Sakai 19 User Guide (English)

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About Help

About Sakai Help

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

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

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

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

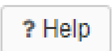
Navigating Help

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

Searching Help

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

Tool Help



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

Additional Help Resources

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

Accessibility

Accessibility Information

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

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

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

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

For additional information visit the Accessibility Working Group on the Confluence Wiki.

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

This article describes the following:

- Desktop versus Mobile View in Sakai
- Organization of Sakai
  - Important Access keys for main navigation
  - Quick Access (Skip to...) links
  - Sites
  - Your profile picture and name (use this menu to Log Out)
  - Favorite sites list (on Desktop View)
  - Tool Menu for the current site
  - Expand/Collapse Tool Navigation (for sighted users, on Desktop View)
  - Content area
  - Access keys to navigate the content area
  - Footer
- Rich-Text Editor accessibility
- Instructions for enlarging screen elements, modifying colors/contrast
- How to get more help

If you need specific help with your assistive technology, please refer to your local institution's website to find contact information for groups who can assist you with accessibility accommodations.

Desktop versus Mobile View

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

Organization of Sakai

Always present in Sakai are the following:

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

Important Access keys for main navigation

The major elements of a Sakai site can be accessed via **Access keys** (see note for more information on how to use **Access keys**):

Content - This access key takes you to the area that contains the site where you are working.

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

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

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

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

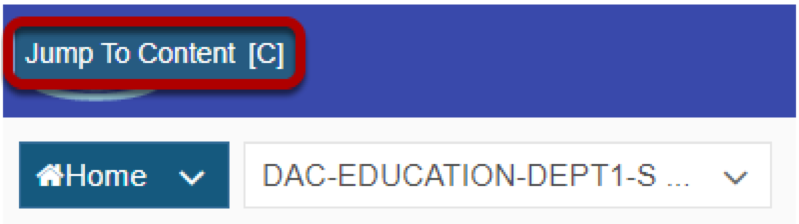
- **Landmark**: navigation ("My Sites")
- **Access key**: [W]

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

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

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

Quick Access (Skip to...) links



Location: The quick access links are 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.

Pictured above is how one of these (normally invisible) links displays on the page if you navigate using the **Tab** key on your keyboard in Chrome after logging in to Sakai.

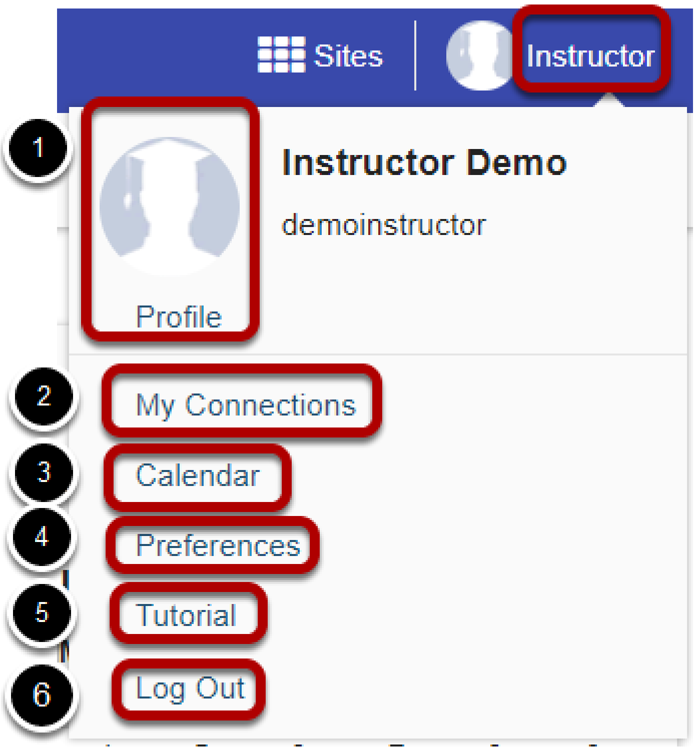
Sites

When logged in on Desktop View, the **Sites** menu follows the access key links, replacing the **Login** links.

On Mobile View, the **Sites** menu follows your profile picture and name (described below).

You can expand the **Sites** menu to access your active sites.

Your profile picture and name (use this menu to Log Out)



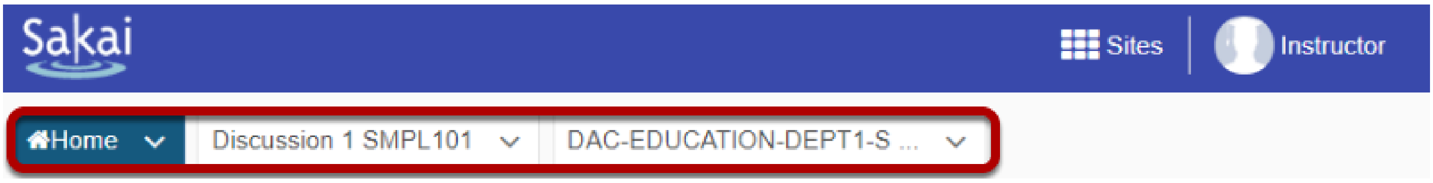
When logged in on Desktop View, your profile picture (which displays a silhouette of a student with a graduation cap by default) and name follow the **Sites** menu.

On Mobile View, your profile picture and name are at the top of the screen.

Selecting either your profile picture or name opens a menu with the following options:

1. Your profile picture and a **Profile** link that you can select to edit your picture or profile.
2. A **My Connections** link that will take you where you can search for, add, and manage your connections.
3. A **Calendar** link that will take you to your aggregated calendar for all enrolled sites.
4. A **Preferences** link that will take you to a page where you can edit your Sakai notifications, time zone, language, and active sites.
5. A **Tutorial** link to start the Sakai introductory tutorial (this tutorial also appears the first time you log into Sakai).
6. A **Log Out** link to log you out and take you to back to the *Gateway* page of Sakai.

Favorite sites list (on Desktop View)



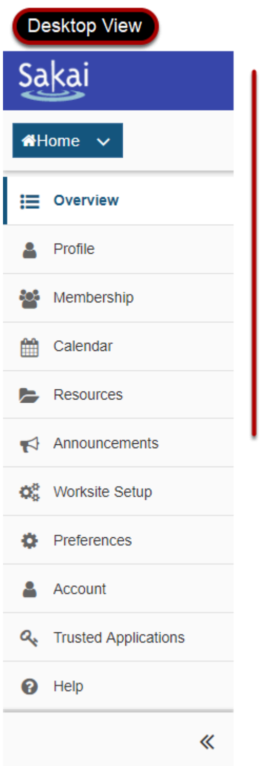
- **Location**: On Desktop View only, the favorite sites list appears after your name.
- **Landmark**: navigation ("Sites list begins here ")
- **Heading**: Level 1 ("Sites list begins here ")

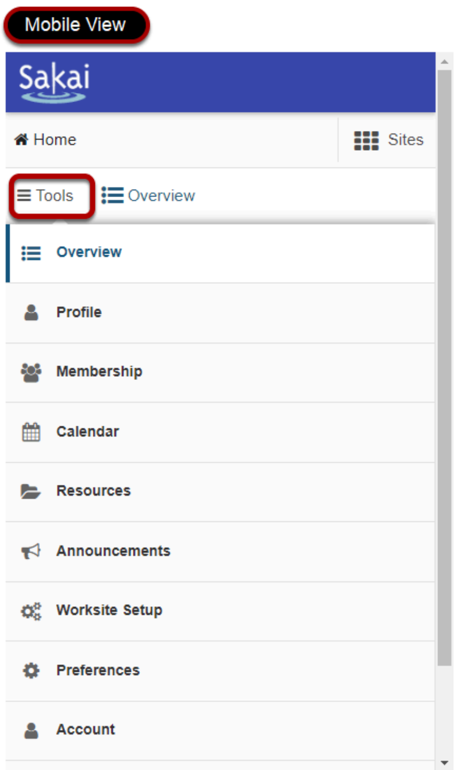
This list contains the links to sites you most commonly use. You can select which sites appear in the list by selecting them as Favorites from the **Sites** menu. Each favorite site's tab will either take you to the site, or if you **Tab** into the menu and press the **Down** arrow key, supply you with 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, only the first ten sites will display in this list.

Tool Menu for the current site



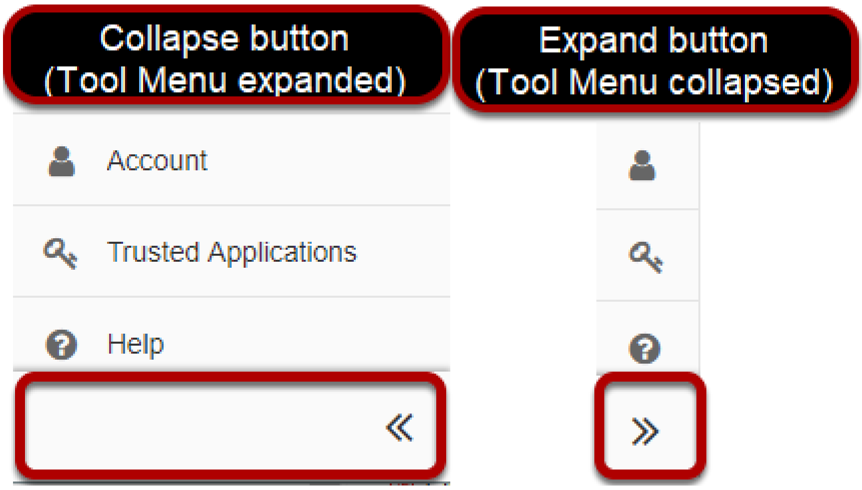


- **Location**: On Desktop View, the Tool Menu appears to the left of the screen. On Mobile View, it can be accessed by selecting **Tools** near the top of the screen.
- **Landmark**: navigation ("Tools list begins here")
- **Heading**: Level 1 ("Tools list begins here")
- **Access key**: [**L**]

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

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

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

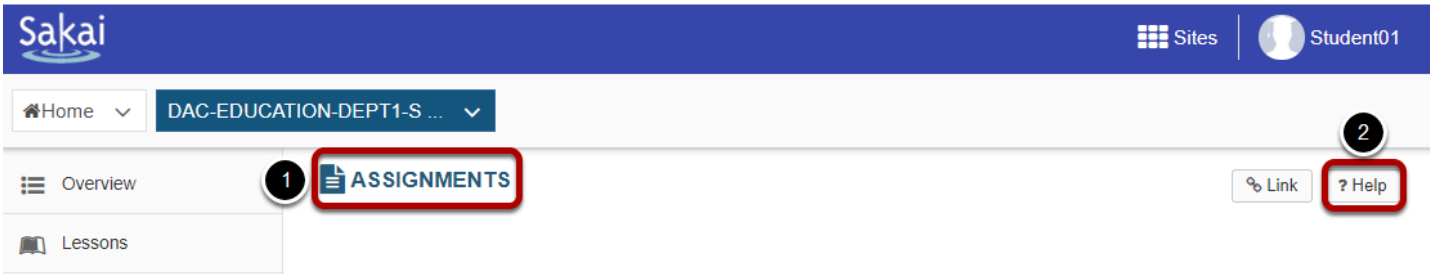


Location: On Desktop View only, at the bottom of the screen underneath the Tool Menu is a button to collapse or expand the menu. When collapsed, the Tool Menu displays with icons only, no text.

The **Expand/Collapse Tool Navigation** button display switches between **<<** (to collapse the Tool Menu) and **>>** (to expand the Tool Menu), depending on the state of the menu.

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

Content area



The content comes after the Tool Menu.

- **Location**: On Desktop View, the content displays to the right of the Tool Menu. On Mobile View, the content appears underneath the **Tools** link.
- **Landmark**: main
- **Heading**: Level 1 “Content begins here”
- **Access key**: [**C**]

At the top of the content area for most tools, you will find:

1. The **title of the tool** you are currently viewing. This is also a **Refresh Tool** link that returns you to the main page of the tool when clicked. Pictured above is an example of an **Assignments** (**Refresh Tool**) link.
2. The title will be followed by a **Help** button, which opens a new tab or window (depending on your internet browser preferences) with help documentation for the current tool.

Access keys to navigate the content area

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

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

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

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

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

Rich-Text Editor accessibility

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

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

Instructions for enlarging screen elements, modifying colors/contrast

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

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

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

Getting more help

If you need further help, please contact your local institution's accessibility support resources.

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What does it mean to make content accessible?

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

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

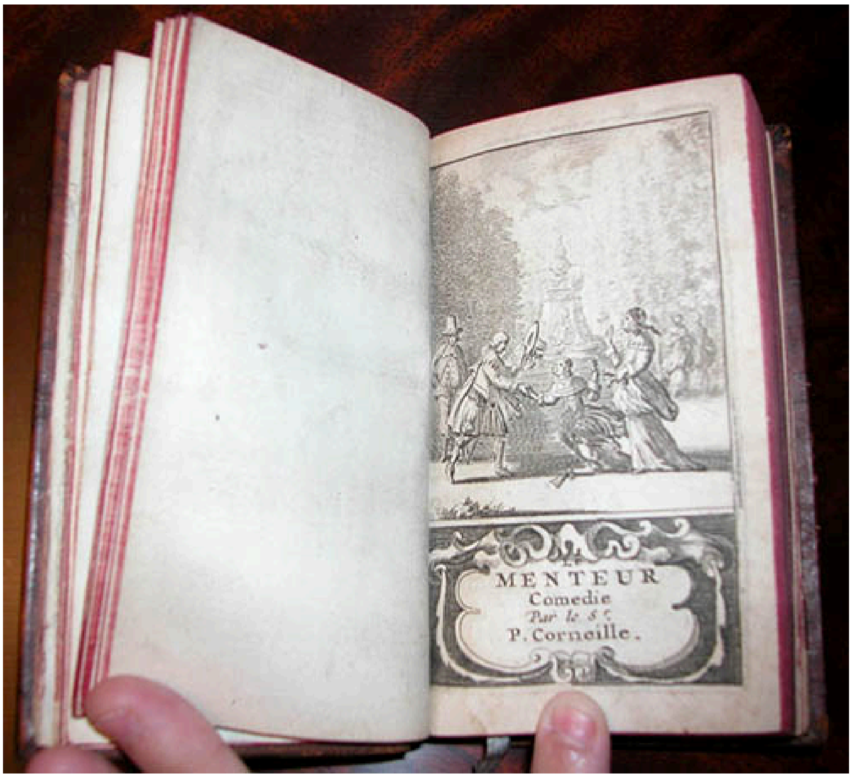
Improving the *accessibility* of content is about reducing basic barriers to comprehension, such as providing *alternative text* for images, so that those who cannot see the images can grasp their meaning. Similarly, making captions or transcript text available for a video file can make it *accessible*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

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

What does an example of inaccessible content look like?

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

What is depicted in the image below?



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

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

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

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

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

Why is the content of the image above inaccessible?

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

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

What types of content are inaccessible?

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

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

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What are some guidelines for making content accessible?

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

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

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

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

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

See the articles linked below.

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

- How can I make images more accessible?
- How can I make tables more accessible?
- How can I make videos and audio files more accessible?
- How can I make links accessible?
- How can I make lists of items accessible?
- How can choices in background and text color affect accessibility?
- How can I structure my page to make it more accessible?

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- Why should I use paragraph breaks in my document?

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How can I make images more accessible?

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

When to Add Alternative Text Descriptions for Images

- **Simple image with "simple meaning"** - add descriptive alternative text of 10 to 169 character as outlined below. The alternative text should describe the educational/ informational purpose of the image.
- **Complex image with "rich meaning"** - add a paragraph above or below the image that goes into more detail. Some pointers, such as "Next image," or "Previous image," will help tie them together. If the image is referenced from elsewhere in the document, add a paragraph below it that can serve as a caption, and then refer to it. If the longer alternative text is not feasible, create a link to an external Web page that contains an appropriate description.
- **Decorative image** - if the image is purely decorative or used for visual formatting, the alternative text description should be left blank to hide it from users of assistive technology.

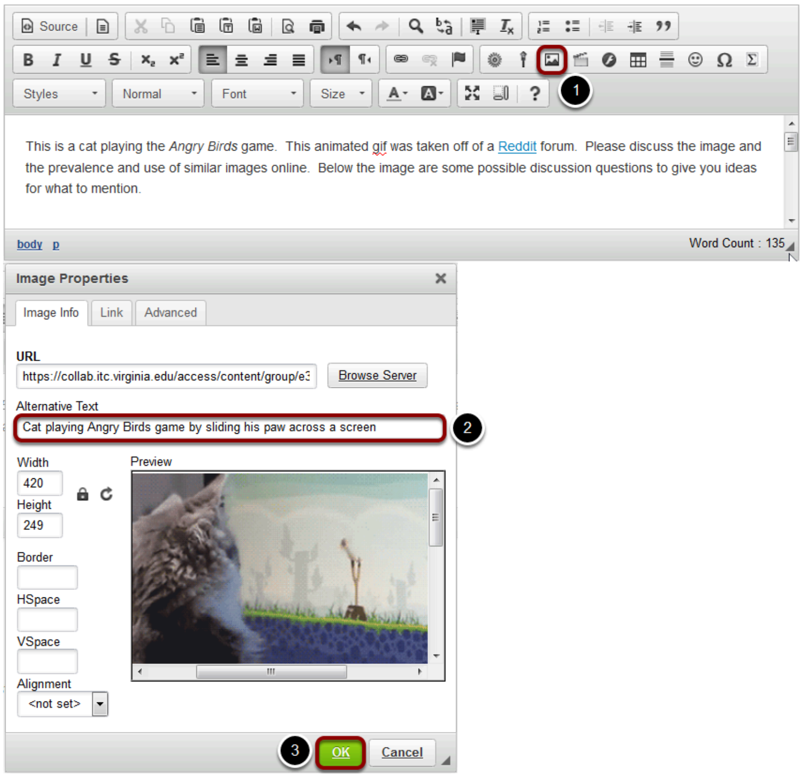
Examples of Text Alternatives for Images

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

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

    [Image] Figure 1.3

Steps to Add Alternative Text to a Newly Embedded Image



1. If you do not already have an image embedded in the text box, click on the **Image** icon in the Rich-Text Editor's toolbar to insert an image. The **Image** icon displays a picture that looks like a landscape, with mountains and a sun. For more information on adding an image, please see the article [How do I embed an image in a text box?]
2. In the *Image Properties* dialog window, enter short, meaningful descriptive text in the **Alternative Text** box.
3. Click **OK** to confirm the addition of the text.

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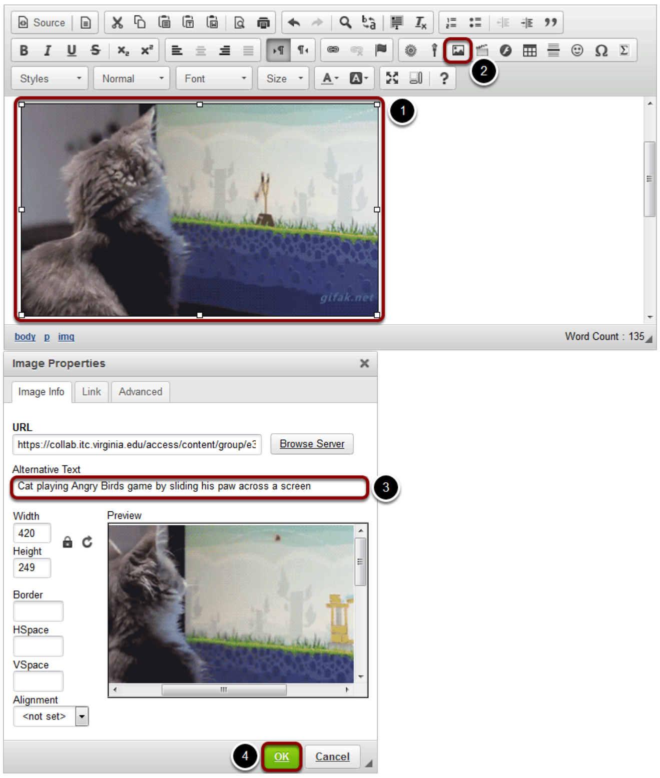
Steps to Add Alternative Text to an Existing Image



1. Click on the image you have embedded in the text box to select it.
2. Click on the **Image** icon in the Rich-Text Editor's toolbar. The **Image** icon displays a picture that looks like a landscape, with mountains and a sun.
3. In the *Image Properties* dialog window, enter short, meaningful descriptive text in the **Alternative Text** box.
4. Click **OK** to confirm the addition of the text.

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How can I make tables more accessible?

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

Examples of Tables: Simple table

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

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

Examples of Tables: Complex table

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

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

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

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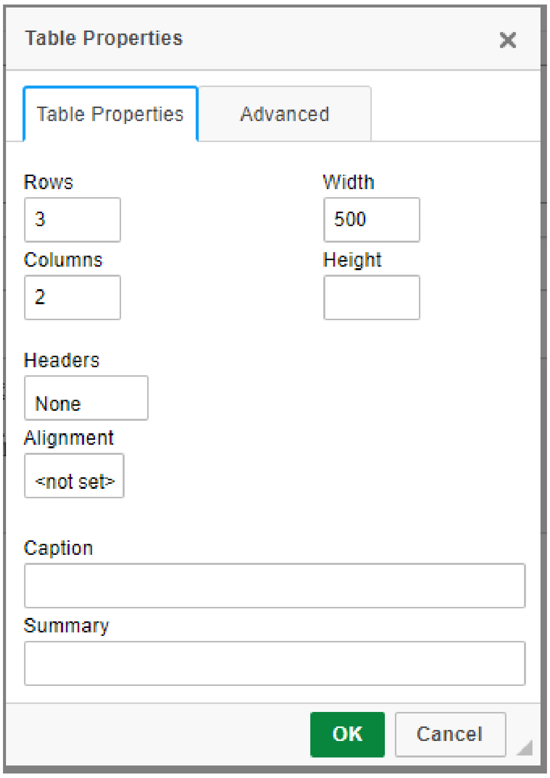
Steps to Making Accessible Tables



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

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

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

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How can I make videos and audio files more accessible?

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

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

Provide a transcript.

P R O C E E D I N G S

(10:06 a.m.)

CHIEF JUSTICE ROBERTS: We'll hear argument first this morning in Case No. 14-916, Kingdomware Technologies v. United States.

Mr. Saunders.

ORAL ARGUMENT OF THOMAS G. SAUNDERS

ON BEHALF OF THE PETITIONER

MR. SAUNDERS: Mr. Chief Justice, and may it please the Court:

By its plain terms, the 2006 Veterans Act requires the VA to consider veterans first under the

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

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

If you do not have a transcript of your video or audio content readily available, you can create a transcript yourself. Note that if you did not create the video or audio yourself, you may

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encounter copyright issues in creating your own transcript. Please refer to your institution's Copyright Policy for more information. For some video and audio content, you may be able to find an existing transcript by searching in your institution's library catalog or online.

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

Use video with captions.

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

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

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

Include an audio description for video.

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

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How can I make links accessible?

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

Use Unique and Descriptive Link Text

1

Item		
Item 1	Vote	Delete
Item 2	Vote	Delete
Item 3	Vote	Delete

2

Item		
Item 1	Vote on Item 1	Delete Item 1
Item 2	Vote on Item 2	Delete Item 2
Item 3	Vote on Item 3	Delete Item 3

Above is an image displaying two tables.

1. In lists where each item has several links associated with it, the temptation would be to create a table like the first example shown above. It contains three rows, each containing an Item where you can click a link to **Vote** for the item or **Delete** it. Because each item only has **Vote** and **Delete** for the links, someone using assistive technology, such as a screen reader, might not be able to tell for which item they're voting.
2. The second example shown would be better, if a bit verbose. Each item's links contain all the information you need to know to select them: **Vote on Item 1**, **Delete Item 1**, **Vote on Item 2**, **Delete Item 2**, etc.

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Add Alternative Text for Image Links

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

Identify File Types in Links to Downloadable Files

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

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

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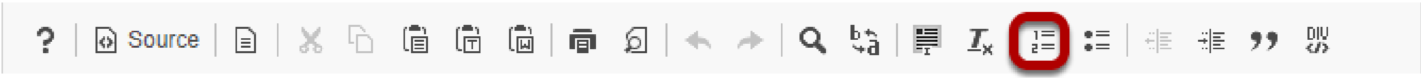
How can I make lists of items accessible?

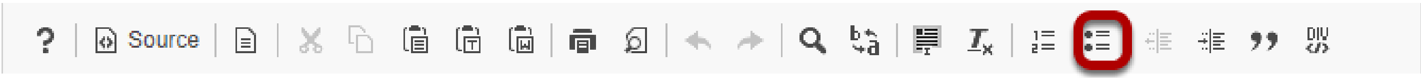
If you think of a vertical series of items as a list, you should include it in your page as a *numbered* or *bulleted list*. Screen readers can identify lists; for example, a bulleted list containing two items may begin: "List of two items. Bullet 1."

Create a numbered list.



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

Create a bulleted list.



To create a *bulleted list* in a document, click the **Insert/Remove Bulleted List** button. This button has a picture of two bullets, each followed by lines that represent text. If you have already entered text in the editor from which you want to create a list, select the text, then click the button.

Footer

How can choices in background and text color affect accessibility?

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

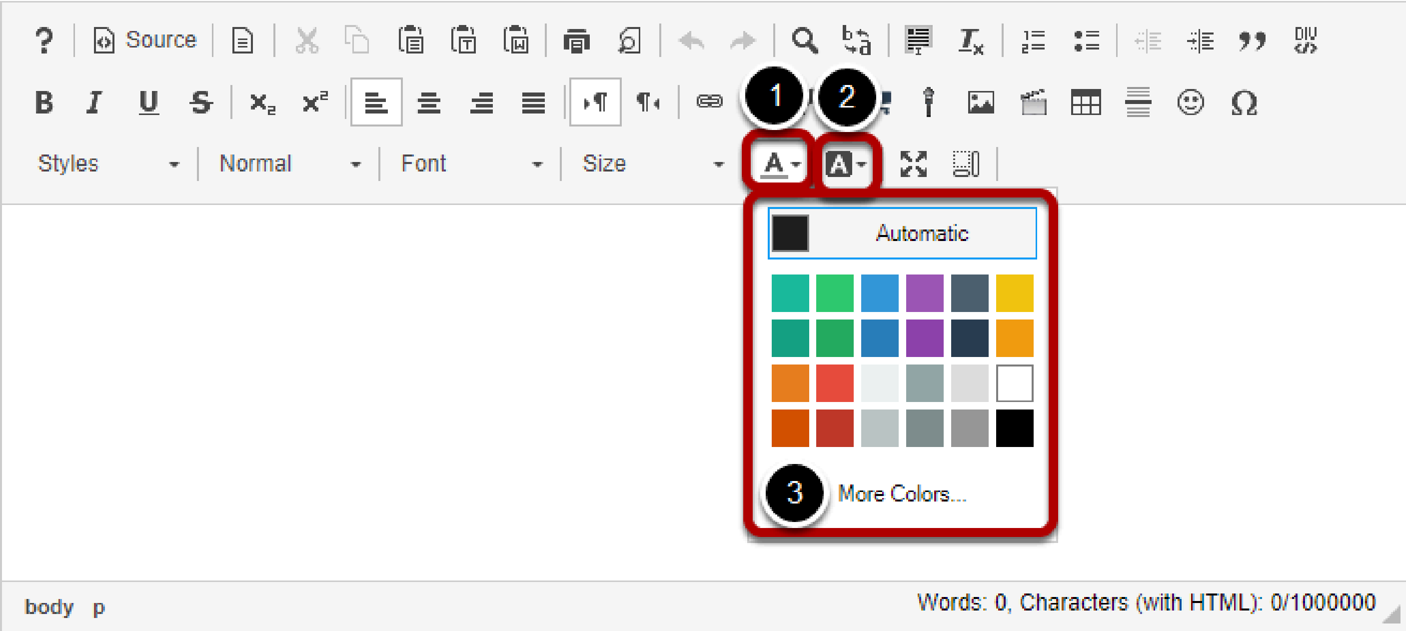
Examples of Contrast

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

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

Footer

Steps to Change Foreground and Background Colors



1. If you need to edit the text color, click on the **Text Color** button, which resembles a letter A with an underline: A.
2. To edit the background color of the text, which displays as if you had highlighted the text with a highlighter, click on the **Background Color** button to the right of the **Text Color** button. The **Background Color** button resembles a solid black box containing a white letter A.
3. Clicking on either of these buttons will display a **Color Picker**, from which you can select a color, such as **Black** or **Maroon**. **Yellow** is a **Background Color** commonly used to highlight text. Click on a color to select it.

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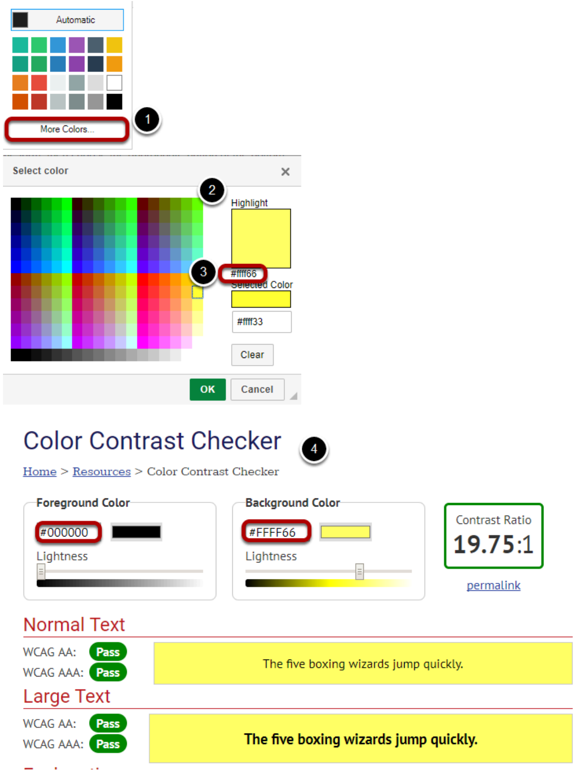
Check your color selection for adequate contrast.



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

1. Click on the **More Colors...** option in the **Color Picker**.
2. A **Select color** window will pop up. At the rop right of the window, your selected color will be displayed under *Highlight*.
3. Under this box with your selected color, you'll see a 6-digit *hex number*, starting with #. This is the number that allows the internet browser to display the selected color.
4. Record the the 6-digit hex number for the color you have selected. Using an online tool such as [WebAIM's Color Contrast Checker,](#) check how the **Text Color** you've selected contrasts with the background color behind your text (if you're selecting a **Text Color**) or how your selected **Background Color** contrasts with the color of your text. To use WebAIM's Color Contrast Checker, enter the hex number for your text and background colors into the boxes provided. The contrast checker will tell you the colors *Pass* if they have enough contrast.

Footer

How can I structure my document to make it more accessible?

Organizing your page with helpful titles and headings creates an outline that helps your audience access the most important information more quickly and easily.

Assistive technology users rely heavily on page titles and headings to navigate complex content. Structuring complex content will help all users parse it as well. Headings allow users to jump from one part of a document to another, without using a mouse. Screen readers will interpret headings for those who use them.

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

Use Unique and Descriptive Page Titles

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

Do Not Use Color or Spatial Position to Convey Information

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

Add Structure with Headings.

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

Nest headings appropriately:

- **Heading 1** > **Heading 2**

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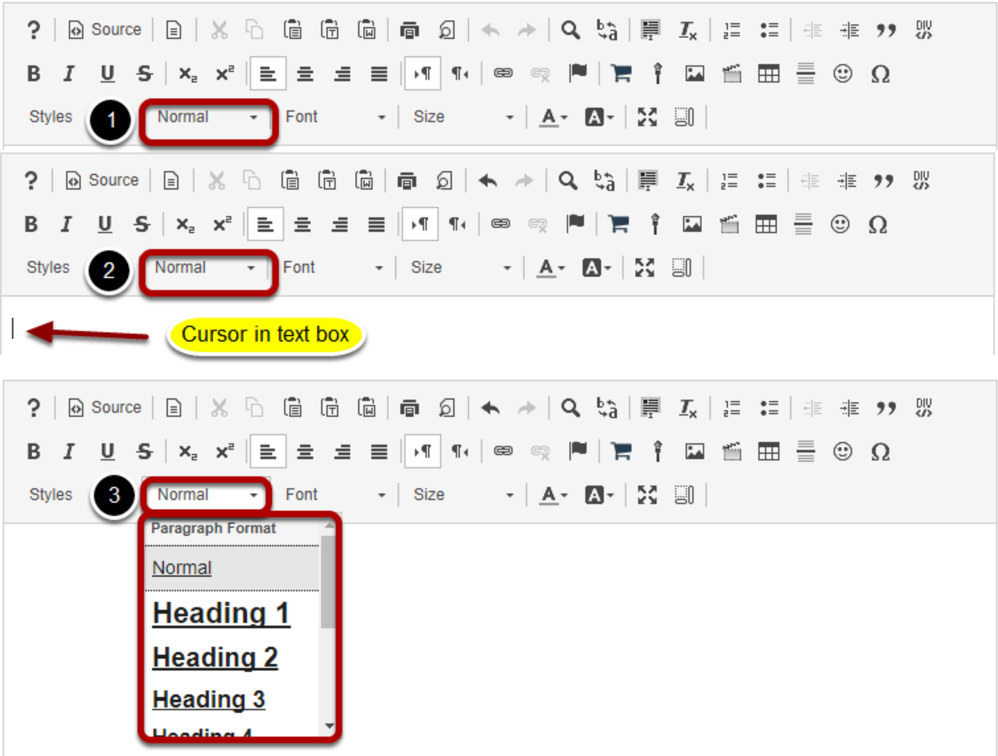
- If you have a section containing three sub-sections, it might look like this: **Heading 2** > **Heading 3**, **Heading 3**, **Heading 3**
- In most cases, you should start with a Heading 1.

Steps to add Headings



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

Notes:

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

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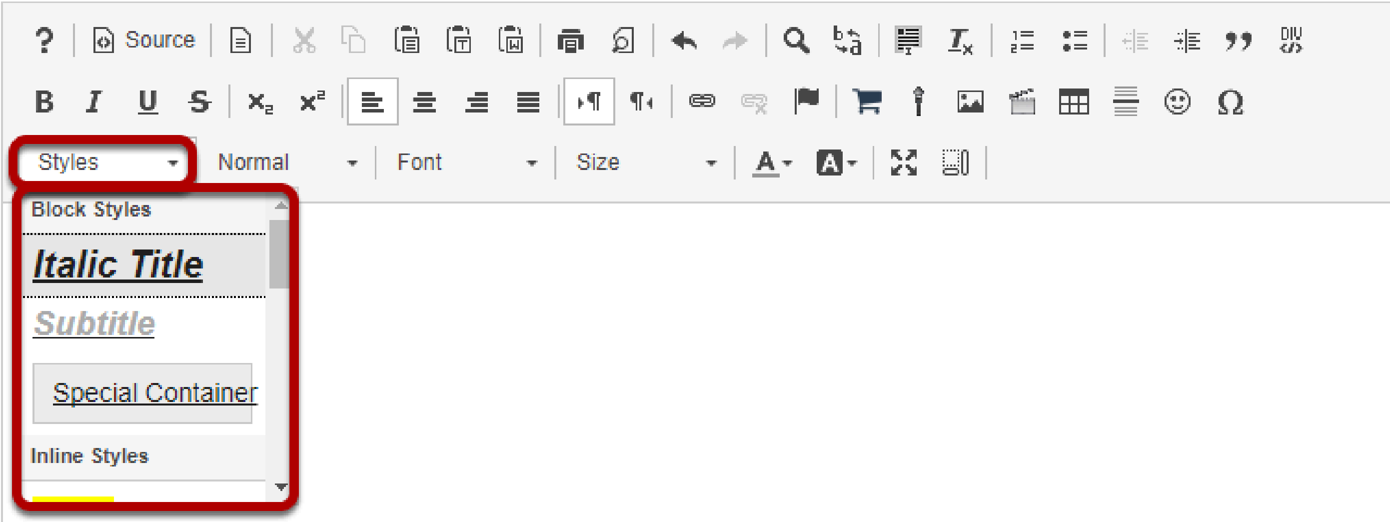
Use inline Styles.



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

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

If you are curious to see what these do, add one and switch to **Source** view - Inline quotation will use <q>, which will signify the opening of an inline quotation, very helpful. **Cited Work** will

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create an element that presents itself as such. Conversely, avoid using these special formats to achieve a typographical effect. For example, **Cited Work** produces italic text, but it would be confusing to a screen reader if you used it just for that reason.

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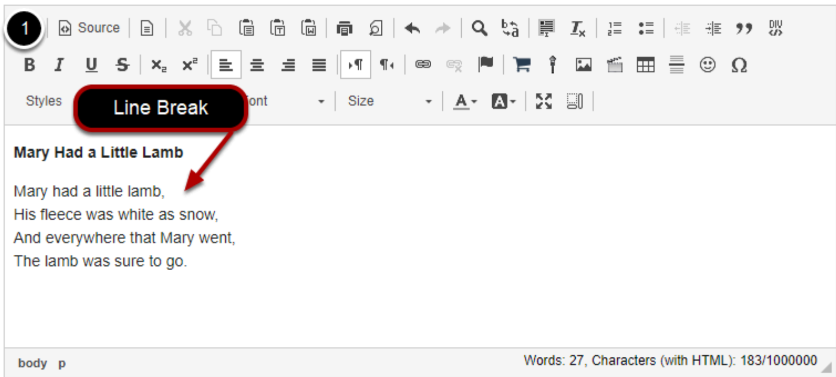
Why should I use paragraph breaks in my document?

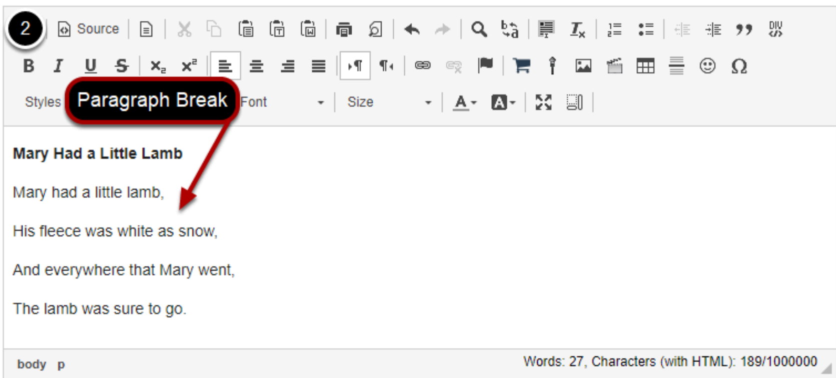
A *paragraph break* (hit **Enter** or **Return** on the keyboard) is always more meaningful than a *line break* (hit **Shift** + **Enter** or **Return** on the keyboard). A *paragraph break* inserts what looks like a double-space in between one line of text and another, and allows screen reader users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

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

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

Images with examples of paragraph and line breaks.





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

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

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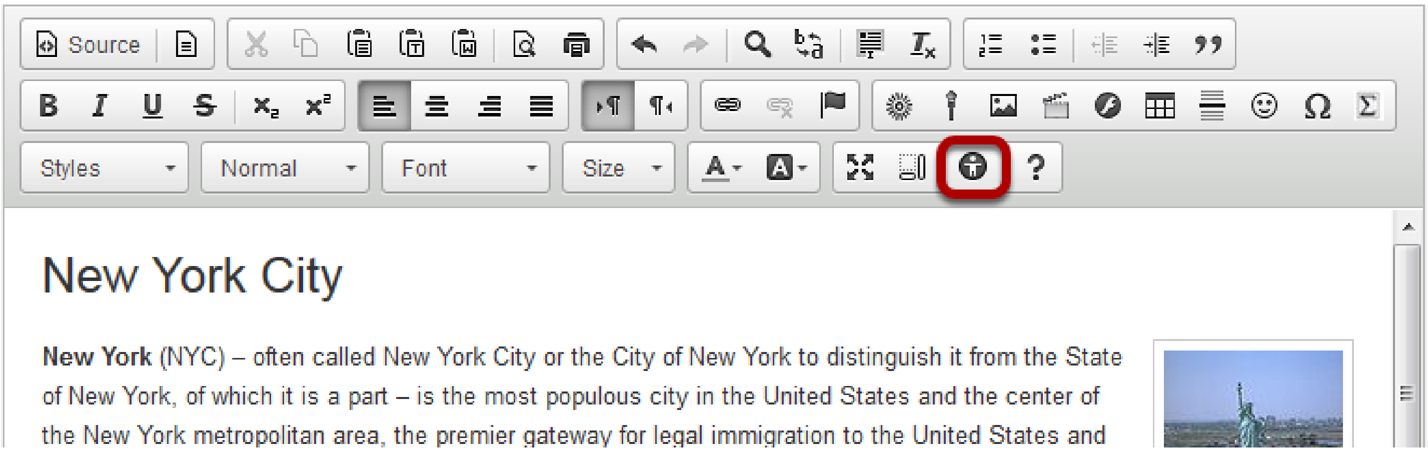
How do I check my content for accessibility?

Note: The *Accessibility Checker* is a third party add-on for the rich text editor. While it is open source software, the licensing guidelines do not allow it to come packaged with Sakai. If your institution has installed this add-on, the features described below will be available. If you do not see the *Accessibility Checker* icon, that means that your institution has not installed this add-on.

You can use the *Accessibility Checker* to inspect the accessibility level of content created in the *Rich-Text Editor* and immediately solve any issues that are found.

The *Accessibility Checker* presents issues with each item in the editor one at a time. For many issues, the *Accessibility Checker* gives you a *Quick fix* option. If a *Quick fix* is not available, the checker will describe what needs to be done to fix the issue.

Select the Accessibility Checker button.



The **Accessibility Checker** button looks like a human inside a dark-gray circle.

Use Quick fix options to correct issues.

The accessibility checker has multiple **Quick fix** options to correct accessibility issues. Below are a few of the most commonly used ones.

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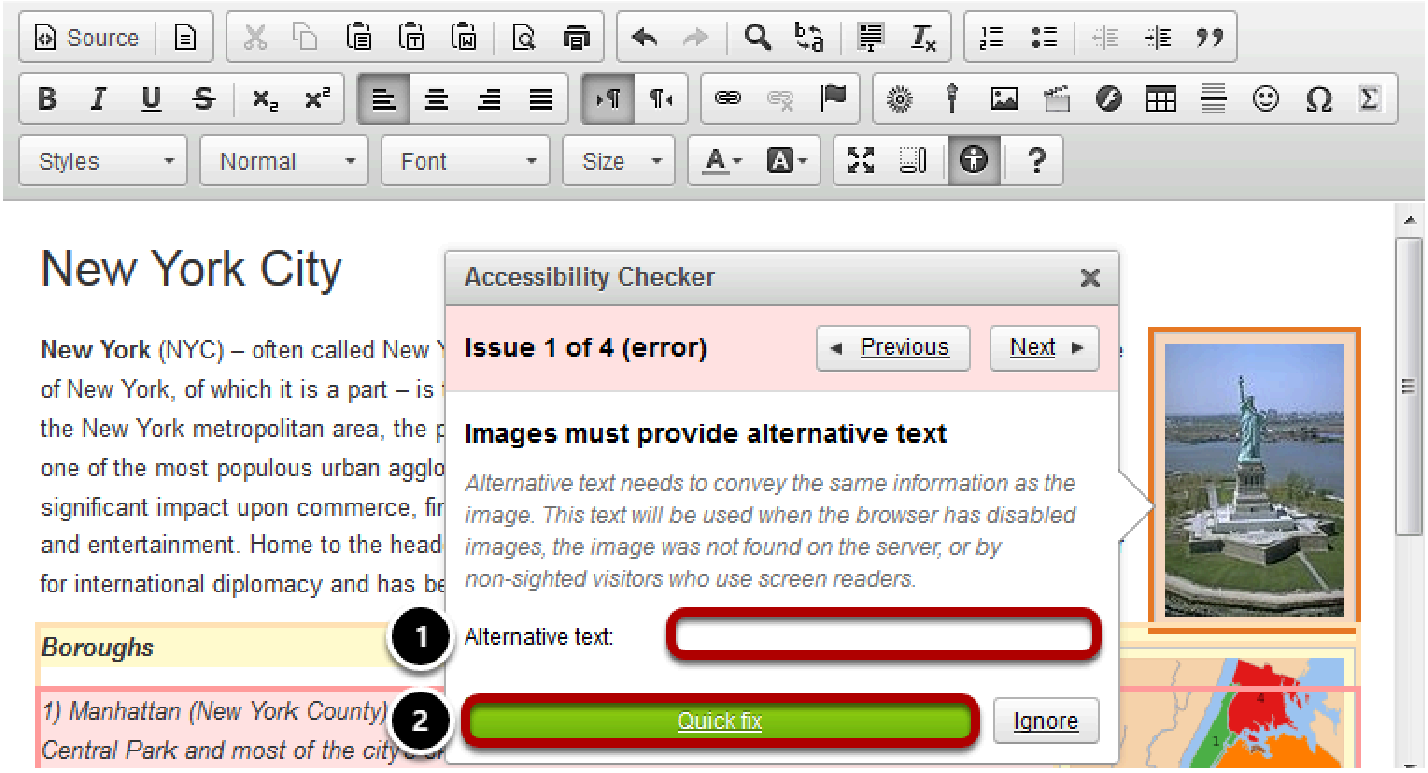
Quick fix option for images



1. If you have an image that lacks Alternative Text, enter a short, meaningful description for the image in the text box provided.
2. Click the **Quick fix** button.

Notes:

- If the image requires a longer description, include that description in the body of the document. If the text you would normally use as alternative text would be redundant to your description, leave the **Alternative text** box blank instead.
- If the image is purely decorative or used for visual formatting (e.g., a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.
- For more information about creating meaningful text alternatives for images, see How can I make images more accessible?

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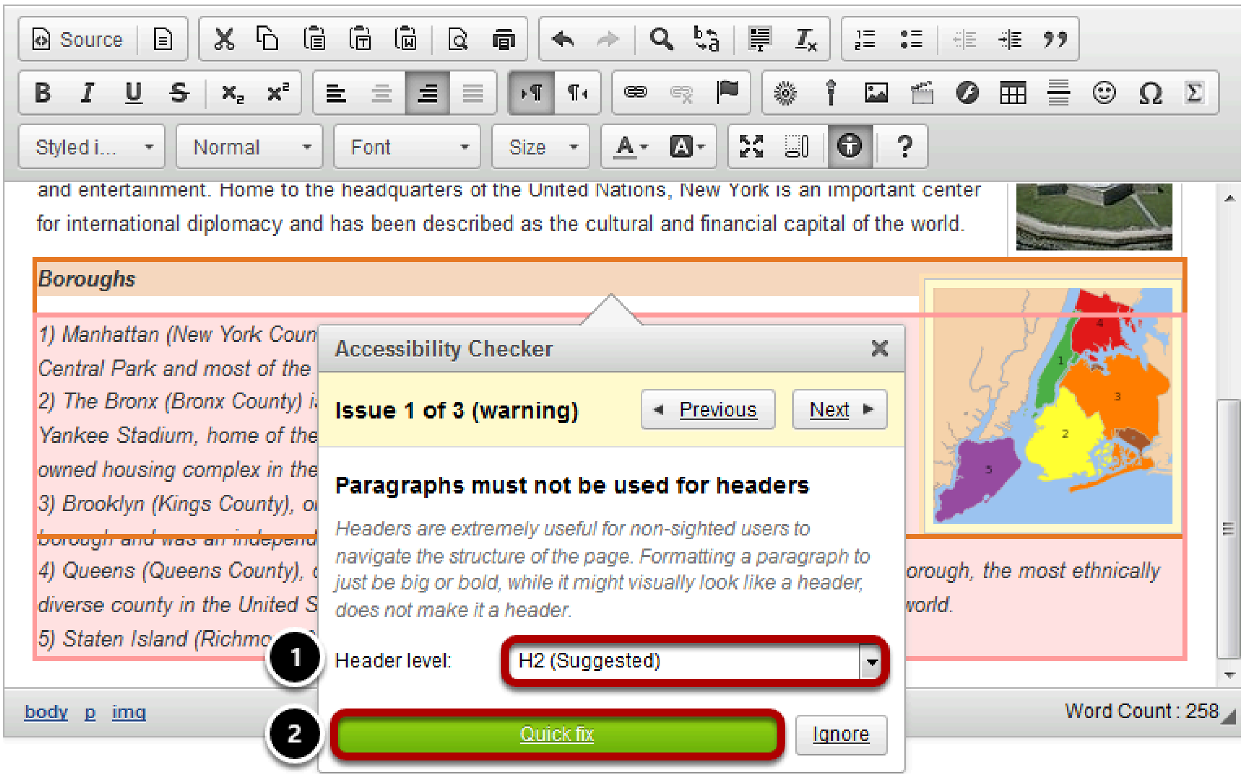
Quick fix option for paragraph formatting



Structuring your document with paragraph headings helps users of assistive technology navigate the page and "skim" content to get to what they need.

1. Select a **Header level** from the drop-down menu (the accessibility checker will automatically suggest a header level for you).
2. Click **Quick fix**.

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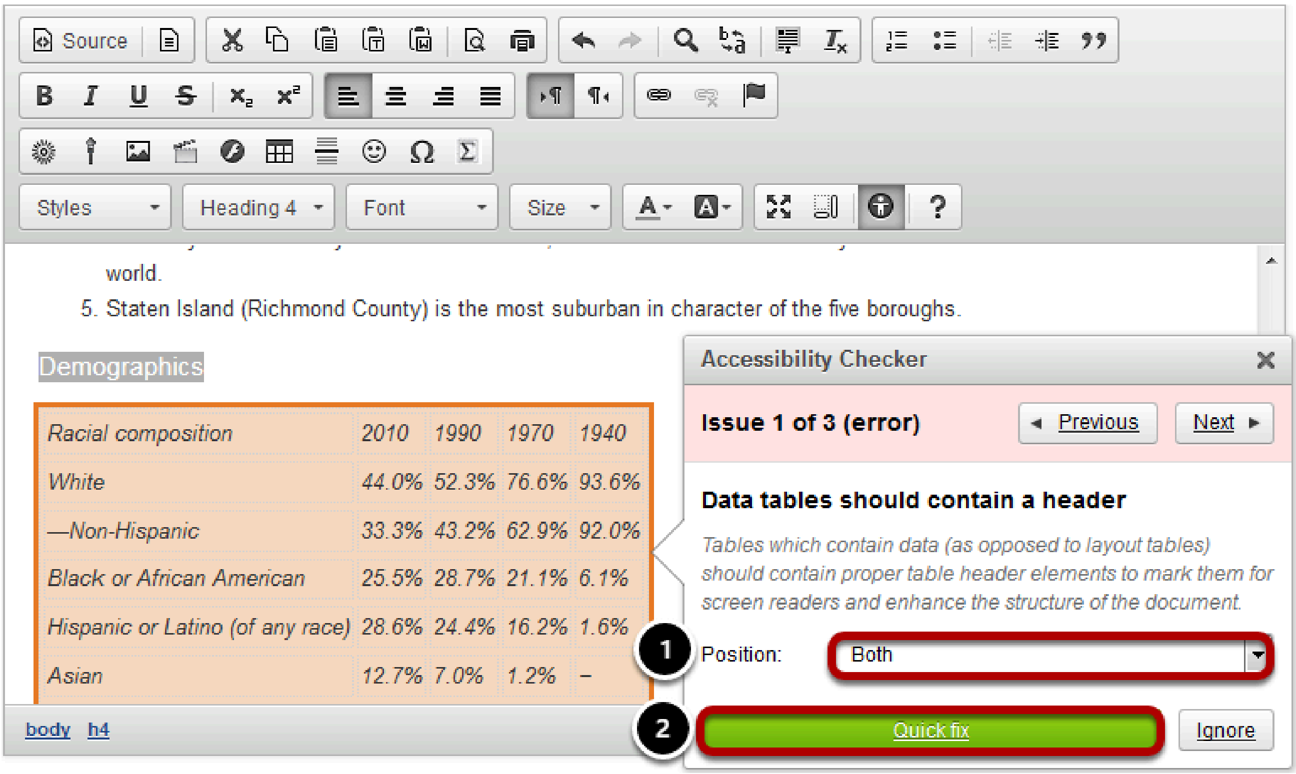
Quick fix option for tables



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, but a screen reader user needs a table to include appropriate headers and captions so that they can match up content in columns and rows.

1. From the **Position** drop-down menu, select where the headers belong in the table. Choosing **Horizontally** makes the text in the first row into headers, i.e., the text in each column of the first row becomes the title of that column. Choosing **Vertically** makes the text in the first column into headers, i.e., the text in each row of the first column will be the title of that row. Choosing **Both** puts headers in both the first row and the first column.
2. Click **Quick fix**.

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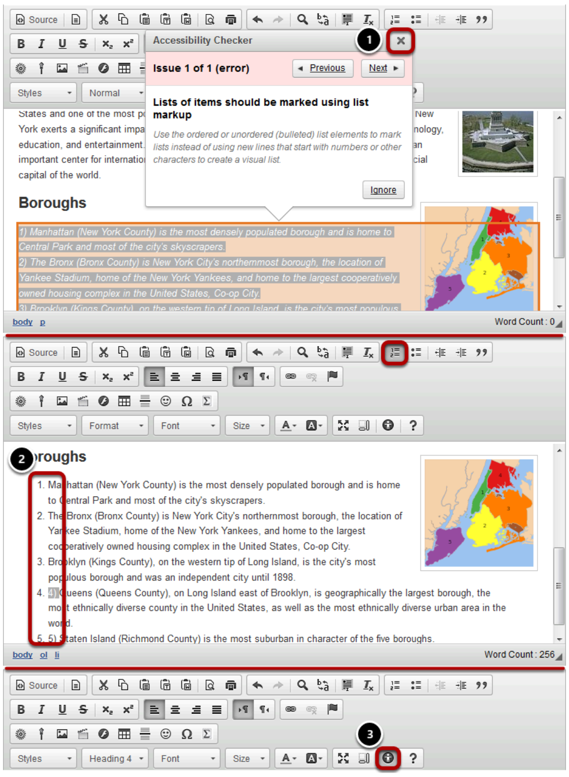
Manually fix issues.



Sometimes the accessibility checker cannot provide a **Quick fix** because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the Numbered List button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, select the **X** icon (**Close**) in the top-right corner of the accessibility checker.
2. Edit your document's content accordingly.
3. Select the **Accessibility Checker** button again to continue checking.

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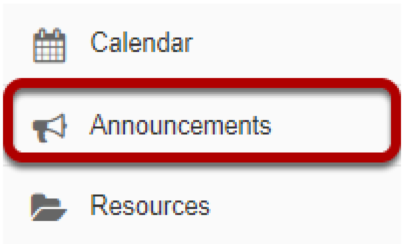
Announcements

What is the Announcements tool?

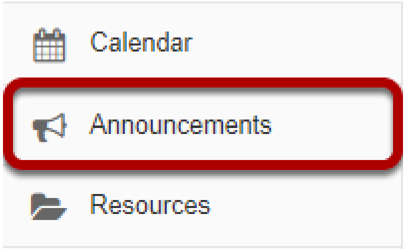
The Announcements tool allows for the delivery of messages to the entire class, to groups, or to specific sections within the class. Participants will see the Announcement message displayed in the Announcements area of their Home area, as well as within the course itself. These messages can be set to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

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



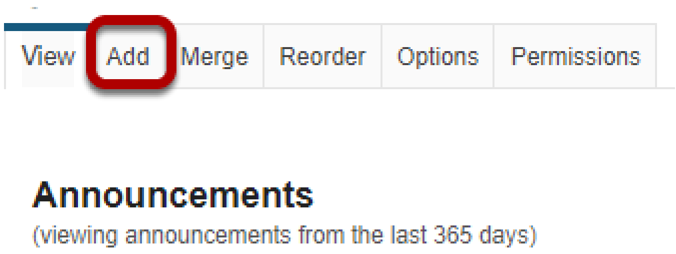
How do I add an announcement?

Go to the Announcements tool.



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

Click Add.



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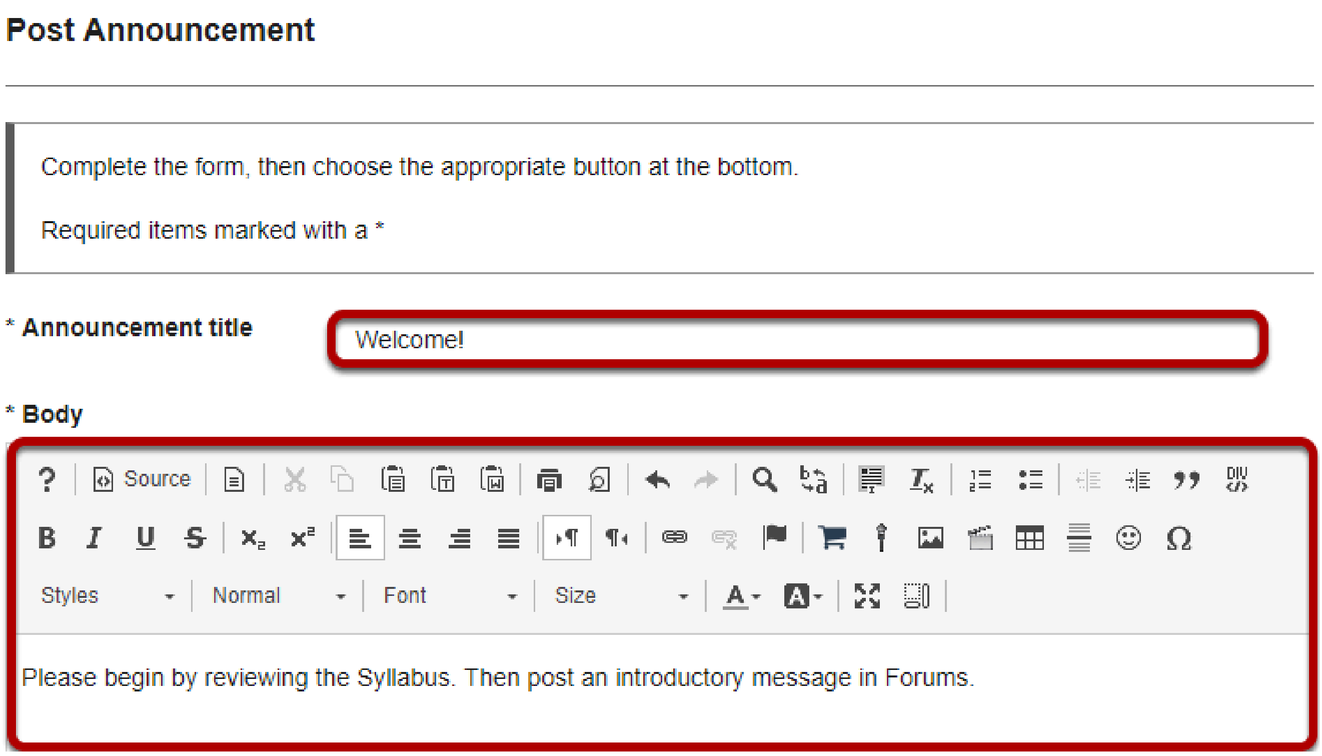
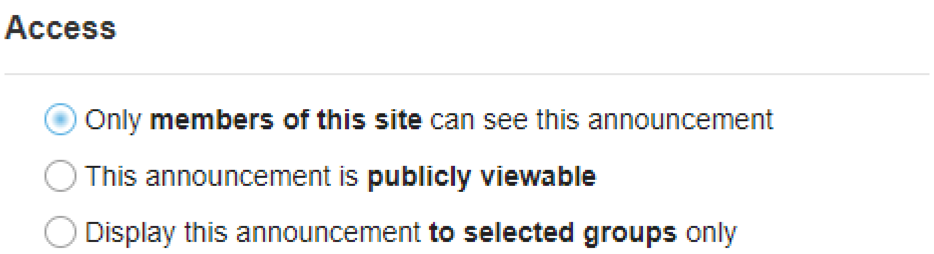
Title your announcement and add content.



Give your announcement a title, and then enter the content of the announcement into the [Rich Text Editor](). You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

Determine who can view the announcement.



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

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

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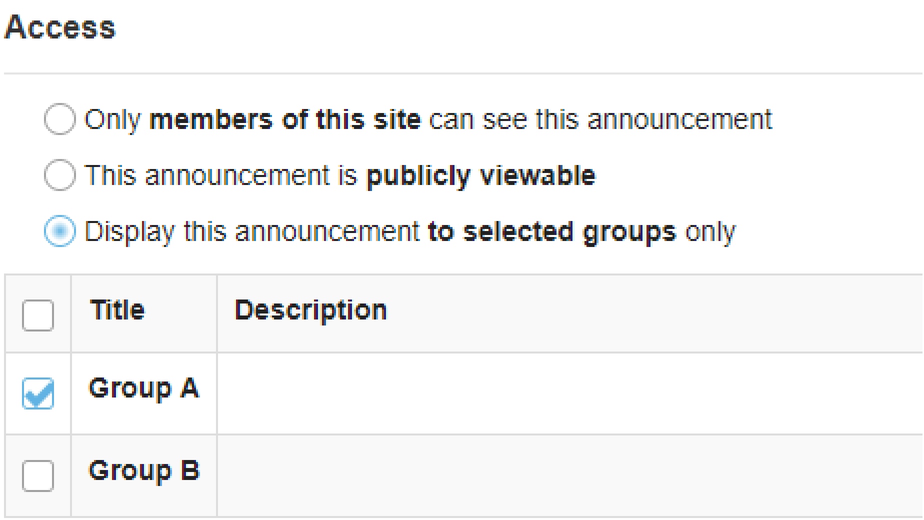
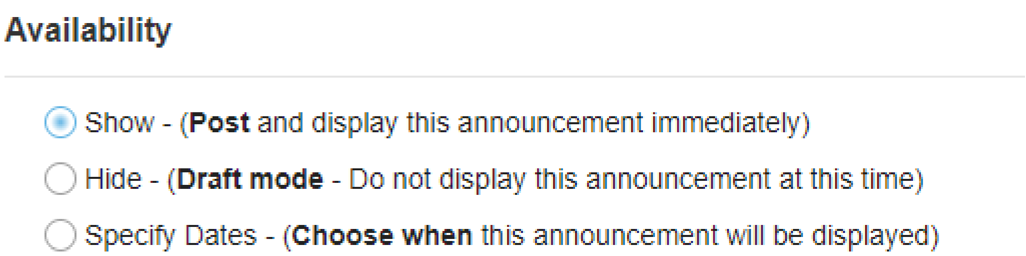
Post announcement to group(s). (Optional)



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

Select when the announcement will be displayed.



By default, the announcement is displayed immediately upon posting. You can also choose to **Hide** it (saving as a draft until you are ready to post it), or you may **Specify Dates** when the announcement will be available.

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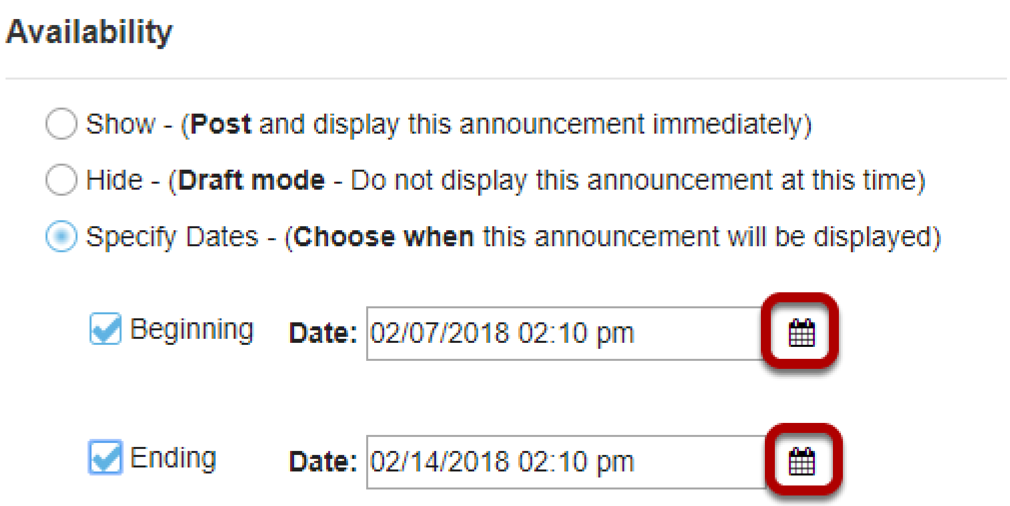
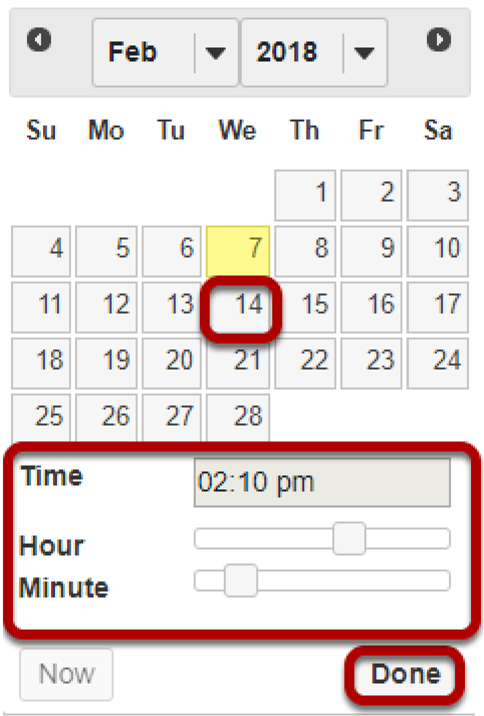
Select availability dates. (Optional)



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

Click calendar icon to insert date and time.



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

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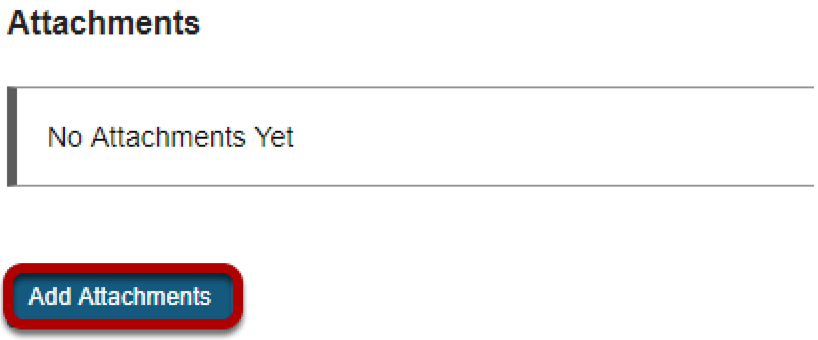
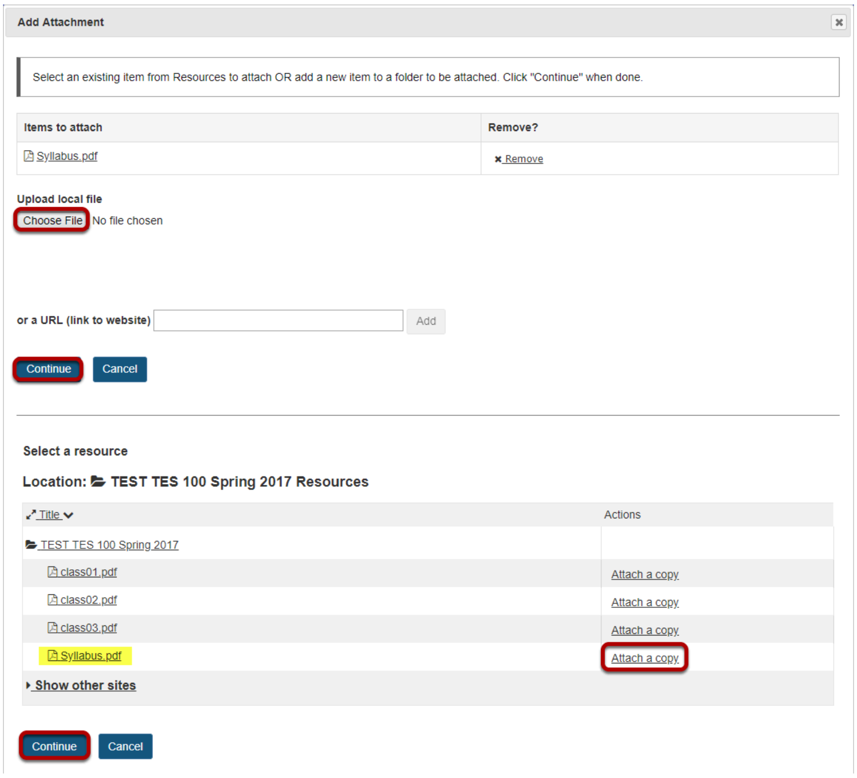
Add attachments. (Optional)



Click the **Add Attachments** button.

Browse for the file.

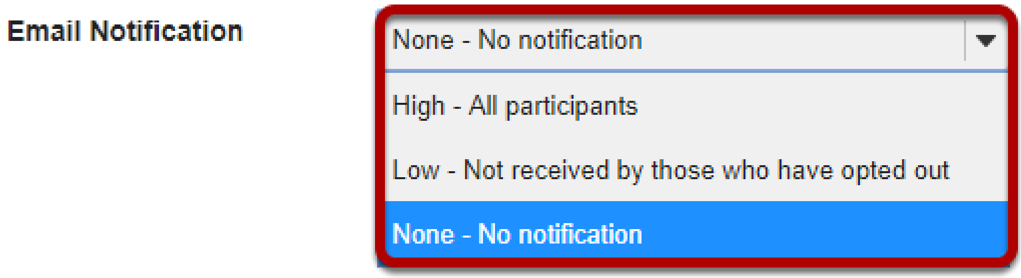


If the file is not already in your Resources in the course, click **Choose File** to locate the file on your computer. Click **Continue** to attach the file.

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

Footer

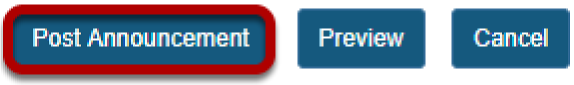
Notify participants of announcement by email. (Optional)



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

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

Click Post Announcement.



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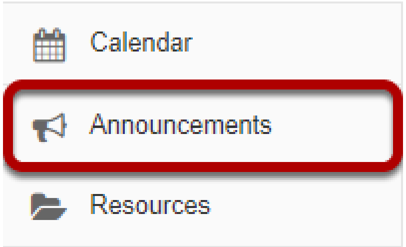
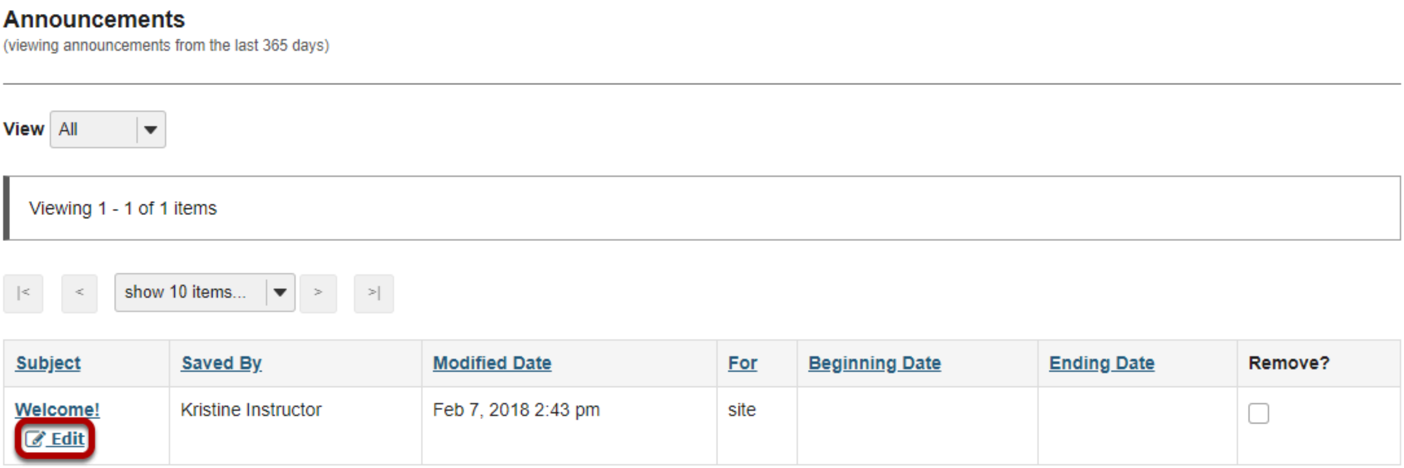
How do I edit an announcement?

Go to the Announcements tool.



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

Click Edit below the title of the announcement.



Make your edits.

Make edits based on the "How do I Add an Announcement" tutorial.

Click Save Changes when edits are complete.

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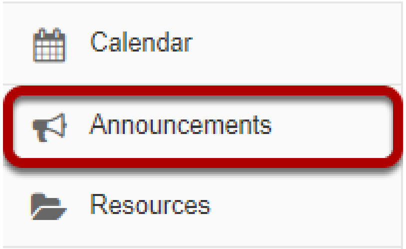
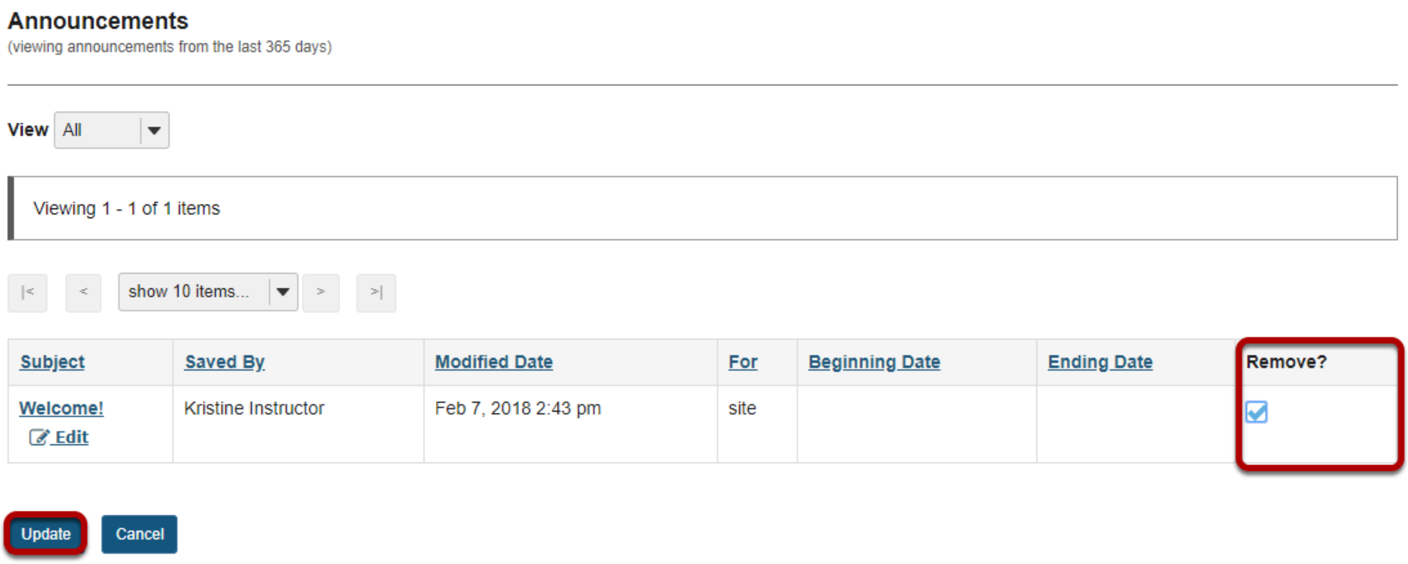
How do I delete an announcement?

Go to the Announcements tool.



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

Select the announcement.



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

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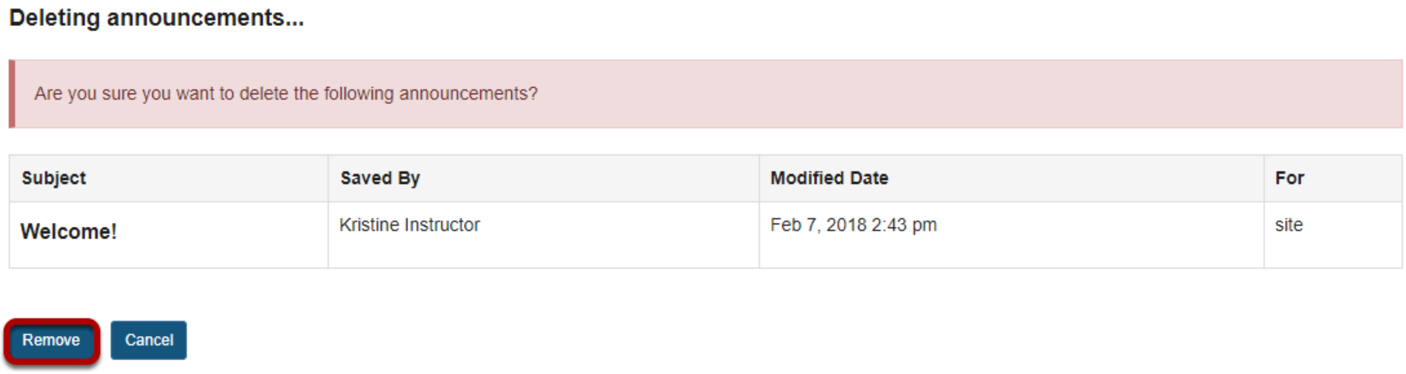
Confirm deletion message.



Click **Remove**.

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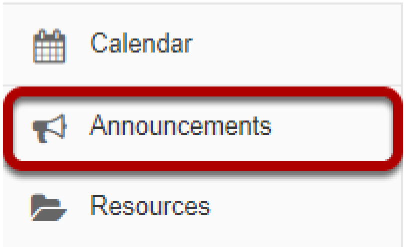
How do I merge announcements?

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

Go to the Announcements tool.



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

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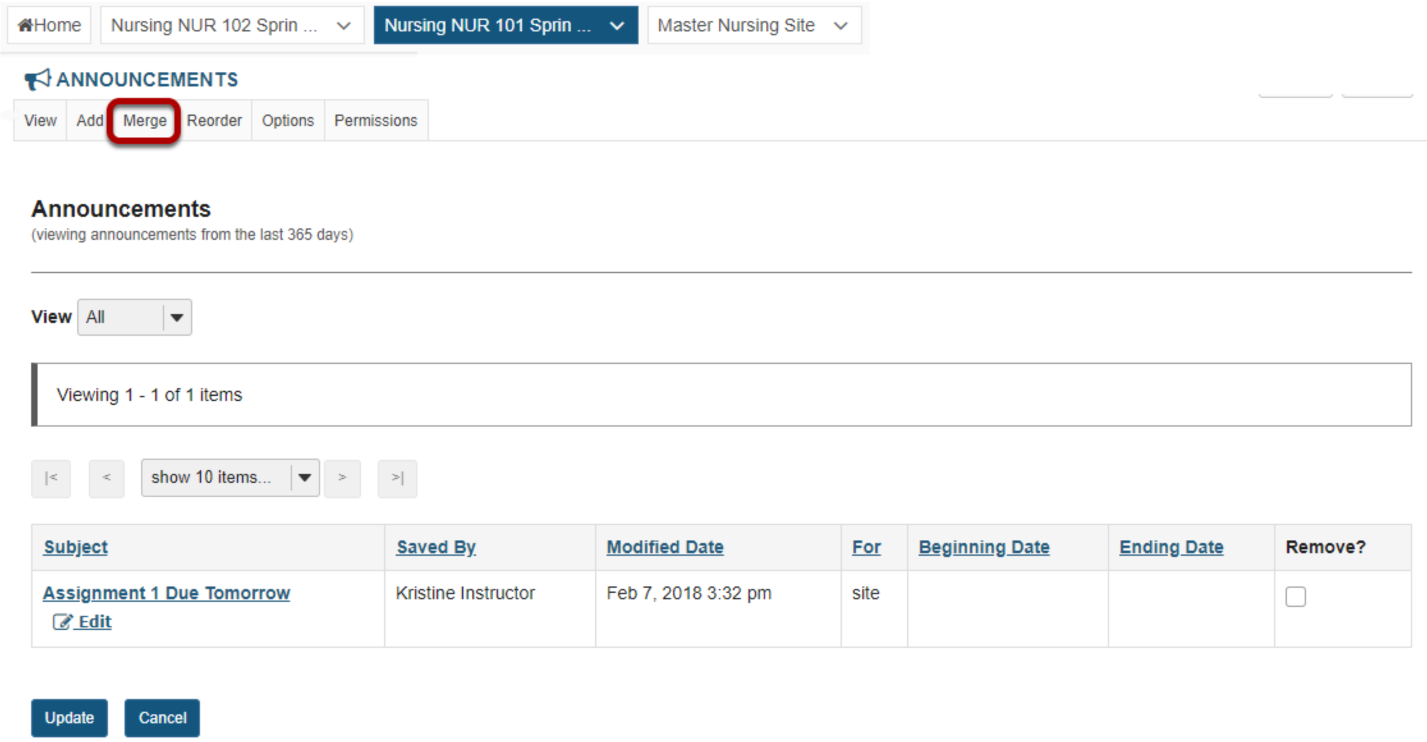
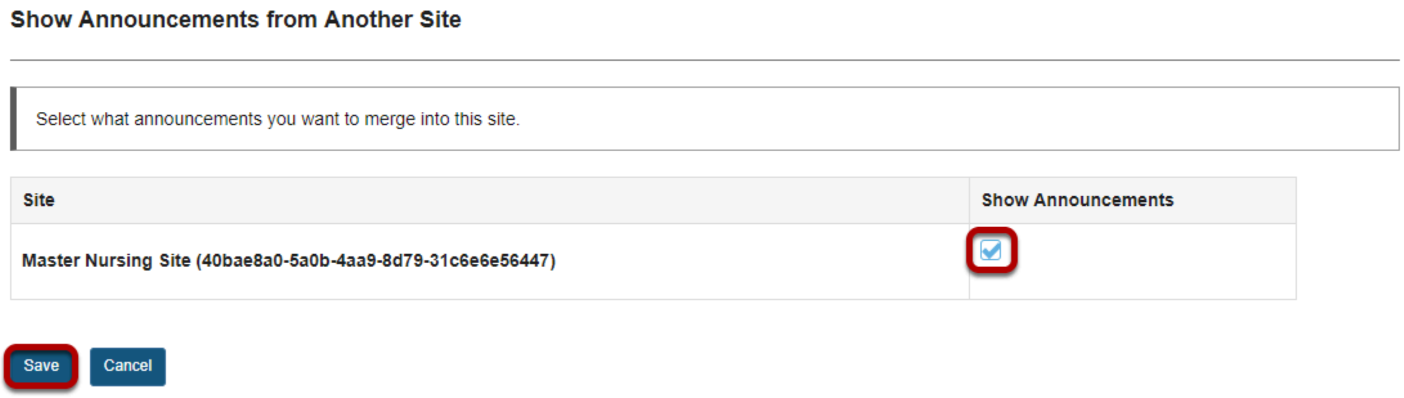
Click Merge.



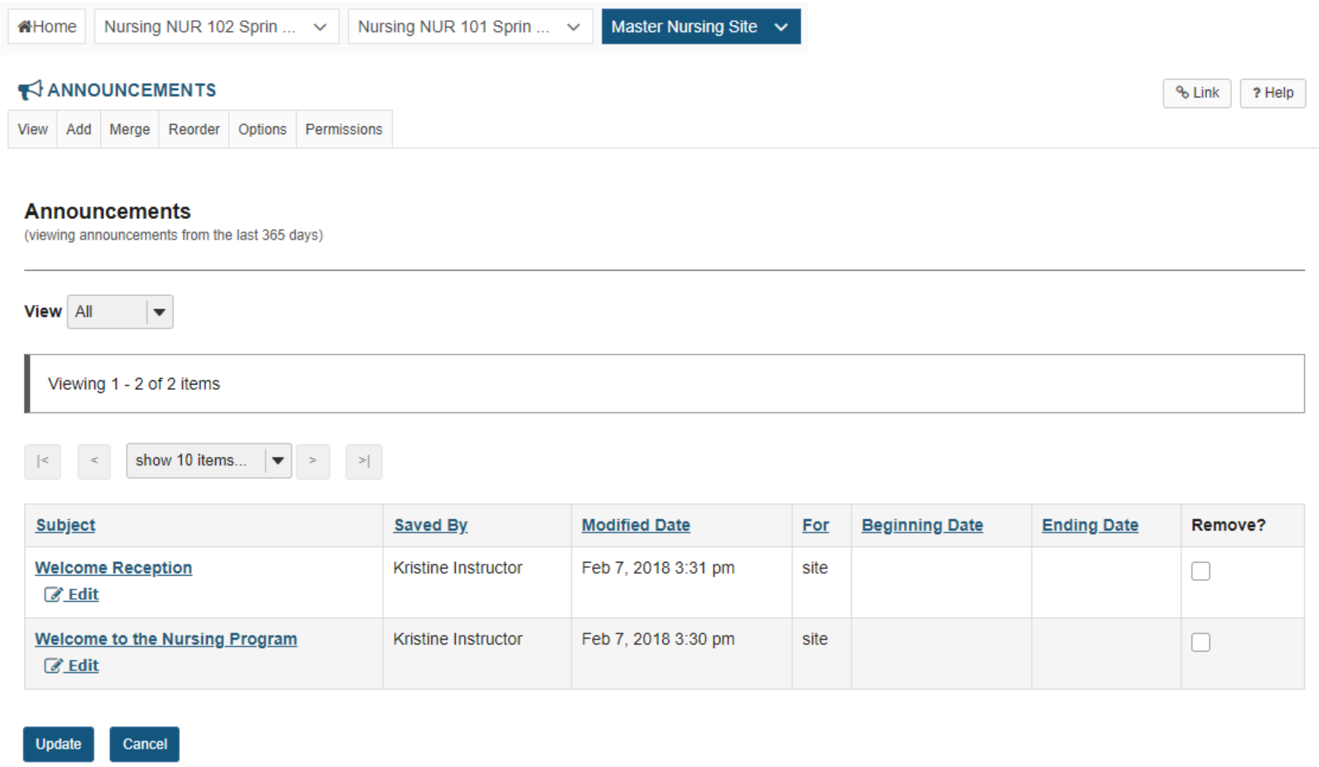
Select the course to merge from.



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

Footer

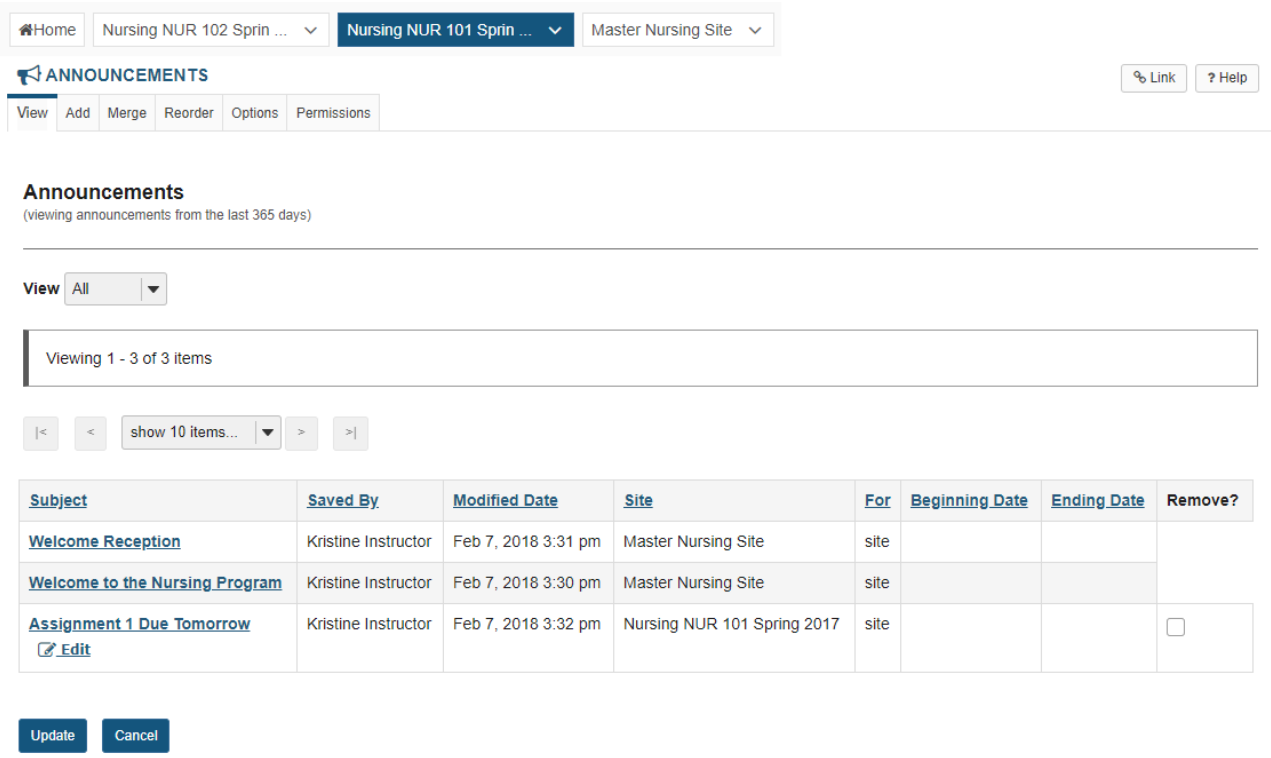
Example: Master Site Announcements



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

Footer

Example: Merged Site Announcements

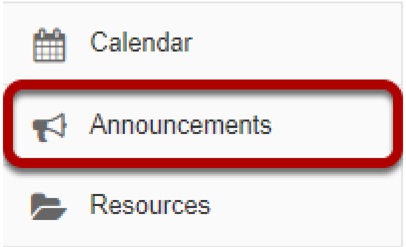


Merged announcements show up in the *Nursing 101* Announcements list, but there is no option to edit here. Announcements can only be edited within their site of origin. Edits made in originating message will display in merged sites once they are saved.

Footer

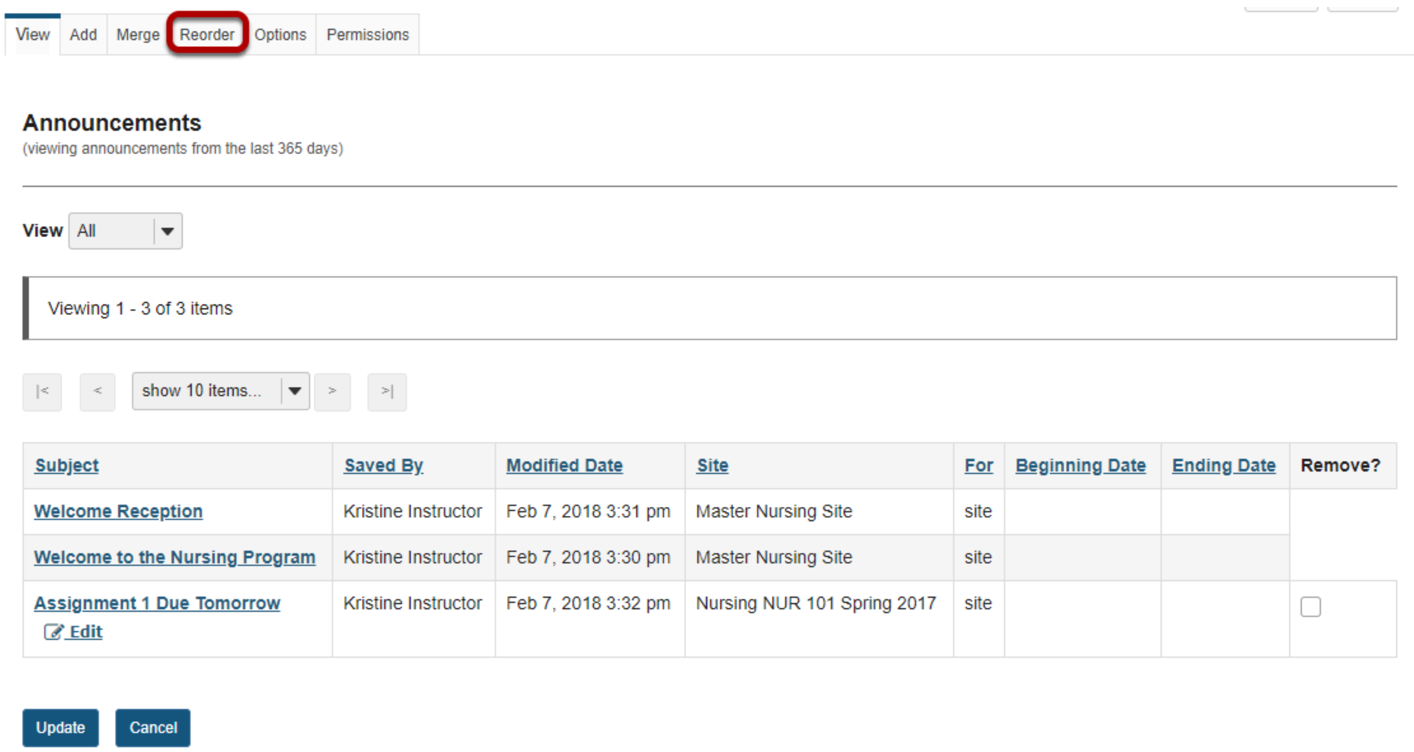
How do I reorder announcements?

Go to the Announcements tool.



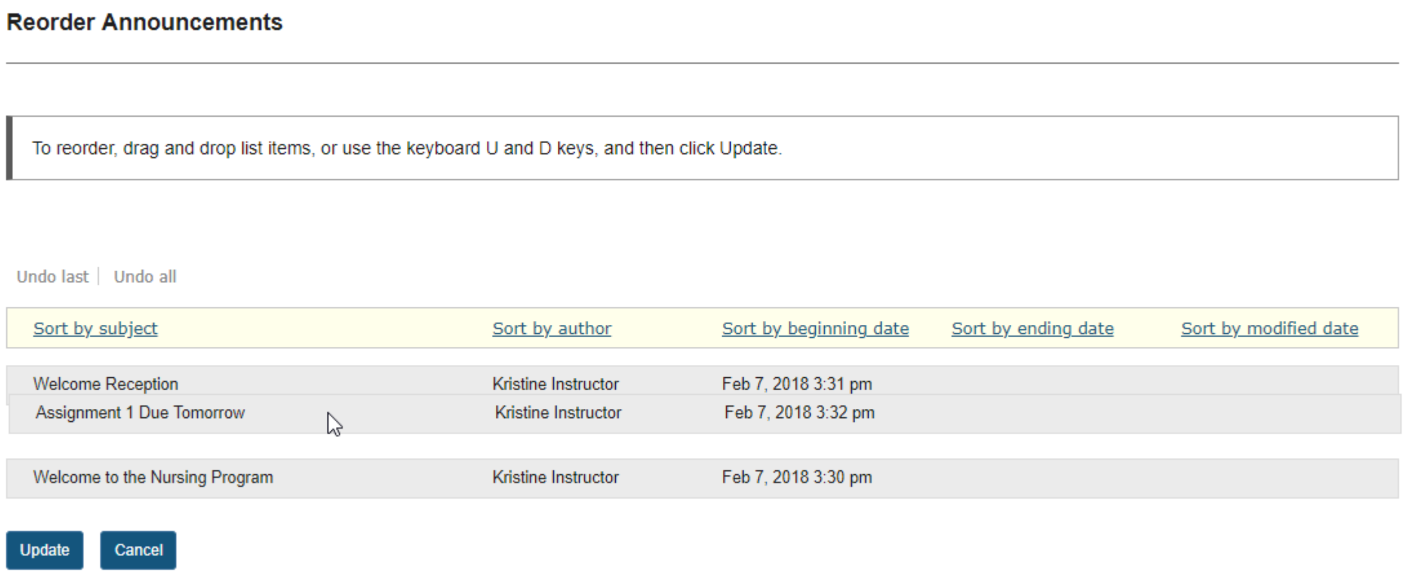
Select the **Announcements** tool from the Tool Menu of your site.

Click Reorder at the top of the screen.

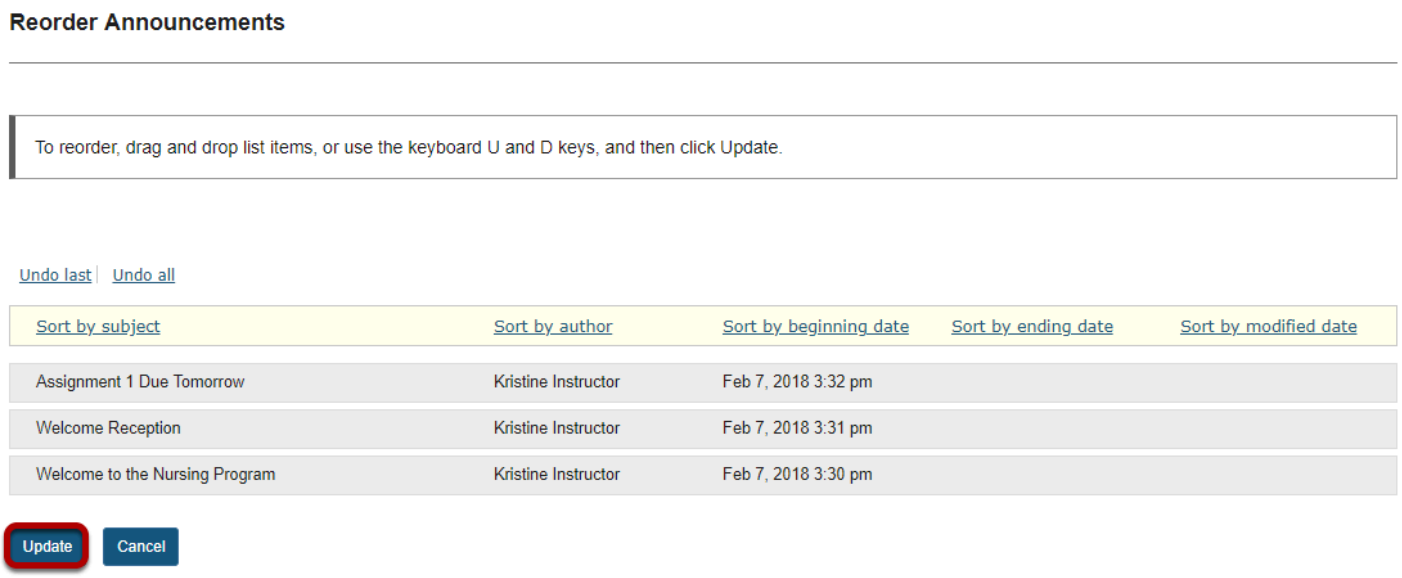


Footer

Drag and drop to re-order announcements.

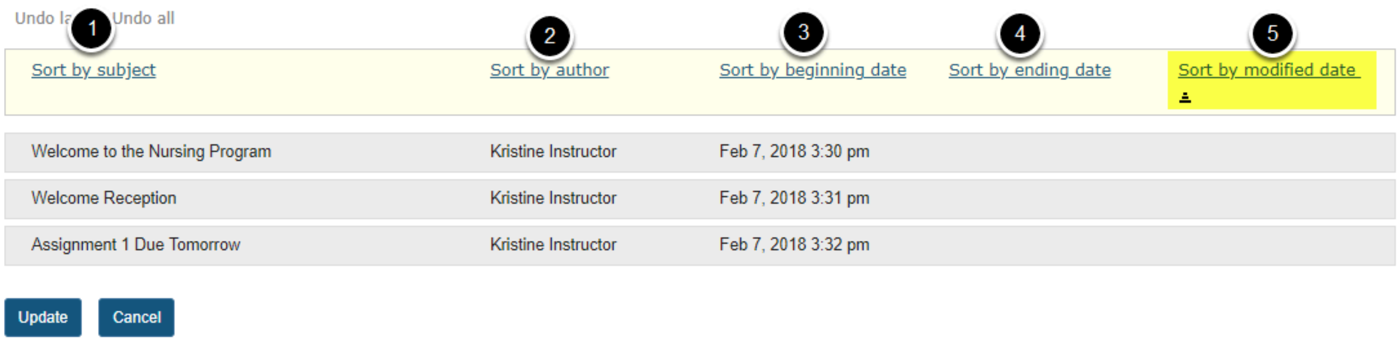


Click Update.



Footer

Auto-Sort Options



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

1. **Sort by subject** - orders the announcements in alphabetical order according to the subject line
2. **Sort by author** - orders the announcements in alphabetical order according to the person who created the announcement
3. **Sort by beginning date** - orders the announcements based on first date of display
4. **Sort by ending date** - orders all announcements based on last date of display
5. **Sort by modified date** - orders the announcements in order based the creation (or most recent modification) date.

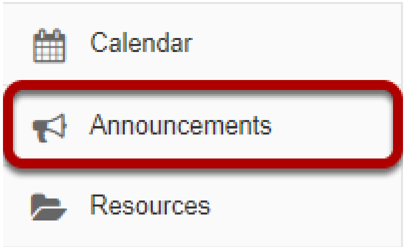
When you click the link, an arrow icon appears beside it showing if the list is sorted smallest to largest, or largest to smallest. In the above illustration, the announcements are sorted by modified date, with the oldest at the top and the most recent at the bottom. If the link is clicked again, the arrow icon points down showing that the most recent announcements are at the top and the oldest ones are at the bottom of the list.

Footer

How do I change Announcements tool permissions?

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

Go to the Announcements tool.

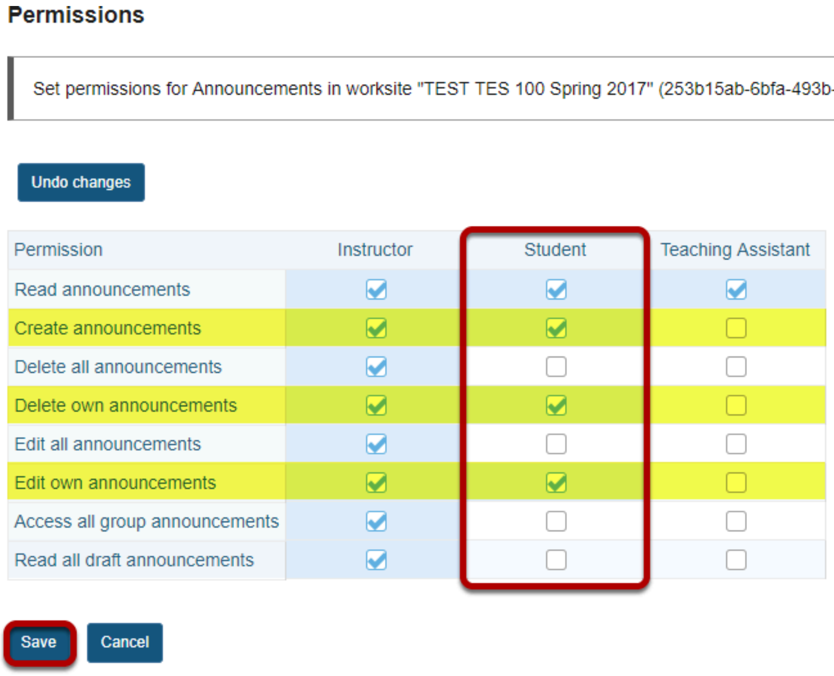


Select the **Announcements** tool from the Tool Menu of your site.

Click Permissions.

Footer

Modify the permissions for the roles listed.



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

In the illustration above, students have been given access to create an announcement and to edit or delete an announcement that they created themselves. With these permissions they can not edit or delete the announcements created by others. (Yellow highlighting has been added for emphasis).

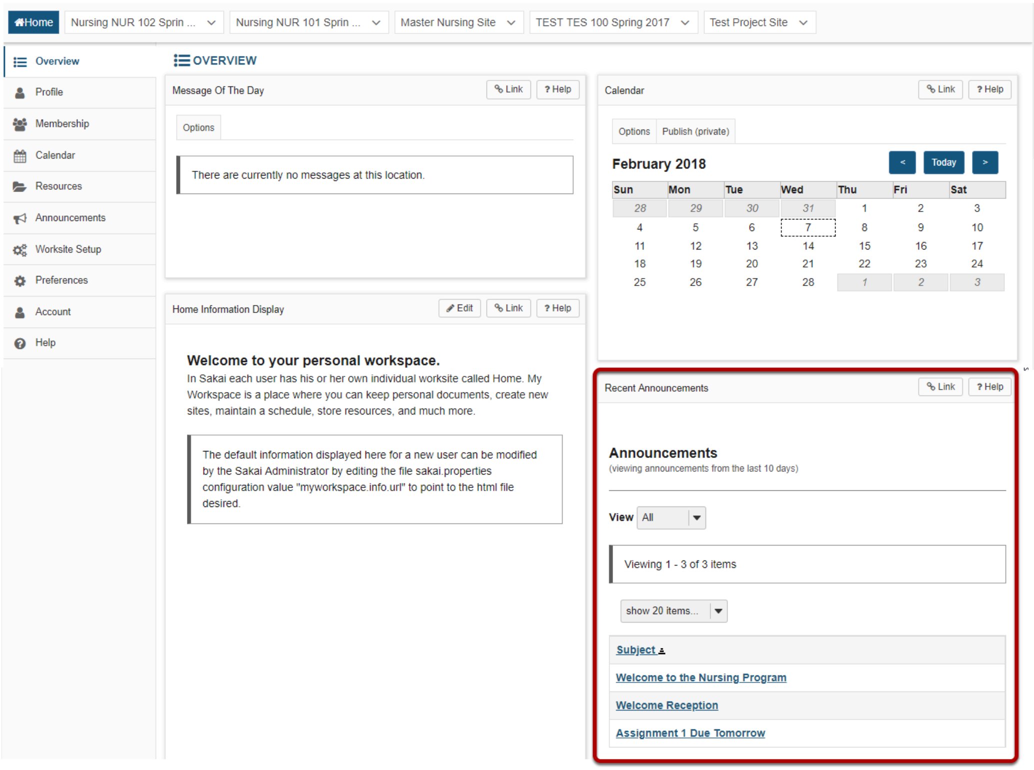
Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions. For instance, in a project site, you will see role for Access (i.e. students/participants) and Maintain (i.e. site owners/instructors).

Footer

How do I view announcements?

Announcements are displayed in several locations. You can view them from Home, from an individual course or project site, or from the Announcements tool.

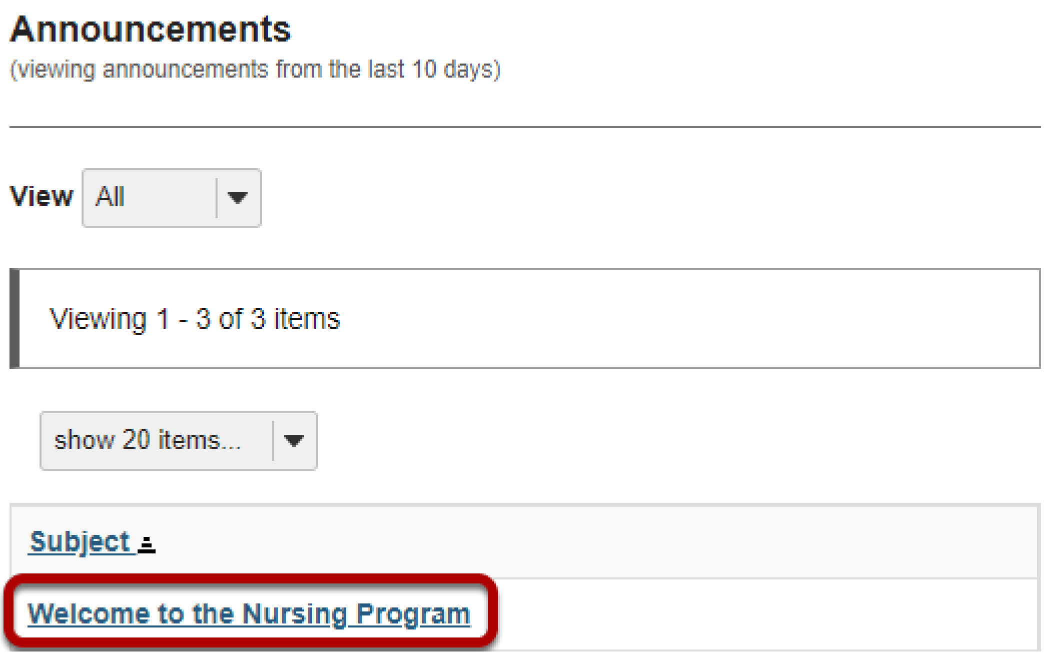
Viewing announcements in Home.



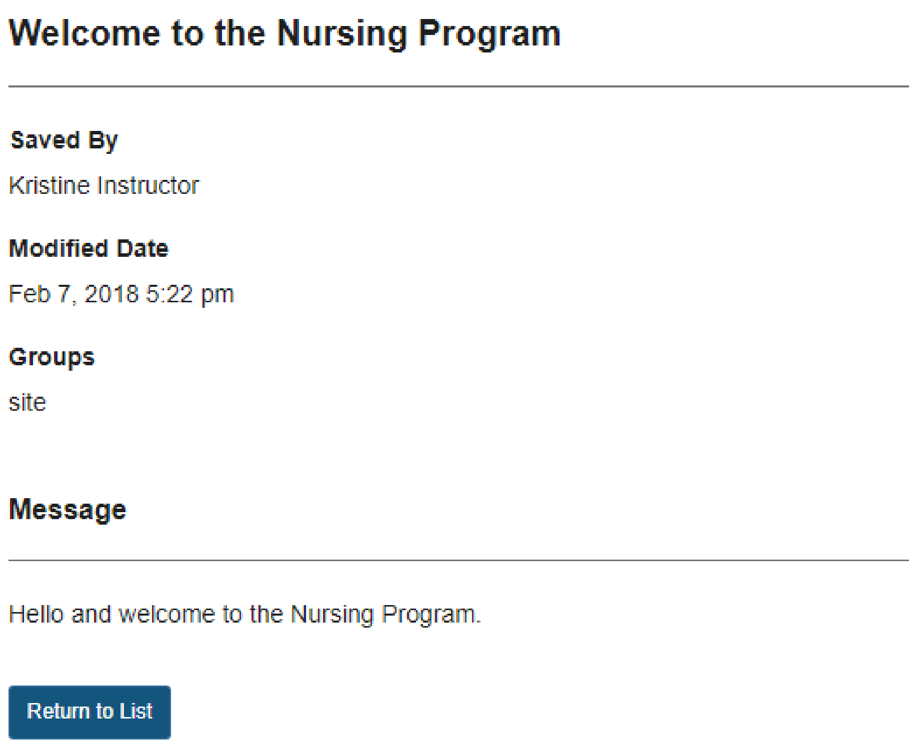
When you are logged in to Home, you will see your **Recent Announcements** displayed there. Your Recent Announcements in this location will show all announcements from all sites in which you are enrolled.

Footer

Click on the announcement subject.

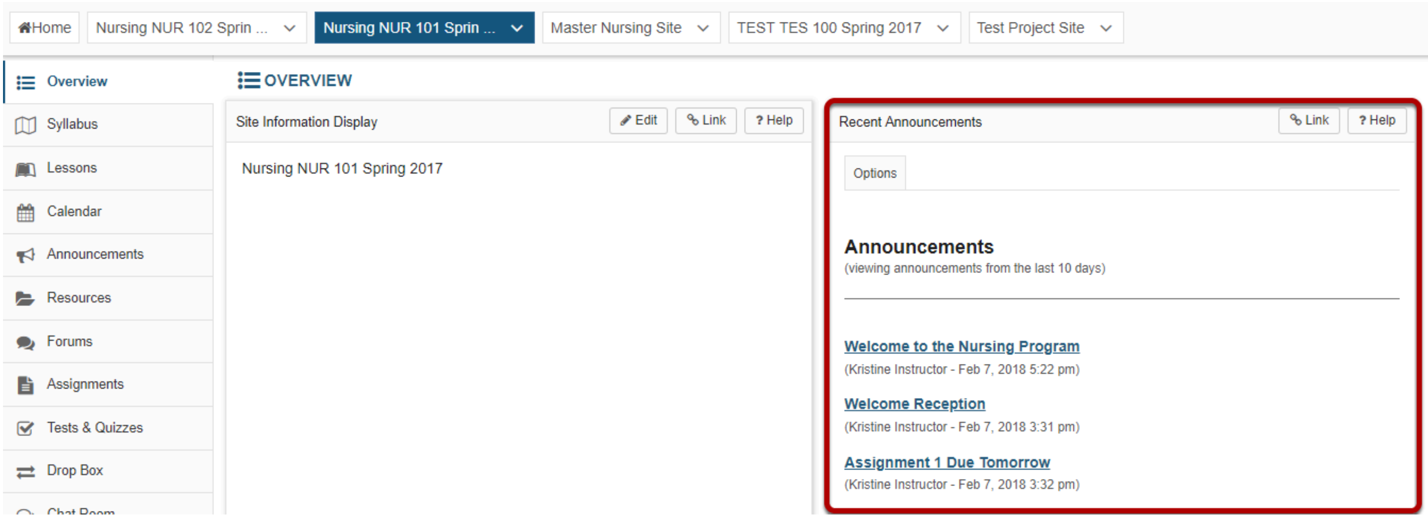


View announcement details.



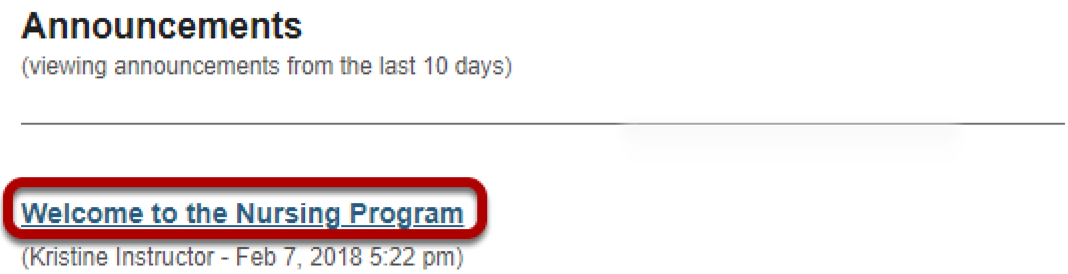
Footer

Viewing announcements within a course or project site.



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

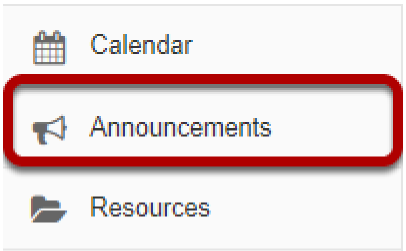
Click on the announcement subject.



Footer

View announcement details.

Viewing announcements via the Announcements tool.

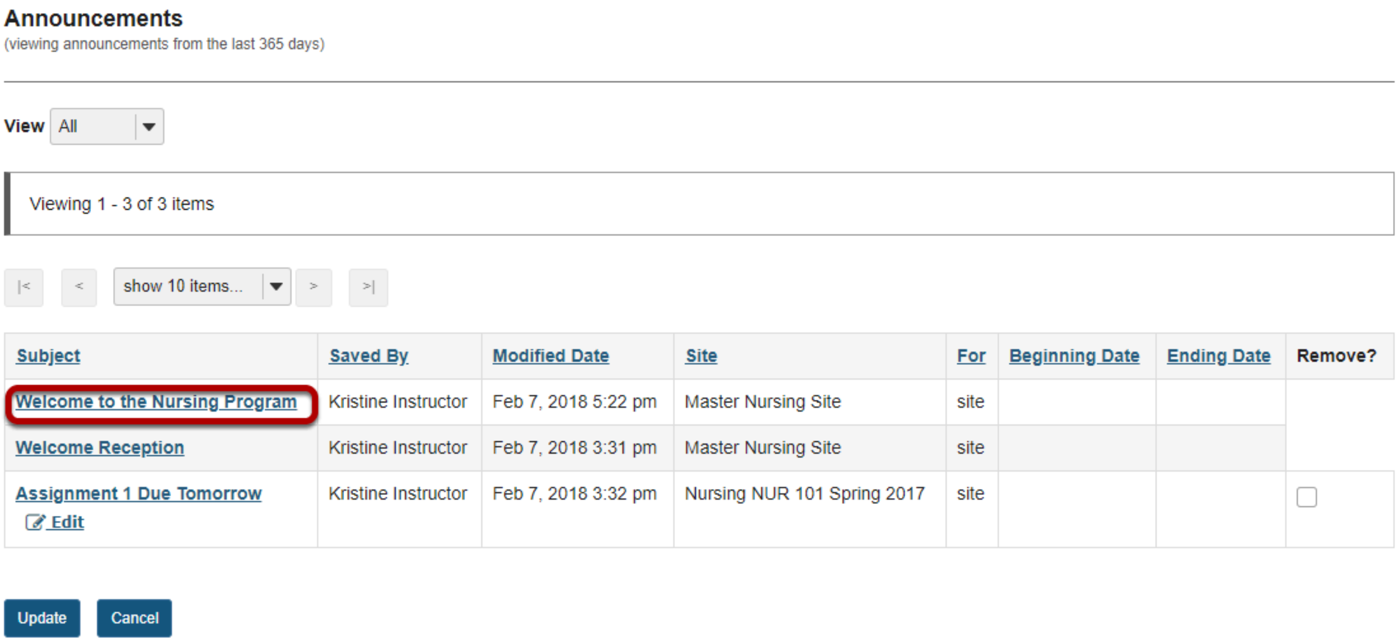


You may also view your announcements by selecting the **Announcements** tool in the Tool Menu from Home, or from within an individual course or project site.

Note: Remember that Home will display announcements from all courses.

Footer

Click on the announcement subject.



View announcement details.

Footer

Assignments

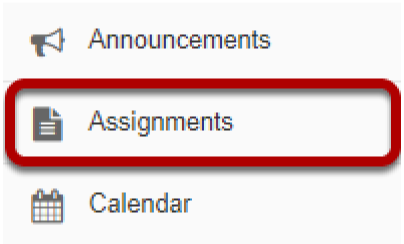
What is the Assignments tool?

The Assignments tool allows instructors to create, distribute, collect, and grade online assignments.

Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments if desired.

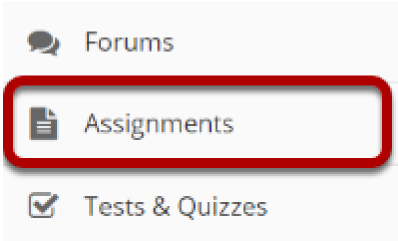
Assignments may be submitted via file upload or in-line using the Rich Text Editor, depending on instructor preference.

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



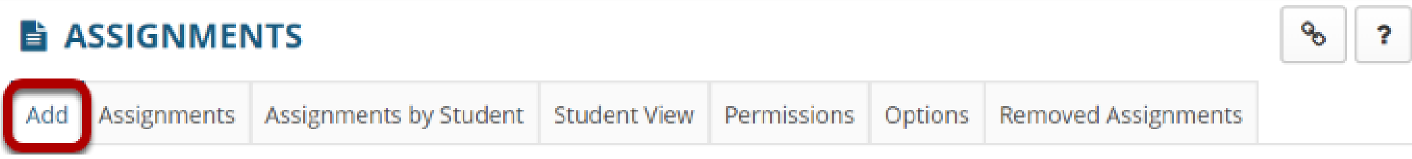
How do I add an assignment?

Go to the Assignment tool.



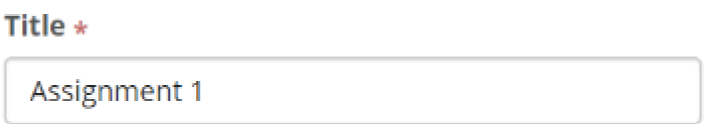
Select the **Assignments** tool from the Tools Menu in your site.

Click Add.



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

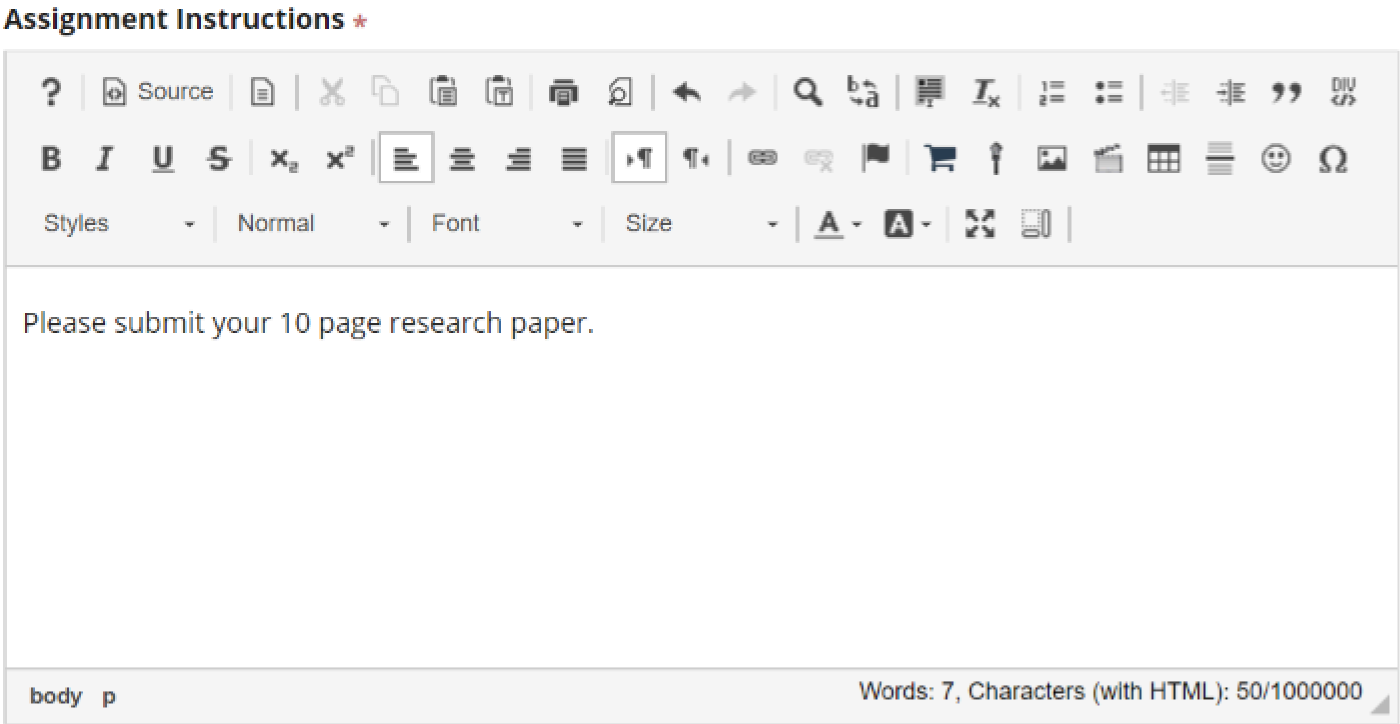
Give your assignment a title.



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

Footer

Add assignment instructions.



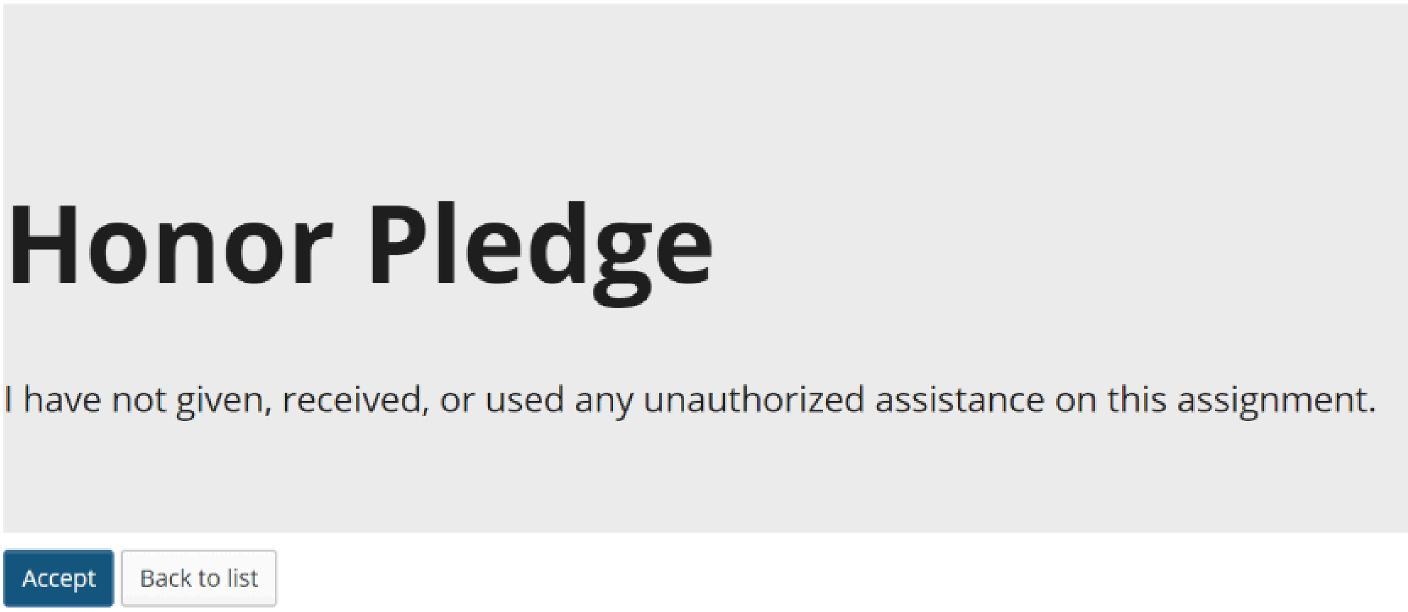
Enter the instructions for the assignment into the Rich Text Editor. You may use the editor to format your assignment description, and add images, links, or other media if desired.

Add honor pledge. (Optional)

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

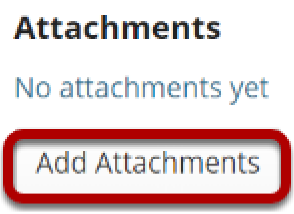
Footer

Student view of honor pledge.



When the honor pledge option is selected, students must accept the statement pictured above that reads "I have not given, received, or used any unauthorized assistance on this assignment" in order to submit their assignment.

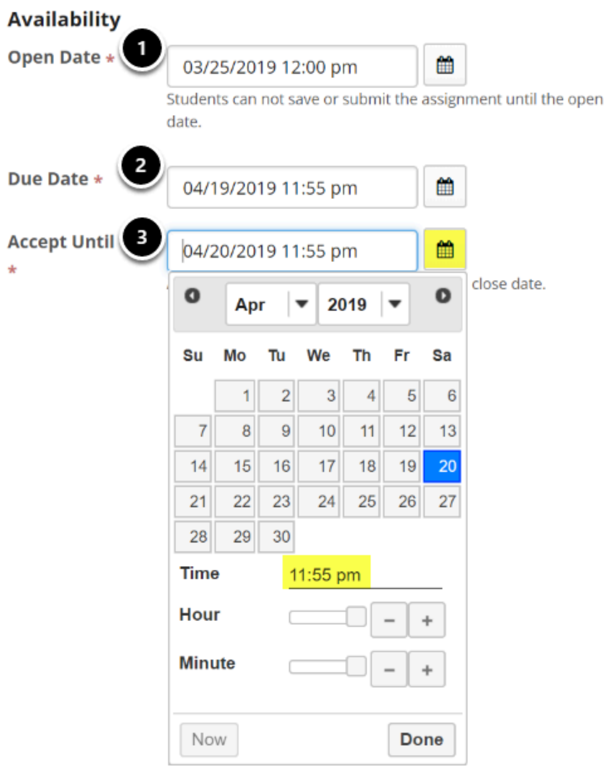
Add Attachments. (Optional)



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

Footer

Specify the availability.



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

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

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

Send a reminder email. (Optional)

If you would like a reminder email to be sent 24 hours before the due date, check the box next to **Send a reminder email 24 hours before the due date**.

Footer

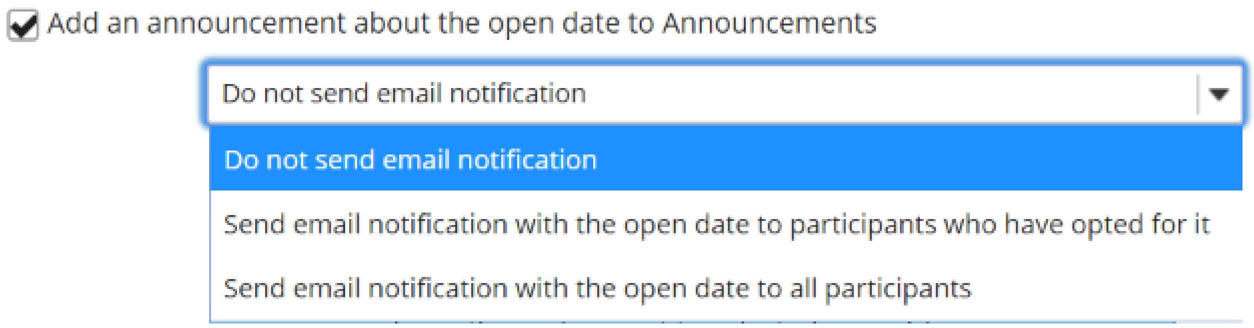
Hide due date from students. (Optional)

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

Add due date to Calendar. (Optional)

If you would like your assignment due date to be added automatically to the Calendar in your class, check the **Add due date to calendar** box.

Add an announcement. (Optional)

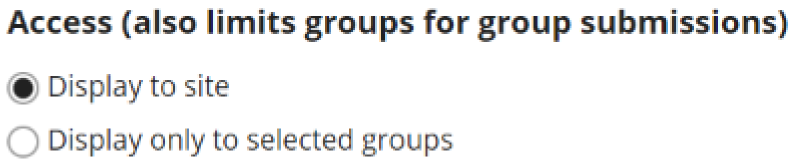


If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the **Add an announcement about the open date to Announcements** box. If you enable an announcement about the option date, you will also have the option to choose an email notification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

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

Footer

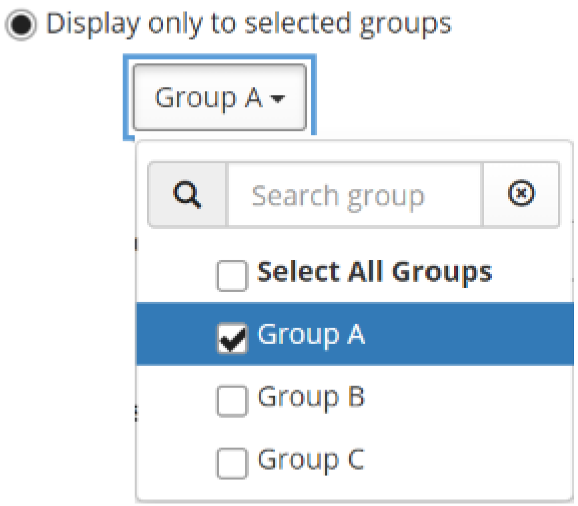
Access.



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

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

Display only to selected groups. (Optional)



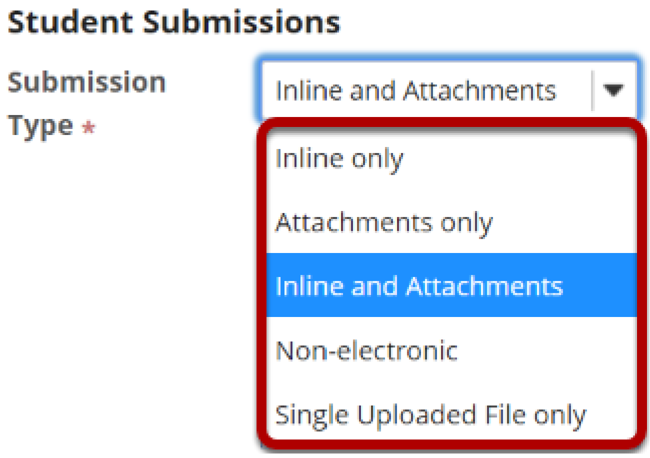
If you select the **Display only to selected groups** option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only. If you selected the Group Submission option, you may limit the groups that are allowed to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

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

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

Footer

Choose the submission format.



There are several submission formats that you may accept.

- **Inline and Attachments**: This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.
- **Inline only**: Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.
- **Attachments only:** This format removes the rich text editor option and leaves only the attachment option available.
- **Non-electronic**: This format choice is for assignments that you expect students to submit in person, but you want the option to view assignment details and/or grade the assignment in Sakai.
- **Single Uploaded File only:** If you want students to submit a file, but you only want a single file, this is the option to choose. (Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)

Choose your preferred format from the drop-down menu.

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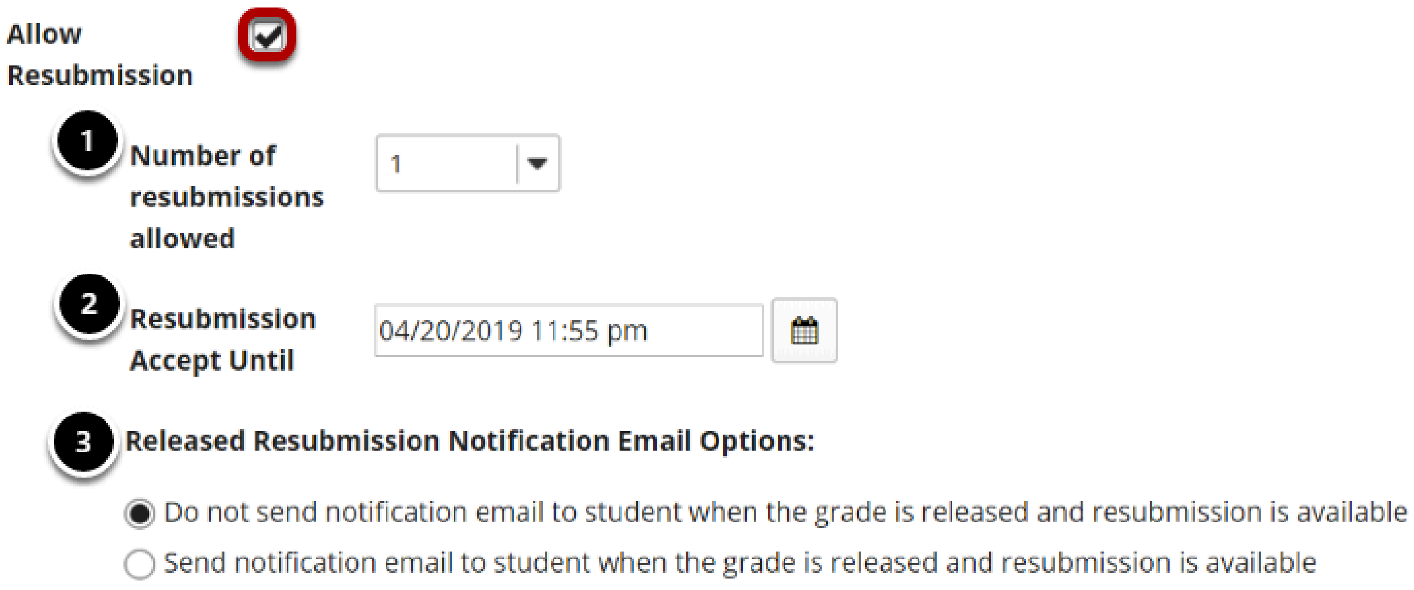
Allow resubmission. (Optional)

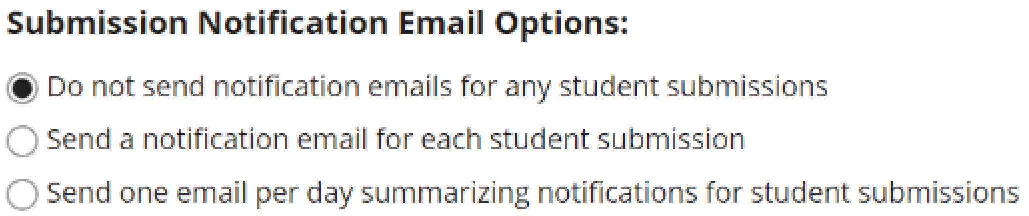


If you select **Allow Resubmission**, you may specify:

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

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

Submission notification.



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

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

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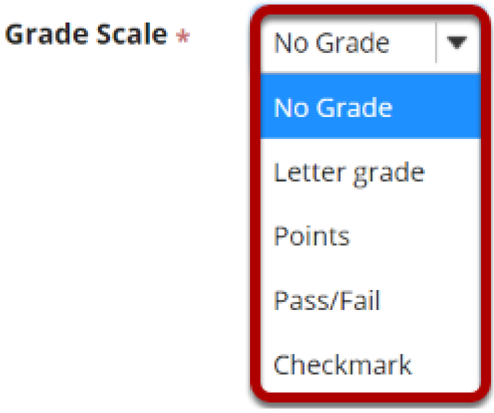
Choose the radio button for the notification setting you prefer.

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

Choose the grade scale.



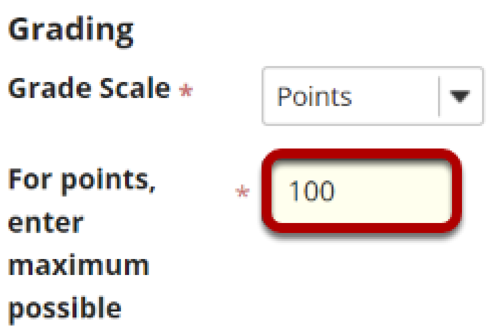
There are several grade scales to choose from:

- **No grade:** This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading in Sakai.
- **Letter grade:** You may select this option if you like to grade your assignments by letter grade only.
- **Points:** Allows you to assign points to an assignment for grading. This is the option you should choose if you plan to send the assignment to the gradebook.
- **Pass/Fail:** Designates an assignment as pass/fail.
- **Checkmark:** Allows you to mark assignments with a checkmark for completion.

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

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

Enter maximum points.



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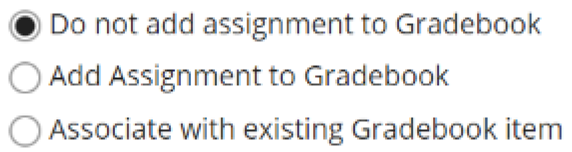
If you select **Points** as the grade scale, you must enter a maximum number of points for the assignment.

Grading

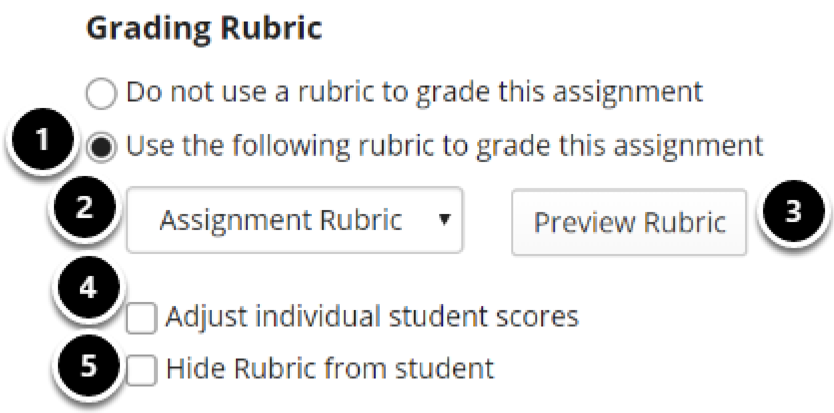


Select the radio button for the gradebook option you would like to use.

- **Do not add assignment to Gradebook:** This is the default selection. This option does not send any grade information to the gradebook.
- **Add assignment to Gradebook:** This will create a new item in the gradebook with the same name as your assignment title.
- **Associate with existing Gradebook entry:** This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and you want to use one of them, rather than creating a new assignment. You may only link an assignment to a single gradebook item, and vice versa.

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

Grading rubric.



1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.

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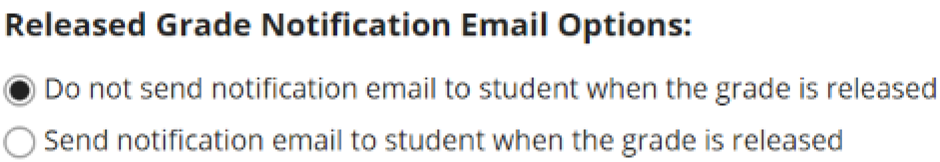
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Anonymous grading.

Select the **Anonymous grading** check box to grade student submissions without seeing the associated student name in the grading interface.

Released grade notification.



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

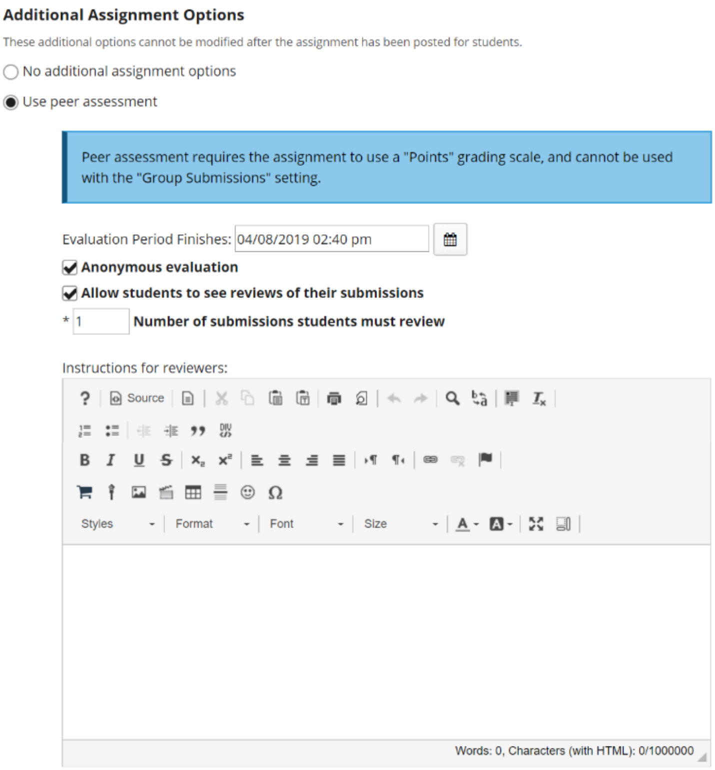
If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released**.

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

Footer

Additional Assignment Options

Peer assessment.



Peer assessment facilitates student peer review of assignments.

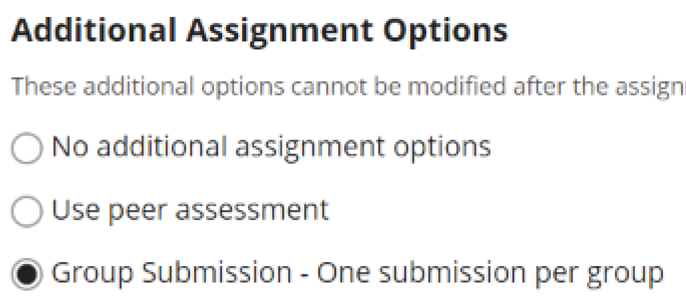
If you select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

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

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

Footer

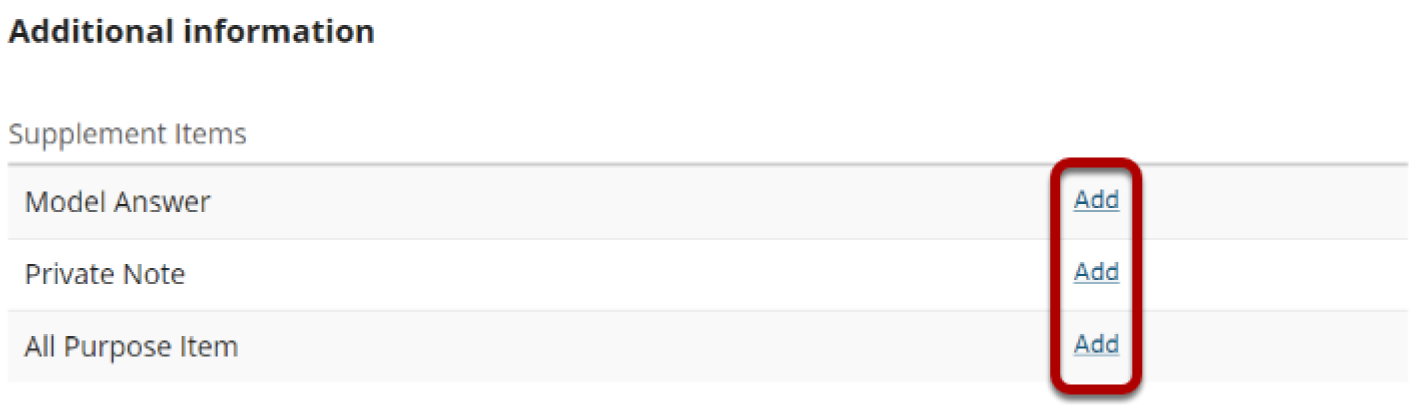
Group Submissions (Optional)



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

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

Additional information. (Optional)

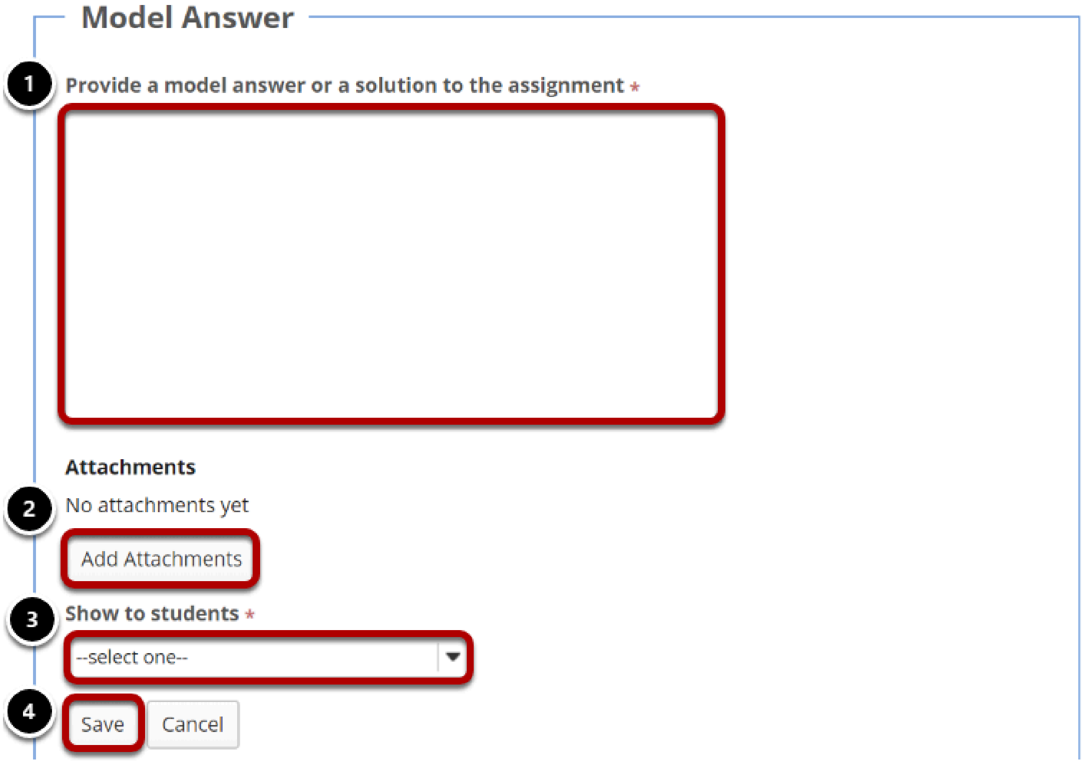


This section gives you the option of including additional information, such as a **Model Answer**, **Private Note**, or **All Purpose Item**.

Click the **Add** link to add any of these items.

Footer

Model answer.

