exceptions to Time Limit and Delivery Date
4. Grading and Feedback
5. Layout and Appearance

Select on the section title in the Settings screen to expand or collapse that section. Below is a summary of the options available to you in each of these sections, and a link to an article that describes the options in greater detail.

About this assessment.

The first section is the Assessment Introduction.

In the About this Assessment section, you can edit the Title of your assessment or add a Description that displays before students begin taking the test. For more information on this section and its options, see How do I edit my assessment title or description?

Availability and Submissions

In Availability and Submissions, you can:

1. Indicate who should submit the assessment (Anonymous Users, Entire Site, or Selected Group(s)).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is available and due, and until when to accept late submissions, if allowed.
4. Set a time limit for the assessment, if desired.
5. Choose whether to have in progress assessments automatically submitted, if the students have not already submitted the assessment.
6. Restrict the assessment by a range of IP Addresses (to require students to submit the assessment within a specific building), or require a Password that students will have to type in at the start of the assessment to take it. You may also require the use of a lockdown browser.
7. Create a message that students see upon submitting their assignment.

For more information on this section and its options, see What are the Availability and Submissions options for an assessment?
Exceptions to Time Limit and Delivery Date

In the **Exceptions to Time Limit and Delivery Date** section, you can select users or groups within the site and specify a different availability window for the assessment as well as indicate the time limit allowed for that user/group. For more information on this section and its options, see [How do I give specific students different date and time settings for an assessment?](#).

Grading and Feedback

In **Grading and Feedback**, you can:

1. Choose whether graders see the students' names when grading.
2. Select whether or not to send grades to the Gradebook tool.
3. Choose which score is recorded, if a student is allowed to make more than one submission (also applies to allowing a retake).
4. If and when students will receive feedback on the assessment, and what kinds of feedback you will make available to them (e.g. their answers, correct answers, assessment scores).

For more information on this section and its options, see [What are the Grading and Feedback options for an assessment?](#).

Layout and Appearance

**Layout and Appearance** options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has [multiple parts](#).

For more information on this section and its options, see [How do I adjust the layout and appearance of an assessment?](#).

Save and publish the assessment.

When the assessment settings are ready, and the questions are in place, select **Save Settings and Publish** to publish the assessment so that your students can take it. See the article [How do I publish an assessment (i.e. test or quiz)?](#).

Alternatively, if you're not ready to publish the assessment, you can select **Save** to save your settings selections.

**Note:** If you're modifying the settings of an assessment in **Published Copies**, you'll only see the **Save** and **Cancel** buttons.
How do I edit my assessment title or description?

You can edit an assessment's title or description in the About this Assessment section of the assessment Settings. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

In the assessment Settings page, select About this Assessment.

Settings - Module 1 Quiz

- About this Assessment
- Availability and Submissions
- Exceptions to Time Limit and Delivery Date
- Grading and Feedback
- Layout and Appearance

To access the About this Assessment settings, select the section title on the assessment's Setting page.
In **About this Assessment**, you can:

1. Change the **Title** of your assessment if desired.
2. Add a **Description**. Anything you enter into the **Description/Intro** field will be visible to students before they begin the assessment. Notice the **Rich-Text Editor** is available in the **Description/Intro** field.
3. If selected, the **Honor Pledge** requires students to agree to the pledge before beginning the assessment.
4. Attach a file if you like. The file could be a reference the students need to use during the test, or more detailed instructions on test taking requirements. Select **Add Attachments** to attach a file.
What are the Availability and Submissions options for an assessment?

In *Availability and Submissions*, you will find options including who should take the assessment, availability dates, and how many submissions are allowed. For more information on additional assessment settings, see [How do I view and modify the settings of an assessment?](#).

In the assessment Settings page, select Availability and Submissions.

**Settings - Module 1 Quiz**

- About this Assessment
- Availability and Submissions
- Exceptions to Time Limit and Delivery Date
- Grading and Feedback
- Layout and Appearance

To access the *About this Assessment* settings, select the section title on the assessment's *Setting* page.
The Availability and Submissions section will expand to show the following options:

- **Assessment Released to**
  - Entire Site
  - Anonymous Users
  - Selected Group(s)

By default, the assessment will be released to the **Entire Site**. Alternatively, you can choose to release the assessment to **Anonymous Users** or **Selected Group(s)** in the site.

The **Anonymous Users** option provides no information identifying who submitted the assessment associated with submissions. You can use this option to create anonymous surveys.

Choose one of these options from the drop-down menu. (You will only be able to choose specific groups if there are existing groups in your site.)

- **If you release an assessment to Anonymous Users, you must distribute its URL to participants; it will not be accessible from within your site's Tests & Quizzes tool. The URL will be presented when you publish the assessment.**
- **You cannot change the Assessment Released To option on any published assessment.**
Number of submissions allowed

Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

![Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.]

Availability Dates

The availability dates let you specify when your assessment can be accessed by students. By default, all the dates are **blank**.

Use the date-picker (calendar icon) to select a date and time.

1. **The available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank available date will make it available immediately upon publishing.
2. **The due date** is the end date for the exam window. Students will not be able to submit after this date unless you accept late submissions. If late submissions are allowed, any submissions after the due date will be marked as late.

![Note: When you select any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by selecting Now. Select a time using the Hour and Minute sliders. When your date is selected, select Done.]
Late submissions accepted?

Under *Late submissions accepted?* you can accept late submissions by selecting the radio button to select **Yes, until**, then entering a **late acceptance date** in the adjacent date field. By default, late submissions ARE accepted. Use the date-picker (calendar icon) to select a date and time.

If you do allow late submissions, submissions that come in after the due date will be marked *LATE* in capitalized red letters after their Submit Date.

> Note: Even if you allow multiple submissions, only one late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Timed assessment

If you would like your assessment to be timed, select the check box next to the text *has a time limit of* and select a **time limit in hours (hrs.)** and **minutes (min.)** from the respective drop-down menus.

Automatic submission

Check the box to **Autosubmit saved student work after latest acceptance date** if you want assessments to be automatically submitted after the latest acceptance date.

The Autosubmit setting forces the submission of saved assessments belonging to students who have started the assessment, but did not successfully submit their work before the latest acceptance date. All work that a student had saved will be included in their automatic submission.

> Note: The Autosubmit setting is only available if it has been enabled by your institution. By default, it is disabled.
Question Scores

Choose the appropriate radio button to indicate whether or not you want to **Show question point value during the assessment** or **Hide question point value during assessment**. The default is to show the point value.

Exam security by location or password (Optional)

For high stakes testing, you may want to provide additional security for your assessment. Select the **Ensure students take exams from specific location** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as a building on grounds. Enter one IP address per line into the **Allow only specified IP Addresses** field. Asterisks may be used to stand for any single subnet. Examples: 171.64.139.* or 171.64.**

2. You may also specify a **Secondary ID and Password** for the assessment. This **Assessment Username** and **Assessment Password** is typically provided by the instructor in the classroom or testing center, so that students must be present to enter the assessment.

   **Note:** The Secondary Password is for this specific assessment, and NOT the instructor’s or the student’s login information.
1. If you would like to enter a message that students see upon submitting their assessment, select the Add message that students will see after submission link. The Rich-Text Editor is available if desired.

2. You may include a Final Page URL if you like. The URL for this page will be displayed after the student submits the test.
How do I give specific students different time or date settings for an assessment?

Some students in your class may need different assessment settings from others. For example, a student could require extra time on a timed assessment, or multiple rosters or sections in the same course site could be administered the same assessment on different dates. The Exceptions to Time Limit and Delivery Date settings allow instructors to create exceptions for specific students, without having to create separate copies of the assessment.

In the assessment Settings page, select Exceptions to Time Limit and Delivery Date.

**Settings - Module 1 Quiz**

To access the About this Assessment settings, select the section title on the assessment's Setting page.
The Exceptions to Time Limit and Delivery Date section will expand to show the following options:

### Add a New Exception

**Exception for User**
- Select User ▼

**Exception for Group**
- Select Group ▼

**It is available**
- [ ]

**It is due**
- [ ] and has a time limit of 00 ▼ 00 ▼

**Late submissions accepted until?**
- [ ]

---

**Add an Exception**

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.

---

**Add a New Exception**

To Add a New Exception for an individual student, select the user from the drop-down list of enrolled students.

To Add a New Exception for a group, select the group from the drop-down list of groups in the site.

---

**Note:** You must have existing groups in your site in order to select a group.
Availability Dates Exception

The availability dates let you specify when your assessment can be accessed by the selected student or group. If you don't specify any dates, the default dates will be the same as the existing assessment settings for all students. This setting will override the normal availability dates for the assessment for the selected student/group.

If you are only changing the amount of time allowed for the test, and not the test availability window, you may leave the dates unchanged.

Use the date-picker (calendar icon) to select a new date and time if desired.

1. The available date is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank available date will make it available immediately upon publishing.
2. The due date is the end date for the exam window. Students will not be able to submit after this date unless you accept late submissions. If late submissions are allowed, any submissions after the due date will be marked as late.
3. The Late submissions accepted until? date is the end date for late submissions on the assessment. If late submissions are not accepted, this date should be the same as the due date above.

Note: When you select any date field, the date-picker (calendar window) will display. You can choose a date by selecting on it in the calendar, or by selecting Now. Select a time using the Hour and Minute sliders. When your date is selected, select Done.

Time limit exception
Select the desired time limit from the drop-down menu. This setting will override the normal time limit setting for the assessment for the selected student/group. If you don't specify a time limit (i.e. time limit of 0), the student will have unlimited time.

Select Add an Exception

Existing Exceptions will display

Once saved, any exceptions for this assessment will be listed here. You may select Edit to make changes to the exception dates/time (or select Delete to remove the exception.)
What are the Grading and Feedback options for an assessment?

Grading and Feedback includes options such as whether to send grades to the Gradebook, the score that is recorded if a student has multiple submissions, and the types of feedback you make available to students. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

In the assessment Settings page, select Grading and Feedback.

The Grading and Feedback section will expand to show the following options:
Recorded score for multiple submissions

Recorded Score options include either the **highest score** or the **last score**, or an **average score** of all a student's submissions. The default setting is to record the **highest score**. If you allow multiple attempts, select the type of score that you want to be recorded for that assessment.

*Note: If you choose the option to Allow Retake for a student, and the assessment only allows 1 submission, the submission you'll see will depend on the Recorded Score setting. If your assessment includes manually graded questions, and you already graded it before allowing the student to retake it, the highest score will most likely be the first submission. You might need to change an assessment setting (either the Recorded Score or number of submissions allowed) after all the students have completed the assessment to view the retake results.*

Anonymous grading (Optional)

The default setting here is that students’ identities can be seen by graders.

However, if you want to the submissions with submission IDs only, check the box next to **Hide student identity from grader**.

*Note: The Anonymous grading setting differs from the option to release to Anonymous Users. You CAN change the Anonymous grading setting in the Grading and Feedback section after grading to see the students’ names, but you CANNOT change the Assessment Released to Anonymous Users setting.*

Gradebook options

If you want to send grades to the Gradebook, select the check box next to **Send assessment score to Gradebook immediately, regardless of options below**.

*Note: If you send grades to the Gradebook, scores will be sent immediately upon submission of the assessment. If you have any questions that are not automatically scored (e.g. short answer/essay, file upload), grades may appear to be artificially low until you enter scores for these questions. You can also wait until after all questions have been graded, then change the setting for this assessment in the Published Copies tab to send grades to the Gradebook.*
Feedback authoring

For Feedback Authoring, the default option is **Question-Level Feedback**. This allows the instructor to provide feedback for correct and/or incorrect answers for each question. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

Note: You must select either **Selection-Level Feedback** or **Both** before authoring or editing a question to be able to enter selection-level feedback on the question editing page.

**Feedback Authoring: Question-Level Feedback options editing view**

If you have chosen either **Question-Level Feedback** or **Both**, you'll be able to type in **Correct Answer Feedback** or **Incorrect Answer Feedback** when authoring or editing the assessment. **Correct Answer Feedback** displays if the student selects the correct answer to the question. **Incorrect Answer Feedback** displays if the student selects an incorrect answer option.

**Feedback delivery type**

If a student receives **No Feedback**, **Immediate Feedback**, **Feedback on submission**, or **Feedback will be displayed to the student on a specific date**, the instructor sets the type of feedback.
Feedback Delivery controls if and when students are able to see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate feedback** is recommended for self-tests only, as it will display the answers immediately PRIOR to the student submitting the assessment.
- **Feedback on submission** displays feedback to students as soon as they submit the assessment.
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

**Advanced feedback options**

- You can choose to **Only Release Student’s Assessment Scores** (questions not shown) so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Questions and the following** and then select the items that you want students to see from the list below. Check the box next to any items you want students to see.

**Tip:** If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date** in the feedback type area above. Selecting a feedback date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.

