

# SAKAI 10 STUDENT 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 icon in the tool title bar.

## 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.*

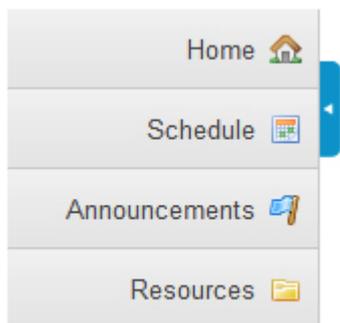
This list contains the menu links to sites you most commonly use. Each menu link will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site’s tools so that you can go straight to that tool on the selected site.

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



Screen capture of Tools List

- **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:** [0]
- 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.

# Rich Text Editor Accessibility Guidelines

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 that ensures content is compatible with assistive devices, robust enough to be copy and pasted to other contexts or presented in unanticipated contexts, and is a legal requirement in some jurisdictions.

The technical measure of the accessibility of the format of 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 structure elements are 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](#).

## Images

Users with some disabilities will be unable to see images and/or comprehend what they are meant to convey.

### 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 it that goes into more detail. Some pointers ("Next image," "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

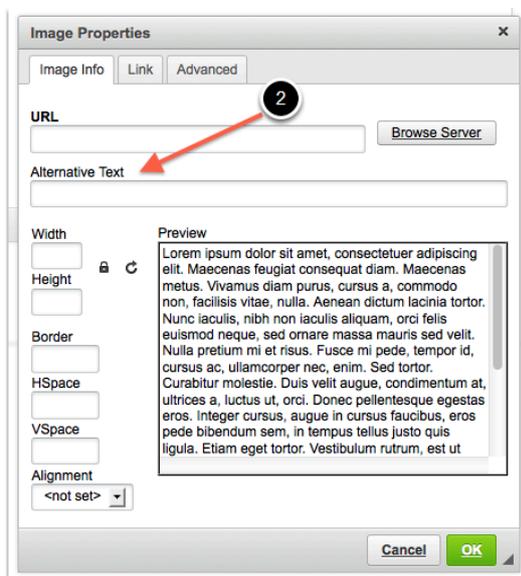
## Examples Text Alternatives

- Alt 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 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 body

"... Figure 1.3 shows the correlation between the...."

[Image] Figure 1.3

## Steps to Add Alternative Text



1. Activate the "image" button on the toolbar.
2. Locate the "Alternative Text" input form control in the dialog that is loaded after you activate the button. Place the appropriate alternative text in the form field provided.

[Figures 1 and 2: CKEditor Menu and CKEditor Image Options Panel. For screen reader users working with the CKEditor see the [Accessability Documentation](#)]

## Document Structure

Assistive technology users rely heavily on headings to navigate complex content. Structuring complex content will help all users parse it as well.

## When to Add Structure with Headings

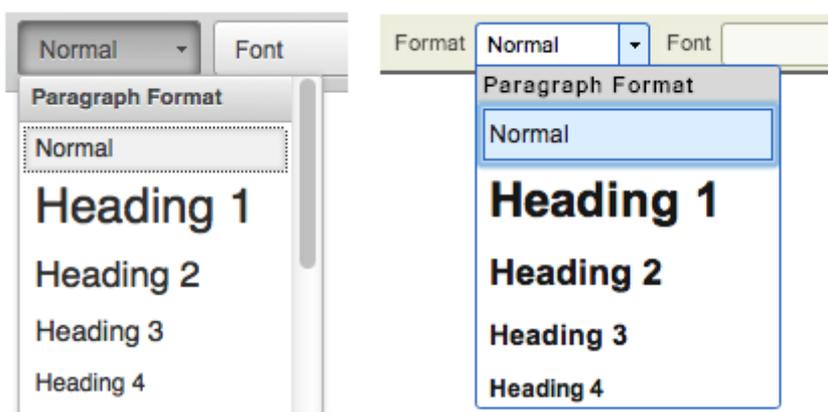
If a document can be outlined or you have an outline in mind when writing it, then adding headings will convey its structure. Some notes:

- Nest headings appropriately:
- Heading 1 > Heading 2
- Heading 2 > Heading 3, Heading 3, Heading 3
- Use short title-like headings that describe content that follows
- If the content you are creating is an HTML Resource start with a Heading 1, in all other cases start with a Heading 4, since the application is already using Heading 1 through Heading 3. Your content in these cases will always be a child of a pre-existing Heading 3.

## Examples of Structure

This document is an example.

## Steps to add Headings



Headings are available from the Format menu. This can look like one of the two examples above.

[Figure 3: CKEditor Format Menu. For screen reader users working with the CKEditor see the [Accessability Documentation](#)]

Note: the default size of the Headings can always be adjusted with the Size menu. The default size of some of the higher headings (h5 - h6) may need adjustment. Conversely, do not use headings for typographical effects.

## Using semantically helpful elements

Assistive technology users benefit when the page elements used have a relationship to the meaning they are trying to convey visually.

### Lists



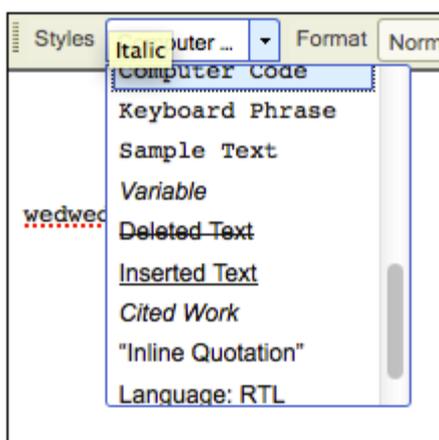
If you think of a vertical series of items as a list, you should include it in your page as a list. Select the lines involved and click on the numbered or bulleted list option.

[Figure 4: CKEditor List Buttons. For screen reader users working with the CKEditor see the [link to ckeditor section](#)>Accessibility Documentation </link>]

### Paragraphs

A paragraph (hit Enter or Return) is always more meaningful than a line break (hit Shift + Enter or Return).

### Inline styles



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

- Cited work
- Inline Quotation
- Computer Code
- Sample text
- Inserted and Deleted text

If you are curious to see what these do, add one and switch to "Source View" - this is how a screen reader will "see" it. 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. Cited Work produces italic text. But it would be confusing to a screen reader if you used it just for that reason.

[Figure 5: CKEditor Styles Menu. For screen reader users working with the CKEditor see the [link to ckeditor section](#)>Accessibility Documentation </link>]

## Do Not Use Color or Spatial Position to Convey Information

For Example, "click the green button on the left." Color blind users will not be able to distinguish the button. For screen reader users there is no notion of "left" - the best solution is to quote the target label:

*Click on "Start Assignment," or Click "Save" button.*

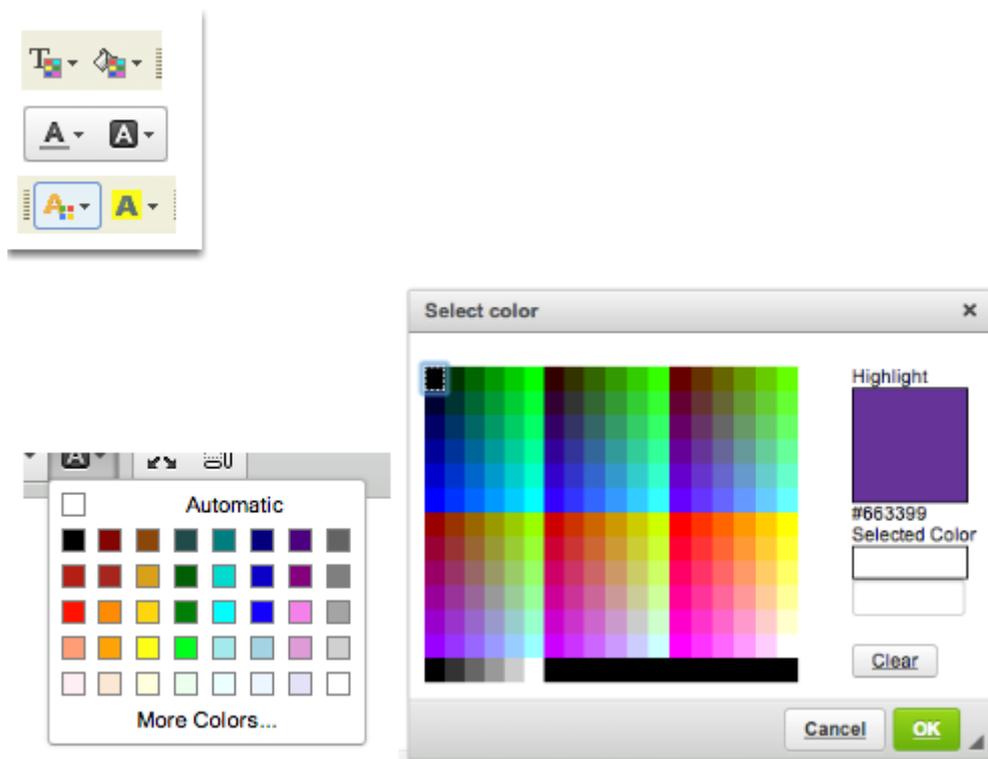
## Use Adequate Color Contrast

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 - as that will likely be black text on white, with a ratio of 21:1.

## Examples of Contrast

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

## Steps to Change Foreground and Background Colors



If you need to edit the background color and the text color click on either control shown below (the buttons will look like one the choices below, with foreground color on the left and background color on the right).

In most cases the contrast will be obvious, but if you need to verify, click on the "More Colors" option, record the the hex number for the color you have selected (starting with #) and check the two colors through an online tool such as [WebAIM's Color Contrast Checker](http://www.webaim.org/Tools/contrast).

[Figure 6: CKEditor text color and background buttons. For screen reader users working with the CKEditor see the [Accessibility Documentation](#)]

[Figures 7 and 8: CKEditor "More Color" options. For screen reader users working with the CKEditor see the [Accessibility Documentation](#)]

## Using Tables

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, a screen reader user needs a properly coded table. To make tables usable we need to put in a little bit of work into them.

### Examples of Tables: Simple table

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

Simple table: books read by 2 people. Only column headers are needed

### 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

Complex table: books read by 2 people each week. Column and row headers 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 a table, add a row and/or column to be used as a heading for each as appropriate. The table creation menu contains a Headers options that allows for selecting the first row, column or both.

Add a Summary of the table. The table creation menu offers a line to add a summary that will inform readers of the content of the table. Good examples are: "Data from recent study," "Table of inputs and outputs" etc.

Tables should only be used for tabular data, not for layout.

[Figure 9: CKEditor table panel. For screen reader users working with the CKEditor see the [link to ckeditor section>Accessibility Documentation </link>](#)]

## Links

## 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>

Assistive technology users use link lists to navigate content. This means they cannot rely on context to tell what a link does. This is why 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.

1. In lists where each item has several links associated with it the temptation would be to do the first example shown above.
2. The second example shown above would be better, if a bit verbose.

## 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 (see above for instructions). 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.)

### Steps to Add Alternative Text

- Activate the "image" button on the toolbar.
- Locate the "Alternative Text" input form control in the dialog that is loaded after you activate the button.
- Place the appropriate alternative text in the form control following the guidelines in the heuristics section.

## **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 Editor, include the information in the link text.

Example: essay (MS Word), report (PDF), presentation (MS Powerpoint).

## **Use Unique and Descriptive Page Titles**

Assistive technology users rely on page titles. You will only run across the need to specify this when you are creating 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 list.

# My Workspace

# What is My Workspace?

When you log in to Sakai, you will immediately see My Workspace, your individual workspace in the system. My Workspace 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 My Workspace may be customized by your institution.*

## My Workspace Navigation and Display

The screenshot shows the Sakai My Workspace interface. At the top, there is a navigation bar with the Sakai logo, a dropdown menu for 'My Workspace', and several course identifiers: 'PSYCH 101 001 FA14', 'PSYCH 400 001 SU14', 'Course Review Project', and 'More Sites'. A 'Logout' button is in the top right corner. On the left side, there is a vertical navigation menu with items: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is divided into several sections: 1. 'My Workspace: Message Of The Day' (callout 3) with an 'Options' button and a message stating 'There are currently no messages at this location.' 2. 'My Workspace: My Workspace Information Display' (callout 4) with a 'Welcome to your personal workspace.' message and a paragraph explaining the workspace. 3. 'My Workspace: Calendar' (callout 4) showing a calendar for January 2014. 4. 'My Workspace: Recent Announcements' (callout 5) with a 'View' dropdown set to 'All' and a message stating 'There are currently no announcements at this location.' 5. 'My Workspace: Message Center Notifications' (callout 6) with a table showing notifications for two sites.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Site	New Messages	New in Forums
<a href="#">PSYCH 101 001 FA14</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">PSYCH 400 001 SU14</a>	<a href="#">none</a>	<a href="#">none</a>

My Workspace 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. [My Workspace: Calendar](#)
5. [My Workspace: Recent Announcements](#)
6. [My Workspace: Message Center Notifications](#)

The My Workspace area of Sakai is designed to give you an overview of what is happening in your courses, and provide access to your individual account information and preferences.

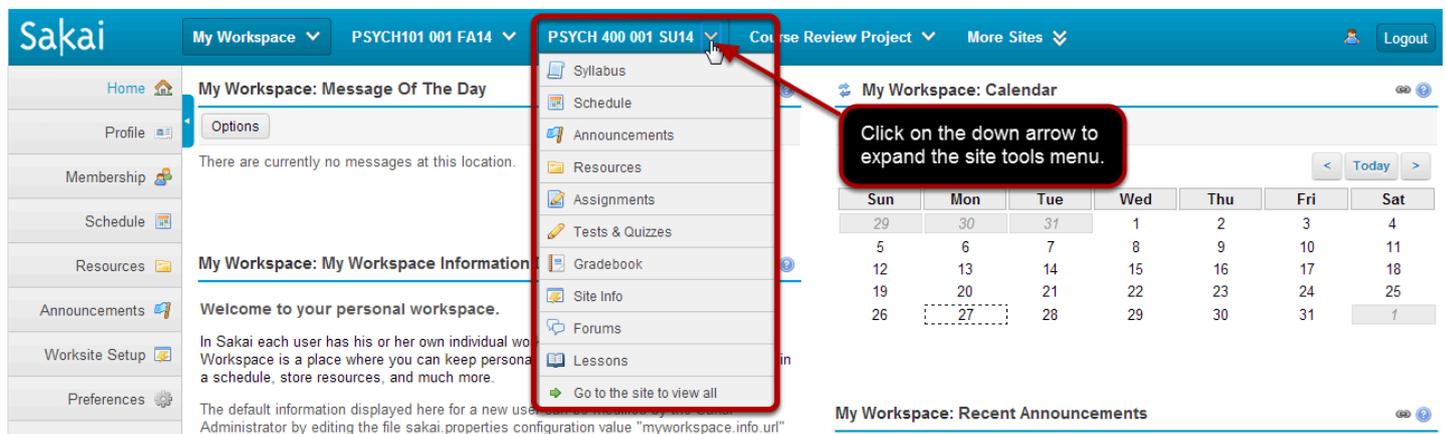
# What is Site Navigation?

## Site Navigation



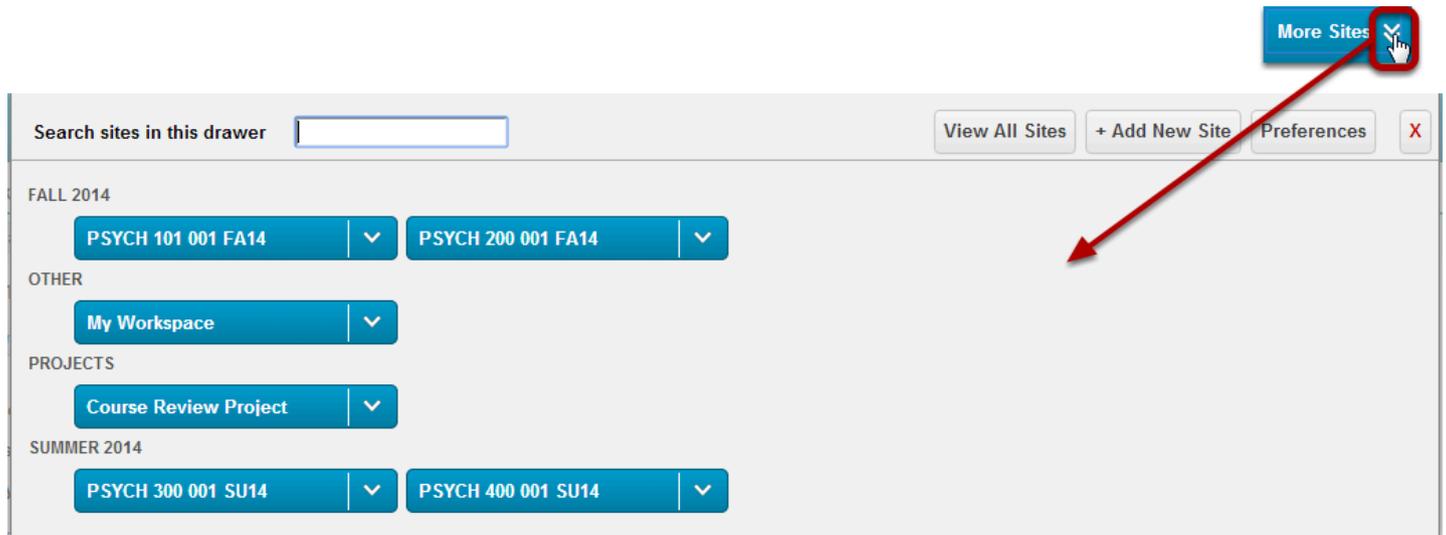
The Site Navigation across the top of the screen allows you to access all of the Sakai sites in which you are enrolled. You may also return to My Workspace at any time by clicking on the **My Workspace** button on the left. There is also **Logout** button in the far right hand corner to exit the system.

## 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 course.

## More sites.

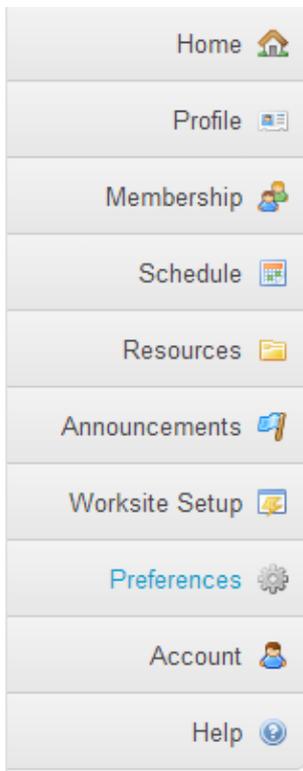


The top site navigation can only display a small number of sites. If you have many active sites, clicking the down arrows on the **More Sites** button will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites).

*Note: Inactive or Archived sites will not display in the More Sites listing. You can access inactive sites from the Membership or Worksite Setup tools.*

# What is the My Workspace Tool Menu?

## My Workspace Tool Menu.



The My Workspace 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 arrow tab in the upper right portion of the menu. When the menu is collapsed, the menu links are represented by their associated icons.

# What is the My Workspace Message of the Day?

In the Home area of My Workspace, 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 10 My Workspace interface. The top navigation bar includes the Sakai logo, "My Workspace", "PSYCH 400 001 SU14", "Course Review Project", "More Sites", and a "Logout" button. A left sidebar contains navigation links: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup (highlighted in blue), Preferences, Account, and Help. The main content area is divided into several sections:

- My Workspace: Message Of The Day**: This section is highlighted with a red box and contains a "Welcome to Sakai 10" message.
- My Workspace: My Workspace Information Display**: Contains a "Welcome to your personal workspace." message and instructions for users.
- My Workspace: Calendar**: Displays a calendar for April 2014. The calendar shows dates from 30 to 5, with a dashed box around the 18th and 19th.
- My Workspace: Recent Announcements**: Shows a table of announcements with columns for "Subject" and "Saved By".
- My Workspace: Message Center Notifications**: Shows a table of notifications with columns for "Site", "New Messages", and "New in Forums".

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

Subject	Saved By
<a href="#">Week 2</a>	Demo Instructor
<a href="#">Welcome</a>	Demo Instructor

Site	New Messages	New in Forums
<a href="#">PSYCH 400 001 SU14</a>	none	1
<a href="#">PSYCH 101 001 FA14</a>	none	none

## Select Options to customize display. (Optional)

My Workspace: Message Of The Day



Options

**Sakai CLE - the collaboration and learning environment for educators, by educators**

**Open doors for students to learn and instructors to teach on their own terms**



You may customize the appearance of the Message of the Day by selecting the **Options** button.

## MOTD Options

My Workspace: Message Of The Day



### Options

You are currently setting options for Message of The Day.

#### Message of The Day Display

Show Announcement subject

Show Announcement body

Show about

All Lines

2

Number of days in the past

1000

3

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.

# What is the My Workspace Calendar?

The My Workspace Calendar shows 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 My Workspace.

## View Calendar.

The screenshot displays the Sakai 10 user interface. At the top, the 'Sakai' logo is on the left, and navigation tabs for 'My Workspace', 'Sample Course', 'test worksite', and 'Tutorial Demo Site' are in the center. A 'Logout' button is on the right. A left-hand navigation menu includes links for Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, Delegated Access, and Help.

The main content area is divided into several sections:

- My Workspace: Message Of The Day**: Contains system messages and configuration details, such as 'This server is running Sakai 10 QA06' and search settings like 'search.enable = true'.
- My Workspace: Calendar**: A calendar for April 2014. The date 23 is highlighted with a dashed box. Navigation buttons for 'Today' and arrows are present.
- My Workspace: Recent Announcements**: Shows a section for announcements with a 'View' dropdown set to 'All' and a message stating 'There are currently no announcements at this location.'
- My Workspace: Message Center Notifications**: Features a table with columns for 'Site', 'New Messages', and 'New in Forums'. The 'Sample Course' site shows 'none' for both categories.

At the bottom right of the main content area, there is a 'Chat' button.

## Click Options to customize calendar display. (Optional)

My Workspace: Calendar 🔒 ?

**Options**

January 2014 < Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

You may customize the appearance of your Calendar by selecting the **Options** button.

## Select custom preferences and Update.

My Workspace: Calendar 🔒 ?

**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 up Move down

Medium priority:   
Move up Move down

Low priority: Academic Calendar  
Activity  
Cancellation

**Colors**

High priority:  

Medium priority:  

Low priority:  

Update Cancel

# What are the My Workspace Recent Announcements?

The Announcements area in My Workspace 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 My Workspace interface. The top navigation bar includes 'Sakai', 'My Workspace', 'Sample Course', 'test worksite', 'Tutorial Demo Site', and 'Logout'. The left sidebar contains navigation links: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, Delegated Access, and Help. The main content area is divided into several sections:

- My Workspace: Message Of The Day**: Contains an 'Options' button and text about the server running Sakai 10 QA06, with links to source tags and Jira resources.
- My Workspace: Calendar**: Shows a calendar for April 2014 with a 'Today' button and a 'Subscribe' button. The calendar grid shows dates from 30 to 3.
- My Workspace: Recent Announcements**: A section highlighted with a red box, containing a 'View' dropdown menu set to 'All' and the text 'There are currently no announcements at this location.'
- My Workspace: Message Center Notifications**: Shows a table with columns for 'Site', 'New Messages', and 'New in Forums'. The 'Sample Course' site shows 'none' for both.
- My Workspace: My Workspace Information Display**: A welcome message and instructions for users.

## Customize announcements display. (Optional)

### My Workspace: Recent Announcements

Announcements (viewing announcements from the last 10 days)

View

There are currently no announcements at this location.

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 My Workspace Message Center Notifications?

The Message Center in My Workspace 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 My Workspace interface. The top navigation bar includes the Sakai logo, a dropdown menu for 'My Workspace', and other site-specific options like 'Sample Course', 'test worksite', and 'Tutorial Demo Site'. A 'Logout' button is in the top right.

The main content area is divided into several sections:

- My Workspace: Message Of The Day**: Contains an 'Options' button and a message about the server running Sakai 10 QA06. It lists several properties turned on by default, such as 'All of these properties are turned on by default in qa04 on this server as described by this jira' and 'Three additional properties are also on by default'. It includes configuration snippets like '# 1) SAK-18588' and '## SEARCH # Enable the elastic search # DEFAULT: false'.
- My Workspace: Calendar**: Shows a calendar for April 2014. The date 23 is highlighted with a dashed box. Navigation buttons for '< Today >' are present.
- My Workspace: Recent Announcements**: Shows a section for announcements with a 'View' dropdown set to 'All' and a message stating 'There are currently no announcements at this location.'
- My Workspace: Message Center Notifications**: This section is highlighted with a red box. It contains a table with three columns: 'Site', 'New Messages', and 'New in Forums'. The 'Sample Course' site shows 'none' for both 'New Messages' and 'New in Forums'.
- My Workspace: My Workspace Information Display**: A welcome message for new users, explaining that My Workspace is a personal workspace for documents, schedules, and resources.

A 'Chat' button is visible at the bottom right of the interface.

## Customize message center display. (Optional)

### My Workspace: Message Center Notifications

Site	New Messages	New in Forums
<a href="#">PSYCH 400 001 SU14</a>	1	<a href="#">none</a>
<a href="#">PSYCH 101 001 FA14</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.

## My Workspace: Message Center Notifications - Display Options

### My Workspace: Message Center Notifications

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="#">PSYCH 400 001 SU14</a>	1	<a href="#">none</a>
<input type="checkbox"/>	<a href="#">PSYCH 101 001 FA14</a>	<a href="#">none</a>	<a href="#">none</a>

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**. If you have already hidden sites in Preferences, they will not show up in this list.

# 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 My Workspace Tools Menu.

## Modifying account details.

My Workspace: Account

---

My Account Details

User

User Id	jdoe
First Name	Jane
Last Name	Doe
Email	jdoe@myschool.edu
Type	registered
Disabled	False
Created By	Sakai Administrator
Created	Jan 27, 2014 10:20 am
Modified By	Sakai Administrator
Modified	Jan 27, 2014 10:20 am

[Modify Details](#)

Click on the **Modify Details** button.

# Changing your name, email or password.

My Workspace: Account

---

## Account Details

\* Indicates a required field.

User Id	jdoe
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="jdoe@myschool.edu"/>
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	Jan 27, 2014 10:20 am
Modified By	Sakai Administrator
Modified	Jan 27, 2014 10:20 am
Internal Id	9cc006d0-13cc-4335-adfc-5c99d057c145

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 My Workspace.

*Note that your Sakai User Id cannot be changed. Your User Id can only be modified by a Sakai Administrator at your institution.*

# What is Membership?

The Membership tool in My Workspace 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 My Workspace to access your list of sites.

## Viewing current sites.

The screenshot shows the 'My Workspace: Membership' interface. At the top, there are two tabs: 'My Current Sites' (selected) and 'Joinable Sites'. Below the tabs, there is a search bar with a 'Search' button and a 'Clear' button. A red box highlights the search bar and buttons, with a circled '2' next to it. Below the search bar, it says 'Viewing 1 - 9 of 9 sites'. There are navigation buttons for first, previous, next, and last. A dropdown menu shows 'show 20 items...'. A circled '1' is next to the 'Worksite' column heading in the table below. The table has two columns: 'Worksite' and 'Description'. The first row is 'Course Review Project'. The following rows are course codes: PSYCH 101 001 FA12, PSYCH 101 001 FA13, PSYCH 101 001 FA14, PSYCH 200 001 FA14, PSYCH 300 001 SU14, PSYCH 400 001 SU12, PSYCH 400 001 SU13, and PSYCH 400 001 SU14. At the bottom, there are 'Unjoin' and 'Cancel' buttons.

You will see a list of all the sites in which you are currently enrolled.

1. You may sort by Worksite or Description 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 Workspace: Membership GO ?

My Current Sites **Joinable Sites** 1

Joinable Sites

Viewing 1 - 3 of 3 sites

The list below includes sites that can be joined.

Worksite 	Description
<a href="#">drktst 202 002 Spring 2013</a> <a href="#">Join</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span>	long desc... <a href="#">(More)</a>
<a href="#">gsilver - project</a> <a href="#">Join</a>	An inscription of AD 102 records a restoration of a portico of S... <a href="#">(More)</a>
<a href="#">mercury site</a> <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** button.
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.

The screenshot shows the 'My Workspace: Membership' page. At the top, there are tabs for 'My Current Sites' and 'Joinable Sites'. Below the tabs, there is a search bar with 'Search' and 'Clear' buttons. The text 'Viewing 1 - 10 of 10 sites' is displayed. A pagination control shows 'show 20 items...' with navigation arrows. A table with two columns, 'Worksite' and 'Description', lists several sites. The first site, 'drktst 202 002 Spring 2013', is highlighted in light blue, and its checkbox is checked. Below the table, there are two buttons: 'Unjoin' and 'Cancel'. A red circle with the number '1' is next to the checked checkbox, and another red circle with the number '2' is next to the 'Unjoin' button.

Worksite	Description
<input type="checkbox"/>	Course Review Project
<input checked="" type="checkbox"/>	drktst 202 002 Spring 2013 long desc... (More)
	PSYCH 101 001 FA12
	PSYCH 101 001 FA13
	PSYCH 101 001 FA14
	PSYCH 200 001 FA14
	PSYCH 300 001 SU14
	PSYCH 400 001 SU12
	PSYCH 400 001 SU13
	PSYCH 400 001 SU14

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.*

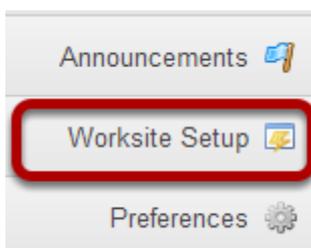
# What is Worksite Setup?

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 My Workspace, 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 My Workspace.**



# What is the Preferences tool?

In [My Workspace](#), you can set preferences for which sites appear in your navigation and which sites have their own tabs. You can also choose how often you receive email notifications of site activity, set your time zone, and select your language.

## Go to Preferences.

Select the **Preferences** tool from the Tool Menu in My Workspace.

## Customize tabs.

### My Workspace: Preferences

Customize Tabs Notifications Time Zone Language

#### Customize Tabs

Update Preferences Cancel Changes

**Mouse instructions:** Drag and drop items with the mouse.

**Keyboard instructions:** Direction keys (arrow keys or i-j-k-m) move focus. CTRL + direction keys move the item up or down, or SHIFT + CTRL + direction keys to move between columns.

**Moving many:** Use **1** checkboxes to make a multiple selection then **2** the arrows in the control panel that will appear **3** move.

Favorite Sites (in top bar)	Active Sites (your drawer)	Archived Sites (will display in Worksite Setup sorted alphabetically)
My Workspace	PSYCH 300 001 SU14 <input type="checkbox"/>	PSYCH 400 001 SU12 <input type="checkbox"/>
PSYCH 400 001 SU14 <input type="checkbox"/>	PSYCH 200 001 FA14 <input type="checkbox"/>	PSYCH 101 001 FA12 <input type="checkbox"/>
PSYCH 101 001 FA14 <input type="checkbox"/>	OCE101 001 SU14 <input type="checkbox"/>	PSYCH 400 001 SU13 <input type="checkbox"/>
Course Review Project <input type="checkbox"/>		PSYCH 101 001 FA13 <input type="checkbox"/>

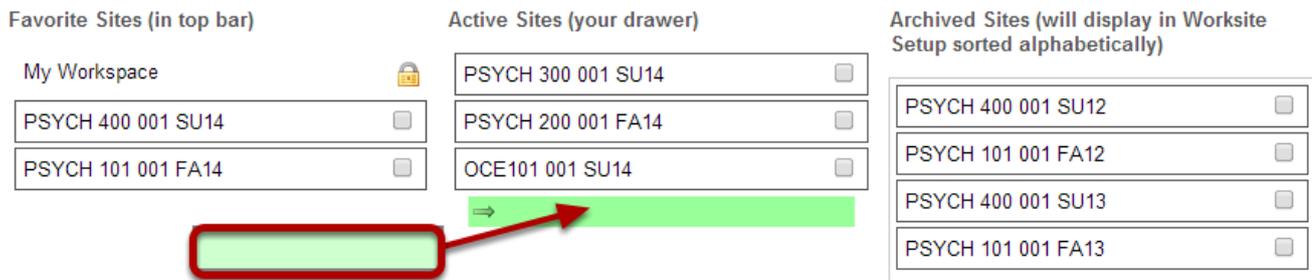
When you first enter the Preferences tool, you will be taken to the Customize Tabs information. On this screen, you can choose which sites are displayed as tabs in your navigation and active sites, and in what order they appear.

- Favorite Sites:** This list of sites appears on the left side of the screen. These are the sites which display as tabs in the top navigation bar of the system.
- Active Sites:** This list of sites appears in the middle of the screen. These are the sites which display in your site drawer when you click on More Sites in the top navigation bar.

3. **Archived Sites:** This list of sites appears on the right side of the screen. These 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 site drawer.

*Note: Archived Sites are still active in the system, are still available to other enrolled users regardless of individual site display preferences.*

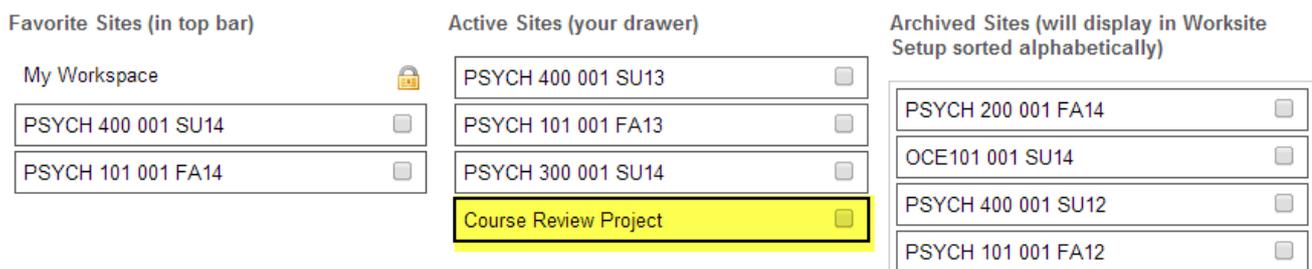
## Moving a site with drag and drop.



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 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.)

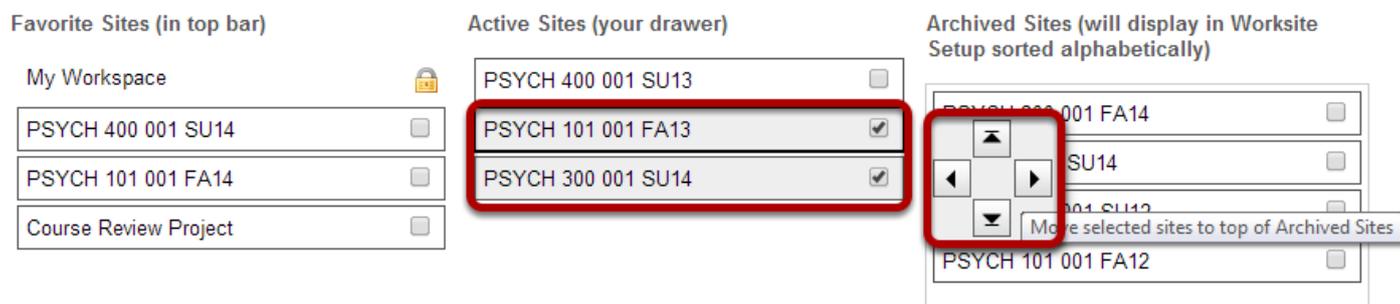
## Moving a site with the keyboard arrows.



You can also move sites using the keyboard arrow keys. Select the site you want to move, and then use CTRL + the direction keys (arrow keys or i-j-k-m) to move the item.

*Note: The item currently selected will have a bold outline.*

## Moving multiple sites.



If you would like to move several sites at once, you may also select more than one item by checking the boxes next to each of the sites. A control panel with direction arrows will appear. Click on the direction arrow button to move the selected sites in the desired direction.

## Select tab format.

Show tabs as:

- Course code (e.g. F13-ACCT-134C-01)
- Course name/description (e.g. First Year Accounting)

You may also choose how you would like courses to be displayed in the tabs across the top. Select either the **Course code** or **Course name/description** radio button for your preferred format.

## Click Update Preferences.



Once you have finished making changes to your sites and tabs, click **Update Preferences** to save your changes.

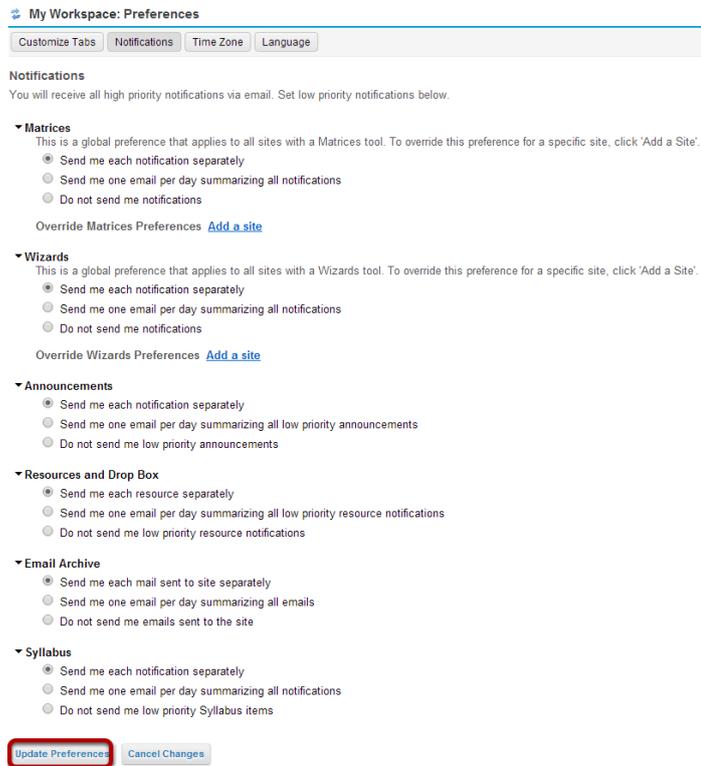
## Notifications.

My Workspace: Preferences



To customize your notification settings, click the **Notifications** button.

## Select notification preferences.



The screenshot shows the 'My Workspace: Preferences' page with a navigation bar containing 'Customize Tabs', 'Notifications', 'Time Zone', and 'Language'. The 'Notifications' section is expanded, showing settings for Matrices, Wizards, Announcements, Resources and Drop Box, Email Archive, and Syllabus. Each tool has three radio button options: 'Send me each notification separately', 'Send me one email per day summarizing all notifications', and 'Do not send me notifications'. The 'Update Preferences' button is highlighted with a red box.

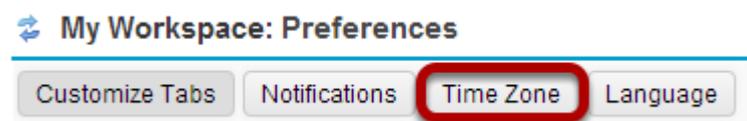
You may choose from the following three options for low priority email notifications in the Matrices (OSP), Wizards (OSP), Announcements, Resources and Drop Box, Email Archive, and Syllabus tools.

- Send me each notification separately. (Default setting)
- Send me one email per day summarizing all notifications.
- Do not send me notifications.

If you change any of these settings, click **Update** 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.



The screenshot shows the 'My Workspace: Preferences' page with a navigation bar containing 'Customize Tabs', 'Notifications', 'Time Zone', and 'Language'. The 'Time Zone' button is highlighted with a red box.

To set your local time zone, click the **Time Zone** button.

## Choose your time zone.

My Workspace: Preferences

Customize Tabs Notifications Time Zone Language

### Time Zone

Please select your local time zone for selected Sakai tools, such as Schedule. You are currently in the **America/New\_York** time zone

- America/Maceio
- America/Managua
- America/Manaus
- America/Marigot
- America/Martinique
- America/Matamoros
- America/Mazatlan
- America/Mendoza
- America/Menominee
- America/Merida
- America/Metlakatla
- America/Mexico\_City
- America/Miquelon
- America/Moncton
- America/Monterrey
- America/Montevideo
- America/Montreal
- America/Montserrat
- America/Nassau
- America/New\_York

Update Preferences Cancel Changes

Select your local time zone from the list, and then click **Update Preferences**.

## Language.

My Workspace: Preferences

Customize Tabs Notifications Time Zone Language

To set your preferred language, click the **Language** button.

# Choose your language.

 My Workspace: Preferences

Customize Tabs   Notifications   Time Zone   **Language**

### 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**.

# 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.*

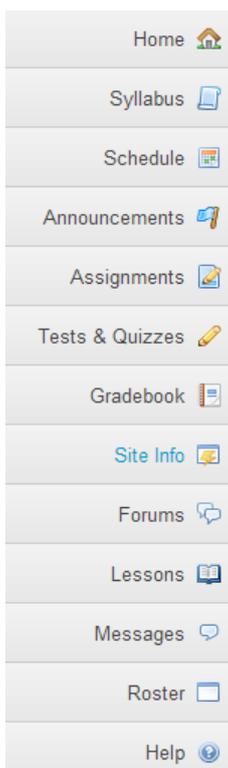
# How do I navigate in a site?

[My Workspace](#) is your individual online workspace. When you first log in, you go to My Workspace automatically. To return to your workspace after visiting other sites, click My Workspace in the upper left corner of the screen. Additional course and project sites appear as tabs across the top of the screen. Click a tab to go to the corresponding 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.

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

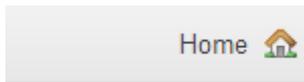
## The Tool Menu.



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 site Home page.



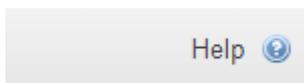
**Home** on the Tool Menu takes you to the home page for the site you're in. Home pages can contain a list of recent announcements, recent discussion items, calendar posts and other selected resources.

## The Reset button.



When you're using a tool, the **Reset** button, located to the left of the tool's name, 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 blue question mark icon in the upper right corner of each page.

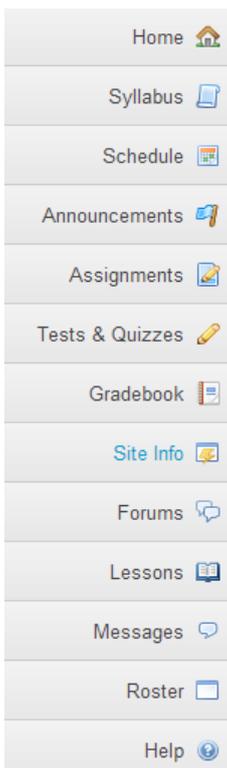
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*Note: If you are not yet a member of any sites, you will see only a My Workspace tab at the top of the screen.*

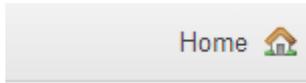
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Click the tool's name to go to the corresponding tool.

## The site Home page.



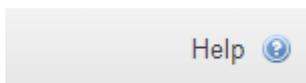
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## The Reset button.



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## Online help.



You can get help by clicking **Help** in the Tool Menu. You can also get contextual help by clicking the blue question mark icon in the upper right corner of each page.

# What is the Reset button?

The reset button returns you to the starting point of the tool you're using, as if you had entered the tool in a new session.

## Reset button location



The reset button appears to the left of the name of the tool you're using and looks like two blue arrows pointing in opposite directions.

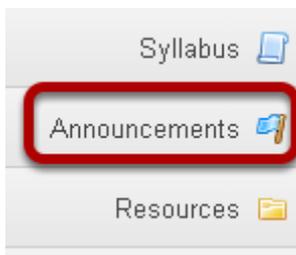
*Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.*

# 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 "My Workspace" tab, 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.

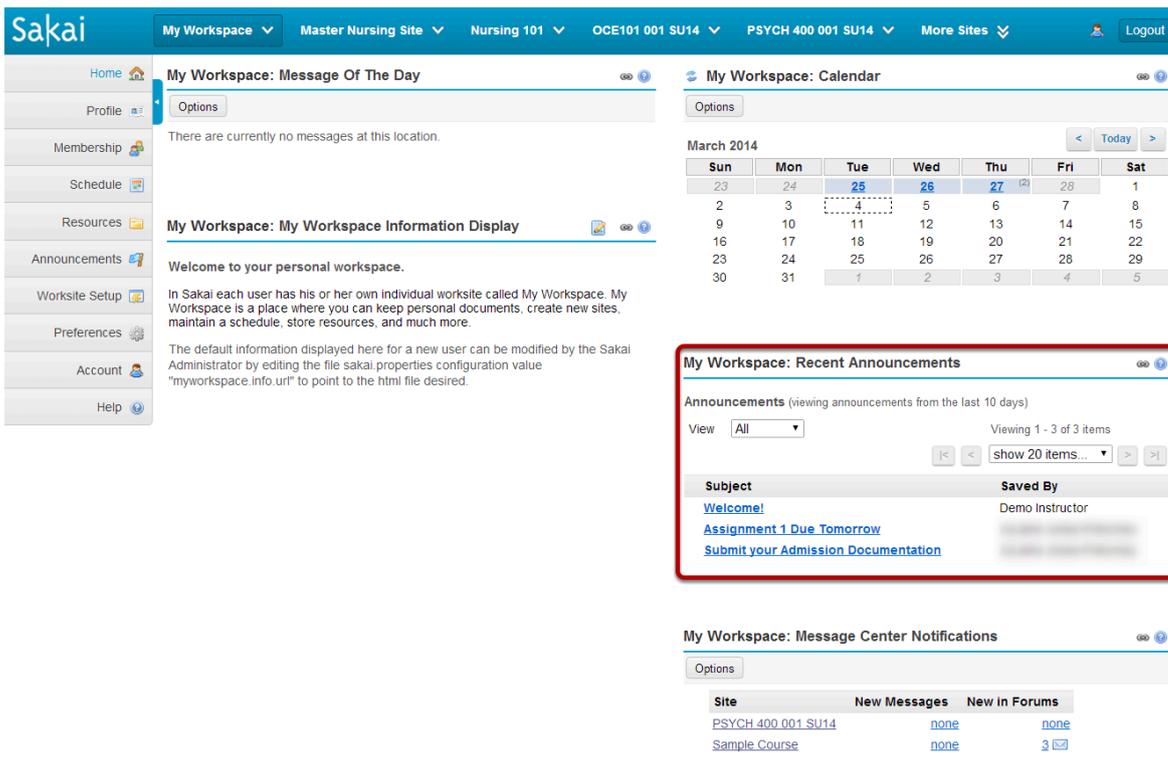
**To access this tool, select Announcements from the Tool Menu in your site.**



# How do I view announcements?

Announcements in Sakai display in several locations. You can view them from My Workspace, from an individual course or project site, or from the Announcements tool.

## Viewing announcements in My Workspace.



The screenshot shows the Sakai My Workspace interface. The top navigation bar includes the Sakai logo and several site dropdown menus: My Workspace, Master Nursing Site, Nursing 101, OCE101 001 SU14, PSYCH 400 001 SU14, and More Sites. A Logout button is in the top right. The main content area is divided into several sections:

- My Workspace: Message Of The Day:** Shows "Options" and a message: "There are currently no messages at this location."
- My Workspace: My Workspace Information Display:** A welcome message: "Welcome to your personal workspace. In Sakai each user has his or her own individual worksite called My Workspace. 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."
- My Workspace: Calendar:** A calendar for March 2014. The 25th and 26th are highlighted. The 27th is marked with a 'C'.
- My Workspace: Recent Announcements:** This section is highlighted with a red box. It shows "Announcements (viewing announcements from the last 10 days)". The "View" dropdown is set to "All". It displays "Viewing 1 - 3 of 3 items" and a "show 20 items..." link. The table below lists the announcements:

Subject	Saved By
<a href="#">Welcome!</a>	Demo Instructor
<a href="#">Assignment 1 Due Tomorrow</a>	
<a href="#">Submit your Admission Documentation</a>	

Below the announcements is the "My Workspace: Message Center Notifications" section, which includes a table:

Site	New Messages	New in Forums
<a href="#">PSYCH 400 001 SU14</a>	<a href="#">none</a>	<a href="#">none</a>
<a href="#">Sample Course</a>	<a href="#">none</a>	<a href="#">3</a>

When you are logged in to My Workspace, you will see your **Recent Announcements** displayed there. Your Recent Announcements in this location will show all announcements from all sites in which you are enrolled.

## Click on the announcement subject.

### My Workspace: Recent Announcements



Announcements (viewing announcements from the last 10 days)

View

Viewing 1 - 3 of 3 items

Subject	Saved By
<a href="#">Welcome!</a>	Demo Instructor

## View announcement details.

### My Workspace: Recent Announcements



#### Announcement

**Subject** Welcome!  
**Saved By** Demo Instructor  
**Modified Date** Mar 4, 2014 10:51 am  
**Beginning Date**  
**Ending Date**  
**Groups** site

#### Message

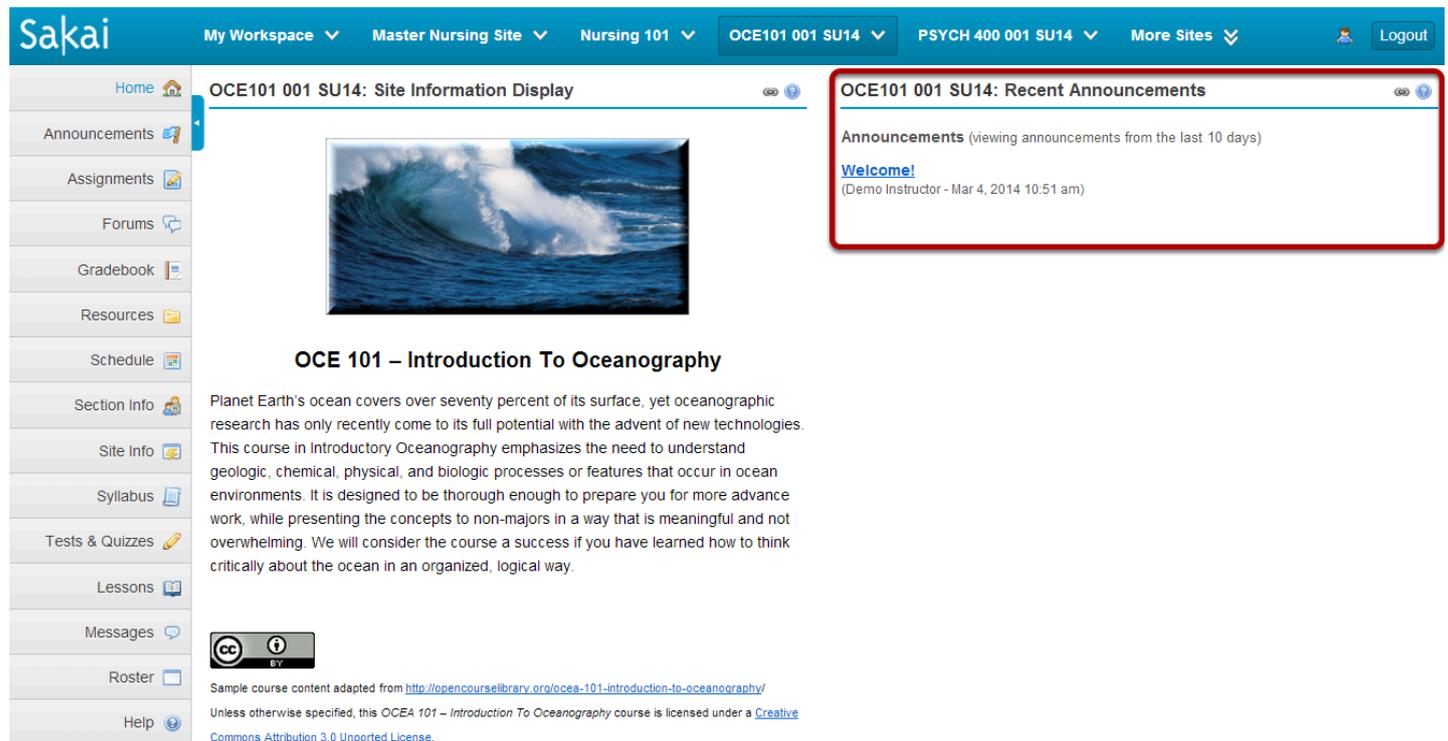
Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

I look forward to working with you this term! You can contact me via the **Messages** tool in the course site. Please feel free to contact me with any questions!

Your Professor

[Return to List](#)

# Viewing announcements within a course or project site.



The screenshot shows the Sakai interface for a course site. The top navigation bar includes the Sakai logo and several dropdown menus: "My Workspace", "Master Nursing Site", "Nursing 101", "OCE101 001 SU14", "PSYCH 400 001 SU14", and "More Sites". A "Logout" button is in the top right. On the left is a vertical sidebar with icons for Home, Announcements, Assignments, Forums, Gradebook, Resources, Schedule, Section Info, Site Info, Syllabus, Tests & Quizzes, Lessons, Messages, Roster, and Help. The main content area is titled "OCE101 001 SU14: Site Information Display". It features a large image of a blue ocean wave. Below the image is the section title "OCE 101 – Introduction To Oceanography" and a paragraph of text: "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." Below the text is a Creative Commons Attribution 3.0 Unported License logo and a link to the license. A red box highlights a "Recent Announcements" window in the top right corner. This window is titled "OCE101 001 SU14: Recent Announcements" and contains the text "Announcements (viewing announcements from the last 10 days)" and a blue link "Welcome!" followed by "(Demo Instructor - Mar 4, 2014 10:51 am)".

When you enter a given course or project site, your **Recent Announcements** for that site only will display on the site home page.

