

# SAKAI 11 USER GUIDE

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# About Help

# About Sakai Help

Please note that the help documentation provided for Sakai is written for "out-of-the-box" (OOTB) Sakai. As such, it is designed to support the core tools available for this version.

The screen images incorporated into the documentation are all taken using the generic, OOTB Sakai theme or "skin".

Depending on local customizations, your individual instance of Sakai may have some differences in available tools, tool names, user roles, skins, or default permissions.

Also note that while all users have the ability to search and view all available help, your user account must have the necessary permissions in order to perform administrative or site management tasks. Help articles may describe features or settings that are not available to you, depending on your role within a site. See [What are permissions and roles?](#) for more information.

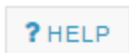
## Navigating Help

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

## Additional Help Resources

If the information you're looking for is not available here, try looking in the online [Sakai Community Wiki](#).

# 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.

For additional information visit the [Accessibility Working Group](#) on the Confluence Wiki.

*Note: The content depicted in images on this page may differ from what you experience, due to your institutions customization of Sakai.*

## Description of the Environment

### Portal Organization

The portal consists of the following elements. They are always present:

- Quick access "Skip to..." links
- Login/logout links
- List of favorite sites
- List of tools for the current site
- Minimize tool navigation link
- Footer

### Quick Access Links ("Skip to...")

**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.

# Login and Logout Links

## Login Link

**Location:** the second link in the portal

This link will take you to a login screen if you are not logged in. After successful login you will be returned to Sakai.

## Logout Link

**Location:** When logged in, the Logout link is the fifth link after the access key links.

This link will take you to a logout page.

# The list of Favorite Sites



- **Location:** at the top of the screen
- **Landmark:** navigation ("Sites begin here ")
- **Heading:** Level 1 ("Sites begin here ")
- **Access key:** [W]

*Note: Access keys will be capitalized for clarity only.*

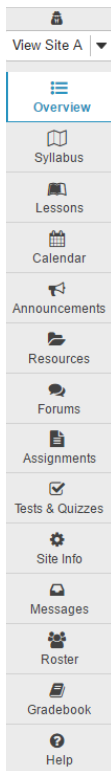
This list contains the menu links to sites you most commonly use. Each menu link will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site's tools so that you can go straight to that tool on the selected site.

Using the Up and Down arrow keys, you can navigate the submenu to the site specific tool links. These links can be activated using the Enter key.

If you have a large number of favorite sites in this list, some sites will not be displayed due to space limitations. Any sites not displayed are contained in a submenu accessed via the More Sites link (not shown in screen capture), which is the last link in the favorite sites list.

The rest of the sites you may be a member of can be found in your My Workspace 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



- **Location:** to the left of the screen
- **Landmark:** navigation (“Tools begin here”)
- **Heading:** Level 1 (“Tools begin here”)
- **Access key:** [L]

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

## Minimize Tool Navigation Link

**Location:** right after the current site's tools list is a link to minimize the tools list.

The link text switches between “Expand Tool Navigation” and “Minimize tool navigation”, depending on the state of the tools list.

*Note: Using this link will have no effect on page navigation for users of screen reading software as all tools will still be available and announced.*

## The Current Site or Current Tool Content Container.

The content comes right after the favorite sites list and the tools list.

- **Location:** to the right of the tool list.
- **Landmark:** main
- **Heading:** Level 1 “Content begins here”
- **Access key:** [C]

For more details on this part of the portal, see the Content Container Details section

## Footer Area

**Location:** Bottom of the screen. After the content container.

**Landmark:** contentinfo

This area contains a list of three links: Gateway which takes you to the main page (similar to a homepage) of the current Sakai instance, Mobile View which takes you to the mobile version (simplified interface and supports smaller screen resolutions), and The Sakai Project which takes you to the Sakai project home page.

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

This section also contains the copyright information and the current version of Sakai used on this server [e.g., sakai/trunk on Oracle - Built: 05/21/13 12:00 - Sakai Revision: 124764 (Kernel 1.4.0-SNAPSHOT)].

## Portal navigation summary

All major areas of the portal are announced by a heading level 1, consist of landmark areas, and can be accessed via access keys:

- Favorite Sites list
  - **Landmark:** navigation (“Sites begin here ”)
  - **Access key:** [W]
- Tools list
  - **Landmark:** navigation (“Tools begin here”)
  - **Access key:** [L]
- Content
  - **Landmark:** main
  - **Access key:** [C]

## Content Container Details

The content container will have the following elements:

- Content title
- Content area

## Content Title

The title is contained in a heading level 2 and briefly describes the purpose of the tool (usually the tool title).

The title may be preceded by a Reset link to return the content area to the initial state.

The title will be followed by a link that opens a new window with help documentation for that particular tool.

## 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.*

## Navigating content area summary

All content areas are organized by heading levels. Links should all be unique and descriptive.

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:** [O]
- Refresh - **Access key:** [U]
- Save - **Access key:** [S]
- View or preview - **Access key:** [V]

## Information on specific tools

The most common tools used in Sakai are Resources, Announcements and Assignments.

## Resources

This tool lists files and links that the site creator shares with the site users. The main screen lists these in a hierarchical structure. Each line in the table will list the title in the link to the item and other data associated with the item, as well as menus with actions that you can take on the item. These actions will depend on your access level.

Navigating: the hierarchical list is represented by heading levels. You can also navigate via link lists. If you tab into a menu link, pressing down arrow will disclose the menu and you can use the up/down arrow keys to navigate the menu choices. If you are a site owner you will be able to create, revise and delete new items with these menus .

## Announcements

This tool contains communications from the site owner to the participants. To read a specific announcement navigate to its link and open it .

Navigating: It is a simple list with each item a heading level 4. Link lists will work well as well. If you are a site owner you will be able to create new announcements via the toolbar menu at the top of the tool, edit existing announcements via the "Edit" link associated with each one. You can delete announcements by selecting the checkbox associated with it, and then pressing

**Access key:** [S]

## Assignments

Site owners set up assignments for participants with this tool. The initial screen lists the assignments as links in heading level 4.

If you are a student this will list the assignments available to you. Each assignment will reflect the status (open, in progress, completed). To start or revise an assignment follow its link to a form .

## Working with the rich text editor

All tools use a rich text editor to allow users to create content. You will find this editor while adding resources, creating announcements, responding to assignments, etc. To operate the rich text editor:

## Basic Navigation

- **Tab** or **arrow down** into the editor edit field to edit content. When you are done you can tab or arrow down out of the editor.

- **Alt+F10** – enters the toolbar or the tab list of the currently open dialog window.
- **Shift+F10** – Opens the context menu of an element inside the editing area.
- **Alt+F11** – enters the elements path.
- **Alt+0** – opens Help.

## Navigating Toolbar

- **Alt+- (minus)**– collapses and restores the toolbar.
- **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, respectively.
- **Enter** and **Space**– activates a selected toolbar feature.
- **Escape** - puts the focus back to the editing area without executing any commands.

## Navigating Dialog Window

- **Tab** and **Shift+Tab**
  - when dialog window tabs are not in focus, these keyboard shortcuts move focus among input element of the dialog window.
  - when a dialog window tab is in focus, Tab and Shift+Tab cycle through dialog window tabs.
- **Left Arrow** and **Right Arrow** – when a dialog window tab is in focus, the Left Arrow and Right Arrow keys can be used to cycle between tabs just like **Tab** and **Shift+Tab**.
- **Enter**
  - while inside the dialog window, when a single-line text input is in focus, is equivalent to pressing the **OK** button.
  - while inside the dialog window, when a dialog window tab is in focus, puts the focus back to the first input element inside that tab.
- **Escape** – while inside the dialog window is equivalent to clicking the **Cancel** or **Close** buttons.

## Navigating Context Menus

- **Tab**, **Shift+Tab** – cycle through menu items forward or **Shift+Tab** to cycle backwards.
- **Down Arrow** and **Up Arrow** – can be used to cycle between menu items just like **Tab** and **Shift+Tab**, respectively.
- **Right Arrow** and **Left Arrow**
  - when the context menu item contains a submenu, the **Right Arrow** lets you enter the submenu.
  - to return to the parent context menu, use the **Left Arrow**.
- **Enter** and **Space** – activate a menu item or open a submenu.
- **Escape**

- Closes a context menu without executing any command.
- When inside a submenu, closes the submenu and returns focus to the parent context menu. Press **Esc** again to close it.

## Navigating Toolbar Drop-down Lists

- **Down Arrow**, **Enter**, and **Space** – enter the drop-down list once it is selected on the toolbar.
- **Tab**, **Shift+Tab** – cycle through list items forward or **Shift+Tab** to cycle backwards.
- **Down Arrow** and **Up Arrow** – can be used to cycle between list items just like **Tab** and **Shift+Tab**, respectively.
- **Enter** and **Space** – activate a feature selected from the drop-down list and put the focus back to the editing area.
- **Escape** – closes a drop-down list without introducing any changes.

## Editor Hotkeys

- When focus is in the editor you can use these shortcut keys:
  - Bold - **Control/Command b**
  - Italics - **Control/Command i**
  - Underline - **Control/Command u**
- To add a link
  - Highlight the link text (**shift + arrow keys**)
  - then press **Control/Command + l**
  - fill in the link information.

*Note: For a complete list of all keyboard commands, please see the [CKEditor 3.x Accessibility Guide](#).*

## Instructions for enlarging screen elements, modifying colors/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 (which is available on all Sites computers) or ZoomText.

To change color and contrast settings use the operating system settings, browser settings, or your preferred browser plug ins.



## Getting more help

If you need further help, please contact your institution's local support center and ask to be directed to the unit that assists users with disabilities.

# 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.

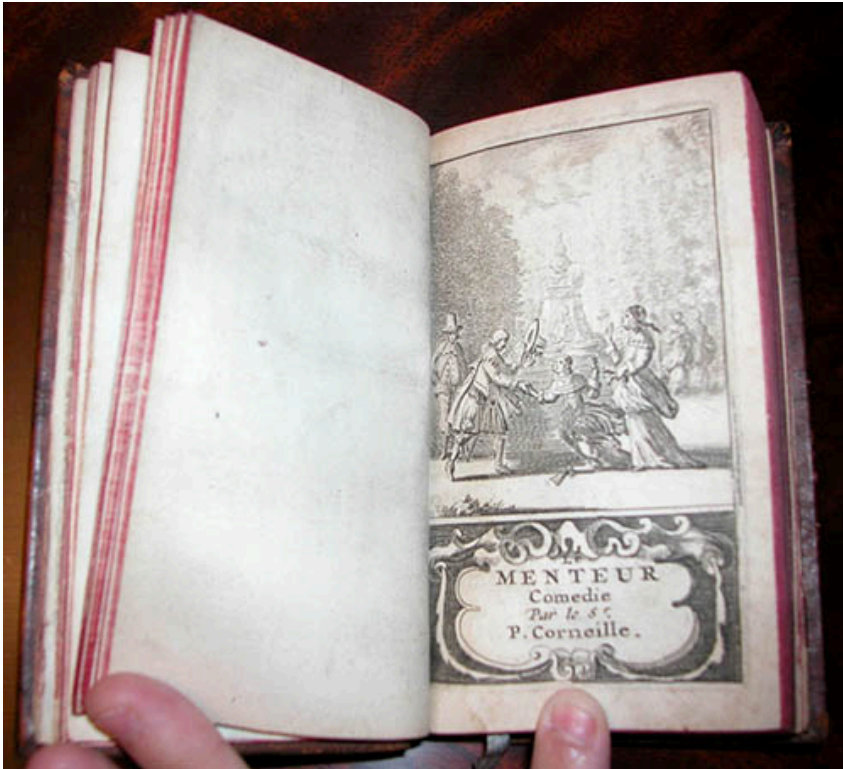
Improving the *accessibility* of content is about reducing basic barriers to comprehension, such as providing *alternative text* for images, so that those who cannot see the images can grasp their meaning. Similarly, making captions or transcript text available for a video file can make it *accessible*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

- 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. Click on 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 "Click 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 Rich-Text Editor's [Accessibility Checker](#) feature can help you check your content for accessibility issues and edit it to fix them.

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.

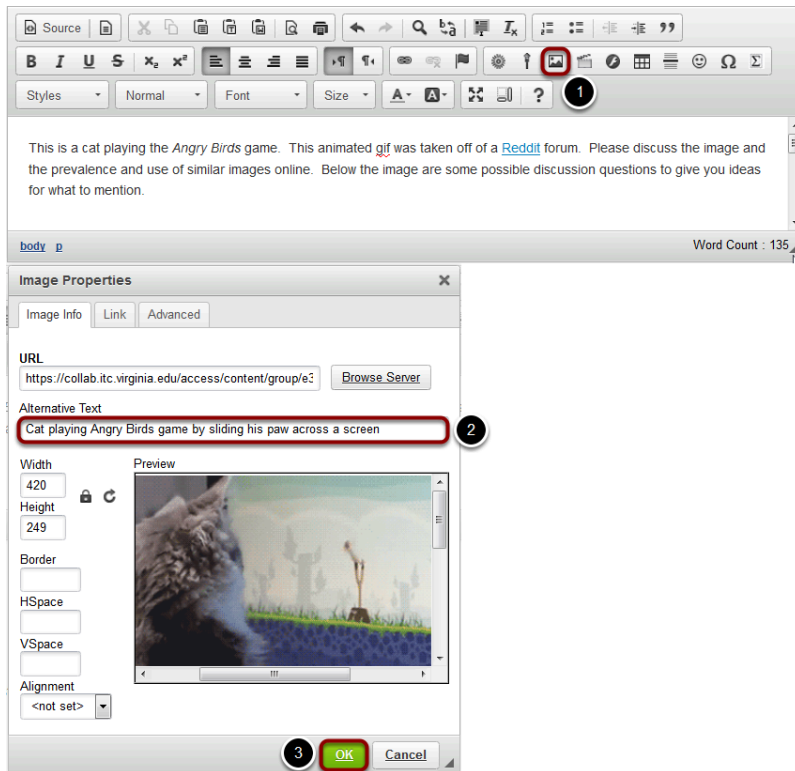
## Examples of Text Alternatives for Images

- **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

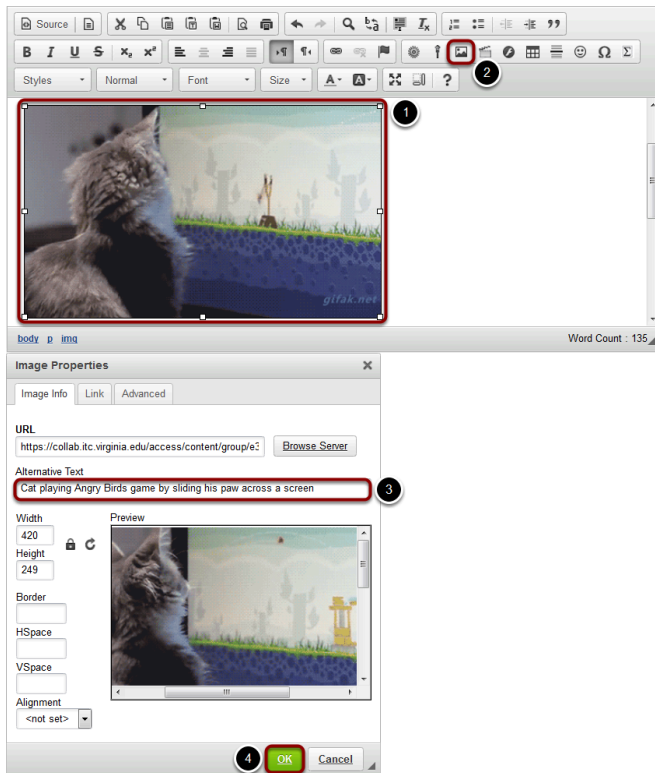
# Steps to Add Alternative Text to a Newly Embedded Image



1. If you do not already have an image embedded in the text box, click on 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. Click **OK** to confirm the addition of the text.



# Steps to Add Alternative Text to an Existing Image



1. Click on the image you have embedded in the text box to select it.
2. Click on 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. Click **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

John	Tomiko
Game of Thrones	Crime and Punishment
Ender's Game	Brothers Karamazov
Farewell to Arms	Sound and Fury

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

	John	Tomiko
Week 1	Game of Thrones	Crime and Punishment
Week 2	Ender's Game	Brothers Karamazov
Week 3	Farewell to Arms	Sound and Fury

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 improve video and audio accessibility by providing transcripts and captions, and descriptions of video images.

Please contact your institution's office for Disability Student Services and/or Information Technology Services for students to get help with accessibility issues and instructors to get help with adapting their course content for accessibility.

## Provide a transcript.

```
1          P R O C E E D I N G S
2
3          (10:06 a.m.)
4          CHIEF JUSTICE ROBERTS: We'll hear argument
5 first this morning in Case No. 14-916, Kingdomware
6 Technologies v. United States.
7          Mr. Saunders.
8          ORAL ARGUMENT OF THOMAS G. SAUNDERS
9          ON BEHALF OF THE PETITIONER
10          MR. SAUNDERS: Mr. Chief Justice, and may it
11 please the Court:
12          By its plain terms, the 2006 Veterans Act
13 requires the VA to consider veterans first under the
```

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 your institution's Copyright Policy 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.

Your institution's office for Disability Student Services may also provide captioning assistance for those with an immediate need.

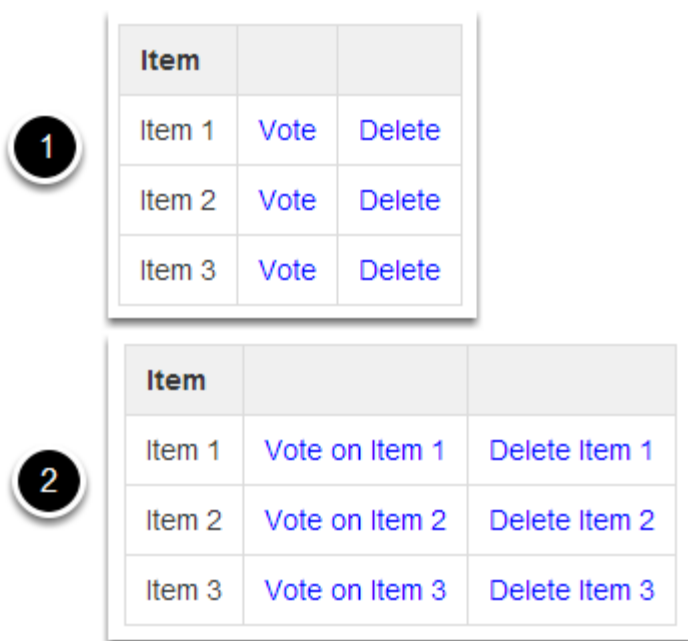
## Include an audio description for video.

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

Item		
Item 1	<a href="#">Vote</a>	<a href="#">Delete</a>
Item 2	<a href="#">Vote</a>	<a href="#">Delete</a>
Item 3	<a href="#">Vote</a>	<a href="#">Delete</a>

2

Item		
Item 1	<a href="#">Vote on Item 1</a>	<a href="#">Delete Item 1</a>
Item 2	<a href="#">Vote on Item 2</a>	<a href="#">Delete Item 2</a>
Item 3	<a href="#">Vote on Item 3</a>	<a href="#">Delete Item 3</a>

Above is an image displaying two tables.

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 click 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**

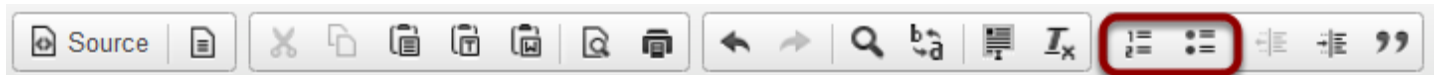
Assistive technology users will benefit from knowing what type of file it is they are downloading. When you link to a file in the Rich-Text Editor, include the information in the link text.

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, click the **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 click the button.

To create a *bulleted list* in a document, click 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 click the button.



# How can choices in background and text color affect accessibility?

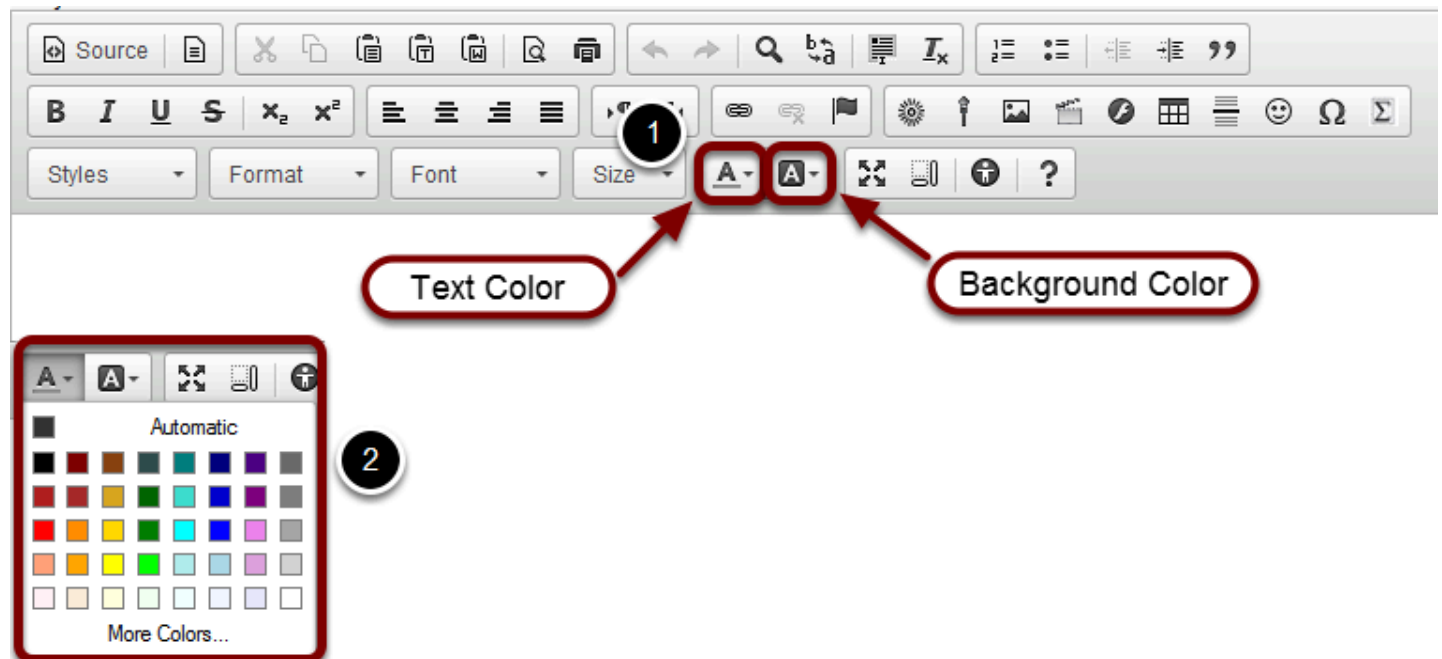
Many users will have visual impediments that will require good contrast in the documents you are producing. The best way to help these users is to make sure that the contrast between background and foreground has a ratio of 4.5:1 or higher. Leaving the defaults of the editor intact is best - black text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

## Examples of Contrast

Sample	Contrast ratio	Passes?
This is example text. <b>Some of it bolded.</b> <i>Some of it italicized.</i>	19.56:1	Yes
This is example text. <b>Some of it bolded.</b> <i>Some of it italicized.</i>	7.7:1	Sort of
This is example text. <b>Some of it bolded.</b> <i>Some of it italicized.</i>	5.48:1	No
This is example text. <b>Some of it bolded.</b> <i>Some of it italicized.</i>	16.63:1	Yes
This is example text. <b>Some of it bolded.</b> <i>Some of it italicized.</i>	20.62:1	Yes

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

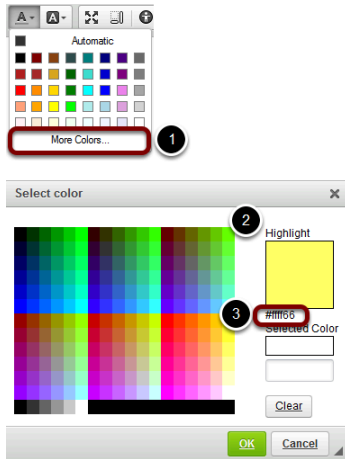


If you need to edit the text color, click on the **Text Color** button, which resembles a letter A with an underline: A.

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

Clicking on either of these buttons 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. Click on a color to select it.

# Check your color selection for adequate contrast.



## Color Contrast Checker 4

[Home](#) > [Resources](#) > Color Contrast Checker

Foreground color: #0000ff [lighten](#) | [darken](#)

Background color: #ffffff [lighten](#) | [darken](#)

Contrast Ratio: 8.59:1

### Normal Text

WCAG AA: **Pass**

WCAG AAA: **Pass**

Sample: i am normal text

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

1. Click on the **More Colors...** option in the **Color Picker**.
2. A **Select color** window will pop up. At the top right of the 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 6-digit hex number for the color you have selected. Using an online tool such as [WebAIM's Color Contrast Checker](#), 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 more quickly and easily.

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, "click 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: "Click on **Start Assignment**," or, "Click the **Save** button."

## Add Structure with Headings.

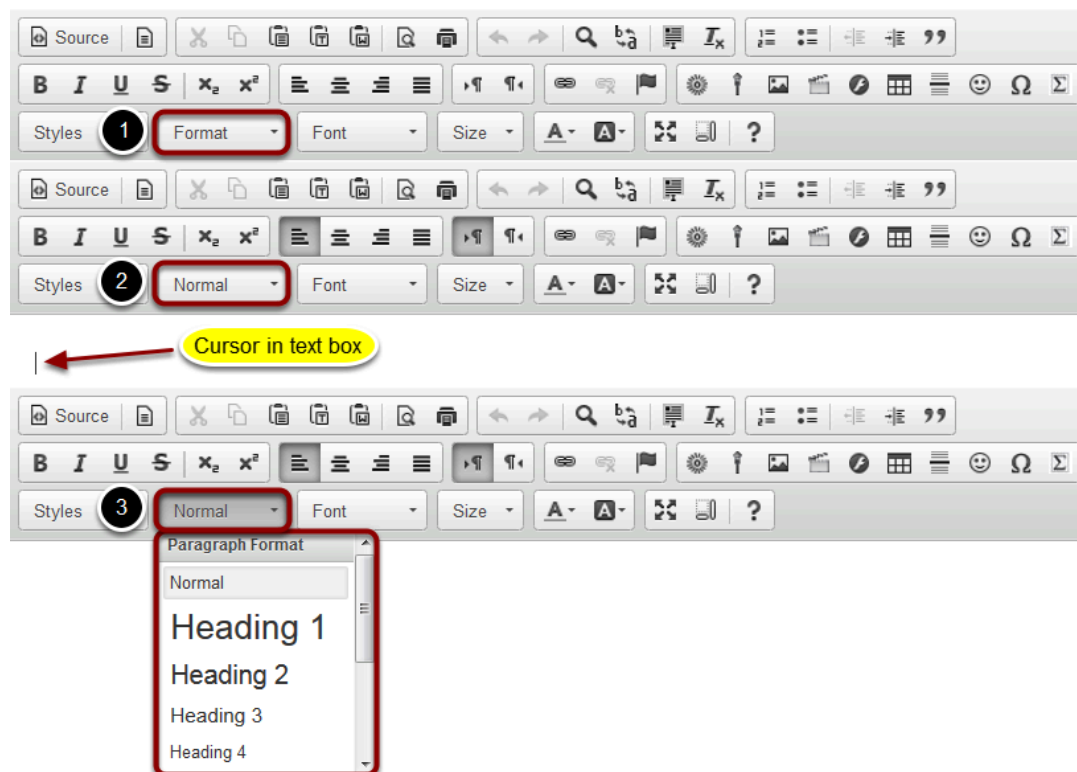
If a document can be outlined or you have an outline in mind when writing it, then adding headings will convey its structure. Use short title-like headings that describe content which follows.

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

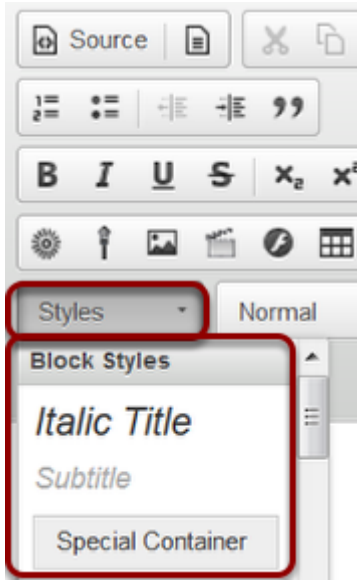


1. Headings are available from the **Paragraph Format** menu. By default, this menu will say **Normal**.
2. When you position your cursor in the text box, the name of this menu will change to match the *Paragraph Format* of your text. In a blank document, it will say **Normal**.
3. Click on the **Format**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

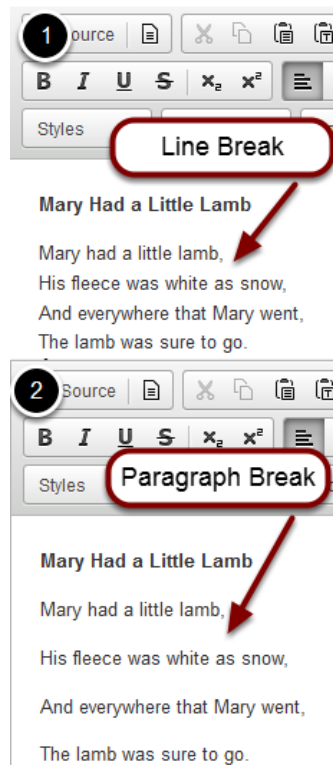
# Why should I use paragraph breaks in my document?

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.

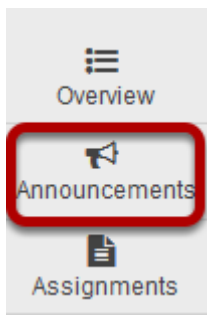
While the line breaks may "look better" for a visual reader, a screen reader user will hear the poem that is split up with line breaks as one contiguous sentence: "Mary had a little lamb, his fleece was white as snow, etc."

# Announcements

# What is the Announcements tool?

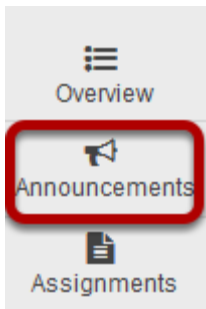
The Announcements tool allows for the delivery of messages to the entire class, to groups, or to specific sections within the class. Participants will see the Announcement message displayed in the Announcements area of their Home area, as well as within the course itself. These messages can be set to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

Click 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 a \*

\* Announcement title

\*Body

Source

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert link, insert image, insert video, insert table, insert quote, insert smiley, insert special character, insert link, and insert video.

Styles: Normal, Font, Size, A, A

Please begin by reviewing the Syllabus. Then post an introductory message in Forums.

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

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

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group A	
<input type="checkbox"/>	Group B	

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 these people 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

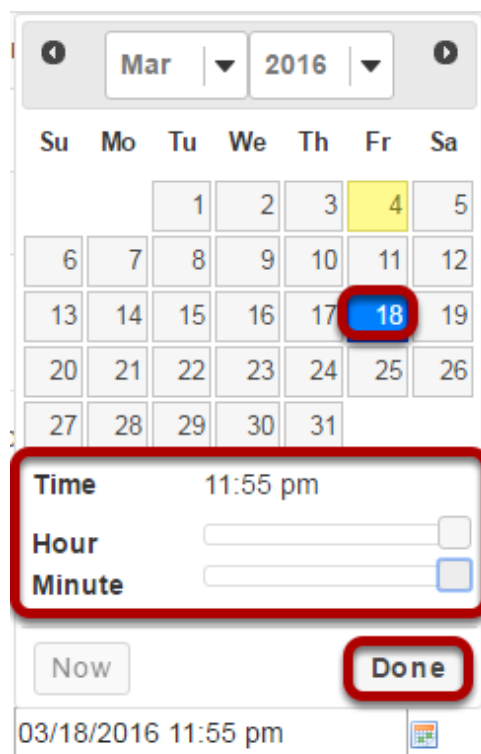
- ☐ Show - (**Post** and display this announcement immediately)
- ☐ Hide - (**Draft mode** - Do not display this announcement at this time)
- ☒ Specify Dates - (**Choose when** this announcement will be displayed)

☒ Beginning    **Date:** 03/04/2016 11:00 am 

☒ Ending    **Date:** 03/18/2016 11:55 pm 

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

### Click calendar icon to insert date and time.




Mar 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Time** 11:55 pm

**Hour**

**Minute**

03/18/2016 11:55 pm 

Click the date on the calendar, and use the sliders to select the time. Then click **Done**.

## Add attachments. (Optional)

### Attachments

No Attachments Yet

Add Attachments

Click the **Add Attachments** button

## Browse for the file.

### Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

#### Upload local file

Choose File No file chosen


or a URL (link to website)  Add

Continue

Cancel

#### Select a resource

Location:  ND Intro to Psychology Resources

◆ Title ▼	Actions
 ND Intro to Psychology	
 FA16 Intro to Psych Syllabus	<a href="#">Attach a copy</a>

If the file is not already in your Resources in the course, click **Browse** to locate the file on your computer. Click **Continue** to attach the file.

If the file is in your Resources, click **Attach a copy** to the right of the file. Click **Continue** to attach the file.



## Notify participants of announcement by email. (Optional)

Email Notification

None - No notification

High - All group members

Low - Not received by those who have opted out

None - No notification

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.

## Click Post Announcement.

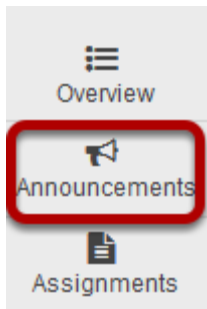
Post Announcement

Preview

Cancel

# How do I edit an announcement?

Go to the Announcements tool.



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

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

## Announcements

(viewing announcements from the last 365 days)

View  ▼

Viewing 1 - 2 of 2 items

|< < show 10 items... ▼ > >|

Subject

Welcome!

 Edit

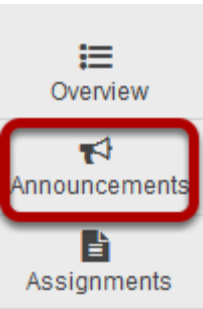
## Make your edits.

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

**Click 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.

**Announcements**  
(viewing announcements from the last 365 days)

View All ▼

Viewing 1 - 1 of 1 items

|< < show 10 items... ▼ > >|

<a href="#">Subject</a>	<a href="#">Saved By</a>	<a href="#">Modified Date</a>	<a href="#">For</a>	<a href="#">Beginning Date</a>	<a href="#">Ending Date</a>	<a href="#">Remove?</a>
<a href="#">Welcome!</a> <a href="#">Edit</a>		Mar 4, 2016 2:58 pm	Group A	Mar 4, 2016 11:00 am	Mar 18, 2016 11:55 pm	<input checked="" type="checkbox"/>

Update

Cancel

Select the check box in the "Remove?" column for the announcement you would like to delete, and then click **Update**.

## Confirm deletion message.

### Deleting announcements...

Are you sure you want to delete the following announcements?

Subject	Saved By	Modified Date
Welcome!		Mar 4, 2016 11:00 am

Remove

Cancel

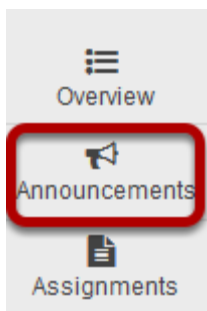
Click **Remove**.

# 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.

## Click Merge.

ADD

MERGE

REORDER

OPTIONS

PERMISSIONS

### Announcements

(viewing announcements from the last 365 days)

View 

All

Viewing 1 - 1 of 1 items

|<

<

show 10 items...

>

>|

Subject

Assignment 1 Due Tomorrow

Edit

## Select the course to merge from.

### Show Announcements from Another Site

Select what announcements you want to merge into this site.

Site	Show Announcements
Master Nursing Site (ebf8efaa-6d0b-4ed1-a41a-3fe79832fc29)	<input checked="" type="checkbox"/>

Save

Cancel

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

# Example: Master Site Announcements

Master Nursing Site

Nursing 102

Nursing 101

ADD

MERGE

REORDER

OPTIONS

PERMISSIONS

Announcements

(viewing announcements from the last 365 days)

View

All

Viewing 1 - 2 of 2 items

|<

<

show 10 items...

>

>|

Subject	Saved By	Modified Date	For	E
<a href="#">Welcome Reception</a> <a href="#">Edit</a>		Mar 4, 2016 3:25 pm	site	
<a href="#">Welcome to the Nursing Program</a> <a href="#">Edit</a>		Mar 4, 2016 3:23 pm	site	

Update

Cancel

This image shows the *Master Nursing* site with announcements created.



## Example: Merged Site Announcements

### Announcements

(viewing announcements from the last 365 days)

View All ▼

Viewing 1 - 3 of 3 items

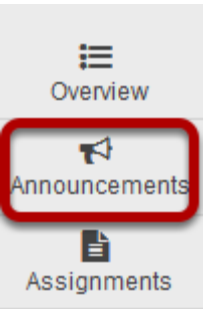
|< < show 10 items... ▼ > >|

<a href="#">Subject</a>	<a href="#">Saved By</a>	<a href="#">Modified Date</a>	<a href="#">Site</a>
<a href="#">Assignment 1 Due Tomorrow</a> <a href="#">Edit</a>		Mar 10, 2016 2:03 pm	Nursing 101
<a href="#">Welcome Reception</a>		Mar 4, 2016 3:25 pm	Master Nursing Site
<a href="#">Welcome to the Nursing Program</a>		Mar 4, 2016 3:23 pm	Master Nursing Site

Merged announcements show up in the *Nursing 101* Announcements list, but there is no option to edit here. Announcements can only be edited within their site of origin. Edits made in originating 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.

Click Reorder at the top of the screen.

ADD

MERGE

REORDER

OPTIONS

PERMISSIONS

### Announcements

(viewing announcements from the last 365 days)

View

All

Viewing 1 - 4 of 4 items

|<

<

show 10 items...

>

>|

Subject	Saved By
<a href="#">Program Updates</a> <a href="#">Edit</a>	
<a href="#">Calling all nurses</a> <a href="#">Edit</a>	
<a href="#">Welcome Reception</a> <a href="#">Edit</a>	
<a href="#">Welcome to the Nursing Program</a> <a href="#">Edit</a>	

## Drag and drop to re-order announcements.

### Reorder Announcements

To reorder, drag and drop list items and then click Update.

Undo last | Undo all

[Sort by subject](#) | [Sort by author](#) | [Sort by beginning date](#) | [Sort by end date](#)

- Program Updates
- Calling all nurses
- Welcome Reception
- Welcome to the Nursing Program**
- Welcome to the Nursing Program

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.

## Click Update.

- Welcome to the Nursing Program
- Program Updates
- Calling all nurses
- Welcome Reception

**Update** Cancel

## Auto-Sort Options

Undo | Undo all

1 2 3 4 5

[Sort by subject](#) | [Sort by author](#) | [Sort by beginning date](#) | [Sort by ending date](#) | [Sort by modified date](#) ⌵

Welcome to the Nursing Program	Laura Cira	Mar 4, 2016 3:23 pm
Welcome Reception	Laura Cira	Mar 10, 2016 2:30 pm
Calling all nurses	Laura Cira	Mar 10, 2016 2:33 pm
Program Updates	Laura Cira	Mar 10, 2016 2:34 pm

Update Cancel

There are five options that allow you to auto-sort the Announcements:

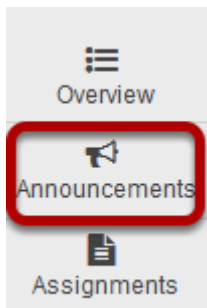
1. Sort by subject - orders the announcements in alphabetical order according to the subject line
2. Sort by author - orders the announcements in alphabetical order according to the person who created the announcement
3. Sort by beginning date - orders the announcements based on first date of display
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 click 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 clicked 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.

## Click Permissions.



### Announcements

# Modify the permissions for the roles listed.

## Permissions

Set permissions for Announcements in worksite "Nursing 101" (8a5ccd26-536c-458d-adc6-8d65cddaef)

Undo changes

Permission	Instructor	Student	Teaching Assistant
Read announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete all announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit all announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access all group announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read all draft announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Cancel

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. Click **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

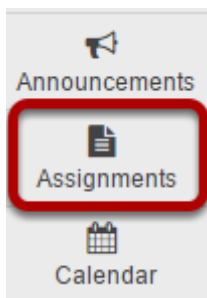
# What is the Assignments tool?

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.

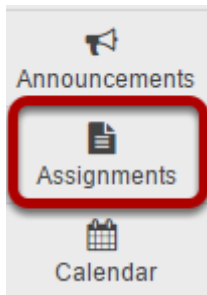
**To access this tool, select Assignments in the Tool Menu of your site.**





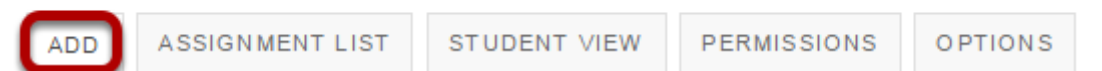
# How do I add an assignment?

Go to the Assignment tool.



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

Click **Add**.



## Add new assignment

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

Give your assignment a title.

**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.

Open Date

1

03/07/2016 12:00 pm



Students can not save or submit the assignment until the open date.

Due Date

2

03/14/2016 05:00 pm



Accept Until

3

03/14/2016 05:00 pm



lose date.

Mar 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time 05:00 pm

Hour

Minute

Now Done

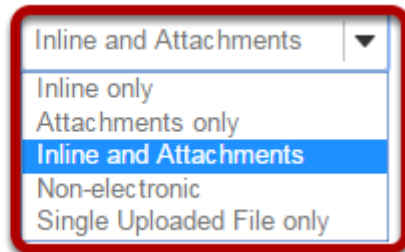
When you create a new assignment, the Open Date will default to the current day, and the Due Date and Accept Until dates will default to one week later. Change the dates using the calendar icon to bring up the date-picker pop-up calendar.

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



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)

Allow  
Resubmission



1

Number of  
resubmissions  
allowed

1 ▼

2

Resubmission  
Accept Until

03/14/2016 05:00 pm



3

Released Resubmission Notification Email Options:

- ☒ Do not send notification email to student when the grade is released and resubmission is available
- ☐ Send notification email to student when the grade is released and resubmission is available

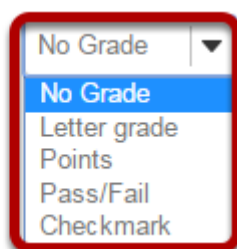
If you select **Allow Resubmission**, you may specify:

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.

Grade Scale

Points ▼

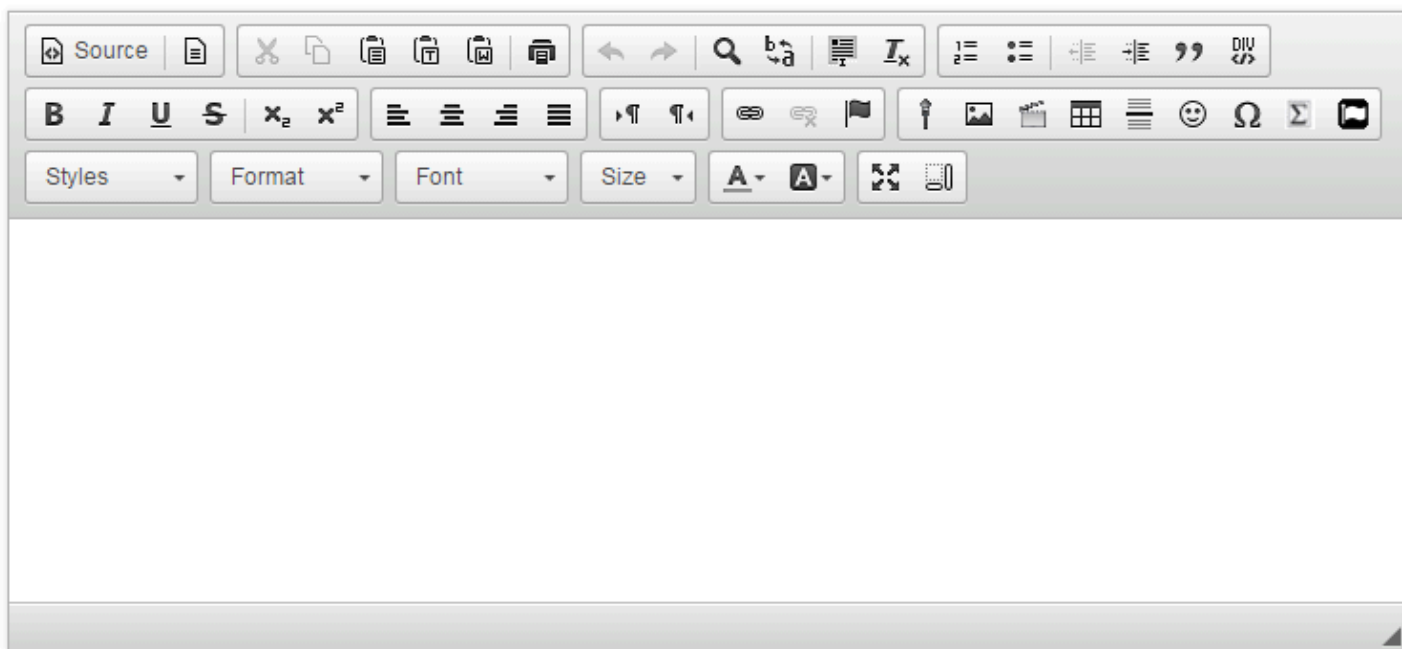
For points, enter  
maximum possible

100

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

## Add assignment instructions.

### \* Assignment Instructions



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text and inserting elements. Below the toolbar, there are several dropdown menus for 'Styles', 'Format', 'Font', and 'Size'. The main area of the editor is a large, empty text box for entering the 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)

☒ 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

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.

## Grading

### Grading

- ☒ Do not add assignment to Gradebook
- ☐ Add Assignment to Gradebook
- ☐ Associate with existing Gradebook entry

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.

## Additional Assignment Options

☐ No additional assignment options

☒ Use peer assessment

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

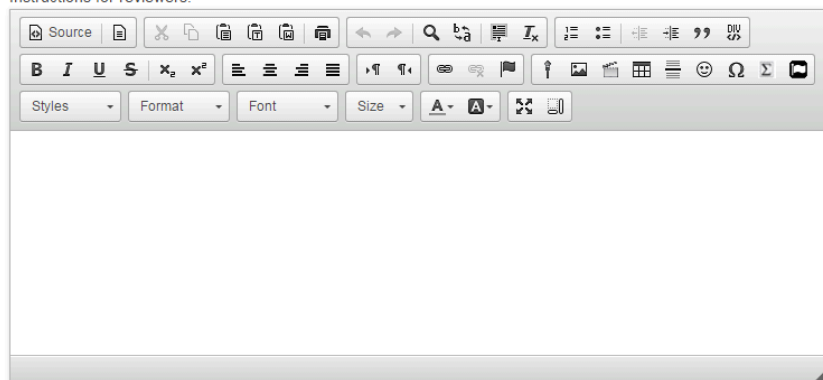
Evaluation Period Finishes: 03/14/2016 05:10 pm

☒ Anonymous evaluation

☒ Allow students to see reviews of their submissions

\* 1 Number of submissions students must review

Instructions for reviewers:

A rich text editor interface with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, insert image, insert table, insert video, insert link, and undo/redo. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by additional icons for text color, background color, and a link icon. The main area is a large, empty text box for entering instructions.

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.*

## 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

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group01	
<input checked="" type="checkbox"/>	Group02	
<input type="checkbox"/>	Lab1	DAC-EDUCATION-DEPT1-SUBJ1-126, Lab1

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, click the **Add attachments** button to browse for and attach file/s.

# Additional information. (Optional)

Additional information

Supplement Items

Model Answer	Add
Private Note	Add
All Purpose item	Add

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.

## Model answer.

Additional information

Model Answer

\*Provide a model answer or a solution to the assignment

1

Attachments

No attachments yet

2 Add Attachments

3 Show to students

--select one--

4 Save Cancel

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.

### Additional information

The screenshot shows a 'Private Note' form. At the top, it says 'Private Note' followed by an asterisk. Below that, a message states: 'You can use a note to track assignment issues, thoughts, etc. Available to those you specify while grading.' This is followed by a large, empty rectangular text area. Below the text area, there is a 'Share' section with an asterisk and a dropdown menu showing '-- select one --'. At the bottom, there are two buttons: 'Save' and 'Cancel'. Three numbered circles (1, 2, 3) are placed to the left of the form to indicate steps: 1 points to the text area, 2 points to the dropdown menu, and 3 points to the 'Save' button.

1

2

3

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.

## All purpose item.

The screenshot shows a web form titled 'Additional Information' for an 'All Purpose item'. It includes a title field, a large text area for content, an attachments section, a date/time selection dropdown, and a user selection list. Numbered steps 1 through 6 are overlaid on the form to guide the user.

Additional Information

All Purpose item

1 \* Title

Information displayed at a specific time to whomever you choose.

2

Attachments

No attachments yet

3 Add Attachments

4 Show this item

☐ From

Date: 03/07/2016 12:00 pm

☐ Until

Date: 03/14/2016 05:00 pm

☐ Hide this item

5 \*Show to

☐ Instructor (0 selected)

☐ Student (0 selected)

6 Save Cancel

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.

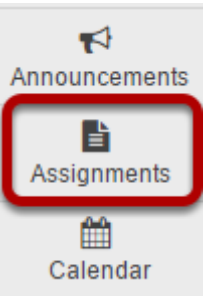
## Post your assignment.

Four buttons are shown in a row: 'Post' (highlighted with a red border), 'Preview', 'Save Draft', and 'Cancel'.

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 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.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment List

View Assignment List

Viewing 1 - 1 of 1 items

|<

<

Show 200 items...

>

>|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<b>Assignment 1</b> <div>Edit Duplicate   Grade</div>	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

Remove Selected

# Make your changes to the assignment.

ADDASSIGNMENT LISTGRADE REPORTSTUDENT VIEWPERMISSIONSOPTIONS

Assignment 1 • Edit

Alert: You are viewing an assignment after the open date.

Title

Assignment 1

Open Date

08/27/2016 12:00 pm

Students can't browse or edit the assignment until the open date.

Due Date

09/18/2016 05:00 pm

Accept Until

09/14/2016 05:00 pm

Assignments cannot be submitted after the close date.

Student Submissions

None and Attachments

Allow Resubmission

☐

Grade Scale

Points

For points, enter maximum possible

100.00

Assignment Instructions

Rich text editor toolbar

Placeholder text: Please submit a 7 page paper.

☐ Hide due date from students

☐ Add due date to calendar

☐ Add an announcement about the open date to Announcements

☐ Add forum pledge

Grading

☐ Do not associate assignment to Gradedbook

☒ Associate with existing Gradedbook entry

Assignment 1 (associated with Assignment 1)

Additional Assignment Options

☒ No additional assignment options

☐ Use peer assessment

☐ Group Submission - One submission per group

Access (also limits groups for group submissions)

☒ Open to all

☐ Open to selected groups

Submission Notification Email Options:

☒ Do not send notification emails for any student submissions

☐ Send a notification email to each student submission

☐ Send one email per day summarizing notifications for student submissions

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

Attachments

No attachments yet

ADD ATTACHMENTS

Additional Information

Assignment Items

1 Item

Private Note

1 Note

AD Purpose Item

1 Item

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

# Click Post.

Post

Preview

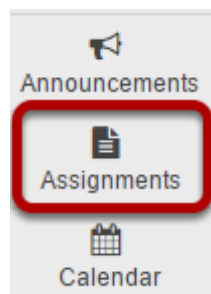
Cancel

Click **Post** to save your changes.



# How do I enable student peer review for an assignment?

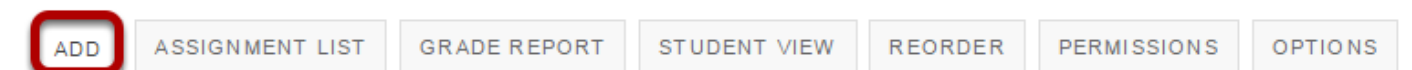
Go to the Assignment tool.



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

**Add or Edit an assignment.**

**Click Add to create a new assignment.**



**Add new assignment**

Or, click Edit to modify an existing assignment.


[ADD](#) [ASSIGNMENT LIST](#) [GRADE REPORT](#) [STUDENT VIEW](#) [PERMISSIONS](#) [OPTIONS](#) [LINK](#) [HELP](#)

### Assignment List

View Assignment List

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|


<a href="#">Assignment Title</a>	<a href="#">For</a>	<a href="#">Status</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">In / New</a>	<a href="#">Scale</a>	<a href="#">Remove?</a>
 <a href="#">Assignment 1</a> <a href="#">Edit</a> <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Mar 7, 2016 12:00 pm	<b>Mar 14, 2016 5:00 pm</b>	<a href="#">0/0</a>	0-100.00	<input type="checkbox"/>


Choose Points as the grade scale and enter a maximum point value.


[ADD](#) [ASSIGNMENT LIST](#) [GRADE REPORT](#) [STUDENT VIEW](#) [REORDER](#) [PERMISSIONS](#) [OPTIONS](#)

### Add new assignment

**Title \***

**Open Date \***    
Students can not save or submit the assignment until the open date.

**Due Date \***  

**Accept Until \***    
Assignments cannot be submitted after the close date.

**Student Submissions \*** Inline and Attachments

**Allow Resubmission** ☐

**Grade Scale \*** Points

**For points, enter maximum possible \***

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

# Under Additional Assignment Options, select Use peer assessment.

**Add new assignment**

Title: Peer Review Assignment

Open Date: 2023-09-12 12:00 pm

Due Date: 2023-09-12 12:00 pm

Accept Until: 2023-09-12 12:00 pm

Release: Release and Reveal

Allow: Allow

Grade Book: Points

For points, enter manually

Assign peer reviewers

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

**Additional Assignment Options**

☒ No additional assignment options

☐ Use peer assessment

Evaluation Period: Points

Evaluation Period End Date: 2023-09-12 12:00 pm

Number of reviews: 1

Number of reviews each student must complete: 1

Instructions for reviewers:

Submission Notification Email Options:

☒ Send submission notification email

Release Grade Notification Email Options:

☒ Send release grade notification email

Attachments:

Additional Information:

Post Preview Save Draft Cancel

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.*

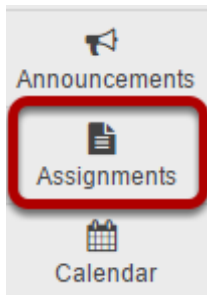
## Post your assignment.

Post Preview Save Draft Cancel

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 enable group submissions for an assignment?

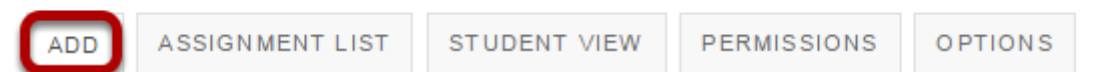
Go to the Assignment tool.



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

**Add or Edit an assignment.**

**Click Add to create a new assignment.**



**Add new assignment**

---

Or, click Edit to modify an existing assignment.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment List

View Assignment List

Viewing 1 - 1 of 1 items


|<

<

Show 200 items...

>

>|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<div><div></div><div>Assignment 1</div><div><div>Edit</div><div>Duplicate</div><div>Grade</div></div></div>	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	0/0	0-100.00	<input type="checkbox"/>

Select Group Submission - One submission per group.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

Add new assignment

Title

Open Date

Due Date

Accept Until

Student Submissions

Allow Anonymous

Grade Scale

For credits, enter maximum possible

Assignment Instructions

Grouping

Additional Assignment Options

Submission Notification Email Options

Released Grade Notification Email Options

Attachments

Additional Information

Grouping

Group1

Group2

L&L1

1. 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.

2. 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.*

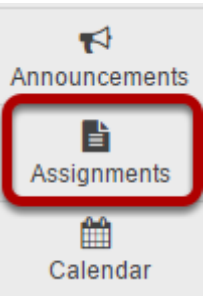
## Post your assignment.



Once you have entered all of your assignment settings, scroll down to the bottom and click **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.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

### Assignment List

View 

Assignment List

Viewing 1 - 1 of 1 items

|<

<

Show 200 items...

>

>|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	<a href="#">0/0</a>	0-100.00	<input checked="" type="checkbox"/>

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

## Click Remove Selected.





Click the **Remove Selected** button at the bottom of the assignment listing.

## Confirm the deletion.

Delete an assignment...

[LINK](#) [? HELP](#)

Are you sure you want to delete this assignment?

Title	Due Date	Status	Submissions
Assignment 1	Mar 14, 2016 5:00 pm	Open	0

Delete

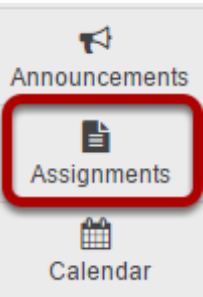
Cancel

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

*Note: Removing an 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.



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

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

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

### Assignment List

View

Assignment List

Assignment List

Assignment List by Student

Viewing 1 - 1 of 1 items


|<

<

Show 200 items...

>

>|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
 <a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Mar 7, 2016 12:00 pm	<b>Mar 14, 2016 5:00 pm</b>	<a href="#">0/0</a>	0-100.00	<input type="checkbox"/>

Remove Selected

Click the **Grade** link for the assignment you would like to grade.

# Select a student.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment List by Student

Click the triangle icon beside a student to view the student's status for all assignments.

View Assignment List by Student

Please choose a group to view student submissions.

Entire Site

Name, ID, or EmailFind

Student	Assignment	Submitted	Status	Grade
▶ student01 (student01)				
▶ student02 (student02)				
▶ student03 (student03)				
▶ student04 (student04)				

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

# Click Submit on behalf of Student.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment List by Student

Click the triangle icon beside a student to view the student's status for all assignments.

View Assignment List by Student

Please choose a group to view student submissions.

Entire Site

Name, ID, or Email

Find

Student	Assignment	Submitted	Status	Grade
▼ student01 (student01)				
	Assignment 1 Submit on behalf of Student		Ungraded	
▶ student02 (student02)				
▶ student03 (student03)				
▶ student04 (student04)				

# Submit the student assignment.

LINK

HELP

Submit Example Assignment

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

Title

Assignment 1

Due

Mar 14, 2016 5:00 pm

Number of resubmissions allowed

0

Status

In progress

Grade Scale

Points (max 100.00)

Instructions

Please submit a 5 page paper.

Submission

Submit on behalf of Student

student01

Assignment Text

1

B I U S X<sup>2</sup>

Normal Font Size

A

Word Count: 7

This is a sample in-line text submission.

Attachments

No attachments yet

2

Select a file from computer

Choose File

No file chosen

or select files from workspace or site

3

Submit

Preview

Save Draft

Cancel

Don't forget to save or submit!

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

## A submission confirmation will display.

Submission Confirmation

[LINK](#) [? HELP](#)

☒ You have successfully submitted your work.

No email confirmation containing this information could be sent to you due to missing email address.


User:

student01 (student01)

Class site:

DAC-EDUCATION-DEPT1-SUBJ1-126

Assignment title:

 Assignment 1

Submission ID:

05ced78f-e425-4618-ad44-fd5b853b115e

Submitted on:

Mar 7, 2016 5:34 pm

History

Mon Mar 07 17:34:41 EST 2016 Demo Professor (demoprofessor) submitted on behalf of student01 (student01)

Your submission included the following:

This is a sample in-line text submission.

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.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment List by Student

Click the triangle icon beside a student to view the student's status for all assignments.

View Assignment List by Student

Please choose a group to view student submissions.

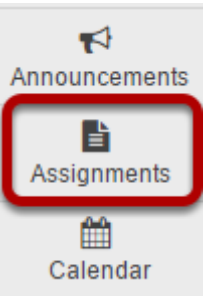
Entire Site

Name, ID, or EmailFind

Student	Assignment	Submitted	Status	Grade
▼ student01 (student01)				
	Assignment 1 Submit on behalf of Student	Mar 7, 2016 5:34 pm by Demo Professor (on behalf of student01)	Ungraded	
▶ student02 (student02)				
▶ student03 (student03)				
▶ student04 (student04)				

# 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.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

### Assignment List

View 

Assignment List

Viewing 1 - 1 of 1 items

|<

<

Show 200 items... ▼

>

>|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	<a href="#">3/2</a>	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

# Select a student to grade.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment 1 - Submissions

View

Entire Site

Name, ID, or Email

Find

Download All

Upload All

Release Grades

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Viewing 1 - 4 of 4 items

|<

<

Show 200 items...

>

>|

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	<a href="#">student01 (student01)</a>	Mar 7, 2016 5:34 pm by Professor, Demo (on behalf of student01)	Graded	80.00	
<input type="checkbox"/>	<a href="#">student02 (student02)</a>	Mar 7, 2016 5:39 pm	Ungraded		
<input type="checkbox"/>	<a href="#">student03 (student03)</a>	Mar 8, 2016 4:49 pm	Ungraded		
<input type="checkbox"/>	<a href="#">student04 (student04)</a>	No Submission			

Assignment Details

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 clicking on the title of the column if desired.

Click on the **Grade** link for the student submission that you would like to grade.



# Navigate submissions.

ADD

ASSIGNMENT LIST

GRADE REPORT


STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

 **Assignment 1 - Grading**

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

< Previous

< Previous Ungraded

Return to List

Next Ungraded >

Next >

(Changes will be saved)

☐  
Navigate between  
students with  
submissions only

(Changes will be saved)

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

Student	student03 (student03)
Submitted Date	Mar 8, 2016 4:49 pm
Status	Ungraded
History	Tue Mar 08 16:49:33 EST 2016 student03 (student03) submitted

► Assignment Instructions

**Assignment Submission**

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, `{{like this}}`, will appear red to the student.


2

My paper is attached.

Thanks!

3

**Submitted Attachments**

 [Assignment1.docx](#) ( 11 KB; Mar 8, 2016 4:48 pm )

The student submission will be displayed at the top of the page.

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.
3. Under "Submitted Attachments" any attached files will appear. The filename as well as the the file size and submission date are also shown.

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

## Enter grade.

Grade:

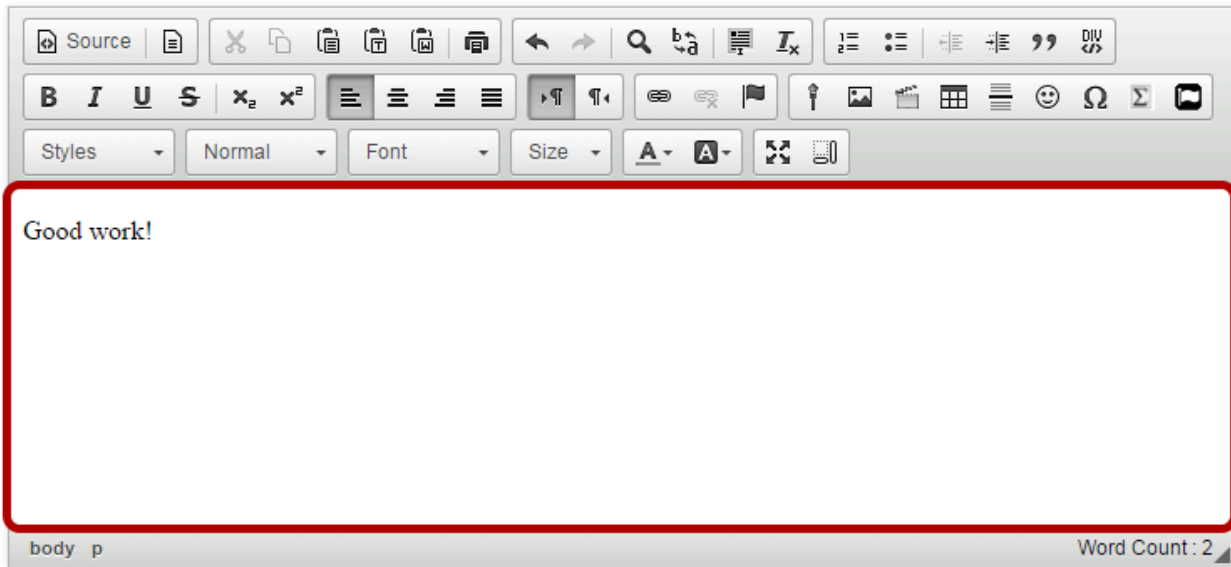
(max 100.00)

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.



Good work!

body p Word Count: 2

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

▸ Previous Returned Attachments

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

*Note: You may also click on **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.

☒ Allow Resubmission

Number of resubmissions allowed  ▼ Accept Until

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, click 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.*

## Navigate submissions.

Navigate Submissions

☐ **Navigate between students with submissions only**

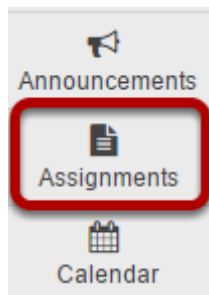
(Changes will be saved) (Changes will be saved)

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.

[ADD](#) [ASSIGNMENT LIST](#) [GRADE REPORT](#) [STUDENT VIEW](#) [REORDER](#) [PERMISSIONS](#) [OPTIONS](#) [LINK](#) [HELP](#)

### Assignment List

**View** Assignment List ▼

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	May 30, 2016 12:00 pm	<b>Jun 20, 2016 5:00 pm</b>	<a href="#">3/0</a>	0-100.00	<input type="checkbox"/>
<a href="#">Assignment 2</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Jun 6, 2016 12:00 pm	<b>Jun 27, 2016 5:00 pm</b>	<a href="#">0/0</a>	0-100.00	<input type="checkbox"/>
<a href="#">Chapter Presentation</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed	Jun 1, 2016 12:00 pm	<b>Jun 8, 2016 12:05 pm</b>	<a href="#">4/0</a>	0-100.00	<input type="checkbox"/>

Click the **Grade** link for the assignment you would like to grade.

# View overall peer assessment scores.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

REORDER

PERMISSIONS

OPTIONS

LINK

HELP

Chapter Presentation

- Submissions

View

Entire Site

Find students

Name, ID, or Email

Find

Download All

Upload All

Release Grades

Viewing 1 - 5 of 5 items

|<

<

Show 200 items...

>

>|

Found 5 participant(s). Assign this grade to participants without a grade:

Apply

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Reviewed By</a>	<a href="#">Reviewer Grade</a>	<a href="#">Grade</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">demo_student01 (student01)</a>	Jun 8, 2016 12:00 pm	Graded	<a href="#">demo_student04</a> ✓	98.0	98.00	
<input type="checkbox"/>	<a href="#">demo_student02 (student02)</a>	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student01</a> ✓	100.0	100.00	
<input type="checkbox"/>	<a href="#">demo_student03 (student03)</a>	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student02</a> ✓	95.0	95.00	
<input type="checkbox"/>	<a href="#">demo_student04 (student04)</a>	Jun 8, 2016 12:01 pm	Graded	<a href="#">demo_student03</a> ✓	100.0	100.00	
<input type="checkbox"/>	<a href="#">demo_student05 (student05)</a>		No Submission				

Assignment Details

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.

# Click on the reviewer name to view individual peer review feedback.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

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HELP

Chapter Presentation

- Submissions

View

Entire Site

Find students

Name, ID, or Email

Find

Download All

Upload All

Release Grades

Viewing 1 - 5 of 5 items

|<

<

Show 200 items...

>

>|

Found 5 participant(s). Assign this grade to participants without a grade:

Apply

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Reviewed By</a>	<a href="#">Reviewer Grade</a>	<a href="#">Grade</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">demo_student01 (student01)</a>	Jun 8, 2016 12:00 pm	Graded	<a href="#">demo_student04</a>	98.0	98.00	
<input type="checkbox"/>	<a href="#">demo_student02 (student02)</a>	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student01</a>	100.0	100.00	
<input type="checkbox"/>	<a href="#">demo_student03 (student03)</a>	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student02</a>	95.0	95.00	
<input type="checkbox"/>	<a href="#">demo_student04 (student04)</a>	Jun 8, 2016 12:01 pm	Graded	<a href="#">demo_student03</a>	100.0	100.00	
<input type="checkbox"/>	<a href="#">demo_student05 (student05)</a>		No Submission				

Assignment Details



# Individual reviewer feedback will display.

ADDASSIGNMENT LISTGRADE REPORTSTUDENT VIEWREORDERPERMISSIONSOPTIONS

LINKHELP

Chapter Presentation - Reviewing: student01 demo (student01)  
Reviewer: student04 demo (student04)

< PreviousReturn to ListNext >

▼ Assignment Instructions

Prepare and deliver a presentation for the class on your assigned chapter.

Additional resources for assignment

No attachments yet


Instructions for the Reviewer

Please review one of your peer presentations and provide a score out of 100.

Assignment Submission

There is no student submitted text.

Submitted Attachments

 Presentation1.pptx ( 29 KB, Jun 8, 2016 12:00 pm )

Grade: 98.00

(max 100.00)

Reviewer Comments

Good job on the presentation.

Reviewer Attachments

Remove Review

< PreviousReturn to ListNext >

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 click on **Remove Review** to delete the peer feedback and score.

# Release grades.

ADD

ASSIGNMENT LIST

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Chapter Presentation - Submissions

View

Entire Site

Find students

Name, ID, or Email

Find

Download All

Upload All

Release Grades

Viewing 1 - 5 of 5 items

|<

<

Show 200 items...

>

>|

Found 5 participant(s). Assign this grade to participants without a grade:

Apply

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
<input type="checkbox"/>	<a href="#">demo_student01 (student01)</a>	Jun 8, 2016 12:00 pm	Graded	<a href="#">demo_student04</a>	98.0	98.00	
<input type="checkbox"/>	<a href="#">demo_student02 (student02)</a>	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student01</a>	100.0	100.00	
<input type="checkbox"/>	<a href="#">demo_student03 (student03)</a>	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student02</a>	95.0	95.00	
<input type="checkbox"/>	<a href="#">demo_student04 (student04)</a>	Jun 8, 2016 12:01 pm	Graded	<a href="#">demo_student03</a>	100.0	100.00	
<input type="checkbox"/>	<a href="#">demo_student05 (student05)</a>		No Submission				

Assignment Details

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.

ADD

ASSIGNMENT LIST

GRADE REPORT

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LINK

HELP

Chapter Presentation

- Submissions

View

Entire Site

Find students

Name, ID, or Email

Find

Download All

 | 

Upload All

 | 

Release Grades

Viewing 1 - 5 of 5 items

|<

 < Show 200 items... > >|

Found 5 participant(s). Assign this grade to participants without a grade:

Apply

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
<input type="checkbox"/>	demo_student01 (student01)	Jun 8, 2016 12:00 pm	Graded	<a href="#">demo_student04</a>	98.0	98.00	
<input type="checkbox"/>	demo_student02 (student02)	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student01</a>	100.0	100.00	
<input type="checkbox"/>	demo_student03 (student03)	Jun 8, 2016 11:59 am	Graded	<a href="#">demo_student02</a>	95.0	95.00	
<input type="checkbox"/>	demo_student04 (student04)	Jun 8, 2016 12:01 pm	Graded	<a href="#">demo_student03</a>	100.0	100.00	
<input type="checkbox"/>	demo_student05 (student05)		No Submission				

Assignment Details

Click on a student name to go to the detailed view of the student submission.

# Adjust score or enter comments.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS LINK HELP

**Chapter Presentation - Re-grading**

**Important Reminder:** Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

**Navigate Submissions**

< Previous | < Previous Ungraded | Return to List | Next Ungraded > | Next >

(Changes will be saved) | (Changes will be saved)

Navigate between students with submissions only

Student: student01 demo (student01)

Submitted Date: Jun 8, 2016 12:00 pm

Status: Graded

History: Wed Jun 08 12:00:05 EDT 2016 student01 demo (student01) submitted

Assignment Instructions

**Assignment Submission**

There is no student submitted text.

**Submitted Attachments**

ChapterPresentation1.pdf (29 KB, Jun 8, 2016 12:00 pm)

Grade: 88.00 (max 100.00)

**Instructor Summary Comments**

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

Rich Text Editor toolbar: Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, Outdent, Undo, Redo, Link, Unlink, Image, Table, Full Screen, Print, Help.

Attachments to Return with Grade

No attachments yet

Add Attachments

Allow Resubmission

Save and Don't Release to Student | **Save and Release to Student** | Preview | Cancel Changes

**Navigate Submissions**

< Previous | < Previous Ungraded | Return to List | Next Ungraded > | Next >

(Changes will be saved) | (Changes will be saved)

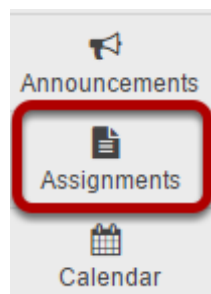
Navigate between students with submissions only

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.

## Click the Grade link for the assignment to be graded.

[ADD](#) [ASSIGNMENT LIST](#) [GRADE REPORT](#) [STUDENT VIEW](#) [REORDER](#) [PERMISSIONS](#) [OPTIONS](#) [LINK](#) [HELP](#)

### Assignment List

**View** Assignment List ▼

Viewing 1 - 2 of 2 items

[|<](#) [<](#) Show 200 items... [>](#) [>|](#)

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	May 30, 2016 12:00 pm	<b>Jun 20, 2016 5:00 pm</b>	<a href="#">3/3</a>	0-100.00	<input type="checkbox"/>
<a href="#">Assignment 2</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Jun 6, 2016 12:00 pm	<b>Jun 27, 2016 5:00 pm</b>	<a href="#">0/0</a>	0-100.00	<input type="checkbox"/>

[Remove Selected](#)

# Click the Download All link.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

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HELP

Assignment 1 - Submissions

View

Entire Site

Find students

Name, ID, or Email

Find

Download All

Upload All

Release Grades

Viewing 1 - 4 of 4 items

Show 200 items...

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	demo_student01 (student01)	Jun 8, 2016 11:08 am	Ungraded		
<input type="checkbox"/>	demo_student02 (student02)	Jun 8, 2016 11:10 am	Ungraded		
<input type="checkbox"/>	demo_student03 (student03)	Jun 8, 2016 11:11 am	Ungraded		
<input type="checkbox"/>	demo_student04 (student04)		No Submission		

Assignment Details

# Select the desired download options.

LINKHELP

Download All

Choose download options, and then click 'Download' at the bottom.

**NOTICE:** If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

☒ All

- ☒ Student submission text (original student submitted text, possibly containing instructor added comments)
- ☒ Student submission attachment(s)
- ☒ Grade file (file at top level of archive)
  - ☒ CSV format, file grades.csv
  - ☐ EXCEL format, file grades.xls
- ☒ 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)

☒ Include students who have not yet submitted

Download

Cancel

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:

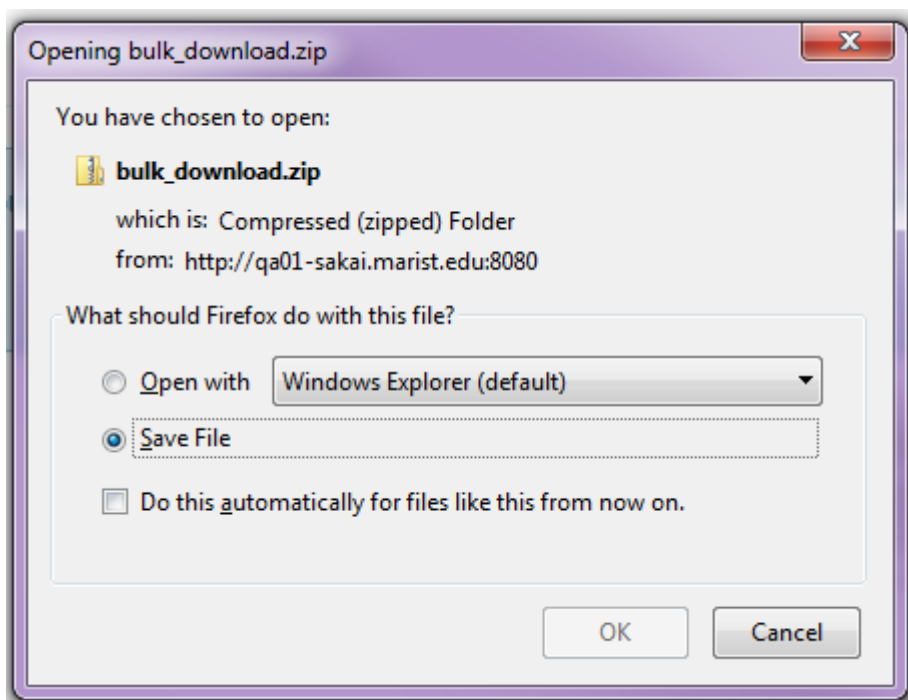
- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file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

## Download the submissions.



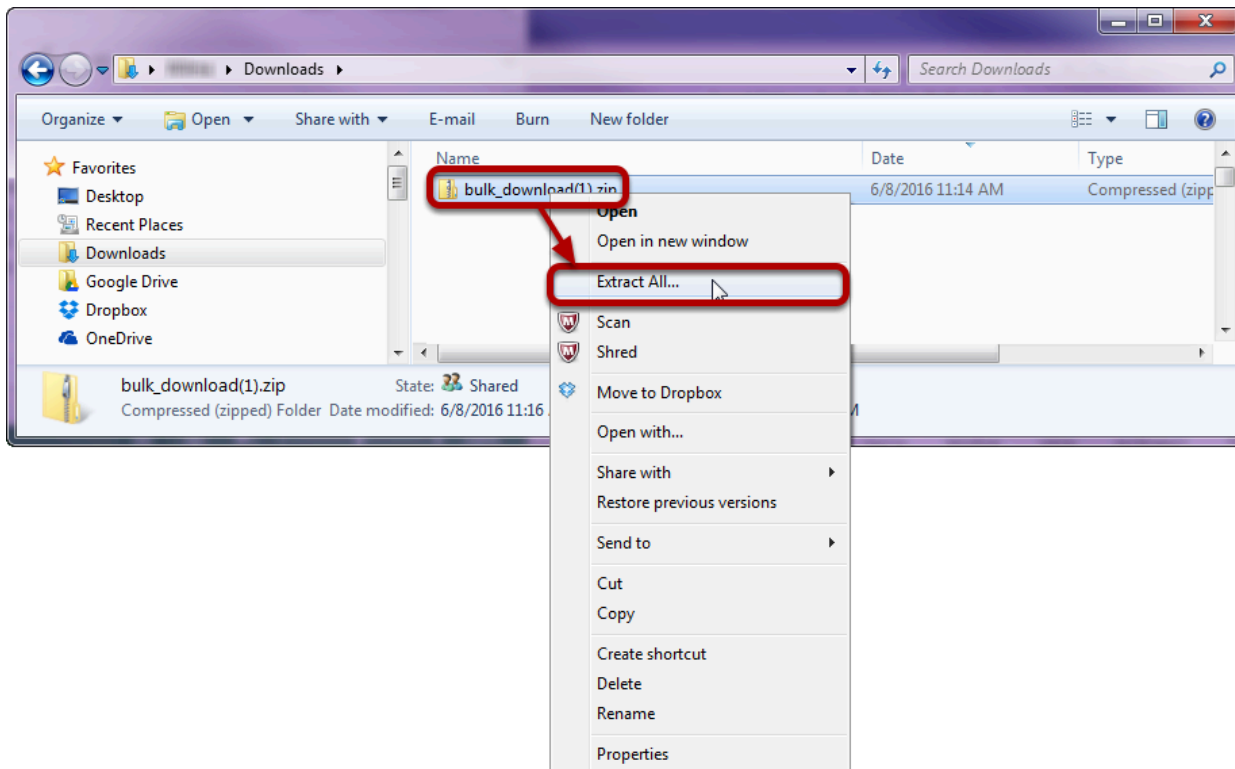
Click the **Download** button to save the files your computer.

## Save zip file.



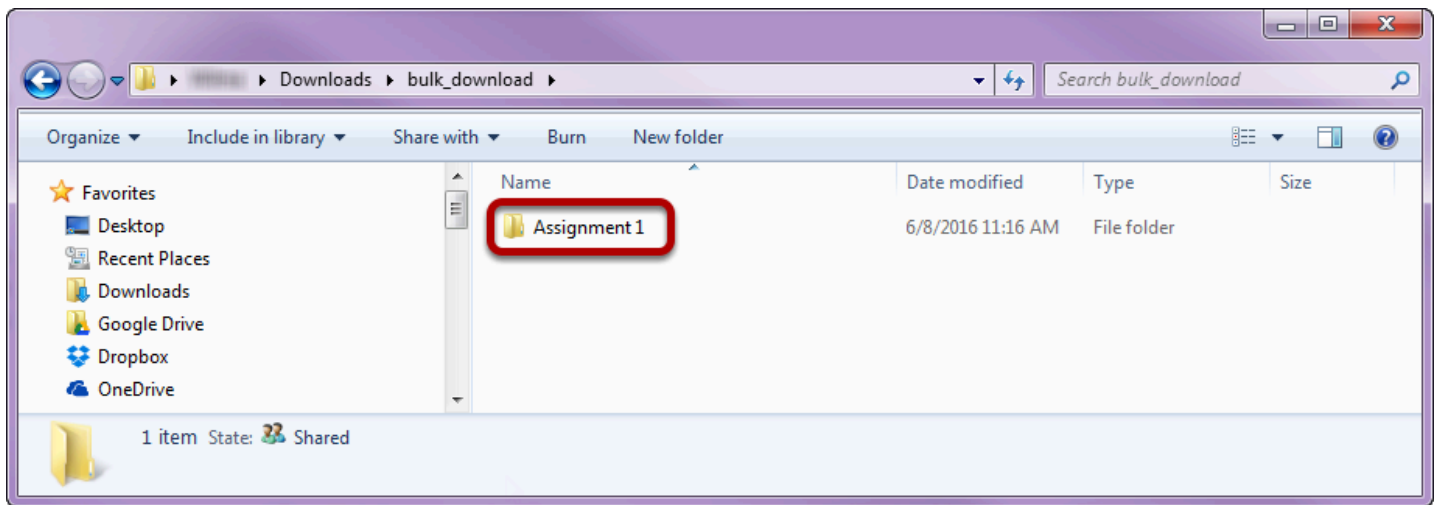
The assignment files will download as an archive file, or .zip file to your local computer. The archive file has the default name of bulk\_download.zip.

## 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.)

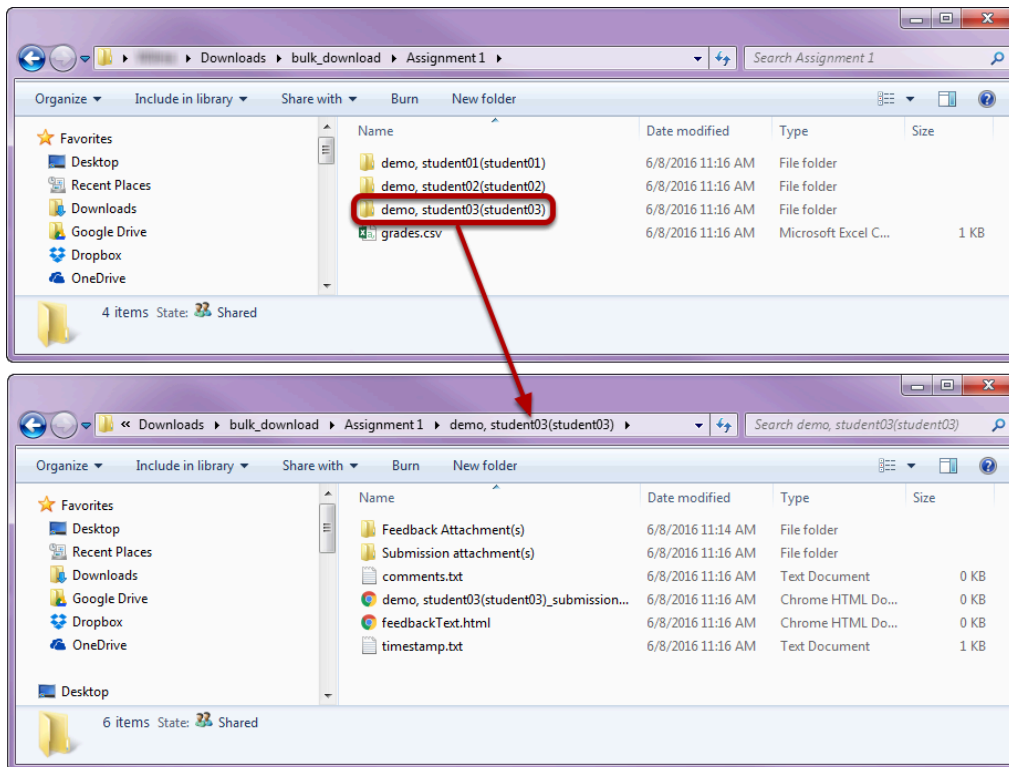
## View assignment folder.



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

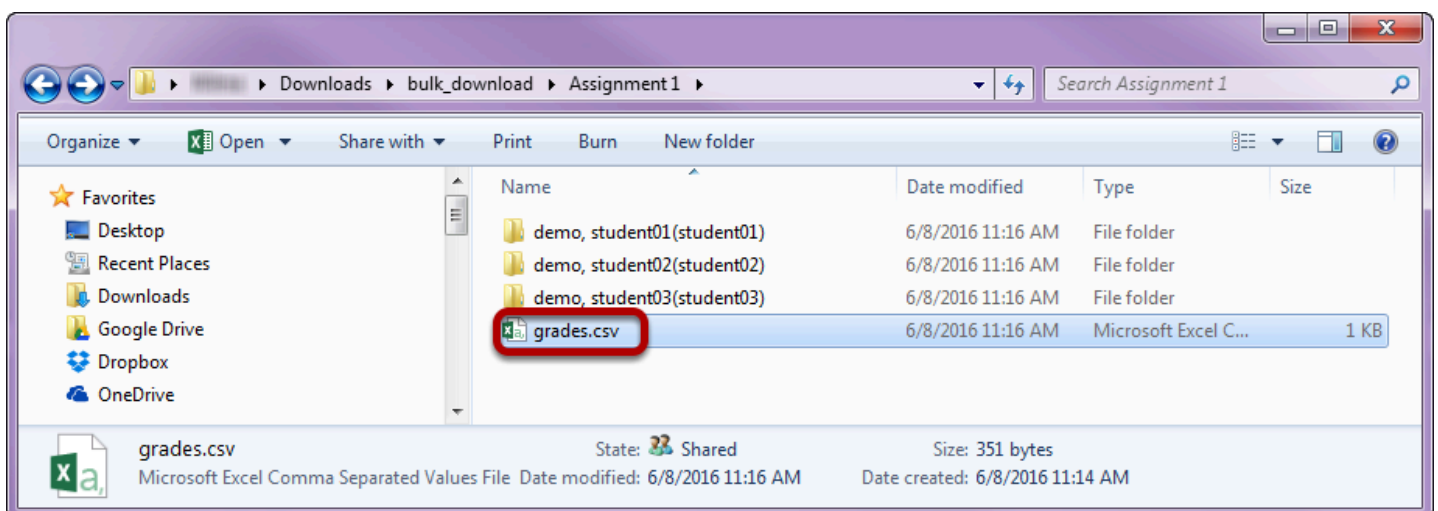


## View student submissions.



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

## Grade the submissions.



When you are ready to enter student grades, open the **grades.csv** file within the assignment folder.

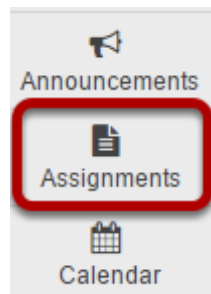
## Enter grades and comments into spreadsheet and save.

The screenshot shows an Excel spreadsheet titled "grades.csv". The spreadsheet has columns A through H. Row 1 is a header row with "Assignment 1" in A1 and "Points" in B1. Rows 2 through 10 contain student data. The "grade" column (E) contains values 95, 100, and 80 for students 1, 2, and 3 respectively. The "Submission date" column (F) contains dates and times. The "Late submission" column (G) contains "On time" for all three students. The "grade" cell for "student03" (E6) is currently selected and being edited with the value "80".

	A	B	C	D	E	F	G	H
1	Assignment 1	Points						
2								
3	Display ID	ID	Last Name	First Name	grade	Submission date	Late submission	
4	student01	student01	demo	student01	95	6/8/2016 11:08	On time	
5	student02	student02	demo	student02	100	6/8/2016 11:10	On time	
6	student03	student03	demo	student03	80	6/8/2016 11:11	On time	
7								
8								
9								
10								

# How do I upload graded assignment submissions and feedback?

## Go to Assignments.



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

## Click the Grade link for the assignment to be graded.



[ADD](#) [ASSIGNMENT LIST](#) [GRADE REPORT](#) [STUDENT VIEW](#) [REORDER](#) [PERMISSIONS](#) [OPTIONS](#) [LINK](#) [HELP](#)

### Assignment List

**View** Assignment List ▼

Viewing 1 - 2 of 2 items

[|<](#) [<](#) Show 200 items... [>](#) [>|](#)

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
 <a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	May 30, 2016 12:00 pm	<b>Jun 20, 2016 5:00 pm</b>	<a href="#">3/3</a>	0-100.00	<input type="checkbox"/>
 <a href="#">Assignment 2</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Jun 6, 2016 12:00 pm	<b>Jun 27, 2016 5:00 pm</b>	<a href="#">0/0</a>	0-100.00	<input type="checkbox"/>

[Remove Selected](#)

## Click the Upload All link.

ADD ASSIGNMENT LIST GRADE REPORT STUDENT VIEW REORDER PERMISSIONS OPTIONS LINK HELP

### Assignment 1 - Submissions

View: Entire Site ▼

Find students: Name, ID, or Email  Find

[Download All](#) **[Upload All](#)** [Release Grades](#)

Viewing 1 - 4 of 4 items

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

► Show settings for sending feedback

► Select User(s) and Allow Resubmission

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">demo_student01 (student01)</a>	Jun 8, 2016 11:08 am	Ungraded		
<input type="checkbox"/>	<a href="#">demo_student02 (student02)</a>	Jun 8, 2016 11:10 am	Ungraded		
<input type="checkbox"/>	<a href="#">demo_student03 (student03)</a>	Jun 8, 2016 11:11 am	Ungraded		
<input type="checkbox"/>	<a href="#">demo_student04 (student04)</a>		No Submission		

► Assignment Details

## Select the archive file containing grades and feedback.

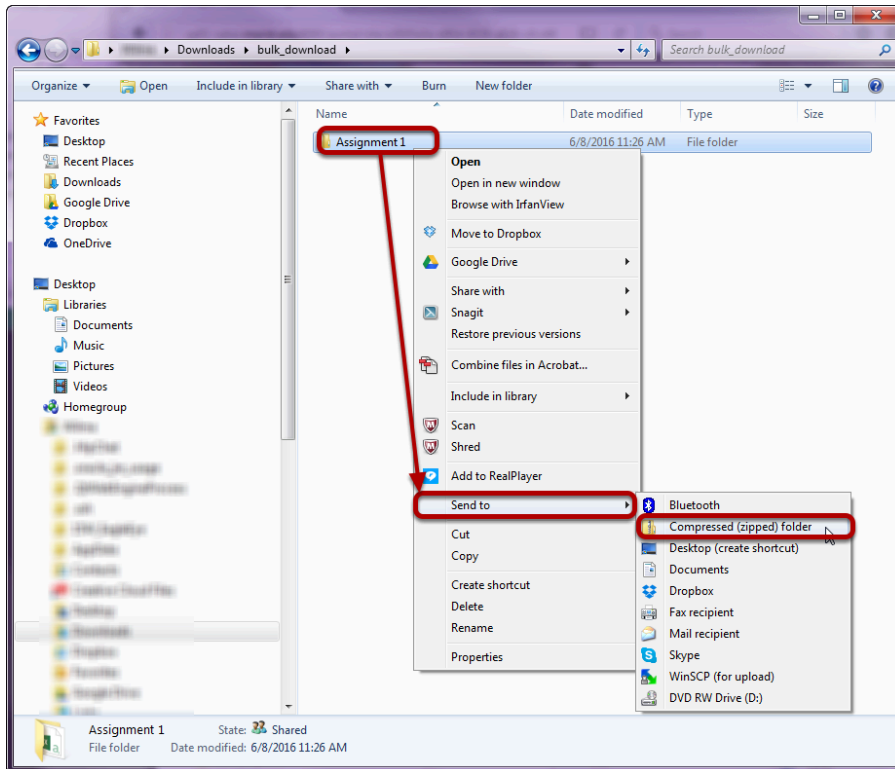
\*File:

**Browse...** No file selected.

Click 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.

LINK

HELP

Upload All

Select an archive file to upload, choose options, and then click 'Upload' at the bottom. Required items marked with \*

The archive file should contain a folder for each student. ([Download Template](#)) Each folder can contain a comments.txt file, the student's submission with instructor comments you have added, and/or other files you want to return with the student's submission. The upload time needed is related to the zip file size and the connection speed. If you only need to upload a subset of the zip file, please limit your zip file size first by choosing options accordingly in the Download All process.

**NOTICE:** If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

\*File:

Browse...

Assignment 1.zip

☒

You have selected the archive file for uploading. Files contained in the archive will be uploaded to the corresponding student submission for the assignment.

1

\*Choose which elements in the archive file to upload

☒ All

☒ Student submission text (original student submitted text, possibly containing instructor added comments)

☒ Student submission attachment(s)

☒ Grade file (file at top level of archive)

☒ CSV format, file grades.csv

☐ EXCEL format, file grades.xls

☒ 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 release option

☐ Release uploaded grades and feedback comments to students

☒ Do not release uploaded information - I'll release it later

Upload

Cancel

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 information 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.)

## Click Upload

Upload

Cancel

Click the **Upload** button to upload your file.

## View grades.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

REORDER

PERMISSIONS

OPTIONS

LINK

HELP

Assignment 1

- Submissions

View

Entire Site

Find students

Name, ID, or Email

Find

[Download All](#) | [Upload All](#) | [Release Grades](#)

Viewing 1 - 4 of 4 items

|<

<

Show 200 items...

>

>|

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	<a href="#">demo_student01 (student01)</a>	Jun 8, 2016 11:08 am	Graded	95.00	
<input type="checkbox"/>	<a href="#">demo_student02 (student02)</a>	Jun 8, 2016 11:10 am	Graded	100.00	
<input type="checkbox"/>	<a href="#">demo_student03 (student03)</a>	Jun 8, 2016 11:11 am	Graded	80.00	
<input type="checkbox"/>	<a href="#">demo_student04 (student04)</a>		No Submission		

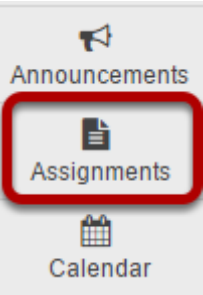
Assignment Details

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".

# 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.

## Click the Grade link for the assignment with grades to be released.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment List

View Assignment List

Viewing 1 - 1 of 1 items

|<

<

Show 200 items...

>

>|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<b>Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Mar 7, 2016 12:00 pm	<b>Mar 14, 2016 5:00 pm</b>	<a href="#">3/2</a>	0-100.00	<input type="checkbox"/>

Remove Selected



# Click Release Grades.

ADD

ASSIGNMENT LIST

GRADE REPORT

STUDENT VIEW

PERMISSIONS

OPTIONS

LINK

HELP

Assignment 1 Submissions

View 

Entire Site

Name, ID, or Email

Find

Download All

 | 

Upload All

 | 

Release Grades

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Viewing 1 - 4 of 4 items

|<

 < 

Show 200 items...

 > >|

Show settings for sending feedback

Select User(s) and Allow Resubmission

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">student01 (student01)</a>	Mar 7, 2016 5:34 pm by Professor, Demo (on behalf of student01)	Graded	80.00	
<input type="checkbox"/>	<a href="#">student02 (student02)</a>	Mar 7, 2016 5:39 pm	Graded	95.00	
<input type="checkbox"/>	<a href="#">student03 (student03)</a>	Mar 8, 2016 4:49 pm	Graded	100.00	
<input type="checkbox"/>	<a href="#">student04 (student04)</a>		No Submission		

Assignment Details

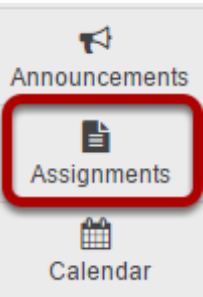
# View released grades.

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">student01 (student01)</a>	Mar 7, 2016 5:34 pm by Professor, Demo (on behalf of student01)	Returned	80.00	✓
<input type="checkbox"/>	<a href="#">student02 (student02)</a>	Mar 7, 2016 5:39 pm	Returned	95.00	✓
<input type="checkbox"/>	<a href="#">student03 (student03)</a>	Mar 8, 2016 4:49 pm	Returned	100.00	✓
<input type="checkbox"/>	<a href="#">student04 (student04)</a>		No Submission		

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.

Click Permissions.




## Assignment List

View Assignment List ▼

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
 <a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	Mar 7, 2016 12:00 pm	Mar 14, 2016 5:00 pm	<a href="#">3/2</a>	0-100.00	<input type="checkbox"/>

Remove Selected

# Modify the permissions for the roles listed.

Permissions

Set permissions for Assignments in worksite "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

Undo changes

1

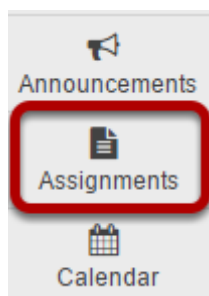
Permission	Instructor	Student	Teaching Assistant
Same site level permissions for all groups inside the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create new assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit to assignment(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read assignment(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Revise assignment(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade assignment submission(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Receive email notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Able to view draft assignment(s) created by other users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Save Cancel

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. Click **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 submit an assignment?

## Go to Assignments.



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



## Click on the title of the assignment.

### Assignment List

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

Viewing 1 - 2 of 2 items

|< < Show 200 items... > >|

1 Assignment Title	2 Status	3 Open	4 Due
 <a href="#">Assignment 1</a>	Returned	Mar 7, 2016 12:00 pm	<b>Mar 28, 2016 5:00 pm</b>
	Peer Assessment - Students assess each other	Not open	Mar 28, 2016 5:00 pm
 <a href="#">Assignment 2</a>	Not Started	Mar 14, 2016 12:00 pm	<b>Apr 4, 2016 5:00 pm</b>

You will 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 clicking on 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, click the direct link to the assignment in Lessons.**

## Lessons



[Print view](#) [Index of pages](#)

### Reading:

Chapters 1 and 2 in the textbook.

### Activities:



If your instructor has included a link to the assignment in the Lessons tool, you may also access it from this location within the course content.

**Or, click the direct link to the assignment from Announcements.**

## Assignment: Open Date for 'Assignment 1'

Saved By	Demo Professor
Modified Date	Mar 21, 2016 5:16 pm
Groups	site
Assignment Link	<a href="#">Assignment 1</a>

### Message

Open date for assignment 'Assignment 1' is Mar 7, 2016 12:00 pm.

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, click the direct link to the assignment from Schedule/Calendar.**

< Last Event

Go to Today

Back to Calendar

Next Event >

Due Assignment 1

Date

Mar 28, 2016

Time

5:00 pm EDT


Description

Assignment Assignment 1 is due on Mar 28, 2016 5:00 pm.

Frequency

Activity occurs once

Event Type

 Deadline

Owner

Demo Professor

Site

DAC-EDUCATION-DEPT1-SUBJ1-126

From Site

"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

Assignment Link

[Assignment 1](#)

< Last Event

Go to Today

Back to Calendar

Next Event >

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.

Assignment - In progress

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

Once submitted, this assignment will be part of an anonymous peer review. Make sure not to include your name in any submission text, files or file names.

Title	Assignment 1
Due	Mar 26, 2016 5:00 pm
Number of resubmissions allowed	0
Status	Not Started
Grade Scale	Points (max 100.00)
Modified by instructor	Mar 21, 2016 5:30 pm

**Instructions**

Please submit a 5 page paper.

**Submission**

**Assignment Text**

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. Save frequently while working.

My assignment file is attached.

**Attachments**

No attachments yet

Select a file from computer **Choose File** No file chosen **or select files from workspace or site**

**Submit** **Preview** **Save Draft** **Cancel** Don't forget to save or submit!

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**, click the **Choose File** button to browse for an select a file to upload from your computer. (Alternately, you may also click the **or select files from workspace or site** button to select a file you have already uploaded.)

## View attached file.

### Attachments

[My paper.docx](#) ( 11 KB; Mar 21, 2016 5:33 pm ) [Remove](#)

Select more files from computer


**Choose File** No file chosen

**or select more files from workspace or site**

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 click **Remove** to remove the attachment if you selected the wrong file.*

## Submit your assignment.



[Submit](#)[Preview](#)[Save Draft](#)[Cancel](#)

Don't forget to save or submit!

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


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

## Submission confirmation.

[LINK](#)[HELP](#)

### Submission Confirmation

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

User:	student05 (student05)
Class site:	DAC-EDUCATION-DEPT1-SUBJ1-126
Assignment title:	 Assignment 1
Submission ID:	<b>6cd8189a-eb45-4279-93b4-ff99c8bc0072</b>
Submitted on:	Mar 21, 2016 5:36 pm
History	Mon Mar 21 17:36:27 EDT 2016 student05 (student05) submitted

**Your submission included the following:**

No submission text

### Submitted Attachments

My paper.docx ( 11 KB; Mar 21, 2016 5:36 pm )

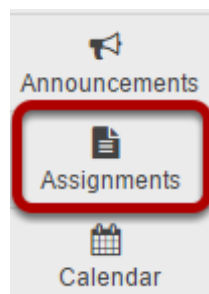
Back to list

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.

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	Status	Open	Due
 <a href="#">Assignment 1</a>	Not Started	May 30, 2016 12:00 pm	<b>Jun 20, 2016 5:00 pm</b>
 <a href="#">Assignment 2</a>	Not Started	Jun 6, 2016 12:00 pm	<b>Jun 27, 2016 5:00 pm</b>
 <a href="#">Chapter Presentation</a>	Not Started	Jun 1, 2016 12:00 pm	<b>Jun 8, 2016 12:05 pm</b>
 <b>Chapter Presentation</b> <i>Peer Assessment - Students assess each other</i>	Assignment submission required	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm

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.

Click on 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.

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	Status	Open	Due
 <a href="#">Assignment 1</a>	Submitted Jun 8, 2016 11:08 am	May 30, 2016 12:00 pm	<b>Jun 20, 2016 5:00 pm</b>
 <a href="#">Assignment 2</a>	Not Started	Jun 6, 2016 12:00 pm	<b>Jun 27, 2016 5:00 pm</b>
 <a href="#">Chapter Presentation</a>	Submitted Jun 8, 2016 12:00 pm	Jun 1, 2016 12:00 pm	<b>Jun 8, 2016 12:05 pm</b>
 <b>Chapter Presentation</b> <i>Peer Assessment - Students assess each other</i>	Not started	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm
<a href="#">Student 1</a>	Not started		

Once you have submitted your own assignment, the Peer Assessment information will display.

Click on 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. Click **Browse** to add an attachment containing additional feedback. (Optional)
6. Click **Submit** to submit your peer review.






# View submitted peer assessments.

## Assignment List

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

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	Status	Open	Due
 <a href="#">Assignment 1</a>	Submitted Jun 8, 2016 11:08 am	May 30, 2016 12:00 pm	<b>Jun 20, 2016 5:00 pm</b>
 <a href="#">Assignment 2</a>	Not Started	Jun 6, 2016 12:00 pm	<b>Jun 27, 2016 5:00 pm</b>
 <a href="#">Chapter Presentation</a>	Submitted Jun 8, 2016 12:00 pm	Jun 1, 2016 12:00 pm	<b>Jun 8, 2016 12:05 pm</b>
 <b>Chapter Presentation</b> <i>Peer Assessment - Students assess each other</i>	Submitted	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm
Student 1 	Submitted		

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.

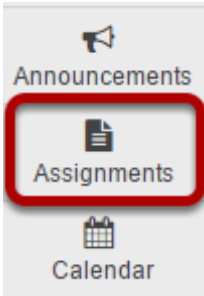
## Repeat the steps above to submit additional reviews. (Optional)

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.

## Click on an assignment.

### Assignment List

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

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	Status	Open	Due
<a href="#">Assignment 1</a>	Returned	May 30, 2016 12:00 pm	Jun 20, 2016 5:00 pm
<a href="#">Assignment 2</a>	Not Started	Jun 6, 2016 12:00 pm	Jun 27, 2016 5:00 pm
<a href="#">Chapter Presentation</a>	Returned	Jun 1, 2016 12:00 pm	Jun 8, 2016 12:05 pm
<b>Chapter Presentation</b> <i>Peer Assessment - Students assess each other</i>	Submitted	Jun 8, 2016 12:05 pm	Jun 8, 2016 12:30 pm




Click on 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.

**Assignment 1 - Returned**

- 1**

Title	Assignment 1
Student	student01 demo
Submitted Date	Jun 8, 2016 11:08 am
Grade	<b>95.00 (max 100.00)</b>
History	Wed Jun 08 11:08:48 EDT 2016 student01 demo (student01) submitted
- 2** **Instructions**  
Please submit a 5 page paper.
- 3** **Submitted Attachments**  
 [Assignment1.docx](#) ( 20 KB; Jun 8, 2016 11:08 am )  
 [Assignment1.docx](#) ( 20 KB; Jun 8, 2016 11:48 am )
- 4** **Additional instructor's comments about your submission**  
Good work on your assignment. Please see the attached file for additional feedback.  
**Instructor's attachments to this submission**  
 [Assignment1 - Feedback.docx](#) ( 20 KB; Jun 8, 2016 3:25 pm )

[Back to list](#)

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.

# Peer review feedback.

Chapter Presentation - Returned

Title

Chapter Presentation

Student

student01 demo

Submitted Date

Jun 8, 2016 12:00 pm

Grade

98.00 (max 100.00)

History

Wed Jun 08 12:00:05 EDT 2016 student01 demo (student01) submitted

Instructions

Prepare and deliver a presentation for the class on your assigned chapter.

Submitted Attachments

Presentation1.pptx

( 29 KB; Jun 8, 2016 12:00 pm )

Additional instructor's comments about your submission

Excellent presentation. You covered the chapter well.

Peer Reviews

Reviewer (1)

Score: 98.0

Comments:

Good job on the presentation.

Attachments

Back to list

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.

# Calendar



# What is the Calendar tool?

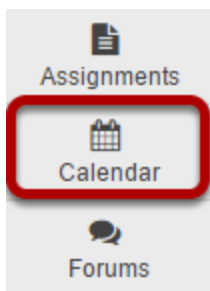
The Calendar tool allows instructors or site organizers to post events in a calendar format. The calendar has day, week, month, year, and simple list views.

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 My Workspace 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

### CALENDAR

OPTIONS

PUBLISH (PRIVATE)

LINK

HELP

March 2016

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

To modify the display , select the **Options** button.

## Display Settings

### CALENDAR

LINK

HELP

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View: Calendar by Month 1

Priority events

Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

Event types

High priority:

Medium priority:

Low priority:

Colors

High priority:

Medium priority:

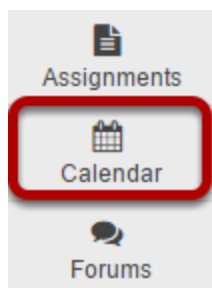
Low priority:

4 Update Cancel

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. Click on 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 clicking on the *color palate icon* to bring up a selection of web colors from which to choose.
4. Don't forget to click **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.

## Click on the item you want to view.

ADD EVENT MERGE INTERNAL CALENDARS PUBLISH (PRIVATE) FIELDS PERMISSIONS LINK ? HELP

**Calendar by Month**

View **Calendar by Month** ▼

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION SET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

**Legend**

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment

*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.*

# View item details.

ADD EVENT

MERGE INTERNAL CALENDARS

PUBLISH (PRIVATE)

FIELDS

PERMISSIONS

[LINK](#)

[? HELP](#)

< Last Event

Go to Today

Back to Calendar

Next Event >

My Event

Date

Mar 31, 2016


Time

8:00 am - 9:00 am EST

Description

This is a sample calendar event description.

Attachments




[Presentation1.pptx](#) (474 KB)

Frequency

Activity occurs once

Event Type

 Activity

Owner

Demo Professor

Site

DAC-EDUCATION-DEPT1-SUBJ1-126

From Site

"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

Edit

Remove event

< Last Event

Go to Today

Back to Calendar

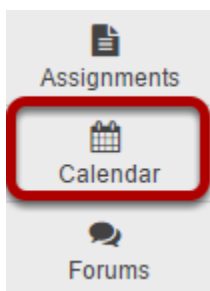
Next Event >

The item details will display.

# How do I change the Calendar view?

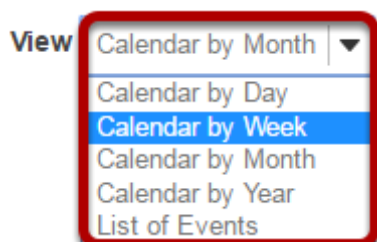
In Calendar, you can view your calendar by day, week, month, or year. You can also set the default view for your calendar.

## 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.

ADD EVENT

MERGE INTERNAL CALENDARS

PUBLISH (PRIVATE)

FIELDS

PERMISSIONS

LINK

HELP

Calendar by Day

View

Calendar by Day

Friday, March 4, 2016 EST

< Previous Day

Today

Next Day >

PRINTABLE VERSION

SET AS DEFAULT VIEW

Earlier

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

My Event

Later

The item details will display.

# Calendar by week.

ADD EVENTMERGE INTERNAL CALENDARSPUBLISH (PRIVATE)FIELDSPERMISSIONS

[LINK](#)[HELP](#)

Calendar by Week

ViewCalendar by Week

Sunday, February 28, 2016 - Saturday, March 5, 2016 EST

< Previous WeekTodayNext Week >

PRINTABLE VERSIONSET AS DEFAULT VIEW

Earlier

	Sun 28	Mon 29	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM						My Event	
5 PM							

Later

# Calendar by month.

ADD EVENTMERGE INTERNAL CALENDARSPUBLISH (PRIVATE)FIELDSPERMISSIONS

[LINK](#)[HELP](#)

Calendar by Month

ViewCalendar by Month

March 2016

< Previous MonthTodayNext Month >

PRINTABLE VERSIONSET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4 My Event	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2



# Calendar by year.

ADD EVENTMERGE INTERNAL CALENDARSPUBLISH (PRIVATE)FIELDSPERMISSIONS

[LINK](#)[? HELP](#)

Calendar by Year

ViewCalendar by Year

2016

< Previous Year

Today

Next Year >

SET AS DEFAULT VIEW

Jan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Feb

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

Mar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Apr

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Jun

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2						

Jul

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Aug

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Sep

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Oct

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Nov

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Dec

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# List of events.

ADD EVENTMERGE INTERNAL CALENDARSPUBLISH (PRIVATE)FIELDSPERMISSIONS

[LINK](#)[? HELP](#)

View

List of Events

Show

Custom date range

Start:

FEB

1

2016

End:

MAR

31

2016

Filter Events

Go to Today

PRINTABLE VERSION

SET AS DEFAULT VIEW

Date	Time	For	Event
<a href="#">Mar 4</a>	4:00 pm - 5:00 pm EST	Site	<a href="#">My Event</a>
<a href="#">Mar 31</a>	8:00 am - 9:00 am EST	Site	<a href="#">My Event</a> This is a sample calendar event description. ... <a href="#">Presentation1.pptx</a> (474 KB)

*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.

[ADD EVENT](#) [MERGE INTERNAL CALENDARS](#) [PUBLISH \(PRIVATE\)](#) [FIELDS](#) [PERMISSIONS](#) [LINK](#) [HELP](#)

### Calendar by Month

View Calendar by Month ▼

March 2016

[< Previous Month](#) [Today](#) [Next Month >](#)

[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)

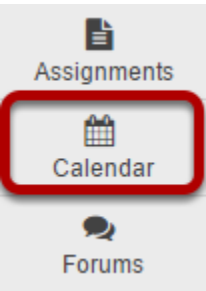
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">28</a>	<a href="#">29</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a> My Event	<a href="#">5</a>
<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>
<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>
<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a> My Event	<a href="#">1</a>	<a href="#">2</a>

If you have a preferred view (e.g. monthly view), click 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.

## Click Add Event.

ADD EVENT

MERGE INTERNAL CALENDARS

PUBLISH (PRIVATE)

FIELDS

PERMISSIONS

LINK

HELP

Calendar by Month

View Calendar by Month

March 2016

< Previous Month Today Next Month >

PRINTABLE VERSION SET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

Legend

Academic Calendar

Class section - Lab

Computer Session

Multidisciplinary Conference

Activity

Class section - Lecture

Deadline

Quiz

Cancellation

Class section - Small Group

Exam

Special event

Class section - Discussion

Class session

Meeting

Web Assignment

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

Click on 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.

**Add Event** [LINK](#) [? HELP](#)

To add an event to the Calendar, complete the form and choose 'Save Event' at the bottom.  
Required items marked with \*

**Event**

- \* **Title**: Exam 1
- \* **Date**: MAR 11 2016
- \* **Start Time**: 10:00 AM EST
- Duration**: 2 Hours 00 Minutes
- End Time**: 12:00 PM EST

**Message**

Exam 1 covers chapters 1 through 5 in your textbook.

Word Count: 10

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

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group01	
<input type="checkbox"/>	Group02	

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.

Frequency      Activity occurs once



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.

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

## Select event frequency.

### Frequency

Required items marked with \*

\* Event Frequency

The only occurrence

Save Cancel

- once
- once
- daily
- weekly
- Sunday/Monday/Wednesday
- Sunday/Monday/Tuesday/Wednesday
- Sunday/Tuesday/Thursday
- Monday/Wednesday
- Monday/Wednesday/Friday
- Tuesday/Thursday
- monthly
- yearly

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

## Specify interval and end date.

### Frequency


Required items marked with \*

\* **Event Frequency** weekly ▼

\* **Every:** 1 ▼ week(s)

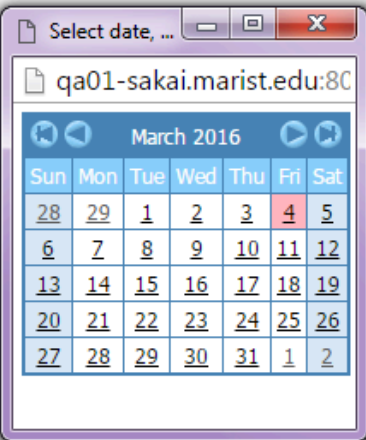
**Ends:**

☒ After 3 ▼ time(s)

☐ On MAR ▼ 4 ▼ 2016 ▼ 

☐ Never

**Save** **Cancel**



The pop-up calendar shows the month of March 2016. The days of the week are listed in the header: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 4 (Friday) is highlighted in red, indicating it is the selected date.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

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

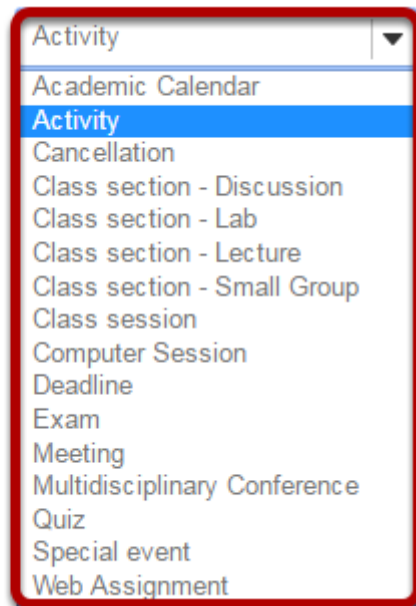
You also have the option to specify when the frequency **Ends**. You may select for it to end after a certain number of times, until a specific date, or never.

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 clicking on the calendar icon to select a date from the pop-up calendar.

Don't forget to click **Save** to save your changes!

## Event type.

















Event Type



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

## Selecting a different event type.

### Legend

 Academic Calendar	 Activity	 Cancellation	 Class section - Discussion
 Class section - Lab	 Class section - Lecture	 Class section - Small Group	 Class session
 Computer Session	 Deadline	 Exam	 Meeting
 Multidisciplinary Conference	 Quiz	 Special event	 Web Assignment

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.

Event Location

Building J, Room 223

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

### Attachments

No attachments Yet

Add 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.

Click on the **Add Attachments** button to browse for and select your file.

## Save your event.

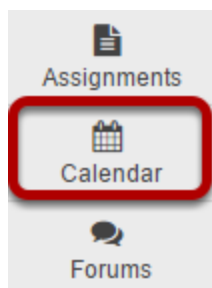
Save Event

Cancel

Once you have entered all of the information for your event, click 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.

## Click on the calendar entry that you want to edit.

[ADD EVENT](#) [MERGE INTERNAL CALENDARS](#) [PUBLISH \(PRIVATE\)](#) [FIELDS](#) [PERMISSIONS](#) [LINK](#) [? HELP](#)

### Calendar by Month

View Calendar by Month

March 2016

[< Previous Month](#) [Today](#) [Next Month >](#)

[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">28</a>	<a href="#">29</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>
<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>
<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>
<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a> <a href="#">My Event</a>	<a href="#">1</a>	<a href="#">2</a>

#### Legend

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment

# Click Edit.

## My Event

Date	Mar 31, 2016
Time	8:00 am - 9:00 am EST
Description	This is a sample calendar event description.
Attachments	 <a href="#">Presentation1.pptx</a> (474 KB)
Frequency	Activity occurs once
Event Type	 Activity
Owner	Demo Professor
Site	DAC-EDUCATION-DEPT1-SUBJ1-126
From Site	"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

Edit

Remove event

# Make your changes to the event.


Editing event...

[LINK](#) [? HELP](#)

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

## Event

\* Title

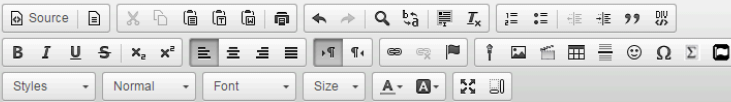
\* Date    

\* Start Time

Duration  hours  minutes

End Time

## Message



Please note the time change from ~~8AM~~ to 10AM!

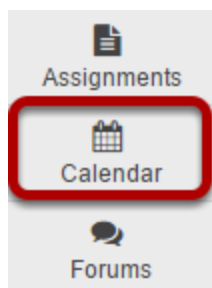
body p Auto Saved Word Count : 16

**Click Save Event.**



# How do I delete a calendar item?

## Go to Calendar.



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

## Click on the calendar entry that you want to delete.

[ADD EVENT](#) [MERGE INTERNAL CALENDARS](#) [PUBLISH \(PRIVATE\)](#) [FIELDS](#) [PERMISSIONS](#) [LINK](#) [HELP](#)


### Calendar by Month

View Calendar by Month


March 2016


[< Previous Month](#) [Today](#) [Next Month >](#)


[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)


Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">28</a>	<a href="#">29</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>
<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>
<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>
<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a> 	<a href="#">1</a>	<a href="#">2</a>


#### Legend


 Academic Calendar


 Activity


 Cancellation


 Class section - Discussion


 Class section - Lab


 Class section - Lecture


 Class section - Small Group


 Class session


 Computer Session


 Deadline


 Exam

 Meeting

 Multidisciplinary Conference



 Quiz

 Special event

 Web Assignment

## Click Remove Event.

### My Event

Date	Mar 31, 2016
Time	8:00 am - 9:00 am EST
Description	This is a sample calendar event description.
Attachments	 <a href="#">Presentation1.pptx</a> (474 KB)
Frequency	Activity occurs once
Event Type	 Activity
Owner	Demo Professor
Site	DAC-EDUCATION-DEPT1-SUBJ1-126
From Site	"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)



[Edit](#)[Remove event](#)

## Confirm removal.

[LINK](#)[HELP](#)

### Deleting calendar item...

Are you sure you want to remove this event?

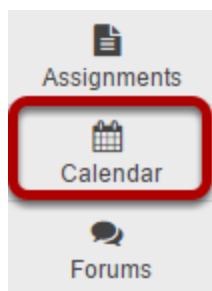
Title	My Event
Date	Mar 31, 2016
Time	8:00 am - 9:00 am EST
Frequency	Activity occurs once.
Event type	
Description	This is a sample calendar event description.
Attachments	 <a href="#">Presentation1.pptx</a> (474 KB)

[Remove event](#)[Cancel](#)

You will be prompted to confirm the removal. If you are sure you want to delete the item, click **Remove event**.

# How do I print the Calendar?

## Go to Calendar.



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

## Click Printable Version.

[ADD EVENT](#) [MERGE INTERNAL CALENDARS](#) [PUBLISH \(PRIVATE\)](#) [FIELDS](#) [PERMISSIONS](#) [LINK](#) [HELP](#)

### Calendar by Month

View [Calendar by Month](#)

March 2016

[< Previous Month](#) [Today](#) [Next Month >](#)

[PRINTABLE VERSION](#) [SET AS DEFAULT VIEW](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">28</a>	<a href="#">29</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>
<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>
<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>
<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a> My Event	<a href="#">1</a>	<a href="#">2</a>

#### Legend

Academic Calendar	Activity	Cancellation	Class section - Discussion
Class section - Lab	Class section - Lecture	Class section - Small Group	Class session
Computer Session	Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event	Web Assignment



# Print PDF.

Calendar for Demo Professor - March 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 8:00AM: My Event		

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 clicking Printable Version.*

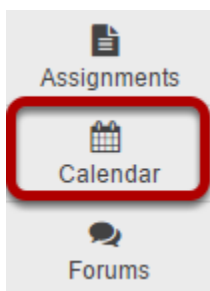
# How do I merge the Calendar with another site?

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.

# Click Merge Internal Calendars.

ADD EVENT

MERGE INTERNAL CALENDARS

PUBLISH (PRIVATE)

FIELDS

PERMISSIONS

LINK

HELP

Calendar by Month

ViewCalendar by Month

March 2016

< Previous Month

Today

Next Month >

PRINTABLE VERSION

SET AS DEFAULT VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2

# Select calendars to be merged.

LINKHELP

Show Events from Another Site

Select what calendars you want to merge into this site. This site's users will only see those events they had permission to see in the source site.

Site	Show Calendar
DAC-EDUCATION-DEPT1-SUBJ1-101 (DAC-EDUCATION-DEPT1-SUBJ1-101)	<input type="checkbox"/>
DAC-EDUCATION-DEPT1-SUBJ1-151 (DAC-EDUCATION-DEPT1-SUBJ1-151)	<input checked="" type="checkbox"/>
DAC-EDUCATION-DEPT1-SUBJ1-201 (DAC-EDUCATION-DEPT1-SUBJ1-201)	<input checked="" type="checkbox"/>

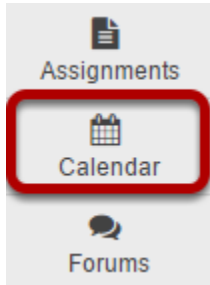
In the **Show Schedule** column, check the box next to any calendars from other sites that you would like to merge with the current site.

**Click Save.**



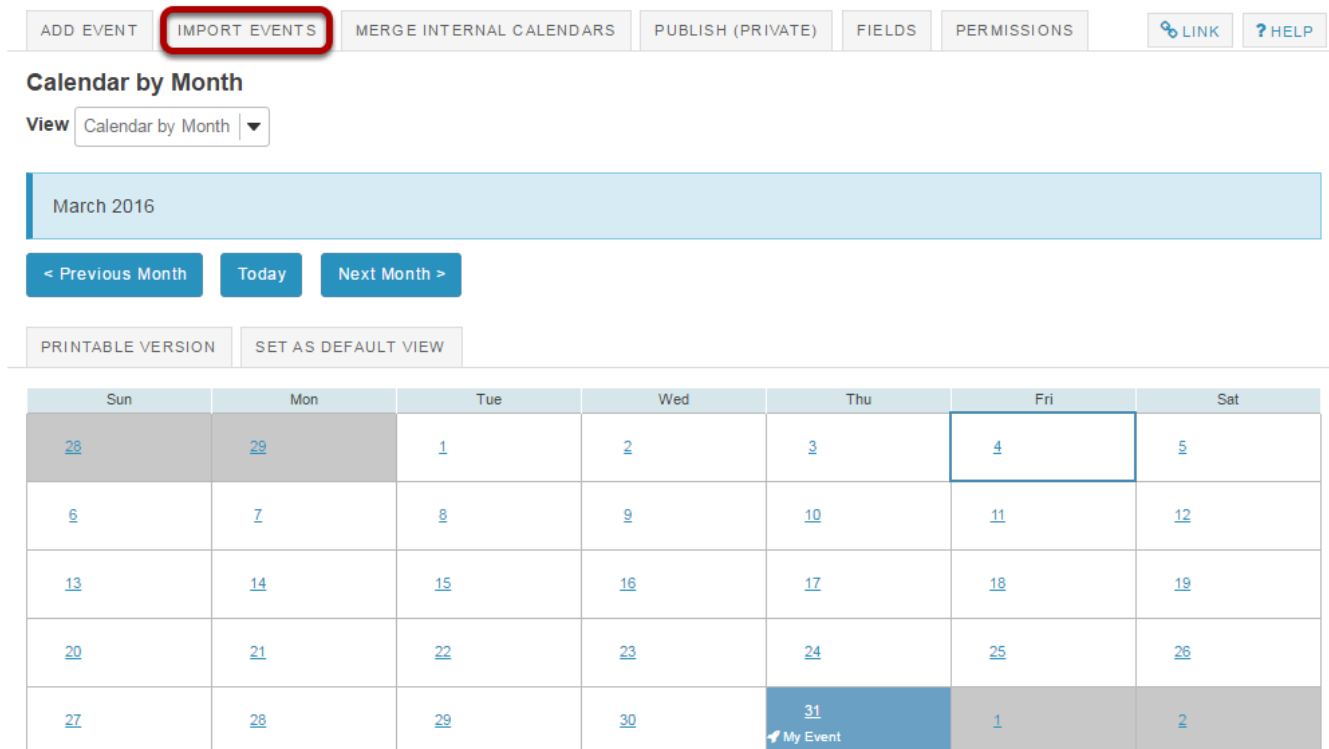
# How do I import Calendar entries from a file?

## Go to Calendar.



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

## Click Import Events.

A screenshot of the Sakai 11 Calendar interface. At the top, there is a navigation bar with several buttons: 'ADD EVENT', 'IMPORT EVENTS' (highlighted with a red box), 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS', 'LINK', and 'HELP'. Below this bar, the text 'Calendar by Month' is displayed. Underneath, there is a 'View' dropdown menu set to 'Calendar by Month'. The main content area shows a calendar for 'March 2016'. It includes navigation buttons for '< Previous Month', 'Today', and 'Next Month >'. Below these are buttons for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. The calendar grid shows days of the week (Sun to Sat) and dates. The date '31' is highlighted in blue and labeled 'My Event'. The date '4' is also highlighted in blue.

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

## Choose the import file format.

### Import Events

Step 1 of 3: Select type of calendar to import from

#### Type of calendar to import

- ☐ Microsoft Outlook
- ☐ Meeting Maker
- ☒ Generic calendar import (comma-separate values)

Continue

Cancel

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

## Choose your file.

### Import Events

[LINK](#)

[? HELP](#)

Step 2 of 3: Reformat data and select the file to import

To perform an import of generic calendar data, download the template package below. The package includes a 'Readme' file with instructions, as well as a CSV format example file that can be opened with Microsoft Excel or similar applications. Convert your data into the exact format shown in the CSV file to ensure compatibility.

[Generic Import Template](#)

When you have your calendar information in the correct format, browse for the file below and upload it to the system.

#### File

[Choose File](#) example\_import\_file.txt

Continue

Back

Cancel

Click the **Choose File** button to browse for and select your file, and then click **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.

Import Events

LINK

HELP

Step 3 of 3: Review activities and confirm import

You are importing 7 activities, listed below. Uncheck the 'Import' box for any activity(s) you do not want to import.

Date	Activity and Time	<input checked="" type="checkbox"/> Import?
May 2, 2016	Example Event 1 (11:00 am - 12:00 pm)	<input checked="" type="checkbox"/>
May 2, 2016	Example Event 2 (11:00 am - 12:00 pm)	<input checked="" type="checkbox"/>
May 2, 2016	Example Event 3 (11:00 am - 11:30 am)	<input checked="" type="checkbox"/>
May 2, 2016	Event with a custom property (11:00 am - 11:30 am)	<input checked="" type="checkbox"/>
Jun 7, 2016	Repeating Event 1 (2:00 pm - 3:30 pm)	<input checked="" type="checkbox"/>
Jun 7, 2016	Repeating Event 2 (2:00 pm - 2:30 pm)	<input checked="" type="checkbox"/>
Jun 7, 2016	Repeating Event 3 (2:00 pm - 3:30 pm)	<input checked="" type="checkbox"/>

2

☒ Import events for site  
☐ Import events for selected groups

3

Import Events

Back

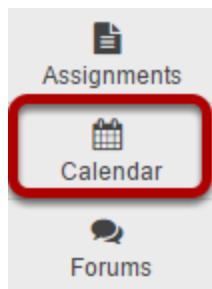
Cancel

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. Click **Import Events** to complete the import.

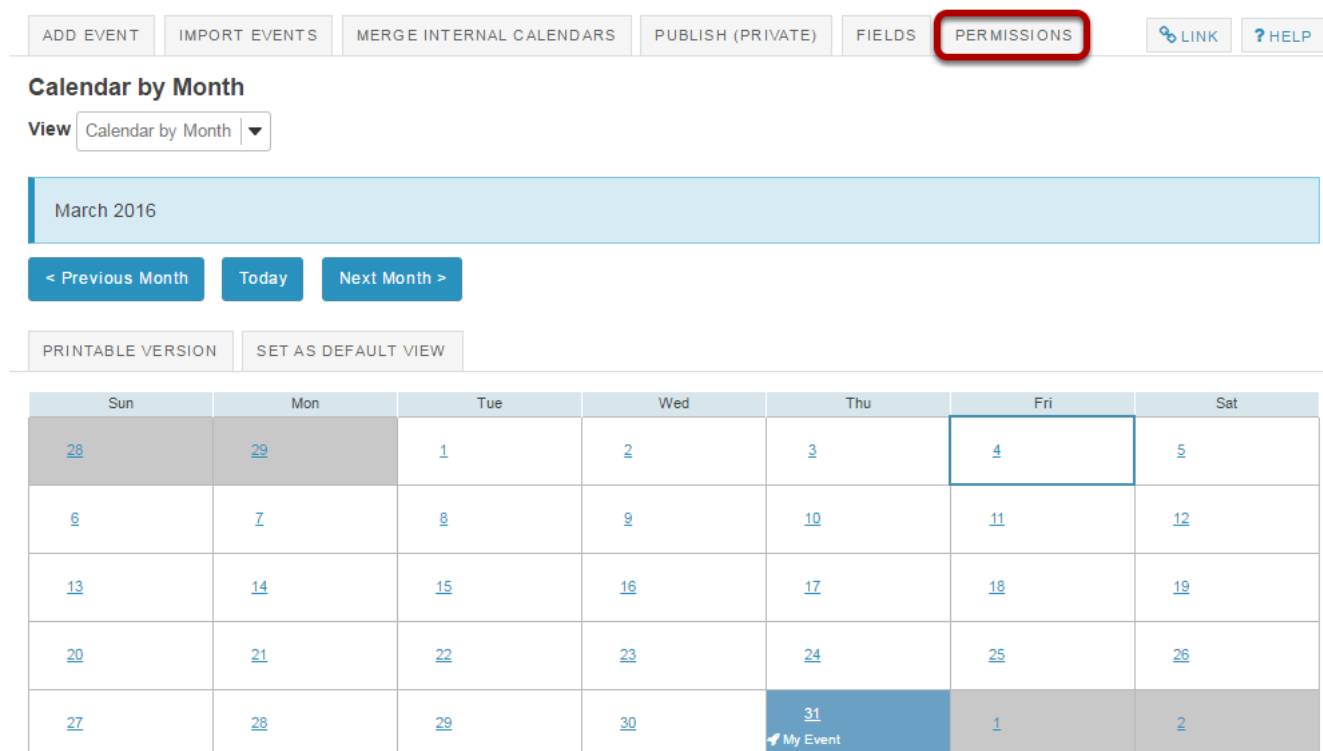
# How do I modify Calendar permissions?

Go to Calendar.



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

Click Permissions.

A screenshot of the Sakai 11 Calendar interface. At the top, there is a toolbar with buttons: 'ADD EVENT', 'IMPORT EVENTS', 'MERGE INTERNAL CALENDARS', 'PUBLISH (PRIVATE)', 'FIELDS', 'PERMISSIONS' (highlighted with a red box), 'LINK', and 'HELP'. Below the toolbar, the title 'Calendar by Month' is followed by a 'View' dropdown menu set to 'Calendar by Month'. The main content area shows a calendar for 'March 2016'. Navigation buttons '< Previous Month', 'Today', and 'Next Month >' are present. Below the calendar, there are buttons for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. The calendar grid shows days from Sunday to Saturday. The 31st of March is highlighted in blue and labeled 'My Event'. The 4th of April is highlighted with a blue border. The 1st and 2nd of April are in a greyed-out state.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 My Event	1	2



# Modify the permissions for the roles listed.

Permissions

[LINK](#) [HELP](#)

Set permissions for Calendar in worksite"DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

Undo changes

1

Permission	Instructor	Student	Teaching Assistant
Create events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribe to calendars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change calendar options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View event audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save

Cancel

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. Click **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.*

# 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.

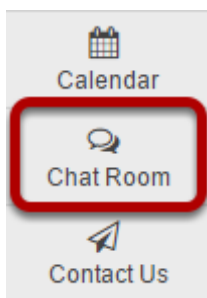
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

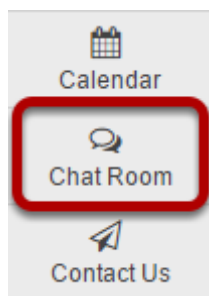
The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

**To access this tool, select Chat Room from the Tool Menu in your site.**



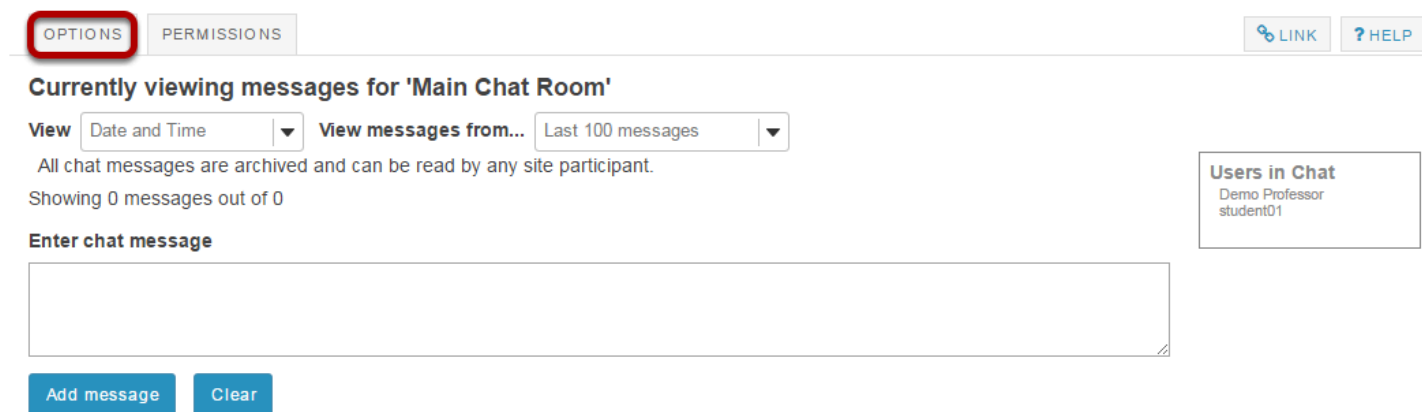
# How do I add a chat room?

## Go to Chat Room.

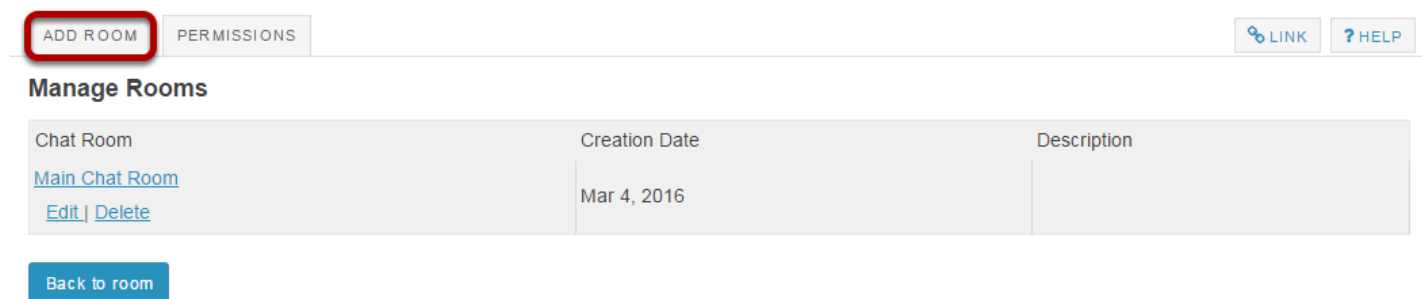


Select the **Chat Room** tool from the Tool Menu of your site.

## Click Options.



## Click Add Room.



# Enter the room details.

LINK

HELP

Add Room

\* Title

1

Description

2

Recent Chat Display

3

Show no message history

Show all messages

Show the last 10 messages

Show messages from the past 3 days

4

☒ Allow chat participants to change the chat display settings for their own chat window

Allowed Posting Dates

5

Start (mm/dd/yy)

End (mm/dd/yy)

6

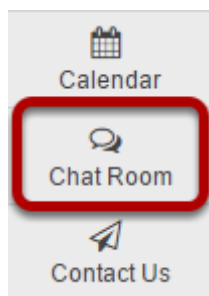
Update Options

Cancel

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. Check 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. Click the **Update Options** button to save your details and add the room.

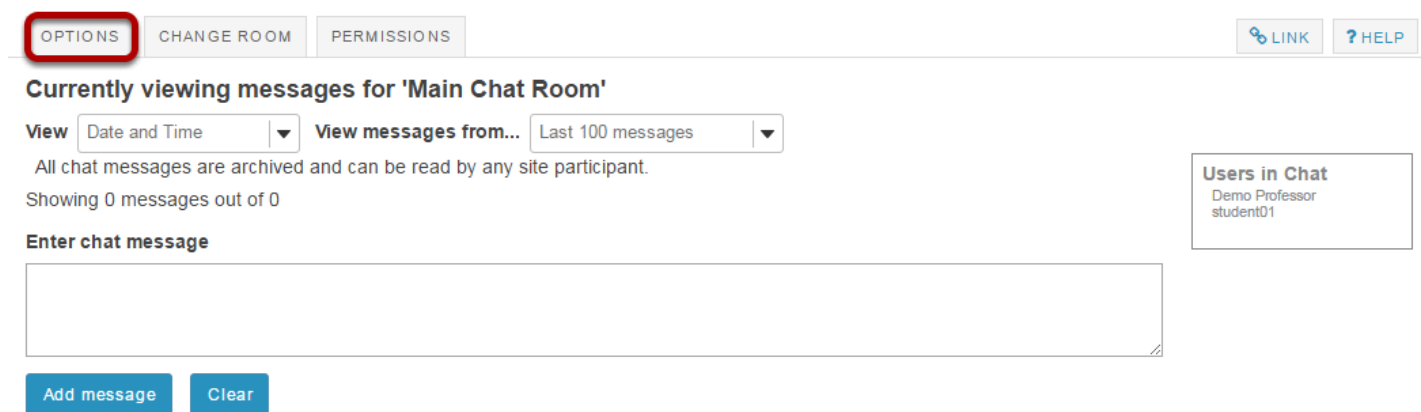
# How do I delete a chat room?

## Go to Chat Room.

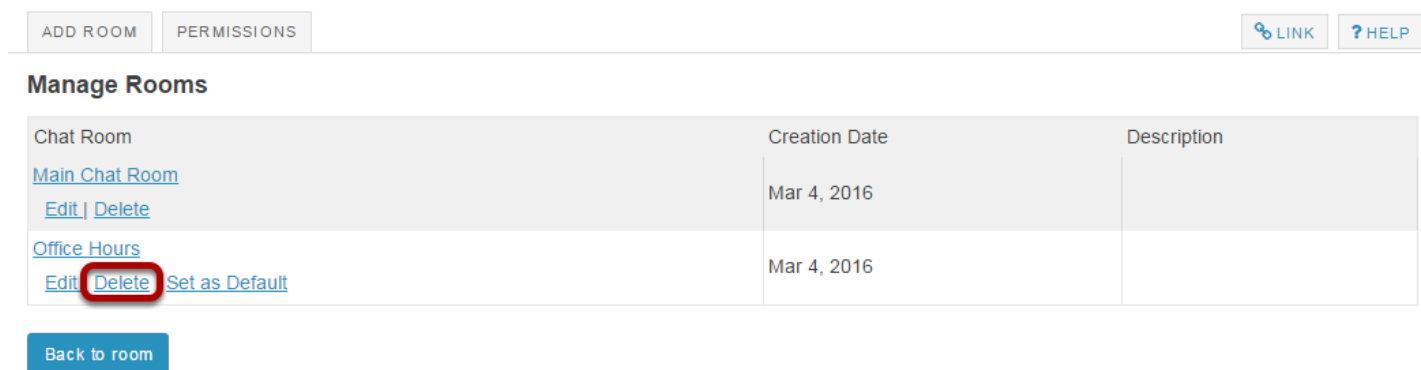


Select the **Chat Room** tool from the Tool Menu of your site.

## Click on Options.



## Click the Delete link for the room you want to remove.



# Confirm the deletion.

## Deleting chat room

[LINK](#)[? HELP](#)

Are you sure you want to permanently delete this chat room?

Title: Office Hours

Description:

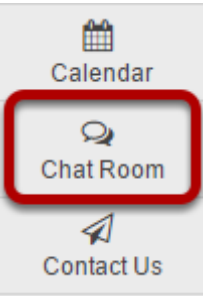
Delete

Cancel

Click the **Delete** button to confirm the removal of the chat room.

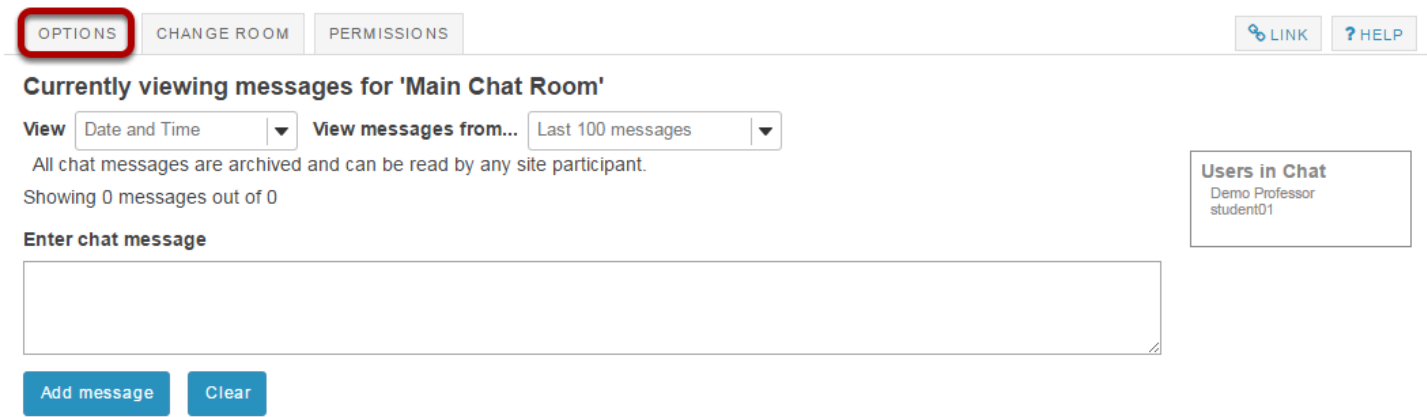
# How do I clear the chat history?

## Go to Chat Room.



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

## Click on Options.



## Click 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:

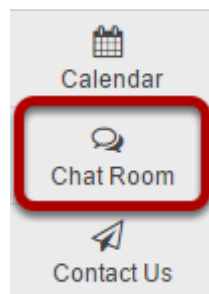
Delete

Cancel

Click the **Delete** button to confirm the permanent removal of all chat messages from the room.

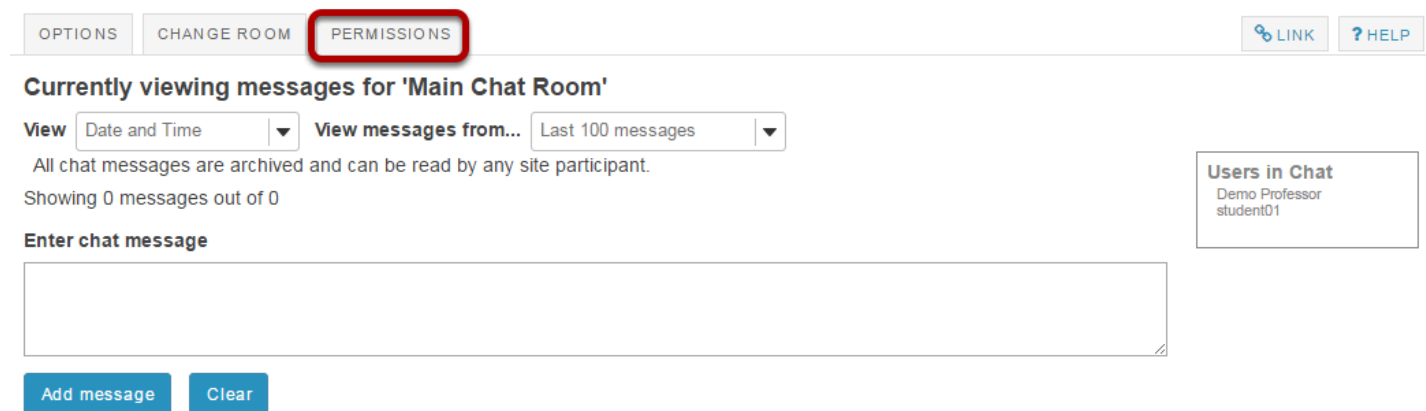
# How do I change the Chat Room tool permissions?

## Go to Chat Room.



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

## Click Permissions.



# Modify the permissions for the roles listed.

Permissions

LINK

HELP

Set permissions for Chat Room in worksite 'DAC-EDUCATION-DEPT1-SUBJ1-126'

Undo changes

1

Permission	Instructor	Student	Teaching Assistant
Read chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Post chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any chat messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own chat messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete a chat room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a new chat room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set chat room options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save

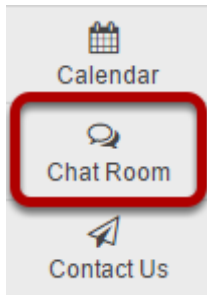
Cancel

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. Click **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.*

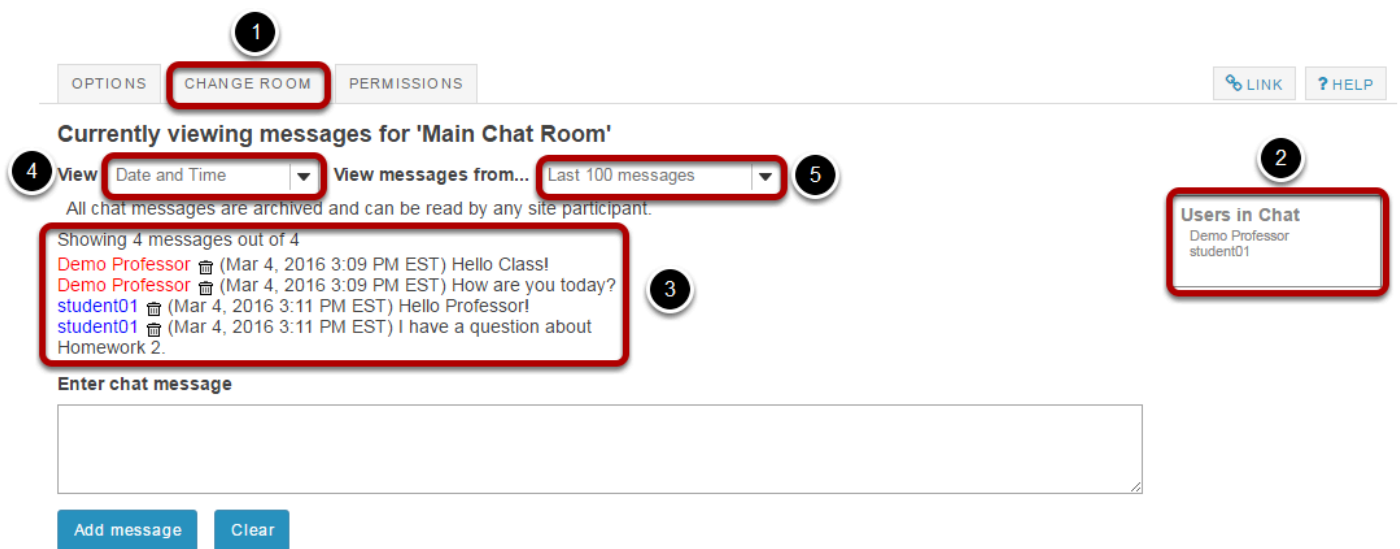
# How do I read, post, or delete Chat Room messages?

## Go to Chat Room.



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

## To read Chat Room messages:



When you click **Chat Room**, you will enter the default room (as specified by the site leader).

1. To change rooms, click **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.

- 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:

Enter chat message

Add message

Clear

In the text box at the bottom of the window, type your message, and then click **Add message** or hit the **Enter** key on your keyboard.

*Note: No one can see your message until you click **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, click **Clear**.

## To delete a Chat Room messages.

[OPTIONS](#) [CHANGE ROOM](#) [PERMISSIONS](#) [LINK](#) [HELP](#)

**Currently viewing messages for 'Main Chat Room'**

**View** Date and Time **View messages from...** Last 100 messages

All chat messages are archived and can be read by any site participant.

Showing 5 messages out of 5

Demo Professor (Mar 4, 2016 3:09 PM EST) Hello Class!

Demo Professor (Mar 4, 2016 3:09 PM EST) How are you today?

student01 (Mar 4, 2016 3:11 PM EST) Hello Professor!

student01 (Mar 4, 2016 3:11 PM EST) I have a question about Homework 2.

Demo Professor (Mar 4, 2016 3:16 PM EST) What is your question?

**Users in Chat**  
Demo Professor  
student01

Enter chat message Delete this message

Add message Clear

To delete a Chat Room message that you have sufficient permission to delete, click 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.

### Deleting chat message

[LINK](#)[? HELP](#)

Are you sure you want to permanently delete this message?

**From:** Demo Professor

**Date:** Mar 4, 2016

**Message:**What is your question?

Delete

Cancel

You will be prompted to confirm the deletion. If you are sure you want to delete the message, click the **Delete** button to confirm.

*Tip: To permanently delete all messages from a chat room, click **Options**, and then click **Clear History**. Click **Delete** to confirm.*

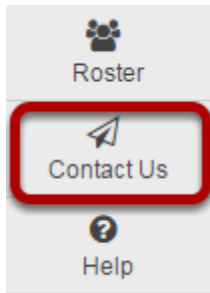
# Contact Us

# What is the Contact Us tool?

The Contact Us tool allows users to quickly and easily reach the appropriate contact for system issues. The user has the opportunity to choose if the issue is content-related, if they need help with the system, if they are having a technical problem, or if they wish to make a feature request. Links specific to each of those areas are automatically configured for each site based on system settings.

*Note: This tool, like the Help tool, appears in all Sakai sites by default.*

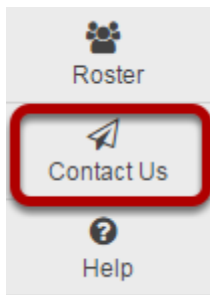
**To access this tool, select Contact Us from the Tool Menu in your site.**





# How do I use the Contact Us tool?

## Go to Contact Us.



Select the **Contact Us** tool from the Tool Menu of your site.

## Click on the relevant link to send a message to the appropriate contact at your institution.

[LINK](#) [? HELP](#)

Contact us about any problems or suggestions for improvement

This page allows you to report problems with, or suggest improvements to, Sakai.

If you cannot find the answer in the [Help pages](#) then please choose the most relevant section below to get in touch with the appropriate people.

<p><b>Problem with content?</b></p> <ul style="list-style-type: none"><li>• Site unavailable or permission denied?</li><li>• Missing file, broken link, or blank page?</li><li>• Problem with dates in calendar?</li><li>• Erroneous or misleading information?</li><li>• General query about the site?</li></ul> <p><a href="#">Report the problem to the site owner</a></p> <p>1</p>	<p><b>Ask for help?</b></p> <ul style="list-style-type: none"><li>• Cannot log in?</li><li>• How can I do this?</li><li>• Cannot find the answer in the Help pages?</li></ul> <p><a href="#">Report the problem to the Sakai team</a></p> <p>2</p>	<p><b>Report a technical problem?</b></p> <ul style="list-style-type: none"><li>• Something has gone wrong?</li><li>• Problem with the system?</li><li>• Tool not working as it should?</li></ul> <p><a href="#">Report the problem to the Sakai team</a></p> <p>3</p>	<p><b>Suggest improvement?</b></p> <ul style="list-style-type: none"><li>• Voice a request for an improvement to one of the tools</li><li>• Suggest a brand new feature that would be useful to other users</li></ul> <p><a href="#">Make a request for improvement</a></p> <p>4</p>
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1. **Problem with content?** Clicking on this link will send an email to the site owner, in most cases this is the instructor of the course.
2. **Ask for help?** Clicking on this link will send an email to the primary support email address designated by your institution.
3. **Report a technical problem?** Clicking on this link will send an email to the primary support email address designated by your institution.

4. **Suggest improvement?** Clicking on this link will take you to the web address specified by your institution for the submission of feature requests.

*Note: The primary support address is specified as the "mail.support" property in the sakai.properties file. Your system administrator modify this email setting by updating the sakai.properties to point to the desired address. Additionally, to enable Feature Suggestion feedback, your Sakai administrator needs to add the feedback.featureSuggestionUrl property to this Sakai server's configuration.*

# Course and Project Sites

# What are course sites?

A course site is the official worksite for a particular academic course for an institution and can be linked to a database (such as a registrar's) to automatically populate its roster.

Course sites usually contain a selection of tools and resources provided by the instructor so that students may 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.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

*Note: Additional customized roles may be added by the system administrator.*

# What are project sites?

Project sites are designed to facilitate collaboration. You can invite anyone you wish to join your project 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. Project sites have all of the same tools available as course sites; however, they are typically not associated with credit course sections or academic terms.

## 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. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

*Note: Additional custom roles may be added by the system administrator.*

# How do I navigate among different sites?

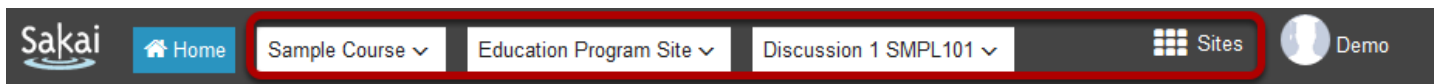
## Home.



**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, click Home in the upper left corner of the screen.

For more information about Home, see [What is Home?](#)

## Site Navigation.



Additional course and project sites appear as buttons across the top of the screen. Click a button to go to the corresponding site.

You may also click on **Sites** to view all active sites and manage favorites. For more information about site navigation, see [What is Site Navigation?](#)

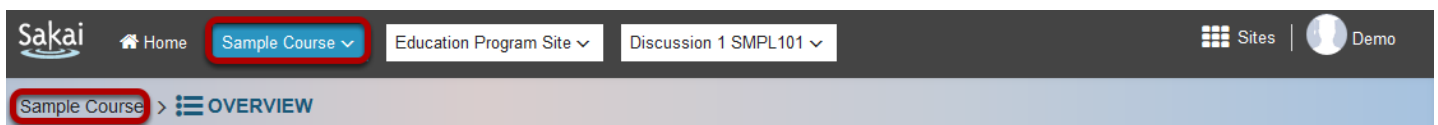
It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate among different sites in the system.

*Note: If you are not yet a member of any sites, you will see only a Home button at the top of the screen.*

# How do I navigate within a site?

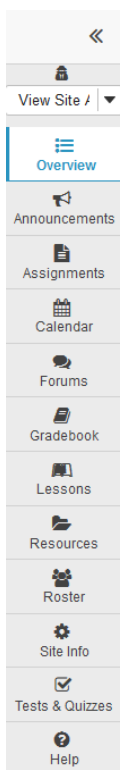
It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

## Currently selected site.



The currently selected site will appear highlighted in a different color in the navigation bar. You will also see the title of the site as the first item in the breadcrumbs below the site navigation bar.

## The Tool Menu.

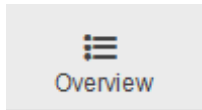


The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on

which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site.

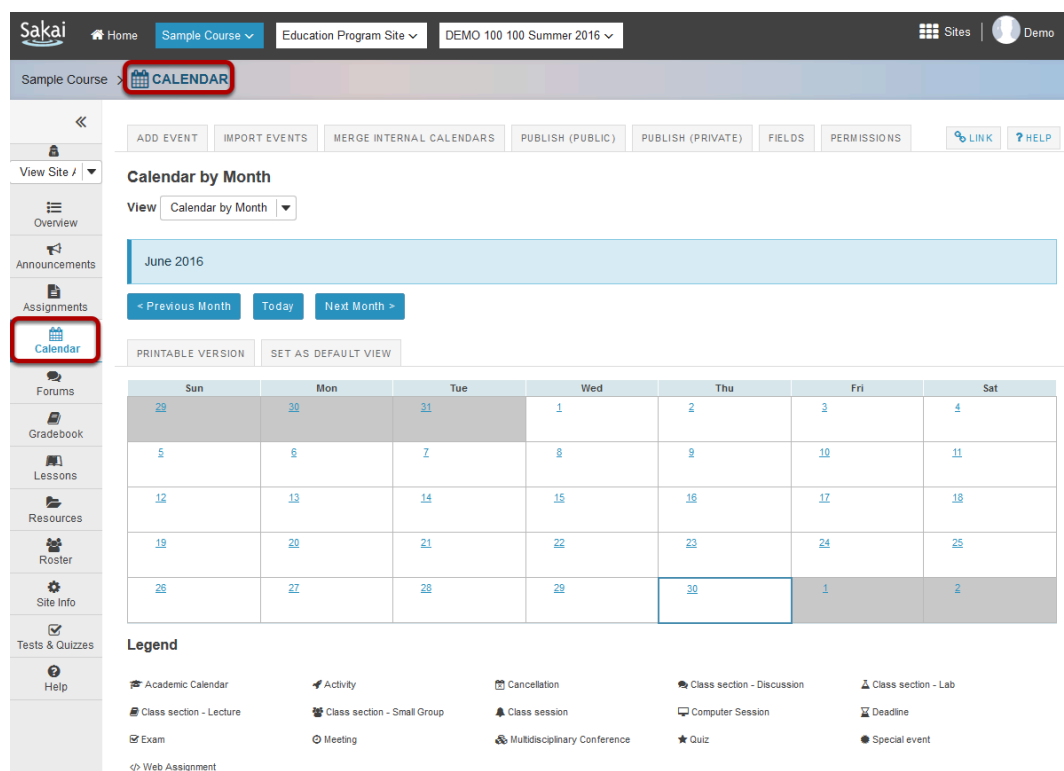
Click the tool's name to go to the corresponding tool.

## 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.

A screenshot of the Sakai 11 user interface. The top navigation bar includes the Sakai logo, Home link, and site-specific dropdowns. The left sidebar contains a list of tools: Overview, Announcements, Assignments, Calendar (highlighted with a red box), Forums, Gradebook, Lessons, Resources, Roster, Site Info, Tests & Quizzes, and Help. The main content area shows the "Calendar by Month" view for June 2016. It includes navigation buttons for previous and next months, a "Today" button, and a calendar grid. A legend at the bottom explains various event types like Academic Calendar, Activity, Cancellation, etc. The "CALENDAR" link in the breadcrumb trail is also highlighted with a red box.

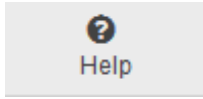
When you're using a tool, clicking on the tool's name in either the Tool Menu or the Breadcrumbs, takes you back to the first page of that tool and resets the tool.

## Online help.

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



## Help in the Tool Menu.



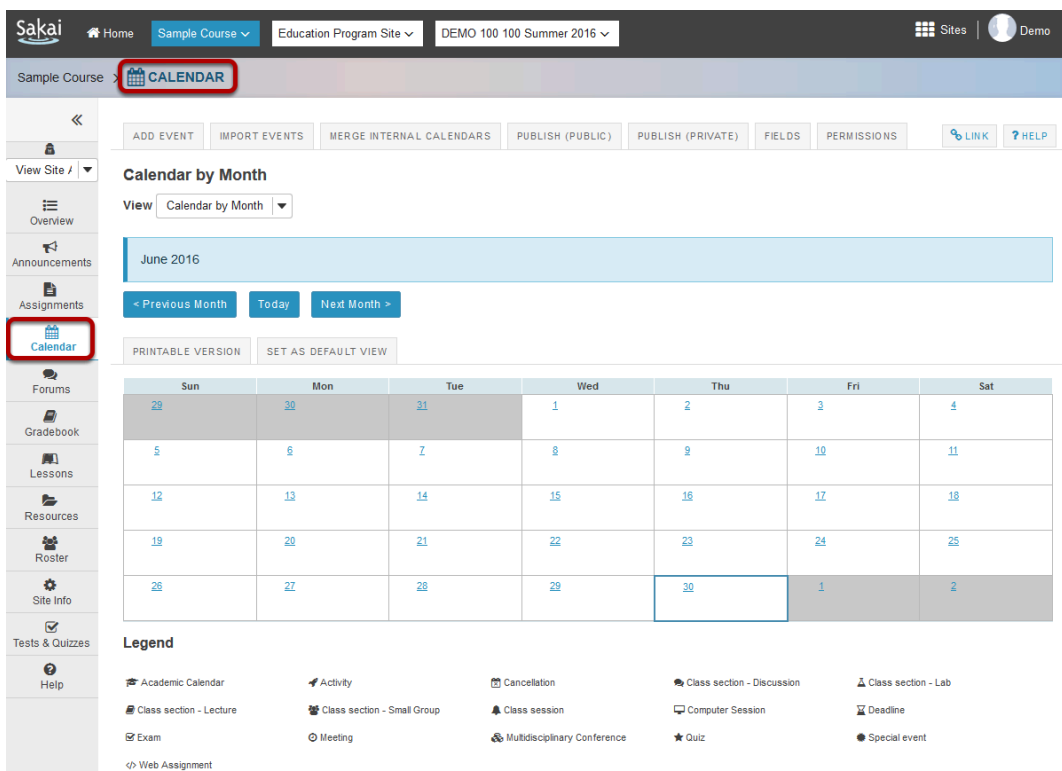
## Contextual help for a given tool.



# 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.

## Click on the tool name.



The screenshot shows the Sakai 11 interface. At the top, the breadcrumb trail is 'Sample Course > CALENDAR', with 'CALENDAR' highlighted by a red box. The left sidebar contains a 'Calendar' link, also highlighted by a red box. The main content area displays the 'Calendar by Month' view for June 2016. The calendar grid shows dates from 29 to 2. The legend below the calendar lists various event types: Academic Calendar, Activity, Cancellation, Class section - Discussion, Class section - Lab, Class section - Lecture, Class section - Small Group, Class session, Computer Session, Deadline, Exam, Meeting, Multidisciplinary Conference, Quiz, and Special event.

When you're using a tool, clicking on the tool's name in either the Tool Menu or the Breadcrumbs, takes you back to the first page of that tool and resets the tool.

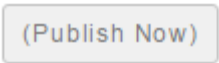
*Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.*

# What does Unpublished Site mean?

By default, most 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. Some institutions publish all current courses automatically at the beginning of the academic term. Institutions may also unpublish courses from prior or future terms.

## Unpublished Site Indicator

### Unpublished Site



(Publish Now)

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.

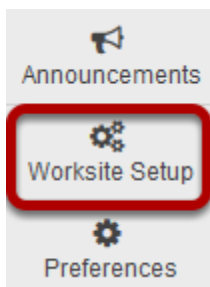
Click the **(Publish Now)** button to make your site available to all enrolled users. (Depending on the site publishing permissions established by your institution, you may or may not see this button.)

*Note: You may also publish/unpublish your site from the Manage Access area in [Site Info](#).*

# How do I create a new course or project site?

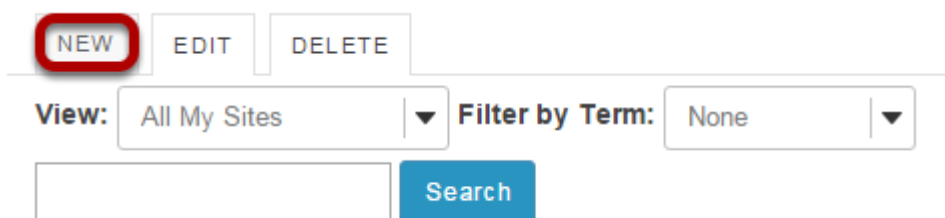
If you have the appropriate permissions to create new course or project sites, you may do so from either Worksite Setup or Sites in your Home area.

## Go to Worksite Setup.



Select the **Worksite Setup** tool from the Tool Menu in Home.

## Click New.

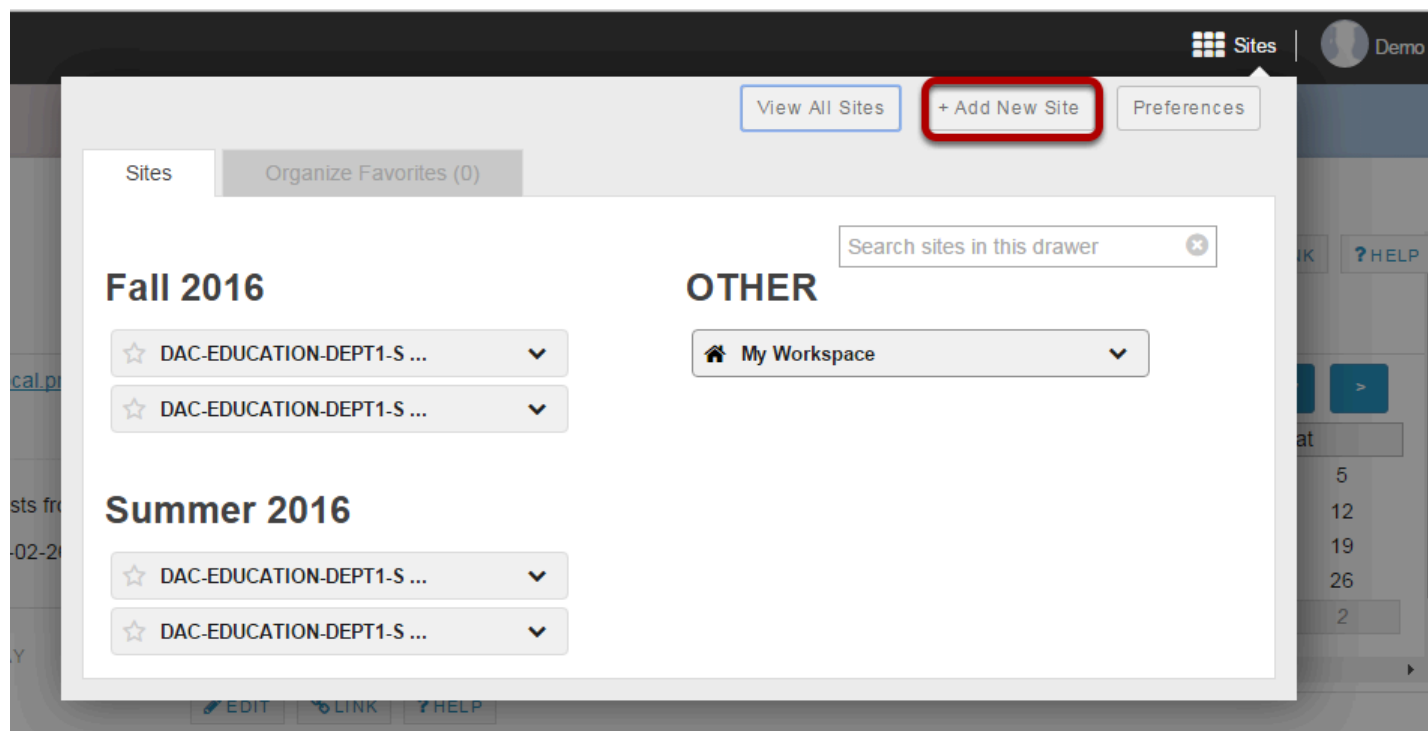


## Or, go to Sites.



Click on the **Sites** link to view your sites drawer.

From your sites list, click Add New Site.



Select the type of site.

**Create Site** [LINK](#) [HELP](#)

A site can be created in a number of different ways:

☒ Build your own site  
This is for experienced users and lets site owners add individual site tools.

☐ course site  
☐ project site

You can add or remove tools from either type of site at any time.

[Continue](#) [Cancel](#)

Choose either **course site** or **project site** depending in which type of site you want to create.

## For Course sites only.

If you select to add a course site, there are some additional steps.

### Select the term.

#### Create Site

[LINK](#)[? HELP](#)

A site can be created in a number of different ways:

☒ Build your own site

This is for experienced users and lets site owners add individual site tools.

☒ course site

\* Academic term: Spring 2016 ▼

☐ project site

You can add or remove tools from either type of site at any time.

Continue

Cancel

Select a term from the drop-down menu and then click **Continue**.

## Enter course information.

**Course/Section Information**

Course/Section(s) Selection -- Spring 2016

Please find course/section by entering the information below

- 1 **Subject:** Sample Department
- 2 **Course:** SMPL101
- 3 **Section:** Select  
Discussion 1 SMPL101  
Discussion 2 SMPL101  
Discussion 3 SMPL101

Current Selection:

Discussion 3 SMPL101 (Requested)

- 4 **\* Authorizer's username:**

Email will be sent asking for authorization for you to create this site.

- 5 **Special Instructions:**

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)  
[Still cannot find your course/section?](#)

- 6 **Continue** Back Cancel

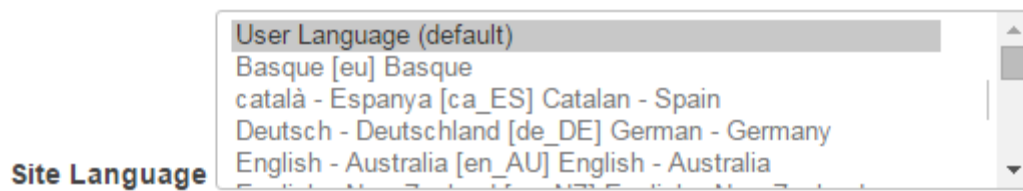
1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. The authorizer's username will appear here. An email message requesting authorization to create the site will be sent to the user listed.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the course site.

## Enter site information.

### Enter the site title.

\* **Site Title** Discussion 3 SMPL101

## Select site language.



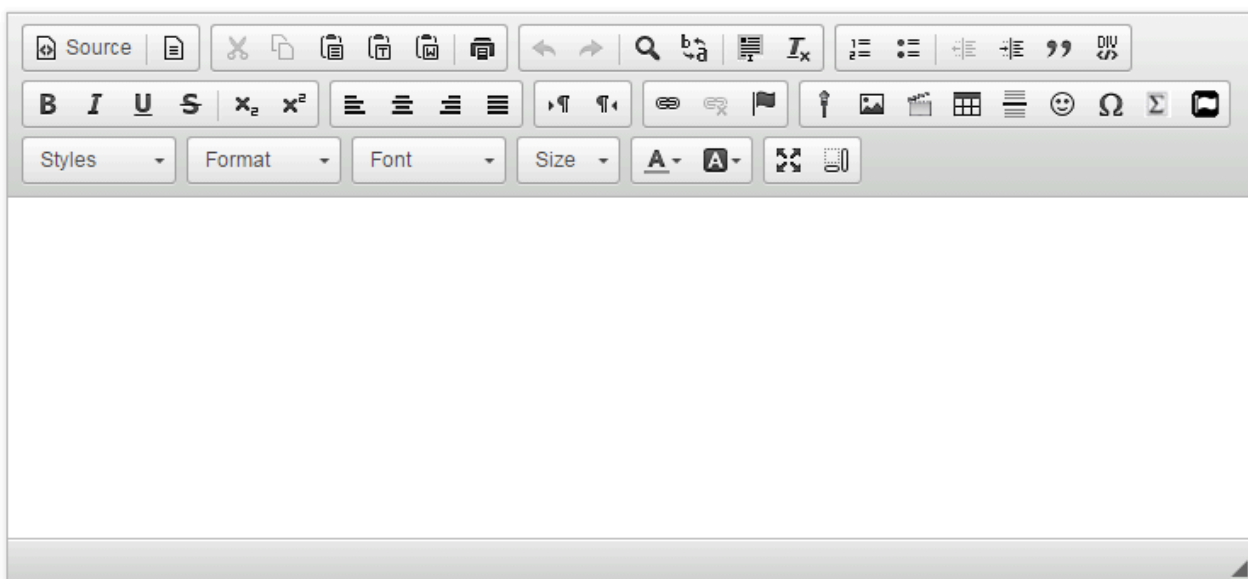
If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

## Enter a site description.

### Description

(displayed on the site's home page)



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.

### Short Description

(displayed in publicly viewable list of sites. Max 80 characters)

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.

## Select a theme.

Appearance (Theme)  ▼

Site will display this theme. \_\_\_\_\_

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

## Enter the site contact information.

\* Site Contact Name

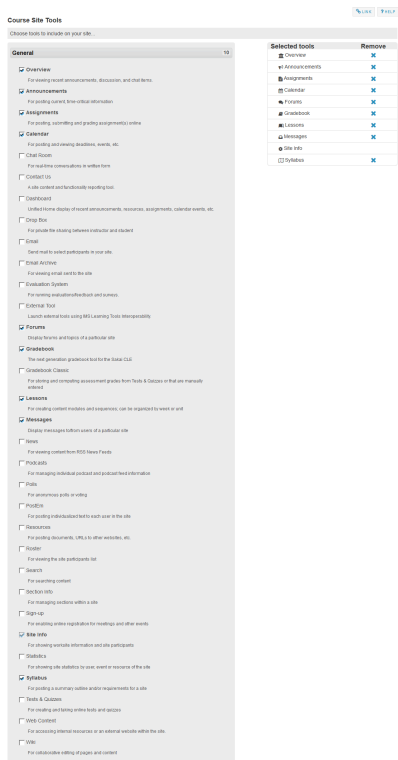
Site Contact Email

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

## Click Continue.

Click **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:

DAC-EDUCATION-DEPT1-SUBJ1-101

DAC-EDUCATION-DEPT1-SUBJ1-126

DAC-EDUCATION-DEPT1-SUBJ1-151

DAC-EDUCATION-DEPT1-SUBJ1-201

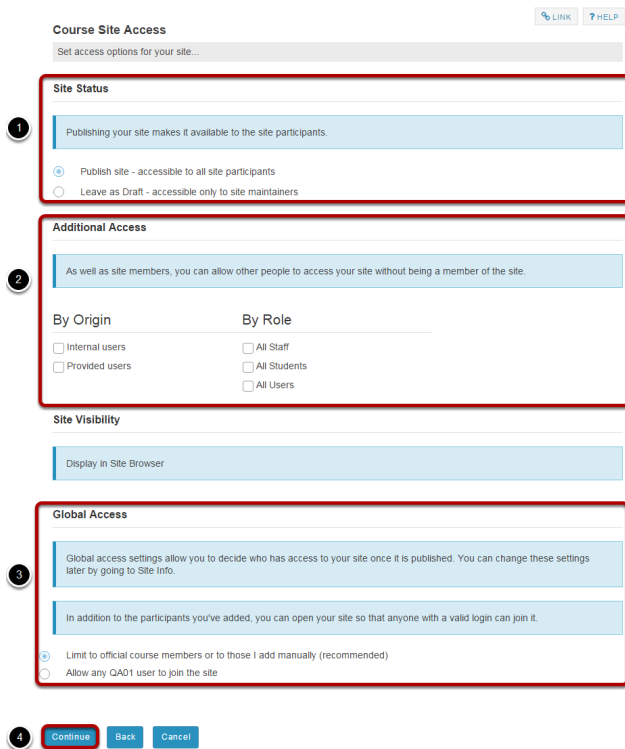
Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections.

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.)

## Click Continue.



## Configure site access.



The screenshot shows the 'Course Site Access' configuration page. It includes a header with 'LINK' and 'HELP' buttons. The main content is divided into four sections, each highlighted with a red border and a numbered circle:

- Site Status:** Contains a description and two radio buttons: 'Publish site - accessible to all site participants' (selected) and 'Leave as Draft - accessible only to site maintainers'.
- Additional Access:** Contains a description and two columns of checkboxes. Under 'By Origin', there are checkboxes for 'Internal users' and 'Provided users'. Under 'By Role', there are checkboxes for 'All Staff', 'All Students', and 'All Users'.
- Global Access:** Contains a description and two radio buttons: 'Limit to official course members or to those I add manually (recommended)' (selected) and 'Allow any QA01 user to join the site'.
- Buttons:** At the bottom, there are three buttons: 'Continue' (highlighted with a red border), 'Back', and '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 participants such as students.
2. **Additional Access:** In addition to enrolled users, you may also elect to allow all users of a particular origin or role to have access to your site, such as all Internal users or all Students. (Optional)
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. Click **Continue**.

# Confirm site setup.

Confirm Your Course Site Setup

[LINK](#)[HELP](#)

Confirm your site setup selections. ...

Please review the following information about your site. If this information is correct, click Create Site. If you need to make changes, click the Back button at the bottom of the page. To make changes to this setup later, go to Site Info within your site.

You are setting up a class site that includes the following class/sections:

Site Title	Discussion 3 SMPL101
Site URL	No URL provided
Tools	Overview Syllabus Lessons (Lessons) Calendar Announcements Forums Assignments Site Info Gradebook Messages
Available To	Site participants only
Joinable:	No
Included on public index of sites	Yes
Appearance (Icon)	*default*
Site Contact Name	Demo Professor
Site Contact Email	demoprof@myschool.edu
Short Description	No short description provided
Site Language	No Language provided
Description	No description provided.

Create Site

Back

Cancel

You will see a screen which displays all of the site settings for verification. If everything appears correct, click **Create Site**.

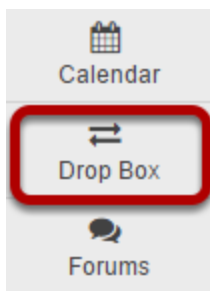
# Drop Box

# What is the Drop Box tool?

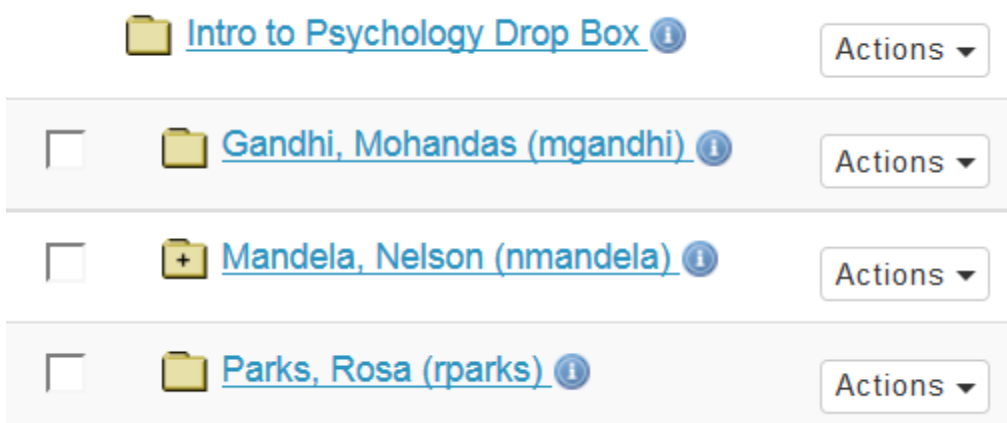
The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

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.**



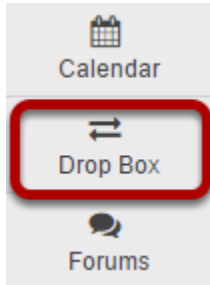
## Example: Folders for each student



Folders with the plus sign contain files.

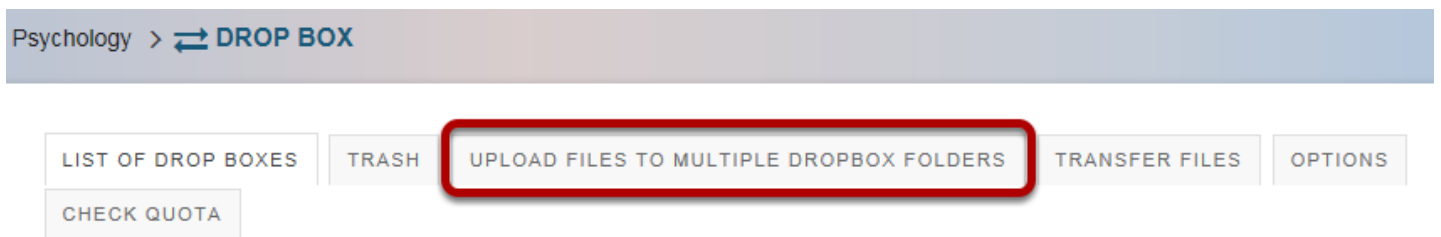
# How do I upload files to multiple dropbox folders?

Go to Drop Box.



Select the **Drop Box** 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

to Psychology Syllabus.p Browse...

Display Name

FA16 Intro to Psychology Syllabus

Click 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.

Available users		Selected users
Group: Group A	<div>&gt;</div> <div>&gt;&gt;</div> <div>&lt;</div> <div>&lt;&lt;</div>	Gandhi, Mohandas
Group: Group B		Mandela, Nelson
Parks, Rosa		
Phelps, Michael		

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**.

## Click Continue.

Continue

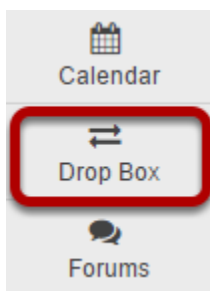
Cancel



# How do students add items to the Drop Box?

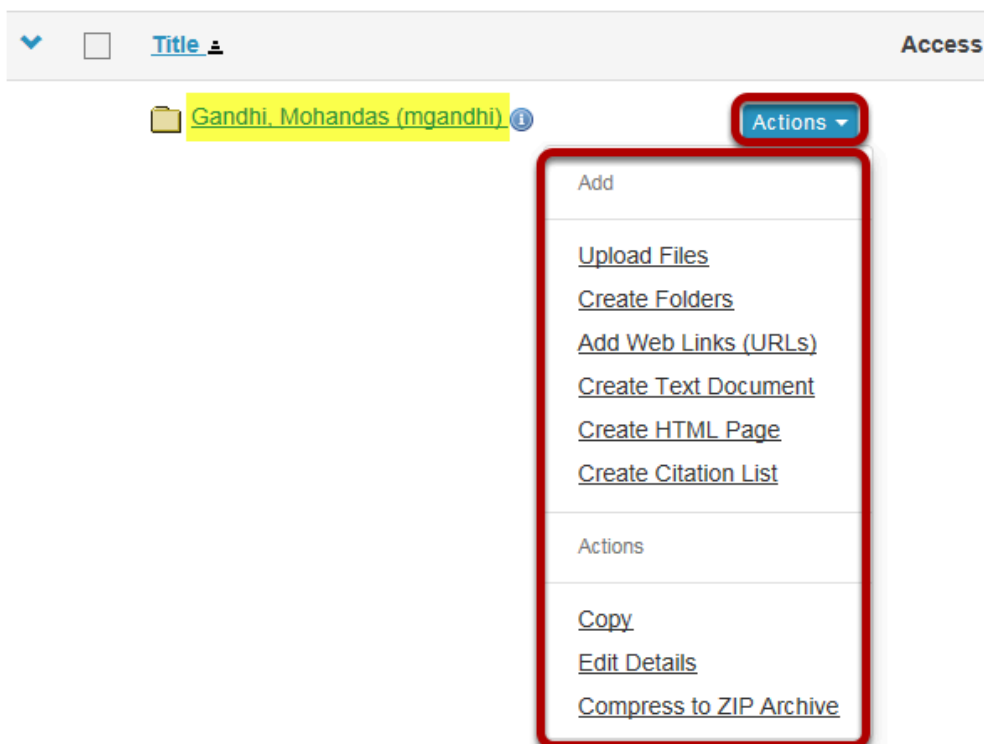
The Drop Box tool functions very much like the Resources tool. The only difference is that Drop Box is an individual folder for each student within a particular course.

## 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.

Click 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 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.

# Email

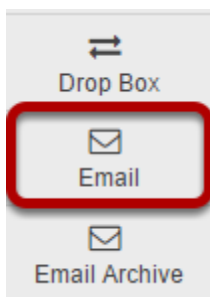
# What is the Email tool?

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 the sender's external email address, which is specified in the user's [account details](#). Typically, this email address is the user's institutional email.

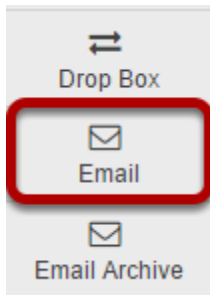
*Note: The Email tool can work in conjunction with the [Email Archive](#) tool to post email messages to the course archive.*

**To access this tool, select the Email tool from the Tool Menu of your site.**



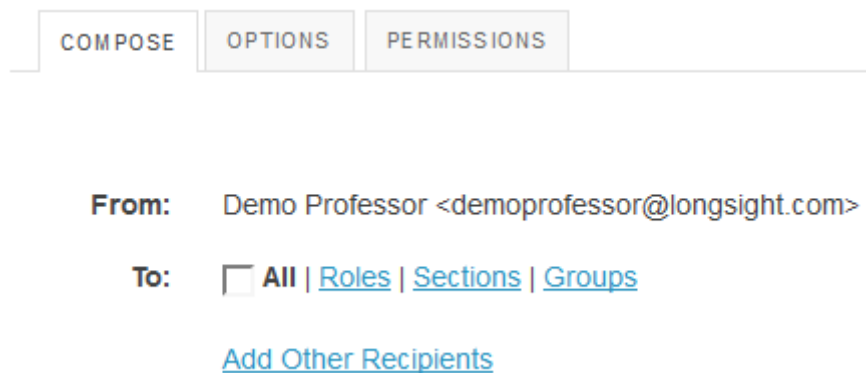
# How do I send an Email message?

## Go to Email.



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

## Select the message recipients.

A screenshot of the Sakai 11 Email tool interface. At the top, there are three tabs: 'COMPOSE', 'OPTIONS', and 'PERMISSIONS'. Below the tabs, the 'From' field is set to 'Demo Professor <demoprofessor@longsight.com>'. The 'To' field has a dropdown menu with 'All' selected, and links for 'Roles', 'Sections', and 'Groups'. Below the 'To' field, there is a link that says 'Add Other 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.

COMPOSE

OPTIONS

PERMISSIONS

**From:** Demo Professor <demoprofessor@longsight.com>

**To:** ☒ **All** [Roles](#) | [Sections](#) | [Groups](#)

[Add Other Recipients](#)

Click to place a check mark next to **All** to send an email to everyone in the site.

## Choose recipients by role.

**From:** Demo Professor <demoprofessor@longsight.com>

**To:** ☐ **All** ☒ **Roles** [Sections](#) | [Groups](#)

☐ [Instructor](#)

☐ [Student](#)

- ☒ demo, student01 (student01)
- ☐ demo, student02 (student02)
- ☒ demo, student03 (student03)
- ☐ demo, student04 (student04)

☐ [Teaching Assistant](#)

[Add Other Recipients](#)

Click the **Roles** link to expand the list of roles within the site. You may also click on 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.

**From:** Demo Professor <demoprofessor@longsight.com>

**To:** ☐ All | [Roles](#) | **[Sections](#)** | [Groups](#)

☒ [Lab1](#)

☒ demo, student01 (student01)

☒ demo, student02 (student02)

☐ [Lab2](#)

[Add Other Recipients](#)

Click the **Sections** link to expand the list of existing sections within the site. You may also click on the link for a section (e.g. **Lab1**) to expand the list and show individual users in that section.

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

## Choose recipients by group.

**From:** Demo Professor <demoprofessor@longsight.com>

**To:** ☐ All | [Roles](#) | [Sections](#) | **[Groups](#)**

☒ [Group01](#)

☒ demo, student02 (student02)

☒ demo, student04 (student04)

☐ [Group02](#)

[Add Other Recipients](#)

Click the **Groups** link to expand the list of existing groups within the site. You may also click on the link for a group (e.g. **Team-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.

To: ☐ All | [Roles](#) | [Sections](#) | Groups  
☐ [Group01](#)  
☐ demo, student02 (student02)  
☐ demo, student04 (student04)  
☐ [Group02](#)

**Other Recipients:**

guestspeaker1@gmail.com, guestspeaker2@gmail.com

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 then enter the email address or addresses (separated by commas) into the text area provided.

## Enter a subject line.

Subject:

Give your email message a subject.

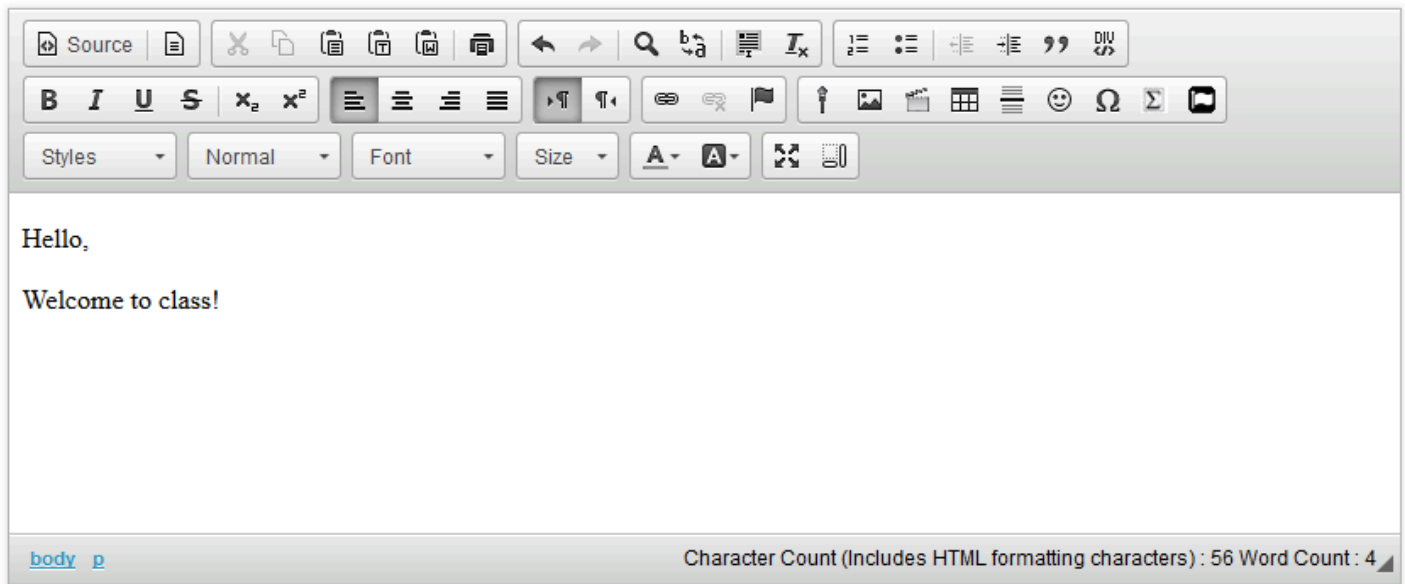
## Add an attachment. (Optional)

 [Attach a file](#)

Click 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, click the box next to **Send me a copy**.

## 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, click 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.

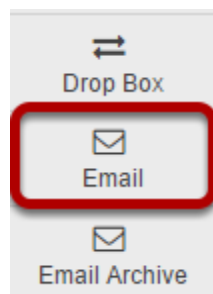
## Click Send Mail.



The message will be sent using your external email address as specified for your user account in the system.

# How to I set the Email tool options for my site?

Go to Email.



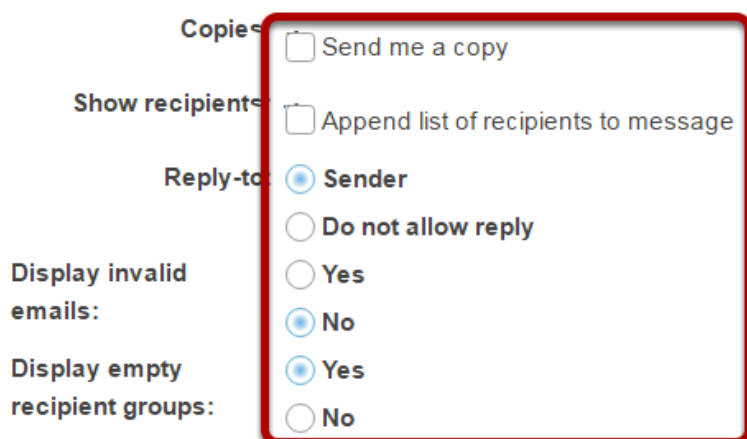
Select the **Email** tool from the Tool Menu of your site.

Click the Options link.



Select the default settings.

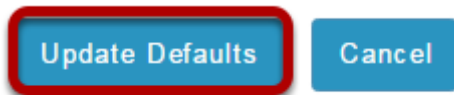
You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.

A screenshot of the 'Email' options configuration page. A red rectangular box highlights the 'Reply-to' section. Inside this box, there are three options: 'Send me a copy' (checkbox), 'Append list of recipients to message' (checkbox), and 'Reply-to' (radio buttons). The 'Reply-to' section has three radio button options: 'Sender' (selected), 'Do not allow reply', and 'Yes'. Below the highlighted section, there are two more radio button options: 'No' and 'Yes'. To the left of the highlighted section, there are labels for 'Copies', 'Show recipients', 'Reply-to', 'Display invalid emails:', and 'Display empty recipient groups:'.

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.)

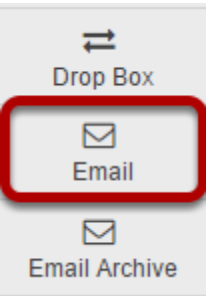
## Click Update Defaults.



Click the **Update Defaults** button to save your changes.

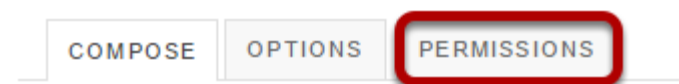
# How do I change the Email tool permissions?

Go to Email.



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

Click the **Permissions** link.



Modify the permissions for the roles listed.

**Permissions**

Set permissions for DAC-EDUCATION-DEPT1-SUBJ1-126

Undo changes

1

Permission	Instructor	Student	Teaching Assistant
Administer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Send email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2 Save Cancel

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. Click **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

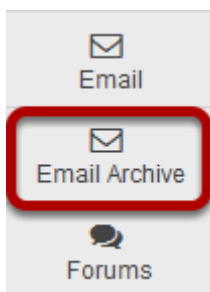
# What is the Email Archive tool?

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).*

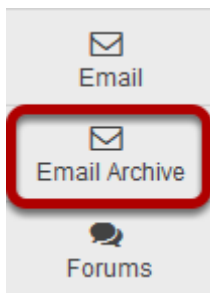
**To access this tool, select Email Archive from the Tool Menu in your site.**





# 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.

You are authorized to send email from: demoprofessor@longsight.com  
Email sent to the following addresses will be archived and sent to participants:

[samplecourse@qa01-sakai.marist.edu](mailto:samplecourse@qa01-sakai.marist.edu)

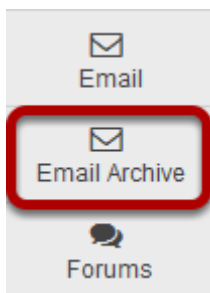
Viewing 1 - 1 of 1			
<div> &lt; &lt; show 20 items... &gt; &gt; </div>			
From	Subject	Date Received	
Demo Professor <demoprofessor@longsight.com>	<a href="#">Sample Course: Welcome Message</a>	Apr 19, 2016 2:51 PM EDT	

1. Click on the subject of a message to view the message content.
2. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.

# How do I send messages to the Email Archive?

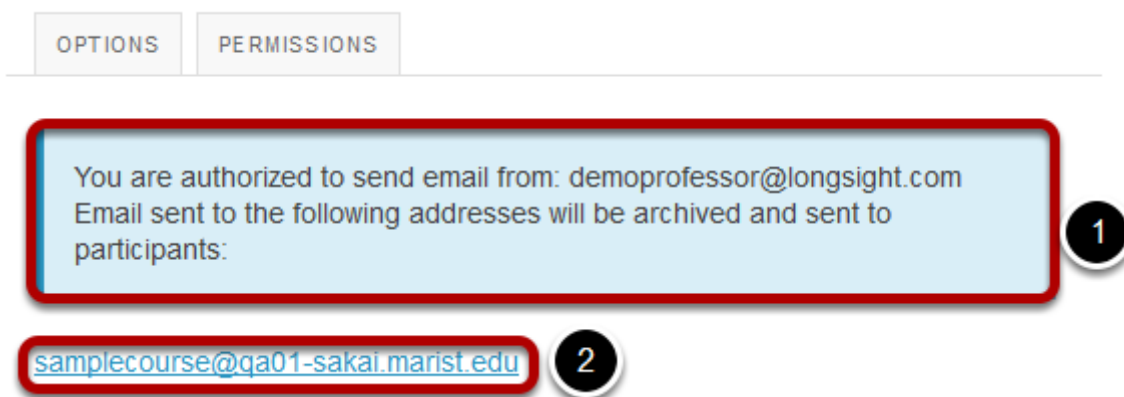
*Note: You cannot use Email Archive to send mail to particular individuals. To send messages to individual participants or a group, use either the [Messages](#) tool (for internal course mail) or the [Email](#) tool (for external institutional mail).*

## Go to Email Archive.



Select the **Email Archive** tool from the Tool Menu in your site.

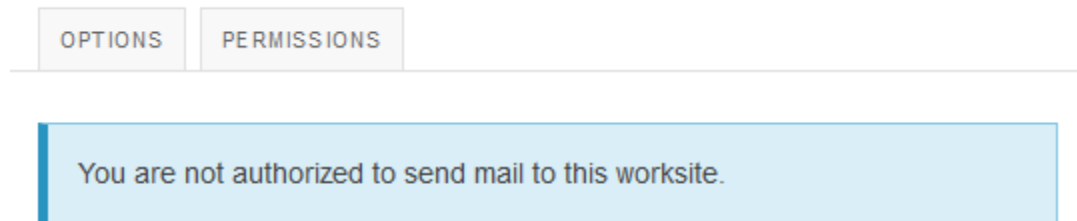
## Locate email address for sending messages to the archive.



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.

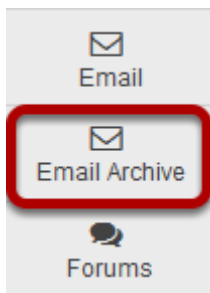
2. On the Email Archive screen, under "Email sent to the following addresses will be archived and sent to participants", you'll see the site email address. Send email to your site's Email Archive address from your email account, just as you would to any other email address.

**If you are not authorized to send mail, you will see the following message instead.**



# How do I modify the Email Archive options?

Go to Email Archive.



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

Click Options.



Select the desired settings.

**Customize Email Archive**

**Mailbox settings**

- 1** Accept Messages From
  - ☐ Anyone
  - ☒ Only site participants
- 2** Set the reply to address
  - ☐ The email archive
  - ☒ Leave as the original sender
- 3** Send messages to
  - ☒ Site participants who have not opted out
  - ☐ Do not send to site participants - just archive them

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.

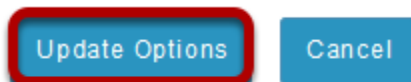
## Customize the site email address.

### Mail Address

Site Email Address @qa01-sakai.marist.edu

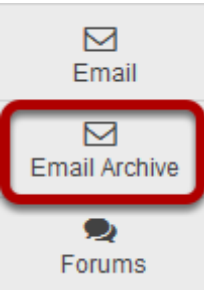
If you would like to customize the site email alias to make it easier to remember, you can modify the address here.

## Click Update Options to save your settings.



# How do I change the Email Archive permissions?

Go to Email Archive.



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

Click the **Permissions** button.



Modify the permissions for the roles listed.

## Permissions

Set permissions for Email Archive in worksite "Sample Course" (a3845e3a-e90d-4039-a826-c0cd40c4d3a9)

Undo changes

Permission	Instructor	Student	Teaching Assistant
Read email in the archive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send email to the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any email in the archive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

2

Save

Cancel

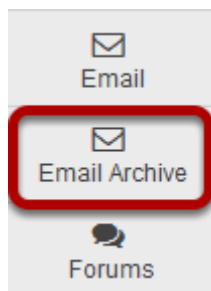
1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

*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.



Select the **Email Archive** tool from the Tool Menu in your site.

## Viewing Email Archive messages.

You are not authorized to send mail to this worksite.

Viewing 1 - 1 of 1

|< < show 20 items... > >|

<a href="#">From</a>	<a href="#">Subject</a>	<a href="#">Date Received</a>
Demo Professor <demoprofessor@longsight.com>	<a href="#">Sample Course: Welcome Message</a>	Apr 19, 2016 2:51 PM EDT

All of the messages that have been sent to the course Email Archive will be displayed.

1. Click on the message subject to view the message content.
2. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.



# External Tool (LTI)

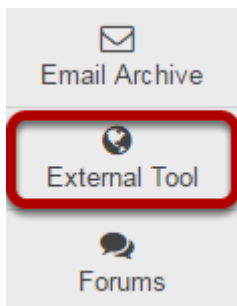
# What is the External Tool (LTI)?

The External Tool (LTI) allows you to include tools that support the IMS Basic Learning Tools Interoperability standard in your sites. The External Tool (LTI) launch protocol securely sends user, site, and role information to the external tool using the OAuth ([www.oauth.net](http://www.oauth.net)) security mechanism.

The site owner or the system administrator can configure this tool. If the system administrator pre-configures an External Tool, it appears in the list of tools like any other tool that can be added to the site by the site owner via [Edit Tools](#) in [Site Info](#).

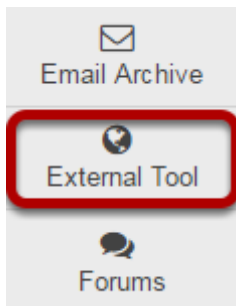
For more information or assistance, please contact your local support team. For more details on the technical aspects of the IMS LTI standard, go to [www.imsglobal.org](http://www.imsglobal.org).

**To access this tool, select External Tool (LTI) from the Tool Menu in your site.**



# How do I configure the External Tool (LTI) settings?

## Go to External Tool (LTI).



Select the **External Tool (LTI)** from the Tool Menu of your site.

## Click on Edit.

This tool has not yet been configured.



When you enter the External Tool initially, you will see a message saying that it has not yet been configured.

Click on the **Edit** icon in the upper right hand corner of the tool, near direct link and Help icons.

## Configure the External Tool settings.

### Required Information

\*Remote Tool Url:

\*Remote Tool Key:

\* Remote Tool Secret:

The site owner can set up a link to any external tool by configuring the External Tool (LTI) manually. When you make arrangements with an external tool provider, they will provide you with a launch URL for the tool, key, and a secret. These values must be entered as part of the

configuration of the tool. Make sure not to reveal these values to the other members of the site. Once you have entered these values into the tool, it can properly sign launch requests. Site members who are not site owners cannot see the configuration screen for the tool.

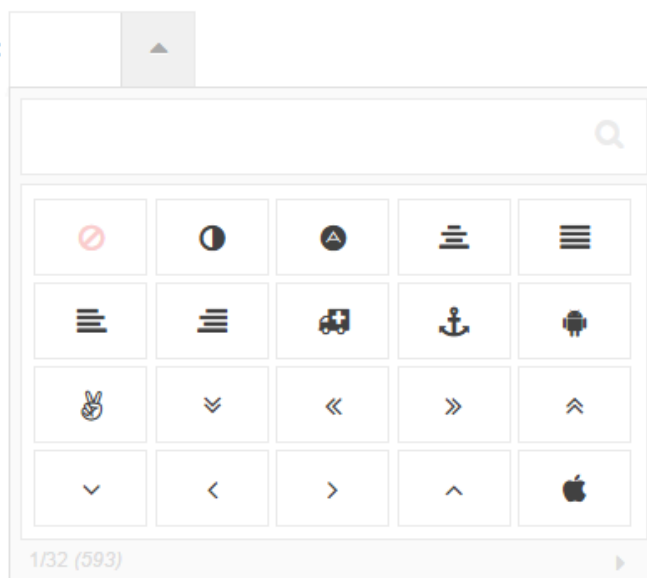
## Display options.

### Display Information

Set Button Text:  (Text in tool menu)

Set Tool Title:  (Above the tool)

Choose an icon for this tool:



You can indicate the button text and tool title location here. You may also select an icon for the tool from the **Choose an icon for this tool** drop-down menu.

## Gradebook settings.

### 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:

▼

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.

If you want the tool to send information to the Gradebook, you can enter a gradebook item here. Or, you can select an existing gradebook item from the drop-down menu.

## Launch window information. (Optional)

### Optional Launch Information

☐ Open in a New Window:

iFrame Height:

☐ Debug Launch:

When Debug Launch is selected, the tool pauses before launching and displays launch data.

You can select to open the tool in a new window, or set the iframe to a particular size. You may also opt to set it to "Debug Launch" which displays the launch data and can be helpful in troubleshooting the tool configuration.

## User Information

### Releasing Roster Information

☐ Send Names to the External Tool

☐ Send Email Addresses to the External Tool

These options allow you to control which information is released to the external tool. Some tools may require roster information to function.

☐ Allow the External Tool to retrieve the course roster

The External Tool (LTI) configuration also includes the ability to send or suppress user identity information to the external tool such as the user's name or email address. In addition, you can set the frame size, as well as the button and title text for the tool from the configuration screen. (If the tool you are working with was created by a system administrator, they may have already pre-configured and locked a number of the configuration options for the tool.)

## Storing Tool Settings. (Optional)

### Storing Tool Settings

☐ Allow the External Tool to store and retrieve its settings

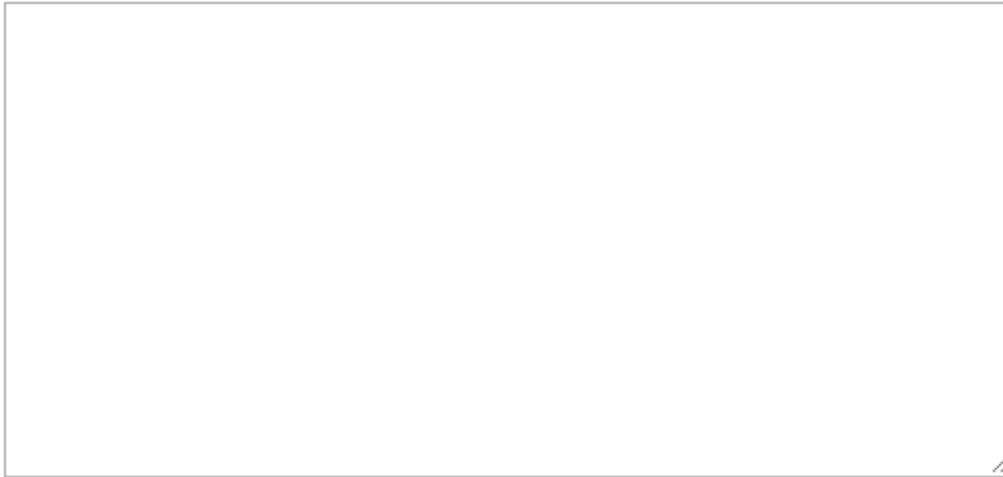
This allows the External Tool to store and retrieve its own settings in this placement. This only gives the tool access a scratch area to store and retrieve its own settings. It does not give the tool any access to any of the other setting.

This option allows the external tool to store and retrieve its own settings.

## Splash Screen. (Optional)

### Splash Screen

This text will be displayed to users before they are sent to the External Tool. You cannot use HTML in this field.

A large, empty rectangular box with a thin gray border, intended for users to enter custom text for the splash screen. In the bottom right corner of the box, there is a small icon of a pencil inside a square, indicating that the text can be edited.

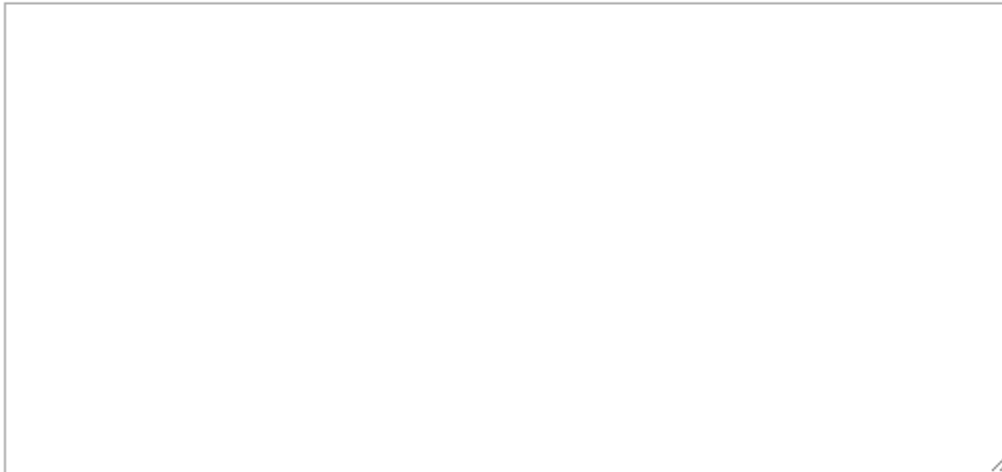
If you would like to display custom text to users before they are redirected to the external tool, you may enter it here.

*Note: This field is plain text only. HTML is not allowed.*

## Custom launch parameters. (Optional)

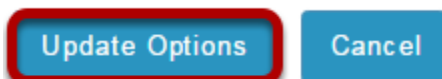
### Custom Launch Parameters

You can add a series of launch parameters using keyword=value. You can either put separate parameters on their own lines or separate them by semicolons (;).

A large, empty rectangular box with a thin gray border, intended for users to enter custom launch parameters. The box is currently empty.

If you would like to add custom launch parameters, you may do so here.

**Click Update Options to save your configuration settings.**



# 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.

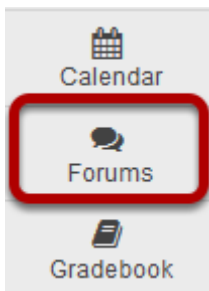
Some the features in the Forums tool include:

- **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.**

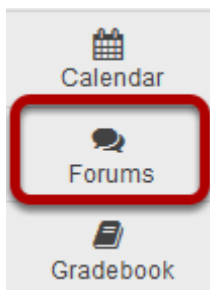


# How do I create forums and topics?

The **Forum** tool is organized by **Forums**, **Topics**, and **Conversations**.

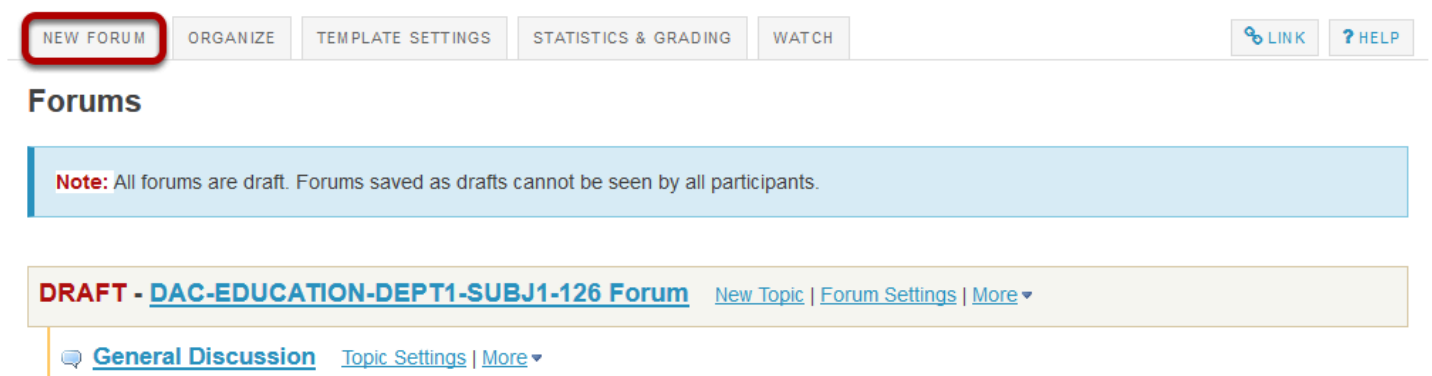
- A **Forum** is a mandatory category or grouping for topics. There may be more than one Forum in the course or project site.
- **Topics** are required within Forums in order for site participants to be able to post, read, and reply to messages.
- **Conversations** are messages or threads of discussion posted within a Topic.

## Go to Forums.



Select the **Forums** tool from the Tool Menu.

## Click 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.

Click **New Forum** to add a new forum.

# Title the Forum

## Forum Settings

[LINK](#) [? HELP](#)

Required items marked with \*

\* 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 points.
3. Reply to at least 2 other student posts.

body ol li Character Count (Includes HTML formatting characters) : 254 Word Count : 35

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, file attachments to the forum. Click the **Add attachments** button to browse for and select a file.

## View attachments

### Attachments

Title		Size	Type
 Discussion_Rubric.pdf	<a href="#">Remove</a>	105126	application/pdf

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 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.

## Specify Gradebook item

### Grading

Gradebook item:  This will be the default in this forum's topics. [\(More?\)](#)

When grading forum posts, select a specific gradebook item for the grades to be included in the Gradebook calculations.

*Note: You must first create the gradebook item in Gradebook tool before you can select it to be associated with a forum or topic.*

*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.*

## Permissions

### 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, click **Customize** to expand the permission settings.

## Modifying Permissions

Role	Permission Level	
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	Contributor	Customize
<div><div><input type="checkbox"/> New Forum</div><div><input type="checkbox"/> New Topic</div><div><input checked="" type="checkbox"/> New Conversation</div><div><input checked="" type="checkbox"/> Reply</div><div><input type="checkbox"/> Post to Gradebook</div><div><input type="checkbox"/> Change Settings</div><div><input checked="" type="checkbox"/> Read</div><div><input checked="" type="checkbox"/> Mark as Read</div><div><input type="checkbox"/> Moderate Messages</div><div><input type="checkbox"/> Identify Anonymous Authors</div><div><div>Edit Messages</div><div><input checked="" type="radio"/> None</div><div><input type="radio"/> Own</div><div><input type="radio"/> All</div></div><div><div>Delete Messages</div><div><input checked="" type="radio"/> None</div><div><input type="radio"/> Own</div><div><input type="radio"/> All</div></div></div>		
Group01	None	Customize
Group02	None	Customize
Lab1	None	Customize
Lab2	None	Customize

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. Click 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.*



## Save and add topic.



Once completed, scroll to the bottom of the page and select the **Save Settings & Add Topic** button.