**Notes:**

1. If you select to give feedback and **Release Questions and the following**, but do NOT check any of the boxes for the types of feedback to release, students won’t see any feedback.
2. You can change the feedback settings after an assessment has been completed by going to **Published Copies** tab in Tests & Quizzes and selecting **Settings** from the drop-down menu for that assessment.
How do I adjust the Layout and Appearance of an assessment?

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple parts. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

In the assessment Settings page, select Layout and Appearance.

The Layout and Appearance section will expand to show the following options:
Navigation

Navigation controls how students proceed through the test. The default is Random access where students can navigate through the test with Next and Previous buttons, as well as a Table of Contents. You may change this to Linear access if you prefer, where students can only go forward using the Next button and cannot revisit earlier questions or access a Table of Contents to jump to a question.

Question layout

You can control the presentation of the questions according to the options shown. The default option is to display Each question on a separate Web page. This is the recommended setting, as students’ answers will be saved as they navigate through the test using the Next, Previous, and Table of Contents buttons.

If you have separated your assessment into parts, you can use the second option to display Each Part on a separate Web page. To display The complete Assessment on a single Web page, allowing students to scroll through it, click the third choice.

WARNING: If you choose The complete Assessment is displayed on one Web page, students MUST select Save to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work.

Numbering

If your assessment has multiple parts, the Numbering section is where you can choose a layout pattern. Continuous numbering between parts presents the questions in continuous, sequential order. If you choose to Restart numbering for each part, questions are numbered with the part number, then the question number.
Add checkboxes next to questions so they can be marked for review. (Optional)

If your assessment navigation allows Random access to questions from a Table of Contents, you can check a box to Add checkboxes next to questions so they can be marked for review.

Student view of mark for review.

1. When students are taking the test, this option will allow them to check a box, Mark for Review, under each question.

2. When they view the Table of Contents, questions Marked for Review will display a question mark icon (?), so they can easily identify and revisit marked questions.

Background

You can choose a color or image for the background here.

1. To select a Background Color, select the palette icon.

2. To add a Background Image, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.
See [How can choices in background and text color affect accessibility?](#) for accessibility information.
How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.
Edit the settings and then publish.

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish. Be sure that you are in the **Working Copies** tab, otherwise, you won’t see your unpublished items.

**Alternately, you can access assessment settings from the edit assessment screen.**

If you are currently editing the quiz in question, select the **Settings** link at the top of the assessment editing screen.

**Adjust the settings as desired.**

See the article [How do I view and modify the settings of an assessment?](#)

*Note: Settings are typically adjusted fully on the Working Copy before publishing.*

**Save settings and publish.**

Once you have completed all of your settings selections, select **Save Settings and Publish**.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*
Review and confirm publishing of assessment.

Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by selecting Edit Settings.)

You have the option to notify students when you publish the assessment. The default setting is without notification. Notifying students sends email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to Display due date on Calendar. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Note: It sends the message at the time of publication, NOT on the start date of the assessment.

Select Publish to make the assessment available to students.

View published assessment.

Select Published Copies to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.
How do I duplicate an assessment?

You can make multiple copies of assessments in the same course site. For example, you might want to create a new copy of an existing assessment in order to use it as the basis for a new, modified assessment.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

From the Action menu, select Duplicate.

From the Tests & Quizzes tool home screen, choose the Duplicate option in the drop-down menu for the assessment you would like to duplicate. Be sure that you are in the Working Copies tab; otherwise, you won't see your unpublished items.

Note: You cannot duplicate published copies of assessments in Tests & Quizzes.
Confirm duplication

**Duplicate Assessment Confirmation**

Are you sure you want to duplicate this assessment titled "Module 1 Quiz"?

[Duplicate]  [Cancel]

On the *Duplicate Assessment Confirmation* screen, select **Duplicate**.

**View duplicated assessment**

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Last Modified</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Action</td>
<td>Final Exam Group A</td>
<td>Iman Instructor</td>
<td>2019-04-16 11:38 AM</td>
</tr>
<tr>
<td>Select Action</td>
<td>Module 1 Quiz</td>
<td>Iman Instructor</td>
<td>2019-04-17 4:47 PM</td>
</tr>
<tr>
<td>Select Action</td>
<td>Module 1 Quiz - Copy #1</td>
<td>Iman Instructor</td>
<td>2019-04-23 4:58 PM</td>
</tr>
</tbody>
</table>

Your duplicated assessment will have the title of your original assessment, with a *Copy* number listed after it.

For example, if you copy an assessment, *Quiz #1*, for the first time, the copy will be titled *Quiz #1 - Copy #1*. If you duplicate the original *Quiz #1* again without editing the title of *Quiz #1 - Copy #1*, the newly duplicated assessment will be titled *Quiz #1 - Copy #2*.

**Edit the duplicated assessment's questions or settings.**

You can edit the *Settings* of the duplicated assessment, such as its title and availability, by following the steps outlined in [How do I view and modify the settings of an assessment?](#).

You may also modify the questions in the duplicated assessment by following the steps outlined in [How do I create an assessment in Tests & Quizzes?](#).
How do I preview an assessment (i.e. test or quiz)?

You can preview an assessment either by using the Preview option in the Action menu, or by viewing the site as a student and submitting the assessment.

Note: If you use the Preview option to preview an assessment, you will not be able to submit the assessment or see how feedback displays for your students.

Go to Tests & Quizzes.

Preview from the Action menu.

From the Tests & Quizzes tool home screen, choose the Preview option in the drop-down menu for the assessment you would like to preview.

Note: The Preview option is available in both the Working Copies and Published Copies tabs of Tests & Quizzes.
Preview the assessment.

Begin Assessment

"Module 1 Quiz" for TRAIN 201

This assessment is due Friday, 2019-May-03 12:00 AM. Once you click "Begin Assessment," you will have 1 hour or until Friday, 2019-May-31 12:00 AM whichever is shorter to complete this assessment. It will be submitted at that time, regardless of whether you have answered all the questions. You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

You'll be able to walk through a preview of your assessment, but you won't be able to submit the assessment from this preview.

Note: The assessment preview will be identified with the following text in light grey: "Assessment Preview - This is an example student view of this assessment."

OR View the site as a student.

You can view the Tests & Quizzes tool and submit your assessment as if you were a student using the View Site As... Student option OR by adding your non-university email address to your site as a Student and logging in to submit the assessment.
Select an assessment.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

<table>
<thead>
<tr>
<th>Title</th>
<th>Time Limit</th>
<th>Due Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1 Test</td>
<td>1 hr</td>
<td>2019-09-31 12:00 AM</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Test 1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Submitted Assessments

You have not yet submitted any assessments.

Note: If you submit your test using the View Site As... option, you won't see your submission listed in the Scores screens for grading. Using View Site As..., you WILL be able to see all feedback you have made available to students that does not require manual grading.

Tip: If you'd like to be able to grade your own submission to the test as an instructor, you'll need to submit the test after logging in with a different user account. Often, instructors will enroll a fake "demo student" account in the site so that they can log in as that user to submit items and practice grading them.
How do I print an assessment (i.e. test or quiz)?

You can print an assessment with or without an Answer Key.

Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any Calculated Questions in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. \((x) + (y) = (z)\).

Go to Tests & Quizzes.

Select the Tests Quizzes tool from the Tool Menu of your site.

Print from the Action menu.

From the Tests Quizzes tool home screen, choose the Print option in the drop-down menu for the assessment you would like to print.

Note: The Print option is available in both the Working Copies and Published Copies tabs of Tests & Quizzes.
OR print from the Edit Assessment screen.

Questions: Chapter 2 Quiz

Add Part | Preview | Print | Settings | Publish

If you are currently editing the quiz in question, select the Print link at the top of the assessment editing screen.

Select print options.

- Show Answer Key - This option displays the answers for automatically-graded questions.
- Show Answer Key with Feedback - If you select this option and you have added feedback while creating a question in the Correct or Incorrect Answer Feedback boxes, it will print along with the answer to the question.
- Show Description/Intro, Part's Title & Information - If you select this option and you have added text in the Description/Intro box of the Settings page, it will print along with the questions. By default, this option is selected on the Print screen.
- Show Numbered Sequences - displays the question number next to each question.

If you’d like to display the font as larger or smaller, choose the desired size from the Font Size drop-down menu. By default, the selected font size is Medium.

Apply Settings.

If you made any changes to the default print settings, select Apply Settings.
Preview document to print.

Name: ______________________
Score: _____ / _____

Test 101

Part 1

Dwight has \{x\} Shrute Bucks. He buys \{y\} more. Now Dwight has \(((x + y))\). Stanley buys \{z\} Shrute Bucks with Stanley Nickels. Dwight now has \{w\} Schrute Bucks.

Scroll down on the Print screen to preview how the printout will look with your selected options.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any Calculated Questions in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you’ll see a formula, e.g. \(x + y = z\).

Print or download PDF.

- [ ] Show Answer Key
- [ ] Show Answer Key with Feedback
- [✓] Show Description/Intro, Part’s Title & Information
- [ ] Show Numbered Sequences

Font Size: Medium

Apply Settings  Print HTML  Download PDF

At the top of the screen, select Print HTML to print the assessment using your default printer.

Select Download PDF if you’d prefer to save the page as a PDF document.
How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay items, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation, see the article that describes Gradebook Settings when publishing an assessment.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.

Select the Published Copies tab to view the assessments that have been released to students in your site.
Go to the assessment submissions.

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also select the number of student submissions in the **Submitted** column to view the submissions.

**Enter score adjustment and overall comments.**

**Total Scores: Midterm**

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback. Optionally, you may also attach a file containing additional feedback. Select **Add Attachments** to attach a file.

3. Scroll down to the bottom of the list, and select the **Update** button to save your changes.

   **Note:** The Final Score column will display the adjusted score after you save your changes.

### Grade by student.

<table>
<thead>
<tr>
<th>X</th>
<th>Student</th>
<th>Email</th>
<th>Student</th>
<th>Date/Time</th>
<th>Points</th>
<th>Final Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>lmsstudent</td>
<td></td>
<td>Student</td>
<td>04/18/2019 01:37:15 PM</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>demostudent1</td>
<td></td>
<td>Student</td>
<td>02/26/2019 12:38:24 PM</td>
<td>1.0</td>
<td>1</td>
</tr>
</tbody>
</table>

If you would like to grade an individual student submission, select the student's name.

### View and enter grades/comments for the individual student.

#### Part 1 of 1

**Question 1 of 1:**

| 0.0 | 1.0 Points |

- **Email archive allows for private messaging:**
  - A. True
  - B. False

**Answer Key:** False

### Comments for Student:

**Attachments:**

No Attachment(s) yet

Add Attachments

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.
Save your changes.

Be sure to scroll down to the bottom, and select **Update** to save your changes.

**Grade by question.**

**Total Scores:**

<table>
<thead>
<tr>
<th>Exam #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submission Status</th>
<th>Total Scores</th>
<th>Questions</th>
<th>Statistics</th>
<th>Item Analysis</th>
<th>Export</th>
<th>Download File Submissions</th>
</tr>
</thead>
</table>

**Max Score Possible:** 31

**Apply This Score** to all participants with "No Submission".

**View**

- Highest Submission

**Search**

- Student name or ID

If you prefer to grade all of the student submissions for one question at a time, select the **Questions** link in the assessment menu.
Select the question and enter grades/comments.

1. Select the question number that you would like to grade from the list of question numbers at the top.
2. Enter the score for each student for the selected question.
3. Enter comments and/or add an attachment in the Comments for Student column if desired.

Save your changes.

Be sure to scroll down to the bottom, and select Update to save your changes.
How do I grade assessment submission by student?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: How do I grade Tests & Quizzes?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.

Select the Published Copies tab to view the assessments that have been released to students in your site.
Go to the assessment submissions.

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also select the number of student submissions in the **Submitted** column to view the submissions.

**Display multiple submissions for students. (Optional)**

By default, the submission that displays for each student will be based on your assessment's **Recorded Score setting**. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an **allowed retake**, you can choose to view all student submissions by selecting **All Submissions** from the View drop-down menu.
Select the student.

Max Score Possible: 41

Apply This Score [ ] to all participants with “No Submission”.

View

Highest Submission ▼ for ▼ Entire Site ▼

Search

Student name or ID ▼ Find ▼ Clear ▼

<table>
<thead>
<tr>
<th>Delete</th>
<th>Name</th>
<th>UserID</th>
<th>Role</th>
<th>Submit Date</th>
<th>Time</th>
<th>Score</th>
<th>Adjustment</th>
<th>Final Score</th>
<th>Comments for Student (What's This?)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student, cjames7 Email</td>
<td>sv_cjames7</td>
<td>access</td>
<td>No Submission</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Requires student submission</td>
</tr>
<tr>
<td></td>
<td>mastudent</td>
<td>access</td>
<td>04/23/2019 05:14:27 PM</td>
<td>1 hr 30 min</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td></td>
<td>Add Attachments</td>
</tr>
</tbody>
</table>

Select the student’s name to view the individual submission.