## Click on the announcement subject.

### OCE101 001 SU14: Recent Announcements



Announcements (viewing announcements from the last 10 days)

**Welcome!**

(Demo Instructor - Mar 4, 2014 10:51 am)

## View announcement details.

### OCE101 001 SU14: Recent Announcements



#### Announcement

**Subject** Welcome!  
**Saved By** Demo Instructor  
**Modified Date** Mar 4, 2014 10:51 am  
**Beginning Date**  
**Ending Date**  
**Groups** site

#### Message

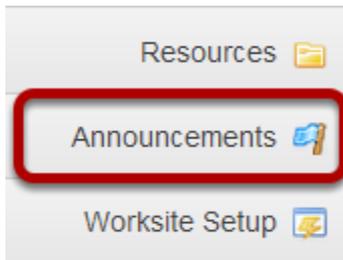
Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

I look forward to working with you this term! You can contact me via the **Messages** tool in the course site. Please feel free to contact me with any questions!

Your Professor

[Return to List](#)

## Viewing announcements via the Announcements tool.



You may also view your announcements by selecting the **Announcements** tool in the Tool Menu from My Workspace, or from within an individual course or project site.

*Note: Remember that My Workspace will display announcements from all courses.*

## Click on the announcement subject.

### My Workspace: Announcements



Announcements (viewing announcements from the last 365 days)

View

Viewing 1 - 4 of 4 items

Subject	Saved By	Modified Date	Beginning Date	Ending Date
<a href="#">Welcome!</a>	Demo Instructor	Mar 4, 2014 10:51 am		
<a href="#">Assignment 1 Due Tomorrow</a>		Feb 27, 2014 4:17 pm		
<a href="#">Submit your Admission Documentation</a>		Feb 27, 2014 4:11 pm		
<a href="#">test</a>	Demo Instructor	Feb 19, 2014 4:28 pm		

## View announcement details.

### My Workspace: Recent Announcements



#### Announcement

**Subject** Welcome!  
**Saved By** Demo Instructor  
**Modified Date** Mar 4, 2014 10:51 am  
**Beginning Date**  
**Ending Date**  
**Groups** site

#### Message

Hello and welcome to your online Introduction to Oceanography class! This section of OCE 101 is run completely online with no required campus meetings.

I look forward to working with you this term! You can contact me via the **Messages** tool in the course site. Please feel free to contact me with any questions!

Your Professor

[Return to List](#)

# Assignments

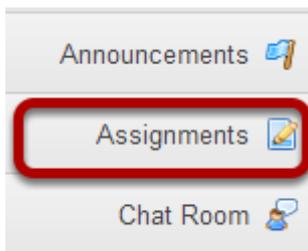
# What is the Assignments tool?

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 submit an assignment?

## Go to Assignments.

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

## Click on the title of the assignment.

PSYCH 400 001 SU14: Assignments

Assignment List

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

Viewing 1 - 2 of 2 items

200 items...

Assignment title	Status	Open	Due
<b>Assignment 1</b>	Not Started	Mar 4, 2014 12:00 am	Mar 11, 2014 5:00 pm
Peer Assessment	Assignment submission required	Mar 11, 2014 5:00 pm	Mar 11, 2014 5:10 pm
Article Summary	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

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

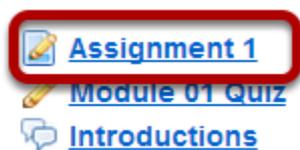
---

## Week One

### 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.**

### PSYCH 400 001 SU14: Recent Announcements

#### Announcement

<b>Subject</b>	Assignment: Open Date for 'Assignment 1'
<b>Saved By</b>	Demo Instructor
<b>Modified Date</b>	Mar 4, 2014 11:43 am
<b>Beginning Date</b>	
<b>Ending Date</b>	
<b>Groups</b>	site
<b>Assignment Link</b>	<a href="#">Assignment 1</a>

#### Message

Open date for assignment 'Assignment 1' is Mar 4, 2014 12:00 am.

[Return to List](#)

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.

 PSYCH 400 001 SU14: Schedule  

[< Last Event](#)

[Go to Today](#)

[Back to Calendar](#)

[Next Event >](#)

#### Due Assignment 1

<b>Date</b>	Mar 11, 2014
<b>Time</b>	5:00 pm EST
<b>Description</b>	Assignment Assignment 1 is due on Mar 11, 2014 5:00 pm.
<b>Frequency</b>	Activity occurs once
<b>Event Type</b>	 Deadline
<b>Owner</b>	Demo Instructor
<b>Site</b>	PSYCH 400 001 SU14
<b>From Site</b>	"PSYCH 400 001 SU14" (psych400_001_su14)
<b>Assignment Link</b>	<a href="#">Assignment 1</a>

[< 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.

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

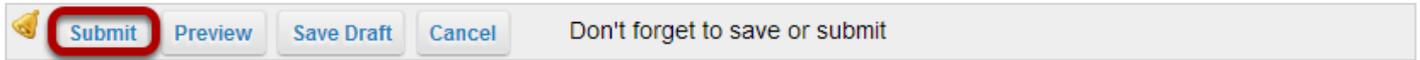
1. Enter your submission text into the **Assignment Text** area using the [Rich Text Editor](#).
2. Under **Attachments**, click the **Choose File** button to browse for an select a file to upload from your computer. (Alternately, you may also click the **or select files from workspace or site** button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

## View attached file.

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.



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.

PSYCH 400 001 SU14: Assignments



### Submission Confirmation

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

User:	First Student (demostudent01)
Class site:	PSYCH 400 001 SU14
Represents assignments for a given site.	Assignment 1
Submission ID:	405fb1e3-002a-4ab1-879d-332d759030e3
Submitted on:	Mar 4, 2014 12:21 pm
History	Tue Mar 04 12:21:44 EST 2014 First Student (demostudent01) submitted

### Your submission included the following:

My assignment 1 file is attached.

### Submitted Attachments

Assignment1.docx ( 11 KB; Mar 4, 2014 12:14 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 I complete a peer assessment assignment?

## Go to Assignments.

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

## Submit your assignment.

PSYCH 400 001 SU14: Assignments 🔍 ?

Assignment List

Select an assignment to view details, start working or edit your previous work. Viewing 1 - 2 of 2 items  
Show 200 items... ▾ < >

Assignment title	Status	Open	Due
 <a href="#">Assignment 1</a>	Not Started	Mar 4, 2014 12:00 am	Mar 11, 2014 5:00 pm
Peer Assessment	Assignment submission required	Mar 11, 2014 5:00 pm	Mar 11, 2014 5:10 pm
 <a href="#">Article Summary</a>	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 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 I submit an assignment?](#) for more information on submitting assignments.

## Select a student submission to review.

PSYCH 400 001 SU14: Assignments 🔍 ?

Assignment List

Select an assignment to view details, start working or edit your previous work. Viewing 1 - 2 of 2 items  
Show 200 items... ▾ < >

Assignment title	Status	Open	Due
 <a href="#">Assignment 1</a>	Submitted Mar 4, 2014 12:21 pm	Mar 4, 2014 12:00 am	Mar 4, 2014 12:30 pm
Peer Assessment	Not started	Mar 4, 2014 12:30 pm	Mar 4, 2014 2:00 pm
 <a href="#">Student 1</a>	Not started		
 <a href="#">Article Summary</a>	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

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.

The screenshot displays the peer review interface for 'Assignment 1 - Reviewing: Student (1 of 1)'. The page includes a navigation bar with '< Previous', 'Return to List', and 'Next >' buttons. Below the assignment title, there are instructions for the reviewer, the student's submission, and a submitted attachment named 'Assignment1.docx'. The grade is set to 100 out of 100. The reviewer comments section contains the text 'Great job on this assignment!' and a rich text editor toolbar. The 'Submit' button is highlighted with a red box.

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 **Submit** to submit your peer review.

## View submitted peer assessments.

Assignment title	Status	Open	Due
<a href="#">Assignment 1</a>	Submitted Mar 4, 2014 12:28 pm	Mar 4, 2014 12:00 am	Mar 4, 2014 12:30 pm
Peer Assessment	Submitted	Mar 4, 2014 12:30 pm	Mar 4, 2014 2:00 pm
Student 1	Submitted		
<a href="#">Article Summary</a>	Returned	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm

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 I view my 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.

OCE101 001 SU14: Assignments



### 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	Feb 21, 2014 12:00 am	Feb 28, 2014 5:00 pm
<a href="#">Assignment 2</a>	Returned	Feb 21, 2014 12:00 am	Feb 28, 2014 5:00 pm
<a href="#">Exercise 1.1: Maps and Globes</a>	Returned	Mar 4, 2014 12:00 pm	Mar 11, 2014 5:00 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 and feedback.

OCE101 001 SU14: Assignments

---

Exercise 1.1: Maps and Globes - **Returned**

1

Title	Exercise 1.1: Maps and Globes
Student	Second Student
Submitted Date	Mar 4, 2014 2:21 pm
Grade	100.0 (max 100.0)
History	Tue Mar 04 14:21:53 EST 2014 Second Student (demostudent02) submitted

2

Instructions

Please see the attached document for assignment instructions.

Additional resources for assignment

[OCEA\\_101\\_Mod 01\\_EX1.1 Maps and Globes.docx](#) ( 11 KB; Mar 4, 2014 2:19 pm )

---

3

Original submission text with the instructor's comments inserted if applicable

My Exercise 1.1 submission is attached.

Submitted Attachments

[EX1.1.docx](#) ( 20 KB; Mar 4, 2014 2:21 pm )

4

Additional instructor's comments about your submission

Good work!

Instructor's attachments to this submission

[EX1.1-comments.docx](#) ( 20 KB; Mar 4, 2014 2:23 pm )

[Back to list](#)

Your assignment and feedback will be displayed.

1. The title, student name, submission date, and grade 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.

*Note: 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 on the feedback screen.*

# 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.

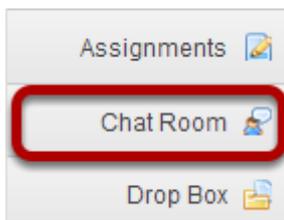
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

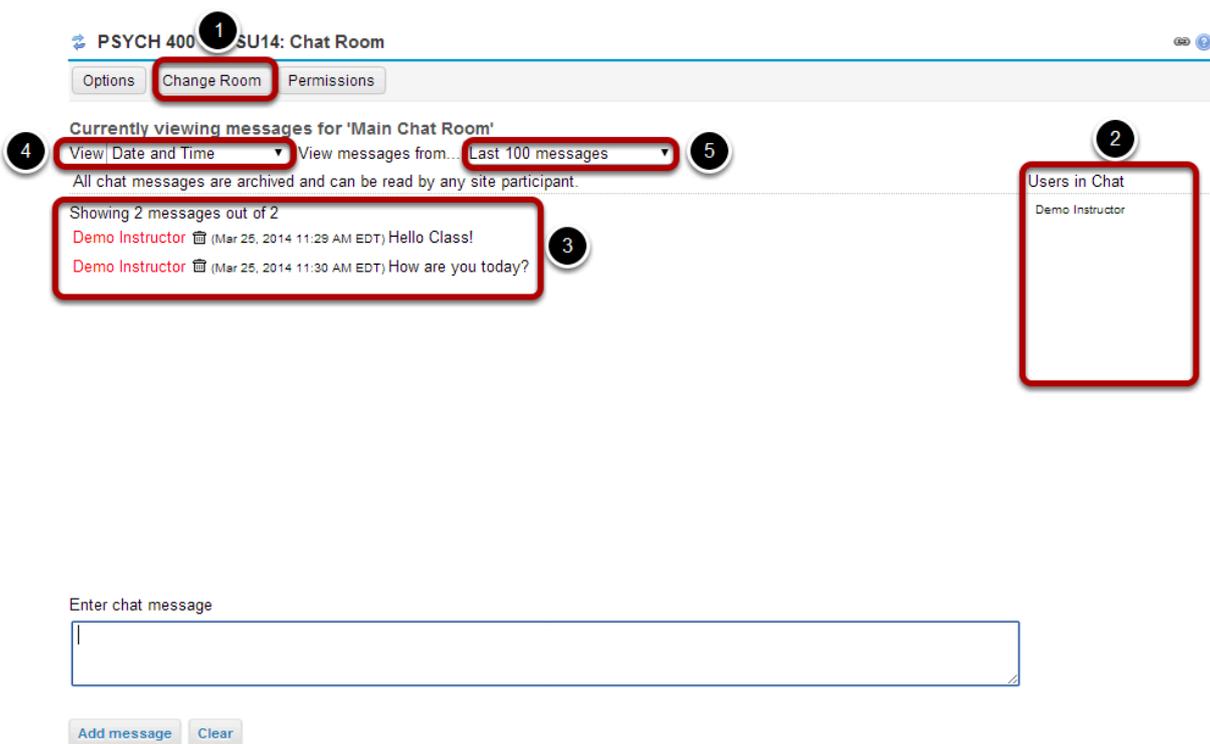


# How do I read, post, or delete Chat Room messages?

## Go to Chat Room.

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

## To read Chat Room messages:



1. When you click **Chat Room**, you will enter the default room (as specified by the site leader). 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.
5. To change how many messages you see, from the second drop-down list, select one of the following options: All 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

This is my new message

Add message

Clear

In the text box at the bottom of the window, type your message, and then click **Add message**.

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

Showing 3 messages out of 3

Demo Instructor (Mar 25, 2014 11:29 AM EDT) Hello Class!

Demo Instructor (Mar 25, 2014 11:30 AM EDT) How are you today?

Demo Instructor (Mar 25, 2014 11:34 AM EDT) This is my new message

From: Demo Instructor

Date: Mar 25, 2014

Message: This is my new message

Delete

Cancel

To delete a Chat Room message that you have sufficient permission to delete, click the trash can icon next to the posting, and then click **Delete**.

*Note: If you don't see a trash can icon, you don't have permission to delete the message.*

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

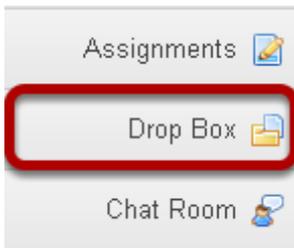
# Drop Box

# 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

Remove Copy

<input type="checkbox"/>	Title		
<input type="checkbox"/>	 Nursing 101 Drop Box <span>ⓘ</span>	Add ▾	Actions ▾
<input type="checkbox"/>	 Student, Fifth <span>ⓘ</span>	Add ▾	Actions ▾
<input type="checkbox"/>	 Student, First <span>ⓘ</span>	Add ▾	Actions ▾
<input type="checkbox"/>	 Student, Fourth <span>ⓘ</span>	Add ▾	Actions ▾
<input type="checkbox"/>	 Student, Second <span>ⓘ</span>	Add ▾	Actions ▾
<input type="checkbox"/>	 Student, Third <span>ⓘ</span>	Add ▾	Actions ▾

Folders with the plus sign contain files.

# How do I 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.

PSYCH 400 001 SU14: Drop Box

Site Resources Upload-Download Multiple Resources Check Quota

Location: Student, Second

View: All sections/groups

Files in your Drop Box can only be seen by you and the site maintainers. Other participants cannot access them.

Copy

Title	Access	Created By	Modified	Size
Student, Second				

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

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 Add drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document

- Create Citation List

The Drop Box functions mirror the functions of the Resources tool. See [What is the Resources Tool?](#) for more information.

# Email

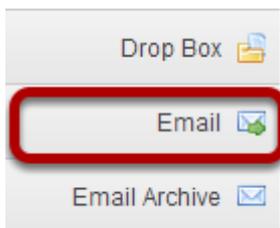
# What is the Email tool?

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.**

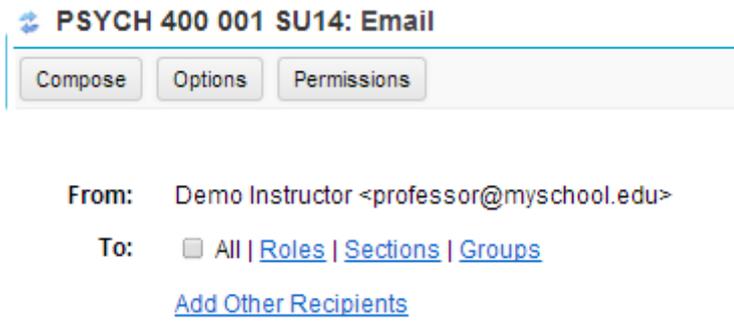


# How do I send an Email message?

## Go to Email.

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

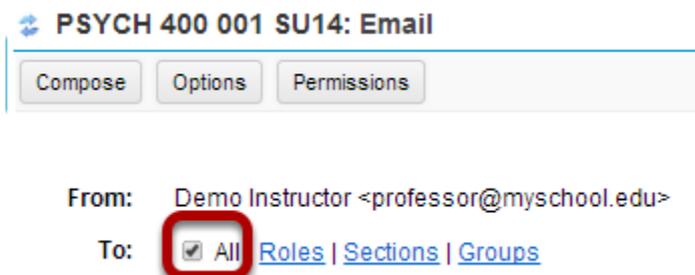
## Select the message recipients.



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.



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

## Choose recipients by role.

**From:** Demo Instructor <professor@myschool.edu>

**To:**  All **Roles** [Sections](#) | [Groups](#)  
 [Instructor](#)  
 [Student](#)  
 Student, Fifth (demostudent05)  
 Student, First (demostudent01)  
 Student, Fourth (demostudent04)  
 Student, Second (demostudent02)  
 Student, Third (demostudent03)  
 [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 Instructor <professor@myschool.edu>

**To:**  All | [Roles](#) **Sections** [Groups](#)  
 [Lab1](#)  
 Student, Fifth (demostudent05)  
 Student, Second (demostudent02)  
 [Lab2](#)  
 [Lab3](#)

[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 Instructor <professor@myschool.edu>

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

- [Team-1](#)
  - Student, Fourth (demostudent04)
  - Student, Second (demostudent02)
  - Student, Third (demostudent03)
- [Team-2](#)
- [Team-3](#)

[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.

From: Demo Instructor <professor@myschool.edu>

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

[Other Recipients:](#)

unenrolled\_user1@myschool.edu, unenrolled\_user2@myschool.edu

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:

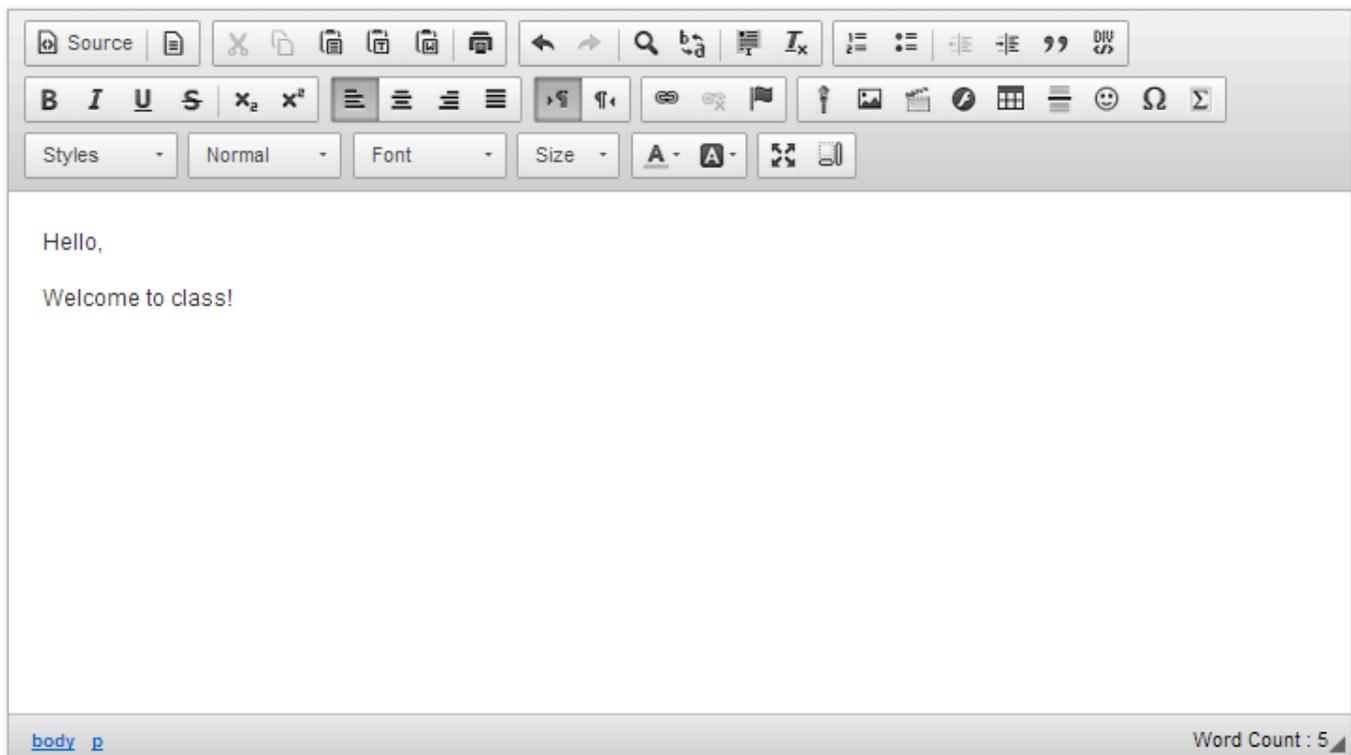
Give your email message a subject.

## 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.*

## Click Send Mail.



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

# Email Archive

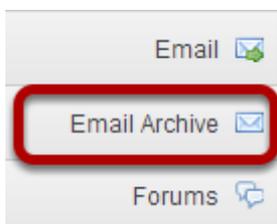
# What is the Email Archive tool?

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 archived messages?

## Go to Email Archive.

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

## Viewing Email Archive messages.

PSYCH 400 001 SU14: Email Archive

You are not authorized to send mail to this worksite.

Viewing 1 - 1 of 1

show 20 items...

From	Subject	Date Received
Demo Instructor <professor@myschool>	<b>PSYCH 400 001 SU14: Welcome message</b>	Feb 18, 2014 1:46 PM EST

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

1. Click on a 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.

# 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 page (select Home on the site's menubar), you can see how many unread messages or posts you have in both Messages and Forums. From My Workspace, 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 post to a forum?

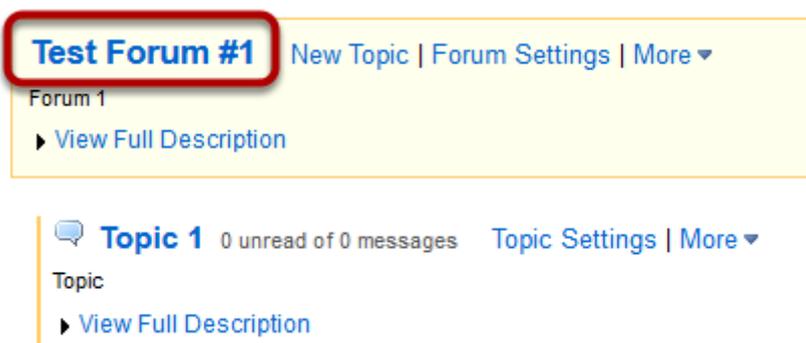
Forums are organizational units that group topics within the site. You cannot post directly to a forum, you must first enter a topic and post your message there.

In order to post to a forum topic, you will **Start a New Conversation** or thread.

## Go to Forums.

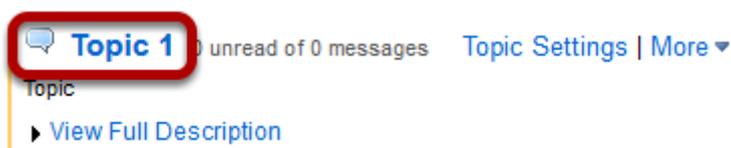
Select the **Forums** tool from Tool Menu in your site.

## Choose a forum.



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.

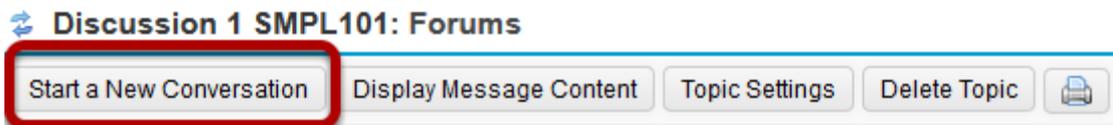
## Select a topic within the forum.



This is an example of a forum topic. If you would like to view more information about the topic, you may click **View Full Description** to view any additional information provided by the site owner.

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

## Click Start a New Conversation.



[Forums](#) / [Test Forum #1](#) / [Topic 1](#) 

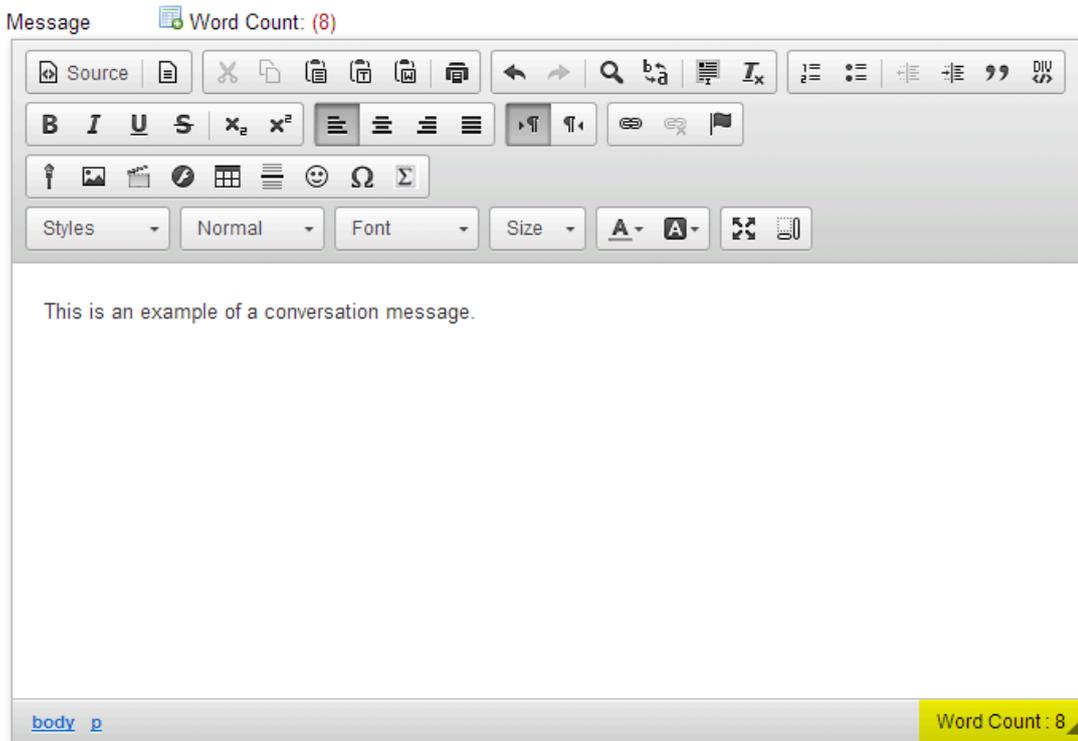
This button is located at the top of the page, below the title of the course. Starting a new conversation is the same thing as starting a new thread.

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

## Enter a title.

\* Title

## Enter a message.



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.*

## Add any 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](#)

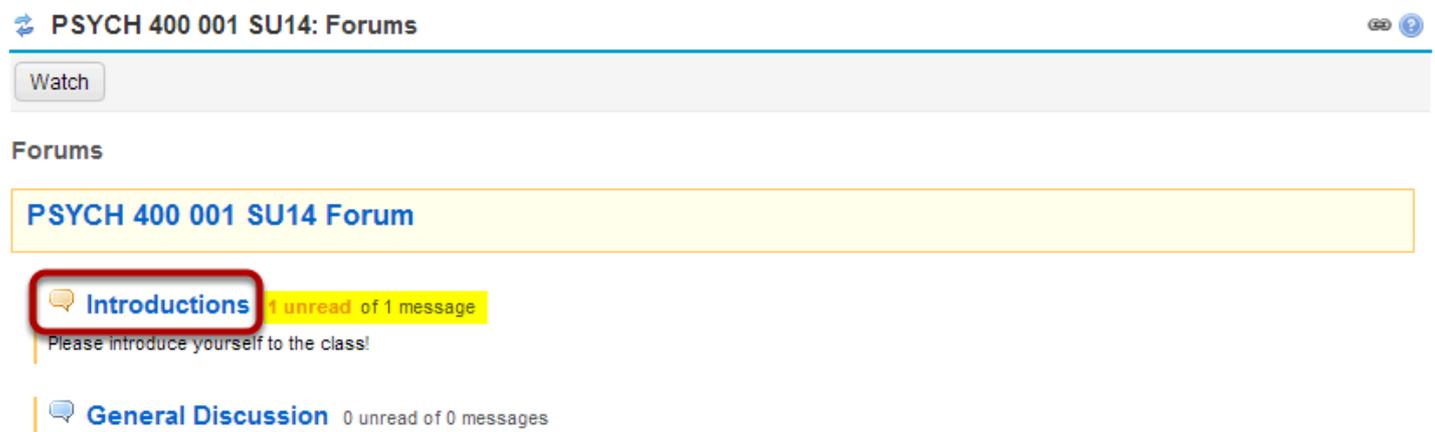
After completing the conversation, click **Post** to make the conversation viewable.

# 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.



PSYCH 400 001 SU14: Forums

Watch

Forums

**PSYCH 400 001 SU14 Forum**

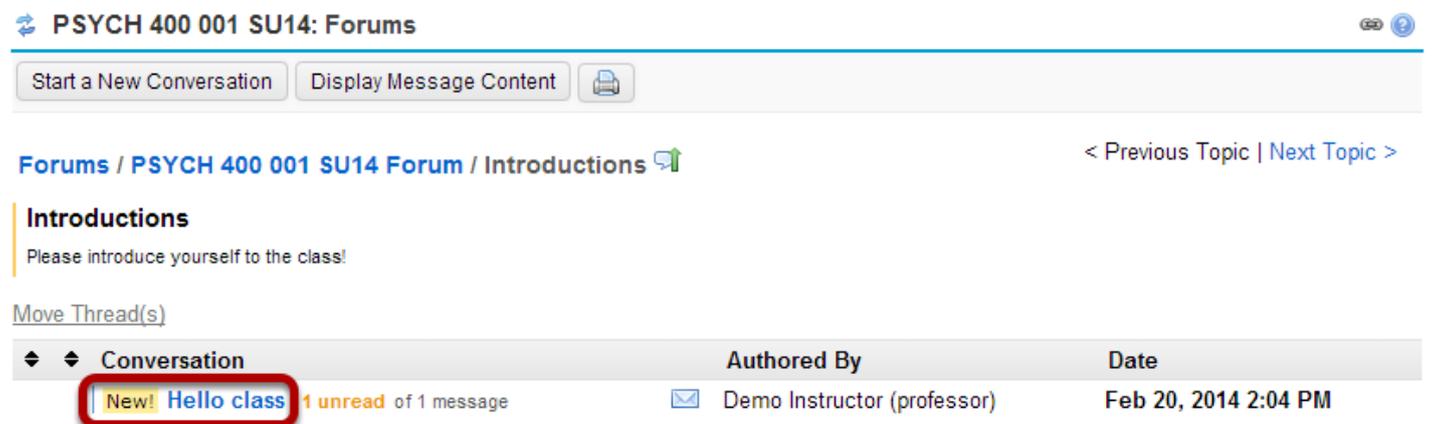
**Introductions** 1 unread of 1 message  
Please introduce yourself to the class!

**General Discussion** 0 unread of 0 messages

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.



PSYCH 400 001 SU14: Forums

Start a New Conversation Display Message Content

Forums / PSYCH 400 001 SU14 Forum / Introductions

**Introductions**  
Please introduce yourself to the class!

Move Thread(s)

Conversation	Authored By	Date
<b>New! Hello class</b> 1 unread of 1 message	✉ Demo Instructor (professor)	Feb 20, 2014 2:04 PM

# Click reply.

The screenshot shows a forum interface for 'PSYCH 400 001 SU14: Forums'. At the top, there is a navigation bar with a 'Reply to Initial Message' button (circled in red) and a 'Mark as Read' button with a '1' notification badge. Below this is a breadcrumb trail: 'Forums / PSYCH 400 001 SU14 Forum / Introductions / Hello class'. A 'View' dropdown is set to 'by Conversation', and a 'Go to first new message' button is visible. The main message is from 'Demo Instructor (professor)' dated 'Feb 20, 2014 2:04 PM', with 'Read by: 1' and a 'Reply' button (circled in red) with a '2' notification badge. The message content reads: 'Welcome everyone!', 'I will be your instructor this term. I look forward to working with you!', 'Sincerely,', and 'Your Professor'.

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.

PSYCH 400 001 SU14: Forums

Reply to Forum Conversation

**PSYCH 400 001 SU14 Forum / Introductions**  
Please introduce yourself to the class!

**Replying to: Hello class** Demo Instructor (professor) ( Feb 20, 2014 2:04 PM )  
[Hide message you are replying to](#)

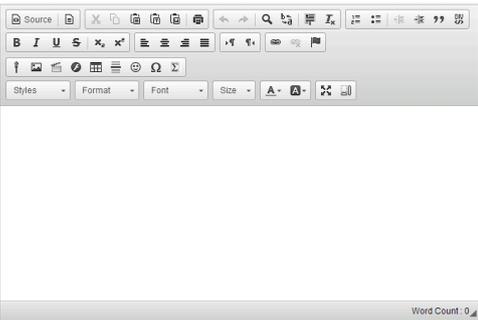
Welcome everyone!  
I will be your instructor this term. I look forward to working with you!

Sincerely,  
Your Professor

Required items marked with \*

\* Reply Title  
Re: Hello class

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



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 **Hide message you are replying to** link.

## Edit the reply title. (Optional)

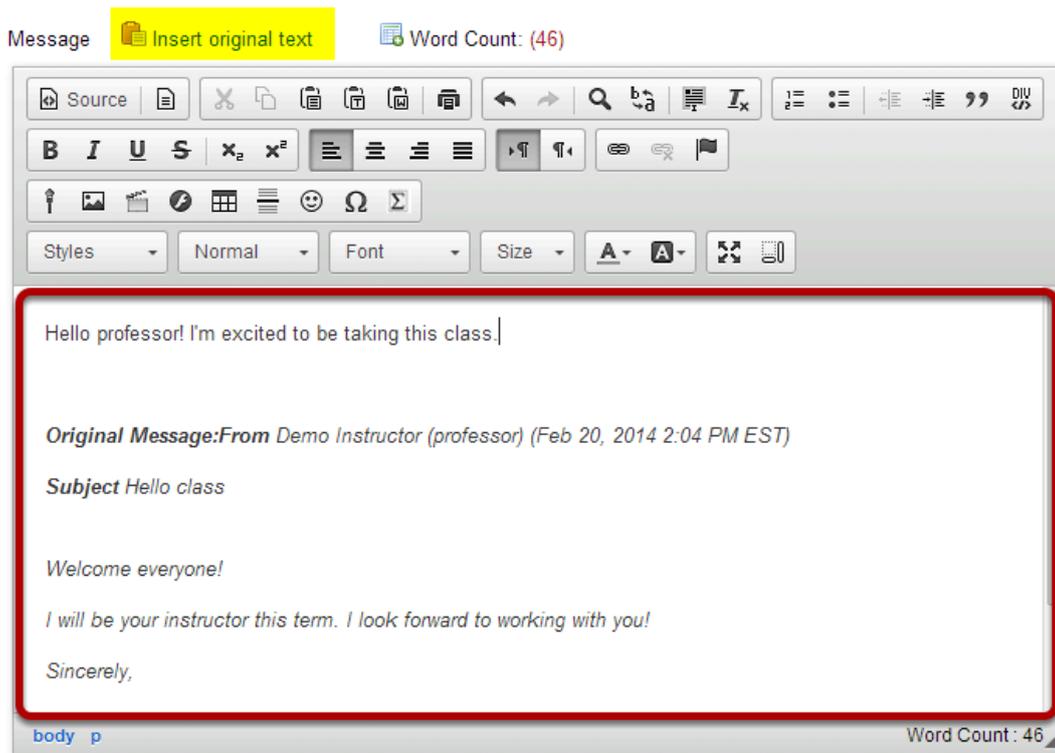
\* Reply Title

Re: Hello class

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: (46)



Hello professor! I'm excited to be taking this class.

*Original Message: From Demo Instructor (professor) (Feb 20, 2014 2:04 PM EST)*

*Subject Hello class*

*Welcome everyone!*

*I will be your instructor this term. I look forward to working with you!*

*Sincerely,*

body p Word Count : 46

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.

[Post](#) [Cancel](#)

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

# How do I watch or subscribe to forums?

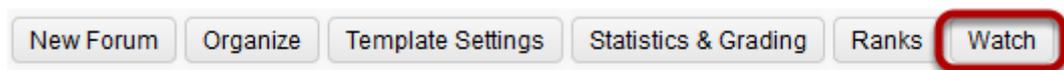
In order to stay notified of recent posts on a forum, the Watch option is helpful in doing so.

*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 the Gradebook?

The Gradebook is a tool for instructors to calculate and store grade information and distribute it to students online.

Instructors can view information in the Gradebook in different ways, including an item summary for each course, item detail, all grade listing, course grade listing, gradebook setup, and course grade options.

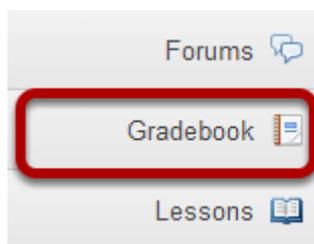
Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

The Gradebook is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using the 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.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

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



# How do I view my Gradebook grades?

## Go to Gradebook.

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

## View your grade report.

OCE101 001 SU14: Gradebook



### Grade Report for Second Student

**Course Grade** A (95%)

**Course Points** 0/350

#### Gradebook Items

Title	Due Date	Grade*	Comments
<b>Assignments</b>		95%	
Assignment 1	Feb 28, 2014	100/100	from Assignments
Assignment 2	Feb 28, 2014	85/100	from Assignments
Exercise 1.1: Maps and Globes	Mar 11, 2014	100/100	Good work! from Assignments
<b>Discussions</b>		100%	
Discussion 1	-	10/10	
Discussion 2	-	10/10	
Introduction Post	-	10/10	
<b>Quizzes (Drop 1 Lowest)</b>		95%	
Chapter Questions 01	-	0/40	from Tests & Quizzes
Module 01 Quiz	-	10/10	from Tests & Quizzes
Module 02 Quiz	-	9/10	from Tests & Quizzes

Legend:

\*Grades in parentheses () are not included in the course grade calculation.

*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.*

# 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. 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.

With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

**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.

This example demonstrates new features of the Lessons tool:

- 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)

The screenshot shows a Sakai Lessons page for 'Wildlife Conservation'. The page is divided into several sections, each with numbered callouts (1-11) pointing to specific features:

- 1:** Column & Section Merge Button (top right)
- 2:** Column Setting (top left)
- 3:** Edit, delete, Add items buttons (top right)
- 4:** Text item (i.e. content on the page) (main text area)
- 5:** Images or videos embedded on a page (bird image)
- 6:** Content links to items in Resources such as files or URLs (link to 'ECO301-Syllabus.pdf')
- 7:** Links to published assessments (Tests & Quizzes tool) (Quick Poll)
- 8:** Links to forums and topics (Forums tool) (Introduction link)
- 9:** Links to individual assignments (Assignments tool) (Week 1 & 2, Week 3 & 4, Week 5 & 6, Week 7 & 8)
- 10:** In-line question items on the page (Quick Poll)
- 11:** Links to subpages (bottom navigation)

Lessons pages may contain any of the following items:

1. Page title
2. Column break
3. Section break
4. Text item (i.e. content on the page)
5. Images or videos embedded on a page
6. Content links to items in Resources such as files or URLs
7. Links to published assessments (Tests & Quizzes tool)
8. Links to forums and topics (Forums tool)
9. Links to individual assignments (Assignments tool)
10. In-line question items on the page
11. Links to subpages
12. Items may be designated to different groups as required
13. Comments on the page
14. Links to Student Pages where students may create their own content
15. Items may have prerequisites and other requirements (i.e. conditional release)

# How do I add Student Content in Lessons?

## Go to Lessons.

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

*Note: Be aware that your instructor may have named Lessons something else in your course, or there may be more than one Lessons item in the menu. Check with your instructor if you are not sure where to go to access the course lessons and/or content pages.*

## Click Add Your Own Page.

 Lessons

[Index of pages](#)



### Class Web Pages

Please create your page below to share with the class!

Student Pages

[Add Your Own Page](#)

Once you have located the Student Pages section in the course content, click the **Add Your Own Page** link.

# View blank page.

Lessons > Second Student Index of pages Back

Add Content Reorder Help

## Getting Started with Student Content

Put your content on this page by pulling down the "Add Content" menu above and using one of these commands:

- **Add Text** - type text into an editor
- **Add Content Link** - upload a document or add a URL for a web site
- **Embed Content on Page** - add an item that will show on the page, e.g. a Flash presentation or video

If you place the mouse over a command, you'll get a brief description of what it does.

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

## More Information

- [Multimedia Content](#) In-depth instructions and technical tips regarding various browsers
- [Web Accessibility](#) Create accessible content using Lesson Builder

[Back](#)

When you view a blank page, some getting started information will display by default.

# Click Add Content.

Lessons > Second Student

Index of pages Back

Add Content Reorder Help

- Add Text**  
Add an item using rich text editor
- Embed content on page**  
Add an image, video, Flash file, web page, etc. Use this to embed the item on this page. Use Add Content Link instead if you want a link to an item rather than showing it on the page.
- Add Content Link**  
Add link: Upload file or use existing file in Resources tool and add link to it, or enter a URL for another site
- Add Subpage**  
Create a new page on which you can create content, or link to an existing one

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

## More Information

- [Multimedia Content](#) In-depth instructions and technical tips regarding various browsers
- [Web Accessibility](#) Create accessible content using Lesson Builder

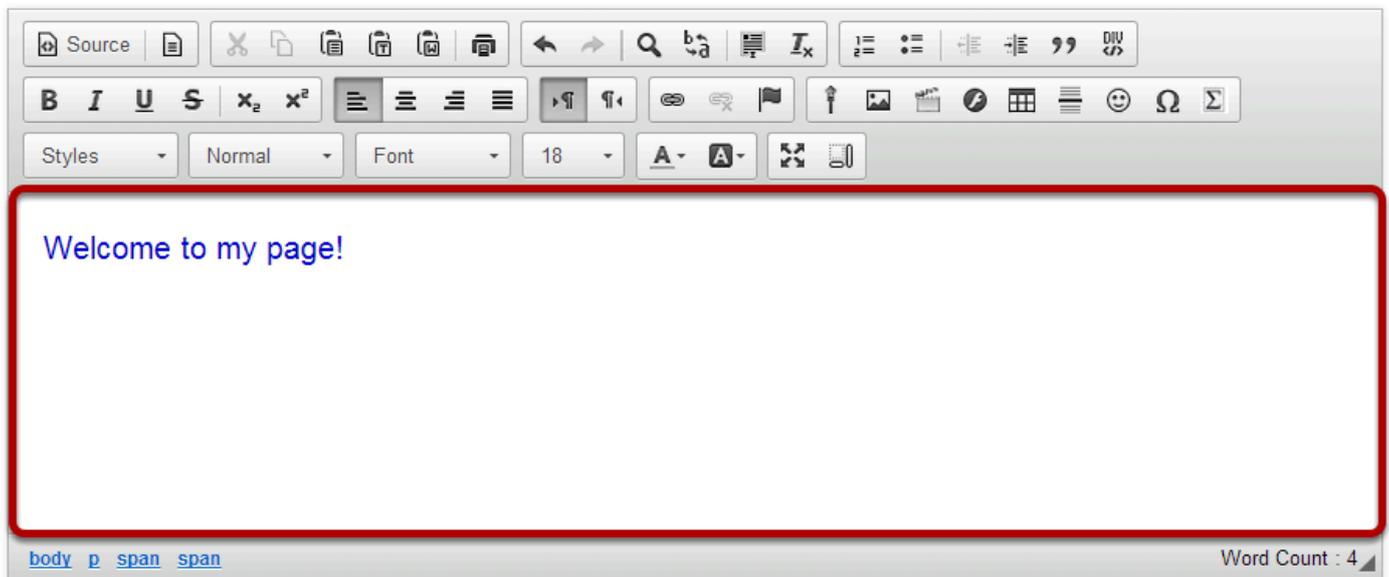
[Back](#)

Click the **Add Content** drop-down menu and then choose from the following types of items you may place on the page:

- **Add Text**
- **Embed content on page**
- **Add Content Link**
- **Add Subpage**

## Add Text.

Adding text to: Second Student

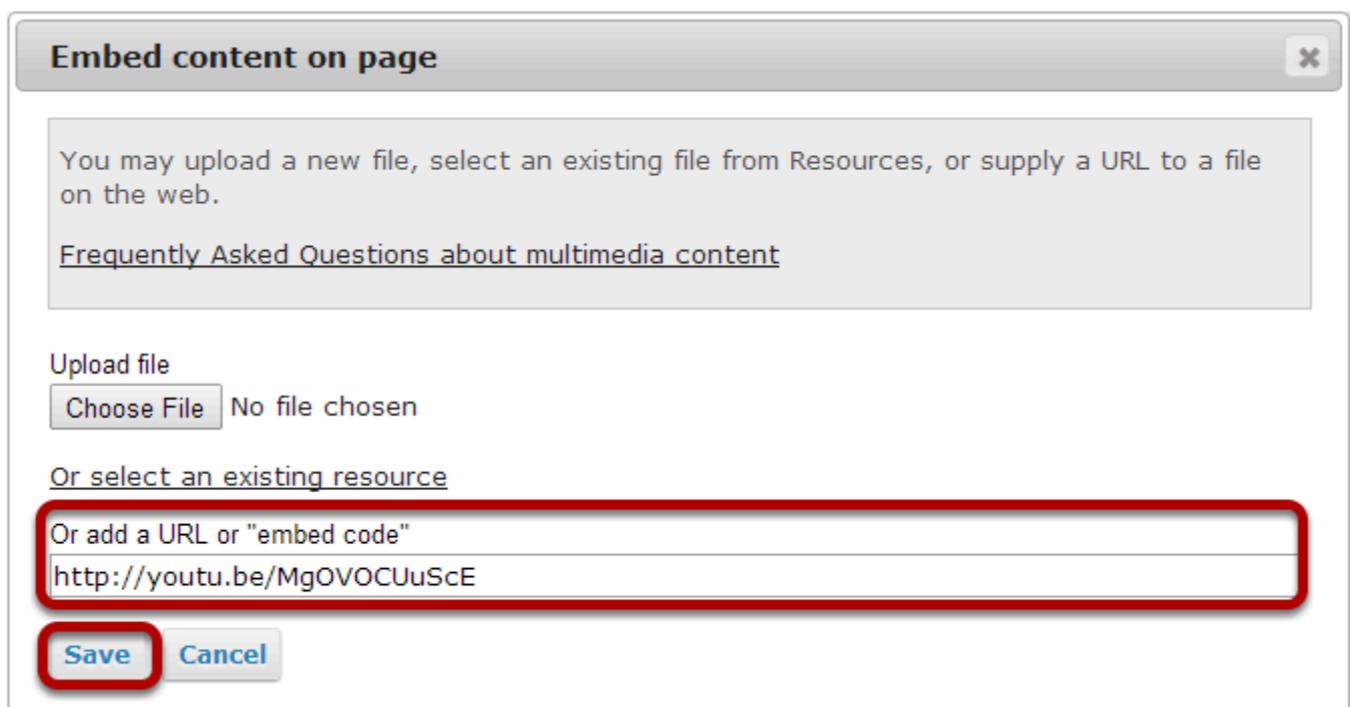


body p span span Word Count : 4

Save Cancel

Use the [Rich Text Editor](#) to add text content, images, and/or links, and then click **Save**.

## Embed content on page.



Embed content on page

You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.

[Frequently Asked Questions about multimedia content](#)

Upload file

Choose File No file chosen

Or select an existing resource

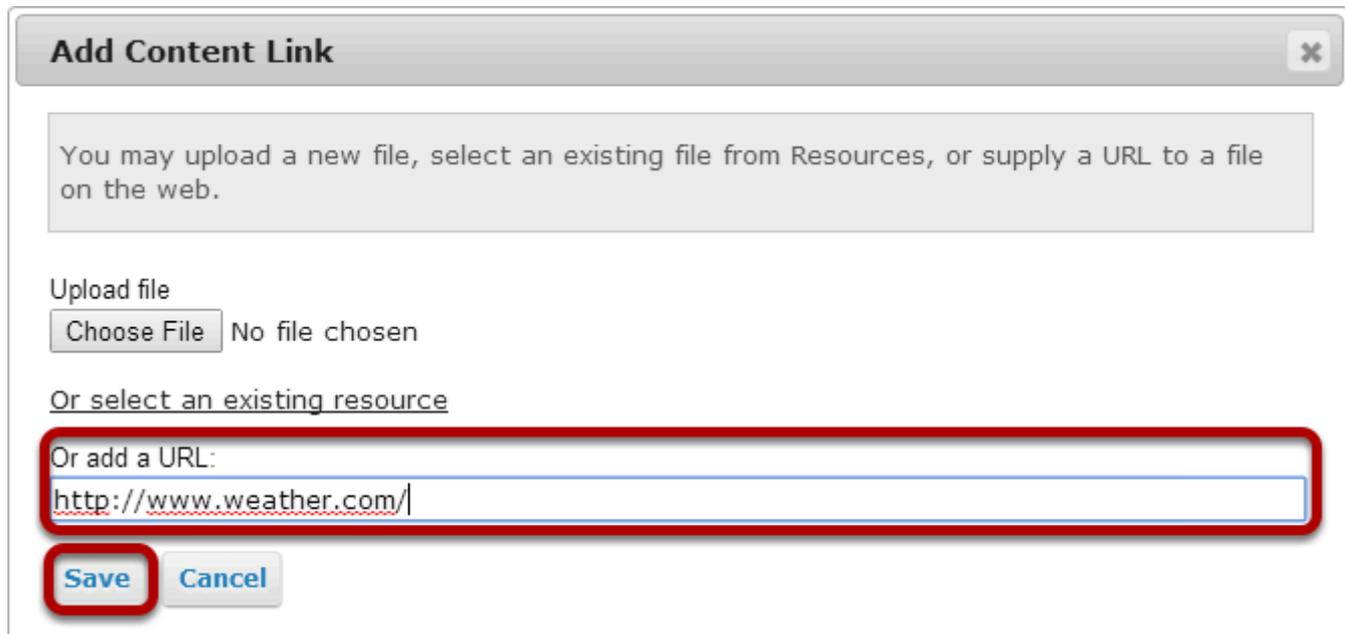
Or add a URL or "embed code"

<http://youtu.be/MgOVOCUuScE>

Save Cancel

Select a file or enter a URL to embed the item on the page, and then click **Save**.

## Add Content link.



**Add Content Link** [X]

You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.

Upload file  
Choose File No file chosen

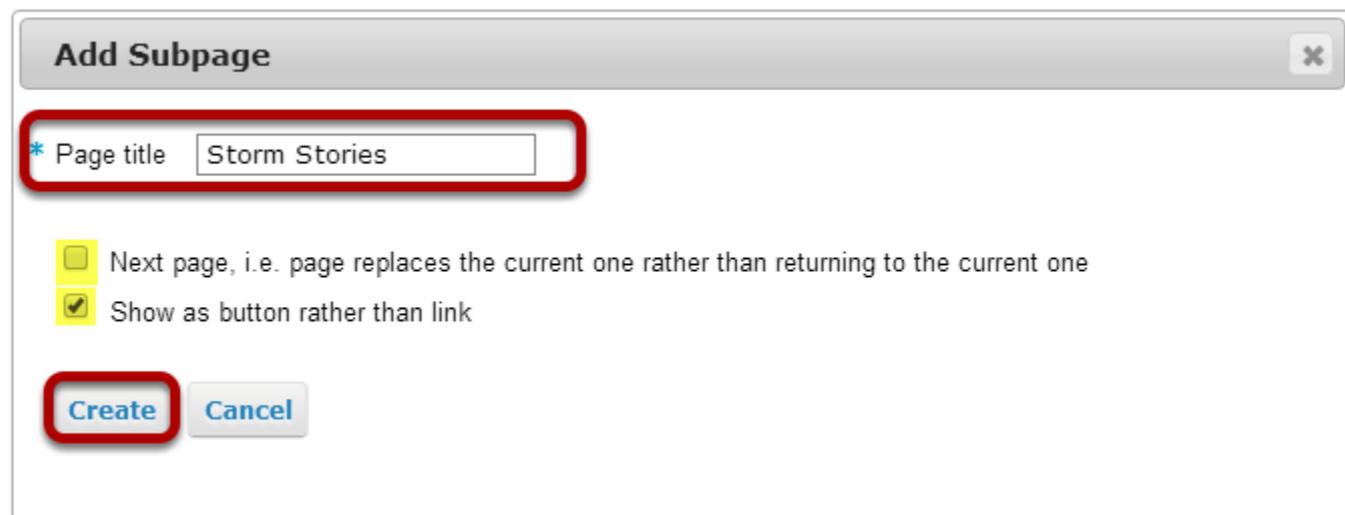
Or select an existing resource

Or add a URL:  
http://www.weather.com/

Save Cancel

Select a file or enter a URL to add the item on the page as a link, and then click **Save**.