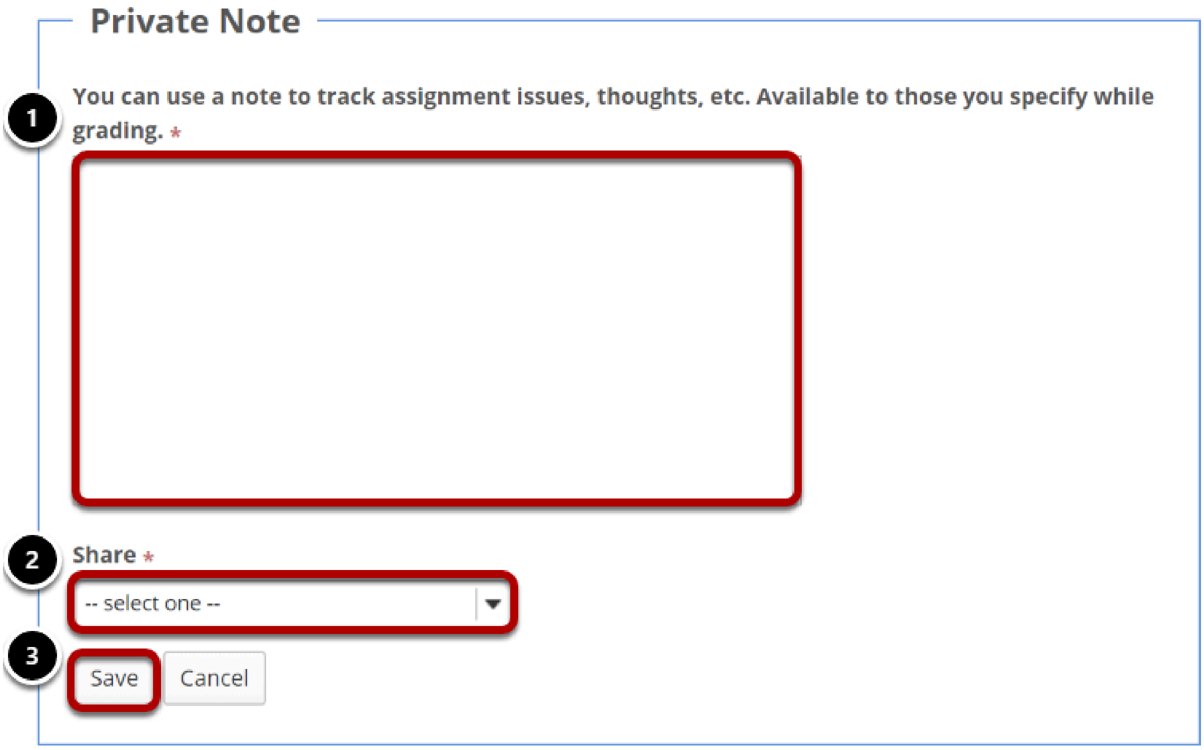


The model answer can provide an example of the ideal correct answer or solution for a particular assignment.

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

Footer

Private note.

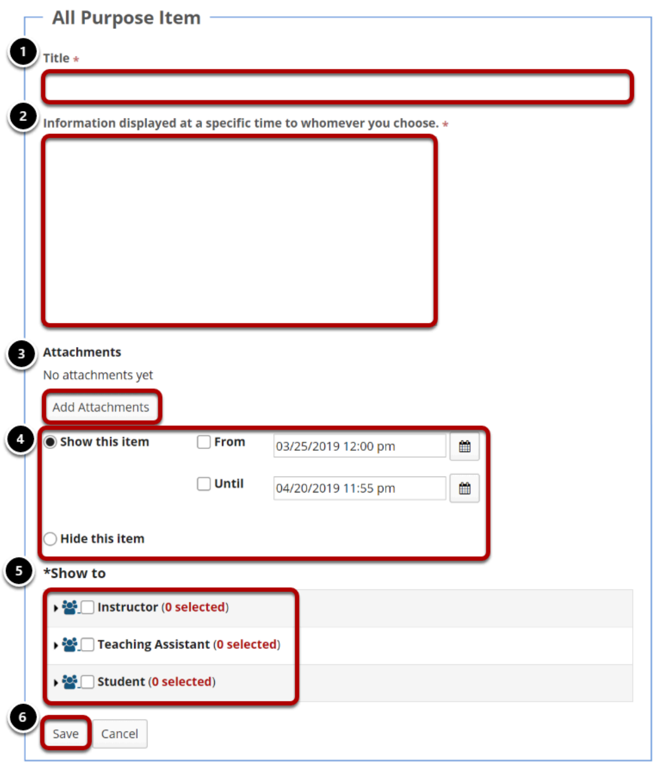


If you would like to make any private notes which are not visible to students, you may enter them here.

1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Click **Save** to save your changes.

Footer

All purpose item.



You may also create an **All Purpose Item** which can be displayed based on specific dates or users.

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

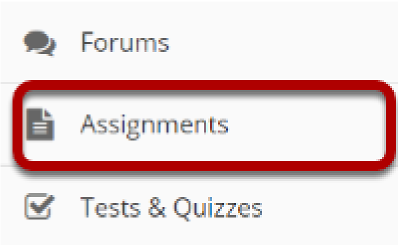
Post your assignment.

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

Footer

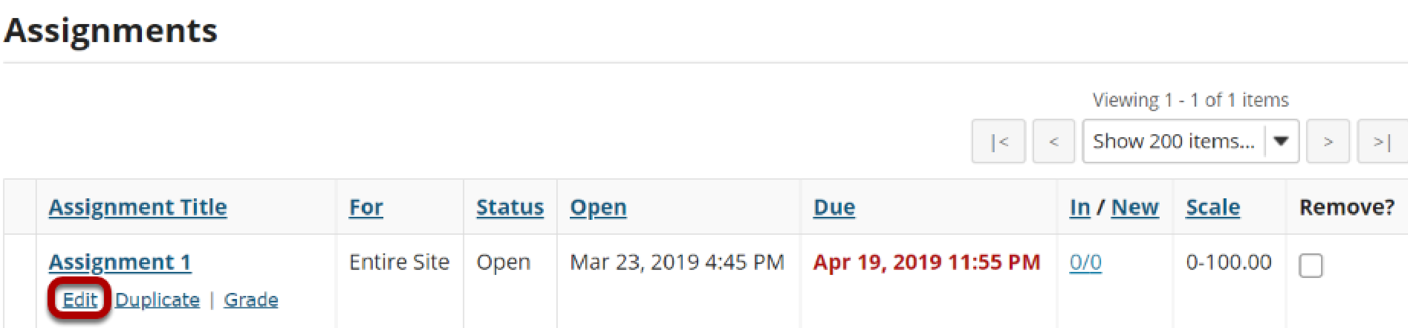
How do I edit an existing assignment?

Go to Assignments.



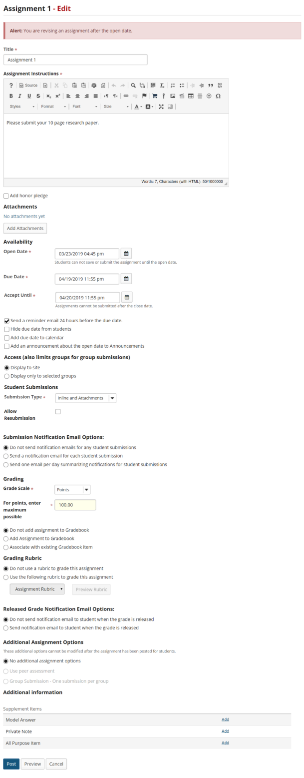
Select the **Assignments** tool from the Tool Menu of your site.

Select the Edit link for the assignment you want to edit.



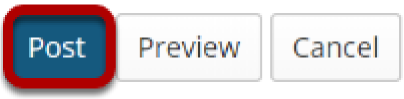
Footer

Make your changes to the assignment.



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

Click Post.

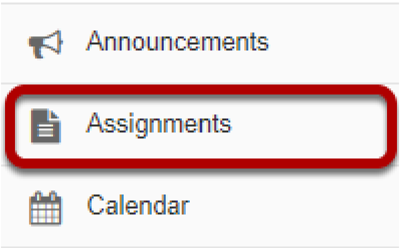


Click **Post** to save your changes.

Footer

How do I enable student peer review for an assignment?

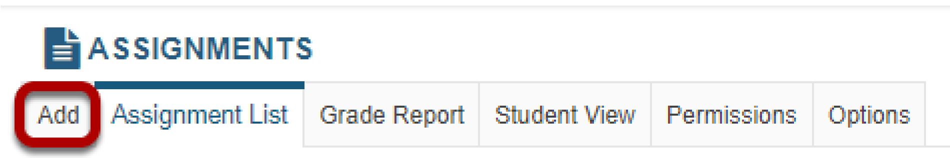
Go to the Assignment tool.



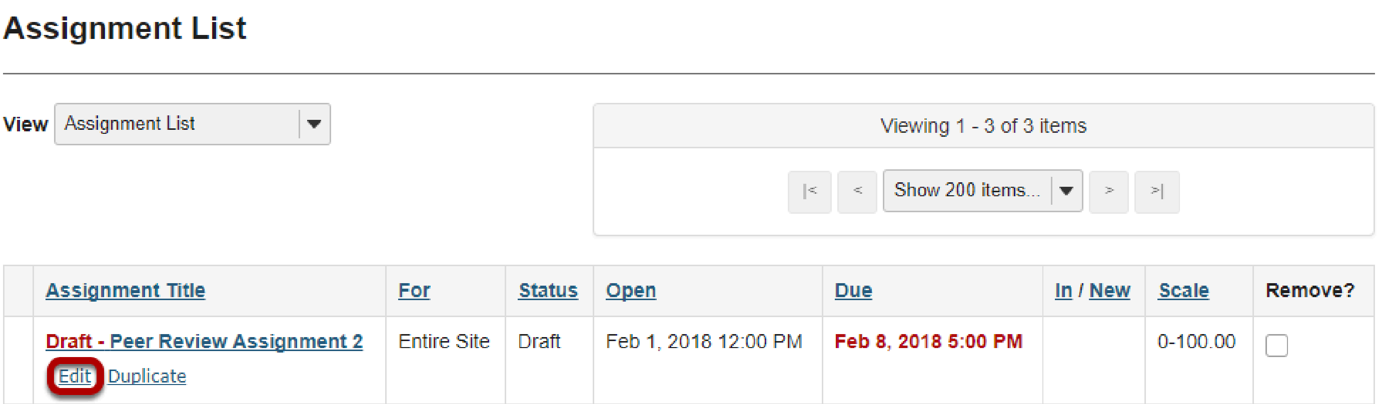
Select the **Assignments** tool from the Tools Menu in your site.

Add a new assignment or edit a draft assignment.

Click Add to create a new assignment.



Or, click Edit to edit a draft assignment.



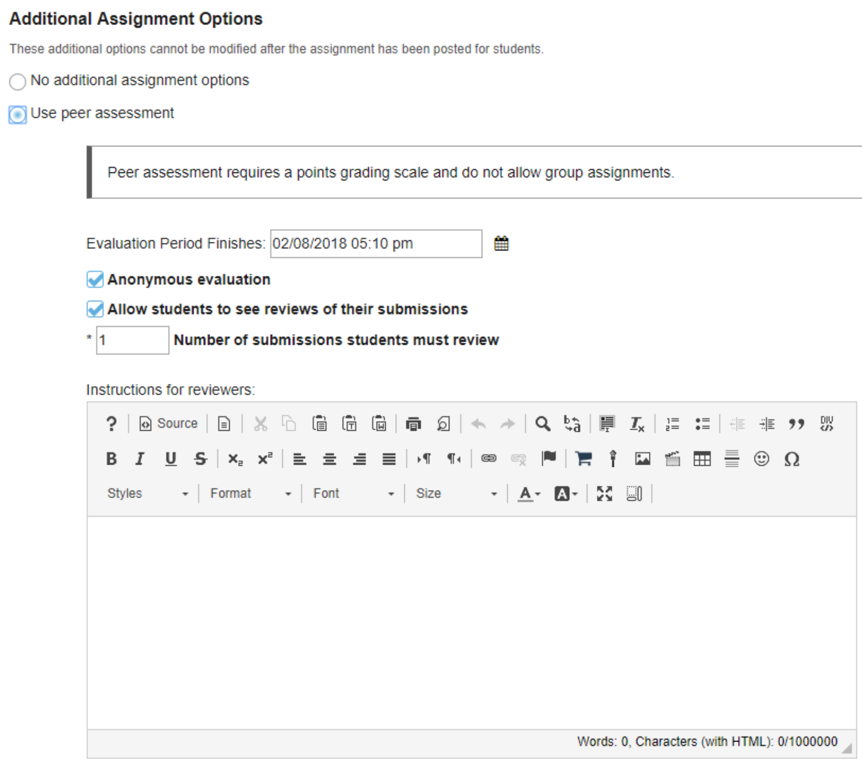
Note: You can only select the peer assessment option for a new or draft assignment. Once the assignment has been posted for students, you cannot change this setting.

Footer

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

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

Under Additional Assignment Options, select Use peer assessment.



Peer assessment facilitates student peer review of assignments.

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

1. The evaluation period end date. (This date must be after the Accept Until date for the assignment.)

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2. Whether or not reviews are anonymous.
3. Whether or not students may see reviews of their own assignments.
4. The number of reviews each student must complete.
5. Instructions for reviewers.

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

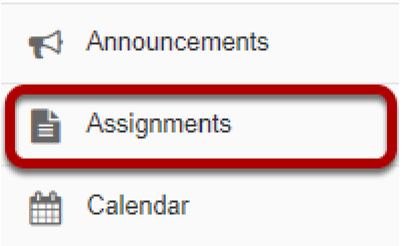
Post your assignment.

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

Footer

How do I enable group submissions for an assignment?

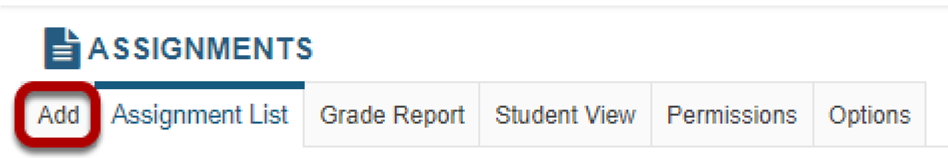
Go to the Assignment tool.



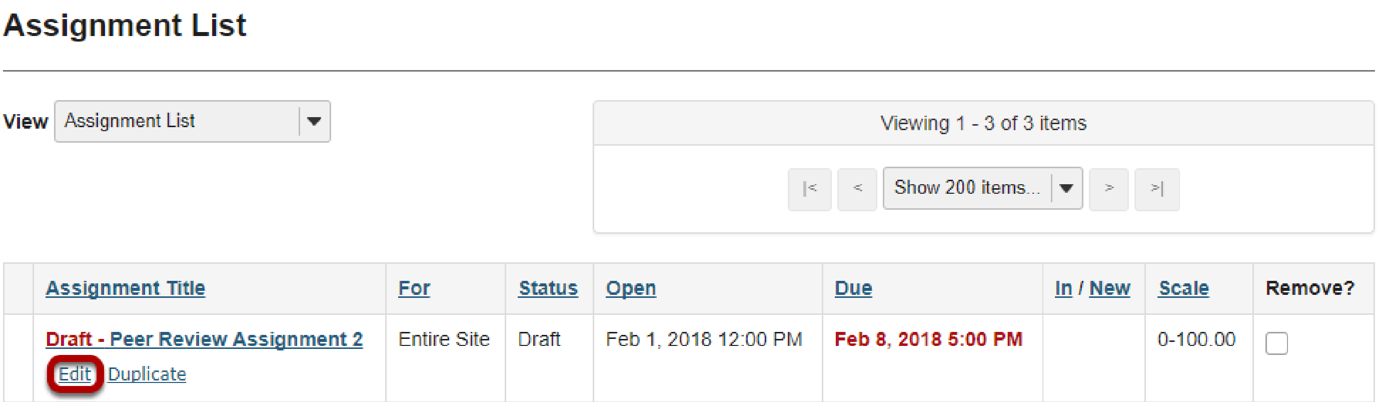
Select the **Assignments** tool from the Tools Menu in your site.

Add a new assignment or edit a draft assignment.

Click Add to create a new assignment.



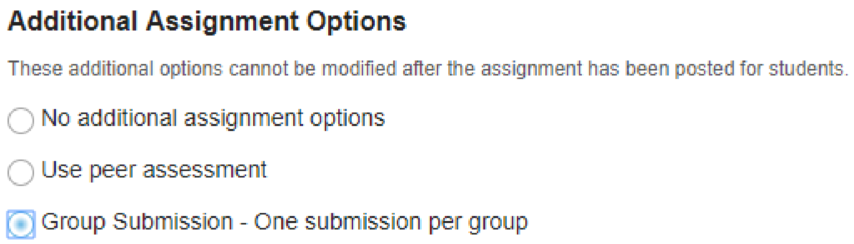
Or, click Edit to edit a draft assignment.



Note: You can only select the group submission option for a new or draft assignment. Once the assignment has been posted for students, you cannot change this setting.

Footer

Select Group Submission - One submission per group.



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

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

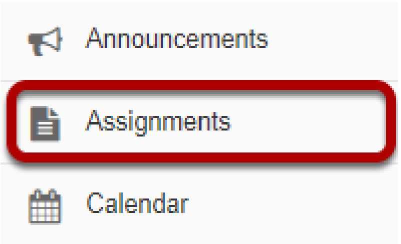
Post your assignment.

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

Footer

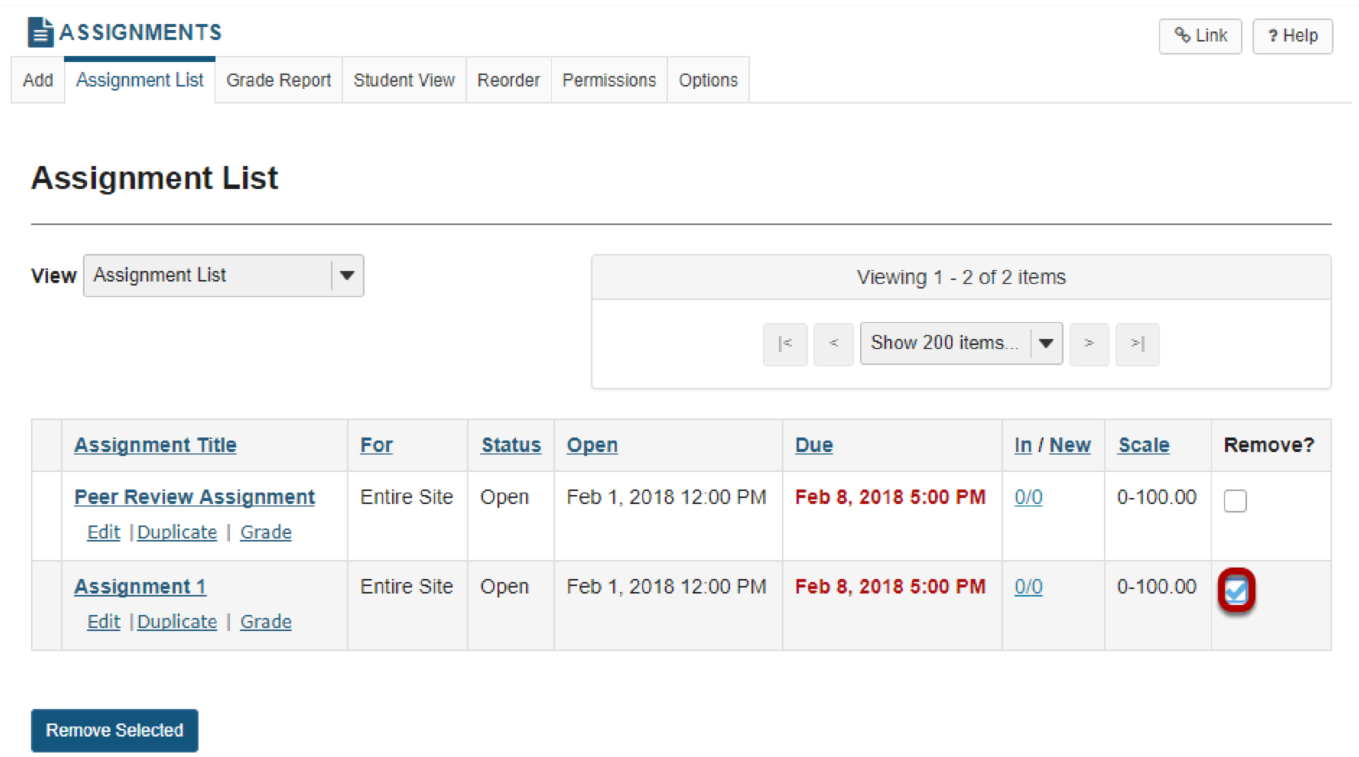
How do I delete an assignment?

Go to Assignments.



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

Select the assignment(s) you want to delete.



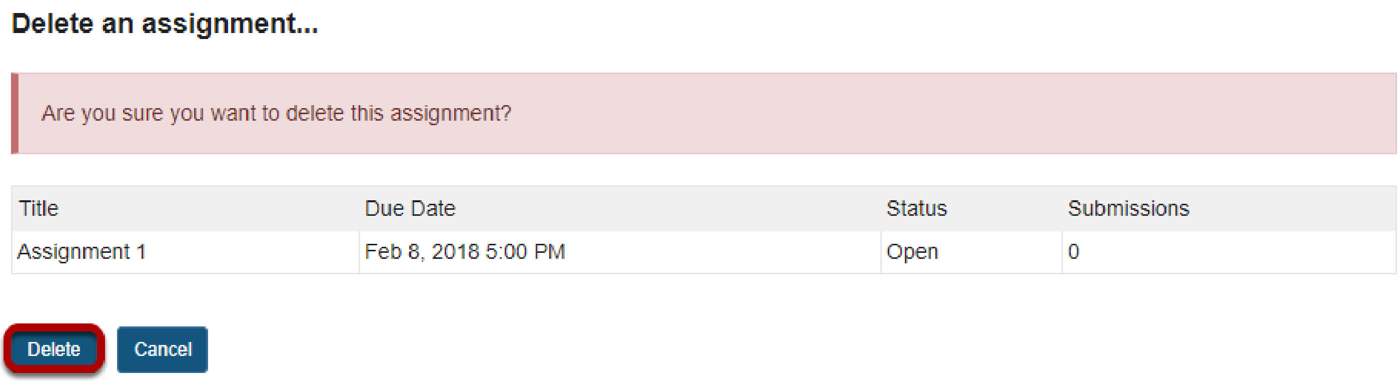
In the "Remove?" column, click to place a check in the box for the item(s) you want to delete.

Click Remove Selected.

Footer

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

Confirm the deletion.



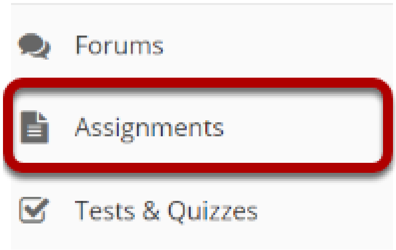
Click the **Delete** button to confirm the removal of the assignment(s) you have selected.

Note: Removing an assignment with student submissions will also delete the submissions for that assignment.

Footer

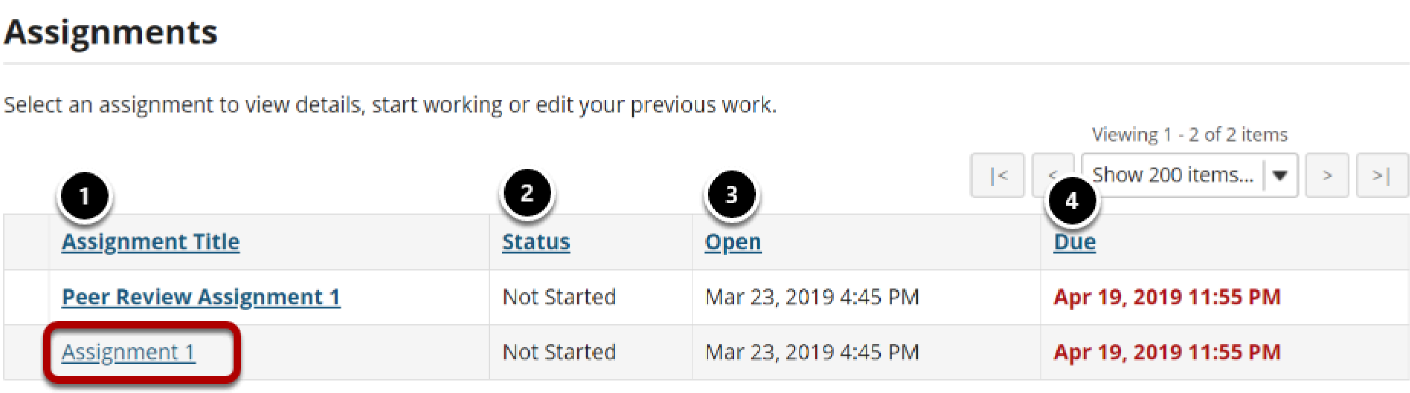
How do students submit an assignment?

Go to Assignments.



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

Click on the title of the assignment.



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.

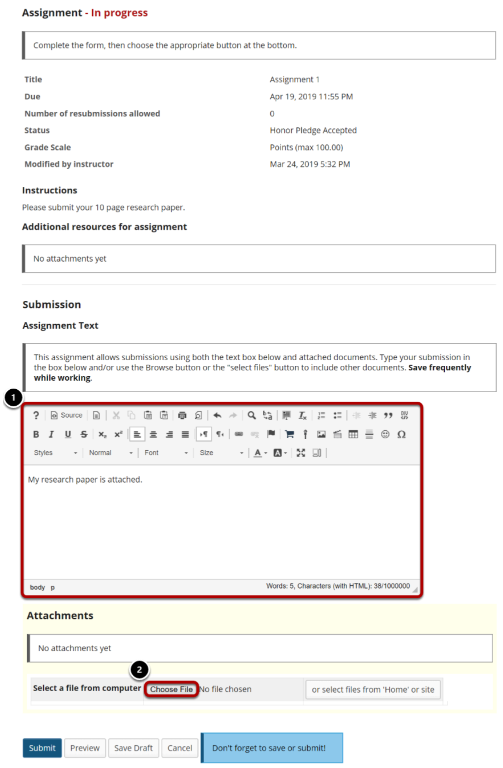
Select the assignment you want to submit by clicking on the title of the assignment in the list.

Footer

Or, click the direct link to the assignment in Lessons.

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.

Enter and/or attach your assignment.

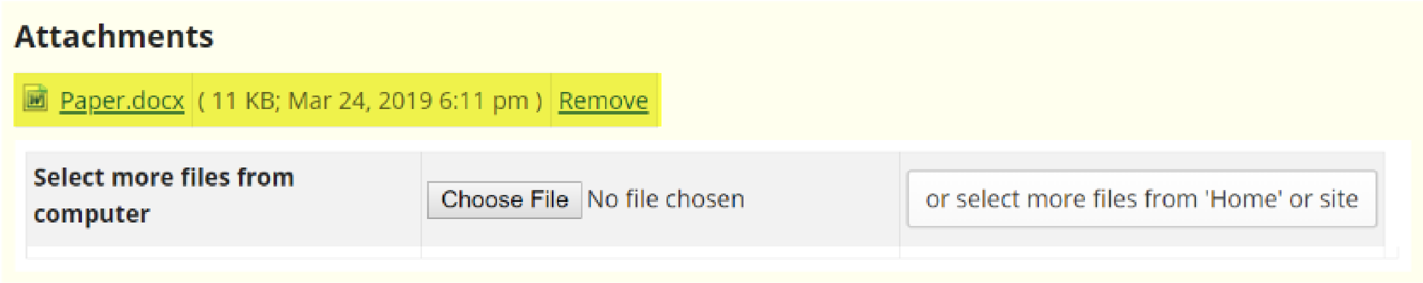


Depending on the assignment settings, you may be allowed to enter your submission in-line and/or attach a file or files.

Footer

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 'Home' 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.*

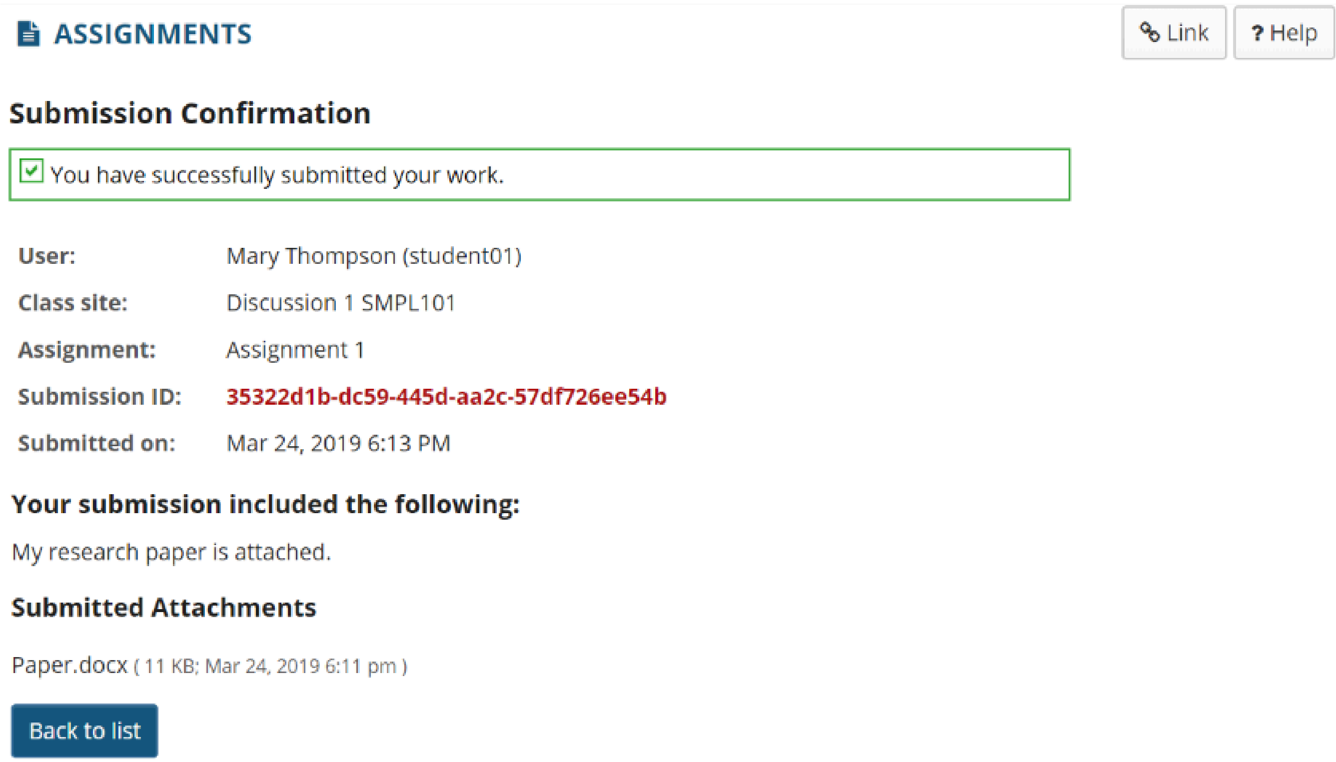
Submit your assignment.

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.*

Footer

Submission confirmation.

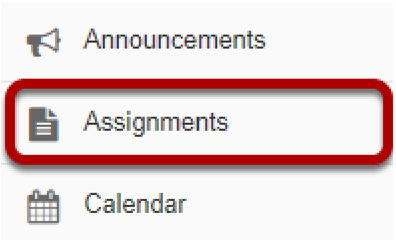


Once you have submitted your assignment, you will receive a confirmation message on screen. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.

Footer

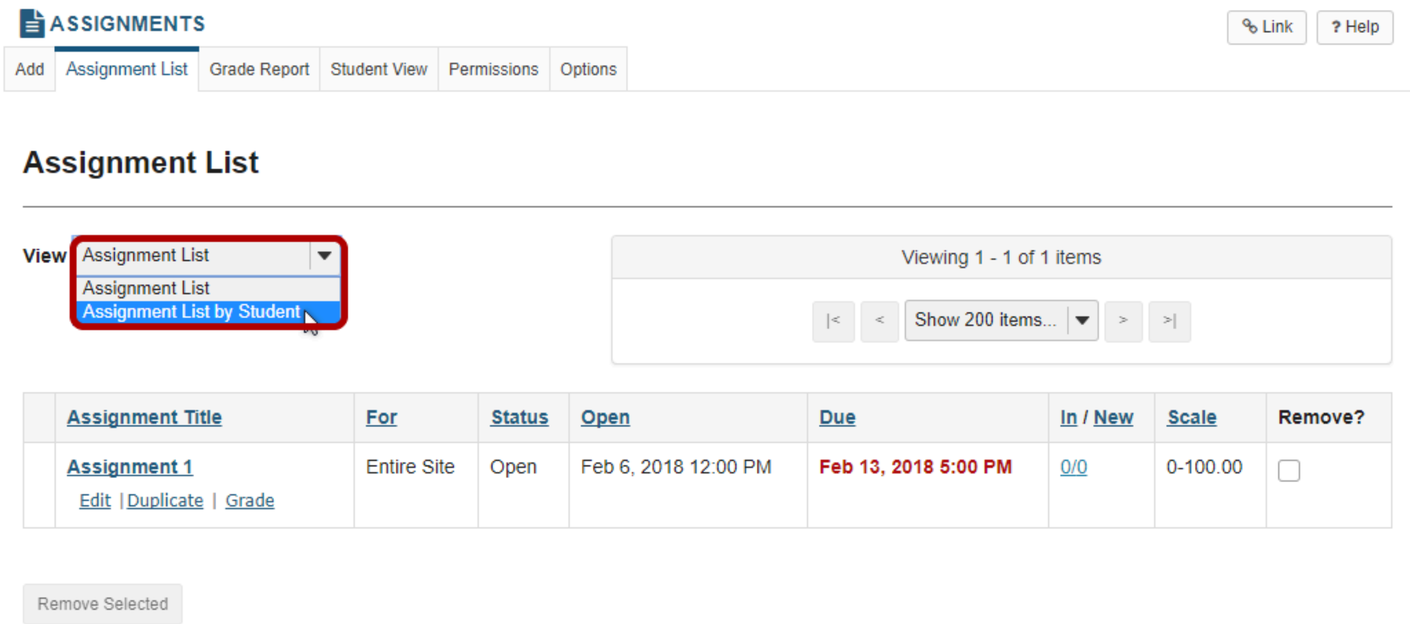
How do I submit an assignment on behalf of a student?

Go to Assignments.



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

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



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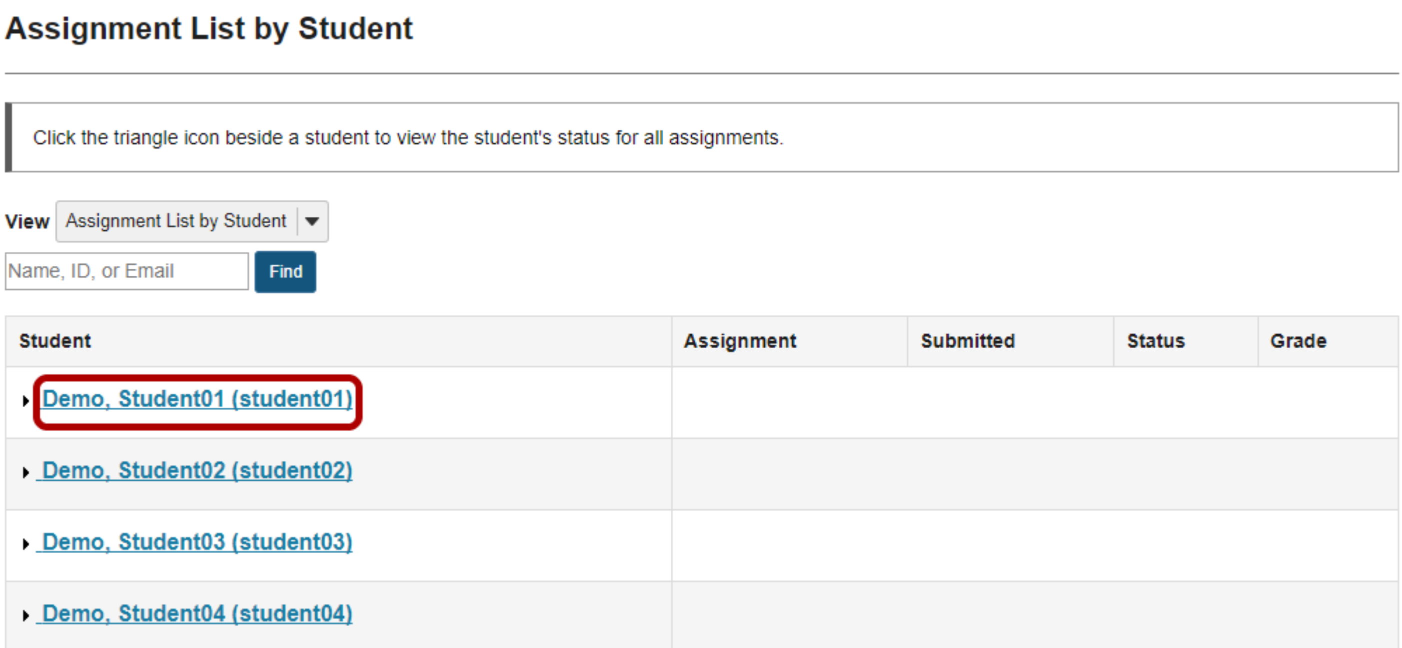
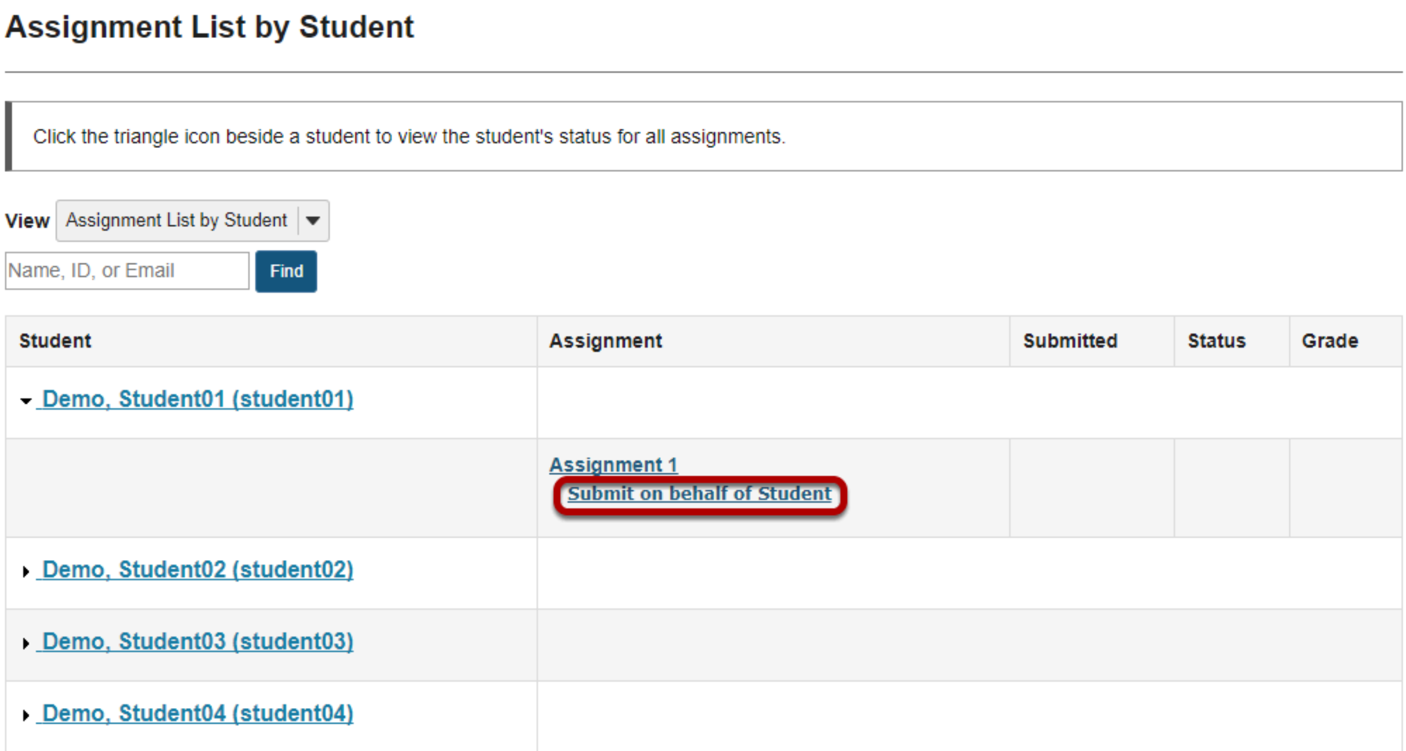
Select a student.



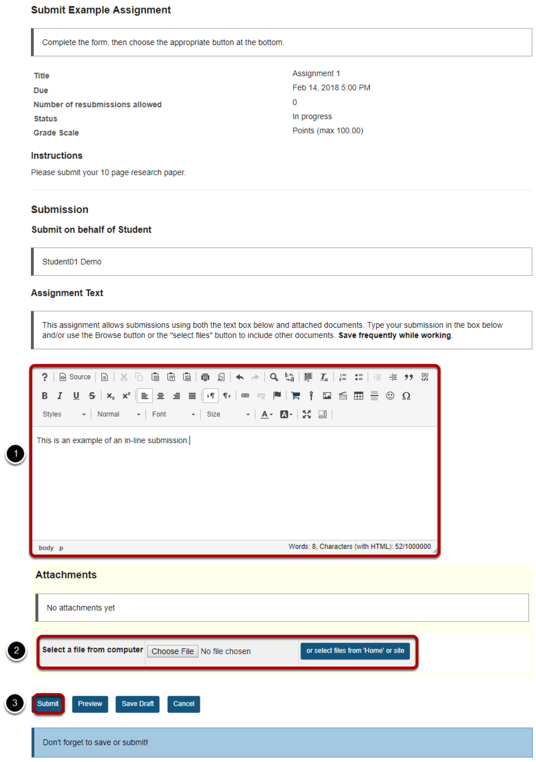
You will see a list of all the students in the class. Click on the student's name to view submission information for that student.

Click Submit on behalf of Student.



Footer

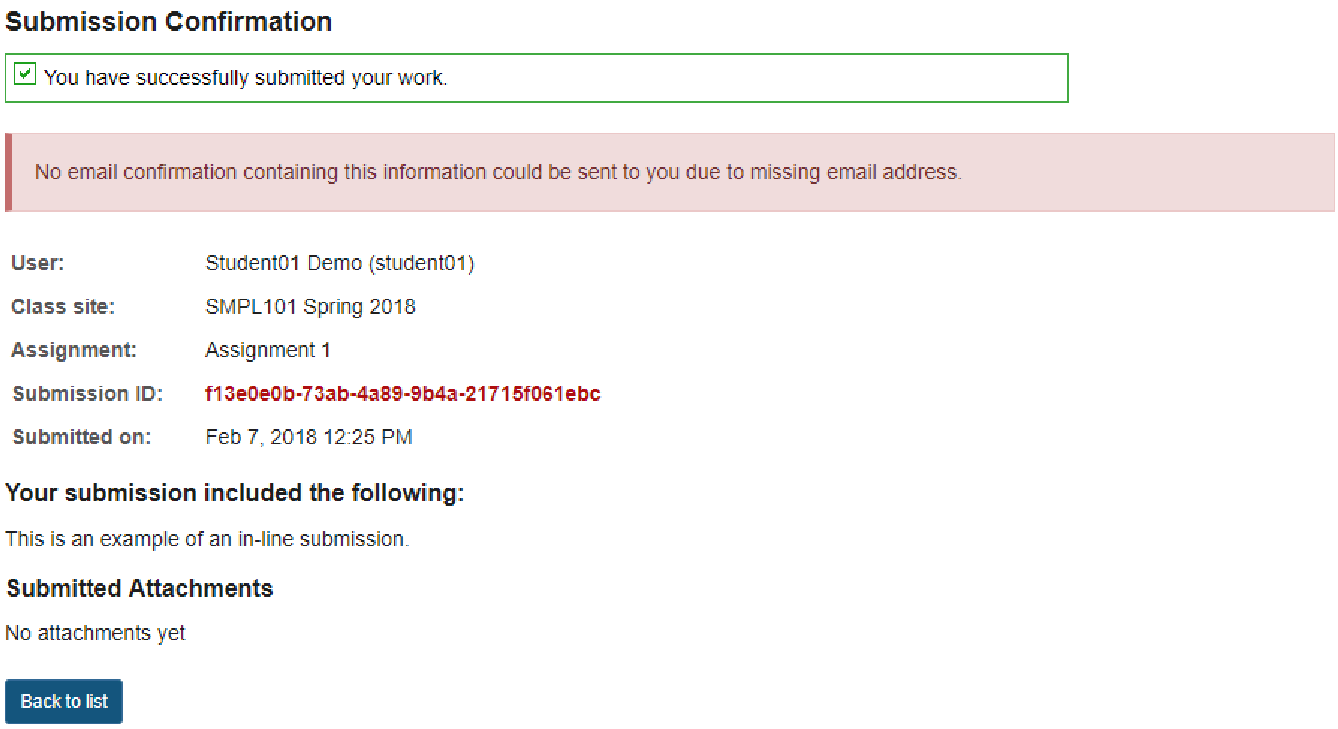
Submit the student assignment.



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

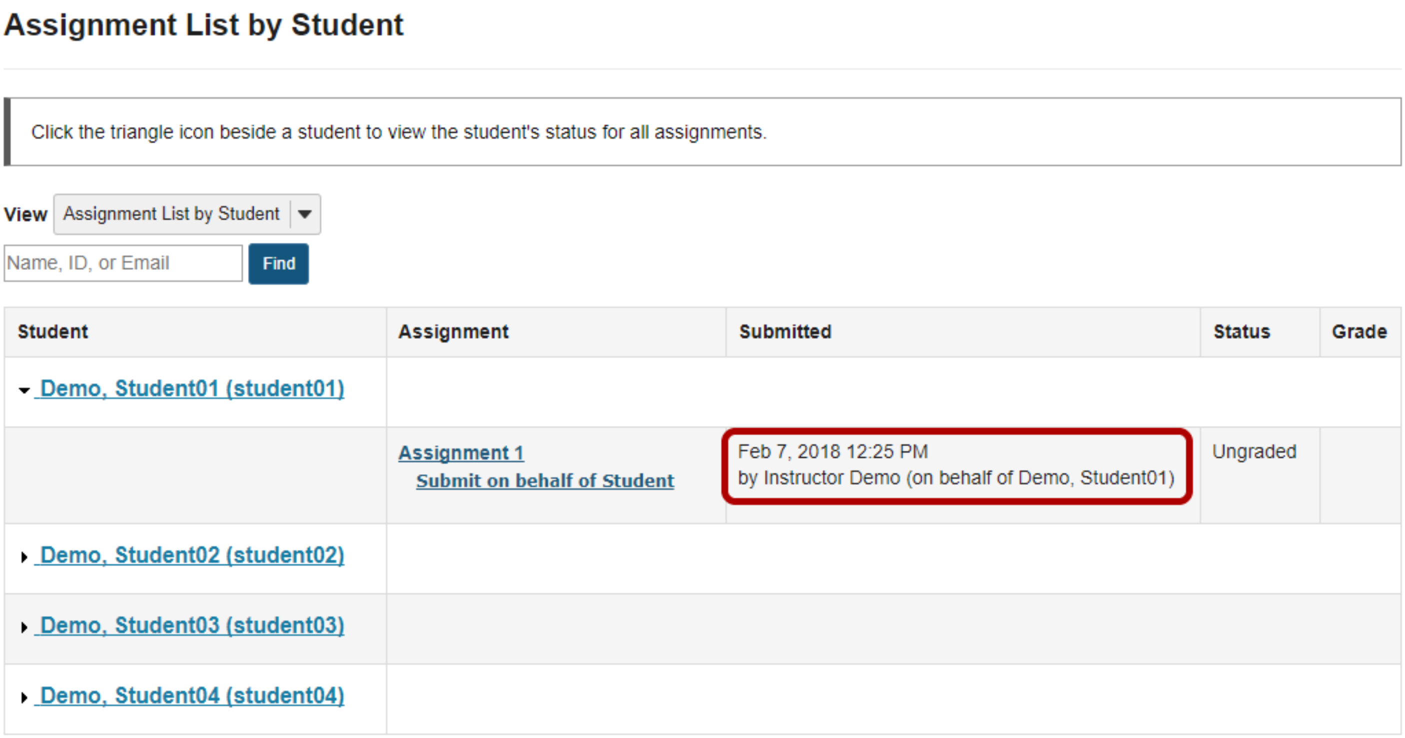
Footer

A submission confirmation will display.



Footer

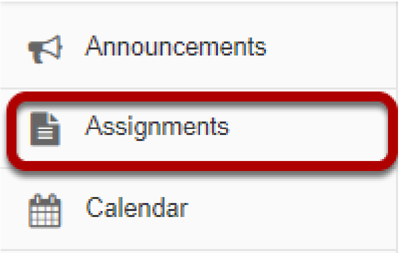
When you view the list, you will see the name of the instructor next to the submission.



Footer

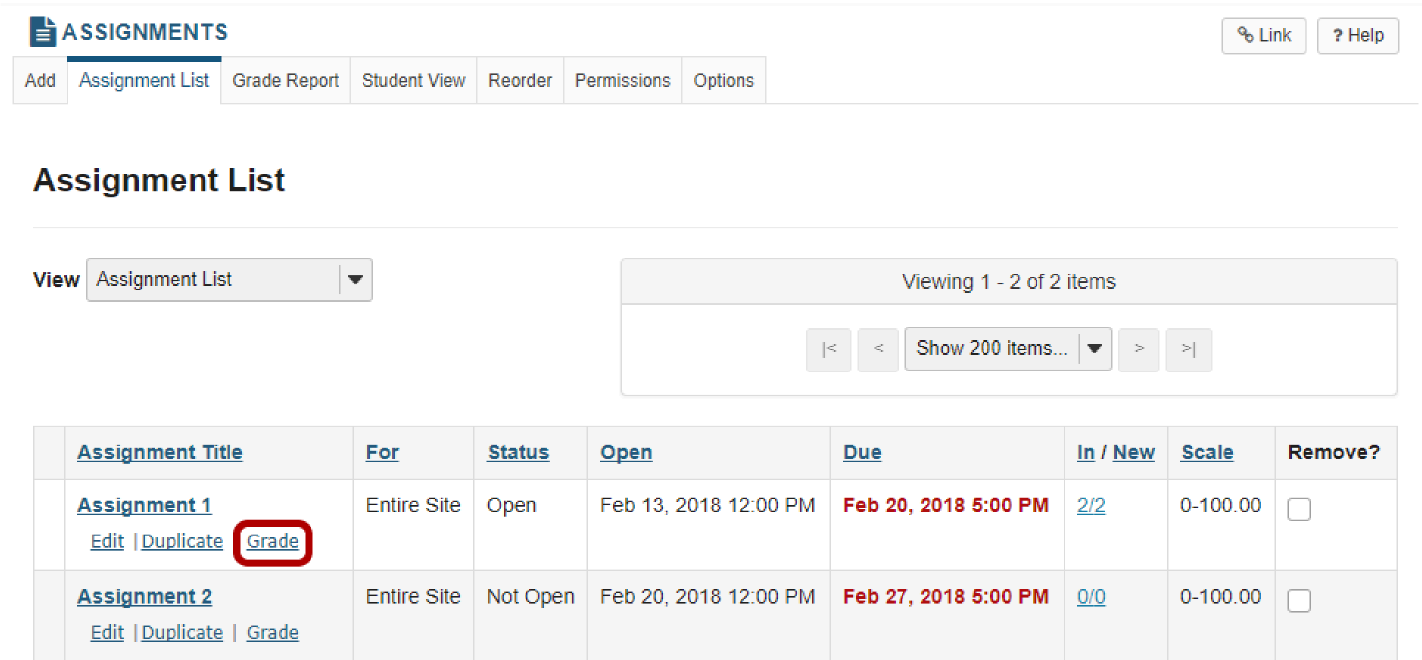
How do I grade an assignment?

Go to Assignments.



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

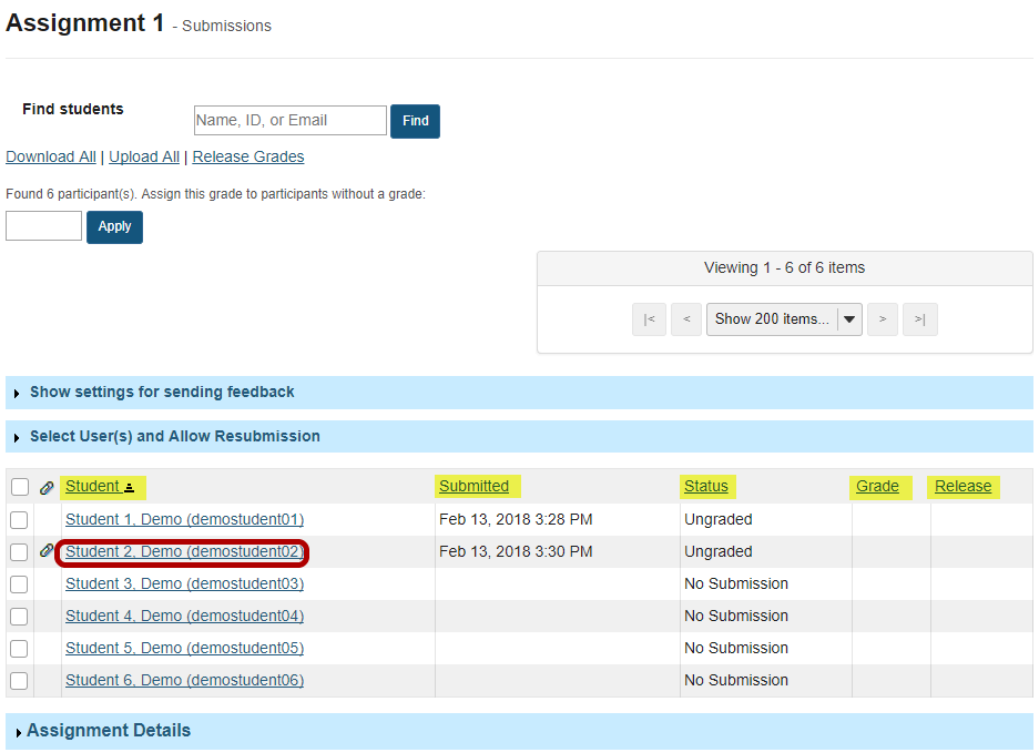
Select the assignment to grade.



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

Footer

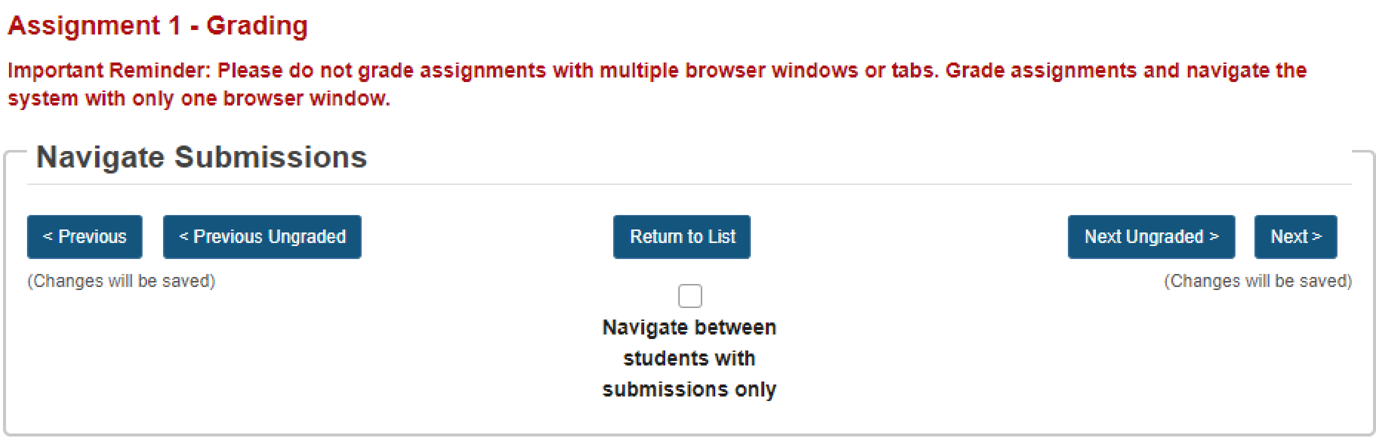
Select a student to grade.



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

Click on the student that you would like to grade.

Navigate submissions.



The navigation buttons at the top and bottom of the page allow you to quickly cycle through student submissions. You may use these buttons to jump to the **Preview**, **Previous Ungraded**,

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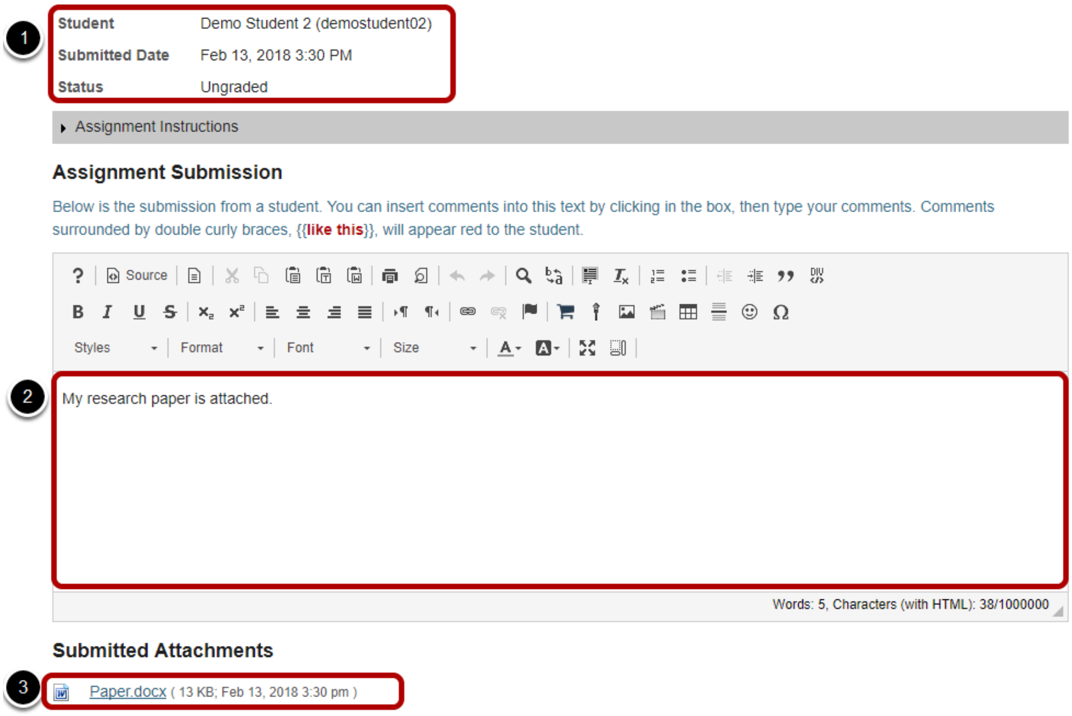
Next Ungraded, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

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

View student submission.



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

1. The student's name, username, submission date, and graded status appear at the very top.
2. Next, under "Assignment Submission" the student's inline submission text (if applicable) is shown.
3. Under "Submitted Attachments" any attached files will appear. The filename as well as the the file size and submission date are also shown.

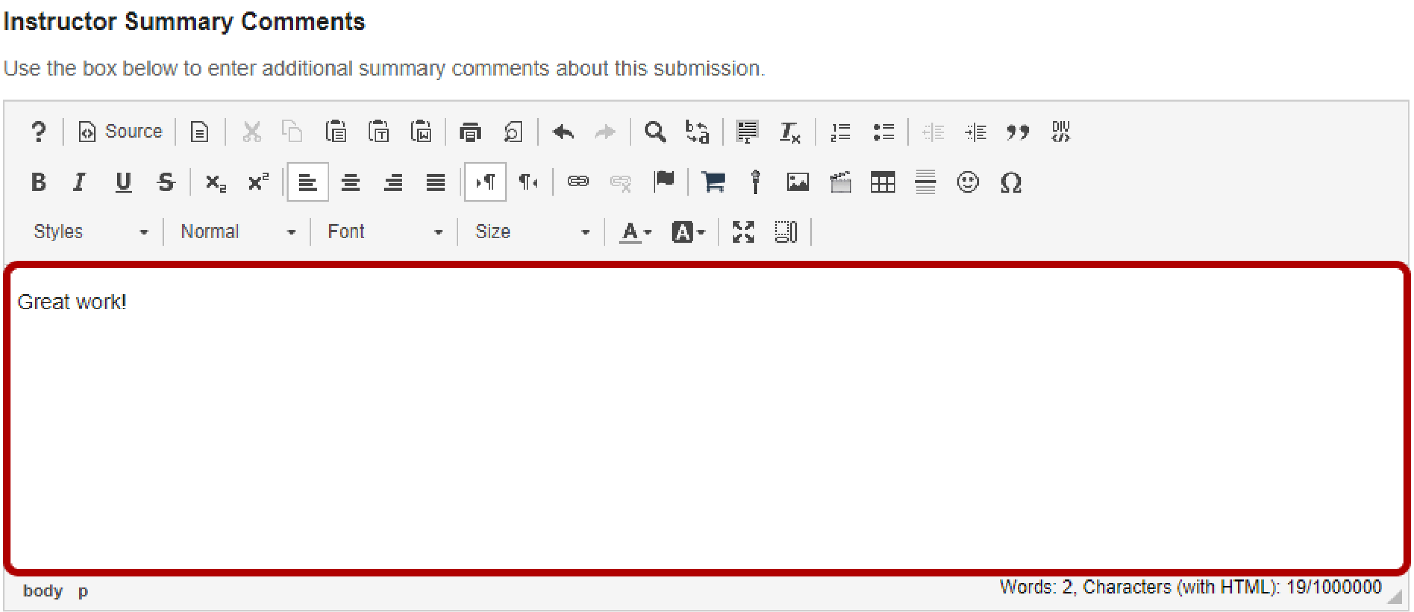
Note: To view student file attachments, you will need to click on the filename to download and open the file.

Enter grade.

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

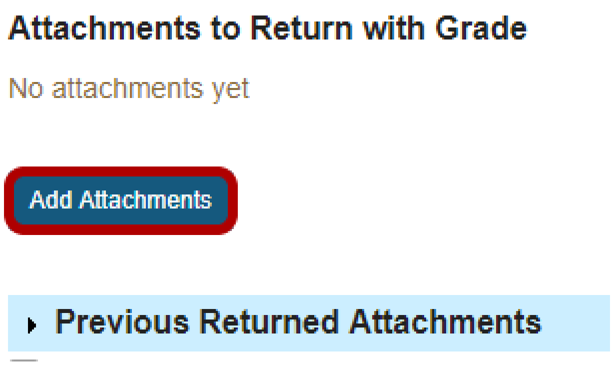
Footer

Enter instructor comments.



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

Return an attachment.

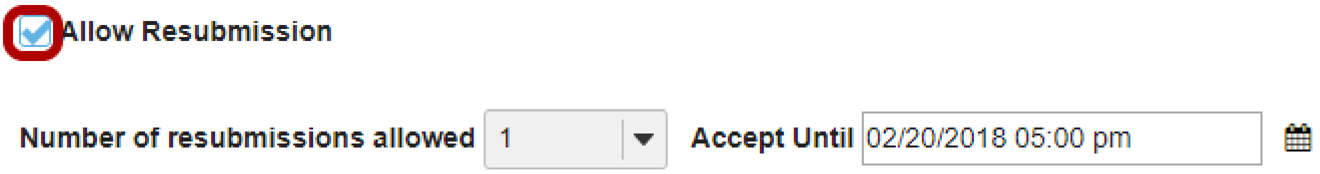


If you would like to return a file attachment to the student with additional feedback, click on the **Add Attachments** button to browse for and select a file.

*Note: If you have returned more than one attachment to a particular a student, you may also click on **Previous Returned Attachments** to expand that section and view any other attachments that you have returned for this assignment.*

Footer

Allow resubmissions.



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

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

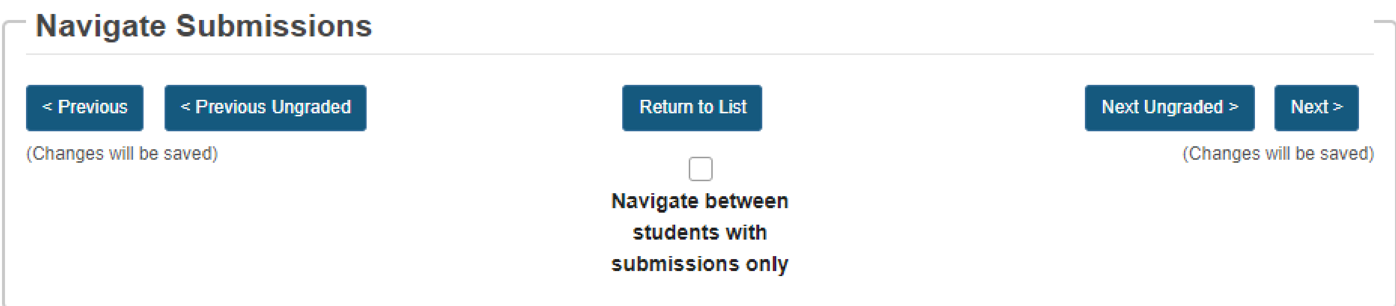
Save grade.

If you are finished grading and would like to release the information to the student, click the **Save and Release to Student** button.

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

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

Navigate submissions.



Footer

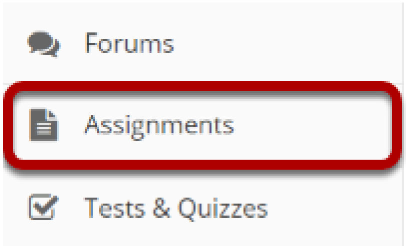
The Navigate Submission buttons appear at both the top and bottom of the page. You may use these buttons to jump to the **Preview**, **Previous Ungraded**, **Next Ungraded**, or **Next** student submission. Or, you can select **Return to List** to return to the full listing of all student submissions.

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

Footer

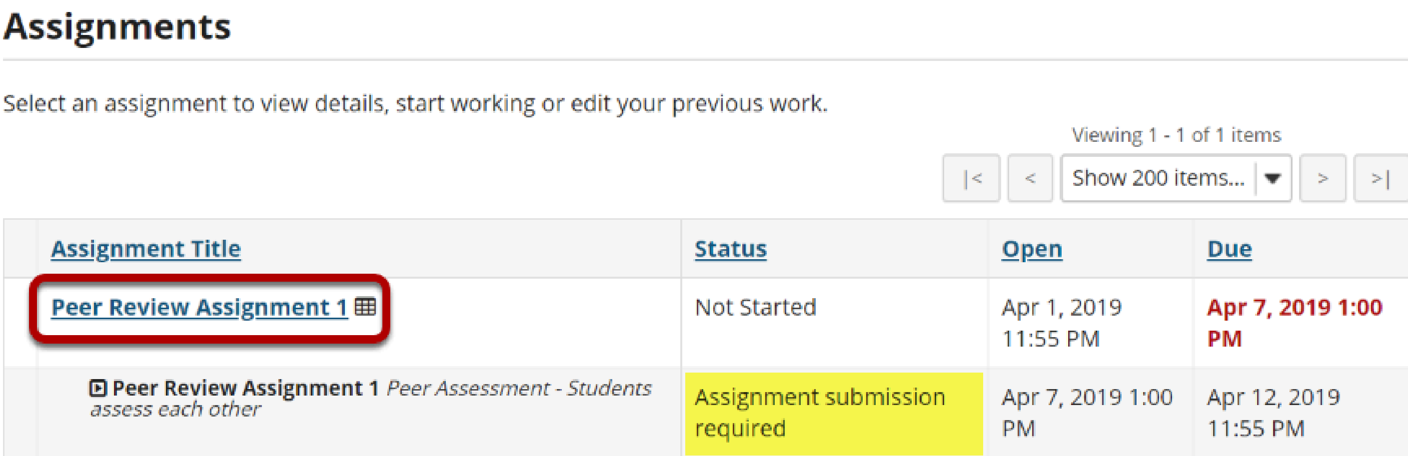
How do students complete a peer assessment assignment?

Go to Assignments.



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

Submit your assignment.

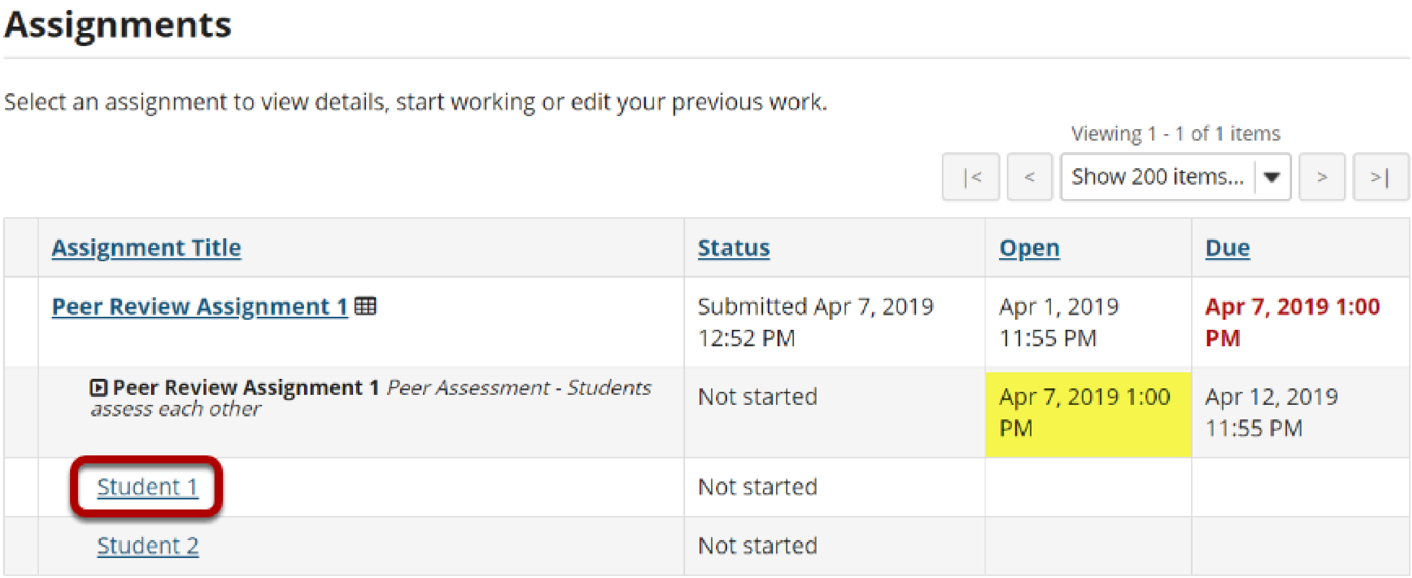


If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list. However, you must submit your own assignment before you can complete your peer review(s) for other students.

Click on the assignment title to submit your work. Refer to [How do students submit an assignment?](#) for more information on submitting assignments.

Footer

Select a student submission to review.



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.*

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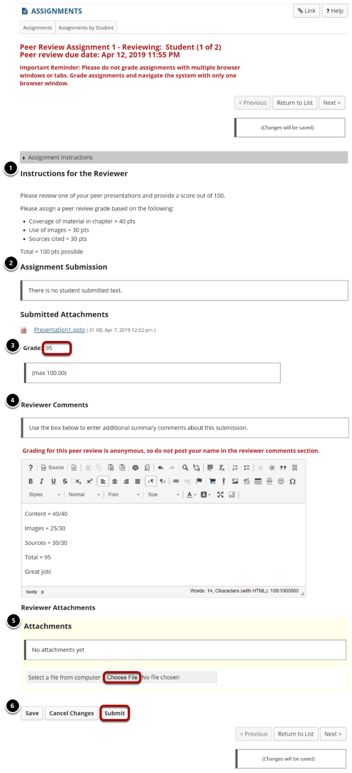
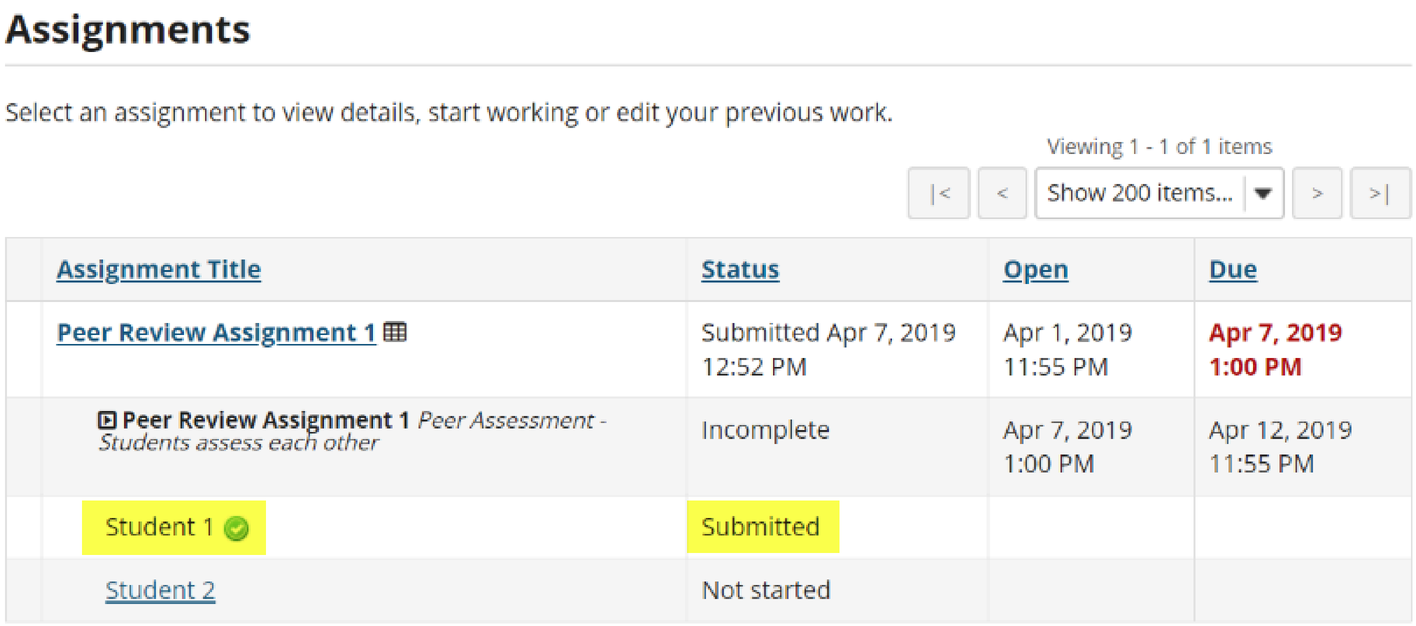
Review your peer's submission.



1. You will see the **Instructions for the Reviewer** 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 **Choose File** to add an attachment containing additional feedback. (Optional)
6. Click **Submit** to submit your peer review.

Footer

View submitted peer assessments.



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.

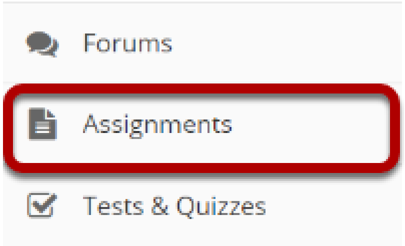
Repeat the steps above to submit additional reviews. (Optional)

If your instructor has specified more than one review per student, repeat the process above to submit the number of peer assessments required.

Footer

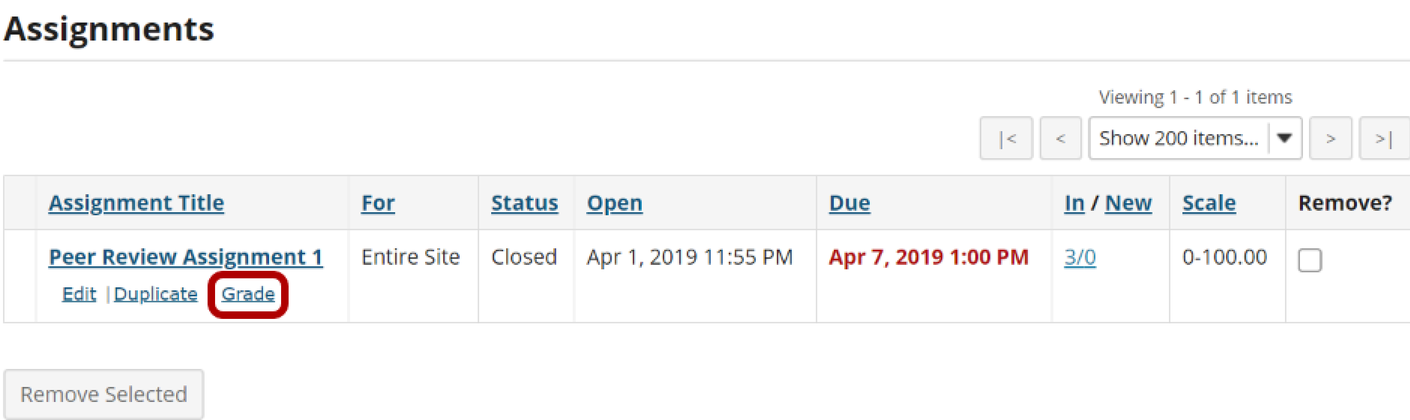
How do I grade a peer review assignment?

Go to Assignments.



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

Select the peer review assignment to grade.



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

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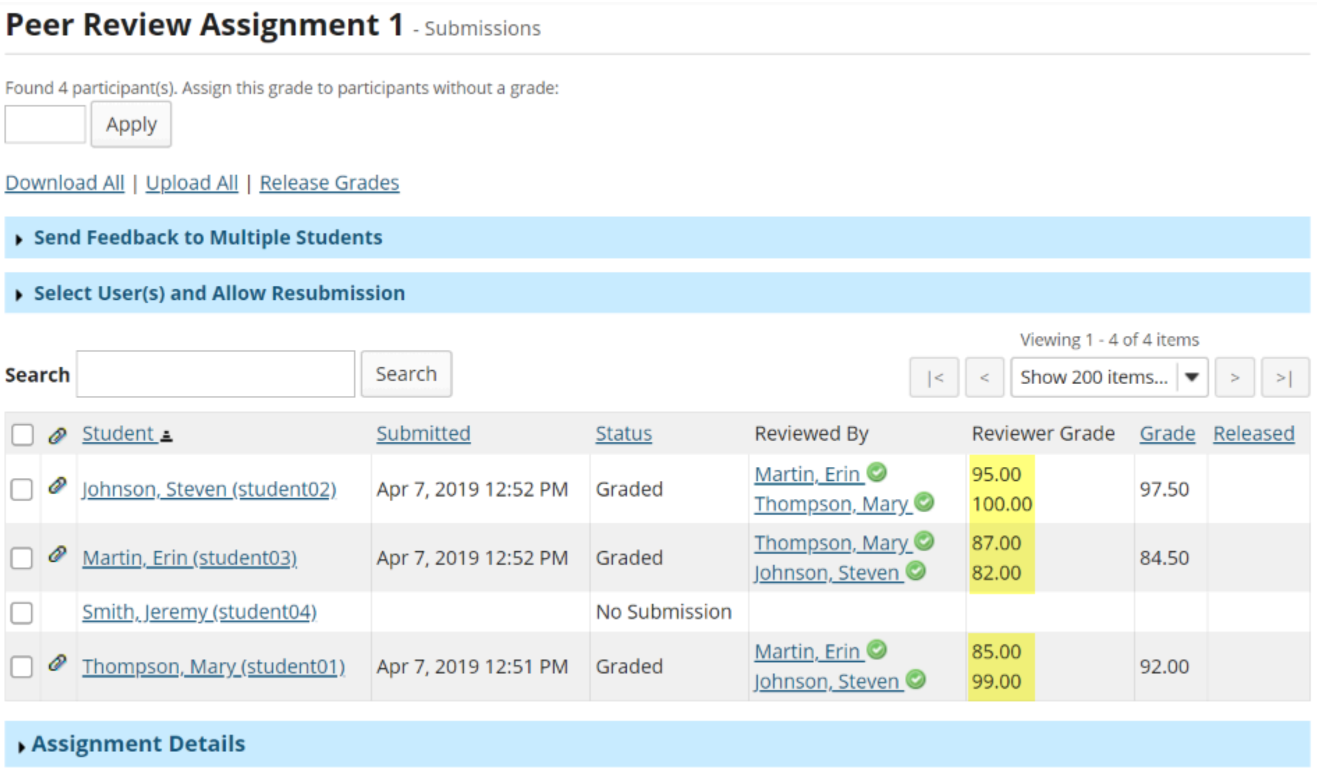
View overall peer assessment scores.



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

By default, the grade for the assignment is set to the reviewer grade. You may override this grade if you choose.

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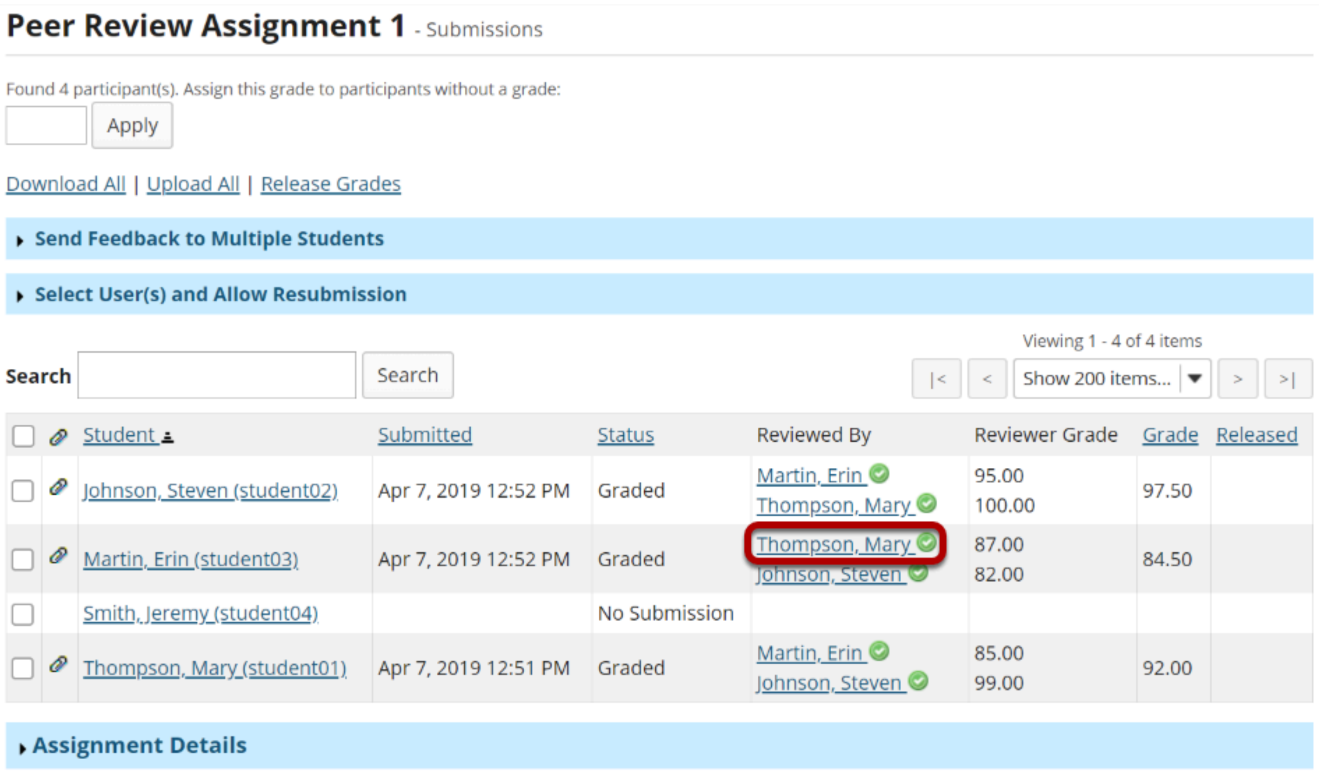
Click on the reviewer name to view individual peer review feedback.



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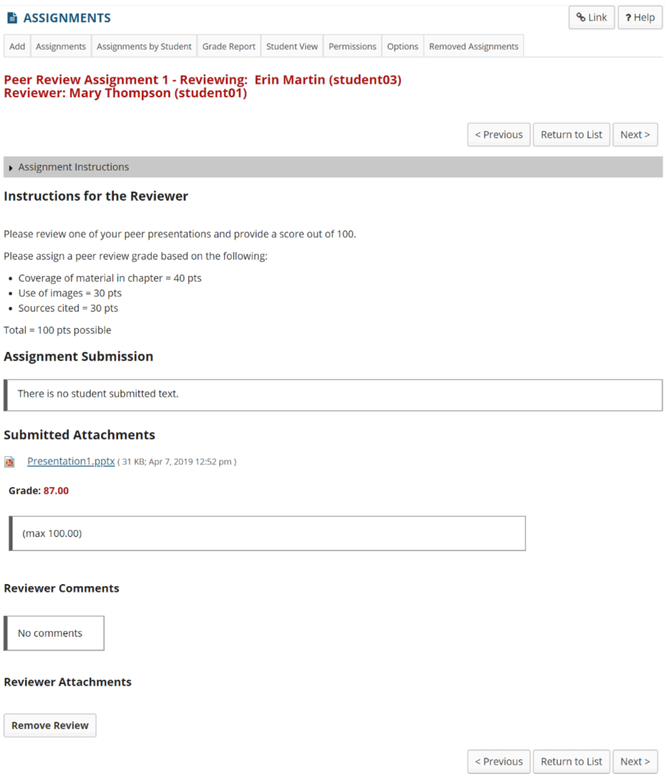
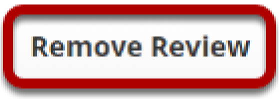
Individual reviewer feedback will display.



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

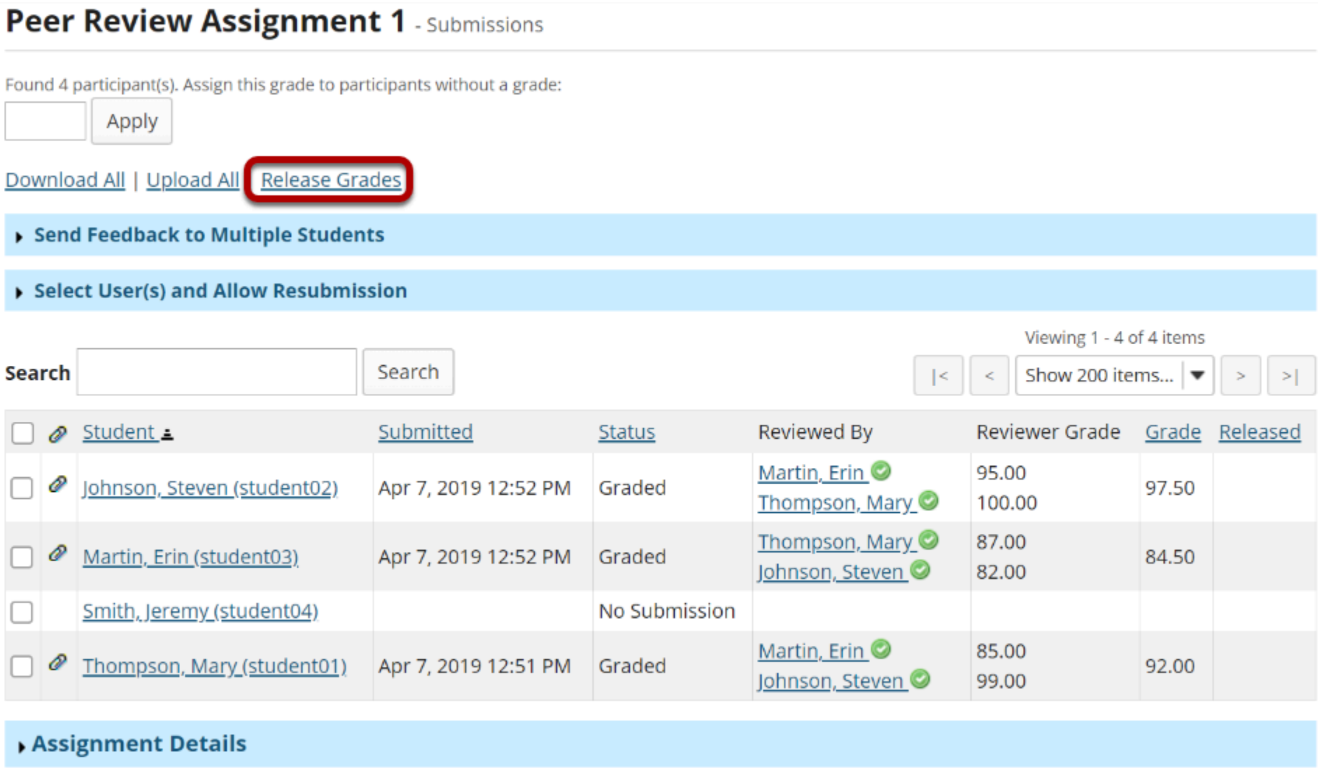
Remove review. (Optional)



If a reviewer has provided incorrect or inappropriate feedback, you may click on **Remove Review** to delete the peer feedback and score.

Footer

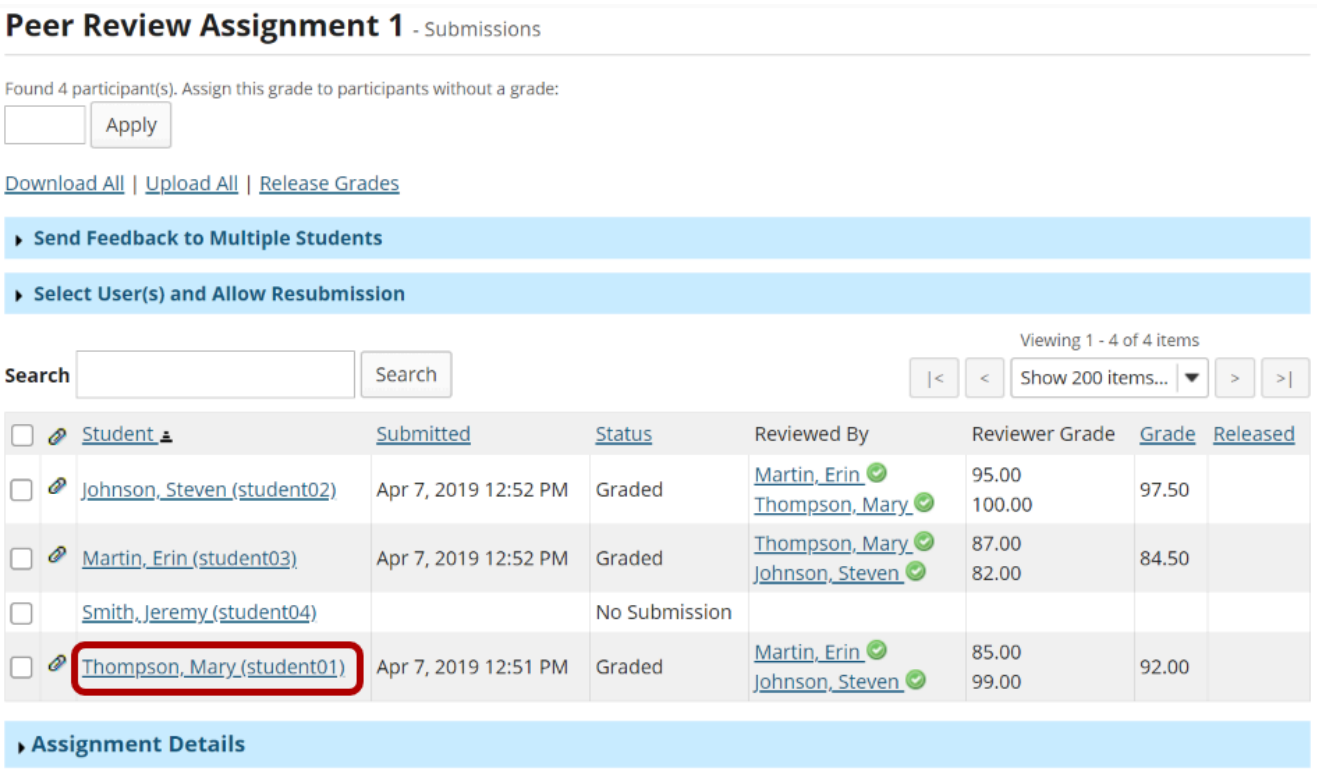
Release grades.



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

Footer

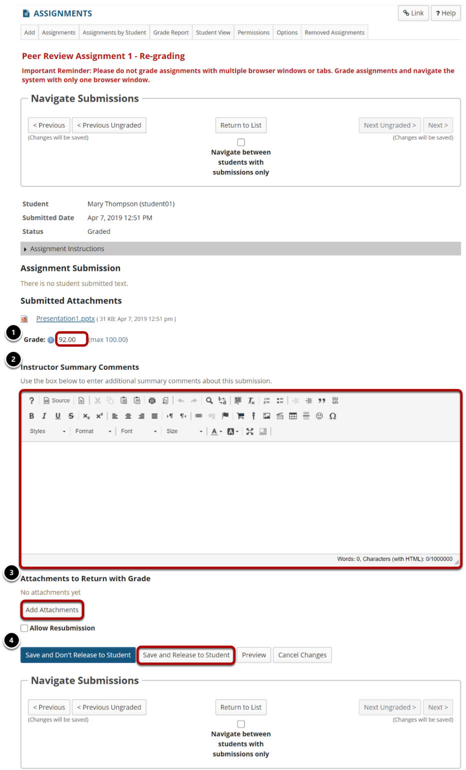
Or, select a student to enter a score adjustment or instructor comments.



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

Footer

Adjust score or enter comments.



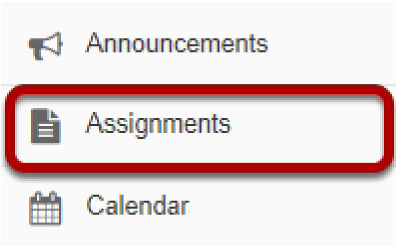
On the re-grading screen, you may:

1. Enter a score adjustment in the **Grade** field.
2. Add instructor comments using the [Rich Text Editor.]()
3. Attach a file with additional feedback.
4. **Save and Release to Student** to send the score to the gradebook.

Footer

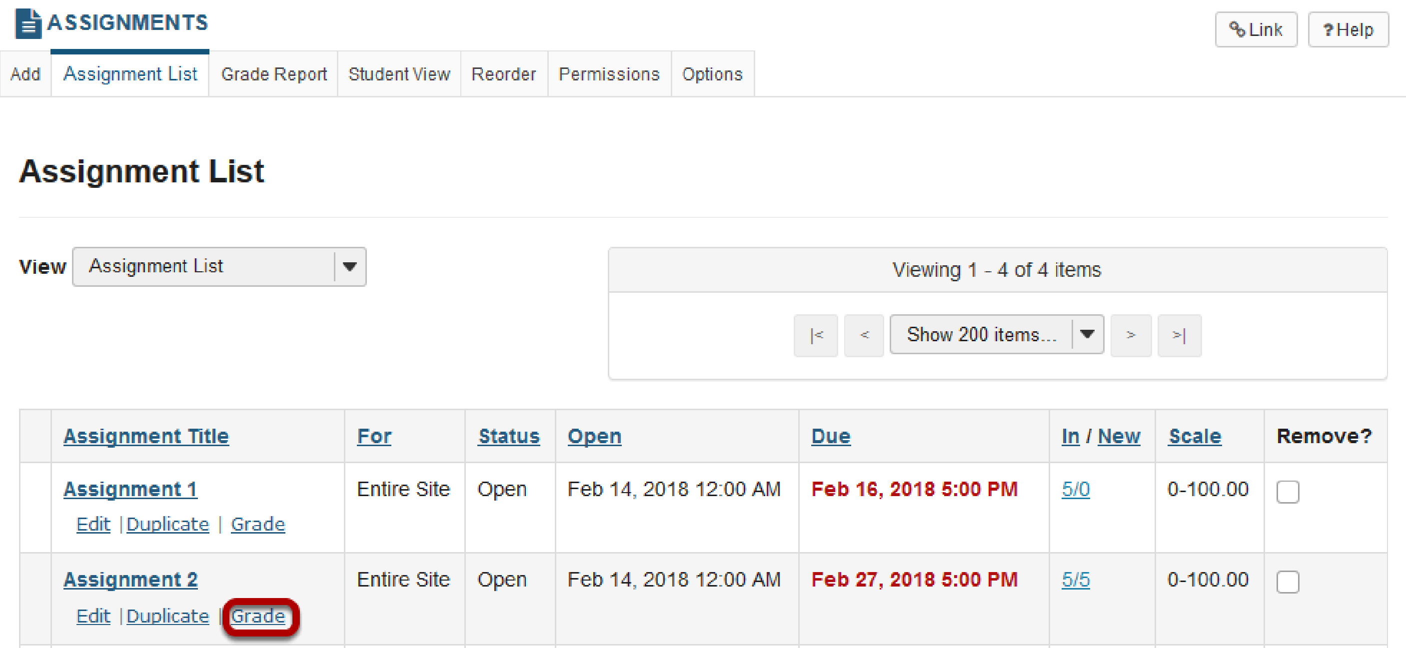
How do I download assignments for grading offline?

Go to Assignments.



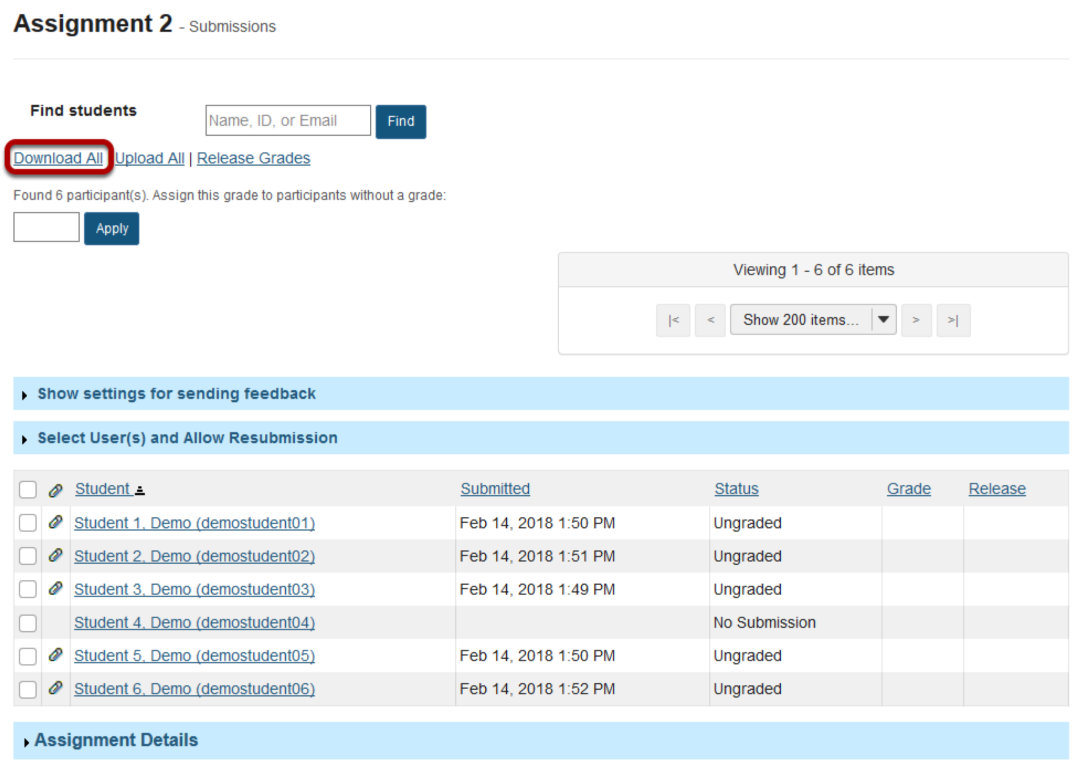
Select the **Assignments** tool from the Tool Menu of your site.

Click the Grade link for the assignment to be graded.

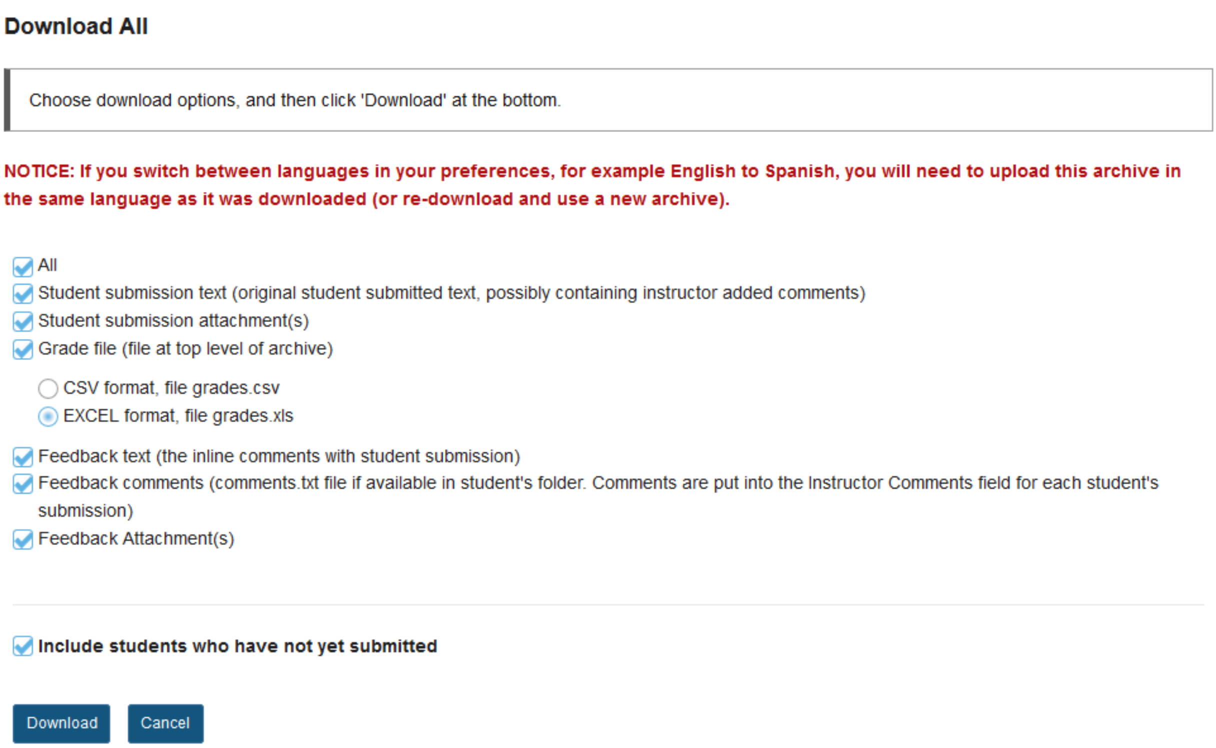


Footer

Click the Download All link.



Select the desired download options.



Footer

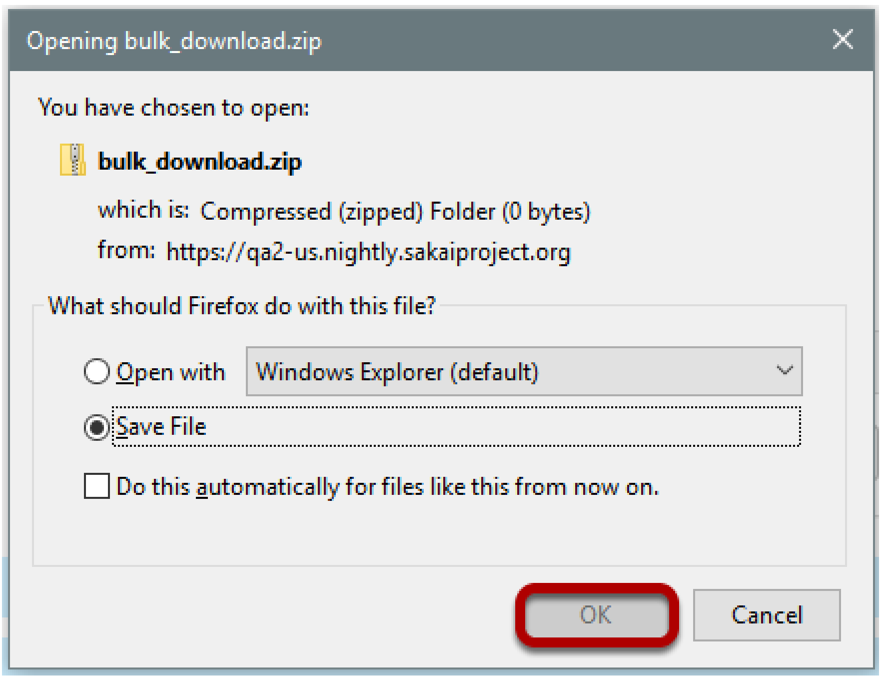
You may choose "All" to select all of the download options, or select only some of them by placing a check mark next to an individual item or items. The options available for download are:

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

Download the submissions.

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

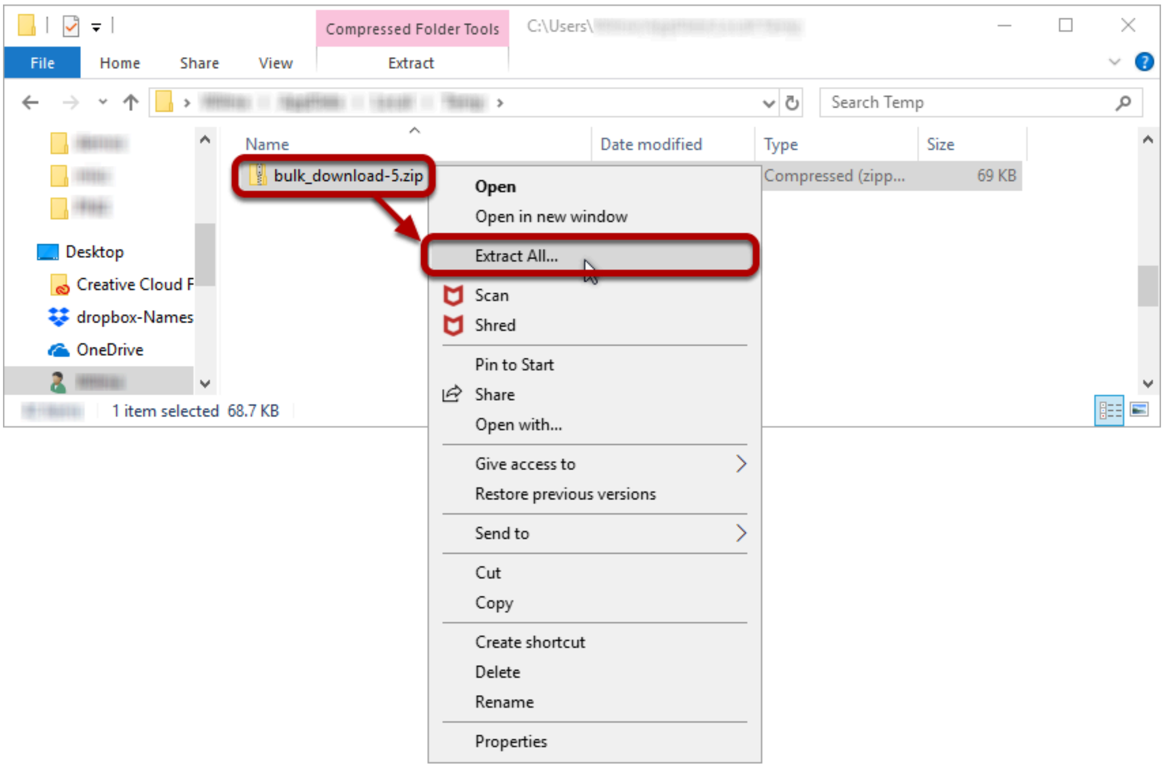
Save zip file.



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

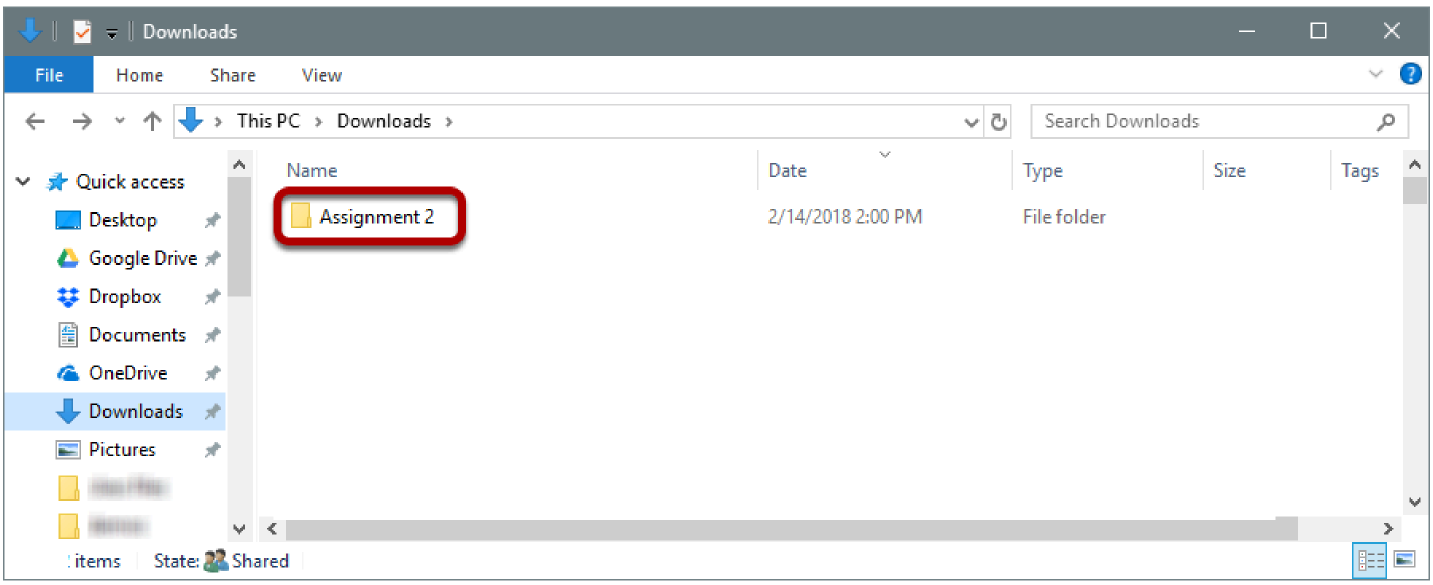
Footer

Extract files.



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

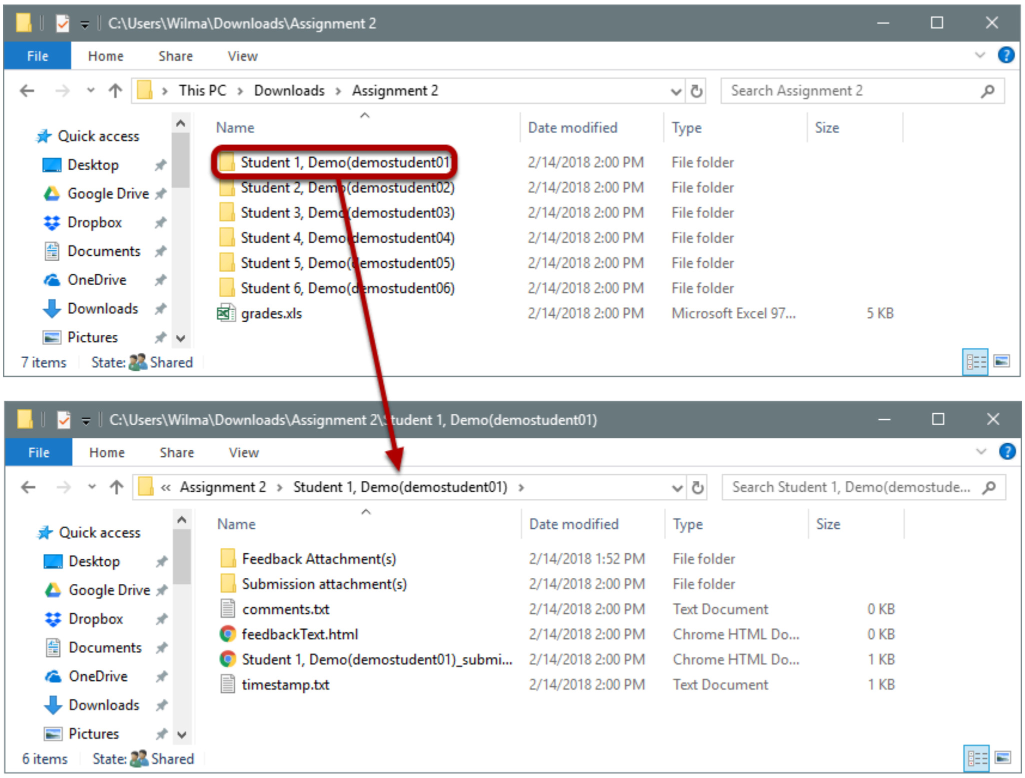
View assignment folder.



Footer

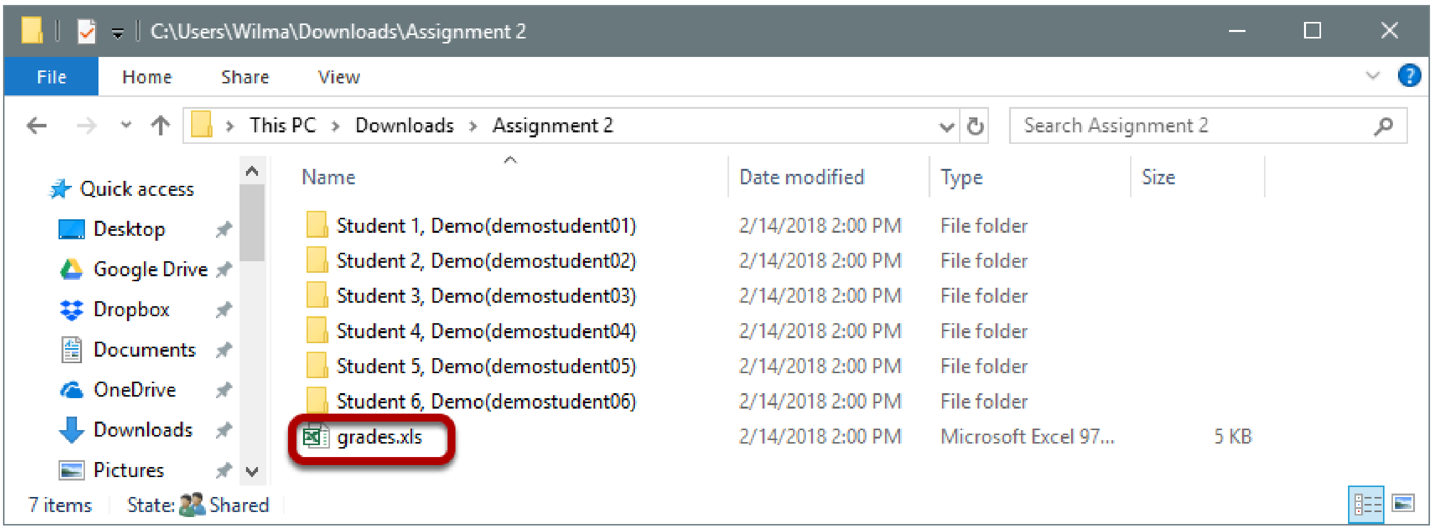
There will be a folder for each of the assignments in your course.

View student submissions.



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

Grade the submissions.



Footer

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

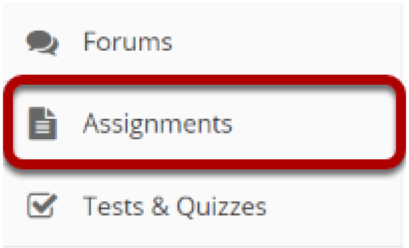
Enter grades and comments into spreadsheet and save.

Enter grades and comments into spreadsheet and save.

Footer

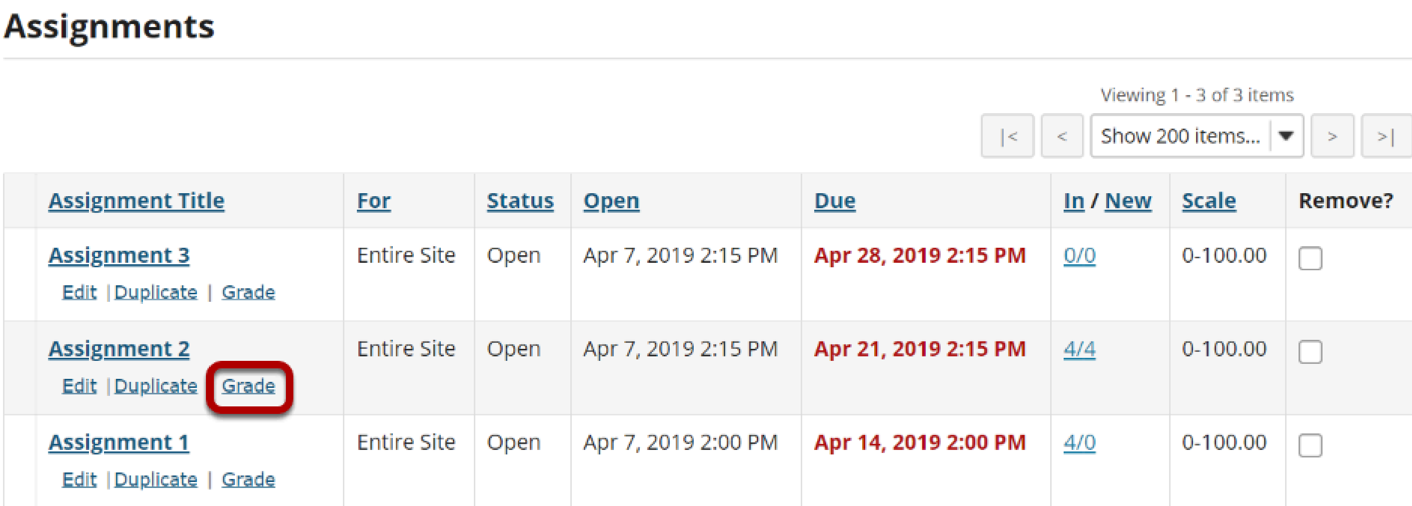
How do I upload graded assignment submissions and feedback?

Go to Assignments.



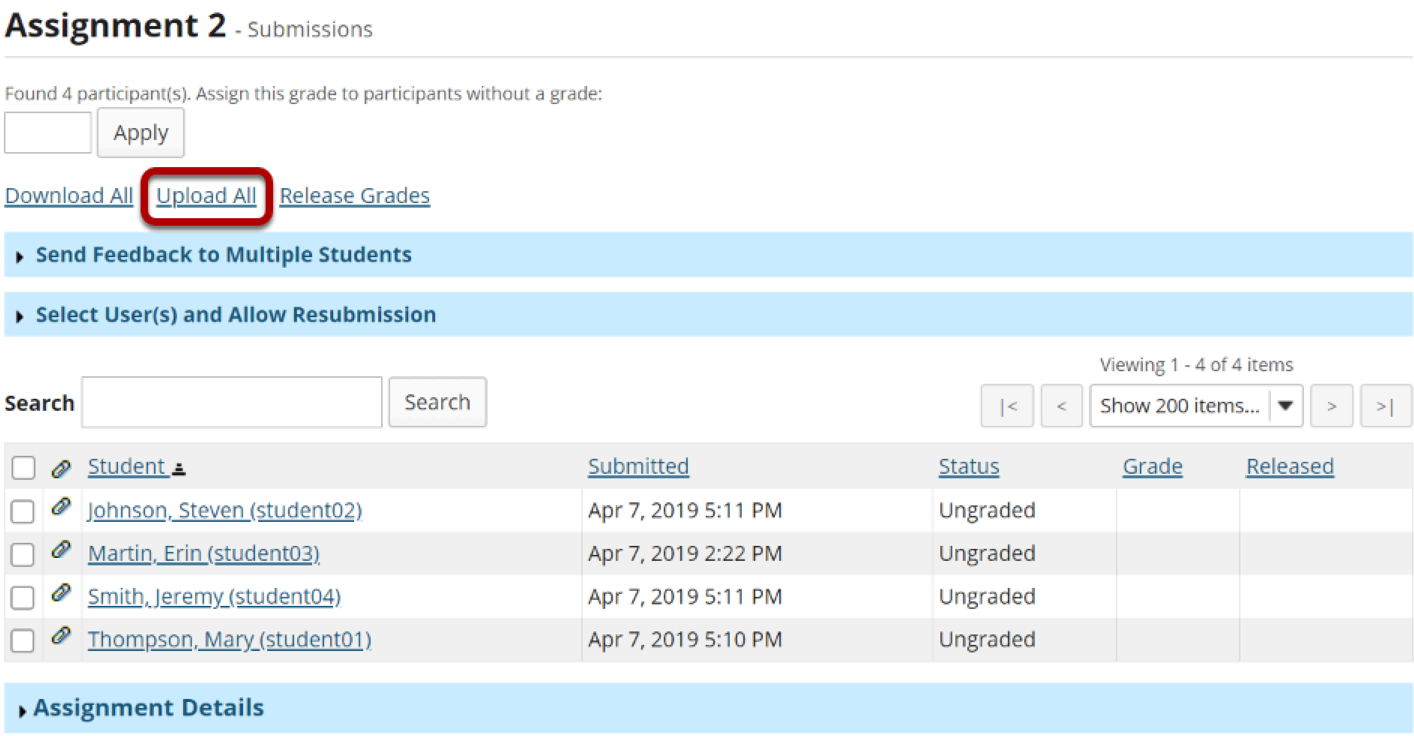
Select the **Assignments** tool from the Tool Menu of your site.

Click the Grade link for the assignment to be graded.

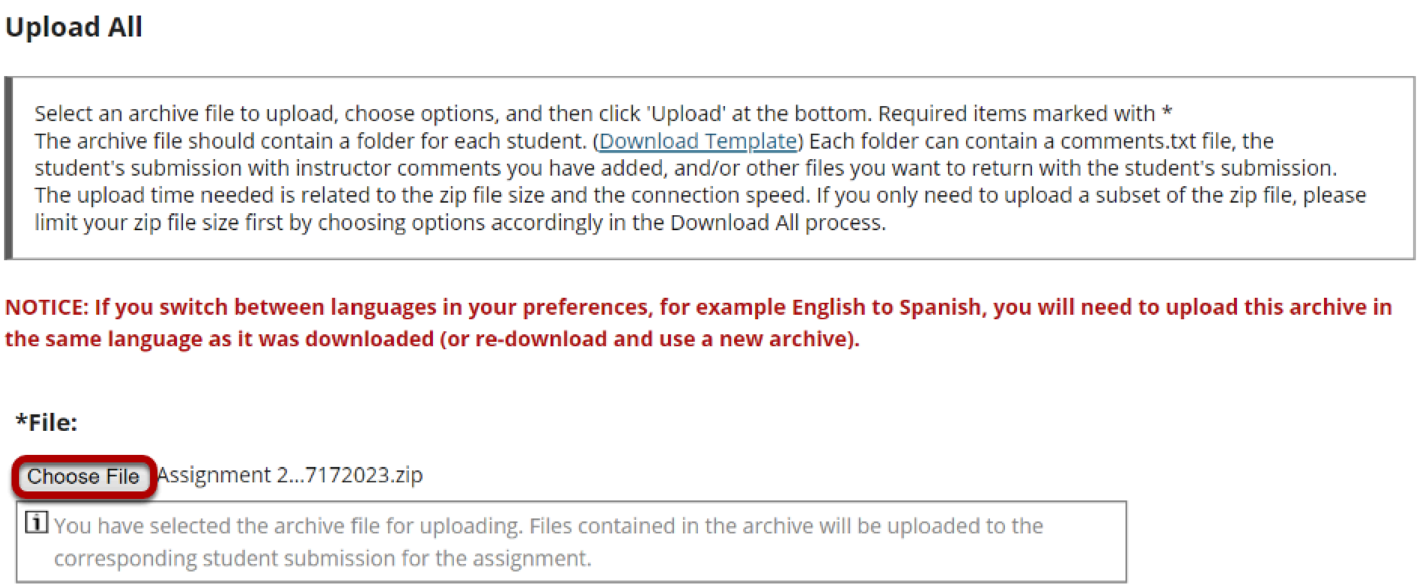


Footer

Click the Upload All link.



Select the archive file containing grades and feedback.

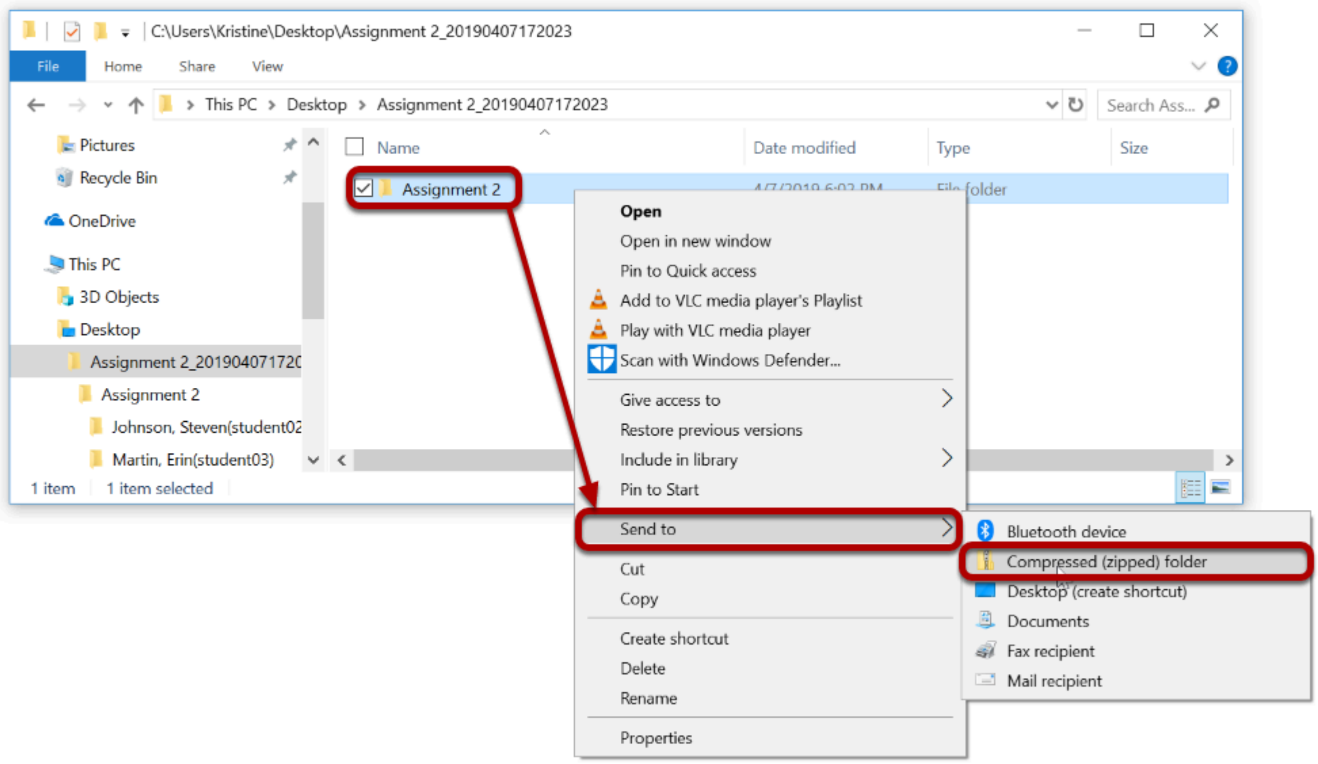


Click the **Choose File** button to browse for and select the archive file on your local computer. You should have downloaded this archive using the Download All link previously. See How do I download assignment submissions for grading offline? for more information.

Footer

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

Create a zip file from the extracted folder on your computer.



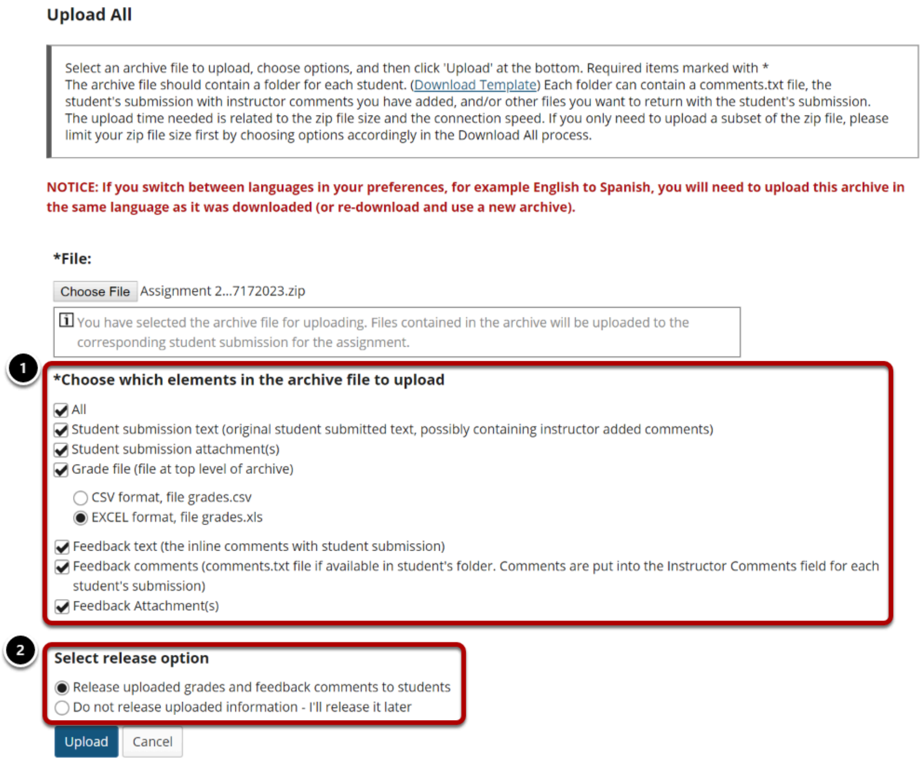
If you have previously extracted the zip file on your computer, and then edited or added to the assignment grades or feedback, you will need to create a new archive or zip file for upload which includes your changes.

You can create a zip file from a folder in Windows by right-clicking on the folder, and then selecting **Send to** and **Compressed (zipped) folder**. The zip file will have the same name as the folder you selected.

Tip: You can either compress/zip all existing assignment folders at once for upload, or just one assignment folder at a time.

Footer

Select the desired upload and release options.



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

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

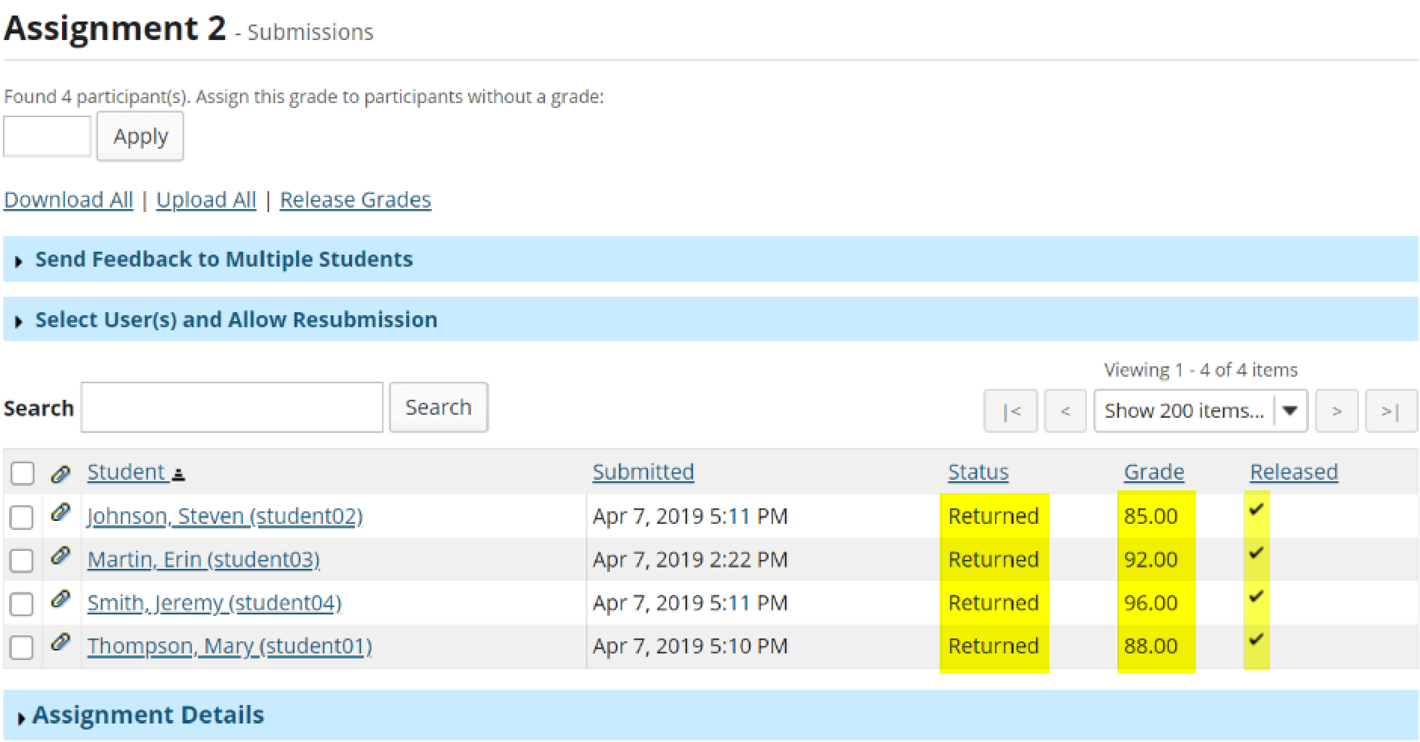
2. Select the radio button to **Release uploaded information to students** if you want them to be able to see their grades and feedback right away. (If you would rather wait to release at a later date, select **Do not release uploaded information - I'll release it later** instead.)

Click Upload

Footer

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

View grades.



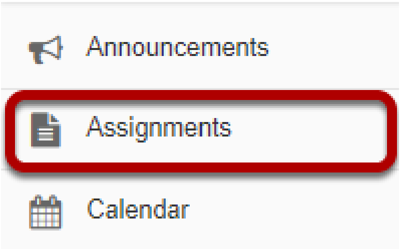
Once your upload is complete, you will be returned to the assignment grading screen. Notice that the grades have now been uploaded and the student submissions are marked as "Returned" in this example, because they have been both graded and released to students during upload.

Footer

How do I release assignment grades?

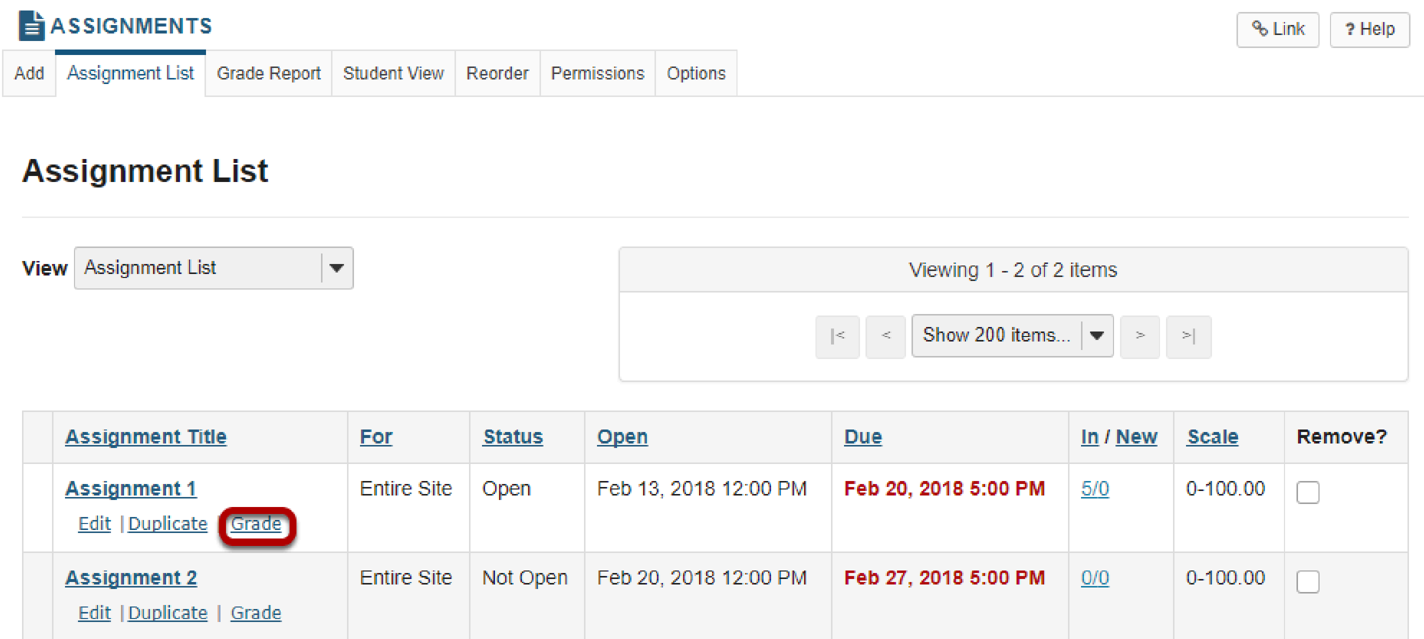
When you grade an assignment, students will not be able to view the grade and your feedback in the assignment area until you release their grades.

Go to Assignments.



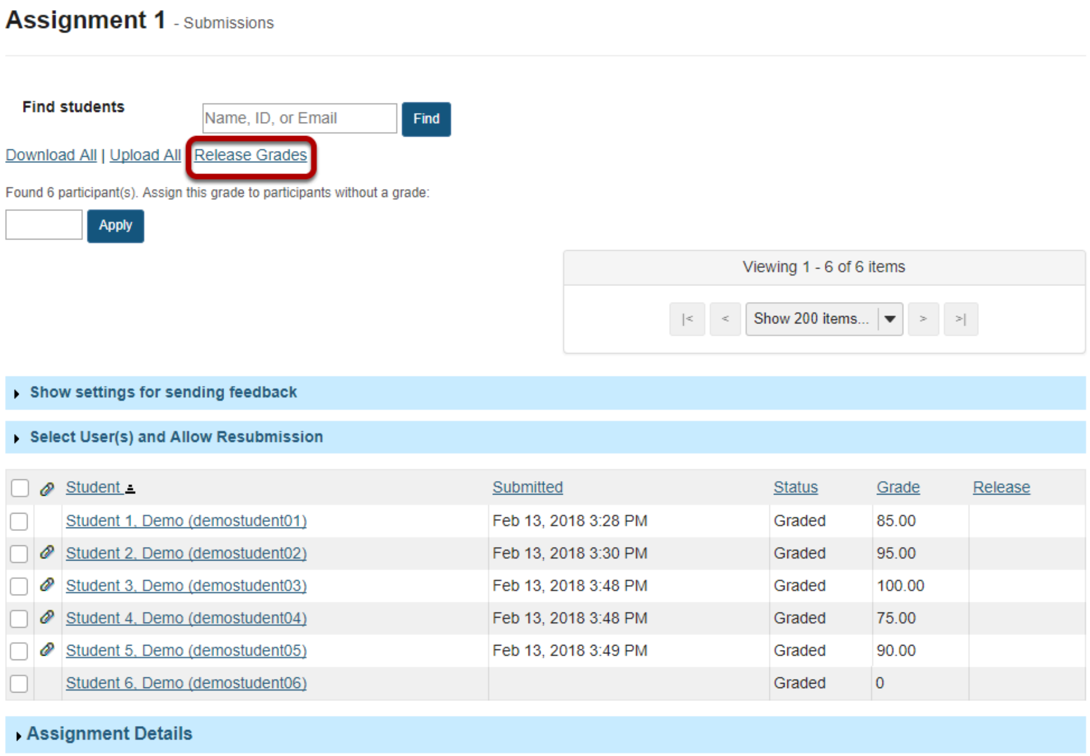
Select the **Assignments** tool from the Tool Menu of your site.

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

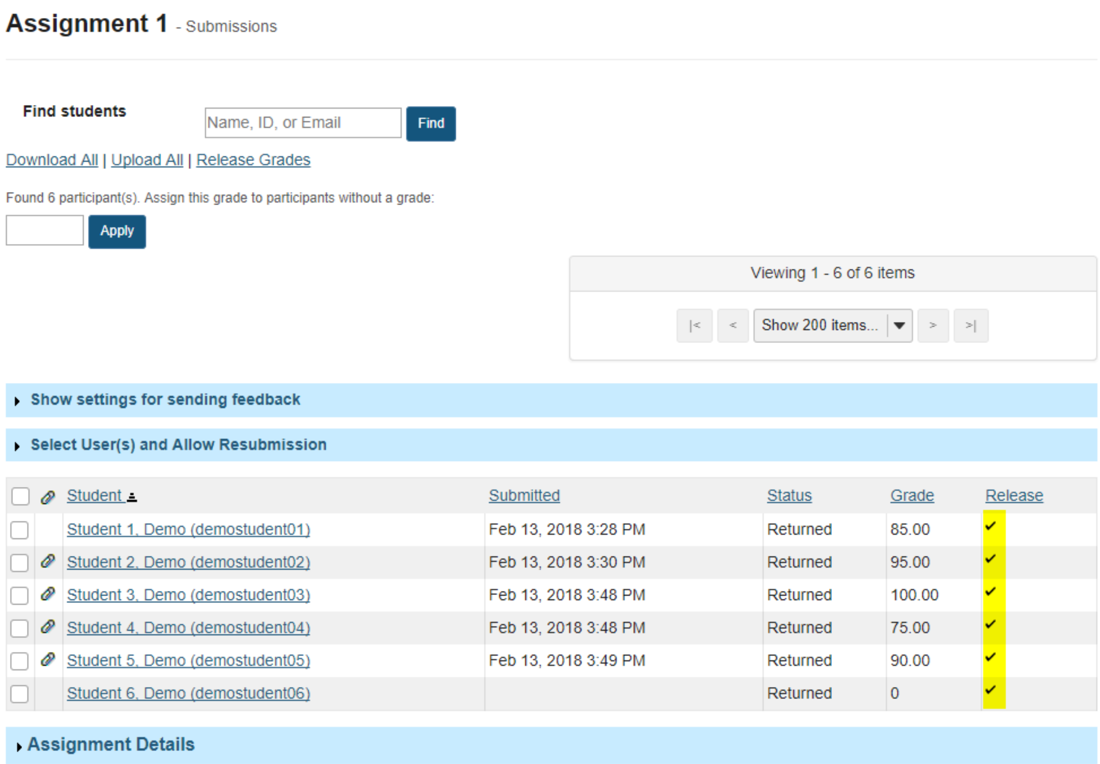


Footer

Click Release Grades.



View released grades.



Footer

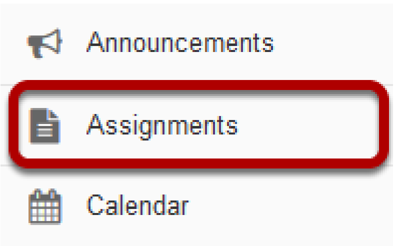
Once grades have been released to students, you will see a check mark in the "Release" column.

Footer

How do students view their assignment feedback?

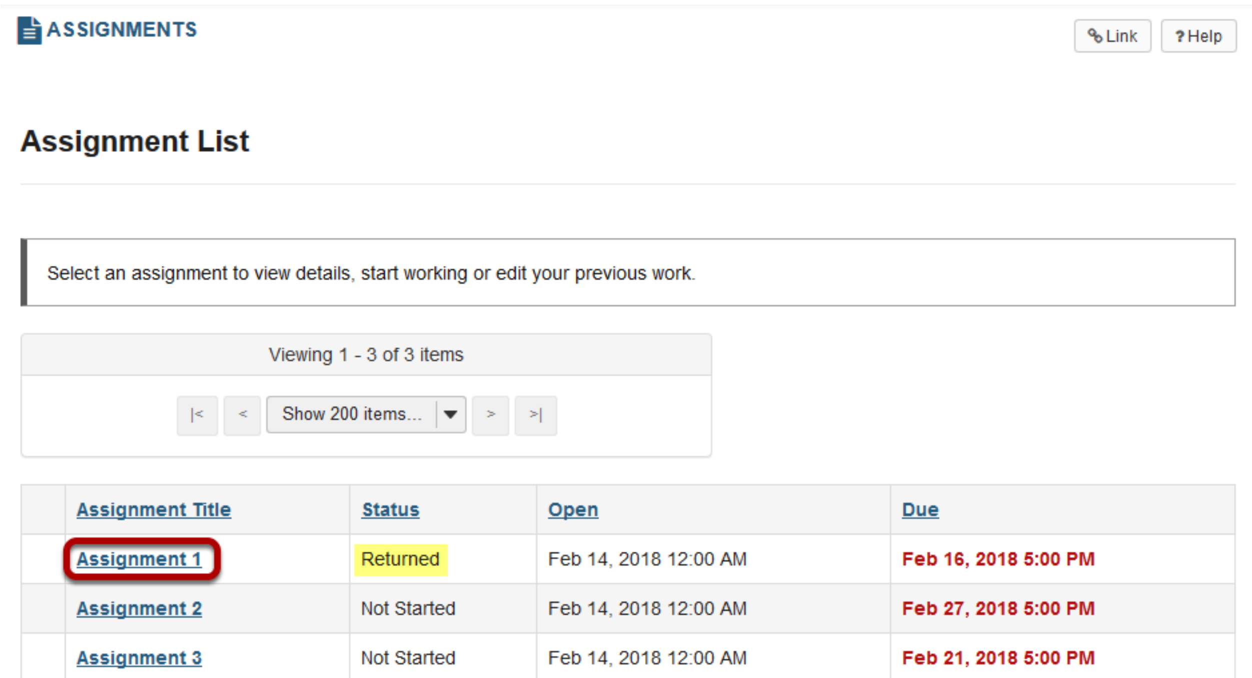
Once your instructor has graded your assignment, you can view the feedback on your work in the Assignments tool.

Go to Assignments.



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

Click on an assignment.

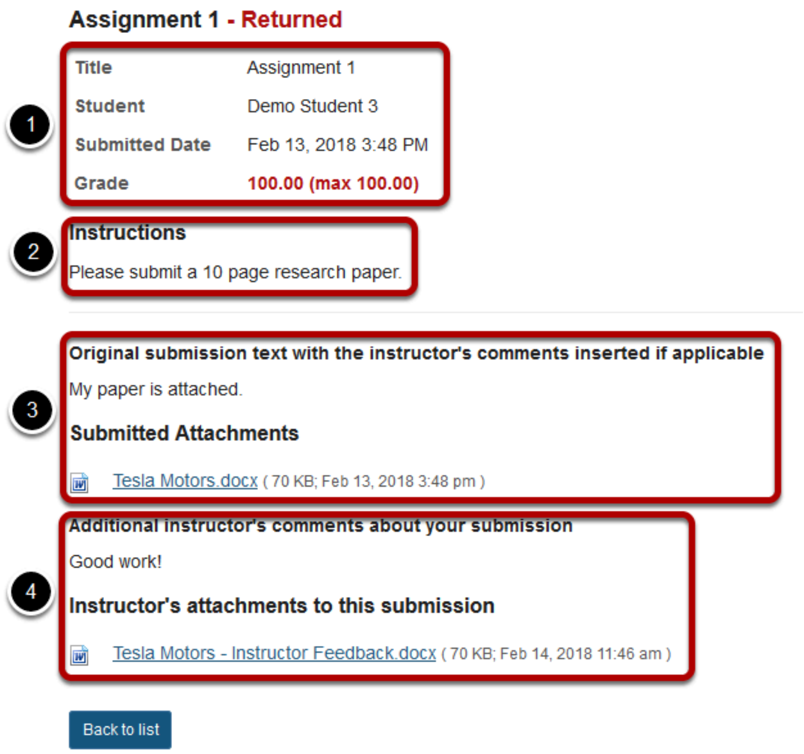


Click on the title of an assignment to view the feedback for that item.

Footer

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

View assignment feedback.

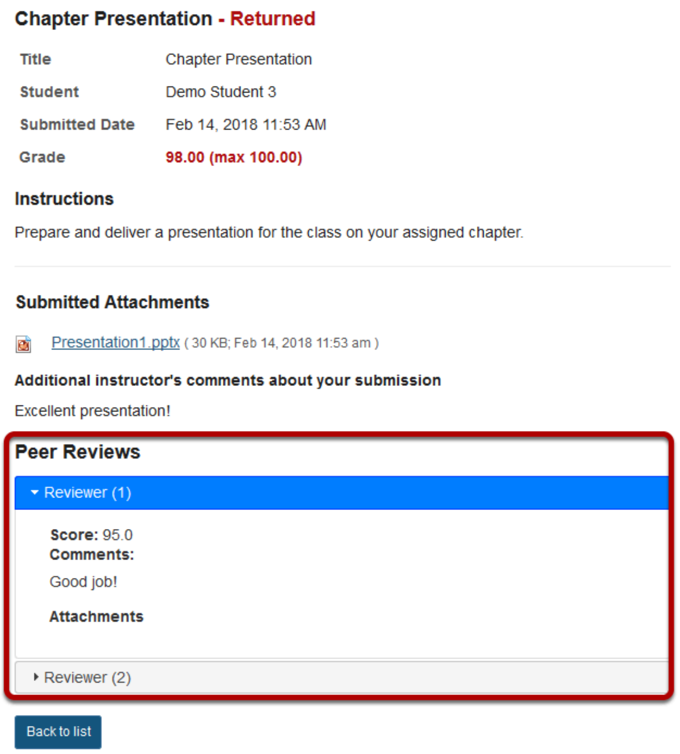


Your assignment and feedback will be displayed.