View and enter grades/comments for the individual student.

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.
Save your changes.

Be sure to scroll down to the bottom, and select **Update** to save your changes.
How do I grade assessment submissions by question?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: How do I grade Tests & Quizzes?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.

Select the Published Copies tab to view the assessments that have been released to students in your site.
Go to the assessment submissions.

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also select the number of student submissions in the **Submitted** column to view the submissions.

**Select Questions.**

Select the **Questions** tab in the assessment menu.

**Select a question to grade.**

**Part 1: Question 5**  (Final Exam- Group A)

Select the **Questions** tab in the assessment menu.
Enter grades and/or comments.

Part 1: Question 5 - Short Answer/Essay (0.0 Points)

With the rise of e-sports and other online games, some say the word “sport” takes on a new meaning.
Evaluate the meaning of a “sport”. What constitutes a sport? What activities are not sports? Type your response below.

Responses

View: Highest Submission with Responses Displayed Inline for Entire Site

Search: Student name or ID

<table>
<thead>
<tr>
<th>Name</th>
<th>UserID</th>
<th>Role</th>
<th>Date</th>
<th>Score</th>
<th>Student Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Imma</td>
<td>access</td>
<td>04/11/2019</td>
<td>2.0</td>
<td>Game and Sport are entirely different. A game involves more than one person and a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>sport pertains to only an individual’s skills and performance. A physical activity,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sport is carried out under an agreed set of rules. Sport is related to recreational</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>purpose, either for self-enjoyment or competition or for both. Therefore, esports</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>are technically a sport, not a game.</td>
</tr>
</tbody>
</table>

Comments for Student

Please answer all questions. Partial credit for analysis of answer

Add Attachments

All of the student responses will be displayed by question.

1. Enter the score for each student for the selected question.
2. Enter comments and/or add an attachment in the Comments for Student column if desired.

Save your changes.

Be sure to scroll down to the bottom, and select Update to save your changes.
How do I download Test & Quiz submissions for grading offline?

You can download assessment responses for grading offline, including bulk downloading submissions to a File Upload question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

- How do I grade Tests & Quizzes?
- How do I give same score (e.g. 0) to all students with no submission to an assessment?
- How do I grade assessments submissions by student?
- How do I grade assessments submissions by question?

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.

Select the Published Copies tab to view the assessments that have been released to students in your site.
Go to the assessment submissions.

Select the Scores option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may select the number of student submissions in the Submitted column to view the submissions.

Export scores and students' responses as an Excel spreadsheet.

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the Total Scores screen.

Select Export.

On the following screen, select Export.

Select the second Export button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.
View spreadsheet.

The resulting spreadsheet lists the students' names, user names, number of the assessment submission (if multiple submissions were allowed), final scores, any Grader's comments you entered for students in the Total Scores screen, and the students' responses to each question.

Note: Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.

Download all File Upload submissions.

If your assessment has a File Upload question, you can download all submissions to it simultaneously (e.g. to add inline comments, or for ease of reading certain types of files from your computer.)

Select the Questions link in the assessment menu to access the list of questions.

Select the File Upload question.

From the list of question numbers, select the File Upload question. Each question is listed as the letter Q with the question number (e.g. Q1, Q2).
Select Download Responses.

Save and open the ZIP file.

1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.
2. Unzip the resulting zip file. You can see all the students’ submissions in one folder. Each submission will be labeled with the student's name, followed by an underscore, then the student's user name, another underscore, and the file name.
How do I give the same score (e.g. 0) to all students with no submission for an assessment?

By default, students with No Submission to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

**WARNING:** Once a grade has been saved for a student in Tests & Quizzes, you cannot delete the grade to remove it from the student’s course grade.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.
Select the **Published Copies** tab to view the assessments that have been released to students in your site.

**Go to the assessment submissions.**

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Status</th>
<th>In Progress</th>
<th>Submitted</th>
<th>Release To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test 101</td>
<td>Active</td>
<td>0</td>
<td>2</td>
<td>Entire Site</td>
</tr>
<tr>
<td></td>
<td>Chapter 2 Quiz</td>
<td>Inactive</td>
<td>0</td>
<td>0</td>
<td>Entire Site</td>
</tr>
<tr>
<td></td>
<td>Chapter 4 Quiz</td>
<td>Inactive</td>
<td>0</td>
<td>0</td>
<td>Entire Site</td>
</tr>
</tbody>
</table>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may select the **number of student submissions** in the **Submitted** column to view the submissions.

**Enter a score to assign to all students with No Submission.**

Enter a point value, e.g., 0, in the box to **Apply this score to all participants with "No Submission"**.
Select Apply This Score.

Selecting **Apply this score** saves the change to the score of ALL students with *No Submission*. You do not need to select **Update** to confirm saving the score.

**WARNING:** Once a grade has been saved for a student in *Tests* *Quizzes*, you cannot delete the grade to remove it from the student's course grade.

**View scores.**

All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their **Final Score**.

**WARNING:** Once a grade has been saved for a student in *Tests* *Quizzes*, you cannot delete the grade to remove it from the student's course grade.
How do I view statistics about a completed assessment?

You can view statistical information about student submissions to an assessment, such as average scores and standard deviation. If the assessment has automatically-graded questions, you can also access an Item Analysis page, which gives a quick table overview of the percentages of students who answered each question correctly, and how many students selected each answer option.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.

Select the Published Copies tab to view the assessments that have been released to students in your site.
Go to the assessment submissions.

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may select the **number of student submissions** in the **Submitted** column to view the submissions.

Select Statistics.
The Statistics page displays information including the number of students who submitted the test, average scores, standard deviation, how many students selected particular responses to each question, and the percentage of students who answered an automatically-graded question correctly.

Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Statistics page: either the Highest or Last Submission, or All Submissions. Available view options depend on your assessment settings; for example, if you accepted the highest score for a multiple-submission assessment, you'll see the Highest Submission by default. If you've chosen to accept the average score for all submissions, you'll only be able to view All Submissions on the Statistics page.

Select Item Analysis.
If your assessment has automatically-graded questions, the Item Analysis page gives a quick table overview of the percentages of students who answered each automatically-graded question correctly, how many students selected a particular answer option for each question, and how many of the students who submitted the test provided No Answer to that question.

Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Item Analysis page: either the Highest or Last Submission, or All Submissions. Available view options depend on your assessment settings; for example, if you accepted the highest score for a multiple-submission assessment, you’ll see the Highest Submission by default. If you’ve chosen to accept the average score for all submissions, you’ll only be able to view All Submissions on the Item Analysis page.
How can I edit, regrade, and republish a test?

Before Editing

**Note:** You cannot Republish, or Regrade and Republish, tests that draw questions from pools since there is no direct access to the pool questions via the published test.

Common reasons for editing a published test include:

- Correcting typographical, spelling, or grammatical errors in question or answer text
- Correcting point value errors for questions
- Changing correct answer specifications

Published assessments can be modified even if students have already taken the test or are in the process of taking the test.

If planning to edit a published assessment that is still available to students, you should notify your students, as the test will be temporarily unavailable.

In cases when you are changing the point values or correcting an answer specification, it is highly recommended that you wait to edit the test until all students have submitted their test attempts.

If making textual changes that do not alter the meaning of questions or answers, e.g., correcting typographical errors, you only need to **Republish** the test after making the changes.

**Note:** Make sure that you download your test results before you begin the Regrade and Republish process. This ensures you have a back-up of the test results in case of any errors during the regrading process.

Edit and Republish a Test

Go to the Tests & Quizzes tool.

Select the **Tests & Quizzes** tool from the Tool Menu of your site.
Select Published Copies.

Select Published Copies tab to access the published copy of a test or quiz.

Select Action drop-down menu.

Use the Select Action drop-down menu next to title of the assessment, choose Edit.
Select Edit.

A warning window will appear, select **Edit**.

Select Edit.

Part 1: Default - 7 questions

Question 1: Calculated Question - 2.0 points

Dwight has \(x\) Shrute Bucks. He buys \(y\) more. Now Dwight has \([([x]+y)]\). Stanley buys \(z\) Shrute Bucks with Stanley Nickels. Dwight now has \(w\) Shrute Bucks.

**Correct:** That is correct!

**Incorrect:** Wrong!

Locate the question and select **Edit** to the far right of that specific question.

Select Save.

After changes are made, select **Save**.
Select Republish.

Select Republish.

Send with Notification.

Use the Notification drop-down menu to choose a notification.

The assessment will become available to the students and the date and time of modification will be noted in the Modification column.

Or Regrade and Republish

Select Regrade and Republish, in the right-hand corner.
Allow Students to update submission.

If students have already submitted, place a check in the box to **Allow students to update their latest submission**.

Send Notification.

Use the **Notification** drop-down menu to choose a notification and then select **Regrade and Republish**.

All submitted tests will be regraded and points will be altered to reflect the changes that were made.

The assignment will become available to the students and the date and time of modification will be noted in the **Modification** column.
What is the Tests & Quizzes Event Log?

The Event Log shows certain student activities for all Tests & Quizzes in the site. It is created and maintained automatically. Events recorded include (for each participant), entry to the assessment (date and time), submission of the assessment (date and time), duration of the student session in minutes, errors (if any) detected by the T&Q system, and IP address of the submitter.

Note: There must be existing student submissions in order for data to appear in the event log.

Go to Tests & Quizzes.

Select the Test & Quizzes tool from the Tool Menu in your site.

Select Event Log.

Viewing event data.

CST 101 001 F20 Log

1. To view data for a certain test or quiz, use the "Filter" menu to choose its title, or use the default value, "All assessments."
2. You can also search the log data for a certain student by entering the user ID or name in the search field.
3. Select a column heading (Title, Name, Entry Date, Date Submitted, IP Address) to sort the entries on that data field. Select a column again to switch between ascending and descending order.
What is the Tests & Quizzes User Activity Report?

This feature allows the instructor to view a list of all assessment submissions for a specific student, including submissions that are no longer available via the Total Scores screen as because the instructor has allowed the student to retake (via "Allow Retake") the assessment.

Go to Tests & Quizzes.

Select the Test & Quizzes tool from the Tool Menu in your site.

Select User Activity Report.

Select the student you want to view from the drop-down list.

User Activity Report: cjames7 Student
View student assessment activity.

**User Activity Report:** Demo Student

<table>
<thead>
<tr>
<th>Title</th>
<th>Assessment ID</th>
<th>Submit Date</th>
<th>Percentage</th>
<th>Score/Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>192</td>
<td>02/26/2019 12:38:24 PM</td>
<td>100%</td>
<td>1/1</td>
</tr>
</tbody>
</table>

The assessment title, id, submit date, percentage, and score/points will be displayed for all of the assessments the selected student has taken.

Selecting the title of the assessment will display the individual student submission.
How do I allow a student to retake a test or quiz?

If a student has completed all of their available submissions to an assessment, you can allow them to retake it.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.

Select the Published Copies tab to view the assessments that have been released to students in your site.
Go to the assessment submissions.

Select the Scores option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may select on the number of student submissions in the Submitted column to view the submissions.

Select Submission Status.
Under the student's name, select Allow Retake.

You'll be presented with the list of students. Underneath the name of the student who needs to retake the test or quiz, select **Allow retake?**

**Notes:**

- An assessment must be **Active** (i.e. the **due** or **late acceptance** date must be in the future), for a student to be able to access it. For instructions to edit assessment dates, see [What are the Availability and Submissions options for an assessment?](#).
- If the assessment allows multiple submissions, and the student has an incomplete submission with time available on it, the student can complete their available submission. The instructor will not have the option to **Allow retake** for that student.
- Allowing a retake gives the student a new, blank copy of the assessment to take.

**Select Retake to confirm.**

Retake Assessment

Are you sure you want to allow Ura Student to submit one more time?

Retake ✪ Cancel ✪

You'll be asked if you're sure you want to allow the selected student to retake the quiz. Select **Retake** to confirm.
**View Submission Status.**

<table>
<thead>
<tr>
<th>Name</th>
<th>UserID</th>
<th>Role</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student. cjames7</td>
<td>sv_cjames7</td>
<td>Student</td>
<td>No Submission</td>
</tr>
<tr>
<td>Student. Ima</td>
<td>istudent</td>
<td>Student</td>
<td>04/24/2019</td>
</tr>
<tr>
<td>Student. Ura</td>
<td>ustudent</td>
<td>Student</td>
<td>04/24/2019</td>
</tr>
</tbody>
</table>

You'll be returned to the Submission Status page, where the student will no longer have the option **Allow retake?** underneath their name. The student can now retake the quiz.
How do students submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.
- Make sure that you DO NOT have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- DO NOT use your browser back and forward buttons. Always navigate within Sakai.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.
- Make sure that you only select the Begin Assessment button ONCE when starting a test.
- Make sure that you only select the Submit for Grading button ONCE when submitting a test.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.
Select the title of the assessment.