*Note: All forums need at least one topic in order to be active.*

## Topic Settings.

Topic settings are identical to forum settings except these settings apply to a single topic, not all of the topics in the forum. Topics must be created within Forums in order for site participants to be able to post, read, and reply to messages.

An additional options within a Topic settings are **Anonymous posts** and **Automatically create topics for groups**

*Tip: To keep all of the same settings that selected on the forum level, just specify a title and (optionally) a description for the new topic.*

## Anonymous posts.

### Topic Posting

☐ Lock Topic (Disable topic postings)

☐ Moderate Topic

☐ Require users to post before reading

☒ Posts are anonymous

This setting cannot be changed after topic creation.

Select the check box next to **Posts are anonymous** if you want site participants to be able to post without displaying the name of the post's author.

*Note: This setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!*

## Automatically create topics for groups

### 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. [\(More?\)](#)

☒ Group01

☒ Group02

☐ Lab1

☐ Lab2

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".

### Save.

Save

Save Draft

Save Settings & Add Topic

Cancel

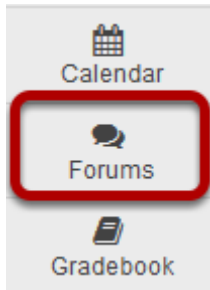
If this completes the topic/s to be added to this forum, click on the **Save** button at the bottom of the screen to save your topic settings.

To add additional topics to this forum, click on the **Save Settings & Add Topic** button to add another topic.

# How do I organize forums and topics?

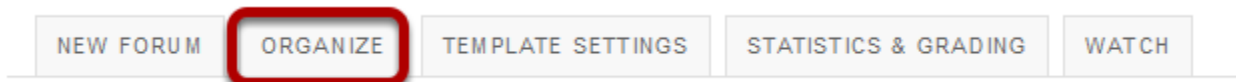
Forums may be rearranged to change the order in which discussions are listed.

## 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

LINK

HELP

### Organize Forums and Topics

1

Case Study Discussions

→ 

5

Chapter 5 Case Studies

4

Chapter 4 Case Studies

3

Chapter 3 Case Studies

2

Chapter 2 Case Studies

1

Chapter 1 Case Studies

→ 

2

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum

1

General Discussion

The numeric pull down menu allows for reordering the Forum, Topic or both. Select the appropriate number for the order the content should appear.

## Click Save

Save

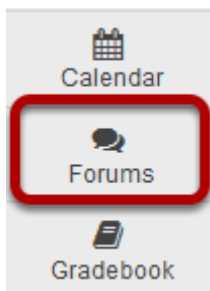
Cancel

After you placed the forums and topics in the desired order, click **Save**.

# How do I add a new topic?

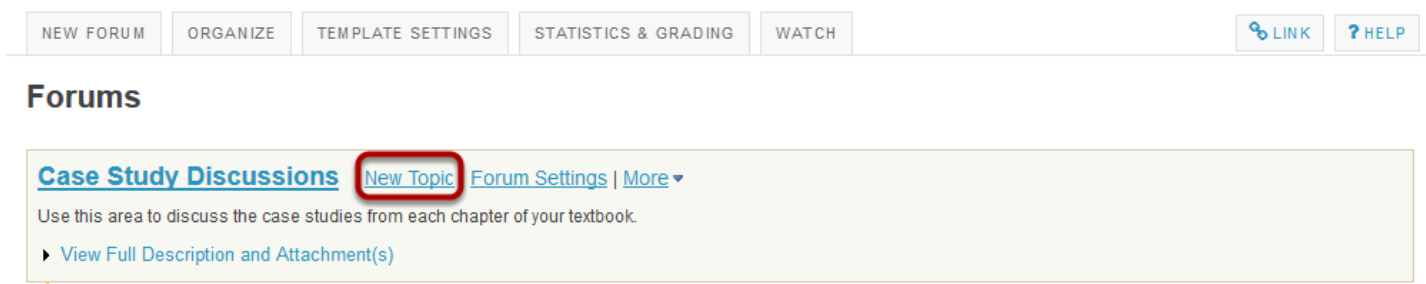
A **Forum** must contain a **Topic** for users to create a post. (See also [How do I create Forums and Topics?](#))

## 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) 208 chars remain

Please discuss the case studies from chapter 6.

Be aware that this short description only allows a maximum of 255 characters.

## Create a detailed description.

### Description

Describe how the case studies in this chapter illustrate the following concepts:

- |

body ul li Character Count (Includes HTML formatting characters) : 91 Word Count : 12

This description box allows the use of [Rich Text Editor](#).

## Add attachments. (Optional)

### Attachments


No attachments yet

Add attachments

Additionally, file attachments to the forum. Click the **Add attachments** button to browse for and select a file.

## View attachments

### Attachments

Title		Size	Type
 Discussion_Rubric.pdf	<a href="#">Remove</a>	105126	application/pdf

Add more attachments

After a file is attached, the file name, file size, and file format will be displayed.

## Select topic posting options.

### Topic Posting

☐ Lock Topic (Disable topic postings)

☐ Moderate Topic

☐ Require users to post before reading

☐ Posts are anonymous

This setting cannot be changed after topic creation.

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.

## Specify Gradebook item

### Grading

Gradebook item: Select a Gradebook item ▼ This will be the default in this forum's topics. ([More?](#))

When grading topic posts, select a specific item for the 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

An instance of this topic will be created for each group selected below. Permissions are configured automatically. [\(More?\)](#)

☒ Group01

☒ Group02

☐ Lab1

☐ Lab2

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

### 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, click **Customize** to expand the permission settings.

# Modifying Permissions

▼ Permissions

Role	Permission Level
Instructor	Owner <span>1</span> <span>Customize</span>
Student	Contributor <span>Customize</span>
Teaching Assistant	Contributor <span>Customize</span> <span>2</span>

☐ New Forum  
☐ New Topic  
☒ New Conversation  
☒ Reply  
☐ Post to Gradebook

☐ Change Settings  
☒ Read  
☒ Mark as Read  
☐ Moderate Messages  
☐ Identify Anonymous Authors

Edit Messages

☒ None  
☐ Own  
☐ All

Delete Messages

☒ None  
☐ Own  
☐ All

Group01	None	Customize
Group02	None	Customize
Lab1	None	Customize
Lab2	None	Customize

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. Click 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.*

## Save and add topic.

Save Save Settings & Add Topic Save Draft Cancel

Once completed, scroll to the bottom of the page and select the **Save Settings & Add Topic** button.

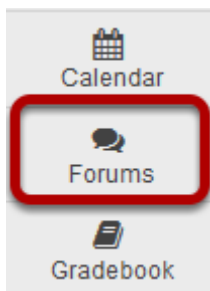
*Note: All forums need at least one topic in order to be active.*

# 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

**Small Group Discussions** [New Topic](#) | [Forum Settings](#) | [More](#) ▼

This forum is for your private group discussion topics.

💬 [Private Topic - Group01](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

💬 [Private Topic - Group02](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

**Class-wide Case Study Discussions** [New Topic](#) | [Forum Settings](#) | [More](#) ▼

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 [Topic Settings](#) | [More](#) ▼

💬 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

💬 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

💬 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

💬 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼


**DAC-EDUCATION-DEPT1-SUBJ1-126 Forum** [New Topic](#) | [Forum Settings](#) | [More](#) ▼

💬 [General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼


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 click **View Full Description** to view any additional information provided by the site owner.

## Select a topic within the forum.


**Class-wide Case Study Discussions** [New Topic](#) | [Forum Settings](#) | [More](#) ▼  
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 [Topic Settings](#) | [More](#) ▼

 **Chapter 2 Case Studies**


 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 **Chapter 3 Case Studies**

 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 **Chapter 4 Case Studies**

 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 **Chapter 5 Case Studies**

 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

This is an example of a forum topic.

Click on the title of the topic to enter that topic.

## Click Start a New Conversation.

The screenshot shows the top navigation bar of the Sakai 11 Forums. The button 'START A NEW CONVERSATION' is highlighted with a red rectangular box. Other buttons in the bar include 'DISPLAY MESSAGE CONTENT', 'TOPIC SETTINGS', 'DELETE TOPIC', a print icon, 'LINK', and 'HELP'. Below the navigation bar, the breadcrumb trail reads 'Forums / Class-wide Case Study Discussions / Chapter 1 Case Studies'. To the right of the breadcrumb are buttons for '< Previous Topic' and 'Next Topic >'. A yellow banner below the breadcrumb contains the text 'Chapter 1 Case Studies'. Below this banner is a button labeled 'Move Thread(s)'. A light blue box contains the text 'There are no messages posted.'. At the bottom right, there are buttons for '< Previous Topic' and 'Next Topic >'.

Starting a new conversation is the same thing as starting a new thread.

After you click **Start a New Conversation**, the message composition window will appear.

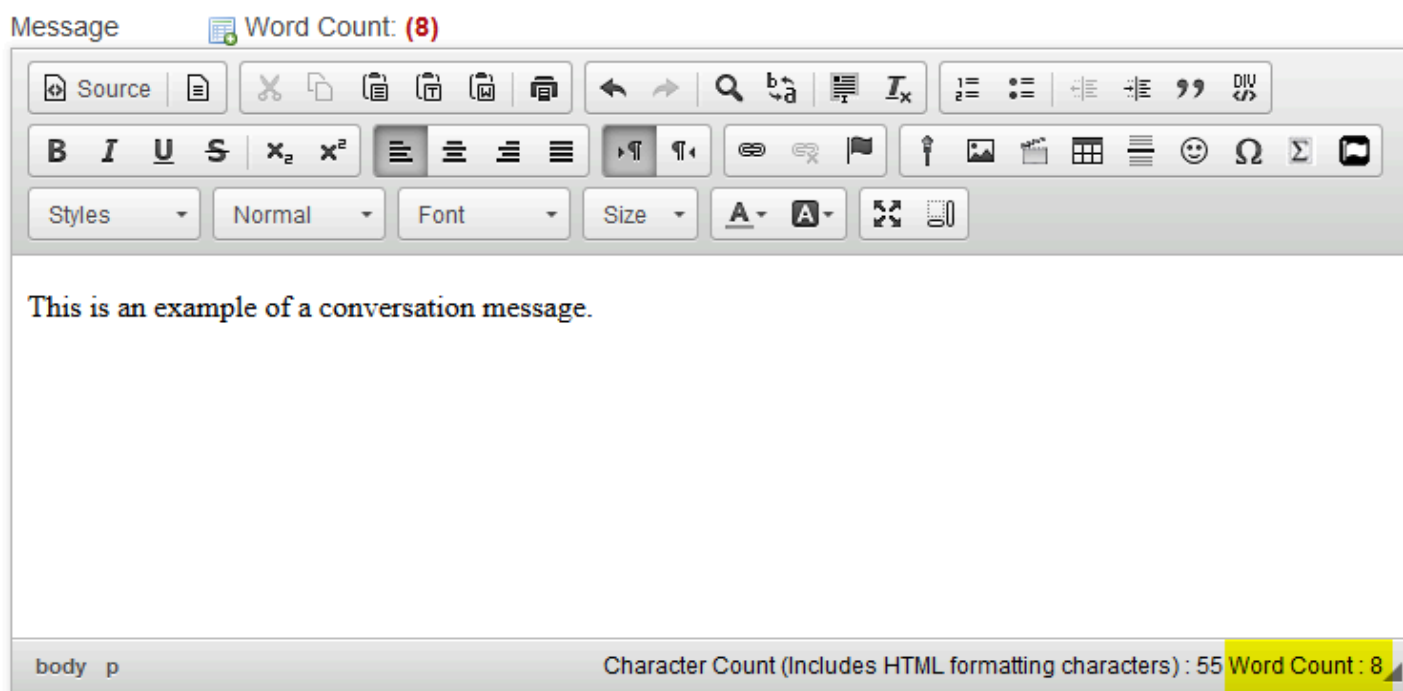
## Enter a title.

\* Title

Case Study #1

## Enter a message.

Message Word Count: (8)



This is an example of a conversation message.

body p Character Count (Includes HTML formatting characters) : 55 Word Count : 8

This description box allows the use of [Rich Text Editor](#).

*Note: The message box will keep track of word count in the lower right corner.*

## Click Add attachments. (Optional)

### Attachments

No attachments yet

Add attachments

If desired, there is an option to upload attachments to the conversation. Click **Add attachments** to browse for and select your file.

## Click Post.

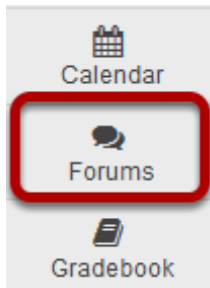
Post

Cancel

After completing the conversation, click **Post** to make the conversation viewable.

# How do I reply to a forum post (i.e. conversation)?

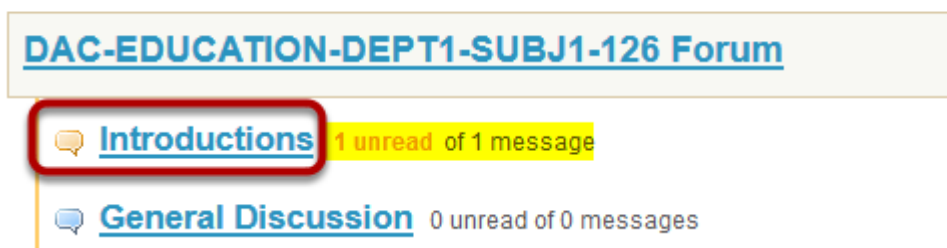
## Go to Forums.



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

## Choose a topic within a forum.

### Forums




Click on 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.*



Click on the title of an existing post to view the conversation.


START A NEW CONVERSATION   DISPLAY MESSAGE CONTENT   

[LINK](#)   [? HELP](#)

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#) 


< Previous Topic   Next Topic >

**Introductions**

Conversation	Authored By	Date
New! <b>Hello and welcome</b> 1 unread of 1 message	 Demo Professor (demoprofessor)	May 13, 2016 4:55 PM

< Previous Topic   Next Topic >


Click reply.


1 **REPLY TO INITIAL MESSAGE**   MARK ALL AS READ   

[LINK](#)   [? HELP](#)

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#) / [Hello and welcome](#)


View by Conversation ▾   < Previous Conversation | Next Conversation >

 [Go to first new message](#)



New! **Hello and welcome**

Demo Professor (demoprofessor) (May 13, 2016 4:55 PM) - Read by: 1

Mark as Read    **Reply**   2

Welcome to class! Please reply to this message with a short introduction.

< Previous Conversation | Next Conversation >

You have two different options for replying to the post within the Forums tool.

1. Click **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Click 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.

LINK

HELP

Reply to Forum Conversation

DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions

Replying to: Hello and welcome

Demo Professor (demoprofessor) ( May 13, 2016 4:55 PM )

Hide message you are replying to

Welcome to class! Please reply to this message with a short introduction.

Required items marked with \*

Reply Title

Re: Hello and welcome

Message

Insert original text

Word Count:

Source

Undo

Redo

Text Color

Background Color

Bulleted List

Numbered List

Decrease Indent

Increase Indent

Link

Unlink

Image

Table

Fullscreen

Print

B

I

U

S

X<sub>2</sub>

X<sup>2</sup>

Text Color

Background Color

Styles

Format

Font

Size

A

A

Table

Table

Attachments

No attachments yet

Add attachments

Post

Cancel

The message you are replying to will be displayed at the top. You can hide the message by clicking on the small downward arrow next to "Hide the message you are replying to".

### Edit the reply title. (Optional)

\* Reply Title

Re: Hello and welcome

The title will be taken from the initial message and prefilled for you, but you may modify it if you wish.

## Enter your message.

Message [Insert original text](#) Word Count: (50)

Source

Rich Text Editor toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, Find, Spell Check, Link, Unlink, Flag, Insert Image, Insert Video, Insert Table, Insert Horizontal Line, Smiley, Special Characters, Source.

Styles: Normal, Font, Size, Color, Background Color

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

**Original Message:**  
*From Demo Professor (demoprofessor) (May 13, 2016 4:55 PM EDT)*  
*Subject Hello and welcome*

*Welcome to class! Please reply to this message with a short introduction.*

body p b i Character Count (Includes HTML formatting characters) : 430 Word Count : 48

Use the [Rich Text Editor](#) to compose your response.

*Note: You may optionally click on the **Insert original text** link above the editor area to include the original message along with your reply.*

## Add attachment. (Optional)

### Attachments

No attachments yet

Add attachments

Click the **Add attachments** button if you would like to browse for and attach a file.

## Click Post.



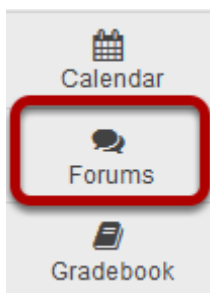
After you have finished your reply, click **Post** to add your message to the conversation.

# How do I email a forum post 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.*

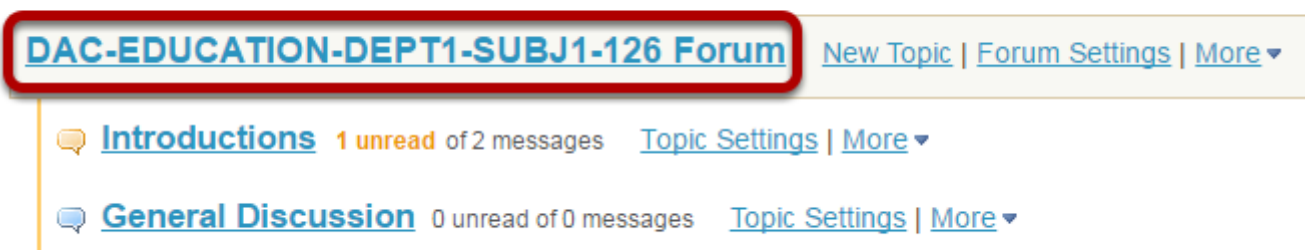
## Go to Forums.



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

## Choose a Forum

### Forums





This is an example of a **Forum**, bolded and in the largest comparative font. Click **View Full Description** to view more information about the **Forum**.

# Select the Topic within the Forum

## Forums

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼

 [Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More](#) ▼

 [General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

This is an example of a **Forum** topic. Click **View Full Description** to view more information about the **Topic**. Otherwise, select the Topic.

# Select the Conversation

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#) 

< Previous Topic

Next Topic >

Introductions

Move Thread(s)

Conversation	Authored By	Date
<input type="checkbox"/> <a href="#">Hello and welcome</a> 1 unread of 2 messages	<a href="#">Demo Professor (demoprofessor)</a>	May 13, 2016 4:55 PM

Select a **conversation**, or thread by the particular Forum post author.

# Click Email

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [Introductions](#) / **Hello and welcome**

View  ▼

[< Previous Conversation](#) | [Next Conversation >](#)

[Go to first new message](#)



## Hello and welcome

Demo Professor (demoprofessor) (May 13, 2016 4:55 PM) - Read by: 2

[Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

Welcome to class! Please reply to this message with a short introduction.



## **New!** [Re: Hello and welcome](#)

student01 demo (student01) (May 13, 2016 5:07 PM) - Read by: 1

[Mark as Read](#) [Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

### **Original Message:**

**From** Demo Professor (demoprofessor) (May 13, 2016 4:55 PM EDT)

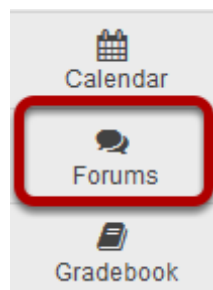
**Subject** Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

Click **Email** in order to email the Forum post author.

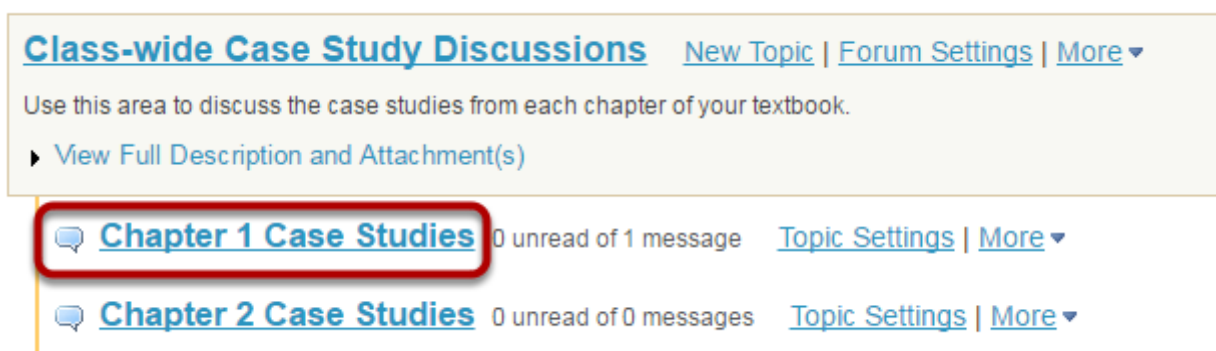
# How do I delete a forum post (i.e. conversation)?

## Go to Forums.



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

## Choose a topic within a forum.



Click on the title of the topic to enter the topic.



## Select a conversation from list.

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) 

[< Previous Topic](#)

[Next Topic >](#)

### Chapter 1 Case Studies

Move Thread(s)

◆ ◆	<a href="#">Conversation</a>	<a href="#">Authored By</a>	<a href="#">Date</a>
<input type="checkbox"/>	<a href="#">Case Study #1</a> 0 unread of 1 message	<a href="#">Demo Professor (demoprofessor)</a>	May 13, 2016 4:42 PM


Click on the title of the conversation.

## Click delete message.

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#) / [Case Study #1](#)


View

[< Previous Conversation](#) | [Next Conversation >](#)



### [Case Study #1](#)

Demo Professor (demoprofessor) (May 13, 2016 4:42 PM) - Read by: 1

 Reply

Email

Grade

Edit

Delete Message

This is an example of a conversation message.

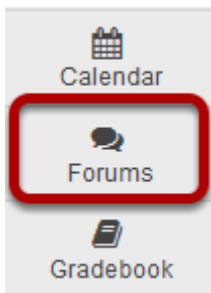
[< Previous Conversation](#) | [Next Conversation >](#)

Click **Delete Message** and the conversation will be removed.

# 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.

# Click Topic Settings.

## Forums

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼


 [Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More](#) ▼


 [General Discussion](#) 0 unread of 1 message [Topic Settings](#) | [More](#) ▼


[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼


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 [Topic Settings](#) | [More](#) ▼

 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

Click **Topic Settings** to moderate a particular Topic.

# Check the box next to Moderate Topic.

## Topic Posting

☐ Lock Topic (Disable topic postings)

☒ Moderate Topic

☐ Require users to post before reading

☐ Posts are anonymous


This setting cannot be changed.


Select the **Moderate Topic** option in the settings and then scroll down and click **Save**.

## View moderated topic in forums list.

### Forums

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼


 [Introductions](#) 1 unread of 2 messages [Topic Settings](#) | [More](#) ▼


 [General Discussion](#) 0 unread of 1 message [Topic Settings](#) | [More](#) ▼


[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼


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 (Moderated) [Topic Settings](#) | [More](#) ▼

 [Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼


 [Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼


 [Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 [Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

Moderated topics will have the text **(Moderated)** shown next to the title of the topic.


## View Pending Messages.

[START A NEW CONVERSATION](#) [DISPLAY MESSAGE CONTENT](#) [TOPIC SETTINGS](#) [DELETE TOPIC](#)  [LINK](#) [HELP](#)

[Forums](#) / [Class-wide Case Study Discussions](#) / [Chapter 1 Case Studies](#)  [< Previous Topic](#) [Next Topic >](#)

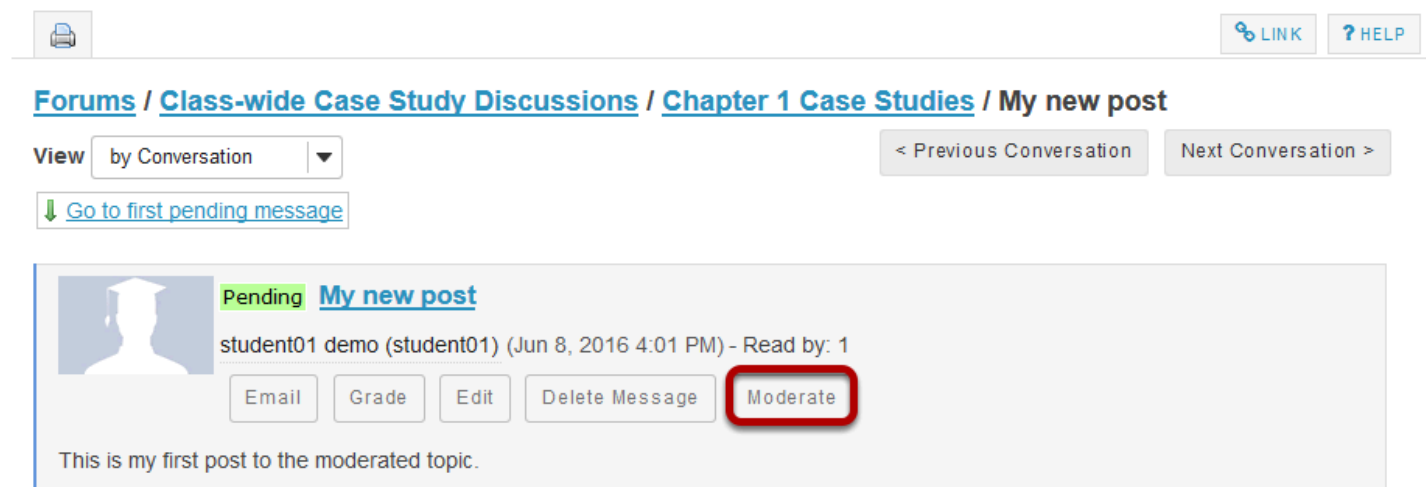
**Chapter 1 Case Studies** (Moderated)

[Move Thread\(s\)](#)

Conversation	Authored By	Date
<input type="checkbox"/> <b>New!</b> <b>Pending</b> <b>My new post</b> 1 unread of 1 message	 <a href="#">student01 demo (student01)</a>	<b>Jun 8, 2016 4:01 PM</b>

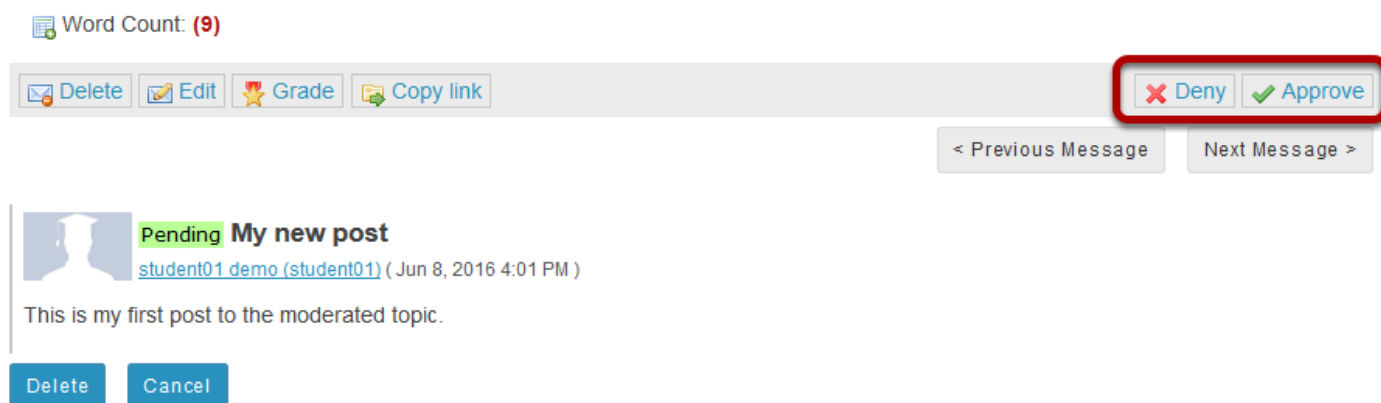
All messages pending approval will display Pending highlighted in green next to the message. Click on the title of the message to view it.

## Click Moderate.



This screenshot shows a forum post titled "My new post" by "student01 demo (student01)" dated "Jun 8, 2016 4:01 PM". The post is marked as "Pending". Below the post title, there are several action buttons: "Email", "Grade", "Edit", "Delete Message", and "Moderate". The "Moderate" button is highlighted with a red rectangle. Above the post, there are navigation links for "Forums / Class-wide Case Study Discussions / Chapter 1 Case Studies / My new post", a "View" dropdown set to "by Conversation", and buttons for "< Previous Conversation" and "Next Conversation >". A link "Go to first pending message" is also visible.

## Approve or Deny pending posts.



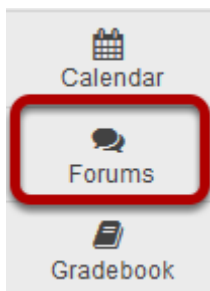
This screenshot shows the same forum post as above, but with a different set of moderation options. Above the post, there is a "Word Count: (9)" indicator. Below the post title, there are buttons for "Delete", "Edit", "Grade", and "Copy link". To the right of these buttons, there are two buttons: "Deny" (with a red 'X' icon) and "Approve" (with a green checkmark icon). These two buttons are highlighted with a red rectangle. Below the post, there are buttons for "Delete" and "Cancel".

Click either **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.*

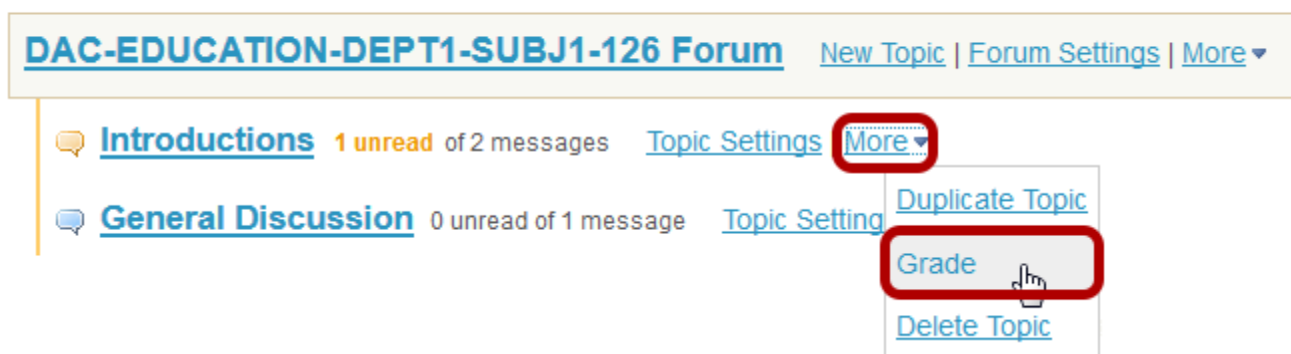
## Go to Forums.



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

## Select the Topic you want to grade.

### Forums



Click on 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.

The screenshot shows the Sakai gradebook interface. At the top, the breadcrumb trail is "Forums / Statistics & Grading / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions". A dropdown menu labeled "Select a Gradebook Item" is open, showing options: "Homework 1", "Homework 2", "Homework 3", and "Introductions". A red arrow points from the "Introductions" option to the "Introductions" dropdown in the main interface. Below the dropdown, there is a table with columns: Name, Authored, Read, Unread, Percent Read, and a Grade column. The table lists participants: demo\_student01, demo\_student02, demo\_student03, demo\_student04, demo\_student05, Lecturer\_Guest, and Professor\_Demo. The Grade column shows "Grade" with a star icon for each participant.

Forums / Statistics & Grading / DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions

Select a Gradebook Item:

Filter by group:

0

Name	Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	1	2	0	100%	<input type="text"/>	--Hidden--
demo_student02	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student03	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student04	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student05	0	0	2	0%	<input type="text"/>	--Hidden--
Lecturer_Guest	0	0	2	0%	N/A	N/A
Professor_Demo	1	1	1	50%	N/A	N/A


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.

*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.


Name ▲		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
demo_student01	<a href="#">Details</a>	1	2	0	100%	<input type="text"/>	--Hidden--
demo_student02	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student03	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student04	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
demo_student05	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
Lecturer_Guest	<a href="#">Details</a>	0	0	2	0%	N/A	N/A
Professor_Demo	<a href="#">Details</a>	1	1	1	50%	N/A	N/A



[Close Window](#)

demo, student01 (student01)

[Sort by Topic](#) | [Sort by Date](#)

 Word Count: (49)

**DAC-EDUCATION-DEPT1-SUBJ1-126 Forum / Introductions / Re: Hello and welcome** (May 13, 2016 5:07 PM)

Hello! My name is Student One but my friends call me Una. I'm excited to be taking this class.

**Original Message:**  
From Demo Professor (demoprofessor) (May 13, 2016 4:55 PM EDT)  
Subject Hello and welcome

Welcome to class! Please reply to this message with a short introduction.

[Close Window](#)

To view posts, click on 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.

Click the **Close Window** button to close the pop-up window and return to the grade entry screen.



# Enter points.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
<a href="#">demo_student01</a>	<a href="#">Details</a>	1	2	0	100%	<input type="text" value="10"/>	--Hidden--
<a href="#">demo_student02</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
<a href="#">demo_student03</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
<a href="#">demo_student04</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
<a href="#">demo_student05</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
<a href="#">Lecturer_Guest</a>	<a href="#">Details</a>	0	0	2	0%	N/A	N/A
<a href="#">Professor_Demo</a>	<a href="#">Details</a>	1	1	1	50%	N/A	N/A

Enter points into the grade entry column.

# Add Comments.

Name		Authored	Read	Unread	Percent Read	Introductions (10.0 points possible)	Show Comments
<a href="#">demo_student01</a>	<a href="#">Details</a>	1	2	0	100%	<input type="text" value="10"/>	<div><a href="#">Hide Comments</a><div>Good work!</div></div>
<a href="#">demo_student02</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	<div><a href="#">Hide Comments</a><div></div></div>
<a href="#">demo_student03</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	<div><a href="#">Hide Comments</a><div></div></div>
<a href="#">demo_student04</a>	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	<div><a href="#">Hide Comments</a><div></div></div>

If you would like to add comments, click on the **Show Comments** link to expand the comment column.

Enter your comments into the text boxes provided.

## Apply a grade to all ungraded.

[Forums](#) / [Statistics & Grading](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126](#)  
[Forum](#) / [Introductions](#)

Select a Gradebook item: Introductions ▼

Filter by group: All Participants ▼

Apply 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 click 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.

Submit Grades

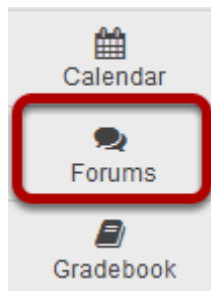
Cancel Changes

After you have entered all of the grades and/or comments, scroll down to the bottom of the list and click 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.

### Forums

[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)

[Introductions](#) 0 unread of 2 messages [Topic Settings](#) | [More ▾](#)

[General Discussion](#) 0 unread of 1 message [Topic Settings](#) | [More ▾](#)

[Class-wide Case Study Discussions](#) [New Topic](#) | [Forum Settings](#) | [More ▾](#)  
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 1 message [Topic Settings](#) | [More ▾](#)

[Chapter 2 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 3 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 4 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

[Chapter 5 Case Studies](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

The topics will be listed underneath the corresponding forum in smaller, bold font. Click on the topic containing the item to be moved.

# Check the box next to the conversation to be moved.

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / General Discussion 

< Previous Topic

Next Topic >

General Discussion

Move Thread(s)

 	<a href="#">Conversation</a>	<a href="#">Authored By</a>	<a href="#">Date</a>
	<a href="#">Case Study #1</a> 0 unread of 1 message	<a href="#">Demo Professor (demoprofessor)</a>	May 13, 2016 4:42 PM

All conversations, or threads, will be listed.

# Select move thread(s).

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / General Discussion 

< Previous Topic

Next Topic >

General Discussion

Move Thread(s)

 	<a href="#">Conversation</a>	<a href="#">Authored By</a>	<a href="#">Date</a>
	<a href="#">Case Study #1</a> 0 unread of 1 message	<a href="#">Demo Professor (demoprofessor)</a>	May 13, 2016 4:42 PM

After selecting move threads, a box will open with options pertaining to the thread and where it will be moved.

## Select options and click Move Thread(s) to the selected topic.

Move Thread(s)

The following conversation(s) will be moved from **General Discussion** to the topic selected below.

- Case Study #1

☐ Leave reminder about the move in the old topic

**Filter Topics**

By Name:

In Forum:

Locked topics will not show up as available options

Topics (showing 9 of 9 topics)

- ☐ Introductions
- ☐ General Discussion
- ☒ Chapter 1 Case Studies
- ☐ Chapter 2 Case Studies
- ☐ Chapter 3 Case Studies
- ☐ Chapter 4 Case Studies
- ☐ Chapter 5 Case Studies
- ☐ Private Topic - Group01
- ☐ Private Topic - Group02

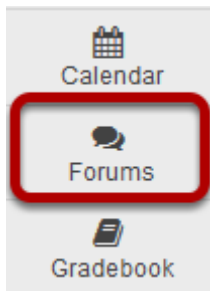
The available topics will be shown.

1. Select the topic where you would like to move the thread.
2. Click **Move Thread(s) to Selected Topic** to continue.

*Tip: You may optionally select the check box to leave a reminder about the move in the old topic.*

# How do I delete a topic?

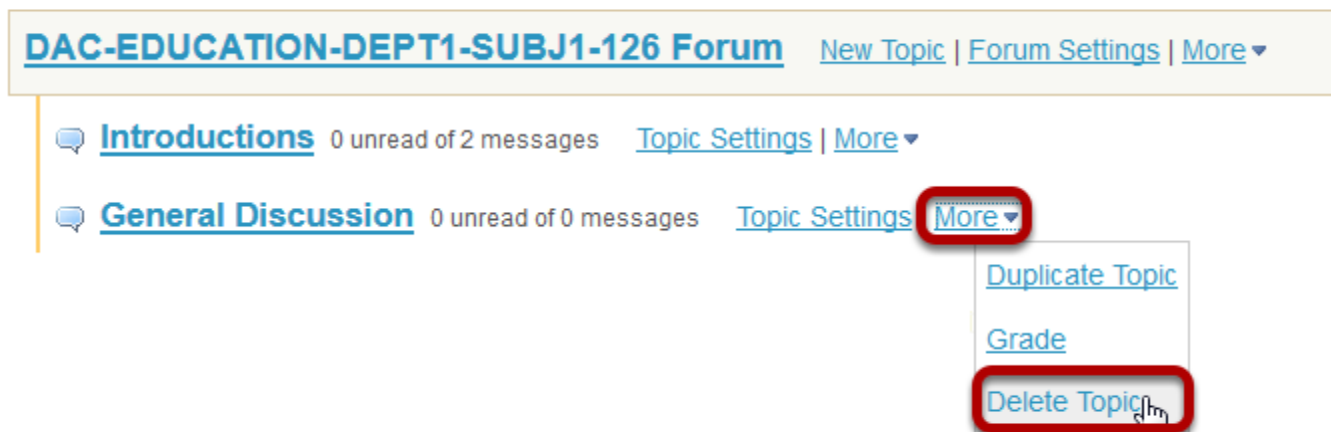
Go to Forums.



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

Select Delete Topic from the drop-down menu.

## Forums





Click the **More** link next to the topic you want to delete, then chose the **Delete Topic** option from the drop-down menu.

You can also click on the title of a topic to select it.

## Forums


[DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼


 [Introductions](#) 0 unread of 2 messages [Topic Settings](#) | [More](#) ▼

 [General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

Topics are indented underneath each of the forums. Click on the title of a topic to enter that topic.

Then click Delete Topic from within that topic.

[START A NEW CONVERSATION](#) [DISPLAY MESSAGE CONTENT](#) [TOPIC SETTINGS](#) [DELETE TOPIC](#)  [LINK](#) [HELP](#)

[Forums](#) / [DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#) / [General Discussion](#)  [< Previous Topic](#) [Next Topic >](#)

**General Discussion**

[Move Thread\(s\)](#)

There are no messages posted.

The **Delete Topic** button is located at the top of the page below the course name. This will **erase** the topic and all conversations on the topic from its particular forum.

## Confirm deletion.

[LINK](#) [? HELP](#)

⚠ You are about to delete this topic and all of the messages associated with the topic. Are you sure you want to delete the following topic and its contents?

🔒 **General Discussion** ( not moderated )

▶ [Full Description](#)

Delete Topic

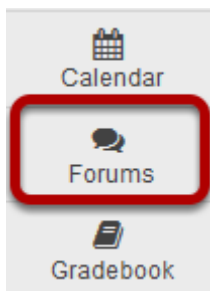
Cancel

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, click the **Delete Topic** button.



# How do I delete a forum?

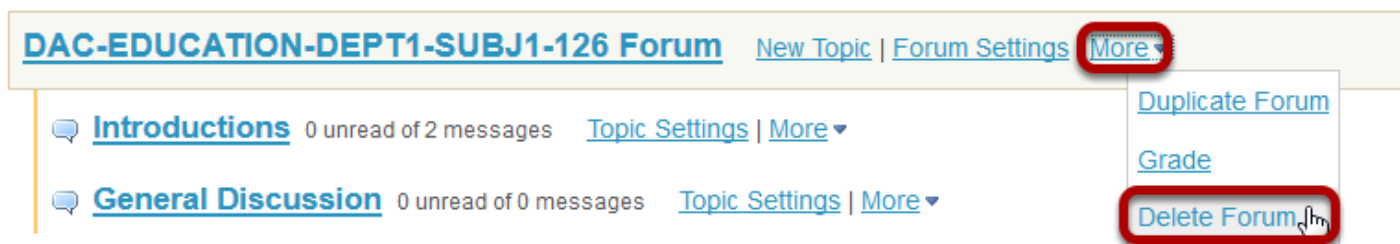
Go to Forums.



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

Select Delete Forum from the drop-down menu.

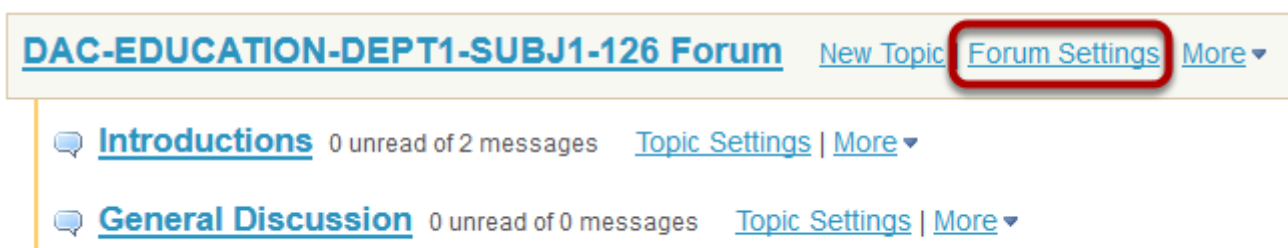
## Forums



Click the **More** link next to the forum you want to delete, then chose the **Delete Forum** option from the drop-down menu.

You can also click Forum Settings next to the forum you want to delete.

## Forums





Then scroll down to bottom of page and click **Delete Forum**.



## Confirm deletion.

[LINK](#) [HELP](#)

 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?

 **DAC-EDUCATION-DEPT1-SUBJ1-126 Forum** ( not moderated )

[Full Description](#)

Delete Forum

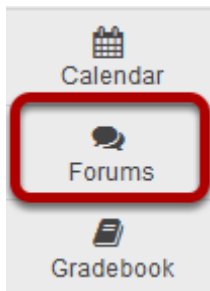
Cancel

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, click **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.

## Click Template Settings.



## Configure default settings.

**Default Settings Template**

[LINK](#) [? HELP](#)

Settings from this template will apply each time a new Forum or Topic is created. You can override these settings for a specific Forum or Topic after it has been created.

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.

▼ Permissions

Role	Permission Level	
Instructor	Owner	► Customize
Student	Contributor	► Customize
Teaching Assistant	Contributor	► Customize
Group01	None	► Customize
Group02	None	► Customize
Lab1	None	► Customize
Lab2	None	► Customize

Template Settings allows the option to select permission levels within Forums based on user roles or groups within the site. User roles can be given the title of Author, Contributor, None, Nonediting Author, Owner, Reviewer, and Custom. In the Customize drop-down menu, the check boxes are automatically selected based on the permission level selected. If the check boxes are manually chosen, this fulfills the Custom Permission Level.

*Note: You may see different roles depending on whether your site is a course or a project, and whether or not there are any groups or custom roles in your site.*

## Click Save.



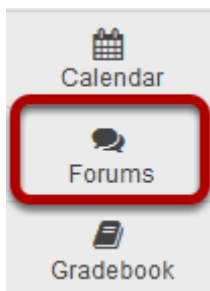
Click **Save** to save your settings (or **Cancel** to continue without saving).

# 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.

## Click 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

Select whether an email is desired for **every new message posted on the Forum, every new message posted on a Forum that the user has contributed to**, or **turn off all notifications**.

**Click Save.**



# Gradebook



# What is Gradebook?

Gradebook (previously known as GradebookNG) is a new 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 (lightboxs) 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.

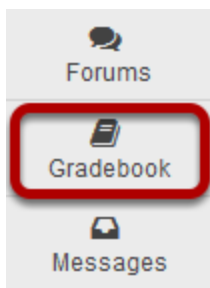
In Gradebook, Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

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 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:

## Go to Gradebook.



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

## Filtering the list of students.

The Gradebook allows you to filter the student list by section/group or by searching for all or part of a student's name.

### Filter by section/group.

All Sections/Groups  
All Sections/Groups  
Group01  
Group02  
Lab1  
Lab2

Showing 5 students

Showing 14 of 14 items

Show/Hide Items

☒ Group By Category

	Course Grade	Discussions		Homework	
		Discussion 1 Total: 10 Due: -	Introductions Total: 10 Due: -	Discussions	
				Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -
> demo_student01 (student01)	A (90.78%)	10		100%	80
> demo_student05 (student05)	C (75.45%)	8		80%	75
> demo_student04 (student04)	A (96.13%)	10		100%	88
> demo_student03 (student03)	A (90%)	10		100%	92
> demo_student02 (student02)	A (94.88%)	9		90%	85

Select the desired section or group from the drop-down menu at the top to view only that section/group.

# Filter by search criteria.

All Sections/Groups ▾ Showing 5 students

Showing 14 of 14 items Show/Hide Items ▾ ☒ Group By Category

Students	Course Grade	Discussions			Homework	
		Discussion 1 Total: 10 Due: -	Introductions Total: 10 Due: -	Discussions	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -
<input type="text" value="04"/>						
demo_student04 (student04)	A (96.13%)	10		100%	100	88

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.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

LINK

HELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 16 of 16 items

Show/Hide Items

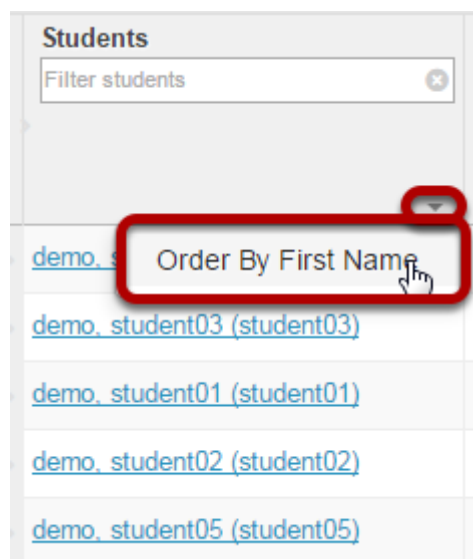
Group By Category

Students	Course Grade	Discussions		Homework		
		Discussion 1	Discussions	Homework 1	Homework 2	Homework 3
<div>Filter students</div>				Total: 100 Due: -	Total: 100 Due: -	Total: 100 Due: -
demo_student04 (student04)	A (96.13%)	10	100%	100	88	
demo_student03 (student03)	A (90%)	10	100%	80	92	
demo_student01 (student01)	A (90.78%)	10	100%	80	90	90
demo_student02 (student02)	A (94.88%)	9	90%	95	85	
demo_student05 (student05)	B (80%)	8	80%			



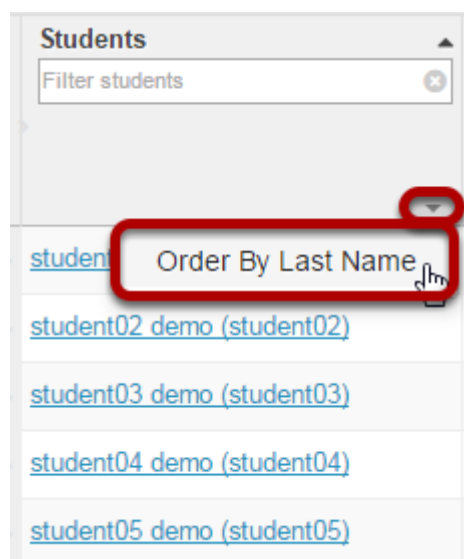
When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remains frozen.

## Order students by First Name.



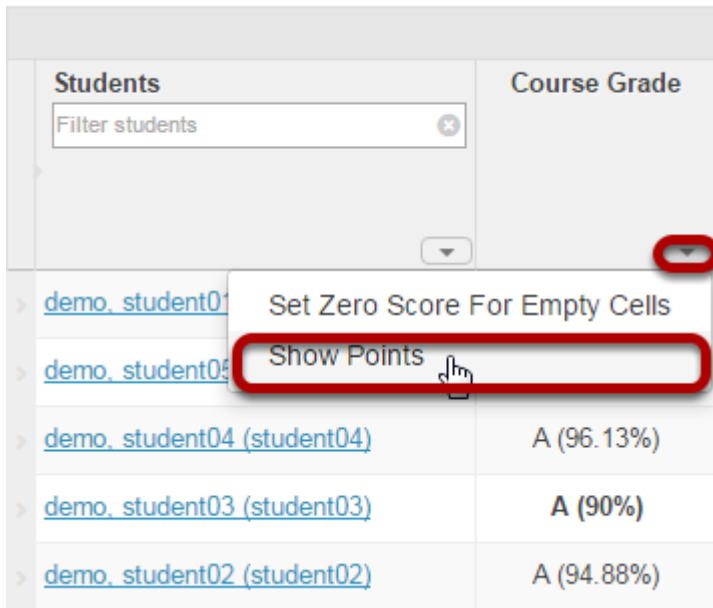
The default display for student names is Last Name. First Name. However, if you prefer to view students listed as First Name Last Name, click the down arrow in the Students column and select **Order By First Name**.

## Order students by Last Name.



If students are currently display in First Name Last Name order, you may revert to the Last Name, First Name order by clicking 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.

Students	Course Grade
Filter students	
demo. student01 (student01)	A (90.78%) [463/510]
demo. student05 (student05)	B (80%) [8/10]
demo. student04 (student04)	A (96.13%) [298/310]
demo. student03 (student03)	A (90%) [357/410]
demo. student02 (student02)	A (94.88%) [389/410]

*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.

All Sections/Groups ▾ Showing 5 students Showing 16 of 16 items Show/Hide Items ▾ ☒ Group By Category

Students	Course Grade	Discussions			Homework	
Filter students		Introductions Total: 10 Due: -	Discussion 1 Total: 10 Due: -	Discussions Total: 10 Due: -	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -
> demo_student01 (student01)	A (90.78%)		10	100%	80	90
> demo_student05 (student05)	C (75.45%)		8	80%		75
> demo_student04 (student04)	A (96.13%)		10	100%	100	88
> demo_student03 (student03)	A (90%)		10	100%	80	92
> demo_student02 (student02)	A (94.88%)		9	90%	95	85

All Sections/Groups ▾ Showing 5 students Showing 16 of 16 items Show/Hide Items ▾ ☐ Group By Category

Students	Course Grade	Final Total: 100 Due: 05/31/2016	Midterm Total: 100 Due: 05/31/2016	Chapter Presentation Total: 100 Due: 06/08/2016	Assignment 1 Total: 100 Due: 06/20/2016	Assignment 2 Total: 100 Due: 06/27/2016
> demo_student01 (student01)	A (90.78%)			98	95	
> demo_student05 (student05)	C (75.45%)			100		
> demo_student04 (student04)	A (96.13%)			95	80	
> demo_student03 (student03)	A (90%)			100	100	
> demo_student02 (student02)	A (94.88%)					

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.

All Sections/Groups ▾ Showing 5 students Showing 11 of 14 items Show/Hide Items ▾ 1 Group By Category

Students	Course Grade	Discussion 1 Total: 10 Due: -	Discussions Total: 100 Due: -	Homework 3 Total: 100 Due: -	Assignment 1 Total: 100 Due: 06/20/2016
> demo_student01 (student01)	A (90.78%)	10	100%		95
> demo_student05 (student05)	C (75.45%)	8	80%		
> demo_student04 (student04)	A (96.13%)	10	100%		
> demo_student03 (student03)	A (90%)	10	100%		80
> demo_student02 (student02)	A (94.88%)	9	90%		100

2

3

4

5

Show All Hide All

Discussions

Introductions

Discussion 1

Discussions Score

Homework

Homework 1

Homework 2

Homework 3

Homework Score

Assignments

Assignment 1

Assignment 2

Chapter Presentation

Assignment 3

Exams

Final

Midterm

Exams Score

Show only this item

Hide this item

1. Click **Show/Hide Items** to select which items you want displayed in your current view of the Gradebook.

- Click on 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.
- If you want to hide everything except the one item you are currently grading, click on the down arrow next to the item and select **Show only this item**.
- To **Show All** or **Hide All** items, click on the appropriate link at the top of the menu.
- Hidden items are indicated by two arrows in place of the item. Click on 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.

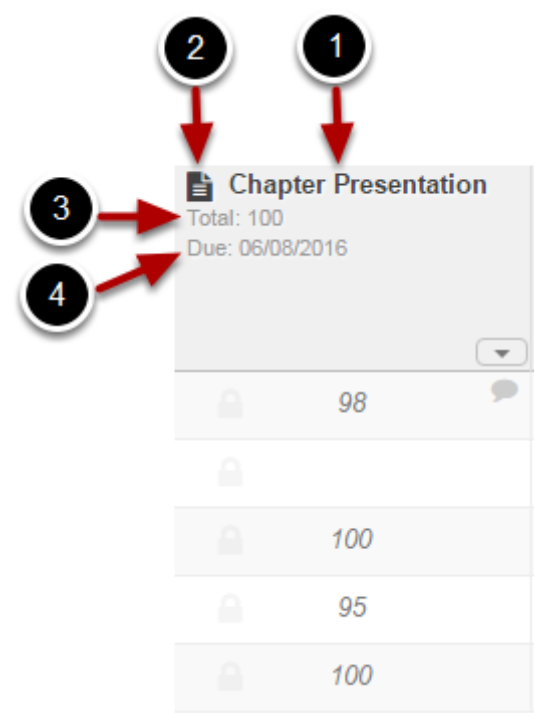
All Sections/Groups		Showing 5 students		Showing 14 of 14 items		Show/Hide Items		<input checked="" type="checkbox"/> Group By Category	
Students		Course Grade		Discussions			Homework		
Filter students				Introductory Total: 10 Due: -	Discussion 1 Total: 10 Due: -		Discussions	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -
demo_student01 (student01)		A (90.78%)				10	100%	80	90
demo_student05 (student05)		C (75.45%)				8	80%		75
demo_student04 (student04)		A (96.13%)				10	100%	100	88
demo_student03 (student03)		A (90%)				10	100%	80	92
demo_student02 (student02)		A (94.88%)				9	90%	95	85

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 > Settings > 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).

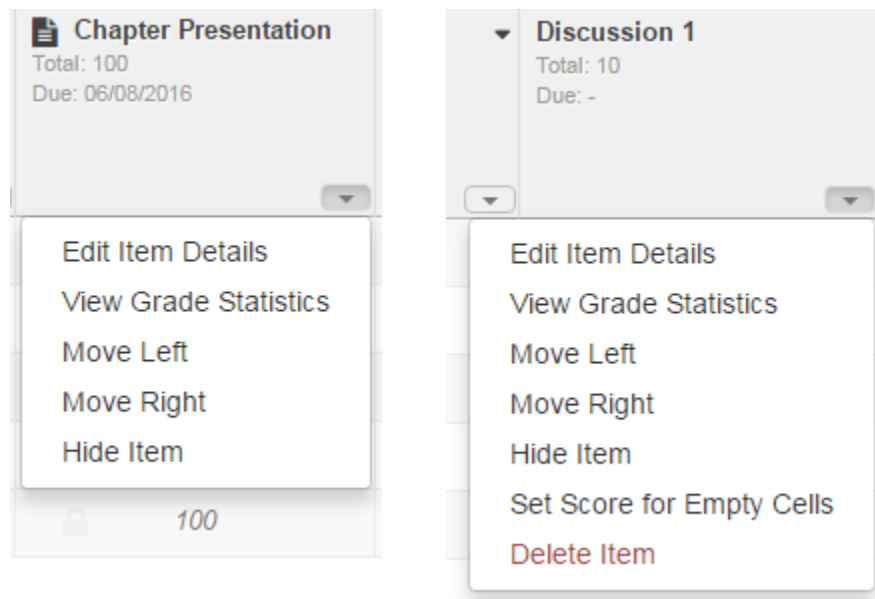
## Sorting by a gradebook column.

		Discussions			Homework	
Students	Course Grade	Discussion 1	Introductions	Discussions	Homework 1	Homework 2
<div>Filter students</div>		Total: 10 Due: -	Total: 10 Due: -		Total: 100 Due: -	Total: 100 Due: -
> demo_student05 (student05)	C (75.45%)	8		80%		75
> demo_student02 (student02)	A (94.88%)	9		90%	95	85
> demo_student01 (student01)	A (90.78%)	10		100%	80	90
> demo_student03 (student03)	A (90%)	10		100%	80	92
> demo_student04 (student04)	A (96.13%)	10		100%	100	88

To sort the list by a gradebook column, click on the title of the item. Click again on the same item title 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.

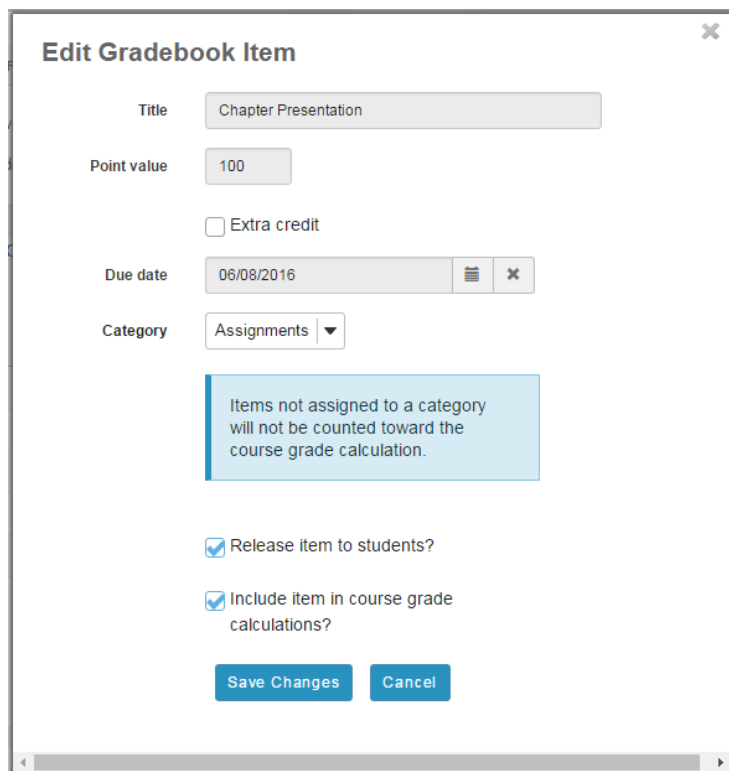
All gradebook items allow you to:

- 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

## Edit Item Details



The screenshot shows a modal window titled "Edit Gradebook Item" with a close button (X) in the top right corner. The form contains the following fields and options:

- Title:** A text input field containing "Chapter Presentation".
- Point value:** A text input field containing "100".
- Extra credit:** An unchecked checkbox.
- Due date:** A date picker showing "06/08/2016" with a calendar icon and a close icon.
- Category:** A dropdown menu currently showing "Assignments".

Below the category dropdown is a light blue informational box with the text: "Items not assigned to a category will not be counted toward the course grade calculation."

At the bottom of the form are two checkboxes:

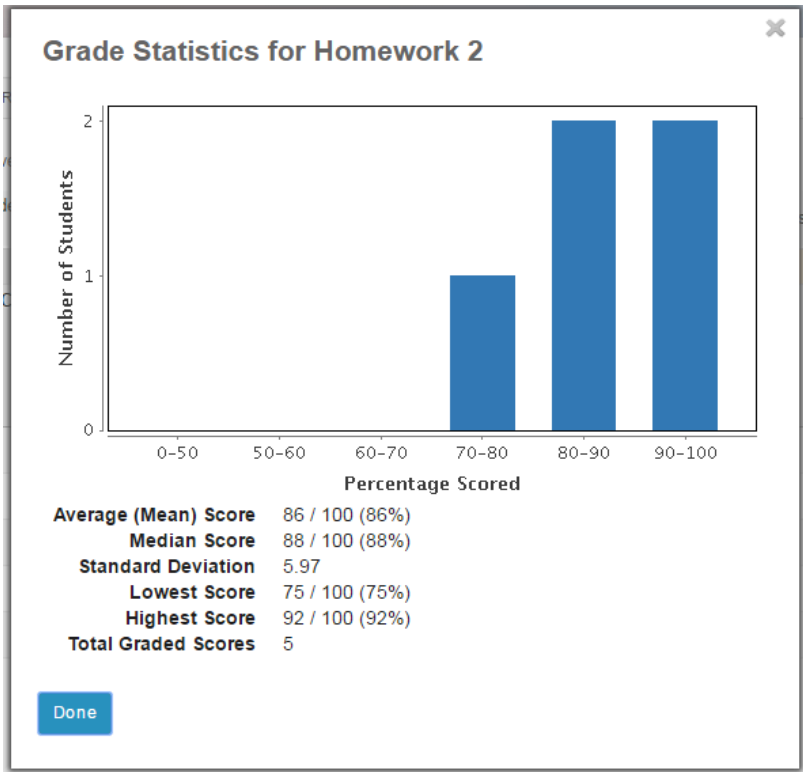
- ☒ Release item to students?
- ☒ Include item in course grade calculations?

At the very bottom are two buttons: "Save Changes" and "Cancel".

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.

Homework 2	Homework 1
Total: 100	Total: 100
Due: -	Due: -
90	80
75	
88	100
92	80
85	95



The **Move Left** option moves the selected item one column to the left.

## Move Right.

Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -
80	90
	75
100	88
80	92
95	85

The **Move Right** option moves the selected item one column to the right.

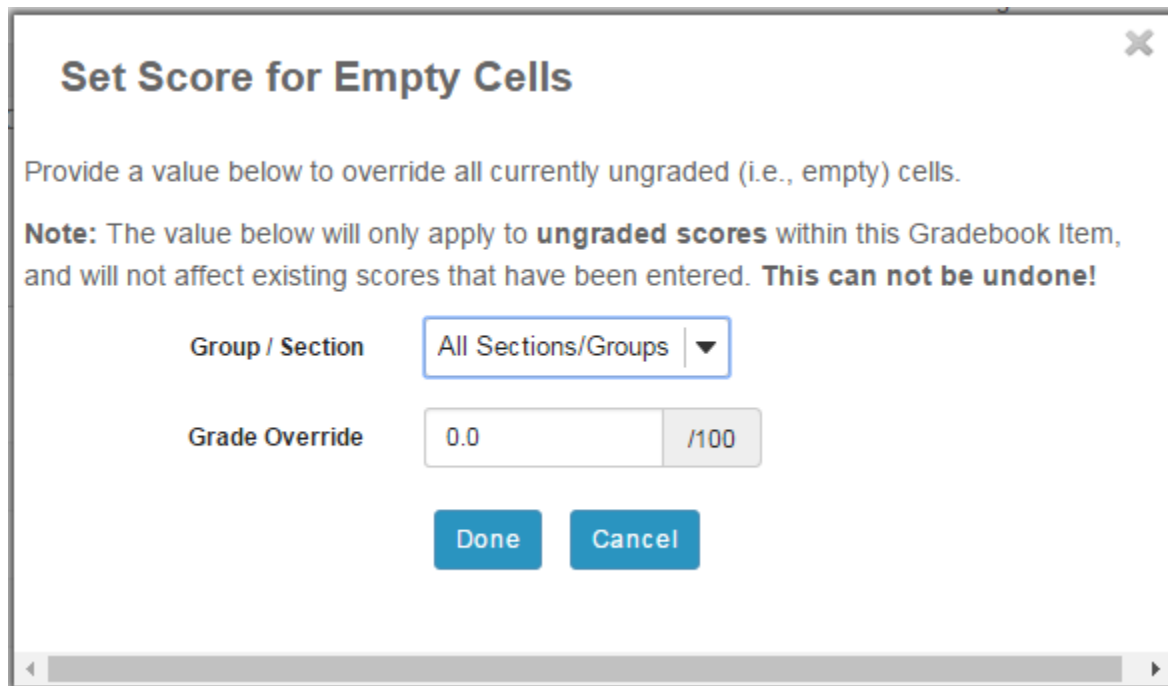
## Hide Item.

Discussions	Homework	
 Discussions	 Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -
100%	90	90
80%	75	
100%	88	
100%	92	
90%	85	

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. Click on the arrows to show the item again.

## Set Score for Empty Cells.



**Set Score for Empty Cells** [X]

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!**

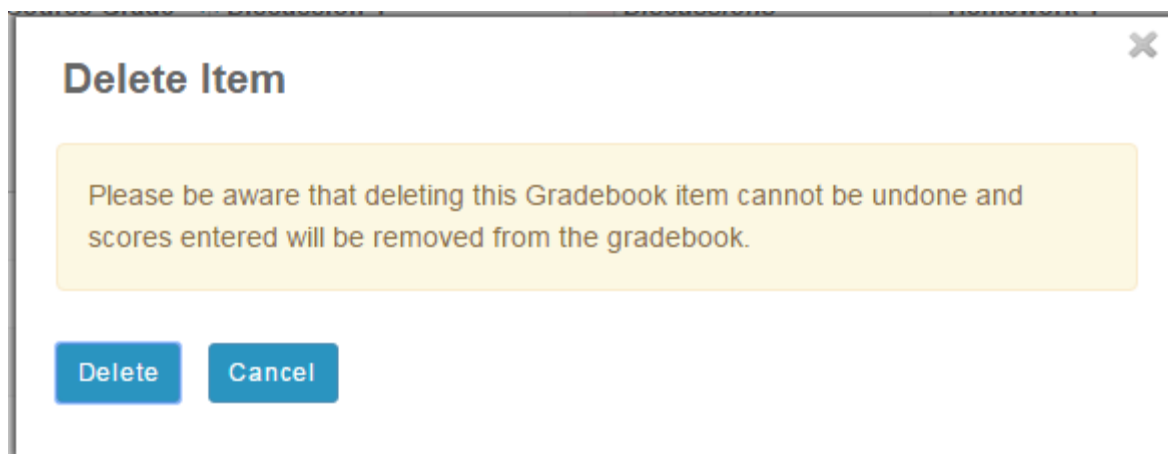
Group / Section: All Sections/Groups ▼

Grade Override: 0.0 /100

Done Cancel

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** [X]

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.

All Sections/Groups ▾ Showing 5 students Showing 14 of 14 items Show/Hide Items ▾ ☒ Group By Category

Students	Course Grade	Discussions			Homework	
		Discussion 1 Total: 10 Due: -	Introductions Total: 10 Due: -	Discussions Total: 100 Due: -	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -
<a href="#">demo_student04 (student04)</a>	A (96.13%)	10		100%	100	88
<a href="#">demo_student03 (student03)</a>	A (90%)	10		100%	80	92
<a href="#">demo_student01 (student01)</a>	A (90.78%)	10		100%	80	90
<a href="#">demo_student02 (student02)</a>	A (94.88%)	9		90%	95	85
<a href="#">demo_student05 (student05)</a>	C (75.45%)	8		80%		75

To view all grades for a single student, click on the student's name.

## The student's individual grade summary will appear.

Grade Summary for student04 demo (student04)

Grade Summary Student Review Mode [Print](#)

Course Grade: A (96.13%)

☒ Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
<b>Assignments</b>	100%	0%		
Chapter Presentation	100 / 100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
<b>Discussions</b>	100%	0%		
Discussion 1	10 / 10		-	Excellent work!
Introductions			-	
<b>Exams</b>	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
<b>Homework</b>	94%	50%		
Homework 1	100 / 100		-	
Homework 2	88 / 100		-	
Homework 3			-	

[Next Student](#) [Done](#)

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.

The screenshot shows the 'Grade Summary for student04 demo (student04)' window. At the top, there are two tabs: 'Grade Summary' and 'Student Review Mode', with the latter highlighted by a red rectangle. To the right of the tabs is a 'Print' button. Below the tabs, the 'Course Grade' is displayed as 'A'. A 'Group By Category' checkbox is checked, and there are 'Expand All' and 'Collapse All' links. The main content is a table with the following data:

Gradebook Item	Grade	Weight	Due Date	Comments
<b>Assignments</b>	100%	0%		
Chapter Presentation	100 / 100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
<b>Discussions</b>	100%	0%		
Discussion 1	10 / 10		-	Excellent work!
Introductions			-	
<b>Exams</b>	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
<b>Homework</b>	94%	50%		
Homework 1	100 / 100		-	
Homework 2	88 / 100		-	
Homework 3			-	

At the bottom left of the window is a 'Done' button.

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.

Grade Summary for student04 demo (student04)

Grade Summary

Student Review Mode

Print

Course Grade: A (96.13%)

Group By Category

Expand All

Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Assignments	100%	0%		
Chapter Presentation	100 /100		06/08/2016	
Assignment 1			06/20/2016	
Assignment 2			06/27/2016	
▼ Discussions	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
▼ Exams	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
▼ Homework	94%	50%		
Homework 1	100 /100		-	
Homework 2	88 /100		-	
Homework 3			-	

Done

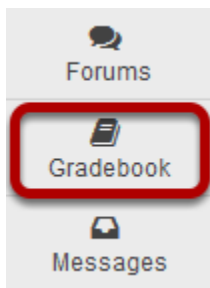
Next Student

Click the **Print** button in the individual grade summary screen to print an individual student's grades.

# How do I set up my Gradebook?

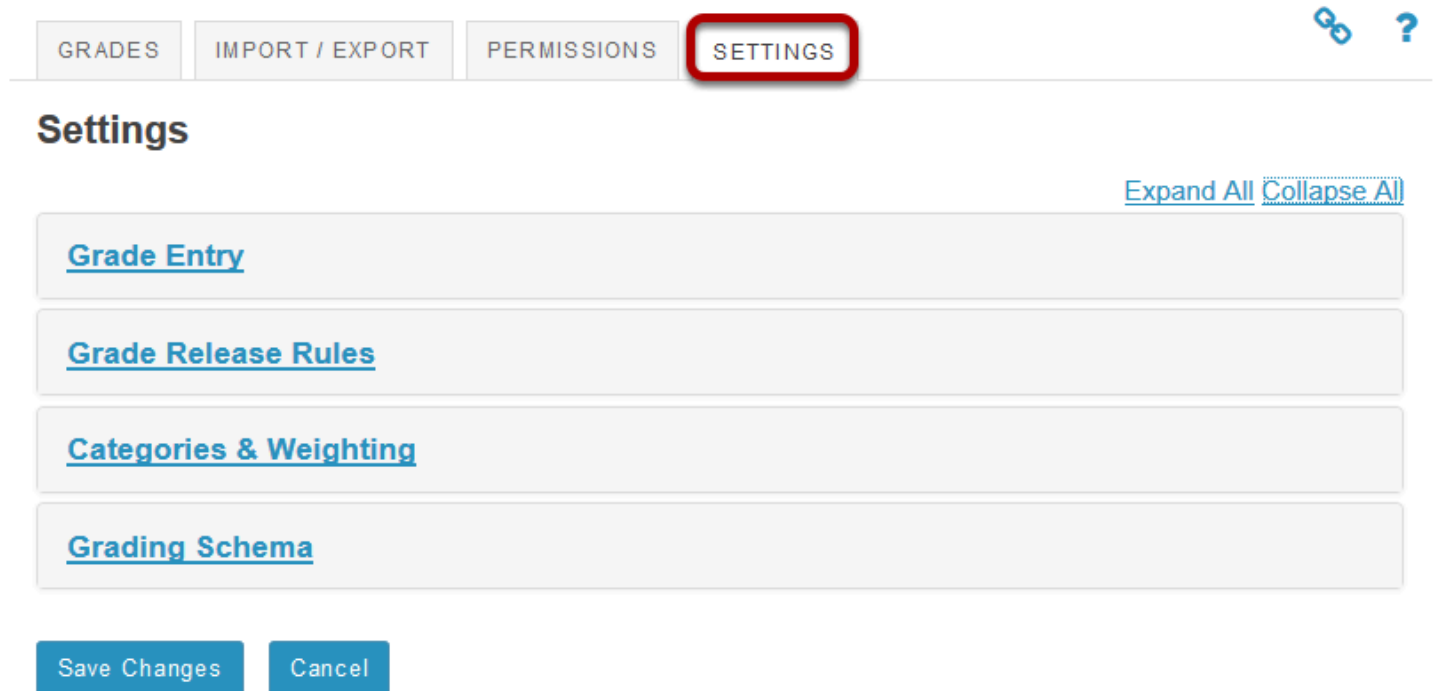
The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

## Go to Gradebook.



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

## Click Settings.



## Grade Entry.

Grade Entry

How will graders enter grades into this gradebook?

☒ Points

☐ Percentages

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

## Grade Release Rules.

Grade Release Rules

1 ☒ Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

2 ☒ Display final course grade to students

Choose the options for formatting the course grade. You must choose at least one option.  
Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'.

3 ☒ Letter Grade

☐ Percentage

☐ Points

Preview B+

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**, or **Points**.

# Categories and Weighting.

Categories & Weighting

☒ No categories  
☐ Categories only  
☐ Categories & weighting

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

The **No categories** option is used when you want to have a simple grade calculation based strictly on the on points or percentages of all your gradebook items, without any groupings, weighting, or dropping of items.

The **Categories only** option is used for grouping similar gradebook items, like all homework, or all projects. This option also allows you to drop grades within categories. If all items within a category have the same point value, you can choose to drop the highest grade, keep the highest grade, or drop the lowest grade within the category.

The **Categories and Weighting** option groups items and supports weighting of grades. For example, if all homework assignments added together comprise 20% of the final course grade, projects make up 50% of the course grade, and exams are worth 30% of the final grade, this option will allow you to group the items and weight them accordingly.

*Note: If you use Categories, you must have at least one Gradebook Item in each category to enter grades. For example, if you have a Final Exam worth 30% of the final grade, you will need a Final Exam category AND a single Final Exam gradebook item within that category.*

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

## Adding categories.

### Categories & Weighting

☐ No categories

**1** ☒ **Categories only**

☐ Categories & weighting

☐ Enable drop highest ☐ Enable drop lowest ☐ Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Extra credit categories do not participate in the overall weightings.

Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	Extra Credit	Gradebook Items	Remove
<b>2</b>	<input type="text" value="Total Points"/>	<input type="checkbox"/>	0 items(s)	<input type="button" value="Remove"/>

**3**

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.

**Categories & Weighting**

☐ No categories  
☐ Categories only  
**1** ☒ **Categories & weighting**

☐ Enable drop highest ☐ Enable drop lowest ☐ Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.  
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.  
Extra credit categories do not participate in the overall weightings.  
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	<b>2</b> Category	<b>3</b> %	Extra Credit	Gradebook Items	Remove
≡	Assignments	40	<input type="checkbox"/>	0 items(s)	Remove
≡	Discussions	20	<input type="checkbox"/>	0 items(s)	Remove
≡	Exams	40	<input type="checkbox"/>	0 items(s)	Remove
Total:		100%			

Add a category

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.

**Categories & Weighting**

☐ No categories  
☐ Categories only  
☒ Categories & weighting

1 ☒ Enable drop highest ☒ Enable drop lowest ☒ Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.  
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.  
Extra credit categories do not participate in the overall weightings.  
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

2

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
≡	Assignments	40	<input type="checkbox"/>	0 items(s)	<input type="text"/>	1	<input type="text"/>	<input type="button" value="Remove"/>
≡	Discussions	20	<input type="checkbox"/>	0 items(s)	<input type="text"/>	<input type="text"/>	3	<input type="button" value="Remove"/>
≡	Exams	40	<input type="checkbox"/>	0 items(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Total:	100%							

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.

Categories & Weighting

No categories

Categories only

Categories & weighting

Enable drop highest

Enable drop lowest

Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Extra credit categories do not participate in the overall weightings.

Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)		1		Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	Remove
	Exams	40	<input type="checkbox"/>	0 items(s)				Remove
	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				Remove
Total:	100%							





Add a 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.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)		1		Remove
	Exams	40	<input type="checkbox"/>	0 items(s)				Remove
	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				Remove
Total:		100%						

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.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	0 items(s)			3	Remove
	Assignments	40	<input type="checkbox"/>	0 items(s)		1		Remove
	Exams	40	<input type="checkbox"/>	0 items(s)				Remove
	Bonus	5	<input checked="" type="checkbox"/>	0 items(s)				Remove
Total:		100%						

If you would like to delete a category, click the **Remove** button for that category.

## Grading Schema.

**Grading Schema**

Grade Type: Letter Grades (selected)

Letter Grades  
Letter Grades with +/-  
Pass / Not Pass

Grade	Min
A	90
B	80
C	70
D	60
F	0

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.

Save Changes Cancel

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 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.

Edit Gradebook Item

Title

Assignment

Point value

50

☐ Extra credit

Due date

mm/dd/yyyy

☒ Release item to students?

☒ Include item in course grade calculations?

Save Changes

Cancel

In this example, the Assignment has a total points possible of 50 points.

# Only Assignments has been graded.

Students	Course Grade	Assignment	Homework	Quiz
Filter students		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
demo_student01 (student01)	C- (70%)	35		
demo_student02 (student02)	B- (80%)	40		
demo_student03 (student03)	A- (90%)	45		

Notice the scores for each student.

- student01 has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment.
- student02 has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment.
- student03 has a course grade of 90%. This grade is based on 45 out of 50 points on Assignment.

The Homework and Quiz are not calculated in the course grade since they have not been assigned any scores.

Homework is worth 100 points.

Edit Gradebook Item

Title

Homework

Point value

100

☐ Extra credit

Due date

mm/dd/yyyy

☒ Release item to students?

☒ Include item in course grade calculations?

Save Changes

Cancel

Homework has now been graded.

Students	Course Grade	Assignment	Homework	Quiz
Filter students		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
> demo_student01 (student01)	B (83.33%)	35	90	
> demo_student02 (student02)	B- (80%)	40	80	
> demo_student03 (student03)	C (76.67%)	45	70	

## Cumulative grades after Homework is graded.

Students	Course Grade	Assignment Total: 50 Due: -	Homework Total: 100 Due: -	Quiz Total: 25 Due: -
Filter students				
> demo_student01 (student01)	B (83.33%)	35	90	
> demo_student02 (student02)	B- (80%)	40	80	
> demo_student03 (student03)	C (76.67%)	45	70	

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.

- student01 has a course grade of 83.33%. This grade is based on the following calculation:  
 $(35 + 90) / 150 = 83.33\%$
- student02 has a course grade of 80%. This grade is based on the following calculation:  $(40 + 80) / 150 = 80\%$
- student03 has a course grade of 76.67%. This grade is based on the following calculation:  
 $(45 + 70) / 150 = 76.67\%$

## Not all Quizzes have been submitted.

Students	Course Grade	Assignment Total: 50 Due: -	Homework Total: 100 Due: -	Quiz Total: 25 Due: -
Filter students				
> demo_student01 (student01)	B (83.33%)	35	90	
> demo_student02 (student02)	B- (82.29%)	40	80	24
> demo_student03 (student03)	B- (80%)	45	70	25

Only the grades that have been entered are calculated. Student01 has not submitted a quiz, so his grade is still  $(90 + 35) / 150$  or 83.33%.

The other students have submitted quizzes. Quizzes are worth 25 points. so their scores are:

- student02  $(40 + 80 + 24) / 175 = 82.29\%$
- student03  $(45 + 70 + 25) / 175 = 80\%$

## The student did not submit the quiz.

Students	Course Grade	Assignment	Homework	Quiz
Filter students		Total: 50 Due: -	Total: 100 Due: -	Total: 25 Due: -
> <a href="#">demo_student01 (student01)</a>	C- (71.43%)	35	90	0
> <a href="#">demo_student02 (student02)</a>	B- (82.29%)	40	80	24
> <a href="#">demo_student03 (student03)</a>	B- (80%)	45	70	25

Since student01 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).

## Student01 course grade with ungraded items.

Grade Summary for student01 demo (student01)

Grade Summary

Student Review Mode

Print

Course Grade:

B- (82%) \*

Group By Category

Expand All

Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Assignments	-	50%		
Assignment 1	80 /100		-	
Assignment 2	90 /100		-	
Assignment 3			-	
▼ Discussions	-	20%		
Discussion 1	10 /10		-	
Discussion 2	10 /10		-	
Discussion 3	10 /10		-	
▼ Quizzes	-	30%		
Quiz 1	13 /20		-	
Quiz 2			-	
Quiz 3			-	

\* The final course grade has not been released to students. To release final course grade to students, select "Display Final Course Grades to Students" within Settings.

Next Student →

Done

In this example, demostudent01 has not received a score for Assignment 3, Module 02 Quiz, or Module 03 Quiz. 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 =  $(80 + 90) / 200 = 0.85$  or 85%
- Discussions =  $(10 + 10 + 10) / 30 = 1$  or 100%
- Quizzes =  $13 / 20 = 0.65$  or 65%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.85 \times 50) + (1 \times 20) + (0.65 \times 30) = 82\%$



## Demostudent01 with no ungraded items.

Grade Summary for student01 demo (student01)

Grade Summary

Student Review Mode

Print

Course Grade: C+ (79%) \*

Group By Category

Expand All

Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Assignments	-	50%		
Assignment 1	80 /100		-	
Assignment 2	90 /100		-	
Assignment 3	100 /100		-	
▼ Discussions	-	20%		
Discussion 1	10 /10		-	
Discussion 2	10 /10		-	
Discussion 3	10 /10		-	
▼ Quizzes	-	30%		
Quiz 1	13 /20		-	
Quiz 2	15 /20		-	
Quiz 3	0 /20		-	

\* The final course grade has not been released to students. To release final course grade to students, select "Display Final Course Grades to Students" within Settings.

Next Student

Done

Now, demostudent01 has received grades for all items, including a zero for the Module 03 Quiz which the student failed to submit. The grade is recalculated as follows:

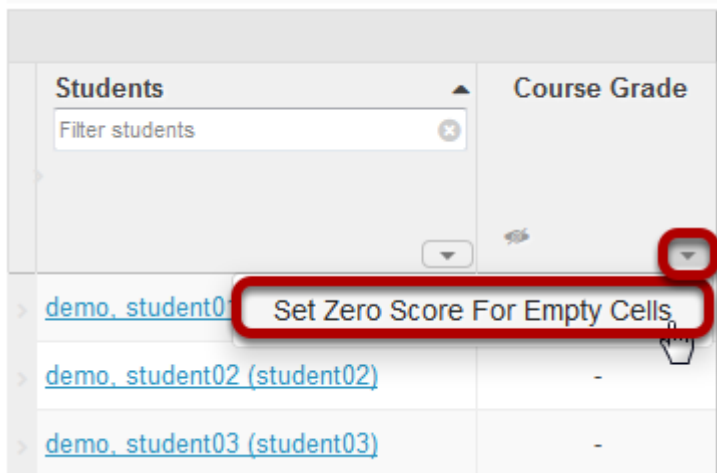
Average within each category = total of awarded points divided by total possible points

- Assignments =  $(80 + 90 + 100) / 300 = 0.90$  or 90%
- Discussions =  $(10 + 10 + 10) / 30 = 1$  or 100%
- Quizzes =  $(13 + 15 + 0) / 60 = 0.46$  or 46%

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.

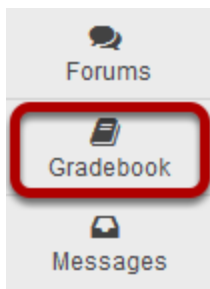


If you would like to enter zeros for all ungraded items in the course, select the down arrow in the **Course Grades** column and then select the **Set Zero Score for Empty Cells** option to update all items at once.

*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.*

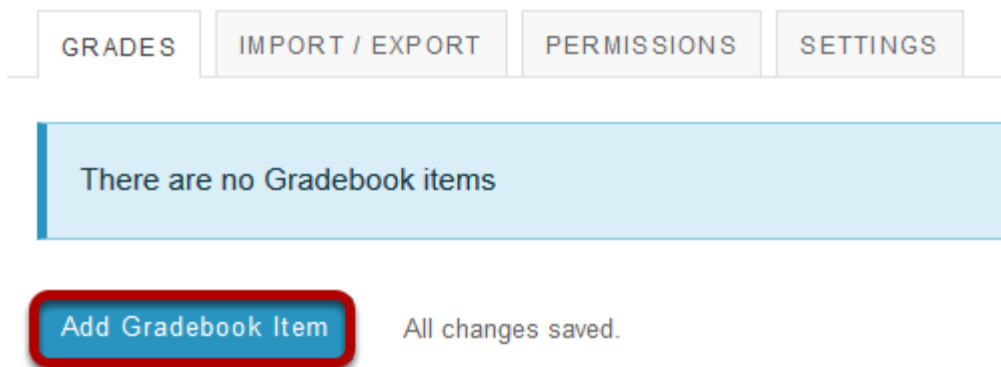
# How do I add items to the Gradebook?

## Go to Gradebook.



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

## Click 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

Click the **Add Gradebook Items** button to manually add items to your gradebook.

## Item settings.

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.

GRADESIMPORT / EXPORTPERMISSIONSETTINGS

LINKHELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 14 of 14 items

Show/Hide Items





Group By Category

Students	Course Grade	Discussions			Assignments		
		Introductions Total: 10 Due: -	Discussion 1 Total: 10 Due: -	Discussions	Assignment 1 Total: 100 Due: 06/20/2016	Assignment 2 Total: 100 Due: 06/27/2016	Chapter Presentation Total: 100 Due: 06/08/2016
demo_student01 (student01)	A (90.98%)		10	100%	95		98
demo_student02 (student02)	A (94.88%)		9	90%	100		100
demo_student03 (student03)	B (87.07%)		10	100%	80		95
demo_student04 (student04)	A (96.13%)		10	100%			100
demo_student05 (student05)	B (80%)		8	80%			

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).

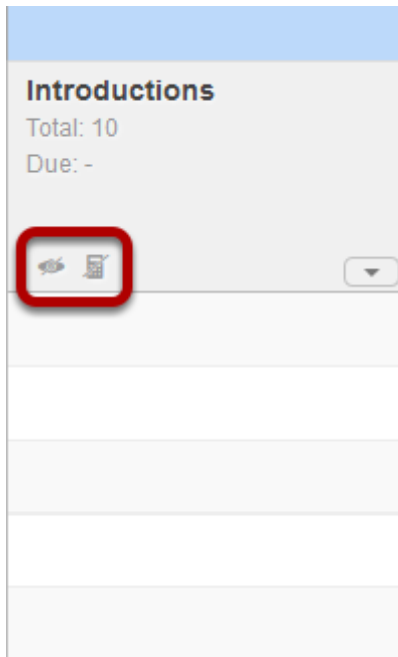
If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

# Items coming from other tools.

Assignments			Exams		
 Assignment 1 Total: 100 Due: 06/20/2016	 Chapter Presentation Total: 100 Due: 06/08/2016	Assignments	 Final Total: 100 Due: 05/31/2016	 Midterm Total: 100 Due: 05/31/2016	Exams
95	98	96.5%			-
100	100	100%			-
80	95	87.5%			-
	100	100%			-
		-			-

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 released to students.



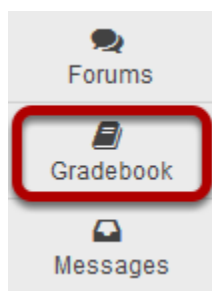
Any items which are not released to students will have crossed out eye icon and a crossed out calculator icon to indicate that they are not visible to students, and that they are not being calculated as part of the course grade.

# How do I 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.*

## Go to Gradebook.



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

## Search or filter your list of students. (Optional)

GRADES | IMPORT / EXPORT | PERMISSIONS | SETTINGS | LINK | HELP

Add Gradebook Item All changes saved.

1 All Sections/Groups Showing 5 students Showing 14 of 14 items Show/Hide Items Group By: Category

Students	Course Grade	Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework	Assignment 1 Total: 100 Due: 06/20/2016
2 01					
> demo_student01 (student01)	A (90.78%)	90	90	86.67%	95

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.

**Click in the appropriate cell to enter a grade.**

GRADES

IMPORT / EXPORT

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HELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 14 of 14 items

Show/Hide Items

Group By Category

Students	Course Grade	Homework			Assignment 1
		Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework	
demo_student01 (student01)	A (90.98%)	90	/100	85%	95
demo_student02 (student02)	A (94.88%)	85		90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

You will see a spreadsheet view of all the existing gradebook items in your course.

Click 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 click 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.

GRADES

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LINK

HELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 14 of 14 items

Show/Hide Items

Group By Category

Students	Course Grade	Homework			Assignment 1
Filter students		Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework	Assignment 1 Total: 100 Due: 06/20/2016
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85	/100	90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

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.

GRADES

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HELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 14 of 14 items

Show/Hide Items

Group By Category

Students	Course Grade	Homework			Assignment 1
Filter students		Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework	Assignment 1 Total: 100 Due: 06/20/2016
demo_student01 (student01)	A (90.78%)	90		86.67%	95
demo_student02 (student02)	A (94.88%)	85		90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

Edit Item Details

View Grade Statistics

Move Left

Move Right

Hide Item

Set Score for Empty Cells

Delete Item

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 click 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 grade log.

GRADESIMPORT / EXPORTPERMISSIONSSETTINGS

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 14 of 14 items

Show/Hide Items

Group By Category

Students	Course Grade	Homework			Assignment 1
		Homework 2	Homework 3	Homework	
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85	Grade Log	90%	100
demo_student03 (student03)	B (87.07%)	92	Edit Comment	86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

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 student01 demo (student01)

06/20/2016 13:38 - Score set to 90 by demoprofessor

06/20/2016 13:37 - Score set to 95 by demoprofessor

06/20/2016 13:36 - Score set to 90 by demoprofessor

06/20/2016 13:36 - Score set to 95 by demoprofessor

05/18/2016 14:27 - Score set to by demoprofessor

03/28/2016 12:03 - Score set to 100 by demoprofessor

Done

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.

GRADESIMPORT / EXPORTPERMISSIONSETTINGS

LINKHELP

Add Gradebook ItemAll changes saved.

All Sections/GroupsShowing 5 studentsShowing 14 of 14 itemsShow/Hide ItemsGroup By Category

Students	Course Grade	Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework	Assignment 1 Total: 100 Due: 06/20/2016
demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
demo_student02 (student02)	A (94.88%)	85		90%	100
demo_student03 (student03)	B (87.07%)	92		86%	80
demo_student04 (student04)	A (96.13%)	88		94%	
demo_student05 (student05)	B (80%)			-	

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 click Save Comment.

Comment for student01 demo (student01) - Homework 3

Good work!

Save Comment

Cancel

View comment icon.

GRADESIMPORT / EXPORTPERMISSIONSETTINGS

LINKHELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 14 of 14 items

Show/Hide Items

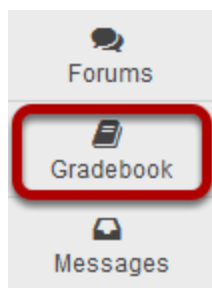
Group By Category

Students	Course Grade	Homework			Assignment 1
		Homework 2	Homework 3	Homework	
<div>Filter students</div>		Total: 100 Due: -	Total: 100 Due: -		Total: 100 Due: 06/20/2016
> demo_student01 (student01)	A (90.78%)	90	90	86.67%	95
> demo_student02 (student02)	A (94.88%)	85		90%	100
> demo_student03 (student03)	B (87.07%)	92		86%	80
> demo_student04 (student04)	A (96.13%)	88		94%	
> demo_student05 (student05)	B (80%)			-	

The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

# How do I export grades from Gradebook?

## Go to Gradebook.

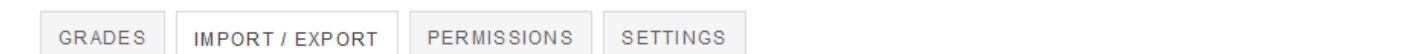


Select the **Gradebook** tool from the Tool Menu of your site.

## Click Import/Export.



## Select Advanced Options. (Optional)



### Export

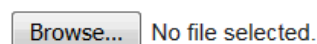
Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



### Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.



You may set the options for customized exports by clicking the **Advanced Options** link.

## Choose the items you would like to include in your export.

### Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Select from the options below to customize your Gradebook export.

Note: customized exports can **not** be imported back into the system.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Student Name | <input checked="" type="checkbox"/> Gradebook Item Scores   |
| <input checked="" type="checkbox"/> Student ID   | <input checked="" type="checkbox"/> Gradebook Item Comments |
| <input checked="" type="checkbox"/> Total Points | <input checked="" type="checkbox"/> Calculated Course Grade |
| <input checked="" type="checkbox"/> Course Grade | <input type="checkbox"/> Grade Override                     |
| <input type="checkbox"/> Last Log Date           |   |

Download Gradebook

[Advanced Options](#)

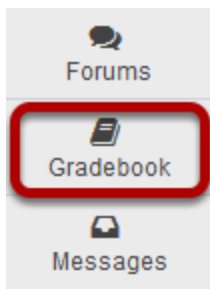
## Click Download Gradebook.

Download Gradebook

[Advanced Options](#)

# How do I import grades into Gradebook?

## Go to Gradebook.

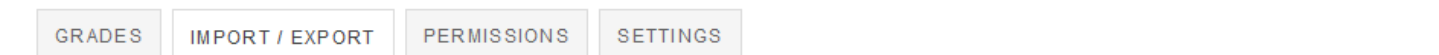


Select the **Gradebook** tool from the Tool Menu of your site.

## Click Import/Export.



## Click Browse.



### Export

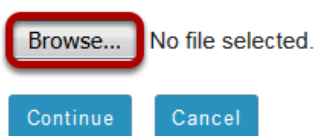
Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



### Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.



Click the **Browse** 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. Refer to the Download Gradebook export file for an example of the correct format.*

## Click Import Spreadsheet.

GRADES

IMPORT / EXPORT

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SETTINGS

---

### Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Download Gradebook

[Advanced Options](#)

### Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.

Browse...

grades.csv

Continue

Cancel

After locating and selecting your import file, click **Continue** to import the grades.



# Select the items to be imported.

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### Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

**Note:** Selecting "Update" items will override existing scores for that item.

	Title	Points	Status
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Discussion 1	10	New
<input checked="" type="checkbox"/>	Discussion 2	10	New
<input checked="" type="checkbox"/>	Discussion 3	10	New
<input checked="" type="checkbox"/>	Assignment 1	100	New
<input checked="" type="checkbox"/>	Assignment 2	100	New
<input checked="" type="checkbox"/>	Assignment 3	100	New
<input checked="" type="checkbox"/>	Quiz 1	20	New
<input checked="" type="checkbox"/>	Quiz 2	20	New
<input checked="" type="checkbox"/>	Quiz 3	20	New

If selecting new items, you will be asked to confirm their Settings on the following screen(s).

Back

Next

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, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

## New item options.

### New Item Creation (1 of 9)

Title	<input type="text" value="Discussion 1"/>		
Point value	<input type="text" value="10"/>		
	<input type="checkbox"/> Extra credit		
Due date	<input type="text" value="mm/dd/yyyy"/>		
	<input checked="" type="checkbox"/> Release item to students?		
	<input checked="" type="checkbox"/> Include item in course grade calculations?		
<div><input type="button" value="Back"/> <input checked="" type="button" value="Next"/></div>			

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 click **Next** to continue.

## Click Finish.

### Confirmation

Upon clicking **Finish**, you will be completing the following import actions:

<input type="button" value="Back"/>	<input checked="" type="button" value="Finish"/>
-------------------------------------	--

# Import confirmation.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

LINK

HELP

Gradebook Items Imported successfully!

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 14 of 14 items

Show/Hide Items

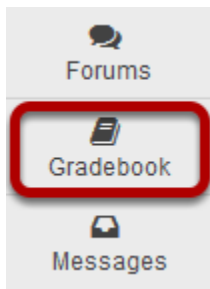
Group By Category

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 + (plus sign) or - (minus sign) 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.*

## Go to Gradebook.



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

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override.

GRADESIMPORT / EXPORTPERMISSIONSETTINGS

LINKHELP

Add Gradebook ItemAll changes saved.

All Sections/GroupsShowing 5 studentsShowing 14 of 14 itemsShow/Hide ItemsGroup By Category

Students	Course Grade	Discussions			Homework
Filter students		Introductions Total: 10 Due: -	Discussion 1 Total: 10 Due: -	Discussions	Homework 1 Total: 100 Due: -
demo_student01 (student01)	A (90.78%)		10	100%	80
demo_student02 (student02)	A (94.88%)		9	90%	95
demo_student03 (student03)	B (87.07%)		10	100%	80
demo_student04 (student04)	Course Grade Override		10	100%	100
demo_student05 (student05)	Course Grade Override Log		8	80%	

Enter override score and save.

Course Grade Override for student03 demo (student03)

To provide a final course grade override, enter the desired letter grade into the field below. You may enter both + and - grades.

Student Name	Student ID	Points	Calculated Grade	Grade Override
student03 demo	student03	357/410	B (87.07%)	A

Save Course Grade Override

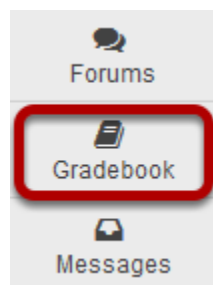
Cancel

1. Enter the new course grade to replace the autocalculated grade.

2. Click **Save Course Grade Override**.

# How do I view the course grade override log in Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of 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**.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS LINK HELP

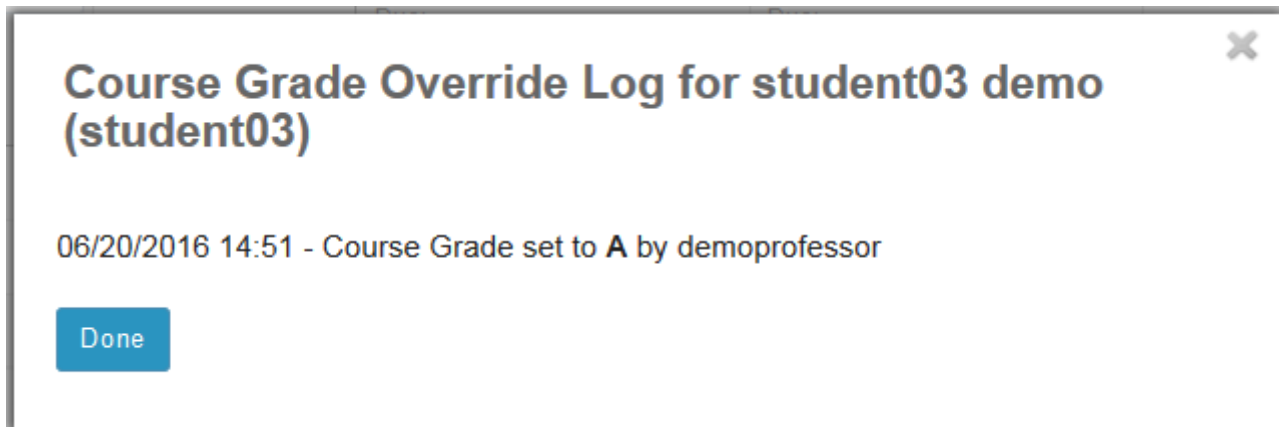
Add Gradebook Item All changes saved.

All Sections/Groups Showing 5 students Showing 14 of 14 items Show/Hide Items Group By Category

Students	Course Grade	Discussions			Homework
		Introductions Total: 10 Due: -	Discussion 1 Total: 10 Due: -	Discussions	Homework 1 Total: 100 Due: -
demo_student01 (student01)	A (90.78%)		10	100%	80
demo_student02 (student02)	A (94.88%)		9	90%	95
demo_student03 (student03)	A (87.07%)		10	100%	80
demo_student04 (student04)			10	100%	100
demo_student05 (student05)			8	80%	

Course Grade Override Log

**The log will display.**



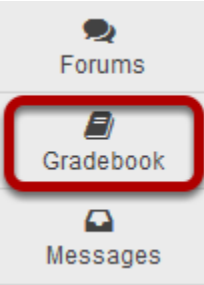
The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.



# 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.*

## Go to Gradebook.



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

## Select the down arrow in the Course Grades column.

GRADES | IMPORT / EXPORT | PERMISSIONS | SETTINGS | [LINK](#) | [HELP](#)

[Add Gradebook Item](#) | All changes saved.

All Sections/Groups ▾ | Showing 5 students | Showing 14 of 14 items | [Show/Hide Items](#) ▾ | [Group By Category](#)

Students		Discussions			Homework
Course Grade		Introductions	Discussion 1	Discussions	Homework 1
Filter students		Total: 10 Due: -	Total: 10 Due: -		Total: 100 Due: -
demo_student01			10	100%	80
demo_student02			9	90%	95
demo_student03 (student03)		A (87.07%)	10	100%	80
demo_student04 (student04)		A (96.13%)	10	100%	100
demo_student05 (student05)		B (80%)	8	80%	

## Click Set Zero Score for Empty Cells.

GRADES IMPORT / EXPORT PERMISSIONS SETTINGS LINK HELP

Add Gradebook Item All changes saved.

All Sections/Groups Showing 5 students Showing 14 of 14 items Show/Hide Items Group By Category

Students	Course Grade	Introductions	Discussion 1	Discussions	Homework 1
demo_student0			10	100%	80
demo_student02			9	90%	95
demo_student03 (student03)	A (87.07%)		10	100%	80
demo_student04 (student04)	A (96.13%)		10	100%	100
demo_student05 (student05)	B (80%)		8	80%	

## Click 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!**

**Update** Cancel

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

*Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!*

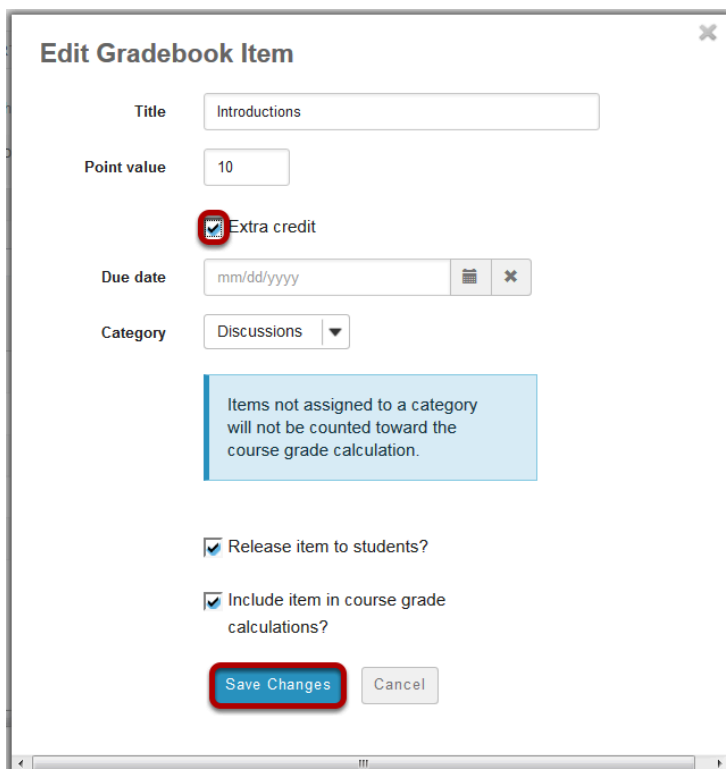
# How does extra credit work in Gradebook?

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.



**Edit Gradebook Item**

Title: Introductions

Point value: 10

☒ Extra credit

Due date: mm/dd/yyyy

Category: Discussions

Items not assigned to a category will not be counted toward the course grade calculation.

☒ Release item to students?

☒ Include item in course grade calculations?

**Save Changes** Cancel

In the Gradebook, edit the item. Then check the box next to **Extra Credit** and click **Save Changes**.

# Setting EC at the category level.

GRADESIMPORT / EXPORTPERMISSIONSSETTINGS

Settings

Grade Entry

Grade Release Rules

Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

☐ Enable drop highest

☐ Enable drop lowest

☐ Enable keep highest

Categories will only be visible if there are Gradebook Items assigned to them.

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Extra credit categories do not participate in the overall weightings.

Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

Category	Extra Credit	Gradebook Items	Remove
Discussions	<input type="checkbox"/>	2 items(s)	Remove
Homework	<input type="checkbox"/>	3 items(s)	Remove
Assignments	<input type="checkbox"/>	2 items(s)	Remove
Exams	<input type="checkbox"/>	2 items(s)	Remove
Bonus	<input checked="" type="checkbox"/>	0 items(s)	Remove

Add a category

Grading Schema

Save Changes

Cancel

In Gradebook Settings, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **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.

GRADESIMPORT / EXPORTPERMISSIONSETTINGS

LINKHELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 5 of 5 items

Show/Hide Items

Students	Course Grade	EC Quiz Total: 10 Due: -	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 10 Due: -	Quiz 3 Total: 10 Due: -	Quiz 4 Total: 10 Due: -
demo_student01 (student01)	A+ (125%) [50/40]	10	10	10	10	10
demo_student02 (student02)	0/0					
demo_student03 (student03)	0/0					
demo_student04 (student04)	0/0					
demo_student05 (student05)	0/0					

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.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

LINK

HELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 16 of 16 items

Show/Hide Items

Group By Category

Students	Course Grade	Assignments [40%]				
<div>Filter students</div>		Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	EC Assignment Total: 10 Due: -	Assignments
demo_student01 (student01)	A+ (129.17%)	10	10	10	10	100%
demo_student02 (student02)	-					-
demo_student03 (student03)	-					-
demo_student04 (student04)	-					-
demo_student05 (student05)	-					-

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.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

LINK

HELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 17 of 17 items

Show/Hide Items

Group By Category

Students	Course Grade	Quizzes				Extra Credit	
		Quizzes	EC Quiz	EC Assignment	EC Discussion	Extra Credit	
<div>Filter students</div> <div> <div>demo_student01 (student01)</div> <div>demo_student02 (student02)</div> <div>demo_student03 (student03)</div> <div>demo_student04 (student04)</div> <div>demo_student05 (student05)</div> </div>	<div>A+ (130%) [130/100]</div> <div>0/0</div> <div>0/0</div> <div>0/0</div> <div>0/0</div>	<div>100%</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>10</div> <div></div> <div></div> <div></div> <div></div>	<div>10</div> <div></div> <div></div> <div></div> <div></div>	<div>10</div> <div></div> <div></div> <div></div> <div></div>	<div>100%</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	

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.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

LINK

HELP

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 17 of 17 items

Show/Hide Items

Group By Category

Students	Course Grade	Quizzes [50%]	Extra Credit [5%]			
		Quizzes	EC Quiz	EC Assignment	EC Discussion	Extra Credit
			Total: 10 Due: -	Total: 10 Due: -	Total: 10 Due: -	
<div>demo_student01 (student01)</div>	A+ (105%)	100%	10	10	10	100%
<div>demo_student02 (student02)</div>	-	-				-
<div>demo_student03 (student03)</div>	-	-				-
<div>demo_student04 (student04)</div>	-	-				-
<div>demo_student05 (student05)</div>	-	-				-

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.

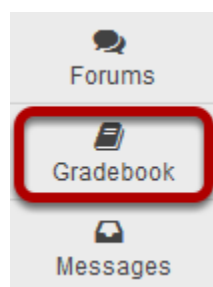
The extra credit category is worth 5% of the course grade in addition to the 100% total. Including EC, a student could potentially earn 105% of the total grade.

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 do students view their grades in the Gradebook?

## Go to Gradebook.



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

## View your grade report.

Grade Report for student01 demo

[LINK](#) [HELP](#) [Print](#)

Course Grade: A

☒ Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
<b>Assignments</b>	96.5%	0%		
Chapter Presentation	98 /100		06/08/2016	Excellent presentation. You covered the chapter well.
Assignment 1	95 /100		06/20/2016	Good work on your assignment. Please see the attached file for additional feedback.
Assignment 2			06/27/2016	
<b>Discussions</b>	100%	0%		
Discussion 1	10 /10		-	Excellent work!
Introductions			-	
<b>Exams</b>	-	0%		
Final			05/31/2016	
Midterm			05/31/2016	
<b>Homework</b>	86.67%	50%		
Homework 1	80 /100		-	
Homework 2	90 /100		-	
Homework 3	90 /100		-	Good work!

*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.*

# What are the different gradebook scenarios and which one is right for me?

There are many options for setting up your Gradebook in Sakai. Most gradebooks fall into one of the following types. Examples of each scenario are provided to help you determine which setup option is the best match for your course.

## Simple points-based Gradebook.

This type of Gradebook is a simple calculation of total points. The point value for each item is added up and the total points reflect the cumulative student grade for the course.

For more information on this scenario, see the related article: [How do I set up a simple points-based Gradebook?](#)

## Gradebook with categories for organization and/or dropping grades.

This type of Gradebook uses categories to organize items into groups. For example, you might group all of the assignments into one category, all the quizzes into another category, and so on. Optionally, once categories have been set up you have the ability to drop the lowest or keep the highest grades within a category.

For more information on this scenario, see the related article: [How do I set up a Gradebook with categories for organization and/or dropping grades.](#)

## Gradebook with weighted categories.

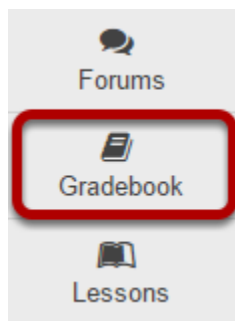
This type of Gradebook uses categories as well as weighting. For example, you might have an discussion category worth 20% of the grade, an assignments category worth 40% of the grade, and a quizzes category worth 40% of the grade.

For more information on this scenario, see the related article: [How do I set up a Gradebook with weighted categories?](#)

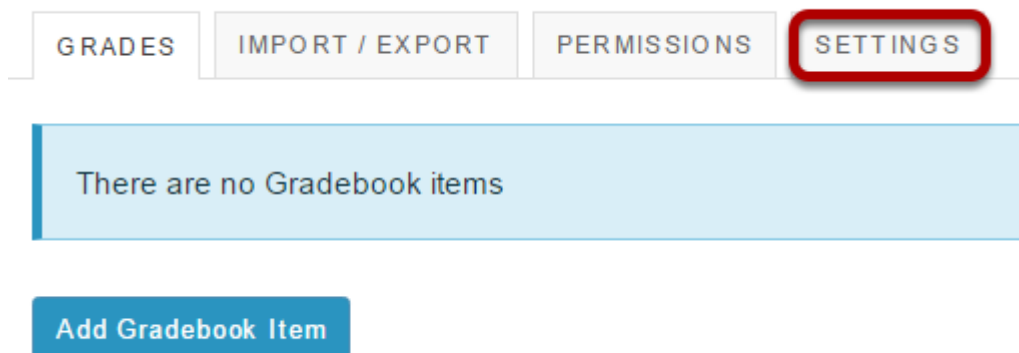
# How do I set up a simple points-based Gradebook?

In this scenario, you are setting up a simple gradebook without any categories or weighting. It provides a straightforward calculation of total points earned in the course. With this type of gradebook setup, you cannot use the Group by Category option to organize the visual layout of your gradebook items. You also cannot drop scores automatically.

## Go to Gradebook.



## Click the Settings tab.



**Click to expand the Categories and Weighting section.**



GRADES IMPORT / EXPORT PERMISSIONS SETTINGS

### Settings

[Grade Entry](#)

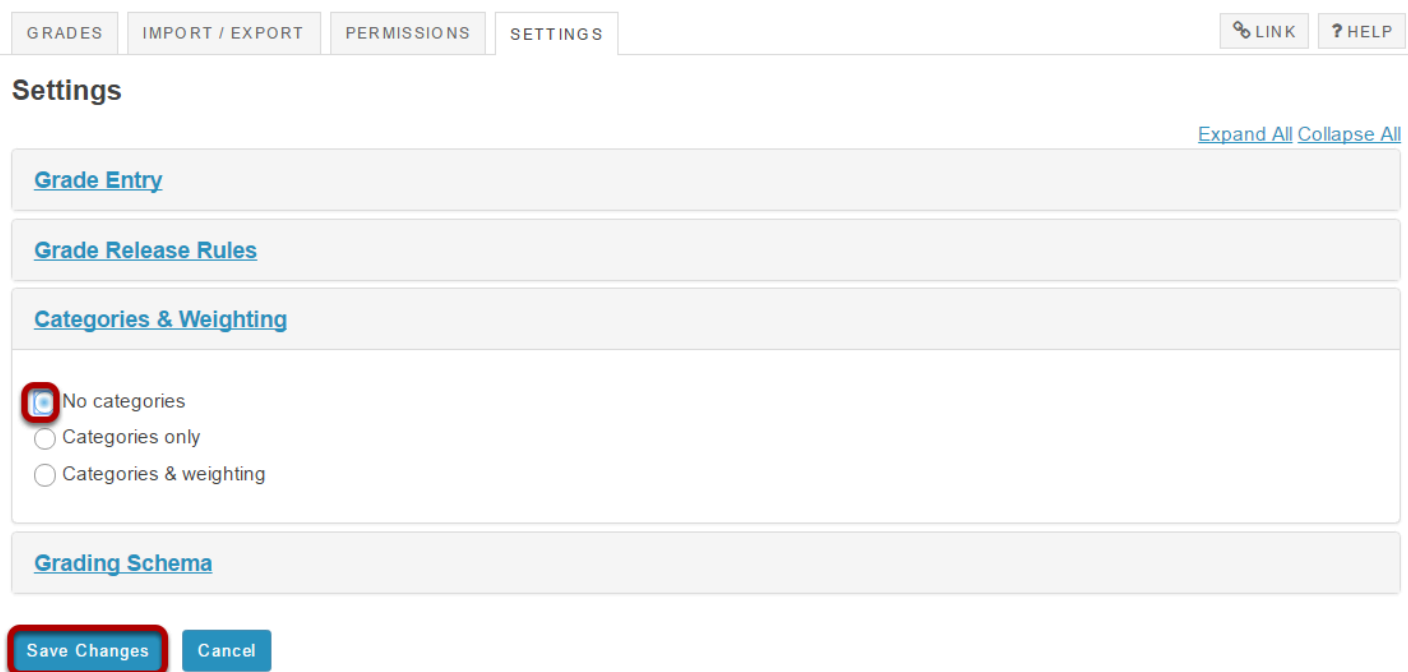
[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

Save Changes Cancel

**Select the No categories radio button and then click Save Changes.**



GRADES IMPORT / EXPORT PERMISSIONS SETTINGS LINK HELP

### Settings

[Expand All](#) [Collapse All](#)

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

☒ No categories

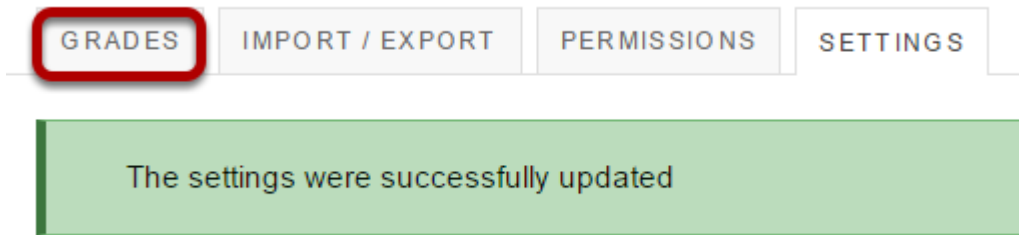
☐ Categories only

☐ Categories & weighting

[Grading Schema](#)

Save Changes Cancel

Click the Grades tab.



Click Add Gradebook Item to create items and associate them with the appropriate categories.

A screenshot of the 'Add Gradebook Item' dialog box. The dialog has a title bar with a close button (X). Inside, there are several fields and checkboxes. 1. 'Title' field: 'Homework 1' with a small icon to the right. 2. 'Point value' field: '100'. 3. 'Extra credit' checkbox: unchecked. 4. 'Due date' field: 'MM/dd/yyyy' with a calendar icon and a close icon. 5. 'Release item to students?' checkbox: checked. 6. 'Include item in course grade calculations?' checkbox: checked. 7. At the bottom, there are two buttons: 'Create' and 'Cancel'. The numbers 1 through 4 are circled and placed next to the corresponding fields or buttons to indicate the steps.

1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations** for each item.
4. Click **Create** to save the item.

*Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.*

## To test our scenario:

Grade Summary for Demo Student 1 (demostudent01)

Grade Summary

Student Review Mode

Print

Course Grade: B (88.5%) Not released to students\*

Gradebook Item	Grade	Due Date	Comments
Final	95 /100	-	
Homework 1	89 /100	-	
Homework 2	94 /100	-	
Homework 3	78 /100	-	
Homework 4	82 /100	-	
Midterm	90 /100	-	
Project 1	83 /100	-	
Project 2	88 /100	-	
Project 3	95 /100	-	
Project 4	91 /100	-	

\* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Next Student →

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 82 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

The grade calculation is  $(89+94+78+82+83+88+95+91+90+95)/1000$  points. The student's overall grade average = 88.5%.

If you try this example and don't get the same results, you might want to go back and make sure that:

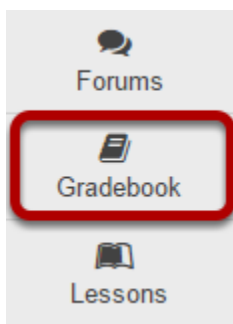
- Each gradebook item is worth 100 points.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).

- The student grades were entered correctly.

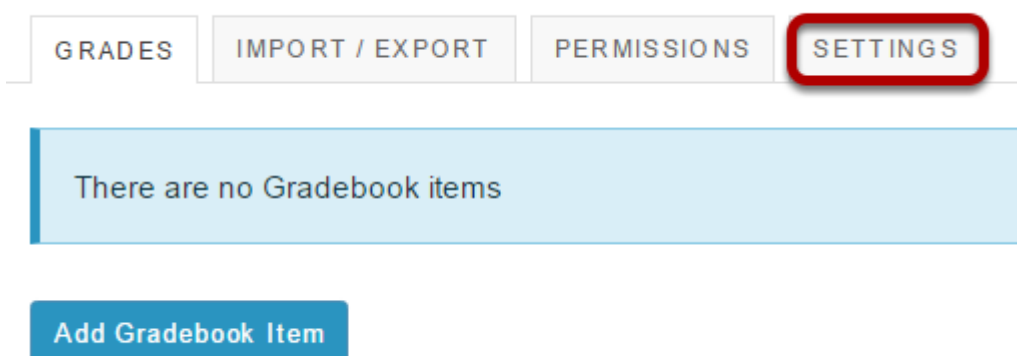
# How do I set up a Gradebook with categories for organization and/or dropping grades?

In this scenario, you are setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your gradebook items. In addition, you have the option to drop grades within categories if desired.

## Go to Gradebook.



## Click the Settings tab.





Click to expand the Categories and Weighting section.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

Settings

Grade Entry

Grade Release Rules

Categories & Weighting

Grading Schema

Save Changes

Cancel

Select the Categories only radio button.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

LINK

HELP

Settings

Expand All Collapse All

Grade Entry

Grade Release Rules

Categories & Weighting

No categories

Categories only

Categories & weighting

Enable drop highest

Enable drop lowest

Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.  
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.  
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.  
Extra credit categories do not participate in the overall weightings.  
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	Extra Credit	Gradebook Items	Remove
		<input type="checkbox"/>	0 item(s)	Remove

Add a category

Additional options will display once you select categories only.

## Enter categories.

### Categories & Weighting

☐ No categories  
☒ Categories only  
☐ Categories & weighting

☐ Enable drop highest ☐ Enable drop lowest ☐ Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.  
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.  
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.  
Extra credit categories do not participate in the overall weightings.  
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

Category	Extra Credit	Gradebook Items	Remove
Homework	<input type="checkbox"/>	0 items(s)	<button>Remove</button>
Projects	<input type="checkbox"/>	0 items(s)	<button>Remove</button>
Exams	<input type="checkbox"/>	0 items(s)	<button>Remove</button>

1

Add a category

### Grading Schema

Save Changes

Cancel

1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework, Projects, Exams.

## (Optional) Enable drop highest, drop lowest, and/or keep highest.

**Categories & Weighting**

☐ No categories

☒ Categories only

☐ Categories & weighting

☒ Enable drop highest

☒ Enable drop lowest

☒ Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.

Extra credit categories do not participate in the overall weightings.

Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Homework	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
	Projects	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
	Exams	<input type="checkbox"/>	0 items(s)	0	0	0	Remove

Add a category

**Grading Schema**

Save Changes

Cancel

If you would like to be able to drop or keep a subset of scores within categories, check the box next to **Enable drop highest**, **Enable drop lowest**, and/or **Enable keep highest**.

*Note: In order to drop items within a category, all items in that category must be worth the same point value.*

Indicate the number of items to be dropped or kept within each category.

Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

☒ Enable drop highest

☒ Enable drop lowest

☒ Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.

Extra credit categories do not participate in the overall weightings.

Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	Homework	<input type="checkbox"/>	0 items(s)	0	1	0	Remove
☰	Projects	<input type="checkbox"/>	0 items(s)	0	0	2	Remove
☰	Exams	<input type="checkbox"/>	0 items(s)	0	0	0	Remove

Add a category

Grading Schema

Save Changes

Cancel

Click Save Changes.

Save Changes

Cancel

Click the Grades tab.

GRADES

IMPORT / EXPORT

PERMISSIONS

SETTINGS

The settings were successfully updated

## Click Add Gradebook Item to create items and associate them with the appropriate categories.

**Add Gradebook Item**

1 Title

2 Point value

☐ Extra credit

Due date

3 Category 

Homework (24%)  
Uncategorized  
Homework (24%)  
Projects (26%)  
Midterm (20%)  
Final (30%)

4 ☒ Release item to students?  
☒ Include item in course grade calculations?

5

1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Project 3, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All Homework items should be assigned to the Homework category, Project items should be assigned to the Projects category, the Midterm and the Final to the Exam category.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations** for each item.
5. Click **Create** to save the item.

*Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.*

## To test our scenario:

### Grade Summary for Demo Student 1 (demostudent01)

[Grade Summary](#) [Student Review Mode](#) [Print](#)

Course Grade: B (89%) Not released to students\* ☒ Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Exams	92.5%	0%		
Final	95 /100		-	
Midterm	90 /100		-	
▼ Homework	87%	0%		
Homework 1	89 /100		-	
Homework 2	94 /100		-	
Homework 3	78 /100		-	
▼ Projects	88.67%	0%		
Project 1	83 /100		-	
Project 2	88 /100		-	
Project 3	95 /100		-	

\* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[Next Student](#)

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

**If no grades are dropped**, then the grade calculation is  $(89+94+78+83+88+95+90+95)/800$  points. The student's overall grade average = 89%.

**If the lowest 1 score is dropped in the Homework category, and the highest two scores are kept in the Projects category**, the grade calculation would be  $(89+94+88+95+90+95)/600$  points. The student's overall grade average = 91.83%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- The categories and dropped scores within categories are set up correctly.

- Each gradebook item is worth 100 points.
- Each gradebook item is assigned to the correct category.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

# How do I set up a Gradebook with categories and weighting?

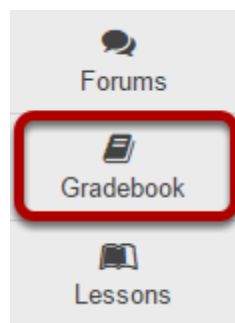
In this scenario we will pretend that you have homework, projects, a midterm, and a final to grade. You would like the weighting to be as follows:

- 3 Homework assignments - 24% of the total grade
- 2 Projects - 26%
- 1 Midterm - 20%
- 1 Final - 30%

The percentages of all the weighting must add up to 100% .

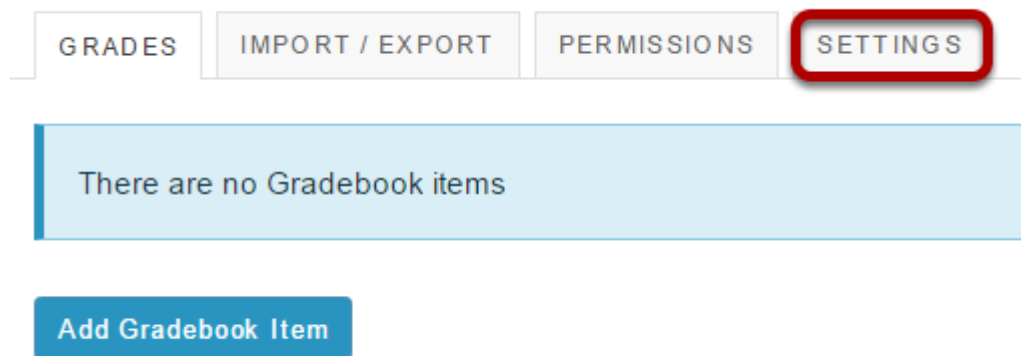
It is easiest to set up your gradebook first, and then create or add items to the gradebook. But don't worry, if you have already set up your gradebook items (homework assignments, projects,etc), you can come back and do this setup later and then assign the gradebook items to the appropriate categories. It is also easy to add categories and even change the weighting of grades at any time.

## Go to Gradebook.





**Click the Settings tab.**



**Click to expand the Categories and Weighting section.**



# Select the Categories & weighting radio button.

GRADESIMPORT / EXPORTPERMISSIONSETTINGS

LINKHELP

Settings

Expand AllCollapse All

Grade Entry

Grade Release Rules

Categories & Weighting

No categories

Categories only

Categories & weighting

Enable drop highest

Enable drop lowest

Enable keep highest

Categories will only be visible if there are Gradebook items assigned to them.  
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.  
Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together.  
Extra credit categories do not participate in the overall weightings.  
Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

Category	%	Extra Credit	Gradebook Items	Remove
	0	<input type="checkbox"/>	0 items(s)	Remove
Total: 0%	Weighting for the categories must equal 100%			

Add a category

Additional options will display once you select categories and weighting.

# Enter categories and percentage weighting.

Category	%	Extra Credit	Gradebook Items	Remove
Homework	24	<input type="checkbox"/>	3 items(s)	Remove
Projects	26	<input type="checkbox"/>	2 items(s)	Remove
Midterm	20	<input type="checkbox"/>	1 items(s)	Remove
Final	30	<input type="checkbox"/>	1 items(s)	Remove
Total: 100%				

1

Add a category

Grading Schema

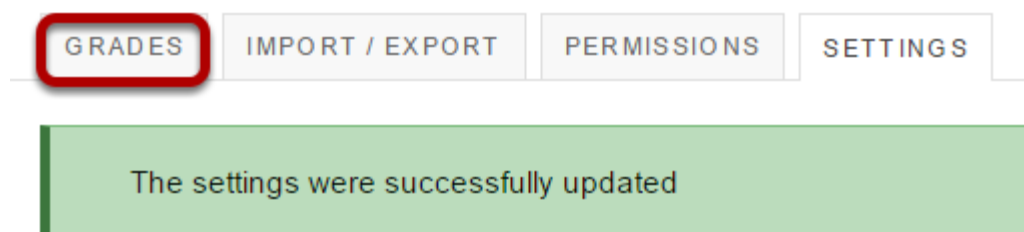
3

Save Changes

Cancel

1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework 24%, Projects 26% , Midterm 20%, and Final 30%.
3. Click **Save Changes** when you finished adding categories.

## Click the Grades tab.



## Click Add Gradebook Item to create items and associate them with the appropriate categories.

The 'Add Gradebook Item' dialog box contains the following elements:

- 1 Title:** A text input field containing 'Homework 1'.
- 2 Point value:** A text input field containing '100'.
- Extra credit:** An unchecked checkbox.
- Due date:** A date picker field showing 'mm/dd/yyyy'.
- 3 Category:** A dropdown menu with the following options: 'Homework (24%)', 'Uncategorized', 'Homework (24%)', 'Projects (26%)', 'Midterm (20%)', and 'Final (30%)'. A tooltip is visible next to the dropdown, stating 'to a category toward the calculation.'.
- 4 Release item to students?:** A checked checkbox.
- Include item in course grade calculations?:** A checked checkbox.
- 5 Create / Cancel:** Two buttons at the bottom.

1. You will end up adding 7 gradebook items: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Midterm, Final. The title for the first item is shown in the image above.
2. For the sake of this example we will assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All three Homework items should be assigned to the Homework category, both Project items should be assigned

to the Projects category, the Midterm to the Midterm category, and the Final to the Final category. It may not feel intuitive to have categories with only one gradebook item but having all the grades accounted for at the category level is what allows us to control the weighting.

4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations** for each item.
5. Click **Create** to save the item.

*Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.*

## To test our scenario:

Grade Summary for student01 (student01)

Grade Summary

Student Review Mode

Print

Course Grade: B+ (89.61%) Not released to students\*

☒ Group By Category
 [Expand All](#)
[Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	95%	30%		
Final	95 / 100		-	
▼ Homework	87%	24%		
Homework 1	89 / 100		-	
Homework 2	94 / 100		-	
Homework 3	78 / 100		-	
▼ Midterm	90%	20%		
Midterm	90 / 100		-	
▼ Projects	85.5%	26%		
Project 1	83 / 100		-	
Project 2	88 / 100		-	

\* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".
 [Next Student](#)

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically calculate the weighting for you. In this case the final score is 89.61%

How does it come up with 89.61%?

- The average of the homework is  $(89+94+78)/300$  points possible. Total = 87%
- The average of projects is  $(83+88)/200$  points possible. Total = 85.5%
- Midterm and Final only have one grade in those categories, therefore the category average is equal to the score / points possible (90 / 100 and 95 / 100 respectively).

Now apply the weighting:

- $(.87 \text{ homework} * .24 \text{ weighting}) = .2088$
- $(.8550 \text{ projects} * .26 \text{ weighting}) = .2223$
- $(.9 \text{ midterm} * .20 \text{ weighting}) = .18$
- $(.95 \text{ final} * .30 \text{ weighting}) = .2850$
- Add them up =  $.8961 = 89.61\%$

If you try this example and don't get the same results you might want to go back and make sure that:

- The category weighting is set up with the scenario percentages.
- That each gradebook item is assigned to the correct category.
- That each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

# Gradebook Classic

# What is Gradebook Classic?

Gradebook Classic is a tool for instructors to calculate and store grade information and distribute it to students online. (This tool was formerly known as Gradebook, prior to the addition of a new core gradebook tool in Sakai.)

Instructors can view information in Gradebook Classic in different ways, including an item summary for each course, item detail, all grade listing, course grade listing, gradebook setup, and course grade options.

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 Classic is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using Gradebook Classic, 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.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

**To access this tool, select Gradebook Classic from the Tool Menu of your site.**

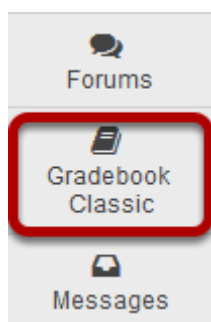




# How do I set up my Gradebook Classic?

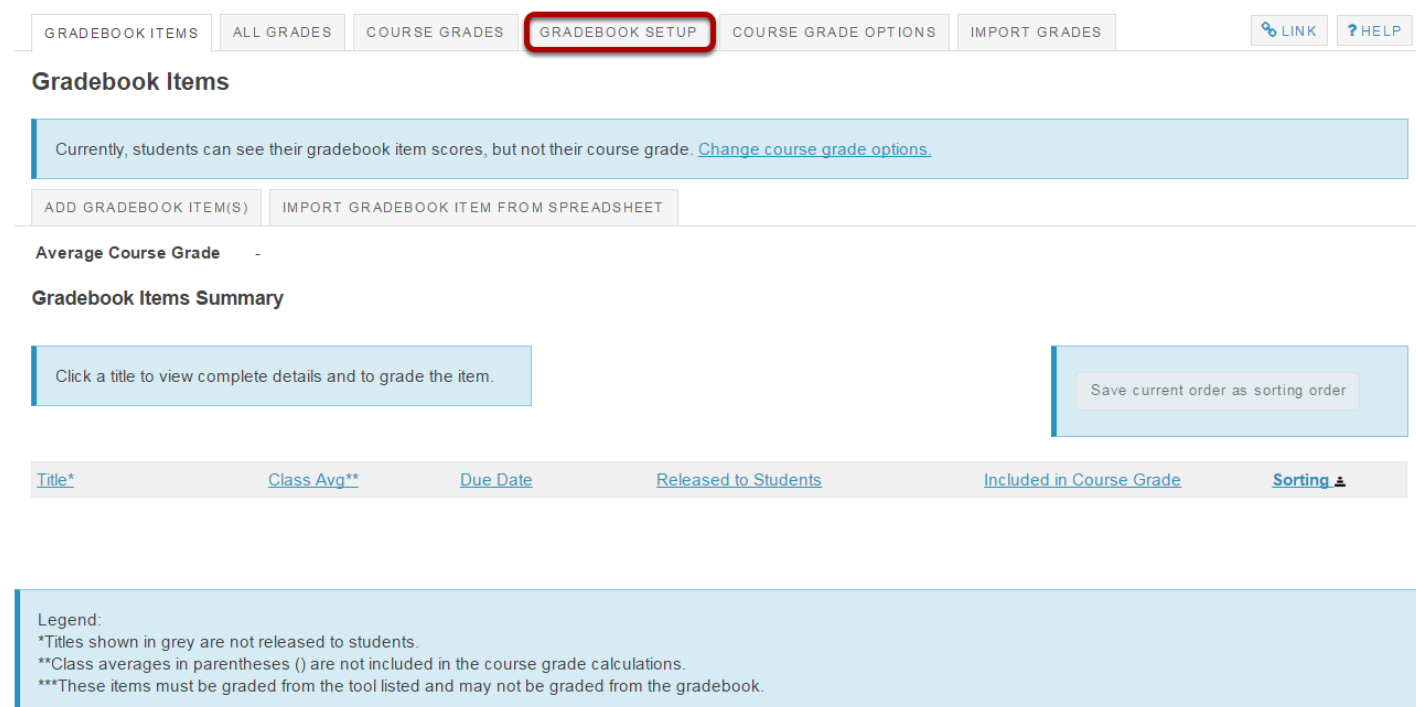
The Gradebook Classic (formerly known as Gradebook) is the hub for all graded activities and points earned in your site.

## Go to Gradebook Classic.



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

## Click Gradebook Setup.

A screenshot of the Gradebook Classic interface. At the top, there is a navigation bar with tabs: 'GRADEBOOK ITEMS', 'ALL GRADES', 'COURSE GRADES', 'GRADEBOOK SETUP' (highlighted with a red box), 'COURSE GRADE OPTIONS', and 'IMPORT GRADES'. To the right of these tabs are 'LINK' and 'HELP' buttons. Below the tabs, the 'Gradebook Items' section contains a message: 'Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)'. Below this message are two buttons: 'ADD GRADEBOOK ITEM(S)' and 'IMPORT GRADEBOOK ITEM FROM SPREADSHEET'. Further down, there is a section for 'Average Course Grade' showing a dash '-'. Below that is the 'Gradebook Items Summary' section, which includes a button 'Click a title to view complete details and to grade the item.' and another button 'Save current order as sorting order'. At the bottom, there is a table header with columns: 'Title\*', 'Class Avg\*\*', 'Due Date', 'Released to Students', 'Included in Course Grade', and 'Sorting ▲'. A legend box at the very bottom explains the symbols: 'Legend: \*Titles shown in grey are not released to students. \*\*Class averages in parentheses () are not included in the course grade calculations. \*\*\*These items must be graded from the tool listed and may not be graded from the gradebook.'

Click on **Gradebook Setup**.

# Gradebook setup options.

GRADEBOOK ITEMS

ALL GRADES

COURSE GRADES

GRADEBOOK SETUP

COURSE GRADE OPTIONS

IMPORT GRADES

## Gradebook Setup

\* means required

1

### Grade Entry

How will graders enter grades into this gradebook?

☒ Points

☐ Percentages

2

### Gradebook Items Display

☒ Display released Gradebook Items to students

You can release a gradebook item when creating or editing the gradebook item.

3

### Categories & Weighting

☒ No categories

☐ Categories only

☐ Categories & Weighting

Save Changes Cancel

There are three different options in Gradebook setup.

- Grade entry:** You can select either a **Points** based gradebook or a **Percentage** based gradebook, depending on your preferred method for entering grades.
- Gradebook Items Display:** Check this box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
- Categories & 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.

**Categories & Weighting**

---

☐ No categories

**1** ☒ **Categories only**

☐ Categories & Weighting

☐ Enable Drop Highest ☐ Enable Drop Lowest ☐ Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	Extra Credit	Gradebook Items	Remove
<b>2</b> <input type="text" value="Total Points"/>	<input type="checkbox"/>	0 item(s)	<a href="#">Remove</a>
<b>3</b> <a href="#">Add a Category</a>			
<b>4</b> <input type="button" value="Save Changes"/>	<input type="button" value="Cancel"/>		

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.
4. Click **Save** to save your settings.

# Adding weighting.

**Categories & Weighting**

☐ No categories  
☐ Categories only  
**1** ☒ **Categories & Weighting**

☐ Enable Drop Highest ☐ Enable Drop Lowest ☐ Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	<a href="#">Remove</a>
2 Assignments	30	<b>3</b> <input type="checkbox"/>	0 item(s)	<a href="#">Remove</a>
Discussions	20	<input type="checkbox"/>	0 item(s)	<a href="#">Remove</a>
Exams	30	<input type="checkbox"/>	0 item(s)	<a href="#">Remove</a>

[Add a Category](#)  
Running Total 100.00%  
Needed Total 0.00%

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.

## Categories & Weighting

- ☐ No categories  
☐ Categories only  
☒ Categories & Weighting

☒ Enable Drop Highest ☒ Enable Drop Lowest ☒ Enable Keep Highest

1

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	1	0	<a href="#">Remove</a>
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	5	<a href="#">Remove</a>
Discussions	20	<input type="checkbox"/>	0 item(s)	0	1	0	<a href="#">Remove</a>
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	4	<a href="#">Remove</a>

[Add a Category](#)

Running Total 100.00%

Needed Total 0.00%

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. You will notice that unavailable choices are grayed out. For example, you cannot both keep and drop items in the same category, so entering a number for one of these makes the other unavailable.

*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.

Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Quizzes	20	<input type="checkbox"/>	0 item(s)	0	1	0	<a href="#">Remove</a>
Assignments	30	<input type="checkbox"/>	0 item(s)	0	0	5	<a href="#">Remove</a>
Discussions	20	<input type="checkbox"/>	0 item(s)	0	1	0	<a href="#">Remove</a>
Exams	30	<input type="checkbox"/>	0 item(s)	0	0	4	<a href="#">Remove</a>
Extra Credit	5	<input checked="" type="checkbox"/>	0 item(s)	0	0	0	<a href="#">Remove</a>

[Add a Category](#)  
Running Total100.00%  
Needed Total 0.00%

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 within any category may be designated as extra credit.*

# Save your changes.

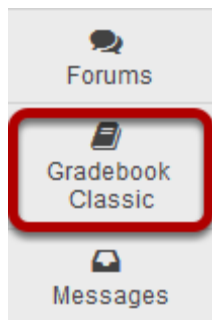
Save Changes

Cancel

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.

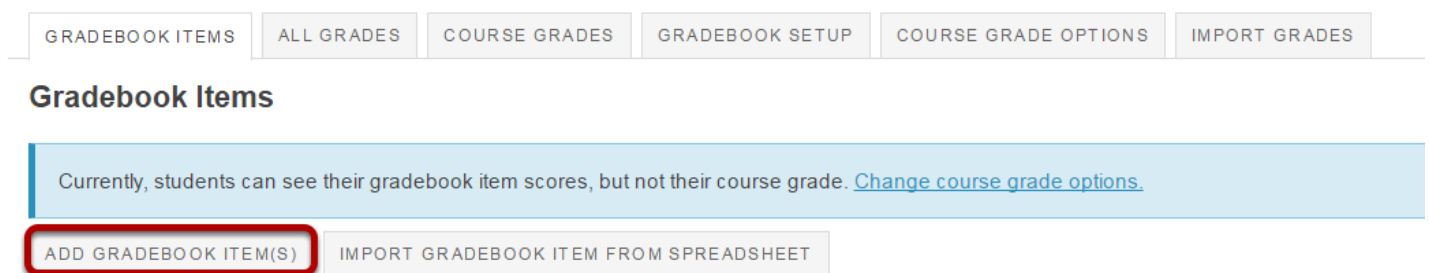
# How do I add items to Gradebook Classic?

## Go to Gradebook Classic.



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

## Click the Add Gradebook Item(s) button.



*Note: Assignments, 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

Click the **Add Gradebook Items(s)** button to manually add items to your gradebook.

# Item settings.

GRADEBOOK ITEMS | ALL GRADES | COURSE GRADES | GRADEBOOK SETUP | COURSE GRADE OPTIONS | IMPORT GRADES

[Gradebook Items](#) > Add Gradebook Item(s)

Submit this form to add gradebook item(s) to the gradebook.

\* means required

Title \*

Gradebook Item Point Value \*

☐ Extra Credit

Due Date (mm/d)

Category

Items not assigned to a category

☒ Release this item to Students

☒ Include this item in course grade calculations

[Add Another Gradebook Item](#)

March 2016

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

Today is 03/25/16

course grade calculation.

1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Gradebook Item 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 **Add Item(s)** button to save your changes.

*Tip: If you would like to add more than one item at a time, you may also click on the **Add Another Gradebook Item** link to add multiple items.*



# View gradebook items.

GRADEBOOK ITEMS ALL GRADES COURSE GRADES GRADEBOOK SETUP COURSE GRADE OPTIONS IMPORT GRADES LINK HELP

## Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

ADD GRADEBOOK ITEM(S) IMPORT GRADEBOOK ITEM FROM SPREADSHEET

### Average Course Grade

☒ Gradebook item Bonus Points has been updated.

### Gradebook Items Summary

Click a title to view complete details and to grade the item.

Save current order as sorting order

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting ▲	Grade Editor***
▼ Assignments (Keep 5 Highest)	-	30%					
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-	Apr 1, 2016	Yes	Yes	1 ▼	from Assignments
<a href="#">Assignment 2 (Extra Credit)</a>	<a href="#">Edit</a>	-	Apr 8, 2016	Yes	Yes	2 ▲ ▼	from Assignments
<a href="#">Assignment 3</a>	<a href="#">Edit</a>	-	Apr 22, 2016	Yes	Yes	3 ▲	from Assignments
▼ Discussions (Drop 1 Lowest)	-	20%					
<a href="#">Discussion Post 1</a>	<a href="#">Edit</a>	-	Mar 31, 2016	Yes	Yes	1 ▼	
<a href="#">Discussion Post 2</a>	<a href="#">Edit</a>	-	Apr 7, 2016	Yes	Yes	2 ▲ ▼	
<a href="#">Discussion Post 3</a>	<a href="#">Edit</a>	-	Apr 14, 2016	Yes	Yes	3 ▲	
▼ Exams (Keep 4 Highest)	-	30%					
<a href="#">Exam 1</a>	<a href="#">Edit</a>	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
<a href="#">Exam 2</a>	<a href="#">Edit</a>	-	-	Yes	Yes	2 ▲ ▼	from Tests & Quizzes
<a href="#">Exam 3</a>	<a href="#">Edit</a>	-	-	Yes	Yes	3 ▲	from Tests & Quizzes
▼ Extra Credit (Extra Credit)	-	5%					
<a href="#">Bonus Points</a>	<a href="#">Edit</a>	-	-	No	No	1	
▼ Quizzes (Drop 1 Lowest)	-	20%					
<a href="#">Quiz 1</a>	<a href="#">Edit</a>	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
<a href="#">Quiz 2</a>	<a href="#">Edit</a>	-	-	Yes	Yes	2 ▲ ▼	from Tests & Quizzes
<a href="#">Quiz 3</a>	<a href="#">Edit</a>	-	-	Yes	Yes	3 ▲	from Tests & Quizzes

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Gradebook** tool landing page.

Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will be highlighted and the origin of the item will be noted in the **Grade Editor** column on the far right.

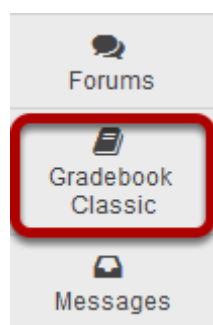
Also, notice that any items which are not released to students will appear in grey text.

# How do I enter and/or edit grades in Gradebook Classic?

Gradebook Classic 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 Classic interface.

*Note: Grades that are being sent to Gradebook Classic 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 Gradebook Classic.*

## Go to Gradebook Classic.



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

# Select the gradebook item.

GRADEBOOK ITEMS
ALL GRADES
COURSE GRADES
GRADEBOOK SETUP
COURSE GRADE OPTIONS
IMPORT GRADES
LINK
HELP

## Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

ADD GRADEBOOK ITEM(S)
IMPORT GRADEBOOK ITEM FROM SPREADSHEET

Average Course Grade -

☒ Gradebook item Bonus Points has been updated.

### Gradebook Items Summary

Click a title to view complete details and to grade the item.
Save current order as sorting order

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting ▲	Grade Editor**
▼ Assignments (Keep 5 Highest)	-	30%					
<a href="#">Assignment 1</a>	<a href="#">Edit</a>	-	Apr 1, 2016	Yes	Yes	1 ▼	from Assignments
<a href="#">Assignment 2 (Extra Credit)</a>	<a href="#">Edit</a>	-	Apr 8, 2016	Yes	Yes	2 ▲ ▼	from Assignments
<a href="#">Assignment 3</a>	<a href="#">Edit</a>	-	Apr 22, 2016	Yes	Yes	3 ▲	from Assignments
▼ Discussions (Drop 1 Lowest)	-	20%					
<a href="#">Discussion Post 1</a>	<a href="#">Edit</a>	-	Mar 31, 2016	Yes	Yes	1 ▼	
<a href="#">Discussion Post 2</a>	<a href="#">Edit</a>	-	Apr 7, 2016	Yes	Yes	2 ▲ ▼	
<a href="#">Discussion Post 3</a>	<a href="#">Edit</a>	-	Apr 14, 2016	Yes	Yes	3 ▲	
▼ Exams (Keep 4 Highest)	-	30%					
<a href="#">Exam 1</a>	<a href="#">Edit</a>	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
<a href="#">Exam 2</a>	<a href="#">Edit</a>	-	-	Yes	Yes	2 ▲ ▼	from Tests & Quizzes
<a href="#">Exam 3</a>	<a href="#">Edit</a>	-	-	Yes	Yes	3 ▲	from Tests & Quizzes
▼ Extra Credit (Extra Credit)	-	5%					
<a href="#">Bonus Points</a>	<a href="#">Edit</a>	-	-	No	No	1	
▼ Quizzes (Drop 1 Lowest)	-	20%					
<a href="#">Quiz 1</a>	<a href="#">Edit</a>	-	-	Yes	Yes	1 ▼	from Tests & Quizzes
<a href="#">Quiz 2</a>	<a href="#">Edit</a>	-	-	Yes	Yes	2 ▲ ▼	from Tests & Quizzes
<a href="#">Quiz 3</a>	<a href="#">Edit</a>	-	-	Yes	Yes	3 ▲	from Tests & Quizzes

You will see a listing of all the existing gradebook items in your course.

Select the gradebook item for which you would like to enter grades by clicking on the title of the item, in this example we have selected the **Discussion Post 1** item.

*Note: Items highlighted in yellow are being sent to the Gradebook from other tools, as indicated in the "Grade Editor" column. You cannot edit those grades from the Gradebook, although you can view them from here,*

# Enter grades.

GRADEBOOK ITEMSALL GRADESCOURSE GRADESGRADEBOOK SETUPCOURSE GRADE OPTIONSIMPORT GRADES

[Gradebook Items](#) > Discussion Post 1

Gradebook Item Summary

< Save and View Previous Gradebook ItemReturn to Gradebook ItemsSave and View Next Gradebook Item >

Title

Discussion Post 1

Points

10

Class average for scores entered

—

Category

Discussions

Due Date

—

Options

[Edit Gradebook item settings](#)  
[Remove Gradebook item from gradebook](#)

Grading Table

ViewAll Sections/Groups

Student NameFindClear

Showing 1 to 5 of 5 students

Save ChangesClear Changes

Student Name	Student ID	Log	Points	Comments	Edit
<a href="#">demo_student01</a>	student01		10		
<a href="#">demo_student02</a>	student02		9		
<a href="#">demo_student03</a>	student03		10		
<a href="#">demo_student04</a>	student04		10		
<a href="#">demo_student05</a>	student05		8		

Save ChangesClear Changes


A summary of the gradebook item and the points possible will display at the top. You will also see a list of all the students enrolled and active in your site.

*Note: You may also filter the gradebook to view students by:*


- 1. Sections/Groups
- 2. Student Name
- 3. Viewing a certain number of students at a time

Enter grades by typing the scores into the **Points** column.

# Click Edit next to Comments.

Student Name 	Student ID	Log	Points	Comments
<a href="#">demo_student01</a>	student01		<input type="text" value="10"/>	<div>Edit &gt;&gt;</div>
<a href="#">demo_student02</a>	student02		<input type="text" value="9"/>	
<a href="#">demo_student03</a>	student03		<input type="text" value="10"/>	
<a href="#">demo_student04</a>	student04		<input type="text" value="10"/>	
<a href="#">demo_student05</a>	student05		<input type="text" value="8"/>	

Student Name 	Student ID	Log	Points	Comments
<a href="#">demo_student01</a>	student01		<input type="text" value="10"/>	<div></div>
<a href="#">demo_student02</a>	student02		<input type="text" value="9"/>	
<a href="#">demo_student03</a>	student03		<input type="text" value="10"/>	
<a href="#">demo_student04</a>	student04		<input type="text" value="10"/>	
<a href="#">demo_student05</a>	student05		<input type="text" value="8"/>	

If you would like to enter additional comments along with the score, click the **Edit** button to expand the Comments section. You may then enter your comments into the text areas provided.

# Save changes.

Save Changes

Clear Changes






Student Name ▲	Student ID	Log	Points	Comments
<a href="#">demo_student01</a>	student01		<div>10</div>	<div>Excellent work!</div>
<a href="#">demo_student02</a>	student02		<div>9</div>	<div>Nice job.</div>
<a href="#">demo_student03</a>	student03		<div>10</div>	<div>Excellent work!</div>
<a href="#">demo_student04</a>	student04		<div>10</div>	<div>Excellent work!</div>
<a href="#">demo_student05</a>	student05		<div>8</div>	<div>Good.</div>

Save Changes

Clear Changes

Don't forget to save your changes! The **Save Changes** button appears both at the top and the bottom of the page.

# View grade Log.

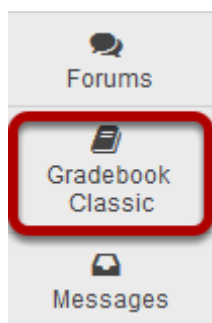
Student Name	Student ID	Log	Points	Comments
<a href="#">demo_student01</a>	student01		10	Excellent work!
<a href="#">demo_student02</a>	student02		9	Nice job.
<a href="#">demo_student03</a>	student03		10	Excellent work!
<a href="#">demo_student04</a>	student04		10	Excellent work!
<a href="#">demo_student05</a>	student05		8	Good.

Notice that once you have saved your grades, a Log icon will appear in the Log column. If you click on the icon, a pop-up window will display the date, score, and name of the user that entered the grade,

# How do I export grades from Gradebook Classic?

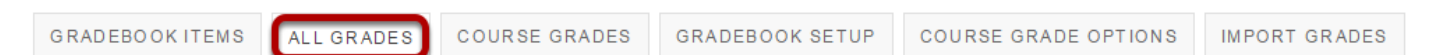
There are two locations in Gradebook Classic where you can export grades: from **All Grades** or from **Course Grades**.

## Go to Gradebook Classic.

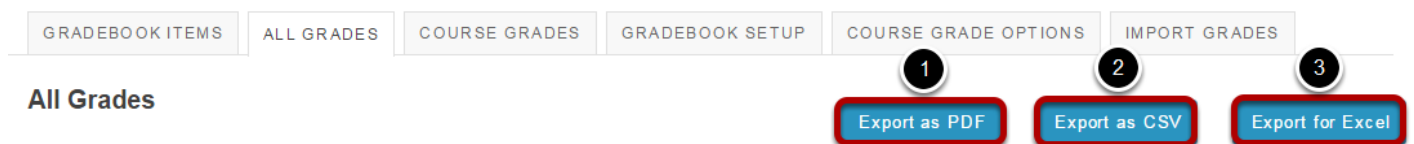


Select the **Gradebook Classic** tool from the Tool Menu of your site.

## Click All Grades.



## Select your export format.



All Grades will take you to a spreadsheet-style view of your student grades with all of the individual gradebook items shown. You have three format options for exporting the student grade data. Click on the button for your preferred export format.

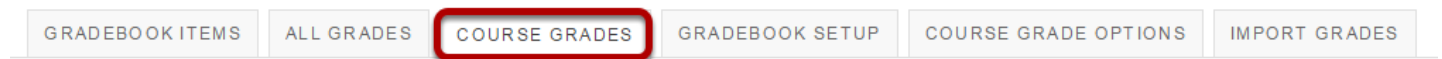
1. **Export as PDF:** This will create a printer-friendly PDF document of your gradebook.



2. **Export as CSV:** This will create a comma separated variable (CSV) file that can be opened in any spreadsheet program, or text editor.
3. **Export for Excel:** This will create a Microsoft Excel format file that will open in Excel for editing/printing.

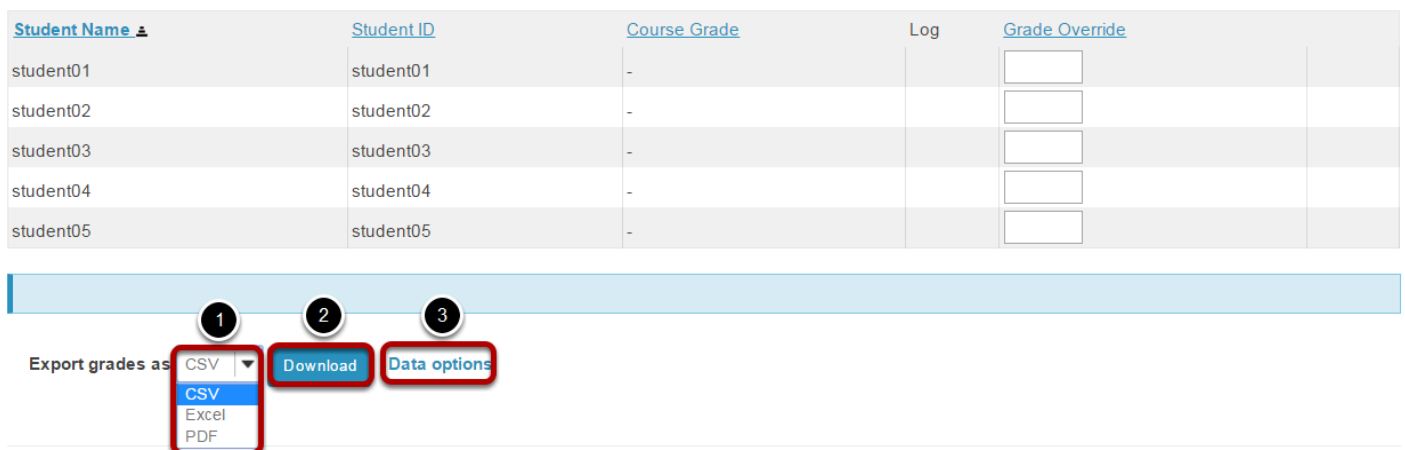
The export file will download to your local computer.

## Click Course Grades.



If you would prefer to export final grade and score adjustments, click the **Course Grades** button instead.

## Choose your export options.



In the Course Grades screen, you also have several options:

1. Choose the desired export format from the **Export grades as** drop-down menu. You may choose from PDF, CSV, or Excel.
2. Click the **Download** button to download the export file to your computer.
3. You may also click **Data Options** to modify the settings for the data that will be included in the export.

## Data Options.

<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	X
<input type="checkbox"/> Points	<input type="checkbox"/> Calculated Grade	
<input type="checkbox"/> Last Log Date	<input type="checkbox"/> Grade Override	
<input checked="" type="checkbox"/> Course Grade		

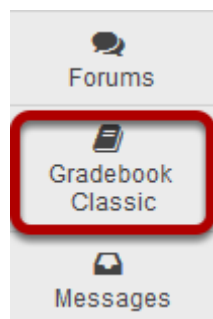
If you click **Data Options**, you will be able to choose which items to include in the export.

- Student Name
- Student ID
- Calculated Grade
- Points
- Last Log Date
- Grade Override
- Course Grade

Check the boxes for the items you would like to include.

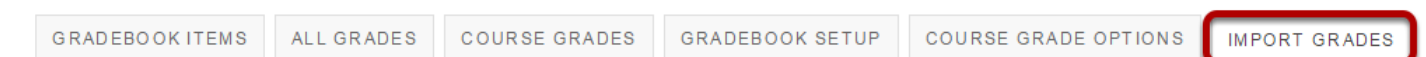
# How do I import grades into Gradebook Classic?

## Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

## Click Import Grades.





## Click Choose File.



### Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:

#### 1. Download Spreadsheet Template

 [Download Spreadsheet Template for Excel -or-](#)  [Download Spreadsheet Template as CSV](#)

#### 2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

#### 3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename \*  [Choose File](#)

[Import Spreadsheet](#)

Click 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 an Excel or CSV file and contain the appropriate student and gradebook item data. Refer to the links to **Download Spreadsheet Template** for the correct file format.*

## Click Continue to upload the file.

Upload a spreadsheet (csv or xls format) to Loading Dock

Your Spreadsheet file must be saved in csv or xls format.  
One column of your file must contain individual's usernames.  
The first row of your file must contain headings for the columns. Click "Continue" when done.

Items to attach	Remove?
gradebook-DAC-EDUCATION-DEPT1-SUBJ1-101-3-25-16.xls	<a href="#">✕ Remove</a>

Upload local file

Choose File

No file chosen

or a URL (link to website) 

Add

Continue

Cancel

Select a resource

Location: DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

Title	Actions
DAC-EDUCATION-DEPT1-SUBJ1-101	
<a href="#">▶ Show other sites</a>	

Continue

Cancel

# Click Import Spreadsheet.

GRADEBOOK ITEMS

ALL GRADES

COURSE GRADES

GRADEBOOK SETUP



COURSE GRADE OPTIONS

IMPORT GRADES

## Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps

### 1. Download Spreadsheet Template

 [Download Spreadsheet Template for Excel](#) -or-  [Download Spreadsheet Template as CSV](#)

### 2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

### 3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename \*

After selecting your import file, click **Import Spreadsheet** to import the grades.

# Verify the import.

GRADEBOOK ITEMS

ALL GRADES

COURSE GRADES

GRADEBOOK SETUP

COURSE GRADE OPTIONS

IMPORT GRADES

Verify Grade Import

You are importing a spreadsheet file with:  
13 gradebook item(s)  
5 students

Below is a display of the contents of your spreadsheet. If it is not correct, click the Back button, make changes to your file, and import it again.

Student Name	Student ID	Assignment 1 [100]	Assignment 2 [100]	Assignment 3 [100]	Discussion Post 1 [10]	Discussion Post 2 [10]	Discussion Post 3 [10]
student01	student01				10	8	9
student02	student02				9	8	8
student03	student03				8	9	8
student04	student04				10	10	10
student05	student05				7	10	8

OK

Back

The import data will be previewed for you. If everything looks correct, click **OK** to verify the data. (If you notice any errors, click **Back** to abort the import process.)

# Confirmation message.



GRADEBOOK ITEMS	ALL GRADES	COURSE GRADES	GRADEBOOK SETUP	COURSE GRADE OPTIONS	IMPORT GRADES
-----------------	------------	---------------	-----------------	----------------------	---------------

## Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:

✔ Your spreadsheet has imported successfully

### 1. Download Spreadsheet Template

 [Download Spreadsheet Template for Excel](#) -or-  [Download Spreadsheet Template as CSV](#)

### 2. Edit Spreadsheet

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv or xls file.

### 3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

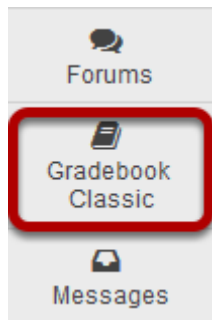
Filename \*

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 Classic?

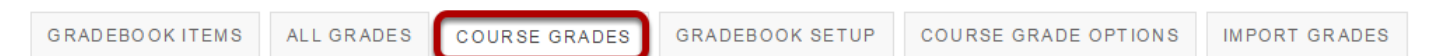
*Note: When manually entering a course grade, you must use the appropriate grade type for the gradebook in which you are working. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) 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.*

## Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

## Click Course Grades.





# Enter override score.

View

All Sections/Groups

Student Name

Find

Clear

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	A (95%)		
student02	student02	B (85%)		B+
student03	student03	B (85%)		B+
student04	student04	A+ (100%)		
student05	student05	B+ (88.5%)		A

Export grades as

CSV

Download

Data options

2

Save Changes

Clear Changes

Set Ungraded Items to Zero

Grade Log: student05

3/25/16 3:34:54 PM Grade Set to A by Demo Professor

You will see a list of enrolled students and their calculated course grades. In the "Grade Override" column.

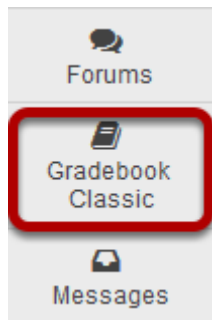
1. Enter the new course grade(s) to replace the autocalculated grade(s)
2. Click **Save Changes**.

*Note: Once you save the grade override, a log icon will appear next to each modified grade which displays the time, date, grade information, and name of the person who changed the grade manually.*

# How do I set all ungraded items to zero in Gradebook Classic?

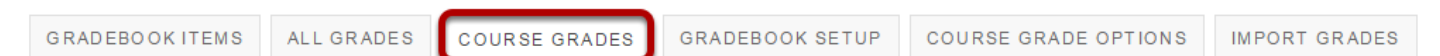
*Note: The Gradebook Classic tool does not include gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of 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 in one step from Gradebook Classic.*

## Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

## Click Course Grades.



# Click Set Ungraded Items to Zero.

View

All Sections/Groups

Student Name

Find

Clear

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	A (95%)		
student02	student02	B (85%)	<div>LOG</div>	B+
student03	student03	B (85%)	<div>LOG</div>	B+
student04	student04	A+ (100%)		
student05	student05	B+ (88.5%)	<div>LOG</div>	A

Export grades as

CSV

Download

Data options

Save Changes

Clear Changes

Set Ungraded Items to Zero

# Click Continue.

Set Ungraded Items to Zero

LINK

HELP

\* WARNING: Clicking continue will assign a grade of zero to all ungraded items in this gradebook.

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.

Continue

Cancel

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Continue**.

*Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing.*

# How does extra credit work in Gradebook Classic?

The extra credit (EC) feature in the Gradebook Classic tool 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 Classic?](#) or [How do I add items to Gradebook Classic?](#)

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible in the gradebook. 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: You cannot make individual items "extra credit" if they are within an extra credit category.*

## Setting EC at the item level.

GRADEBOOK ITEMS

ALL GRADES

COURSE GRADES

GRADEBOOK SETUP

COURSE GRADE OPTIONS

IMPORT GRADES

[Gradebook Items](#) > Edit: EC Quiz

\* means required

Title \*

EC Quiz

Gradebook Item Point Value \*

10

☒ Extra Credit

Due Date (mm/dd/yy)

☒ Release this item to Students

☒ Include this item in course grade calculations

Save Changes

Cancel

In Gradebook Items, edit the item. Then check the box next to **Extra Credit** and click **Save Changes**.

# Setting EC at the category level.

GRADEBOOK ITEMS

ALL GRADES

COURSE GRADES

GRADEBOOK SETUP

COURSE GRADE OPTIONS

IMPORT GRADES

Gradebook Setup

\* means required

Grade Entry

How will graders enter grades into this gradebook?

Points

Percentages

Gradebook Items Display

Display released Gradebook items to students

You can release a gradebook item when creating or editing the gradebook item.

Categories & Weighting

No categories

Categories only

Categories & Weighting

Enable Drop Highest

Enable Drop Lowest

Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Assignments	30	<input type="checkbox"/>	3 item(s)	<a href="#">Remove</a>
Discussions	20	<input type="checkbox"/>	3 item(s)	<a href="#">Remove</a>
Exams	30	<input type="checkbox"/>	3 item(s)	<a href="#">Remove</a>
Extra Credit	5	<input checked="" type="checkbox"/>	1 item(s)	<a href="#">Remove</a>
Quizzes	20	<input type="checkbox"/>	3 item(s)	<a href="#">Remove</a>

Add a Category

Running Total100%

Needed Total 0%

Save Changes

Cancel

In Gradebook Setup, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **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.

### Grade Report for student01

[LINK](#) [? HELP](#)

[Return to Instructor's View of Grades for student01](#)

Course Grade **A (125%)**

#### Gradebook Items

<a href="#">Title</a>	<a href="#">Due Date</a> 	<a href="#">Grade*</a>	Comments
EC Quiz (Extra Credit)	-	10/10	
Quiz 1	-	10/10	
Quiz 2	-	10/10	
Quiz 3	-	10/10	
Quiz 4	-	10/10	

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. 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.

### Grade Report for student01

[LINK](#) [HELP](#)

[Return to Instructor's View of Grades for student01](#)

Course Grade A (129.16%)

#### Gradebook Items

Title	Due Date	Grade*	Weight	Comments
▼ Assignments		133.33%	40%	
Assignment 1	-	10/10		
Assignment 2	-	10/10		
Assignment 3	-	10/10		
EC Assignment (Extra Credit)	-	10/10		
▼ Discussions		133.33%	10%	
Discussion Post 1	-	10/10		
Discussion Post 2	-	10/10		
Discussion Post 3	-	10/10		
EC Discussion (Extra Credit)	-	10/10		
▼ Quizzes		125%	50%	
EC Quiz (Extra Credit)	-	10/10		
Quiz 1	-	10/10		
Quiz 2	-	10/10		
Quiz 3	-	10/10		
Quiz 4	-	10/10		

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.

## 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.

### Grade Report for student01

[LINK](#)[HELP](#)[Return to Instructor's View of Grades for student01](#)Course Grade **A (115%)**

#### Gradebook Items

Title	Due Date	Grade*	Comments
▼ Assignments		100%	
Assignment 1	-	10/10	
Assignment 2	-	10/10	
Assignment 3	-	10/10	
▼ Discussions		100%	
Discussion Post 1	-	10/10	
Discussion Post 2	-	10/10	
Discussion Post 3	-	10/10	
▼ Extra Credit (Extra Credit)		100%	
EC Assignment	-	5/5	
EC Discussion	-	5/5	
EC Quiz	-	5/5	
▼ Quizzes		100%	
Quiz 1	-	10/10	
Quiz 2	-	10/10	
Quiz 3	-	10/10	
Quiz 4	-	10/10	

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 5 point each in the EC category, and a student earns 5/5 points for all three of them, in addition to a perfect score on all other items in the other categories, the student would have 115/100 points possible, or 115%.



# Example: EC with weighted categories.

Categories & Weighting

☐ No categories

☐ Categories only

☒ Categories & Weighting

☐ Enable Drop Highest

☐ Enable Drop Lowest

☐ Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Assignments	40	<input type="checkbox"/>	3 item(s)	<a href="#">Remove</a>
Discussions	10	<input type="checkbox"/>	3 item(s)	<a href="#">Remove</a>
Extra Credit	5	<input checked="" type="checkbox"/>	3 item(s)	<a href="#">Remove</a>
Quizzes	50	<input type="checkbox"/>	4 item(s)	<a href="#">Remove</a>

[Add a Category](#)

Running Total100%

Needed Total 0%

Save Changes

Cancel

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.

# Student view of this scenario.

## Grade Report for student01

[LINK](#) [HELP](#)

[Return to Instructor's View of Grades for student01](#)

Course Grade **A (105%)**

### Gradebook Items

Title	Due Date	Grade*	Weight	Comments
▼ Assignments		100%	40%	
Assignment 1	-	10/10		
Assignment 2	-	10/10		
Assignment 3	-	10/10		
▼ Discussions		100%	10%	
Discussion Post 1	-	10/10		
Discussion Post 2	-	10/10		
Discussion Post 3	-	10/10		
▼ Extra Credit (Extra Credit)		100%	5%	
EC Assignment	-	5/5		
EC Discussion	-	5/5		
EC Quiz	-	5/5		
▼ Quizzes		100%	50%	
Quiz 1	-	10/10		
Quiz 2	-	10/10		
Quiz 3	-	10/10		
Quiz 4	-	10/10		

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 Classic?

The Gradebook Classic tool 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 Classic?](#) 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.


[Gradebook Items](#) > **Edit: Assignment**

\* means required

**Title \***  

**Gradebook Item Point Value \***

☐ **Extra Credit**

**Due Date** (mm/dd/yy)  

☒ **Release this item to Students**


☒ **Include this item in course grade calculations**

**Save Changes**

**Cancel**

In this example, the Assignment has a total points possible of 50 points.

## Only Assignments has been graded.

<a href="#">Student Name</a>	<a href="#">Student ID</a> 	<a href="#">Course Grade</a>	<a href="#">Assignment Details</a>	<a href="#">Homework Details</a>	<a href="#">Quiz Details</a>
<a href="#">student01</a>	student01	70%	35	-	-
<a href="#">student02</a>	student02	80%	40	-	-
<a href="#">student03</a>	student03	90%	45	-	-

Notice the scores for each student.

- student01 has a course grade of 70%. This grade is based on 35 out of 50 points on Assignment.
- student02 has a course grade of 80%. This grade is based on 40 out of 50 points on Assignment.
- student03 has a course grade of 90%. This grade is based on 45 out of 50 points on Assignment.

The Homework and Quiz are not calculated in the course grade since they have not been assigned any scores.

## Homework is worth 100 points.

[Gradebook Items](#) > **Edit: Homework**

\* means required

Title \*

Homework

Gradebook Item Point Value \*

100

☐ Extra Credit

Due Date (mm/dd/yy)





☒ Release this item to Students

☒ Include this item in course grade calculations


Save Changes

Cancel

## Homework has now been graded.

<a href="#">Student Name</a> 	<a href="#">Student ID</a>	Log	<a href="#">Points</a>	Comments	<a href="#">Edit &gt;&gt;</a>
<a href="#">student01</a>	student01		<div>90</div>		
<a href="#">student02</a>	student02		<div>80</div>		
<a href="#">student03</a>	student03		<div>70</div>		


## Cumulative grades after Homework is graded.

<a href="#">Student Name</a>	<a href="#">Student ID</a> 	<a href="#">Course Grade</a>	<a href="#">Assignment Details</a>	<a href="#">Homework Details</a>	<a href="#">Quiz Details</a>
<a href="#">student01</a>	student01	83.33%	35	90	-
<a href="#">student02</a>	student02	80%	40	80	-
<a href="#">student03</a>	student03	76.66%	45	70	-

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.

- student01 has a course grade of 83.33%. This grade is based on the following calculation:  
 $(35 + 90) / 150 = 83.33\%$
- student02 has a course grade of 80%. This grade is based on the following calculation:  $(40 + 80) / 150 = 80\%$
- student03 has a course grade of 76.66%. This grade is based on the following calculation:  
 $(45 + 70) / 150 = 76.66\%$

## Not all Quizzes have been submitted.


<a href="#">Student Name</a>	<a href="#">Student ID</a> 	<a href="#">Course Grade</a>	<a href="#">Assignment</a> <small><a href="#">Details</a></small>	<a href="#">Homework</a> <small><a href="#">Details</a></small>	<a href="#">Quiz</a> <small><a href="#">Details</a></small>
<a href="#">student01</a>	student01	83.33%	35	90	-
<a href="#">student02</a>	student02	82.28%	40	80	24
<a href="#">student03</a>	student03	80%	45	70	25

Only the grades that have been entered are calculated. Student01 has not submitted a quiz, so his grade is still  $(90 + 35) / 150$  or 83.33%.

The other students have submitted quizzes. Quizzes are worth 25 points. so their scores are:

- student02  $(40 + 80 + 24) / 175 = 82.28\%$
- student03  $(45 + 70 + 25) / 175 = 80\%$

## The student did not submit the quiz.

<a href="#">Student Name</a>	<a href="#">Student ID</a> 	<a href="#">Course Grade</a>	<a href="#">Assignment</a> <small><a href="#">Details</a></small>	<a href="#">Homework</a> <small><a href="#">Details</a></small>	<a href="#">Quiz</a> <small><a href="#">Details</a></small>
<a href="#">student01</a>	student01	71.42%	35	90	0
<a href="#">student02</a>	student02	82.28%	40	80	24
<a href="#">student03</a>	student03	80%	45	70	25

Since student01 did not turn in the quiz and was assigned a zero on that item by the instructor, now the grade is  $(90 + 35) / 175 = 71.42\%$

## 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).

## Student01 course grade with ungraded items.

**Grade Report for student01**

[LINK](#) [HELP](#)

[Return to Instructor's View of Grades for student01](#)

**Course Grade** B (82%)

**Gradebook Items**

Title	Due Date	Grade*	Weight	Comments
▼ Assignments		85%	50%	
Assignment 1	-	80/100		
Assignment 2	-	90/100		
Assignment 3	-	-		
▼ Discussions		100%	20%	
Discussion 1	-	10/10		
Discussion 2	-	10/10		
Discussion 3	-	10/10		
▼ Quizzes		65%	30%	
Quiz 1	-	13/20		
Quiz 2	-	-		
Quiz 3	-	-		

In this example, student01 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 =  $(80 + 90) / 200 = 0.85$  or 85%
- Discussions =  $(10 + 10 + 10) / 30 = 1$  or 100%
- Quizzes =  $13 / 20 = 0.65$  or 65%

Weighted course grade = category averages multiplied by category weighting and added together

- $(0.85 \times 50) + (1 \times 20) + (0.65 \times 30) = 82\%$

## Student01 with no ungraded items.

**Grade Report for student01**

[LINK](#) [HELP](#)

[Return to Instructor's View of Grades for student01](#)

**Course Grade** C (79%)

**Gradebook Items**

Title	Due Date	Grade*	Weight	Comments
▼ Assignments		90%	50%	
Assignment 1	-	80/100		
Assignment 2	-	90/100		
Assignment 3	-	100/100		
▼ Discussions		100%	20%	
Discussion 1	-	10/10		
Discussion 2	-	10/10		
Discussion 3	-	10/10		
▼ Quizzes		46.66%	30%	
Quiz 1	-	13/20		
Quiz 2	-	15/20		
Quiz 3	-	0/20		

Now, student01 has received grades for all items, including a zero for 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 =  $(80 + 90 + 100) / 300 = 0.90$  or 90%
- Discussions =  $(10 + 10 + 10) / 30 = 1$  or 100%
- Quizzes =  $(13 + 15 + 0) / 60 = 0.46$  or 46%

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, you may 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. THIS ACTION CANNOT BE UNDONE.*

## Go to Course Grades.

GRADEBOOK ITEMS

ALL GRADES

COURSE GRADES

GRADEBOOK SETUP

COURSE GRADE OPTIONS

IMPORT GRADES

## Click the Set Ungraded Items to Zero button.

Student Name	Student ID	Course Grade	Log	Grade Override
student01	student01	C (79%)		
student02	student02	-		
student03	student03	-		
student04	student04	-		

Export grades as

CSV

Download

Data options

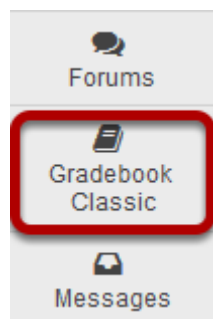
Save Changes

Clear Changes

Set Ungraded Items to Zero

# How do students view their grades in Gradebook Classic?

## Go to Gradebook Classic.



Select the **Gradebook Classic** tool from the Tool Menu of your site.

## View your grade report.

Grade Report for student01 demo [LINK](#) [HELP](#)

Course Grade Not yet available  
Course Points\*\* Not yet available

Gradebook Items

Title	Due Date ▲	Grade*	Weight	Comments
▼ Assignments (Keep 2 Highest)				
Assignment 1	Apr 1, 2016	100/100		Excellent work! from Assignments
Assignment 2 (Extra Credit)	Apr 8, 2016	-		from Assignments
Assignment 3	Apr 22, 2016	-		from Assignments
▼ Discussions (Drop 1 Lowest)				
Discussion Post 1	Mar 31, 2016	10/10		
Discussion Post 2	Apr 7, 2016	8/40		
Discussion Post 3	Apr 14, 2016	9/10		
▼ Exams (Keep 2 Highest)				
Exam 1	-	100/100		from Tests & Quizzes
Exam 2	-	100/100		from Tests & Quizzes
Exam 3	-	0/400		from Tests & Quizzes
▼ Extra Credit (Extra Credit)				
Bonus Points	-	10/10	5%	
▼ Quizzes (Drop 1 Lowest)				
Quiz 1	-	40/40		from Tests & Quizzes
Quiz 2	-	10/10		from Tests & Quizzes
Quiz 3	-	-		from Tests & Quizzes

Legend:  
\*Grades in parentheses () are not included in the course grade calculation.  
\*\*"Course Points" does not include weighting or other grading factors at the discretion of the instructor(s). Please refer to your syllabus or instructor(s).

*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.*

# Gradebook2

# What is the Gradebook2?

*Note: Gradebook2 is not the default (or "core") gradebook tool in Sakai. It may or may not be installed/available on your system. Check with your system administrator if you are not certain which gradebook tool is available for your instance.*

Gradebook2 allows instructors to calculate, store, and distribute grade information to students. It provides a spreadsheet-style interface and a variety of useful features.

As an instructor using Gradebook2, you may do all of the following:

- Enter grades as points, percentages, or letter grades. Correlate letter grades to a 100-percent course grade scale.
- Enter, view, edit, and release item grades and comments, as well as course grades, to students.
- Create categories that organize items in the gradebook.
- Weight categories in the gradebook, as well as assign relative weights for items within categories.
- Drop lowest-score items in a category.
- Create extra credit items that don't negatively impact course grades
- View a variety of statistics (including mean, median, mode, and class rank) as well as statistics charts.
- Import grades and comments for single or multiple items saved in .xls, .xlsx, or .csv format.
- Export grades and comments in .csv, .xls, or .xlsx format.
- Override default permissions for users with the Teaching Assistant (TA) role to specify unique permissions within the gradebook.

You can set up three types of gradebook:

**Non-weighted**--a simple gradebook with a series of items. A running "course grade" is the calculated grade for all items that have been graded to date.

Do not use this type of gradebook if:

- You want to organize your graded items by categories
- You want to weight your graded items
- You want to drop lowest-score items

**Non-weighted categories**--a gradebook in which items are organized in categories. A running "course grade" is the calculated grade for all items that have been graded to date.

With this type of gradebook, you can choose to drop a set number of lowest-score items in a category.

**Weighted categories**--a gradebook in which items are organized in weighted categories. The weight of an item is its relative weight in the category (i.e., weight relative to other items in category) multiplied by the category weight in the gradebook.

With this type of gradebook, you can:

- Specify the weight of each category
- Specify the relative weight of each item in a category manually
- Set up the category so the relative weights of all items are equal
- Set up a category so the maximum points of each item determines its relative weight in the category
- Include extra credit items in which the extra credit contribution is determined by item weight

A running "course grade" is the calculated grade for all items that have been graded to date.

*Note: If some items are not scored, the calculated course grade will reflect scored item weights automatically adjusted to equal 100% of the gradebook.*

## Example of a non-weighted gradebook:

The screenshot displays the Sakai 11 Gradebook interface. On the left, the 'Grade Items' panel shows a list of items for the course 'Poetry 101 Fall 2014'. The items are: Paper 1 (100 points), Paper 2 (100 points), Poetry Quiz 1 (50 points), and Week 1 Discussion (100 points). The total points for the course are 350. On the right, the 'Student Name' search bar is set to 'All Sections'. Below it, a table lists the grades for four students: Doe, Jack (B (83.71%)), Doe, Jane (B+ (88.33%)), Doe, Jasmine (A (96.00%)), and Doe, John (C+ (77.33%)). The table also shows the scores for Paper 1 and Poetry Quiz 1 for each student.

Last Name, First...	Course Grade	Grade Override	Paper 1 [%]	Poetry Quiz 1 [%]
<a href="#">Doe, Jack</a>	B (83.71%)		91	70
<a href="#">Doe, Jane</a>	B+ (88.33%)		88	
<a href="#">Doe, Jasmine</a>	A (96.00%)		96	
<a href="#">Doe, John</a>	C+ (77.33%)		77	

# Example of a non-weighted categories gradebook:

File ▾ Edit ▾ View ▾ Tools ▾ Help

Grade Items

Gradebook

Attributes & Grades

Name	Points	Scoring A...
Poetry 101 Fall 2014	350	
Papers	200	
Paper 2	100	
Paper 1	100	
Quizzes	50	
Poetry Quiz 1	50	
Forum Participatio	100	
Week 1 Discussion	100	

Student Name

Find

Clear

All Sections ▾

Last Name, First...	Course Grade	Grade Override	Paper 1 [%]
<a href="#">Doe, Jack</a>	B (83.71%)		91
<a href="#">Doe, Jane</a>	B+ (88.33...		88
<a href="#">Doe, Jasmine</a>	A (96.00...		96
<a href="#">Doe, John</a>	C+ (77.33...		77

Categories

# Example of a weighted categories gradebook:

File ▾ Edit ▾ View ▾ Tools ▾ Help

Grade Items

Gradebook

Attributes & Grades

Name	% Grade	% Category	Points
Poetry 101 Fall 2014	100 / 100	-	700
Papers	50	100 / 100	300
Paper 1	16.67	33.33	100
Paper 2	16.67	33.33	100
Paper 3	16.67	33.33	100
Tests	35	100 / 100	200
Midterm Exam	12.25	35	100
Final Exam	22.75	65	100
Participation	15	100 / 100	200
Discussion Board	12	80	100
Attendance	3	20	100

Student Name

Find

Clear

All Sections ▾

Last Name, First...	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
<a href="#">Doe, Jack</a>	C- (72.00...	78	66
<a href="#">Doe, Jane</a>	B (83.50...	89	78
<a href="#">Doe, Jill</a>	A (95.50...	96	95
<a href="#">Doe, John</a>	A- (90.00...	92	88

Category Weights

# How do I navigate the Gradebook2 tool?

Example: Typical "weighted" gradebook.

The screenshot shows the Gradebook2 tool interface. On the left is the 'Grade Item Panel' showing a tree view of grade items: Gradebook (100 / 100), Papers (50, 100 / 100), Paper 1 (16.67, 33.33), Paper 2 (16.67, 33.33), Paper 3 (16.67, 33.33), Research Paper (+ 7.5, + 15), Participation (5, 100 / 100), Attendance (5, 100), Discussions (25, 100 / 100), Discussions - Avian (6.25, 25), Forum 1 (6.25, 25), Forum 2 (6.25, 25), Forum 3 (6.25, 25), Forum 4 (6.25, 25), Exams (20, 100 / 100), Mid Term (10, 50), and Final Exam (10, 50). A yellow 'Menu' button is at the top of this panel. On the right is the 'Spreadsheet Panel' showing a table of student grades. A yellow callout 'View all students or groups of students' points to the 'All Sections' dropdown. At the bottom, a yellow callout 'Page number' points to the 'Page 1 of 1' indicator, and another yellow callout 'Number of students listed on a page (editable)' points to the 'Page size: 19' indicator.

File Edit View Tools Help

Grade Items

Gradebook Attributes & Grades

Menu

Student Name Find Clear All Sections

Last Name, First...	Course Grade	Paper 1 [%]
<a href="#">Doe, Jane</a>	B- (81.27%) ***	64
<a href="#">Doe, Janet</a>	A- (92.50%) ***	89
<a href="#">Doe, Jasmine</a>	B- (82.20%) ***	92
<a href="#">Doe, Jill</a>	A (96.40%) ***	100
<a href="#">Doe, John</a>	D- (62.50%) ***	75

View all students or groups of students

Spreadsheet Panel

Page number

Number of students listed on a page (editable)

Grade Item Panel

Page 1 of 1

Displaying 1 - 5 of 5 Page size: 19

# Example: Grade Item Panel

Checkmark to see grading column in the spreadsheet panel

Blue color indicates item is released to students

Green color indicates extra credit item

Grey italics indicates item is not released and not included in Course Grade calculation

Number of lowest score items dropped in category

Category

Grade Item

Category weight

Item weight in gradebook

Item relative weight in category

Point value

Name	% Grade	% Category	Points
Gradebook	100 / 100	-	1000
Papers	50	100 / 100	300
Paper 1	16.67	33.33	100
Paper 2	16.67	33.33	100
Paper 3	16.67	33.33	100
Research Paper	+ 7.5	+ 15	+ 100
Participation	5	100 / 100	100
Attendance	5	100	100
Read Syllabus	0	0	100
Discussions	25	100 / 100	400
Discussions - Avian	6.25	25	100
Forum 1	6.25	25	100
Forum 2	6.25	25	100
Forum 3	6.25	25	100
Forum 4	6.25	25	100
Exams	20	100 / 100	200
Mid Term	10	50	100
Final Exam	10	50	100

# Example: Spreadsheet Panel

Instructor comments

Student Name

Find Clear

All Sections

Last Name, First...	Course Grade	Grade Override	Paper 1 [%]	Paper 2 [%]
<a href="#">Doe, Jane</a>	B (override) ***	B	64	76
<a href="#">Doe, Janet</a>	A- (92.50%) ***		89	93
<a href="#">Doe, Jasmine</a>	B- (82.20%) ***		92	88
<a href="#">Doe, Jill</a>	A (96.40%) ***		100	93
<a href="#">Doe, John</a>	D- (62.50%) ***		75	60

Student

Course Grade (running grad...)

Course Grade Override (manually entered)

Graded Items



## Example: Student view of Gradebook2.

NameJanet Doe

Emailjanet.doe.tufts@gmail.com

Idjanetdoe

SectionRed Group

Course GradeA-

Calculated Grade92.50

Individual Scores (click on a row to see comments)

Item	Weight	Score	Date Due	Comments	Scoring ...
Course Statistics					
Course Grade	-	-	-		
Papers (50% of course grade)					
Paper 1	16.667	89%			
Paper 2	16.667	93%			

Comments:

Very good observations. Some thi  
might consider:  
Shakespeare's birds symbolize the  
characters his plays in much the  
use of "light" and "darkness" sym  
traits. He used the martlet and th  
symbolize good, and the raven, o  
(IV,iii,217) to symbolize evil.

## To set-up Gradebook, click Edit / Gradebook Settings

File Edit View Tools Help

Gradebook Settings

Grade Scale

Grader Permission Settings

Gradebook

100 / 100

Papers

50 100 / 100

File Edit View Tools Help

Grade Items

Gradebook Attributes & Grades

Gradebook

100 / 100

Papers

100 / 100

Paper 1

33.33

Paper 2

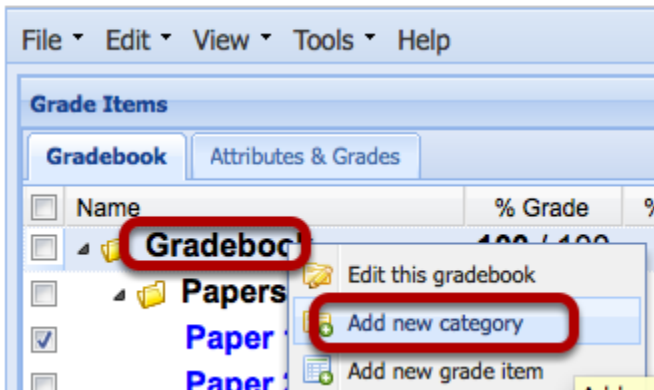
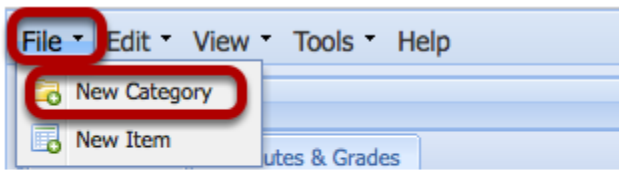
33.33

Paper 3

16.67 33.33

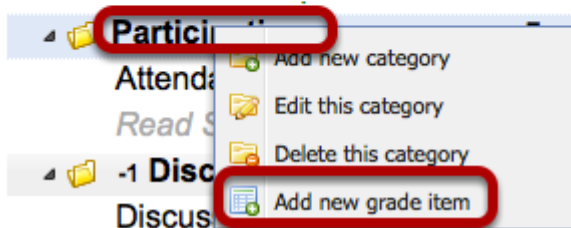
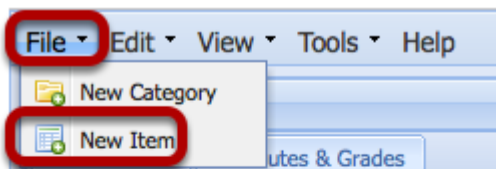
*Note: OR Right-Click (CTRL-Click MAC) in the word "Gradebook" and select Edit this Gradebook.*

**To Add Categories, click File / New Category.**



*Note: OR Right-Click (CTRL-Click MAC) in the word "Gradebook" and select Add New Category.*

**To add a new item, click File / New Item**



*Note: OR Right-Click (CTRL-Click MAC) the name of a Category and select Add New Grade Item.*

# How do I create a non-weighted gradebook in the Gradebook2 tool?

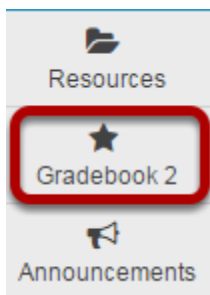
A non-weighted gradebook is a simple gradebook that allows instructors to post grades for a series of items.

Item grades can be further calculated into a running "Course Grade", which is the calculated grade for all items that have been graded to date.

**Do not** use this type of gradebook if:

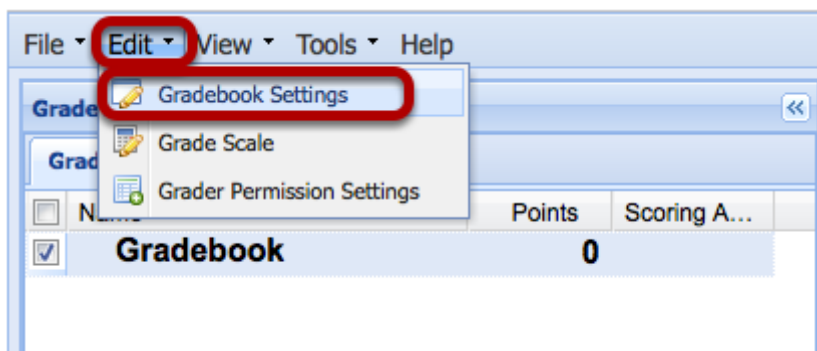
- You want to organize your graded items by categories
- You want to weight your graded items
- You want to drop lowest-score items

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

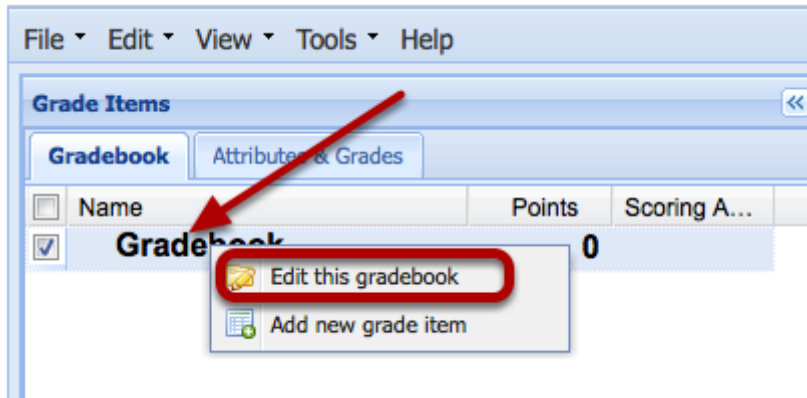
## Click Edit > Gradebook Settings.



Alternately, you may also right-click the word **Gradebook** and select **Edit this Gradebook**.

This displays the Gradebook Settings in the right panel.

## Or, right-click the word Gradebook and select Edit this Gradebook.



## Set-up Gradebook.

A screenshot of the 'Set Up Gradebook' dialog box. It contains several fields and options for configuring the gradebook. Numbered annotations are present: 1 points to the 'Name' field containing 'Poetry 101 Fall 2014'; 2 points to the 'Organize Gradebook using Category Style' dropdown set to 'No Categories'; 3 points to the 'Grade Using' dropdown set to 'Points'; 4 points to the 'Display To Students' section, specifically the 'Released items' checkbox which is checked; and 5 points to the 'Save/Close' button at the bottom right.

### Gradebook Settings:

1. **Name:** By default The Gradebook is named "Gradebook". if you export a copy of the gradebook to your computer, the filename will also be the default, "Gradebook". Naming the gradebook makes it easy to identify the filename if you export a copy onto your computer. We

recommend using the course name, quarter, and year, e.g., ENG001F11, or the actual site name.

2. **Organize by:** From the dropdown menu, choose the gradebook structure: For a simple non-weighted Gradebook select "No Categories" (the default). This is the most straightforward gradebook, listing only gradable items.

3. **Grade using:** from the dropdown menu, choose the grading format. *Note: You may choose only one option. Gradebook2 does not allow multiple grading systems.*

--- Points: This is a grading option that is commonly used by many instructors. All the item's points can add up to any total score and the Gradebook will automatically calculate the running Course Grade based on a 100% grade scale. If your gradebook is set up for points, the score entered for an item cannot be greater than the item's maximum possible points. You may enter a negative score.

--- Percentages: This option allows instructors to enter a percentage, between 0 and 100, of an item's maximum points. The Gradebook automatically calculates the percentage of each item's maximum points for the course grade, based on a 100% grade scale.

*Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. If, in those three tools, you set the maximum points at any value other than 100, the Gradebook converts those points to the 0-100 scale used in percentage grading.*

--- Letter Grades: This option allows instructors to enter letter scores of A+ through F, and 0, in the spreadsheet for grading. For the running Course Grade calculation, the Gradebook automatically adds all the item's letter grades and calculates the running course grade based on a 100% grade scale.

*Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. The Gradebook converts these points to a letter grade.*

4. **Display To Students options:** Gradebook2 allows instructors to release grade information to students. Checkmark any of the desired "display to students" settings

--- Course grades: Check the box if you want students to see a running total of their earned course grade, based solely on the work they have turned in.

--- Released items: This option is checked by default so students can see scores that the instructor has released via each item's settings. Instructors can decide to release or not release individual item scores. It is recommended that this "master" checkbox remain checked and instructors release or not release scores via the individual graded item settings. *Note: Uncheck this box if you do not want students to EVER see their scores for any items.*

--- Mean: Check the box to show students the mean, or average, of the class' course grades.

--- Median: Check the box to show students the median of the class' course grades.

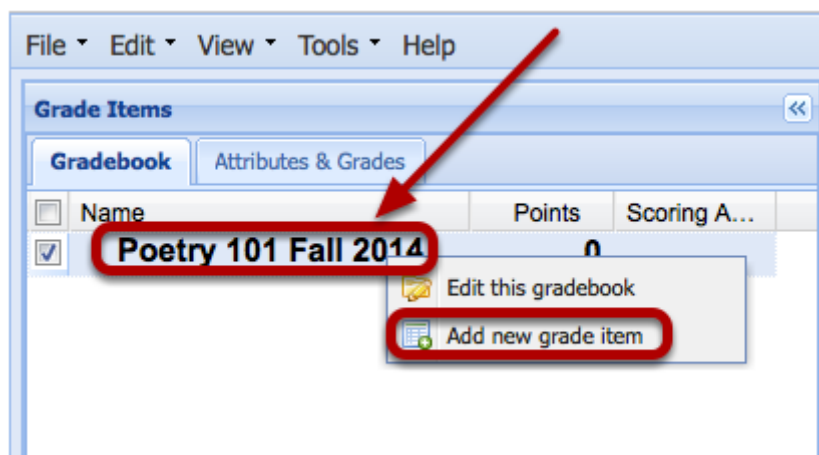
--- Mode: Check the box to show students the scores found most often in the class' set of course grades.

--- Class Rank: Check this box to show each student her or his course grade's class rank.

--- Statistics Chart: Check this box to let students see statistics charts for released items.

5. Once you are satisfied with all your settings, click **Save/Close**.

## Add a grade item.



To add a grade item, right-click (CTRL-Click Mac) the gradebook title and select **Add a new grade item**.

This displays the New Item panel on the right.

## Enter the graded item information.

A screenshot of the 'New Item' panel. It contains the following fields and controls: 'Name:' with a text box containing 'Paper 1' (callout 1); 'Points:' with a text box containing '150' (callout 2); 'Due date:' with a dropdown menu set to 'Optional'; 'Source:' with a dropdown menu set to 'Gradebook'; 'Include in grade:' with a checked checkbox (callout 3); 'Extra credit:' with an unchecked checkbox (callout 4); 'Release scores:' with an unchecked checkbox (callout 5); 'Give ungraded no credit:' with an unchecked checkbox (callout 6); and at the bottom, 'Add' (callout 7), 'Add/Close' (highlighted with a red circle), and 'Cancel' buttons.

Item Information:

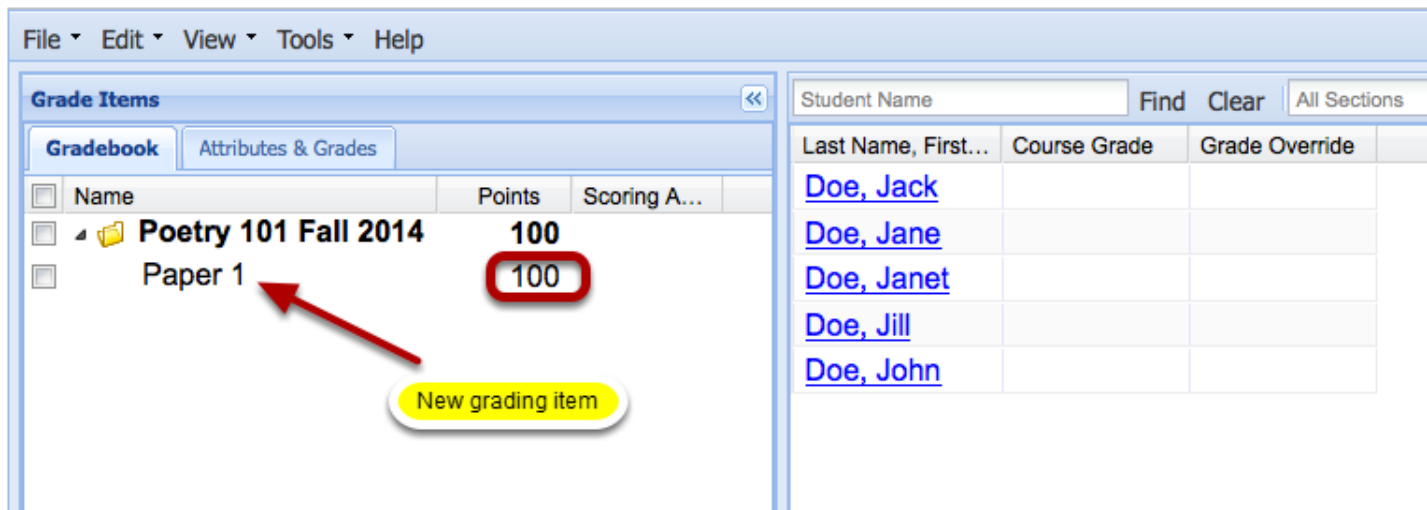
1. Enter a name for the item in the **Name** box.
2. Enter a total **Point** value for the item. By default, this value is 100 points, If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
3. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
4. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. *Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing). Use this feature with caution.*
7. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/Close** to add the item and close the New Item frame.

## Example of the new item added to the Gradebook (Graded by Points):

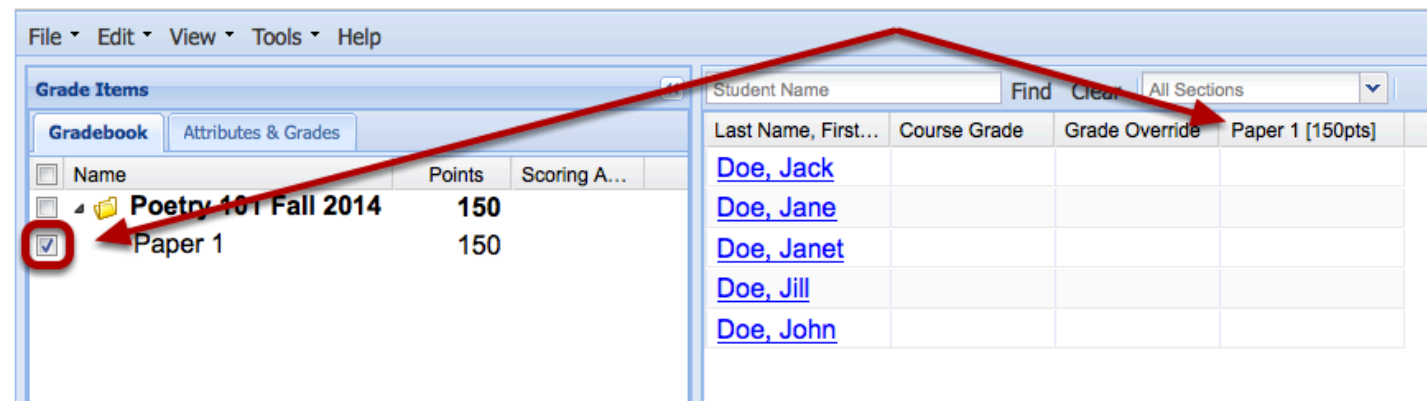
The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' pane is open, showing a tree view with 'Poetry 101 Fall 2014' and 'Paper 1'. The 'Points' column for 'Paper 1' is set to 150, which is circled in red. A red arrow points from a yellow 'New grading item' button to the 'Paper 1' entry. On the right, the 'Student Name' search bar is at the top, and a table lists students: Doe, Jack; Doe, Jane; Doe, Janet; Doe, Jill; and Doe, John. The table has columns for 'Last Name, First...', 'Course Grade', and 'Grade Override'.

Last Name, First...	Course Grade	Grade Override
<a href="#">Doe, Jack</a>		
<a href="#">Doe, Jane</a>		
<a href="#">Doe, Janet</a>		
<a href="#">Doe, Jill</a>		
<a href="#">Doe, John</a>		

# Example of the new item added to the Gradebook (Graded by Percentage):



## Display in spreadsheet.

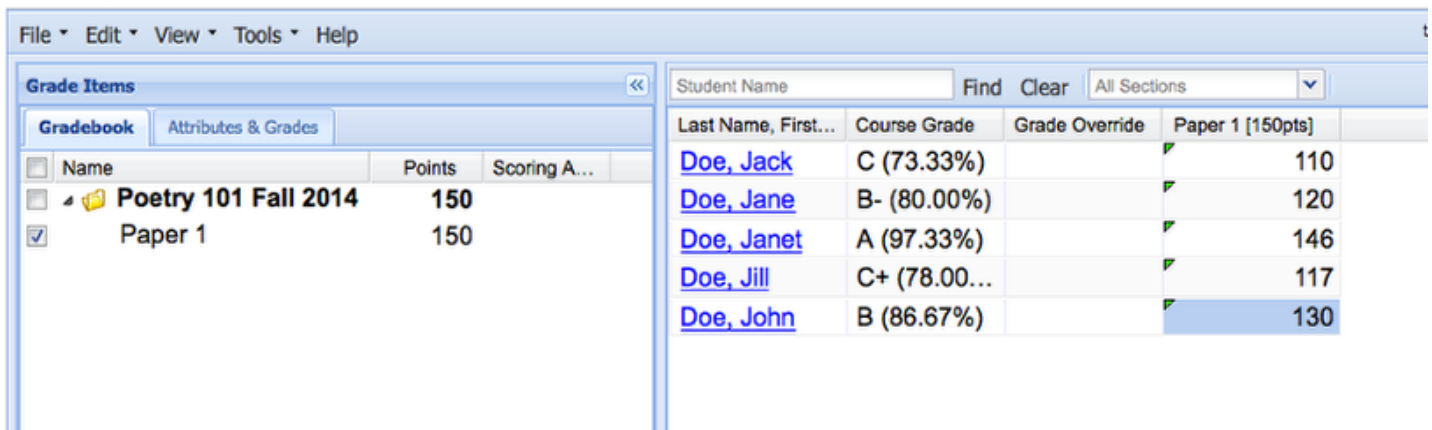


To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel



## Enter Grades in the spreadsheet grading column.



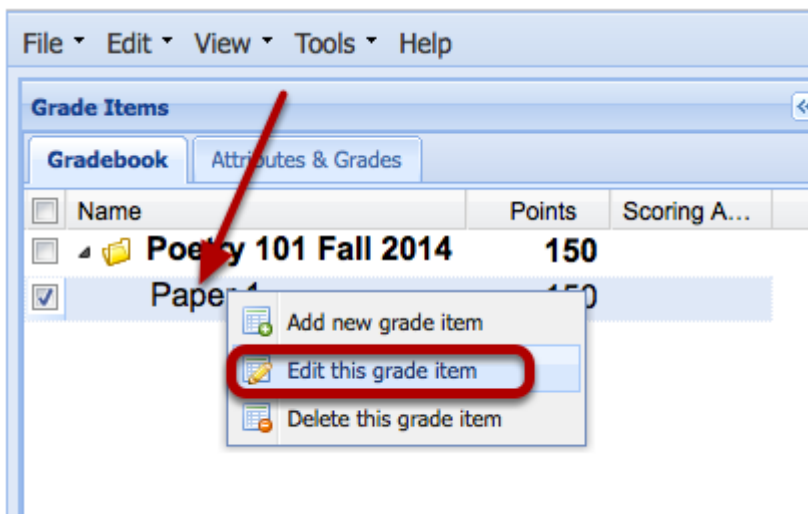
The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel is open, showing a list of items: 'Poetry 101 Fall 2014' (150 points) and 'Paper 1' (150 points). On the right, a table displays student grades for 'Paper 1 [150pts]'. The table has columns for 'Last Name, First...', 'Course Grade', 'Grade Override', and 'Paper 1 [150pts]'. The data is as follows:

Last Name, First...	Course Grade	Grade Override	Paper 1 [150pts]
<a href="#">Doe, Jack</a>	C (73.33%)		110
<a href="#">Doe, Jane</a>	B- (80.00%)		120
<a href="#">Doe, Janet</a>	A (97.33%)		146
<a href="#">Doe, Jill</a>	C+ (78.00...)		117
<a href="#">Doe, John</a>	B (86.67%)		130

Note:

- *Points:* You can only enter a number in the range of 0 to the maximum number of points you listed for the grade item.
- *Percentage:* You can only enter a number in the range of 0% to 100 %
- *Letter Grade:* you can only enter a letter grade between F and A+

## Release item grades to students.

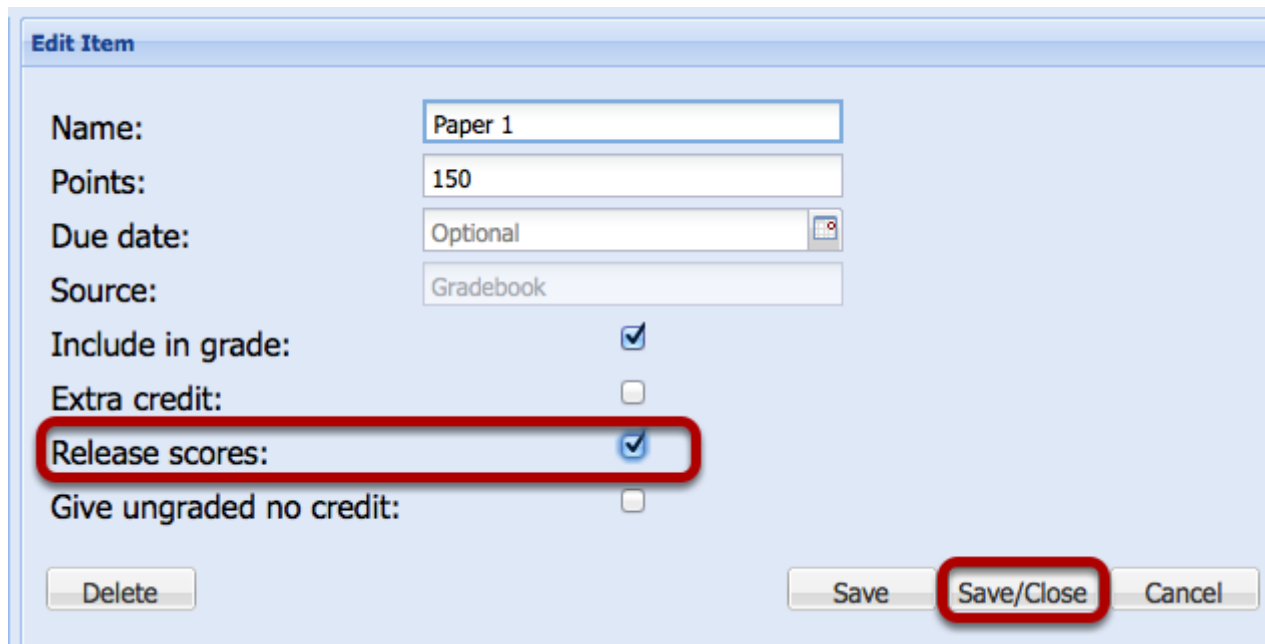


The screenshot shows the Sakai Gradebook interface with a right-click context menu open over the 'Paper 1' grade item. The menu options are: 'Add new grade item', 'Edit this grade item' (highlighted with a red circle), and 'Delete this grade item'. A red arrow points to the 'Edit this grade item' option.

To release the item grades to students, right-click (CTRL-Click Mac) the grade item and select **Edit this Item**.

This displays the Edit Item panel on the right.

## Check Release Scores and click Save/Close.



**Edit Item**

Name:

Points:

Due date:

Source:

Include in grade: ☒

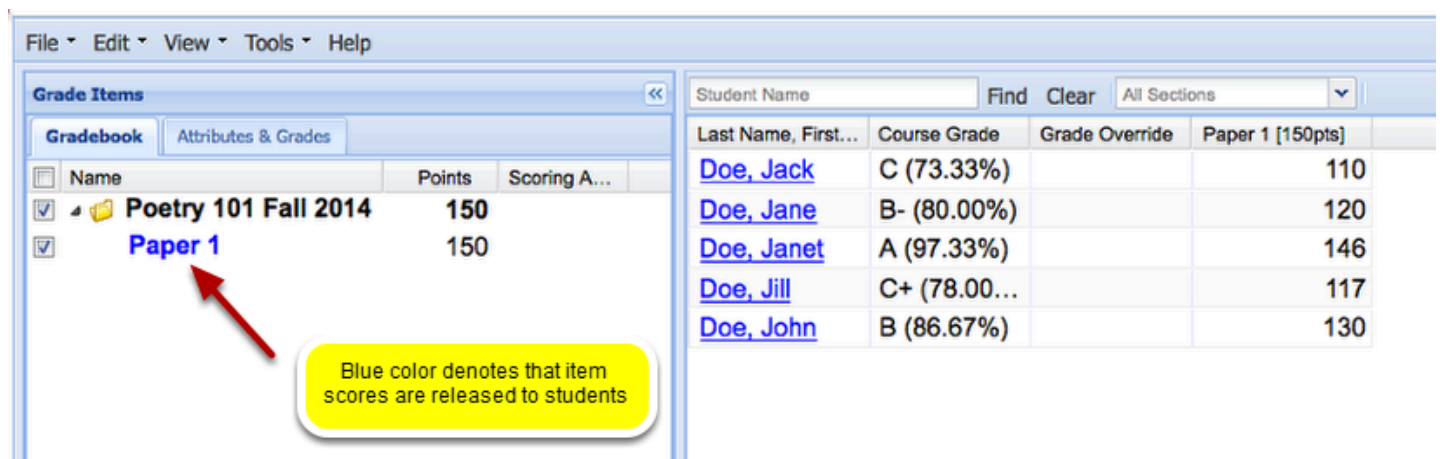
Extra credit: ☐

**Release scores: ☒**

Give ungraded no credit: ☐

This changes the item color to Blue and releases the item scores to the students.

## Example:



**Grade Items**

Name	Points	Scoring A...
<input checked="" type="checkbox"/> Poetry 101 Fall 2014	150	
<input checked="" type="checkbox"/> <b>Paper 1</b>	150	

Blue color denotes that item scores are released to students

**Student Grades**

Last Name, First...	Course Grade	Grade Override	Paper 1 [150pts]
<a href="#">Doe, Jack</a>	C (73.33%)		110
<a href="#">Doe, Jane</a>	B- (80.00%)		120
<a href="#">Doe, Janet</a>	A (97.33%)		146
<a href="#">Doe, Jill</a>	C+ (78.00...)		117
<a href="#">Doe, John</a>	B (86.67%)		130

# How do I create non-weighted categories in Gradebook2?

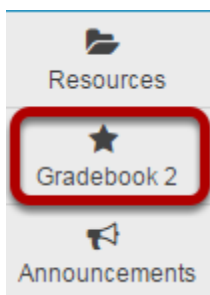
A non-weighted Categories gradebook is a simple gradebook that allows instructors to post grades for a series of items, which are organized in the Gradebook2 tool by Categories.

Item grades can be further calculated into a running "Course Grade", which is the calculated grade for all items that have been graded to date.

The difference between a "non-weighted gradebook" and a "non-weighted Categories gradebook" is:

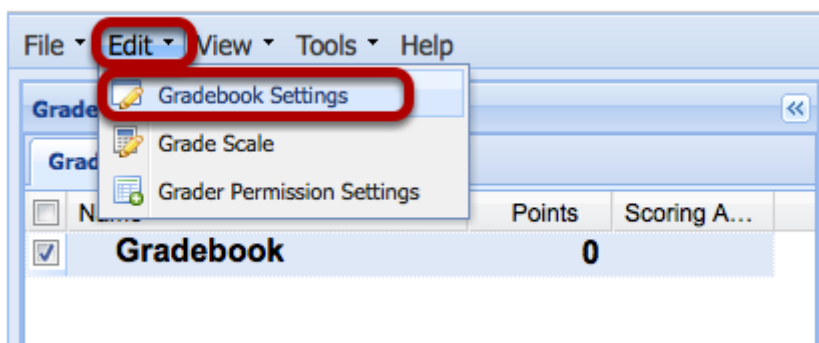
- Graded items are organized in instructor created categories.
- Instructors have the option to drop the lowest (or a number of the lowest) grades in a Category.