1. The title, student name, submission date, grade, and submission history appear at the top.
2. The original assignment instructions and attachments appear below the submission and grade information.
3. Your submission and/or attached files display below the assignment instructions.
4. Instructor comments and/or attached files appear at the bottom.

Footer

Peer review feedback.

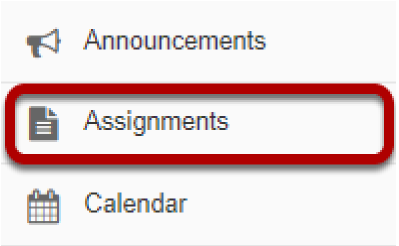


If your assignment had a peer assessment component, and your instructor has allowed students to see peer reviews of their own work, you will also see peer reviewer comments and/or attachments on the feedback screen.

Footer

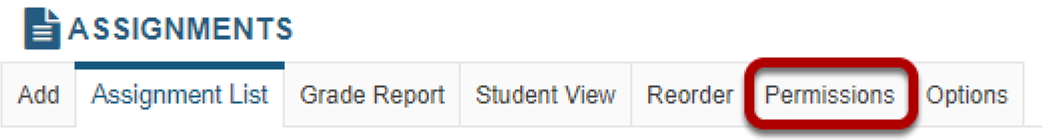
How do I change the Assignments tool permissions?

Go to Assignments.



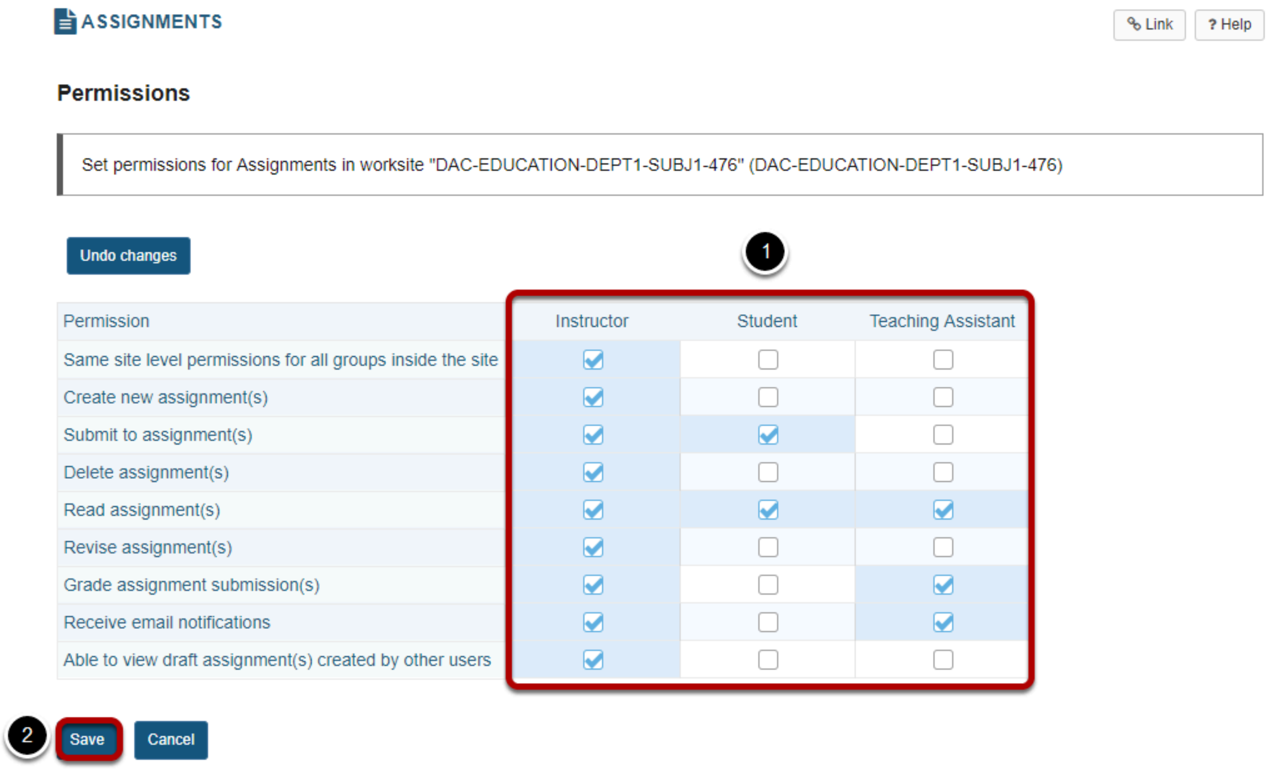
Select the **Assignments** tool from the Tool Menu of your site.

Click Permissions.



Footer

Modify the permissions for the roles listed.



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

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Footer

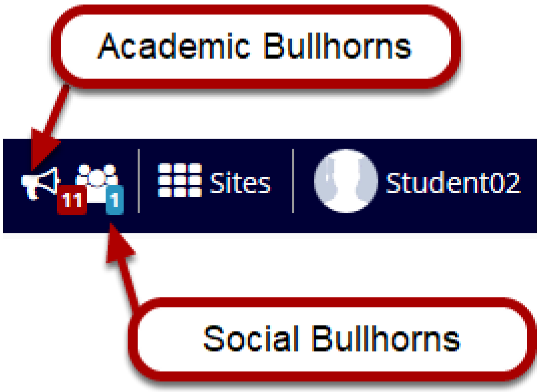
Bullhorns

What are Bullhorns?

Bullhorns are alert notifications that appear in the top, global navigation of the system. There are two types: Academic Bullhorns and Social Bullhorns.

If you have any Bullhorn alerts, you will see the number of notifications next to the Bullhorn icon in your top navigation.

Note: If you do not see one or both Bullhorn icons in your navigation, that means that your institution has chosen to disable one or both types of Bullhorns.



How are Academic Bullhorn alerts created?

Academic Bullhorn alerts are created automatically when any of the following events happen in one of your sites:

- A new Announcement is created
- A new Assignment is posted
- An Assignment is graded
- A Commons post is created
- A Lessons Comments post is created

How are Social Bullhorn alerts created?

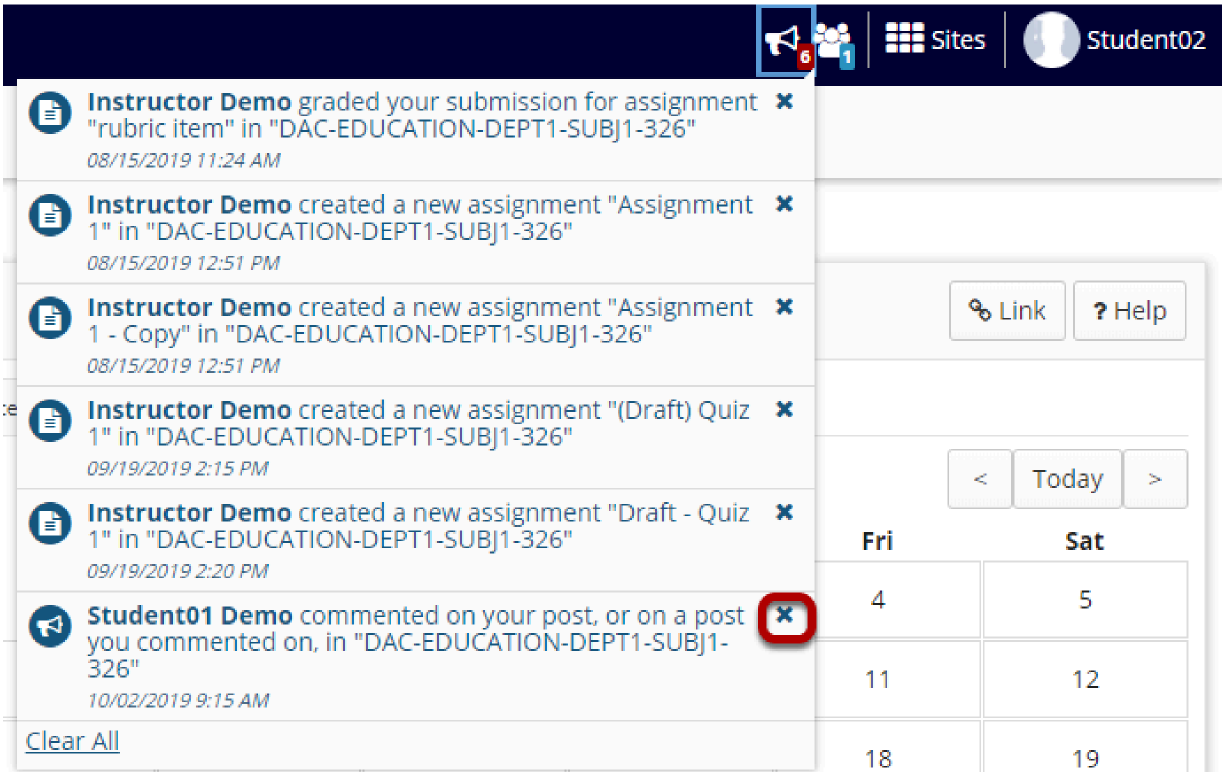
Social Bullhorn alerts are automatically created by the system if any of the following events happen in your sites:

- Friend/Connection requests or confirmations
- Profile Status updates
- Profile Wall posts
- Profile Messages sent or received

How do I clear my Bullhorn alerts?

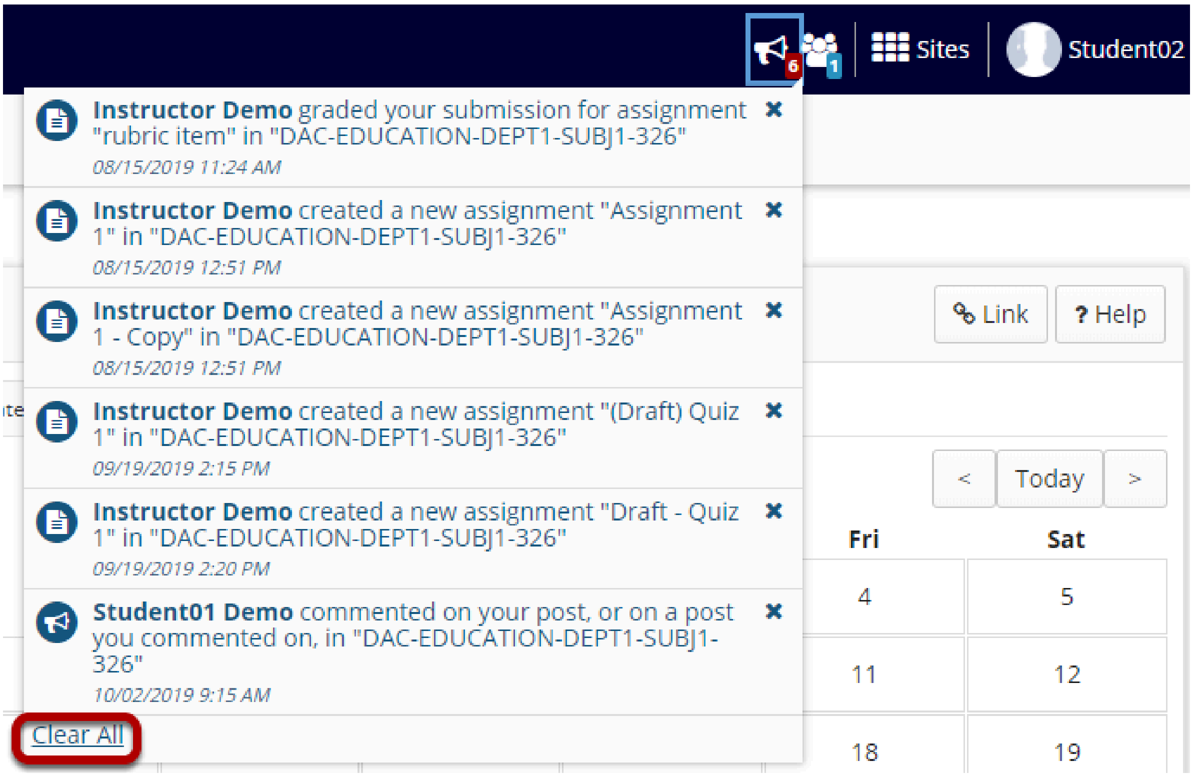
Once you have viewed your Bullhorn alerts, you may want to clear them since they are no longer new. You may clear individual alerts, or all of them at once for either the Academic or Social Bullhorns.

Select the x next to an individual alert to clear that item.



Footer

Select the Clear All link to clear all of the alerts.

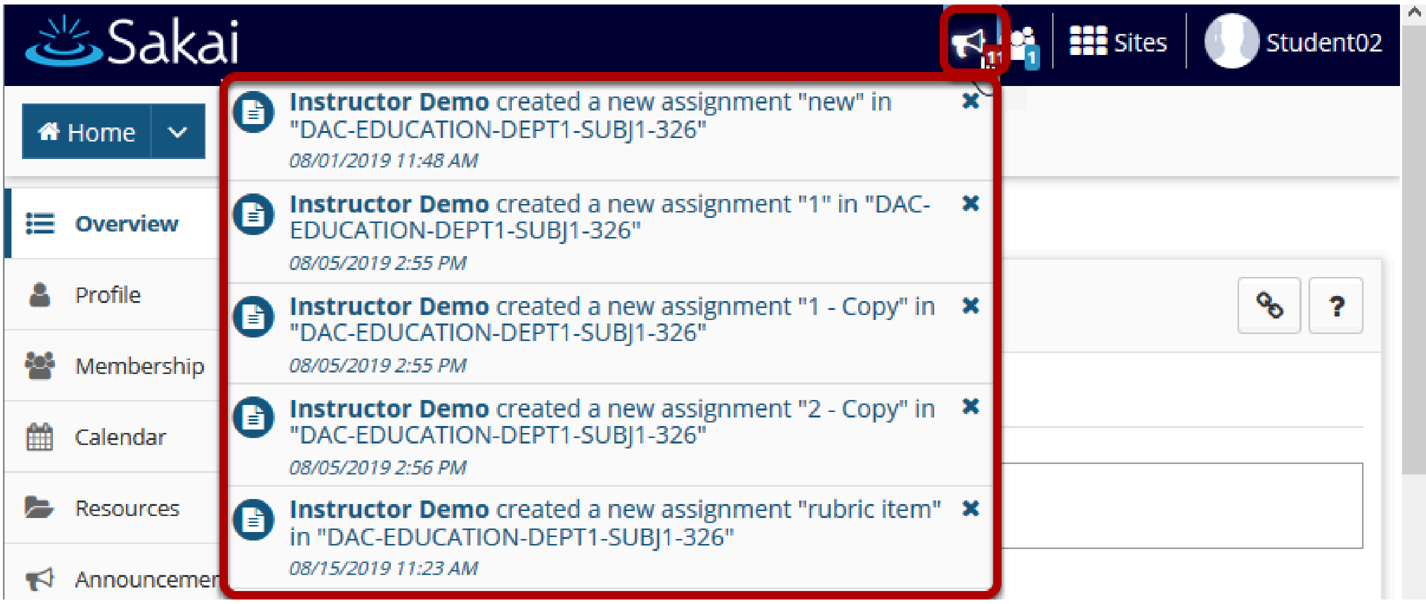


Footer

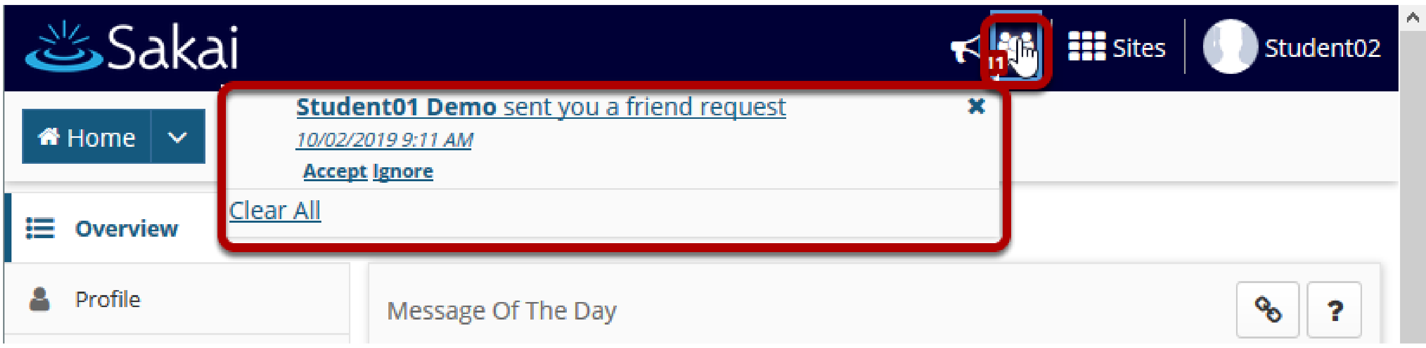
How do I view the content of an Bullhorn alert?

If you have any Bullhorn alerts, you can view them by clicking on the appropriate icon for Academic or Social alerts.

View Academic Bullhorns

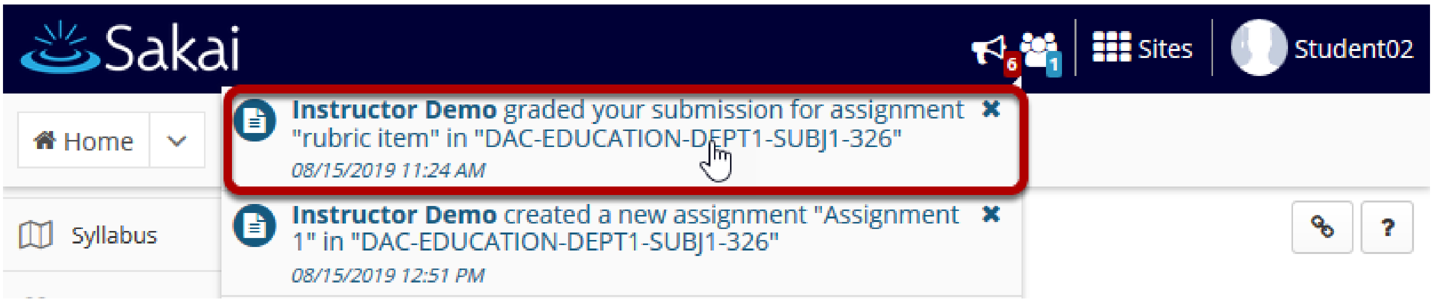


View Social Bullhorns

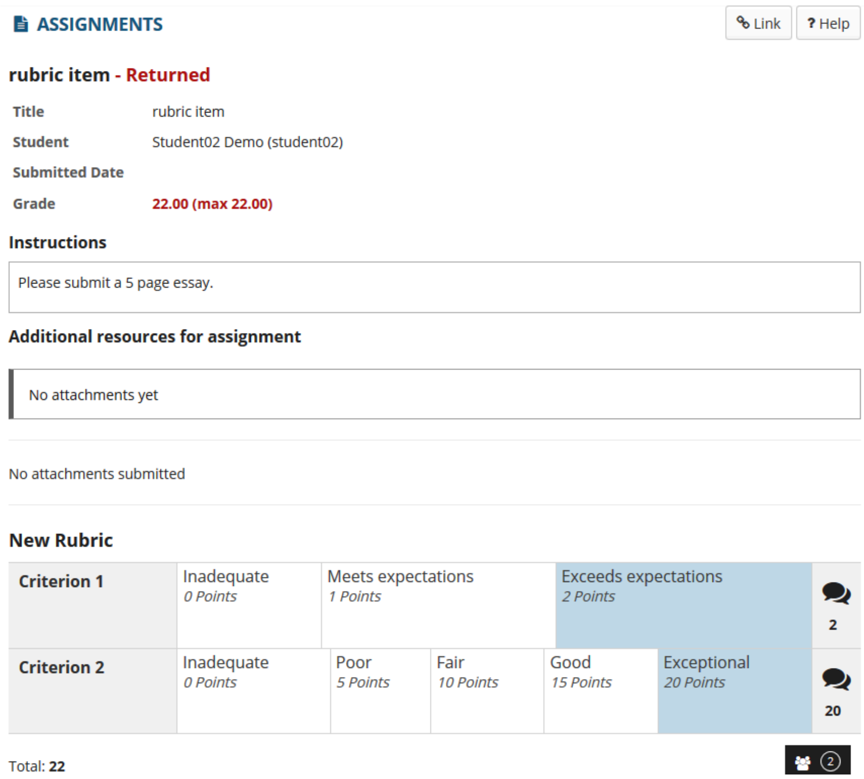


Footer

Clicking on an individual alert item will take you to directly to that item within the site.



The selected item will display.



Footer

Calendar

What is the Calendar tool?

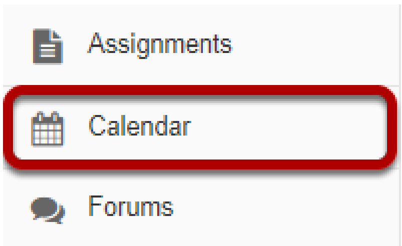
The Calendar tool allows instructors or site organizers to post events in a calendar format. The calendar has day, week, month, year, and simple list views.

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

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

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

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

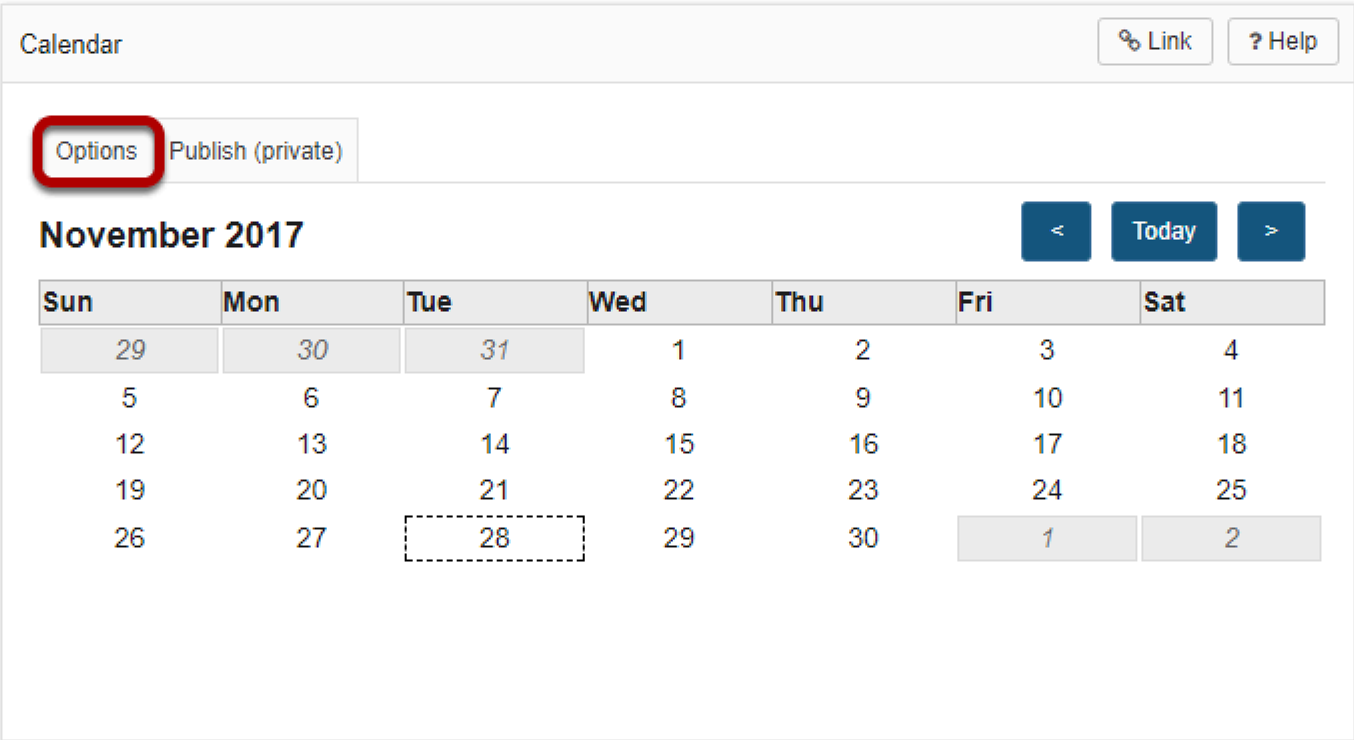


Footer

How do I customize my Calendar display?

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

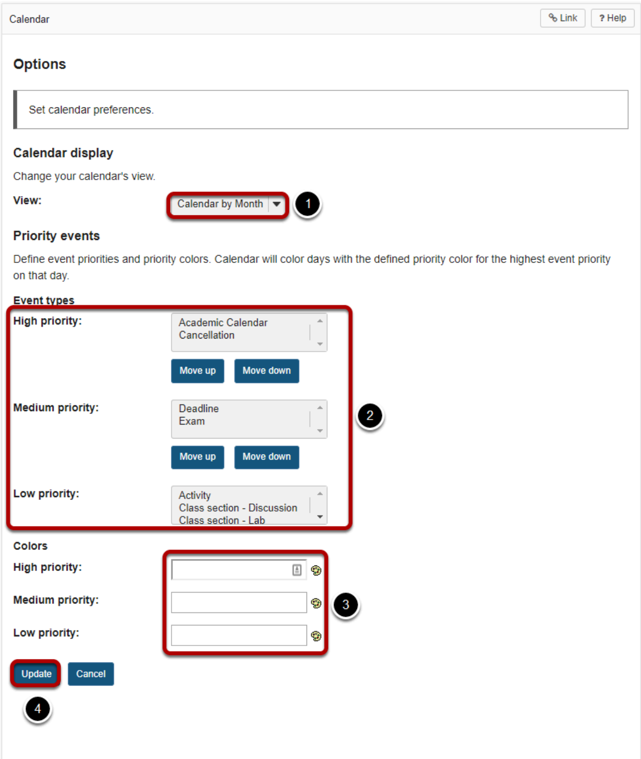
Calendar Options



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

Footer

Display Settings

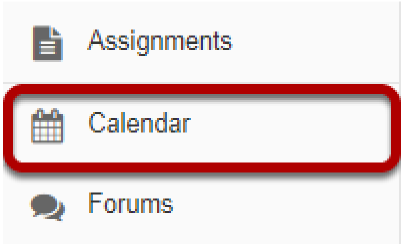


1. The drop-down menu under Calendar Display allows you to select your default view by *Month* or by *Day*.
2. You may define *High*, *Medium*, or *Low* priority for items on the Calendar. This will change the color of the item as it is displayed on your Calendar. Click on an item type in the list and 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.

Footer

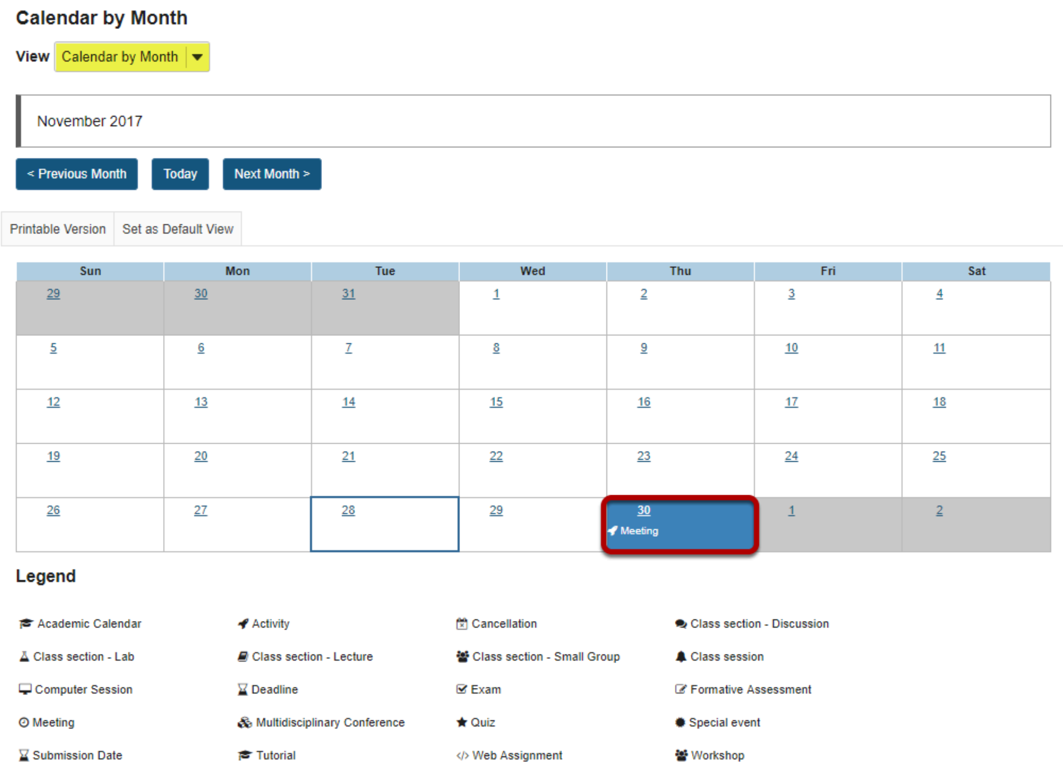
How do I view calendar item details?

Go to Calendar.



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

Click on the item you want to view.



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

Footer

View item details.

Meeting

Date	Nov 30, 2017
Time	10:00 am - 11:00 am EST
Description	This is a sample meeting description.
Frequency	Activity occurs once
Event Type	Activity
Owner	Instructor Demo
Site	Discussion 2 SMPL202
Event Location	Room 101
From Site	"Discussion 2 SMPL202" (7c780466-b042-438f-803f-da4cf6ab4e66)

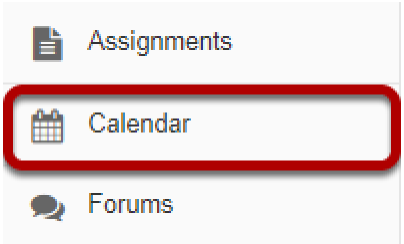
The item details will display.

Footer

How do I change the Calendar view?

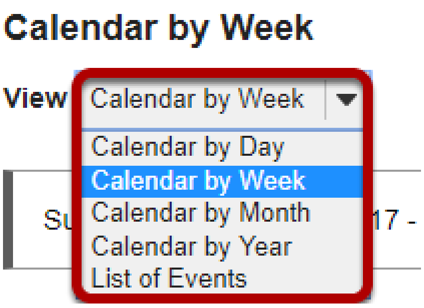
In Calendar, you can view your calendar by day, week, month, or year. You can also set the default view for your calendar.

Go to Calendar.



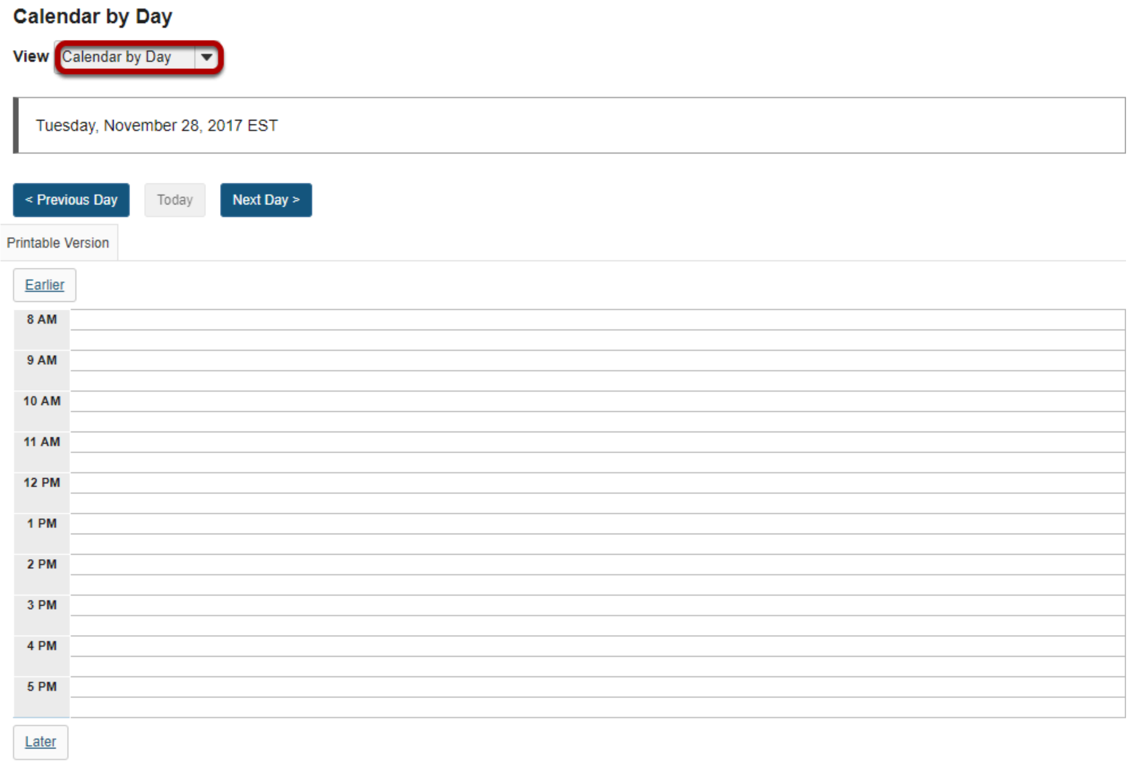
Select the **Calendar** tool from the Tool Menu in your site.

Select the desired view in the drop-down menu.



Footer

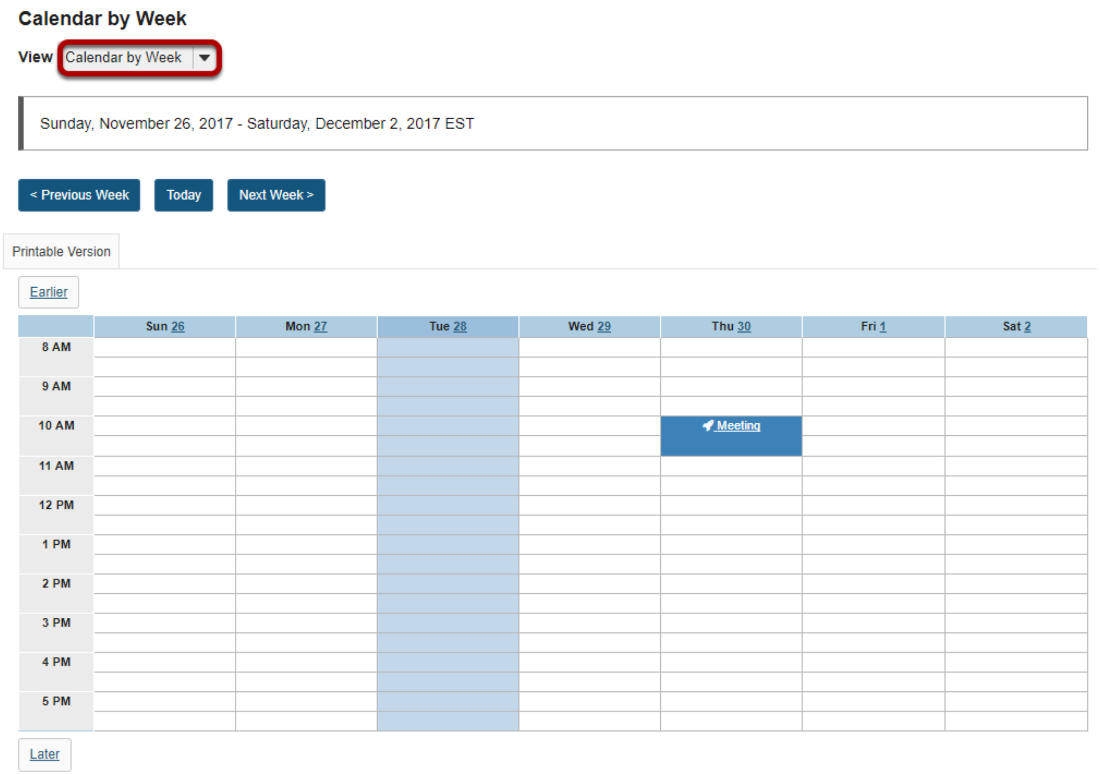
Calendar by day.



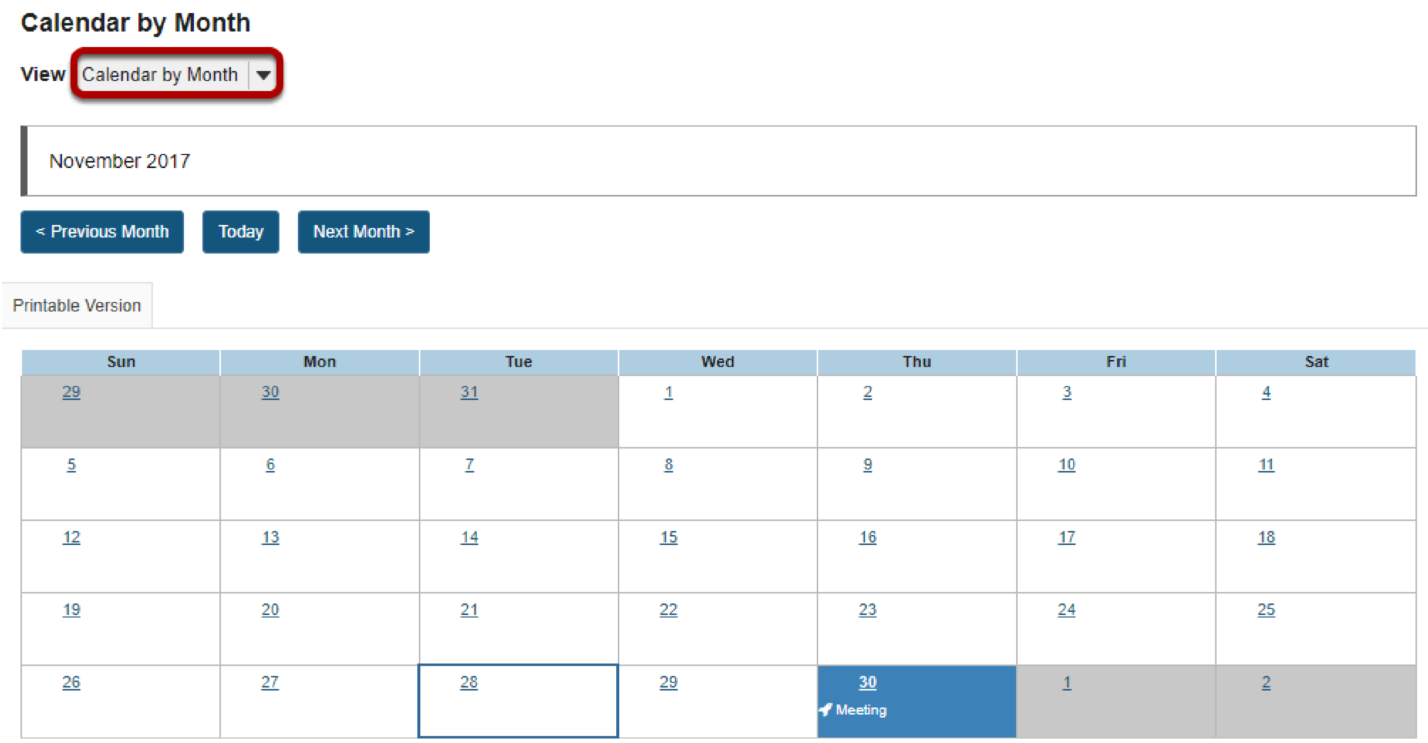
The item details will display.

Footer

Calendar by week.



Calendar by month.



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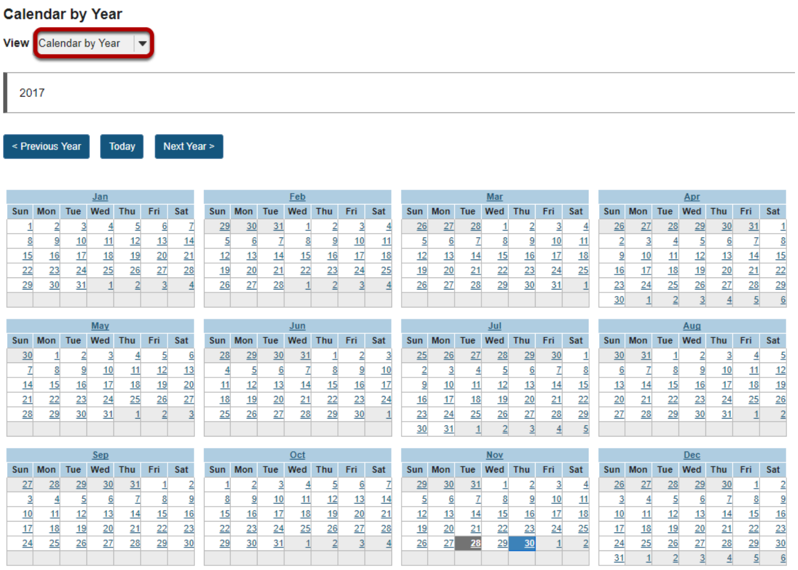
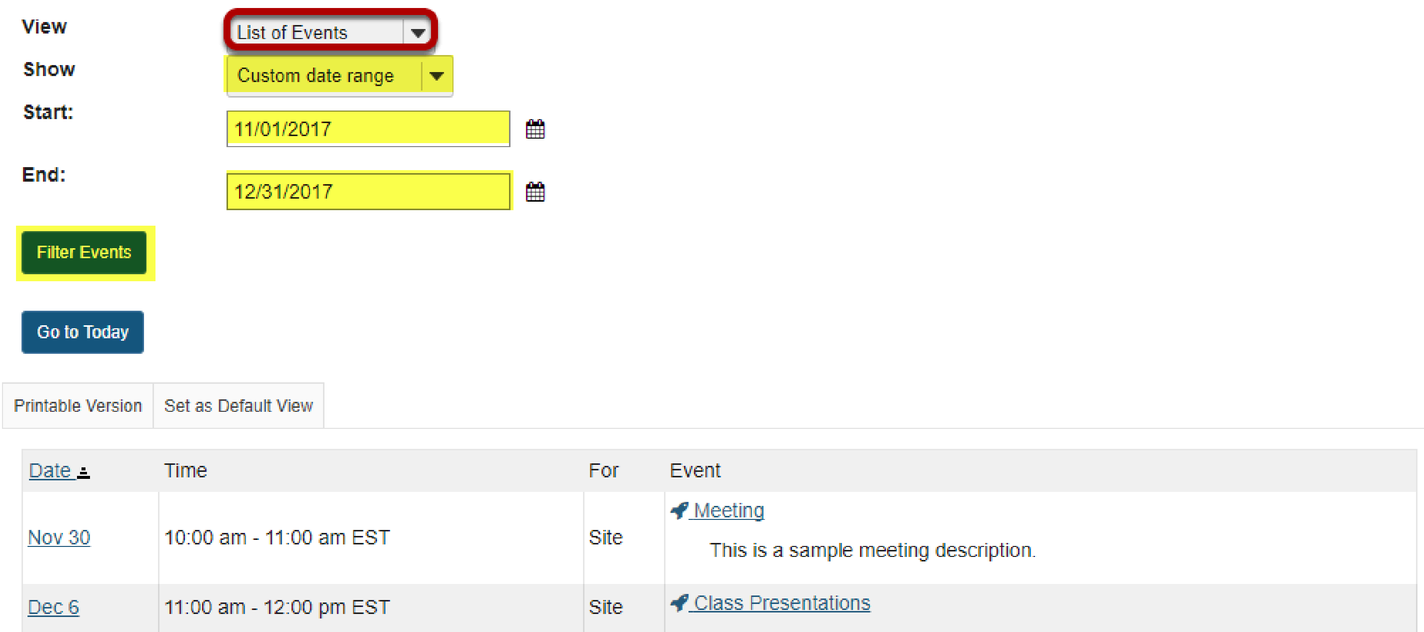
Calendar by year.



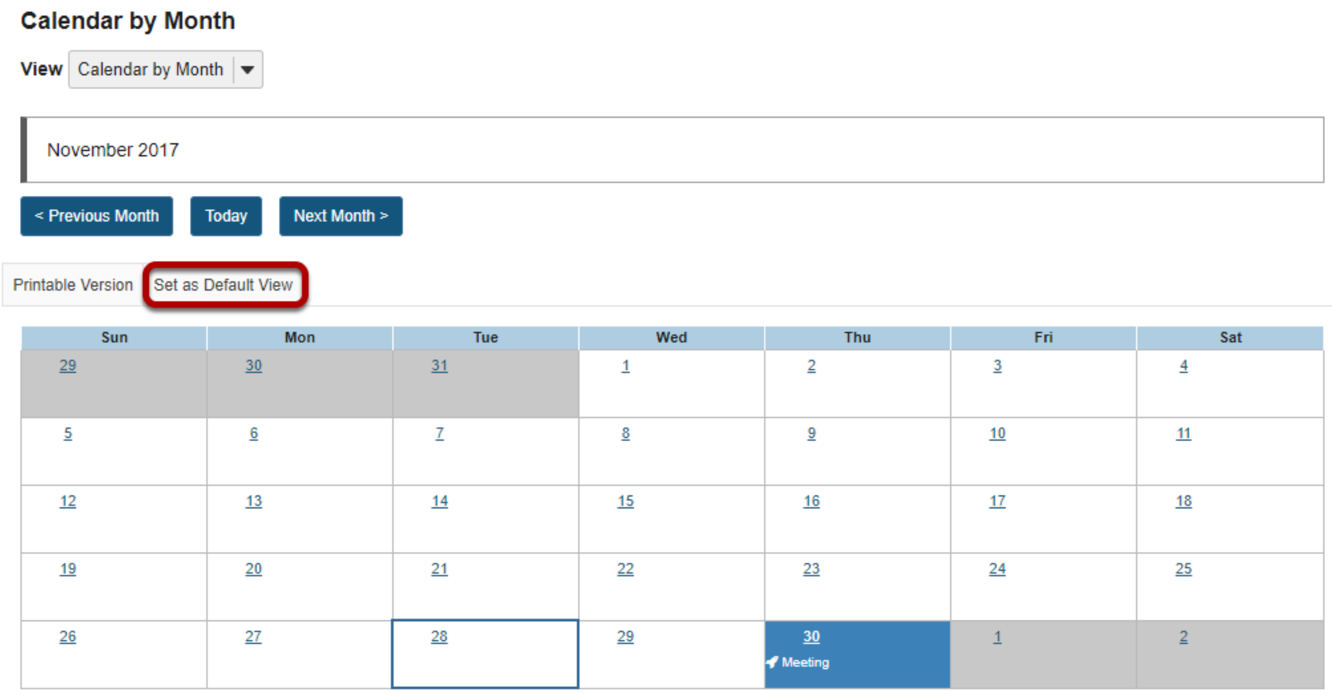
List of events.



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

Footer

Set default view of calendar.



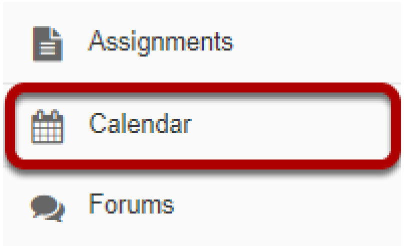
If you have a preferred view (e.g. monthly view), click the **Set as Default View** button while viewing the calendar in your preferred view.

Footer

How do I add items to the Calendar?

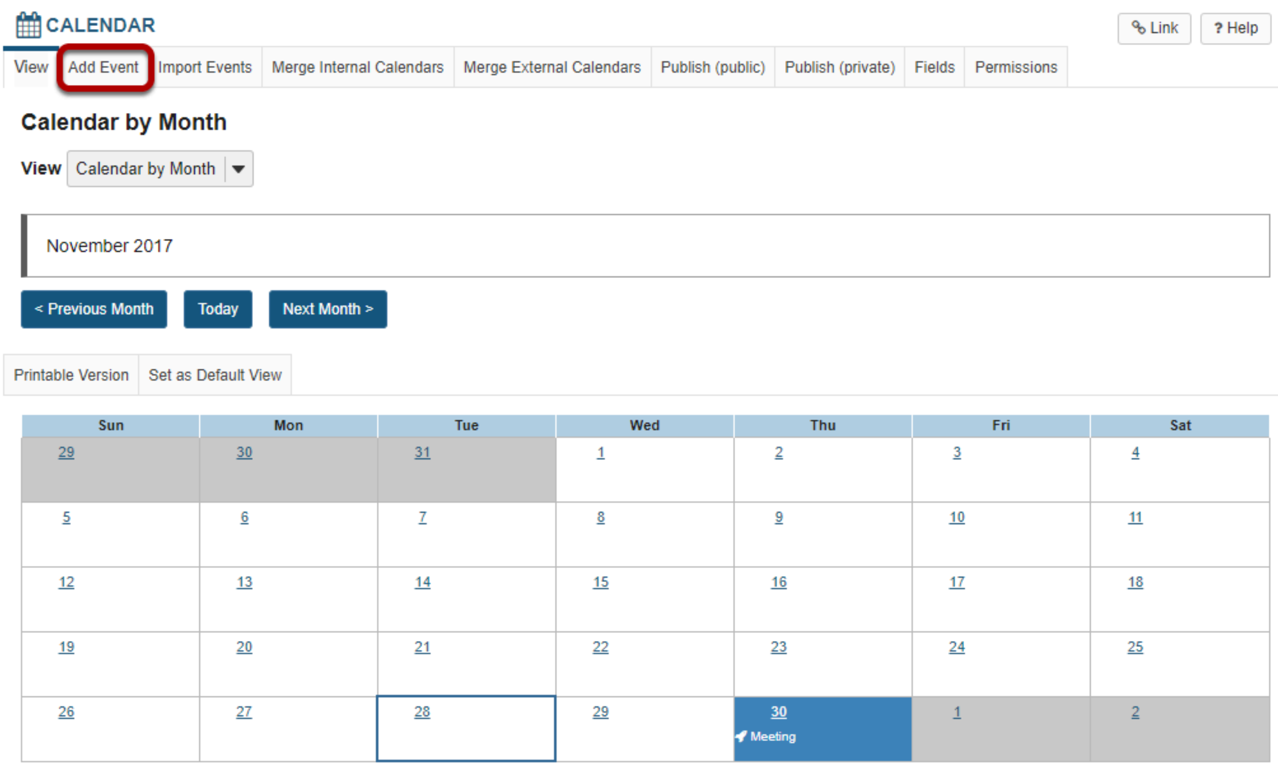
The Calendar tool allows instructors to post items to the class calendar. You may use the Calendar to post reminders about class activities and due dates. This lesson will show you how to add items to your class calendar.

Go to Calendar.



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

Click Add Event.



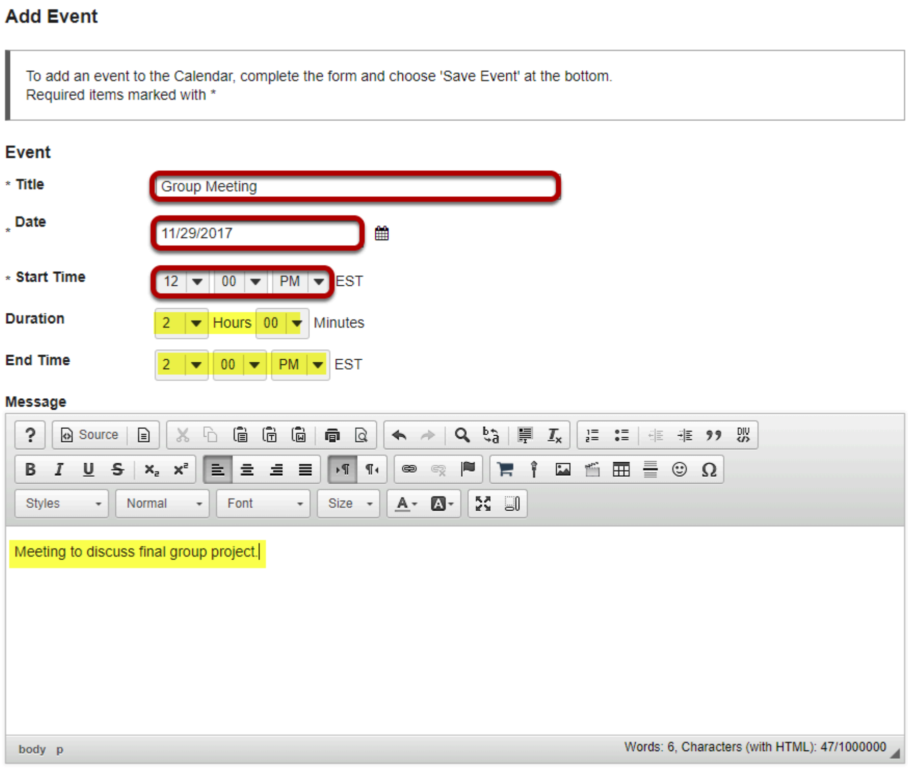
You will be taken to the default view of the calendar, the current date is highlighted.

Footer

Click on the **Add Event** to create a new event.

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

Add event content.



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

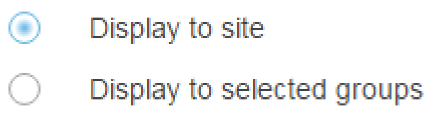
- Your **Title** will be displayed on the calendar, so it is best to make it something short and informative. For this example, we have entered Exam 1.
- The **Date** is the day that the event takes place. You may select the date from the drop-down menus, or you may use the calendar icon to the right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

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

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

Footer

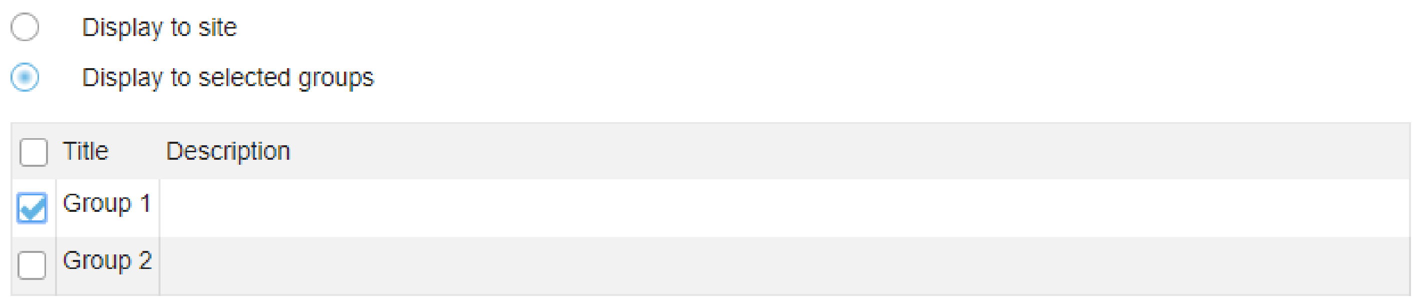
Display Options.



You may select to display the event to the whole site, or to selected groups. **Display to site** is the default.

Note: You must have existing groups (or sections) in your course for the groups option to appear.

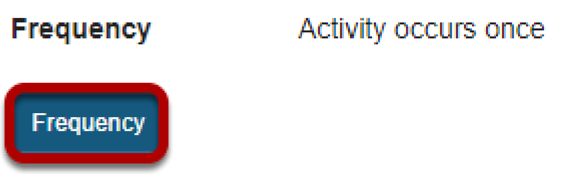
Display to selected groups.



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

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

Recurring events.

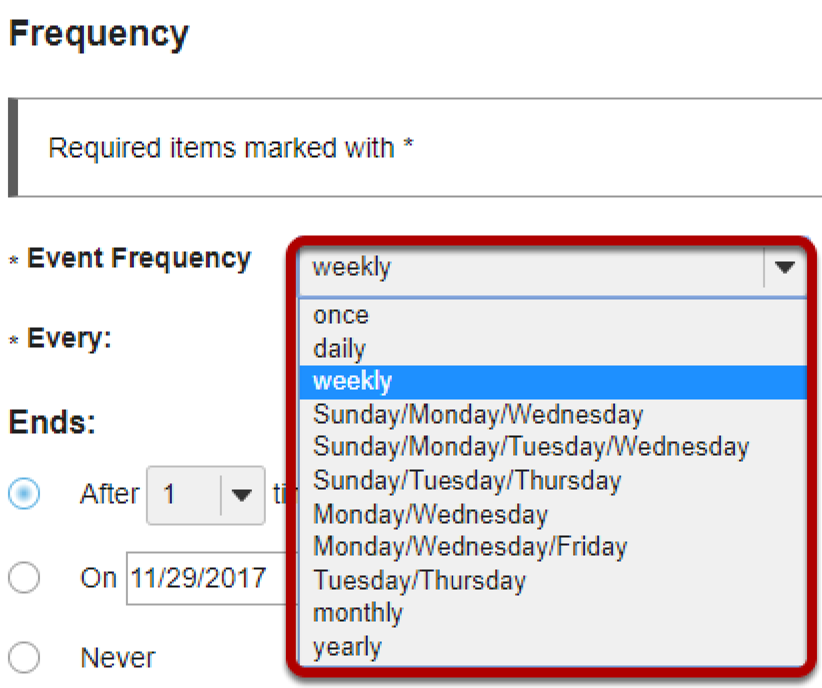


If your event happens more than once throughout the term, you have the option to modify the frequency of the event so that it posts to the calendar at specified intervals.

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

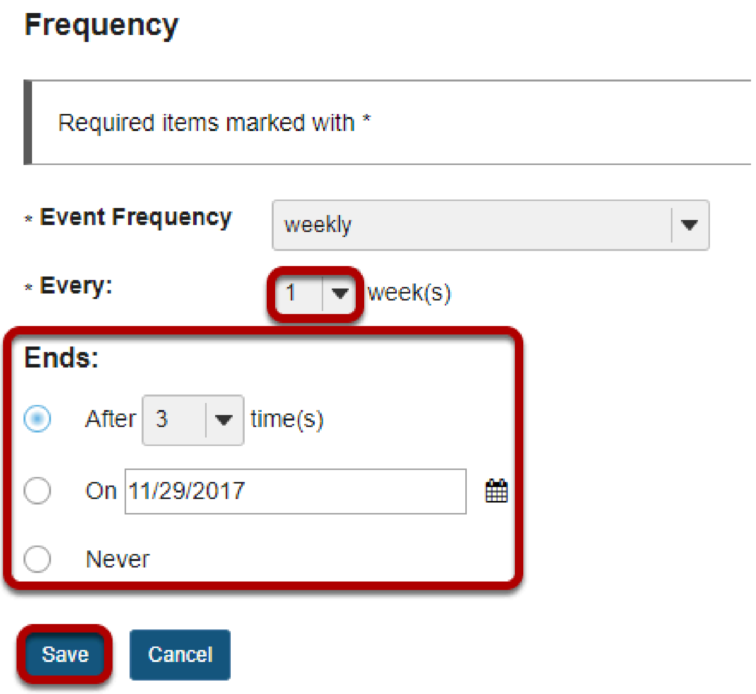
Footer

Select event frequency.



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

Specify interval and end date.



Footer

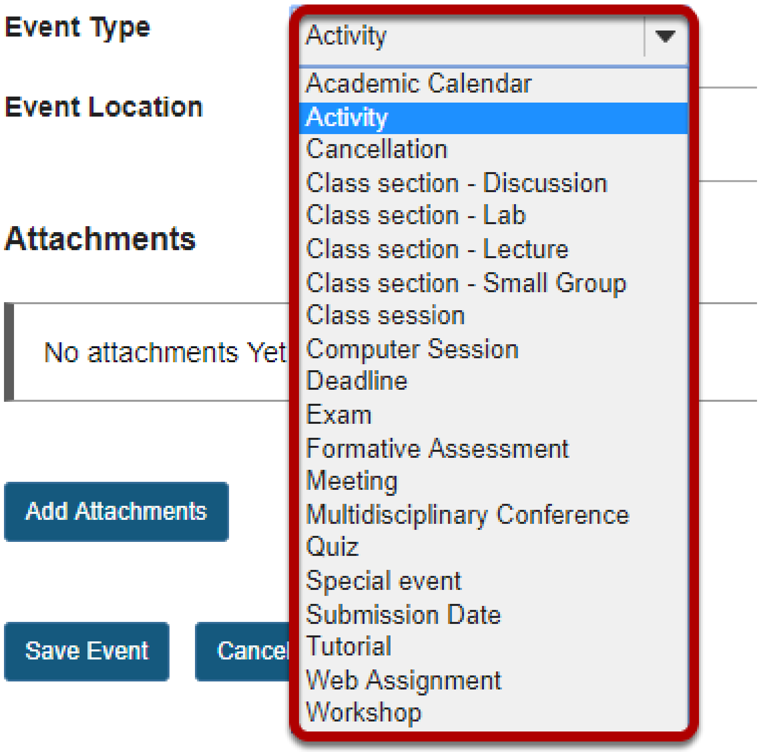
Does your event happen every week, every other week, or some other interval? Select the appropriate interval from the **Every** drop-down menu.

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

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

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

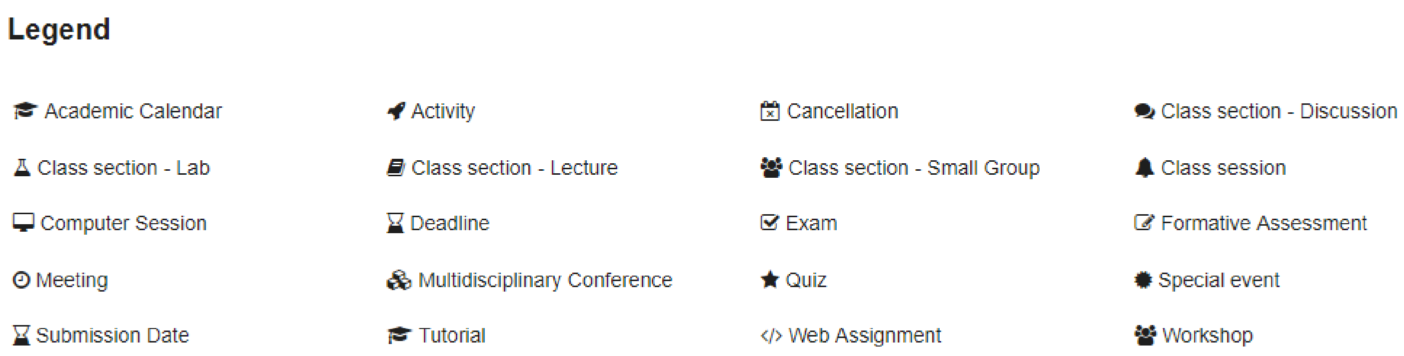
Event type.



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

Footer

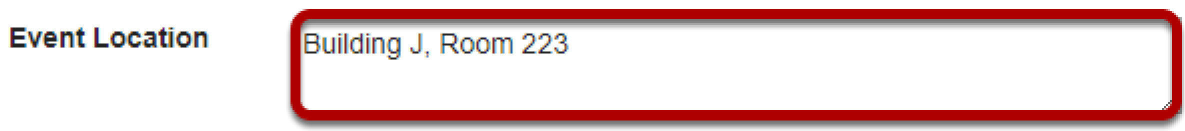
Selecting a different event type.



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

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

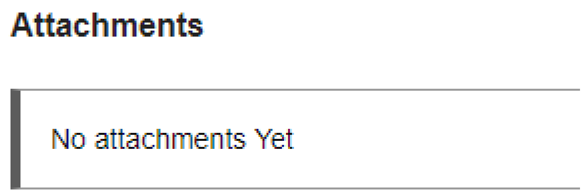
Event location.



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

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

File attachments



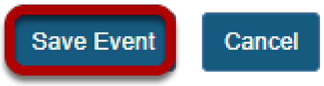
Footer

You may attach a file to your event if desired.

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

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

Save your event.

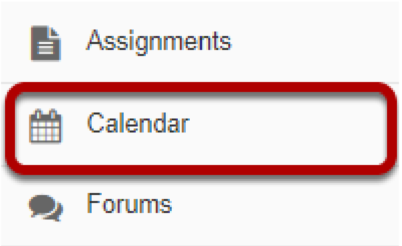


Once you have entered all of the information for your event, click the **Save Event** button to post your event on the calendar.

Footer

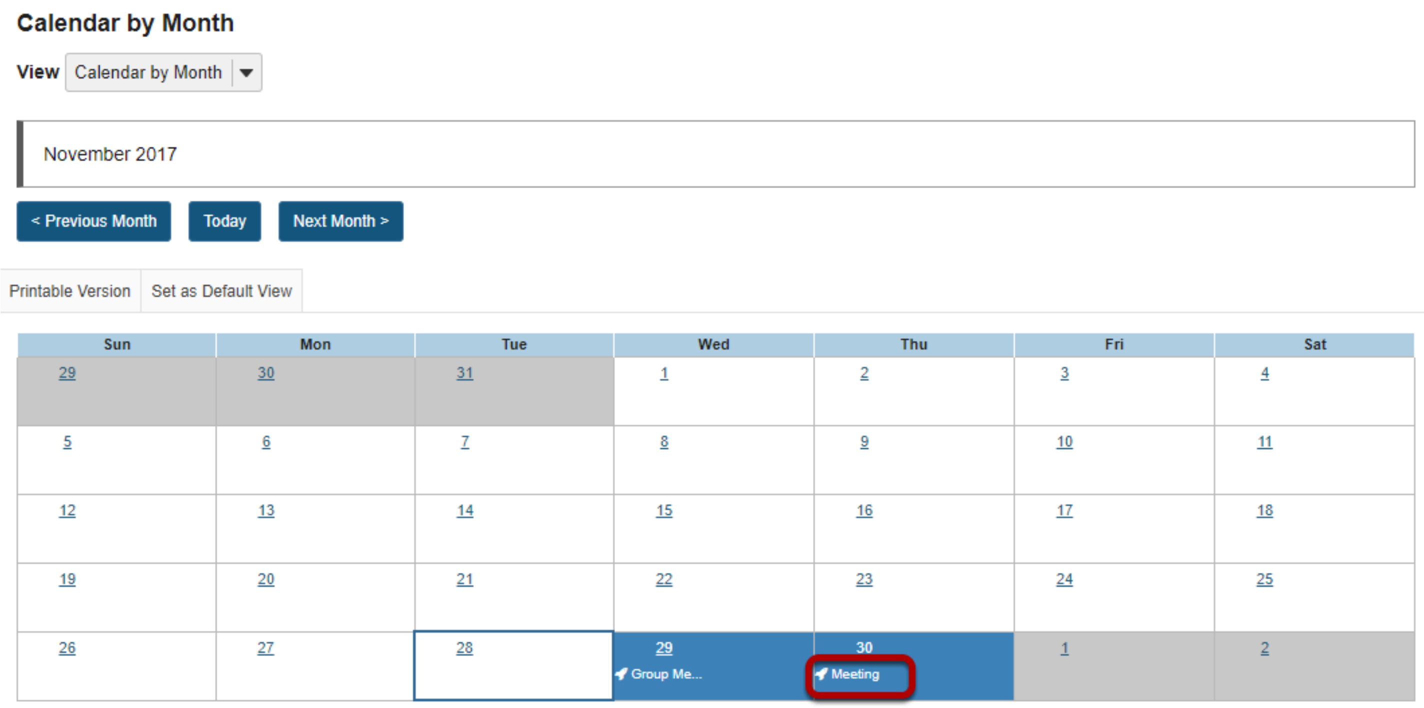
How do I edit a calendar item?

Go to Calendar.



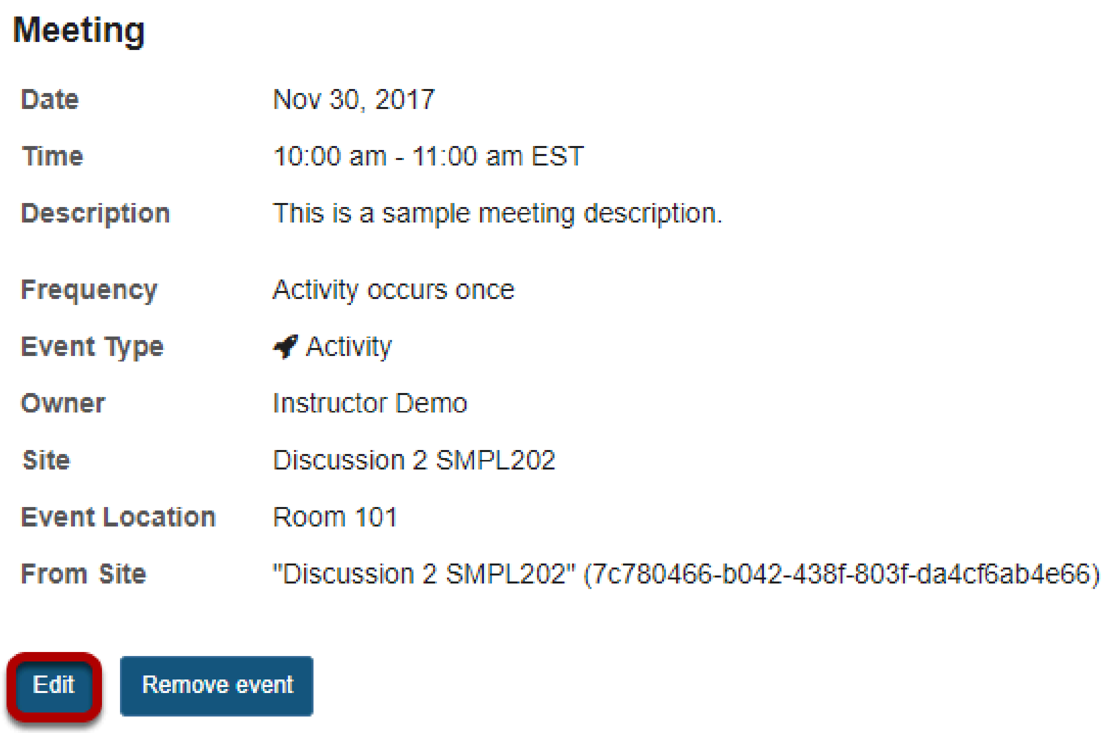
Select the **Calendar** tool from the Tool Menu in your site.

Click on the calendar entry that you want to edit.

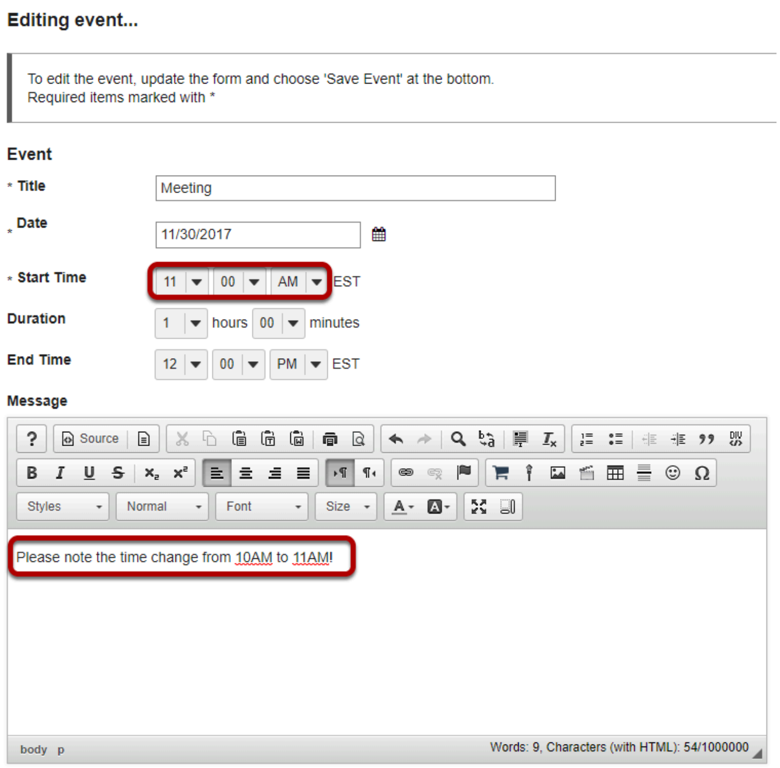


Footer

Click Edit.

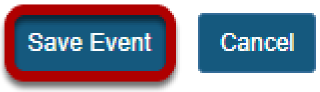


Make your changes to the event.



Footer

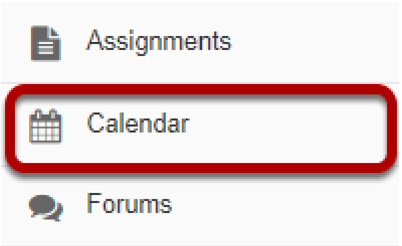
Click Save Event.



Footer

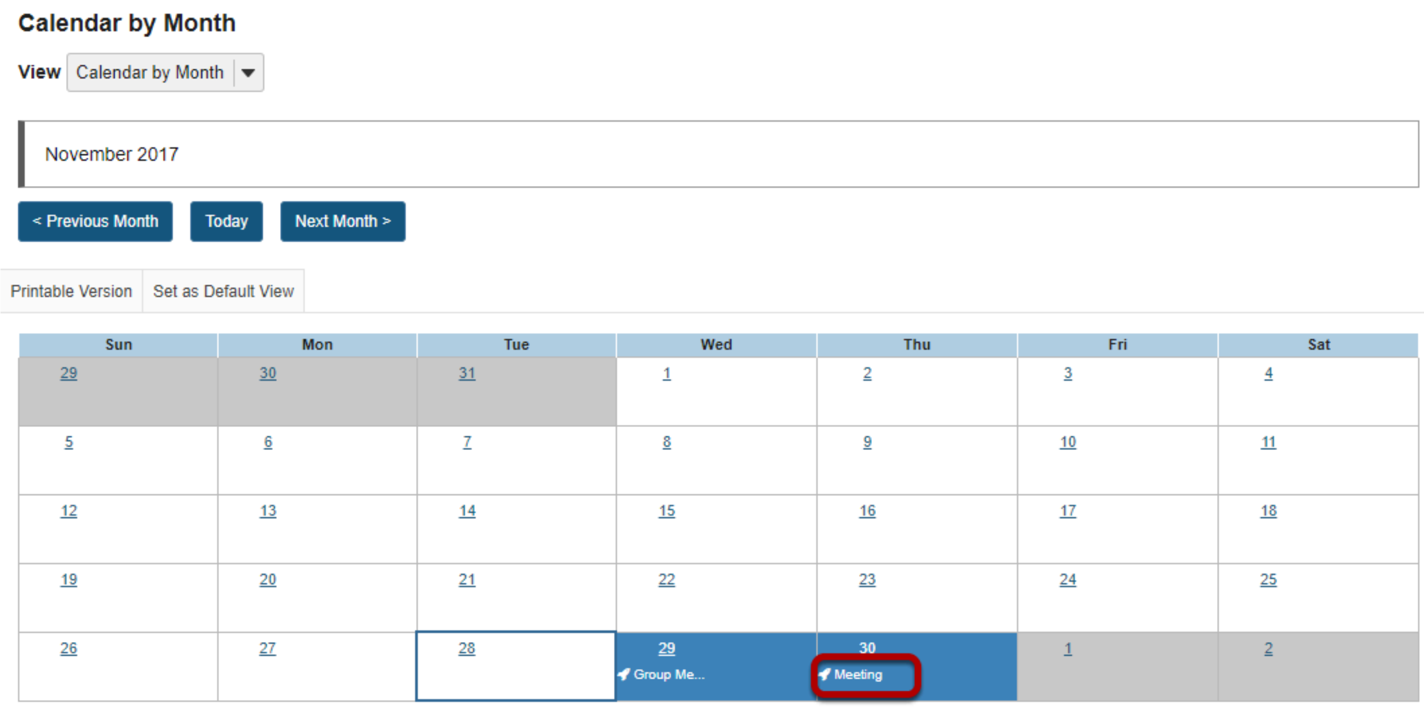
How do I delete a calendar item?

Go to Calendar.



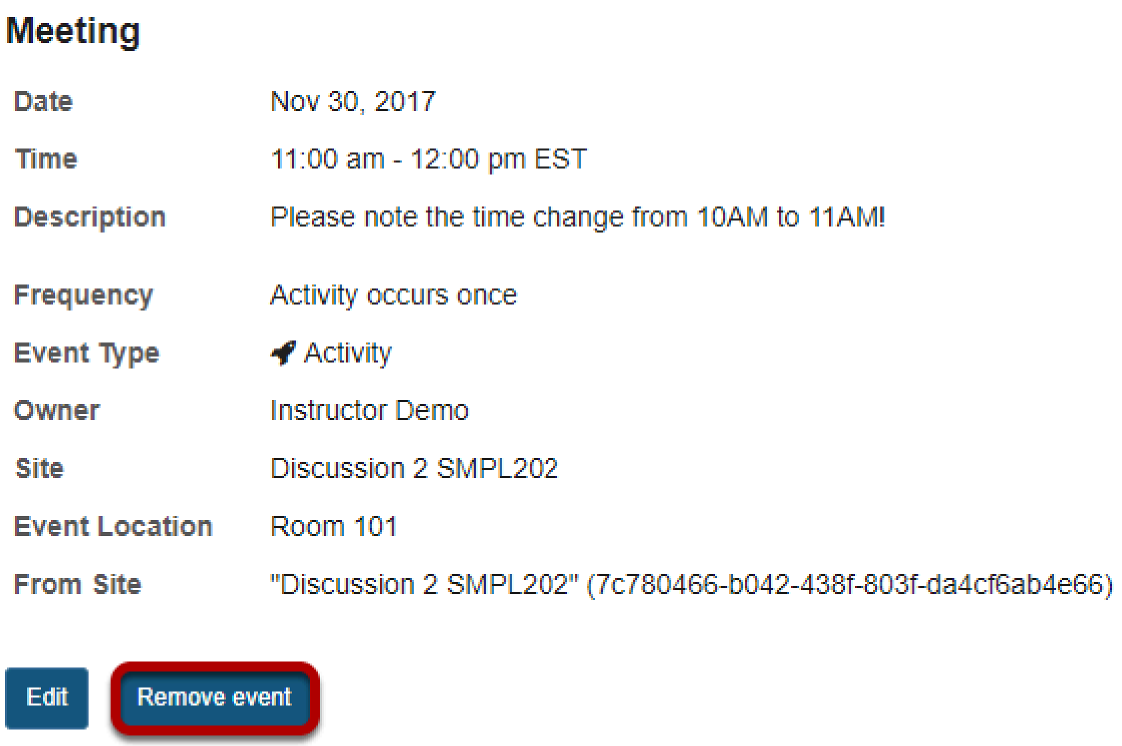
Select the **Calendar** tool from the Tool Menu in your site.

Click on the calendar entry that you want to delete.

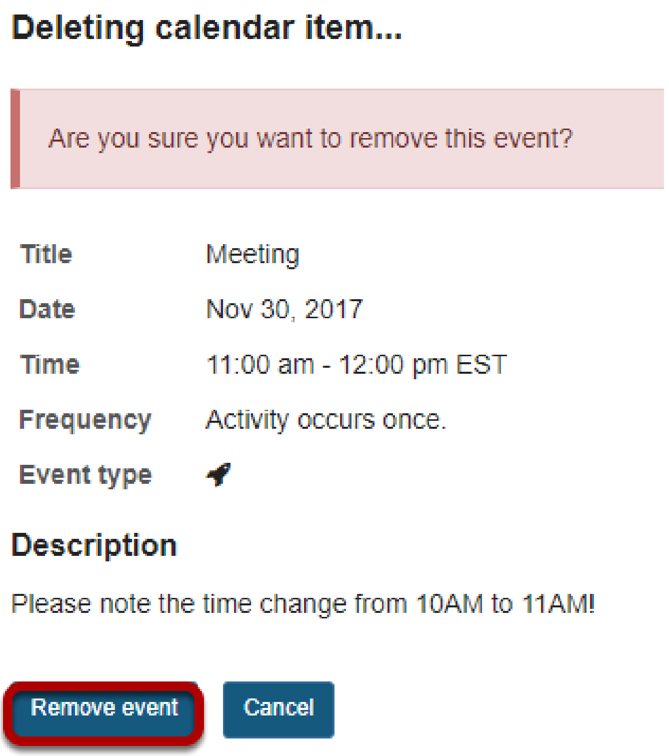


Footer

Click Remove Event.



Confirm removal.



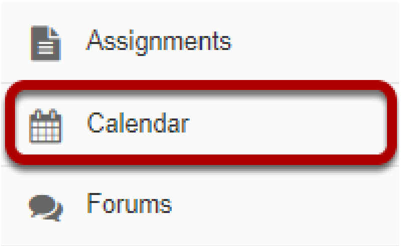
Footer

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

Footer

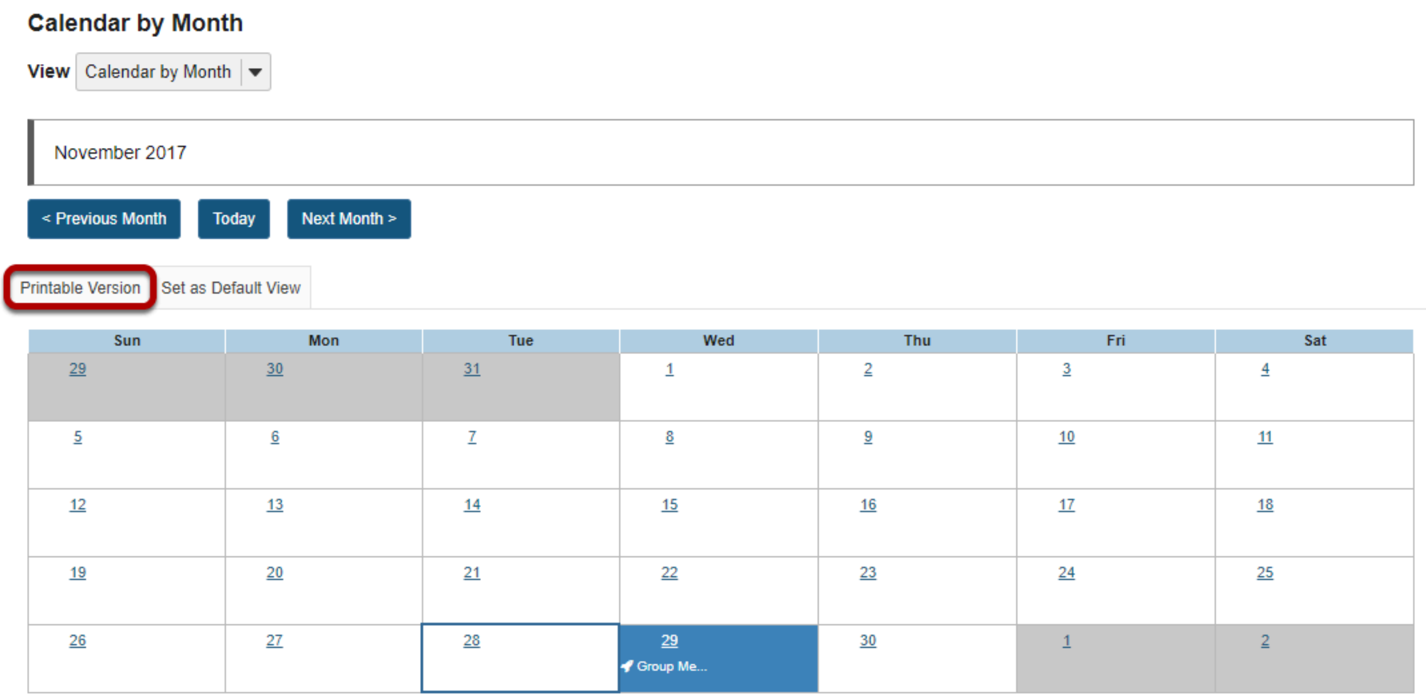
How do I print the Calendar?

Go to Calendar.



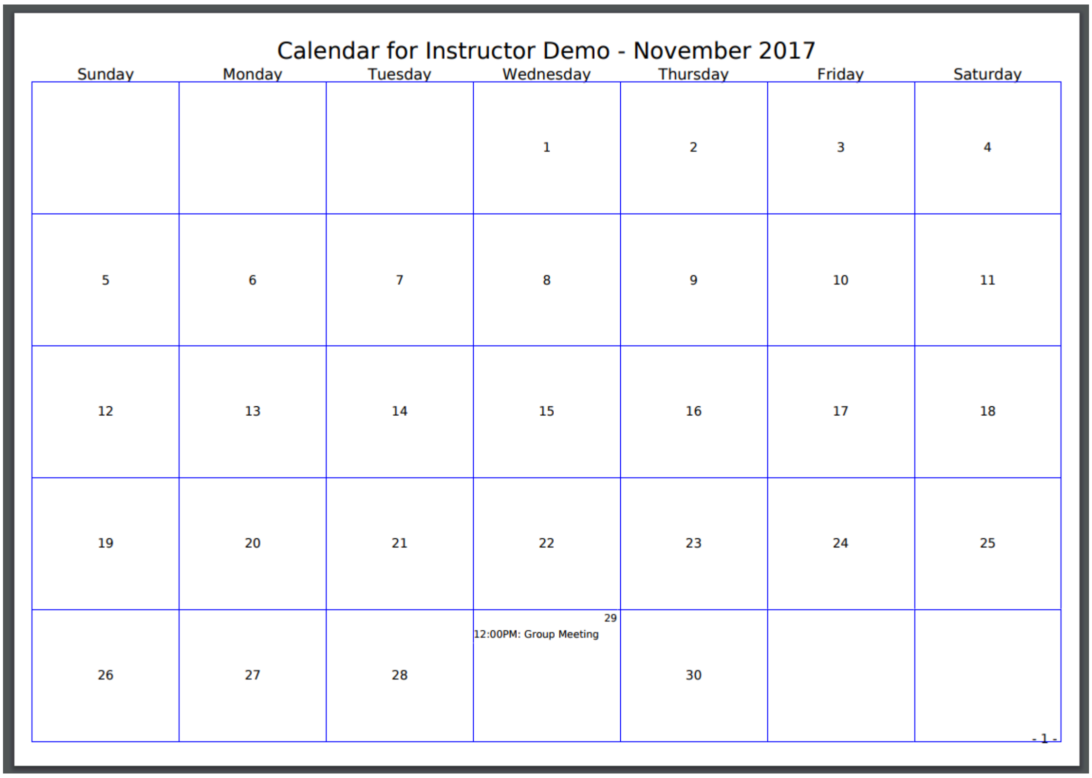
Select the **Calendar** tool from the Tool Menu in your site.

Click Printable Version.



Footer

Print PDF.



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.

Footer

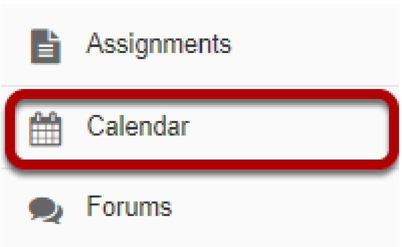
How do I merge the Calendar with another site?

If you would like to combine calendar items from two or more sites, you may choose to merge the calendars.

Remember that all calendar entries for sites you have access to are automatically merged in your Home Calendar.

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

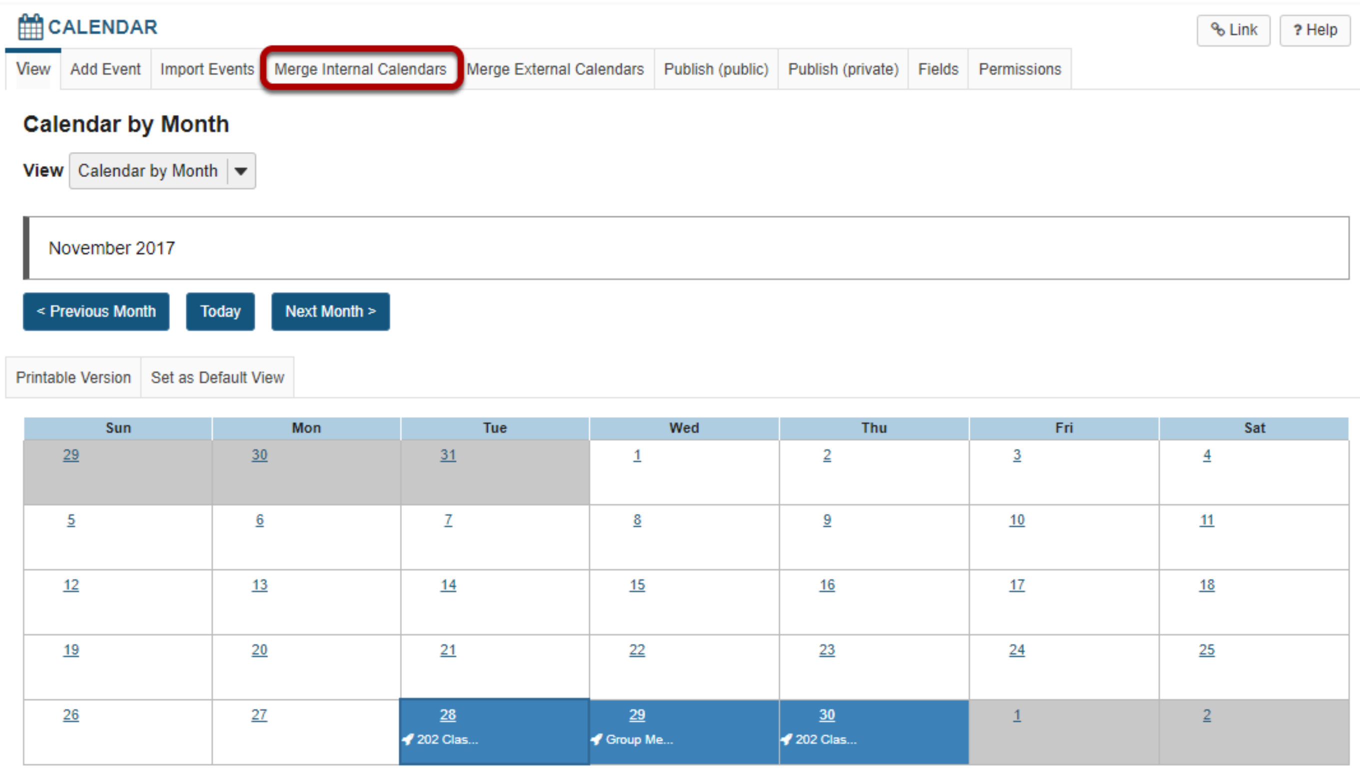
Go to Calendar.



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

Footer

Click Merge Internal Calendars.



Select calendars to be merged.

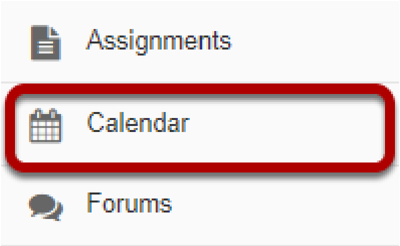
In the **Show Schedule** column, check the box next to any calendars from other sites that you would like to merge with the current site.

Click Save.

Footer

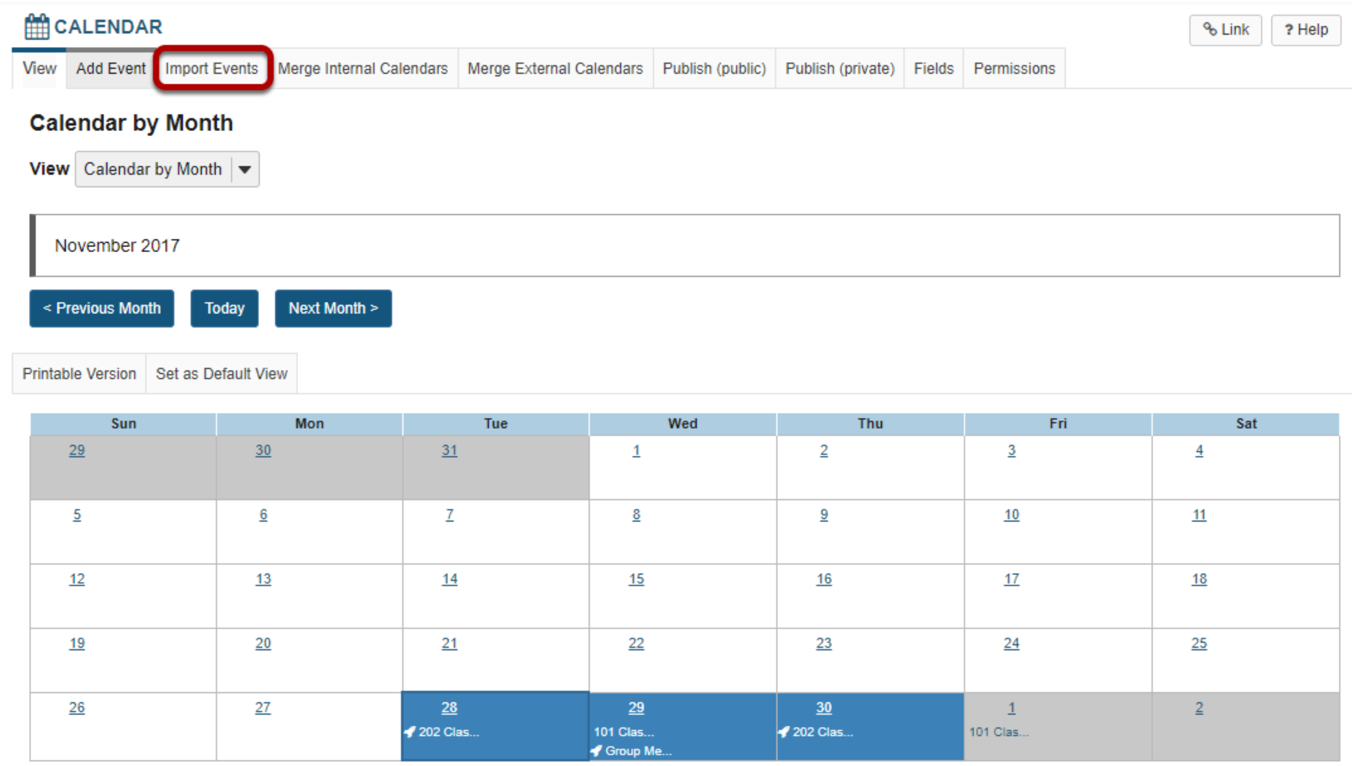
How do I import Calendar entries from a file?

Go to Calendar.



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

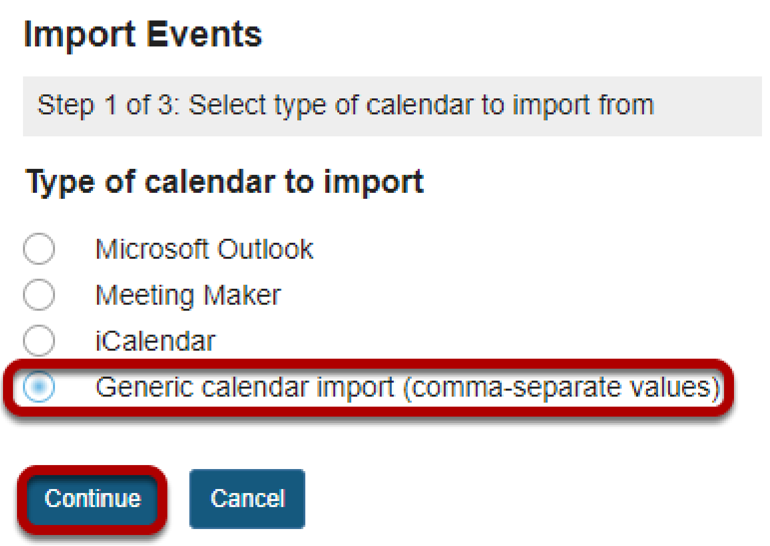
Click Import Events.



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

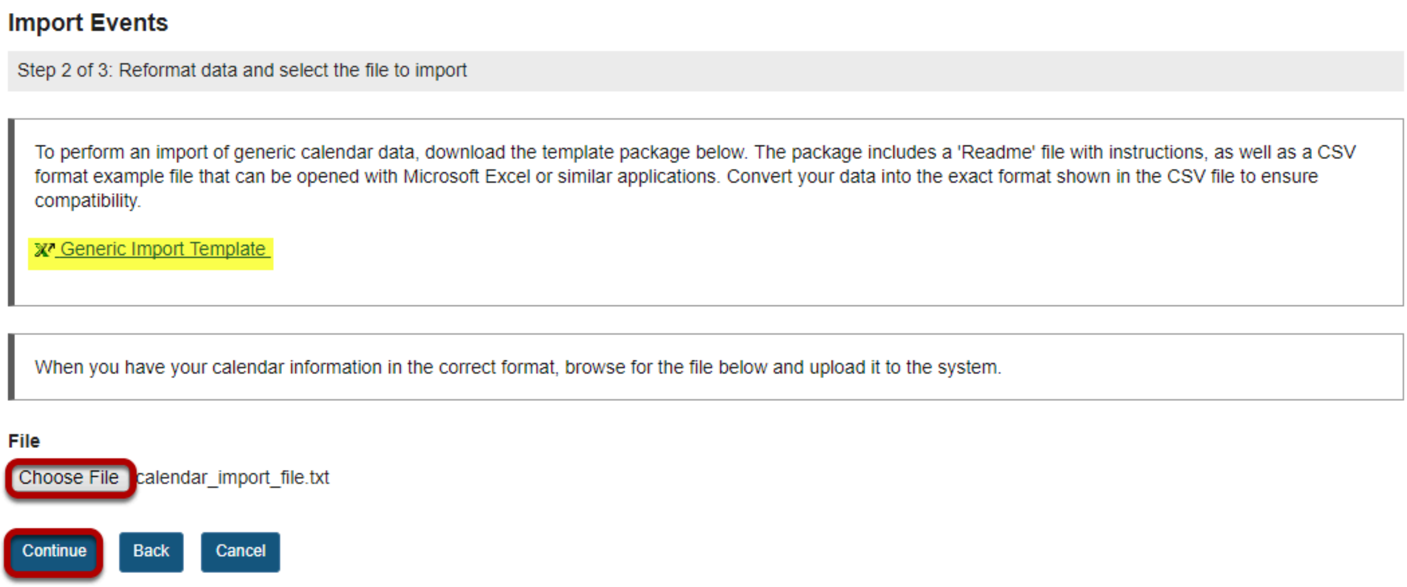
Footer

Choose the import file format.



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

Choose your file.

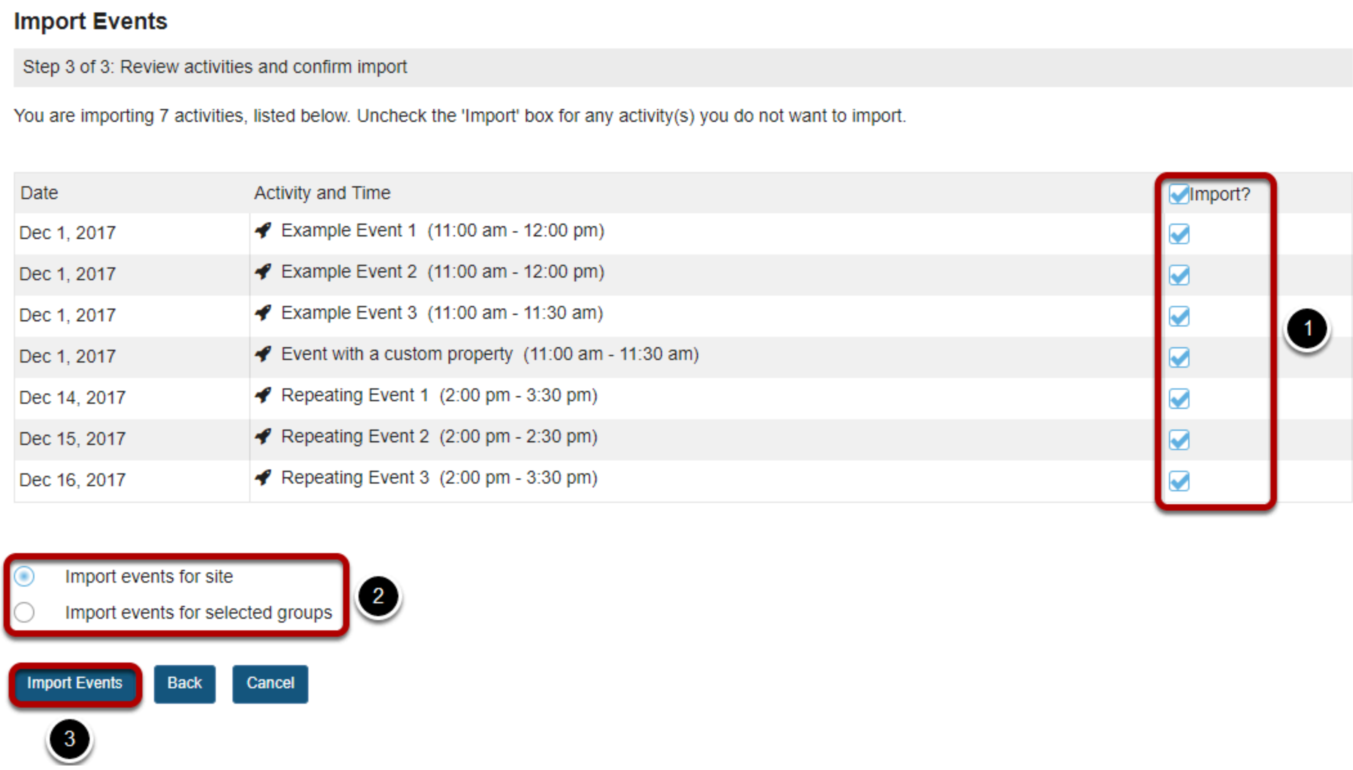


Click the **Choose File** button to browse for and select your file, and then click **Continue**.

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

Footer

Preview items and import events.



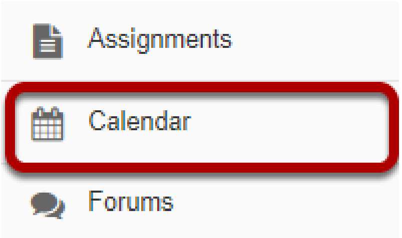
You will now see a preview of the items to be imported. Verify that all the event information looks correct.

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

Footer

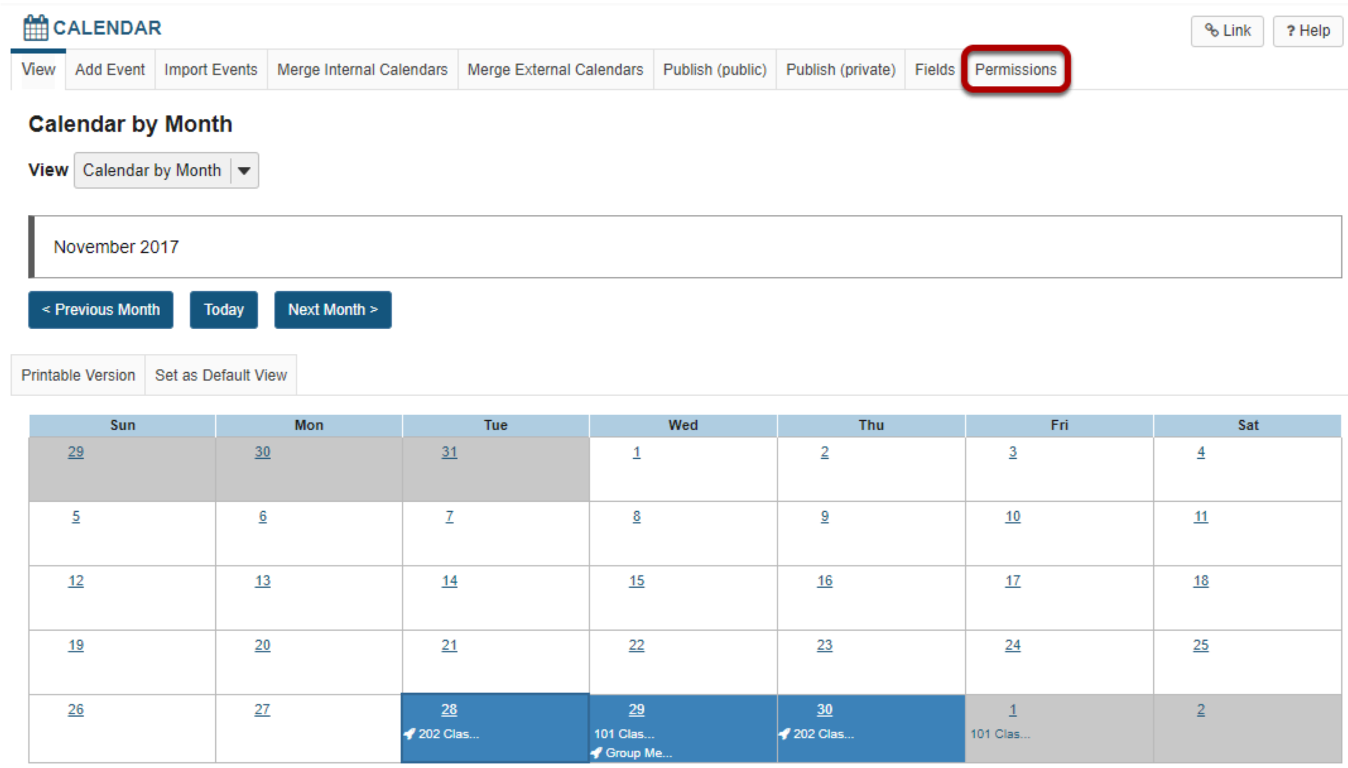
How do I modify Calendar permissions?

Go to Calendar.



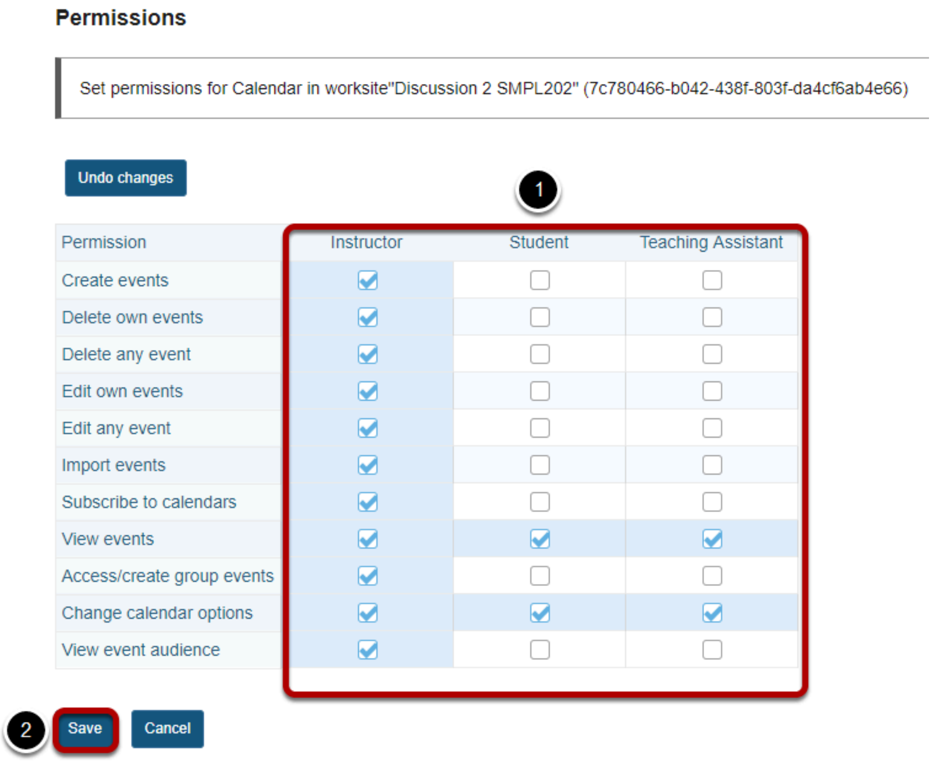
Select the **Calendar** tool from the Tool Menu in your site.

Click Permissions.



Footer

Modify the permissions for the roles listed.



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

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Footer

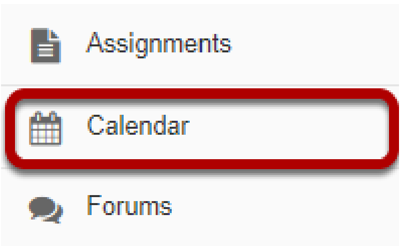
How do I merge external calendars?

The Merge External Calendar option allows you to subscribe to external calendars such as an institutional calendar, or a web calendar (Google, Outlook, etc.) in iCal format.

Note: This feature has some limitations, it

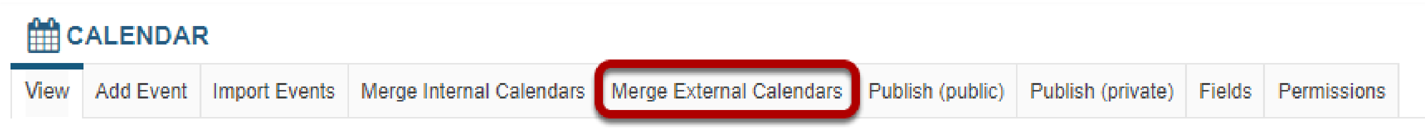
- *Does not support all-day events*
- *Only supports events defined with <VEVENT>*
- *Does not support re-occurring events*
- *Does not support events without an end time*

Go to Calendar.



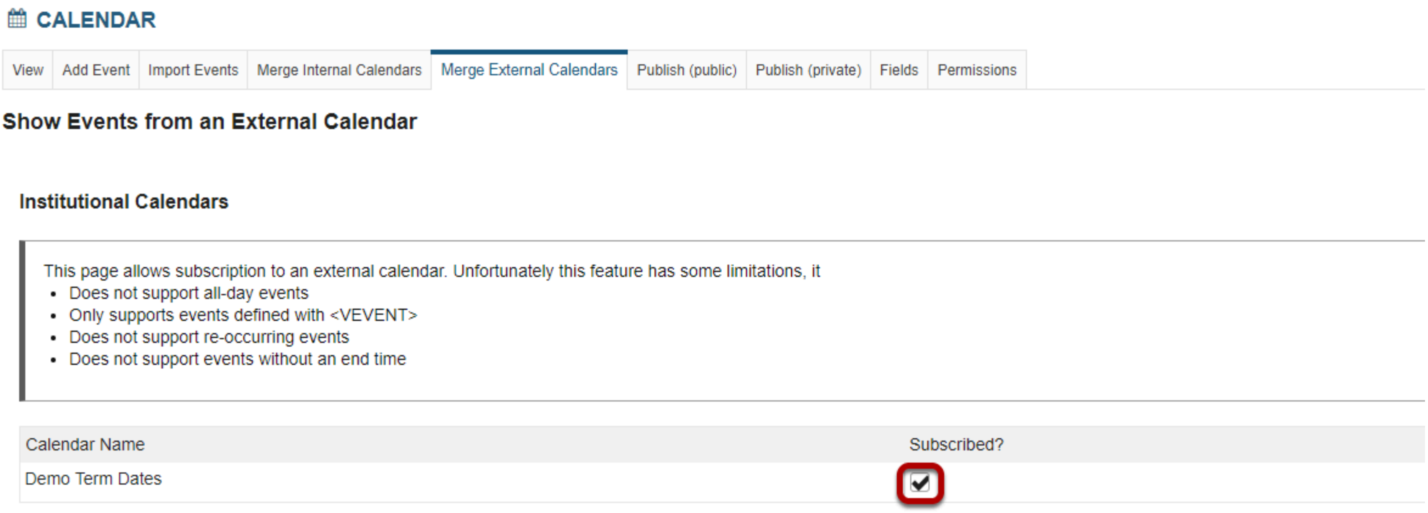
Select the **Calendar** tool from the Tool Menu in your site.

Click Merge External Calendars.



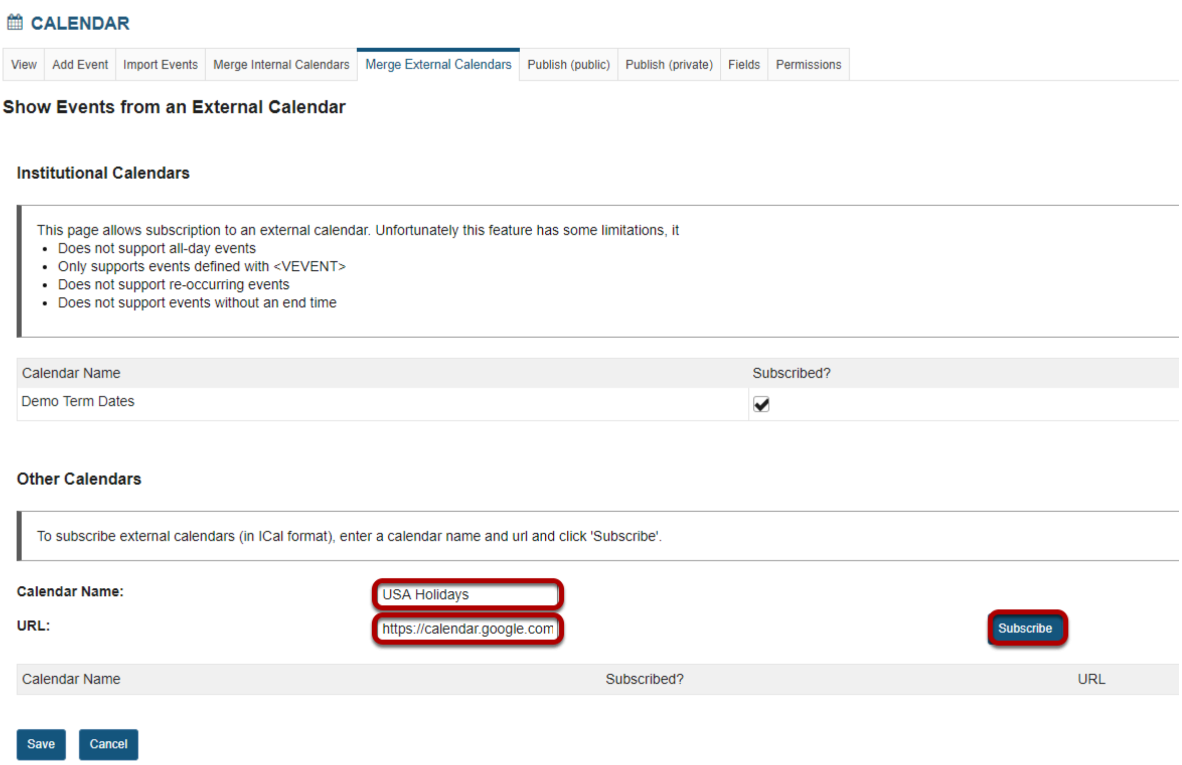
Footer

Select institutional calendars.



If there are any institutional calendars available within the system, you may subscribe to them by selecting the check box in the **Subscribed?** column.

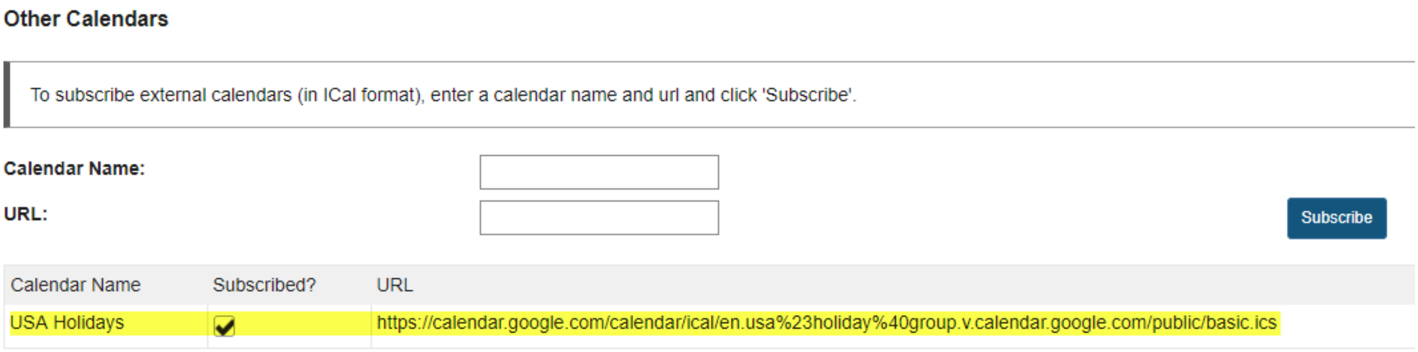
Enter iCal subscription information.



In the **Other Calendars** section, enter a name and URL for the calendar to which you would like to subscribe, and then click the **Subscribe** button.

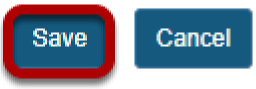
Footer

View subscribed calendars.



Any currently subscribed calendars will appear listed at the bottom of the **Other Calendars** section.

Click Save.



Once you have made all of the desired changes to your calendar subscriptions, click **Save**.

Footer

Chat

What is the Chat Room tool?

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

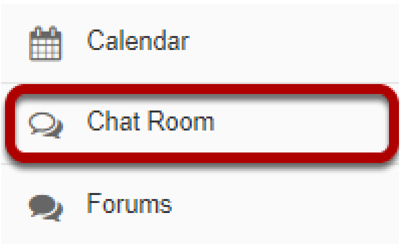
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

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

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

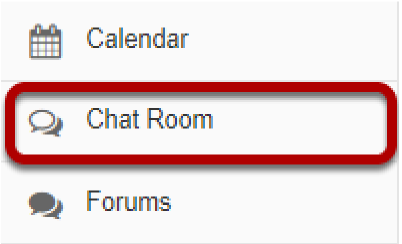
The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

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



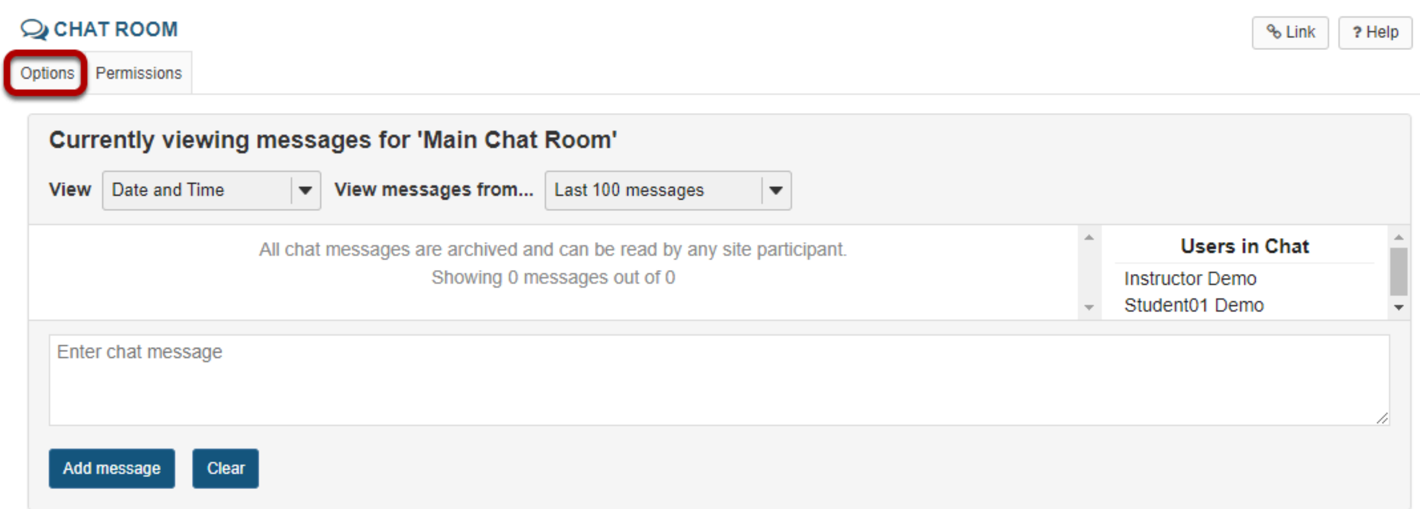
How do I add a chat room?

Go to Chat Room.

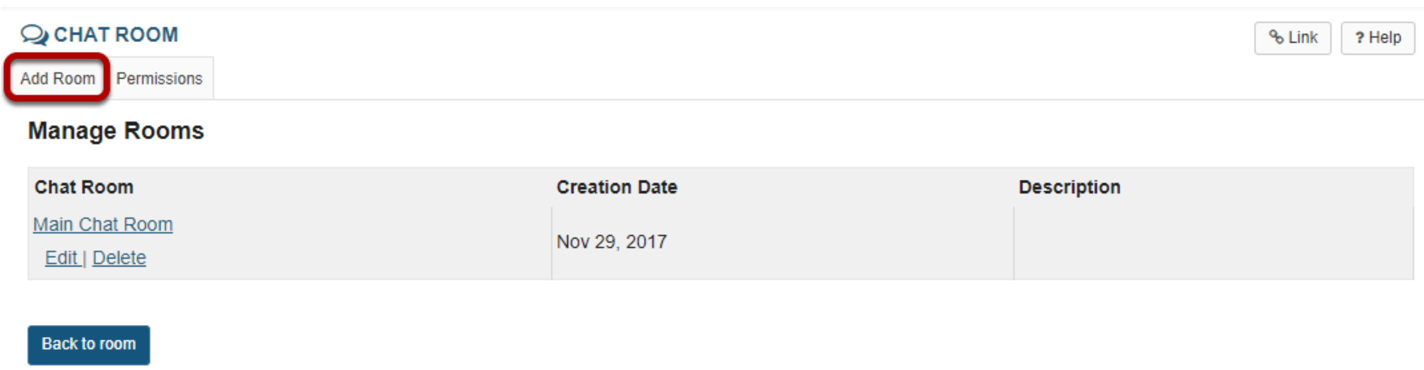


Select the **Chat Room** tool from the Tool Menu of your site.

Click Options.

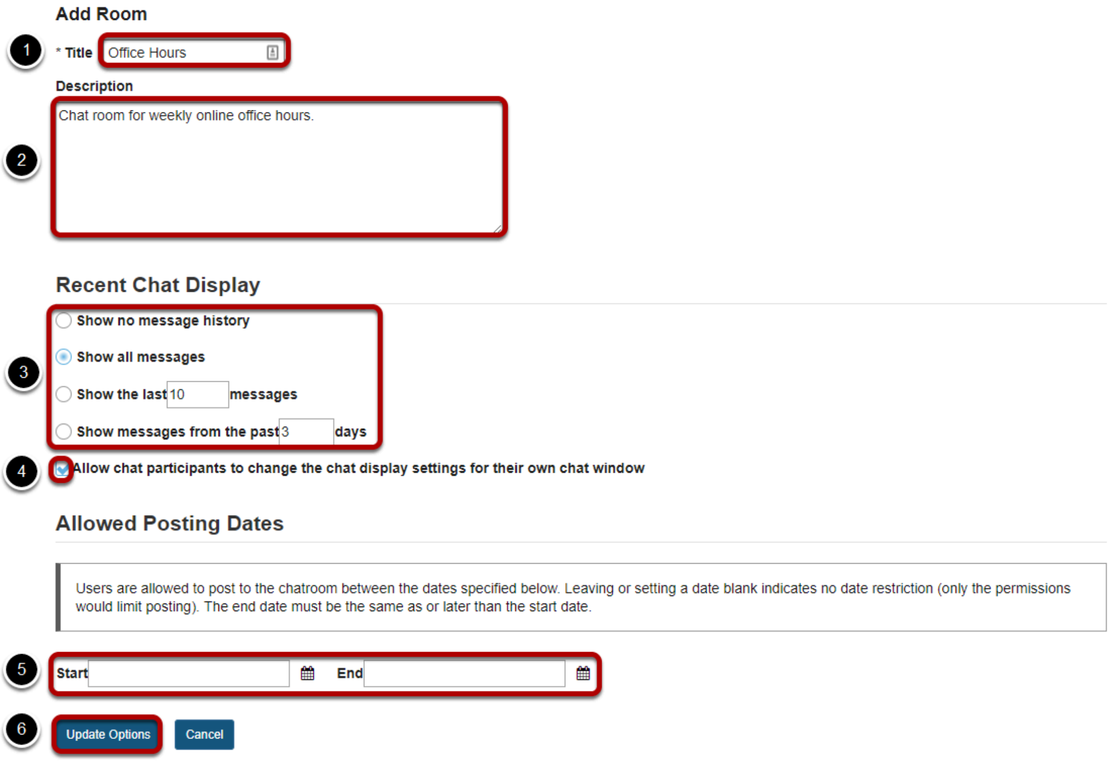


Click Add Room.



Footer

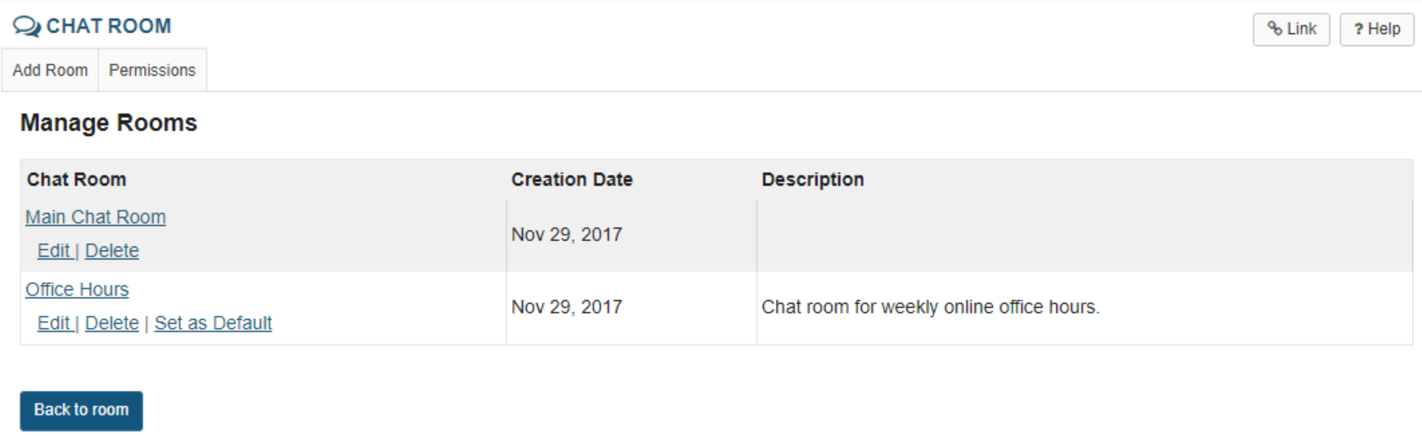
Enter the room details.



1. A **title** is required for the new room.
2. You may enter a **description** of the room if desired. (Optional)
3. Select the number of messages you would like to be displayed in the message history.
4. Check the box next to **Allow chat participants to change the chat display settings for their own chat window** if you would like to allow this ability. (Optional)
5. You may set a start and end date for the chat room. Leaving the dates blank means that the room is always open. (Optional)
6. Click the **Update Options** button to save your details and add the room.

Footer

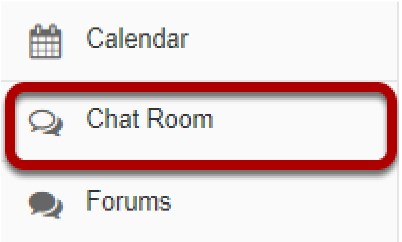
The new chat room will display in the list.



Footer

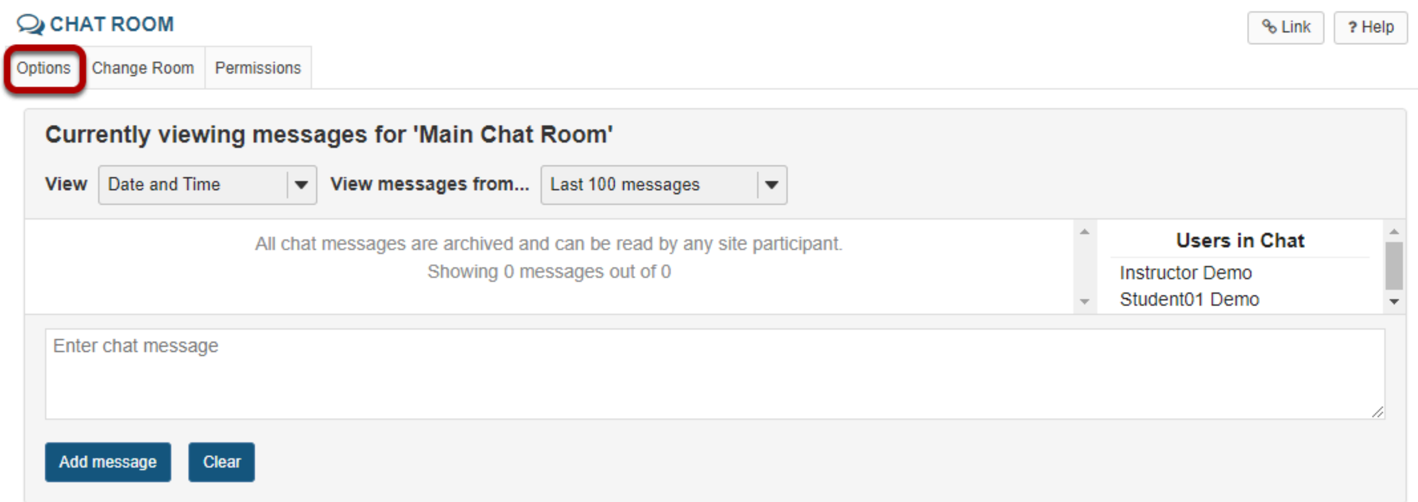
How do I delete a chat room?

Go to Chat Room.

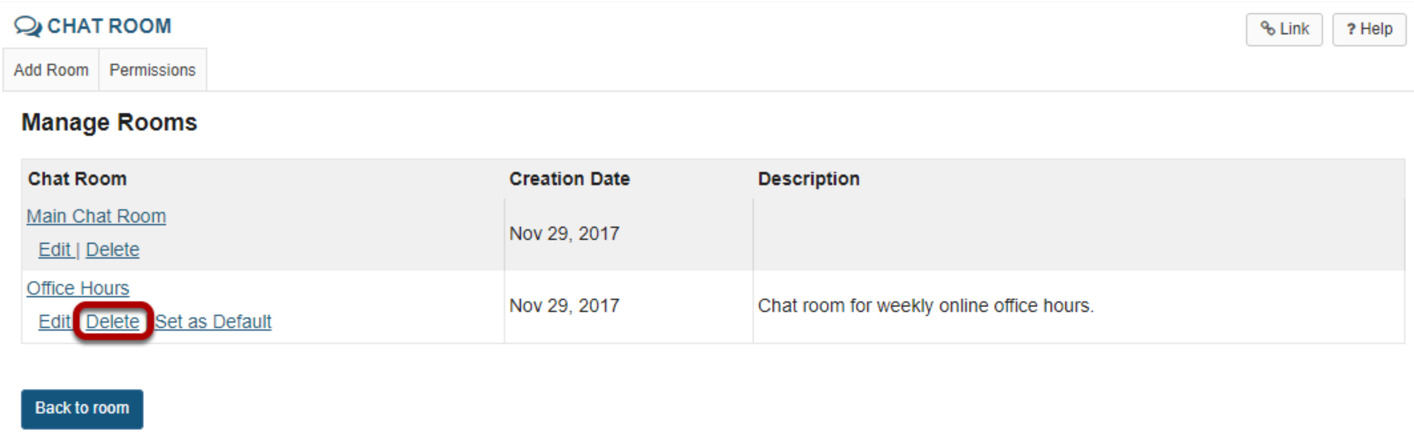


Select the **Chat Room** tool from the Tool Menu of your site.

Click on Options.



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



Footer

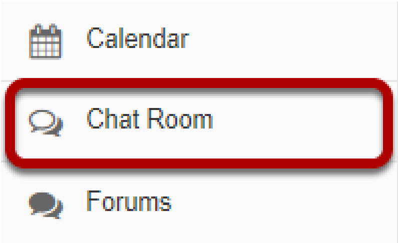
Confirm the deletion.

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

Footer

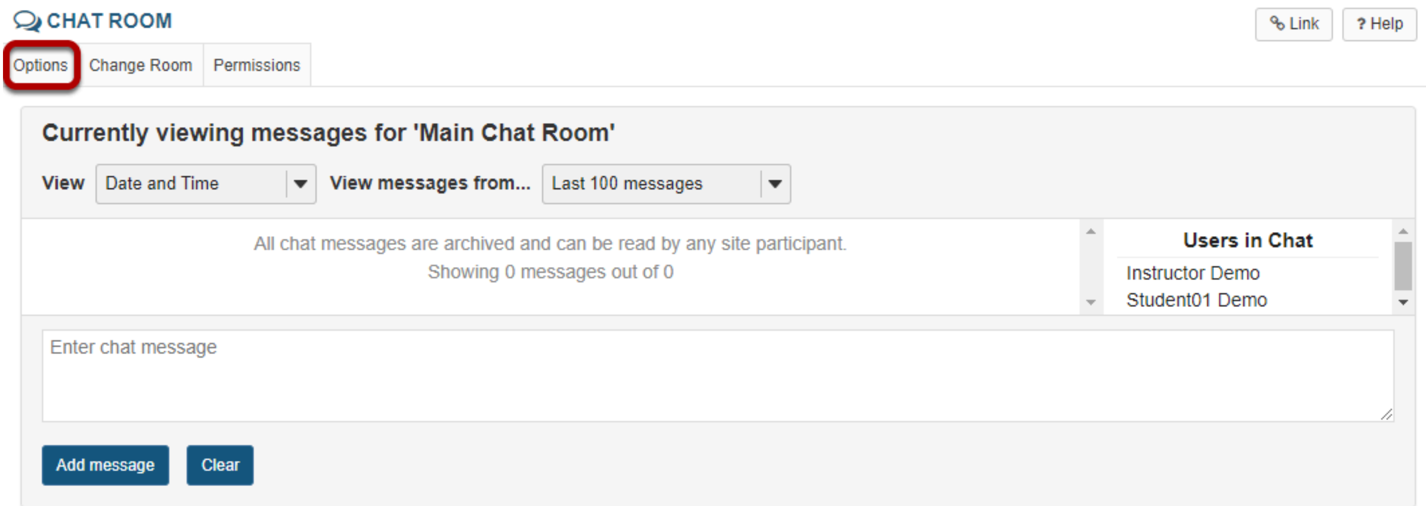
How do I clear the chat history?

Go to Chat Room.

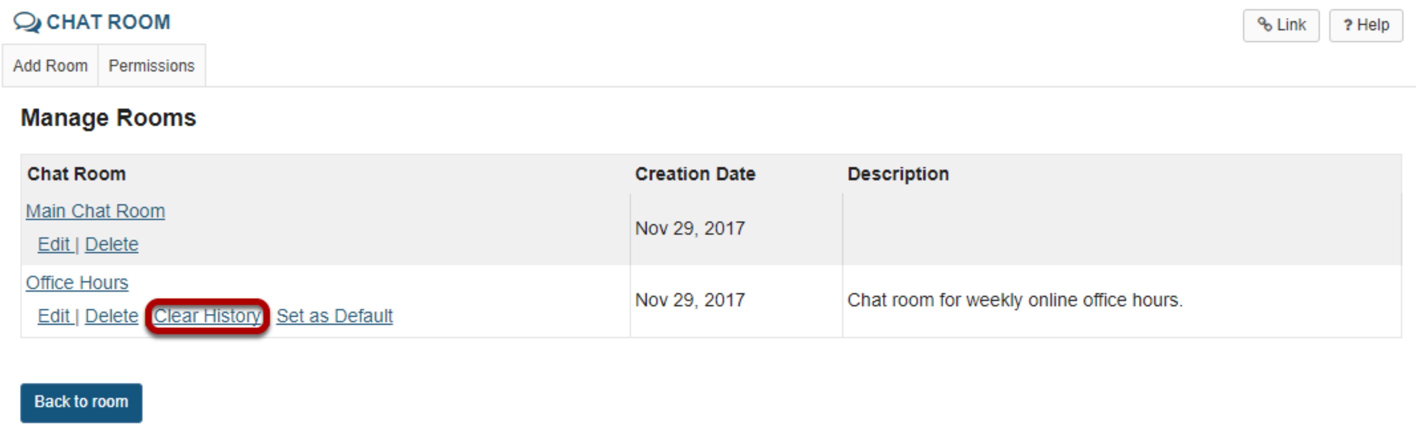


Select the **Chat Room** tool from the Tool Menu of your site.

Click on Options.

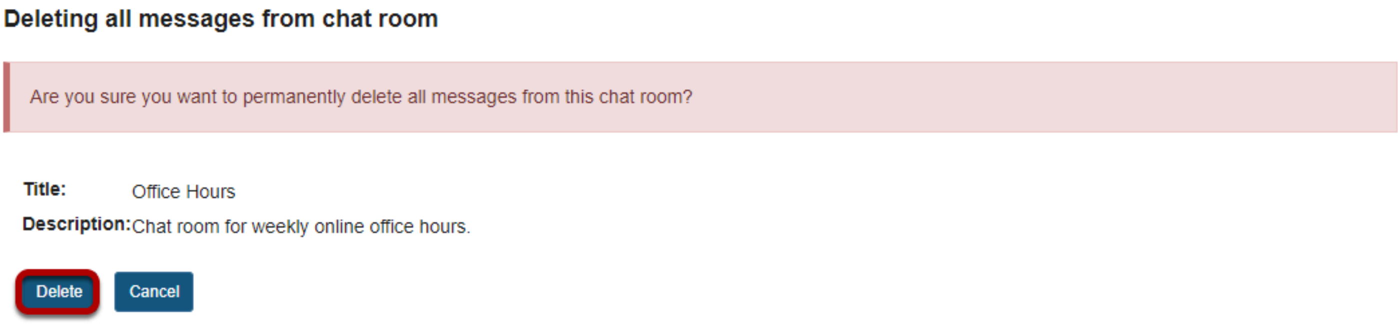


Click the Clear History link for the room you want to clear.



Footer

Confirm the deletion.

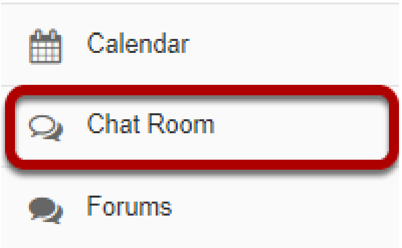


Click the **Delete** button to confirm the permanent removal of all chat messages from the room.

Footer

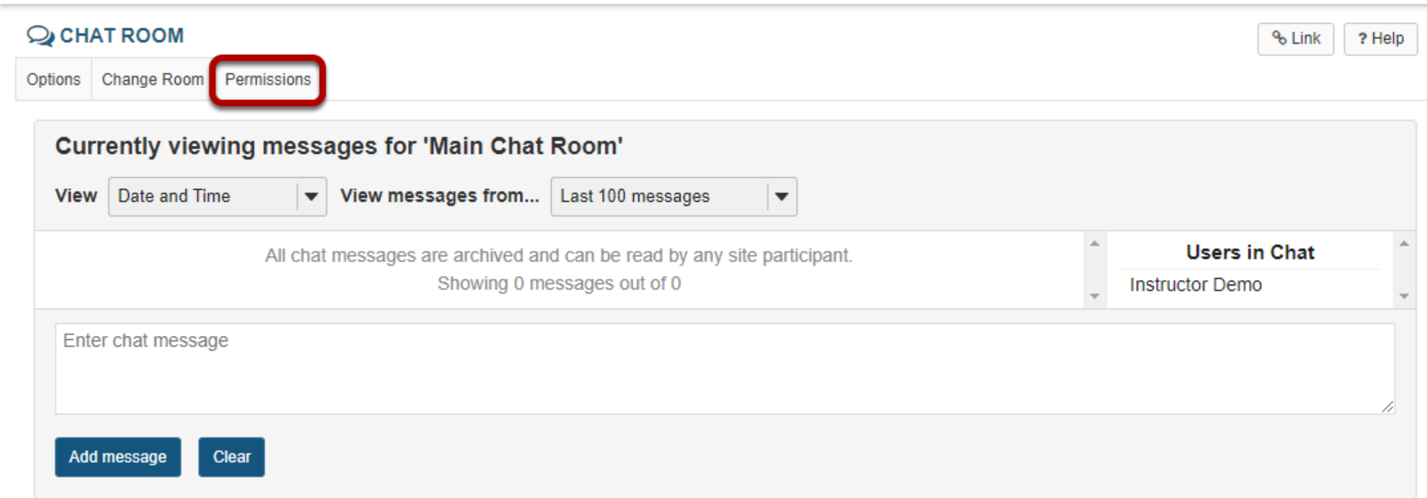
How do I change the Chat Room tool permissions?

Go to Chat Room.



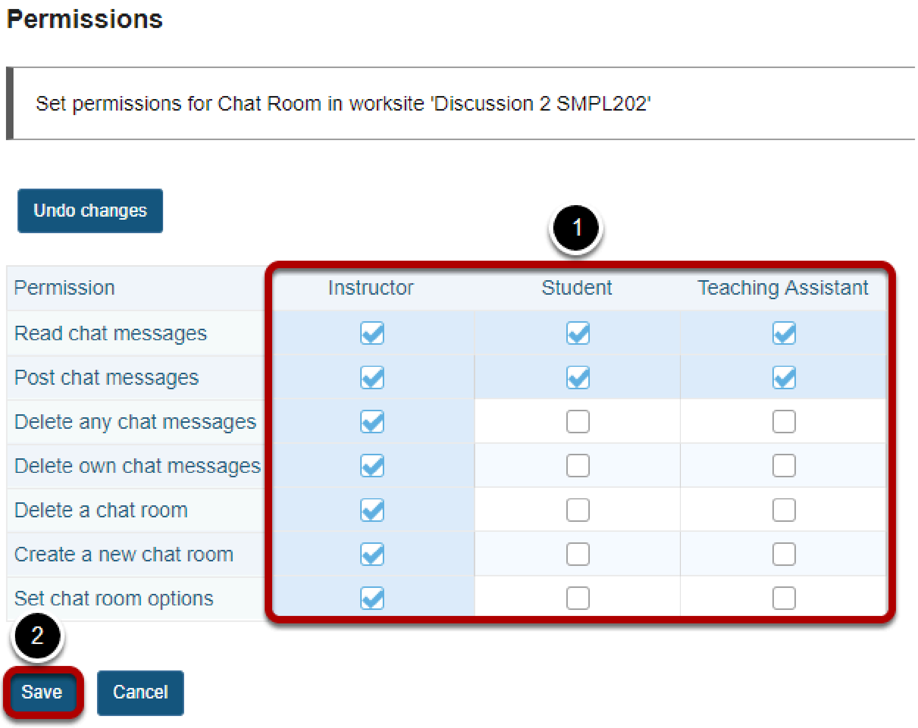
Select the **Chat Room** tool from the Tool Menu of your site.

Click Permissions.



Footer

Modify the permissions for the roles listed.



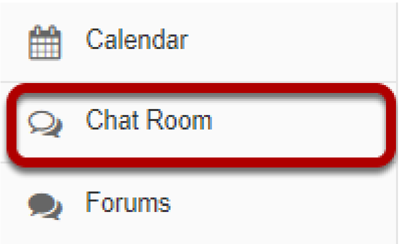
1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Footer

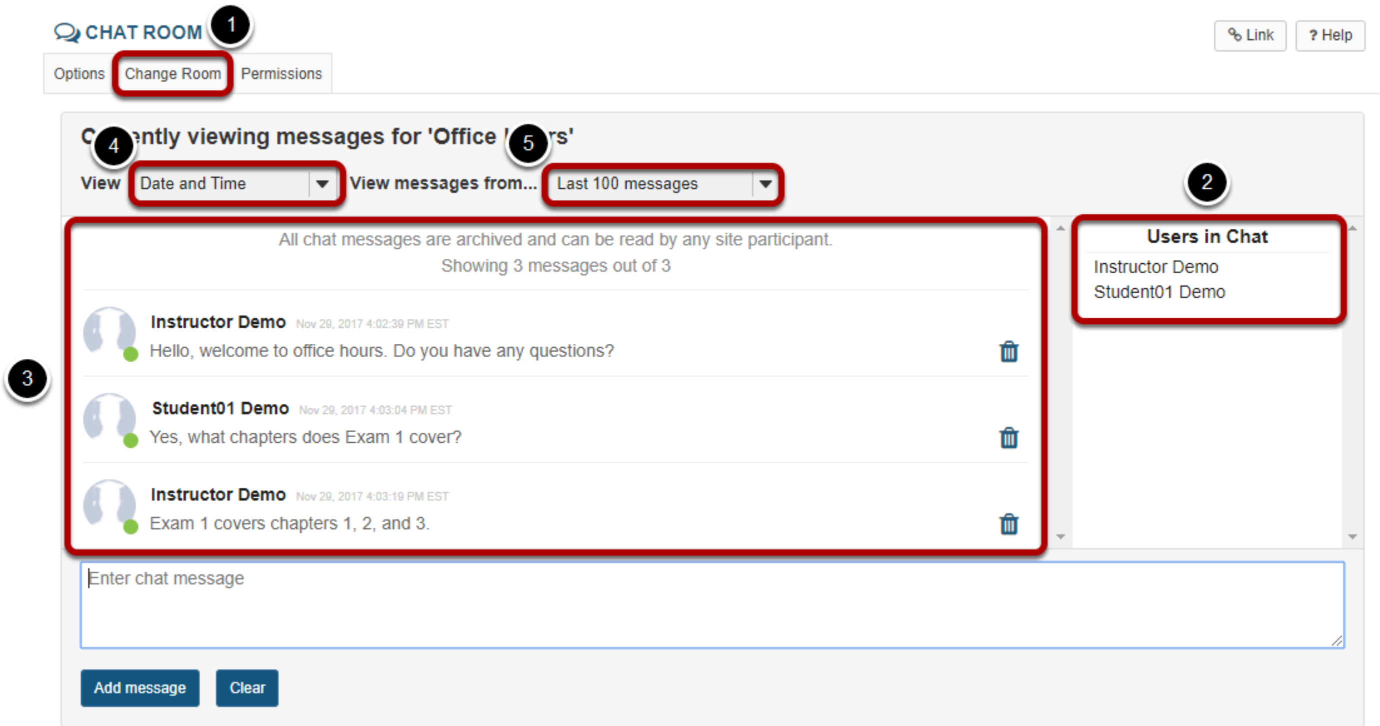
How do I read, post, or delete Chat Room messages?

Go to Chat Room.



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

To read Chat Room messages:



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

1. To change rooms, click **Change Room** at the top, and select the room you'd like to enter.
2. To see who is presently in the room, look under "Users in Chat" on the right side of the screen.
3. Messages appear in chronological order, with the most recent at the bottom. Messages will always identify the sender. You will also see the user's profile picture next to the name.

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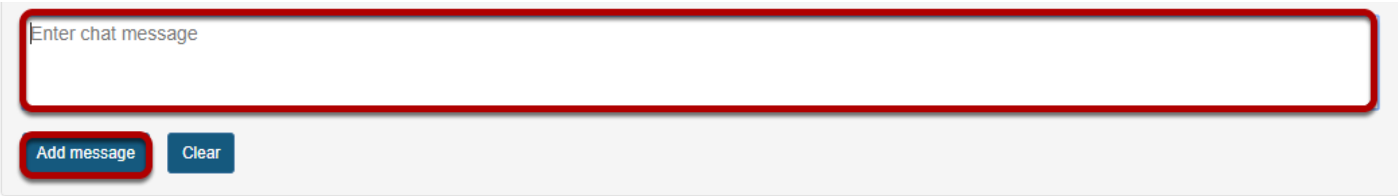
4. To hide or display the date or time messages were posted, select the appropriate option from the "View" drop-down list: Time Only, Date and Time, Date Only, Neither Date nor Time, or ID Only.
5. To change how many messages you see, from the second drop-down list, select one of the following options: Last 100 messages, Last 10 messages, Past 3 days, or Show no message history. (If you choose Show no message history, you will see only messages posted after you made this selection.)