Take an Assessment
The assessments listed below are currently available for you to take. To begin, click on the assessment title.

<table>
<thead>
<tr>
<th>Title</th>
<th>Time Limit</th>
<th>Due Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2 Quiz</td>
<td>n/a</td>
<td>2019-08-22 12:00 AM</td>
</tr>
</tbody>
</table>

Submitted Assessments
You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

<table>
<thead>
<tr>
<th>Title</th>
<th>Statistics</th>
<th>Recorded Score</th>
<th>Feedback Available</th>
<th>Individual Score</th>
<th>Time</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 101</td>
<td>Statistics</td>
<td>0.36</td>
<td>Immediate</td>
<td>0.36</td>
<td>n/a</td>
<td>2019-04-24 11:47 AM</td>
</tr>
</tbody>
</table>

In the Assessments section, select the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.
Select the link to the assessment to go to that item.

**Begin assessment.**

**Begin Assessment**
"Chapter 2 Quiz" for Testing 012.12 F20

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, select **Begin Assessment**.

*Note: Make sure that you are ready to begin your test before selecting Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.*

**Answer each question.**

1. If allowed in the quiz settings, you may select the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may select the **Hide/Show Time Remaining** button to show or hide the count-down clock.

3. The question will display below the count-down clock. Select your response or enter it into the fields provided.

4. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.

5. After you have answered the question, select **Next** to save your response and advance to the next question.

6. You may also select **Save** on any question to save your answer.

---

**Save and Submit.**

- **Previous**
- **Next**
- **Save**
- **Submit for Grading**

---

When you have answered all of the questions in the assessment, select **Save** and then **Submit for Grading**.

---

**Confirm submission.**

---

**Assessment Submission Warning**

- **Time Remaining:** 0:53:36
  
  ![Time Remaining](time_remaining.png)

  ![Hide/Show Time Remaining](hide_show_time_remaining.png)

---

⚠️ You are about to submit this assessment for grading.

- **Click Submit for Grading** if you really want to submit for grading.
- Otherwise, **click Previous** to return to the previous screen.

---

**Course Name:** Testing 012 12 F20

**Creator:** Corey James

**Assessment Title:** Test 101

---

- **Submit for Grading**
- **Previous**

---

You will be prompted to confirm that you are ready to submit the test. Select **Submit for Grading** to submit your assessment.
Select Continue.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Testing 012 12 F20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Assessment Title</td>
<td>Test 101</td>
</tr>
<tr>
<td>Number of submissions remaining</td>
<td>0 out of 1</td>
</tr>
<tr>
<td>Confirmation Number</td>
<td>144-191-f827624c-0230-4079-8106-ce04f26c6176-Wed Apr 24 16:03:46 CDT 2019</td>
</tr>
<tr>
<td>Submitted</td>
<td>04/24/2019 04:03:46 PM</td>
</tr>
</tbody>
</table>

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Once you submit, you will see a submission information page with a confirmation number for your submission.

Select **Continue** to return to the Tests & Quizzes page.
What information is in a Tests & Quizzes email notification?

Below are screen shots with examples of the email notifications you'll receive if you've selected to receive email for submissions from Tests Quizzes. There are several types of notifications, corresponding to the different ways in which an assessment can be submitted:

1. **Manual submission**: A student selects the Submit for Grading button on the Assessment Submission Warning screen to confirm submitting an assessment.
2. **Timer submission**: The timer expires on a timed assessment and automatically submits the assessment for the student.
3. **Automatic submission**: An instructor has configured an assessment to Autosubmit saved student work after latest acceptance date, unless student has previously submitted. A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains In Progress. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

### Content of all notifications

The following assessment submission was recorded by Sakai:

```
Site Title : Longsight Training
Assessment : Module 01 Quiz
Student : Demo Student 1 (demostudent01)
Submission ID : 442729
Submitted Date : 2017-Aug-15 04:46 PM
Confirmation Number : 442729-22974-7b1df167-440c-4e00-8257-4628837fd427-Tue Aug 15 16:45:08 EDT 2017
Assessment Due Date :
Site ID : longsight-training
```

All Tests Quizzes email notifications contain the following:

- The title of the site where the assessment was taken
- The title of the assessment
- The student's name and ID
- A submission ID for the assessment
- The date the assessment was submitted
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after a student submits an assessment)
- The assessment due date (if the instructor or site administrator selected one)
- The site ID (this is the site ID where the test was taken)
Manual submission

A **manual submission** occurs when a student selects the **Submit for Grading** button on the Assessment Submission Warning screen to confirm submitting an assessment.

The subject of the email for a manually submitted assessment will say: **Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]**

The first line of the email notification will include the text: **The following assessment submission was recorded.**

Timer submission

A **timer submission** occurs when a timer expires on a timed assessment and automatically submits the assessment for the student.

The subject of the email for a timed assessment submission will say: **Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]**

The first line of the email notification will include the text: **The timer has expired and the following timed assessment has been automatically submitted.**
An **automatic submission** occurs when an instructor has configured an assessment to **Autosubmit saved student work after latest acceptance date, unless student has previously submitted**. A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains **In Progress**. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is **when the actual submission occurred**, while the **Submitted Date** in the email is the **last time the student accessed the assessment**.

The subject of the email for an automatic submission will say: **Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]**

The first line of the email notification will include the text: **The following assessment auto submission was recorded.**
How do students view assessment (i.e. test or quiz) feedback?

Note: The availability of feedback and the type of feedback displayed will vary depending on the quiz settings specified by your instructor.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the feedback link for the assessment.

In the Submitted Assessments section, select the Feedback link for the assessment that you want to view.

Note: Your assessment score, time spent, and date submitted will appear in the submitted assessment summary listing.

View your assessment feedback.

The feedback your instructor has chosen to release to students will be displayed.
Correct answers are marked with a green checkmark.

**Module 01 Quiz**

Return to Assessment List

Part 1 of 1 - 16.0 / 20.0 Points

Question 1 of 20 1.0 / 1.0 Points

About _____ percent of Earth’s surface is covered by water

✓ A. 71

〇 B. 90

〇 C. 66

〇 D. 90

**Answer Key:** A

Incorrect answers are marked with a red X.

Question 2 of 20 0.0 / 1.0 Points

The average depth of the ocean is about _____________.

× 〇 A. 2500 feet

〇 B. 3700 meters

〇 C. 200 meters

〇 D. 4000 feet

**Answer Key:** B
The world ocean

- A. plays a minor role in the weather and shape of landmasses of the Earth.
- B. does not influence the way organisms live on land.
- C. is the dominant feature of the Earth and most of its living organisms.
- D. represents over half of the Earth’s radius.

**Answer Key:** C

**Comment:** Sample grader question-level comments.
How can an instructor retrieve assessments that were saved but not submitted?

When a student selects the **Submit for Grading** button on the last page of an assessment or the **Table of Contents**, they are taken to an **Assessment Submission Warning** screen to confirm their submission. If they do not select the final **Submit for Grading** button to confirm, and the assessment is NOT timed, their responses may be saved, but the assessment will remain **In Progress**.

Instructors do not have access to the content of **In Progress** assessments. On the **Total Scores** screen, students with incomplete submissions would be listed as having **No Submission recorded**.

However, if a student has not yet submitted a copy of an untimed assessment, an instructor can retrieve their submission through automatic submissions in **Tests & Quizzes**.

How does automatic submission work?

An assessment will be autosubmitted if either (1) a time limit is specified for the assessment in its settings, or (2) the assessment settings allow for late submissions. For more information on how to enable automatic submissions in assessment settings, see **Availability and Submissions options: Automatic submission**, or refer to the steps below.

There is an automated process that will check the following conditions:

1. Did the instructor set up a **time limit** or **late acceptance date** for this assessment?
2. Did the **latest acceptance date** for this assessment pass yet?
3. Did this student select the **Begin Assessment** button, save their work, but fail to successfully submit the assessment via the **Submit for Grading** button on the **Assessment Submission Warning** screen?
4. Is it this student's first submission attempt?

If all four of the above conditions are true, then the system will automatically submit the student's saved assessment. The submission data will be available to instructors on the **Total Scores** screen at 5:00 a.m the morning after the **latest acceptance date** passes.

Any assessments that were submitted via the automatic submission feature will be flagged on the **Total Scores** screen with the text **AUTO-SUBMIT**. All answers that were saved will be included in the student's automatic submission.

How do I enable Autosubmit on an assessment?

**Go to Tests & Quizzes.**

Select the **Tests & Quizzes** tool from the Tool Menu of your site.
Edit the settings.

From the Tests & Quizzes tool home screen, choose the Settings option in the drop-down menu for the quiz. Be sure that you are in the Working Copies tab; otherwise, you won't see your unpublished items.

**Note:** You can review and edit settings on a published assessment by going to the Published Copies tab and selecting Settings in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

Alternatively, you can access assessment settings from the edit assessment screen.

If you are currently editing the Working Copy of the assessment, select the Settings link at the top of the assessment editing screen.
Verify dates and make sure there is a time limit or that late submissions are accepted.

1. In an assessment's Settings, select the Availability and Submissions section.
2. Make sure that the due and/or late submissions accepted date fields have dates entered in them.

Save Settings and publish the assessment.

When the assessment settings are ready, and the questions are in place, select Save Settings and Publish to publish the assessment so that your students can take it. See the article How do I publish an assessment (i.e. test or quiz)?

Alternatively, if you're not ready to publish the assessment, you can select Save to save your settings selections.

Note: If you're modifying the settings of an assessment in Published Copies, you'll only see the Save and Cancel buttons.

How do I trigger Autosubmit on a completed assessment?

If you did not enable Autosubmit before students began taking an assessment, some students' submissions remain In Progress, and if those students have not already submitted a copy of the assessment, you can edit the Settings on the published assessment to trigger an automatic submission by adding a late acceptance date and access any responses they saved.
Go to Tests & Quizzes.

Select the Tests Quizzes tool from the Tool Menu of your site.

Select the Published Copies tab.

Edit the settings.

Choose the Settings option in the drop-down menu for the published quiz.

Note: It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.
Verify dates and update the Late Submission Acceptance date.

1. In an assessment’s Settings, select the Availability and Submissions section.
2. Verify that the late submissions accepted is set to Yes, until and the date field has an upcoming date entered. Assessments will be automatically submitted at the latest acceptance date. If the latest acceptance date is in the past, assessments will be automatically submitted the next time the Automatic Submission process runs; this occurs once every 5 minutes or however often your system has been configured to run.

Select Save.

At the bottom of the screen, select Save to save changes.
Wait for submissions to become available.

The Automatic Submission process runs around 5:00 a.m. every morning the day AFTER the Late Submissions Acceptance date. If the exam's Late Submissions Acceptance date is in the past, In Progress assessments will be automatically submitted the next time Automatic Submission process runs.

After the In Progress assessments are automatically submitted, the students' saved responses will be available along with other students' submissions.

How do automatic submissions display?

Instructors access automatic submissions from the Total Scores screen just as they would any other assessment submission. However, automatic submissions display differently from manual or timer submissions as follows:

1. When an automatic submission occurs, the email notification sent to student and/or instructors will contain Notification for assessment auto submission. The Submitted Date in the email notification indicates when the student last saved content in the assessment. The time stamp on the email that was sent will indicate when the actual submission occurred.

2. On the Total Scores screen, automatic submissions are flagged with the text AUTO-SUBMIT. The time stamp that appears in the Submit Date column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the Automatic Submission feature.

3. In the Tests Quizzes Event Log, the Errors column will indicate No Errors (Auto submit). The Date Submitted column will indicate when the actual submission occurred. The Duration column will indicate how much time elapsed between when the student began taking the assessment and when it was actually submitted; it does NOT indicate how much time the student actually spent taking the assessment.

Below are examples displaying automatic submissions.
Example of email notification for Automatic Submission

In the event of an automatic submission, the time stamp on the notification email sent to a student and/or instructor is when the actual submission occurred, while the Submitted Date in the email is the last time the student accessed the assessment.

The subject of the email for an automatic submission will say: Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]

The first line of the email notification will include the text: The following assessment auto submission was recorded.

For more information on Tests Quizzes email notifications, see What information is in a Tests & Quizzes email notification?

Examples of automatic submissions on the Total Scores screen

1. When an instructor accesses the Total Scores screen to grade the assessment, automatic submissions are flagged with the text AUTO-SUBMIT.
2. The time stamp that appears in the Submit Date column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the Automatic Submission feature.

For more information on accessing student submissions and grading, see How do I grade Tests & Quizzes?

Examples of automatic submissions in the Event Log

1. In the Tests Quizzes Event Log, the Errors column will indicate No Errors (Auto submit).
2. The Date Submitted column will indicate when the actual submission occurred. For more information on the Event Log, see What is the Tests & Quizzes Event Log?
Top Hat
What is Top Hat?