## Add Subpage.



**Add Subpage** [X]

\* Page title Storm Stories

Next page, i.e. page replaces the current one rather than returning to the current one

Show as button rather than link

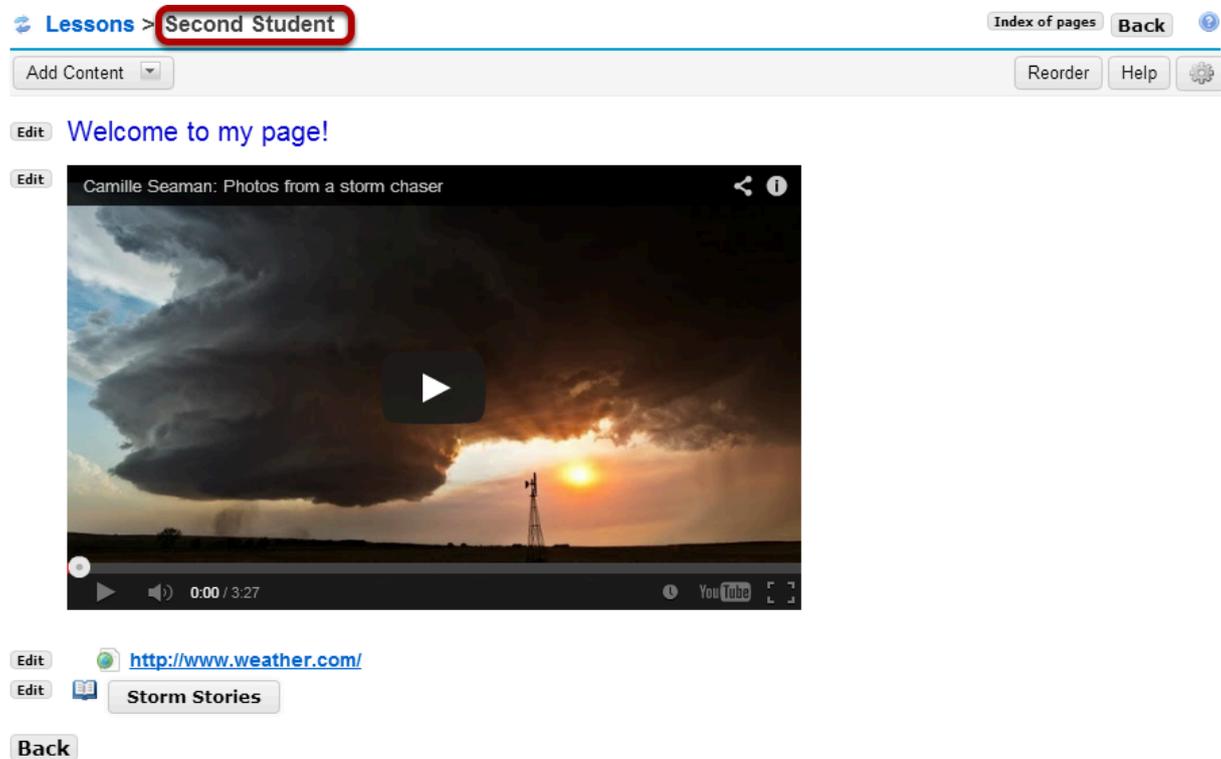
Create Cancel

A Subpage is a new page (or "child" page) that links from the current page (or "parent" page) above it in the page hierarchy. Subpages have the same options for adding content as the original parent page.

Give your subpage a title, then click **Create**.

Note: You can choose to modify the navigation (if you have more than one subpage) by selecting the check box beside **Next page**. This means that the subpage will replace the current one when users hit Next, rather than returning to the parent page. Also, if you would like your subpage to show as a button, select the check box next to **Show as button rather than link**.

## View your page.



The screenshot shows a Sakai page editor interface. At the top, there is a breadcrumb trail: "Lessons > **Second Student**". To the right of the breadcrumb are buttons for "Index of pages" and "Back". Below the breadcrumb is a toolbar with "Add Content" (with a dropdown arrow), "Reorder", "Help", and a settings gear icon. The main content area contains several items:

- An "Edit" link followed by the text "Welcome to my page!".
- An "Edit" link followed by a video player. The video title is "Camille Seaman: Photos from a storm chaser". The video player shows a sunset over a field with a tower, and the YouTube logo is visible in the bottom right corner.
- An "Edit" link followed by a link to "http://www.weather.com/".
- An "Edit" link followed by a button labeled "Storm Stories".
- A "Back" button at the bottom left.

Once you have added content items to your page, click on your page name to view the page.

## Reordering page items.



This is a close-up screenshot of the Sakai page editor toolbar. It shows the "Index of pages" button, the "Back" button, and a question mark icon. Below these, the "Reorder" button is highlighted with a red circle, along with the "Help" button and the settings gear icon.

If you need to rearrange items on the page, click the **Reorder** link in the top right corner of the page.

# Drag and drop items to reorder or delete.

## Reorder Page Items

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Welcome to my page!	X
2	<a href="http://youtu.be/MgOVOCUuScE">http://youtu.be/MgOVOCUuScE</a>	X
⇒	4 <a href="#">Storm Stories</a> X	
3	<a href="http://www.weather.com/">http://www.weather.com/</a>	X

 Drop items here to delete, or click the X. You may drag deleted items from here back onto the page.

You can drag and drop items to change the order in which they appear on the page. You may also drop items on the the right side of the screen where it says "Drop items here to delete" or you can use the red X next to individual items to delete them.

# Messages

# What is the Messages tool?

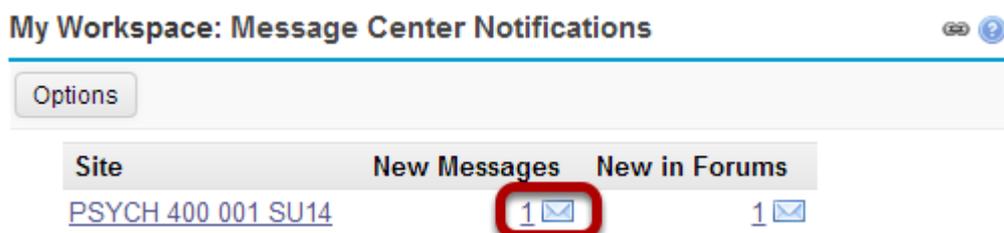
The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool. For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in Site 1 you may send and receive messages to and from members of Site 1. When in Site 2 you may send and receive message to and from members of Site 2.

The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site.

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



**Or, go to Messages directly from your Message Center Notification links.**



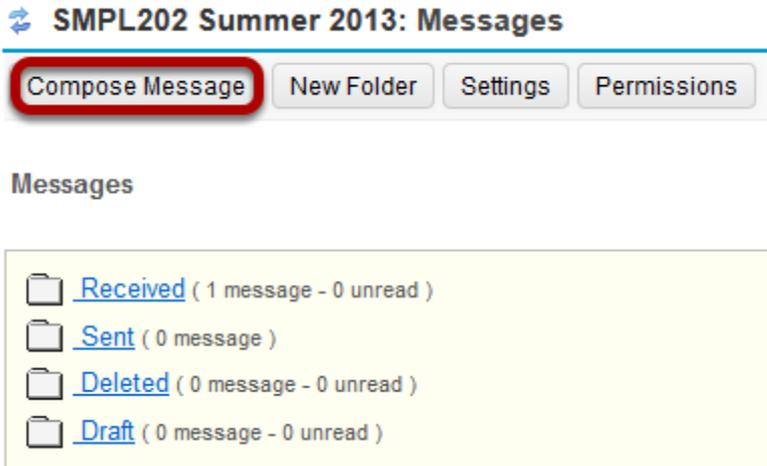
You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

# How do I send a message?

## Go to Messages.

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

## Click Compose Message.



Select **Compose Message** from the options at the top of the tool.

# Address your message.

SMPL202 Summer 2013: Messages

Messages / Compose

## Compose a Message

Required items marked with \*

\* To

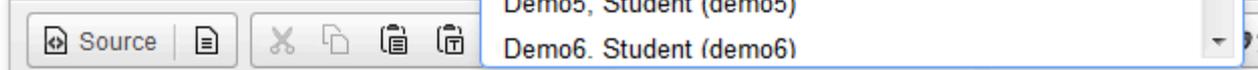
 [Add Bcc](#)

Send Cc

Label

\* Subject

Message



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".*

## 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)**.

## Add Bcc. (Optional)

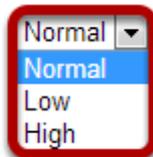


If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

*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.*

## 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,

Demo Student

body p 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.



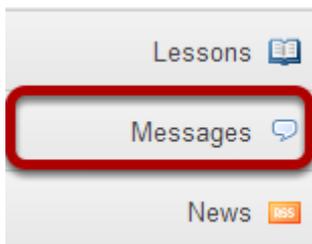
Select **Send** to send your message.

*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?

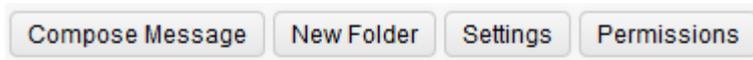
The Messages tool allows you to reply to a message sent to you by another member of the course.

## Go to Messages.

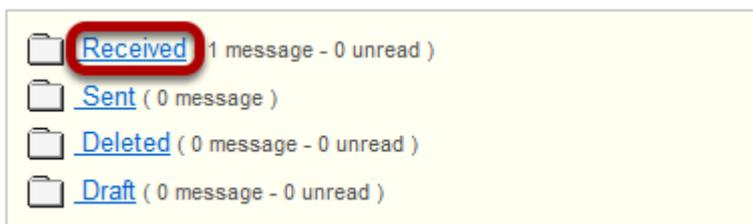


Select the **Messages** tool from the Tool Menu in your site.

## Go to Received folder.



### Messages



Select the **Received** folder to view a list of your received messages.

## Open the message.

Messages / Received

< Previous Folder | Next Folder >

View All Messages

Search for text:  Search

[Advanced Search](#)

Mark Read | Mark Unread | Delete | Move

Check All	Subject	Authored By	Date	Label
<input type="checkbox"/>	Unit 1 Exam	Demo1, Student (demo1)	Jan 31, 2014 11:35 AM	Normal

Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.

## Choose Reply or Reply to all.



Select **Reply** to reply to the author of the original message. Select **Reply to all** to reply to all parties included on the original message.

## Compose the message and send.



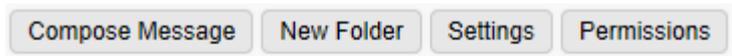
Compose the message and select **Send**. For instruction on composing a message, view the article [How do I send a message?](#)

# How do I view my messages?

## Go to Messages.

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

## Go to Received folder.

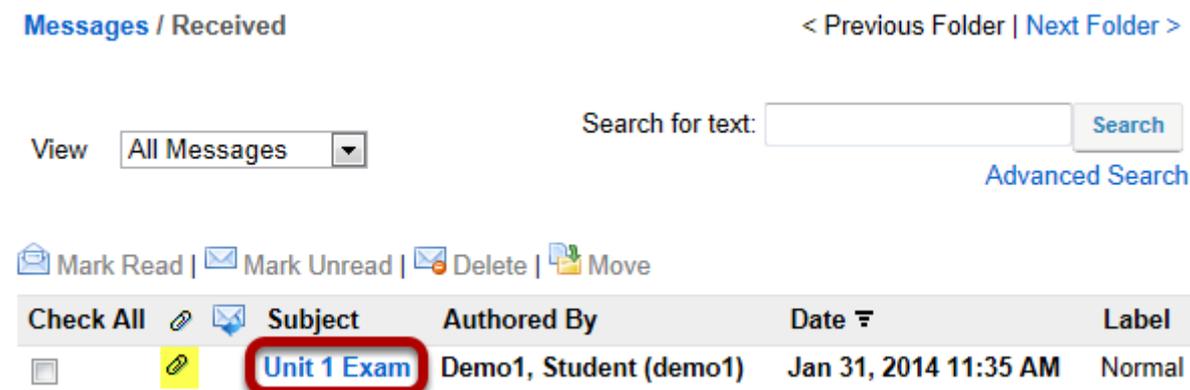


### Messages



Select the **Received** folder to view a list of your received messages.

## Open the message.



New messages will appear in bold text. Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.

*Note: The paperclip icon next to the message indicates that there is a file attached.*

# View the message.

[Messages](#) / [Received](#) / Unit 1 Exam

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

[Reply](#)

[Reply to all](#)

[Forward](#)

[Move to folder](#)

[Delete](#)



**Authored By** Demo1, Student (demo1) ( Jan 31, 2014 11:35 AM )

**To** Instructor Role

**Subject** Unit 1 Exam

**Label** Normal

**Attachments**  [Exam 1.docx](#)

---

Dear Professor,

Thank you for your encouraging comments on my Unit 1 Exam.

Sincerely,

Student Demo1

[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:

- **Reply.** Select **Reply** to reply to the original sender with a message of your own.
- **Reply to all.** Select **Reply to all** to reply to the original sender and any other course members included on the message.
- **Forward.** Select **Forward** to forward the message to another member of the course.
- **Move to folder.** Select **Move to folder** to move the message from one folder to another.
- **Delete.** Select **Delete** to delete the message.
- Open an attachment. Select the file name to open an attachment. In this case, **Exam 1.docx** is selected.

# How do I create a Messages folder?

Folders can be created within the Messages tool to aid in organization.

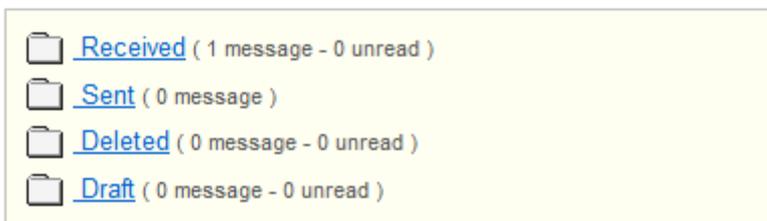
## Go to Messages.

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

Enter a title into the **Folder Title** field and select the **Add** button.

## Click Add.



## View the new folder in your list of message folders.

### Messages



The new folder will appear at the bottom of your list of message folders.

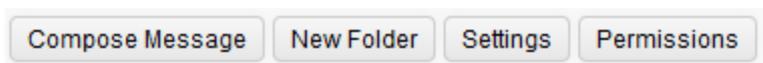
# How do I delete a message?

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.

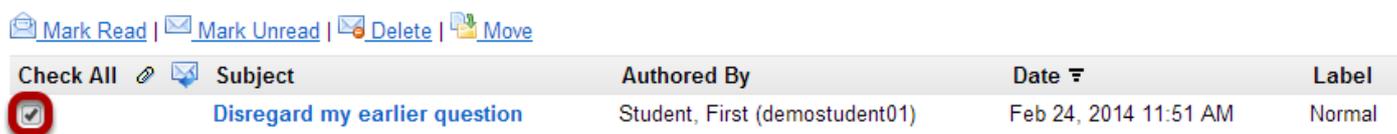


### Messages



Select the folder name of the folder containing the message to be deleted.

## Select the message.



Select the checkbox to the left of the message to be deleted.

## Click Delete.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All	Subject	Authored By	Date	Label
<input checked="" type="checkbox"/>	<a href="#">Disregard my earlier question</a>	Student, First (demostudent01)	Feb 24, 2014 11:51 AM	Normal

## Confirmation message.

Messages / Received

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

The message(s) you selected have been successfully moved to the Deleted folder.

Search for text:  [Search](#)

View

[Advanced Search](#)

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Check All	Subject	Authored By	Date	Label
-----------	---------	-------------	------	-------

You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.

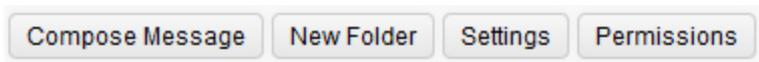
# How do I move a message?

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.

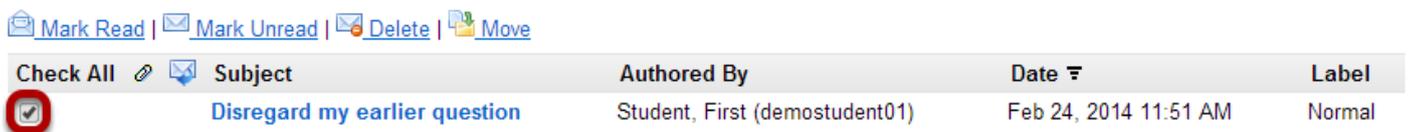


### Messages



Select the folder name of the folder containing the message to be moved.

## Select the message.



Select the checkbox to the left of the message to be moved.

## Click Move.



## Select the new folder for the message.

Messages / Received / Move Message(s) To

- Received (current location)
- Sent
- Deleted
- Draft

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

Select **Move Messages** to complete the move.

# News

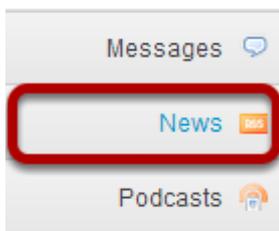
# What is the News tool?

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 [Edit 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.*

# 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.

The screenshot shows a web interface for managing podcasts. At the top, there are three tabs: 'Add', 'Options', and 'Permissions'. Below the tabs, the page is titled 'Podcasts'. The main content area contains a list of podcast entries. Three yellow callout boxes on the left side of the page point to specific elements: 'RSS Feed URL' points to the RSS feed address, 'Podcast uploaded but not yet released' points to the first episode entry, and 'Available Podcasts' points to the second episode entry.

**RSS Feed URL** 1

**Podcast uploaded but not yet released** 2

**Available Podcasts** 3

**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

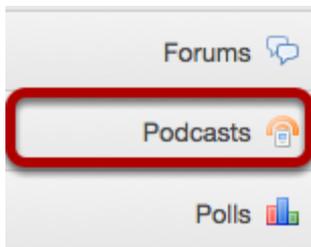
**Saturday, 01 March 2014 06:11 PM EST**  
This Birding Life - Episode 1  
The Amazon Kingfisher  
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)  
Posted by Neal Hirsig at 06:18 PM EST on 03/02/2014

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

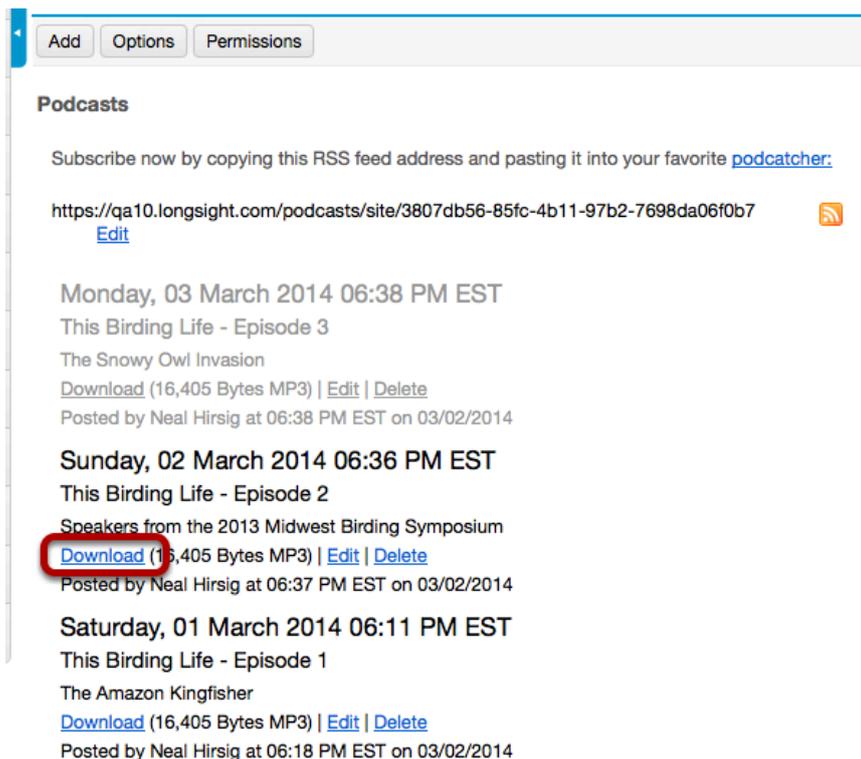
# How do I view or download an individual podcast?

## Go to Podcasts.



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

## Click Download.



Find the podcast you want to view, and under its title, click **Download**.

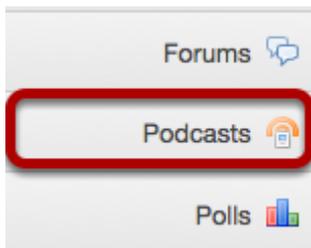
When prompted, you may choose to open the file or save it to your computer.

*Note: Podcasts are listed in order by date published.*

# How do I subscribe to a podcast?

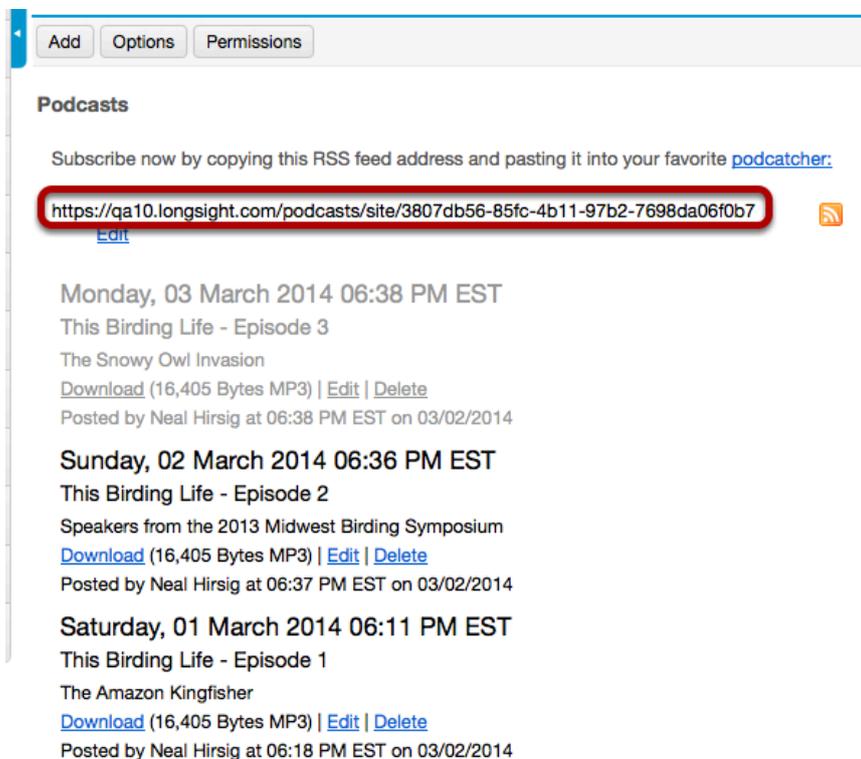
Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes).

## Go to Podcasts.

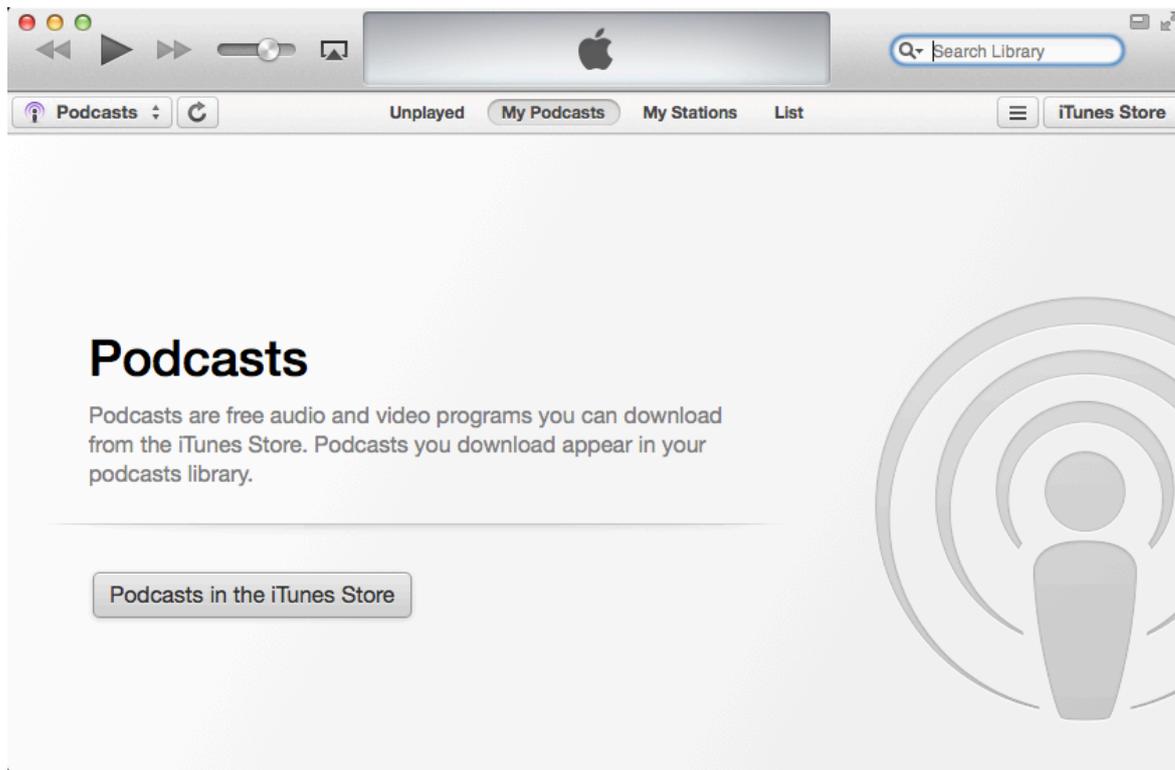


Select the **Podcasts** tool from the Tool Menu in your site.

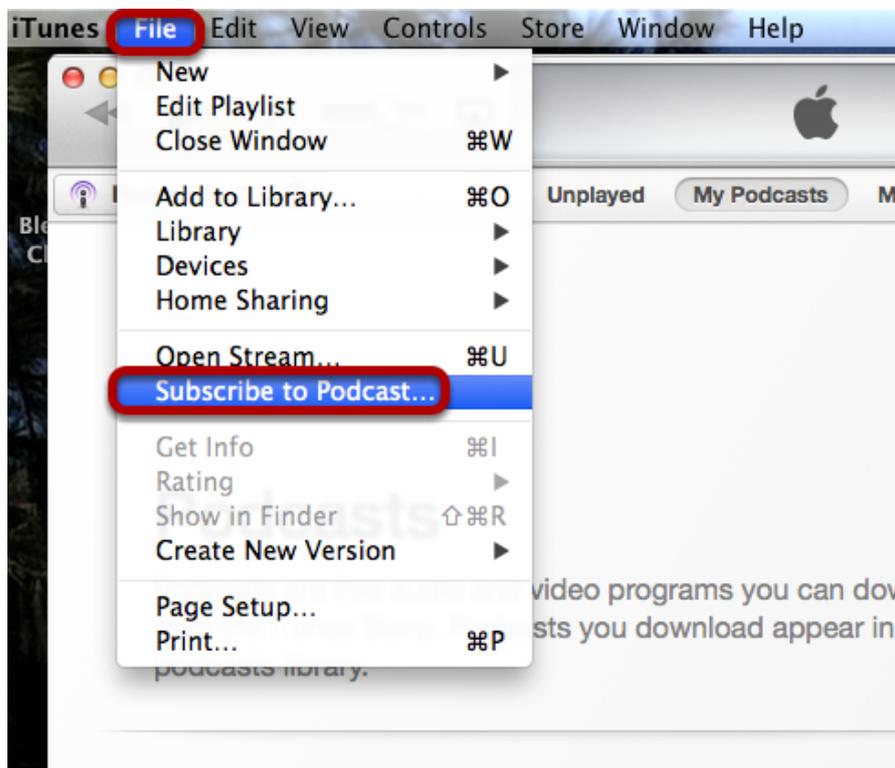
## Copy the site's Podcast RSS feed URL.

A screenshot of the Podcasts tool interface. At the top, there are tabs for 'Add', 'Options', and 'Permissions'. Below the tabs, the title 'Podcasts' is displayed. A text box contains the instruction: 'Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):' followed by the RSS feed URL: <https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7>. The URL is highlighted with a red rectangular box. To the right of the URL is an RSS icon. Below the URL, there are three podcast episodes listed with their dates, times, titles, and download links. The first episode is 'Monday, 03 March 2014 06:38 PM EST' with the title 'This Birding Life - Episode 3' and subtitle 'The Snowy Owl Invasion'. The second episode is 'Sunday, 02 March 2014 06:36 PM EST' with the title 'This Birding Life - Episode 2' and subtitle 'Speakers from the 2013 Midwest Birding Symposium'. The third episode is 'Saturday, 01 March 2014 06:11 PM EST' with the title 'This Birding Life - Episode 1' and subtitle 'The Amazon Kingfisher'. Each episode has a 'Download' link, an 'Edit' link, and a 'Delete' link.

**Open your preferred podcatcher application (e.g. iTunes).**

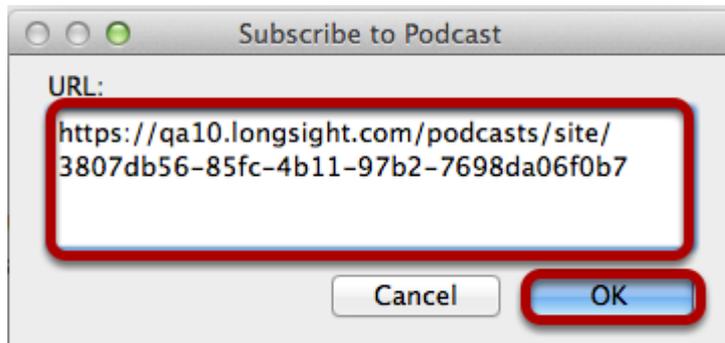


**Click File / Subscribe to Podcast.**



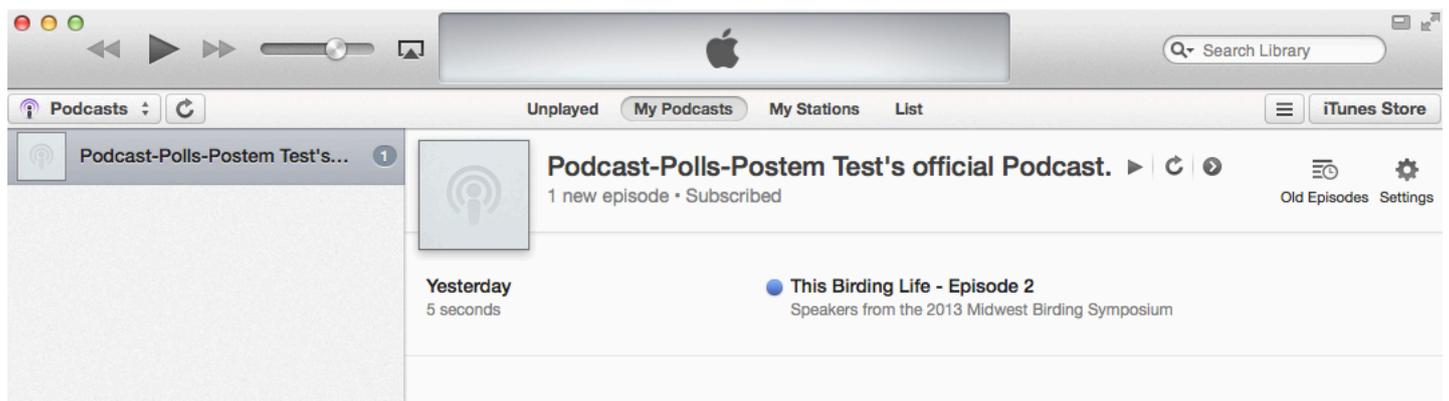
From the **File** menu, select **Subscribe to Podcast**.

## 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.

# Polls

# What is the Polls tool?

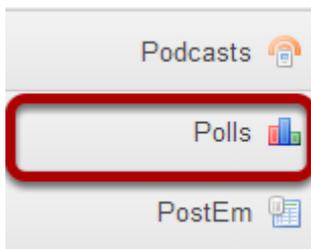
The Polls tool allows instructors to post single question multiple choice survey questions on their site. Polls can be structured to elicit single or multiple responses to a question.

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.

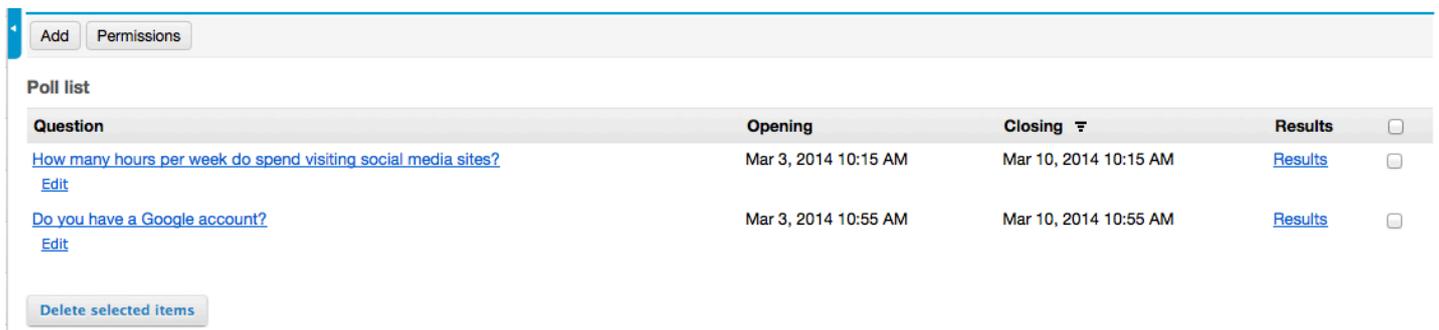
Participants may only vote once per poll.

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.**



The screenshot shows the 'Poll list' interface. At the top, there are 'Add' and 'Permissions' buttons. Below is a table with the following columns: Question, Opening, Closing, and Results. There are two rows of poll data.

Question	Opening	Closing	Results
<a href="#">How many hours per week do spend visiting social media sites?</a> <a href="#">Edit</a>	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM	<a href="#">Results</a> <input type="checkbox"/>
<a href="#">Do you have a Google account?</a> <a href="#">Edit</a>	Mar 3, 2014 10:55 AM	Mar 10, 2014 10:55 AM	<a href="#">Results</a> <input type="checkbox"/>

At the bottom left of the interface, there is a button labeled 'Delete selected items'.

## Example Polls.

**Vote**

**How many hours per week do spend visiting social media sites?**

I am considering using social media for this course and want to get a sense of how often you visit social media web sites.

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

Over 10 hours per week

**Vote**

**Do you have a Google account?**

I am considering using shared Google Documents for this class and would like to know how many of you have existing Google accounts.

Yes

No

## Example of Poll results.

**Results**

How many hours per week do spend visiting social media sites?

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%
Over 10 hours per week	1	33%
<b>Total</b>	<b>3</b>	<b>100%</b>

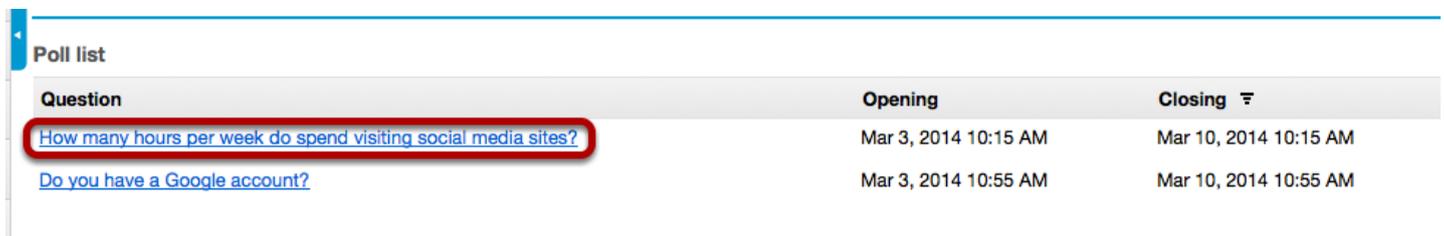
# How do I take a poll?

By default, students can respond to poll questions. All student responses to poll questions are anonymous.

## Go to Polls.

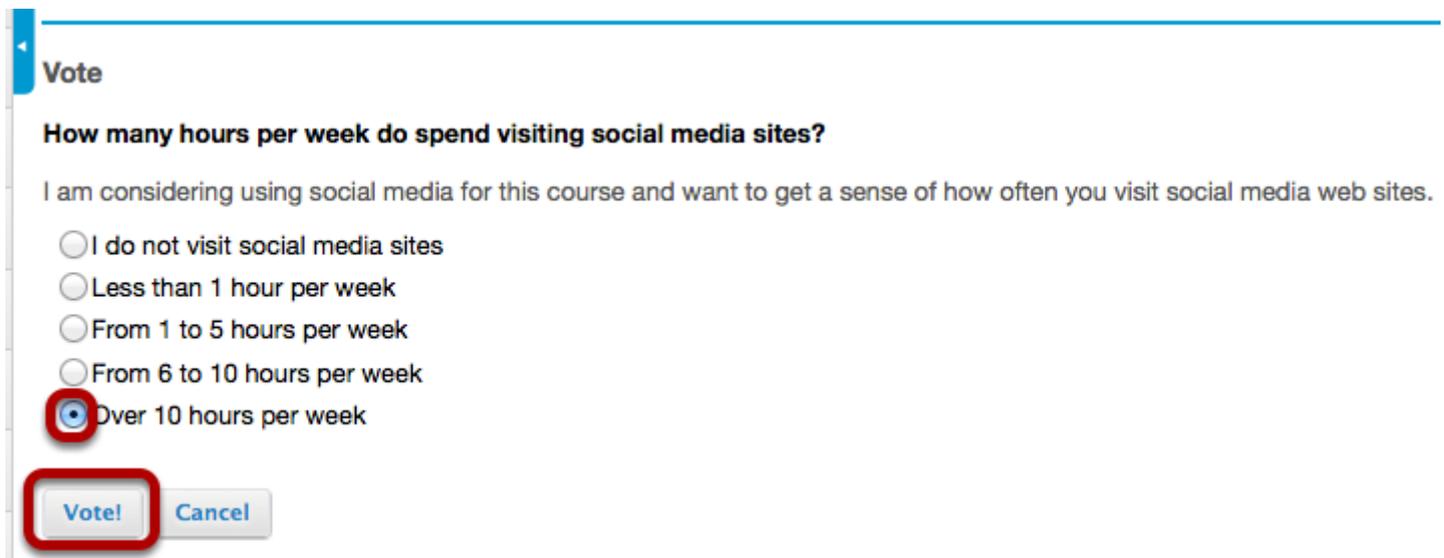
Select the **Polls** tool from the Tool Menu in your site.

## Click on the name of the poll.



Question	Opening	Closing
<a href="#">How many hours per week do spend visiting social media sites?</a>	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM
<a href="#">Do you have a Google account?</a>	Mar 3, 2014 10:55 AM	Mar 10, 2014 10:55 AM

## Select an option, then click Vote!



**Vote**

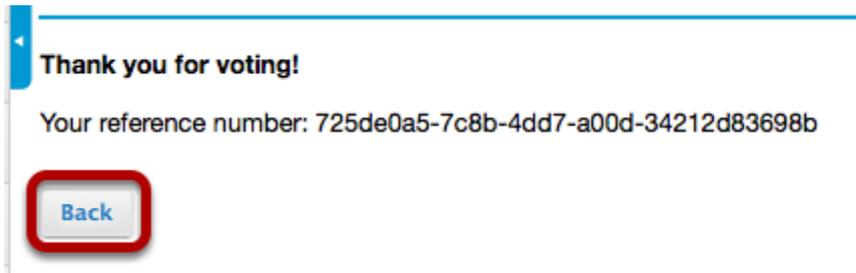
**How many hours per week do spend visiting social media sites?**

I am considering using social media for this course and want to get a sense of how often you visit social media web sites.

- 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
- Over 10 hours per week

This returns the display to the Polls list page with a reference number confirming you have responded to the poll.

## Click Back.



This returns the display to the Polls list page.

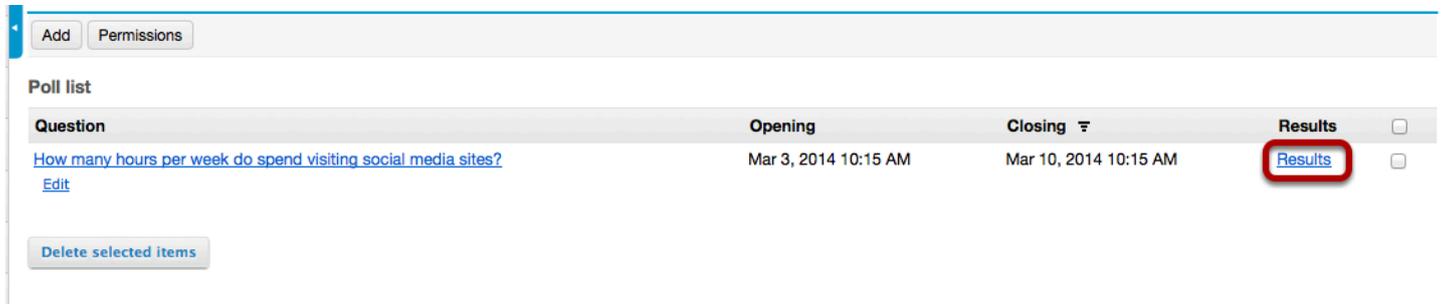
# How do I view poll results?

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.



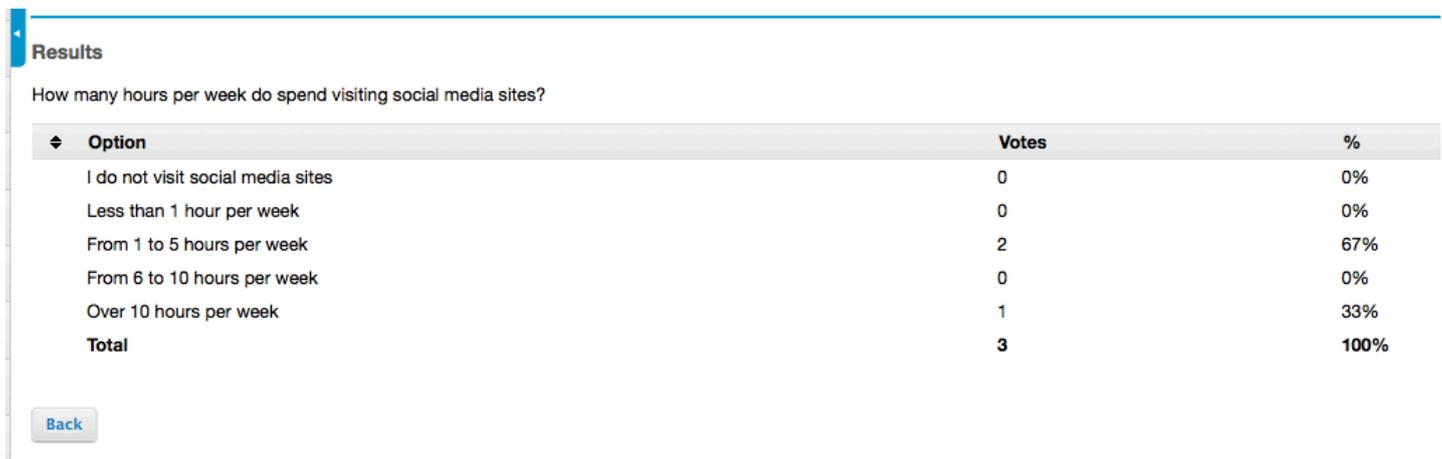
Buttons: Add, Permissions

Poll list

Question	Opening	Closing	Results
<a href="#">How many hours per week do spend visiting social media sites?</a> <a href="#">Edit</a>	Mar 3, 2014 10:15 AM	Mar 10, 2014 10:15 AM	<a href="#">Results</a>

Buttons: Delete selected items

## Example: Poll Results.



Results

How many hours per week do spend visiting social media sites?

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%
Over 10 hours per week	1	33%
<b>Total</b>	<b>3</b>	<b>100%</b>

Buttons: Back

# 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

[↩](#) PSYCH 400 001 SU14: PostEm

## Your Feedback

Student ID	demostudent01
Last Name	Student
First Name	First
1/14/2014	P
1/21/2014	P
1/28/2014	A
2/4/2014	P
2/11/2014	A
2/18/2014	P
2/25/2014	P
3/4/2014	A
Number of Absences	3

[Back](#)

# Instructor View

Title	Creator	Modified By	Last Modified	Released							
Class Attendance	professor	professor	4 Mar 2014 15:18	Yes	<a href="#">view</a>	<a href="#">view participant</a>	<a href="#">update</a>	<a href="#">delete</a>	<a href="#">download</a>		

[↩](#) PSYCH 400 001 SU14: PostEm

Last Modified 4 Mar 2014 15:18

Username	Last Name	First Name	1/14/2014	1/21/2014	1/28/2014	2/4/2014	2/11/2014	2/18/2014	2/25/2014	3/4/2014	Number of Absences	Last Checked
demostudent01	Student	First	P	P	A	P	A	P	P	A	3	never
demostudent02	Student	Second	P	A	P	P	A	P	P	P	2	4 Mar 2014 15:23
demostudent03	Student	Third	P	P	P	P	P	P	P	P	0	never
demostudent04	Student	Fourth	P	P	P	P	P	P	P	P	0	never
demostudent05	Student	Fifth	A	P	P	P	P	P	P	P	1	never

[Back](#)

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 view my feedback in PostEm?

## Go to PostEm.

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

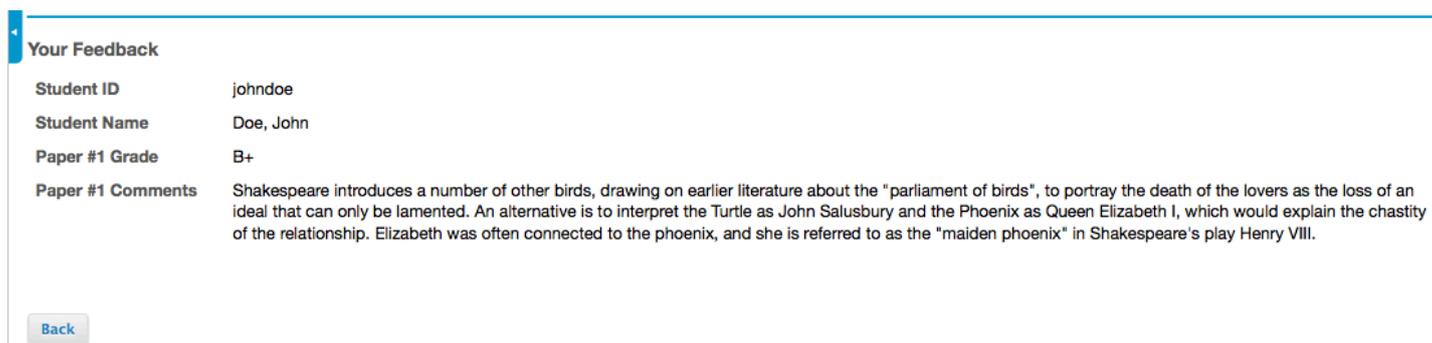
## Click view.



Title	Last Modified
Paper #1 Grades/Comments	4 Mar 2014 12:02

You will see the title of the feedback file, and the date it was last modified. Click on **View** to see your individual feedback.

## View your feedback.



Your Feedback	
Student ID	johndoe
Student Name	Doe, John
Paper #1 Grade	B+
Paper #1 Comments	Shakespeare introduces a number of other birds, 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.

[Back](#)

# Profile

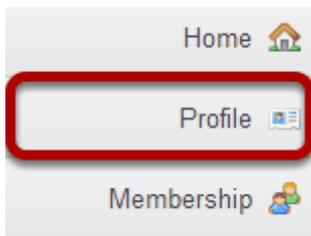
# What is the Profile tool?

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.**



# How do I set up my profile?

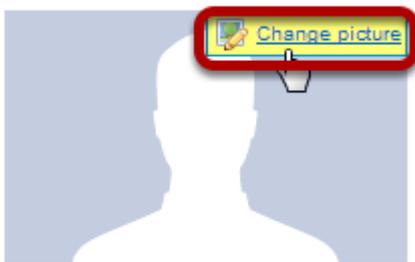
Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

*Note: Some Profile options may be locked or unavailable depending on institutional settings.*

## Go to Profile.

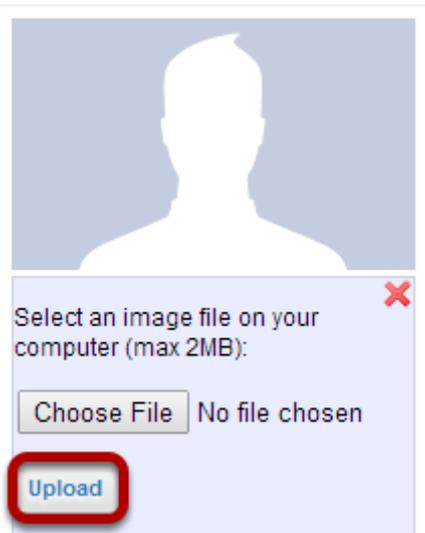
Select the **Profile** tool from the Tool Menu in My Workspace.

## Changing Your Picture



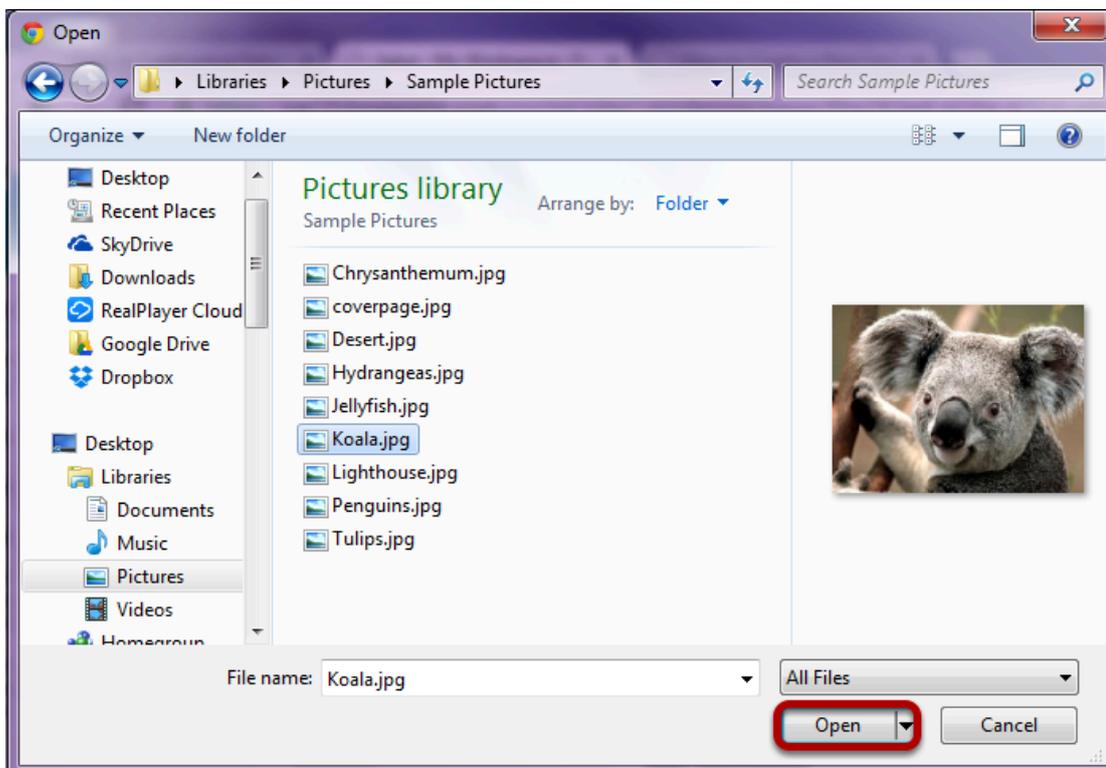
Mouse over the image area and select **Change picture** to upload a new photo.

## Select a new picture and upload.



Click the Choose File button to browse your computer for a new image.

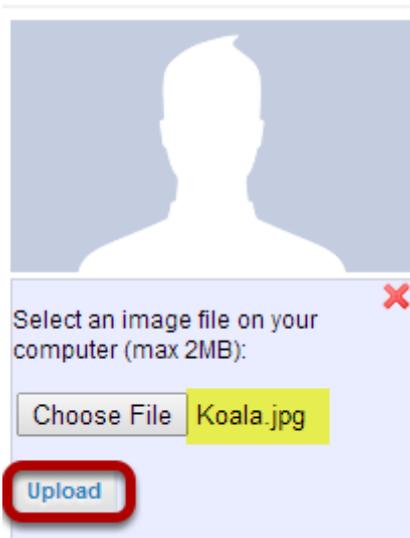
## Select your new picture.



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.



The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.

## Picture updated.

My Workspace: Profile

My profile | Pictures | Connections | Messages | Search | Privacy | Preferences



**Demo Instructor** [Clear](#)

[Say it](#)

[Profile](#) [Wall](#)

**Basic Information**  
You haven't filled out any information yet

**Contact Information**  
Email professor@myschool.edu

**Staff Information**  
You haven't filled out any information yet

**Student Information**  
You haven't filled out any information yet

**Social Networking**  
You haven't filled out any information yet

**Personal Information**  
You haven't filled out any information yet

**My connections**  
0 connections [Search for connections](#)

**My pictures**  
0 pictures [Add new picture](#)

Your profile picture has been updated! This is the image that will display throughout Sakai when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.