To post Chat Room messages:

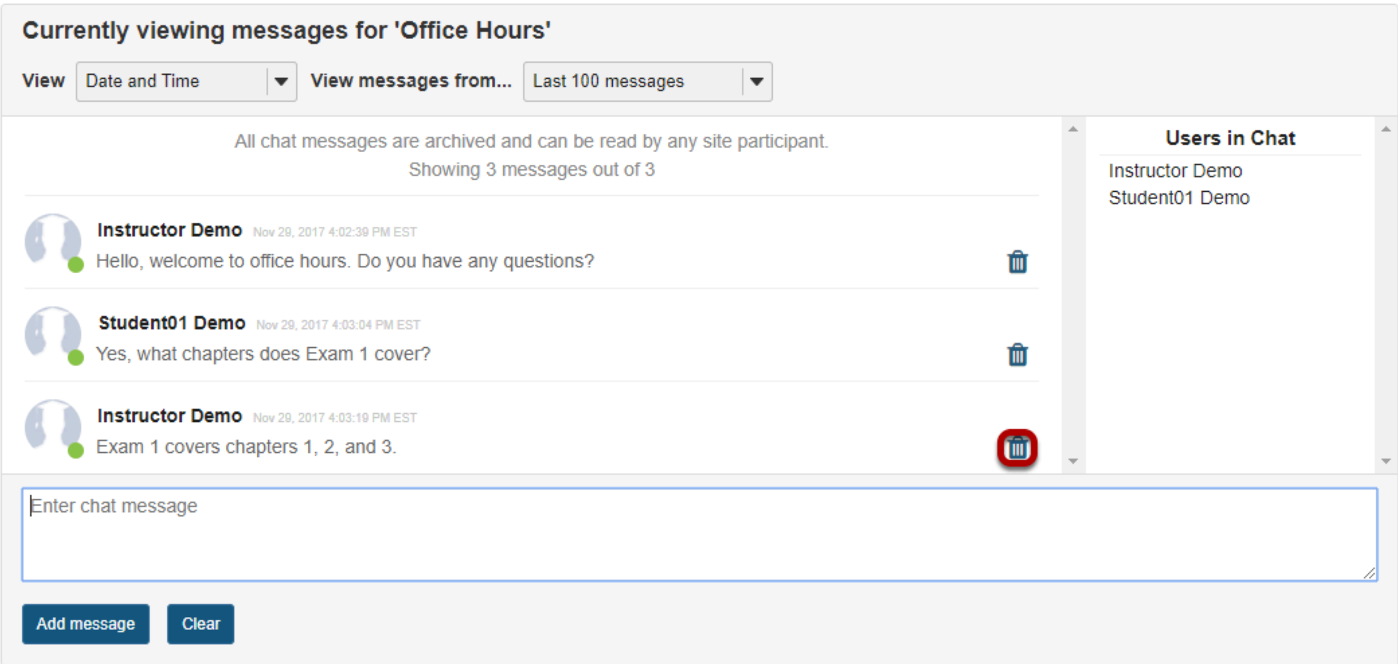


In the text box at the bottom of the window, type your message, and then click **Add message** or hit the **Enter** key on your keyboard.

*Note: No one can see your message until you click **Add message** or hit **Enter**, but once you do, only an instructor or a participant with special permission can delete your message.*

To discard a message that you haven't sent yet, click **Clear**.

To delete a Chat Room messages.

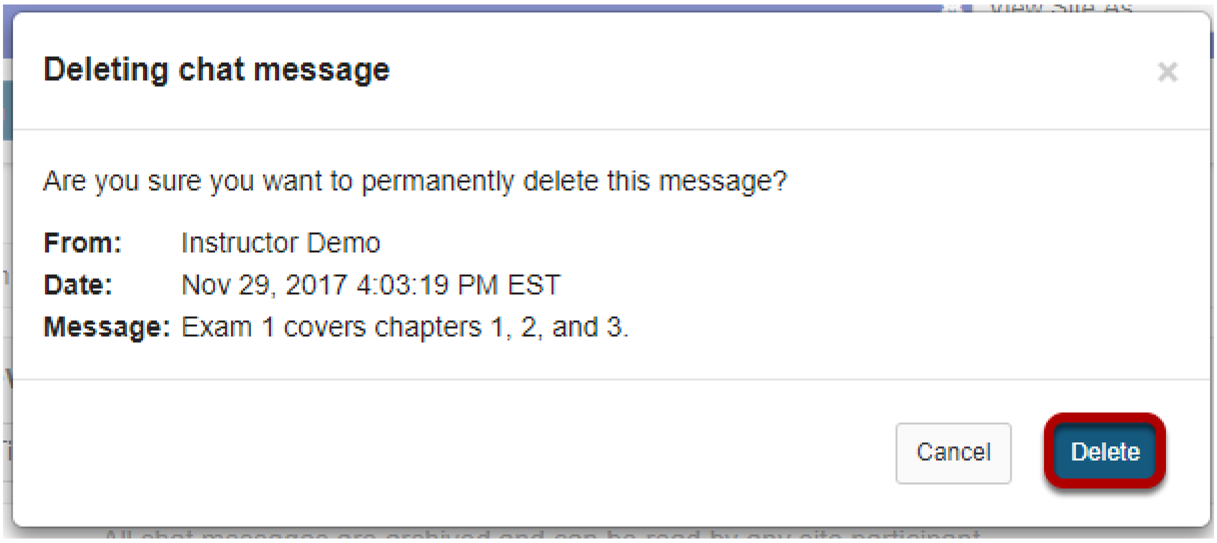


Footer

To delete a Chat Room message that you have sufficient permission to delete, click the trash can icon **(Delete this Message)** next to the posting.

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

Confirm deletion.



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

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

Footer

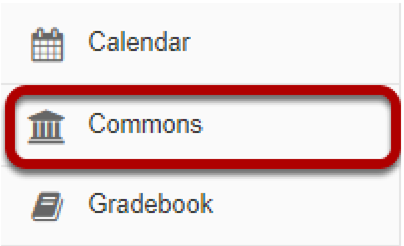
Commons

What is the Commons tool?

Commons is a social networking style tool allowing posts with url to thumbnail expansion, and unthreaded replies, similar to Facebook posts. It may be used as an alternative to other communication tool options, such as Comments in Lessons, or Forums.

Note: Commons does not support grading or other more advanced Forums features, such as threaded discussions, group permissions, availability dates, etc.

To access this tool, select the Commons link in the Tool Menu of your site.

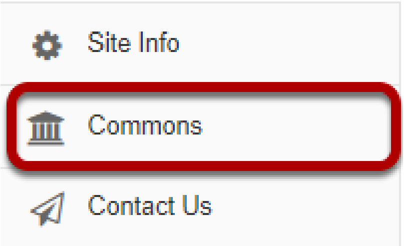


Note: Commons is not typically one of the default tools in a site. You may need to [add it to your site] if you would like to use it.

Footer

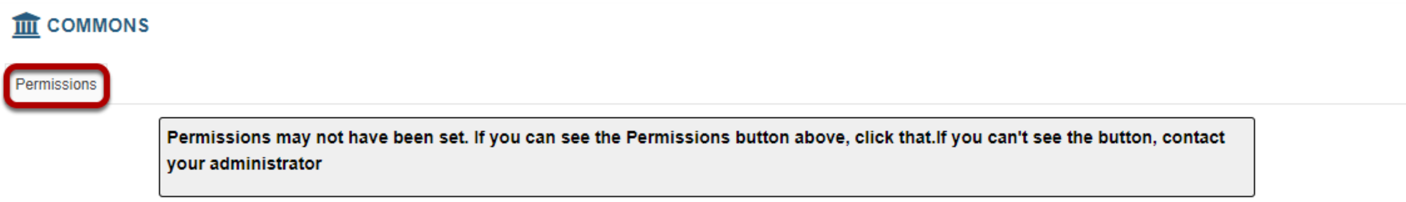
How do I set permissions in Commons?

Go to the Commons tool.

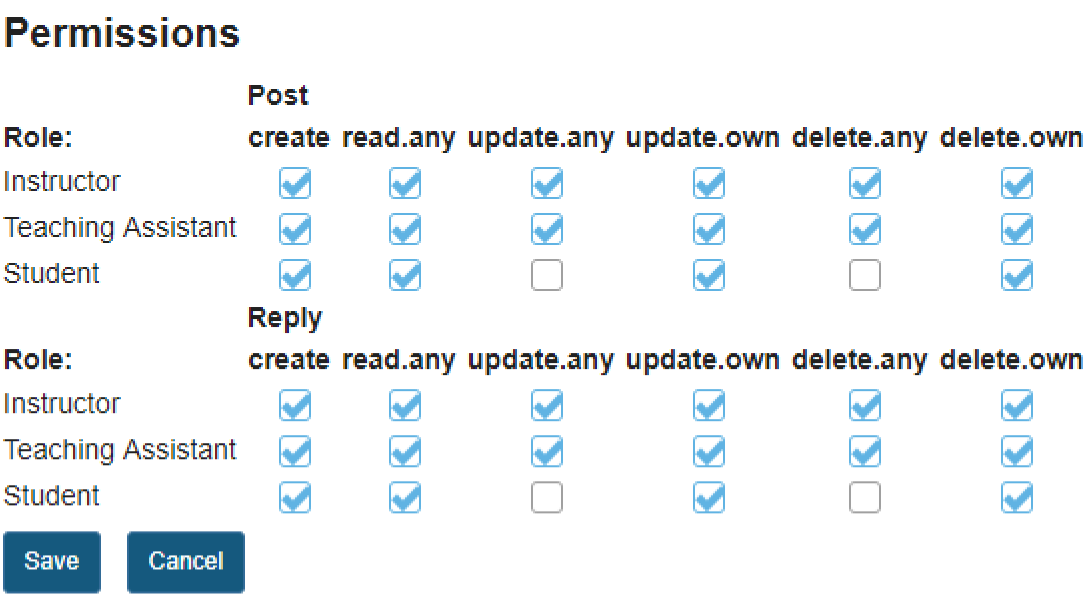


Select the **Commons** tool from the Tool Menu of your site.

Click Permissions.



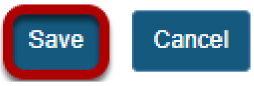
Select your permissions.



Footer

Select permissions based on role. Click the checkbox next to any permission to turn it on. As an instructor or site owner, you can choose whether or not site participants are able to create, read, update or delete posts and replies.

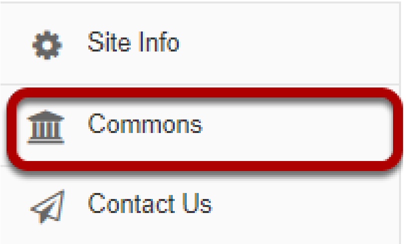
Click Save.



Footer

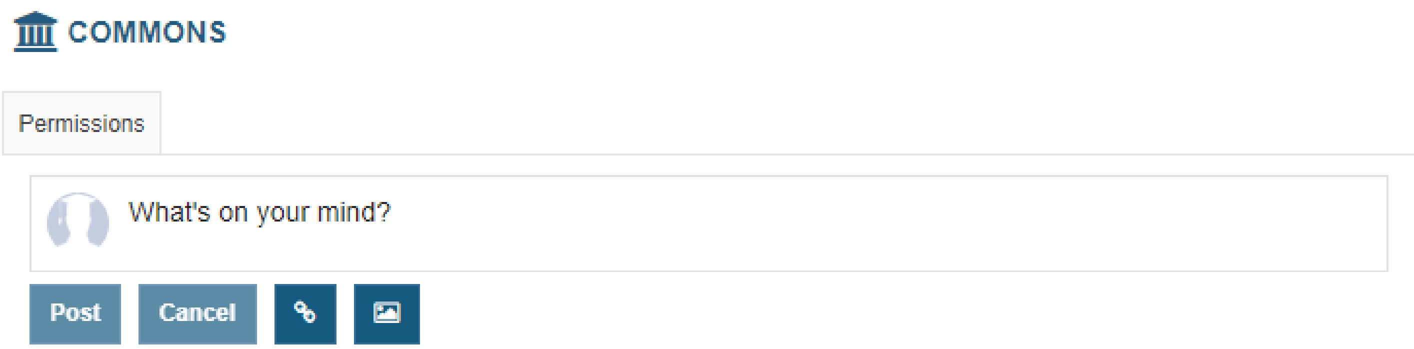
How do I create a post in Commons?

Go to the Commons tool.



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

The Commons page will display.



The text box at the top of the page will always start off with "What's on your mind?" until you type something into the box.

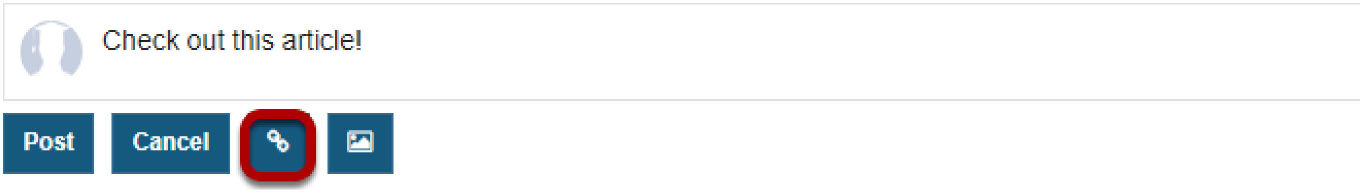
Add text.

Type your text into the box.

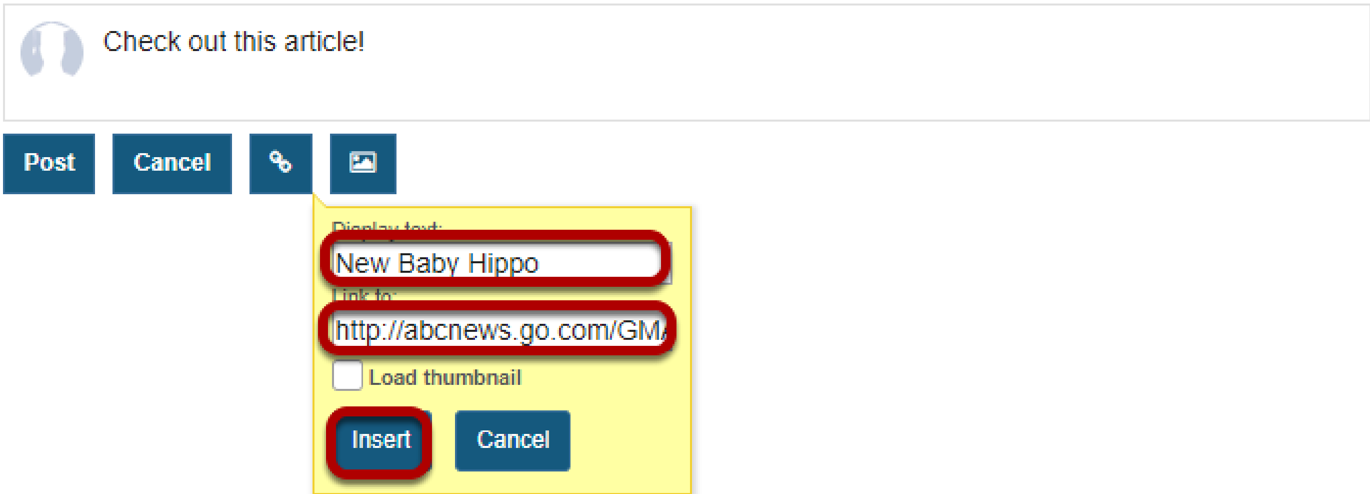
Footer

And/or add a link. (Optional)

Click the Insert a link button.



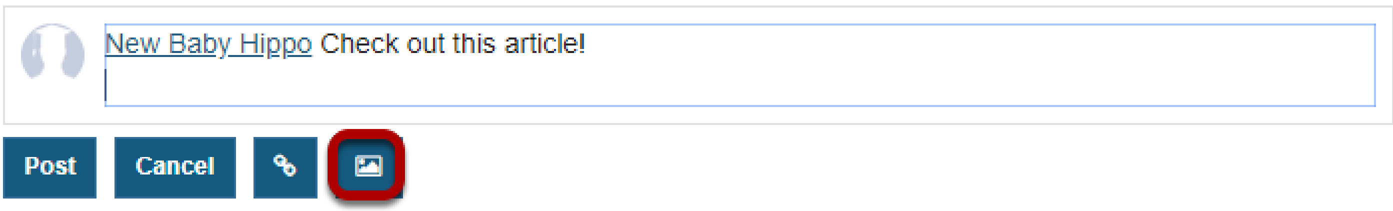
Enter the link, and click Insert.



Enter the text to display for the link, the URL of the link, and then click **Insert**.

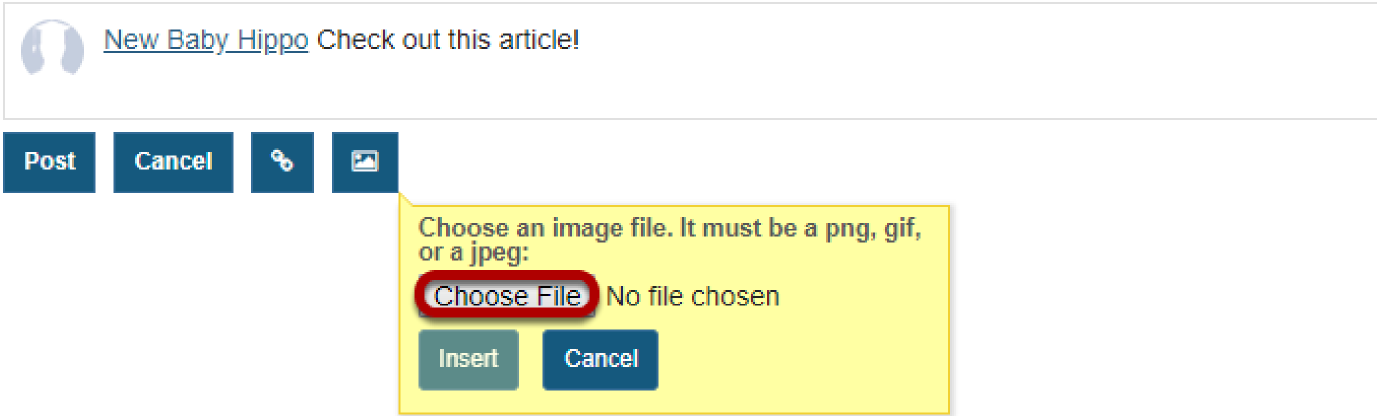
And/or add an image. (Optional)

Click the Insert an image button.

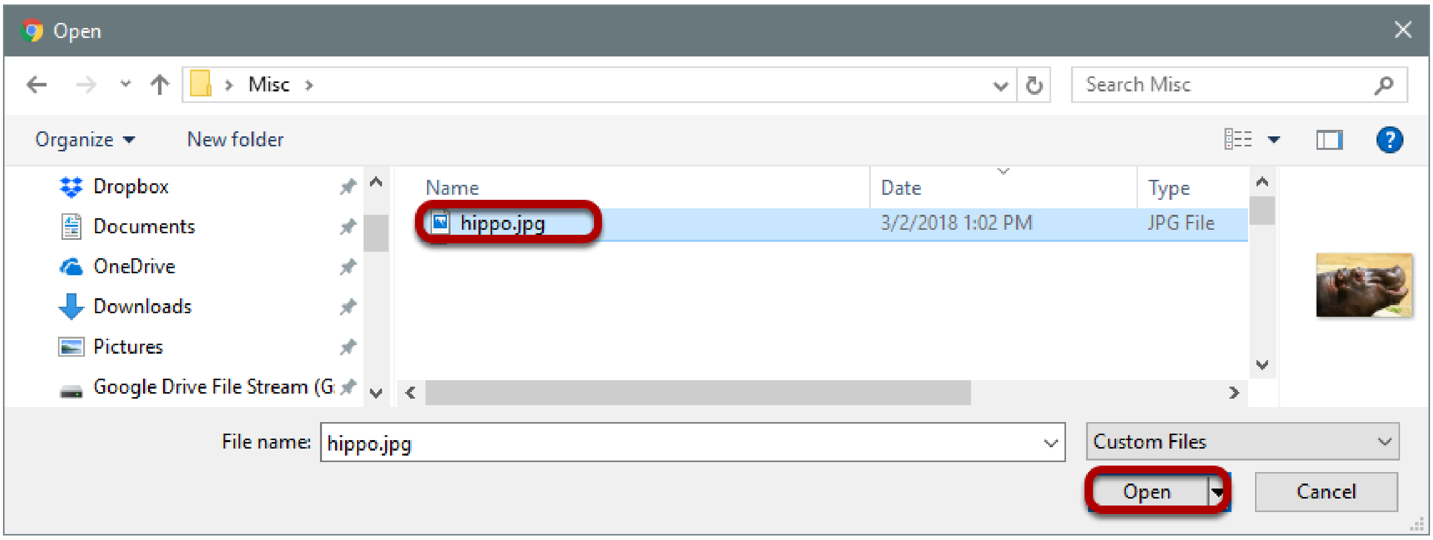


Footer

Select Choose File.



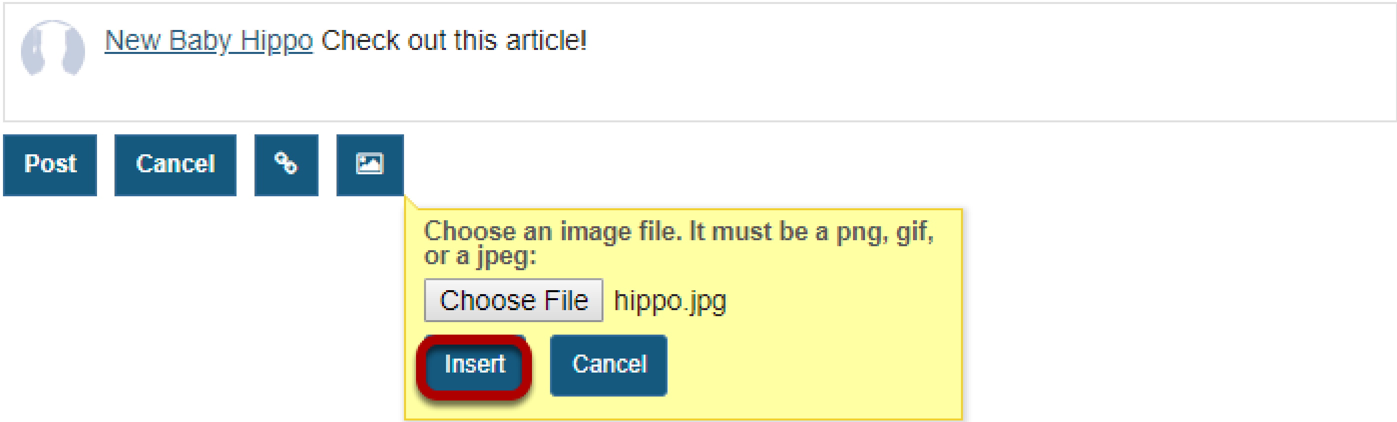
Select the file.



Click on the name of the image. Then click **Open**.

Footer

Click Insert.

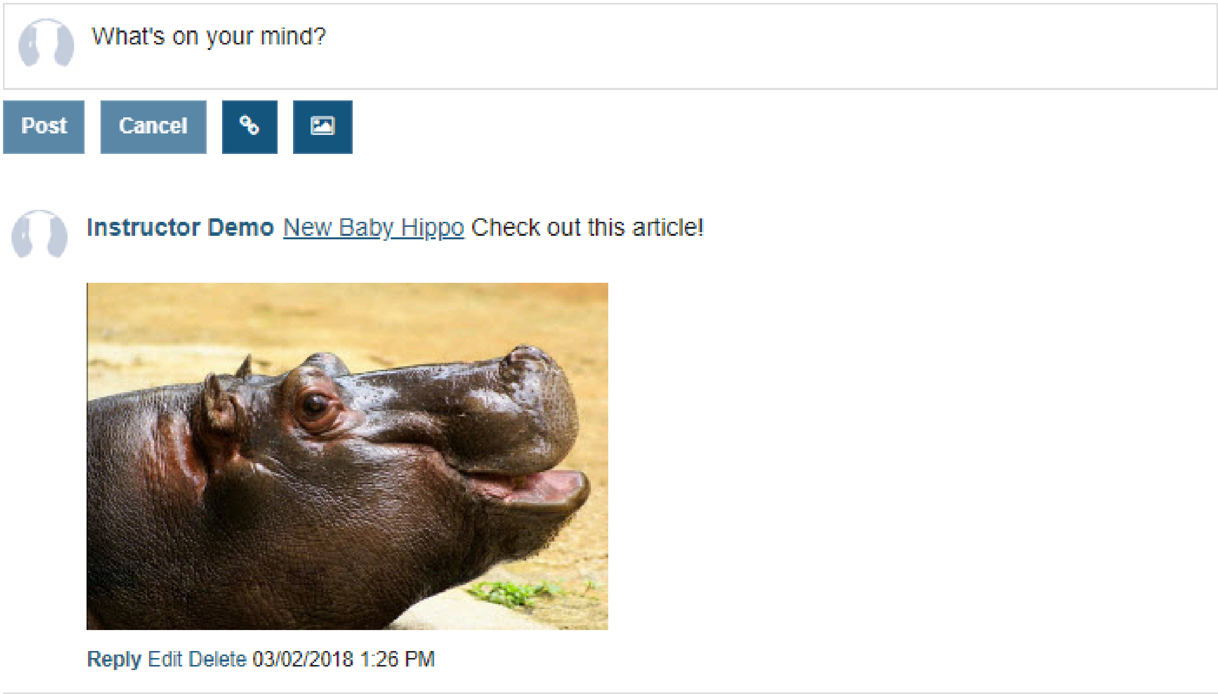


Click Post.

Click Post to submit the post to everyone on the site with access to view it.

Footer

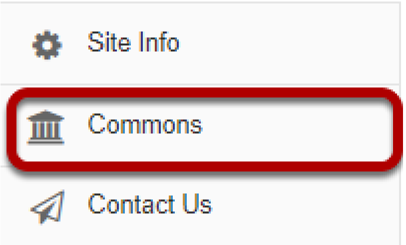
View post.



Footer

How do I comment/reply to a post in Commons?

Go to the Commons tool.



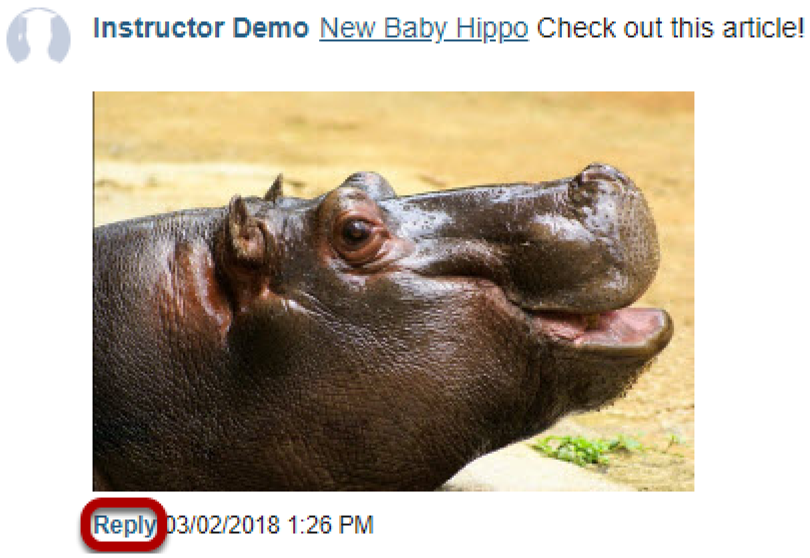
Select the **Commons** tool from the Tool Menu of your site.

The Commons page will display.

The most recent posts will appear at the top of the screen.

Footer

Click the Reply link.



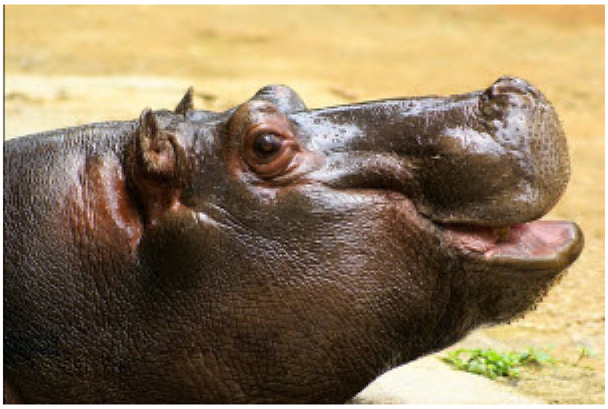
Click the **Reply** link just below the post to respond to that post.

Type your response and then click Post Comment.

Footer

View reply.

Instructor Demo New Baby Hippo Check out this article!



Reply 03/02/2018 1:26 PM

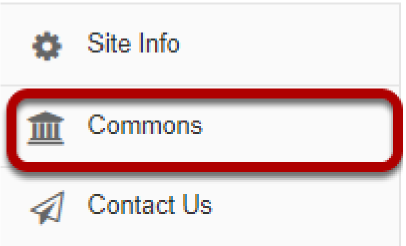
Demo Student 1 Aww! Baby Augustus is so CUTE!
Edit Delete 03/02/2018 1:34 PM

Your reply comment will appear indented just below the original message.

Footer

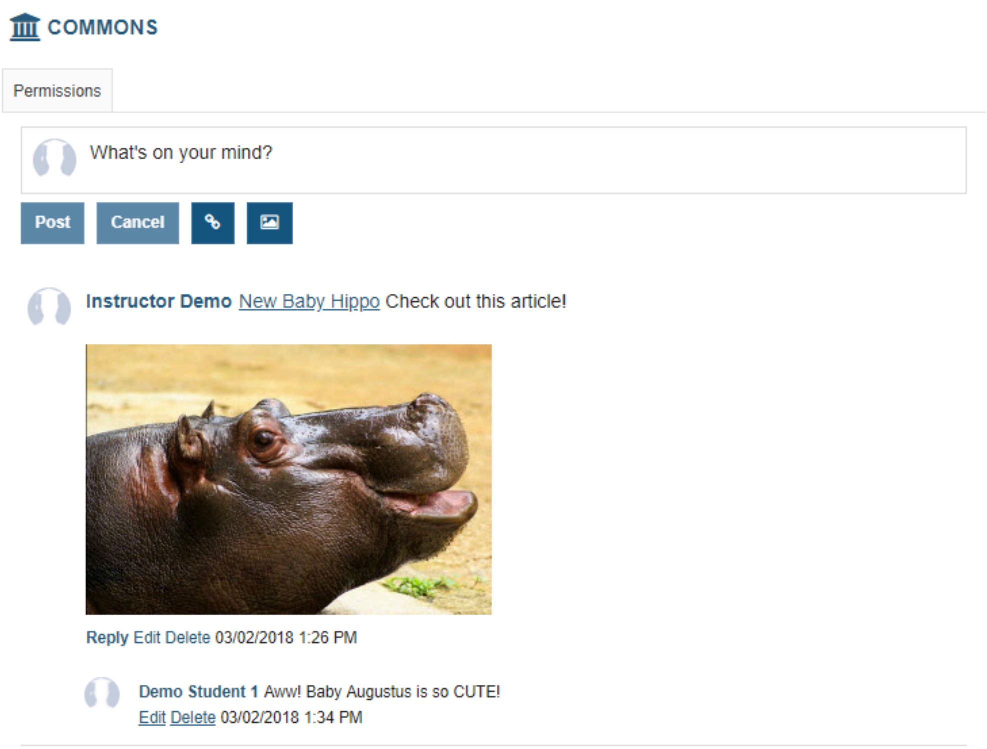
How do I edit a post in Commons?

Go to the Commons tool.



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

The Commons page will display.



The most recent posts will appear at the top of the screen.

Footer

Click the Edit link below the post you want to edit.

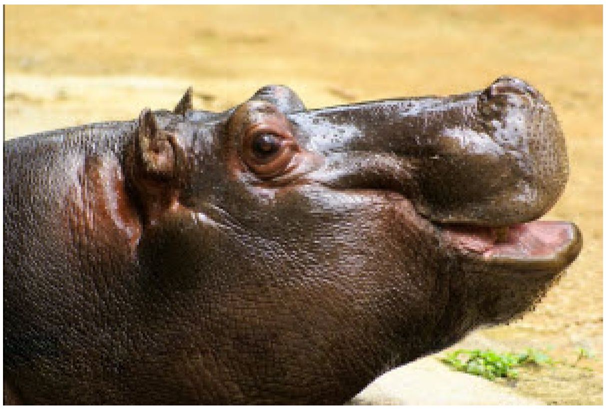
Note: You must have edit permissions in order to edit your own or other posts in Commons.

Make your changes, and then click Post.

Footer

The edited post will display.

Instructor Demo New Baby Hippo Check out this article!



His name is Augustus!

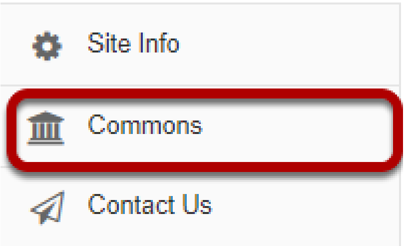
Reply Edit Delete 03/02/2018 1:26 PM

Demo Student 1 Aww! Baby Augustus is so CUTE!
Edit Delete 03/02/2018 1:34 PM

Footer

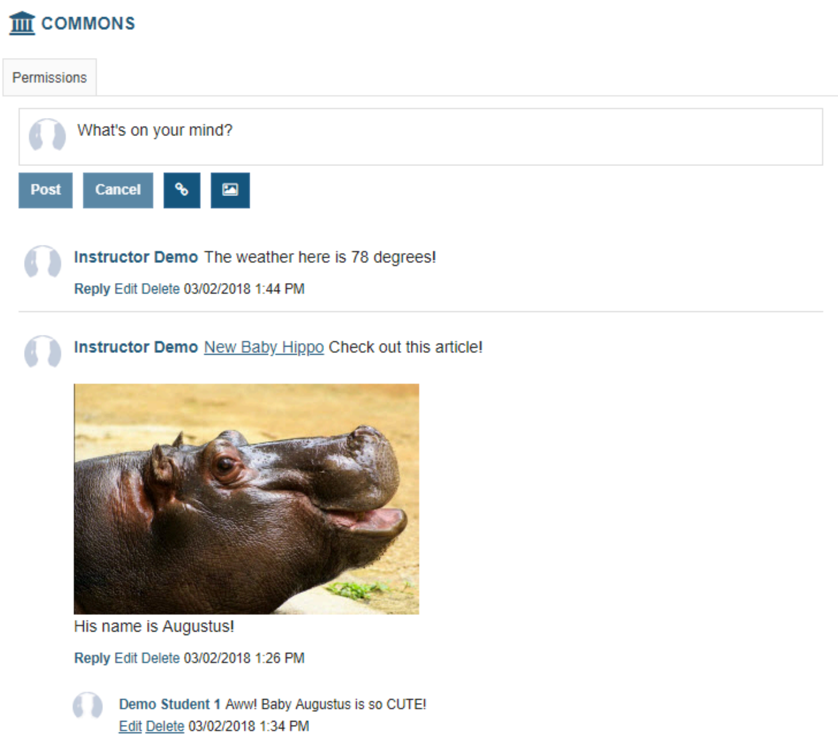
How do I delete a post in Commons?

Go to the Commons tool.



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

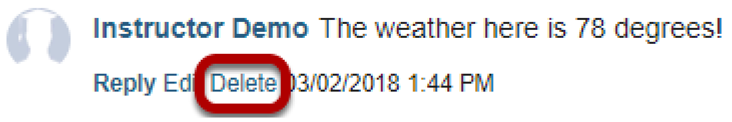
The Commons page will display.



The most recent posts will appear at the top of the screen.

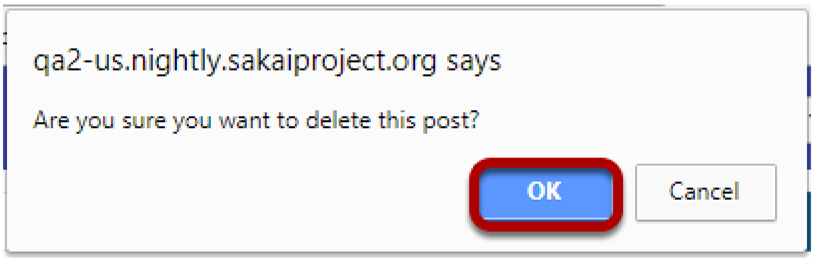
Footer

Click the Delete link below the post you want to delete.



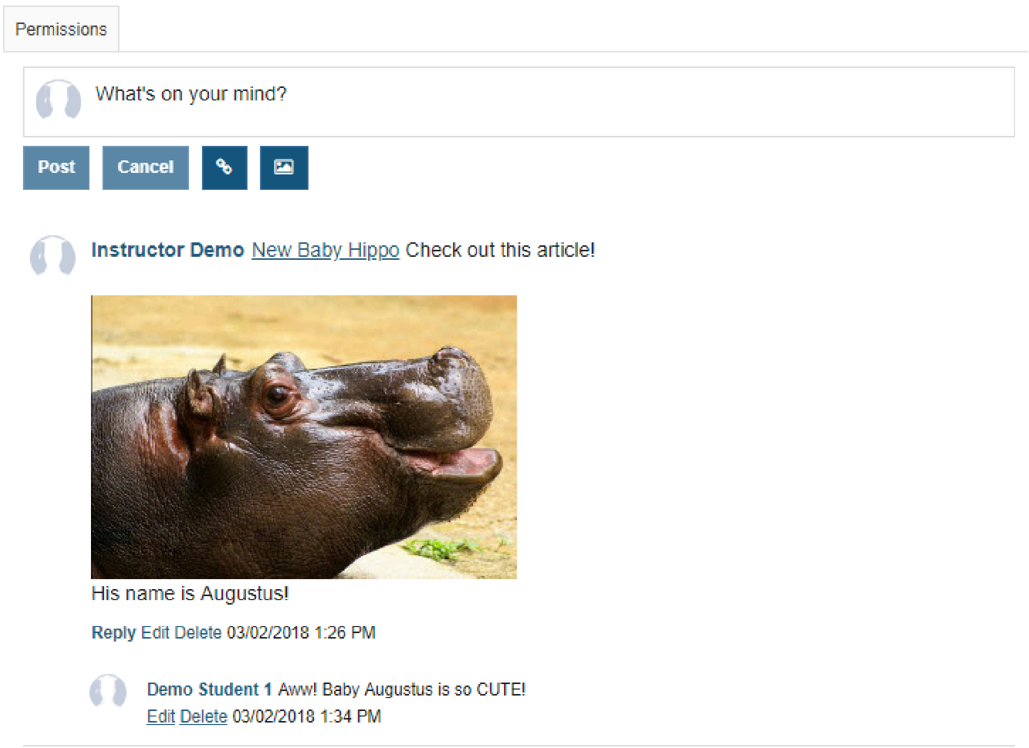
Note: You must have delete permissions in order to delete your own or other posts in Commons.

Confirm Deletion.



If you are sure you want to delete the post, click OK to confirm.

The post will be permanently deleted.



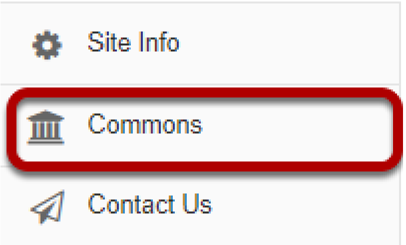
Footer

Note: Deleting a post will also delete all replies/comments to that post.

Footer

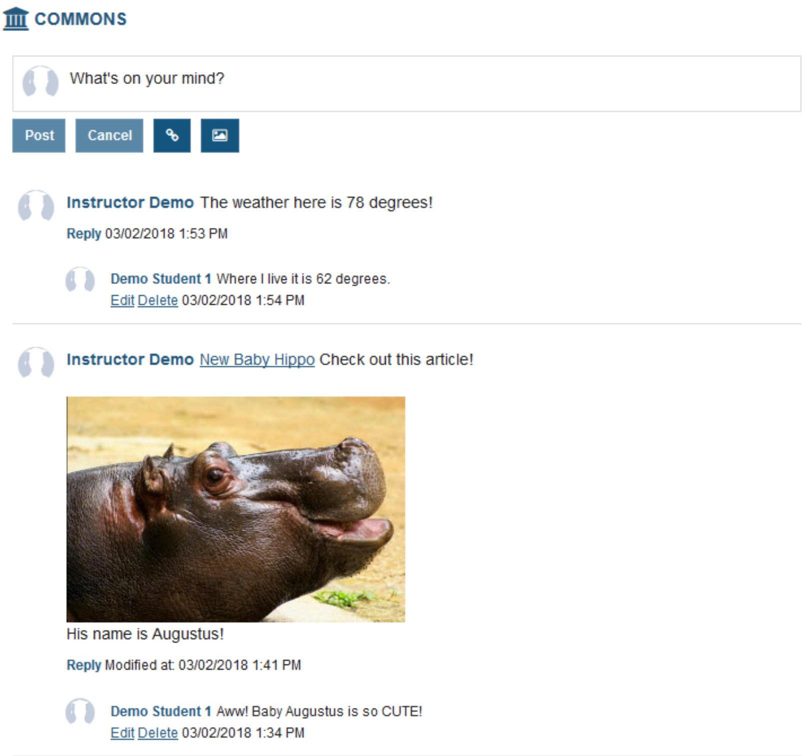
How do I edit a comment/reply in Commons?

Go to the Commons tool.



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

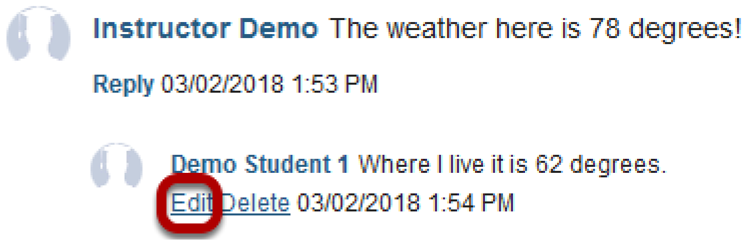
The Commons page will display.



The most recent posts will appear at the top of the screen.

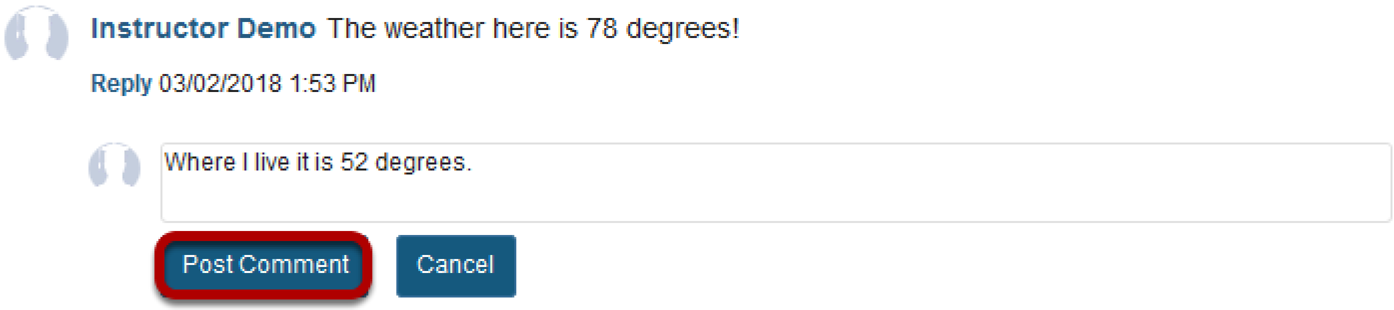
Footer

Click the Edit link below the comment/reply you want to edit.

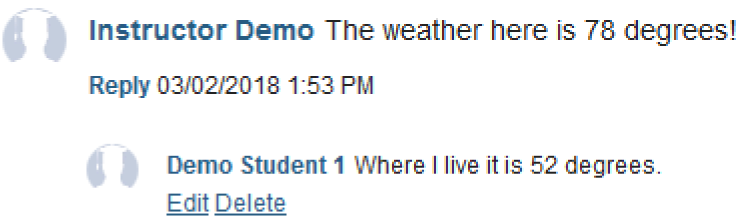


Note: You must have edit permissions in order to edit your own or other posts in Commons.

Make your changes, and then click Post Comment.



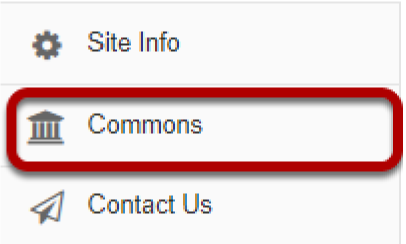
The edited post will display.



Footer

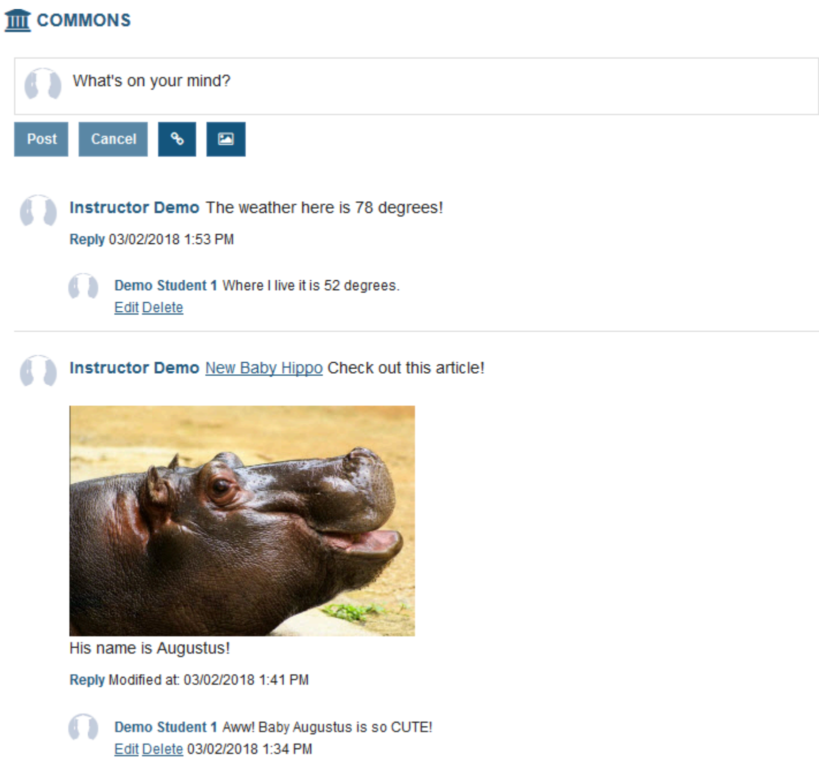
How do I delete a comment/reply in Commons?

Go to the Commons tool.



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

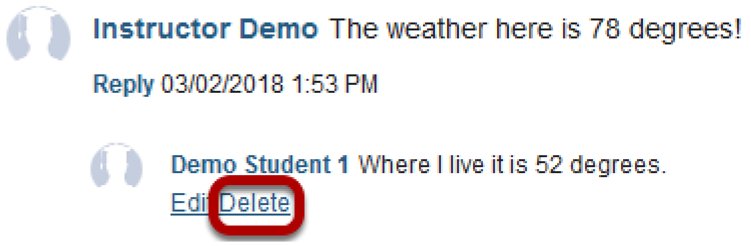
The Commons page will display.



The most recent posts will appear at the top of the screen.

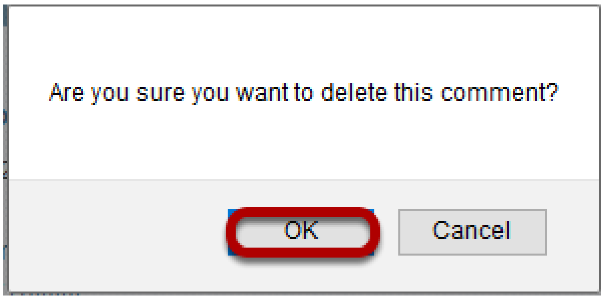
Footer

Click the Delete link below the comment/reply you want to delete.



Note: You must have delete permissions in order to delete your own or other posts in Commons.

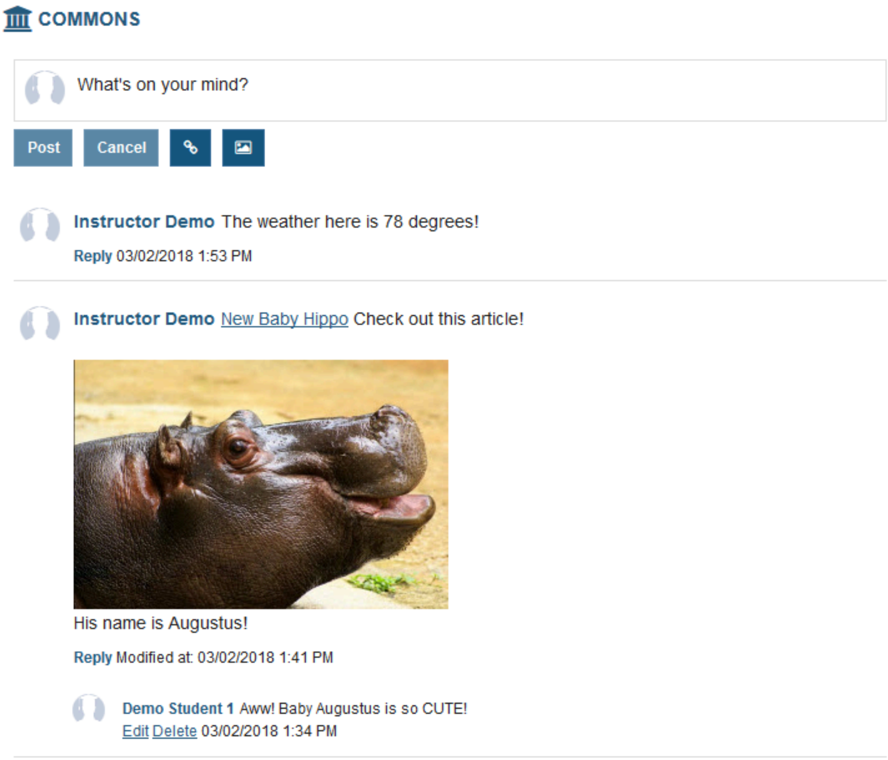
Confirm Deletion.



If you are sure you want to delete the comment, click OK to confirm.

Footer

The comment/reply will be permanently deleted.



Note: Deleting a comment/reply to a post will not affect the original post that was commented on.

Footer

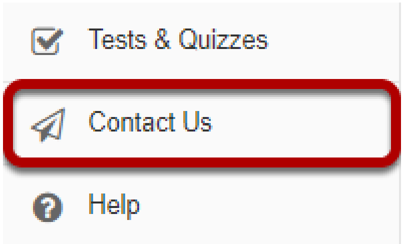
Contact Us

What is the Contact Us tool?

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

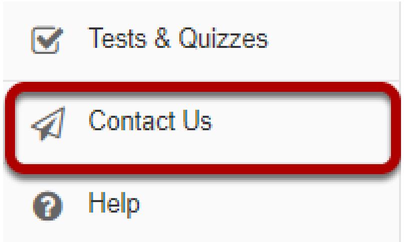
Note: This tool, like the Help tool, often appears in all Sakai sites by default.

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



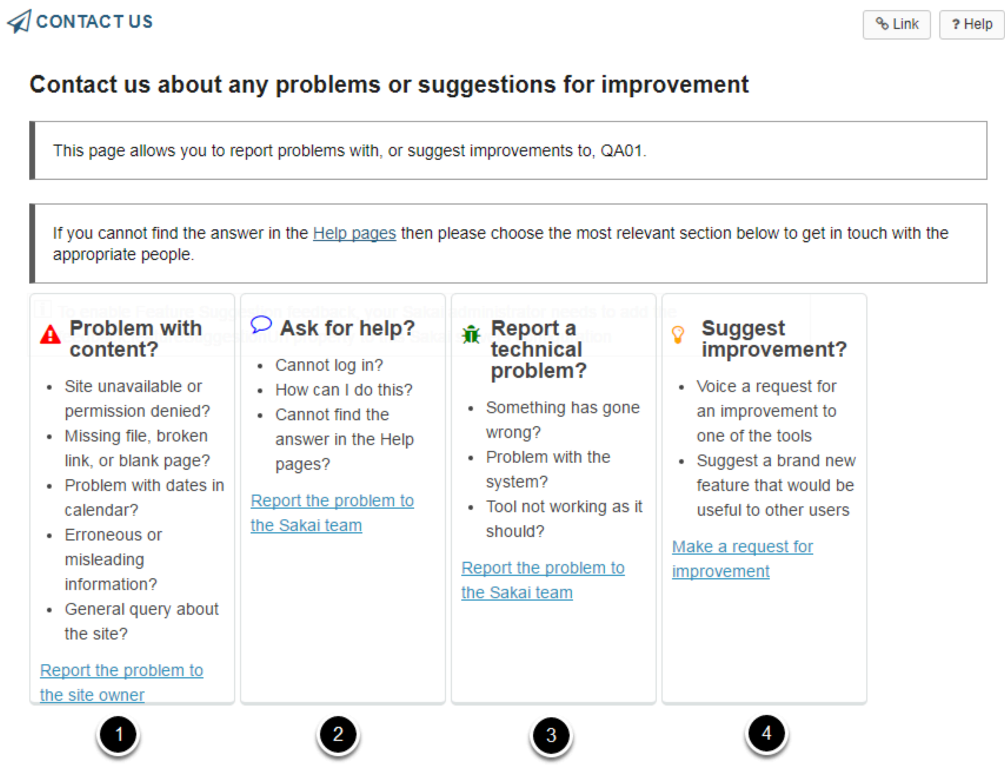
How do I use the Contact Us tool?

Go to Contact Us.



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

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



1. **Problem with content?** Clicking on this link will send an email to the site owner, in most cases this is the instructor of the course.
2. **Ask for help?** Clicking on this link will send an email to the primary support email address designated by your institution.
3. **Report a technical problem?** Clicking on this link will send an email to the primary support email address designated by your institution.

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

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

Footer

Course and Project Sites

What are course sites?

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

Course sites usually contain a selection of tools and resources provided by the instructor so that students may access course materials, interact with other site participants, and submit work.

Default participant roles for course sites.

The default participant roles in a course site are:

- **Instructor**: Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant**: Teaching Assistants can read, add, and revise most content in their sections.
- **Student**: Students can read content, and add content to a site where appropriate.

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

What are project sites?

Project sites are designed to facilitate collaboration. You can invite anyone you wish to join your project site.

Project sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Project sites have all of the same tools available as course sites; however, they are typically not associated with credit course sections or academic terms.

Default participant roles for project sites.

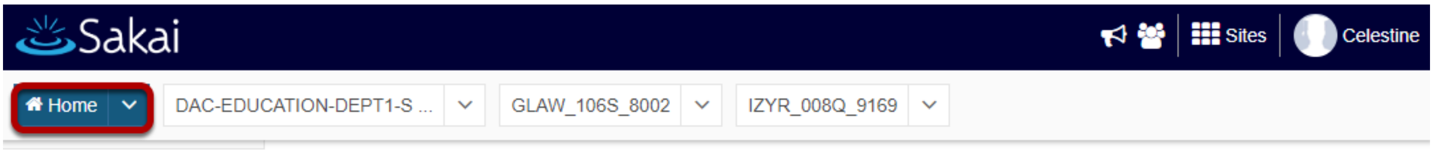
The default roles in project sites are:

- **Maintain**: The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access**: The Access role can read content and add content to a site where appropriate.

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

How do I navigate among different sites?

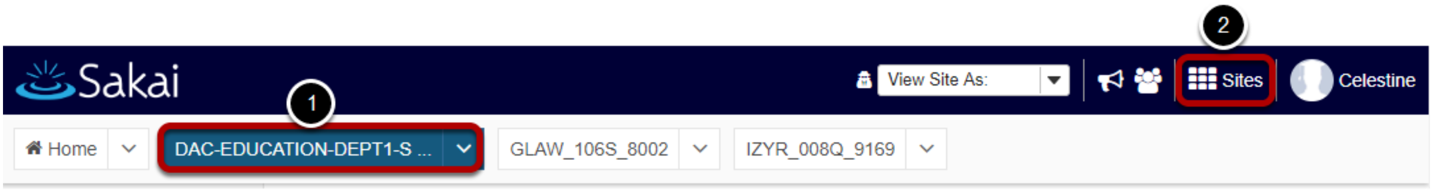
Home.



Home is your individual online workspace. When you first log in, you go to Home automatically. To return to your workspace after visiting other sites, click Home in the upper left corner of the screen.

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

Site Navigation.



1. Additional course and project sites appear as buttons across the top of the screen. Click a button to go to the corresponding site.
2. You may also click on **Sites** to view all active sites and manage favorites. For more information about site navigation, see [What is Site Navigation?]

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

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

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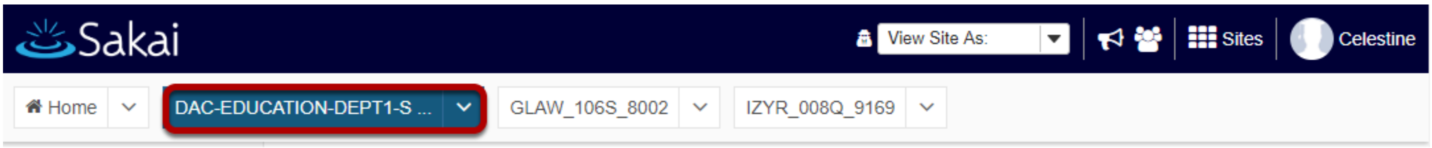
How do I navigate within a site?

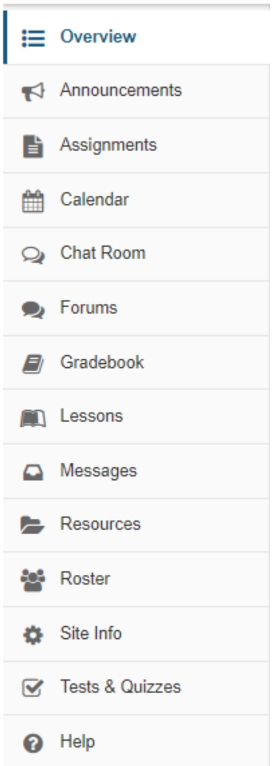
It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

Currently selected site.



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

The Tool Menu.



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

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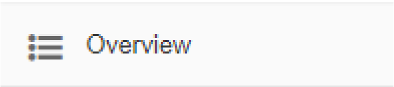
background color than the rest of the Tool Menu and with a solid colored line showing along the left border of the item.

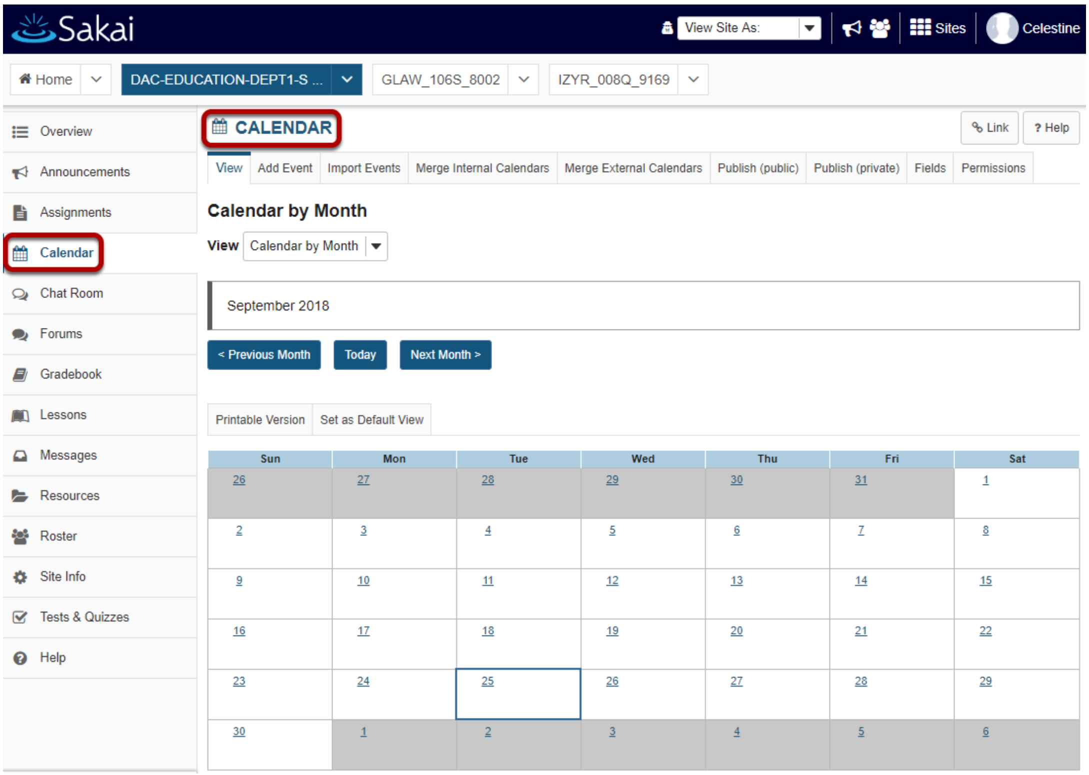
Click the tool's name to go to the corresponding tool.

The Overview page.



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

Resetting a tool.



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

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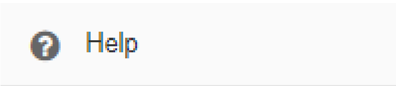
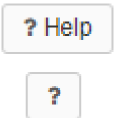
Online help.

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

Help in the Tool Menu.



Contextual help for a given tool.



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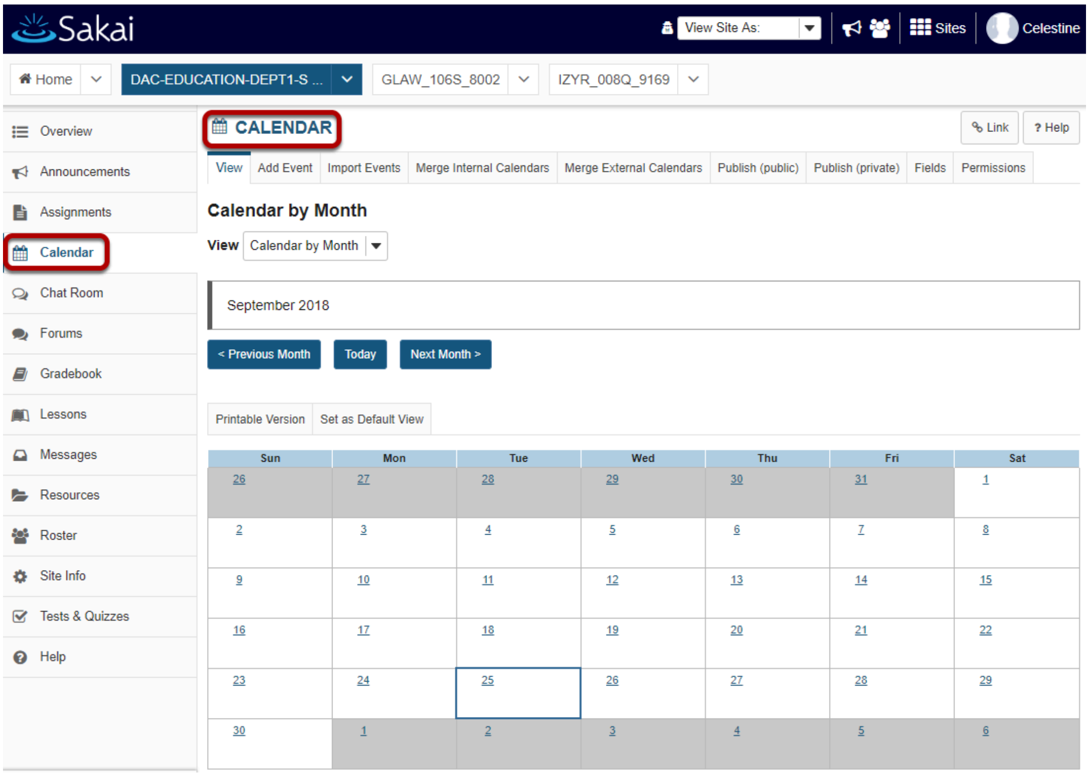
How do I reset a tool?

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

Click on the tool name.



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

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

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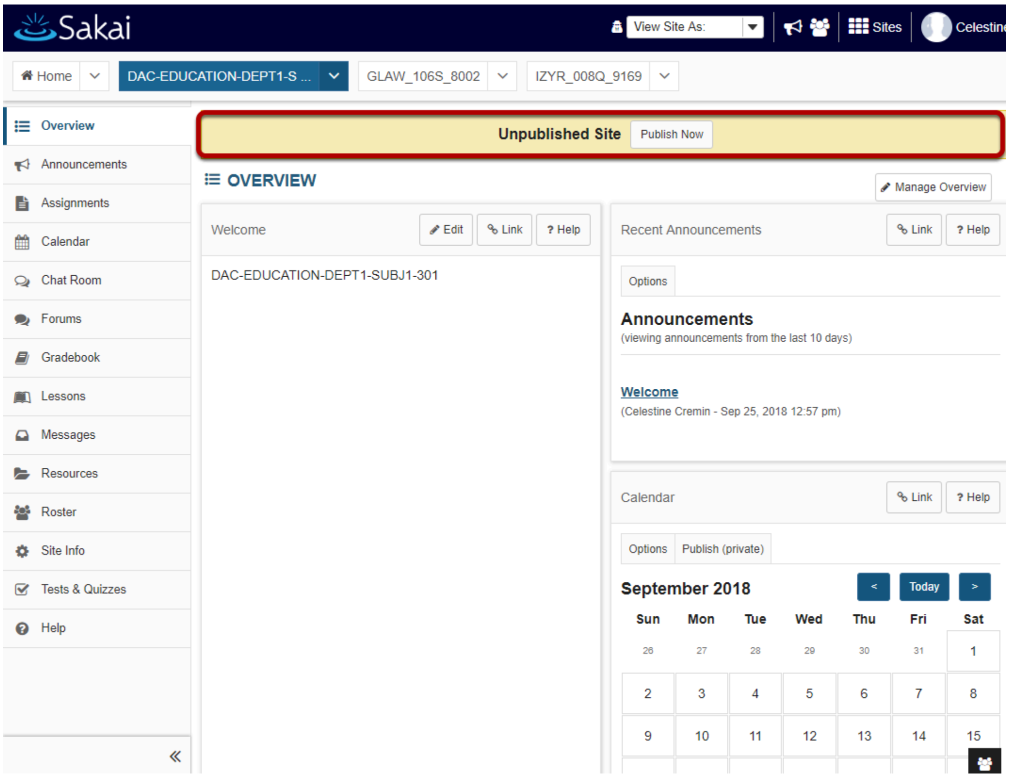
What does Unpublished Site mean?

By default, most sites in Sakai are Unpublished when they are first created. This gives instructors or course designers a chance to go in and edit the content of the site before it is available to students and other users. Some institutions publish all current courses automatically at the beginning of the academic term. Institutions may also unpublish courses from prior or future terms.

Unpublished Site Indicator



If you see the Unpublished Site indicator at the top of your site, that means your site is unpublished and is unavailable to students, teaching assistants, or other user roles which do not have editing permission.

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

Instructors always have access to both published and unpublished courses in which they are enrolled.

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

Note: You may also publish/unpublish your site from the Manage Access area in Site Info.

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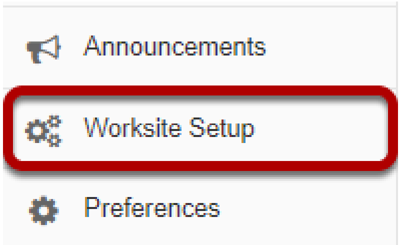
How do I create a new course or project site?

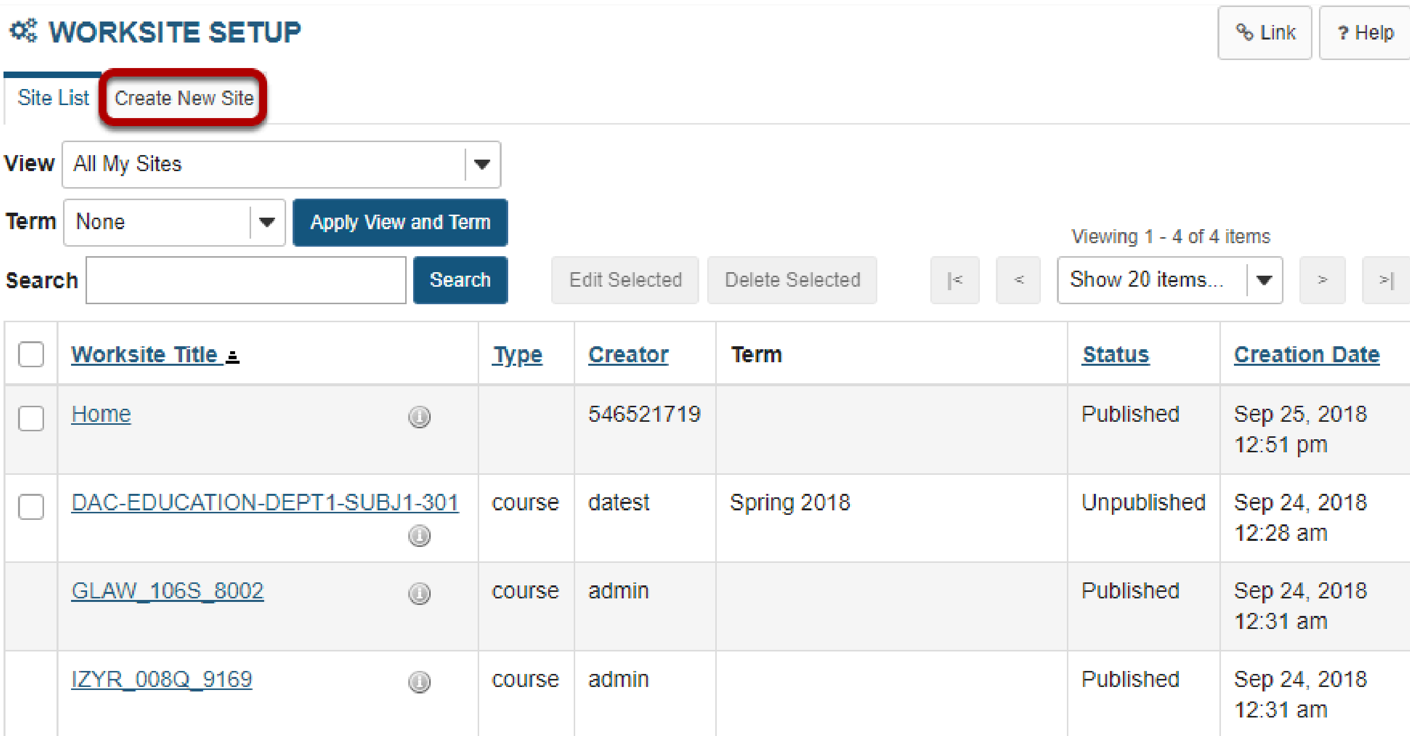
If you have the appropriate permissions to create new course or project sites, you may do so from either Worksite Setup or Sites in your Home area.

Go to Worksite Setup.



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

Click Create New Site.



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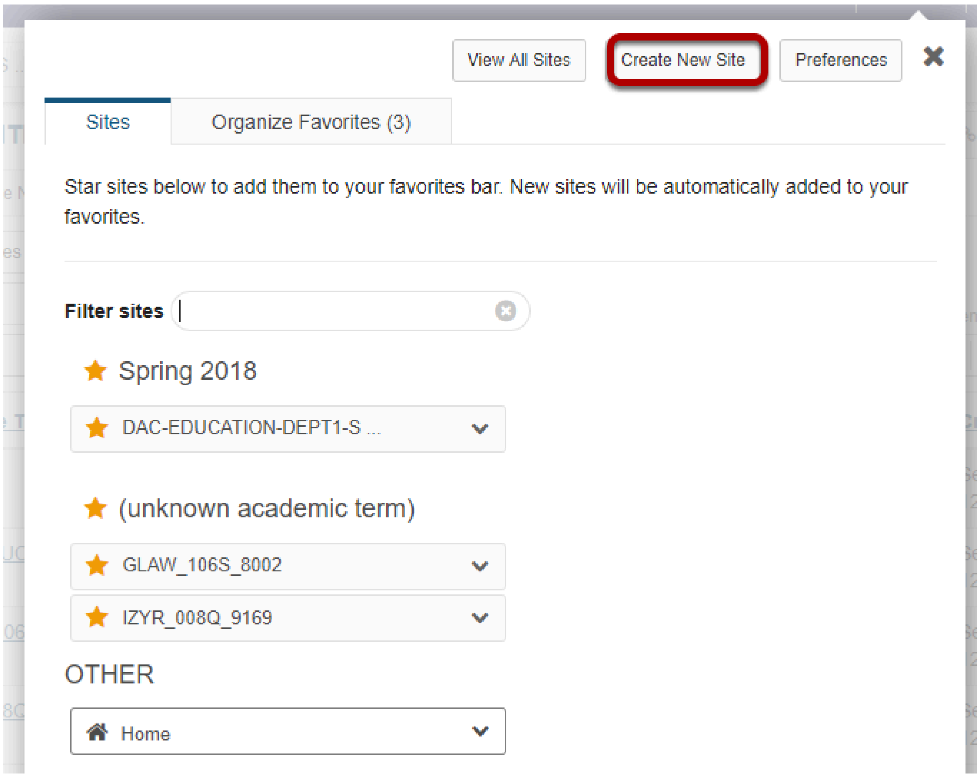
Or, go to Sites.

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

From your sites list, click Create New Site.



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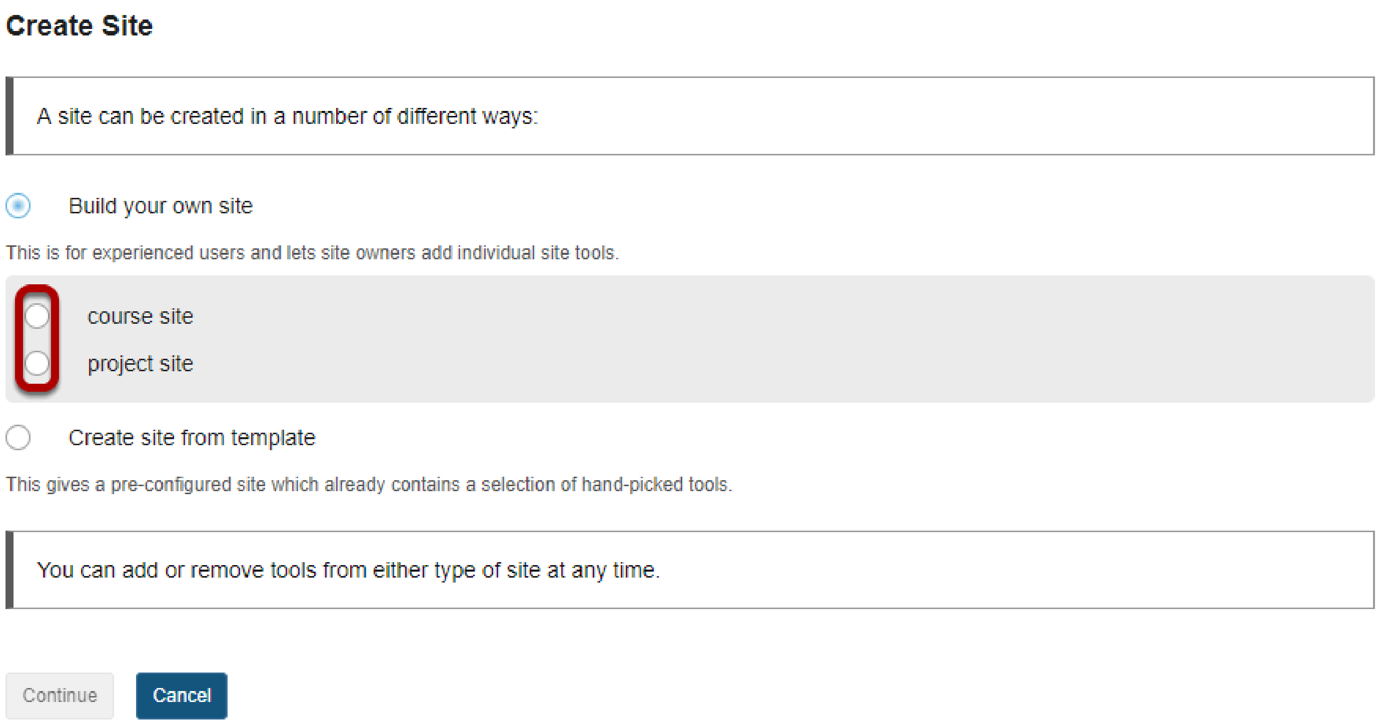
Select the type of site.



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

Note: If your system has one or more template sites enabled, you may also see the ***Create site from template*** *option.*

For Course sites only.

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

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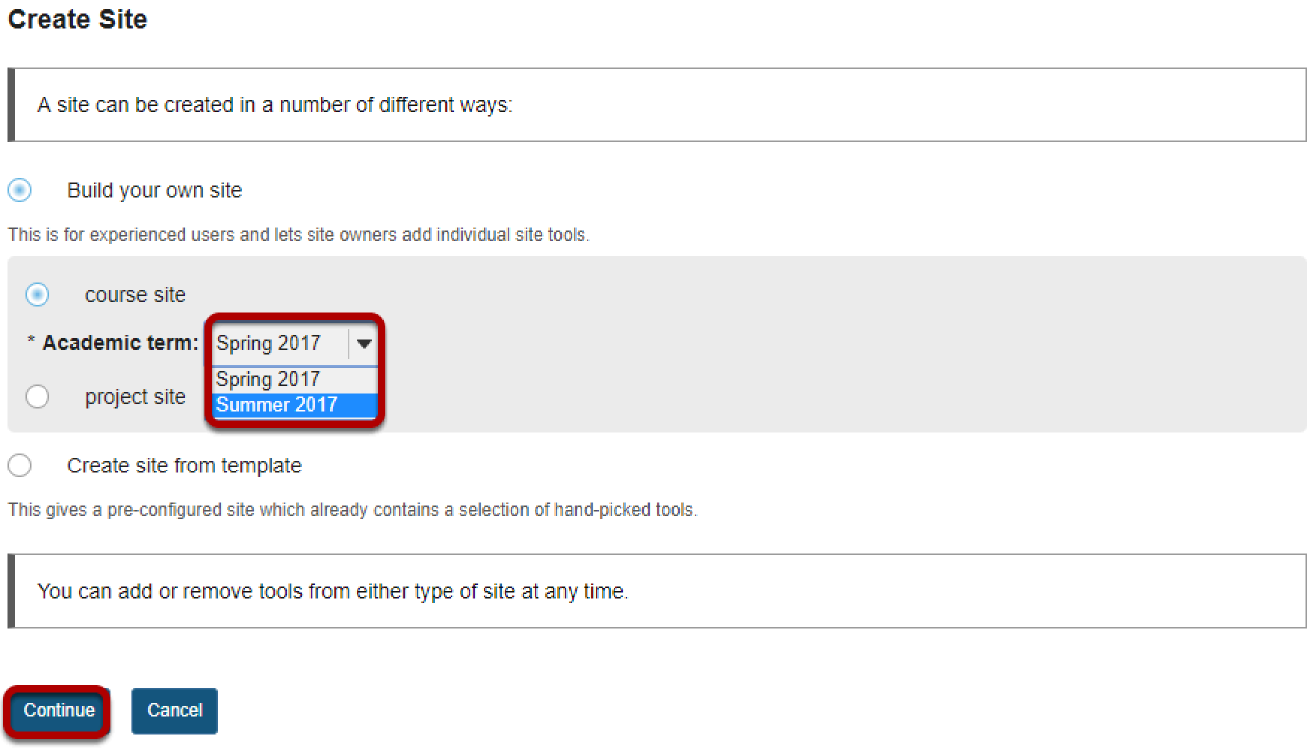
Select the term.



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

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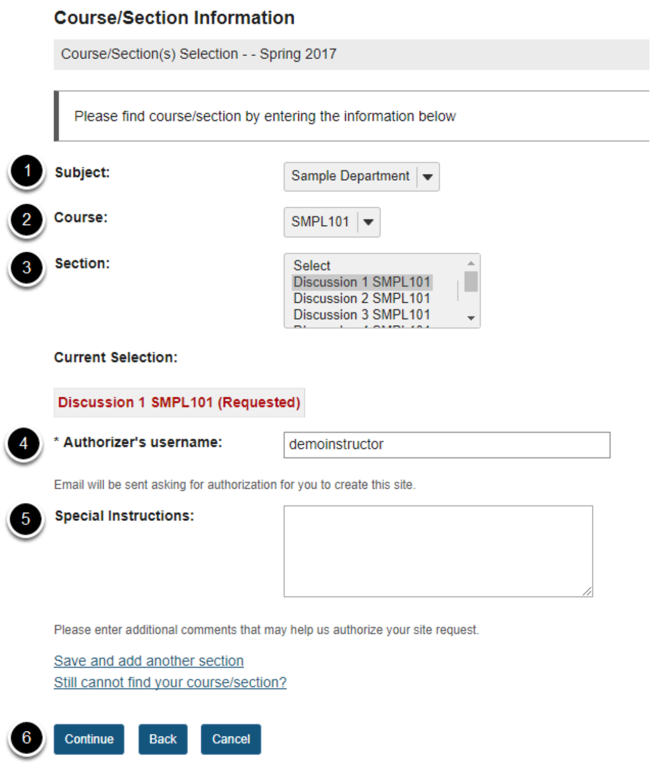
Enter course information.



1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. The authorizor's (i.e. site creator's) username should be entered here.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the course site.

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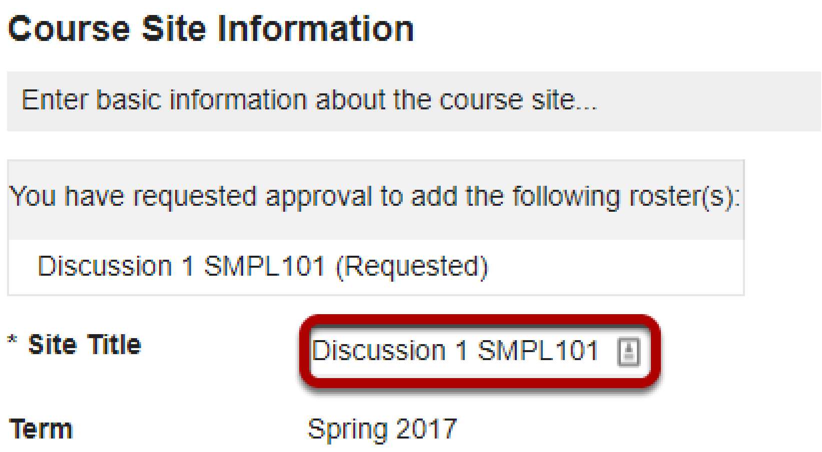
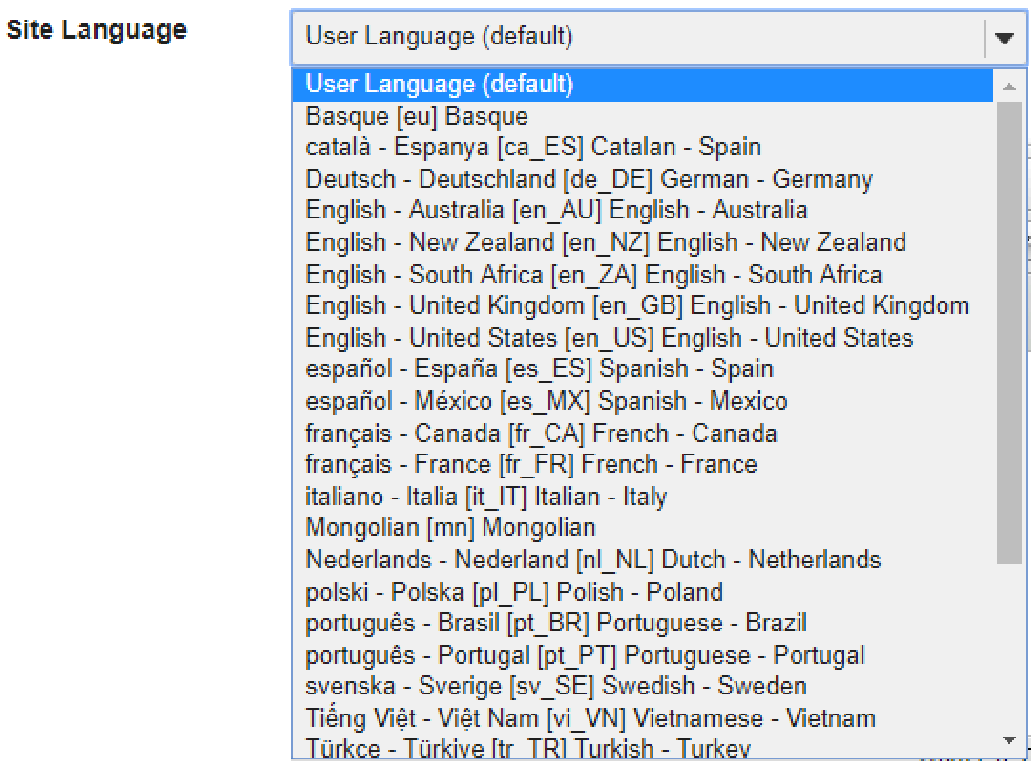
Enter site information.

Enter the site title.



Select site language.



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

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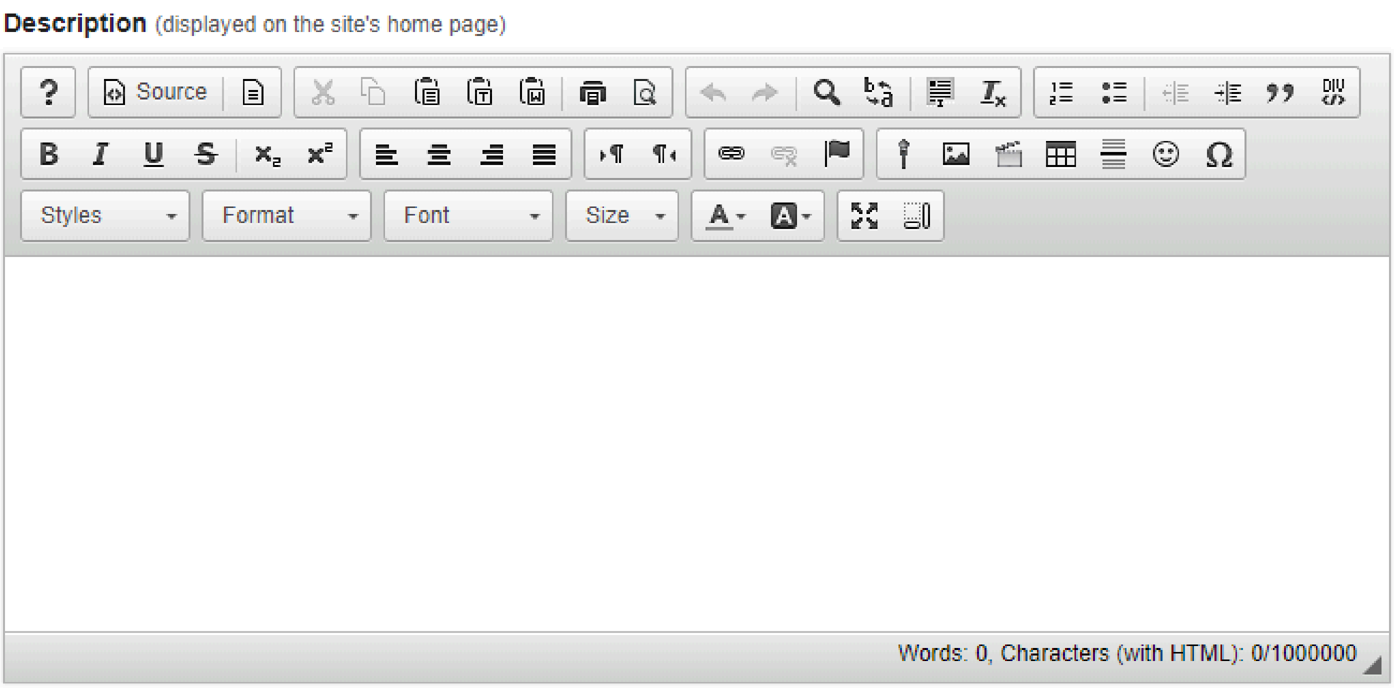
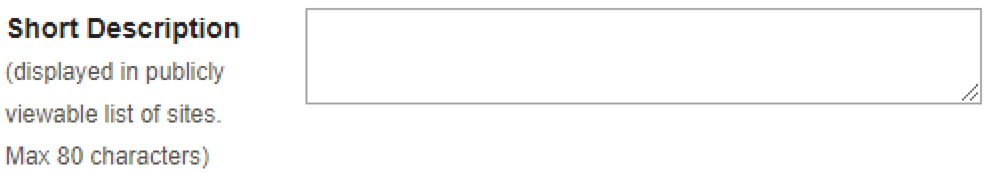
Click on the desired language to select it.

Enter a site description.



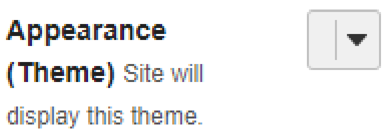
The information entered into the description area will appear on the site's home page.

Enter a short description.



You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Select a theme.



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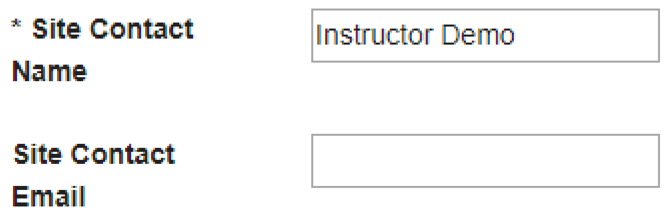
If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

Enter the site contact information.



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

Click Continue.

Click **Continue** to save your changes.

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Select site tools.

Place a check mark next to any tools that you would like to use in this course site.

Re-use existing material.

You may choose to re-use material from other sites that you own. Choose either **No** or **Yes** for this option. (If you select Yes, indicate the site(s) from which to copy content in the list shown below.)

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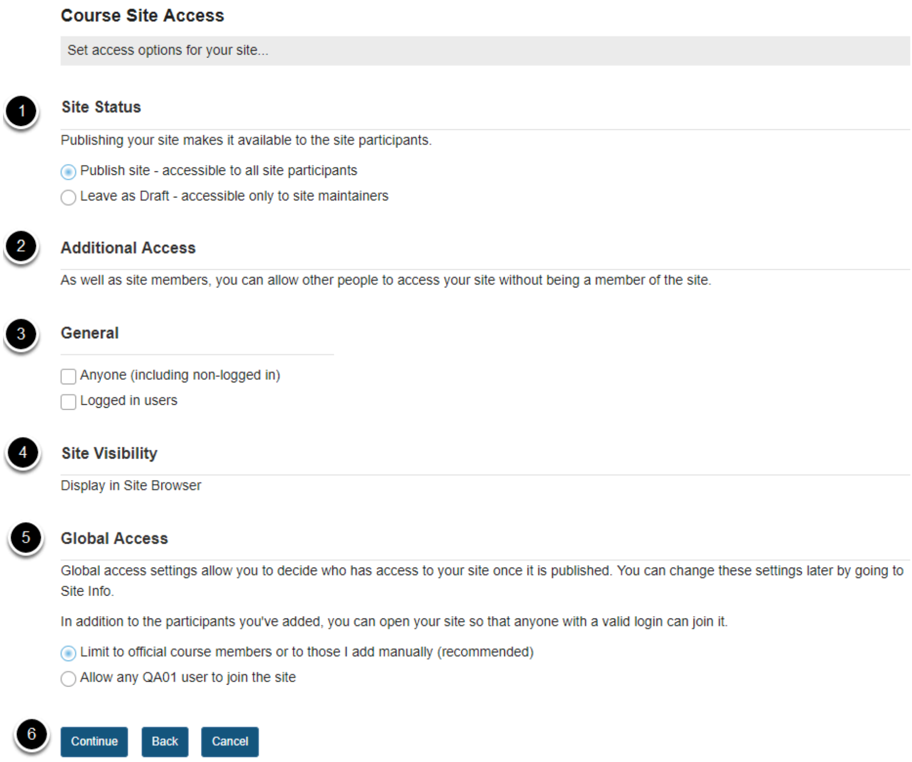
Click Continue.

Configure site access.



1. **Site Status:** Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
2. **Additional Access:** In addition to enrolled users, you may also elect to allow all users of a particular origin or role to have access to your site.
3. **General:** Select the type of users allowed to access the site. You may choose either **Anyone** (which includes unauthenticated users) or **Logged in users**.
4. **Site Visibility:** Displays the current status of site's visibility in the site browser.
5. **Global Access:** Choose to make site access **Limit to official course members or to those I add manually** (recommended) or **Allow any user to join the site.**
6. Click **Continue**.

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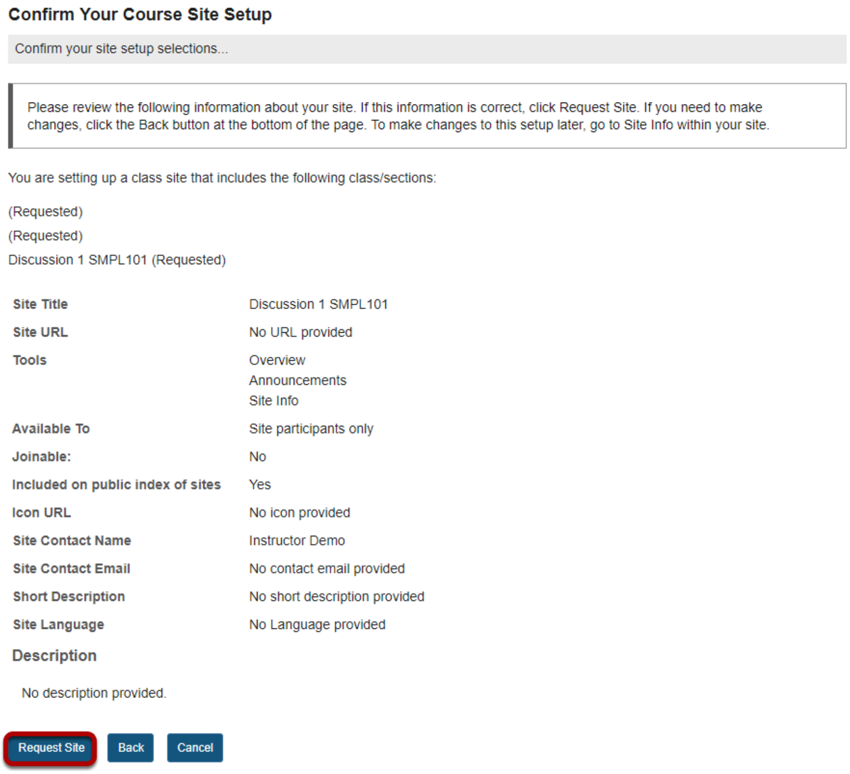
Confirm site setup.



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

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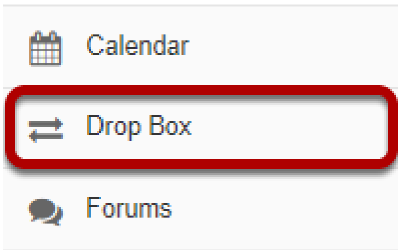
Drop Box

What is the Drop Box tool?

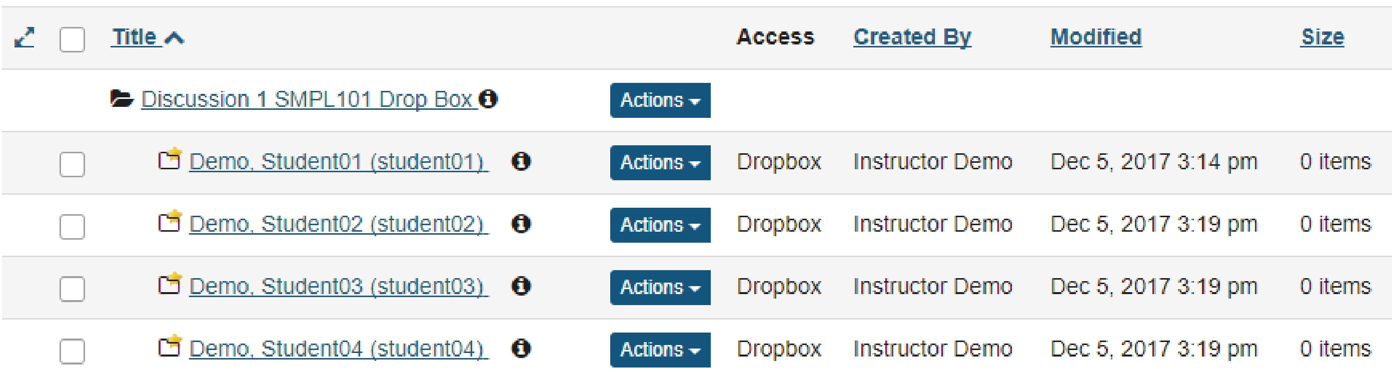
The Drop Box tool creates a folder for each student in the course. Students are only able to access their own folder. Students and instructors can both place files in the Drop Box folders.

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.



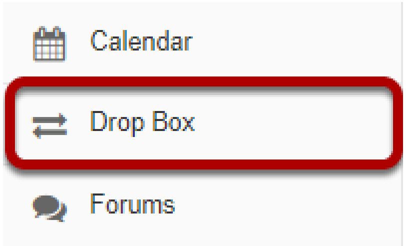
Example: Folders for each student



	Title		Access	Created By	Modified	Size
	Discussion 1 SMPL101 Drop Box	Actions				
	Demo, Student01 (student01)	Actions	Dropbox	Instructor Demo	Dec 5, 2017 3:14 pm	0 items
	Demo, Student02 (student02)	Actions	Dropbox	Instructor Demo	Dec 5, 2017 3:19 pm	0 items
	Demo, Student03 (student03)	Actions	Dropbox	Instructor Demo	Dec 5, 2017 3:19 pm	0 items
	Demo, Student04 (student04)	Actions	Dropbox	Instructor Demo	Dec 5, 2017 3:19 pm	0 items

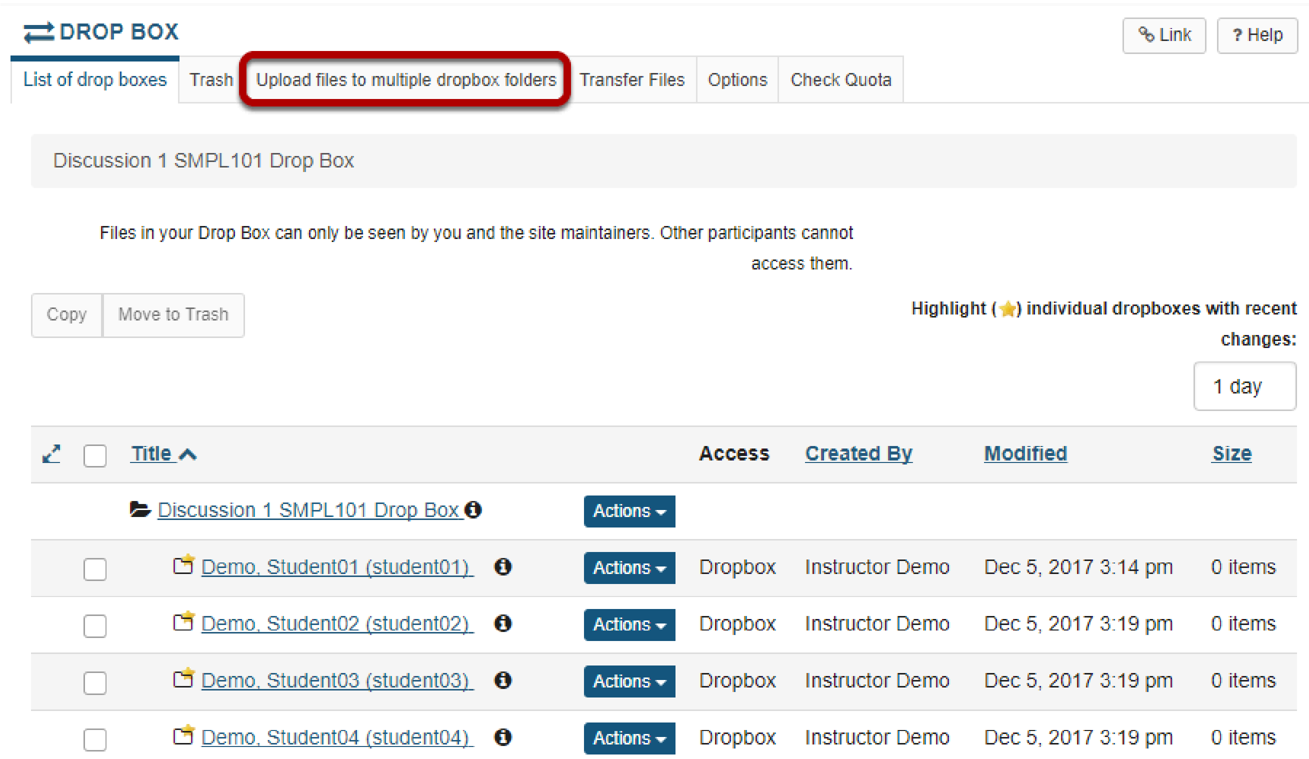
How do I upload files to multiple dropbox folders?

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Select "Upload files to multiple dropbox folders".



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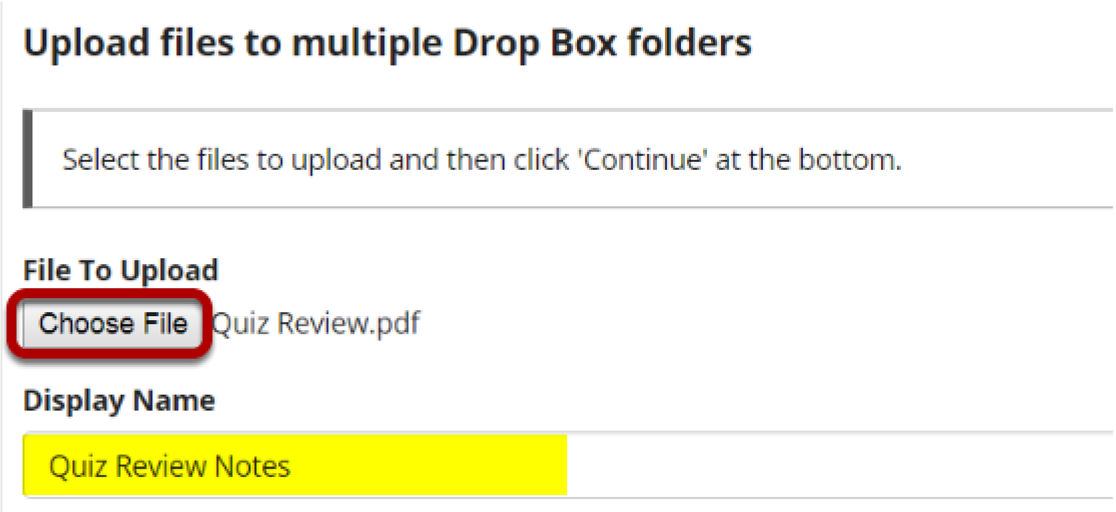
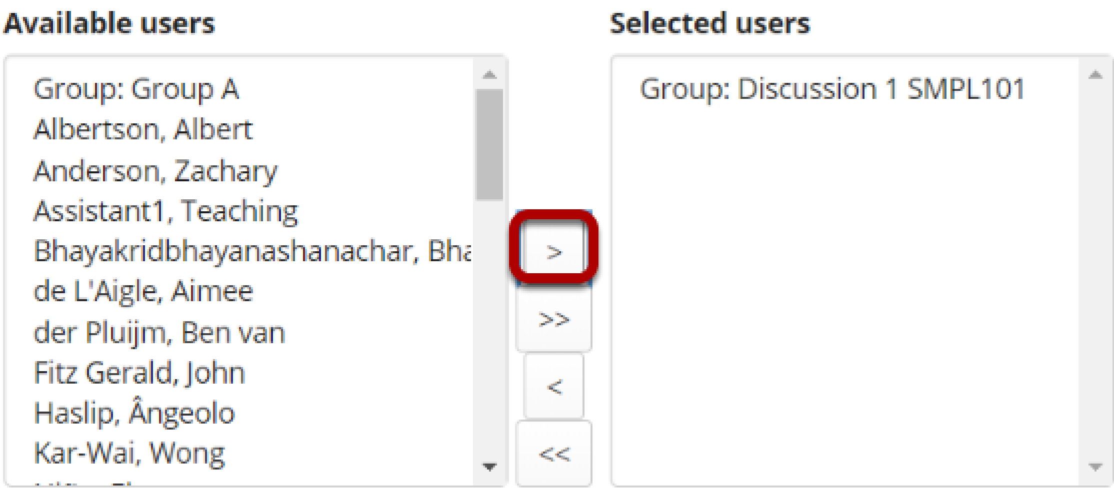
Select the file to be uploaded.



Click the **Choose File** button to browse for and locate the file on your local computer.

Optionally, you may also edit the display name of your file if you would like it to be different than the file name.

Select the destination folders for your file.



You will see a list of the student folders in your course Drop Box. Select the student name or group from the list of "Available users" on the left and use the arrow buttons to move the name or names over to the "Selected users" on the right. If you want to send the file to every student folder in the entire class, choose the first selection in the list, which is the course membership.

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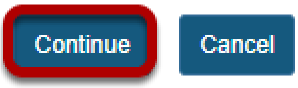
Email notification. (Optional)

If you want students to be notified about the file upload, select the box next to **Send an email notification to the student**.

Click Continue.



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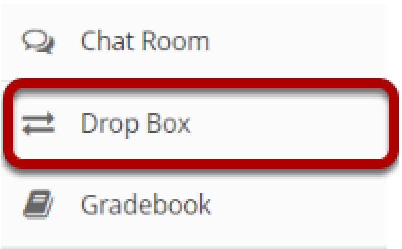
How do students add items to the Drop Box?

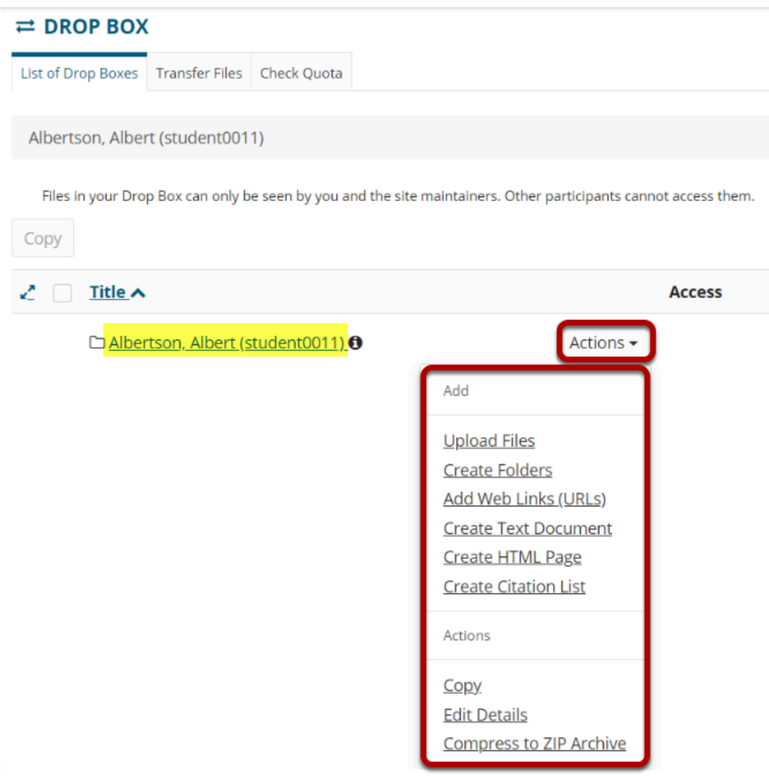
The Drop Box tool functions very much like the Resources tool. The only difference is that Drop Box is an individual folder for each student within a particular course.

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Add or create items.



You will see a Drop Box folder with your name as the folder name. This is the location where you will add or create items in the Drop Box.

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Click the Actions drop-down menu complete any of the following tasks.

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy
- Edit Details
- Compress to ZIP Archive

The Drop Box functions mirror the functions of the Resources tool. See What is the Resources Tool? for more information.

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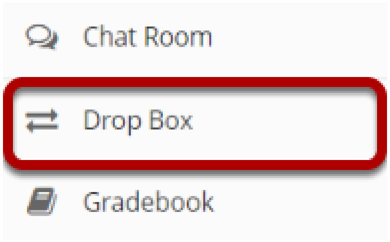
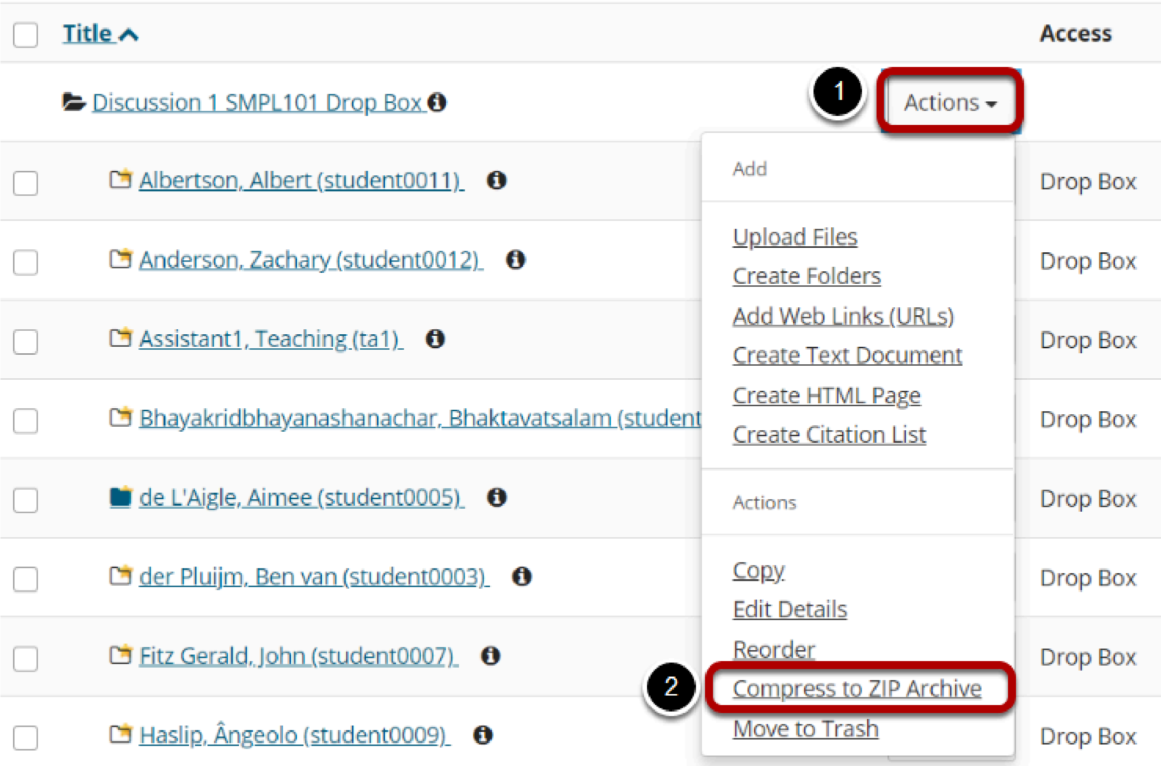
How do I download multiple files from Dropbox?

Go to Drop Box.



Select the **Drop Box** tool from the Tool Menu in your site.

Create a zip archive.



1. Select the **Actions** menu for the top level drop box folder.
2. Click on the **Compress to Zip Archive** item in the drop-down menu.

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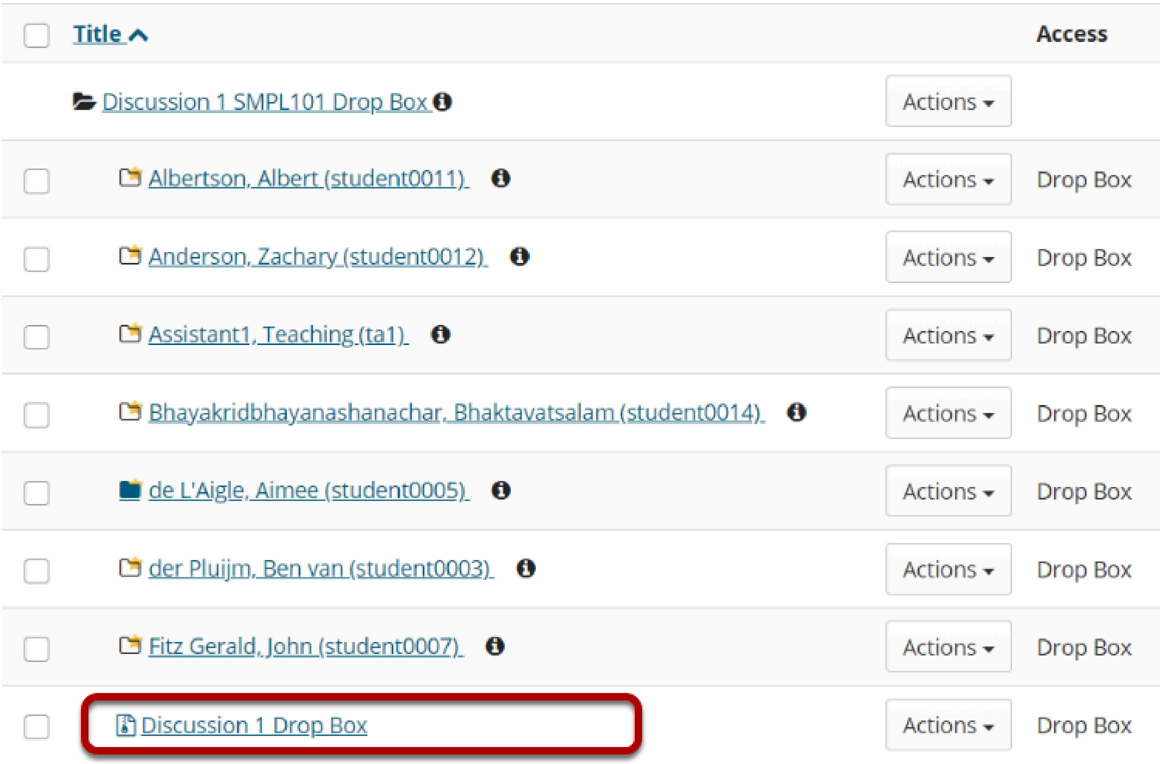
Click on the archive file to download.



A zip archive containing all dropbox submissions will appear in the top level folder.

Click on the archive file to download it to your computer.

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Email

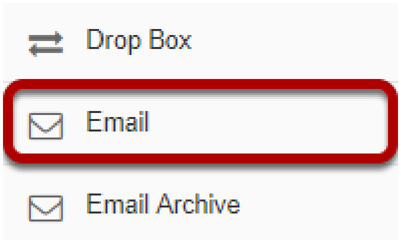
What is the Email tool?

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.

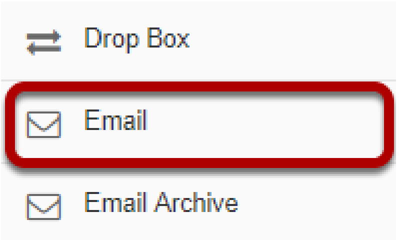
Note: The Email tool can work in conjunction with the Email Archive tool to post email messages to the course archive.

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



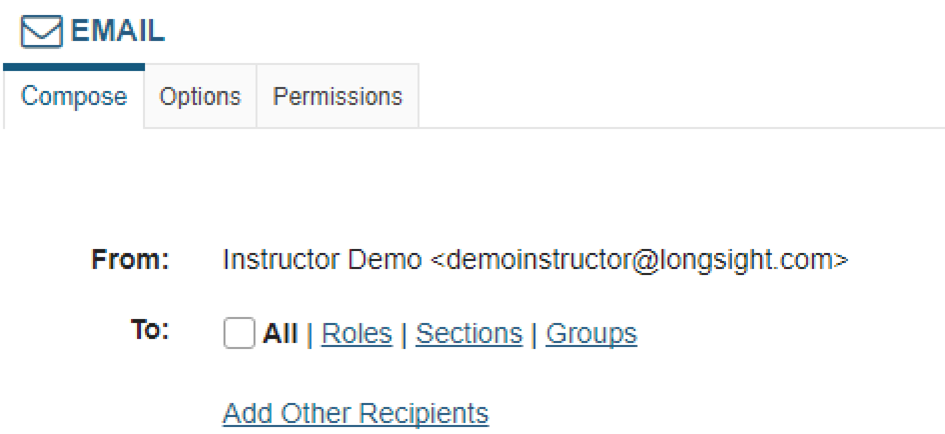
How do I send an Email message?

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.

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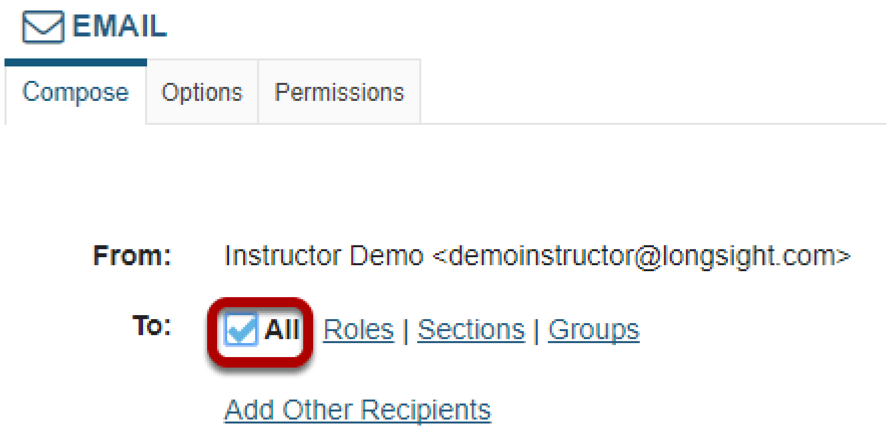
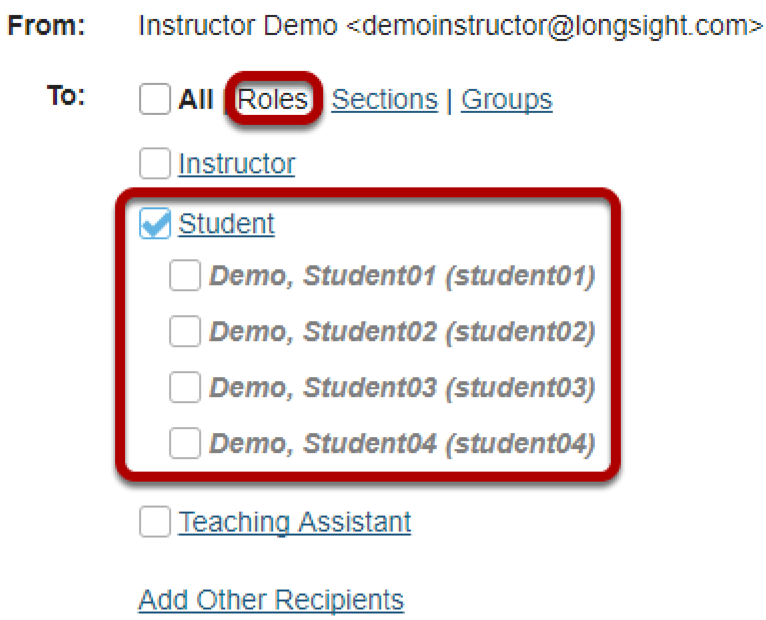
Select All.



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

Choose recipients by role.



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.

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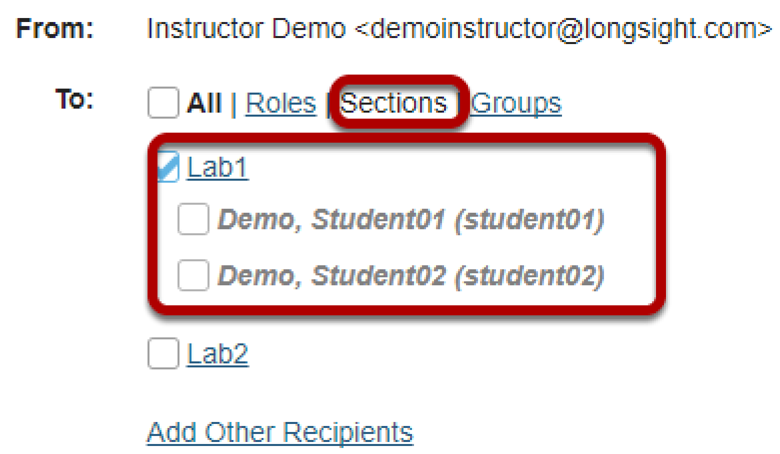
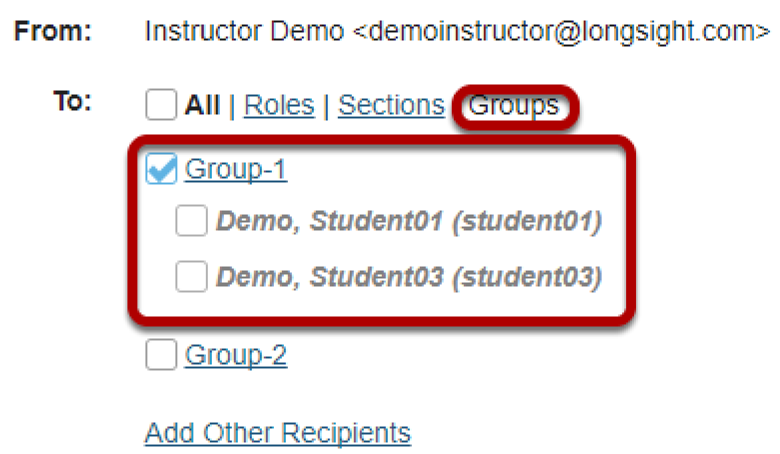
Choose recipients by section.



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.



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.

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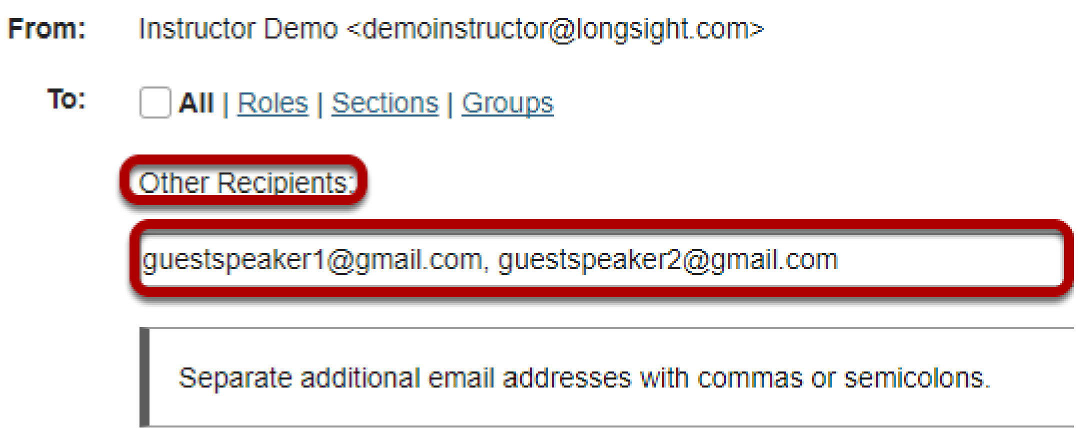
Enter the email address for unenrolled user/s.



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

Enter a subject line.

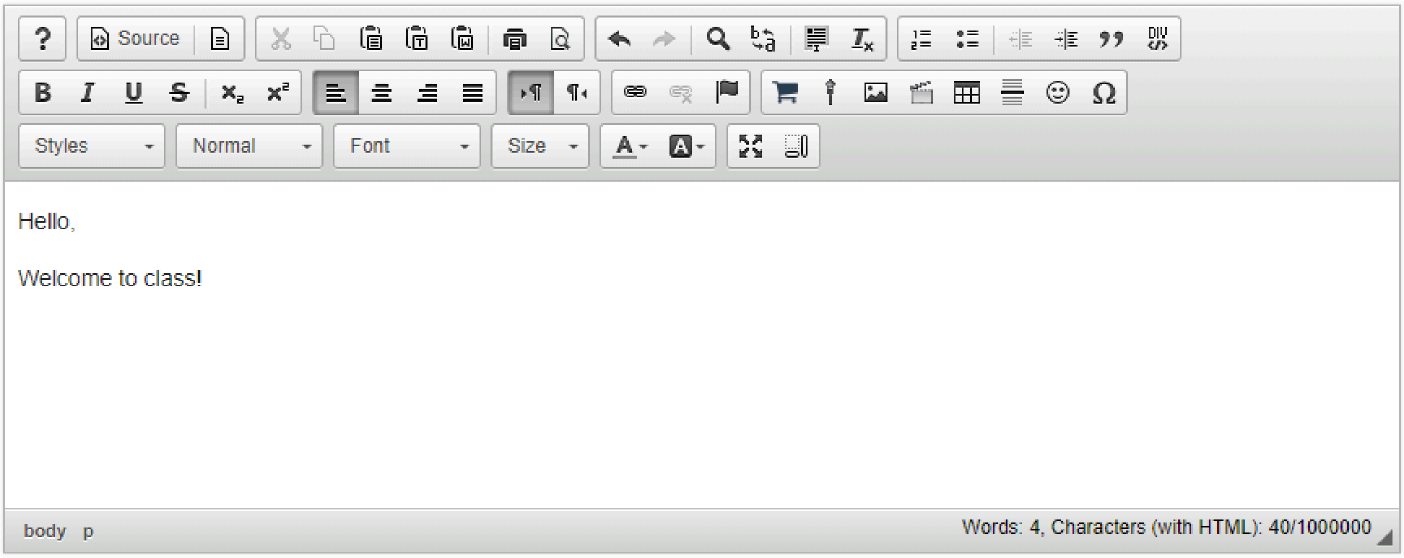
Give your email message a subject.

Add an attachment. (Optional)

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

Footer

Enter the message body text.



Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

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

Select to add to Email Archive. (Optional)

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

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

Append list of recipients. (Optional)

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

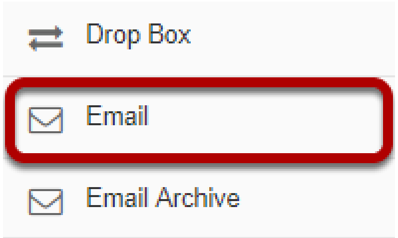
Click Send Mail.

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

Footer

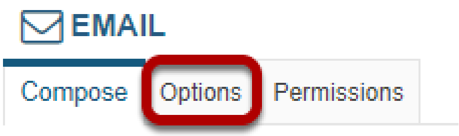
How to I set the Email tool options for my site?

Go to Email.



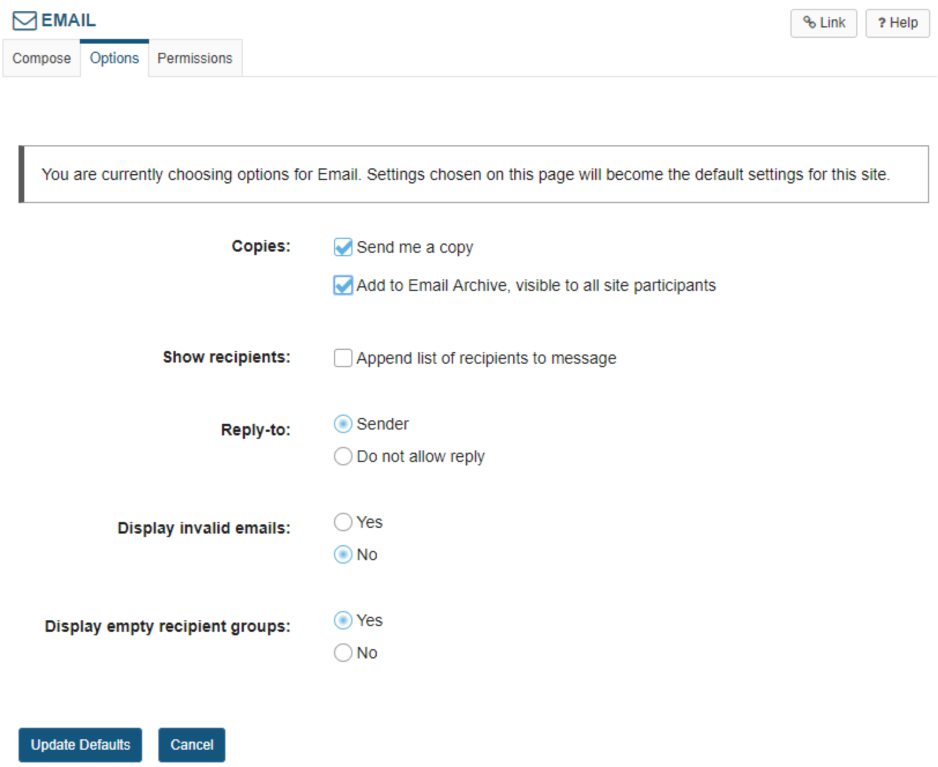
Select the **Email** tool from the Tool Menu of your site.

Click the Options link.



Footer

Select the default settings.



Choose the desired default settings by selecting the check boxes or radio buttons next to the options you want. These settings will become the default Email tool setting for the entire site.

For example, you may want to check the box for **Send me a copy** and **Add to Email Archive** so that they are selected by default. (Individual users may still choose to de-select these two options when sending a message.)

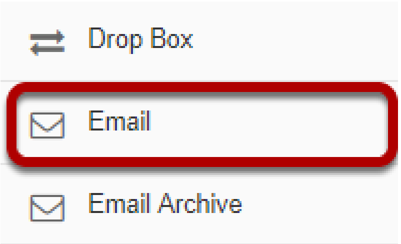
Click Update Defaults.

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

Footer

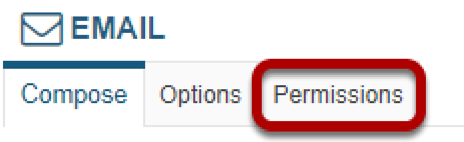
How do I change the Email tool permissions?

Go to Email.

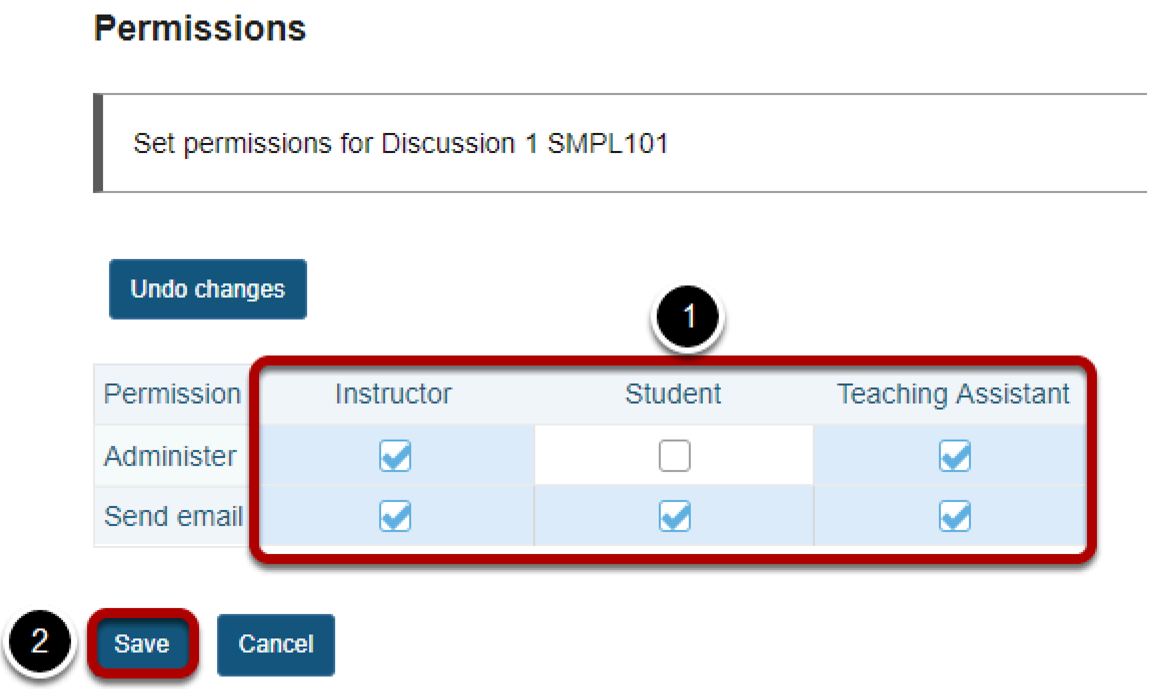


Select the **Email** tool from the Tool Menu of your site.

Click the Permissions link.



Modify the permissions for the roles listed.



Footer

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

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

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Email Archive

What is the Email Archive tool?

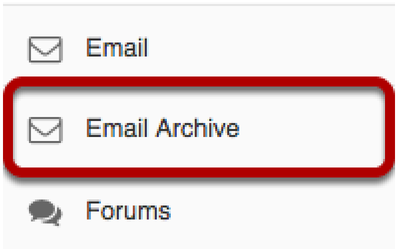
The Email Archive tool allows site managers to specify an alias email address which essentially serves as a listserv for the site. By default, email you send to the site email address is copied to the email addresses of all site participants and owners. All email messages sent to your site's email address 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. The Email tool includes an option for adding messages to the Email Archive.

Site members can use Preferences in their Home page to choose how often they want to receive email sent to the site's email address: either separately as it is sent, or in digest mode, with all email messages 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).

Go to Email Archive

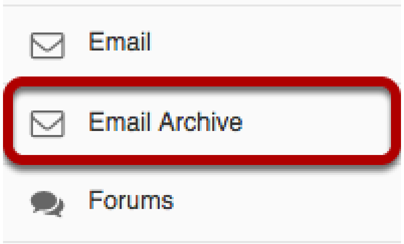
Select the **Email Archive** tool from the Tool Menu of your site.



Footer

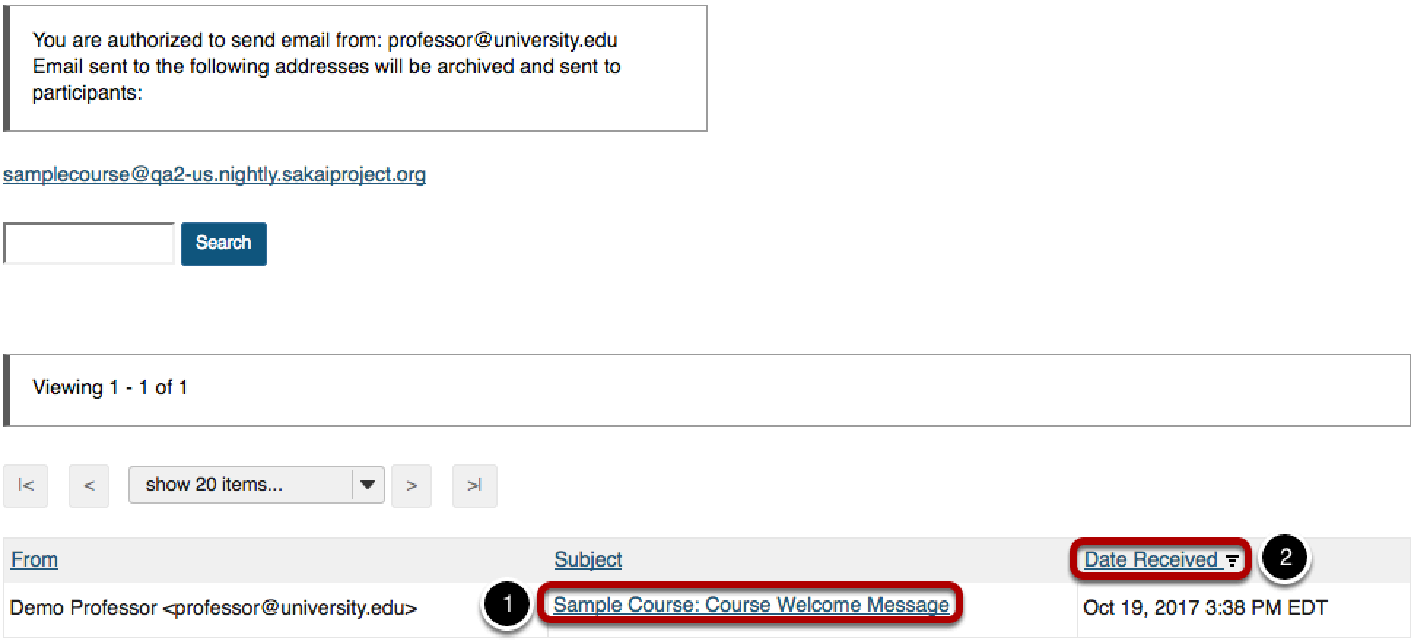
How do I view Email Archive messages?

Go to Email Archive.



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

Viewing Email Archive messages.



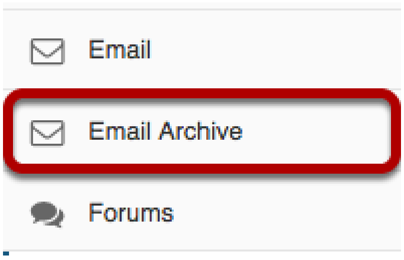
1. Click on the subject of a message to view the message content.
2. Click a column header (**From**, **Subject**, or **Date Received**) to sort the email messages by that header. Click the header again to reverse the order.

Footer

How do I send messages to the Email Archive?

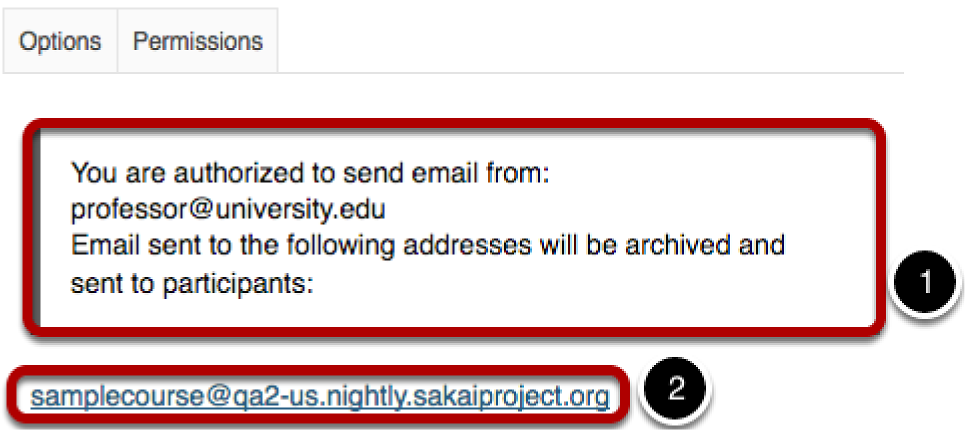
Note: You cannot use Email Archive to send mail to particular individuals. To send messages to individual participants or a group, use either the [Messages](#) tool (for internal course mail) or the [Email](#) tool (for external institutional mail).

Go to Email Archive.



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

Locate email address for sending messages to the archive.



1. Above the site address, you'll see a message telling you if you are authorized to send email. If this site is set up to accept mail only from site participants, you will also see the address from which you are authorized to send email; use this email account to send messages to the site address.
2. On the Email Archive screen, under "Email sent to the following addresses will be archived and sent to participants:", you'll see the site email address. Send email to your site's Email Archive address from your email account, just as you would to any other email address.

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

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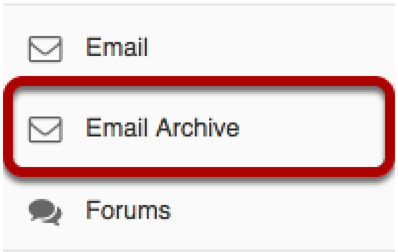
How do I modify the Email Archive options?

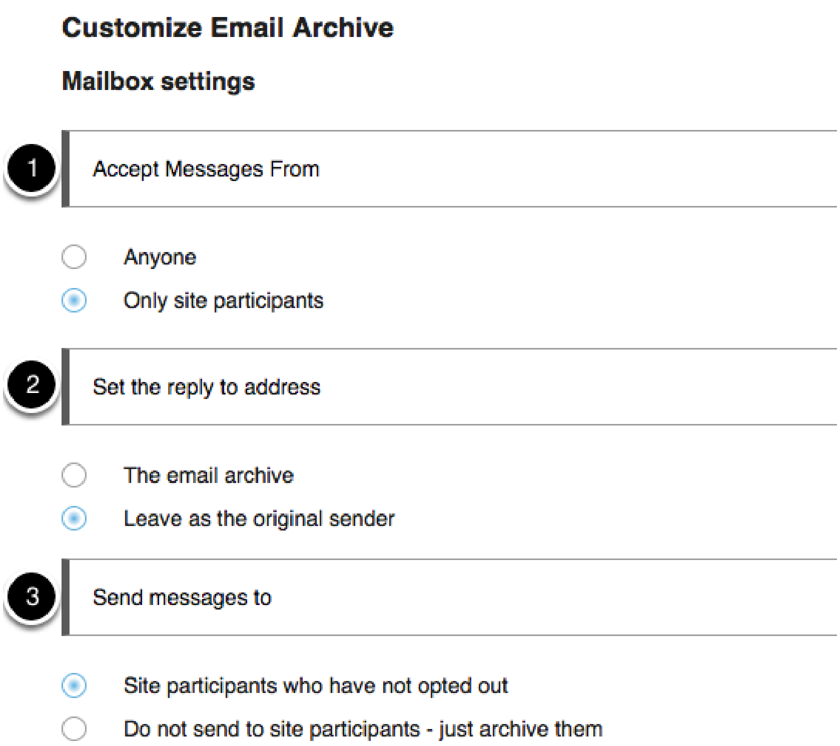
Go to Email Archive.



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

Click Options.

Select the desired settings.



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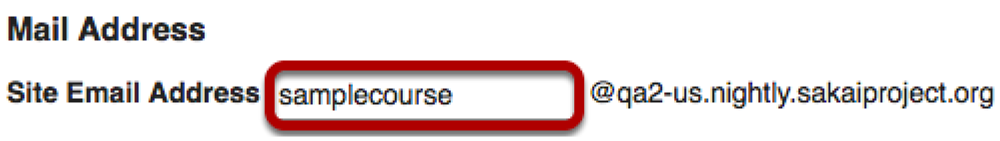
Choose the radio buttons for the settings you want to enable. You can customize the following settings:

1. **Accept Messages From:** You can choose to allow anyone to send mail to the Email Archive address, or to allow only site participants to send mail.
2. **Set the reply-to address:** You can set the reply-to address for messages sent through the archive so that users automatically reply to the original sender or to the Email Archive address.
3. **Send messages to:** You can choose to send email to site participants as well as archiving the messages, or you can choose to archive messages without emailing the site participants.

Customize the site email address.



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

Save settings.

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

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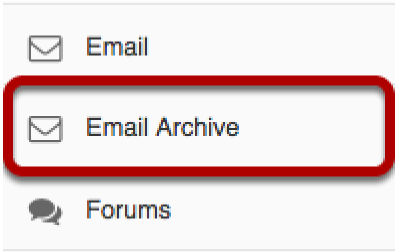
How do I change the Email Archive permissions?

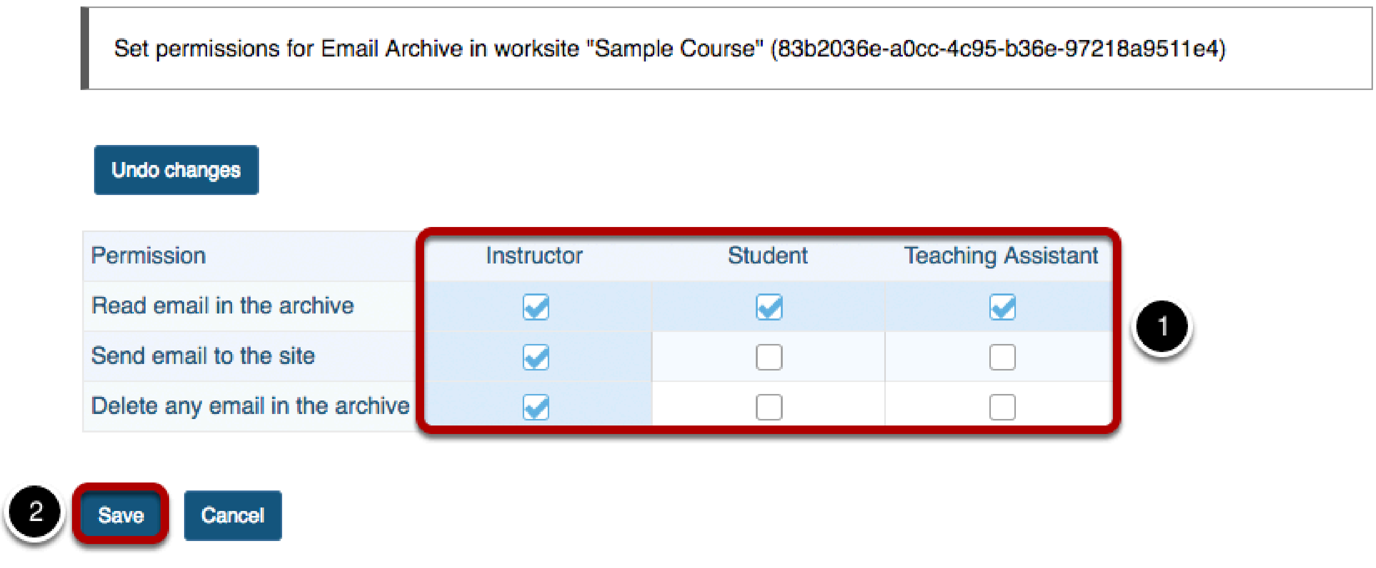
Go to Email Archive.



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

Click the Permissions button.

Modify the permissions for the roles listed.



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

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Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

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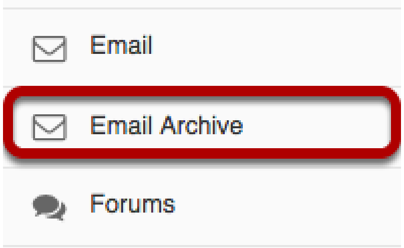
How do students view archived messages?

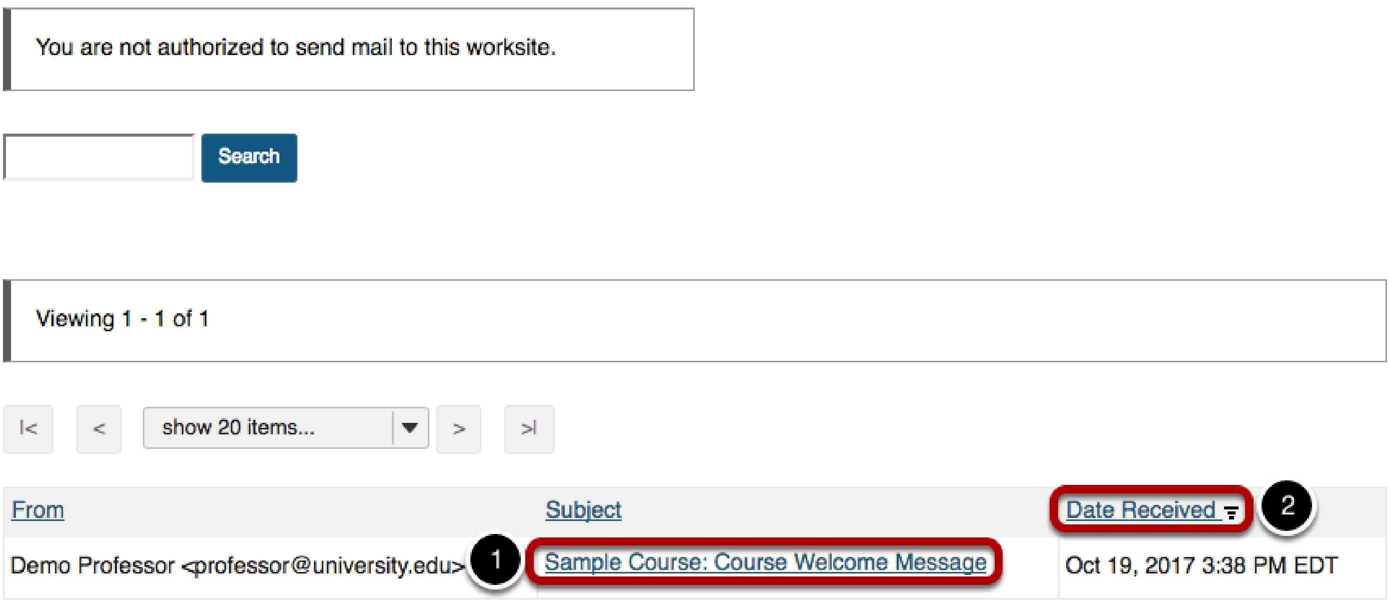
Typically, students have read-only permissions for Email Archive.

Go to Email Archive.



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

Viewing Email Archive messages.



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

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

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External Tool (LTI)

What is the External Tool (LTI)?

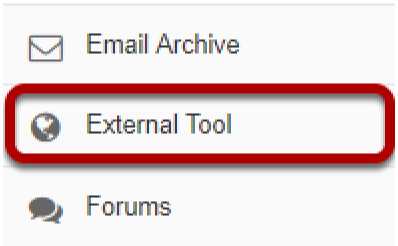
The External Tool (LTI) allows you to include tools that support the IMS Basic Learning Tools Interoperability standard in your sites. TheExternal Tool (LTI) launch protocol securely sends user, site, and role information to the external tool using the OAuth (www.oauth.net) security mechanism.