Top Hat is an interactive web-based response platform at Loyola. Instructors can leverage students’ devices to take attendance, launch discussions and questions, and solicit real-time feedback. Students can use devices they already own, like smartphones, tablets, or laptops to use Top Hat.

Top Hat offers several ways for instructors to facilitate engagement with different question types, discussion boards, and gamified elements like polling tournaments. In addition to the instructional benefits, Top Hat provides instructors with learning analytics like daily attendance, student participation, and student performance reports.

Please note there is a fee for service for students. For more information, visit Teaching with Technology: Top Hat.
How do I add the Top Hat tool to my Sakai course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Instructors who use Top Hat can add the tool to their Sakai courses for a more seamless teaching experience.

For access to the Top Hat tool, please reach out to ITRS via the Service Desk at helpdesk@luc.edu.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the External Tools drop-down menu at the bottom of the page.
Select the Top Hat tool.

⚠️ Please note: a student fee is required to use this tool.

Select Continue.

Once you have made all of your tool selections, scroll down and select Continue.
Confirm tool selection.

You have selected the following for your site (added tools highlighted):

- Overview (Overview)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Top Hat (Top Hat)

Finish  Back  Cancel

Newly added tools appear with red font. Confirm the tools listed are the ones you'd like to add, and select Finish.

New tools are typically added to the bottom of the Tool Menu once you save your changes. See the How do I reorder tools? tutorial for instructions on how to change the tool order.
How do I access Top Hat from my Sakai course?

Before course participants can access Top Hat from Sakai course, instructors should add the Top Hat tool to their Sakai course. Instructors can visit the How do I add the Top Hat tool to my Sakai course? for more information.

Go to Top Hat.

Select the Top Hat tool from your Sakai site.

Navigate to Top Hat.

Top Hat will automatically open in a new window. To re-launch the Top Hat tool, locate the Sakai browser tab, and select Press to re-launch page.
Login to Top Hat.

1. Start typing **Loyola University Chicago** in the School search bar, and then, select it from the search bar.

2. Enter your **Email** and **Password** login credentials for Top Hat.

3. Then, select **Login**.

   First time users will need to create an account. Visit the [Top Hat Registration](#) site to get started.
How do I access the Top Hat presentation tool from a classroom computer?

Instructors at Loyola can use Top Hat to present lecture content, assessments, and facilitate learning activities in their classrooms. Instructors can launch the Top Hat presentation tool from the classroom computers.

To get started using Top Hat, please visit the What is Top Hat? tutorial.

Access the Top Hat presentation tool.

On a university classroom desktop, login to the computer using your LUC credentials.

Launch the Top Hat Presentation Tool.

Select the Top Hat Presentation Tool desktop icon.
Complete the Login process.

1. Type "Loyola University Chicago" under School, or begin typing to select it from a drop down menu.

2. Enter your Email and Password login credentials for Top Hat.

3. Select Login button.

💡 Happy polling! If you have questions about how to use the Top Hat presentation tool, you can visit Top Hat's Professor: Quick Start Guide, or contact the Service Desk at helpdesk@luc.edu for assistance.
Turnitin
What is Turnitin?

Turnitin is a service that reviews submitted documents for citation mistakes or inappropriate copying and compares documents to text in its database of student work, websites, books, articles, etc.

Turnitin can be enabled for an assignment through the Assignments tool. When Turnitin is enabled for an assignment, all submissions are automatically sent to the Turnitin repository. The Similarity Report that it generates will identify possible instances of plagiarism.
How do I enable Turnitin for an assignment?

Go to the Assignments tool.

Select the Assignments tool from the Tools Menu in your site.

Select Add.

Select the Add button to add a new assignment.

Give your assignment a title.

The title of your assignment should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.
### Add assignment instructions.

**Assignment Instructions**

Enter the instructions for the assignment into the **Rich Text Editor**. You may use the editor to format your assignment description, and add images, links, or other media if desired.

### Add honor pledge. (Optional)

- **Add honor pledge**

If you would like to add an honor pledge to your assignment, check the **Add honor pledge** box.

### Student view of honor pledge.

Honor Pledge: I have neither given nor received aid on this assignment. 

(You must respond to submit your assignment.)

When the honor pledge option is selected, students must accept the statement pictured above that reads "I have neither given nor received aid on this assignment" in order to submit their assignment.
Attachments. (Optional)

Attachments

No attachments yet

Add Attachments

If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, select the **Add attachments** button to browse for and attach files.

Specify the availability.

When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

1. **Open Date** for your assignment is when it becomes available for students.
2. **Due Date** is the deadline to turn in the assignment.
3. **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.) If you do not accept late submissions, you may leave the Due Date and Accept Until date the same.

Tip: Often, faculty like to set the time on the **due date** to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

Hide due date from students. (Optional)

**Hide due date from students**
If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option.

### Access

**Access (also limits groups for group submissions)**

- [ ] Display to site
- [ ] Display only to selected groups

You may display your assignment to everyone in the site (the default), or to selected groups.

> Note: You must have existing groups in your site in order for the **Display to selected groups** option to appear.

### Display only to selected groups. (Optional)

**Access (also limits groups for group submissions)**

- [ ] Display to site
- [x] Display only to selected groups

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group01</td>
<td></td>
</tr>
<tr>
<td>Group02</td>
<td></td>
</tr>
<tr>
<td>Lab1</td>
<td>DAC-EDUCATION-DEPT1-SUBJ1-126, Lab1</td>
</tr>
</tbody>
</table>

If you select the **Display only to selected groups** option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only. If you selected the Group Submission option, you may limit the groups that are allowed to submit here.

*Note: The display option only controls the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.*

> Tip: If you want students to submit one assignment per group, use the **Group Submission - One submission per group** option above.
Choose the submission format.

There are several submission formats that you may accept.

- **Inline and Attachments**: This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.

- **Inline only**: Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.

- **Attachments only**: This format removes the rich text editor option and leaves only the attachment option available.

- **Non-electronic**: This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.

- **Single Uploaded File only**: If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)

Choose your preferred format from the drop-down menu.

Allow resubmission. (Optional)

If you select **Allow Resubmission**, you may specify:

1. The number of resubmissions allowed for the class.
2. The deadline for resubmitting.
3. You may also select to notify students via email when the grade is released and resubmission is available.
Tip: You may also choose to allow resubmissions on an individual basis when you grade student submissions.

Submission notification.

Submission Notification Email Options:

- Do not send notification emails for any student submissions
- Send a notification email for each student submission
- Send one email per day summarizing notifications for student submissions

The default notification setting is **Do not send me notification emails for any student submissions**. If you would like to be notified, select either of the following two options:

- **Send me a notification email for each student submission**: This option will send a separate email for each student immediately upon submission.
- **Send me one email per day summarizing notifications for student submissions**: This option will send a digest email listing all student submissions for that day.

Choose the radio button for the notification setting you prefer.

**Note:** The notification email message will be sent to the external email address for your Sakai user account. It does not send the notification to the Sakai Messages tool.

Add Turnitin Plagiarism Service

1. Select the **Use Turnitin** box to send assignment to Turnitin services
2. Select **Allow students to view report** box if wanting student to have access to the Turnitin report.

Choose Repository

Submit papers to the following repository:

- None
- Standard Paper Repository

If wanting to submit the paper to a repository, choose **Standard Paper Repository**, otherwise choose **None**.

**NOTE**:
- When submitting attachments, students should only use these file types: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp).
- Students should always save files with the appropriate extension.
Choose when to Generate Report.

Choose between have the report generated **immediately** upon submission of the assignment or on the **due date**.

**Additional options.**

**Exclusion options:**
- Exclude bibliographic materials from Similarity Index for all papers in this assignment
- Exclude quoted materials from Similarity Index for all papers in this assignment
- Exclude small matches

**Check originality against:**
- Turnitin paper repository
- Current and archived internet
- Periodicals, journals, and publications

Choose any additional exclusions or items to check against.

**Choose the grade scale.**

There are several grade scales to choose from:

- **No grade:** This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading in Sakai.
- **Letter grade:** You may select this option if you like to grade your assignments by letter grade only.
- **Points:** Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.
- **Pass/Fail:** Designates an assignment as pass/fail.
- **Checkmark:** Allows you to mark assignments with a checkmark for completion.

Select the assignment's grade scale from the drop-down menu.
Note: The only grade scale option that can be added to the gradebook automatically is Points.

Enter maximum points.

Grade Scale: Points

For points, enter maximum possible: 100

If you select Points as the grade scale, you must enter a maximum number of points for the assignment.

Grading

The default selection is Do not add assignment to Gradebook. If you would like your assignment added to the gradebook, you may select either of the following options:

• Add assignment to Gradebook: This will create a new item in the gradebook with the same name as your assignment title.
• Associate with existing Gradebook entry: This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and you want to use one of them, rather than creating a new assignment. You may only link an assignment to a single gradebook item, and vice versa.

Select the radio button for the gradebook option you would like to use.

Tip: Remember that you must have a Points grade scale in order to add the assignment to the gradebook!

Released grade notification.

Released Grade Notification Email Options:

• Do not send notification email to student when the grade is released
• Send notification email to student when the grade is released

The default notification setting is Do not send notification email to student when the grade is released.

If you would like students to be notified, select the radio button for Send notification email to student when the grade is released.
Note: The notification email message will be sent to the external email address for the student's Sakai user account. It does not send the notification to the Sakai Messages tool.

Additional Assignment Options

Peer assessment.

Peer assessment requires the assignment to use a "Points" grading scale, and cannot be used with the "Group Submissions" setting.

Evaluation Period Finishes: 04/16/2019 03:40 pm

- Allow students to see reviews of their submissions
- Anonymous evaluation

<table>
<thead>
<tr>
<th>Number of submissions students must review</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Instructions for reviewers:

Peer assessment facilitates student peer review of assignments.

If you select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

- The evaluation period end date. (This date must be after the Accept Until date for the assignment.)
- Whether or not reviews are anonymous.
- Whether or not students may see reviews of their own assignments.
- The number of reviews each student must complete.
- Instructions for reviewers.

Note: You must be using a Points grade scale in order to enable peer review.
Group Submissions (Optional)

Additional Assignment Options

- No additional assignment options
- Use peer assessment
- Group Submission - One submission per group

If you select the radio button for **Group Submission - One submission per group** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Note: You cannot enable both Peer Assessment and Group Submission for the same assignment.

Additional information. (Optional)

Additional information

Supplement Items

- Model Answer
- Private Note
- All Purpose Item

This section gives you the option of including additional information, such as a **Model Answer**, **Private Note**, or **All Purpose Item**. Select the **Add** link to add any of these items.
Model answer.

The model answer can provide an example of the ideal correct answer or solution for a particular assignment.

1. You may enter your model answer in the text box provided.
2. You may also select the Add Attachments button to browse for and select a file containing the model answer and/or solution.
3. Select when you would like the model answer to be displayed: Before student starts assignment, After student submits, After submission is graded and returned, or After accept-until date.
4. Select Save to save your changes.

Private note.
If you would like to make any private notes which are not visible to students, you may enter them here.

1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Select **Save** to save your changes.

**All purpose item.**

You may also create an **All Purpose Item** which can be displayed based on specific dates or users.

1. Enter a **Title** for your item.
2. Enter the content of the item in the text box provided.
3. You may also select **Add Attachments** to browse for and attach file/s.
4. Select when the item should be displayed.
5. Choose which users can see the item.
6. Select **Save** to save your changes.

**Post your assignment.**

Once you have entered all of your assignment settings, scroll down to the bottom and select **Post** to save your changes and post the assignment.
How do I fix a report showing a 212 error?

Error 212 can occur when a course was created in a project site and imported into a new course and the course roster not being updated to Turnitin. The instructor will need to manually trigger an update of the course roster.

Go to Site Info.

Select Site Info from the Tool Menu bar.

Select Update Participants.

Below the Participant list, select Update Participants.

Turnitin reports will be available in the next couple hours.
VoiceThread
What is the VoiceThread tool?

VoiceThread is a web-based platform that enables instructors and students to upload an artifact and invite others to add feedback. Artifact items can include documents, PowerPoint presentations, videos or photos, and add voice annotation directly onto the artifact. Feedback can be added through an audio recording, a webcam, or text.

To access this tool, select VoiceThread from the Tool Menu in your site.
How do I add the VoiceThread tool to my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Select Manage Tools.

Select the **VoiceThread** tool.

Select the **VoiceThread** tool.
Select Continue.

Once you have made all of your tool selections, scroll down and select **Continue**.

**Confirm tool selection.**

```
Overview (Overview)
Lessons (Lessons)
Resources (Resources)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Wiki (Wiki)
Site Info (Site Info)
Gradebook (Gradebook)
Panopto (Panopto)
VoiceThread (VoiceThread)
Zoom (Zoom)
```

New tools added are shown in red font. Confirm that these are tools you want to add and select **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I reorder tools?](#) tutorial for instructions on how to change the tool order.
How do I select a view?