## Go to Gradebook2.



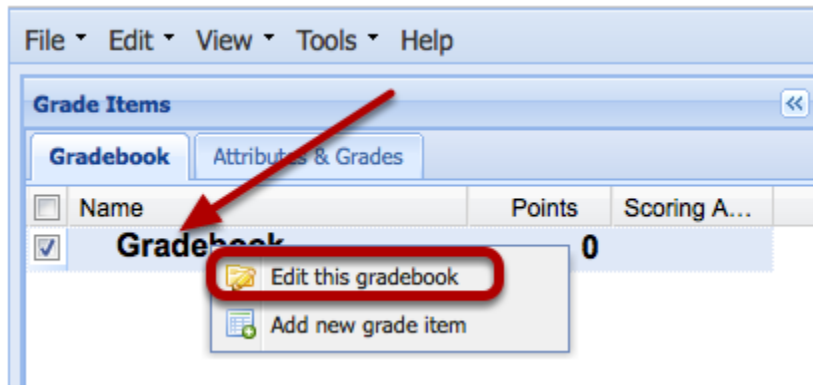
Select **Gradebook2** from the Tool Menu in your site.

## Click Edit > Gradebook Settings.



This displays the Gradebook Settings in the right panel.

**Or, you may right-click the word Gradebook and select Edit this Gradebook.**



## Set-up Gradebook.

A screenshot of the 'Set Up Gradebook' dialog box. The 'Name' field is set to 'Poetry 101 Fall 2014'. Below this is a section titled 'Organize Gradebook using Category Style' with a dropdown menu set to 'Categories'. Below that is a section titled 'Grade Using' with a dropdown menu set to 'Points'. Below that is a section titled 'Display to Students' with checkboxes for 'Course grades', 'Released items', 'Mean', and 'Median'. The 'Course grades' and 'Released items' checkboxes are checked. At the bottom right, there are three buttons: 'Save', 'Save/Close' (highlighted with a red box), and 'Cancel'. Numbered circles 1 through 5 are placed over various elements: 1 over the Name field, 2 over the Categories dropdown, 3 over the Points dropdown, 4 over the Released items checkbox, and 5 over the Save/Close button.

### Gradebook Settings:

1. **Name:** By default The Gradebook is named "Gradebook". if you export a copy of the gradebook to your computer, the filename will also be the default, "Gradebook". Naming the gradebook makes it easy to identify the filename if you export a copy onto your computer. We recommend using the course name, quarter, and year, e.g., ENG001F11, or the actual site name.

2. **Organize by:** From the dropdown menu, choose the gradebook structure: For a simple non-weighted Categories Gradebook select "Categories". This is a straightforward gradebook, listing gradable items organized by Categories.

3. **Grade using:** from the dropdown menu, choose the grading format. *Note: You may choose only one option. Gradebook2 does not allow multiple grading systems.*

--- Points: This is a grading option that is commonly used by many instructors. All the item's points can add up to any total score and the Gradebook will automatically calculate the running Course Grade based on a 100% grade scale. If your gradebook is set up for points, the score entered for an item cannot be greater than the item's maximum possible points. You may enter a negative score.

--- Percentages: This option allows instructors to enter a percentage, between 0 and 100, of an item's maximum points. The Gradebook automatically calculates the percentage of each item's maximum points for the Course Grade, based on a 100% grade scale.

*Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. If, in those three tools, you set the maximum points at any value other than 100, the Gradebook converts those points to the 0-100 scale used in percentage grading.*

--- Letter Grades: This option allows instructors to enter letter scores of A+ thru F, and 0, in the spreadsheet for grading. For the running Course Grade calculation, the Gradebook automatically adds all the item's letter grades and calculates the running course grade based on a 100% grade scale.

*Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. The Gradebook converts these points to a letter grade.*

4. **Display To Students options:** Gradebook2 allows instructors to release grade information to students. Checkmark any of the desired "display to students" settings

--- Course grades: Check the box if you want students to see a running total of their earned course grade, based solely on the work they have turned in.

--- Released items: This option is checked by default so students can see scores that the instructor has released via each item's settings. Instructors can decide to release or not release individual item scores. It is recommended that this "master" checkbox remain checked and instructors release or not release scores via the individual graded item settings. *Note: Uncheck this box if you do not want students to EVER see their scores for any items.*

--- Mean: Check the box to show students the mean, or average, of the class' course grades.

--- Median: Check the box to show students the median of the class' course grades.

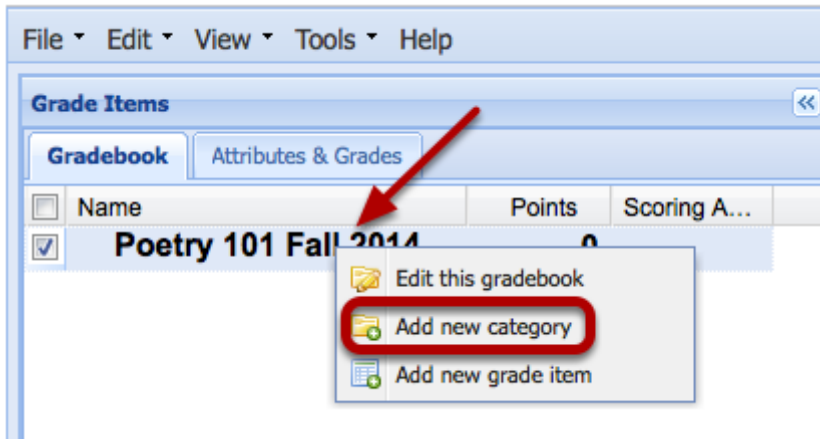
--- Mode: Check the box to show students the scores found most often in the class' set of course grades.

--- Class Rank: Check this box to show each student her or his course grade's class rank.

--- Statistics Chart: Check this box to let students see statistics charts for released items.

5. Once you are satisfied with all your settings, click **Save/Close**.

## Create a Category.



To Create a Category, right-click (CTRL-Click Mac) the gradebook title and select **Add new category**.

This displays the Add Category panel on the right.

## Enter Category information.

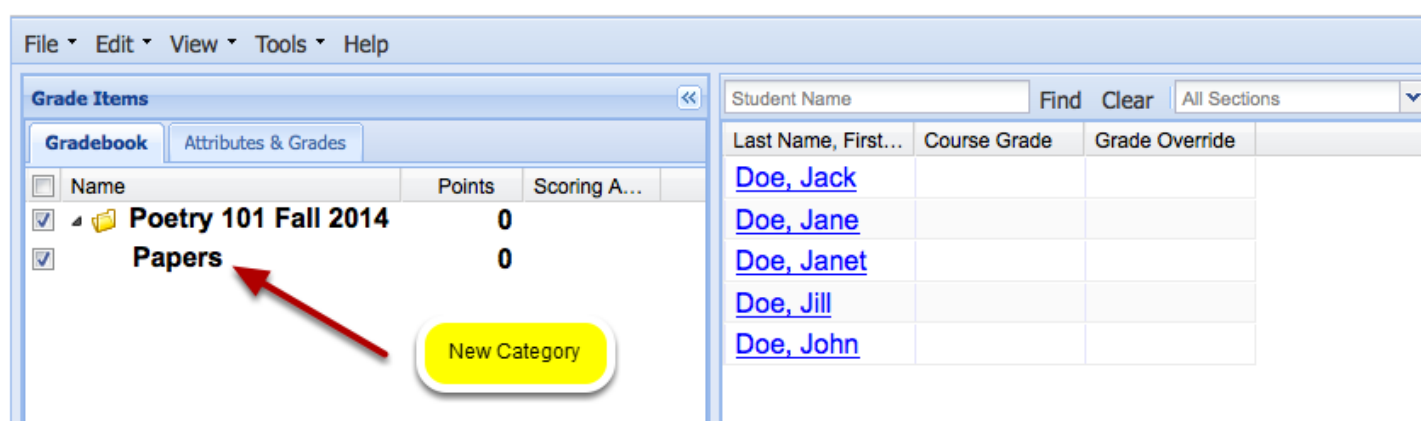
A screenshot of the 'New Category' dialog box. It contains the following fields and controls: 'Name:' with a text box containing 'Papers' (callout 1); 'Drop lowest:' with a text box containing '0' (callout 2); 'Include in grade:' with a checked checkbox (callout 3); 'Extra credit:' with an unchecked checkbox (callout 4); 'Release scores:' with an unchecked checkbox (callout 5); and three buttons at the bottom: 'Add' (callout 6), 'Add/Close' (highlighted with a red circle), and 'Cancel'.

Category Information:

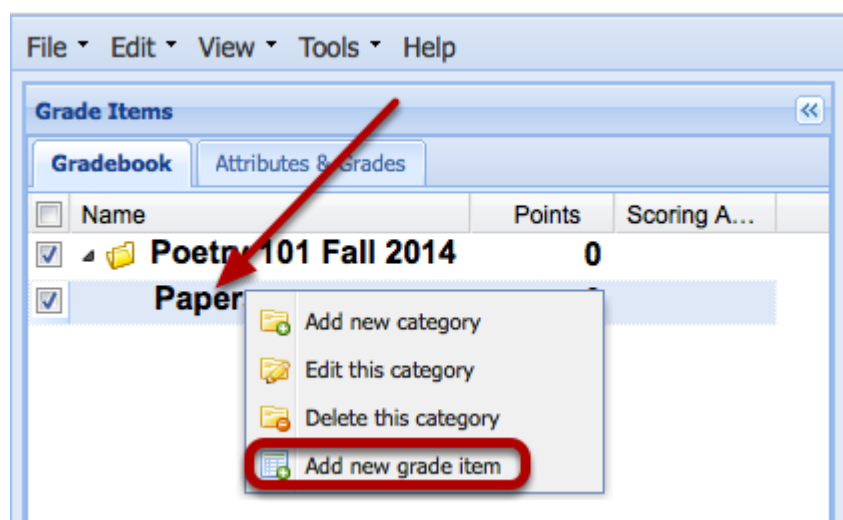
1. Enter a **Name** for the category
2. Instructors have the option to specify the number of lowest-score items in the category that they want to exclude from course grade calculations, by entering a number in the **Drop lowest** box. The Gradebook will display this number next to the category folder icon in the Gradebook tab of the Grade Items frame.
3. Check the **Include in grade** box to include all items in the category in running Course Grade calculations.

4. Check **Extra credit** if you want **all** items in the category to have no negative impact on grade course calculations
5. The **Release Scores** option is unchecked by default. It is recommended that this "semi-master" checkbox remain unchecked and instructors release or not release scores via the individual graded item settings. Checking this box will automatically release the scores for all of the items in the category.
6. Click **Add** if you want to add the Category and remain in the New Category frame to add another Category. Click **Add/Close** to add the Category and close the New Category frame.

## Example of added Category:



## Add a grade item to the category.



To add a grade item to the category, right-click (CTRL-Click Mac) the category title and select **Add a new grade item**.

This displays the New Item panel on the right.

## Enter the Graded Item information.

**New Item**

Name:

Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☐

Release scores: ☐

Give ungraded no credit: ☐

### Item Information:

1. Enter a name for the item in the **Name** box.
2. Note the **Category**
3. Enter a total **Point** value for the item. By default, this value is 100 points, If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
4. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
5. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing). *Note: Use this feature with caution.*
8. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/Close** to add the item and close the New Item frame.



## Example of the new item added to the Gradebook Category (Graded by Points):

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel is expanded to show a tree structure: 'Poetry 101 Fall 2014' (150 points), 'Papers' (150 points), and 'Paper 1' (150 points). A red arrow points from the 'Category' label to the 'Papers' folder, and another red arrow points from the 'Grading item' label to 'Paper 1'. The 'Paper 1' item is circled in red. On the right, the 'Student Name' search bar is at the top, and a table lists student names: Doe, Jack; Doe, Jane; Doe, Janet; Doe, Jill; and Doe, John. The table has columns for 'Last Name, First...', 'Course Grade', and 'Grade Override'.

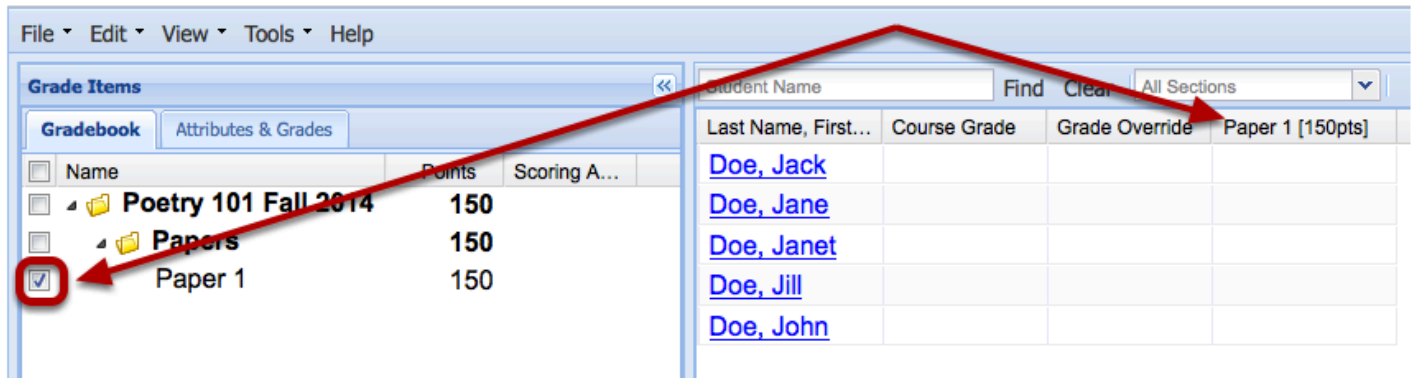
Last Name, First...	Course Grade	Grade Override
<a href="#">Doe, Jack</a>		
<a href="#">Doe, Jane</a>		
<a href="#">Doe, Janet</a>		
<a href="#">Doe, Jill</a>		
<a href="#">Doe, John</a>		

## Example of the new item added to the Gradebook Category (Graded by Percentage):

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel is expanded to show a tree structure: 'Poetry 101 Fall 2014' (100 points), 'Papers' (100 points), and 'Paper 1' (100 points). A red arrow points from the 'Category' label to the 'Papers' folder, and another red arrow points from the 'New grading item' label to 'Paper 1'. The 'Paper 1' item is circled in red. On the right, the 'Student Name' search bar is at the top, and a table lists student names: Doe, Jack; Doe, Jane; Doe, Janet; Doe, Jill; and Doe, John. The table has columns for 'Last Name, First...', 'Course Grade', and 'Grade Override'.

Last Name, First...	Course Grade	Grade Override
<a href="#">Doe, Jack</a>		
<a href="#">Doe, Jane</a>		
<a href="#">Doe, Janet</a>		
<a href="#">Doe, Jill</a>		
<a href="#">Doe, John</a>		

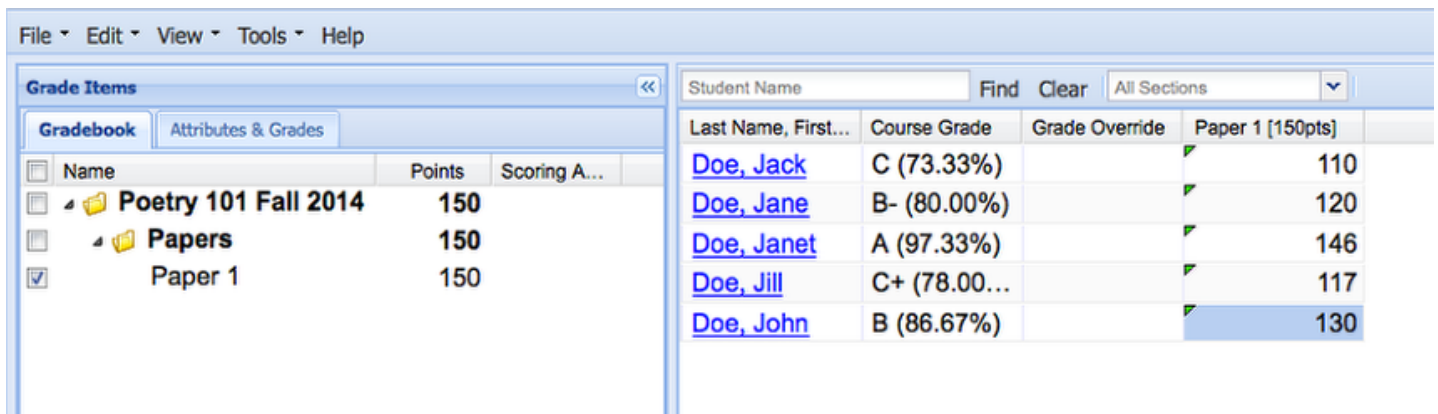
## Display in spreadsheet.



To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel.

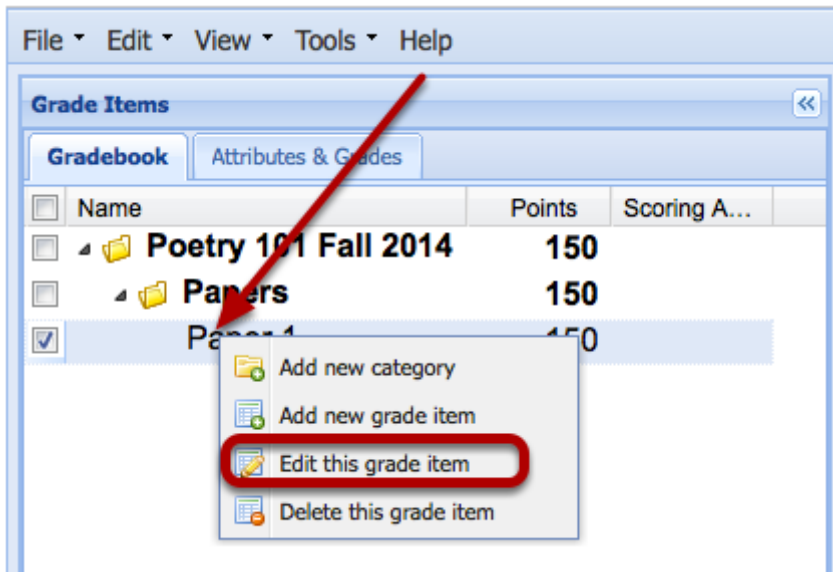
## Enter Grades in the spreadsheet grading column.



Note:

- *Points:* You can only enter a number in the range of 0 to the maximum number of points you listed for the grade item.
- *Percentage:* You can only enter a number in the range of 0% to 100 %
- *Letter Grade:* you can only enter a letter grade between F and A+

## Release item grades to students.



To release the item grades to students, right-click (CTRL-Click Mac) the grade item and select **Edit this Item**.

This displays the Edit Item panel on the right.

## Check Release Scores and click Save/Close.

The screenshot shows the 'Edit Item' panel in the Sakai Gradebook. It has a title bar 'Edit Item'. The panel contains several fields: 'Name' (Paper 1), 'Category' (Papers), 'Points' (150), 'Due date' (Optional), and 'Source' (Gradebook). Below these fields are four checkboxes: 'Include in grade' (checked), 'Extra credit' (unchecked), 'Release scores' (checked and highlighted with a red circle), and 'Give ungraded no credit' (unchecked). At the bottom of the panel are three buttons: 'Delete', 'Save', and 'Save/Close' (which is highlighted with a red circle), and a 'Cancel' button.

This changes the item color to Blue and releases the item scores to the students.

# Example:

File ▾ Edit ▾ View ▾ Tools ▾ Help

Grade Items

Gradebook

Attributes & Grades

<input type="checkbox"/> Name	Points	Scoring A...
<input checked="" type="checkbox"/> Poetry 101 Fall 2014	150	
<input checked="" type="checkbox"/> Papers	150	
<input checked="" type="checkbox"/> Paper 1	150	

Student Name

Find

Clear

All Sections ▾

Last Name, First...	Course Grade	Grade Override	Paper 1 [150pts]
<a href="#">Doe, Jack</a>	C (73.33%)		110
<a href="#">Doe, Jane</a>	B- (80.00%)		120
<a href="#">Doe, Janet</a>	A (97.33%)		146
<a href="#">Doe, Jill</a>	C+ (78.00...)		117
<a href="#">Doe, John</a>	B (86.67%)		130

Blue color denotes that item scores are released to students

# How do I create weighted categories in Gradebook2?

A Weighted Categories gradebook allows the instructor to post grades to items organized by weighted categories. The weight of an item is its relative weight in the category (i.e., weight relative to other items in category) multiplied by the category weight in the gradebook.

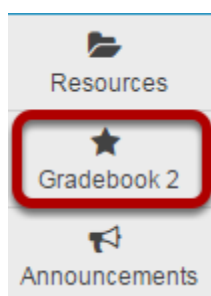
Instructors have the option to:

- Specify the weight of each category
- Specify the relative weight of each item in a category manually
- Set up the category so the relative weights of all items are equal
- Set up a category so the maximum points of each item determines its relative weight in the category
- Include extra credit items in which the extra credit contribution is determined by item weight

Item grades can be further calculated into a running "Course Grade", which is the calculated grade for all items that have been graded to date.

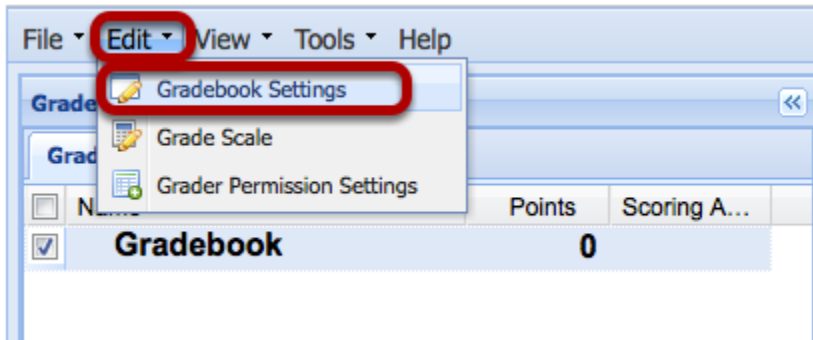
*Note: If some items are not scored, the Course Grade will reflect scored item weights that are automatically adjusted to equal 100% of the gradebook.*

## Go to Gradebook2.



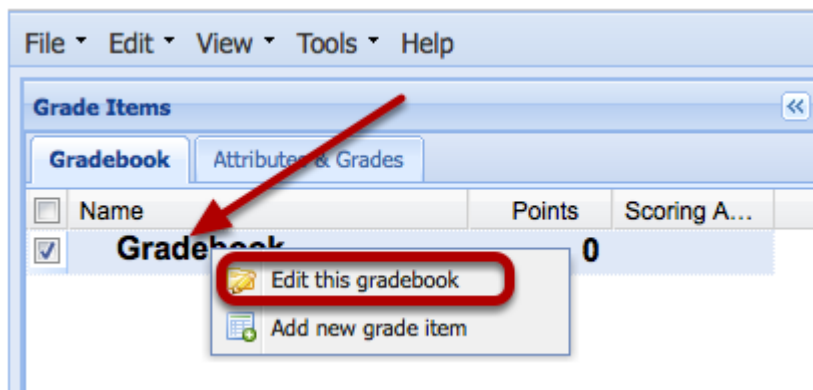
Select **Gradebook2** from the Tool Menu in your site.

## Click Edit > Gradebook Settings.



This displays the Gradebook Settings in the right panel.

## Or, right-click the word Gradebook and select Edit this Gradebook.



This displays the Gradebook Settings in the right panel.

# Set-up Gradebook.

The screenshot shows the 'Set Up Gradebook' dialog box with the following elements:

- 1** Name: Poetry 101 Fall 2014
- 2** Organize Gradebook using Category Style: Weighted Categories (dropdown menu)
- 3** Grade Using: Points (dropdown menu)
- 4** Display To Students: Course grades, Released items, Mean, Median (checkboxes)
- 5** Save/Close (button)

## Gradebook Settings:

1. **Name:** By default The Gradebook is named "Gradebook". if you export a copy of the gradebook to your computer, the filename will also be the default, "Gradebook". Naming the gradebook makes it easy to identify the filename if you export a copy onto your computer. We recommend using the course name, quarter, and year, e.g., ENG001F11, or the actual site name.

2. **Organize by:** From the dropdown menu, choose the gradebook structure: For a weighted Gradebook select "Weighted Categories". This is a gradebook that has the graded items organized by Categories that are weighted.

3. **Grade using:** from the dropdown menu, choose the grading format. *Note: You may choose only one option. Gradebook2 does not allow multiple grading systems.*

--- Points: This is a grading option that is commonly used by many instructors. All the item's points can add up to any total score and the Gradebook will automatically calculate the running Course Grade based on a 100% grade scale. If your gradebook is set up for points, the score entered for an item cannot be greater than the item's maximum possible points. You may enter a negative score.

--- Percentages: This option allows instructors to enter a percentage, between 0 and 100, of an item's maximum points. The Gradebook automatically calculates the percentage of each item's maximum points for the course grade, based on a 100% grade scale.

*Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. If, in those three tools, you set the maximum points at any value other than 100, the Gradebook converts those points to the 0-100 scale used in percentage grading.*

--- Letter Grades: This option allows instructors to enter letter scores of A+ thru F, and 0, in the spreadsheet for grading. For the running Course Grade calculation, the Gradebook automatically adds all the item's letter grades and calculates the running course grade based on a 100% grade scale.

*Note: For grading items in Assignments, Forums and Tests & Quizzes, scores can only be entered as points. The Gradebook converts these points to a letter grade.*

4. **Display To Students options:** Gradebook2 allows instructors to release grade information to students. Checkmark any of the desired "display to students" settings

--- Course grades: Check this box if you want students to see a running total of their earned course grade, based solely on the work they have turned in.

--- Released items: This option is checked by default so students can see scores when the instructor has released them via each item's settings. Instructors can decide to release or not release individual item scores. It is recommended that this "master" checkbox remain checked and instructors release or not release scores via the individual graded item settings. *Note: Uncheck this box if you do not want students to EVER see their scores for any items.*

--- Mean: Check the box to show students the mean, or average, of the class' course grades.

--- Median: Check the box to show students the median of the class' course grades.

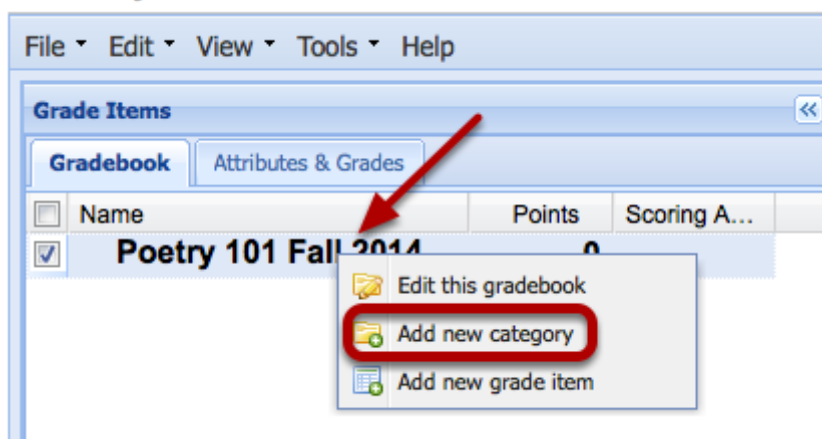
--- Mode: Check the box to show students the scores found most often in the class' set of course grades.

--- Class Rank: Check this box to show each student her or his course grade's class rank.

--- Statistics Chart: Check this box to let students see statistics charts for released items.

5. Once you are satisfied with all your settings, click **Save/Close**.

## Add a category.





To Create a Category, Right-Click (CTRL-Click Mac) the gradebook title and select "Add a new category".

This displays the Add Category panel on the right.

## Enter Category information.

The screenshot shows a 'New Category' dialog box with the following fields and options:

- Name:** A text input field containing 'Papers' (callout 1).
- % Grade:** A text input field containing '50' (callout 2).
- Drop lowest:** A text input field containing '0' (callout 3).
- Include in grade:** A checkbox that is checked (callout 4).
- Extra credit:** A checkbox that is unchecked (callout 5).
- Release scores:** A checkbox that is unchecked (callout 6).
- Weight items equally:** A checkbox that is checked (callout 7).
- Weight items by points:** A checkbox that is unchecked (callout 8).
- Buttons:** 'Add' (callout 9), 'Add/Close' (highlighted with a red box), and 'Cancel'.

### Category Information:

1. Enter a **Name** for the category
2. Enter the **weight** for the category (as a whole). In the example above, the "Papers" category is worth 50% of the course grade.
3. Instructors have the option to specify the number of lowest-score items in the category that they want to exclude from course grade calculations, by entering a number in the **Drop lowest** box. The Gradebook will display this number next to the category folder icon in the Gradebook tab of the Grade Items frame.
4. Check the **Include in grade** box to include all items in the category in running Course Grade calculations.
5. Check **Extra credit** if you want **all** items in the category to have no negative impact on grade course calculations
6. The **Release Scores** option is unchecked by default. It is recommended that this "semi-master" checkbox remain unchecked and instructors release or not release scores via the individual graded item settings. Checking this box will automatically release the scores for all of the items in the category.
7. The **Weight Items Equally** option allows all graded items to have equal relative weights in the category. In the example above, this box has been checked. The 4 items in the category (paper 1, paper 2, paper 3 and paper 4), is each worth 25% of the category (which is 12.5% of the total Course Grade). If this box is not checked, you will need to set each item's relative weight (i.e., weight relative to other items in the category) manually.

8. An option here is to set the **weight by points**. If this box is checked, the panel display is reset and the "Drop Lowest" and "Weight Equally" boxes are removed. Weighting by points means that the weight of each item in the category is relative to the maximum point value assigned to it. For instance, if 3 items are listed in the category (paper 1 - 25 points, paper 2 - 50 points and paper 3 - 75 points), then paper 1 is worth 16.66% of the category, paper 2 is worth 33.33% of the category and paper 3 is worth 50% of the category.
9. Click **Add** if you want to add the Category and remain in the New Category frame to add another Category. Click **Add/Close** to add the Category and close the New Category frame.

## Example of added Category:

This gradebook is not correctly weighted.

Name	% Grade	% Category	Points
Poetry 101 Fall 2014	50 / 100	-	0
Papers	50	0 / 100	0

Note: This Gradebook is not yet correctly weighted because the categories do not add up to 100%

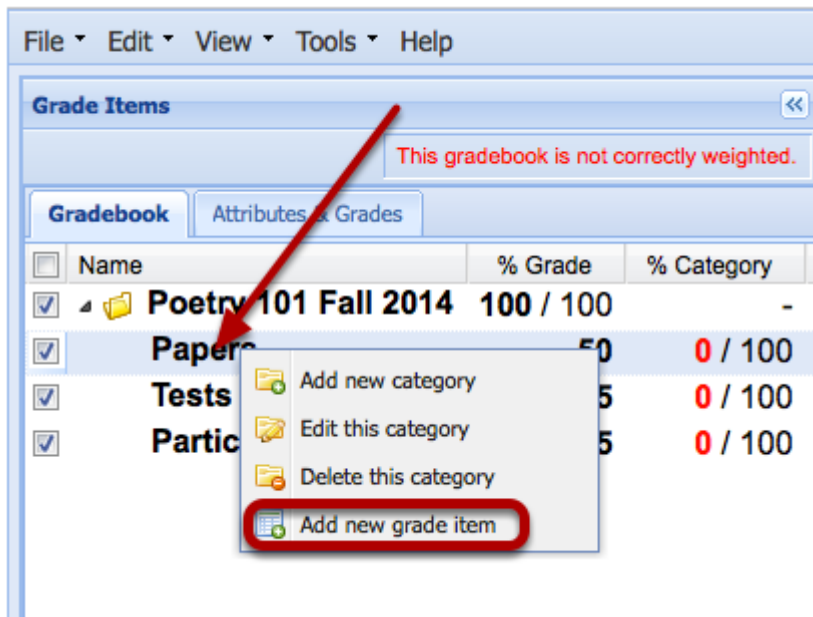
## Example of multiple weighted categories

This gradebook is not correctly weighted.

Name	% Grade	% Category	Points
Poetry 101 Fall 2014	100 / 100	-	0
Papers	50	0 / 100	0
Tests	35	0 / 100	0
Participation	15	0 / 100	0

Note: This Gradebook is not yet correctly weighted because there are no graded items in the categories

## Add a new grade item.



To add a grade item to the category, right-click (CTRL-Click Mac) the category title and select **Add a new grade item**.

This displays the New Item panel on the right.

## Case 1: Enter the Graded Item information (when the category has Weight Items Equally selected)

**New Item**

Name:

Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☐

Release scores: ☐

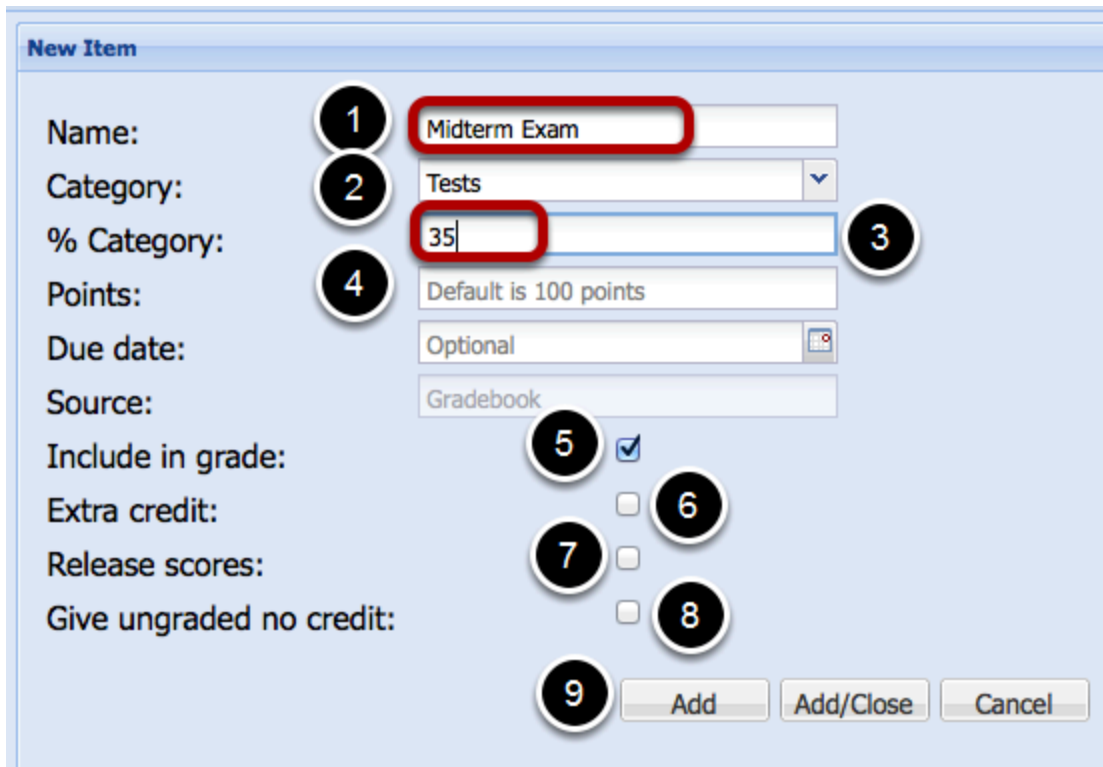
Give ungraded no credit: ☐

Item Information (when the category **has** Weight Items Equally selected):

1. Enter a name for the item in the **Name** box.
2. Note the **Category**
3. Enter a total **Point** value for the item. By default, this value is 100 points, If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
4. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
5. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing).
8. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/Close** to add the item and close the New Item frame.

Note: In the example above, the "Papers" category was weighted as 50% of the Course Grade. Also, the category has Weight Items Equally selected. Therefore each paper is worth an equal amount of the 50% total for the category.

## Case 2: Enter the Graded Item information (when the category has Weight Items Equally NOT selected)



Item Information (when the category has Weight Items Equally **NOT** selected):

1. Enter a name for the item in the **Name** box.
2. Note the **Category**
3. Enter the weight this item has for the category. In this example the Midterm Exam has a weight of 35% or the category (*Note: The category "Tests" in this example is weighted to 35% of the Course Grade. This means that the midterm is 35% **of** 35%, or worth 12.25% of the Course Grade.*
4. Enter a total **Point** value for the item. By default, this value is 100 points, If you are grading by Percentage or Letter Grade, leave this at 100; otherwise enter the point value for the graded item.
5. Check **Include in grade** if you want the Gradebook to include this item in the running Course Grade calculations.
6. Check **Extra Credit** if you want the item to have no negative impact on the course grade calculation. Extra Credit items can only add to the Course Grade, they cannot subtract from it.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the

students. Instructors can always return to these settings and change the "Release Scores" setting later.

8. Check **Give ungraded no credit** if you want the Gradebook to treat blank entries as zeroes when calculating the course grade. Note: if checked, this means that all students will have a grade of "0" (rather than nothing). If this is checked on all graded items, students will begin with a Course Grade of "F" (rather than nothing).
9. Click **Add** if you want to add the item and remain in the New Item frame to add another item. Click **Add/Close** to add the item and close the New Item frame.

## Example of the multiple items added to the Weighted Gradebook Categories:

In this category, items are weighted equally

Name	% Grade	% Category	Points
<b>Poetry 101 Fall 2014</b>	100 / 100	-	700
<b>Papers</b>	50	100 / 100	300
Paper 1	16.67	33.33	100
Paper 2	16.67	33.33	100
Paper 3	16.67	33.33	100
<b>Tests</b>	35	100 / 100	200
Midterm Exam	12.25	35	100
Final Exam	22.75	65	100
<b>Participation</b>	15	100 / 100	200
Discussion Board	12	80	100
Attendance	3	20	100

Categories

Percent of Course Grade

Percent of Category

Points

Student Name

Last Name, First... Course Grade

Doe, Jack

Doe, Jane

Doe, Jill

Doe, John



## Display in spreadsheet.

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' list is displayed with columns for Name, % Grade, % Category, and Points. The 'Papers' category is expanded, showing 'Paper 1', 'Paper 2', and 'Paper 3'. The 'Tests' category is also expanded, showing 'Midterm Exam' and 'Final Exam'. The 'Participation' category is expanded, showing 'Discussion Board' and 'Attendance'. On the right, the 'Student Name' search area is visible, with a 'Find' button and a 'Clear' button. Red arrows point from the checkboxes next to 'Paper 1' and 'Paper 2' in the 'Grade Items' list to the 'Find' button in the search area.

To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel

## Enter Grades in the spreadsheet grading column.

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' list is displayed with columns for Name, % Grade, % Category, and Points. The 'Papers' category is expanded, showing 'Paper 1', 'Paper 2', and 'Paper 3'. The 'Tests' category is also expanded, showing 'Midterm Exam' and 'Final Exam'. The 'Participation' category is expanded, showing 'Discussion Board' and 'Attendance'. On the right, the 'Student Name' search area is visible, with a 'Find' button and a 'Clear' button. Red arrows point from the checkboxes next to 'Paper 1' and 'Paper 2' in the 'Grade Items' list to the 'Find' button in the search area. A yellow callout box labeled 'Running Course Grade' points to the 'Course Grade' column in the spreadsheet panel.

Note:

- *Points:* You can only enter a number in the range of 0 to the maximum number of points you listed for the grade item.
- *Percentage:* You can only enter a number in the range of 0% to 100 %
- *Letter Grade:* you can only enter a letter grade between F and A+

## Release item grades to students.

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel lists various items. A right-click context menu is open for 'Paper 1', with 'Edit this grade item' highlighted by a red circle. On the right, a table shows student grades for 'Paper 1' and 'Paper 2'.

Last Name, First...	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
<a href="#">Doe, Jack</a>	C- (72.00...	78	66
<a href="#">Doe, Jane</a>	B (83.50...	89	78
<a href="#">Doe, Jill</a>	A (95.50...	96	95
<a href="#">Doe, John</a>	A- (90.00...	92	88

To release the item grades to students, right-click (CTRL-Click Mac) the grade item and select **Edit this Item**.

This displays the Edit Item panel on the right.

## Check Release Scores and click Save/Close.

The 'Edit Item' panel shows the following fields and options:

- Name: Paper 1
- Category: Papers
- Points: 100
- Due date: Optional
- Source: Gradebook
- Include in grade: ☒
- Extra credit: ☐
- Release scores: ☒ (highlighted with a red circle)
- Give ungraded no credit: ☐

Buttons at the bottom: Delete, Save, **Save/Close** (highlighted with a red circle), Cancel.

This changes the item color to Blue and releases the item scores to the students.



# Example:

File ▾ Edit ▾ View ▾ Tools ▾ Help

Grade Items

Gradebook

Attributes & Grades

<input type="checkbox"/> Name	% Grade	% Category	Points
<input type="checkbox"/> Poetry 101 Fall 2014	100 / 100	-	700
<input type="checkbox"/> Papers	50	100 / 100	300
<input checked="" type="checkbox"/> Paper 1	16.67	33.33	100
<input checked="" type="checkbox"/> Paper 2	16.67	33.33	100
<input type="checkbox"/> Paper 3	16.67	33.33	100
<input type="checkbox"/> Tests	35	100 / 100	200
<input type="checkbox"/> Midterm Exam	12.25	35	100
<input type="checkbox"/> Final Exam	22.75	65	100
<input type="checkbox"/> Participation	15	100 / 100	200
<input type="checkbox"/> Discussion Board	12	80	100
<input type="checkbox"/> Attendance	3	20	100

Student Name

Find Clear

All Sections ▾

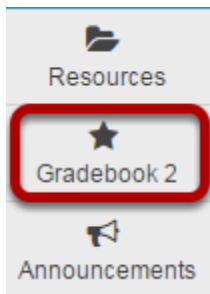
Last Name, First...	Course Grade	Paper 1 [100pts]	Paper 2 [100pts]
<a href="#">Doe, Jack</a>	C- (72.00...	78	66
<a href="#">Doe, Jane</a>	B (83.50...	89	78
<a href="#">Doe, Jill</a>	A (95.50...	96	95
<a href="#">Doe, John</a>	A- (90.00...	92	88

Blue color denotes that item scores are released to students

# How do I specify TA grading permissions in the Gradebook2 tool?

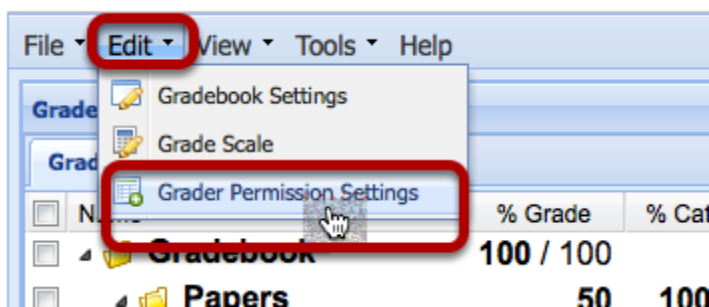
If your site has users in the Teaching Assistant (TA) role assigned to sections, you can override default TA grading permissions, so TAs can grade any or all sections. If your gradebook has been set up for categories, you can also specify TA grading permissions for categories.

## Go to Gradebook2.



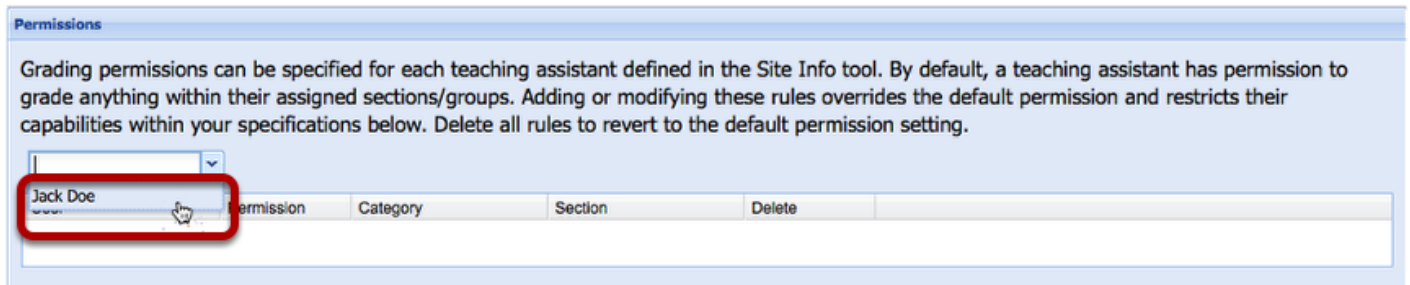
Select **Gradebook2** from the Tool Menu in your site.

## Click Edit > Grader Permissions Settings.



This displays the Grader Permissions dialog box.

## Use the drop-down box to select the TA's account.



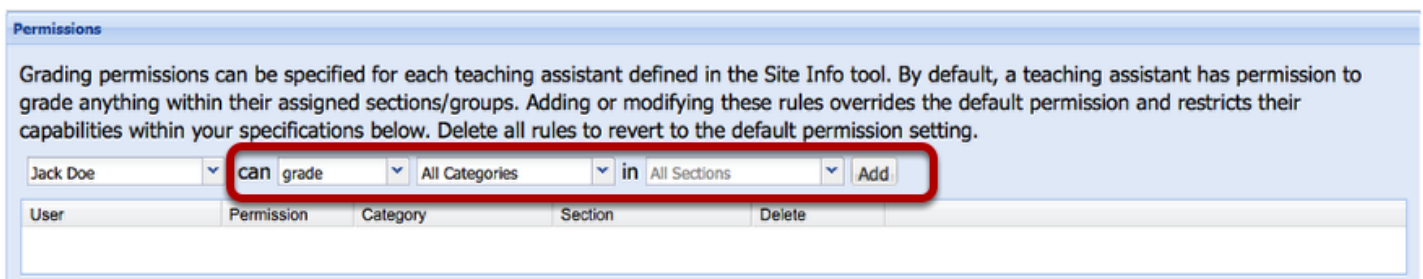
Permissions

Grading permissions can be specified for each teaching assistant defined in the Site Info tool. By default, a teaching assistant has permission to grade anything within their assigned sections/groups. Adding or modifying these rules overrides the default permission and restricts their capabilities within your specifications below. Delete all rules to revert to the default permission setting.

Jack Doe

Permission	Category	Section	Delete
------------	----------	---------	--------

## Select TA permissions.



Permissions

Grading permissions can be specified for each teaching assistant defined in the Site Info tool. By default, a teaching assistant has permission to grade anything within their assigned sections/groups. Adding or modifying these rules overrides the default permission and restricts their capabilities within your specifications below. Delete all rules to revert to the default permission setting.

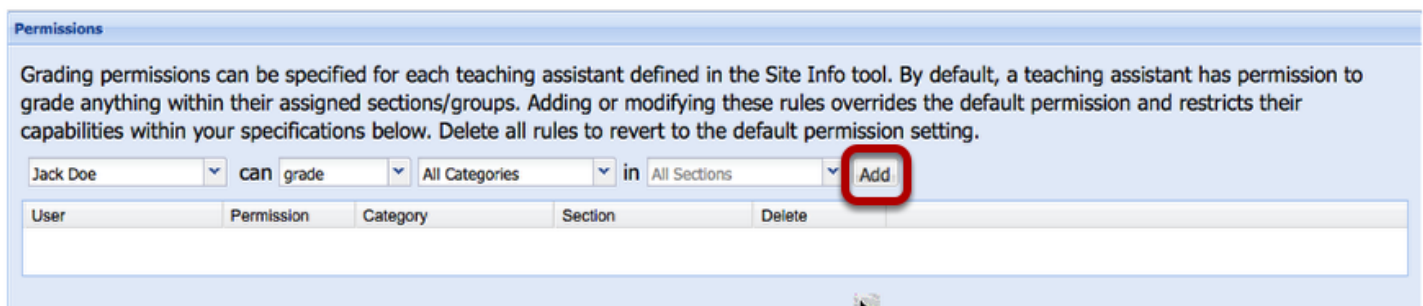
Jack Doe

can grade All Categories in All Sections Add

User	Permission	Category	Section	Delete
------	------------	----------	---------	--------

Choose the desired grading permissions from the drop-down menus. For example, to allow the TA to grade everything, select can **Grade**, **All Categories**, in **All Sections**.

## Click Add.



Permissions

Grading permissions can be specified for each teaching assistant defined in the Site Info tool. By default, a teaching assistant has permission to grade anything within their assigned sections/groups. Adding or modifying these rules overrides the default permission and restricts their capabilities within your specifications below. Delete all rules to revert to the default permission setting.

Jack Doe

can grade All Categories in All Sections Add

User	Permission	Category	Section	Delete
------	------------	----------	---------	--------

This will grant the selected TA the selected grading permissions.

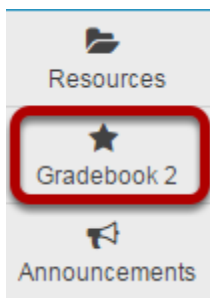
*Note: To remove a TA permission for grading:*

- Go to *Gradebook > Edit > Grader Permission Settings*
- Click **Delete** to the right of the TA's name.

# How do I add grades and comments to the Gradebook2 spreadsheet?

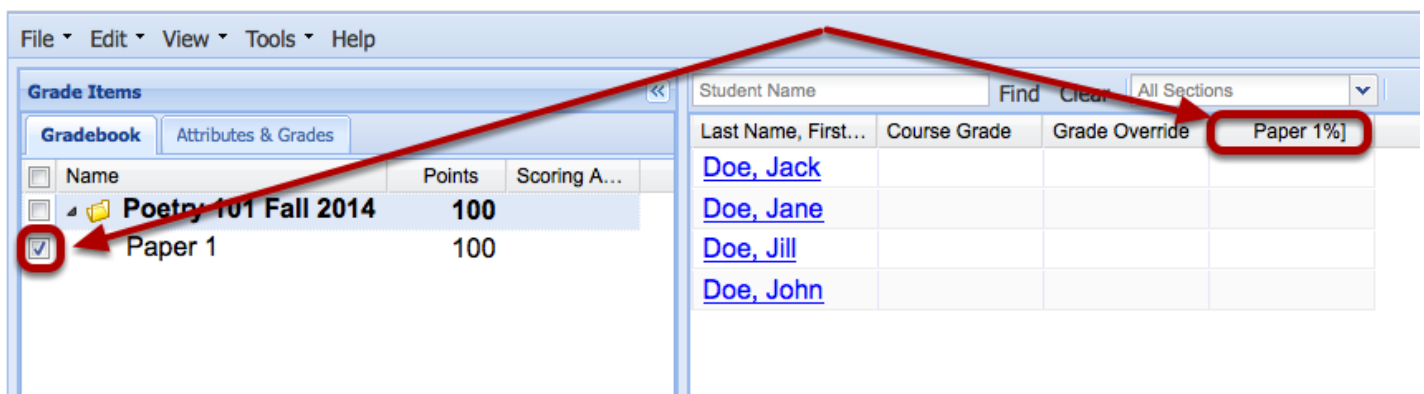
Once the gradebook is set up and you have added items, you can enter grades and comments via the Gradebook2 spreadsheet panel.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

## Display in spreadsheet.



To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel.

## Add a grade.

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel is open, showing a list of items: 'Poetry 101 Fall 2014' (100 points) and 'Paper 1' (100 points). The 'Paper 1' item is selected. On the right, the 'Student Name' table is displayed. The table has columns: 'Last Name, First...', 'Course Grade', 'Grade Override', and 'Paper 1%'. The first row shows 'Doe, Jack' with a 'Course Grade' of 'B+ (87.00%)' and a 'Paper 1%' score of '87'. The '87' is highlighted with a red rectangle.

To add a grade, click on a cell in the column and enter a score.

*Tip: To save the score and move down the column to the next cell, hit the "Enter" key on your keyboard or use your computer's down arrow key.*

Note: How you enter scores will depend on how you have set up the gradebook:

- **Points.** If the gradebook is set up for points, enter any number that is equal to or less than the total point value (maximum points) for the item. You may enter zero, and you may enter numbers with decimal points, up to five places. You may also enter a negative number.
- **Percentages.** If the gradebook is set up for percentages, you must enter a number from 0 to 100. You may enter numbers with decimal points, up to five decimal places.
- **Letter Grades.** If the gradebook is set up for letter grades, enter a letter grade (F to A+) or zero.

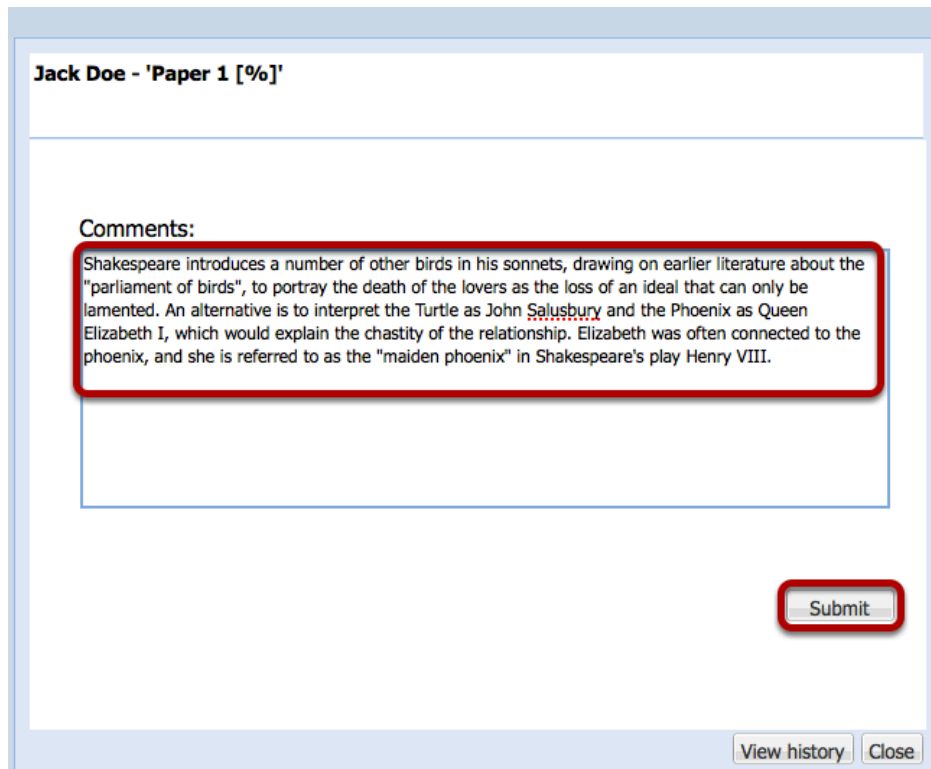
## Add a comment.

The screenshot shows the Sakai Gradebook interface. On the right, the 'Student Name' table is displayed. The table has columns: 'Last Name, First...', 'Course Grade', 'Grade Override', and 'Paper 1%'. The first row shows 'Doe, Jack' with a 'Course Grade' of 'B+ (87.00%)' and a 'Paper 1%' score of '87'. A red arrow points to the '87' cell. A context menu is open over the '87' cell, showing two options: 'Edit Comment(s)' and 'View Grade History'. The 'Edit Comment(s)' option is highlighted with a red rectangle.

To add a comment, right-click (CTRL-Click Mac) the grade cell and select **Edit Comments**.

This displays the Edit Comments page.

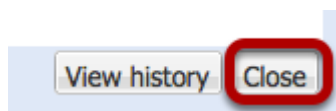
**Enter your comments, then click Submit.**



The screenshot shows a web interface for a document titled "Jack Doe - 'Paper 1 [%]'". Below the title is a large text area for comments. A red rectangular box highlights the text within this area: "Shakespeare introduces a number of other birds in his sonnets, drawing on earlier literature about the 'parliament of birds', to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salisbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the 'maiden phoenix' in Shakespeare's play Henry VIII." Below the text area is a "Submit" button, also highlighted with a red border. At the bottom right of the interface are two buttons: "View history" and "Close".

This saves the grade comments.

**Click Close.**



This returns the display to the spreadsheet panel.

**Example: Yellow triangle in top right of cell indicates there is a comment attached to the grade**

Student Name	Find	Clear	All Sections	▼	N
Last Name, First...	Course Grade	Grade Override	Paper 1 [%]		
<a href="#">Doe, Jack</a>	B+ (87.00%)		87	▲	
<a href="#">Doe, Jane</a>					
<a href="#">Doe, Jill</a>					
<a href="#">Doe, John</a>					

**Example: Other spreadsheet indicators**

gradebook2			
lear	Section	weighted Categories/Points Mode	
Calculated Grade	Quiz 3 [100pts]	Discussion 1 [100pts]	Project 1 [100pts]
88.36	70	90	80
84.91	90	75	80
78.36	85	85	70
81.61		70	60
83.45		80	90

1. When you click on a cell, the Gradebook displays a blue border around the cell to indicate the cell is active and you may enter a score.
2. If the score for an item is within the item's allowed value range, the Gradebook displays a green triangle in the upper left corner of the cell.
3. If the score is not within the item's allowed value range, the Gradebook displays a red triangle and a "Request Failed" message, and will not accept the entry.
4. When a comment has been added with a score, the Gradebook displays a yellow triangle in the upper right corner of the cell.
5. If the score is for an extra credit item, the Gradebook displays the score in green.
6. Not included in course grade calculation

6. If the score is not included in the course grade calculation, the Gradebook displays the score in gray.
7. If the score has been excused, or if it is low enough to be dropped in a category for which you have opted to drop one or more lowest-score items, the Gradebook will display the score in red with a strikethrough.

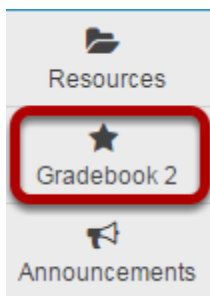
*Note: When you enter scores in a category set to drop lowest-score items, the Gradebook does not drop scores until you have at least one more scored item than the number set to be dropped. If a category is set to drop two lowest-score items, for example, you must score three items for the Gradebook to drop the two items with lowest scores.*



# How do I view and enter grades/comments for an item by group/section in Gradebook2?

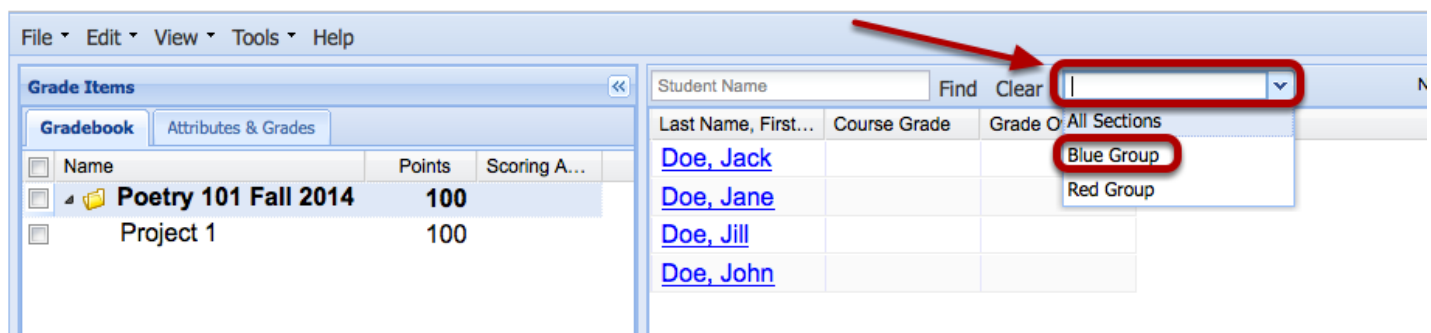
Once the gradebook is set-up and you have added items, you can enter grades and comments for users in a specific group/section via the Gradebook2 spreadsheet panel.

## Go to Gradebook2.



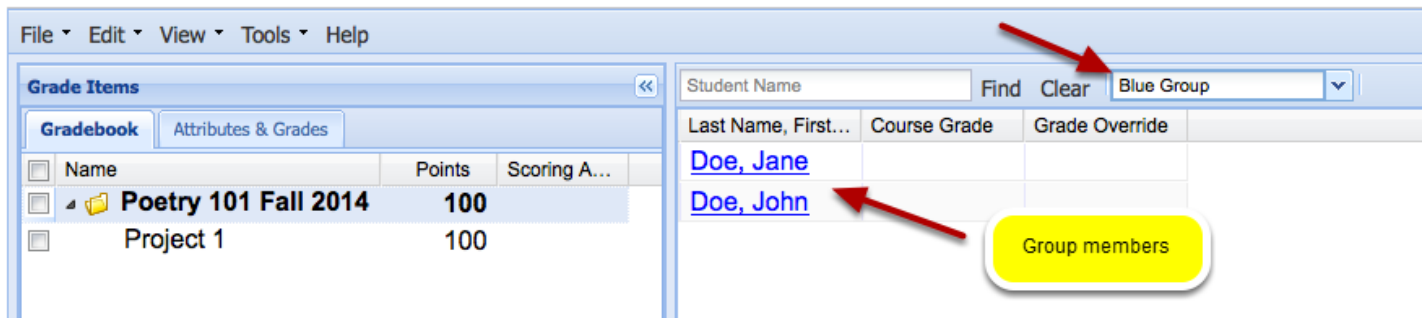
Select **Gradebook2** from the Tool Menu in your site.

## Use the All Sections drop-down menu to select a group/section.

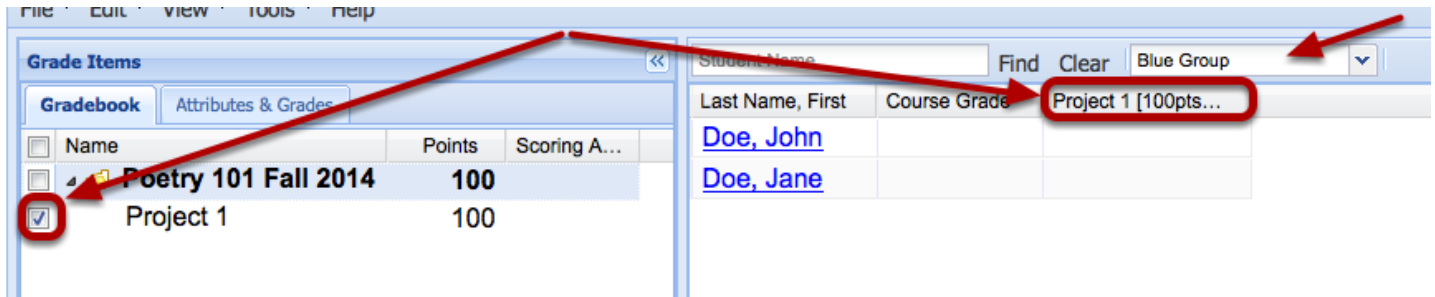


This displays in the spreadsheet only those individuals who are members of the group/section.

## Example: Display of students in selected group



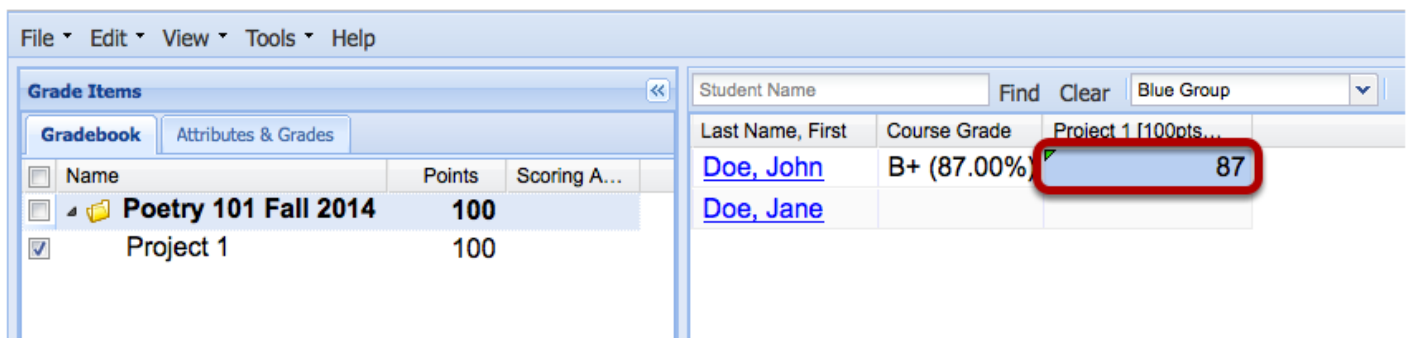
## Display in spreadsheet.



To display the item in the spreadsheet, check the box next to the item name.

This displays the item's grading column in the spreadsheet panel.

## Add a grade.



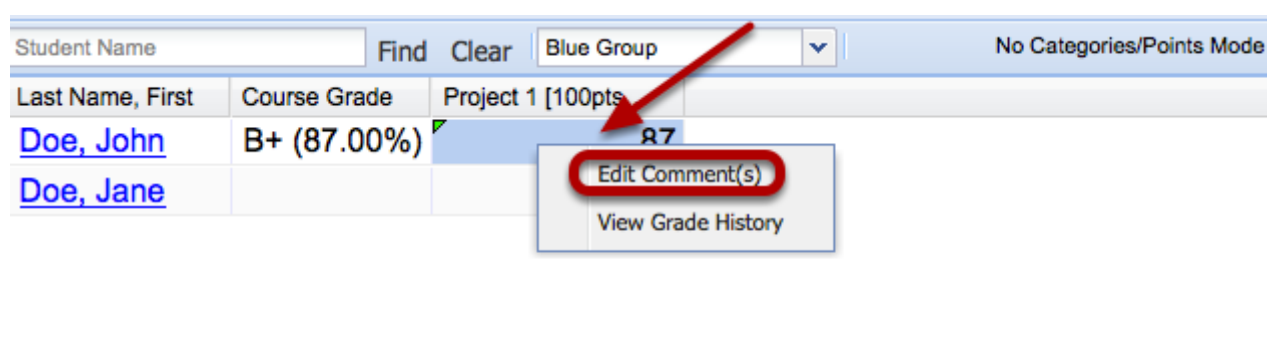
To add a grade, click on a cell in the column and enter a score.

*Tip: To save the score and move down the column to the next cell, hit the "Enter" key on your keyboard or use your computer's down arrow key.*

Note: How you enter scores will depend on how you have set up the gradebook:

- **Points.** If the gradebook is set up for points, enter any number that is equal to or less than the total point value (maximum points) for the item. You may enter zero, and you may enter numbers with decimal points, up to five places. You may also enter a negative number.
- **Percentages.** If the gradebook is set up for percentages, you must enter a number from 0 to 100. You may enter numbers with decimal points, up to five decimal places.
- **Letter Grades.** If the gradebook is set up for letter grades, enter a letter grade (F to A+) or zero.

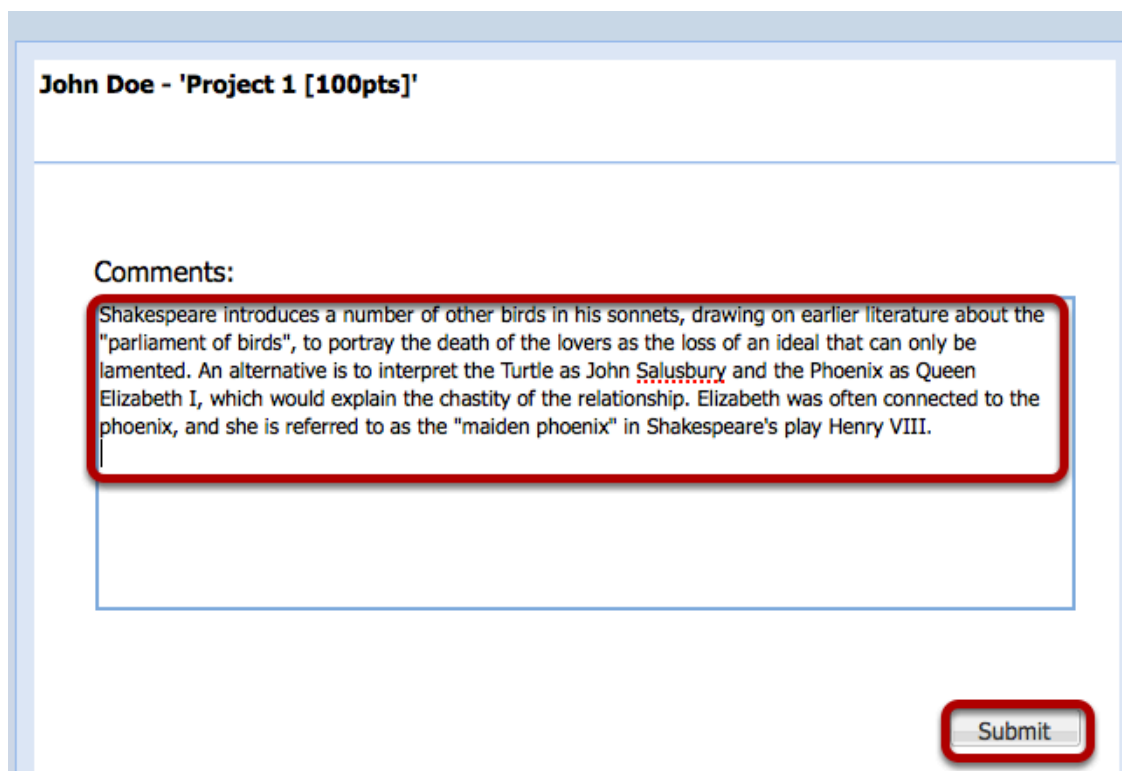
## Add a comment.



To add a comment, right-click (CTRL-Click Mac) the grade cell and select **Edit Comments**.

This displays the Edit Comments page.

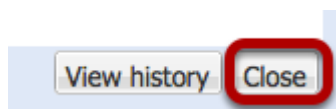
**Enter your comments, then click Submit.**



The screenshot shows a comment box interface. At the top, it says "John Doe - 'Project 1 [100pts]'". Below this is a large text area for comments. The word "Comments:" is at the top left of the text area. Inside the text area, there is a red rectangular box containing the following text: "Shakespeare introduces a number of other birds in his sonnets, drawing on earlier literature about the 'parliament of birds', to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salusbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the 'maiden phoenix' in Shakespeare's play Henry VIII." Below the text area is a "Submit" button, which is also highlighted with a red rectangular box.

This saves the grade comments.

**Click Close.**



This returns the display to the spreadsheet panel.

**Example: Yellow triangle in top right of cell indicates there is a comment attached to the grade**

Student Name	Find	Clear	Blue Group
Last Name, First	Course Grade	Project 1 [100pts...]	
<a href="#">Doe, John</a>	B+ (87.00%)	87	
<a href="#">Doe, Jane</a>			

**Example: Other spreadsheet indicators**

gradebook2				
lear	Section	Weighted Categories/Points Mode		
Calculated Grade	Quiz 3 [100pts]	Discussion 1 [100pts]	Project 1 [100pts]	
88.36	<del>70</del>	90	80	
84.91	90	75	80	
78.36	85	85	70	
81.61		70	60	
83.45		80	90	

2

Score is within allowed value range.

7

Lowest-score dropped item or excused item

4

Comment added

3

Score is not within allowed value range.

1

Active cell

5

Extra credit

6

Not included in course grade calculation

1. When you click on a cell, the Gradebook displays a blue border around the cell to indicate the cell is active and you may enter a score.
2. If the score for an item is within the item's allowed value range, the Gradebook displays a green triangle in the upper left corner of the cell.
3. If the score is not within the item's allowed value range, the Gradebook displays a red triangle and a "Request Failed" message, and will not accept the entry.
4. When a comment has been added with a score, the Gradebook displays a yellow triangle in the upper right corner of the cell.
5. If the score is for an extra credit item, the Gradebook displays the score in green.

6. If the score is not included in the course grade calculation, the Gradebook displays the score in gray.
7. If the score has been excused, or if it is low enough to be dropped in a category for which you have opted to drop one or more lowest-score items, the Gradebook will display the score in red with a strikethrough.

*Note: When you enter scores in a category set to drop lowest-score items, the Gradebook does not drop scores until you have at least one more scored item than the number set to be dropped. If a category is set to drop two lowest-score items, for example, you must score three items for the Gradebook to drop the two items with lowest scores.*

# How do I add extra credit to a non-weighted Gradebook2?

The Gradebook2 tool does not allow scores above the maximum value. For instance, if grading by Points, and the maximum point value is set to 150, you cannot assign a score of 155 points. If grading by Percentages, you cannot assign a score of 105%. If grading by Letter Grade, you cannot assign a score of A++.

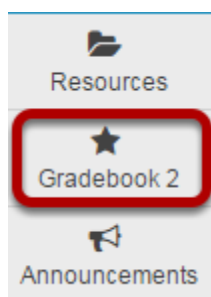
Some instructors may want to award extra credit either as an addition to an existing grade or as a separate extra credit assignment.

The method of adding extra credit is slightly different depending on whether the gradebook is "non-weighted", "non-weighted categories" or "weighted categories".

It is also slightly dependent on whether the gradebook is scored by "points", "percentages" or "letter grades".

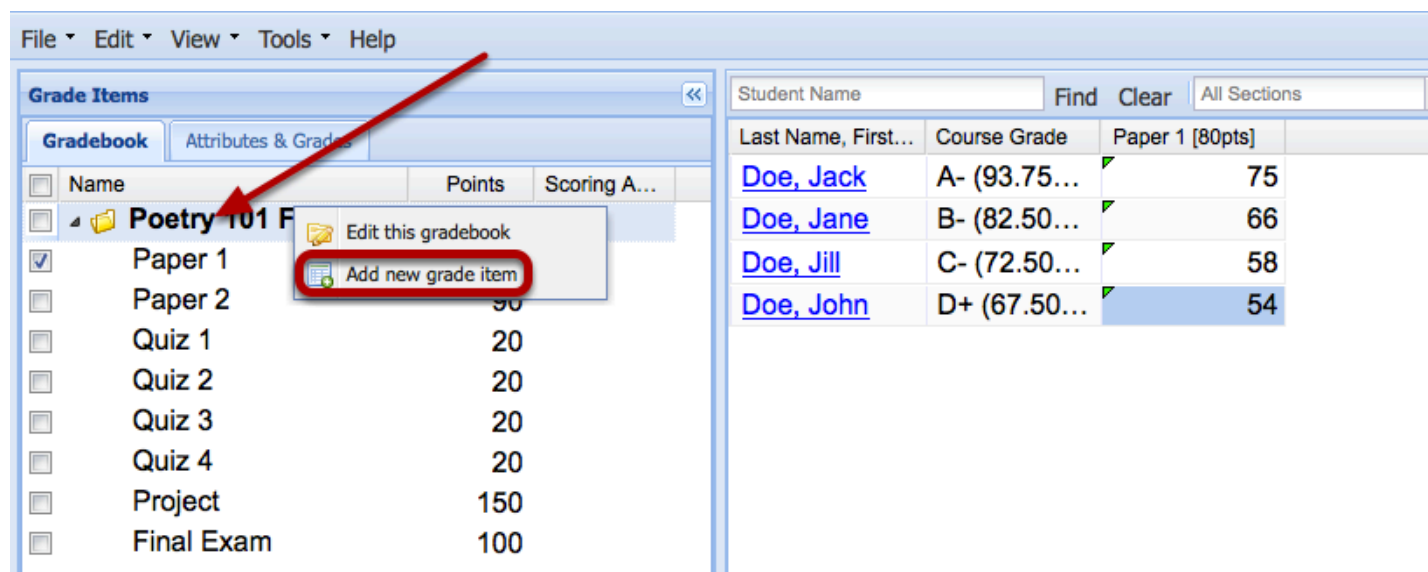
**In all instances of adding extra credit, it is important to look at the total number of possible points that can be awarded for the semester to a student and base your extra credit calculations on how will it affect the final Course Grade.**

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Right-click the name of the Gradebook and select Add a new grade item.



This displays the New Item panel on the right.

## Non-weighted gradebook: Scoring by Points

Enter Extra Credit Item Information, then click Add/Close.

The 'New Item' panel is shown with the following fields and options:

- Name:  (circled 1)
- Points:  (circled 2)
- Due date:
- Source:
- Include in grade: ☒ (circled 3)
- Extra credit: ☒ (circled 4)
- Release scores: ☐ (circled 5)
- Give ungraded no credit: ☐ (circled 6)
- Buttons: Add, **Add/Close** (circled 7), Cancel

1. Enter a **Name** for the Extra Credit item



2. Enter a **Points** value for the Extra credit Item. ***When scoring by points make this value the maximum extra points you want to be able to add to the overall Course Grade. Any points awarded to a student on this grade item will be added to the total number of points earned by the student.***
3. **Include** this Extra credit item in the running Course grade calculation.
4. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
7. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example:

Grade Items			
Name	Points	Scoring A...	
Poetry 101 Fall 2014	500		
Paper 1	80		
Paper 2	90		
Quiz 1	20		
Quiz 2	20		
Quiz 3	20		
Quiz 4	20		
Project	150		
Final Exam	100		
Extra Credit 1	+ 20		

Student Name	Find	Clear	All Sections	No Ca
Last Name, First...	Course Grade	Paper 1 [80pts]	Extra Credit 1 [20pts]	
Doe, Jack	A (96.25%) ***	75	2	
Doe, Jane	B- (82.50%) ***	66		
Doe, Jill	C+ (77.50%) ***	58	4	
Doe, John	D+ (67.50%) ***	54		

With this set-up, when a score of "2" is given to a student on the extra credit item, it is the same as adding 2 extra points to the student's total cumulative score of points.

*Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.*

## Non-weighted gradebook: Scoring by Percentages

## Enter Extra Credit Item Information, then click Add/Close.

**New Item**

Name:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☒

Release scores: ☐

Give ungraded no credit: ☐

1. Enter a **Name** for the Extra Credit item
2. ***When scoring by percentages, leave this point value at 100. Any percentage awarded to a student on this grade item will result in that number of points add the total number of points earned by the student.***
3. **Include** this Extra credit item in the running Course grade calculation.
4. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
7. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example:

The screenshot displays the Sakai Gradebook interface. On the left, the 'Grade Items' panel shows a course 'Poetry 101 Fall 2014' with a total of 800 points. Below this, a list of items includes Paper 1, Paper 2, Quiz 1, Quiz 2, Quiz 3, Quiz 4, Project, Final Exam, and 'Extra Credit 1'. The 'Extra Credit 1' item is highlighted with a red box, showing a score of +100. On the right, the 'Student Name' panel shows a list of students: Doe, Jack; Doe, Jane; Doe, Jill; and Doe, John. The 'Extra Credit 1 [%]' column is also highlighted with a red box, showing scores of 2, 4, and empty for the four students respectively.

Last Name, First...	Course Grade	Paper 1 [%]	Extra Credit 1 [%]
<a href="#">Doe, Jack</a>	C- (71.00%) ***	69	2
<a href="#">Doe, Jane</a>	A+ (104.00%) ...	100	4
<a href="#">Doe, Jill</a>	B- (82.00%) ***	82	
<a href="#">Doe, John</a>	C (74.00%) ***	74	

With this set-up, when a score of "2%" is given to a student on the extra credit item, it is the same as adding 2% extra points (2 points on a 100 point scale) to the student's total cumulative score of points.

*Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.*

## Non-weighted gradebook: Scoring by Letter Grade

## Enter Extra Credit Item Information, then click Add/Close.

1. Enter a **Name** for the Extra Credit item
2. Enter a **Points** value for the Extra credit Item. *This is a bit difficult when the gradebook is set up for letter grading as there is no 1 to 1 relationship between a letter grade and a point. We recommend, if you are grading by Letter Grade to enter the highest maximum number of extra credit points you want to give in reference to an existing grade item (for instance "4" points) and grade the student with an "A+" on the Extra Credit item, which will add approximately 4 points (actually 98.333% of 4 points) to the total number of points earned by the student.*
3. **Include** this Extra credit item in the running Course grade calculation.
4. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
5. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
6. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
7. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example:

The screenshot shows the Sakai Gradebook interface. On the left, the 'Grade Items' panel lists items for 'Poetry 101 Fall 2014'. The 'Extra Credit 1' item is highlighted with a red box, showing a point value of '+ 4'. On the right, the 'Student Name' table lists students and their grades. The 'Extra Credit 1 [A-F]' column is highlighted with a red box, showing 'A+' for 'Doe, Jane' and 'Doe, John'.

Name	Points	Scoring A...
Poetry 101 Fall 2014	800	
Paper 1	100	
Paper 2	100	
Quiz 1	100	
Quiz 2	100	
Quiz 3	100	
Quiz 4	100	
Project	100	
Final Exam	100	
Extra Credit 1	+ 4	

Last Name, First...	Course Grade	Calculated Grade	Paper 1 [A-F]	Extra Credit 1 [A-F]
Doe, Jack	C ***	75.5999999...	C-	A+
Doe, Jane	A+ ***	102.266666...	A+	A+
Doe, Jill	B ***	85.00	B	
Doe, John	C+ ***	78.3333333...	C+	

With this set-up, when a score of "A+" is given to a student on the extra credit item, and the point value for the extra credit item is set to "4", it is the same as adding 3.933 points ( $.98333 \times 4$ ) to the student's total cumulative score of points.

*Tip: You might want to add multiple "Extra Credit" items; one for each time you want to give extra credit through the semester.*

# How do I add extra credit to non-weighted categories in Gradebook2?

The Gradebook2 tool does not allow scores above the maximum value. For instance, if grading by Points, and the maximum point value is set to 150, you cannot assign a score of 155 points. If grading by Percentages, you cannot assign a score of 105%. If grading by Letter Grade, you cannot assign a score of A++.

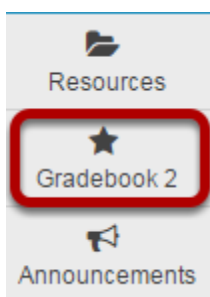
Some instructors may want to award extra credit either as an addition to an existing grade or as a separate extra credit assignment.

The method of adding extra credit is slightly different depending on whether the gradebook is "non-weighted", "non-weighted categories" or "weighted categories".

It is also slightly dependent on whether the gradebook is scored by "points", "percentages" or "letter grades".

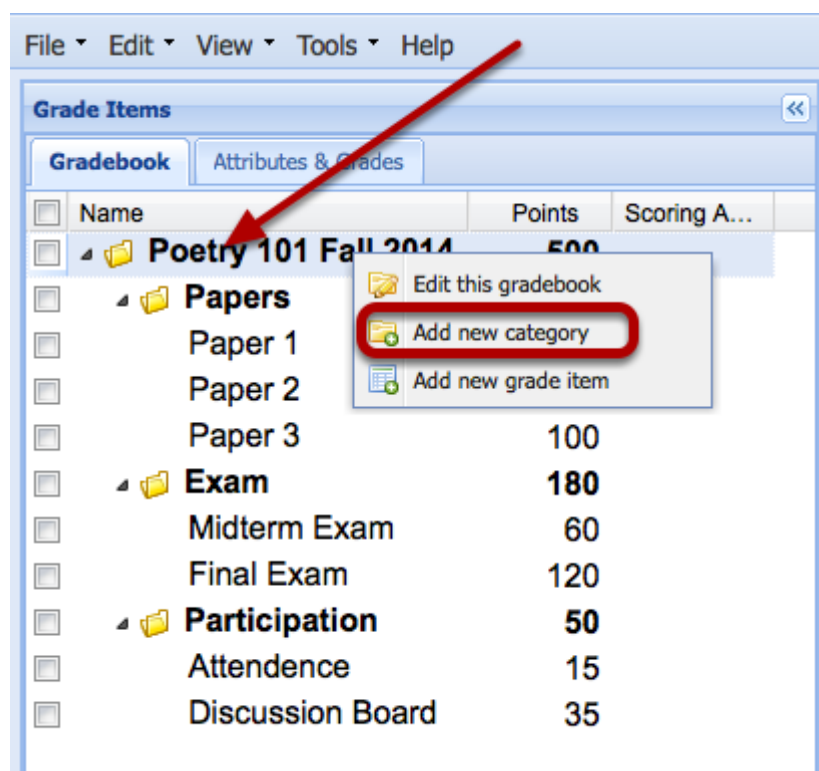
**In all instances of adding extra credit, it is important to look at the total number of possible points that can be awarded for the semester to a student and base your extra credit calculations on how will it affect the final Course Grade.**

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

**Right-Click the name of the Gradebook and select Add New Category.**



This displays the Add Category panel on the right.

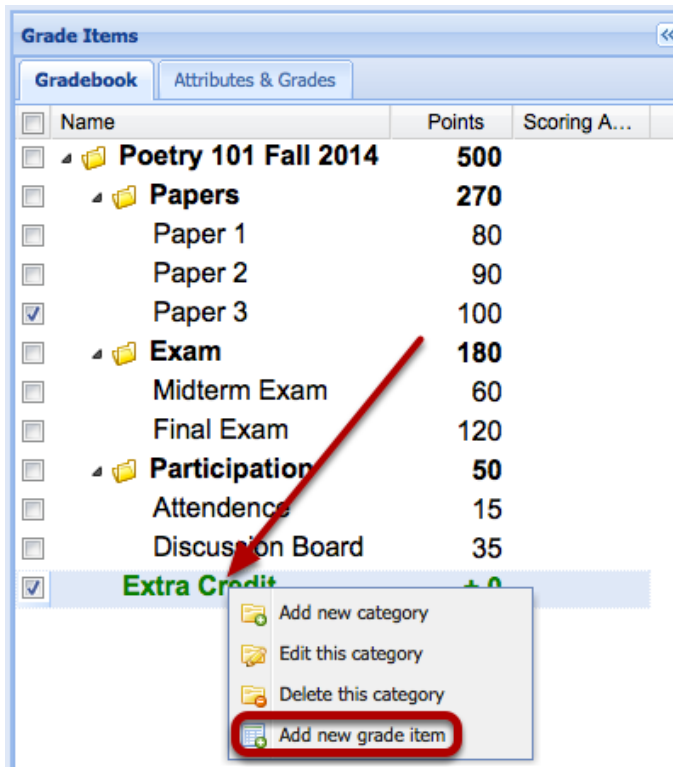
**Enter Extra Credit Category information.**

A screenshot of the 'New Category' dialog box. It contains the following fields and controls: 'Name:' with a text input field containing 'Extra Credit' (circled in red and labeled with a circled '1'); 'Include in grade:' with a checked checkbox (labeled with a circled '2'); 'Extra credit:' with a checked checkbox (labeled with a circled '3'); 'Release scores:' with an unchecked checkbox (labeled with a circled '4'); and at the bottom, 'Add' and 'Add/Close' buttons (the 'Add/Close' button is circled in red and labeled with a circled '5').

1. Enter a **name** of the Category (usually "Extra Credit").
2. **Include** this Extra credit Category in the running Course grade calculation.

3. Indicate that this category is "**Extra Credit**". That is, students are not required to be graded for any item in this category and any grade given to a student for any item in this category can only positively affect their Course Grade.
4. **Release Scores** is usually unchecked in the Category set-up. Instructors can always edit individual graded items and decide if they want to release those scores to students or not.
5. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

**Right-click the name of the Gradebook and select Add a new grade item.**



This displays the New Item panel on the right.



## (Non-weighted Category gradebook - Scoring by Points) - Enter Extra Credit Item Information, then click Add/Close.

**New Item**

Name:

Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☒

Release scores: ☐

Give ungraded no credit: ☐

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is to be located in the Extra Credit **Category**
3. Enter a **Points** value for the Extra credit Item. ***When scoring by points make this value the maximum extra points you want to be able to add to the overall Course Grade. Any points awarded to a student on this grade item will be added to the total number of points earned by the student.***
4. **Include** this Extra credit item in the running Course grade calculation.
5. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
8. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example: (Non-weighted Category gradebook - Scoring by Points)

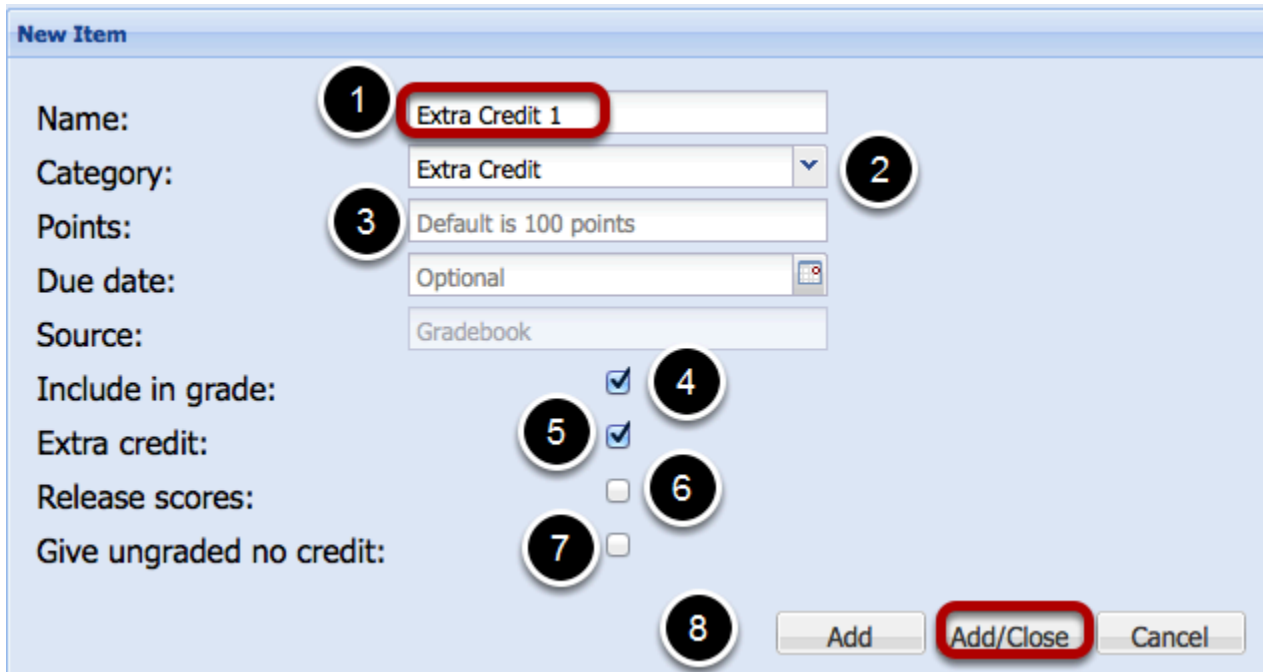
The screenshot displays the Sakai 11 Gradebook interface. On the left, the 'Grade Items' pane shows a tree structure for 'Poetry 101 Fall 2014'. The 'Extra Credit 1' item is highlighted with a red box. On the right, the 'Categories/Points Mode' table shows student scores. The 'Extra Credit 1 [20pts]' column is highlighted with a red box, showing scores of 5, 5, and 3 for three students.

Last Name, First...	Course Grade	Grade Override	Paper 3 [100pts]	Extra Credit 1 [20pts]
Doe, Jack	A+ (100.00%)...		95	5
Doe, Jane	A+ (105.00%)...		100	5
Doe, Jill	C (74.00%) ***		74	
Doe, John	D+ (69.00%) ***		66	3

With this set-up, when a score of "5" is given to a student on the extra credit item, it is the same as adding 5 extra points to the student's total cumulative score of points.

*Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.*

## (Non-weighted Category gradebook - Scoring by Percentages) - Enter Extra Credit Item Information, then click Add/Close.



1. Enter a **Name** for the Extra Credit item
2. Note that this new item is to be located in the Extra Credit **Category**
3. ***When scoring by percentages, leave this point value at 100. Any percentage awarded to a student on this grade item will result in that number of points add the total number of points earned by the student.***
4. **Include** this Extra credit item in the running Course grade calculation.
5. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
8. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example: (Non-weighted Category gradebook - Scoring by Percentages)

The screenshot displays the Sakai 11 Gradebook interface. On the left, the 'Grade Items' pane shows a tree structure for 'Poetry 101 Fall 2014'. The 'Extra Credit 1' item is selected and highlighted with a red box. The right pane shows a table of student scores. The 'Extra Credit 1' column is highlighted with a red box, showing scores of 5 for Jack and Jane, and 2 for John.

Last Name, First...	Course Grade	Paper 1 [%]	Extra Credit 1 [%]
<a href="#">Doe, Jack</a>	D+ (69.00%) ***	64	5
<a href="#">Doe, Jane</a>	A+ (105.00%)...	100	5
<a href="#">Doe, Jill</a>	B (83.00%) ***	83	
<a href="#">Doe, John</a>	C+ (77.00%) ***	75	2

With this set-up, when a score of "2%" is given to a student on the extra credit item, it is the same as adding 2% extra points (2 points on a 100 point scale) to the student's total cumulative score of points.

*Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.*

## (Non-weighted Category gradebook - Scoring by Letter Grade) - Enter Extra Credit Item Information, then click Add/Close.

**New Item**

Name:

Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☒

Release scores: ☐

Give ungraded no credit: ☐

1. Enter a **Name** for the Extra Credit item
2. Note that this new item is to be located in the Extra Credit **Category**
3. Enter a **Points** value for the Extra credit Item. ***This is a bit difficult when the gradebook is set up for letter grading as there is no 1 to 1 relationship between a letter grade and a point. We recommend, if you are grading by Letter Grade to enter the highest maximum number of extra credit points you want to give in reference to an existing grade item (for instance "4" points) and grade the student with an "A+" on the Extra Credit item, which will add approximately 4 points (actually 98.333% of 4 points) to the total number of points earned by the student.***
4. **Include** this Extra credit item in the running Course grade calculation.
5. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their Course Grade.
6. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
7. **Important:** Do not check **Give ungraded no credit** for an Extra credit item. Students that do not perform extra credit should not receive any grade for this item.
8. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example: (Non-weighted Category gradebook - Scoring by Letter Grades)

The screenshot displays the Sakai 11 Gradebook interface. On the left, the 'Grade Items' panel shows a tree structure for 'Poetry 101 Fall 2014'. The 'Points' column shows a total of 700 for the category. The 'Scoring A...' column shows the grading scheme. The 'Extra Credit' item is highlighted with a red box, showing a point value of +4. On the right, the 'Student Name' search bar is at the top. Below it, a table lists students and their grades. The 'Extra Credit 1 [A-F]' column is highlighted with a red box, showing 'A+' for two students.

Last Name, First...	Course Grade	Calculated Grade	Paper 1 [A-F]	Extra Credit 1 [A-F]
<a href="#">Doe, Jack</a>	C ***	75.5999999...	C-	A+
<a href="#">Doe, Jane</a>	A+ ***	102.266666...	A+	A+
<a href="#">Doe, Jill</a>	B ***	85.00	B	
<a href="#">Doe, John</a>	C+ ***	78.3333333...	C+	

With this set-up, when a score of "A+" is given to a student on the extra credit item, and the point value for the extra credit item is set to "4", it is the same as adding 3.933 points (.98333 X 4) to the student's total cumulative score of points.

*Tip: You might want to add multiple "Extra Credit" items; one for each time you want to give extra credit through the semester.*

# How do I add extra credit to weighted categories in Gradebook2?

The Gradebook2 tool does not allow scores above the maximum value. For instance, if grading by Points, and the maximum point value is set to 150, you cannot assign a score of 155 points. If grading by percentages, you cannot assign a score of 105%. If grading by letter grade, you cannot assign a score of A++.

Some instructors may want to award extra credit either as an addition to an existing grade or as a separate extra credit assignment.

The method of adding extra credit is slightly different depending on whether the gradebook is "non-weighted", "non-weighted categories" or "weighted categories"

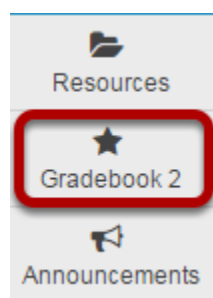
It is also slightly dependent on whether the gradebook is scored by "points", "percentages" or "letter grades".

**In all instances of adding extra credit, it is important to look at the total number of possible points that can be awarded for the semester to a student and base your extra credit calculations on how will it affect the final Course Grade.**

This becomes a bit more complex when working with a weighted categories gradebook because instructors have the option to add an extra credit **item** to an existing category (which affects the overall grade only as much as the weighted category affects the overall grade) or they can add an "weighted" Extra Credit **category** and place extra credit items within it (which will affect the overall grade only as much as the extra credit weighted category affects the overall grade).

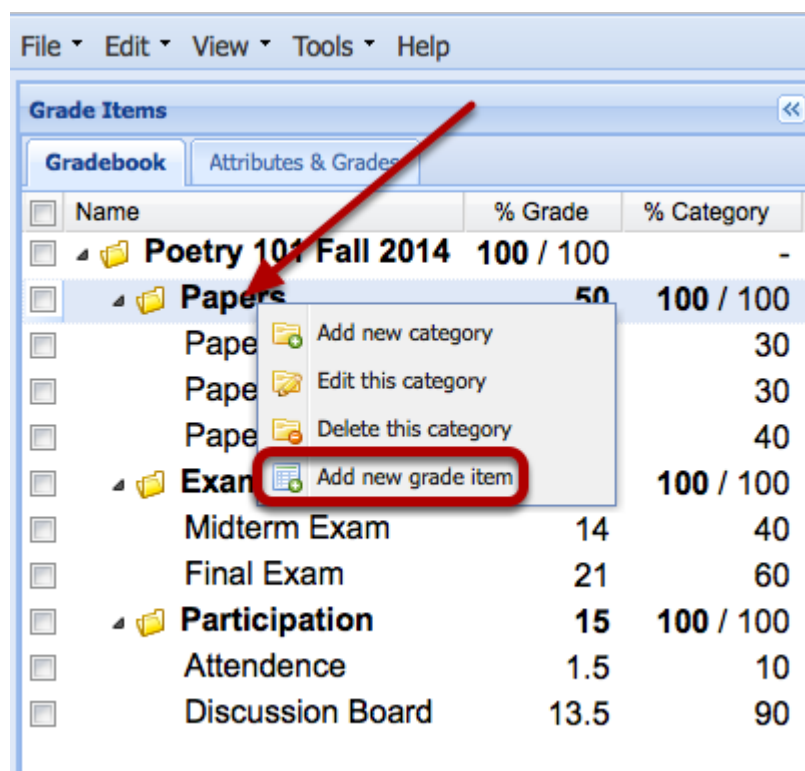
- Case 1: Adding an extra credit item to an existing category.
- Case 2: Adding an extra credit category.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

## Case 1: Adding an extra credit item to an existing category



Right-click the name of the Category and select **Add a new grade item**.

This displays the New Item panel on the right.



## (Weighted Category gradebook - Scoring by Points) - Enter Extra Credit Item Information, then click Add/Close

**New Item**

Name:

Category:

% Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☒

Release scores: ☐

Give ungraded no credit: ☐

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **category**.
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 5% of the Papers category. Since the papers category is worth 50% of the Course Grade, the extra credit item (if given full credit) is worth 2.5% of the Course Grade ( $.05 \times 50$ ).
4. Enter a **Points** value for the Extra Credit Item. When grading by points set this number in some relationship to the percentage number for easier calculation. In the example above, the maximum point value is set to 5 (same as the percentage). Since, in this case, the item is worth a maximum of 2.5% of the course grade, every point awarded here is worth .5% of the course grade. A grade of "4" adds 2% to the course grade.
5. **Include** this Extra credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example: (Weighted Category gradebook - Scoring by Points)

File Edit View Tools Help

Grade Items

Gradebook Attributes & Grades

<input type="checkbox"/>	Name	% Grade	% Category	Points
<input type="checkbox"/>	Poetry 101 Fall 2014	100 / 100	-	700
<input type="checkbox"/>	Papers	50	100 / 100	300
<input checked="" type="checkbox"/>	Paper 1	15	30	100
<input checked="" type="checkbox"/>	Paper 2	15	30	100
<input type="checkbox"/>	Paper 3	20	40	100
<input checked="" type="checkbox"/>	Extra Credit 1	+ 2.5	+ 5	+ 5
<input type="checkbox"/>	Exams	35	100 / 100	200
<input type="checkbox"/>	Midterm Exam	14	40	100
<input type="checkbox"/>	Final Exam	21	60	100
<input type="checkbox"/>	Participation	15	100 / 100	200
<input type="checkbox"/>	Attendance	1.5	10	100
<input type="checkbox"/>	Discussion Board	13.5	90	100

Student NameFind ClearAll Sections

Weighted Categories/Points Mode

Last Name, First...	Course Grade	Calculated Grade	Paper 1 [100pts]	Paper 2 [100pts]	Extra Credit 1 [5pts]
<a href="#">Doe, Jack</a>	C (73.00%) ***	73.00	73		
<a href="#">Doe, Jane</a>	A+ (100.00%)...	100.00	100	91	5
<a href="#">Doe, Jill</a>	D (64.00%) ***	64.00	64		
<a href="#">Doe, John</a>	B (86.00%) ***	86.00	81		5

*Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.*

## (Weighted Category gradebook - Scoring by Percentages) - Enter Extra Credit Item Information, then click Add/Close

**New Item**

Name:

Category:

% Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☒

Release scores: ☐

Give ungraded no credit: ☐

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **Category**.
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 5% of the Papers category. Since the papers category is worth 50% of the

course grade, the extra credit item (if given full credit) is worth 2.5% of the course grade (.05 x 50).

4. Enter a **Points** value for the Extra Credit Item. When grading by percentage set this number to 100. In the example above, the point value is set to 100. Since, in this case, the item is worth a maximum of 2.5% of the Course Grade. A grade of 100% will add 5% to the category and 2.5% to the course grade.
5. **Include** this Extra Credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example: (Weighted Category gradebook - Scoring by Percentages)

File ▾ Edit ▾ View ▾ Tools ▾ Help

Grade Items

Gradebook

Attributes & Grades

<input type="checkbox"/>	Name	% Grade	% Category	Points
<input type="checkbox"/>	Poetry 101 Fall 2014	100 / 100	-	700
<input type="checkbox"/>	Papers	50	100 / 100	300
<input checked="" type="checkbox"/>	Paper 1	15	30	100
<input checked="" type="checkbox"/>	Paper 2	15	30	100
<input type="checkbox"/>	Paper 3	20	40	100
<input checked="" type="checkbox"/>	Extra Credit 1	+ 2.5	+ 5	+ 100
<input type="checkbox"/>	Exams	35	100 / 100	200
<input type="checkbox"/>	Midterm Exam	14	40	100
<input type="checkbox"/>	Final Exam	21	60	100
<input type="checkbox"/>	Participation	15	100 / 100	200
<input type="checkbox"/>	Attendance	1.5	10	100
<input type="checkbox"/>	Discussion Board	13.5	90	100

Student NameFind ClearAll SectionsWeighted Categories/Percentages Mode

Last Name, First...	Course Grade	Calculated Grade	Paper 1 [%]	Paper 2 [%]	Extra Credit 1 [%]
<a href="#">Doe, Jack</a>	C (73.00%) ***	73.00	73		
<a href="#">Doe, Jane</a>	A+ (100.00%)...	100.00	100	91	100
<a href="#">Doe, Jill</a>	D (64.00%) ***	64.00	64		
<a href="#">Doe, John</a>	B (86.00%) ***	86.00	81		100

*Tip: You might want to have a single "Extra Credit" item and just increase the awarded score as needed through the semester.*

## (Weighted Category gradebook - Scoring by Letter Grade) - Enter Extra Credit Item Information, then click Add/Close

**Edit Item**

Name:

Category:

% Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☒

Release scores: ☐

Give ungraded no credit: ☐

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **Category**.
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 5% of the Papers category. Since the papers category is worth 50% of the course grade, the extra credit item (if given full credit) is worth 2.5% of the course grade (.05 x 50).
4. Enter a **Points** value for the Extra Credit Item. When grading by letter grade set this number to 100, as there is no 1 to 1 relationship between a letter grade and a point. In the example above, the point value is set to 100. Since, in this case, the item is worth a maximum of 2.5% of the course grade. A grade of A+ will add 4.9166 points to the category grade or approximately 2.5 points to the overall grade.
5. **Include** this Extra credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.

## Example: (Weighted Category gradebook - Scoring by Letter Grade)

The screenshot displays the Sakai 11 Gradebook interface. On the left, the 'Grade Items' table lists various assessment categories and their weights. On the right, the 'Students' table shows individual student grades for each category.

Grade Items		
Name	% Grade	% Category
Poetry 101 Fall 2014	100 / 100	-
Papers	50	100 / 100
Paper 1	15	30
Paper 2	15	30
Paper 3	20	40
Extra Credit 1	+ 2.5	+ 5
Exams	35	100 / 100
Midterm Exam	14	40
Final Exam	21	60
Participation	15	100 / 100
Attendance	1.5	10
Discussion Board	13.5	90

Students				
Last Name, First...	Course Grade	Calculated Grade	Paper 1 [A-F]	Extra Credit 1 [A-F]
Doe, Jack	B+ ***	89.9166666...	B	A+
Doe, Jane	B ***	85.00	B	
Doe, Jill	C ***	76.5833333...	C-	A+
Doe, John	C- ***	71.6666666...	C-	

## Case 2: Adding an extra credit category

The screenshot shows the 'Grade Items' table with a right-click context menu open over the 'Poetry 101 Fall 2014' gradebook name. The 'Add new category' option is highlighted with a red circle and a red arrow pointing to it.

Name	% Grade	% Category	Points
Poetry 101 Fall 2014	100 / 100	-	700
Papers	50	100 / 100	300
Paper 1	15	30	100
Paper 2	15	30	100
Paper 3	20	40	100
Exams	35	100 / 100	200
Midterm Exam	14	40	100
Final Exam	21	60	100
Participation	15	100 / 100	200
Attendance	1.5	10	100
Discussion Board	13.5	90	100

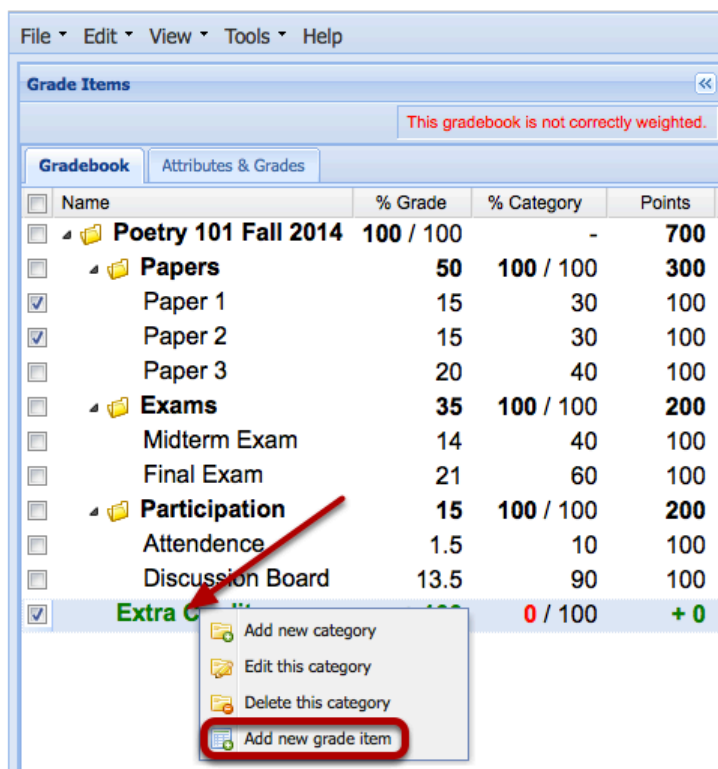
Right-Click the name of the Gradebook and select **Add New Category**.

This displays the Add New Category panel on the right.

## Enter the Category Information, then click Save/Close.

1. Enter a **name** of the category (usually "Extra Credit").
2. Enter the **Percentage** of the course grade. In the example above, the Extra Credit category allows a 100% increase in the course grade.
3. **Include** this Extra Credit category in the running course grade calculation.
4. Indicate that this category is "**Extra Credit**". That is, students are not required to be graded for any item in this category and any grade given to a student for any item in this category can only positively affect their course grade.
5. **Release Scores** is usually unchecked in the category set-up. Instructors can always edit individual graded items and decide if they want to release those scores to students or not.
6. Leave Weight items equally unchecked so you can adjust the weight of individual extra credit items.
7. Click **Save/Close** to add the Extra Credit item and close the New Item frame.

**Right-click the Extra Credit Category and select Add a new Item.**



This displays the Add New Item panel on the right.



## Enter the graded Item information, then click Add/Close.

**New Item**

Name:

Category:

% Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☒

Release scores: ☐

Give ungraded no credit: ☐

1. Enter a **Name** for the Extra Credit item.
2. Note that this new item is located in an existing **Category** (Extra Credit).
3. Enter the **Percentage** of the category. For instance, in the example above the extra credit item is worth 100% of the Extra Credit category. When grading by points (on a 100 point scale) or grading by percentages (on a 0 to 100% scale), each point or percentage will increase the student's course grade by 1%.
4. Enter a **Points** value for the Extra Credit Item. Set this number to 100.
5. **Include** this Extra Credit item in the running course grade calculation.
6. Indicate that this item is "**Extra Credit**". That is, students are not required to be graded for this item and any grade given to a student for this item can only positively affect their course grade.
7. Check **Release Scores** to let students see their scores and statistics for the item. Note: Usually, this is kept unchecked until the instructor is ready to release the item scores to the students. Instructors can always return to these settings and change the "Release Scores" setting later.
8. **Important:** Do not check **Give ungraded no credit** for an Extra Credit item. Students that do not perform extra credit should not receive any grade for this item.
9. Click **Add/Close** to add the Extra Credit item and close the New Item frame.



# Example: Case 2: (Adding an extra credit category)

File ▾ Edit ▾ View ▾ Tools ▾ Help

Gradebook

Attributes & Grades

Name	% Grade	% Category	Points
Poetry 101 Fall 2014	100 / 100	-	700
Papers	50	100 / 100	300
Paper 1	15	30	100
Paper 2	15	30	100
Paper 3	20	40	100
Exams	35	100 / 100	200
Midterm Exam	14	40	100
Final Exam	21	60	100
Participation	15	100 / 100	200
Attendance	1.5	10	100
Discussion Board	13.5	90	100
Extra Credit	+ 100	100 / 100	+ 100
Extra Credit 1	+ 100	+ 100	+ 100

Student Name

Find Clear

All Sections ▾

Weighted Categories/Points Mode

Last Name, First...	Course Grade	Calculated Grade	Paper 1 [100pts]	Paper 2 [100pts]	Extra Credit 1 [100pts]
Doe, Jack	B (85.00%) ***	85.00	85		
Doe, Jane	B (86.00%) ***	86.00	85		1
Doe, Jill	A- (92.50%) ***	92.50	85	100	
Doe, John	A- (93.50%) ***	93.50	85	100	1

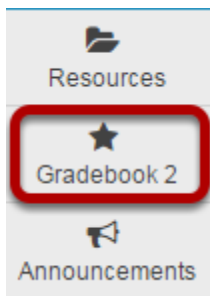
Tip: In this set-up, to add .5% to a student's overall course grade, score the Extra Credit item ".5"

# How do I drop the lowest grade(s) from a category in Gradebook2?

If you are using a Non-weighted (or weighted) Categories gradebook, you can arrange for a number of the lowest grades in any category to be dropped from Course grade consideration.

The gradebook must use categories (weighted or non-weighted) to use the drop lowest grade functionality.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

## Case: Non-weighted (or weighted) categories gradebook:

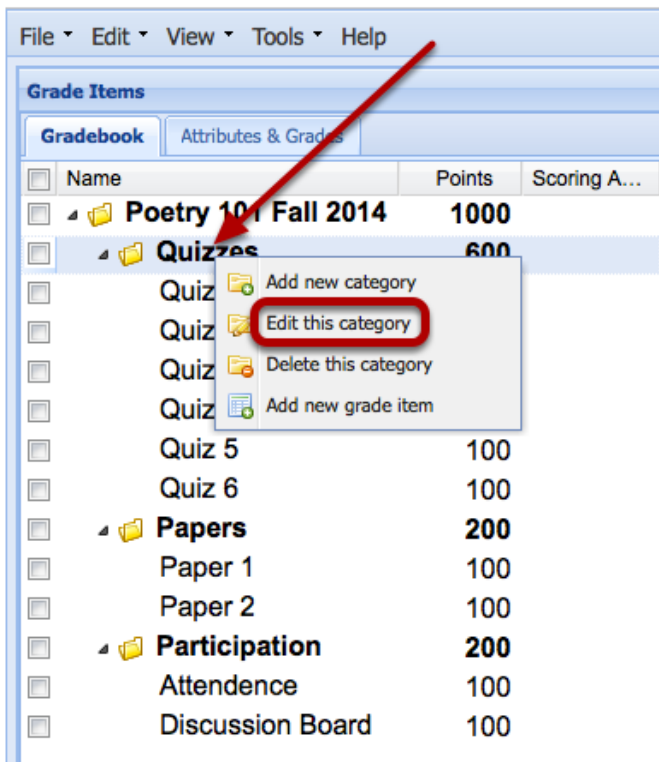
The screenshot shows the Sakai 11 Gradebook interface. The left pane, titled 'Grade Items', contains a tree view of the course structure. The right pane shows a list of students with their last names and first names, and a column for their course grade.

Name	Points	Scoring A...
<b>Poetry 101 Fall 2014</b>	<b>1000</b>	
<b>Quizzes</b>	<b>600</b>	
Quiz 1	100	
Quiz 2	100	
Quiz 3	100	
Quiz 4	100	
Quiz 5	100	
Quiz 6	100	
<b>Papers</b>	<b>200</b>	
Paper 1	100	
Paper 2	100	
<b>Participation</b>	<b>200</b>	
Attendance	100	
Discussion Board	100	

Last Name, First...	Course Grade
<a href="#">Doe, Jack</a>	
<a href="#">Doe, Jane</a>	
<a href="#">Doe, Jill</a>	
<a href="#">Doe, John</a>	

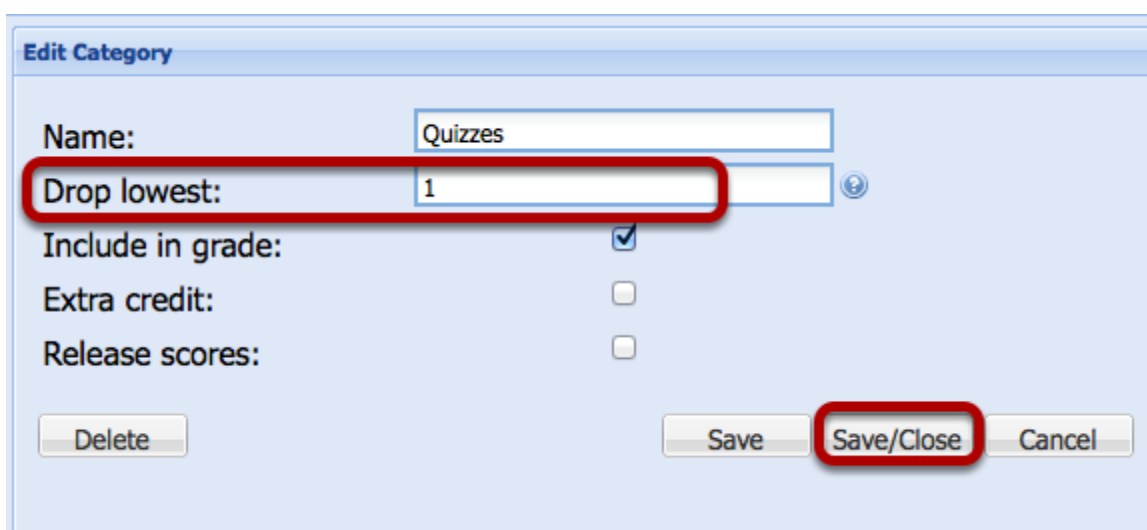
The gradebook has 3 categories (Quizzes, Papers and Participation). The instructor would like to drop the lowest grade from the Quizzes Category.

**Right-click the category name and select Edit this Category.**



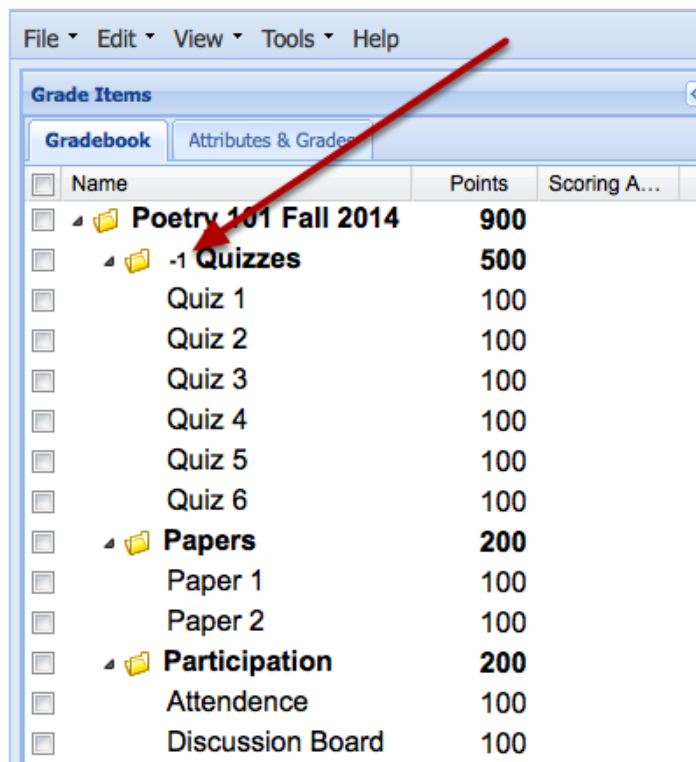
This displays the Edit Category panel on the right.

**Enter the number of lowest category grades to be dropped, then click Save/Close.**



This will drop the lowest grade(s) from the Course Grade calculation.

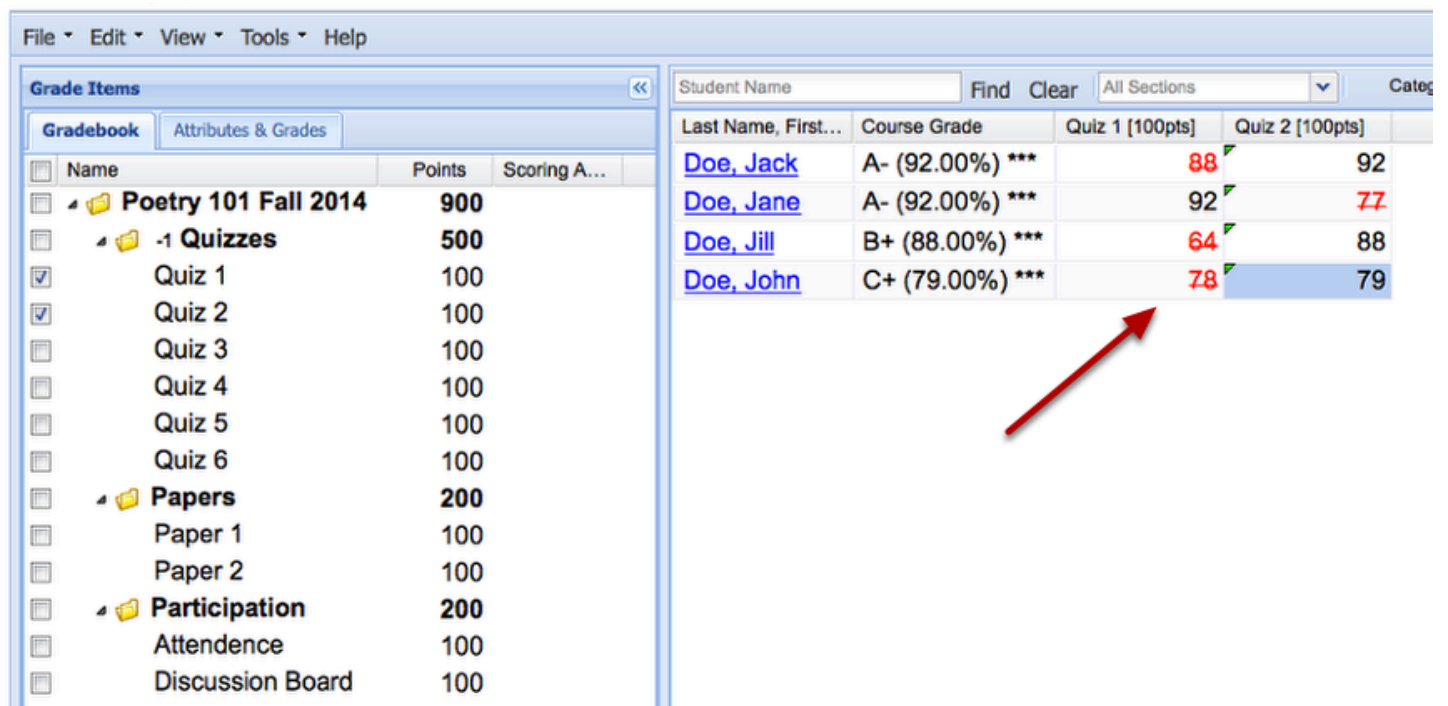
## Example 1:



Grade Items		
Gradebook		
Name	Points	Scoring A...
▲ Poetry 101 Fall 2014	900	
▲ -1 Quizzes	500	
Quiz 1	100	
Quiz 2	100	
Quiz 3	100	
Quiz 4	100	
Quiz 5	100	
Quiz 6	100	
▲ Papers	200	
Paper 1	100	
Paper 2	100	
▲ Participation	200	
Attendance	100	
Discussion Board	100	

Notice that to the left of the Quizzes category name is a "-1" indicating that the lowest grade for this category will be dropped from the Course Grade.

## Example 2:



The screenshot shows the Sakai Gradebook interface. On the left, a tree view lists items for 'Poetry 101 Fall 2014' with their points and scoring averages. On the right, a table displays student grades for four students. The 'Quiz 1' column shows scores of 88, 92, 64, and 78. The score 64 is crossed out with a red line, and the score 78 is highlighted with a red arrow, indicating it is the lowest score in the category.

Last Name, First...	Course Grade	Quiz 1 [100pts]	Quiz 2 [100pts]
<a href="#">Doe, Jack</a>	A- (92.00%) ***	88	92
<a href="#">Doe, Jane</a>	A- (92.00%) ***	92	<del>77</del>
<a href="#">Doe, Jill</a>	B+ (88.00%) ***	64	88
<a href="#">Doe, John</a>	C+ (79.00%) ***	78	79

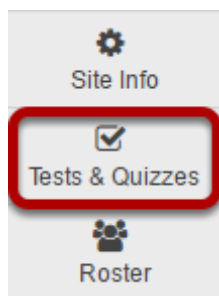
Notice that the lowest score in the category is displayed in red with a line drawn through it and that grade is not included in the Course Grade.

# How do I connect the Test & Quizzes tool to Gradebook2?

The Gradebook2 tool can be connected to the Test and Quizzes tool so that grades scored in the Test & Quizzes tool are displayed in the Gradebook2 tool.

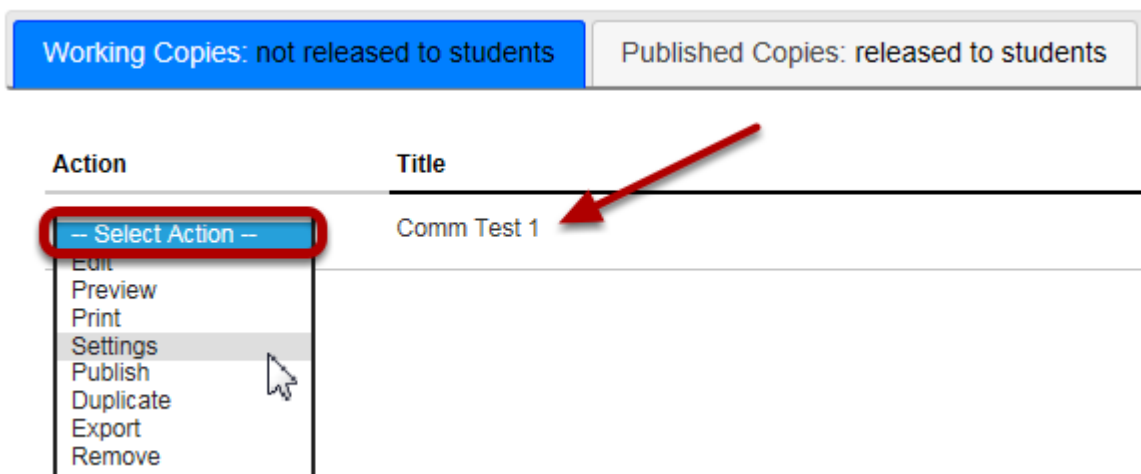
*Note; If you connect a Test or Quiz to the Gradebook2 tool, you cannot add (or edit) the student's grade in the Gradebook spreadsheet column. All grades come from Test & Quizzes tool. Grades can be adjusted in the Test & Quizzes tool under Published Copies > Select Actions > Scores.*

## Go to the Test and Quizzes tool.



Select **Tests & Quizzes** from the Tool Menu in your site.

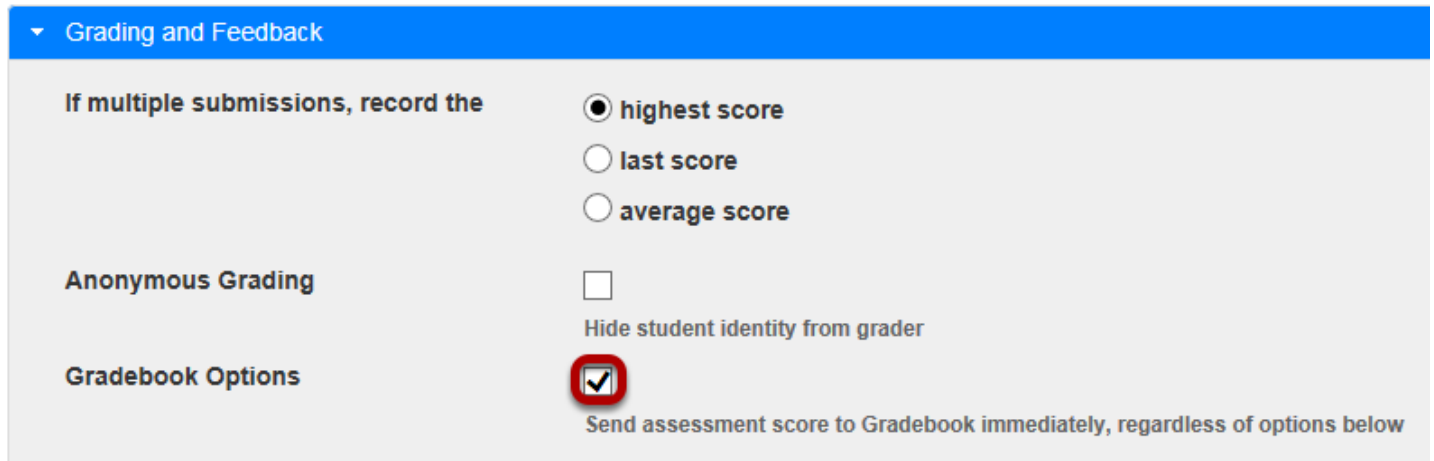
## Go to the assessment settings.



If the assessment is not yet published, find the draft of the assessment in the **Working Copies** tab. Click **Select Action**, then select **Settings**.

If the assessment is published, find the assessment in the **Published Copies** tab. Click **Select Action**, then select **Settings**.

## Send grades to gradebook.



Grading and Feedback

If multiple submissions, record the

- ☒ highest score
- ☐ last score
- ☐ average score

Anonymous Grading

☐ Hide student identity from grader

Gradebook Options

☒ Send assessment score to Gradebook immediately, regardless of options below

Under the **Grading and Feedback** section, select **Send assessment score to Gradebook immediately, regardless of options below**.

*Note: If you connect an assessment to the Gradebook2 tool, you cannot add (or edit) the student's grade in the Gradebook spreadsheet column. All grades come from Test & Quizzes tool. Grades can be adjusted in the Test & Quizzes tool under Published Copies > Select Actions > Scores.*

## Click Save Settings and Publish if assessment is a Working Copy, ready to publish.

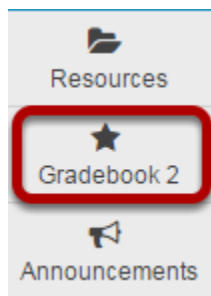


Save Settings and Publish   Save   Cancel

If assessment is already a Published Copy, simply click **Save**.



## Go to Gradebook2.



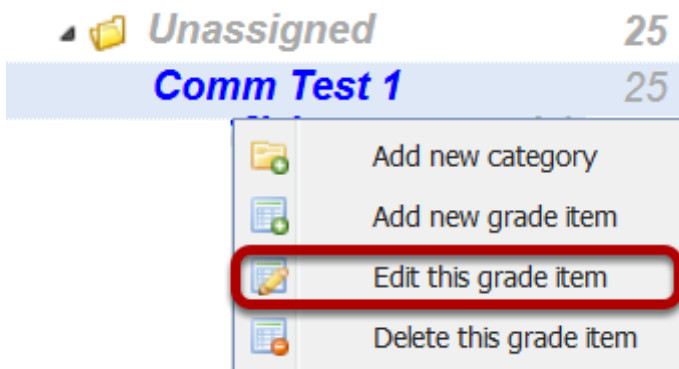
Select **Gradebook2** from the Tool Menu in your site.

## Notice the listing for the Test and Quizzes assessment.

Grade Items	
Gradebook	
Name	Points
Gradebook	400
Quizzes	0
Papers	200
Paper 1	100
Paper 2	100
Participation	200
Attendance	100
Discussions	100
Unassigned	25
Comm Test 1	25

By default, the assessment item is placed in an "unassigned" category (if you are using categories) and it is displayed in blue, which means that the grades can be seen in the gradebook as soon as a student submits the quiz.

**Right-click the name of the grade item and select Edit this grade item.**



This displays the Edit Item panel on the right.

**Select the desired category from the Category dropdown menu, then click Save/Close.**

A screenshot of the 'Edit Item' panel. It contains several input fields: 'Name' (Comm Test 1), 'Category' (Quizzes, highlighted with a red rectangle), 'Points' (25), 'Due date' (Optional), and 'Source' (Tests & Quizzes). Below these are checkboxes for 'Include in grade', 'Extra credit', 'Release scores', and 'Give ungraded no credit'. At the bottom are buttons for 'Delete', 'Save', 'Save/Close' (highlighted with a red rectangle), and 'Cancel'. A yellow callout box with a red arrow pointing to the 'Source' field contains the text: 'Test & Quizzes is listed as the source of the grade'.

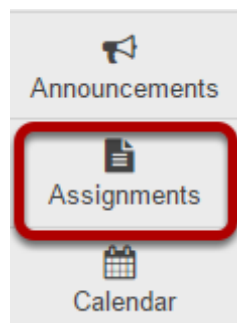
*Note: as an alternative, you can drag and drop the grade item into the proper category, however, this does not work well with some browsers.*

## Example:

Grade Items			
Gradebook			Attributes & Grades
<input type="checkbox"/>	Name	Points	
<input type="checkbox"/>	Gradebook	400	
<input type="checkbox"/>	Quizzes	<del>0</del>	
<input type="checkbox"/>	<i>Comm Test 1</i>	25	
<input type="checkbox"/>	Papers	200	
<input type="checkbox"/>	Paper 1	100	
<input type="checkbox"/>	Paper 2	100	
<input type="checkbox"/>	Participation	200	
<input type="checkbox"/>	Attendance	100	
<input type="checkbox"/>	Discussions	100	

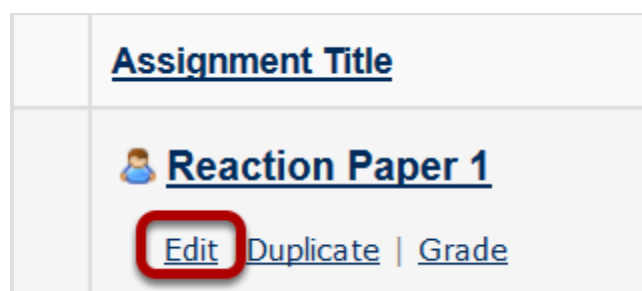
# How do I connect the Assignments tool to Gradebook2?

Go to the Assignments tool.



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

Go to the assignment settings.



The Edit screen for the assignment opens.

Select a Grading option.

Option 1: Select Add Assignment to Gradebook.

## Grading

- ☐ Do not add assignment to Gradebook
- ☒ Add Assignment to Gradebook
- ☐ Associated with existing Gradebook entry

Making this connection creates a new item in the Gradebook2 tool.

*Note: If you use this type of Gradebook connection you cannot add (or edit) the student's grade in the Gradebook spreadsheet column. All grades come from the Assignment tool.*

## Option 2: Select Associate with existing Gradebook entry.

### Grading

- ☐ Do not add assignment to Gradebook
- ☐ Add Assignment to Gradebook
- ☒ Associated with existing Gradebook entry

Select a Gradebook Item ▼

### Additional Ass

- ☒ No additional a

- ☐ Use peer asses

Select a Gradebook Item

Attendance

Reaction Paper 1

Discussions

Paper 2

Paper 1

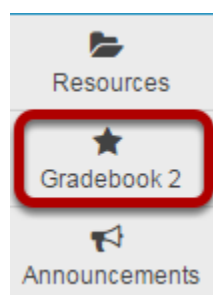
Making this connection send the grades to an existing item in the Gradebook2 tool.

*Note: If you use this type of Gradebook connection you add (or edit) the student's grade in both the Assignments tool AND in the the Gradebook spreadsheet column.*

## Click Post.



## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

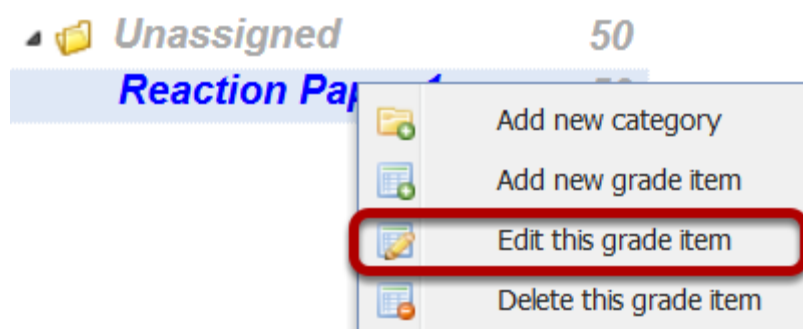
## Option 1: Grade item sent to Gradebook from Assignment tool.

Grade Items		
Gradebook Attributes & Grades		
<input type="checkbox"/>	Name	Points
<input type="checkbox"/>	Gradebook	400
<input type="checkbox"/>	Quizzes	0
<input type="checkbox"/>	Comm Test 1	25
<input type="checkbox"/>	Papers	200
<input type="checkbox"/>	Paper 1	100
<input type="checkbox"/>	Paper 2	100
<input type="checkbox"/>	Participation	200
<input type="checkbox"/>	Attendance	100
<input type="checkbox"/>	Discussions	100
<input type="checkbox"/>	Unassigned	50
<input type="checkbox"/>	Reaction Paper 1	50

If you selected **Add Assignment to Gradebook**, a new item will be added to the Gradebook.

By default, the assignment item is placed in an "unassigned" category (if you are using categories) and it is displayed in blue, which means that the grades can be seen in the gradebook as soon as they are released in the Assignment tool.

## Right-click the name of the grade item and select Edit this grade item.



Right-click the name of the grade item and select **Edit this grade item**.

This displays the Edit Item panel on the right.

**Change the Category to the desired category, then click Save/Close.**

**Edit Item**

Name: Reaction Paper 1

**Category:** Papers

Points: 50

Due date: 05/17/2016

Source: Assignments

Include in grade: ☐

Extra credit: ☐

Release scores: ☒

Give ungraded no credit: ☐

Assignment tool is listed as the source of the grade.

Delete Save **Save/Close** Cancel

*Note: as an alternative, you can drag and drop the grade item into the proper category, however, this does not work well with some browsers.*

## Example:

Grade Items		
Gradebook Attributes & Grades		
<input type="checkbox"/>	Name	Points
<input type="checkbox"/>	Gradebook	400
<input type="checkbox"/>	Quizzes	0
<input type="checkbox"/>	Comm Test 1	25
<input type="checkbox"/>	Papers	200
<input type="checkbox"/>	Reaction Paper 1	50
<input type="checkbox"/>	Paper 1	100
<input type="checkbox"/>	Paper 2	100

## Grading: Example of grade displayed in Gradebook2 tool.

Grade Items		
Gradebook Attributes & Grades		
<input type="checkbox"/>	Name	Points
<input type="checkbox"/>	Gradebook	500
<input type="checkbox"/>	Quizzes	0
<input type="checkbox"/>	Comm Test 1	25
<input type="checkbox"/>	Papers	300
<input type="checkbox"/>	Paper 1	100
<input type="checkbox"/>	Paper 2	100
<input checked="" type="checkbox"/>	Reaction Paper 1	100

Student Name Find Clear All Sections		
Last Name, First...	Calculated Grade	Reaction Paper 1 [100pts]
<a href="#">Parks, Rosa</a>	91.00	91
<a href="#">Phelps, Mic...</a>		

Item checked so column is displayed in spreadsheet

*Note: Option 1 does not allow the instructor to add/edit the grade in the Gradebook spreadsheet. All grades must come from the Assignment tool and must be released for the student to see them.*



## Option 2: Associating assignment with existing grade item.

The screenshot shows the 'Grade Items' tool with the 'Gradebook' tab selected. In the left pane, 'Reaction Paper 1' is selected under the 'Papers' category. The right pane, 'Edit Item', shows the following details:

- Name: Reaction Paper 1
- Category: Papers
- Points: 100
- Due date: Optional
- Source: Gradebook (indicated by a red arrow and a yellow callout box stating 'Gradebook tool is listed as the source of the grade.'
- Include in grade: ☒
- Extra credit: ☐
- Release scores: ☐
- Give ungraded no credit: ☐

Buttons at the bottom include 'Delete', 'Save', 'Save/Close', and 'Cancel'.

If you selected **Associate with existing Gradebook entry**, the assignment grade will be linked to the selected existing Gradebook entry.

*Note: The item is not automatically set to be released to students.*

## Grading: Go to the Gradebook tool and display the item.

The screenshot shows the 'Gradebook' tool with the 'Gradebook' tab selected. In the left pane, 'Reaction Paper 1' is selected. The right pane displays a spreadsheet with the following data:

Student Name	Find	Clear	All Sections
Last Name, First...	Calculated Grade	Reaction Paper 1 [100pts]	
<a href="#">Parks, Rosa</a>	91.00	91	
<a href="#">Phelps, Mic...</a>			

A red box highlights the 'Reaction Paper 1 [100pts]' header and the grade '91' for Parks, Rosa. A yellow callout box with a red arrow pointing to the box states: 'Can enter grade in either the Assignment tool or the Gradebook tool'.

Check the box next to the grade item so it is displayed in the right spreadsheet.

The grading process for Option 2 is the same as for Option 1. However, Option 2 also allows instructors to add/edit grades in the Gradebook spreadsheet.

# How do I connect the Forums tool to Gradebook2?

The Gradebook2 tool can be connected to the Forums tool so that grades scored in the Forums tool are displayed in the Gradebook2 tool.

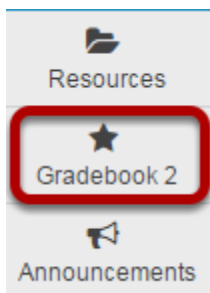
There are 2 different types of connections that can be made to the Forums tool.

**Option 1 - Add Forum to Gradebook:** Making this connection connects all of the Topics located in this Forum to a single item in the Gradebook 2 tool. Instructors will be able to add/subtract points for ANY of the Forum Topics student submissions. That is, there is one grade item that covers all of the discussion topics within the Forum.

**Option 2 - Add individual Topics to Gradebook:** Making this connection connects a single Topic to a single item in the Gradebook. In order to grade multiple Topics, Instructors need to make multiple connections to the Gradebook.

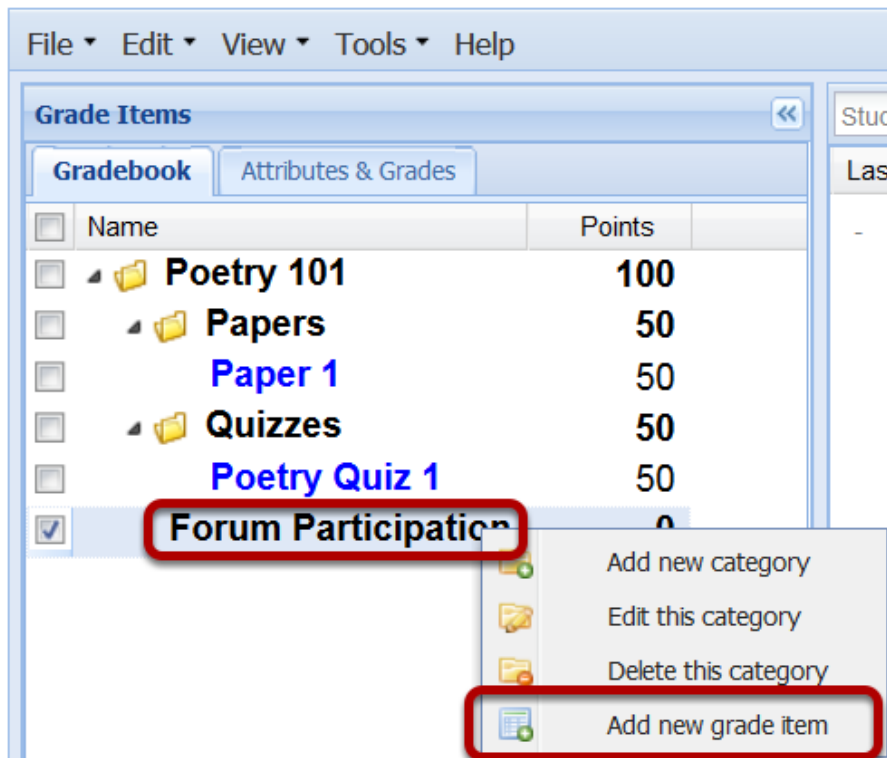
*Note: in order to connect the Gradebook2 to a Forum or Topic, you must create the grade item in the Gradebook2 tool before linking from the Forum/Topic in the Forums tool.*

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

## Add new grade item.



Right-click the proper category (or the gradebook name if you are not using categories) and select **Add new Grade item**.

This displays the Add New Item dialog panel on the right.

**Enter the Name and Points of the grade item and then click Save/Close.**

**New Item**

Name:

Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☐

Release scores: ☐

Give ungraded no credit: ☐

This creates the item in the Gradebook.

## Example:

	Name	Points
<input type="checkbox"/>	<b>Poetry 101</b>	<b>125</b>
<input type="checkbox"/>	<b>Papers</b>	<b>50</b>
<input type="checkbox"/>	<b>Paper 1</b>	<b>50</b>
<input type="checkbox"/>	<b>Quizzes</b>	<b>50</b>
<input type="checkbox"/>	<b>Poetry Quiz 1</b>	<b>50</b>
<input type="checkbox"/>	<b>Forum Participation</b>	<b>25</b>
<input type="checkbox"/>	<b>Weekly Discussions</b>	<b>25</b>

## Go to Forums.


Select **Forums** from the Tool Menu in your site.


## Create a Forum with Topics for students to discuss.


[NEW FORUM](#) [ORGANIZE](#) [TEMPLATE SETTINGS](#) [STATISTICS & GRADING](#) [WATCH](#)

### Forums

[Weekly Discussions](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼

 [Week 1 Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 [Week 2 Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

 [Week 3 Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

*Note: You cannot connect a Forum (Option 1) or a Topic (Option 2) to the Gradebook2 when creating a new Forum or Topic. You can only make the connection after the Forum/Topic is created.*


## Option 1: Add Forum to Gradebook.


## Click Forum Settings.


[NEW FORUM](#) [ORGANIZE](#) [TEMPLATE SETTINGS](#) [STATISTICS & GRADING](#) [WATCH](#)

### Forums

[Weekly Discussions](#) [New Topic](#) [Forum Settings](#) [More ▾](#)

 [Week 1 Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Week 2 Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

 [Week 3 Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More ▾](#)

This displays the Edit Forum Settings page.

## Under Grading, select the existing Gradebook item.

### Grading

Gradebook item:

Select a Gradebook item ▾

Select a Gradebook item

Paper 1

Poetry Quiz 1

Week 1 Discussion

▾

Permissions

Making this connection connects all of the Topics located in this Forum to a single item in the Gradebook 2 tool. Instructors will be able to add/subtract points for ANY of the Forum Topics student submissions. That is, there is one grade item that covers all of the discussion topics within the Forum.

## Click Save.

Save

Save Settings & Add Topic

Save Draft

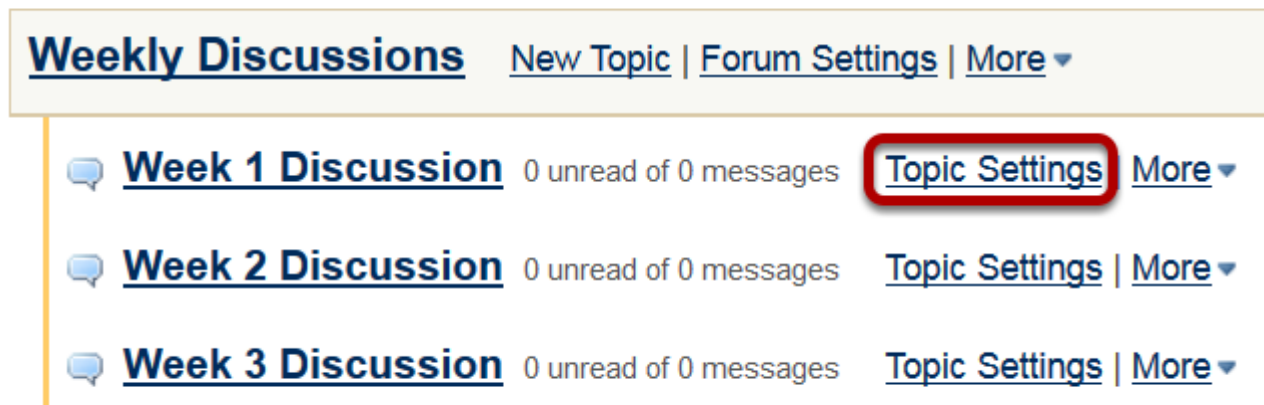
Delete Forum

Cancel




## Option 2: Add individual Topics to Gradebook.

Click Topic Settings.

### Forums



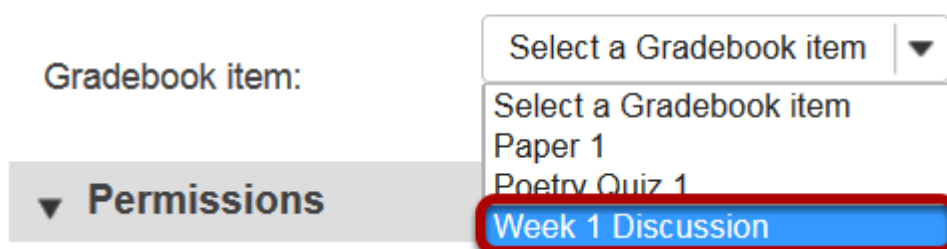
**Weekly Discussions** [New Topic](#) | [Forum Settings](#) | [More](#) ▼

	<a href="#">Week 1 Discussion</a>	0 unread of 0 messages	<a href="#">Topic Settings</a>	<a href="#">More</a> ▼
	<a href="#">Week 2 Discussion</a>	0 unread of 0 messages	<a href="#">Topic Settings</a>	<a href="#">More</a> ▼
	<a href="#">Week 3 Discussion</a>	0 unread of 0 messages	<a href="#">Topic Settings</a>	<a href="#">More</a> ▼

This displays the Edit Topic Settings page.

**Under Grading, select the existing Gradebook item.**

### Grading



Gradebook item: Select a Gradebook item ▼

▼ **Permissions**

- Select a Gradebook item
- Paper 1
- Poetry Quiz 1
- Week 1 Discussion**

Making this connection connects a single Topic to a single item in the Gradebook. In order to grade multiple Topics, Instructors need to make multiple connections to the Gradebook.

**Click Save.**

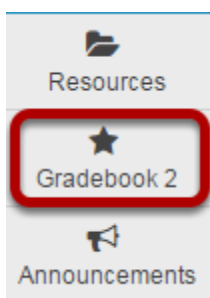




# How do I download a Gradebook2 template?

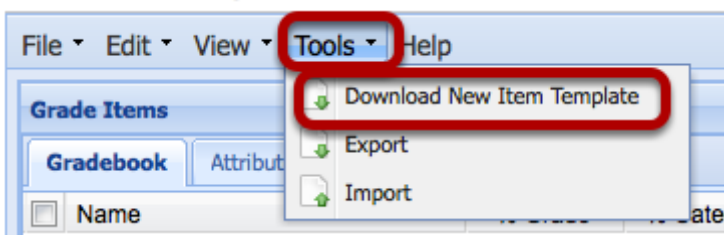
In order to import grades from an Excel spreadsheet, instructors must use a template that organizes the rows and columns of the spreadsheet in a proper format for importing. The Gradebook2 tool provides a mechanism for download a blank template that can be used for grading and importing back to the Gradebook2 tool.

## Go to Gradebook2.



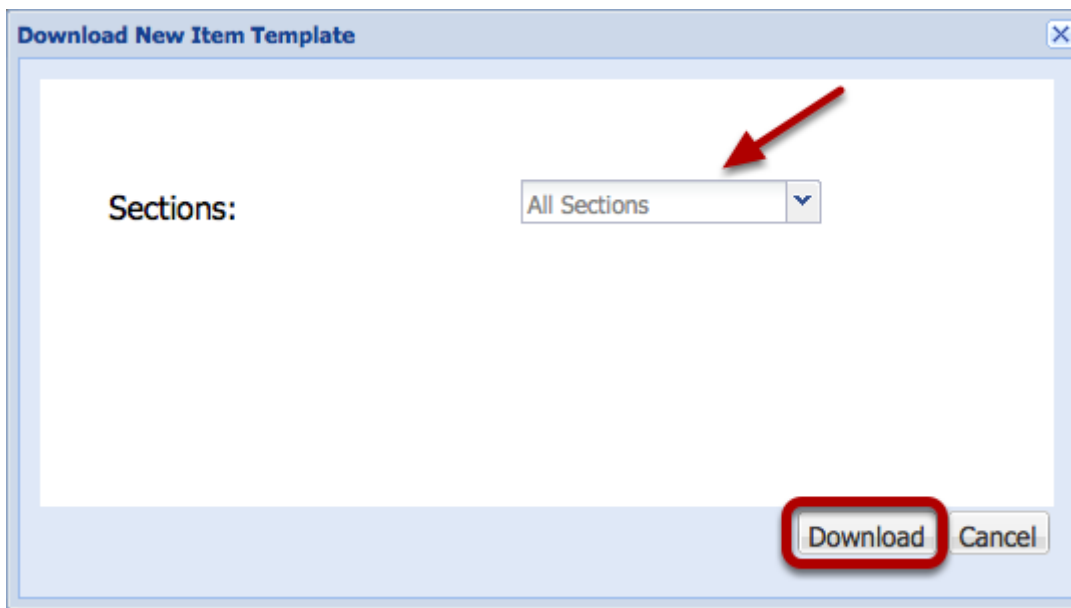
Select **Gradebook2** from the Tool Menu in your site.

## Click Tools > Download New Item Template.



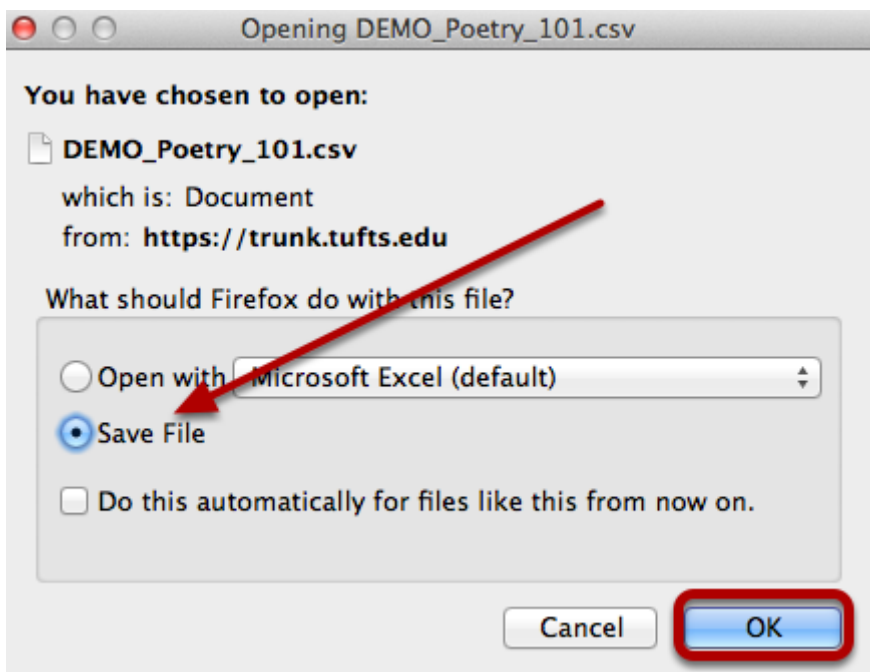
This displays the Gradebook2 download dialog box.

**Select the default All Sections, then click Download.**

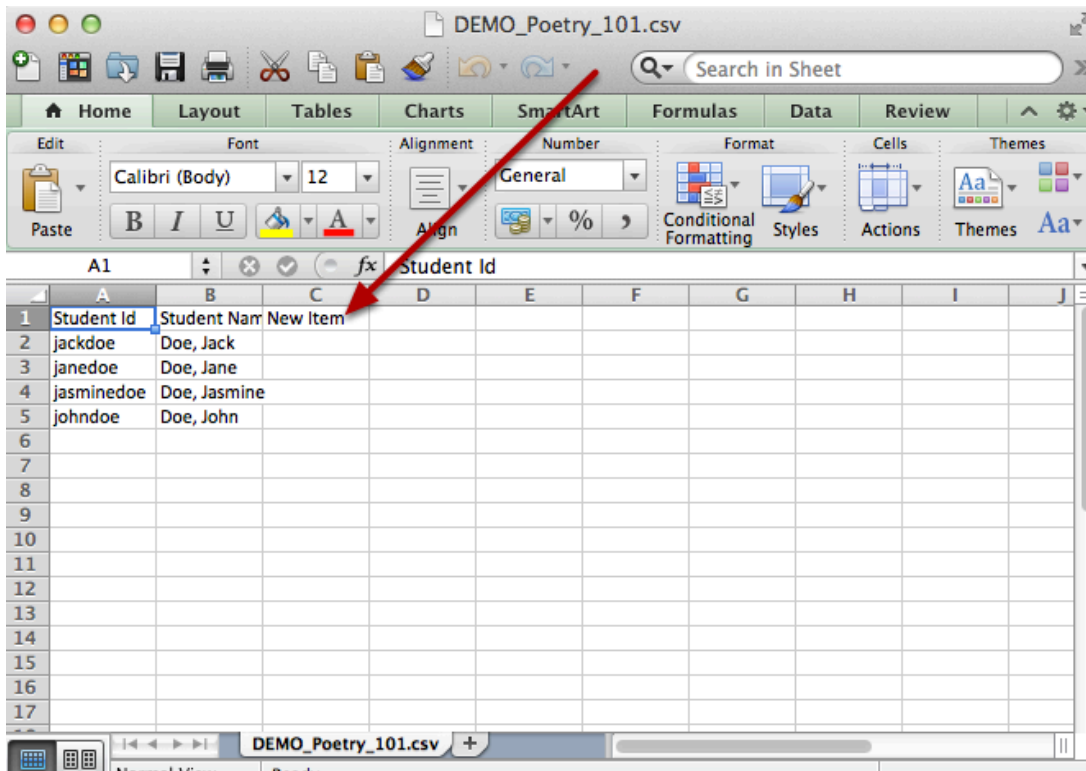


Depending on your computer settings, you may see another downloading dialog box.

**Download the template (.csv file) to your computer.**



**Open the downloaded .csv file in your Excel (or other) spreadsheet application.**



The template is set up with the proper columns and the information about your students (ID and Name). Change the Column Header name to the name of your new grade item and add grades to column.

*Note: you may add additional grade columns.*

# How do I Import grades from an Excel (.csv) file into Gradebook2?

Instructors can import grades into the Gradebook2 tool using a formatted .csv file. A properly formatted .csv file containing all of the student information can be downloaded first from the Gradebook2 tool under Tools > Download New item Template.

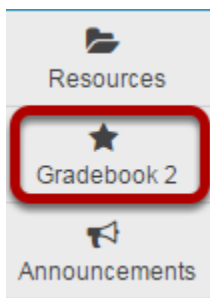
Use this template to add/calculate your grades in Excel (or some other spreadsheet application) then import the file back into the Gradebook2.

## Example of a .csv template file with the new grade information added.

Student Id	Student Name	Paper 2
jackdoe	Doe, Jack	78
janedoe	Doe, Jane	84
jasmindoe	Doe, Jasmine	96
johndoe	Doe, John	67

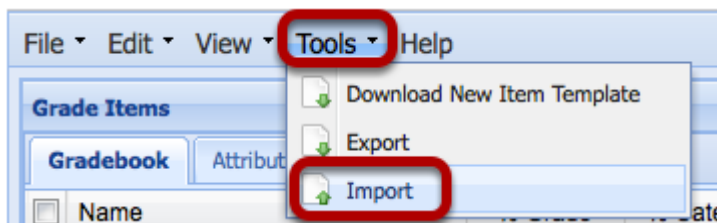
*Note: Grades must use the same grading system (Points/Percentages/Letter Grades) as you have chosen for your Gradebook.*

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

## Click Tools > Import.



This displays the Gradebook2 Import dialog box.

**Select No-structure gradebook (grades only), then click Browse.**

Import

Step 1 of 2

Import Format

No-Structure Gradebook (Only Grades) ▼

Use this format to import no-structure gradebook export files. These files contain information about all grades and items but do not contain enough information to recreate an entire gradebook.

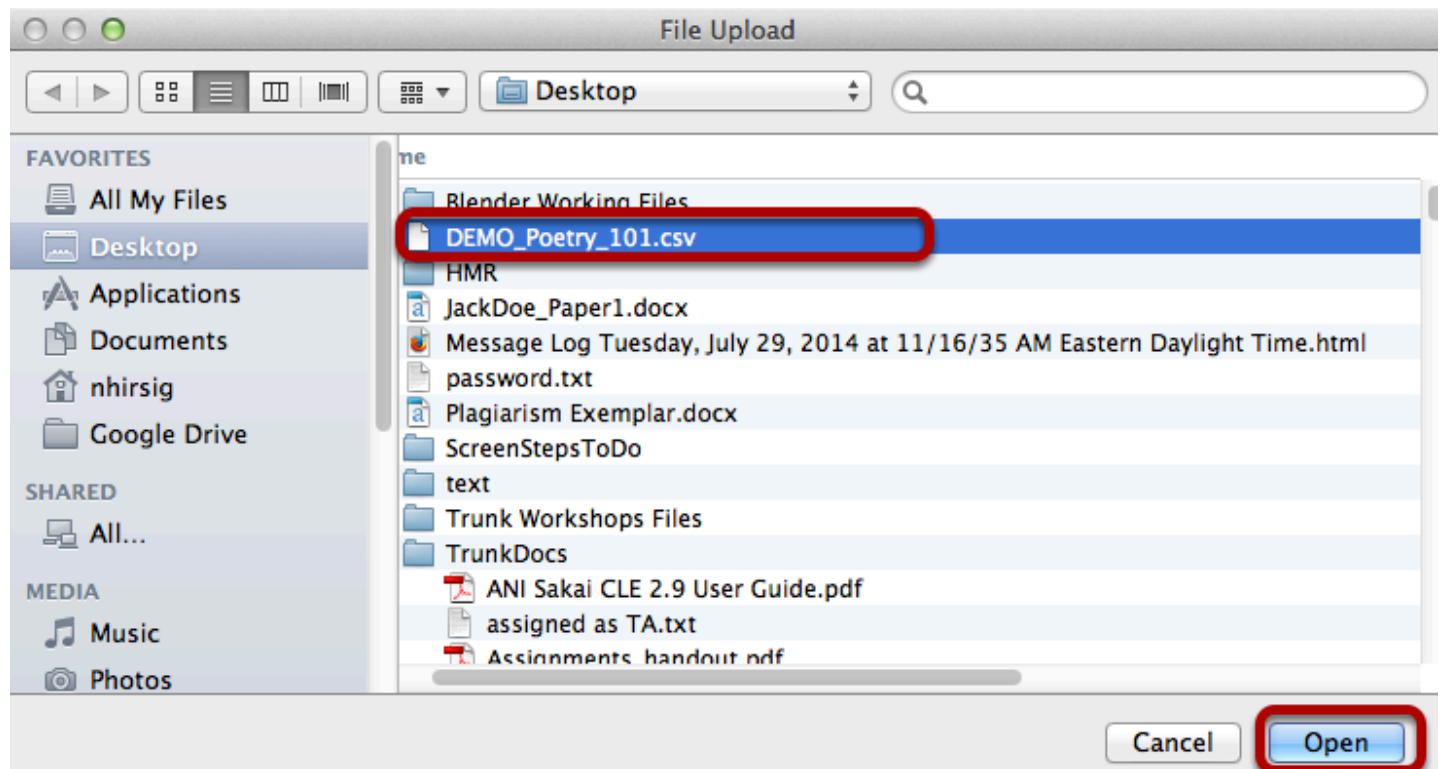
File:  Browse...

Import structure only: ☐

Next > Cancel

This displays your computer's file locator.

**Locate the .csv file on our computer, then click Open (or Select).**



This returns the display to the Import dialog box.

**Click Next.**

Import

Step 1 of 2

**Import Format**

No-Structure Gradebook (Only Grades) ▼

Use this format to import no-structure gradebook export files. These files contain information about all grades and items but do not contain enough information to recreate an entire gradebook.

File: DEMO\_Poetry\_101.csv Browse...

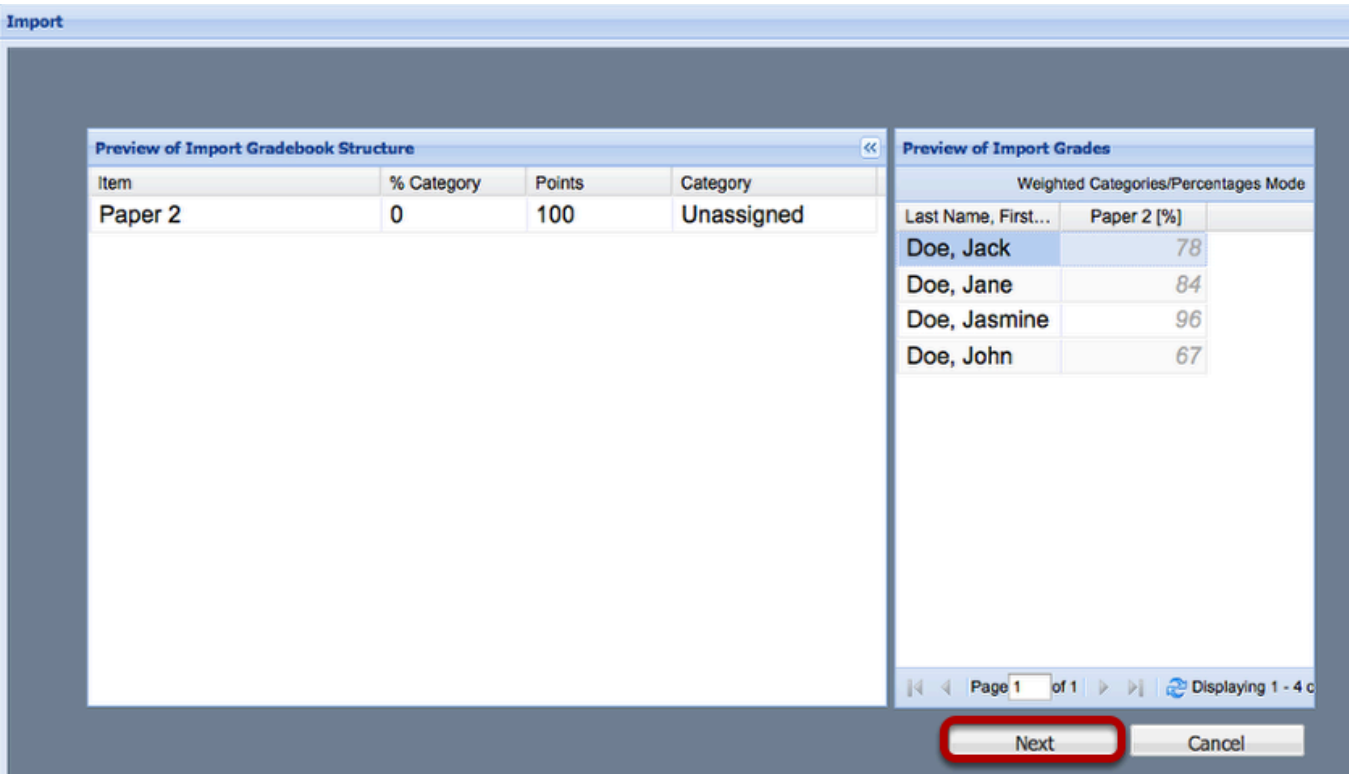
Import structure only: ☐

Next > Cancel

This displays the contents of what will be imported into the Gradebook.

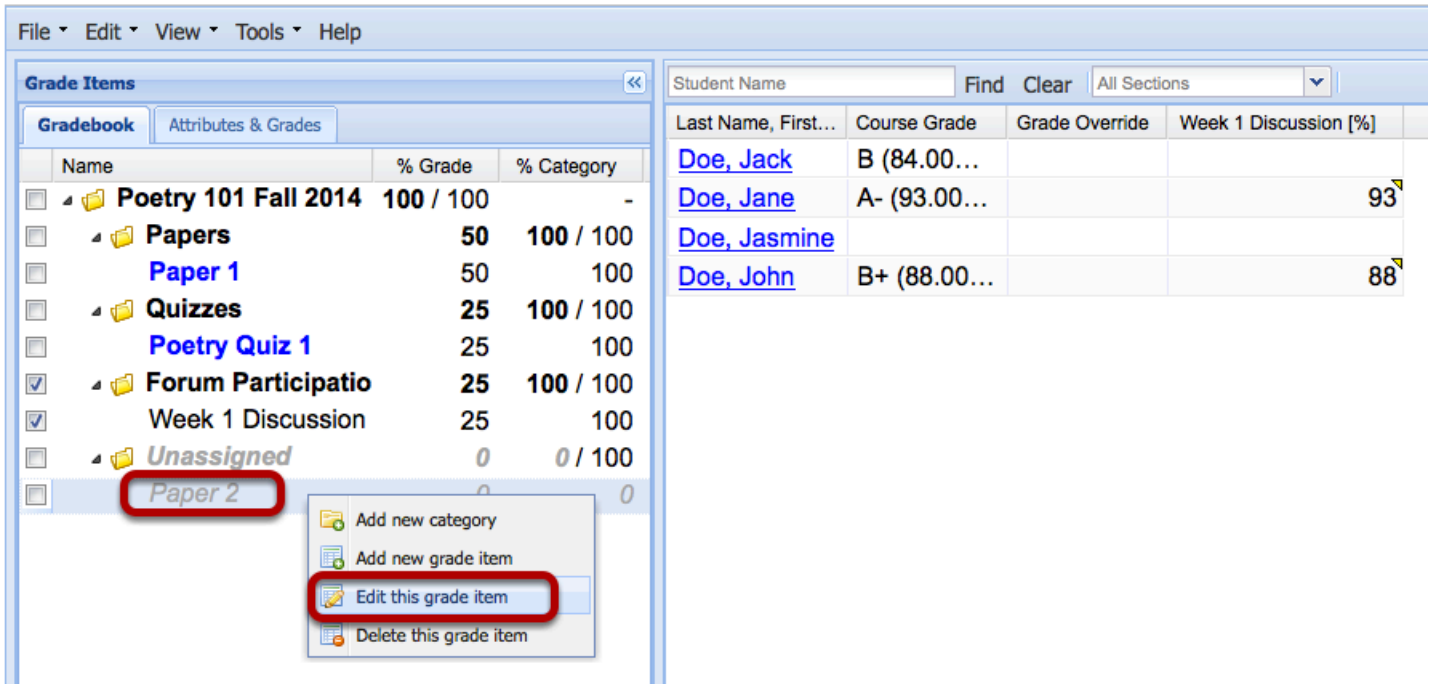


# Click Next.



This uploads the data and adds a new item to the Gradebook.

# Edit the item.

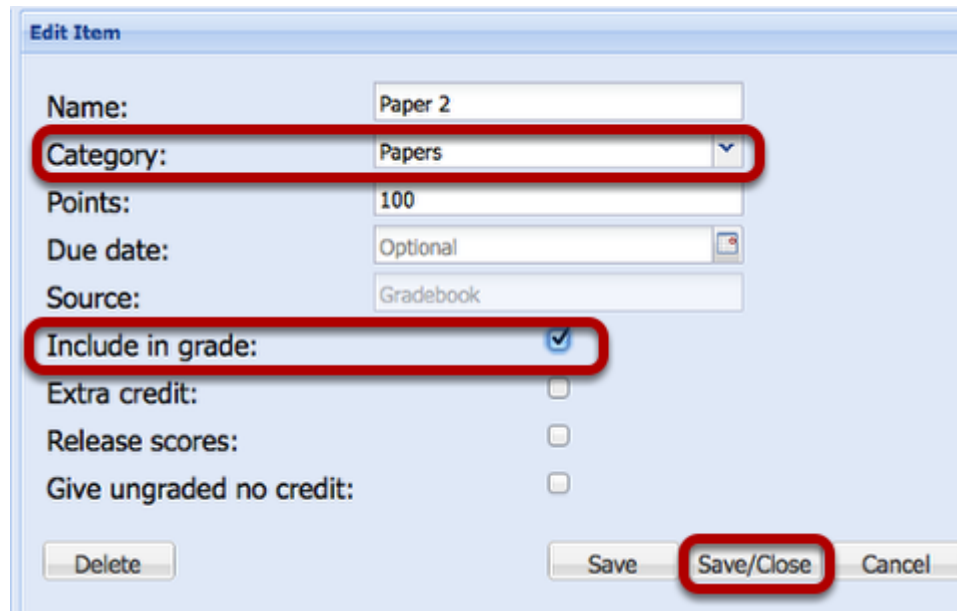


If your Gradebook has categories, you will need to assign the new item to a category before it will be calculated in the course grade.

Right-click the item and select **Edit this Grade Item**.

This displays the Edit dialog box for this grade item.

## Update the item category.



**Edit Item**

Name: Paper 2

Category: Papers

Points: 100

Due date: Optional

Source: Gradebook

Include in grade: ☒

Extra credit: ☐

Release scores: ☐

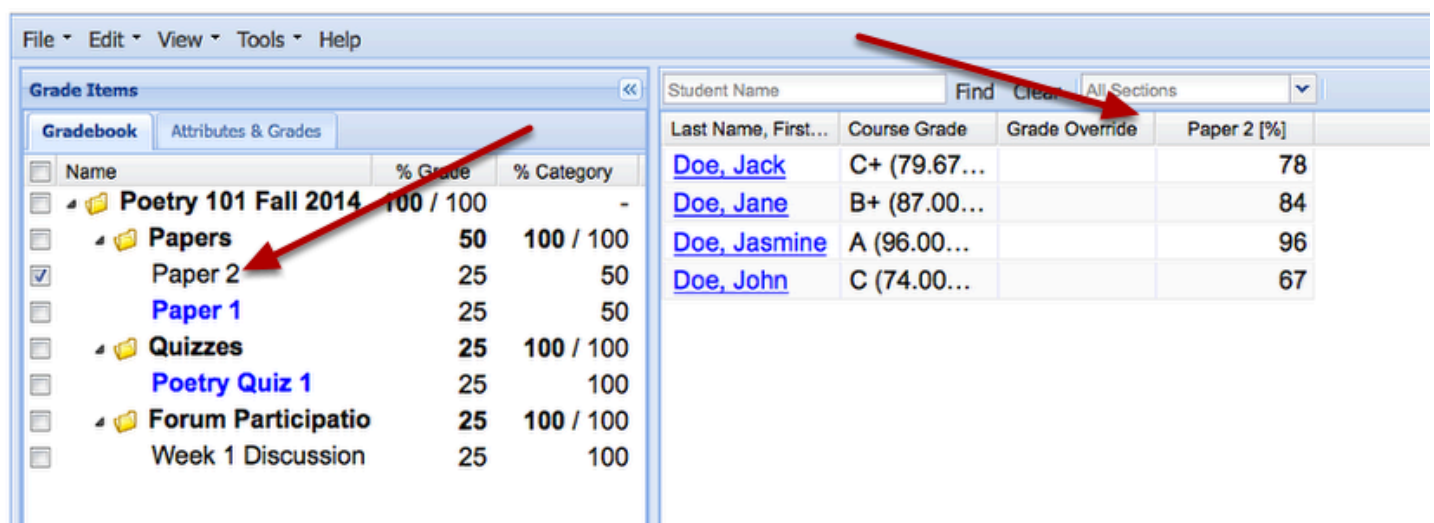
Give ungraded no credit: ☐

Delete Save Save/Close Cancel

Place the item in the proper category (if you are using categories) and check the box next to **Include in Grade**, then click **Save/Close**.

The grade item and the grades are now properly listed in the Gradebook.

## Example:



Grade Items			
Name	% Grade	% Category	
Poetry 101 Fall 2014	100 / 100	-	
Papers	50	100 / 100	
Paper 2	25	50	
Paper 1	25	50	
Quizzes	25	100 / 100	
Poetry Quiz 1	25	100	
Forum Participatio	25	100 / 100	
Week 1 Discussion	25	100	

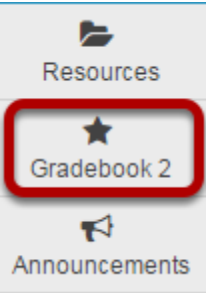
  

Student Name	Find	Clear	All Sections
Last Name, First...	Course Grade	Grade Override	Paper 2 [%]
<a href="#">Doe, Jack</a>	C+ (79.67...		78
<a href="#">Doe, Jane</a>	B+ (87.00...		84
<a href="#">Doe, Jasmine</a>	A (96.00...		96
<a href="#">Doe, John</a>	C (74.00...		67

# How do I view the Gradebook2 as a student?

Instructors can view the Gradebook2 as a specific student will see it.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

## In the spreadsheet on the right, click on the name of the student.

File Edit View Tools Help

Grade Items

Gradebook

Attributes & Grades

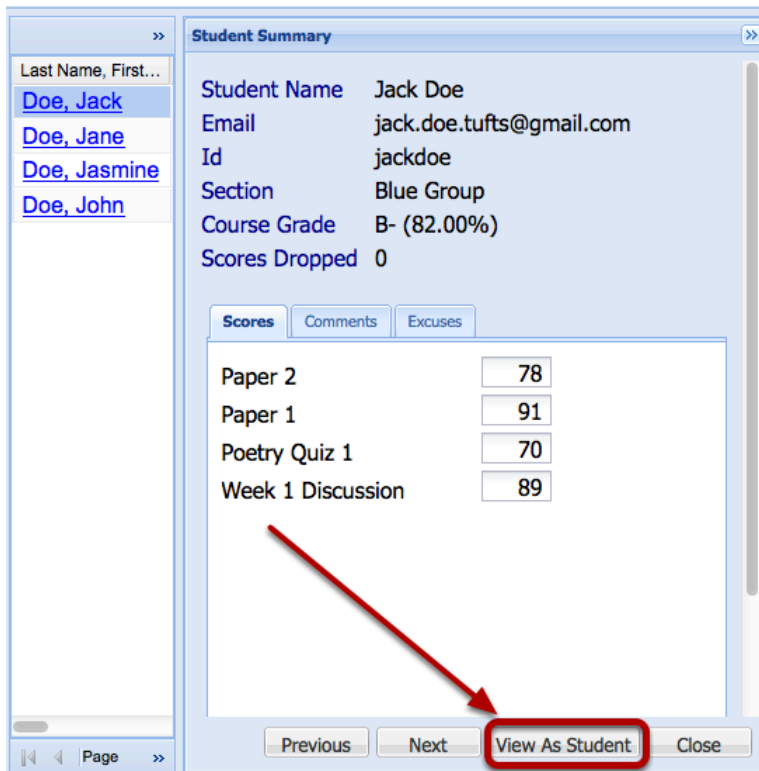
<input type="checkbox"/>	Name	% Grade	% Category
<input type="checkbox"/>	▲ Poetry 101 Fall 2014	100 / 100	-
<input type="checkbox"/>	▲ Papers	50	100 / 100
<input checked="" type="checkbox"/>	Paper 2	25	50
<input type="checkbox"/>	Paper 1	25	50
<input type="checkbox"/>	▲ Quizzes	25	100 / 100
<input type="checkbox"/>	Poetry Quiz 1	25	100
<input type="checkbox"/>	▲ Forum Participatio	25	100 / 100
<input type="checkbox"/>	Week 1 Discussion	25	100

Student Name Find Clear All Sections

Last Name, First...	Course Grade	Grade Override	Paper 2 [%]
<a href="#">Doe, Jack</a>	B- (82.00%)		78
<a href="#">Doe, Jane</a>	B+ (87.00...		84
<a href="#">Doe, Jasmine</a>	A (96.00...		96
<a href="#">Doe, John</a>	C (74.00...		67

This displays the Student Summary of grades and comments for that student.

## Click View As Student.



The screenshot shows a web interface for a student summary. On the left is a list of student names: 'Doe, Jack', 'Doe, Jane', 'Doe, Jasmine', and 'Doe, John'. The main area displays details for 'Jack Doe', including email, ID, section, course grade, and scores dropped. Below this is a 'Scores' tab with a table of scores for various assignments. At the bottom, there are navigation buttons: 'Previous', 'Next', 'View As Student' (highlighted with a red box and a red arrow), and 'Close'.

Student Name	Jack Doe
Email	jack.doe.tufts@gmail.com
Id	jackdoe
Section	Blue Group
Course Grade	B- (82.00%)
Scores Dropped	0

Assignment	Score
Paper 2	78
Paper 1	91
Poetry Quiz 1	70
Week 1 Discussion	89

This displays the view of the Gradebook2 tool that this student will see.

**Click on the Comment bubble to view comment for item.**

**Student View**

Id: jackdoe  
Section: Blue Group  
Course Grade: B-  
Calculated Grade: 82.00

**Individual Scores (click on a row to see comments)**

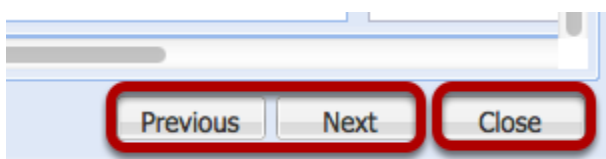
Item	Weight	Score	Date Due	Comments	Scoring ...
<b>Course Statistics</b>					
Course Grade	-	-	-		
<b>Papers (50% of course grade)</b>					
Paper 1	25	91%			
<b>Quizzes (25% of course grade)</b>					
Poetry Quiz 1	25	70%			

**Comments:**  
This is a good dra consider:  
Shakespeare's bir characters his play use of "ight" and traits. He used the symbolize good, a (IV,iii,217) to sym

Previous Next Close

*Note: Student can only view grade items that have been "Released" (displayed in blue in the Gradebook2)*

**Click Close (or Next/Previous to see another student's view of the Gradebook).**



# Why are students not seeing released grades in Gradebook2?

In Gradebook2, students can view scores for grade items if you have selected the "Release scores" setting for each item **and** you have selected the "Released items" option in the "Display to Students" list of settings for your gradebook.

**Example: Both of these settings must be made before students can see their grades.**

**Set Up Gradebook**

Name:

**Organize Gradebook using Category Style**

Weighted Categories

All grading features are available when using a Weighted Categories-style gradebook.

**Grade Using**

Percentages

Because Assignments, Forums, and Test & Quizzes record and calculate grades using points, Percentage-mode is not recommended when using these tools.

Scale extra credit:

**Display To Students**

Course grades: ☒ Mode: ☐  
**Released items:** ☒ Class rank: ☐  
Mean: ☐ Statistics Chart: ☐  
Median: ☐

"Released Items" is checkmarked in the Gradebook Set-up

AND

**Edit Item**

Name:

Category:

Points:

Due date:

Source:

Include in grade: ☒

Extra credit: ☐

**Release scores:** ☒

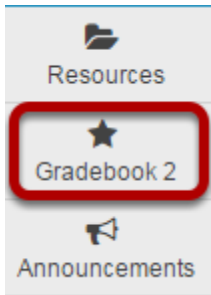
Give ungraded no credit: ☐

Delete Save Save/Close Close

"Released Scores" is checked in the Edit Grade Item screen

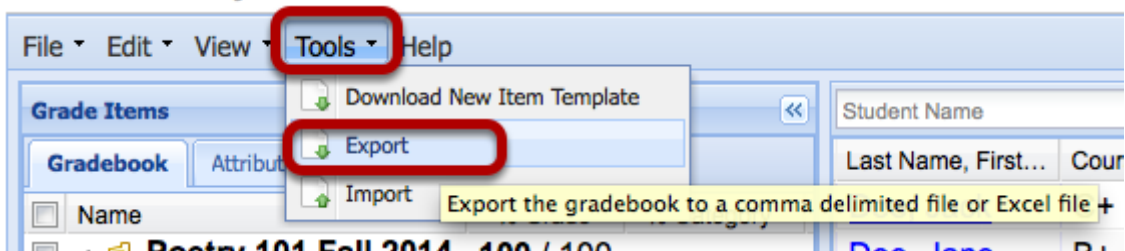
# How do I export the Gradebook2 grades?

Go to Gradebook2.



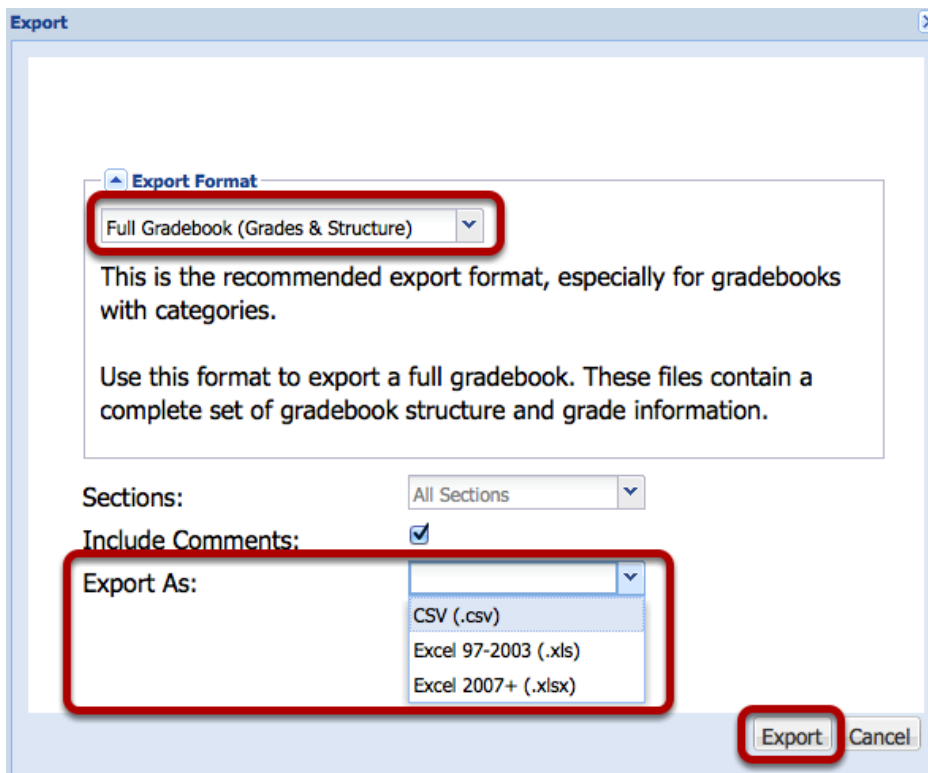
Select **Gradebook2** from the Tool Menu in your site.

Click **Tools > Export**.



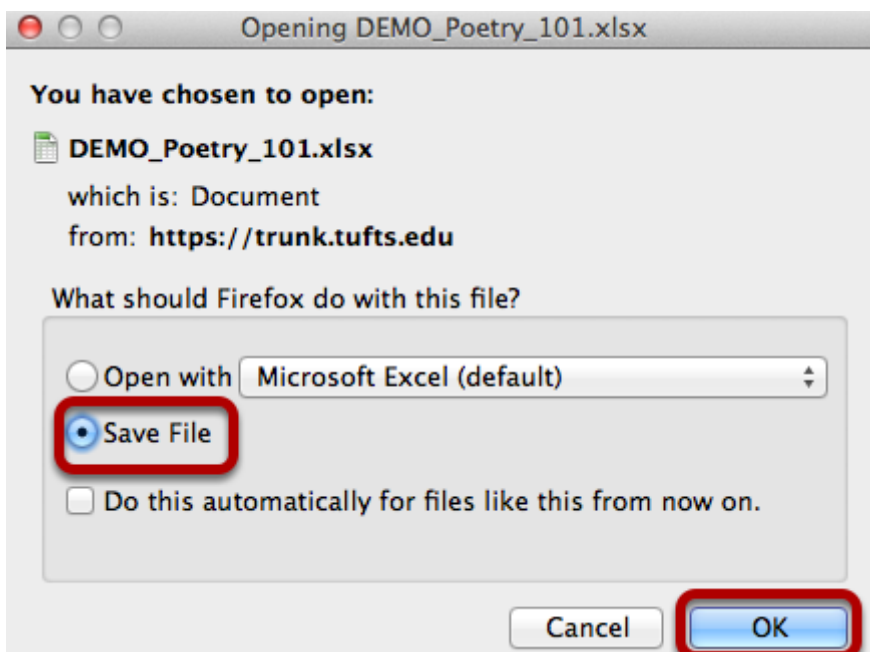
This displays the Gradebook2 Export dialog box.

**Select the export format and file type, then click Export.**



Depending on your computer settings, you may see another download dialog box.

**Download the exported Gradebook file to your computer.**





# Example of a Gradebook2 Export file.

DEMO\_Poetry\_101.xlsx

Search in Sheet

HomeLayoutTablesChartsSmartArtFormulasDataReview

Font

Number

Format

Cells

Themes

Fill

Calibri (Body)

11

A

abc

Wrap Text

General

Normal

Bad

Good

Neutral

Insert

Delete

Format

Themes

Aa

Paste

Clear

B

I

U

Conditional Formatting

Merge

A1	B	C	D	E	F	G	H	I	J		
1	Gradebook:	Poetry 101 Fall 2014	Weighted Categories	Percentages							
2	ShowCourseGrades:	true									
3	ShowReleasedItems:	true									
4	Category:		Papers				Quizzes		Forum Participation		
5	% Grade:		50.0%				25.0%		25.0%		
6	Drop Lowest:										
7	Equal Weight Items:	true					true	true			
8	Points:		100		100		50		100		
9	% Category:	50.0%		50.0%			100.0%	100.0%			
10	Weight Items By Points:	false					false	false			
11											
12	Student id	Student Name	Section	Paper 2	Comment : Paper 2	Paper 1 (R)	Comment : Paper 1	Poetry Quiz 1 (R)	Comment : Poetry Quiz 1	Week 1 Discussion	Comment : Week 1 Discussion
13	jackdoe	Doe, Jack	Blue Group	78		91		70			
14	janedoe	Doe, Jane	Red Group	84						93	Very good insight into early American poetry. Thanks for inclu
15	jasmindoe	Doe, Jasmine		96							
16	johnndoe	Doe, John	Red Group	67						88	Good comments. What else can you tell us about the Native A
17											
18											
19											
20											
21											

Normal View

Ready

Sum = 0

# Why are some item scores displayed in red with a strike-through in Gradebook2?

When you view item scores in the spreadsheet frame or Student Summary frame of Gradebook2, you may notice some item scores are displayed in red with a strike-through. You'll see a score displayed this way when an item has been excluded from course grade calculations.

## Example of "red strike-through" scores.

The screenshot displays the Gradebook2 interface. On the left, the 'Grade Items' pane shows a tree view of course items. The 'Discussions' category is expanded, and 'Discussions - Avian Aliens' is selected, highlighted with a red box. The right pane shows a table of student scores. The column 'Discussions - Avian Aliens [%]' contains scores for Jane (88), Janet (78), Jasmine (93), and John (76), all of which are displayed in red with a strike-through. The 'Forum 1 [%]' column shows scores of 90, 92, 96, and 92 for the same students.

st Name, First...	Email	Course Grade	Discussions - Avian Aliens [%]	Forum 1 [%]
oe, Jane	jane.doe.t...	B (overrid...	<del>88</del>	90
oe, Janet	janet.doe....	A- (92.50...	<del>78</del>	92
oe, Jasmine	jasmine.d...	B- (82.20...	<del>93</del>	96
oe, Jill	jill.doe.tuft...	A (96.40...	<del>98</del>	92
oe, John	john.doe.t...	D- (62.50...	<del>76</del>	78

An item is excluded from course grade calculations for one of two reasons:

- The item is a "lowest score" item in its category. If you have set up your Gradebook for categories or weighted categories, one of your options when creating a category is "Drop lowest." This option lets you specify that a certain number of lowest-score items for each student will be excluded from course grade calculations. This is the example demonstrated above.
- The item has been "excused" for that student. To excuse an item, you access the Student Summary frame for the student, select the Excuses tab, and click on the checkbox for the item. If you no longer want to excuse the item, simply uncheck it.

When using the Drop lowest option, keep in mind the following:

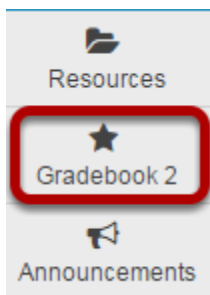
- When you enter scores in a category set to drop lowest-score items, Gradebook2 does not drop scores until you have at least one more scored item than the number set to be dropped. If a category is set to drop two lowest-score items, for example, you must score three items in order to drop the two items with lowest scores.
- Excusing an item in a category set to drop lowest can affect which items are counted as "lowest score," since the excused item will no longer be included in the calculation. If you excuse an item that is already being counted as a lowest score item, for example, then another item will get counted as "lowest score."

# How do I override the course grade in Gradebook2?

The Gradebook2 Course Grade is the current calculated grade (running grade) based on which items have been graded and how much value those items carry.

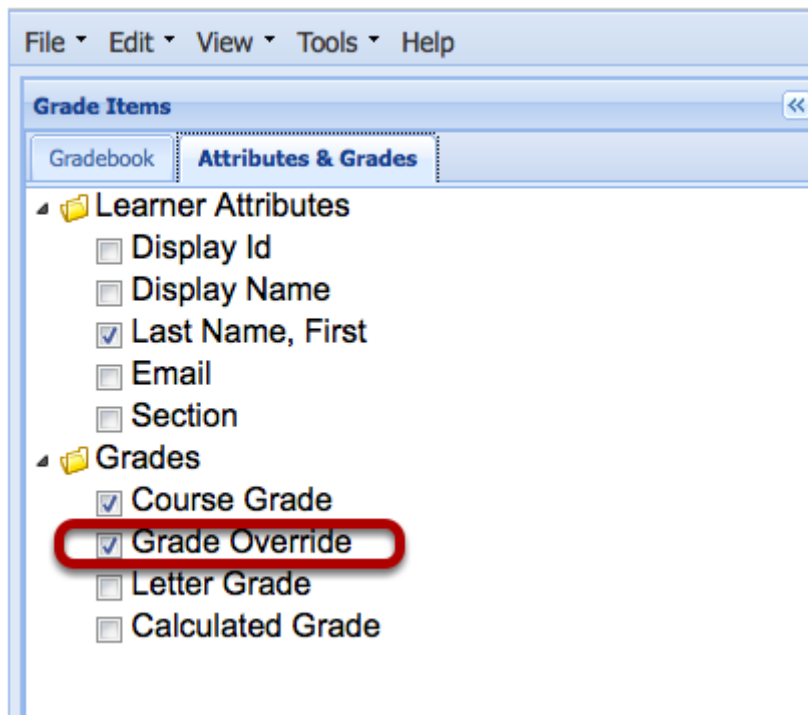
Sometimes, especially when seen as a final grade, instructors may want to override this calculated grade.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

**Click the Attributes and Grades tab and check the box next to Grade Override.**



This displays the Grade Override column in the spreadsheet.

**Enter the Override Grade in the Grade override column to the right of the student's name.**

Student Name			Find	Clear	All Sections
Last Name, First...	Course Grade	Grade Override			
<a href="#">Doe, Jack</a>	B (override)	B			
<a href="#">Doe, Jane</a>	B+ (87.00...				
<a href="#">Doe, Jasmine</a>	A (96.00...				
<a href="#">Doe, John</a>	C (74.00...				

This overrides the calculated course grade.

*Note: If you have released the course grade to students (edit gradebook settings / display to students - course grade), they will see this override grade and not the Gradebook2 calculated grade. That is, they will not see the course grade as "overridden".*

*Note: You may only enter grade overrides that are in the appropriate course grade format for your gradebook (Pass/Not Pass, Letter grades with +-, or Letter Grades).*

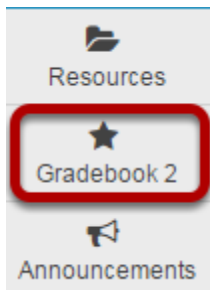
# How do I view grade statistics in Gradebook2?

Instructors can view the general grade statistics for a class.

- **Mean:** The average of all course grades
- **Standard Deviation:** The amount of variation or dispersion from the average. A low standard deviation indicates that the data points tend to be very close to the mean; a high standard deviation indicates that the data points are spread out over a large range of values.
- **Median:** The middle grade (an many above as below)
- **Mode:** The data value that appears the most in the set. Because no value may appear more often than any other, it is possible for a set to have no mode.

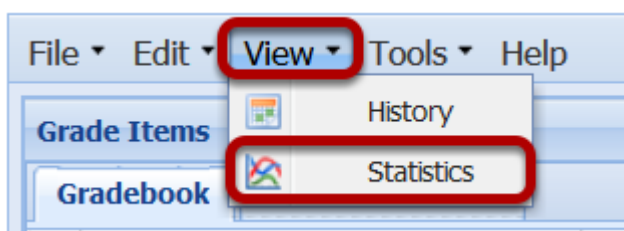
*Note: Only students who have received grades are included in the calculation. Students whose work has not yet been graded are ignored.*

## Go to Gradebook2.



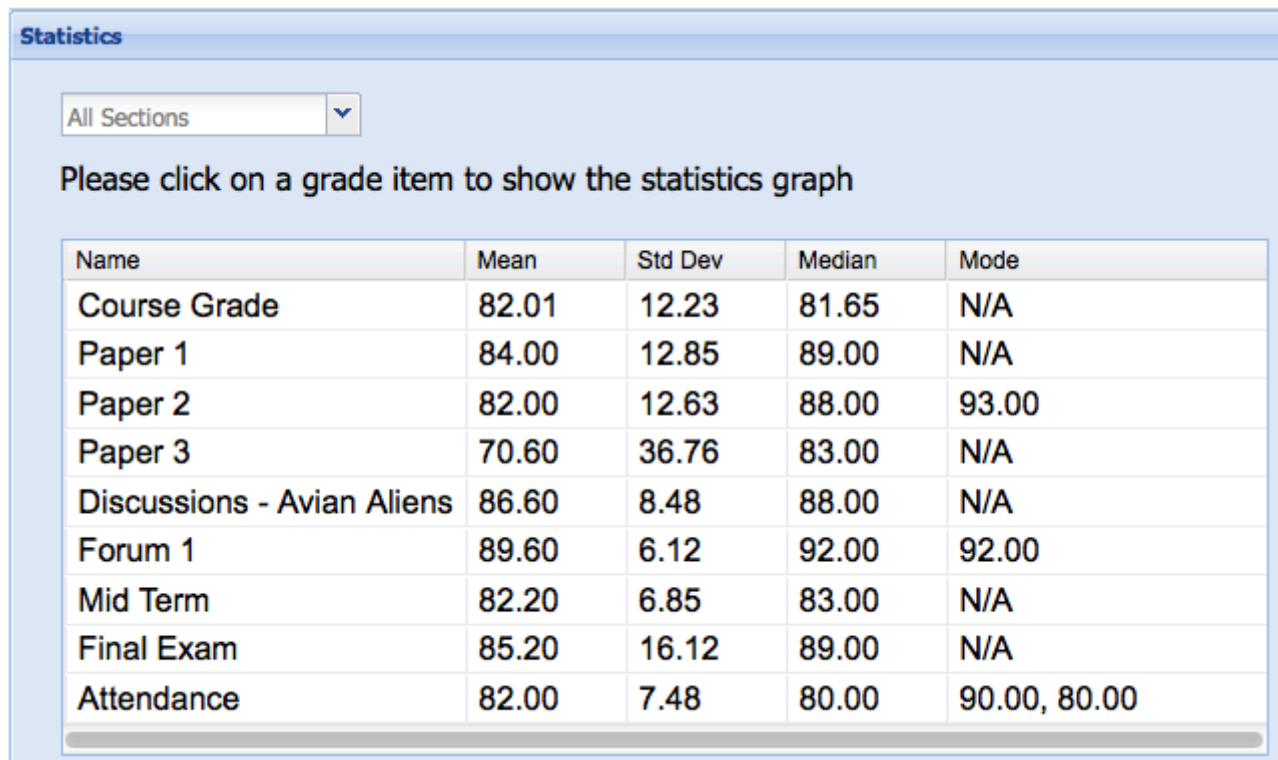
Select **Gradebook2** from the Tool Menu in your site.

## Click View > Statistics.

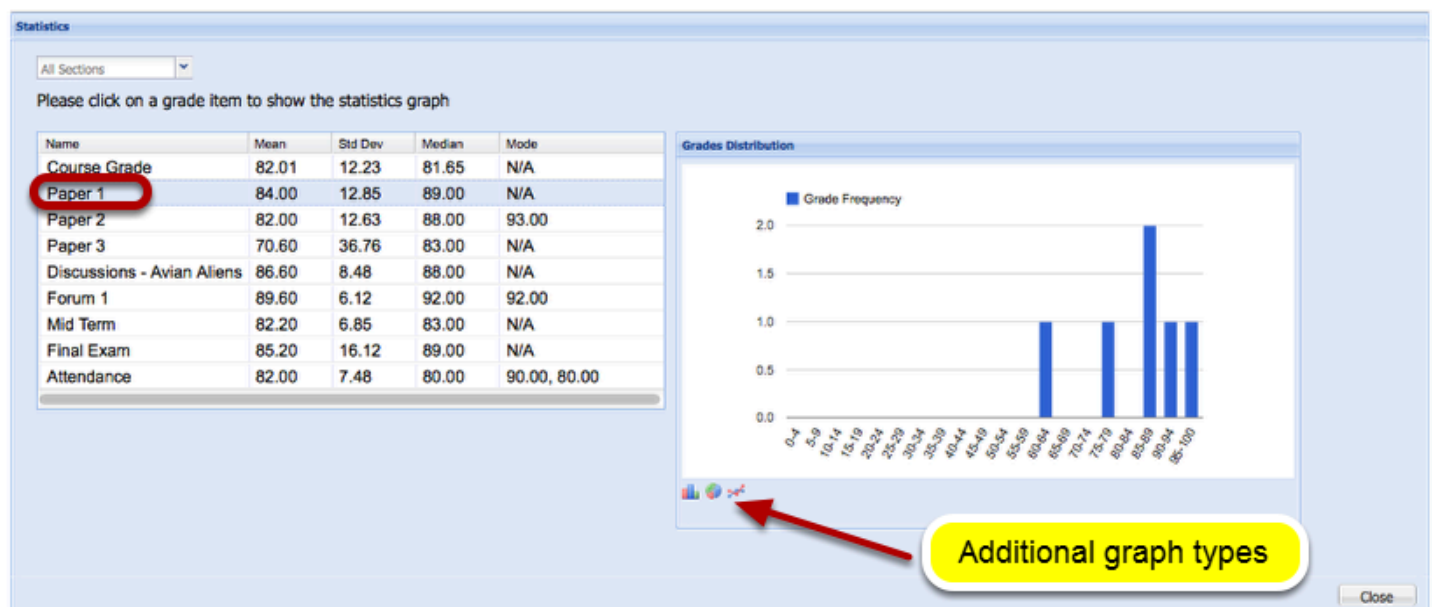


This displays the Statistics dialog panel.

## Example:



To view a graph of the grade distribution, click on the item name.

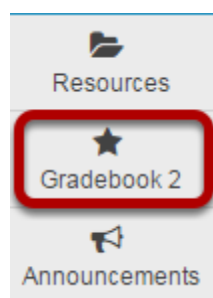




# How do I enter grades and comments by student in Gradebook2?

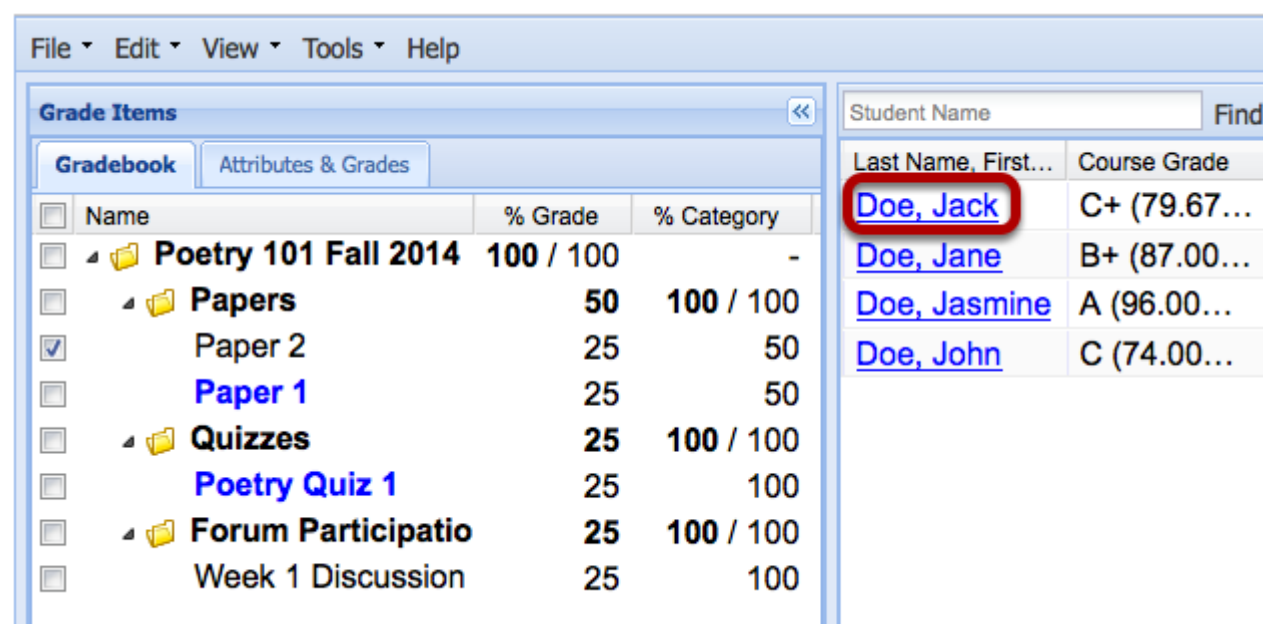
In addition to entering grades in the spreadsheet columns, instructors can view, grade and enter comments by student.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

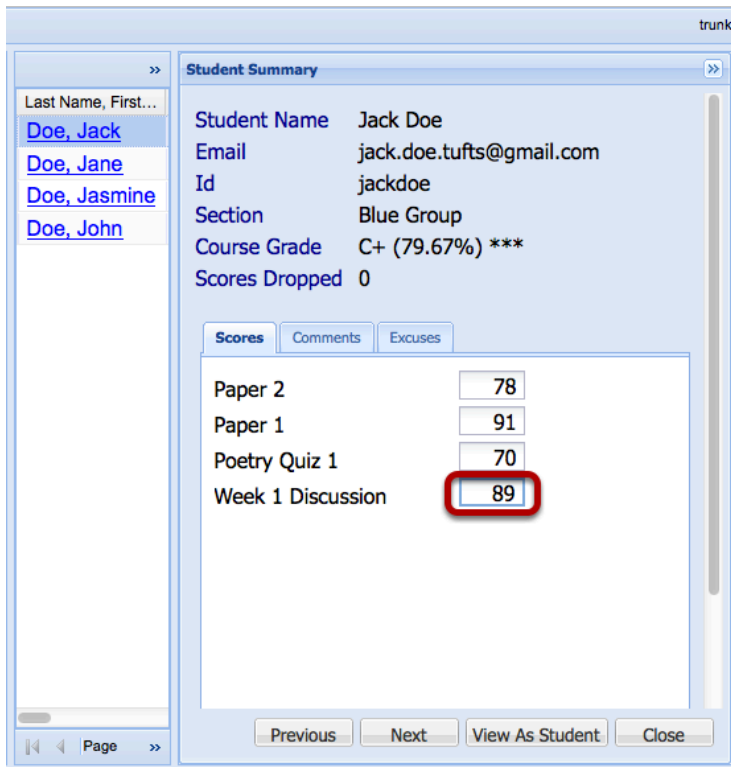
In the spreadsheet on the right, click on the name of the student.

A screenshot of the Gradebook2 interface. On the left, a tree view shows the course structure: 'Poetry 101 Fall 2014' (100 / 100), 'Papers' (50 / 100), 'Quizzes' (25 / 100), and 'Forum Participatio' (25 / 100). On the right, a table displays student information. The first row, 'Doe, Jack', is highlighted with a red box. The table has columns for 'Last Name, First...' and 'Course Grade'.

Last Name, First...	Course Grade
Doe, Jack	C+ (79.67...)
Doe, Jane	B+ (87.00...)
Doe, Jasmine	A (96.00...)
Doe, John	C (74.00...)

This displays the Student Summary for that student.

**Enter grades in grade boxes (or view student's grades).**



trunk

>> Student Summary <<

Last Name, First...  
[Doe, Jack](#)  
[Doe, Jane](#)  
[Doe, Jasmine](#)  
[Doe, John](#)

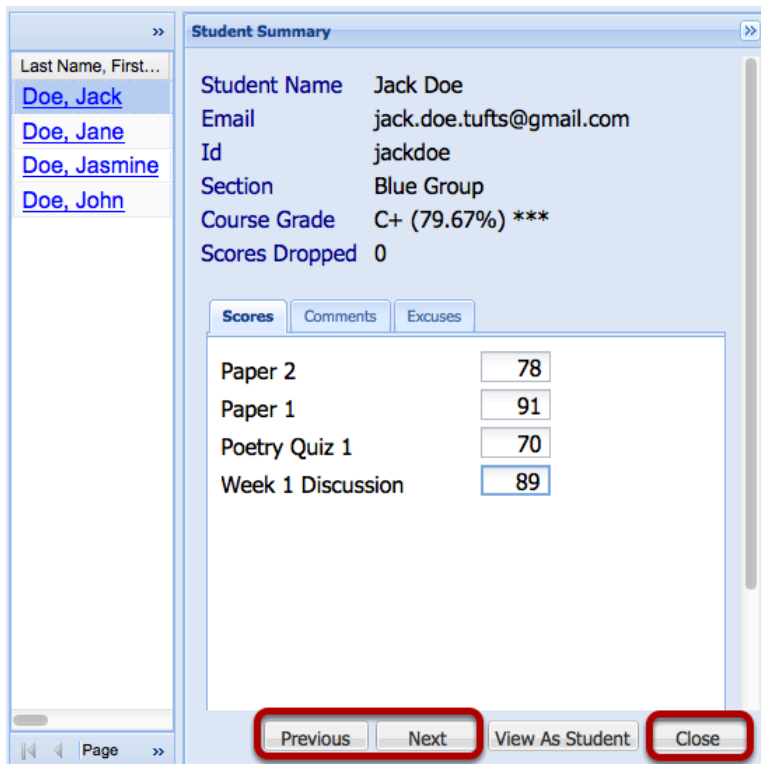
Student Name Jack Doe  
Email jack.doe.tufts@gmail.com  
Id jackdoe  
Section Blue Group  
Course Grade C+ (79.67%) \*\*\*  
Scores Dropped 0

Scores Comments Excuses

Paper 2 78  
Paper 1 91  
Poetry Quiz 1 70  
Week 1 Discussion 89

Previous Next View As Student Close

**Click Close (or Next/Previous) to view/grade next student.**



>> Student Summary <<

Last Name, First...  
[Doe, Jack](#)  
[Doe, Jane](#)  
[Doe, Jasmine](#)  
[Doe, John](#)

Student Name Jack Doe  
Email jack.doe.tufts@gmail.com  
Id jackdoe  
Section Blue Group  
Course Grade C+ (79.67%) \*\*\*  
Scores Dropped 0

Scores Comments Excuses

Paper 2 78  
Paper 1 91  
Poetry Quiz 1 70  
Week 1 Discussion 89

Previous Next View As Student Close

**To view or comment on a grade item for the student, click the Comments tab.**

**Student Summary**

Student Name: Jack Doe  
Email: jack.doe.tufts@gmail.com  
Id: jackdoe  
Section: Blue Group  
Course Grade: C+ (79.67%) \*\*\*  
Scores Dropped: 0

Tab: **Comments** (highlighted with a red box)

Paper 2	78
Paper 1	91
Poetry Quiz 1	70
Week 1 Discussion	89

Navigation: Previous, Next, View As Student, Close

This displays the comments for each grade item.

**Enter Comments, then click Close (or Next/Previous).**

**Student Summary**

Last Name, First...  
[Doe, Jack](#)  
[Doe, Jane](#)  
[Doe, Jasmine](#)  
[Doe, John](#)

Student Name: Jack Doe  
Email: jack.doe.tufts@gmail.com  
Id: jackdoe  
Section: Blue Group  
Course Grade: B- (82.00%)  
Scores Dropped: 0

Scores | **Comments** | Excuses

Paper 2:  
Lennox talks of an "obscure bird" (II,iii,60) in his description of his troubled sleep. It would be most likely a night bird, probably again.

Paper 1:  
This is a good draft. Some things I think you might consider:  
Shakespeare's birds symbolize the good and

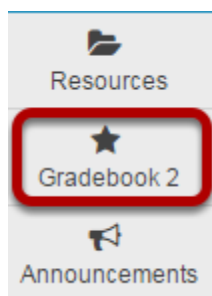
Poetry Quiz 1:

Previous | Next | View As Student | Close

# How do I reorder items or categories in Gradebook2?

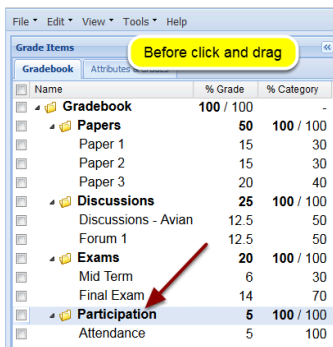
Instructors can reorder the listing of Gradebook2 categories or reorder the listing on grade items within a single category.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

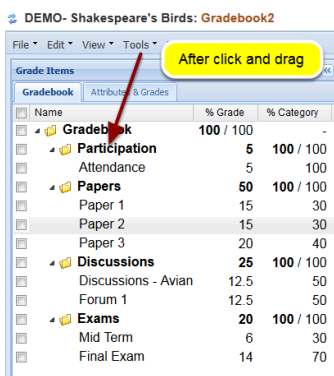
To reorder the categories, click and drag the category to the new location.



Grade Items

Gradebook

Name	% Grade	% Category
Gradebook	100 / 100	-
Papers	50	100 / 100
Paper 1	15	30
Paper 2	15	30
Paper 3	20	40
Discussions	25	100 / 100
Discussions - Avian	12.5	50
Forum 1	12.5	50
Exams	20	100 / 100
Mid Term	6	30
Final Exam	14	70
Participation	5	100 / 100
Attendance	5	100



DEMO- Shakespeare's Birds: Gradebook2

Grade Items

Gradebook

Name	% Grade	% Category
Gradebook	100 / 100	-
Participation	5	100 / 100
Attendance	5	100
Papers	50	100 / 100
Paper 1	15	30
Paper 2	15	30
Paper 3	20	40
Discussions	25	100 / 100
Discussions - Avian	12.5	50
Forum 1	12.5	50
Exams	20	100 / 100
Mid Term	6	30
Final Exam	14	70

To reorder items within a category, click and drag the item to the new location.

Grade Items

Gradebook Attributes Before click and drag

Name	% Grade	% Category
Gradebook	100 / 100	-
Papers	50	100 / 100
Paper 1	12.5	25
Paper 2	12.5	25
Paper 3	12.5	25
Research Paper	12.5	25
Participation	5	100 / 100
Attendance	5	100
Discussions	25	100 / 100
Discussions - Avian	12.5	50
Forum 1	12.5	50
Exams	20	100 / 100
Mid Term	10	50
Final Exam	10	50

Grade Items

Gradebook Attributes After click and drag

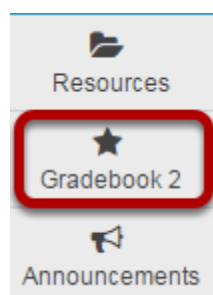
Name	% Grade	% Category
Gradebook	100 / 100	-
Papers	50	100 / 100
Research Paper	12.5	25
Paper 1	12.5	25
Paper 2	12.5	25
Paper 3	12.5	25
Participation	5	100 / 100
Attendance	5	100
Discussions	25	100 / 100
Discussions - Avian	12.5	50
Forum 1	12.5	50
Exams	20	100 / 100
Mid Term	10	50
Final Exam	10	50

# How do I exclude an individual student from a graded item in Gradebook2?

Instructors may exclude (or excuse) any individual student from an item listed in the Gradebook2. When excused, the student's course grade is not affected by the student's submission or non-submission for that item.

Excusing an item often happens when a class is composed of both graduate and undergraduate students; excusing the undergraduate students from the graduate requirements and excusing the graduate students from the undergraduate requirements.

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

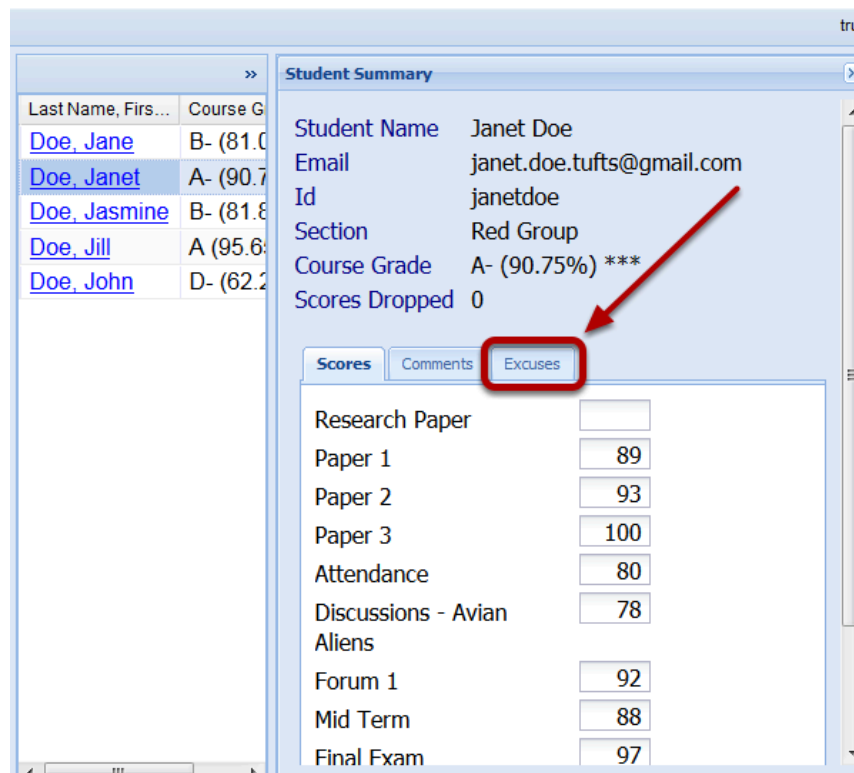
## In the right spreadsheet, click on the name of the student to be excused from an item.