The site owner or the system administrator can configure this tool. If the system administrator pre-configures an External Tool, it appears in the list of tools like any other tool that can be added to the site by the site owner.

For more information or assistance, please contact your local support team. For more details on the technical aspects of the IMS LTI standard, go to www.imsglobal.org.

Sakai currently supports LTI 1.1 and LTI 1.3/Advantage.

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



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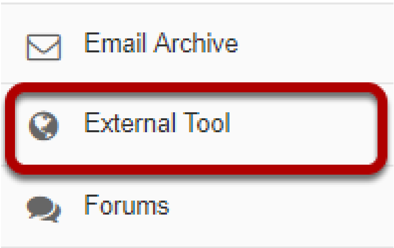
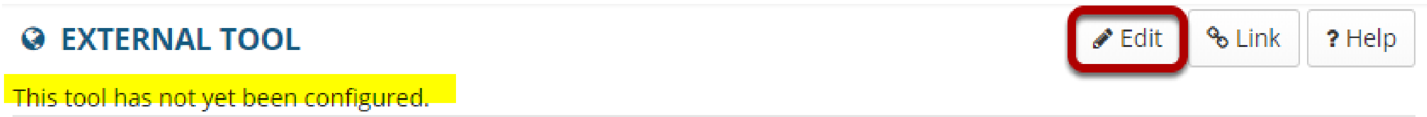
How do I configure the External Tool (LTI) settings?

Go to External Tool (LTI).



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

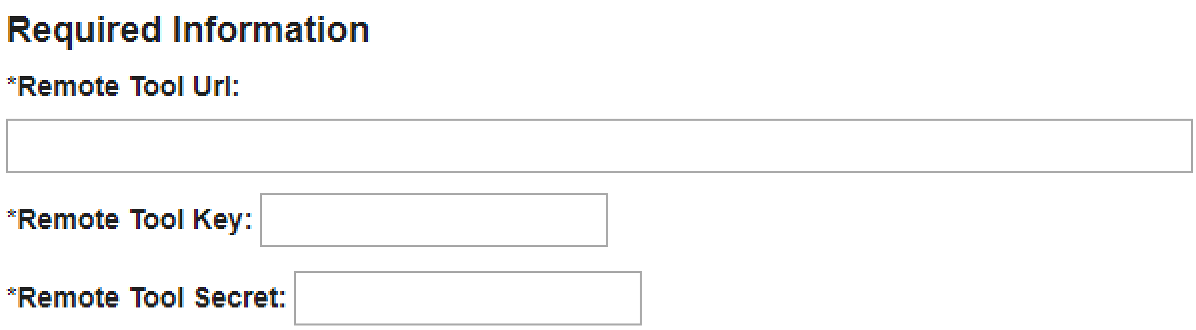
Click on Edit.



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

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

Configure the External Tool settings.



The site owner can set up a link to any external tool by configuring the External Tool (LTI) manually. When you make arrangements with an external tool provider, they will provide you

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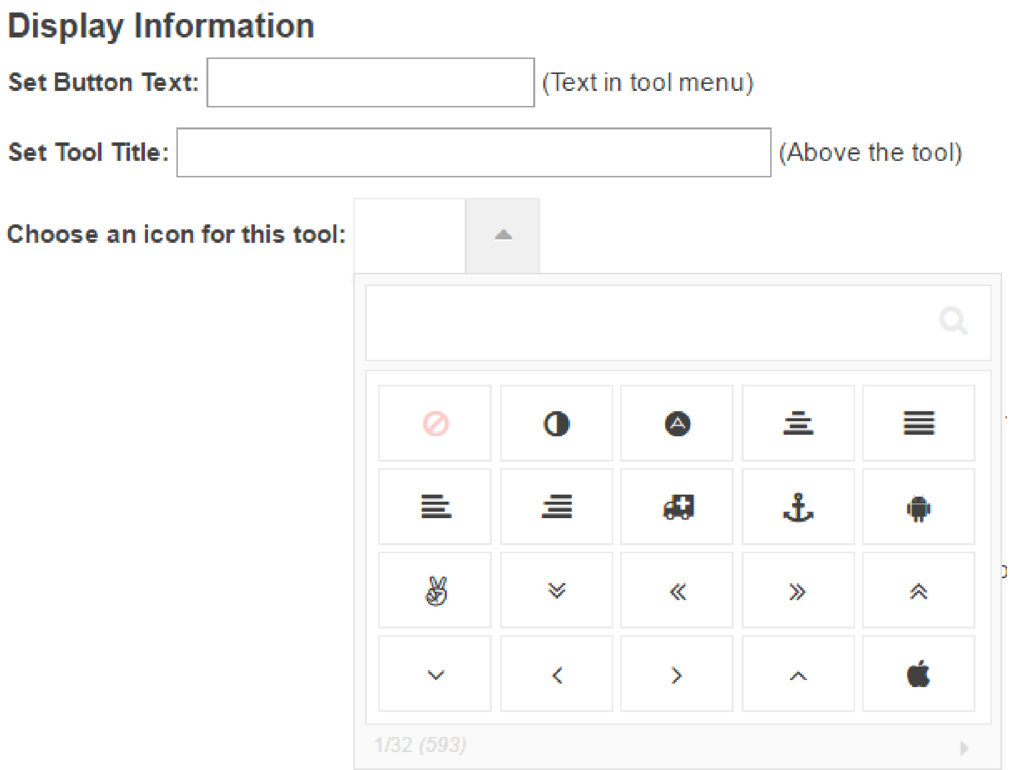
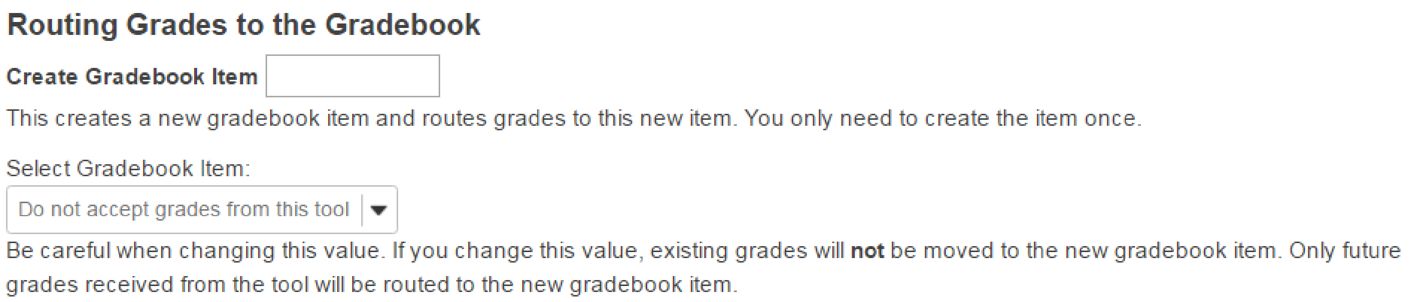
with a launch URL for the tool, key, and a secret. These values must be entered as part of the configuration of the tool. Make sure not to reveal these values to the other members of the site. Once you have entered these values into the tool, it can properly sign launch requests. Site members who are not site owners cannot see the configuration screen for the tool.

Display options.



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

Gradebook settings.



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

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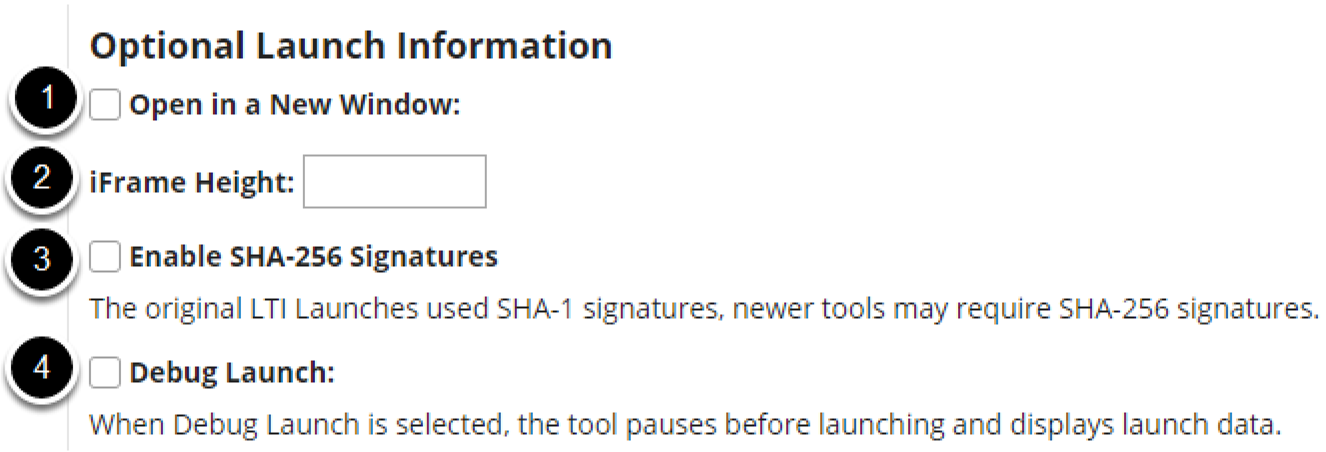
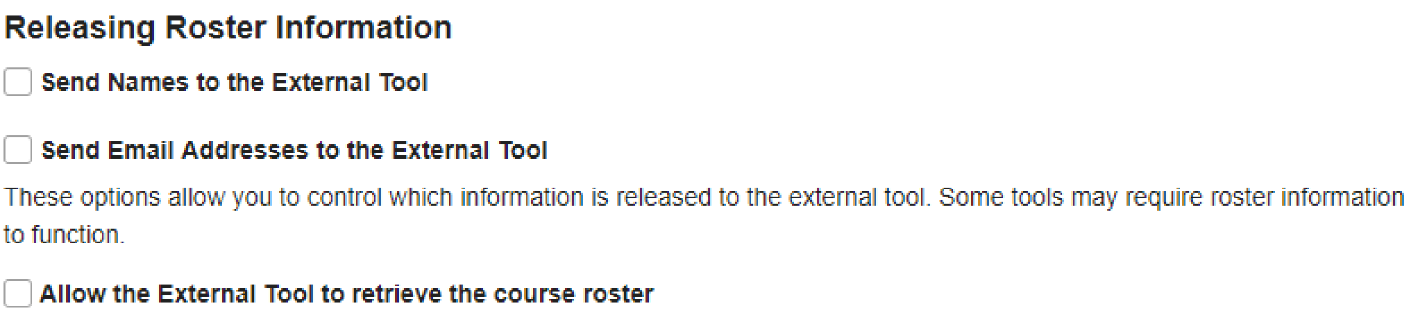
Optional Launch window information.



1. Check the box for **Open in a New Window** to open the tool in a new window.
2. Enter an **Iframe Height** in pixels to set the frame to a particular size.
3. Some newer tools may require you to **Enable SHA-256 Signatures**. Check this option to enable if appropriate.
4. You may also opt to set it to **Debug Launch** which displays the launch data and can be helpful in troubleshooting the tool configuration.

User Information



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

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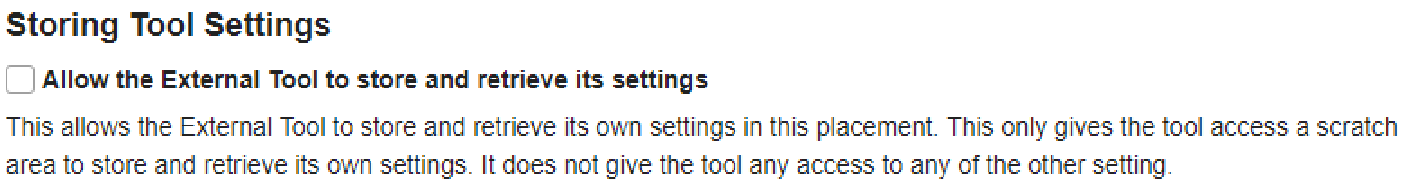
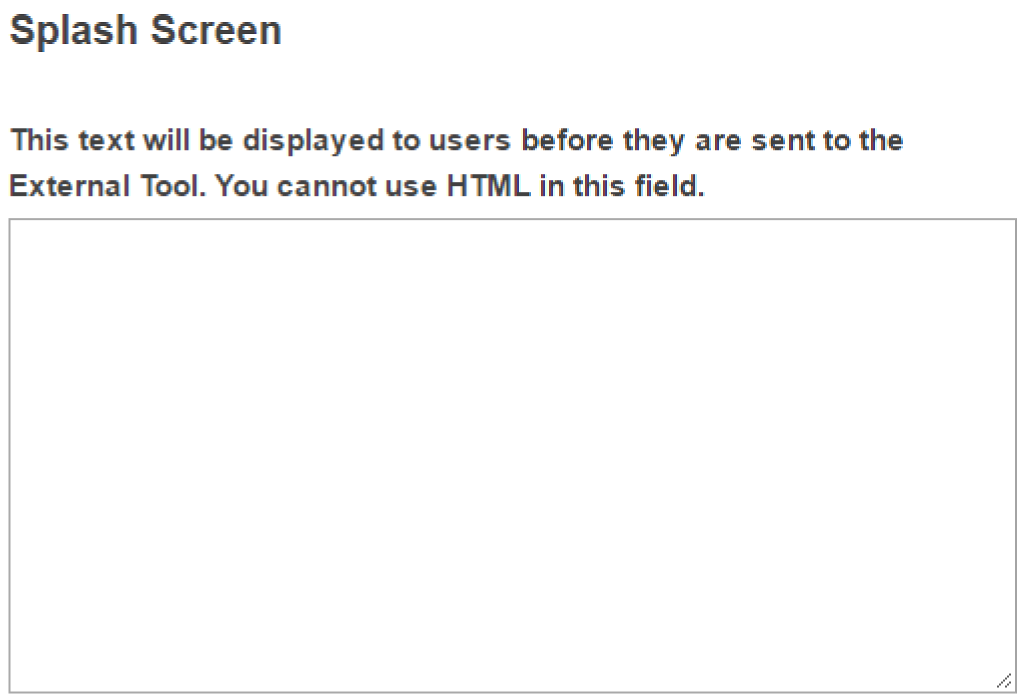
Storing Tool Settings. (Optional)



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

Splash Screen. (Optional)



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

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

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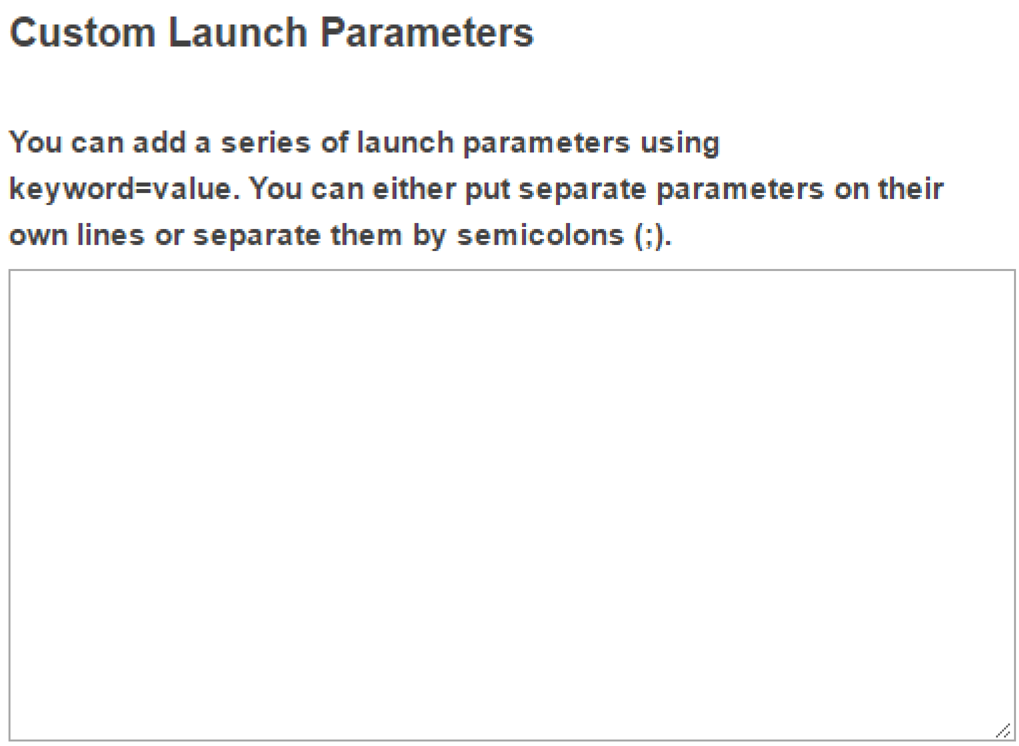
Custom launch parameters. (Optional)



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

Click Update Options to save your configuration settings.

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Forums

What is the Forums tool?

The Forums tool allows instructors or site leaders to create an unlimited number of discussion forums, and is integrated closely with other tools such as Resources and Gradebook.

A **Forum** is a mandatory category or grouping for topics. **Topics**, which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students inside of a topic.

Some the features in the Forums tool include:

- **Grading**: Interactions can be assigned a point value and sent to the gradebook with comments.
- **Availability dates:** Forums and topics can be released according to specified dates.
- **Moderation:** Instructors can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance**: On your site's Home or Overview page, you can see how many unread messages or posts you have in both Messages and Forums. From Home, you can see these totals for all sites in which you are enrolled.
- **Email notifications**: Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive notifications about new postings in conversations to which you have contributed.
- **Statistics**: Forum statistics are available for site owners to determine the participation level of individual participants. You can also read all of a particular participant's posts using this feature.
- **Post before reading option**: The site owner (or another participant with the appropriate role) can enable participants to submit their posts to a topic before they have permission to read the responses of others.
- **Group awareness**: Site leaders can change forum and topic settings in combination with predefined groups to allow or deny access to specific discussions per group.
- **Direct link to individual messages**: Site leaders can copy a direct link to individual messages to use elsewhere.
- **Composing messages**: A rich text editor allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to files or web links in Resources.
- **Quoted text**: Use the Insert Original Text option to insert the previous post into your response.

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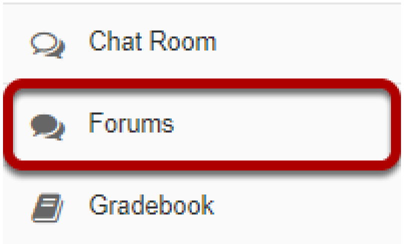
- **Email the author of a message**: Site leaders can directly email the author of a posting from within the Forums tool.

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.



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How do I create a new forum?

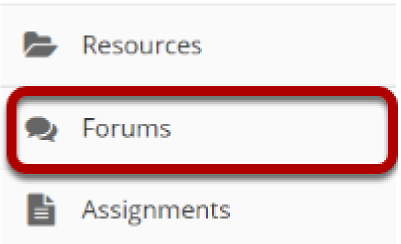
The **Forum** tool is organized by **Forums**, **Topics**, and **Conversations**.

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

This article covers the process for create a new Forum.

Forums are useful for grouping several similar topics together, such as graded discussions, or group topics. They can also be used to specify the default topic settings for all topics within the forum. All new topics will inherit the forum settings by default.

Go to Forums.



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

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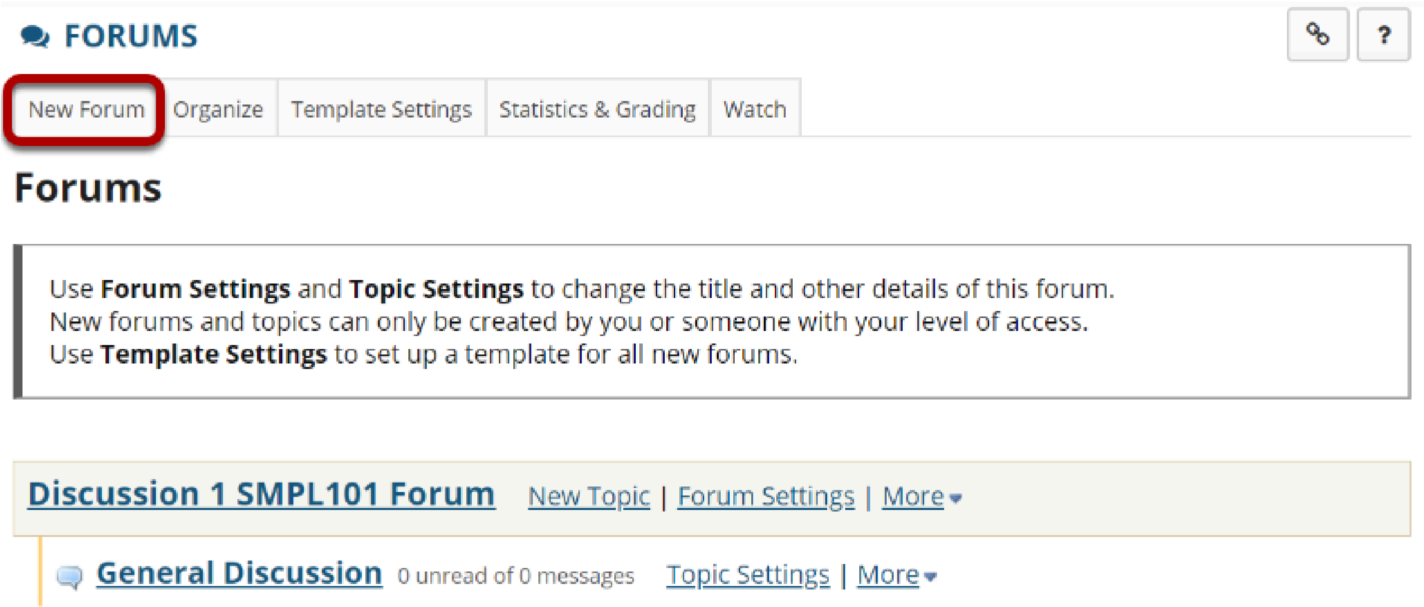
Click New Forum.



By default, new sites are populated with a single forum titled after the name of the site, and containing one topic for General Discussion. The default forum and topic may be edited for posting messages, add more topics to the existing forum, or add a new forum.

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

Title the Forum

Forum titles are required. Name the forum a title to easily identify the types of topics expected within it. Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.

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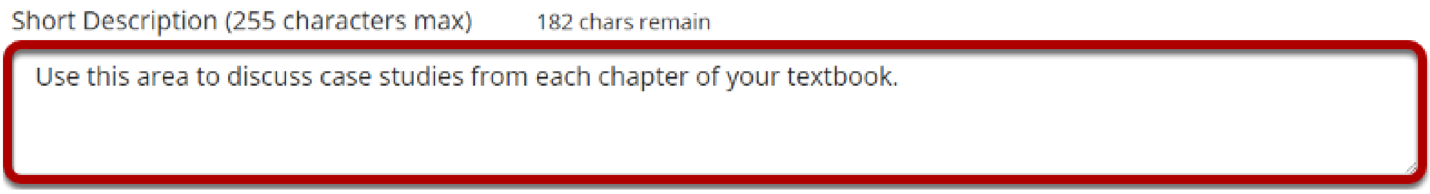
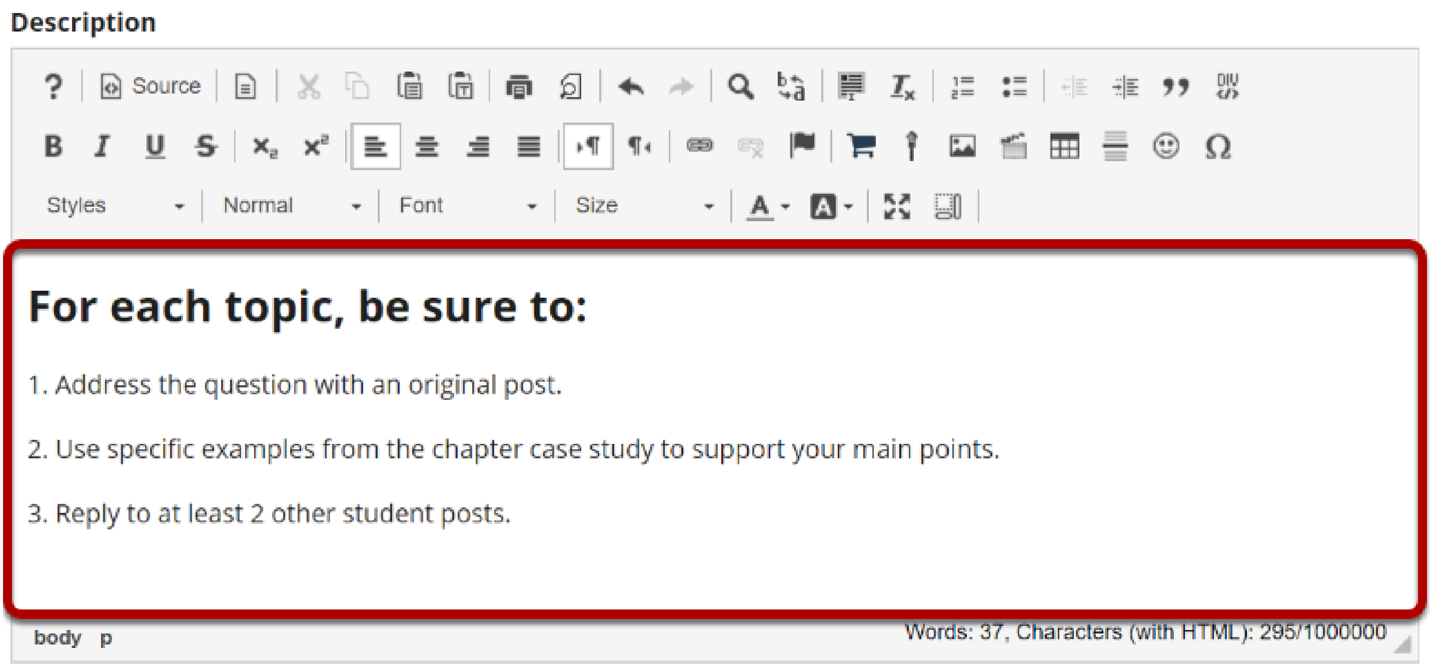
Enter a short description



If desired, enter a description into the text box provided. The **Short Description** field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to the user when they view the Forum tool.

Enter a detailed description.



To provide more detailed instructions about the items in this forum, use the **Description** area to enter the information. This area includes the [Rich Text Editor]() and allows for more advanced formatting options.

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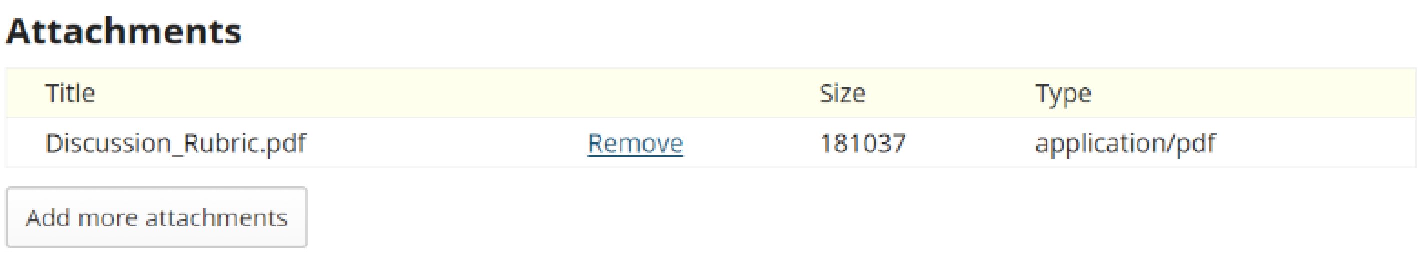
Add attachments. (Optional)

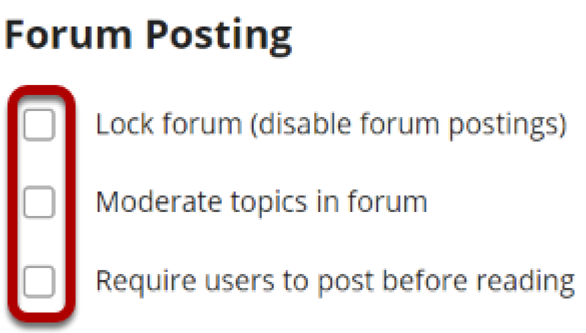
Optionally, you may attach files to the forum. Click the **Add attachments** button to browse for and select a file.

View attachments



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

Select forum posting options.



There are several forum posting options from which to choose. Remember, any settings selected here will apply to all of the topics within this forum by default. (However, these may be overridden the settings on an individual topic if desired.)

- **Lock forum:** This option locks the forum so users can no longer post messages. However, they can continue to read existing messages.

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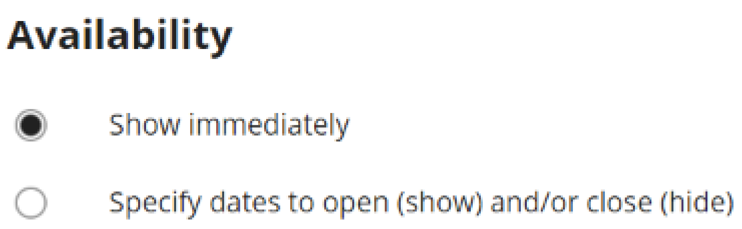
- **Moderate topics in forum:** This option means all messages posted within topics in this forum, must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

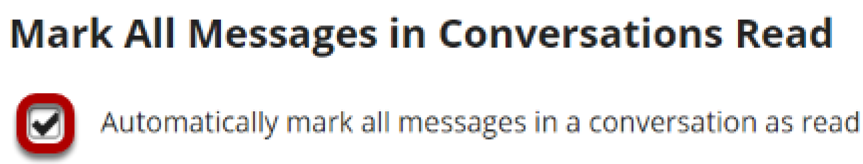
Select availability.



The default option is to **Show Immediately,** or choose to **Specify dates to open (show) and/or close (hide).**

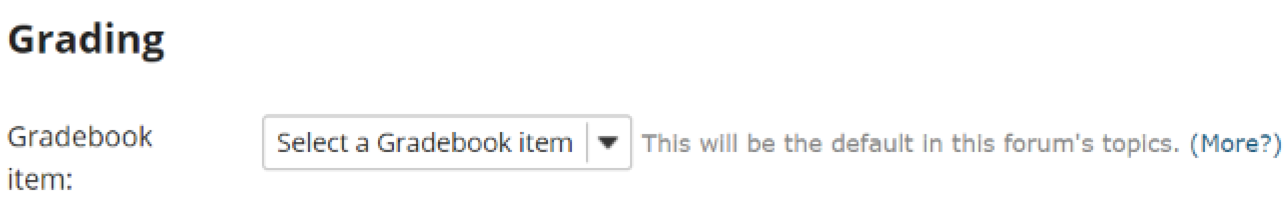
Tip: Setting open and close dates at the forum level can be tricky because individual topics may also have specified dates. However, the forum must be visible in order for the topics within the forum to be available to students. Typically, instructors set open/close dates at the topic level only.

Select Read Options



The default option is unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item



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

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

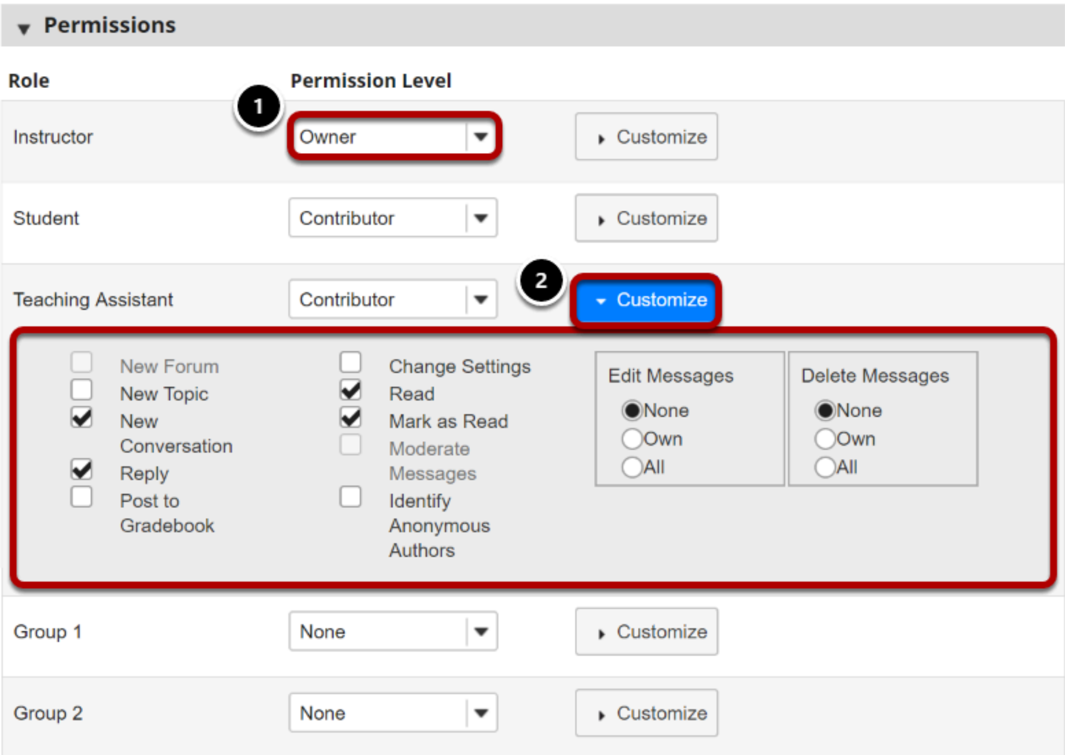
Tip: Similar to open/close dates, associating with the Gradebook at the forum level is not always ideal because individual topics may also be graded. Faculty may prefer to grade discussions at the topic level.

Permissions

In most cases, the default forum permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions



1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer, Custom).
2. Forum permissions may be customized for different user roles, or for groups within the class. Click **Customize** to further expand the options for a particular tole and define more granular custom permissions.

Footer

Note: Groups must already exist in order for group role permissions to display.

Click Save.

Once completed, scroll to the bottom of the page and select the **Save** button. (Alternately, if you would like to go directly to the screen to begin adding a new topic to the forum you just created, you may select **Save Settings & Add Topic** instead.)

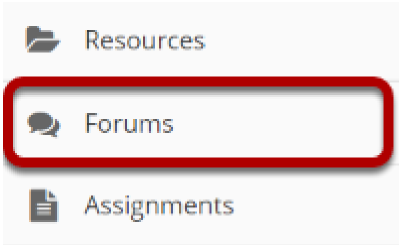
Note: All forums need at least one topic in order to be active.

Footer

How do I add a new topic?

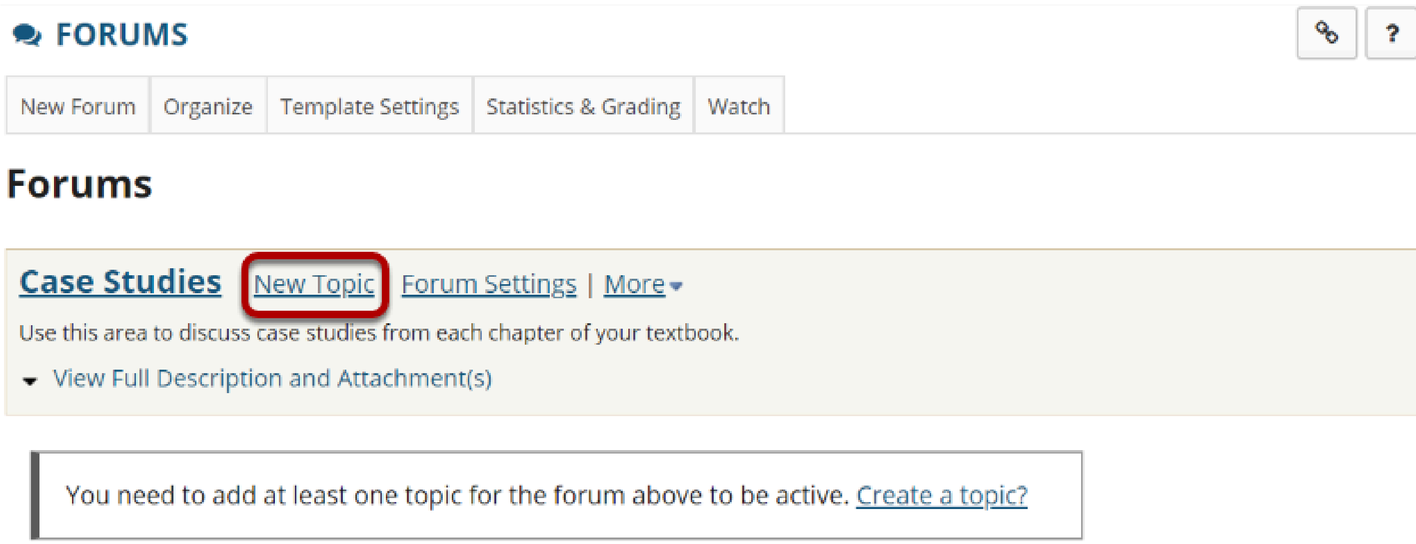
A **Forum** must contain a **Topic** for users to create a post. (See also How do I create a new Forum?)

Go to Forums.



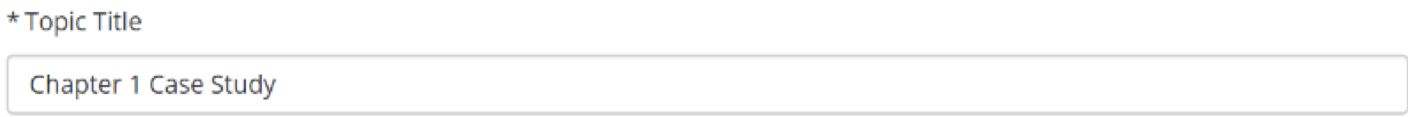
Select the **Forums** tool from Tool Menu in your site.

Select New Topic.



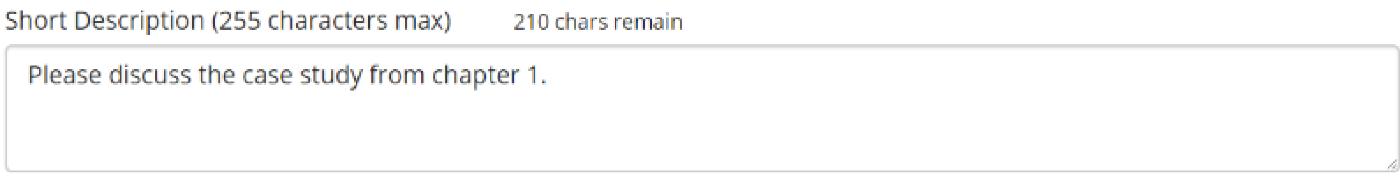
Footer

Create a topic title.



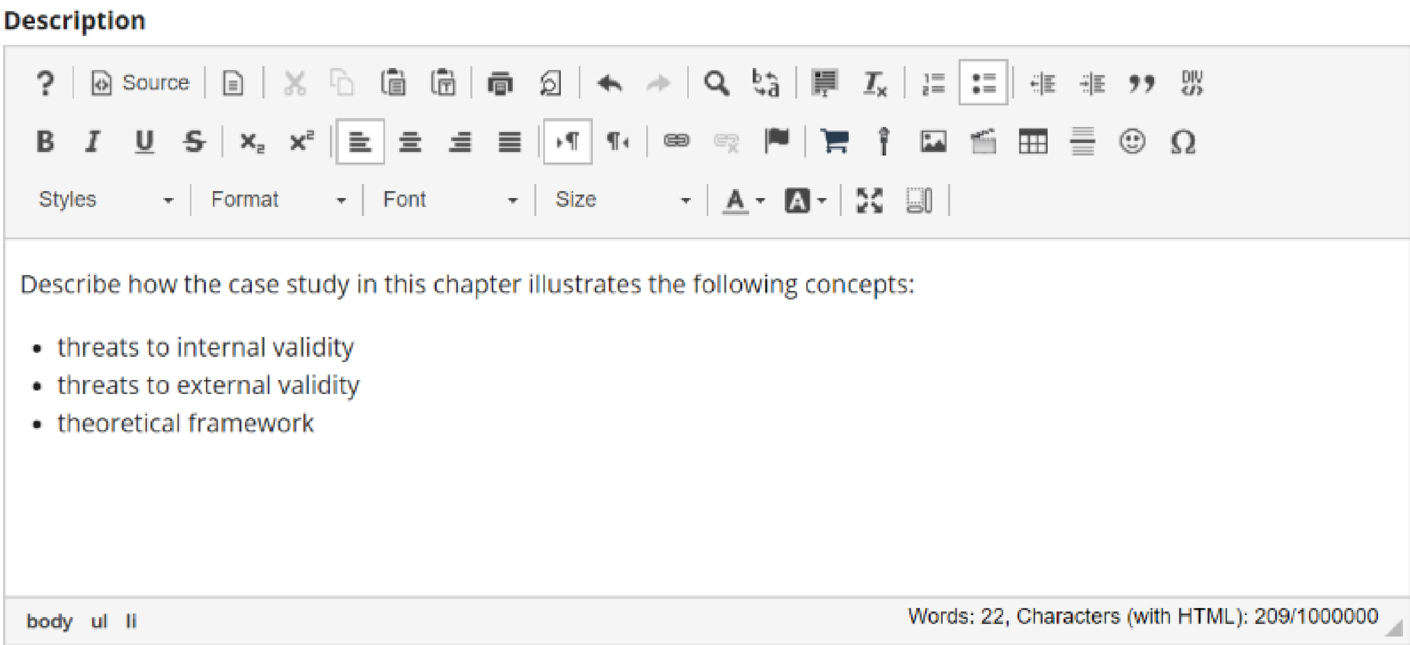
Topic titles are required for every topic.

Create a short description.



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

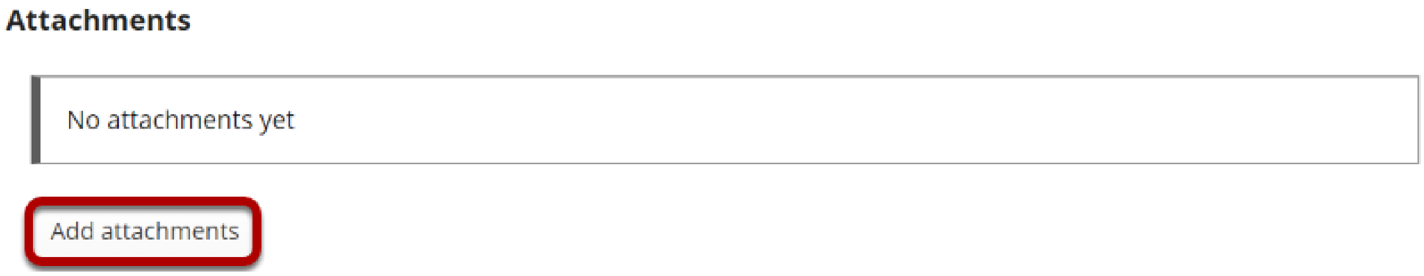
Create a detailed description.



This description box allows the use of Rich Text Editor.

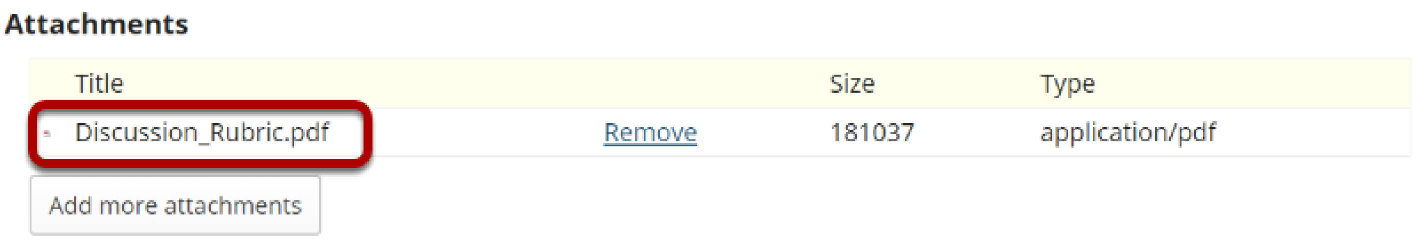
Footer

Add attachments.



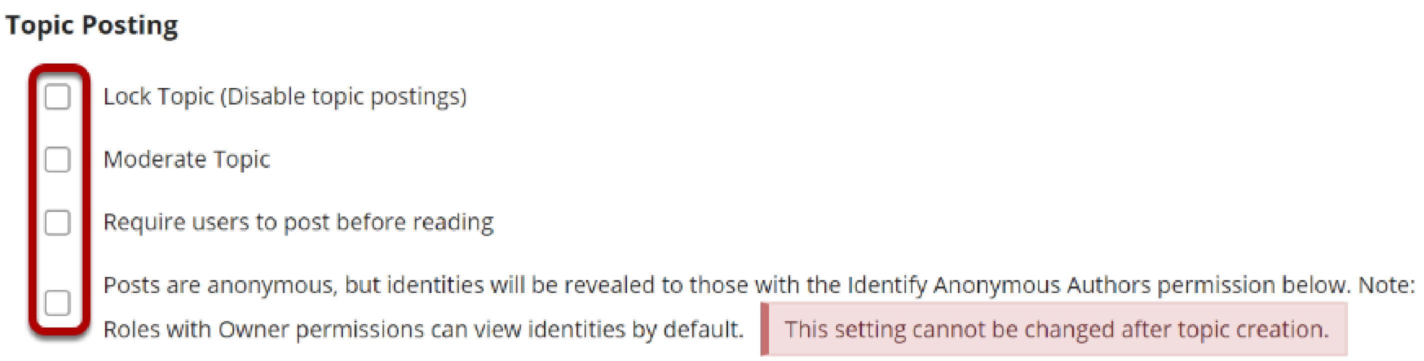
Additionally, file attachments to the forum. Click the **Add attachments** button to browse for and select a file.

View attachments



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

Select topic posting options.



There are several topic posting options from which to choose. Any settings selected here will apply to this topic only.

- **Lock topic:** This option locks the topic so users can no longer post messages. However, they can continue to read existing messages.

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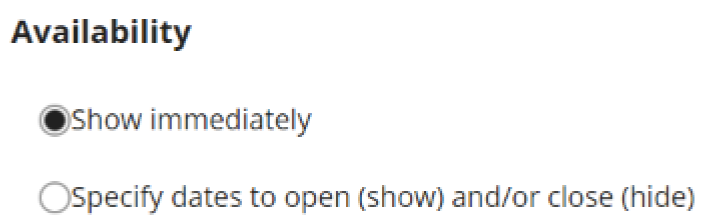
- **Moderate topic:** This option means all messages posted within the topic must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.
- **Posts are anonymous**: Select this option if you want site participants to be able to post without displaying the name of the post's author.

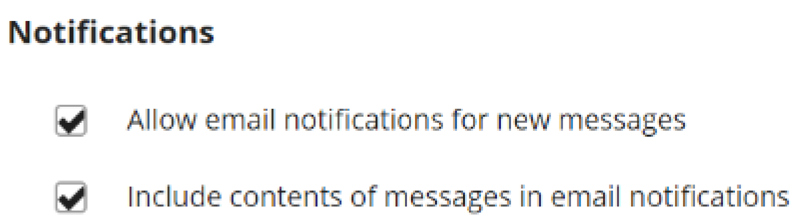
Note: The anonymous setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Select availability.



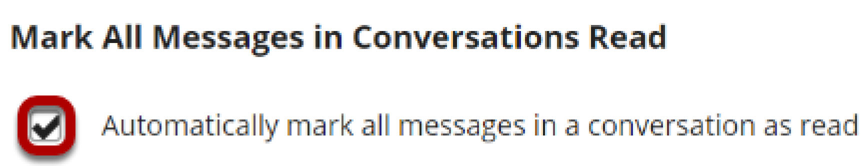
The default option is to **Show Immediately,** or choose to **Specify dates to open (show) and/or close (hide).**

Select Notifications



Select to **Allow email notifications for new messages** whenever a new message is posted. Select to **Include contents of messages in email notifications** when email notifications are enabled.

Select Read Options



Footer

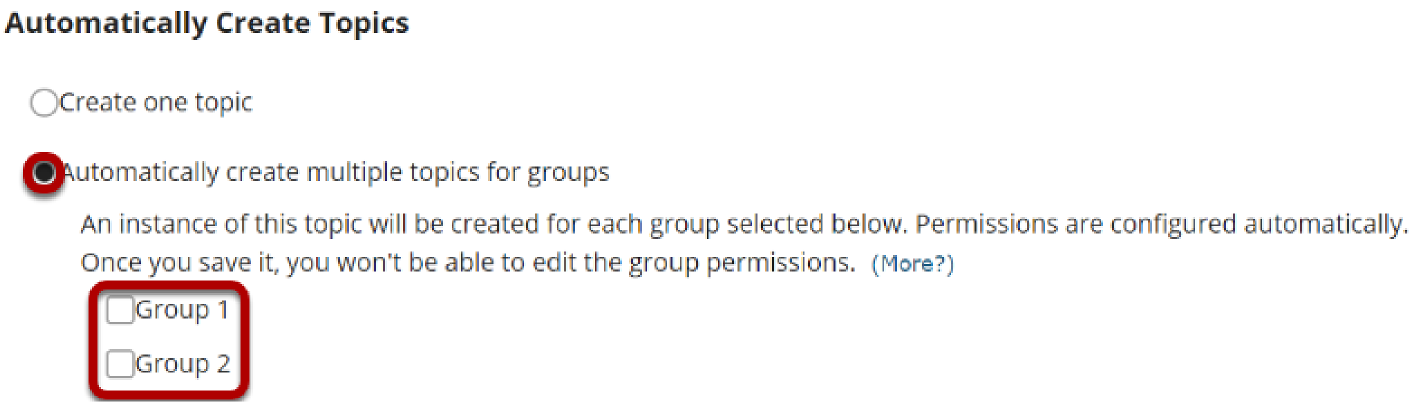
The default option is to unchecked, allowing the user mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item

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

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

Automatically create topics for groups.



If you would like to create multiple, private group topic areas, select the radio button for **Automatically create multiple topics for groups** and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None".

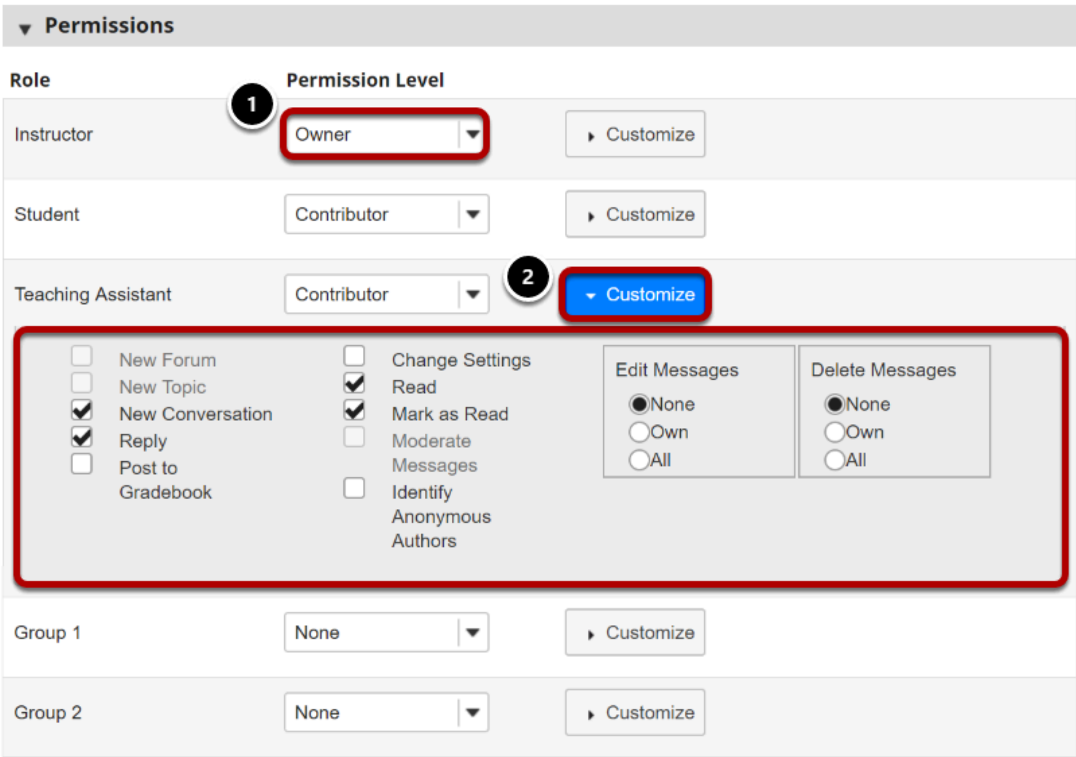
Permissions

In most cases, the default topic permissions are appropriate. By default, instructors are forum **Owners**, and all other site participants are **Contributors**. The topic owner may add and delete topics, modify permissions, edit the topic settings and topic descriptions, etc. Contributors may only read, post and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Footer

Modifying Permissions



1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e. Author, Contributor, None, Non-editing Author, Owner, Reviewer, Custom).
2. Forum permissions may be customized for different user roles, or for groups within the class. Click **Customize** to further expand the options for a particular tole and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.

Once completed, scroll to the bottom of the page and select the **Save** button. Or if you would like to add more topics to the same forum, select the **Save Settings & Add Topic** button.

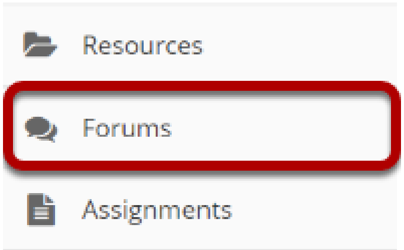
Note: All forums need at least one topic in order to be active.

Footer

How do I organize forums and topics?

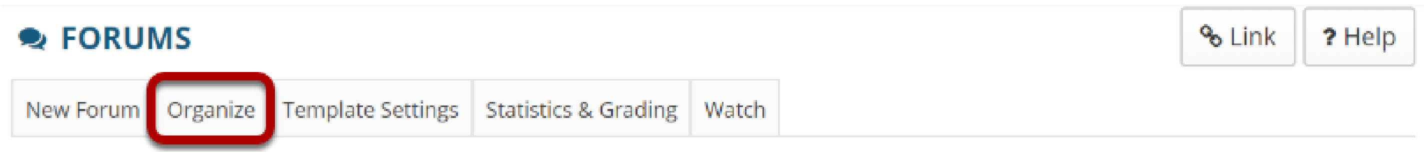
Forums may be rearranged to change the order in which discussions are listed.

Go to Forums.



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

Select the Organize button



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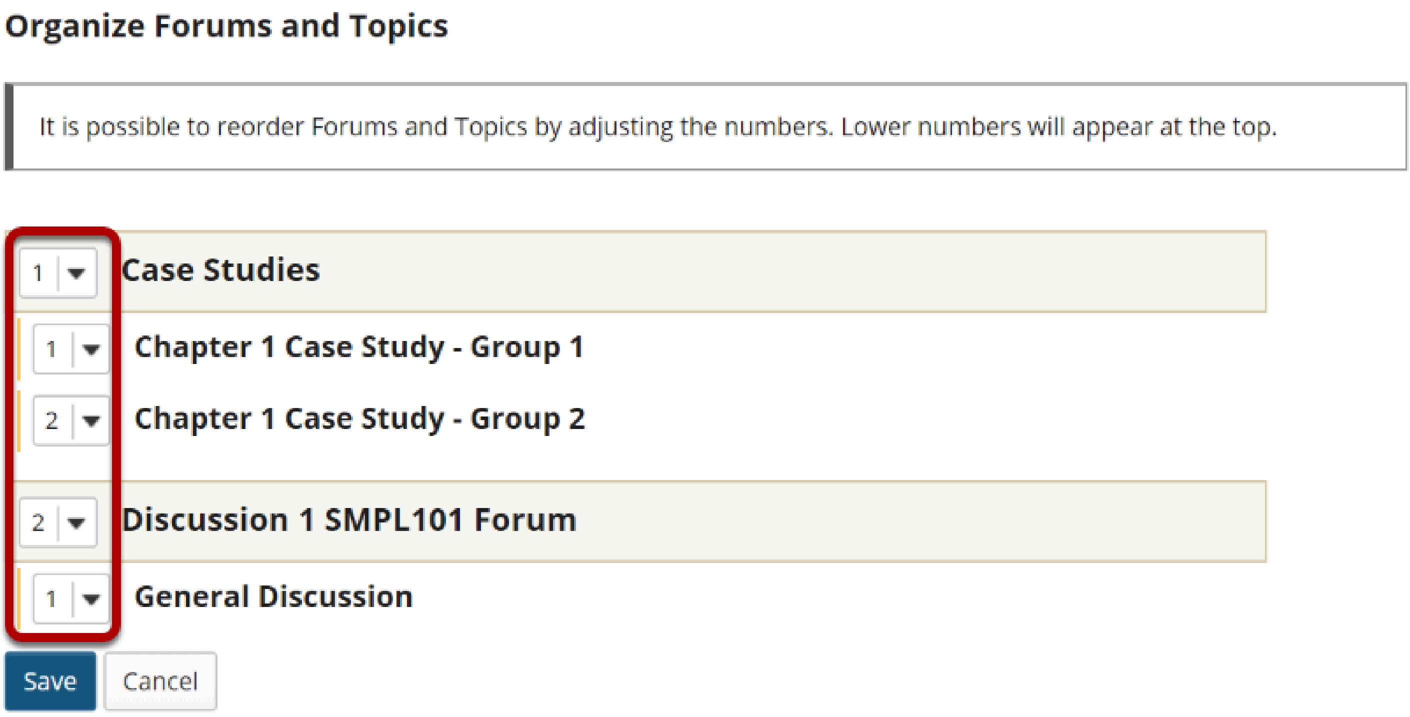
Select the appropriate number next to the Forum or Topic



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

Click Save

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

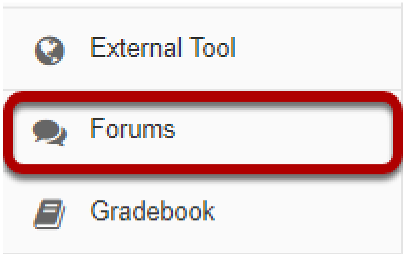
Footer

How do I post to a forum topic?

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

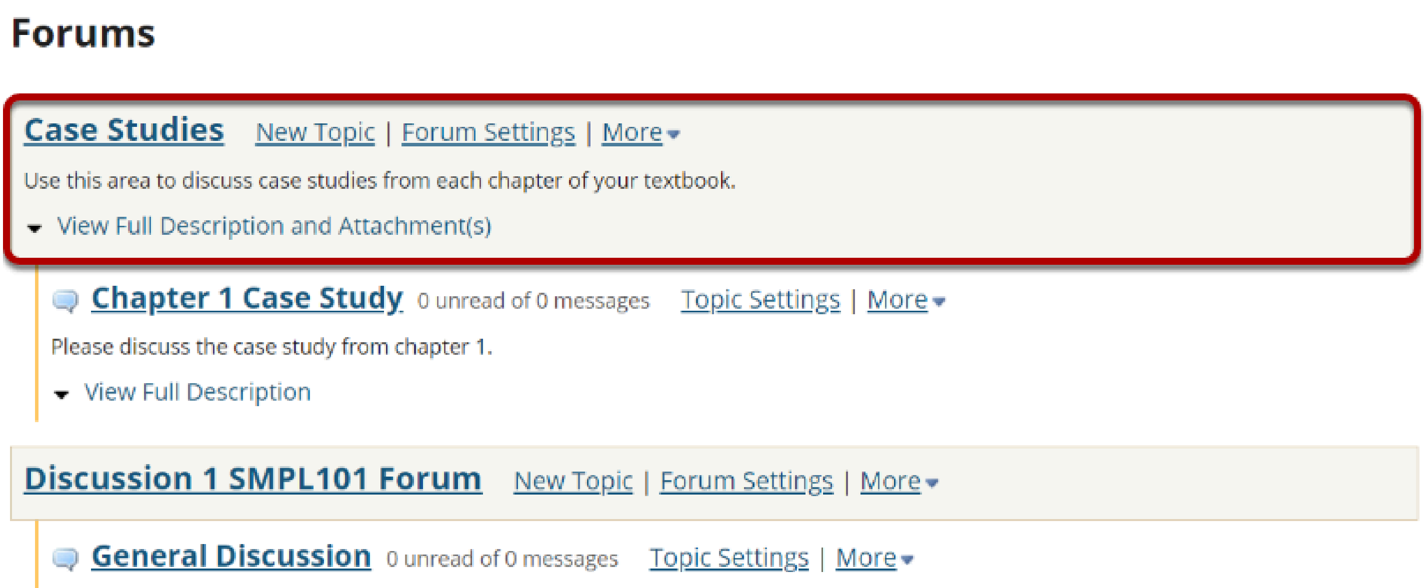
In order to post to a forum topic, you will **Start a New Conversation** or thread.

Go to Forums.



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

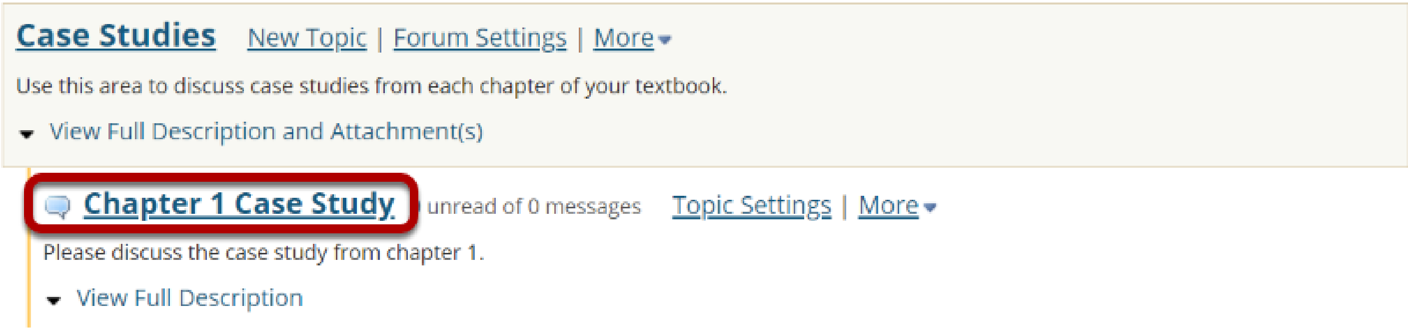
Choose a forum.



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.

Footer

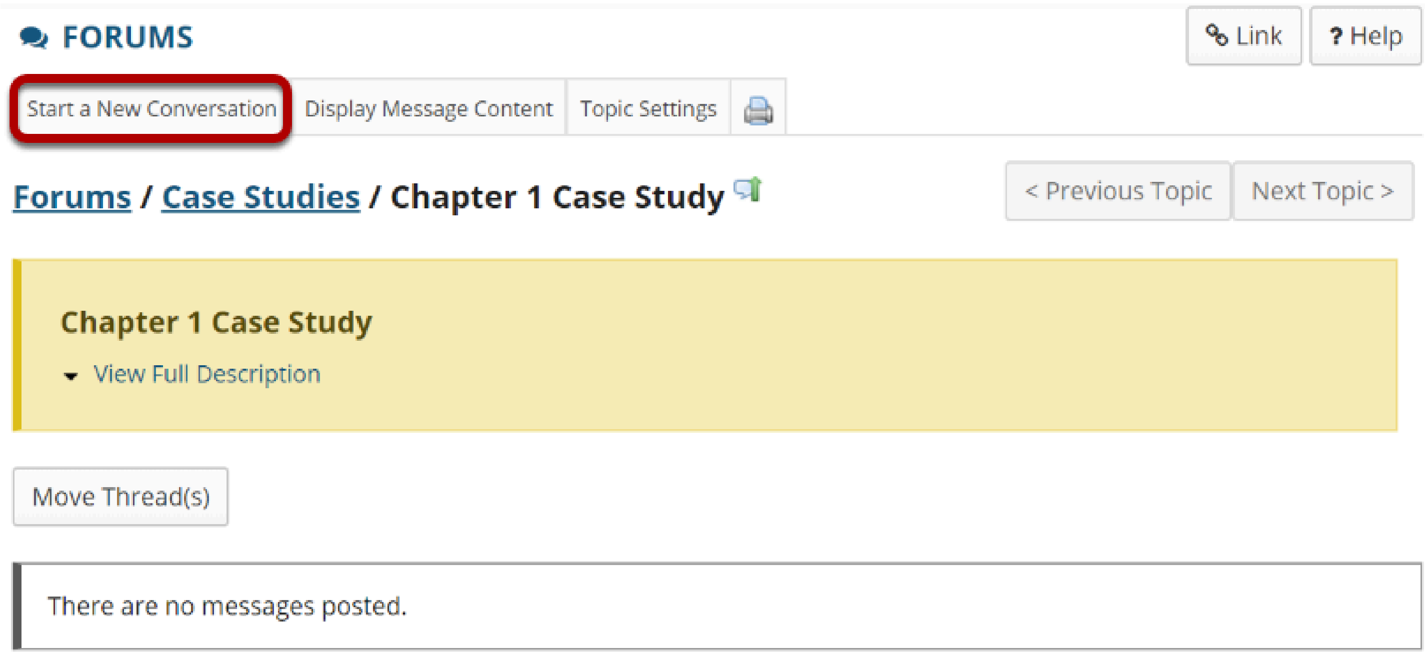
Select a topic within the forum.



This is an example of a forum topic.

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

Click Start a New Conversation.

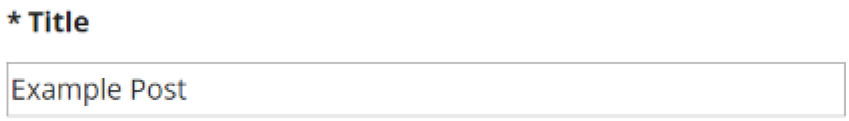


Starting a new conversation is the same thing as starting a new thread.

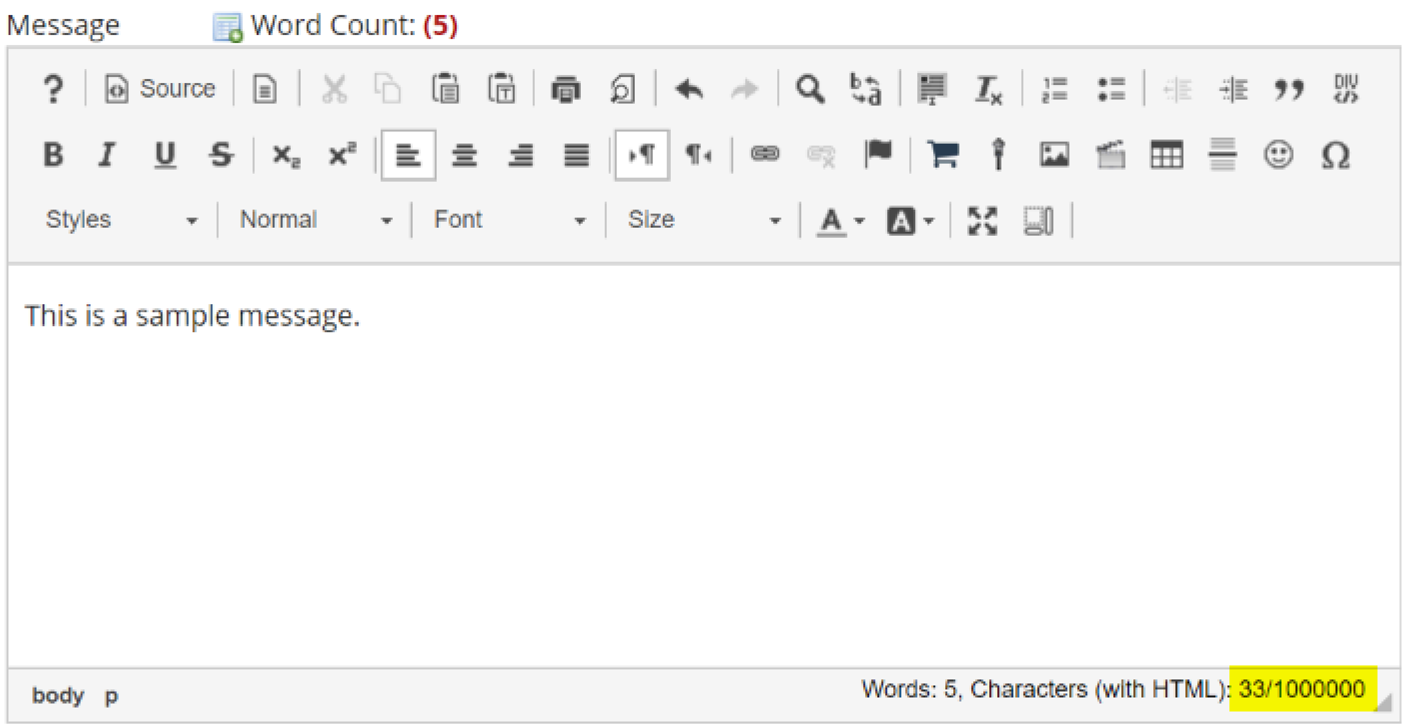
After you click **Start a New Conversation**, the message composition window will appear.

Footer

Enter a title.



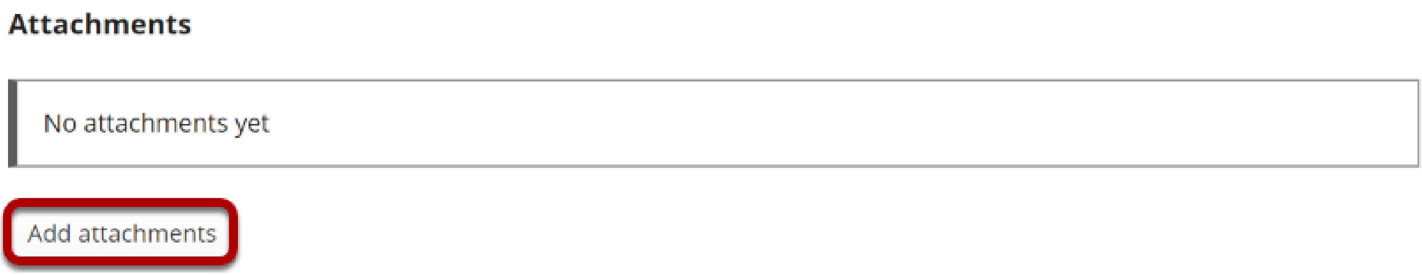
Enter a message.



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.

Click Add attachments. (Optional)



Footer

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

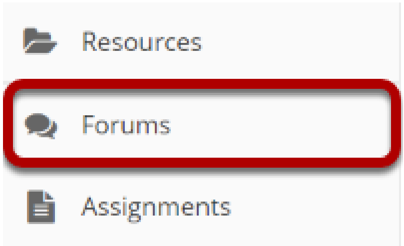
Click Post.

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

Footer

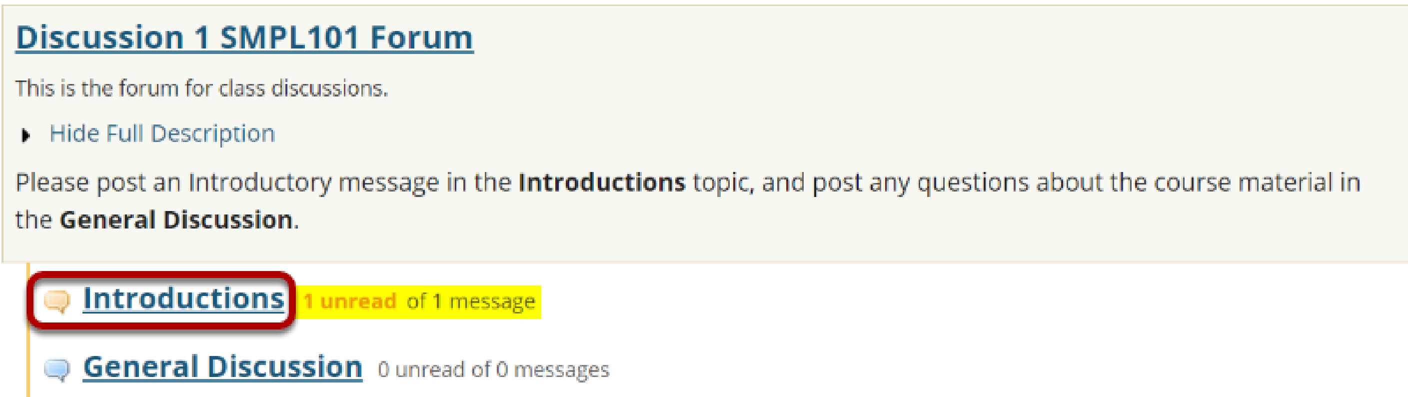
How do I reply to a forum post (i.e. conversation)?

Go to Forums.



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

Choose a topic within a forum.

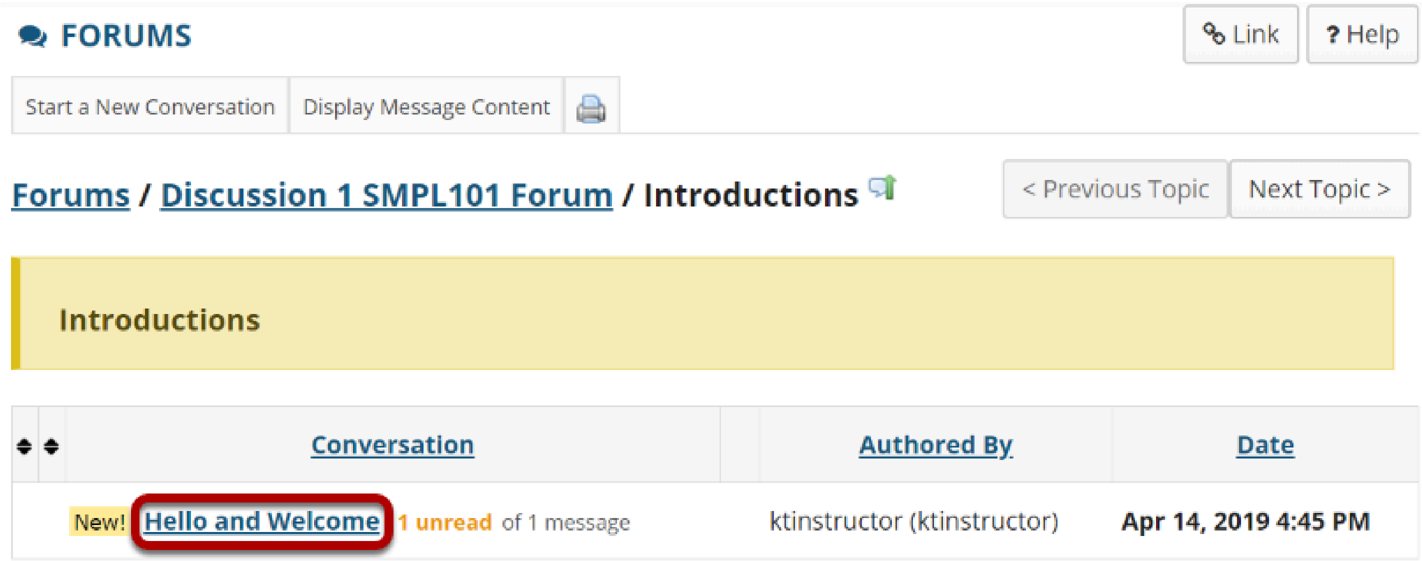


Click on the title of the topic to enter the topic.

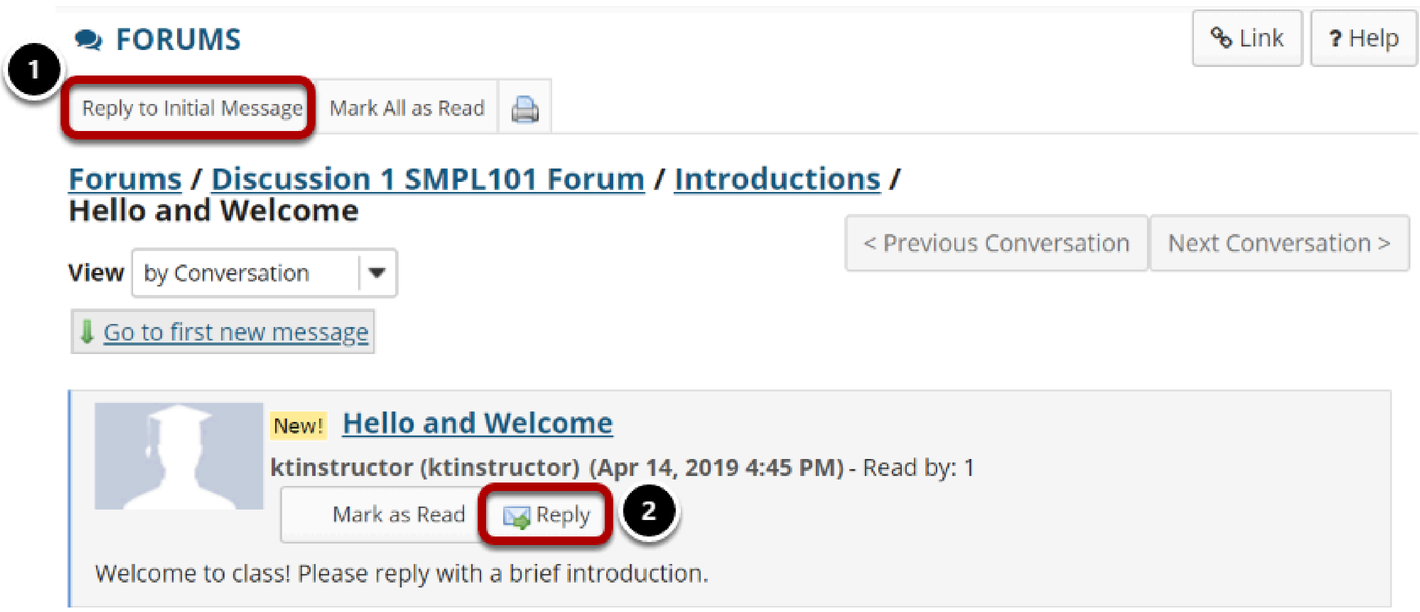
Note: The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.

Footer

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



Click reply.

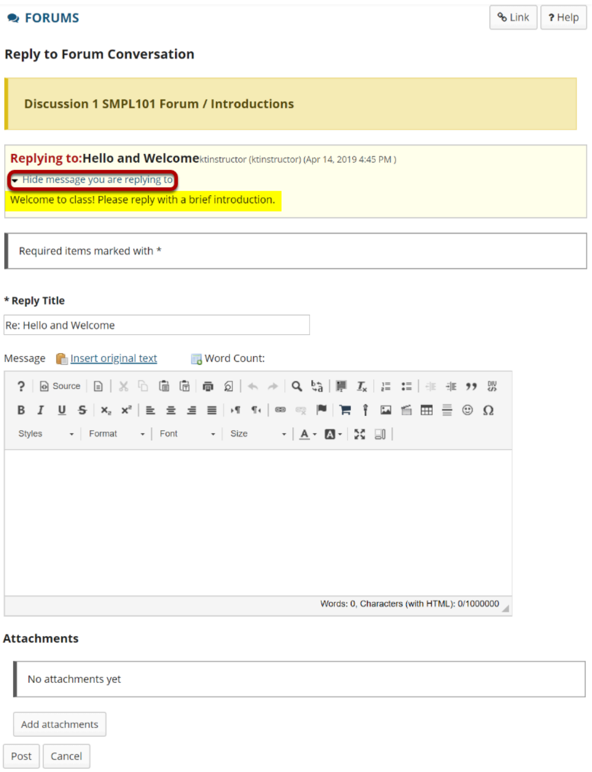


You have two different options for replying to the post within the Forums tool.

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.

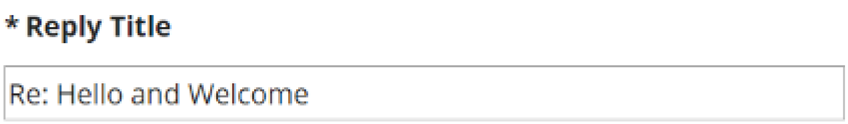
Footer

Compose your message.



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

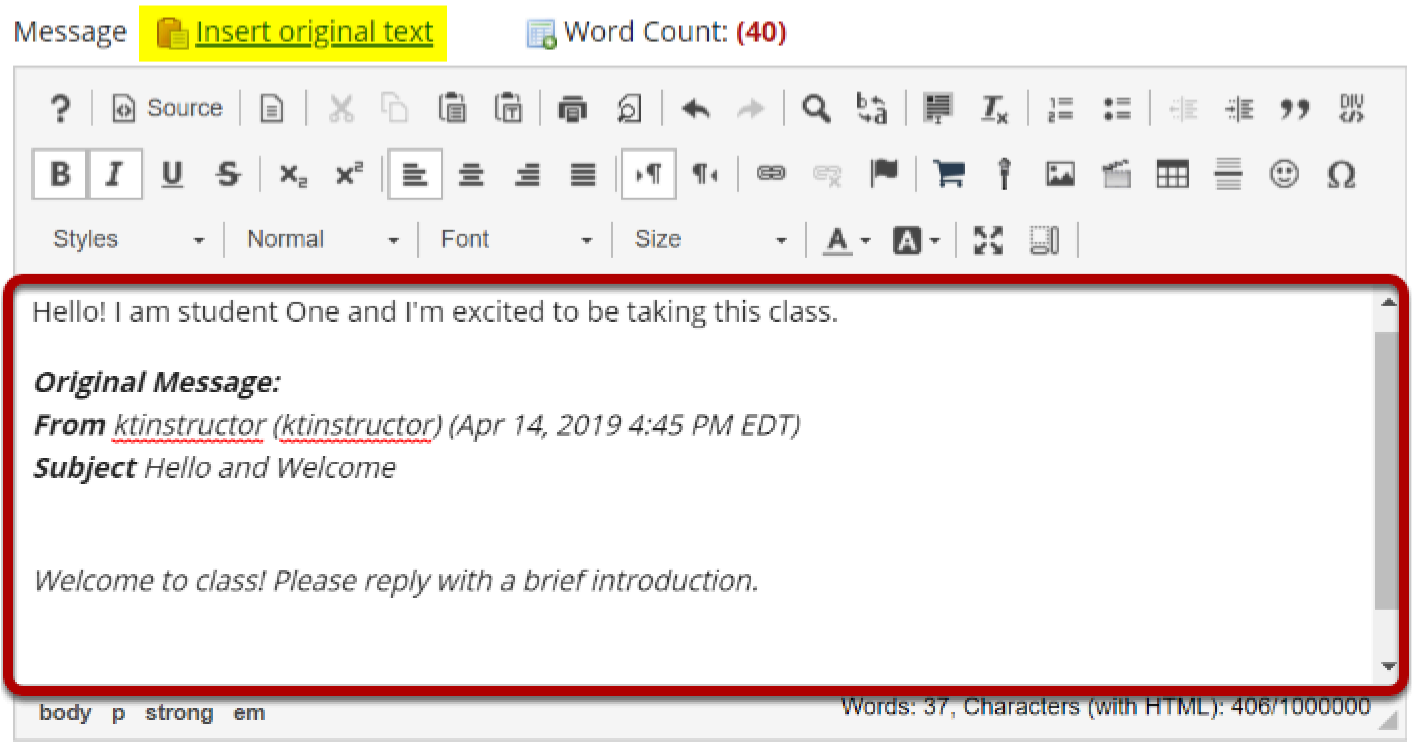
Edit the reply title. (Optional)



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

Footer

Enter your message.



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)

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

Footer

Click Post.

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

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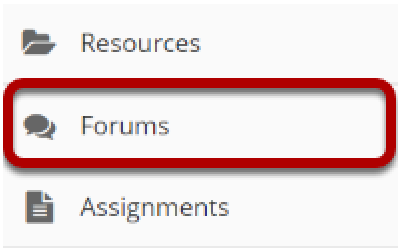
How do I email a forum post author?

This outlines the process of contacting an author of a Forum post by email. Typically, the email option is only available for instructors or site owners.

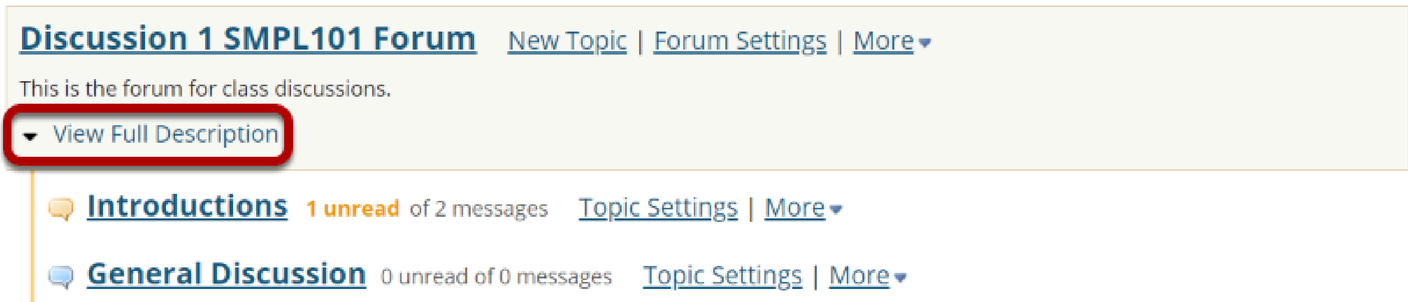
Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Forums.



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

Choose a Forum

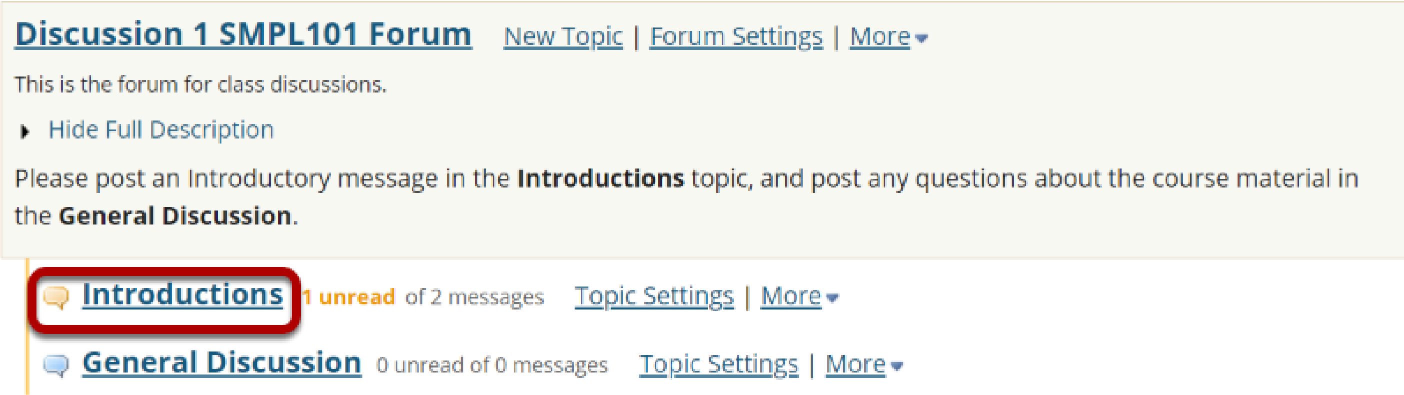


This is an example of a **Forum**, bolded and in the largest comparative font.

Click **View Full Description** to view more information about the **Forum**.

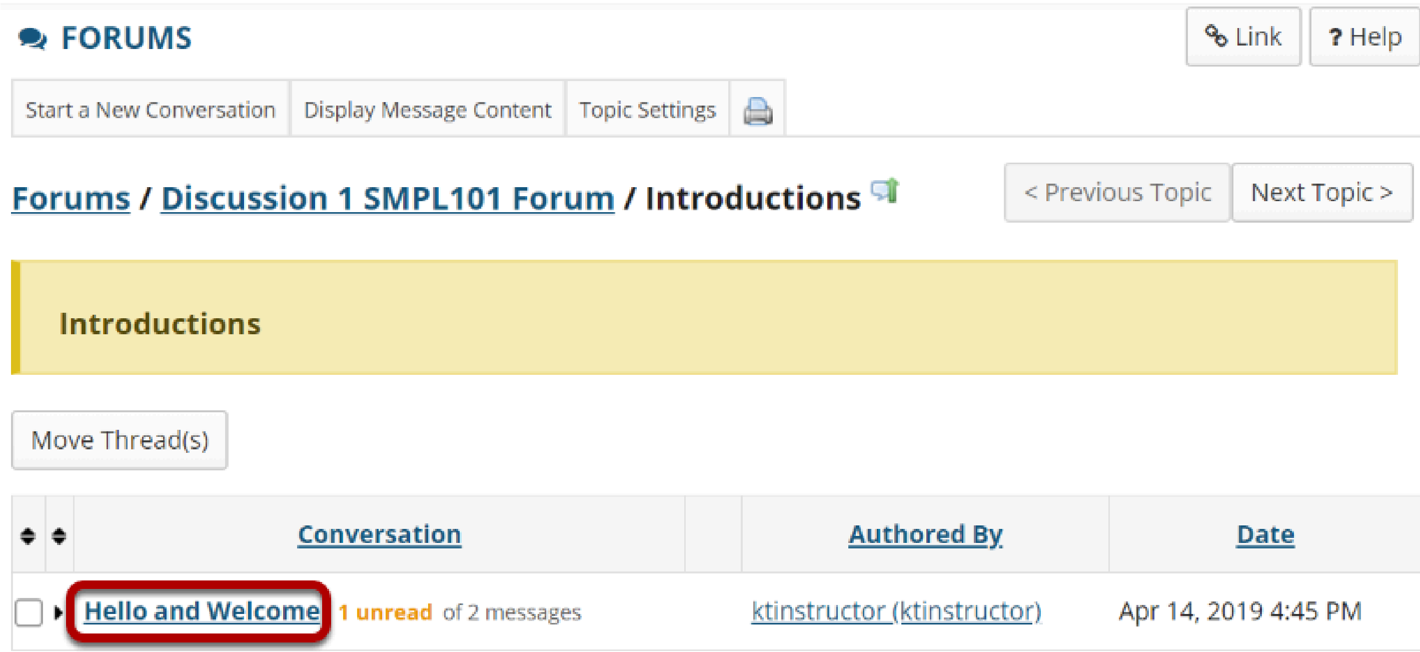
Footer

Select the Topic within the Forum



This is an example of a **Topic**. Select the Topic to view messages posted to that topic.

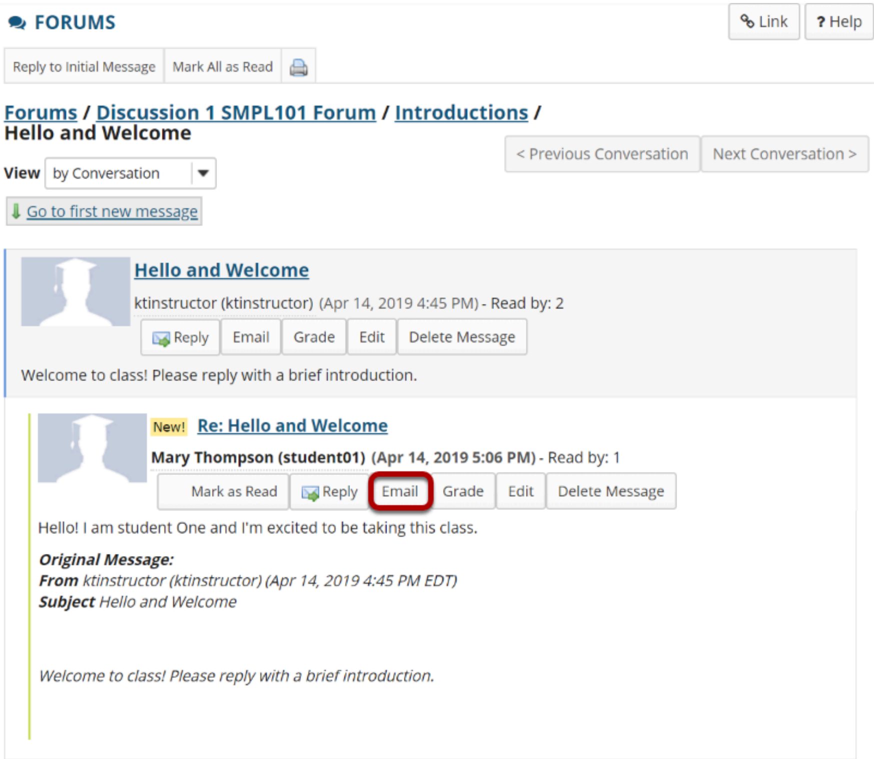
Select the Conversation



Select a **conversation**, or thread by clicking on the subject of the post.

Footer

Click Email

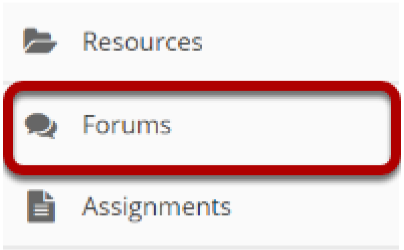


Click **Email** below the author's name in order to email the forum post author.

Footer

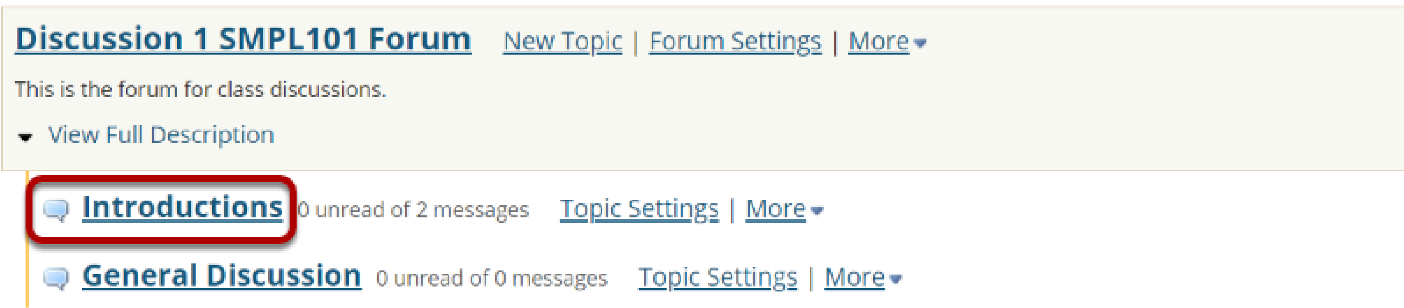
How do I delete a forum post (i.e. conversation)?

Go to Forums.



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

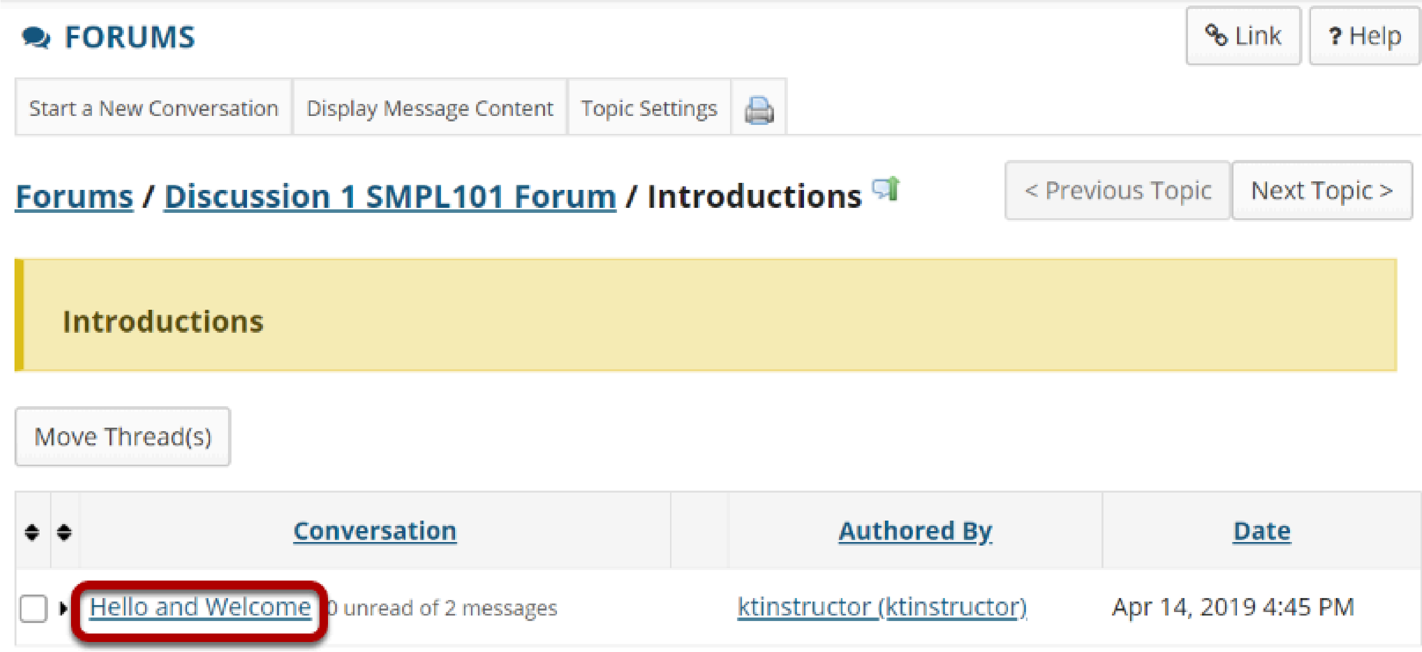
Choose a topic within a forum.



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

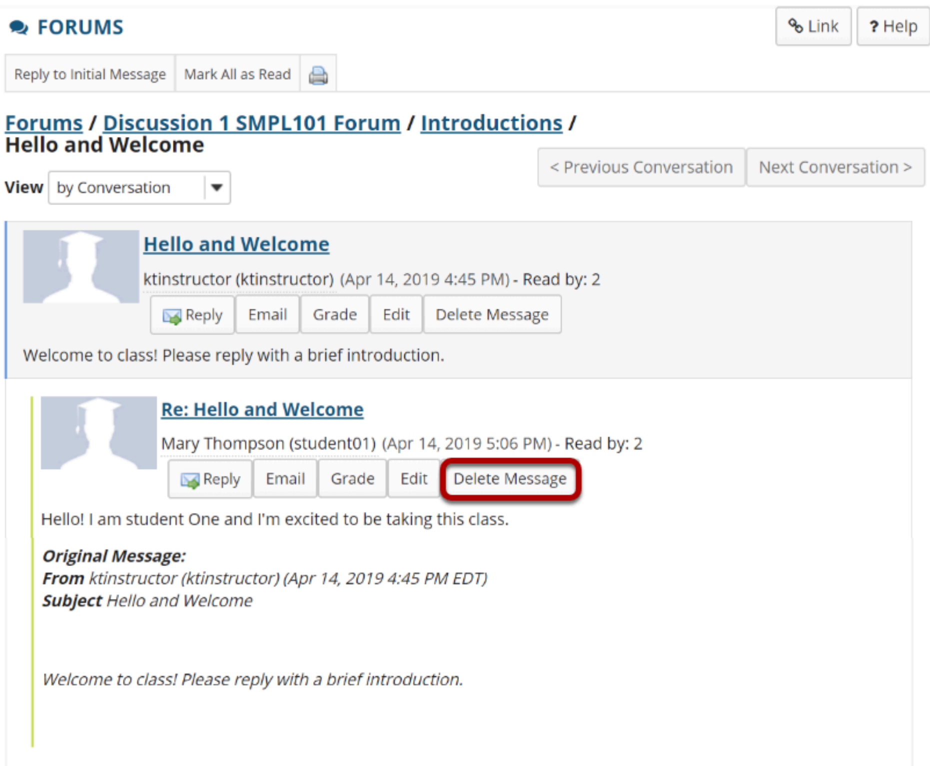
Footer

Select a conversation from list.



Click on the title of the conversation.

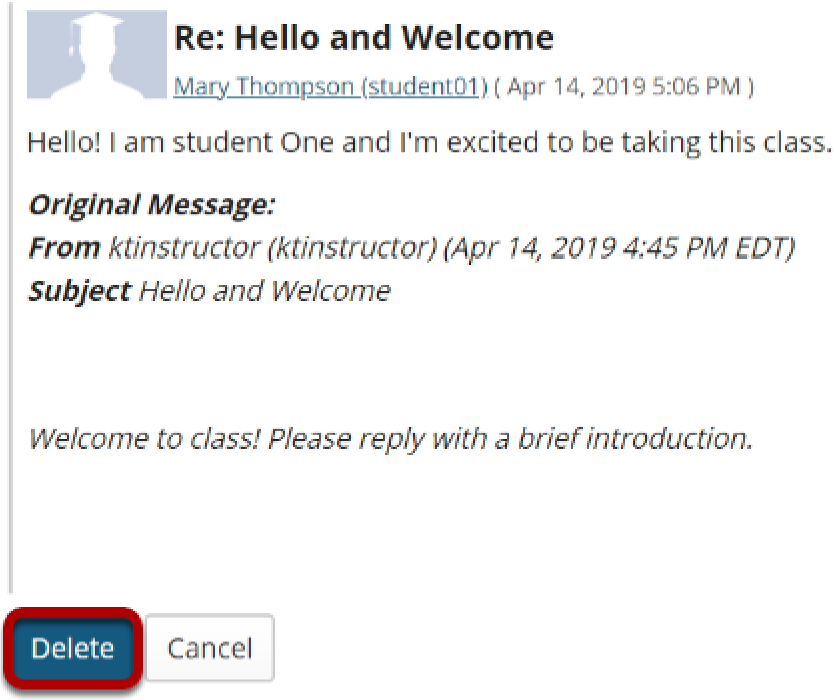
Click delete message.



Footer

Click **Delete Message** for the message you want to remove.

Click Delete again to confirm.



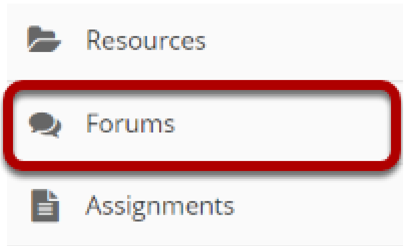
If you are sure you want to delete the message, click **Delete** again to confirm removal. The message will be permanently deleted.

Footer

How do I moderate a topic?

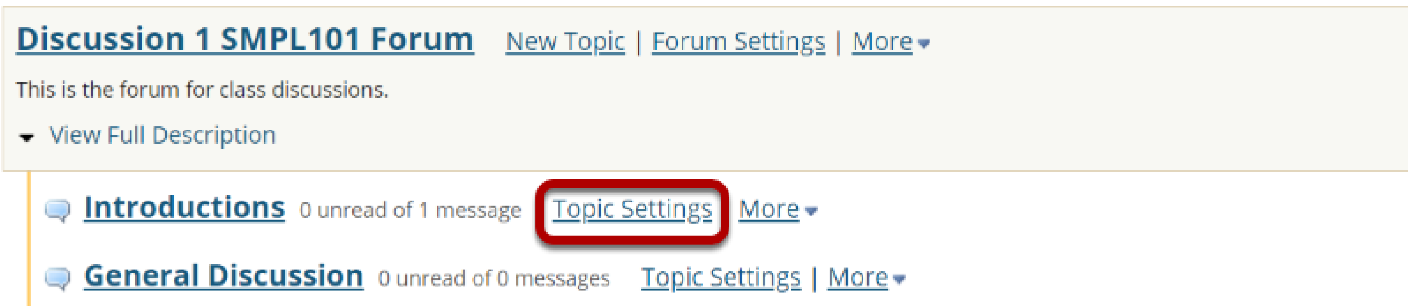
A moderated discussion allows the instructor to review and approve a discussion posting before the participants may view the post. When a discussion is moderated, each message submitted by a participant must be reviewed and approved before other participants may read them.

Go to Forums.



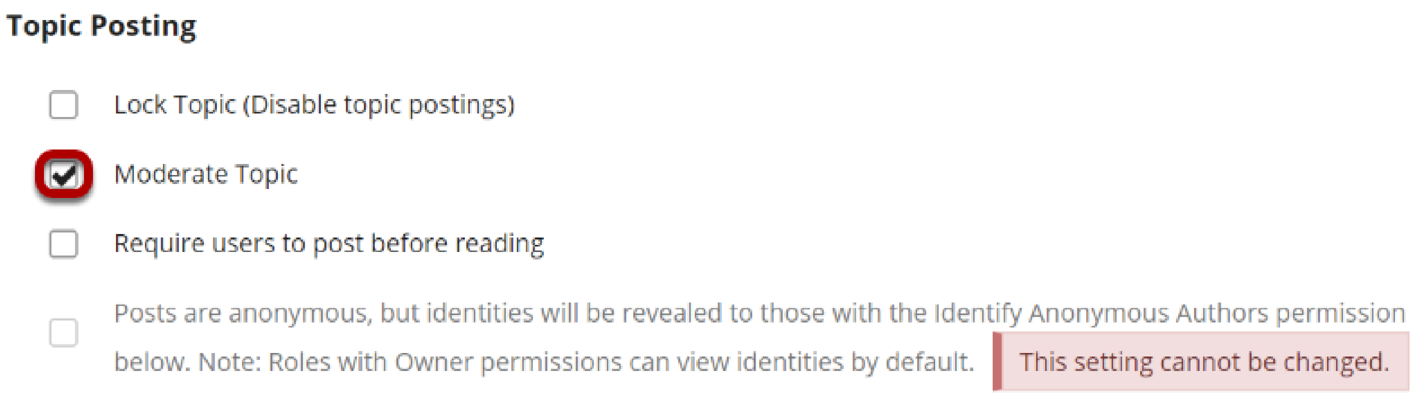
Select the **Forums** tool from the Tool Menu in your site.

Click Topic Settings.



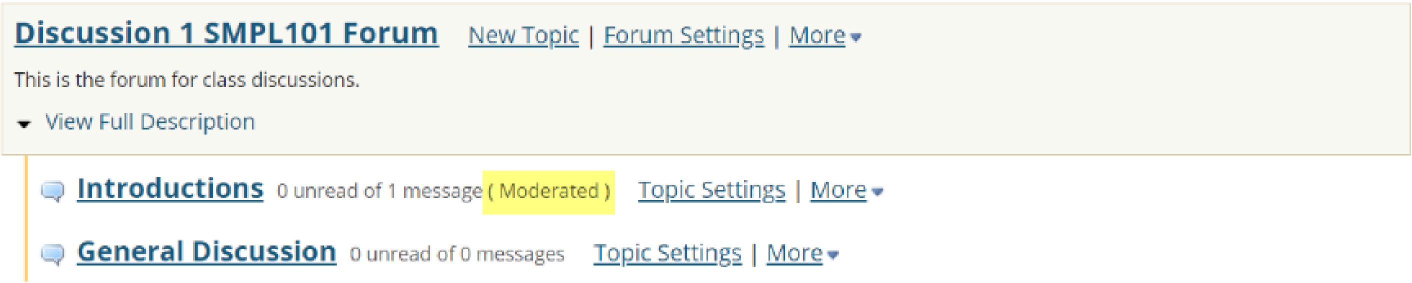
Click **Topic Settings** to moderate a particular Topic.

Check the box next to Moderate Topic.



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

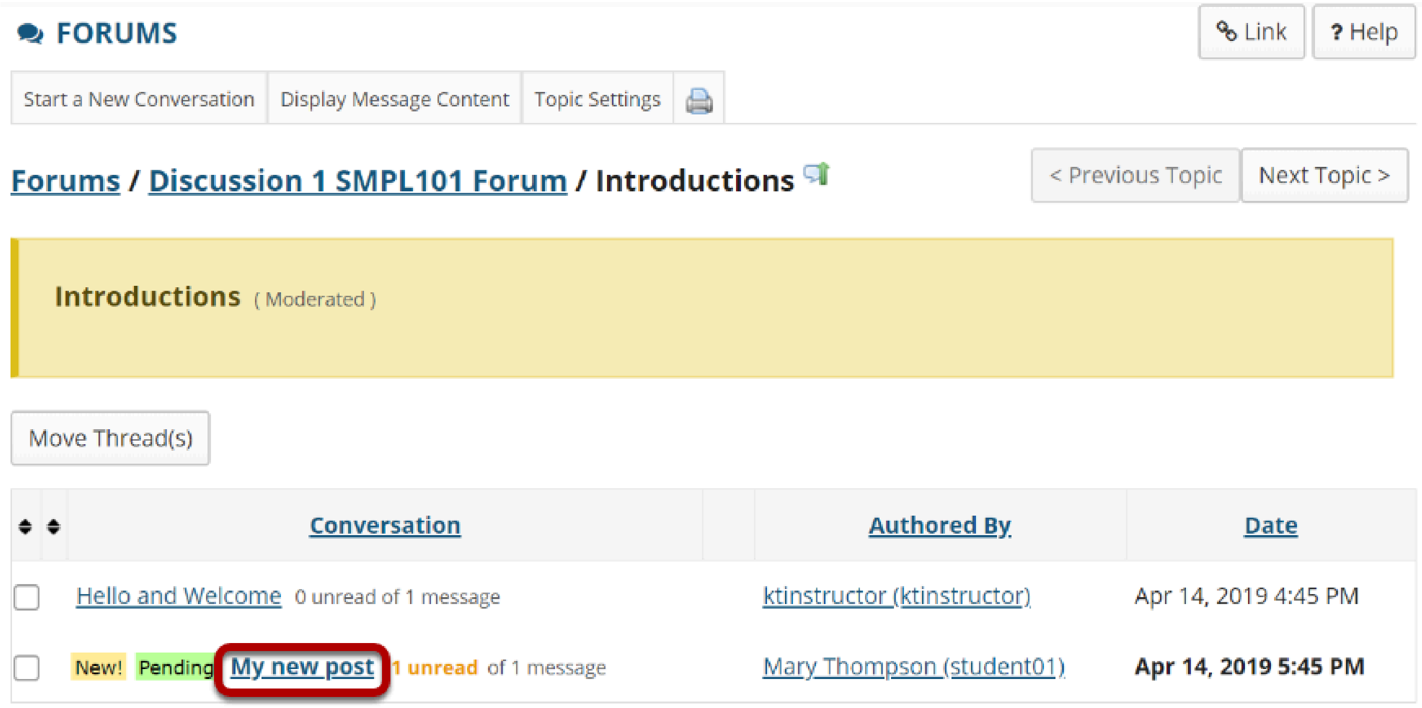
View moderated topic in forums list.



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

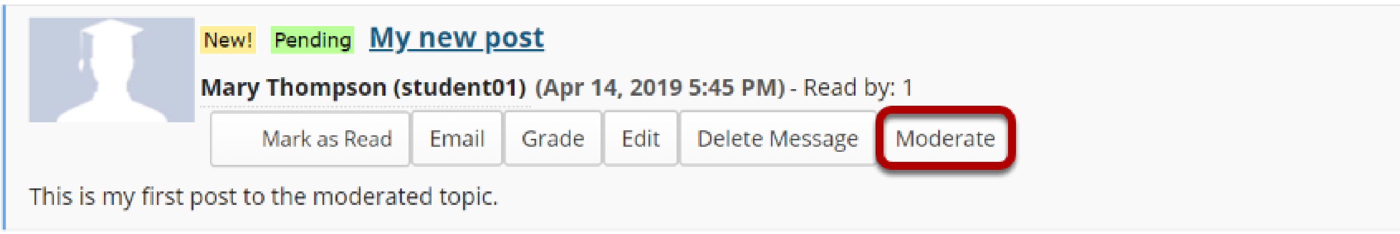
Footer

View Pending Messages.



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

Click Moderate.



Footer

Approve or Deny pending posts.

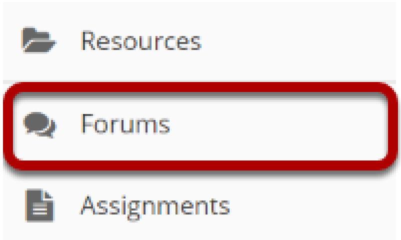
Click either **Deny** or **Approve** to moderate the message. Approved messages will be visible to the rest of the site participants. Denied messages remain visible to the instructor only.

Footer

How do I grade discussion forums?

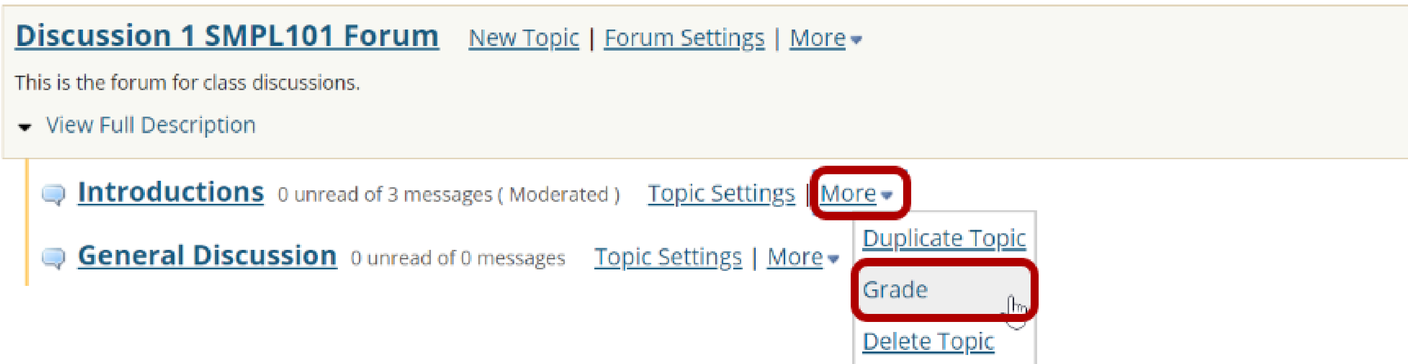
Note: You must create the gradebook item in the gradebook BEFORE you can associate a Forum or Topic with the item for grading.

Go to Forums.



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

Select the Topic you want to grade.

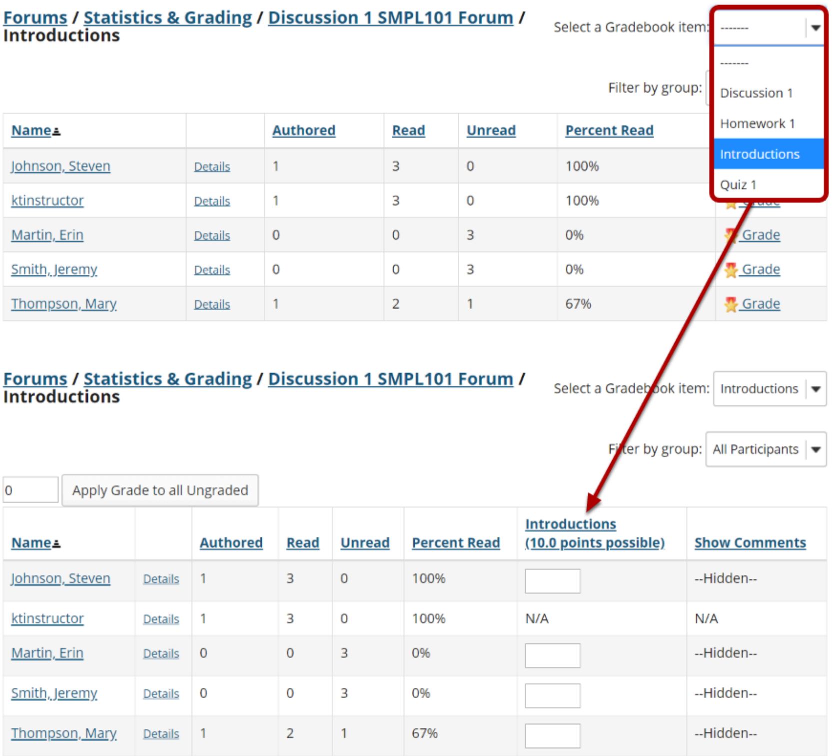


Click on the **More** link for the Topic you want to grade, and then select **Grade** from the list of expanded options.

Note: You may grade by either Forum or Topic. The grading process is very similar. However, most faculty prefer to grade by Topic, since a Forum may contain several different Topics and each Topic may represent a separate gradebook item or score.

Footer

Select a gradebook item.



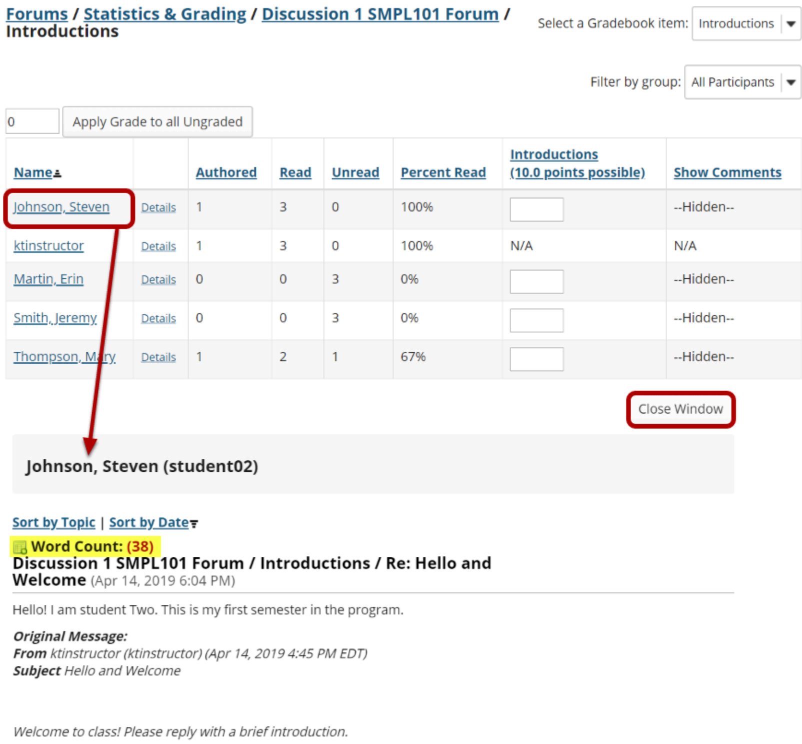
You will see a list of site participants along with summary statistics for each user on number of posts authored, read, unread, and percent read in the current topic. You may sort the list by any of those columns by clicking on the column title if you choose.

Select the gradebook item where you would like to record the scores for this topic from the drop-down menu in the upper right corner. Once you select a gradebook item, the screen will change to display a grade entry column where you may enter points.

Note: If you already associated your Topic with a gradebook item, then you do not need to complete this step. You should have been taken directly to the grade entry screen.

Footer

View posts.

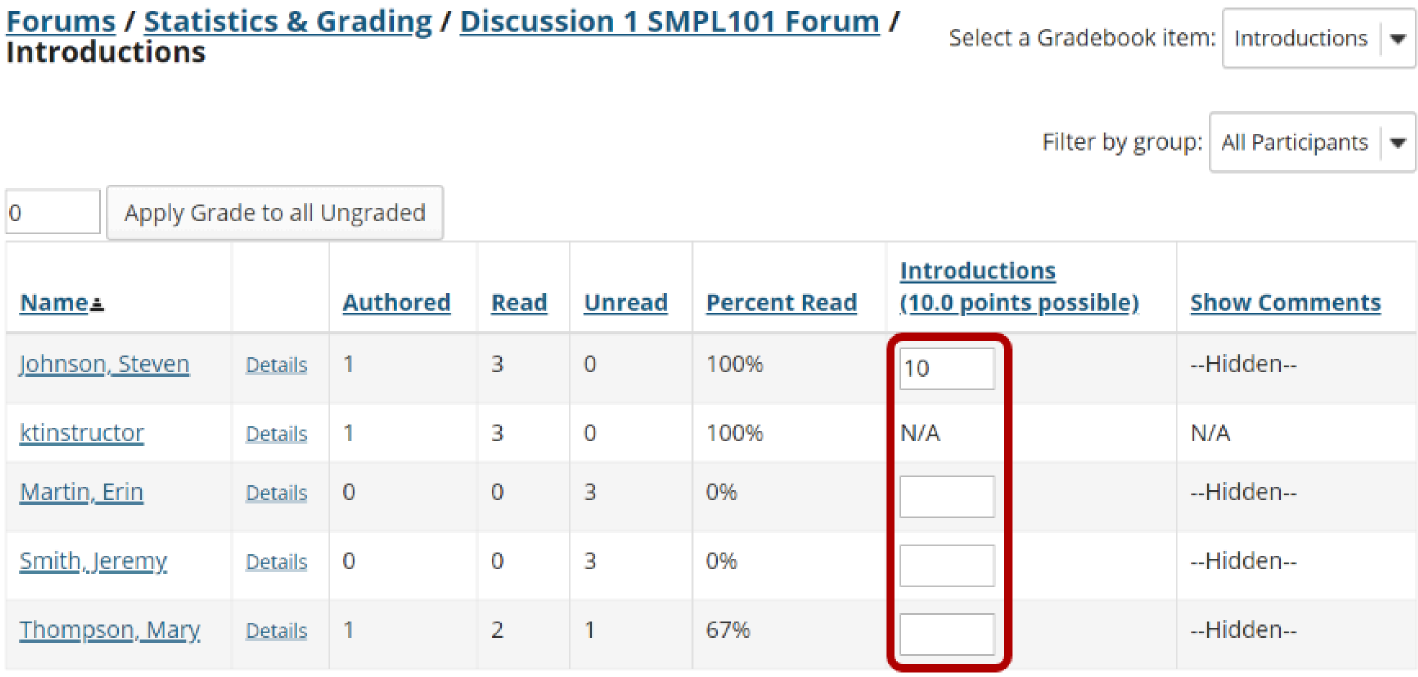


To view posts, click on the author's name. A window will open showing the message/s posted by that author. Notice that the Word Count in each post is also shown.

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

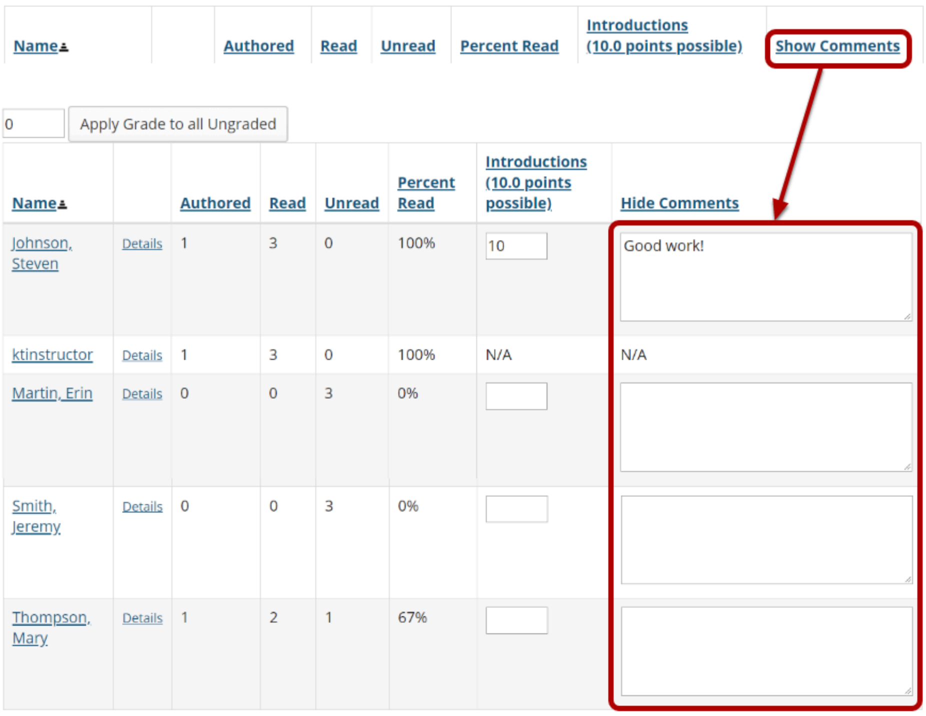
Footer

Enter points.



Enter points into the grade entry column.

Add Comments.



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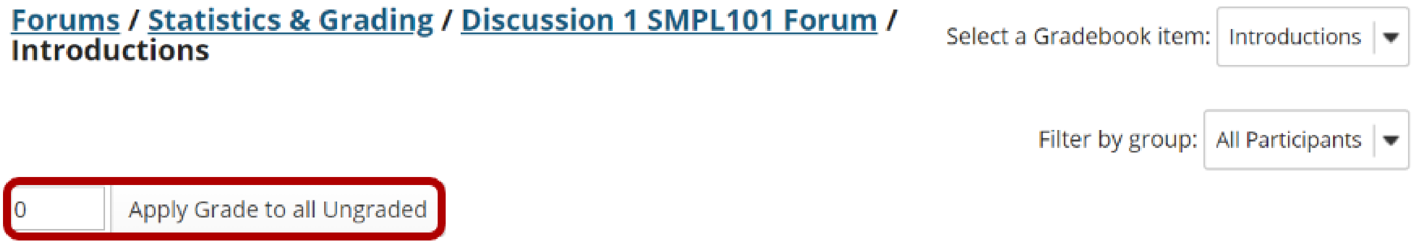
If you would like to add comments, click on the **Show Comments** link to expand the comment column.

Enter your comments into the text boxes provided.

Apply a grade to all ungraded.



If you would like to apply a single score to all ungraded items, enter the score to be applied and then click the **Apply Grade to all Ungraded** button.

Tip: This is a useful option if, for example, you would like to apply zeros to all students that did not post.

Submit grades.

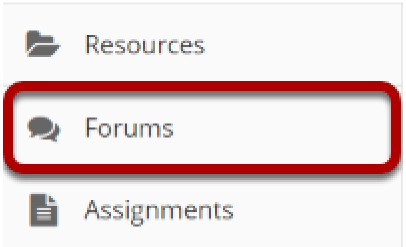
After you have entered all of the grades and/or comments, scroll down to the bottom of the list and click the **Submit Grades** button to save your changes and send the grades to the gradebook.

Footer

How do I move a thread to a different topic?

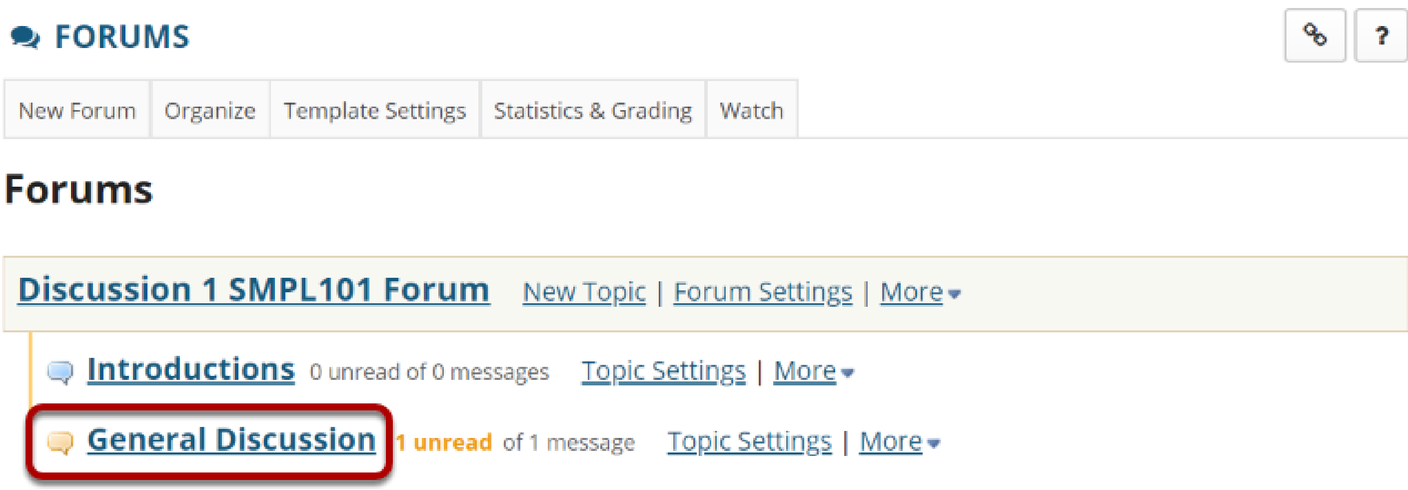
This option allows for a thread or conversation to be moved to a different topic.

Go to Forums.



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

Select a forum topic.



The topics will be listed underneath the corresponding forum in smaller, bold font. Click on the topic containing the item to be moved.

Footer

Check the box next to the conversation to be moved.

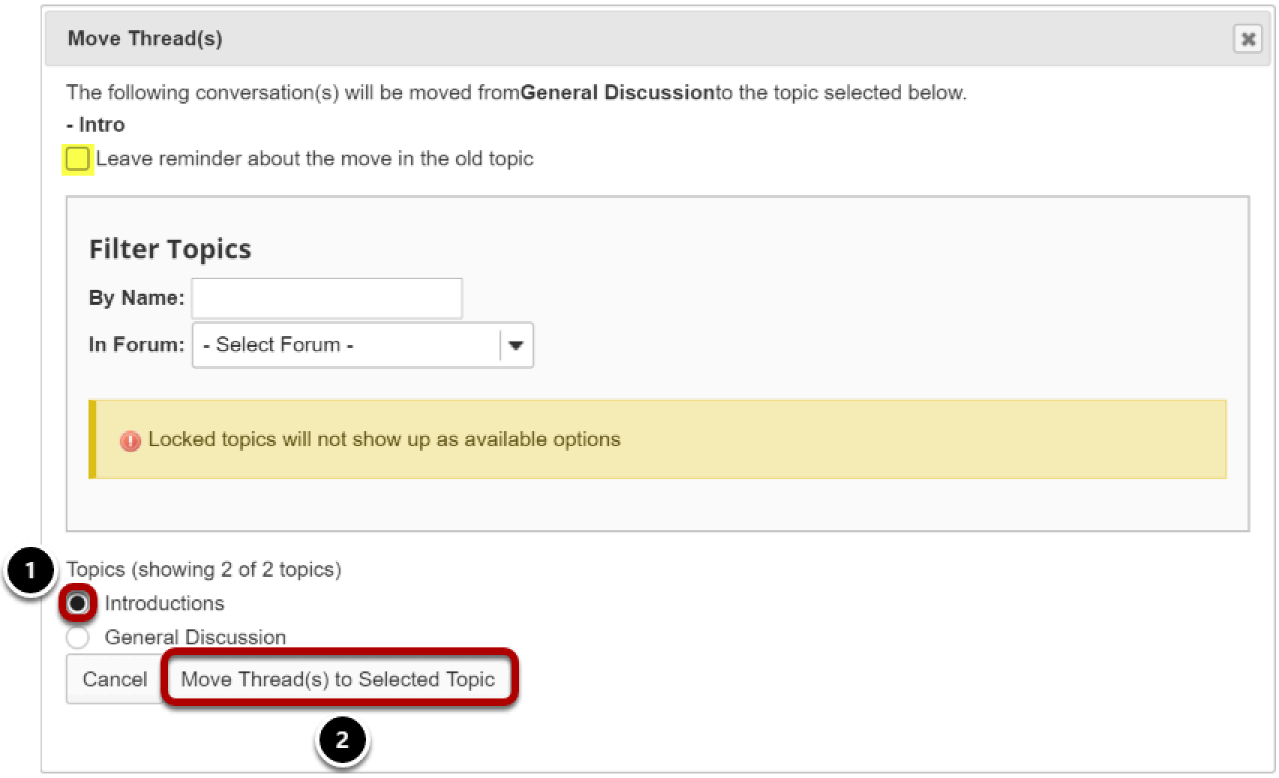
All conversations, or threads, will be listed.

Select Move Thread(s).

After selecting Move Threads, a box will open with options pertaining to the thread and where it will be moved.

Footer

Select options and click Move Thread(s) to Selected Topic.



The available topics will be shown.

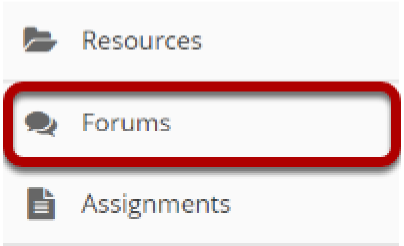
1. Select the topic where you would like to move the thread.
2. Click **Move Thread(s) to Selected Topic** to continue.

Tip: You may optionally select the check box to leave a reminder about the move in the old topic.

Footer

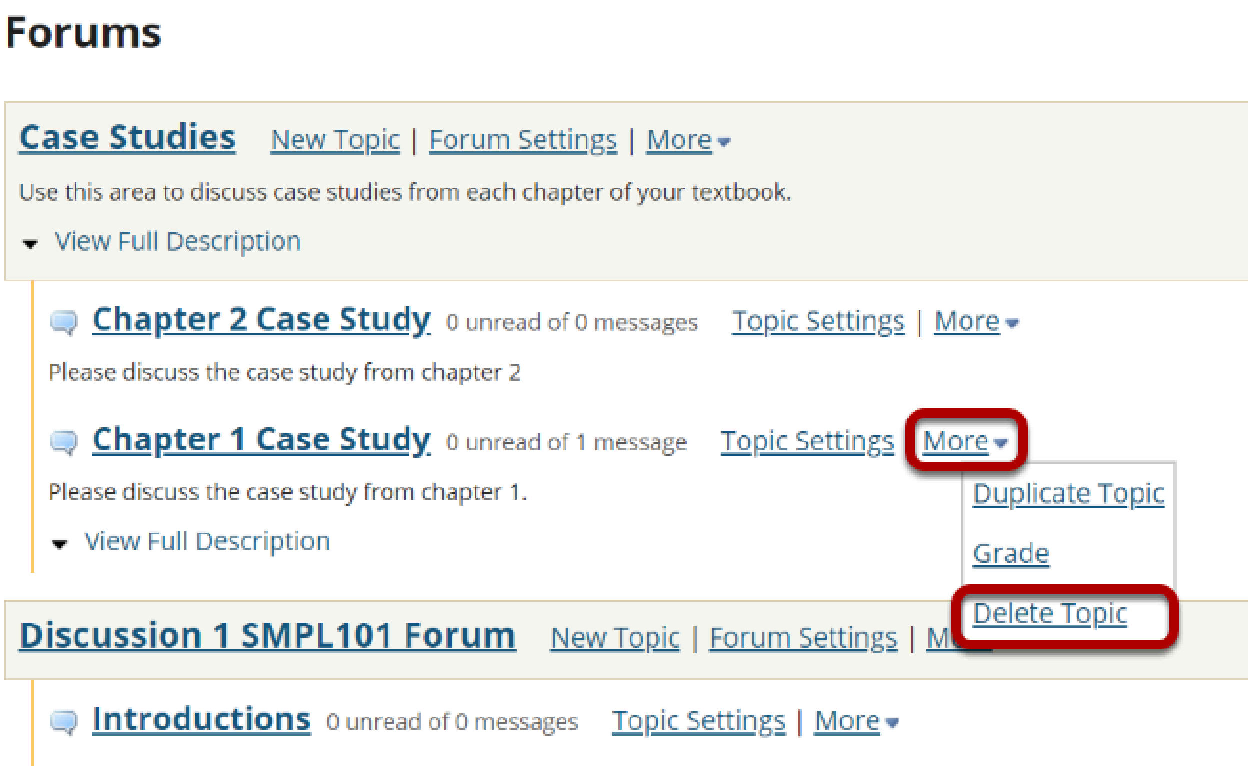
How do I delete a topic?

Go to Forums.



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

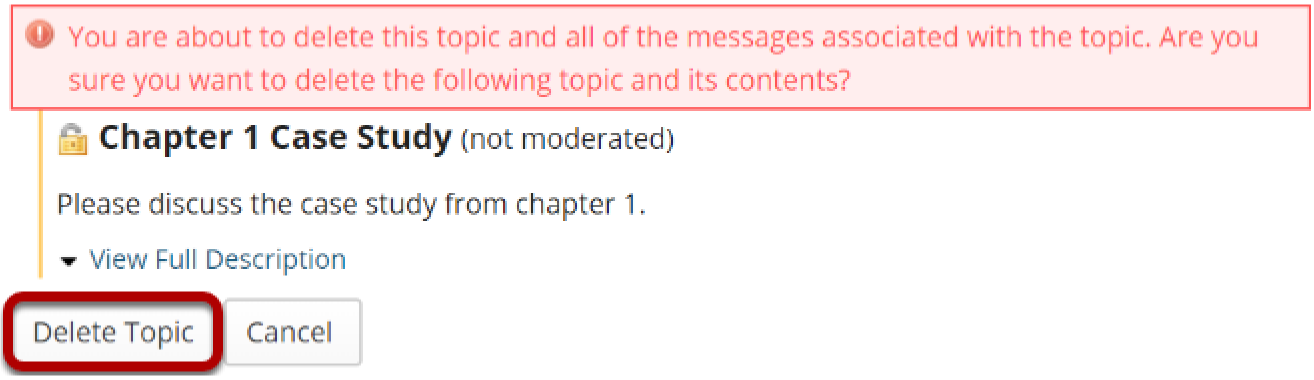
Select Delete Topic from the More drop-down menu.



Click the **More** link next to the topic you want to delete, then chose the **Delete Topic** option from the drop-down menu.

Footer

Confirm deletion.

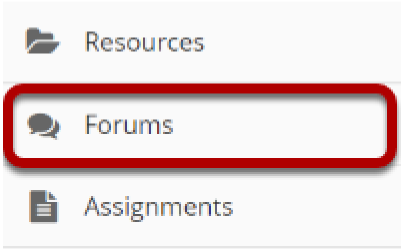


You will be prompted to confirm the deletion. If you are sure that you want to delete the topic and all of the messages within it, click the **Delete Topic** button.

Footer

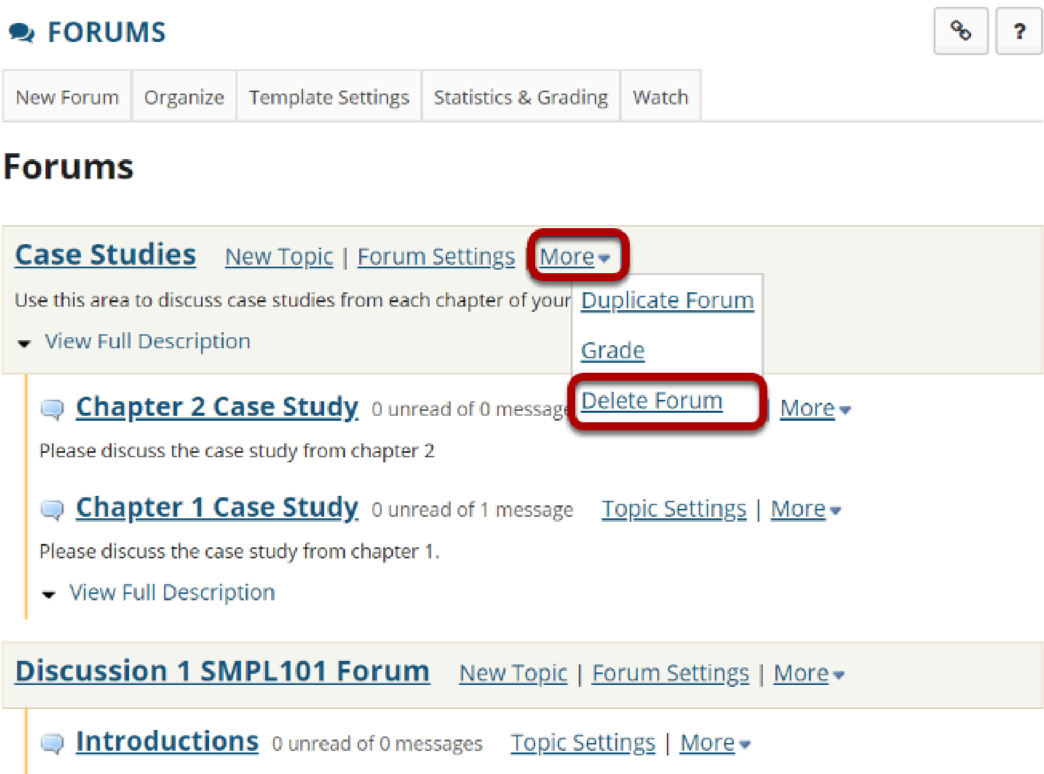
How do I delete a forum?

Go to Forums.



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

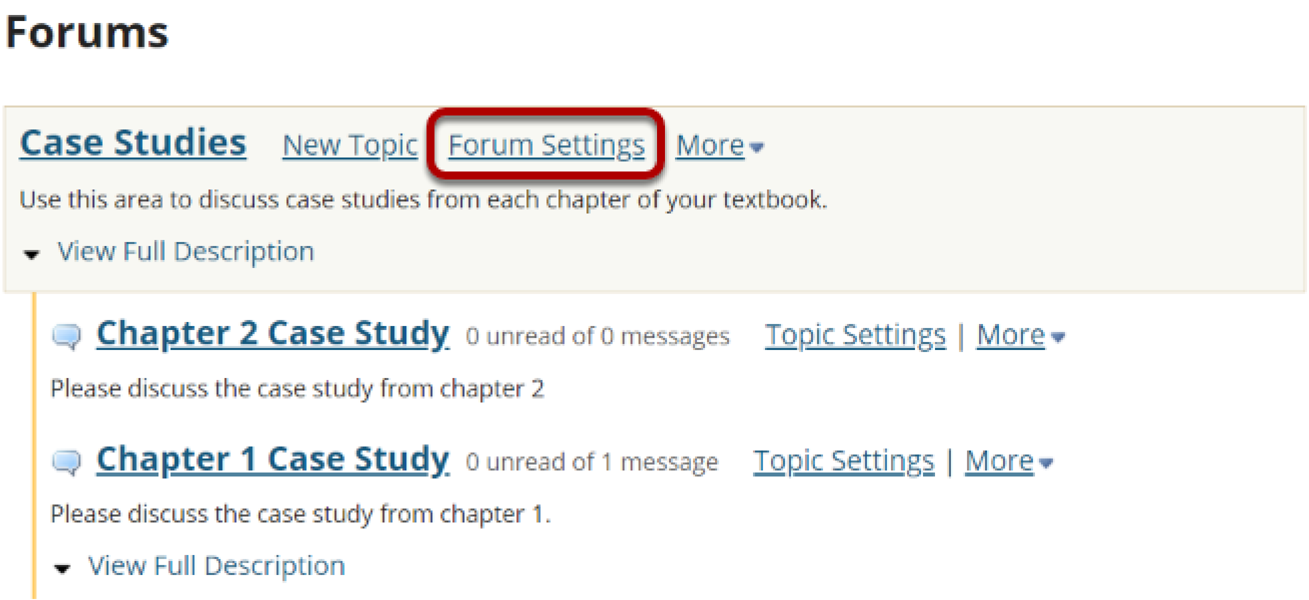
Select Delete Forum from the More drop-down menu.



Click the **More** link next to the forum you want to delete, then chose the **Delete Forum** option from the drop-down menu.

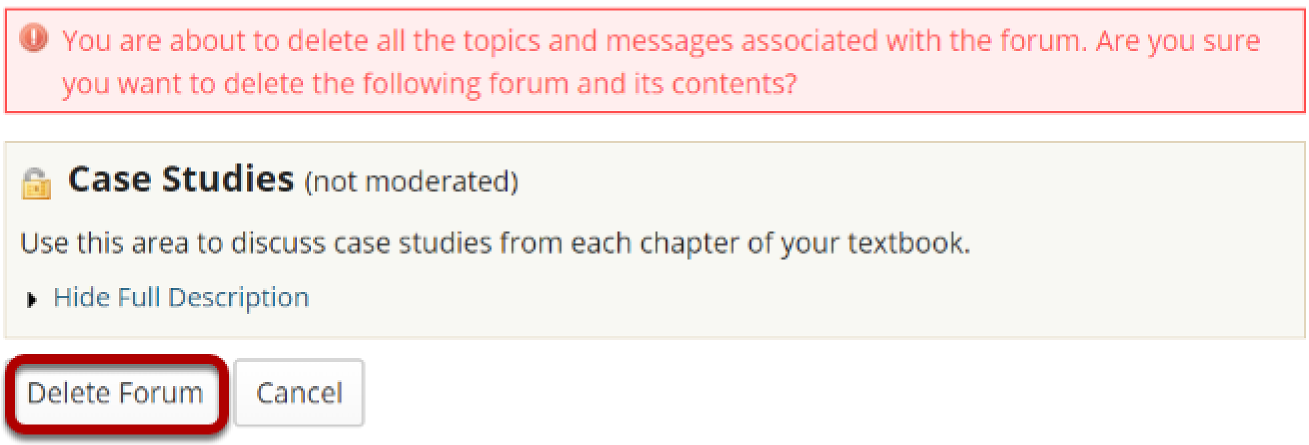
Footer

You can also click Forum Settings next to the forum you want to delete.



Then scroll down to bottom of page and click Delete Forum.

Confirm deletion.



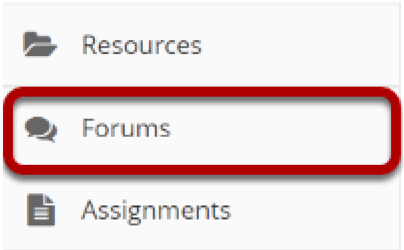
Deleting a forum will remove the forum and everything associated with it, including all topics and conversations. If you are sure you want to delete the forum, click **Delete Forum** to remove it from the site.

Footer

How do I modify forum template settings?

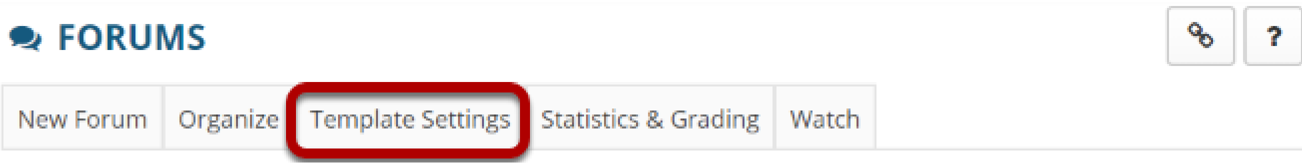
Template Settings control the default settings of each created forum. These settings can be overridden for a specific forum or topic, but must be manually changed after the default settings template is created.

Go to Forums.

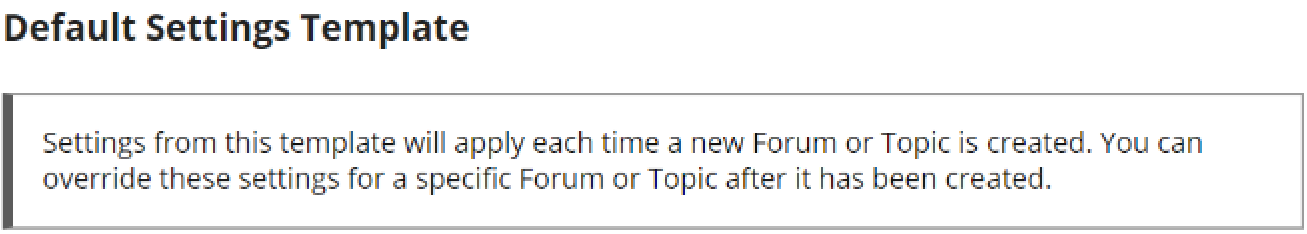


Select the **Forums** tool from the Tool Menu of your site.

Click Template Settings.



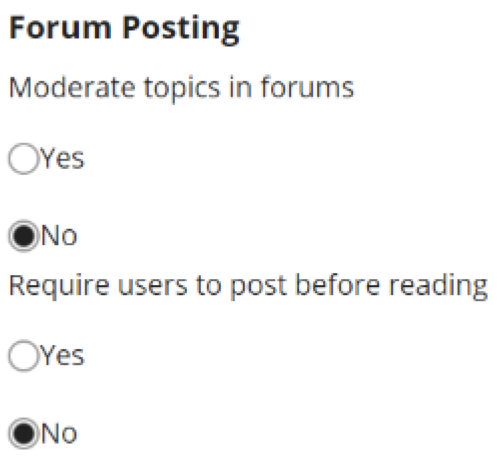
Configure default settings.



The default settings template allows you configure the default settings for all new Forums and Topics in this site.

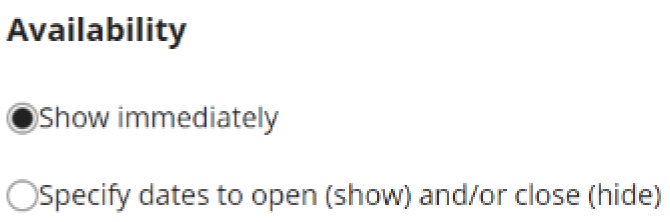
Footer

Choose Forum Posting settings.