Choose between 1 of three views of the course or select the Edit icon to add the Assignment Builder view.

Only one view can be selected for each course.

Course View

Selecting this option will have the VoiceThread tool display all VoiceThreads that have been shared with this Sakai group.
Individual VT

Selecting this option will have the VoiceThread tool display a single VoiceThread.

Home

Selecting this option will have the VoiceThread tool display the VoiceThread web interface.
How do I create an Assignment through Assignment Builder?

Select Edit.

From the top right corner, select the Edit Integration icon.

Create Gradebook Item.

Routing Grades to the Gradebook
Create Gradebook Item
This creates a new Gradebook Item and routes grades to this new item. You only need to create the item once.

Select Gradebook Item:
Do not accept grades from this tool

Be careful when changing this value. If you change this value, existing grades will not be moved to the new Gradebook item. Only future grades received from the tool will be routed to the new Gradebook item.

Within the Create Gradebook Item box, enter the name of the assignment.

Select Update Options.

Scroll to the bottom of the page and select Update Options.

Clear browser history.

Clear your browser history and then close the browser.

Select type of assignment.

After re-entering the VoiceThread tool, select the type of assignment wanting to assign.
Select a type of assignment

Create a VoiceThread

Submit a Comment

Watch a VoiceThread
How do I create, comment or share a VoiceThread?

Creating, commenting or Sharing a VoiceThread.

For additional assistance creating, commenting, or sharing a VoiceThread please see the VoiceThread web site.
How do I authenticate my VoiceThread account with a Sakai site?

When the VoiceThread tool is added to a Sakai site, a folder for that site is created in VoiceThread. If the site is a course site, students enrolled in the site are able to view sessions in the course folder by default. If the site is a project site, users with the access role are able to view sessions in the site folder by default.

If these sessions are added to the Lessons tool or the Resources tool, students and users with the access role will not be able to access these sessions within these tools until they authenticate their account.

If a user attempts to access a session before authenticating, they will receive a message like the examples below. The user should not select Sign In. The user should follow the directions below to authenticate their account.

Examples:

1. Do not select Sign In. Follow the instructions listed below.
Do not select **Sign In**. Follow the instructions listed below.

**Authenticate your account.**

To authenticate your account, first login to Sakai and open your Sakai site, then select the VoiceThread tool from the Tool Menu. You have now authenticated your account and you will be able to access sessions in the Lessons tool and the Resources tool.
How do I access a VoiceThread video through Sakai?

VoiceThread videos can be shared in a variety of ways in Sakai. They can be shared through the VoiceThread tool in the Tool Menu, embed or link sessions on the Lessons tool, or through the Resources tool.

Access VoiceThread videos through the VoiceThread tool.

You can access sessions for a site by selecting the VoiceThread tool from the Tool Menu. You will be brought to the folder for that site in VoiceThread.

Access VoiceThread video through the Lessons tool.

If you are prompted to sign in, you must authenticate your account with this site in Sakai. Please see How do I authenticate my VoiceThread account with a Sakai site? for instructions.

Select the Lessons tool from the Tool Menu.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.
Play an embedded session.

Select the play icon on the video. The video will begin to play directly on the page.

Play a linked session.

Select the link. The video will begin to play in a new window.

Access a VoiceThread video through the Resources tool.

If you are prompted to request access to a session, you must authenticate your account with this site in Sakai. For instructions, please see How do I authenticate my VoiceThread account with a Sakai site?

Select the Resources tool.

Select the title of the session. The session will begin to play in a new window.
How do I embed a VoiceThread video on a Lessons page?

A special feature of the Lessons tool allows Instructors to embed a VoiceThread video directly on the page.

If you are using the default share settings in VoiceThread, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. See How do I authenticate my VoiceThread account for a Sakai Site? for instructions.

Locate the VoiceThread video and select Share

Locate and copy the embed code.

1. Select Basic.
2. Select the Embed tab.
3. Select **Copy Embed Code**.

**Go to Lessons.**

Select the Lessons Page Title (e.g. **Week One**) in the Tool Menu to display the page.

**Select Add Content, then Embed Content on Page.**

From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.
Paste the embed code.

1. Paste the VoiceThread embed code into the box marked **Or add a URL or "embed code"**.
2. Select **Save**.

Review content and select save.

Preview your content in the **Embed Content on Page** dialog box. Select **Save** again.
View updated video on page.

Select Edit. (Optional)

This displays the Edit Embed Content dialog box.
Add a description.

Enter a description in the Item Description text box. Then select Save to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated video on page.
How do I link a VoiceThread video to a Lessons page?

If you are using the default share settings in VoiceThread, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. Please see How do I authenticate my VoiceThread account for a Sakai site? for instructions.

Locate the VoiceThread video and select Share

Locate and copy the embed code.

1. Select Basic.
2. Select the Embed tab.
Go to Lessons.

Select the Lessons Page Title (e.g. Week One) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Select Add Content, then Add Content Links.

From the Add Content drop-down menu, select Add Content Links. This displays the Add Item dialog box.
Enter an item name and paste the URL.

1. Paste the URL in the **Or add a URL** text box.
2. Select **Save**.

**View content on the page.**

[luc.voicethread.com/share/12084421/](luc.voicethread.com/share/12084421/)

**Select Edit. (Optional)**

[luc.voicethread.com/share/12084421/](luc.voicethread.com/share/12084421/)

This displays the **Edit Item** dialog box.
Add a description and change item settings.

1. Enter the item’s name in the **Item Name** text box.
2. Enter a description in the **Item Description** text box.
3. Update desired settings.
4. Select **Update Item** to save your changes and return the display to the Lesson Page with the linked video and description.

View updated video on page.

 Classroom Scenarios
How do I link a VoiceThread video to the Resources tool?

If you are using the default share settings in VoiceThread, students will need to authenticate their account for your course before accessing a recording in the Lessons tool. Please see How do I authenticate my VoiceThread account for a Sakai site? for instructions.

Locate the VoiceThread video and select Share

Locate and copy the embed code.

1. Select Basic.
2. Select the Embed tab.
Go to Resources.

Select Resources in the Tool Menu.

Select Actions, then Add Web Links.

From the Actions drop-down menu, select Add Web Links. This directs you to the Add Web Links page.
Enter the web address URL and the website name.

1. Paste the web address URL.
2. Enter the website name. This will appear as the title of the link.
3. Select Add Web Links Now.

View resource on the page.

- Welcome VoiceThread

Add Another Web Link

Email Notification: None - No notification
Web Content
What is the Web Content tool?

The Web Content tool allows Instructors to create a link to a web site in the Tool Menu of the site. By default, the link opens a redirect page that allows the web site to be opened in a new window.

Instructors can also use the Web Content tool to create a tool link to a folder or a file in Resources.

Example of a Web Content link to a website.
Example of a Web Content link to a folder in Resources.

SAKAI NOTES

Into To Sakai 12

- Additional Resources
- Readings
- Sakai Help
- Syllabus & Guidelines

Overview

Syllabus

Lessons

Announcements

Forums

Assignments

Tests & Quizzes

Chat Room

Sakai Notes

Email Archive

Site Info
How do I create a Web Content link to a website?

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the Web Content tool.

Place a check mark in the box next to Web Content, and then select Continue.
Enter the web site information.

1. Enter a title for the Web Content tool (which will display in the Tool Menu).
2. Enter the URL for the web site.
3. Select Continue.

Select Finish.

Confirming site tools edits for ITRS 101 001 Sp20

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Syllabus (Syllabus)
Lessons (Lessons)
Announcements (Announcements)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Chat Room (Chat Room)
Email Archive (Email Archive) : itrs-101-001-sp20@lucdev.longaight.com
Sakai Project (Sakai Project) (https://sakaiproject.org/)
Site Info (Site Info)
Commons (Commons)
Email (Email)
Gradebook (Gradebook)
Messages (Messages)
Zoom (Zoom)

Finish  Back  Cancel
View the new Web Content link.

Select the new item in the Tool Menu to view the link. The link will automatically open in a new window.

Educators are doing remarkable things with Sakai

Valencian Internacional University’s award-winning ICT in Education uses Sakai to help educators reimagine what’s possible with technology-enabled learning.
How do I create a Web Content link to a folder in Resources?

Instructors can use the Web Content tool to create a tool link to a folder or a file in Resources.

Go to Resources.

Select Actions > Edit Details > Make Web Content Link.

Select Edit Details for the folder you want to link to, and then select Make Web Content Link.
Enter a title and select Add.

**Make Web Content Link**

This allows you to quickly create a Web Content Link to this piece of content.

**Title**

Sakai Notes

Select the new tool button to access the contents of the folder.
How do I edit a Web Content link?

Go to the Web Content link.

Select the Web Content link (e.g. Poetry Magazine) from the Tool Menu in your site. This displays the re-launch page.

Select Edit.

Select the Edit icon located in the top right corner of the page.

Make your changes.

Customize Web Content

* Tool Title
Sakai Project

* Page Title
Sakai Project

Choose a custom icon

Frame Height: 1200 pixels

URL: https://sakaiproject.org/

Open in new window?
Note: Applies only to secure (https://) URLs that allow framing. Most major websites do not allow framing. A non-secure (http://) URL will always open in a new window.

Update Options  Cancel

Edit any or all of the following:

• Tool Title
• Page Title
Then, select **Update Options** to save your changes.

**View updated link.**

The Web Content tool will now display the updated settings.
How do I delete a Web Content link?

Go to Site Info.

Select **Site Info** from the Tool Menu in your site.

Select Manage Tools.

Un-check the Web Content tool link.

Remove the check mark next to the Web Content tool link that you want to delete.

Select Continue.
Select Finish.

Confirming site tools edits for ITRS 101 001 Sp20

You have removed the following:

Sakai Project (source = https://sakai.project.org/) (Sakai Project)

You have selected the following for your site (added tools highlighted):

Overview (Overview)
Syllabus (Syllabus)
Lessons (Lessons)
Resources (Resources)
Forums (Forums)
Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Site Info (Site Info)
Gradebook (Gradebook)
Zoom (Zoom)

Or, select Tool Order.
Select the gear icon to edit item settings.

Tool Order

Select the gear icon for the item you want to remove, and then select **Delete this Tool** from the drop-down menu.

Confirm deletion.

Are you sure you want to remove tool: Sakai Project?

If you are sure you want to delete the item, select **OK**.

Select **Save**.
Wiki
What is the Wiki tool?

The Wiki tool allows people to collaboratively author web pages, without the need for advanced web authoring skills. The Wiki tool was designed specifically for site participants to collaborate on documents, share information and create online materials within a course or project site. Users have the option to subscribe to the site Wiki and be notified about content updates. There is also the option to make wiki pages available to the outside world beyond the course if desired.

To access this tool, select Wiki from the Tool Menu in your site.
How do I view wiki pages?

To move from page to page in Wiki, follow the links within each page. Links with a world icon beside them link to external websites or to attachments. These will open in a new window.

Unlike some wiki tools, Wiki does not have a separate menu to navigate through the pages. All navigation must be done through links on the pages.

**Go to Wiki.**

Select the Wiki tool from the Tool Menu of your site.

**Select the page links to navigate through wiki content.**
Select Home link to return to the top level wiki page.

If you have navigated down one or more levels via page links and need to return to the Home page to navigate to another area, use the Home link in the top menu to return to the top level of the wiki.
How do I search wiki pages?

Go to Wiki.

Select the **Wiki** tool from the Tool Menu of your site.

**Enter search terms.**

Type your search term in the search box, and then press **Enter** on your keyboard.

All pages on that wiki site containing your search terms will be listed. This search will be recorded in your Recently Visited page list and you can return to your results page at any time.

Wiki will recognize the "and" operator but not "not" or "or". For example, searching for "children and dahlia" will find pages which contain both the word "children" and the word "dahlia" but not pages which contain only one of the words.

---

*Note: Pages which are not in the wiki will not be searched. This includes other Sakai pages (e.g. Schedule, Syllabus, etc.) and attachments to the wiki.*
How do I edit wiki pages?

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select Edit.

Select Edit.

Enter the page content.

Enter your content into the editing area provided.
Use editor icons to format text or add tables, links, images, and attachments. (Optional)

The wiki editor also has icons which allow you to:

- Save.
- Make text bold.
- Make text italic.
- Add a superscript.
- Add a subscript.
- Choose heading level.
- Add a table.
- Add a link.
- Add an image or attachment.

Welcome to our class Wiki!

We will use this Wiki to:

- Collaborate on class projects
- Share information
- Comment on your classmates' pages

New Page 1
New Page 2
New Page 3

If you would like to preview your content before saving, select the Preview tab at the top of the editing area.
Specify as minor change. (Optional)

- Minor Change - Do not send notifications to watchers of this page.

If your edits on the page are very minor (e.g. fixing a typo) and you do not want users to receive a notification about new content on this page, you may check the **Minor Change** box to not send notifications.