Student Name		Find	Clear	All Sections	
Last Name, First...	Course Grade				
<a href="#">Doe, Jane</a>	B- (81.02...				
<a href="#">Doe, Janet</a>	A- (90.75...				
<a href="#">Doe, Jasmine</a>	B- (81.83...				
<a href="#">Doe, Jill</a>	A (95.65...				
<a href="#">Doe, John</a>	D- (62.25...				

This displays the Student Summary dialog box for that student.



Click on the Excuses tab.

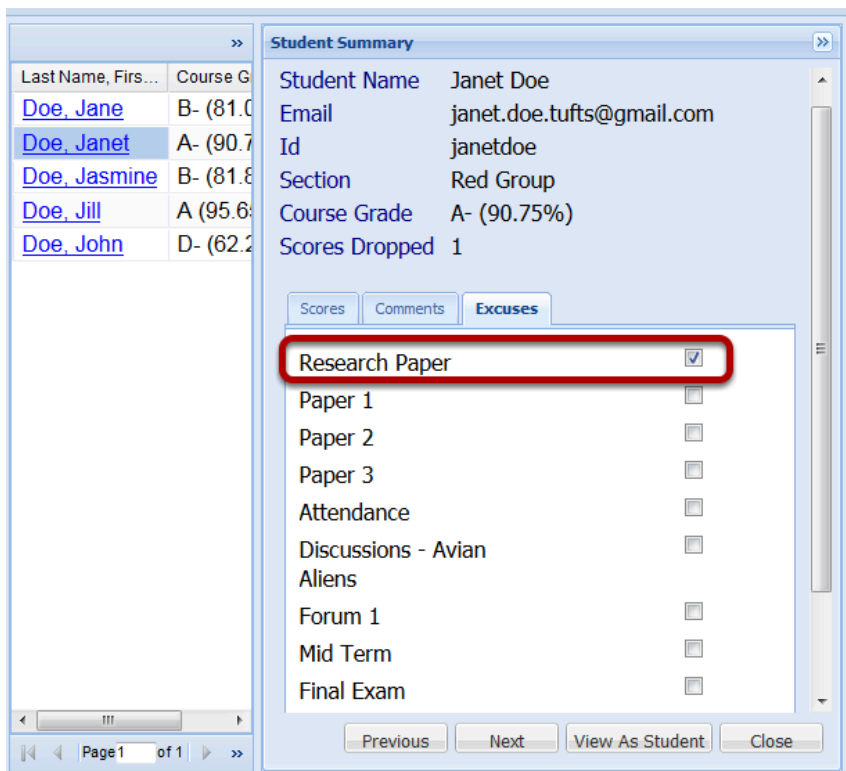


The screenshot shows the 'Student Summary' page for Janet Doe. The 'Excuses' tab is selected and highlighted with a red box. A red arrow points to the 'Excuses' tab. The dialog displays the following scores:

Assignment	Score
Research Paper	
Paper 1	89
Paper 2	93
Paper 3	100
Attendance	80
Discussions - Avian Aliens	78
Forum 1	92
Mid Term	88
Final Exam	97

This displays the Excuses dialog box for that student.

**Check the box next to the grade item from which the student is excused.**



The screenshot shows a 'Student Summary' window for Janet Doe. The 'Excuses' tab is active, displaying a list of grade items with checkboxes. The 'Research Paper' item is checked, while all other items (Paper 1, Paper 2, Paper 3, Attendance, Discussions - Avian Aliens, Forum 1, Mid Term, Final Exam) are unchecked. The window also shows student details like email and course grade, and navigation buttons at the bottom.

Grade Item	Excused
Research Paper	<input checked="" type="checkbox"/>
Paper 1	<input type="checkbox"/>
Paper 2	<input type="checkbox"/>
Paper 3	<input type="checkbox"/>
Attendance	<input type="checkbox"/>
Discussions - Avian Aliens	<input type="checkbox"/>
Forum 1	<input type="checkbox"/>
Mid Term	<input type="checkbox"/>
Final Exam	<input type="checkbox"/>

The student is excused from that grade item. That is, any grade or non-grade will have no effect on the student's Course Grade calculation.

**Click Close (or Next / Previous to excuse other students).**



This close-up shows the bottom navigation bar of the window. The 'Previous' and 'Close' buttons are highlighted with red rectangular boxes, indicating they are the focus of the instruction.

**In the student view of the Gradebook2, when the item is released, the item is marked "Dropped".**

Name

Janet Doe

Email

janet.doe.tufts@gmail.com

Id

janetdoe

Section

Red Group

Individual Scores (click on a row to see comments)

Item	Weight	Score	Date Due	Comments	Scoring ...
Papers (50% of course grade)					
Research Paper	Dropped				

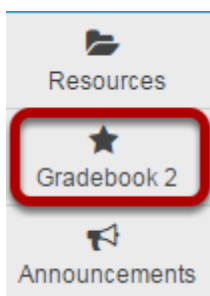
If the student had earned a score for the excused grade item, the score would appear with a red strike-through.

# How do I edit the Letter Grade Scale in Gradebook2?

Although the Gradebook2 can be set up to accept either point, percentages or letter grades for items, the Course Grade (or Running Grade) is by default calculated in Letter Grades (with +, -).

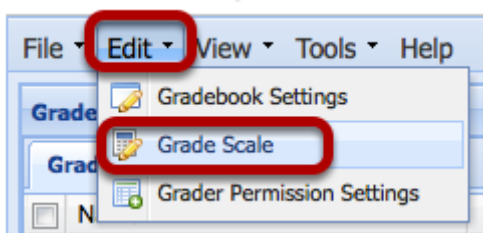
Instructors can edit the Course Grade Scale by either selecting a different built-in scale ("F through A - no plus or minus" - "F through A+ - with plusses and minuses" - "Pass / Not Pass") or they can manually edit one of the built-in scales.

## Go to Gradebook2.



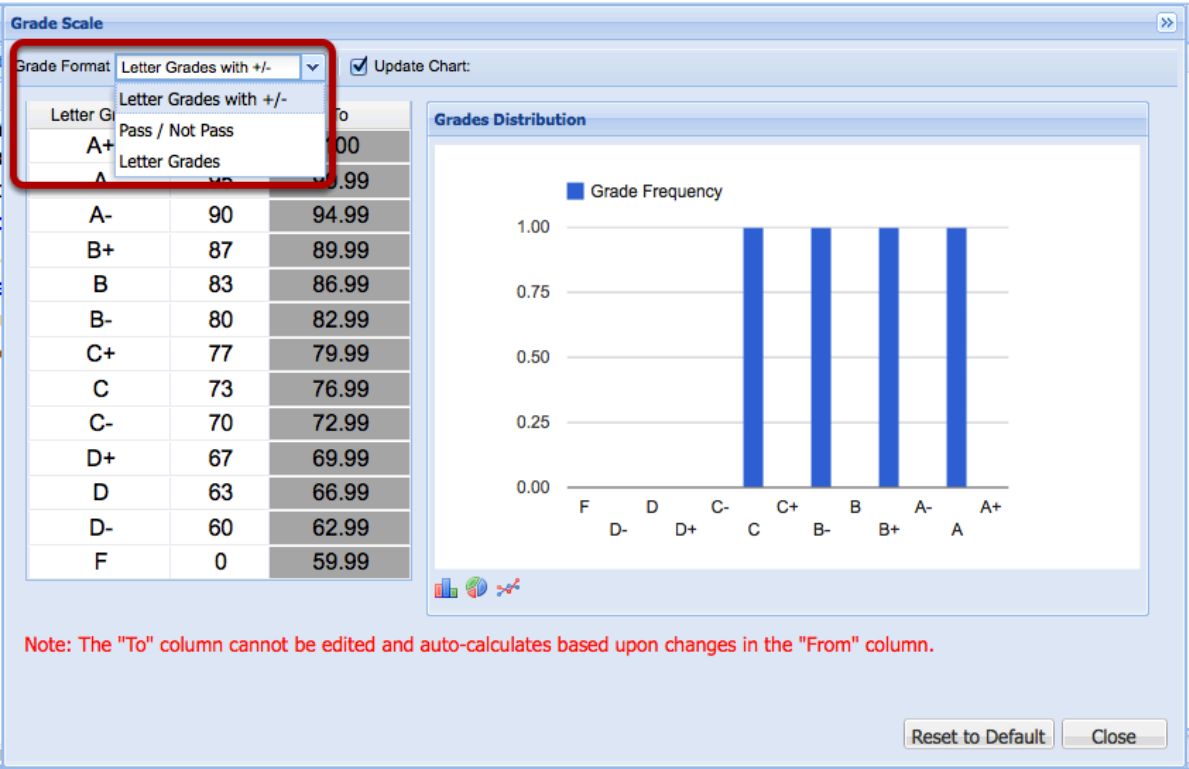
Select **Gradebook2** from the Tool Menu in your site.

## Click Edit > Grade Scale.



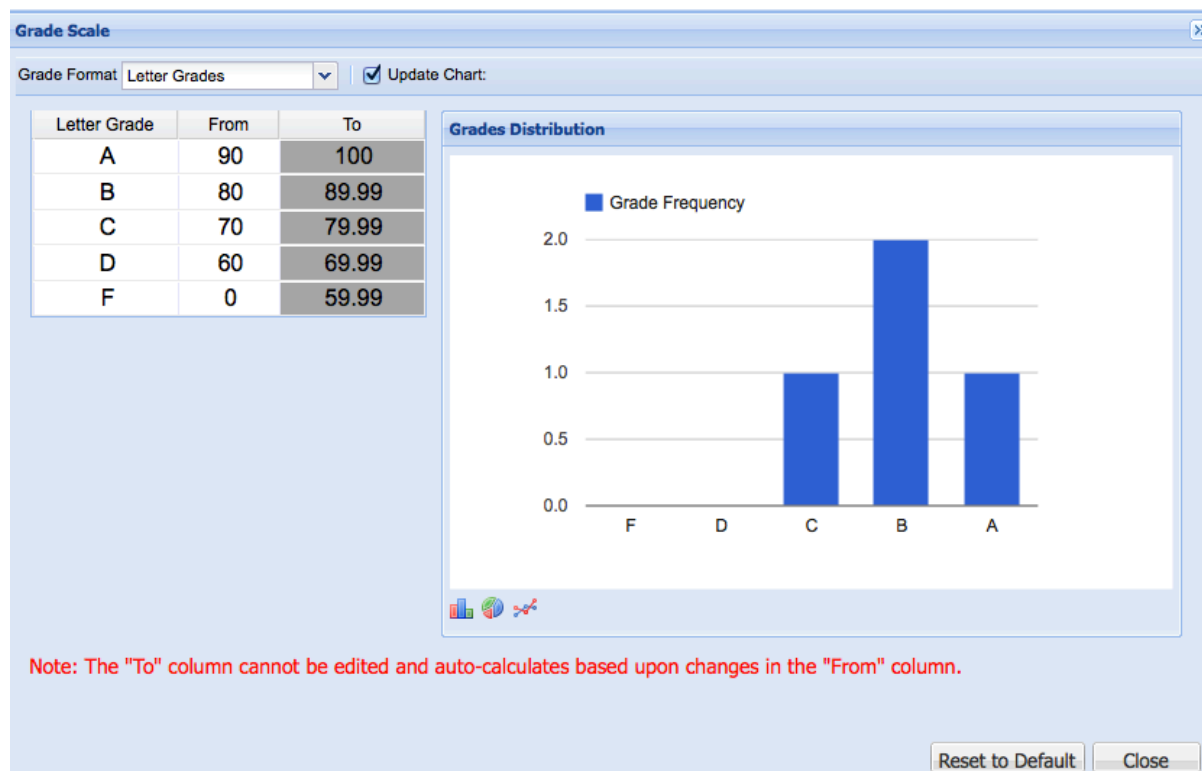
This displays the Edit Grade Scale dialog box.

# Use the drop-down menu to select a built-in Grade Scale.

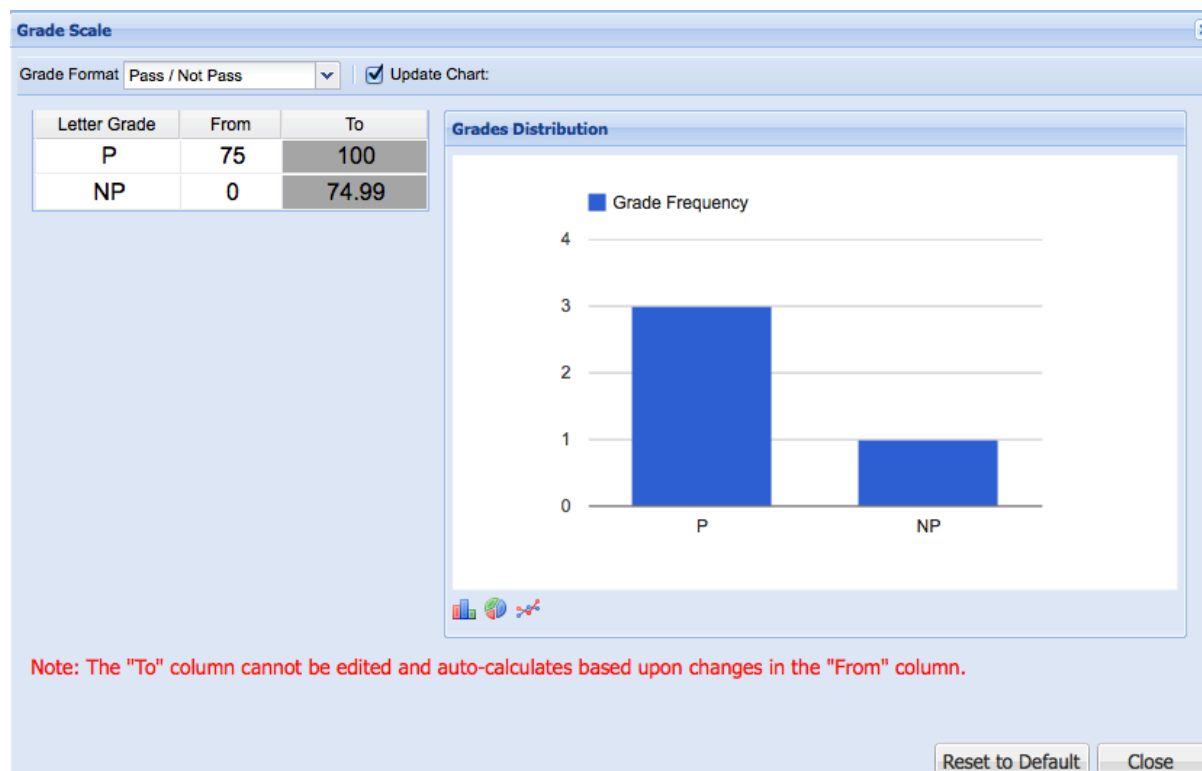


This will display the calculations for that built-in scale.

## Example: Letter Grades



## Example: Pass / Not Pass.



**To manually adjust a grade scale, change the numbers in the From column.**

Letter Grade	From	To
A	90	100
B	80	89.99
C	70	79.99
D	60	69.99
F	0	59.99

When a number is changed in the "From" column, the preceding "To" column number will automatically adjust.

For best results, work your way up from the bottom of the "From" column.

Some Problems:

- You cannot enter "0" in any "From" column box.
- if you are editing the A-F (with +, -) scale, you cannot eliminate the grade of A+. (a perfect score will always be seen as an A+)

To restore the default scale, select the scale, then click **Reset to Default**.

Grade Scale

Grade Format: Letter Grades with +/-

Update Chart: ☒

Letter Grade	From	To
A+	100	100
A	95	99.99
A-	90	94.99
B+	87	89.99
B	83	86.99
B-	80	82.99
C+	77	79.99
C	73	76.99
C-	70	72.99
D+	60	69.99
D	40	59.99
D-	30	39.99
F	0	29.99

Grades Distribution

Note: The "To" column cannot be edited and auto-calculates based upon changes in the "From" column.

Reset to Default

Close

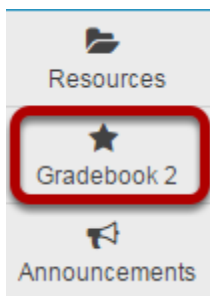


# How do I view the Gradebook2 history?

Instructors can view the history of all actions taken in the Gradebook2.

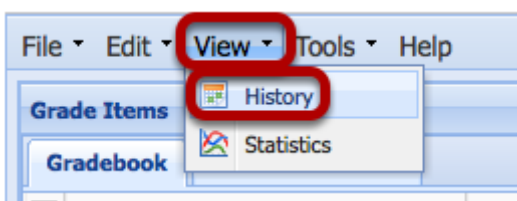
- **Date:** (the date and time the action was taken)
- **Action:** (adding or editing scores, adding or editing items or categories, and editing gradebook settings)
- **Entity:** (items, categories, and the gradebook)
- **Student:** (listed by a student's display name)
- **User:** (the name of the person that made the change or added the grade)

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

## Click View > History.



This displays the Gradebook History panel.

*Note: This panel may take some time to open depending on the number of actions taken in the Gradebook.*

Example:

History

Date	Action	Entity	Student
2014-09-30 15:52:06.362	Set grade to '89.0'	Final Exam	John D
2014-09-30 15:52:02.812	Set grade to '98.0'	Final Exam	Jill Doe
2014-09-30 15:51:55.641	Set grade to '54.0'	Final Exam	Jasmine
2014-09-30 15:51:47.886	Set grade to '97.0'	Final Exam	Janet D
2014-09-30 15:51:41.75	Set grade to '88.0'	Final Exam	Jane D
2014-09-30 15:51:27.664	Set grade to '80.0'	Attendance	John D
2014-09-30 15:51:23.947	Set grade to '90.0'	Attendance	Jill Doe
2014-09-30 15:51:19.546	Set grade to '70.0'	Attendance	Jasmine
2014-09-30 15:51:15.779	Set grade to '80.0'	Attendance	Janet D
2014-09-30 15:51:11.745	Set grade to '90.0'	Attendance	Jane D
2014-09-30 15:50:45.41	Set grade to '76.0'	Mid Term	John D
2014-09-30 15:50:39.725	Set grade to '91.0'	Mid Term	Jill Doe
2014-09-30 15:50:36.314	Set grade to '73.0'	Mid Term	Jasmine
2014-09-30 15:50:32.531	Set grade to '88.0'	Mid Term	Janet D
2014-09-30 15:50:28.771	Set grade to '83.0'	Mid Term	Jane D
2014-09-30 15:50:15.824	Set grade to '92.0'	Forum 1	Jill Doe
2014-09-30 15:50:11.658	Set grade to '96.0'	Forum 1	Jasmine
2014-09-30 15:50:07.868	Set grade to '92.0'	Forum 1	Janet D

Page 1 of 4

Additional pages

Displaying 1 - 20 of 66

Close

Navigate multiple pages by clicking the arrows next to page number.

To view additional details, click on any item.

DEMO- Shakespeare's Birds: Gradebook2

History

Date	Action	Entity	Student
2014-09-30 15:52:06.362	Set grade to '89.0'	Final Exam	John Dc
2014-09-30 15:52:02.812	Set grade to '98.0'	Final Exam	Jill Doe
2014-09-30 15:51:55.641	Set grade to '54.0'	Final Exam	Jasmine
2014-09-30 15:51:47.886	Set grade to '97.0'	Final Exam	Janet D.
2014-09-30 15:51:41.75	Set grade to '88.0'	Final Exam	Jane Dc
2014-09-30 15:51:27.664	Set grade to '80.0'	Attendance	John Dc
2014-09-30 15:51:23.947	Set grade to '90.0'	Attendance	Jill Doe
2014-09-30 15:51:19.546	Set grade to '70.0'	Attendance	Jasmine
2014-09-30 15:51:15.779	Set grade to '80.0'	Attendance	Janet D.
2014-09-30 15:51:11.745	Set grade to '90.0'	Attendance	Jane Dc
2014-09-30 15:50:45.41	Set grade to '76.0'	Mid Term	John Dc
2014-09-30 15:50:39.725	Set grade to '91.0'	Mid Term	Jill Doe
2014-09-30 15:50:36.314	Set grade to '73.0'	Mid Term	Jasmine
2014-09-30 15:50:32.531	Set grade to '88.0'	Mid Term	Janet D.
2014-09-30 15:50:28.771	Set grade to '83.0'	Mid Term	Jane Dc
2014-09-30 15:50:15.824	Set grade to '92.0'	Forum 1	Jill Doe
2014-09-30 15:50:11.658	Set grade to '96.0'	Forum 1	Jasmine
2014-09-30 15:50:07.868	Set grade to '92.0'	Forum 1	Janet D.

Date

Action

Entity

User

2014-09-30 15:51:41.75

Set grade to '88.0'

Final Exam

Neal Hirsig

Details

Student

Section Id

Jane Doe

DisplayId for eid: null

Name of person making the change or grade

Page 1 of 4

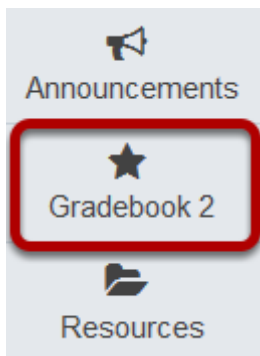
Displaying 1 - 20 of 66

Close

# How do I view instructor comments in my gradebook?

Instructors can include comments related to individual graded items in the Gradebook.


## Go to the Gradebook.



Select **Gradebook 2** from the tool menu in your site.

## Click on the text bubble next to your score.

Individual Scores (click on a row to see comments)

Item	Score	Out of	Date Due	Comments
<b>Papers</b>				
Paper 1	45	50		
<b>Quizzes</b>				
Poetry Quiz 1	50	50		
<b>Forum Participation</b>				
Week 1 Discussion	24	25		

**Comments:**  
Great job keeping the conversation going this week.

If your instructor has left you a comment, there will be a text bubble next to the score they have commented on. Clicking the text bubble will open a small Comments window to the right of the Individual Scores panel.

# Home

# 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 the Message of the Day as well as course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

*Note: The default location and availability of items in Home may be customized by your institution.*

## Home Navigation and Display

The screenshot shows the Sakai Home page with a top navigation bar and a left sidebar. The main content area is divided into several sections:

- MESSAGE OF THE DAY:** A section with a "LINK" and "HELP" button. Below it, a message states: "There are currently no messages at this location."
- CALENDAR:** A section with a "LINK" and "HELP" button. Below it, a calendar for June 2016 is displayed. The calendar shows the following dates: Sun (29, 5, 12, 19, 26), Mon (30, 6, 13, 20, 27), Tue (1, 7, 14, 21, 28), Wed (2, 8, 15, 22, 29), Thu (3, 9, 16, 23, 30), Fri (4, 10, 17, 24, 1), and Sat (5, 11, 18, 25, 2).
- HOME INFORMATION DISPLAY:** A section with a "LINK" and "HELP" button. Below it, a message states: "Welcome to your personal workspace. In Sakai each user has his or her own individual workspace called Home. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more."
- RECENT ANNOUNCEMENTS:** A section with a "LINK" and "HELP" button. Below it, a message states: "There are currently no announcements at this location."
- MESSAGE CENTER NOTIFICATIONS:** A section with a "LINK" and "HELP" button. Below it, a table is displayed with the following data:

Site	New Messages	New in Forums
Sample Course	none	1 EB
Education Program Site	none	none
DEMO-100-100 Summer 2016	none	none
Discussion 1 SMP1-101	none	none
Discussion 2 SMP1-102	none	none
DAC-EDUCATION-DEPT1-SUBJ1-101	none	none
DAC-EDUCATION-DEPT1-SUBJ1-126	none	none
DAC-EDUCATION-DEPT1-SUBJ1-201	none	none

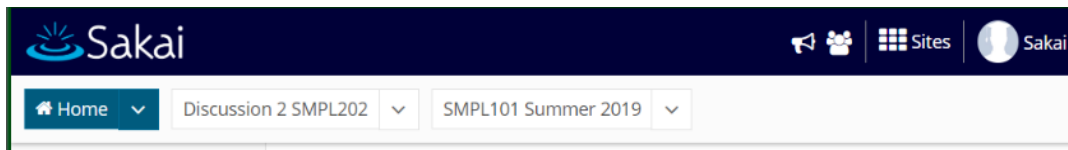
Home consists of the following navigation and display elements:

1. [Site Navigation across the top](#)
2. [The Tool Menu on the left](#)
3. [The 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.

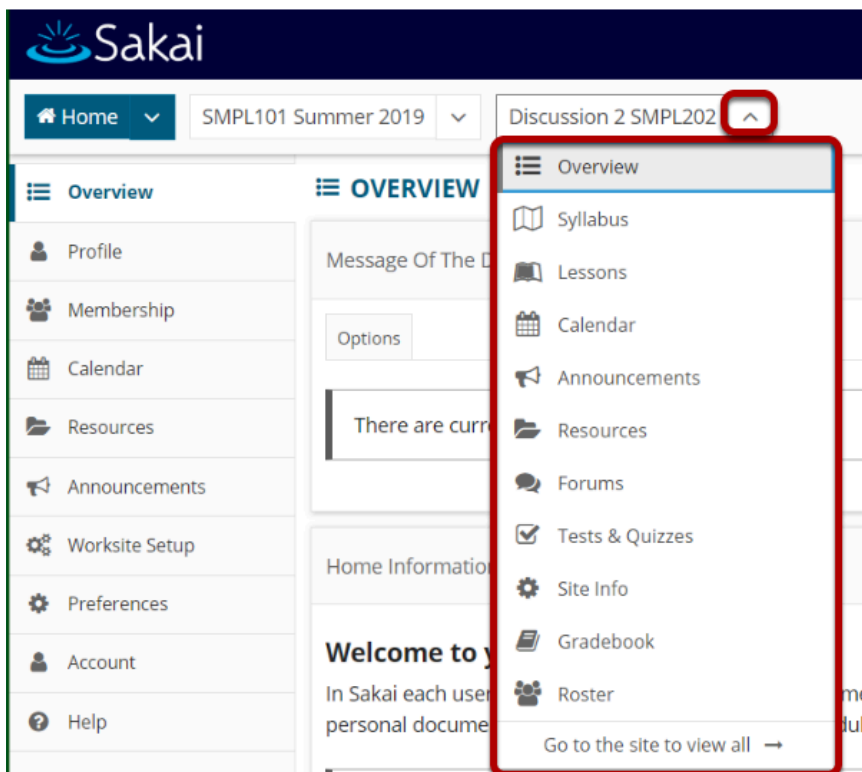
# What is Site Navigation?

## Site Navigation



The Site Navigation across the top of the screen allows to you access all of the Sakai sites in which you are enrolled. Sites appear here if you have pinned them or favorited them. You may also return to Home at any time by clicking on the **Home** button on the far left.

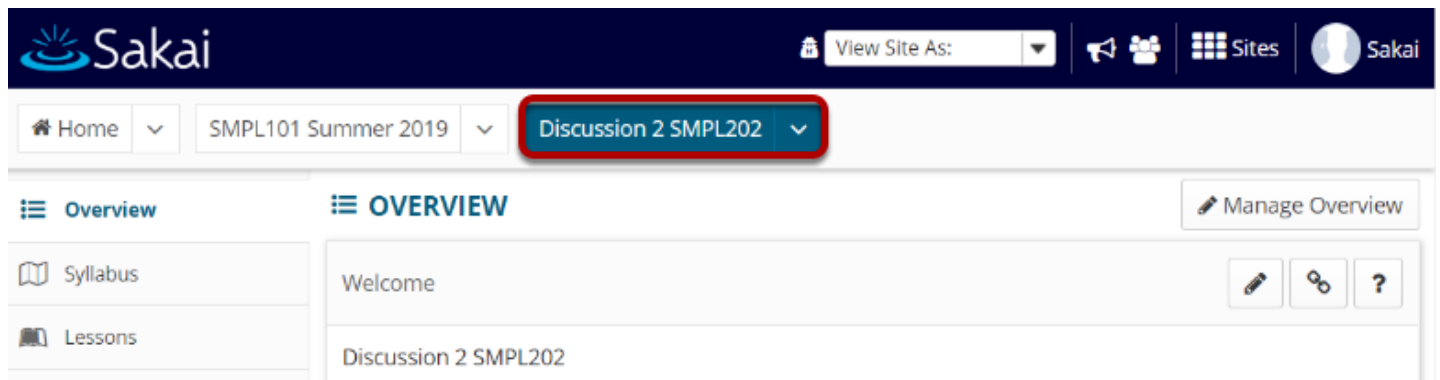
## Jump to site tools.



You may click on 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.

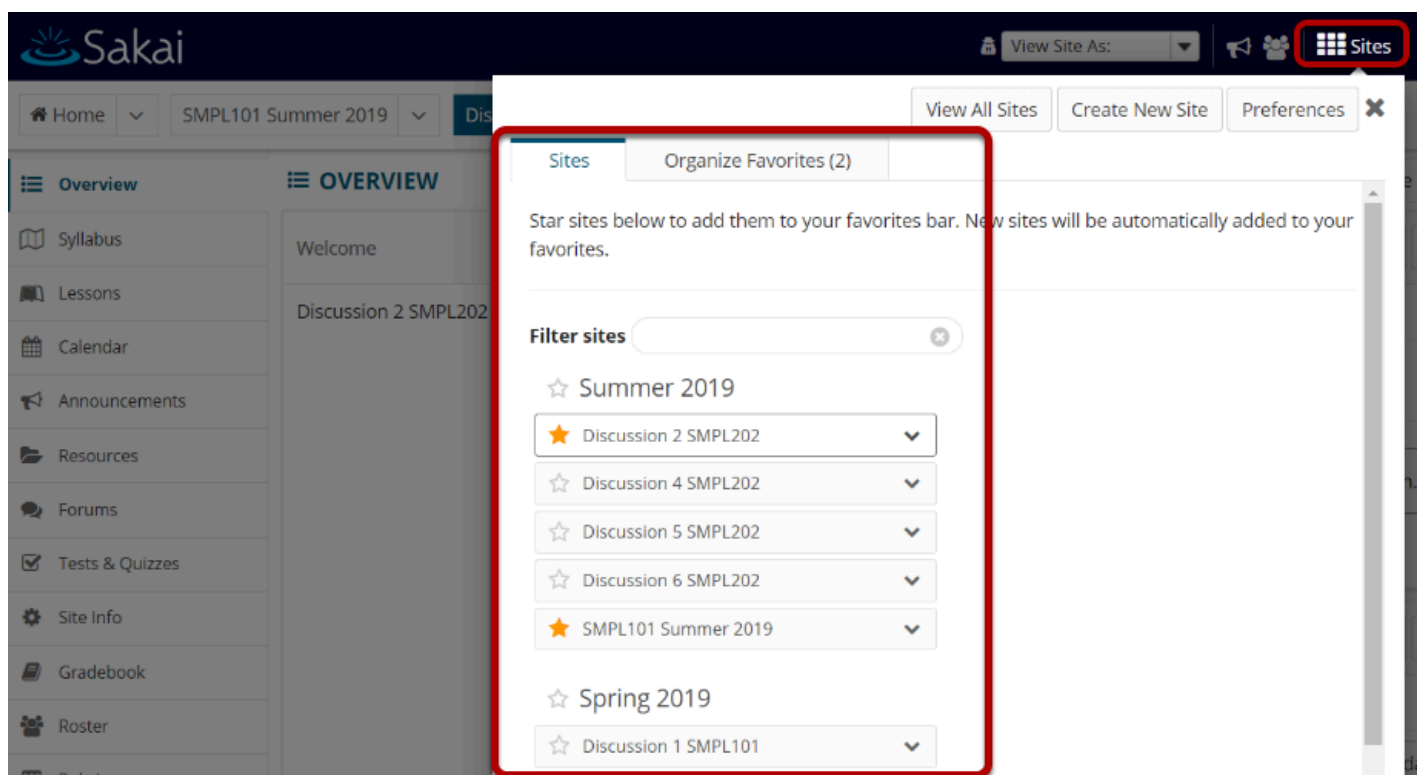


## Currently selected site.



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

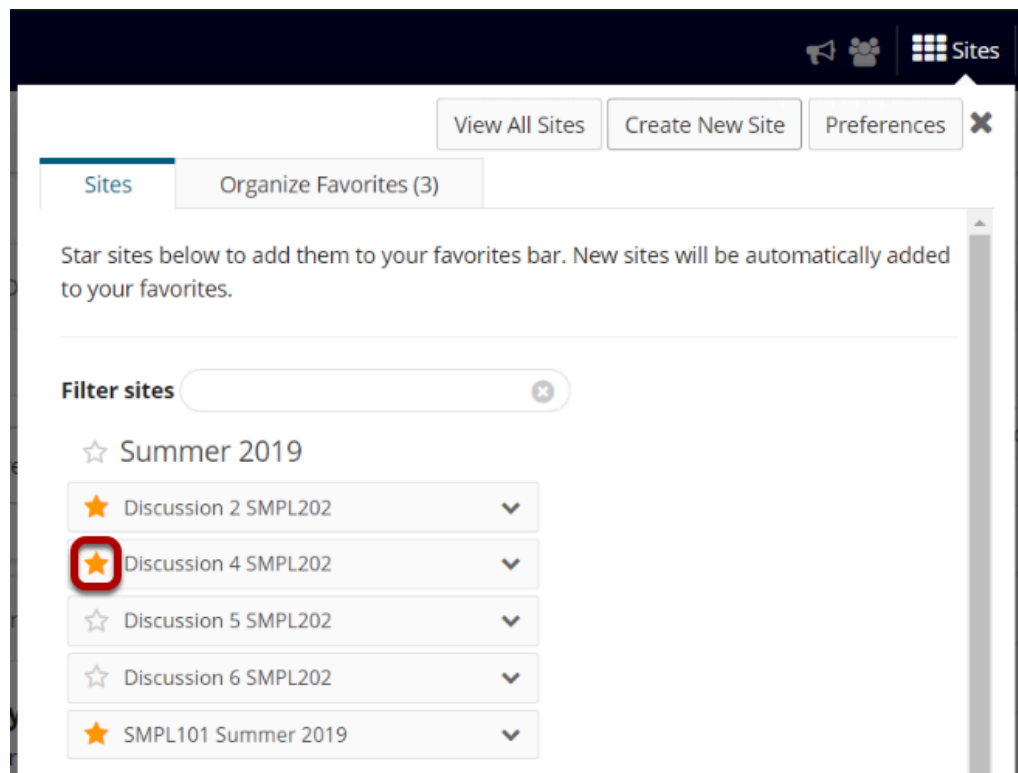
## Sites drawer.



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, clicking on 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). If you have the appropriate permissions, you may also create sites from this location.

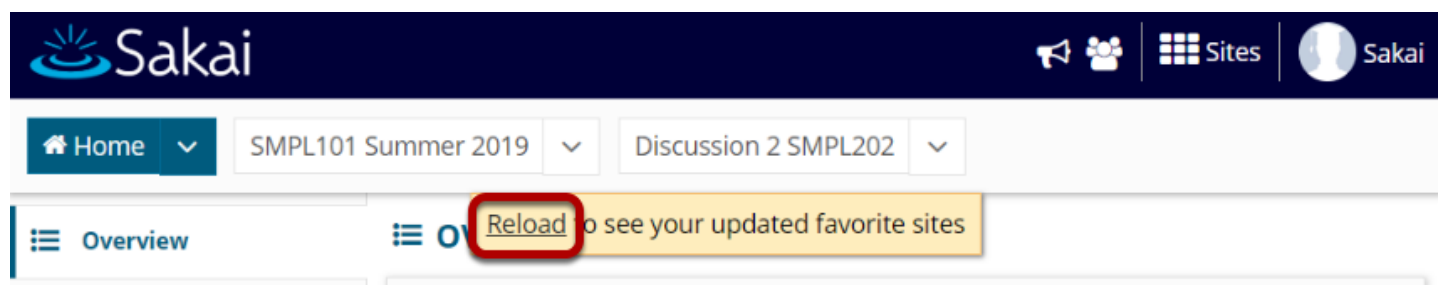
*Note: Inactive or Archived sites will not display in the Sites drawer. You can access inactive sites from the Membership or Worksite Setup tools.*

## Favoriting Sites.



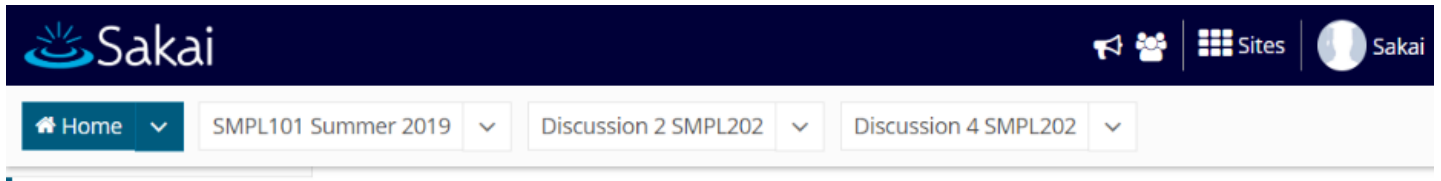
Click on the star icon (**Add to Favorites**) next to a site in the list to make it a favorite. This will add it to your persistent navigation buttons at the top of the screen.

## Reload to view new navigation buttons.

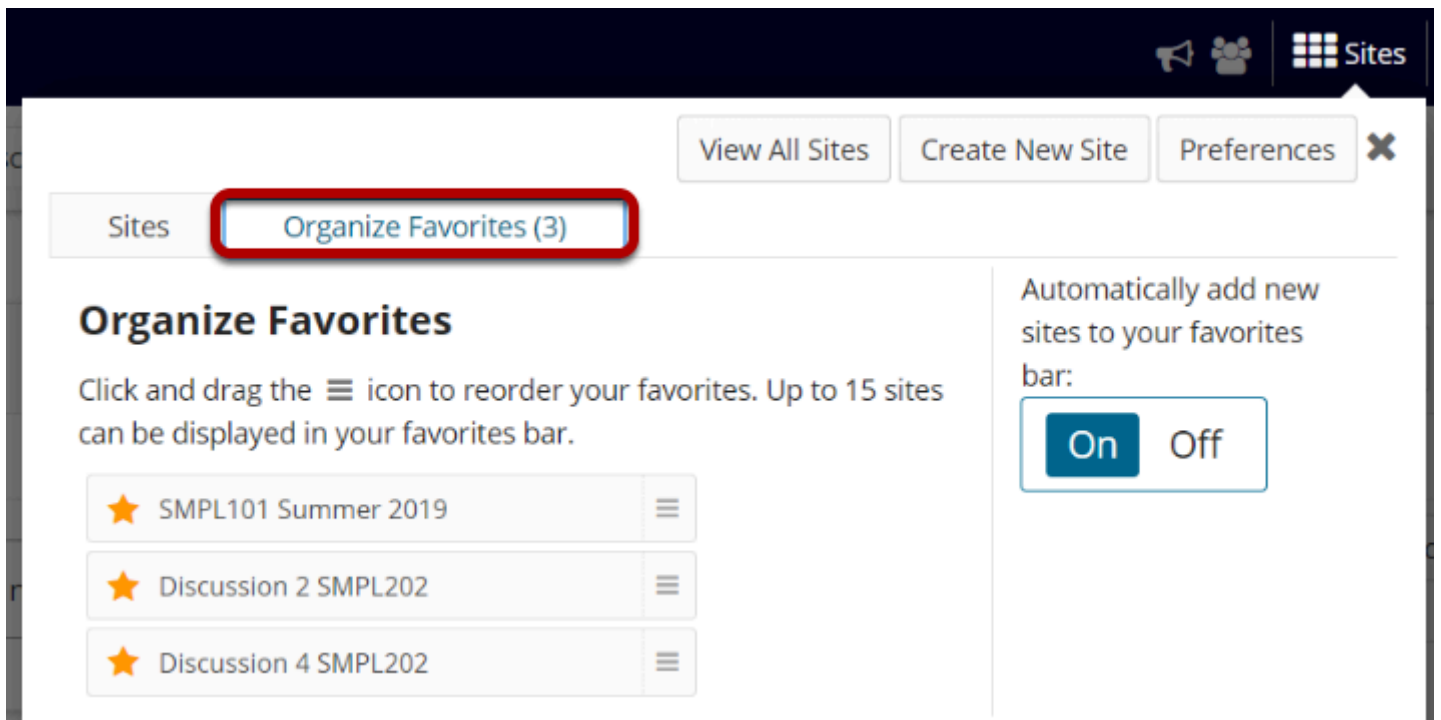


When you exit the Sites drawer, you will be prompted to **Reload** in order to view your newly selected favorites.

All of your selected favorites will appear in the navigation bar.

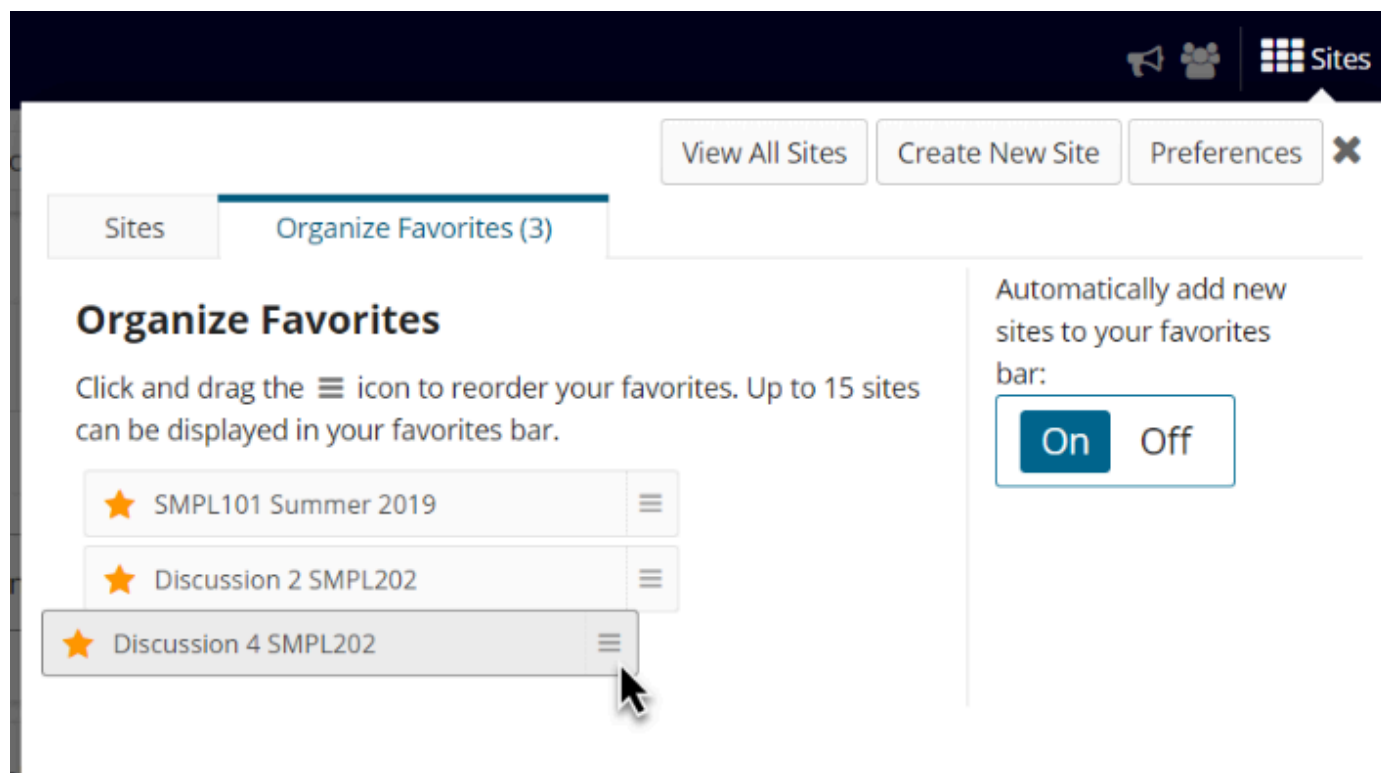


## Organizing favorites.



To organize your favorites, go to **Sites** and select the **Organize Favorites** tab.

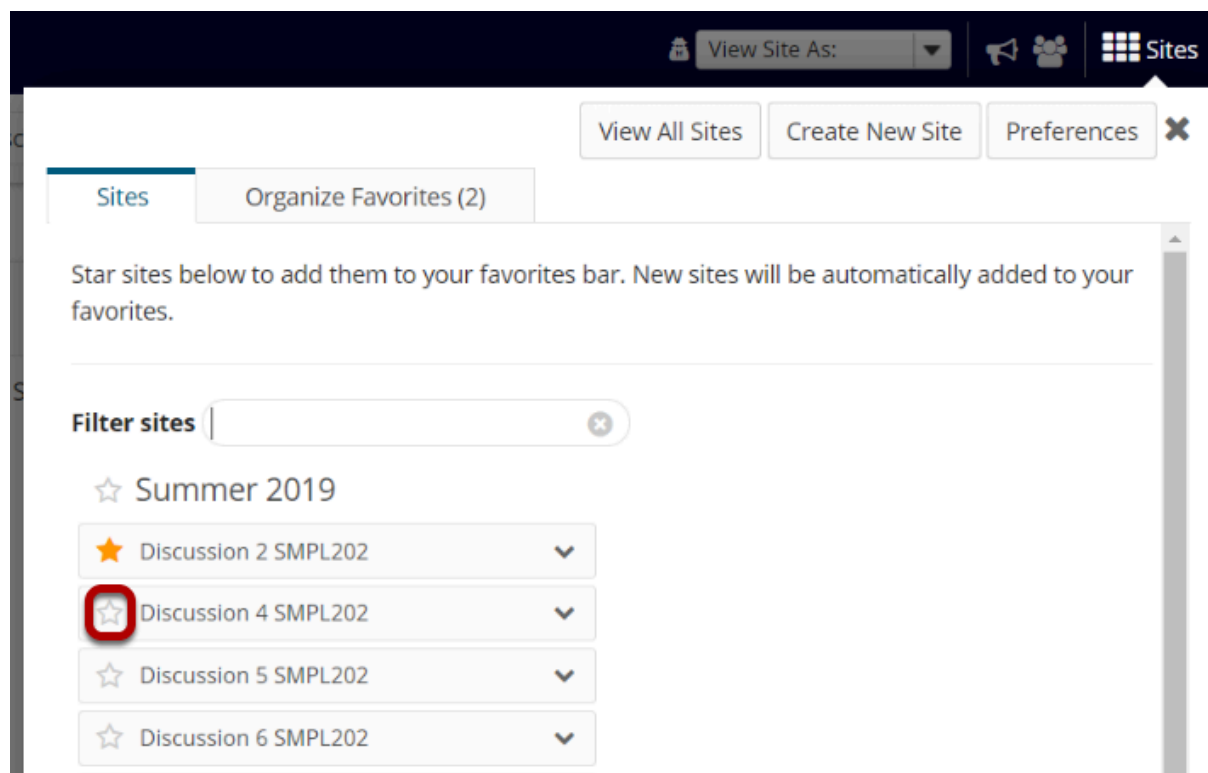
## Drag and drop to reorder.



The order in which sites are listed here determines the order in which the buttons appear in the top navigation.

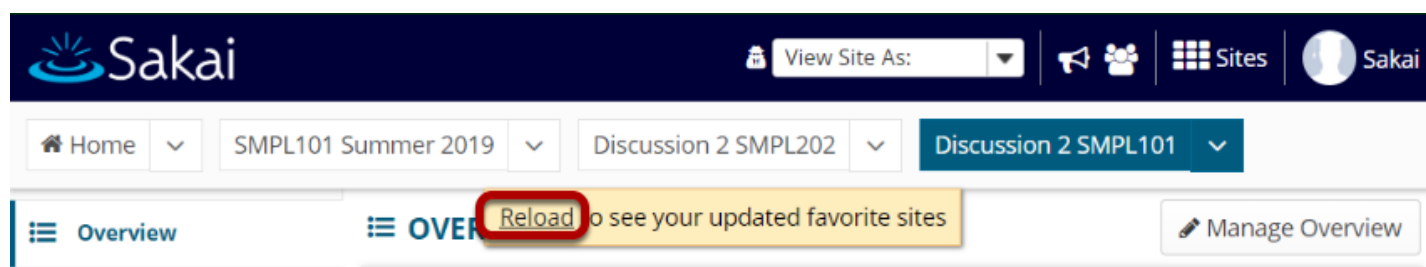
*Note: The Home button is fixed and always appears in the same location.*

## Unfavoriting a site.



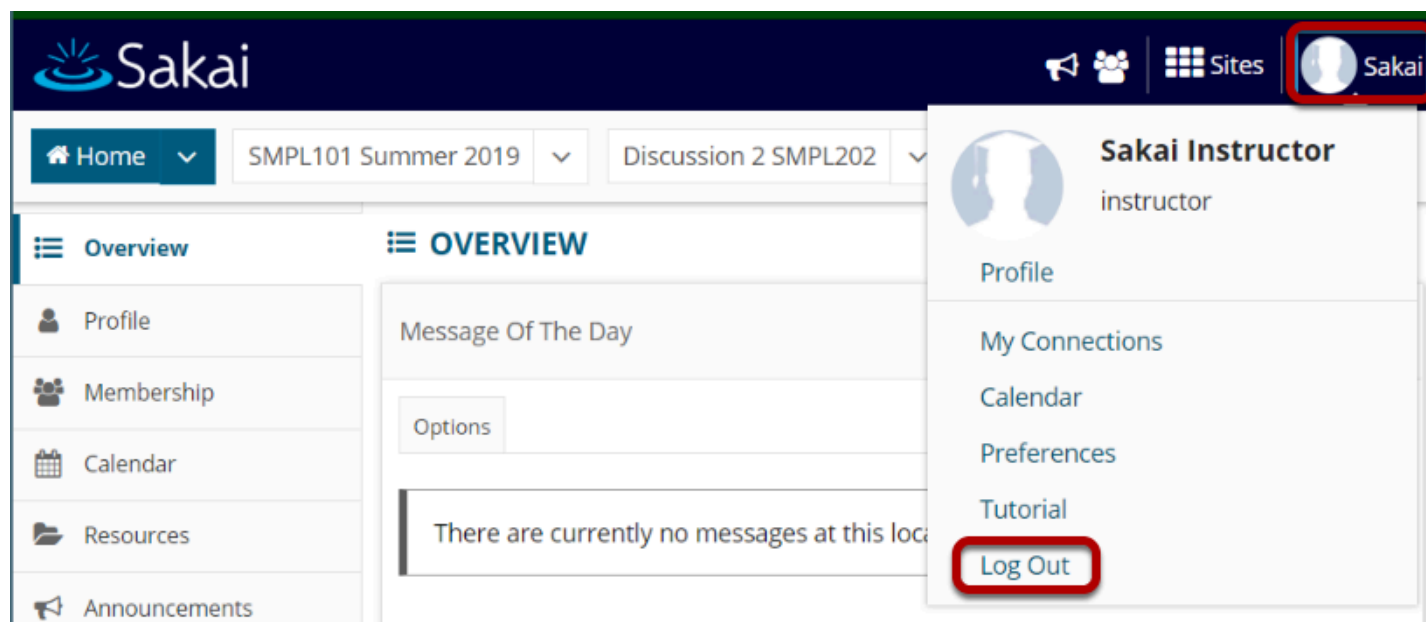
To remove a site from your favorites, click on the star icon (**Remove from favorites**) to remove it from the top navigation. You can do this from either the Organize Favorites tab or the Sites tab.

## Reload to view current selections.



You will be prompted to **Reload** if you made any changes to favorite sites or site order.

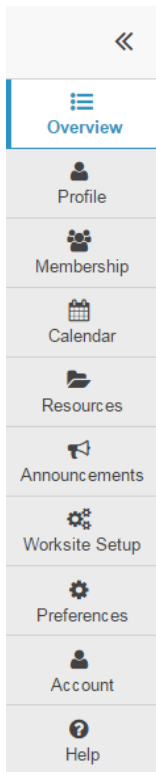
## Logging out of the system.



You may log out of the system by clicking on the 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.

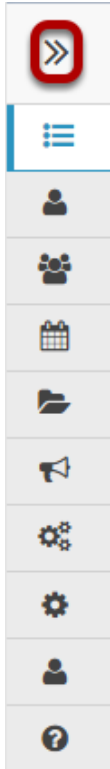


The Home Tool Menu contains links to user account information and preferences. These links include:

- Profile
- Membership
- Schedule
- Resources
- Announcements
- Worksite Setup
- Preferences
- Account
- Help

*Note: You may also see links to system-wide resources in this menu if they have been added by your institution. Also note that 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 clicking on the double arrows in the upper portion 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 announcements from your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements. Most institutions use this space to display messages about scheduled maintenance, system updates, and important dates and events.

## View the MOTD.

The screenshot shows the Sakai 11 Home Overview page. The top navigation bar includes the Sakai logo, a Home button, and dropdown menus for Sample Course, Discussion 1 SMPL101, and Education Program Site. On the right, there are links for Sites and a Demo user profile. The main content area is titled 'Home > OVERVIEW'. A sidebar on the left contains links to Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is divided into three sections: 'MESSAGE OF THE DAY', 'CALENDAR', and 'RECENT ANNOUNCEMENTS'. The 'MESSAGE OF THE DAY' section is highlighted with a red box and contains a 'Welcome to Sakai 11' message. The 'CALENDAR' section shows a calendar for June 2016. The 'RECENT ANNOUNCEMENTS' section is currently empty.

**MESSAGE OF THE DAY**

LINK ? HELP

OPTIONS

**Welcome to Sakai 11**

HOME INFORMATION DISPLAY

EDIT LINK ? HELP

**Welcome to your personal workspace.**

In Sakai each user has his or her own individual worksite called Home. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file sakai.properties configuration value "myworkspace.info.url" to point to the html file desired.

**CALENDAR**

LINK ? HELP

OPTIONS PUBLISH (PRIVATE)

**June 2016**

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 <sup>(3)</sup>	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**RECENT ANNOUNCEMENTS**

LINK ? HELP

**Announcements**

(viewing announcements from the last 10 days)

## Select Options to customize display. (Optional)

MESSAGE OF THE DAY

 LINK

 HELP

OPTIONS

# Welcome to Sakai 11

You may customize the appearance of the Message of the Day by selecting the **Options** button.

## MOTD Options

MESSAGE OF THE DAY

 LINK

 HELP

### Options

You are currently setting options for Message of The Day.

#### 1 Message of The Day Display

- ☐ Show Announcement subject
- ☒ Show Announcement body

#### 2 Show about All Lines ▼

#### 3 Number of days in the past 1

Update

Cancel

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 to 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 click **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.

The screenshot shows the Sakai 11 Home page. The top navigation bar includes the Sakai logo, a 'Home' button, and several site-specific buttons: 'Sample Course', 'Discussion 1 SMPL101', and 'Education Program Site'. On the right, there are links for 'Sites' and a user profile 'Demo'. Below the navigation bar, the page is divided into several sections. On the left is a sidebar with a menu containing 'Overview', 'Profile', 'Membership', 'Calendar', 'Resources', 'Announcements', 'Workspace Setup', 'Preferences', 'Account', and 'Help'. The main content area starts with a 'MESSAGE OF THE DAY' section, followed by a 'Welcome to Sakai 11' message. Below this is a 'HOME INFORMATION DISPLAY' section with a 'Welcome to your personal workspace.' message. To the right of the main content area is a 'CALENDAR' section, which is highlighted with a red box. The calendar shows the month of June 2016, with the 31st highlighted. Below the calendar is a 'RECENT ANNOUNCEMENTS' section, which is currently empty. The bottom of the page features a 'View' dropdown menu set to 'All' and a message stating 'There are currently no announcements at this location.'

**CALENDAR**

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 <sup>(3)</sup>	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**Announcements**  
(viewing announcements from the last 10 days)

View: All

There are currently no announcements at this location.

## Click Options to customize calendar display. (Optional)

### CALENDAR

[LINK](#)[? HELP](#)**OPTIONS**

PUBLISH (PRIVATE)

**June 2016**

&lt;

Today

&gt;

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 <sup>(3)</sup>	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

You may customize the appearance of your Calendar by selecting the **Options** button.

# Select custom preferences and Update.

## Options

Set calendar preferences.

### Calendar display

Change your calendar's view.

View:Calendar by Month

### Priority events

Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

#### Event types

High priority:

Move upMove down

Medium priority:

Move upMove down

Low priority:

Academic CalendarActivityCancellation

#### Colors

High priority:

Medium priority:

Low priority:

UpdateCancel

## Subscribe to your Home Calendar from another application.

### CALENDAR

[LINK](#)[? HELP](#)[OPTIONS](#)[PUBLISH \(PRIVATE\)](#)

June 2016

&lt;

Today

&gt;

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 <sup>(3)</sup>	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

If you would like to subscribe to your Home Calendar from another calendaring application, such as Outlook or Google Calendar, click the **Publish (Private)** button to generate a URL that can be used to set up your subscription.

## Click Generate.

### Generate a Link to this Calendar for Personal Use

Please click the 'Generate' button to create a link to this calendar. The link is for private use only and will allow events from this site to be displayed in other calendaring applications.

[Generate](#)[Cancel](#)

# Copy the URL and use it in your desired calendar client.

## Generate a Link to this Calendar for Personal Use

If you click on the link below, your browser should present you with a client (e.g. Outlook) that you can use to subscribe to this calendar:

<webcal://qa01-sakai.marist.edu:8080/access/calendar/opaq/3cefd1b-30ec-48b5-9036-ed2f1372916c/main.ics>

Alternatively, copy and paste this link to your web-based or desktop calendar client.

<http://qa01-sakai.marist.edu:8080/access/calendar/opaq/3cefd1b-30ec-48b5-9036-ed2f1372916c/main.ics>

Regenerate

Delete

Back



# What is the Home Information Display?

In the Home area may be customized by your institution 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.

The screenshot shows the Sakai 11 user interface. The top navigation bar includes the Sakai logo, a 'Home' button, and several site-specific links. The left sidebar contains a list of navigation options: Overview, Profile, Membership, Calendar, Resources, Announcements, Workspace Setup, Preferences, Account, and Help. The main content area is titled 'OVERVIEW' and features a 'MESSAGE OF THE DAY' section with a 'Welcome to Sakai 11' message. A red box highlights the 'HOME INFORMATION DISPLAY' section, which contains a welcome message and a note about customization. To the right of the welcome message is a 'CALENDAR' section for June 2016. Below the calendar is a 'RECENT ANNOUNCEMENTS' section, which currently shows no announcements.

**HOME INFORMATION DISPLAY**

**Welcome to your personal workspace.**

In Sakai each user has his or her own individual worksite called Home. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file sakai.properties configuration value "myworkspace.info.url" to point to the html file desired.

**CALENDAR**

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 (3)	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**RECENT ANNOUNCEMENTS**

(viewing announcements from the last 10 days)

View All

There are currently no announcements at this location.

# 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.

The screenshot shows the Sakai 11 Home page. The top navigation bar includes the Sakai logo, a 'Home' button, and three site selection dropdowns: 'Sample Course', 'Discussion 1 SMPL101', and 'Education Program Site'. On the right of the bar are 'Sites' and 'Demo' links. Below the bar, the breadcrumb 'Home > OVERVIEW' is visible. A left sidebar contains a menu with 'Overview' (selected), 'Profile', 'Membership', 'Calendar', 'Resources', 'Announcements', 'Workspace Setup', 'Preferences', 'Account', and 'Help'. The main content area is divided into three sections: 1. 'MESSAGE OF THE DAY' with a 'Welcome to Sakai 11' heading and 'OPTIONS', 'LINK', and 'HELP' buttons. 2. 'HOME INFORMATION DISPLAY' with a 'Welcome to your personal workspace.' message and a text box explaining that the default information can be modified by the Sakai Administrator. 3. 'CALENDAR' showing a calendar for June 2016 with 'OPTIONS' and 'PUBLISH (PRIVATE)' buttons. A red rectangle highlights the 'RECENT ANNOUNCEMENTS' section, which includes a heading 'Announcements', a subtext '(viewing announcements from the last 10 days)', a 'View' dropdown menu set to 'All', and a message box stating 'There are currently no announcements at this location.'

Sakai 11 Home | Sample Course | Discussion 1 SMPL101 | Education Program Site | Sites | Demo

Home > OVERVIEW

MESSAGE OF THE DAY

CALENDAR

RECENT ANNOUNCEMENTS

**Announcements**  
(viewing announcements from the last 10 days)

View: All

There are currently no announcements at this location.

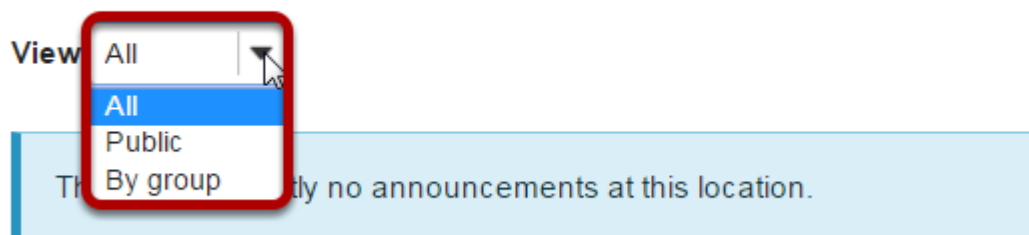
## Customize announcements display. (Optional)

### RECENT ANNOUNCEMENTS

[LINK](#)[? HELP](#)

## Announcements

(viewing announcements from the last 10 days)



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.

- Clicking on the title of the site will take you to the homepage for that site.
- Clicking on the New Messages indicator will take you directly to the Message Inbox for that site.
- Clicking on the New in Forums indicator will take you directly to the Forums for that site.

## View Message Center.


The screenshot shows the Sakai 11 Home interface. The left sidebar contains navigation links: Overview, Profile, Membership, Calendar, Resources, Announcements, Workspace Setup, Preferences, Account, and Help. The main content area is titled 'OVERVIEW' and includes sections for 'MESSAGE OF THE DAY', 'CALENDAR', 'HOME INFORMATION DISPLAY', and 'RECENT ANNOUNCEMENTS'. The 'MESSAGE CENTER NOTIFICATIONS' section is highlighted with a red box and contains a table with the following data:

Site	New Messages	New in Forums
<a href="#">Sample Course</a>	none	1
<a href="#">Discussion 1 SMPPL101</a>	none	none
<a href="#">Education Program Site</a>	none	none
<a href="#">DEMO 100.100 Summer 2016</a>	none	none
<a href="#">Discussion 2 SMPPL102</a>	none	none
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-101</a>	none	none
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-126</a>	none	none
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-201</a>	none	none

## Customize message center display. (Optional)

### MESSAGE CENTER NOTIFICATIONS

[LINK](#)[? HELP](#)[OPTIONS](#)

<a href="#">Site</a>	<a href="#">New Messages</a>	<a href="#">New in Forums</a>
<a href="#">Sample Course</a>	<a href="#">none</a>	1 
<a href="#">Discussion 1 SMPL101</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">Education Program Site</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">DEMO 100 100 Summer 2016</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">Discussion 2 SMPL102</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-101</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-126</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-201</a>	<a href="#">none</a>	<a href="#">none</a>

You may click on 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.

MESSAGE CENTER NOTIFICATIONS

LINK

HELP

Remove sites from this synoptic list.

Sites that are hidden from Preferences will not show up in this list.

Don't Show	Site	New Messages	New in Forums
<input type="checkbox"/>	<a href="#">Sample Course</a>	<a href="#">none</a>	<a href="#">1</a>
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101</a>	<a href="#">none</a>	<a href="#">none</a>
<input type="checkbox"/>	<a href="#">Education Program Site</a>	<a href="#">none</a>	<a href="#">none</a>
<input checked="" type="checkbox"/>	<a href="#">DEMO 100 100 Summer 2016</a>	<a href="#">none</a>	<a href="#">none</a>
<input type="checkbox"/>	<a href="#">Discussion 2 SMPL102</a>	<a href="#">none</a>	<a href="#">none</a>
<input type="checkbox"/>	<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-101</a>	<a href="#">none</a>	<a href="#">none</a>
<input type="checkbox"/>	<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-126</a>	<a href="#">none</a>	<a href="#">none</a>
<input checked="" type="checkbox"/>	<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-201</a>	<a href="#">none</a>	<a href="#">none</a>

Update

Cancel

Click in 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 click **Update**.

*Note: If you have already hidden sites in Preferences, they will not show up in this list.*

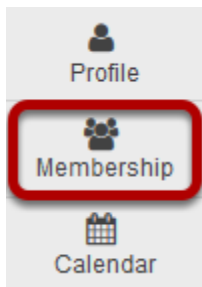
# What is Membership?

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 or admin users).*

## Go to Membership.



Click on the **Membership** tool in the Tool in Home to access your list of sites.

# Viewing current sites.

MY CURRENT SITES

JOINABLE SITES

LINK

HELP

My Current Sites

2

Search

Clear

Viewing 1 - 10 of 10 sites

|<

<

show 20 items...

>

>|

Worksite	1	Roster(s)	Description
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-101</a>			DAC-EDUCATION-DEPT1-SUBJ1-101... <a href="#">(More)</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-126</a>			DAC-EDUCATION-DEPT1-SUBJ1-126... <a href="#">(More)</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-151</a>			DAC-EDUCATION-DEPT1-SUBJ1-151... <a href="#">(More)</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-201</a>			DAC-EDUCATION-DEPT1-SUBJ1-201... <a href="#">(More)</a>
<a href="#">DEMO 100 100 Summer 2016</a>			
<a href="#">Discussion 1 SMPL101</a>			
<a href="#">Discussion 2 SMPL102</a>			
<a href="#">Discussion 3 SMPL202</a>			
<a href="#">Education Program Site</a>			
<a href="#">Sample Course</a>			DAC-EDUCATION-DEPT1-SUBJ1-126... <a href="#">(More)</a>

You will see a list of all the sites in which you are currently enrolled.

1. You may sort by Worksite title by clicking on 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 a specific criteria.



# Joining Sites.

MY CURRENT SITES

**JOINABLE SITES** 1

LINK

HELP

Joinable Sites

Search

Clear

The list below includes sites that can be joined.

Viewing 1 - 20 of 21 sites

|<

<

show 20 items...

>

>|

Worksite	Description
Delgado101 Spring 2016	
<a href="#">Join</a>	
Discussion 1 SMPL101	
<a href="#">Join</a> <span>2</span>	
Discussion 1 SMPL101	
<a href="#">Join</a>	
Discussion 1 SMPL202	
<a href="#">Join</a>	

1. If you would like to view and join sites that are open for self-enrollment in the system, click on the **Joinable Sites** tab.
2. You may click on the **Join** link to enroll yourself in any of the joinable sites listed.

*Note: Joinable sites may or may not be available depending on the enrollment procedures determined by your institution.*

# Unjoining sites.

MY CURRENT SITES

JOINABLE SITES

LINK

HELP

My Current Sites

Search

Clear

Viewing 1 - 11 of 11 sites

|<

<

show 20 items...

>

>|

Workspace	Roster(s)	Description
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-101</a>		DAC-EDUCATION-DEPT1-SUBJ1-101... <a href="#">(More)</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-126</a>		DAC-EDUCATION-DEPT1-SUBJ1-126... <a href="#">(More)</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-151</a>		DAC-EDUCATION-DEPT1-SUBJ1-151... <a href="#">(More)</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-201</a>		DAC-EDUCATION-DEPT1-SUBJ1-201... <a href="#">(More)</a>
<a href="#">DEMO 100 100 Summer 2016</a>		
<a href="#">Discussion 1 SMPL101</a>		
<div>1<input checked="" type="checkbox"/></div> <a href="#">Discussion 1 SMPL101</a>		
<a href="#">Discussion 2 SMPL102</a>		
<a href="#">Discussion 3 SMPL202</a>		
<a href="#">Education Program Site</a>		
<a href="#">Sample Course</a>		DAC-EDUCATION-DEPT1-SUBJ1-126... <a href="#">(More)</a>

2

Unjoin

Clear Selections

Chat

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. Clicking on the **Unjoin** button.

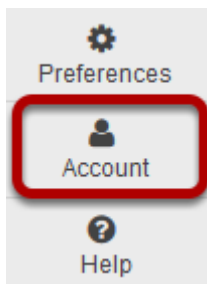
*Note: You may only unjoin, or unenroll, from sites in which you have self-enrolled.*

# How do I view and edit my account details?

Your account details include your User Id, Name, Email, and Password for the system. In most cases, this information is automatically populated by your institution's student information system. However, if you have permission to change your Sakai password, this is where you would do it. You may also update your name and email address here if desired.

*Note: If this information is being updated automatically by the institution, any changes you make here may be overwritten, depending on the user permissions allowed by your institution.*

## Go to Account to view and edit details.



Click on the **Account** link in your Home Tools Menu.

# Modifying account details.

LINK

HELP

My Account Details

User

User Id

demoprofessor

First Name

Demo

Last Name

Professor

Email

demoprofessor@longsight.com

Type

maintain

Disabled

False

Created By

Sakai Administrator

Created

Mar 2, 2016 4:47 pm

Modified By

Sakai Administrator

Modified

Apr 19, 2016 2:50 pm

Modify Details

Click on the **Modify Details** button.

# Changing your name, email or password.

Account Details

LINK ? HELP

Edit Account

\* Indicates a required field.

User Id	demoprofessor
First Name	<input type="text" value="Demo"/>
Last Name	<input type="text" value="Professor"/>
Email	<input type="text" value="demoprofessor@longsight.c"/>
* Enter Current Password	<input type="password"/>
Create New Password	<input type="password"/>
Verify New Password	<input type="password"/>
Disable User	False
Created By	Sakai Administrator
Created	Mar 2, 2016 4:47 pm
Modified By	Sakai Administrator
Modified	Apr 19, 2016 2:50 pm
Internal Id	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

You may change any of the editable fields on this page. The password fields always appear blank upon accessing this screen. You may change your Sakai password by entering your current and new passwords in the fields provided. Changing your password here will change it for all of your sites on this system. Once you have entered your changes, select the **Update Details** button to save the change and return to Home.

*Note: Your Sakai User Id cannot be changed. Your User Id can only be modified by a Sakai Administrator at your institution.*

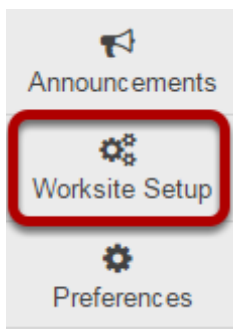
# What is Worksite Setup?

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.

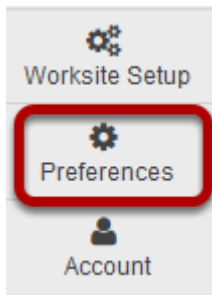
**To access this tool, click Worksite Setup from the Tool Menu in Home.**



# What is the Preferences tool?

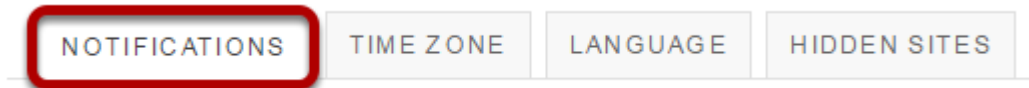
In [Home](#), you can set preferences for how often you receive email notifications of site activity, set your time zone, and select your language. You can also hide sites from your list of active sites.

## Go to Preferences.



Select the **Preferences** tool from the Tool Menu in Home.

## Notifications.



To customize your notification settings, click the **Notifications** tab.

## Select notification preferences.

NOTIFICATIONS

TIME ZONE

LANGUAGE

HIDDEN SITES

Notifications

You will receive all high priority notifications via email. Set low priority notifications below.

~Announcements

☐ Do not send me low priority announcements

☐ Send me one email per day summarizing all low priority announcements

☒ Send me each notification separately

~Resources and Drop Box

☐ Do not send me low priority resource notifications

☐ Send me one email per day summarizing all low priority resource notifications

☒ Send me each resource separately

~Email Archive

☐ Do not send me email messages

☐ Send me one notification per day summarising all email messages

☒ Send me each mail message separately

~Syllabus

☐ Do not send me low priority Syllabus items

☐ Send me one email per day summarizing all notifications

☒ Send me each notification separately

~Tests & Quizzes

☐ Do not send me any email confirmations

☐ Send me one email per day confirming all of my submissions

☒ Send me an email confirmation each time I submit an assessment

Update Preferences

Cancel Changes

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, click **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.

NOTIFICATIONS

TIME ZONE

LANGUAGE

HIDDEN SITES

To set your local time zone, click the **Time Zone** tab.





## Choose your time zone.

NOTIFICATIONS

TIME ZONE

LANGUAGE

HIDDEN SITES



### Time Zone

Please select your local time zone for selected Sakai tools, such as Calendar. You are currently in the America/New\_York time zone

America/Mexico\_City

America/Miquelon

America/Moncton

America/Monterrey

America/Montevideo

America/Montreal

America/Montserrat

America/Nassau

America/New\_York

America/Nipigon

America/Nome

America/Noronha

America/North\_Dakota/Beulah

America/North\_Dakota/Center

America/North\_Dakota/New\_Salem

America/Ojinaga

America/Panama

America/Pangnirtung

America/Paramaribo

America/Phoenix

America/Port-au-Prince

Update Preferences

Cancel Changes

Select your local time zone from the list, and then click **Update Preferences**.

## Language.

NOTIFICATIONS

TIME ZONE

LANGUAGE

HIDDEN SITES

To set your preferred language, click the **Language** tab.



# Choose your language.

NOTIFICATIONS

TIME ZONE

LANGUAGE

HIDDEN SITES



## Language

Please select your language (and country) preference. Your current language preference is:  
**English (United States)**

Basque [eu] Basque  
català - Espanya [ca\_ES] Catalan - Spain  
Deutsch - Deutschland [de\_DE] German - Germany  
English - Australia [en\_AU] English - Australia  
English - New Zealand [en\_NZ] English - New Zealand  
English - South Africa [en\_ZA] English - South Africa  
English - United Kingdom [en\_GB] English - United Kingdom  
**English - United States [en\_US] English - United States**  
español - España [es\_ES] Spanish - Spain  
español - México [es\_MX] Spanish - Mexico  
français - Canada [fr\_CA] French - Canada  
français - France [fr\_FR] French - France  
Mongolian [mn] Mongolian  
Nederlands - Nederland [nl\_NL] Dutch - Netherlands  
polski - Polska [pl\_PL] Polish - Poland  
português - Brasil [pt\_BR] Portuguese - Brazil  
português - Portugal [pt\_PT] Portuguese - Portugal  
svenska - Sverige [sv\_SE] Swedish - Sweden  
Tiếng Việt - Việt Nam [vi\_VN] Vietnamese - Vietnam  
Türkçe - Türkiye [tr\_TR] Turkish - Turkey

Update Preferences

Cancel Changes

Select your preferred language from the list, and then click **Update Preferences**.

## Hidden Sites.

NOTIFICATIONS

TIME ZONE

LANGUAGE

**HIDDEN SITES**

To hide one or more of your active sites, click 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.*



# Select the sites you want to hide, then click Update Preferences.

NOTIFICATIONS

TIME ZONE

LANGUAGE

HIDDEN SITES



Hidden Sites

Select a site or grouping of sites to hide from the Site Drawer.  
**NOTE:** This will **not** affect the visibility of a site to students.

Summer 2016

DAC-EDUCATION-DEPT1-SUBJ1-101

DAC-EDUCATION-DEPT1-SUBJ1-126

DEMO 100 100 Summer 2016

★ Discussion 1 SMPL101

Discussion 2 SMPL102

Discussion 3 SMPL202

★ Sample Course

Fall 2016

DAC-EDUCATION-DEPT1-SUBJ1-151

DAC-EDUCATION-DEPT1-SUBJ1-201

Spring 2016

Discussion 1 SMPL101

Education Program Site

Update Preferences

Cancel Changes

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.

Click on 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.)

# What are the Resources in Home?

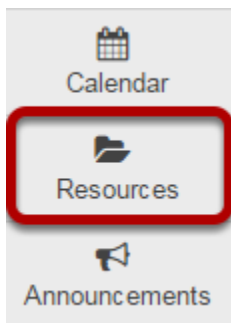
Resources are available in both Home and individual course sites. The Resources tool is site-dependent; the content uploaded in the Home area is private and visible only to the user (unless the user chooses to make items public).

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: Your institution may limit the user file storage quota and/or access to Resources in Home.*

## 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.*

# Lessons

# What is the Lessons tool?

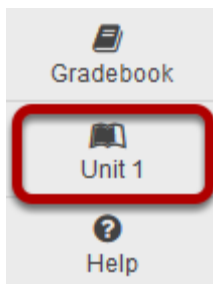
Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

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)

**To access this tool, click on 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. Click on 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.

1 Lessons

2

Wildlife Conservation

Welcome to ECO301 Wildlife Conservation!

Wildlife traditionally refers to non-domesticated animal species, but has come to include all plants, fungi and other organisms which grow or live wild in an area without being introduced by humans. **Wildlife conservation** is the practice of protecting wild plant and animal species and their habitats. The goal of wildlife conservation is to ensure that nature will be around for future generations to enjoy and also to recognize the importance of wildlife and wilderness for humans and other species alike.

This course is designed for anyone who is interested in wildlife and its conservation for future generations. We will discuss regional and global issues in conservation, conservation common practices and the laws that are currently being enforced by regional and governmental agencies. Through readings, videos, discussions, and collaborative research projects, we will examine the effects of natural resource use and climate change on wildlife. It will be a fun and adventurous 8-week journey.

Please start by reading the **Syllabus** which is linked below. After finishing the **Quick Poll**, please go to the **Forums** to introduce yourself. Please tell us a bit about yourself. Who are you and why do you take this course? Do you have a favorite wild plant or animal? Is there other relevant information you want to share with the class? In the meantime, please go to **weekly pages** to review learning materials and complete weekly assignments.

Free free to ask questions in the Forums. Have a lovely day!

- Prof. D.

3

Please review the Syllabus first:

4

5

6

7

8

9

10

Week 1 & 2

Week 3 & 4

Week 5 & 6

Week 7 & 8

Add Comment

Student Pages

Add Your Own Page

Lessons pages may contain any of the following items:

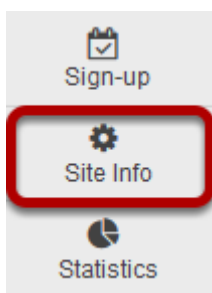
1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required
7. Links to forum topics
8. Links to subpages
9. Student Comments on the page
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.

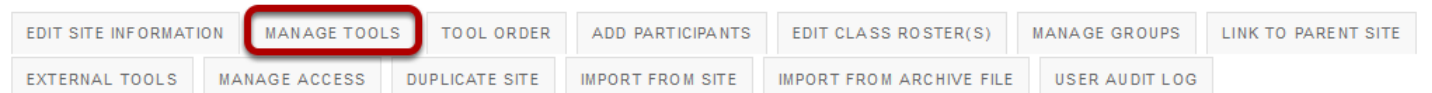
Instructors can create a new Lessons page or multiple Lessons pages.

## Go to Site Info.

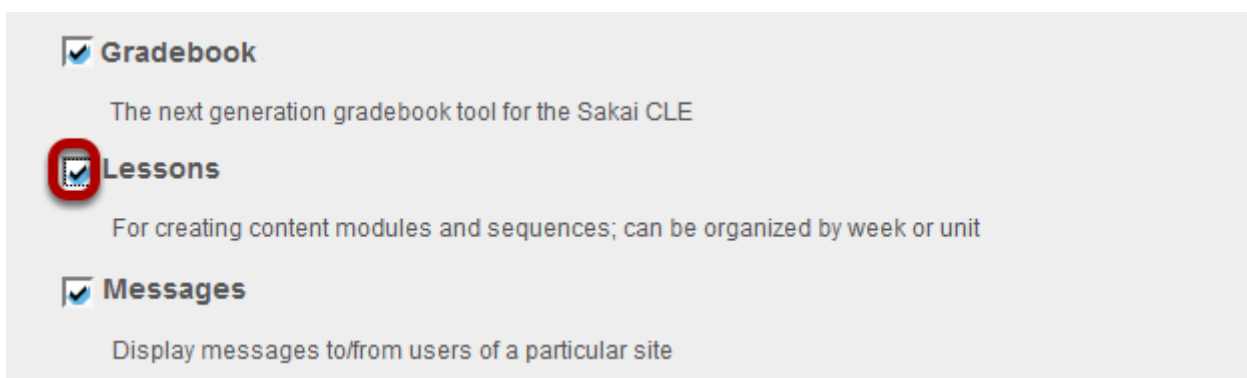


If the Lessons tool is not already active in your site, select the **Site Info** tool from the Tool Menu in your site to add it.

## Click Manage Tools.



## Place a check in the box next to Lessons.



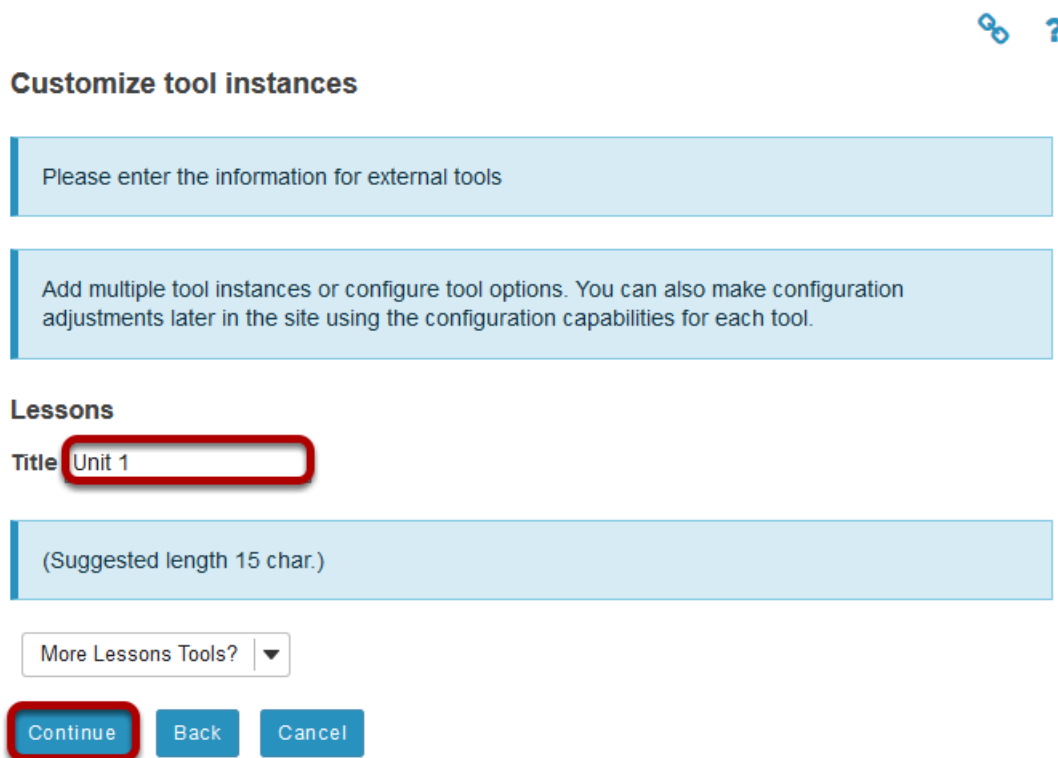


## Click Continue.



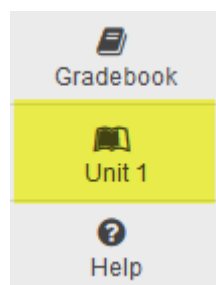
Scroll down to the bottom of the screen and click the **Continue** button.

## Enter a Lessons title and click Continue.

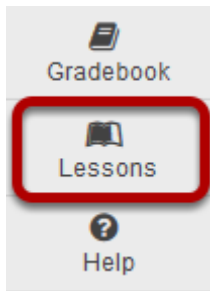


The screenshot shows the 'Customize tool instances' page. At the top right, there are icons for links and help. The main heading is 'Customize tool instances'. Below it, there are two light blue boxes. The first box contains the text 'Please enter the information for external tools'. The second box contains the text 'Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.' Below these boxes, the heading 'Lessons' is displayed. Under 'Lessons', there is a 'Title' label followed by a text input field containing 'Unit 1'. The input field is highlighted with a red rectangular border. Below the input field, there is a light blue box containing the text '(Suggested length 15 char.)'. Below this box, there is a dropdown menu labeled 'More Lessons Tools?' with a downward arrow. At the bottom, there are three buttons: 'Continue', 'Back', and 'Cancel'. The 'Continue' button is highlighted with a red rectangular border.

## Your new page will display in the Tool Menu.



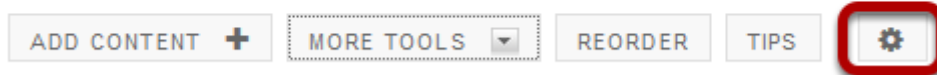
**Click on the Lessons page title in the Tool Menu.**



If the Lessons tool is already active in your site, click on **Lessons** in the Tool Menu to go to the tool.

## **Retitle page. (Optional)**

### **Lessons**



To retitle the Lessons Page, click on the Settings icon (i.e. gear icon).

## Enter a new title.

Settings

\* Page title

Unit 1

☐

Don't Release Page Until All Prerequisite Pages are Completed

☐

Require This Page

☐

Hide this page from users (page will not appear in left margin)

☐

Hide page until the following date (the page will be listed with the release date)

06/21/2016 02:00 pm

☐

Create Gradebook item when page is completed.

points

Custom CSS File:

Use Default

or upload your own:

Browse...

No file selected.

(If this file is named default.css, it will become the site-wide default.)

☐

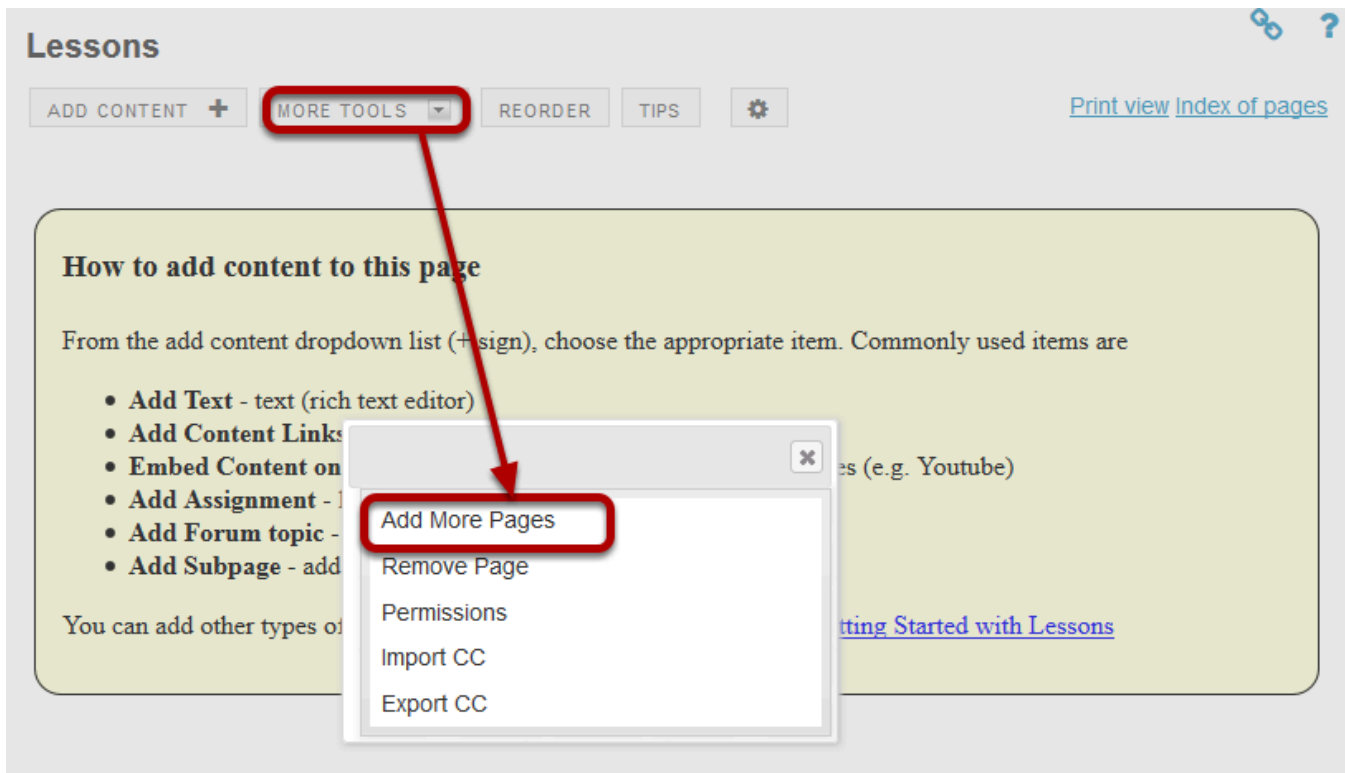
Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

Save

Cancel


Add a new page title. (This title will appear in the Tool Menu). Then click **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 save.

**Add More Pages** 

Create more pages in the left margin. To create pages within this one, use "Add Subpage."

\* Page Title

Number of pages  blank gives one page

☐ Make new pages copies of the current one (except that subpages are omitted)

You can create a group of pages at once if you put a number in the title.  
For example, if you specify "Unit 4" and request 3 pages, you'll get Unit 4, Unit 5 and Unit 6.

Put existing page in the left margin.  
Does not create a new copy of the page. You can use this to restore a page that has been deleted to the left margin.

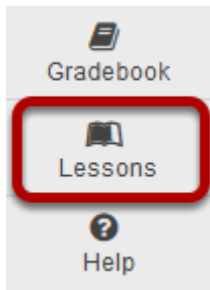
Notice that you also have the option to add several pages at once by indicating the **Number of pages** desired below the title. The number of each new page will replace the number in the title provided.

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.

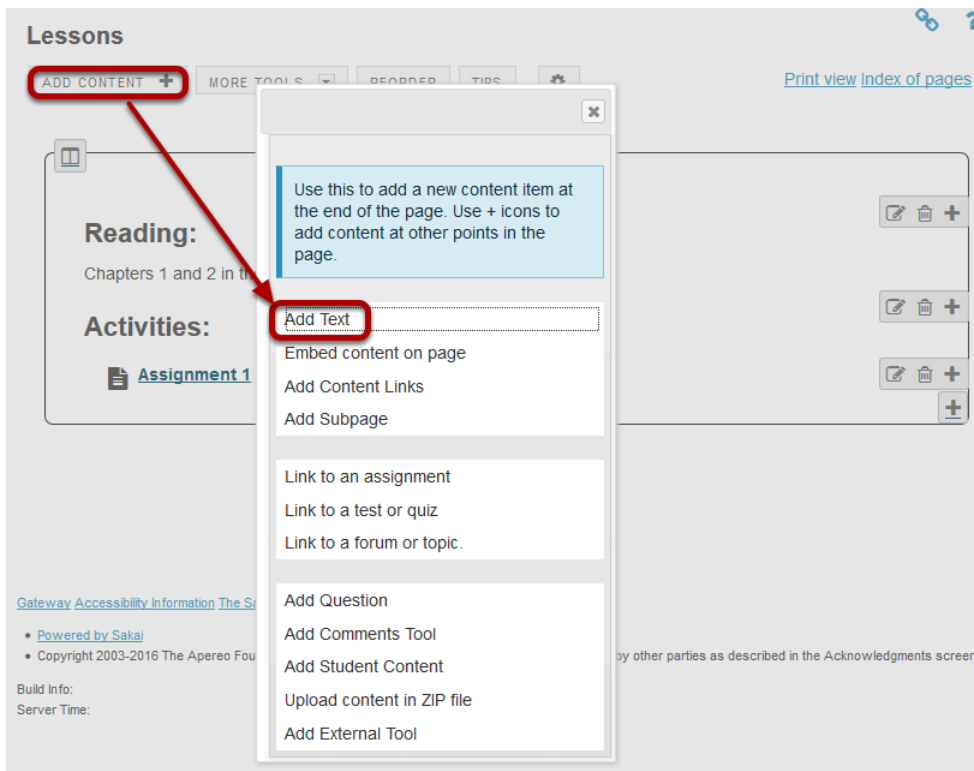
## Go to Lessons.



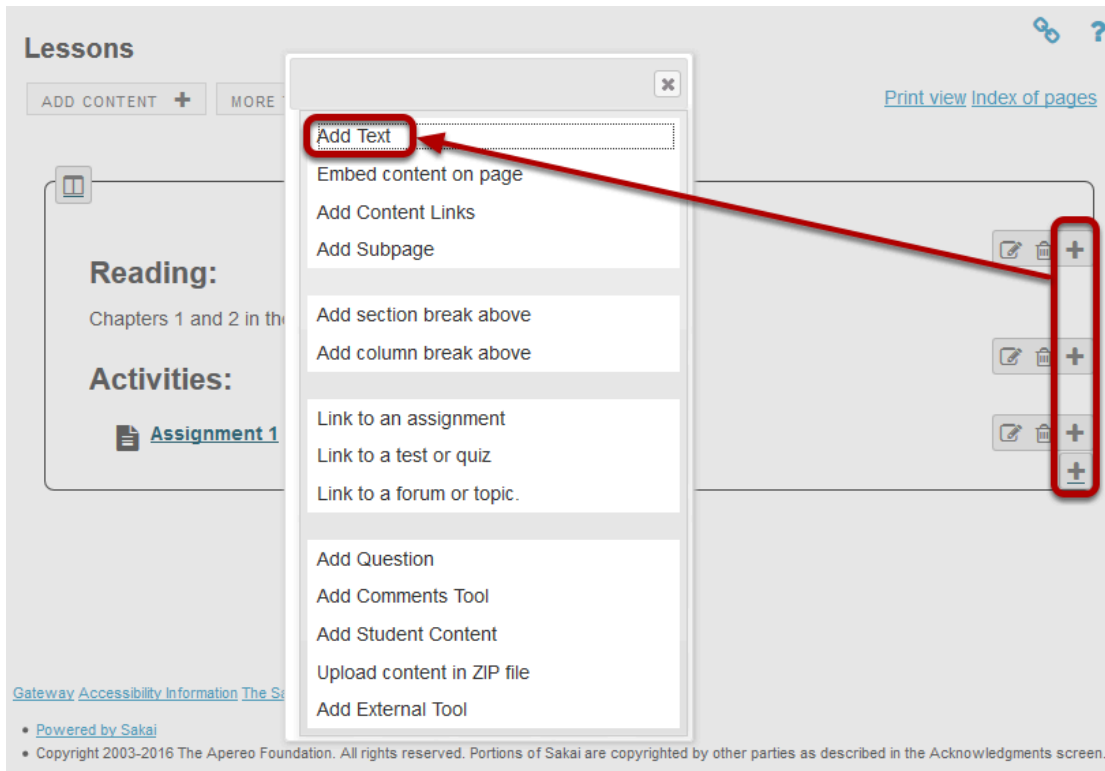
Click on the Lessons Page Title (e.g. **Unit #1**) in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

## Click Add Content, then Add Text.



**Alternately, click the + button and then Add Text.**



You may also add content by clicking on the + button next to any existing item on the page.

## Enter your text content.

### Adding text to: Week 1

William Shakespeare (26 April 1564 – 23 April 1616) was an English poet, playwright, and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is often called England's national poet, and the "Bard of Avon". His extant works, including collaborations, consist of approximately 38 plays, 154 sonnets, two long narrative poems, and a few other verses, some of uncertain authorship. His plays have been translated into every major living language and are performed more often than those of any other playwright.

body p a Character Count (Includes HTML formatting characters) : 2881 Word Count : 89

☐ Don't Release Item Until All Prerequisites are Completed

[Edit the groups for which this item should be shown](#)

**Save** Cancel Delete

Use the Rich Text Editor tools to format the text. When finished, click **Save**.

## View content on page.

### Week 1

ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)

William Shakespeare (26 April 1564 – 23 April 1616) was an English poet, playwright, and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is often called England's national poet, and the "Bard of Avon". His extant works, including collaborations, consist of approximately 38 plays, 154 sonnets, two long narrative poems, and a few other verses, some of uncertain authorship. His plays have been translated into every major living language and are performed more often than those of any other playwright.

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.*

## Add additional text items to the page. (Optional)

Week 1



ADD CONTENT +

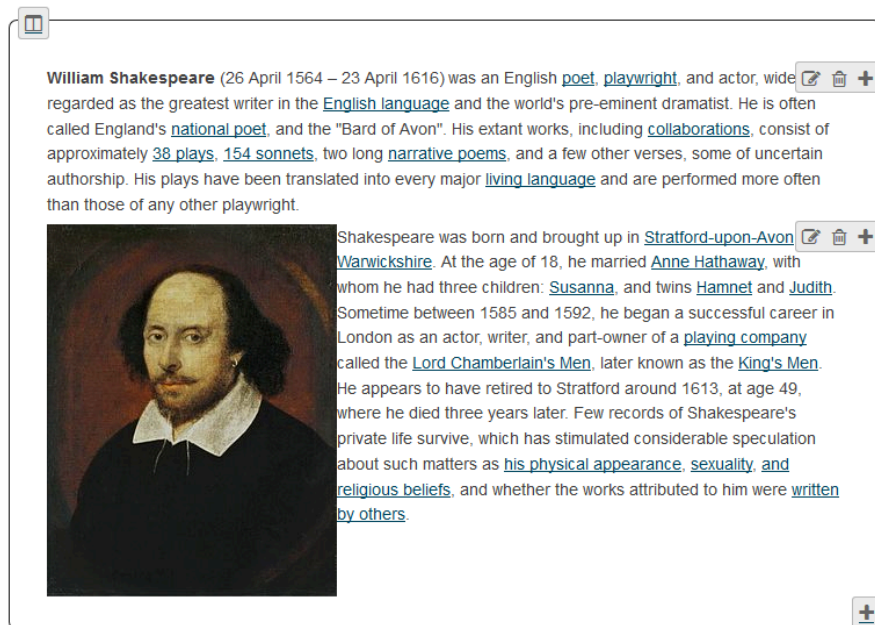
MORE TOOLS ▾

REORDER


TIPS



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The image shows a lesson content editor interface. It features a text box with a paragraph about William Shakespeare, including links to his birthplace, works, and a portrait. The text is formatted with blue links and bold text. To the right of the text box is a vertical toolbar with icons for adding content, deleting, and undo/redo. Below the text box is another text box containing more text about Shakespeare, also with links and a portrait. This second text box also has a vertical toolbar on its right side. The entire editor is enclosed in a light gray border with a small icon in the top left corner.

**William Shakespeare** (26 April 1564 – 23 April 1616) was an English [poet](#), [playwright](#), and actor, widely regarded as the greatest writer in the [English language](#) and the world's pre-eminent dramatist. He is often called England's [national poet](#), and the "Bard of Avon". His extant works, including [collaborations](#), consist of approximately [38 plays](#), [154 sonnets](#), two long [narrative poems](#), and a few other verses, some of uncertain authorship. His plays have been translated into every major [living language](#) and are performed more often than those of any other playwright.



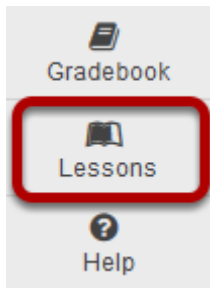
Shakespeare was born and brought up in [Stratford-upon-Avon](#), [Warwickshire](#). At the age of 18, he married [Anne Hathaway](#), with whom he had three children: [Susanna](#), and twins [Hamnet](#) and [Judith](#). Sometime between 1585 and 1592, he began a successful career in London as an actor, writer, and part-owner of a [playing company](#) called the [Lord Chamberlain's Men](#), later known as the [King's Men](#). He appears to have retired to Stratford around 1613, at age 49, where he died three years later. Few records of Shakespeare's private life survive, which has stimulated considerable speculation about such matters as [his physical appearance](#), [sexuality](#), and [religious beliefs](#), and whether the works attributed to him were [written by others](#).

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?

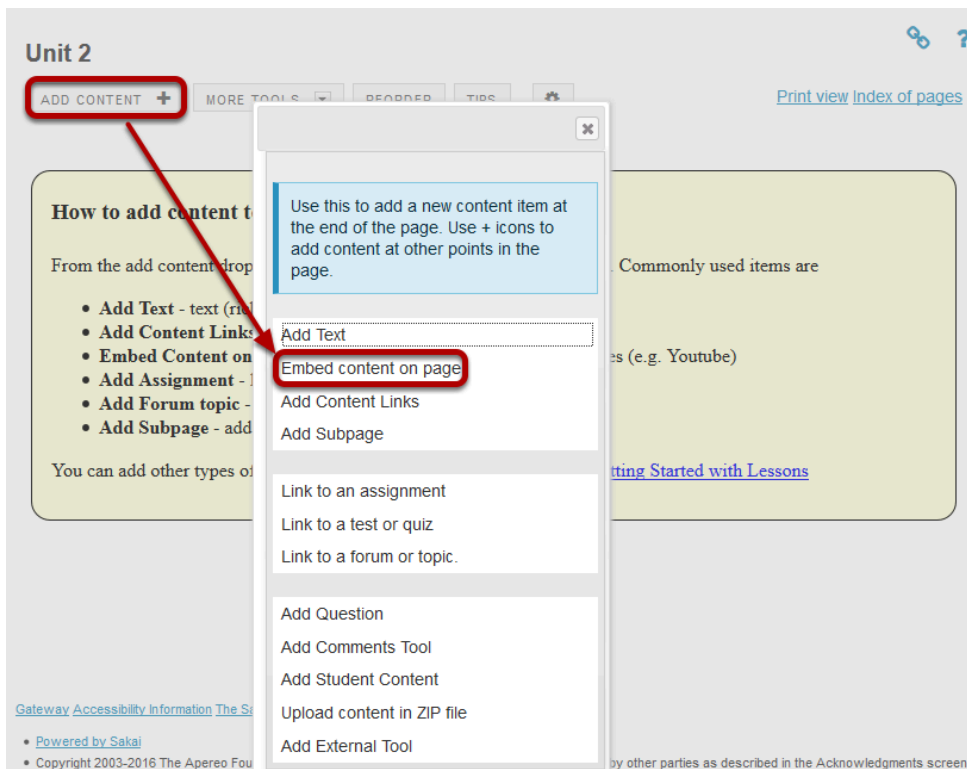
Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 2**) in the Tool Menu to display the page.

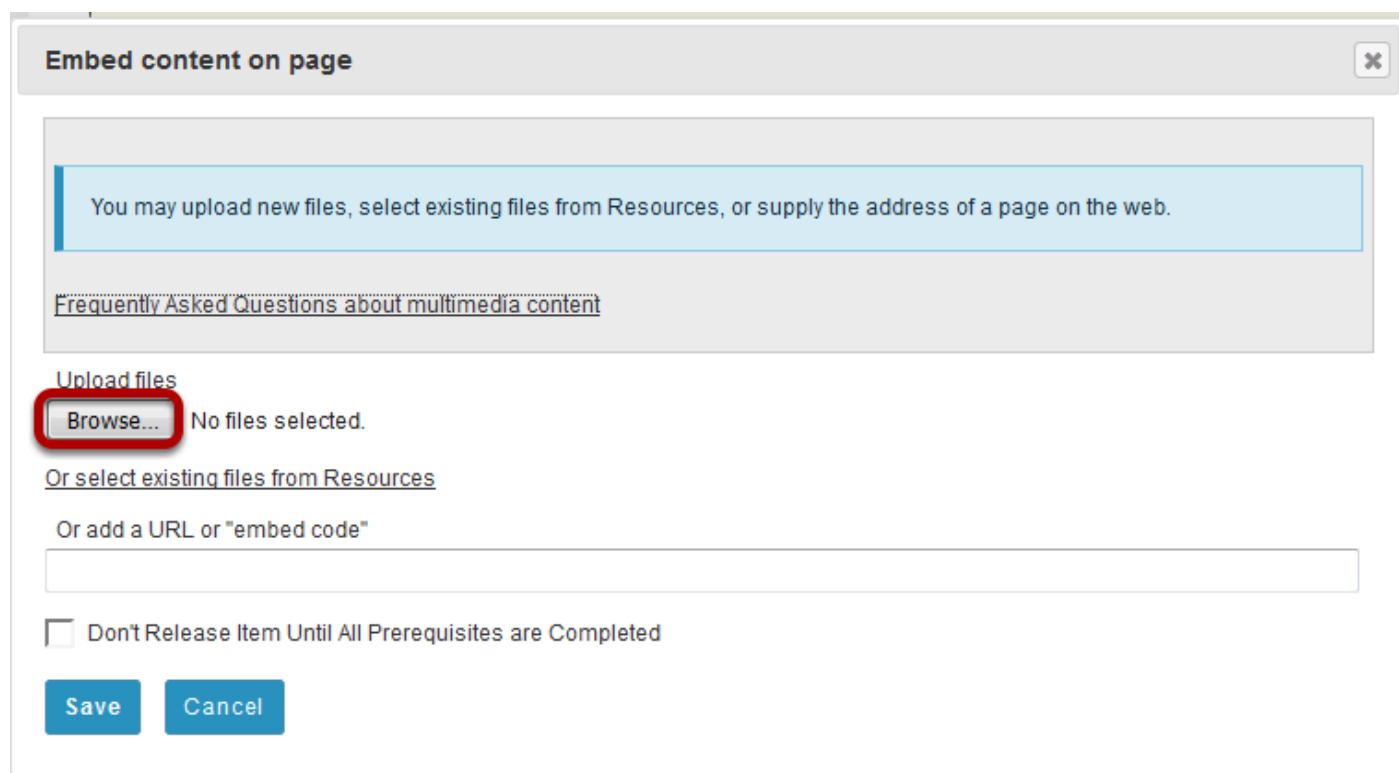
*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

**File upload: Click 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.

## Click Browse.



**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

**Browse...** No files selected.

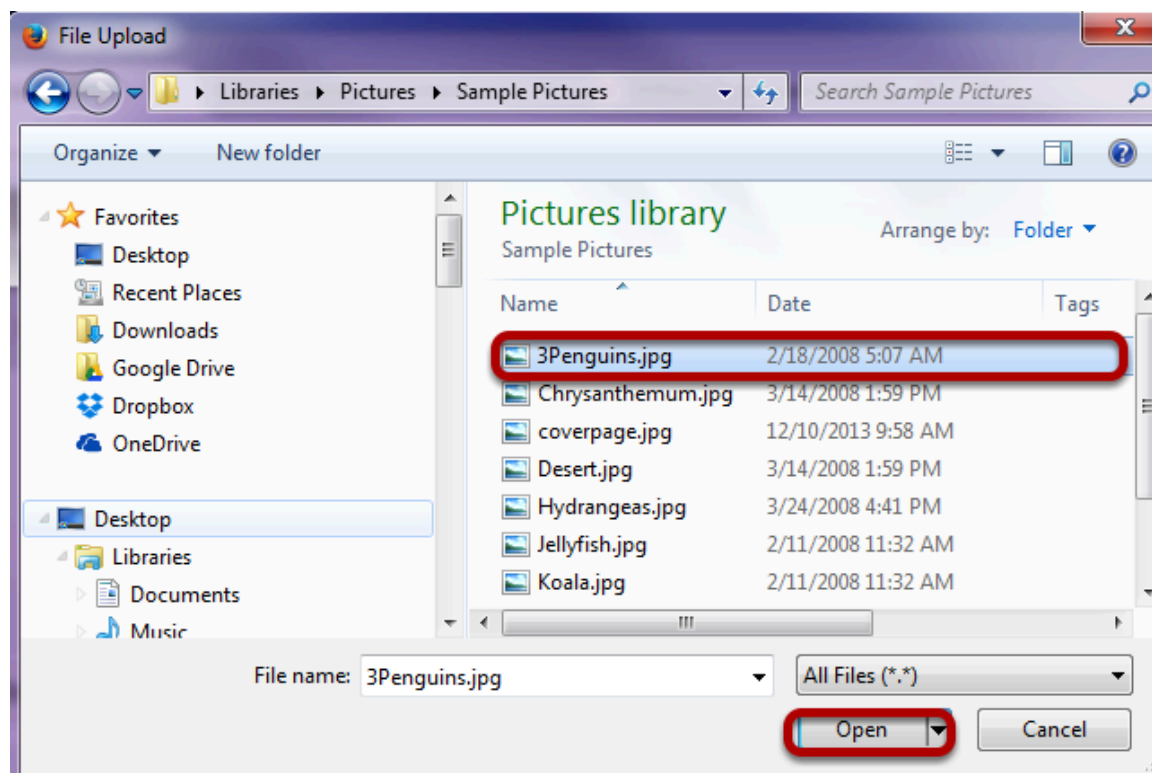
[Or select existing files from Resources](#)

Or add a URL or "embed code"

☐ Don't Release Item Until All Prerequisites are Completed

**Save** **Cancel**

**Locate and select the file on your computer.**



Click on the file you would like to upload to select it and then click **Open**.

Click 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

Browse...

3Penguins.jpg

Or select existing files from Resources

Or add a URL or "embed code"

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

View embedded image.

Unit 2

ADD CONTENT +


MORE TOOLS ▾

REORDER

TIPS

⚙

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After saving, you will return to the Lessons page with the image embedded.

**To add a description of the image, click on Edit.**

## Unit 2



ADD CONTENT +

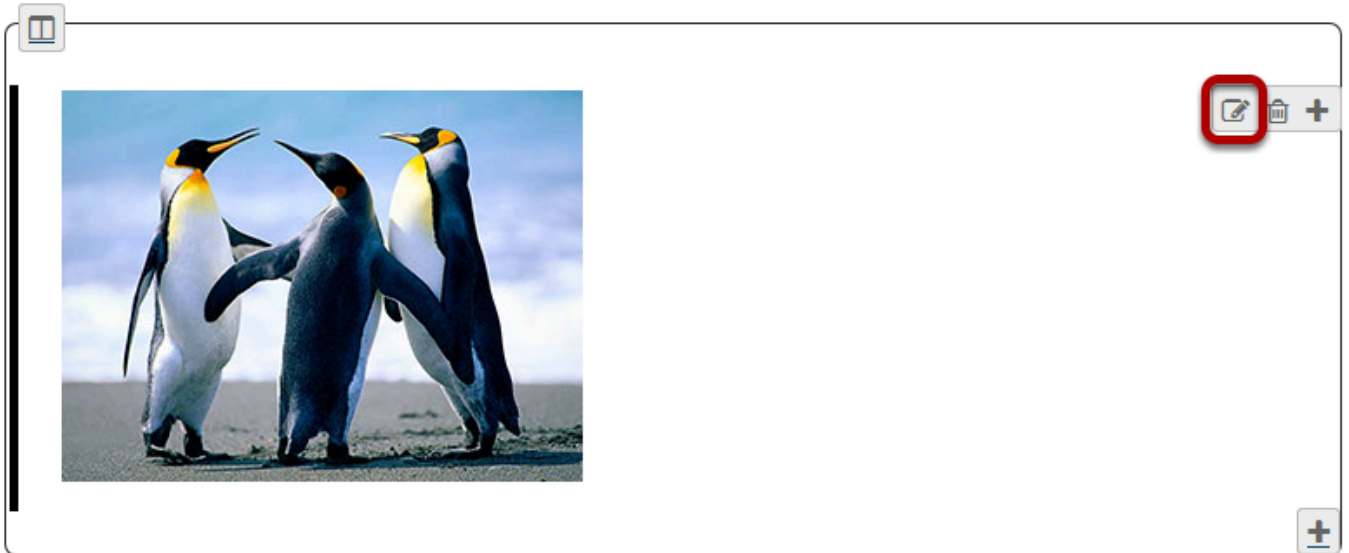
MORE TOOLS ▾

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This displays the Edit Multimedia dialog box.

## Add a description.

**Edit Multimedia**

Width:

Height:

Alt Text:

Path in Resources, or URL/embed code

**Item Description**

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

☐ Don't Release Item Until All Prerequisites are Completed

**Save** **Cancel** **Delete**

Enter a description in the **Item Description** text box and then click **Save**.

## View image on page.

### Unit 2

[ADD CONTENT](#) +[MORE TOOLS](#) ▾[REORDER](#)[TIPS](#)[Print view](#) [Index of pages](#)

An image of three penguins.



## Notice the image file location in Resources.

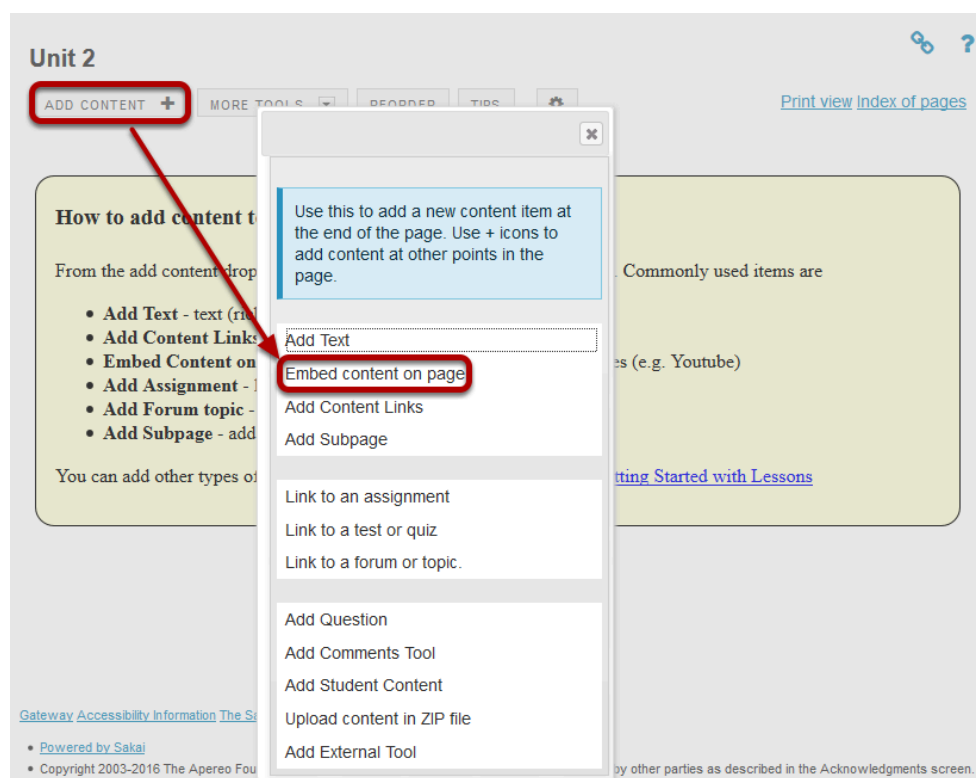
[SITE RESOURCES](#)[TRASH](#)[TRANSFER FILES](#)[CHECK QUOTA](#)[All site files](#) ▾ / [Sample Course Resources](#) / Unit 2[Move](#)[Copy](#)[Move to Trash](#)[Show](#)[Hide](#)[Unit 2](#)[3Penguins.jpg](#)

Note that the image file was automatically uploaded to your Resources in a folder with the same name as the Lessons page.

## Linked image: Click 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.

## Enter a URL.

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

Browse...

No files selected.

[Or select existing files from Resources](#)

Or add a URL or "embed code"

https://upload.wikimedia.org/wikipedia/commons/2/27/Emperor\_penguins.jpg

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

Paste the image URL in the box marked "URL", and then click **Save**.

## View embedded image.

Unit 2

ADD CONTENT +

MORE TOOLS ▾

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LINK

HELP

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After saving, you will return to the Lessons page with the image embedded.

**To add a description for the image, click Edit.**

Unit 2

[LINK](#)

[HELP](#)

ADD CONTENT +

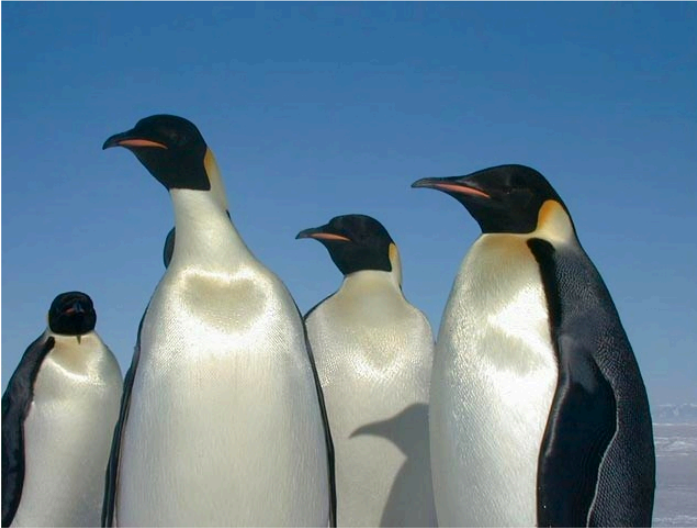
MORE TOOLS ▾

REORDER

TIPS

⚙

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## Add a description.

Edit Multimedia

Width:

Height:

Alt Text:

Empire Penguins

Path in Resources, or URL/embed code

/https://upload.wikimedia.org/wikipedia/commons/2/27/Emperor\_penguins.jpg

Item Description

Image of Empire Penguins from Wikimedia Commons.

Change File or URL

Edit the groups for which this item should be shown

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

Delete

Enter a description in the **Item Description** text box and then click **Save**.

# View image on page.

Unit 2

ADD CONTENT +

MORE TOOLS ▾

REORDER

TIPS

⚙

LINK

HELP

[Print view](#) [Index of pages](#)




Image of Empire Penguins from Wikimedia Commons.

✎

🗑

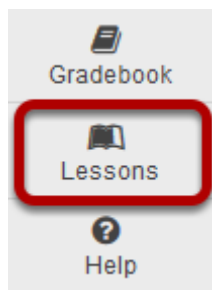
+

+

# How do I embed a video from my computer on a Lessons page?

Instructors can add an embedded video at any point in a Lessons page. The embedded video described here is a video uploaded from the instructor's computer to the Lessons page. (See [How do I embed a YouTube Video in a Lessons page?](#) for directions on embedding a YouTube video.)

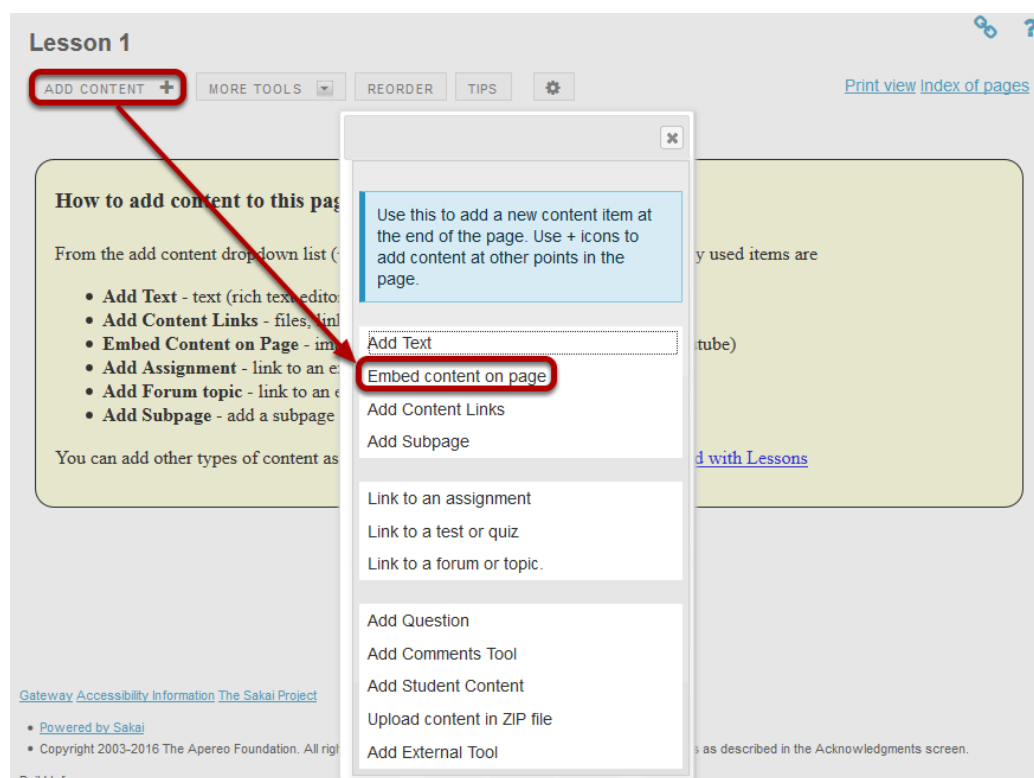
## Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 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.*

## Click on 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.

## Click Browse.

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

Browse...

No files selected.

[Or select existing files from Resources](#)

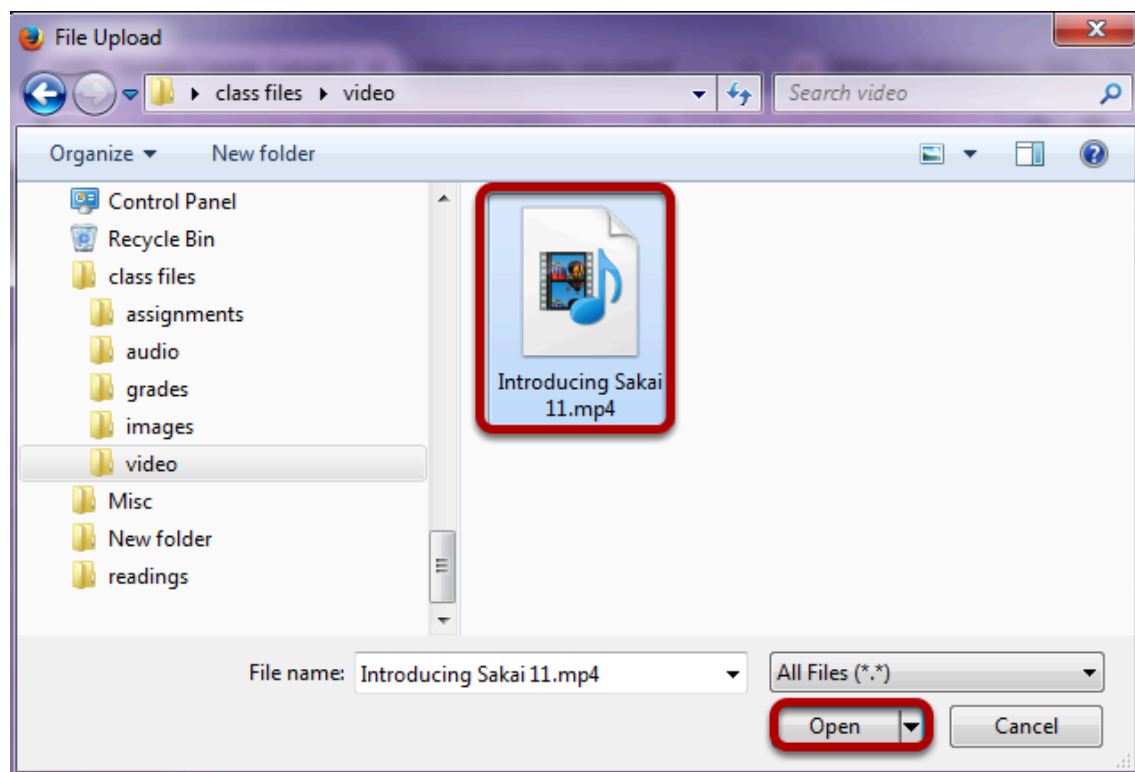
Or add a URL or "embed code"

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

## Locate and select the video file on your computer.





Click on the file you would like to upload to select it and then click **Open**.

## Click 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  

Browse...

Introducing Sakai 11.mp4

Or select existing files from Resources

Or add a URL or "embed code"

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

## View embedded video.

### Lesson 1



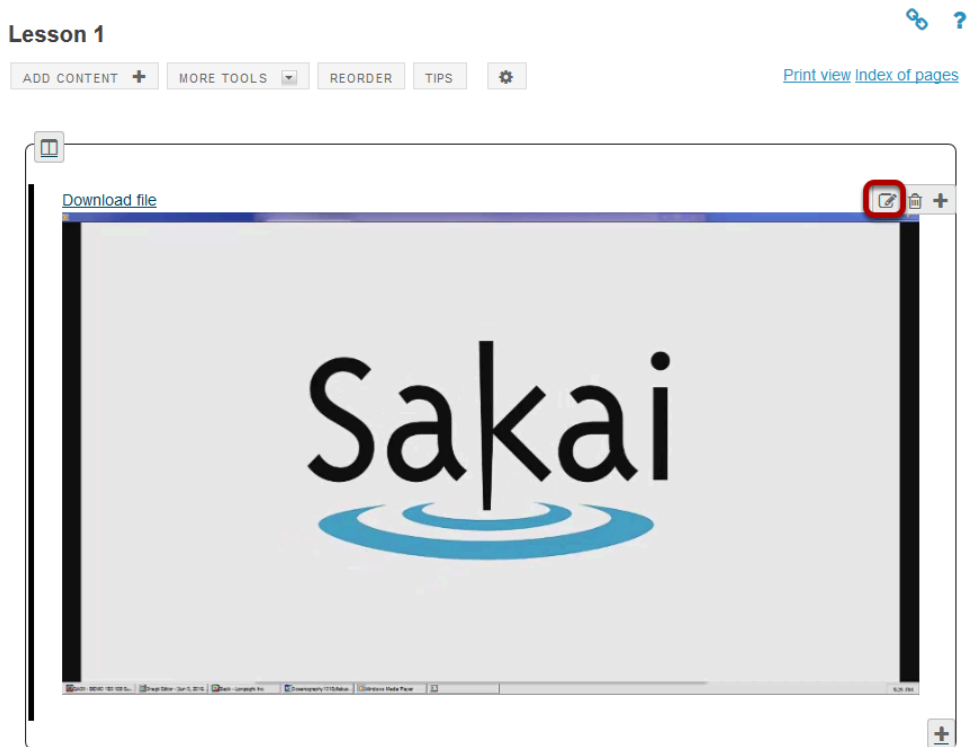
ADD CONTENT + MORE TOOLS REORDER TIPS

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The Lessons page will display the embedded video.

## Click on Edit. (Optional)



This displays the **Edit Embed Content** dialog box.

## Add a description and/or adjust the video pixel size.

**Edit Item**

Width: 320  
Height: 240

Path in Resources, or URL/embed code /Lesson 1/Introducing Sakai 11.mp4

Item Description  
Video Introducing the new features in Sakai 11.

[Change File or URL](#)  
[Add caption file \(must be VTT format\)](#)  
[Edit the groups for which this item should be shown](#)

☐ Don't Release Item Until All Prerequisites are Completed

**Update Item** Cancel Delete

[Show details](#)

Enter the desired **Width** and **Height** for your video in number of pixels, and/or enter a description in the **Item Description** text box. Then, click **Update Item** to save your changes and return the display to the Lesson Page with the embedded video and description.

View updated item on the page.

Lesson 1

ADD CONTENT +

MORE TOOLS ▾

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Download file



Video Introducing the new features in Sakai 11.

✎

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Notice the video file location.

SITE RESOURCES

TRASH

TRANSFER FILES

CHECK QUOTA

[All site files ▾](#) / [Sample Course Resources](#) / Lesson 1

Move



Copy

Move to Trash

Show

Hide

Display Columns ▾

<input checked="" type="checkbox"/>	Title ▾	Access	Created By	Modified	Size
<input type="checkbox"/>	 Lesson 1				
<input type="checkbox"/>	 <b>Introducing Sakai 11.mp4</b>	Entire site	Demo Professor	Jun 21, 2016 2:59 pm	329.1 KB

*Note: The video will be uploaded to your Resources folder for that Lessons page. Uploaded videos are NOT streamed to the user. The larger the video file, the longer it will take the video to load on the Lessons page.*

# How do I embed a YouTube video on a Lessons Page?

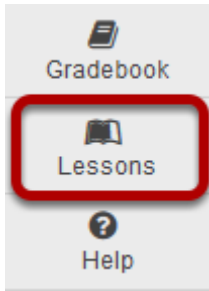
A special feature of the Lessons tool allows Instructors to embed a YouTube video on a Lessons page without the need to copy the source code.

**First locate and copy the YouTube video URL (not source code).**



1. Click on the Share tab under the clip.
2. Copy the YouTube URL into the clipboard (CTRL+C for PC, or CMD+C for Mac).

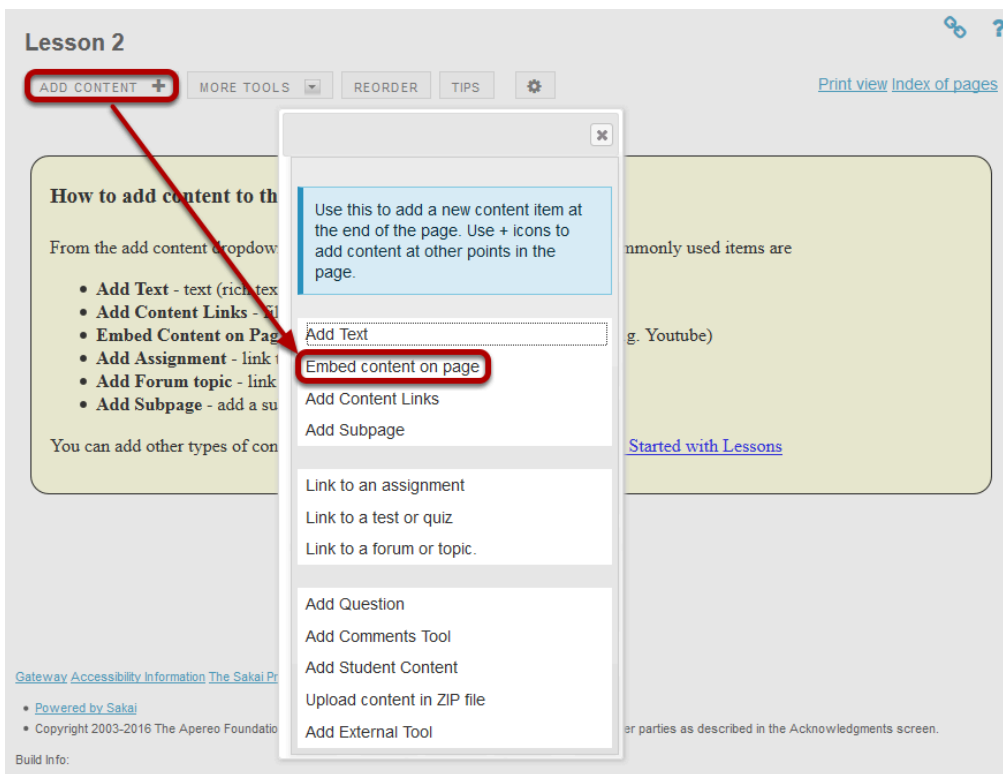
## Go to Lessons.



Click on 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.*

## Click on 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.

## Past the URL.

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  

Browse...

 No files selected.

[Or select existing files from Resources](#)

Or add a URL or "embed code"

https://youtu.be/IF5-aDJOr6U|

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

Paste the YouTube URL into the box marked **Or add a URL or "embed code"**.

## Change "http" to "https". (Optional)

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  

Browse...

 No files selected.

[Or select existing files from Resources](#)

Or add a URL or "embed code"

https://youtu.be/IF5-aDJOr6U|

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

*Tip: Before clicking Save, you might need to change "http" to "https" as some browsers (Firefox) do not display "http" links.*

## Click 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  

Browse...

 No files selected.

[Or select existing files from Resources](#)

Or add a URL or "embed code"  

https://youtu.be/iF5-aDJOr6U|

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel



# View embedded video on page.

Lesson 2

ADD CONTENT +

MORE TOOLS ▾


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This virtual lab will revolutionize science class | Michael Bodekaer



# Click on Edit. (Optional)

Lesson 2

ADD CONTENT +

MORE TOOLS ▾


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This virtual lab will revolutionize science class | Michael Bodekaer



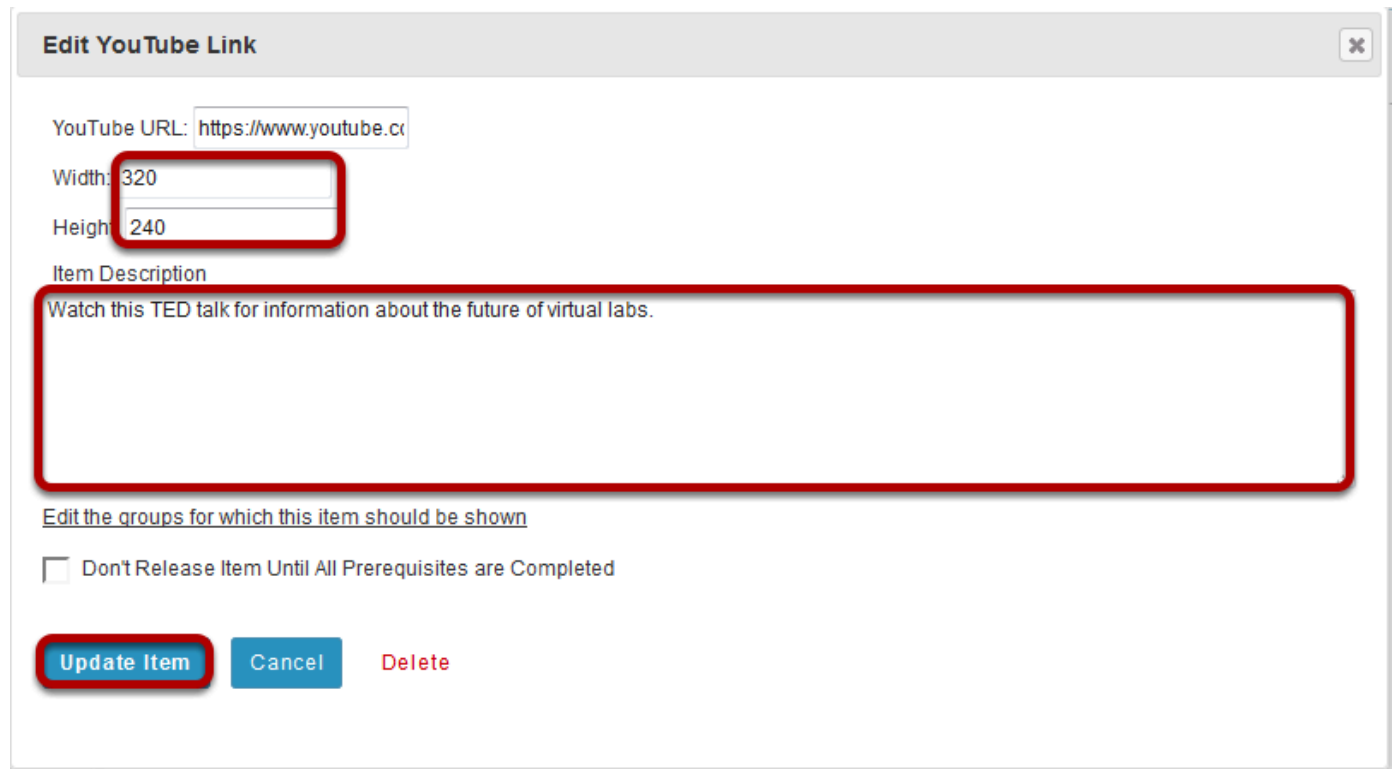
Sakai 11 User Guide

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This displays the **Edit Embed Content** dialog box.

## Add a description and/or adjust the video pixel size.



**Edit YouTube Link**

YouTube URL:

Width:

Height:

Item Description

Watch this TED talk for information about the future of virtual labs.

[Edit the groups for which this item should be shown](#)

☐ Don't Release Item Until All Prerequisites are Completed

**Update Item** Cancel Delete

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, click **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.

Lesson 2

ADD CONTENT +

MORE TOOLS ▾

REORDER


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This virtual lab will revolutioniz... ➡

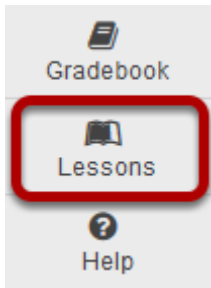


Watch this TED talk for information about the future of virtual labs.

# How do I embed an audio file on a Lessons page?

Instructors can add an embedded audio at any point in a Lessons Page.

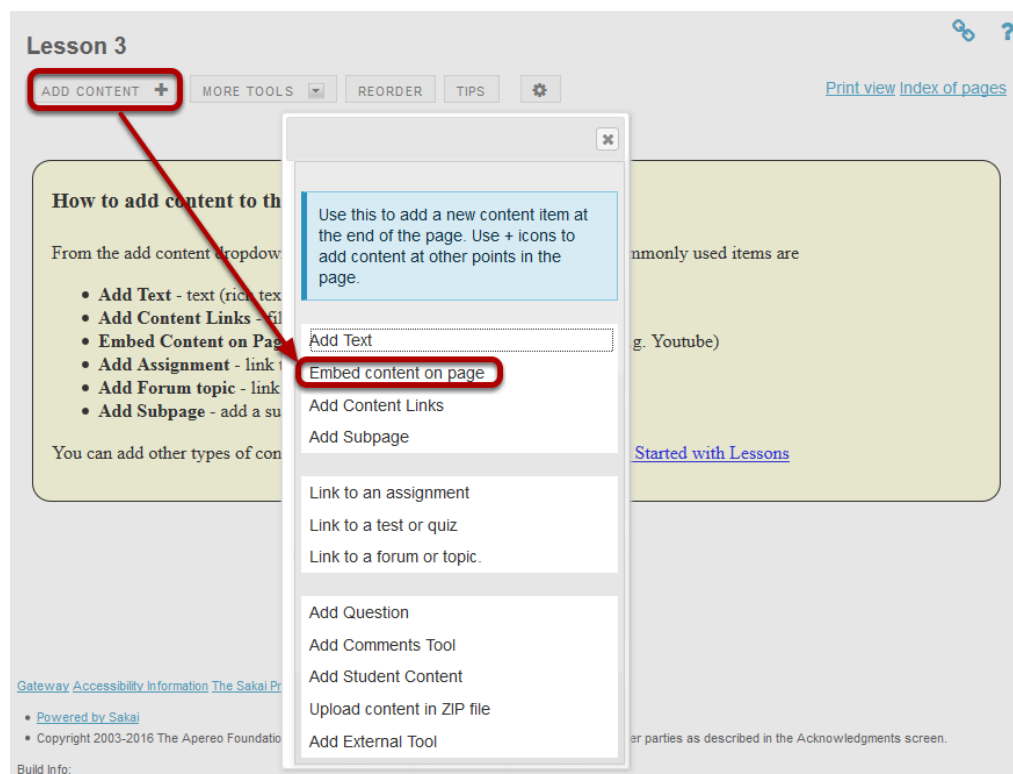
## Go to Lessons.



Click on the Lessons Page Title (e.g. **Lesson 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.*

## Click Add Content, then Embed Content on a Page.



From the **Add Content** drop-down menu, select **Embed content on page**.

## Click Browse.

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

Browse...

No files selected.

[Or select existing files from Resources](#)

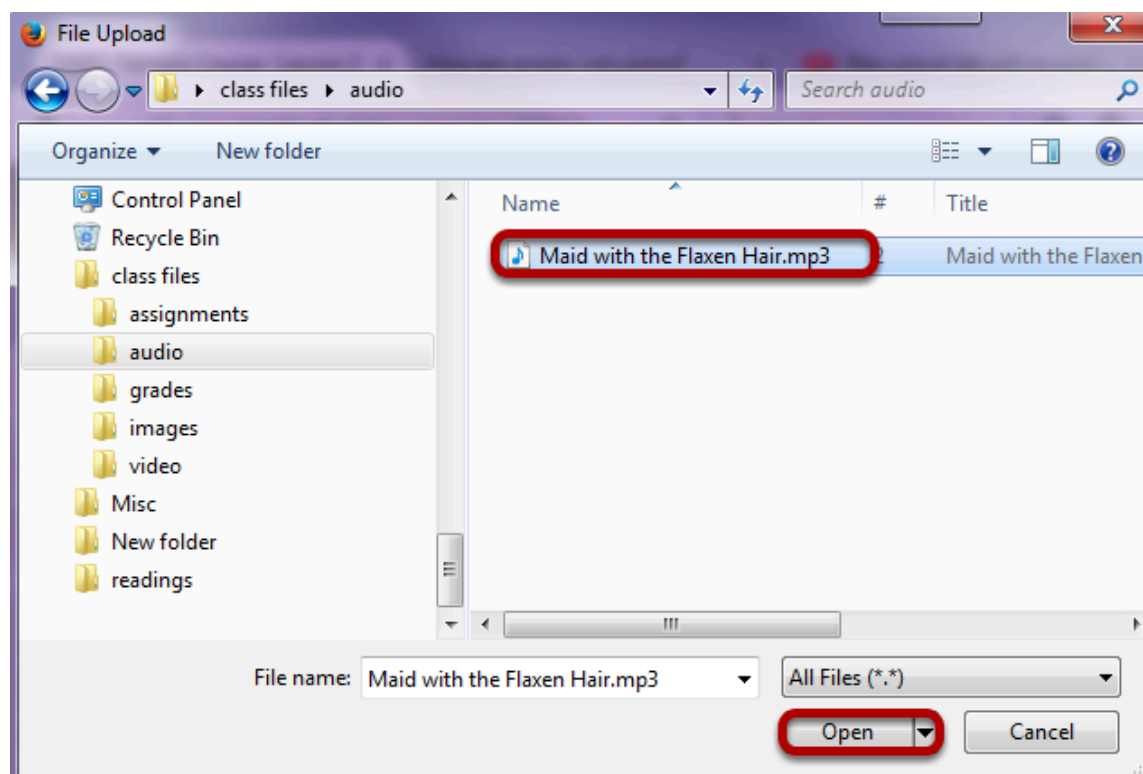
Or add a URL or "embed code"

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

## Locate the audio file, select it and click Open.



## Click 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

Browse...

Maid with the Flaxen Hair.mp3

Or select existing files from Resources

Or add a URL or "embed code"

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

*Note: The file you have selected will appear listed next to the Browse button.*

## View embedded audio.

### Lesson 3



ADD CONTENT +

MORE TOOLS ▾

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The audio file will display embedded on the page.

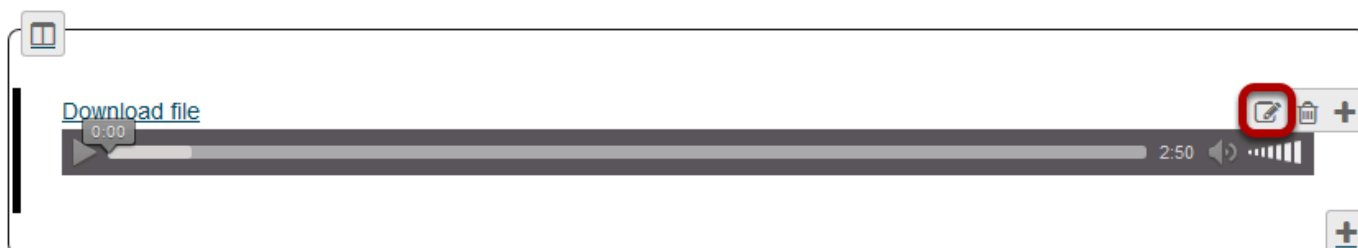
## Click Edit. (Optional)

### Lesson 3



ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)



To add a description of the audio file, click on **Edit**.

## Add a description.

**Edit Item**

Width: 100%

Height:

Path in Resources, or URL/embed code /Lesson 3/Maid with the Flaxen Hair.mp3

Item Description

Maid with the Flaxen Hair - Slovak Radio Symphony Orchestra - Fine Music, Vol. 1 (2008)

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

☐ Don't Release Item Until All Prerequisites are Completed

**Update Item** Cancel Delete

[Show details](#)

Add a description of the audio file, then click **Update Item**.




## View updated item.

### Lesson 3



ADD CONTENT + MORE TOOLS REORDER TIPS




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[Download file](#)

0:002:50

Maid with the Flaxen Hair - Slovak Radio Symphony Orchestra - Fine Music, Vol. 1 (2008)







This returns the display to the Lessons page with the embedded audio and its description.

## Notice the file location in Resources.

SITE RESOURCES TRASH TRANSFER FILES CHECK QUOTA

[All site files](#) / [Sample Course Resources](#) / Lesson 3

Move Copy Move to Trash Show Hide Display Columns

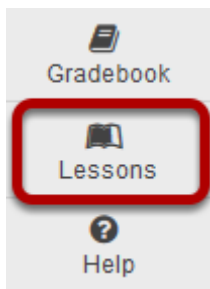
<input type="checkbox"/>	Title	Access	Created By	Modified	Size
	 <a href="#">Lesson 3</a>				<a href="#">Actions</a>
<input type="checkbox"/>	 <a href="#">Maid with the Flaxen Hair.mp3</a>				<a href="#">Actions</a>
		Entire site	Demo Professor	Jun 21, 2016 3:26 pm	3.9 MB

*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.

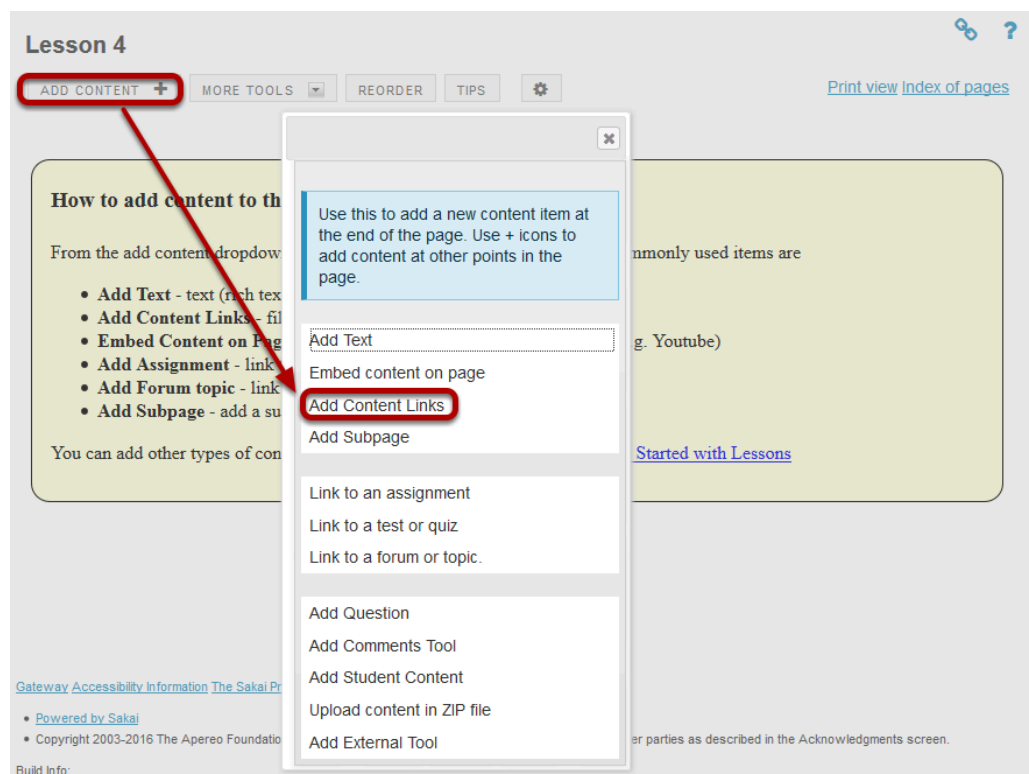
## Go to Lessons.



Click on 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.*

## Click Add Content, then Add Content Link.



From the **Add Content** drop-down menu, select **Add Content Link**.

## Enter the web address.

Add Content Links

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files

Browse...

No files selected.

[Or select existing files from Resources](#)

Or add a URL:

https://sakaiproject.org/

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

Type (or copy and paste) the web address for the website in the text box labeled **Or add a URL**.

Sakai 11 User Guide

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## Click Save.

Add Content Links

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files

Browse...

No files selected.

Or select existing files from Resources

Or add a URL:

https://sakaiproject.org/

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

## View link on the page.

### Lesson 4

ADD CONTENT + MORE TOOLS REORDER TIPS

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[sakaiproject.org/](https://sakaiproject.org/)

Saving returns the display to the Lessons page with the link to the website.

Sakai 11 User Guide

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## Click Edit. (Optional)

### Lesson 4



ADD CONTENT +

MORE TOOLS ▾

REORDER

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## Add a description, then click Update Item.

**Edit Item** ✕

Item Name

Path in Resources, or URL/embed code

Item Description

Visit the Sakai Project web site to learn more about Sakai.

[Change File or URL](#)

☒ Open item in a new window

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

[Edit the groups for which this item should be shown](#)

Update Item



Cancel

Delete


## View updated item on the page.

### Lesson 4




ADD CONTENT  MORE TOOLS  REORDER TIPS 

[Print view](#) [Index of pages](#)



[sakaiproject.org/](http://sakaiproject.org/)  
Visit the Sakai Project web site to learn more about Sakai.



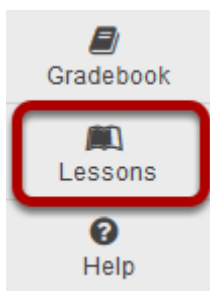


Updating returns the display to the Lessons page with the link and the link description shown.

# 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.

## Go to Lessons.



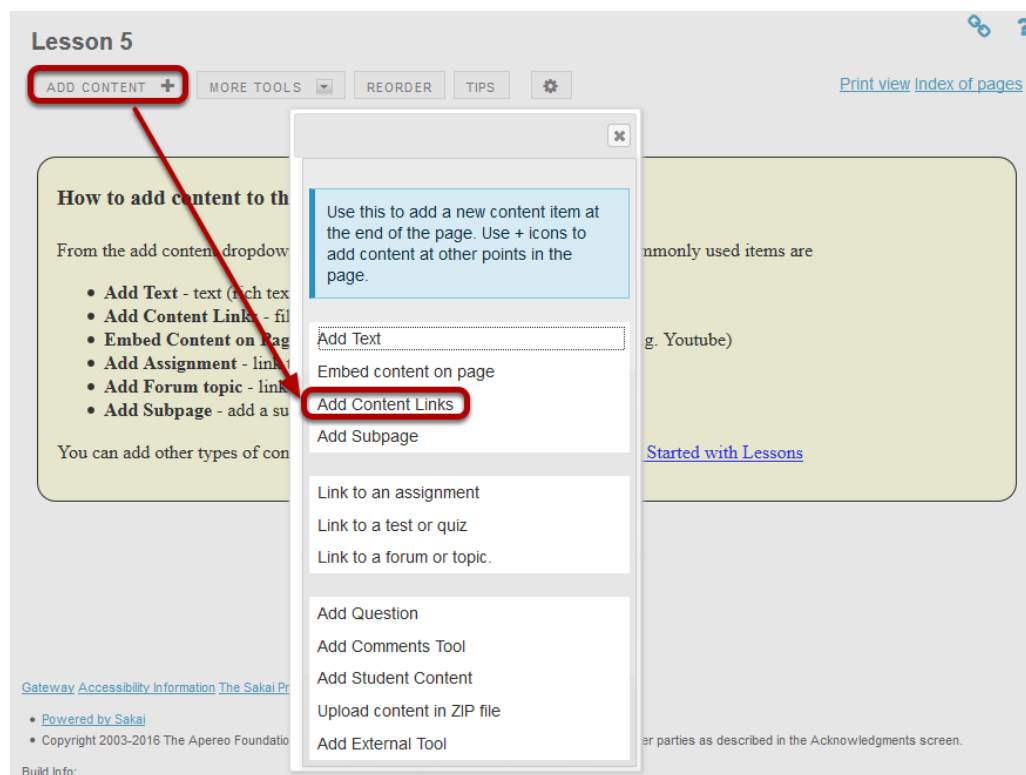
Click on the Lessons Page Title (e.g. **Lesson 5**) in the Tool Menu to display the page.

*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:

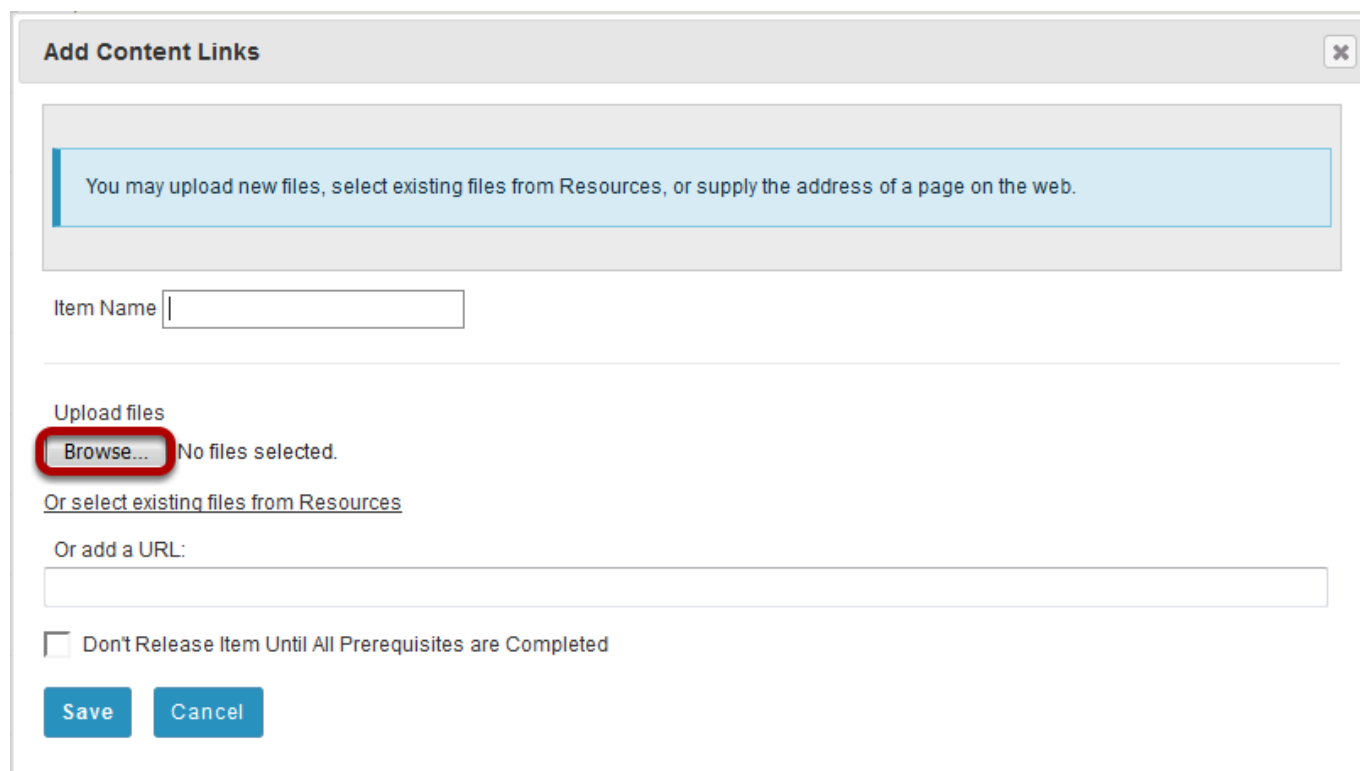


## Click Add Content, then Add Content Link.



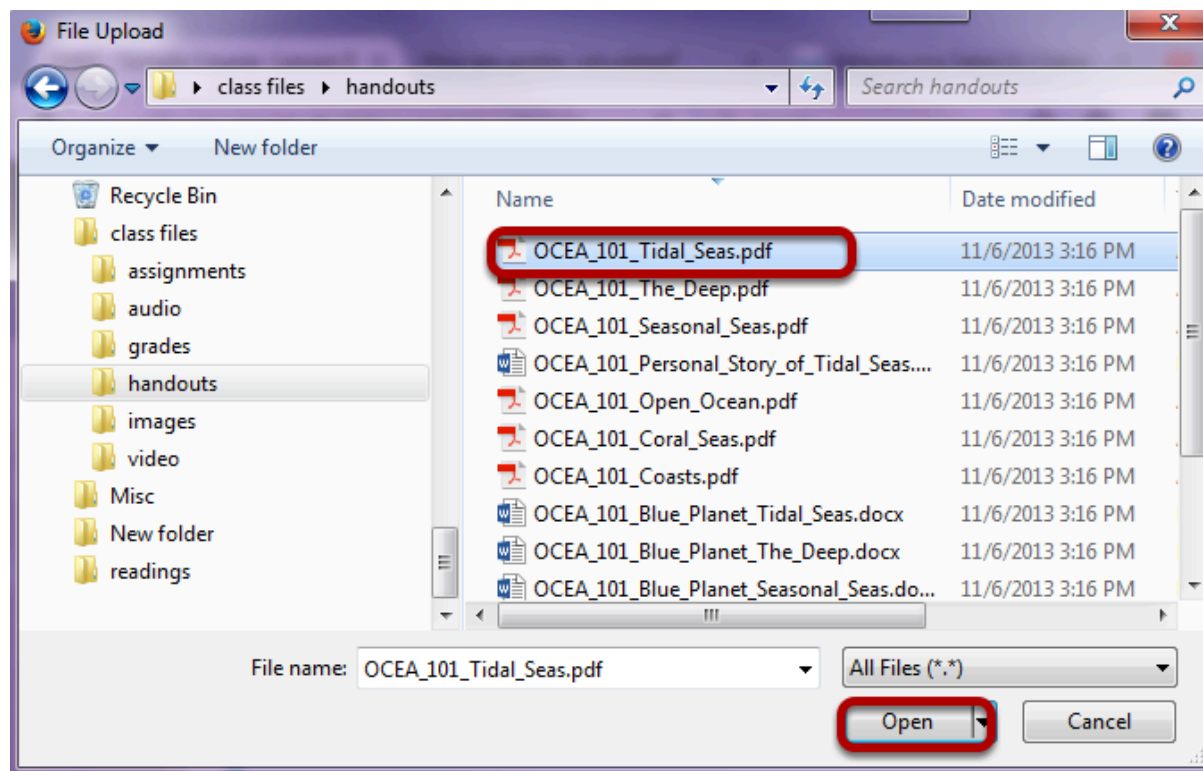
From the **Add Content** drop-down menu, select **Add Content Link**.

## Click Browse.



The 'Add Content Links' dialog box is shown. It has a title bar with a close button. Inside, there is a light blue instruction box that says: 'You may upload new files, select existing files from Resources, or supply the address of a page on the web.' Below this is an 'Item Name' text field. Further down is the 'Upload files' section, which contains a 'Browse...' button (highlighted with a red circle), the text 'No files selected.', and a link 'Or select existing files from Resources'. Below that is the 'Or add a URL:' section with a text field. At the bottom, there is a checkbox labeled 'Don't Release Item Until All Prerequisites are Completed' and two buttons: 'Save' and 'Cancel'.

## Locate and select the file to upload, then click Open.



## Click Save.

**Add Content Links** ✕

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files  
 OCEA\_101\_Tidal\_Seas.pdf

[Or select existing files from Resources](#)

Or add a URL:

☐ Don't Release Item Until All Prerequisites are Completed

## View file link on page.

### Lesson 5



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[OCEA\\_101\\_Tidal\\_Seas.pdf](#)

This returns the display to the Lessons Page with a link to the uploaded file.

## Click Edit. (Optional)

### Lesson 5



ADD CONTENT + MORE TOOLS ▼ REORDER TIPS ⚙

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[OCEA\\_101\\_Tidal\\_Seas.pdf](#)

+  
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## Add a description, then click Update Item.

**Edit Item** ✕

Item Name

Path in Resources, or URL/embed code

Item Description

[Change File or URL](#)

☒ Open item in a new window

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

[Edit the groups for which this item should be shown](#)

Delete

# View updated item.

Lesson 5

ADD CONTENT +

MORE TOOLS ▾

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OCEA\_101\_Tidal\_Seas.pdf

Lesson 5 lecture notes handout

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Updating returns the display to the Lessons page with a link to the uploaded file and a description.

# Notice item location in Resources.

SITE RESOURCES

TRASH

TRANSFER FILES

CHECK QUOTA

🔗

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[All site files ▾](#) / [Sample Course Resources](#) / Lesson 5

Move


Copy

Move to Trash

Show

Hide

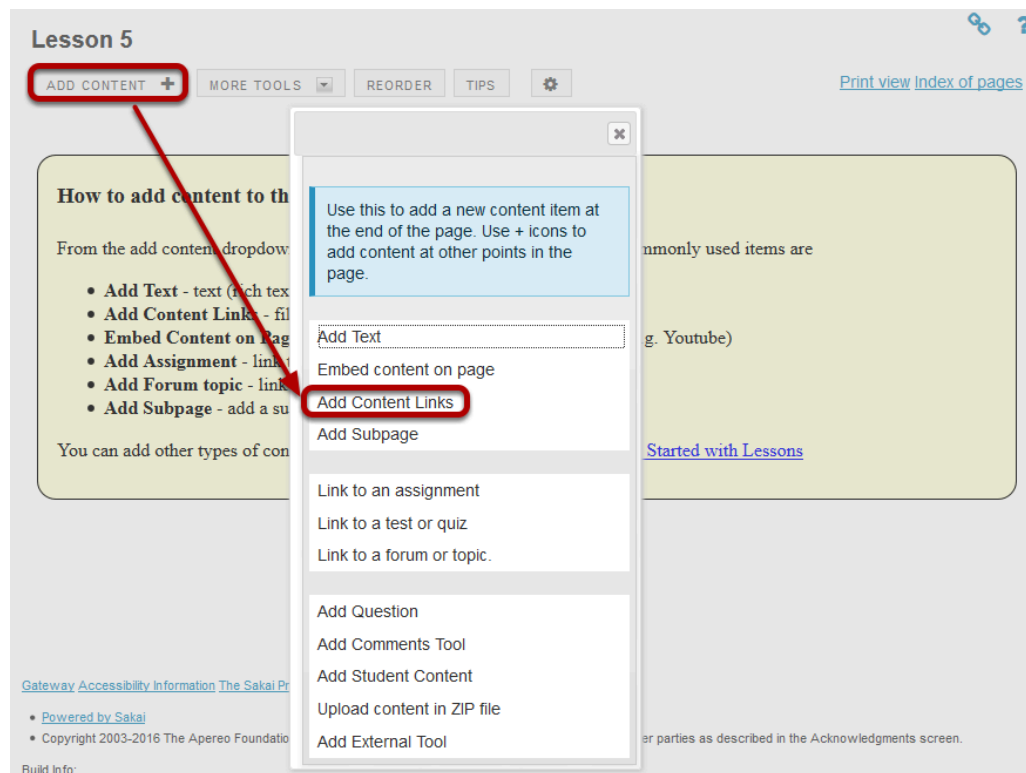
Display Columns ▾

▼	<input type="checkbox"/>	Title <small>📎</small>	Access	Created By	Modified	Size
		<div><div>Lesson 5</div><div>Actions ▾</div></div>				
	<input type="checkbox"/>	<div><div> OCEA_101_Tidal_Seas.pdf</div><div>Actions ▾</div></div>	Entire site	Demo Professor	Jun 21, 2016 3:44 pm	75.9 KB

Notice that the uploaded file has been placed in the Lessons page folder in Resources.

# To link to an existing file:

## Click Add Content, then Add Content Link.



From the **Add Content** drop-down menu, select **Add Content Link**.

## Select your file.

Add Content Links

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

Upload files

Browse...

No files selected.

Or select existing files from Resources

Or add a URL:

☐

Don't Release Item Until All Prerequisites are Completed

Save

Cancel

Click the **Or select an existing resource** link to choose from your Resources.

Sakai 11 User Guide

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










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# Locate the file, then click Select.

Please Choose a File

Please select one or more files to add.

Location:  Sample Course Resources

Title ▾	Actions	
 <a href="#">Sample Course</a>	• Add ▾	
 <a href="#">Lecture Notes</a>	• Add ▾	
 <a href="#">Lesson 1</a>	• Add ▾	
 <a href="#">Lesson 2</a>	• Add ▾	
 <a href="#">Lesson 3</a>	• Add ▾	
 <a href="#">Lesson 5</a>	• Add ▾	
 <a href="#">OCEA_101 Instructor Resources</a>	• Add ▾	
 <a href="#">OCEA_101 Chapter Question Keys</a>	• Add ▾	
 <a href="#">OCEA_101 Chapter Questions</a>	• Add ▾	
 <a href="#">OCEA_101 Mod 01_ Chapter Questions.docx</a>	<a href="#">Select</a>	
 <a href="#">OCEA_101 Mod 02_ Chapter Questions.docx</a>	<a href="#">Select</a>	
 <a href="#">OCEA_101 Mod 03_ Chapter Questions.docx</a>	<a href="#">Select</a>	


Locate the file in Resources that you want to link to, then click the **Select** (to the right of the file) to choose that file.
































# Click Continue.

Please Choose a File

Please select one or more files to add. Click "Continue" when done.

Items to attach	Remove?
 <a href="#">OCEA_101 Mod 01_Chapter Questions.docx</a>	<a href="#">Remove</a>

Location:  Sample Course Resources

Title	Actions
 <a href="#">Sample Course</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">Lecture Notes</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">Lesson 1</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">Lesson 2</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">Lesson 3</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">Lesson 5</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">OCEA_101 Instructor Resources</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">OCEA_101 Chapter Question Keys</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">OCEA_101 Chapter Questions</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">OCEA_101 Mod 01_Chapter Questions.docx</a>	
 <a href="#">OCEA_101 Mod 02_Chapter Questions.docx</a>	<a href="#">Select</a>
 <a href="#">OCEA_101 Mod 03_Chapter Questions.docx</a>	<a href="#">Select</a>
 <a href="#">OCEA_101 Course Guides</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">Podcasts</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">Unit 2</a>	<ul style="list-style-type: none"><li>Add </li></ul>
 <a href="#">3Penguins.jpg</a>	<a href="#">Select</a>

[Show other sites](#)

Continue

Cancel

The file you have selected will appear listed at the top of the screen. If this is the correct file, click **Continue**.

# View item on page.


Lesson 5

ADD CONTENT +

MORE TOOLS ▾


REORDER


TIPS




[LINK](#) [HELP](#)



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
 [OCEA\\_101\\_Tidal\\_Seas.pdf](#)

Lesson 5 lecture notes handout

 [OCEA\\_101 Mod 01\\_Chapter Questions.docx](#)

  +

  +



## Click Edit. (Optional)

### Lesson 5

[LINK](#) [? HELP](#)

ADD CONTENT +

MORE TOOLS ▾

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Lesson 5 lecture notes handout

[OCEA\\_101 Mod 01\\_Chapter Questions.docx](#)

+

+

## Add a description, then click Update Item.

Edit Item

Item Name

Path in Resources, or URL/embed code

Item Description

[Change File or URL](#)

☒ Open item in a new window

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

[Edit the groups for which this item should be shown](#)

Update Item

Cancel

Delete

**View updated item.**

## Lesson 5

 LINK

**? HELP**

ADD CONTENT 


MORE TOOLS 

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 [OCEA\\_101\\_Tidal\\_Seas.pdf](#)

Lesson 5 lecture notes handout

 [OCEA\\_101 Mod 01\\_Chapter Questions.docx](#)

Review these questions for the Module 1 exam.

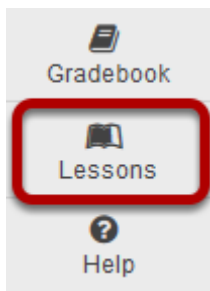
This returns the display to the Lessons Page with a link to the file and a description.

# 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.*

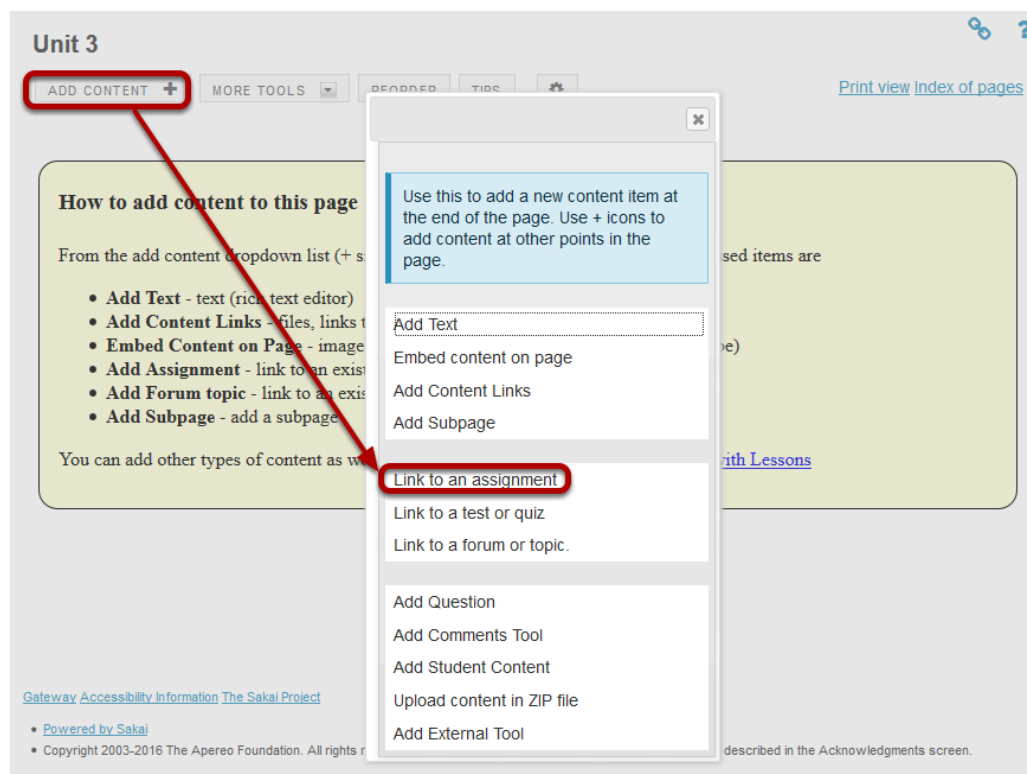
## Go to Lessons.



Click on 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.*

**Click 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.**

## Pick an Assignment

[Create new assignment using Assignments](#)

### Existing assignments

Page	Due Date
<input type="radio"/> <a href="#">Assignment 2</a>	Jun 27, 2016 5:00 PM
<input checked="" type="radio"/> <a href="#">Assignment 1</a>	Jun 20, 2016 5:00 PM
<input type="radio"/> <a href="#">Chapter Presentation</a>	Jun 8, 2016 12:05 PM

Use selected item

Cancel

*Note: You can also click **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.*

## Click Use Selected Item.

### Pick an Assignment

[Create new assignment using Assignments](#)

### Existing assignments

Page	Due Date
<input type="radio"/> <a href="#">Assignment 2</a>	Jun 27, 2016 5:00 PM
<input checked="" type="radio"/> <a href="#">Assignment 1</a>	Jun 20, 2016 5:00 PM
<input type="radio"/> <a href="#">Chapter Presentation</a>	Jun 8, 2016 12:05 PM

Use selected item

Cancel

This returns the display to the Lessons Page with a link to the assignment.

## View assignment link on page.

### Unit 3



ADD CONTENT + MORE TOOLS ▼ REORDER TIPS ⚙

[Print view](#) [Index of pages](#)

[Assignment 1](#)

The page will now display a link to the assignment.

## Click Edit. (Optional)

### Unit 3



ADD CONTENT + MORE TOOLS ▼ REORDER TIPS ⚙

[Print view](#) [Index of pages](#)

[Assignment 1](#)

+  
+

## Add a description for the assignment, then click Update Item.

**Edit Item** ✕

Item Name

Item Description

Please be sure to submit Assignment 1 by the June 22nd deadline!

[Change Assignment](#)

[Edit Assignment](#)

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require that the student submit this assignment.

☐ Require that the student receive

points on this assignment.

[Edit the groups for which this item should be shown](#)

**Update Item** **Cancel** Delete

# View updated item.

## Unit 3



ADD CONTENT +

MORE TOOLS ▾

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### Assignment 1

Please be sure to submit Assignment 1 by the June 22nd deadline!



Updating returns the display to the Lessons page with a link to the assignment and the description.

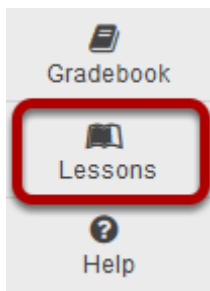


# How do I add forum topics to a Lessons page?

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.*

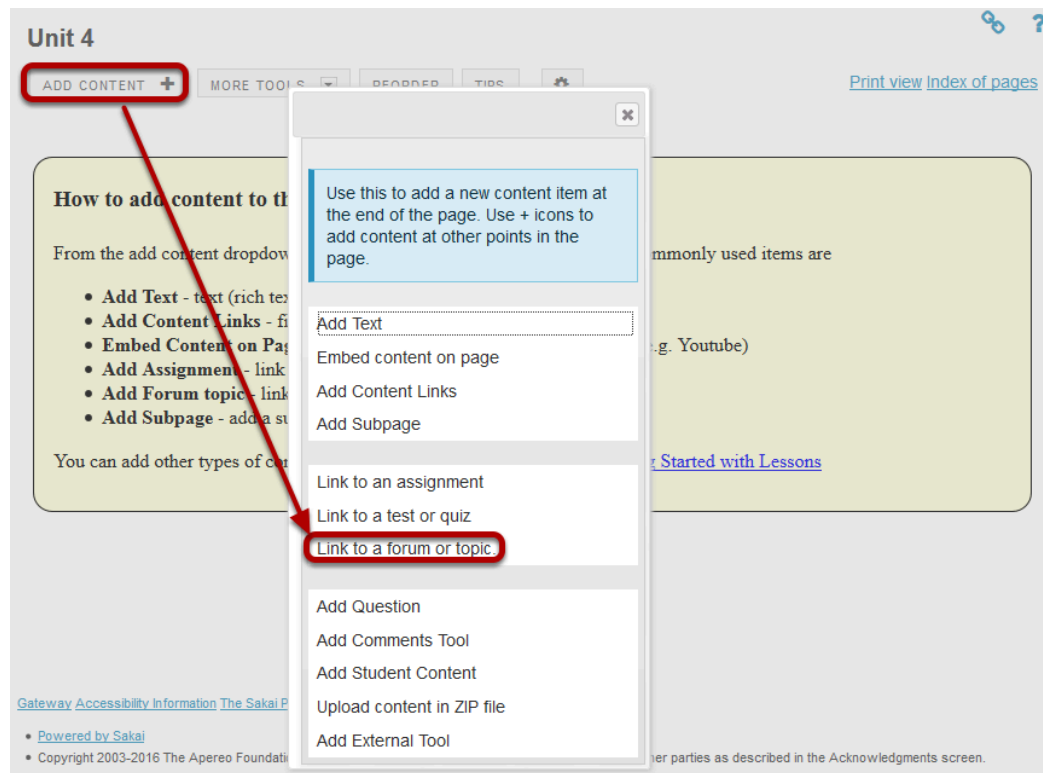
## Go to Lessons.



Click on 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.*

**Click 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.

## Pick a Forum or Topic

[Create new forum or topic using Forums](#)

### Existing forums or topics

- ☐ [Forum: DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#)
  - ☐ [Topic: Introductions](#)
  - ☐ [Topic: General Discussion](#)
- ☐ [Forum: Class-wide Case Study Discussions](#)
  - ☐ [Topic: Chapter 1 Case Studies](#)
  - ☐ [Topic: Chapter 2 Case Studies](#)
  - ☐ [Topic: Chapter 3 Case Studies](#)
  - ☒ [Topic: Chapter 4 Case Studies](#)
  - ☐ [Topic: Chapter 5 Case Studies](#)
- ☐ [Forum: Small Group Discussions](#)
  - ☐ [Topic: Private Topic - Group01](#)
  - ☐ [Topic: Private Topic - Group02](#)

Use selected item

Cancel

*Note: You can also select the **Create new topic using Forums** link to and create a new topic in the Forums tool. See [How do I add a new topic?](#) for more information.*

## Click Use Selected Item.

### Pick a Forum or Topic

[Create new forum or topic using Forums](#)

### Existing forums or topics

- ☐ [Forum: DAC-EDUCATION-DEPT1-SUBJ1-126 Forum](#)
  - ☐ [Topic: Introductions](#)
  - ☐ [Topic: General Discussion](#)
- ☐ [Forum: Class-wide Case Study Discussions](#)
  - ☐ [Topic: Chapter 1 Case Studies](#)
  - ☐ [Topic: Chapter 2 Case Studies](#)
  - ☐ [Topic: Chapter 3 Case Studies](#)
  - ☒ [Topic: Chapter 4 Case Studies](#)
  - ☐ [Topic: Chapter 5 Case Studies](#)
- ☐ [Forum: Small Group Discussions](#)
  - ☐ [Topic: Private Topic - Group01](#)
  - ☐ [Topic: Private Topic - Group02](#)

Use selected item

Cancel

## View topic link on the page.

### Unit 4



ADD CONTENT +

MORE TOOLS ▾

REORDER

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[Chapter 4 Case Studies](#)



The page will now display a link to the topic.

## Click Edit. (Optional)

### Unit 4



ADD CONTENT +

MORE TOOLS ▾

REORDER

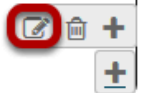
TIPS



[Print view](#) [Index of pages](#)



[Chapter 4 Case Studies](#)



## Add a description for the topic, then click Update Item.

**Edit Item**

Item Name

Item Description

Refer to the case studies at the end of Chapter 4 and select one to discuss.

[Change Forum or Topic](#)

[Edit Forum or Topic](#)

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require that the student submit a posting to this topic.

[Edit the groups for which this item should be shown](#)

Update Item

Cancel

Delete

# View updated item.

Unit 4

ADD CONTENT +

MORE TOOLS ▾

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Chapter 4 Case Studies

Refer to the case studies at the end of Chapter 4 and select one to discuss.

✎

🗑

+

+

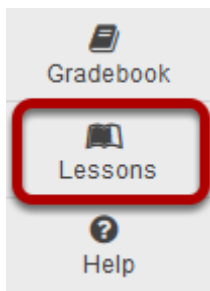
Updating returns the display to the Lessons page with a link to the topic and a description.

# 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.*

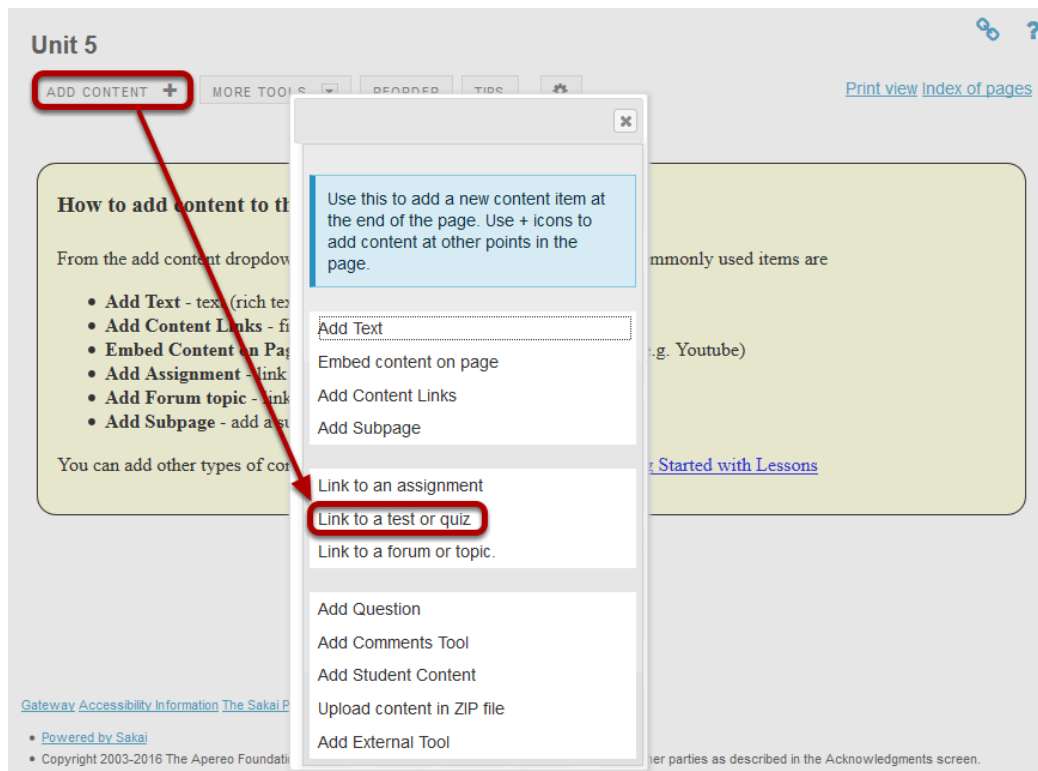
## Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 5**) in the Tool Menu to display the page.

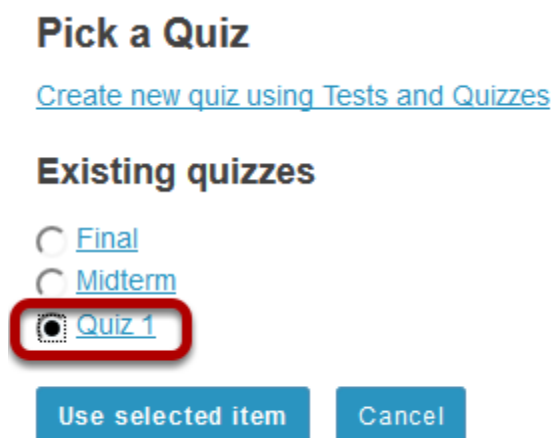
*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

## Click 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.



*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.*



## Click Use Selected Item.

### Pick a Quiz

[Create new quiz using Tests and Quizzes](#)

### Existing quizzes

- ☐ [Final](#)
- ☐ [Midterm](#)
- ☒ [Quiz 1](#)

Use selected item

Cancel

## View quiz link.

### Unit 5



ADD CONTENT +

MORE TOOLS ▾

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☒ [Quiz 1](#)

+  
+

## Click Edit. (Optional)

### Unit 5



ADD CONTENT +

REORDER

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☒ [Quiz 1](#)

+  
+

## Add a description for the assessment, then click Update

# Item.

Edit Item

Item Name

Quiz 1

Item Description

Quiz 1 covers chapters 1, 2, and 3 in your textbook.

Change Quiz

Edit Quiz

Edit Quiz Settings

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require that the student submit this assessment.

☐ Require that the student receive

points on this assessment.

Edit the groups for which this item should be shown

Update Item

Cancel

Delete

# View updated item.

Unit 5

ADD CONTENT +

REORDER

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Quiz 1

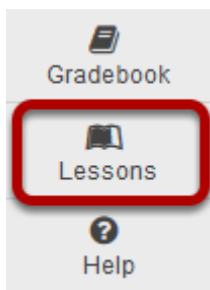
Quiz 1 covers chapters 1, 2, and 3 in your textbook.

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).

## Go to Lessons.

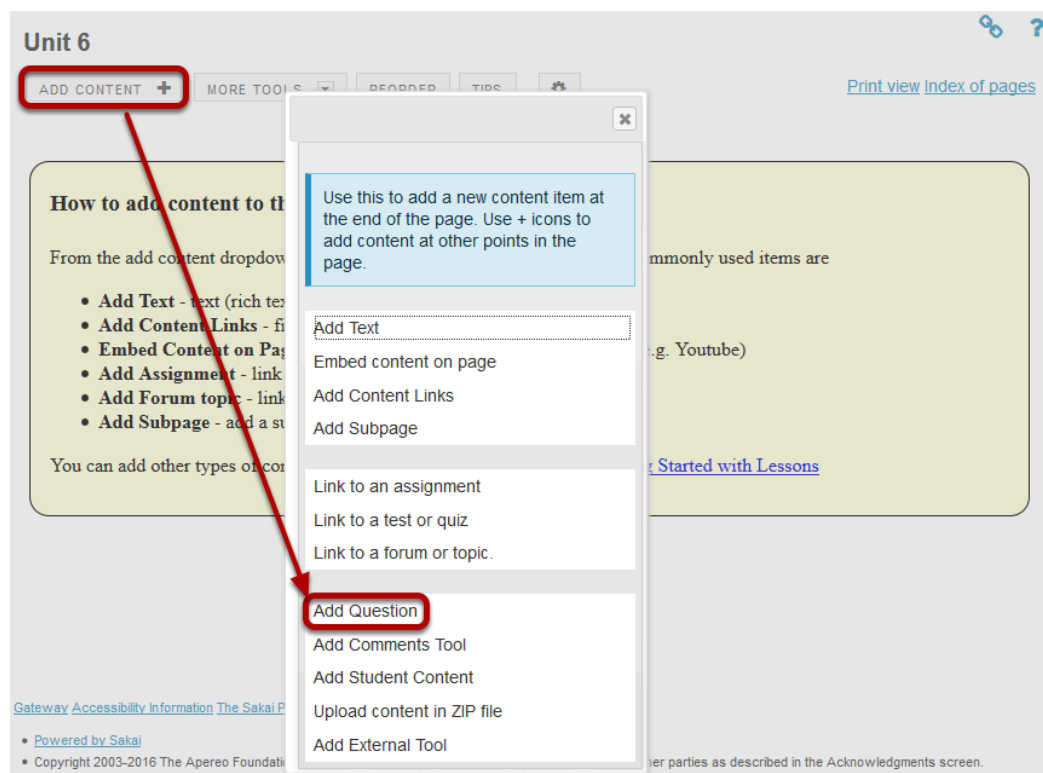


Click on the Lessons Page Title (e.g. **Unit 6**) in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

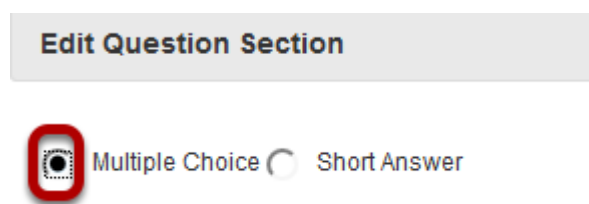
## To add a multiple choice question:

## Click 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.

**Edit Question Section**

☒ Multiple Choice ☐ Short Answer

1. Question Text  
Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

2. Possible Answers:

3. ☐ Red-winged Blackbird

4. ☒ European Starling

5. ☐ Brown-headed Cowbird

6. Add New Answer

7. ☐ Show students a graph of how others responded after they answer the question

8. ☐ Grade this question.

9. Title in Gradebook:

10. Maximum points:

11. Text shown if answer is correct:

12. Text shown if answer is incorrect:

13. ☐ Don't Release Item Until All Prerequisites are Completed

14. ☐ Require This Item

15. Edit the groups for which this item should be shown

16. Save Cancel Delete

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. Click 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. Click **Save** to save your question and return to the Lessons page.

## View question on the page.

### Unit 6

[ADD CONTENT](#) +[MORE TOOLS](#) ▾[REORDER](#)[TIPS](#)[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

☐ Red-winged Blackbird

☐ European Starling

☐ Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)

## To make changes to the question, click Edit. (Optional)

### Unit 6

[ADD CONTENT](#) +[MORE TOOLS](#) ▾[REORDER](#)[TIPS](#)[Print view](#) [Index of pages](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

☐ Red-winged Blackbird

☐ European Starling

☐ Brown-headed Cowbird

[Submit Answer](#) [Show Poll](#)





**To see student responses, click Show Grading Pane.**

## Unit 6



ADD CONTENT + MORE TOOLS ▼ REORDER TIPS ⚙

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Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

☐ Red-winged Blackbird

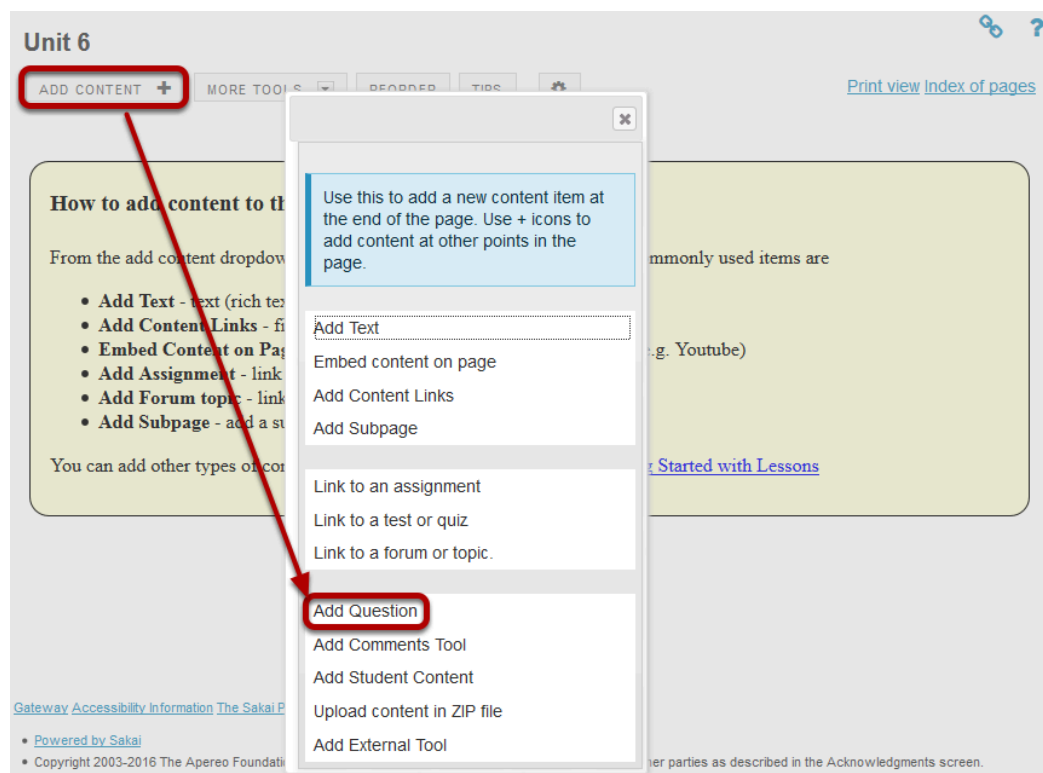
☐ European Starling

☐ Brown-headed Cowbird

Submit Answer Show Poll

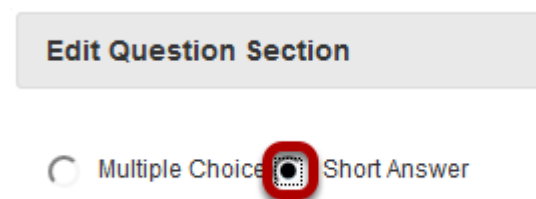
**To add a short answer question:**

## Click 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.

**Edit Question Section**

☐ Multiple Choice ☒ Short Answer

Question Text:  
What type of bird does Romeo refer to in Act III, Scene 5 that heralds the morn?

Possible Answers:

Lark

lark ✖

Add New Answer

☐ Grade this question.

Title in Gradebook:

Maximum points:

Text shown if answer is correct:

Text shown if answer is incorrect:

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

[Edit the groups for which this item should be shown](#)

Save Cancel Delete

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. Click 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. Click **Save** to save your question and return to the Lessons page.

**View question on the page.**

## Unit 6

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MORE TOOLS ▾

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☰

✎

🗑

+

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

☐ Red-winged Blackbird

☐ European Starling

☐ Brown-headed Cowbird

Submit Answer

Show Poll

☰

✎

🗑

+

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

Submit Answer

**To make changes to the question, click Edit. (Optional)**

## Unit 6

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+

MORE TOOLS

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TIPS

⚙️

☰

☒

☑️

☒

+

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

☐ Red-winged Blackbird

☐ European Starling

☐ Brown-headed Cowbird

Submit Answer

Show Poll

☰

☒

☑️

☒

+

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

Submit Answer

## To see student responses, click Show Grading Panel.

Unit 6 🔗 ?

ADD CONTENT + MORE TOOLS ▾ REORDER TIPS ⚙️ [Print view](#) [Index of pages](#)

☰

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

☐ Red-winged Blackbird

☐ European Starling

☐ Brown-headed Cowbird

Submit Answer Show Poll

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

Submit Answer

☰ ✎ 🗑️ +

☰ ✎ 🗑️ +

+

This will display the student grades and responses.

Sakai 11 User Guide

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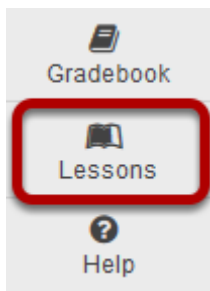
Page 709

# 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 minuets to edit or delete their comments. Instructors can edit or delete a student comment at any time.*

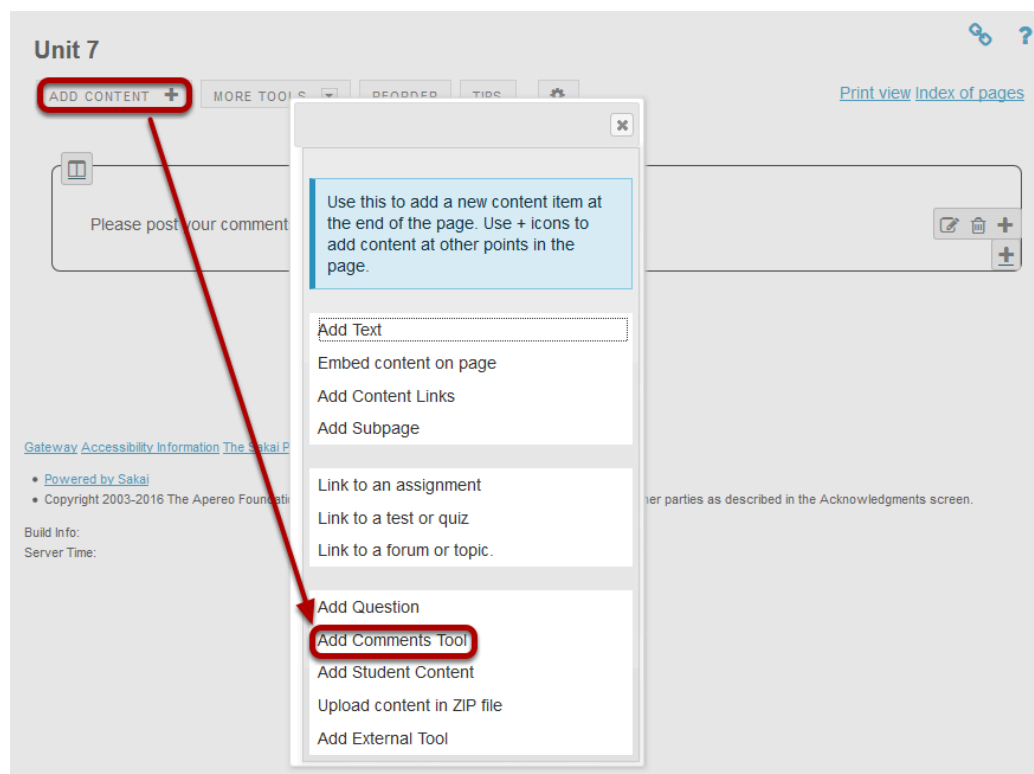
## Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 7**) in the Tool Menu to display the page.

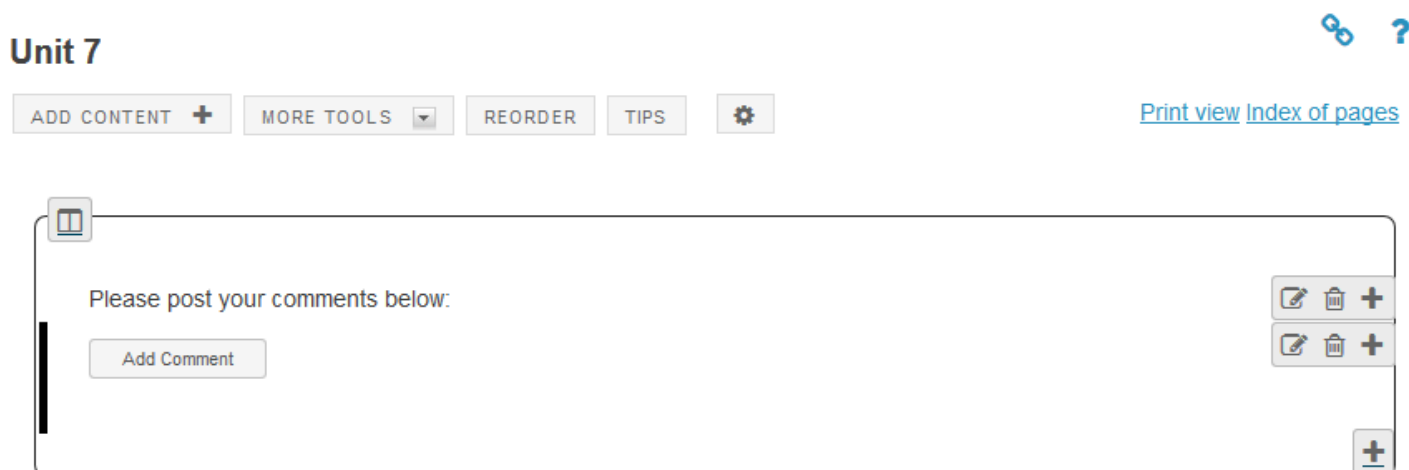
*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

## Click Add Content, then Add Comment Tool.



From the **Add Content** drop-down menu, select **Add Comments Tool**.

## View Comments tool on page.



## Click Edit. (Optional)

### Unit 7



ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)

Please post your comments below:

Add Comment

Click Edit to view or modify the comment properties.

## Edit the comments tool properties as needed.

**Edit Comments Section**

1 ☐ Keep Comments Anonymous

2 ☒ Create Gradebook items for these  
Maximum points:

3 ☐ Don't Release Item Until All Prerequisites are Completed

4 ☒ Require This Item

[Edit the groups for which this item should be shown](#)

Update Item Cancel Delete

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.*

## Click Update Item.

**Edit Comments Section** ✕

☐ Keep Comments Anonymous

☒ Create Gradebook items for these

Maximum points:

☐ Don't Release Item Until All Prerequisites are Completed

☒ Require This Item

[Edit the groups for which this item should be shown](#)

Update Item

Cancel

Delete

This will return the display to the Lessons Page with the Add Comments button.

## View of comments.

### Unit 7



ADD CONTENT MORE TOOLS REORDER TIPS

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Please post your comments below:

**!** Type the number of points you wish to assign a particular comment in the "Points" box next to the comment, and then press the Enter key to submit the grade. Any grades that are typed in but not submitted are displayed in red.

Demo Professor4:56 PM (Seconds Ago)

sample comment

Points:  / 5

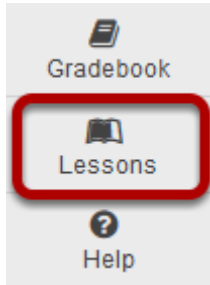
Add Comment

If the comments are graded, you may enter grades directly on the comment page, or click on the **Grading Pane** icon to enter scores there.



# How do I allow students to add content to Lessons?

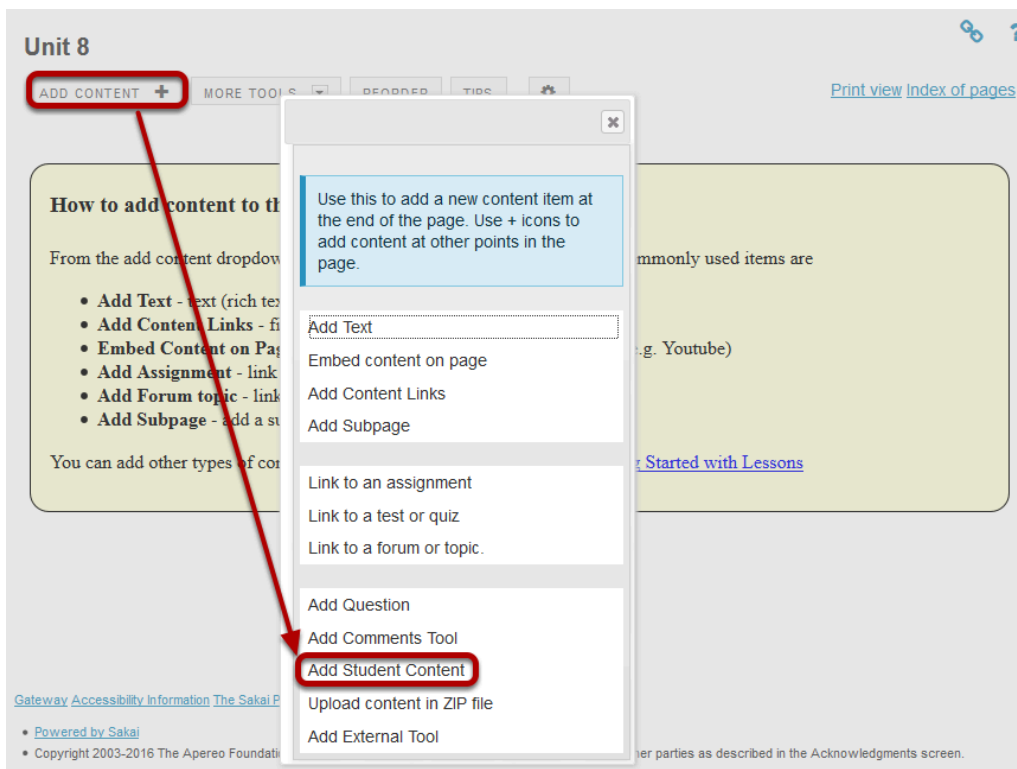
## Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 8**) 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.*

## Click Add Content, then Add Student Content.



From the **Add Content** drop-down menu, select **Add Student Content**.

# View Student Content Pages.

## Unit 8



ADD CONTENT +

MORE TOOLS ▾

REORDER

TIPS

⚙️

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A small icon of a document with a grid, representing a page or content area.

Student Pages

Add Your Own Page

+

+

## Click Edit. (Optional)

## Unit 8



ADD CONTENT +

MORE TOOLS ▾

REORDER

TIPS

⚙️

[Print view](#) [Index of pages](#)

A small icon of a document with a grid, representing a page or content area.

Student Pages

Add Your Own Page

+

+

Click the **Edit** button if you would like to modify the settings.

## Edit the Student Content Section Properties as needed.

The screenshot shows the 'Edit Student Content Section' dialog box with the following settings and callouts:

- 1: ☐ Make these student pages anonymous
- 2: ☒ Create Gradebook items for these
- Maximum points: 10
- 3: ☒ Add a comments section to each page
- 4: ☐ Make these comments anonymous
- 5: ☐ Grade these comments
- Maximum points: [empty box]
- 6: ☒ Add a peer review rubric to each page
- 7: Please select a rubric
  - ☒ Sample Peer Evaluation
  - [Create a new rubric](#)
- 8: Open Date
  - 06/21/2016 05:00 pm
  - 06/28/2016 05:00 pm
- 9: ☐ Allow self-grade
- 10: ☐ Student pages will be associated with groups rather than individuals
- 11: ☐ Use rubric for students within a group to evaluate each other
- 12: ☐ Students only see their own page
- 13: ☐ Don't Release Item Until All Prerequisites are Completed
- 14: ☒ Require This Item
- [Edit the groups for which this item should be shown](#)
- Buttons: Update Item, Cancel, Delete

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 click **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.

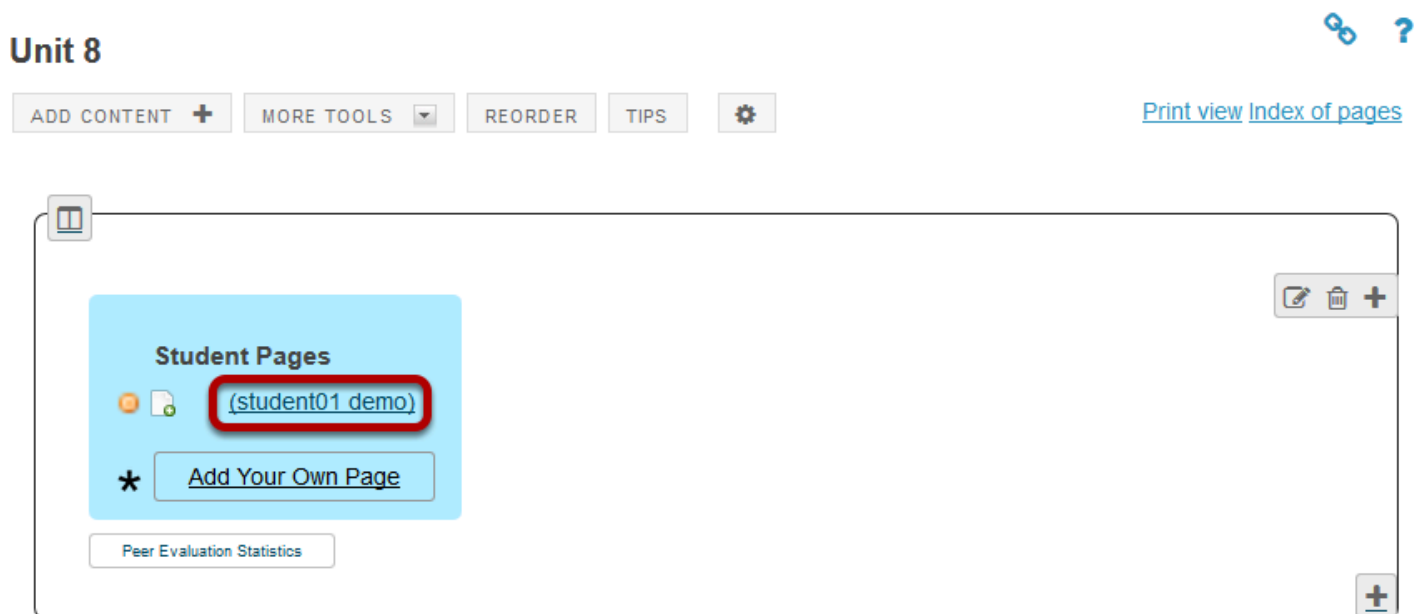
*Note: All of the settings listed above are optional.*

**When finished, click Update item.**



Updating will return the display to the Lessons page with the Student Pages section shown.

**To view a student's page, click on the student's name.**



# Example of a Student Page.


student01 demo

ADD CONTENT + REMOVE PAGE REORDER TIPS ?

Print view Index of pages Points: / 10 Submit

Welcome to my page!

Chrysanthemums, sometimes called mums or chrysanth, are [flowering plants](#) of the [genus \*Chrysanthemum\*](#) in the [family Asteraceae](#). They are [native](#) to Asia and northeastern Europe. Most species originate from East Asia and the [center of diversity](#) is in [China](#). There are countless horticultural varieties and cultivars.



Add Comment

Display Peer Evaluation

BACK

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).

Click **Back** to return to the Lessons page. The **Back** button is located in the bottom left corner of the student's page.

# Click Peer Evaluation Statistics.

Unit 8

LINK

HELP

ADD CONTENT +

REORDER

TIPS

[Print view](#) [Index of pages](#)

Student Pages

(student01 demo)

\* Add Your Own Page

Peer Evaluation Statistics

Click the **Peer Evaluation Statistics** button to see the evaluations made by other students (or self-evaluations).

## View peer/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.

student01 demo

Peers Evaluated: 0

	4	3	2	1	0
Quality of work					
Supporting information					
Organization					
Punctuation, spelling, grammar					

Site members who have not yet created a student page.

student05 demo: Peers Evaluated: 0

student04 demo: Peers Evaluated: 0

student02 demo: Peers Evaluated: 0

student03 demo: 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.

Sakai 11 User Guide

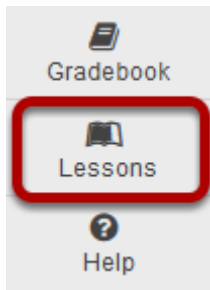
Page 720

This work is licensed under a Creative Commons Attribution 4.0 Intl. License. <http://creativecommons.org/licenses/by/4.0/>

# How do I reorder items on a Lessons page?

Instructors can reorder the placement of items on a Lessons Page.

## Go to Lessons.

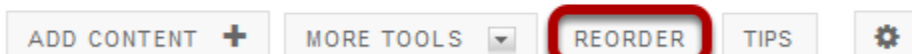


Click on the Lessons Page Title (e.g. **Lessons**) in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

## Click Reorder.

### Lessons



# Drag and drop the items into the desired order.

## Reorder Page Items

[LINK](#)[? HELP](#)

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 [bird.JPG](#)  
Photographer: JSJR
- 3 Column break; items below are displayed in a region to the right of those above
- 5 Welcome to ECO301 Wildlife Conservation! Wildlife traditionally refers to non-domesticated animal
- 4 Wildlife Conservation
- 6 Section break; extra space in background color
- 7 Please review the Syllabus first:
- 8
- 9 [ECO301-Syllabus.pdf](#)
- 10 [Syllabus Quiz](#)

Drop items here to delete, or click the X.  
You may drag deleted items from here back onto the page.

## Click Save.

- 21 [Week 7 & 8](#)
- 22 Section break; extra space in background color
- 23 Comments Section
- 24 Section break; extra space in background color
- 25 Student Content Section

[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.



Click 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.*

## To delete an item using the Delete icon:

Lessons LINK HELP

ADD CONTENT + MORE TOOLS REORDER TIPS

[Print view](#) [Index of pages](#)



Click on the trashcan (Delete) icon for the item you want to delete.

## Confirm deletion.

**A** Are you sure you want to delete this?

**Delete** Cancel

Click **Delete** to confirm the deletion.

## To delete an item using the Edit option:

# Click Edit.

Lessons

ADD CONTENT +

MORE TOOLS ▾

REORDER

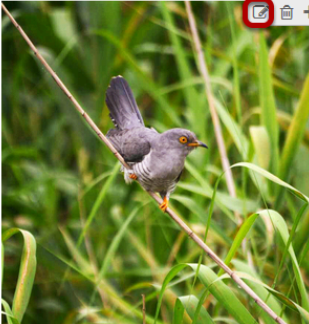
TIPS

⚙

LINK

HELP

[Print view](#) [Index of pages](#)



Photographer: JSJR

Wildlife Conservation

Welcome to ECO301 Wildlife Conservation!

**Wildlife** traditionally refers to non-domesticated animal species, but has come to include all plants, fungi and other organisms which grow or live **wild** in an area without being introduced by humans. **Wildlife conservation** is the practice of protecting wild plant and animal species and their habitats. The goal of wildlife conservation is to ensure that nature will be around for future generations to enjoy and also to recognize the importance of wildlife and wilderness for humans and other species alike.

This course is designed for anyone who is interested in wildlife and its conservation for future generations. We will discuss regional and global issues in conservation, conservation common practices and the laws that are currently being enforced by regional and governmental agencies. Through readings, videos, discussions, and collaborative research projects, we will examine the effects of natural resource use and climate change on wildlife. It will be a fun and adventurous 8-week journey.

Please start by reading the **Syllabus** which is linked below. After finishing the **Quick Poll**, please go to the **Forums** to introduce yourself. Please tell us a bit about yourself. Who are you and why do you take this course? Do you have a favorite wild plant or animal? Is there other relevant information you want to share with the class? In the meantime, please go to **weekly pages** to review learning materials and complete weekly assignments.

Free free to ask questions in the Forums. Have a lovely day!

- Prof. D.

# Click Delete.

Edit Multimedia

Width: 100%

Height:

Alt Text: bird.JPG

Path in Resources, or URL/embed code

/bird.JPG

Item Description

Photographer: JSJR

[Change File or URL](#)

[Edit the groups for which this item should be shown](#)

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

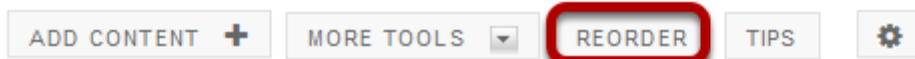
Delete

This returns the display to the Lessons page with the item deleted.

## To delete an item using the Reorder option:

### Click Reorder.

#### Lessons



This displays the reorder list of items added to the Lessons page.


### Click the red X icon located to the right of the item.

#### Reorder Page Items

[LINK](#) [HELP](#)

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	Column break; items below are displayed in a region to the right of those above	
3	Wildlife Conservation	
4	Welcome to ECO301 Wildlife Conservation! Wildlife traditionally refers to non-domesticated animal	
5	Section break; extra space in background color	

 Drop items here to delete, or click the X.  
You may drag deleted items from here  
back onto the page.

This removes the item from the Lessons page list of items.

*Note: You may also drag items over to the right to delete them.*

## Click Save.

21	Section break; extra space in background color	✕
22	Comments Section	✕
23	Section break; extra space in background color	✕
24	Student Content Section	✕

[Add items from another page](#)



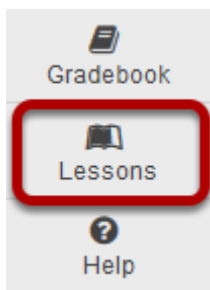
Saving returns the display to the Lessons page with the item removed.

# 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.



Click on the Lessons Page Title (e.g. **Week 3 & 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.*

## Click Edit.

### Week 3 & 4



ADD CONTENT + REORDER TIPS ⚙

[Print view](#) [Index of pages](#)

## Spring 2016 Class 101

### Group Resources

- Group 1
- Group 2

+

+

+

+

+

Click the **Edit** button for the item you want to restrict to a group or groups.

## Click Edit the groups for which this item should be shown.

Edit Item

Item Name

Group 1

Item Description

Change Page

☐ Next page, i.e. page replaces the current one rather than returning to the current one

☐ Show as button rather than link

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Edit the groups for which this item should be shown

Update Item

Cancel

Delete

This will display a list of the site's existing groups.

## Select the group(s), then click Update Item.

Edit Item

Item Name

Group 1

Item Description

Change Page

☐ Next page, i.e. page replaces the current one rather than returning to the current one

☐ Show as button rather than link

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Select groups for which this item should be shown [if none selected, show to all]

☒ Group 1

☐ Group 2

☐ Lab1

☐ Lab2

Update Item

Cancel

Delete

## View item on the page.

### Week 3 & 4



ADD CONTENT + REORDER TIPS ⚙

[Print view](#) [Index of pages](#)

# Spring 2016 Class 101

## Group Resources

[Group 1](#) [Group 1]

[Group 2](#)

+

+

+

+

Items which are restricted based on specified criteria indicate the criteria in red next to the item, e.g. *[Group 1]*



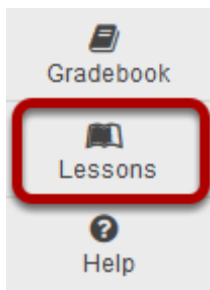
*Note: All items that can be added to a Lessons page can be limited to a selected group (or groups) via the Edit button.*

# 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.*

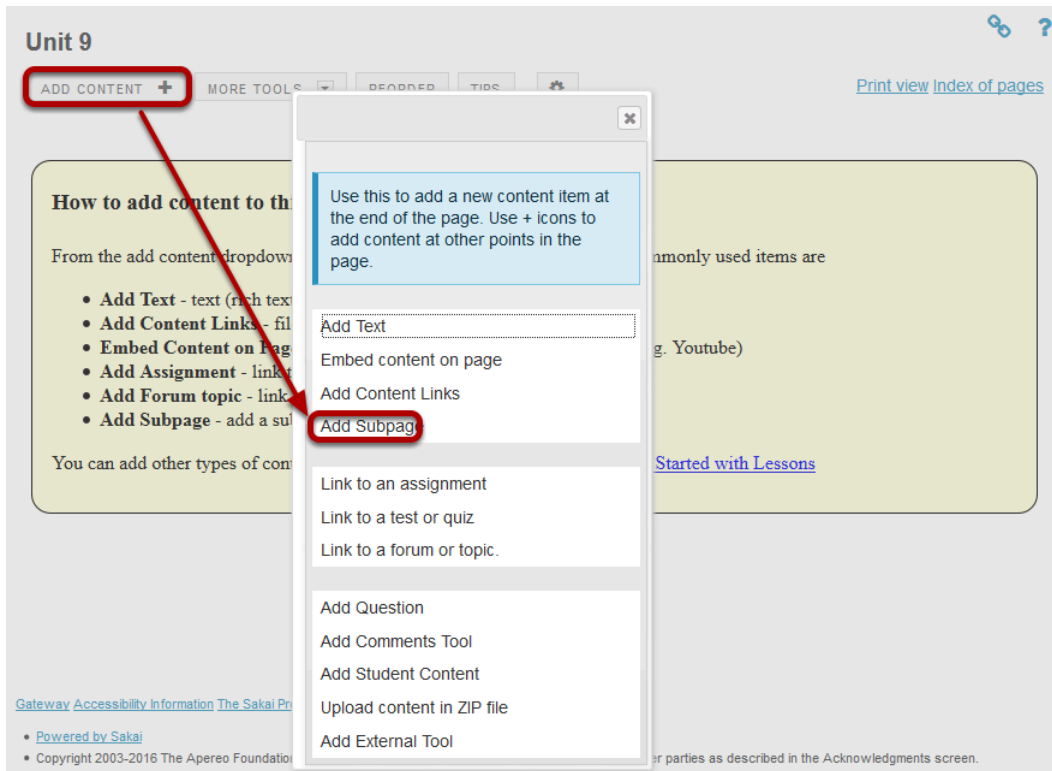
## Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit 9**) 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.*

## Click Add Content, then Add Subpage.



From the **Add Content** drop-down menu, select **Add Subpage**.