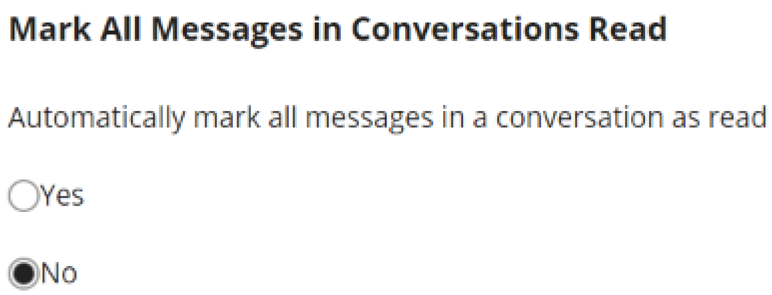
Template settings allows the option for all topics in Forums to be moderated. There is also an option that requires users to post before reading.

Choose Availability settings.



Template Settings allows the option for all Forums to be shown immediately after they are created or based on specified open (show) and close (hide) dates.

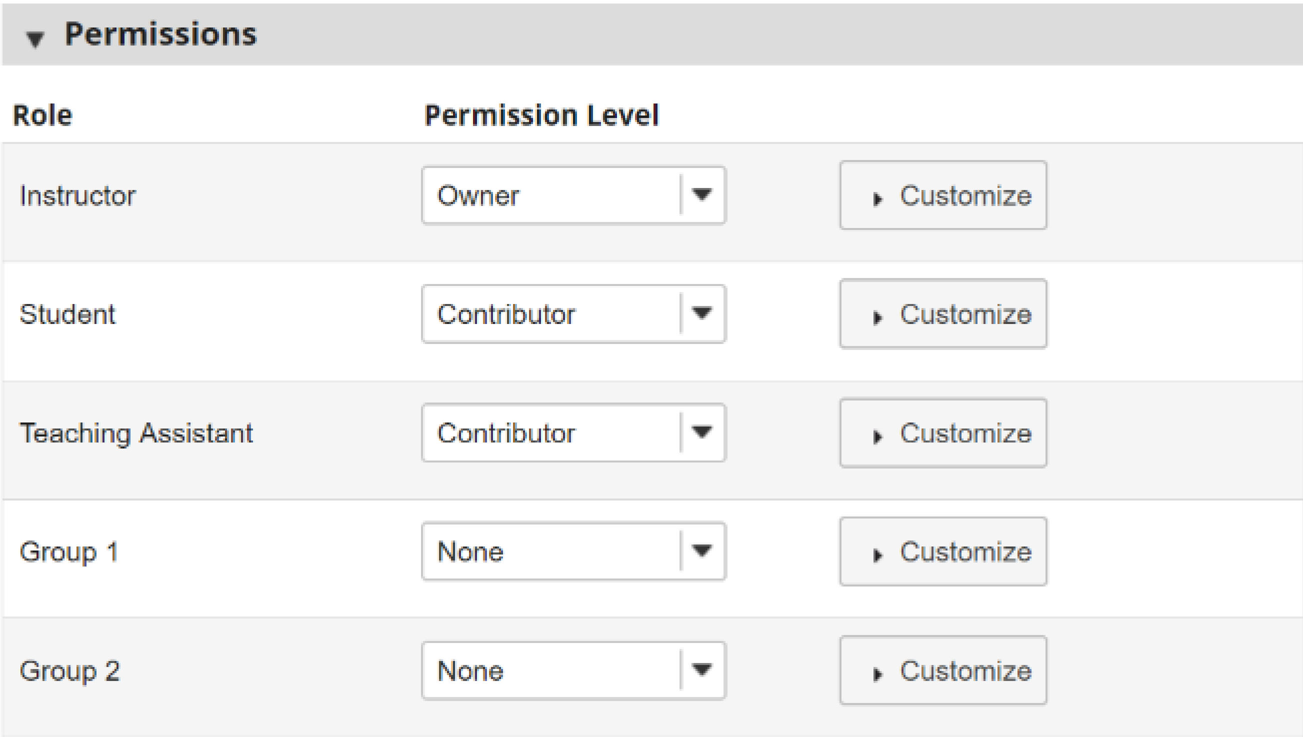
Choose if messages are marked "read".



Template settings allows the option for conversations to be marked read automatically.

Footer

Select role permissions.



Template Settings allows the option to select permission levels within Forums based on user roles or groups within the site. User roles can be given the title of Author, Contributor, None, Nonediting Author, Owner, Reviewer, and Custom. In the Customize drop-down menu, the check boxes are automatically selected based on the permission level selected. If the check boxes are manually chosen, this fulfills the Custom Permission Level.

Note: You may see different roles depending on whether your site is a course or a project, and whether or not there are any groups or custom roles in your site.

Click Save.

Click **Save** to save your settings (or **Cancel** to continue without saving).

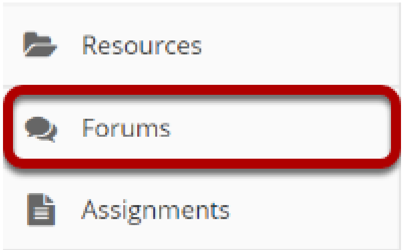
Footer

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.

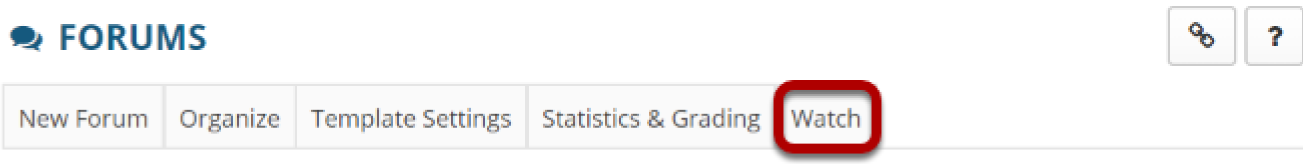
Note: New post notifications will be sent to the user's external/institutional email address, not via the Messages tool.

Go to Forums.



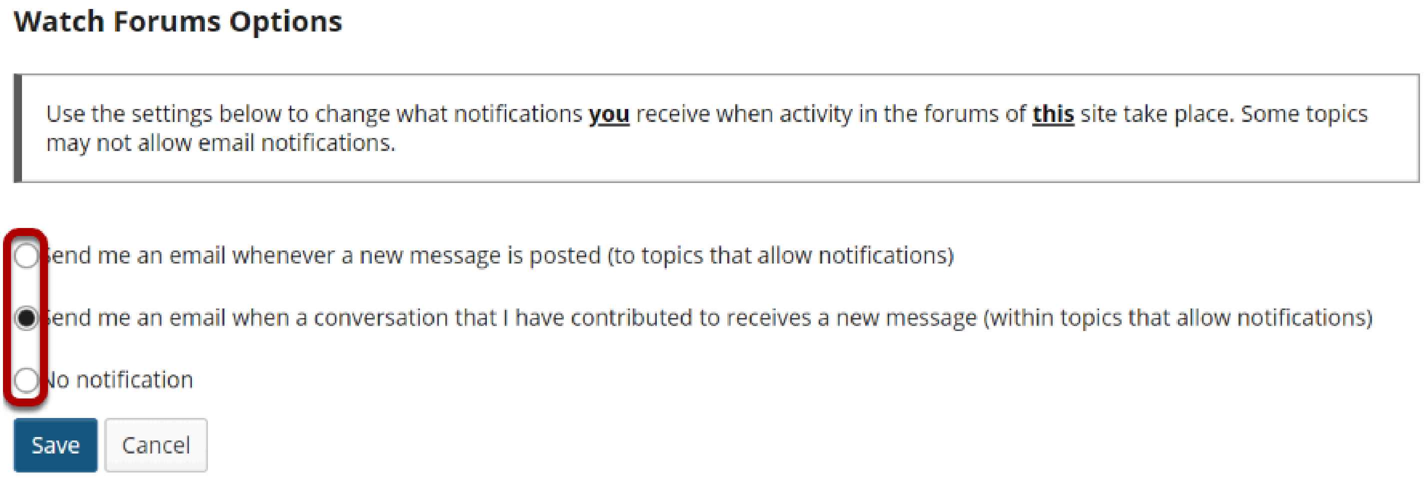
Select the **Forums** tool from the Tool Menu of your site.

Click Watch.



Footer

Choose your notification preference.



Select whether an email is desired for **whenever a new message is posted** on the Forum, **every new message posted on a conversation that the user has contributed to**, or **turn off all notifications**.

Click Save.

Footer

Gradebook

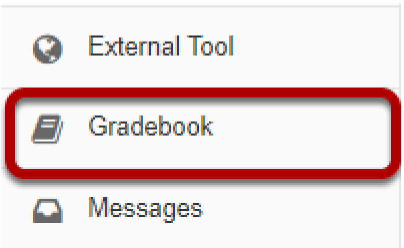
What is Gradebook?

The *Gradebook* allows instructors to:

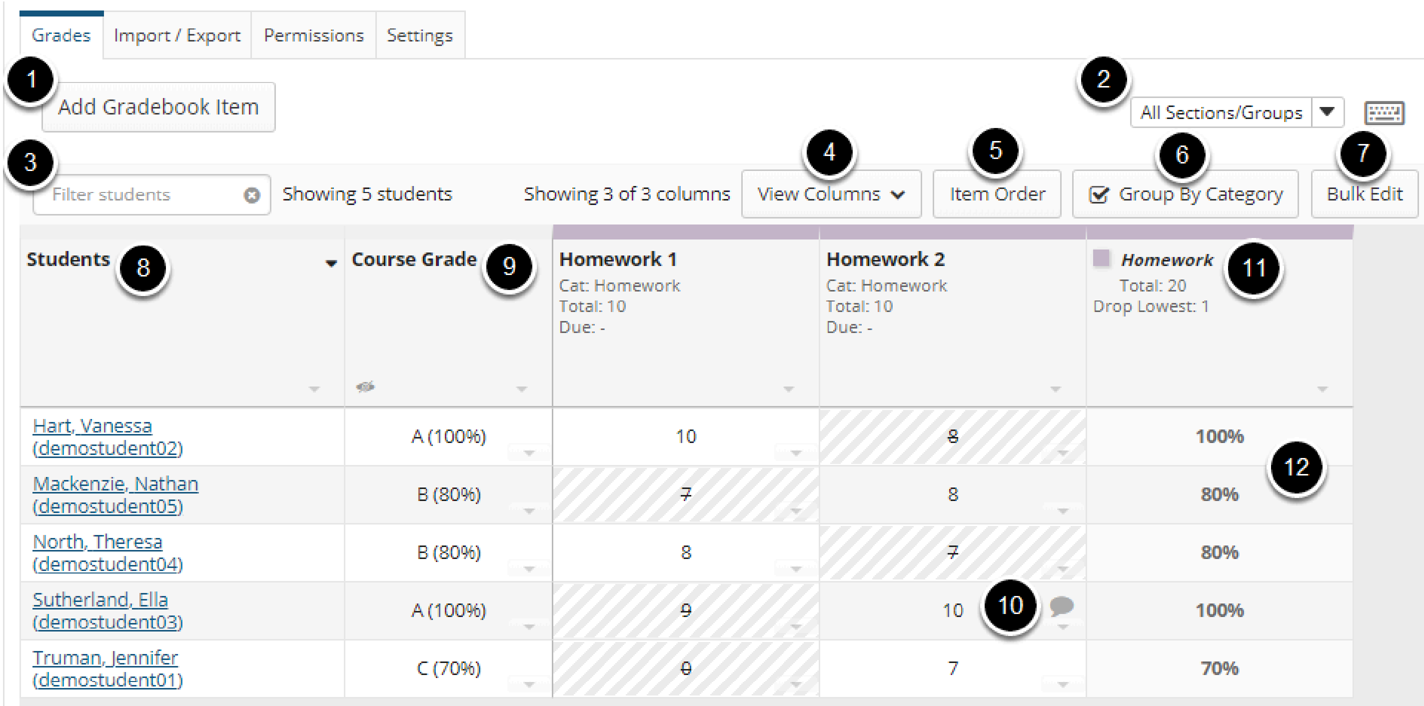
- Enter grades and comments in an easy-to-use spreadsheet view.
- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades and grading schema.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Restrict permissions so *Teaching Assistants* can only grade specific rosters or groups of students.
- Import grades from a spreadsheet (CSV) file.
- Export grades as a spreadsheet (CSV) file.
- Create extra credit items and/or categories.
- Organize grades into categories, and use categories to:
  - Assign a weight to the category,
  - Automatically drop grades in a specific category.
- Export a printer-friendly (PDF) version of individual student grades.

Students can view their own grades and comments in the *Gradebook*.

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



Gradebook tool main page (Instructor View)



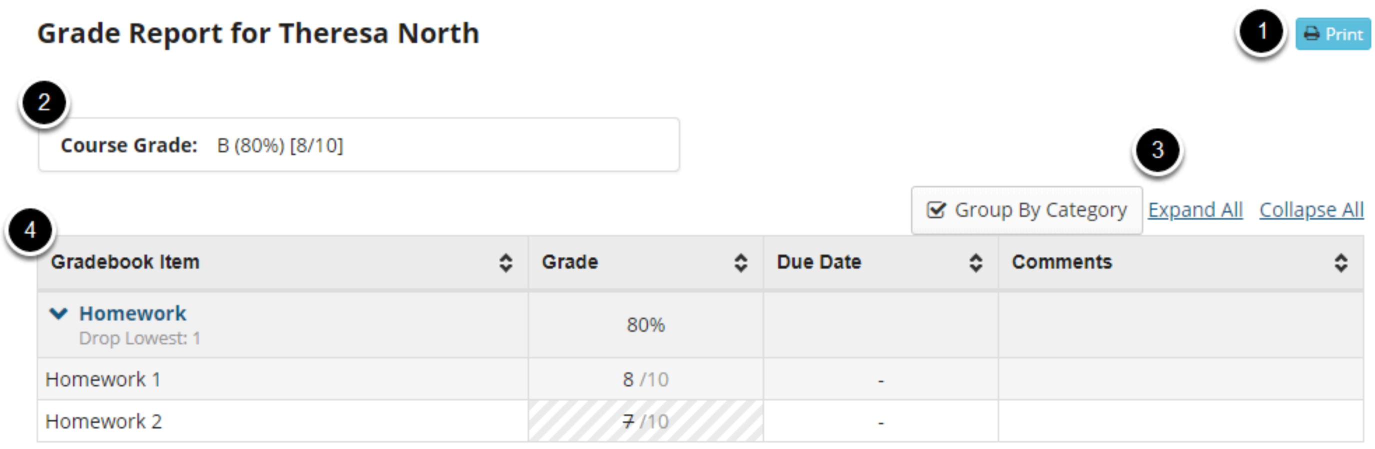
The instructor view of *Gradebook* (*Grades* screen) displays:

1. **Add Gradebook Item:** Add new items.
2. **All Sections/Groups:** Select to display students in a specific roster or group.
3. **Filter students:** Search for students by name or user ID.
4. **View Columns:** Show or hide gradebook columns.
5. **Item Order:** View and organize all gradebook items in one screen.
6. **Group By Category:** View by group if categories were added in the **Settings.**
7. **Bulk Edit:** Select several items to release to students or include in grade calculations at once.
8. **Students:** View the list of students ordered by first or last name.
9. **Course Grade:** View currently calculated course grade.
10. **Gradebook items:** Items including grades that have been entered, and **Comments** icons to display comments,
11. **Category Title:** If items are grouped by category, the category is shown as a separate column.
12. **Category average:** The average for items in a category.

*Note**:** If a gradebook has categories, but items have not yet been assigned to a category, these items will display under the title Uncategorized.*

Footer

Gradebook tool main page (Student View)



The student view of *Gradebook* (*Grade Report*) includes:

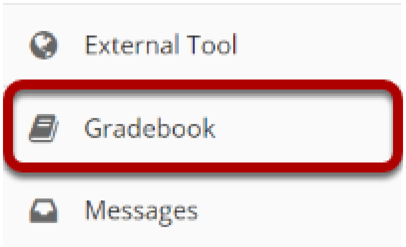
1. A **Print** button.
2. **Course Grade** if released to students.
3. **Display options**, only if categories exist:
   - **Group by Category.**
   - **Expand All:** Show items in all categories.
   - **Collapse All:** Hide items in all categories to only display category averages.
4. **Gradebook items**, with options to sort by **Grade**, **Due Date**, or instructor **Comments**.

Footer

How do I set up my Gradebook?

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

Go to Gradebook.

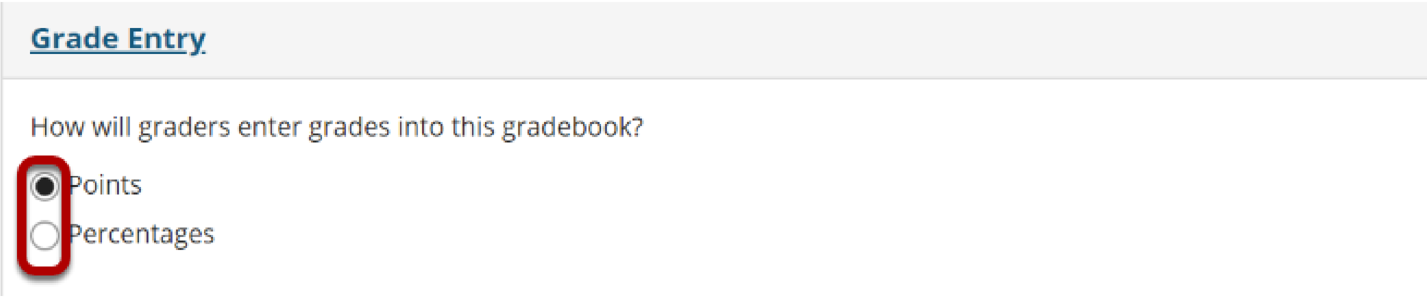


Select the **Gradebook** tool from the Tool Menu in your site.

Click Settings.

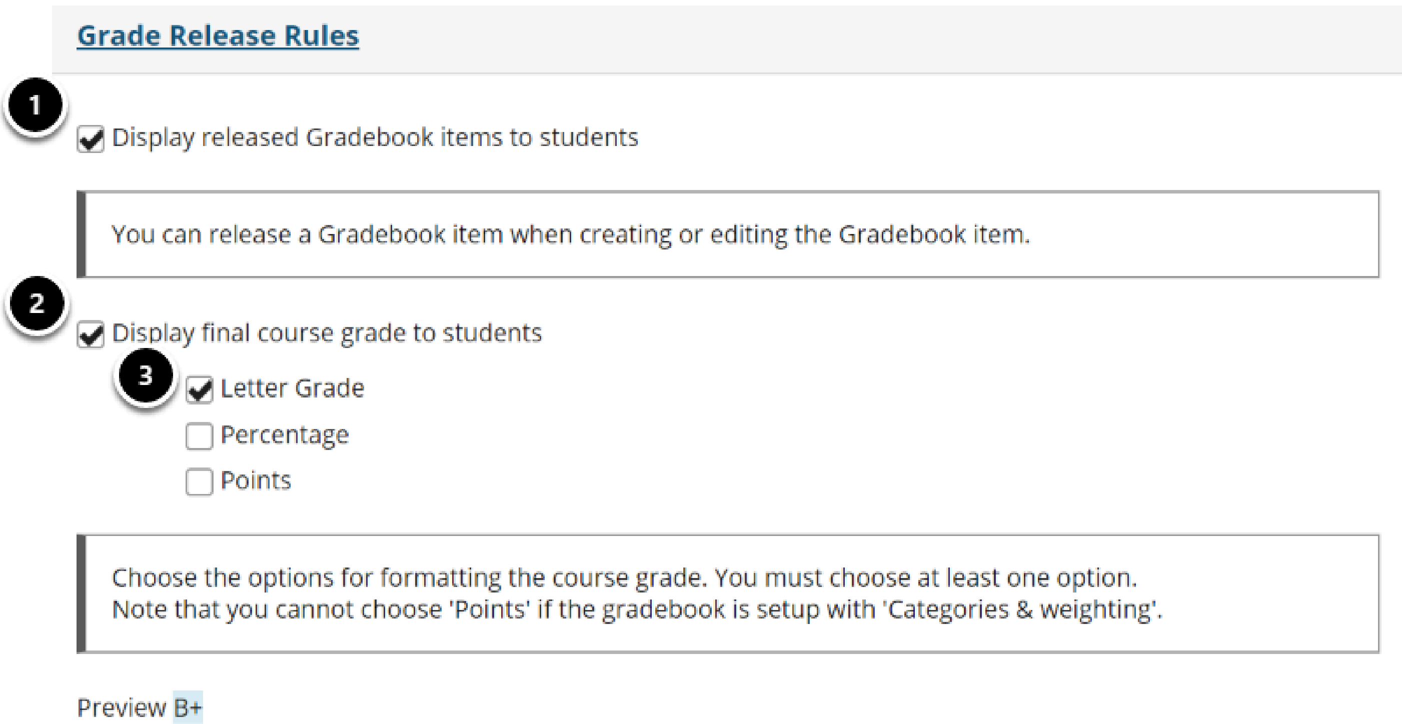
Footer

Grade Entry.



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

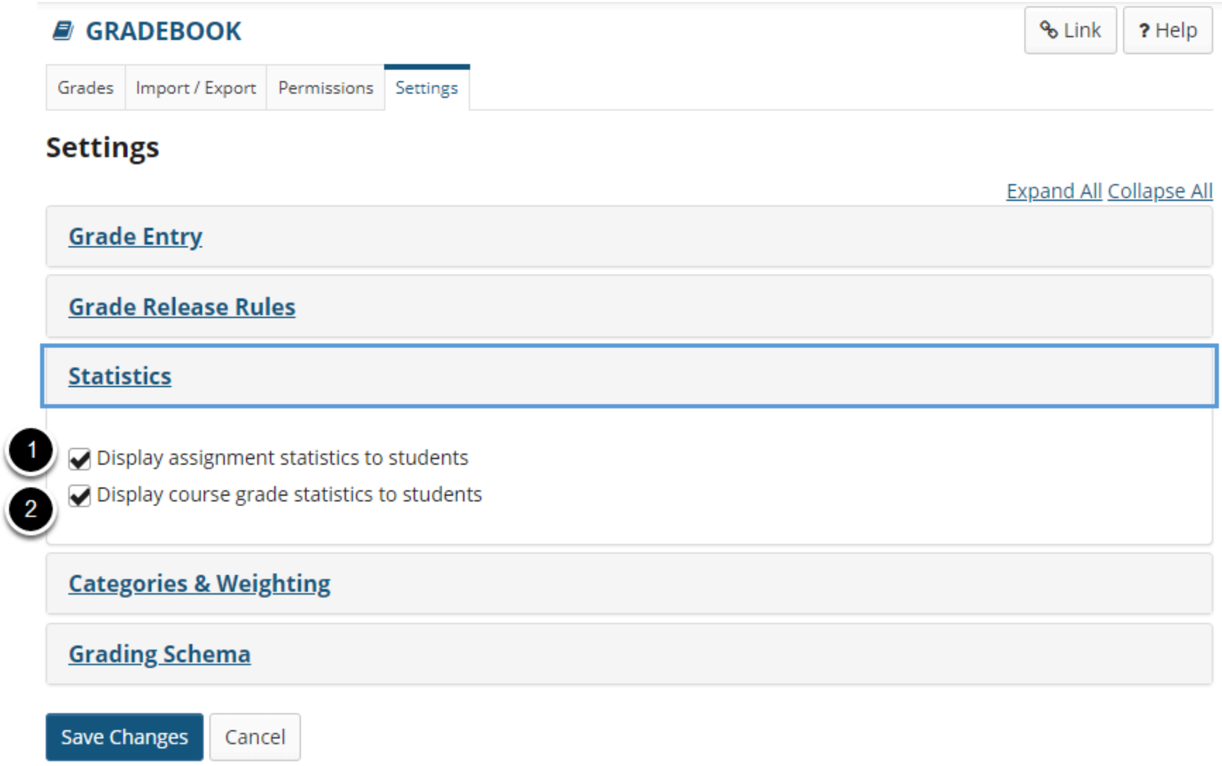
Grade Release Rules.



1. Check the **Display released Gradebook items to students** box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.
3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, or **Points**.

Footer

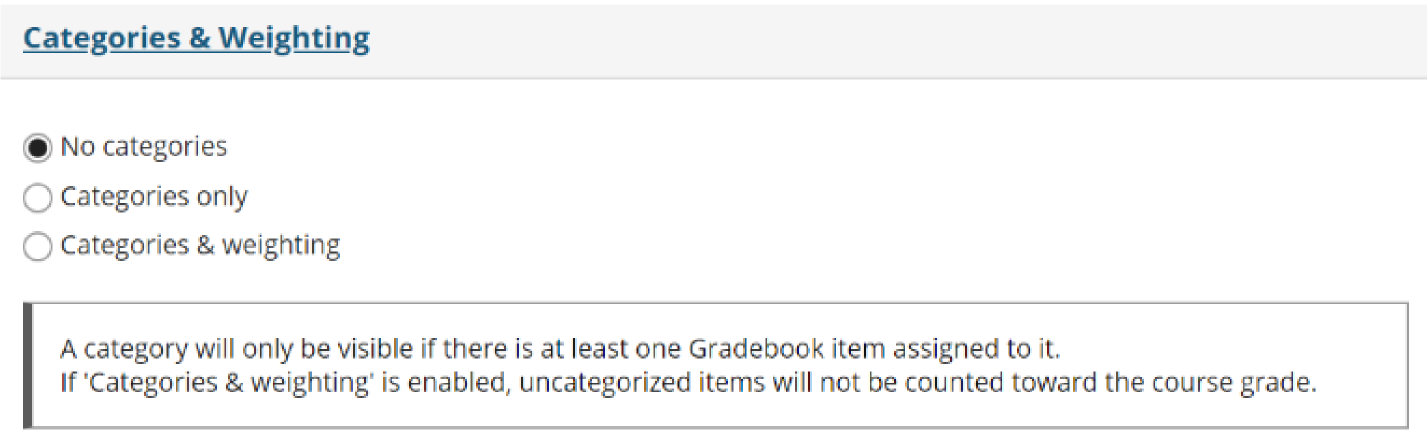
Statistics.



1. Check the **Display assignment statistics to students** box to allow students to view the distribution of grades for individual assignments.
2. Check the **Display course grade statistics to students** box to allow students to view the distribution of overall course grades for the class.

Note: These options are typically selected by default. (Your system administrator may configure the default to be de-selected by setting the appropriate property in the Sakai system configuration file.)

Categories and Weighting.



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

The **No categories** option is used when you want to have a simple grade calculation based strictly on the points or percentages of all your gradebook items, without any groupings, weighting, or dropping of items.

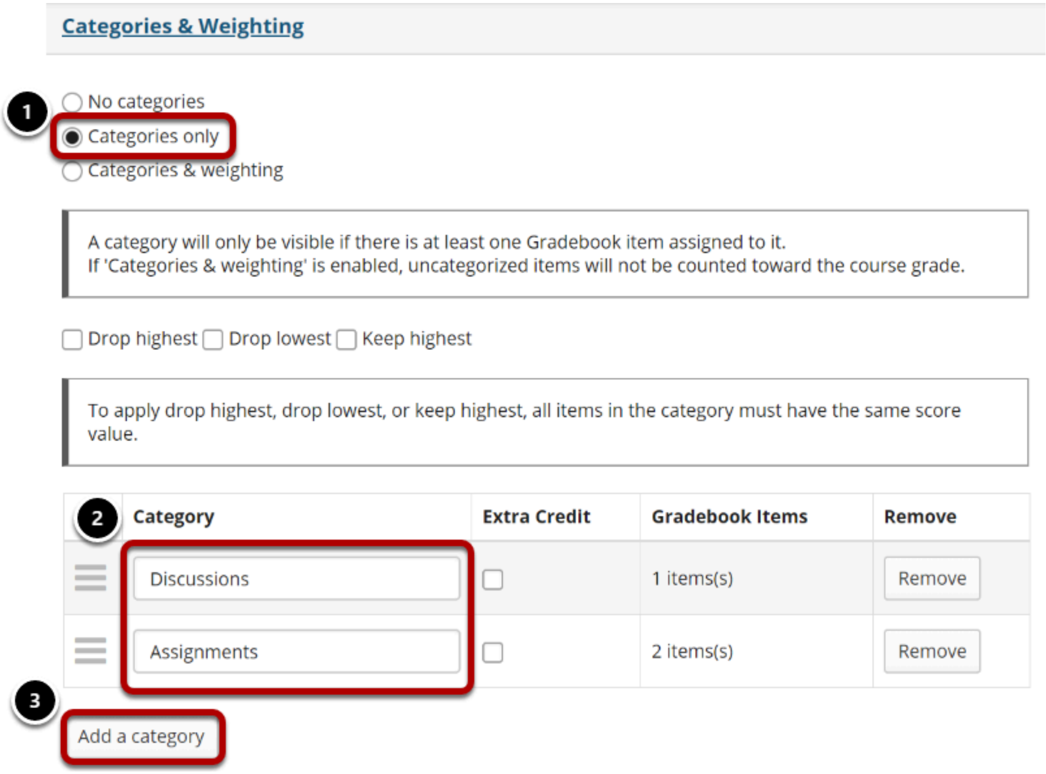
The **Categories only** option is used for grouping similar gradebook items, like all homework, or all projects. This option also allows you to drop grades within categories. If all items within a category have the same point value, you can choose to drop the highest grade, keep the highest grade, or drop the lowest grade within the category.

The **Categories and Weighting** option groups items and supports weighting of grades. For example, if all homework assignments added together comprise 20% of the final course grade, projects make up 50% of the course grade, and exams are worth 30% of the final grade, this option will allow you to group the items and weight them accordingly.

Note: If you use Categories, you must have at least one Gradebook Item in each category to enter grades. For example, if you have a Final Exam worth 30% of the final grade, you will need a Final Exam category AND a single Final Exam gradebook item within that category.

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

Adding categories.

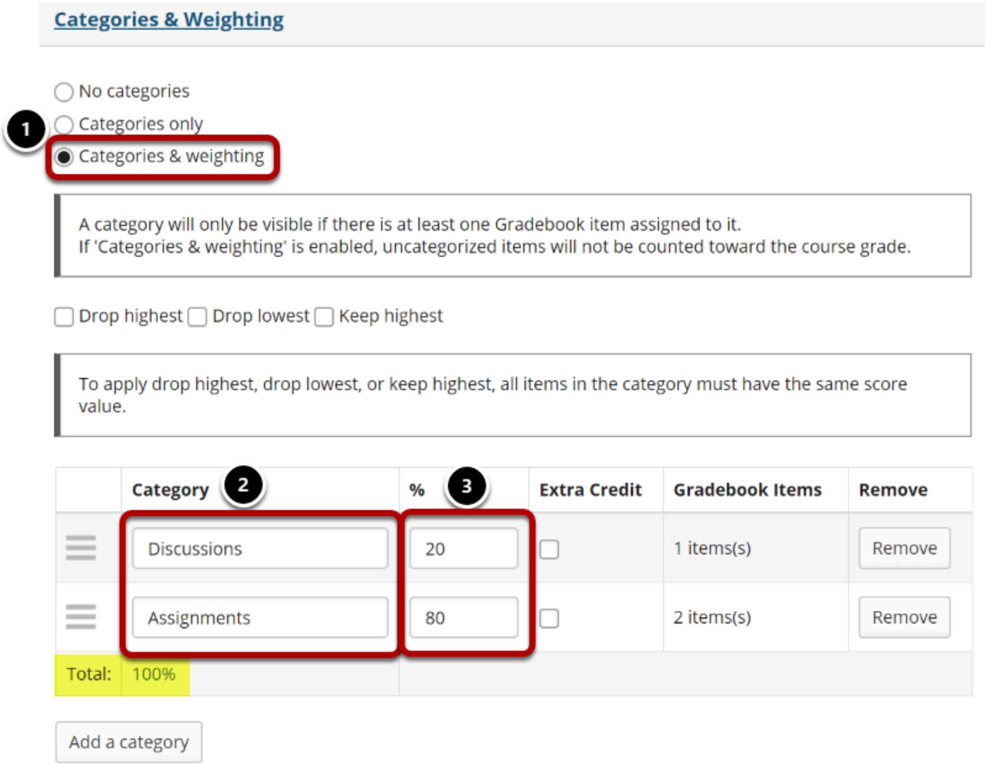


1. Select the radio button for **Categories only**.
2. View the category titles.

Footer

3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.

Adding weighting.

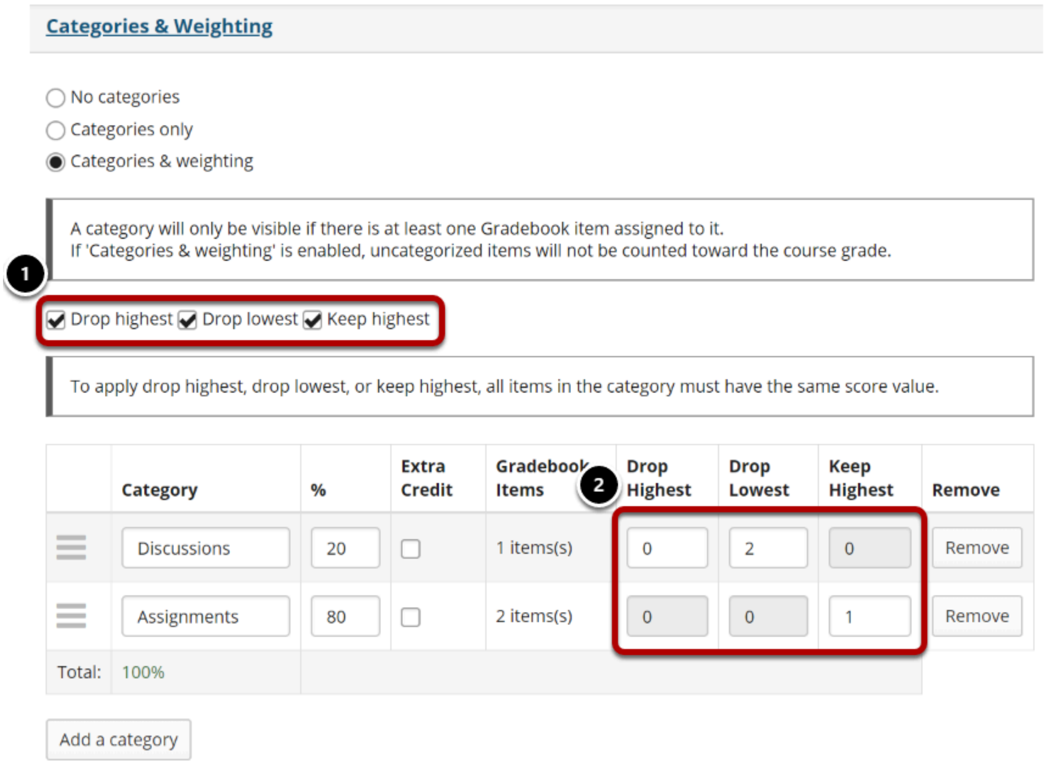


1. Select the radio button for **Categories & Weighting**.
2. View the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

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

Footer

Enabling drop lowest and/or keep highest.



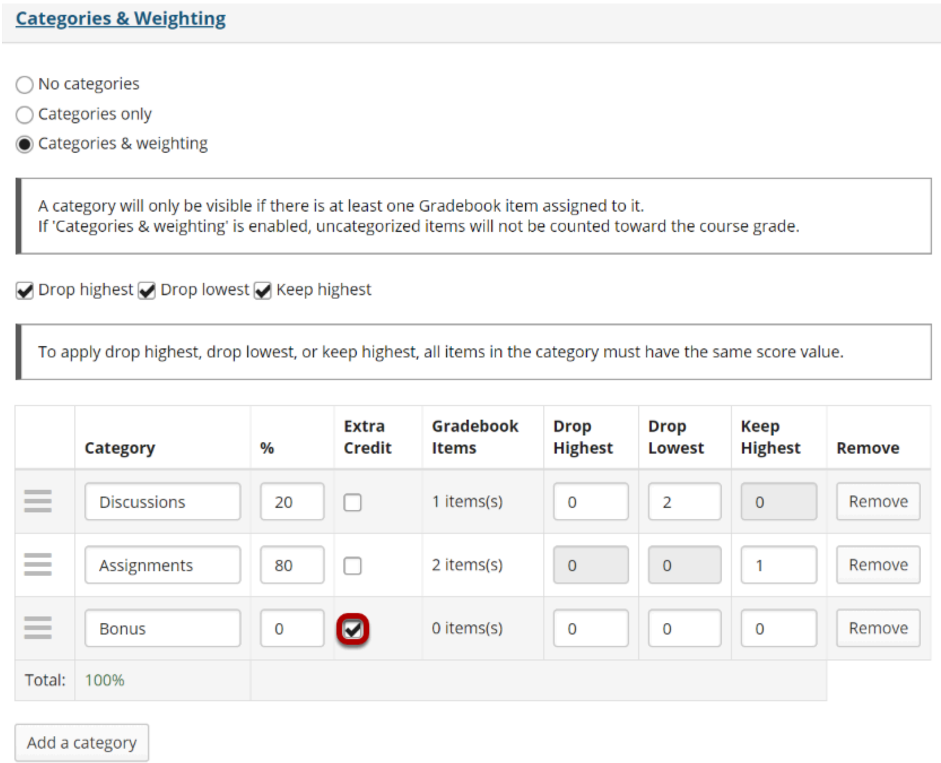
If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
   - **Drop Highest:** Automatically drops the highest score/s among items in a category.
   - **Drop Lowest:** Automatically drops the lowest score/s among items in a category.
   - **Keep Highest:** Automatically keeps the highest score/s among items in a category.
2. In the appropriate column, enter the number of items in each category that you wish to drop or keep.

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

Footer

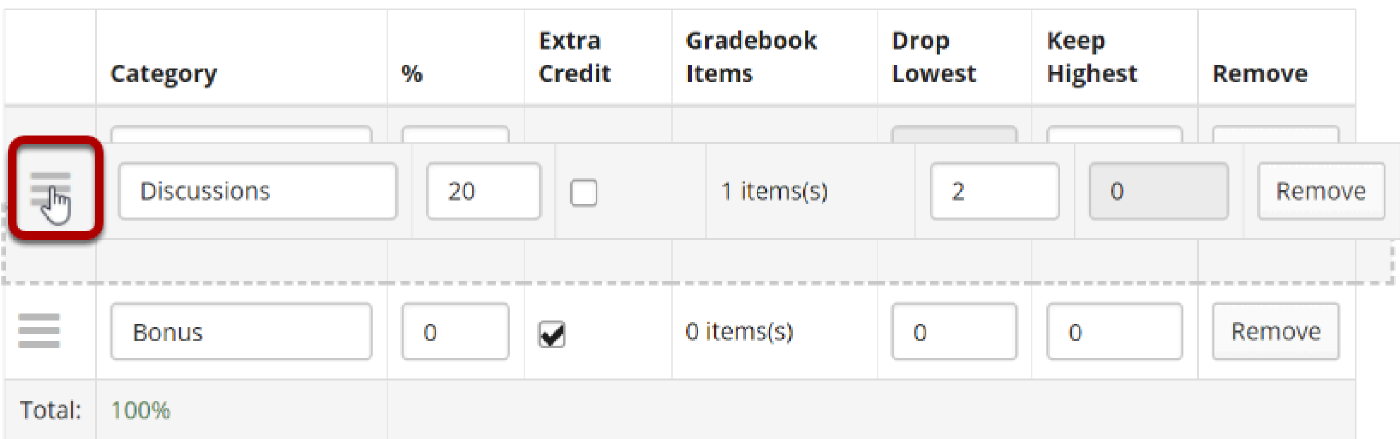
Extra credit category.



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

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

Reordering categories.



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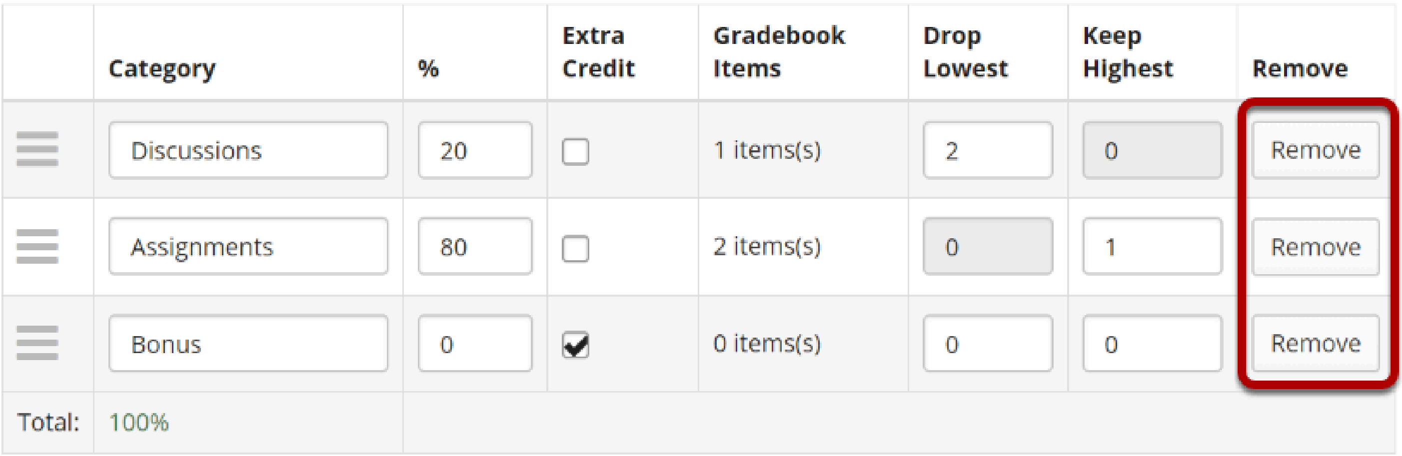
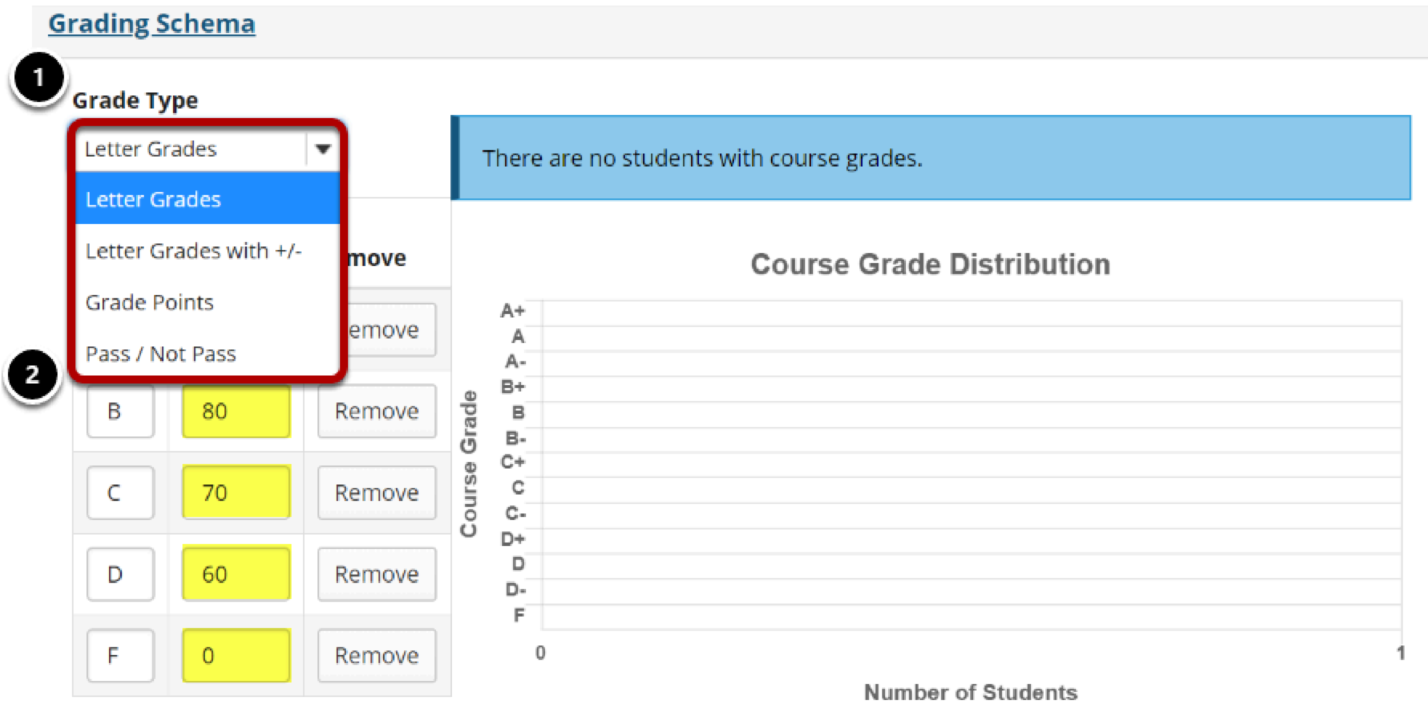
You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

Deleting categories.



If you would like to delete a category, click the **Remove** button for that category.

Grading Schema.



1. Choose your preferred Grade Type: **Letter Grades**, **Letter Grades with +/-**, **Grade Points**, or **Pass / Not Pass**.

Footer

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

Save your changes.

Once you have finished with your gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

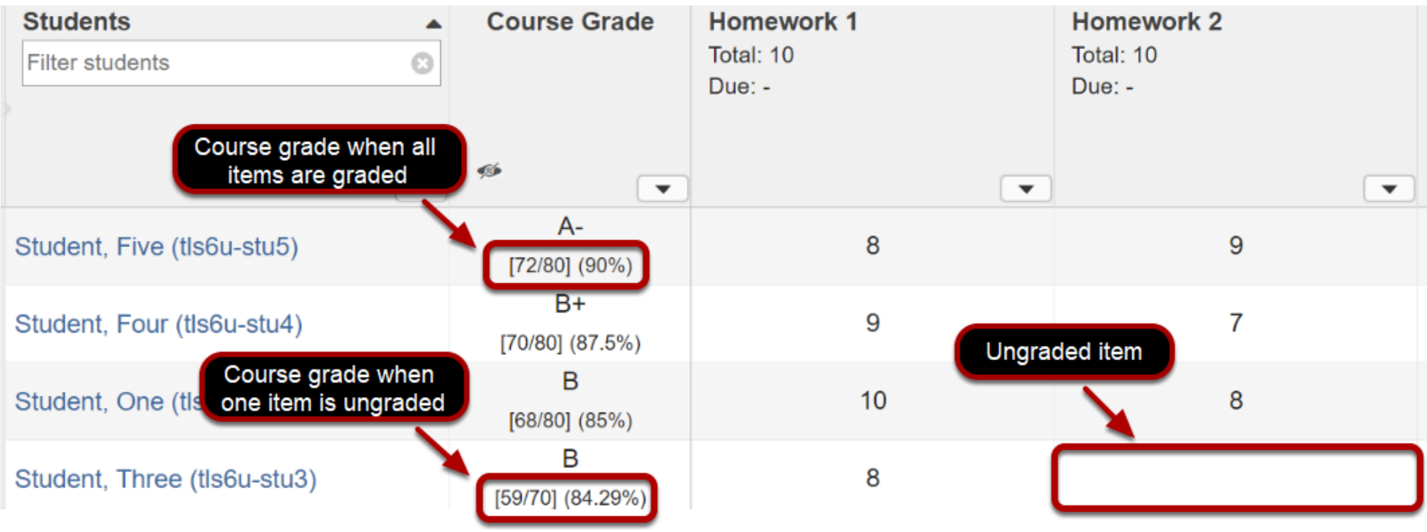
Footer

How are grades calculated in Gradebook?

Course grade calculations depend on your *Gradebook*'s organization and grade entry setting, points (described here) or percentages:

- **No categories (default)** - Each gradebook item is assigned a simple point value. The course grade is determined by the student's total score divided by the total points possible.
- **Categories only** - Categories are used to group gradebook items, where items are assigned a simple point or percentage value. Similar to a gradebook with **No categories**, the course grade is determined by the student's total score divided by the total points possible. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.
- **Categories and weighting**- Items are grouped into categories, where each category is assigned a percentage of the course grade. The total score of all items in a category will comprise the category's percentage of the course grade. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.

No categories



In a default gradebook with **No categories**, course grades are calculated for each student by dividing the sum of their scores received for all graded items by the total points possible for those items.

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In the example pictured above, Student Five earned a total of 72 points out of 80 total points possible. His course grade is 72/80 = 0.90 (90%).

*Note: **Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

*In the example pictured above, most students were graded out of **80** total points. However, Student Three has not received a grade for Homework 2 (10 points possible). Thus, her course grade is 59/**70** = 0.8429 (84.29%).*

Categories only

With **Categories only**, course grades are calculated the same as in a gradebook with **No categories** (described above). However, if all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

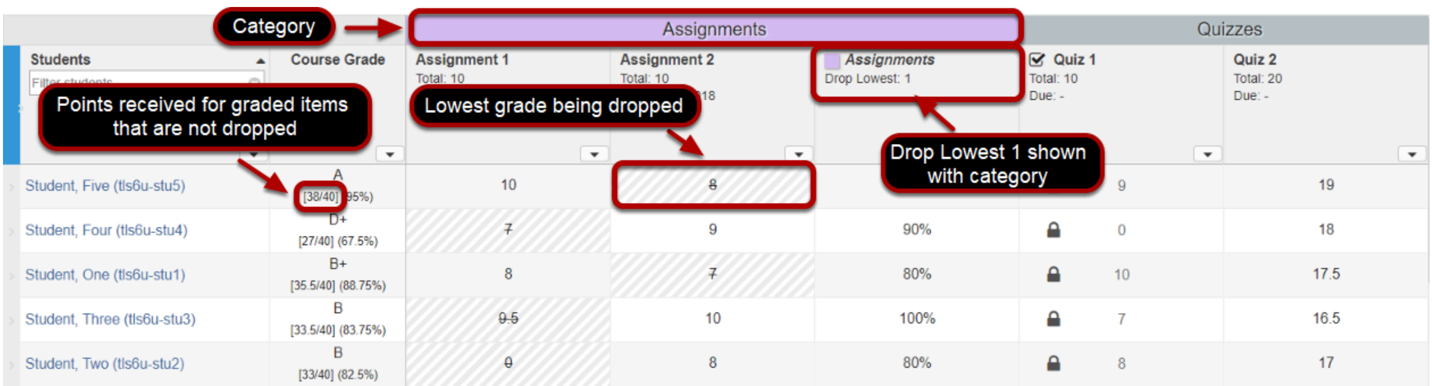
See below example calculations when grades in a category are dropped or kept.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in gradebook items; you cannot enter grades into a category with no items.

***Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

Categories with Drop Lowest/Highest



Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category drops the lowest grade, and includes two assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **40**

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points possible because only one assignment and the two quiz grades are included in the course grade calculation.

In our example, **Student Five** received the following grades:

Assignments:

- **Assignment 1** (10 points)
- ***Assignment 2** (8 points) (lowest grade - dropped)*

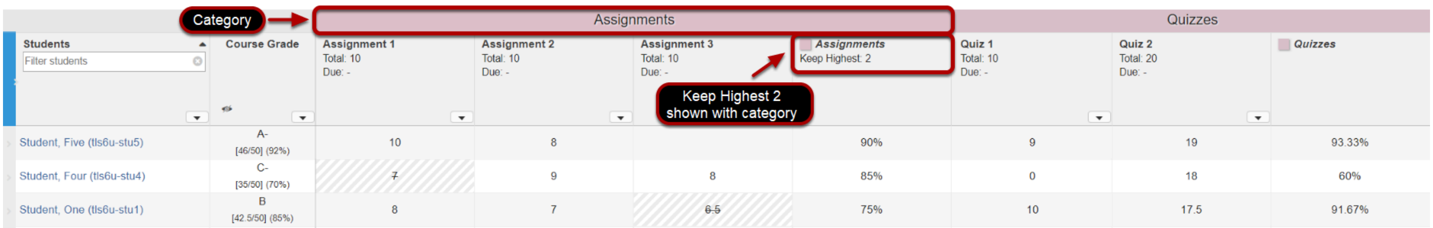
Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Since the **Assignment 2** grade is dropped for Student Five, his course grade is **95%**:

- 10 + 9 + 19 = 38 points earned
- 38/40 = 0.95

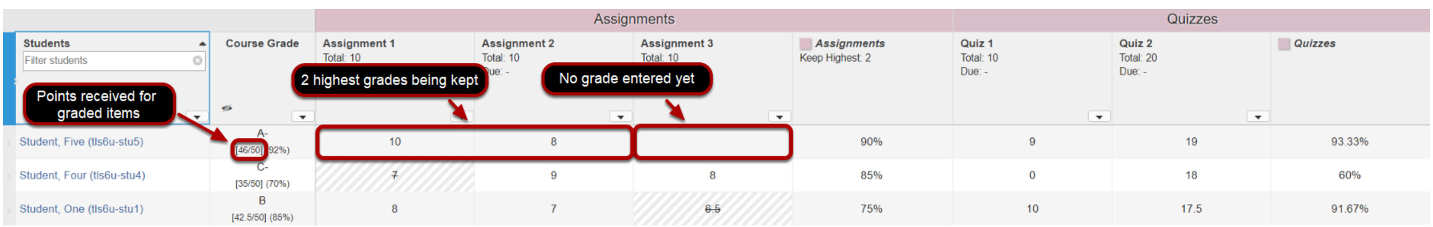
Categories with Keep Highest



Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category keeps the two highest grades, and includes three assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **50 points** possible because only two assignments and the two quiz grades are included in the course grade calculation.

In our example below, we will use the **Keep Highest** option versus **Drop Lowest** to show how it affects **Student Five's** course grade.

Before all grades are entered for Student Five - Keep Highest 2 Assignments



Before the third assignment grade is entered, **Student Five** received the following grades:

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Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)

Quizzes:

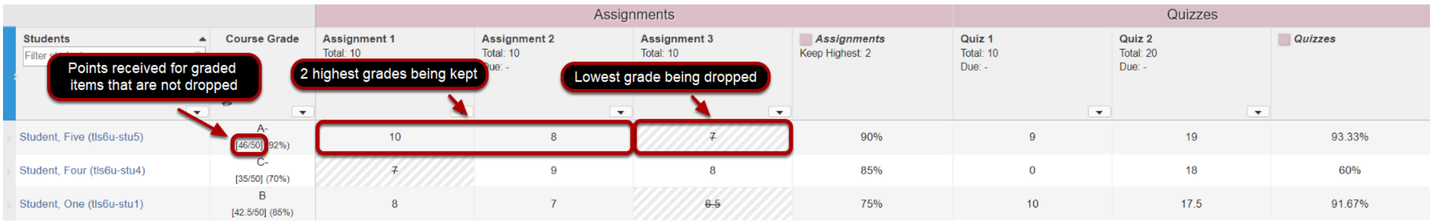
- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

No grades are dropped yet because we have used the **Keep Highest** option, so Student Five's grade is **92%**:

- 10 + 8 + 9 + 19 = 46 points earned
- 46/50 = 0.92

In comparison, if **Drop Lowest** were used instead, Student Five's grade would have been calculated as only 36 points earned out of 40 points (**95%**), as shown in the example above where the lowest grade of two assignment is dropped.

After all grades are entered for Student Five - Keep Highest 2 Assignments



Now we enter the third assignment grade. The highest two assignment grades are kept, so the lowest assignment grade (**Assignment 3**) is dropped:

Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)
- ***Assignment 3*** *(7 points) (lowest grade - dropped)*

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Student Five's grade is still **92%**:

- 10 + 8 + 9 + 19 = 46 points earned
- 46/50 = 0.92

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Keeping the highest grades instead of dropping the lowest grades ensures that Student Five's grade is calculated out of the same number of total points (**50 points**) both before and after entering the third assignment grade.

If the **Drop Lowest** option had been used instead, the calculated course grade for Student Five would have been calculated out of **40 points** before entering the third assignment grade. The course grade would have decreased significantly after the third assignment grade was entered, going from an **A** (**95%**) down to an **A-** (**92%**).

Categories & Weighting

Use **Categories & weighting** to group gradebook items into categories, and weight each category as a percentage of the total course grade. The sum total of all category percentages must equal **100%** (or more, if there is an **Extra Credit** category).

For example, if **Exams** are worth **20%** of the course grade, the **Exams** category (**20%**) could include a **Midterm Exam** (50 points) and **Final Exam** (100 points).

Each student's **course grade** is the sum of the categories' **weighted averages**. See below for additional information about dropping and keeping grades, and example calculations.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in gradebook items; you cannot enter grades into a category with no items.

Ungraded *items are* ***not included*** *in a student's course grade. If any grade entry is left blank, the total points possible within the category are reduced by the point value(s) of the ungraded item(s) for that student.*

Dropping and keeping grades

If all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

Categories & Weighting - Example Calculations

Below is an example of how a *Gradebook* with three weighted categories, **Exams** (20%), **Assignments** (40%), and **Quizzes** (40%), would calculate a student's grade.

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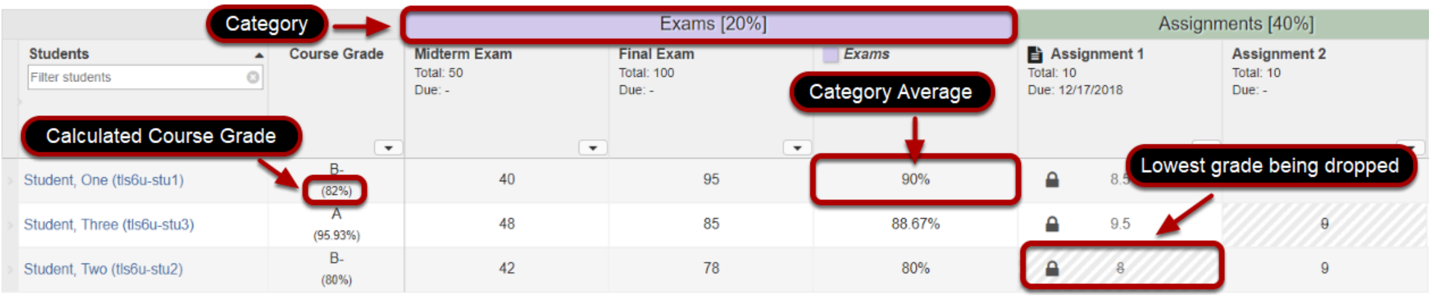

The Gradebook calculates the weighted average in each category by:

1. Totaling the **student's scores** for all graded items in the category.

   In the example pictured above, in **Exams**, Student One earned: **Final Exam (**95 points) + **Midterm Exam** (40 points) = **135 points**.
2. Totaling the **point values** for all graded items in the category.

   Final Exam (95 points) + **Midterm Exam** (40 points) = **150 total points**.
3. Dividing the **student's score** by the **total points**, then **multiplying that number by 100**, to determine the **category average**:

   Student One's **category average** in **Exams** is **90%**:
   - 135/150 = 0.90
   - 0.90 x 100 = **90%**

4. Applying the **weight** to the **category average**.

   Because the **Exams** category is worth **20%** of the course grade, Student One's **weighted average** is **18**:
   - To get 20% of a number, multiply the number by 0.2.
   - 90 x 0.2 = **18**

*Tip: The **category average** is shown in a column to the right of the gradebook items in that category.*

The Gradebook totals the weighted averages to produce the course grade.

If Student One received a **category average** of **75%** for **Assignments** and **85%** for **Quizzes**, his **course grade** is **82%**, calculated as follows:

- **Exams** (20%) weighted average (shown above) = **18**
- **Assignments** (40%) weighted average = 0.4 x 75 = **30**
- **Quizzes** (40%) weighted average = 0.4 x 85 = **34**
- **Course Grade** = 18 + 30 + 34 = **82**

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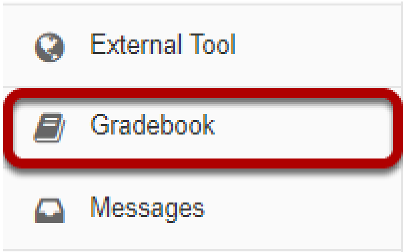
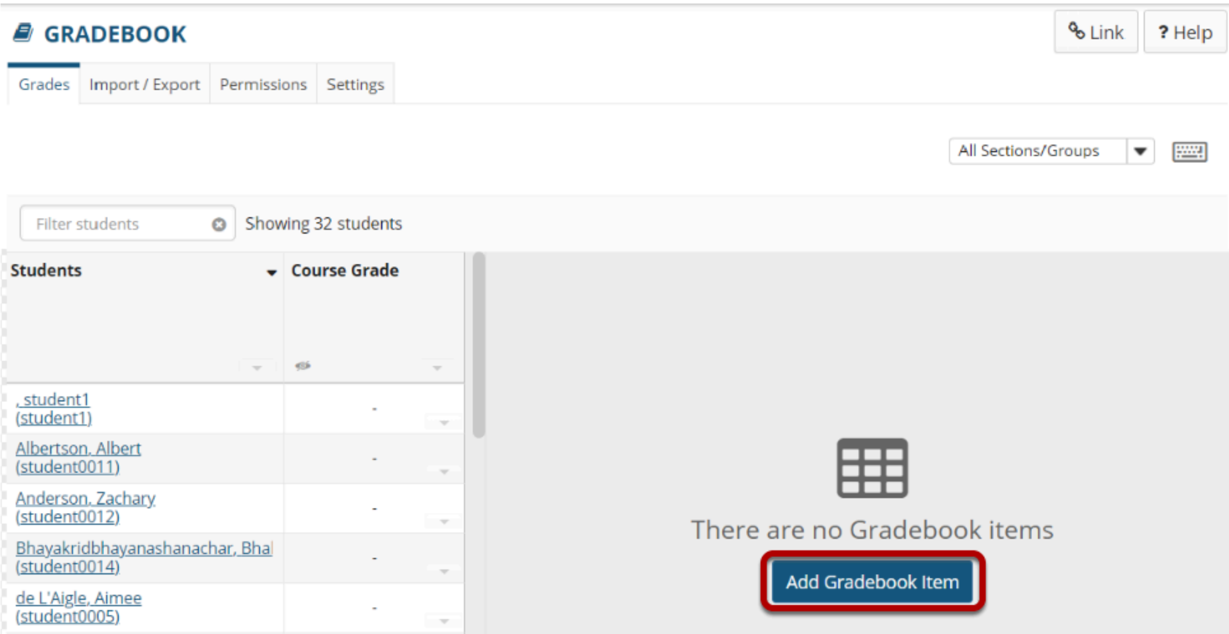
How do I add items to the Gradebook?

Go to Gradebook.



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

Click the Add Gradebook Item button.



Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Participation

Click the **Add Gradebook Items** button to manually add items to your gradebook.

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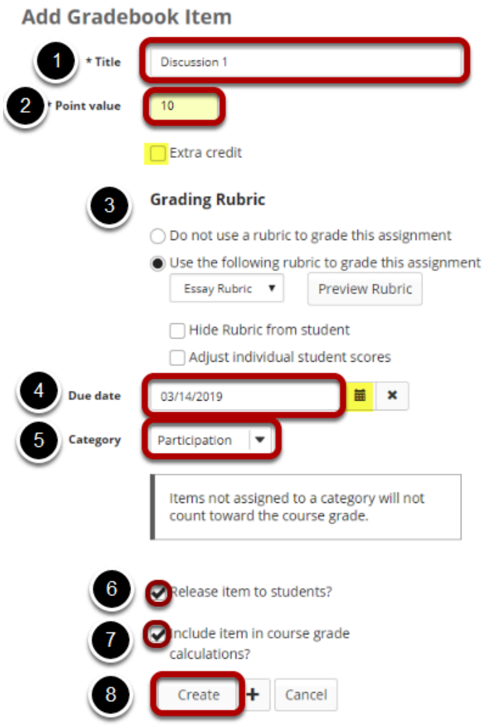
Item settings.



1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
   - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see How does extra credit work?
3. If you will be using a rubric to grade for this item, click the radio button for **Grading Rubric** and select a rubric from the dropdown menu.
4. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
5. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
6. Check the box for **Release item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
7. Check the box for **Include item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade calculation.
8. Once you have entered all of the information for this item, click the **Create** button to save your changes.

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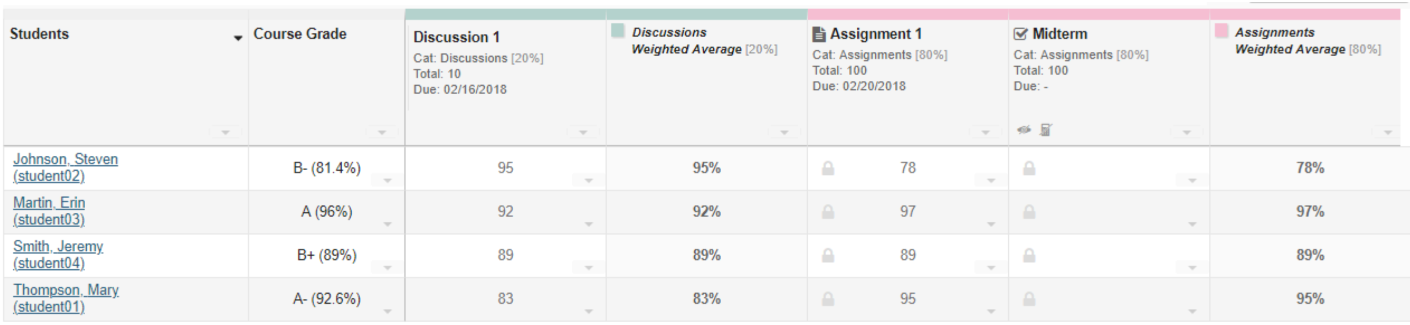
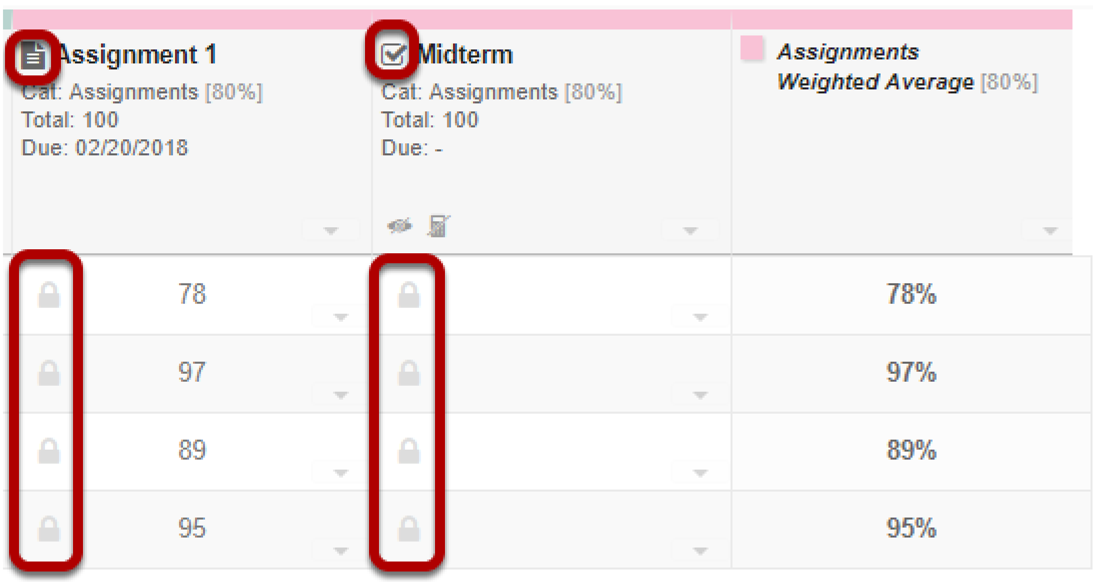
View gradebook items.



After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Grades** tab (which is also the tool landing page).

If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

Items coming from other tools.



Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will show a grayed out padlock icon in each cell and will also display the tool icon in the column label. Graders will not be able to enter or revise grades manually in these cells.

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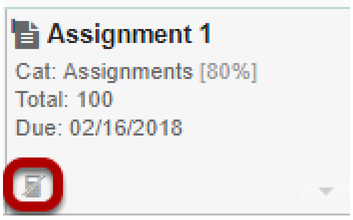
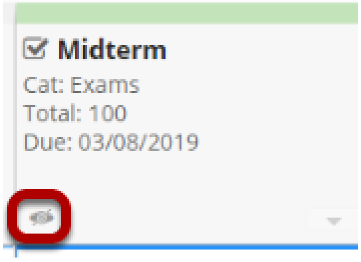
Items not included in grade calculation.



Any items not included in the grade calculation will display a crossed-out calculator icon.

Items not released to students.



Any items which are not released (visible) to students will display a crossed-out eye icon.

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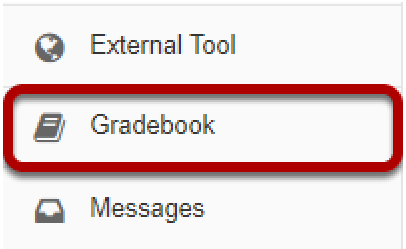
How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

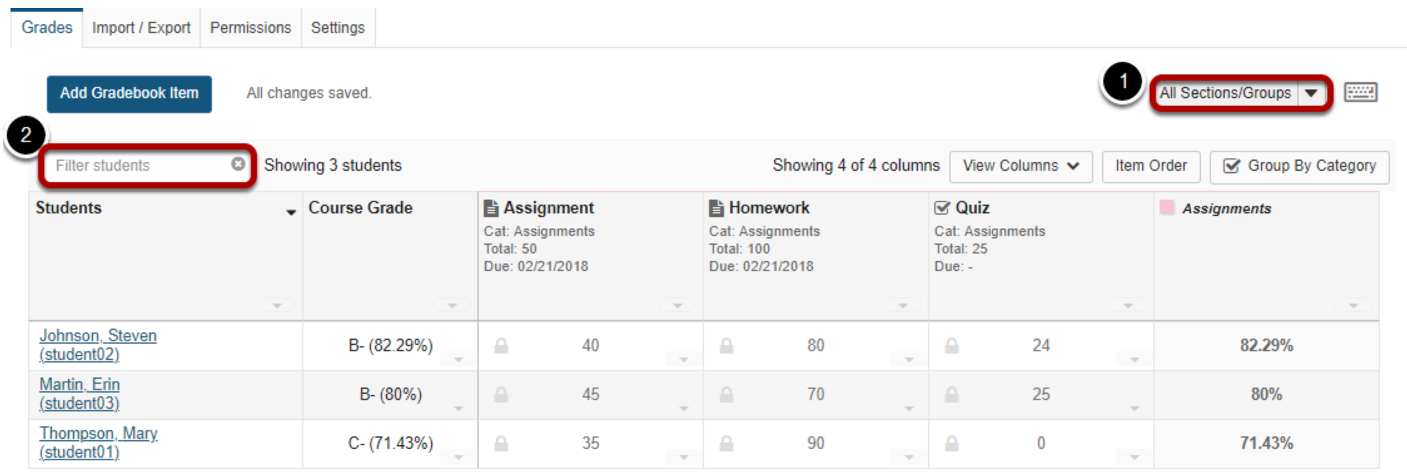
Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Go to Gradebook.



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

Search or filter your list of students. (Optional)



Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook to view students by:

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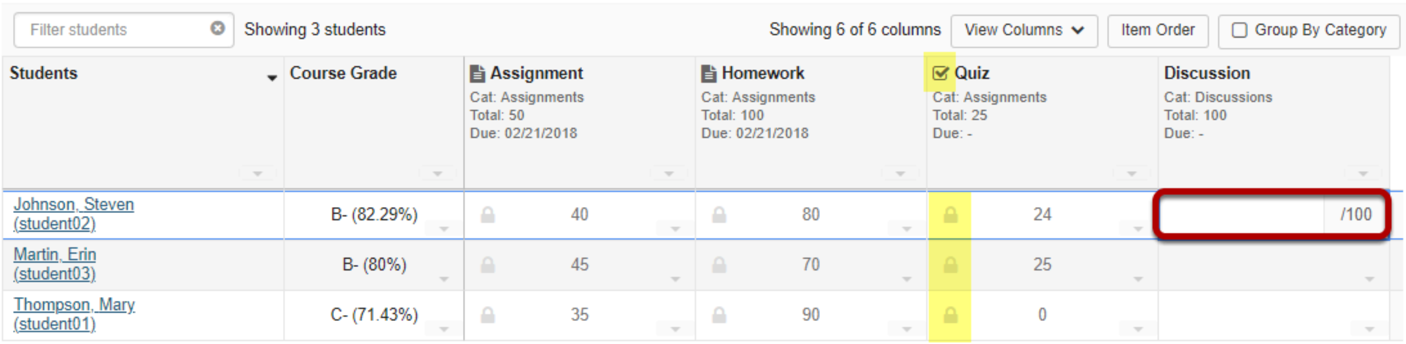
1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Filter students** - Type all or part of a student's name to filter the results.

Click in the appropriate cell to enter a grade.



Filter students | Showing 3 students | Showing 6 of 6 columns | View Columns | Item Order | Group By Category

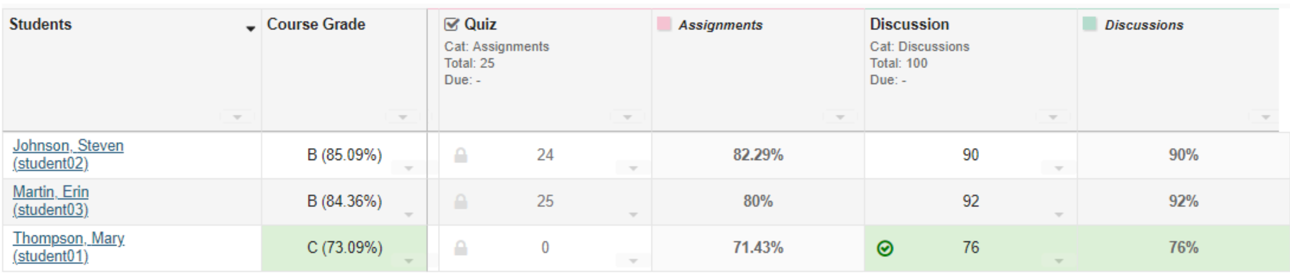
Students	Course Grade	Assignment Cat: Assignments Total: 50 Due: 02/21/2018	Homework Cat: Assignments Total: 100 Due: 02/21/2018	Quiz Cat: Assignments Total: 25 Due: -	Discussion Cat: Discussions Total: 100 Due: -
Johnson, Steven (student02)	B- (82.29%)	40	80	24	/100
Martin, Erin (student03)	B- (80%)	45	70	25	
Thompson, Mary (student01)	C- (71.43%)	35	90	0	

You will see a spreadsheet view of all the existing gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved grades.



Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	*Assignments*	Discussion Cat: Discussions Total: 100 Due: -	*Discussions*
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

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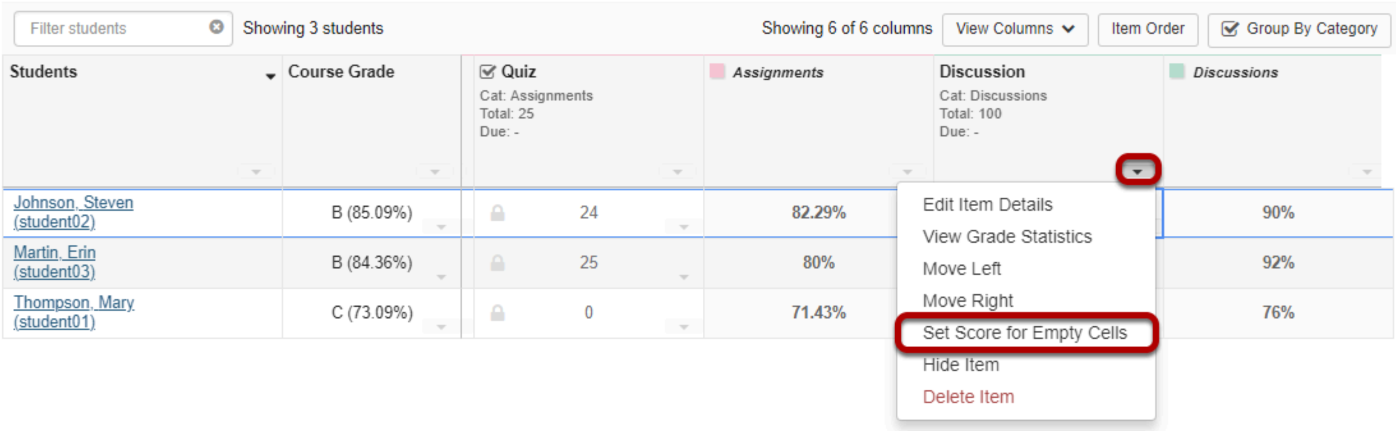
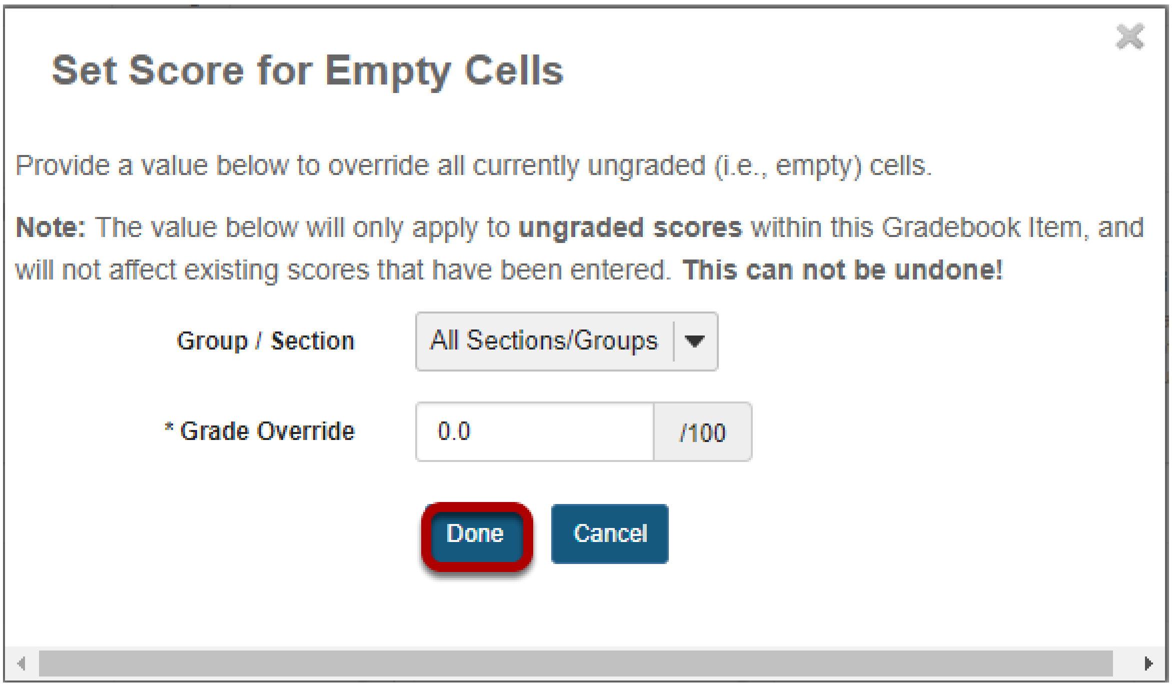
Set score for empty cells.



If you would like to set a score for all empty cells for a specific gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.

Enter the desired score and click Done.



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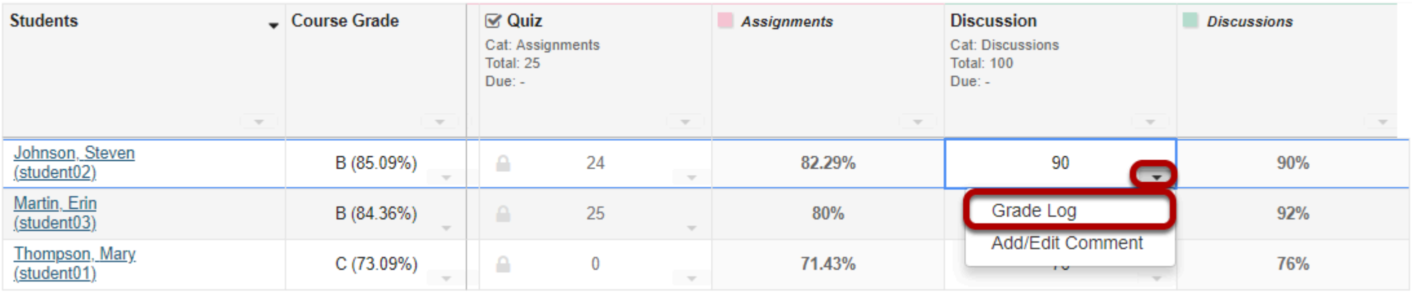
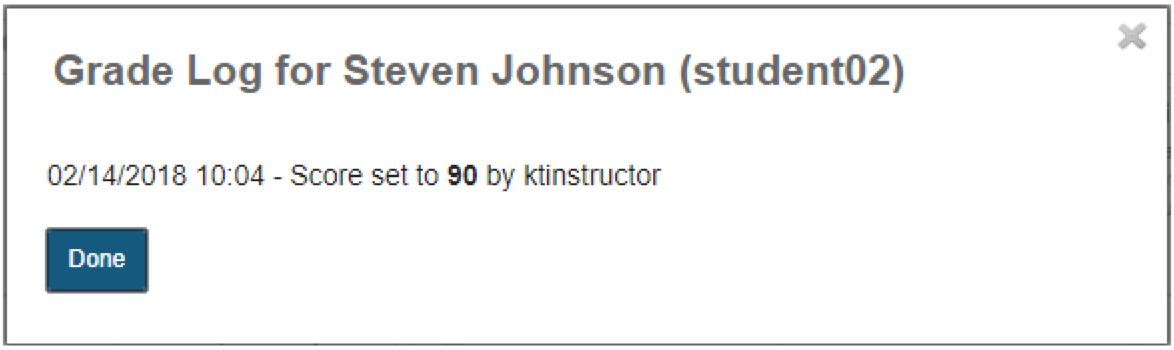
View grade log.



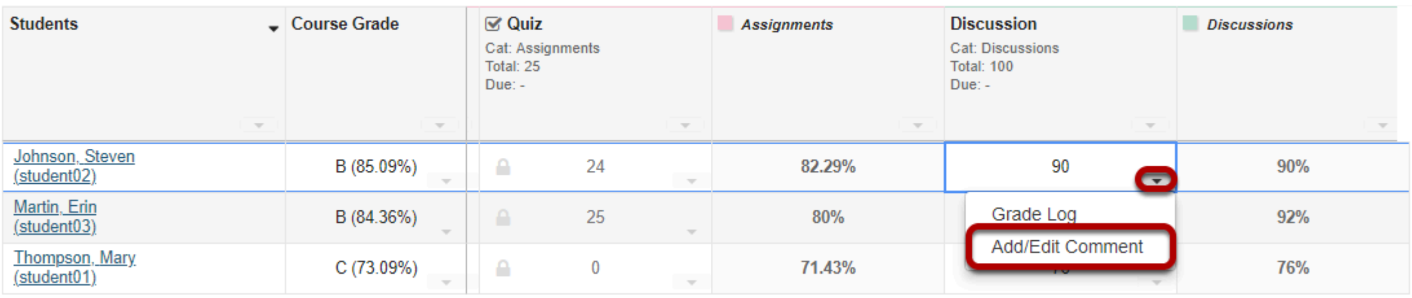
To view the grade log, select the down arrow within the cell for a particular student score and then choose the **Grade Log** option.

The grade log will display.



The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

Add/edit comments.



If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Add/Edit Comment** option.

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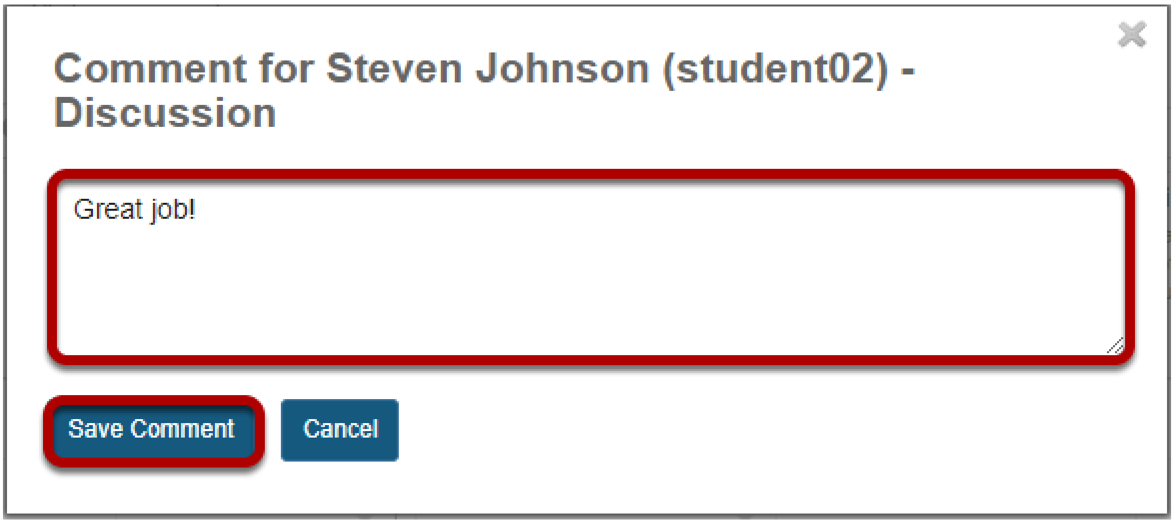
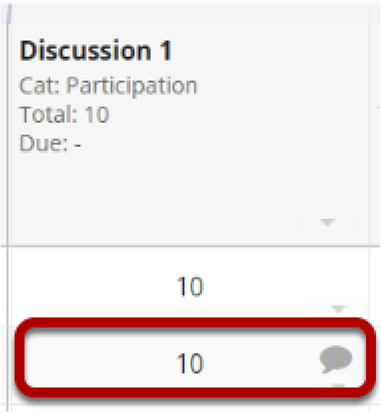
Enter your comment and click Save Comment.



View comment icon.



The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

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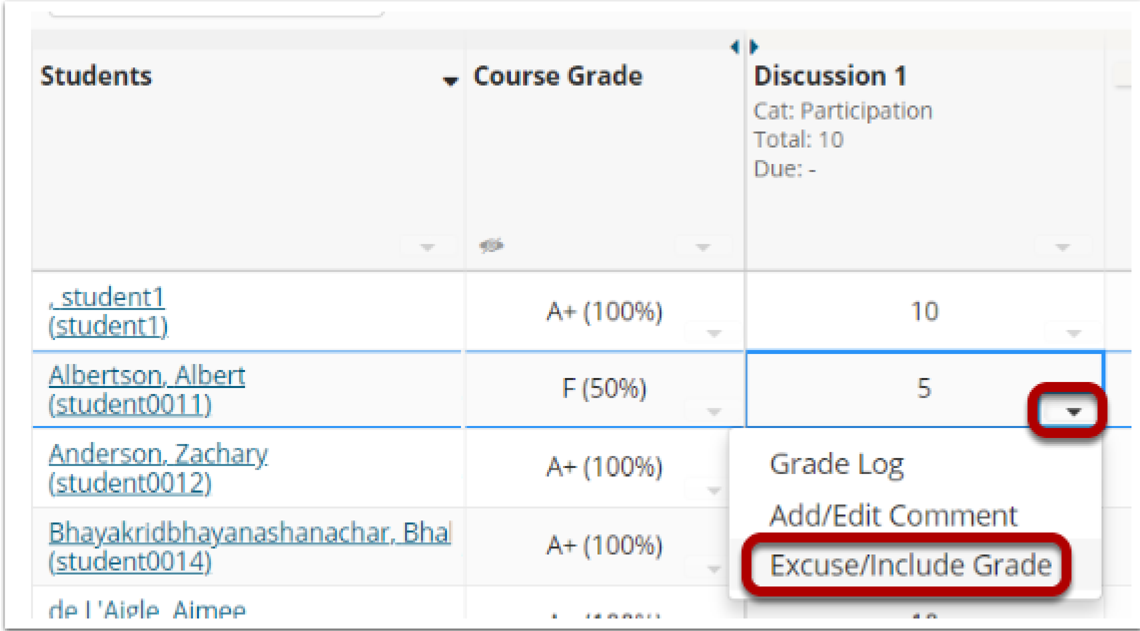
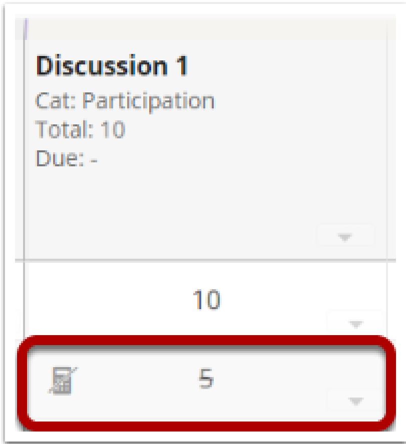
Excuse grade.



If you would like to excuse a student's grade for a specific item, select the down arrow for the student's grade cell and choose **Excuse/Include Grade**.



The crossed-out calculator icon will appear in the cell, and the score will have a strike-through, indicating that the score is not being calculated in the student's course grade. Item can be added back in the grade calculation by again selecting **Excuse/Include Grade** from the cell's dropdown menu.

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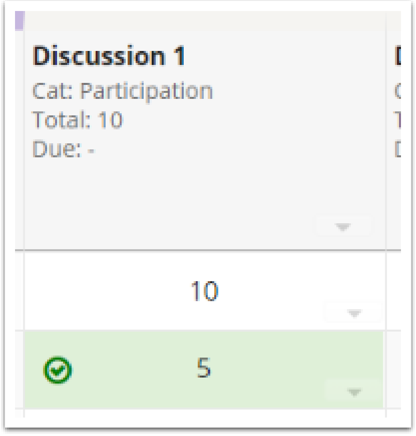

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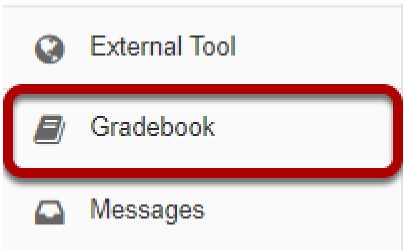
How can instructors customize their Gradebook display?

Gradebook offers the following options for instructor to customize how it displays for them:

- Filtering the list of students,
- Ordering the list of students by first or last name,
- Show/hide course grade points,
- Grouping or ungrouping items by category (in a gradebook with categories),
- Show/hide gradebook items,
- Reordering items.
- Sorting by a gradebook column.

Note: *These display changes do not affect the student view of Gradebook. For information about the student view, see:* How do students view their grades in the Gradebook?

Go to Gradebook.



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

Filtering the list of students.

The Gradebook allows you to filter the student list by section/group or by searching for all or part of a student's name.

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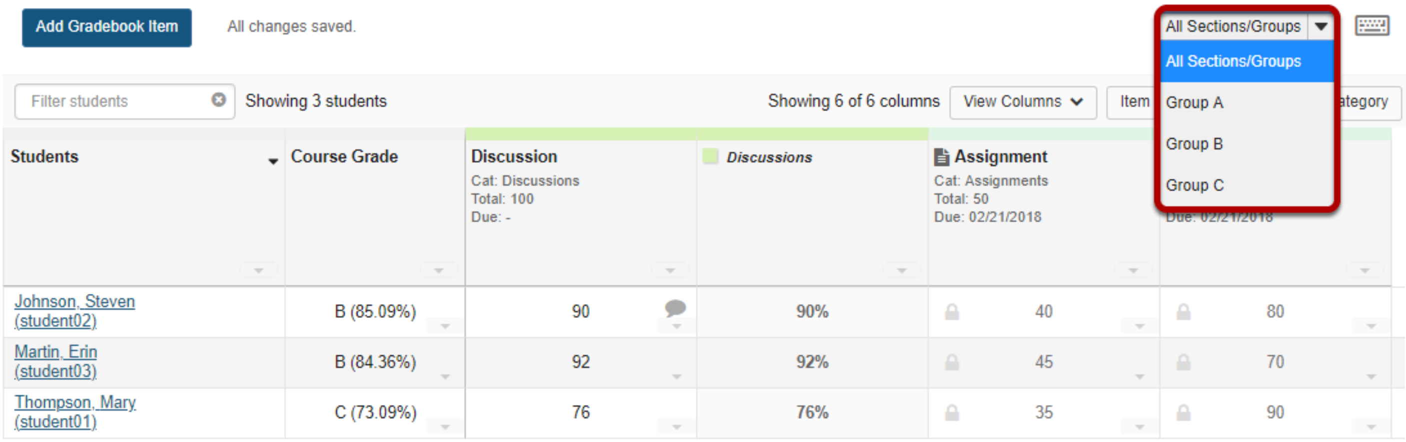
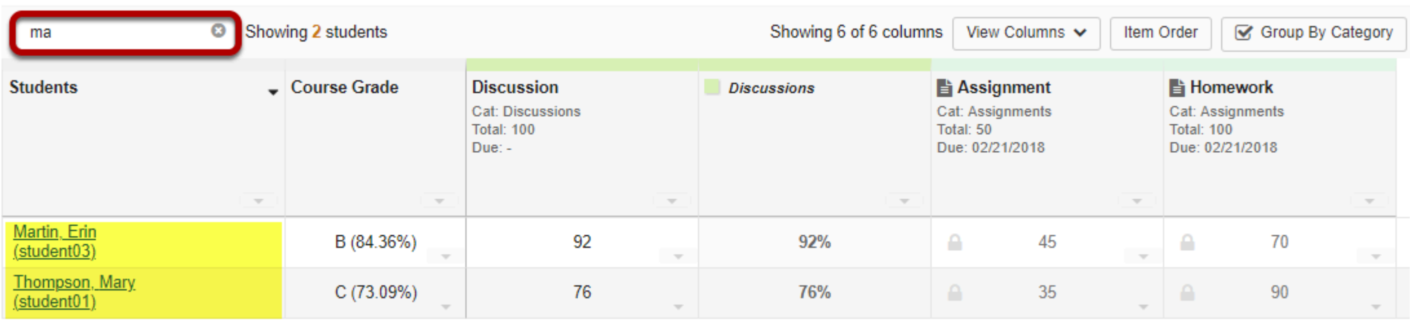
Filter by section/group.



Select the desired section or group from the drop-down menu at the top to view only that section/group.

Filter by search criteria.



Enter part or all of a student's name to display only matching results in the list. The dynamic, wildcard-friendly search will update as you type.

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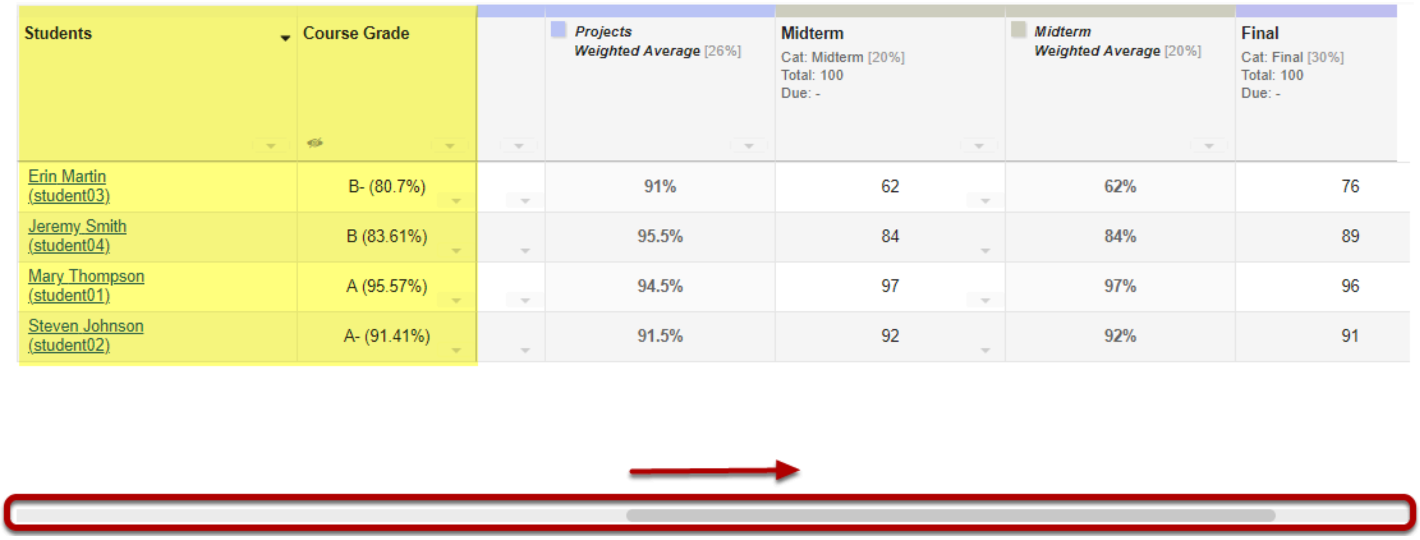
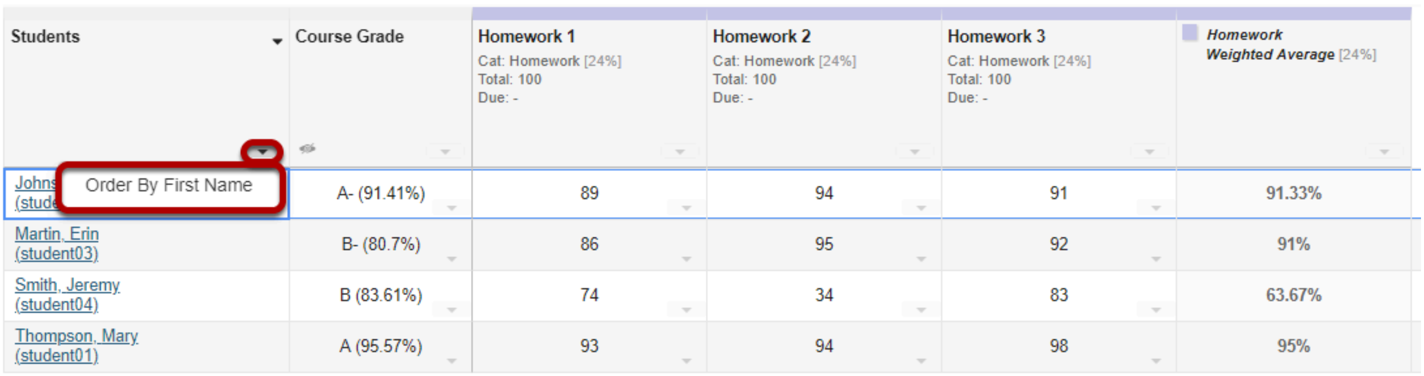
Notice the fixed student information and course grade columns.



Students	Course Grade		Projects Weighted Average [26%]	Midterm Cat: Midterm [20%] Total: 100 Due: -	Midterm Weighted Average [20%]	Final Cat: Final [30%] Total: 100 Due: -
Erin Martin (student03)	B- (80.7%)		91%	62	62%	76
Jeremy Smith (student04)	B (83.61%)		95.5%	84	84%	89
Mary Thompson (student01)	A (95.57%)		94.5%	97	97%	96
Steven Johnson (student02)	A- (91.41%)		91.5%	92	92%	91

When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remains frozen.

Order students by First Name.

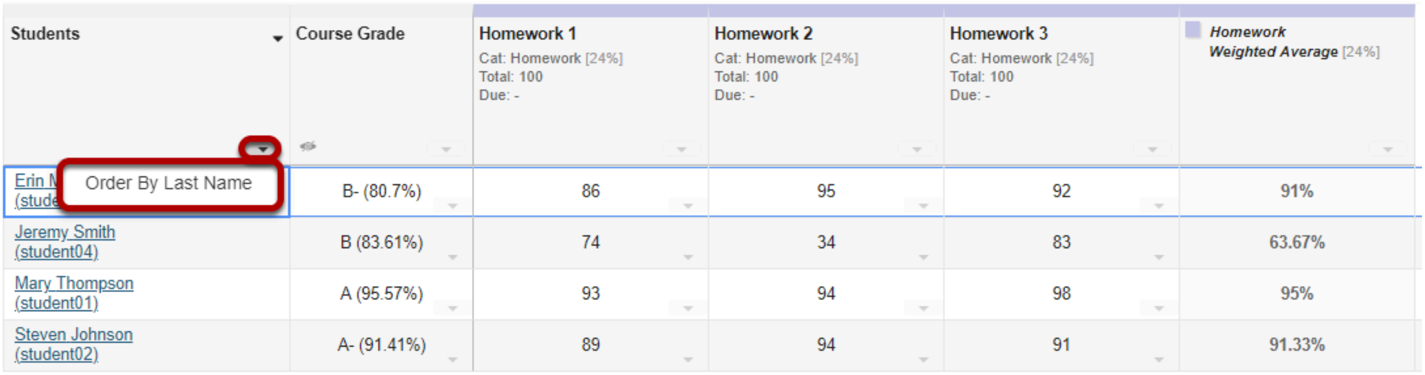


Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Johns (stud	A- (91.41%)	89	94	91	91.33%
Martin, Erin (student03)	B- (80.7%)	86	95	92	91%
Smith, Jeremy (student04)	B (83.61%)	74	34	83	63.67%
Thompson, Mary (student01)	A (95.57%)	93	94	98	95%

The default display for student names is Last Name. First Name. However, if you prefer to view students listed as First Name Last Name, click the down arrow in the Students column and select **Order By First Name**.

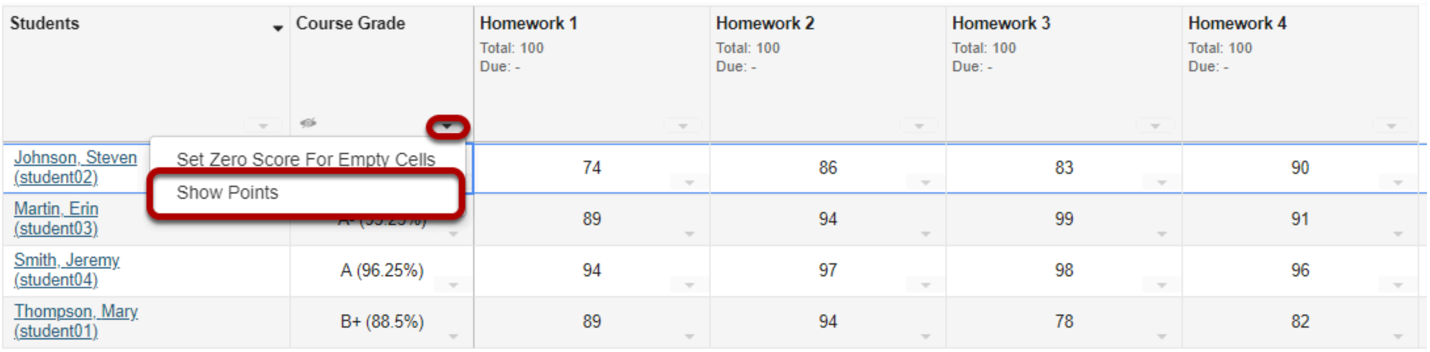
Footer

Order students by Last Name.



If students are currently display in First Name Last Name order, you may revert to the Last Name, First Name order by clicking the down arrow in the Students column and selecting **Order By Last Name**.

Show/hide course grade points.

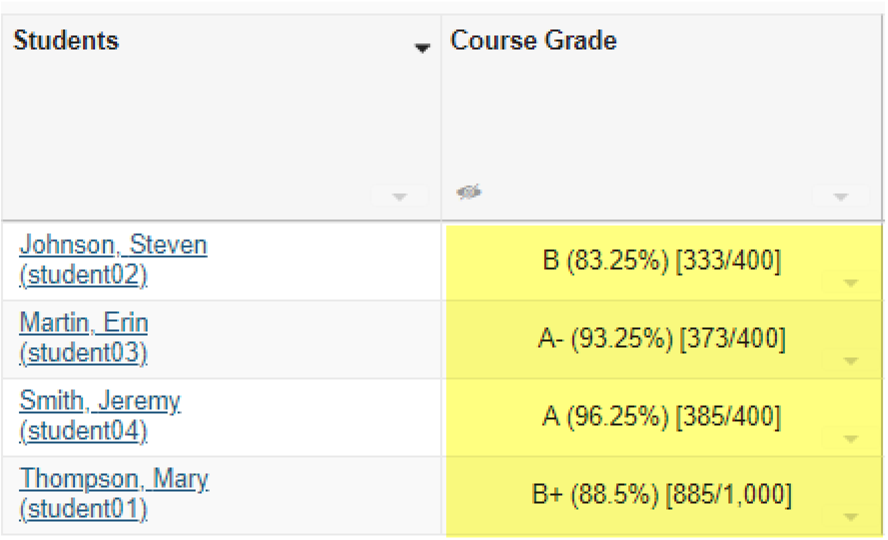


If you would like to display course points, select the down arrow in the Course Grade column and choose **Show Points.**

Note: This option is not available if Categories and Weighting is selected.

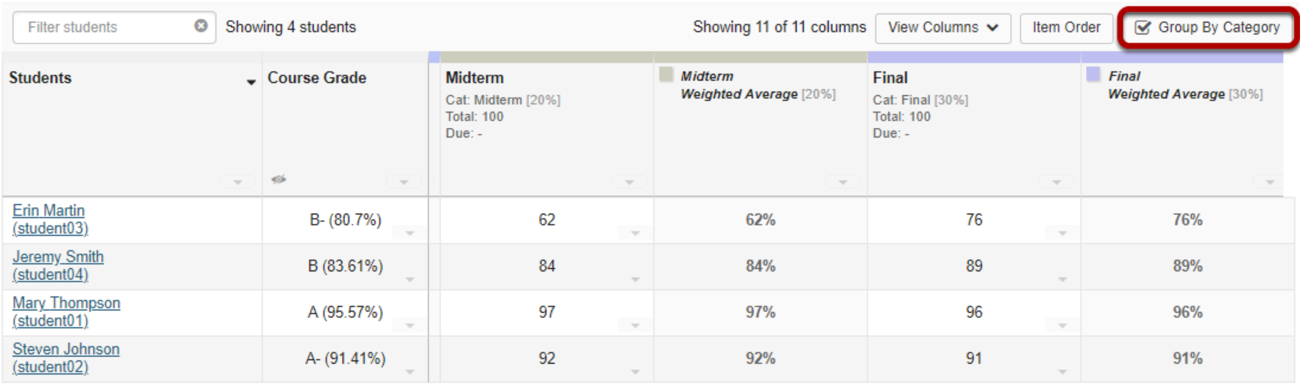
Footer

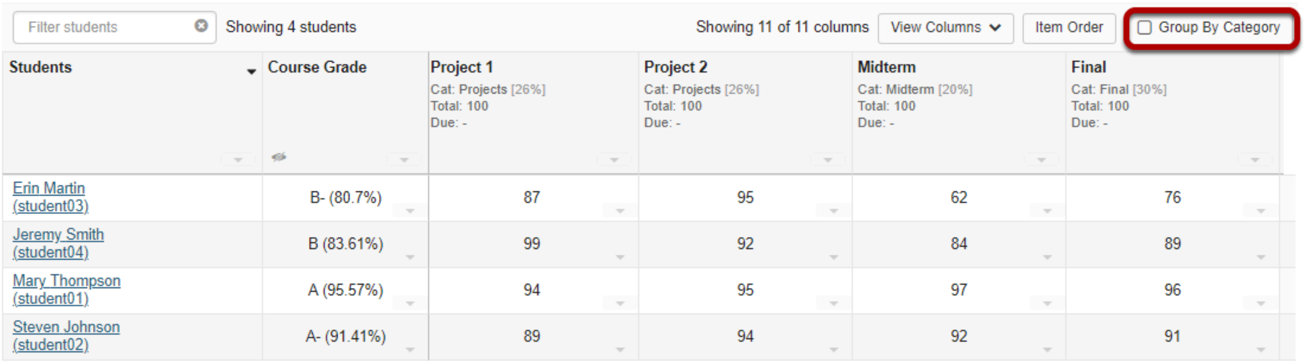
Points will display.



*Tip: If points are already displayed and you would like to hide them, select the down arrow in the Course Grade column and choose **Hide Points**.*

Group/UnGroup by Category.

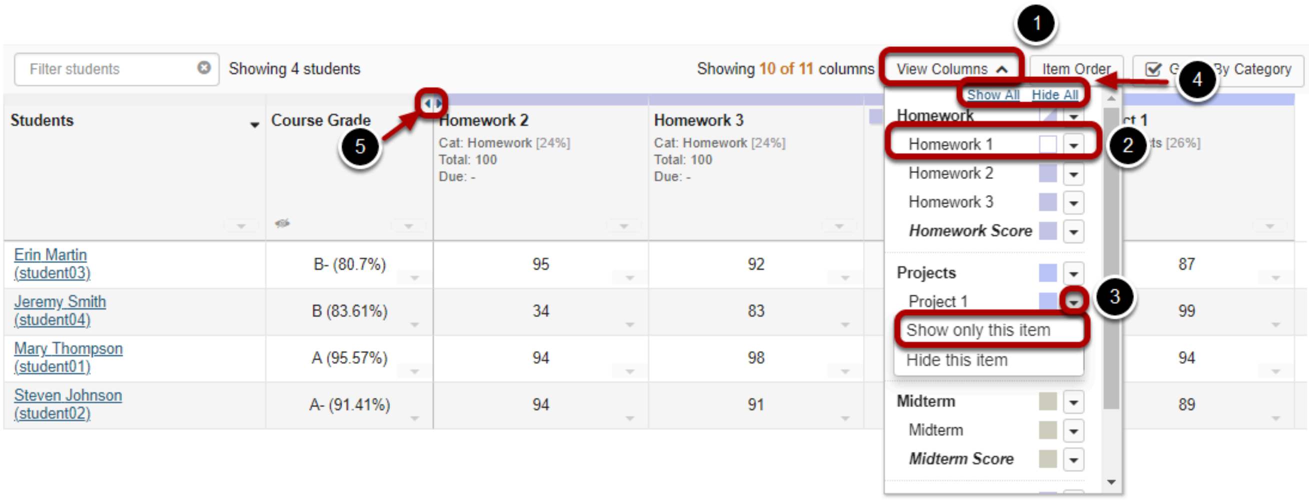




If you have categories in your Gradebook, you may select/deselect the box next to **Group by Category** to display or hide the category groupings in your view of the Gradebook.

Footer

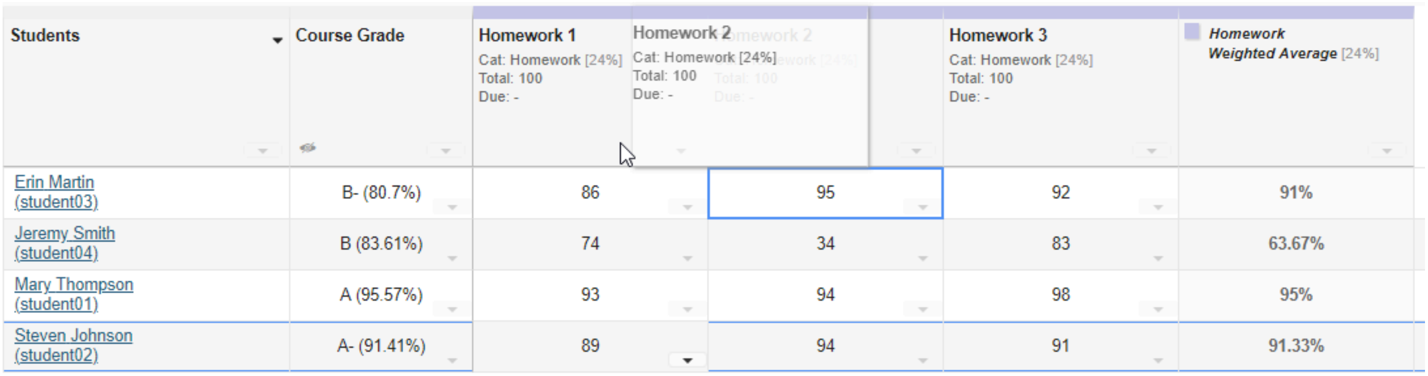
Show/Hide Items.



1. Click **View Columns** to select which items you want displayed in your current view of the Gradebook.
2. Click on the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are visible. Unshaded items are hidden. Categories that are half shaded and half unshaded indicate that only some of the items within that category are hidden.
3. If you want to hide everything except the one item you are currently grading, click on the down arrow next to the item and select **Show only this item**.
4. To **Show All** or **Hide All** items, click on the appropriate link at the top of the menu.
5. Hidden items are indicated by two arrows in place of the item. Click on the arrows to show the item.

Note: Show/Hide Items DOES NOT control which items are or are not released to students. It only controls the columns displayed in the instructor view of the tool.

Drag and Drop to reorder columns.

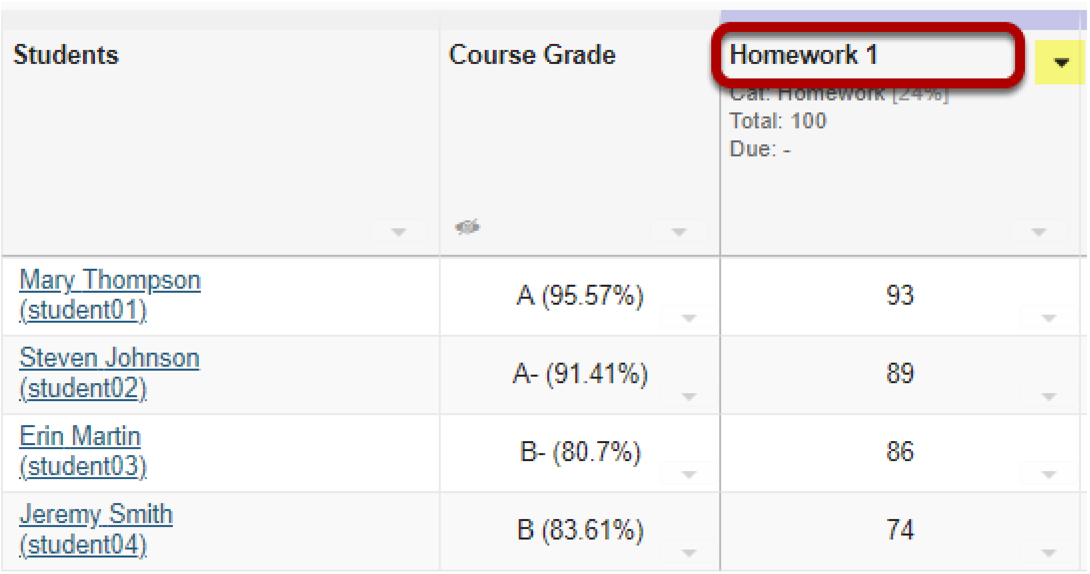


Footer

You may drag and drop to reorder columns.

Note: When viewing items grouped by category, you can only reorder columns within a category. To reorder categories, you need to go to Gradebook > Settings > Categories and Weighting.

Sorting by a gradebook column.



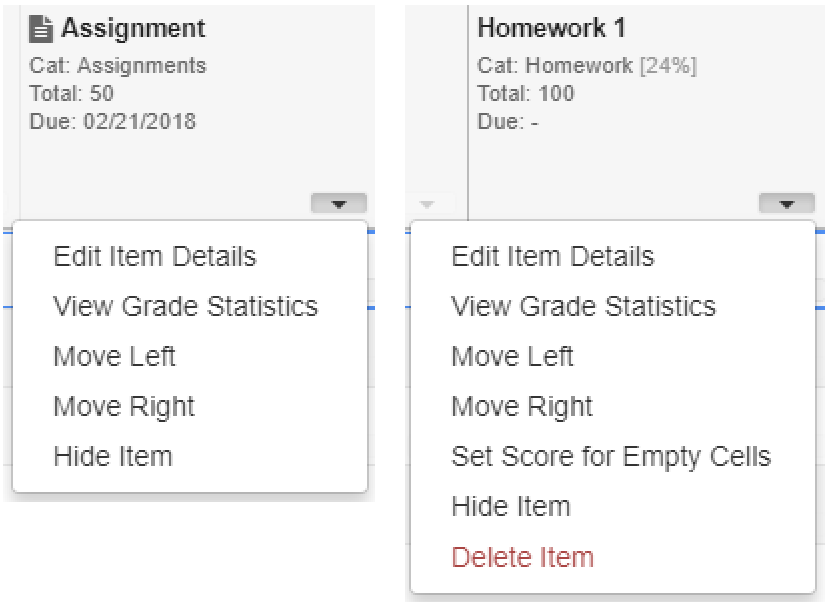
To sort the list by grade for specific grade item, click on the title of the item. Click again on the same item title to reverse the sort order.

Note: When you are sorting by an item, a directional arrow will display. The direction of the arrow indicates if you are sorting ascending or descending.

Footer

What actions can instructors perform on individual gradebook items?

Gradebook item actions.



The drop-down menu in each gradebook item column allows you to perform several actions. These actions vary somewhat, depending on the origin of the item. Items created within the Gradebook itself allow more options than items being sent to the Gradebook from other tools.

All gradebook items allow you to:

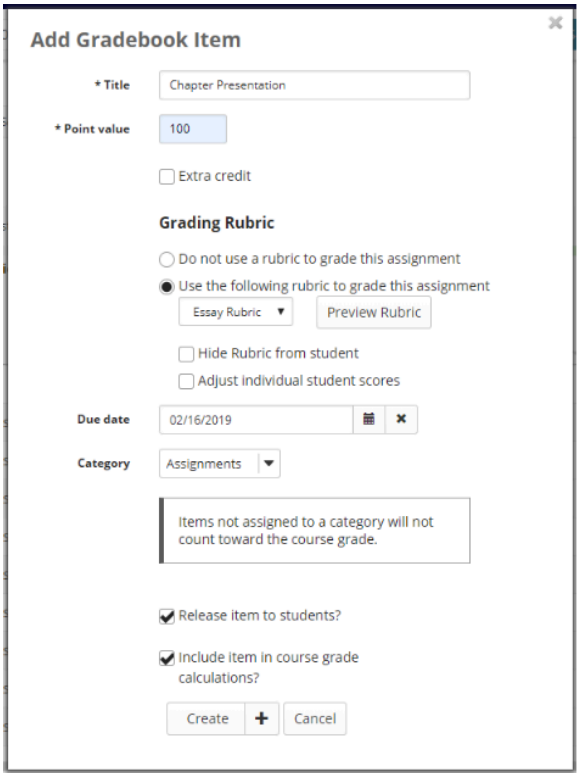
- Edit Item Details
- View Grade Statistics
- Move Left
- Move Right
- Hide Item

Gradebook-created items also allow you to:

- Set Score for Empty Cells
- Delete Item

Footer

Edit Item Details

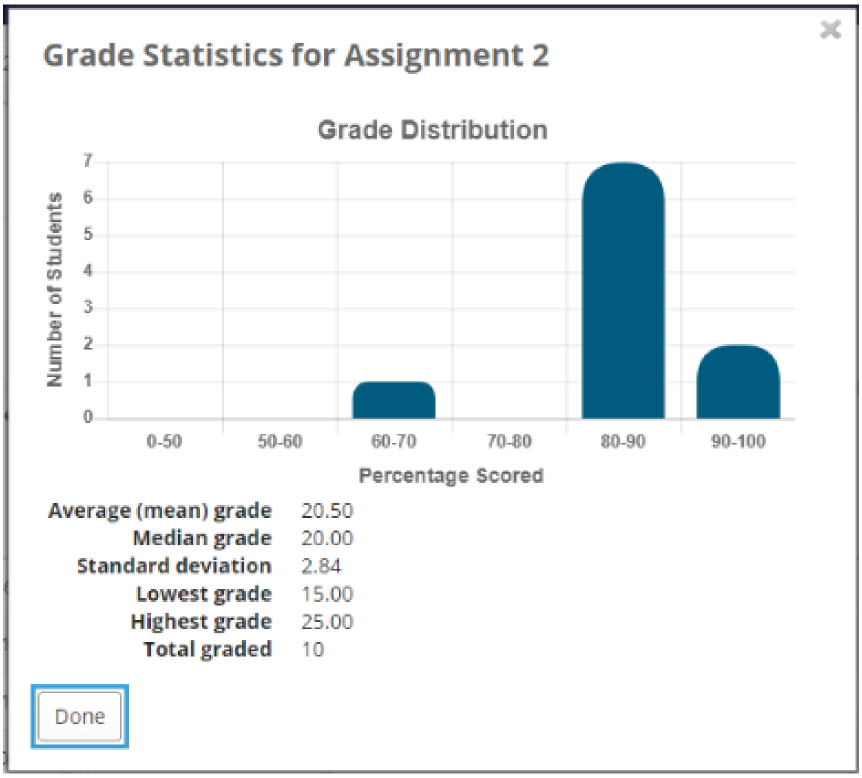


The **Edit Item Details** option allows you to make changes to extra credit, grading rubric, category, release, and grade calculation settings.

For Gradebook-created items, you may also modify the title, point value, and due date. For items coming from other tools, those details must be modified within the origin tool.

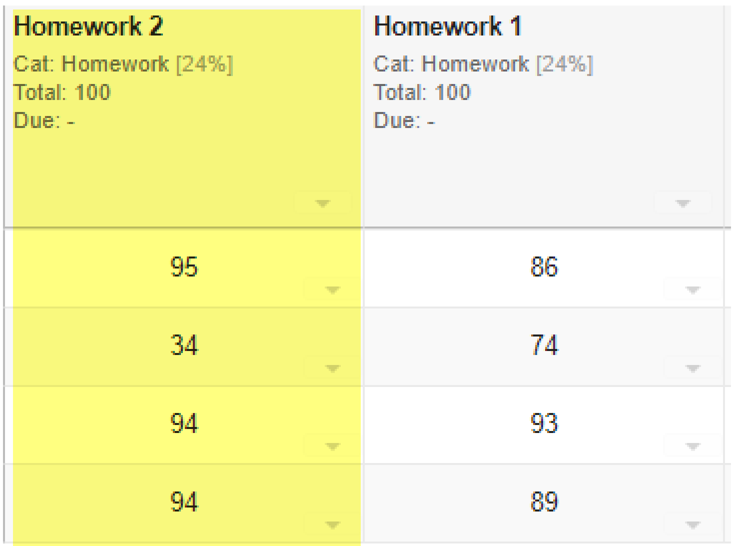
Footer

View Grade Statistics.



The View Grade Statistics option gives you a quick summary of the grade distribution for that item, including the mean, median, standard deviation, lowest score, highest score, total number of graded scores, and a bar chart illustrating the data.

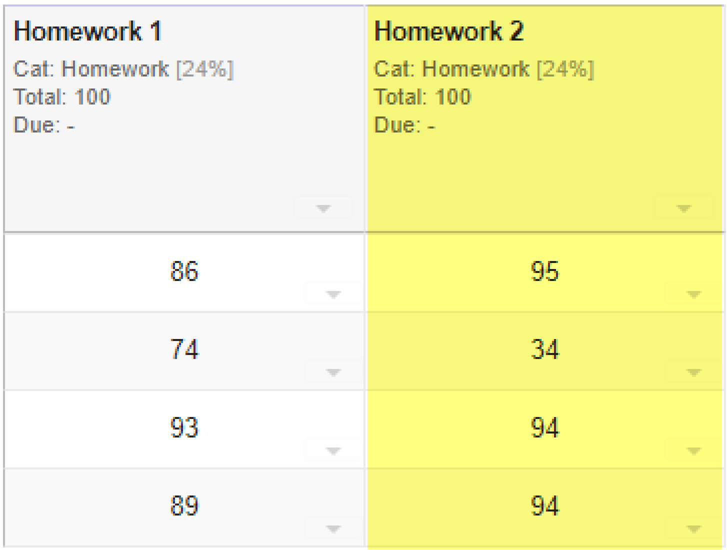
Move Left.



The **Move Left** option moves the selected item one column to the left.

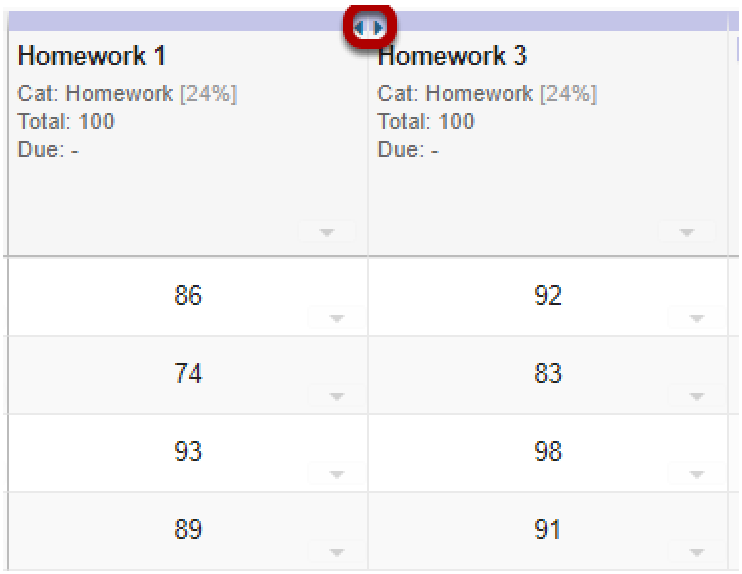
Footer

Move Right.



The **Move Right** option moves the selected item one column to the right.

Hide Item.

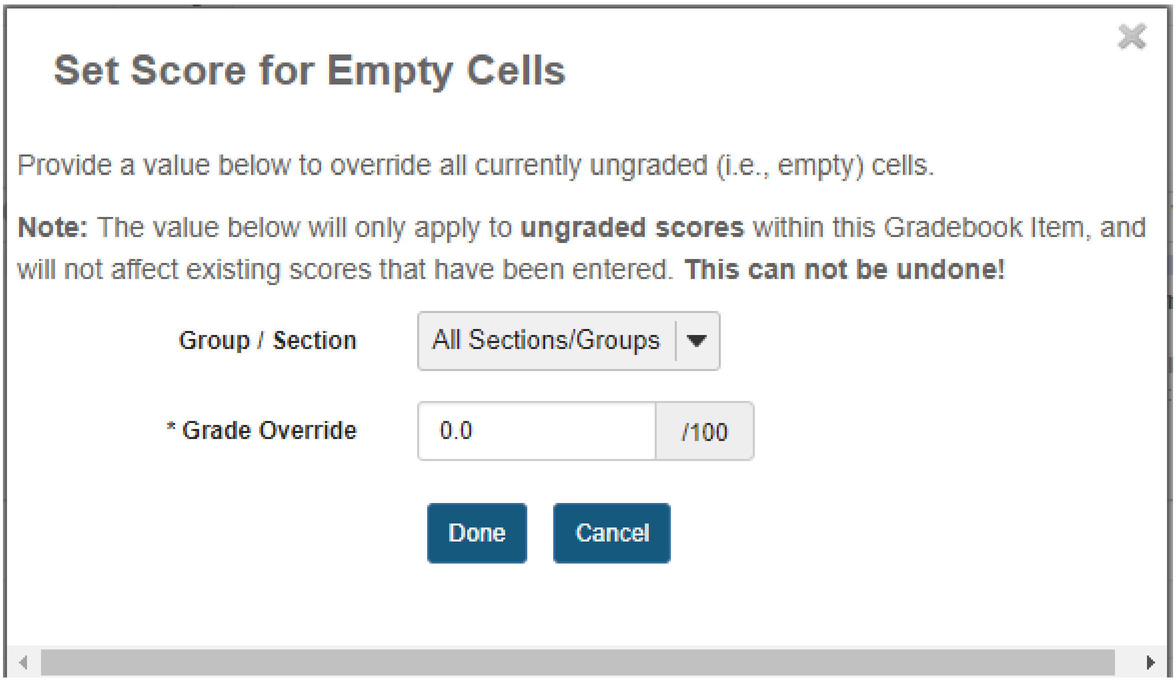


The **Hide Item** option hides the column from the instructor's display. However, it DOES NOT control release of the item to students.

Notice that hidden items are indicated by small arrows in place of the item. Click on the arrows to show the item again.

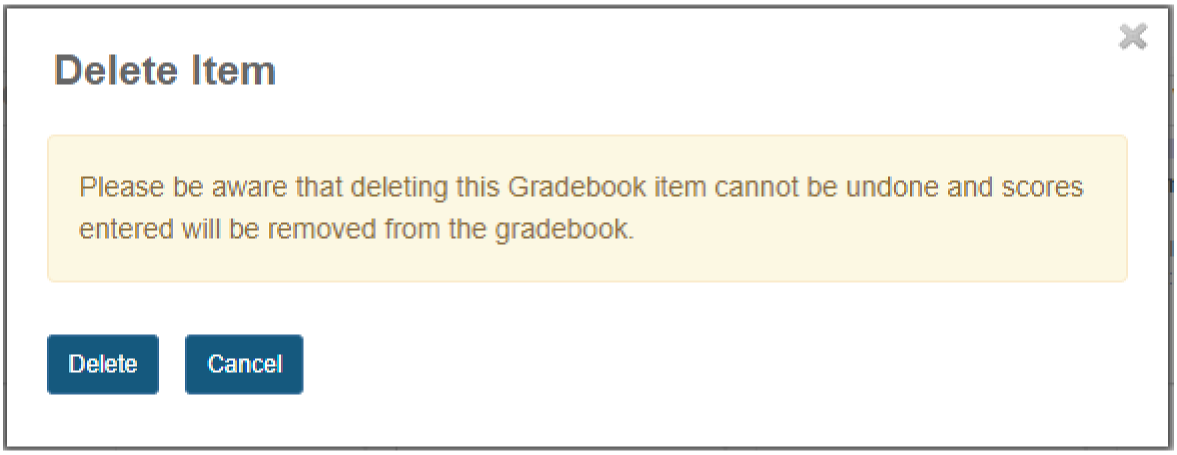
Footer

Set Score for Empty Cells.



For Gradebook-created items, you may select **Set Score for Empty Cells** to automatically set the score for all ungraded students for that gradebook item only. You may also select a specific section or group from the drop-down menu to apply the specified grade to only that section or group. This action only applies to students with ungraded items. Previously graded students will not be affected.

Delete Item.



For Gradebook-created items, you may select **Delete Item** to remove the item and all associated scores for that item.

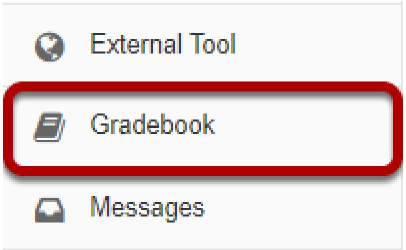
Footer

Note: Be careful! This action cannot be undone! There is no UNDO button for deleting a grade item and its scores from the Gradebook.

Footer

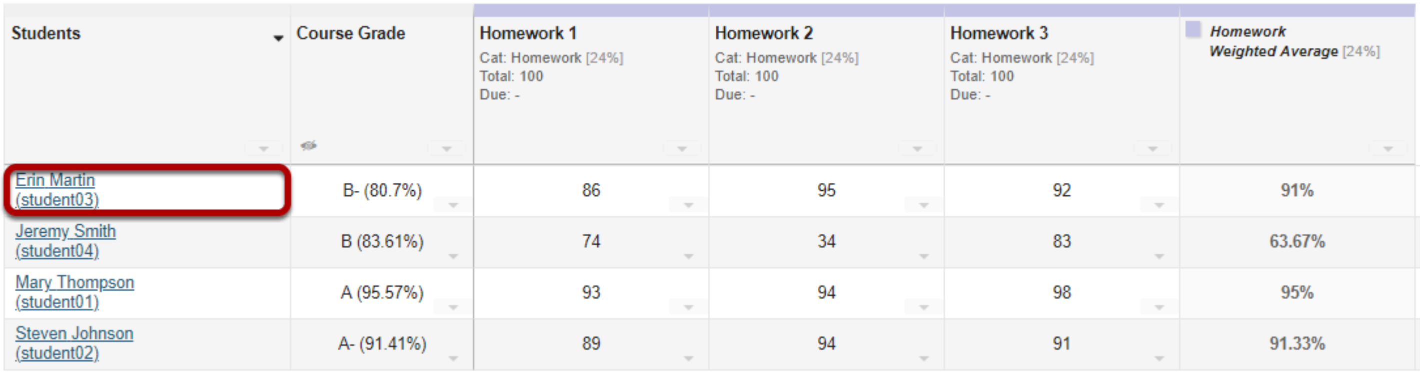
How do instructors view and print individual student grades?

Go to Gradebook.



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

Select the student's name.

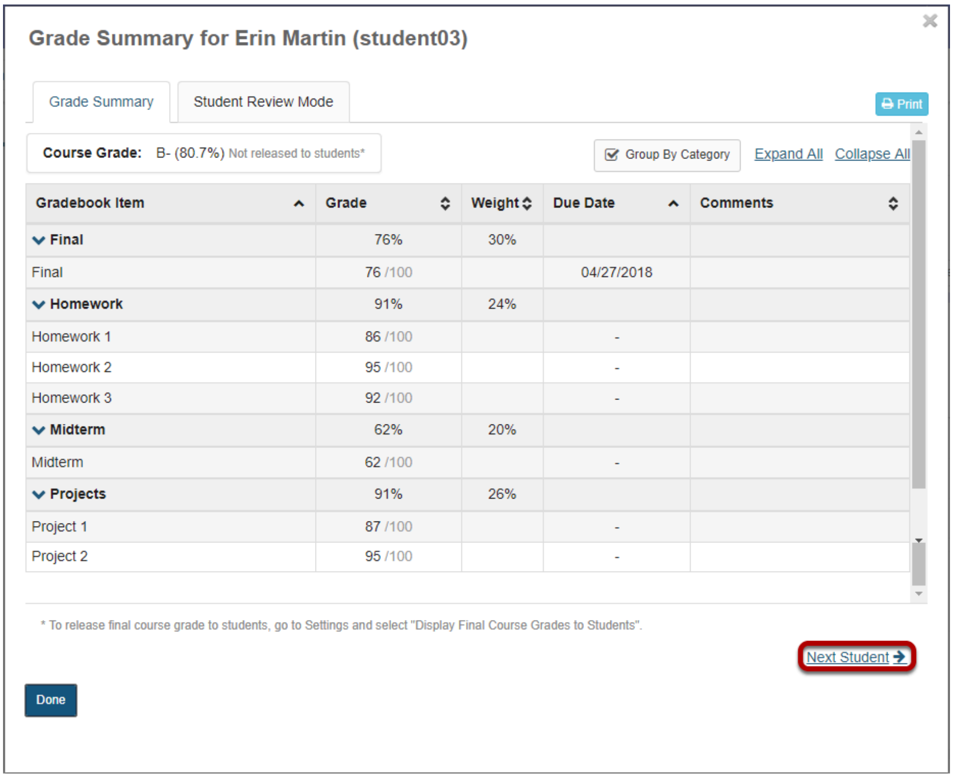


Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	*Homework Weighted Average* [24%]
Erin Martin (student03)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

To view all grades for a single student, click on the student's name.

Footer

The student's individual grade summary will appear.

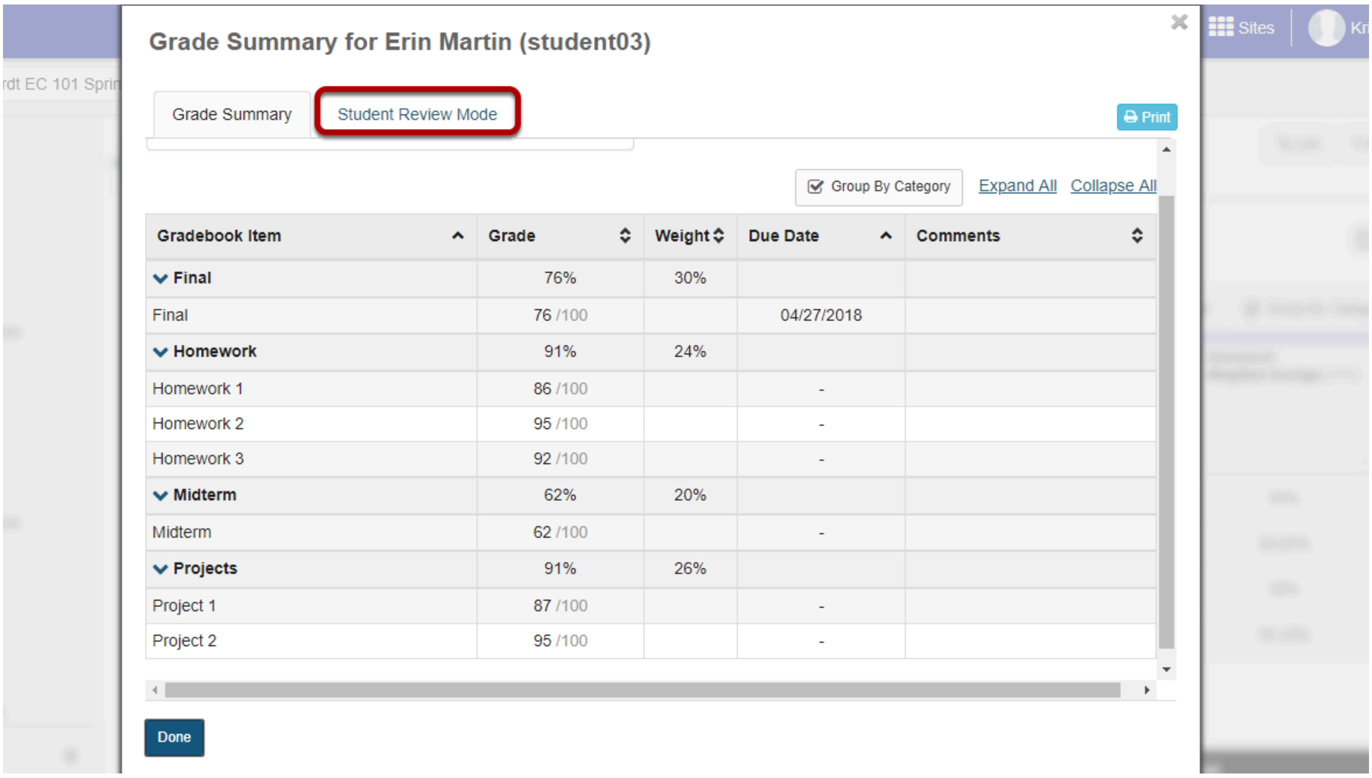


The individual grade summary is the same information a student sees when he or she views their grades.

You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

Footer

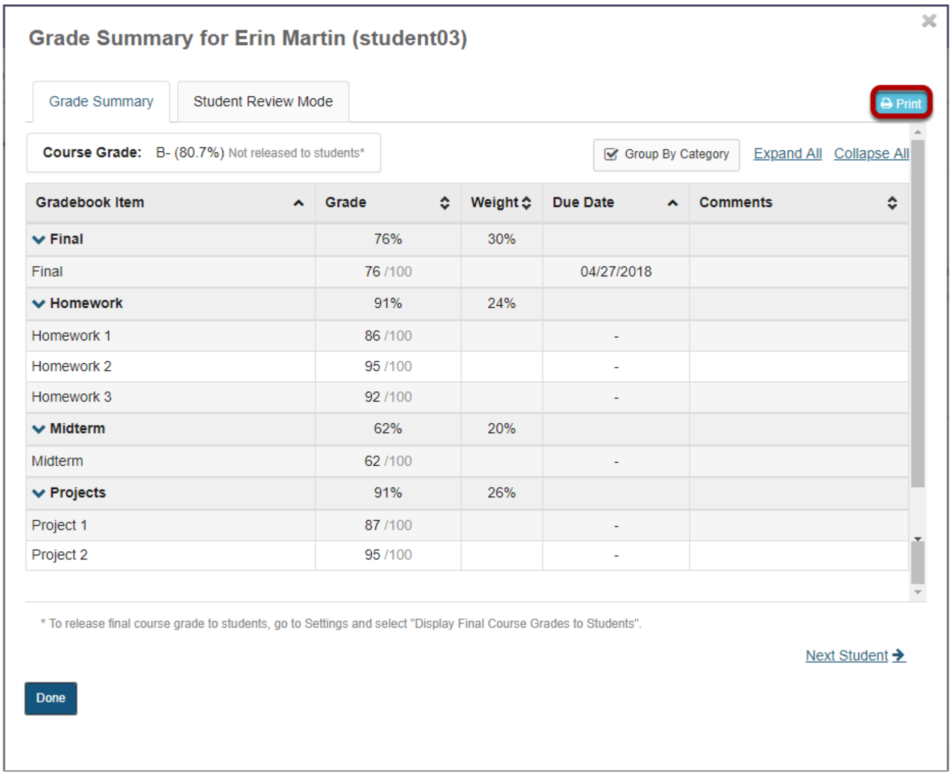
Student Review Mode.



If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

Footer

Printing individual student grades.

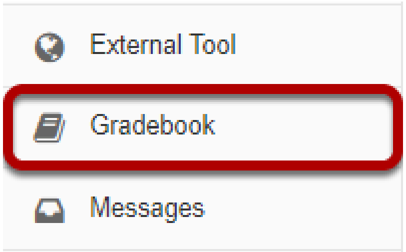


Click the **Print** button in the individual grade summary screen to print an individual student's grades.

Footer

How do I export grades from Gradebook?

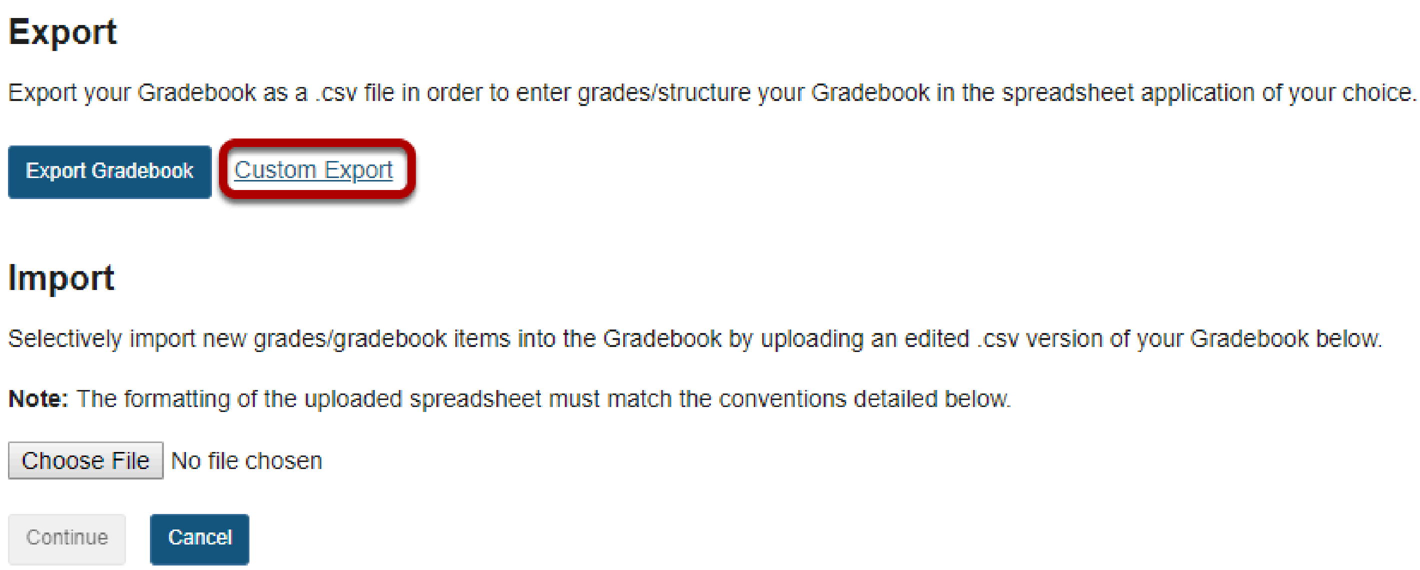
Go to Gradebook.



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

Click Import/Export.

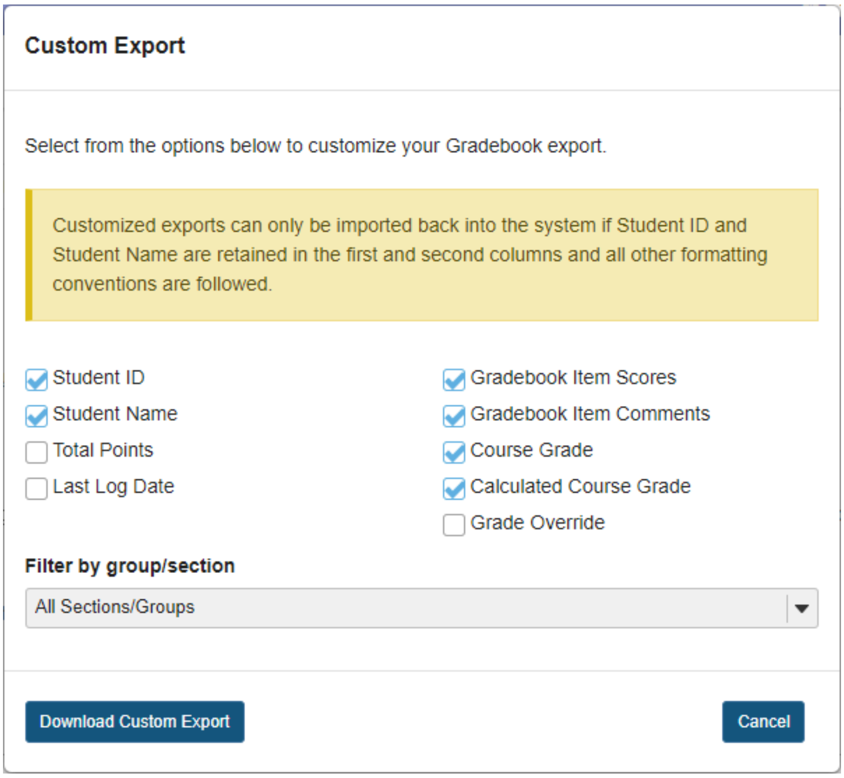
Select Custom Export. (Optional)



You may set the options for customized exports by clicking the **Custom Export** link.

Footer

Choose the items you would like to include in your export.

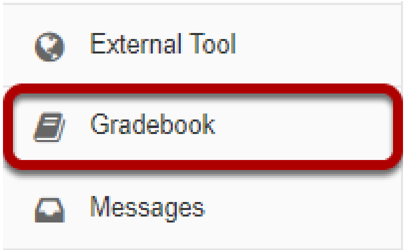


Click Download Custom Export.

Footer

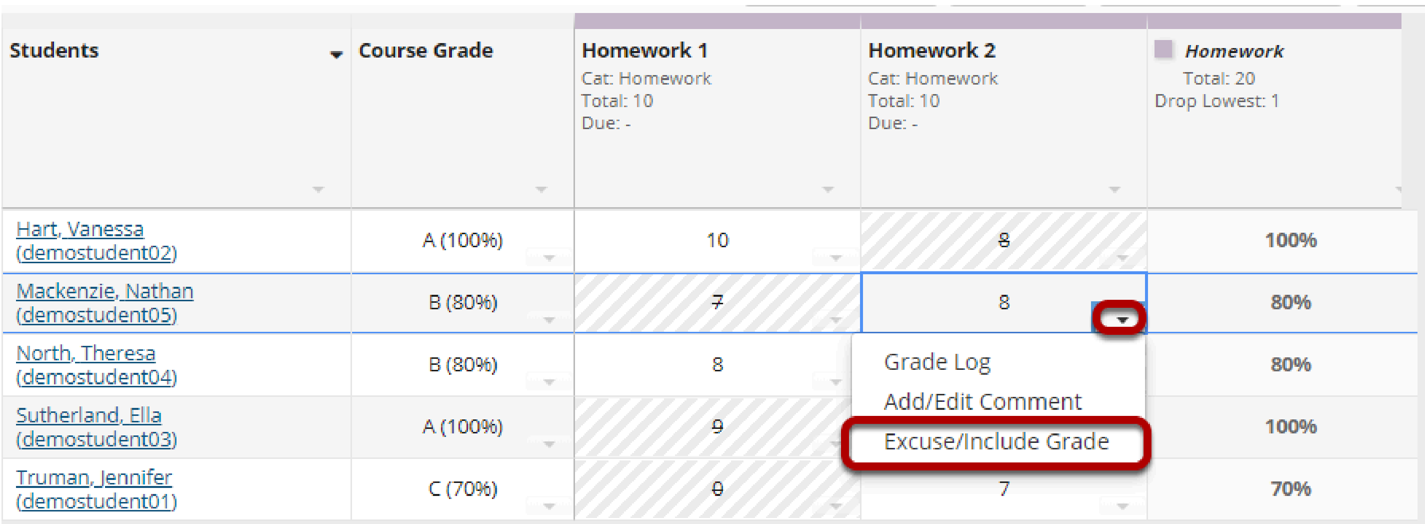
How do I exclude a grade for a specific student?

Go to Gradebook.



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

For the gradebook item that you want to excuse, select the down arrow within the cell for the student's grade and choose Excuse/Include Grade.



Footer

The individual grade will be excluded from course grade calculations.