## Example of profile image display in Forums.

[Forums](#) / [PSYCH 400 001 SU14 Forum](#) / [Introductions](#) / [Hello class](#)

View

[Go to first new message](#)



### Hello class

[Demo Instructor \(professor\)](#) (Feb 20, 2014 2:04 PM) - Read by: 2 [Reply](#) | [Email](#) | [Grade](#) | [Edit](#) | [Delete Message](#)

Welcome everyone!

I will be your instructor this term. I look forward to working with you!

Sincerely,

Your Professor

## Example of profile image display in Roster.

[PSYCH 400 001 SU14: Roster](#)

[Overview](#) [Pictures](#) [Group Membership](#) [Permissions](#)

Pictures: PSYCH 400 001 SU14

View  [Participants](#)

[Find](#) [Clear](#) Currently showing 6 participants  
(5 in Student role, 1 in Instructor role)

Official Photos  Pictures from Profile

[Hide Names](#) [View in Single Column](#)



[Instructor\\_Demo](#)

[This is yo](#)



[Student\\_Fifth](#)

[Add connection](#)



[Student\\_First](#)

[Add connection](#)



[Student\\_Fourth](#)

[Add connection](#)



[Student\\_Sec](#)

[Add conn](#)



### Demo Instructor

[View full profile](#)

Email: professor@myschool.edu

# Editing your information.

Profile Wall

## Basic Information

You haven't filled out any information yet



## Contact Information

Email professor@myschool.edu

## Staff Information

You haven't filled out any information yet

## Student Information

You haven't filled out any information yet

## Social Networking

You haven't filled out any information yet

## Personal Information

You haven't filled out any information yet

Mouse over the right side of information each section near the horizontal rule to display the editing option.

Click on the **Edit** link to modify or add your information.

## Basic Information.

Profile Wall

**Basic Information**

Nickname

Birthday

Personal summary

**B I U S x<sub>2</sub> x<sup>2</sup> [List Icons] [Link Icon]**

Source

I am originally from Australia.

I enjoy tree climbing and eucalyptus.

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**.

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	<input type="text" value="professor@myschool.edu"/>
Home page	<input type="text"/>
Work phone	<input type="text"/>
Home phone	<input type="text"/>
Mobile phone	<input type="text"/>
Facsimile	<input type="text"/>

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** to save any changes.

## Staff Information.

### Staff Information

Position	<input type="text" value="Professor"/>
Department	<input type="text" value="Psychology"/>
School	<input type="text" value="Social Sciences"/>
Room	<input type="text" value="101"/>
Staff profile	<input type="text"/>
University profile URL	<input type="text"/>
Academic/research URL	<input type="text"/>
Publications and conferences	<div><p><b>B I U S</b>   <math>x_2</math> <math>x^2</math>   <math>\text{☰}</math> <math>\text{☷}</math>   <math>\text{☎}</math> <math>\text{☎}</math></p><p>Source</p><input type="text"/></div>

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** to save any changes.

*Note: The [Rich Text Editor](#) is also available to you in the Publications and Conferences field.*

## Student Information.

### Student Information

Degree/Course	<input type="text" value="Bachelor's Degree"/>
Subjects	<input type="text" value="English Major"/>
<input type="button" value="Save changes"/> <input type="button" value="Cancel"/>	

If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save** 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"/>	
<input type="button" value="Save changes"/> <input type="button" value="Cancel"/>		

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="The Thorn Birds"/>
Favorite TV shows	<input type="text" value="Animal Planet"/>
Favorite movies	<input type="text" value="Crocodile Dundee"/>
Favorite quotes	<input type="text" value="Those who lose dreaming are lost - Australian Aboriginal proverb"/>

You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save** to save any changes.

*Tip: Users can search for connections in Profile based on common interests.*

# 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.

My Workspace: Profile

My profile **Pictures** Connections Messages Search Privacy Preferences



**Demo Instructor** I love Sakai! 1 hour ago [Clear](#)

Say something [Say it](#)

Profile Wall

**Basic Information**

Personal summary I am originally from Australia.  
I enjoy tree climbing and eucalyptus.

**Contact Information**

Email professor@myschool.edu

**My connections**  
0 connections [Search for connections](#)

**My pictures**  
0 pictures [Add new picture](#)

# Select your image files.

## My Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

### My pictures

Your gallery doesn't contain any pictures yet.

**Add picture**

Add new picture files to the gallery

**Choose File** No file chosen **Upload chosen files**

Files (maximum 10):

- C:\fakepath\Chrysanthemum.jpg **Delete**
- C:\fakepath\Desert.jpg **Delete**
- C:\fakepath\Hydrangeas.jpg **Delete**
- C:\fakepath\Lighthouse.jpg **Delete**

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.

My Workspace: Profile

My profile

Pictures

Connections

Messages

Search

Privacy

Preferences

My pictures



Add picture

Add new picture files to the gallery

Choose File

No file chosen

Upload chosen files



Files (maximum 10):

Once your images have been uploaded, they will display under "My Pictures".

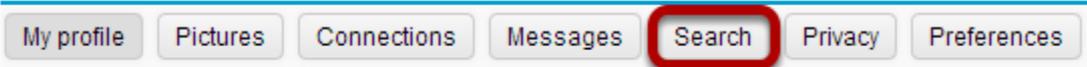
# How do I search for and add connections?

## Go to Profile.

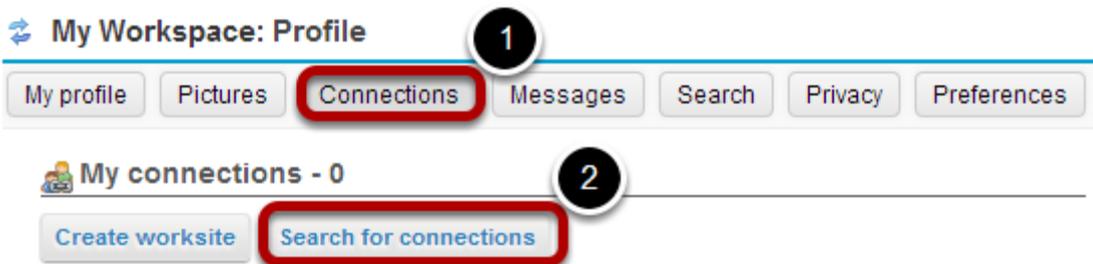
Select the **Profile** tool from the Tool Menu in My Workspace.

## Click Search.

My Workspace: Profile



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 Workspace: Profile

My profile Pictures Connections Messages Search Privacy Preferences

 Search profiles

text.search.terms  

Person's name or email  Common interest

Include connections in search results

Limit search to selected worksite  Course Review Project ▼

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.

Previous searches  
[demo](#)

[Clear history](#)

Displaying 13 results for: **demo**

[Clear search](#)

 <p><b>Demo Instructor</b> I love Sakai! 2 hours ago</p>	<a href="#">This is you!</a> <a href="#">View connections</a> <a href="#">Email</a>
<p>I am originally from Australia. I enjoy tree climbing and eucalyptus.</p>	
 <p><b>Fifth Student</b></p>	<a href="#">Add as a connection</a> <a href="#">View connections</a>
 <p><b>First Student</b></p>	<a href="#">Add as a connection</a> <a href="#">View connections</a>
 <p><b>Fourth Student</b></p>	<a href="#">Add as a connection</a> <a href="#">View connections</a>

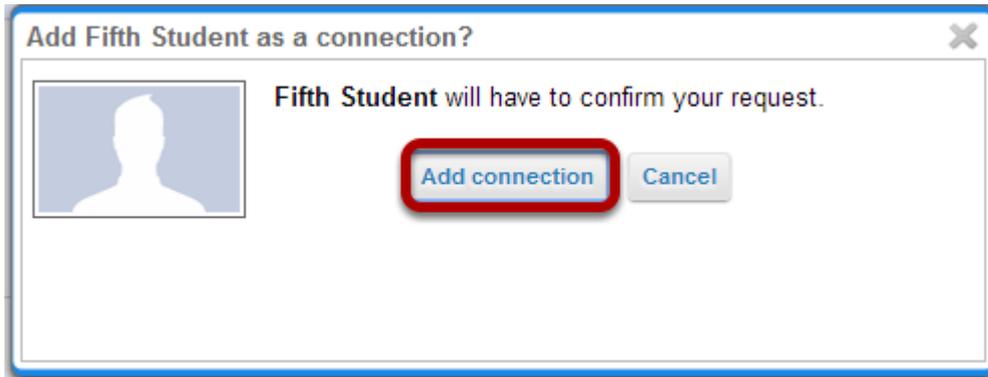
Search results will display at the bottom of the screen.

# Add connections.

 <p><b>Fifth Student</b></p>	<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.*

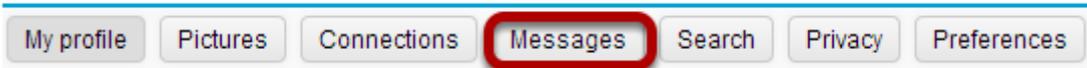
# How do I send a message to a connection in Profile?

## Go to Profile.

Select the **Profile** tool from the Tool Menu in My Workspace.

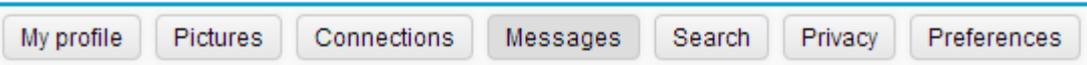
## Click Messages.

My Workspace: Profile



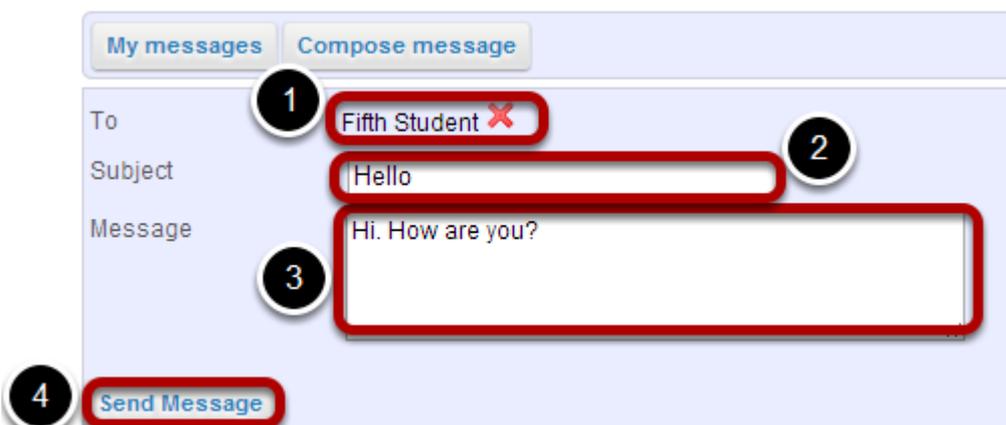
## Click Compose message.

My Workspace: Profile



No messages

## Enter your message and send.



1. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
2. Enter a subject.

3. Enter a message.
4. Click **Send Message**.

# How do I change my privacy settings?

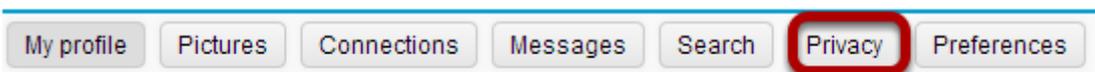
On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

## Go to Profile.

Select the **Profile** tool from the Tool Menu in My Workspace.

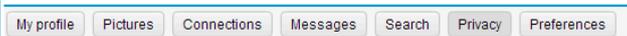
## Click Privacy.

### My Workspace: Profile



## Modify your privacy settings.

### My Workspace: Profile



### Privacy settings

Profile Image	Everyone	?
Basic Info	Everyone	?
Contact Info	Everyone	?
Staff Info	Everyone	?
Student Info	Only me	?
Social Info	Everyone	?
Personal Info	Everyone	?
Show Birth Year	<input type="checkbox"/>	?
Who can view my connections?	Everyone	?
Who can see my online status?	Everyone	?
Who can see my status updates?	Everyone	?
Who can view my pictures?	Everyone	?
Who can send me messages?	Only my connections	?
Who can see my kudos rating?	Everyone	?
Who can see my wall and my posts to other walls?	Everyone	?

[Save 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.

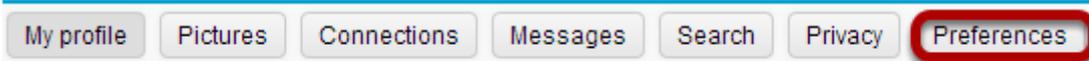
*Note: Depending on institutional settings, some of these options may not be available in your local instance.*

## Go to Profile.

Select the **Profile** tool from the Tool Menu in My Workspace.

## Click Preferences.

 My Workspace: Profile



## Manage email notifications.

 Preferences

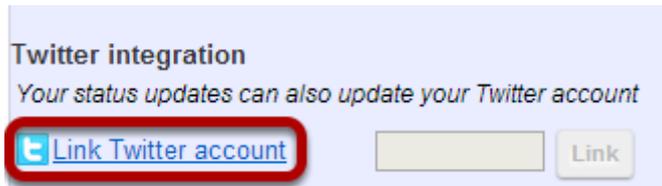
### Email notifications

Email me at **professor@myschool.edu** when someone:

	On	Off
Adds me as a connection	<input checked="" type="radio"/>	<input type="radio"/>
Confirms my connection request	<input checked="" type="radio"/>	<input type="radio"/>
Sends me a new message	<input checked="" type="radio"/>	<input type="radio"/>
Replies to one of my messages	<input checked="" type="radio"/>	<input type="radio"/>
Posts to my wall	<input checked="" type="radio"/>	<input type="radio"/>
Adds me to a new worksite	<input checked="" type="radio"/>	<input type="radio"/>

Click the radio buttons to adjust the settings on or off for each email notification preference.

## Manage Twitter integration.

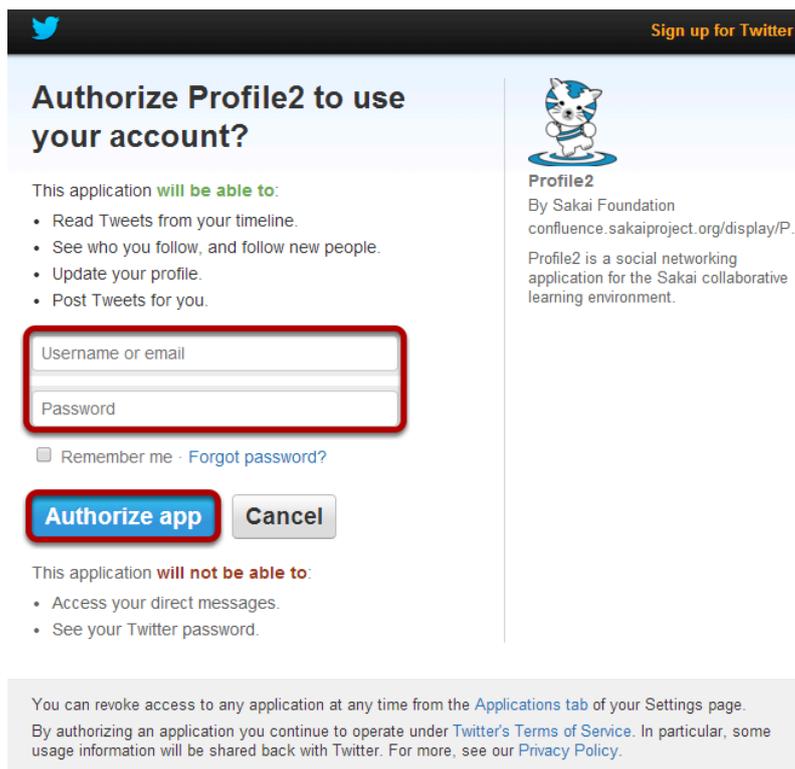


If you have an existing Twitter account, you may link it to your Sakai profile if desired.

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.*

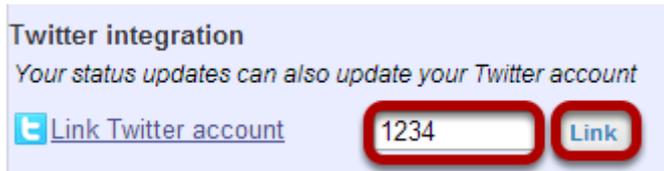
## Grant access.



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.

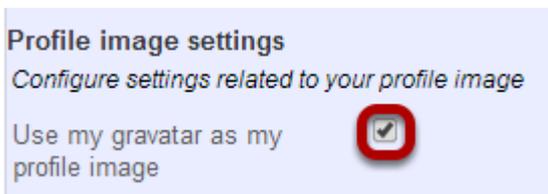
## Enter the PIN and click Link.



Back on the preferences page, enter the PIN code in the box and click **Link**. Your details will be verified with Twitter.

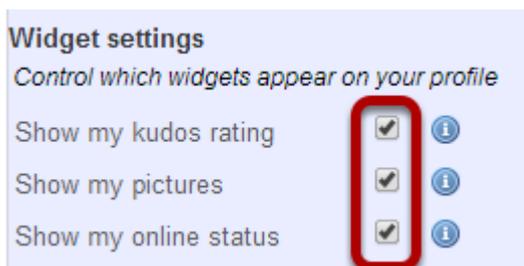
*Note: You can disable the Twitter integration by clicking Unlink.*

## 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.

# How do I post to my wall?

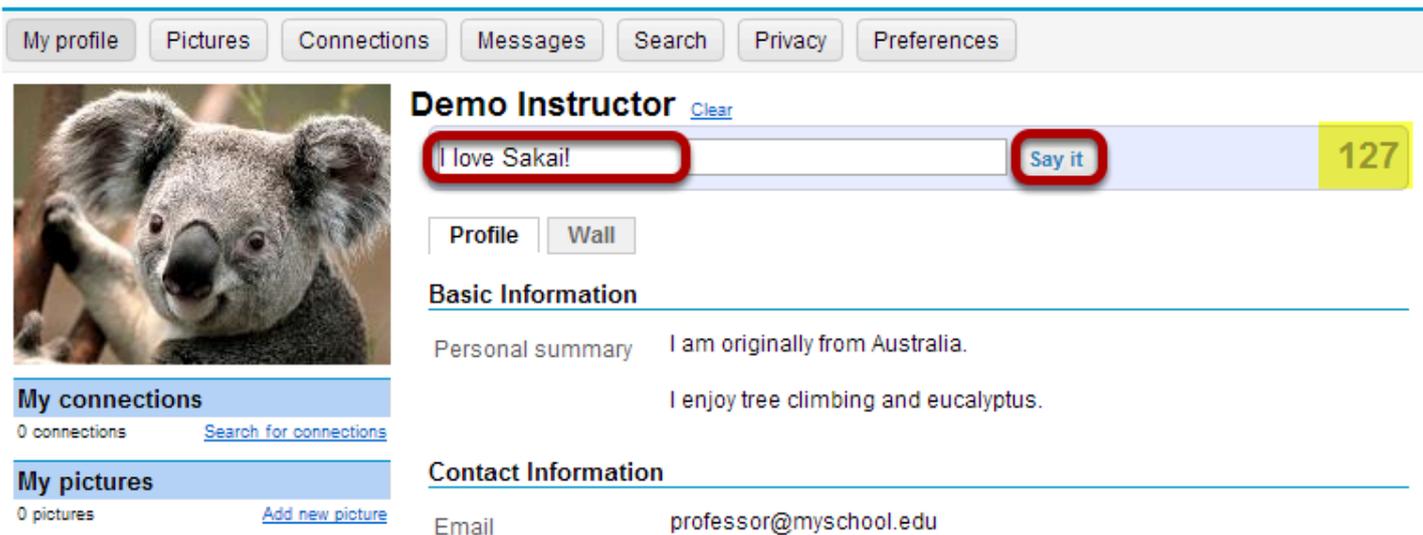
You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

## Go to Profile.

Select the **Profile** tool from the Tool Menu in My Workspace.

## Enter a status message.

 My Workspace: Profile



My profile Pictures Connections Messages Search Privacy Preferences

**Demo Instructor** [Clear](#)

I love Sakai! [Say it](#) 127

Profile Wall

**Basic Information**

Personal summary I am originally from Australia.  
I enjoy tree climbing and eucalyptus.

**Contact Information**

Email professor@myschool.edu

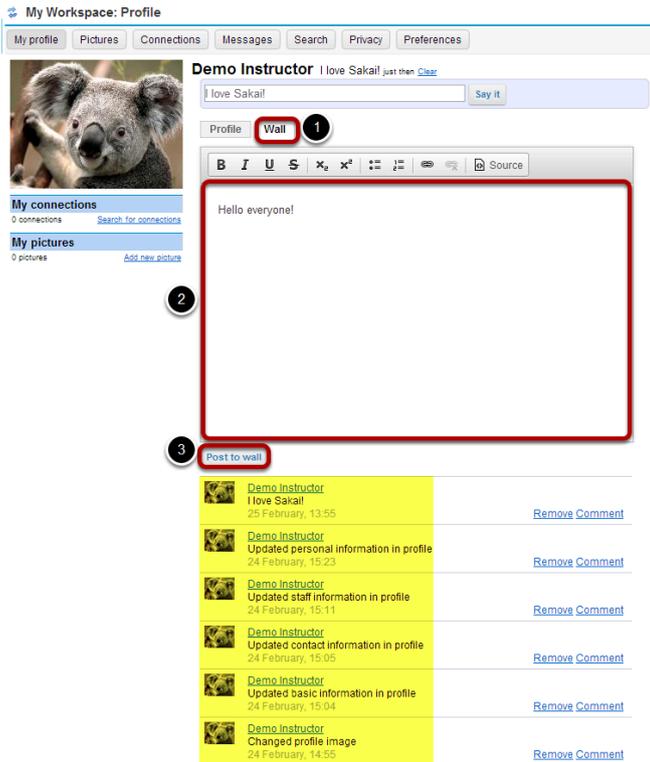
**My connections**  
0 connections [Search for connections](#)

**My pictures**  
0 pictures [Add new picture](#)

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.*

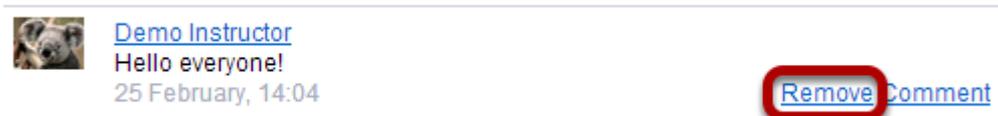
# Post directly on your wall.



1. Click on the **Wall** tab.
2. Enter your text into the [Rich Text Editor](#).
3. Click **Post to wall**.

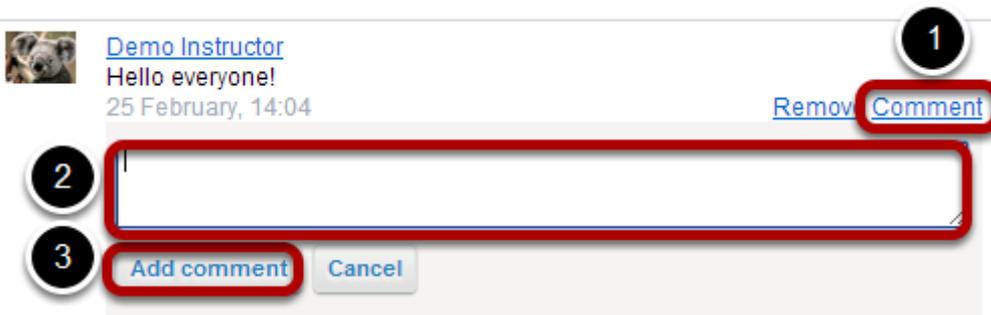
*Note: Previously posted status messages, posts and updates will appear at the bottom of the screen.*

## 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.

# 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.

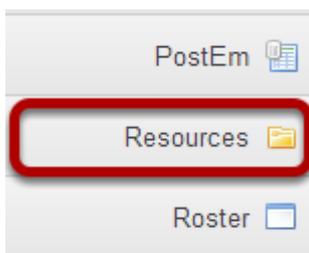
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

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.

Location: Poetry 101 Resources

Remove Move Copy Show Hide **Site Root Folder**

<input type="checkbox"/>	Title	Folder	Access
<input type="checkbox"/>	Poetry 101 Resources	<b>Folder</b>	Add Actions
<input type="checkbox"/>	Readings	<b>Subfolder</b>	Actions Entire site
<input type="checkbox"/>	Week_1_Readings		Add Actions Entire site
<input type="checkbox"/>	APoetsJourney.pdf	<b>Content files</b>	Actions Entire site
<input type="checkbox"/>	RobertFrost_Boston1915.pdf	<b>Item description</b>	Actions Entire site
<input type="checkbox"/>	Week_2_Readings		Add Actions Entire site
<input type="checkbox"/>	AmericanPoets.pdf		Actions Entire site
<input type="checkbox"/>	PowerPoints		Add Actions Entire site
<input type="checkbox"/>	Poetry Web Sites	<b>Links</b>	Add Actions Entire site
<input type="checkbox"/>	Poets Magazine		Actions Entire site
<input type="checkbox"/>	The Poetry Foundation		Actions Entire site
<input type="checkbox"/>	Poems		Add Actions Entire site
<input type="checkbox"/>	Poet Images		Add Actions Entire site
<input type="checkbox"/>	Bibliography		Add Actions Public

► Copy Content from My Other Sites

# How do I navigate the Resources tool?

There are a number of controls that determine the display of the Resources tool, making it easier to maneuver about within the tool space.

## Go to Resources.

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

## Reset

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

<input type="checkbox"/>	Title	Access
<input type="checkbox"/>	Poetry 101 Resources	Add Actions
<input type="checkbox"/>	Readings	Add Actions Entire site
<input type="checkbox"/>	PowerPoints	Add Actions Entire site
<input type="checkbox"/>	Poetry Web Sites	Add Actions Entire site
<input type="checkbox"/>	Poems	Add Actions Entire site
<input type="checkbox"/>	Poet Images	Add Actions Entire site
<input type="checkbox"/>	Bibliography	Add Actions Public

Copy Content from My Other Sites

Clicking **Reset** will always return the Resources display to the root level with all the folders closed.

# Plus / Minus

Location: Poetry 101 Resources

Remove Move Copy Show Hide

<input type="checkbox"/>	Title		
<input type="checkbox"/>	Poetry 101 Resources	Add	Actions
<input type="checkbox"/>	Readings	Add	Actions
<input type="checkbox"/>	Week_1_Readings	Add	Actions
<input type="checkbox"/>	APoetsJourney.pdf		Actions
<input type="checkbox"/>	RobertFrost_Boston1915.pdf		Actions
<input type="checkbox"/>	Week_2_Readings	Add	Actions
<input type="checkbox"/>	PowerPoints	Add	Actions
<input type="checkbox"/>	Poetry Web Sites	Add	Actions
<input type="checkbox"/>	Poems	Add	Actions
<input type="checkbox"/>	Poet Images	Add	Actions
<input type="checkbox"/>	Bibliography	Add	Actions

► Copy Content from My Other Sites

Clicking **Plus +** will open a folder, within the view of all of the folders. Clicking **Minus -** will close a folder.

# Folder View

Poetry 101: Resources

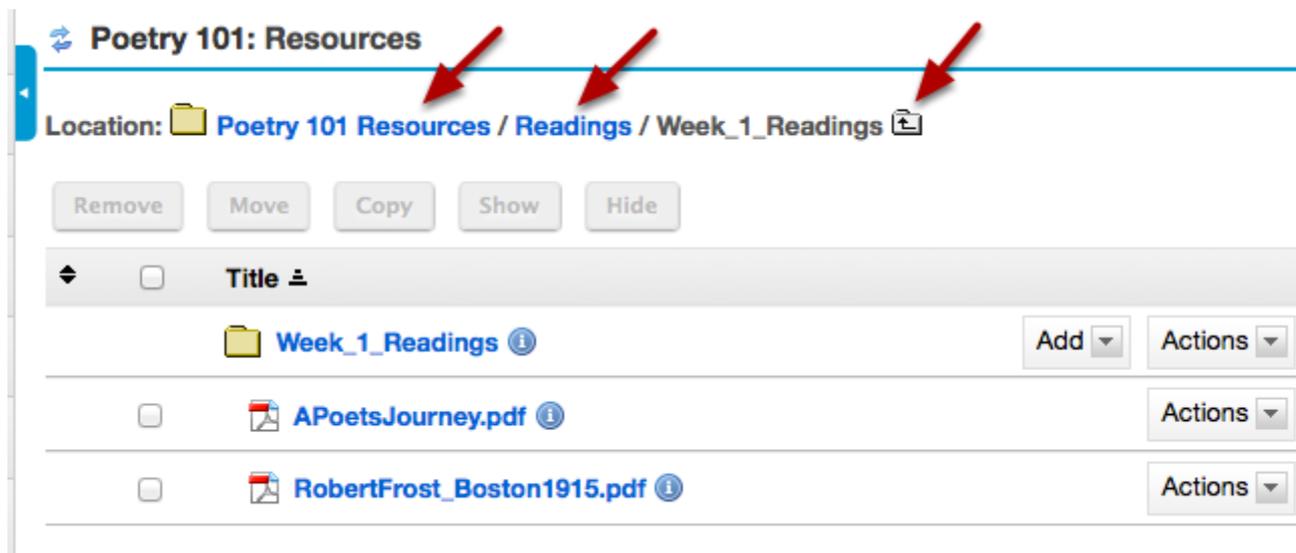
Location: Poetry 101 Resources / PowerPoints

Remove Move Copy Show Hide

<input type="checkbox"/>	Title		
<input type="checkbox"/>	PowerPoints	Add	Actions
<input type="checkbox"/>	Lecture01_PoeticForms.ppt		Actions
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt		Actions
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt		Actions

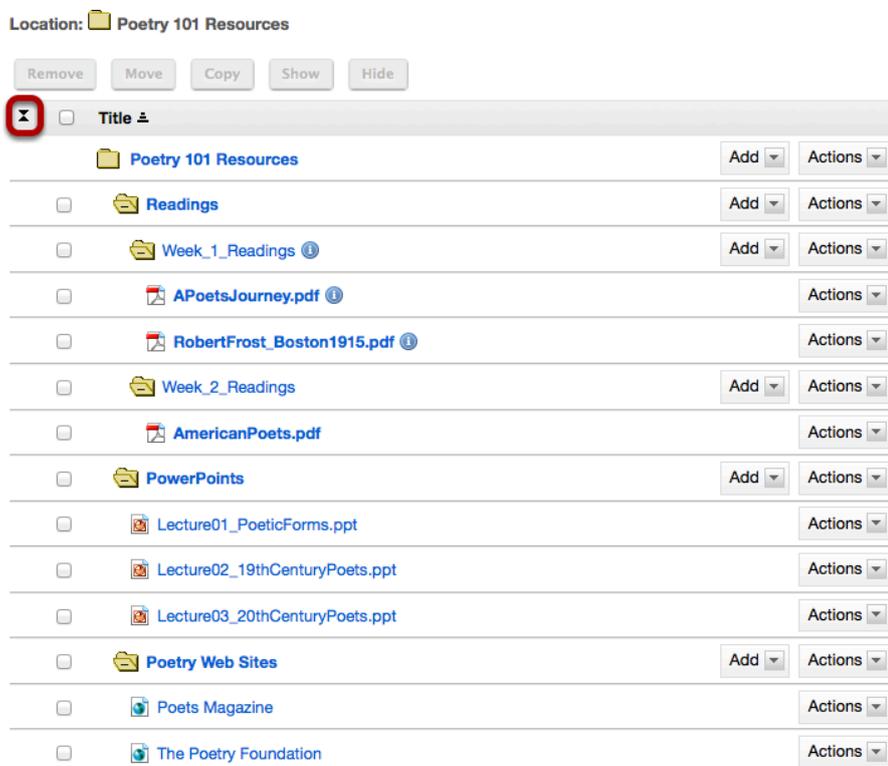
Clicking on the name of any folder will isolate the display to just the contents of that folder.

## Breadcrumb Trail



When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders.

## Expand All / Collapse All



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.

# How do I upload files?

## Go to Resources.

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

## Click Add, then Upload Files.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title		Access
	 Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>	
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="button" value="Copy Content from My Other Sites"/>			

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

To the right of the folder you want to upload the file, from the **Add** drop-down menu, select **Upload file**.

This displays the Upload Files page.

## Click Browse.

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> No file selected.	
Display Name	<input type="text"/>	<a href="#">Add details for this item</a>

[Add Another File](#)

Email Notification

None - No notification

Click **Browse** to locate and select the file on your computer.

## Edit display name. (Optional)

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt	
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/>	<a href="#">Add details for this item</a>

[Add Another File](#)

Email Notification

None - No notification

By default, the Display Name is the same as the file name. You can edit the Display name here.

*Note: The selected file name will appear to the right of the Browse button.*

## Click Add Another File. (Optional)

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/> <a href="#">Add details for this item</a>

[Add Another File](#)

Email Notification

None – No notification

You can upload as many files as you want (within the site's uploading size limit) by clicking **Add Another File**.

## Click Upload Files Now.

Location: Poetry 101 / PowerPoints /

File To Upload	<input type="button" value="Browse..."/> Lecture01_PoeticForms.ppt	
Display Name	<input type="text" value="Lecture01_PoeticForms.ppt"/> <a href="#">Add details for this item</a>	✘
File To Upload	<input type="button" value="Browse..."/> Lecture02_19thCenturyPoets.ppt	
Display Name	<input type="text" value="Lecture02_19thCenturyPoets.ppt"/> <a href="#">Add details for this item</a>	✘
File To Upload	<input type="button" value="Browse..."/> Lecture03_20thCenturyPoets.ppt	
Display Name	<input type="text" value="Lecture03_20thCenturyPoets.ppt"/> <a href="#">Add details for this item</a>	✘

[Add Another File](#)

Email Notification

None – No notification

## View files in Resources.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title 	Access
	 Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Lecture01_PoeticForms.ppt	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Lecture02_19thCenturyPoets.ppt	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Lecture03_20thCenturyPoets.ppt	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="button" value="Copy Content from My Other Sites"/>		

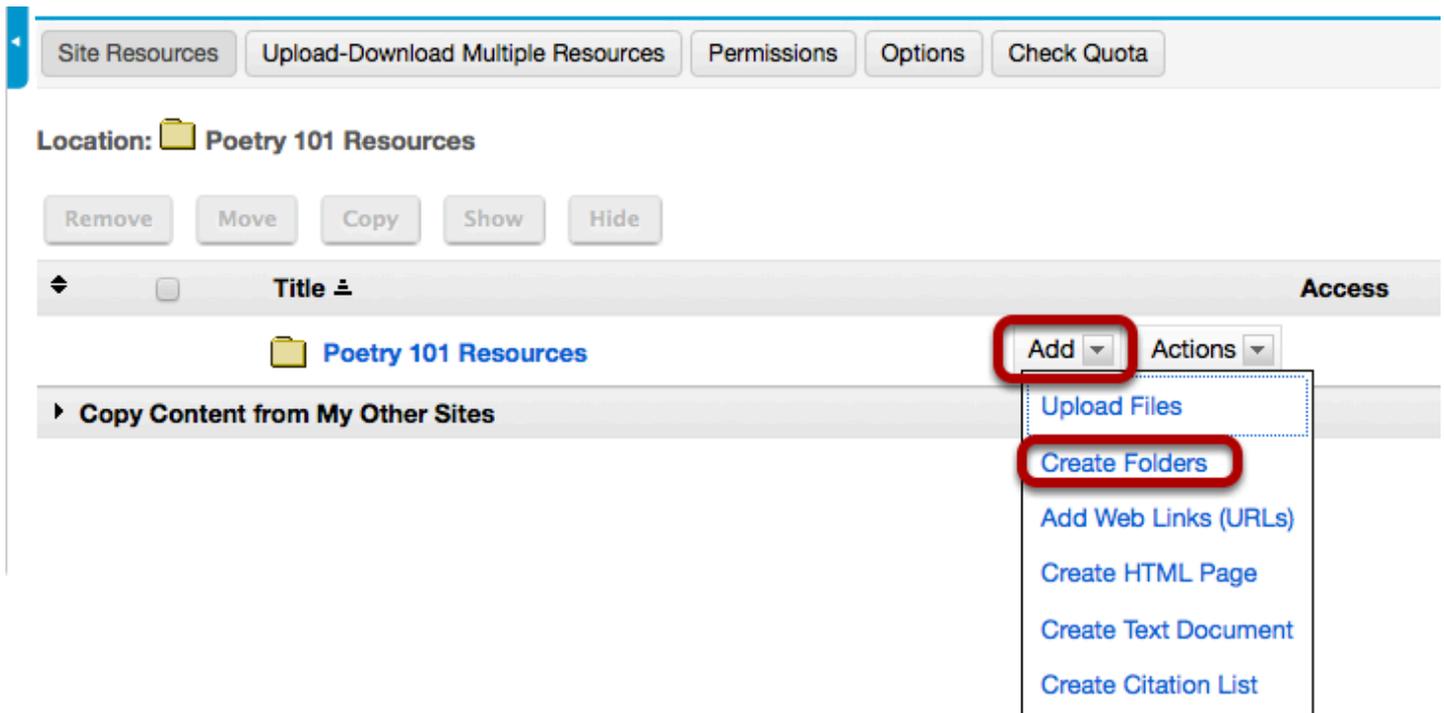
The files are uploaded and placed within the selected folder.

# How do I create folders?

## Go to Resources.

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

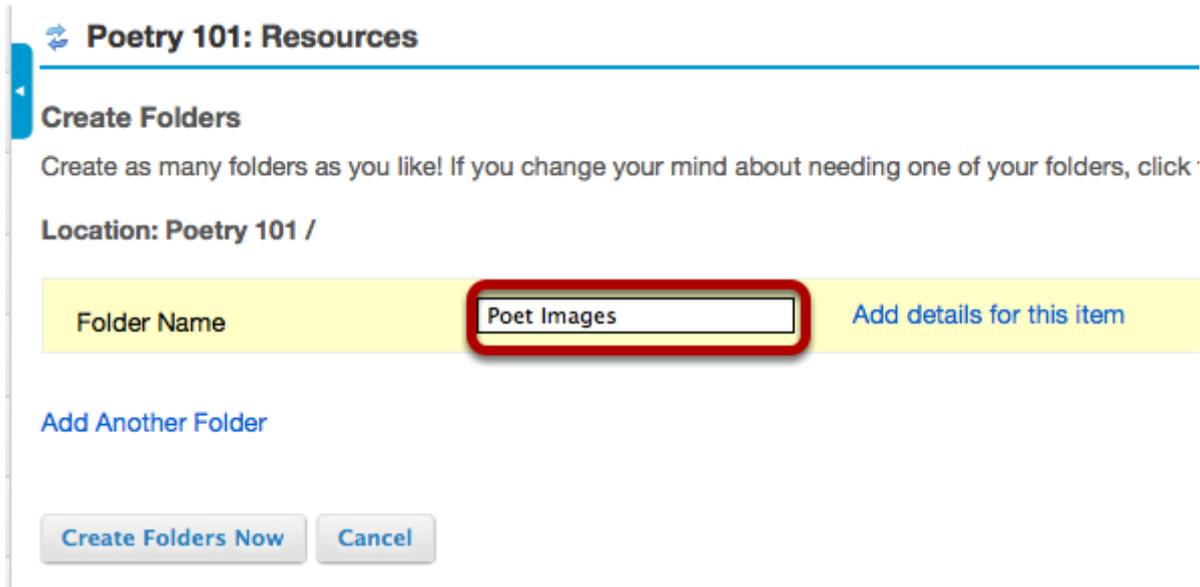
## Click Add, then Create folders.



To the right of the site's root folder, from the **Add** drop-down menu, select **Create folders**.

This displays the Create Folders page.

## Enter the name of the folder.



Poetry 101: Resources

### Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, click

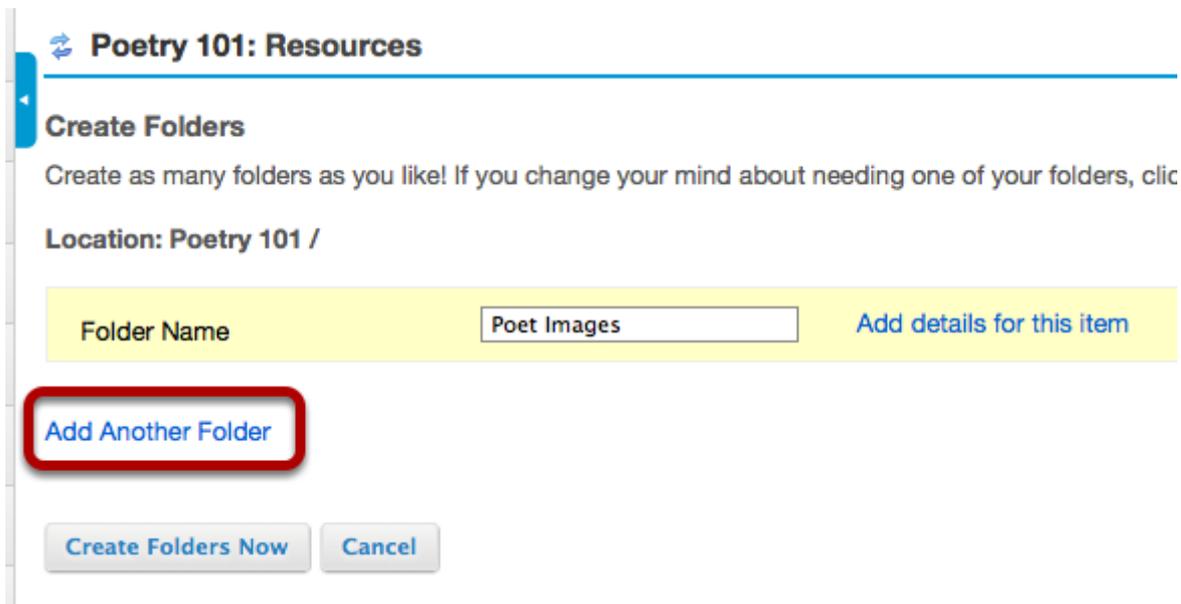
Location: Poetry 101 /

Folder Name	Poet Images	<a href="#">Add details for this item</a>
-------------	-------------	---

[Add Another Folder](#)

[Create Folders Now](#) [Cancel](#)

## Add multiple folders. (Optional)



Poetry 101: Resources

### Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, clic

Location: Poetry 101 /

Folder Name	Poet Images	<a href="#">Add details for this item</a>
-------------	-------------	---

[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.

 Poetry 101: Resources

---

**Create Folders**

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' i

Location: Poetry 101 /

Folder Name	<input type="text" value="Poet Images"/>	<a href="#">Add details for this item</a>	
Folder Name	<input type="text" value="Readings"/>	<a href="#">Add details for this item</a>	
Folder Name	<input type="text" value="PowerPoints"/>	<a href="#">Add details for this item</a>	
Folder Name	<input type="text" value="Poems"/>	<a href="#">Add details for this item</a>	

[Add Another Folder](#)

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.

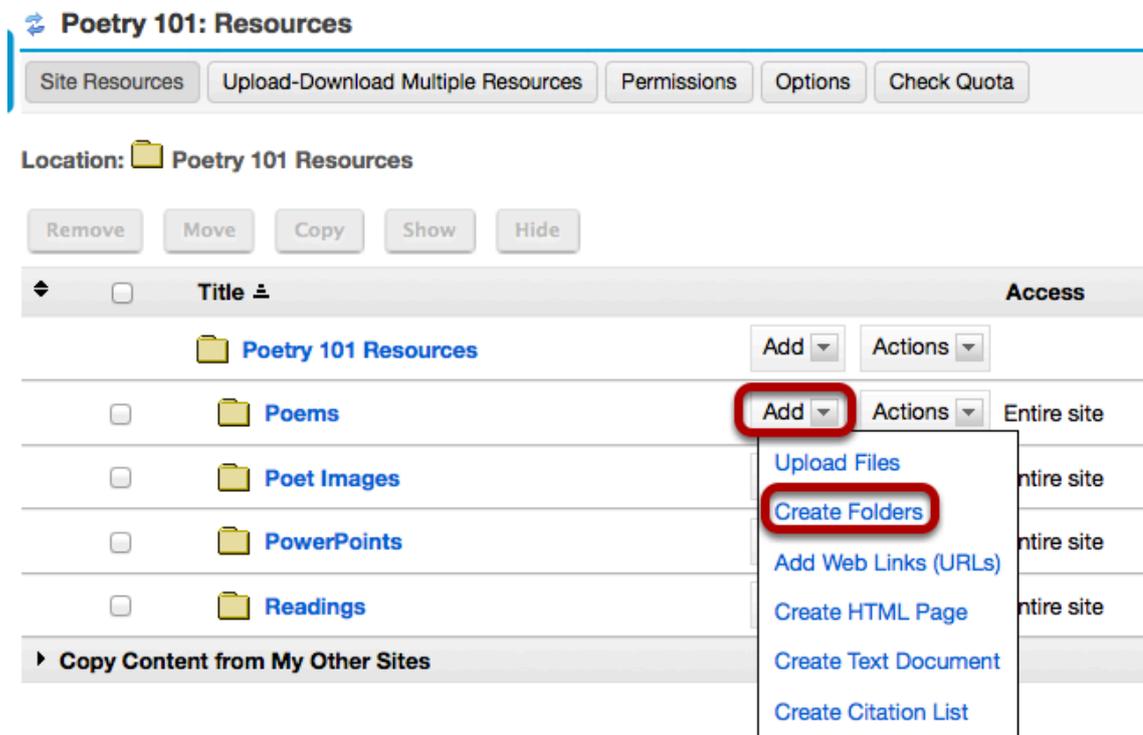
## View folders in Resources.

The screenshot shows the 'Poetry 101: Resources' page. At the top, there are navigation buttons: 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below this, the location is indicated as 'Poetry 101 Resources'. A row of action buttons includes 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. The main content is a table with columns for 'Title' and 'Access'. The table lists the root folder 'Poetry 101 Resources' and four sub-folders: 'Poems', 'Poet Images', 'PowerPoints', and 'Readings'. Each folder has an 'Add' button and an 'Actions' dropdown menu. The 'Access' column for all folders is set to 'Entire site'. The sub-folders are indented to the right of the root folder.

<input type="checkbox"/>	Title	Access	
<input type="checkbox"/>	Poetry 101 Resources	Add	Actions
<input type="checkbox"/>	Poems	Add	Actions
<input type="checkbox"/>	Poet Images	Add	Actions
<input type="checkbox"/>	PowerPoints	Add	Actions
<input type="checkbox"/>	Readings	Add	Actions

Notice that the folders are displayed slightly indented to the root folder.

## Create subfolders. (Optional)



Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

Title	Access
Poetry 101 Resources	Add Actions
Poems	Add Actions Entire site
Poet Images	Entire site
PowerPoints	Entire site
Readings	Entire site

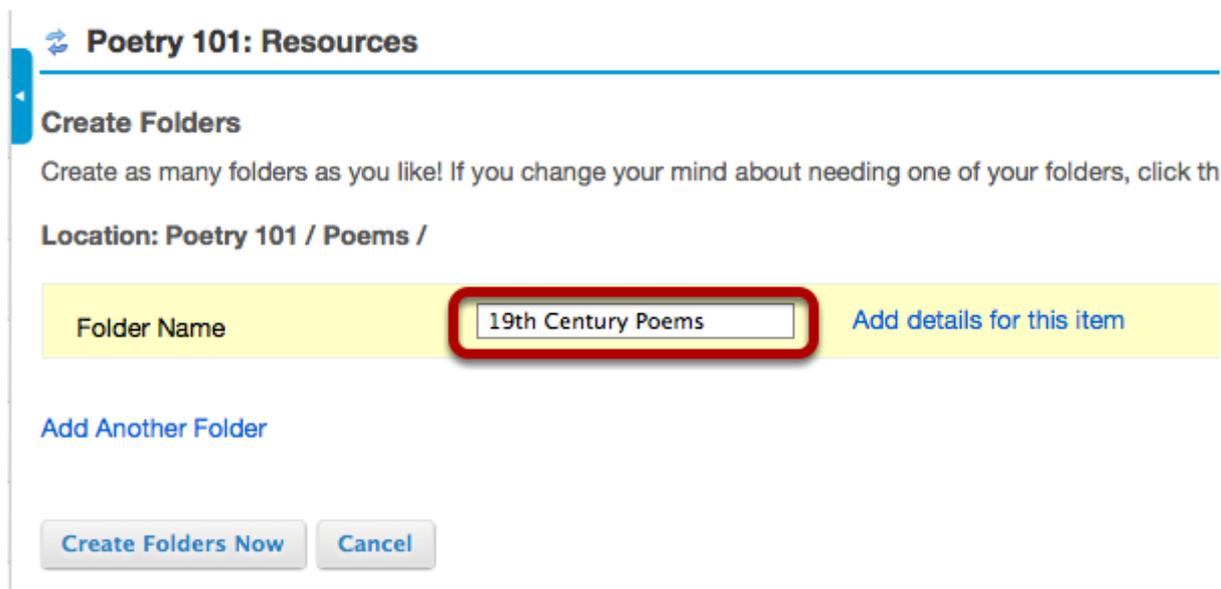
Copy Content from My Other Sites

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

To create a subfolder within a folder, from the **Add** 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.



Poetry 101: Resources

### Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, click th

Location: Poetry 101 / Poems /

Folder Name  [Add details for this item](#)

[Add Another Folder](#)

[Create Folders Now](#) [Cancel](#)

## Create multiple subfolders. (Optional)

 Poetry 101: Resources

---

**Create Folders**  
Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X'.

Location: Poetry 101 / Poems /

Folder Name	<input type="text" value="19th Century Poems"/>	<a href="#">Add details for this item</a>
-------------	---	---

[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.

 Poetry 101: Resources

---

**Create Folders**  
Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X'.

Location: Poetry 101 / Poems /

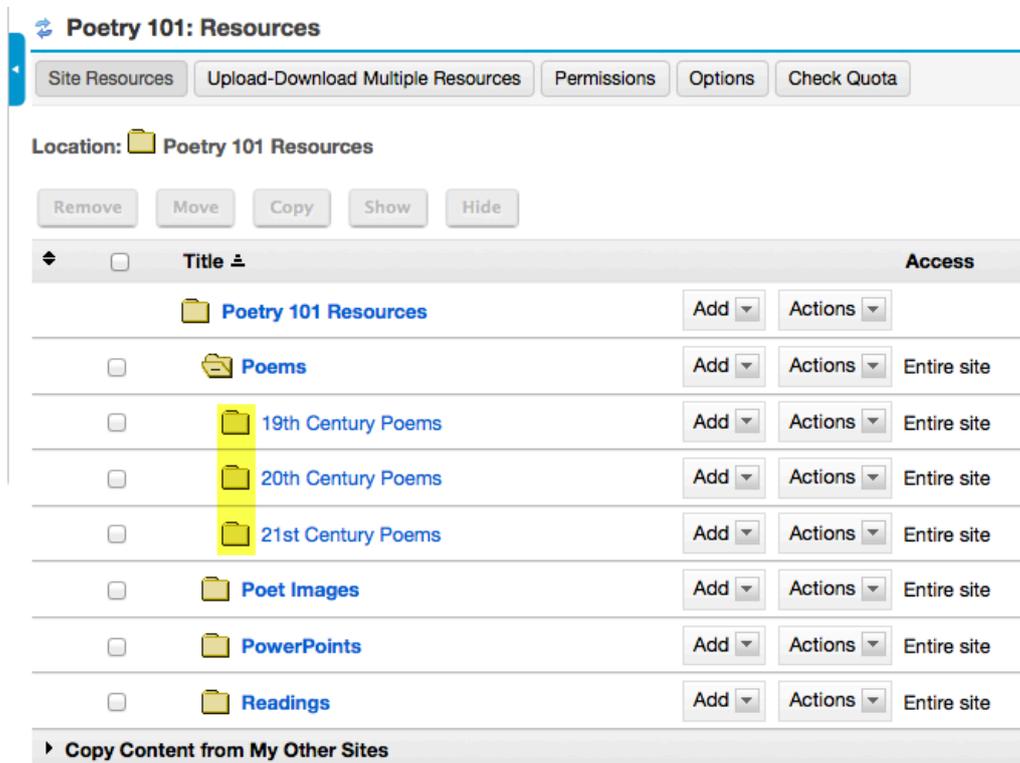
Folder Name	<input type="text" value="19th Century Poems"/>	<a href="#">Add details for this item</a>	
Folder Name	<input type="text" value="20th Century Poems"/>	<a href="#">Add details for this item</a>	
Folder Name	<input type="text" value="21st Century Poems"/>	<a href="#">Add details for this item</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.



The screenshot shows the 'Poetry 101: Resources' page. At the top, there are navigation buttons: 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below these, the location is indicated as 'Poetry 101 Resources'. A row of action buttons includes 'Remove', 'Move', 'Copy', 'Show', and 'Hide'. The main content is a table with columns for 'Title' and 'Access'. The table lists several folders, with the subfolders indented under the parent folder. The subfolders '19th Century Poems', '20th Century Poems', and '21st Century Poems' are highlighted with a yellow background.

<input type="checkbox"/>	Title	Access
<input type="checkbox"/>	<b>Poetry 101 Resources</b>	Add Actions
<input type="checkbox"/>	<b>Poems</b>	Add Actions Entire site
<input type="checkbox"/>	<b>19th Century Poems</b>	Add Actions Entire site
<input type="checkbox"/>	<b>20th Century Poems</b>	Add Actions Entire site
<input type="checkbox"/>	<b>21st Century Poems</b>	Add Actions Entire site
<input type="checkbox"/>	<b>Poet Images</b>	Add Actions Entire site
<input type="checkbox"/>	<b>PowerPoints</b>	Add Actions Entire site
<input type="checkbox"/>	<b>Readings</b>	Add Actions Entire site

Copy Content from My Other Sites

Notice that the subfolders are displayed slightly indented to the parent folder.