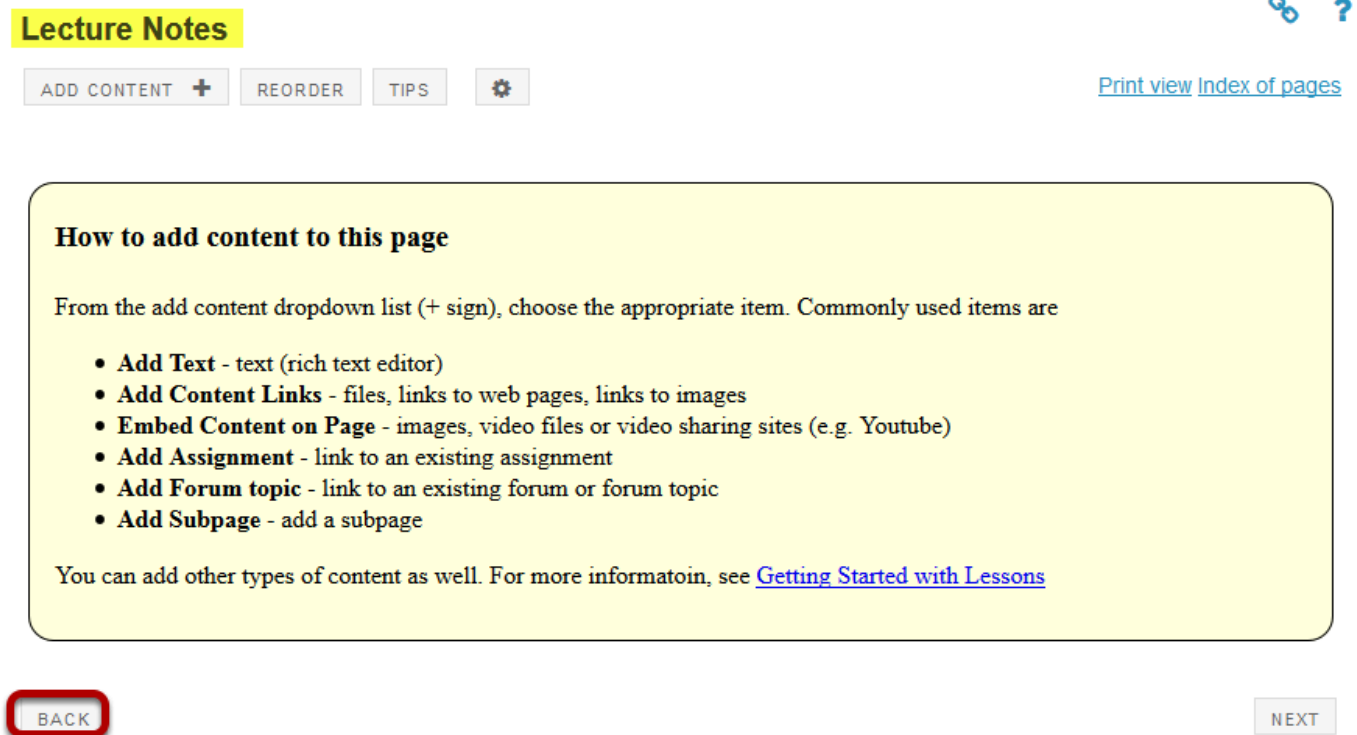
## Enter the subpage information.

A screenshot of the 'Add Subpage' dialog box. It has a title bar 'Add Subpage' with a close button. The dialog contains the following elements: 1. A text input field for 'Page title' containing 'Lecture Notes'. 2. A link labeled 'Choose Existing Page (Does not create a new copy of the page)'. 3. A checkbox labeled 'Next page, i.e. page replaces the current one rather than returning to the current one'. 4. A checkbox labeled 'Show as button rather than link'. 5. Two buttons at the bottom: 'Create' (highlighted with a red box) and 'Cancel'. Numbered circles (1-5) are placed next to each step to guide the user.

1. Enter a title.
2. Click 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. Click Create.

## View subpage.



The screenshot shows the 'Lecture Notes' subpage interface. At the top, there is a yellow header bar with the text 'Lecture Notes' and a link icon. Below the header, there is a toolbar with buttons for 'ADD CONTENT +', 'REORDER', 'TIPS', and a gear icon. To the right of the toolbar, there is a link 'Print view Index of pages'. The main content area is a yellow box with the title 'How to add content to this page'. It contains a paragraph: 'From the add content dropdown list (+ sign), choose the appropriate item. Commonly used items are'. Below this paragraph is a bulleted list: 

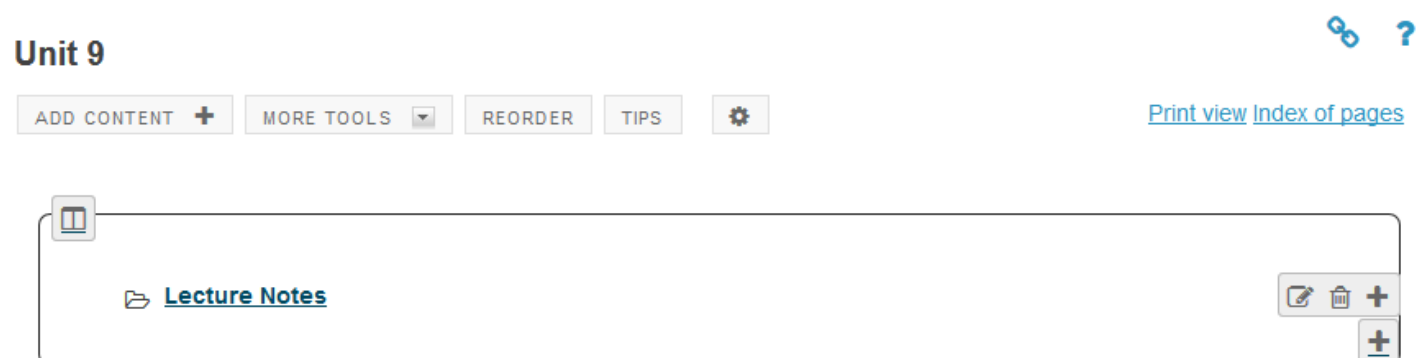
- **Add Text** - text (rich text editor)
- **Add Content Links** - files, links to web pages, links to images
- **Embed Content on Page** - images, video files or video sharing sites (e.g. Youtube)
- **Add Assignment** - link to an existing assignment
- **Add Forum topic** - link to an existing forum or forum topic
- **Add Subpage** - add a subpage

Below the list is a paragraph: 'You can add other types of content as well. For more informatoin, see [Getting Started with Lessons](#)'. At the bottom of the page, there are two buttons: 'BACK' (highlighted with a red box) and 'NEXT'.

The new subpage contains the default Lessons page information.

Clicking on the **Back** button takes the user back to the top-level page.

## View top-level Lessons page with link to subpage



The screenshot shows the 'Unit 9' top-level Lessons page interface. At the top, there is a yellow header bar with the text 'Unit 9' and a link icon. Below the header, there is a toolbar with buttons for 'ADD CONTENT +', 'MORE TOOLS', 'REORDER', 'TIPS', and a gear icon. To the right of the toolbar, there is a link 'Print view Index of pages'. The main content area is a white box with a folder icon and the text 'Lecture Notes'. To the right of the folder icon, there is a toolbar with icons for 'edit', 'delete', and 'add'.

## To edit the title and properties of a subpage: (Optional)

## Click on the Settings icon.

### Lecture Notes



The **Settings** icon is a gear-shaped icon located on the top right of the subpage.

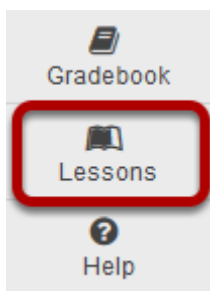
## Edit the title and properties of the subpage as needed.

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. Click **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.

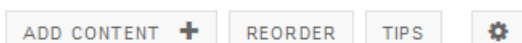


Click on the Lessons Page Title in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*

## Click Index of Pages.

### Lessons



# Click Show Items to view all items on each page.

[Return to Lesson](#)

Only pages that are not currently included anywhere on the site are available for permanent deletion.

### Pages in Current Site

Show item

- ✓ [Lessons](#) ▾
  - [Week 1 & 2](#) [Shared page] ▾
  - [Week 3 & 4](#) [Shared page] ▾
  - [Week 5 & 6](#) ▾
  - [Week 7 & 8](#) ▾
- ✓ [Week 1](#) [Shared page] ▾
  - [Weekly Materials: Week 1](#) ▾
- ✓ [Page 3](#) [Shared page] ▾
- ✓ [Registration](#) ▾
  - [Spring 2016](#) ▾
  - [Fall 2016](#) ▾
- [Week 1](#) ▾

The following pages are currently not in use. (No other page refers to them.)

- ☐ Choose all
- ☐ [Syllabus](#)
- ☐ [Assessments](#)
- ☐ [Projects](#)

[Shared page] is used when the same page appears more than one place. Any changes to the page will be reflected everywhere that it appears.

Delete selected pages

# Click Return to Lesson or on any of the page links to return to Lessons view.

[Return to Lesson](#)

Only pages that are not currently included anywhere on the site are available for permanent deletion

## Pages in Current Site

[Hide items](#)

✓ [Lessons](#) ▾

Section break; extra space in background color

📎 bird.JPG

Column break; items below are displayed in a region to the right of those above

🔗 This is a rich text item. To see it, click the parent page.

🔗 This is a rich text item. To see it, click the parent page.

Section break; extra space in background color

🔗 This is a rich text item. To see it, click the parent page.

📎 ECO301-Syllabus.pdf

🔗 This is a rich text item. To see it, click the parent page.

🗨 Introduction

❓ Simple Question

Section break; extra space in background color

📁 Week 1 & 2

Column break; items below are displayed in a region to the right of those above

📁 Week 3 & 4

Column break; items below are displayed in a region to the right of those above

📁 Week 5 & 6

Column break; items below are displayed in a region to the right of those above

📁 Week 7 & 8



# How do I require completion of a Lessons item?

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.

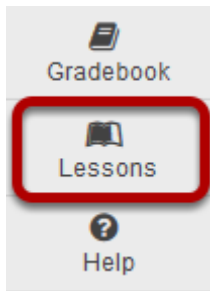
Lessons tool Items that can be required:

- 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.





Click on the Lessons Page Title (e.g. **Week 1 & 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.*

## Click Edit for item that will be required.

Week 1 & 2  

[ADD CONTENT](#)  [REORDER](#) [TIPS](#) 

[Print view](#) [Index of pages](#)











### Welcome to Class 101


**Week 1**


What I should be doing this week?


1. Reading 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 reading materials.











    
    






 [Syllabus](#)

 [Syllabus Quiz](#)





 [Introductions](#)



 [Weekly Materials: Week 1](#)

Please read and explore...

## Check Require This Item, then click Update Item.

**Edit Item** ✕

Item Name

Item Description

[Change Quiz](#)  
[Edit Quiz](#)  
[Edit Quiz Settings](#)

☐ Don't Release Item Until All Prerequisites are Completed  
☒ **Require that the student submit this assessment.**  
☐ Require that the student receive  
 points on this assessment.

[Edit the groups for which this item should be shown](#)

**Update Item**

Cancel

Delete

## Notice the asterisk.


 [Syllabus](#)

 [Syllabus Quiz](#)

 [Introductions](#)



Notice that Required items are indicated with an asterisk to the left of the item.

## To conditionally release based on prerequisites:

## Click Edit for the item to be restricted.

Week 1 & 2



ADD CONTENT + REORDER TIPS ⚙️

[Print view](#) [Index of pages](#)

## Welcome to Class 101

+

### Week 1

What I should be doing this week?

1. Reading 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 reading materials.

[Syllabus](#)  
★ [Syllabus Quiz](#)  
 [Introductions](#)

+  
 +  
 +

[Weekly Materials: Week 1](#)  
Please read and explore...

+

## Specify completion of prerequisites.

**Edit Item**

Item Name

Item Description  

Please read and explore...

Change Page  
☐ Next page, i.e. page replaces the current one rather than returning to the current one  
☐ Show as button rather than link  
☒ Don't Release Item Until All Prerequisites are Completed  
☐ Require This Item

Edit the groups for which this item should be shown

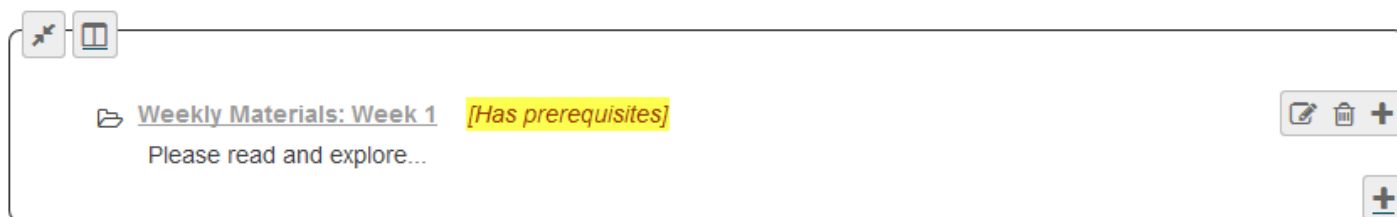
Update Item

Cancel

Delete

Check **Don't Release Item Until All Prerequisites are Completed** option, then click **Update Item**.

## Notice prerequisite text.

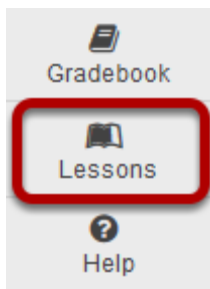


Notice that items that are conditionally released display [Has prerequisites] in red text next to the item.

In the example shown above, the Weekly Materials: Week 1 cannot be opened until the required Syllabus Quiz has been submitted.

# How do I rename a Lessons page?

## Go to Lessons.



Click on 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.*


## Click the Settings icon.

Week 1 & 2



The **Settings** icon is a gear-shaped icon at the top of the Lessons page.


## Edit the Page Title, then click Save.

**Settings** 

\* Page title **Week 1 & 2 Activities**

☐ Hide this page from users (page will not appear in left margin)

☐ Hide page until the following date (the page will be listed with the release date)



☐ Create Gradebook item when page is completed.  points

---

Custom CSS File:  ▼

or upload your own:

No file selected.

(If this file is named default.css, it will become the site-wide default.)

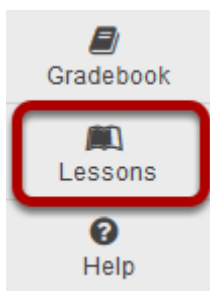
---

☐ Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

# How do I delete a top-level Lessons page?

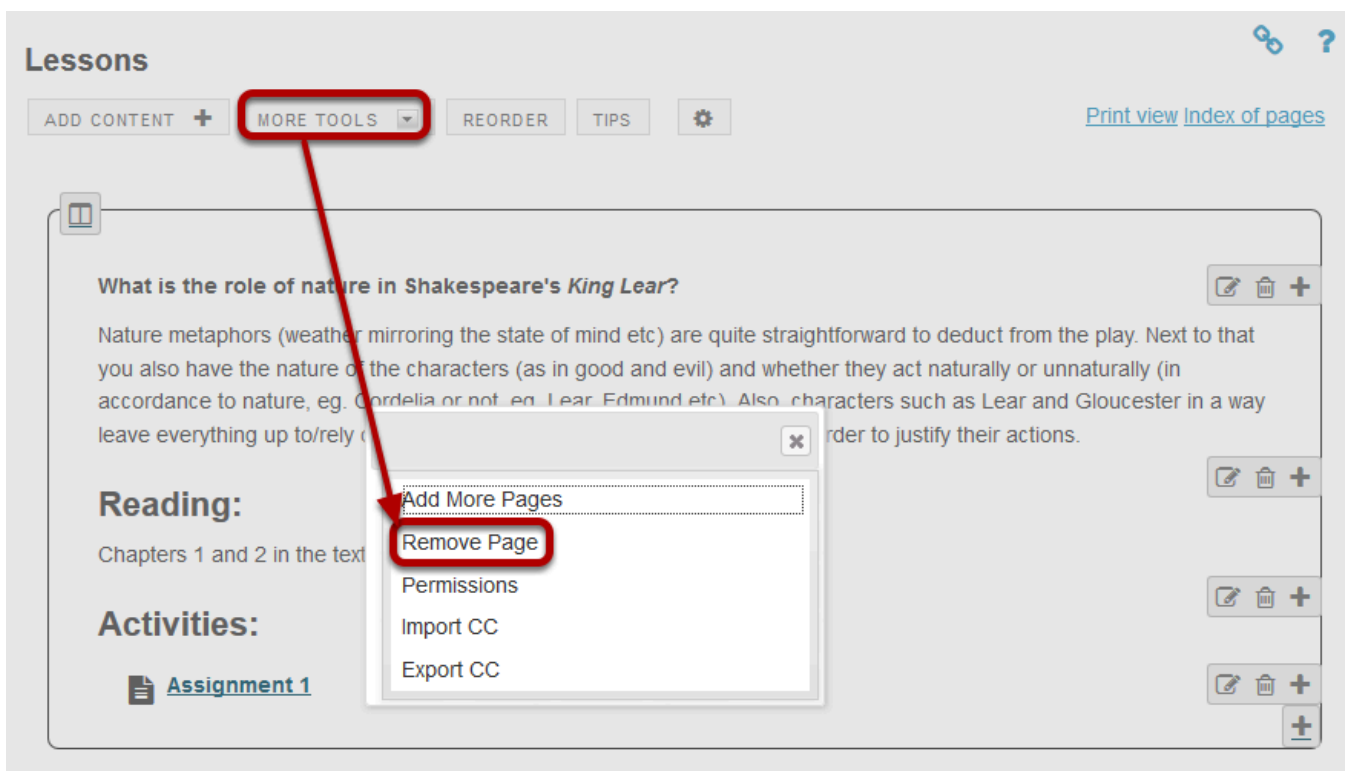
Deleting a lessons page is a two-part process. First, you must remove the Lessons page from the Tool Menu or page link, and then you can delete it from the site.

## Go to Lessons.



Click on the Lessons Page Title (e.g. **Unit #2**) to display the page you want to delete.

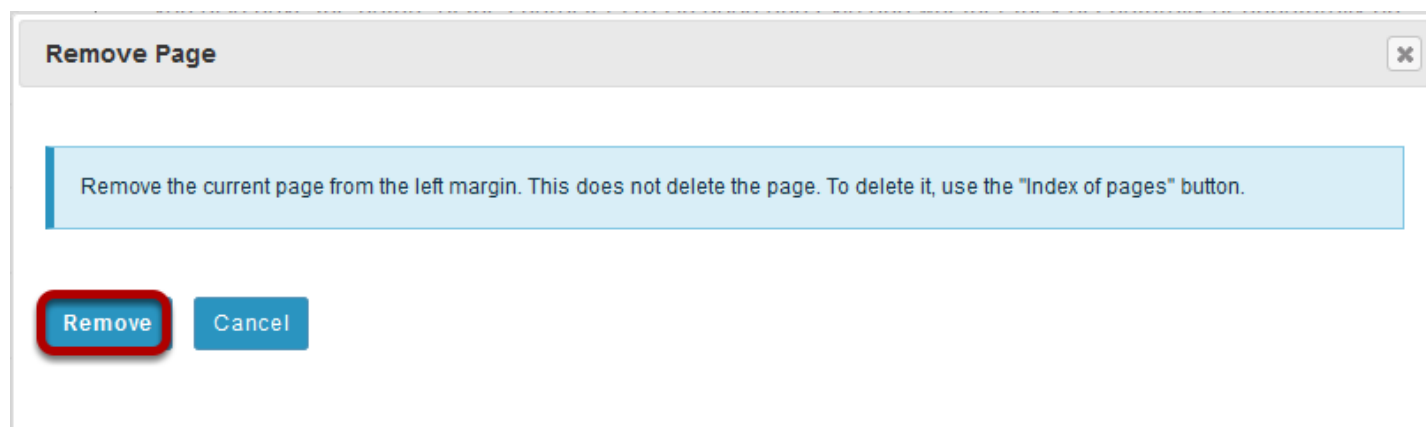
## Click More Tools, then Remove Page.



From the **More Tools** drop-down menu, select **Remove Page**.



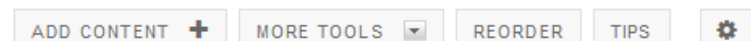
## Click Remove.



This removes the page from the Tool Menu but does not remove it from the site.

## Next, go to the Index of Pages.

### Lesson 1



[Print view](#) [index of pages](#)

## Select page/s, then click Delete selected pages.

[Return to Lesson](#)



Only pages that are not currently included anywhere on the site are available for permanent deletion.

### Pages in Current Site

[Show items](#)

- ✓ [Week 1](#) ▾
- ✓ [Unit 2](#) ▾
- ✓ [Lesson 1](#) ▾
- ✓ [Lesson 2](#) ▾
- ✓ [Lesson 3](#) ▾
- ✓ [Lesson 4](#) ▾
- ✓ [Lesson 5](#) ▾
- ✓ [Unit 3](#) ▾
- ✓ [Unit 4](#) ▾
- ✓ [Unit 5](#) ▾
- ✓ [Unit 6](#) ▾
- ✓ [Unit 7](#) ▾
- ✓ [Unit 8](#) ▾
- ✓ [Unit 9](#) ▾
- ✓ [Lecture Notes](#) ▾

The following pages are currently not in use. (No other page refers to them.)

☐ Choose all

☒ Lessons

Delete selected pages

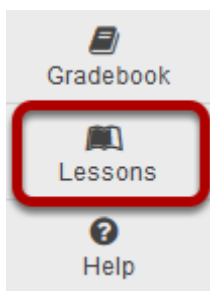
You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Click **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.

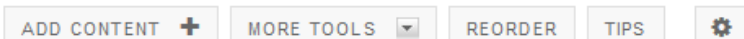
## Go to Lessons.



Click on the Lessons page which contains the subpage link you want to delete.

## Click the Delete icon.

### Unit 9

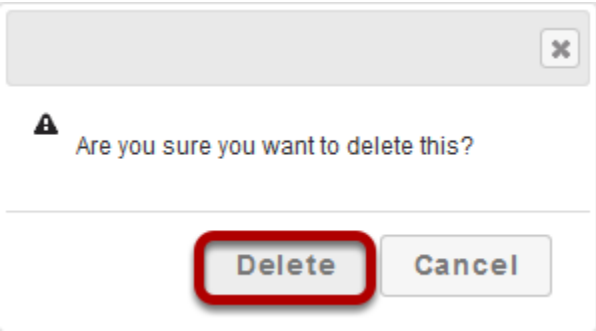


[Print view](#) [Index of pages](#)



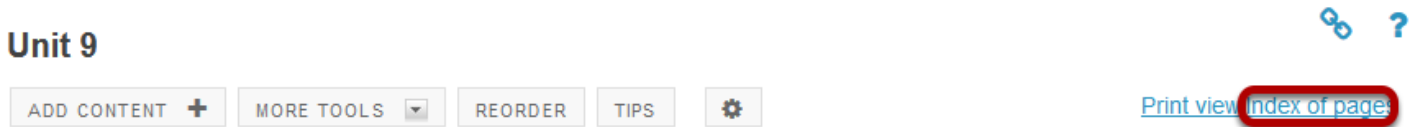
Click the **Delete** icon next to the subpage to be removed.

# Confirm deletion.

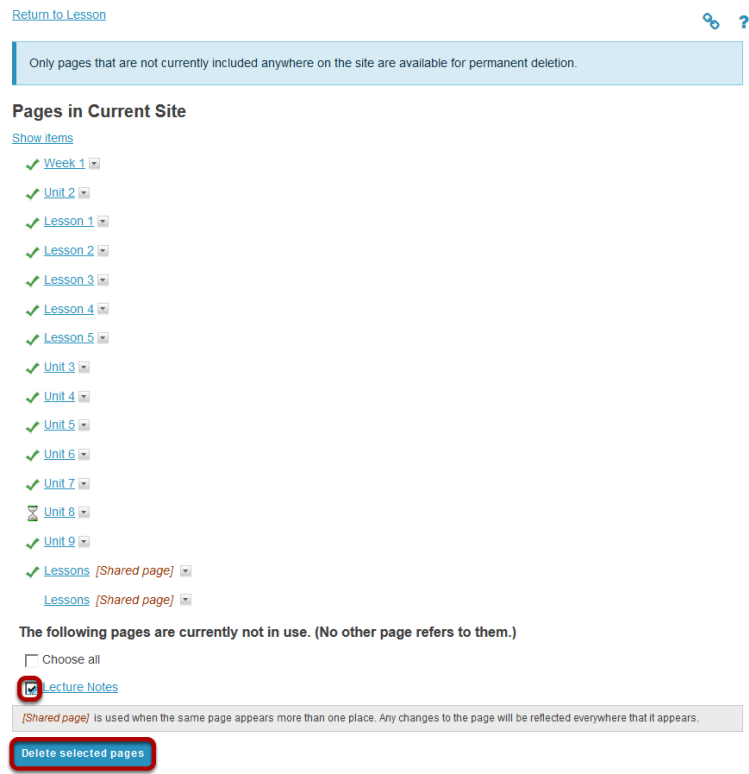


Click **Delete** again to confirm.

# Next, go to the Index of Pages.



# Select page/s, then click 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.

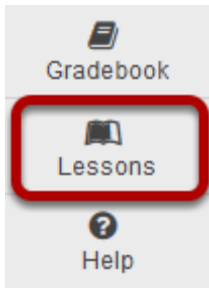
Click **Delete selected pages** to completely delete the selected page/s from the site.

# How do I export Lessons content?

The Lessons tool allows instructors to export course content in IMS Common Cartridge format. If 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.

*Note: Pages added by students via the Student Pages tool are not included in the export file.*

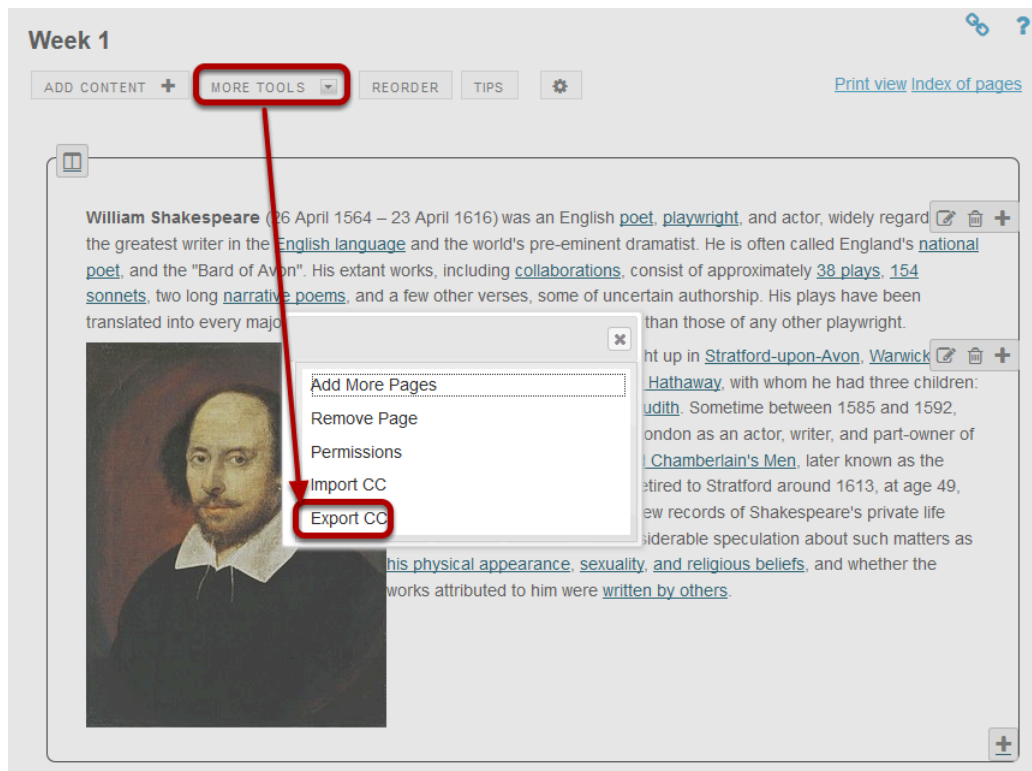
## Go to Lessons.



Click on the Lessons Page Title (e.g. **Week 1**) in the Tool Menu to display the page.

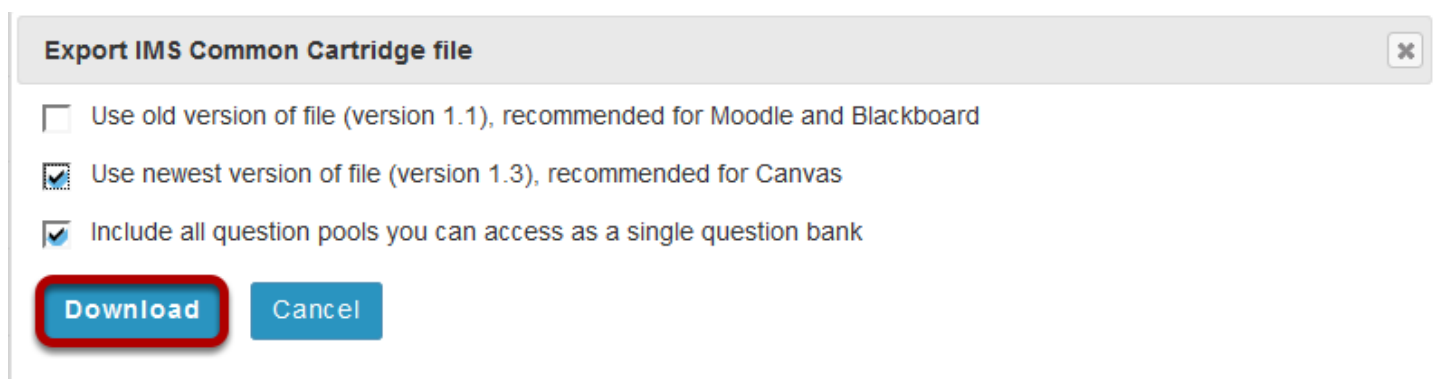
*Note: You must be on a top-level page to export Lessons content.*

## Click 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 click Download.



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.*



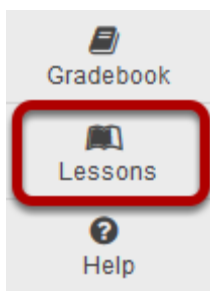
# How do I import Lessons content?

Instructors can import a previously exported IMS Common Cartridge (.imsc) 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.

## First, verify the active tools in the destination site.

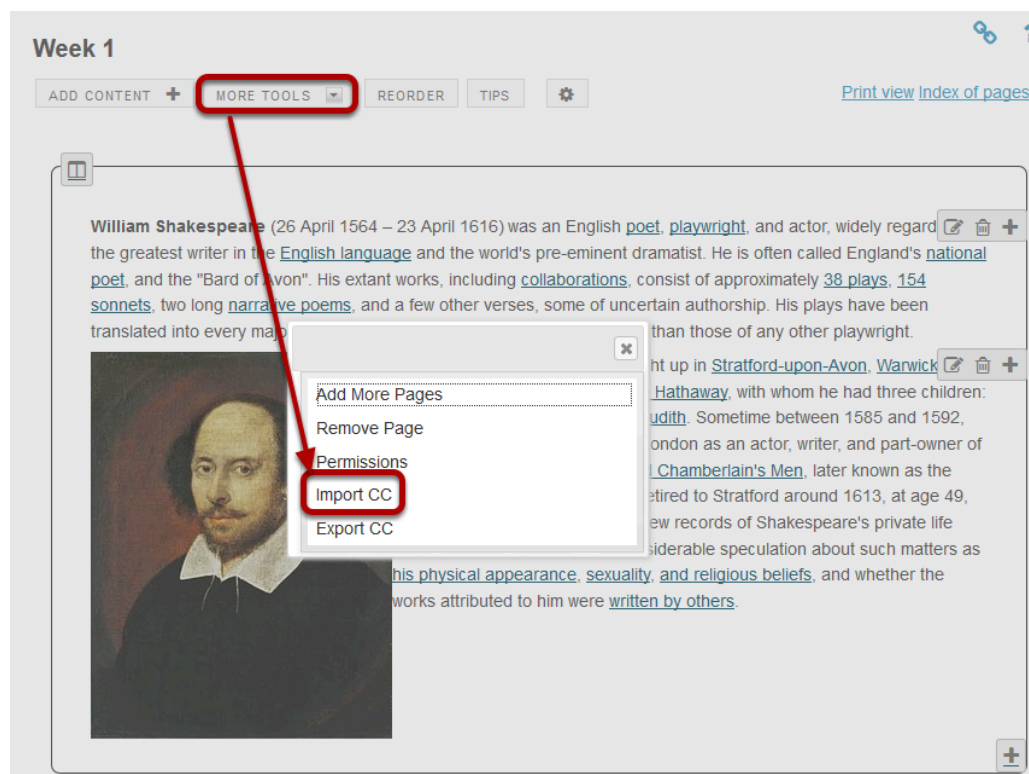
Make sure the course site contains a blank Lessons tool and any other tools referenced by the imported content (e.g. Tests & Quizzes, Forums, Assignments.).

## Go to Lessons.



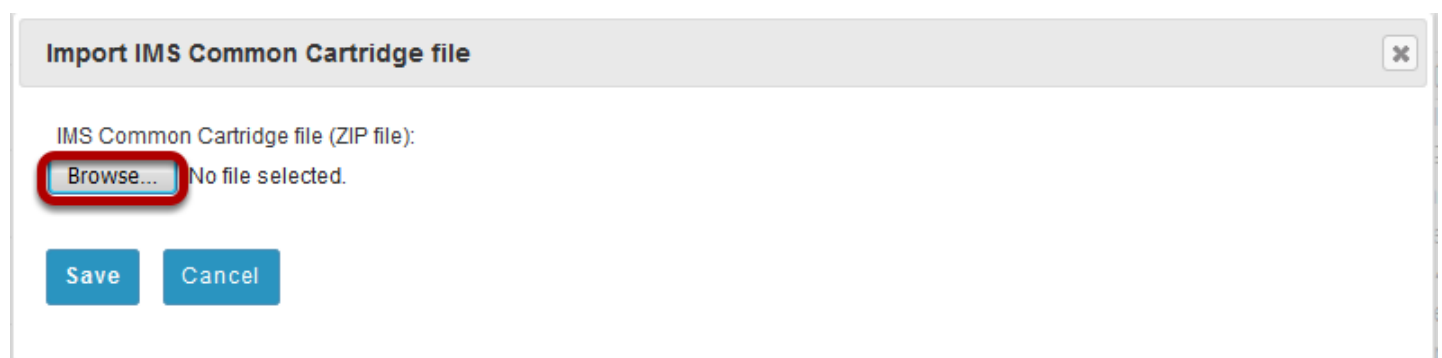
*Note: You must be on a top-level Lessons page in order to use the Import CC option.*

## Select More Tools, then Import CC.



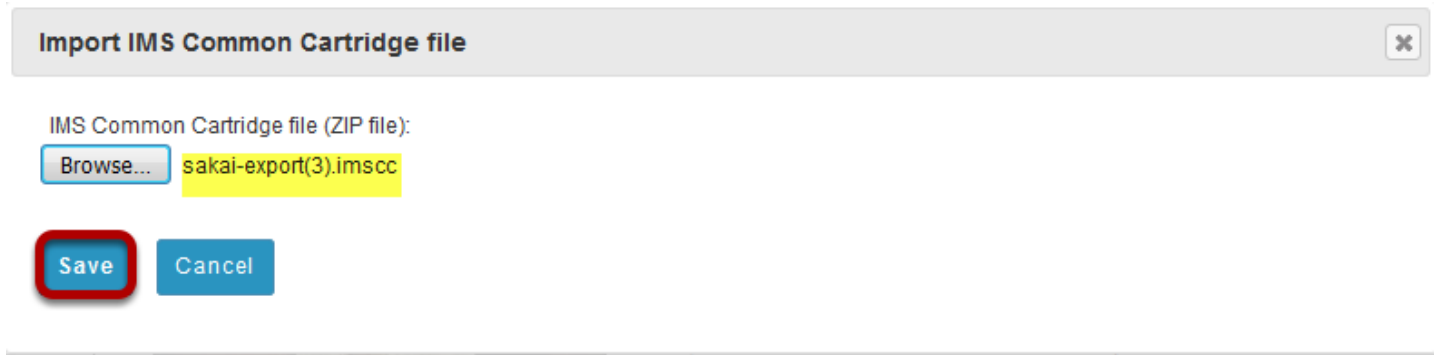
From the **More Tools** drop-down menu, select the **Import CC** option. This will display the Import Common Cartridge File dialog.

## Click Browse.



Click the **Browse** button to locate and select and upload the import file from your computer.

## Click Save.



Import IMS Common Cartridge file

IMS Common Cartridge file (ZIP file):

Browse... sakai-export(3).imsc

Save Cancel

Click **Save** to import the contents of the selected IMS Common Cartridge file (.imsc) 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 (Click 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 (Click 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.

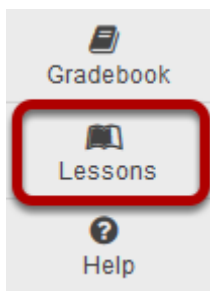
# How do I create multiple sections on a Lessons page?

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.

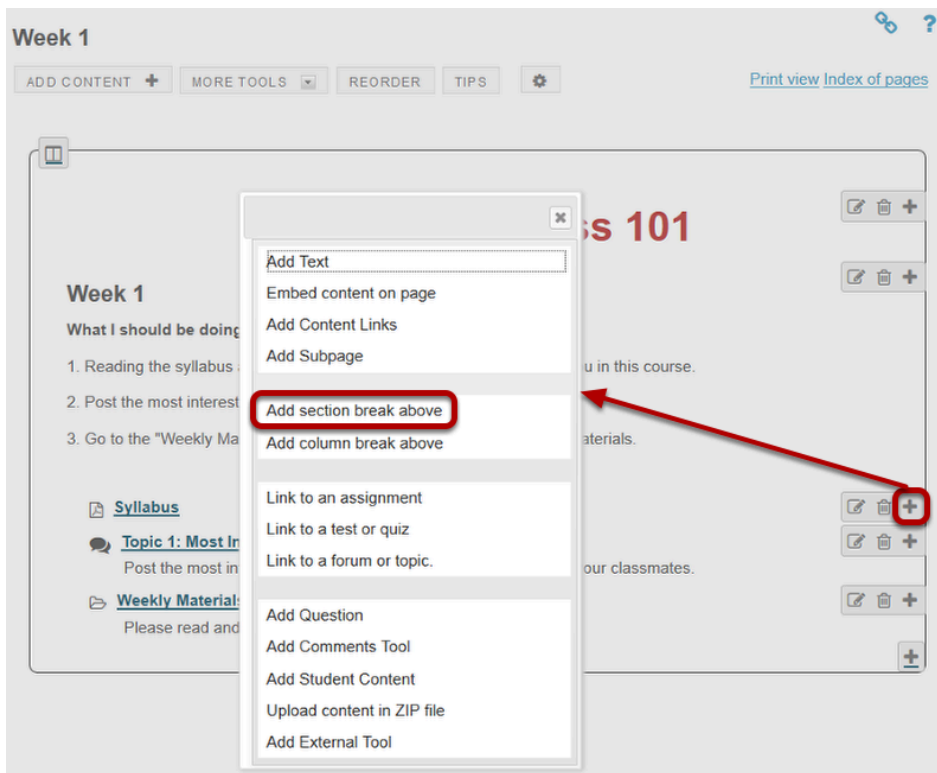
A section is defined as one block with rounded-corner borders from the left edge to the right edge of one Lessons page. One section may contain one or multiple columns.

Creating sections involves 3 steps.

## Add content items on a Lessons page.








## Click an item's + button.




Use the + button to the right of the item to which you want to add a section break. This will open the Add menu.

Click Add section break above.

Week 1  

[ADD CONTENT](#)  [MORE TOOLS](#)  [REORDER](#) [TIPS](#)  [Print view](#) [Index of pages](#)








1 



## Welcome to Class 101


**Week 1**


**What I should be doing this week?**


1. Reading 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 reading materials.











    
    


2  

 [Syllabus](#)

 [Topic 1: Most Interesting Goal in the Syllabus](#)  
Post the most interesting goal here. Also reply to at least two of your classmates.

 [Weekly Materials: Week 1](#)  
Please read and explore...

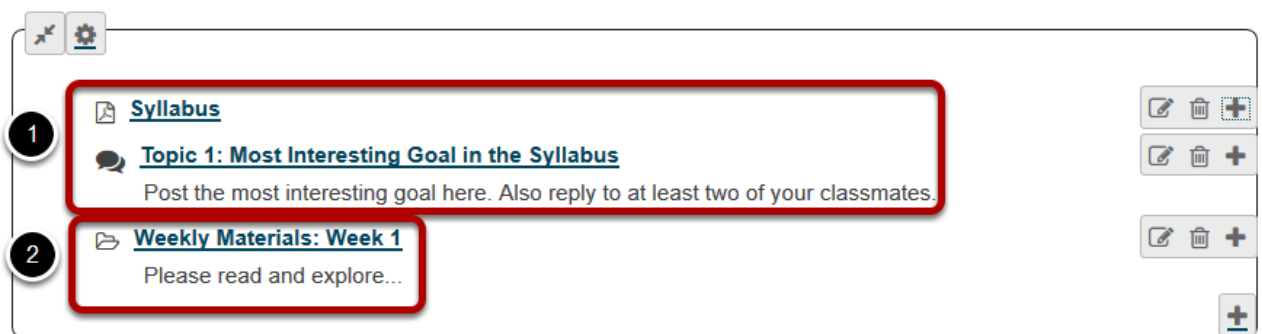
This will break the big block into two sections. Each section has a few content items surrounded by rounded-corner borders.

# 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.

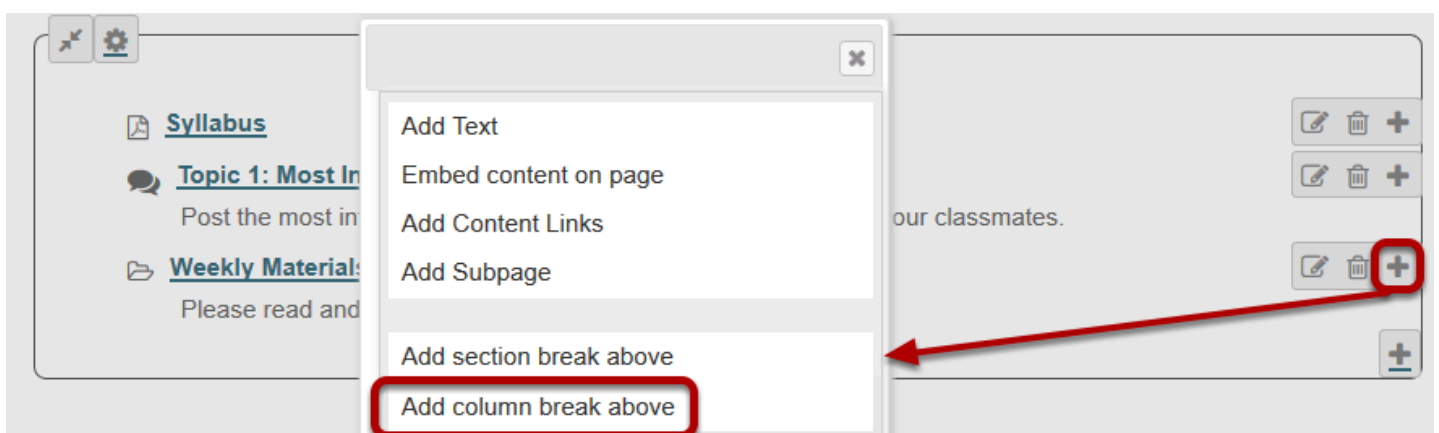
Adding two columns on a Lessons page involves two steps.

## Decide how to group items.



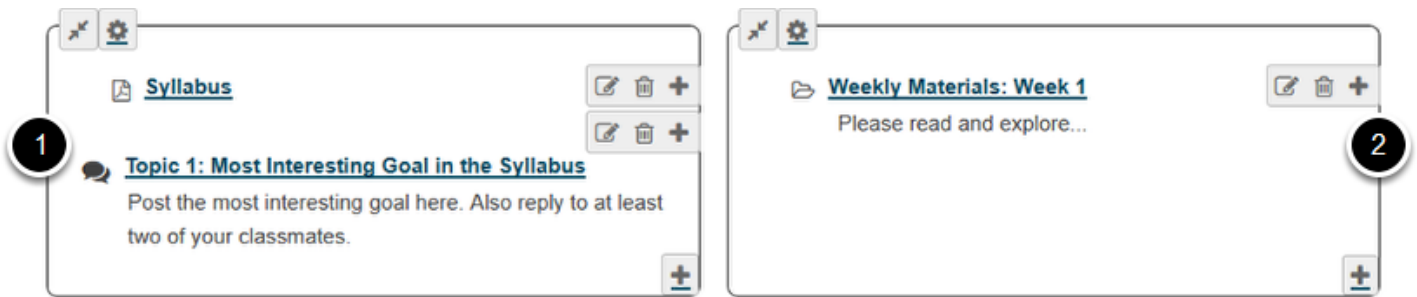
Identify how you want to group the items in a section into two columns.

## Click the + button.



Click 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.



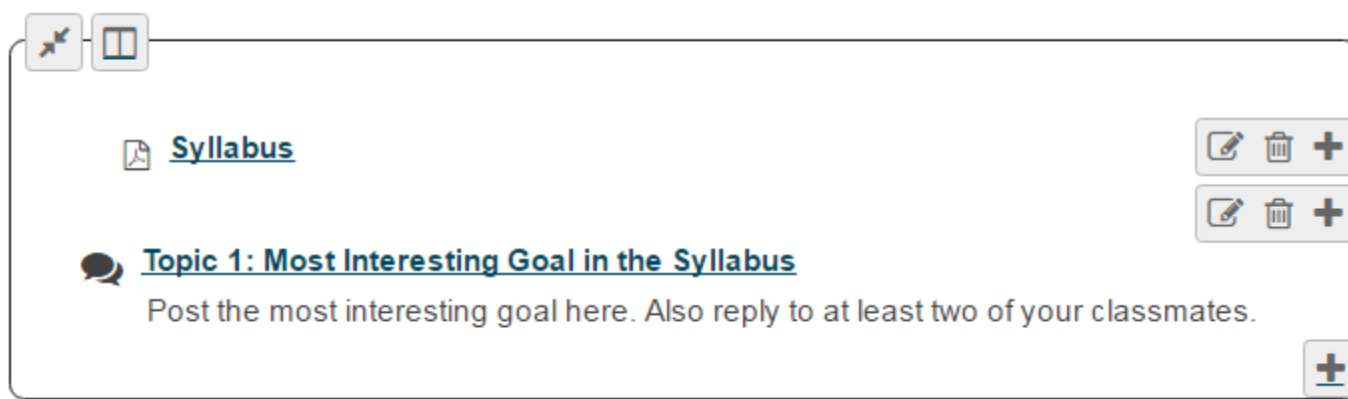
You will see the items are now grouped into two columns on the page. Each is displayed as a block with rounded-corner borders.



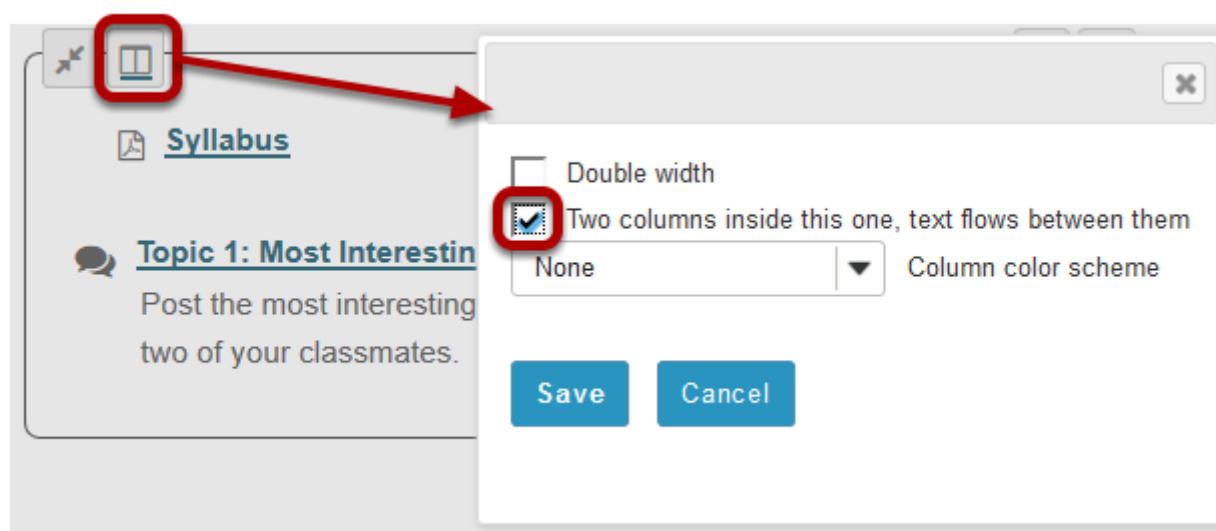
# How do I create two columns inside a block on a Lessons page?

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.

**Add at least two content items in one block.**



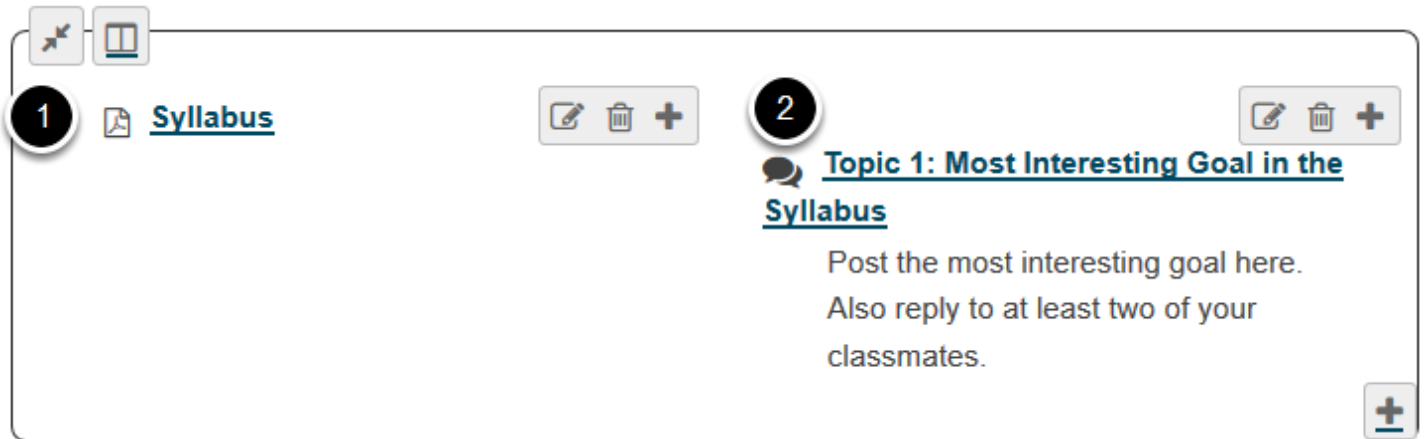
**Click the Column Properties button.**



The Column Properties button is located in the top left of the content block.

In the Column Properties pop-up window, check the box for **Two columns inside this one, text flows between them.**

## View two columns within the block.



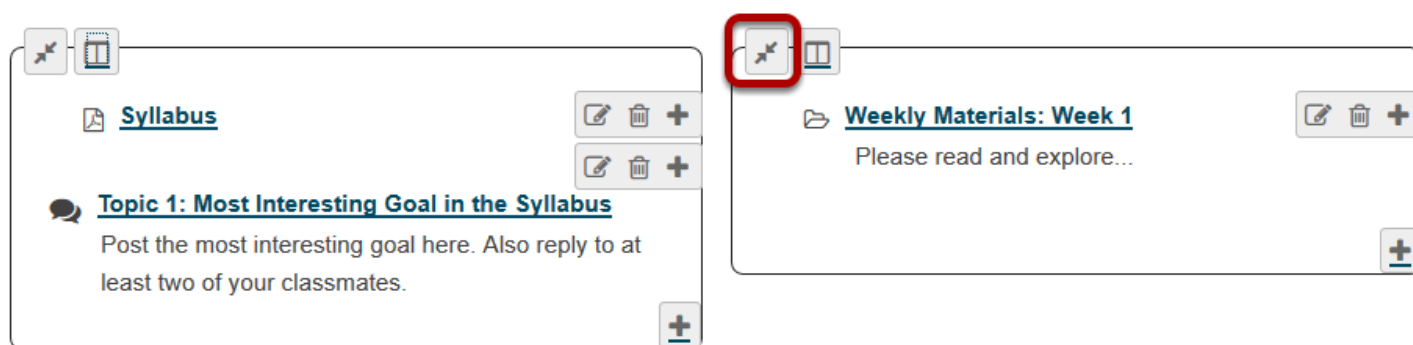
The screenshot shows a single content block with a rounded border. At the top left, there are two small icons: a pencil and a book. The block is divided into two columns. The left column is labeled with a black circle containing the number '1' and contains a document icon followed by the text 'Syllabus'. The right column is labeled with a black circle containing the number '2' and contains a speech bubble icon followed by the text 'Topic 1: Most Interesting Goal in the Syllabus'. Below the title in the right column, there is a paragraph of text: 'Post the most interesting goal here. Also reply to at least two of your classmates.' At the bottom right of the block, there is a small icon of a plus sign inside a square.

You will now see two columns side-by-side inside the borders of a single content block.

# How do I merge columns and sections to one block on a Lessons page?

Sections and columns can be merged in two different ways.

## Method 1: Click the Merge button.

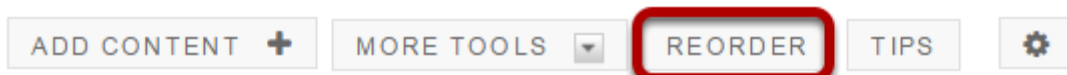


The **Merge** button looks like two arrows pointing in toward each other. It is located in the top left corner of each content block (either section or column).

Clicking on the **Merge** button will merge the selected content block with the block above it.

## Method 2: Click Reorder.

### Week 1



**Click the red X to delete the column/section break.**

6	<a href="#">Topic 1: Most Interesting Goal in the Syllabus</a>	✖
Post the most interesting goal here. Also reply to at least two of your classmates.		
7	Column break; items below are displayed in a region to the right of those above	✖
8	<a href="#">Weekly Materials: Week 1</a>	✖
Please read and explore...		

[Add items from another page](#)

**Click Save.**



**View merged columns/sections.**

[Syllabus](#)

[Topic 1: Most Interesting Goal in the Syllabus](#)

Post the most interesting goal here. Also reply to at least two of your classmates.

[Weekly Materials: Week 1](#)

Please read and explore...

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.

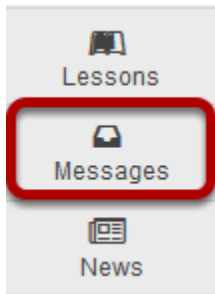
# Messages

# 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.

MESSAGE CENTER NOTIFICATIONS

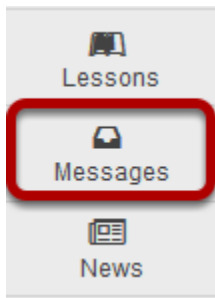
OPTIONS

Site	New Messages	New in Forums
<a href="#">Sample Course</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-126</a>	<a href="#">1 </a>	<a href="#">none</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-101</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">Discussion 1 SMPL101</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">Discussion 2 SMPL102</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">DAC-EDUCATION-DEPT1-SUBJ1-201</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">Education Program Site</a>	<a href="#">none</a>	<a href="#">none</a>

You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

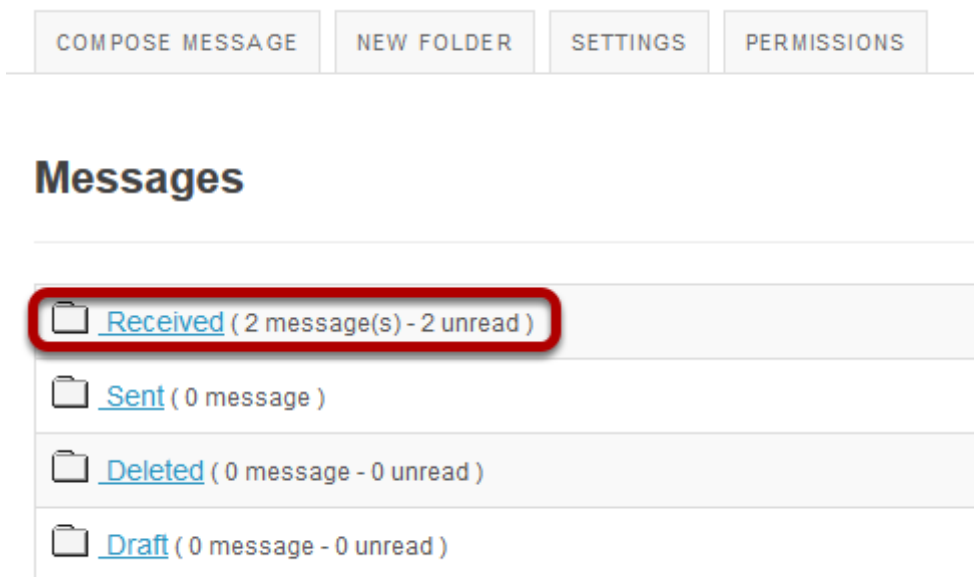
# How do I view my messages?

## 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.

[COMPOSE MESSAGE](#)

[LINK](#) [HELP](#)




---

[Messages](#) / Received < Previous Folder Next Folder >

Search for text:  [Search](#) [Advanced Search](#)

View [All Messages](#) ▼

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

<a href="#">Check All</a>			<a href="#">Subject</a>	<a href="#">Authored By</a>	<a href="#">Date</a> ▾	<a href="#">Label</a>
<input type="checkbox"/>			<b><a href="#">Assignment Attached</a></b>	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			<a href="#">Question about Homework 1</a>	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

New messages will appear in bold text. Select the subject of the message you would like to view.

*Note: The paperclip icon next to the message indicates that there is a file attached.*

## View the message.

1

Reply

2

Reply to all

3


Forward

4

Move to folder

5

Delete



**Authored By**

student01 (student01) ( Apr 19, 2016 3:31 PM )

**To**

Instructor Role


**Subject**

Assignment Attached

**Label**

Normal

**Attachments**

 [Assignment1.docx](#)

6

Hello Professor,

My assignment is attached.

Thanks,

Student One

Reply

Reply to all

Forward

Move to folder

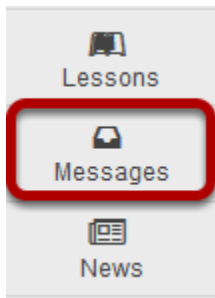
Delete

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 open an attachment.

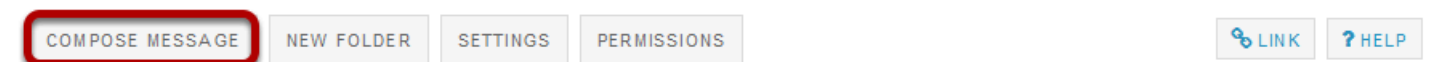
# How do I send a message?

## Go to Messages.



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

## Click Compose Message.



### Messages



Select **Compose Message** from the options at the top of the tool.

# Address your message.

## Compose a Message

Required items marked with \*

\* To

[+ Add Bcc](#)

Send Cc

Label

Click here to select recipients

All Participants

Instructor Role

Student Role

Professor, Demo (demoprofessor)

student01 (student01)

student02 (student02)

Click 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)

[+ Add Bcc](#)

Bcc

[✖ Remove Bcc](#)

Send Cc

Label

\* Subject

Click here to select recipients

All Participants

Instructor Role

Student Role

Professor, Demo (demoprofessor)

student01 (student01)

student02 (student02)

If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click 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

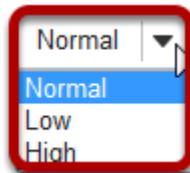


Send a copy of this message to recipients' email address(es)

If you would like to send a copy 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



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.

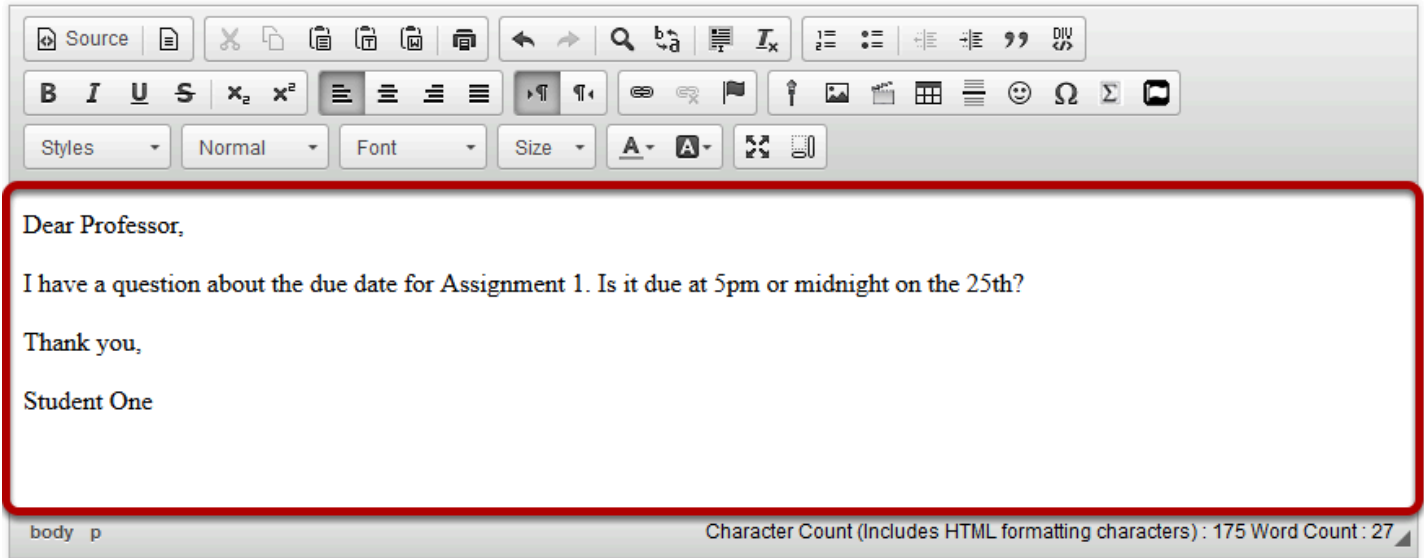
\* Subject

Question about due date|

Click the **Subject** field. Type the subject for your message.

## Enter a message.

### Message



Dear Professor,

I have a question about the due date for Assignment 1. Is it due at 5pm or midnight on the 25th?

Thank you,

Student One

body p Character Count (Includes HTML formatting characters) : 175 Word Count : 27

Type your message into the Message box.

*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)

### Attachments

No Attachments Yet

Add attachments

If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

## Send the message.

Send

Preview

Save Draft

Cancel

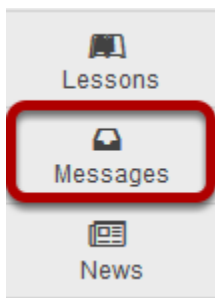
Select **Send** to send your message.

*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?

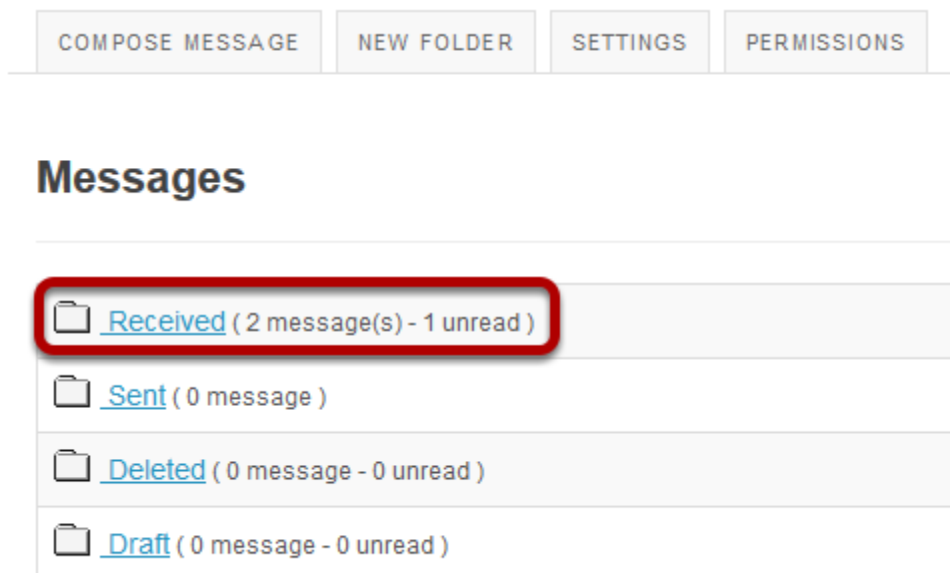
The Messages tool allows you to reply to a message sent to you by another member of the course.

## 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.

[Messages](#) / Received

< Previous Folder    Next Folder >

Search for text:  Search Advanced Search

View All Messages ▼


Mark Read | Mark Unread | Delete | Move

<a href="#">Check All</a>			<a href="#">Subject</a>	<a href="#">Authored By</a>	<a href="#">Date</a> ▾	<a href="#">Label</a>
<input type="checkbox"/>			<a href="#">Assignment Attached</a>	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			<a href="#">Question about Homework 1</a>	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the subject of the message you would like to view.

# Choose Reply or Reply to all.

Reply Reply to all Forward Move to folder Delete



Authored By

student05 (student05) ( Apr 19, 2016 3:17 PM )

To

Instructor Role

Subject

Question about Homework 1

Label

Normal

Hello Professor,

How many sources are we supposed to cite for our Homework 1 assignment?

Thank you,

Student Five

Reply Reply to all Forward Move to folder Delete

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 send.

[Messages](#) / [Received](#) / [Question about Homework 1](#) / Reply to Message [LINK](#) [HELP](#)

Required items marked with \*

To: student05 (student05)

Select Additional Recipients:  [Clear Selection](#)

[Add Bcc](#)

Send Cc: ☐ Send a copy of this message to recipients' email address(es)

Label:

\* Subject:

Message

Source

Body

Styles: Normal Font Size

Hello Student Five,  
You should cite at least 5 sources for the assignment.  
Your Professor

On Apr 19, 2016 at 3:17 PM, student05 (student05) wrote:

body p Character Count (includes HTML, formatting characters) : 414 Word Count : 45

Attachments

No Attachments Yet

[Add attachments](#)

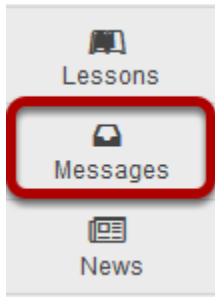
[Send](#) [Preview](#) [Save Draft](#) [Cancel](#)

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.



## Messages



Select the **New Folder** button.

## Enter a folder title.

### Messages - Create Folder

Required items marked with \*

\* Folder Title

My New Folder

Add

Cancel

Enter a title into the **Folder Title** field and select the **Add** button.

## Click Add.

Add

Cancel

## View the new folder in your list of message folders.

### Messages

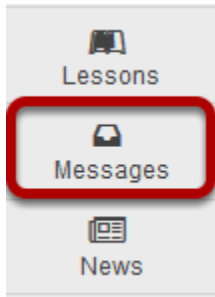
 <a href="#">Received</a> ( 2 message(s) - 0 unread )	
 <a href="#">Sent</a> ( 0 message )	
 <a href="#">Deleted</a> ( 0 message - 0 unread )	
 <a href="#">Draft</a> ( 0 message - 0 unread )	
 <a href="#">My New Folder</a> ( 0 message - 0 unread )	<a href="#">Folder Settings</a>

The new folder will appear at the bottom of your list of message folders.

# How do I move a message?

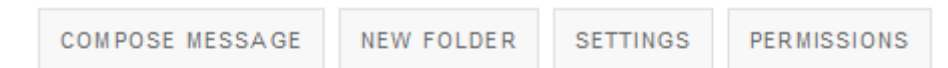
A message can be moved from one folder to another for organizational purposes.

## Go to Messages.

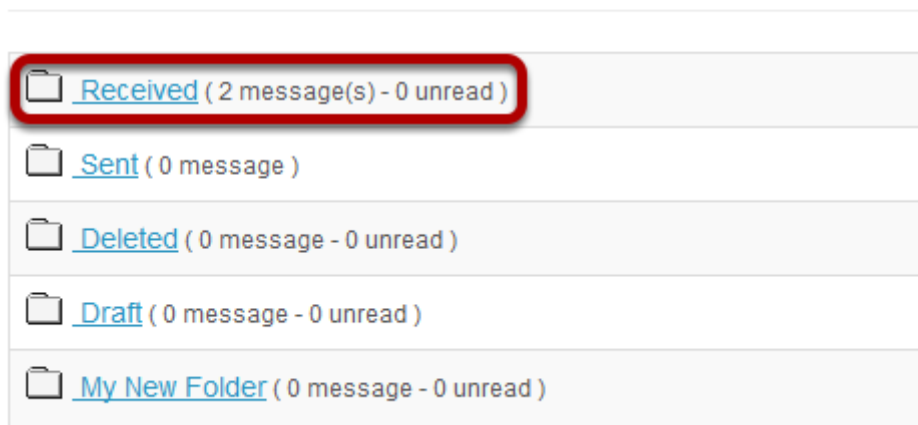


Select the **Messages** tool from the Tool Menu in your site.

## Open the folder containing the message to be moved.



### Messages



Select the folder name of the folder containing the message to be moved.

# Select the message.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

<a href="#">Check All</a>			<a href="#">Subject</a>	<a href="#">Authored By</a>	<a href="#">Date</a> ▾	<a href="#">Label</a>
<input type="checkbox"/>			<a href="#">Assignment Attached</a>	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input checked="" type="checkbox"/>			<a href="#">Question about Homework 1</a>	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the checkbox to the left of the message to be moved.

# Click Move.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

<a href="#">Check All</a>			<a href="#">Subject</a>	<a href="#">Authored By</a>	<a href="#">Date</a> ▾	<a href="#">Label</a>
<input type="checkbox"/>			<a href="#">Assignment Attached</a>	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input checked="" type="checkbox"/>			<a href="#">Question about Homework 1</a>	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

# Select the new folder for the message.

[Messages](#) / [Received](#) / Move Message(s) To

- ☐ Received (current location)
- ☐ Sent
- ☐ Deleted
- ☐ Draft
- ☒ My New Folder

[Move Messages](#) [Cancel](#)

Select the folder where you would like the message to be moved.

## Click Move Messages.

[Messages](#) / [Received](#) / Move Message(s) To

- ☐ Received (current location)
- ☐ Sent
- ☐ Deleted
- ☐ Draft
- ☒ My New Folder

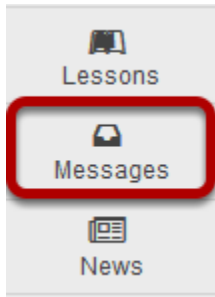


Select **Move Messages** to complete the move.

# How do I delete a message?

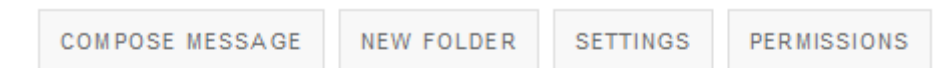
A message can be deleted if it is no longer needed.

## Go to Messages.



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

## Open the folder containing the message to be deleted.



### Messages



Select the folder name of the folder containing the message to be deleted.



## Select the message.

[Messages](#) / Received

< Previous Folder Next Folder >

Search for text:  [Search](#) [Advanced Search](#)

View [All Messages](#) ▼

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

<a href="#">Check All</a>		<a href="#">Subject</a>	<a href="#">Authored By</a>	<a href="#">Date</a> ▾	<a href="#">Label</a>
<input checked="" type="checkbox"/>		<a href="#">Disregard my earlier question</a>	student01 (student01)	Apr 19, 2016 4:35 PM	Normal
<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Assignment Attached</a>	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>		<a href="#">Question about Homework 1</a>	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

Select the checkbox to the left of the message to be deleted.

## Click Delete.

[Messages](#) / Received

< Previous Folder Next Folder >

Search for text:  [Search](#) [Advanced Search](#)

View [All Messages](#) ▼

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

<a href="#">Check All</a>		<a href="#">Subject</a>	<a href="#">Authored By</a>	<a href="#">Date</a> ▾	<a href="#">Label</a>
<input checked="" type="checkbox"/>		<a href="#">Disregard my earlier question</a>	student01 (student01)	Apr 19, 2016 4:35 PM	Normal
<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Assignment Attached</a>	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>		<a href="#">Question about Homework 1</a>	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

# Confirmation message.

Messages / Received

< Previous FolderNext Folder >

The message(s) you selected have been successfully moved to the Deleted folder.

Search for text:

Search

Advanced Search

View

All Messages

Mark Read

Mark Unread

Delete

Move

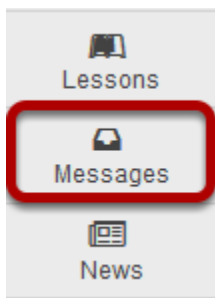
Check All			Subject	Authored By	Date	Label
<input type="checkbox"/>			Assignment Attached	student01 (student01)	Apr 19, 2016 3:31 PM	Normal
<input type="checkbox"/>			Question about Homework 1	student05 (student05)	Apr 19, 2016 3:17 PM	Normal

You will receive a confirmation message once your message has been deleted. Deleted messages are move 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.

## Click Settings.



# Site owner (instructor) settings options:

## Messages - Settings

---

Activate Messages:

☒ Yes ☐ No

## 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:  ▼

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

---

Activate Messages:

☒ Yes ☐ No

### Personal Settings

---

Auto Forward Messages:

☐ Yes ☒ No

Email address for forwarding:

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.

## Click Save Settings.

Save Settings

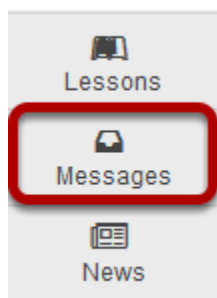
Cancel

Once you have made all of your changes, click **Save Settings** to save.

# How do I determine who site participants can send a message to?

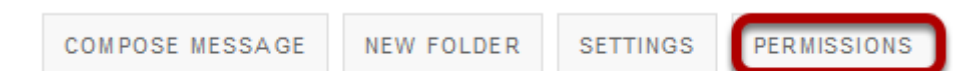
This feature gives the option to regulate each role's message composing permissions.

## Go to Messages.



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

## Click Permissions.



**Permissions** is located below the Course Site title.

# Check the corresponding boxes for desired permissions.

## Permissions

Set permissions for the Messages tool

Undo changes

Permission	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

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 option, "**Allow the 'All Participants' options to the 'To' field.**"

*Note: These options will be visible when clicking the "To" text box in **Compose a Message**, within the **Message** tool.*

# Use drop-down menu for separate permissions based on groups. (Optional)

## Permissions

Set permissions for the Messages tool

Set permissions for 

Site

Undo changes

Permission	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

This option allows the user to change permissions for different groups. This way, each group has unique **Message** tool options.

*Note: By default, this option may only be available for admin users.*

## Click Save.

Save

Cancel

Click **Save** 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](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.*

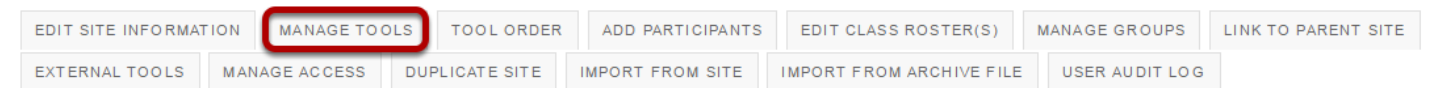
# How do I add a News tool?

Go to Site Info.

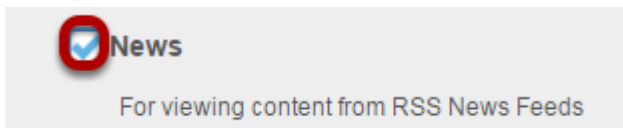


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



Select the check box next to News.



Click Continue.



# Enter the News item information and save.

## Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

### News

The screenshot shows a web form for configuring a 'News' tool. It includes a title field, a URL field, a 'More News Tools?' dropdown, and 'Continue', 'Back', and 'Cancel' buttons. Numbered callouts 1 through 4 highlight the title field, the URL field, the dropdown menu, and the 'Continue' button respectively.

1 Title NYTimes

(Suggested length 15 char.)

2 URL Channel <http://www.nytimes.com/services/xml/rss/nyt/HomePage.xml>

More News Tools? ▼

3

4 Continue Back Cancel

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. Click **Continue** to save your settings.

# Click Finish to complete the site tools edit.

## Confirming site tools edits for **Sample Course**

You have selected the following for your site (added tools highlighted):

Home (Home)  
Lessons (Lessons)  
Calendar (Calendar)  
Announcements (Announcements)  
Resources (Resources)  
Forums (Forums)  
Assignments (Assignments)  
Tests & Quizzes (Tests & Quizzes)  
Gradebook (Gradebook)  
Lecture Notes (Lecture Notes) ( /access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/ )  
Site Info (Site Info)  
Messages (Messages)  
**NYTimes (NYTimes) ( <http://www.nytimes.com/services/xml/rss/nyt/HomePage.xml> )**  
Search (Search)  
Sakai Project (Sakai Project) ( <http://sakaiproject.org> )

Finish

Back

Cancel

# How do I edit the News tool?

## Go to News.



Select the **News** item from the Tool Menu of your site.

(If a News item is not already active in the site, you will need to go to Site Info > Manage Tools to add it to your site first.)

## Click Edit.



## Enter or edit the News item information and save.

1 Enter the tool title:

2 Max items to display:

3 Enter the RSS feed URL:

4  [Cancel](#)

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.

## Your changes will display.

### The New York Times

[EDIT](#) [LINK](#) [? HELP](#)

#### [Amazon Expands Drone Testing in Britain](#)

The British Civil Aviation Authority will allow the company to test several technologies that the United States has not permitted.

#### [Thinking About Suing Uber? Let This Be a Warning.](#)

A Yale environmentalist filed a lawsuit against Uber accusing it of price-fixing. In response, Uber hired a Ergo, an outside agency, to look into his background.

#### [F.B.I. Examining if Hackers Gained Access to Clinton Aides' Emails](#)

Federal officials say the inquiry has been underway since the spring, when the agency was first notified of the D.N.C.'s suspicions about hacking.

#### [Deal Professor: \\$1 Billion for Dollar Shave Club: Why Every Company Should Worry](#)

The internet, mass transportation and globalization allow decentralized companies to be smaller and leaner and have fewer employees.

#### [Bits: What Goes Up Must Come Down: The End of Yahoo as We Know It](#)

The sale of Yahoo's core web business to Verizon for \$4.83 billion caps a long downward spiral for the onetime pioneer, which at its height was valued at \$125 billion.

---

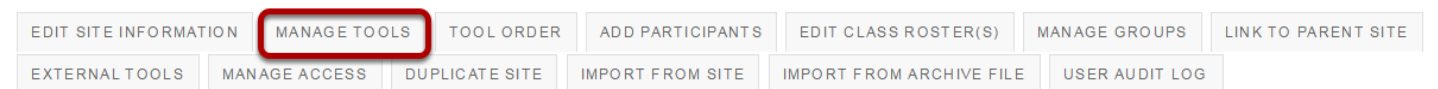
# How do I delete a News tool?

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



De-select the box (i.e. remove check) next to the News tool you want to remove.



Click Continue.





# Click Finish to complete the tool removal.

## Confirming site tools edits for **Sample Course**

You have removed the following:

News ( `javax.portlet-feed_url = http://sakaiproject.org/feed` ) (News)

You have selected the following for your site (added tools highlighted):

Home (Home)

Lessons (Lessons)

Calendar (Calendar)

Announcements (Announcements)

Resources (Resources)

Forums (Forums)

Assignments (Assignments)

Tests & Quizzes (Tests & Quizzes)

Gradebook (Gradebook)

Lecture Notes (Lecture Notes) ( `/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/` )

Site Info (Site Info)

Messages (Messages)

Search (Search)

Sakai Project (Sakai Project) ( `http://sakaiproject.org` )

Finish

Back

Cancel

# Permissions and Roles

# What are Permissions and Roles?

## Permissions

Permissions allow users to access certain features of a course or project site, depending on their roles, and on the decisions made by the site owner and the system administrator.

## Roles

Roles are collections of permissions. Some roles allow users to simply access or read content, while other roles allow for advanced changes, such as adding participants, editing the site's content, and changing permissions for other roles.

When you create a worksite, or when one is created for you, you have the role with the most permissions and the broadest level of access. You can choose (within the limits established by the system administrator) which tools or functions (e.g., Forums, Schedule, Resources) you want the site to have. For many of these tools or functions, you can set permissions that allow or prevent users from seeing or performing certain tasks, depending on their roles.

Roles may vary in name, depending on the application. However, in general, the creator of a project site, or the instructor of a course site, has full permissions, and can add or delete content within a worksite.

A user who joins an existing site has a more limited role. The permissions of this role allow for interaction in the site (e.g., creating Chat messages), but do not allow for advanced tasks (e.g., uploading files into Resources or creating assignments).

However, each implementation of the application will be different. System administrators can decide during implementation which roles to install, and which permissions these roles will have.

Some things to remember:

- The availability of a tool in a worksite depends on the particular implementation of the system administrator. If you have broad rights to a worksite, and find that a tool is not available through Site Info, consult your administrator.
- The Resources and Drop Box tools share the same permissions set. You can modify them in the Resources tool.
- Default roles have default permissions. These defaults can be edited on the system level by the system administrator, and on the worksite level by anyone with full permissions to the site.
- All users are assigned the broadest role in their respective My Workspaces to give them editing control.

# Default participant roles

The following default roles are available in course and project sites:

## Course sites

- **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.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

## Project sites

- **Maintain:** The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

# Custom roles.

Many institutions create custom roles with specific sets of permissions for their local systems. Custom roles must be created by a system administrator using the Realms tool.

# How do I change participant roles within a site?

*Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.*

**Click Site Info in the Tool Menu of the relevant site.**














**Change the role from the drop-down menu in the list of enrolled participants.**

DAC-EDUCATION-DEPT1-SUBJ1-126 Participant List (# 6)

Viewing 1 - 6 of 6 items

|< < show 200 items per page > >|

[Printable Version](#)

Name 	<a href="#">Id</a>	<a href="#">Credits</a>	<a href="#">Role</a>	<a href="#">Status</a>	<a href="#">Remove?</a> <input type="checkbox"/>
Professor, Demo ( demoprofessor )			Instructor 	Active 	<input type="checkbox"/>
student01 ( student01 )			Student 	Active 	<input type="checkbox"/>
student02 ( student02 )			Student 	Active 	<input type="checkbox"/>
student03 ( student03 )			Student 	Active 	<input type="checkbox"/>
student04 ( student04 )			Student 	Active 	<input type="checkbox"/>
Test, DA ( datest )			<div><div>1</div><div><div>Teaching Assistant </div><div>Instructor</div><div>Student</div><div>Teaching Assistant</div></div></div>	Active 	<input type="checkbox"/>

Update Participants

2

Below your site's information, you will see its participant list.

1. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) under "Role".
2. Click **Update Participants** to save your change.

# Podcasts

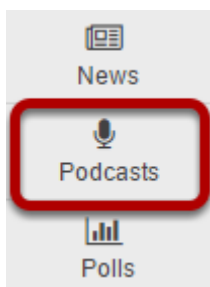
# What is the Podcasts tool?

The Podcast tool allows instructors to distribute audio, video and PowerPoint files to their students either manually or via a RSS feed. Students that subscribe to a site's RSS Podcast feed have the audio, video or PowerPoint content automatically downloaded to a "podcatcher" application of their choice.

The Podcast tool is a convenient delivery mechanism for students to subscribe to a RSS feed and listen/view content on their Mobile devices.

Instructors can also edit the Podcast permissions allowing students to upload and manage podcast files.

**To access this tool, select Podcasts from the Tool Menu in your site.**



# Example of a site Podcast.

## Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#).

### RSS Feed URL

1

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9> 

Monday, 04 April 2016 02:47 PM EDT

### Podcast uploaded but not yet released

2

Sample Class Podcast - Episode 3

Class podcast for week 3. Exam Review for Exam 1.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

### Available Podcasts

3

Monday, 28 March 2016 02:45 PM EDT

Sample Class Podcast - Episode 2

Class podcast for week 2. Discussion of peer group assignments and collaborative group project due at end of term.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 21 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1

Class podcast for week 1. Introduction to the course.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:47 PM EDT on 03/28/2016

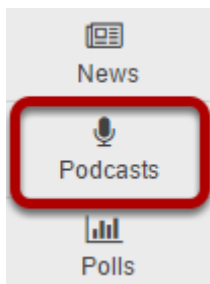
Items you may see on a Podcasts page include:

1. RSS feed URL
2. Podcasts that have been uploaded but not yet released
3. Available Podcasts



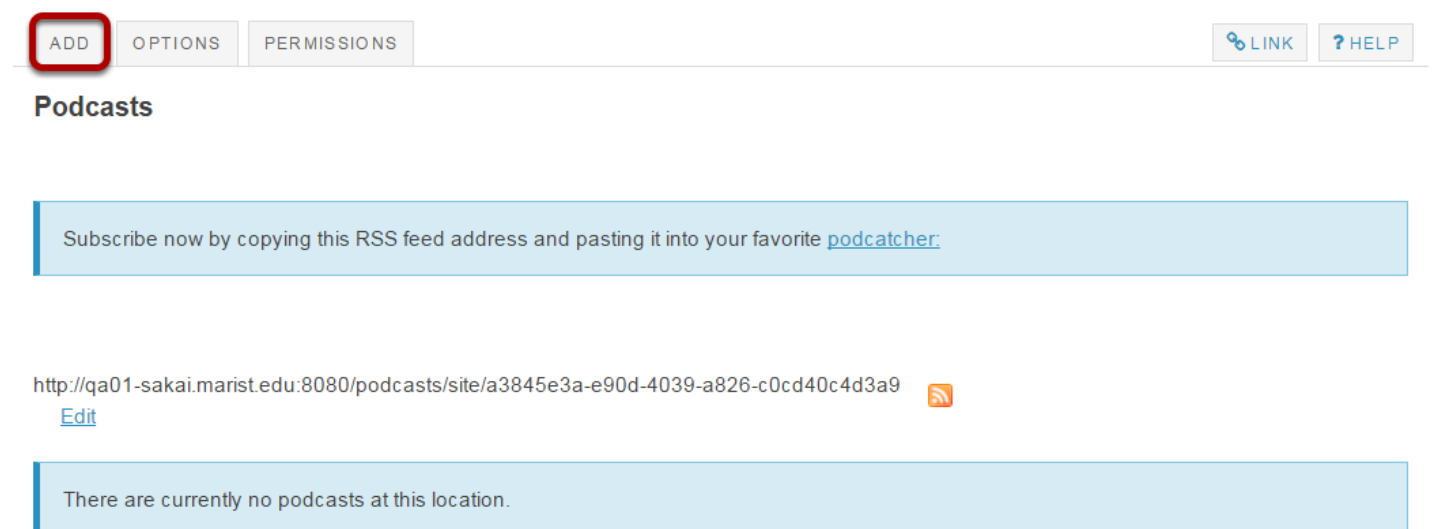
# How do I add a podcast?

## Go to Podcasts.



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

## Click Add.



This displays the Add Podcast dialog box.

# Click Browse.

## Add Podcast

[LINK](#)[? HELP](#)

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

Required items marked with a

\*

\*Choose a file

Choose File

No file chosen

\*Publish Date/Time



(Format: MM/DD/YYYY HH:MM AM/PM)

\*Title

Description

Add

Cancel

Click the **Browse** button to locate and select the audio (.mp3) or video (.mp4) or PowerPoint (.ppt) file for upload.

# Enter item information.

## Add Podcast

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

Required items marked with a \*

\*

\*Choose a file  sample\_class...pisode1 1

\*Publish Date/Time  (Format: MM/DD/YYYY HH:MM AM/PM)

\*Title  2

Description  3

4

1. Select a release Date/Time.
2. Enter a Podcast title.
3. Enter a description.
4. Click **Add**.

## View podcast.

ADD


OPTIONS

PERMISSIONS

---

### Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9> 

[Edit](#)

Monday, 28 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1



Class podcast for week 1. Introduction to the course.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:43 PM EDT on 03/28/2016

After saving, you will return to the Podcasts page with the new Podcast item listed.

## Notice the Podcast folder location.

<input type="checkbox"/>	 Podcasts ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:32 pm	1 item
<input type="checkbox"/>	 <a href="#">Sample Class Podcast - Episode 1</a> ⓘ	Actions ▾	Public	Demo Professor	Mar 28, 2016 2:43 pm	440.8 KB

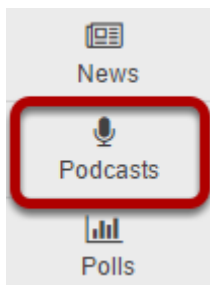
When the Podcast tool is added to the site, a "Public" Podcast folder is created in Resources automatically.

The Podcast folder created in the site Resources and all of the files uploaded are "Public" to allow users to subscribe and access the files through a podcatcher application.

# How do I subscribe to a podcast?

Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes).

## Go to Podcasts.



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

## Copy the site's Podcast RSS feed URL.

### Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>  
[Edit](#)



Monday, 03 March 2014 06:38 PM EST

This Birding Life - Episode 3

The Snowy Owl Invasion

[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:38 PM EST on 03/02/2014

Sunday, 02 March 2014 06:36 PM EST

This Birding Life - Episode 2

Speakers from the 2013 Midwest Birding Symposium

[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:37 PM EST on 03/02/2014

Saturday, 01 March 2014 06:11 PM EST

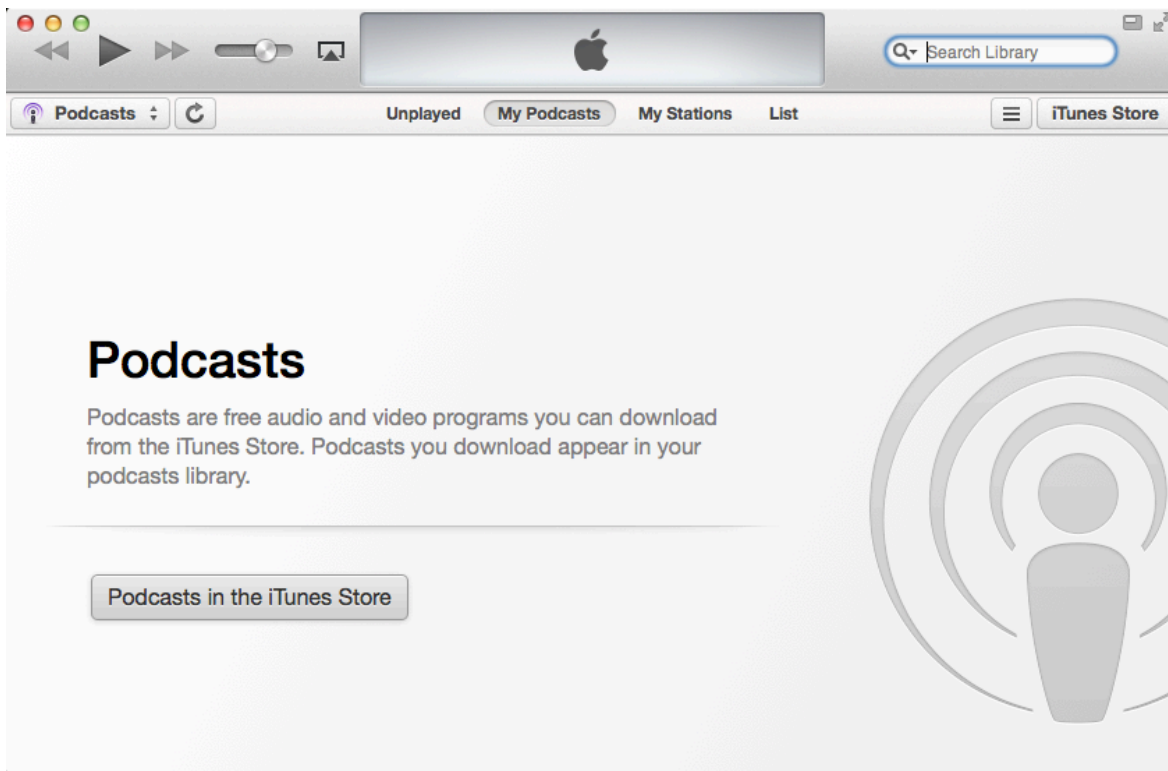
This Birding Life - Episode 1

The Amazon Kingfisher

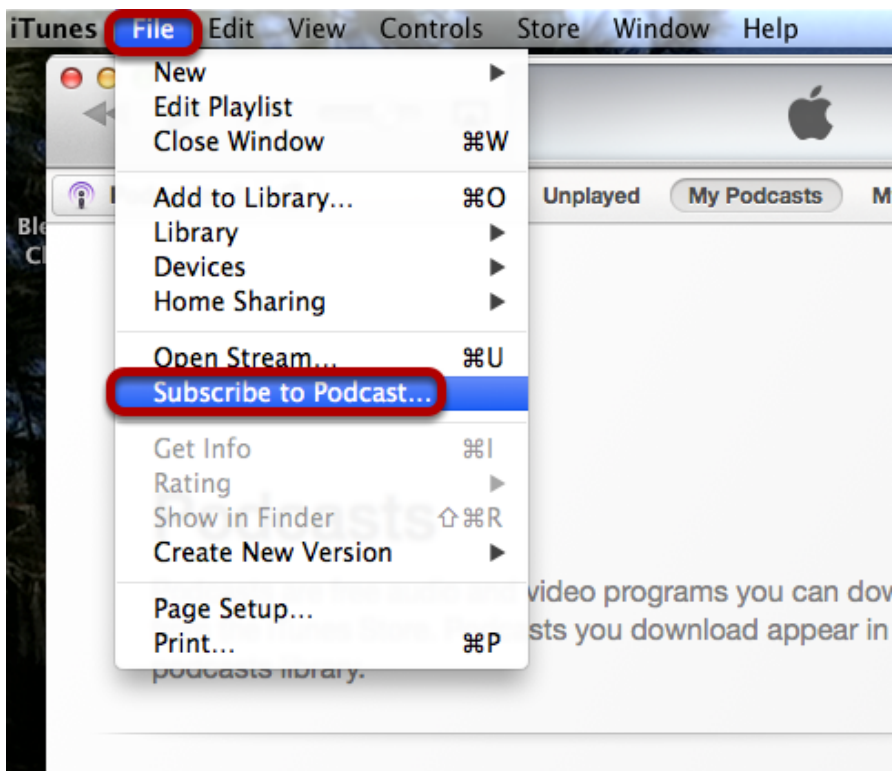
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)

Posted by Neal Hirsig at 06:18 PM EST on 03/02/2014

**Open your preferred podcatcher application (e.g. iTunes).**

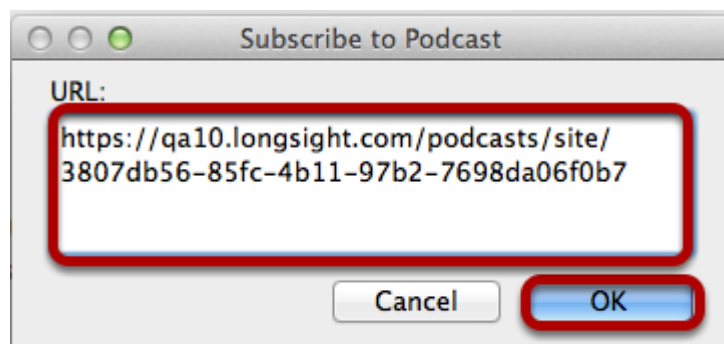


**Click File / Subscribe to Podcast.**



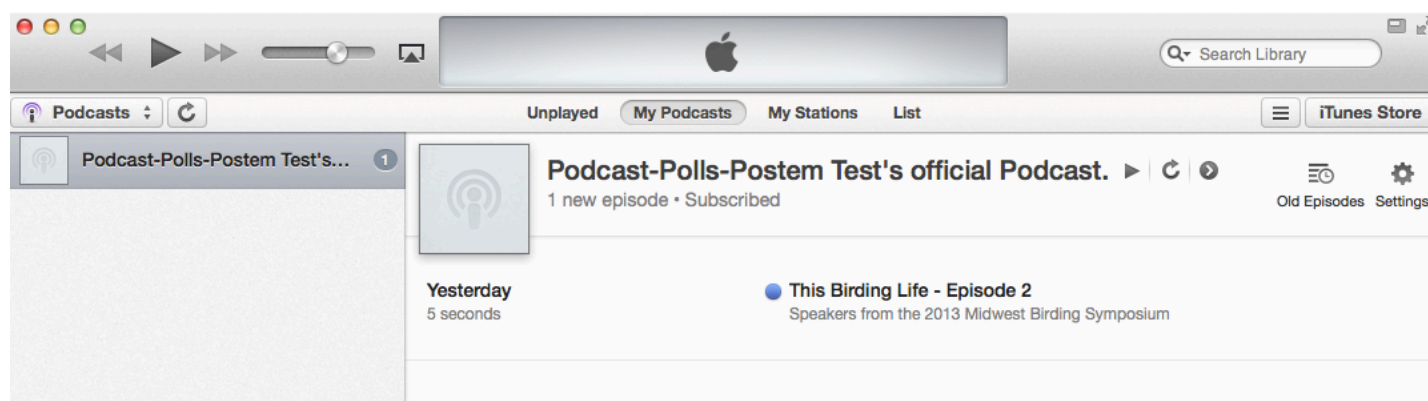
From the **File** menu, select **Subscribe to Podcast**.

## Paste the URL.



Paste the site's Podcast RSS feed URL into the URL box, then click **OK**.

## View subscribed podcast.

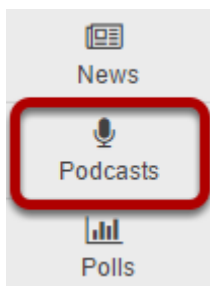


You are now subscribed. The image above displays the example Podcatcher application (iTunes) with a subscription to the site's Podcasts.

# How do I allow students to upload podcast files?

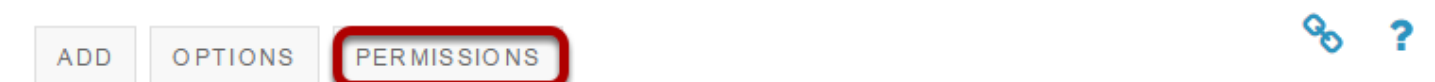
Instructors can edit the Podcast tool permissions to allow students to upload and manage the site's Podcast files. This provides a convenient mechanism for students to share audio, video and PowerPoint files.

## Go to Podcasts.



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

## Click Permissions.



### Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):



# Modify the student tool permissions.

## Permissions

Set permissions for Podcasts folder in worksite "Sample Course" (a3845e3a-e90d-4039-a826-c0cd40c4d3a9)

Undo changes

Permission	Instructor	Student	Teaching Assistant
Create podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

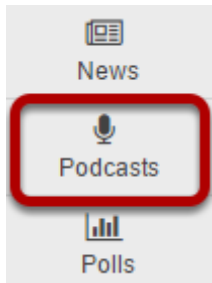
Cancel

Under the Student column, check the boxes for **Create podcasts**, **Edit own podcasts**, **Delete own podcasts**, and then click **Save**.

Student users will now have an "Add" button on their display of the Podcast tool allowing them to add podcast files.

# How do I view or download an individual podcast?

## Go to Podcasts.



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

## Click Download.

### Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#).

<http://qa01-sakai.marist.edu:8080/podcasts/site/a3845e3a-e90d-4039-a826-c0cd40c4d3a9>  [Edit](#)

Monday, 04 April 2016 02:47 PM EDT

Sample Class Podcast - Episode 3

Class podcast for week 3. Exam Review for Exam 1.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 28 March 2016 02:45 PM EDT

Sample Class Podcast - Episode 2

Class podcast for week 2. Discussion of peer group assignments and collaborative group project due at end of term.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:54 PM EDT on 03/28/2016

Monday, 21 March 2016 02:41 PM EDT

Sample Class Podcast - Episode 1

Class podcast for week 1. Introduction to the course.

[Download](#) (0.4MB MP3) | [Edit](#) | [Delete](#)

Posted by Demo Professor at 02:47 PM EDT on 03/28/2016

Find the podcast you want to view, and under its title, click **Download**.

When prompted, you may choose to open the file or save it to your computer.

*Note: Podcasts are listed in order by date published.*

# 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, instructor 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 of a site Polls list.**

## Poll list

Question	Opening	Closing ▾	Results	
<a href="#">How many hours per week do you spend on social media?</a> <a href="#">Edit</a>	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	<a href="#">Results</a>	<input type="checkbox"/>
<a href="#">Do you have a Google Account?</a> <a href="#">Edit</a>	Apr 19, 2016 5:35 PM	Apr 26, 2016 5:35 PM	<a href="#">Results</a>	<input type="checkbox"/>

# Example: Student view of Poll.

## 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

Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

*Note: By default, students can only vote once per poll question.*

# Example: Poll Results.

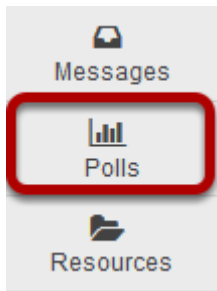
## Results

How many hours per week do you spend on social media?

Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

# How do I add a new poll?

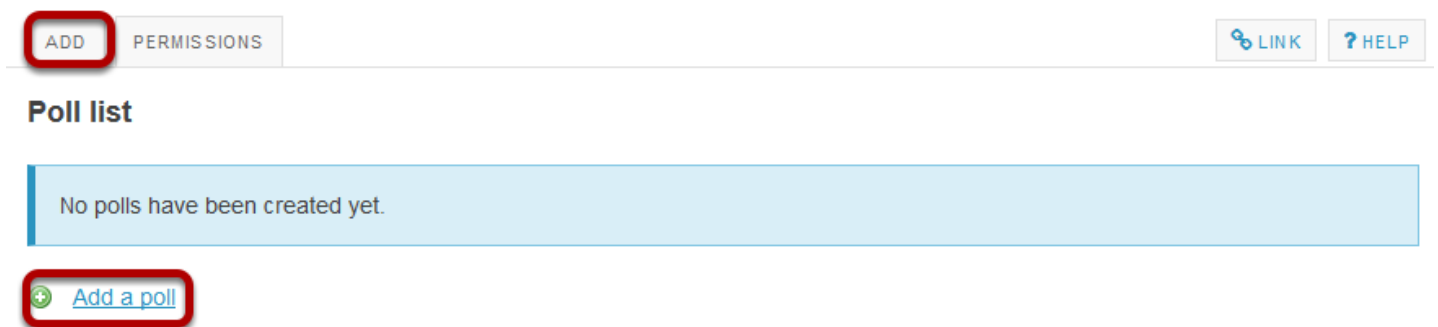
## Go to Polls.



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

*Note: If the Polls tool is not available on your site by default, you can add it to your site under Site Info > Manage Tools.*

## Click Add.



You may click the **Add** button or the **Add a poll** link to add a new poll.

# Compose your poll question.

## Add a poll

\*Question **How many hours per week do you spend on social r**


Additional Instructions (if applicable)


I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

body p Character Count (Includes HTML formatting characters) : 137 Word Count : 24

Enter the poll question in the box marked **Question** and add additional information in the Rich Text Editor below if needed.

## Specify the poll settings.

1 \*Opening Date 04/19/2016 12:00 am 

\*Closing Date 04/26/2016 11:55 pm 

2 Limits

\*What is the minimum number of Answer Options that can be selected? 1 ▼

\*What is the maximum number of Answer Options that can be selected? 1 ▼

3 Results are visible:

☒ always

☐ to participants who have voted, or after closing date

☐ after closing date

☐ never

4 **Save and add options** Cancel

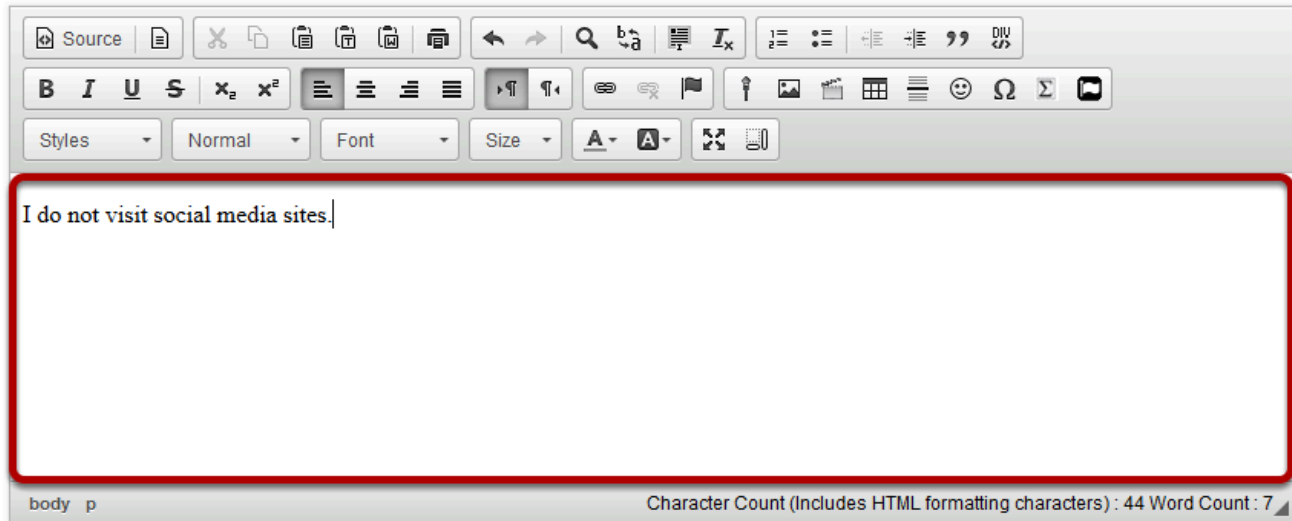
1. Specify availability time and date.
2. Indicate limits on number of answers selected.
3. Choose when to make the results visible.
4. Click **Save and add options** when finished.



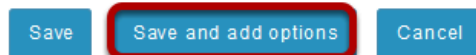
## Add the first answer.

### Add an Option

Question: How many hours per week do you spend on social media?



The screenshot shows a web-based text editor. The top toolbar includes icons for source code, undo, redo, search, and various text formatting options like bold, italic, underline, and list creation. Below the toolbar is a large text input area with a red border. The text "I do not visit social media sites." is entered at the top of this area. At the bottom of the editor, a status bar displays "body p" on the left and "Character Count (Includes HTML formatting characters) : 44 Word Count : 7" on the right.



Three buttons are displayed horizontally. The first button is labeled "Save". The second button, "Save and add options", is highlighted with a red border. The third button is labeled "Cancel".

Enter the first answer option in the text box, then click **Save and add options**.

## Add the second answer.

### Add an Option

Question: How many hours per week do you spend on social media?

Less than 1 hour per week

body p Character Count (Includes HTML formatting characters) : 37 Word Count : 6

Save Save and add options Cancel

Enter the second answer option in the text box, then click **Save and add options**.

Continue this process of saving and adding options until you have added all of the options for the Poll question. On the last option click **Save**. This will display the Edit a Poll page with the poll options listed.

# Click Save.

## Options

[Add option](#)

Option	actions
I do not visit social media sites.	<a href="#">Edit</a> <a href="#">Delete</a>
Less than 1 hour per week	<a href="#">Edit</a> <a href="#">Delete</a>
From 1 to 5 hours per week	<a href="#">Edit</a> <a href="#">Delete</a>
From 6 to 10 hours per week	<a href="#">Edit</a> <a href="#">Delete</a>
More than 10 hours per week	<a href="#">Edit</a> <a href="#">Delete</a>

## Limits

\*What is the minimum number of Answer Options that can be selected?

\* What is the maximum number of Answer Options that can be selected?

## Results are visible:

- ☒ always
- ☐ to participants who have voted, or after closing date
- ☐ after closing date
- ☐ never

[Save](#) [Cancel](#)

This displays the Polls list page. Click **Save** to save your poll.

*Note: If you need to edit or delete an option, click on the Edit or Delete links to the right of the option text.*

# To view the poll, click on the poll name.

[ADD](#) [PERMISSIONS](#) [LINK](#) [HELP](#)

### Poll list

Question	Opening	Closing	Results
<a href="#">How many hours per week do you spend on social media?</a>	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	<a href="#">Results</a>

[Edit](#)

[Remove selected polls](#) [Reset selected polls](#)

# Example: Student view of Poll.

## 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

Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

*Note: By default, students can only vote once per poll question.*

# Example: Student reference number.

Thank you for voting!

Your reference number: 55c71a7e-8f9d-4356-8f7c-d0bcf4623402

Back

Polls are anonymous. After a student votes in a poll, they receive a reference number to confirm that they have voted in this poll.

# To view the results of the poll, click on Results.

## Poll list

Question	Opening	Closing	Results
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	<a href="#">Results</a>

# Example: Poll Results.

## Results

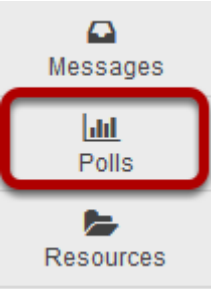
How many hours per week do you spend on social media?

◆ Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

# How do I take a poll?

By default, students can respond to poll questions. All student responses to poll questions are anonymous.

## Go to Polls.



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

## Click on the poll name.

### Poll list

Question	Opening	Closing ▾	Results	
<a href="#">How many hours per week do you spend on social media?</a>	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	<a href="#">Results</a>	
<a href="#">Do you have a Google Account?</a>	Apr 19, 2016 5:35 PM	Apr 26, 2016 5:35 PM	<a href="#">Results</a>	

Reset selected polls

## Select your choice and click 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 reference number.

Thank you for voting!

Your reference number: cd10034e-abf1-440c-87fa-654363092a26

Back

Polls are anonymous. After you vote in a poll, you will receive a reference number to confirm that you have voted in this poll.

## Click Back.

Thank you for voting!

Your reference number: cd10034e-abf1-440c-87fa-654363092a26

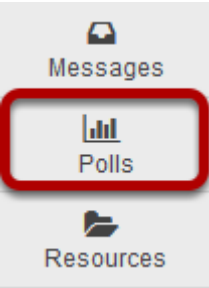
Back

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, click on Results.

### Poll list

Question	Opening	Closing ▾	Results <input type="checkbox"/>
How many hours per week do you spend on social media?	Apr 19, 2016 12:00 AM	Apr 26, 2016 11:55 PM	<a href="#">Results</a>

## Example: Poll Results.

### Results

How many hours per week do you spend on social media?

Option	Votes	%
I do not visit social media sites.	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%



# How do I modify Polls tool permissions?

Instructors can modify the Polls tool permissions to allow students or other site participants to post and manage poll questions.

## Go to Polls.



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

## Click Permissions.



# Modify the permissions for the roles listed.

Permissions

Set poll permissions for DAC-EDUCATION-DEPT1-SUBJ1-126

Undo changes

1

Permission	Instructor	Student	Teaching Assistant
Vote on a poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a new poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete your own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own poll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Save Cancel

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. Click 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.*

# 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.

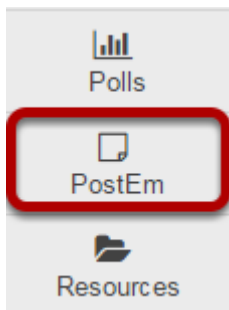
Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

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 headings.

**To access this tool, select PostEm from the Tool Menu in your site.**



**Example of Class Attendance feedback.**

# Student View

## Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

Back

# Instructor View

Title▲	Creator	Modified By	Last Modified	Released							
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	<a href="#">view</a>	<a href="#">view participant</a>	<a href="#">update</a>	<a href="#">delete</a>	<a href="#">download</a>		

Last Modified 22 Apr 2016 10:41

Username	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences	Last Checked
student01	student01	P	P	P	P	P	P	P	P	0	never
student02	student02	P	P	A	P	P	A	P	P	2	never
student03	student03	P	P	A	P	P	P	P	P	1	22 Apr 2016 10:48
student04	student04	P	P	P	P	A	P	P	P	1	never
student05	student05	P	P	P	P	P	P	P	P	0	never

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?

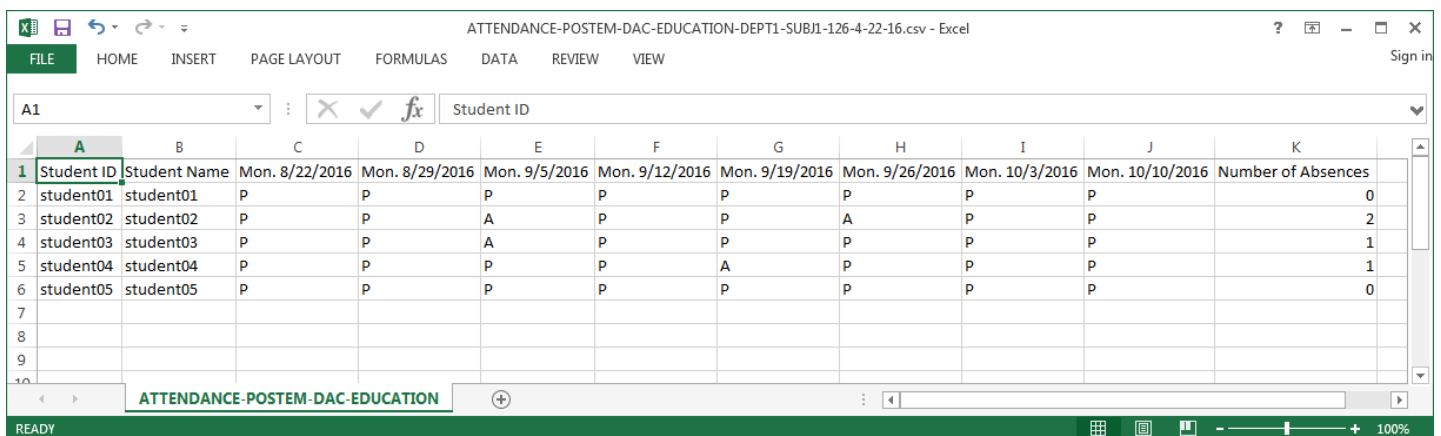
Instructors use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

- Your file must be saved in .CSV format. You can save Microsoft Excel spreadsheets as CSV files.
- The first column of your file must contain individuals' usernames in lower case.
- The first row of your file must contain headings; every column must have a heading.

Once you have created your file, you can modify 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 > All Grades > Export as CSV (or from Gradebook2 > Tools > Export). You can also download a CSV file that includes the student usernames under Roster > Export.*

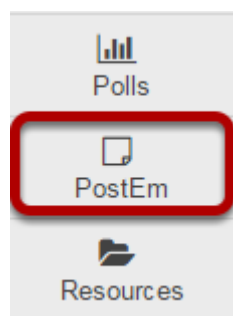
## Example of a properly formatted CSV file.



The screenshot shows an Excel spreadsheet titled "ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv - Excel". The spreadsheet has columns for dates and attendance status, and rows for individual students. The first row (row 1) contains the following headers: "Student ID", "Student Name", "Mon. 8/22/2016", "Mon. 8/29/2016", "Mon. 9/5/2016", "Mon. 9/12/2016", "Mon. 9/19/2016", "Mon. 9/26/2016", "Mon. 10/3/2016", "Mon. 10/10/2016", and "Number of Absences". The first column (column A) contains student IDs: "student01", "student02", "student03", "student04", "student05". The second column (column B) contains student names: "student01", "student02", "student03", "student04", "student05". The subsequent columns (C-K) contain attendance status: "P" (Present), "A" (Absent), or "P" (Present). The final column (L) contains the number of absences: "0", "2", "1", "1", "0".

Student ID	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences
student01	student01	P	P	P	P	P	P	P	P	0
student02	student02	P	P	A	P	P	A	P	P	2
student03	student03	P	P	A	P	P	P	P	P	1
student04	student04	P	P	P	P	A	P	P	P	1
student05	student05	P	P	P	P	P	P	P	P	0

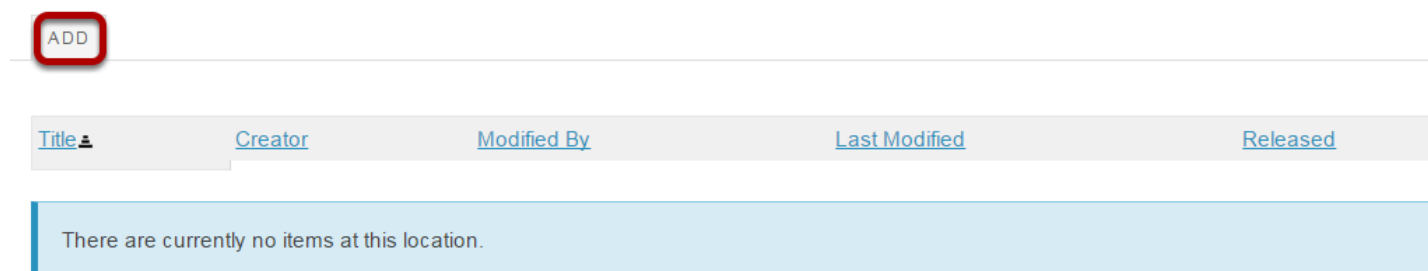
## Go to PostEm



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

*Note: The PostEm tool is sometimes named Feedback.*

## Click Add.



# 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

Class Attendance

Choose a CSV file or URL from Resources

### Feedback Availability

☐

Release feedback to participants?

Post

Cancel

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.

## 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

Choose a CSV file or URL from Resources

Feedback Availability

☐

Release feedback to participants?

Post

Cancel

Click the **Choose a CSV file or URL from Resources** button to select your file.

# Select your file.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload local file

Choose File

No file chosen

or a URL (link to website)

Add

Continue

Cancel

Select a resource

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Title	Actions
DAC-EDUCATION-DEPT1-SUBJ1-126	
Lecture Notes	
OCEA_101 Instructor Resources	
3Penguins.jpg	<a href="#">Attach a copy</a>
<a href="#">Show other sites</a>	

You may select a file that you have already uploaded to your site, or click the **Choose File** button to locate the file on your computer and select it for upload.

## Click 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.

Items to attach	Remove?
<div><div></div>ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv</div>	<div><div></div>Remove</div>

Upload local file

Choose File

No file chosen

or a URL (link to website) 

Add

Continue

Cancel

## 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

Choose a CSV file or URL from Resources

ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv

Feedback Availability



Release feedback to participants?

Post

Cancel

Check the box next to **Release feedback to participants?** and then click **Post**.

# Verify the upload.

## Verify Upload

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.

Student ID	student01
Student Name	student01
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	P
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	0

Save

Back

You will be prompted to verify your file upload. The first row of data will be previewed for you. If everything looks correct, click **Save**.

## To view feedback for all students, click View.

ADD

LINKHELP

Title	Creator	Modified By	Last Modified	Released	view	view participant	update	delete	download
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes					

# View class feedback.

Last Modified 22 Apr 2016 10:41

Username	Student Name	Mon. 8/22/2016	Mon. 8/29/2016	Mon. 9/5/2016	Mon. 9/12/2016	Mon. 9/19/2016	Mon. 9/26/2016	Mon. 10/3/2016	Mon. 10/10/2016	Number of Absences	Last Checked
student01	student01	P	P	P	P	P	P	P	P	0	never
student02	student02	P	P	A	P	P	A	P	P	2	never
student03	student03	P	P	A	P	P	P	P	P	1	22 Apr 2016 10:48
student04	student04	P	P	P	P	A	P	P	P	1	never
student05	student05	P	P	P	P	P	P	P	P	0	never

This displays all of the feedback and when (if ever) the student last checked their feedback.

## To view feedback for one student, click View Participant.

ADD

LINKHELP

Title	Creator	Modified By	Last Modified	Released					
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download

This displays the individual student's feedback.

## Select the student's username.

View Participant

Select a Participant:

No participant is selected

Back

student01

student02

student03

student04

student05

Choose the student you want to view from the drop-down menu of participant usernames.

# View individual feedback.

**View Participant**

Select a Participant: student02 ▼

Student ID	student02
Student Name	student02
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	A
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	2

Back

This displays the individual student's feedback.

# To update the feedback file, click Update.

ADD

LINKHELP

Title	Creator	Modified By	Last Modified	Released					
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	<a href="#">view</a>	<a href="#">view participant</a>	<a href="#">update</a>	<a href="#">delete</a>	<a href="#">download</a>

If you would like to replace the CSV file with a different file, click **Update**.

# Select a new file 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

**Choose a CSV file or URL from Resources** ATTENDANCE-POSTEM-DAC-EDUCATION-DEPT1-SUBJ1-126-4-22-16.csv

**Feedback Availability** ☒ Release feedback to participants?

**Post** **Cancel**


Click 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.

*Tip: If you want to hide the feedback from students, remove the check mark next to Release feedback to participants.*

# To download a copy of the CSV file, click Download

ADD

[LINK](#) [? HELP](#)

Title 	Creator	Modified By	Last Modified	Released					
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	<a href="#">view</a>	<a href="#">view participant</a>	<a href="#">update</a>	<a href="#">delete</a>	<a href="#">download</a>

# To delete the feedback, click Delete.

ADD

LINKHELP

Title	Creator	Modified By	Last Modified	Released					
Class Attendance	demoprofessor	demoprofessor	22 Apr 2016 10:41	Yes	view	view participant	update	delete	download

# Example of what a student sees in the PostEm tool.

LINKHELP

Title	Last Modified	
Class Attendance	22 Apr 2016 10:41	view

Students will see the title of the feedback file, and the date it was last modified. They can click on **View** to see their individual feedback.

# Student view of individual feedback.

Your Feedback

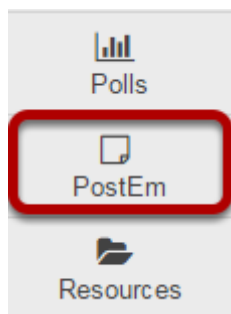
Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

Back



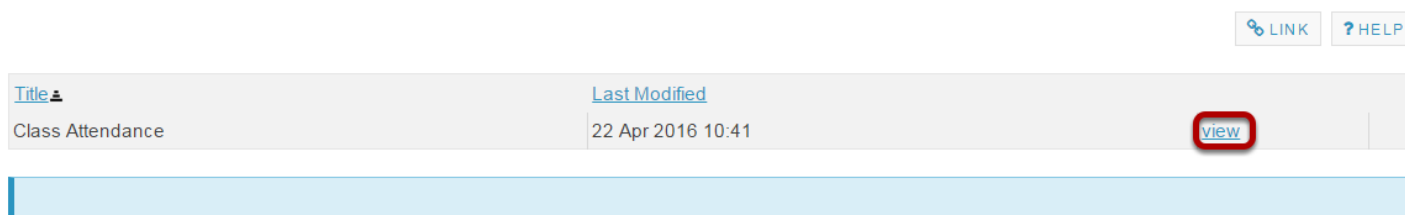
# How do students view their feedback in PostEm?

## Go to PostEm.



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

## Click View.



Students will see the title of the feedback file, and the date it was last modified. They can click on **View** to see their individual feedback.

# View feedback.

## Your Feedback

Student ID	student03
Student Name	student03
Mon. 8/22/2016	P
Mon. 8/29/2016	P
Mon. 9/5/2016	A
Mon. 9/12/2016	P
Mon. 9/19/2016	P
Mon. 9/26/2016	P
Mon. 10/3/2016	P
Mon. 10/10/2016	P
Number of Absences	1

Back

# Profile

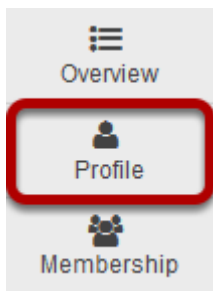
# What is the Profile tool?

The Profile tool contains basic user information, including names, and other optionally displayed information.

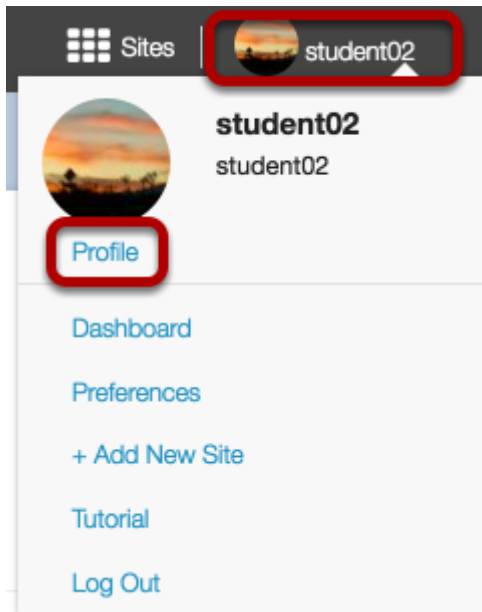
Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information (e.g. Twitter integration), connections, notification preferences, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

*Note: Some Profile options may be locked or unavailable depending on institutional settings.*

**To access this tool, select Profile from the Tool Menu in My Workspace.**



Or, select your username/photo in the top right corner.



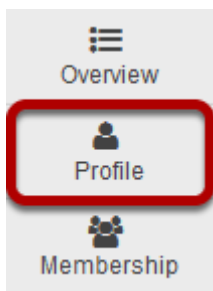
When the dropdown menu appears, click on **Profile**.

# 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. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional. Visibility of information in your Profile can be controlled in the Profile Privacy tab.

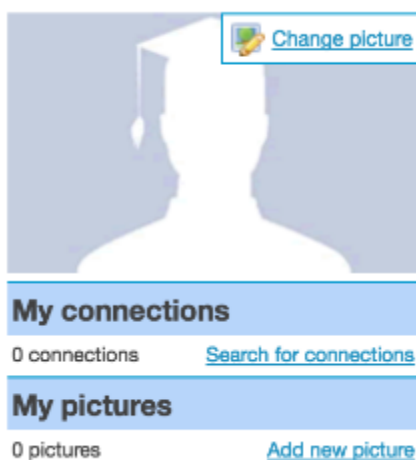
*Note: Some Profile options may be locked or unavailable depending on institutional settings.*

## Go to Profile.




Select the **Profile** tool from the Tool Menu in My Workspace.

## Changing Your Picture



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): ✖

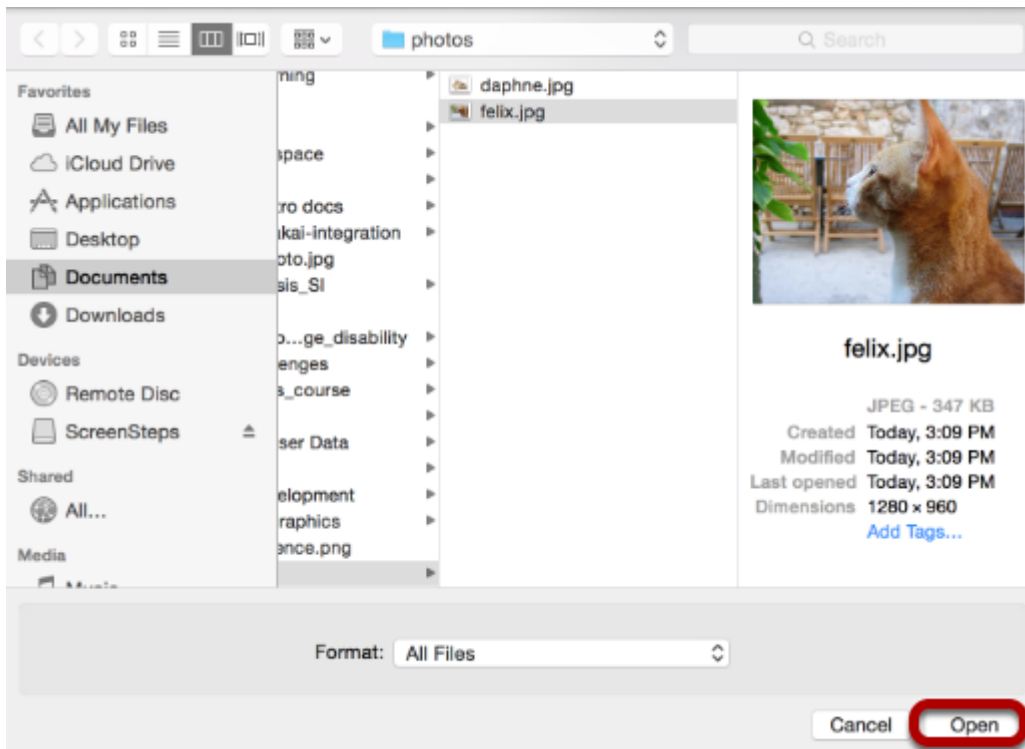
**Choose File**

Note: If the new image doesn't appear immediately, try refreshing your browser.

**Upload**

Click the Choose File 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 click **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): ✖

Note: If the new image doesn't appear immediately, try refreshing your browser.

**My connections**

The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.

## Picture updated.

MY PROFILE

PICTURES

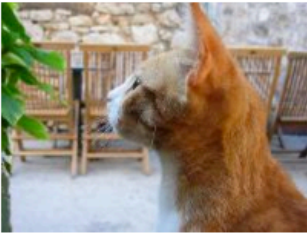
CONNECTIONS

MESSAGES

SEARCH

PRIVACY

PREFERENCES



**My connections**  
0 connections [Search for connections](#)

**My pictures**  
0 pictures [Add new picture](#)

**student02**

**Basic Information**

You haven't filled out any information yet

**Contact Information**

Email [heatherrvalli@gmail.com](mailto:heatherrvalli@gmail.com)

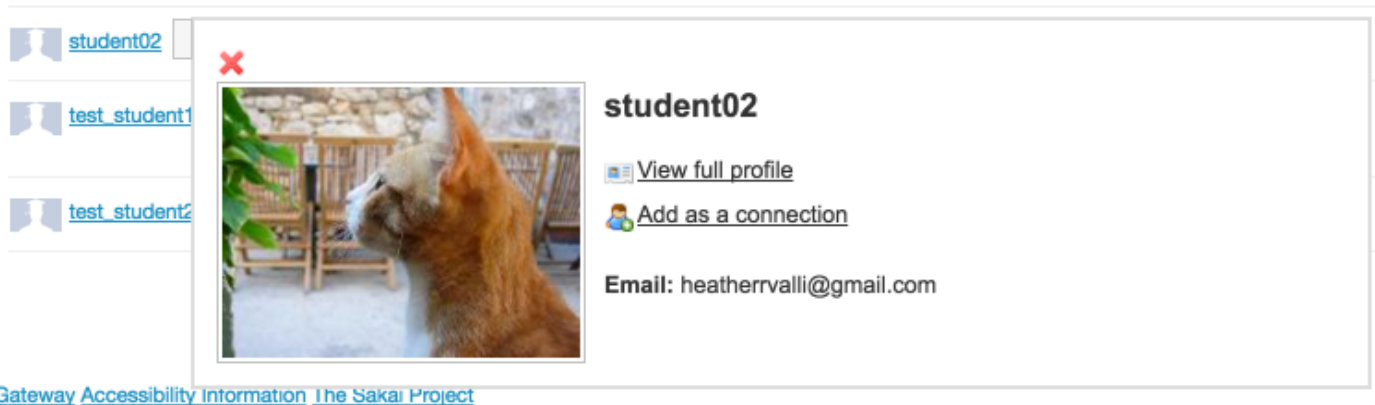
**Staff Information**

You haven't filled out any information yet

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.

*NOTE: Your profile picture and other information added to the Profile tool will not be visible to other Sakai users at your institution until you update your profile's privacy settings. This article will get you started: [https://sakai.screenstepslive.com/s/sakai\\_help/m/50750/l/464132-how-do-i-change-my-privacy-settings](https://sakai.screenstepslive.com/s/sakai_help/m/50750/l/464132-how-do-i-change-my-privacy-settings)*

## Example of profile image display in Roster.



A screenshot of a user profile in a roster. On the left, a list of users includes 'student02', 'test\_student1', and 'test\_student2'. The profile for 'student02' is expanded, showing a profile picture of a ginger cat, the name 'student02', and links for 'View full profile' and 'Add as a connection'. The email address 'heatherrvalli@gmail.com' is also displayed. A red 'X' icon is visible above the profile picture. At the bottom left, there are links for 'Gateway Accessibility Information' and 'The Sakai Project'.


## Editing your information.

student02

**Basic Information**

You haven't filled out any information yet

**Contact Information**



A red square box highlights an 'Edit' button icon, which consists of a yellow pencil and the word 'Edit' in a blue box, with a hand cursor pointing at it.

Mouse over the right side of information each section near the horizontal rule to display the editing option.

Click on the **Edit** link to modify or add your information.

## Basic Information.

Profile | Wall

Basic Information

Nickname: Felix

Birthday: [Field]

Personal summary

**B I U** [List] [Link] [Image] [Source]

I'm from Madison, Wisconsin.  
I enjoy birdwatching and naps.

body p

Save changes Cancel

You can choose to show/hide your birthyear in your Privacy settings

Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then click **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.

Contact Information

Email: student@awesomeu.edu

Home page: [Field]

Work phone: [Field]

Home phone: [Field]

Mobile phone: [Field]

Facsimile: [Field]

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 click **Save changes** to save any changes.

## Staff Information.



The screenshot shows the 'Staff Information' form. It has a light blue background. On the left, there is a vertical list of labels: Position, Department, School, Room, Staff profile, University profile URL, Academic/research URL, and Publications and conferences. To the right of these labels are input fields. The 'Position' field contains 'Professor'. The 'Department' field contains 'English'. The 'School' field contains 'Arts and Sciences'. The 'Room' field contains '208'. The 'Staff profile' field is a large text area with a rich text editor toolbar above it. The 'University profile URL' and 'Academic/research URL' fields are empty. The 'Publications and conferences' field is also a large text area with a rich text editor toolbar above it. At the bottom of the form are two buttons: 'Save changes' and 'Cancel'.

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. Click **Save changes** to save any changes.

*Note: The [Rich Text Editor](#) is also available to you in the Publications and Conferences field.*

## Student Information.






The screenshot shows the 'Student Information' form. It has a light blue background. On the left, there is a vertical list of labels: Degree/Course and Subjects. To the right of these labels are input fields. The 'Degree/Course' field contains 'Bachelor's degree'. The 'Subjects' field contains 'Biology major'. At the bottom of the form are two buttons: 'Save changes' and 'Cancel'.

If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save changes** to save any changes.

## Social Networking.

### Social Networking

Facebook URL	<input type="text"/>	
LinkedIn URL	<input type="text"/>	
MySpace URL	<input type="text"/>	
Skype username	<input type="text"/>	
Twitter URL	<input type="text"/>	

You may also include links to your social media accounts or contact information on social networking sites. Click **Save** to save any changes.

## Personal Information.

### Personal Information

Favorite books	<input type="text" value="Cat on the Edge, by Shirley Rousseau Murphey"/>
Favorite TV shows	<input type="text" value="Too Cute!, Animal Planet"/>
Favorite movies	<input type="text" value="The Birds"/>
Favorite quotes	<input type="text" value="As anyone who has ever been around a cat for any length of time well knows, cats have enormous patience with the limitations of the human kind. --Cleveland Amory"/>

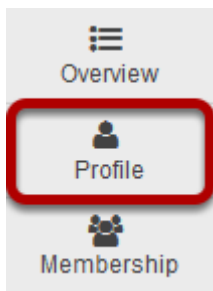
You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save changes** to save any changes.

*Tip: Users can search for connections in Profile based on common interests.*

# How do I post to my wall?

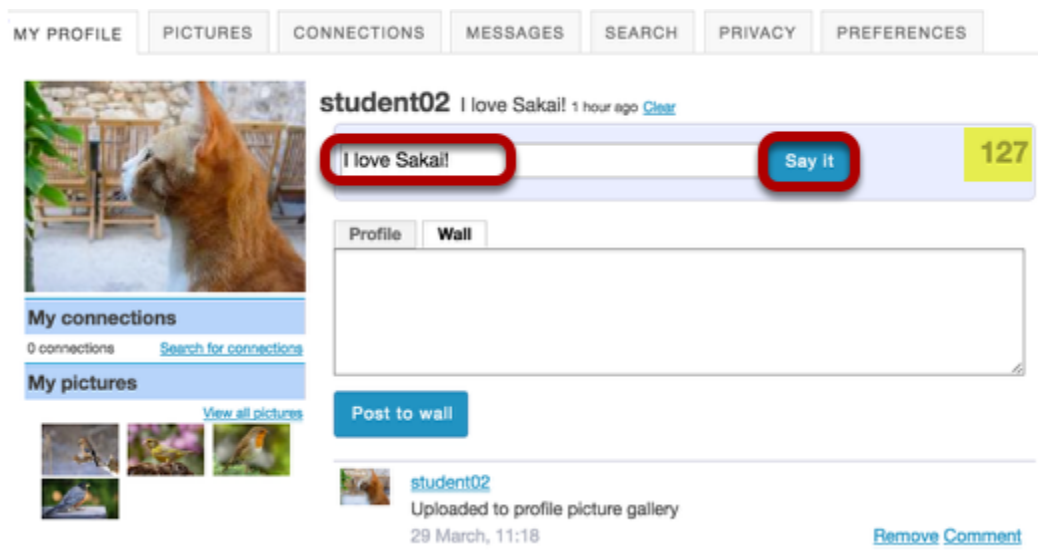
You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

## Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

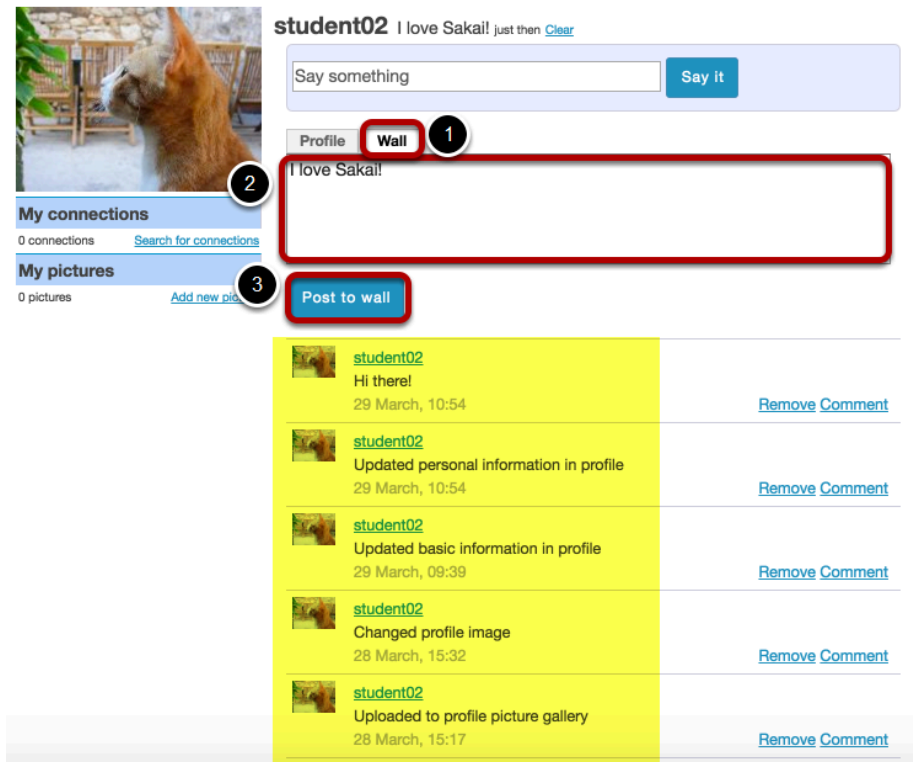
## Enter a status message.



Enter your message into the text box provided and then click 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.*

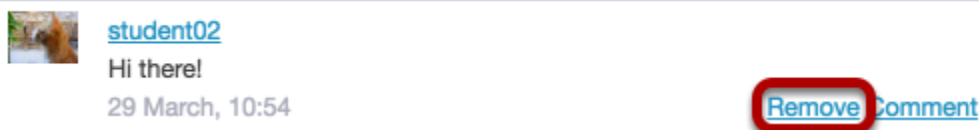
## Post directly on your wall.



1. Click on the **Wall** tab.
2. Enter your text into the [Rich Text Editor](#).
3. Click **Post to wall**.

*Note: Previously posted status messages, posts and updates will appear at the bottom of the screen.*

## Remove a post. (Optional)



If you would like to remove an existing message on your wall, click the **Remove** link next to the item you'd like to delete.



## Comment on a post. (Optional)

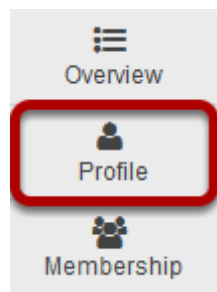


If you would like to comment on a wall post (your own, or someone else's):

1. Click the **Comment** link next to the post.
2. The screen will expand to show a text box below where you can add your comment. Enter your text here.
3. Click **Add Comment** to post your comment to the wall.

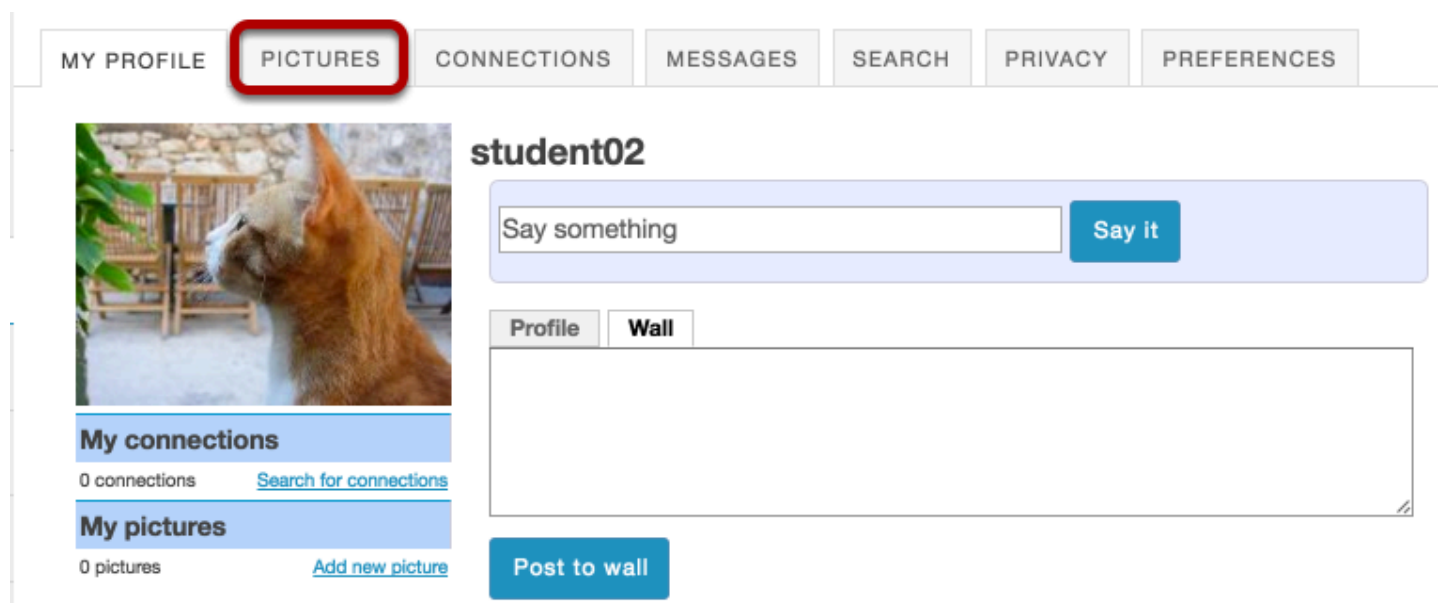
# How do I add pictures to my profile picture gallery?

Go to Profile.

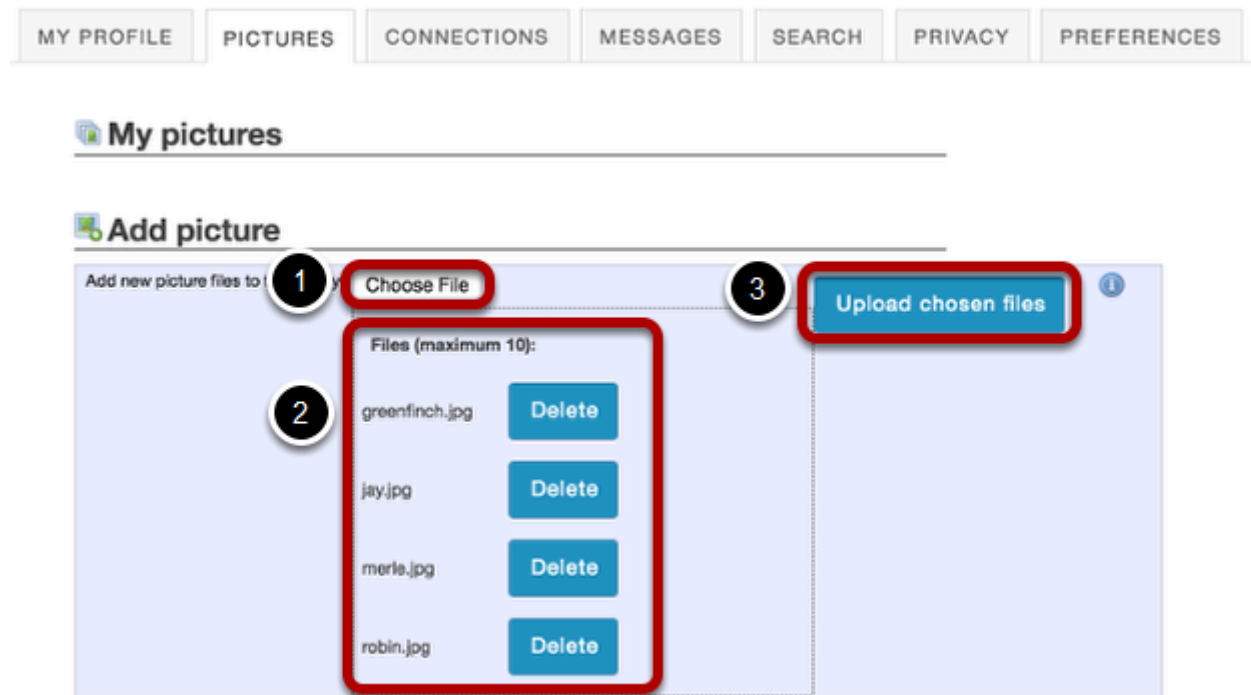


Select the **Profile** tool from the Tool Menu in My Workspace.

Click Pictures.



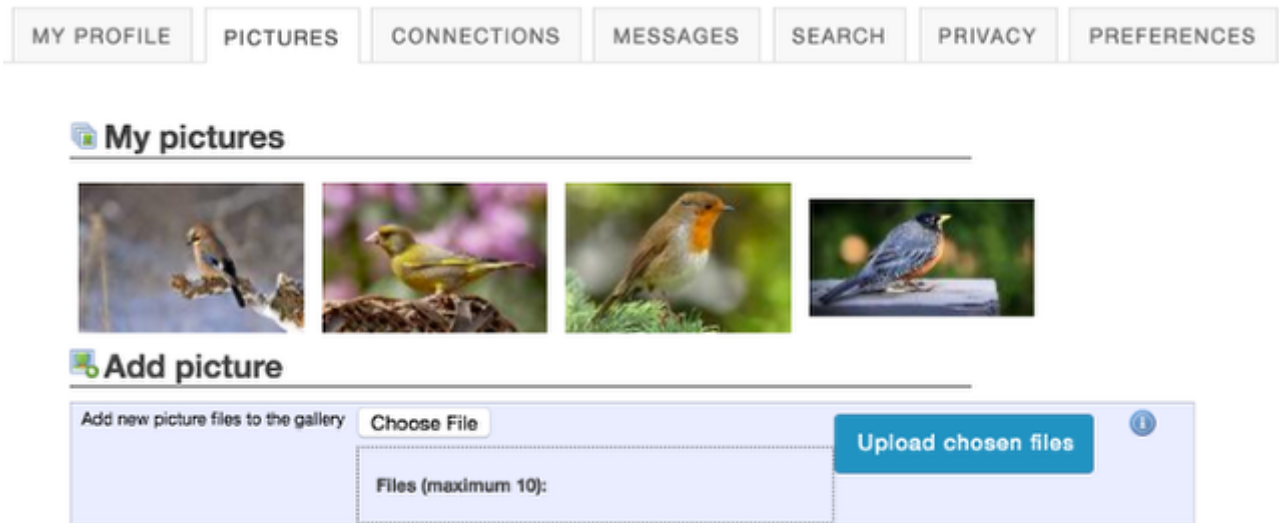
## Select your image files.



1. Click 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 click **Delete** to remove a file from the list.
3. Once you have selected your file/s, click the **Upload chosen files** button.

*Note: The combined file size of all images to upload should not exceed 20MB.*

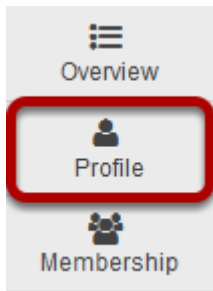
## View picture gallery.



Once your images have been uploaded, they will display under "My Pictures".

# How do I search for and add connections?

## Go to Profile.

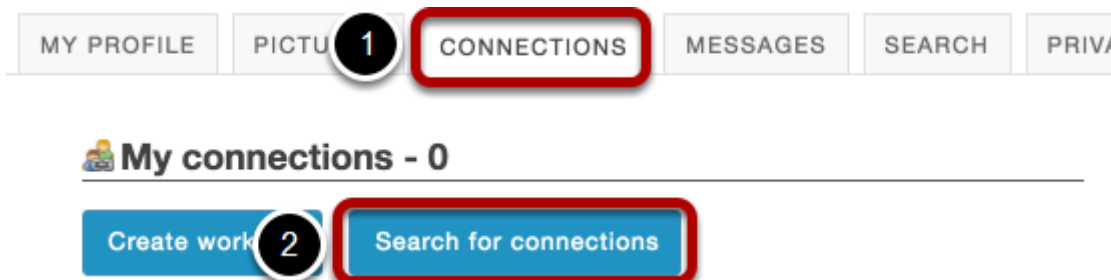


Select the **Profile** tool from the Tool Menu in My Workspace.

## Click Search.



Or, you can also go to Connections to view/search from there.



1. Click **Connections**.
2. Then, click **Search for Connections**.

## Enter your search terms.

MY PROFILE

PICTURES


CONNECTIONS

MESSAGES

SEARCH


PRIVA

 **Search profiles**

Search terms

student01



Person's name or email

☒ Common interest


Include connections in search results

☒

Limit search to selected worksite

☐

Sample Course



Search




Enter a name or keyword to search for, and then click 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.


Displaying 13 results for: **student**

[Clear search](#)

	<a href="#">Rainribbon (Student)</a>	<a href="#">Add as a connection</a> <a href="#">View connections</a>
	<a href="#">Stu Dently</a>	<a href="#">Add as a connection</a> <a href="#">View connections</a>
	<a href="#">Student Test</a>	<a href="#">Add as a connection</a> <a href="#">View connections</a>

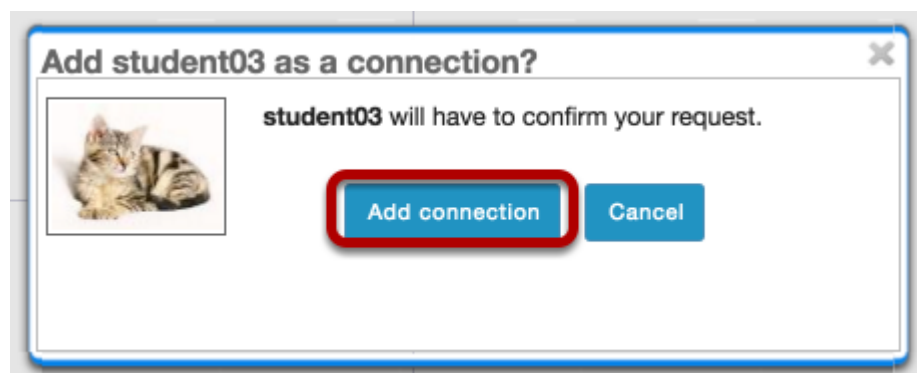
Search results will display at the bottom of the screen.

## Add connections.

	<a href="#">student03</a>	<a href="#">Add as a connection</a> <a href="#">View connections</a>
--	---------------------------	---

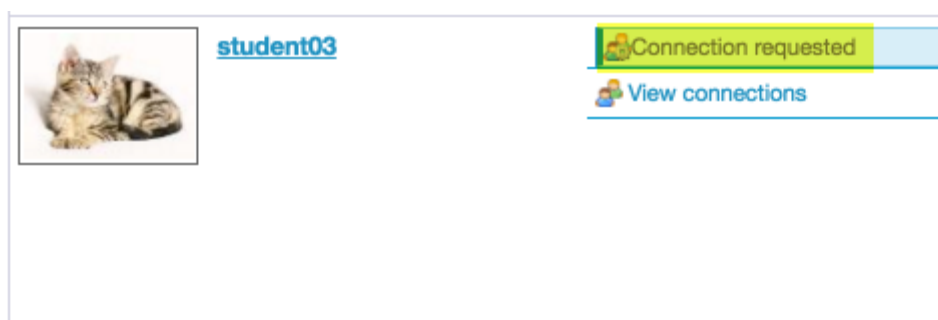
Click the **Add as a connection** link to send a connection request to the selected user.

## Connection request confirmation.



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, click **Add connection**.

## Pending requests.

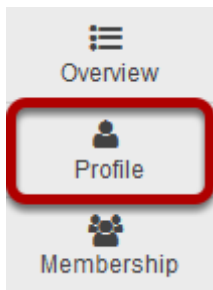


*Note: Once you have sent a connection request to someone, you will see the text "Connection requested" displayed for that user until they accept or ignore the request.*



# How do I send a message to a connection in Profile?

Go to Profile.

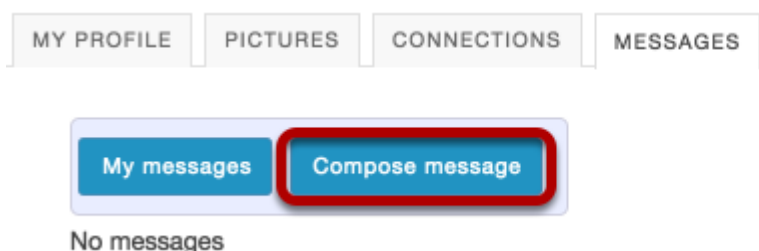


Select the **Profile** tool from the Tool Menu in My Workspace.

Click Messages.



Click Compose message.



## Enter your message and send.

Y PROFILE PICTURES CONNECTIONS MESSAGES

My messages

Compose message

To student03 ✖ 1

2 Subject Hi

3 Message Hello. How are you?

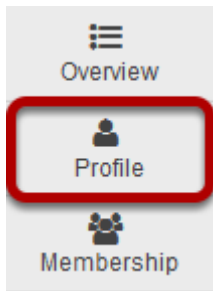
4 Send Message

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. Click **Send Message**.

# How do I change my privacy settings?

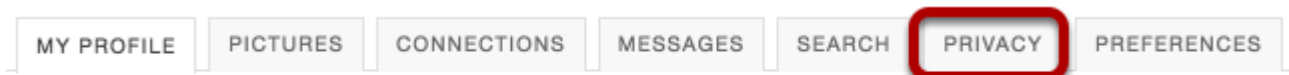
On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

## Go to Profile.

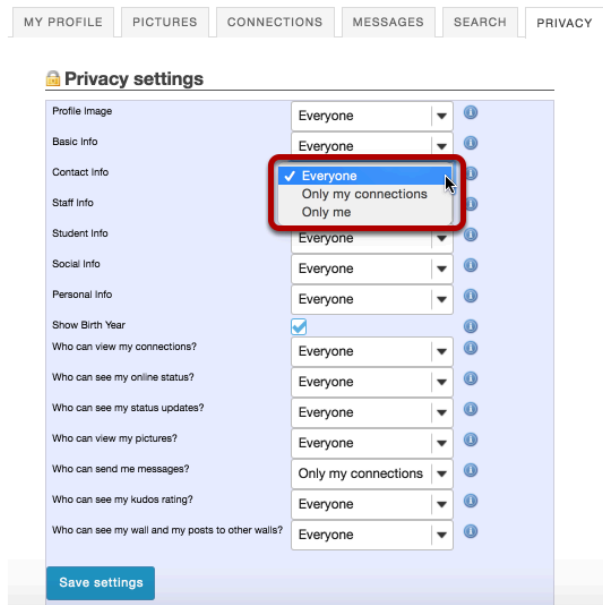


Select the **Profile** tool from the Tool Menu in My Workspace.

## Click Privacy.



# Modify your privacy settings.



You may use the drop-down menus to change the privacy settings for each of the items listed.

*Note: Depending on your institutional Profile settings, some of these privacy settings may be locked or unavailable.*

## Click Save settings.



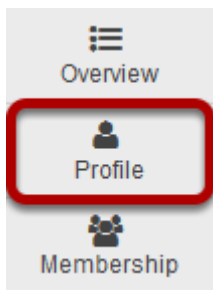
If you make any changes, be sure to click **Save settings** to save your changes.

# How do I set my notification and other profile preferences?

On your preferences page you can control what emails are sent 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.

*Note: Depending on institutional settings, some of these options may not be available in your local instance.*

## Go to Profile.



Select the **Profile** tool from the Tool Menu in My Workspace.

## Click Preferences.

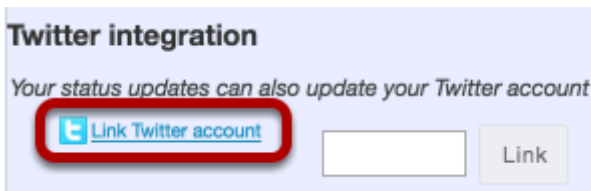


## Manage email notifications.



Click the radio buttons to adjust the settings on or off for each email notification preference.

## Manage Twitter integration.

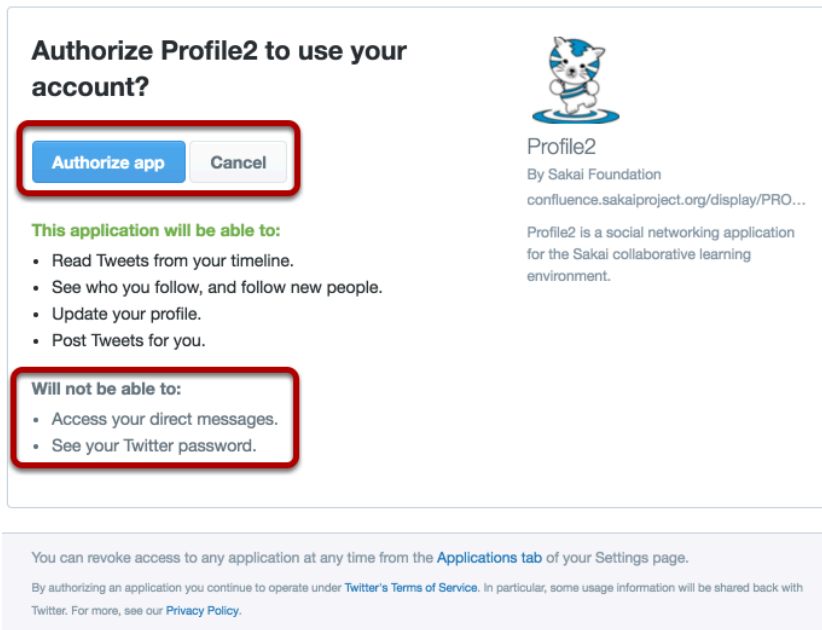


If you have an existing Twitter account, you may link it to your Sakai profile if desired.

Click **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.



**Authorize Profile2 to use your account?**

[Authorize app](#) [Cancel](#)

**This application will be able to:**

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

**Will not be able to:**

- Access your direct messages.
- See your Twitter password.

**Profile2**  
By Sakai Foundation  
confluence.sakaiproject.org/display/PRO...

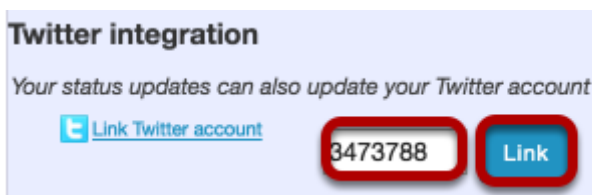
Profile2 is a social networking application for the Sakai collaborative learning environment.

You can revoke access to any application at any time from the [Applications tab](#) of your Settings page.  
By authorizing an application you continue to operate under [Twitter's Terms of Service](#). In particular, some usage information will be shared back with Twitter. For more, see our [Privacy Policy](#).

Log in with your Twitter username and password, and then click the **Authorize app** button to grant Profile2 access to post status updates.

You'll be presented with a PIN code.

## Enter the PIN and click Link.



**Twitter integration**

Your status updates can also update your Twitter account

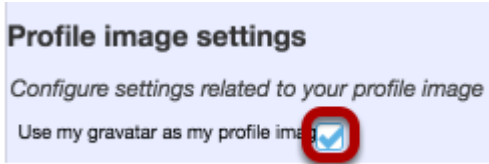
[Link Twitter account](#)

[Link](#)

Back on the preferences page, enter the PIN code in the box and click **Link**. Your details will be verified with Twitter.

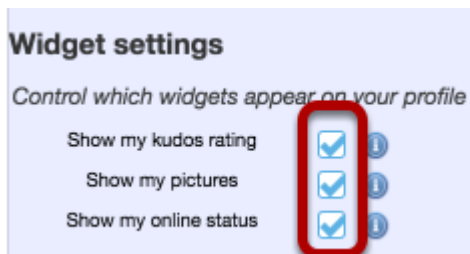
*Note: You can disable the Twitter integration by clicking Unlink.*

## Manage profile image settings.



If you have an existing gravatar and you would like to use that as your profile image, you may check the box here.

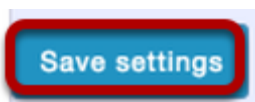
## Manage widget settings.



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.

## Click Save settings.



If you have made any changes to your preferences, be sure to click **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 My Workspace area.

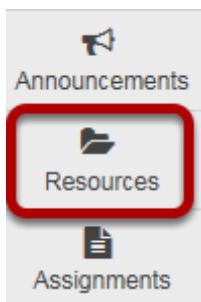
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

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.

All site files ▾

Intro to Psychology Resources

Move

Copy

Move to Trash

Show

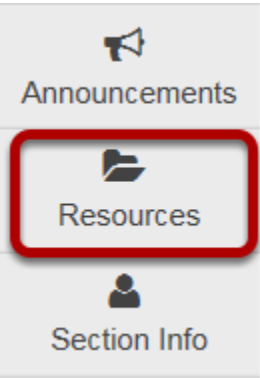
Hide

<input type="checkbox"/>	Title		
<input type="checkbox"/>	Intro to Psychology Resources	Site Root Folder	Actions ▾
<input type="checkbox"/>	Syllabus and Guidelines	Folder	Actions ▾
<input type="checkbox"/>	Readings	Subfolder	Actions ▾
<input type="checkbox"/>	Unit 1		Actions ▾
<input type="checkbox"/>	Forever Jung	Content files	Actions ▾
<input type="checkbox"/>	Skinner's Behavior		Actions ▾
<input type="checkbox"/>	Unit 2	Item description	Actions ▾
<input type="checkbox"/>	Psychology Web Sites	Web Link	Actions ▾
<input type="checkbox"/>	American Psychological Association		Actions ▾

# 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

[All site files ▾](#) / [FA16-COMM-20250-02 Resources](#) / Homework Solutions

Move

Copy

Move to Trash

Show

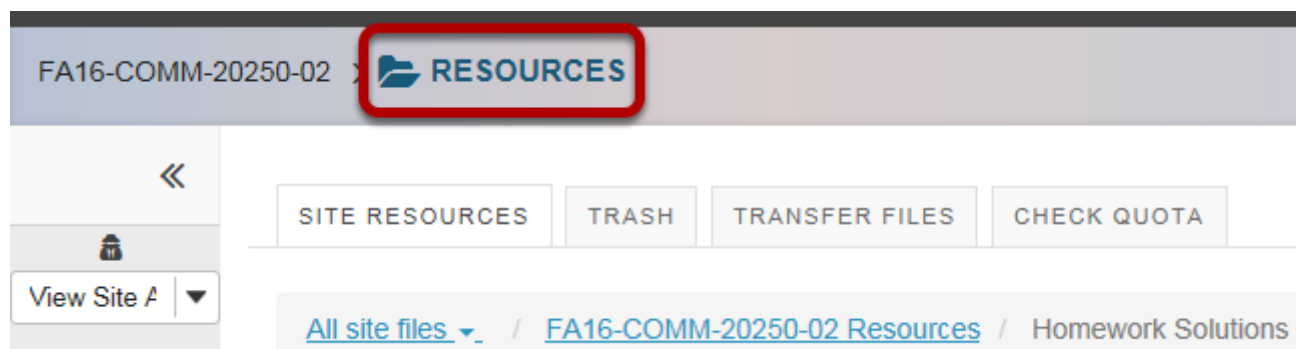
Hide

<input type="checkbox"/>	<a href="#">Title</a> ▴ ▾	Access
	<a href="#">Homework Solutions</a>	<div>Actions ▾</div>
<input type="checkbox"/>	<a href="#">Section 1</a>	<div>Actions ▾</div> Entire site
<input type="checkbox"/>	<a href="#">Section 2</a>	<div>Actions ▾</div> Entire site
<input type="checkbox"/>	<a href="#">Section 3</a>	<div>Actions ▾</div> Entire site
<input type="checkbox"/>	<a href="#">Section 4</a>	<div>Actions ▾</div> Entire site

Clicking on the name of any folder will isolate the display to just the contents of that folder.

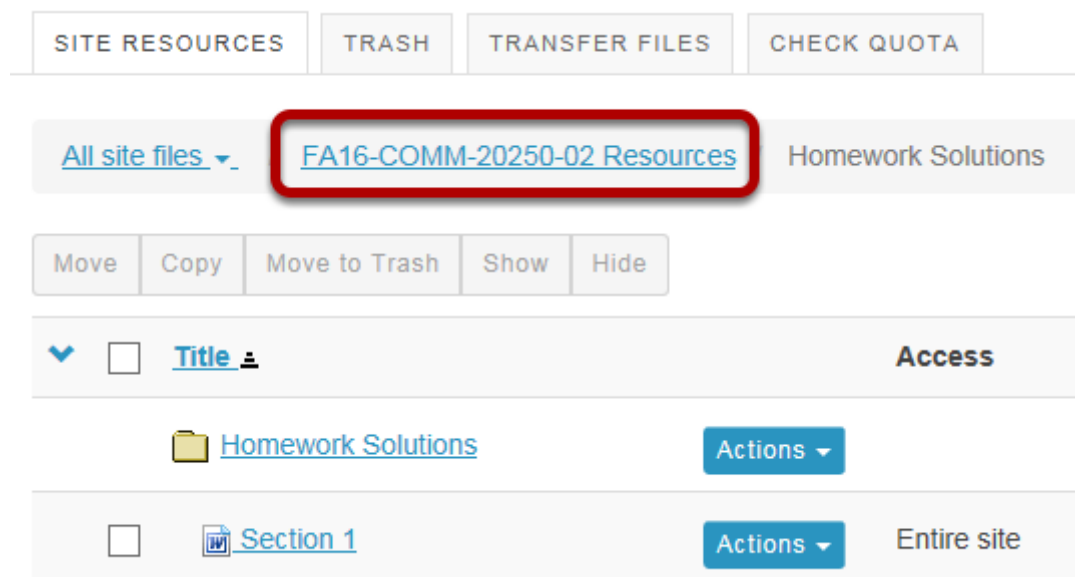
## Breadcrumb Trails

### Site-Level Breadcrumb Trail




Clicking 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. Clicking the root folder will return the Resources display to the root level with all the folders closed.

## Plus / Minus


 [FA16-COMM-20250-02 Resources](#)




[Syllabus and Guidelines](#)




[FA16 Syllabus](#)



[Guidelines for Writing](#)




[Homework Solutions](#)





[Student Work](#)

Folders with content will display a **Plus +**. Clicking **Plus +** will open a folder, within the view of all of the folders. Clicking **Minus -** will close a folder.

## Expand All / Collapse All




☐ [Title](#) 




[FA16-COMM-20250-02 Resources](#)

☐




[Syllabus and Guidelines](#)

☐




[FA16 Syllabus](#)

☐




[Guidelines for Writing](#)

☐




[Homework Solutions](#)

☐



[Section 1](#)

☐

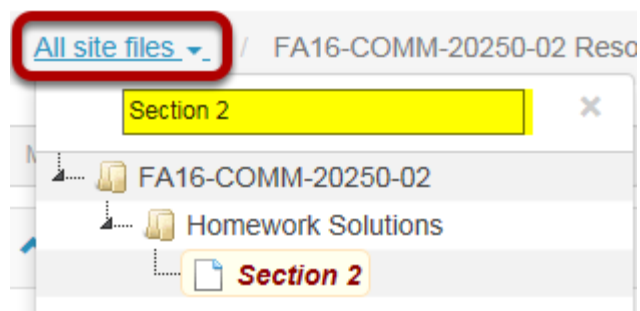


[Section 2](#)

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

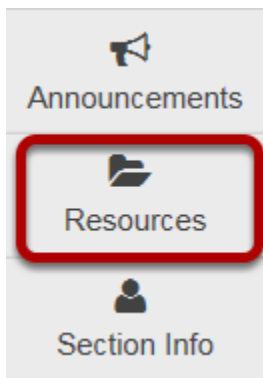
## Search



Clicking **All Site Files** button will display a search field. Enter keywords to locate a specific file or files.

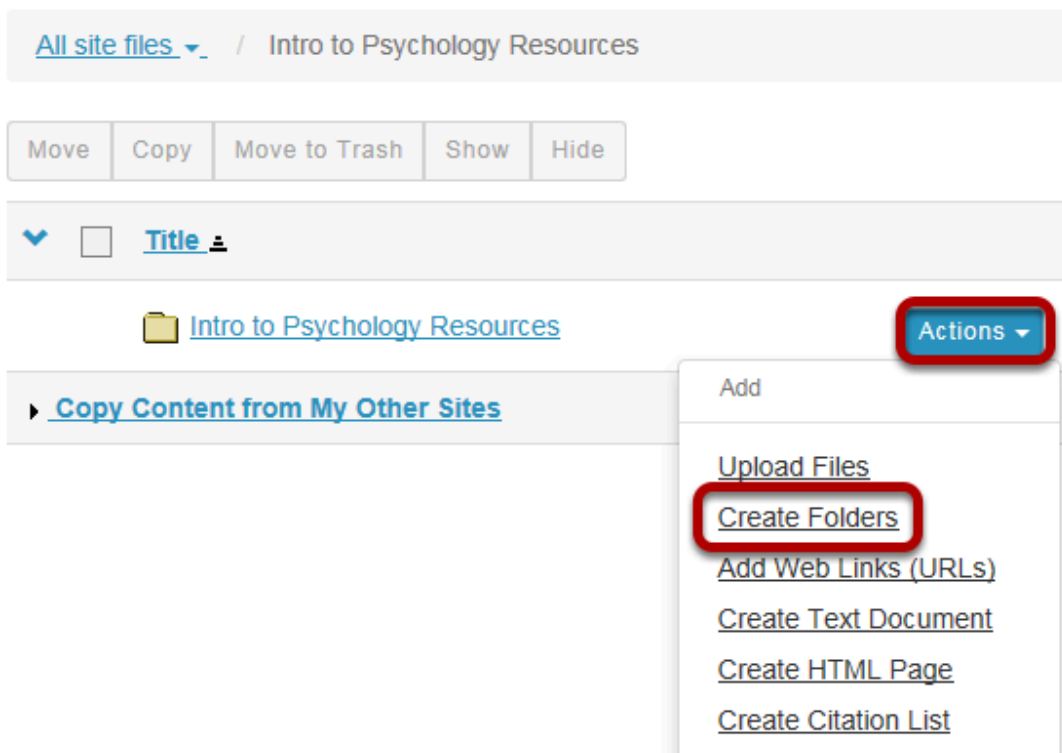
# How do I create folders?

Go to Resources.



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

Click **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 Psychology

Create as many folders as you like! If you change your mind, click the 'X' icon beside the folder name. Press the 'Create Folders Now' button when you have finished.

Folder Name

Syllabus and Guidelines

## Add multiple folders. (Optional)

### Create Folders

Location: / Intro to Psychology

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

Syllabus and Guidelines

[Add details for this item](#) ✕

Folder Name

Homework Solutions

[Add details for this item](#) ✕

Folder Name

Student Resources

✕

[Add details for this item](#) ✕

[Add Another Folder](#)

Create Folders Now

Cancel

If you would like to create multiple folders, click **Add another folder**.

*Note: You can add as many folders as you want by clicking "Add another folder".*

# Click Create Folders Now.

## Create Folders

Location: / Intro to Psychology

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	<input type="text" value="Syllabus and Guidelines"/>	<a href="#">Add details for this item</a> ✕
Folder Name	<input type="text" value="Homework Solutions"/>	<a href="#">Add details for this item</a> ✕
Folder Name	<input type="text" value="Student Resources"/>	<a href="#">Add details for this item</a> ✕

[Add Another Folder](#)

Create Folders Now

Cancel

To create the folder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.

## View folders in Resources.

The screenshot shows the 'Intro to Psychology Resources' page. At the top, there's a breadcrumb trail: 'All site files' (with a dropdown arrow) / 'Intro to Psychology Resources'. Below this is a toolbar with buttons: 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The main content area is a table with columns for 'Title' and 'Access'. The first row shows the root folder 'Intro to Psychology Resources' with an 'Actions' dropdown. The subsequent rows show subfolders: 'Homework Solutions', 'Student Resources', and 'Syllabus and Guidelines', each with an 'Actions' dropdown and 'Entire site' access. The subfolder rows are highlighted in yellow.

	Title	Access
	<a href="#">Intro to Psychology Resources</a>	Actions
<input type="checkbox"/>	<a href="#">Homework Solutions</a>	Actions Entire site
<input type="checkbox"/>	<a href="#">Student Resources</a>	Actions Entire site
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Actions Entire site

Notice that the folders are displayed slightly indented to the root folder.

## Create subfolders. (Optional)

The screenshot shows the 'Intro to Psychology Resources' page with the 'Homework Solutions' folder selected. The 'Actions' dropdown menu for this folder is open, and the 'Create Folders' option is highlighted with a red box. Other options in the menu include 'Add', 'Upload Files', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'.

Title
<a href="#">Intro to Psychology Resources</a>
<a href="#">Homework Solutions</a>
<a href="#">Student Resources</a>
<a href="#">Syllabus and Guidelines</a>

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List

To create a subfolder within a folder, from the **Actions** drop-down menu, select **Create Folders** to the right of the parent folder.

This displays the Create Folders page.

## Enter a title for the subfolder.

### Create Folders

Location: / Intro to Psychology / Homework Solutions

Create as many folders as you like! If you change your mind about needing one of 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

Unit 1: Brain

[Add details for this item](#)

[Add Another Folder](#)

Create Folders Now

Cancel

## Create multiple subfolders. (Optional)

### Create Folders

Location: / Intro to Psychology / Homework Solutions

Create as many folders as you like! If you change your mind about needing one click the 'X' icon beside it. Press the 'Create Folders Now' button when you have

Folder  
Name

Unit 1: Brain

[Add details for this item](#)

[Add Another Folder](#)

If you would like to create multiple subfolders, click **Add Another Folder**.

*Note: You can add as many subfolders of a folder as you want by clicking "Add Another Folder".*

# Click Create Folders Now.

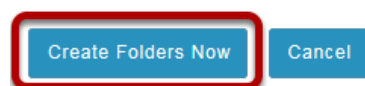
## Create Folders

Location: / Intro to Psychology / Homework Solutions

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	<input type="text" value="Unit 1: Brain"/>	<a href="#">Add details for this item</a> ✕
Folder Name	<input type="text" value="Unit 2: Early Childhood"/>	<a href="#">Add details for this item</a> ✕
Folder Name	<input type="text" value="Unit 3: Adolescence"/>	<a href="#">Add details for this item</a> ✕

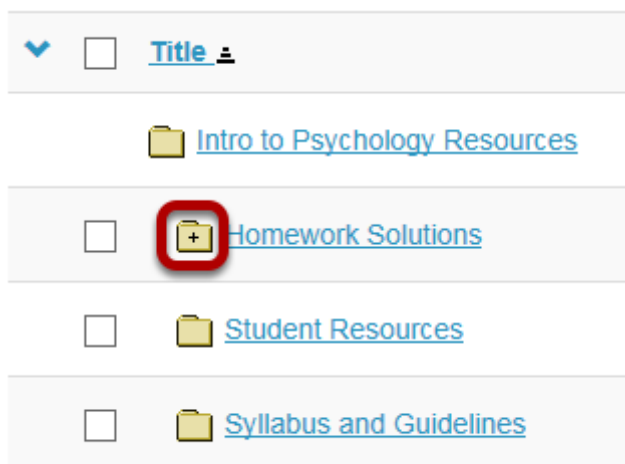
[Add Another Folder](#)



To create the subfolder(s) in Resources, click **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.



Once a folder contains subfolders, it will appear with a **Plus +**.

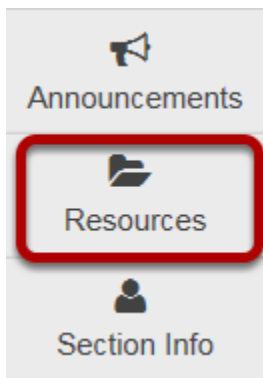
## View contents of subfolder.

Title ▾	
	<a href="#">Intro to Psychology Resources</a>
	<a href="#">Homework Solutions</a>
	<a href="#">Unit 1: Brain</a>
	<a href="#">Brain Development</a>
	<a href="#">Lobes</a>
	<a href="#">Concussion Study</a>
	<a href="#">Unit 2: Early Childhood</a>

Click the **Plus +** to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.

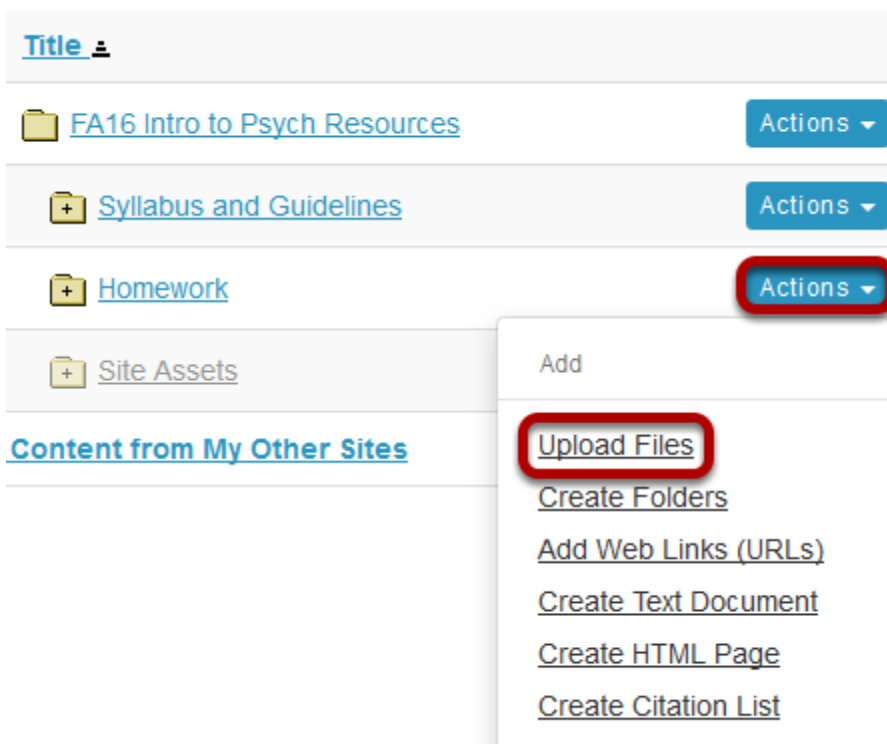
# How do I upload files to Resources?

Go to Resources.



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

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**.

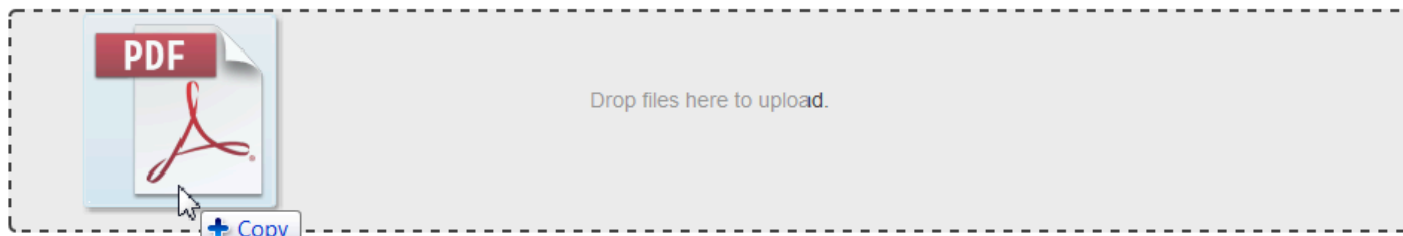
If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.



# Option 1: Drag and drop files from your computer.

## Upload Files

Location: / FA16 Intro to Psych / Homework



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 20 MB of material at once.

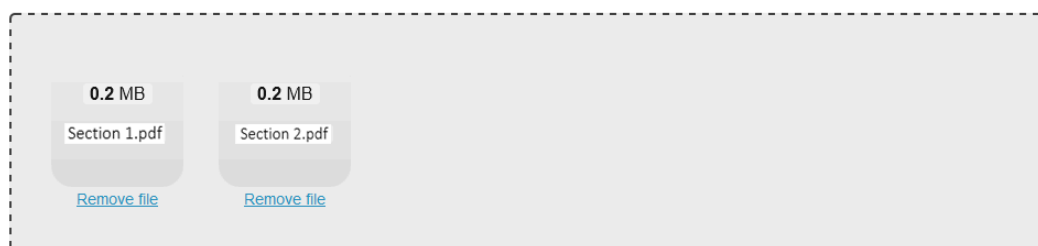
Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

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.

### Upload Files

Location: / FA16 Intro to Psych / Homework



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 20 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.

#### Availability

Uploaded items should be

☒ Visible ☐ Hidden

#### Email Notification








None - No notification

Continue

Cancel

This uploads the files.

## View files in Resources.

 <a href="#">FA16 Intro to Psych Resources</a>	Actions ▾	
 <a href="#">Syllabus and Guidelines</a>	Actions ▾	Entire site
 <a href="#">Homework</a>	Actions ▾	Entire site
 <a href="#">Section 1.pdf</a>	Actions ▾	Entire site
 <a href="#">Section 2.pdf</a>	Actions ▾	Entire site
 <a href="#">Section 3</a>	Actions ▾	Entire site
 <a href="#">Section 4</a>	Actions ▾	Entire site

The files are now located inside the selected Resources folder.

## Option 2: Browse your computer for files.

### Upload Files

Location: / FA16 Intro to Psych / Homework

Drop files here to upload.



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 20 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.

Upload Files

Location: / FA16 Intro to Psych / Homework

0.2 MB

Section 1.pdf

Remove file

0.2 MB

Section 2.pdf

Remove file

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 20 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.

Availability

Uploaded items should be

Visible

Hidden

Email Notification

None - No notification

Continue

Cancel

Selected files will display in upload field. Click **Continue** to upload.

## View files in Resources.

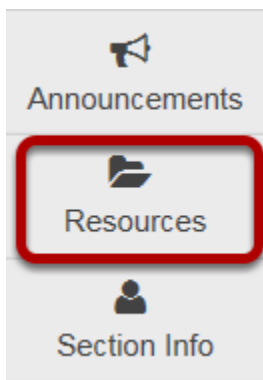
FA16 Intro to Psych Resources	Actions	
+ Syllabus and Guidelines	Actions	Entire site
Homework	Actions	Entire site
Section 1.pdf	Actions	Entire site
Section 2.pdf	Actions	Entire site
Section 3	Actions	Entire site
Section 4	Actions	Entire site

The files are now located inside the selected Resources folder.

# How do I upload and unpack a zip file to a Resources folder?

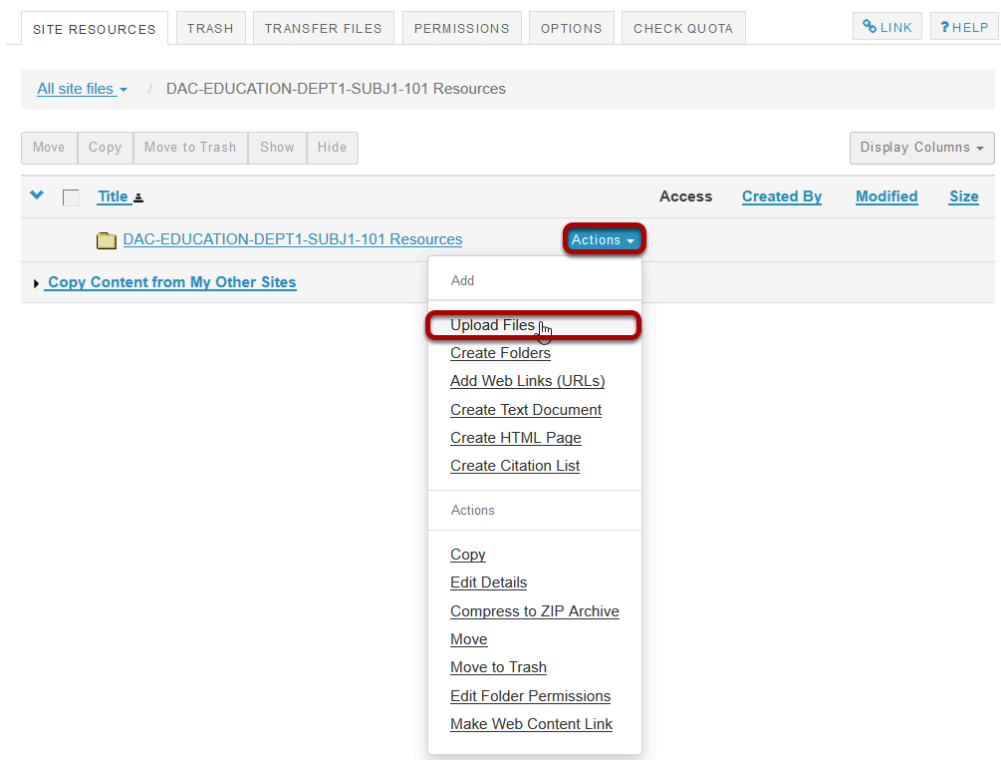
There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

## Go to Resources.



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

From the **Add** drop-down menu, select **Upload Files**.



From the **Add** 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

[LINK](#) [HELP](#)

Location: / DAC-EDUCATION-DEPT1-SUBJ1-101

Drop files here to upload.

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 50 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.

Availability

Uploaded items should be

☒ Visible ☐ Hidden

Email Notification

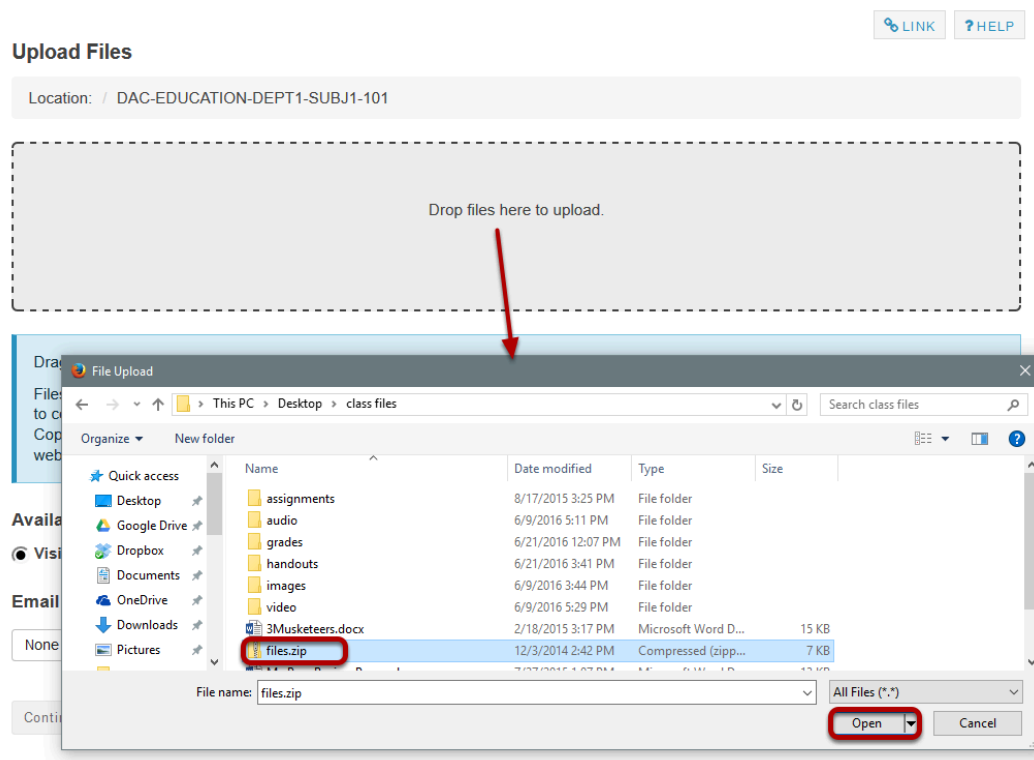
None - No notification

Continue

Cancel

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, click to switch to a file browser view.



If you prefer to browse for file instead, click once 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 click **Open** to upload.



# Click Continue.

LINK

HELP

Upload Files

Location: / DAC-EDUCATION-DEPT1-SUBJ1-101

6.9 KB

files.zip

Remove file

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 50 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.

Availability

Uploaded items should be

Visible

Hidden

Email Notification

None - No notification

Continue

Cancel

This uploads the zip file.

Sakai 11 User Guide

Page 907

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## Click Actions, then Expand Zip Archive.

The screenshot shows the Sakai 11 file management interface. At the top, there are tabs for SITE RESOURCES, TRASH, TRANSFER FILES, PERMISSIONS, OPTIONS, and CHECK QUOTA. Below these is a breadcrumb trail: All site files > / DAC-EDUCATION-DEPT1-SUBJ1-101 Resources. A toolbar contains buttons for Move, Copy, Move to Trash, Show, and Hide, along with a Display Columns dropdown. The main content area shows a folder named DAC-EDUCATION-DEPT1-SUBJ1-101 Resources. Below the folder, there is a file named files.zip. An Actions dropdown menu is open next to the file, showing options: Copy, Edit Details, Upload New Version, Expand ZIP Archive (highlighted with a red circle), Move, Move to Trash, Duplicate, and Make Web Content Link. The file's details are visible in the background: Access: Entire site, Created By: Sakai Administrator, Modified: Jul 12, 2016 11:55 am, Size: 6.8 KB.

Title	Access	Created By	Modified	Size
DAC-EDUCATION-DEPT1-SUBJ1-101 Resources				
files.zip	Entire site	Sakai Administrator	Jul 12, 2016 11:55 am	6.8 KB

From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

# View zip contents in Resources

SITE RESOURCESTRASHTRANSFER FILESPERMISSIONSOPTIONSCHECK QUOTA

[LINK](#)[HELP](#)

[All site files](#) / DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

MoveCopyMove to TrashShowHide

Display Columns

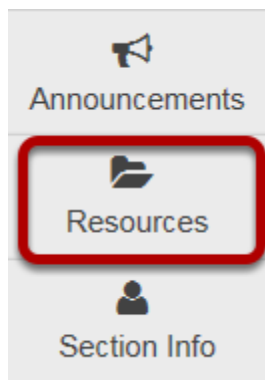
	Title		Access	Created By	Modified	Size
	DAC-EDUCATION-DEPT1-SUBJ1-101 Resources	Actions				
1	files	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4 items
	text1.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	5.7 KB
2	text2.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	1.8 KB
	text3.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	3.6 KB
	text4.txt	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4.4 KB
3	files.zip	Actions	Entire site	Sakai Administrator	Jul 12, 2016 11:55 am	6.8 KB
<a href="#">Copy Content from My Other Sites</a>						

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.

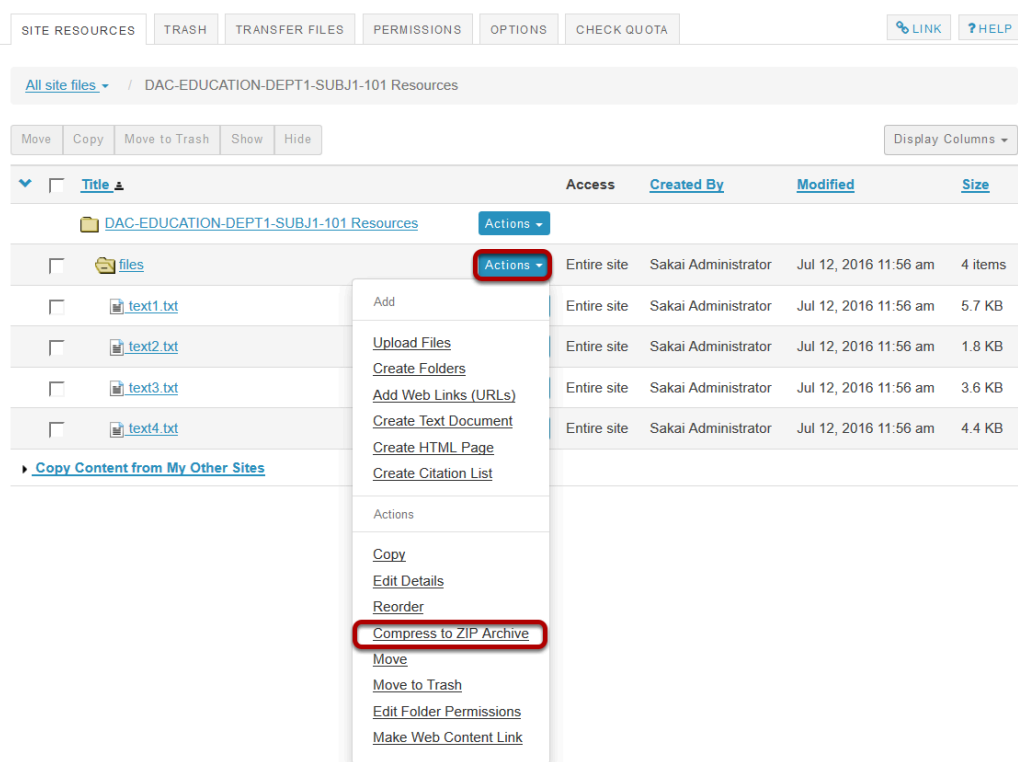
# How do I create a zip archive file in Resources?

Go to Resources.



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

## Click 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.

# Zip file contents.








SITE RESOURCESTRASHTRANSFER FILESPERMISSIONSOPTIONSCHECK QUOTA

[LINK](#)[HELP](#)

[All site files](#) / DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

MoveCopyMove to TrashShowHide

Display Columns

<input checked="" type="checkbox"/>	Title	Access	Created By	Modified	Size	
<input type="checkbox"/>	 DAC-EDUCATION-DEPT1-SUBJ1-101 Resources	<div>Actions</div>				
<input type="checkbox"/>	 files	<div>Actions</div>	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4 items
<input type="checkbox"/>	 text1.txt	<div>Actions</div>	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	5.7 KB
<input type="checkbox"/>	 text2.txt	<div>Actions</div>	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	1.8 KB
<input type="checkbox"/>	 text3.txt	<div>Actions</div>	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	3.6 KB
<input type="checkbox"/>	 text4.txt	<div>Actions</div>	Entire site	Sakai Administrator	Jul 12, 2016 11:56 am	4.4 KB
<input type="checkbox"/>	 files.zip	<div>Actions</div>	Entire site	Sakai Administrator	Jul 12, 2016 12:03 pm	6.8 KB

[Copy Content from My Other Sites](#)

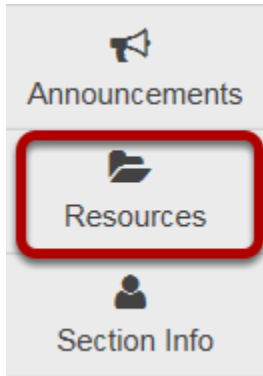
The zip file contains a copy of all of the subfolders and files inside the selected folder.

*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?

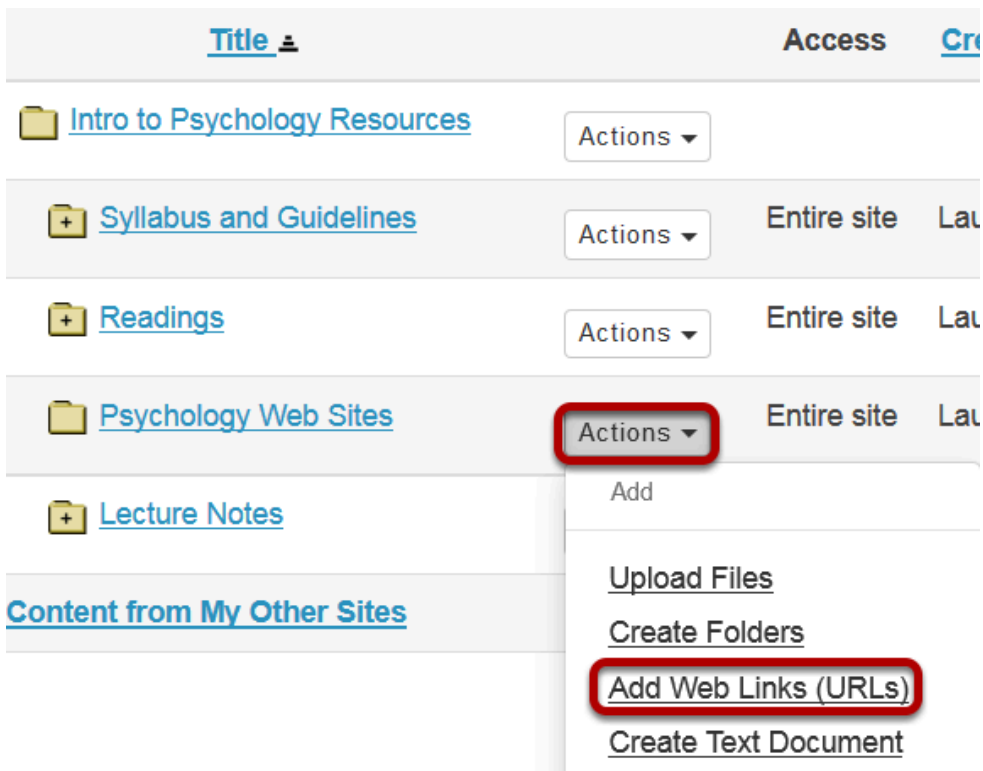
Users can create links to web pages in Resources.

## Go to Resources.



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

## Click Actions, then Add Web Links (URLs).

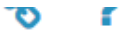


To the right of the folder to which you would like to add the web link, from the **Actions** drop-down menu, select **Add Web Links (URLs)**.

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.

**Location:** Intro to Psychology / Psychology Web Sites /

**Web Address (URL)**

**Website Name**  [Add details for this item](#)

[Add Another Web Link](#)

Enter (or paste) the web site address (URL) and enter a name of the link.

You may also click **Add Another Web Link** to add additional links. (Optional)

## Click Add Web Links Now.

Location: Intro to Psychology / Psychology Web Sites /

Web Address (URL)

Website Name  [Add details for this item](#) ✖

Web Address (URL)

Website Name  [Add details for this item](#) ✖

[Add Another Web Link](#)

Email Notification  ▼

**Add Web Links Now**

Cancel

## View links in Resources.

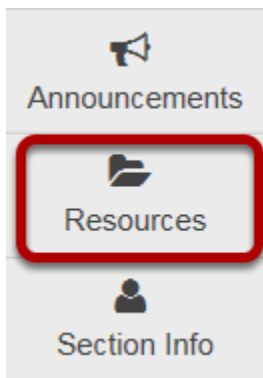
<a href="#">Title</a> ▴		Access
 <a href="#">Intro to Psychology Resources</a>	<input type="text" value="Actions"/> ▼	
 <a href="#">Syllabus and Guidelines</a>	<input type="text" value="Actions"/> ▼	Entire site
 <a href="#">Readings</a>	<input type="text" value="Actions"/> ▼	Entire site
 <a href="#">Psychology Web Sites</a>	<input type="text" value="Actions"/> ▼	Entire site
 <a href="#">American Psychological Association</a>	<input type="text" value="Actions"/> ▼	Entire site
 <a href="#">Psychology Today</a>	<input type="text" value="Actions"/> ▼	Entire site



This creates links to the web sites in the selected Resource folder.

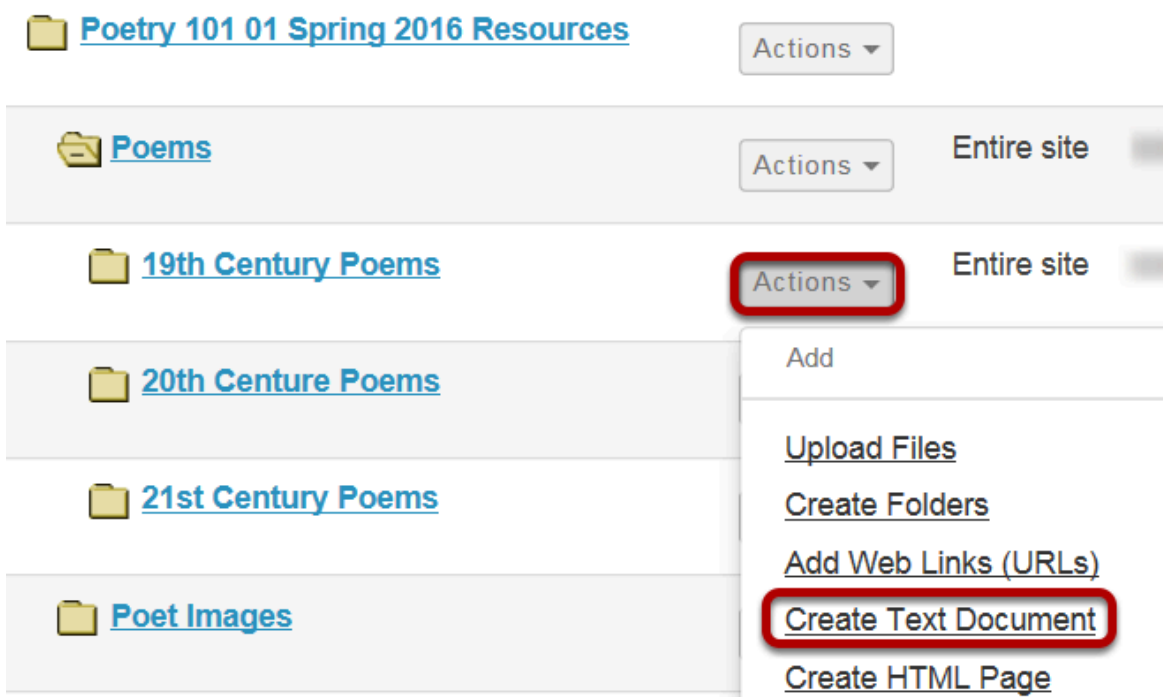
# How do I create a text document?

Go to Resources.



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

Click 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 click Continue.

### Create Text Document

Type in the text and click 'Continue' at the bottom.

Fairy Song by Louisa May Alcott

The moonlight fades from flower and rose

And the stars dim one by one;

The tale is told, the song is sung,

And the Fairy feast is done.

The night-wind rocks the sleeping flowers,

And sings to them soft and low!

Continue

Cancel

Enter (or paste) the text into the text box, then click **Continue**.

This displays the details page for the text document.

## Enter document information.

### Create Text Document

Enter the name of the Simple Text Document (required), set any other properties you wish, and the

**\* File Name** | Fairy Song - Louisa May Alcott

Use letters, numbers, and the '-' & '.' characters (with no spaces).

**Description** | Louisa May Alcott was born in Germantown, PA in 1833.  
Her father, Amos Bronson Alcott, was an American educator of considerable  
note. Amos was a local trader, carrying his trunk to the local planters of

**\* Copyright Status** | Material is in public domain. [\(more info\)](#)

**Copyright Alert** ☐ Display copyright alert and require acknowledgement when as

**Availability and Access**

Choose who can see this item.

☒ Only members of this site can see this file.

**Additional access**

☐ This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always

☒ Show this item

☐ From

Date: MAR 23 2016 Time: 3 00 pm

☐ Until

Date: MAR 30 2016 Time: 3 00 pm

☐ Hide this item

[Optional properties](#)

[Learning Object Metadata](#)

**Email Notification** | None - No notification

**Finish** **Cancel**

Enter a display name for the text document, and additional details if needed, then click **Finish**.

## View text document in Resources.

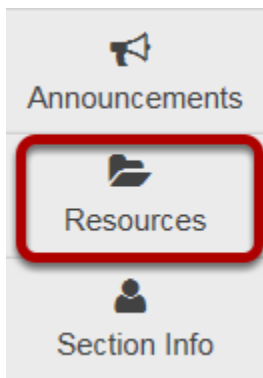
The screenshot shows the Sakai 11 Resources page. It lists several folders: Poems, 19th Century Poems, 20th Centure Poems, and 21st Century Poems. The file 'Fairy Song - Louisa May Alcott' is listed under the 'Poems' folder and is highlighted in yellow. To the right of the file name is a blue information icon. A red arrow points to this icon, and a yellow callout box says 'Click icon to view file description'. Each folder and file has an 'Actions' button and a 'Entire site' link.

The text document has been placed in the selected folder.

*Note: You may click on the blue Information icon to the right of the file to see the item description.*

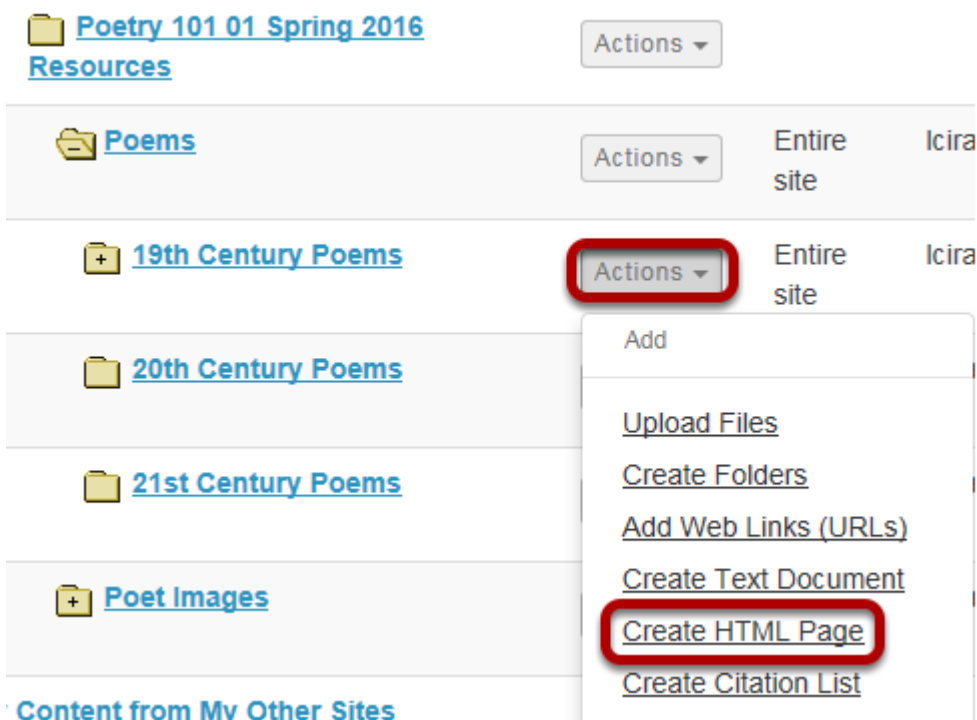
# How do I create an HTML page?

Go to Resources.



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

Click **Actions**, then **Create HTML Page**.



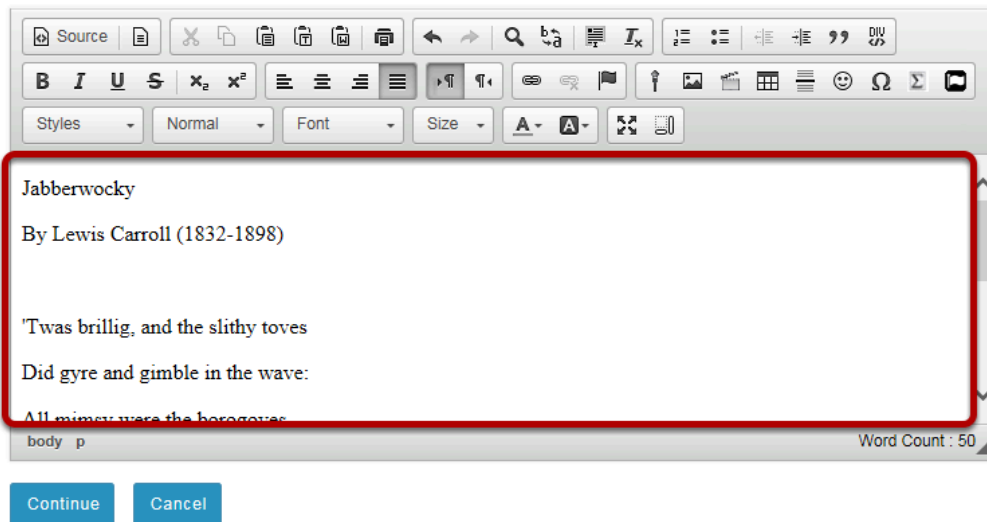
To the right of the folder where you want to create the HTML page, from the **Actions** drop-down menu, select **Create HTML Page**.

This displays the Create HTML page.

# Enter document content.

## Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.



Jabberwocky

By Lewis Carroll (1832-1898)

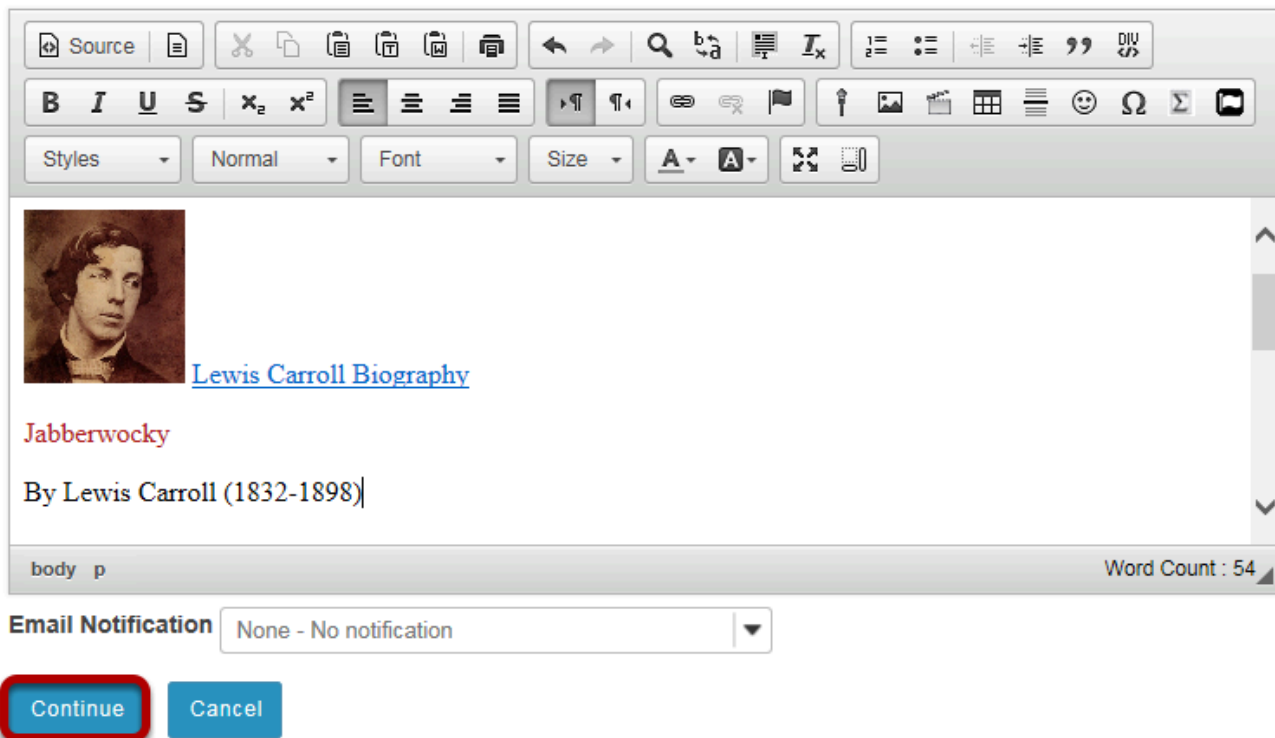
'Twas brillig, and the slithy toves  
Did gyre and gimble in the wave:  
All mimes were the borogoves

body p Word Count : 50

Continue Cancel

Enter (or paste) the text content of the document into the 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.

Click **Continue** to save your document when you are finished editing.

## Enter document details.

Create HTML Page

Enter the name of the HTML Page (required), set any other properties you wish, and then click "Finish" to create the page.

File Name

Use letters, numbers, and the '-' & '\_' characters (with no spaces).

Description

Copyright Status  [\(more info\)](#)

Copyright Alert ☐ Display copyright alert and require acknowledgement when accessed

Availability and Access

Choose who can see this item.

☒ Only members of this site can see this file.

Additional access

☐ This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to view this resource.