Students	Course Grade	Homework 1 Cat: Homework Total: 10 Due: -	Homework 2 Cat: Homework Total: 10 Due: -	*Homework* Total: 20 Drop Lowest: 1
Hart, Vanessa (demostudent02)	A (100%)	10	~~8~~	**100%**
Mackenzie, Nathan (demostudent05)	B (80%)	~~7~~	~~8~~	**70%**
North, Theresa (demostudent04)	B (80%)	8	~~7~~	**80%**
Sutherland, Ella (demostudent03)	A (100%)	~~9~~	10	**100%**
Truman, Jennifer (demostudent01)	C (70%)	~~0~~	7	**70%**

Note: The excluded grade cell will show a calculator icon with a diagonal line through it and the score itself will be in strikethrough font, indicating that it has been excluded.

Footer

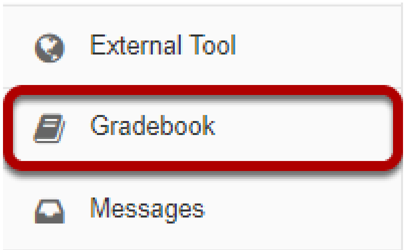
How do I format my file for importing grades into Gradebook?

Instructors can manage grades offline in a spreadsheet and then import the file to update the course Gradebook. You can also import a file as a method for quickly creating several gradebook items at once.

The easiest way to obtain a file in the proper import format is to export your Gradebook and use that file as a template. This way it will contain all of the student information in your site, as well as any existing gradebook item information in your site.

Note: You can only update graded items that have been created within the Gradebook. Graded items that come from other tools, such as Assignments or Tests & Quizzes, cannot be updated via file import.

Go to Gradebook.

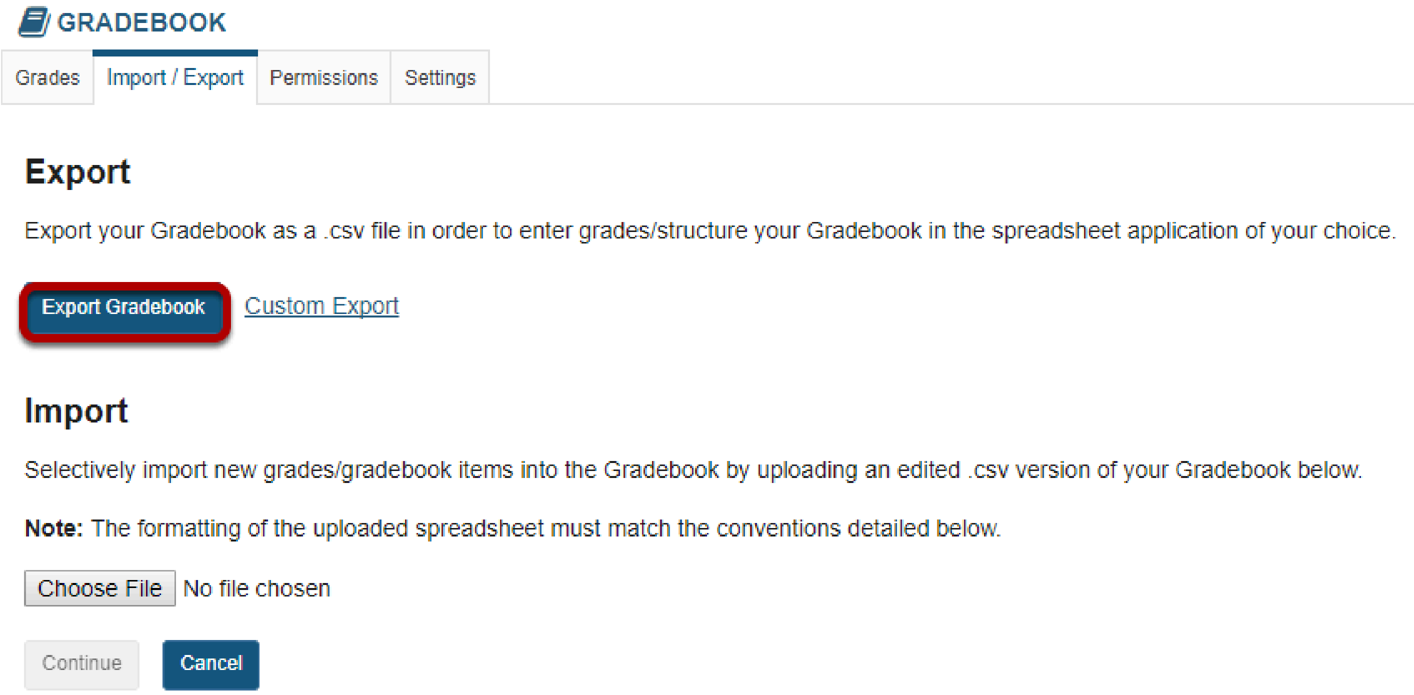


Select the **Gradebook** tool from the Tool Menu of your site.

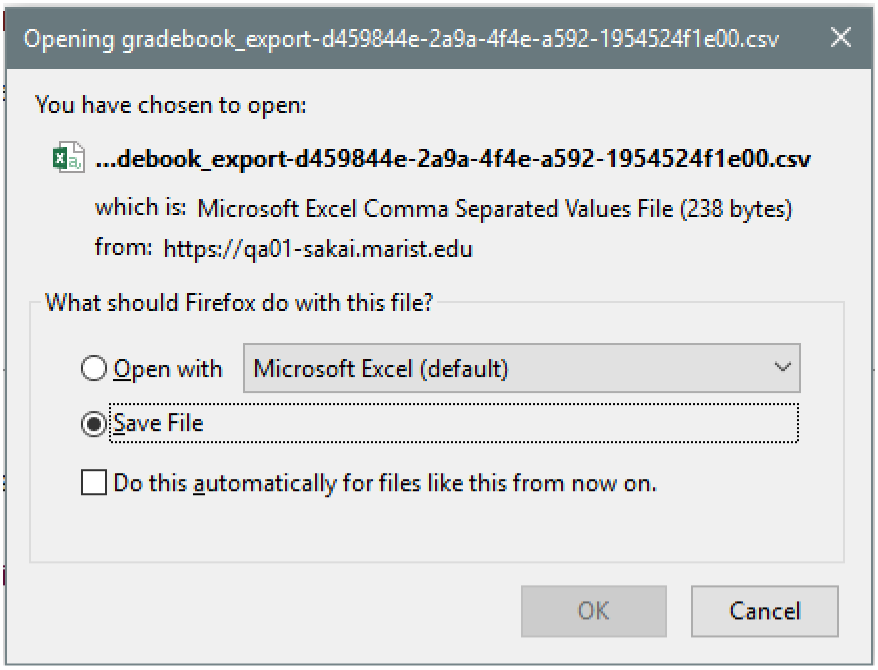
Click Import/Export.

Footer

Click Export Gradebook.

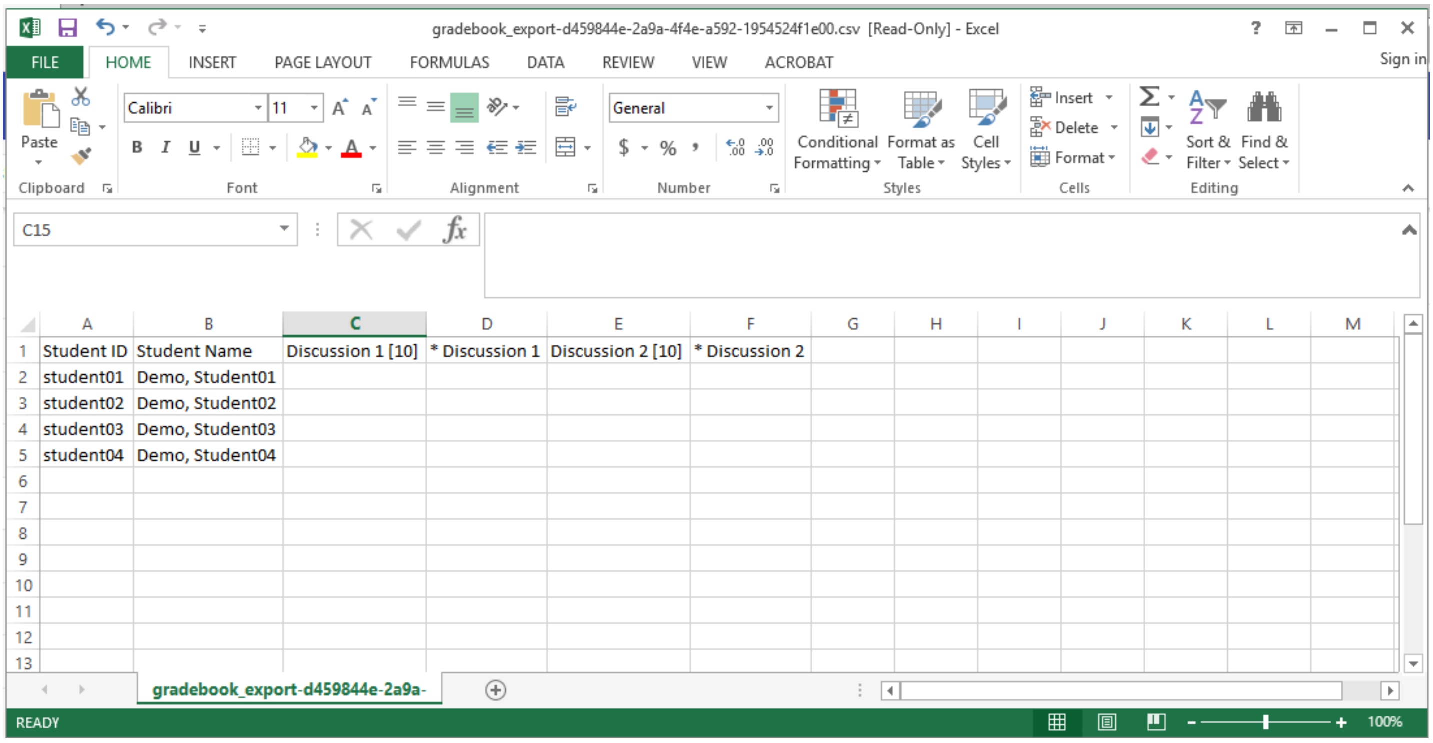


The export will download as a .csv file.



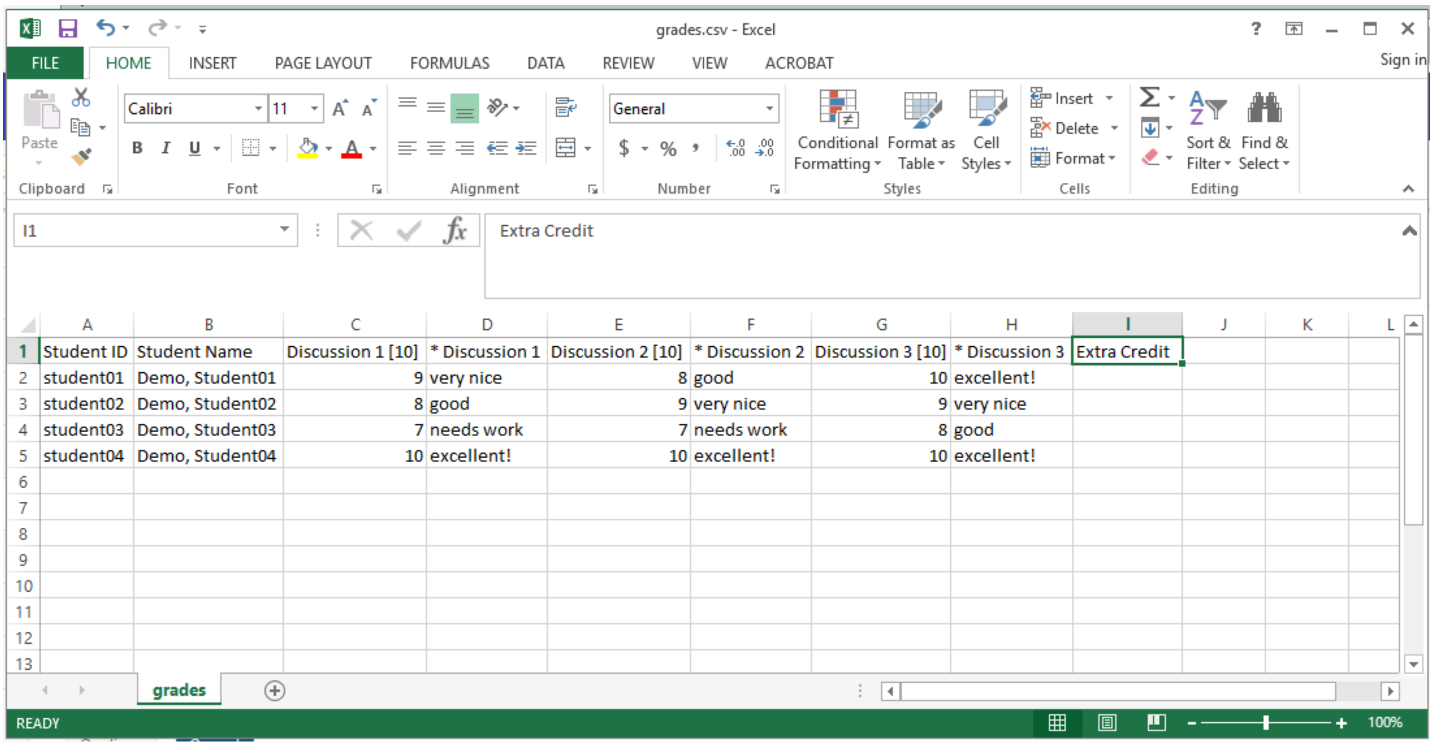
Footer

Open the file in your preferred spreadsheet application.



Student ID	Student Name	Discussion 1 [10]	* Discussion 1	Discussion 2 [10]	* Discussion 2
student01	Demo, Student01				
student02	Demo, Student02				
student03	Demo, Student03				
student04	Demo, Student04				

Add columns, grades, and/or feedback as needed, and save your file.



Student ID	Student Name	Discussion 1 [10]	* Discussion 1	Discussion 2 [10]	* Discussion 2	Discussion 3 [10]	* Discussion 3	Extra Credit
student01	Demo, Student01	9	very nice	8	good	10	excellent!	
student02	Demo, Student02	8	good	9	very nice	9	very nice	
student03	Demo, Student03	7	needs work	7	needs work	8	good	
student04	Demo, Student04	10	excellent!	10	excellent!	10	excellent!	

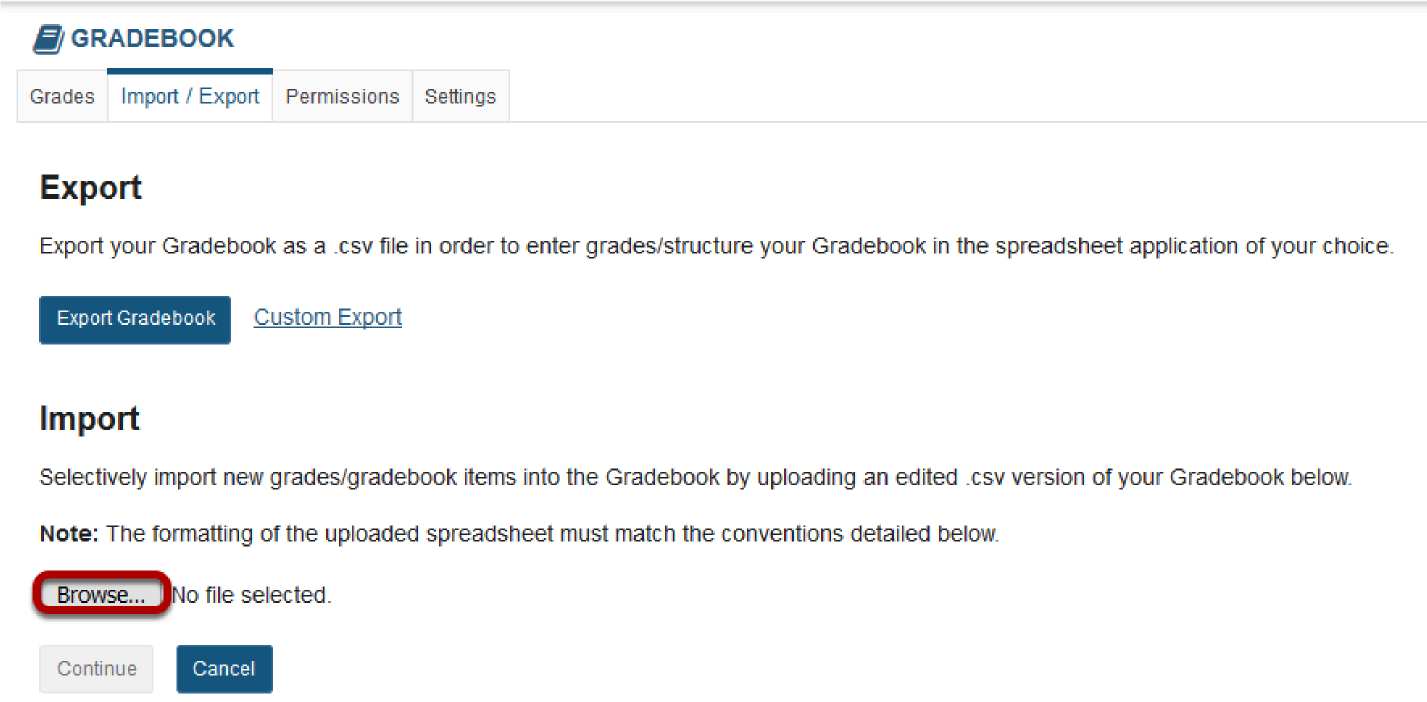
Footer

The import file must be in .csv file format. Also, be sure to use the following conventions:

1. Student ID and Student Name are the first two columns and must be retained for any future imports.
2. Gradebook Items/Assignments may include points by wrapping the points in [ ] after the title, e.g. "Assignment 1 [50]".
3. Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
4. Columns that cannot be re-imported are prefixed with #.

Note: You may add new items to the gradebook by including new columns in your file. If you add any new columns without a point value in brackets, Sakai will prompt you to indicate the number of points upon import.

Return to Gradebook > Import/Export to browse for and select your import file.

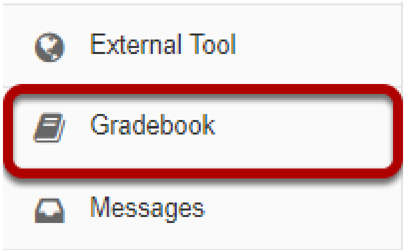


For more information on importing your items into Gradebook, see [How do I import grades into Gradebook?]()

Footer

How do I import grades into Gradebook?

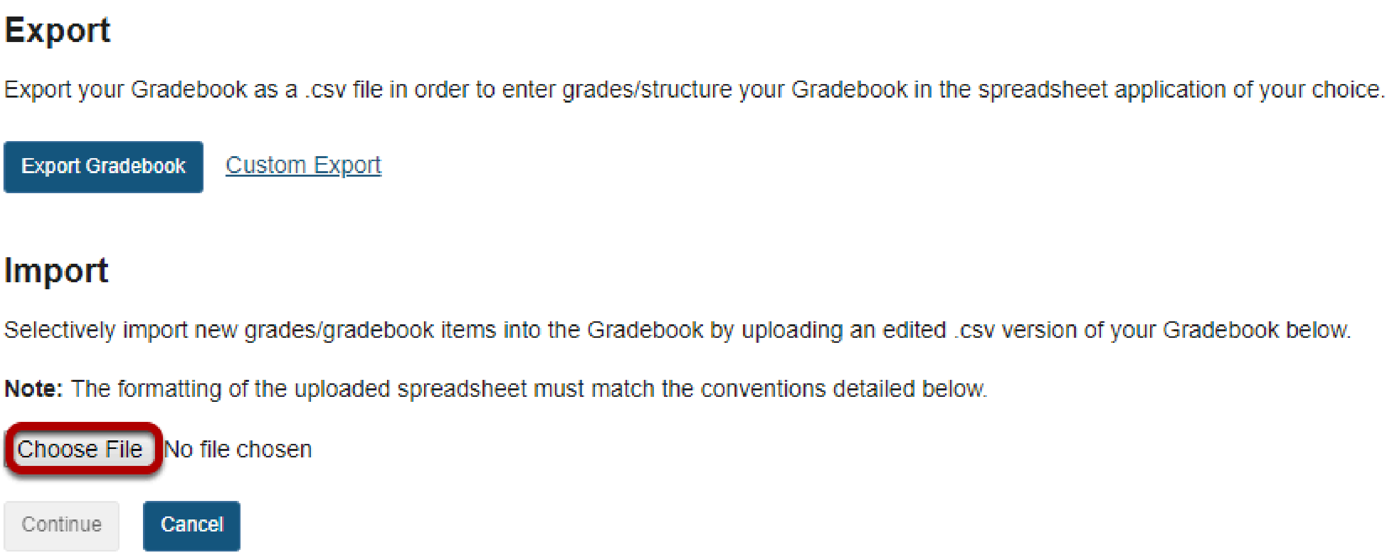
Go to Gradebook.



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

Click Import/Export.

Click Choose File.

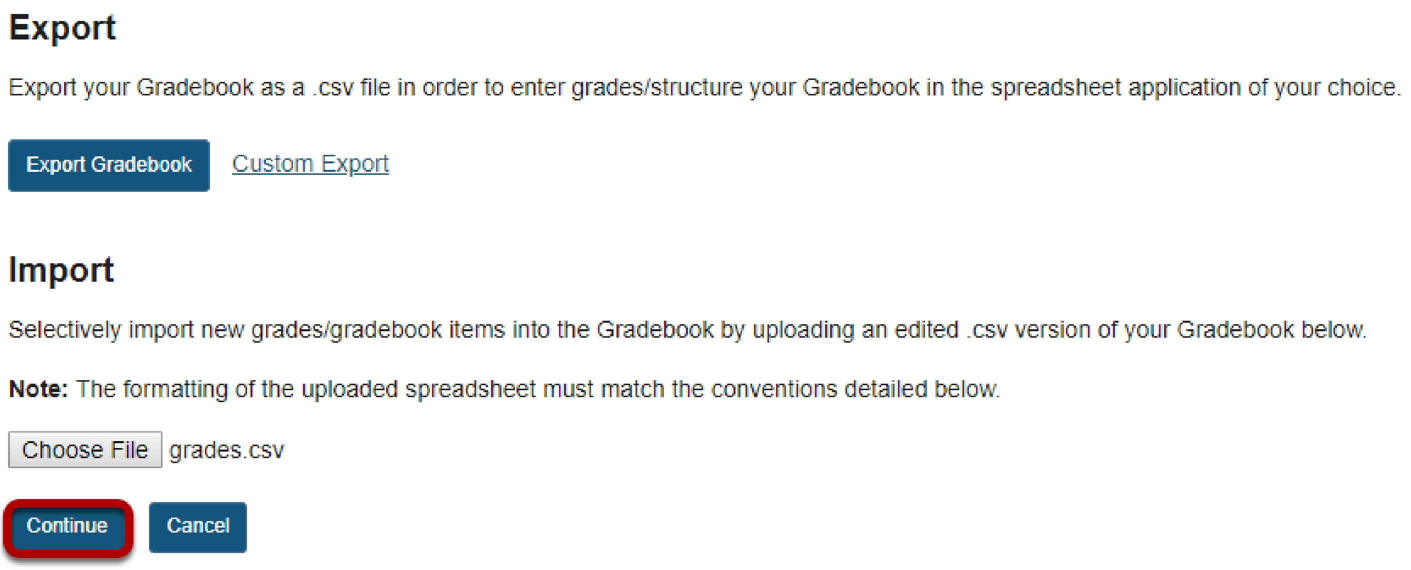


Click the **Choose File** button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be a CSV file and contain the appropriate student and gradebook item data. See How do I format my file for importing grades into Gradebook? for more information.

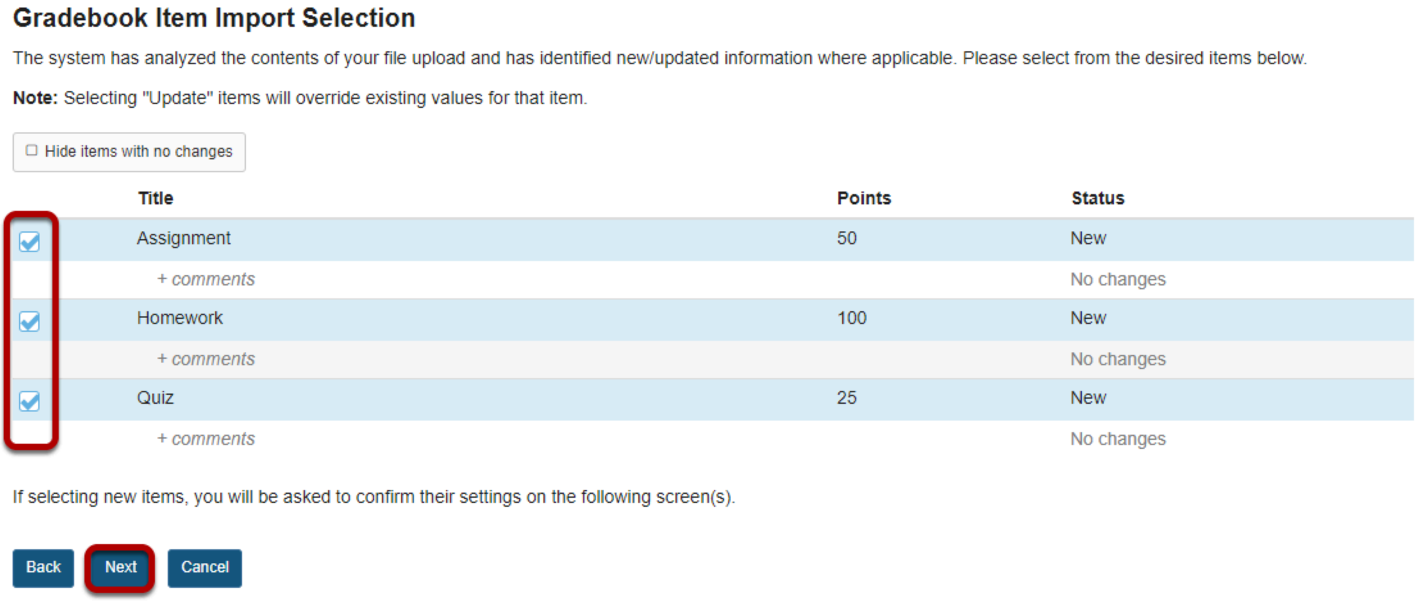
Footer

Click Continue.



After locating and selecting your import file, click **Continue** to import the grades.

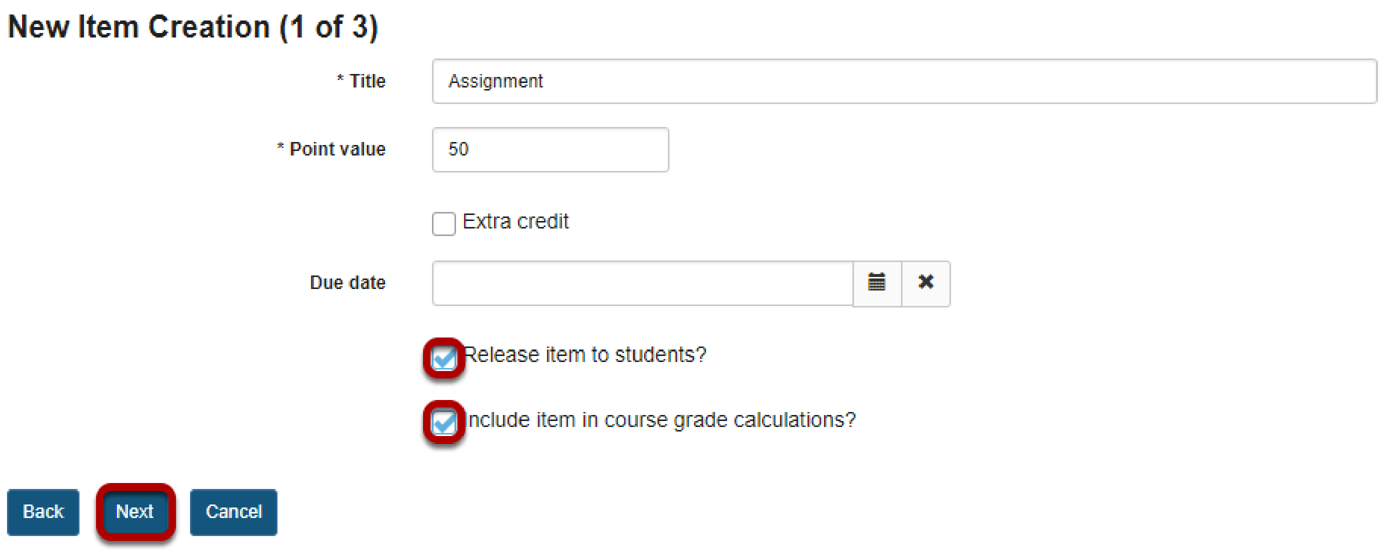
Select the items to be imported.



A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

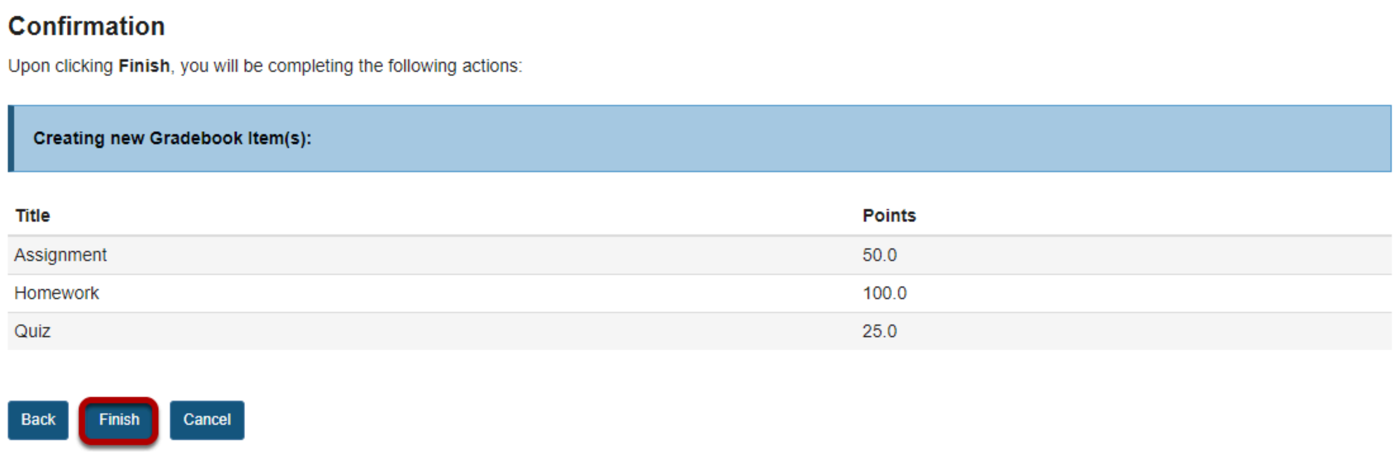
Footer

New item options.



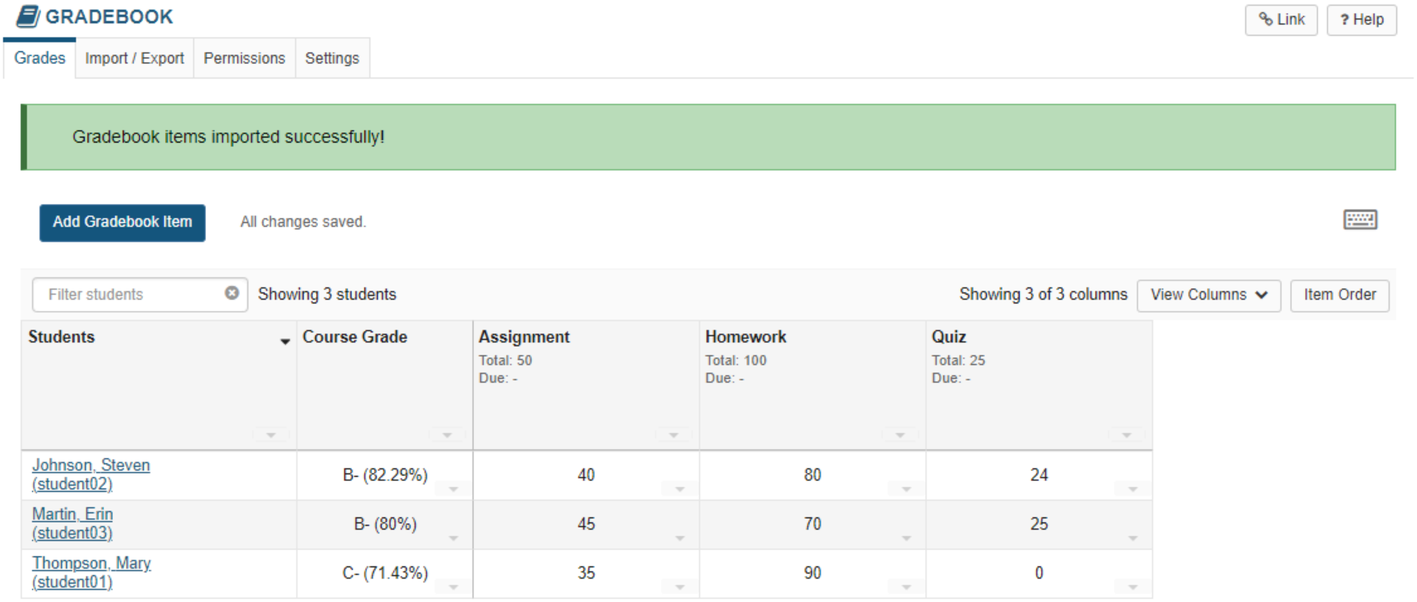
If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

Click Finish.



Footer

Import confirmation.



You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

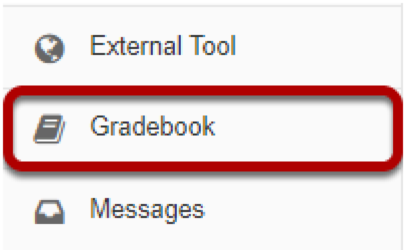
Footer

How do I override a course grade in Gradebook?

Notes:

- *When manually entering a course grade, you must use the appropriate grade type for the gradebook schema you have selected. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.*
- *A numerical value for the override can be entered, however the value will be mapped to the letter grade scale. For example if the letter grade scale is set so the minimum % for an A grade is 95 then entering a numerical value of 97 will be mapped to 95%.*

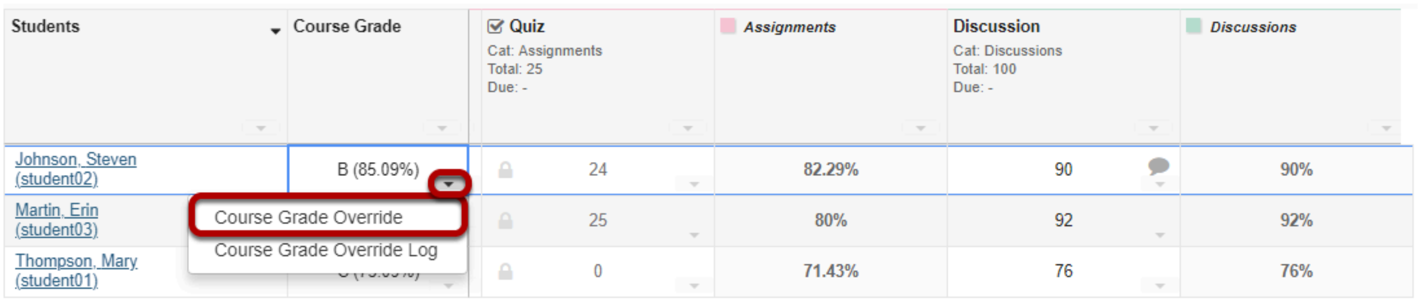
Go to Gradebook.



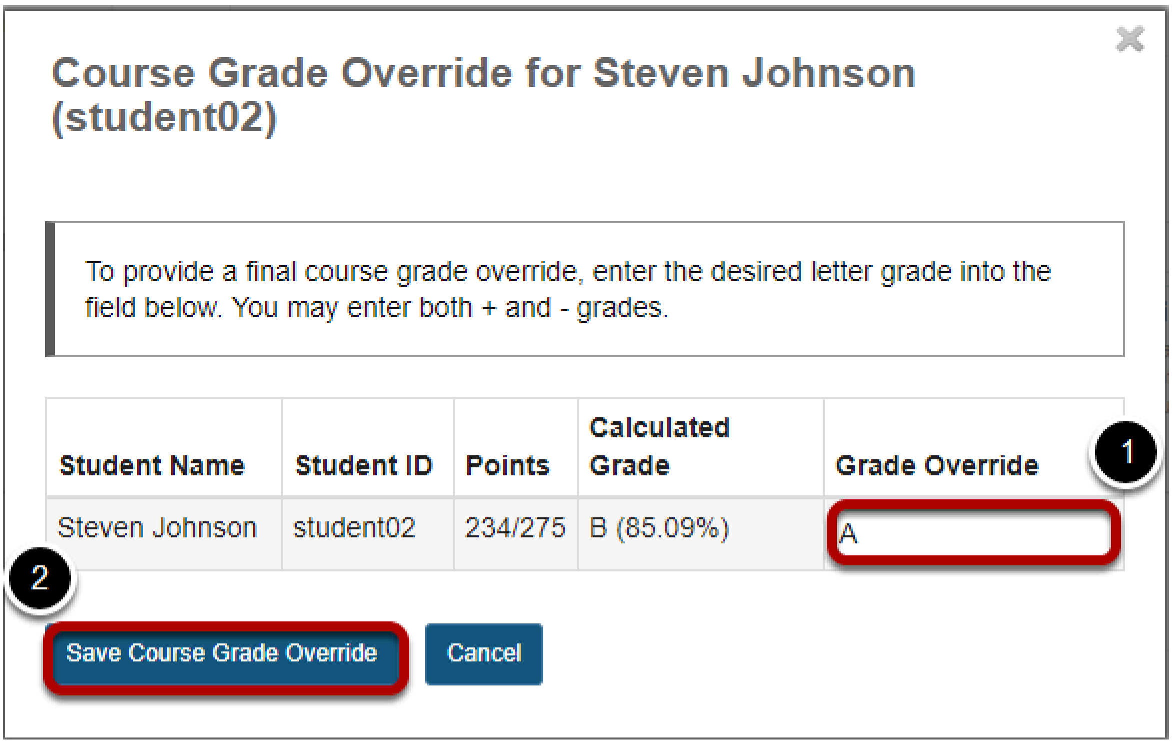
Select the **Gradebook** tool from the Tool Menu of your site.

Footer

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override.



Enter override score and save.

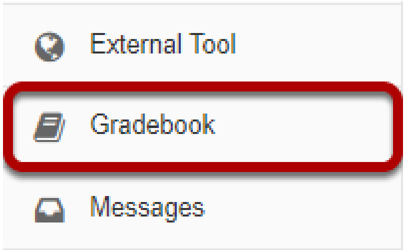


1. Enter the new course grade to replace the autocalculated grade.
2. Click **Save Course Grade Override**.

Footer

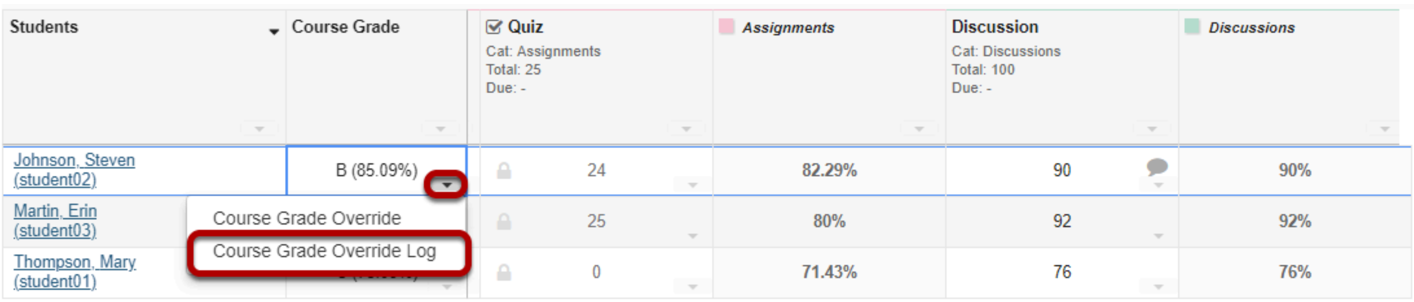
How do I view the course grade override log in Gradebook?

Go to Gradebook.

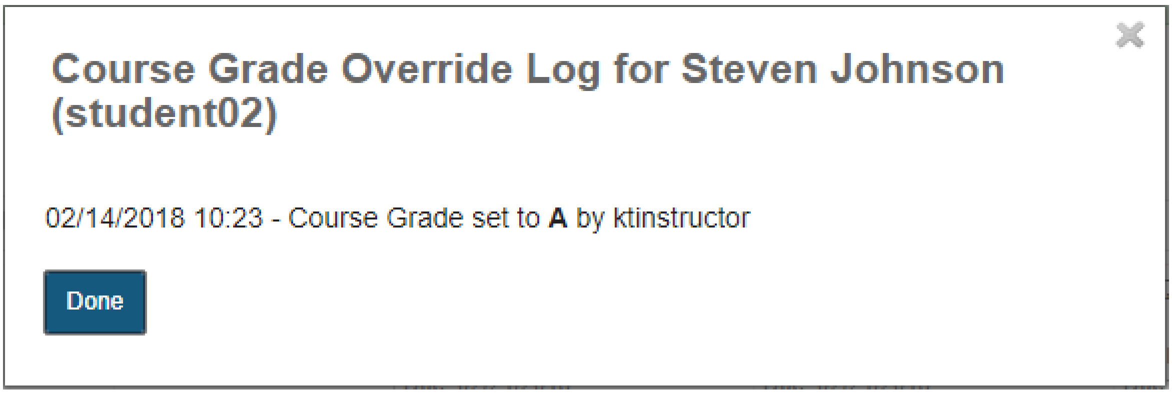


Select the **Gradebook** tool from the Tool Menu of your site.

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override Log.



The log will display.



Footer

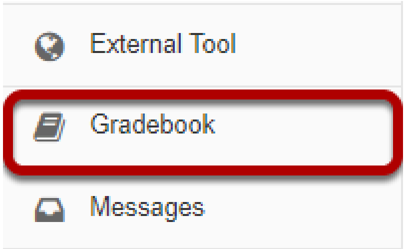
The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.

Footer

How do I set all ungraded items to zero in Gradebook?

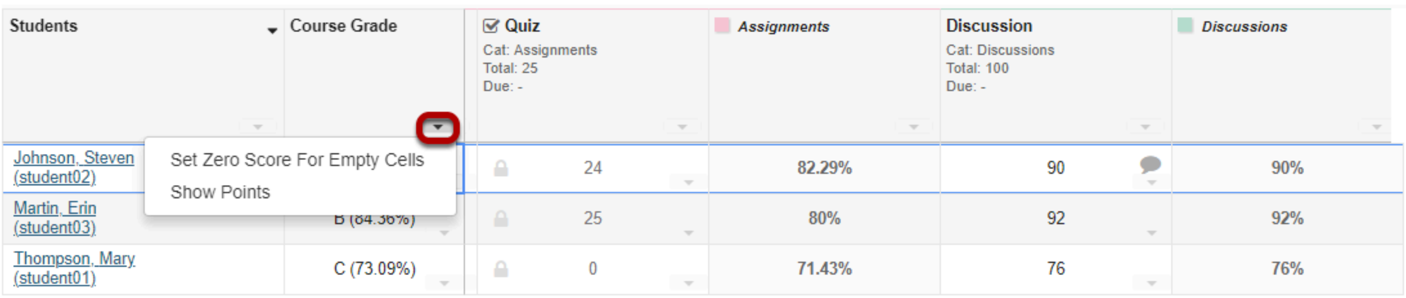
Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all gradebook items in a single step.

Go to Gradebook.



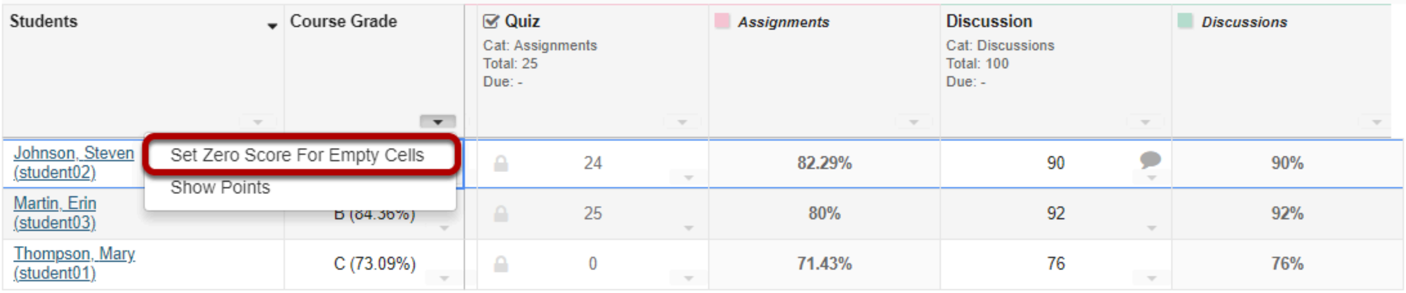
Select the **Gradebook** tool from the Tool Menu of your site.

Select the down arrow in the Course Grades column.

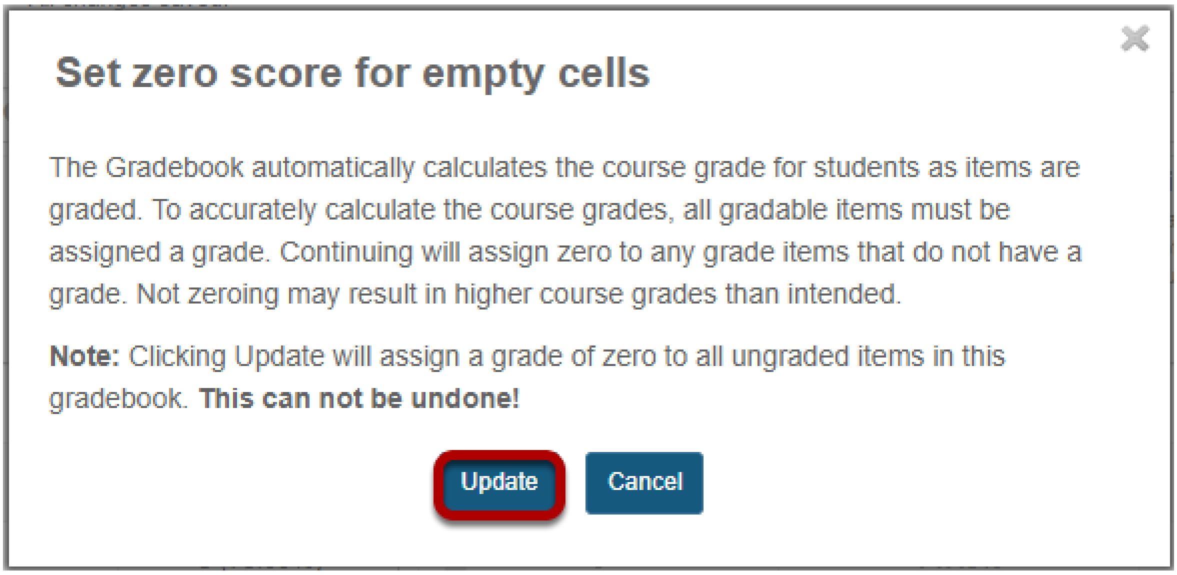


Footer

Click Set Zero Score for Empty Cells.



Click Update.



You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!

Footer

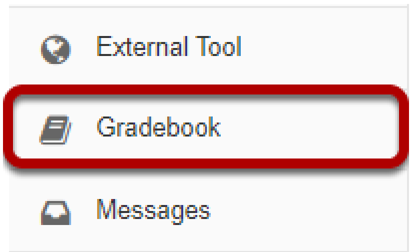
How does extra credit work in Gradebook?

The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see How do I set up my Gradebook? or How do I add items to the Gradebook?

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

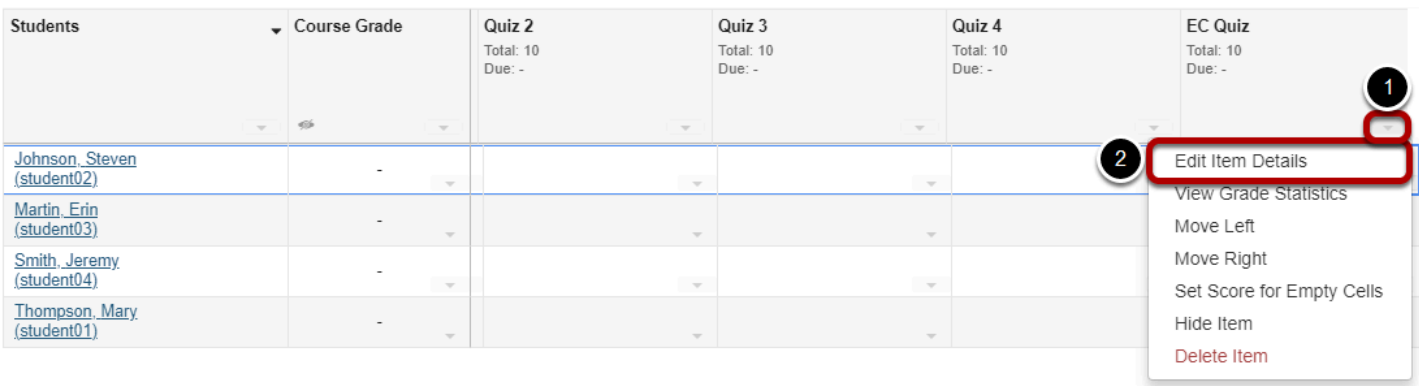
Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Go to Gradebook.



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

Setting EC at the item level.

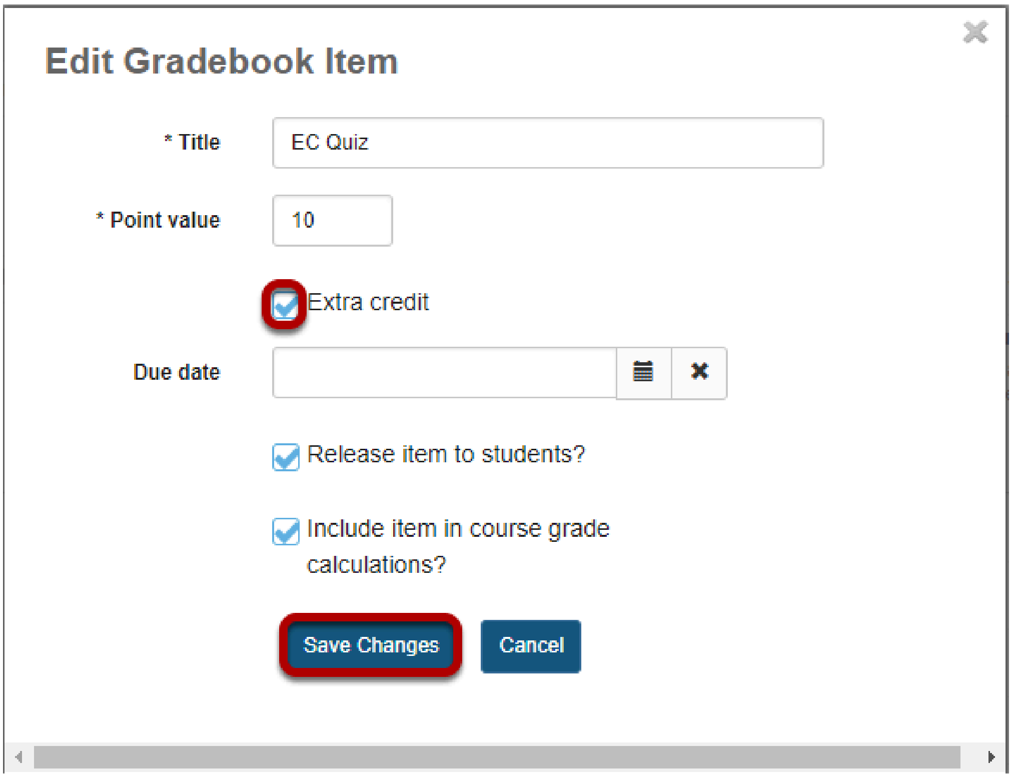


1. Select an item's drop-down menu.

Footer

2. Select **Edit Item Details**.

Check the box next to Extra Credit and click Save Changes.

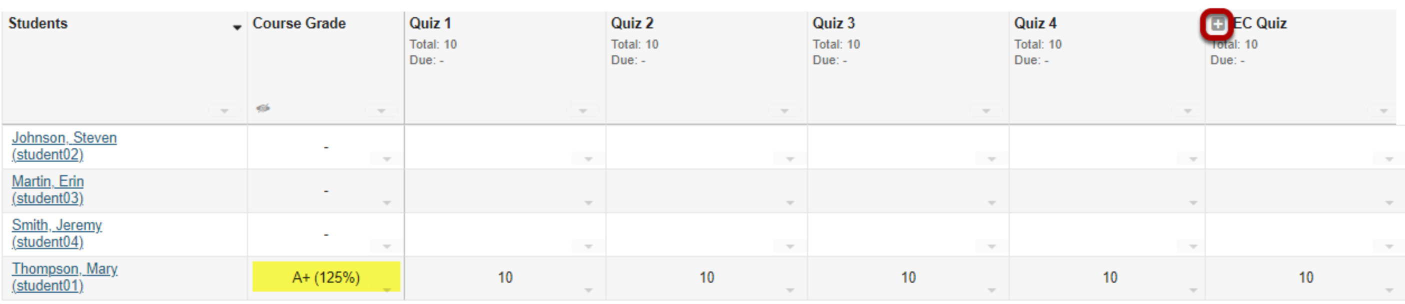


Tip: The extra credit option may also be set when adding a new gradebook item.

Extra credit item.

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories.



Footer

An extra credit item will display a plus (+) icon in the column header to indicate that it is an extra credit item.

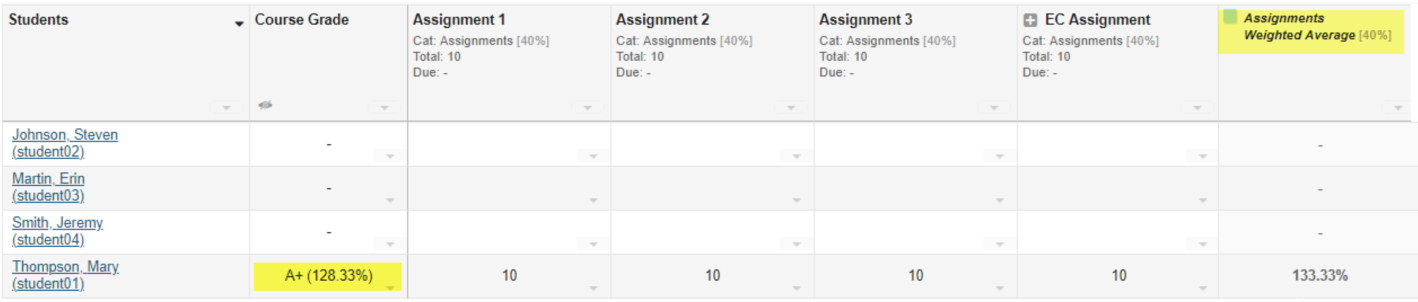
Example scenario: In a gradebook that contains three quizzes worth 10 points each, where two of the quizzes are for credit and one quiz is for extra credit, the total points possible for all quizzes is 20 (i.e., 2 quizzes worth 10 points each).

A student who scores 10/10 points on **all three quizzes** will earn a course grade of 30/20 points, or 150%: 10 points for the extra credit quiz are added on top of the total points of the other items.

A student who scores 10/10 points on **only two of the quizzes** (i.e., skipping any one of the quiz items) will earn an overall grade of 20/20, or 100%.

An extra credit quiz can make up for a missed quiz when the extra credit item is worth the same point value.

Example: EC items within weighted categories.



Students	Course Grade	Assignment 1 Cat: Assignments [40%] Total: 10 Due: -	Assignment 2 Cat: Assignments [40%] Total: 10 Due: -	Assignment 3 Cat: Assignments [40%] Total: 10 Due: -	EC Assignment Cat: Assignments [40%] Total: 10 Due: -	Assignments Weighted Average [40%]
Johnson, Steven (student02)	-					-
Martin, Erin (student03)	-					-
Smith, Jeremy (student04)	-					-
Thompson, Mary (student01)	A+ (128.33%)	10	10	10	10	133.33%

In a weighted category, extra credit items are averaged together with the other items before the category average is weighted.

Example scenario: In an Assignments category worth 40% of the course grade, there are 3 regular assignments and 1 extra credit assignment, each worth 10 points.

The points for all four items are added together (e.g., 40 points), then divided by the total points possible (30). If a student receives perfect scores on every assignment, their category average is 133.33%.

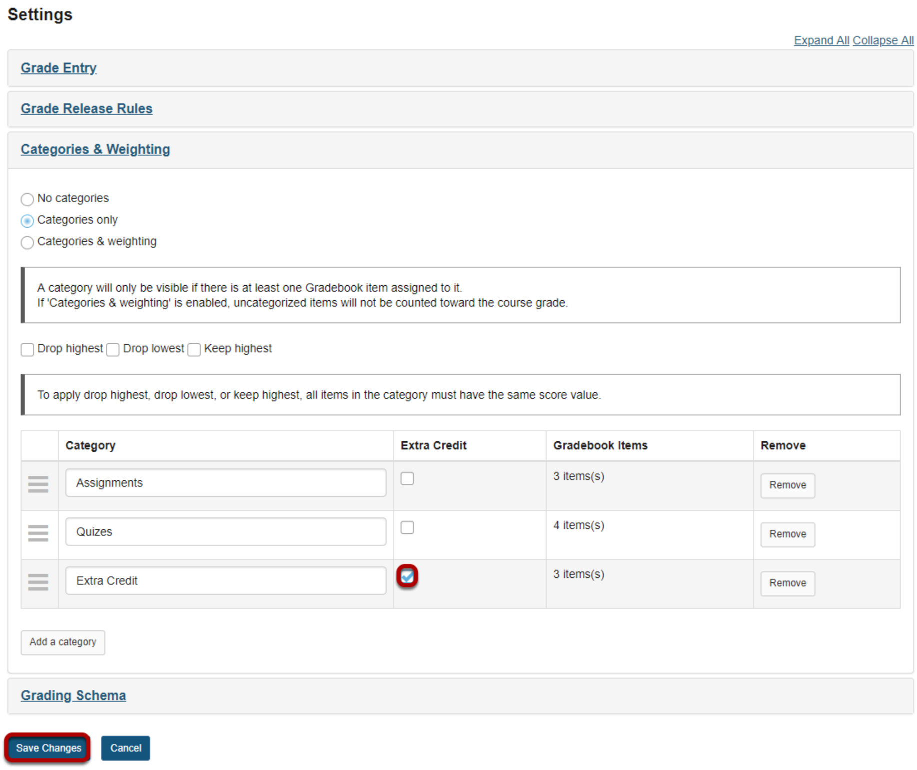
The category average is weighted as 40% of the course grade, so the weighted category average is 53.3% of the course grade.

Setting EC at the category level.

Click **Settings**.

Footer

Check the box next to Extra Credit and click Save Changes.

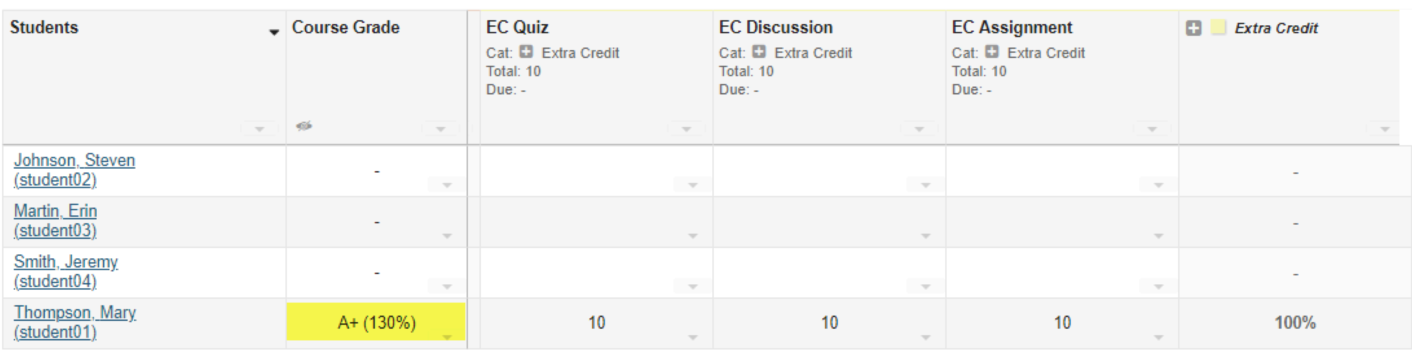


In Gradebook Settings, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **Save Changes**.

Extra credit category.

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC category only.



Footer

Sample extra credit category scenario: The Gradebook is configured with *Categories only* (no weighting). One category is designated as extra credit. Three items worth 10 points each are assigned to the category.

In this scenario, a student who earns a perfect score for all gradebook items, including 10/10 points for all three items in the extra credit category, will receive 130/100 points possible, or 130%.

Example: EC with weighted categories.

Students	Course Grade	EC Quiz Cat: Extra Credit [5%] Total: 10 Due: -	EC Discussion Cat: Extra Credit [5%] Total: 10 Due: -	EC Assignment Cat: Extra Credit [5%] Total: 10 Due: -	*Extra Credit Weighted Average* [5%]
Johnson, Steven (student02)	-				-
Martin, Erin (student03)	-				-
Smith, Jeremy (student04)	-				-
Thompson, Mary (student01)	A+ (105%)	10	10	10	100%

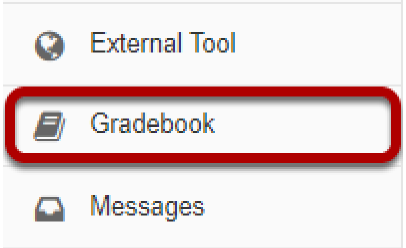
Sample extra credit weighted category scenario: When you set **Categories and weighting** in a gradebook, the total relative weight of all categories must be 100%. However, if one category is designated as extra credit, you can have a combined category sum greater than 100%.

In this example, three regular categories are used and weighted as follows: Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. An extra credit category is worth 5% of the course grade. A student who completes all work in the extra credit category could potentially earn 105% for their course grade.

Footer

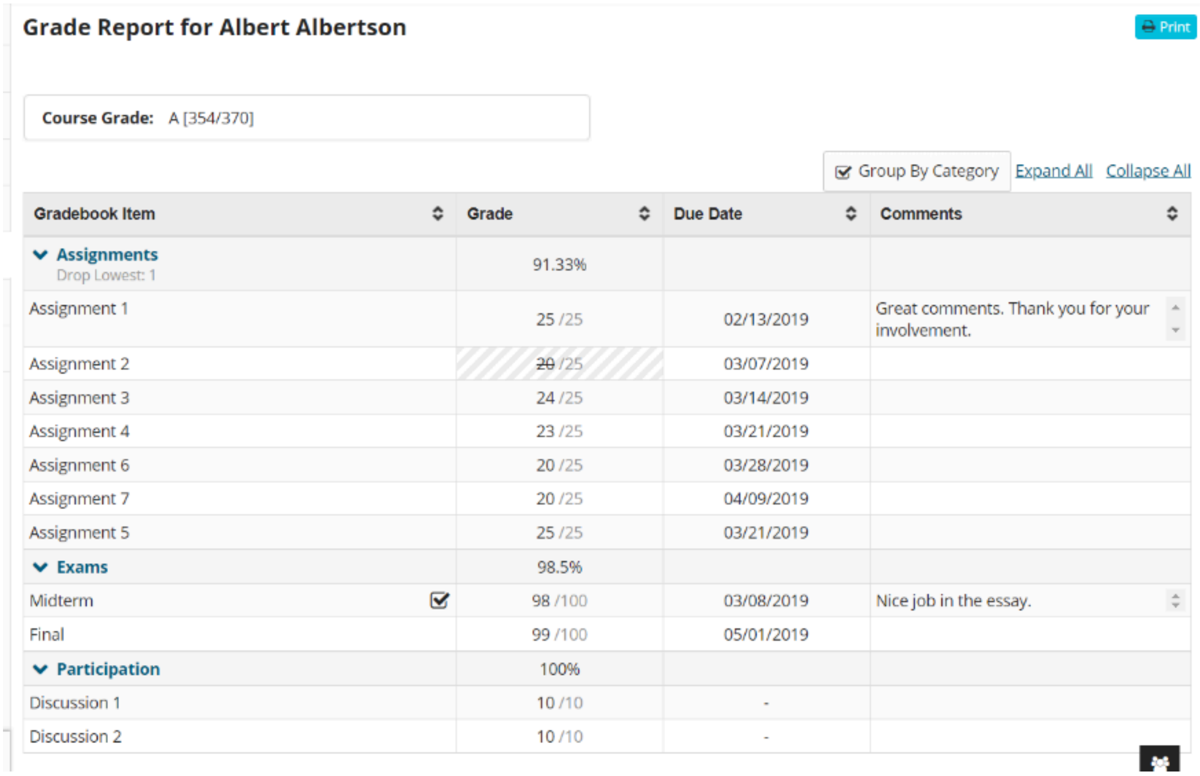
How do students view their grades in the Gradebook?

Go to Gradebook.



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

View your grade report.



Gradebook Item	Grade	Due Date	Comments
Assignments Drop Lowest: 1	91.33%		
Assignment 1	25 /25	02/13/2019	Great comments. Thank you for your involvement.
Assignment 2	~~20~~ /25	03/07/2019	
Assignment 3	24 /25	03/14/2019	
Assignment 4	23 /25	03/21/2019	
Assignment 6	20 /25	03/28/2019	
Assignment 7	20 /25	04/09/2019	
Assignment 5	25 /25	03/21/2019	
Exams	98.5%		
Midterm	98 /100	03/08/2019	Nice job in the essay.
Final	99 /100	05/01/2019	
Participation	100%		
Discussion 1	10 /10	-	
Discussion 2	10 /10	-	

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.

Footer

What are the different gradebook scenarios and which one is right for me?

There are many options for setting up your Gradebook in Sakai. Most gradebooks fall into one of the following types. Examples of each scenario are provided to help you determine which setup option is the best match for your course.

Simple points-based Gradebook.

This type of Gradebook is a simple calculation of total points. The point value for each item is added up and the total points reflect the cumulative student grade for the course.

For more information on this scenario, see the related article: How do I set up a simple points-based Gradebook?

Gradebook with categories for organization and/or dropping grades.

This type of Gradebook uses categories to organize items into groups. For example, you might group all of the assignments into one category, all the quizzes into another category, and so on. Optionally, once categories have been set up you have the ability to drop the lowest or keep the highest grades within a category.

For more information on this scenario, see the related article: How do I set up a Gradebook with categories for organization and/or dropping grades.

Gradebook with weighted categories.

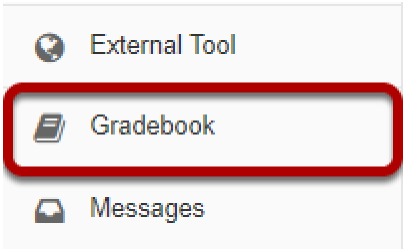
This type of Gradebook uses categories as well as weighting. For example, you might have an discussion category worth 20% of the grade, an assignments category worth 40% of the grade, and a quizzes category worth 40% of the grade.

For more information on this scenario, see the related article: How do I set up a Gradebook with weighted categories?

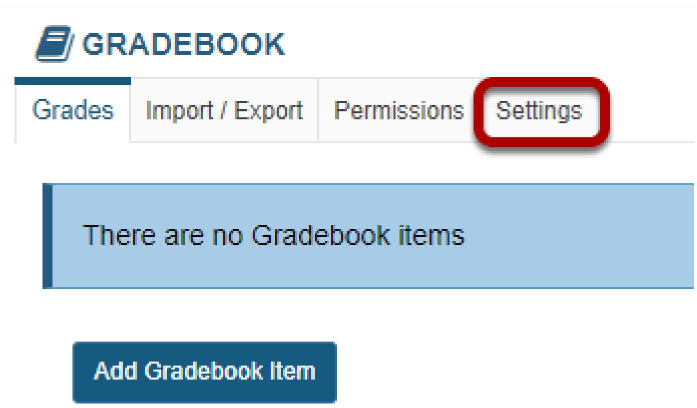
How do I set up a simple points-based Gradebook?

In this scenario, you are setting up a simple gradebook without any categories or weighting. It provides a straightforward calculation of total points earned in the course. With this type of gradebook setup, you cannot use the Group by Category option to organize the visual layout of your gradebook items. You also cannot drop scores automatically.

Go to Gradebook.



Click the Settings tab.



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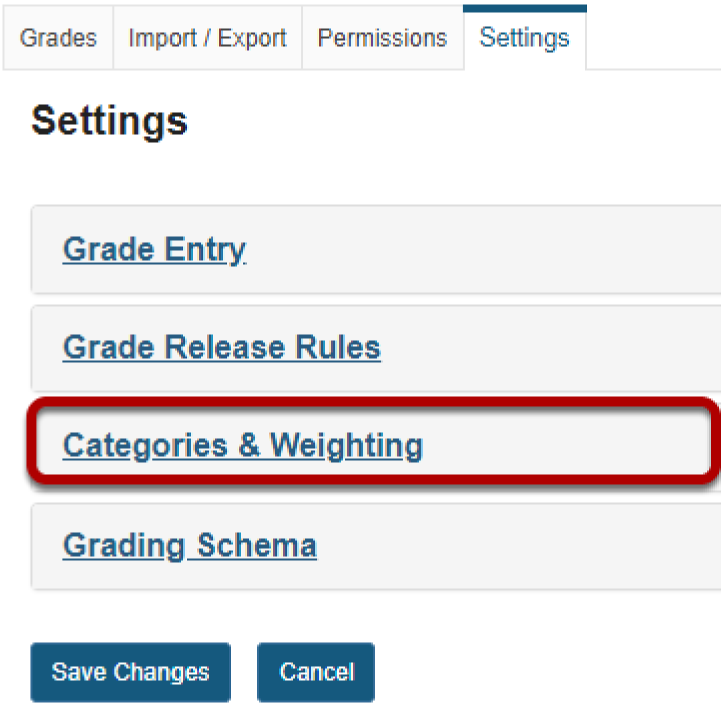
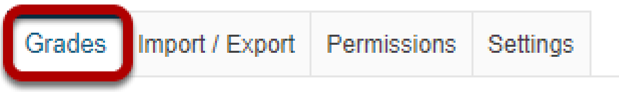
Click to expand the Categories and Weighting section.



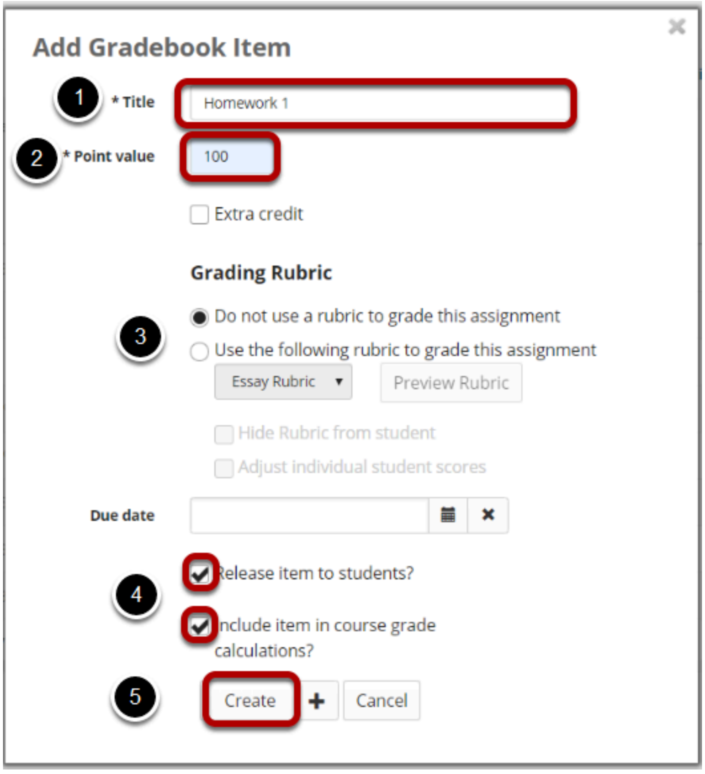
Select the No categories radio button and then click Save Changes.

Footer

Click the Grades tab.



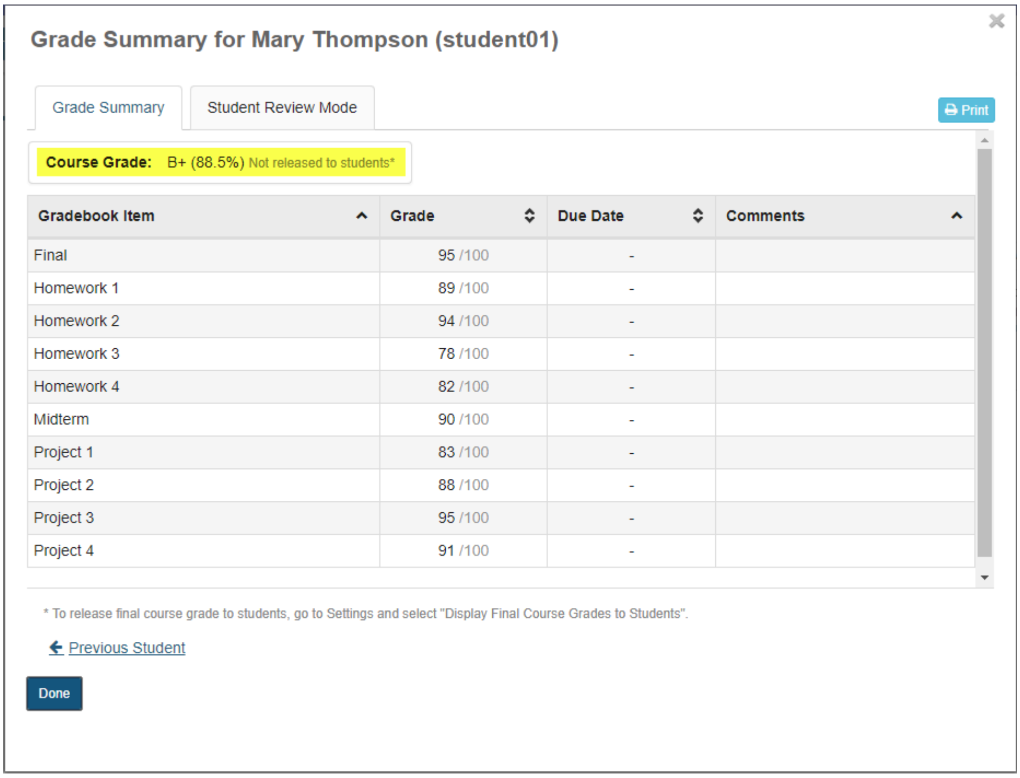
Click Add Gradebook Item to create items.



1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign points for every item based on their value towards the final grade (in our scenario they are all equal at 100 points).
3. Attach a rubric if you will be using one.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item as needed.
5. Click **Create** to save the item.

Footer

To test our scenario:



Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 82 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

The grade calculation is (89+94+78+82+83+88+95+91+90+95)/1000 points. The student's overall grade average = 88.5%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- Each gradebook item is worth 100 points.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).

Footer

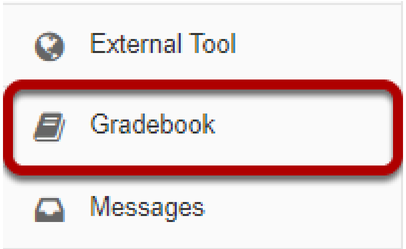
- The student grades were entered correctly.

Footer

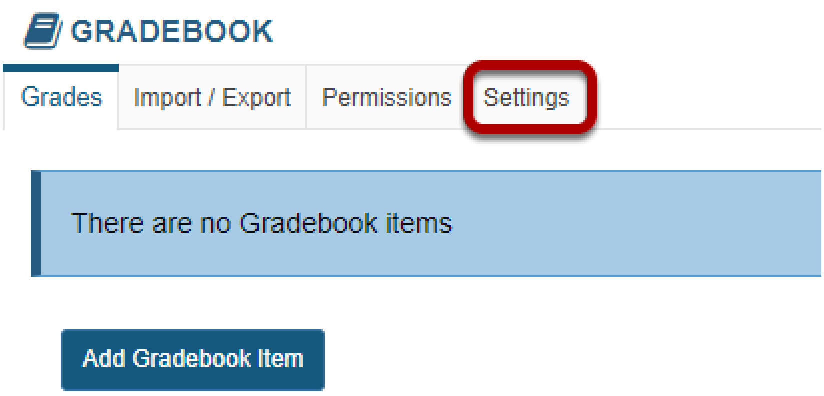
How do I set up a Gradebook with categories for organization and/or dropping grades?

In this scenario, you are setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your gradebook items. In addition, you have the option to drop grades within categories if desired.

Go to Gradebook.



Click the Settings tab.



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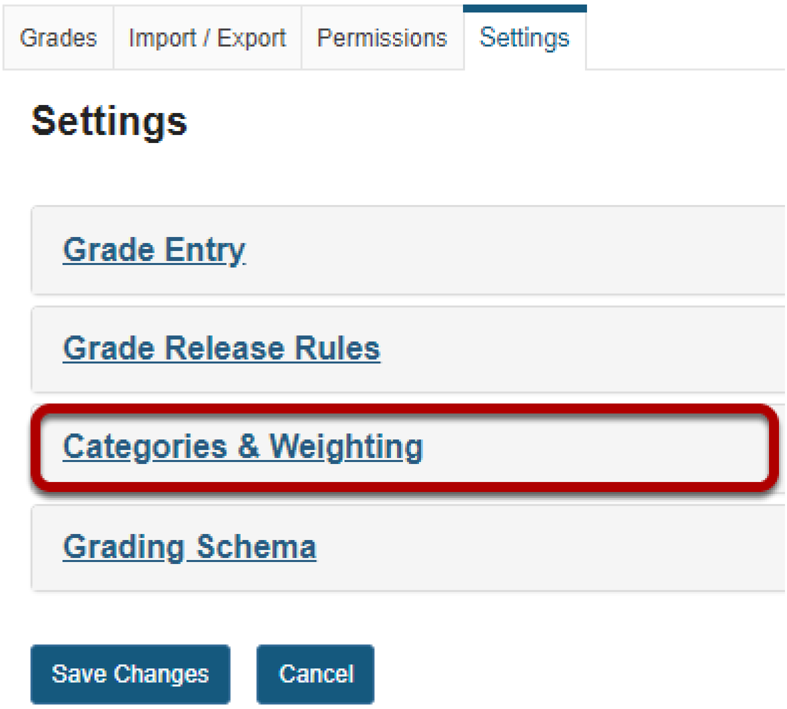
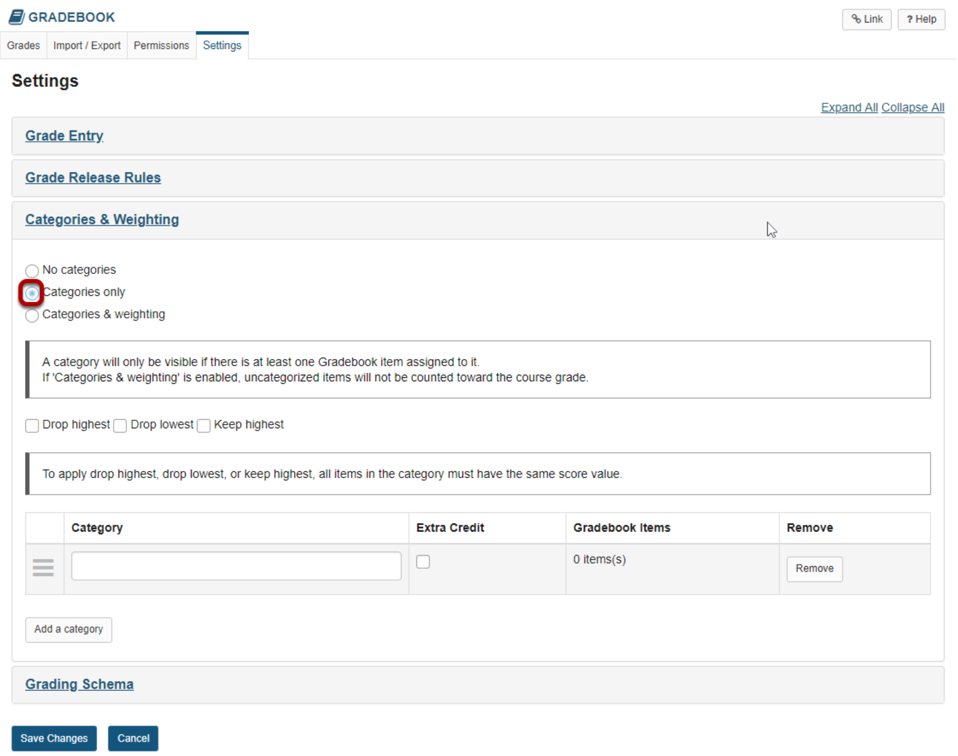
Click to expand the Categories and Weighting section.



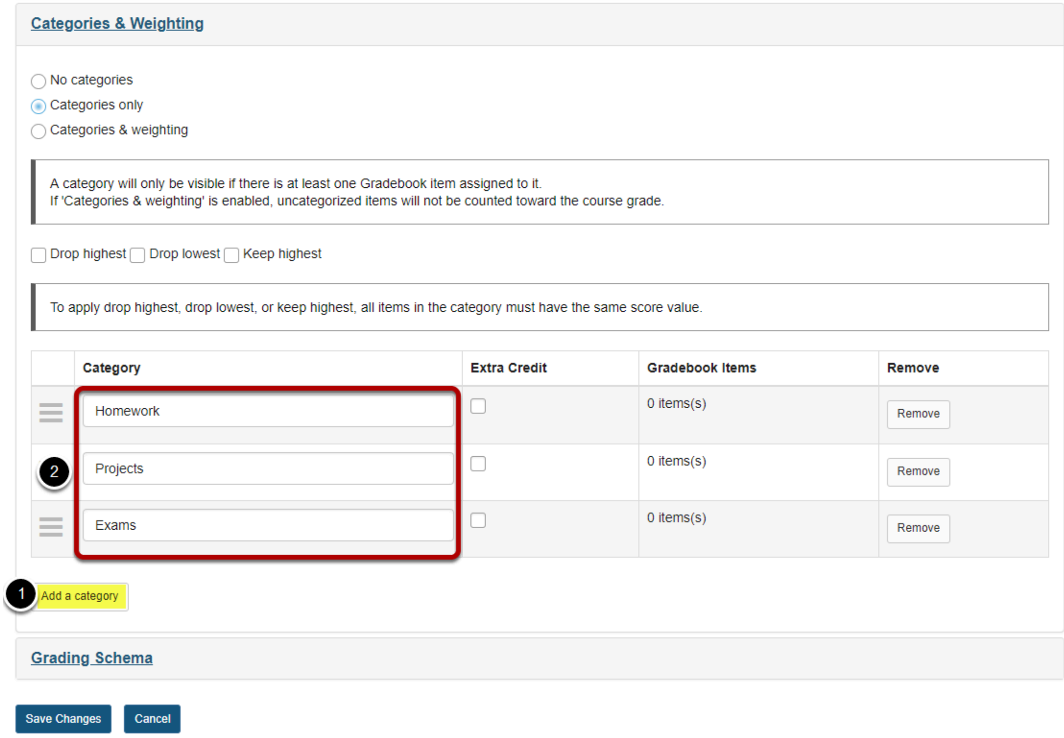
Select the Categories only radio button.



Additional options will display once you select categories only.

Footer

Enter categories.



1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework, Projects, Exams.

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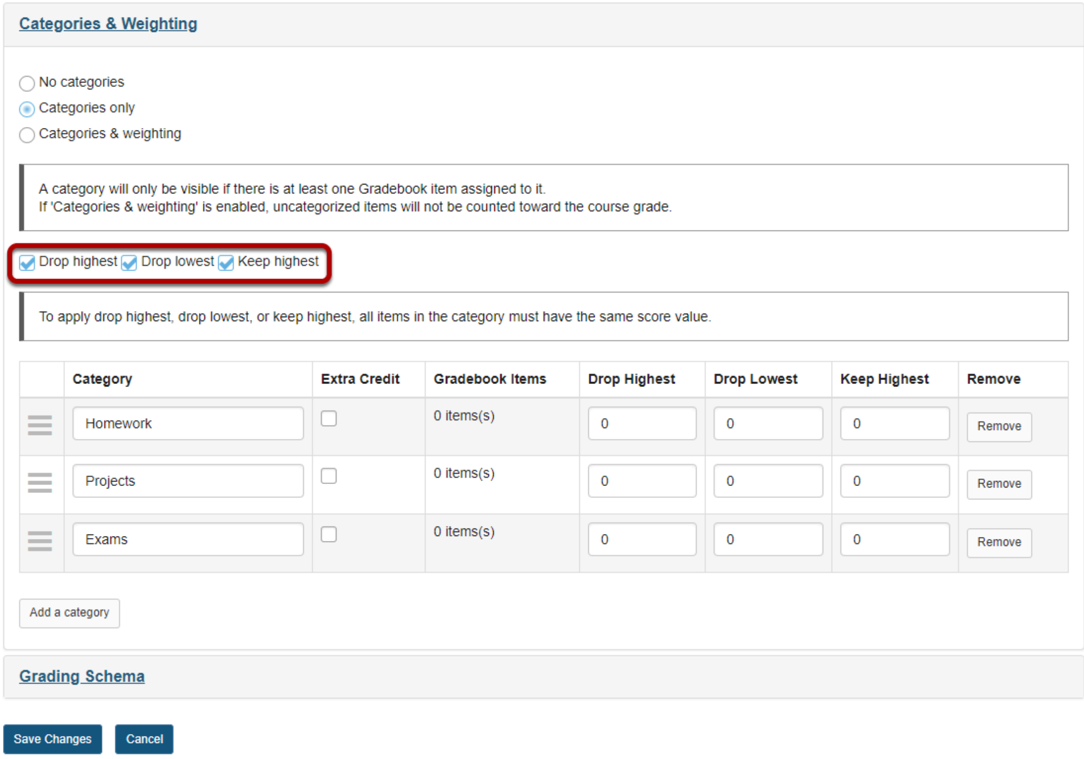
Enable drop highest, drop lowest, and/or keep highest. (Optional)

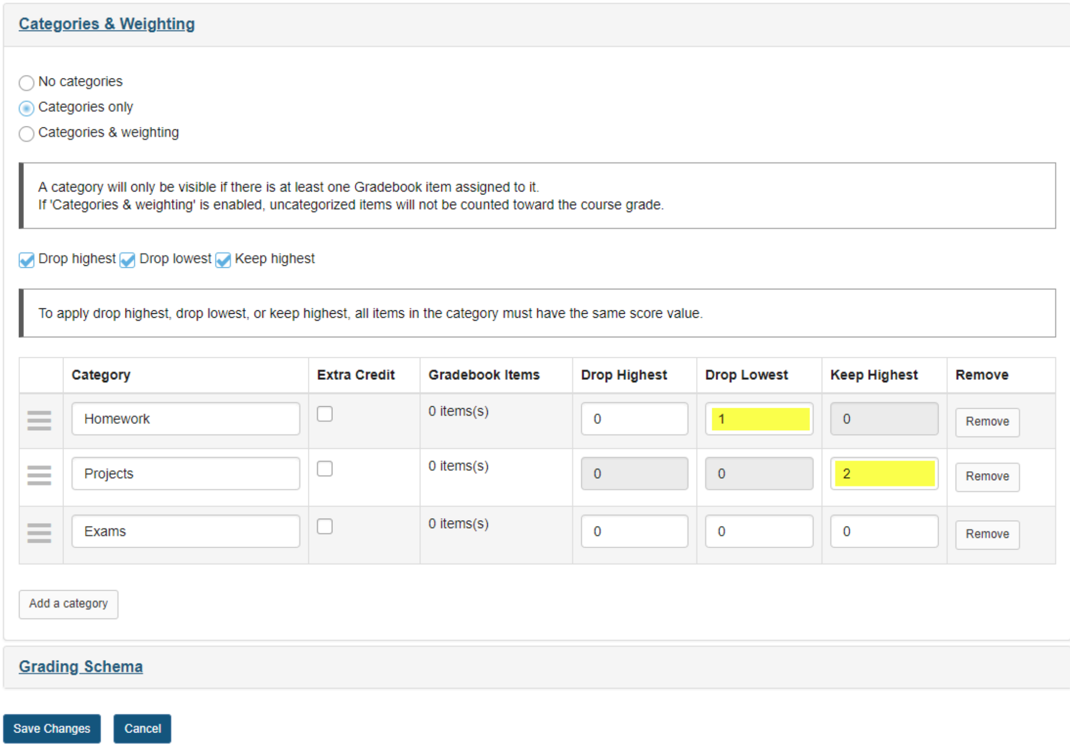


If you would like to be able to drop or keep a subset of scores within categories, check the box next to **Drop highest**, **Drop lowest**, and/or **Keep highest**.

Note: In order to drop items within a category, all items in that category must be worth the same point value.

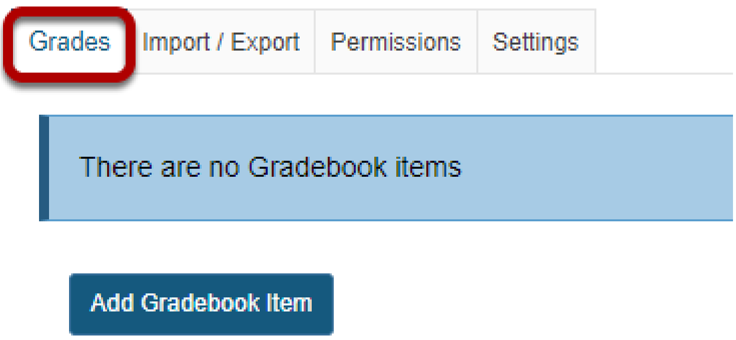
Footer

Indicate the number of items to be dropped or kept within each category.



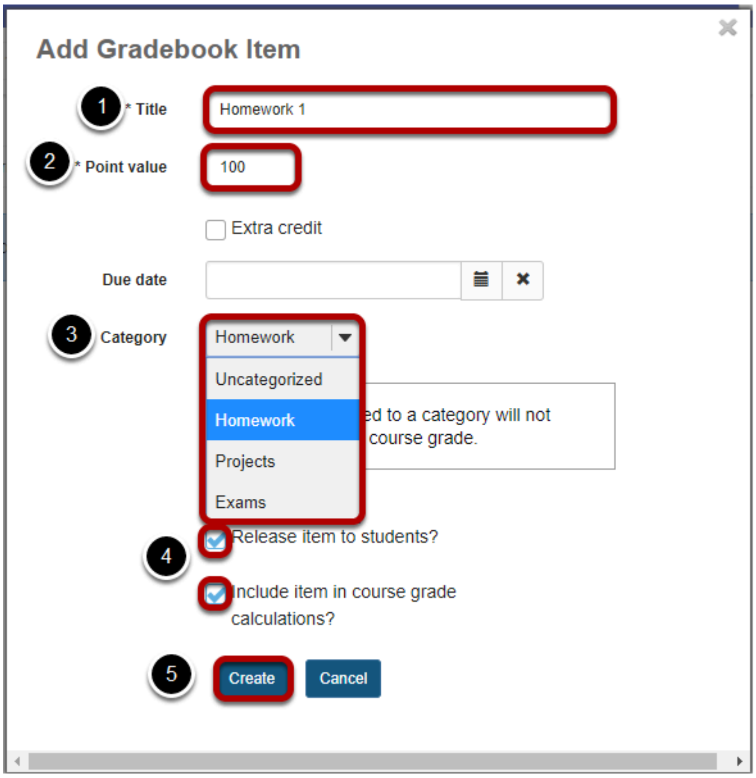
Click Save Changes.

Click the Grades tab.



Footer

Click Add Gradebook Item to create items and associate them with the appropriate categories.

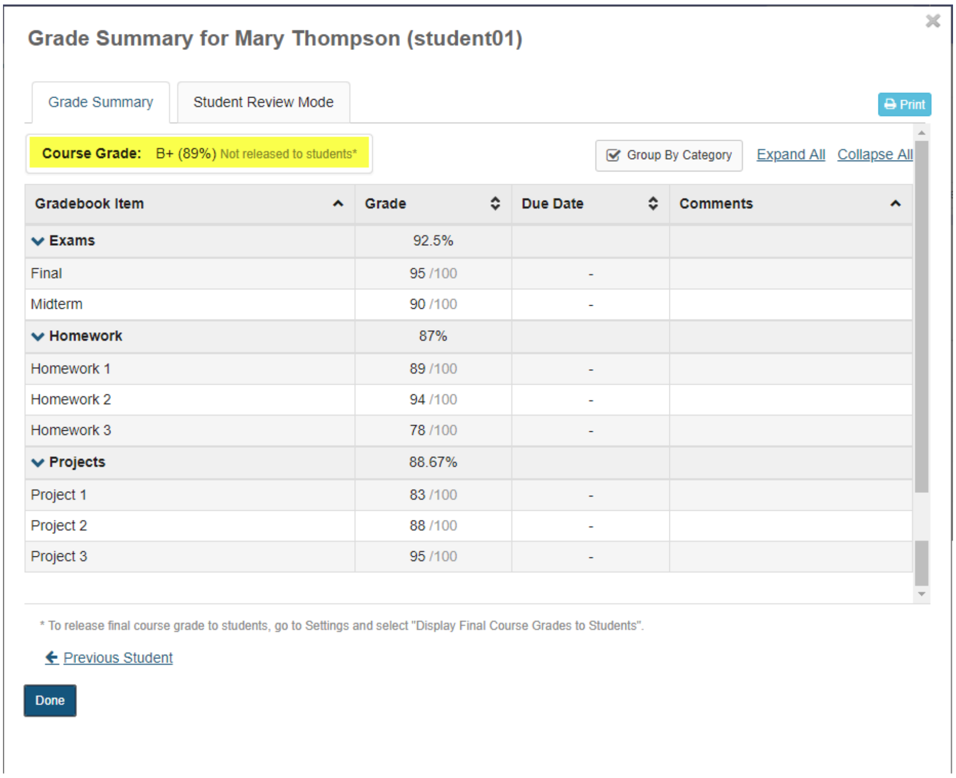


1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Project 3, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All Homework items should be assigned to the Homework category, Project items should be assigned to the Projects category, the Midterm and the Final to the Exam category.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

Footer

To test our scenario:



Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

If no grades are dropped, then the grade calculation is (89+94+78+83+88+95+90+95)/800 points. The student's overall grade average = 89%.

If the lowest 1 score is dropped in the Homework category, and the highest two scores are kept in the Projects category, the grade calculation would be (89+94+88+95+90+95)/600 points. The student's overall grade average = 91.83%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- The categories and dropped scores within categories are set up correctly.

Footer

- Each gradebook item is worth 100 points.
- Each gradebook item is assigned to the correct category.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

Footer

How do I set up a Gradebook with categories and weighting?

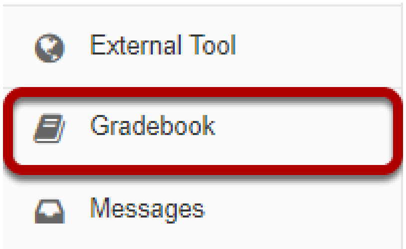
In this scenario we will pretend that you have homework, projects, a midterm, and a final to grade. You would like the weighting to be as follows:

- 3 Homework assignments - 24% of the total grade
- 2 Projects - 26%
- 1 Midterm - 20%
- 1 Final - 30%

The percentages of all the weighting must add up to 100% .

It is easiest to set up your gradebook first, and then create or add items to the gradebook. But don't worry, if you have already set up your gradebook items (homework assignments, projects,etc), you can come back and do this setup later and then assign the gradebook items to the appropriate categories. It is also easy to add categories and even change the weighting of grades at any time.

Go to Gradebook.



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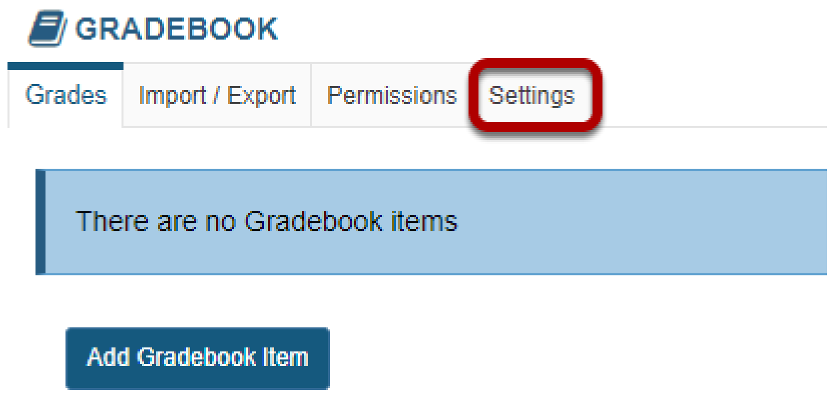
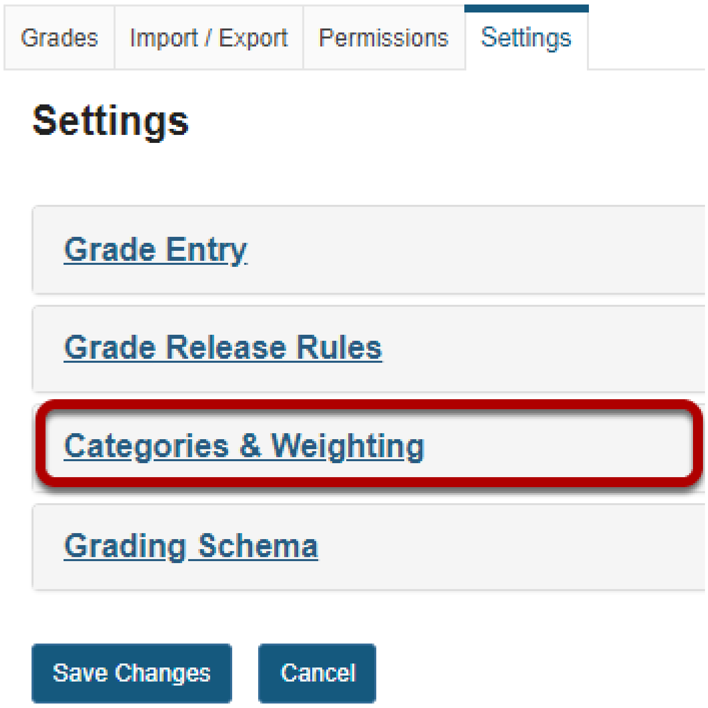
Click the Settings tab.

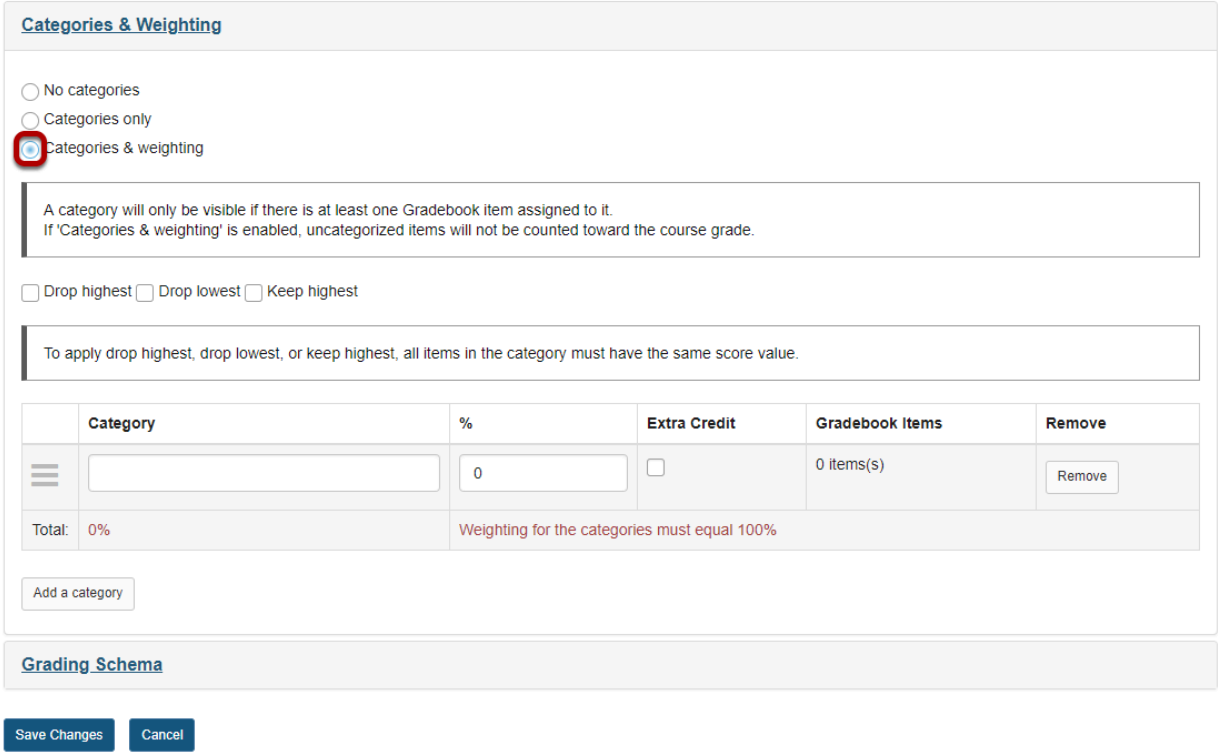


Click to expand the Categories and Weighting section.



Footer

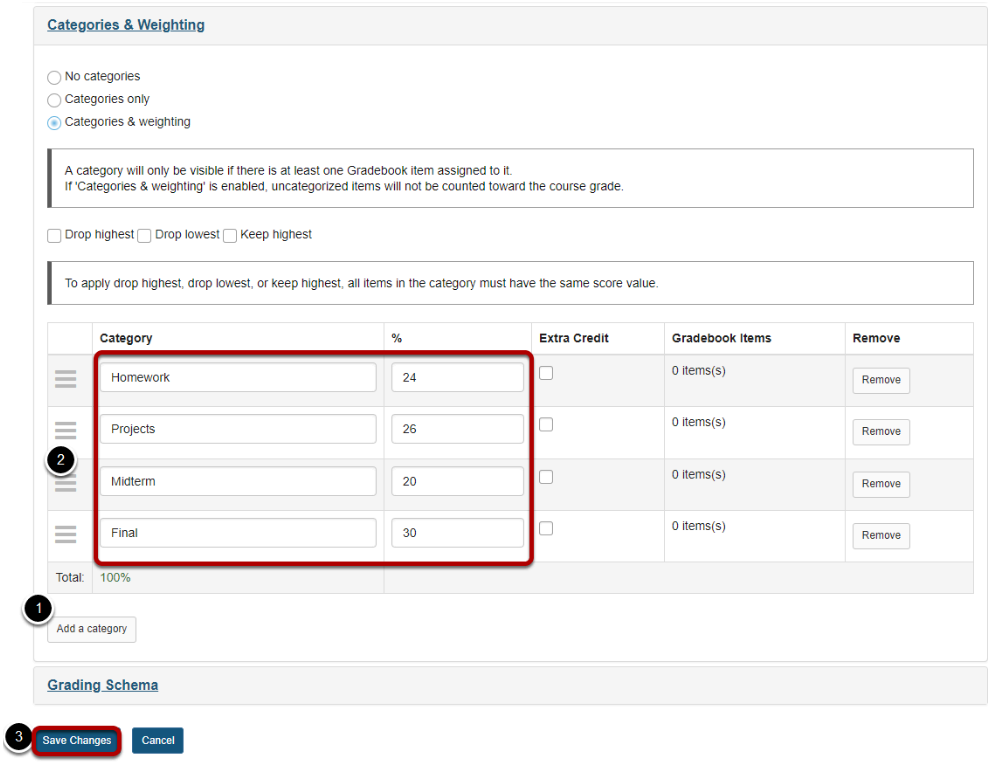
Select the Categories & weighting radio button.



Additional options will display once you select categories and weighting.

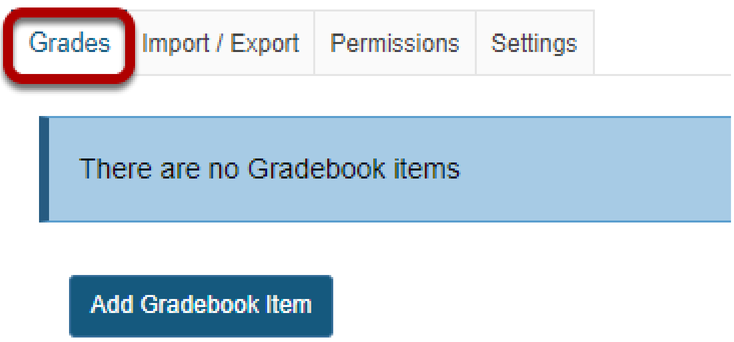
Footer

Enter categories and percentage weighting.



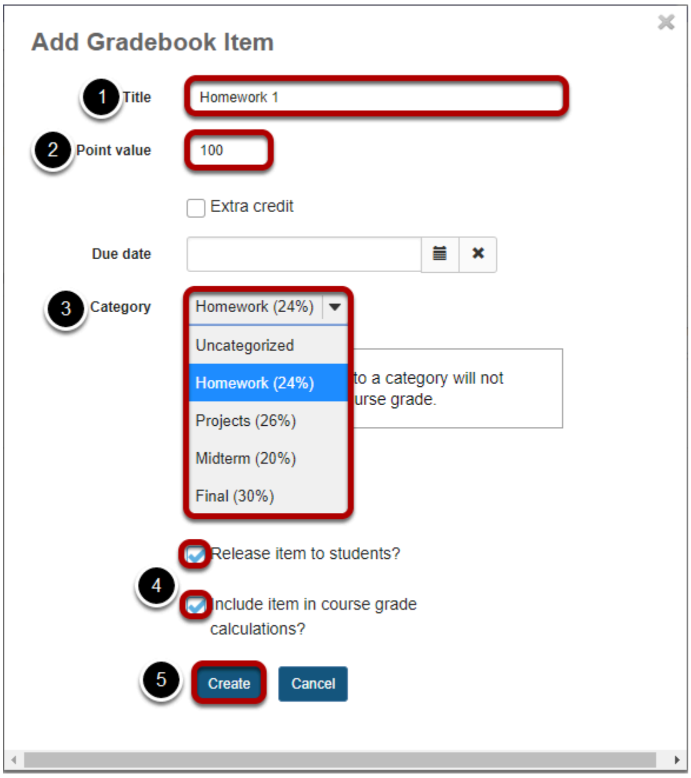
1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework 24%, Projects 26% , Midterm 20%, and Final 30%.
3. Click **Save Changes** when you finished adding categories.

Click the Grades tab.



Footer

Click Add Gradebook Item to create items and associate them with the appropriate categories.

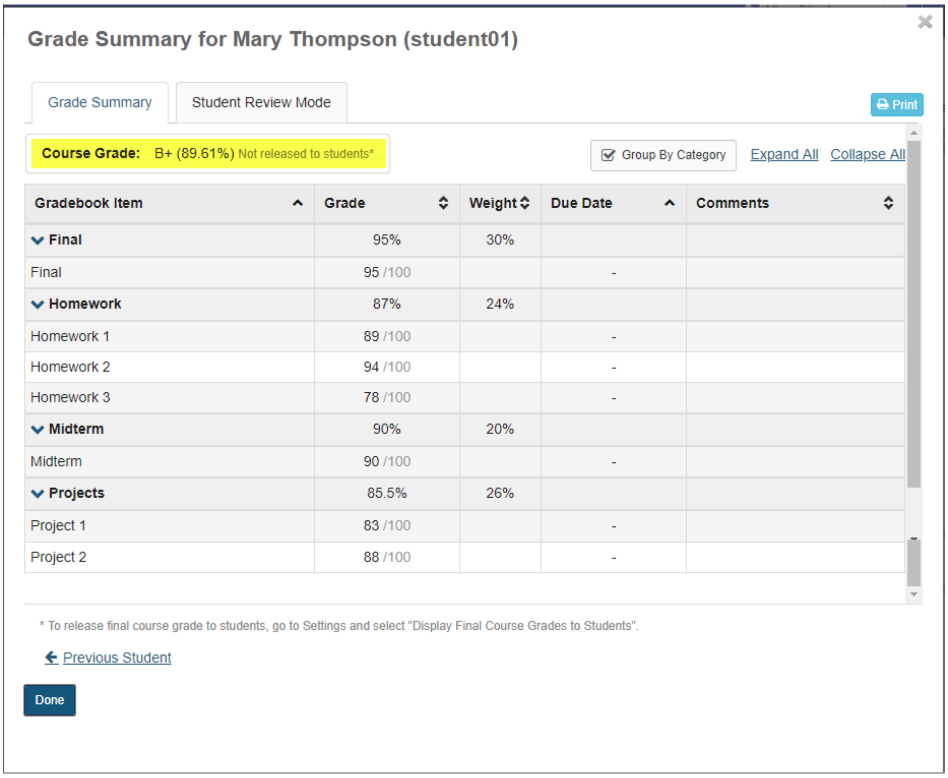


1. You will end up adding 7 gradebook items: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Midterm, Final. The title for the first item is shown in the image above.
2. For the sake of this example we will assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All three Homework items should be assigned to the Homework category, both Project items should be assigned to the Projects category, the Midterm to the Midterm category, and the Final to the Final category. It may not feel intuitive to have categories with only one gradebook item but having all the grades accounted for at the category level is what allows us to control the weighting.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

Footer

To test our scenario:


Grade Summary for Mary Thompson (student01)

Grade Summary | Student Review Mode | Print

Course Grade: B+ (89.61%) Not released to students*

Group By Category | Expand All | Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Final	95%	30%		
Final	95 /100		-	
Homework	87%	24%		
Homework 1	89 /100		-	
Homework 2	94 /100		-	
Homework 3	78 /100		-	
Midterm	90%	20%		
Midterm	90 /100		-	
Projects	85.5%	26%		
Project 1	83 /100		-	
Project 2	88 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Previous Student

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically calculate the weighting for you. In this case the final score is 89.61%

How does it come up with 89.61%?

- The average of the homework is (89+94+78)/ 300 points possible. Total = 87%
- The average of projects is (83+88)/200 points possible. Total = 85.5%
- Midterm and Final only have one grade in those categories, therefore the category average is equal to the score / points possible (90 / 100 and 95 / 100 respectively).

Now apply the weighting:

- (.87 homework * .24 weighting) = .2088
- (.8550 projects * .26 weighting) = .2223
- (.9 midterm * .20 weighting) = .18

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- (.95 final * .30 weighting) = .2850
- Add them up = .8961 = 89.61%

If you try this example and don't get the same results you might want to go back and make sure that:

- The category weighting is set up with the scenario percentages.
- That each gradebook item is assigned to the correct category.
- That each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

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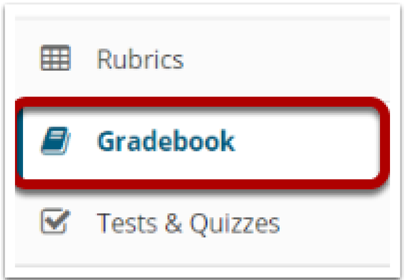
How do I set empty cells to zero for a single grade item?

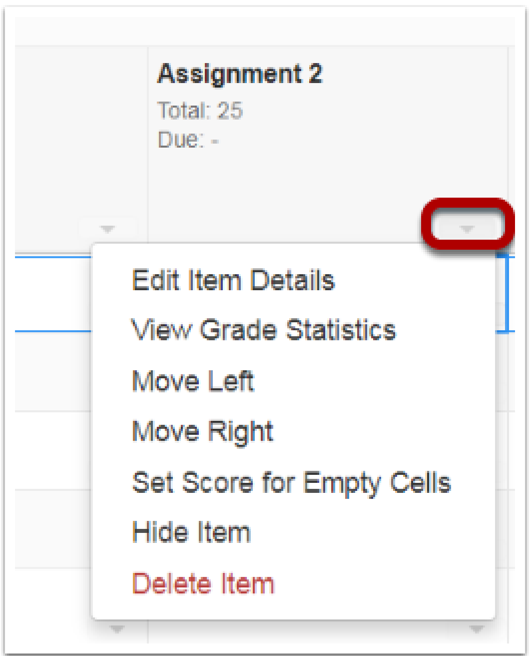
Note: Gradebook does not include ungraded items in the course grade calculation. Empty cells could result in a higher course grade average for a student. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher.

Go to Gradebook.



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

Find the grade item for which you want to assign zeros for missed work.



Select the dropdown arrow in the grade item's column header.

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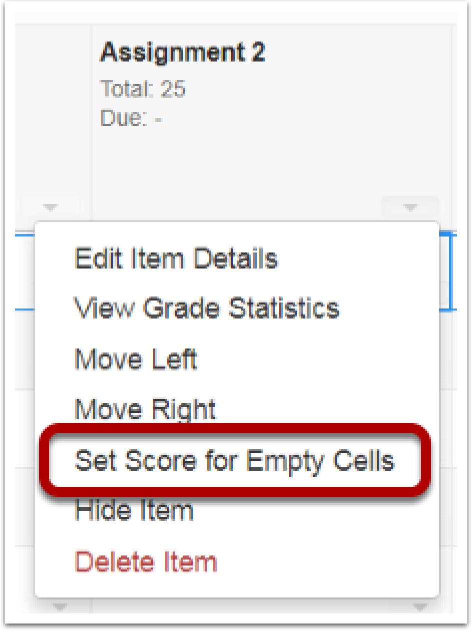
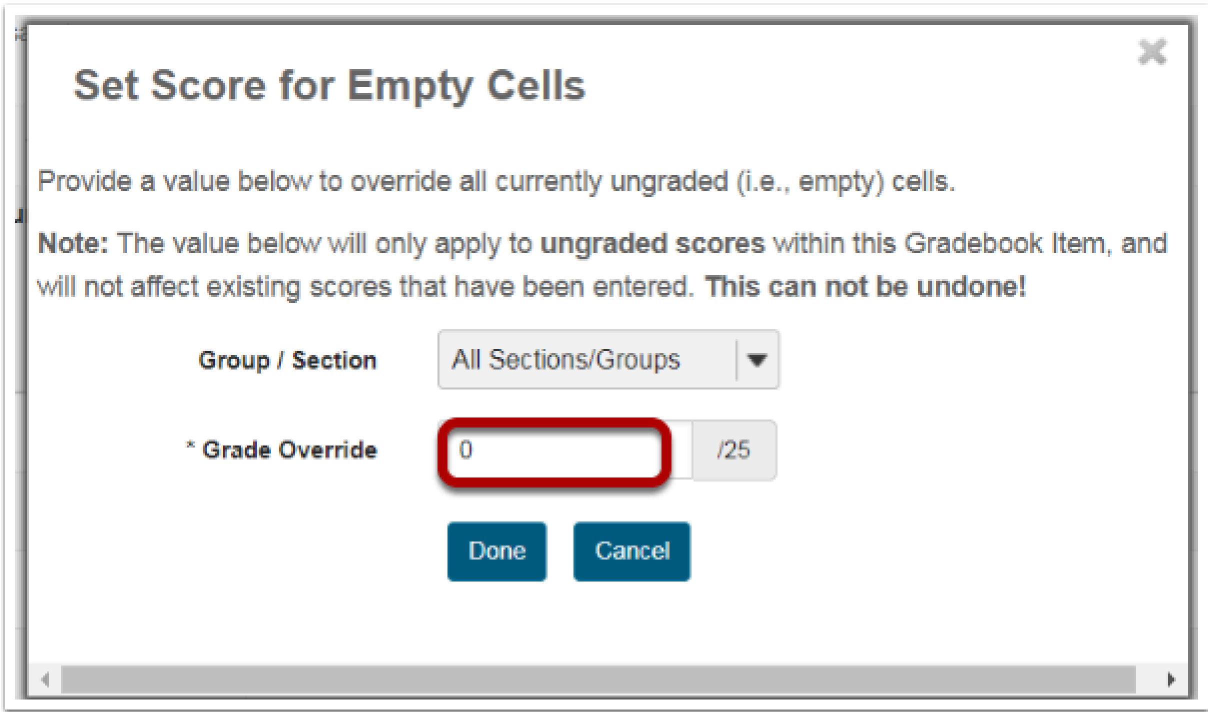
Select Set Score for Empty Cells.



Enter the grade you will assign for empty cells.



Use the Group/Section dropdown menu to select a specific group or section to assign this grade to (optional). Then, enter the grade you will assign to all empty cells. Click Done to assign.

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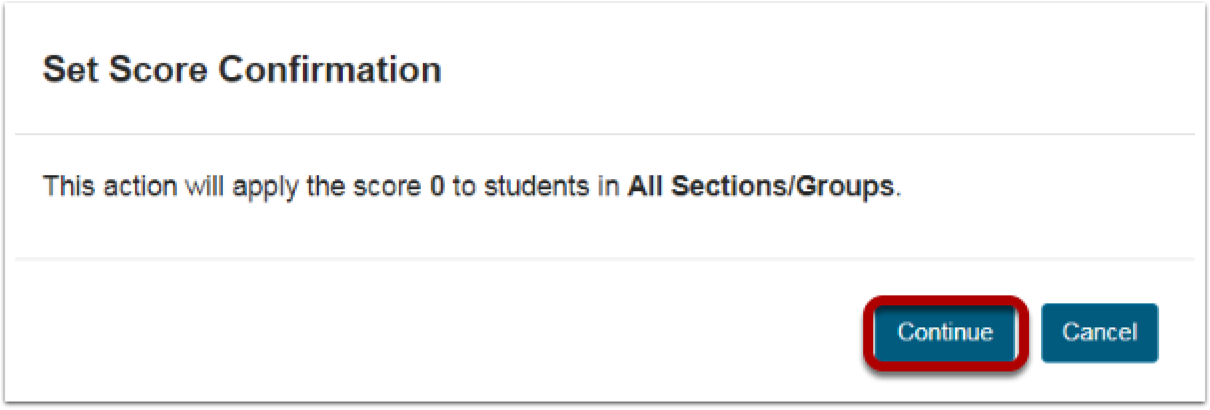
Click Continue.



Click Continue to confirm the score and section or groups you have chosen to update. These scores can be overwritten later if a student turns in late work by clicking into the individual student's grade cell and entering the new grade.

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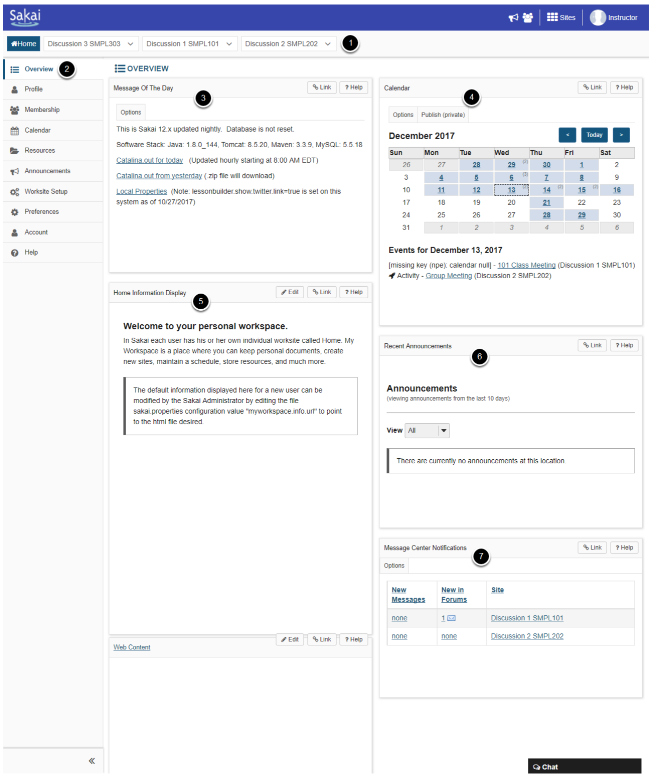
Home

What is Home?

When you log in to Sakai, you will immediately see your Home area, or your individual workspace in the system. Your Home displays the Message of the Day as well as course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

Note: The default location and availability of items in Home may be customized by your institution.

Home Navigation and Display



Home consists of the following navigation and display elements:

1. Site Navigation across the top
2. The Tool Menu on the left
3. The Message of the Day
4. Home: Calendar
5. Home: Information Display
6. Home: Recent Announcements
7. Home: Message Center Notifications

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

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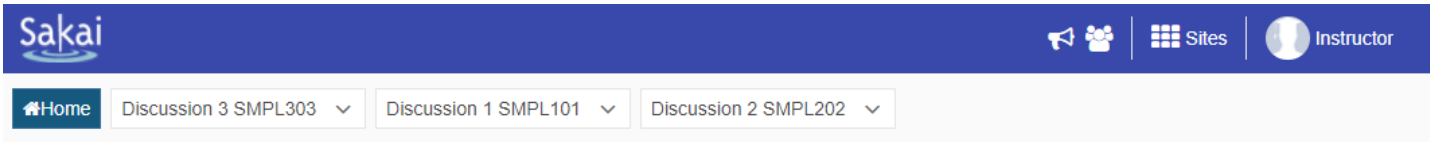
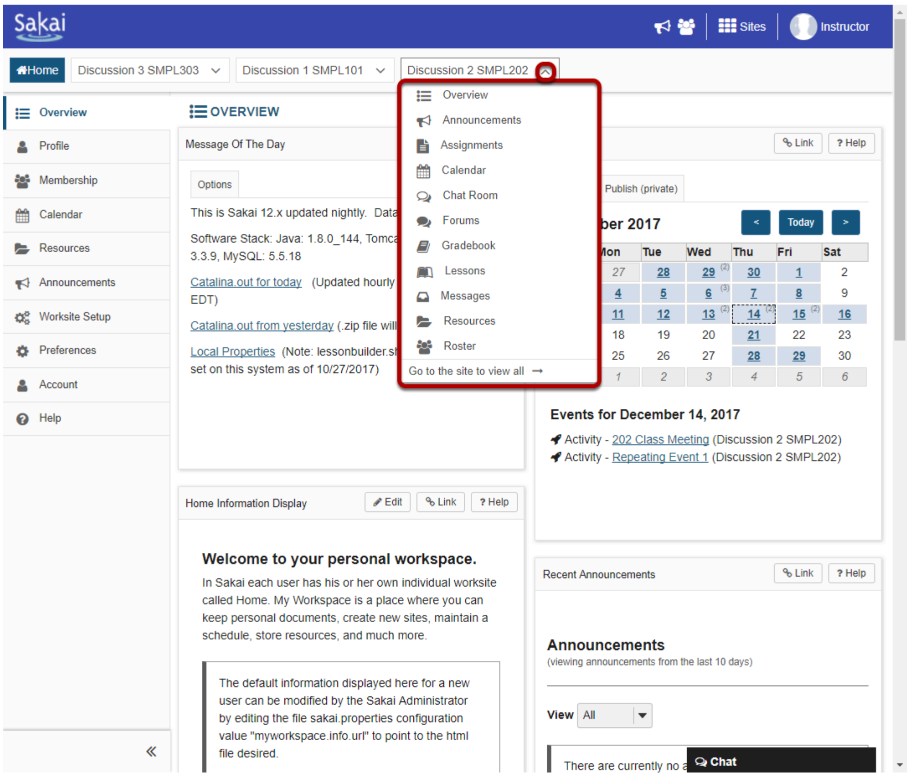
What is Site Navigation?

Site Navigation



The Site Navigation across the top of the screen allows to you access all of the Sakai sites in which you are enrolled. You may also return to Home at any time by clicking on the **Home** button on the far left.

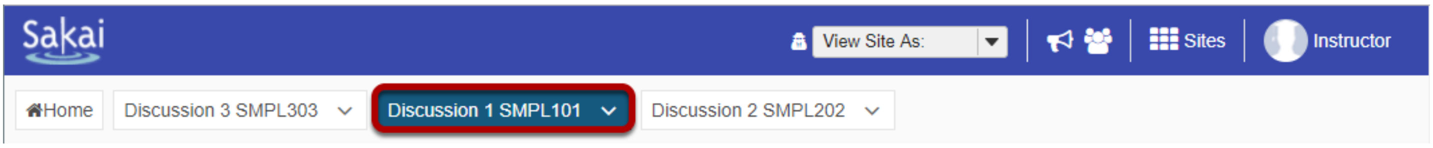
Jump to site tools.



You may click on the down arrows next to each site name to expand the Tool Menu for that site. Selecting a tool from that list will take you directly to that area of the selected site.

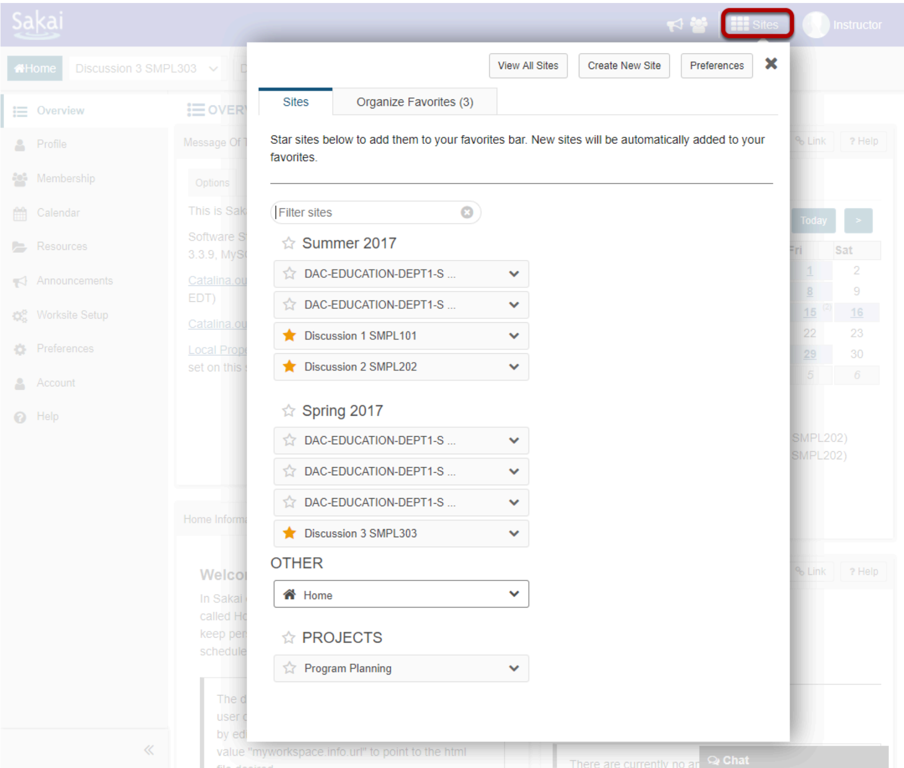
Footer

Currently selected site.



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

Sites drawer.



The top site navigation bar can only display a small number of sites without appearing crowded or expanding to fill several lines. If you have many active sites, clicking on the **Sites** icon will display all of your actives sites. Sites are grouped by academic term and type of site (i.e. course or project sites). If you have the appropriate permissions, you may also create sites from this location.

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

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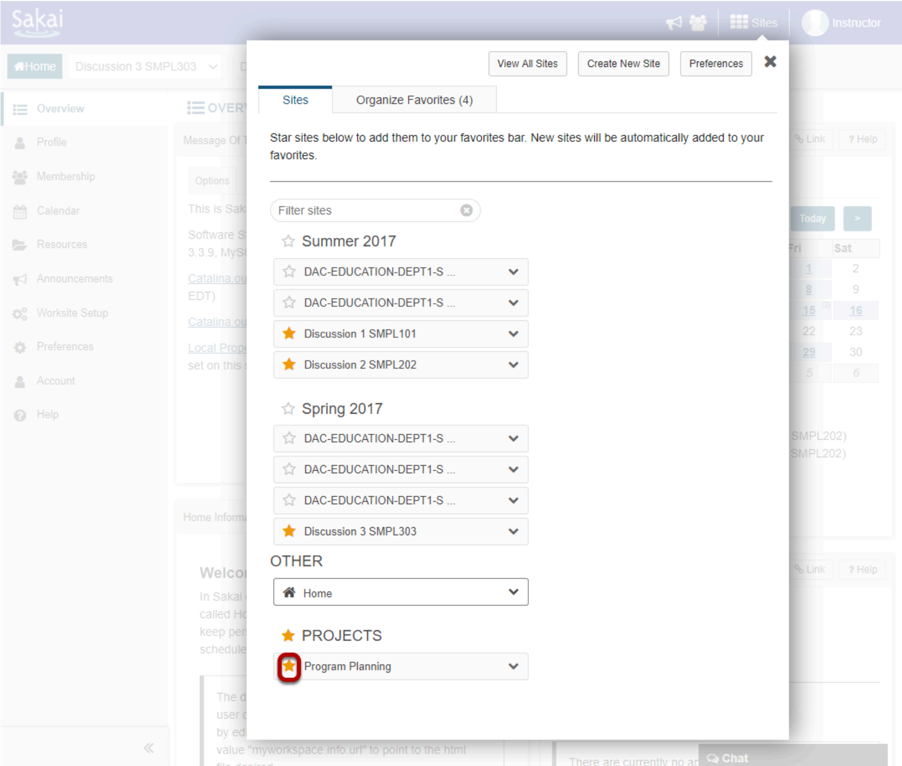
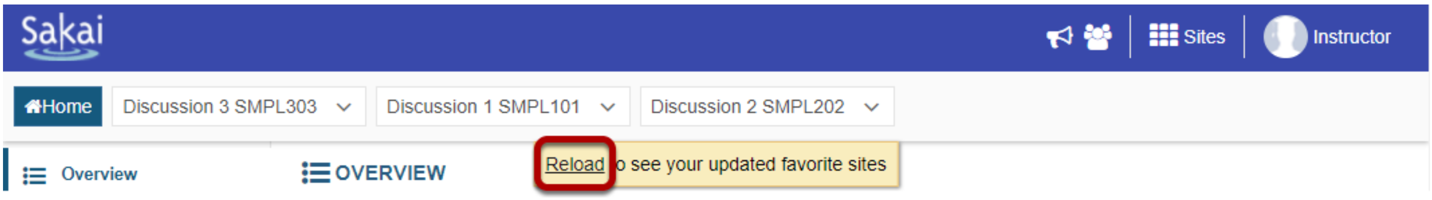
Favoriting Sites.



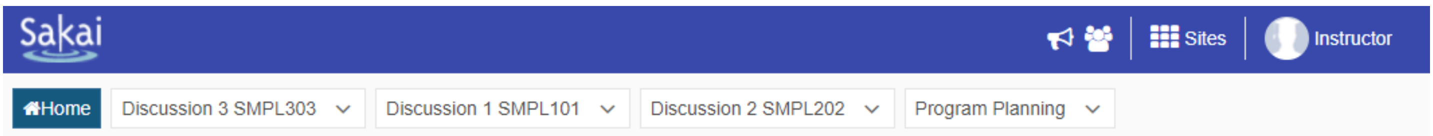
Click on the star icon **(Add to Favorites)** next to a site in the list to make it a favorite. This will add it to your persistent navigation buttons at the top of the screen.

Reload to view new navigation buttons.



When you exit the Sites drawer, you will be prompted to **Reload** in order to view your newly selected favorites.

All of your selected favorites will appear in the navigation bar.



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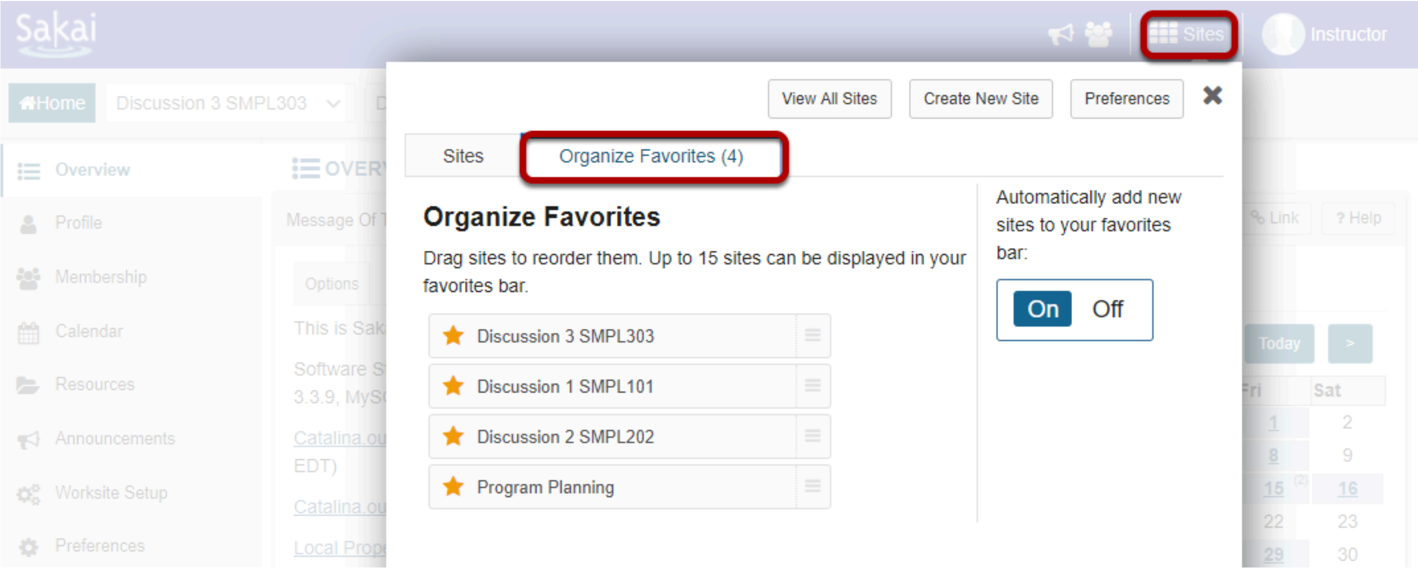
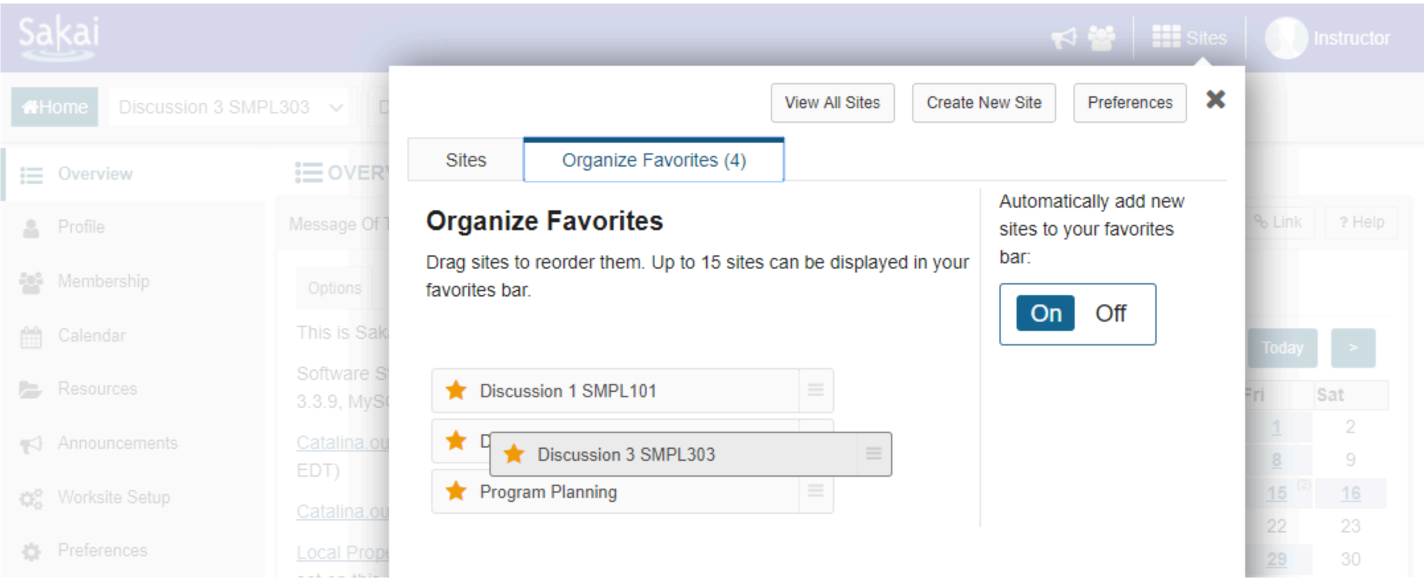
Organizing favorites.



To organize your favorites, go to **Sites** and select the **Organize Favorites** tab.

Drag and drop to reorder.

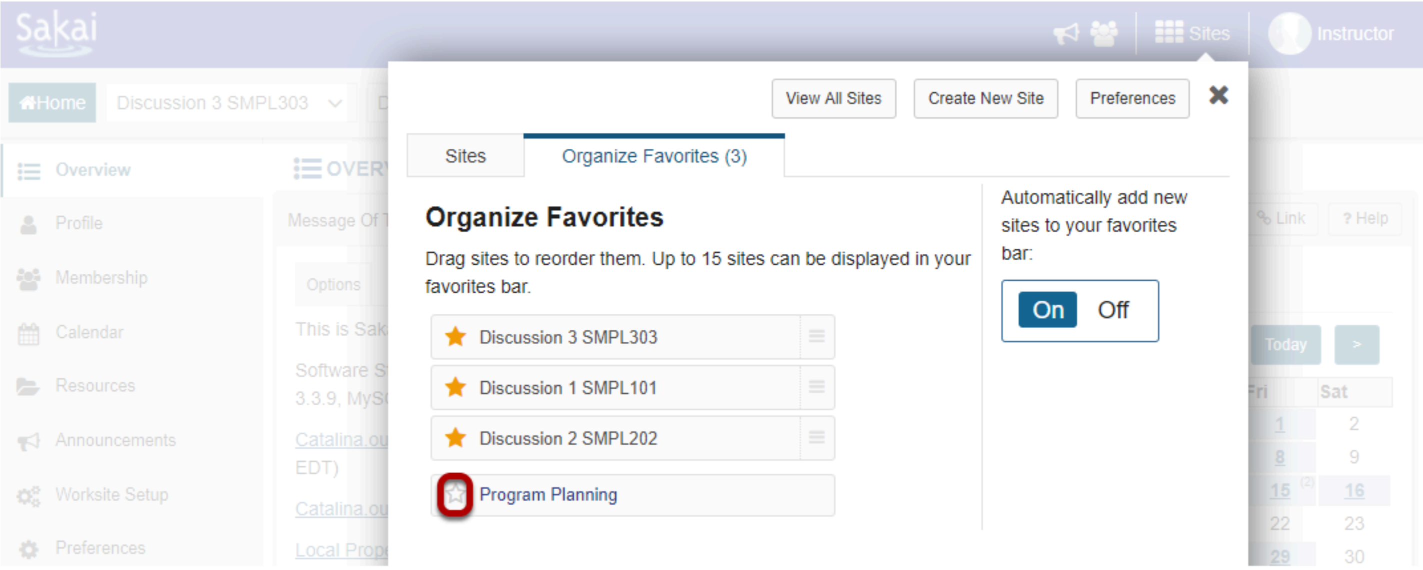


The order in which sites are listed here determines the order in which the buttons appear in the top navigation.

Note: The Home button is fixed and always appears in the same location.

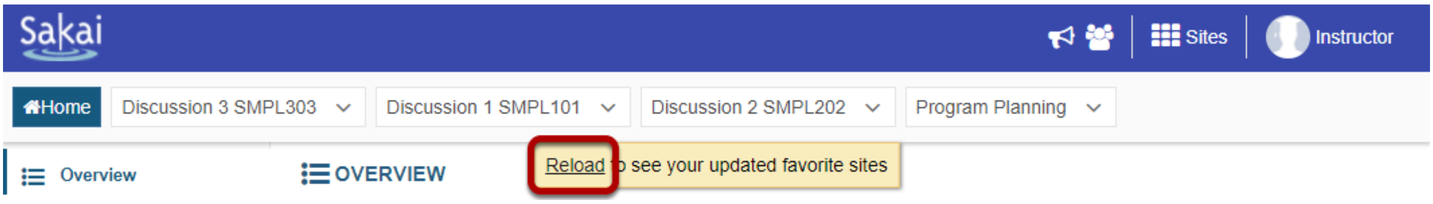
Footer

Unfavoriting a site.



To remove a site from your favorites, click on the star icon **(Remove from favorites)** to remove it from the top navigation. You can do this from either the Organize Favorites tab or the Sites tab.

Reload to view current selections.



You will be prompted to **Reload** if you made any changes to favorite sites or site order.

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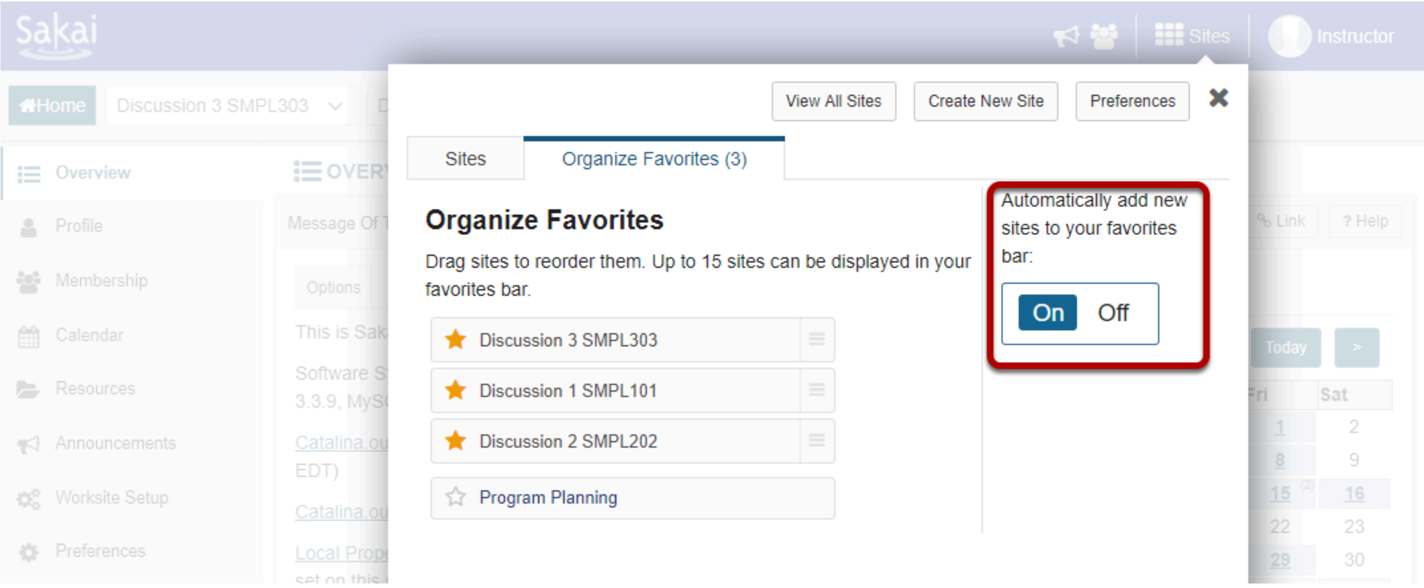
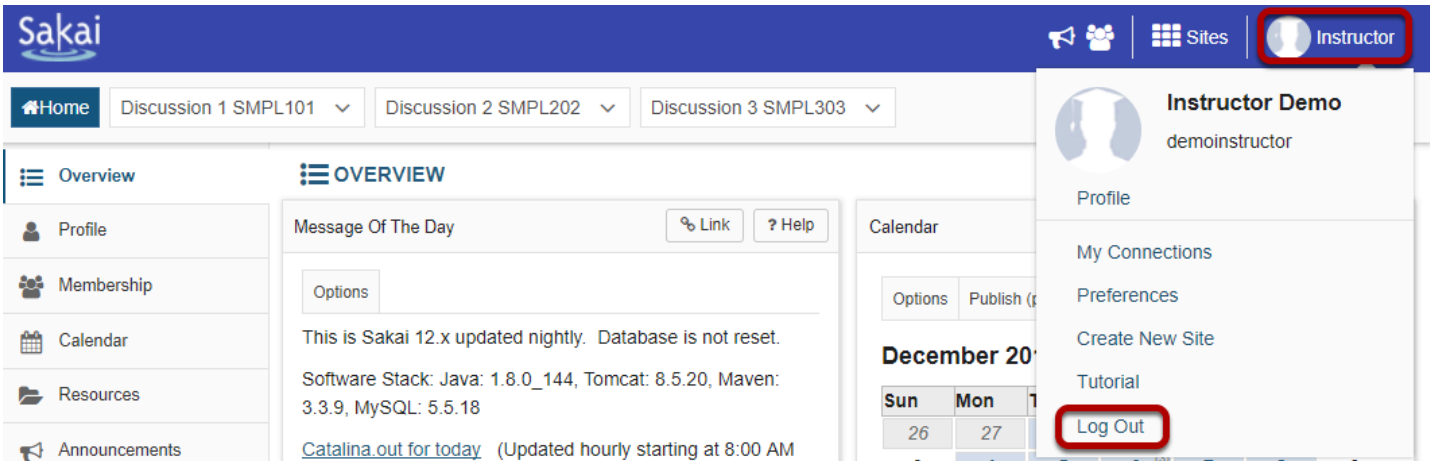
Automatically add new sites.



If you would like new sites to be automatically added to your Favorites when you are enrolled, keep the default **On** selection in the Organize Favorites tab. If you prefer to manually add new sites, select **Off** instead.

Logging out of the system.

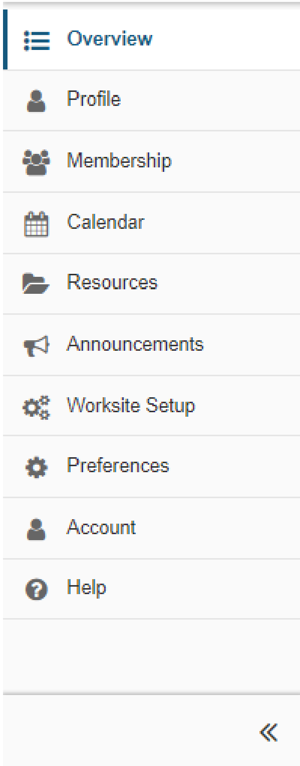


You may log out of the system by clicking on the user name and profile photo in the top navigation bar and selecting **Log Out** from the drop-down menu.

Footer

What is the Home Tool Menu?

My Home Tool Menu.



The Home Tool Menu contains links to user account information and preferences. These links include:

- Profile
- Membership
- Calendar
- 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.

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Collapsing/Expanding the Tool Menu

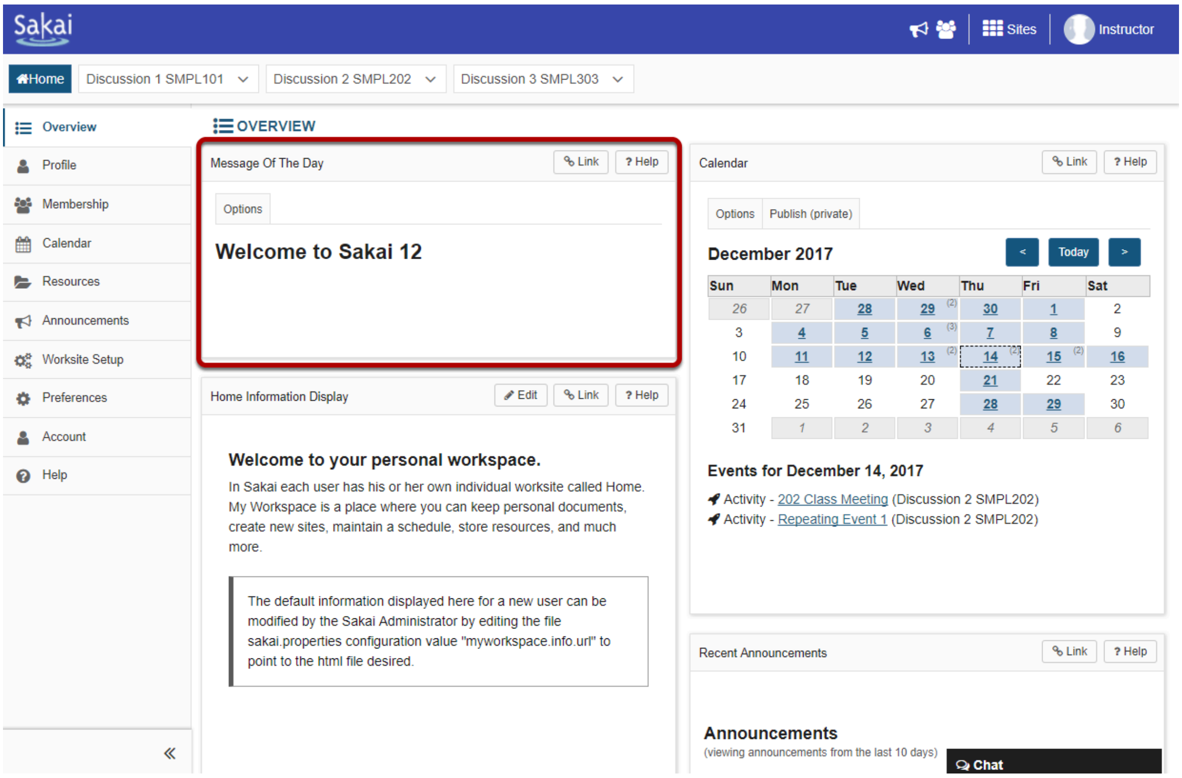
You may expand and collapse the Tool Menu by clicking on the double arrows at the bottom of the menu area. When the menu is collapsed, the menu links are represented by their associated icons.