# 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 Add, then Add Web Links (URLs).

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title		Access
	 Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>	
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Poetry Web Sites	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<b>Copy Content from My Other Sites</b>			

- Upload Files
- Create Folders
- Add Web Links (URLs)**
- Create HTML Page
- Create Text Document
- Create Citation List

To the right of the folder you would like to add the web link, from the **Add** 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' you have finished.

Location: Poetry 101 / Poetry Web Sites /

Web Address (URL)	<input type="text" value="http://www.poets.org/"/>
Website Name	<input type="text" value="Poets Magazine"/> <a href="#">Add details for this item</a>

[Add Another Web Link](#)

Email Notification

None – No notification

[Add Web Links Now](#)

[Cancel](#)

Enter (or paste) the web site address (URL) and enter a name of the link.

You may also click **Add Another Web Link** to add additional links. (Optional)

## Click Add Web Links Now.

Location: Poetry 101 / Poetry Web Sites /

Web Address (URL)	<input type="text" value="http://www.poets.org/"/>
Website Name	<input type="text" value="Poets Magazine"/> <a href="#">Add details for this item</a> <span style="color: red;">✕</span>
Web Address (URL)	<input type="text" value="http://www.poetryfoundation.org/"/>
Website Name	<input type="text" value="The Poetry Foundation"/> <a href="#">Add details for this item</a> <span style="color: red;">✕</span>
Web Address (URL)	<input type="text" value="http://www.poemhunter.com/poems/"/>
Website Name	<input type="text" value="Poem Hunter"/> <a href="#">Add details for this item</a> <span style="color: red;">✕</span>

[Add Another Web Link](#)

Email Notification

None – No notification ▾

**Add Web Links Now**

Cancel

## View links in Resources.

Location:  Poetry 101 Resources

Remove

Move

Copy

Show

Hide

<input type="checkbox"/>	Title <span style="float: right;">▾</span>	Access	
<input type="checkbox"/>	 Poetry 101 Resources	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾ Entire site
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾ Entire site
<input type="checkbox"/>	 Poetry Web Sites	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾ Entire site
<input type="checkbox"/>	 Poem Hunter	<input type="button" value="Actions"/> ▾	Entire site
<input type="checkbox"/>	 Poets Magazine	<input type="button" value="Actions"/> ▾	Entire site
<input type="checkbox"/>	 The Poetry Foundation	<input type="button" value="Actions"/> ▾	Entire site
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾ Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> ▾	<input type="button" value="Actions"/> ▾ Entire site

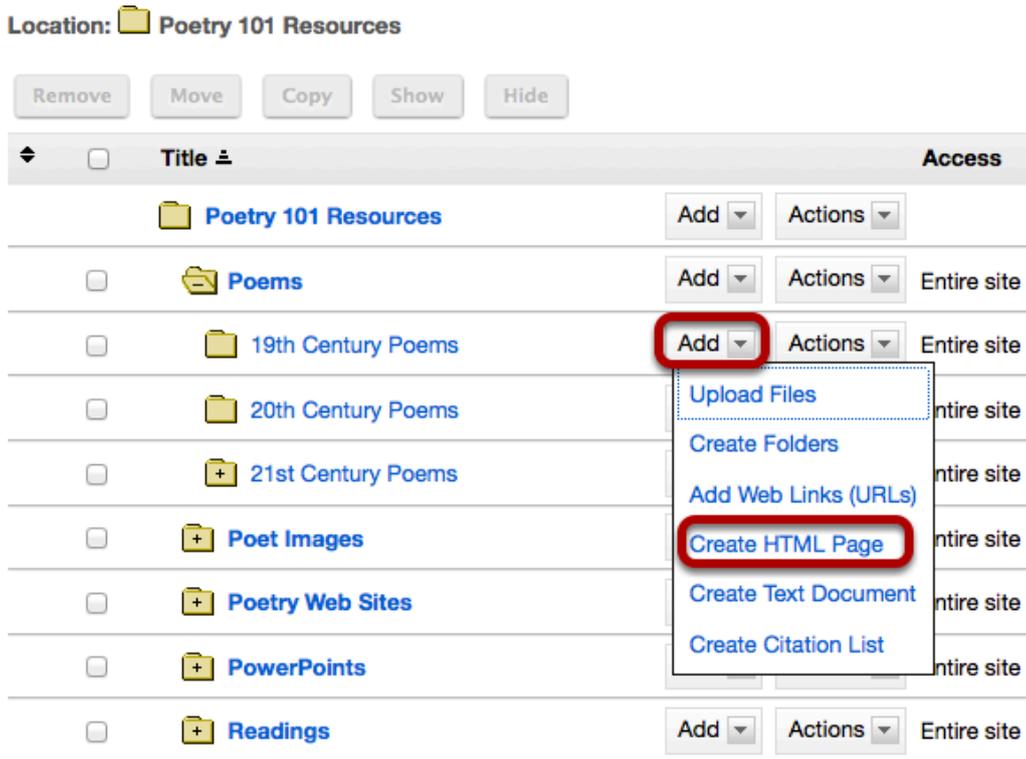
This creates links to the web sites in the selected Resource folder.

# How do I create an HTML page?

## Go to Resources.

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

## Click Add, then Create HTML.



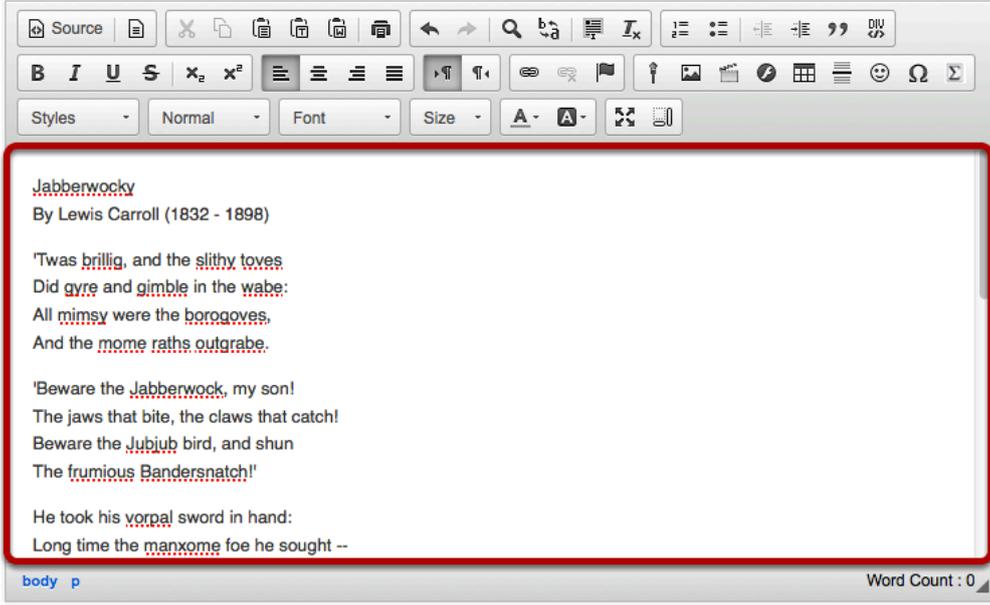
To the right of the folder where you want to create the HTML page, from the **Add** drop-down menu, select **Create HTML**.

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 wabe:  
All mimsy were the borogoves,  
And the mome raths outgrabe.

'Beware the Jabberwock, my son!  
The jaws that bite, the claws that catch!  
Beware the Jubjub bird, and shun  
The frumious Bandersnatch!'

He took his vorpal sword in hand:  
Long time the manxome foe he sought --

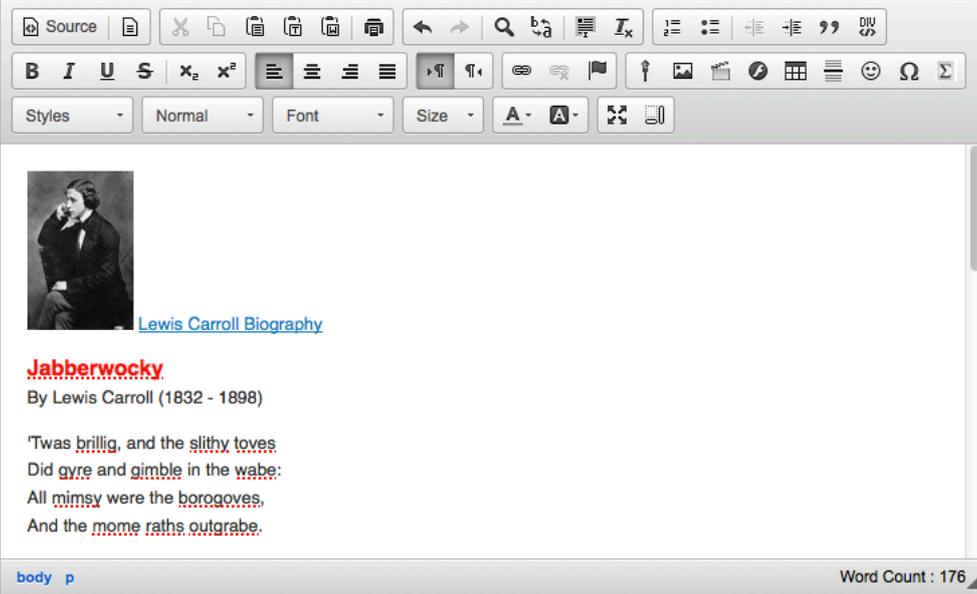
body p Word Count : 0

Continue Cancel

Enter (or paste) the text content of the document into the document.

# Use the Rich Text Editor to format or add links and media.

**Create HTML Page**  
Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.



**Continue** Cancel

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 HTML Page

**Name**

**Description**

**Copyright Status**  [\(more info\)](#)

**Copyright Alert**  Display copyright alert and require acknowledgement when accessed by others. [\(wha](#)

**Availability and Access**  
Choose who can see this item.

Only **members of this site** can see this file.

This file is **publicly viewable**.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden iter

Show this item

From  
Date:

Until  
Date:

Hide this item

**Optional properties**

Email Notification

Enter a **Name** for the HTML document and any other data as needed, then click **Finish**.

## View HTML file in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

<input type="checkbox"/>	Title		
	 Poetry 101 Resources		
<input type="checkbox"/>	 Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 19th Century Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 Jabberwocky - Lewis Carroll (1832 - 1898) 		Actions ▾
<input type="checkbox"/>	 20th Century Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 21st Century Poems	Add ▾	Actions ▾
<input type="checkbox"/>	 Poet Images	Add ▾	Actions ▾

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 text document?

## Go to Resources.

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

## Click Add, then Create Text Document.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title 	Access
	 Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 19th Century Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 20th Century Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 21st Century Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Poetry Web Sites	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site

The 'Add' dropdown menu for the '19th Century Poems' folder is open, showing the following options: Upload Files, Create Folders, Add Web Links (URLs), Create HTML Page, **Create Text Document**, and Create Citation List. The 'Create Text Document' option is highlighted with a red box.

To the right of the folder where you want to create the text document, from the **Add** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

## Enter text, then click Continue.

Poetry 101: Resources

---

### 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.  
The early birds ere long will wake:  
'T is time for the Elves to go.

Enter (or paste) the text into the text box, then click **Continue**.

This displays The details page for the text document.

# Enter document information.

Poetry 101: Resources

---

Create Text Document

Enter the name of the Simple Text Document (required), set any other properties you wish, and then click "Finish" to create the Simple Text Document with \*

Name

Description

Copyright Status  (more info)

Copyright Alert  Display copyright alert and require acknowledgement when accessed by others. (what's this?)

Availability and Access

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even if

Show this item

From

Date:    Time:

Until

Date:    Time:

Hide this item

Optional properties

Email Notification

Enter a **Name** for the text document, add additional data if needed, then click **Finish**.

## View text document in Resources.

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

<input type="checkbox"/>	Title		
<input type="checkbox"/>	 Poetry 101 Resources		Actions
<input type="checkbox"/>	 Poems	Add	Actions
<input type="checkbox"/>	 19th Century Poems	Add	Actions
<input type="checkbox"/>	 Fairy Song - Louisa May Alcott 		Actions
<input type="checkbox"/>	 20th Century Poems	Add	Actions
<input type="checkbox"/>	 21st Century Poems	Add	Actions
<input type="checkbox"/>	 Poet Images	Add	Actions

Click icon to view file description

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 drag-and-drop files from my computer to a Resources folder?

## Go to Resources.

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

## Click Add, then Upload Files.

Location:  Poetry 101 Resources

[Remove](#) [Move](#) [Copy](#) [Show](#) [Hide](#)

	<input type="checkbox"/>	Title 	Access
		 Poetry 101 Resources	<a href="#">Add</a>  <a href="#">Actions</a> 
	<input type="checkbox"/>	 Poems	<a href="#">Add</a>  <a href="#">Actions</a>  Entire site
	<input type="checkbox"/>	 Poet Images	<a href="#">Add</a>  <a href="#">Actions</a>  Entire site
	<input type="checkbox"/>	 PowerPoints	<a href="#">Add</a>  <a href="#">Actions</a>  Entire site
	<input type="checkbox"/>	 Readings	<a href="#">Add</a>  <a href="#">Actions</a>  Entire site
<a href="#">Copy Content from My Other Sites</a>			

[Add](#) 

- [Upload Files](#)
- [Create Folders](#)
- [Add Web Links \(URLs\)](#)
- [Create HTML Page](#)
- [Create Text Document](#)
- [Create Citation List](#)

To the right of the folder you want to drag-and-drop files, from the **Add** drop-down menu, select **Upload Files**.

This displays the upload Files page.

# Drag and drop files from your computer.

Location: Poetry 101 / Poet Images /

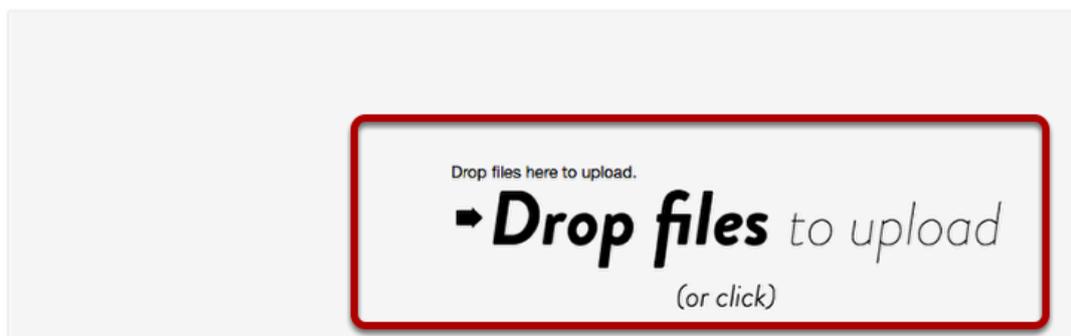
File To Upload	<input type="button" value="Browse..."/> No file selected.	
Display Name	<input type="text"/>	<a href="#">Add details for this item</a>

[Add Another File](#)

Email Notification

You can only upload 20 MB worth of files at one time. You may need to upload large files one at a time.

Drag and drop files into the box to upload. If you upload a zip file the contents will be unzipped into a folder. It may take a few minutes to upload large files.



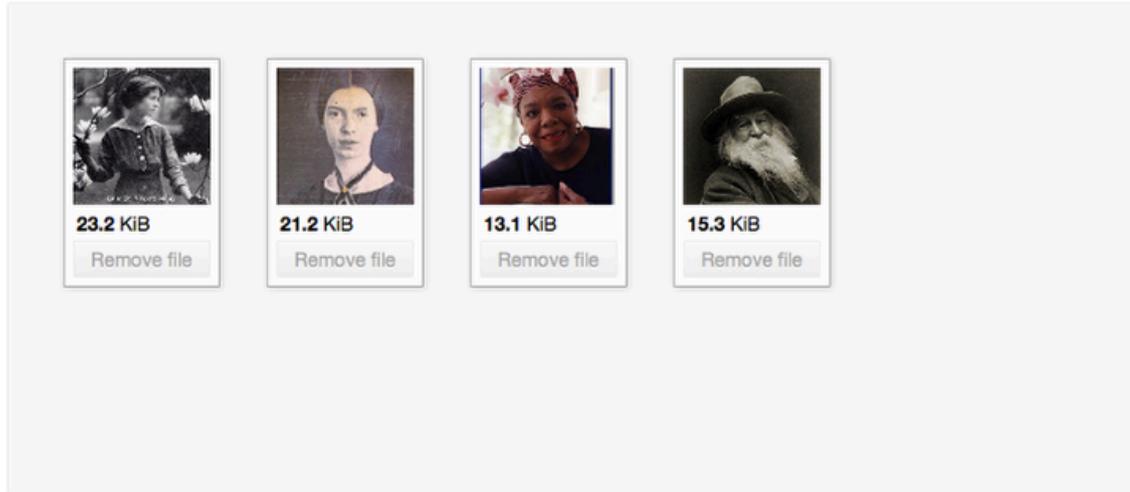
Drag files from your computer and drop them in box marked "Drop files to upload". This will display thumbnails of the files that will be uploaded.

# Click Continue.

Upload Files Now Cancel

You can only upload 20 MB worth of files at one time. You may need to upload large files one at a time.

Drag and drop files into the box to upload. If you upload a zip file the contents will be unzipped into a folder. It may take a few minutes to upload large files.



The screenshot shows a file upload interface with four files displayed in a row. Each file is represented by a thumbnail image, its size in KiB, and a 'Remove file' button. The files are:

Thumbnail	Size (KiB)	Action
	23.2	Remove file
	21.2	Remove file
	13.1	Remove file
	15.3	Remove file

Continue Cancel

This uploads the files.

# View files in Resources.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title		Access
	 Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>	
<input type="checkbox"/>	 Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Poet Images	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 EdnaStVincentMillay.jpg	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 EmilyDickinson.jpg	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 MayaAngelou.jpg	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Walt_Whitman.jpg	<input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/>	Entire site
<input type="button" value="Copy Content from My Other Sites"/>			

The files are now located inside the selected Resources folder.

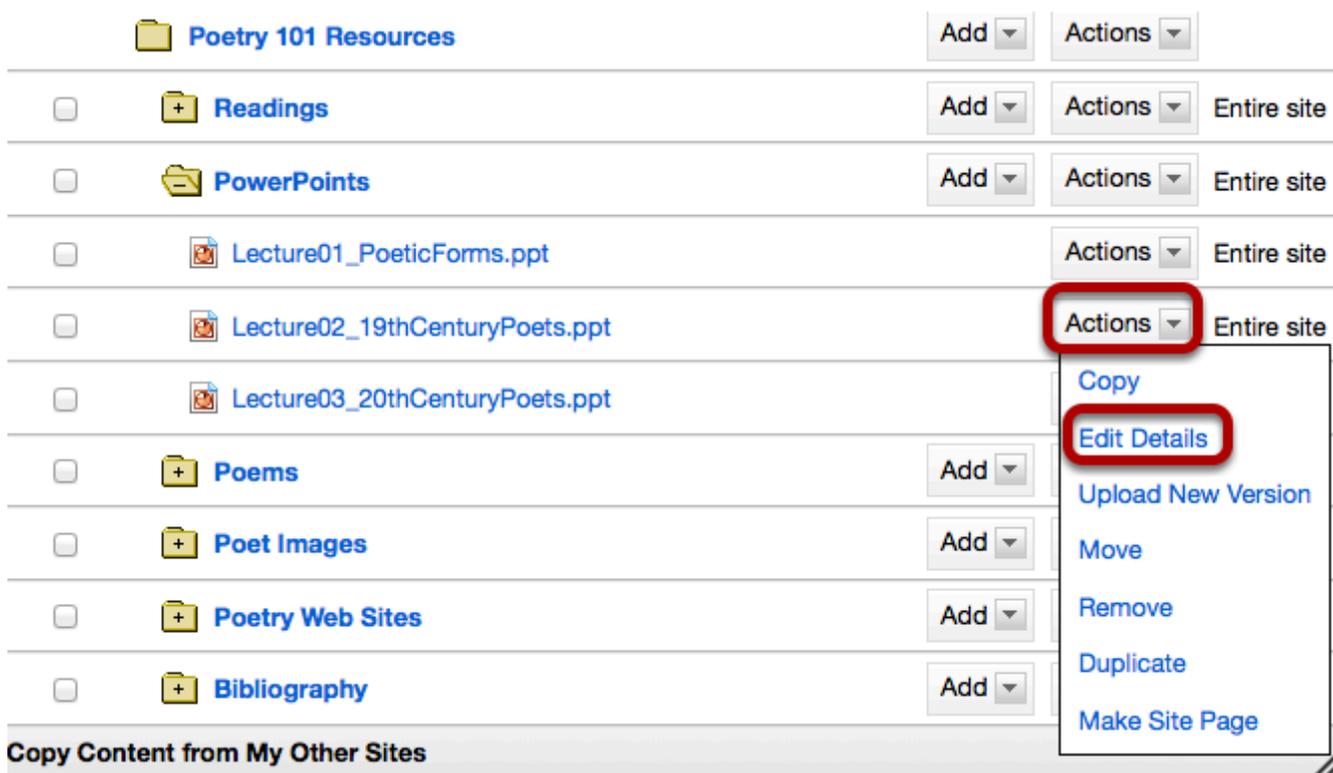
# How do I set the display of a Resources item to a specific time period?

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.



The screenshot shows the Sakai Resources tool interface. At the top, there is a folder icon and the text "Poetry 101 Resources". Below this, there is a list of items, each with a checkbox on the left and an "Add" button on the right. The items are:

- Readings
- PowerPoints
- Lecture01\_PoeticForms.ppt
- Lecture02\_19thCenturyPoets.ppt
- Lecture03\_20thCenturyPoets.ppt
- Poems
- Poet Images
- Poetry Web Sites
- Bibliography

Each item has an "Add" button and an "Actions" button. The "Actions" button for "Lecture02\_19thCenturyPoets.ppt" is highlighted with a red circle. A dropdown menu is open for this button, showing the following options:

- Copy
- Edit Details (highlighted with a red circle)
- Upload New Version
- Move
- Remove
- Duplicate
- Make Site Page

At the bottom of the interface, there is a button labeled "Copy Content from My Other Sites".

To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**..

This displays the Edit details page for the item.

# Specify dates.

## Availability and Access

Choose who can see this item.

- Only **members of this site** can see this file.
- This file is **publicly viewable**.

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item

From

Date:

Until

Date:

Hide this item

Email Notification

Under **Availability and Access**, select **From** and **Until**, set the dates and times, 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.

<input type="checkbox"/>	Poetry 101 Resources	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	PowerPoints	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	Lecture01_PoeticForms.ppt		<input type="button" value="Actions"/>
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt		<input type="button" value="Actions"/>
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt		<input type="button" value="Actions"/>

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 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.

Location: Poetry 101 Resources

<input type="checkbox"/>	Title	Access
<input type="checkbox"/>	Poetry 101 Resources	<input type="button" value="Add"/> <input type="button" value="Actions"/>
<input type="checkbox"/>	Bibliography	<input type="button" value="Add"/> <input type="button" value="Actions"/> Public
<input type="checkbox"/>	Poems	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	Poet Images	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	PowerPoints	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	Poetry Web Sites	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	Readings	<input type="button" value="Add"/> <input type="button" value="Actions"/> Entire site
<input type="button" value="Copy Content from My Other Sites"/>		

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

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.

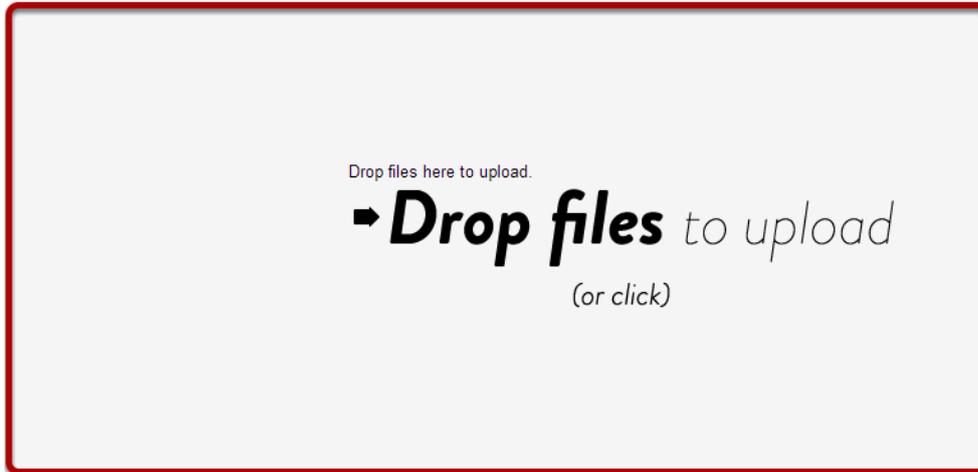
[Poetry 101: Resources](#)

---

Upload Files

Location: Poetry 101 / Readings /

Drag and drop files from your dekstop into the box below. [Switch to file browser upload?](#)



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

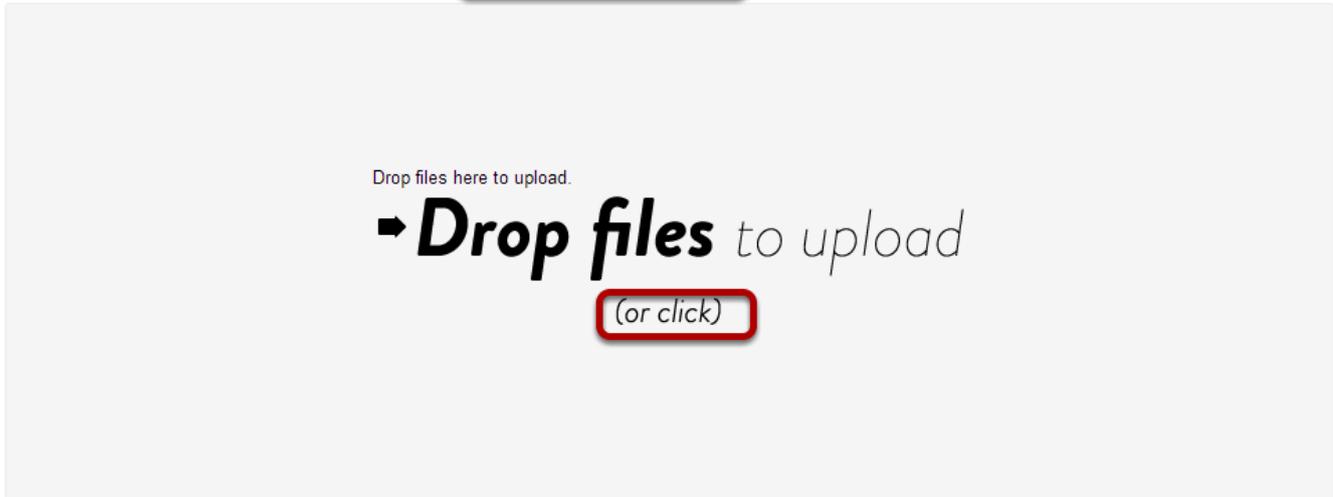
Drag the zip file from your computer and drop it in the box marked "Drop files to upload". This will display a thumbnail of the zip file that will be uploaded.

## Or, click to use the file browser upload.

### Upload Files

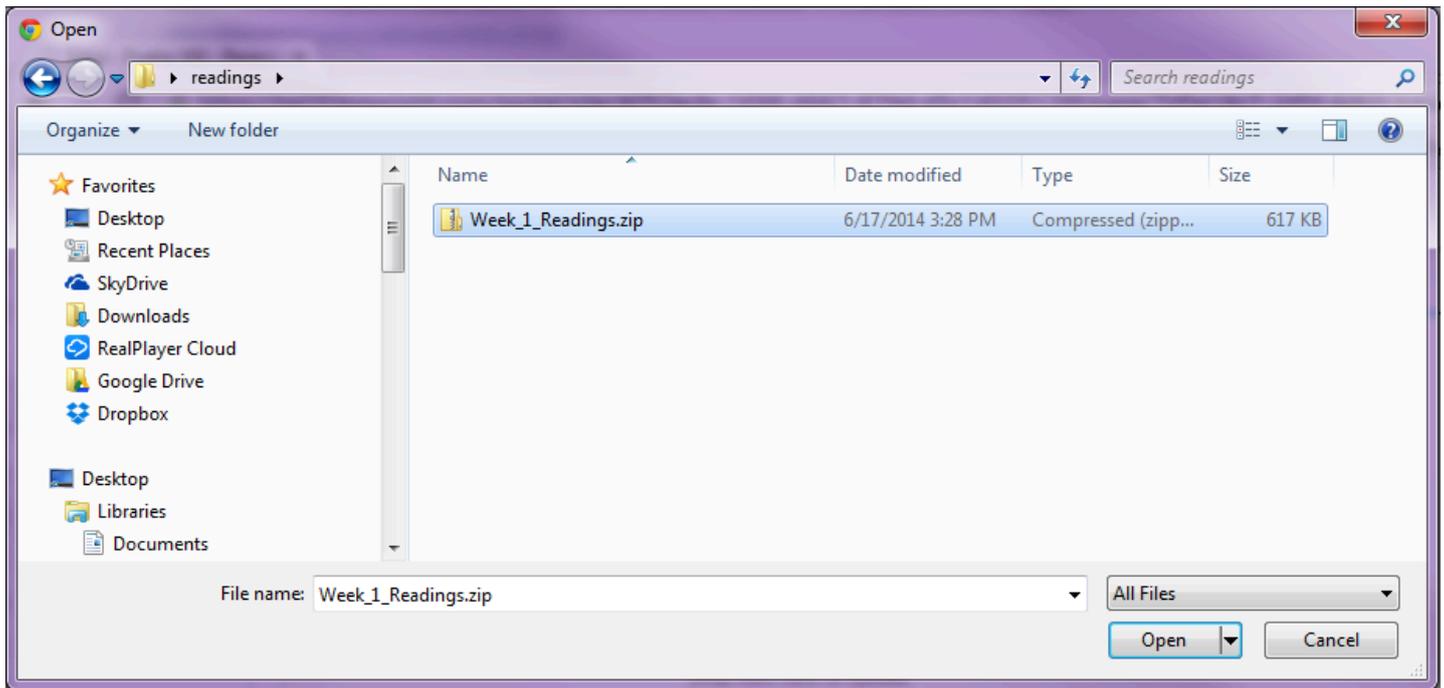
Location: Poetry 101 / Readings /

Drag and drop files from your dekstop into the box below [Switch to file browser upload?](#)



If you prefer to browse for your file instead, click on the **Switch to file browser upload?** link, or click once within the **Drop Files** area to go to the file browser view.

## Locate and select the file on your computer.



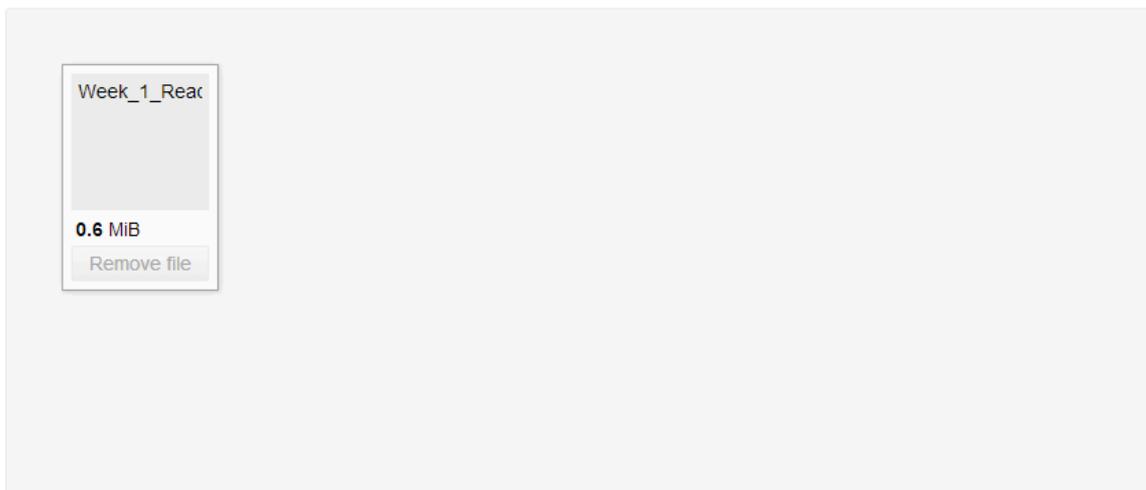
## Click Continue.

### Poetry 101: Resources

#### Upload Files

Location: Poetry 101 / Readings /

Drag and drop files from your dekstop into the box below. [Switch to file browser upload?](#)



**Continue** Cancel

This uploads the zip file.

# Click Actions, then Expand Zip Archive.

The screenshot shows the Sakai 10 interface for a site named "Poetry 101: Resources". At the top, there are navigation tabs: "Site Resources", "Upload-Download Multiple Resources", "Permissions", "Options", and "Check Quota". Below this, the location is "Poetry 101 Resources" and there are buttons for "Remove", "Move", "Copy", "Show", and "Hide". A table lists resources with columns for "Title" and "Access". The resources are: "Poetry 101 Resources", "Bibliography", "Poems", "Poet Images", "PowerPoints", "Poetry Web Sites", "Readings", "Week\_2\_Readings", and "Week\_1\_Readings.zip". The "Week\_1\_Readings.zip" row is highlighted in yellow. A red box highlights the "Actions" dropdown menu for this file, which is open and shows options: "Copy", "Edit Details", "Upload New Version", "Expand ZIP Archive", "Move", "Remove", "Duplicate", and "Make Site Page". The "Expand ZIP Archive" option is also highlighted with a red box.

Title	Access
Poetry 101 Resources	
Bibliography	Public
Poems	Entire site
Poet Images	Entire site
PowerPoints	Entire site
Poetry Web Sites	Entire site
Readings	Entire site
Week_2_Readings	Entire site
Week_1_Readings.zip	Entire site

From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

## View zip contents in Resources.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location: Poetry 101 Resources

Remove Move Copy Show Hide

Title	Access
Poetry 101 Resources	Add Actions
Bibliography	Add Actions Public
Poems	Add Actions Entire site
Poet Images	Add Actions Entire site
PowerPoints	Add Actions Entire site
Poetry Web Sites	Add Actions Entire site
Readings	Add Actions Entire site
Week_1_Readings	Add Actions Entire site
AmericanPoets.pdf	Add Actions Entire site
APoetsJourney.pdf	Add Actions Entire site
RobertFrost_AtTufts1915.pdf	Add Actions Entire site
Week_2_Readings	Add Actions Entire site
Week_1_Readings.zip	Add Actions Entire site

Copy Content from My Other Sites

**New subfolder** (points to Week\_1\_Readings)

**Unpacked files** (points to AmericanPoets.pdf, APoetsJourney.pdf, RobertFrost\_AtTufts1915.pdf)

**Original zip file** (points to Week\_1\_Readings.zip)

The zip file is automatically unpacked within the current folder.

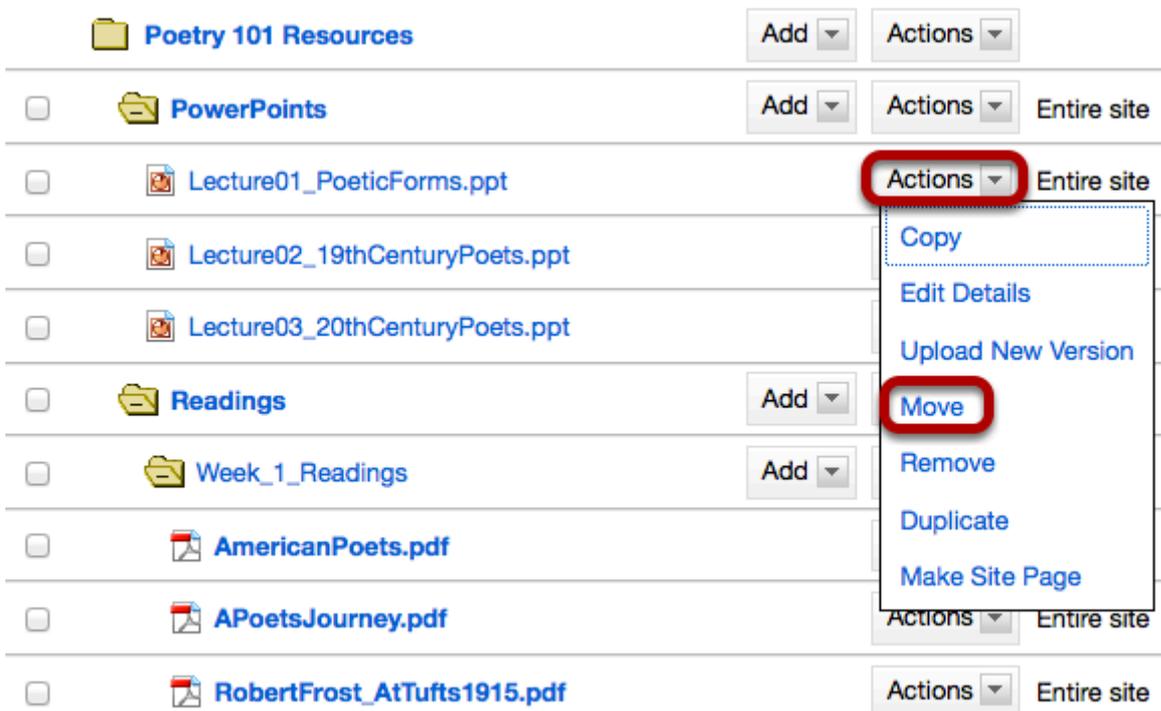
*Note: A new subfolder within the current folder is created using the name of the zip file. The zip file content is unpacked within this new subfolder and the original zip file remains.*

# 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.



The screenshot displays the 'Poetry 101 Resources' page. It features a list of folders and files, each with an 'Add' button and an 'Actions' dropdown menu. The 'Actions' menu for the file 'Lecture01\_PoeticForms.ppt' is open, showing options like 'Copy', 'Edit Details', 'Upload New Version', 'Move', 'Remove', 'Duplicate', and 'Make Site Page'. The 'Move' option is highlighted with a red circle. The 'Actions' dropdown menu for the file is also circled in red.

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 Reset to cancel)

## Click Actions, then Paste Moved Items.

The screenshot shows a file management interface with a list of folders and files. The folders are 'PowerPoints', 'Readings', and 'Week\_2\_Readings'. The files are 'Lecture01\_PoeticForms.ppt', 'Lecture02\_19thCenturyPoets.ppt', 'Lecture03\_20thCenturyPoets.ppt', 'AmericanPoets.pdf', 'APoetsJourney.pdf', and 'RobertFrost\_AtTufts1915.pdf'. The 'Actions' dropdown menu is open for the 'Week\_1\_Readings' folder, and the 'Paste moved items' option is highlighted with a red box.

Item	Add	Actions	Entire site	Ne
<input type="checkbox"/> PowerPoints	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site	Ne
<input type="checkbox"/> Lecture01_PoeticForms.ppt		<input type="button" value="Actions"/>	Entire site	Ne
<input type="checkbox"/> Lecture02_19thCenturyPoets.ppt		<input type="button" value="Actions"/>	Entire site	Ne
<input type="checkbox"/> Lecture03_20thCenturyPoets.ppt		<input type="button" value="Actions"/>	Entire site	Ne
<input type="checkbox"/> Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site	Ne
<input type="checkbox"/> Week_1_Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>	Entire site	Ne
<input type="checkbox"/> AmericanPoets.pdf				Ne
<input type="checkbox"/> APoetsJourney.pdf				Ne
<input type="checkbox"/> RobertFrost_AtTufts1915.pdf				Ne
<input type="checkbox"/> Week_2_Readings	<input type="button" value="Add"/>			Ne
▶ Copy Content from My Other Sites				

- Paste moved items
- Copy
- Edit Details
- Reorder
- Compress to ZIP Archive
- Move
- Remove
- Edit Folder Permissions
- Make Site Page

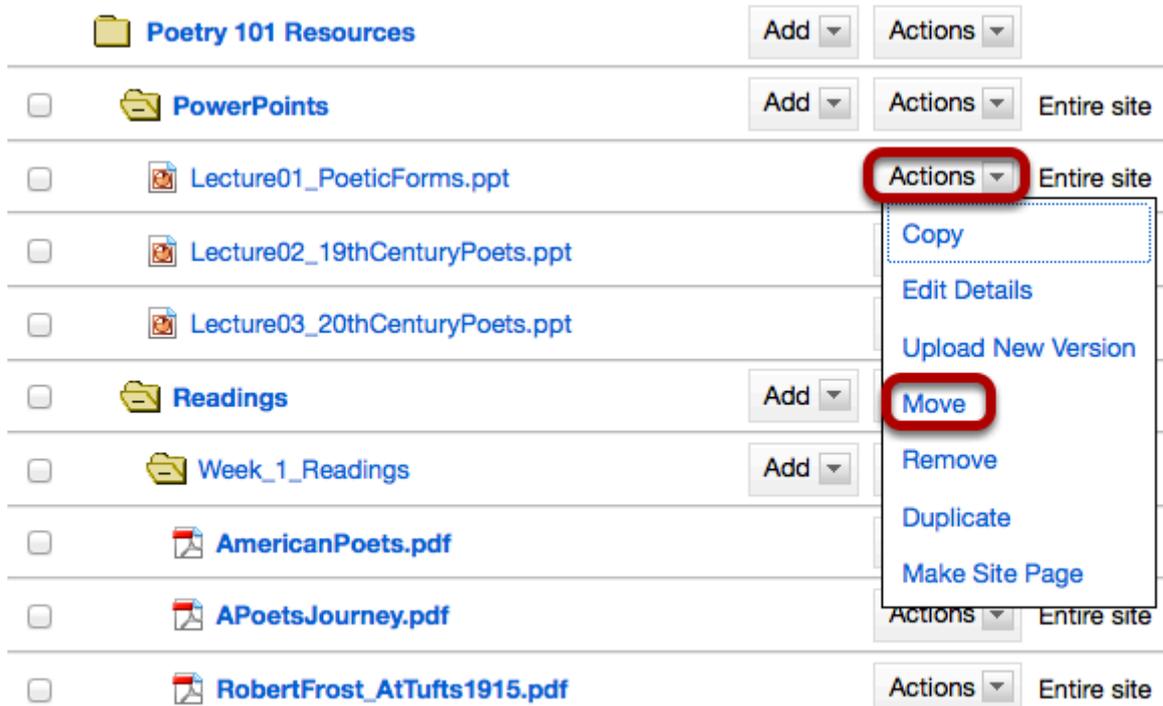
To the right of the folder you want to move the file or folder to, from the **Actions** drop-down menu, select **Paste Moved Items**.

## View moved file in new location.

<input type="checkbox"/>	 <b>PowerPoints</b>	Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	 <b>Lecture02_19thCenturyPoets.ppt</b>		Actions ▾	Entire site
<input type="checkbox"/>	 <b>Lecture03_20thCenturyPoets.ppt</b>		Actions ▾	Entire site
<input type="checkbox"/>	 <b>Readings</b>	Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	 <b>Week_1_Readings</b>	Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	 <b>AmericanPoets.pdf</b>		Actions ▾	Entire site
<input type="checkbox"/>	 <b>APoetsJourney.pdf</b>		Actions ▾	Entire site
<input type="checkbox"/>	 <b>Lecture01_PoeticForms.ppt</b>		Actions ▾	Entire site
<input type="checkbox"/>	 <b>RobertFrost_AtTufts1915.pdf</b>		Actions ▾	Entire site
<input type="checkbox"/>	 <b>Week_2_Readings</b>	Add ▾	Actions ▾	Entire site

This returns the display to the Resources page with the file or folder now moved to the other folder.

## Method 2: Click Actions, then Move.



The screenshot displays a list of resources in a Sakai 10 interface. At the top, there is a folder icon and the text "Poetry 101 Resources" followed by "Add" and "Actions" buttons. Below this, a list of items is shown, each with a checkbox, an icon, a name, and an "Add" button. The items are:

- Folder: PowerPoints
- File: Lecture01\_PoeticForms.ppt
- File: Lecture02\_19thCenturyPoets.ppt
- File: Lecture03\_20thCenturyPoets.ppt
- Folder: Readings
- Folder: Week\_1\_Readings
- File: AmericanPoets.pdf
- File: APoetsJourney.pdf
- File: RobertFrost\_AtTufts1915.pdf

The "Actions" dropdown menu for the file "Lecture01\_PoeticForms.ppt" is open, showing the following options: Copy, Edit Details, Upload New Version, Move (highlighted with a red circle), Remove, Duplicate, and Make Site Page. The "Move" option is the target of the instruction.

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 Reset to cancel)

## Click the clipboard icon.

<input type="checkbox"/>	Poetry 101 Resources		Add ▾	Actions ▾	
<input type="checkbox"/>	PowerPoints		Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	Lecture01_PoeticForms.ppt			Actions ▾	Entire site
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt			Actions ▾	Entire site
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt			Actions ▾	Entire site
<input type="checkbox"/>	Readings		Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	Week_1_Readings		Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	AmericanPoets.pdf			Actions ▾	Entire site
<input type="checkbox"/>	APoetsJourney.pdf			Actions ▾	Entire site
<input type="checkbox"/>	RobertFrost_AtTufts1915.pdf			Actions ▾	Entire site

To the right of the folder you want to move the file or folder to, click the clipboard icon.

## View moved file in new location.

<input type="checkbox"/>	PowerPoints		Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	Lecture02_19thCenturyPoets.ppt			Actions ▾	Entire site
<input type="checkbox"/>	Lecture03_20thCenturyPoets.ppt			Actions ▾	Entire site
<input type="checkbox"/>	Readings		Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	Week_1_Readings		Add ▾	Actions ▾	Entire site
<input type="checkbox"/>	AmericanPoets.pdf			Actions ▾	Entire site
<input type="checkbox"/>	APoetsJourney.pdf			Actions ▾	Entire site
<input type="checkbox"/>	Lecture01_PoeticForms.ppt			Actions ▾	Entire site
<input type="checkbox"/>	RobertFrost_AtTufts1915.pdf			Actions ▾	Entire site
<input type="checkbox"/>	Week_2_Readings		Add ▾	Actions ▾	Entire site

This returns the display to the Resources page with the file or folder now moved to the other folder.

## Method 3: Select multiple items, then click Move.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title		
<input type="checkbox"/>	 Poetry 101 Resources	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 PowerPoints	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Week_1_Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 Week_2_Readings	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 EmilyDickinson_BecauseICouldNotSto ForDeath.doc		<input type="button" value="Actions"/>
<input checked="" type="checkbox"/>	 JohnHolmes_AddressToTheLiving.doc		<input type="button" value="Actions"/>
<input checked="" type="checkbox"/>	 RobertFrost_AtTufts1915.pdf		<input type="button" value="Actions"/>
<input checked="" type="checkbox"/>	 WaltWhitman_AChildSaid.docx		<input type="button" value="Actions"/>

▶ Copy Content from My Other Sites

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 Reset to cancel)

## Click the clipboard icon.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title		
<input type="checkbox"/>	 Poetry 101 Resources	 Add	Actions
<input type="checkbox"/>	 PowerPoints	 Add	Actions
<input type="checkbox"/>	 Readings	 Add	Actions
<input type="checkbox"/>	 Week_1_Readings	 Add	Actions
<input type="checkbox"/>	 Week_2_Readings	 Add	Actions
<input type="checkbox"/>	 EmilyDickinson_BecauseICouldNotSto ForDeath.doc		Actions
<input checked="" type="checkbox"/>	 JohnHolmes_AddressToTheLiving.doc		Actions
<input checked="" type="checkbox"/>	 RobertFrost_AtTufts1915.pdf		Actions
<input checked="" type="checkbox"/>	 WaltWhitman_AChildSaid.docx		Actions
<b>▶ Copy Content from My Other Sites</b>			

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.

Location:  Poetry 101 Resources

<input type="checkbox"/>	Title 	Access
<input type="checkbox"/>	 Poetry 101 Resources <span style="float: right;"><input type="button" value="Add"/> <input type="button" value="Actions"/></span>	
<input type="checkbox"/>	 PowerPoints <span style="float: right;"><input type="button" value="Add"/> <input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 Readings <span style="float: right;"><input type="button" value="Add"/> <input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 Week_1_Readings <span style="float: right;"><input type="button" value="Add"/> <input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 AmericanPoets.pdf <span style="float: right;"><input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 APoetsJourney.pdf <span style="float: right;"><input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 JohnHolmes_AddressToTheLiving.doc <span style="float: right;"><input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 RobertFrost_AtTufts1915.pdf <span style="float: right;"><input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 WaltWhitman_AChildSaid.docx <span style="float: right;"><input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 Week_2_Readings <span style="float: right;"><input type="button" value="Add"/> <input type="button" value="Actions"/></span>	Entire site
<input type="checkbox"/>	 EmilyDickinson_BecauseICouldNotSto ForDeath.doc <span style="float: right;"><input type="button" value="Actions"/></span>	Entire site

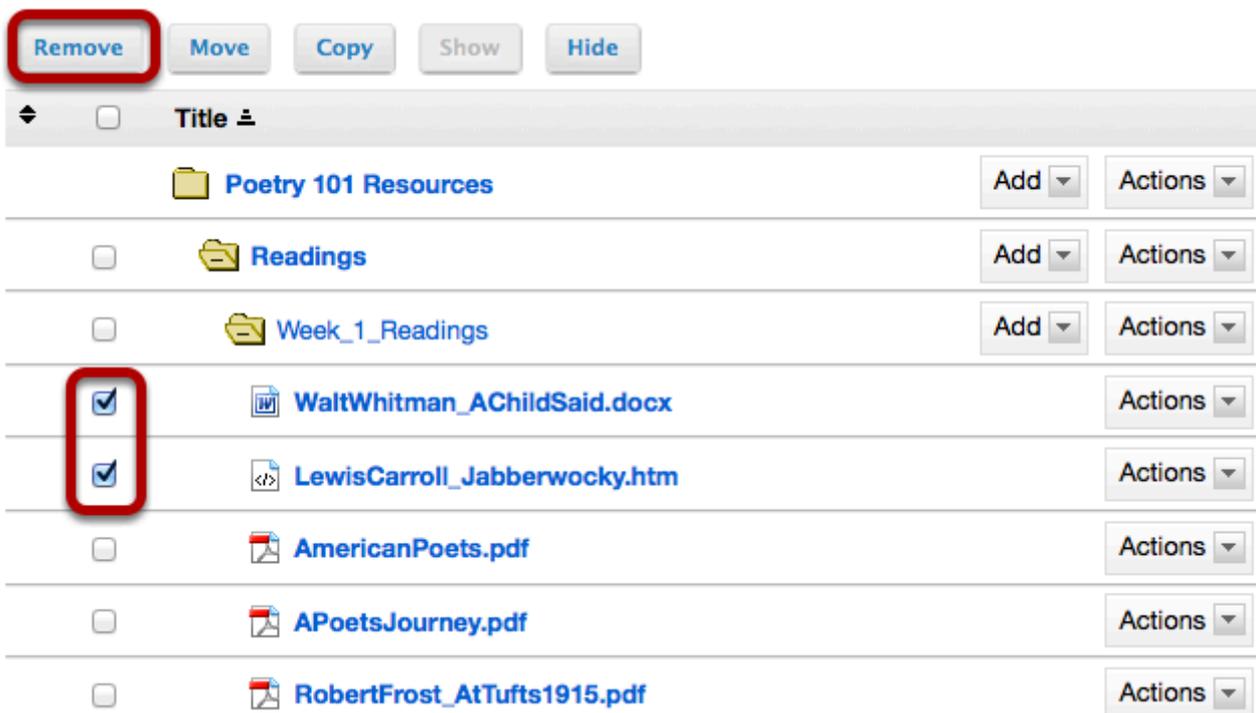
This returns the display to the Resources page with the files or folders now moved to the other folder.

# 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 Remove.



To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click **Remove**.

This displays the Remove confirmation page.

## Click Remove again to confirm.

 **Poetry 101: Resources**

---

 Are you sure you want to remove the following item(s)?

Remove confirmation...

Name
 <a href="#">LewisCarroll_Jabberwocky.htm</a>
 <a href="#">WaltWhitman_AChildSaid.docx</a>

**Remove**

## Items are removed.

<input type="checkbox"/>	 <a href="#">Poetry 101 Resources</a>	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 <a href="#">Readings</a>	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 <a href="#">Week_1_Readings</a>	<input type="button" value="Add"/>	<input type="button" value="Actions"/>
<input type="checkbox"/>	 <a href="#">AmericanPoets.pdf</a>		<input type="button" value="Actions"/>
<input type="checkbox"/>	 <a href="#">APoetsJourney.pdf</a>		<input type="button" value="Actions"/>
<input type="checkbox"/>	 <a href="#">RobertFrost_AtTufts1915.pdf</a>		<input type="button" value="Actions"/>
<input type="checkbox"/>	 <a href="#">Week_2_Readings</a>	<input type="button" value="Add"/>	<input type="button" value="Actions"/>

*Note: If you remove a folder, all of the items inside the folder are also removed.*

## Method 2: Click Actions,, then Remove.

The screenshot shows a file management interface for 'Poetry 101 Resources'. The list includes folders like 'Readings', 'Week\_1\_Readings', 'Week\_2\_Readings', and 'PowerPoints', and files like 'LewisCarroll\_Jabberwocky.htm', 'AmericanPoets.pdf', 'APoetsJourney.pdf', and 'RobertFrost\_AtTufts1915.pdf'. The 'Actions' dropdown menu for the selected file is open, showing options: Copy, Edit Details, Edit Content, Upload New Version, Move, Remove, Duplicate, and Make Site Page. The 'Remove' option is highlighted with a red circle.