☒ Show this item

☐ From

Date:    Time:

☐ Until

Date:    Time:

☐ Hide this item


[Optional properties](#)


[Learning Object Metadata](#)


Email Notification


Enter a display name for the HTML document, and any other information as needed. Click **Finish** when done.


## View HTML file in Resources.


 [Poetry 101 01 Spring 2016 Resources](#)

 [Poems](#)

 [19th Century Poems](#)

 [Fairy Song - Louisa May Alcott](#)

 [Jabberwocky - Lewis Carroll](#)

 [20th Century Poems](#)

Click icon to view file description



The HTML page is created and placed in the selected folder.

*Note: You may click on the blue Information icon to the right of the file to see the item description.*

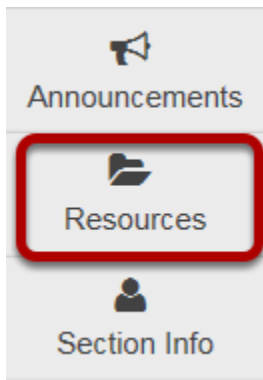
# How do I create a citation list?

Users can create a citation list for a 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.

SITE RESOURCESTRASHTRANSFER FILESPERMISSIONSOPTIONSCHECK QUOTA

[LINK](#) [HELP](#)

All site files / Sample Course Resources

MoveCopyMove to TrashShowHideDisplay Columns

Title

Access

Created By

Modified

Size

Sample Course Resources

Actions

Lecture Notes

Lesson 1

Lesson 2

Lesson 3

Lesson 5

OCEA\_101 Instructor Resources

Podcasts

Sample Course1

Unit 2

3Penguins.jpg

Copy Content from My Other Sites

Add

Upload Files

Create Folders

Add Web Links (URLs)

Create Text Document

Create HTML Page

Create Citation List

Actions

Copy

Edit Details

Reorder

Compress to ZIP Archive

Move

Move to Trash

Edit Folder Permissions

Make Web Content Link

Entire site

Demo Professor

Mar 24, 2016 4:28 pm

6 items

Entire site

Demo Professor

Jun 21, 2016 2:57 pm

1 item

Entire site

Demo Professor

Jun 21, 2016 3:16 pm

1 item

Entire site

Demo Professor

Jun 21, 2016 3:23 pm

1 item

Entire site

Demo Professor

Jun 21, 2016 3:43 pm

1 item

Entire site

Demo Professor

Mar 24, 2016 5:35 pm

3 items

Public

Demo Professor

Mar 28, 2016 2:32 pm

3 items

Entire site

Demo Professor

Jun 21, 2016 6:39 pm

10 items

Entire site

Demo Professor

Jun 21, 2016 2:33 pm

1 item

Entire site

Demo Professor

Mar 24, 2016 1:47 pm

44.3 KB

To the right of the folder you want to import the RIS citation list, from the **Add** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

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Page 925

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## Enter a name, then Import.

### New Citation List

\* Citation List Name:

I Know Why the Caged Bird Sings

Email Notification

None - No notification



Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

No citations have been added yet.

Done

Enter a name for the citation list, then click **Import**.

This displays the Import Citations page.

## Click 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

Back to Add Citations

Cancel

Import File From:

Browse...

No file selected.

Import RIS Formatted Data from the Following Text:



Import

Back to Add Citations

Cancel

Click **Browse** to locate and select the .ris file on your computer.

## Click 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

Back to Add Citations

Cancel

Import File From:

Browse...

i-know-why-the-caged-bird-sings.ris

Import RIS Formatted Data from the Following Text:

Import

Back to Add Citations

Cancel

*Note: The selected .ris filename will appear next to the Browse button.*

# Click Done.

## New Citation List

Citation List Name: 

I Know Why the Caged Bird Sings

Email Notification: 

None - No notification

Add Citations From:

Search Resources

Manually Create

Import

Done

Add Section

I know why the caged bird sings  
Angelou, Maya. Bantam Dell Publishing Group, 1997.  
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Done

# View citation list in Resources.

SITE RESOURCESTRASHTRANSFER FILESPERMISSIONSOPTIONS

CHECK QUOTALINKHELP

All site files / Sample Course Resources

MoveCopyMove to TrashShowHide

Display Columns

<input type="checkbox"/>	Title	Access	Created By	Modified	Size	
	<div>Sample Course Resources</div>					
<input type="checkbox"/>	<div>Lecture Notes</div>	Actions	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
<input type="checkbox"/>	<div>Lesson 1</div>	Actions	Entire site	Demo Professor	Jun 21, 2016 2:57 pm	1 item
<input type="checkbox"/>	<div>Lesson 2</div>	Actions	Entire site	Demo Professor	Jun 21, 2016 3:16 pm	1 item
<input type="checkbox"/>	<div>Lesson 3</div>	Actions	Entire site	Demo Professor	Jun 21, 2016 3:23 pm	1 item
<input type="checkbox"/>	<div>Lesson 5</div>	Actions	Entire site	Demo Professor	Jun 21, 2016 3:43 pm	1 item
<input type="checkbox"/>	<div>OCEA_101 Instructor Resources</div>	Actions	Entire site	Demo Professor	Mar 24, 2016 5:35 pm	3 items
<input type="checkbox"/>	<div>Podcasts</div>	Actions	Public	Demo Professor	Mar 28, 2016 2:32 pm	3 items
<input type="checkbox"/>	<div>Sample Course1</div>	Actions	Entire site	Demo Professor	Jun 21, 2016 6:39 pm	10 items
<input type="checkbox"/>	<div>Unit 2</div>	Actions	Entire site	Demo Professor	Jun 21, 2016 2:33 pm	2 items
<input type="checkbox"/>	<div>3Penguins.jpg</div>	Actions	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB
<input type="checkbox"/>	<div>I Know Why the Caged Bird Sings</div>	Actions	Entire site	Demo Professor	Jul 12, 2016 12:47 pm	1 citations

Copy Content from My Other Sites

The citation list is located in the selected folder.

## Click on the citation list name.

### I Know Why the Caged Bird Sings

[Export](#) [Print](#) Last updated: 12/07/2016

Citations (1)

[Citation View](#) | [Title View](#)



[I know why the caged bird sings](#)  
Angelou, Maya. Bantam Dell Publishing Group, 1997.

[Citation View](#) | [Title View](#)

Citations (1)

Clicking on the list name will open the item and display the list of citations.

## Method 2: Manually create citation list.

SITE RESOURCES TRASH TRANSFER FILES PERMISSIONS OPTIONS CHECK QUOTA [LINK](#) [HELP](#)

[All site files](#) / Sample Course Resources

Move Copy Move to Trash Show Hide Display Columns

	Title	Access	Created By	Modified	Size
	Sample Course Resources				
	Lecture Notes	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
	Lesson 1	Entire site	Demo Professor	Jun 21, 2016 2:57 pm	1 item
	Lesson 2	Entire site	Demo Professor	Jun 21, 2016 3:16 pm	1 item
	Lesson 3	Entire site	Demo Professor	Jun 21, 2016 3:23 pm	1 item
	Lesson 5	Entire site	Demo Professor	Jun 21, 2016 3:43 pm	1 item
	OCEA_101 Instructor Resources	Entire site	Demo Professor	Mar 24, 2016 5:35 pm	3 items
	Podcasts	Public	Demo Professor	Mar 28, 2016 2:32 pm	3 items
	Sample Course1	Entire site	Demo Professor	Jun 21, 2016 6:39 pm	10 items
	Unit 2	Entire site	Demo Professor	Jun 21, 2016 2:33 pm	1 item
	3Penguins.jpg	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB
	Copy Content from My Other Sites				

Actions

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Actions
- Copy
- Edit Details
- Reorder
- Compress to ZIP Archive
- Move
- Move to Trash
- Edit Folder Permissions
- Make Web Content Link

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 click Manually Create.

### New Citation List

• **Citation List Name:**

Email Notification

Add Citations From:

No citations have been added yet.

# Enter citation information, then Save.

Add Citation

Save Citation

Cancel Citation

Select Citation Type

Journal Article

Author(s)

Neubauer, Carol E.

Add another

Article Title

An Interview with Maya Angelou

Journal Title

The Massachusetts Review

Year

1987

Date

1987/07/01

Volume

28

Issue

2

Pages

7

Start Page

286

End Page

292

Abstract

Notes(s)

ArticleType: research-article / Full publication date: Summer, 1987 / Copyright 1987 The Massachusetts Review, Inc.

Add another

ISSN

00254878

Subject(s)

Add another

Language

Call Number

Date Retrieved

Open URL

http://www.jstor.org/stable/25089856

DOI

10.2307/25089856

Rights

Copyrights&169; 1987 The Massachusetts Review.

Add another

Link(s)

URL

Use as title link?

Label

Add another

Save Citation

Cancel Citation

Manually enter the citation information, then click **Save Citation**.

## Click Done.

### New Citation List

\* Citation List Name:

Email Notification  ▼

Add Citations From:

[Search Resources](#)

[Manually Create](#)

[Import](#)

[Done](#)

[Add Section](#)

[An Interview with Maya Angelou](#)  
Neubauer, Carol E. The Massachusetts Review, 28(2) 1987. 7.  
[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, click **Done**.

# View citation list in Resources.

SITE RESOURCESTRASHTRANSFER FILESPERMISSIONSOPTIONSCHECK QUOTA

LINKHELP

All site files / Sample Course Resources

MoveCopyMove to TrashShowHideDisplay Columns

Title	Access	Created By	Modified	Size
Sample Course Resources				
Lecture Notes	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
Lesson 1	Entire site	Demo Professor	Jun 21, 2016 2:57 pm	1 item
Lesson 2	Entire site	Demo Professor	Jun 21, 2016 3:16 pm	1 item
Lesson 3	Entire site	Demo Professor	Jun 21, 2016 3:23 pm	1 item
Lesson 5	Entire site	Demo Professor	Jun 21, 2016 3:43 pm	1 item
OCEA_101 Instructor Resources	Entire site	Demo Professor	Mar 24, 2016 5:35 pm	3 items
Podcasts	Public	Demo Professor	Mar 28, 2016 2:32 pm	3 items
Sample Course1	Entire site	Demo Professor	Jun 21, 2016 6:39 pm	10 items
Unit 2	Entire site	Demo Professor	Jun 21, 2016 2:33 pm	1 item
3Penguins.jpg	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB
An Interview with Maya Angelou	Entire site	Demo Professor	Jul 12, 2016 12:36 pm	1 citations

Copy Content from My Other Sites

The citation is listed in the selected folder.

# Click on the citation list name.

An Interview with Maya Angelou

ExportPrintLast updated: 12/07/2016

Citations (1)

Citation View | Title View



An Interview with Maya Angelou

Neubauer, Carol E. The Massachusetts Review, 28(2) 1987. 7.

Note(s): ArticleType: research-article / Full publication date: Summer, 1987 / Copyright 1987 The Massachusetts Review, Inc.

Citation View | Title View

Clicking on the list name will open the item and display the list of citations.

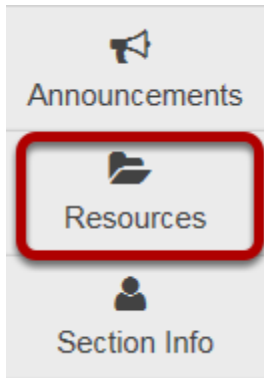
Sakai 11 User Guide

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# 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: Click 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. (Click **Resources** link in the site breadcrumb trail to cancel.)

## Click the clipboard icon.

<input type="checkbox"/>	 <a href="#">FA16 Intro to Psych Syllabus</a>		Actions ▼
<input type="checkbox"/>	 <a href="#">Syllabus and Guidelines</a>		Actions ▼
<input type="checkbox"/>	 <a href="#">Readings</a>		Actions ▼
<input type="checkbox"/>	 <a href="#">Lecture Notes</a>		Actions ▼
<input type="checkbox"/>	 <a href="#">Psychology Web Sites</a>		Actions ▼

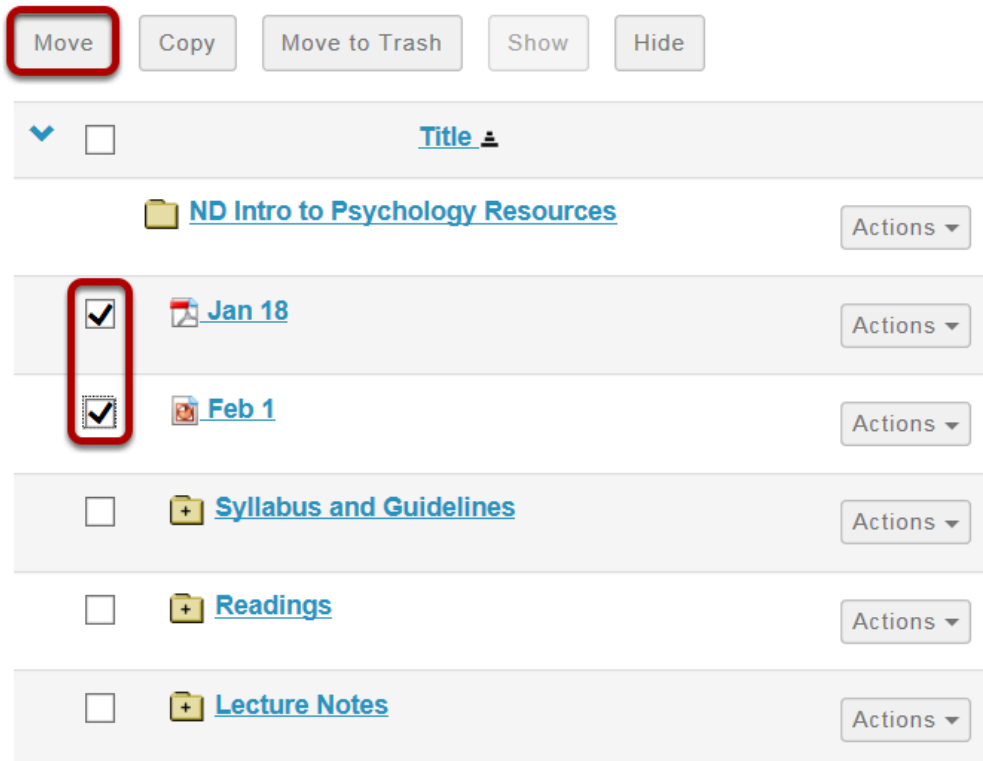
To the right of the folder you want to move the file or folder to, click the clipboard icon (**paste moved items here**).

## View moved file in new location.

	 <a href="#">ND Intro to Psychology Resources</a>	Actions ▼	
<input type="checkbox"/>	 <a href="#">Syllabus and Guidelines</a>	Actions ▼	Entire site
<input type="checkbox"/>	 <a href="#">FA16 Intro to Psych Syllabus</a>	Actions ▼	Entire site
<input type="checkbox"/>	 <a href="#">MLA Academic Guidelines</a>	Actions ▼	Entire site
<input type="checkbox"/>	 <a href="#">Readings</a>	Actions ▼	Entire site

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 click Move.



Check the boxes to the left of the files or folders you want to move to select several items at once, then click **Move**.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Resource link in site breadcrumb trail to cancel.)







**Click the clipboard icon (paste moved items here).**

	<a href="#">ND Intro to Psychology Resources</a>		Actions ▾
<input type="checkbox"/>	 <a href="#">Jan 18</a>		Actions ▾
<input type="checkbox"/>	 <a href="#">Feb 1</a>		Actions ▾
<input type="checkbox"/>	 <a href="#">Syllabus and Guidelines</a>		Actions ▾
<input type="checkbox"/>	 <a href="#">Readings</a>		Actions ▾
<input type="checkbox"/>	 <a href="#">Lecture Notes</a>		Actions ▾
<input type="checkbox"/>	 <a href="#">Psychology Web Sites</a>		Actions ▾

To the right of the folder you want to move the files or folders to, click the clipboard icon.



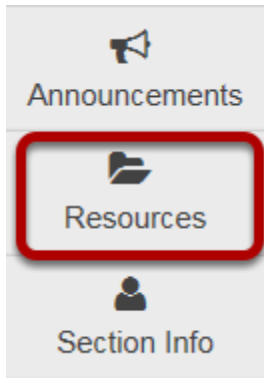
View moved files in new location.

 <a href="#">Psych 101 01 Spring 2016 Resources</a>		Actions ▾	
<input type="checkbox"/>	 <a href="#">Lecture Notes</a>	Actions ▾	Entire site
<input type="checkbox"/>	 <a href="#">Feb 6 Holmes</a>	Actions ▾	Entire site
<input type="checkbox"/>	 <a href="#">Jan 31 Downes</a>	Actions ▾	Entire site
<input type="checkbox"/>	 <a href="#">March 12 Schmertz</a>	Actions ▾	Entire site
<input type="checkbox"/>	 <a href="#">Readings</a>	Actions ▾	Entire site

This returns the display to the Resources page with the files or folders now moved to the new folder.

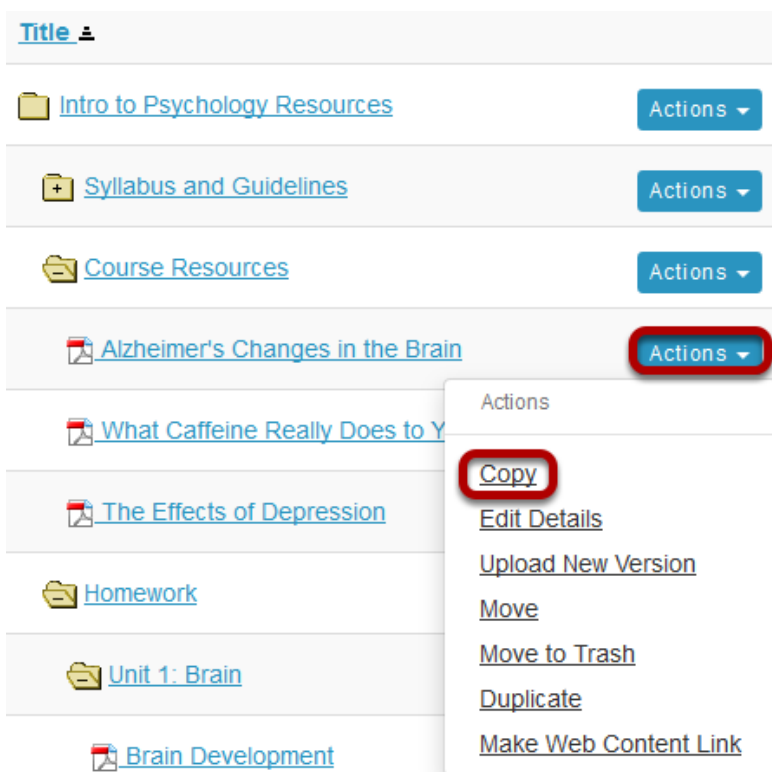
# How do I copy a file or folder within Resources in the same site?

Go to Resources.



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

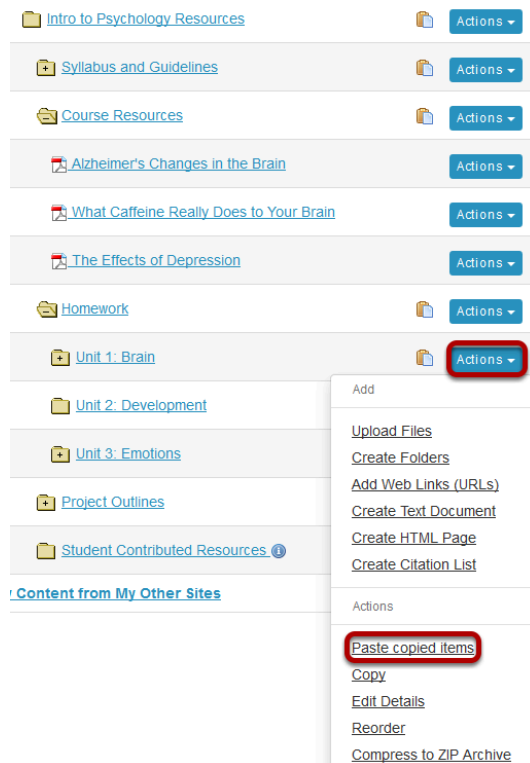
## Method 1: Click Actions, then Copy.



To the right of the file or folder you want to copy, from the **Actions** drop-down menu, select **Copy**.


This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resources link in breadcrumb trail to cancel.)


## Click Actions, then Paste Copied Items.





To the right of the folder you want to copy the file or folder to, from the **Actions** drop-down menu, select **Paste Copied Items**.


## View copied item.


 [Intro to Psychology Resources](#)


 [Syllabus and Guidelines](#)


 [Course Resources](#)


 [Alzheimer's Changes in the Brain](#)


 [What Caffeine Really Does to Your Brain](#)


 [The Effects of Depression](#)


 [Homework](#)


 [Unit 1: Brain](#)

 [Alzheimer's Changes in the Brain](#)

 [Brain Development](#)

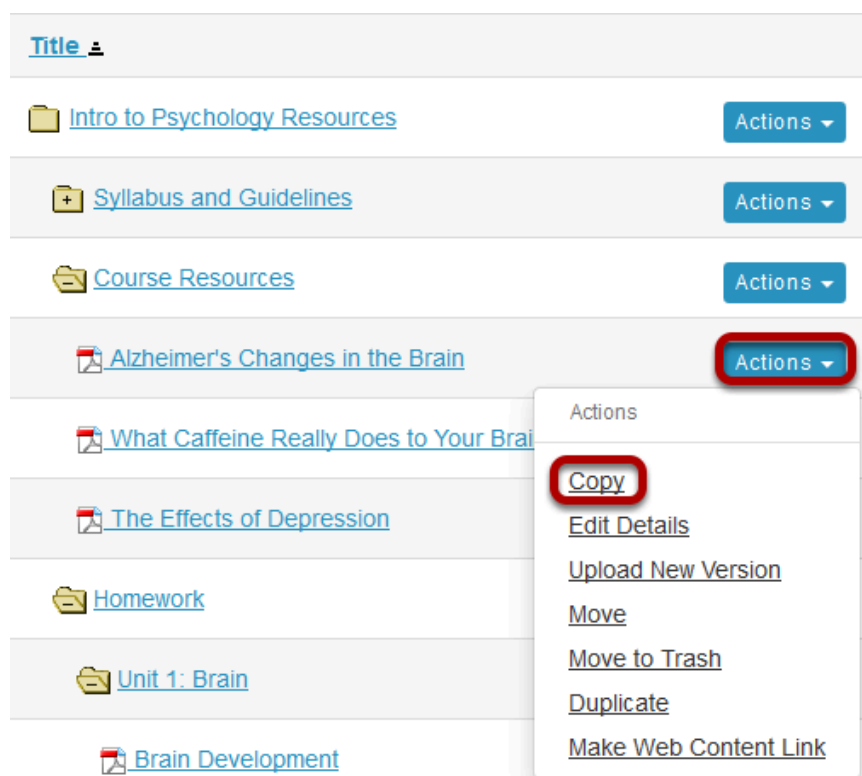
 [Concussion Study](#)

 [Lobes](#)

 [Unit 2: Development](#)

This returns the display to the Resources page with a copy of the the file or folder in the new location.
















## Method 2: Click Actions, then Copy.



To the right of the file or folder you want to copy, from the **Actions** drop-down menu, select **Copy**.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resource link in breadcrumb trail to cancel.)

## Click the clipboard icon.

Title ▾		
 <a href="#">Intro to Psychology Resources</a>		Actions ▾
 <a href="#">Syllabus and Guidelines</a>		Actions ▾
 <a href="#">Course Resources</a>		Actions ▾
 <a href="#">Alzheimer's Changes in the Brain</a>		Actions ▾
 <a href="#">What Caffeine Really Does to Your Brain</a>		Actions ▾
 <a href="#">The Effects of Depression</a>		Actions ▾
 <a href="#">Homework</a>		Actions ▾
 <a href="#">Unit 1: Brain</a>		Actions ▾
 <a href="#">Brain Development</a>		Actions ▾
 <a href="#">Concussion Study</a>		Actions ▾

To the right of the folder you want to copy the file or folder to, click the clipboard icon.

## View copied item.

### [Course Resources](#)


 [Alzheimer's Changes in the Brain](#)

 [What Caffeine Really Does to Your Brain](#)

 [The Effects of Depression](#)

### [Homework](#)

 [Unit 1: Brain](#)

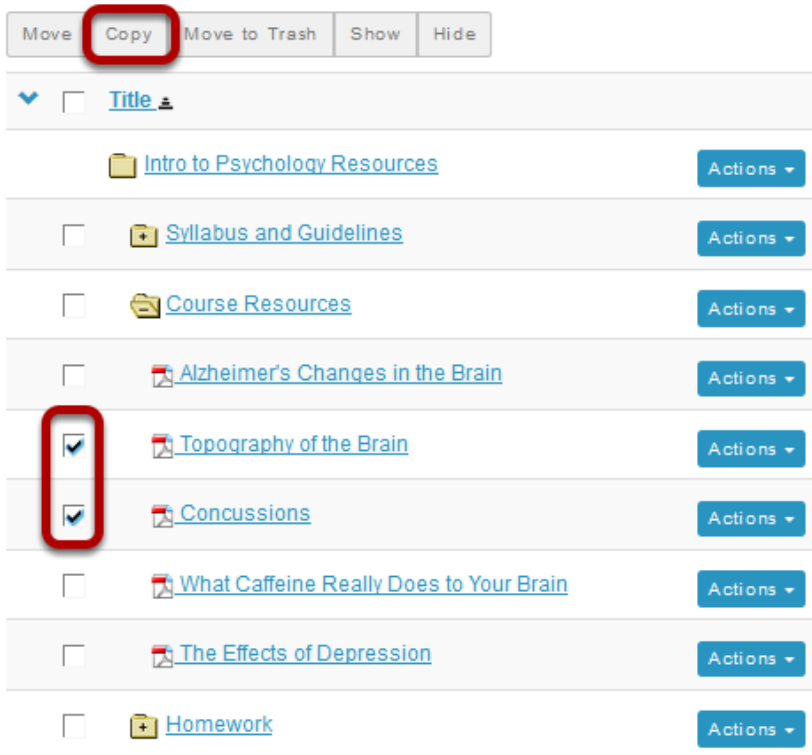
 [Alzheimer's Changes in the Brain](#)

 [Brain Development](#)

 [Concussion Study](#)

This returns the display to the Resources page with a copy of the file or folder in the new location.

## Method 3: Select several items, then click Copy.

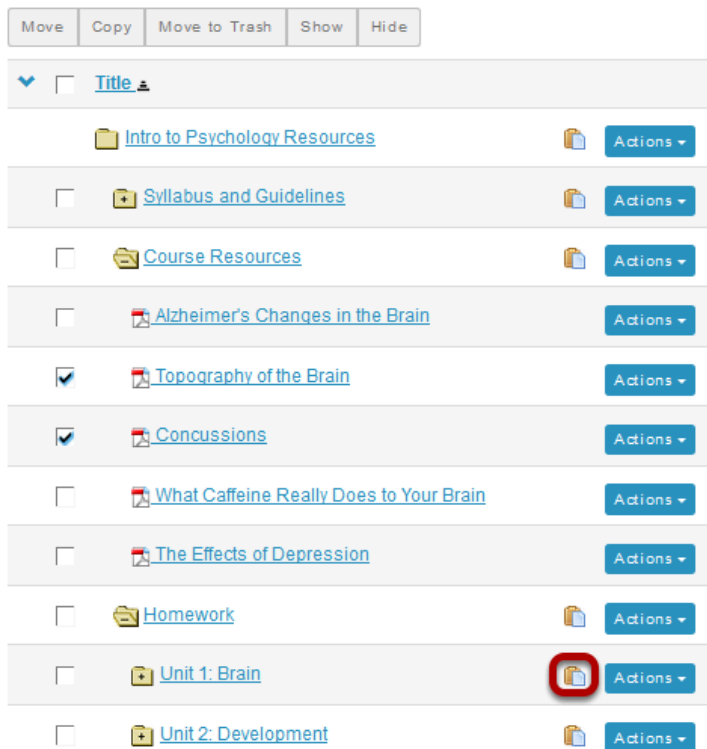


Check the boxes to the left of the files or folders you want to copy, then click **Copy**.

This places the Resource page in a temporary state to facilitate the copying of a file or folder. (Click Resource link in breadcrumb trail to cancel.)





## Click the clipboard icon.





To the right of the folder you want to copy the file or folder to, click the clipboard icon.


# View copied item(s).


 [Intro to Psychology Resources](#)


 [Syllabus and Guidelines](#)


 [Course Resources](#)


 [Alzheimer's Changes in the Brain](#)


 [Concussions](#)


 [Topography of the Brain](#)


 [What Caffeine Really Does to Your Brain](#)


 [The Effects of Depression](#)

 [Homework](#)

 [Unit 1: Brain](#)

 [Alzheimer's Changes in the Brain](#)

 [Concussions](#)

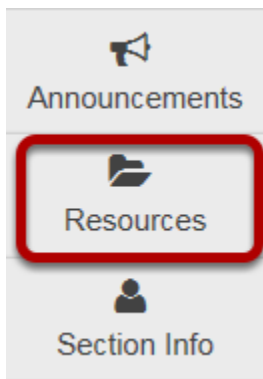
 [Topography of the Brain](#)

This returns the display to the Resources page with a copy of the files or folders in the new location.

# How do I copy a Resources file or folder from one site to another site?

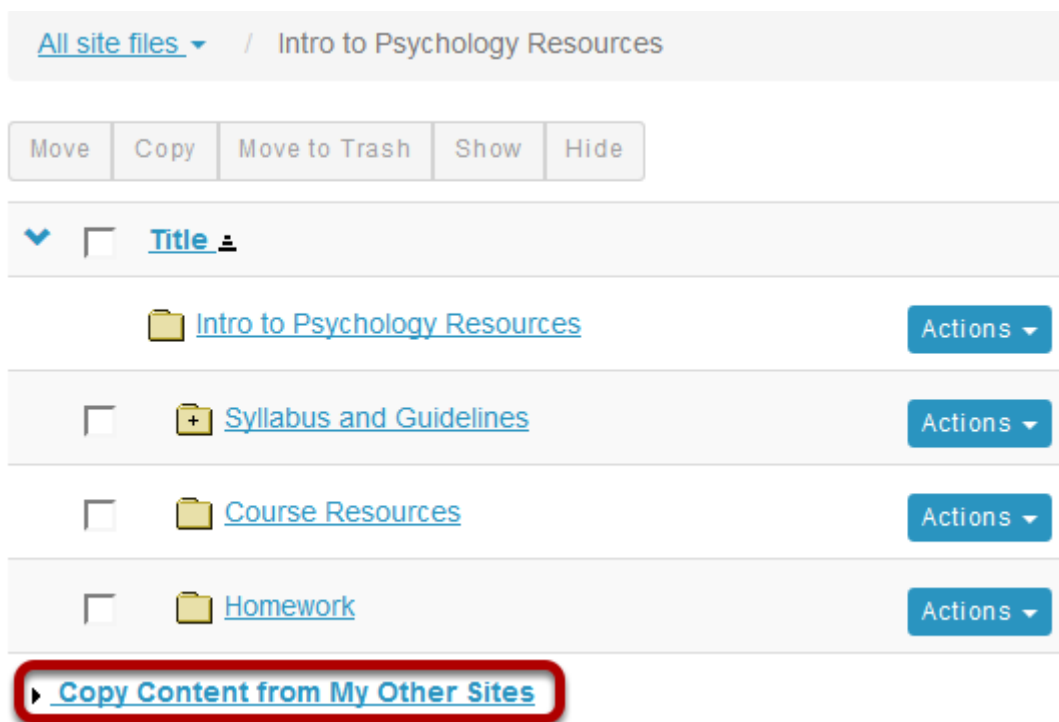
Instructors can copy a Resource file or folder from on site to another site.

## Go to Resources.



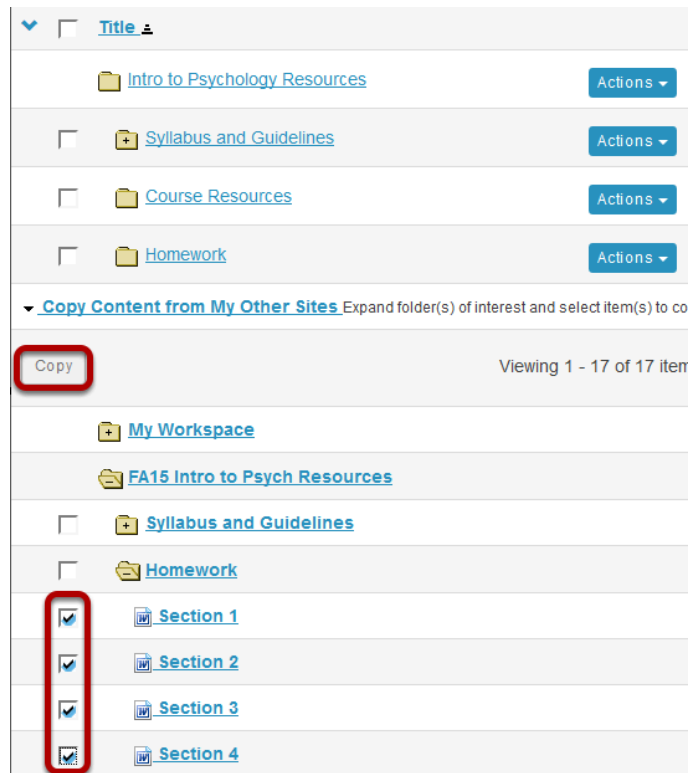
Select the **Resources** tool from the Tool Menu of your site.

## Click 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 click Copy.



This places the Resources page into a temporary display state to facilitate the copying of files. Click folders with + icon to view content.

(Click Resources link in breadcrumb trail to cancel and reset page).

## Click the clipboard icon.

The screenshot shows the Sakai 11 interface. At the top, there's a list of folders: 'Intro to Psychology Resources', 'Syllabus and Guidelines', 'Course Resources', and 'Homework'. Each folder has a checkbox on the left and an 'Actions' button on the right. The 'Homework' folder's 'Actions' button has a clipboard icon highlighted with a red circle. Below this list, there's a section titled '▼ Copy Content from My Other Sites' with a subtitle 'Expand folder(s) of interest and select item(s) to copy'. Under this section, there's a 'Copy' button and a status 'Viewing 1 - 17 of 17 items'. Below this, there's a list of folders: 'My Workspace', 'FA15 Intro to Psych Resources', 'Syllabus and Guidelines', and 'Homework'. The 'Homework' folder is expanded, showing four items: 'Section 1', 'Section 2', 'Section 3', and 'Section 4'. Each item has a checkbox on the left and a document icon on the right.

To the right of the folder you want to copy the files or folders to, click the clipboard icon.

# View copied files.

☐

Homework

Actions

☐

Section 1

Actions

☐

Section 4

Actions

☐

Section 3

Actions

☐

Section 2

Actions

Copy Content from My Other Sites

Expand folder(s) of interest and select item(s) to

Copy

Viewing 1 - 17 of 17 items

My Workspace

FA15 Intro to Psych Resources

☐

Syllabus and Guidelines

☐

Homework

☐

Section 1

☐

Section 2

☐

Section 3

☐

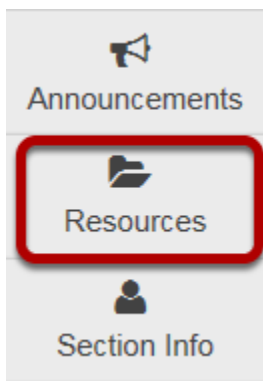
Section 4

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?

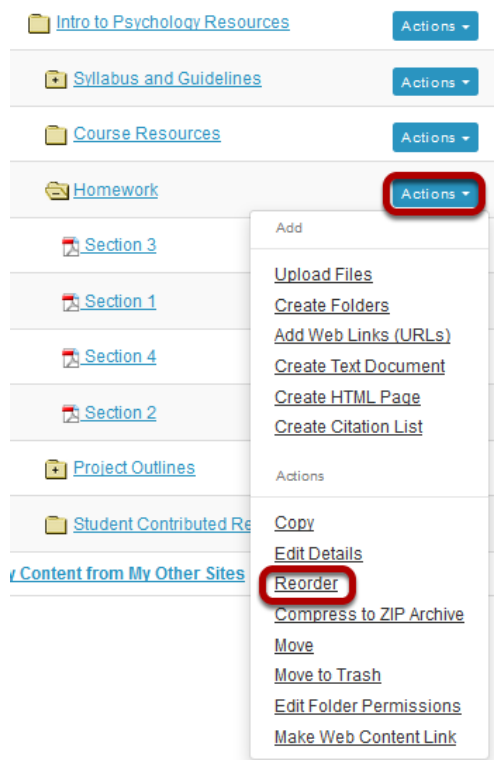
Anyone with access to view Resources sees the reordered items in the desired order. If an instructor wants students go directly to Resources to locate content items, this feature allows the items to be placed in a specific order. Or, if you have used the [Make a Web Content Link](#) option to place a Resources folder into the Tool Menu, the reorder feature controls the placement of items on that page as viewed by site participants.

## Go to Resources.



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

## Files: Click 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.

## Reordering: Intro to Psychology Resources

To reorder, drag and drop list items and then click Save.

[Undo last](#) | [Undo all](#)

Section 1

Section 2

Section 3

Section 4

Save

Cancel

Click and drag the items into the desired order, then click **Save**.

# View reordered items.

Intro to Psychology Resources

Actions

Syllabus and Guidelines

Actions

Course Resources

Actions

Homework

Actions

Section 1

Actions

Section 2

Actions

Section 3

Actions

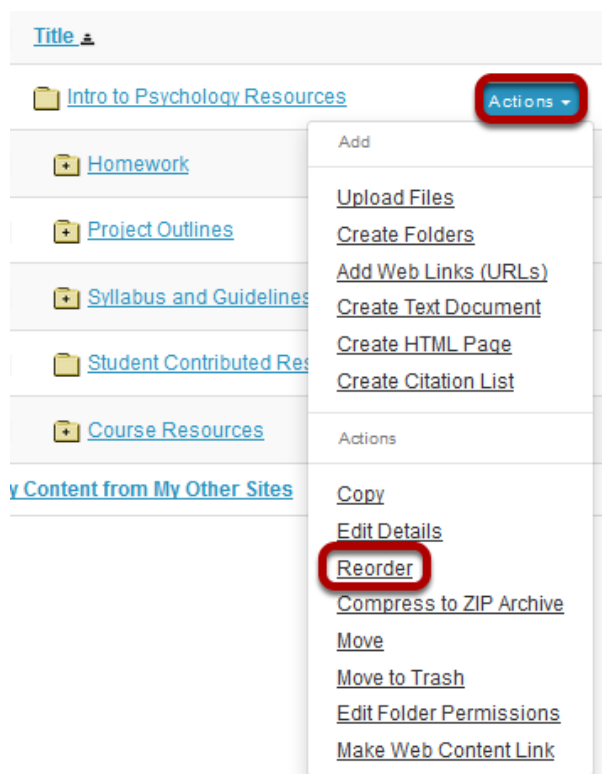
Section 4

Actions

Project Outlines

Actions


## Folders: Click 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.


Reordering:  Intro to Psychology Resources


To reorder, drag and drop list items and then click Save.


[Undo last](#) | [Undo all](#)

 Syllabus and Guidelines

 Course Resources

 Homework

 Project Outlines

 Student Contributed Resources

Save

Cancel


Click and drag the items into the desired order, then click **Save**.

# View reordered folders.

 [Intro to Psychology Resources](#)

 [Syllabus and Guidelines](#)

 [Course Resources](#)

 [Homework](#)

 [Project Outlines](#)

 [Student Contributed Resources](#) ⓘ

Actions ▾

Actions ▾

Actions ▾

Actions ▾

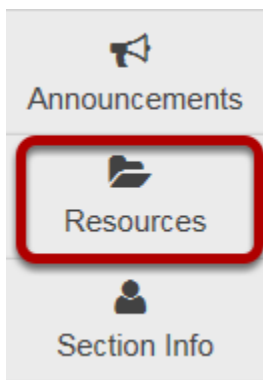
Actions ▾

Actions ▾

# How do I upload a new version of a file in Resources?

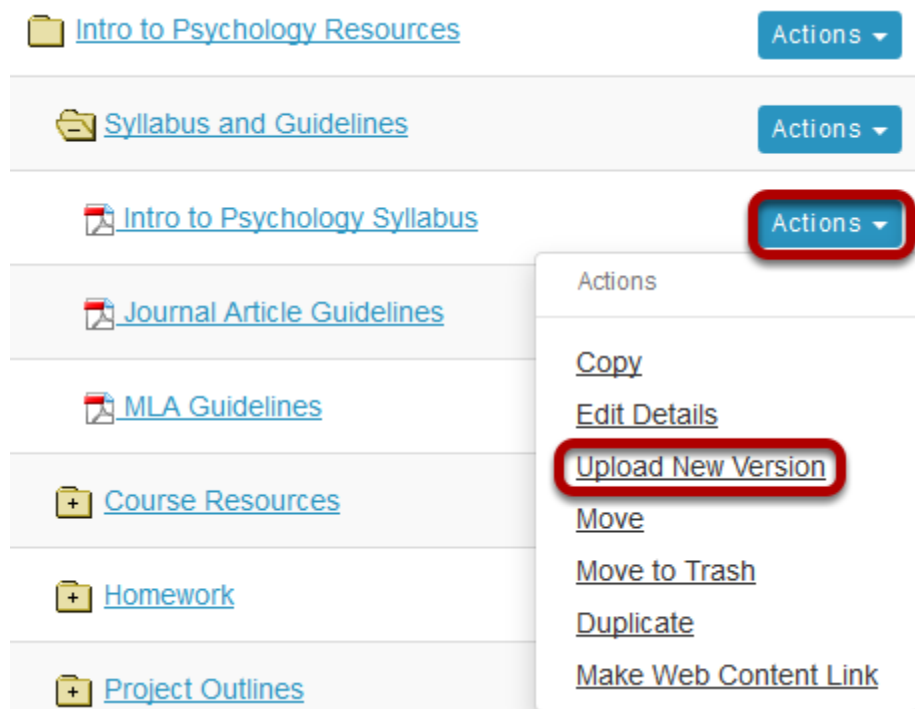
If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

## Go to Resources.



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

## Click 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.

## Click Browse.

### Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

#### Upload a new version

**Browse...** No file selected.

**Original File Name** Intro to Psychology  
Syllabus

**File Type** application/pdf

**Email Notification** None - No notification ▼

Upload New Version Now

Cancel

Click **Browse** 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.

## Click Upload New Version Now.

#### Upload a new version

**Browse...** FA16 Intro to Psychology Syllabus.pdf

**Original File Name** Intro to Psychology  
Syllabus

**File Type** application/pdf






**Email Notification** None - No notification ▼

Upload New Version Now

Cancel

The file name of the new file is displayed.

## Original file is replaced.

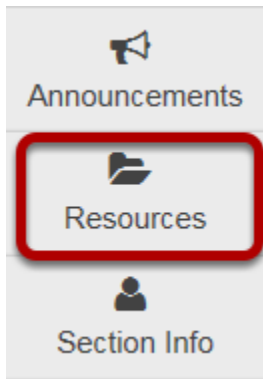
 <a href="#">Intro to Psychology Resources</a>	Actions ▾
 <a href="#">Syllabus and Guidelines</a>	Actions ▾
 <a href="#">Intro to Psychology Syllabus</a>	Actions ▾
 <a href="#">Journal Article Guidelines</a>	Actions ▾
 <a href="#">MLA Guidelines</a>	Actions ▾

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.*

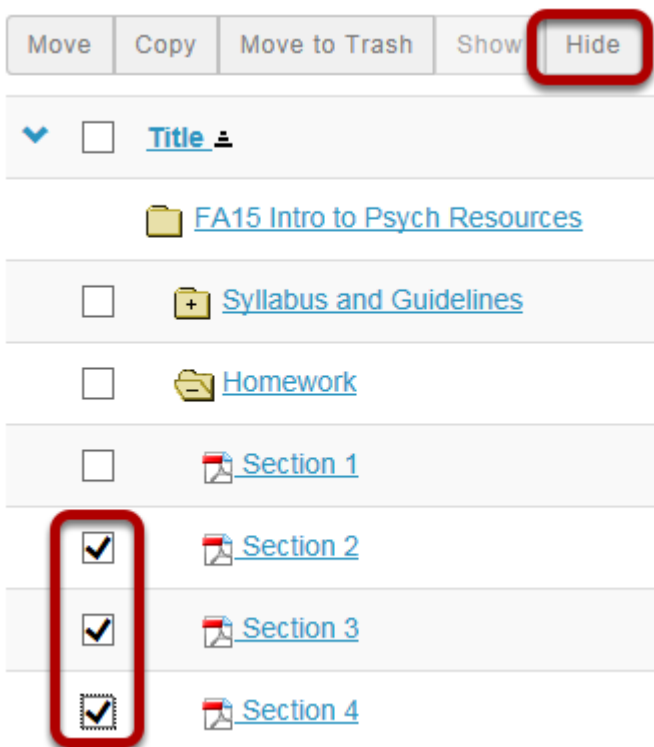
# How do I hide files and folders?

Go to Resources.



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

**Method 1: Select the file(s) or folder(s), then click Hide.**



This displays the Hide Items Confirmation page.



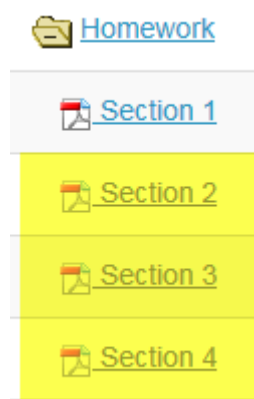
## Confirm action by clicking Hide again.

### Hide item(s) confirmation...

Name	Size
 <a href="#">Section 3</a>	523.8 KB
 <a href="#">Section 2</a>	523.8 KB
 <a href="#">Section 4</a>	523.8 KB



## Items are hidden.

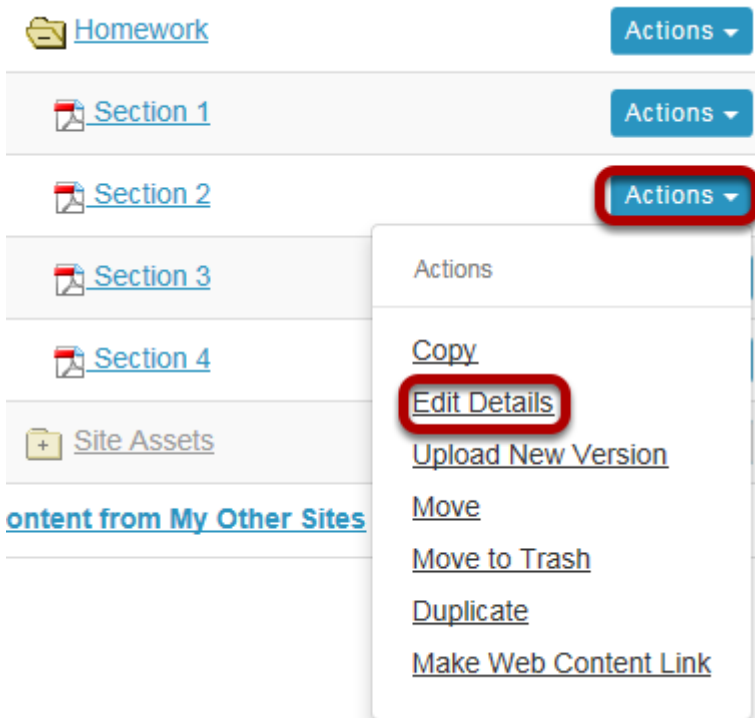


This returns the display to the Resources page with the selected items hidden.

### 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: Click 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.

### Additional access

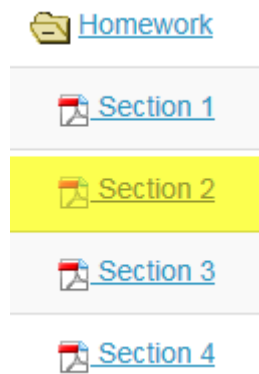
- ☐ This file is publicly viewable.
- ☐ Display this file to selected groups only.

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
- ☒ Hide this item

Under **Availability and Access**, select **Hide this item**, then click **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.*

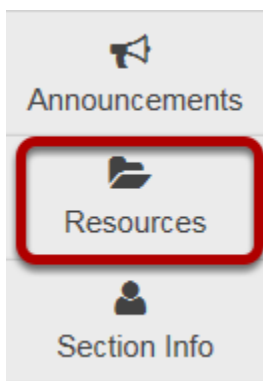
# How do I unhide files or folders?

There are 2 methods Instructors can use to un-hide (show) files or folders.

**Method 1:** Select files or folders / Show

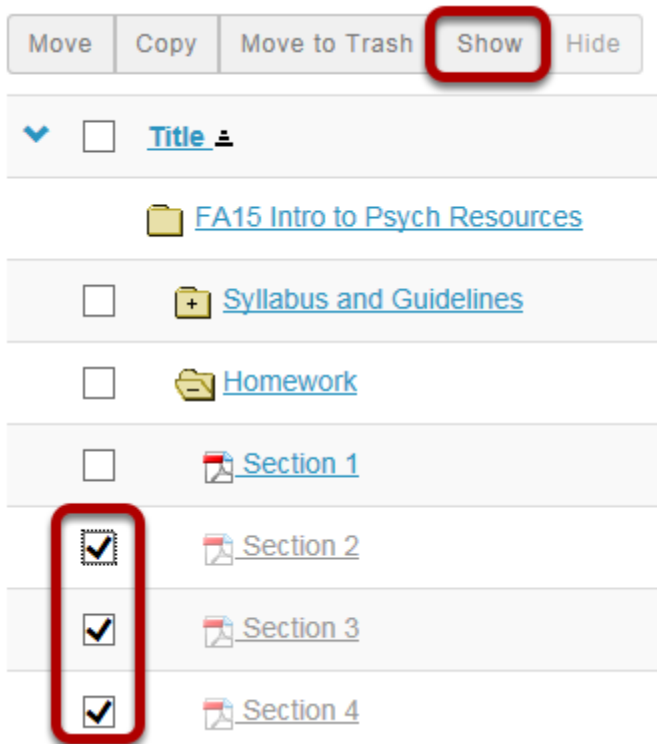
**Method 2:** Actions / Edit Details / Show

## Go to Resources.



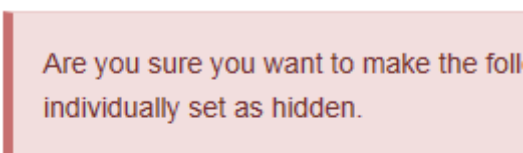
Select the **Resources** tool from the Tool Menu of your site.

## Method 1: Select the file(s) or folder(s), then click Show.



This displays the Show Items Confirmation page.

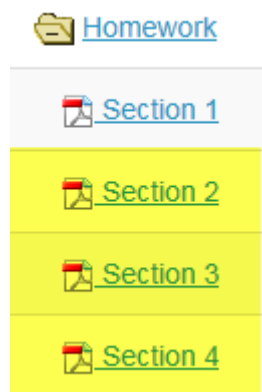
## Click Show again to confirm.



### Show item(s) confirmation...

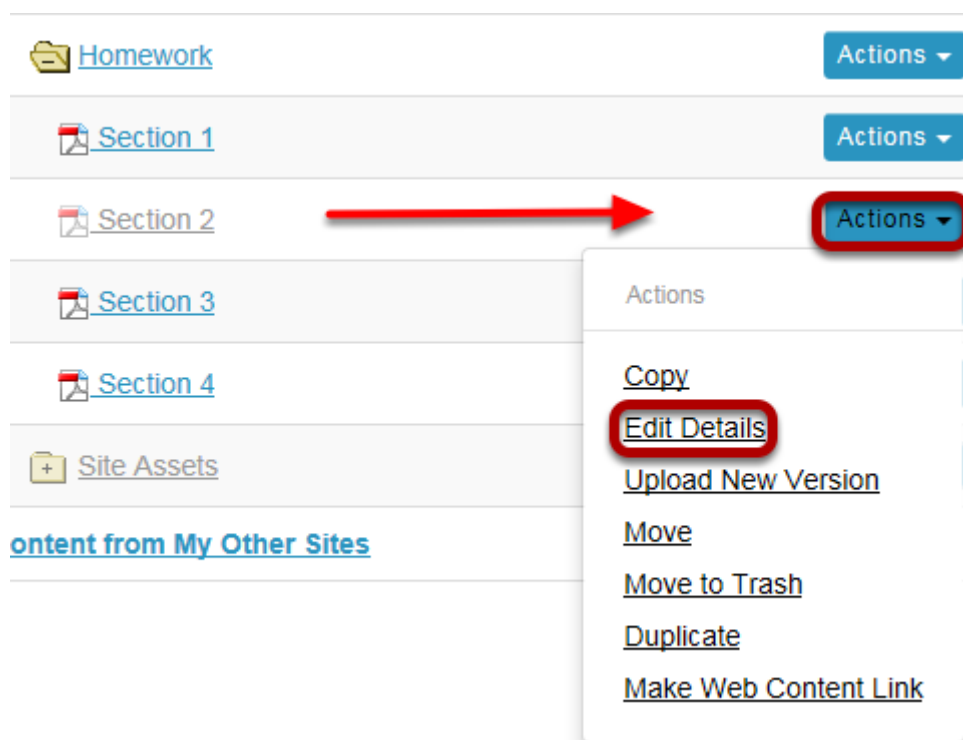


Items are now visible.



This returns the display to the Resources page with the selected items available.

## Method 2: Click 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 click Update.

### Availability and Access

Choose who can see this item.

☒ Only members of this site can see this file.

### Additional access

☐ This file is publicly viewable.

☐ Display this file to selected groups only.

Resources can be scheduled to be visible between certain dates and times for other users.

☒ Show this item

☐ Hide this item

Under **Availability and Access**, select **Show this item**, then click **Update**.

## Item is now visible.

 [Homework](#)

 [Section 1](#)

 [Section 2](#)

 [Section 3](#)

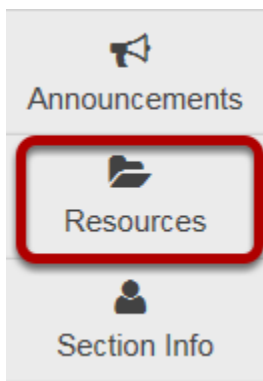
 [Section 4](#)

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.

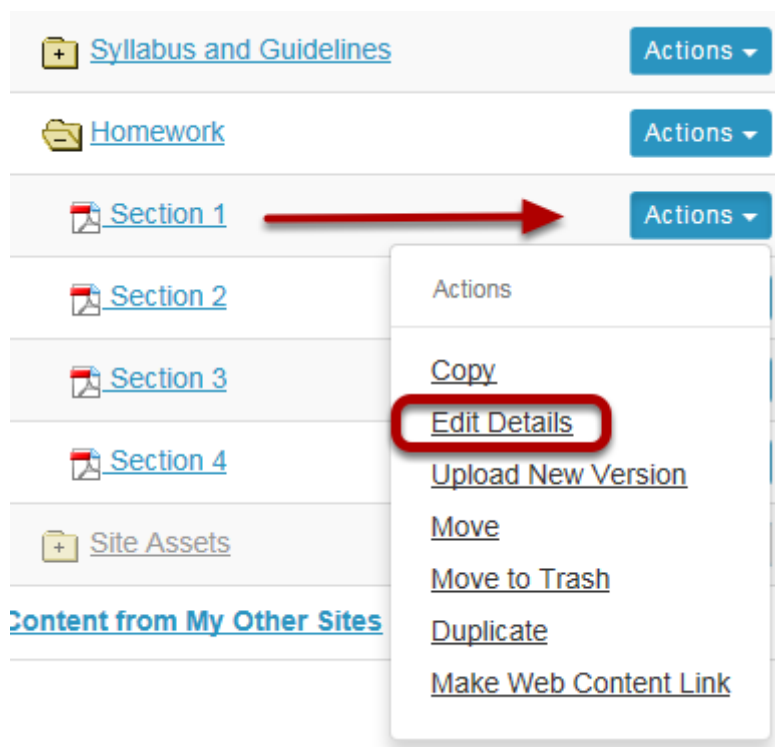
## Go to Resources.



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



## Click 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.

☒ Show this item  
☐ Hide this item

☒ From  
06/08/2016 12:50 pm





☒ Until  
06/15/2016 12:50 pm

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, then click **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.

 <a href="#">Homework</a>	<a href="#">Actions ▾</a>	Entire site
 <a href="#">Section 1</a>	<a href="#">Actions ▾</a>	Entire site
 <a href="#">Section 2</a>	<a href="#">Actions ▾</a>	Entire site
 <a href="#">Section 3</a>	<a href="#">Actions ▾</a>	Entire site

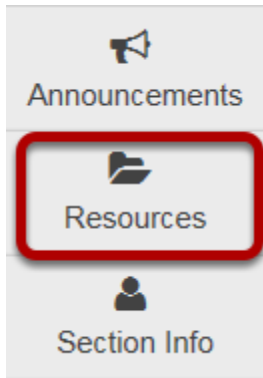
This displays the file or folder in Resources as hidden, except during the specified time period.

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.

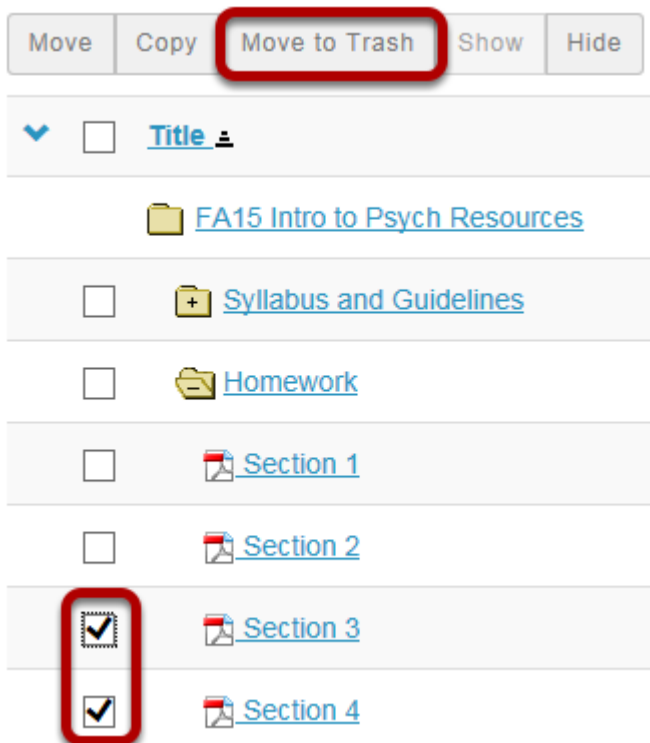
# How do I remove a file or folder in Resources?

Go to Resources.



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

**Method 1: Select the item(s), then click 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 click Move to Trash.

This displays the Remove confirmation page.

**Click Remove again to confirm.**

Are you sure you want to move the following item(s) to Trash?

**Remove confirmation...**

Name	Size
 <a href="#">Section 3</a>	523.8 KB
 <a href="#">Section 4</a>	523.8 KB

Remove

Cancel

**Items are removed.**

 [FA15 Intro to Psych Resources](#)

 [Syllabus and Guidelines](#)

 [Homework](#)

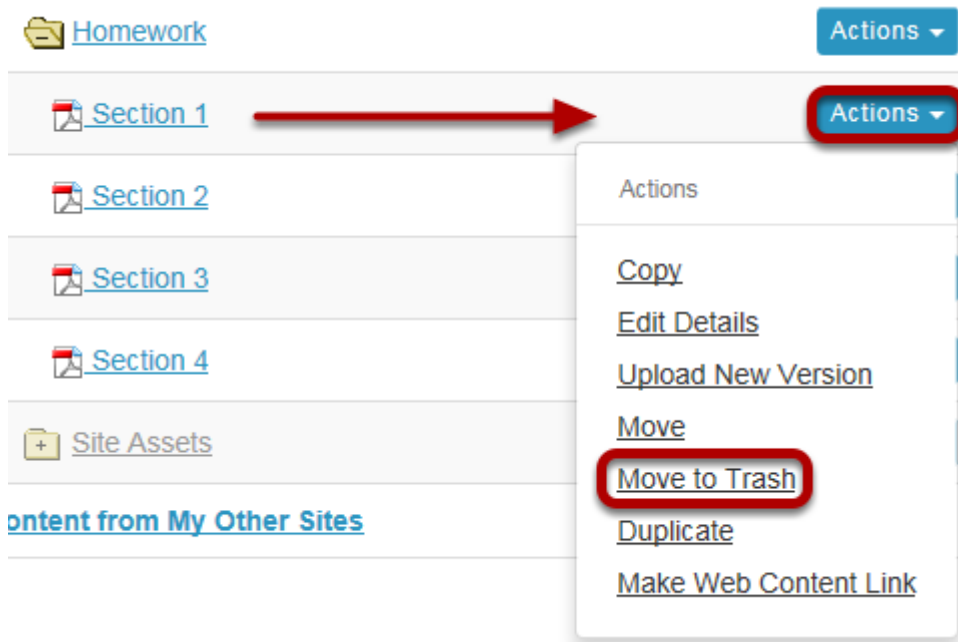
 [Section 1](#)

 [Section 2](#)

 [Site Assets](#)

*Note: If you remove a folder, all of the items inside the folder are also removed.*

## Method 2: Click Actions, then Remove.



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.

## Click Remove again to confirm.

Are you sure you want to move the following item(s) to Trash?

### Remove confirmation...

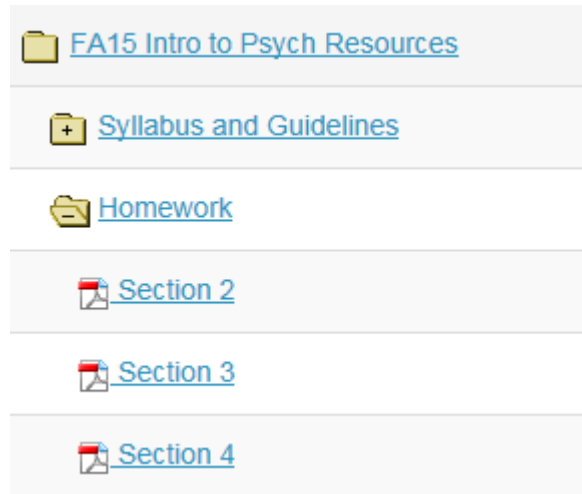
Name

 [Section 1](#)

Remove

Cancel

## The Item is removed.



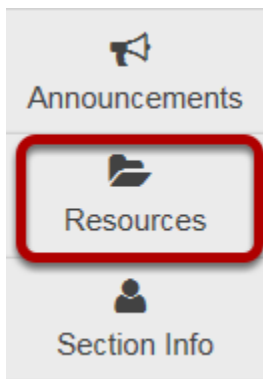
This removes the item from Resources.

*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?

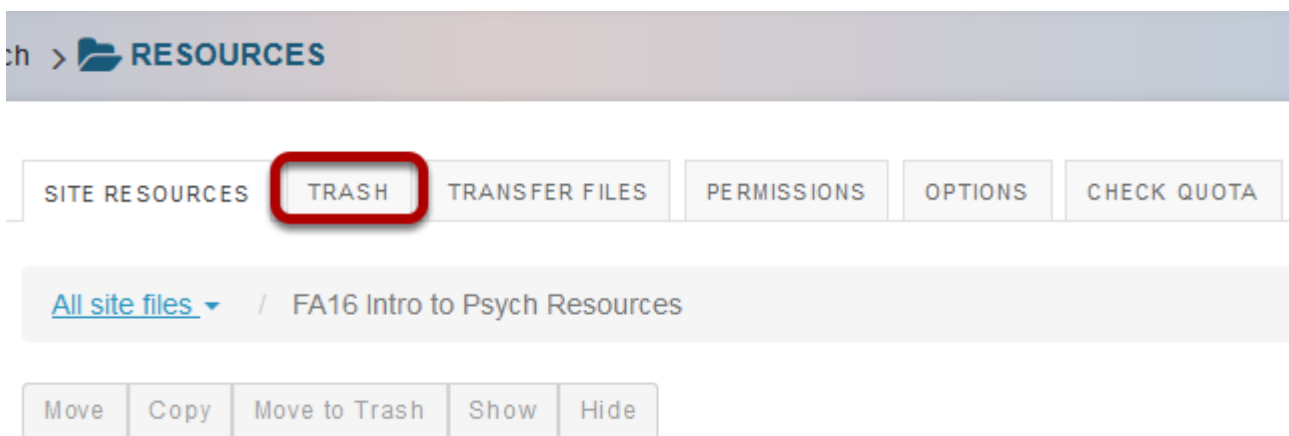
Users can restore a file or folder they have previously removed from Resources.

## Go to Resources.



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

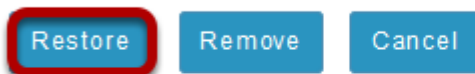
## Click Trash tab.



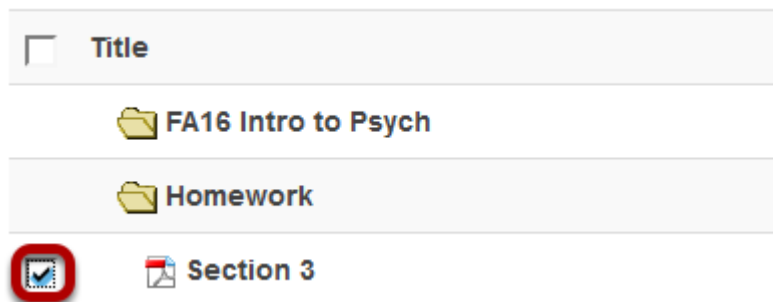
This displays the Resources **Restoring Items** page.

**Select the items to be restored, then click Restore.**

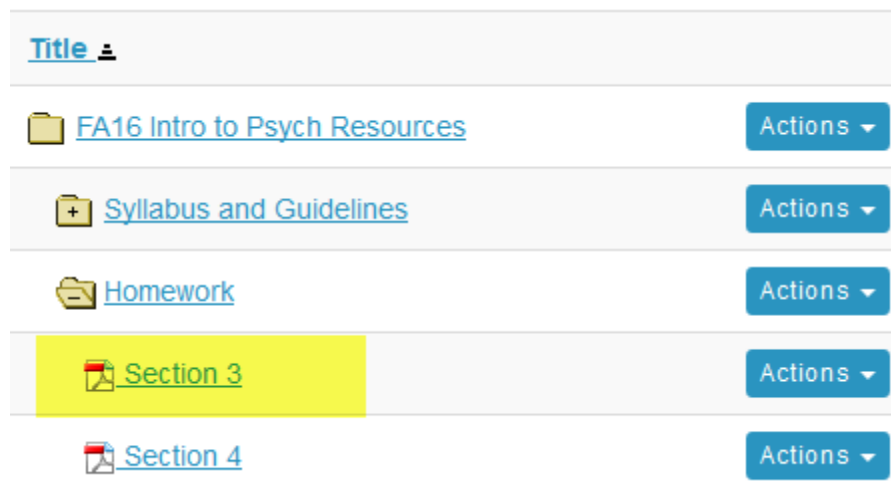
### Restoring items



Select item to be restored and press the restore button.



**Item is restored.**



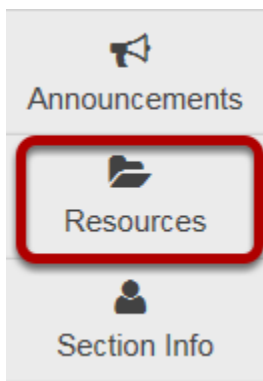
This restores the previously removed items back to the original folder.



# How do I add and display contextual information about a file or folder?

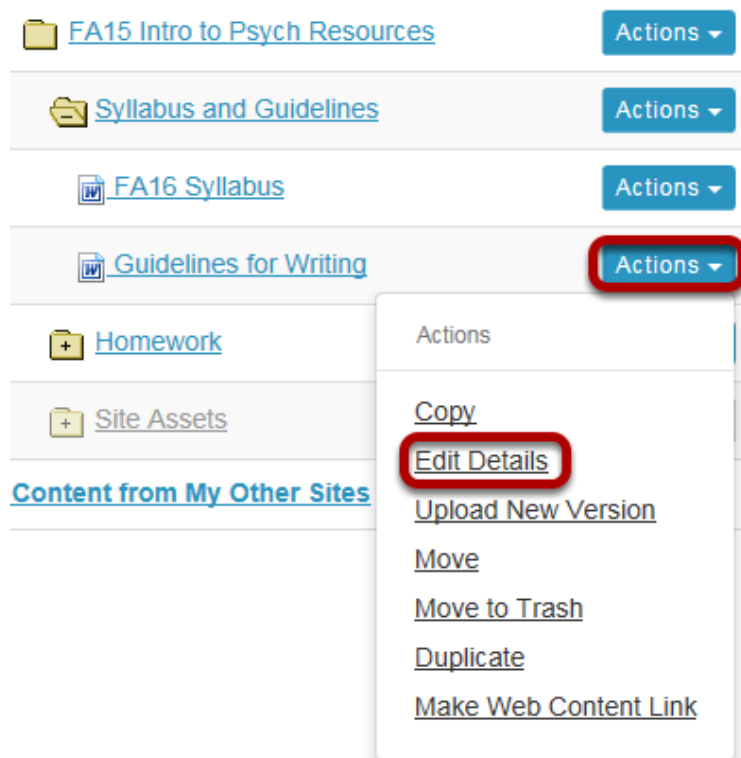
Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

## Go to Resources.



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

## Click 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

Guidelines for Writing

#### Description

Review these guidelines as you prepare your drafts.

Email Notification None - No notification

Update

Cancel

Enter (or paste) a description of the file or folder in the **Description** box, then click **Update**.

## View item details.

 [FA15 Intro to Psych Resources](#)

 [Syllabus and Guidelines](#)

 [FA16 Syllabus](#)

 [Guidelines for Writing](#) 

 [Homework](#)

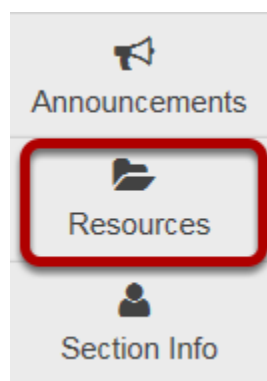
Information icon

The description is now available to participants by clicking on 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.

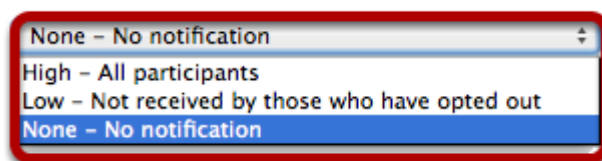
## Add a content item.

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



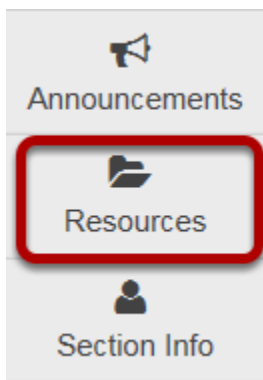
*Notes:*

- *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?

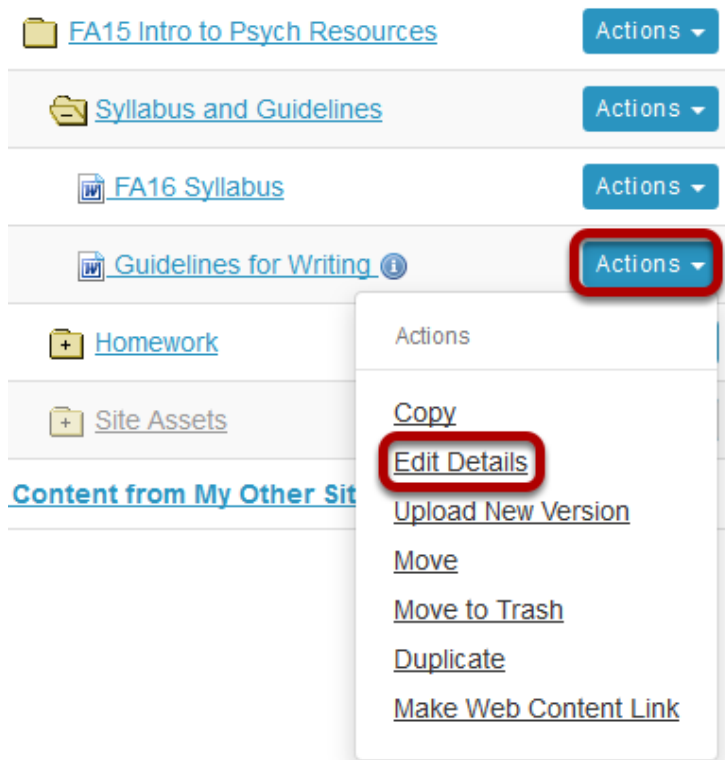
Each file and folder in Resources has its own URL. Instructors can create links to folders or files in the Syllabus tool, Announcements tool or send an email to students containing the link, for example. The link is useful throughout a single Sakai site.

## Go to Resources.



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

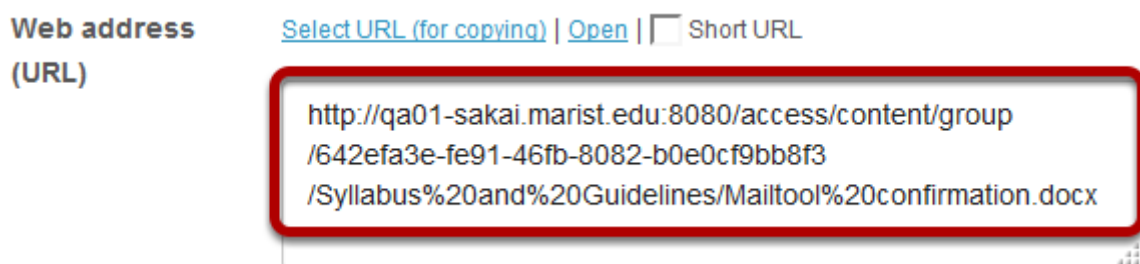
## Click Actions, then Edit Details.



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.



Scroll down the page to find the **File Details** section. Copy the file's unique URL displayed in the **Web Address (URL)** field.

## Copy short URL. (Optional)

Web address  
(URL)

[Select URL \(for copying\)](#) | [Open](#)

☒ Short URL

http://qa01-sakai.marist.edu:8080/x/GZT7pZ

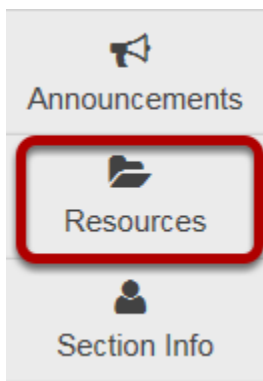
An alternative is to select **Short URL** check box and then copy a shortened version of the URL. NOTE: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.



# How do I make a link to a Resources folder appear in the Tool Menu?

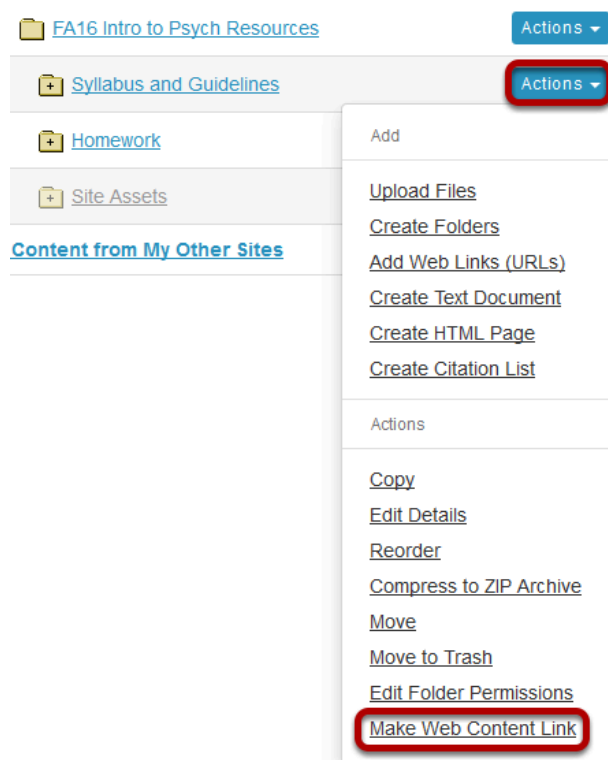
Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

## Go to Resources.



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

## Click 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 Add.

### Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

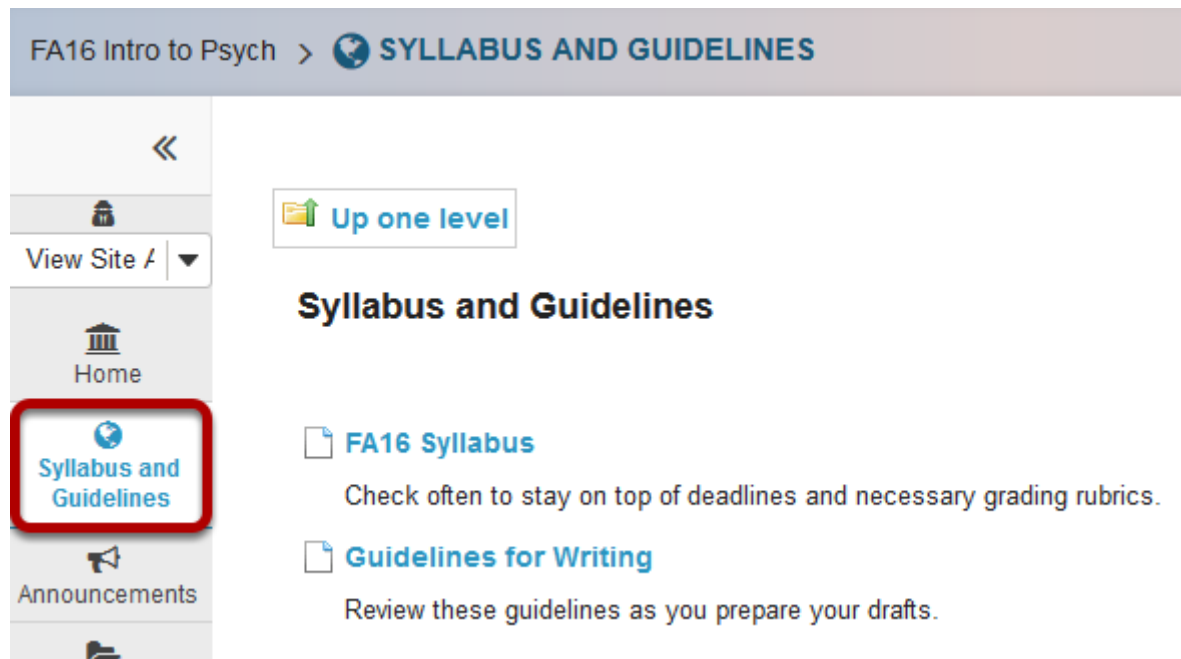
Syllabus and Guidelines

Add

Cancel

Enter a name for the page link, then click **Add**.

## View folder link in Tool Menu.



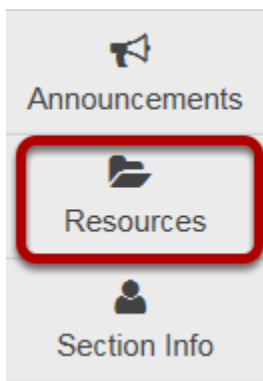
This creates a link in the Tool Menu. Clicking the button displays the folder contents.

*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?

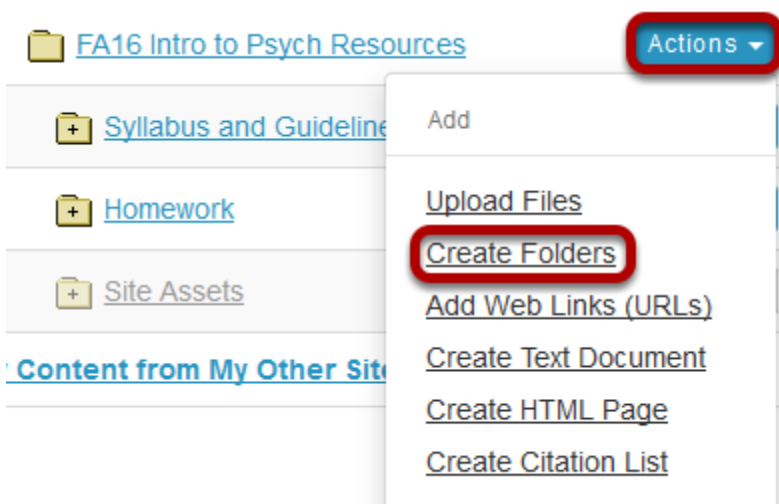
Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See [How do I create groups?](#))

## Go to Resources.



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

## Click 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: / FA16 Intro to Psych

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 1 Project Files

[Add details for this item](#)

Enter a name for the folder, then click **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.

#### Additional access

☐ This folder and its contents are publicly viewable.

☒ Display this folder and its contents to selected groups only.

☐ Title Description

☒ Group  
1

☐ Group  
2





[Add Another Folder](#)

Create Folders Now

Cancel

Under **Availability and Access**, select **Display folder to selected groups**, select the group name, then click **Create Folders Now**.

## View group folder.

Title ▾	Access
 <a href="#">FA16 Intro to Psych Resources</a>	Actions ▾
 <a href="#">Group 1 Project Files</a>	Actions ▾ Select group(s)
 <a href="#">Syllabus and Guidelines</a>	Actions ▾ Entire site
 <a href="#">Homework</a>	Actions ▾ Entire site

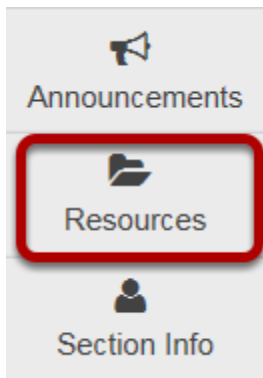
This creates a folder that is only displayed to members of the selected group.

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.*

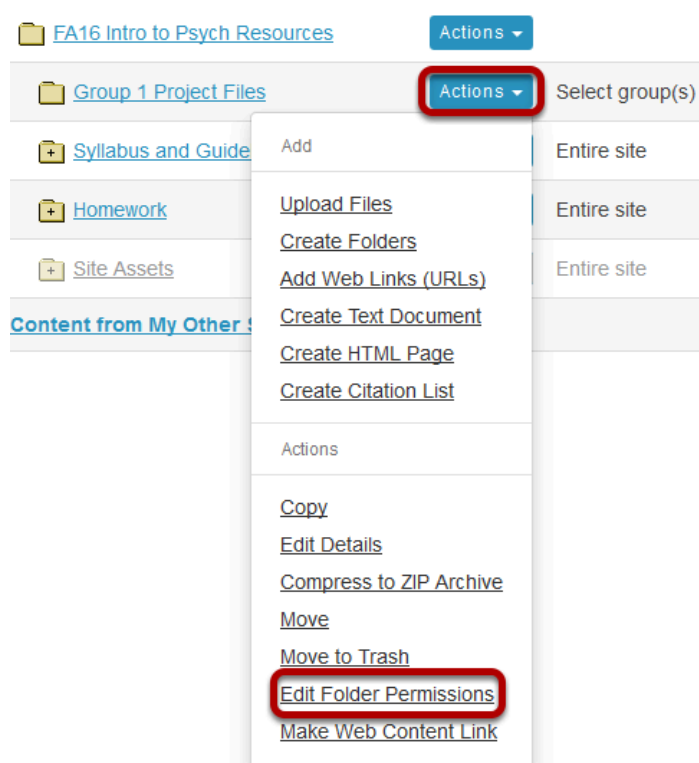
# How do I allow group members to upload content to a group Resources folder?

**Go to Resources.**



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

**Click Actions, then Edit Folder Permissions.**



To grant uploading permission to group members, to the right of the group folder, from the **Actions** drop-down menu, select **Edit Folder Permissions**.

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.

Permissions

Set permissions for resources in folder: Group 1 Project Files

Undo changes

Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

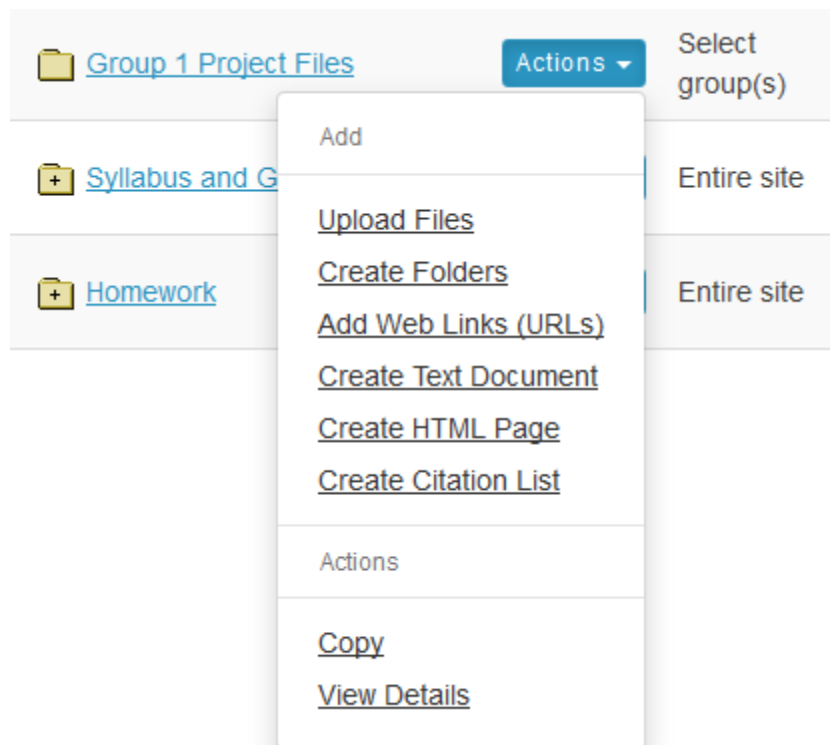
Save

Cancel

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, and **Access/create group resources**, then click **Save**.



## Group members may now add and edit items.



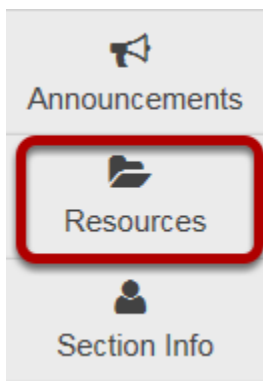
This allows the students that are members of the group to upload and edit content in the group folder.

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?

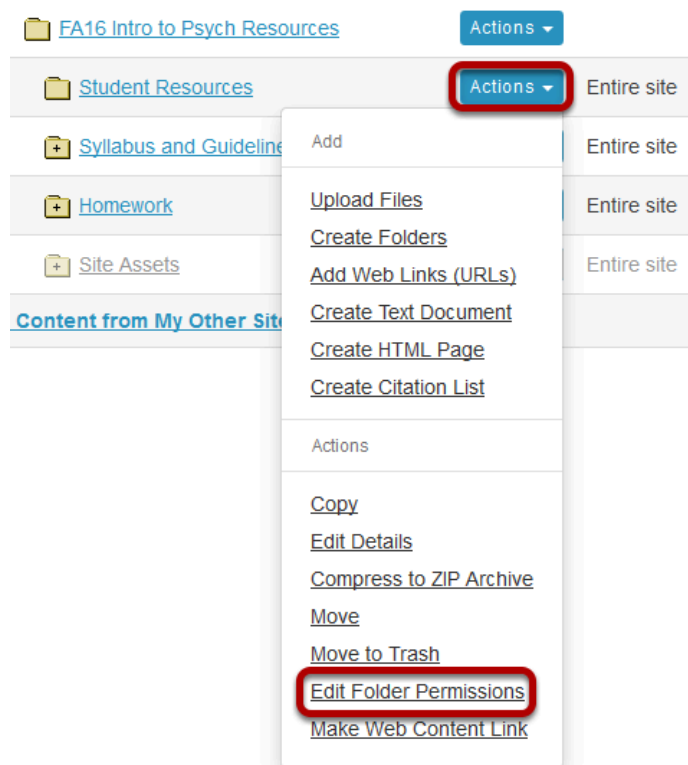
Instructors can allow all students to upload and edit file to a selected folder in Resources. Instructors must first create the folder. (See [How do I create folders?](#))

## Go to Resources.



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

## Click 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.

Permissions

Set permissions for resources in folder: Student Resources

Undo changes

Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, then click **Save**.

## Students may now upload and edit items within the folder.

FA16 Intro to Psych Resources

Actions

Student Resources

Actions

Syllabus and Guidelines

Actions

Homework

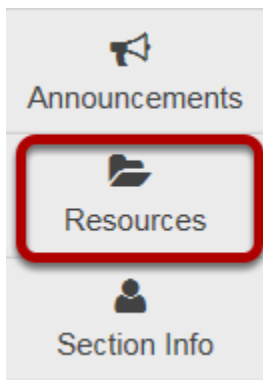
Actions

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?

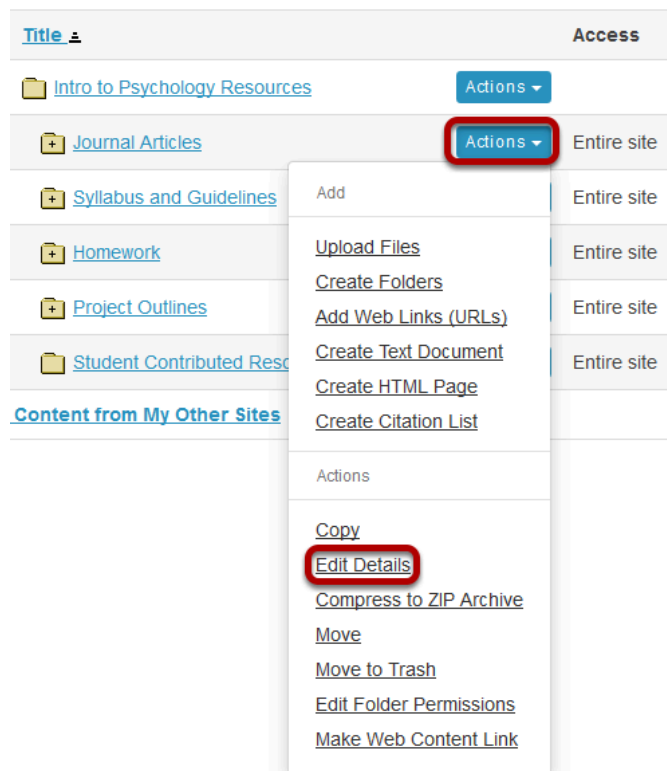
Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway 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.

## Click 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.

### Availability and Access

Choose who can see this folder and its contents.

☒ Only members of this site can see this folder and its contents.

### Additional access

☒ This folder and its contents are publicly viewable.

☐ Display this folder and its contents to selected groups only.

Update

Cancel

Under **Availability and Access**, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

*Note: This can be done with files as well.*

## The Resources item is designated as Public.

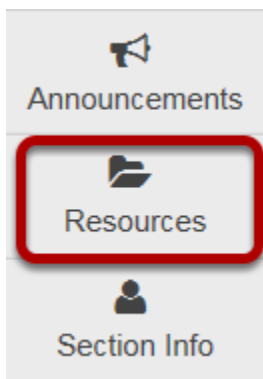
Title	Access
Intro to Psychology Resources	Actions
Journal Articles	Actions Public
Syllabus and Guidelines	Actions Entire site
Homework	Actions Entire site

*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?

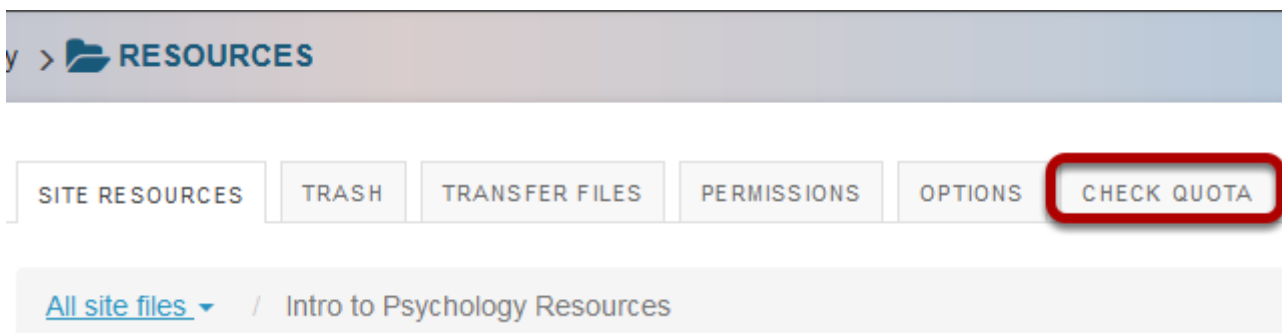
Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

## Go to Resources.



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

## Click Check Quota.



This displays the Resources Quota page.



## Quota is displayed.

### Quota

This is the quota for the current site and your usage of it.

This site is currently using 0% (3.8 MB ) of its 1 GB quota.

Back

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.

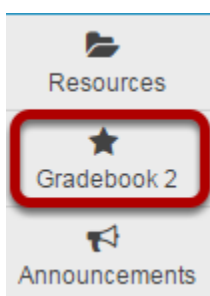
For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

Mac OS X 10.4 (Tiger) and newer supports secure WebDAV connections in the Finder. Mac users can also use Cyberduck or AnyClient.

Depending on your specific operating system version, you may find one method performs better than another.

*Note: You may also upload multiple files using the [drag and drop feature](#) in Resources.*

## Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

# Click Transfer Files.



To locate directions for setting up WebDAV on your computer, click **Transfer Files**.

## WebDAV instructions will display.

**Transfer Files**

The instructions on this page show you how to create a folder on your desktop machine that will allow you to drag and drop files and folders between your computer and this Sakai Resources tool.

This resource uses a protocol called **WebDAV**. The WebDAV setup process is different for each operating system. Follow the steps below to get started.

Note: If you simply want to upload files to the Resources tool one by one, click **Site Resources** at the top of the page, then click **Add > Upload Files** to the right of a folder.

When you upload files using WebDAV, you need to check that the copyright notice is set correctly for each file. Do this by using "Set Defaults" from the "Actions" menu and selecting the relevant copyright notice.

**Step 1** - Select the following URL, and copy it to your clipboard:

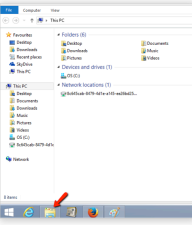
<http://sakai.miami.edu:8080/sakai/resources>

**Step 2** - Select your operating system below and follow the setup instructions.

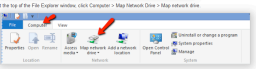
**Windows 8/7** | **Windows 7** | **Mac** | **Linux** | **Other systems**

**Setting up WebDAV for Windows 8/7**

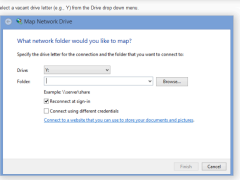
1. First you need to configure the Desktop. On Windows 8/7, click the Desktop icon.
2. From the Desktop, click File Explorer and make sure "This PC" is selected in the left-hand pane.



3. At the top of the File Explorer window, click Computer > Map Network Drive > Map network drive.



4. Select a vacant drive letter (e.g., 'Y') from the Drive drop-down menu.



5. In the Folder field, type or copy and paste the URL for this site (shown above). Click Finish.

6. When prompted, enter your username and password and click OK.

7. You can now drag files and folders to and from your computer and the site Resources folder.

**Alternate method of setting up WebDAV on Windows**

If the process above proves troublesome, you may be able to utilize the WebDAV functionality to access your files using a free third-party client called **Calibre**.

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.

# Rich Text Editor

# What is the Rich Text Editor?

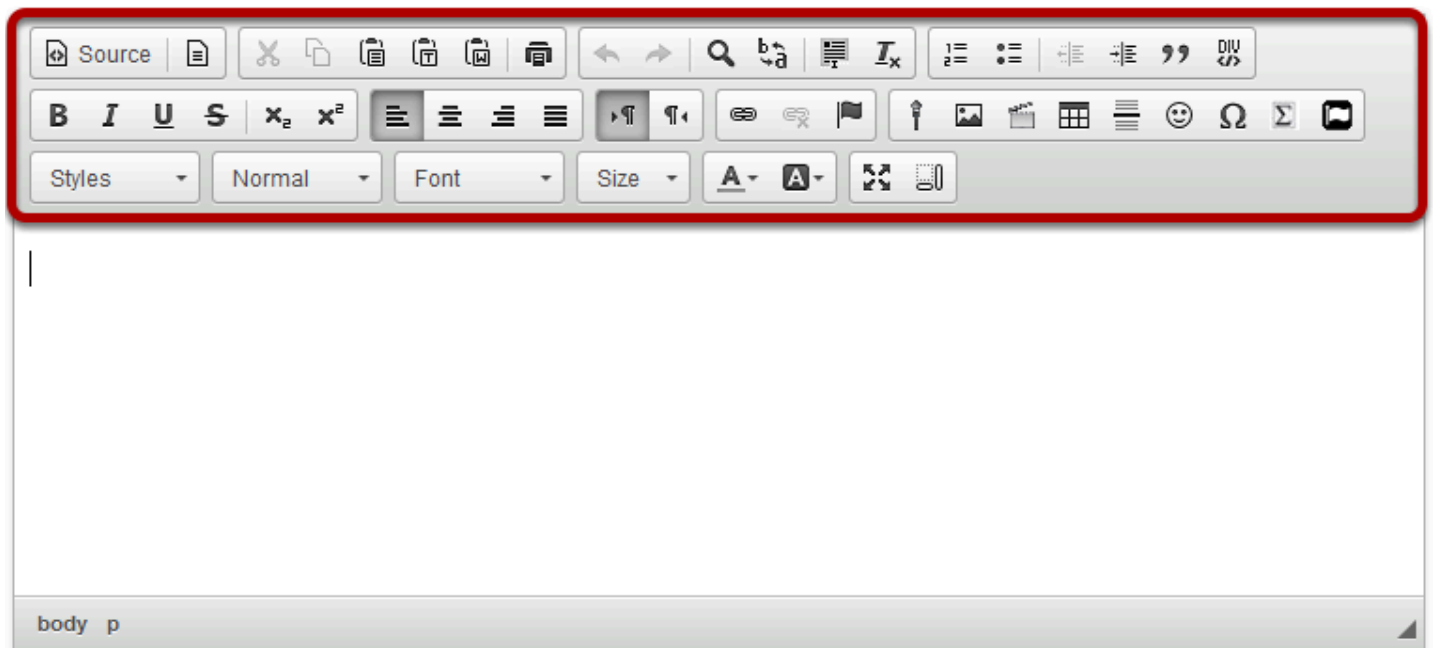
In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include 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](#).

Also, please refer to [How do I check my content for accessibility?](#) for more information on creating accessible content using the CKEditor.

## 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.

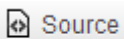
*Note: Some configurations may not have all of the above tools and some may have additional tools.*

# What actions can I perform using the Rich Text Editor icons?

*Note: Depending on your implementation, you may have more icons or fewer icons available to you in the Rich Text Editor. There are several third party tools which integrate with the editor and display as additional icons in the editing toolbar (e.g. equation editors, video management applications, etc.). Also, some institutions hide seldom-used icons to make the appearance of the editing toolbar more compact.*

## 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.

## 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.

## Select All



Select the entire text in the document.

## Remove Format



Remove the formatting from the highlighted text.

## Insert/Remove Numbered List



Create Numbered Lists.



## Insert/Remove Bulleted List



Create Bulleted Lists.

## Decrease Indent



Decrease the paragraph indent.

## Increase Indent



Increase the paragraph indent.

## Block



Format a block of text to identify quotations.

## Create DIV Container



Creates a container to apply formatting beyond one block of text.

## Bold



Applies Bold formatting to highlighted text.

## Italic



Applies Italic formatting to highlighted text.

## Underline



Applies Underline formatting to highlighted text.

## Strike Through



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



Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

## Add MathML Formula



Creates mathematical symbols using MathML language.

## Insert Font Awesome icon.



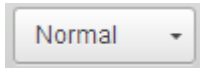
Allows you to choose from the library of Font Awesome icons and insert the selected icon into your content.

## Styles



Applies special styles to a block of text.

## Format



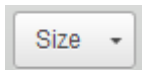
Applies paragraph formatting to a block of text.

## 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.

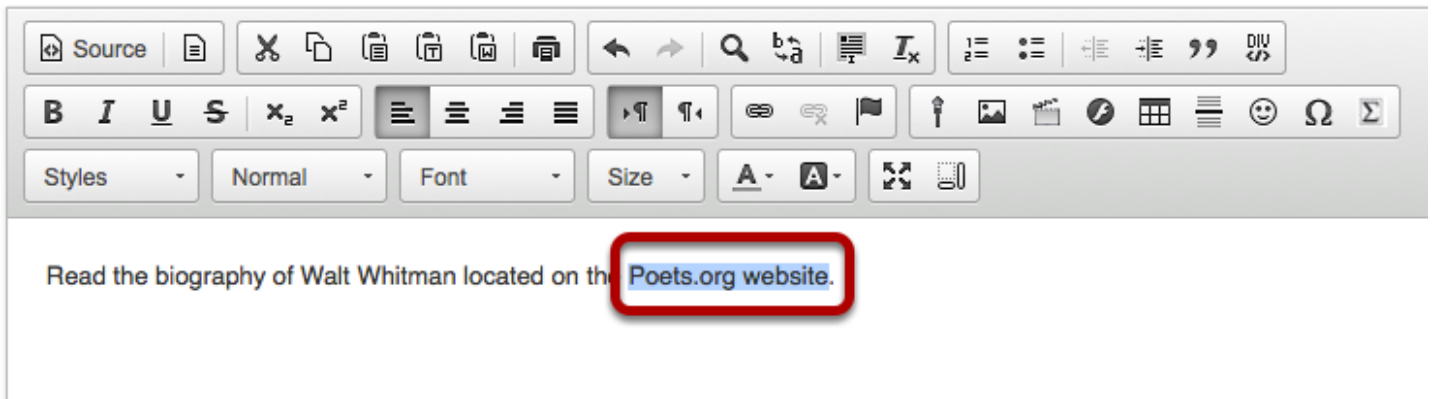
## Show Blocks



Shows where there are block elements boundaries in the text.

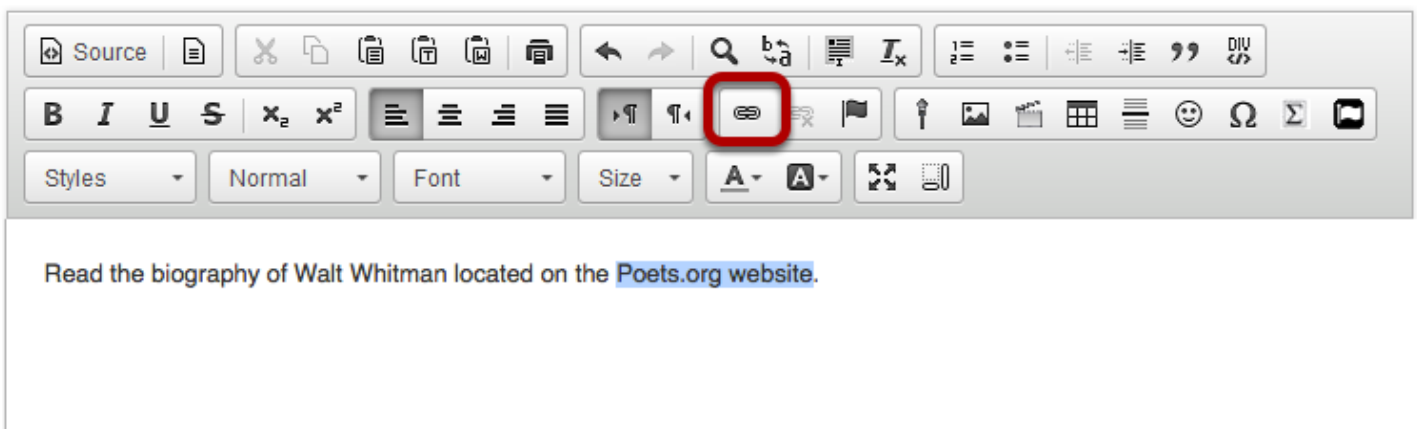
# How do I create a link to a web site in a text box?

## Select the text.



In the text box, select the text you would like to serve as a link to a web site.

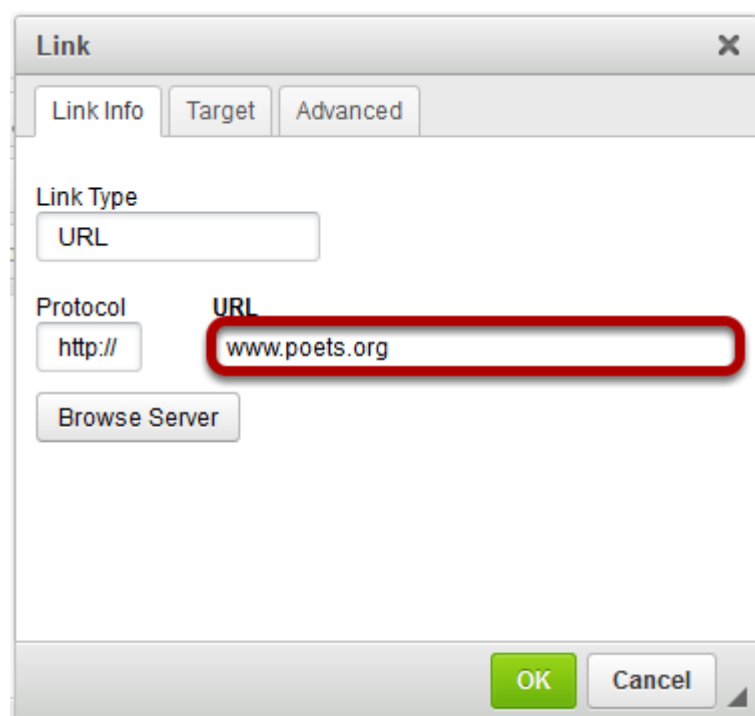
## Click the Link icon.



This displays the Link dialog box.



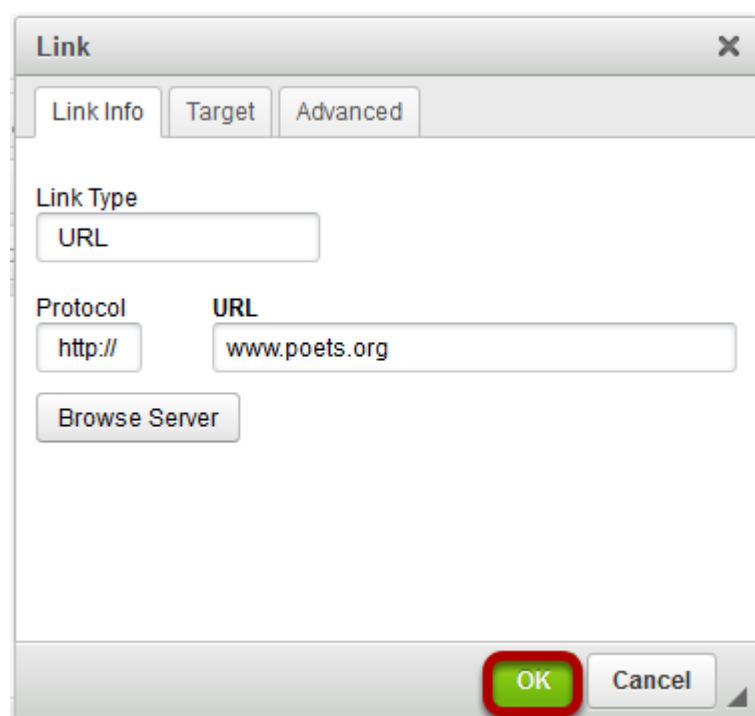
## Enter the URL.



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. Under 'Link Type', 'URL' is chosen. Under 'Protocol', 'http://' is selected. The 'URL' text field contains 'www.poets.org' and is highlighted with a red rectangle. Below the text fields is a 'Browse Server' button. At the bottom right are 'OK' and 'Cancel' buttons.

Enter or paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the web page in the box marked **URL**.

## Click OK.

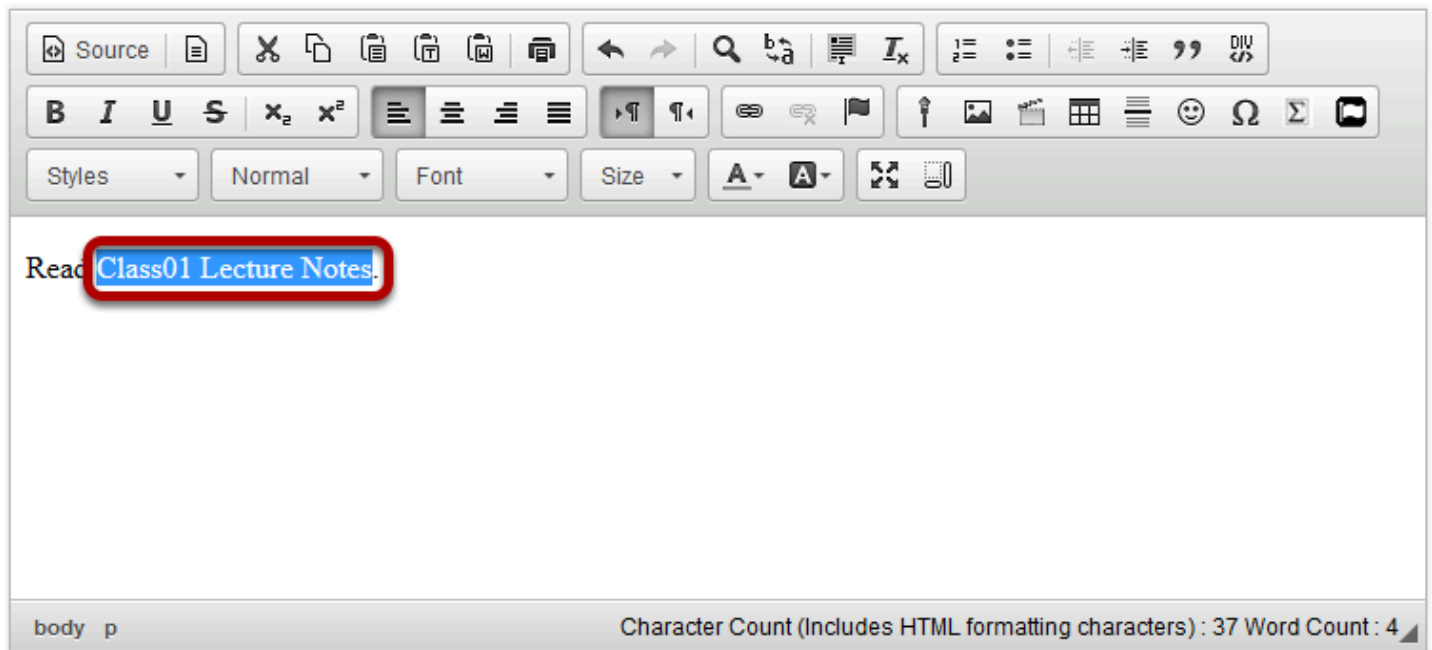


This screenshot is identical to the previous one, showing the 'Link' dialog box with 'URL' as the link type, 'http://' as the protocol, and 'www.poets.org' as the URL. In this image, the 'OK' button at the bottom right is highlighted with a red rectangle.

The selected text will display as an underlined link to the web site.

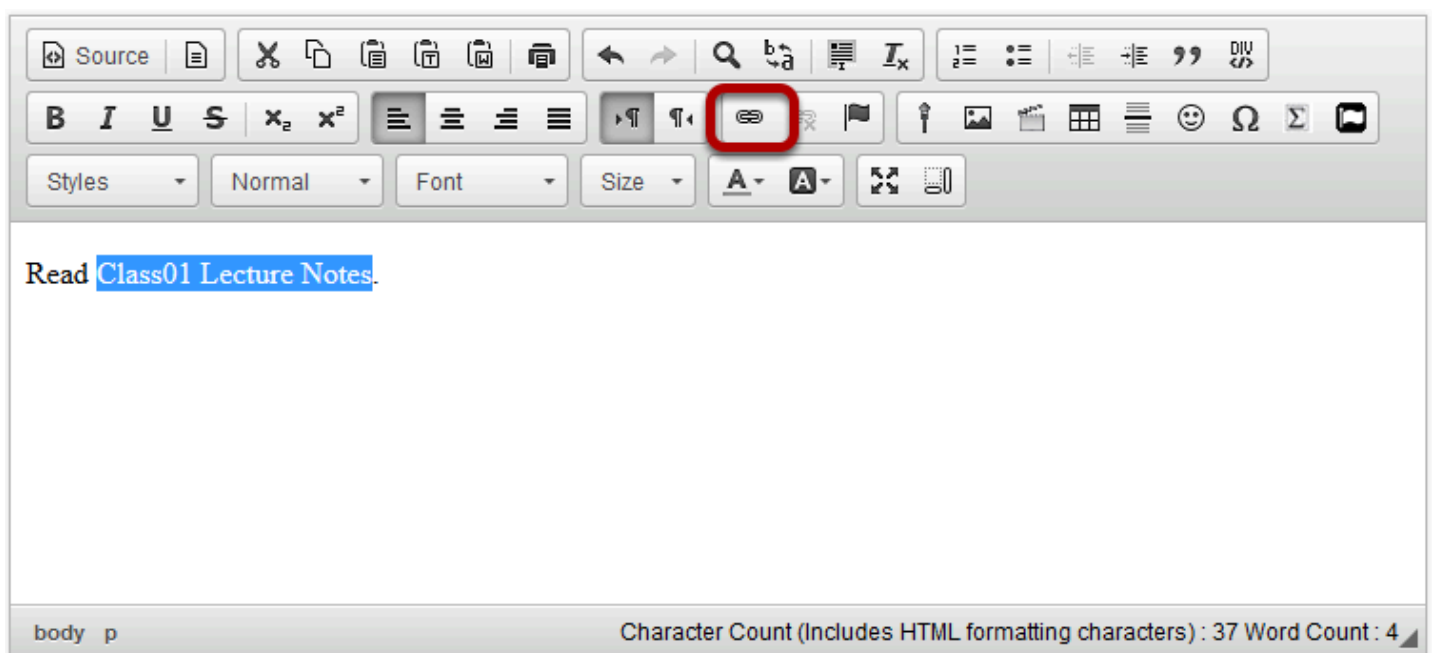
# How do I create a link to a Resources item in a text box?

Go to the Rich Text Editor and select your text.



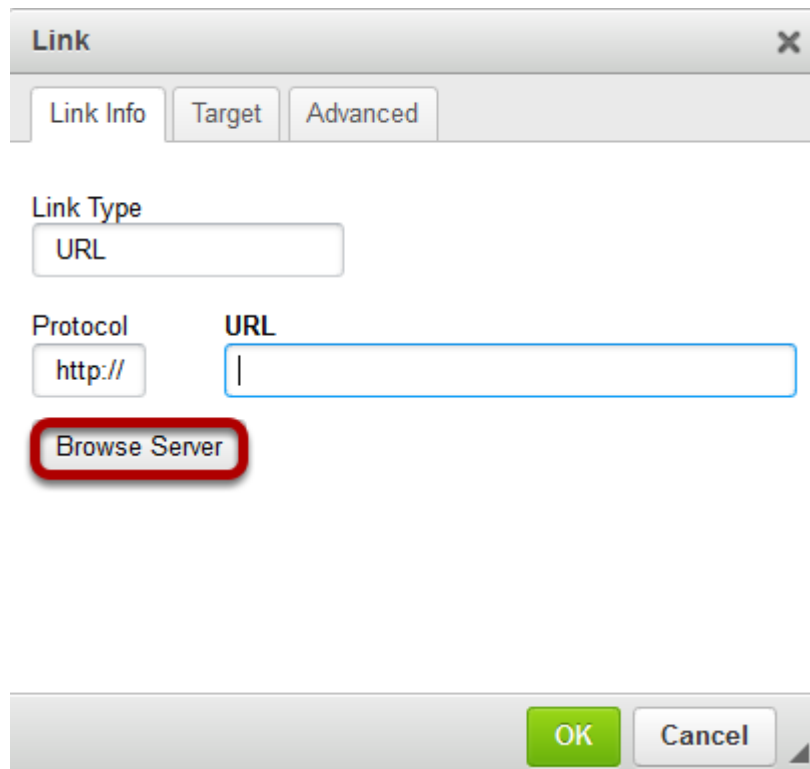
In the text box, select the text you would like to serve as a link to the folder or file.

**Click the Link icon.**



This displays the Link dialog box.

## Click Browse Server.



Link

Link Info Target Advanced

Link Type

URL

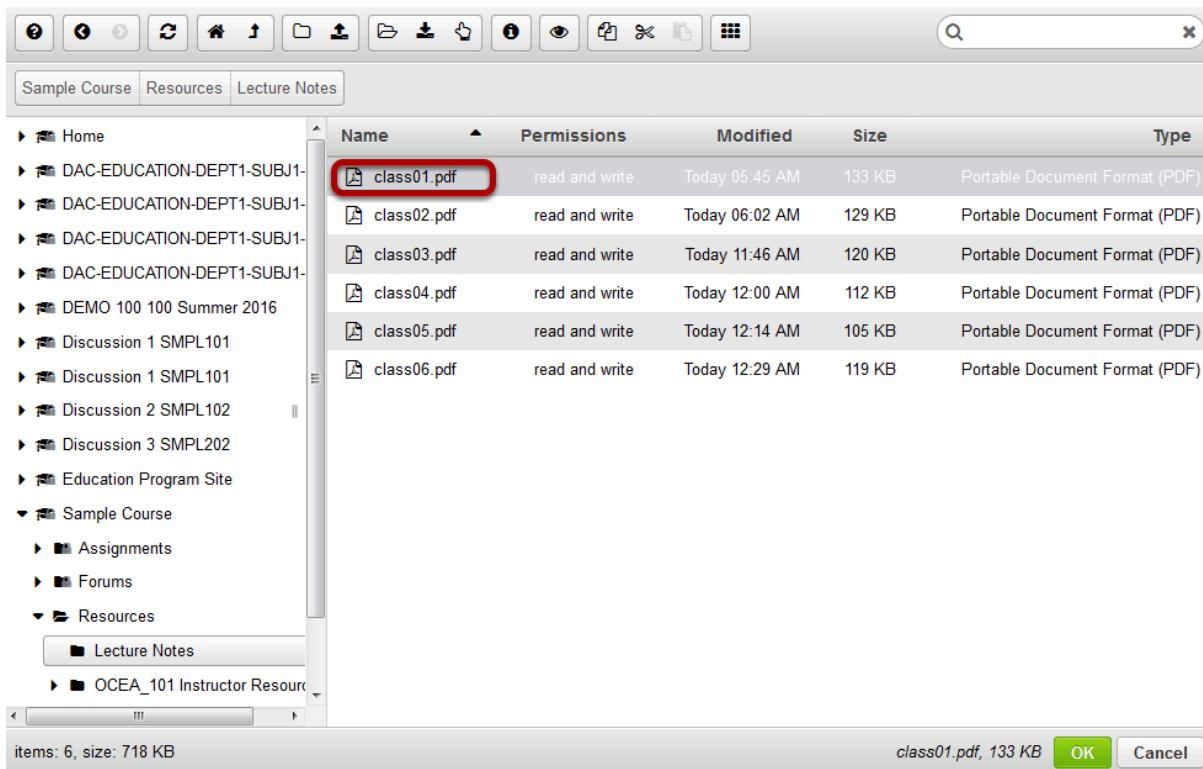
Protocol URL

http://

Browse Server

OK Cancel

## Locate and select the desired file in the file browse window.



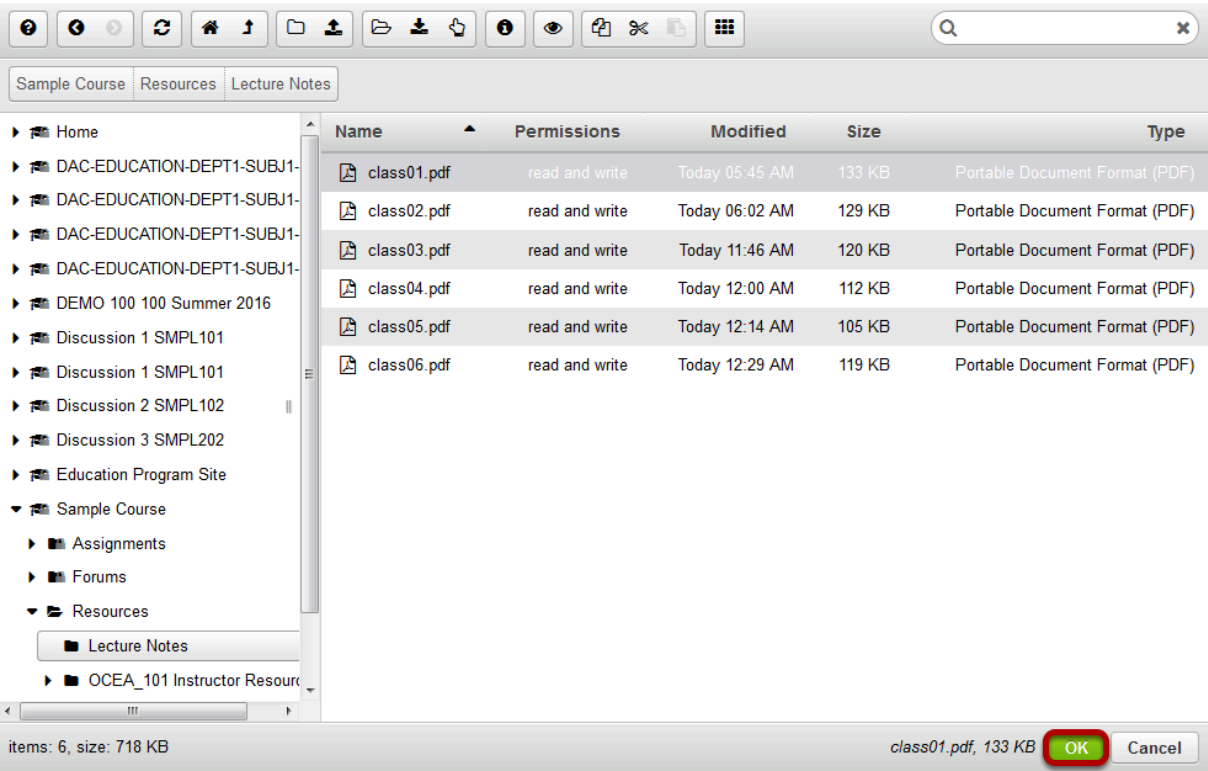
The screenshot shows a file browser window with a sidebar on the left and a main table on the right. The sidebar contains a tree view of folders and files, including 'Home', 'DAC-EDUCATION-DEPT1-SUBJ1-', 'DEMO 100 100 Summer 2016', 'Discussion 1 SMPL101', 'Discussion 2 SMPL102', 'Discussion 3 SMPL202', 'Education Program Site', 'Sample Course', 'Assignments', 'Forums', 'Resources', 'Lecture Notes', and 'OCEA\_101 Instructor Resource'. The main table lists files with columns for Name, Permissions, Modified, Size, and Type. The file 'class01.pdf' is highlighted with a red box.

Name	Permissions	Modified	Size	Type
class01.pdf	read and write	Today 05:45 AM	133 KB	Portable Document Format (PDF)
class02.pdf	read and write	Today 06:02 AM	129 KB	Portable Document Format (PDF)
class03.pdf	read and write	Today 11:46 AM	120 KB	Portable Document Format (PDF)
class04.pdf	read and write	Today 12:00 AM	112 KB	Portable Document Format (PDF)
class05.pdf	read and write	Today 12:14 AM	105 KB	Portable Document Format (PDF)
class06.pdf	read and write	Today 12:29 AM	119 KB	Portable Document Format (PDF)

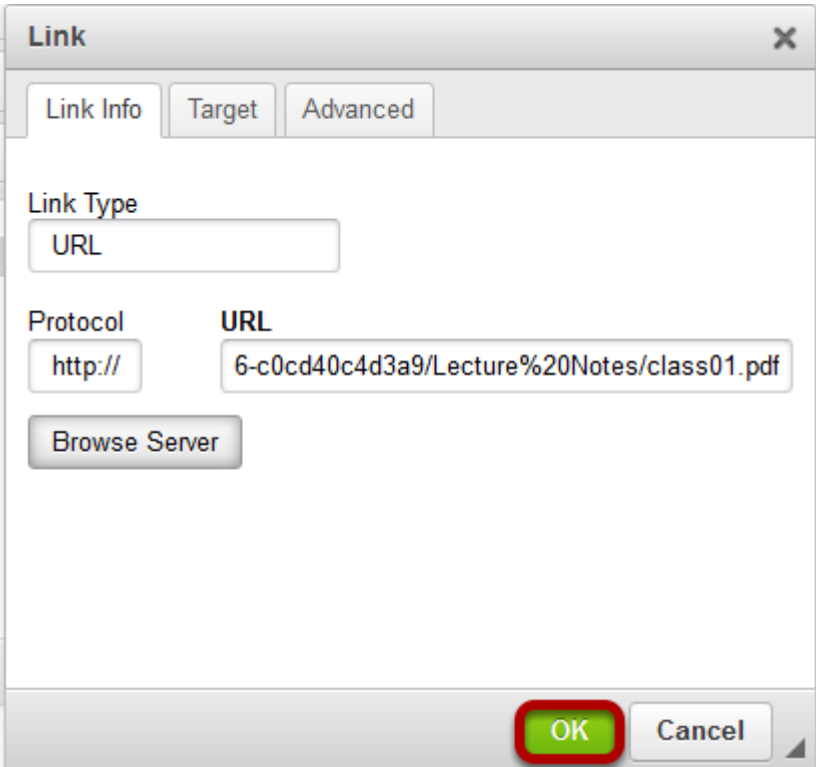
items: 6, size: 718 KB

class01.pdf, 133 KB OK Cancel

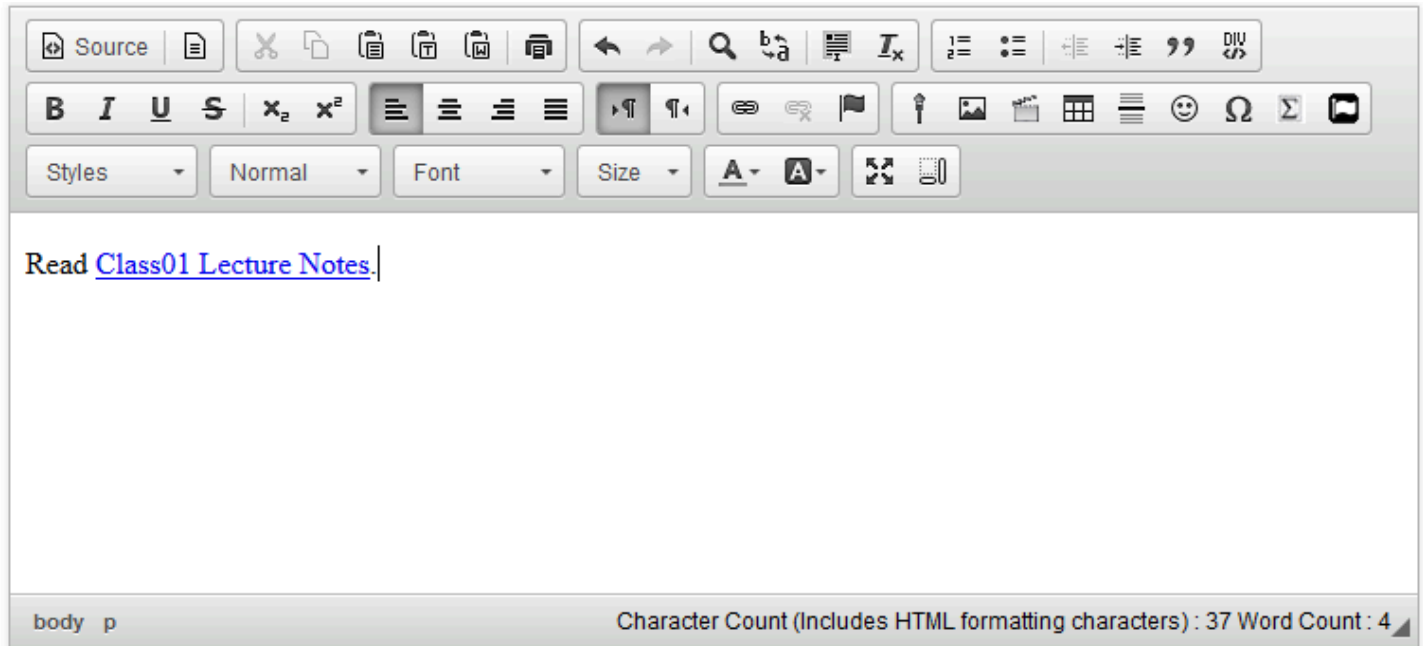
Click OK.



Click OK to confirm the link.



## View link.



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.

## Click Actions, then Edit Details for the item.

The screenshot shows the Sakai 11 Resources page. At the top, there's a header with 'Title', 'Access', 'Created By', 'Modified', and 'Size'. Below this, a folder 'Sample Course Resources' is expanded, showing a list of items. The item 'class01.pdf' is highlighted in yellow. To its right, the 'Actions' button is circled in red. A dropdown menu is open, showing options: 'Copy', 'Edit Details' (circled in red), 'Upload New Version', 'Move', 'Move to Trash', 'Duplicate', and 'Make Web Content Link'. The table lists several PDF files (class01.pdf to class06.pdf) and a folder 'OCEA\_101 Instructor'. Below the table, there's a 'Podcasts' section and a '3Penguins.jpg' file. At the bottom, there's a link 'Copy Content from My Other Sites'.

Title	Access	Created By	Modified	Size
Sample Course Resources				
Lecture Notes	Entire site	Demo Professor	Mar 24, 2016 4:28 pm	6 items
class01.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	133.1 KB
class02.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	129.1 KB
class03.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.7 KB
class04.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	111.9 KB
class05.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	104.7 KB
class06.pdf	Entire site	Demo Professor	Mar 24, 2016 2:25 pm	119.5 KB
OCEA_101 Instructor	Entire site	Demo Professor	Mar 24, 2016 5:35 pm	3 items
Podcasts	Public	Demo Professor	Mar 28, 2016 2:32 pm	3 items
3Penguins.jpg	Entire site	Demo Professor	Mar 24, 2016 1:47 pm	44.3 KB

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.

## Copy the item URL.

Web address (URL)

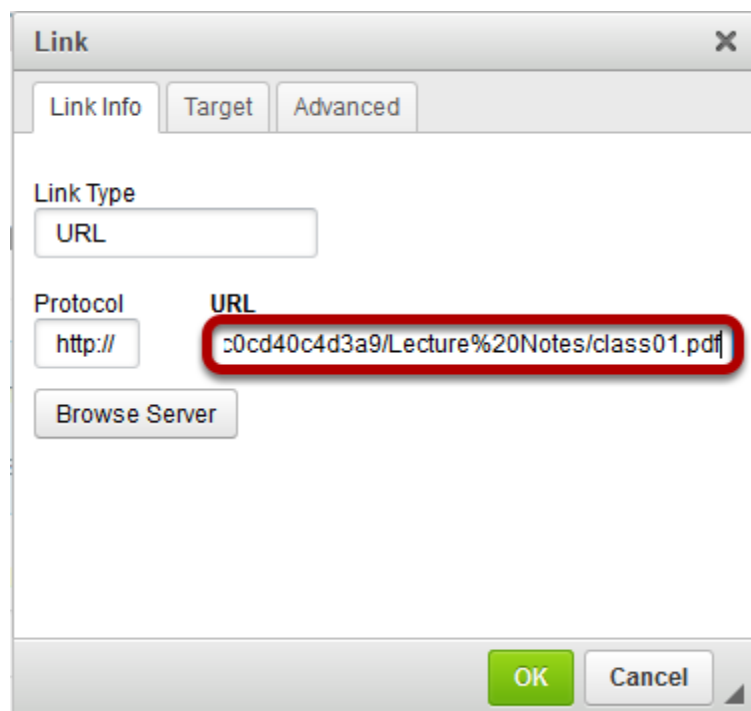
[Select URL \(for copying\)](#) | [Open](#) | ☐ Short URL

<http://qa01-sakai.marist.edu:8080/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/class01.pdf>

Copy the item URL to your computer's clipboard (CTR-C -PC or COMMAND-C - MAC).



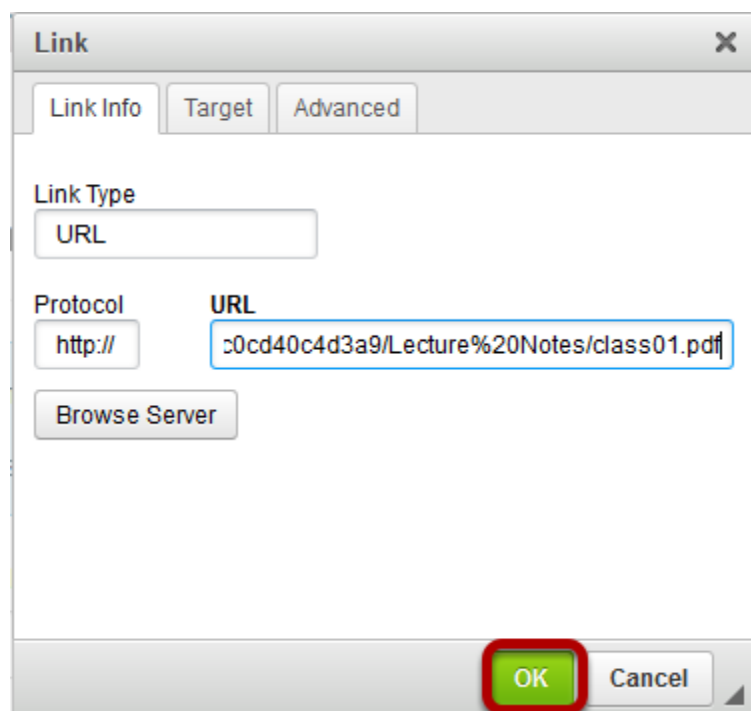
## Paste the item URL.



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. It contains a 'Link Type' dropdown menu set to 'URL'. Below this, there are two input fields: 'Protocol' with 'http://' and 'URL' with 'c0cd40c4d3a9/Lecture%20Notes/class01.pdf'. A red rectangular box highlights the 'URL' field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

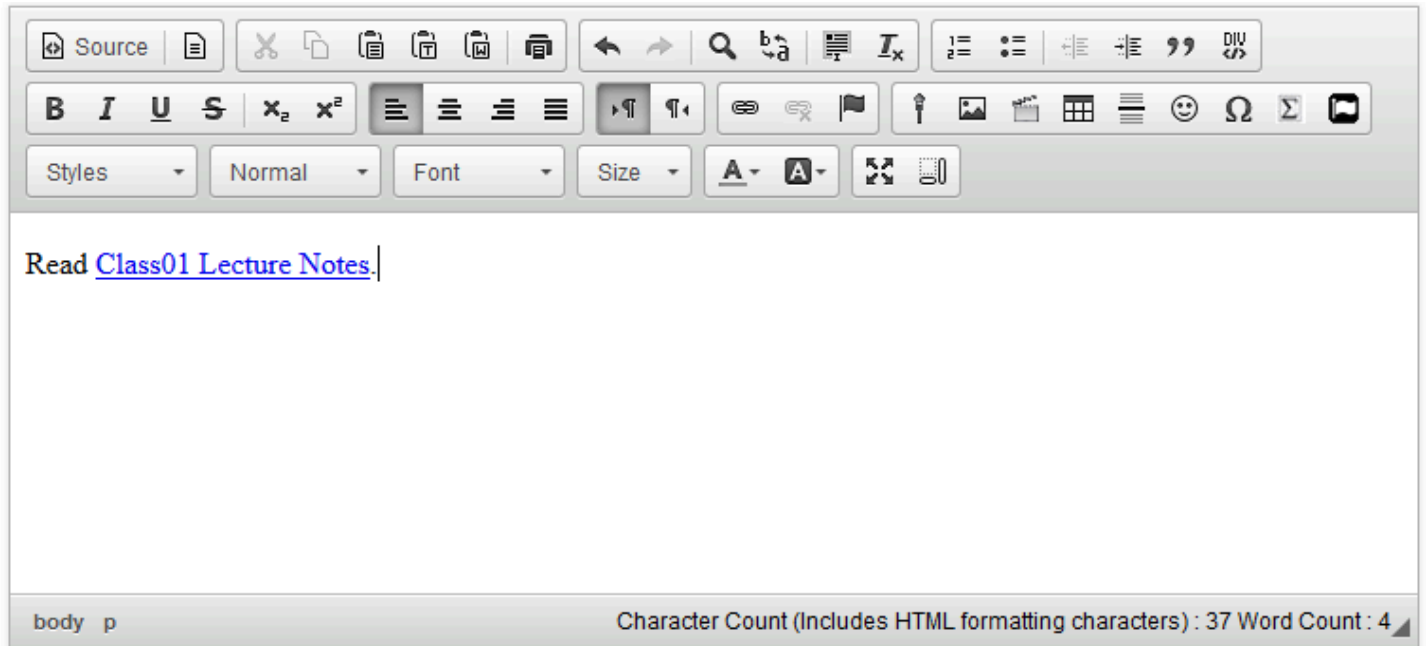
Paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the Resources item in the box marked **URL**.

## Click OK.



This screenshot is identical to the previous one, showing the 'Link' dialog box with the 'URL' field highlighted by a red box. In this version, the 'OK' button at the bottom is also highlighted with a red box, indicating the next step in the process.

## View link.

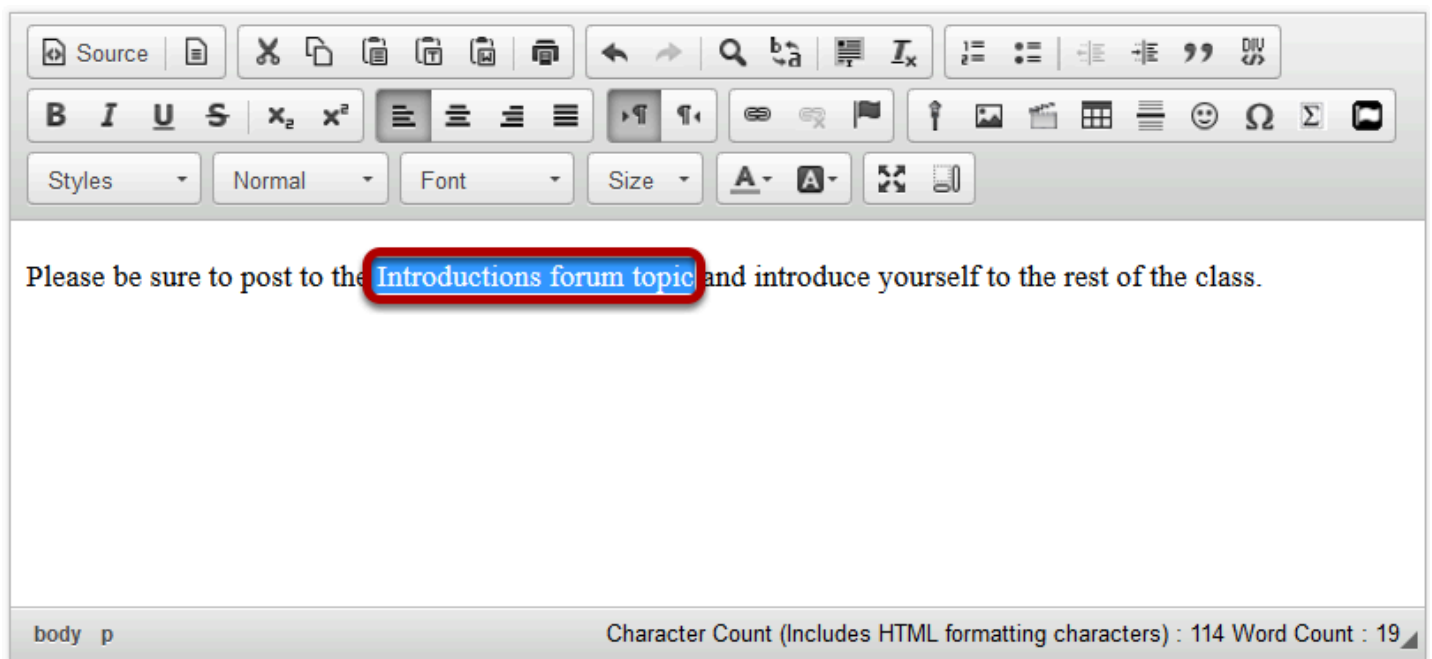


When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

# How do I create a link to an activity in a text box?

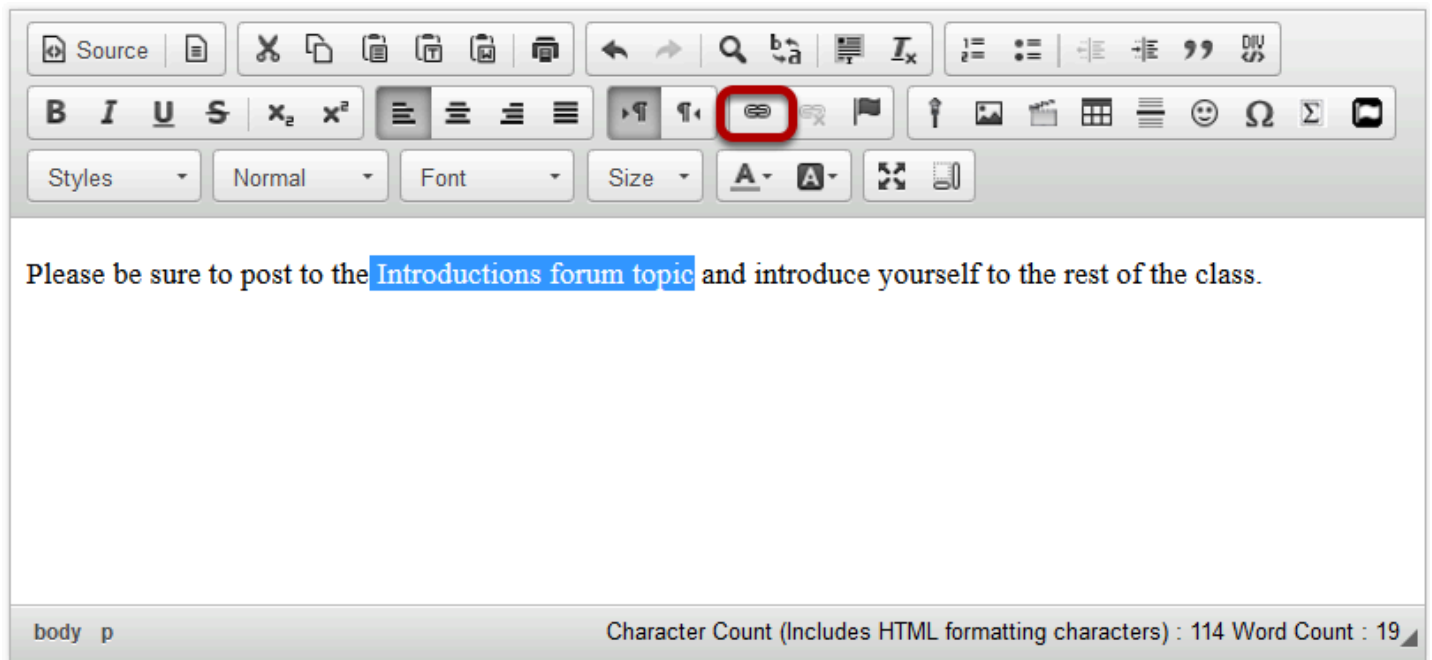
*Tip: If you are creating a text box in the Lessons tool, you may also insert activities directly as individual items on the page, rather than within the Rich Text Editor. See [How do I add activities to Lessons?](#) for more information.*

## Select the text to be linked.



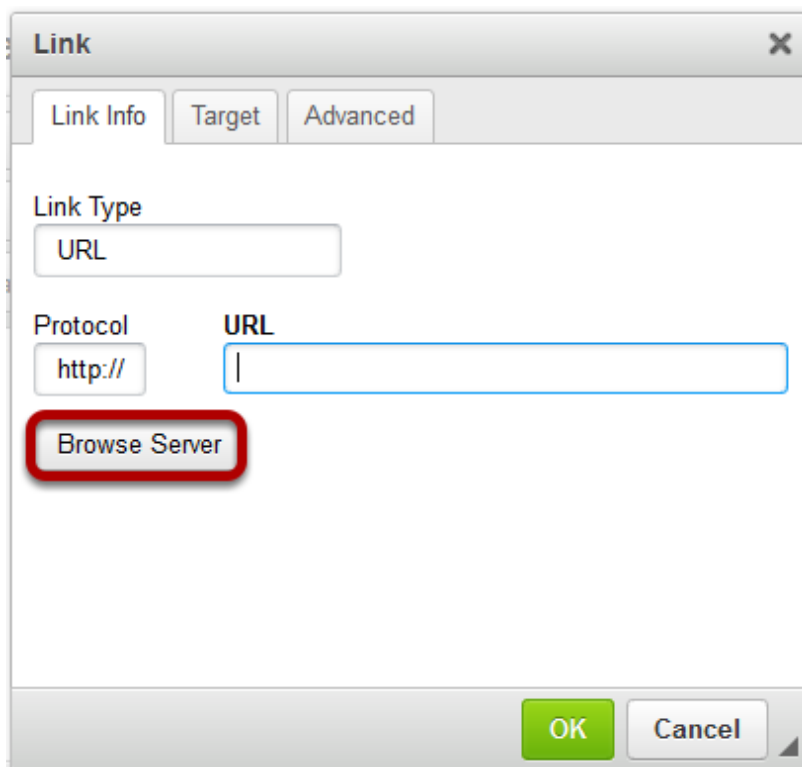
In the text box, select the text you would like to serve as a link to the activity.

## Click the Link icon.

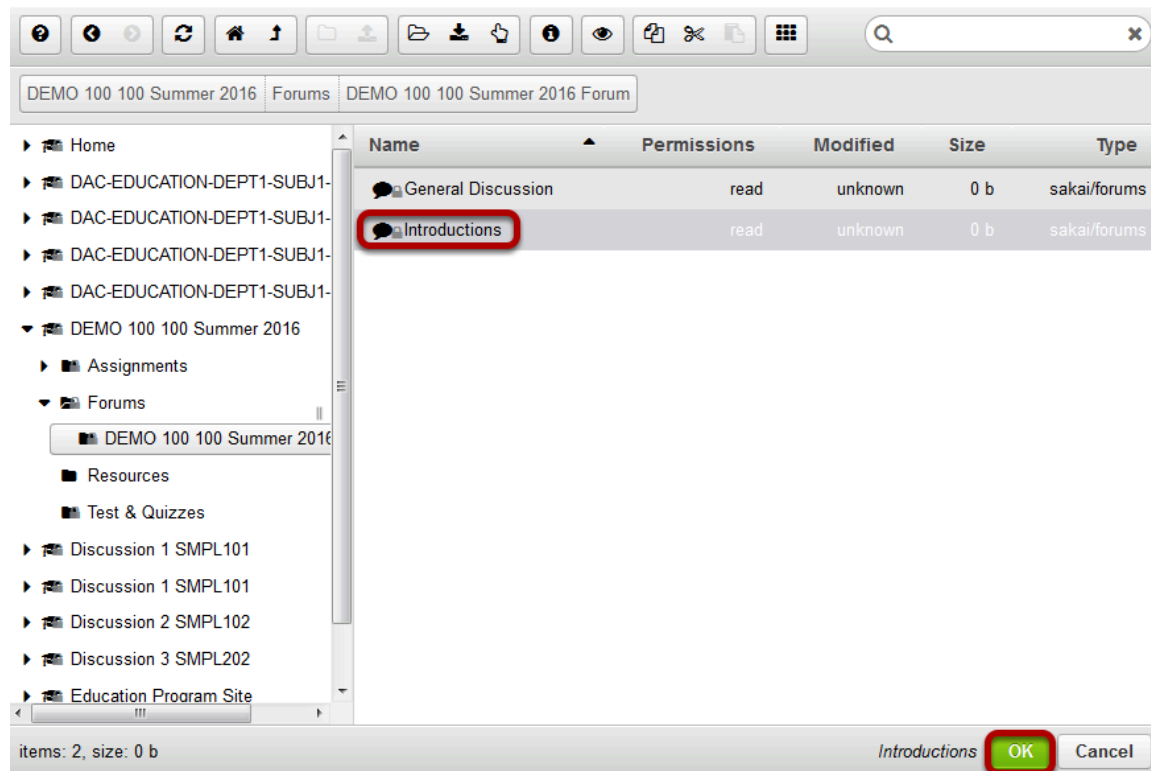


This displays the Link dialog box.

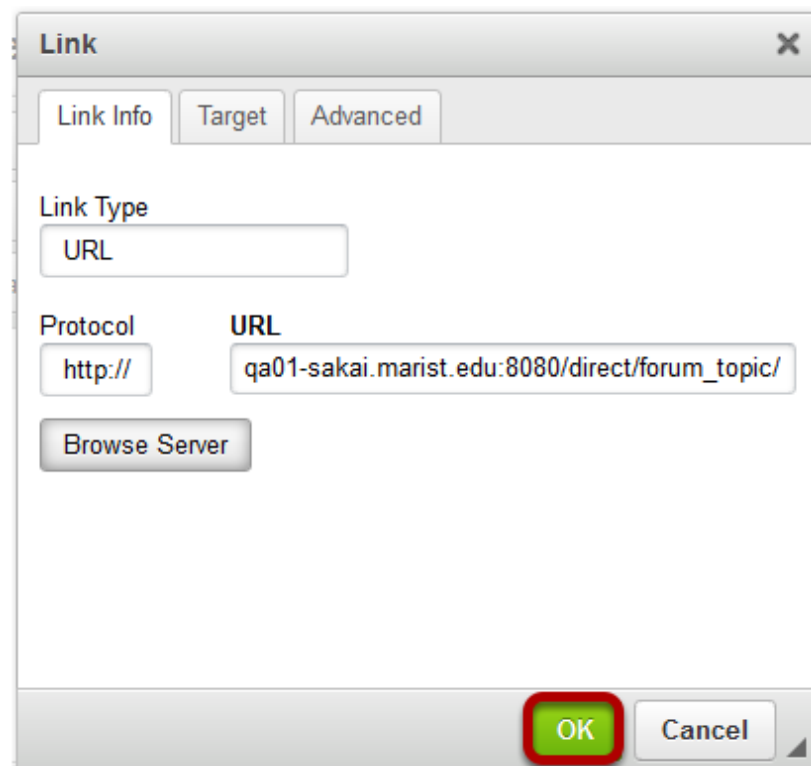
## Click Browse Server.



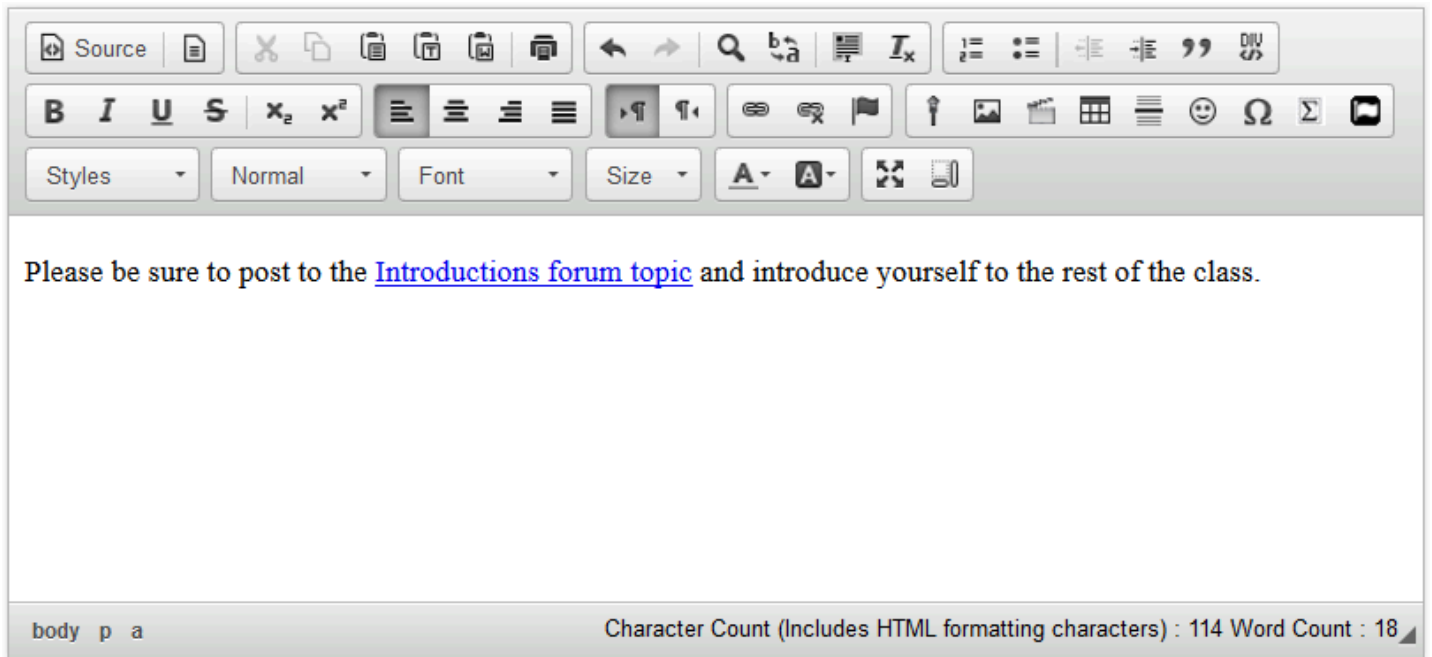
Select the activity you want to link to and click OK.



Click OK again to confirm the link.



## View the link.

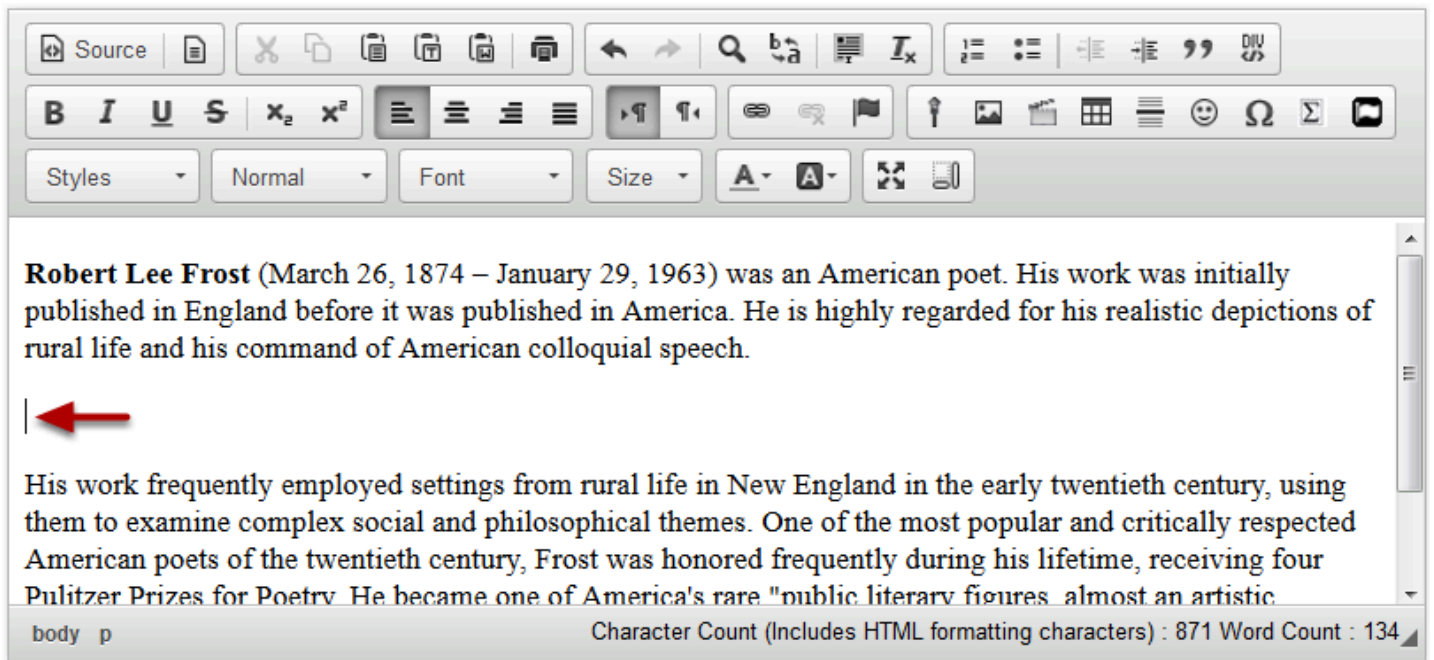


The screenshot shows a web-based rich text editor interface. The top toolbar includes icons for source code, undo, redo, search, and various text formatting options like bold, italic, underline, and strikethrough. Below the toolbar, a text box contains the text: "Please be sure to post to the [Introductions forum topic](#) and introduce yourself to the rest of the class." The link "Introductions forum topic" is displayed in blue and underlined. At the bottom of the editor, a status bar shows "body p a" on the left and "Character Count (Includes HTML formatting characters) : 114 Word Count : 18" on the right.

When the item using the text box is posted, the selected text will display as a link to the activity.

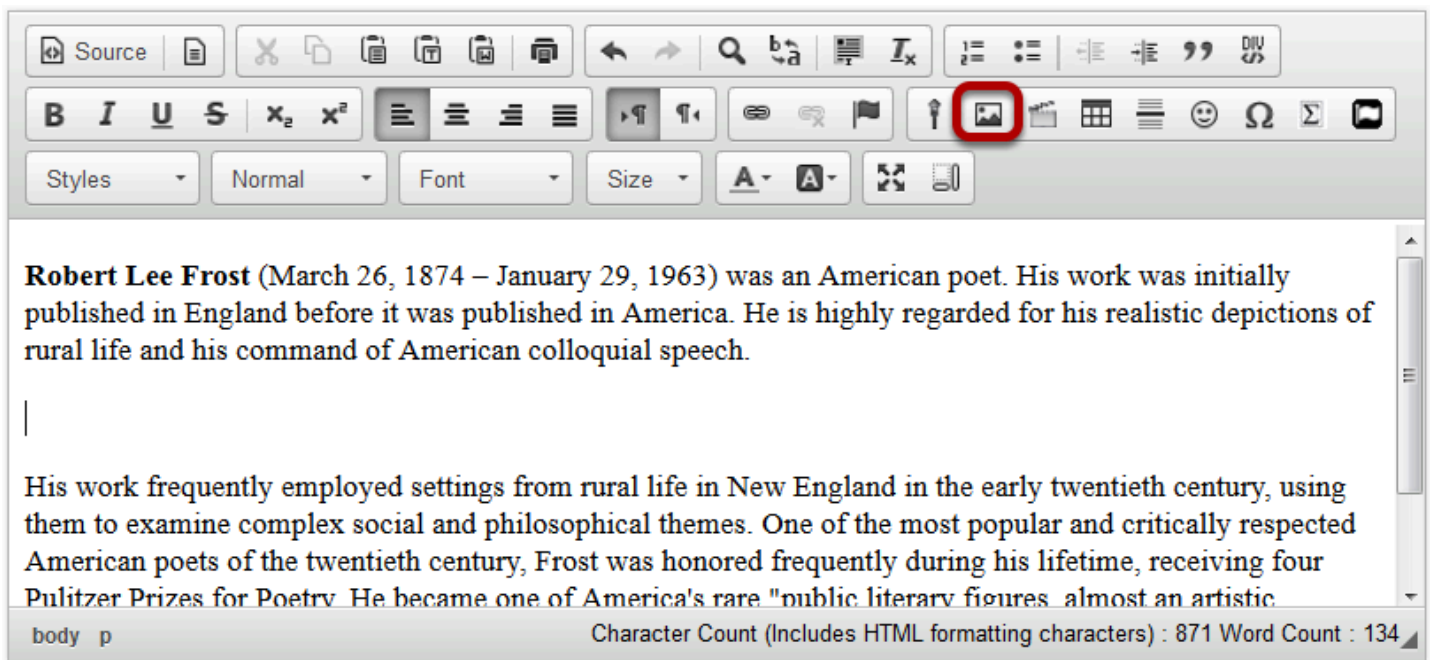
# How do I embed an image in a text box?

## Position the cursor.



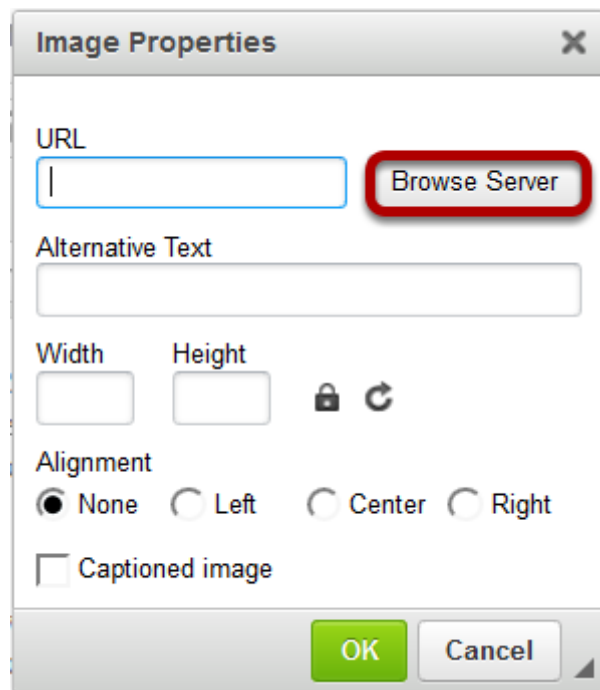
Position your cursor in the text box at the point you want to embed the image.

## Click on the Insert/Edit Image icon.

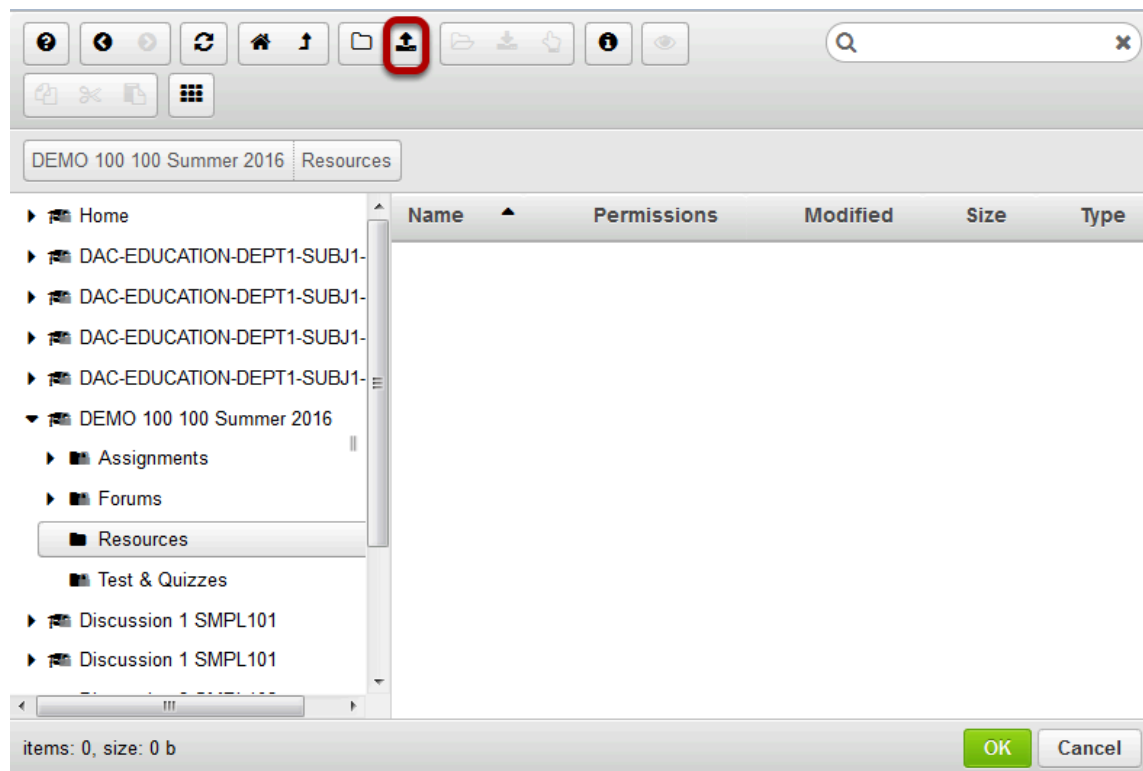


This displays the image properties dialog box

## Click Browse Server.



## Upload the image file.

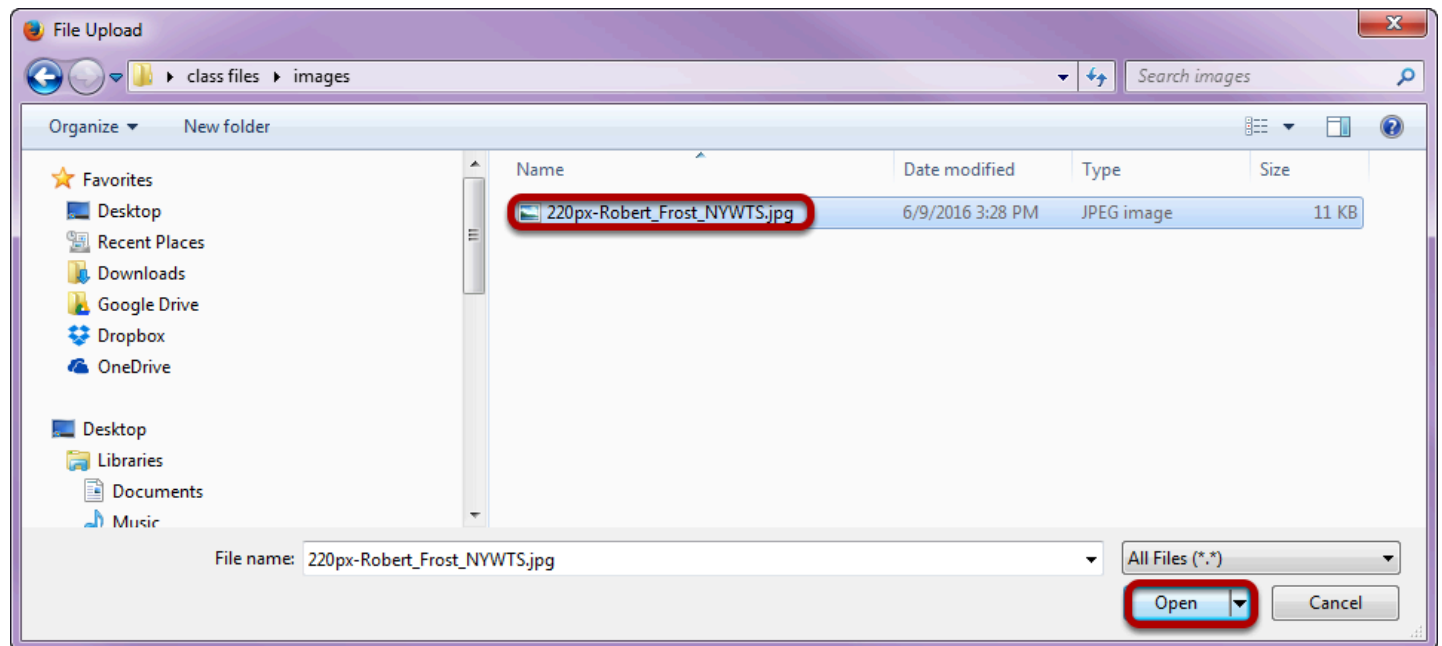


Select the folder where you want to store the image file then click on the **Upload File** icon.

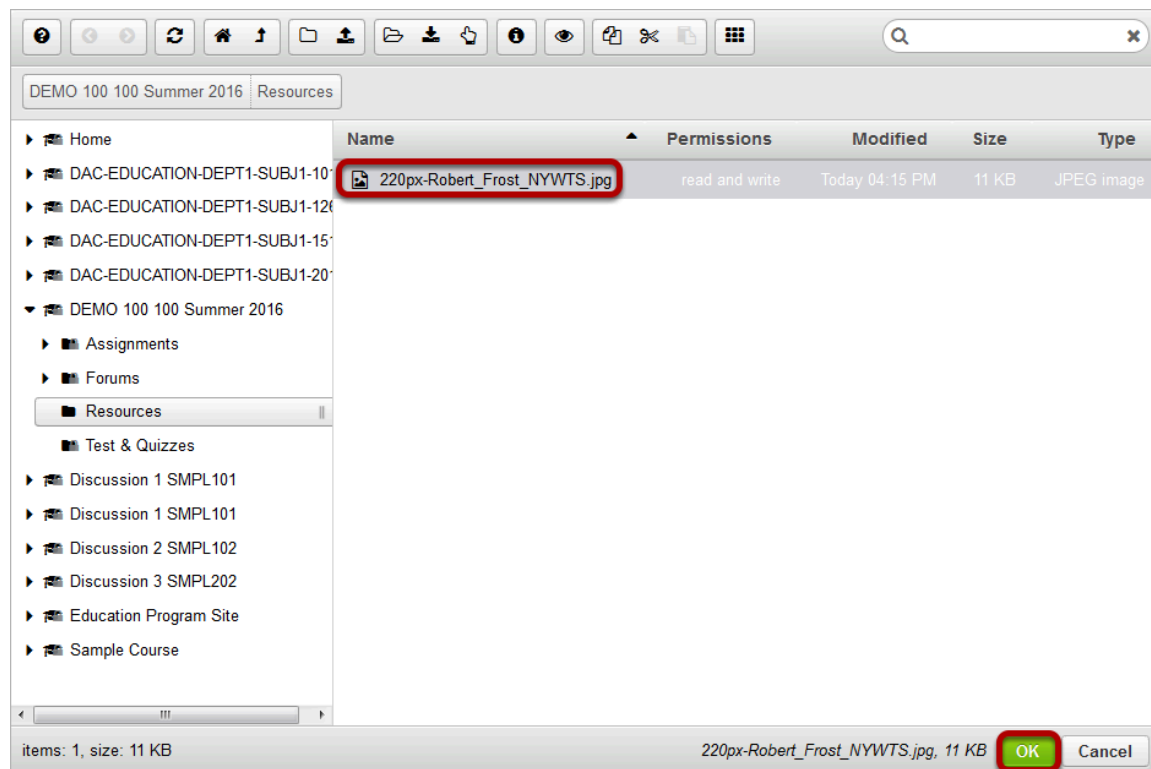


This displays an upload file dialog box.

## Locate and select the image file on your computer, then click Open

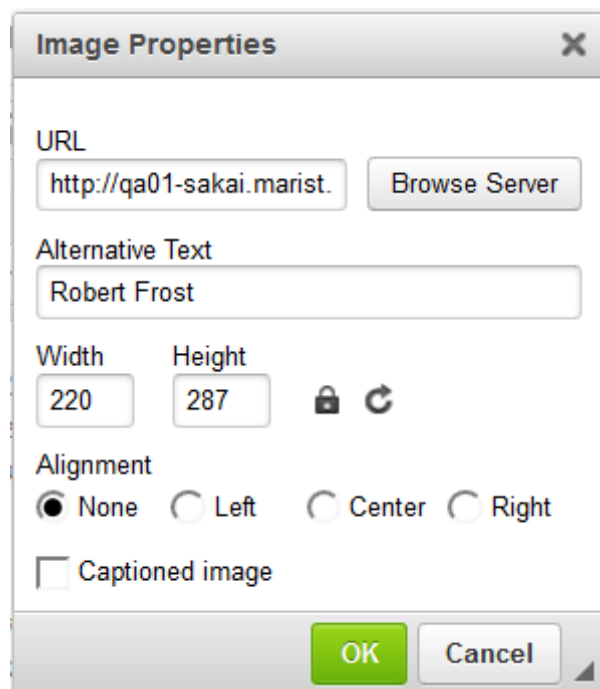


Click OK.



This returns the display to the file browser window. The uploaded file will be selected. Click **OK** to continue.

## Modify image properties. (Optional)



**Image Properties** [X]

URL

Alternative Text

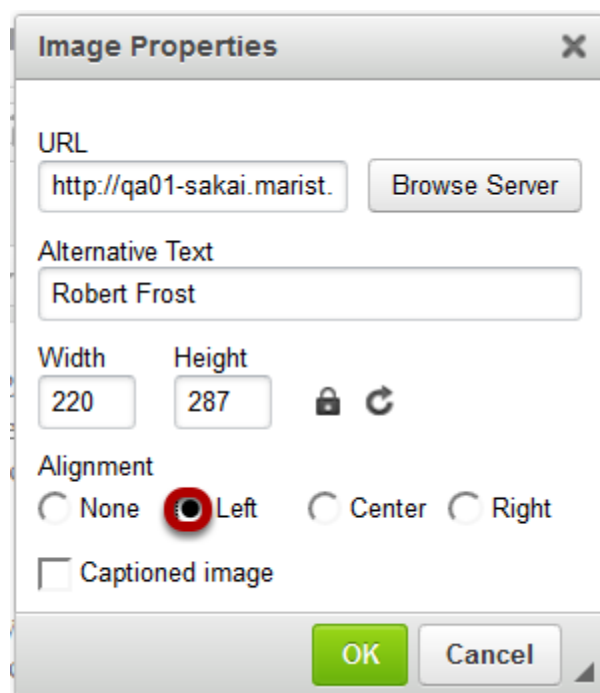
Width  Height  ☐ ☐

Alignment  
☒ None ☐ Left ☐ Center ☐ Right

☐ Captioned image

Adjust the image width and height if needed and add an alternative text for screen readers.

## Set the Alignment.



**Image Properties** [X]

URL

Alternative Text

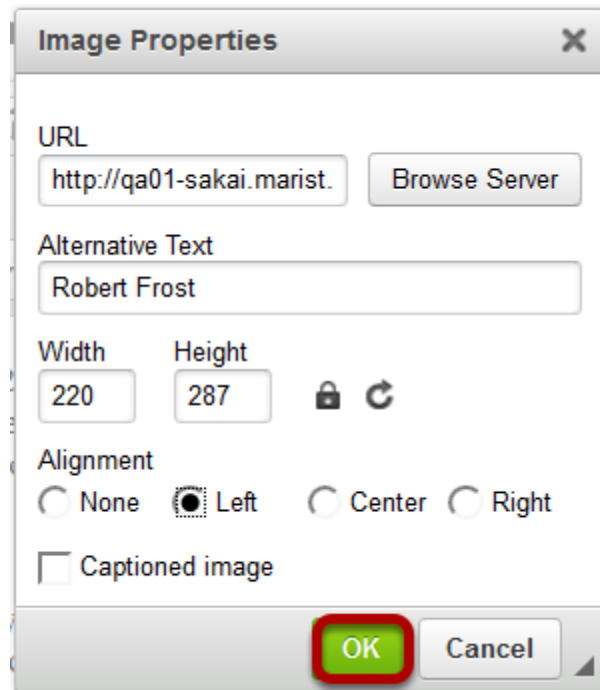
Width  Height  ☐ ☐

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.

**Click OK.**



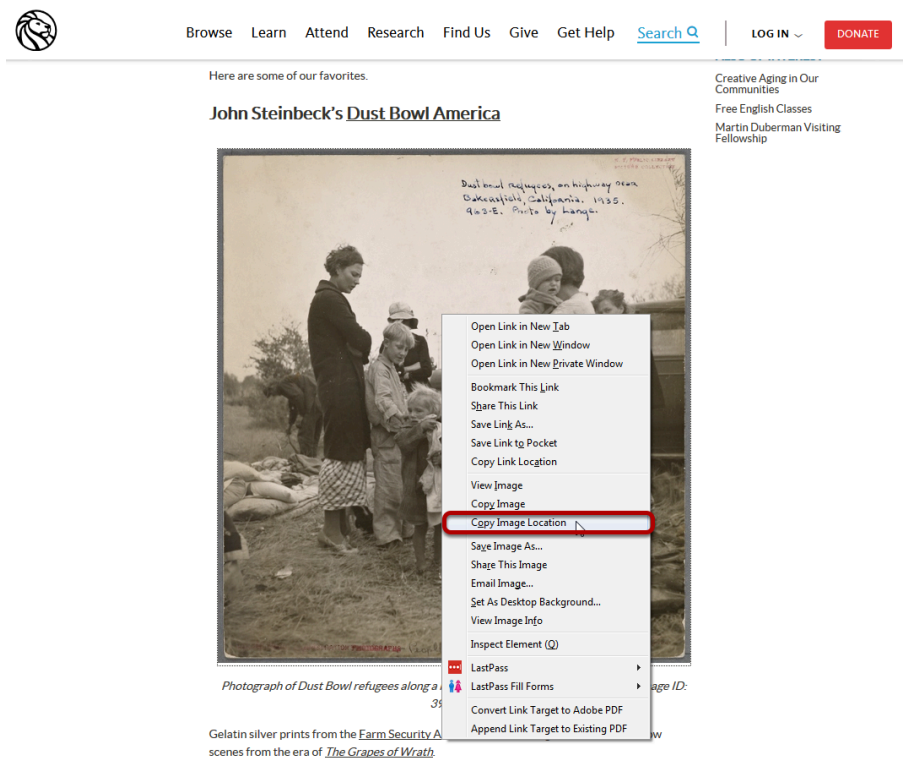
This returns the display to the text box with the embedded image.

**Example of additional text displayed next to a left-aligned image.**

The screenshot shows a web editor interface. At the top is a toolbar with various icons for editing, including source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, and others. Below the toolbar are dropdown menus for 'Styles' (set to 'Normal'), 'Font', and 'Size'. The main text area contains a paragraph about Robert Lee Frost. The first sentence is: "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. He is highly regarded for his realistic depictions of rural life and his command of American colloquial speech." Below this sentence, there is a small, square, black and white portrait of Robert Frost on the left. To the right of the portrait, the text continues: "His work frequently employed settings from rural life in New England in the early twentieth century, using them to examine complex social and philosophical themes. One of the most popular and critically respected American poets of the twentieth century, 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." At the bottom of the editor, there is a status bar that says "body p" on the left and "Character Count (Includes HTML formatting characters) : 2438 Word Count : 135" on the right.

# How do I embed a linked web image in a text box?

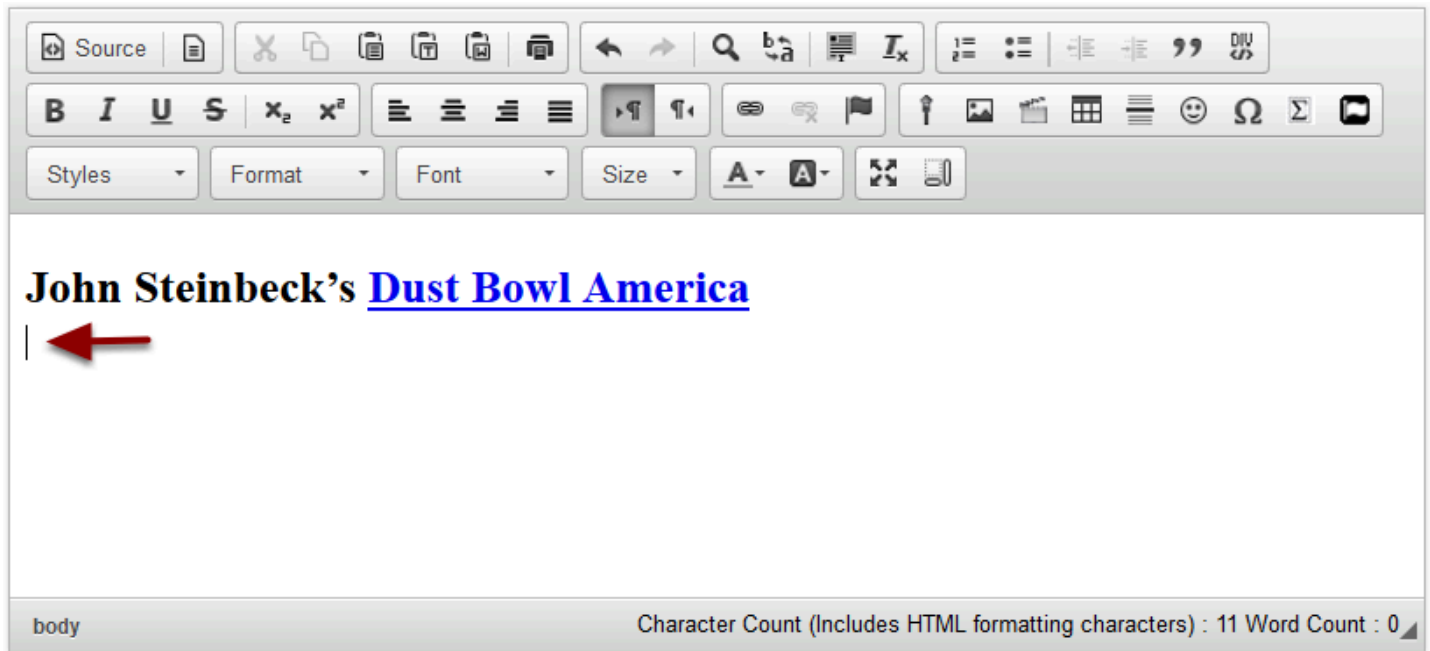
## Locate and copy the image link.



Locate the image on the web that you want to embed.

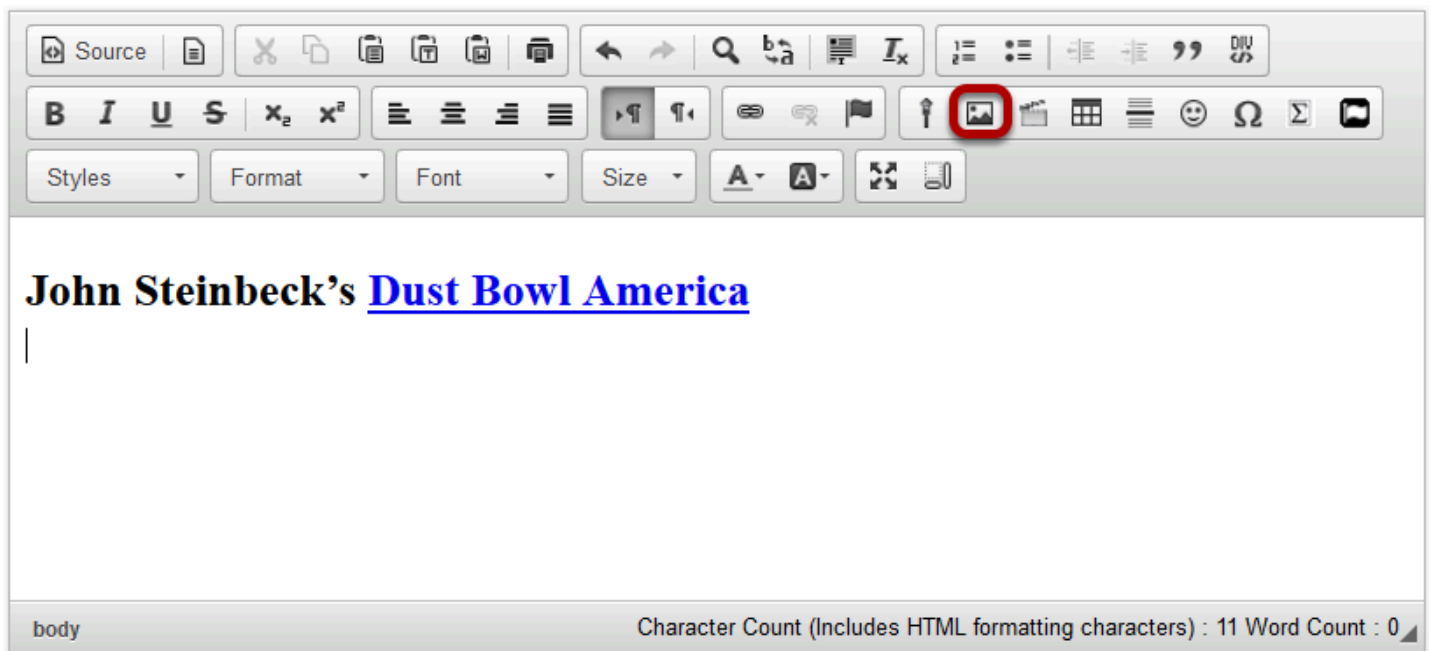
Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer's clipboard (CTRL-C -PC or COMMAND-C - MAC).

## Position the cursor.



Position your cursor in the text box at the point you want to embed the web linked image.

## Click Insert/Edit Image icon.



This displays the Image Properties dialog box.

## Paste the URL.

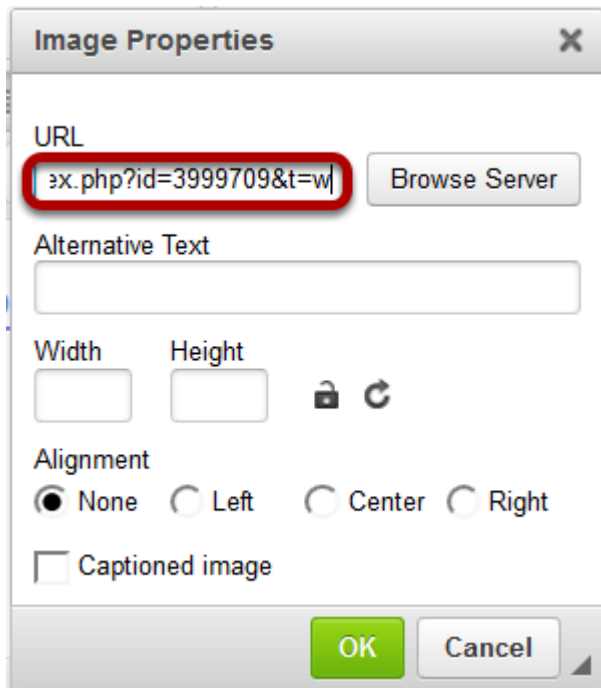


Image Properties

URL

Alternative Text

Width  Height  ☐ ☐

Alignment  
☒ None ☐ Left ☐ Center ☐ Right

☐ Captioned image

Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

## Modify image properties. (Optional)

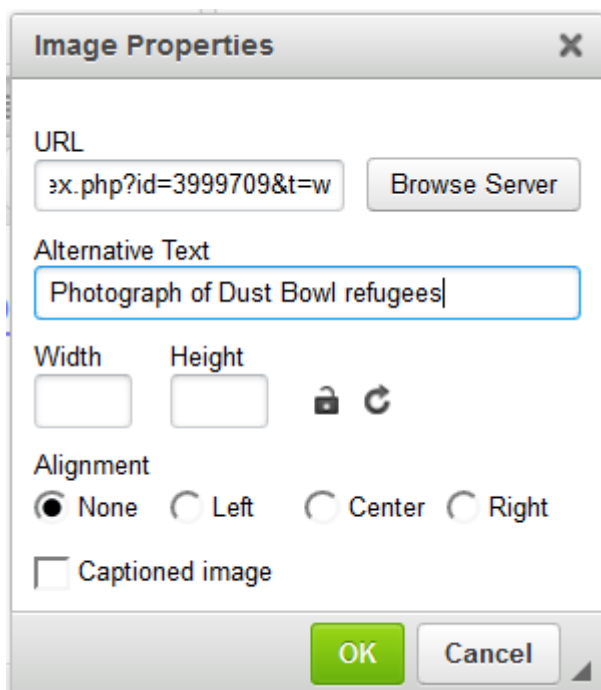


Image Properties

URL

Alternative Text

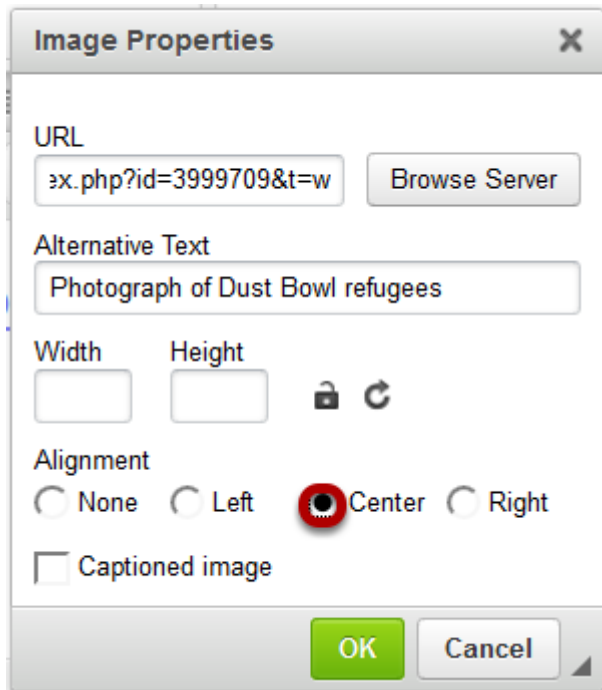
Width  Height  ☐ ☐

Alignment  
☒ None ☐ Left ☐ Center ☐ Right

☐ Captioned image

Adjust the image width and height if needed and add an alternative text for screen readers.

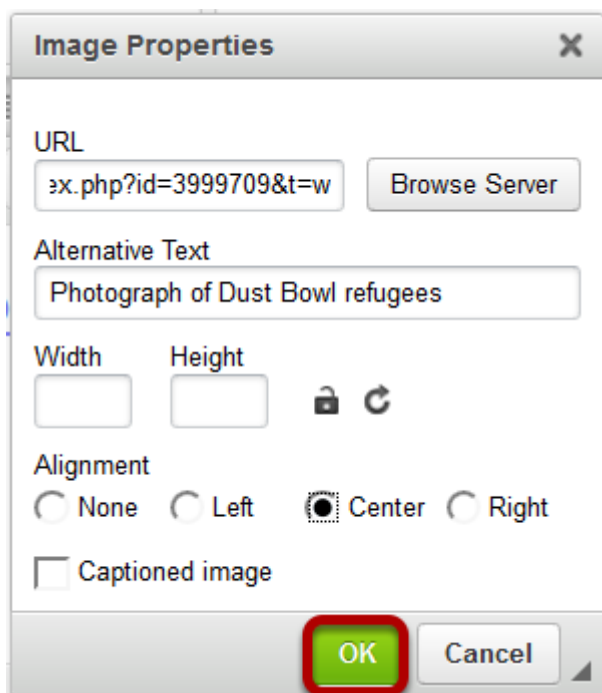
## Set alignment. (Optional)



The screenshot shows the 'Image Properties' dialog box. The 'URL' field contains 'x.php?id=3999709&t=w' and there is a 'Browse Server' button. The 'Alternative Text' field contains 'Photograph of Dust Bowl refugees'. The 'Width' and 'Height' fields are empty, with a lock icon and a refresh icon to their right. The 'Alignment' section has four radio buttons: 'None', 'Left', 'Center', and 'Right'. The 'Center' radio button is selected and highlighted with a red circle. There is also a 'Captioned image' checkbox which is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

Set the Alignment (left, right, or center) for the image.

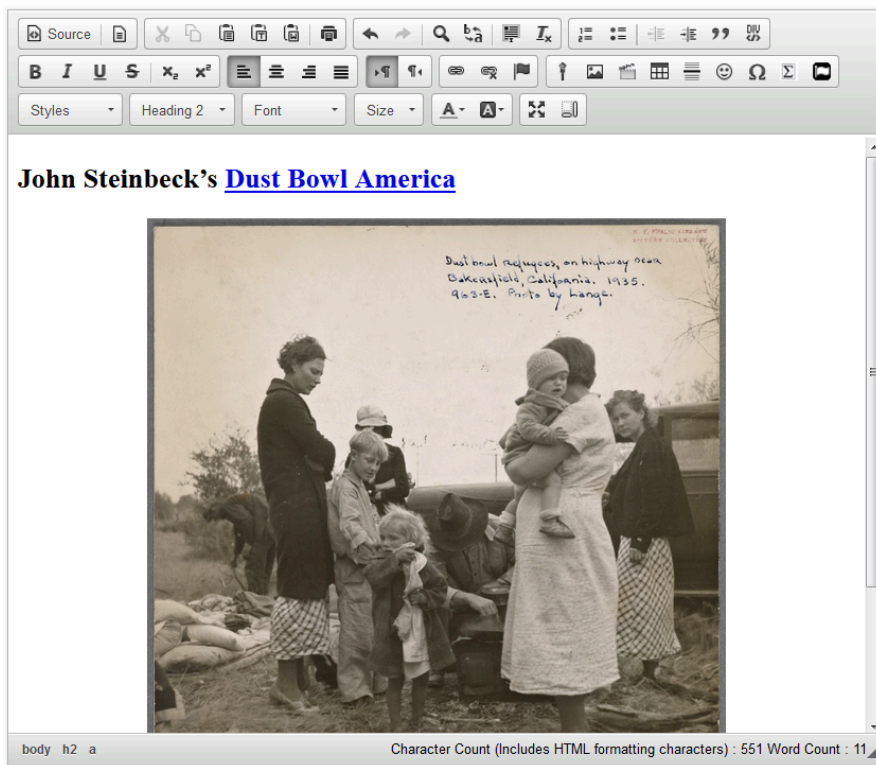
## Click OK



This screenshot is identical to the previous one, showing the 'Image Properties' dialog box with 'Center' selected for alignment. In this version, the 'OK' button at the bottom is highlighted with a red square, indicating the next step in the process.

This returns the display to the text box with the embedded linked image.

## Example of centered image below text.

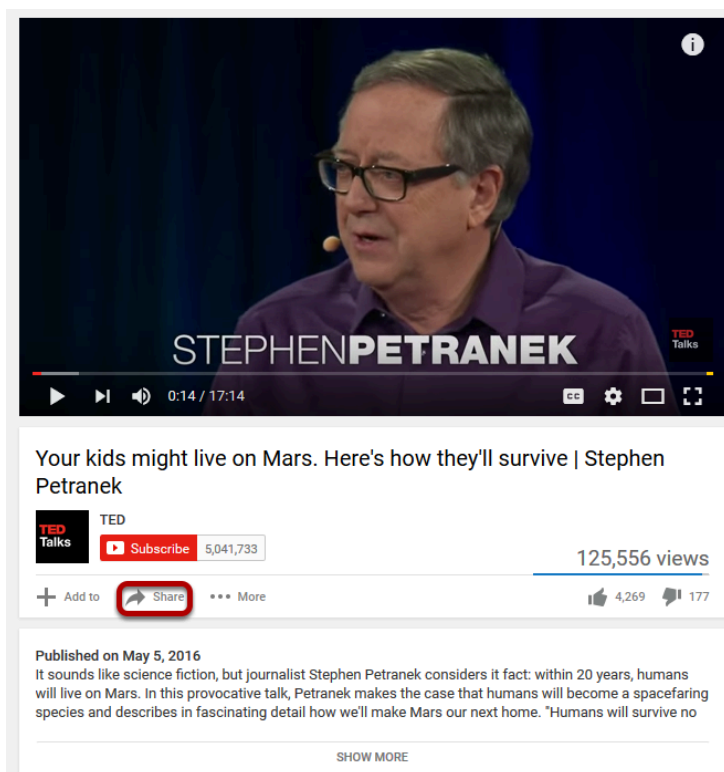




# How do I embed a YouTube video in a text box?

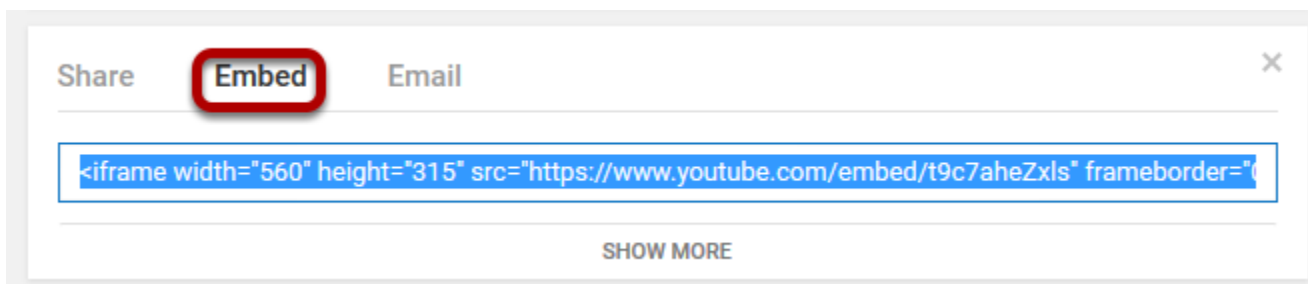
Locate the Youtube video you would like to embed in a text box.

Click Share.



This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.