Select Save.

Once you have finishing editing the page, select **Save**.
How do I create a new wiki page?

To create a new page, you will need to add it as a link from an existing page.

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select Edit.

While viewing an existing page, select the Edit button.

Enter the page name.
In the editing area, type the name of the page in brackets, and then select **Save**. For example, typing `[New Page]` will create a page titled "New Page".

*Note: You can't use the following characters in an Wiki link or title:*

- Colon (`:`)
- At (`@`)
- Hash (`#`)
- Pipe (`|`)
- Back-Slash (`\`)
How do I add images to a wiki page?

Before you add an image, make sure that it is the correct size and shape for your web page, and that the file size is optimized for the web. If you put an image with a very large file size into a wiki page, it will take a long time for users to download it. Many image editing programs will allow you to compress images for the web.

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select Edit.

Select the Image icon in the editor toolbar.

Select the Image icon in the editor toolbar.
Select the image from Resources.

Select the Select link for the image file if it is already in Resources.

Or, upload the file.

If the image file is not already in Resources, select Upload Files in the Add drop-down menu to browse for and select the file you want.
Select Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click “Continue” when done.

<table>
<thead>
<tr>
<th>Items to attach</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUC STACKED.png</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Continue  Cancel

Location: Sakai12 102 001 Sp20 Resources

<table>
<thead>
<tr>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai12 102 001 Sp20 Resources</td>
<td>Add</td>
</tr>
</tbody>
</table>

Show other sites

Continue  Cancel

Once you have selected the image file, select the Continue button.

Preview content. (Optional)

Welcome to our class Wiki!

We will use this Wiki to:
- Collaborate on class projects
- Share information
- Comment on your classmates' pages

New Page 1
New Page 2
New Page 3

Prepare people to lead extraordinary lives

Save  overwrite  Cancel

If you would like to preview your content before saving, select the Preview tab at the top of the editing area.
Select Save.

Once you have finishing editing the page, select **Save**.
How do I add attachments to a wiki page?

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select Edit.

Select the Image/Attachment icon in the editor toolbar.
Select the file from Resources.

**Location: ITC 101 001 F20 Resources**

<table>
<thead>
<tr>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 101 001 F20</td>
<td>• Add</td>
</tr>
<tr>
<td>Classroom Scenarios</td>
<td>Select</td>
</tr>
<tr>
<td>Document.docx</td>
<td>Select</td>
</tr>
<tr>
<td>Welcome VoiceThread</td>
<td>Select</td>
</tr>
</tbody>
</table>

> Show other sites

Select the **Select** link for the file you want to attach if it is already in Resources.

**Or, upload the file.**

**Location: ITC 101 001 F20 Resources**

<table>
<thead>
<tr>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 101 001 F20</td>
<td>• Add</td>
</tr>
<tr>
<td></td>
<td>• Upload Files</td>
</tr>
<tr>
<td></td>
<td>• Create Folders</td>
</tr>
<tr>
<td></td>
<td>• Add Web Links (URLs)</td>
</tr>
<tr>
<td></td>
<td>• Create Text Document</td>
</tr>
<tr>
<td></td>
<td>• Create HTML Page</td>
</tr>
<tr>
<td></td>
<td>• Create Citation List</td>
</tr>
<tr>
<td>Classroom Scenarios</td>
<td>Select</td>
</tr>
<tr>
<td>Document.docx</td>
<td>Select</td>
</tr>
<tr>
<td>Welcome VoiceThread</td>
<td>Select</td>
</tr>
</tbody>
</table>

> Show other sites

If the file is not already in Resources, select **Upload Files** in the Add drop-down menu to browse for and select the file you want.
Select Continue.

Add Attachment

Once you have selected the image file, select the **Continue** button.

(Optional) Repeat as needed to attach additional files.

View/edit links.

The attachment links will display in the editor area.

Tip: If you want to change the title of the link to something other than the filename, edit the link text before saving.
Preview content. (Optional)

Class Documents for Review

» Class 1 assignment.docx

Save  overwrite  Cancel

If you would like to preview your content before saving, select the Preview tab at the top of the editing area.

Select Save.

Save  overwrite  Cancel

Once you have finishing editing the page, select Save.
How do I view wiki page info?

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select Info.

Select the Info button to view the information for the page you are currently viewing.

View page information.

The following information will be displayed for this page:

• Lists all pages the page links to
• Lists all pages that link to this page
• Gives the page owner (This is usually the owner of the site or the person who created the wiki.)
• Gives the global page name, to allow linking to it from outside the Wiki
• Gives the page permission details (You need to be a member of the site listed in order to view the wiki.)
• Gives details of when the page was last edited

The Info screen also allows you to open the following versions of the page:
• Printer friendly version
• Un-editable HTML version
• Rich Text Format version
• PDF version
• RSS feeds of recent changes
How do I watch or subscribe to a wiki?

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select Watch.

Choose your notification preference.

You may choose from the following notification options:

- Each time a page is changed in this wiki (or wiki sub-section), send a separate email
- Send me one email per day summarizing all changes in this wiki (or wiki sub-section)
- Do not send me emails when pages change in this wiki (or wiki sub-section)
- (For wiki sub-sections only) Just do the same as for the main wiki notifications

Select the radio button for your desired notification level, and then select Save.
How do I view wiki page history?

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select History.

Select the History button to view the history for the page you are currently viewing.

View page history.

Page history displays the following information:

- Gives a list of all previous versions of that page, with the name of the user who altered it and the date.
- Allows you to view any previous version.
- Compare the contents of any version with the current version.
- Compare the contents of any version with the version immediately previous, to see what changes were made by each user.
- Allows you to revert to any previous version.

Tip: If you have accidentally deleted content from your page, you can use the “Revert to this version” option to revert to an earlier, correct version, for example.
How do I set wiki permissions?

Wiki has two levels of permissions: site level and page level. Site level permissions are the default permissions for all wiki pages. However, permissions can also be changed for individual pages at the page level. For example, you can alter permissions so that the wiki is editable by everyone, except for one page which can only be edited by instructors.

There are 5 types of permissions within Wiki:

- Read (read pages)
- Create (create new pages; update must be enabled to allow this)
- Update (edit pages)
- Admin (alter site permissions)

Note: Wiki permissions cascade downwards. For example, you cannot update a page if you cannot read it, so it makes no sense to enable "update" but dis-enable "read". If you enabled "create" or "update", Wiki will assume that you want "read" permission enabled as well.

Go to Wiki.

Select the Wiki tool from the Tool Menu of your site.

Select Info.

Select the Info button to view the information for the page you are currently viewing.
Edit page level permissions.

You may check or uncheck the boxes available on this page to enable/disable the associated permissions for each of the user roles shown.

Note: The permission options selected here will apply the current page only.

Edit site level permissions.

In order to edit the default permissions for all wiki pages in the entire site, select the edit site permissions link just below the page permissions grid.

Select the site level permissions for each role.
1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)

2. Select **Save** to save your changes.

---

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.
Zoom
How do I add the Zoom tool to my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the Zoom tool.

Select Continue.

Once you have made all of your tool selections, scroll down and select Continue.
Add a title for the Zoom tool.

Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

Zoom
Title: Zoom

Add a title for your Zoom tool. You could have the title reflect the purpose of the meeting room (ex: Office Hours).

Add multiple Zoom tools to your course. (Optional)

Select More Zoom Tools? and select 1 more, 2 more, or 3 more.

You will be able to rename each of these tools.

Select Continue.
Confirm tool selection

Confirming site tools edits for **ITRS 101 001 Sp20**

You have selected the following for your site (added tools highlighted):

- Overview (Overview)
- Syllabus (Syllabus)
- Lessons (Lessons)
- Resources (Resources)
- Forums (Forums)
- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Gradebook (Gradebook)
- **Zoom (Zoom)**

Finish  Back  Cancel

New tools added are shown in red font. Confirm that these are tools you want to add and select **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I reorder tools?](#) tutorial for instructions on how to change the tool order.

Claim Host Rights

After you have added the Zoom tool to your course, open the meeting room to become the host of this meeting room. To open the meeting room, simply select the Zoom tool from your Sakai course Tool Menu.
How do I schedule a Zoom meeting within Sakai and claim host rights?

There is a Sakai-Zoom integration that allows you to create a Zoom meeting link in your Sakai site. All members of the Sakai site will be able to access the link for an online synchronous session.

Add the Zoom Tool to your Sakai Course

To generate a meeting link, you can add the Zoom tool to your Sakai course. For instructions please visit, How do I add the Zoom tool to my course.

Once you add the Zoom tool to a Sakai course, members of the Sakai site can access the room at anytime.

Claim Host for a Zoom Meeting in Sakai

In order to be considered the host of a meeting scheduled in Sakai, you must be the first user to select the tool and launch the Zoom meeting. To launch the Zoom meeting select the Zoom tool from the Tool Menu.

If you have not already installed Zoom on your computer, you will be prompted to download and install Zoom when you select the Zoom tool. To download the Zoom Desktop Client ahead of time visit the Zoom Download Center at https://luc.zoom.us/download.

Assignments

Zoom

Tests & Quizzes

Start a Zoom Meeting

For instructions on how to start a Zoom meeting, please see How do I join a meeting from Sakai?
How do I join a Zoom meeting from Sakai?

Download and install the Zoom Desktop Client

Visit the Zoom Download Center at https://luc.zoom.us/download to download and install the Zoom Desktop Client.

If you do not install Zoom ahead of time, you will be prompted to download and install Zoom when you launch the meeting.

Select the Zoom Tool

Select the Zoom tool from the Tool Menu on the left-hand side of the site.

The tool might be renamed to reflect the purpose of the meeting. (Ex: Office Hours)

Launch the Zoom Application

Select Open link to launch the Zoom application.
This dialog box reflects the browser Mozilla Firefox. Your dialog box may look different depending on the browser you are using.

The meeting room will launch.

By default, meetings enable web cams for users joining a session. If you do not want your web cam to turn on automatically when joining a session, update your settings in the Zoom Desktop Client. View About Settings for instructions.
How do I update the settings for a Zoom meeting created in Sakai?

You can update the settings for your meeting after you add the Zoom tool to your course and launch the meeting room for the first time. View [How do I add the Zoom tool to my course](#), for instructions on enabling Zoom for a Sakai course.

Log in to Loyola's Zoom Site

Navigate to [luc.zoom.us](http://luc.zoom.us).

Select [SIGN IN](http://luc.zoom.us) and log in using your Loyola username (UVID) and password.

Edit your Meeting

Select [My Meetings](http://luc.zoom.us) from the left-hand side.
Select **Upcoming Meetings** or **Previous Meetings** to locate your meeting.

Select **Upcoming Meetings** or **Previous Meetings** to locate your meeting.

The title of your course will be the title of the meeting. Select the title of the meeting.

Scroll below the meeting information and select **Edit this Meeting**.

Make your desired changes to the meeting settings.
You will be able to access the Zoom meeting regardless of the date/time or duration. You may select **Recurring Meeting** and choose **No Fixed Time** from the drop-down menu for the date/time to be removed.

Select **Save**.
How do I invite a guest lecturer to my Zoom meeting?

When you add the Zoom tool to your Sakai site, all members of the Sakai site will have access to the Zoom meeting link. If you would like to invite a user that is not a part of the site to one of your live sessions, please see the instructions below.

The meeting link will not change. You can get the meeting link at anytime and send it to the guest user.

Launch the Zoom room.

Select the Zoom tool from the Tool Menu in your Sakai course.

Select Participants.

From the Zoom menu bar, select the Participants button.

Select Invite.
Select Copy Invitation.

Select the Copy Invitation button from within the pop-up window. You can then paste the invite in an email and send it to any user you would like to invite to your meeting.
How do I upload a Zoom recording to Panopto?

It is important to review the [Guidelines for Recording Students during Online Classes](#) before uploading and sharing any recordings.

Log into Panopto.

Log in to Panopto using your UVID and password.
Open the Course Folder

Open the course folder that you want to save the recording to.

Select Create.

Select the Create button at the top of the page.
Choose Upload Media.

From the drop-down menu, choose upload media.

Upload file.

Drag and drop your Zoom recording file (zoom_0.mp4) into the box. If you are unable to drag and drop the file, select to browse your computer for the file.

Note: To change the location of the saved recording, please see Local Recordings and scroll down to Change Location for Local Recordings.
Processing Media.

Once the green check appears to the left of the title of the file, you can close this window. The file will process and be available on Panopto.

To change the name or your recordings, see How do I change the name of a Panopto session.
How do I share a Zoom cloud recording?

Within a meeting room, the Host has the option to record locally or to the cloud. If cloud recording is selected, the recordings will be saved to the Host’s Zoom account.

For more about a Zoom profile, visit [How do I create and update my Zoom profile?](#)

---

Open Email Notification.

Cloud Recording - Using Technology to Teach Online is now available

Hi Sarah,

Your cloud recording is now available.