To the right of the file or folder you want to remove, from the **Actions** drop-down menu, select **Remove**.

This displays the Remove confirmation page.

## Click Remove again to confirm.

The screenshot shows the 'Remove confirmation...' dialog box. It contains a warning icon and the text 'Are you sure you want to remove the following item(s)?'. Below this, the item 'LewisCarroll\_Jabberwocky.htm' is listed. At the bottom, there are two buttons: 'Remove' and 'Cancel'. The 'Remove' button is highlighted with a red circle.

## The Item is removed.

<input type="checkbox"/>	 Poetry 101 Resources	Add ▾	Actions ▾
<input type="checkbox"/>	 Readings	Add ▾	Actions ▾
<input type="checkbox"/>	 Week_1_Readings	Add ▾	Actions ▾
<input type="checkbox"/>	 AmericanPoets.pdf		Actions ▾
<input type="checkbox"/>	 APoetsJourney.pdf		Actions ▾
<input type="checkbox"/>	 RobertFrost_AtTufts1915.pdf		Actions ▾

This removes the item from Resources.

*Note: If you remove a folder, all of the items inside the folder are also removed.*

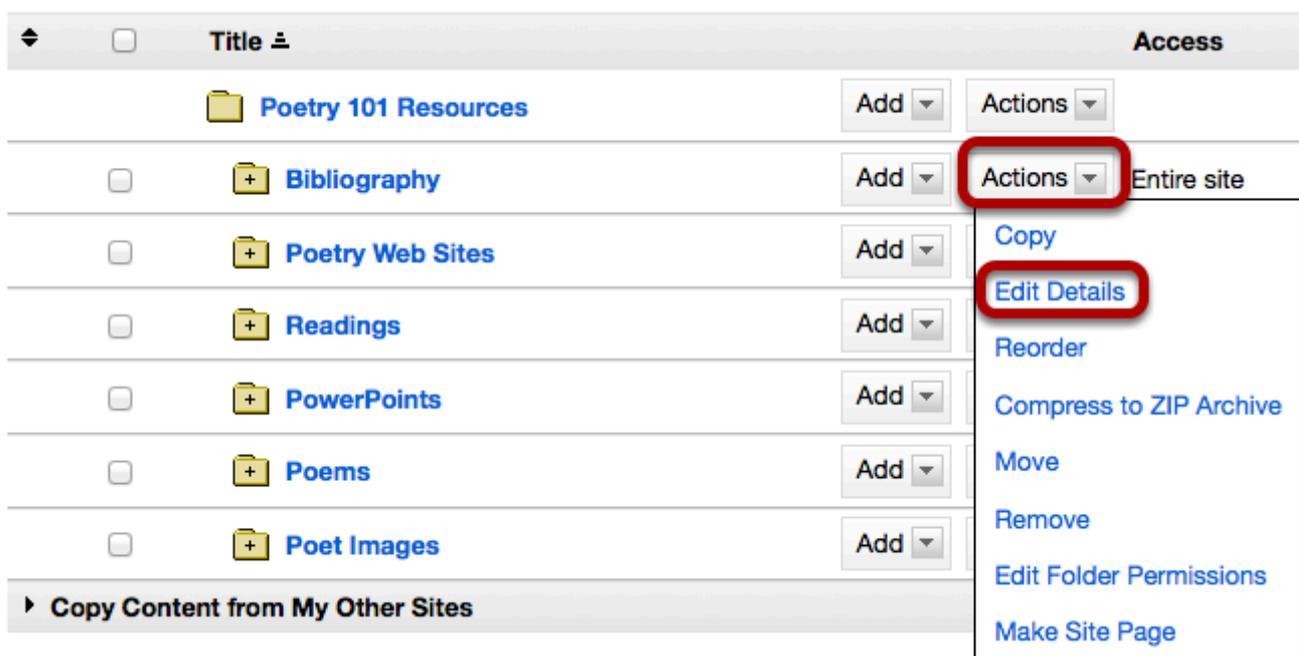
# How do I make a file or folder publicly viewable?

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. 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.



The screenshot shows the Sakai Resources tool interface. It features a table with columns for 'Title' and 'Access'. The 'Title' column contains a list of folders: 'Poetry 101 Resources', 'Bibliography', 'Poetry Web Sites', 'Readings', 'PowerPoints', 'Poems', and 'Poet Images'. Each folder has an 'Add' button and an 'Actions' drop-down menu. The 'Actions' menu for the 'Bibliography' folder is open, showing options: 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Remove', 'Edit Folder Permissions', and 'Make Site Page'. The 'Edit Details' option is highlighted with a red circle.

	Title	Access
	Poetry 101 Resources	Add Actions
<input type="checkbox"/>	Bibliography	Add Actions Entire site
<input type="checkbox"/>	Poetry Web Sites	Add
<input type="checkbox"/>	Readings	Add
<input type="checkbox"/>	PowerPoints	Add
<input type="checkbox"/>	Poems	Add
<input type="checkbox"/>	Poet Images	Add
▶ Copy Content from My Other Sites		

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.
- This folder and its contents are **publicly viewable**.
- Display this folder and its contents to **selected groups** only.



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
	Poetry 101 Resources	Add Actions
<input type="checkbox"/>	Bibliography	Add Actions Public
<input type="checkbox"/>	Poetry Web Sites	Add Actions Entire site

# How do I upload or download multiple resources?

Users can upload/download multiple resources using the WebDAV protocol. WebDAV allows users to transfer 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.

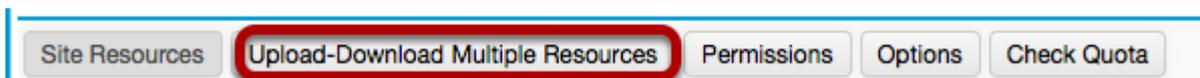
Depending on your specific operating system version, you may find one method performs better than another.

*Note: You may also upload multiple files using the [drag and drop feature](#) in Resources.*

## Go to Resources.

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

## Click Upload-Download Multiple Resources.



To locate directions for setting up WebDAV on your computer, click **Upload / Download Multiple Resources**.

# WebDAV instructions will display.

Site Resources Upload-Download Multiple Resources

## Upload-Download Multiple Resources

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 site's Resources tool. This involves using 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.

**Step 1** - Highlight the following URL and copy it to your clipboard:

<https://qa10.longsight.com/dav/4052ecfe-1698-4662-879d-d5c14035128f>

**Step 2** - Select your operating system below and follow the setup instructions:

[Windows XP](#) [Windows Vista/Windows 7](#) [Mac OS 10.0 - 10.3](#) [Mac OS 10.4 and up](#) [Linux \(Gnome\)](#) [Linux \(KDE\)](#) [Linux console](#)

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.

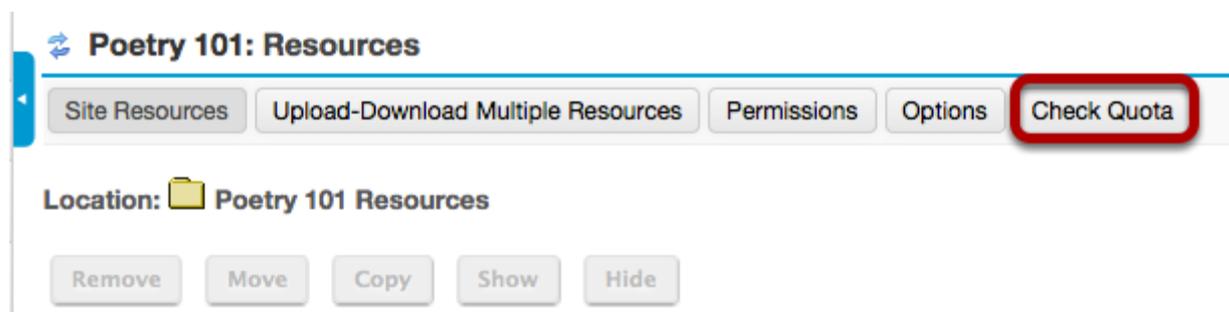
# What is the Resources quota?

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.

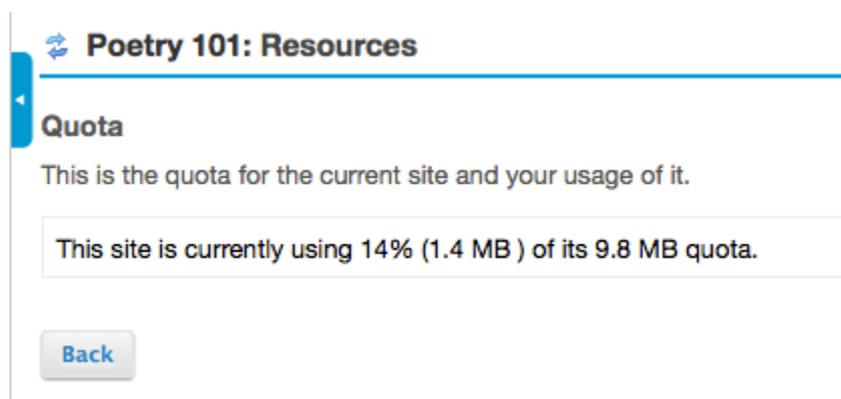
Select the **Resources** tool from the Tool Menu of your site.

## Click Check Quota.



This displays the Resources Quota page.

## Quota is displayed.



The amount of storage space currently being used and the site's quota will be displayed.

# 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 [Rich Text Editor Accessibility Guidelines](#) 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.

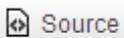
*Note: Some configurations may not have all of the above tools and some may have additional tools.*

# 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.

## Flash



Inserts a Adobe Flash element into the page.

## 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



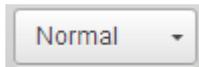
Creates mathematical symbols using MathML language.

## Styles



Applies special styles to a block of text.

## Format



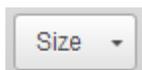
Applies paragraph formatting to a block of text.

## 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.

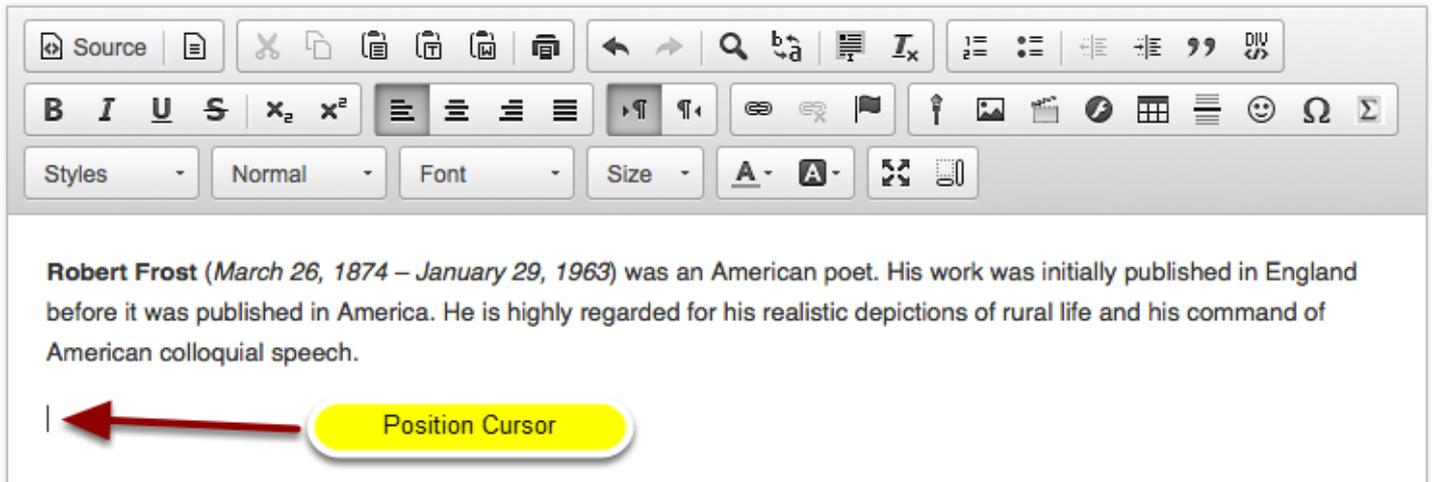
## Show Blocks



Shows where there are block elements boundaries in the text.

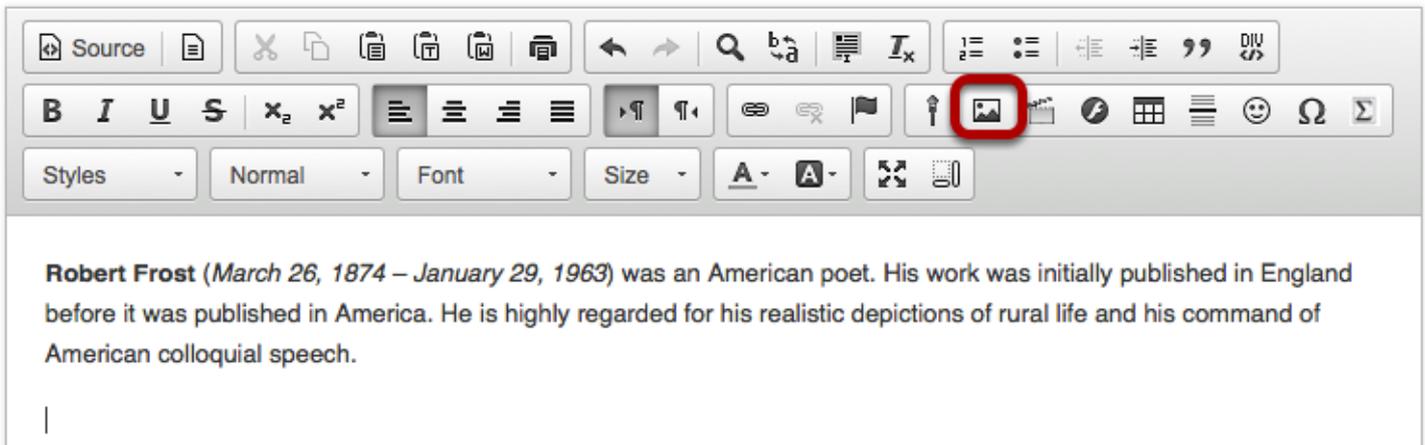
# How do I embed an image in a text box?

## Position the cursor.



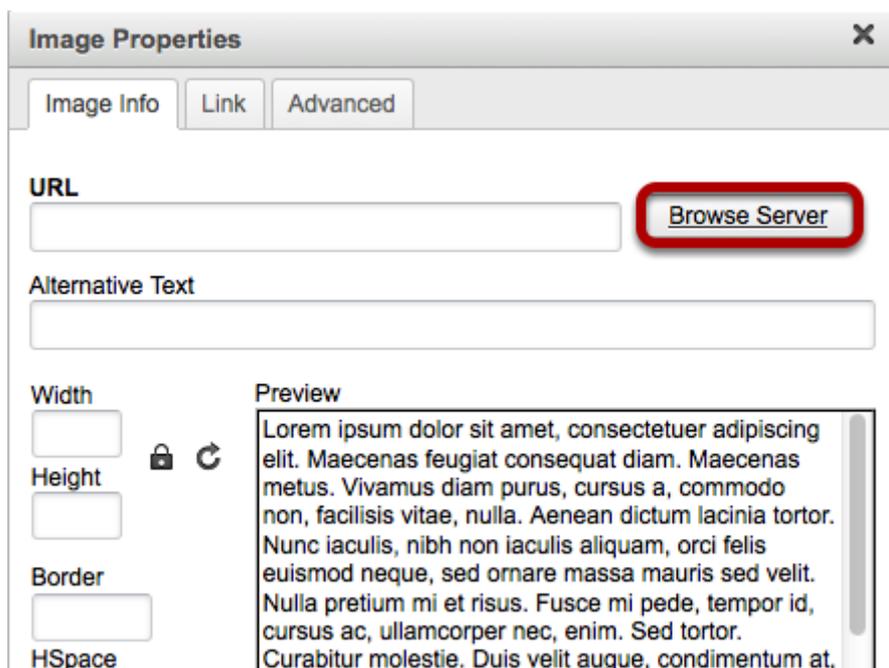
Position your cursor in the text box at the point you want to embed the image.

## Click on the Insert/Edit Image icon.



This displays the image properties dialog box

## Click Browse Server.



This displays the entity picker. Your site Resource folders should be displayed

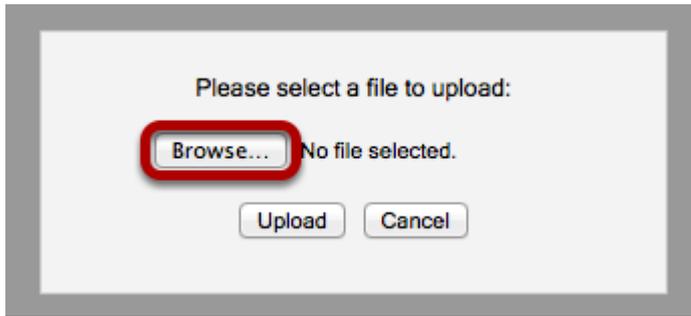
## Upload the image file.



Hover your cursor over the folder where you want to store the image file then click on **Upload File**.

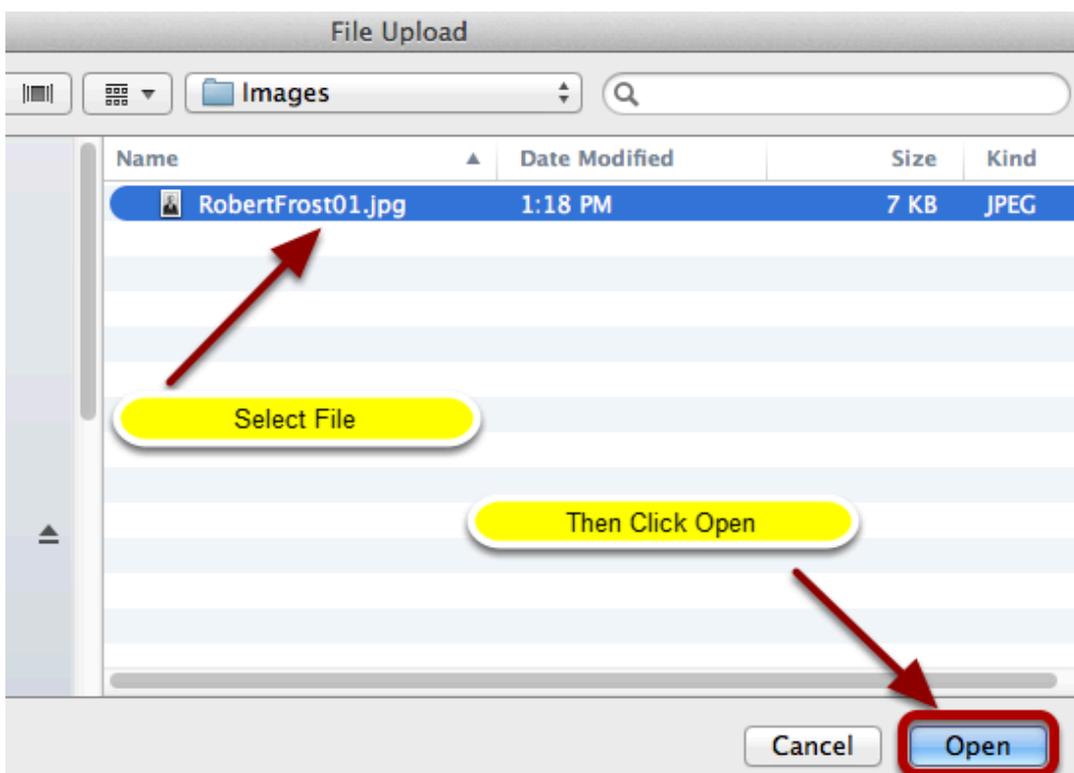
This displays an upload file dialog box.

## Click Browse



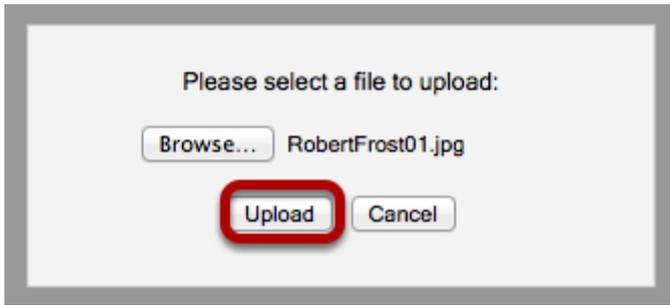
This displays your computer's file locator.

## Locate and select the image file on your computer, then click Open



This will return the display to the upload file dialog box.

## Click Upload



This returns the display to the entity picker.

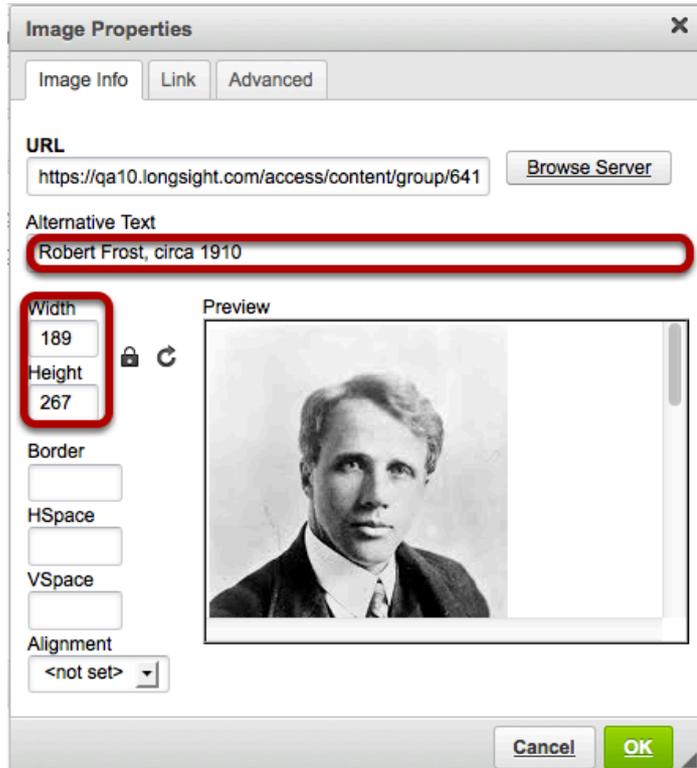
## Select the image to be embedded.



Click on the Plus Sign (+) to the left of the folder to expand the folder contents, and then select the image you want to embed in the text box.

You will be returned to the image properties dialog box with a preview of the embedded image.

## Modify image properties.

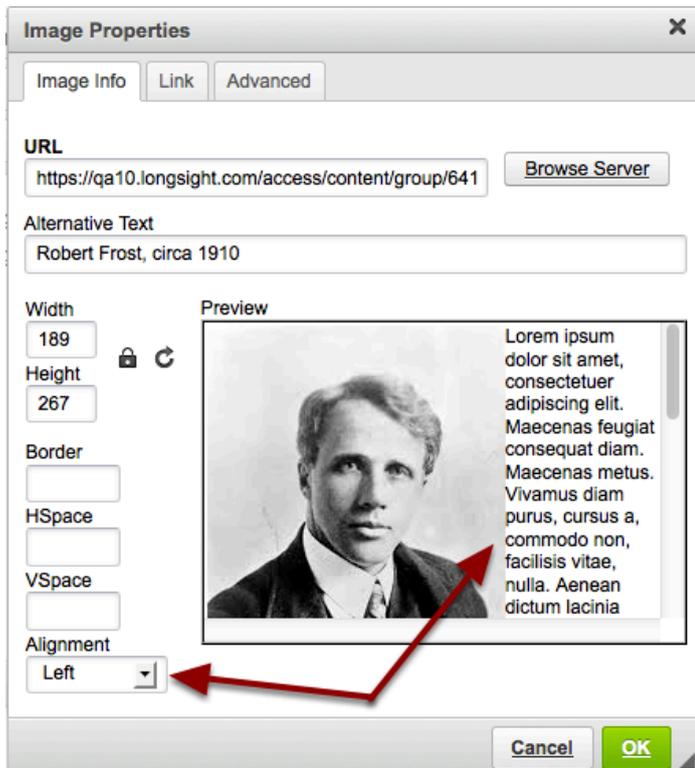


The screenshot shows the 'Image Properties' dialog box with the following details:

- Image Info** | **Link** | **Advanced**
- URL:**
- Alternative Text:**
- Width:**
- Height:**
- Border:**
- HSpace:**
- VSpace:**
- Alignment:**
- Preview:** 
- Buttons:**

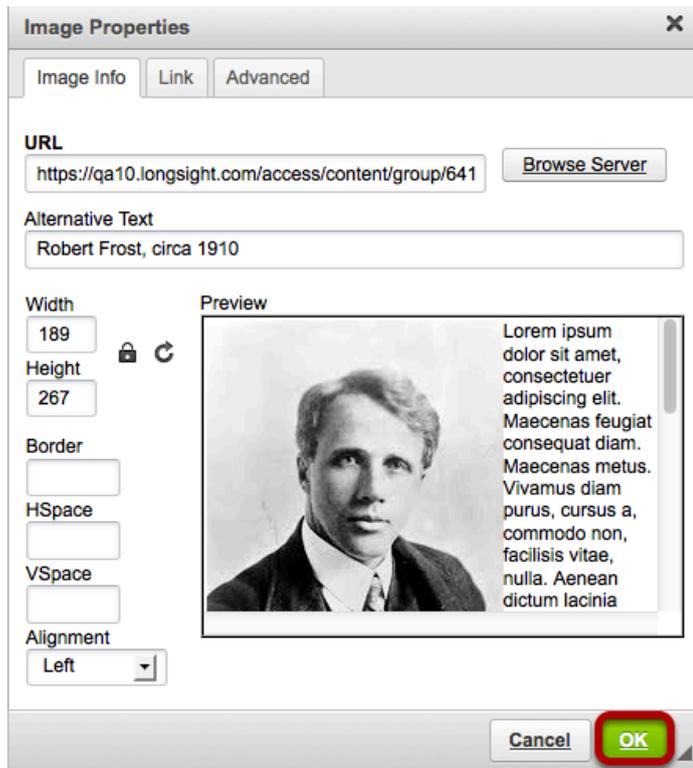
Adjust the image width and height if needed and add an alternative text for screen readers.

## Set the Alignment.



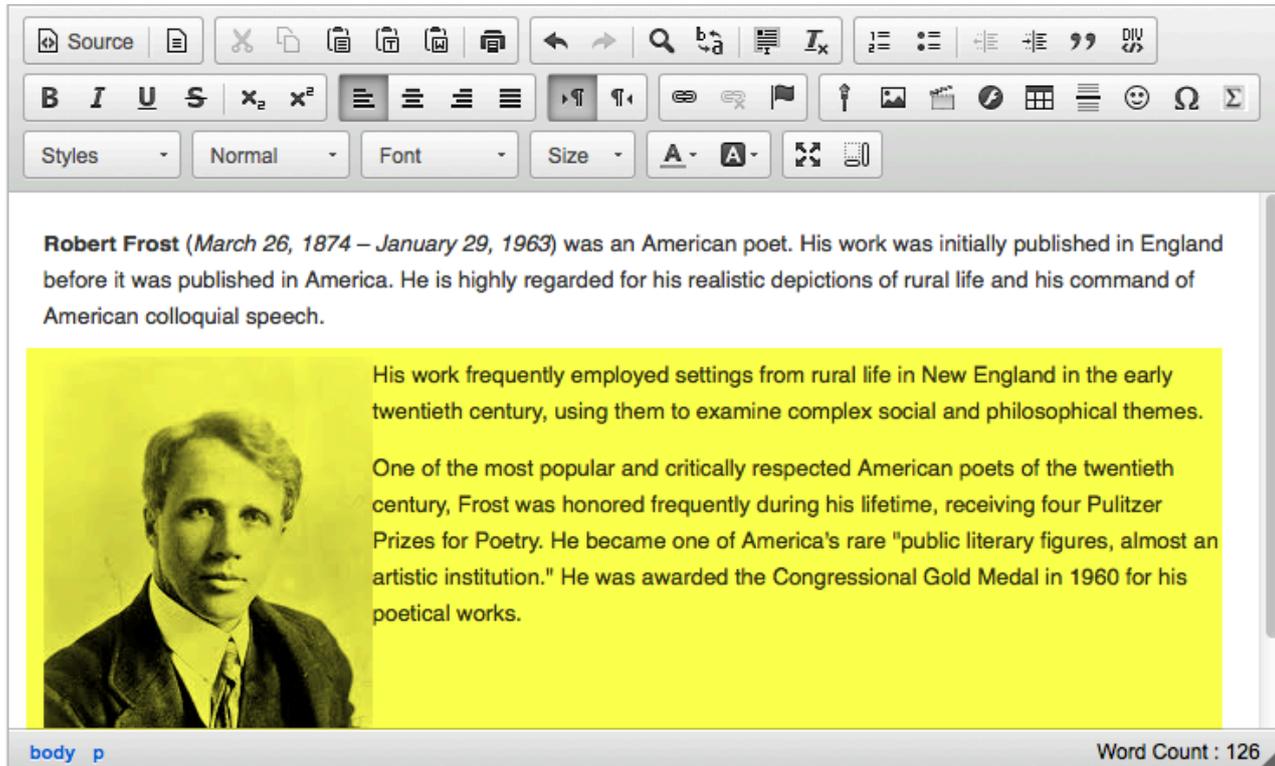
Set the Alignment (left or right) for the image if you want to surround the image with text.

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.



**Robert 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.



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 poetical works.

body p Word Count : 126

# How do I embed a YouTube video in a text box?

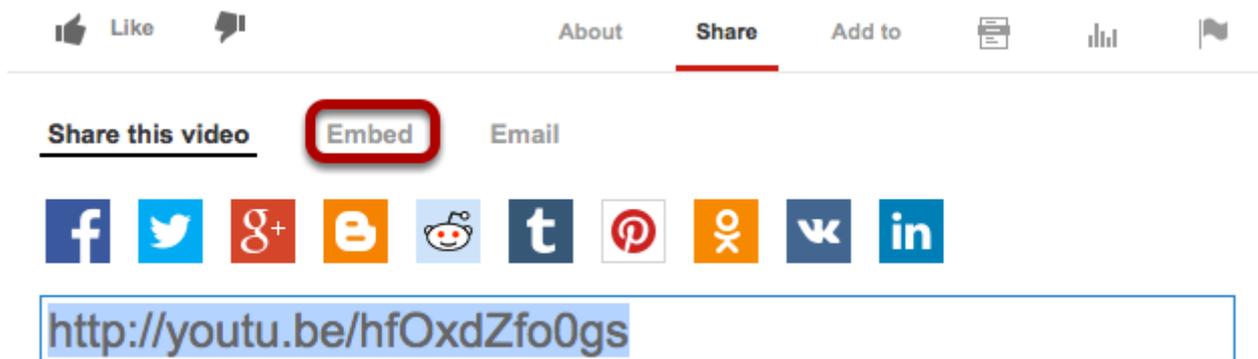
Locate the Youtube video you would like to embed in a text box.

Click Share.



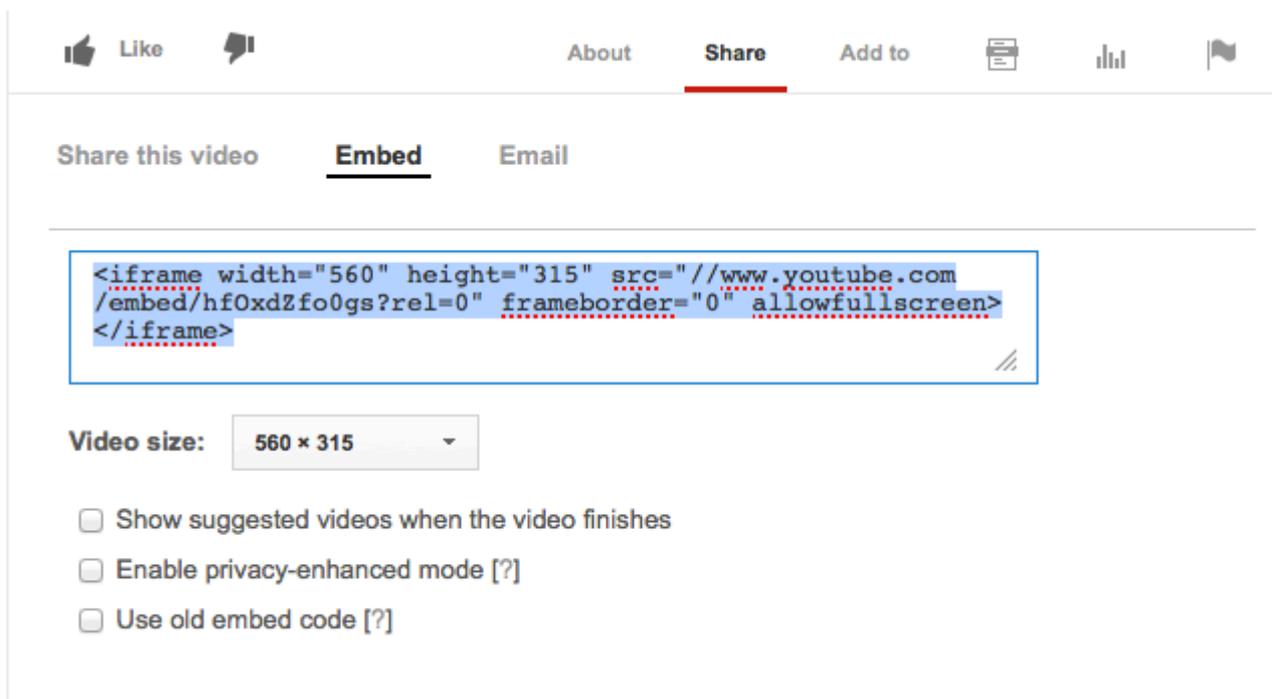
This displays the YouTube sharing panel.

## Click Embed.



This displays the YouTube video embed code.

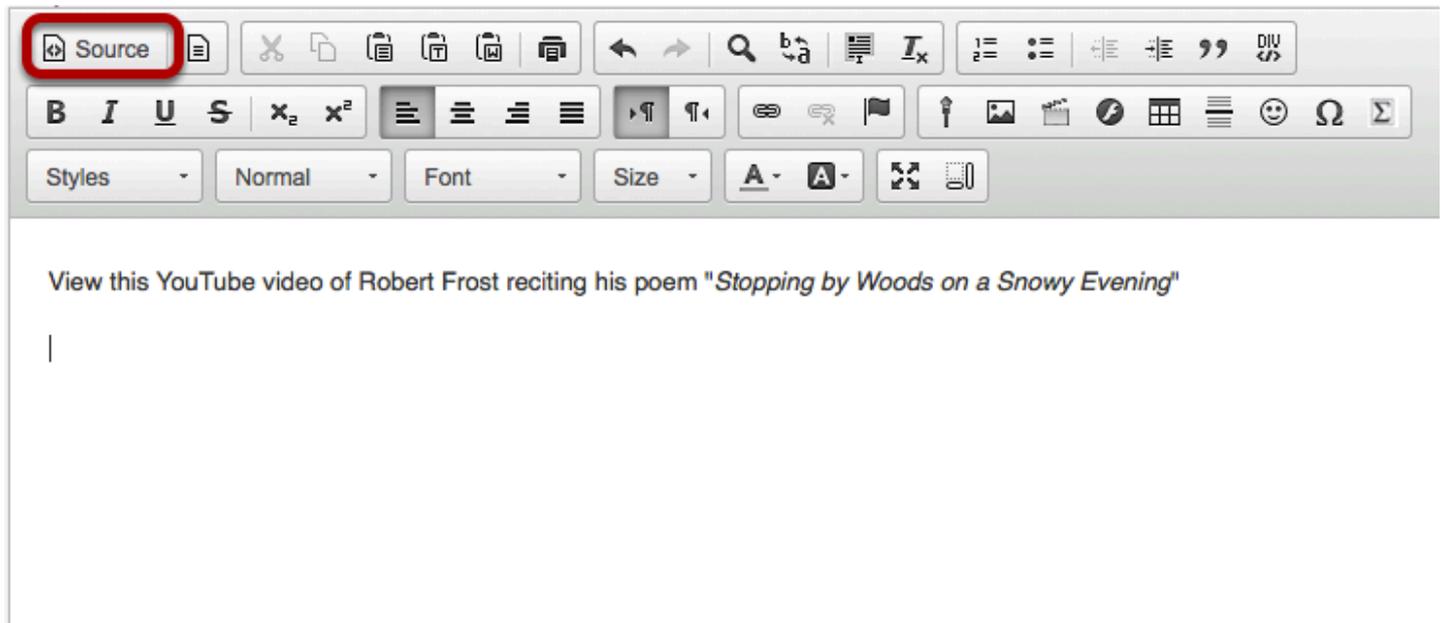
## Copy the embed code.



Copy the YouTube embed code to your computer's clipboard (CTRL-C - PC or COMMAND-C MAC).

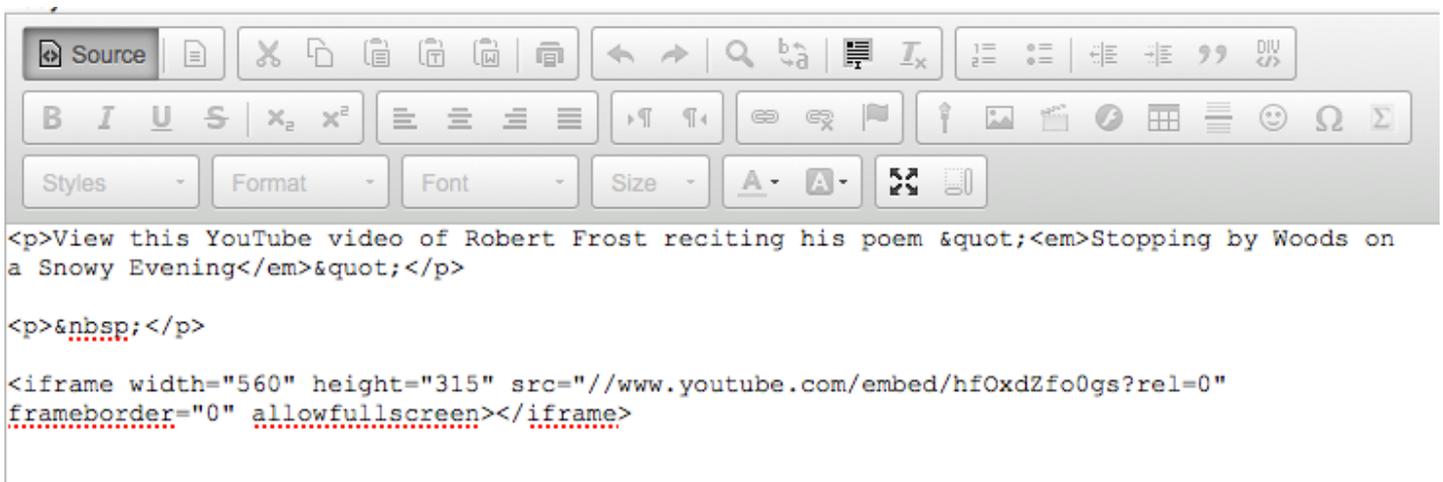
*Tip: Remove the check mark next to "Show suggested videos when the video finishes"*

## In the text box, click Source.



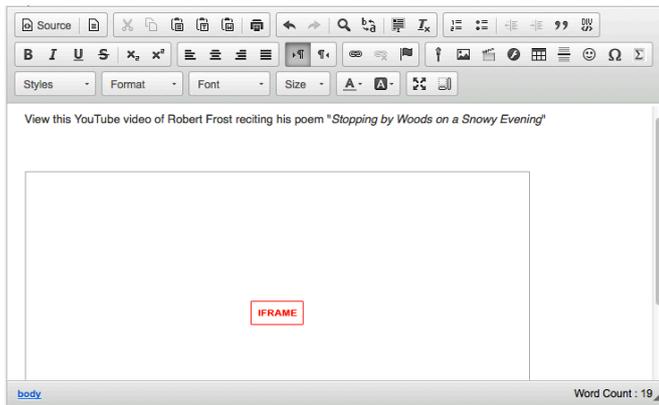
This displays the HTML code for the text box.

## 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.



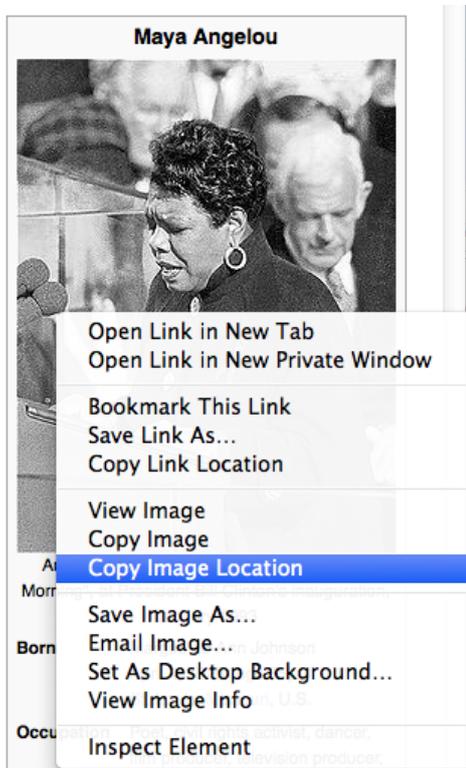
View this YouTube video of Robert Frost reciting his poem "Stopping by Woods on a Snowy Evening"



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, it displays the embedded YouTube video.

# How do I embed a linked web image in a text box?

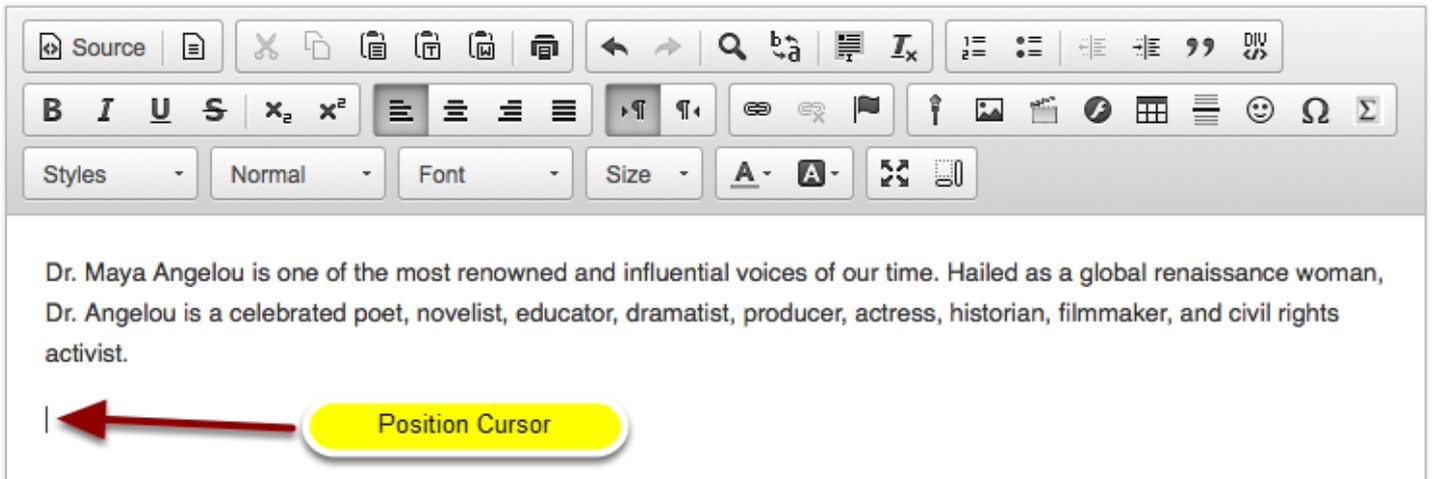
Locate and copy the image link.



Locate the image on the web that you want to embed.

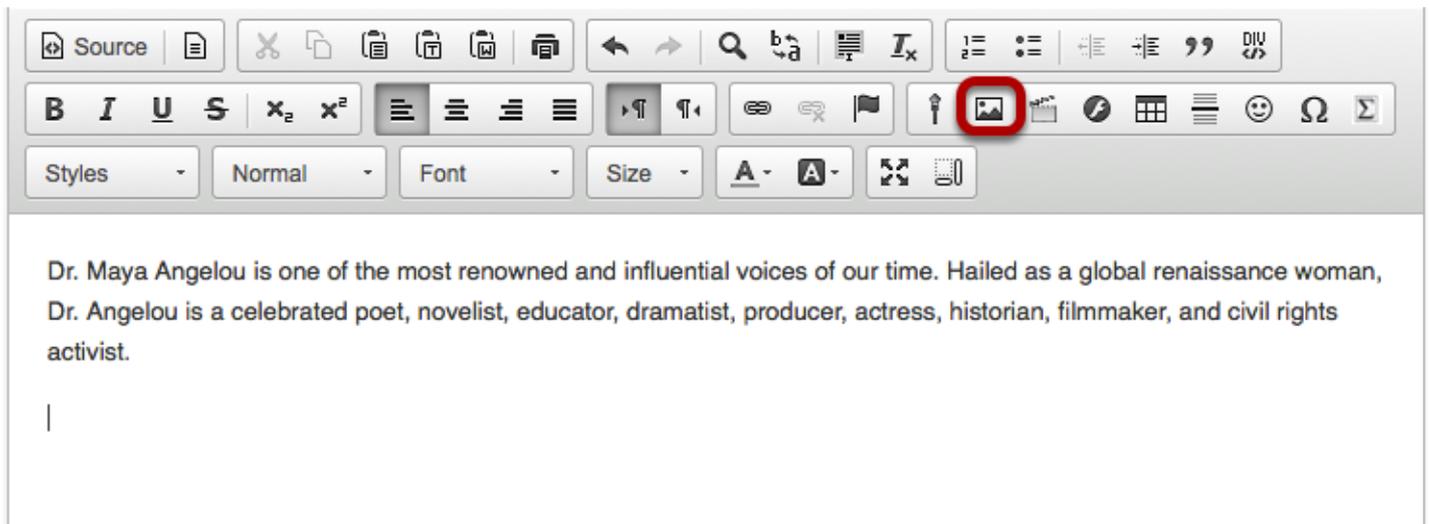
Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer's clipboard (CTRL-C -PC or COMMAND-C - MAC).

## 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

Image Info Link Advanced

URL

umb/b/b2/Angeloupoem.jpg/250px-Angeloupoem.jpg Browse Server

Alternative Text

Width: 250

Height: 328

Border:

HSpace:

VSpace:

Alignment: <not set>

Preview

Cancel OK

Paste the copied URL into the box marked **URL**. (Use CTRL-V - PC or COMMAND-V - MAC to paste.)

## Modify image properties.

Image Properties ✕

Image Info Link Advanced

URL

Alternative Text

Width

Height

Border

HSpace

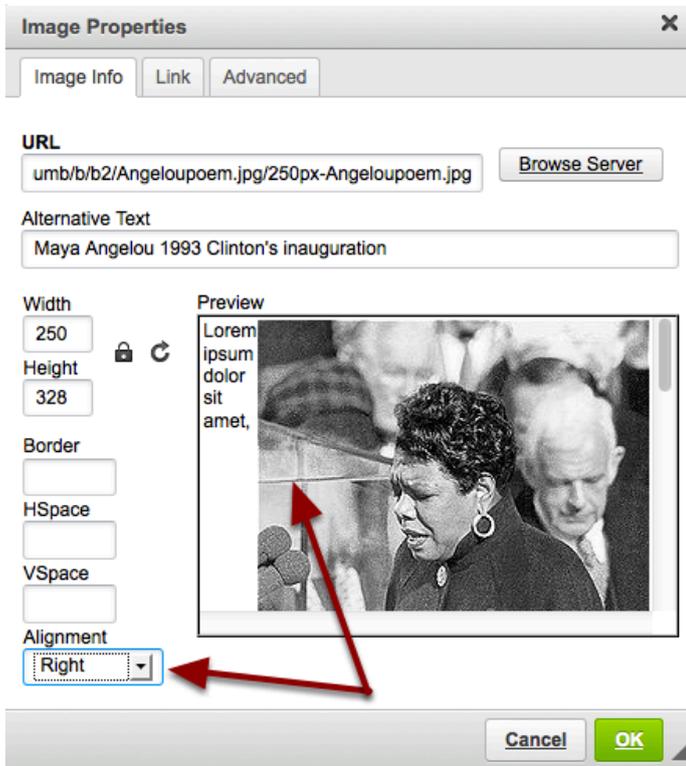
VSpace

Alignment

Preview

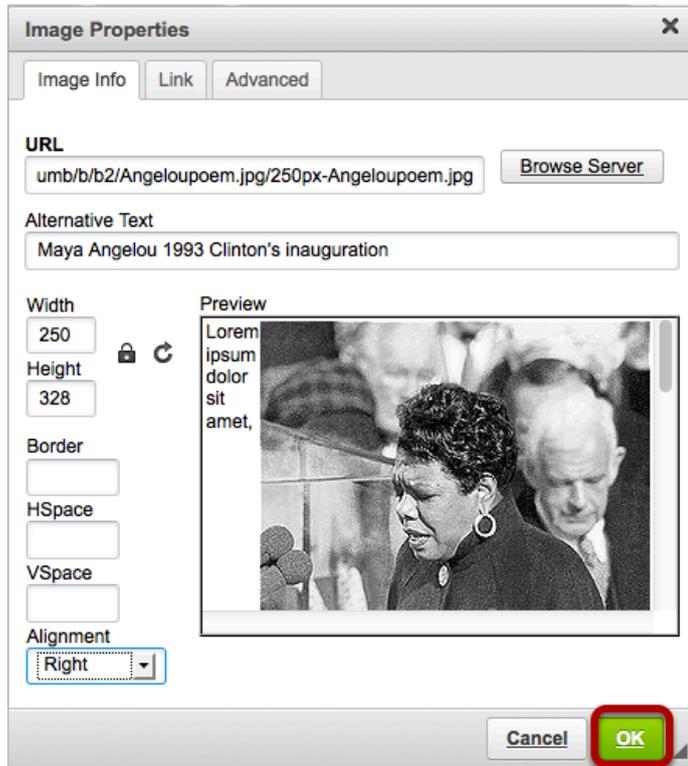
Adjust the image width and height if needed and add an alternative text for screen readers.

## Set alignment. (Optional)



If you want to surround the image with text, set the Alignment (left or right) for the image.

## Click OK



This returns the display to the text box with the embedded linked image.

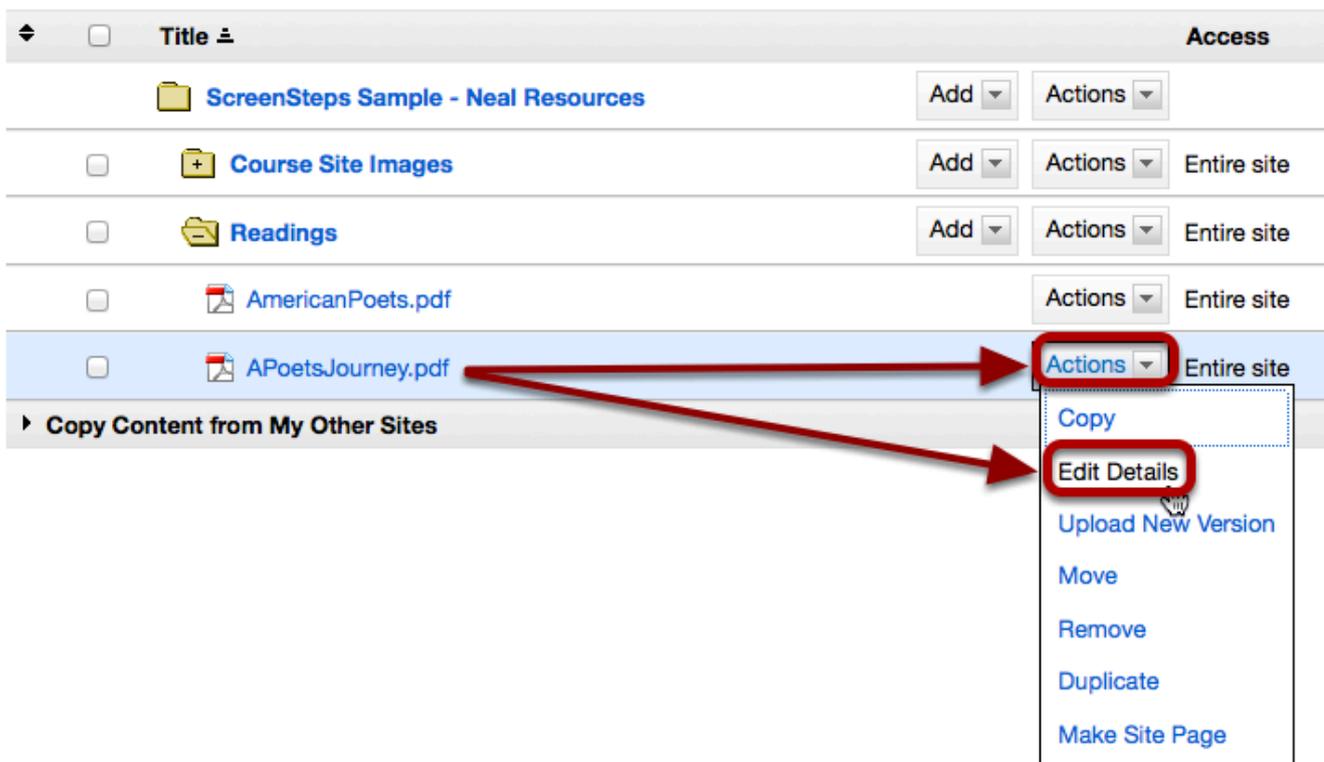


# How do I create a link to a Resources item in a text box?

## Go to Resources.

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

## Click Actions, then Edit Details for the item.



Locate the item you want to link to in Resources and from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page.