## Copy the embed code.

Share **Embed** Email ×

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/t9c7ahe2xls?rel=0" frameborder="0" allowfullscreen"></iframe>
```

Preview:

Your kids might live on Mars. Here's how they'll survive | Step... ➔



Video size: 560 × 315

☐ Show suggested videos when the video finishes

☒ Show player controls

☒ Show video title and player actions

☐ Enable privacy-enhanced mode [?]

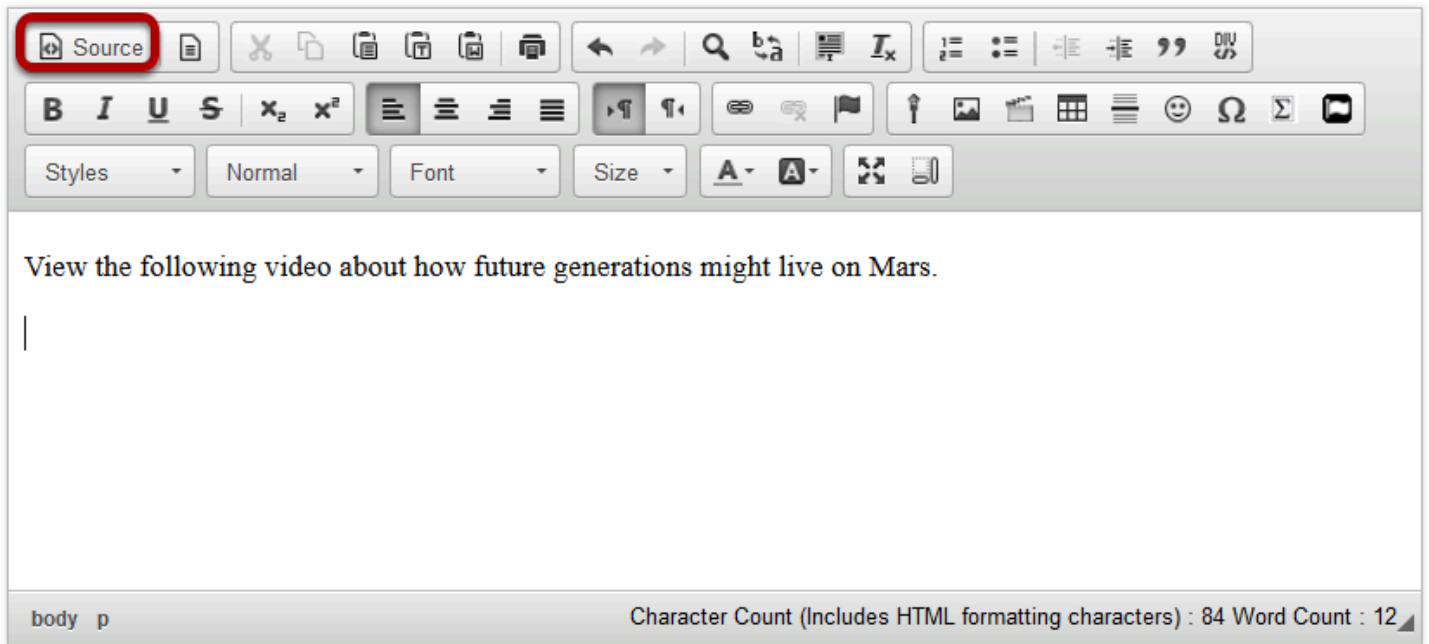
By displaying YouTube videos on your site, you are agreeing to the [YouTube API terms of service](#).

[SHOW LESS](#)

Copy the YouTube embed code to your computer's clipboard (CTRL-C - PC or COMMAND-C MAC).

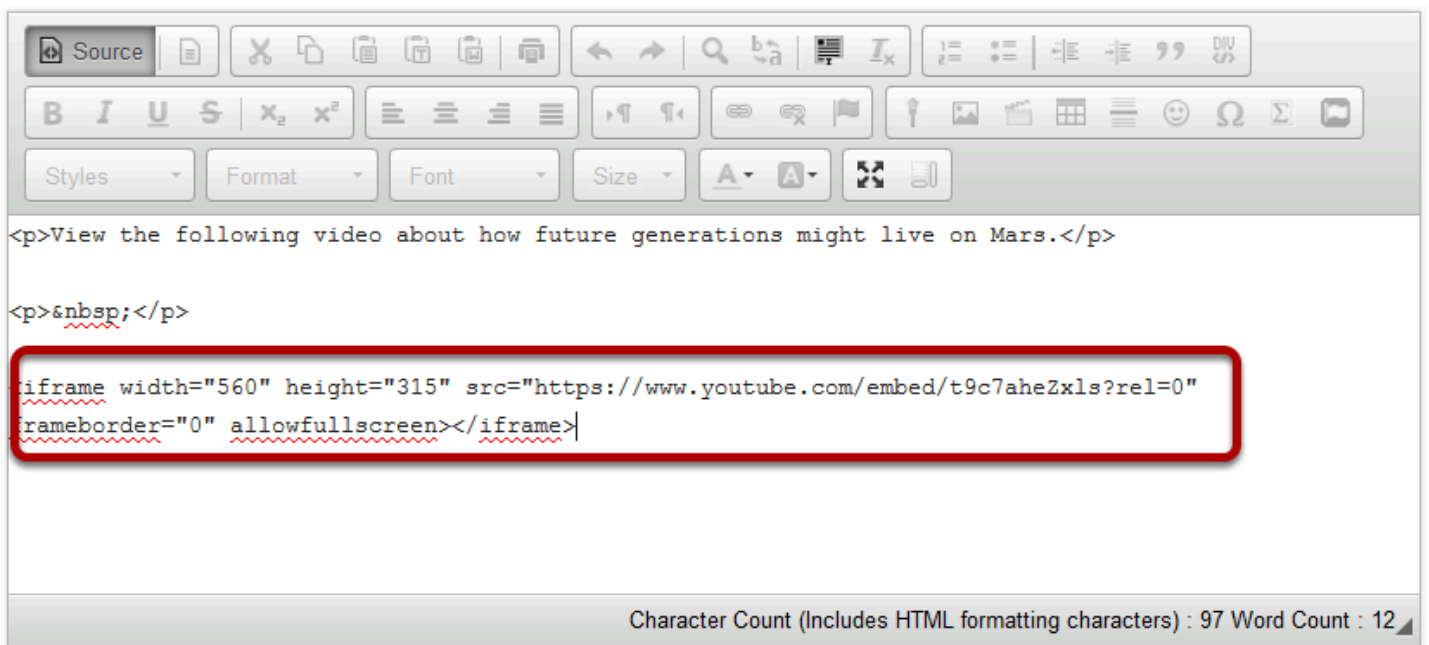
*Tip: Remove the check mark next to "Show suggested videos when the video finishes"*

In the text box, click Source.



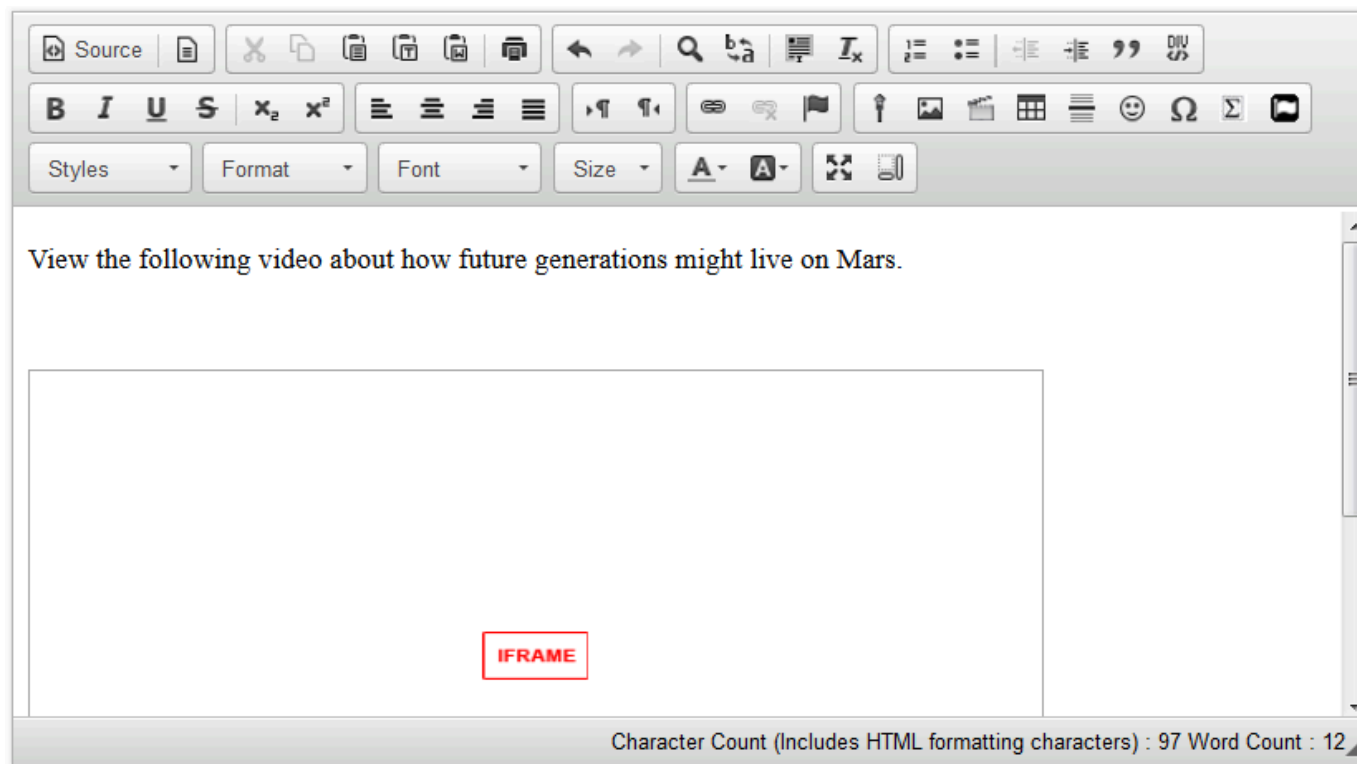
This displays the HTML code for the text box.

Position the cursor.



Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V - PC or COMMAND-V - MAC).

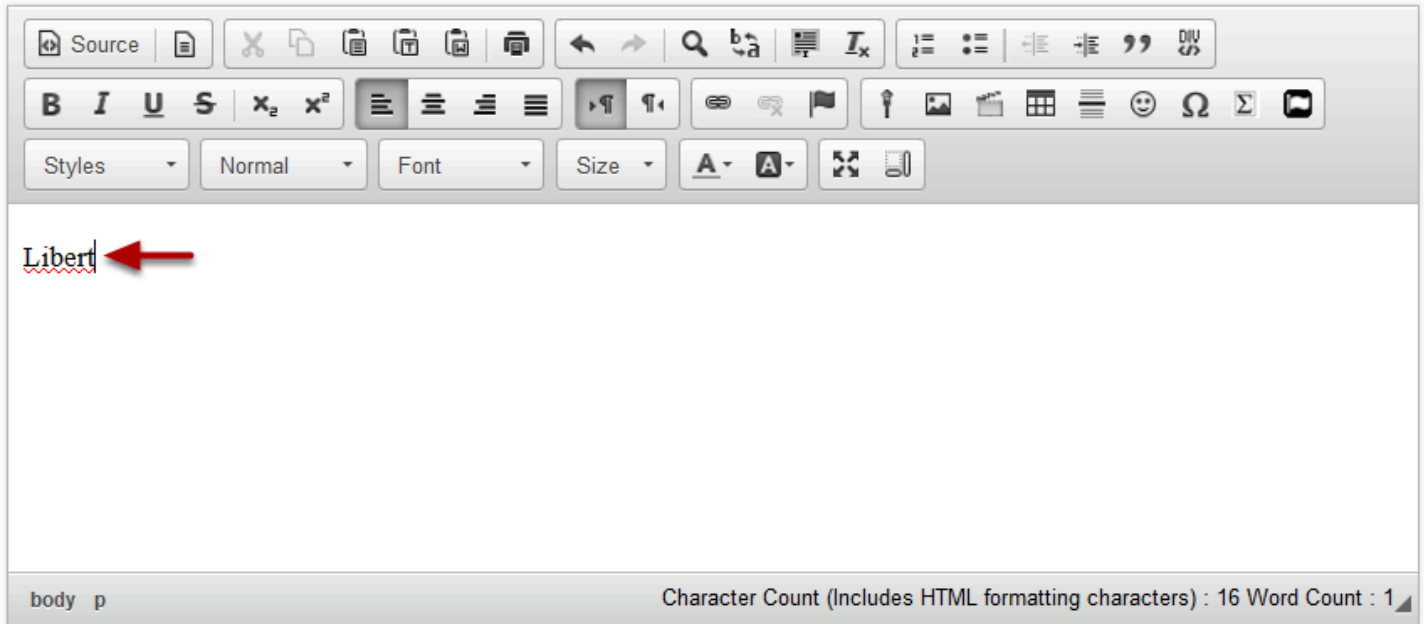
## Click Source again.



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.

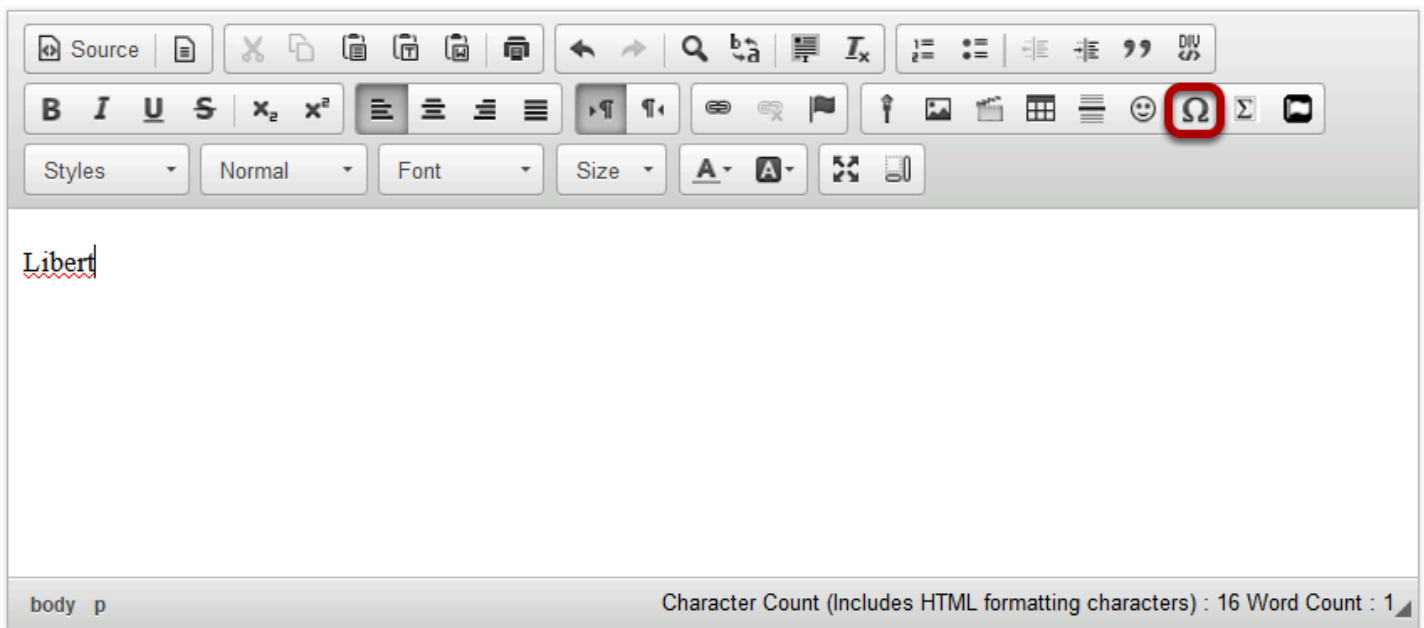
# How do I add special characters to a text box?

Position the cursor.



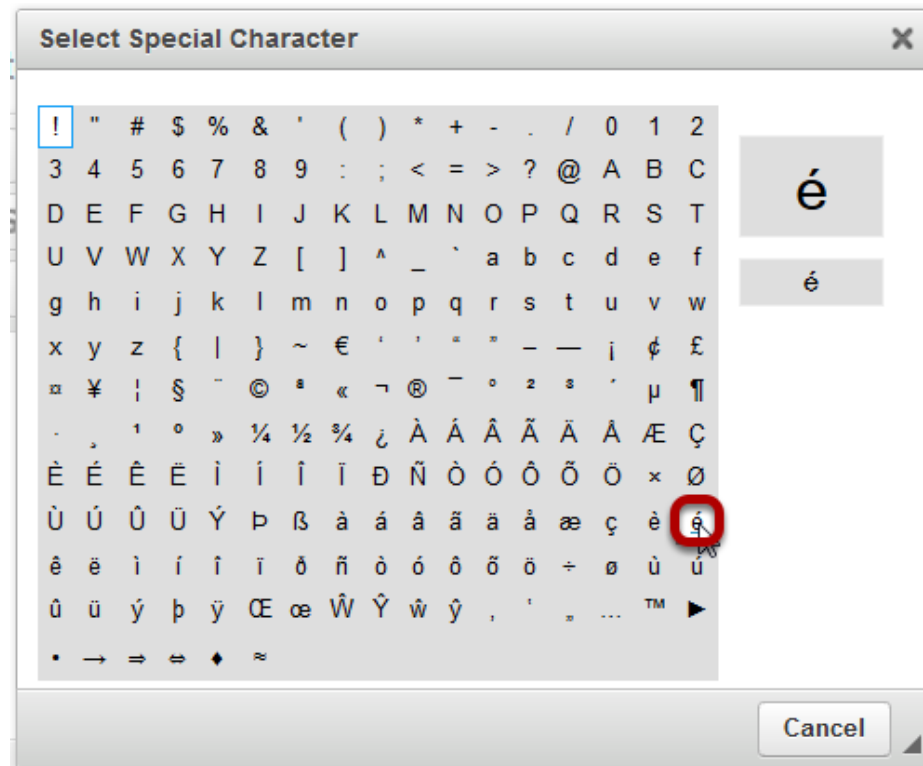
Position your cursor where you want to insert the special character or diacritical mark.

Click the Insert Special Characters icon.

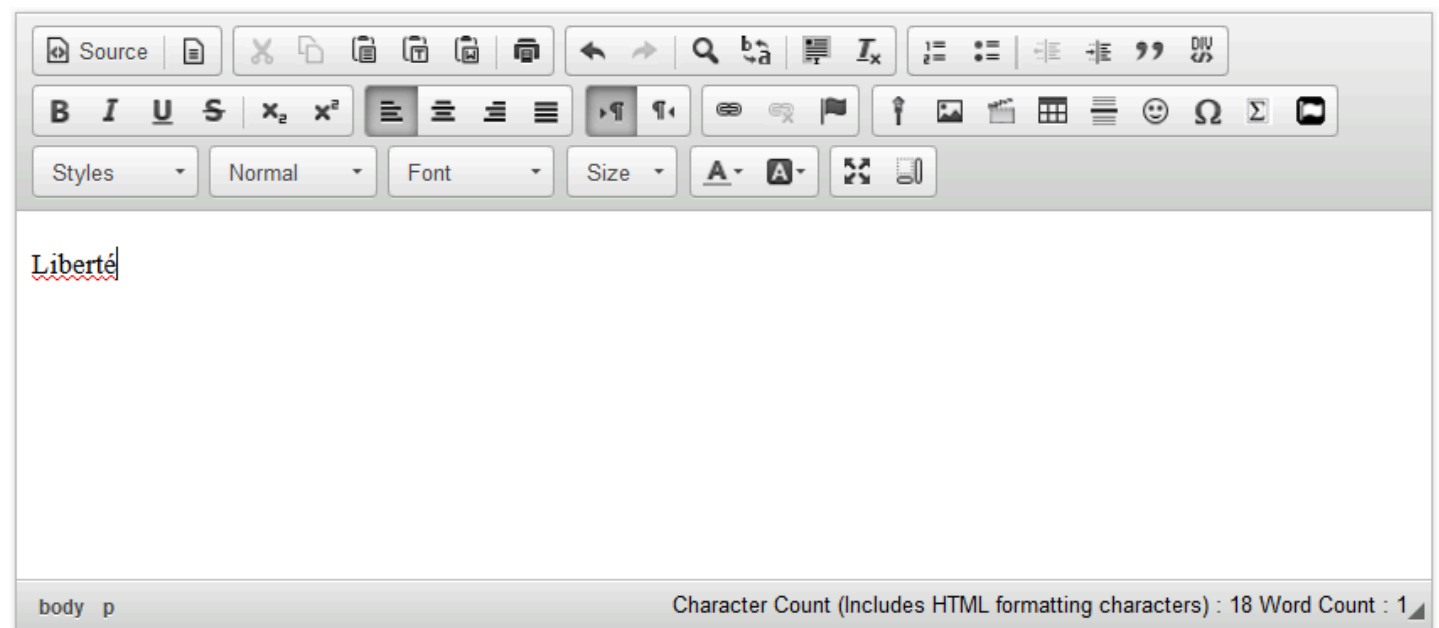


This displays the Select Special Character box.

## Select the special character or diacritical mark you want to insert.



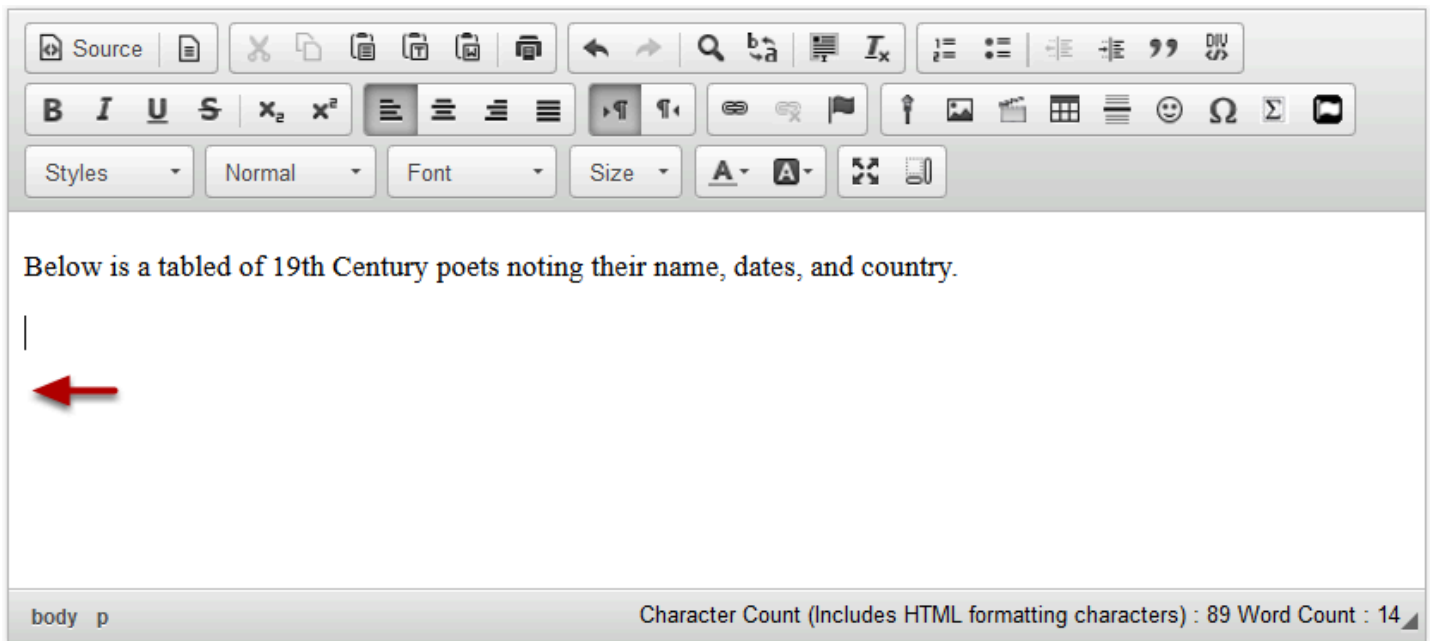
## View special character.



The special character / diacritical mark will now be displayed in the text box.

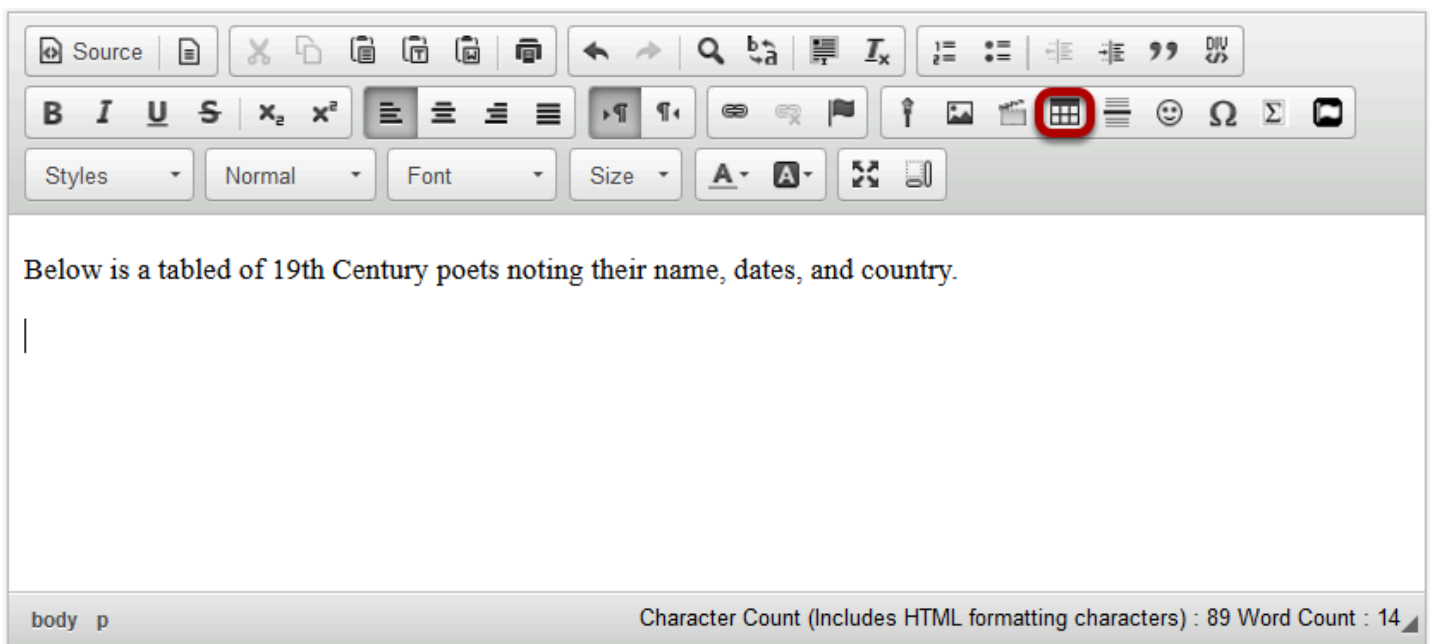
# How do I add/edit a table in a text box?

## Position the cursor.



Position your cursor in the text box where you want the table to display.

## Click Table icon.



This displays the Table Properties dialogue box.

## Set the number of Rows, Columns and any other table properties needed.

**Table Properties** [X]

Table Properties | Advanced

**Rows**  
8

**Columns**  
3

**Width**  
500

**Height**

**Headers**  
First Row

**Border size**  
1

**Cell spacing**  
1

**Cell padding**  
1

**Alignment**  
Center

**Caption**  
19th Century Poets

**Summary**

OK Cancel



**Click OK.**

**Table Properties**

Table Properties Advanced

**Rows**  
8

**Columns**  
3

**Headers**  
First Row

**Border size**  
1

**Alignment**  
Center

**Caption**  
19th Century Poets

**Summary**

**Width**  
500

**Height**

**Cell spacing**  
1

**Cell padding**  
1

**OK** **Cancel**

**View the table.**

Source

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Styles

▼

Format

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Font

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Below is a table of 19th Century poets noting their name, dates, and country.

19th Century Poets


body

table

thead

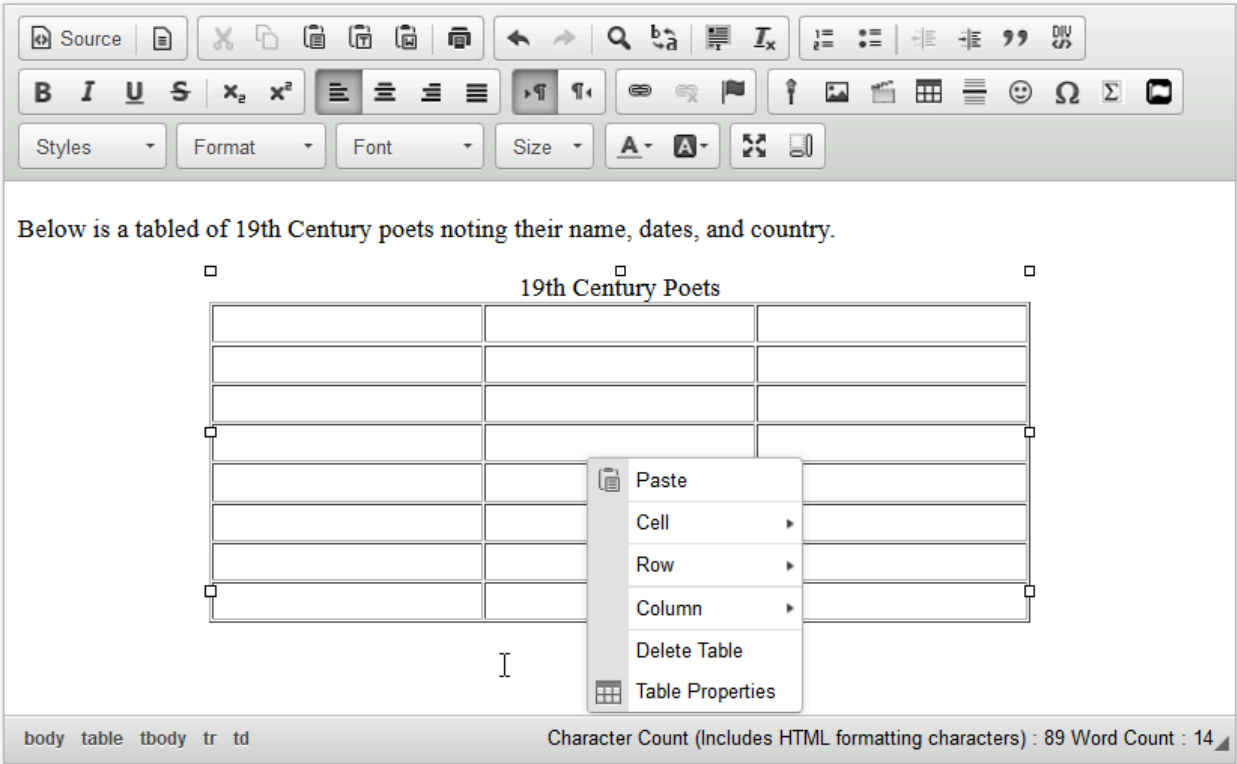
tr

th

Character Count (Includes HTML formatting characters) : 89

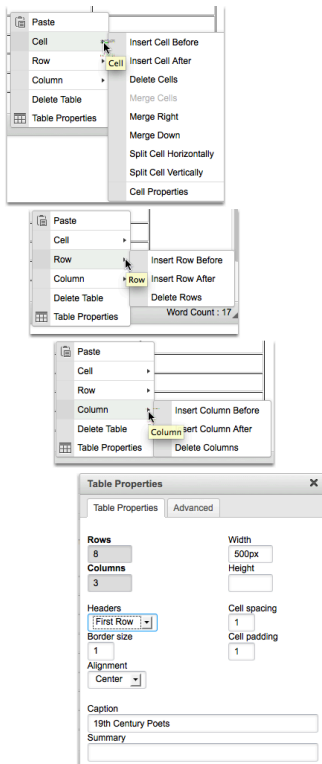
Word Count : 14

# Edit the table properties. (Optional)



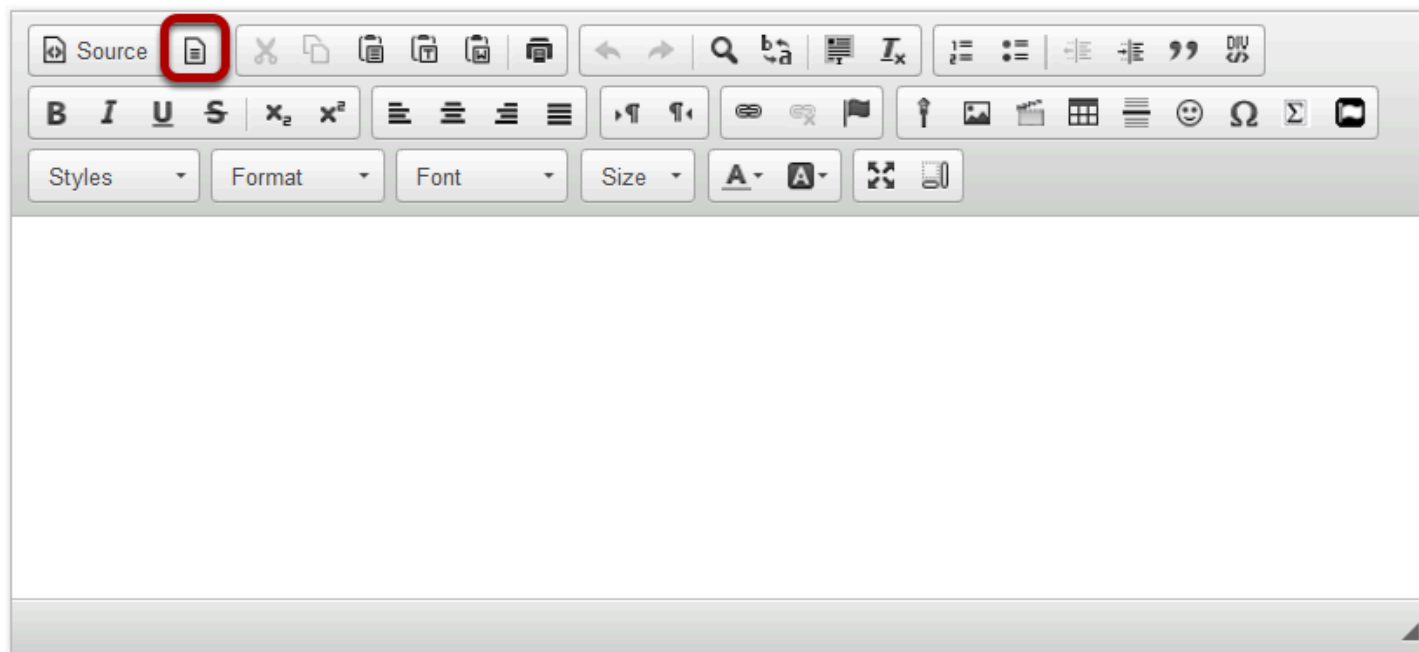
To edit the table properties, right-click (CTRL-click - MAC) on the table.  
This displays the Edit Table dialog box.

## Select the Table Element that you want to edit (Cell, Row, Column, Table or Delete).



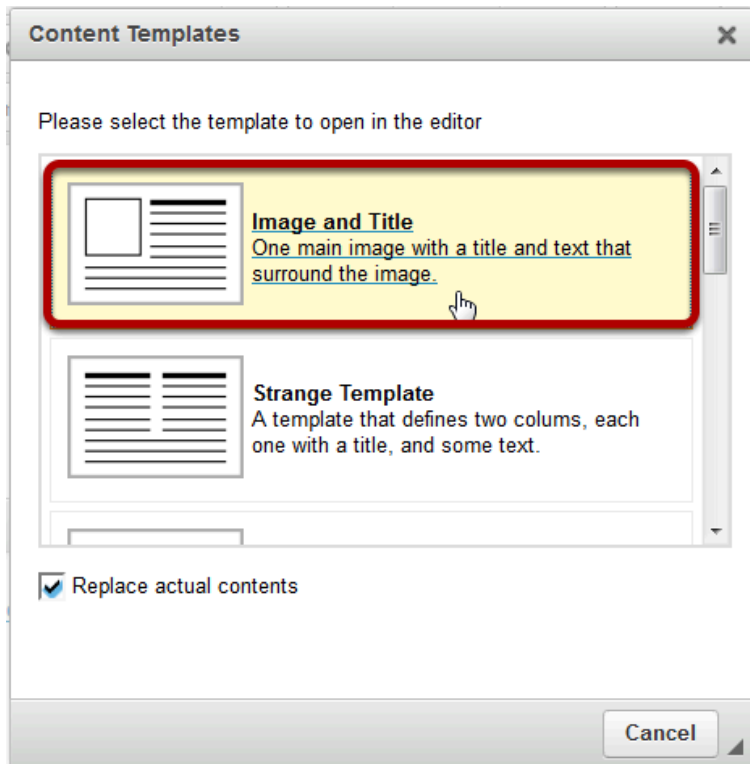
# How do I add a content template to a text box?

Click the Template icon.



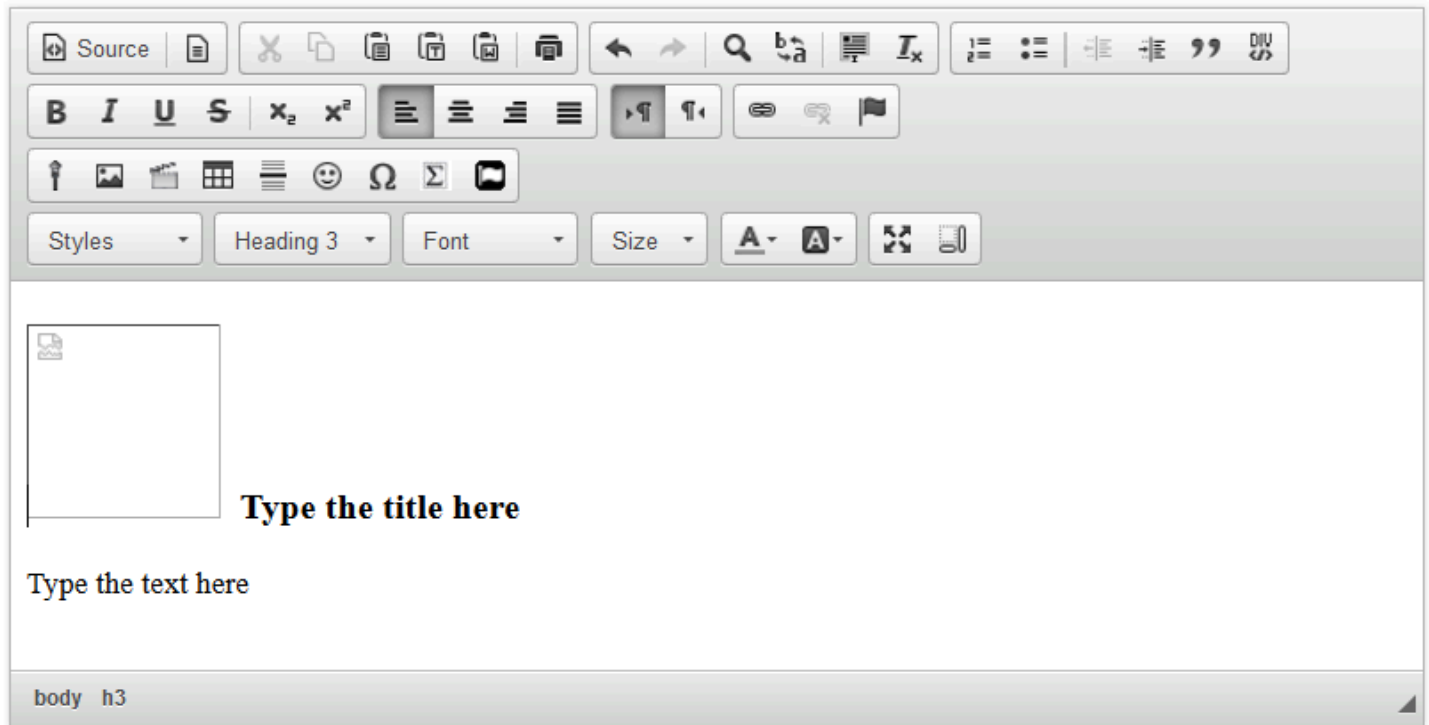
This displays the Content Template dialog box.

## 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.
- Click OK


















## Example page.


















Source


























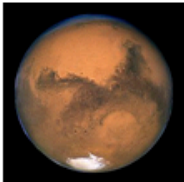
Styles

Heading 3

Font

Size





### Mars, the Red Planet

Mars is the fourth planet from the Sun and the second-smallest planet in the Solar System, after Mercury. Named after the Roman god of war, it is often referred to as the "Red Planet"[13][14] because the iron oxide prevalent on its surface gives it a reddish appearance.[15] 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.

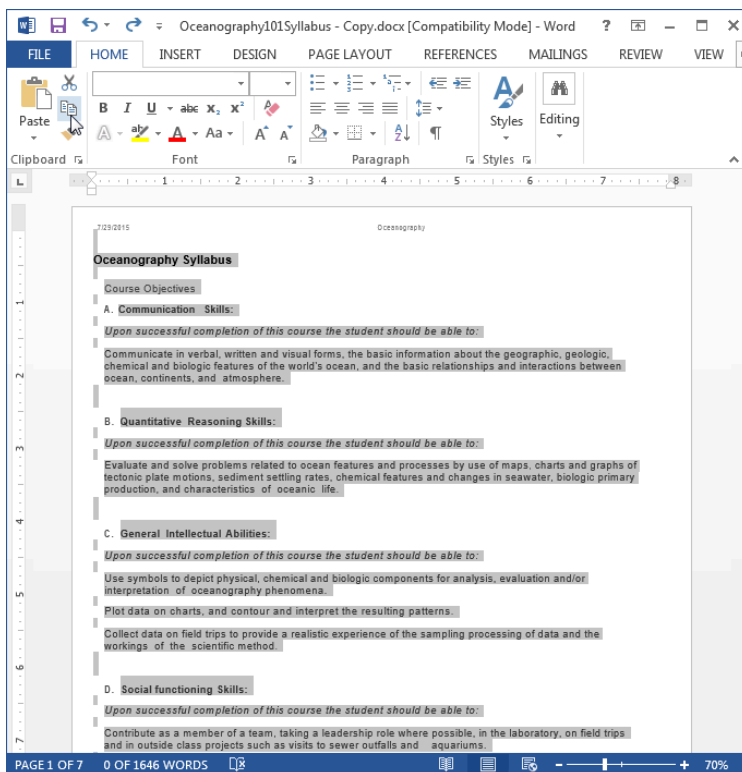
body h3 image

Character Count (Includes HTML formatting characters) : 1274 Word Count : 9

# How do I paste text from a Microsoft Word document to a text box?

*Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.*

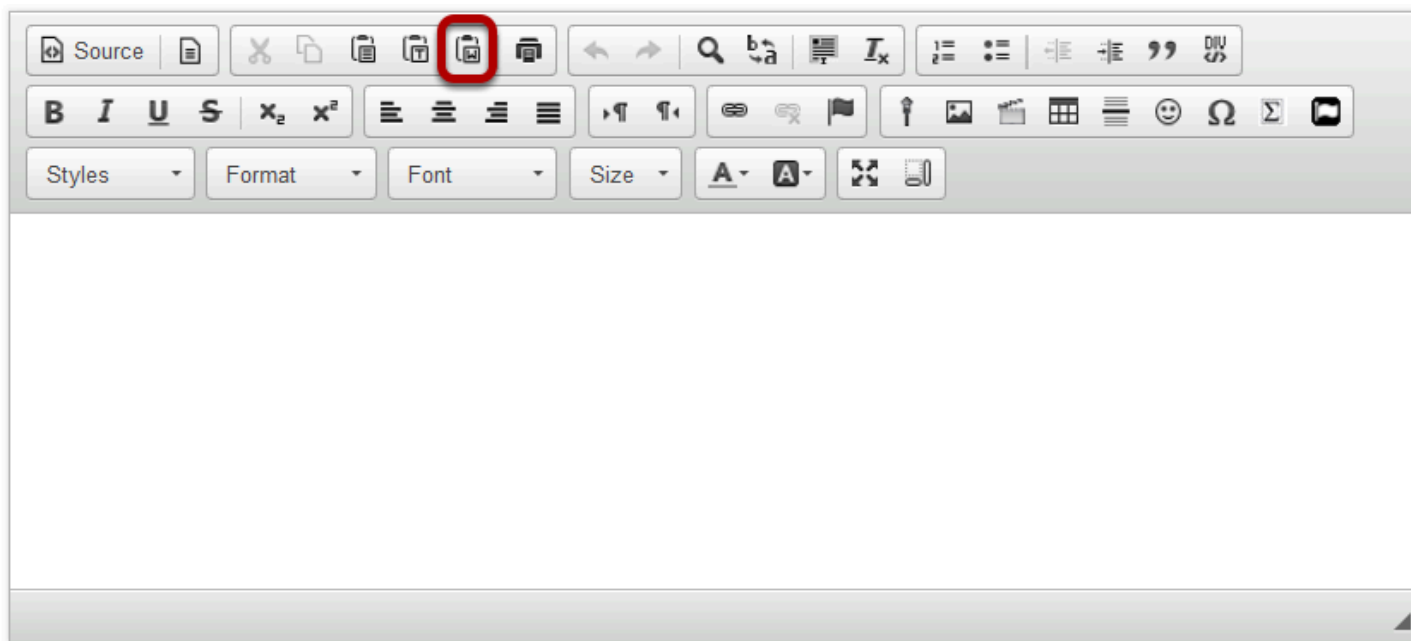
## Copy the text from Word.



Copy the text in your MS Word document to your computer's clipboard (CTRL-C - PC or COMMAND-C - MAC).

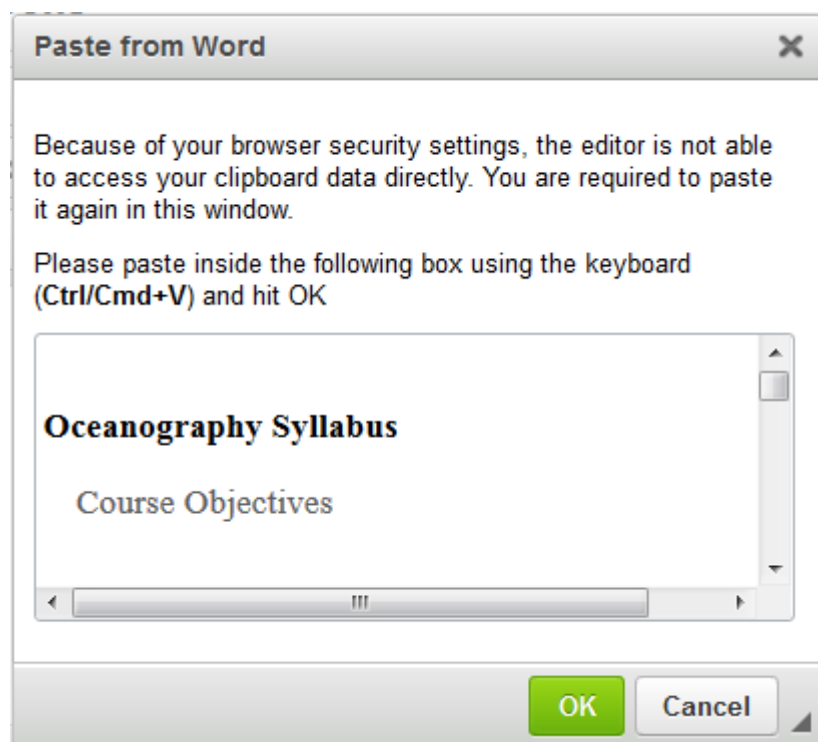


**In the Rich Text Editor, click the Paste From Word icon.**



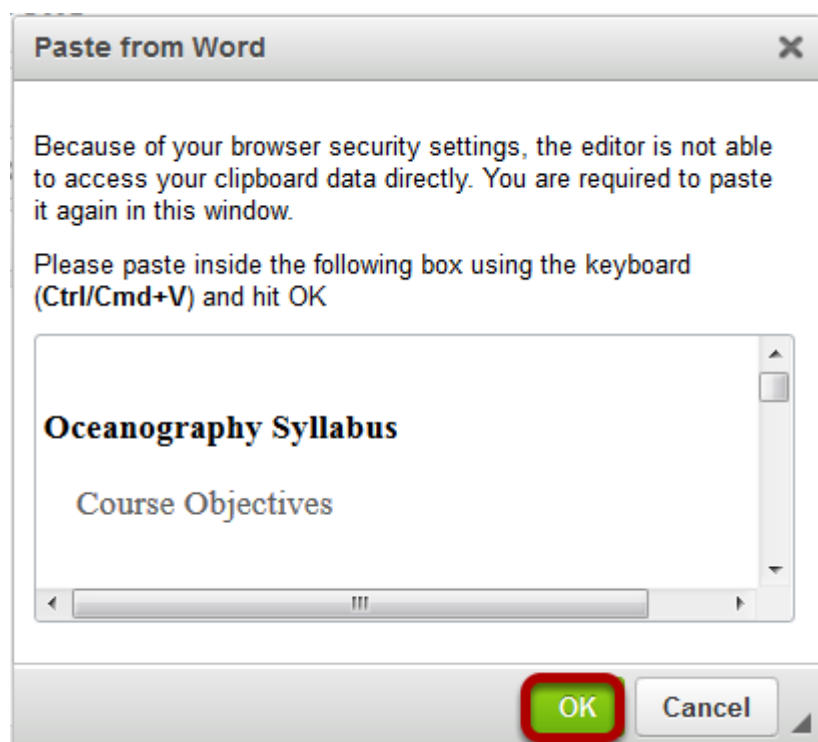
This displays the Paste From Word dialog box.

**Paste the text.**



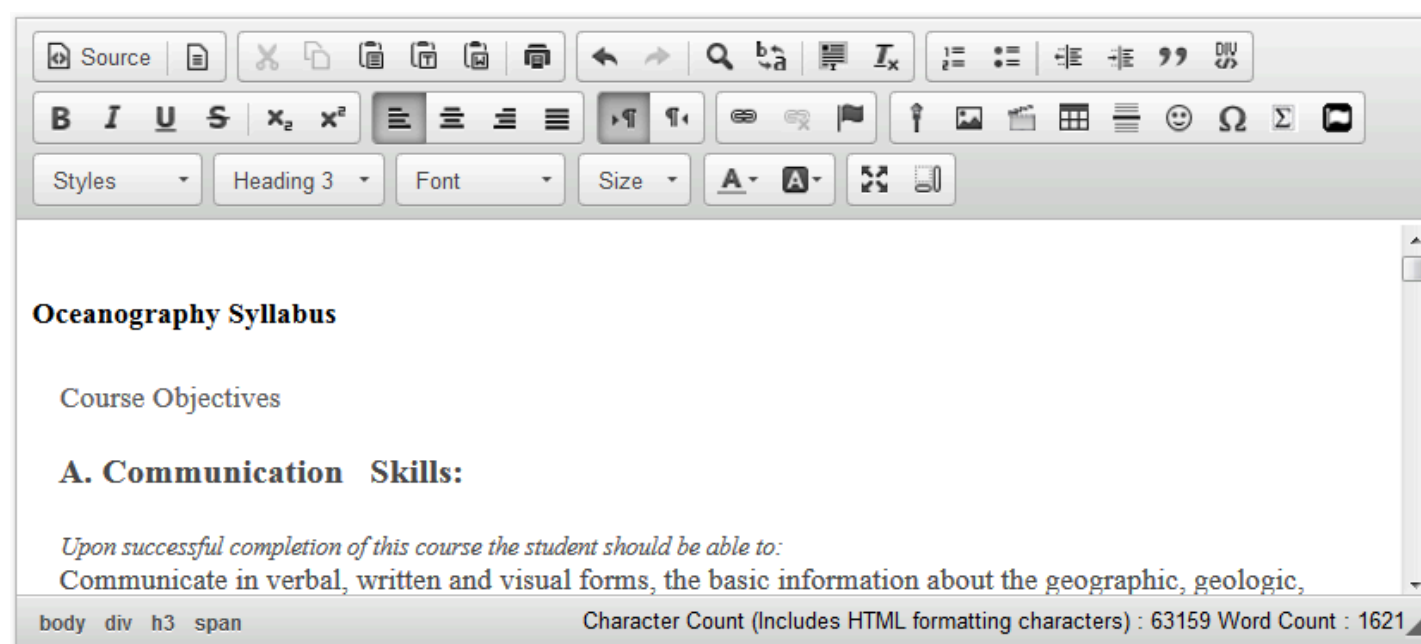
Paste (CTRL-V -PC or COMMAND-V - MAC) the Word Document text into the Paste From Word dialog box.

## Click OK.



This displays the MS Word text in the text box. Click **OK** to add the text to the page.

## View Word content in the editor.

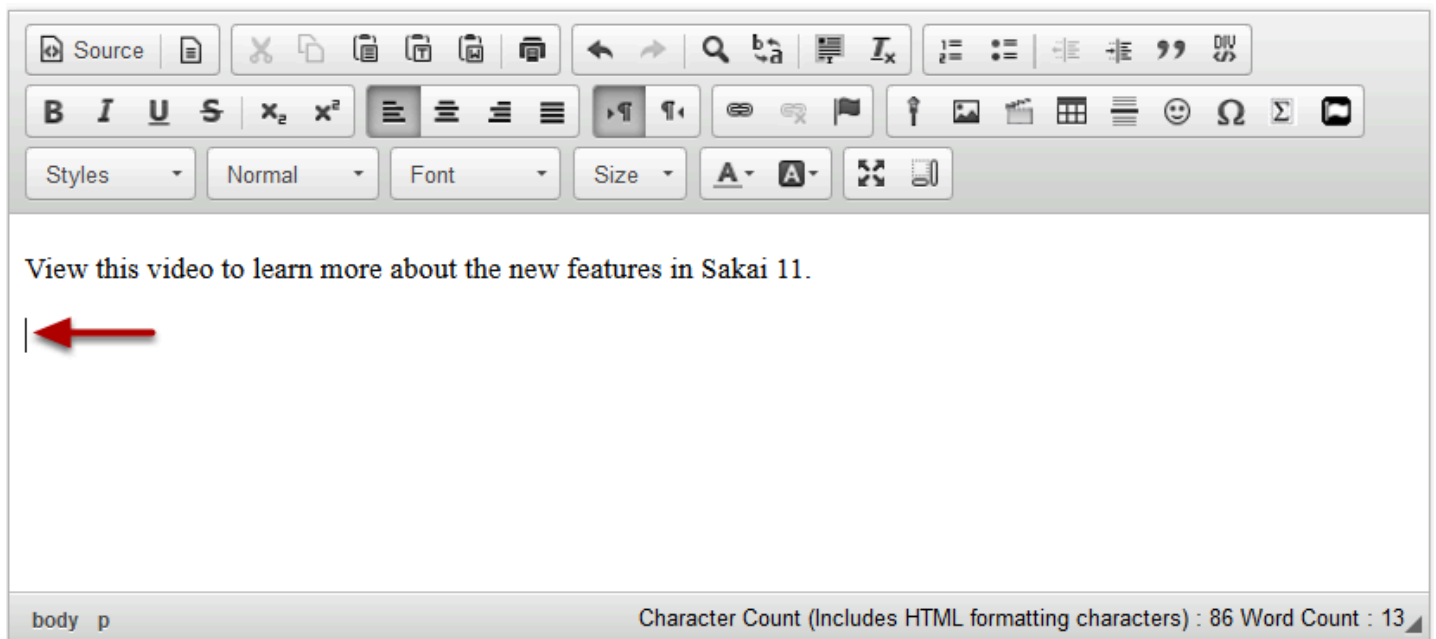


The pasted content will now appear in the Rich Text Editor and you may edit it there to display the desired formatting.

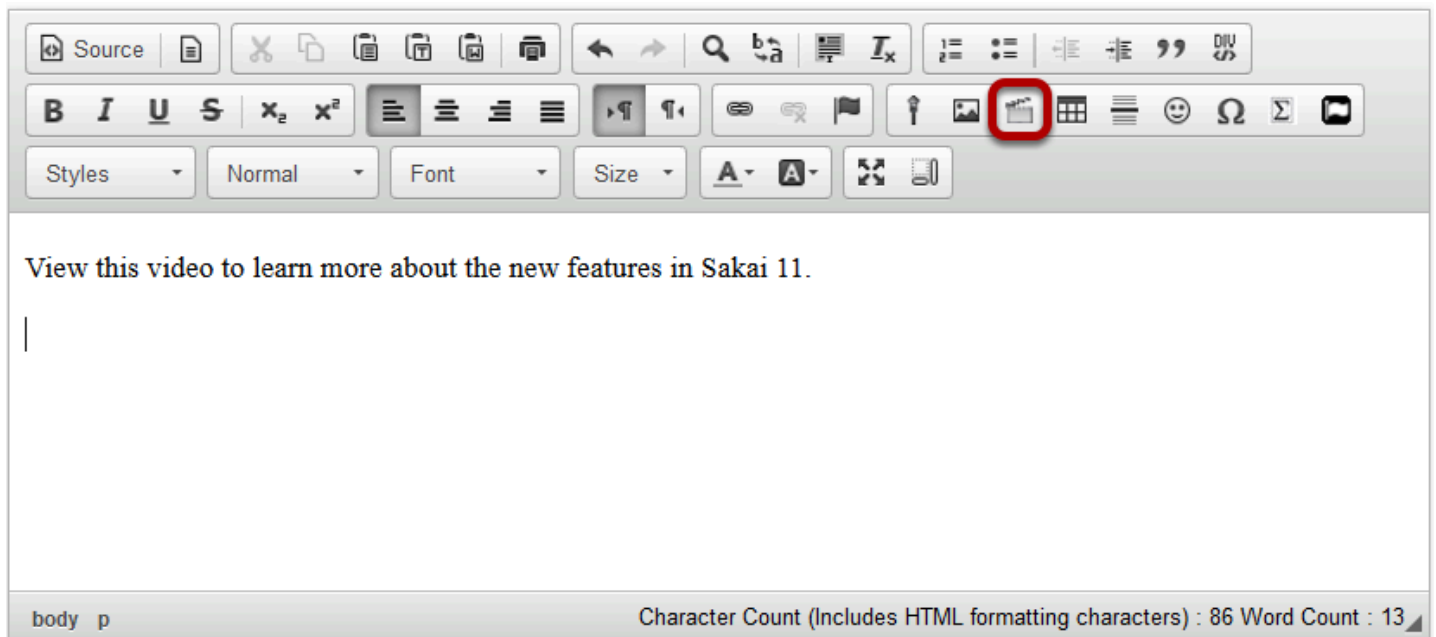
# How do I embed an mp4 video in a text box?

MP4 videos can embed in a text box using the **Rich Text Editor**. Other file types that can be embedded in a text box are .FLA, .F4V, .3GPP, .M4V or .MOV files.

**In the text box, position your cursor where you want to embed the mp4 video.**

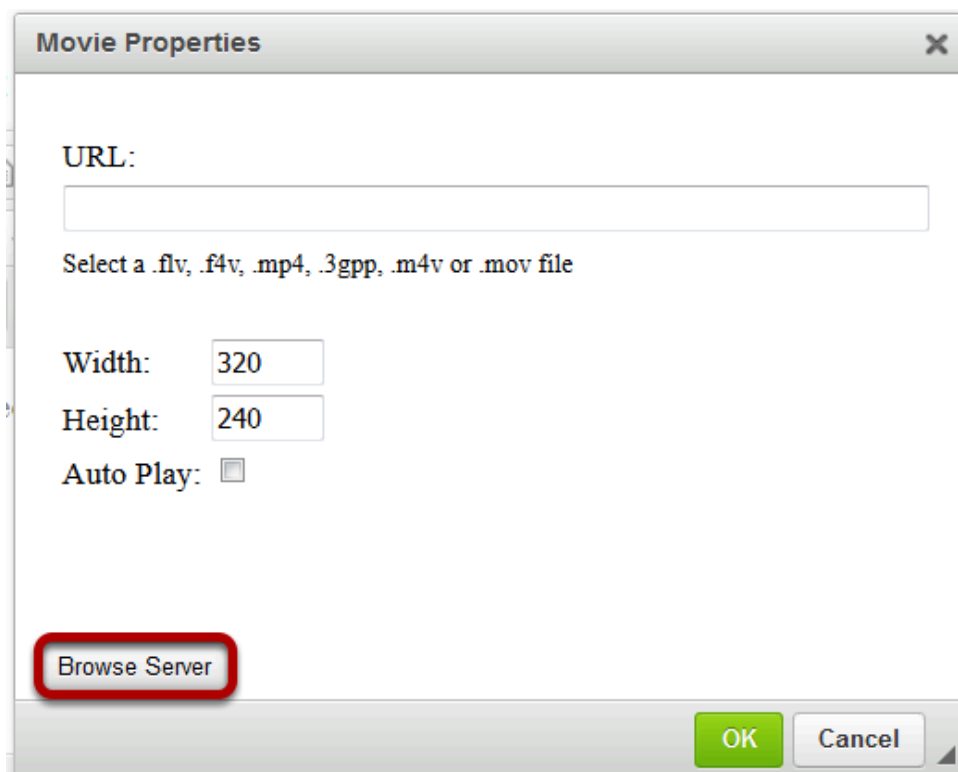


**Click the Insert/Edit Movie icon.**



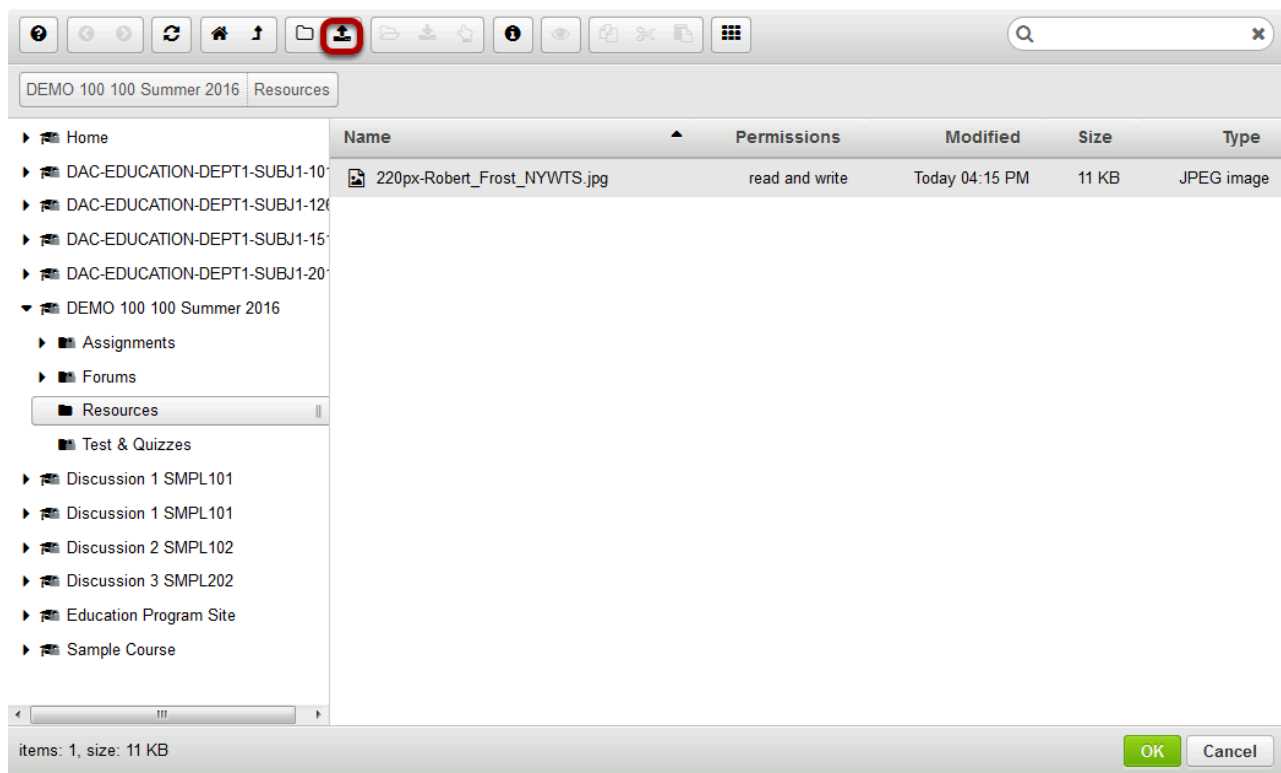
This displays the Movie Properties dialog box.

**Click Browse Server.**

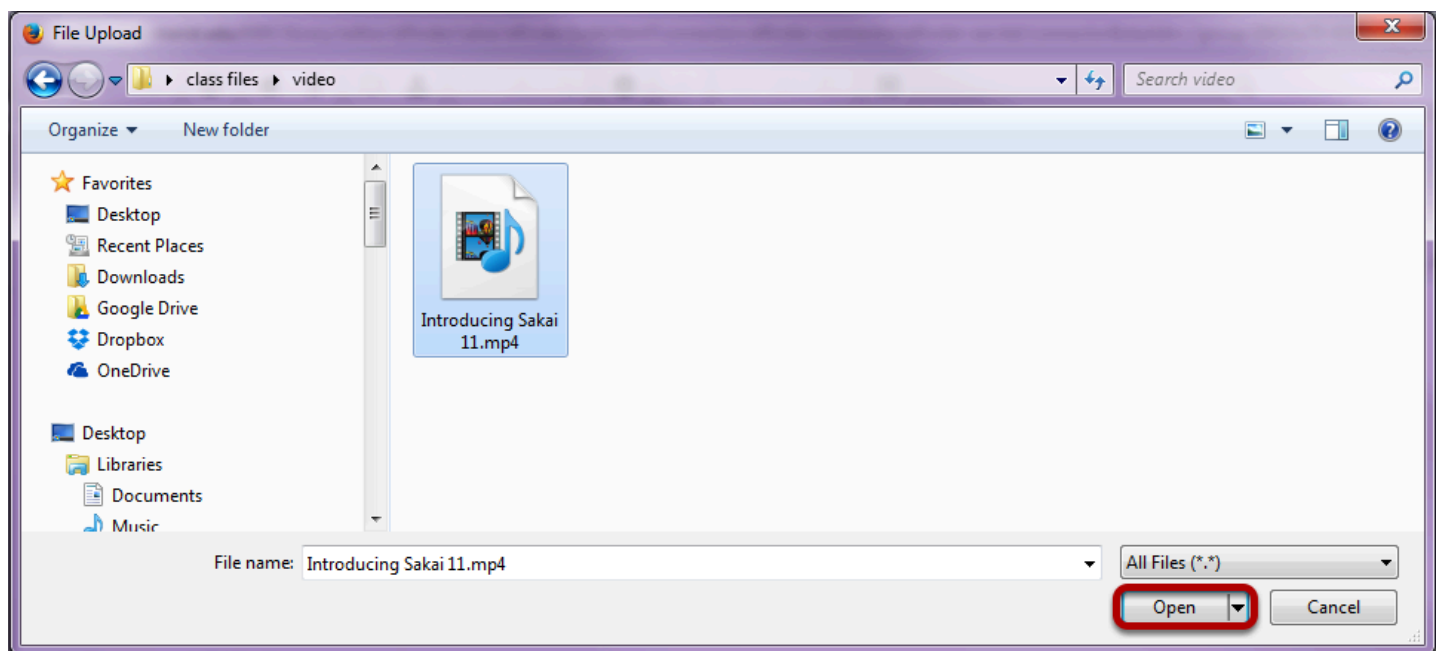


This displays the Entity Picker dialog box.

Click the Upload file icon.

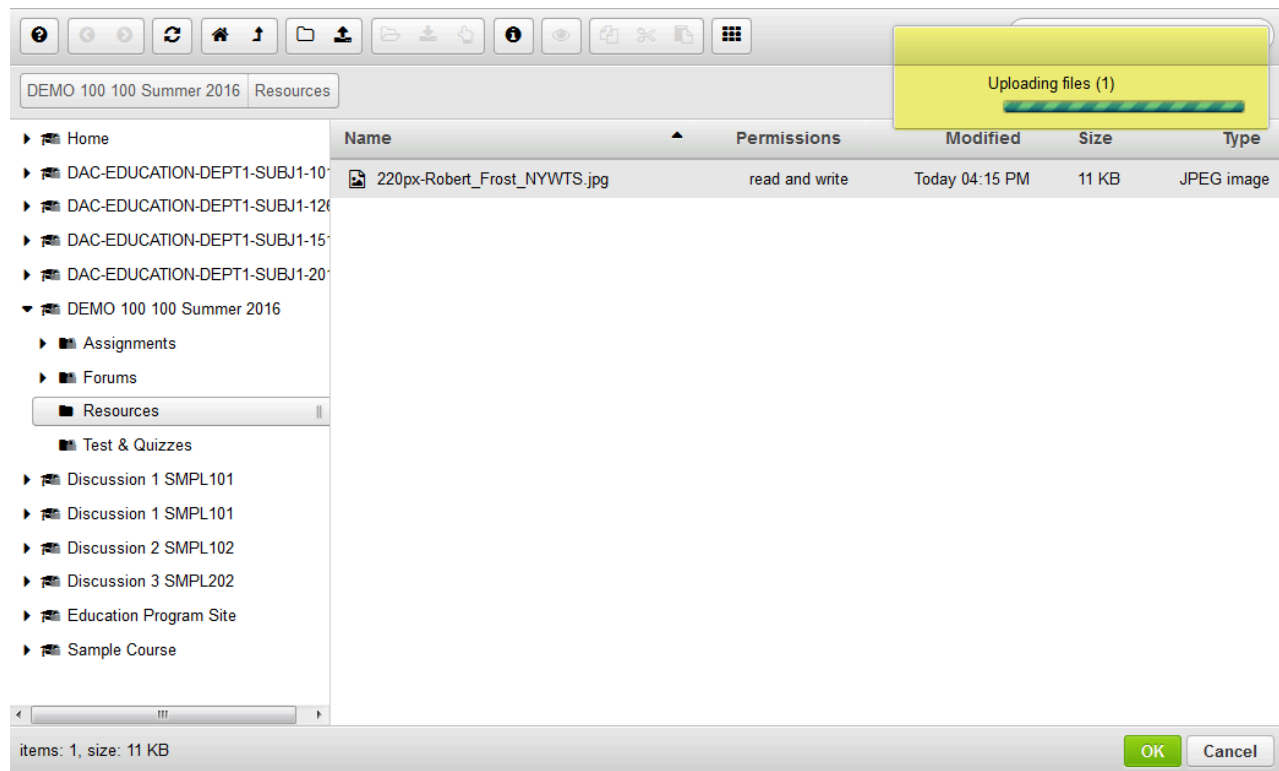


Locate and select the mp4 video file that you want to embed in the text box.



Once you have located and selected the file, click **Open** to upload it.

## The file will upload.



Your file will be uploaded to the server. This may take a while if it is a large file.

Click OK to embed the video on the page.

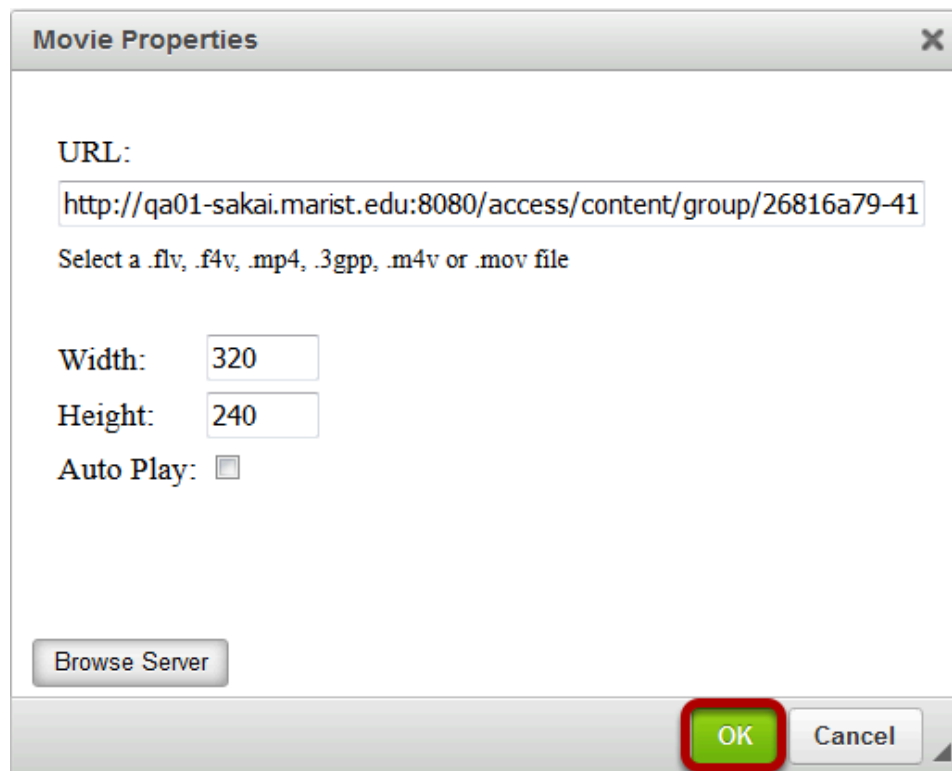
The screenshot shows the Sakai 11 Resources interface. On the left is a sidebar with a tree view of the site structure. The 'Resources' folder is selected. The main area displays a table of resources. At the bottom, a status bar shows 'items: 2, size: 340 KB' and a confirmation message 'Introducing Sakai 11.mp4, 329 KB' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red square.

Name	Permissions	Modified	Size	Type
220px-Robert_Frost_NYWTS.jpg	read and write	Today 04:15 PM	11 KB	JPEG image
Introducing Sakai 11.mp4	read and write	Today 06:53 AM	329 KB	MPEG-4 movie

Once the file has finished uploading, it will appear in Resources and will be selected by default. Click **OK** to add the video to the Rich Text Editor.

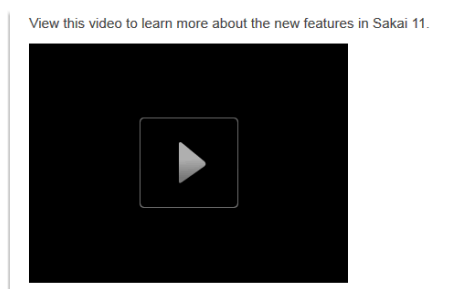
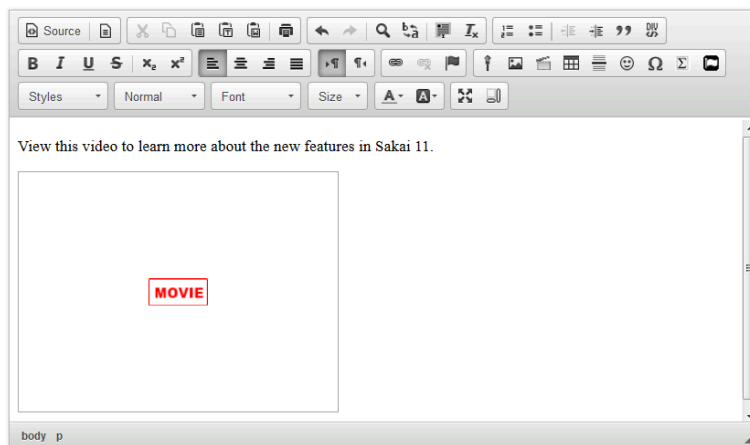


**Click OK to continue.**



A dialog box titled "Movie Properties" with a close button (X) in the top right corner. It contains a "URL:" label followed by a text input field containing the URL "http://qa01-sakai.marist.edu:8080/access/content/group/26816a79-41". Below the URL field is the instruction "Select a .flv, .f4v, .mp4, .3gpp, .m4v or .mov file". Further down are two input fields: "Width:" with the value "320" and "Height:" with the value "240". Below these is an "Auto Play:" label followed by an unchecked checkbox. At the bottom left is a "Browse Server" button. At the bottom right are two buttons: "OK" (highlighted with a red square) and "Cancel".

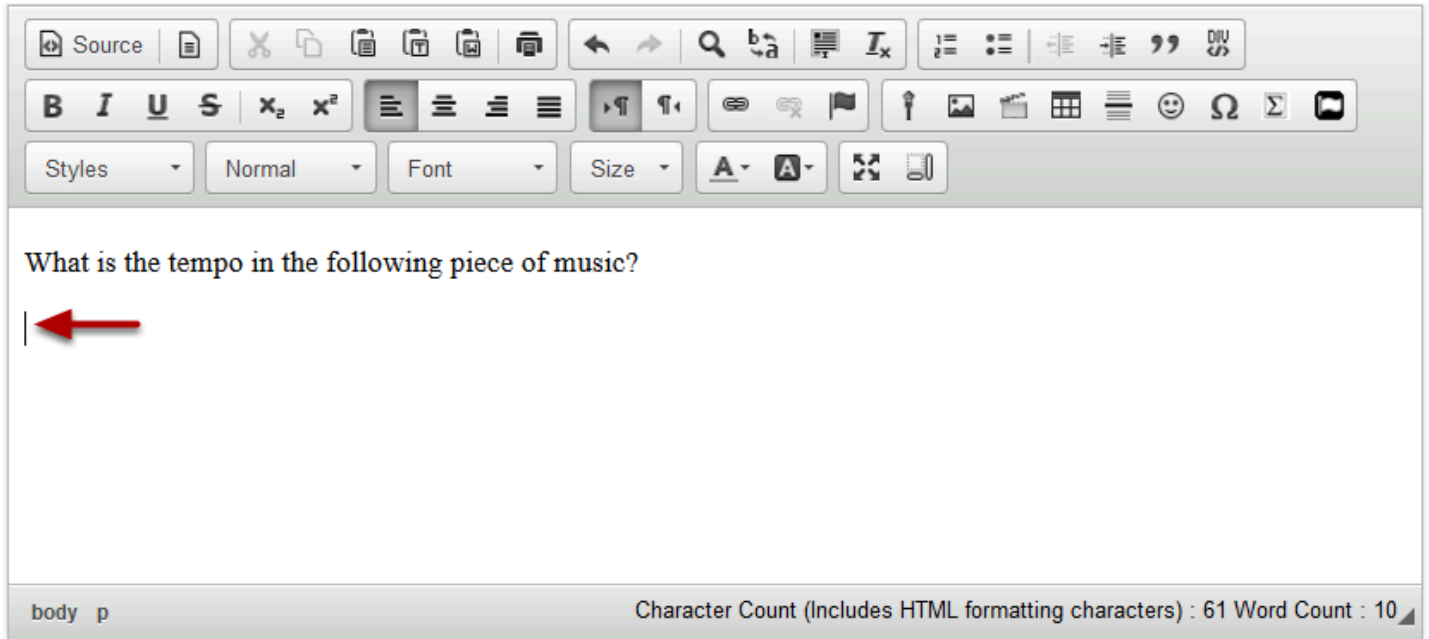
**View embedded video file.**



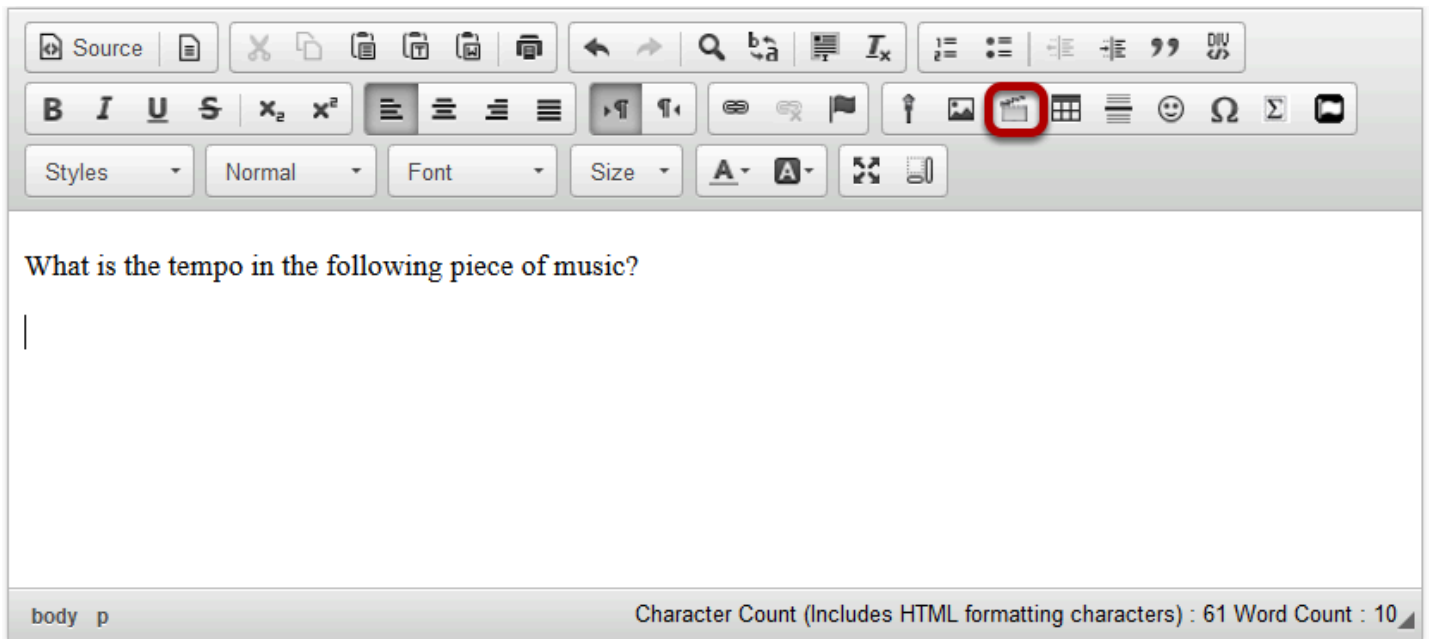
The embedded video will display in the editing view as "Movie." When the text box is posted or saved, it will display the video on the page.

# How do I embed an mp3 audio in a text box?

In the text box, position your cursor where you want to embed the mp3 audio file.

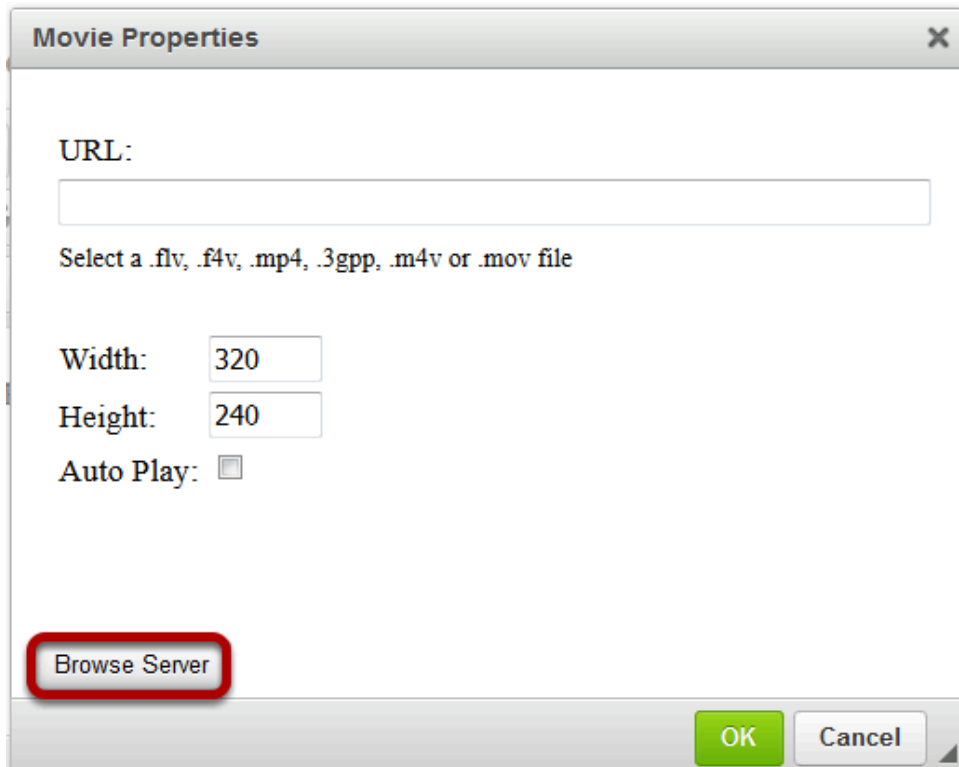


## Click Insert/Edit Movie.



This displays the Movie Properties dialog box.

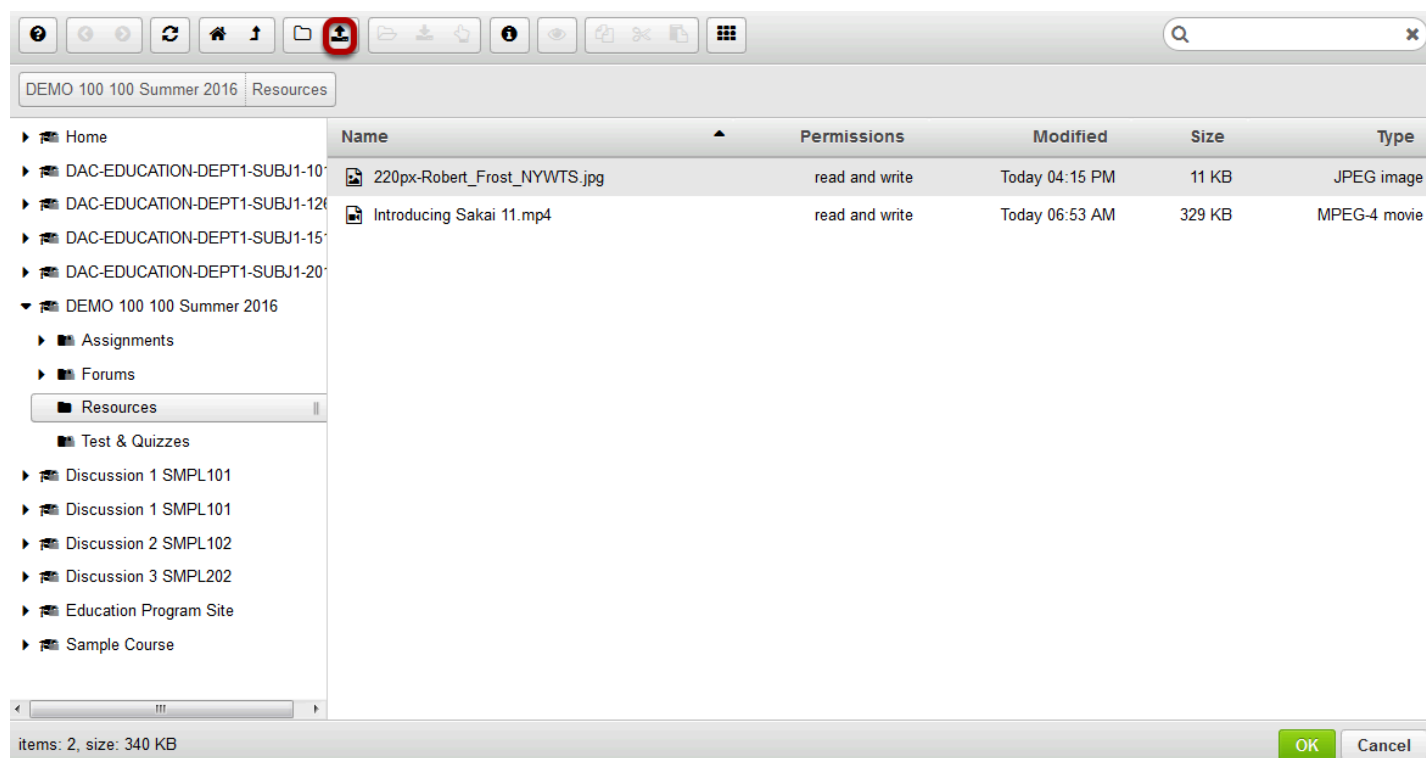
## Click Browse Server.



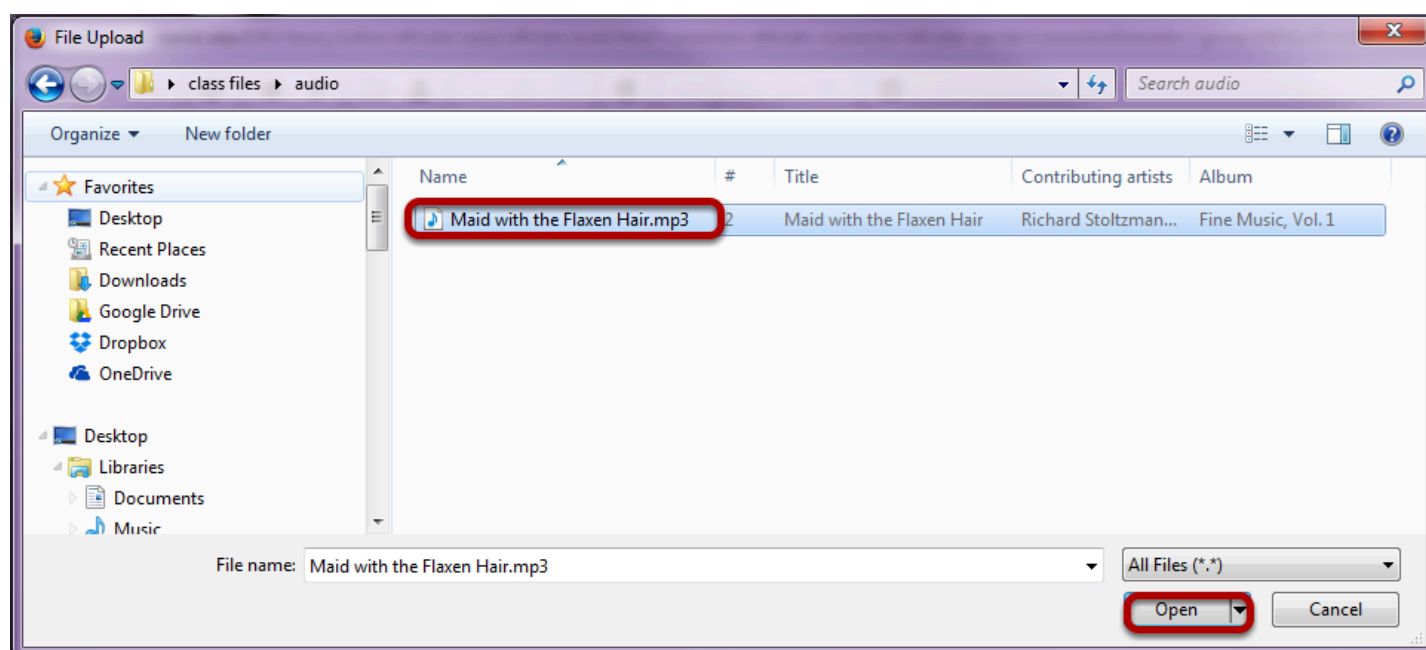
The screenshot shows a 'Movie Properties' dialog box with a close button (X) in the top right corner. It contains a 'URL:' label followed by a text input field. Below the input field is the instruction 'Select a .flv, .f4v, .mp4, .3gpp, .m4v or .mov file'. There are also fields for 'Width:' (320) and 'Height:' (240), and an 'Auto Play:' checkbox which is currently unchecked. At the bottom left, the 'Browse Server' button is highlighted with a red rectangular border. At the bottom right, there are 'OK' and 'Cancel' buttons.

This displays the Entity Picker dialog box.

Click the Upload file icon.

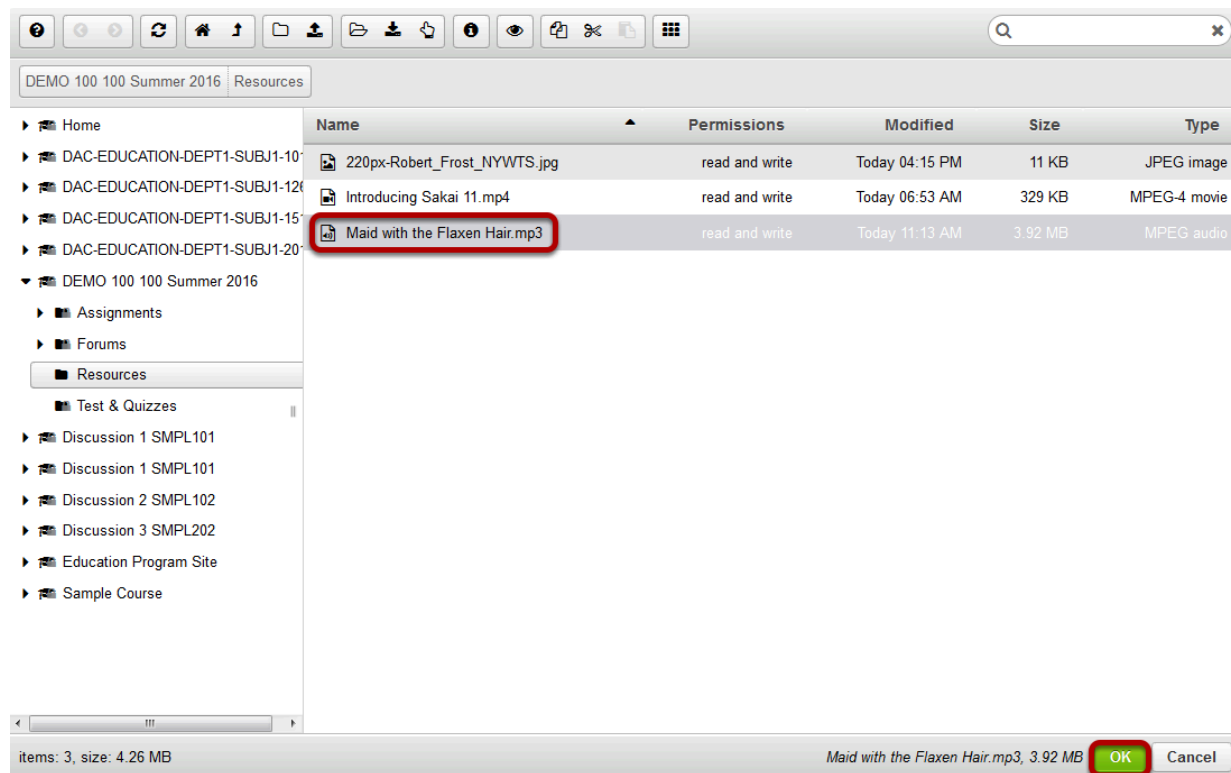


Select the mp3 audio file you want to embed in the text box.



Once you have located and selected the audio file, click **Open** to upload it.

Click OK.

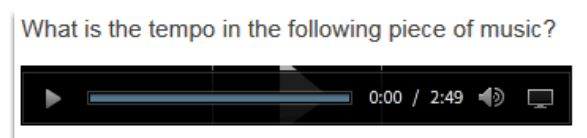
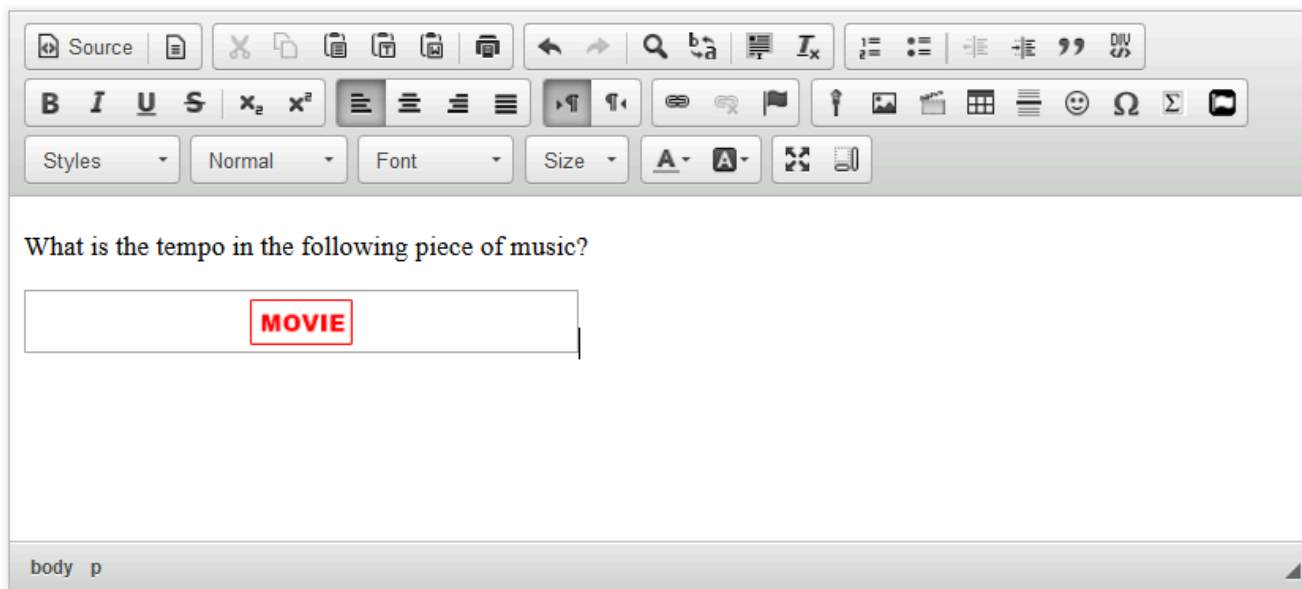


Once the file finishes uploading, it will show in the file directory listing and will be selected by default. Click **OK** to continue.

**Set the Height to 35, and then click OK.**



**View the embedded audio file in the editor.**



The editing display will show a place-holder for the audio marked "Movie". When the text box item is published the embedded audio player will be displayed.



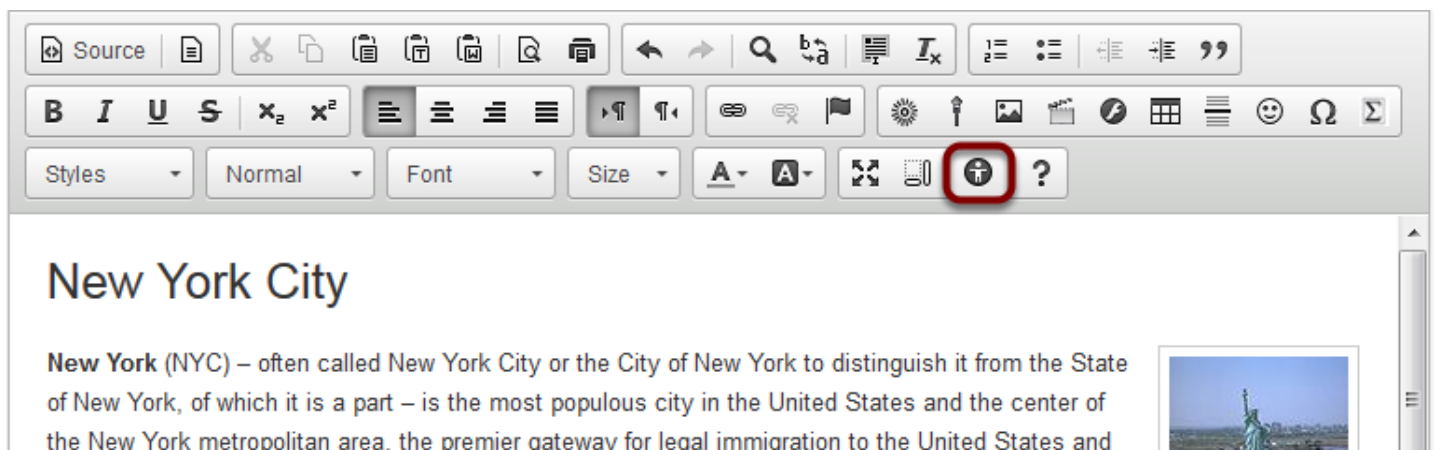
# How do I check my content for accessibility?

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.*

## Click the Accessibility Checker icon.

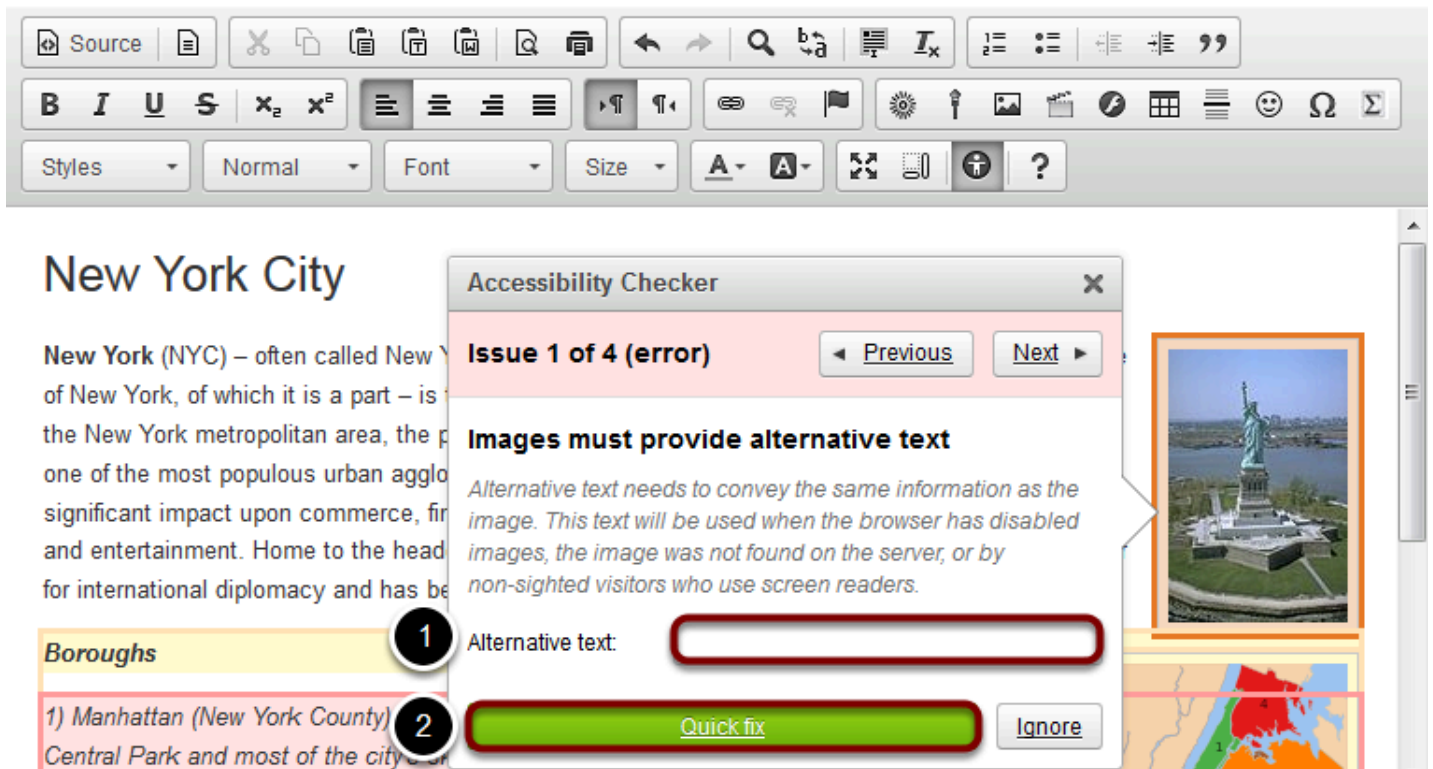


The **Accessibility Checker** icon looks like a human inside a dark-gray circle.

## 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.

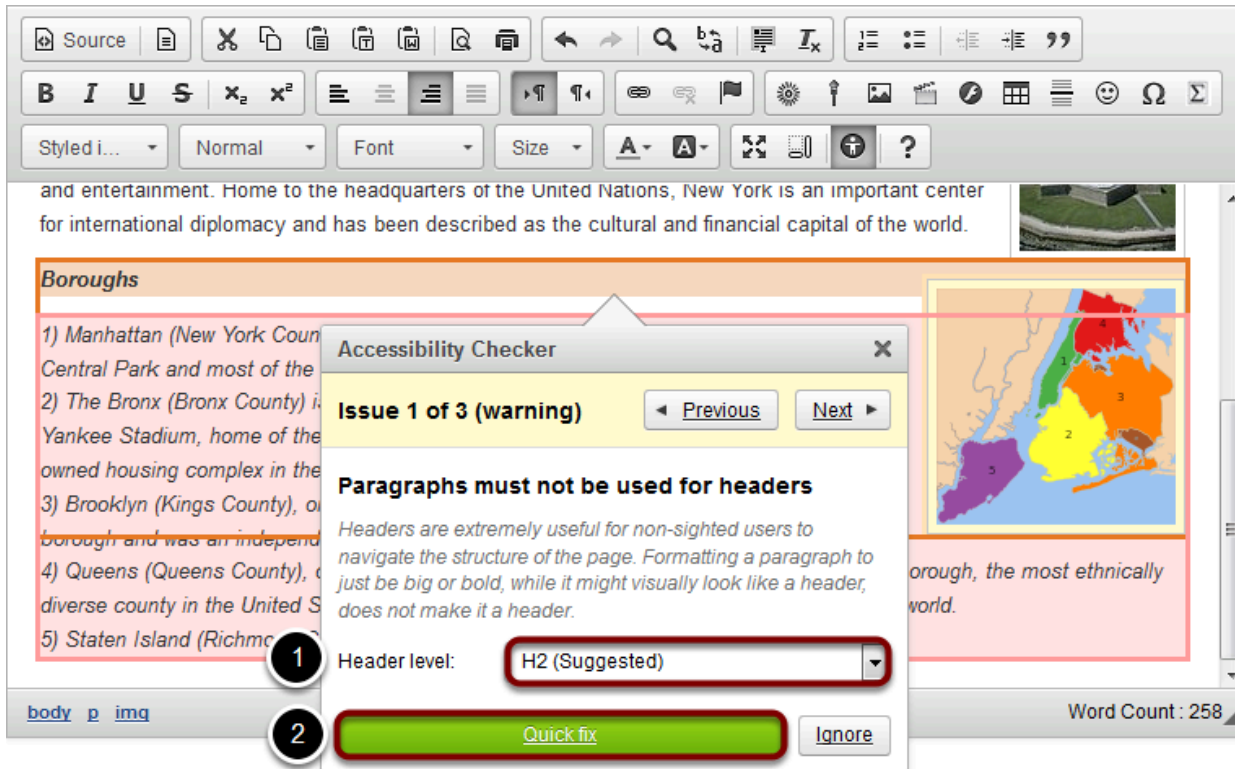
## Quick fix option for images



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. Click 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.*

## 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. Click **Quick fix**.

## Quick fix option for tables

world.

5. Staten Island (Richmond County) is the most suburban in character of the five boroughs.

**Demographics**

Racial composition	2010	1990	1970	1940
White	44.0%	52.3%	76.6%	93.6%
—Non-Hispanic	33.3%	43.2%	62.9%	92.0%
Black or African American	25.5%	28.7%	21.1%	6.1%
Hispanic or Latino (of any race)	28.6%	24.4%	16.2%	1.6%
Asian	12.7%	7.0%	1.2%	—

**Accessibility Checker**

**Issue 1 of 3 (error)** ◀ Previous Next ▶

**Data tables should contain a header**

Tables which contain data (as opposed to layout tables) should contain proper table header elements to mark them for screen readers and enhance the structure of the document.

Position: Both

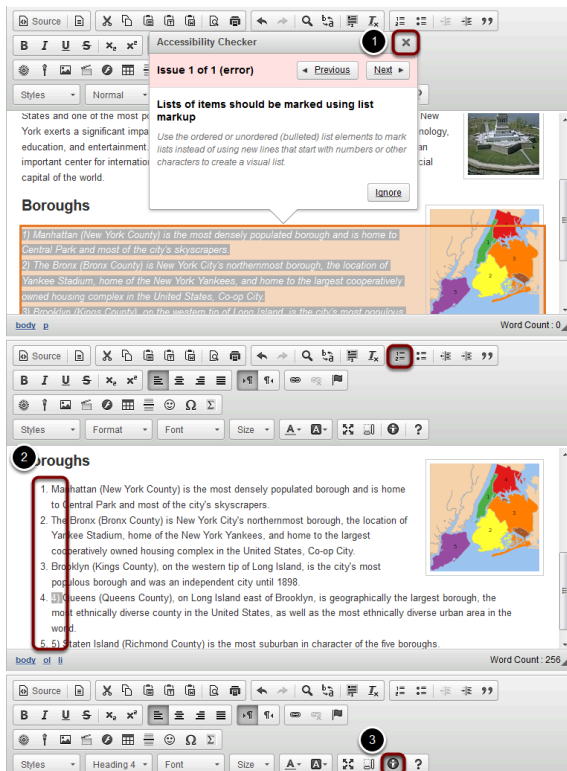
**1** Quick fix Ignore

**2**

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. Click **Quick fix**.

# Manually fix issues.



Sometimes the accessibility checker cannot provide a **Quick fix** because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the [Numbered List](#) button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, click the **X** icon (**Close**) in the top-right corner of the accessibility checker.
2. Edit your document's content accordingly.
3. Click the **Accessibility Checker** icon again to continue checking.

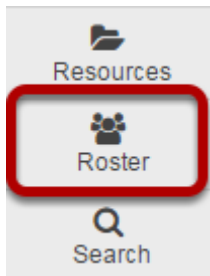
# Roster

# 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, instructors or site owners must use the [Site Info](#) tool.)*

**To access this tool, select Roster from the Tool Menu in your site.**

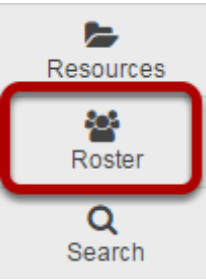


*Note: If you don't see the Roster tool listed in your site's Tool Menu, the site owner may have chosen not to use it.*

# 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.

OVERVIEWEXPORTPRINTPERMISSIONS

LINKHELP

Groups:All Available

Roles:All Available

Name or ID

FindClear

Currently showing 6 participants

1 in Instructor role, 5 in Student role

☒ Official Photos☐ Pictures from Profile

1Name	2User ID	3Role	4Total Visits	5Last Visit	6
<a href="#">demo_student01</a>	<a href="#">student01</a>	Student	0	None yet	
<a href="#">demo_student02</a>	<a href="#">student02</a>	Student	0	None yet	<div>Pick a group</div>
<a href="#">demo_student03</a>	<a href="#">student03</a>	Student	0	None yet	<div>Pick a group</div>
<a href="#">demo_student04</a>	<a href="#">student04</a>	Student	0	None yet	<div>Pick a group</div>
<a href="#">demo_student05</a>	<a href="#">student05</a>	Student	0	None yet	<div>Pick a group</div>
<a href="#">Professor_Demo</a>	<a href="#">demoprofessor</a>	Instructor	0	None yet	

Enrolled users in the site will be listed here. You may view the following information about each user:

- 1. Name
- 2. User ID
- 3. Role in the site



4. Total visits to the site
5. Last Visit to the site
6. Connection status (i.e. request a Profile connection)

## Searching the roster.

Name or ID

To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

## Filter by group.

Groups:  Roles:

Name or ID

Currently showing 6 participants  
1 in **Instructor** role, 5 in **Student** role

☒ Official Photos ☐ Pictures from Profile

Name	User ID	Role	Total Visits	Last Visit
<a href="#">demo_student01</a>	<a href="#">student01</a>	Student	0	None yet
<a href="#">demo_student02</a>	<a href="#">student02</a>	Student	0	None yet
<a href="#">demo_student03</a>	<a href="#">student03</a>	Student	0	None yet
<a href="#">demo_student04</a>	<a href="#">student04</a>	Student	0	None yet
<a href="#">demo_student05</a>	<a href="#">student05</a>	Student	0	None yet
<a href="#">Professor_Demo</a>	<a href="#">demoprofessor</a>	Instructor	0	None yet

If you have groups in your site, you may filter by group using the **Groups** drop-down menu at the top, or the **Pick a group** drop-down menu to the right of each user's information.

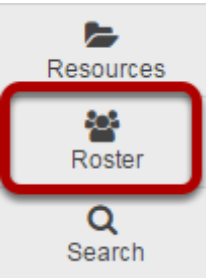
## Filter by role.

Roles:

You may also use the **Roles** drop-down menu to filter the view by user role.

# 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.

OVERVIEWEXPORTPRINTPERMISSIONS

LINKHELP

Groups:All Available

Roles:All Available













Name or ID

FindClear

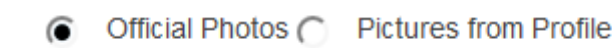
Currently showing 6 participants

1 in Instructor role, 5 in Student role

☒ Official Photos☐ Pictures from Profile







Name	User ID	Role	Total Visits	Last Visit	Groups:	
 <a href="#">demo_student01</a>	<a href="#">student01</a>	Student	0	None yet	Pick a group	
 <a href="#">demo_student02</a>	<a href="#">student02</a>	Student	0	None yet	Pick a group	
 <a href="#">demo_student03</a>	<a href="#">student03</a>	Student	0	None yet	Pick a group	
 <a href="#">demo_student04</a>	<a href="#">student04</a>	Student	0	None yet	Pick a group	
 <a href="#">demo_student05</a>	<a href="#">student05</a>	Student	0	None yet	Pick a group	
 <a href="#">Professor_Demo</a>	<a href="#">demoprofessor</a>	Instructor	0	None yet		


## 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.

## Viewing profiles.

Name	User ID	Role	Total Visits	Last Visit	Groups:	
<a href="#">demo_student01</a>	<a href="#">student01</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student02</a>	<a href="#">student02</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student03</a>	<a href="#">student03</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student04</a>	<a href="#">student04</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student05</a>				None yet	Pick a group ▼	
<a href="#">Professor_Demo</a>				None yet		









**student05 demo**


[View full profile](#)

[Add as a connection](#)

To view a user's profile, mouse over or click on the person's name.

## Viewing full profile.

Name	User ID	Role	Total Visits	Last Visit	Groups:	
<a href="#">demo_student01</a>	<a href="#">student01</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student02</a>	<a href="#">student02</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student03</a>	<a href="#">student03</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student04</a>	<a href="#">student04</a>	Student	0	None yet	Pick a group ▼	
<a href="#">demo_student05</a>				None yet	Pick a group ▼	
<a href="#">Professor_Demo</a>				None yet		



**student05 demo**

[View full profile](#)

[Add as a connection](#)

To view the full user profile, click on the **View full profile** link. Profile information that is available and that you have permission to view will be displayed.

# How do I edit Roster tool permissions?

Go to Roster.



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

Click the **Permissions** button.



Modify the permissions for the roles listed.

OVERVIEWEXPORTPRINTPERMISSIONS

LINKHELP

Role Permissions: DAC-EDUCATION-DEPT1-SUBJ1-126

Define permissions for the roles in the current site.

Permission	Instructor	Teaching Assistant	Student
viewallmembers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewhidden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
viewgroup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewenrollmentstatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewprofile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
viewemail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viewofficialphoto	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
viewsitevisits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
export	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2

SaveCancel

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. Click **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.*

# Search

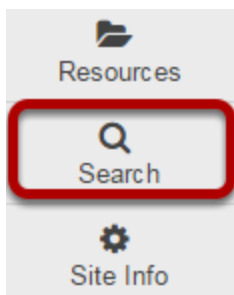
# What is the Search tool?

Search allows you to search content created by tools within a worksite or course. It achieves this by creating an index of all content that other tools make available to the search tool. This index is updated automatically, so as content is added to the worksite or course, it will be indexed.

For example, if the worksite or course has an Email Archive, as emails are posted to the list, the content of those emails will be indexed and become searchable in the search tool. Or, if the site has documents uploaded to Resources, the documents will become searchable.

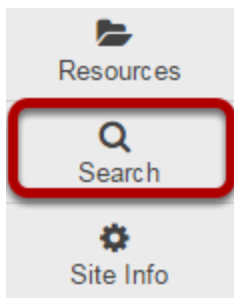
Search indexes many different types of content, including messages, web pages in HTML format, documents in DOC, PDF, or RTF format, spreadsheets in XLS format, and Wiki pages.

**To access this tool, select Search from the Tool Menu of your site.**



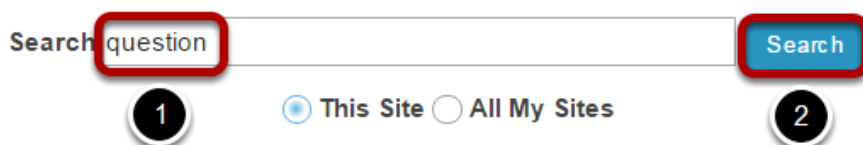
# How do I perform a basic search?

## Go to Search.



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

## Enter your search term/s.



On the Search page, you will find an entry box.

1. Enter the words that you want to search for. For example, "ocean".
2. Click the **Search** button.



# View search results.

The screenshot shows the Sakai 11 search interface. At the top, there is a search bar with the text "question" and a "Search" button. To the right of the search bar are links for "LINK" and "HELP". Below the search bar, there are radio buttons for "This Site" (selected) and "All My Sites". A status bar at the top right indicates "Found 1 to 4 of 4 documents (0.031 seconds)". A red box highlights the search results area, which contains four entries. Each entry starts with "Content:" followed by a document title, a brief description, and a URL. The documents are: "OCEA\_101 Mod 03 Chapter Questions.docx", "OCEA\_101 Course Map Section 3.docx", "OCEA\_101 Chap 03 Question Keys.docx", and "OCEA\_101 Course Guide.docx". An RSS icon is visible in the top right corner of the results area.

Search   [LINK](#) [HELP](#)

☒ This Site ☐ All My Sites

Found 1 to 4 of 4 documents (0.031 seconds)

[Results](#) [Tags](#)

**Content:** [OCEA\\_101 Mod 03 Chapter Questions.docx](#)  
of surface water in a given area? (Hint: See next **question**.) 5. What happens to the calcium  
[http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA\\_101%20Instructor%20Resources/OCEA\\_101%20Chapter%20Questions/OCEA\\_101%20Mod%2003\\_%20Chapter%20Questions.docx](http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Chapter%20Questions/OCEA_101%20Mod%2003_%20Chapter%20Questions.docx)

**Content:** [OCEA\\_101 Course Map Section 3.docx](#)  
guides. Additional assessments in the form of short **question**/answer sheets to accompany viewing ... Currents. Students will describe and explain ocean currents and density. CQ 5: Short-answer **question** set  
[http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA\\_101%20Instructor%20Resources/OCEA\\_101%20Course%20Guides/OCEA\\_101%20Course%20Map%20Section%203.docx](http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Course%20Guides/OCEA_101%20Course%20Map%20Section%203.docx)

**Content:** [OCEA\\_101 Chap 03 Question Keys.docx](#)  
proposed, however. The bands are not always completely symmetrical, and some researchers **question**  
[http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA\\_101%20Instructor%20Resources/OCEA\\_101%20Chapter%20Question%20Keys/OCEA\\_101%20Chap%2003%20Question%20Keys.docx](http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Chapter%20Question%20Keys/OCEA_101%20Chap%2003%20Question%20Keys.docx)

**Content:** [OCEA\\_101 Course Guide.docx](#)  
ocean is having on coral reefs. D. Mid-Term and Final Exams: multiple choice and true/false-**question**  
[http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA\\_101%20Instructor%20Resources/OCEA\\_101%20Course%20Guides/OCEA\\_101%20Course%20Guide.docx](http://localhost:8080/access/content/group/DAC-EDUCATION-DEPT1-SUBJ1-126/OCEA_101%20Instructor%20Resources/OCEA_101%20Course%20Guides/OCEA_101%20Course%20Guide.docx)

1. Your search results will be displayed.
2. Notice that an RSS icon appears with the search results. This enables you to watch the search in your favourite RSS reader. (If you take some time to look at the [advanced search features](#), you will find that you can generate RSS feeds of all sorts of information in the index.)

# How do I perform an advanced search?

The Search Tool is driven by an index that contains multiple sub indexes. When using the tool for basic search, only 2 of these indexes are used: the context index, and the content index. The content index contains a stored and tokenized full text index of a digested form of the content. This means that a Word document uploaded to Resources will have had all its text extracted and indexed, whereas a video package may have had only the metadata indexed. When the search results are returned, it is this content that is shown with the matching terms highlighted.

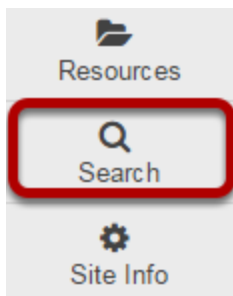
The context index provides a keyword index of the source of the content. This is the worksite or course which contains the content. When the search tool performs a basic search, it adds a search term of `+content:<currentsiteid>` where `<currentsiteid>` is the context or site id where the search is being performed. This can be translated as "results must come from the current site".

You can search for terms within any of the indexes. For example to search only in announcements, you can use the search terms `+tool:announcement +content:cowslip` which will only return announcements containing the word cowslip.

The index currently contains the following named indexes.

- **content:** A tokenized, stored index of the digested content of the search documents
- **context:** A keyword stored index of the source context of the search document.
- **tool:** A keyword stored index of the tool name producing the search document.
- **title:** A tokenized stored index of the title of the search document.
- **reference:** A keyword stored index of the Sakai Entity reference.

## Go to Search.



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

## Advanced Search Options

Use the search information below to enter advanced search strings into the search box.

## Lucene Search Information

The Query Engine is based on Apache Lucene. For completeness the Apache Query documentation is included below. More information can be found at <http://lucene.apache.org/java/docs/queryparsersyntax.html>

## Terms

A query is broken up into terms and operators. There are two types of terms: Single Terms and Phrases.

A Single Term is a single word such as "test" or "hello".

A Phrase is a group of words surrounded by double quotes such as "hello dolly".

Multiple terms can be combined together with Boolean operators to form a more complex query (see below).

Note: The analyzer used to create the index will be used on the terms and phrases in the query string. So it is important to choose an analyzer that will not interfere with the terms used in the query string.

## Fields

Lucene supports fielded data. When performing a search you can either specify a field, or use the default field. The field names and default field is implementation specific.

You can search any field by typing the field name followed by a colon ":" and then the term you are looking for.

As an example, let's assume a Lucene index contains two fields, title and text and text is the default field. If you want to find the document entitled "The Right Way" which contains the text "don't go this way", you can enter:

title:"The Right Way" AND text:go

or

title:"Do it right" AND right

Since text is the default field, the field indicator is not required.

Note: The field is only valid for the term that it directly precedes, so the query

title:Do it right

Will only find "Do" in the title field. It will find "it" and "right" in the default field (in this case the text field).

## Term Modifiers

Lucene supports modifying query terms to provide a wide range of searching options.

## Wildcard Searches

Lucene supports single and multiple character wildcard searches.

To perform a single character wildcard search use the "?" symbol.

To perform a multiple character wildcard search use the "\*" symbol.

The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "text" or "test" you can use the search:

te?t

Multiple character wildcard searches looks for 0 or more characters. For example, to search for test, tests or tester, you can use the search:

test\*

You can also use the wildcard searches in the middle of a term.

te\*t

Note: You cannot use a \* or ? symbol as the first character of a search.

## Fuzzy Searches

Lucene supports fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm. To do a fuzzy search use the tilde, "~", symbol at the end of a Single word Term. For example to search for a term similar in spelling to "roam" use the fuzzy search:

roam~

This search will find terms like foam and roams.

Starting with Lucene 1.9 an additional (optional) parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only terms with a higher similarity will be matched. For example:

roam~0.8

The default that is used if the parameter is not given is 0.5.

## Proximity Searches

Lucene supports finding words are a within a specific distance away. To do a proximity search use the tilde, "~", symbol at the end of a Phrase. For example to search for a "apache" and "jakarta" within 10 words of each other in a document use the search:

```
"jakarta apache"~10
```

## Range Searches

Range Queries allow one to match documents whose field(s) values are between the lower and upper bound specified by the Range Query. Range Queries can be inclusive or exclusive of the upper and lower bounds. Sorting is done lexicographically.

```
mod_date:[20020101 TO 20030101]
```

This will find documents whose mod\_date fields have values between 20020101 and 20030101, inclusive. Note that Range Queries are not reserved for date fields. You could also use range queries with non-date fields:

```
title:{Aida TO Carmen}
```

This will find all documents whose titles are between Aida and Carmen, but not including Aida and Carmen.

Inclusive range queries are denoted by square brackets. Exclusive range queries are denoted by curly brackets.

## Boosting a Term

Lucene provides the relevance level of matching documents based on the terms found. To boost a term use the caret, "^", symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be.

Boosting allows you to control the relevance of a document by boosting its term. For example, if you are searching for

```
jakarta apache
```

and you want the term "jakarta" to be more relevant boost it using the ^ symbol along with the boost factor next to the term. You would type:

```
jakarta^4 apache
```

This will make documents with the term jakarta appear more relevant. You can also boost Phrase Terms as in the example:

"jakarta apache"^4 "Apache Lucene"

By default, the boost factor is 1. Although the boost factor must be positive, it can be less than 1 (e.g. 0.2)

## Boolean operators

Boolean operators allow terms to be combined through logic operators. Lucene supports AND, "+", OR, NOT and "-" as Boolean operators(Note: Boolean operators must be ALL CAPS). OR

The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union using sets. The symbol | | can be used in place of the word OR.

To search for documents that contain either "jakarta apache" or just "jakarta" use the query:

"jakarta apache" jakarta

or

"jakarta apache" OR jakarta

AND

The AND operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol && can be used in place of the word AND.

To search for documents that contain "jakarta apache" and "Apache Lucene" use the query:

"jakarta apache" AND "Apache Lucene"

+

The "+" or required operator requires that the term after the "+" symbol exist somewhere in a the field of a single document.

To search for documents that must contain "jakarta" and may contain "lucene" use the query:

+jakarta apache

NOT

The NOT operator excludes documents that contain the term after NOT. This is equivalent to a difference using sets. The symbol ! can be used in place of the word NOT.

To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query:

"jakarta apache" NOT "Apache Lucene"

Note: The NOT operator cannot be used with just one term. For example, the following search will return no results:

NOT "jakarta apache"

-

The "-" or prohibit operator excludes documents that contain the term after the "-" symbol.

To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query:

"jakarta apache" -"Apache Lucene"

## Grouping

Lucene supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query.

To search for either "jakarta" or "apache" and "website" use the query:

(jakarta OR apache) AND website

This eliminates any confusion and makes sure you that website must exist and either term jakarta or apache may exist.

## Field Grouping

Lucene supports using parentheses to group multiple clauses to a single field.

To search for a title that contains both the word "return" and the phrase "pink panther" use the query:

title:(+return +"pink panther")

## Escaping Special Characters

Lucene supports escaping special characters that are part of the query syntax. The current list special characters are

+ - && | | ! ( ) { } [ ] ^ " ~ \* ? : \

To escape these character use the \ before the character. For example to search for (1+1):2 use the query:

\(1\+1\)\:2

# Section Info



# What is the Section Info tool?

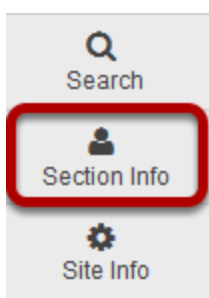
The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes 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: Depending on your implementation, you may have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can manually control section membership. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.*

**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.
- Sections may be populated with official data, depending on implementation.

## 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.

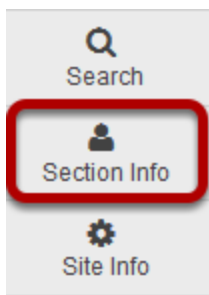
- Groups are managed through the Site Info tool. They are also accessible through Worksite Setup in My Workspace.
- Groups may have a title.
- Groups are not populated with official course data.
- Groups do not have an assigned teaching assistant.

# How do I create a section?

Sections may or may not be populated with official course data, depending on implementation. If they are not automatically created, then you may create them if you have the appropriate role. Participants (e.g., students) cannot create or modify sections.

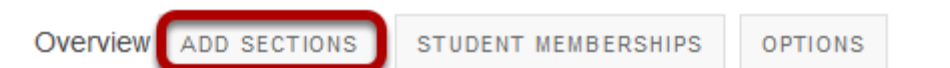
*Note: If your implementation has an automatic feed, you will have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can discontinue section and membership updates from the registration system and manually control everything. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.*

## Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

## Click Add Sections.



## Select the number of sections and a category.

OVERVIEW Add Sections STUDENT MEMBERSHIPS OPTIONS

### Add Sections

To begin, choose the category and number of sections to create.

Add  sections of  category

Add Sections Cancel

- choose one -
- Lecture
- Lab
- Discussion
- Recitation
- Studio

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

*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  category

Name \*  1

Section Size ☒ Unlimited number of students in section 2  
☐ Limit number of students in section to

Meeting Details Day ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday 3

Start time  ☒ AM ☐ PM 4

End Time  ☐ AM ☒ PM

Location  5

[Add day\(s\) with a different meeting time and/or location](#)

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.

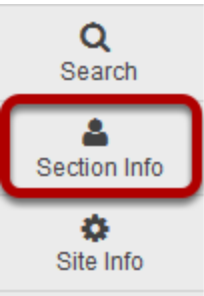
If you have chosen to add more than one section at a time, repeat the process above for the other sections.

## Click Add Sections.

When you are finished entering your section information, click **Add Sections**.

# How do I edit a section?

## Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

## Click Edit.

Overview | ADD SECTIONS | STUDENT MEMBERSHIPS | OPTIONS | LINK | HELP

Instructor's Overview

View All | Sections

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1					0	Unlimited	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							
Discussion Sections							
Discussion1		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							
Discussion2		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							
Discussion3		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							

[Remove Sections](#) | [Cancel](#)

Click the Edit link under the section you want to edit.

## Edit the section information.

### Edit Section

Name \*  1

Section Size ☐ Unlimited number of students in section 2  
☒ Limit number of students in section to

Meeting DetailsDay ☐ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ Saturday ☐ Sunday 3

Start time  ☐ AM ☒ PM 4

End Time  ☐ AM ☒ PM

Location  5

[Add day\(s\) with a different meeting time and/or location](#)

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.

## Click Update.

When you are finished editing your section information, click **Update** to save your changes.

# View your changes.

Overview

ADD SECTIONS

STUDENT MEMBERSHIPS

OPTIONS

LINK

HELP

Instructor's Overview

☒

Your changes to Lab1 have been saved!

View All

Sections

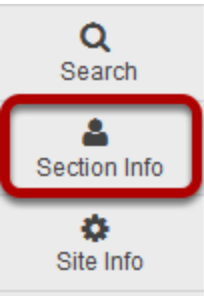
Remove Sections

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.

Overview **ADD SECTIONS** STUDENT MEMBERSHIPS OPTIONS [LINK](#) [HELP](#)

Instructor's Overview

☒ Your changes to Lab1 have been saved!

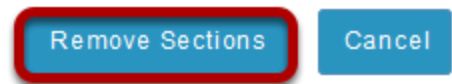
View All Sections

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>
Discussion Sections							
Discussion1 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input checked="" type="checkbox"/>

**Remove Sections** **Cancel**

In the **Remove** column, check the box(es) for the section(s) you would like to delete.

## Click Remove Sections.



# Confirm removal.

Overview

ADD SECTIONS

STUDENT MEMBERSHIPS

OPTIONS

LINK

HELP

Instructor's Overview

Are you sure you want to remove the following sections:  
Discussion3

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.

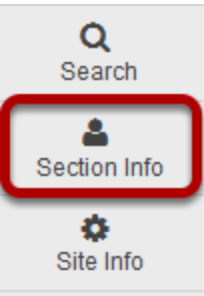
Remove

Cancel

You will be prompted to confirm the deletion of the selected sections. If you want to proceed, click **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.

## Click Assign Students.

Overview

ADD SECTIONS

STUDENT MEMBERSHIPS

OPTIONS

LINK

HELP

**Instructor's Overview**

View All

Sections

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
<b>Lab Sections</b>							
Lab1 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Thu	1:00 pm,3:00 pm	Room 101	0	15	<input type="checkbox"/>
<b>Discussion Sections</b>							
Discussion1 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Mon	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion2 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Tue	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
Discussion3 <a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>		Wed	10:00 am,12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>

Remove Sections

Cancel

## Select students from the class list.

### Assign Students

Lab1

Unassigned Students ▾

student04

student05

Move Selected

>

<

Move All

>>

<<

Lab1

Section Size: 3/15

student01

student02

student03

Assign students

Cancel

Click 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.

## Click Assign students.

Assign students

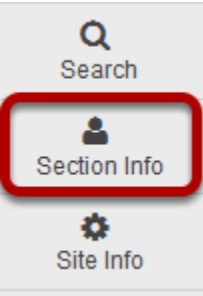
Cancel

When you have finished adding students to the list on the right, click 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.

## Click Assign TAs.

Overview | ADD SECTIONS | STUDENT MEMBERSHIPS | OPTIONS | LINK | HELP

Instructor's Overview

View All | Sections

Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1		Thu	1:00 pm, 3:00 pm	Room 101	5	10	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							
Discussion Sections							
Discussion1		Mon	10:00 am, 12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							
Discussion2		Tue	10:00 am, 12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							
Discussion3		Wed	10:00 am, 12:00 pm	Room 101	0	Unlimited	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Assign TAs</a>   <a href="#">Assign Students</a>							

[Remove Sections](#) | [Cancel](#)

## Select from the list of available TAs.

### Assign Teaching Assistants

Lab1

Available Teaching Assistants



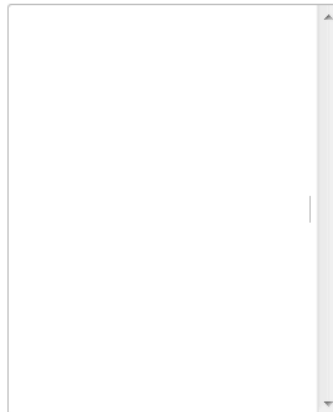
Move  
Selected



Move All



Lab1 Teaching Assistants



Note: Don't see a Teaching Assistant here? Go to the Site Info tool and add them as a site participant with the "TA" role.

Assign TAs

Cancel

Click 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.*

## Click Assign TAs.

Assign TAs

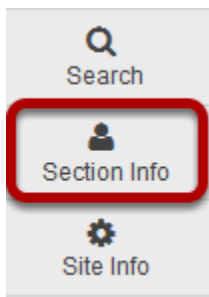
Cancel

When you have finished adding TAs to the list on the right, click the **Assign TAs** button.

# How do I view student memberships?

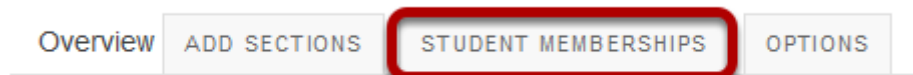
If you would like to view a list of all the students in the class which also displays the sections in which each student is a member, you can do so by viewing student memberships in the Section Info tool.

## Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

## Click Student Memberships.



# The list of students and their section membership will display.

## Student Memberships

Click on a student's name to edit their section memberships

View Students in All Sections

Find

Clear

Viewing 1 to 5 of 5 students

|<

<

Show 50

▼

>

>|

<a href="#">Student Name</a> ▴	<a href="#">Student ID</a>	<a href="#">Discussion</a>	<a href="#">Lab</a>
<a href="#">student01</a>	student01	Discussion1	Lab1
<a href="#">student02</a>	student02	Discussion1	Lab1
<a href="#">student03</a>	student03	Discussion2	Lab1
<a href="#">student04</a>	student04	Discussion2	Lab1
<a href="#">student05</a>	student05	Discussion3	Lab1

# Find specific students.

## Student Memberships

Click on a student's name to edit their section memberships

View Students in All Sections

Find

Clear

Viewing 1 to 1 of 1 students

|<

<

Show 50

▼

>

>|

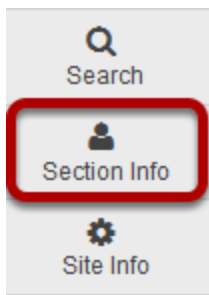
<a href="#">Student Name</a> ▴	<a href="#">Student ID</a>	<a href="#">Discussion</a>	<a href="#">Lab</a>
<a href="#">student05</a>	student05	Discussion3	Lab1



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 click on Find to locate the information for that user.

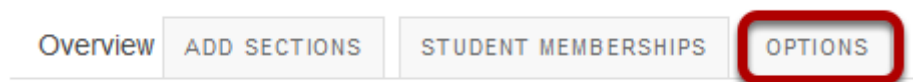
# How do I manage section options?

## Go to Section Info.

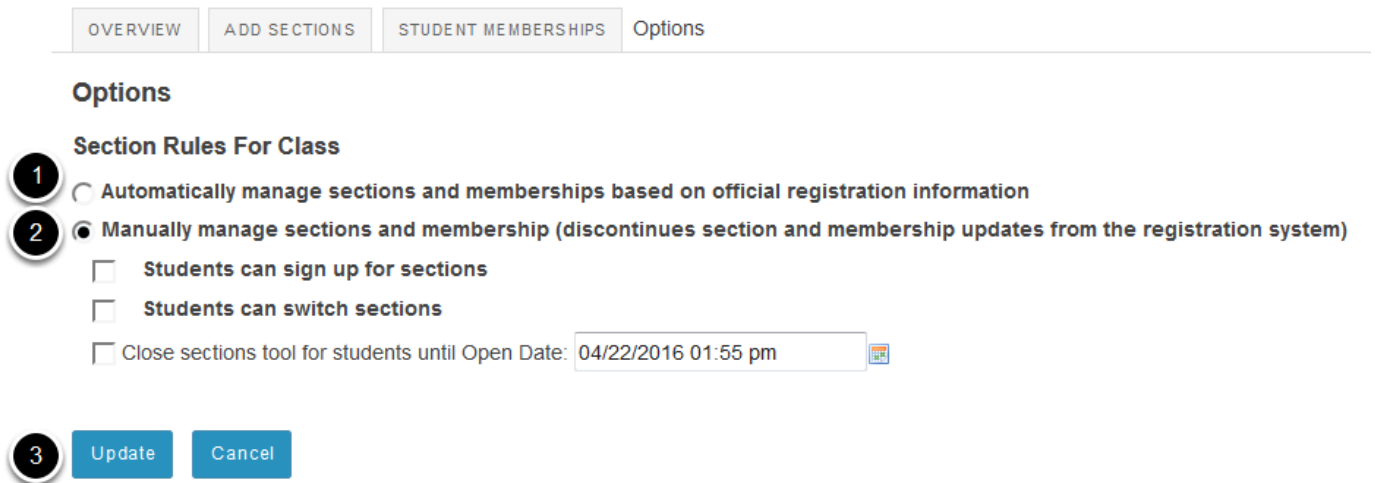


Select the **Section Info** tool from the Tool Menu in your site.

## Click Options.



## Select the desired options, and then click Update.

A screenshot of the 'Options' page for the Section Info tool. At the top, there are four tabs: 'OVERVIEW', 'ADD SECTIONS', 'STUDENT MEMBERSHIPS', and 'Options'. The 'Options' tab is active. Below the tabs, the heading 'Options' is followed by 'Section Rules For Class'. There are two radio button options: 'Automatically manage sections and memberships based on official registration information' (unselected) and 'Manually manage sections and membership (discontinues section and membership updates from the registration system)' (selected). Below these are three checkboxes: 'Students can sign up for sections' (unchecked), 'Students can switch sections' (unchecked), and 'Close sections tool for students until Open Date: 04/22/2016 01:55 pm' (unchecked). At the bottom, there are two buttons: 'Update' (highlighted with a red circle) and 'Cancel'.

1. If your institution will be managing section enrollment automatically based on official registration records, you should select the **Automatically manage sections and memberships** option.
2. If you will be creating and editing sections manually, you should select the **Manually manage sections** option. If you are managing sections manually, 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**

3. Once you have selected all of the desired options, click **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.

*Note: if you would like to grant permission to students to create meetings, please contact your system administrator to modify the permissions for your site.*

**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


<b>Title:</b>	Guest Speaker
<b>Organizer:</b>	Demo Professor
<b>Location:</b>	Fine Arts Building
<b>Category:</b>	Optional
<b>Meeting Date:</b>	Friday, April 22, 2016
<b>Time Period:</b>	2:00 PM - 3:00 PM
<b>iCalendar link:</b>	 <a href="#">Download</a>
<b>Available To:</b>	 <a href="#">Show site(s)/group(s) details</a>
<b>Description:</b>	We will have a guest speaker on campus discussing contemporary topics in modern psychology.

**This is an open session meeting. No sign-up is necessary.**

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.

## Meeting Details

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Professor  
**Location:** Science Museum  
**Category:** Bonus  
**Meeting Date:** Saturday, May 14, 2016  
**Time Period:** 8:00 AM - 5:00 PM  
**iCalendar link:**  [Download](#)  
**Sign-up Begins:** Friday, April 22, 2016, 2:20 PM  
**Sign-up Ends:** Friday, May 13, 2016, 5:00 PM  
**Available To:** [▶ Show site\(s\)/group\(s\) details](#)  
**Description:** All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

**Email Notification:** ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
-----------	--------------------------	--------------	-----------

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.

Meeting Details

Title:

Office Hours

Organizer:

Demo Professor

Location:

Room F123

Category:


Meeting Date:

Friday, May 20, 2016

Time Period:

12:00 PM - 4:00 PM

iCalendar link:

 [Download](#)


Sign-up Begins:

Friday, April 22, 2016, 2:24 PM

Sign-up Ends:

Friday, May 20, 2016, 12:00 PM

Available To:


 [Show site\(s\)/group\(s\) details](#)











Description:

Individual office hours by appointment.

Email Notification:

☐ Yes, send email to notify the related participant(s) about the changes that have been made.

 [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">12:00 PM - 12:15 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant
<a href="#">12:15 PM - 12:30 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant
<a href="#">12:30 PM - 12:45 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant
<a href="#">12:45 PM - 1:00 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant
<a href="#">1:00 PM - 1:15 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant

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?

## Go to 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).

Click on 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.

EXPORT

LINKHELP

### Meetings

To sign up for a meeting, click the meeting title.

View: All Future Meetings

By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status
<a href="#">Guest Speaker</a>	Demo Professor	Fine Arts Building	Optional	Fri, 4/22/16	2:00 PM - 3:00 PM	In Progress
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
<a href="#">Office Hours</a>	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

# Instructor view.

ADDPERMISSIONSEXPORT

LINKHELP

### 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

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Guest Speaker</a>	Demo Professor	Fine Arts Building	Optional	Fri, 4/22/16	2:00 PM - 3:00 PM	In Progress	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

Remove Meetings

# 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.

EXPORT AS EXCEL

PRINT

LINK

HELP

Meeting Details

Title:

Extra Credit Field Trip

Organizer:

Demo Professor

Location:

Science Museum

Meeting Date:

Saturday, May 14, 2016

Time Period:

8:00 AM - 5:00 PM

Sign-up Begins:

Friday, April 22, 2016, 2:20 PM

Sign-up Ends:

Friday, May 13, 2016, 5:00 PM

Available To:

Show site(s)/group(s) details

Description:

All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Hide meeting info above

Time Slot	Available Places	Participants	Your Status	Action
8:00 AM - 5:00 PM	Unlimited	Private		<div>Sign Up</div>

Back

# Instructor view.

MODIFY

COPY

EXPORT AS EXCEL

PRINT

LINK

HELP

Meeting Details

Title:

Extra Credit Field Trip

Organizer:

Demo Professor

Location:

Science Museum

Category:

Bonus

Meeting Date:

Saturday, May 14, 2016

Time Period:

8:00 AM - 5:00 PM

iCalendar link:

Download

Sign-up Begins:

Friday, April 22, 2016, 2:20 PM

Sign-up Ends:

Friday, May 13, 2016, 5:00 PM

Available To:

Show site(s)/group(s) details

Description:

All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification:

☐ Yes, send email to notify the related participant(s) about the changes that have been made.

Hide meeting info above

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">8:00 AM - 5:00 PM</a>	Unlimited	<div><div>Add Participant</div></div>	---

\*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.

Back

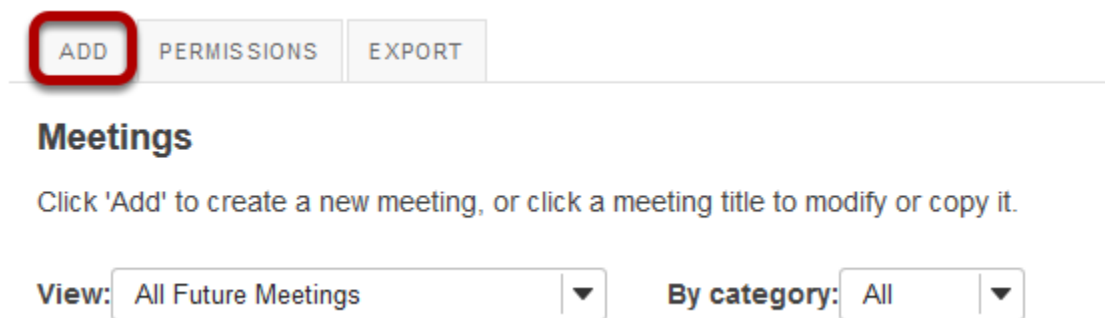
# How do I create a meeting?

## Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

## Click Add.



After you click **Add** the meeting information screen will appear where you can enter all of the information for your meeting.

## Enter a title.

**\*Title:**

This field will identify the meeting in this site's list of meetings.

## Change organizer. (Optional)

Organizer:

Demo Professor (demoprofessor) ▼

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.

\*Location:

Education Building Rm 1000

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 clicking on the + **enter a new location link**.*

## Enter a category. (Optional)

Category:

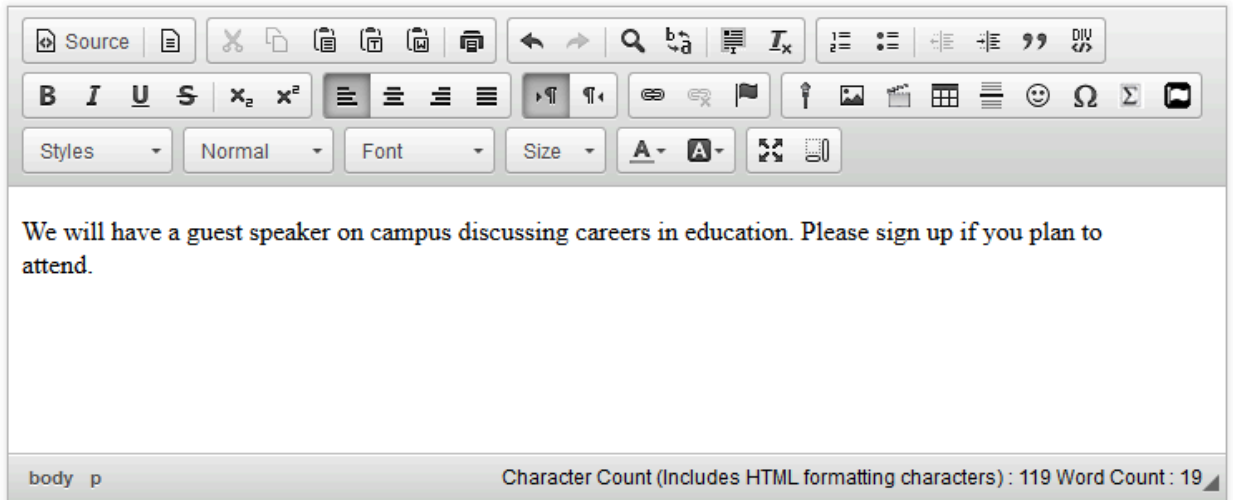
Optional ▼

[+ enter a new category](#)

*Note: 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 clicking on the + **enter a new category link**.*

## Enter a description of the meeting or event.

Description:



The screenshot shows a rich text editor with a toolbar at the top containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, link, unlink), and other functions like undo, redo, and search. Below the toolbar, the text area contains the following description: "We will have a guest speaker on campus discussing careers in education. Please sign up if you plan to attend." At the bottom of the editor, a status bar shows "body p" on the left and "Character Count (Includes HTML formatting characters) : 119 Word Count : 19" on the right.

This field appears on the Meeting Details and the student Sign-up screen.

## Add attachments. (Optional)



You may click the **Add Attachments** button if you would like to browse for and attach a file to your meeting.

## Enter start and end times.



The screenshot shows two rows of time selection fields. The first row is labeled "\*Start Time:" and the second row is labeled "\*End Time:". Each row contains a date picker (month and year) and a time picker (hour, minute, and AM/PM). The start time is set to 19 May 2016 at 02:00 PM. The end time is set to 19 May 2016 at 03:00 PM.

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.

**\*Meeting Frequency:**

Once Only

Once Only  
Daily  
Weekdays (Mon-Fri)  
Weekly  
Biweekly

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:**    before meeting begins 2:00 PM, Friday, May 13, 2016

**Sign-up ends:**    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.

**Attendance:**  **Attendance will be taken** (you can track attendance to this meeting if selected)

If you wish to take attendance for this meeting, select the **Attendance** check box.

## Specify meeting availability.

**\*Available To:** ☒ DAC-EDUCATION-DEPT1-SUBJ1-126 (Current Site)

☐ Discussion3

☐ Group01

☐ Discussion1

☐ Discussion2

☐ Group02

☐ Lab1

☒ Other Sites

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

**\*Meeting Type:** ☒ Open meeting (no sign-up required)

☐ Single slot

☐ Multiple slots

### 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.

The screenshot shows the 'Meeting Type' section with three radio buttons: 'Open meeting (no sign-up required)', 'Single slot', and 'Multiple slots'. The 'Multiple slots' option is selected. To the right, three numbered callouts point to input fields: 1. 'Number of slots available for sign-up:' with a value of 4; 2. 'Number of participants per time slot:' with a value of 1; 3. 'Estimate duration per time slot (min):' with a value of 15. Below these is a checkbox for 'Advanced user-defined timeslots' which is checked. A red box highlights the 'Create Timeslot(s)' link, with a red arrow pointing down to the 'Define Custom Timeslots' dialog.

**Define Custom Timeslots**

Start Time	End Time	Max # Of Participants
<input checked="" type="checkbox"/> 19 May 2016 02:00 PM	19 May 2016 02:15 PM	1
<input checked="" type="checkbox"/> 19 May 2016 02:15 PM	19 May 2016 02:30 PM	1
<input checked="" type="checkbox"/> 19 May 2016 02:30 PM	19 May 2016 02:45 PM	1
<input checked="" type="checkbox"/> 19 May 2016 02:45 PM	19 May 2016 03:00 PM	1

[Add a new timeslot.](#)

☒ Yes, publish the meeting as multiple calendar events in the Calendar Tool if adjacent timeslots are more than two hours apart.

[Continue](#) [Cancel](#)

Options create timeslots, either computed to occupy a single continuous time span, or occupying separate irregular time spans manually defined, covering one or more days. Each method creates a single meeting with multiple entries in a timeslot table.

1. **Number of slots available for sign-up:** Enter the number of individual timeslots over which to divide the meeting time.
2. **Number of participants per slot:** Enter the number of people that can sign up for each slot.
3. **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."
4. **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 appears. Enter new timeslots with the "Add a new timeslot" link, edit the data, and delete extraneous ones

with the red X. This option does not allow unlimited participation. A warning that this meeting covers more than one day can be ignored.

## Click Next.



Continue to the second page by clicking **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.

**Meeting Summary**

**Title:** Guest Speaker  
**Organizer:** Demo Professor (demoprofessor)  
**Description:** We will have a guest speaker on campus discussion careers in education. Please sign up if you plan to attend.  
**Start Time:** Thursday, May 19, 2016, 2:00 PM  
**End Time:** Thursday, May 19, 2016, 3:00 PM  
**Location:** Education Building Rm 1000  
**Category:** Optional  
**Sign-up Begins:** Friday, May 13, 2016, 2:00 PM  
**Sign-up Ends:** Thursday, May 19, 2016, 2:00 PM

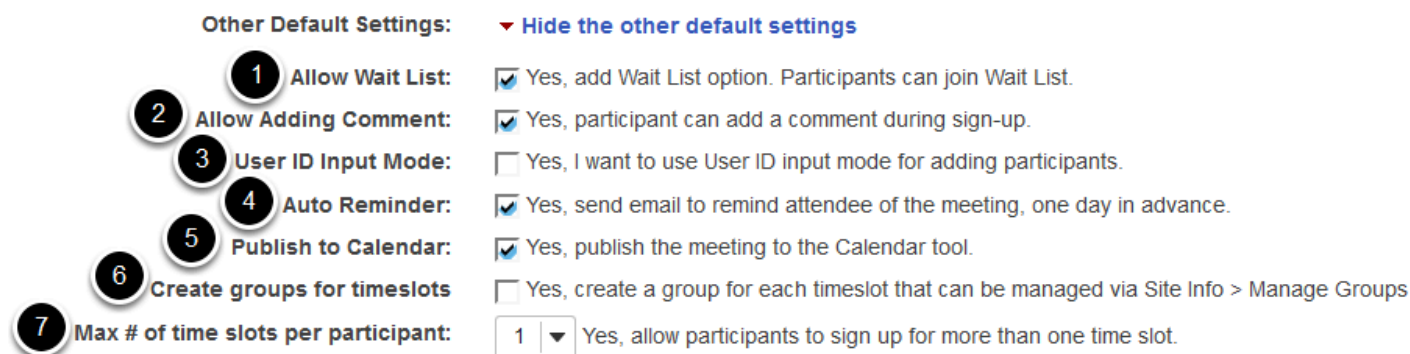
**Meeting Type:** Single slot  
**Max # of Participants:** 10  
**Attendance:** ON  
**Available To:** DAC-EDUCATION-DEPT1-SUBJ1-126 (Site Level)

1 **Display Participant Names:** ☐ Yes, display names of participants to others.  
2 **Meeting Coordinators:** ☒ Professor, Demo  
3 **Notifications of participant actions:** ☐ Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.  
4 **Announce Availability:** ☐ Yes, send an email notification to:  
☐ All potential participants ☐ Selected meeting coordinators  
5 **Default Notification setting:** ☐ Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.  
6 **Other Default Settings:** [Show the other default settings](#)

[Publish](#) [Assign Participants & Publish](#) [Back](#) [Cancel](#)

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:** Click **Show the other default settings** to view additional meeting options.

## Other default settings.



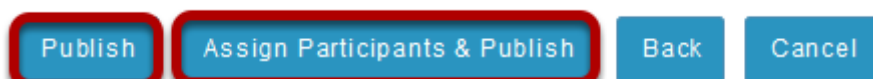
Other Default Settings: [▼ Hide the other default settings](#)

1	Allow Wait List:	<input checked="" type="checkbox"/> Yes, add Wait List option. Participants can join Wait List.
2	Allow Adding Comment:	<input checked="" type="checkbox"/> Yes, participant can add a comment during sign-up.
3	User ID Input Mode:	<input type="checkbox"/> Yes, I want to use User ID input mode for adding participants.
4	Auto Reminder:	<input checked="" type="checkbox"/> Yes, send email to remind attendee of the meeting, one day in advance.
5	Publish to Calendar:	<input checked="" type="checkbox"/> Yes, publish the meeting to the Calendar tool.
6	Create groups for timeslots	<input type="checkbox"/> Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
7	Max # of time slots per participant:	1 <input type="button" value="▼"/> Yes, allow participants to sign up for more than one time slot.

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.

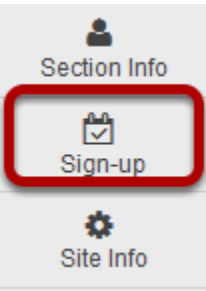


[Publish](#) [Assign Participants & Publish](#) [Back](#) [Cancel](#)

Publish by clicking 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.

# How do I edit a meeting?

## Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

## Click on a meeting title.

ADD

PERMISSIONS

EXPORT

LINK

HELP

### 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

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

Remove Meetings

# Click Modify.

MODIFY

COPY

EXPORT AS EXCEL

PRINT

LINK

HELP

Meeting Details

Title:

Extra Credit Field Trip

Organizer:

Demo Professor

Location:

Science Museum

Category:

Bonus

Meeting Date:

Saturday, May 14, 2016

Time Period:

8:00 AM - 5:00 PM

iCalendar link:

Download

Sign-up Begins:

Friday, April 22, 2016, 2:20 PM

Sign-up Ends:

Friday, May 13, 2016, 5:00 PM

Available To:

Show site(s)/group(s) details

Description:

All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification: ☐ Yes, send email to notify the related participant(s) about the changes that have been made. 

▲ Hide meeting info above

Time Slot	Max # of Participants	Participants	Wait List
8:00 AM - 5:00 PM	Unlimited	Add Participant	---

\*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.

Back

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

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# Edit meeting settings and publish.

Modify Meeting [LINK](#) [HELP](#)

\* indicates required information.

\*Title: Extra Credit Field Trip

Organizer: Demo Professor (demoprofessor)

\*Location: Science Museum [enter a new location](#)

Category: Bonus [enter a new category](#)

Description:

Source

Styles Format Font Size

All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Add Attachments

\*Start Time: 14 May 2016 08:00 AM

\*End Time: 14 May 2016 05:00 PM

Sign-up Begins: 21 Days before meeting begins 8:00 AM, Saturday, April 23, 2016

Sign-up Ends: 1 Days before meeting finishes 5:00 PM, Friday, May 13, 2016

Attendance: ☒ Attendance will be taken (you can track attendance to this meeting if selected)

\*Meeting Type: ☐ Open meeting (no sign-up required) ☐ Max # of Participants

☒ Single slot ☒ Unlimited number of participants

☐ Multiple slots ☐ Advanced user-defined timeslots

Show Participants To Public: ☐ Yes, display names of participants to others.

Notifications of participant actions: ☐ Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

Meeting Coordinators: ☒ Professor, Demo

Email Notification: ☐ Yes, send an email notification about these changes to:

☐ All potential participants ☐ Only participants currently signed up ☒ Selected meeting coordinators

Other Default Settings: [Show the other default settings](#)

[Publish Modification](#) [Cancel](#)

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.

Click **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.

## Click on a meeting title.

ADD

PERMISSIONS

EXPORT

LINK

HELP

### 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

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Guest Speaker</a>	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

Remove Meetings

# Click on the time slot you want to lock or cancel.

## Meeting Details

**Title:** Office Hours  
**Organizer:** Demo Professor  
**Location:** Room F123  
**Category:**  
**Meeting Date:** Friday, May 20, 2016  
**Time Period:** 12:00 PM - 4:00 PM  
**iCalendar link:**  [Download](#)  
**Sign-up Begins:** Friday, April 22, 2016, 2:24 PM  
**Sign-up Ends:** Friday, May 20, 2016, 12:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Individual office hours by appointment.

**Email Notification:** ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)


Time Slot	Max # of Participants	Participants	Wait List
<b>12:00 PM - 12:15 PM</b>			
 <a href="#">Lock - prevent participant sign-up</a>	1	 <a href="#">Add Participant</a>	 Add Participant
 <a href="#">Cancel - delete the timeslot</a>			
<a href="#">12:15 PM - 12:30 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant
<a href="#">12:30 PM - 12:45 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant

Click it in the time slot 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.

#### Meeting Details

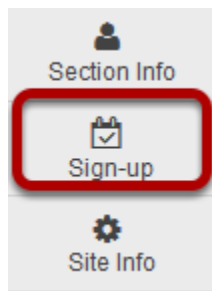
**Title:** Office Hours  
**Organizer:** Demo Professor  
**Location:** Room F123  
**Category:**  
**Meeting Date:** Friday, May 20, 2016  
**Time Period:** 12:00 PM - 4:00 PM  
**iCalendar link:**  [Download](#)  
**Sign-up Begins:** Friday, April 22, 2016, 2:24 PM  
**Sign-up Ends:** Friday, May 20, 2016, 12:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Individual office hours by appointment.

**Email Notification:** ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
 <a href="#">12:00 PM - 12:15 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant
 <a href="#">12:15 PM - 12:30 PM</a>	1	<b>Canceled</b>	 Add Participant
<a href="#">12:30 PM - 12:45 PM</a>	1	 <a href="#">Add Participant</a>	 Add Participant

# How do I copy a meeting?

## Go to Sign-Up.



Select the **Sign-Up** tool from the Tool Menu of your site.

## Click on a meeting title.

[ADD](#) [PERMISSIONS](#) [EXPORT](#) [LINK](#) [HELP](#)

### 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

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Guest Speaker</a>	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

[Remove Meetings](#)

## Click Copy.



Click on the meeting name to open the details, and then click the **Copy** link at the top.

# Make your changes, then click Publish New Meeting.

Copy this Meeting [LINK](#) [HELP](#)

\* indicates required information.


\*Title:

Organizer:

\*Location:  [enter a new location](#)

Category:  [enter a new category](#)

Description:



We will have a guest speaker on campus discussing writing for academic publications. Please sign up if you plan to attend.

body n Character Count (includes HTML formatting characters): 133 Word Count: 21

[Add attachments](#)

\*Start Time:

\*End Time:

\*Meeting Frequency:

Sign-up Begins:   before meeting begins 2:00 PM, Friday, May 13, 2016

Sign-up Ends:   before meeting finishes 2:00 PM, Thursday, May 19, 2016

\*Available To:

- ☒ DAC-EDUCATION-DEPT1-SUBJ1-126 (Current Site)
- ☐ Discussion3
- ☐ Group01
- ☐ Discussion1
- ☐ Discussion2
- ☐ Group02
- ☐ Lab1

[Other Sites](#)

Attendance: ☒ Attendance will be taken (you can track attendance to this meeting if selected)

\*Meeting Type: ☐ Open meeting (no sign-up required) ☒ Max # of Participants

☒ Single slot ☐ Unlimited number of participants

☐ Multiple slots ☐ Advanced user-defined timeslots

Keep Current Participants: ☐ Yes, keep all the participant(s) in their corresponding time slots.

Announce Availability: ☐ Yes, send an email notification to  Selected meeting coordinators and participants currently signed up

Publish to Calendar: ☒ Yes, publish the meeting to the Calendar tool.

[Publish New Meeting](#) [Cancel](#)

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 click **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.

## Click on a meeting title.

[EXPORT](#)[LINK](#)[HELP](#)

### Meetings

To sign up for a meeting, click the meeting title.

View:  By category:

Meeting Title	Organizer	Location	Category	Date	Time	Status
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
<a href="#">Guest Speaker</a>	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16
<a href="#">Office Hours</a>	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

*Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.*

# Click Sign Up.

[EXPORT AS EXCEL](#) [PRINT](#) [LINK](#) [HELP](#)

### Meeting Details

**Title:** Office Hours  
**Organizer:** Demo Professor  
**Location:** Room F123  
**Meeting Date:** Friday, May 20, 2016  
**Time Period:** 12:00 PM - 4:00 PM  
**Sign-up Begins:** Friday, April 22, 2016, 2:24 PM  
**Sign-up Ends:** Friday, May 20, 2016, 12:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Individual office hours by appointment.

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		<a href="#">Join Wait List</a>
12:15 PM - 12:30 PM	None	Private		<a href="#">Join Wait List</a>
12:30 PM - 12:45 PM	1	Private		<a href="#">Sign Up</a>
12:45 PM - 1:00 PM	1	Private		<a href="#">Sign Up</a>
1:00 PM - 1:15 PM	1	Private		<a href="#">Sign Up</a>
1:15 PM - 1:30 PM	1	Private		<a href="#">Sign Up</a>
1:30 PM - 1:45 PM	1	Private		<a href="#">Sign Up</a>

Click 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)

### Complete Sign-Up

**Title:** Office Hours

**Location:** Room F123

**Time Slot:** 12:30 PM - 12:45 PM, Friday, May 20, 2016

**Participant Name:** student01

[Add a comment](#)

[Finish](#)

[Cancel](#)

If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor.

Click Finish.



View your status.

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List
12:15 PM - 12:30 PM	None	Private		Join Wait List
12:30 PM - 12:45 PM	None	Private	Signed up	Cancel Sign-up
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

Join Wait List. (Optional)


Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		Join Wait List

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None 1 On Wait List	Private	On Wait List	Remove from Wait List

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 clicking **Join Wait List**. If space becomes available, you will be added to the list of attendees, and notified by email.

## Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	None	Private		<a href="#">Join Wait List</a>
12:15 PM - 12:30 PM	None	Private		<a href="#">Join Wait List</a>
12:30 PM - 12:45 PM	None	Private	Signed up 	<a href="#">Cancel Sign-up</a>
12:45 PM - 1:00 PM	1	Private		<a href="#">Sign Up</a>
1:00 PM - 1:15 PM	1	Private		<a href="#">Sign Up</a>

You may cancel any appointment you have signed up for, within the time period allowed by your instructor, by clicking 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:

ADD PERMISSIONS EXPORT LINK HELP

### 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

Meeting Title	Organizer	Location	Category	Date	Time	Status		Remove
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	<a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Guest Speaker</a>	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	<a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Professor	Room F 123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available		<input type="checkbox"/>

Remove Meetings



Click on the title of the meeting you want to export to view its details.

## Click Export as Excel.

MODIFYCOPYEXPORT AS EXCELPRINT

LINKHELP

### Meeting Details

**Title:** Office Hours  
**Organizer:** Demo Professor  
**Location:** Room F123  
**Category:**  
**Meeting Date:** Friday, May 20, 2016  
**Time Period:** 12:00 PM - 4:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** Friday, April 22, 2016, 2:24 PM  
**Sign-up Ends:** Friday, May 20, 2016, 12:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Individual office hours by appointment.

**Email Notification:** ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">12:00 PM - 12:15 PM</a>	1	<a href="#">.Student02</a> <a href="#">Add Participant</a>	<a href="#">Add Participant</a>
<a href="#">12:15 PM - 12:30 PM</a>	1	<a href="#">.Student03</a> <a href="#">Add Participant</a>	<a href="#">Add Participant</a>

Click **Export as Excel** from the meeting details screen.

## View information in Excel.

A1									
	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
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13									
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24									
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30									
31									
32									
33									
34									

## Export a set of meetings:

ADD

PERMISSIONS

EXPORT

LINK

HELP

### 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

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Guest Speaker</a>	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

Remove Meetings

On the main Meetings page, click the **Export** link.

# Select the meetings desired, and click Export as Excel.

Export Meetings

LINK

HELP

Select the meetings and then click the Export button.

View: All Future Meetings

By category: All

<input type="checkbox"/> All	Meeting Title	Organizer	Location	Category	Date	Time	Status
<input type="checkbox"/>	Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available
<input checked="" type="checkbox"/>	Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16
<input checked="" type="checkbox"/>	Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available

Check All - Clear All

Export as Excel

Back

# View All Meetings I Am Signed Up For.

ADD

PERMISSIONS

EXPORT

LINK

HELP

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

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Extra Credit Field Trip</a>	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Guest Speaker</a>	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	<input type="checkbox"/>

Remove Meetings

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 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.

## Click on a meeting title.

ADD

PERMISSIONS

EXPORT

LINK

HELP

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

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available Attendance	
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16 Attendance	
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available	

Remove Meetings

# Click Add Participant.

MODIFYCOPYEXPORT AS EXCELP<sup>2</sup> PRINT

LINKHELP

Meeting Details

Title:

Extra Credit Field Trip

Organizer:

Demo Professor

Location:

Science Museum

Category:

Bonus

Meeting Date:

Saturday, May 14, 2016

Time Period:

8:00 AM - 5:00 PM

iCalendar link:

Download

Sign-up Begins:

Friday, April 22, 2016, 2:20 PM

Sign-up Ends:

Friday, May 13, 2016, 5:00 PM

Available To:

Show site(s)/group(s) details

Description:

All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

Email Notification:

☐ Yes, send email to notify the related participant(s) about the changes that have been made.

Hide meeting info above

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">8:00 AM - 5:00 PM</a>	Unlimited	Add Participant	---

\*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.

# Select a user from the drop-down menu, then click OK.

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">8:00 AM - 5:00 PM</a>	Unlimited	<div>Select<div>OKCancel</div><div><div><div>student01</div><div>student01</div><div>student02</div><div>student03</div><div>student04</div><div>student05</div><div>Professor, Demo</div><div>Test, DA</div></div></div></div>	---

\*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.

# The user is now signed up for that meeting.

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">8:00 AM - 5:00 PM</a>	Unlimited	<div>   Student01</div> <div> Add Participant</div>	---



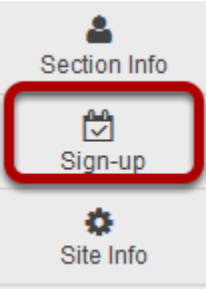
Names of those signed up will appear in the **Participants** column of the timeslots table, adjacent to the time slots they chose. A red “delete” button and a pencil-and-pad “edit” button, which allows that participant to be replaced with another, appears next to each name.

*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 clicking on 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.

## Click on a meeting title.

ADD

PERMISSIONS

EXPORT

LINK

HELP

### 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

Meeting Title	Organizer	Location	Category	Date	Time	Status		Remove
Extra Credit Field Trip	Demo Professor	Science Museum	Bonus	Sat, 5/14/16	8:00 AM - 5:00 PM	Available	Attendance	<input type="checkbox"/>
Guest Speaker	Demo Professor	Education Building Rm 1000	Optional	Thu, 5/19/16	2:00 PM - 3:00 PM	Available on 5/13/16	Attendance	<input type="checkbox"/>
Office Hours	Demo Professor	Room F123		Fri, 5/20/16	12:00 PM - 4:00 PM	Available		<input type="checkbox"/>

Remove Meetings

## Click Modify.

MODIFY

COPY

EXPORT AS EXCEL

PRINT

LINK

HELP

### Meeting Details

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Professor  
**Location:** Science Museum  
**Category:** Bonus  
**Meeting Date:** Saturday, May 14, 2016  
**Time Period:** 8:00 AM - 5:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** Friday, April 22, 2016, 2:20 PM  
**Sign-up Ends:** Friday, May 13, 2016, 5:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** All day field trip to off-campus Science Museum. Students will receive 10 points bonus credit for participation.

**Email Notification:** ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">8:00 AM - 5:00 PM</a>	Unlimited	<a href="#">Add Participant</a> Student01	---

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

## Click Show other default settings.

Other Default Settings: [Show the 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 Wait List:** ☒ Yes, add Wait List option. Participants can join Wait List.

**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.

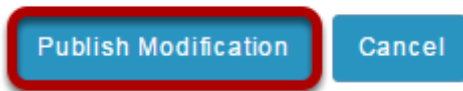
**Create groups for timeslots** ☐ Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups

**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**.

**Click Publish Modification.**

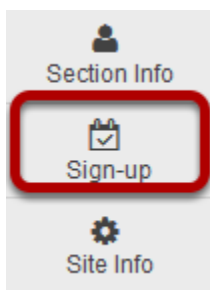


# How do I modify Sign-Up tool permissions?

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 labelled 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.

## Click Permissions.



# Select the permissions you want to edit (e.g. site).

## Permissions Update

For participants to view or attend a meeting open only to their specific group(s), you must grant the **view** and **attend** permission at the group realm level.

Name	Scope	Action
DAC-EDUCATION-DEPT1-SUBJ1-126	site	<div>Edit Permissions</div>
- Discussion3	group	<div>Edit Permissions</div>
- Group01	group	<div>Edit Permissions</div>
- Discussion1	group	<div>Edit Permissions</div>
- Discussion2	group	<div>Edit Permissions</div>
- Group02	group	<div>Edit Permissions</div>
- Lab1	group	<div>Edit Permissions</div>

# Modify the permissions for the roles listed.

## Permissions

Set permissions for Sign-up in worksite: DAC-EDUCATION-DEPT1-SUBJ1-126 (/site/DAC-EDUCATION-DEPT1-SUBJ1-126)

Undo changes

1

Permission	Instructor	Student	Teaching Assistant
signup.view	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.view.all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.attend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.attend.all	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.create.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.delete.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.update.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Save

Cancel

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. Click **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, add participants, manage groups, publish or unpublish their course, import content from another site, and track participant enrollment activity.

If you have limited site permissions (i.e. participant), you'll see only the site's description and your group memberships, if applicable, in Site Info.

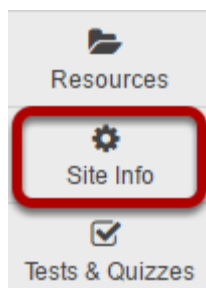
*Note: The functions of the Site Info tool are also available through the [Worksite Setup](#) tool, which is available from the Tool Menu when you are in My Workspace.*

**To access this tool, select Site Info from the Tool Menu of your site.**



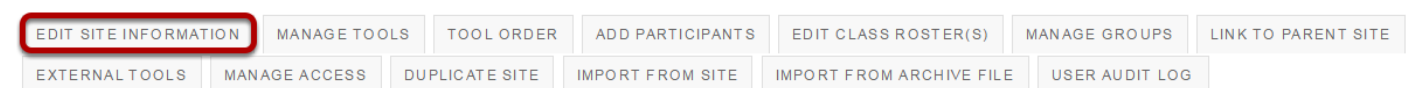
# How do I edit the site information?

## Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

## Click Edit Site Information.



## Edit Site Title

\* Site Title

Term Summer 2016

## Select site language.



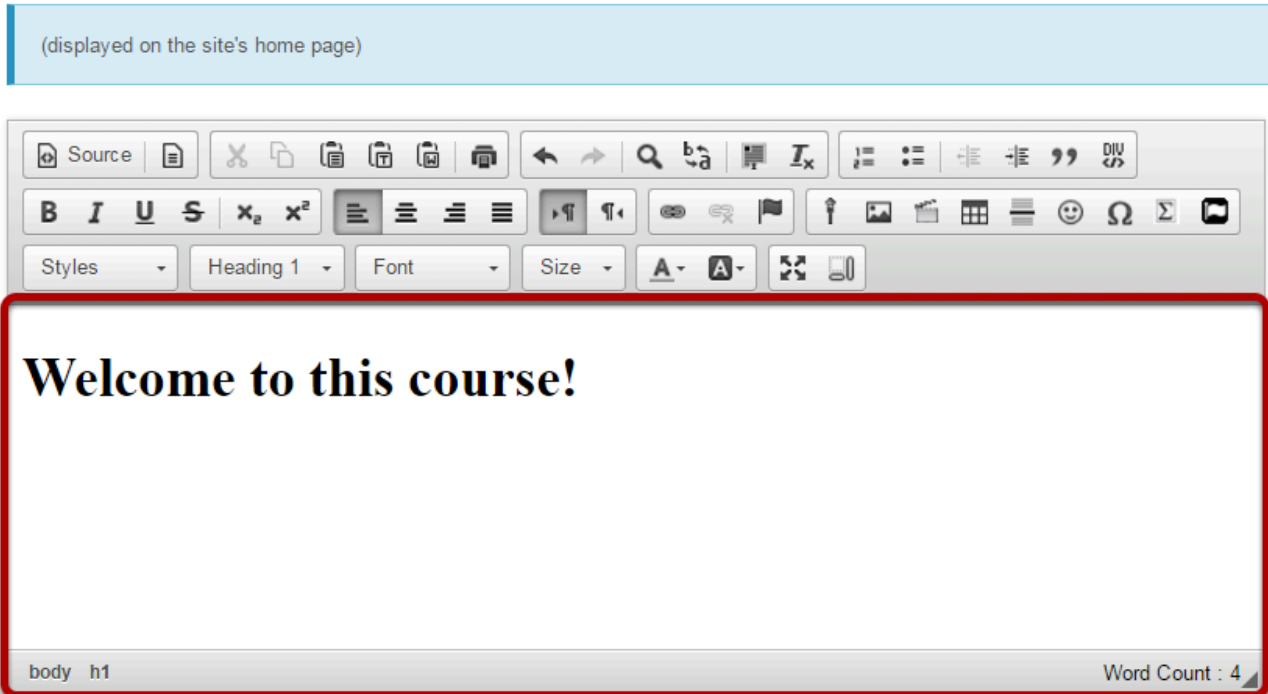
If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

## Enter a site description.

### Description

(displayed on the site's home page)

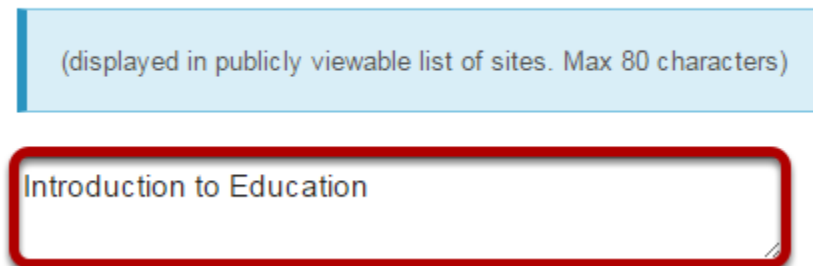


The information entered into the description area will appear on the site's home page. You may use the [Rich Text Editor](#) here to enter your description.

## Enter a short description.

### Short Description

(displayed in publicly viewable list of sites. Max 80 characters)



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.

## Select a theme.

Appearance (Theme)

Site will display this theme.

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

## Enter the site contact information.

\* Site Contact Name

Site Contact Email

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

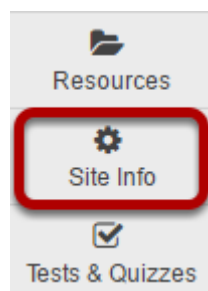
## Click Continue.

Click **Continue** to save your changes.

# How do I choose which tools will be available in my course?

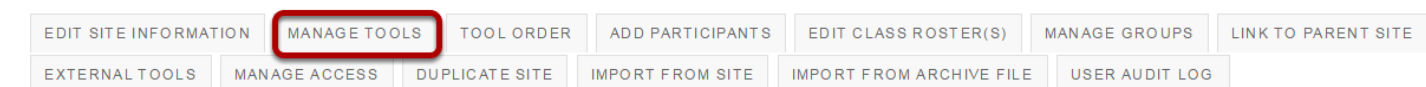
Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

## 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.

## Click Manage Tools.



## Select your set of tools.

Course Site Tools		Selected tools	Remove
Choose tools to include on your site.			
General	13		
<b>Overview</b>		<input checked="" type="checkbox"/> Overview	<input checked="" type="checkbox"/>
For viewing announcements, discussions, and chat feeds.		<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/>
<b>Announcements</b>		<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/>
For posting content time critical information		<input checked="" type="checkbox"/> Calendar	<input checked="" type="checkbox"/>
<b>Assignments</b>		<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/>
For creating, submitting and grading assignments online		<input checked="" type="checkbox"/> Introduction	<input checked="" type="checkbox"/>
<b>Calendar</b>		<input checked="" type="checkbox"/> Lessons	<input checked="" type="checkbox"/>
For creating viewing schedules, events, etc.		<input checked="" type="checkbox"/> Meetings	<input checked="" type="checkbox"/>
Chat Rooms		<input checked="" type="checkbox"/> News	<input checked="" type="checkbox"/>
For real time conversations in webinars etc.		<input checked="" type="checkbox"/> Site Info	<input checked="" type="checkbox"/>
Content		<input checked="" type="checkbox"/> Syllabus	<input checked="" type="checkbox"/>
Aids content and facilitates reporting tool		<input checked="" type="checkbox"/> Tools & Quizzes	<input checked="" type="checkbox"/>
<b>Discussion</b>			
Online discussion history of course announcements, discussions, assignments, calendar events, etc.			
<b>Drop Box</b>			
For posting the sharing release certificate and student			
<b>Email</b>			
Send email to email participants in your site			
Email Address			
For creating email within the site			
<b>Evaluation System</b>			
For creating evaluation feedback and surveys			
<b>External Tools</b>			
Learn external tools using LMS Learning Tools Interoperability			
<b>Finance</b>			
Online finance information of a particular site			
<b>Grades</b>			
The personal progress book for the Course LMS			
<b>Registration/Cancel</b>			
For posting and completing assessment grades from Tools & Quizzes or that you manually enter			
<b>Lessons</b>			
For creating content modules and experience, can be organized by unit or event			
<b>Messages</b>			
Online messages before users of a particular site			
<b>News</b>			
For creating content from LMS News Feeds			
<b>Products</b>			
For creating individual product and product information			
<b>Quiz</b>			
For automating grade or testing			
<b>Quizzes</b>			
For creating individualized tests each user in the site			
<b>Resources</b>			
For creating documents, URLs to other websites, etc.			
<b>Rules</b>			
For creating the site participants list			
<b>Search</b>			
For searching content			
<b>Section lists</b>			
For creating section within a site			
<b>Syllabus</b>			
For creating online registration for readings and other events			
<b>Site Info</b>			
For displaying website information and site participants			
<b>Statistics</b>			
For creating an analysis to track record of interest of the site			
<b>Syllabus</b>			
For creating a syllabus online and/or requirements for a site			
<b>Tools &amp; Quizzes</b>			
For creating and testing webinars and quizzes			
<b>Web Content</b>			
For creating internal resources in an external website within the site			
<b>Web</b>			
For collaboration editing or pages and content			

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.

# Add multiple instances of some tools. (Optional)

[LINK](#) [? HELP](#)

**Customize tool instances**

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

**Lessons**

Title Lessons ⓘ

(Suggested length 15 char.)

More Lessons Tools? ▼

**Web Content**

Title Web Content

(Suggested length 15 char.)

Source http://

More Web Content Tools? ▼

[Continue](#) [Back](#) [Cancel](#)

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.

Click on the **More Lessons Tools?** or **More Web Content Tools?** drop-down menus to add additional instances of these tools.

## Example: Multiple tool instances.

[LINK](#) [HELP](#)

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

**Lessons**  
Title   
(Suggested length 15 char)

**Lessons ✖**  
Title   
(Suggested length 15 char)

**Lessons ✖**  
Title   
(Suggested length 15 char)  
[More Lessons Tools?](#)

**Web Content**  
Title   
(Suggested length 15 char)  
Source

**Web Content ✖**  
Title   
(Suggested length 15 char)  
Source   
[More Web Content Tools?](#)

[Continue](#) [Back](#) [Cancel](#)

The example above shows three Lessons tools (Module 1, Module 2 and Module 3) and two Web Content tools (Sakai and Aperero).

## Click Continue.



Once you have made all of your tool selections, scroll down and click **Continue**.



# Confirm tool selection

Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-101**

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)

Gradebook (Gradebook)

**Sakai (Sakai) ( <http://www.sakaiproject.org> )**

Site Info (Site Info)

**Module 2 (Module 2)**

**Module 3 (Module 3)**

Messages (Messages)

Roster (Roster)

Statistics (Statistics)

**Apereo (Apereo) ( <http://www.apereo.org> )**

Finish

Back

Cancel

New tools added are shown in red font. Confirm that these are tools you want to add and click **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 rearrange or rename the items in the Tool Menu?

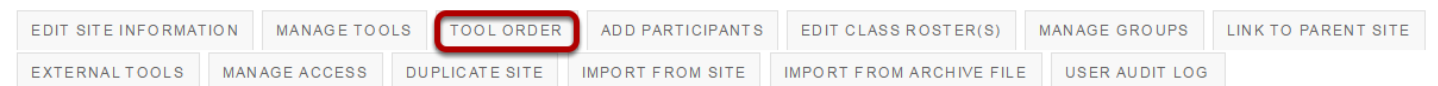
The Tool Menu can be customized by the instructor of the course to modify the order or appearance of menu items in the site.

## Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

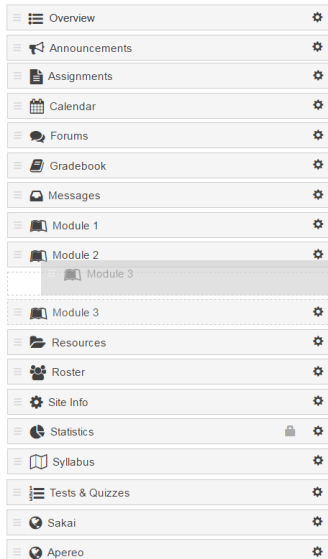
## Click Tool Order.



## Drag and Drop items to rearrange the tool order.

### Tool Order

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately.



Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.

Save Cancel Reset Sort Alphabetically

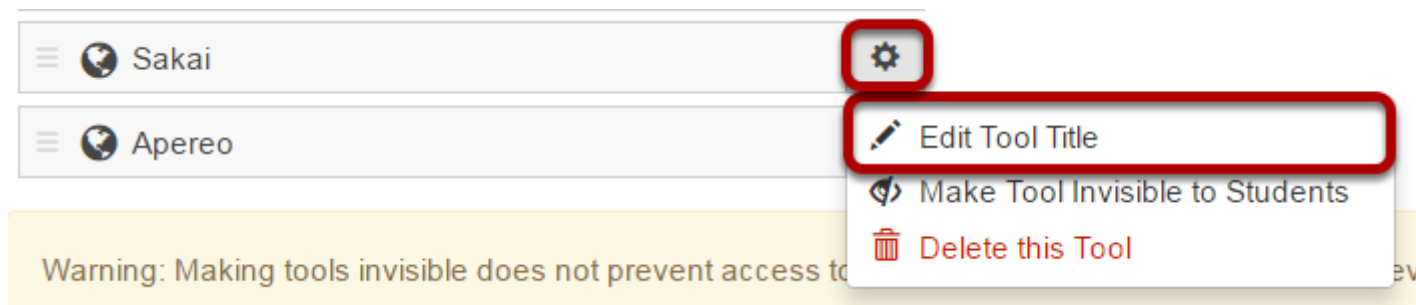
Click **Save** at the bottom of the screen to save your reorder.

## Sort tools alphabetically.



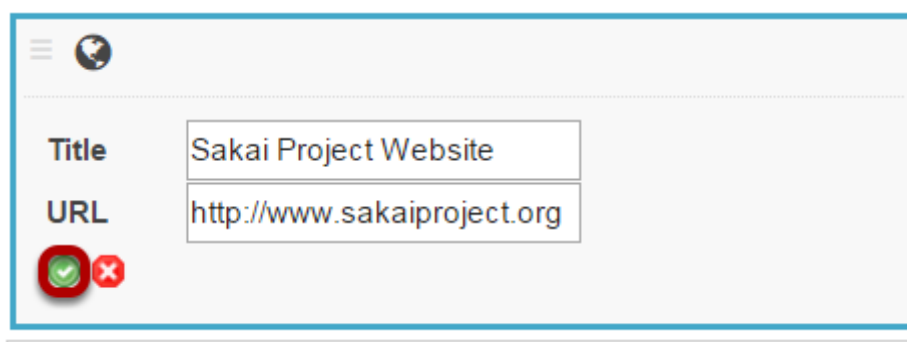
Click the **Sort Alphabetically** button at the bottom of the page to arrange all of the tools in alphabetical order by title.

## Rename a tool.



Click 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. Click the green check mark to save your work.

## Hide a tool from students.



Hiding a tool from students allows them to access the tool from other areas of the site, but they do not see it listed in the Tool Menu.

Click the gear icon to go to the tool settings. Then, select **Make Tool Invisible to Students** from the drop-down menu.

**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.

Click 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.**



## Delete a tool.



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.

Click 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.*

## Save your work.

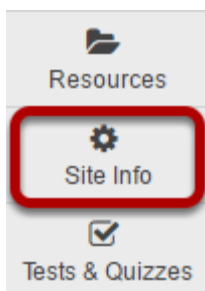


Once you have completed all of your changes, click the **Save** button at the bottom of the list.

# How do I add users to my course or project?

For most institutions, student enrollment for registered courses is handled automatically through integration with the institutional student information system. However, if your institution allows site owners to add other participants such as TAs, Designers, etc., 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.

## Click Add Participants.



# Add participant information.

LINK HELP

Add Participants

**Students Registered for Course:** Officially enrolled students automatically become participants when you add your course roster to the site.

Go to Site Info > Edit Roster > Add Roster to add your roster now if you haven't already.

1 Other Official Participants

Official Email Address or Username

student01  
student02  
student03  
student04

Note: Enter multiples each on separate line (no punctuation)

2 Non-official Participants

Email Address of Non-official Participant

ta@university.edu

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name, first name, all separated by commas, e.g. jdoe@yahoo.com Doe, John

3 Participant Roles

☒ Assign all participants to the same role  
☐ Assign each participant a role individually

4 Participant Status

☒ Active  
☐ Inactive

5 **Continue** Cancel

1. For participants with official usernames, under "Other Official Participants", type each participant's username, one per line.
2. For participants without official 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. student, instructor, TA, etc.).
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. Click **Continue**.



# Choose participant role.

Choose a Role for Participants

Roles

<input type="radio"/>	Instructor	Can read, revise, delete and add both content and participants to a site.
<input checked="" type="radio"/>	Student	Can read content, and add content to a site where appropriate.
<input type="radio"/>	Teaching Assistant	Can read, add, and revise most content in their sections.

Participants

student01(student01)

student02(student02)

student03(student03)

student04(student04)

Continue

Back

Cancel

For the default option of **Assign all participants the same role**, select the radio button for the desired role and then click **Continue**.

# Select individual participant roles.

Choose a Role for Participants

LINK

HELP

Instructor	Can read, revise, delete and add both content and participants to a site.
Student	Can read content, and add content to a site where appropriate.
Teaching Assistant	Can read, add, and revise most content in their sections.

Username

student01(student01)

student02(student02)

student03(student03)

student04(student04)

assistant(Assistant, Teaching)

Role

Student

Student

Student

Student

Teaching Assistant

Continue

Back

Cancel

If you chose to **Assign each participant a role individually**, use the drop-down menus to the right of the participants names to select each participant's role, and then click **Continue**.

## Choose to send or not send a notification email.

### Add participant(s) to Discussion 1 SMPL101

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

Continue

Back

Cancel

You may choose the **Send Now** option to send a notification email to participants if desired. The default setting is **Don't send**.

Click the **Continue** button.

## Confirm addition of participants.

LINK

HELP

### Confirming Add Participant(s) to Discussion 1 SMPL101

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.

Name	Id	Role	Status
student01	student01	Student	Active
student02	student02	Student	Active
student03	student03	Student	Active
student04	student04	Student	Active
Assistant, Teaching	assistant	Teaching Assistant	Active

Finish

Back

Cancel

Review the list of site participants and their roles to confirm that they will be added to your site. If the information is correct, click the **Finish** button.

# How do I remove users from my course or project?

*Note: Sakai does not destructively delete user data when removing users from a site. 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.

Discussion 1 SMPL101

Term

Summer 2016

Roster(s) with site access

Discussion 1 SMPL101 (Requested)

Site URL

http://qa01-sakai.marist.edu:8080/portal/site/430117e9-5848-4a7a-a90f-cd558aa31f0f

Site contact and email

Demo Professor

Available to

Site participants only

Modification date

Mar 29, 2016 11:50 am

Modified by

Professor, Demo

Display in Site Browser

Yes [\(tell me more...\)](#)

Creation date

Mar 29, 2016 11:50 am

Appearance

\*default\*

Discussion 1 SMPL101 Participant List (# 6)

Viewing 1 - 6 of 6 items

|<

<

show 200 items per page

>

>|

[Printable Version](#)

Name	Id	Credits	Role	Status	Remove?
Assistant, Teaching ( assistant )			Teaching Assistant	Active	<input checked="" type="checkbox"/>
Professor, Demo ( demoprofessor )			Instructor	Active	<input type="checkbox"/>
student01 ( student01 )			Student	Active	<input type="checkbox"/>
student02 ( student02 )			Student	Active	<input type="checkbox"/>
student03 ( student03 )			Student	Active	<input type="checkbox"/>
student04 ( student04 )			Student	Active	<input type="checkbox"/>

Update Participants

In the **Remove** column, check the box in the row for the user(s) you want to remove from your site.

*Tip: You can remove all users from the site by checking the box at the top of the column right next to the Remove column header. However, be sure that you uncheck yourself so you don't remove your own access!*

# Click Update Participants.



# How do I add a class roster?

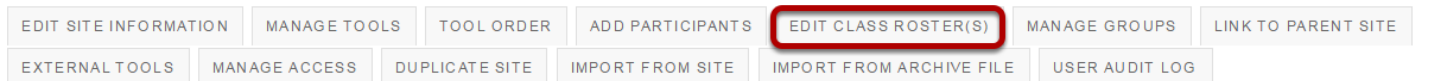
*Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.*

## Go to Site Info.

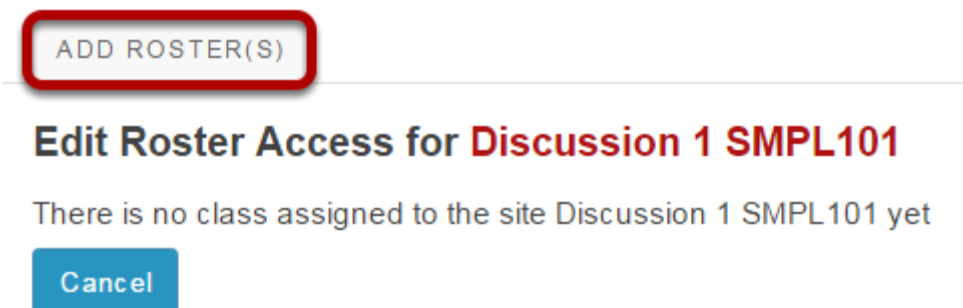


Select the **Site Info** tool from the Tool Menu of your site.

## Click Edit Class Rosters.



## Click Add Roster.



## Select the term and class(es).

### Editing Course/Section Information for **Discussion 1 SMPL101**

Add Roster(s) Access to Discussion 1 SMPL101:

\* Academic term Summer 2016 ▼

No rosters listing you as an instructor have been found for the term you have selected.

[Add course\(s\) and/or section\(s\) not listed above...](#)

Continue

Cancel

From the drop-down menu, select the appropriate academic term.

If you are listed as the instructor of record for certain courses in your course catalog, those courses and their sections will be listed.

## Or, select to add courses not listed above.

**Course/Section Information**

Course/Section(s) Selection -- Summer 2016

You have indicated the following class(es) to add to this site:

Please find course/section by entering the information below

1 Subject:

2 Course:

3 Section:

Current Selection:

Discussion 1 SMPL101 (Requested)

4 \* Authorizer's username:

Email will be sent asking for authorization for you to create this site.

5 Special Instructions:

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)  
[Still cannot find your course/section?](#)

6

1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. If you are not listed as the instructor of record for a course, enter the instructor's username. An email message requesting the instructor's authorization for the site will be sent.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the roster.

*Tip: If you have more rosters to add, click on the **Save and add another section** link to add additional sections.*

## Click Add Class(es).

### Request Site Access: Discussion 1 SMPL101...

Please confirm the addition of the following sections to your class site.

#### Class Information

The following class(es) were already assigned to this site:

You have indicated the following class(es) to add to this site:

Discussion 1 SMPL101 (Requested)

Add Class(es)

Back

Cancel



# How do I delete a class roster?

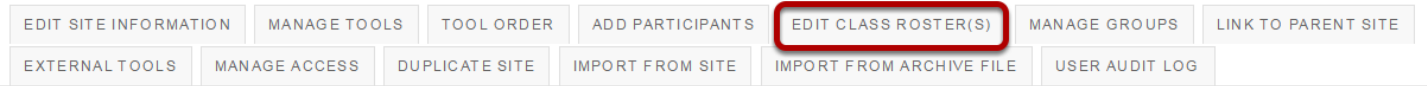
*Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.*

## Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

## Click Edit Class Rosters.



## Select roster to be deleted.



Place a check mark in the Remove column for the roster(s) you want to delete.

**Click Remove Selected.**

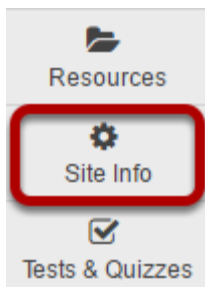


# How do I create groups?

You may create groups in your site in several different ways:

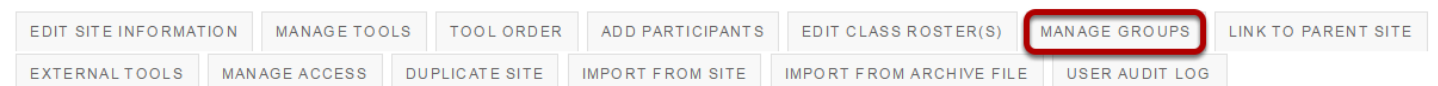
- Manually create and assign users to a group.
- Create joinable groups that site participants can elect to join.
- Automatically generate groups by user role, number of groups per site, or number of users per group.
- Import group information from a file.

## Go to Site Info.



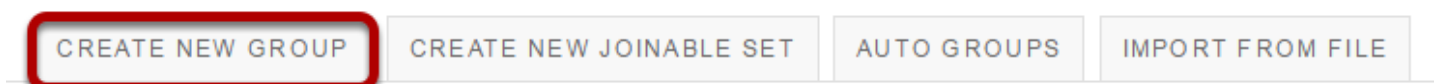
Select the **Site Info** tool in the Tool Menu of your site.

## Click on Manage Groups.



Click on the **Manage Groups** button.

## Manually create a group.



Click the **Create New Group** button.

## Enter group information.

Create New Group

Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

1 \*Group Title  
Chapter 1 Group Presentation

Description

☐ Allow members to see the other members of this group

Joinable set: --None--

Membership

Site Member List

Role: Instructor  
Role: Student  
Role: Teaching Assistant  
Professor, Demo (demoProfessor)  
student03 (student03)  
student04 (student04)  
student05 (student05)  
student06 (student06)  
student07 (student07)  
student08 (student08)  
student09 (student09)  
student10 (student10)

Group Member List

student01 (student01)  
student02 (student02)

2 3

4 Add Cancel

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. Click on 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, click on 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.

CREATE NEW GROUP CREATE NEW JOINABLE SET AUTO GROUPS IMPORT FROM FILE

Click the **Create New Joinable Set** button.

## Specify the joinable set details.

### Create Joinable Set

Joinable sets consist of automatically created groups that users can elect to join. Each group in a set begins with the set name and ends with a unique number. An individual can join one group per set.

1 \* Set name:

2 \* Number of groups:

\* Max members per group:

3

☒ Allow user to see group membership before joining

☒ Allow members to see the other members of these groups after joining

☒ Allow members to unjoin (leave) groups in this set after joining

4

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. Click **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.

Click on the **Auto Groups** button.

## Create groups by role.

### Create New Group(s)

Please select course rosters or roles to create a group for each selected item. If you select a single roster or role from the respected table, you can create randomized sub-groups from the members of that item.

#### From Roles

☐ Role  
☒ Instructor  
☒ Teaching Assistant  
☒ Student

**Add** Cancel

To create separate groups for different user roles in the course, select one or more roles and then click **Add**.

## Create random groups by number of groups.

**From Roles**

☐ Role  
☐ Instructor  
☐ Teaching Assistant  
**1** ☒ Student

**2** ☐ Create a single group for the selected role.  
**3** ☒ Create random groups from members with the selected role.  
**4** ☒ Split by number of groups needed

**5** \*Group Title   
\*Number of groups

☐ Split by number of users needed per group

**6** **Add** Cancel

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. Click the **Add** button to auto-generate your groups.

## Create random groups by number of users per group.

**From Roles**

☐ Role

☐ Instructor

☐ Teaching Assistant

1 ☒ Student

2 ☐ Create a single group for the selected role.

☒ Create random groups from members with the selected role.

☐ Split by number of groups needed

3 ☒ Split by number of users needed per group

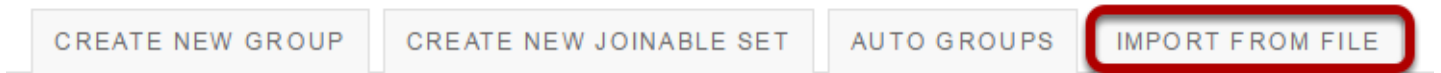
4 \*Group Title

5 \*Number of users per group

6

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. Click the **Add** button to auto-generate your groups.

## Import from file.



Click on the **Import from file** button.

## Choose file.

### Upload a file containing the groups you wish to create

#### File requirements

The CSV file should contain the group details in the columns: group title, username.

Columns must be in the order above, but **do not include a row of column headers**.

Fields must be comma separated, contain no spaces between fields and each field surrounded with double quotes if it is to contain a space.

**Choose File** No file chosen

**Continue** **Cancel**

Click 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, click **Continue**.



# How do I link to a parent site?

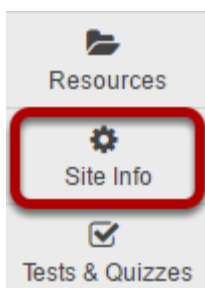
Parent sites can be useful in managing large courses with many sections, or a program that has a central site.

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: The 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.

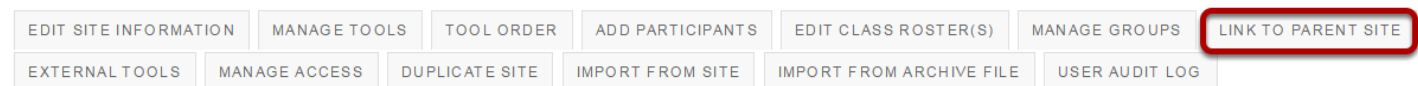
*Note: Participants will only access the sites in which they are enrolled. So in the Nursing example above, students would only see the nursing courses in which they are enrolled, and the parent site. They would not see the other Nursing child courses in which they are not enrolled. In the ABC1234 example, students would only see their own child courses and the parent site, not all three child courses.*

## Go to Site Info.



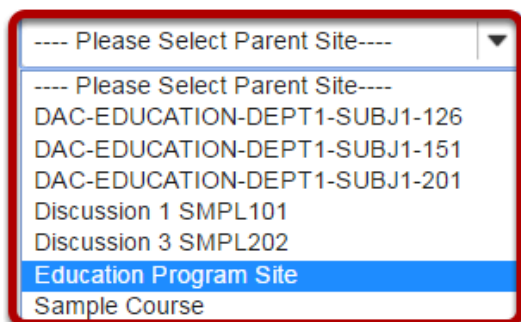
Select the **Site Info** tool from the Tool Menu of your site.

## Click Link to Parent Site.



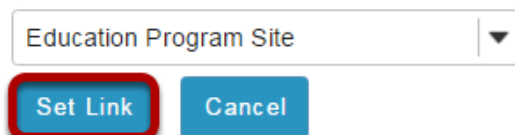
## Select the parent site from the drop-down menu.

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.

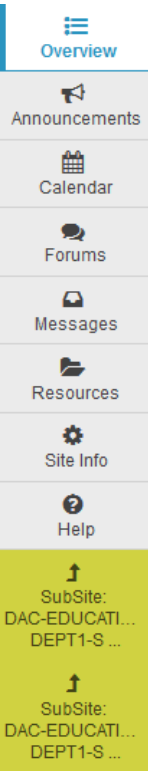


## Click Set Link.

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.

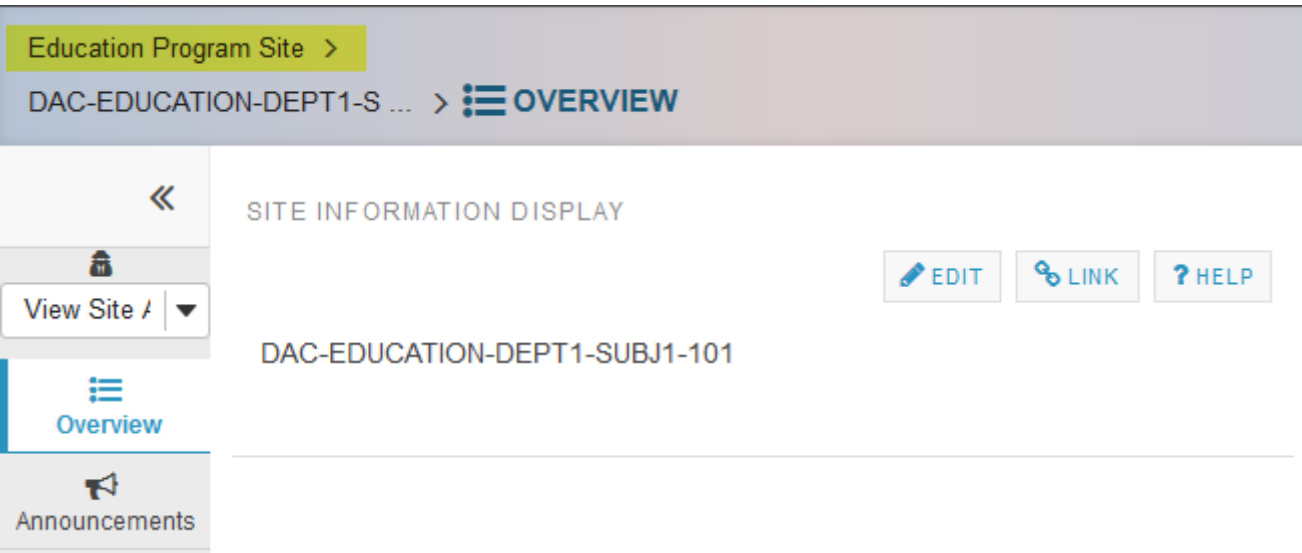


# Example: Parent/child sites in the parent site.



In the parent site, the child courses show up in the Tool Menu.

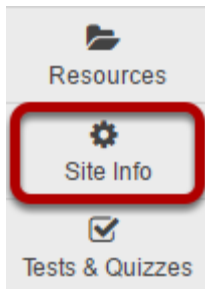
# Example: Parent/child sites in the child site.



In the child site, the link to the parent site appears in the breadcrumbs.

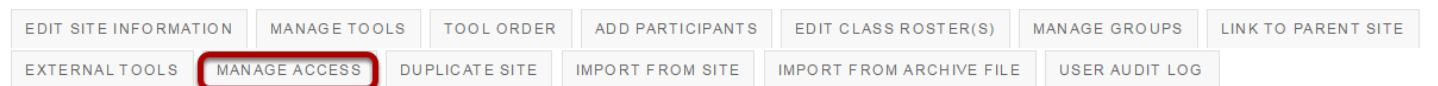
# How do I control site access?

## Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

## Click Manage Access.



## Select your Site Status (i.e published or unpublished).

### 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

Published sites are available to all site participants. If the site is left as draft, or [unpublished](#), only instructors/site owners may access it.

## Designate additional access.

### Additional Access

---

As well as site members, you can allow other people to access your site without being a member of the site.

#### By Origin

- ☐ Internal users
- ☐ Provided users

#### By Role

- ☐ All Staff
- ☐ All Students
- ☐ All Users

You may also allow other users to access your site according to their authentication origin or role. These users can access your site without being enrolled.

## Site Visibility.

### Site Visibility

---

Display in Site Browser

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 QA01 user to join the site

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.

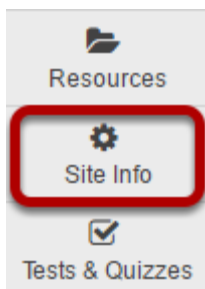
If the site is set to **Display in public site list** (above) AND the option **Allow anyone to join the site with valid login id** is selected, anyone in your system may search for and join your site.

# How do I duplicate a site?

Duplicating a site makes an exact copy of the content of your current site. Student participation and grades are NOT copied to the duplicate site.

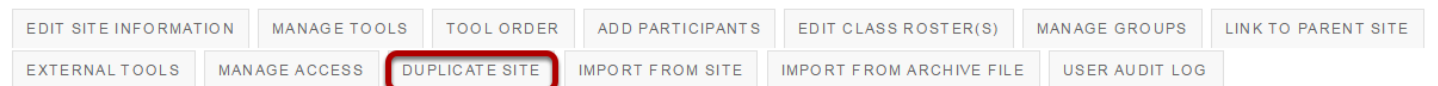
*Note: Your institution may or may not have this option enabled.*

## Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

## Click Duplicate Site.



## Enter a title for the new site.

Duplicate site **Discussion 1 SMPL101**

Duplicating a course site will create a new course site with content that instructors/administrators created, but for privacy reasons will not copy items added to the site by general users/students.

\* Site Title

\* Academic term:  ▼

## Select term.

### Duplicate site **Discussion 1 SMPL101**

Duplicating a course site will create a new course site with content that instructors/administrators created, but for privacy reasons will not copy items added to the site by general users/students.

\* Site Title

\* Academic term:

Duplicate

Cancel

## Click Duplicate.

Duplicate

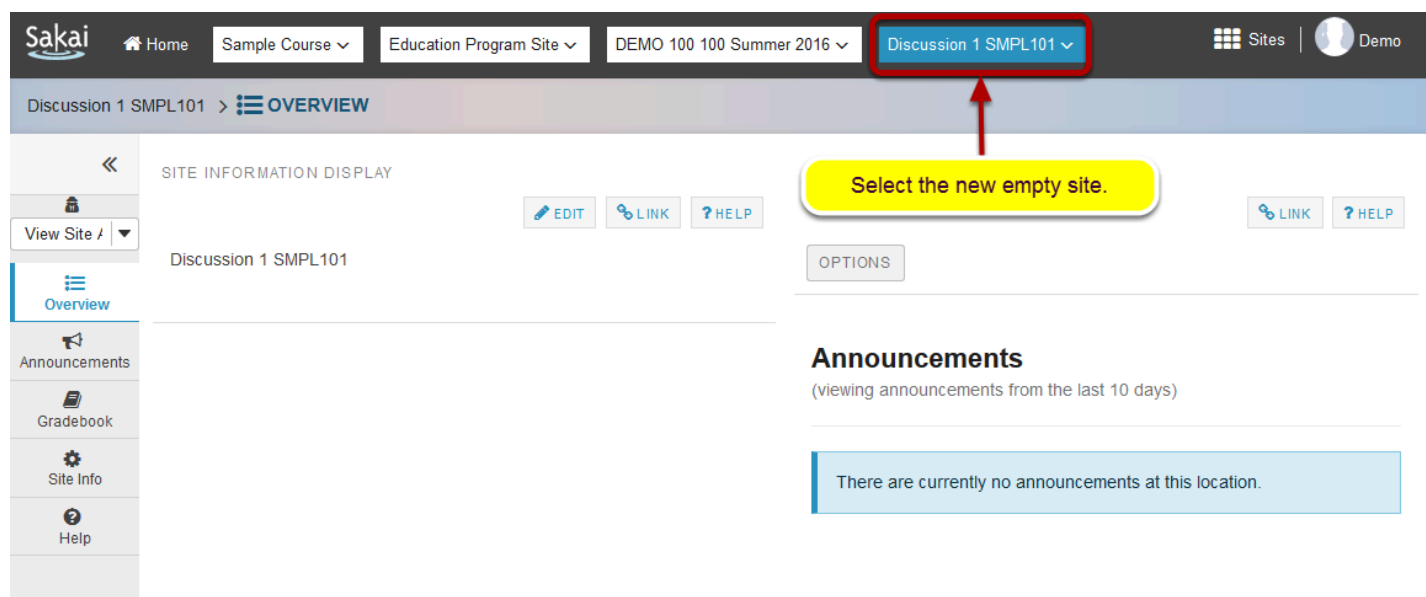
Cancel

Click **Duplicate**. The new site is added to your list of sites. You will be automatically enrolled in the new site as the site owner. No one else will be enrolled automatically so other users will need to be enrolled.



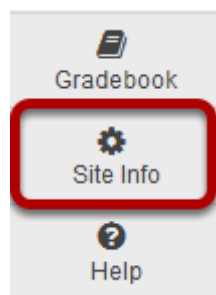
# How do I copy my content from one site to another?

Navigate to the new, empty site where you would like to copy the content.

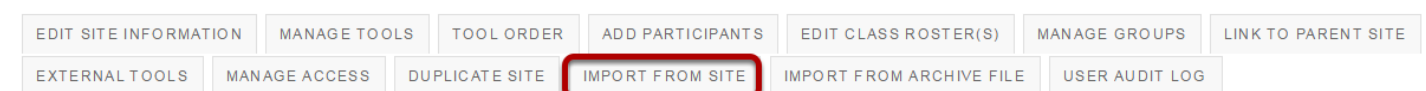


Be careful to select the empty course shell that will be the destination for the content you are about to copy. (You do not want to overwrite an existing course with a blank site, as this will delete your content.)

## Select the Site Info tool in the Tool Menu.



## Select Import from Site.



# Click 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.

[I would like to merge my user\(s\)](#)

Your imported user(s) will merge with existing users. This method does not import roster-provided users.

Selecting the option to replace your data will transfer your site content, as well as your 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 could choose the "merge my data" link instead.*

# Select the course you want to copy from.

LINK

HELP

### Import Material from Other Sites

Import Material from Other Sites

You can replace material in one of your sites by importing material from another site that you own. Any existing data will be overwritten, replaced by your import data.

☐ DAC-EDUCATION-DEPT1-SUBJ1-101

☐ DAC-EDUCATION-DEPT1-SUBJ1-126

☐ DAC-EDUCATION-DEPT1-SUBJ1-151

☐ DAC-EDUCATION-DEPT1-SUBJ1-201

☐ DEMO 100 100 Summer 2016

☐ Discussion 1 SMPL101

☐ Discussion 2 SMPL102

☐ Discussion 3 SMPL202

☐ Education Program Site

☒ Sample Course

Continue

Back

Cancel

## Click Continue.

Continue

Back

Cancel

# Choose the material you would like to copy.

## Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from this site.

	Sample Course
Announcements	<input checked="" type="checkbox"/>
Assignments +	<input checked="" type="checkbox"/>
Calendar +	<input checked="" type="checkbox"/>
Forums +	<input checked="" type="checkbox"/>
Gradebook	<input checked="" type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>
Resources +	<input checked="" type="checkbox"/>
Tests & Quizzes +	<input checked="" type="checkbox"/>

Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

[Finish](#) [Back](#) [Cancel](#)

**⚠ WARNING:** If you do not select to import ALL materials from the origin site then some links may break in the content which is imported. Please review your content after import when importing partial materials.

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.

## Click Finish.

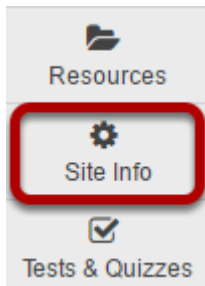
[Finish](#) [Back](#) [Cancel](#)

Once you have made your tool selections, click **Finish** to complete the import.

*Note: The content import process may take a while depending on how much content you have, or if your institution has a queue for course imports on the server. Please wait for the process to finish.*

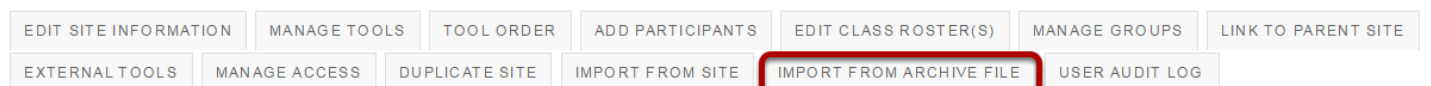
# How do I import content from an archive file?

## Go to Site Info.



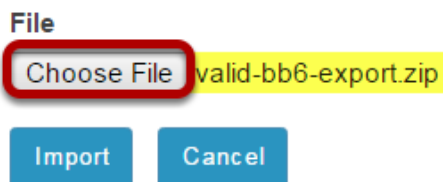
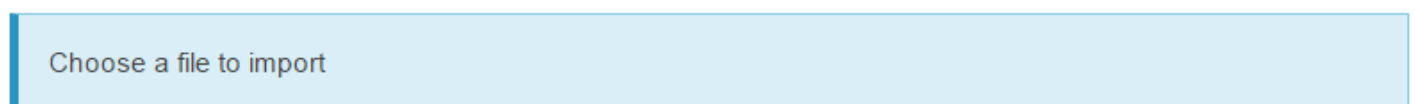
Select the **Site Info** tool from the Tool Menu of your site.

## Click Import from Archive File.



## Choose a file to import.

### Import Materials From Archive File



Click 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.). However, you may need to check with your system administrator to determine the file import options currently enabled on your system and the best file format for you to use.*

## Click Import.



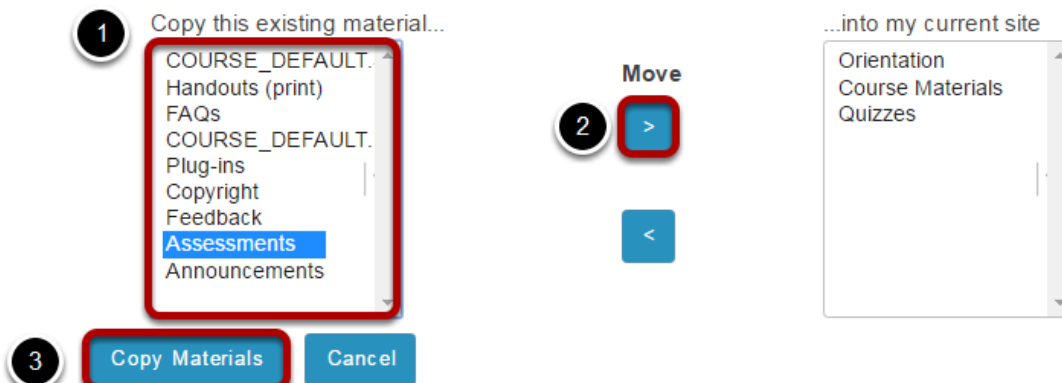
Click the **Import** button and wait for the file to be uploaded and processed. Depending on the size of the file, this may take some time.

## Select the content to be imported.

### Copy Materials from Other Sites

Choose material to copy this site.

You can choose to re-use (copy) materials from other sites that you own. If you choose to import materials from a file, you may only copy materials from one site. All materials are copied, and all dates for such items as schedule entries are not updated.



You will see a list of content types from your import file on the left.

1. Click on the item you want to import to select it. (You may select multiple items using CTRL+Click for PC or CMD+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. Click **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:

Orientation -> Resources

Course Materials -> Resources

Quizzes -> Resources

Assessments -> Tests & Quizzes

>

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.

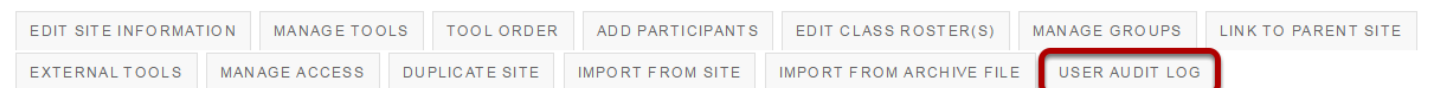
*Note: Currently this log displays add/remove/update events, for manually updated events only. It does not display automated course enrollment activity such as events handled via Web Services or other SIS integration.*

## Go to Site Info.



To access this feature, select the **Site Info** tool from the Tool Menu of your site.

## Click User Audit Log.





## View event information.

1 Name	2 Username	3 Role	4 Date↓	5 Event	6 Source
student06	student06	Student	Mar 21, 2016 5:41:18 PM	Add	Professor, Demo (demoprofessor)
student05	student05	Student	Mar 17, 2016 3:24:58 PM	Add	Professor, Demo (demoprofessor)
student04	student04	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student03	student03	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student02	student02	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
student01	student01	Student	Mar 4, 2016 2:32:13 PM	Add	Professor, Demo (demoprofessor)
Professor, Demo	demoprofessor	Instructor	Mar 2, 2016 4:48:28 PM	Add	Administrator, Sakai (admin)

The following information will display:

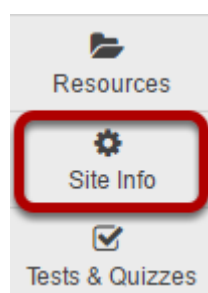
1. **Name:** The name of the user account that was modified.
2. **User ID:** The user id of the user account that was modified.
3. **Role:** The role of the user account that was modified.
4. **Date:** The date and time that the change was made.
5. **Event:** The type of change that was made to the account (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 by any of the columns by clicking on the column heading. Click on the heading again to sort in the opposite direction (ascending/descending).*

# How do I add LaTeX language to my course site?

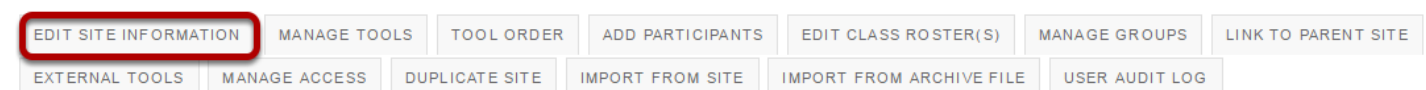
Sakai can display LaTeX equations as mathematical notation in most tools. Using LaTeX options, instructors and students can simply write LaTeX in an enabled tool and the resulting equation will be displayed beautifully.

## Go to Site Info.



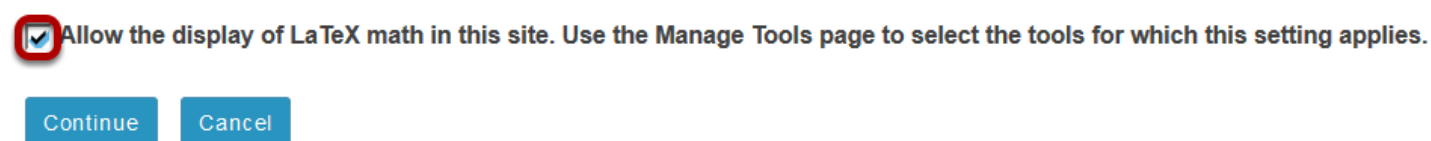
Select the **Site Info** tool in the tool menu of your site.

## Click on Edit Site Information.



Click on the **Edit Site Information** button.

## Select "Allow the display of LaTeX math in this site." Click Continue.



Scroll to the bottom of the **Edit Site Information** screen to find the check box to enable the LaTeX language for the site. Then click **Continue**.

## Click Finish to confirm.

LaTeX

Enabled. See the Manage Tools page for the specific tools this setting applies to.

Finish

Back

Cancel














Click **Finish** to confirm addition of LaTeX to the course site.

## Click Manage Tools.

EDIT SITE INFORMATION	MANAGE TOOLS	TOOL ORDER	ADD PARTICIPANTS	EDIT CLASS ROSTER(S)	MANAGE GROUPS	LINK TO PARENT SITE
EXTERNAL TOOLS	MANAGE ACCESS	DUPLICATE SITE	IMPORT FROM SITE	IMPORT FROM ARCHIVE FILE	USER AUDIT LOG	

From **Site Info** button menu, select **Manage Tools**. This opens *Course Site Tools* screen.

## Check LaTeX box next to tool names to enable.

Selected tools	LaTeX	Remove
 Overview	<input checked="" type="checkbox"/>	
 Announcements	<input checked="" type="checkbox"/>	
 Assignments	<input checked="" type="checkbox"/>	
 Chat Room	<input type="checkbox"/>	
 Forums	<input type="checkbox"/>	
 Site Info	<input type="checkbox"/>	
 Tests & Quizzes	<input checked="" type="checkbox"/>	

Use **Selected Tools** list (upper right hand side of *Course Site Tools* screen) to check boxes for all tools in which you want to use LaTeX equations.

## Click Continue, then Finish.

### Confirming site tools edits for **SU16-MATH-20100-02**

You have selected the following for your site (added tools highlighted):

Overview (Overview)

Announcements (Announcements)

Forums (Forums)

Assignments (Assignments)

Tests & Quizzes (Tests & Quizzes)

Chat Room (Chat Room)

Site Info (Site Info)

You have enabled the display of LaTeX math in Announcements, Assignments, Forums, Tests & Quizzes

Finish

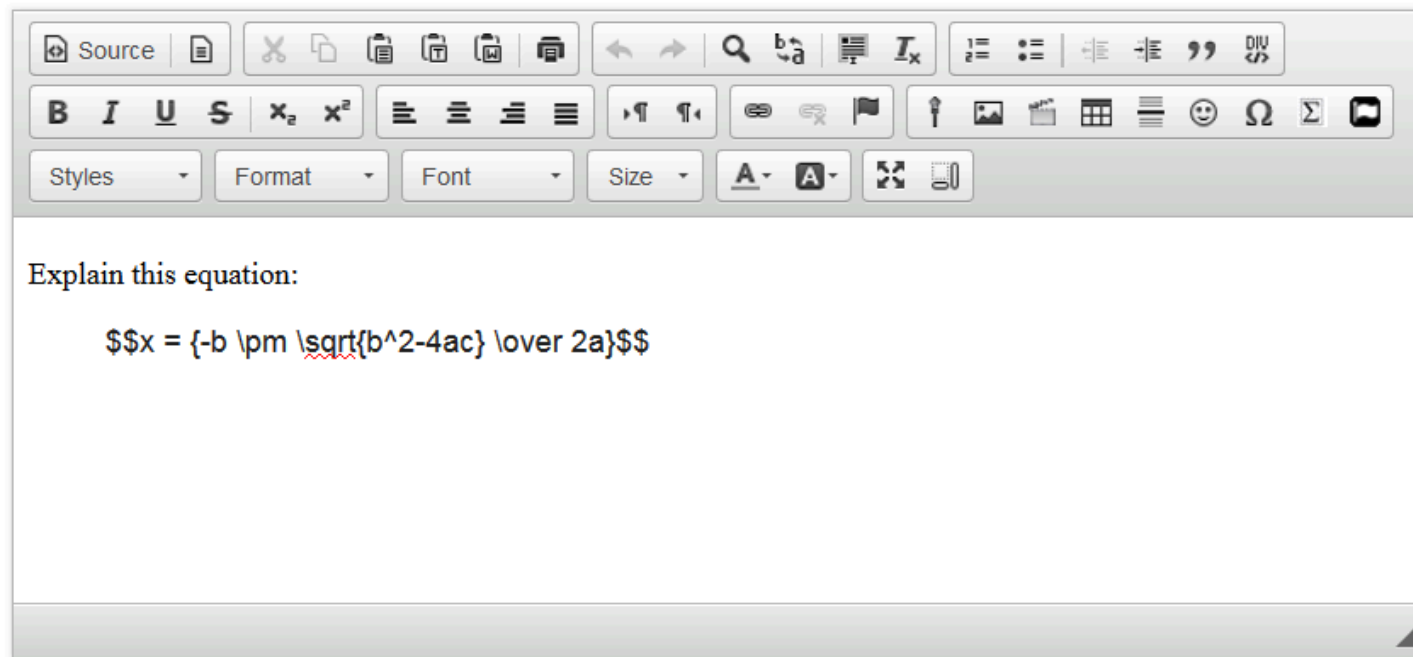
Back

Cancel

Confirmation screen displays tools for which LaTeX has been enabled. Click **Finish** to confirm.

## Enter LaTeX equation in rich text editor of selected tools.

### Assignment Instructions \*



Insert "\$\$" before and after mathematical equation 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 in student view.

### Assignment Instructions

Explain this equation:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

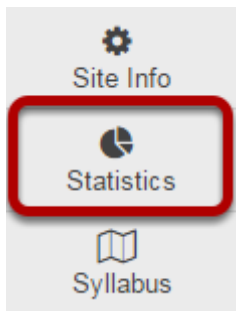
# Statistics

# What is the Statistics tool?

The Statistics tool allows authorized users (typically instructors or site owners) to view site usage statistics and user activity events.

Summary statistics can be viewed the initial tool landing page. These summary reports present a quick overview of site usage. Additionally, custom reports may be created on the Reports page for more detailed reporting.

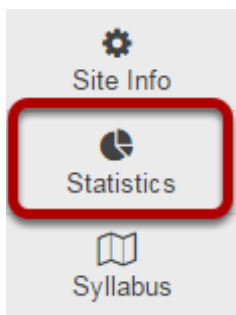
**To access this tool, select Statistics from the Tool Menu of your site.**



# How do I view summary reports in the Statistics tool?

*Note: Depending on the system configuration, statistics may be updated instantly or on a regular time interval (e.g., once per day). Also, site visits and/or presence time in site may not be enabled on the system. (Ask the system administrator to enable these items if needed.)*

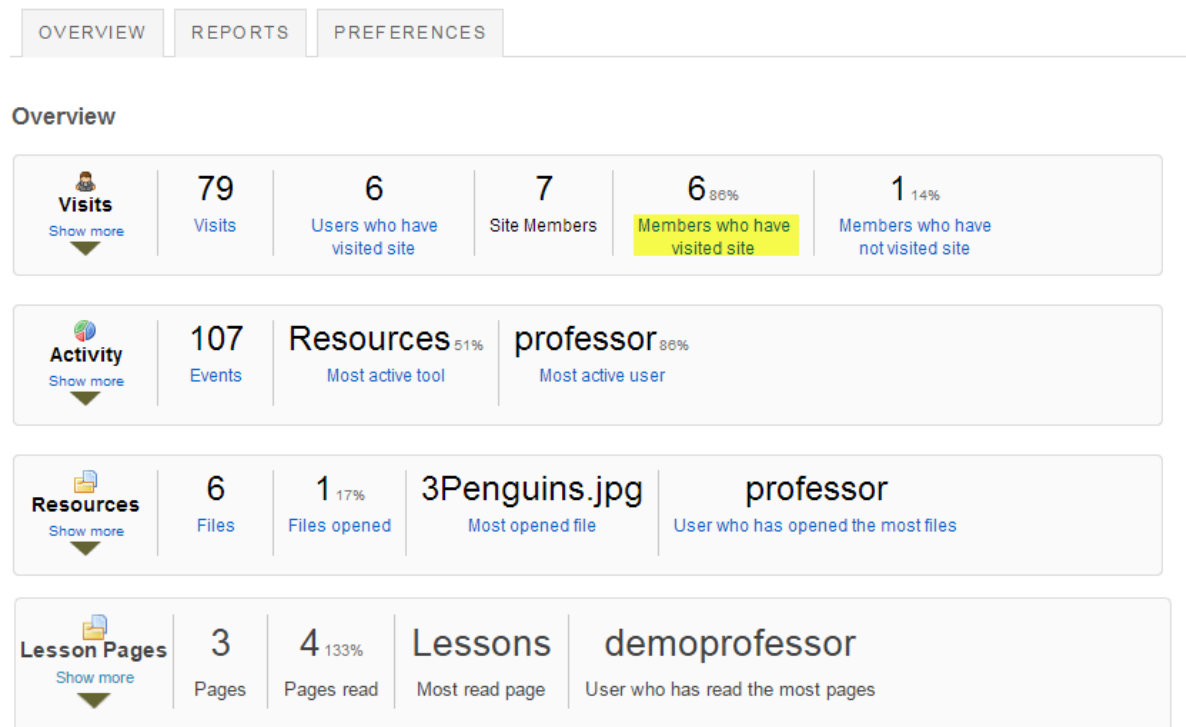
## Go to Statistics.



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.

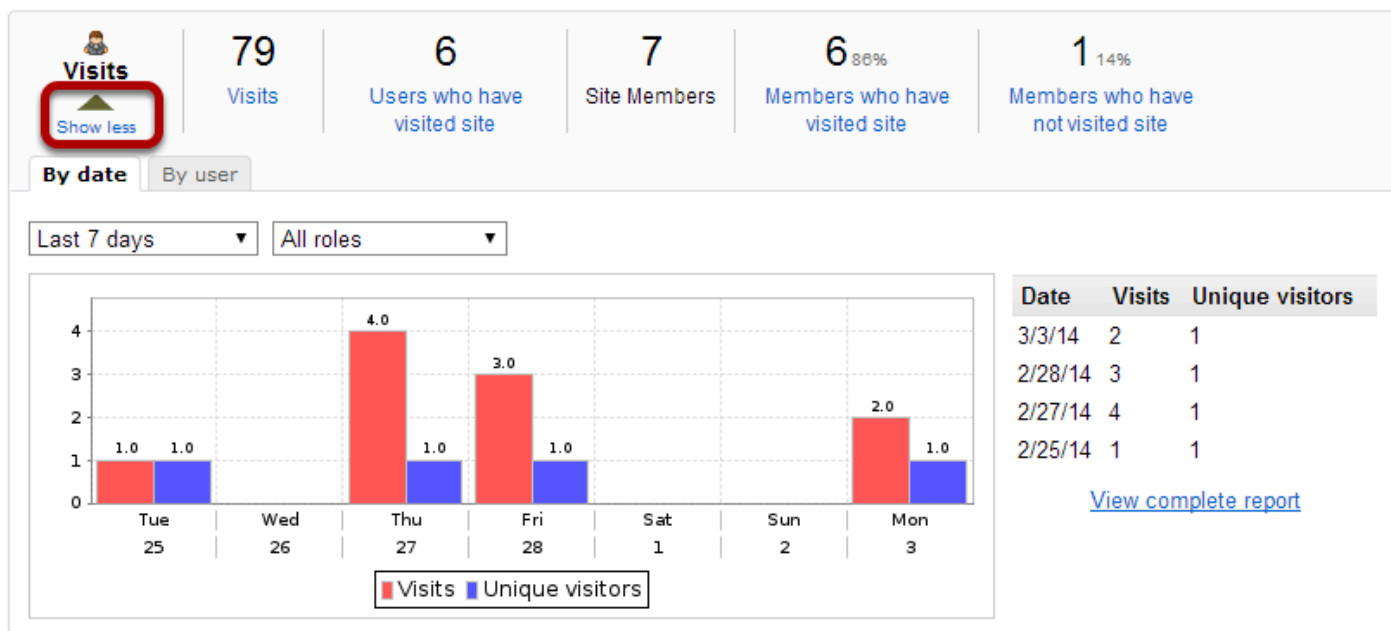
The following information is displayed for **Resources** from the Overview page:

- **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.

### Overview



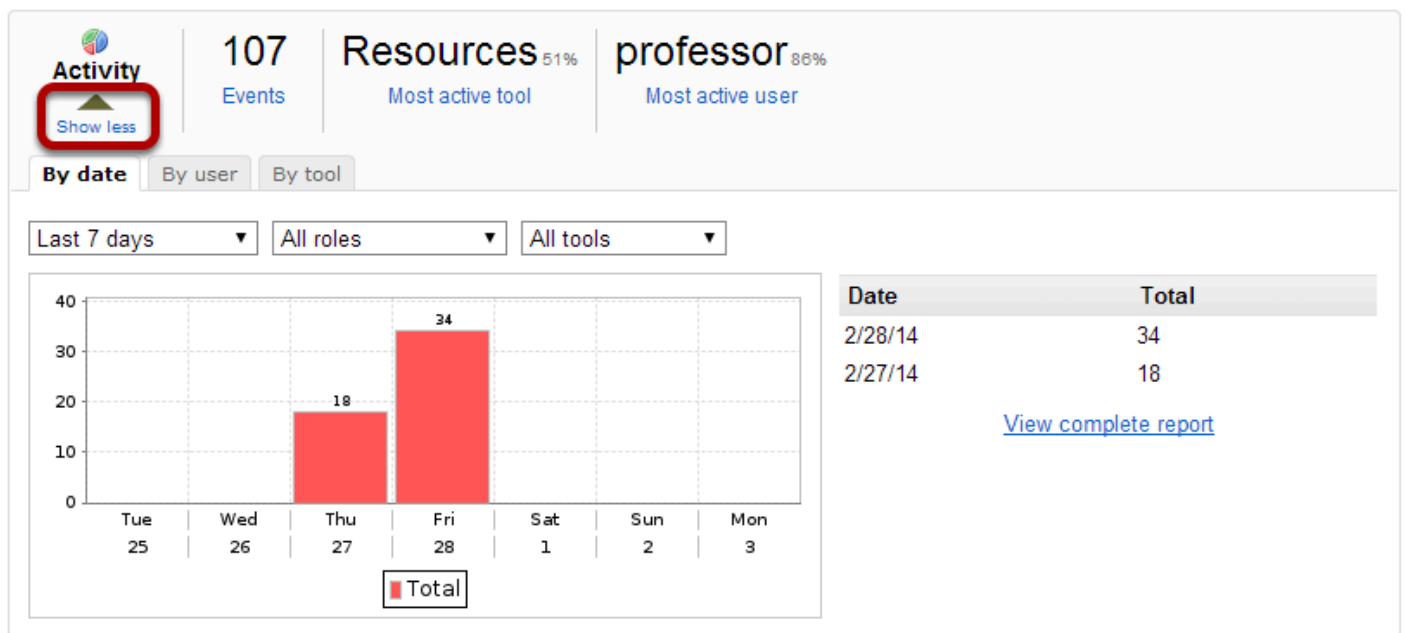
Clicking the **Show more/less** link will expand or collapse the Visits report. The act of entering a site is considered a site visit.

Clicking the **Show more** link will present a chart and table view for a quick view of visits statistics.

- Clicking **By date** or **By user** will group statistics by date or user, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

*Note: On the same login date, if an user enters/exits the same site multiple times only one visit will be recorded.*

## View Activity details.

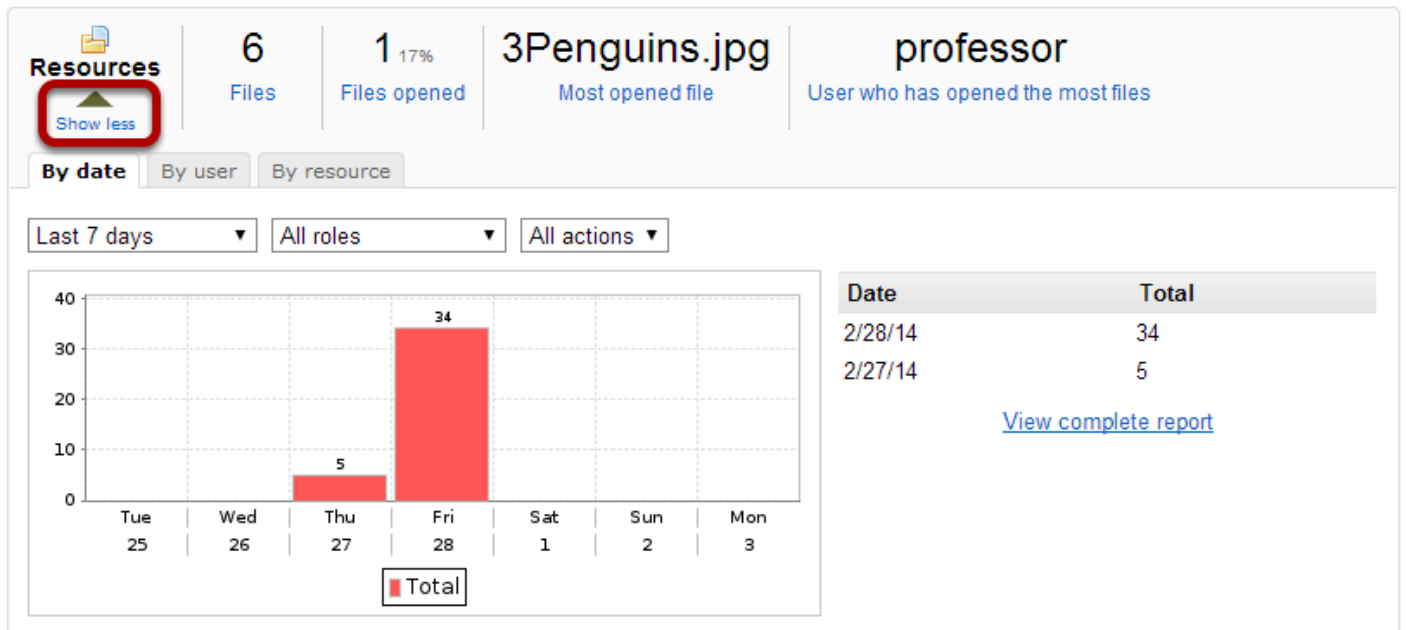


Clicking the **Show more/less** link will expand or collapse the Activity report. Events generated by tool actions (e.g., new chat message, resource opened, etc.) are considered activity.

Clicking the **Show more** link will present a chart and table view for a quick view of activity statistics.

- Clicking on **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.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

## View Resources details.



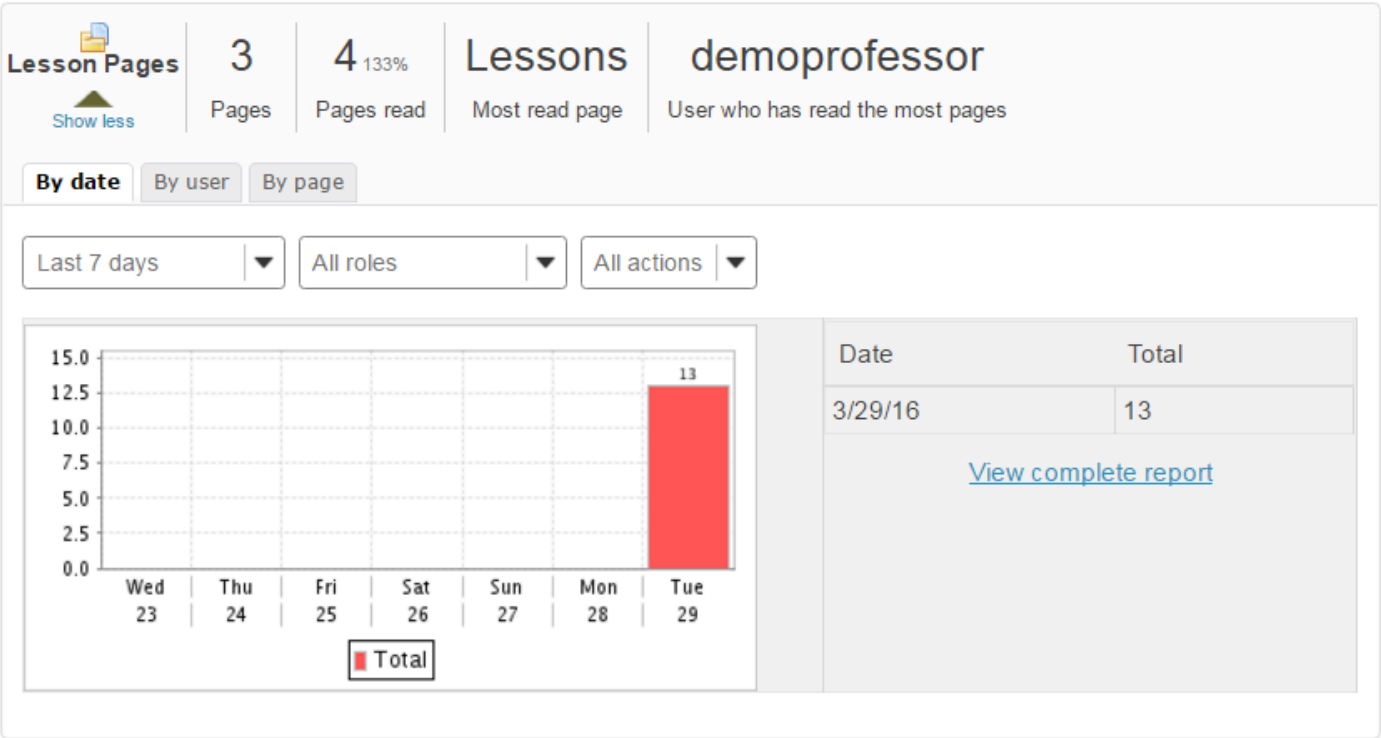
Clicking the **Show more/less** link will expand or collapse the Resources Overview report. Any file/folder item related activity (new, open, edit or delete) will display in this report.

Clicking on **Show more** link will present a chart and table view for a quick view of resource activity statistics.

- Clicking on **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.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **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.



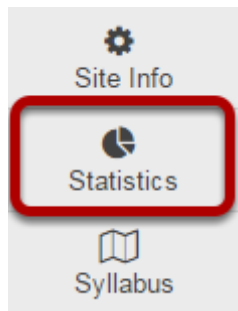
Clicking the **Show more/less** link will expand or collapse the Lesson Pages Overview report. Any Lesson-related activity will display in this report.

Clicking on **Show more** link will present a chart and table view for a quick view of Lessons activity statistics.

- Clicking on **By date**, **By user** or **By 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.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking 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.

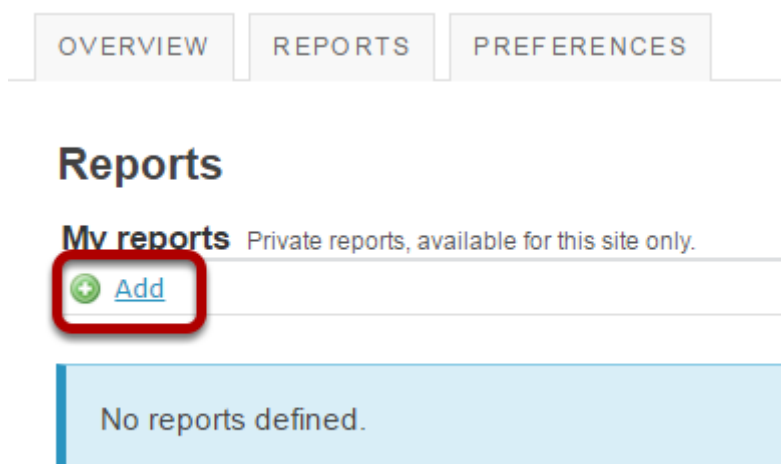


Select the **Statistics** tool from the Tool Menu of your site.

## Click Reports.




## Click Add.



## Enter a title and description. (Optional)

### New report

 **Report** Specify report title and description (required when saving/editing the report).

**Title:**

**Description:**

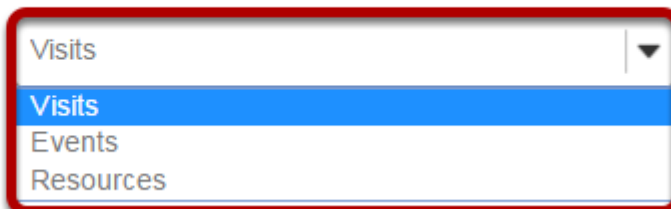


*Note: If you plan to save your report, a title is required.*

## Select What?

 **What?** Select activity to report.

**Activity:**



This option allows to configure the type of activity to report. You can choose to report on Visits, Events, or Resources.

## Visits

**Activity:**



Select **Visits** to report on site visits.

## Events

**Activity:** Events ▼ Select by tool ▼

**Selection:**

- All
- Announcements
- Assignments
- Calendar
- Forums
- Gradebook
- Lessons

Select **Events** to report on activity (either by tool or by event). Click on the desired tools/events in the list of tools displayed. You may also select **All** to display events for all available tools.

## Resources

**Activity:** Resources ▼

**Selection:**

☒ Limit to action: New ▼

☒ Limit to resource:

- ☒ Resources
- ☐ Drop Box
- ☐ Attachments

New  
Read  
Revise  
Delete

Select **Resources** to report on file/folder activity. This selection can be filtered by:

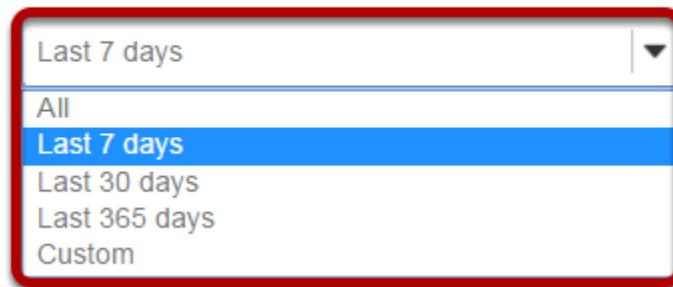
- **Action:** New (file uploaded/folder created), Read (file opened for reading), Revise (file details or contents changed) or Delete (file/folder deleted).
- **Resources:** Restricts report to selected files/folders or to files under selected folders.



## Select When?

 **When?** Select time period to report.

Period:



A screenshot of a web interface showing a dropdown menu for selecting a time period. The menu is open, displaying five options: 'All', 'Last 7 days' (which is highlighted in blue), 'Last 30 days', 'Last 365 days', and 'Custom'. The dropdown is enclosed in a red rectangular border.

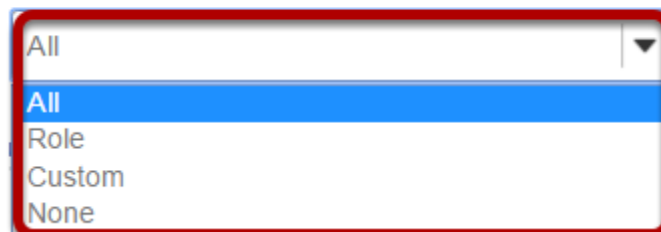
This option allows to configure the time period to report.

- **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 Who?

 **Who?** Select users to report.

Users:




A screenshot of a web interface showing a dropdown menu for selecting users to report. The menu is open, displaying four options: 'All' (highlighted in blue), 'Role', 'Custom', and 'None'. The dropdown is enclosed in a red rectangular border.

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 clicking 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).

## Select How?

 **How?** Specify how results should be presented.

Totals by:



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.

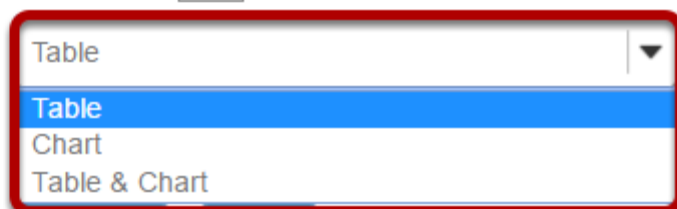
- **Number of results:** Allows to limit the number of report results.
- **Presentation:** Defines how the report will be presented (table and/or chart).
- **Chart type:** Defines the type of chart to be presented (bar, pie or timeseries (line or bar)).
- **Chart data source/Chart series source:** Defines 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)

Number of results: ☒ Limit to:

## Select Presentation format.

Presentation:



## Click Save Report.



Click **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.*


## Click on 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](#)

## View report.

### Report: 'All visit in last 7 days for all users'

 [Printable version](#)

**Site:** "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)

Activity type: Visits

**Time period:** Mar 23, 2016 12:00 am - Mar 29, 2016 10:07 am

User selection type: All

Report date: Mar 29, 2016 10:07 am

Viewing 1 to 2 of 2 items

|&lt;

 $\angle$ 

Show 20 ▼

▼

 $\gamma$  $\gamma$ 

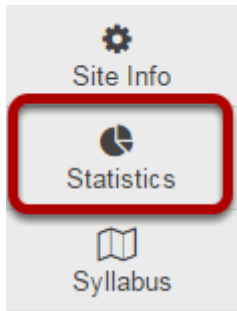
<a href="#">User ID</a>	<a href="#">Name</a>	<a href="#">Event</a>	<a href="#">Date</a>	<a href="#">Total</a>
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#)

Export ->

# How do I duplicate a report?

## Go to Statistics.



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

## Click Reports.



## Click Duplicate.

### Reports

**My reports** Private reports, available for this site only.

[+ Add](#)

 [All visit in last 7 days for all users](#)




[Edit](#) [Duplicate](#) [Delete](#)

Click the **Duplicate** link under the report you would like to copy.

# The copied article will appear in the list of reports.

## Reports

**My reports** Private reports, available for this site only.

 <a href="#">Add</a>	
<div> <a href="#">All visit in last 7 days for all users</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a></div>	
<div> <a href="#">Copy of All visit in last 7 days for all users</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a></div>	

*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.

## Click Reports.



## Click Edit.

### Reports

**My reports** Private reports, available for this site only.

[+ Add](#)


 [All visit in last 7 days for all users](#)

[Edit](#) | [Duplicate](#) | [Delete](#)

Click the Edit link under the report you would like to modify.

# Modify report and save.

Editing report 'All visit in last 7 days for all users'


 **Report**

Specify report title and description (required when saving/editing the report).

Title:

All visit in last 7 days for all users


Description:

 **What?**

Select activity to report.

Activity:


Visits

 **When?**

Select time period to report.

Period:


Last 7 days

 **Who?**

Select users to report.

Users:

All

 **How?**

Specify how results should be presented.

Totals by:

User

Tool

Event

Resource

Resource action

Date

Number of results:

☒ Limit to: 20

Presentation:

Table

Generate report

Save report

Back

You will be able to modify all of the same options that you set when you [created the report](#). Click **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.

## Click Reports.




## Click Delete.

### Reports

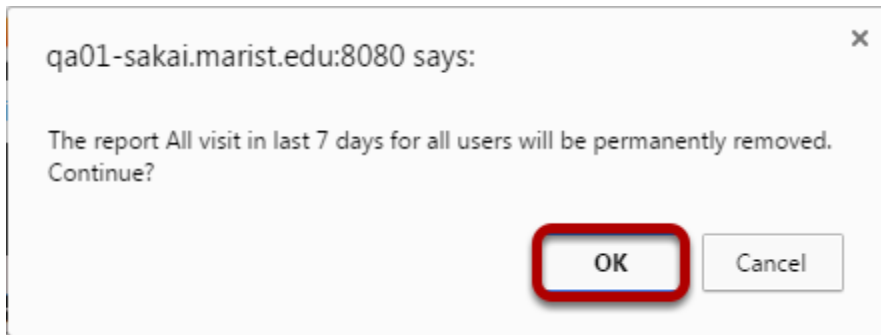
**My reports** Private reports, available for this site only.

 [Add](#)

 <a href="#">All visit in last 7 days for all users</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a>	
--	--

Click the **Delete** link under the report you would like to remove.

## Confirm deletion.



You will be prompted to confirm the report deletion. Click **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.

Report: 'All visit in last 7 days for all users'

[Printable version](#)

Site:

"DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)

Activity type:

Visits

Time period:

Mar 23, 2016 12:00 am - Mar 29, 2016 10:23 am

User selection type:

All

Report date:

Mar 29, 2016 10:23 am

Viewing 1 to 2 of 2 items

|<

<

Show 20 ▾

>

>|

User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

Back

Export ->

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

## Click the Printable Version link.

### Report: 'All visit in last 7 days for all users'

 [Printable version](#)

**Site:** "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)  
**Activity type:** Visits  
**Time period:** Mar 23, 2016 12:00 am - Mar 29, 2016 10:23 am  
**User selection type:** All  
**Report date:** Mar 29, 2016 10:23 am

Viewing 1 to 2 of 2 items

|< < Show 20 ▾ > >|

<a href="#">User ID</a>	<a href="#">Name</a> 	<a href="#">Event</a>	<a href="#">Date</a>	<a href="#">Total</a>
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

Back


Export ->

## Click Send to printer.

 [Send to printer](#)

### Report: 'All visit in last 7 days for all users'

**Site:** "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)  
**Activity type:** Visits  
**Time period:** Mar 23, 2016 12:00 am - Mar 29, 2016 10:24 am  
**User selection type:** All  
**Report date:** Mar 29, 2016 10:24 am

<a href="#">User ID</a>	<a href="#">Name</a> 	<a href="#">Event</a>	<a href="#">Date</a>	<a href="#">Total</a>
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

Your report will open in a new window for easier printing. Click on 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.

### Report: 'All visit in last 7 days for all users'

[Printable version](#)

Site: "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)  
Activity type: Visits  
Time period: Mar 23, 2016 12:00 am - Mar 29, 2016 10:26 am  
User selection type: All  
Report date: Mar 29, 2016 10:26 am

Viewing 1 to 2 of 2 items

|< < Show 20 ▾ > >|

User ID	Name	Event	Date	Total
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

Back

Export ->

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

## Click Export.


### Report: 'All visit in last 7 days for all users'

 [Printable version](#)

**Site:** "DAC-EDUCATION-DEPT1-SUBJ1-101" (DAC-EDUCATION-DEPT1-SUBJ1-101)  
**Activity type:** Visits  
**Time period:** Mar 23, 2016 12:00 am - Mar 29, 2016 10:26 am  
**User selection type:** All  
**Report date:** Mar 29, 2016 10:26 am

Viewing 1 to 2 of 2 items

|< < Show 20 ▾ > >|

<a href="#">User ID</a>	<a href="#">Name</a> 	<a href="#">Event</a>	<a href="#">Date</a>	<a href="#">Total</a>
demoprofessor	Professor, Demo	Site visit	3/29/16	1
student01	student01	Site visit	3/29/16	1

[Back](#) [Export ->](#)

## Choose your export format.

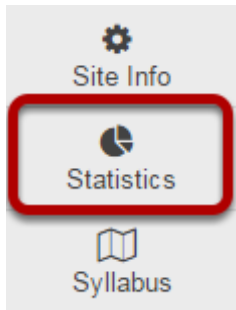
[Back](#) [Export XLS](#) [Export CSV](#) [Export PDF](#)

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.

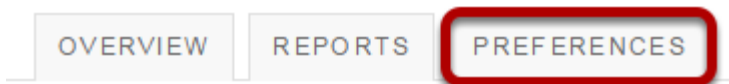
# How do I modify preferences in the Statistics tool?

**Go to Statistics.**



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

**Click Preferences.**



# Set your site preferences for reports.

**Preferences**

**1 General**

General options

☒ Only list tools available in this site

**2 Chart**

Chart presentation options

☒ Display item labels on bar charts

Chart alpha-transparency: 100%

**3 Activity definition**

Tools/events included as 'activity'

☐ All tools

- ☒ **Announcements**
  - ☒ Announcement new
  - ☒ Announcement revise (own)
  - ☒ Announcement revise (other)
  - ☒ Announcement delete (own)
  - ☒ Announcement delete (other)
- ☒ Assignments
- ☒ Gradebook
- ☒ Forums
- ☒ Messages
- ☒ Resources
- ☒ Tests & Quizzes
- ☒ Calendar
- ☒ Site Info
- ☒ Syllabus
- ☐ Statistics
- ☒ Lessons

**4**

Check the boxes next to the items you want to select.

## 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:

- **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 processed as 'Activity': This option allows to select the tool events that will count as Activity on the tool Overview page.

- Clicking on **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.
- Clicking on a Tool will select/unselect all related tool events.
- Clicking on a Event will select/unselect only that event.

## 4. Click **Update** to save your settings.

*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

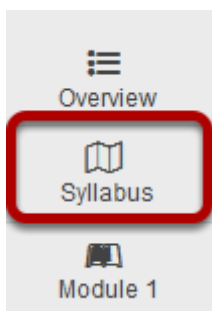
**File Attachment:** Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the 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.

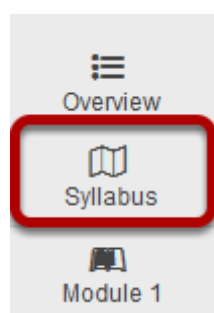
**To access this tool, select the Syllabus from the Tool Menu of your site.**



# How do I 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.

## Click Bulk Add.



## Enter Syllabus 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. Items will be created for each selected day of the week that falls between the start and end dates.

\* Title 1

2 ☒ Create syllabus items by number of items needed

\* Number of Items 3

☐ Create syllabus items by dates

4

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. Click **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.

**Click the arrowhead icon to the left of an item to expand the item.**

Click to add body text

[Add attachments](#)

▶	+	💡	🚫	🌐	✖	Syllabus Fall 2016 - 2	<a href="#">Click to add start date</a>	<a href="#">Click to add end date</a>
▶	+	💡	🚫	🌐	✖	Syllabus Fall 2016 - 3	<a href="#">Click to add start date</a>	<a href="#">Click to add end date</a>
▶	+	💡	🚫	🌐	✖	Syllabus Fall 2016 - 4	<a href="#">Click to add start date</a>	<a href="#">Click to add end date</a>
▶	+	💡	🚫	🌐	✖	Syllabus Fall 2016 - 5	<a href="#">Click to add start date</a>	<a href="#">Click to add end date</a>
▶	+	💡	🚫	🌐	✖	Syllabus Fall 2016 - 6	<a href="#">Click to add start date</a>	<a href="#">Click to add end date</a>
▶	+	💡	🚫	🌐	✖	Syllabus Fall 2016 - 7	<a href="#">Click to add start date</a>	<a href="#">Click to add end date</a>
▶	+	💡	🚫	🌐	✖	Syllabus Fall 2016 - 8	<a href="#">Click to add start date</a>	<a href="#">Click to add end date</a>

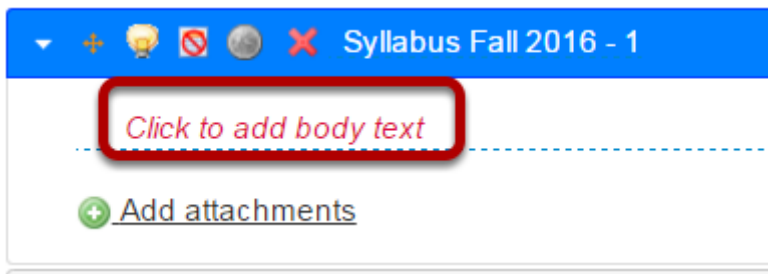
This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

## **Add an attachment to this Syllabus item. (Optional)**

[Add attachments](#)

Browse for the file on your computer, or attach a copy from the Resources in your course.

## AND/OR add content using the Rich Text Editor.



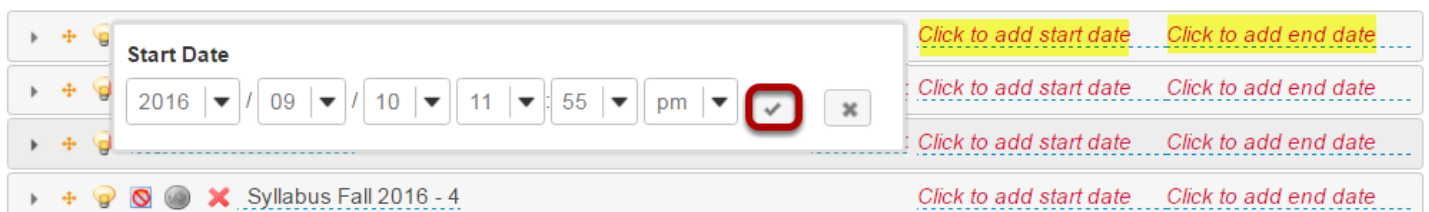
Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

## Edit the heading of a syllabus item.



By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

## Add start and/or end dates for each syllabus item. (Optional)



Adding start and/or end dates allows you to determine a time range for when students may view this syllabus item. Click **Click to add start date** or **Click to add end date** and use the drop down menus to select the date and time. Click the checkmark to save your work.

## OR manually hide/release the Syllabus item. (Optional)

▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 1	2016/09/10 11:55 pm	<a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	DRAFT - Syllabus Fall 2016 - 2		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 3		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>

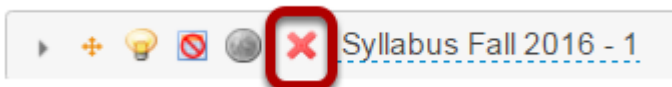
Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Item 1 is available to students on Sept. 10th at 11:55pm. Item 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

## Rearranging syllabus items.

▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 1	2016/09/10 11:55 pm	<a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	DRAFT - Syllabus Fall 2016 - 2		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 3		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 4		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 6		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 5		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 7		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>
▶	+	💡	🔒	⚙️	✖	Syllabus Fall 2016 - 8		<a href="#">Click to add start date</a> <a href="#">Click to add end date</a>

Click any syllabus item and drag it to the location where you want it.

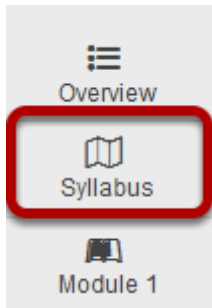
## Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.

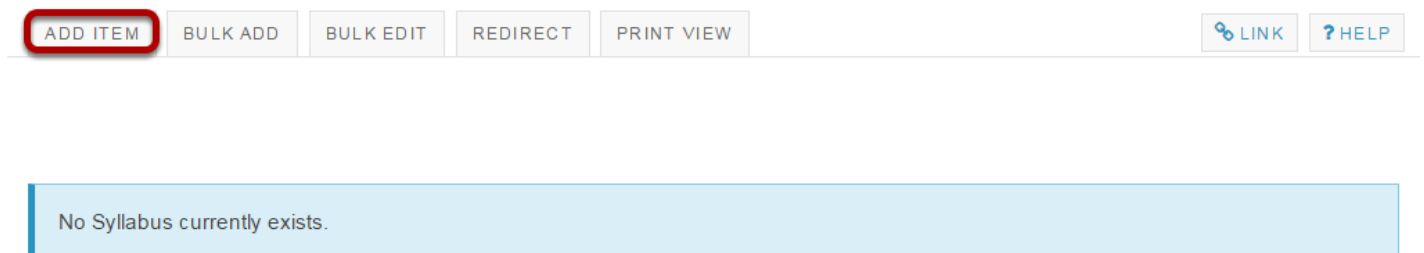
# How do I add my syllabus as a file attachment?

## Go to Syllabus.



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

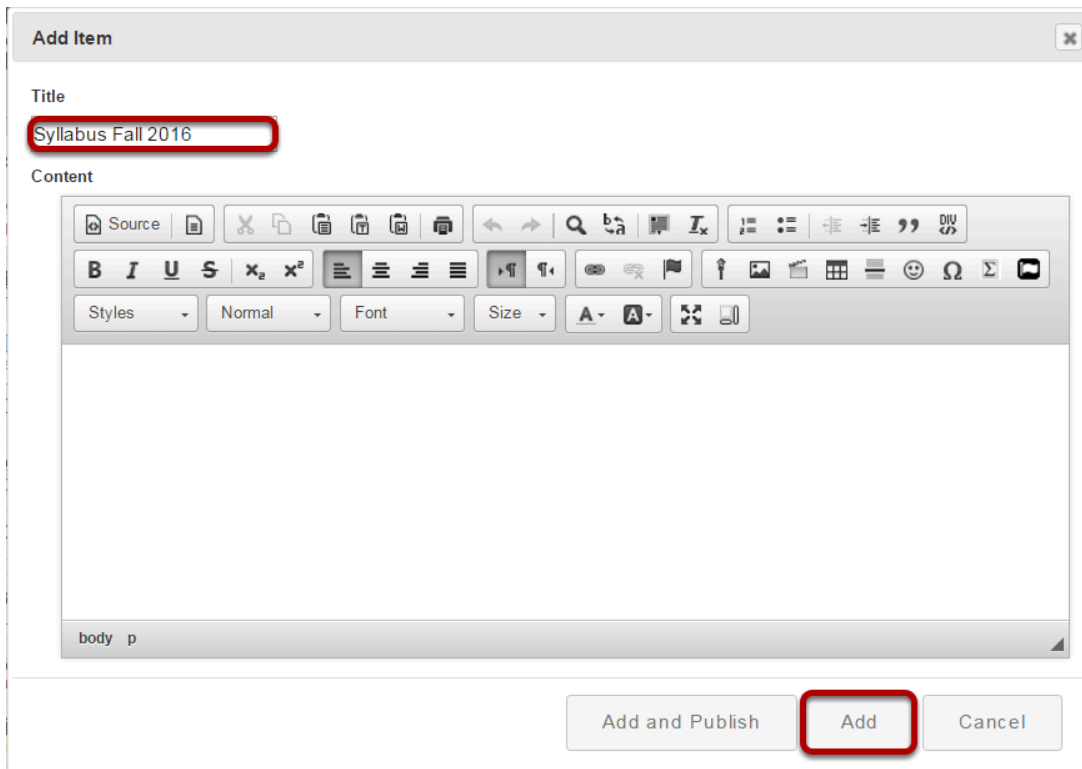
## Click Add Item.



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

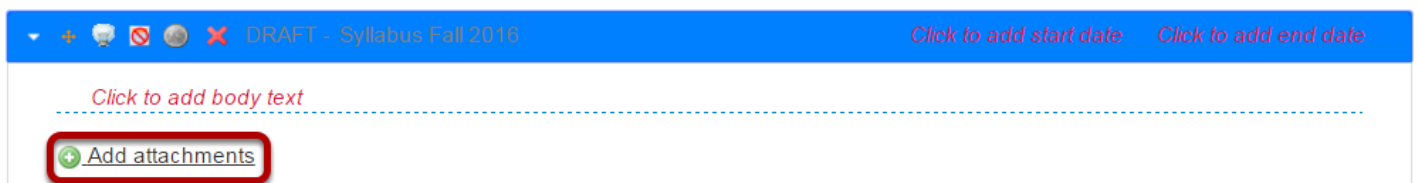


Type the Title of the item and click Add.



The 'Add Item' dialog box is shown. The 'Title' field contains the text 'Syllabus Fall 2016'. Below the title field is a rich text editor for 'Content'. At the bottom of the dialog, there are three buttons: 'Add and Publish', 'Add', and 'Cancel'. The 'Add' button is highlighted with a red rectangle.

## Add Attachments



The screenshot shows the top of a Sakai 11 page. The title bar is blue and contains the text 'DRAFT - Syllabus Fall 2016'. Below the title bar, there is a red dashed line with the text 'Click to add body text'. Below this, there is a button labeled 'Add attachments' with a green plus icon, which is highlighted with a red rectangle.

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

## Browse for your file.

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.

Items to attach	Remove?
Oceanography101Syllabus.pdf	<a href="#">x Remove</a>

Upload local file

Choose File

No file chosen

or a URL (link to website)

Add

Continue

Cancel

Select a resource

Location: DAC-EDUCATION-DEPT1-SUBJ1-101 Resources

Title	Actions
DAC-EDUCATION-DEPT1-SUBJ1-101	
<a href="#">Show other sites</a>	

Continue

Cancel

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

## Publish Your Syllabus

DRAFT - Syllabus Fall 2016

[Click to add start date](#) [Click to add end date](#)

[Click to add body text](#)

Oceanography101Syllabus.pdf

[Add attachments](#)

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.

## Add Start and End Dates. (Optional)

Start Date

2016 / 08 / 25 : 12 : 00 am ☒

[Click to add start date](#) [Click to add end date](#)

[Click to add body text](#)

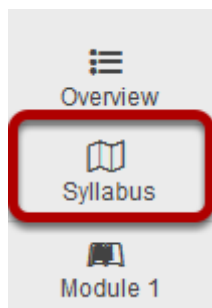
[Oceanography101Syllabus.pdf](#) ☒

[Add attachments](#)

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 create a syllabus using cut and paste from a document?

## Go to Syllabus.



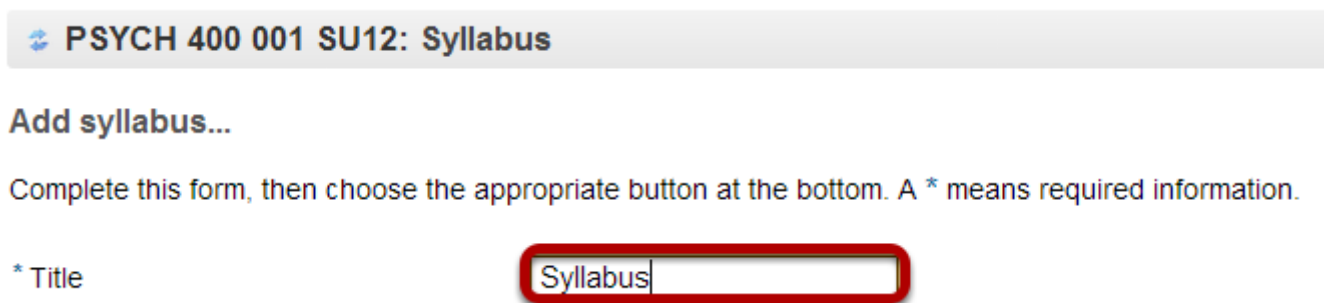
Select the **Syllabus** tool from the Tool Menu in your site.

## Click Add Item.



An "Add Item" window opens where you type the name of the item.

## Enter a title.

A screenshot of the 'Add syllabus...' form. At the top, there is a header bar with a blue icon and the text 'PSYCH 400 001 SU12: Syllabus'. Below this, the text 'Add syllabus...' is followed by instructions: 'Complete this form, then choose the appropriate button at the bottom. A \* means required information.' There is a label '\* Title' followed by a text input field. The input field contains the word 'Syllabus' and is highlighted with a red rounded rectangle.

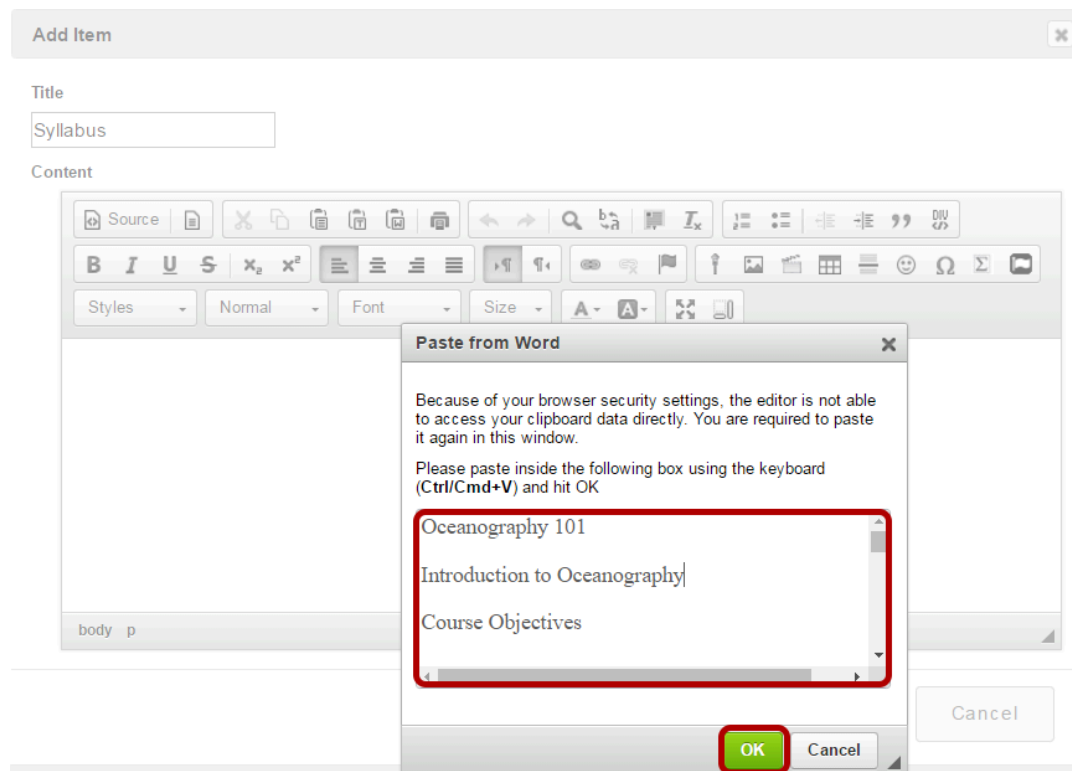
A title is required. You may enter something simple, such as "Syllabus" here.

### Enter your syllabus title and paste text.

[illegible]

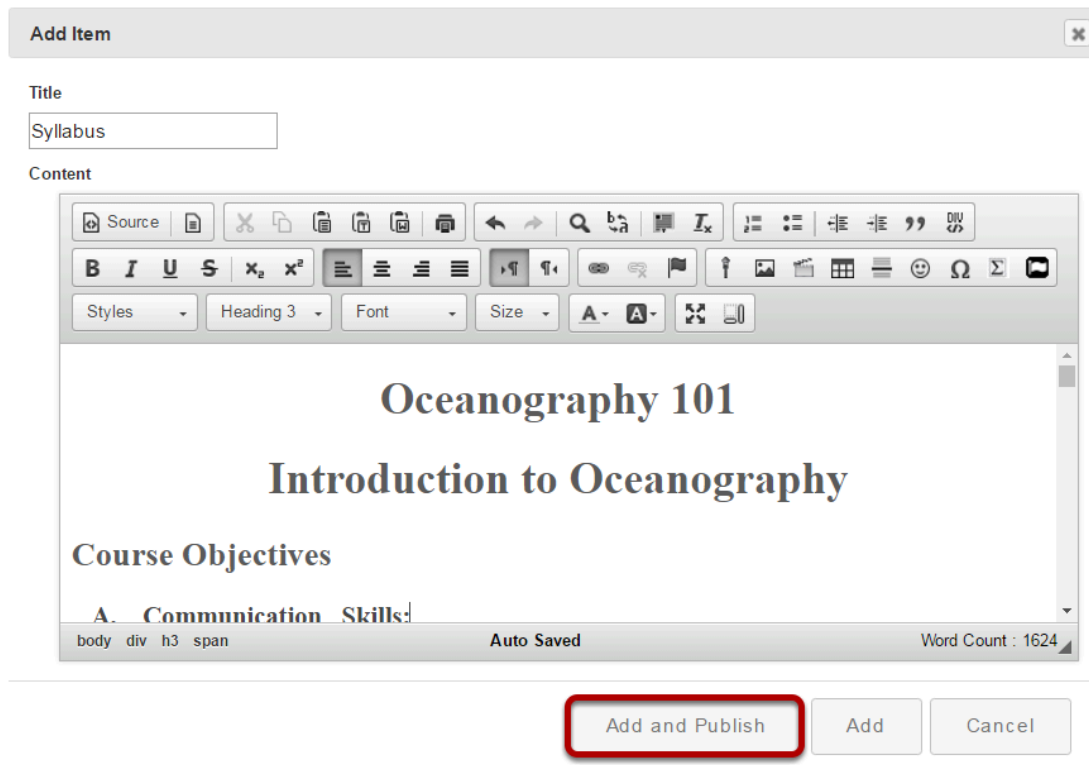
*Tip: Using the **Paste from Word** option will remove any Word-specific code from your pasted text.*

## Paste the text into the Paste from Word window.



Click **OK**

## Make edits to the text in the Rich Text Editor.



**Add Item**

Title  
Syllabus

Content

**Oceanography 101**

**Introduction to Oceanography**

**Course Objectives**

**A. Communication Skills:**

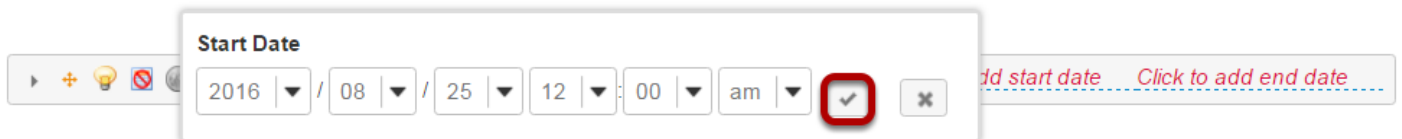
body div h3 span

Auto Saved Word Count : 1624

**Add and Publish** Add Cancel

Review the text to make sure it appears as you intend. Make any edits using the formatting icons built into the Rich Text Editor. When you are done, click **Add and Publish**.

## Add start and end dates. (Optional)



**Start Date**

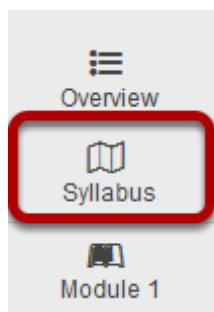
2016 / 08 / 25 12 : 00 am

**Add start date** Click to add end date

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 print the syllabus?

## Go to Syllabus.



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

## Click Print View.





# Click Send to Printer.


[Send To Printer](#) [Close Window](#)

Course Information

**OCE 101 – Introduction To Oceanography**

Planet Earth's ocean covers over seventy percent of its surface, yet oceanographic research has only recently come to its full potential with the advent of new technologies. This course in Introductory Oceanography emphasizes the need to understand geologic, chemical, physical, and biologic processes or features that occur in ocean environments. It is designed to be thorough enough to prepare you for more advance work, while presenting the concepts to non-majors in a way that is meaningful and not overwhelming. We will consider the course a success if you have learned how to think critically about the ocean in an organized, logical way.

**Required Text:**



Essentials of Oceanography, 6th Edition  
by Garrison  
Publisher: Brooks/Cole, Cengage Learning  
Copyright Year: 2011  
Publishing Date: 2011/07/30  
ISBN: 0840061552

**Instructor Information**

Demo Professor

Email: demoprof@institution.edu

Phone: (555) 555-5555

Office: Building A, Room 123

**Course Objectives**

**A. Communication Skills:**

*Upon successful completion of this course the student should be able to:*

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic, chemical and biologic features of the world's ocean, and the basic relationships and interactions between ocean, continents, and atmosphere.

**B. Quantitative Reasoning Skills:**

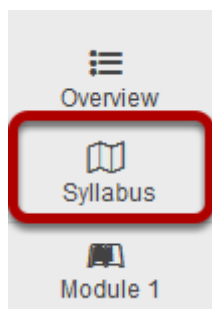
*Upon successful completion of this course the student should be able to:*

Evaluate and solve problems related to ocean features and processes by use of maps, charts and graphs of tectonic plate motions, sediment settling rates, chemical features and changes in seawater, biologic primary production, and characteristics of oceanic life.

A new window will open which displays the entire syllabus in a single window. Click the **Send to Printer** link in the top left of the window to print.

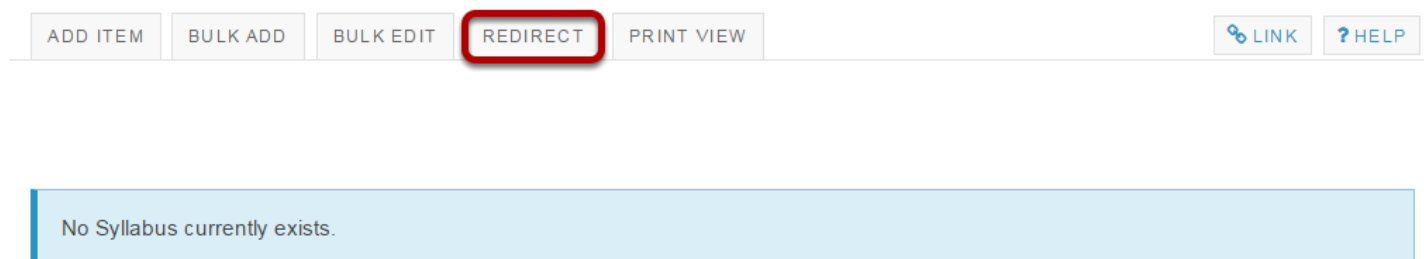
# How do I point my syllabus to a webpage?

## Go to Syllabus.



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

## Click Redirect



## Enter the URL of the webpage location of your syllabus

### Redirect Syllabus

\* URL

<http://www.myuniversity.edu/mydepartment/mysyllabus.pdf>

Open this link in a new window



Save

Cancel

Click the checkbox if you want the webpage to open in a new window.

# Click Save

## Redirect Syllabus

\* URL

<http://www.myuniversity.edu/mydepartment/mysyllabus.pdf>

Open this link in a new window



Save

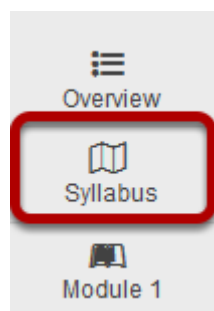
Cancel

# 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.



## Click 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

☐ Create syllabus items by number of items needed

2 ☒ Create syllabus items by dates

3 \* Start Date

4 \* End Date

5 \* Start Time




6 End Time

7 ☐ Monday | ☒ Tuesday | ☐ Wednesday | ☐ Thursday | ☐ Friday | ☐ Saturday | ☐ Sunday  
\* Class meeting days

8

1. Type in title for the syllabus.
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. Click **Add and Publish**.

**A syllabus item will be created for each class meeting during the dates you specified.**

ADD ITEM BULK ADD BULK EDIT REDIRECT  EXPAND ALL PRINT VIEW  LINK  HELP


▶ + 📌 ⚙️ ✖ Week - 1	2016/08/23 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 2	2016/08/30 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 3	2016/09/06 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 4	2016/09/13 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 5	2016/09/20 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 6	2016/09/27 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 7	2016/10/04 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 8	2016/10/11 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 9	2016/10/18 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 10	2016/10/25 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 11	2016/11/01 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 12	2016/11/08 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 13	2016/11/15 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 14	2016/11/22 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 15	2016/11/29 6:00 PM <a href="#">Click to add end date</a>
▶ + 📌 ⚙️ ✖ Week - 16	2016/12/06 6:00 PM <a href="#">Click to add end date</a>

This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

**Click the arrowhead icon to the left of an item to expand the item and edit.**

▼ + 📌 ⚙️ ✖ Week - 12016/08/23 6:00 PM [Click to add end date](#)

[Click to add body text](#)

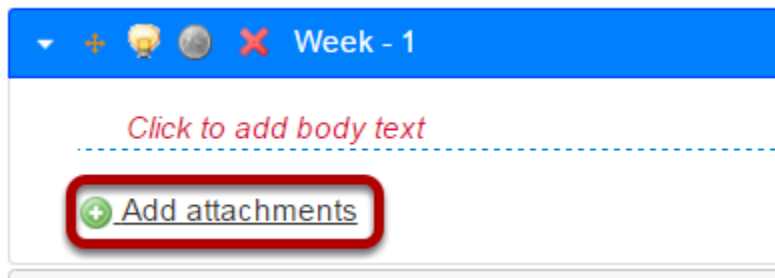
 [Add attachments](#)

▶ + 📌 ⚙️ ✖ Week - 22016/08/30 6:00 PM [Click to add end date](#)

▶ + 📌 ⚙️ ✖ Week - 32016/09/06 6:00 PM [Click to add end date](#)

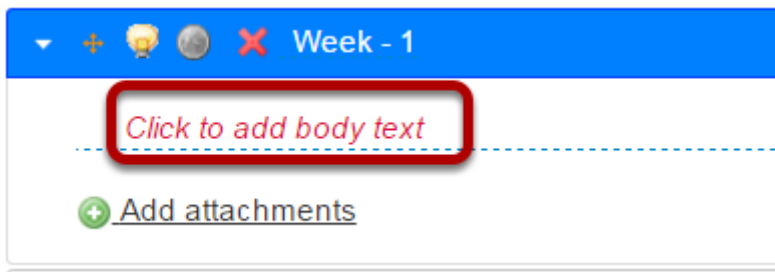
This allows you to edit the Syllabus item.

## Add an attachment to this syllabus item.



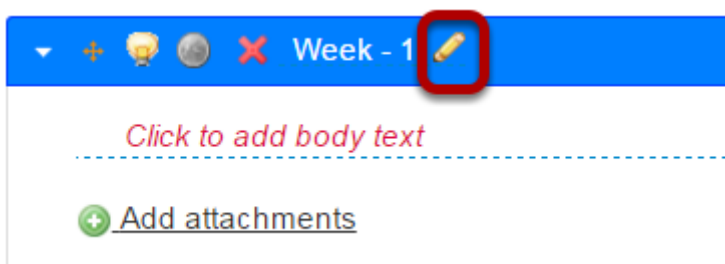
Browse for the file on your computer, or attach a copy from the Resources in your course.

## AND/OR add content using the Rich Text Editor.



Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

## Edit the heading of a syllabus item.



By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

## Hide/release the syllabus item. (Optional)







▶ +   ✖ Week - 1	2016/08/23 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ DRAFT - Week - 2	2016/08/30 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 3	2016/09/06 6:00 PM	<a href="#">Click to add end date</a>

Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Module 1 is available to students on January 1, 2014 at 8am. Module 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

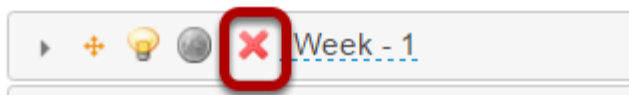
## Rearranging syllabus items.



▶ +   ✖ Week - 1	2016/08/23 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 2	2016/08/30 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 3	2016/09/06 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 4	2016/09/13 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 5	2016/09/20 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 6	2016/09/27 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 7	2016/10/04 6:00 PM	<a href="#">Click to add end date</a>
▶ +   ✖ Week - 8	2016/10/11 6:00 PM	<a href="#">Click to add end date</a>

Click any syllabus item and drag it to the location where you want it.

## Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.



# Tests and Quizzes

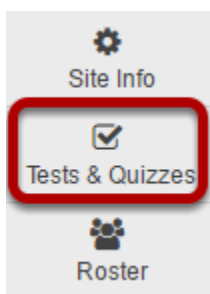
# What is the Tests & Quizzes tool?

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.**



# Tests & Quizzes tool landing page. (Student View)

Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
<a href="#">Chapter Questions 01</a>	n/a	2016-05-18 11:55 PM
<a href="#">Module 01 Quiz</a>	20 min	2016-05-18 11:55 PM

Submitted Assessments

View All Submissions/Scores |

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
-------	------------	----------------	--------------------	------------------	------	-----------

*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.*

# Tests & Quizzes tool landing page. (Instructor View)

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT LINK HELP

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students Published Copies: released to students

Action	Title	Last Modified	Modified Date
-- Select Action --	Chapter Questions 01	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Chapter Questions 02	Demo Professor	2016-04-26 3:27 PM
-- Select Action --	Chapter Questions 03	Demo Professor	2016-04-29 2:10 PM
-- Select Action --	Chapter Questions 10	Demo Professor	2016-04-26 3:27 PM

On entry, the Tests & Quizzes tool shows a two-part interface:

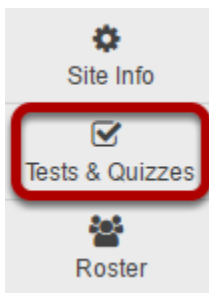
1. Options for creating a new assessment.
2. A list of existing assessments, the Working Copies (under development) and Published Copies (deployed to students) on different tabs.

# 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.

ASSESSMENTS

QUESTION POOLS

EVENT LOG

USER ACTIVITY REPORT

LINK

HELP

Create an Assessment

Create from Scratch

Assessment Title

New Quiz

Create using assessment builder

Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div>-- Select Action --</div>	new	Demo Professor	2016-03-22 10:52 AM

Give your new assessment a title and click 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.*

# Add a question.

[ASSESSMENTS](#) [QUESTION POOLS](#) [EVENT LOG](#) [USER ACTIVITY REPORT](#) [LINK](#) [HELP](#)

**Questions: New Quiz** 0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

select a question type

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

[Update Points](#)

[Gateway](#) [Accessibility](#) [Information](#)

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► Build Info:  
► Server Time:

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.

Edit Question: New Quiz

Question1 - Multiple Choice

Change Question Type Multiple Choice

Answer Point Value 1

Display Point Value while student is taking the exam ☒ Yes ☐ No

Answer [\(What's This?\)](#)

☒ Single Correct  
☐ Multiple Correct, Single Selection  
☐ Multiple Correct, Multiple Selection

☐ Enable Negative Marking  
☐ Enable Partial Credit

[Reset to Default Grading Logic](#)

Question Text

[Show All Rich-Text Editors](#)

What percent of the Earth's surface is covered by water?

Attachments

No Attachment(s) yet

[Add Attachments](#)

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 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. Click on the **Show All Rich Text Editors** link to display the editor.*

## Choose number of correct responses (for multiple choice).

Answer [\(What's This?\)](#)

- ☒ Single Correct  
☐ Multiple Correct, Single Selection  
☐ Multiple Correct, Multiple Selection



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 **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer. Partial credit allows you to specify a percentage of the question points to be awarded for selecting an incorrect but still partially acceptable 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).

71

Correct Answer

☒ A

[Remove](#)

90

Correct Answer

☐ B

[Remove](#)

66

Correct Answer

☐ C

[Remove](#)

82

Correct Answer

☐ D

[Remove](#)

Insert Additional Answers

select ▼

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)

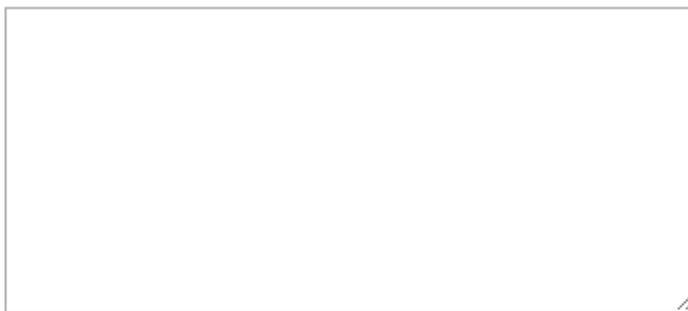
Assign to  
Question Pool

Select a pool name (optional) ▼

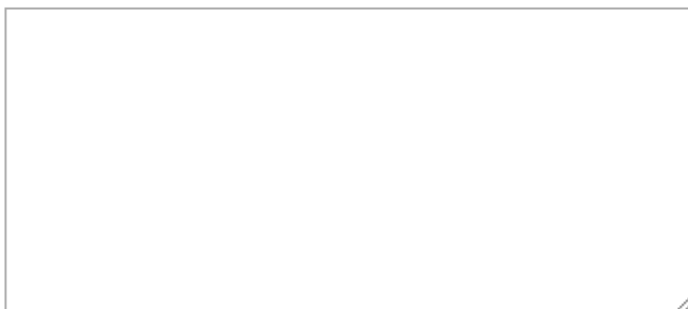
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

## Provide answer feedback. (Optional)

Correct Answer  
Feedback  
(optional)

A large, empty rectangular text box with a thin gray border and a small double-slash icon in the bottom right corner, intended for providing feedback for the correct answer.

Incorrect Answer  
Feedback  
(optional)

A large, empty rectangular text box with a thin gray border and a small double-slash icon in the bottom right corner, intended for providing feedback for the incorrect answer.

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, click **Save** to return to the edit assessment screen.

# Continue adding questions.

## Questions: New Quiz

1

1 Existing Question - 1 total point

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 

1

 Default - 1 question [Copy to Pool](#) | [Edit](#)

Question 

1

 Single Correct - 

1.0

 point [Remove](#) [Edit](#)

2

What percent of the Earth's surface is covered by water?  
☒ A. 71  
☐ B. 90  
☐ C. 66  
☐ D. 82  
Answer Key:A

3

4

Insert New Question 

select a question type

Update Points

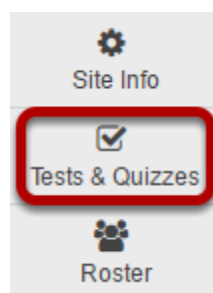
Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

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, click the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, click 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 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.

A screenshot of the 'Create an Assessment' page in Sakai 11. The page has a navigation bar with tabs: 'ASSESSMENTS', 'QUESTION POOLS', 'EVENT LOG', and 'USER ACTIVITY REPORT'. There are also 'LINK' and 'HELP' buttons. The main content area is titled 'Create an Assessment' and is divided into two sections. The left section, 'Create from Scratch', contains a form with three numbered steps: 1. 'Assessment Title' with a text box containing 'Quiz 3'; 2. Two radio buttons: 'Create using assessment builder' (unselected) and 'Create using markup text' (selected); 3. A 'Create' button. The right section, 'Import from File (XML or ZIP)', contains an 'Import' button. The 'OR' text is placed between the two sections.

1. Enter a title for the assessment.
2. Choose the **Create using markup text** radio button.
3. Click **Create**.

# Paste your questions.

ASSESSMENTS

QUESTION POOLS

EVENT LOG

USER ACTIVITY REPORT

LINK

HELP

Create Assessment/Question Pool

Step 1 of 2

Use the text boxes below to modify the name and (optionally) to provide a description for this assessment or question pool. Then enter the questions and answers in the bottom textbox. It is important to follow the correct formatting for each type of question. Examples can be found at the bottom of this page.

Assessment/Question Pool Information

Name

Quiz 3

Description

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.

1. (1 points)  
Which of the following statements accurately describes a turbidity current?  
A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).  
B. The cause of mid-ocean trenches.  
C. A phenomenon associated with violent atmospheric storms at sea.  
\*D. none of these

2. (1 points)  
The deep-ocean basin includes all of the following features EXCEPT:  
\*A. continental shelf.  
B. continental rise.  
C. abyssal plains.  
D. mid-ocean ridges.

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) (2.5 discount)  
Who was the first president of the United States?  
  
\*a. Washington  
b. Jefferson  
c. Lincoln  
d. Clinton  
#randomize  
#rationale

Multiple Correct Answer

Fill in the Blank

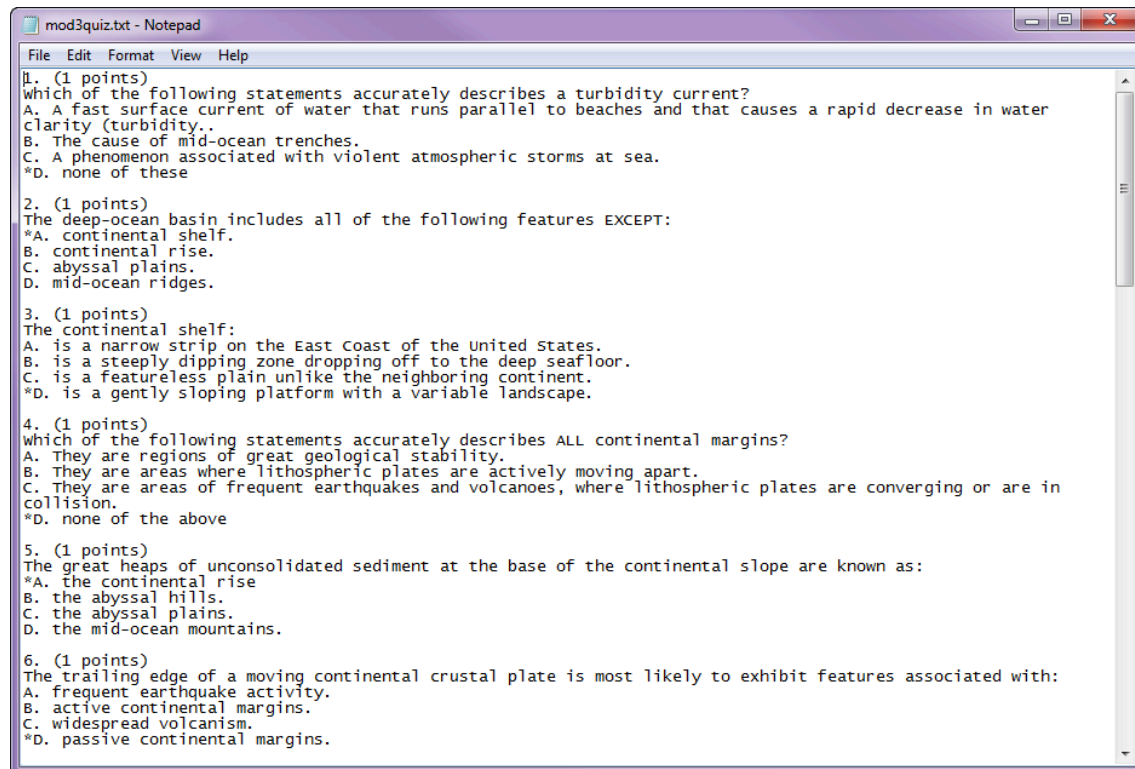
< Back

Next >

In this screen, you will see fields for the name and description of the your assessment, and for the questions. Enter your questions into the questions window and then click **Next**.

*Note: Your questions must be written in a specific format. Refer to the "Instructions and Examples" shown on this screen for the correct format.*

## 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.

#	Question	Type	Points	Discount	Answers	Feedback
1	Which of the following statements accurately describes a turbidity current?	Multiple Choice	1		<input type="checkbox"/> A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity). <input type="checkbox"/> B. The cause of mid-ocean trenches. <input type="checkbox"/> C. A phenomenon associated with violent atmospheric storms at sea. <input checked="" type="checkbox"/> D. none of these	
2	The deep-ocean basin includes all of the following features EXCEPT:	Multiple Choice	1		<input checked="" type="checkbox"/> A. continental shelf. <input type="checkbox"/> B. continental rise. <input type="checkbox"/> C. abyssal plains. <input type="checkbox"/> D. mid-ocean ridges.	
3	The continental shelf:	Multiple Choice	1		<input type="checkbox"/> A. is a narrow strip on the East Coast of the United States. <input type="checkbox"/> B. is a steeply dipping zone dropping off to the deep seafloor. <input type="checkbox"/> C. is a featureless plain unlike the neighboring continent. <input checked="" type="checkbox"/> D. is a gently sloping platform with a variable landscape.	
4	Which of the following statements accurately describes ALL continental margins?	Multiple Choice	1		<input type="checkbox"/> A. They are regions of great geological stability. <input type="checkbox"/> B. They are areas where lithospheric plates are actively moving apart. <input type="checkbox"/> C. They are areas of frequent earthquakes and volcanoes, where lithospheric plates are converging or are in collision. <input checked="" type="checkbox"/> D. none of the above	
5	The great heaps of unconsolidated sediment at the base of the continental slope are known as:	Multiple Choice	1		<input checked="" type="checkbox"/> A. the continental rise <input type="checkbox"/> B. the abyssal hills. <input type="checkbox"/> C. the abyssal plains. <input type="checkbox"/> D. the mid-ocean mountains.	

Check that your questions meet your expectations.

## Click Create Assessment.

19	The age of most marine sediments is:	Multiple Choice	1		<input type="checkbox"/> A. no older than about 10,000 years old. <input type="checkbox"/> B. older than about 180 million years <input type="checkbox"/> C. as old as the earth itself. <input checked="" type="checkbox"/> D. rarely older than about 180 million years old.	
20	Sources of terrigenous sediments includes all of the following EXCEPT:	Multiple Choice	1		<input type="checkbox"/> A. rivers. <input type="checkbox"/> B. wind transporting sand and dust. <input checked="" type="checkbox"/> C. coccolithophores <input type="checkbox"/> D. volcanic ash	

[< Back](#) [Create Assessment](#) [Create Question Pool](#)

If everything looks correct, click **Create Assessment** to create a new assessment.

(Alternately, you may click **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."

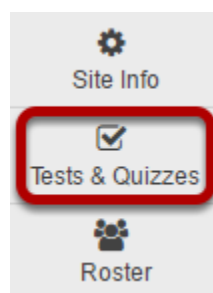
*Tip: Remember that you still need to [publish your assessment](#) before students can view and submit it.*

# 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 clicks "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 questions 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.

## 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  1

☒ Create using assessment builder

☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

## Or edit an existing assessment.

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Published Copies: released to students

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

## Add a question and choose the question type.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

- 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

[Gateway Accessibility Information](#)

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► Build Info:  
► Server Time:

Select the type of question you would like to add from the **Insert New Question** drop-down menu.

## 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.*

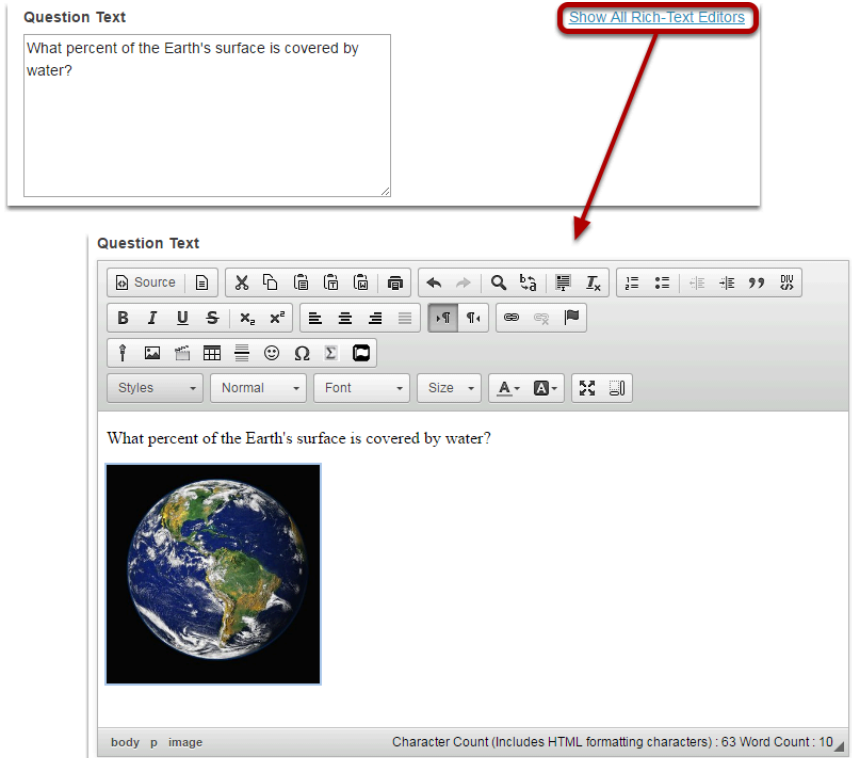
## Display points?

**Display Point Value while student is taking the exam**

☒ Yes ☐ 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**.

## Enter the question text.



Enter the text of your question into the text box provided. You may also click on the **Show All Rich-Text Editors** link in the top right corner of the text box to load the WYSIWYG html editor. The rich text editor allows you to format your question text and/or add images, links, or other resources.

*Note: This section will vary depending on the type of question you are adding.*

## Add attachments.

### Attachments

No Attachment(s) yet

Add Attachments

If you would like to attach a file to the question, you may click on the Add Attachments button to browse for and upload a file. Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

## 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)

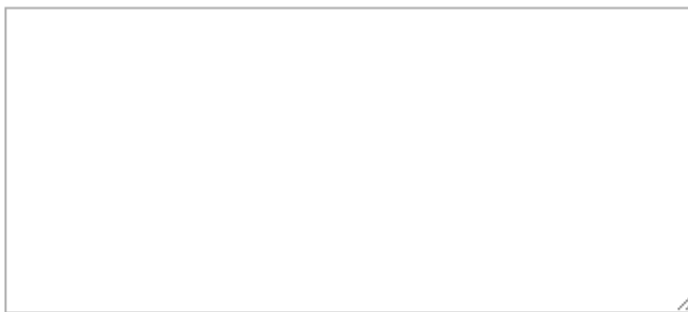
Assign to  
Question Pool

Select a pool name (optional) ▼

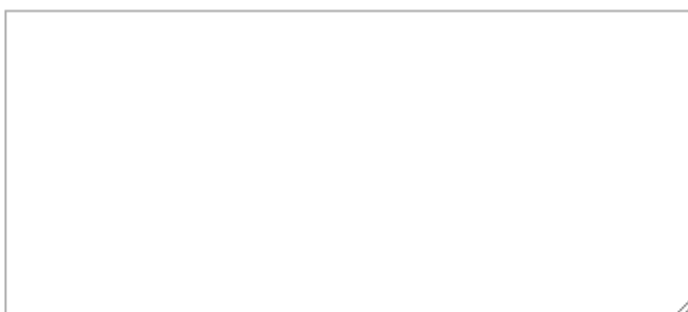
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

## Provide answer feedback. (Optional)

Correct Answer  
Feedback  
(optional)

A large, empty rectangular text box with a thin gray border and a small diagonal icon in the bottom right corner, intended for providing feedback for the correct answer.

Incorrect Answer  
Feedback  
(optional)

A large, empty rectangular text box with a thin gray border and a small diagonal icon in the bottom right corner, intended for providing feedback for the incorrect answer.

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.

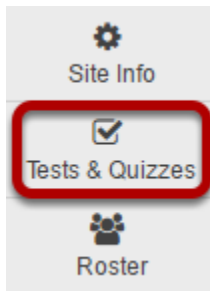


Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

## Or edit an existing assessment.

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Published Copies: released to students

Action	Title
<div><div>-- Select Action --</div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	Quiz 1

## From the Insert New Question drop-down menu, select Multiple Choice.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question** select a question type

[Update Points](#)

- 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

[Gateway Accessibility Information](#)

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► Build Info:  
► Server Time:

## Enter a point value.

Answer Point Value

1.0

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

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
- ☐ Multiple Correct, Single Selection
- ☐ Multiple Correct, Multiple Selection

☐ Enable Negative Marking

☐ Enable Partial Credit

[Reset to Default Grading Logic](#)

## Single correct.

- ☒ Single Correct

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

Question  Multiple Correct, Single Selection -  point

Who wrote "The Mill on the Floss?"

- ☒ A. George Eliot
- ☐ B. George Henry Lewes
- ☒ C. Mary Ann Evans
- ☐ D. Mary Shelley

**Answer Key:**A,C

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

☒ Multiple Correct, Multiple Selection

☒ Right Less Wrong

☐ All or Nothing

A multiple correct, multiple selection answer requires several selections and allows different policies for granting the points.

- The option **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.
- The option **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.

Question Text

[Show All Rich-Text Editors](#)

What was Cantor's first name?

Type the question into the text box provided.

*Note: You may also use the Rich Text Editor by clicking on the **Show All Rich-Text Editors** link.*

## Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

## Enter the question answers.

1

Geordie

Correct Answer

☐ A

[Remove](#)

Geordie Boy

Correct Answer

☐ B

[Remove](#)

Georg

Correct Answer

☒ C

[Remove](#)

Gregory

Correct Answer

☐ D

[Remove](#)

None of the above

Correct Answer

☐ E

[Remove](#)

Insert Additional Answers

select ▼

3

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

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

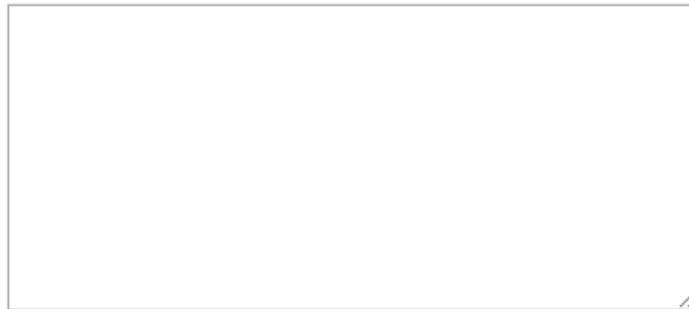
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

## Add answer feedback. (Optional)

Correct Answer  
Feedback (optional)

A large, empty rectangular text box with a thin gray border and a small diagonal slash icon in the bottom right corner, intended for entering feedback for the correct answer.

Incorrect Answer  
Feedback (optional)

A large, empty rectangular text box with a thin gray border and a small diagonal slash icon in the bottom right corner, intended for entering feedback for the incorrect answer.

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.

## Click Save.

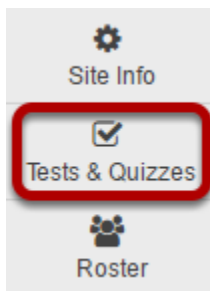


Click **Save** to save the question (or **Cancel** to exit).

# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

## Or edit an existing assessment.

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Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

## Select Matching from drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

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► Build Info:  
► Server Time:

select a question type

- 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 **Matching** from the drop-down menu, the program will open additional options for the question.

## Set the point value for the question.

Answer Point Value

1.0

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

☒ 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

Show Rich-Text Editor (and character count)

Match the following items:

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)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

## Add text for Choices and Matches.

### Add/Edit Pairing and Optional Feedback

Choice	Match	
1 Papers, Memos, and other word processed files	MS Word	<a href="#">Edit</a> <a href="#">Remove</a>
2 Presentation Slides	PowerPoint	<a href="#">Edit</a> <a href="#">Remove</a>
3 Spreadsheets	Excel	<a href="#">Edit</a> <a href="#">Remove</a>

#### Choice

[Show Rich-Text Editor \(and character count\)](#)

Database

#### Match

\*new\*

[Show Rich-Text Editor \(and character count\)](#)

Access

Save Pairing

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)

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)

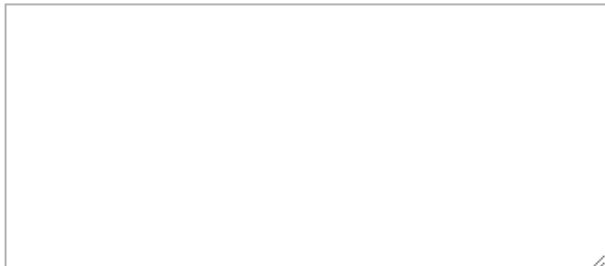
### Correct Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin border, intended for entering feedback text. A small icon in the bottom right corner indicates the rich-text editor interface.

### Incorrect Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin border, intended for entering feedback text. A small icon in the bottom right corner indicates the rich-text editor interface.

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](#), click the hyperlink to open the full menu.*

## Click Save.

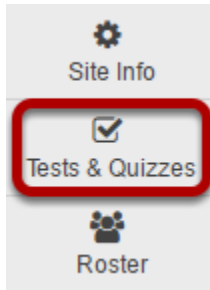


Click **Save** to save the question (or **Cancel** to exit).

# 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.

### Create an Assessment

#### Create from Scratch

Assessment Title  1

☒ Create using assessment builder

☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

## Or edit an existing assessment.

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Published Copies: released to students

Action	Title
<div><div>-- Select Action --</div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	Quiz 1

## Select True False from drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

[Gateway Accessibility Information](#)

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► Build Info:  
► Server Time:

select a question type

- 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 **True False** 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?

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**.



## Negative point value. (Optional)

\* Negative point value for incorrect answer selection

0.0

Optional. Pertains only to 'True False' or 'Multiple Choice, Single Correct' questions.

*Note: With true false questions, there is an option to award negative point value for incorrect answers.*

## Add question text.

Question Text

Show Rich-Text Editor (and character count)

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 click the hyperlink **Show/Hide Rich Text Editor** link and the editor will open.*

## Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **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) ▼

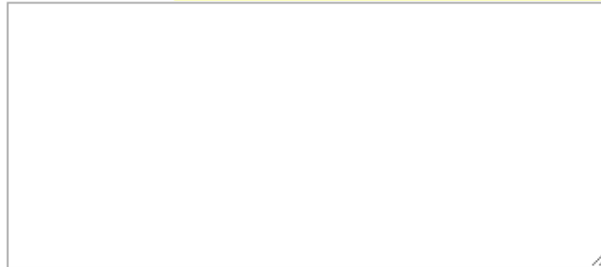
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

## Add feedback for correct answer and/or incorrect answer. (Optional)

### Correct/Incorrect Answer Feedback

#### Correct Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small double-slash icon is visible in the bottom right corner.

#### Incorrect Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small double-slash icon is visible in the bottom right corner.

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 with [Rich-Text Editor](#), click the hyperlink to open the full menu.*

## Click Save.

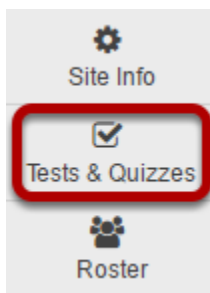


Click **Save** to save the question (or **Cancel** to exit).

# 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  **1**

☒ Create using assessment builder

☐ Create using markup text

**2**

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

Action	Title
<div><div>-- Select Action --</div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	Quiz 1

## Select Short Answer/Essay from drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

[Gateway Accessibility Information](#)

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► Build Info:  
► Server Time:

select a question type

- 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 **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

## Set the point value for the question.

Answer Point Value

1.0

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

☒ 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

[Show Rich-Text Editor \(and character count\)](#)

Where are the youngest and oldest rocks in the seabed?

Type the **Question Text** into the text box provided.

*Note: To edit with [RichText Editor](#), click the hyperlink to open the full menu.*

## Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **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.

## Provide model answer. (Optional)

**Answer:** Provide a model answer to show students and to assist graders along with any feedback.

Model Short Answer (optional)

[Show Rich-Text Editor \(and character count\)](#)

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](#), click the hyperlink to open the full menu.*

## Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

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](#), click the hyperlink to open the full menu.*

## Click Save.



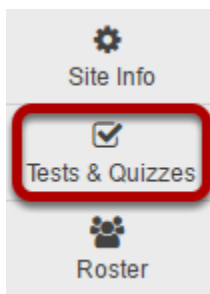
Click **Save** to save the question (or **Cancel** to exit).



# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

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

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

## Select Fill in the Blank from drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

[Gateway Accessibility Information](#)

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► Build Info:  
► Server Time:

select a question type

- 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 **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.

Answer Point Value

1.0

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

☒ 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}.

Show Rich-Text Editor (and character count)

{Biosynthesis} is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth.

Type the **Question Text** into the text box provided.

*Note: If preferred, click the hyperlink to open 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.

Check either box if the correct answer is case sensitive and/or the question has more than one acceptable answer.

## Add attachment. (Optional)

### Attachments

No Attachment(s) yet

Add Attachments

Click **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) ▼

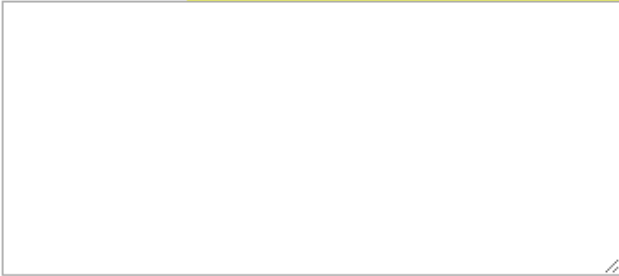
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

## Add feedback for correct answer and/or incorrect answer. (Optional)

### Correct/Incorrect Answer Feedback

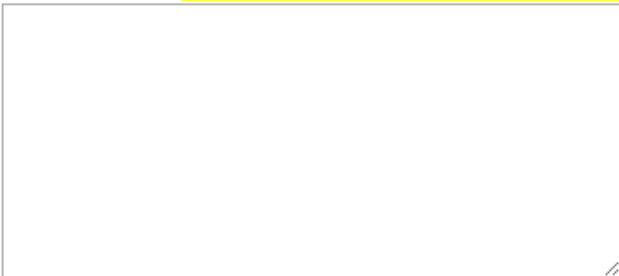
Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small diagonal icon is visible in the bottom right corner.

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small diagonal icon is visible in the bottom right corner.

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](#), click the hyperlink to open the full menu.*

## Click Save.

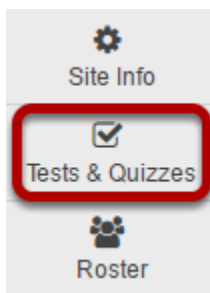


Click **Save** to save the question (or **Cancel** to exit).

# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

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

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1



## Select Numeric Response from drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

[Gateway Accessibility Information](#)

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► Build Info:  
► Server Time:

select a question type ▼

- 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 Numeric Response from the drop-down menu, the program will open options for the question.

## Set the point value for the question.

**Answer Point Value**

1.0

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

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 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 (period or comma), 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}).

[Show Rich-Text Editor \(and character count\)](#)

12\*15={180}

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 (period or comma), 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}).

*Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.*

## Add attachment. (Optional)

### Attachments

No Attachment(s) yet



Click **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)

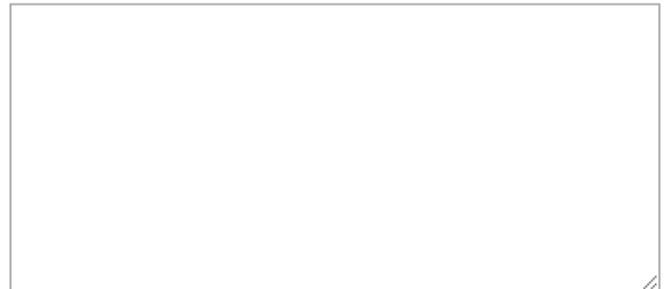
Correct Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin gray border, intended for entering feedback for the correct answer. A small diagonal icon is visible in the bottom right corner.

Incorrect Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin gray border, intended for entering feedback for the incorrect answer. A small diagonal icon is visible in the bottom right corner.

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](#), click the hyperlink to open the full menu.*

## Click Save.

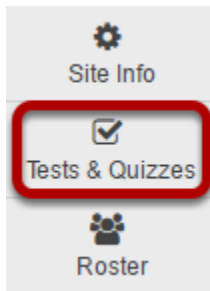


Click **Save** to save the question (or **Cancel** to exit).

# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

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

Action	Title
<div><div>-- Select Action --</div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	Quiz 1

## Select Calculated Question from drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

[Gateway Accessibility Information](#)

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► Build Info:  
► Server Time:

select a question type ▼

- 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**

1.0

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

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

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.

## Instructions

Define variables in the question text by surrounding the variable name with single curly braces ( e.g. {x} and {y} )

When a student views the question, variable placeholders will be replaced with the variable values

Define formula placeholders in the question text by surrounding the formula name with double curly braces ( e.g. {{z}} )

When the student views the question, formula placeholders will be replaced with input boxes

After writing the question text, press the button to Extract Variables and Formulas

Set the min and max values for the variables

Define formula expressions in terms of the variables, using single curly braces ( e.g. {x} - {y} )

## Example

Kevin has {x} apples. Jane eats {y}. Kevin now has {{z}} apples.

The formula z in the example above would be defined as: {x} - {y}

► [Show/Hide more instructions and examples](#)

Show Rich-Text Editor (and character count)

Solve:  $\cos({a}) * ({c} - {b}) = {{z}}$

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. Jane eats {y}. How many does Kevin have now? {{z}}

**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:  $\cos({a}) * ({c} - {b}) = {{z}}$  Formula z would be  $\cos({a}) * ({c} - {b})$

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, SIGN, SQRT, FACTORIAL, LOG10, LOG, 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.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

## Click Extract Variables and Formulas.

[Show Rich-Text Editor \(and character count\)](#)

Solve:  $\cos(\{a\}) * (\{c\} - \{b\}) = \{z\}$

### Attachments

No Attachment(s) yet

Add Attachments

Extract Variables and Formulas from Question Text

### Variables

Variable Name	Min	Max	Decimal Places
---------------	-----	-----	----------------

No variables have been defined

Click the **Extract Variables and Formulas** button to create the variables and formulas.

## Define ranges of variable values.

### Variables

Variable Name	Min	Max	Decimal Places
a	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="3"/> ▼
b	<input type="text" value="8"/>	<input type="text" value="10"/>	<input type="text" value="3"/> ▼
c	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="3"/> ▼

Change the Min, Max, and Decimal Places for all of the variables to define their ranges of valid 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, SIGN, SQRT, FACTORIAL, LOG10, LOG, and LN.  
There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your formula expression.

Formula Name	Formula	Tolerance	Decimal Places
z	<div>COS({a}) * ({c}-{b})</div>	<div>0.01</div>	<div>3</div>

Enter the mathematical expression for each Formula, inserting the Variables where needed.

# Add attachment. (Optional)

**Attachments**  
No Attachment(s) yet

Add Attachments

Click **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)

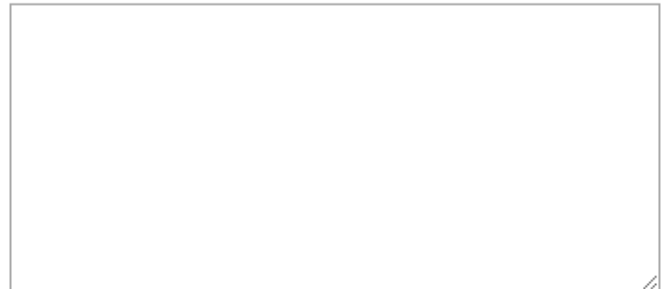
Correct Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small diagonal icon is visible in the bottom right corner.

Incorrect Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small diagonal icon is visible in the bottom right corner.

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](#), click the hyperlink to open the full menu.*

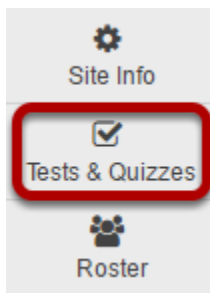
## Click Save.



Click **Save** to save the question (or **Cancel** to exit).

# How do I create a hot spot question?

## Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

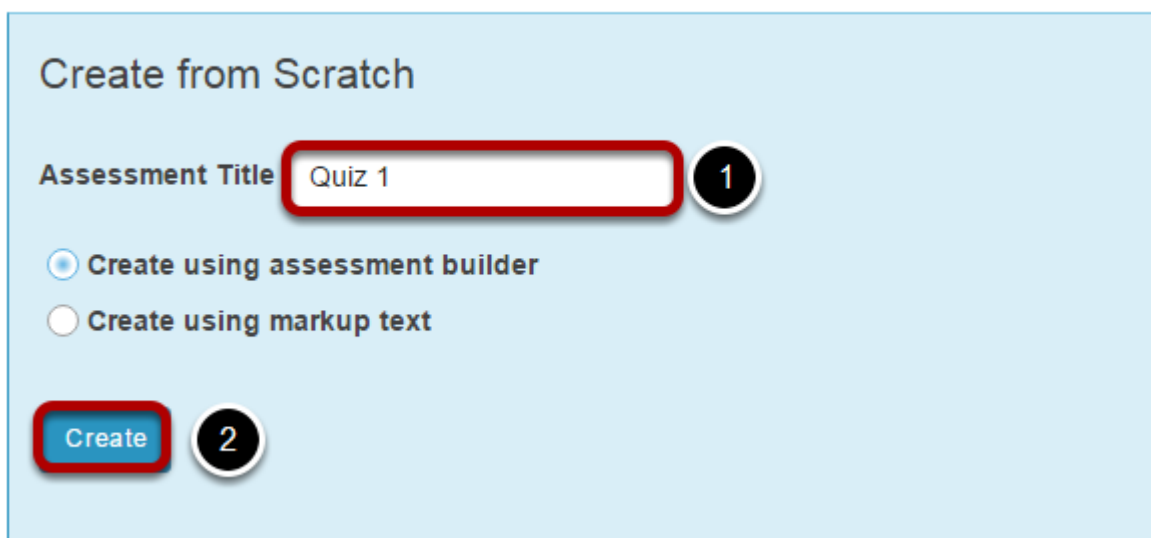
## Select an assessment.

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](#).*

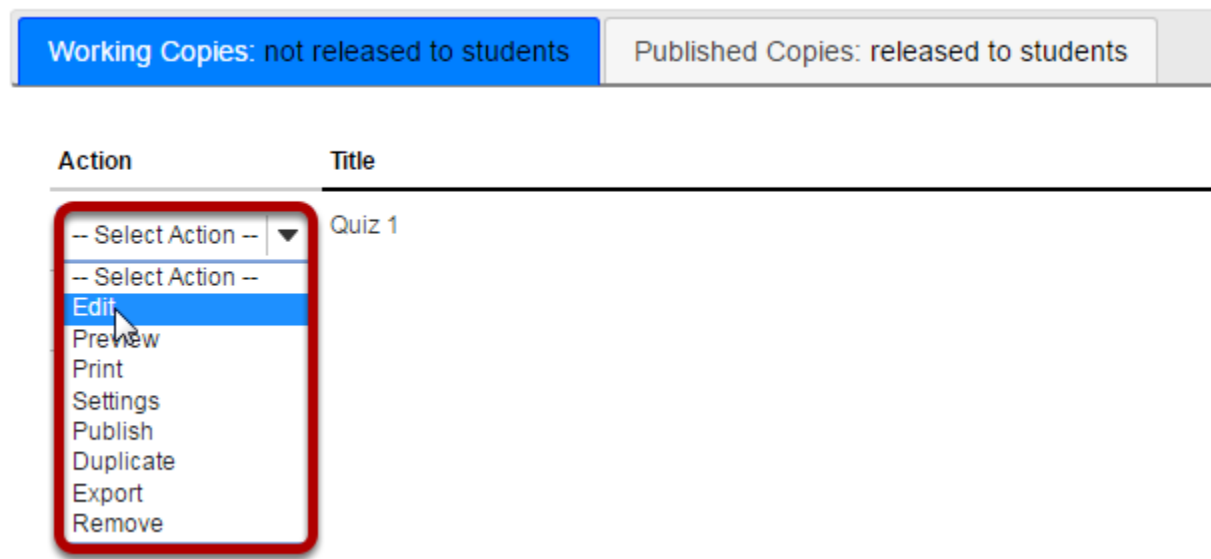
## Create a New Assessment.

### Create an Assessment

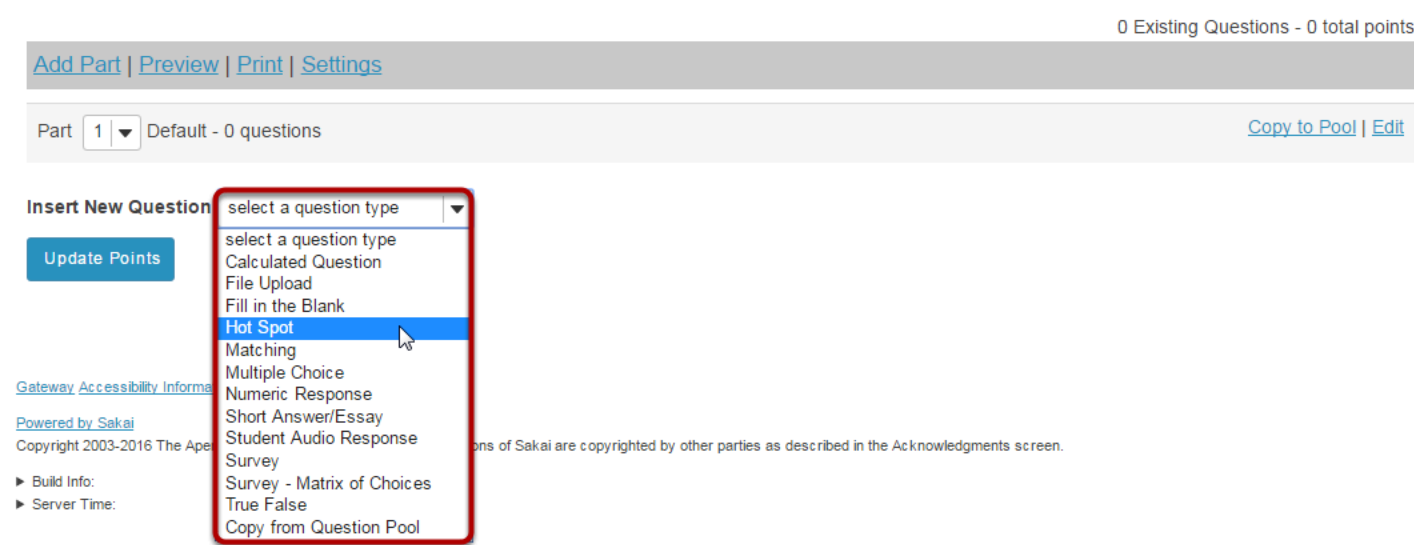
A screenshot of the 'Create an Assessment' form in Sakai. The form has a light blue background. At the top, it says 'Create from Scratch'. Below this, there is a label 'Assessment Title' followed by a text input field containing 'Quiz 1'. To the right of the input field is a black circle with the number '1'. Below the input field, there are two radio buttons. The first is selected and is labeled 'Create using assessment builder'. The second is unselected and is labeled 'Create using markup text'. At the bottom left, there is a blue 'Create' button with a white border. To its right is a black circle with the number '2'.

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.

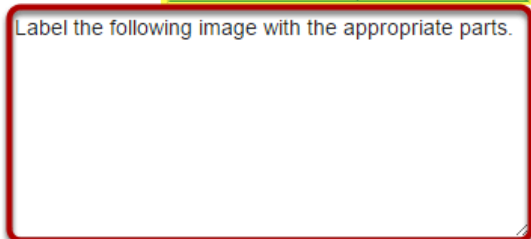
*Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.*

## Add Question Text.

Enter question instructions in the textbox below or use the default message.

Show Rich-Text Editor (and character count)

Label the following image with the appropriate parts.



### Attachments

No Attachment(s) yet

Add Attachments

Select Hot Spot image

Choose File No file chosen

Upload

*Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.*

## Add attachment. (Optional)

### Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

*Note: The **Add Attachments** area is NOT for uploading the question's hot spot image. You may, however, use this upload area to add files relevant to the question.*


## Click Choose File.


Select Hot Spot image

**Choose File** No file chosen

Upload

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 

 Add Item

Click **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.*


## Click Upload.


Select Hot Spot image

Choose File ear-diagram.png

**Upload**

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 

 Add Item

Once the desired image has been selected, click **Upload**.

*Note: To override this uploaded image with a different image, select the **Choose File** button again to locate another file.*

## View image.

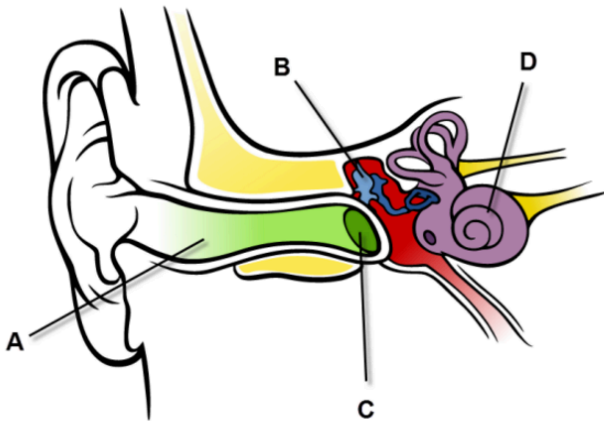
Select Hot Spot image

No file chosen

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

Add Item



"Anatomy of the Human Ear blank" by Anatomy\_of\_the\_Human\_Ear.svg, Chitika L. Brockmann derivative work: M-Komorniczak -talk-- Anatomy\_of\_the\_Human\_Ear.svg. Licensed under Creative Commons Attribution 2.5 via Wikimedia Commons - [http://commons.wikimedia.org/wiki/File:Anatomy\\_of\\_the\\_Human\\_Ear\\_blank.svg#mediaiewer/File:Anatomy\\_of\\_the\\_Human\\_Ear\\_blank.svg](http://commons.wikimedia.org/wiki/File:Anatomy_of_the_Human_Ear_blank.svg#mediaiewer/File:Anatomy_of_the_Human_Ear_blank.svg)

## 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.

Select Hot Spot image

No file chosen

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

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

Choose File

No file chosen

Upload

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		<input type="text" value="External Auditory Canal"/>	
2		<input type="text" value="Malleus"/>	
3		<input type="text" value="Tympanic Membrane"/>	
4		<input type="text" value="Cochlear Nerve"/>	
<div> Add Item</div>			

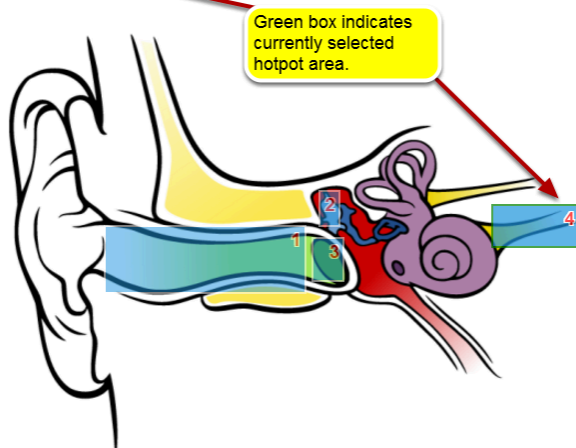
If you wish to have students identify more than one item within the image, use the **+ Add Item** option to add and label additional items.

*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.

- 1 ☐ External Auditory Canal
  - 2 ☐ Malleus
  - 3 ☐ Tympanic Membrane
  - 4 ☒ Cochlear Nerve
- Add Item



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, click and drag to create a hot spot zone for the highlighted item. When students click *anywhere* within this zone, they will have successfully selected the selected 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 re-do the zone selection by clicking and dragging again.*

## Allow partial credit.

Allow Partial Credit

☒ Yes ☐ No

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 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

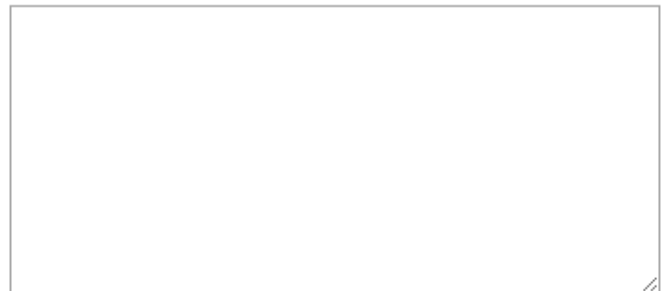
Select a pool name (optional) ▼

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)

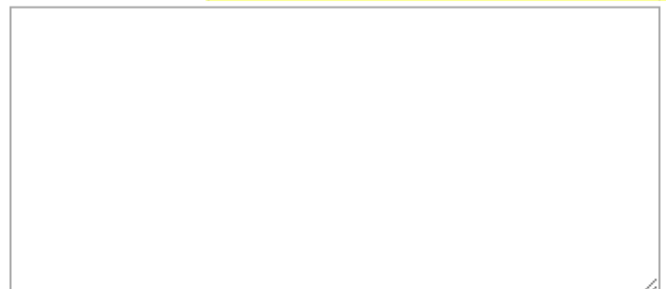
Correct Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin border, intended for entering feedback text. A small diagonal icon is visible in the bottom right corner.

Incorrect Answer Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin border, intended for entering feedback text. A small diagonal icon is visible in the bottom right corner.

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](#), click the hyperlink to open the full menu.

## Click Save.

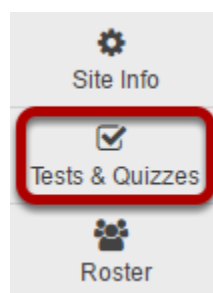


Click **Save** to save the question (or **Cancel** to exit).

# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

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

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

## Select Audio Recording from drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

[Gateway Accessibility Information](#)

[Powered by Sakai](#)

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► Build Info:  
► Server Time:

select a question type

- 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 **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** ☒ 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

Show Rich-Text Editor (and character count)

Recite the following passage:

'Tis but thy name that is my enemy;  
Thou art thyself, though 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](#), click the hyperlink to open the full menu.*

## Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **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

35

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 an amount of times 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 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 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](#), click the hyperlink to open the full menu.

## Click Save.

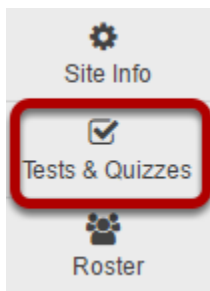


Click **Save** to save the question (or **Cancel** to exit).

# 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.

*Note: You may also [add a question directly to a question pool](#).*

## Create a New Assessment.

### Create an Assessment

#### Create from Scratch

Assessment Title  1

☒ Create using assessment builder

☐ Create using markup text

Create 2

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

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

## Select File Upload from the drop-down menu.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

**Insert New Question**

[Update Points](#)

[Gateway Accessibility Information](#)

[Powered by Sakai](#)

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► Build Info:  
► Server Time:

select a question type ▼

- 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 **File Upload** from the drop-down menu, the program will open additional options for the question.

## Set the point value for the question.

**Answer Point Value**

1.0

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

[Show Rich-Text Editor \(and character count\)](#)

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](#), click the hyperlink to open the full menu.*

## Assign the question to a portion of the assessment and/or a Question Pool. (Optional)

Assign to Part

Part 1 - Default ▼

1

Assign to Question Pool

Select a pool name (optional) ▼

2

1. 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.

2. The question may also be added to a [Question Pool](#), if desired.

## Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **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.

## 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](#), click the hyperlink to open the full menu.*

## Click Save.

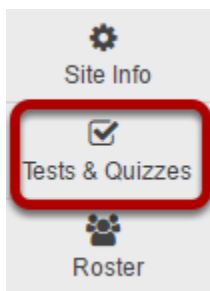


Click **Save** to save the question (or **Cancel** to exit).

# How to 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 an Assessment

#### Create from Scratch

Assessment Title  1

☒ Create using assessment builder

☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

## Or edit an existing assessment.

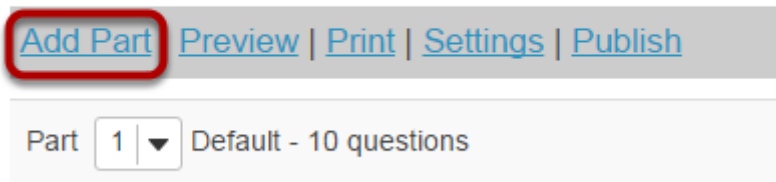
Working Copies: not released to students

Published Copies: released to students

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

## Click Add Part.

### Questions: Quiz 1



The screenshot shows a horizontal bar with five links: [Add Part](#), [Preview](#), [Print](#), [Settings](#), and [Publish](#). The [Add Part](#) link is highlighted with a red rectangular box. Below this bar is a section labeled 'Part' with a dropdown menu showing '1' and a text label 'Default - 10 questions'.

Click **Add Part** hyperlink, located right next to **Add Question**.

## Add a Title.

\* Title



Part 2 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

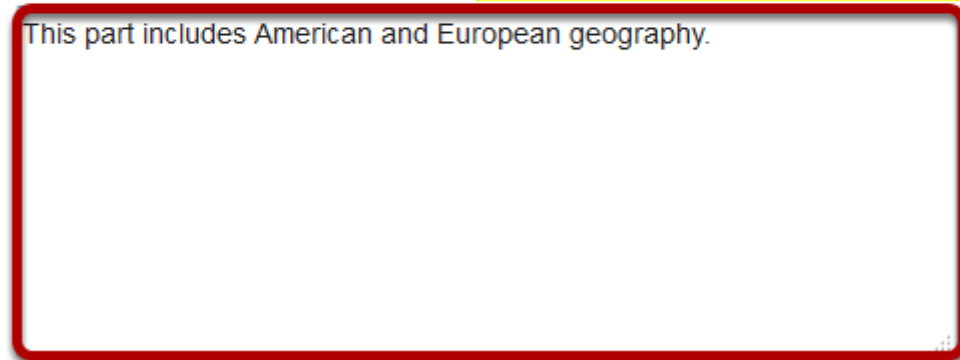
Type a **title** into the text box provided.

*Note: If the part title is marked as the Default, the title will not appear to assessment takers.*

## 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.

## Add attachment. (Optional)

### Attachments

No Attachment(s) yet

Add Attachments

Click **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

\* Draw  question(s) from

☒ A student's questions are randomized each time an assessment is submitted  
☐ A student's questions are randomized once for all submissions

### Scoring

\* Correct answers are worth  point(s).  
\* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct  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.

*Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.*

## Add Metadata. (Optional)

### Metadata

Objective	<input type="text"/>
Keyword	<input type="text"/>
Rubric	<input type="text"/>

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

**Click Save.**



Click **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.

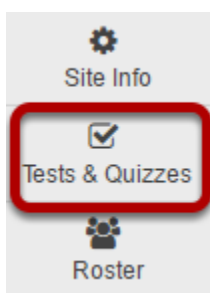
When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, click Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

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  1

☒ Create using assessment builder

☐ Create using markup text

2

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

Action	Title
<div><div>-- Select Action --</div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	Quiz 1

## Edit a part.

### Questions: Quiz 1

10 Existing Questions - 10 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part  Default - 10 questions

[Copy to Pool](#) [Edit](#)

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, click **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

Add Attachments

Click **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.

### Type

- ☒ Questions authored one-by-one
- ☐ Random draw from question pool

### 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

\* Draw  question(s) from

☒ A student's questions are randomized each time an assessment is submitted  
☐ A student's questions are randomized once for all submissions

### Scoring

\* Correct answers are worth  point(s).  
\* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct  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.

*Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.*

## Add Metadata. (Optional)

### Metadata

Objective	<input type="text"/>
Keyword	<input type="text"/>
Rubric	<input type="text"/>

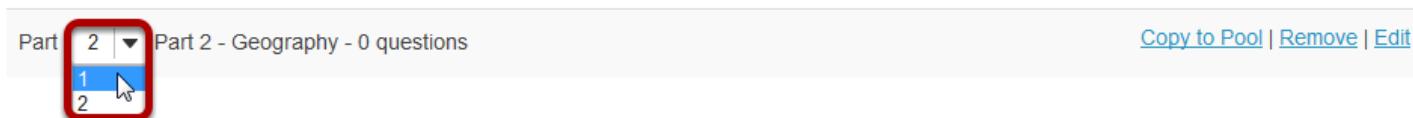
Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

## Click Save.



Click **Save** to save the question (or **Cancel** to exit).

## 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.

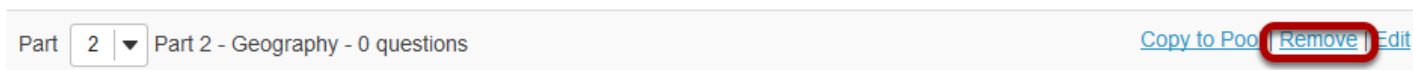
Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

## 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, click **Remove**.

## Choose to delete or combine the questions.

### Remove Part Confirmation

Please choose what you would like to remove

1 ☒ Remove part and all questions.

☐ Remove part only and move question(s) to

select one ... ▼

2 **Remove** Cancel

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. Click **Remove**.

# What is a question pool?

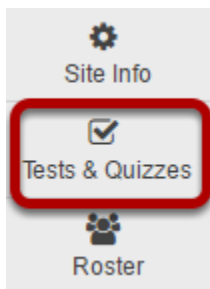
A question pool is a set of questions, identified by a name, that belongs to you (not the worksite). You can share a question pool with others, and others can share theirs with you.

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.

## Click Question Pools.



# Question Pool Example.

## Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
▼ <a href="#">OCE101</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
▼ <a href="#">Chapter 1</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
<a href="#">Multiple Choice</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>	Demo Professor	04/29/2016	20	0	<input type="checkbox"/>
<a href="#">Short Answer/Essay</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>	Demo Professor	04/29/2016	10	0	<input type="checkbox"/>
<a href="#">Chapter 2</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
<a href="#">Chapter 3</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>

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.

## Question Pool: OCE101

Pool Name

Owner Demo Professor

[Update](#)

3 Subpools

1 [Add Subpool](#)

Pool Name	Owner	Last Modified	Questions	Subpools
Chapter 1 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Remove</a>	Demo Professor	04/29/2016	0	2
Chapter 2 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Remove</a>	Demo Professor	04/29/2016	30	0
Chapter 3 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Remove</a>	Demo Professor	04/29/2016	30	0

3 Questions

3 [Add Question](#)

4 [Remove](#) | [Copy](#) | [Move](#)

Question Text	Question Type
<input type="checkbox"/> <a href="#">Edit Question 1 - How will this course help you in your academic career or personal goals?</a> <a href="#">Copy</a>   <a href="#">Move</a>	Short Answer/Essay
<input type="checkbox"/> <a href="#">Edit Question 2 - What grade do you expect to earn in this course?</a> <a href="#">Copy</a>   <a href="#">Move</a>	Short Answer/Essay
<input type="checkbox"/> <a href="#">Edit Question 3 - Why did you decide to take this course?</a> <a href="#">Copy</a>   <a href="#">Move</a>	Short Answer/Essay

[Cancel](#)

Clicking on the name of the pool, in this case OCE101, shows its subpools and questions.

1. To add a subpool to the current pool, click **Add Subpool**.
2. To remove a subpool, click the **Remove** link under the name of the subpool to be deleted.
3. To add a new question to the current pool, click **Add Question**.
4. To remove a question from the pool, select the question or questions to be removed and then click the **Remove** button in the questions listing area.

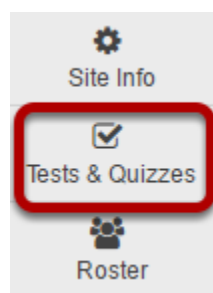
To create a new Question Pool, see [How do I add, copy, move, or remove a Question Pool?](#)

# 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.

## Click Question Pools.



## Add a question pool.

You can add a new Question Pool as an empty container for future questions.



# Click Add New Pool.

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LINK

HELP

Question Pools

Add New Pool

Import Pool

Transfer Ownership

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
<div><div>▶</div><div>OCE101</div><div><div>Add Subpool</div><div>Copy</div><div>Move</div><div>Share</div></div></div>	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>

Delete

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 questions into an assessment or a Question Pool?](#))

# Enter the pool details and Save.

Add Pool

Required items marked with \*.

Pool Name\*

OCE201

Owner

Demo Professor

Department/Group

Description

Objectives

Keywords

Save

Cancel



Enter the data you desire and **Save** the Question Pool.

## The question pool is ready for adding questions.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT LINK HELP

### Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 OCE101 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
 OCE201 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	0	<input type="checkbox"/>




Delete

To open the pool for authoring and editing of questions, click on 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.

### Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 Bonus Questions <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
 OCE101 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
 OCE201 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	0	<input type="checkbox"/>

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.

Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

## Specify the destination and click Copy.

### Copy Pool

Select the destination pool(s) for Bonus Questions

☐ Question Pools TOP

	Pool Name	Owner	Last Modified	Questions	Subpools
<input type="checkbox"/>	OCE101	Demo Professor	04/29/2016	3	3
<input checked="" type="checkbox"/>	OCE201	Demo Professor	04/29/2016	0	0

[Copy](#) [Cancel](#)

On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

## Click Copy.

### Copy Pool

Select the destination pool(s) for Bonus Questions

☐ Question Pools TOP

	Pool Name	Owner	Last Modified	Questions	Subpools
<input type="checkbox"/>	OCE101	Demo Professor	04/29/2016	3	3
<input checked="" type="checkbox"/>	OCE201	Demo Professor	04/29/2016	0	0

[Copy](#) [Cancel](#)

## Move a question pool.

### Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
<a href="#">Bonus Questions</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
<a href="#">OCE101</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	3	<input type="checkbox"/>
<a href="#">OCE201</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Moving a pool will relocate the pool and all of its questions and subpools to a new location.






Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

## Specify the destination.

### Move Pool

Select the destination pool for Bonus Questions

☐ Question Pools TOP

	Pool Name 	Owner	Last Modified	Questions	Subpools
	▶  OCE101	Demo Professor	04/29/2016	3	3
	▶  OCE201	Demo Professor	04/29/2016	0	1

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.






*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

## Click Move.

### Move Pool

Select the destination pool for Bonus Questions

☐ Question Pools TOP

	Pool Name 	Owner	Last Modified	Questions	Subpools
	▶  OCE101	Demo Professor	04/29/2016	3	3
	▶  OCE201	Demo Professor	04/29/2016	0	1

# Delete a question pool.

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Question Pools

Add New Pool

Import Pool

Transfer Ownership

Delete

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.

# Click the Delete button.

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Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
<div><div>▼</div><div>OCE101</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a></div></div>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
<div><div></div><div>Bonus Questions</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	2	0	<input checked="" type="checkbox"/>
<div><div>▶</div><div>Chapter 1</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
<div><div></div><div>Chapter 2</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
<div><div></div><div>Chapter 3</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
<div><div>▶</div><div>OCE201</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a></div></div>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Delete

# Click Remove to confirm deletion.

LINK

HELP

Remove Pool Confirmation

Are you sure you want to remove the following pool(s) and ALL associated subpools and questions?

Pools to be removed:  
Bonus Questions

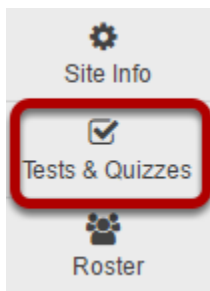
Remove

Cancel

# 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.

## Click Question Pools.



# Select the pool.

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Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
<div><div>▼</div><div>OCE101</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a></div></div>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
<div><div></div><div>Bonus Questions</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	2	0	<input type="checkbox"/>
<div><div>▶</div><div>Chapter 1</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	0	2	<input type="checkbox"/>
<div><div></div><div>Chapter 2</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
<div><div></div><div>Chapter 3</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a></div></div>	Demo Professor	04/29/2016	30	0	<input type="checkbox"/>
<div><div>▶</div><div>OCE201</div><div><a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a></div></div>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Delete

Select the pool that you wish to augment by clicking on its name.



# Click Add Question.

[OCE101](#) > Bonus Questions

## Question Pool: Bonus Questions

Pool Name

Owner Demo Professor

[Update](#)

0 Subpools

[Add Subpool](#)

2 Questions

[Add Question](#)

[Remove](#) | [Copy](#) | [Move](#)

<input type="checkbox"/>	Question Text	Question Type
<input type="checkbox"/>	<a href="#">Edit Question 1 : Define "oceanography"</a> <a href="#">Copy</a>   <a href="#">Move</a>	Short Answer/Essay
<input type="checkbox"/>	<a href="#">Edit Question 2 : Name 5 famous ocean explorers.</a> <a href="#">Copy</a>   <a href="#">Move</a>	Short Answer/Essay

[Cancel](#)

You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add** link on the right hand side of the screen.

## Create a new question by choosing its type.

1 Select question type

2 Click "Save" to continue

[Save](#) [Cancel](#)

2

1

select a question type

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

previous page

All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

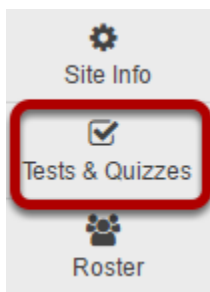
1. Select the type of question you want to add.
2. Click **Save**.

# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

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

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

# Select Copy from Question Pool from the drop-down menu.

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Questions: Quiz 1

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 Default - 0 questions

Copy to Pool | Edit

Insert New Question

Update Points

select a question type

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

## Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Owner	Last Modified	Questions	Subpools
▼ OCE101	Demo Professor	04/29/2016	3	4
📄 Bonus Questions	Demo Professor	04/29/2016	2	0
▶ 📄 Chapter 1	Demo Professor	04/29/2016	0	2
📄 Chapter 2	Demo Professor	04/29/2016	30	0
📄 Chapter 3	Demo Professor	04/29/2016	30	0
▶ 📄 OCE201	Demo Professor	04/29/2016	0	1

Select a question pool from the list.

# Select the question/s.

[OCE101](#) > Chapter 2

## Question Pool: Chapter 2

Navigate to another subpool or use the checkboxes below to select questions you wish to copy into the current assessment and then click Copy.

Pool Name

Owner Demo Professor

0 Subpools

30 Questions

Question Text	Question Type	Copy? Select all <input type="checkbox"/>
<a href="#">Edit Question 1 : A boundary in which crustal plates move past one another is called a:</a>	Multiple Choice	<input checked="" type="checkbox"/>
<a href="#">Edit Question 2 : All of the following statements are true concerning subduction zones EXCEPT:</a>	Multiple Choice	<input checked="" type="checkbox"/>
<a href="#">Edit Question 3 : As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?</a>	Multiple Choice	<input checked="" type="checkbox"/>
<a href="#">Edit Question 4 : Describe the mechanism that powers the movement of the lithospheric plates.</a>	Short Answer/Essay	<input type="checkbox"/>
<a href="#">Edit Question 5 : Earlier than 200 million years ago, the continents were joined into one supercontinent called:</a>	Multiple Choice	<input type="checkbox"/>
<a href="#">Edit Question 6 : Geologists believe that a new ocean basin is forming:</a>	Multiple Choice	<input type="checkbox"/>
<a href="#">Edit Question 7 : How are Earth's internal layers classified?</a>	Short Answer/Essay	<input type="checkbox"/>

Check the corresponding box for the question/s you would like to copy.

# Click Copy.

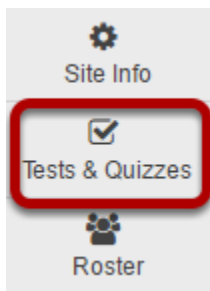
Assign to Part

Scroll down to the bottom of the question list and click the **Copy** button.

*Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.*

# 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.

**Create an Assessment**

Create from Scratch

Assessment Title  1

☒ Create using assessment builder

☐ Create using markup text

2

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

Action	Title
<div>-- Select Action -- -- Select Action -- <b>Edit</b> Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1

## Edit a part.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 Default - 0 questions [Copy to Pool](#) **Edit**

Insert New Question select a question type

Update Points

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, click **Edit**.

## For the Type, choose Random draw from question pool.

### Type

- ☐ Questions authored one-by-one
- ☒ Random draw from question pool



## Set the options for the random set.

### Options

**Randomization**

1

2

3

\* Draw  question(s) from

☒ A student's questions are randomized each time an assessment is submitted

☐ A student's questions are randomized once for all submissions

**Scoring**

4

5

\* Correct answers are worth  point(s).

\* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct  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.

*Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.*

## Click Save.

# View assessment.

5 Existing Questions - 5 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part  Random draw from Chapter 2 - 5 questions

[Update Questions](#)

[Edit](#)

The questions for this part were generated from the question pool, **Chapter 2**, on **Monday, May 2, 2016** at **2:59:28 PM EDT**. 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.

[Update Points](#)

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.

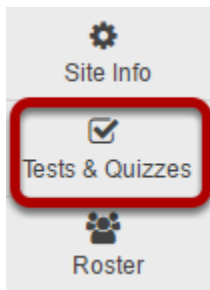
# How do I import and export assessments?

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, click Import.

### Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder  
☐ Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

## Select your file, and click Import.

Import Assessment [LINK](#) [HELP](#)

Choose an IMS QTI-compliant **XML** file or an IMS Content Packaging **ZIP** file from your computer.

Choose a file:

1  exportAssess...example.zip  
This file is an:

2 ☒ Export from this (or other Sakai) system  
☐ Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)

3

1. Click **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. Click the **Import** button.

# View your assessment.

Working Copies: not released to students		Published Copies: released to students	
Action	Title	Last Modified	Modified Date
-- Select Action --	Module 10 Quiz	Demo Professor	05/02/2016 03:06:13 PM
-- Select Action --	Quiz 1	Demo Professor	05/02/2016 02:59:28 PM

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.

## Click Export for the assessment you want to export.

Working Copies: not released to students		Published Copies: released to students	
Action	Title	Last Modified	Modified Date
-- Select Action --	Module 10 Quiz	Demo Professor	05/02/2016 03:06:13 PM
-- Select Action --	Quiz 1	Demo Professor	05/02/2016 02:59:28 PM

-- Select Action --

-- Select Action --  
Edit  
Preview  
Print  
Settings  
Publish  
Duplicate  
Export  
Remove

Use the drop-down menu next to the assessment title. Click **Export**.

## Choose the export type and export.

[LINK](#) [HELP](#)

### Export Assessment - Quiz 1

Choose the type of export you would like to do, [IMS QTI-compliant XML](#) or [IMS Content Packaging](#) , 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.

**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.

Choose export type:

1 ☐ QTI v 1.2

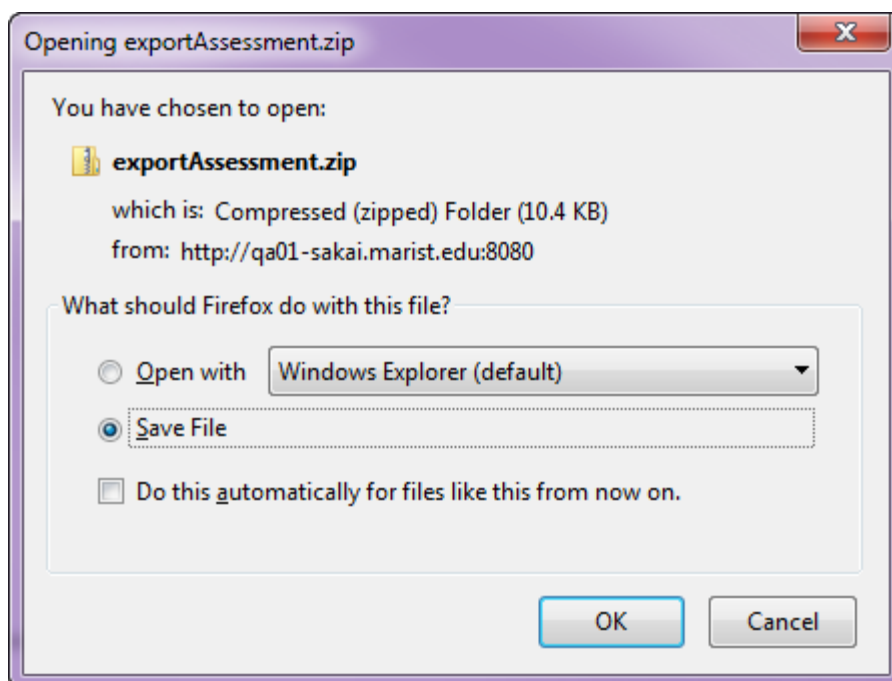
☒ Content Packaging

If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

2 **Export** Cancel

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. Click 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?

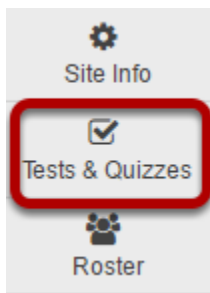
A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See [What is a Question Pool?](#)

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.

## Click Question Pools.



## Select Import Pool.

[ASSESSMENTS](#) [QUESTION POOLS](#) [EVENT LOG](#) [USER ACTIVITY REPORT](#) [LINK](#) [HELP](#)

### Question Pools

[Add New Pool](#) [Import Pool](#) [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
▶ <a href="#">OCE101</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
▶ <a href="#">OCE201</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Delete

## Click Choose File.

### Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

[Choose File](#) exported-ass...ent (2).xml

[Import](#) [Cancel](#)

Click the **Choose File** button 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.*



# Click Import.

## Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

Choose File exported-ass...ent (2).xml



Once you have located the file, click **Import**.

# The question pool is imported to the site.

## Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name ▾	Owner	Last Modified	Questions	Subpools	Delete?
<a href="#">New Pool</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
▶ <a href="#">OCE101</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
▶ <a href="#">OCE201</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

You will see the question pool, under the name it was given in the import file, in your list of question pools.

# 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.

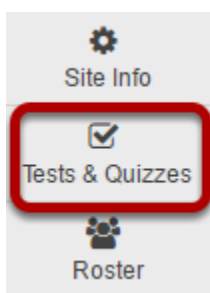
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

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 him or her.

## Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.




## Click Question Pools.



# Choose to share the question pool.

## Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 <a href="#">Module 10 Quiz</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
▶  <a href="#">OCE101</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
▶  <a href="#">OCE201</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

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, click **Share**.

## Grant access.

Share pool

Site Members with access to Module 10 Quiz

Name	Role	Revoke access
Demo Professor	Instructor	<input type="checkbox"/>

Site Members without access to Module 10 Quiz

Name	Role	Grant access
Guest Lecturer	Instructor	<div><div>1</div><input checked="" type="checkbox"/></div>

2

Share




Cancel

- 1. Next to the person's name, click **Grant Access**.
- 2. Click **Share**.

# The original creator is the pool owner.

## Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 <a href="#">Module 10 Quiz</a> <a href="#">Copy</a>   <a href="#">Remove me</a>	Demo Professor	05/02/2016	20		
 <a href="#">My Original Pool</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Guest Lecturer	05/02/2016	0	0	<input type="checkbox"/>

The other person will now see the pool, under the same name, with your name as **Owner**, in his or her Question Pools list.

*Note: Users with shared access to a question pool have the options to edit the shared question pool (by clicking on 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.*

# 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.

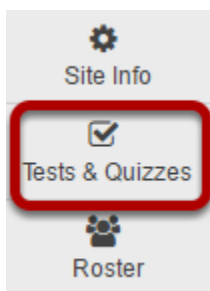
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

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.




## Click Question Pools.



# Choose the shared question pool you would like to manage.

## Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name ▾	Owner	Last Modified	Questions	Subpools	Delete?
 <a href="#">Module 10 Quiz</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <b>Share</b>	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
▶  <a href="#">OCE101</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
▶  <a href="#">OCE201</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Under the name of the pool where you wish to modify sharing, click **Share**.

## Revoke access.

**Share pool**  
**Site Members with access to Module 10 Quiz**

Name ▾	Role	Revoke access
Demo Professor	Instructor	<input type="checkbox"/>
Guest Lecturer	Instructor	<b>1</b> <input checked="" type="checkbox"/>

**Site Members without access to Module 10 Quiz**

Name ▾	Role	Grant access




**2** **Share** Cancel

- 1. Next to the person's name, check the box to **Revoke Access**.
- 2. Click **Share**.

# Remove your own access to a shared pool.

## Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 <a href="#">Module 10 Quiz</a> <a href="#">Copy</a>   <a href="#">Remove me</a>	Demo Professor	05/02/2016	20		
 <a href="#">My Original Pool</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Guest Lecturer	05/02/2016	0	0	<input type="checkbox"/>

If you have been granted access to a shared pool and would like to remove yourself, click the **Remove me** link under the name of the shared pool to revoke your shared access.

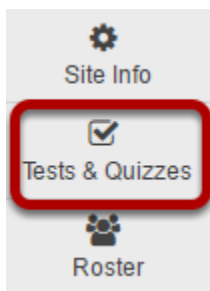
# How do I transfer ownership of a question pool?

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.

## Click Question Pools.








# Select Transfer Ownership

## Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 <a href="#">Module 10 Quiz</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
▶  <a href="#">OCE101</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>
▶  <a href="#">OCE201</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	Demo Professor	04/29/2016	0	1	<input type="checkbox"/>

Select the pools to be transferred and click Continue.

[LINK](#) [? HELP](#)

### Transfer Ownership

☐ Select All Pools

Pool Name	Owner	Last Modified	Questions	Subpools
<input type="checkbox"/> Module 10 Quiz	Demo Professor	05/02/2016	20	0
<input type="checkbox"/> OCE101	Demo Professor	04/29/2016	3	4
<input type="checkbox"/> Bonus Questions	Demo Professor	04/29/2016	2	0
<input type="checkbox"/> Chapter 1	Demo Professor	04/29/2016	0	2
<input type="checkbox"/> Multiple Choice	Demo Professor	04/29/2016	20	0
<input type="checkbox"/> Short Answer/Essay	Demo Professor	04/29/2016	10	0
<input type="checkbox"/> Chapter 2	Demo Professor	04/29/2016	30	0
<input type="checkbox"/> Chapter 3	Demo Professor	04/29/2016	30	0
<input checked="" type="checkbox"/> OCE201	Demo Professor	04/29/2016	0	1
<input checked="" type="checkbox"/> Bonus Questions	Demo Professor	04/29/2016	2	0

Continue

Cancel

Select one or more pools to be transferred to another user. Then click **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 click Continue.

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

guestlecturer

Continue

Back

Cancel

Click Transfer Ownership to confirm the transfer.

LINK

HELP

Transfer Ownership

Ownership of the following pools will be transferred to Guest Lecturer (guestlecturer):

Pool Name	Owner	Last Modified	Questions	Subpools
OCE201	Demo Professor	04/29/2016	0	1
Bonus Questions	Demo Professor	04/29/2016	2	0

Transfer Ownership

Back

Cancel

The transferred pool/s will no longer be listed under the original owner's question pools.

Question Pools

Add New Pool

Import Pool

Transfer Ownership

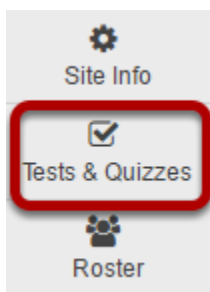
Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
<div><div>Module 10 Quiz</div><div><div>Add Subpool</div><div>Copy</div><div>Move</div><div>Share</div></div></div>	Demo Professor	05/02/2016	20	0	<input type="checkbox"/>
<div><div>OCE101</div><div><div>Add Subpool</div><div>Copy</div><div>Move</div><div>Share</div></div></div>	Demo Professor	04/29/2016	3	4	<input type="checkbox"/>

# 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  1

☒ Create using assessment builder

☐ Create using markup text

2

OR

#### Import from File (XML or ZIP)

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

Action	Title	Last Modified	Modified Date
-- Select Action --	Quiz 1	Demo Professor	2016-05-02 3:11 PM
<div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	End of Course Survey	Demo Professor	2016-05-02 5:03 PM

**For a basic survey, select Survey from the drop-down menu.**

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part **1** ▼ Default - 0 questions [Copy to Pool](#) | [Edit](#)

Insert New Question

[Update Points](#)

- 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 **Survey** from the drop-down menu, the program will open additional options for the question.

**The Answer Point Value will default to zero.**

**Answer Point Value** 0 points

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

**Add Question Text.**

**Question Text**

[Show Rich-Text Editor \(and character count\)](#)

The textbook for this class was appropriate for the content covered in the course.

Type the question text to the text box provided.

*Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.*

## Add Attachment. (Optional)

### Attachments

No Attachment(s) yet



Click **Add Attachments** to browse for and select a file attachment.

## Select Answer(s) from list.

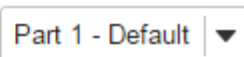
### Answer

- ☐ 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



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)

[Show Rich-Text Editor \(and character count\)](#)

**Feedback** is optional text available for students to view.

*Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.*

## Click Save.



Click **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.

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  Default - 0 questions [Copy to Pool](#) | [Edit](#)

Insert New Question

Update Points

select a question type

- 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 **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

## Add an Answer Point Value.

Answer Point Value

0.0

This allows for the **Answer Point Value** to be manually inputted.

## Add Question Text.

Question Text

Show Rich-Text Editor (and character count)

Please indicate your agreement with the following statements:

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)

### Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment.

## Enter Answer Options.

### Answer

	column choice #1	column choice #2
row choice #1	<input type="radio"/>	<input type="radio"/>
row choice #2	<input type="radio"/>	<input type="radio"/>

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)

Relative Widths of  
Columns

Use browser defaults for column widths



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

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)

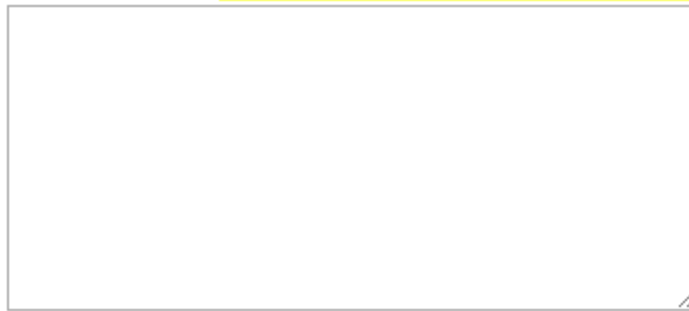


The question may also be added to a [Question Pool](#), if desired.

## Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)

A large, empty rectangular box with a thin gray border, intended for providing feedback. In the bottom right corner, there is a small icon of a pencil inside a square.

**Feedback** is optional text available for students to view.

*Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.*

## Click Save.



Click **Save** to save the question (or **Cancel** to exit).

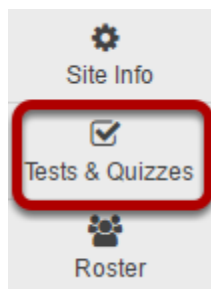
# How do I view and modify the settings of an assessment?

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.

ASSESSMENTS

QUESTION POOLS

EVENT LOG

USER ACTIVITY REPORT

LINK

HELP

## Create an Assessment

### Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Create

OR

### Import from File (XML or ZIP)

Import

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div>-- Select Action -- -- Select Action -- Edit Preview Print <b>Settings</b> Publish Duplicate Export Remove</div>	Quiz 1	Demo Professor	2016-05-04 1:35 PM

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.

### Questions: Quiz 1

10 Existing Questions - 100 total points

[Add Part](#) | [Preview](#) | [Print](#) | **[Settings](#)** | [Publish](#)

Part  Random draw from Chapter 2 - 10 questions

Update Questions

[Edit](#)

The questions for this part were generated from the question pool, **Chapter 2**, on **Wednesday, May 4, 2016 at 1:35:54 PM EDT**. 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.

Update Points

If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

## Settings options.

### Settings - Quiz 1



Expand All

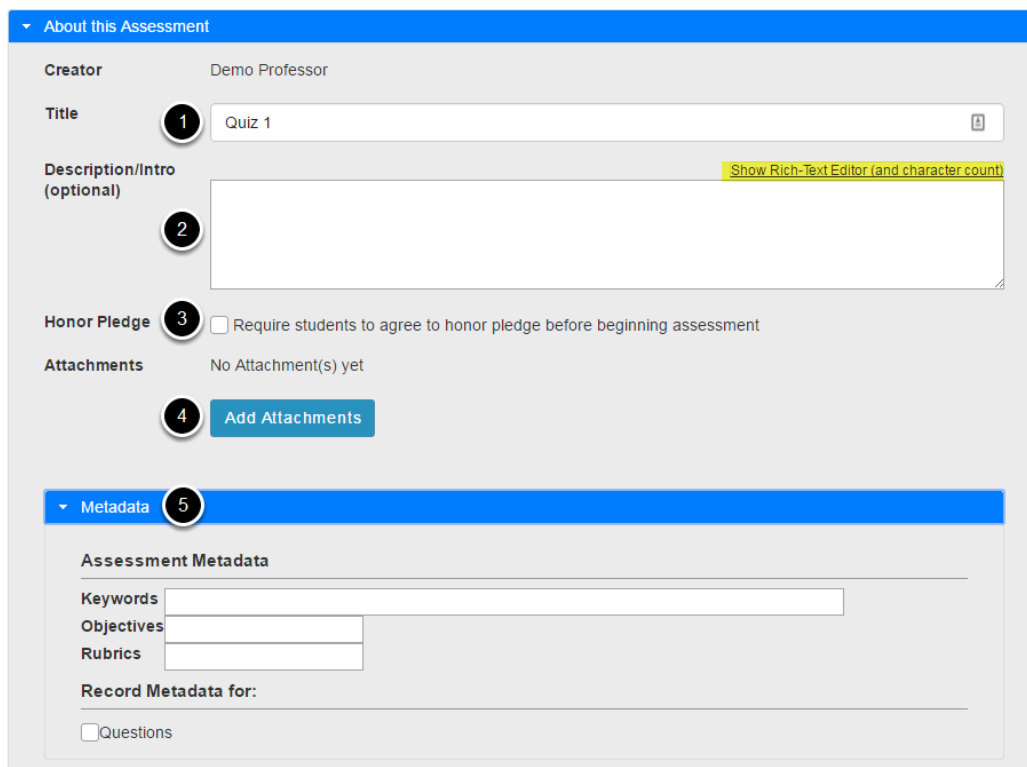
- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Grading and Feedback
- ▶ Layout and Appearance

Save Settings and Publish Save Cancel

This is a list of the options available in the assessment settings. Click on the small triangle next to each section to expand/collapse that section.

Or, you can click on the **Expand All** link to expand all of the settings sections at once.

## About this assessment.



▼ About this Assessment

Creator Demo Professor

Title 1 Quiz 1

Description/Intro (optional) 2 [Show Rich-Text Editor \(and character count\)](#)

Honor Pledge 3 ☐ Require students to agree to honor pledge before beginning assessment

Attachments No Attachment(s) yet

4 Add Attachments

▼ Metadata 5

Assessment Metadata

Keywords

Objectives

Rubrics

Record Metadata for:

☐ Questions

The first section is the **Assessment Introduction**.

1. This is where you can change the title of your assessment if desired.
2. Optionally, you may also add a description. Anything you enter into the description field will be visible to students before they begin the assessment. Notice that the [Rich Text Editor](#) is available in the description field.
3. If selected, the Honor Pledge requires students to agree to the pledge before beginning the assessment.
4. You can 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.
5. The Metadata section may be optionally expanded to enter additional information about the assessment.

## Availability and Submissions

▼ Availability and Submissions

**Assessment released to**

Entire Site ▼

**Exceptions to Time Limit and Delivery Date**
[Add a Time Limit/Delivery Date Exception.](#)

**The number of submissions allowed**

☒ Unlimited
 ☐ Only  submissions allowed

**It is available**

05/04/2016 12:00 am

**It is due**

05/31/2016 11:55 pm

 and has a time limit of ☒ 01 hrs. 00 min.

**Late submissions accepted?**

☐ No, not after due date
 ☒ Yes, until 06/03/2016 11:55 pm

Students get one chance to submit after due date if they haven't already submitted.

**Question Scores**

☒ Show question point value during assessment
 ☐ Hide question point value during assessment

☐ Ensure students take exams from specific location

☐ Add message that students will see after submission

The availability and Submission section controls when your assessment is available and which users have access to it.

### Assessment Released to.

**Assessment released to**

Entire Site ▼

Anonymous Users  
**Entire Site**  
 Selected Group(s)

By default, the assessment will be released to the **Entire Site**. If you would like the assessment to be released to **Anonymous Users** (i.e. users outside the current course) or **Selected Groups** within your course, select the appropriate radio button. (The groups option is only available if there are existing groups in your site.)

*Note: 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.*

## Exceptions to Time Limit and Delivery Date.

If you would like to allow individual students or groups of students to have different date or time settings, you may click on the **Add a Time Limit/Delivery Date Exception** link to add one or more exceptions.

Once you click the add exception link, you will be able to select users or groups within the site and indicate the time of amount allowed for that user/group. In addition, you can check the box next to **Change Delivery Dates for the group/student** to specify a different availability window for the assessment.

*Tip: The add exception setting is most often used for students with disabilities that require extra time on the test.*

## Number of submissions.

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.*

## Delivery Dates and Time Limit

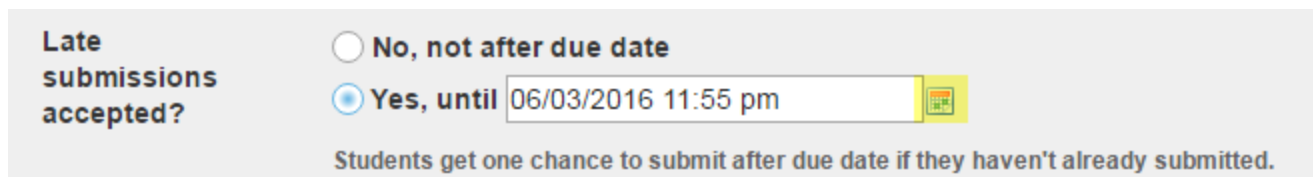
The screenshot shows the 'Delivery Dates and Time Limit' configuration window. It features three numbered callouts: 1. 'It is available' with a date field set to '05/02/2016 12:00 am'. 2. 'It is due' with a date field set to '05/31/2016 11:55 pm'. 3. 'and has a time limit of' with a checked checkbox, '01' hours, and '00' minutes. A red arrow points from the 'It is due' date field to a calendar date-picker. The calendar shows May 2016, with the 31st selected. Below the calendar, there are fields for 'Time' (set to 11:55 pm), 'Hour', and 'Minute'. At the bottom are 'Now' and 'Done' buttons.

The delivery dates let you specify the availability window for your assessment. You may enter the dates into the fields provided, or use the date-picker (calendar window) 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.
2. The **Due Date** is the end date for the exam window. Students will not be able to submit after this date unless you allow late submissions. If late submissions are allowed, any submissions after the due date will be marked as late.
3. If you would like a **Time Limit** on your assessment to be timed, select the check box for **has a time limit of** and select the desired time in hours and minutes from the drop-down menus.

*Tip: If you want an assessment to always be open, you may leave the date fields blank.*

## Late handling.



Late submissions accepted?

☐ No, not after due date

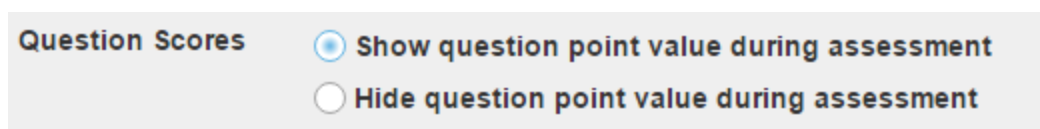
☒ Yes, until 06/03/2016 11:55 pm

Students get one chance to submit after due date if they haven't already submitted.

Choose whether or not you will accept late submissions. If you do allow late submissions, they will be marked as late if they come in after the due date. Use the date picker to select a deadline for late submissions.

*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.*

## Question Scores



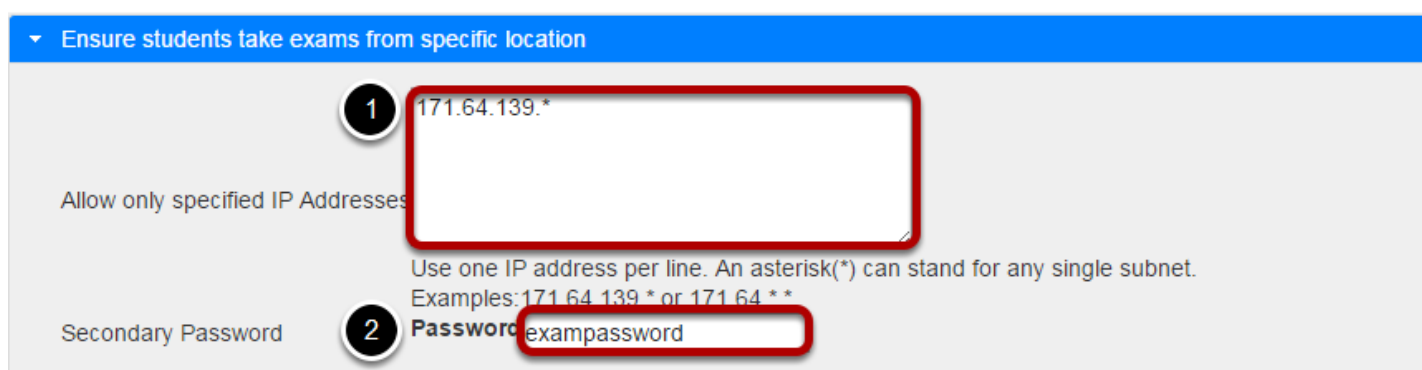
Question Scores

☒ Show question point value during assessment

☐ Hide question point value during assessment

Choose whether or not you want the point value of the questions to be visible to students while they take the assessment.

## Exam security by location or password.



▼ Ensure students take exams from specific location

1 171.64.139.\*

Allow only specified IP Addresses

Use one IP address per line. An asterisk(\*) can stand for any single subnet.  
Examples: 171.64.139.\* or 171.64.\*.\*

Secondary Password 2 Password exampassword

For high stakes testing, you may want to provide additional security for your assessment. Click on 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 the testing center on campus. Enter one IP per line. Asterisks may be used to stand for any single subnet.
2. You may also specify an additional password for the assessment. This information is typically provided to a proctor who enters the information for the student at the testing center.

*Note: The password here is intended for this specific assessment only. It is NOT the instructor's or the student's login information.*

## Submission message.

The screenshot shows a configuration interface for a submission message. At the top, a blue header bar contains a dropdown menu labeled "Add message that students will see after submission". Below this, the section is titled "Submission Message". A yellow tooltip with the text "Show Rich-Text Editor (and character count)" points to a large, empty text area. A red circle with the number "1" is placed to the left of this text area. Below the text area, the label "Final Page URL" is followed by a long, empty text input field. A red circle with the number "2" is placed to the left of this input field. To the right of the input field is a blue button labeled "Validate URL".

1. If you would like to enter a message that students see upon submitting their assessment, you may do so here. The rich-text editor is available if desired.
2. You may include a URL if you like. The URL link for this page will be displayed after the student submits the test.

## Autosubmit.

The screenshot shows a configuration interface for autosubmit. On the left, the label "Autosubmit" is displayed. To its right is a checkbox that is checked, with a blue checkmark icon. Below the checkbox, the text "Autosubmit saved student work after latest acceptance date, unless student has previously submitted" is displayed.

Check this box if you want assessments to be auto-submitted after the retract date.

*Note: You will only see this option if it is enabled on your instance.*

# Grading and Feedback

Grading and Feedback

If multiple submissions, record the

☒ highest score

☐ last score

☐ average score

Anonymous Grading

☐

Hide student identity from grader

Gradebook Options

☐

Send assessment score to Gradebook immediately, regardless of options below

Feedback

Set how feedback will be authored

☒ Question-Level Feedback

☐ Selection-Level (A,B,C...) Feedback

☐ Both

Set the type of feedback a student receives

☒ No Feedback will be displayed to the student

☐ Immediate Feedback

☐ Feedback on submission

☐ Feedback will be displayed to the student on a specific date

Set advanced feedback options

☐ Only Release Student's Assessment Scores (questions not shown)

☒ Release Questions and the following

☐ Student Response

☐ Correct Response

☐ Question-Level Feedback

☐ Selection-Level Feedback

☐ Grader's Comments

☐ Student's Question and Part Scores

☐ Student's Assessment Scores

☐ Statistics and Histograms

This section deals with the grading and feedback options for your assessment.

## Recorded Score.

If multiple submissions, record the

☒ highest score

☐ last score

☐ average score

If you allow multiple attempts, select the type of score that you want to be recorded in the gradebook for that assessment.

## Anonymous grading.

Anonymous Grading

☐

Hide student identity from grader

The default setting here is for anonymous grading to NOT be selected. In most cases, you want to keep this setting, since there is no way to revert to student names once they have submitted the assessment anonymously.

However, if you are using the Tests & Quizzes tool to deliver a survey in your course, you may want to make the survey submissions anonymous by checking the box to **Hide student identity from grader**.

## Gradebook options.

**Gradebook Options**

☐

Send assessment score to Gradebook immediately, regardless of options below

Select this box to send grades to gradebook if you want to be able to calculate them as part of the course grade.

*Note: If you select this option, students will be able to see their assessment score in the Gradebook immediately upon submission, regardless of the feedback settings selected for the assessment.*

## Feedback authoring.

**Set how feedback will be authored**

☒ Question-Level Feedback

☐ Selection-Level (A,B,C...) Feedback

☐ Both

For Feedback Authoring, the default option is **Question-Level Feedback**. This allows the instructor to author feedback at the question level. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

## Feedback delivery.

**Set the type of feedback a student receives**

☒ No Feedback will be displayed to the student

☐ Immediate Feedback

☐ Feedback on submission

☐ Feedback will be displayed to the student on a specific date

Feedback Delivery controls if and when students are able 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. (This is the most common setting.)
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

*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**. For the latter, selecting a date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.*

## Advanced feedback options.

Set advanced feedback options

☐ Only Release Student's Assessment Scores (questions not shown)
   
☒ Release Questions and the following
   
☒ Student Response
   
☒ Correct Response
   
☒ Question-Level Feedback
   
☒ Selection-Level Feedback
   
☒ Grader's Comments
   
☒ Student's Question and Part Scores
   
☒ Student's Assessment Scores
   
☒ Statistics and Histograms

You can also decide how much feedback you want to release to students.

- You can choose to **Only Release Student's Assessment Scores** so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Question 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.

# Layout and Appearance

Layout and Appearance

Navigation

☐

Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

☒

Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

☒

Each Question is on a separate Web page

☐

Each Part is on a separate Web page

☐

The complete Assessment is displayed on one Web page

Numbering

☒

Continuous numbering between parts

☐

Restart numbering for each part

Mark for Review

☐ Add checkboxes next to questions so they can be marked for review

Background

☒Background Color

☐Background Image URL

This section has to do with the appearance of the assessment and how students navigate through the test.

## Navigation.

Navigation

☐

Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

☒

Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

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.

Question Layout	<input checked="" type="radio"/> Each Question is on a separate Web page
	<input type="radio"/> Each Part is on a separate Web page
	<input type="radio"/> The complete Assessment is displayed on one Web page

You can control the presentation of the questions according to the options shown. To display the entire assessment on a single Web page, allowing students to scroll through it, click the third choice.

*Tip: Each question on a separate page is typically the preferred setting.*

## Numbering.

Numbering	<input checked="" type="radio"/> Continuous numbering between parts
	<input type="radio"/> Restart numbering for each part

Choose the numbering pattern here. Numbering can be either **Continuous** throughout the test, or can **Restart** for each part. (For example, if you have multiple parts in the exam and the second part is for essay questions, you could have the numbering go back to 1 for the first essay question.) If you restart numbering for each part, questions are numbered with the part number, then the question number.

## Mark for Review.

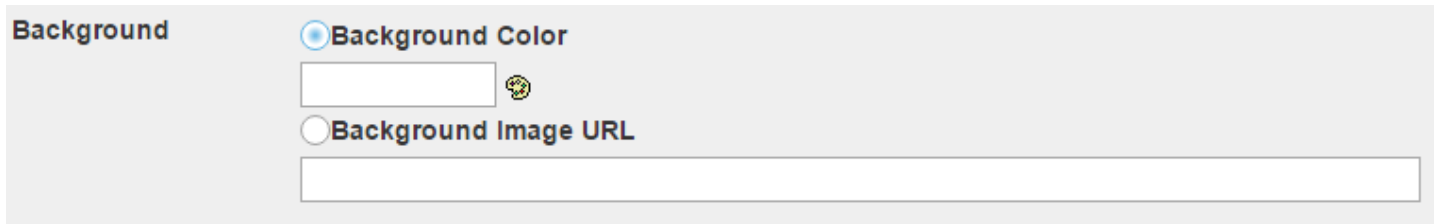
Mark for Review	<input type="checkbox"/> Add checkboxes next to questions so they can be marked for review
-----------------	--

If you want to allow students to mark questions to go back to, check the box for this item. Students may use this option to mark questions that they aren't sure about, and then jump back to them via the Table of Contents to review before submitting.

*Note: You cannot allow **Mark for Review** if **Linear** access navigation is selected.*



## Background color.



You can choose a color or image for the background here. To select the colors, click the palette icon. The image is given by a URL. An image smaller than the screen will be tiled for to cover the entire screen area.

*Note: It is typically a best practice to leave the background of the assessment a solid color which provides good color contrast between text and background (e.g. a white background with black text) so that students can easily read the questions. Background images may make the assessment difficult to read if images compete with the text.*

## Save and publish the assessment.

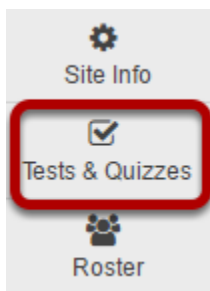


When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. If you are not yet ready to publish, you may click **Save** instead to save your settings without publishing. See the article [How do I publish an assessment \(i.e. test or quiz\)?](#)

# 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.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT LINK HELP

### Create an Assessment

Create from Scratch

Assessment Title

☐ Create using assessment builder

☐ Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students Published Copies: released to students

Action	Title	Last Modified	Modified Date
-- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1	Demo Professor	2016-05-02 3:11 PM

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT LINK HELP

### Questions: Quiz 1

5 Existing Questions - 5 total points

Add Part | Preview | Print | Settings | Publish

Part 1 Random draw from Chapter 2 - 5 questions Update Questions Edit

The questions for this part were generated from the question pool, **Chapter 2**, on **Monday, May 2, 2016** at **3:11:06 PM EDT**. 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.

Update Points

## Edit the settings and then publish.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT LINK HELP

### Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students Published Copies: released to students

Action	Title	Last Modified	Modified Date
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1	Demo Professor	2016-05-02 3:11 PM

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.

ASSESSMENTS QUESTION POOLS EVENT LOG USER ACTIVITY REPORT LINK HELP

### Questions: Quiz 1

5 Existing Questions - 5 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 Random draw from Chapter 2 - 5 questions [Update Questions](#) [Edit](#)

The questions for this part were generated from the question pool, **Chapter 2**, on **Monday, May 2, 2016** at **3:11:06 PM EDT**. 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.

[Update Points](#)

If you are currently editing the quiz in question, click 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.

[Save Settings and Publish](#) [Save](#) [Cancel](#)

Once you have completed all of your settings selections, click the Save **Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

## Review and confirm publishing of assessment.

[LINK](#) [? HELP](#)

### Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.

Cancel

Edit Settings

Publish

without notification ▼

☒ display due date on Calendar

"Quiz 1" is available on **05/02/2016 05:40:00 PM** to the entire class at <http://qa01-sakai.marist.edu:8080/samigo-app/servlet/Login?id=6ea7d1c1-c40f-4e5a-973f-d2bf337b041d1462225283962>

It is due **05/31/2016 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**.

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 clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends an 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 Schedule**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click on **Publish** to make the assessment available to students.

# View published assessment.

ASSESSMENTS

QUESTION POOLS

EVENT LOG

USER ACTIVITY REPORT

LINK

HELP

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder

Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students

Published Copies: released to students

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 1	Active	0	0	Entire Site	2016-05-02	2016-05-31	Demo Professor	2016-05-02 5:42 PM

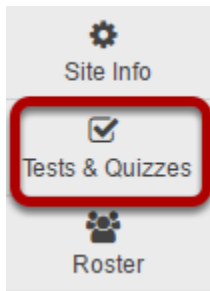
Click on **Published Copies** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.

# How do I 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.

ASSESSMENTS

QUESTION POOLS

EVENT LOG

USER ACTIVITY REPORT

LINK

HELP

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder

Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students

Published Copies: released to students

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Chapter Questions 01	Active	0	1	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Module 01 Quiz	Active	0	2	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:24 PM
-- Select Action --	Syllabus Quiz	Active	0	1	Entire Site	2016-04-24	2016-05-01	Demo Professor	2016-05-04 3:37 PM

Click on the **Published Copies** tab to view the assessments that have been released to students in your site.

# Go to the assessment submissions.

Working Copies: not released to students

Published Copies: released to students

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Chapter Questions 01	Active	0	1	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:22 PM
-- Select Action --	Module 01 Quiz	Active	0	2	Entire Site	2016-05-04	2016-05-18	Demo Professor	2016-05-04 3:24 PM
-- Select Action --	Syllabus Quiz	Active	0	1	Entire Site	2016-04-24	2016-05-01	Demo Professor	2016-05-04 3:37 PM

-- Select Action --

-- Select Action --

Scores

Preview

Print

Settings

Remove

Select the **Scores** option from the drop-down menu for the assessment you would like to grade. Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.



# Enter score adjustment and overall comments.

**Total Scores: Module 01 Quiz**

SUBMISSION STATUS TOTAL SCORES QUESTIONS STATISTICS ITEM ANALYSIS EXPORT

**Max Score Possible** 20

Apply This Score  to all participants with "No Submission".

View Highest Submission for Entire Site

Search Student name or ID Find Clear

Viewing 1 - 5 of 5 items

|< < Show all > >|

Delete	Name▲	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	.student01	student01	Student	05/04/2016 04:22:05 PM	9 min 53 sec	20	5.0	25	5 points bonus credit for early submission Add Attachments
X	.student02	student02	Student	05/04/2016 04:56:42 PM	2 min 49 sec	19	5.0	24	5 points bonus credit for early submission Add Attachments
	.student03	student03	Student	No Submission	n/a	-	-	-	Requires student submission
	.student04	student04	Student	No Submission	n/a	-	-	-	Requires student submission
	.student05	student05	Student	No Submission	n/a	-	-	-	Requires student submission

\* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

Update Cancel

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. Click **Add Attachments** to attach a file.
3. Scroll down to the bottom of the list and click 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.

ASSESSMENTS

QUESTION POOLS

EVENT LOG

USER ACTIVITY REPORT

LINK

HELP

Total Scores: Module 01 Quiz

SUBMISSION STATUS

TOTAL SCORES

QUESTIONS

STATISTICS

ITEM ANALYSIS

EXPORT

Max Score Possible: 20

Apply This Score:  to all participants with "No Submission".

View: Highest Submission for Entire Site

Search: Student name or ID  Find Clear

Viewing 1 - 5 of 5 items

Delete	Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
<input checked="" type="checkbox"/>	student01	student01	Student	05/04/2016 04:22:05 PM	9 min 53 sec	20	5.0	25	5 points bonus credit for early submission <input type="button" value="Add Attachments"/>
<input checked="" type="checkbox"/>	student02	student02	Student	05/04/2016 04:56:42 PM	2 min 49 sec	19	5.0	24	5 points bonus credit for early submission <input type="button" value="Add Attachments"/>
<input type="checkbox"/>	student03	student03	Student	No Submission	n/a	-	-	-	Requires student submission
<input type="checkbox"/>	student04	student04	Student	No Submission	n/a	-	-	-	Requires student submission
<input type="checkbox"/>	student05	student05	Student	No Submission	n/a	-	-	-	Requires student submission

\* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

If you would like to grade an individual student submission, click on the student's name.

# View and enter grades/comments for the individual student.

student02

Submission Status

Total Score

Questions

Statistics

Module 01 Quiz

Comments for Student:

0 points bonus credit for early submission

Table of Contents

Part 1 -- 20/20 Answered Questions, 19.0/ 20.0 Points

1. About \_\_\_\_\_ percent of Earth's surface is covered by water.

10 Points

2. The average depth of the ocean is about \_\_\_\_\_.

10 Points

3. The world ocean

10 Points

4. Earth is about

10 Points

5. In the scientific method, scientific theories

10 Points

6. Life on Earth most probably evolved

10 Points

7. The ocean originated from

10 Points

8. Evidence suggests the universe began about 13.7 billion years ago in a

10 Points

9. The first life forms on Earth arose

10 Points

10. About 1.8 billion years ago, oxygen began to accumulate as a byproduct of \_\_\_\_\_, drastically changing the composition of the Earth's atmosphere.

10 Points

11. All of the following statements are true about the formation of our solar system and planet EXCEPT:

10 Points

12. The primary physical property that sorts the Earth, ocean, and atmosphere is \_\_\_\_\_.

10 Points

13. The hypothesis that best explains how the universe was formed is called the \_\_\_\_\_.

10 Points

14. Which of the following voyages would qualify as the first 100 percent pure scientific, oceanographic expedition?

10 Points

15. Which of the following men was the first to publish a reasonably accurate chart of an ocean current, specifically the Gulf Stream?

10 Points

16. Progress in navigation depended on \_\_\_\_\_ for accurate navigation.

10 Points

17. The word "oceanography" was first coined in association with

10 Points

18. An \_\_\_\_\_ is a graphic representation that depicts information about the ocean and ocean features including depth.

10 Points

19. The first person to develop a picture of the large-scale wind and current systems of the Earth was

10 Points

20. Contributors to early Chinese seafaring and pilosophers include

10 Points

Part 1 of 1

Question 1 of 20: 1.0

10

11.0 Points

About \_\_\_\_\_ percent of Earth's surface is covered by water.

✓ ☒ A. 71

☐ B. 90

☐ C. 66

☐ D. 99

Answer Key: A

Comments for Student:

Attachments

No Attachments yet

Submit Response

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.

Question 20 of 20:

1.0

/ 1.0 Points

Contributions by early Chinese scientists and philosophers include:

- ☐ A. developing seagoing methods that allowed them to stay at sea for nearly four months
- ☐ B. retrofitting their ships with multi-masts to sail more efficiently with changing winds
- ☐ C. designing and developing rudders and watertight compartments
- ✓ ☒ D. all of the above

**Answer Key:**D

Comments for Student:

**Attachments**

No Attachment(s) yet

Add Attachments

Update

Cancel

Be sure to scroll down to the bottom and click **Update** to save your changes!

# Grade by question.

Total Scores: Chapter Questions 01

SUBMISSION STATUS

TOTAL SCORES

QUESTIONS

STATISTICS

ITEM ANALYSIS

EXPORT

Max Score Possible: 10

Apply This Score

to all participants with "No Submission".

View

Highest Submission

for

Entire Site

Search

Student name or ID

Find

Clear

Viewing 1 - 5 of 5 items

|<<>>|

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	student01	student01	Student	05/04/2016 05:38:31 PM	0	0.0	0	<div></div> <div>Add Attachments</div>
X	student02	student02	Student	05/04/2016 05:02:13 PM	0	0.0	0	<div></div> <div>Add Attachments</div>

If you prefer to grade all of the student submissions for one question at a time, click on the **Questions** link in the assessment menu.

# Select the question and enter grades/comments.

Part 1: Question 10 (Chapter Questions 01)

SUBMISSION STATUSTOTAL SCORESQUESTIONSSTATISTICSITEM ANALYSISEXPORT

Part 1: Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q101

Part 1: Question 10 - Fill in the Blank (1.0 Point) - Short Answer/Essay (1.0 Point)

In your opinion, where does the future of marine science lie?

ViewHighest SubmissionwithResponses Displayed InlineforEntire Site

Search Student name or IDFindClear

Viewing 1 - 2 of 2 items

<<Show all>>

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
student01	student01	Student	05/04/2016	1	The greatest progress in the immediate future will be made by consortia of universities and research institutions funded by state and federal agencies. Through decisions on the use of tax revenue, the voters will directly or indirectly determine the future of marine science.	good answer Add Attachments
student02	student02	Student	05/04/2016	0.5	In the future, marine scientists will live in bubble houses at the bottom of the ocean and talk to dolphins.	partial credit for creativity Add Attachments

UpdateCancel

All of the student responses will be displayed by question. To grade by question:

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.

UpdateCancel

Be sure to scroll down to the bottom and click **Update** to save your changes!

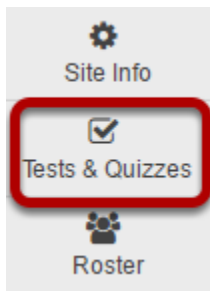
# What is the Tests & Quizzes Event Log?

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.

## Click Event Log.



# Viewing event data.

DAC-EDUCATION-DEPT1-SUBJ1-126 Log

[< Previous](#) [Next >](#)

Filter log by Title		All assessments	1	2			Search	Clear
Title	Name	Entry Date	3	Date Submitted	Duration	Errors	IP Address	
Module 01 Qui... ⓘ	student01 (student01)	05/04/2016 03:44:46 PM		05/04/2016 04:02:08 PM	18 minutes	No Errors (User submit)		
Module 01 Qui... ⓘ	student01 (student01)	05/04/2016 04:12:12 PM		05/04/2016 04:22:05 PM	10 minutes	No Errors (User submit)		
Module 01 Qui... ⓘ	student02 (student02)	05/04/2016 04:53:54 PM		05/04/2016 04:56:42 PM	3 minutes	No Errors (User submit)		
Chapter Quest... ⓘ	student02 (student02)	05/04/2016 04:57:07 PM		05/04/2016 05:02:13 PM	6 minutes	No Errors (User submit)		
Syllabus Quiz ⓘ	student02 (student02)	05/04/2016 05:02:21 PM		05/04/2016 05:02:30 PM	1 minute	No Errors (User submit)		

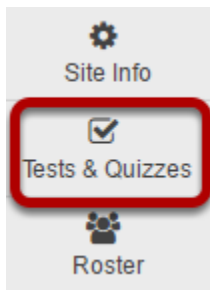
1. To view data for a certain test or quiz, use the "Filter" menu to choose its title, or use the default value, "All assessments."
2. You can also search the log data for a certain student by entering the user ID or name in the search field.
3. Click on a column heading (Title, Name, Entry Date, Date Submitted, IP Address) to sort the entries on that data field. Click 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.



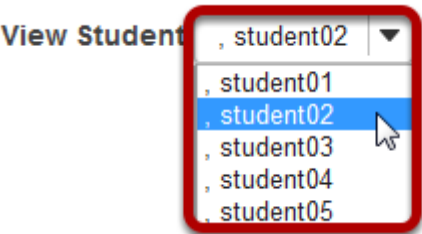
Select the **Test & Quizzes** tool from the Tool Menu in your site.

## Click User Activity Report.



Select the student you want to view from the drop-down list.

User Activity Report: student02



View student assessment activity.

User Activity Report: student02

View Student , student02

Title	Assessment ID	Submit Date	Percentage	Score/Total Points
Chapter Questions 01	400	05/04/2016 05:02:13 PM	0%	0/10
Module 01 Quiz	401	05/04/2016 04:56:42 PM	95%	0/20
Syllabus Quiz	402	05/04/2016 05:02:30 PM	100%	0/10
Syllabus Quiz	402	05/04/2016 05:11:18 PM	100%	0/10

The assessment title, id, submit date, percentage, and score/points will be displayed for all of the assessments the selected student has taken.

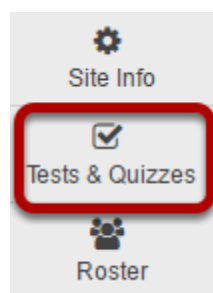
Clicking on the title of the assessment will display the individual student submission.

# 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 click on the Begin Assessment button ONCE when starting a test.*
- *Make sure that you only click on 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.

# Click on the title of the assessment.

## Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
<a href="#">Syllabus Quiz</a>	n/a	2016-05-01 11:55 PM
<a href="#">Chapter Questions 01</a>	n/a	2016-05-18 11:55 PM
<a href="#">Module 01 Quiz</a>	20 min	2016-05-18 11:55 PM

## Submitted Assessments

View All Submissions/Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted

In the **Assessments** section, click on 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.

## Lessons




[LINK](#) [HELP](#)

[Print view](#) [Index of pages](#)

### Reading:

Chapters 1 and 2 in the textbook.

### Activities:

-  [Assignment 1](#)
-  [Chapter Questions 01](#)
-  [Module 01 Quiz](#)

Click on the link to the assessment to go to that item.

# Begin assessment.

## Begin Assessment

[LINK](#)[HELP](#)

"Module 01 Quiz" for DAC-EDUCATION-DEPT1-SUBJ1-126

This assessment is **due Wednesday, 2016-May-18 11:55 PM**.

Once you click "Begin Assessment," you will have **20 minutes** to complete this assessment. It will be **submitted when that time has expired**, 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.

☒ Honor Pledge: I will neither give nor receive aid on this assessment.

Begin Assessment

Cancel

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, click **Begin Assessment**.

*Note: Make sure that you are ready to begin your test before clicking 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.

The screenshot displays a quiz interface with several key components highlighted by numbered callouts:

- 1**: A red box highlights the **Table of Contents** link at the top left of the quiz area.
- 2**: A red box highlights the **Time Remaining** section, which shows a progress bar and a **Hide/Show Time Remaining** button.
- 3**: A red box highlights the question content area, showing "Question 2 of 20" (1.0 Points) and a multiple-choice question: "The average depth of the ocean is about \_\_\_\_\_." with options A. 2500 feet, B. 3700 meters, C. 200 meters, and D. 4000 feet. A **Reset Selection** link is also visible.
- 4**: A red box highlights the **Question Progress** panel on the right side of the screen. It shows a list of 20 questions, with question 2 currently selected and marked as answered.
- 5**: A red box highlights the **Previous** button at the bottom left.
- 6**: A red box highlights the **Next** button at the bottom left.
- 7**: A red box highlights the **Save** button at the bottom left.

1. If allowed in the quiz settings, you may click 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 click 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, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

## Save and Submit.

### Module 01 Quiz

[Table of Contents](#)

Time Remaining: 0:12:47



Hide/Show Time Remaining

Part 1 of 1 -

Question 20 of 20

1.0 Points

The first person to develop a picture of the large-scale wind and current systems of the Earth was:

- ☐ A. Ben Franklin
- ☒ B. Matthew Maury. *methods that allowed them to stay at sea for*
- ☐ C. Eratosthenes of Cyrene
- ☐ D. Christopher Columbus

[Reset Selection](#)

Previous

Next

Save

Submit for Grading

#### Question Progress

- ☐ unanswered question
- ☒ Answered Questions

Part 1: 20 question(s)

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.


## Confirm submission.

### Assessment Submission Warning

Time Remaining: 0:10:25



Hide/Show Time Remaining

 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** DAC-EDUCATION-DEPT1-SUBJ1-126

**Creator** Demo Professor

**Assessment Title** Module 01 Quiz

Submit for Grading

Previous

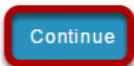
You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

## Click Continue.

### Submission Module 01 Quiz

Course Name	DAC-EDUCATION-DEPT1-SUBJ1-126
Creator	Demo Professor
Assessment Title	Module 01 Quiz
Number of submissions remaining	Unlimited
Confirmation Number	275-401-e013abe7-55f5-42d8-8231-539f2b1f889d-Wed May 04 16:22:05 EDT 2016
Submitted	05/04/2016

You will receive an email receipt for this submission. You can change your email notification settings via My Workspaces -> Preferences -> Notifications.



Once you submit, you will see a submission information page with a confirmation number for your submission.

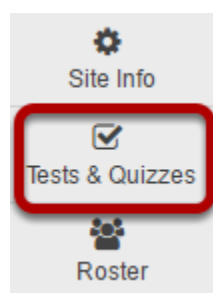
Click **Continue** to return to the Tests & Quizzes page.



# 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.

## Click on the feedback link for the assessment.

### Assessments

#### Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
<a href="#">Syllabus Quiz</a>	n/a	2016-05-01 11:55 PM
<a href="#">Chapter Questions 01</a>	n/a	2016-05-18 11:55 PM
<a href="#">Module 01 Quiz</a>	20 min	2016-05-18 11:55 PM

#### 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".

<a href="#">View All Submissions/Scores</a>   <a href="#">View Only Recorded Scores</a>						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Module 01 Quiz	<a href="#">Statistics</a>	16 (Highest)	Immediate			
			<a href="#">Feedback</a>	16	17 min 23 sec	2016-05-04 4:02 PM

In the **Submitted Assessments** section, click on 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
- ☐ B. 90
- ☐ C. 66
- ☐ 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 \_\_\_\_\_.

- ✗ ☒ A. 2500 feet
- ☐ B. 3700 meters
- ☐ C. 200 meters
- ☐ D. 4000 feet

**Answer Key:**B

## Question-level grader comments.

Question 3 of 20

1.0/ 1.0 Points

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.

Grader comments (if applicable) show up below the question and answer key.

# 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 re-direct 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.

The screenshot displays the Sakai 11 user interface. At the top, there is a navigation bar with the Sakai logo, a home icon, and several dropdown menus: 'Sample Course', 'Education Program Site', and 'DEMO 100 100 Summer 2016'. To the right of these menus are links for 'Sites' and 'Demo'. Below the navigation bar, a breadcrumb trail shows 'Sample Course > SAKAI PROJECT'. On the left side, a vertical sidebar contains a list of tools: Overview, Announcements, Assignments, Calendar, Forums, Gradebook, Lessons, Resources, Roster, Sakai Project (highlighted with a red box), Site Info, Tests & Quizzes, and Help. The main content area features a large banner for 'Sakai 11' with the headline '100% Open for Education'. The banner includes a description: 'Sakai is a fully customizable, 100% open source learning management system. Your needs. Your system. Designed by higher ed for all.' and a 'More Info' button. Below the banner, the text 'Introducing Sakai 11' is displayed, followed by a paragraph: 'A beautiful new interface, exciting new functionality, and a responsive design make for the best version of Sakai yet. Available Summer 2016.'

# Example of a Web Content link to a folder in Resources.

Sample Course > LECTURE NOTES

<<

View Site /

Overview

Announcements

Assignments

Calendar

Forums

Gradebook

Lecture Notes

Lessons

Resources

Roster

Sakai Project

Site Info

Tests & Quizzes

Help

Up one level

Lecture Notes

class01.pdf

class02.pdf

class03.pdf

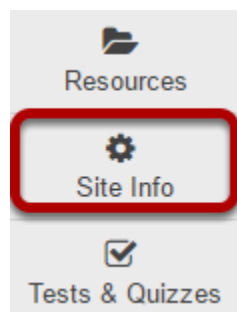
class04.pdf

class05.pdf

class06.pdf

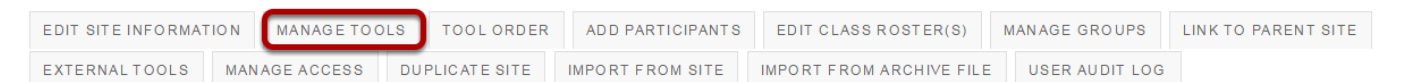
# How do I create a Web Content link to a web site?

Go to Site Info.

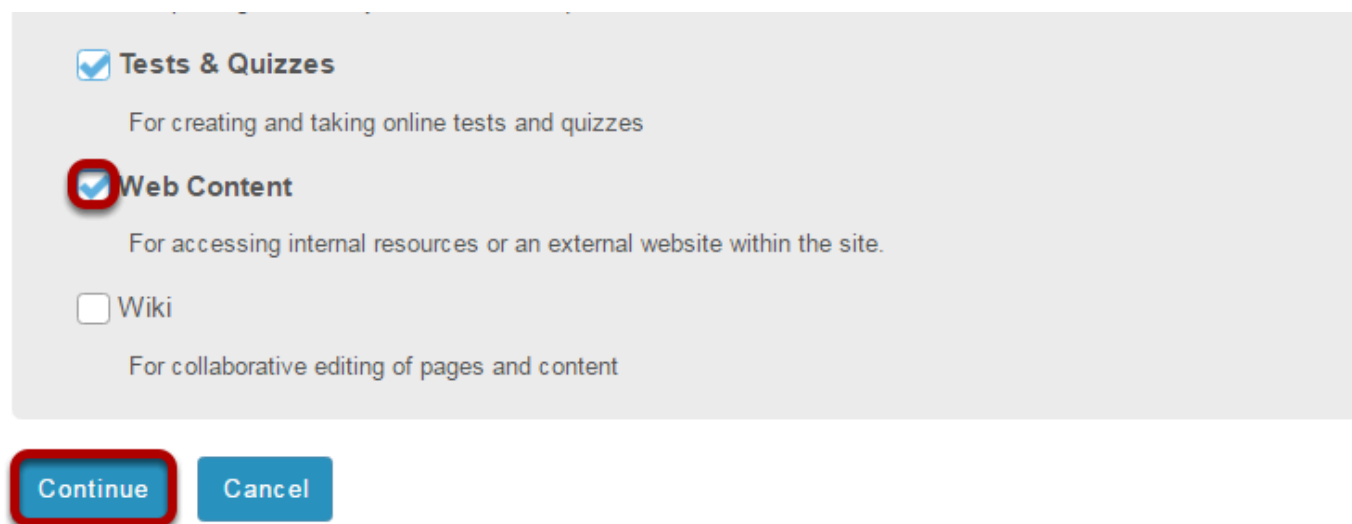


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



Select the Web Content tool.



Place a check mark in the box next to Web Content, and then click **Continue**.

# Enter the web site information.

## Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the configuration capabilities for each tool.

### Web Content

1 Title

(Suggested length 15 char.)

Source  2

More Web Content Tools? ▼

3

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. Click **Continue**.



## Click Finish.

### Confirming site tools edits for **DAC-EDUCATION-DEPT1-SUBJ1-126**

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)

**Sakai Project (Sakai Project) ( <https://sakaiproject.org> )**

Site Info (Site Info)

Gradebook (Gradebook)

Messages (Messages)

Finish

Back

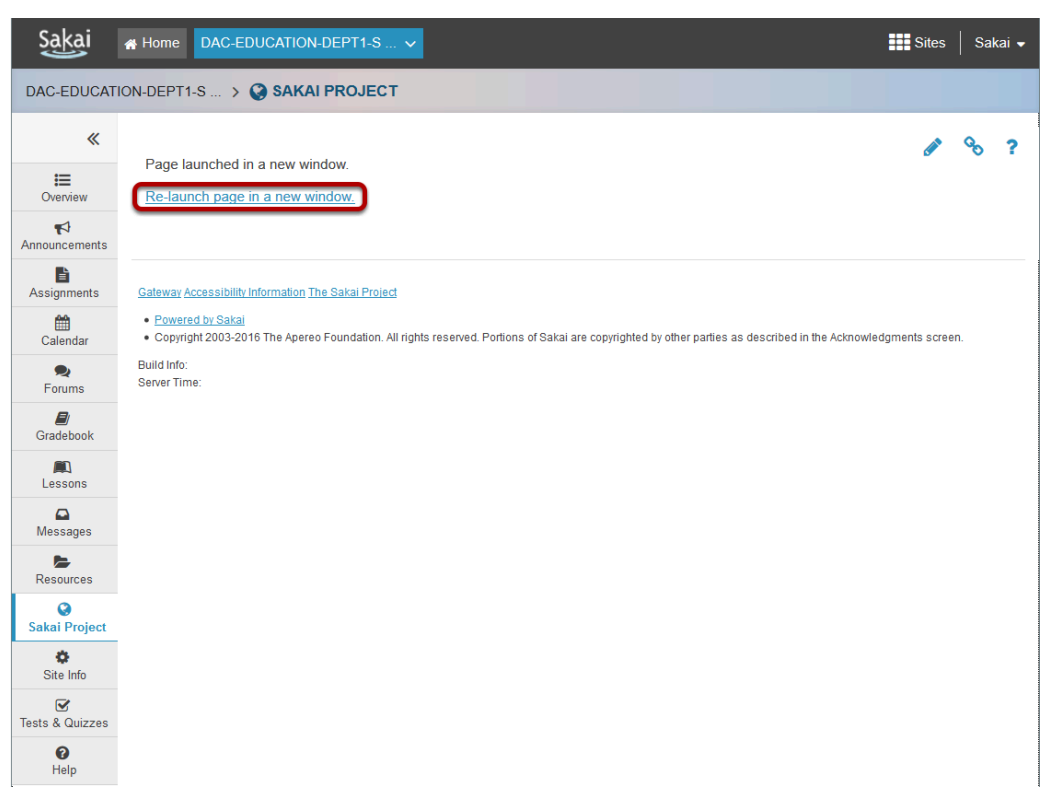
Cancel

## View the new Web Content link.

The screenshot shows the Sakai 11 web interface. The top navigation bar includes the Sakai logo, a home button, and a dropdown menu for the current site, 'DAC-EDUCATION-DEPT1-SUBJ1-126'. The main content area displays a banner for 'Sakai 11' with the headline '100% Open for Education' and a description: 'Sakai is a fully customizable, 100% open source learning management system. Your needs. Your system. Designed by higher ed for all.' Below the banner is a section titled 'Introducing Sakai 11' with a sub-headline: 'A beautiful new interface, exciting new functionality, and a responsive design make for the best version of Sakai yet.' On the left sidebar, the 'Sakai Project' link is highlighted with a red box.

Click the new item in the Tool Menu to view the link. This displays the web site in the content frame.

## Re-launch in new window.

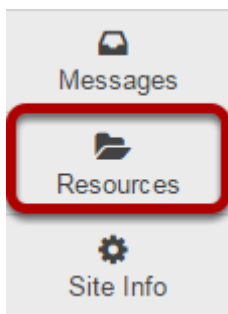


If the link has been configured to open in a new window, the link should open automatically in a new window. Clicking **Re-launch page in a new window** will also open the web site in a new browser window.

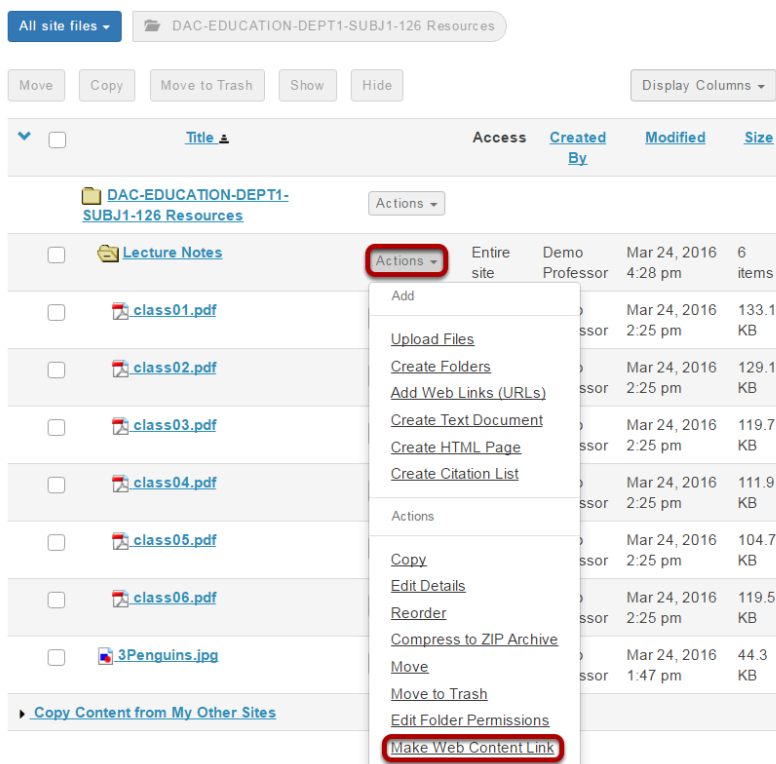
# How do I create a Web Content link to a folder in Resources.

Instructors can use the Web Content tool to create a tool link to a folder or a file in Resources.

## Go to Resources.



## Click Actions > Edit Details > Make Web Content Link.



Click **Edit Details** for the folder you want to link to, and then select **Make Web Content Link**.

## Enter a title and click Add.

### Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Title

Add

Cancel

Enter a title for your web content link. This is the title that will appear listed in the Tool Menu of your site. Click **Add** to add the link.

## Click the new tool button to access the contents of the folder.

Sample Course > **LECTURE NOTES**

«

Up one level

**Lecture Notes**

- class01.pdf
- class02.pdf
- class03.pdf
- class04.pdf
- class05.pdf
- class06.pdf

«

View Site /

Overview

Announcements

Assignments

Calendar

Forums

Gradebook

**Lecture Notes**

Lessons

Resources

Roster

Sakai Project

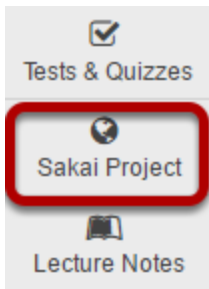
Site Info

Tests & Quizzes

Help

# How do I edit a Web Content link?

## Go to the Web Content link.

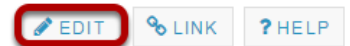


Select the **Web Content** link (e.g. Poetry Magazine) from the Tool Menu in your site. This displays the re-launch page.

## Click Edit.

Page launched in a new window.


[Re-launch page in a new window.](#)





Click the **Edit** icon located in the top right corner of the page.

## Make your changes.

### Customize Web Content

\* Tool Title  

\* Page Title

Choose a custom icon  

Frame Height  

URL

☐ Open in new window?

**Update Options**

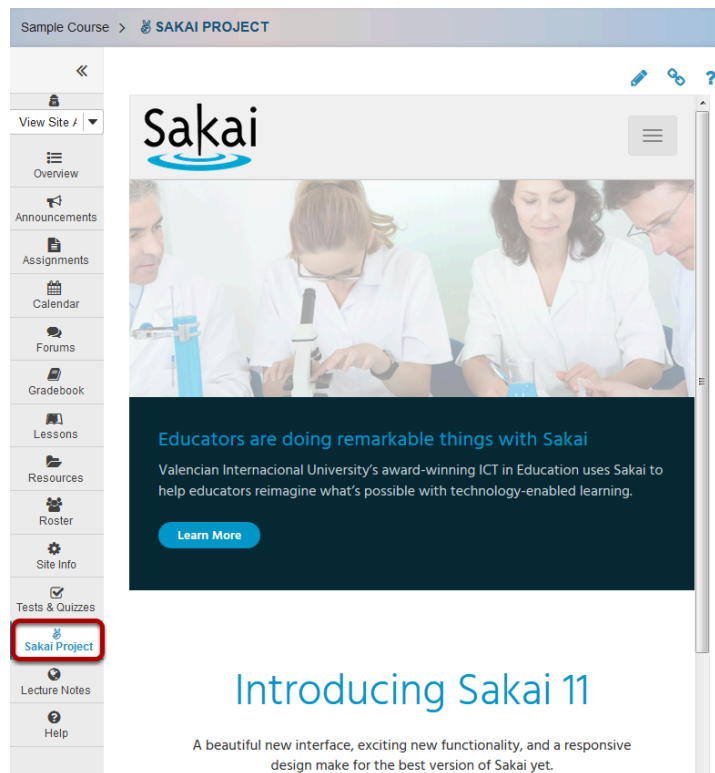
Cancel

Edit any or all of the following:

- Tool Title
- Page Title
- Custom icon
- Frame Height
- URL
- Open in new window

Then, click **Update Options** to save your changes.

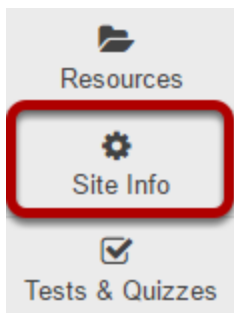
## View updated link.



The Web Content tool will now display the updated settings.

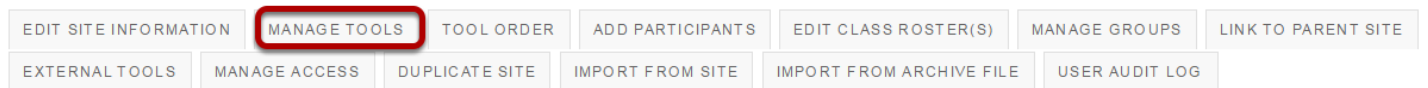
# How do I delete a Web Content link?

Go to Site Info.

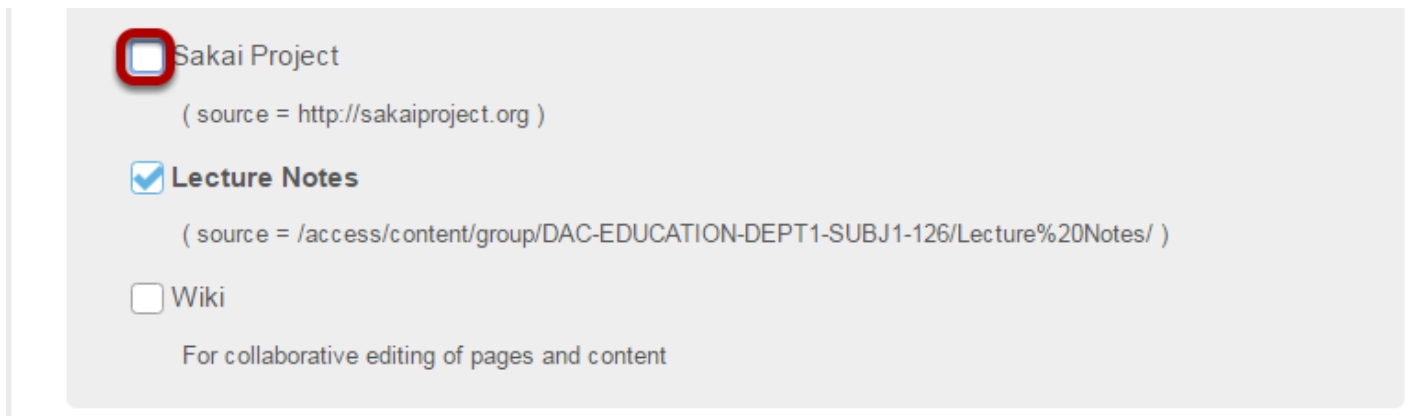


Select **Site Info** from the Tool Menu in your site.

Click 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.

Click Continue.





# Click Finish.

## Confirming site tools edits for DAC-EDUCATION-DEPT1-SUBJ1-126

You have removed the following:

Sakai Project ( source = https://sakaiproject.org ) (Sakai Project)

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)
- Messages (Messages)

Finish

Back

Cancel

# Or, click Tool Order.

EDIT SITE INFORMATION

MANAGE TOOLS

TOOL ORDER

ADD PARTICIPANTS

EDIT CLASS ROSTER(S)

MANAGE GROUPS

LINK TO PARENT SITE

EXTERNAL TOOLS

MANAGE ACCESS

DUPLICATE SITE

IMPORT FROM SITE

IMPORT FROM ARCHIVE FILE

USER AUDIT LOG

## Click the gear icon to edit item settings.

### Tool Order

Changes to tool order will take effect upon 'Save'. When deleting or editing a tool name, changes will take effect immediately.

Overview

Announcements

Assignments

Calendar

Forums

Gradebook

Lessons

Messages

Resources

Sakai Project

Site Info

Tests & Quizzes

Edit Tool Title

Make Tool Invisible to Students

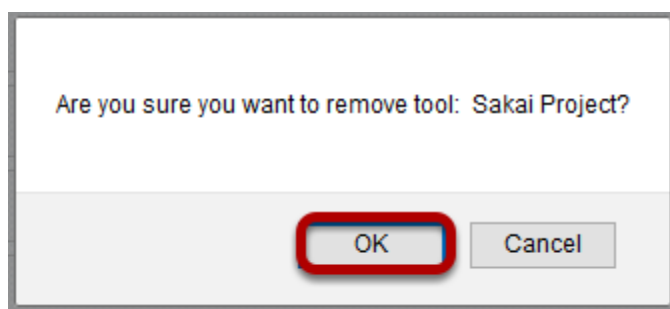
Delete this Tool

Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the Tool.

Save Cancel Reset Sort Alphabetically

Click the gear icon for the item you want to remove, and then select **Delete this Tool** from the drop-down menu.

## Confirm deletion.



If you are sure you want to delete the item, click **OK**.

**Click Save.**

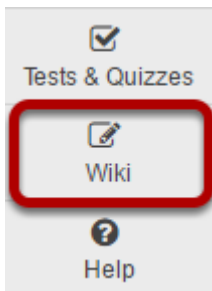


# Wiki

# 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.**

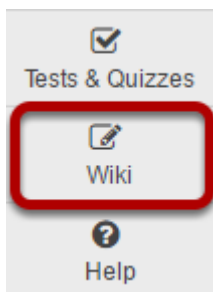


# How do I view wiki pages?

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.

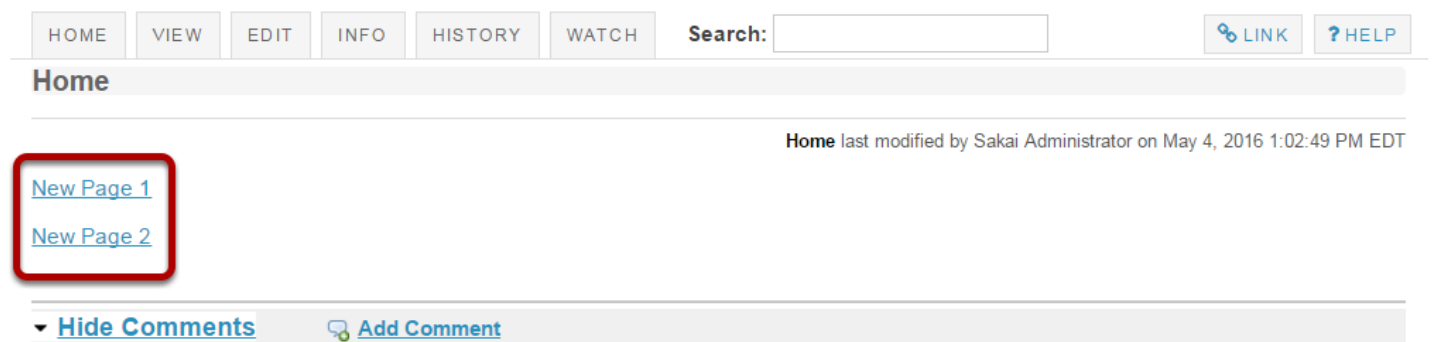
Unlike some wiki tools, Wiki does not have a separate menu to navigate through the pages. All navigation must be done through links on the pages.

## Go to Wiki.



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

## Click on the page links to navigate through wiki content.



## Click on Home link to return to the top level wiki page.

[HOME](#) [VIEW](#) [EDIT](#) [INFO](#) [HISTORY](#) [WATCH](#) Search:  [LINK](#) [HELP](#)

---

Subpage 1

---

Subpage 1 last modified by Sakai Administrator on May 4, 2016 1:06:14 PM EDT

### New page

This is a new page. To add text to it:

- Click the 'edit' button in the actions bar above.
- You will see the text on this page appear in an editable text box.
- Delete this 'starter' text , and type in the text that you want to appear instead. To format the text, use the formatting button icons, which will insert the appropriate wiki formatting codes.
- Click the 'save' button.

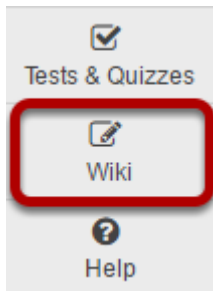
---

[Hide Comments](#) [Add Comment](#)

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.

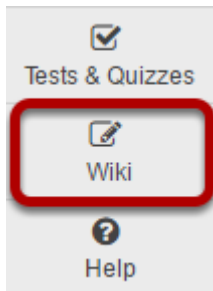
Wiki will recognize the "and" operator but not "not" or "or". For example, searching for "children and dahlias" will find pages which contain both the word "children" and the word "dahlias" but not pages which contain only one of the words.

*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.

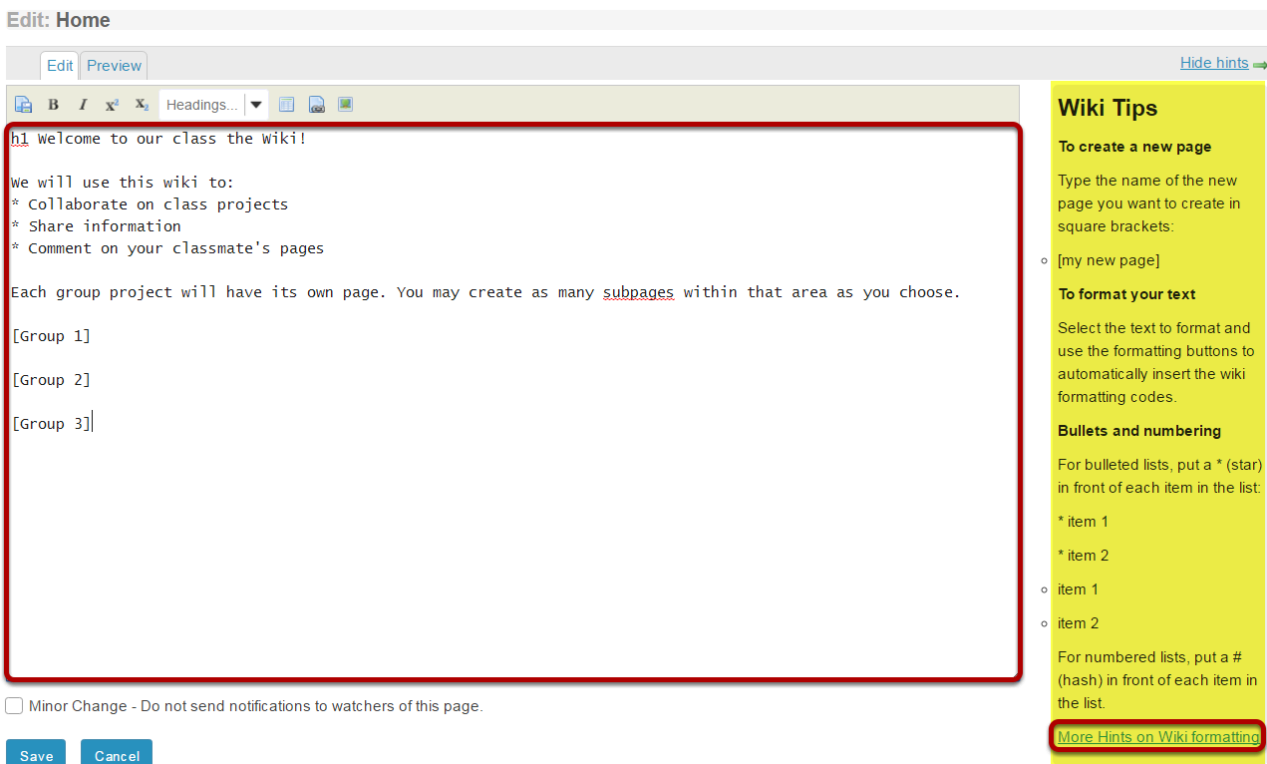


Select the **Wiki** tool from the Tool Menu of your site.

## Click Edit.



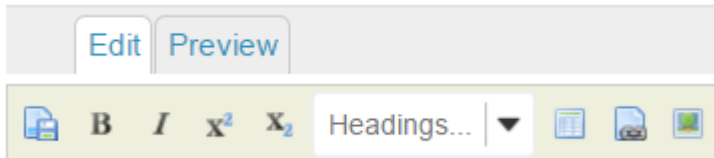
## Enter the page content.



Enter your content into the editing area provided.

*Note: If you need some help formatting your text, refer to the Wiki Tips sidebar which contains information on how to use the appropriate mark-up to format text. You may also click on the **More Hints on Wiki formatting** link in the sidebar to view additional examples.*

## 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.

## Preview content. (Optional)



### Welcome to our class the Wiki!

We will use this wiki to:

Collaborate on class projects

Share information

Comment on your classmate's pages

Each group project will have its own page. You may create as many subpages within that area as you choose.

[Group 1?](#)

[Group 2?](#)

[Group 3?](#)



If you would like to preview your content before saving, click 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.

## Click Save.

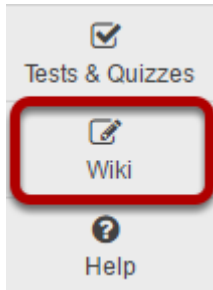


Once you have finishing editing the page, click **Save**.

# 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.

## Click Edit.



While viewing an existing page, click the **Edit** button.

# Enter the page name.

Edit: Home

Edit Preview

h1 welcome to our class the wiki!

[New Page]

☐ Minor Change - Do not send notifications to watchers of this page.

Save Cancel

In the editing area, type the name of the page in brackets, and then click **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

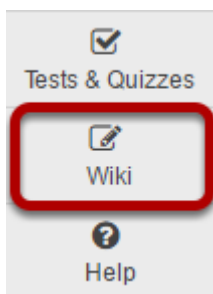
| Pipe

\ 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.

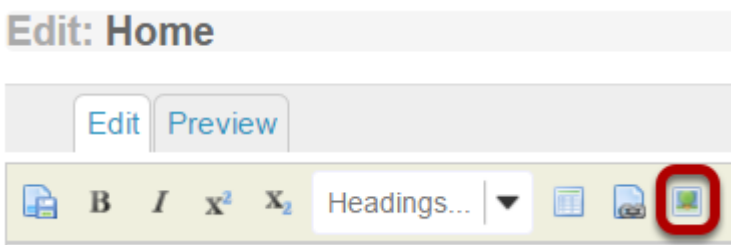


Select the **Wiki** tool from the Tool Menu of your site.

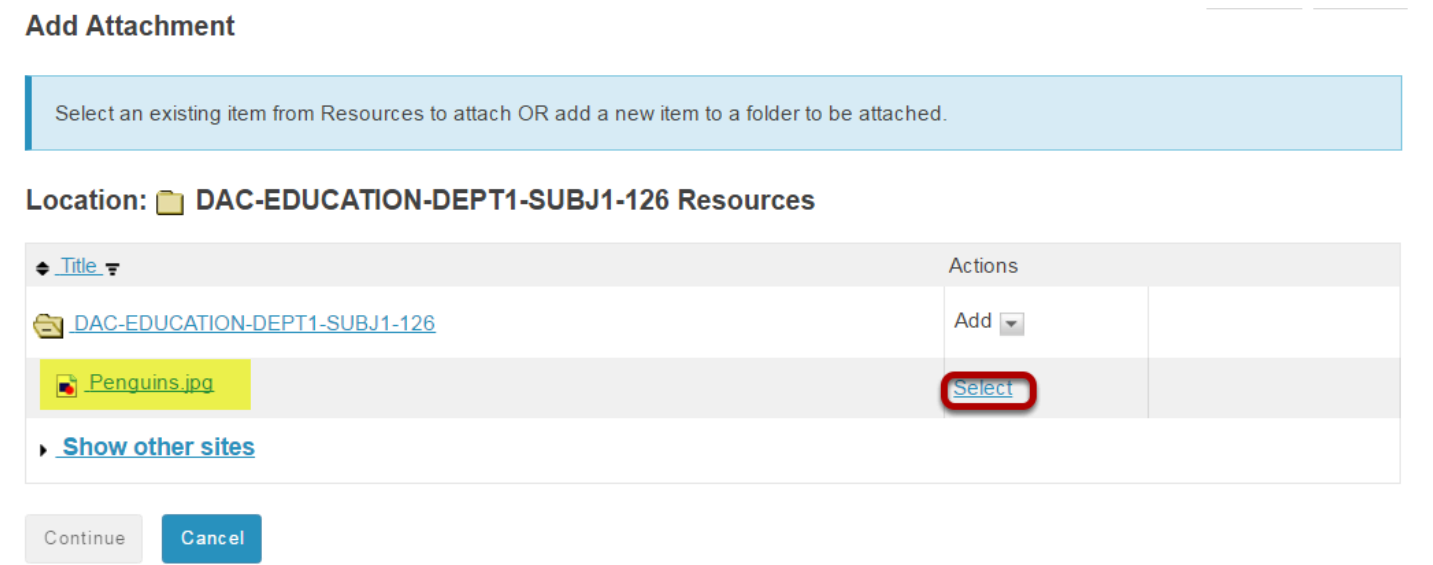
## Click Edit.



## Select the Image icon in the editor toolbar.

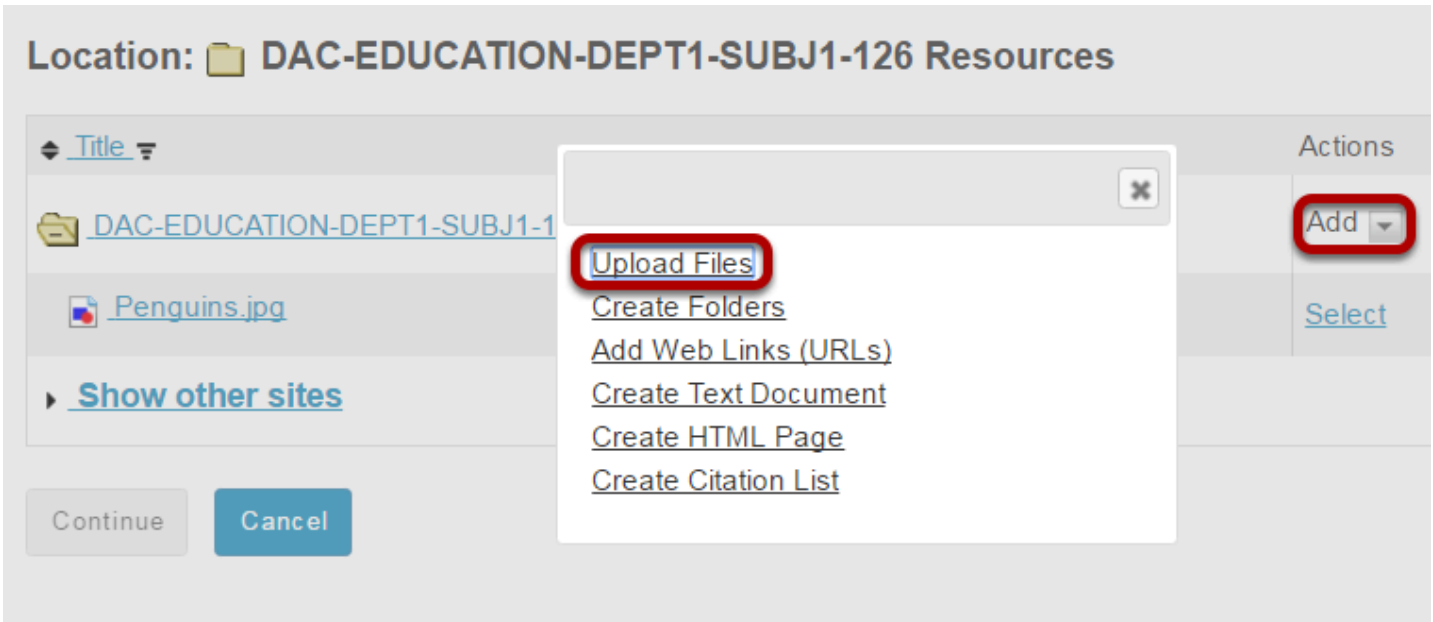


# Select the image from Resources.



Click 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, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.

## Click 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.

Items to attach	Remove?
 <a href="#">Penguins.jpg</a>	<a href="#">Remove</a>

Location:  **DAC-EDUCATION-DEPT1-SUBJ1-126 Resources**

◆ Title ▾	Actions	
 <a href="#">DAC-EDUCATION-DEPT1-SUBJ1-126</a>	Add ▾	
 <a href="#">Penguins.jpg</a>		
▶ <a href="#">Show other sites</a>		

Continue

Cancel

Once you have selected the image file, click the **Continue** button.

## Preview content. (Optional)

Edit: Home

Edit Preview



Save

overwrite

Cancel



If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

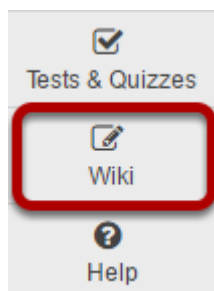
## Click Save.



Once you have finishing editing the page, click **Save**.

# How do I add attachments to a wiki page?

## Go to Wiki.

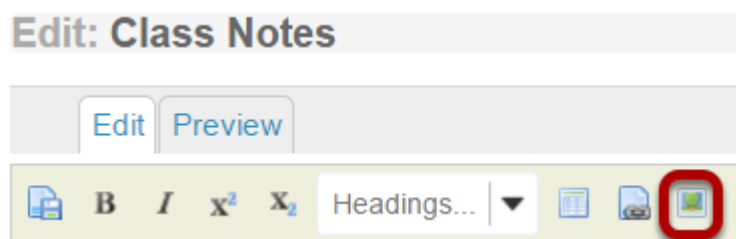


Select the **Wiki** tool from the Tool Menu of your site.

## Click Edit.



## Select the Image/Attachment icon in the editor toolbar.



# Select the file from Resources.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Title	Actions
DAC-EDUCATION-DEPT1-SUBJ1-126	Add
3Penguins.jpg	Select
class01.pdf	Select
class02.pdf	Select
class03.pdf	Select
class04.pdf	Select
class05.pdf	Select
class06.pdf	Select

[Show other sites](#)

Continue

Cancel

Click the **Select** link for the file you want to attach if it is already in Resources.

## Or, upload the file.

Location: DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Title

DAC-EDUCATION-DEPT1-SUBJ1-126

3Penguins.jpg

class01.pdf

class02.pdf

class03.pdf

Upload Files

Create Folders

Add Web Links (URLs)

Create Text Document

Create HTML Page

Create Citation List

Actions

Add

Select

Select

Select


Select


If the file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.










# Click 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.

Items to attach	Remove?
 class01.pdf	<a href="#">Remove</a>

Location:  DAC-EDUCATION-DEPT1-SUBJ1-126 Resources

Title	Actions
 DAC-EDUCATION-DEPT1-SUBJ1-126	Add 
 3Penguins.jpg	<a href="#">Select</a>
 class01.pdf	
 class02.pdf	<a href="#">Select</a>
 class03.pdf	<a href="#">Select</a>
 class04.pdf	<a href="#">Select</a>
 class05.pdf	<a href="#">Select</a>
 class06.pdf	<a href="#">Select</a>
<a href="#">Show other sites</a>	

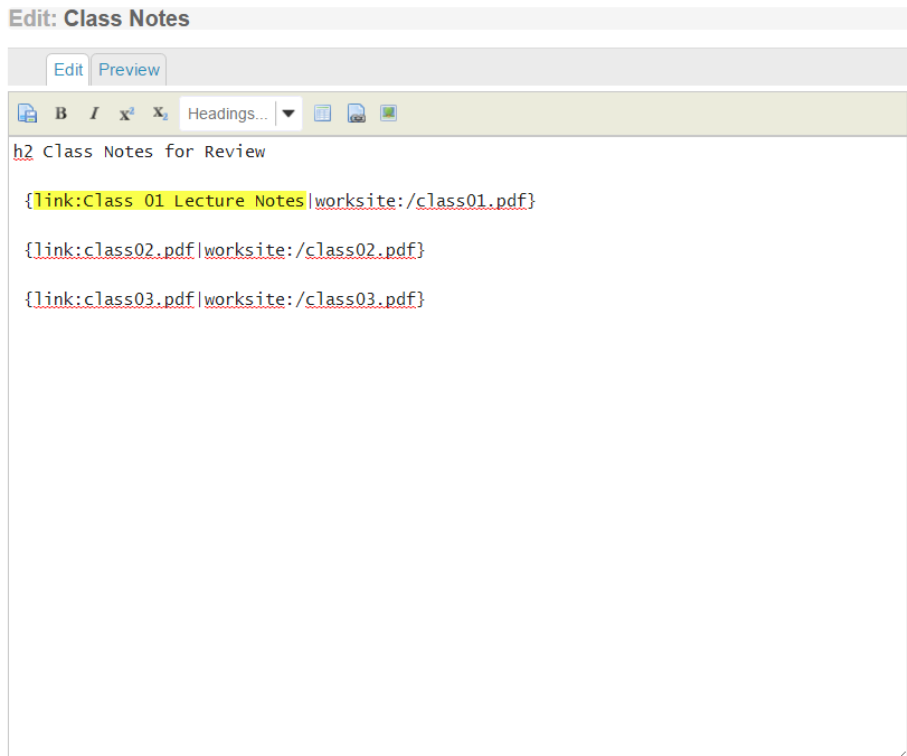
Continue

Cancel

Once you have selected the image file, click 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)

**Edit: Class Notes**

Edit

Preview



**Class Notes for Review**

[↗Class 01 Lecture Notes](#)

[↗class02.pdf](#)

[↗class03.pdf](#)

Save

overwrite

Cancel

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

## Click Save.

Save

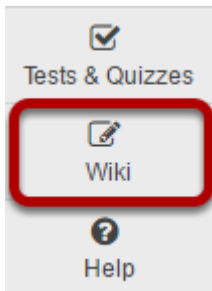
overwrite

Cancel

Once you have finishing editing the page, click **Save**.

# How do I view wiki page info?

## Go to Wiki.



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

## Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

# View page information.

HOMEVIEWEDITINFOHISTORYWATCH

Search:

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	no	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

Save

In addition to editing the page permissions you may [edit site permissions](#)

Incoming ?

Outgoing ?

Comment ?

Notification Preferences ?

Views and Feeds ?

Owner ?

Global Name ?

Permission Section ?

Id ?

last edited ?

SHA-1 ?

New Page 2

New Page 1

New Page 2

Edit Notification Preferences for /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Printer Friendly

Public View

Rich Text Format (RTF)

PDF

1.0

0.93

0.9

0.8

DA Test

/site/DAC-EDUCATION-DEPT1-SUBJ1-101/home

/site/DAC-EDUCATION-DEPT1-SUBJ1-101

14e4b1a2547ac8f201547cb677a20215

May 4, 2016 1:18:49 PM EDT by Demo Professor

ABB391CBA65A8752DAF78BA07093619DA8E3B0E6

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

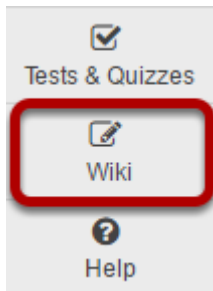
The Info screen also allows you to open the following versions of the page:

- 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.

## Click Watch.



## Choose your notification preference.

**Watch:**

---

**Email notifications of changes to: /site/DAC-EDUCATION-DEPT1-SUBJ1-126**

☐ 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

**Save** **Cancel**

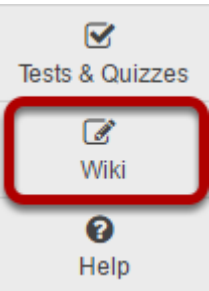
You may choose from the following notification options:

- 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 click **Save**.

# How do I view wiki page history?

## Go to Wiki.



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

## Click History.



Select the **History** button to view the history for the page you are currently viewing.

## View page history.

History: Home

Version ?	User ?	Date ?	Compare to ?	Revert ?	Changed ?	Permissions ?
<a href="#">CURRENT (7)</a>	student03					
<a href="#">V.6</a>	Demo Professor	March 24, 2016 3:56:44 PM EDT	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>	Content same as V.5	orwa srwa p--
<a href="#">V.5</a>	Demo Professor	March 24, 2016 2:22:49 PM EDT	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.4</a>	Demo Professor	March 24, 2016 1:33:07 PM EDT	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>	Content same as V.3	orwa srwa p--
<a href="#">V.3</a>	Demo Professor	March 24, 2016 1:22:47 PM EDT	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.2</a>	Demo Professor	March 24, 2016 12:55:40 PM EDT	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.1</a>	Demo Professor	March 24, 2016 12:55:22 PM EDT	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.0</a>	DA Test	March 24, 2016 12:51:12 PM EDT	<a href="#">Current</a>	<a href="#">Revert to this version</a>		orwa srwa p--

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?

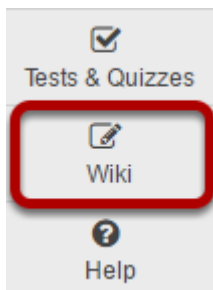
Wiki has two levels of permissions: site level and page level. Site level permissions are the default permissions for all wiki pages. However, permissions can be also changed for individual pages at the page level. For example, you can alter permissions so that the wiki is editable by everyone, except 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)
- Super-admin (typically reserved for system administrators)

*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.

## Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

# Edit page level permissions.

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	yes	yes	yes	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

**Save** In addition to editing the page permissions you may [edit site 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 the current page only.*

# Edit site level permissions.

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	yes	yes	yes	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

## Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

Save

In addition to editing the page permissions you may [edit site permissions](#)

In order to edit the default permissions for all wiki pages in the entire site, click on the **edit site permissions** link just below the page permissions grid.

## Select the site level permissions for each role.

The section : /site/DAC-EDUCATION-DEPT1-SUBJ1-126 1

Role permissions	Create	Read	Edit	Admin	Super Admin
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save

Cancel

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. Click **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.*