**Topic:** Using Technology to Teach Online  
**Date:** Mar 13, 2020 12:54 PM Central Time (US and Canada)

For host only, click here to view your recording detail (viewers cannot access this page):
https://luc.zoom.us/recording/detail?meeting_id=F1cXv%2FpGSRSB%2fBCTfiX9w%3D

Share recording with viewers:
https://luc.zoom.us/rec/share/y5V-H6-37kdeLm8wUicZhvP750aaa8gXibrqJxExEppQ6iNdmUS5ptVeyhvoKyb

Thank you for choosing Zoom.  
- The Zoom Team

---

After the meeting has ended, Zoom will process the recordings, which can take up to 48-72 hours depending on the length of the recording. Once the process is completed, an email notification will be sent to your Loyola Outlook account.

**Sharing a Cloud Recording with Students**

**Sending an Email**

Once you have received the email notification from Zoom, you can forward this email to your students.
Select the **Forward** option (straight arrow) within the email.

Create new Email

1. **To:** Add students email address, separate each email address with a comma (,).
2. **Subject:** Update the subject line of this email.
3. **Body:** Add any additional text for the email.
4. **Send:** Select **Sent** to send the email to the listed students.

**Posting Link to Cloud Recording in Sakai**

**Select the Resource Tool**

From the tool menu, select the **Resource** tool.

**Select Actions**

Select the **Action** menu next to the desired folder or subfolder of which you want to add the recording link.
Choose Add Web Links (URLs)

From the Actions menu drop-down menu, choose the option to Add Web Links (URLs).

Enter the Web Address (URL)

Copy the URL provided in the Zoom notification email and paste it into the Web Address Box.

Enter a Website Name

Update the Website Name to help students identify the link.
Select Add Web Links Now

Once all the information has been added, select **Add Web Links Now** to save.

Select the Webpage Name to view

Select the webpage name to be redirected to the recordings.
How do I set-up Office Hours for all my Sakai courses using the same meeting room?

For online office hours, you may want all students, regardless of their course, to enter the same meeting room. A single meeting room can be added to all course sites that provide students with a direct link into the same Zoom meeting.

Generating a Zoom meeting link

To generate a Zoom link meeting link, visit How do I invite a guest lecturer to my Zoom meeting?

Add the Web Content tool.

Once a Zoom meeting link is generated, you can share it with any Sakai course through the Web Content tool.

Select Site Info

From the tool menu of a Sakai course site, select the Site Info tool.

Select Manage Tools

From the top menu bar, select Manage Tools.
Choose Web Content

- **Tests & Quizzes**
  For creating and taking online tests and quizzes

- **VoiceThread**

- **Web Content**
  For accessing internal resources or an external website within the site.

- **Wiki**
  For collaborative editing of pages and content

- **Zoom**
  Zoom LT

Scroll through the list of available tools and select the box for Web Content.

**Select Continue**

- [Continue](#)
- [Cancel](#)

Scroll to the bottom of the page and select **Continue**.

**Enter a Title**

**Customize tool instances**

You can make configuration adjustments later using the configuration capabilities for each tool.

**Web Content**

**Title**

Enter a new title for the tool to help the students identify this link (e.g., Office Hours).
When it's time for the office hours to start, the students will select the **Web Content** tool.

💡 Remember, you may have updated the Web Content tool title to something different (e.g., Office Hours)
Launch the Zoom Application

A pop-up window will appear requiring permission to launch the Zoom application. Select **Open Link** to launch the application and be redirected into the Zoom meeting room.
How do I provide participants with the opportunity to screen share during a meeting?

Within Zoom, there are three ways that a Host can provide Participants with the ability to share their screen.

Assign as Co-Host

Select Participants.

From the Zoom window, select the Participants control at the bottom of the Zoom screen.
Hover over Participant.

Within the Participant's window, hover over the name of the person to assign as Co-Host.

Select More.

Select the More button next to the name you have chosen.
Select Make Co-Host.

From the dropdown menu, select Make Co-Host.

Confirm Make Co-Host.

A pop-up window will appear confirming the decision to make the Participant a co-host. Select Make Co-Host.

Once the participant has finished sharing their content, repeat the process to remove Co-Host permission.

Update Advanced Sharing Options

This option is recommended if you are going to have multiple Participants share their screen throughout the meeting.
Select Participants.

From the Zoom window, select the **Participants** control at the bottom of the Zoom screen.

Select More.

At the bottom of the Participant window, select the **More** button.
Choose Lock Meeting.

From the dropdown menu, choose **Lock Meeting**.

Select **OK**.

A pop-up window will appear that provides a reminder that no additional participants are able to join the meeting room, select **OK**.
Select the upward arrow next to Share Screen.

Select the upward arrow next to the Share Screen control at the bottom of the Zoom meeting window.

Choose Advanced Sharing Options.

From the dropdown menu, select Advanced Sharing Options...
Select the radio button All Participants.

Within the Advanced Sharing Option box, for the Who can Share? options, select All Participants.

Close the Advanced Sharing Option window.

This setting can always be changed back to Only Host by repeating this process.
Using Security

Select Security.

From the Zoom window, select the Security control at the bottom of the Zoom screen.

Choose Lock Meeting.

From the Security drop-down menu, choose Lock Meeting.
Select Security.

From the Zoom window, select the Security control at the bottom of the Zoom screen.

Choose Screen Share.

From the Security drop-down menu, under Allow Participants to:, choose Screen Share.
This setting can always be changed back to Only Host by repeating this process.
How do I add the Zoom tool to my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Select Manage Tools.

Select the **Zoom** tool.

Select Continue.

Once you have made all of your tool selections, scroll down and select **Continue**.
Add a Title for the Zoom tool.

**Customize tool instances**

You can make configuration adjustments later using the configuration capabilities for each tool.

**Zoom**

**Title**: Zoom

Add a title for your Zoom tool. You could have the title reflect the purpose of the meeting room (ex: Office Hours).

**Add Multiple Zoom Tools to Your Course. (Optional)**

Select **More Zoom Tools?** and select **1 more**, **2 more**, or **3 more**.

You will be able to rename each of these tools.

Select **Continue**.
Confirm Tool Selection.

Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Site Info (Site Info)
Attendance (Attendance)
Commons (Commons)
Gradebook (Gradebook)
Module 2 (Module 2)
Module 3 (Module 3)
Statistics (Statistics)
Zoom (Zoom)

You have enabled the Lessons subpage navigation for this site.

Finish  Back  Cancel

New tools added are shown in red font. Confirm that these are tools you want to add and select Finish. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the How do I reorder tools? tutorial for instructions on how to change the tool order.
How do I join a Zoom meeting from Sakai?

Download and Install the Zoom Desktop Client.

Visit the Zoom Download Center at https://luc.zoom.us/download to download and install the Zoom Desktop Client.

If you do not install Zoom ahead of time, you will be prompted to download and install Zoom when you launch the meeting.

Select the Zoom Tool.

Select the Zoom tool from the Tool Menu on the left-hand side of the site.

The tool might be renamed to reflect the purpose of the meeting. (Ex: Office Hours)

Select Join.

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). 🌐

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today 3:00 PM</td>
<td>Sakai 101 001 Su20</td>
<td>934-714-580 54</td>
</tr>
</tbody>
</table>
Launch the Zoom Application.

Select **Open link** to launch the Zoom application.

This dialog box reflects the browser Mozilla Firefox. Your dialog box may look different depending on the browser you are using.
How do I update the settings for a Zoom meeting created in Sakai?

You can update the settings for your meeting after you add the Zoom tool to your course and launch the meeting room for the first time. View [How do I add the Zoom tool to my course](#) for instructions on enabling Zoom for a Sakai course.

Select Zoom.

From the course menu bar, select the Zoom tool.

Select Meeting Topic.

Select the Name of the meeting (topic) you want to edit.
Select Edit this Meeting

Audio

Telephone and Computer Audio

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 7735082879
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Scroll to the bottom of the page and select Edit this Meeting.

Edit and Select Save.

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 7735082879
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Advanced Options (Schedule For, Alternative Hosts)

Save
Cancel

Edit the meeting with the new desired settings and then scroll to the bottom of the page and select Save.
Select Course Meetings.

Select the Course Meetings breadcrumb to return to the main Zoom page.

Course Meetings > Manage "Sakai 101 001 Su20"

Topic

Sakai 101 001 Su20
How do I schedule a Zoom meeting within Sakai?

There is a Sakai-Zoom integration that allows you to create a Zoom meeting link in your Sakai site. All members of the Sakai site will be able to access the link for an online synchronous session.

Add the Zoom Tool to your Sakai Course.

To generate a meeting link, add the Zoom tool to your Sakai course. For instructions, please see How do I add the Zoom tool to my course?

If you have not already installed the Zoom Desktop Client on your computer, you will be prompted to download and install Zoom when you select the Zoom tool. To download the Zoom Desktop Client ahead of time, visit the Zoom Download Center at https://luc.zoom.us/download.

Select Zoom.

Select the Zoom tool from the tool menu bar.
Select Schedule a New Meeting.

Select the **Schedule a New Meeting** button from within the Zoom window.

**Enter Meeting Information.**

Enter the meeting room information.

1. **Topic**: The title of the meeting
2. **Description**: Information regarding the purpose of the meeting
3. **When**: The date on which the meeting will occur
4. **Duration**: The time in which the meeting will occur
5. **Time zone**: Enter the time zone in which you currently reside
6. **Recurring**: Select the box to indicate that this meeting will occur multiple times
7. **Video**: Set the default settings for host and participant web cameras when entering the meeting
8. **Audio**: Set the default settings for host and participant microphones when entering the meeting
9. **Meeting option**: Additional meeting settings
10. **Advanced options**: Add an alternative Host (i.e. a teaching assistant or another faculty member)
11. **Save**: To save settings and schedule the meeting

**Select Course Meetings.**

![Zoom interface](image)

- **Course Meetings** > Manage "Sakai 101 001 Su20"

- **Topic**: Sakai 101 001 Su20
- **Description (Optional)**: Weekly Class Meetings

Select Course Meetings from the top menu breadcrumb to return to the main Zoom page.

**Scheduled Meeting Displayed.**

![Zoom interface](image)

- **Your current Time Zone is (GMT-05:00) Central Time (US and Canada).**
- **All My Zoom Meetings/Recordings**
- **Schedule a New Meeting**

- **Upcoming Meetings**
- **Previous Meetings**
- **Personal Meeting Room**
- **Cloud Recordings**

- **Show course meetings scheduled by me**

- **Start Time**: Today (Recurring)
- **Topic**: Sakai 101 001 Su20
- **Meeting ID**: 926-879-57018

- **Start** | **Delete**
Within the Zoom home page, all scheduled meetings are displayed.

Start a Zoom Meeting.

Select the Start button to the right of the meeting room to start that meeting.
How do I share a Zoom cloud recording?

Within a meeting room, the Host has the option to record locally to a computer or to the cloud. If cloud recording is selected, the recordings will be saved to the Host's Zoom account.

For more information about your Zoom profile, visit [How do I create and update my Zoom profile?](#).

Accessing Cloud Recordings within Sakai

All cloud recordings for meeting created through a Sakai course site will automatically be listed in the Cloud Recording section of the Zoom tool.

**Select Cloud Recordings.**

![Select Cloud Recordings](#)

Select the **Cloud Recordings** tab from the Zoom menu bar.
Select Meeting Topic.

Course participants select the Meeting Topic to view the recording.

Email Notification

After the meeting has ended, Zoom will process the recordings, which can take up to the length of the recording. Once the process is completed, an email notification is sent to your Loyola Outlook account.

Once you have received the email notification from Zoom, you can forward that email to your students.
Select Forward.

Cloud Recording - Using Technology to Teach Online is now available

- Getting too much email? Unsubscribe
- Some content in this message has been blocked because the sender isn’t in your Safe Senders list.
  I trust content from no-reply@zoom.us | Show blocked content

Zoom <no-reply@zoom.us>
Fri 3/13/2020 4:54 PM

Hi Sarah

Your cloud recording is now available.

Topic: Using Technology to Teach Online
Date: Mar 13, 2020 12:54 PM Central Time (US and Canada)

For host only, click here to view your recording detail (viewers cannot access this page):
https://luc.zoom.us/recording/detail?meeting_id=F10x%2FpCSRSBo%2BRC78x3w%3D%

Share recording with viewers:
https://luc.zoom.us/rec/share/y5V-H6-37KuJElMh8wLc52tP7S3aa8gXbrq7xjEppQ6HdmU5SpVeytvoKyb

Thank you for choosing Zoom.
- The Zoom Team

Select the **Forward** option (straight arrow) within the email.

Create New Email.

1. **To:** Add students’ email addresses, separating each email address with a comma (,).
2. **Subject:** Update the subject line of the email.
3. **Body:** Add any additional text for the email.
4. **Send**: Select **Send** to send the email to the listed students.