## Copy the item URL.

Web address (URL) [Select URL \(for copying\)](#) | [Open](#) |  Short URL

<https://qa10.longsight.com/access/content/group/64195f01-0886-4c1c-9917-1090c763668a/Readings/APoetsJourney.pdf>

File size 26.1 KB (26,774 bytes)

File Type application/x-pdf [Change File Type](#)

Copy the item URL to your computer's clipboard (CTR-C -PC or COMMAND-C - MAC).

## Go to the Rich Text Editor and select your text.

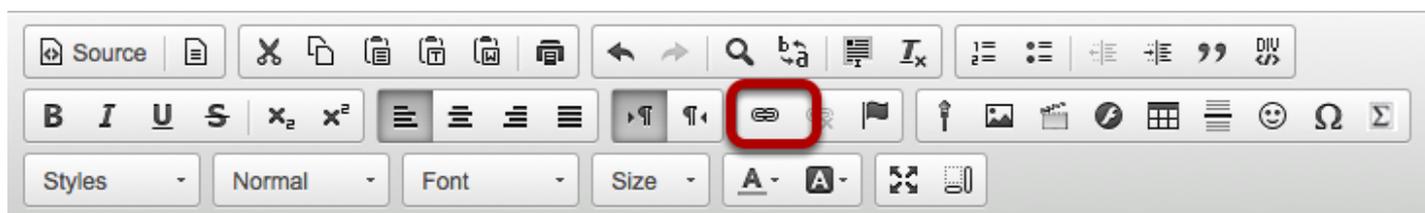


Read the Poet's Journey document and be prepared to discuss.

Selected text to serve as the link

In the text box, select the text you would like to serve as a link to the folder or file.

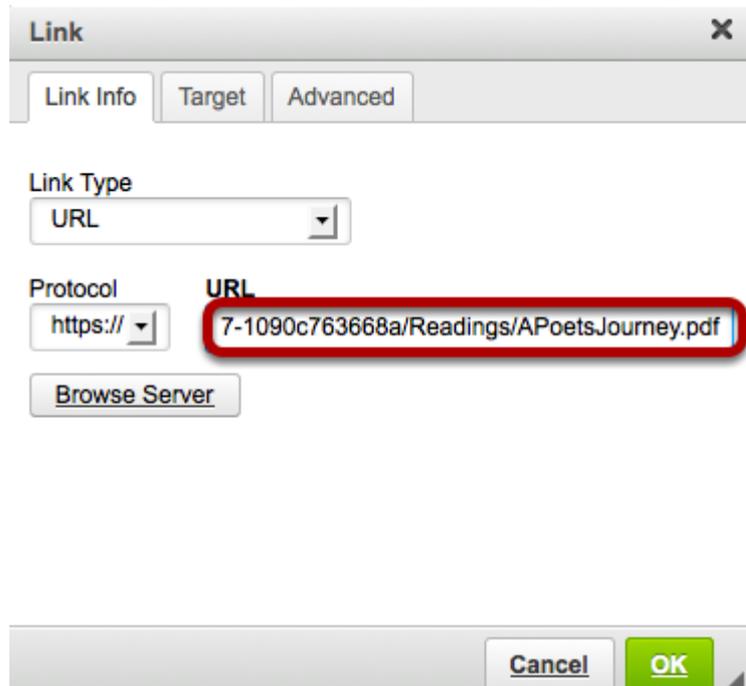
## Click the Link icon.



Read the Poet's Journey document and be prepared to discuss.

This displays the Link dialog box.

## Paste the item URL.



Link

Link Info Target Advanced

Link Type  
URL

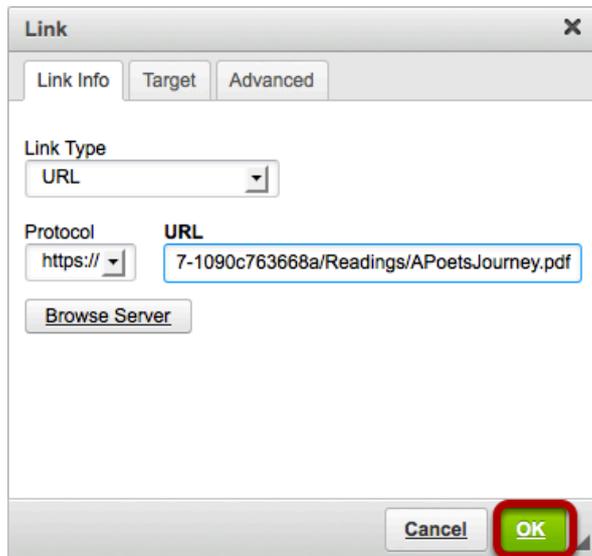
Protocol **URL**  
https:// 7-1090c763668a/Readings/APoetsJourney.pdf

Browse Server

Cancel OK

Paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the Resources item in the box marked **URL**.

## Click OK.



The image 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 it, the 'Protocol' is set to 'https://' and the 'URL' field contains '7-1090c763668a/Readings/APoetsJourney.pdf'. A 'Browse Server' button is located below the URL field. At the bottom right of the dialog, the 'OK' button is highlighted with a red square, and the 'Cancel' button is to its left.

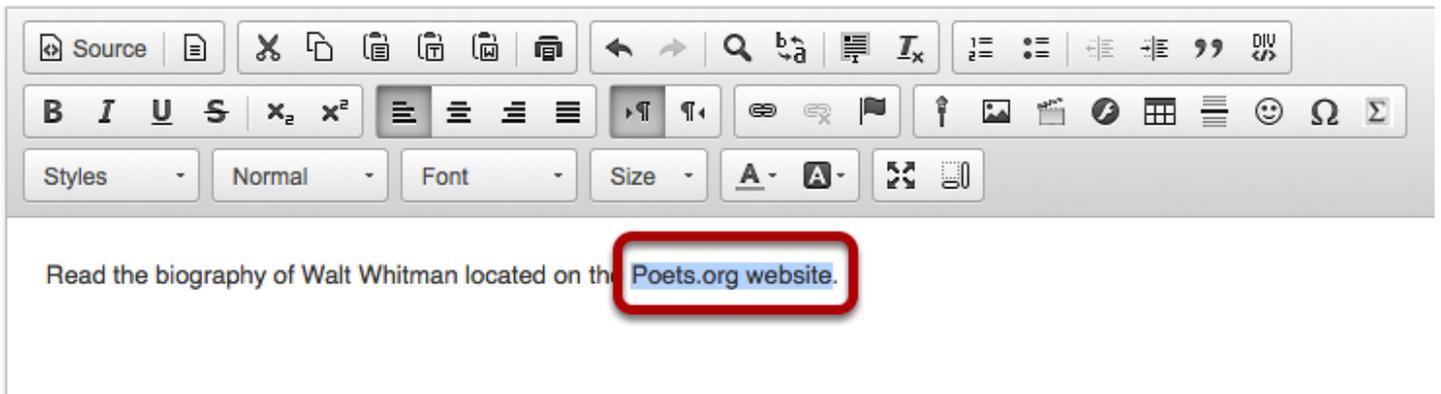
### Message

[Read the Poet's Journey document](#) and be prepared to discuss.

When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

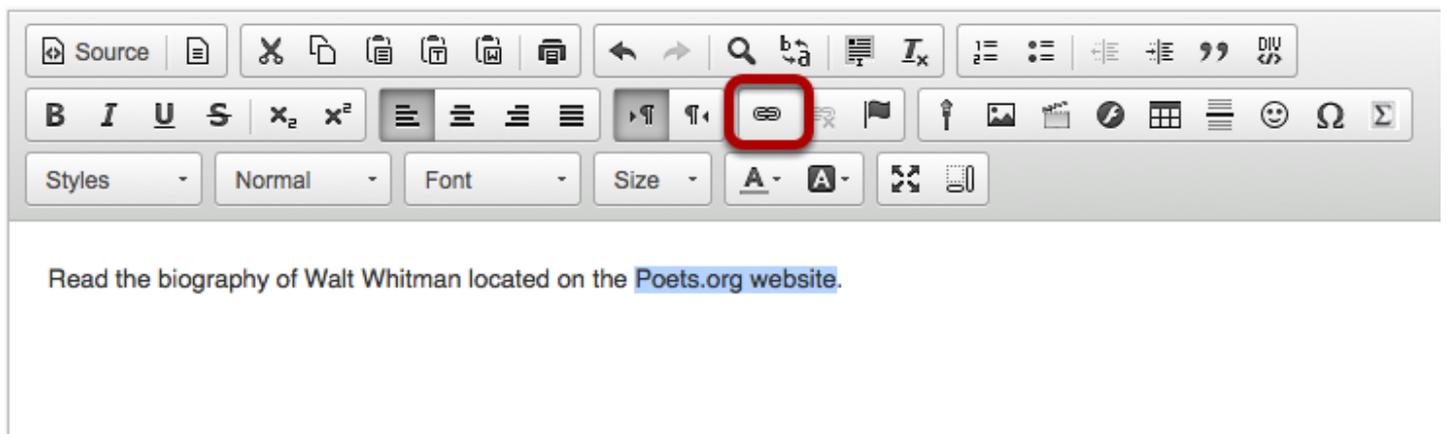
# How do I create a link to a web site in a text box?

## Select the text.



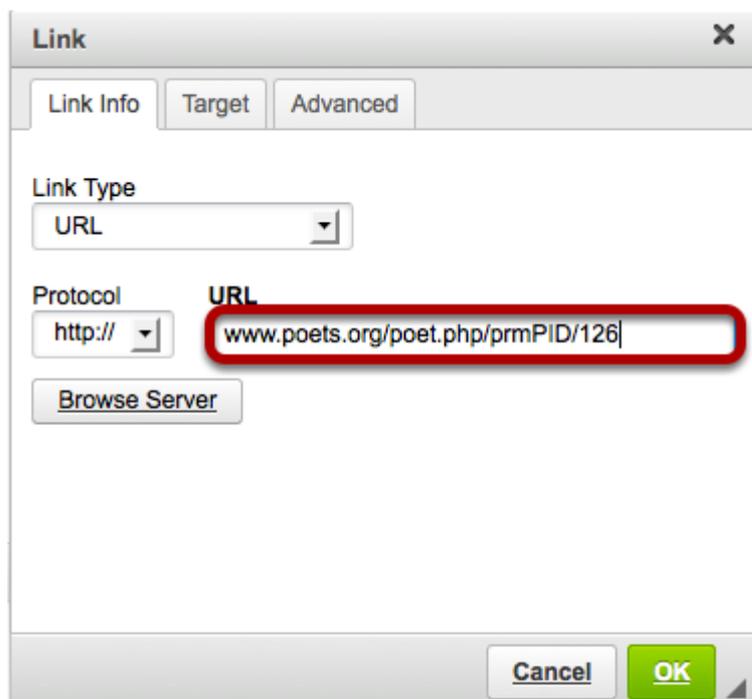
In the text box, select the text you would like to serve as a link to a web site.

## Click the Link icon.



This displays the Link dialog box.

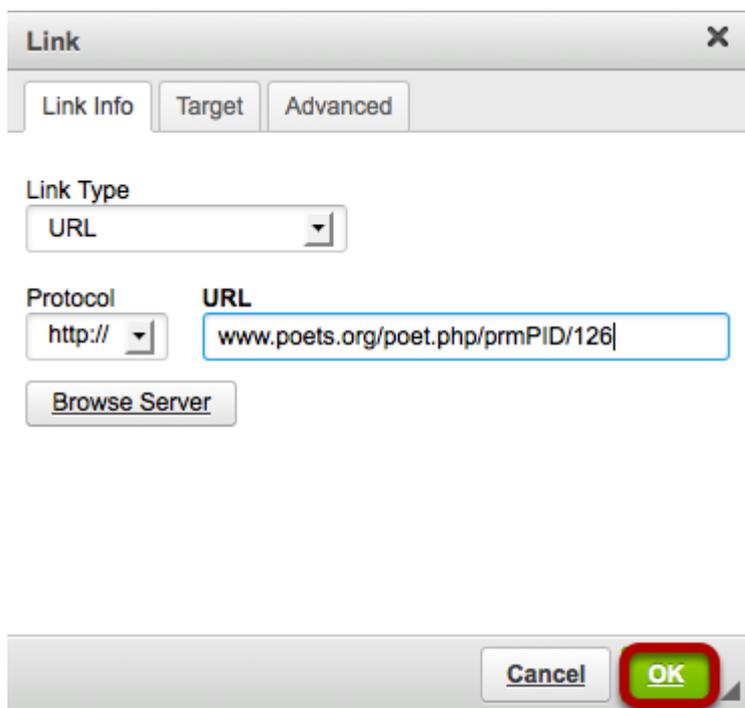
## Enter the URL.



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. Under 'Link Type', a dropdown menu shows 'URL'. Below that, the 'Protocol' dropdown shows 'http://'. To the right, the 'URL' field contains the text 'www.poets.org/poet.php/prmPID/126', which is highlighted with a red rectangular border. A 'Browse Server' button is located below the URL field. At the bottom of the dialog, there are 'Cancel' and 'OK' buttons.

Enter or paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the web page in the box marked **URL**.

## Click OK.

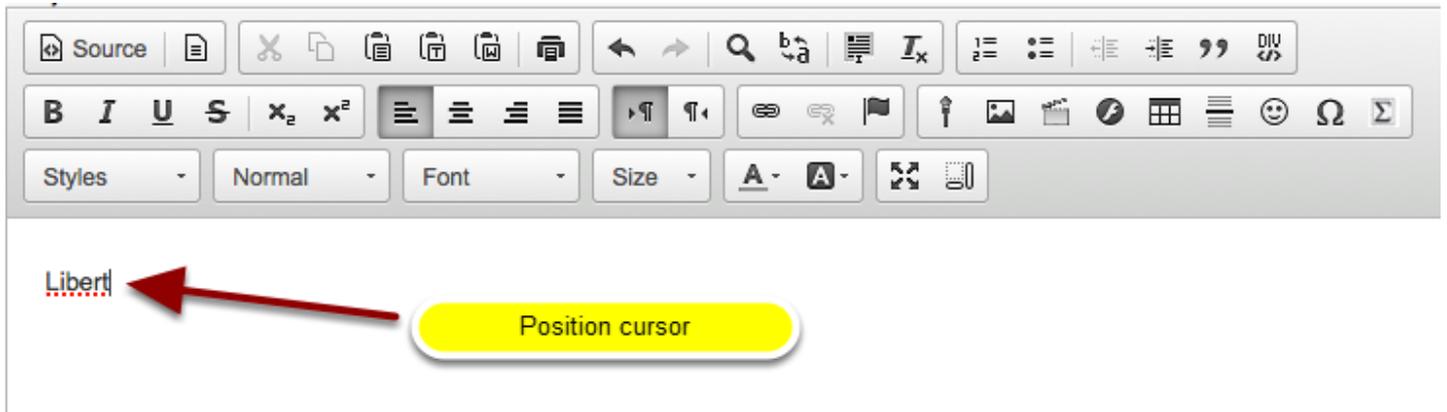


This screenshot is identical to the one above, showing the 'Link' dialog box with the URL 'www.poets.org/poet.php/prmPID/126' entered. In this version, the 'OK' button at the bottom right is highlighted with a red rectangular border, indicating it should be clicked.

The selected text will display as an underlined link to the web site.

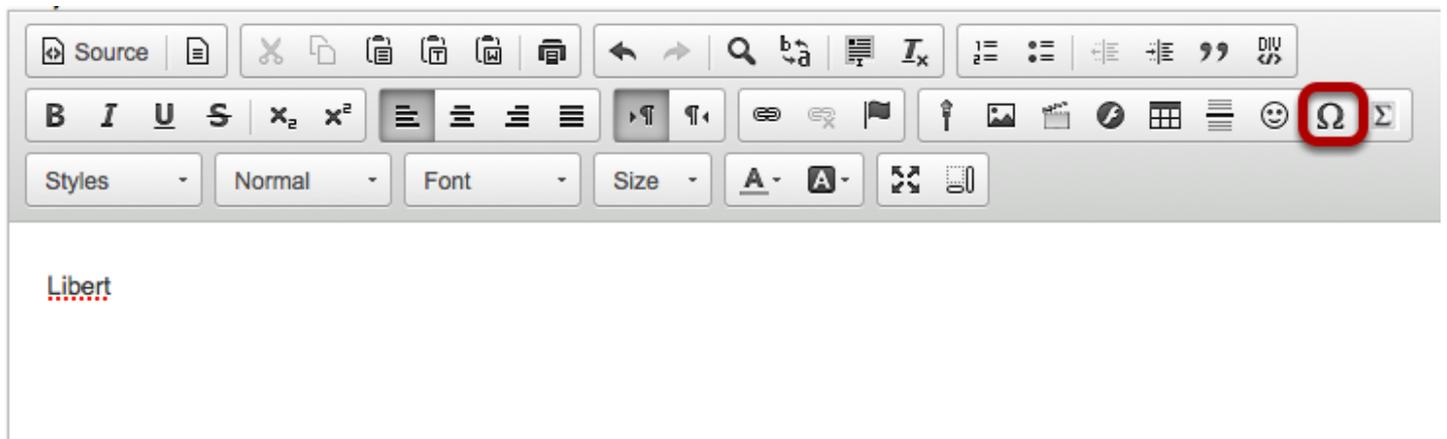
# How do I add special characters to a text box?

## Position the cursor.



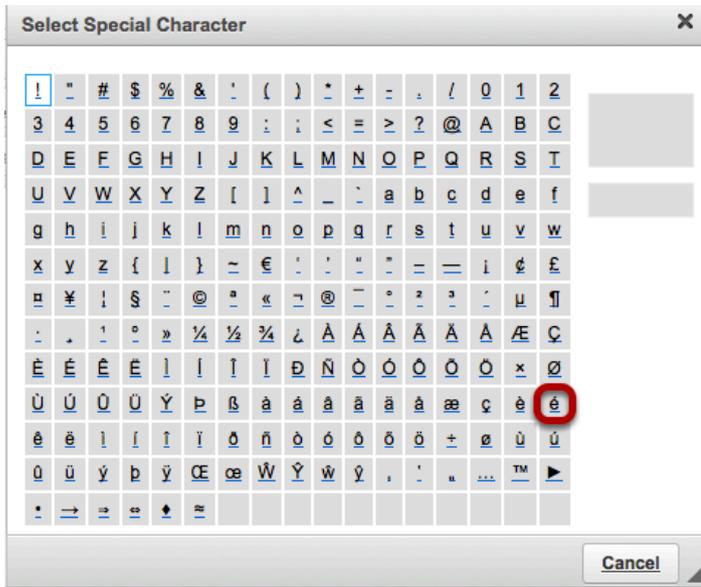
Position your cursor where you want to insert the special character or diacritical mark.

## Click the Insert Special Characters icon.



This displays the Select Special Character box.

# Select the special character or diacritical mark you want to insert.



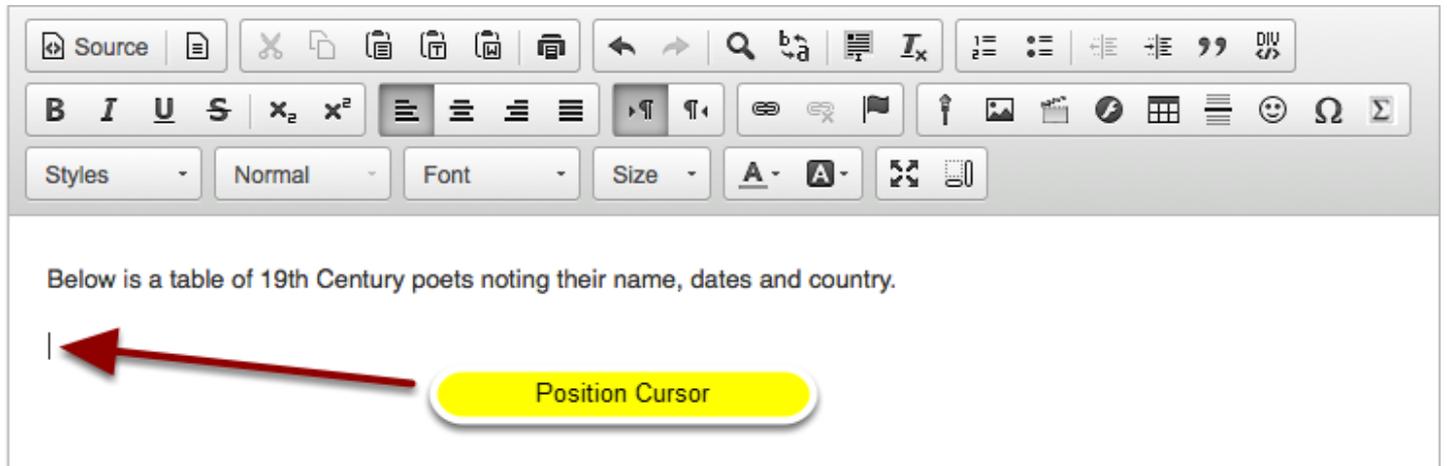
## Message

Liberté, égalité, fraternité, French for "Liberty, equality, fraternity (brotherhood)", is the national motto of France.

This displays the special character / diacritical mark in the text box.

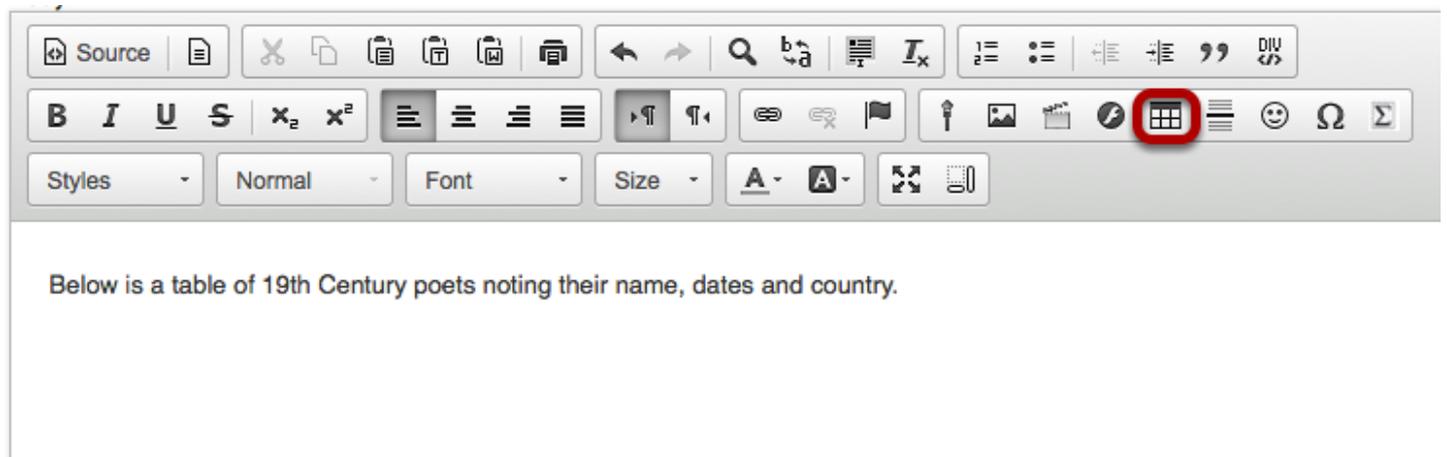
# How do I add/edit a table in a text box?

## Position the cursor.



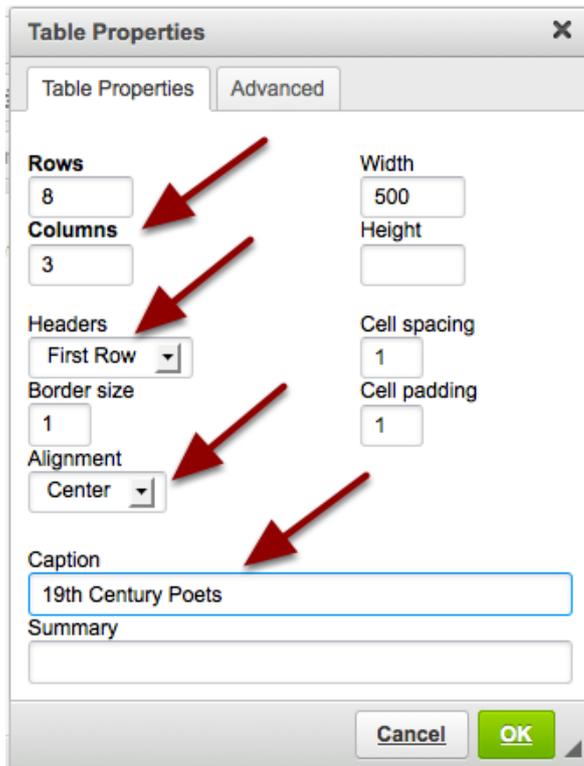
Position your cursor in the text box where you want the table to display.

## Click Table icon.



This displays the Table Properties dialogue box.

## Set the number of Rows, Columns and any other table properties needed.

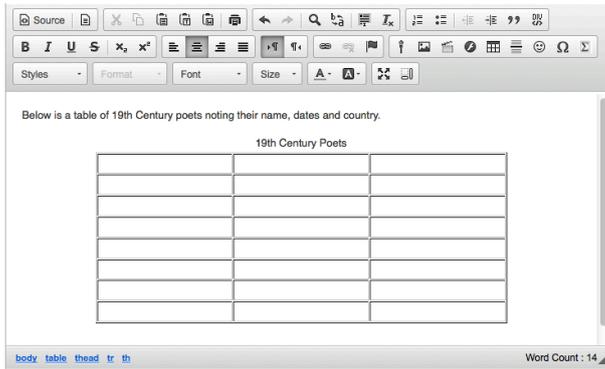
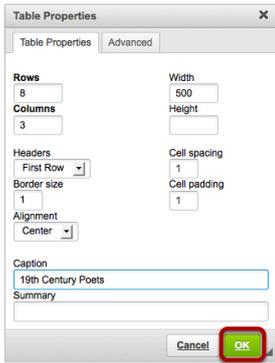


The screenshot shows the 'Table Properties' dialog box with the following settings:

- Table Properties** (selected tab) | **Advanced**
- Rows:** 8
- Columns:** 3
- Width:** 500
- Height:** (empty)
- Headers:** First Row
- Cell spacing:** 1
- Border size:** 1
- Cell padding:** 1
- Alignment:** Center
- Caption:** 19th Century Poets
- Summary:** (empty)

Red arrows point to the Rows, Columns, Headers, Alignment, and Caption fields. The dialog has 'Cancel' and 'OK' buttons at the bottom.

Click OK.



This displays the table in the text box.

## Edit the table properties.

Below is a table of 19th Century poets noting their name, dates and country.

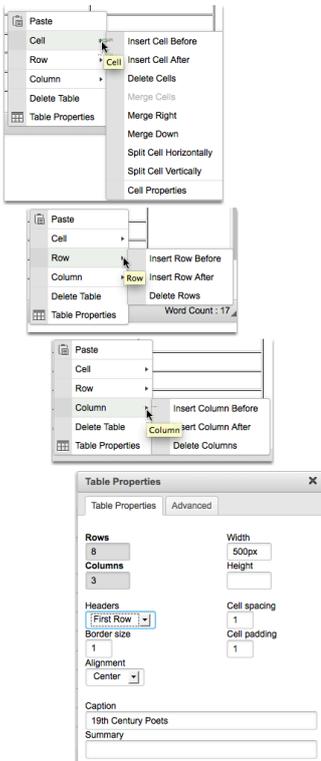

body table tbody tr td

Word Count : 17

To edit the table properties, right-click (CTRL-click - MAC) on the table.

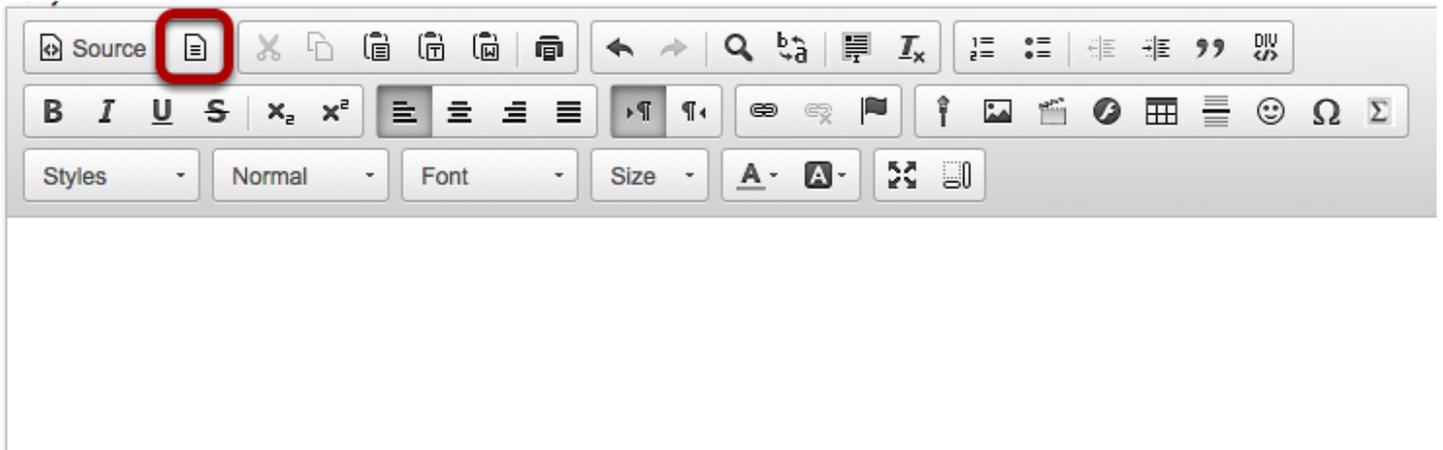
This displays the Edit Table dialog box.

# Select the Table Element that you want to edit (Cell, Row, Column, Table or Delete).



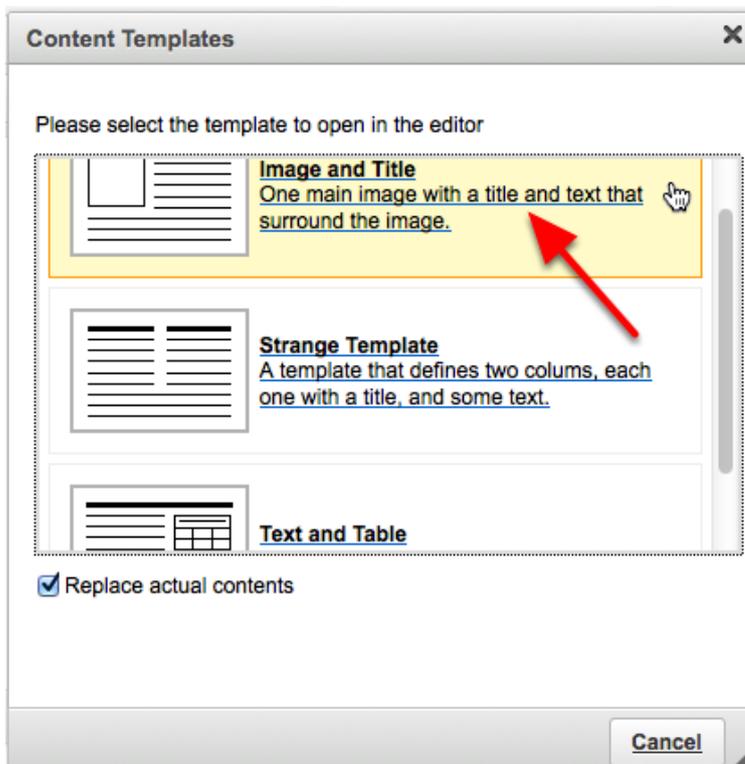
# How do I add a content template to a text box?

Click the Template icon.



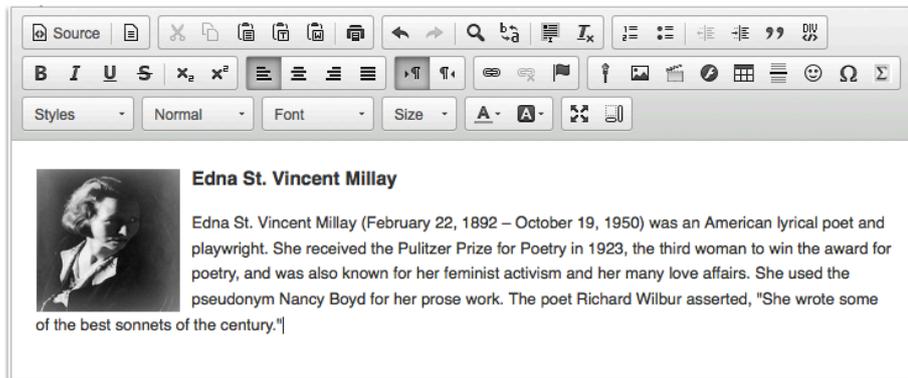
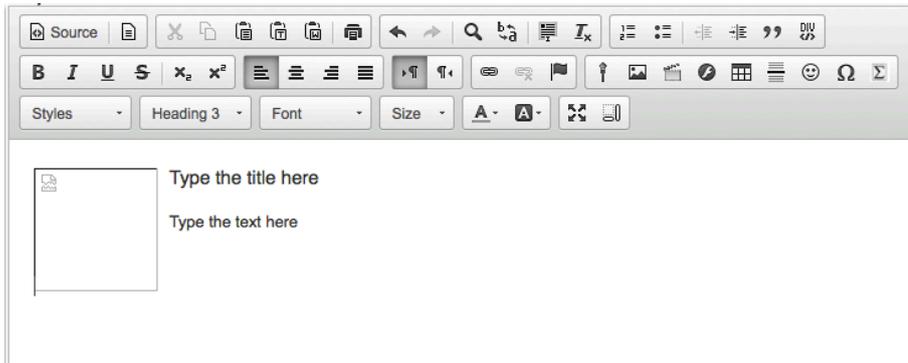
This displays the Content Template dialog box.

Select the content template.



This displays the selected content template in the text box.

# Add content to the content template.



Example:

Type in the title and text.

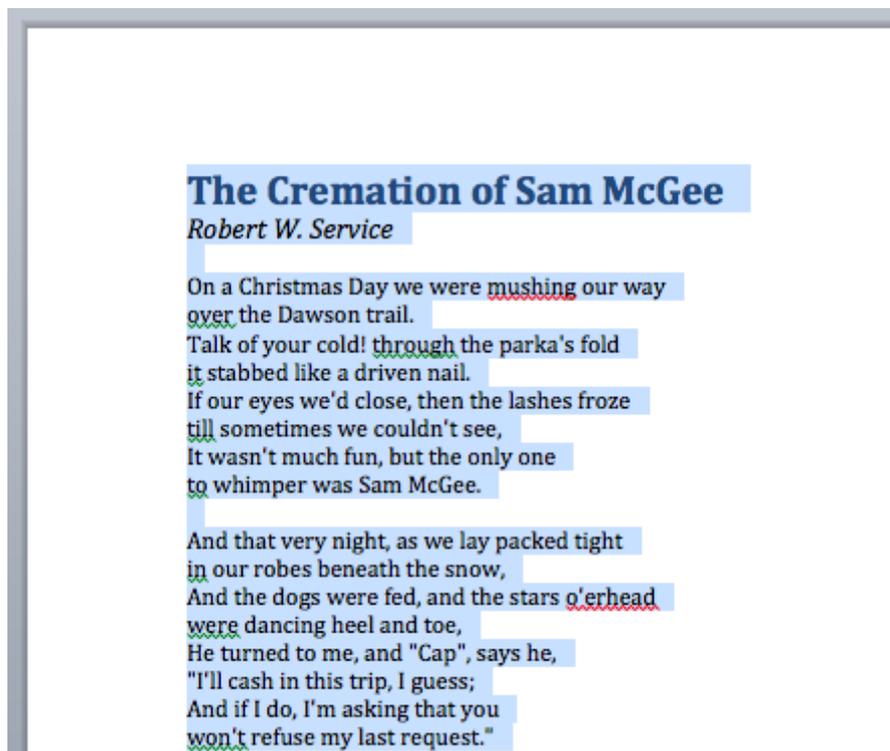
To insert an image:

- Right-Click (CTRL-Click MAC) the image and select Image properties.
- Enter the URL of the image in the box marked URL.
- Click OK

# How do I paste text from a Microsoft Word document to a text box?

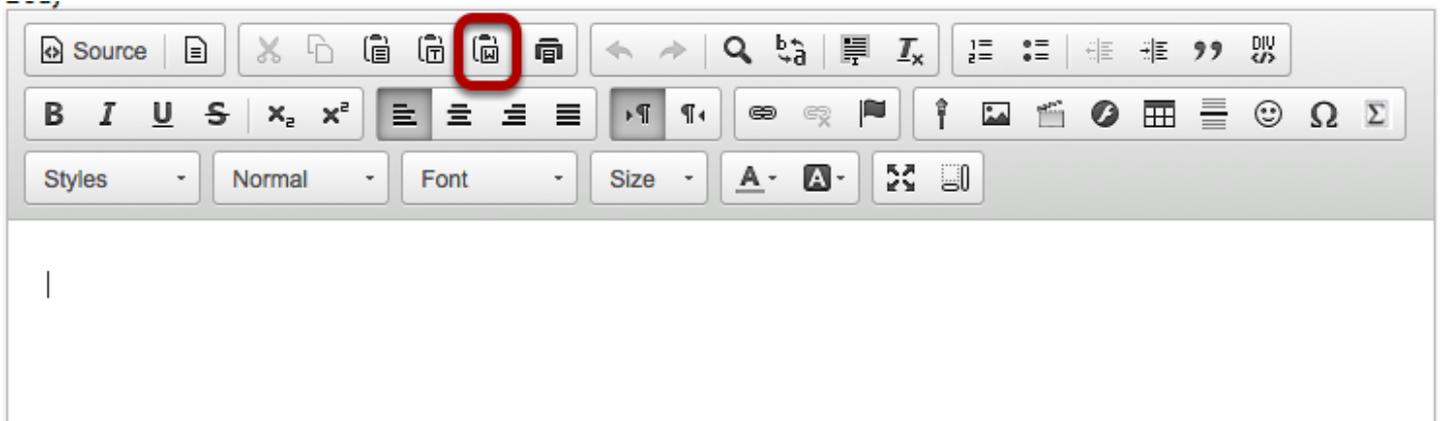
*Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.*

## Copy the text from Word.



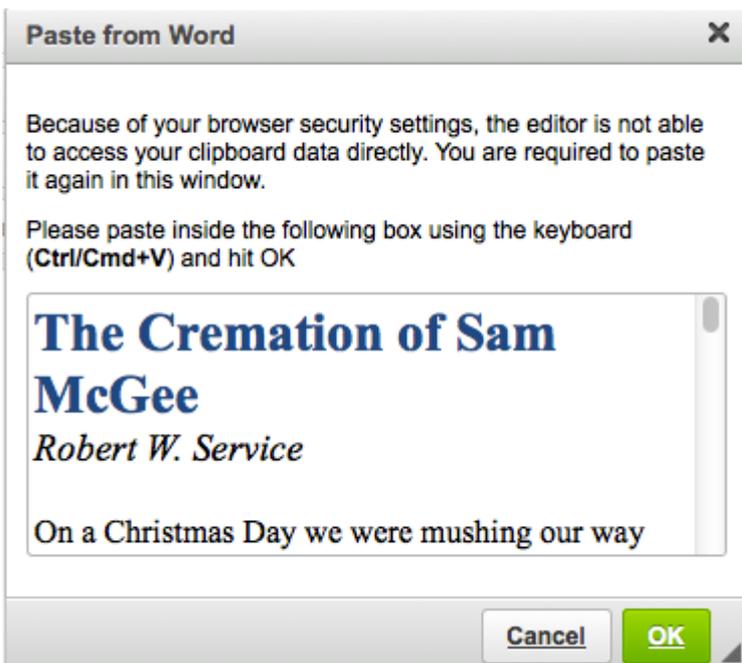
Copy the text in your MS Word document to your computer's clipboard (CTRL-C - PC or COMMAND-C - MAC).

**In the Rich Text Editor, click the Paste From Word icon.**



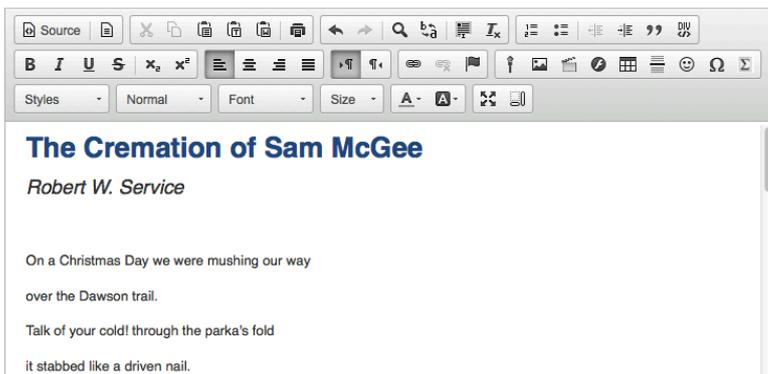
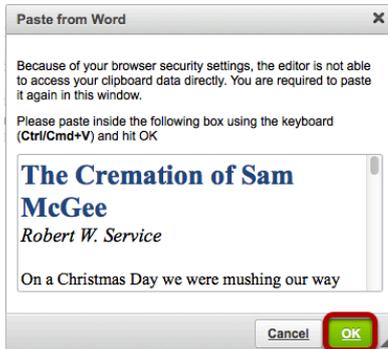
This displays the Paste From Word dialog box.

**Paste the text.**



Paste (CTRL-V -PC or COMMAND-V - MAC) the Word Document text into the Paste From Word dialog box.

# Click OK.

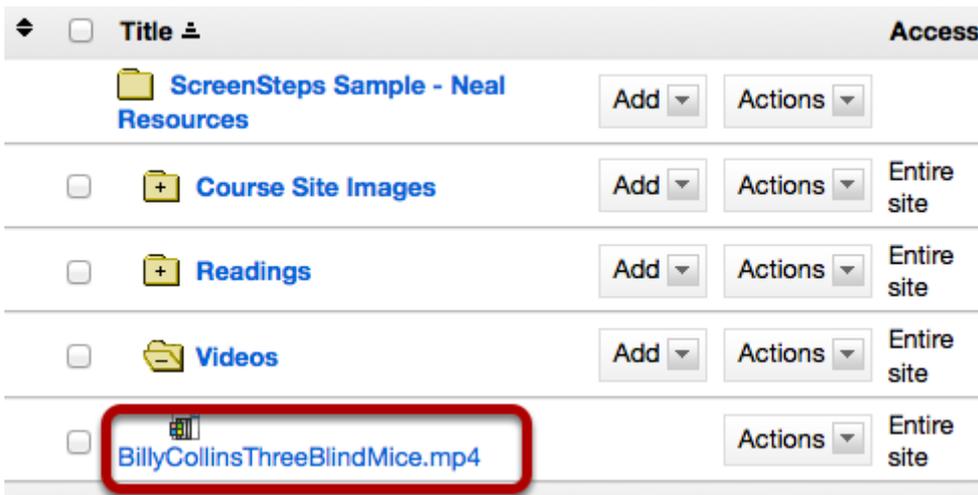


This displays the MS Word text in the text box.

# How do I embed an mp4 video in a text box?

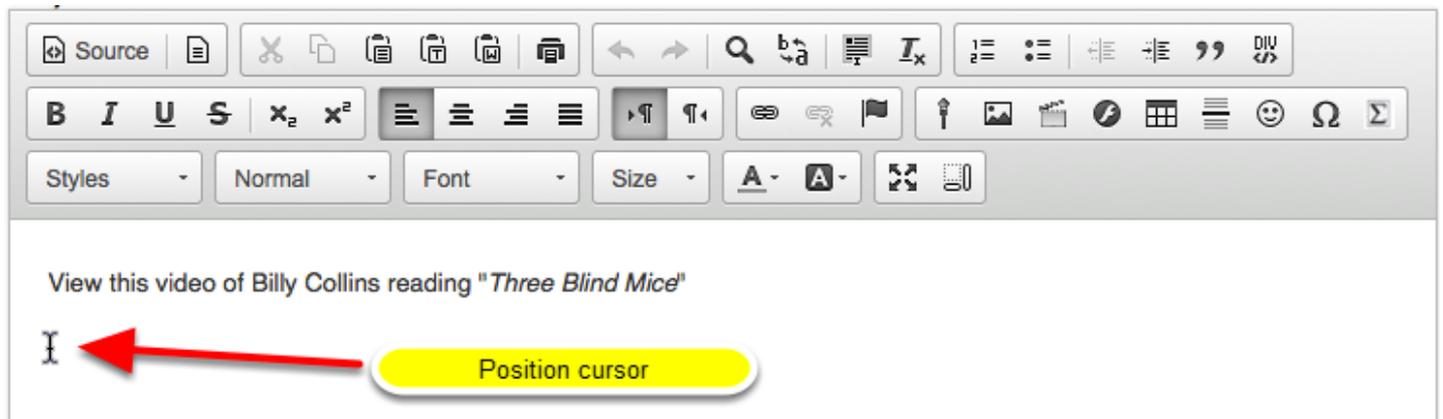
MP4 videos can embed in a text box using the **Rich Text Editor**. Other file types that can be embedded in a text box are .FLA, .F4V, .3GPP, .M4V or .MOV files.

## Upload your mp4 video file to a folder in Resources.

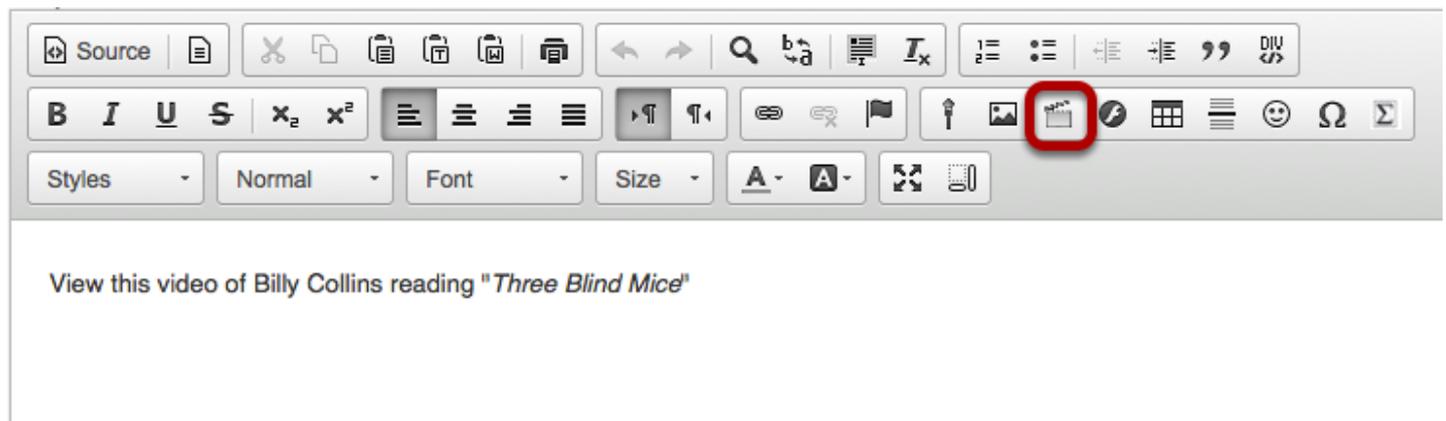


See [How do I upload files?](#) for more information on uploading.

## In the text box, position your cursor where you want to embed the mp4 video.

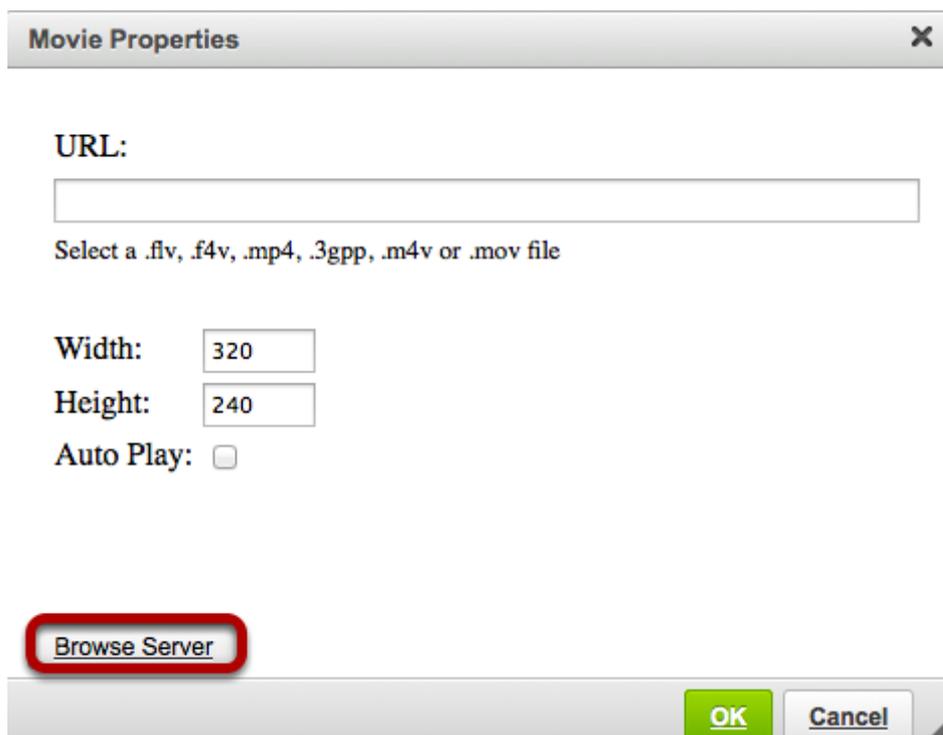


## Click the Insert/Edit Movie icon.



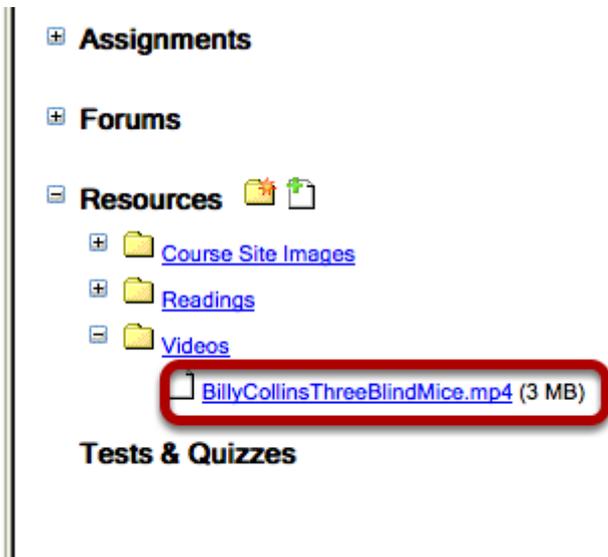
This displays the Movie Properties dialog box.

## Click Browse Server.



This displays the Entity Picker dialog box.

**Locate and select the mp4 video file that you want to embed in the text box.**



This returns the display to the Movie Properties box with the URL for the video in the URL box.

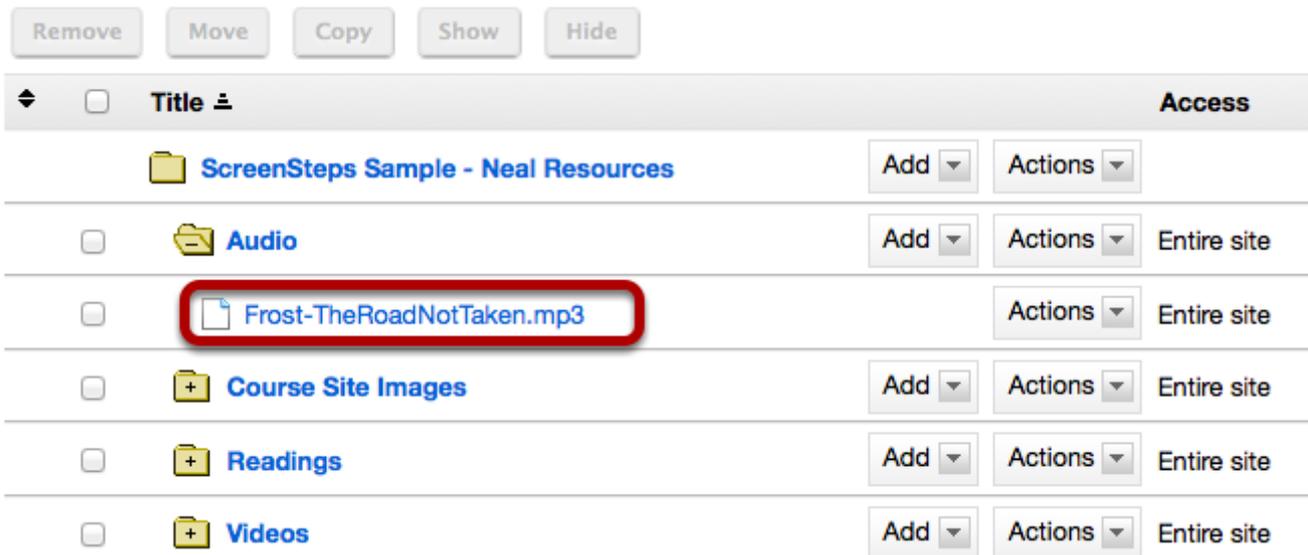
**Click OK.**



This returns the display to the text box with a place-holder for the video marked "Movie". When the text box item is published the embedded video will display.

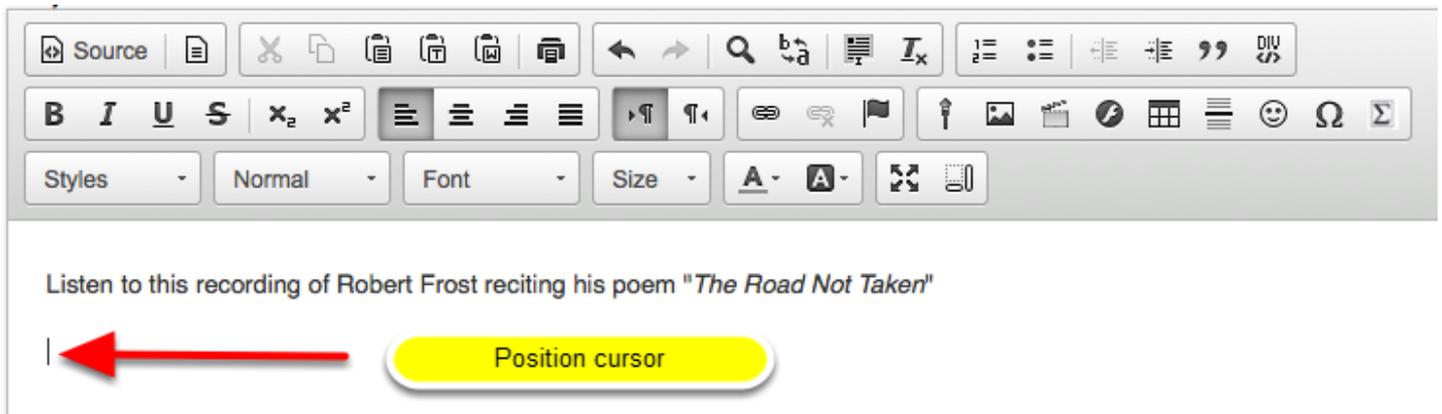
# How do I embed an mp3 audio in a text box?

Upload the mp3 file to Resources.

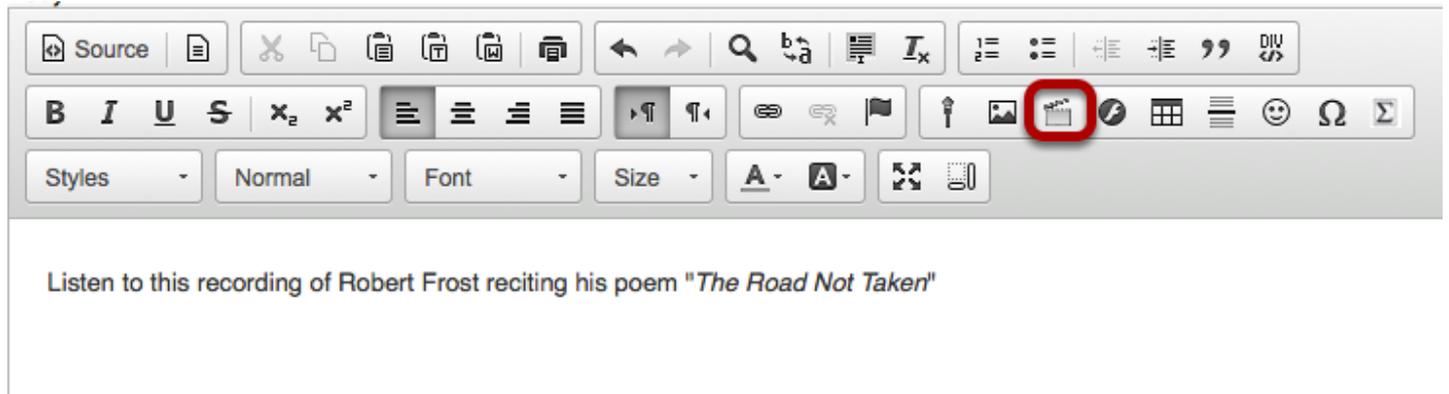


See [How do I upload files?](#) for more information on uploading.

In the text box, position your cursor where you want to embed the mp3 audio file.

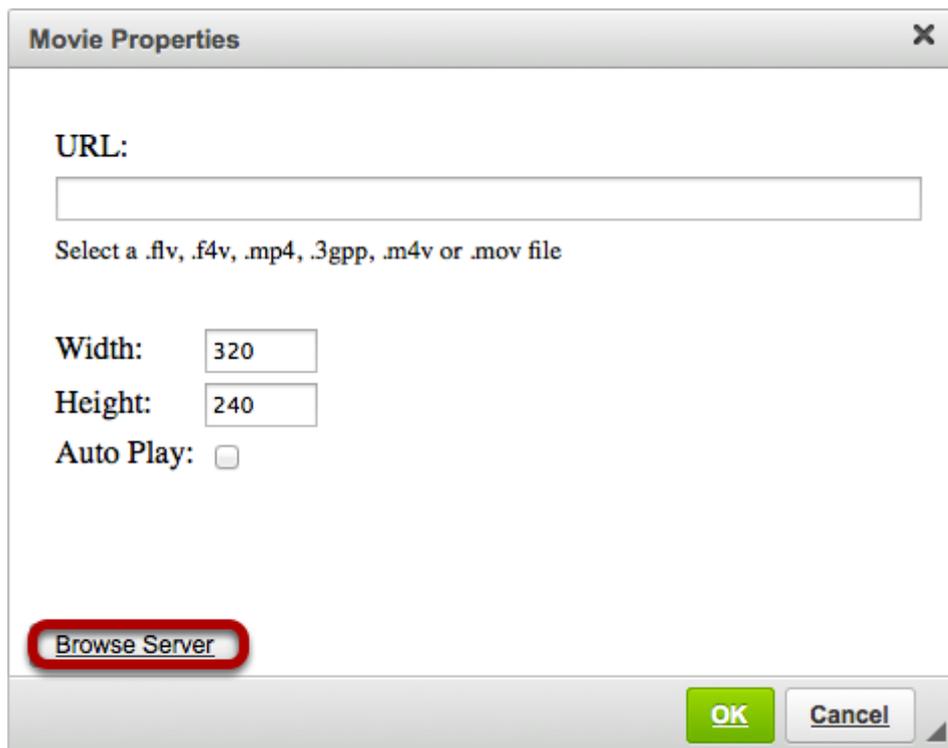


## Click Insert/Edit Movie.



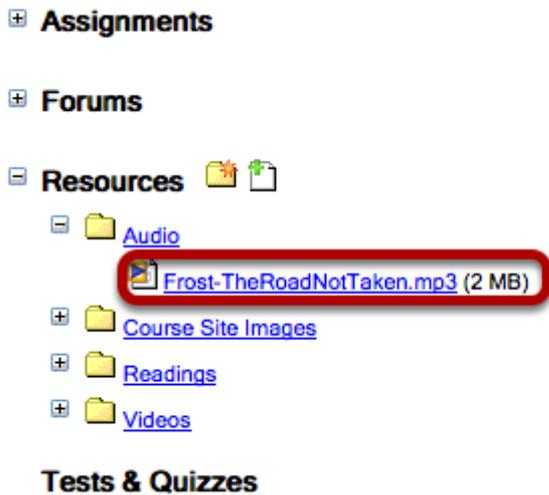
This displays the Movie Properties dialog box.

## Click Browse Server.



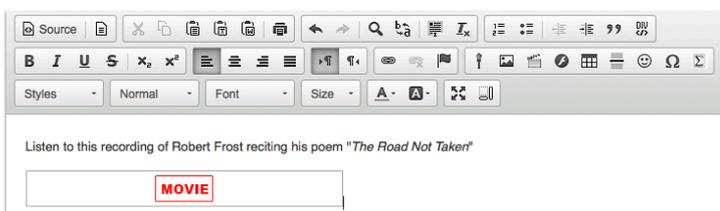
This displays the Entity Picker dialog box.

## Select the mp3 audio file you want to embed in the text box.



This returns the display to the Movie Properties dialog box with the URL of the mp2 audio in the box marked URL.

## Set the Height to 35, and then click OK.



This returns the display to the text box with a place-holder for the audio marked "Movie". When the text box item is published the embedded audio player will be displayed.

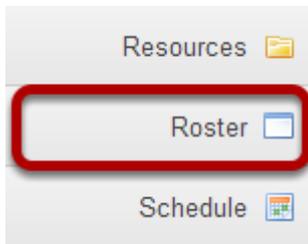
# Roster

# 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.

The screenshot shows the 'PSYCH 400 001 SU14: Roster' page. At the top, there are navigation tabs: 'Overview', 'Pictures', 'Group Membership', and 'Permissions'. The 'Overview' tab is selected. To the right of the tabs are 'Export' and 'Print' buttons. Below the tabs, the text reads 'Overview: PSYCH 400 001 SU14'. A note states: 'To add or remove participants from the site, visit the Site Info tool.' Below this, there is a 'View' dropdown menu set to 'All Available' and a 'Participants' label. A search box labeled 'Name or ID' is present, with 'Find' and 'Clear' buttons. To the right of the search box, it says 'Currently showing 6 participants (5 in Student role, 1 in Instructor role)'. Below the search box is a table with two columns: 'Name' and 'Role'. The table lists six participants: 'Student, Fourth' (Student), 'Student, Third' (Student), 'Instructor, Demo' (Instructor), 'Student, First' (Student), 'Student, Second' (Student), and 'Student, Fifth' (Student). The 'Name' column is highlighted with a red box.

Name	Role
<a href="#">Student, Fourth</a>	Student
<a href="#">Student, Third</a>	Student
<a href="#">Instructor, Demo</a>	Instructor
<a href="#">Student, First</a>	Student
<a href="#">Student, Second</a>	Student
<a href="#">Student, Fifth</a>	Student

Enrolled users in the site will be listed here.

## Searching the roster.

A close-up of the search box labeled 'Name or ID' with 'Find' and 'Clear' buttons. The search box is highlighted with a red box.

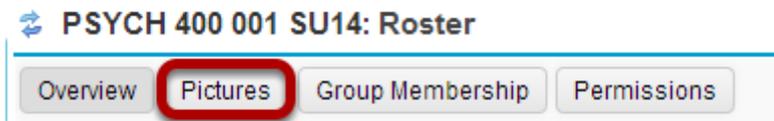
To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

# How do I view roster photos and/or profiles?

## Go to Roster.

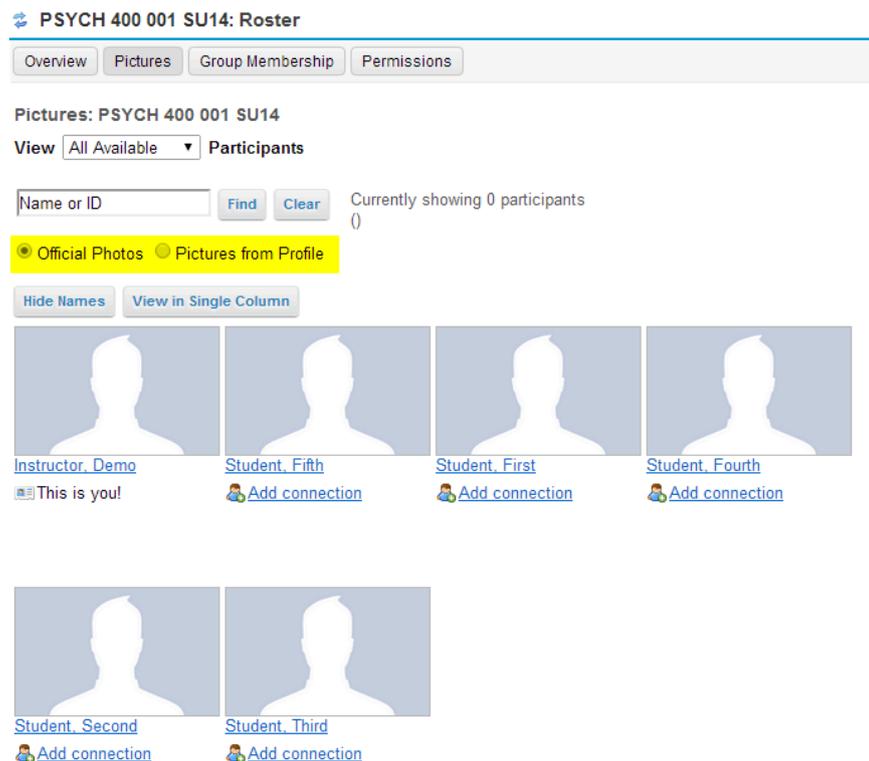
Select the **Roster** tool from the Tool Menu of your site.

## Viewing photos.



To view personalized photos that participants of your site have uploaded, at the top of the roster page, click **Pictures**.

## Profile photos for site participants will be displayed.



*Note: You have the option to 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.

PSYCH 400 001 SU14: Roster

Overview Pictures Group Membership Permissions

Overview: PSYCH 400 001 SU14 Export Print

To add or remove participants from the site, visit the Site Info tool.

View All Available Participants

Name or ID Find Clear Currently showing 6 participants  
(5 in Student role, 1 in Instructor role)

Name	Role
<a href="#">Student, Fourth</a>	Student
<a href="#">Student, Third</a>	Student
<a href="#">Instructor, Demo</a>	
<a href="#">Student, First</a>	
<a href="#">Student, Second</a>	
<a href="#">Student, Fifth</a>	



**Demo Instructor**  
[View full profile](#)  
Email: professor@myschool.edu

To view someone's profile, click the person's name or photo. Profile information that is available and that you have permission to view will be displayed.

# Schedule

# What is the Schedule/Calendar tool?

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

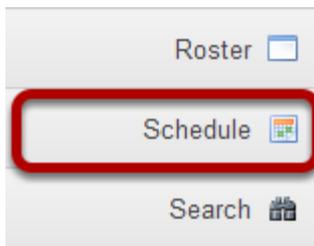
The Schedule can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

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

All calendars from all sites you have access to are merged in your My Workspace Schedule.

*Note: In some cases, local instances of Sakai have renamed the Schedule tool as Calendar on a system-wide basis; therefore, you may see it called the Calendar tool rather than Schedule tool.*

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



# How do I customize my Schedule/Calendar display?

The Calendar tool (also referred to as the Schedule tool) can be customized according to your individual display preferences.

## Calendar Options

My Workspace: Calendar GD ⓘ

**Options**

January 2014 < Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

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

# Display Settings

My Workspace: Calendar

**Options**  
Set calendar preferences.

**Calendar display**  
Change your calendar's view.

View:  **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:    **2**

**Colors**

High priority:

Medium priority:  **3**

Low priority:

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 print the Schedule/Calendar?

## Go to Schedule.

Select the **Schedule** tool from the Tool Menu in your site. (Remember that it may also be called **Calendar**.)

## Click Printable Version.

PSYCH 400 001 SU14: Schedule

Add Merge Fields Permissions

Calendar by Month

View  February 2014

< Previous Month Today Next Month >

**Printable Version** Set as Default View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	1
<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> My Event	<a href="#">28</a>	1

# Print PDF.

Schedule for Demo Instructor - February 2014

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 4:00PM: My Event	28	

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.*

# Search

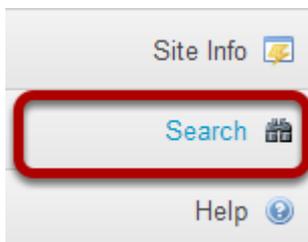
# What is the Search tool?

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.

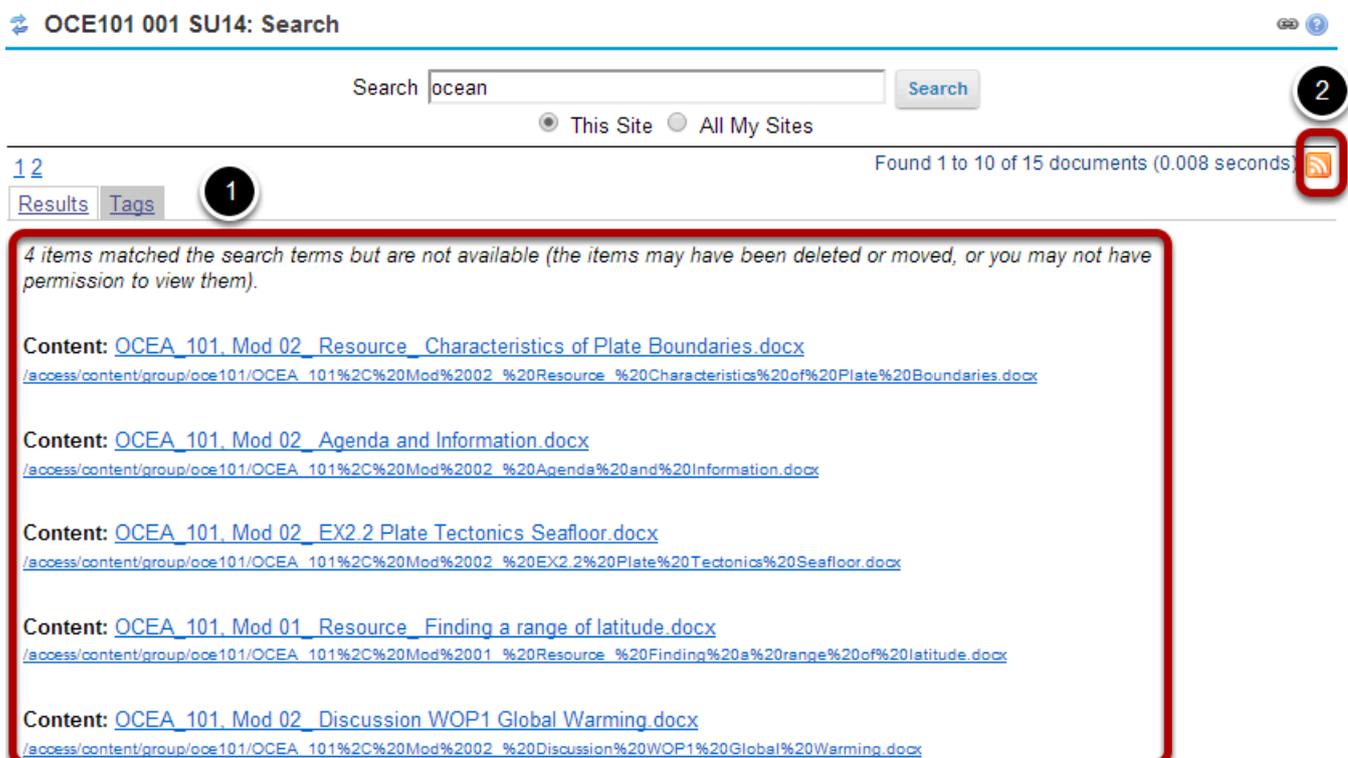
## Enter your search term/s.



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.



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 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
```

# 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.

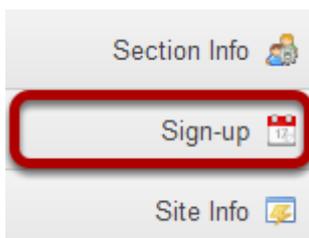
## Who can use the tool?

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.**

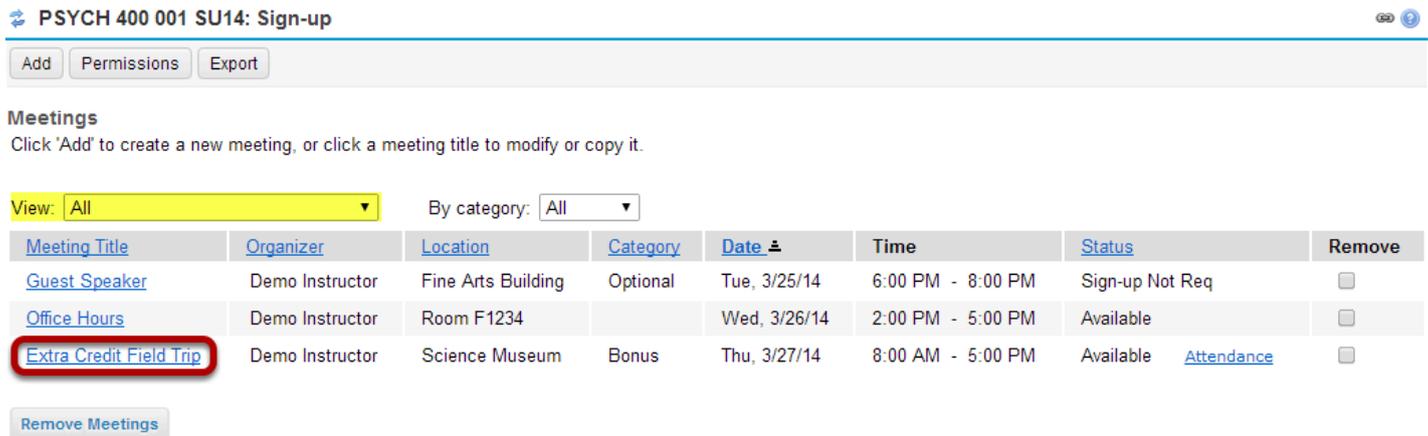


# How do I view meetings in Sign-Up?

## Go to Sign-Up.

Select the **Sign-Up** tool from the Tool Menu of your site.

## Meetings page.



The screenshot shows the 'PSYCH 400 001 SU14: Sign-up' page. At the top, there are buttons for 'Add', 'Permissions', and 'Export'. Below this is a 'Meetings' section with a sub-header 'Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.' There are two dropdown menus: 'View: All' and 'By category: All'. A table lists three meetings: 'Guest Speaker', 'Office Hours', and 'Extra Credit Field Trip'. The 'Extra Credit Field Trip' row is highlighted with a red box. Below the table is a 'Remove Meetings' button.

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Guest Speaker</a>	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>

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**.*

# Meeting details.

PSYCH 400 001 SU14: Sign-up

Modify Copy Export as Excel Print

**Meeting Details**

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Instructor  
**Location:** Science Museum  
**Category:** Bonus  
**Meeting Date:** Thursday, March 27, 2014  
**Time Period:** 8:00 AM - 5:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** Friday, March 21, 2014, 8:00 AM  
**Sign-up Ends:** Thursday, March 27, 2014, 4:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:**

**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>	20	<a href="#">Add Participant</a>	<a href="#">Add Participant</a>

\*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.  
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

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 (not visible below), active if the sign-up period has commenced.

# 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.

### Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:

By category:

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Guest Speaker</a>	Demo Instructor	Fine Arts Building	Optional	Tue, 3/25/14	6:00 PM - 8:00 PM	Sign-up Not Req	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Instructor	Room F1234		Wed, 3/26/14	2:00 PM - 5:00 PM	Available	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Museum	Bonus	Thu, 3/27/14	8:00 AM - 5:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>

*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.

### Meeting Details

**Title:** Office Hours  
**Organizer:** Demo Instructor  
**Location:** Room F1234  
**Meeting Date:** Wednesday, March 26, 2014  
**Time Period:** 2:00 PM - 5:00 PM  
**Sign-up Begins:** Thursday, March 20, 2014, 2:00 PM  
**Sign-up Ends:** Wednesday, March 26, 2014, 4:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)

**Description:**

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		<a href="#">Join Wait List</a>
2:12 PM - 2:24 PM	None	Private		<a href="#">Join Wait List</a>
2:24 PM - 2:36 PM	None	Private		<a href="#">Join Wait List</a>
2:36 PM - 2:48 PM	None	Private		<a href="#">Join Wait List</a>
2:48 PM - 3:00 PM	None	Private		<a href="#">Join Wait List</a>
3:00 PM - 3:12 PM	1	Private		<a href="#">Sign Up</a>
3:12 PM - 3:24 PM	1	Private		<a href="#">Sign Up</a>
3:24 PM - 3:36 PM	1	Private		<a href="#">Sign Up</a>
3:36 PM - 3:48 PM	1	Private		<a href="#">Sign Up</a>
3:48 PM - 4:00 PM	1	Private		<a href="#">Sign Up</a>
4:00 PM - 4:12 PM	1	Private		<a href="#">Sign Up</a>
4:12 PM - 4:24 PM	1	Private		<a href="#">Sign Up</a>
4:24 PM - 4:36 PM	1	Private		<a href="#">Sign Up</a>
4:36 PM - 4:48 PM	1	Private		<a href="#">Sign Up</a>
4:48 PM - 5:00 PM	1	Private		<a href="#">Sign Up</a>

Click the button labelled **Sign Up** beside the timeslot you want.

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.

*Notes: If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor. If a lock icon appears in Meeting Details next to a timeslot, your instructor has removed that timeslot from further sign-up.*

## Add a comment. (Optional)

### Complete Sign-Up

**Title:** Office Hours  
**Location:** Room F1234  
**Time Slot:** 3:00 PM - 3:12 PM, Wednesday, March 26, 2014  
**Participant Name:** First Student



## Click Finish.



## View your status.

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		<a href="#">Join Wait List</a>
2:12 PM - 2:24 PM	None	Private		<a href="#">Join Wait List</a>
2:24 PM - 2:36 PM	None	Private		<a href="#">Join Wait List</a>
2:36 PM - 2:48 PM	None	Private		<a href="#">Join Wait List</a>
2:48 PM - 3:00 PM	None	Private		<a href="#">Join Wait List</a>
3:00 PM - 3:12 PM	None	Private	Signed up	<a href="#">Cancel Sign-up</a>
3:12 PM - 3:24 PM	1	Private		<a href="#">Sign Up</a>
3:24 PM - 3:36 PM	1	Private		<a href="#">Sign Up</a>

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

## Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
2:00 PM - 2:12 PM	None	Private		<a href="#">Join Wait List</a>
2:12 PM - 2:24 PM	None	Private		<a href="#">Join Wait List</a>
2:24 PM - 2:36 PM	None	Private		<a href="#">Join Wait List</a>
2:36 PM - 2:48 PM	None	Private		<a href="#">Join Wait List</a>
2:48 PM - 3:00 PM	None	Private		<a href="#">Join Wait List</a>
3:00 PM - 3:12 PM	None	Private	Signed up 	<a href="#">Cancel Sign-up</a>
3:12 PM - 3:24 PM	1	Private		<a href="#">Sign Up</a>
3:24 PM - 3:36 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.

# 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

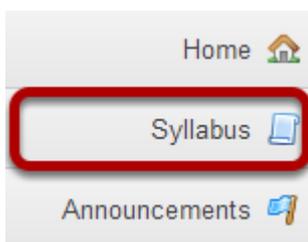
**File Attachment:** Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the 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 print the syllabus?

## Go to Syllabus.

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

## Click Print View.

 OCE101 001 SU14: Syllabus

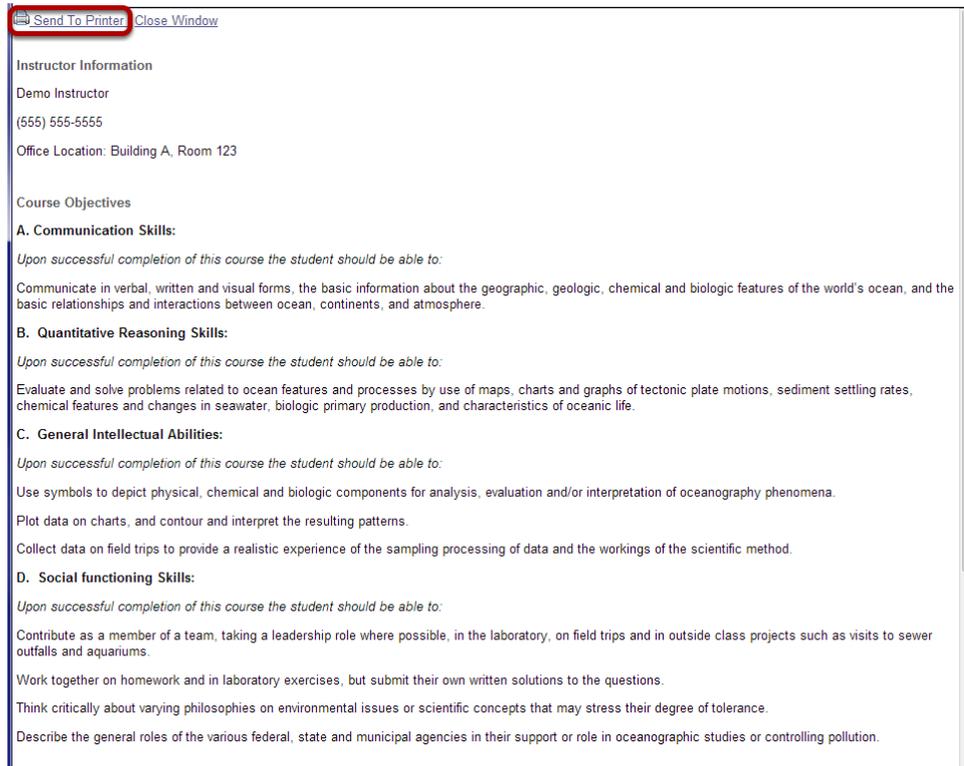


 Expand All

 Print View

- ▶ [Instructor Information](#)
- ▶ [Course Objectives](#)
- ▶ [Attendance Policy](#)
- ▶ [Accessibility Statement](#)
- ▶ [Academic Integrity/Plagiarism](#)
- ▶ [Grading Information](#)
- ▶ [Textbook](#)

# Click Send to Printer.



[Send To Printer](#) [Close Window](#)

**Instructor Information**  
Demo Instructor  
(555) 555-5555  
Office Location: 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.

**C. General Intellectual Abilities:**  
*Upon successful completion of this course the student should be able to:*  
Use symbols to depict physical, chemical and biologic components for analysis, evaluation and/or interpretation of oceanography phenomena.  
Plot data on charts, and contour and interpret the resulting patterns.  
Collect data on field trips to provide a realistic experience of the sampling processing of data and the workings of the scientific method.

**D. Social functioning Skills:**  
*Upon successful completion of this course the student should be able to:*  
Contribute as a member of a team, taking a leadership role where possible, in the laboratory, on field trips and in outside class projects such as visits to sewer outfalls and aquariums.  
Work together on homework and in laboratory exercises, but submit their own written solutions to the questions.  
Think critically about varying philosophies on environmental issues or scientific concepts that may stress their degree of tolerance.  
Describe the general roles of the various federal, state and municipal agencies in their support or role in oceanographic studies or controlling pollution.

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.

# Tests & Quizzes

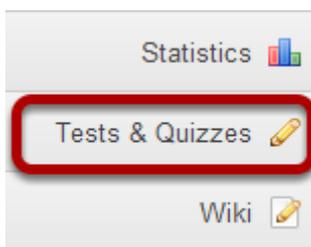
# What is the Tests & Quizzes tool?

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

### 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="#">Module 01 Quiz</a>	20 min	2014-Mar-02 04:51 PM
<a href="#">Module 02 Quiz</a>	20 min	2014-Mar-09 04:54 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

Create an Assessment

1

Create from Scratch

Assessment Title

Create using assessment builder

Create using markup text

Choose assessment type (optional)

select

Create

OR

Import from File (XML or zip)

Import

Working Copies: not released to students

Published Copies: released to students

2

Action	Title	Last Modified
Select	Brief Quiz 1.2	01/24/2014 09:17:05 AM
Select	Brief Quiz 2	01/23/2014 09:41:31 AM
Select	Mid-Term C	01/24/2014 10:32:51 AM

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 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

#### 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="#">Module 01 Quiz</a>	20 min	2014-Mar-02 04:51 PM
<a href="#">Module 02 Quiz</a>	20 min	2014-Mar-09 04:54 PM

#### Submitted Assessments

[View All Submissions/Scores](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
-------	------------	----------------	--------------------	------------------	------	-----------

In the **Take an Assessment** 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 no longer available do not show up in the Take an Assessment list at all.*

## Begin assessment.

### Begin Assessment

"Module 02 Quiz " for OCE101 001 SU14

This assessment is **due Sunday, 2014-Mar-09 04:54 PM.**

Once you click "Begin Assessment," you will have 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 1 time(s).

[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.

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 shows a quiz interface for 'OCE101 001 SU14: Tests & Quizzes'. At the top, there is a 'Module 02 Quiz' header. Below it, a 'Table of Contents' button is highlighted with a red box and labeled '1'. A 'Time Remaining: 0:19:24' timer is shown with a green progress bar and a 'Hide/Show Time Remaining' button, highlighted with a red box and labeled '2'. Below the timer, the text 'Part 1 of 1 -' is visible. A question box is highlighted with a red box and labeled '3'. The question is 'Question 1 of 20' worth '1.0 Points'. The question text is 'As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?'. The options are: A. North America, B. Asia, C. Antarctica, and D. South America. Option D is selected. A 'Reset Selection' link is below the options. At the bottom, there are three buttons: 'Previous' (labeled '4'), 'Next' (labeled '5'), and 'Save' (labeled '6').

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 Time Remaining count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
5. After you have answered the question, click **Next** to save your response and advance to the next question.
6. You may also click **Save** on any question to save your answer.

# Save and Submit.

## Module 02 Quiz

Table of Contents

Time Remaining: 0:12:32

Hide/Show Time Remaining

Part 1 of 1 -

Question 20 of 20

1.0 Points

Which of these is most abundant on or in the Earth?

- A. mantle material
- B. granite rock
- C. liquid water
- D. basalt

[Reset Selection](#)

Previous

Next

Save

Submit for Grading

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:

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 OCE101 001 SU14

Creator Demo Instructor

Assessment Title Module 02 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.

 OCE101 001 SU14: Tests & Quizzes



### Submission

#### Module 02 Quiz - Submission Information

Course Name	OCE101 001 SU14
Creator	Demo Instructor
Assessment Title	Module 02 Quiz
Number of submissions remaining	0 out of 1
Confirmation Number	76-80-e986306d-c3c9-4829-bf25-32b9b9455659-Tue Mar 04 17:19:31 EST 2014
Submitted	03/04/2014



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 I view the feedback on my assessment (i.e. test or quiz)?

*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.

OCE101 001 SU14: Tests & Quizzes

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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="#">Module 01 Quiz</a>	20 min	2014-Mar-02 04:51 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".

[View All Submissions/Scores](#) | [View Only Recorded Scores](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
<a href="#">Module 02 Quiz</a>	<a href="#">Statistics</a>	19	Immediate <a href="#">Feedback</a>	19	9 min 35 sec	2014-Mar-04 05:19 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.

## Module 02 Quiz

[Return to Assessment List](#)

Part 1 of 1 -

19.0/ 20.0 Points

Question 1 of 20

1.0/ 1.0 Points

As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?

- A. North America
- B. Asia
- C. Antarctica
- D. South America

**Answer Key:** D

The feedback your instructor has chosen to release to students will be displayed.

## Correct answers are marked with a green checkmark.

Question 2 of 20

1.0/ 1.0 Points

The outermost solid layer of the Earth that comprises both continental and oceanic crust is called the:

- A. Hydrosphere
- B. Lithosphere
- C. Aesthenosphere
- D. Outer Core

**Answer Key:** B

## Incorrect answers are marked with a red X.

Question 14 of 20

0.0/ 1.0 Points

Geologists believe that a new ocean basin is forming:

- A. along the East African divergent rift system.
- B. in the Red Sea.
- C. along the divergent zone between India and Asia.
- D. along the divergent zone between the Nazca Plate and the South American Plate.

**Answer Key:** D

## Grader comments.

Question 3 of 20

0.0/ 1.0 Points

Earlier than 200 million years ago, the continents were joined into one supercontinent called:

- A. Pangaea
- B. Panthalassa
- C. Oceanus
- D. Tethys

**Answer Key:** A

**Comment:** Sample grader comments.

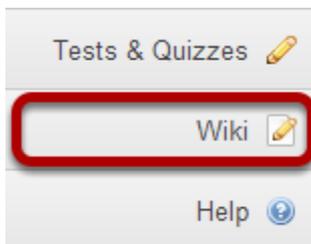
Grader comments (if applicable) show up below the question and answer key.

# 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?

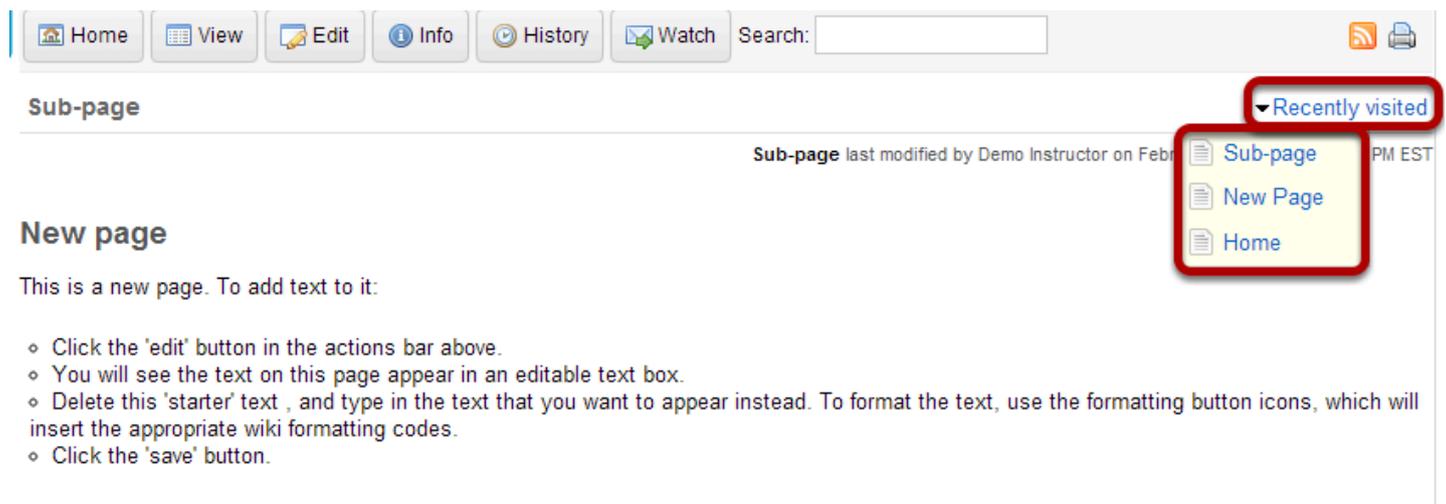
To move from page to page in Wiki, follow the links within each page. Links with a world icon beside them link to external websites or to attachments. These will open in a new window.

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.

## Recently visited pages.



The screenshot shows the top navigation bar of a Wiki page. It includes buttons for Home, View, Edit, Info, History, and Watch, along with a search box. Below the navigation bar, the page title 'Sub-page' is displayed. A dropdown menu labeled 'Recently visited' is open, showing links to 'Sub-page', 'New Page', and 'Home'. The 'Sub-page' link is highlighted in yellow. Below the page title, the text 'Sub-page last modified by Demo Instructor on Feb 10, 2010 10:00 PM EST' is visible. The main content area is titled 'New page' and contains instructions for editing the page.

As you navigate around Wiki, your recently visited pages will appear in the drop-down list in the top right corner of the page. Click on the **Recently Visited** link to expand or collapse this list. You can use the links in this list to return to any page at any time.

# How do I create a new wiki page?

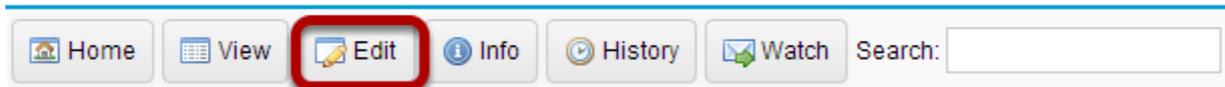
To create a new page, you will need to add it as a link from an existing page.

## Go to Wiki.

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

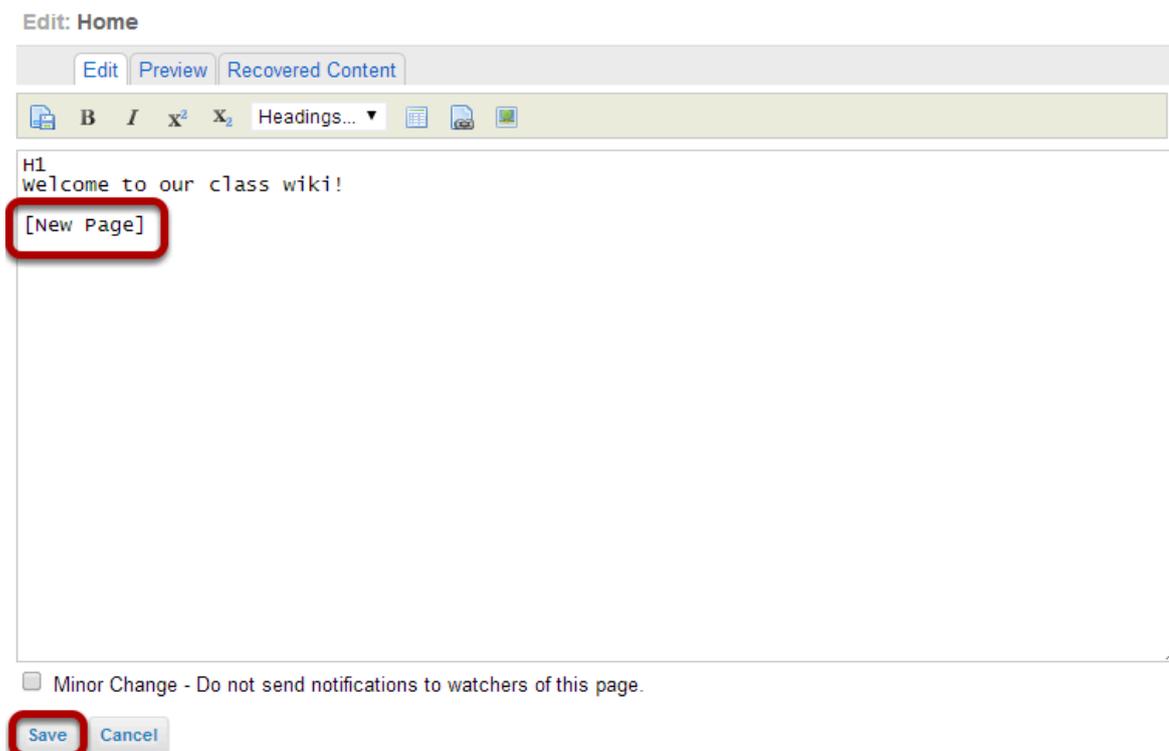
## Click Edit.

PSYCH 400 001 SU14: Wiki



While viewing an existing page, click the **Edit** button.

## Enter the page name.



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*

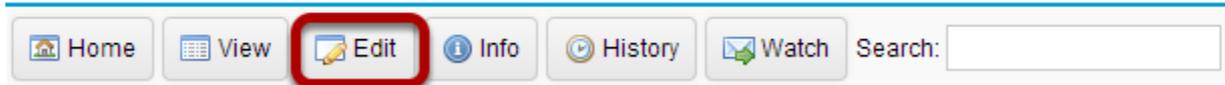
# How do I edit wiki pages?

## Go to Wiki.

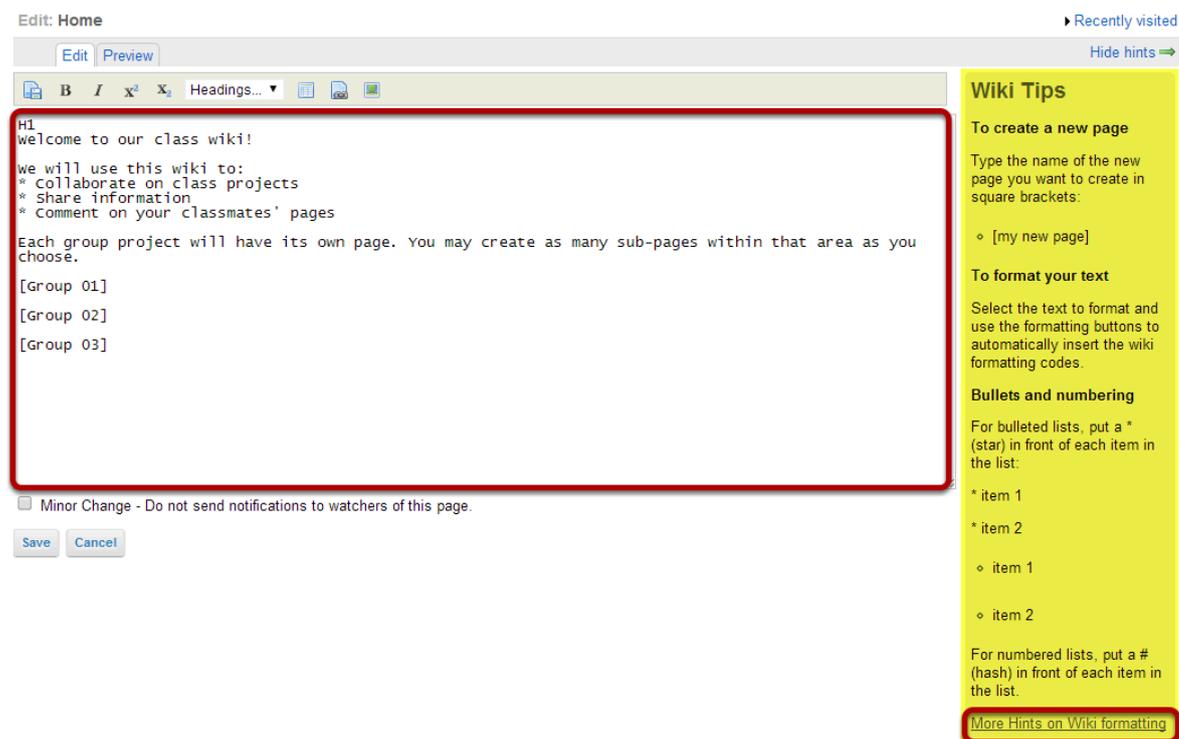
Select the **Wiki** tool from the Tool Menu of your site.

## Click Edit.

PSYCH 400 001 SU14: Wiki



## Enter the page content.

A screenshot of the Sakai Wiki edit page. The editing area is highlighted with a red rectangular box. The editing area contains the following text:

H1  
welcome to our class wiki!

we will use this wiki to:

- \* Collaborate on class projects
- \* Share information
- \* Comment on your classmates' pages

Each group project will have its own page. You may create as many sub-pages within that area as you choose.

[Group 01]

[Group 02]

[Group 03]

Minor Change - Do not send notifications to watchers of this page.

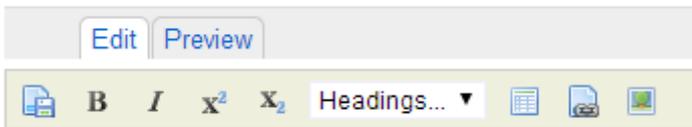
Save Cancel

The sidebar on the right contains 'Wiki Tips' with sections for 'To create a new page', 'To format your text', and 'Bullets and numbering'. The link 'More Hints on Wiki formatting' at the bottom of the sidebar is highlighted with a red rectangular box.

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 wiki!

We will use this wiki to:

- Collaborate on class projects
- Share information
- Comment on your classmates' pages

Each group project will have its own page. You may create as many sub-pages within that area as you choose.

[Group 01?](#)

[Group 02?](#)

[Group 03?](#)

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**.

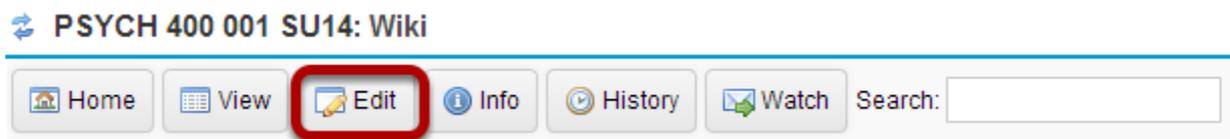
# How do I add images to a wiki page?

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.

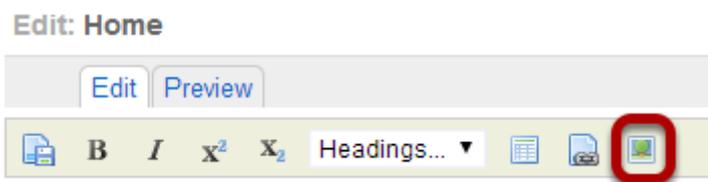
## Go to Wiki.

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.

PSYCH 400 001 SU14: Wiki

## Add Attachment

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

Location: PSYCH 400 001 SU14 Resources

Title	Actions
PSYCH 400 001 SU14	Add
Podcasts	Add
3Penguins.jpg	Select
Show other sites	

Continue Cancel

Click the **Select** link for the image file if it is already in Resources.

## Or, upload the file.

## Add Attachment

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

Location: PSYCH 400 001 SU14 Resources

Title	Actions
PSYCH 400 001 SU14	Add
Podcasts	
3Penguins.jpg	
Show other sites	

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create HTML Page
- Create Text Document
- Create Citation List

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.



Once you have selected the image file, click the **Continue** button.

## Preview content. (Optional)

Edit: Group 01



If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

## Click Save.



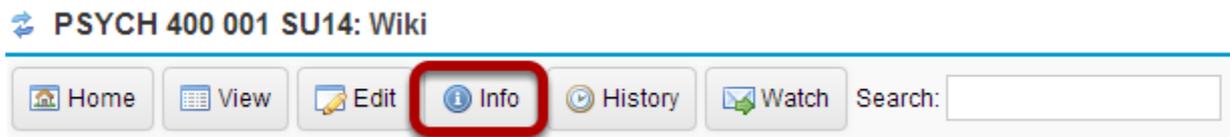
Once you have finishing editing the page, click **Save**.

# How do I view wiki page info?

## Go to Wiki.

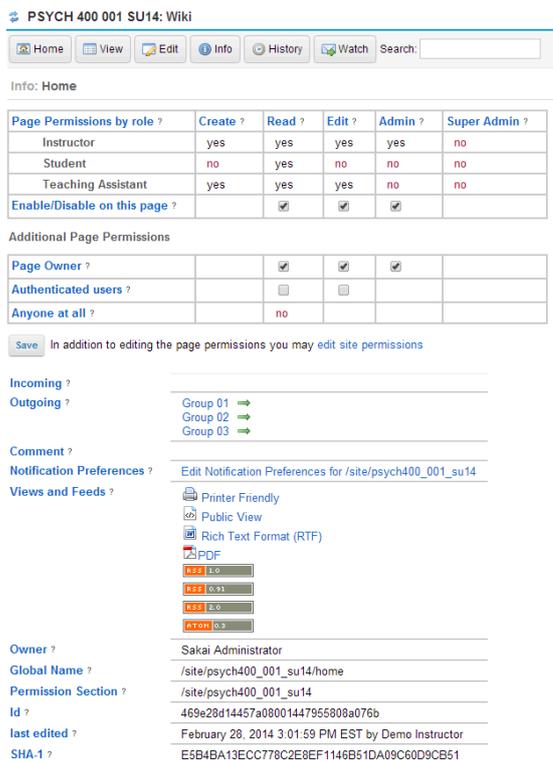
Select the **Wiki** tool from the Tool Menu of your site.

## Click Info.



Select the **Info** button to view the information for the page you are currently viewing.

## View page information.

A screenshot of the 'Info' page for 'PSYCH 400 001 SU14: Wiki'. The page shows various permissions and settings. At the top, there is a navigation bar with buttons for Home, View, Edit, Info, History, and Watch. Below the navigation bar, the page title 'PSYCH 400 001 SU14: Wiki' is visible. The main content area is divided into several sections: 'Page Permissions by role', 'Additional Page Permissions', 'Incoming', 'Outgoing', 'Comment', 'Notification Preferences', 'Views and Feeds', 'Owner', 'Global Name', 'Permission Section', 'Id', 'last edited', and 'SHA-1'.

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 ?**

- Group 01 →
- Group 02 →
- Group 03 →

**Comment ?**

**Notification Preferences ?** [Edit Notification Preferences for /site/psych400\\_001\\_su14](#)

**Views and Feeds ?**

- Printer Friendly
- Public View
- Rich Text Format (RTF)
- PDF
- RSS 1.0
- RSS 0.91
- RSS 2.0
- Atom 0.3

**Owner ?** Sakai Administrator

**Global Name ?** /site/psych400\_001\_su14/home

**Permission Section ?** /site/psych400\_001\_su14

**Id ?** 469e28d14457a08001447955808a076b

**last edited ?** February 26, 2014 3:01:59 PM EST by Demo Instructor

**SHA-1 ?** E5B4BA13ECC778C2E8EF1146B51DA09C60D9CB51

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 (usually the person who created it)
- Gives the global page name, to allow linking to it from outside the Wiki

- Gives the page permission details (the site you need to be a member of to see it)
- 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
- An open document format (.odf) version (which can be opened in Open Office, for example)
- An RSS feed of recent changes

# 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 ▶ Recently visited

Version ?	User ?	Date ?	Compare to ?	Revert ?	Changed ?	Permissions ?
<a href="#">CURRENT (7)</a>	Demo Instructor					
<a href="#">V.6</a>	Demo Instructor	February 28, 2014 4:00:50 PM EST	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.5</a>	Demo Instructor	February 28, 2014 4:00:41 PM EST	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.4</a>	Demo Instructor	February 28, 2014 3:01:59 PM EST	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.3</a>	Demo Instructor	February 28, 2014 3:01:33 PM EST	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.2</a>	Sakai Administrator	February 28, 2014 11:57:36 AM EST	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>	Content same as V.1	orwa srwa p--
<a href="#">V.1</a>	Sakai Administrator	February 28, 2014 11:48:08 AM EST	<a href="#">Current</a>   <a href="#">Previous</a>	<a href="#">Revert to this version</a>		orwa srwa p--
<a href="#">V.0</a>	Sakai Administrator	February 28, 2014 11:30:50 AM EST	<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.*