Footer

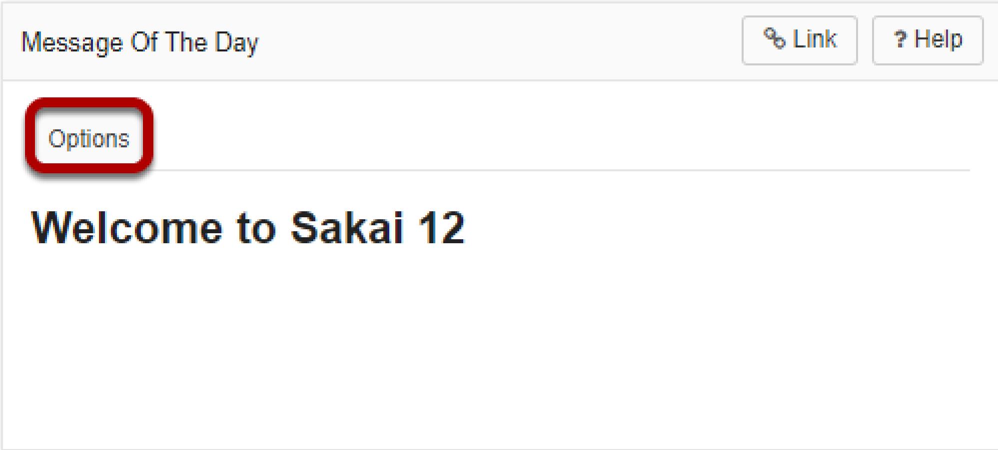
What is the Home Message of the Day?

In the Overview area of Home, you will see announcements from your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements. Most institutions use this space to display messages about scheduled maintenance, system updates, and important dates and events.

View the MOTD.

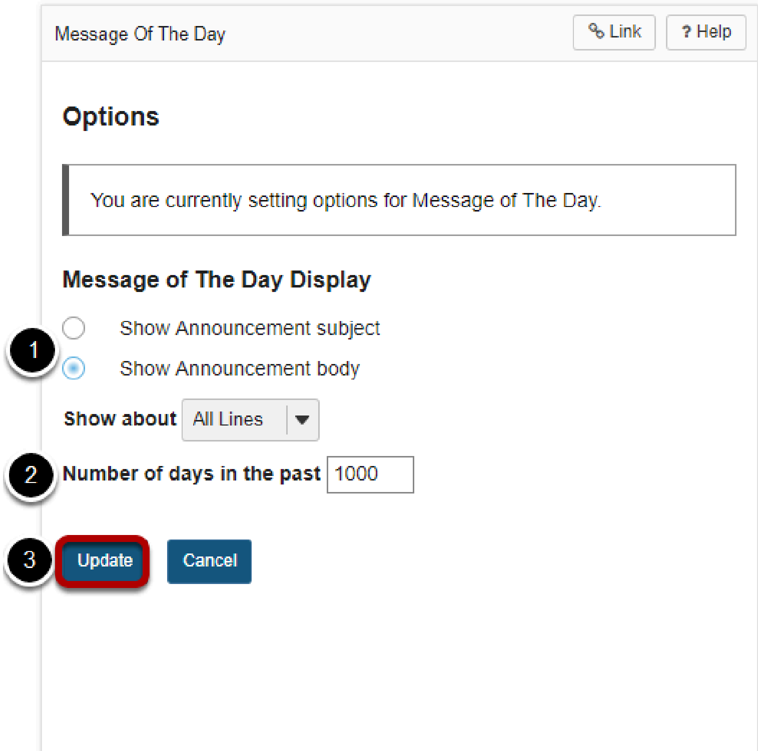


Select Options to customize display. (Optional)



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

MOTD Options



1. You can choose to view just the subject line or the entire body of the message (default selection) by selecting the appropriate radio button.
2. You may also use the drop-down menu to select to view All, One, or Two lines of the message body.

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3. You may also specify how many days in the past messages should be displayed. This is useful if you prefer to only see recently posted messages.

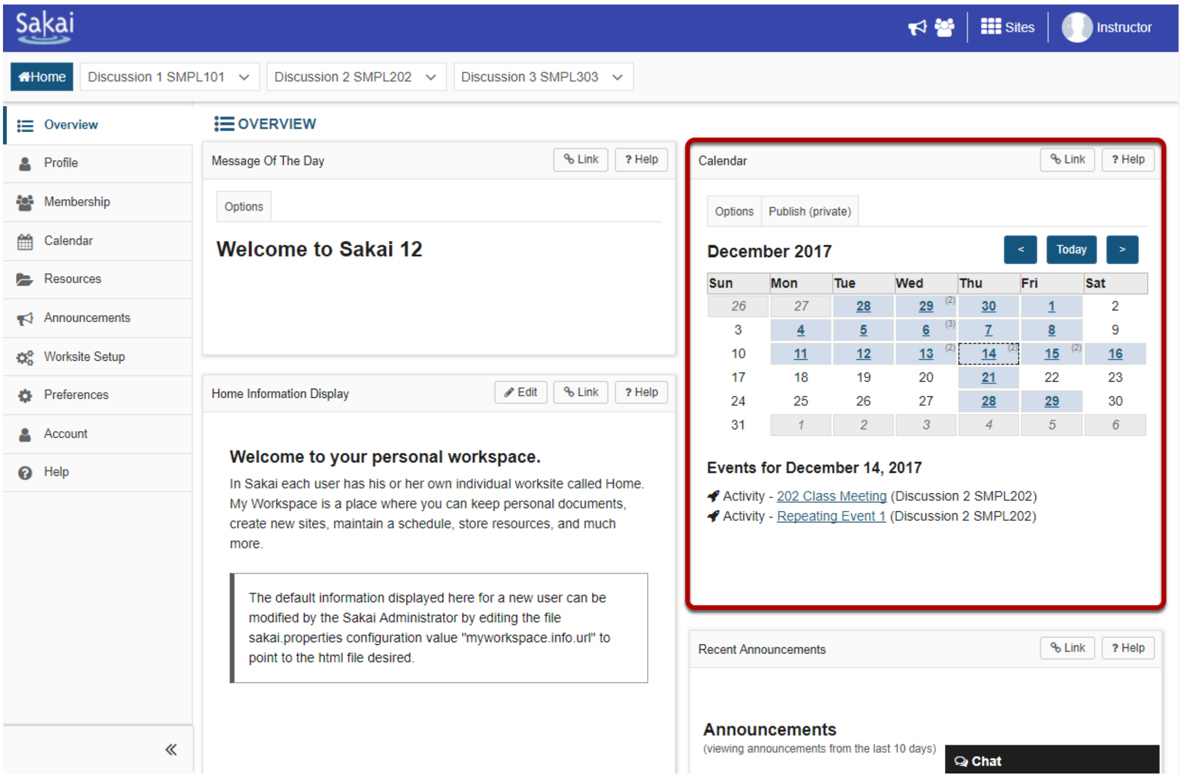
If you make any changes to the default options, be sure to click **Update** to save your settings.

Footer

What is the Home Calendar?

The Home Calendar shows all events from all of the sites in which you are enrolled. In addition, you may also create individual, private calendar entries that are only visible to you from your Home area.

View Calendar.



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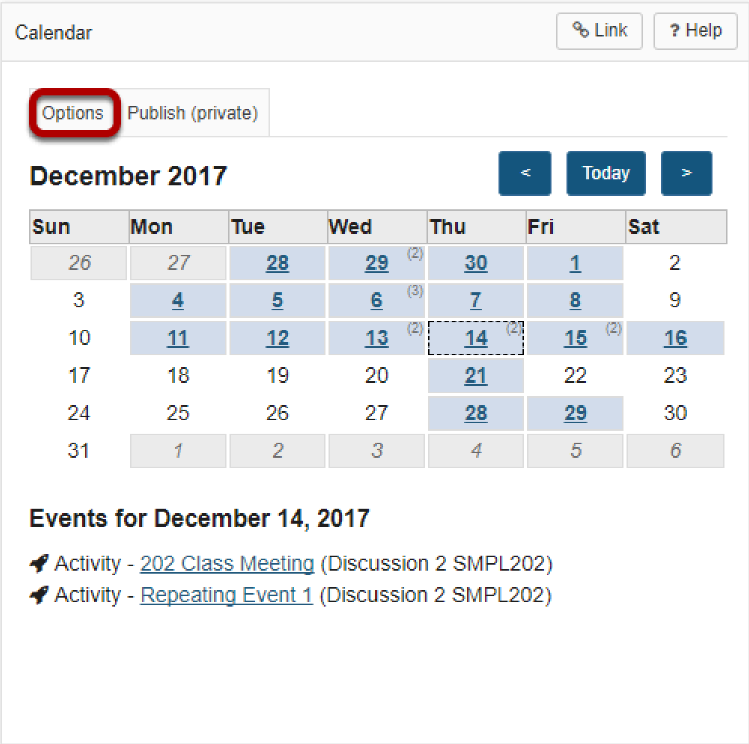
Click Options to customize calendar display. (Optional)



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

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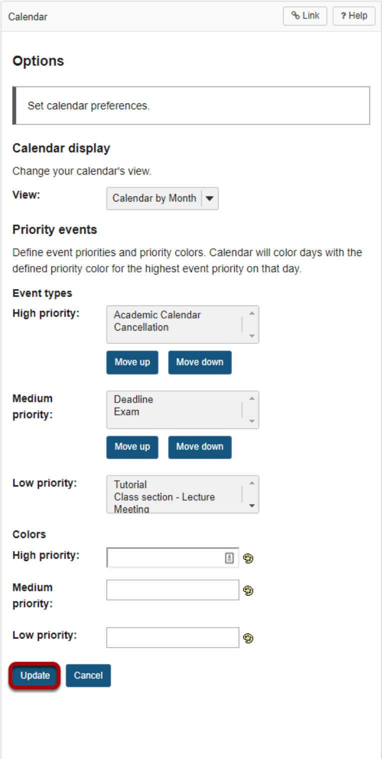
Select custom preferences and Update.



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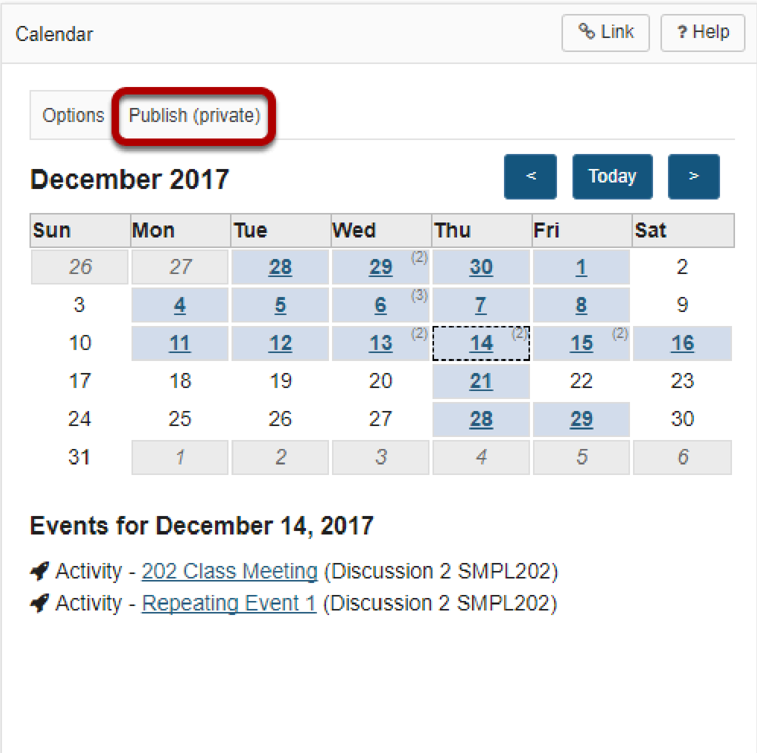
Subscribe to your Home Calendar from another application.



If you would like to subscribe to your Home Calendar from another calendaring application, such as Outlook or Google Calendar, click the **Publish (Private)** button to generate a URL that can be used to set up your subscription.

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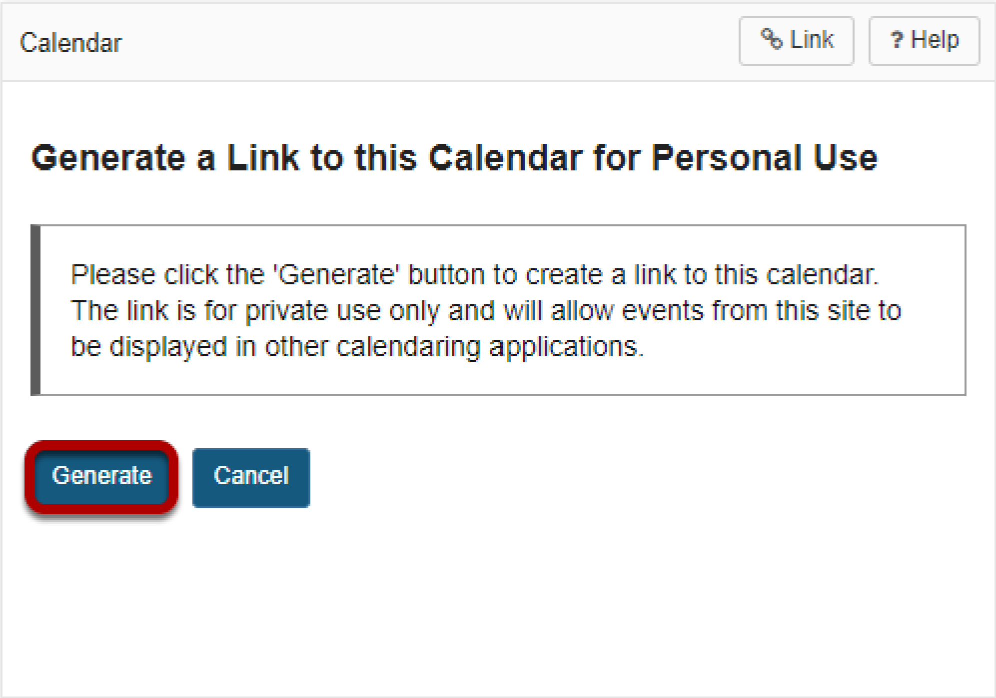
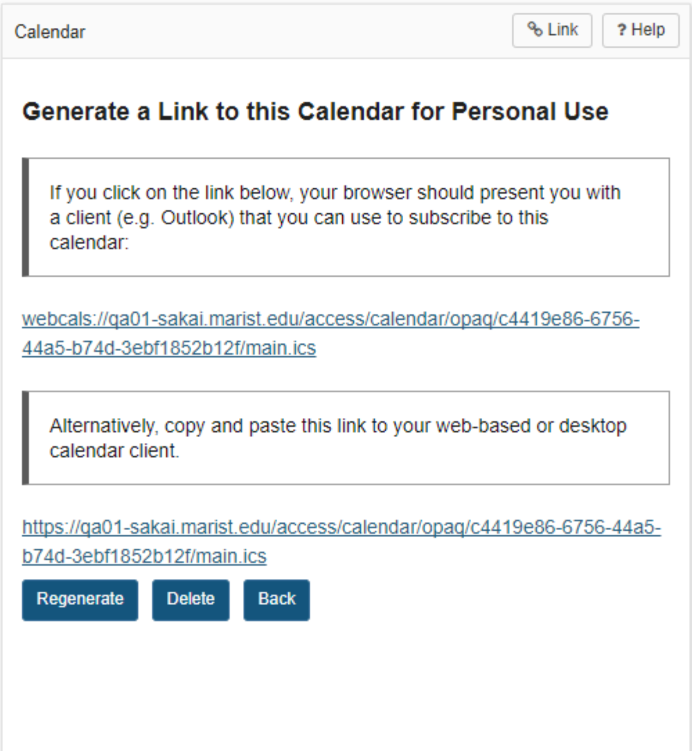
Click Generate.



Copy the URL and use it in your desired calendar client.

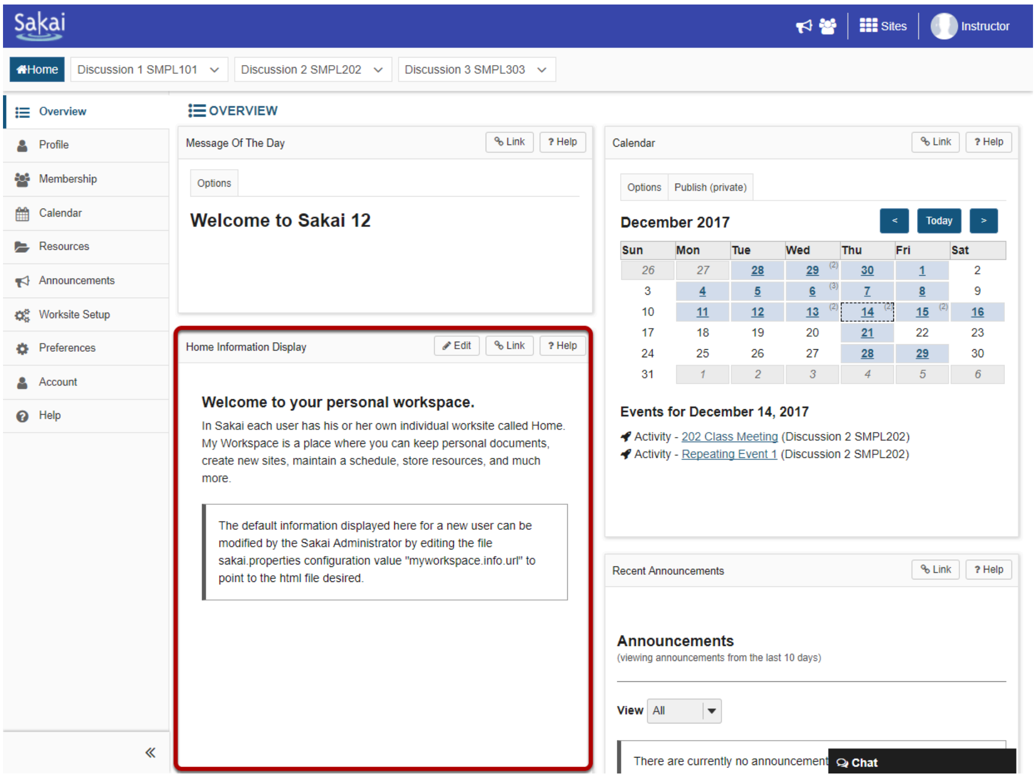


Footer

What is the Home Information Display?

In the Home area may be customized by your institution to display information for all users. The Home Information Display often contains static information, unlike the announcements which may change more often in the Message of the Day.

View the information display.

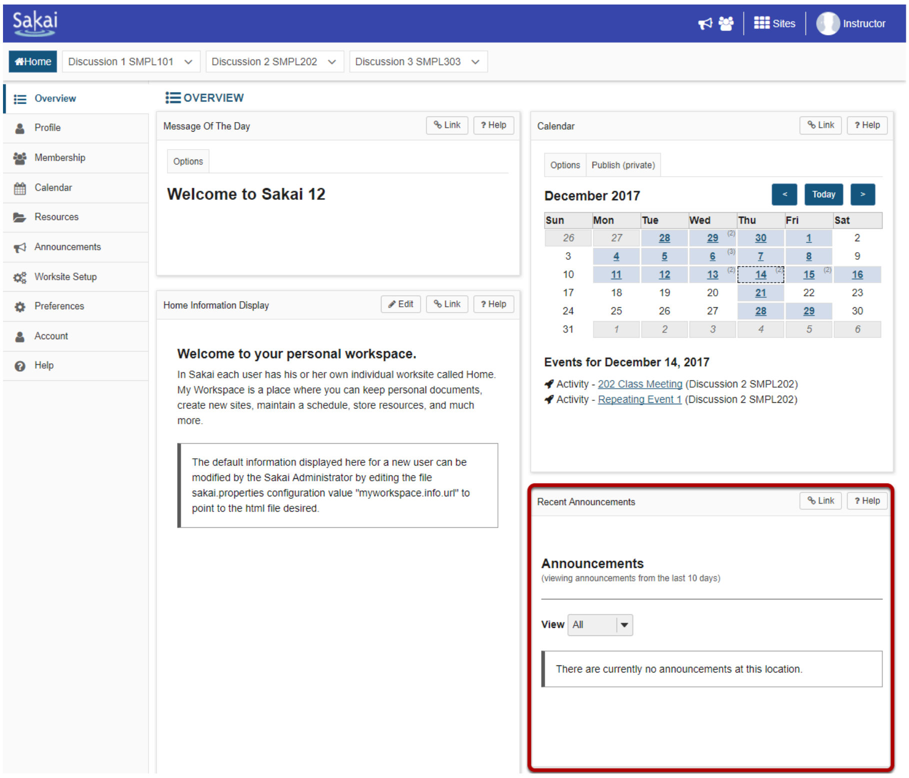


Footer

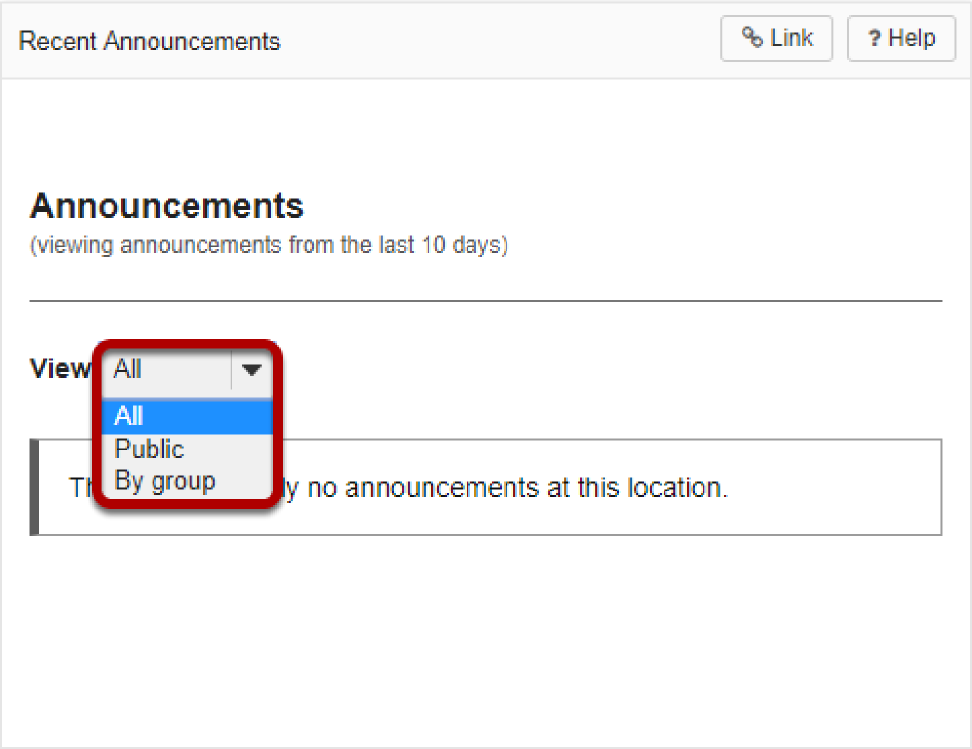
What are the Home Recent Announcements?

The Recent Announcements area in Home displays announcements from all of the sites in which you are enrolled. You may use the drop-down menu to view All items, Public items only, or items By Group. (You must be a member of a group in order to see group announcements.)

View recent announcements.



Customize announcements display. (Optional)



You may select either **All**, **Public**, or **By Group** from the **View** drop-down menu to customize the display.

Note: By default, you will only see announcements that have been posted within the last 10 days in this location. (If you wish to see announcements posted within the past year, you should click on the Announcements link in the Tool Menu.)

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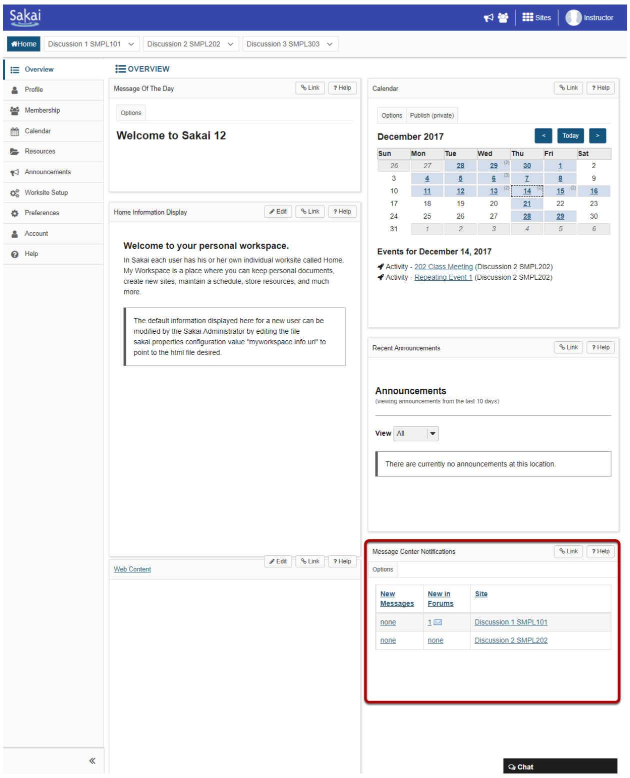
What are the Home Message Center Notifications?

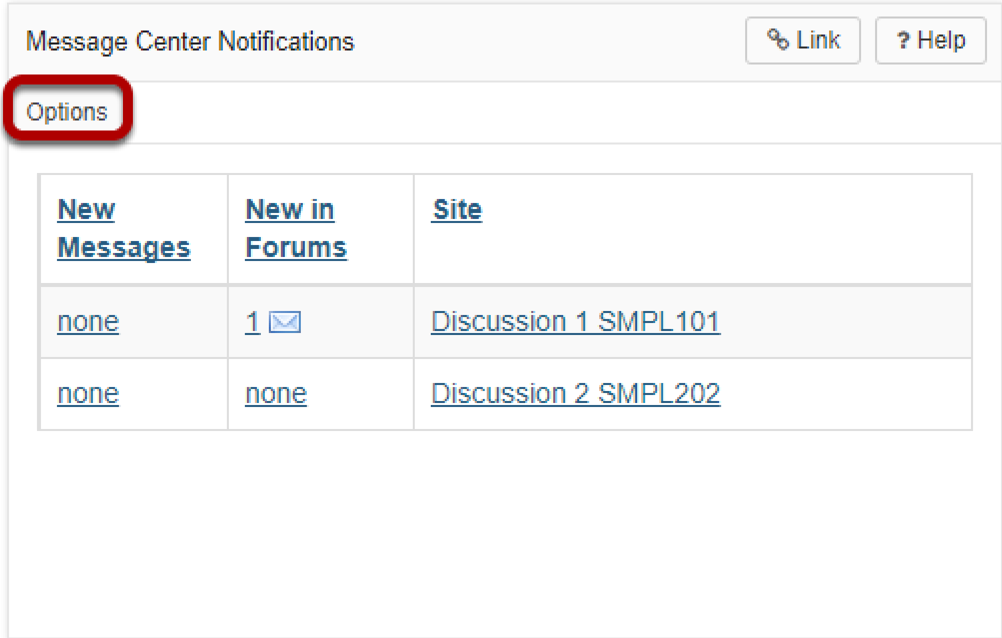
The Message Center in Home displays the count of Messages and Forum posts for all of the sites in which you are enrolled. New messages are indicated by a number and envelope icon. If there are no new messages or posts, the word "none" will be displayed.

- Clicking on the title of the site will take you to the homepage for that site.
- Clicking on the New Messages indicator will take you directly to the Message Inbox for that site.
- Clicking on the New in Forums indicator will take you directly to the Forums for that site.

View Message Center.

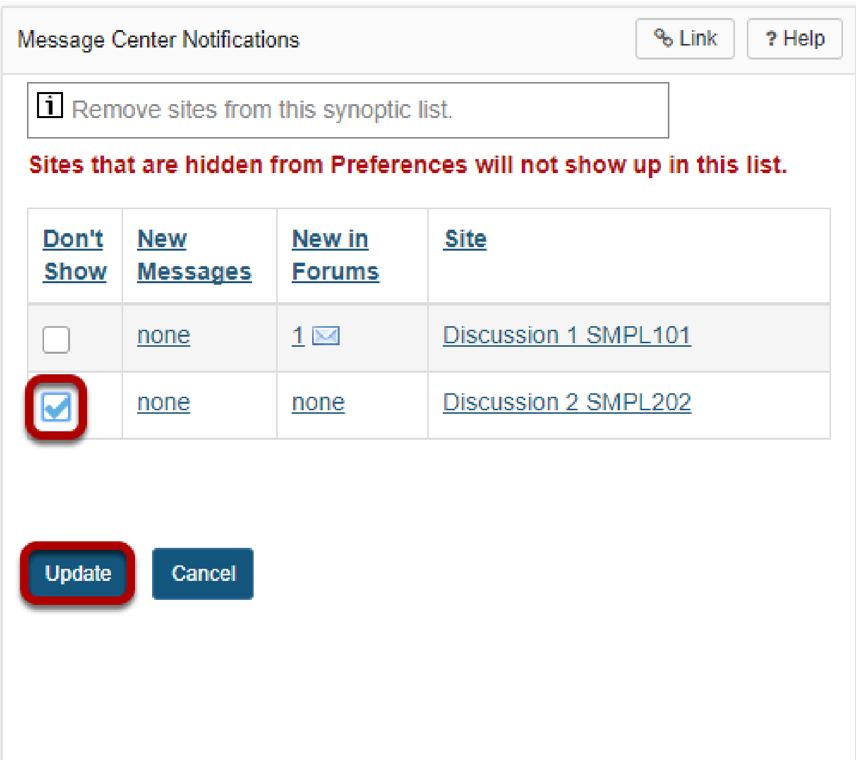


Customize message center display. (Optional)



You may click on the **Options** button to customize the list of sites displayed in the Message Center area.

Choose sites to hide in this list and then Update.



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Click in the **Don't Show** box to place a check mark next to any sites that you prefer not to see in the Message Center list and then click **Update**.

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

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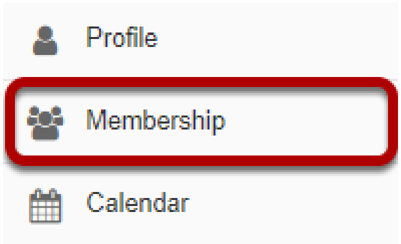
What is Membership?

The Membership tool in Home displays the list of sites in which a user is currently enrolled.

Users may search their enrolled courses or enroll in a joinable site from the Membership tool.

Note: Unpublished sites are only visible to site managers (i.e. instructors or admin users).

Go to Membership.



Click on the **Membership** tool in the Tool in Home to access your list of sites.

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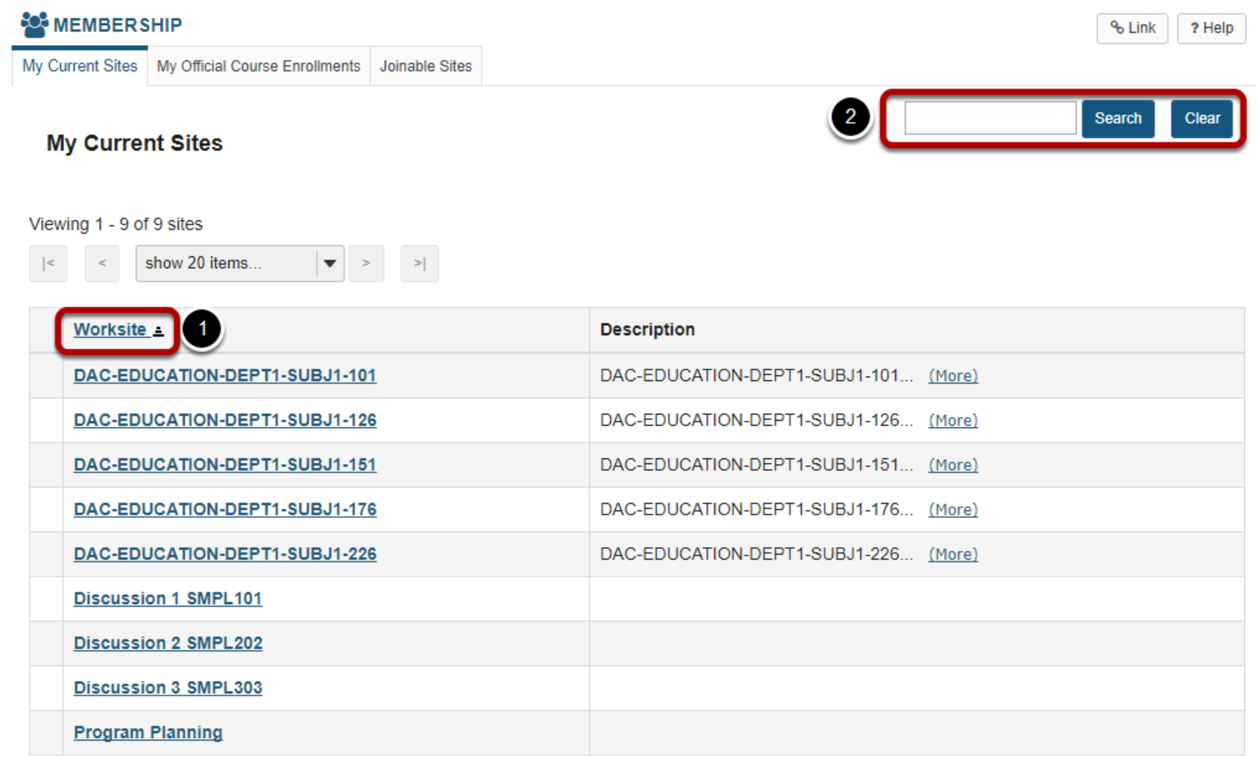
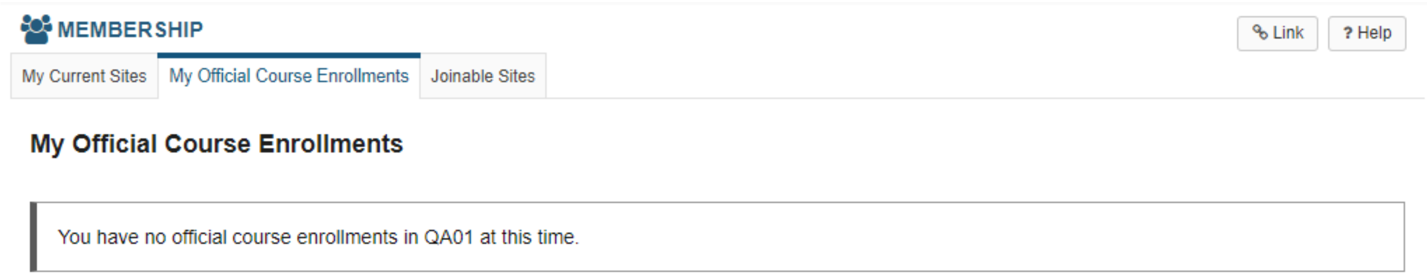
Viewing current sites.



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

1. You may sort by Worksite title by 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.

Viewing Official Course Enrollments.



Select **My Official Course Enrollments** to see a list of all the sites in which you are officially enrolled by your institution's registrar or student information system.

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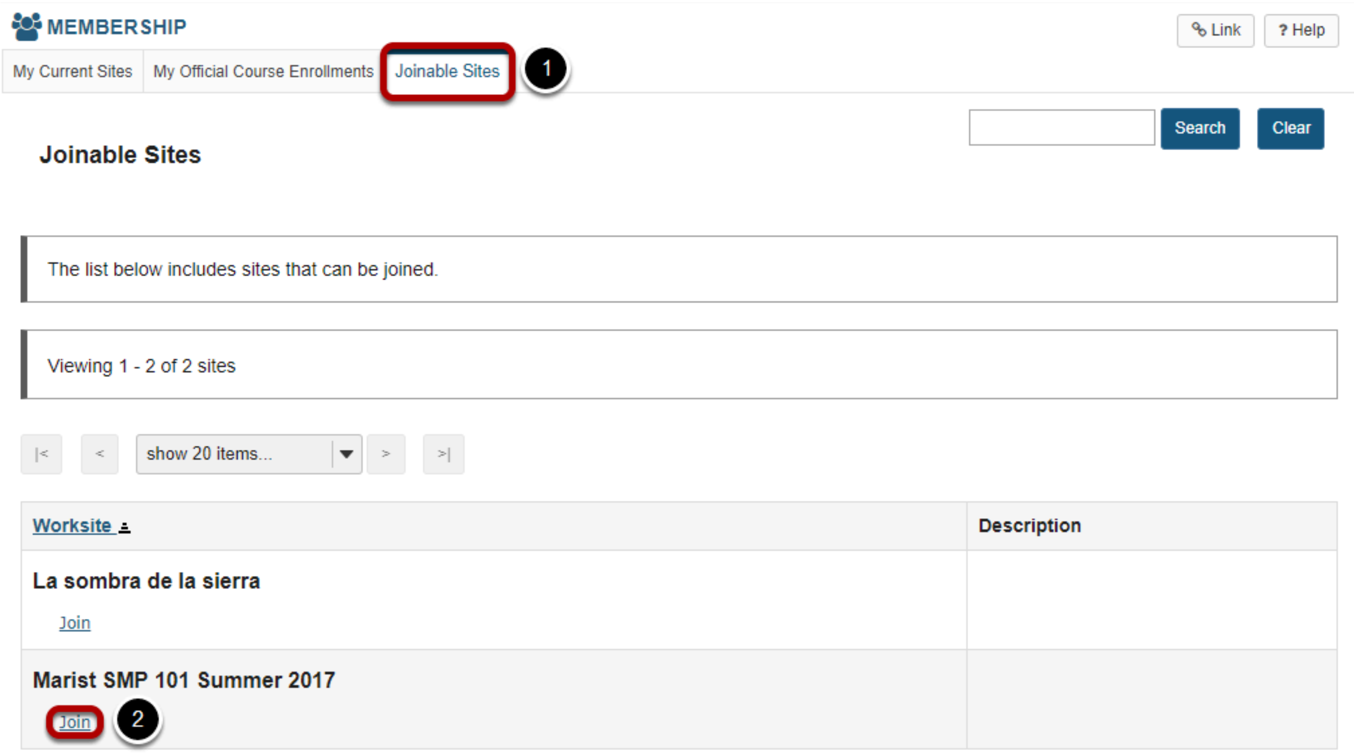
Joining Sites.



1. If you would like to view and join sites that are open for self-enrollment in the system, click on the **Joinable Sites** tab.
2. You may click on the **Join** link to enroll yourself in any of the joinable sites listed.

Note: Joinable sites may or may not be available depending on the enrollment procedures determined by your institution.

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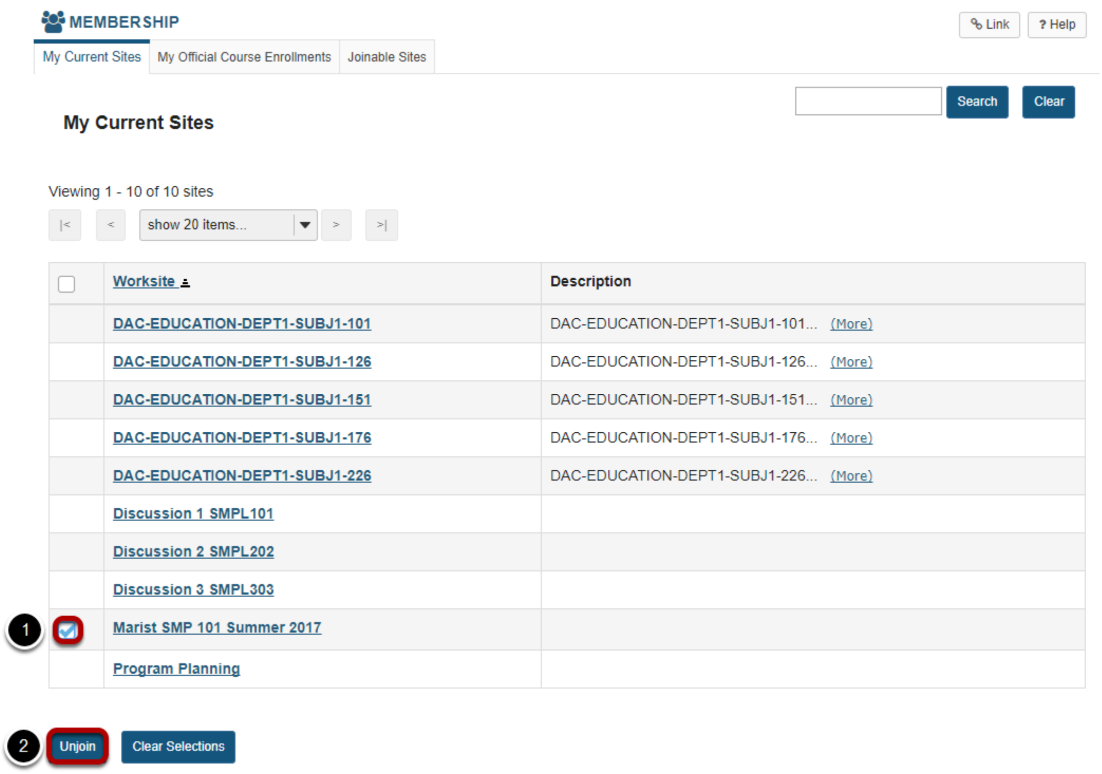
Unjoining sites.



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.

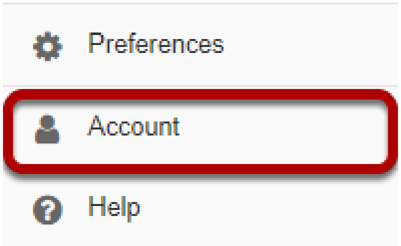
Footer

How do I view and edit my account details?

Your account details include your User Id, Name, Email, and Password for the system. In most cases, this information is automatically populated by your institution's student information system. However, if you have permission to change your Sakai password, this is where you would do it. You may also update your name and email address here if desired.

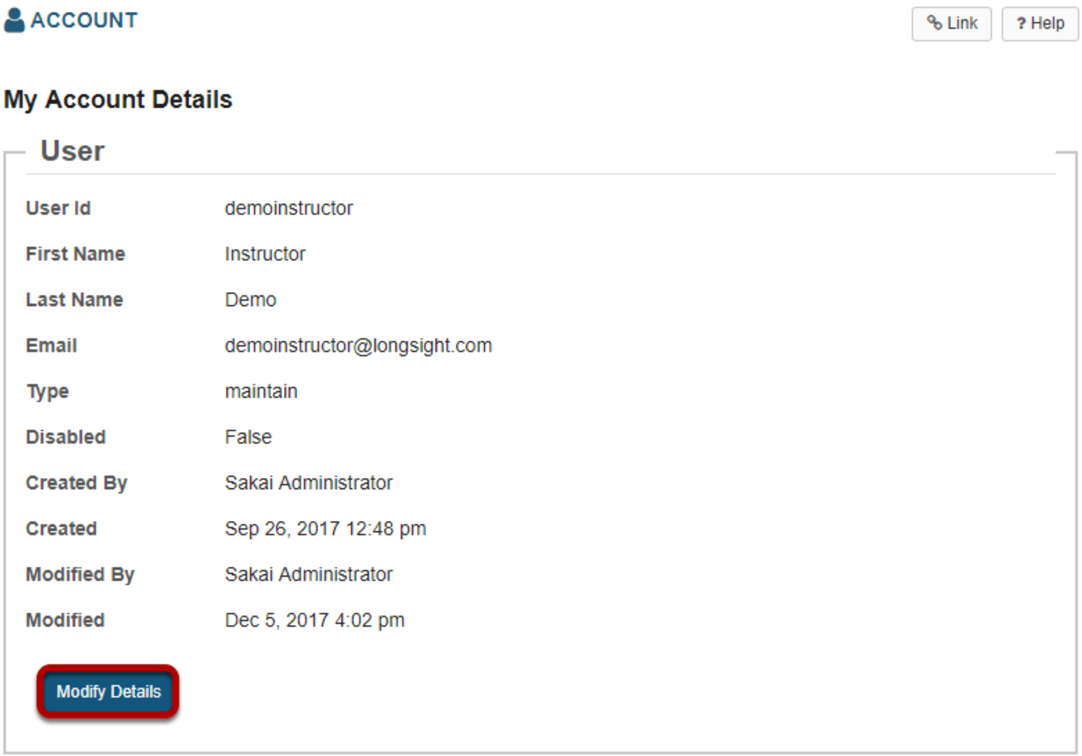
Note: If this information is being updated automatically by the institution, any changes you make here may be overwritten, depending on the user permissions allowed by your institution.

Go to Account to view and edit details.



Click on the **Account** link in your Home Tools Menu.

Modifying account details.



Click on the **Modify Details** button.

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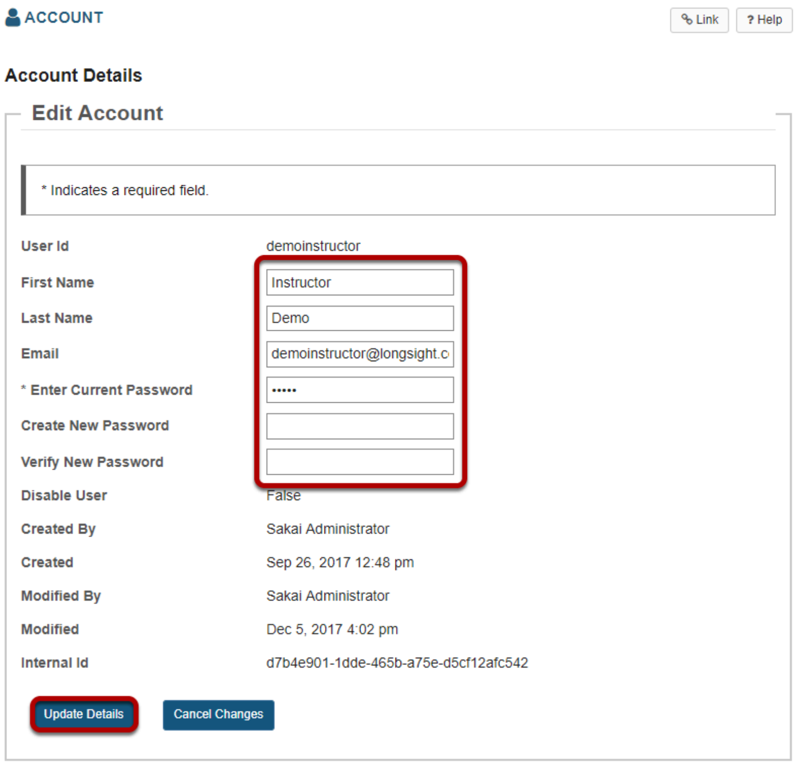
Changing your name, email or password.



You may change any of the editable fields on this page. The password fields always appear blank upon accessing this screen. You must enter your current password in order to save any changes. You may change your Sakai password by entering your current and new passwords in the fields provided. (Leave the "new" password fields blank to keep your current password.) Changing your password here will change it for all of your sites on this system. Once you have entered your changes, select the **Update Details** button to save the change and return to Home.

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

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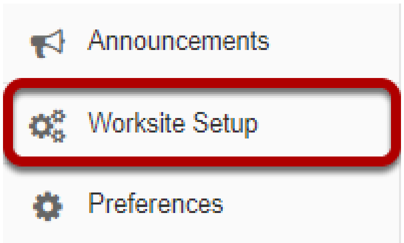
What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the Site Info tool; Worksite Setup is available through Home, whereas Site Info is available in each site.

If you don't have the appropriate permissions, you will only see the information about the site published by the site owner in Worksite Setup.

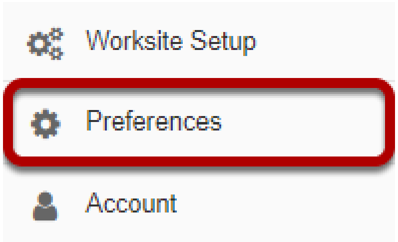
To access this tool, click Worksite Setup from the Tool Menu in Home.



What is the Preferences tool?

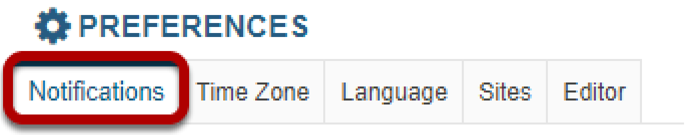
In Home, you can set preferences for how often you receive email notifications of site activity, set your time zone, and select your language. You can also hide sites from your list of active sites.

Go to Preferences.



Select the **Preferences** tool from the Tool Menu in Home.

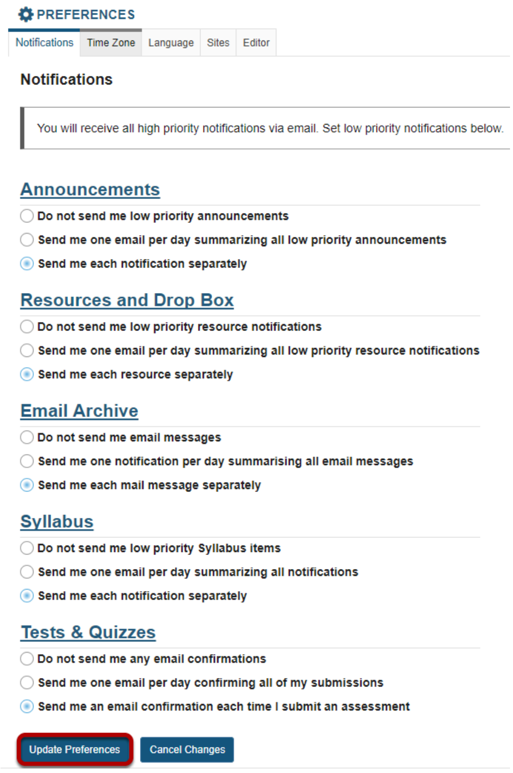
Notifications.



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

Footer

Select notification preferences.



You may choose from the following options for low priority email notifications in the Announcements, Resources and Drop Box, Email Archive, Syllabus, and Tests & Quizzes tools.

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

If you change any of these settings, click **Update Preferences** to save your changes.

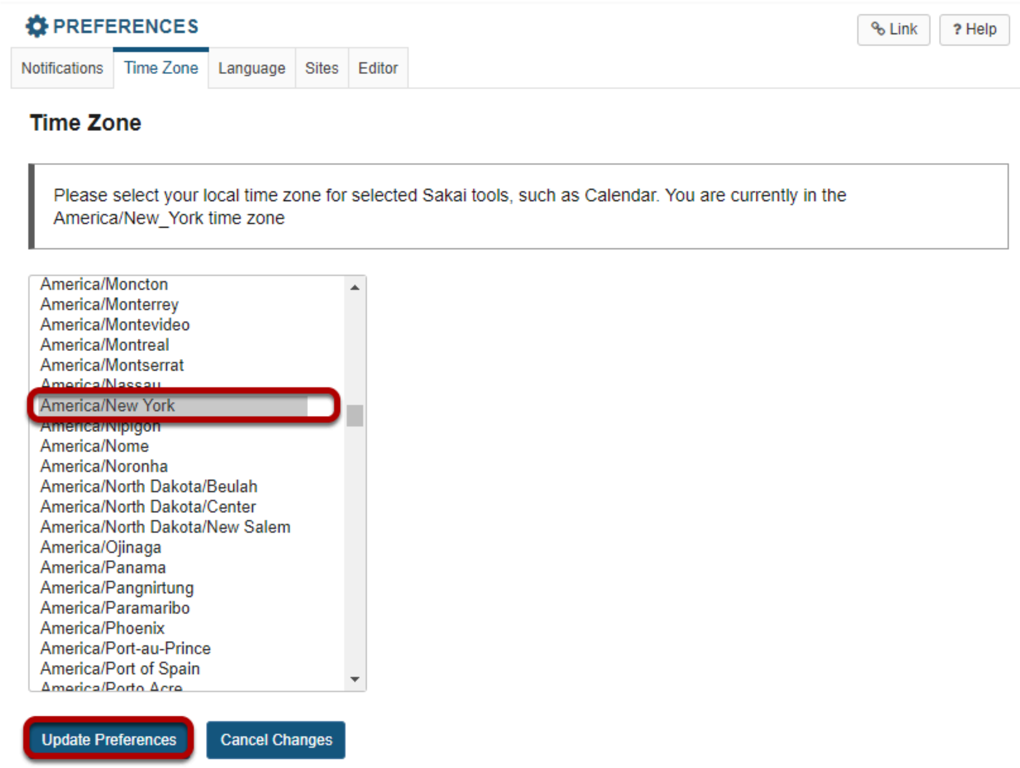
Note: These settings only apply to low priority items. High priority items will still be sent via email regardless of your settings here.

Time Zone.

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

Footer

Choose your time zone.



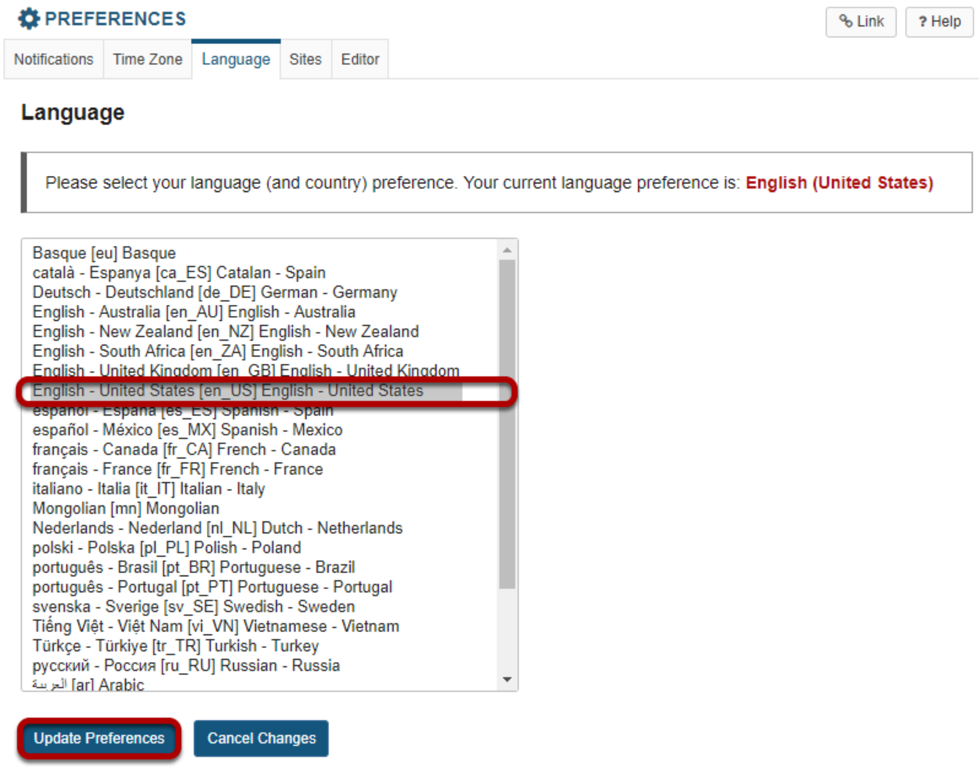
Select your local time zone from the list, and then click **Update Preferences**.

Language.

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

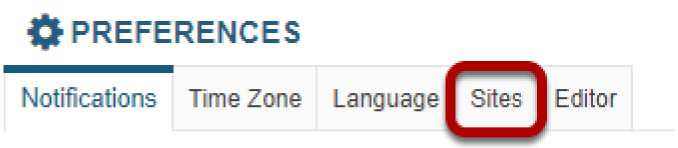
Footer

Choose your language.



Select your preferred language from the list, and then click **Update Preferences**.

Sites.



The Sites tab allows you to select your preferred site tab display format, as well as hide sites from the site drawer.

Footer

Site Tab Display Format.

Select either **Site Title** or **Site Short Description** as the display format for the site tabs in the site navigation bar at the top of the screen.

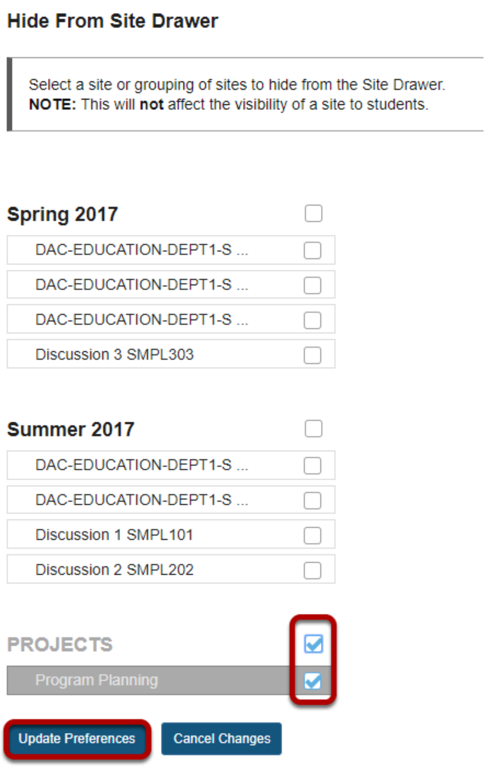
Hiding sites.

To hide one or more of your active sites, click the **Sites** tab.

Hidden sites will show up in your list of all enrolled sites in tools such as Worksite Setup and Membership; however, they do not appear in the top navigation bar or in your Sites drawer.

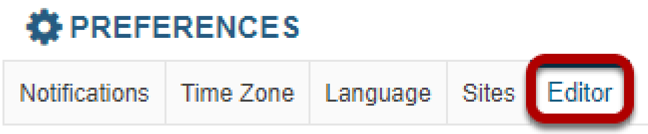
Note: Hidden Sites are still active in the system, and are still available to other enrolled users regardless of individual site display preferences.

Select the sites you want to hide, then click Update Preferences.



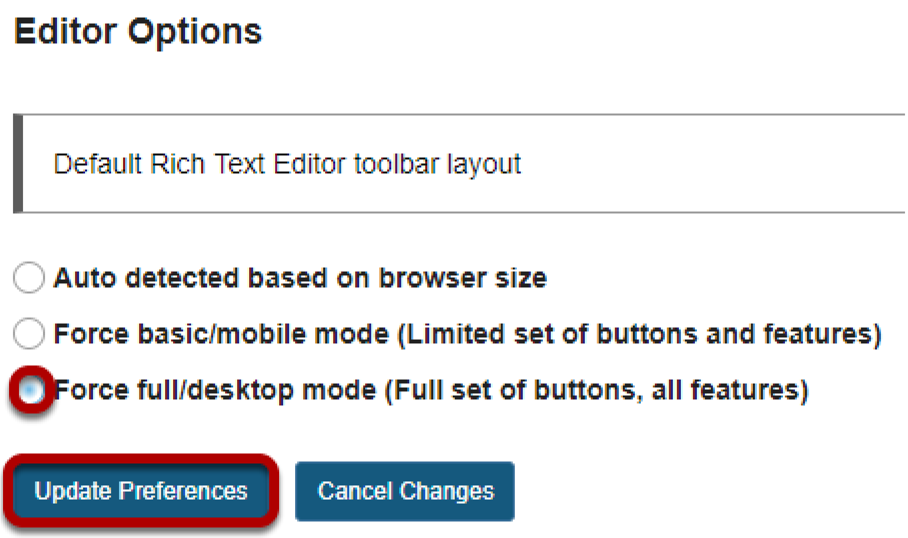
Footer

Editor.



This tab allows you to set your preference for the Rich Text Editor toolbar throughout the system.

Choose your editor preference, then click Update Preferences.



Footer

What are the Resources in Home?

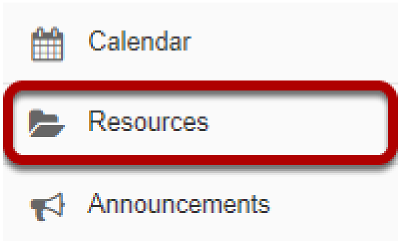
Resources are available in both Home and individual course sites. The Resources tool is site-dependent; the content uploaded in the Home area is private and visible only to the user (unless the user chooses to make items public).

The Resources tool in Home serves as a personal file space for the user to save, store, and organize files.

The features and functionality of the Resources tool are the same in any site where the tool appears. Please refer to What is the Resources tool? for more information on how to manage files using this tool.

Note: Your institution may limit the user file storage quota and/or access to Resources in Home.

To access this tool, select Resources from the Tool Menu in Home.



Tip: Users who would like to store large files in a single location may choose to store files in Home and link to them from their other course sites, rather than uploading them to multiple locations. Be sure to mark your files as Public if you plan to link to them from other sites.

Footer

Lessons

What is the Lessons tool?

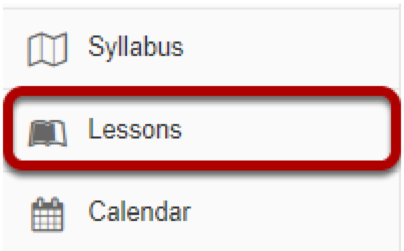
Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

Each Lessons page can be customized to suit the needs of the lesson, including links to other site tools, conditional release of items and content, student content pages, LTI tools, and more.

Some page layout features of the Lessons tool include:

- Block style page layout to group items on a page
- Multiple sections on one page
- Multiple columns in one section
- Flexible column design (2 columns in one section block, 1 column with double width, and a variety of column background color)
- Collapsable sections

To access this tool, click on the Lessons page title in the Tool Menu of your site.

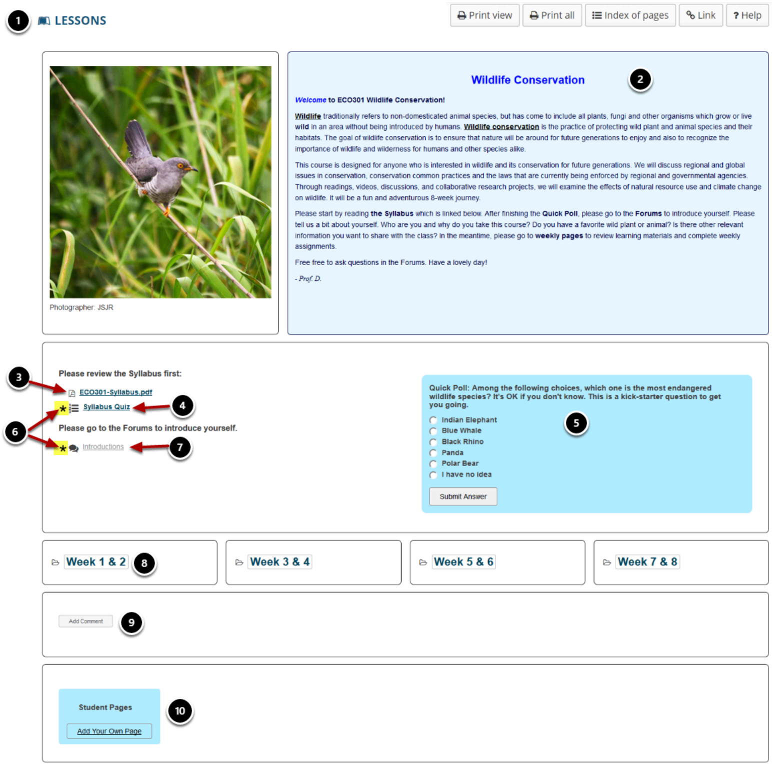


The Lessons tool is often renamed to something else, and may appear multiple times in a given course. Click on the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

Example of a Lessons page.



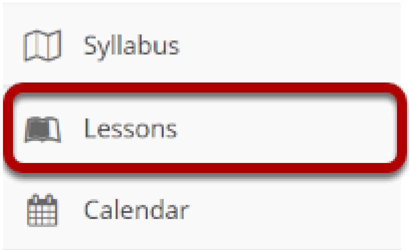
Lessons pages may contain any of the following items:

1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required
7. Links to forum topics
8. Links to subpages
9. Student Comments on the page
10. Links to Student Pages where students may create their own content

Footer

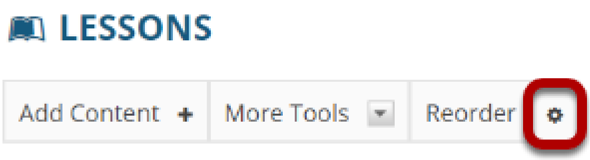
How do I create a new Lessons page?

Click on the Lessons page title in the Tool Menu.



If you named your page something other than Lessons, select the title of the page as it appears in your Tool Menu.

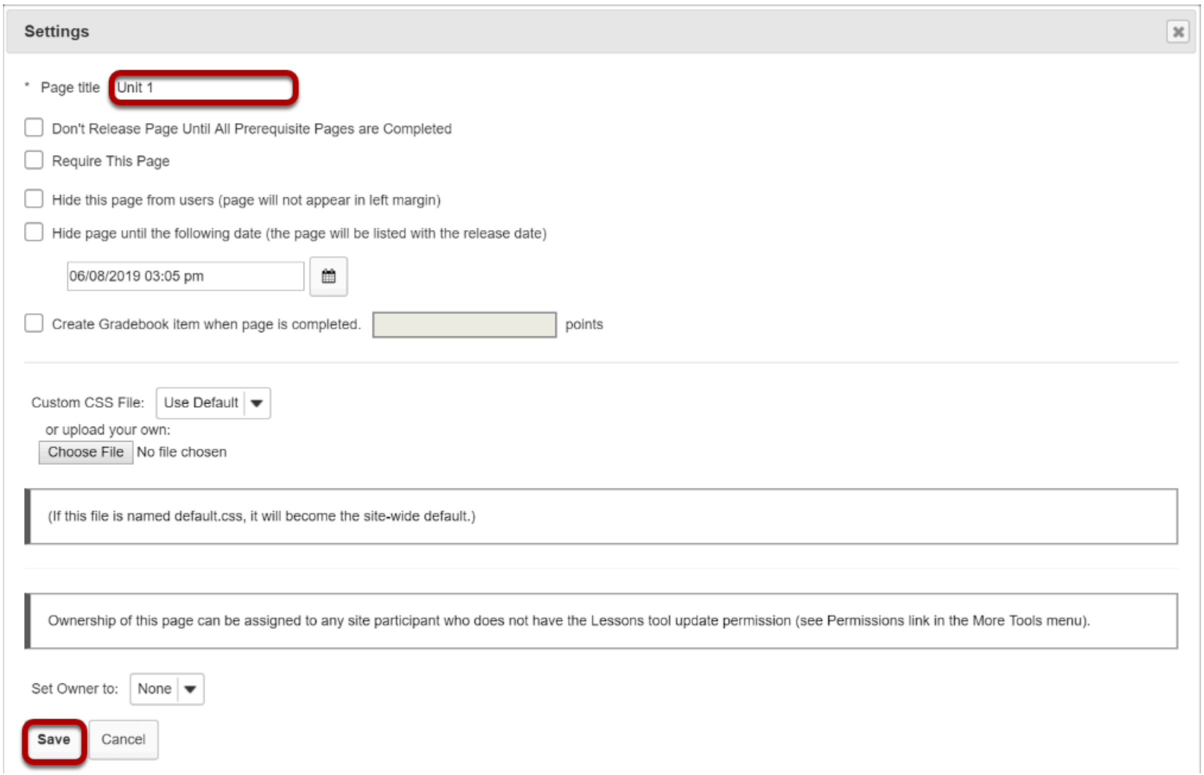
Retitle page. (Optional)



To retitle the Lessons Page, click on the Settings icon (i.e. gear icon).

Footer

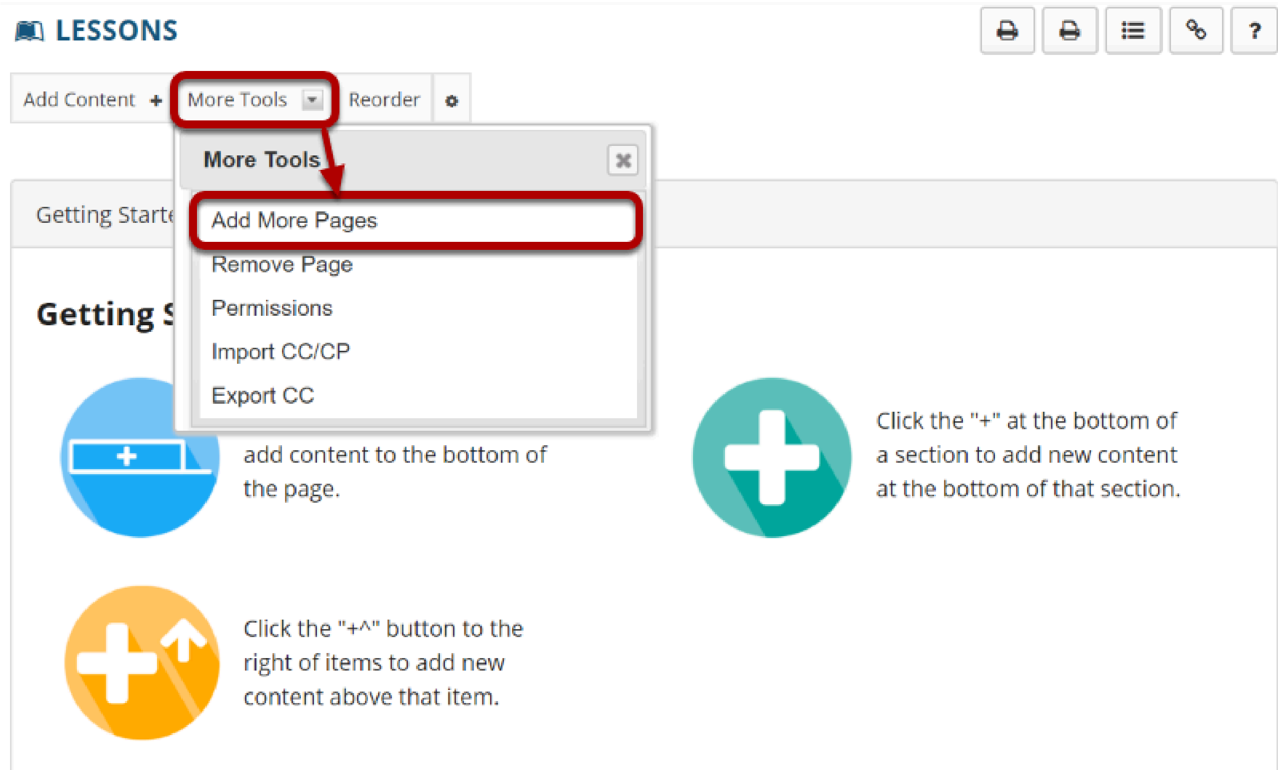
Enter a new title and click Save.



Add a new page title. (This title will appear in the Tool Menu). Then click **Save**.

Footer

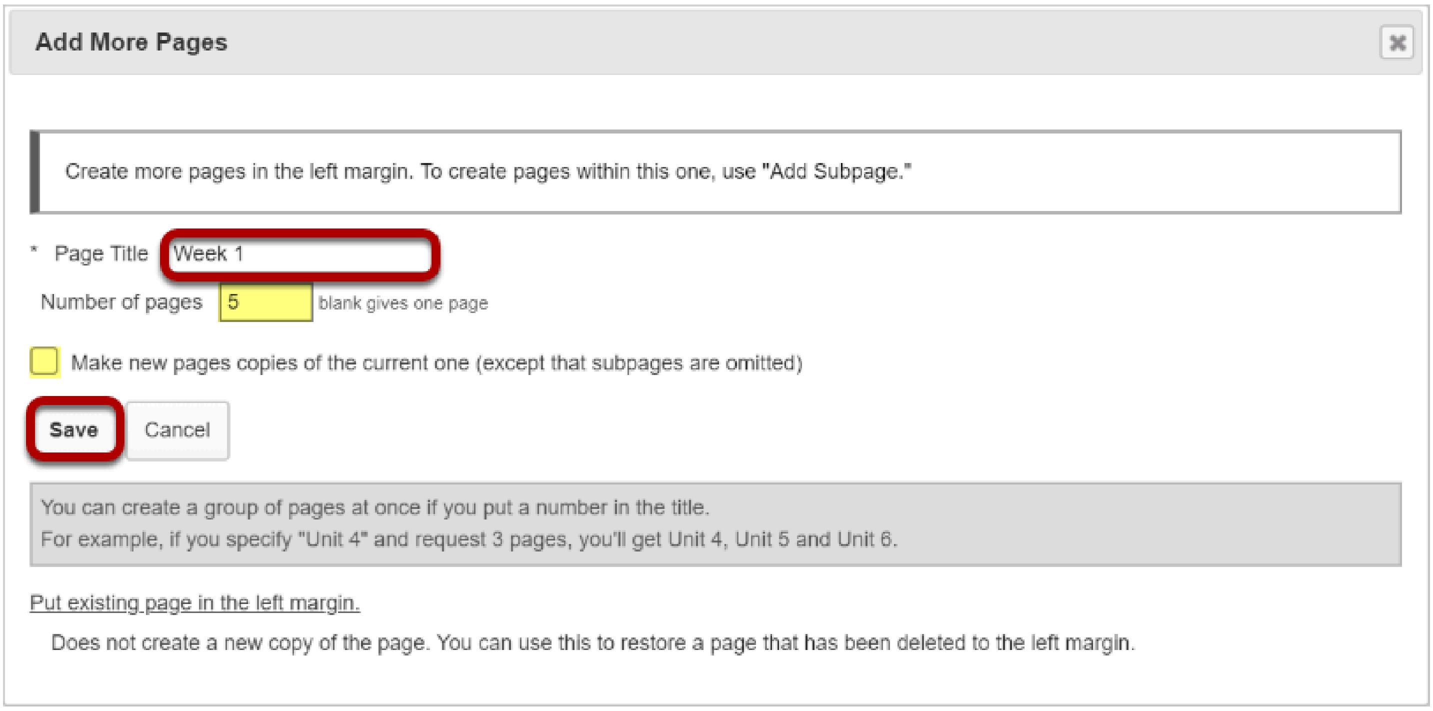
Add More Pages. (Optional)



On an existing Lessons page, you may also add more top-level pages (i.e. pages which display in the site Tool Menu) by selecting the **Add More Pages** option from the **More Tools** drop-down menu.

Footer

Enter a title and Save.



Notice that you also have the option to add several pages at once by indicating the **Number of pages** desired below the title. The number of each new page will replace the number in the title provided.

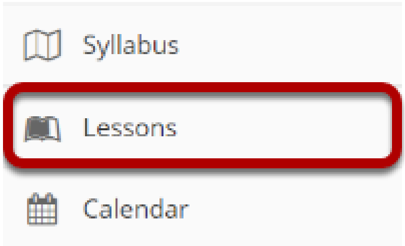
You also have the option to **Make new pages copies of the current page** by checking the box provided.

Footer

How do I add text to a Lessons page?

Instructors can add a text box to any point in the Lesson Page.

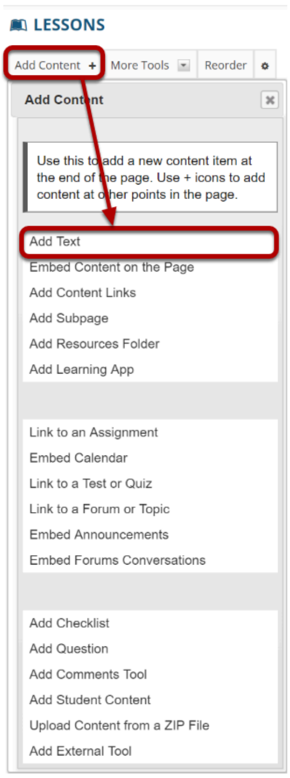
Go to Lessons.



Click on the Lessons page title in the Tool Menu to display the page.

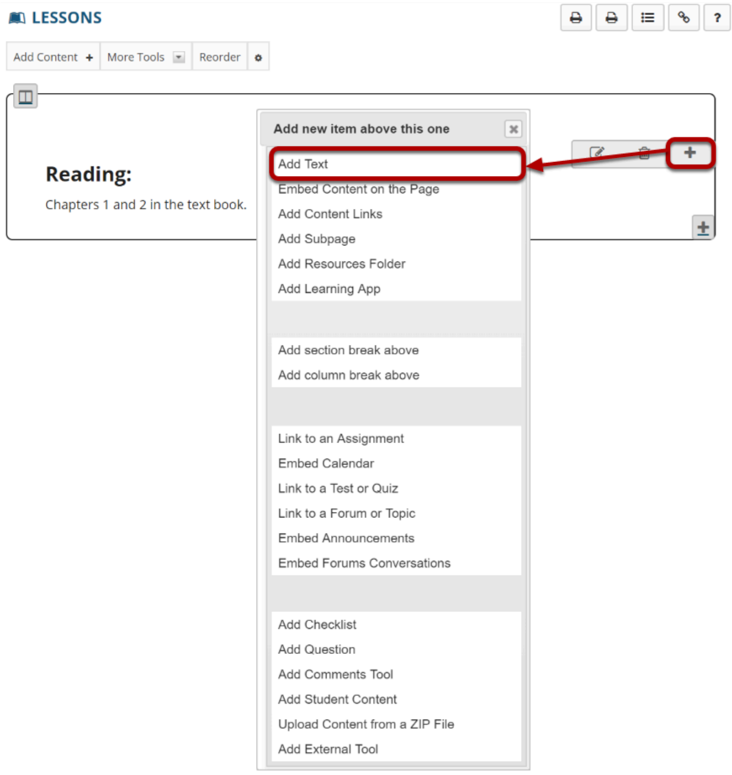
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Text.



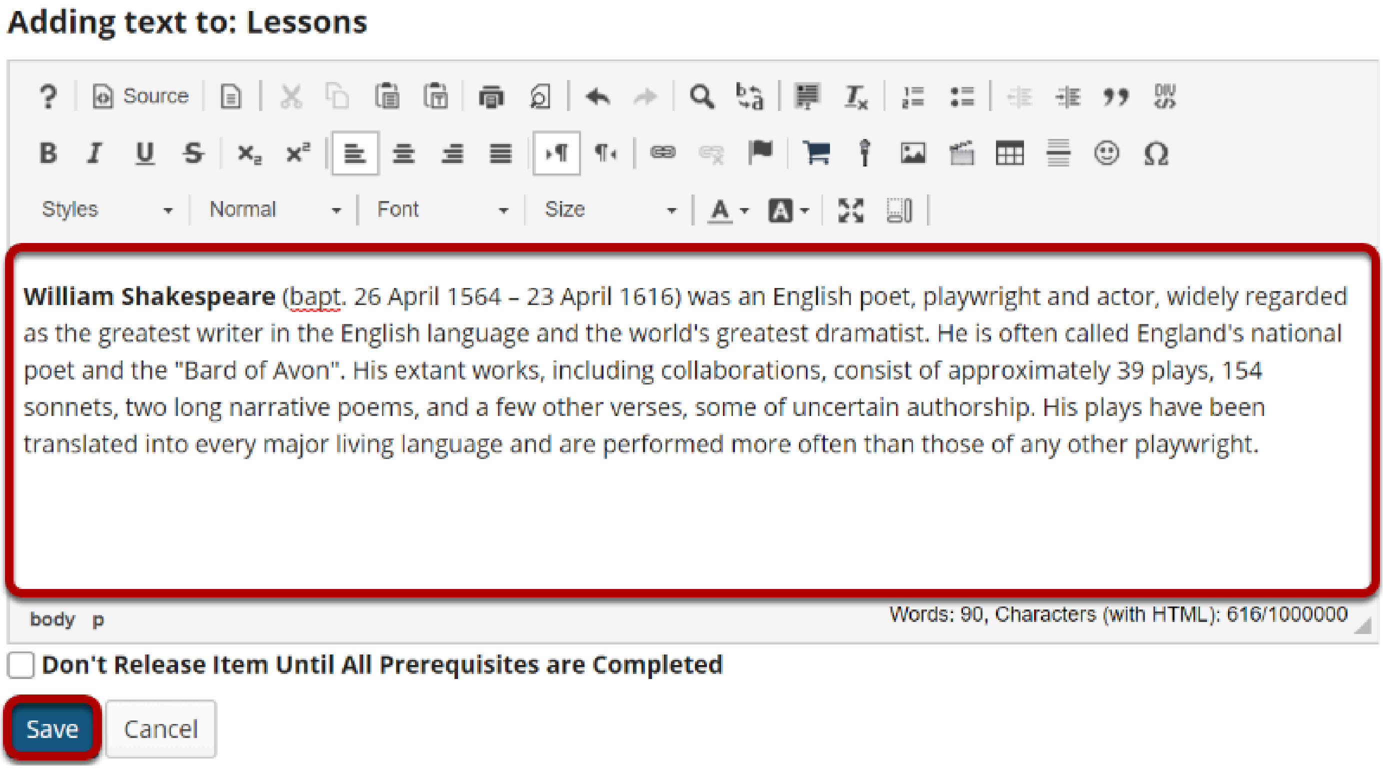
Footer

Alternately, click the + button and then Add Text.



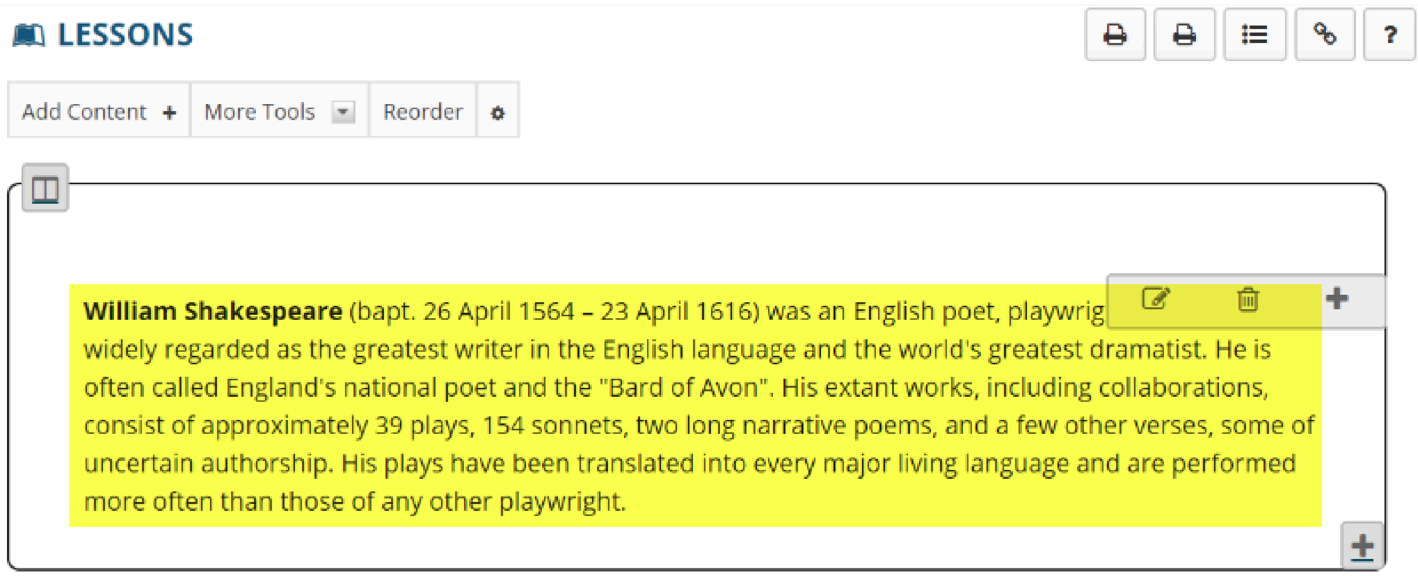
You may also add content above existing content by clicking the + button next to any existing item on the page. You may add content to the bottom of the column by clicking on the + button in the lower right corner of the column.

Enter your text content.



Use the [Rich Text Editor](#)tools to format the text. When finished, click **Save**.

View content on page.

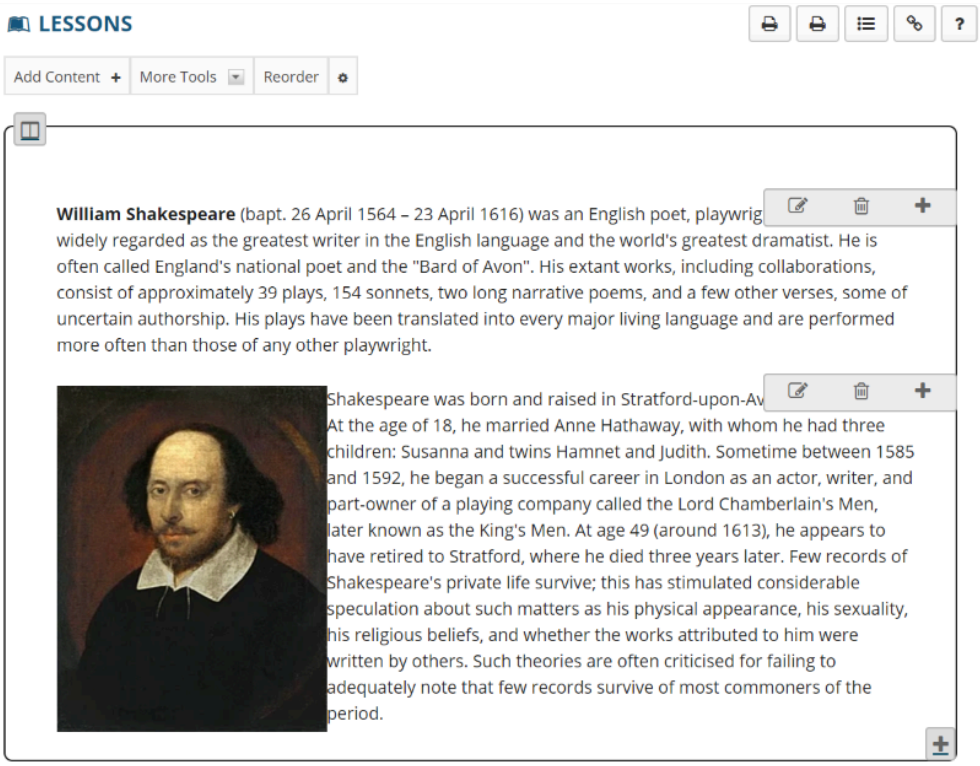


After saving, you will return to the Lessons page with the new text displayed.

Footer

Note: The Lessons tool descriptive help text disappears from the page after content has been added.

Add additional text items to the page. (Optional)



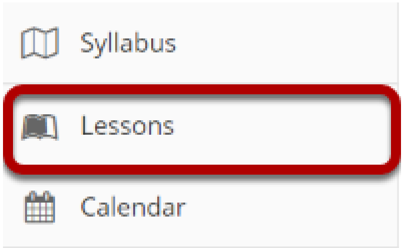
Repeat the steps above to add more content items to the page. In the example image above, an initial text box was followed by a second text box which included an image and text.

Tip: Text boxes can be added at any point in the Lessons Page. You may want to intersperse text items with other types of Lessons content, such as images, embedded video, assignment or assessment links, etc.

Footer

How do I embed an image on a Lessons page?

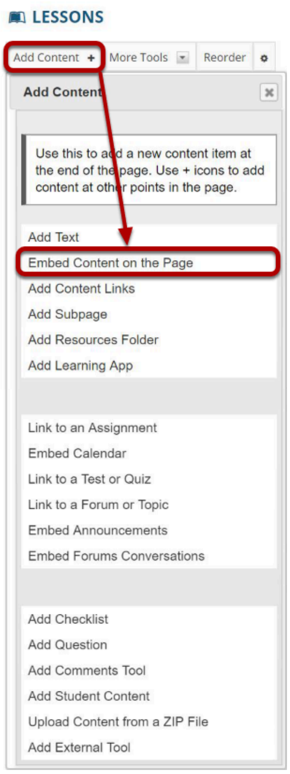
Go to Lessons.



Click on the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

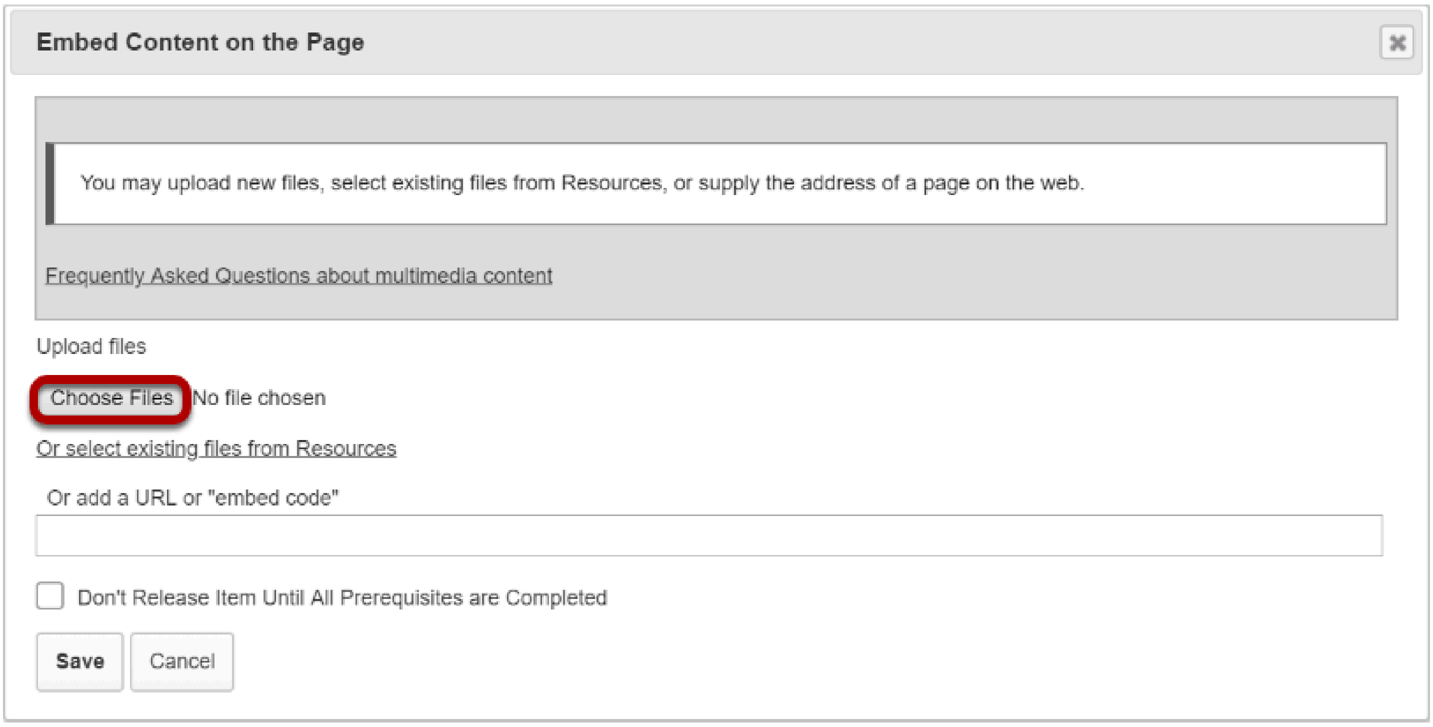
File upload: Click Add Content, then Embed content on page.



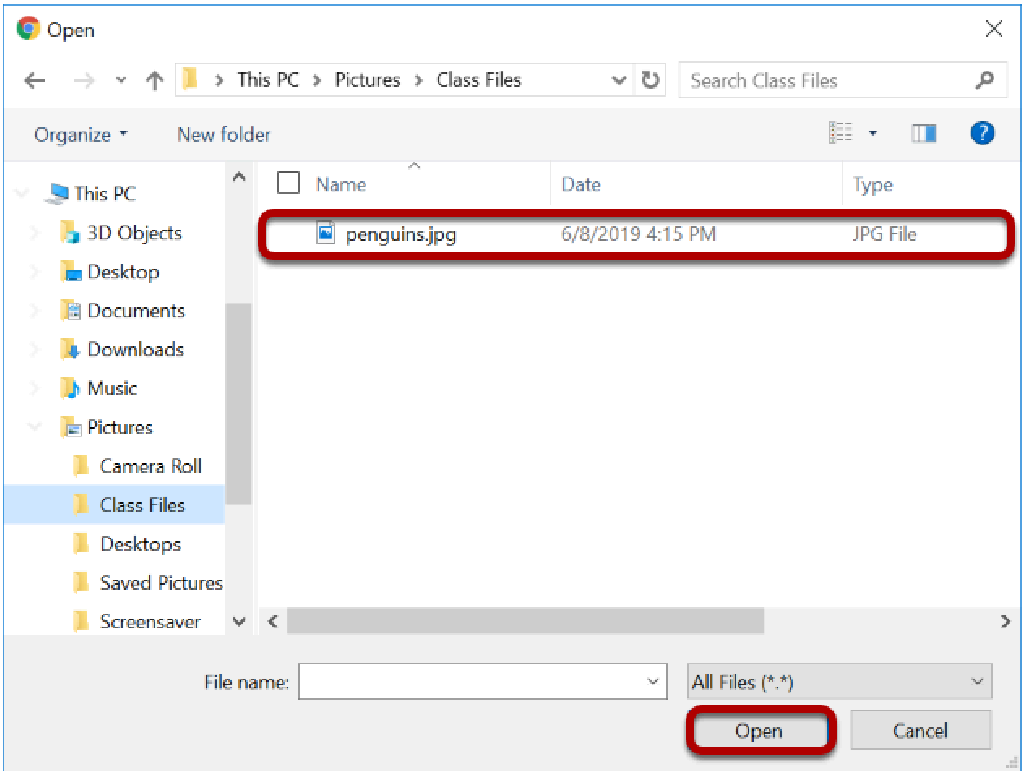
From the **Add Content** drop-down menu, select **Embed content on the page**. This displays the Embed Content dialog box.

Footer

Click Choose Files.



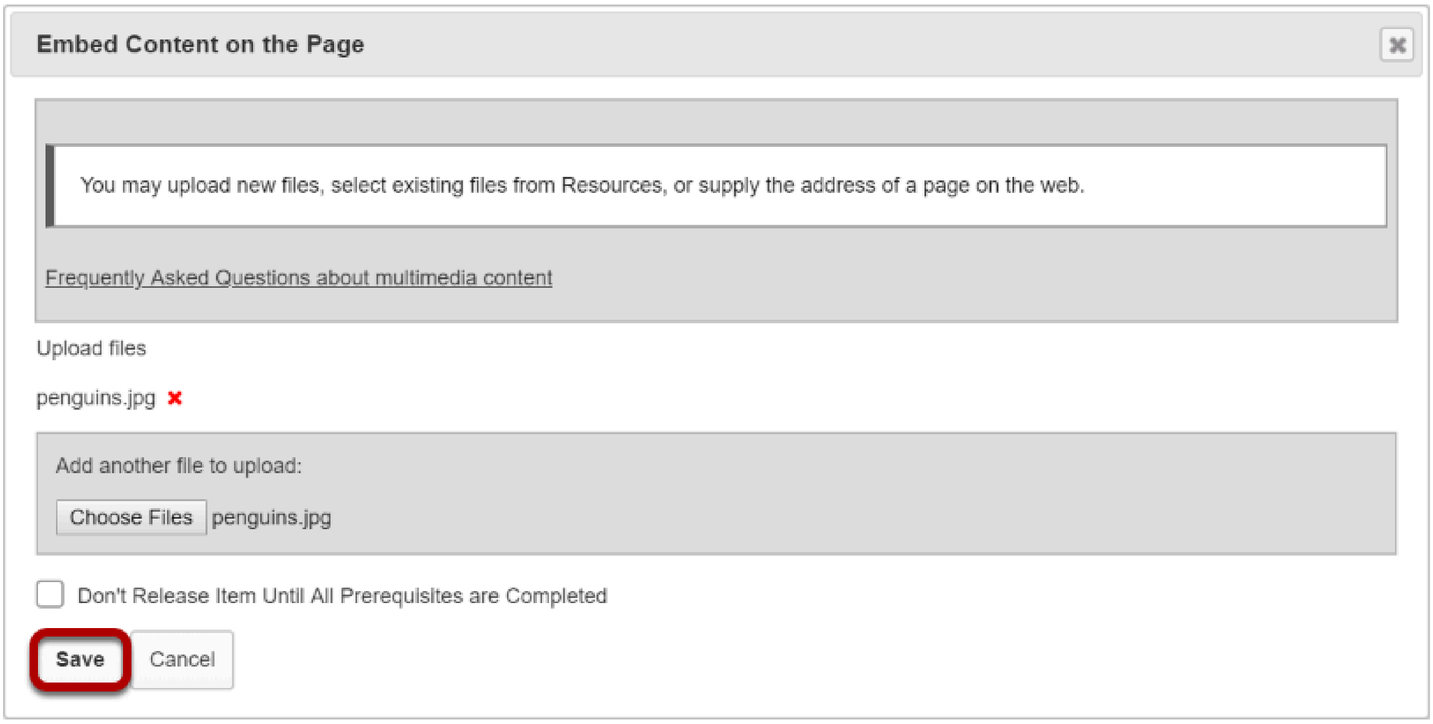
Locate and select the file on your computer.



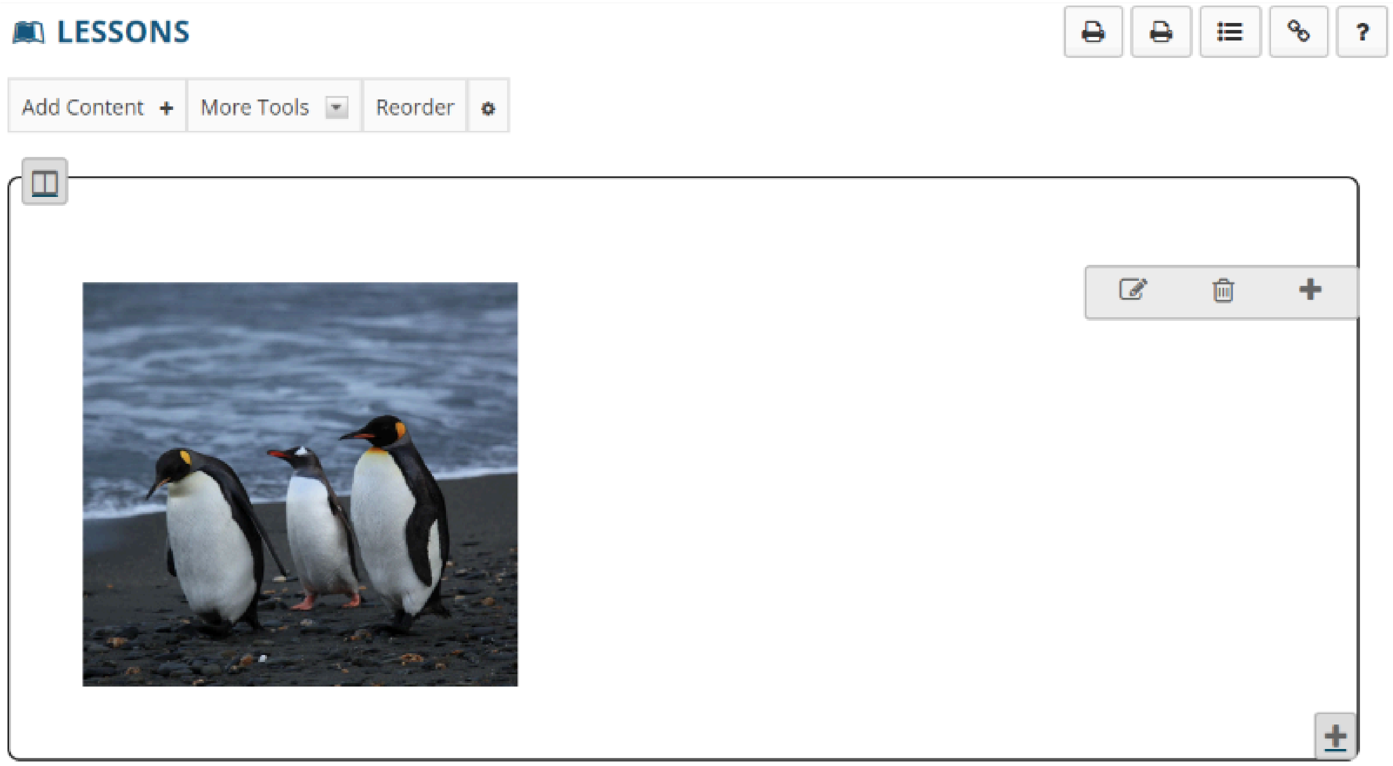
Click on the file you would like to upload to select it and then click **Open**.

Footer

Click Save.



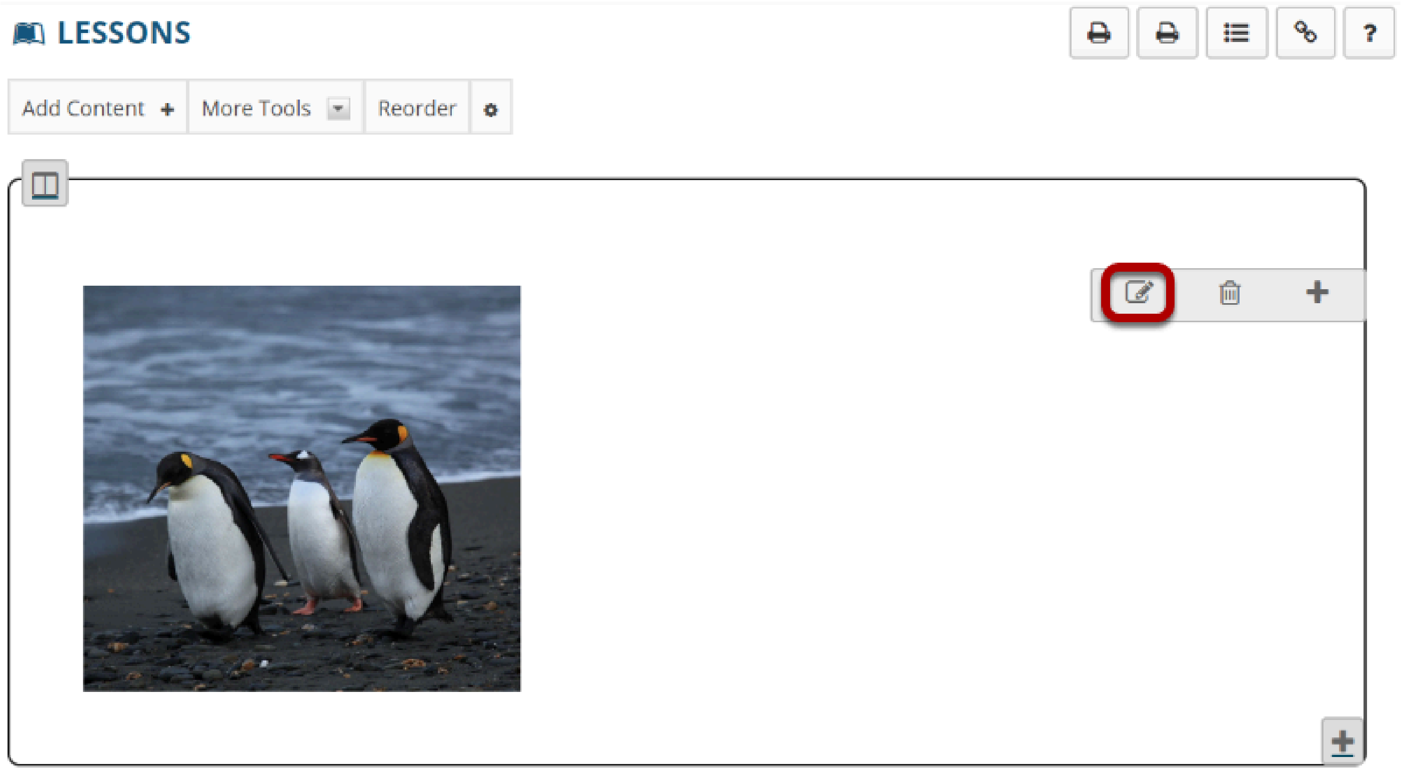
View embedded image.



After saving, you will return to the Lessons page with the image embedded.

Footer

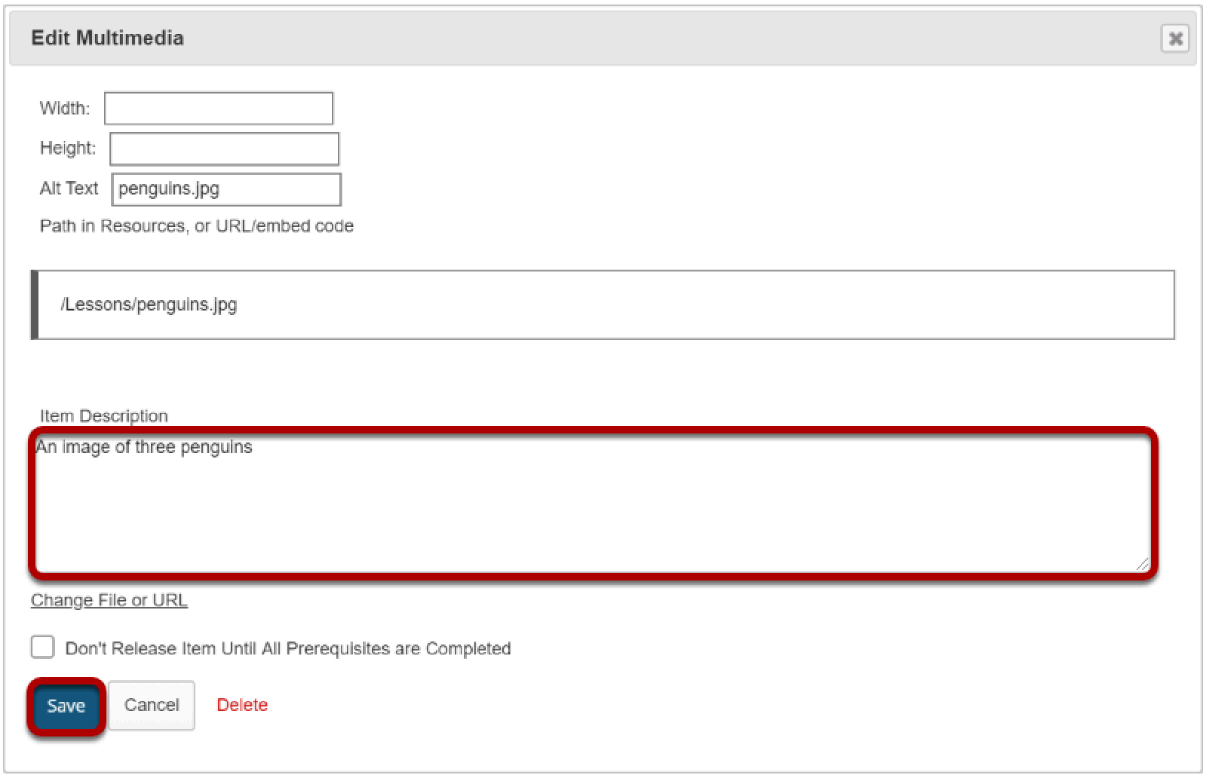
To add a description of the image, click on Edit.



This displays the Edit Multimedia dialog box.

Footer

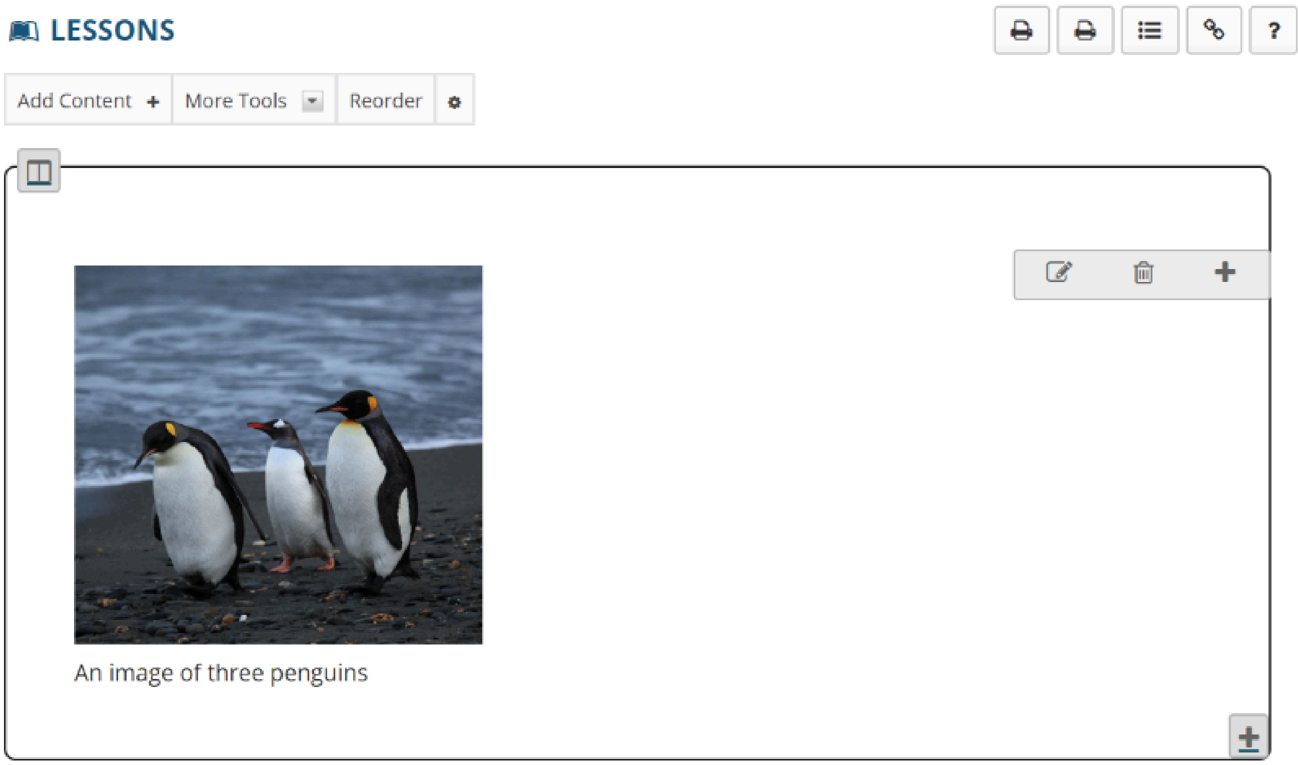
Add a description.



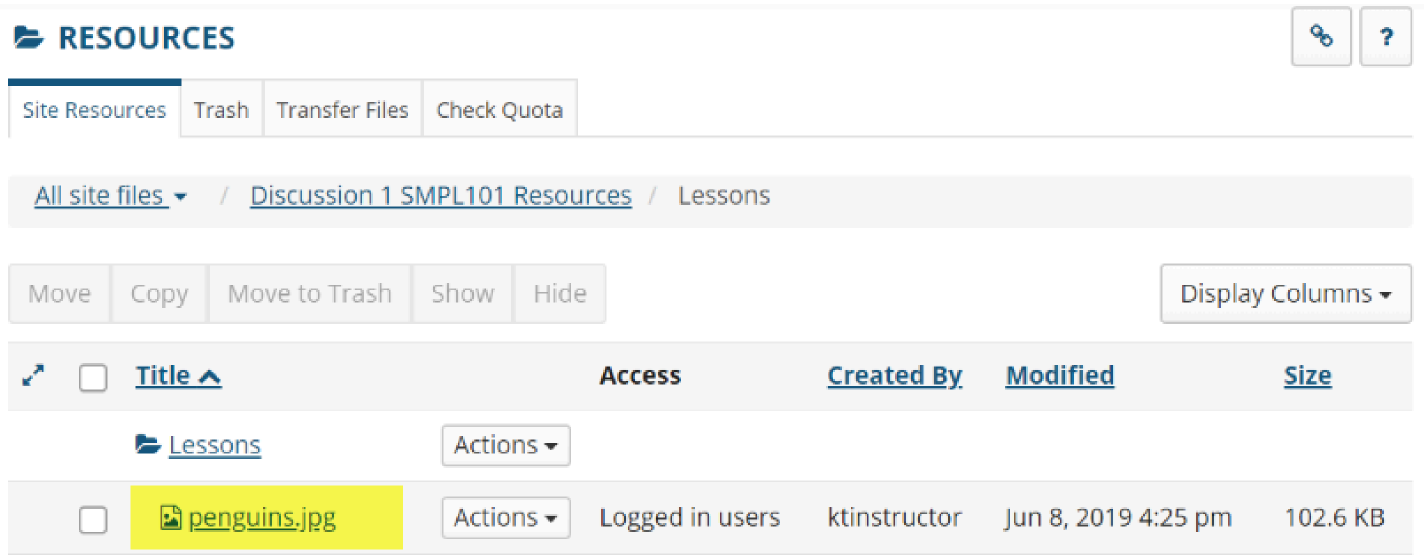
Enter a description in the **Item Description** text box and then click **Save**.

Footer

View image on page.



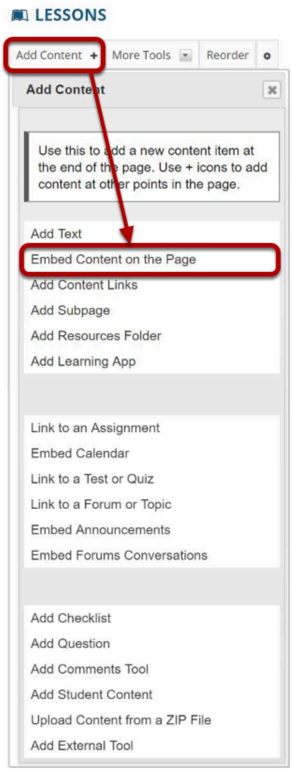
Notice the image file location in Resources.



Note that the image file was automatically uploaded to your Resources in a folder with the same name as the Lessons page.

Footer

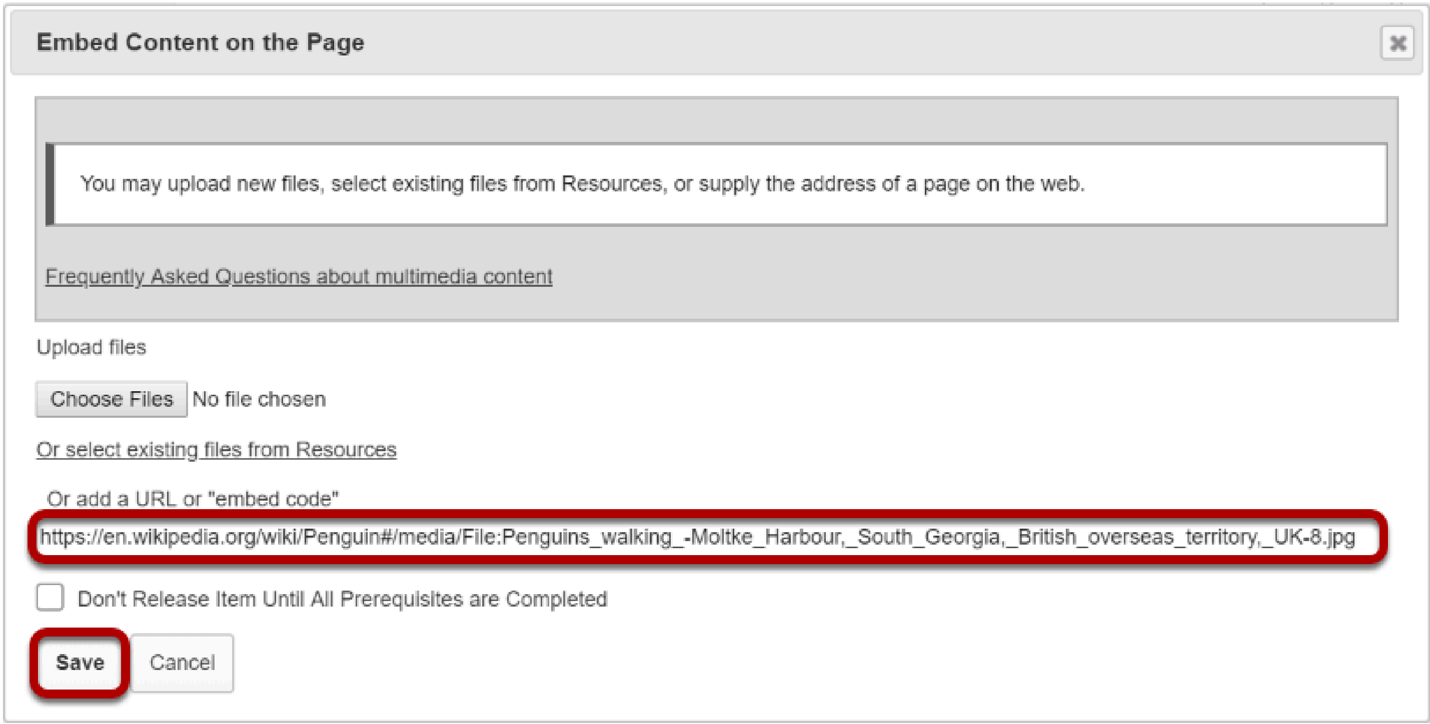
Linked image: Click Add Content, then Embed content on a page.



From the **Add Content** drop-down menu, select **Embed content on the page**. This displays the Embed Content dialog box.

Footer

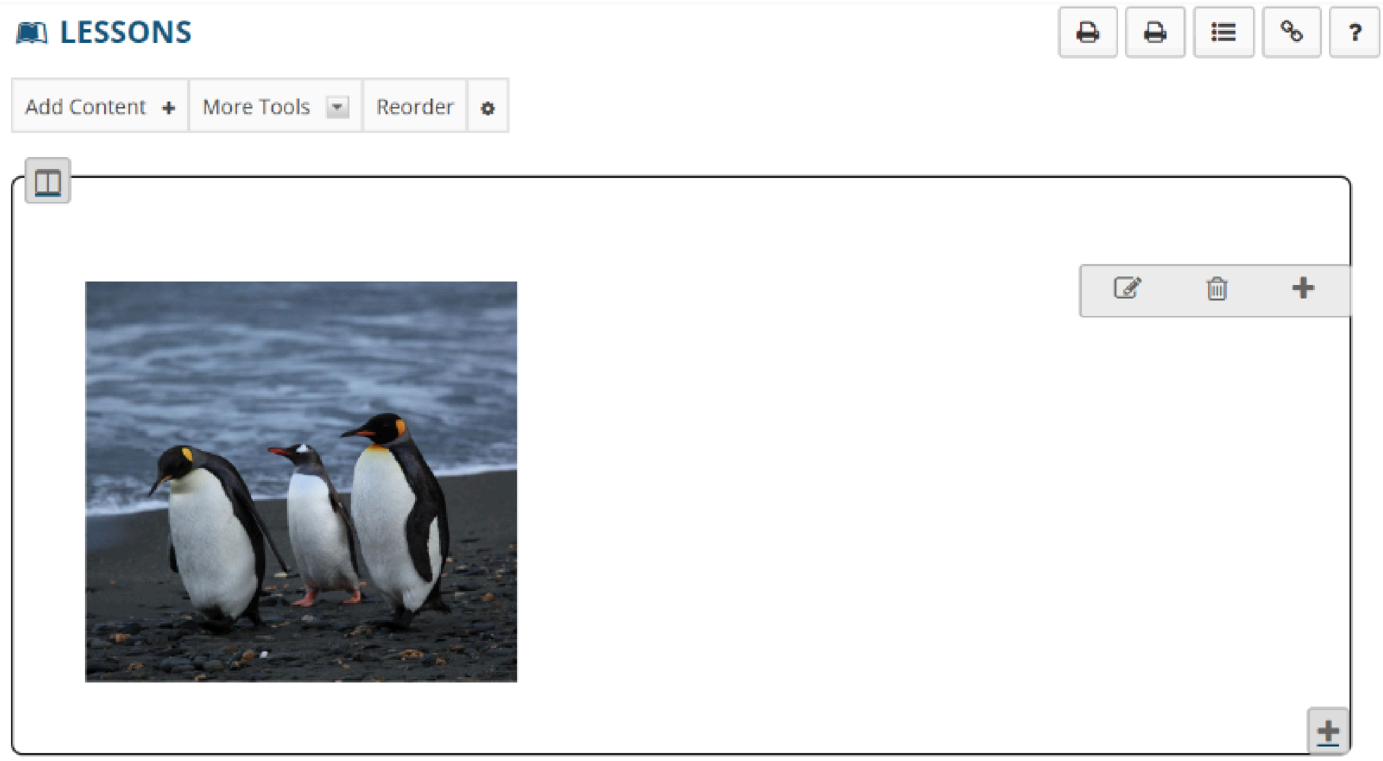
Enter a URL.



Paste the image URL in the **Or add a URL or "embed code"** box, and then click **Save**.

Footer

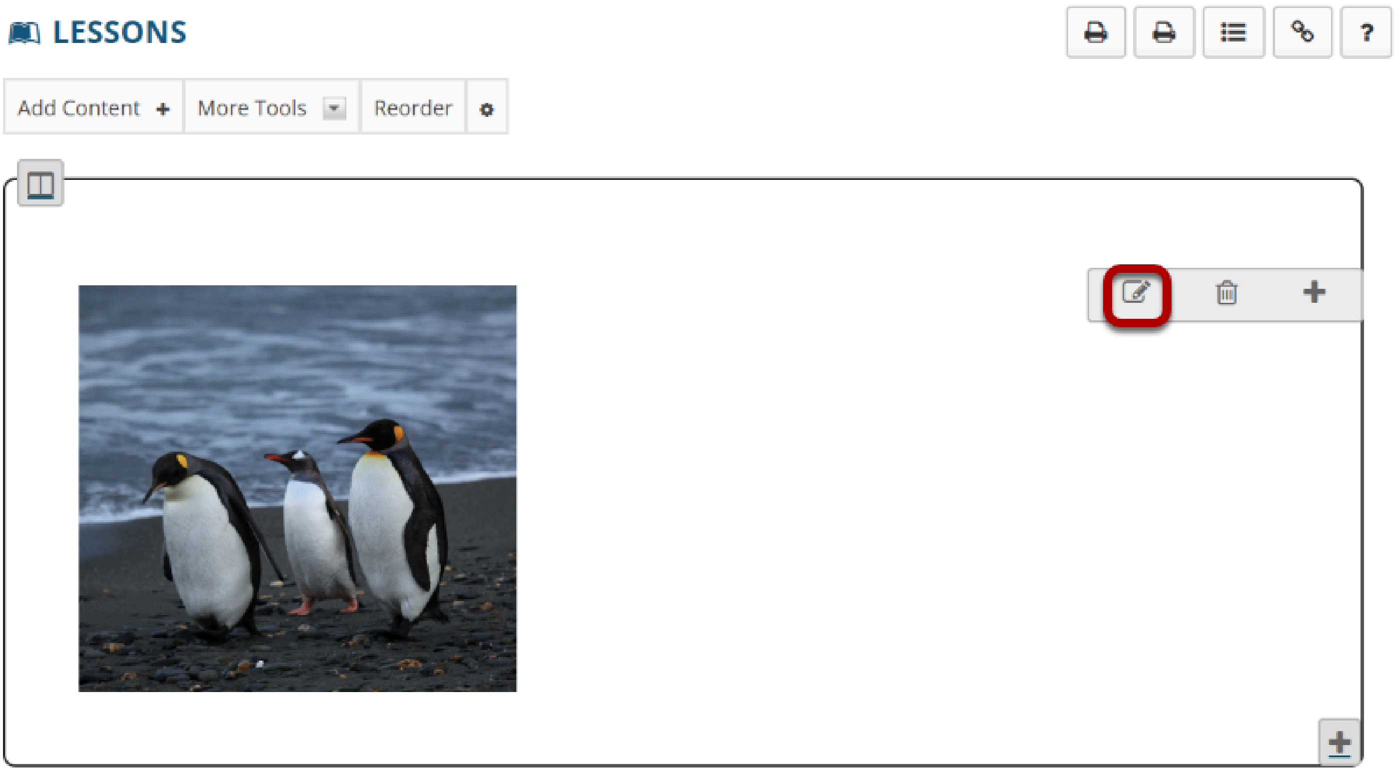
View embedded image.



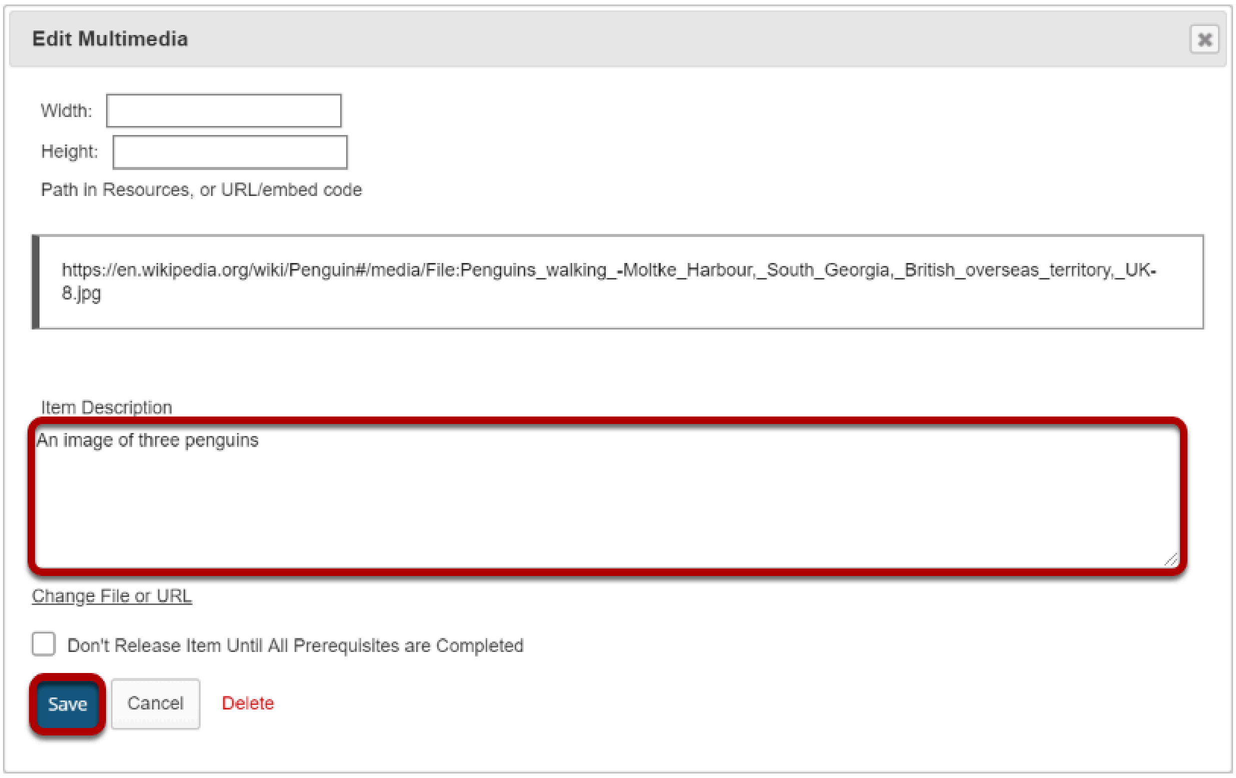
After saving, you will return to the Lessons page with the image embedded.

Footer

To add a description for the image, click Edit.



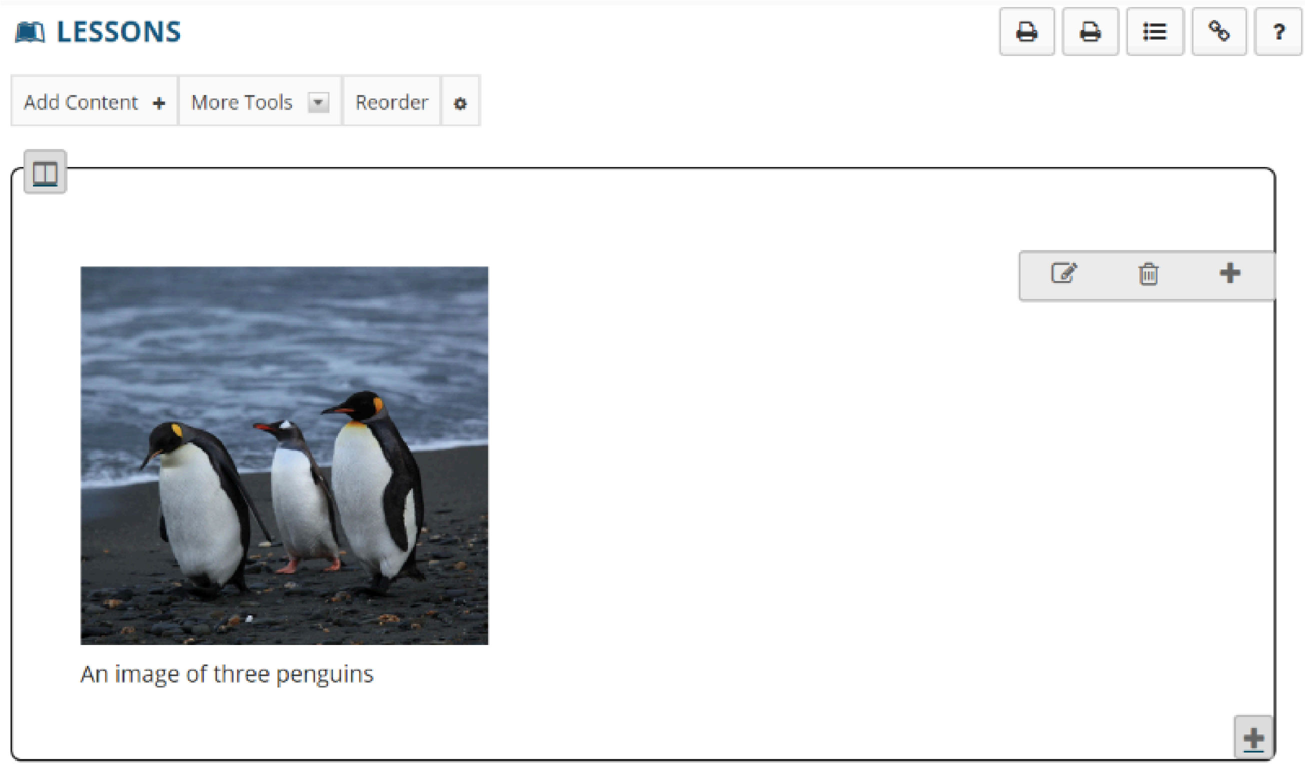
Add a description.



Footer

Enter a description in the **Item Description** text box and then click **Save**.

View image on page.

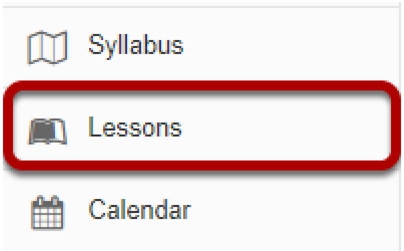


Footer

How do I embed a video from my computer on a Lessons page?

Instructors can add an embedded video at any point in a Lessons page. The embedded video described here is a video uploaded from the instructor's computer to the Lessons page. (See How do I embed a YouTube Video in a Lessons page? for directions on embedding a YouTube video.)

Go to Lessons.

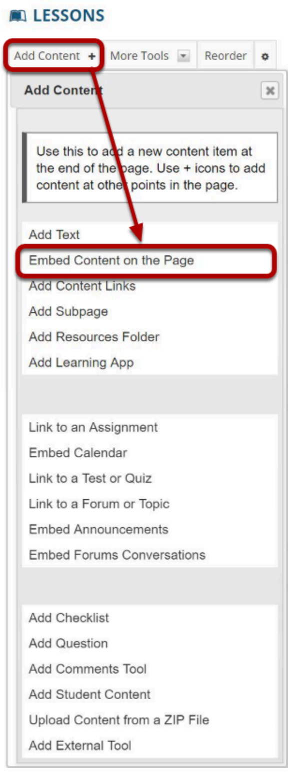


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

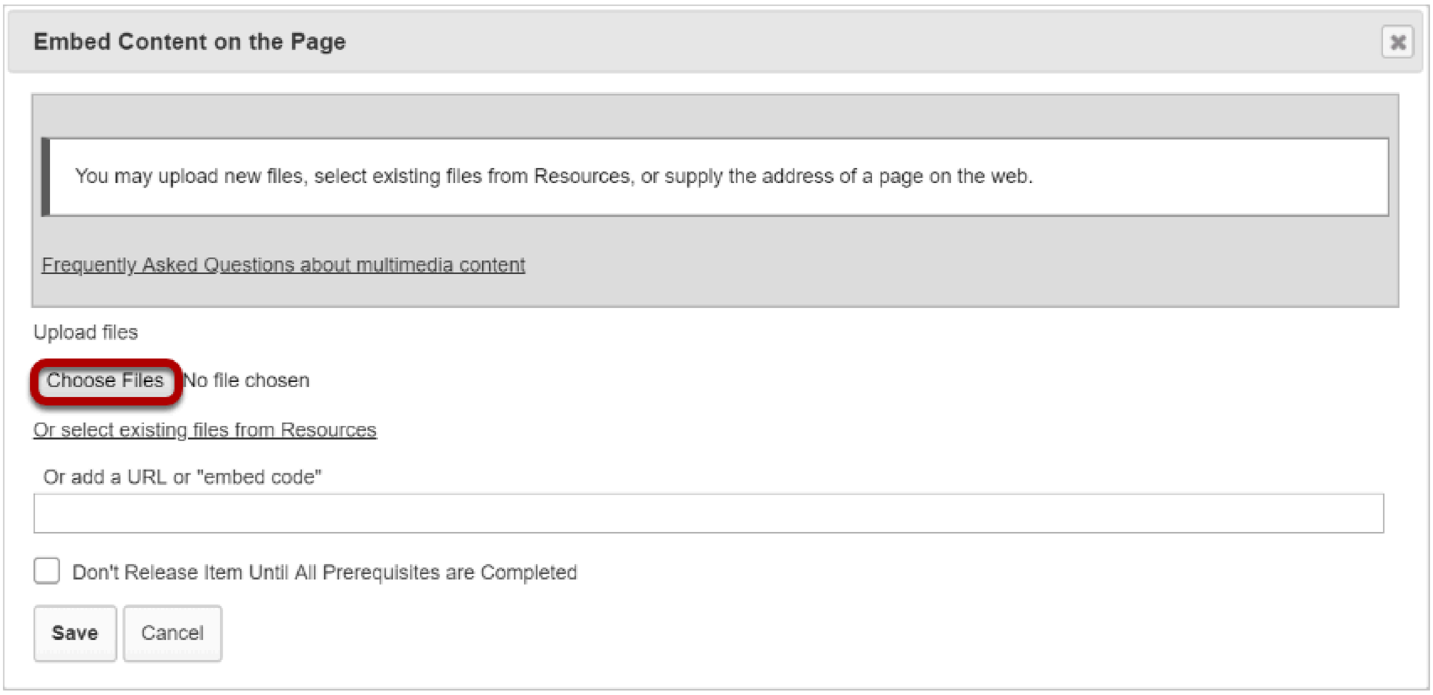
Click on Add Content, then Embed Content on the Page



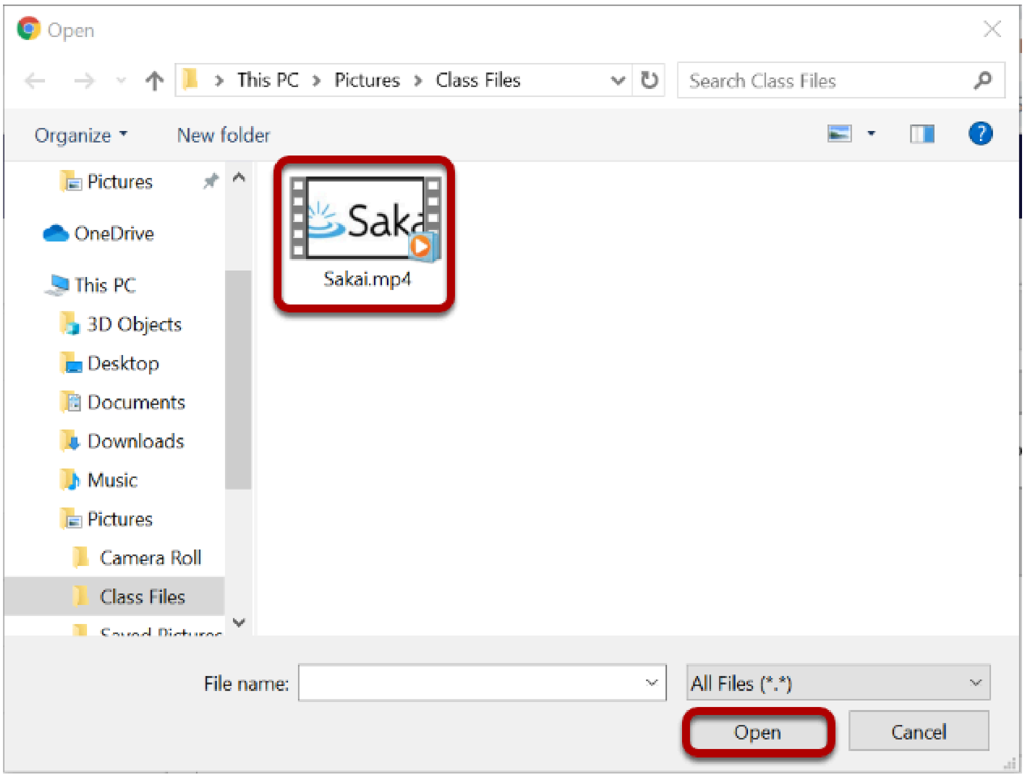
From the **Add Content** drop-down menu, select **Embed content on the page**. This displays the Embed Content dialog box.

Footer

Click Choose Files.



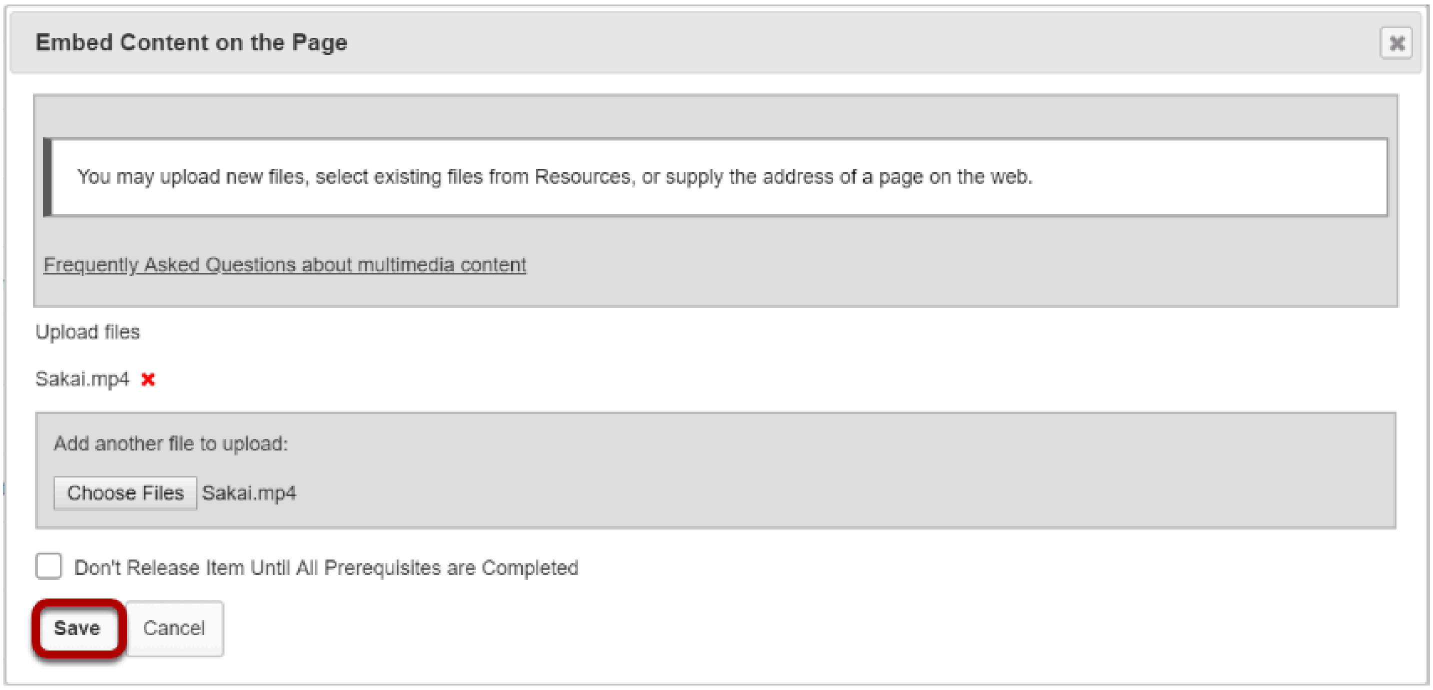
Locate and select the video file on your computer.



Click on the file you would like to upload to select it and then click **Open**.

Footer

Click Save.



View embedded video.

The Lessons page will display the embedded video.

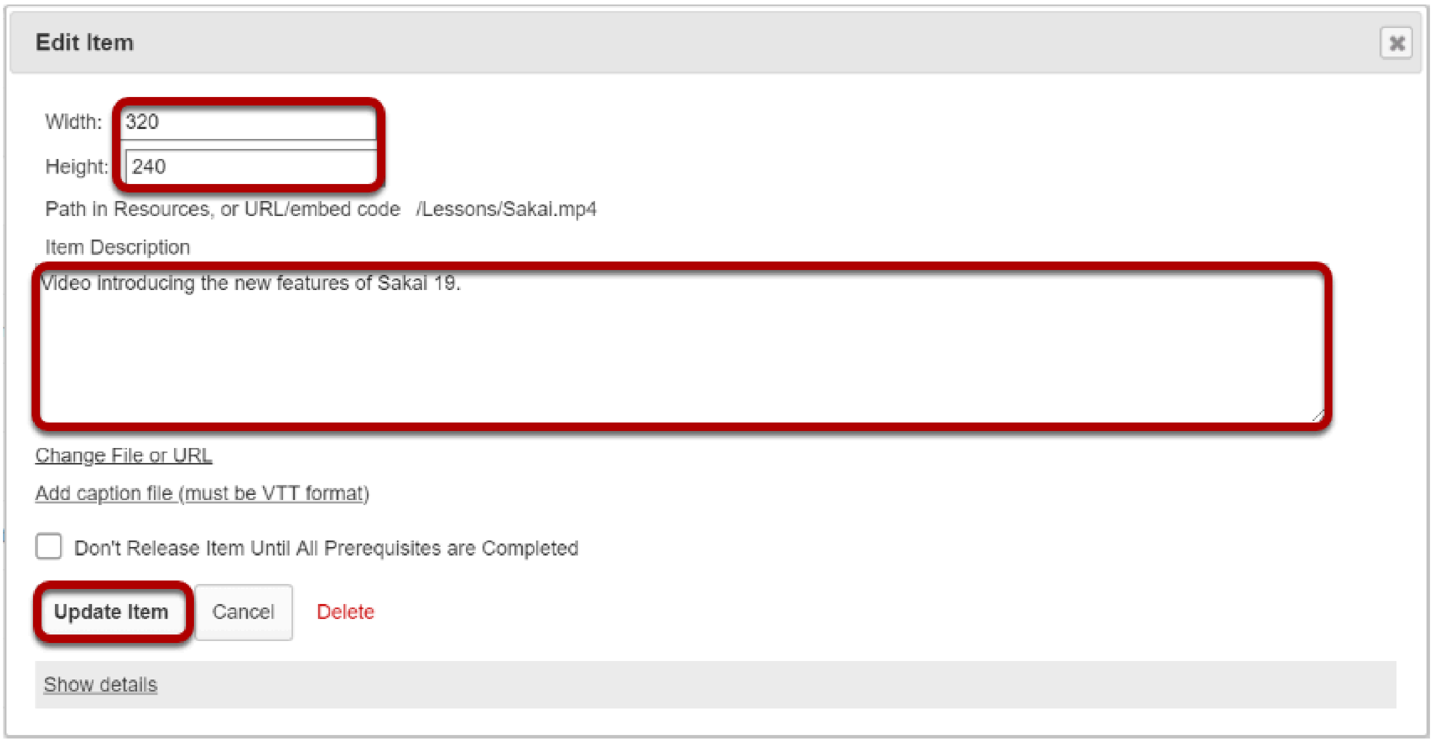
Footer

Click on Edit. (Optional)

This displays the **Edit Item** dialog box.

Footer

Add a description and/or adjust the video pixel size.

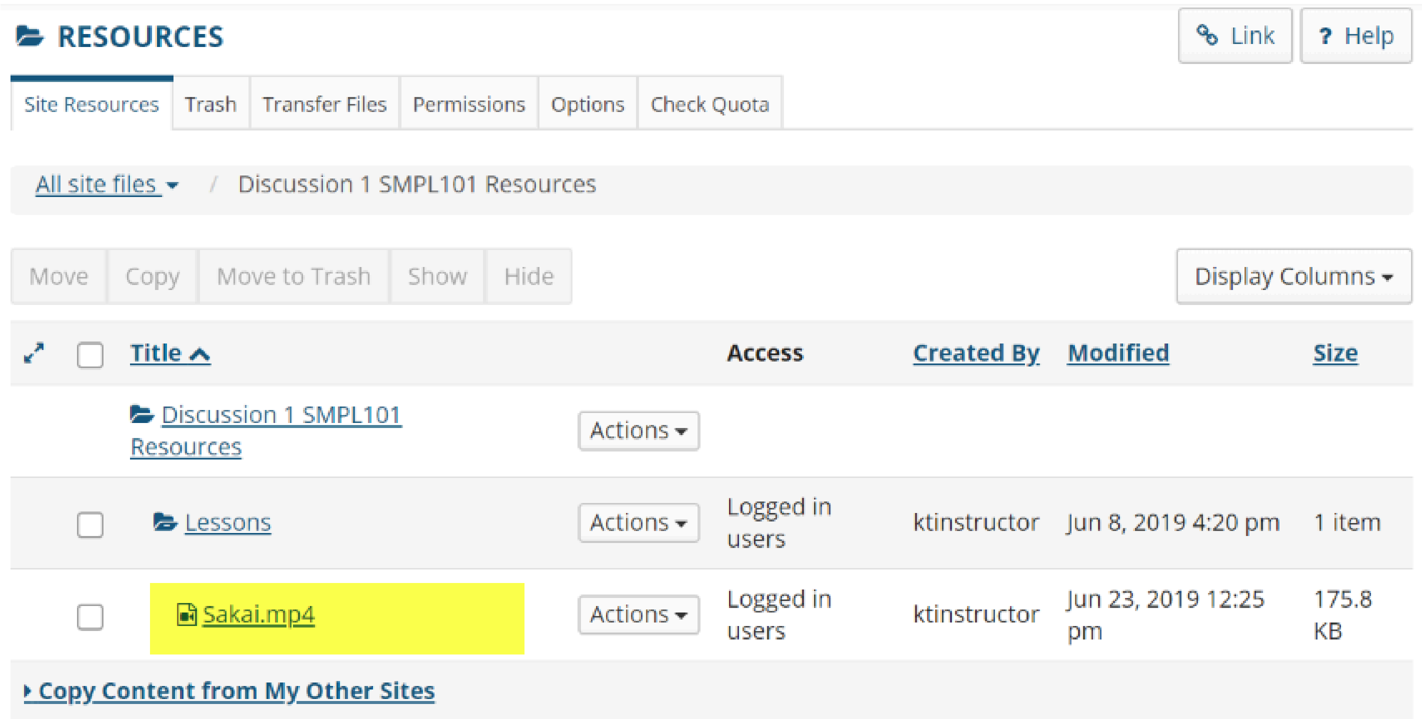


Enter the desired **Width** and **Height** for your video in number of pixels, and/or enter a description in the **Item Description** text box. Then, click **Update Item** to save your changes and return the display to the Lesson Page with the embedded video and description.

Footer

View updated item on the page.

Notice the video file location.



Footer

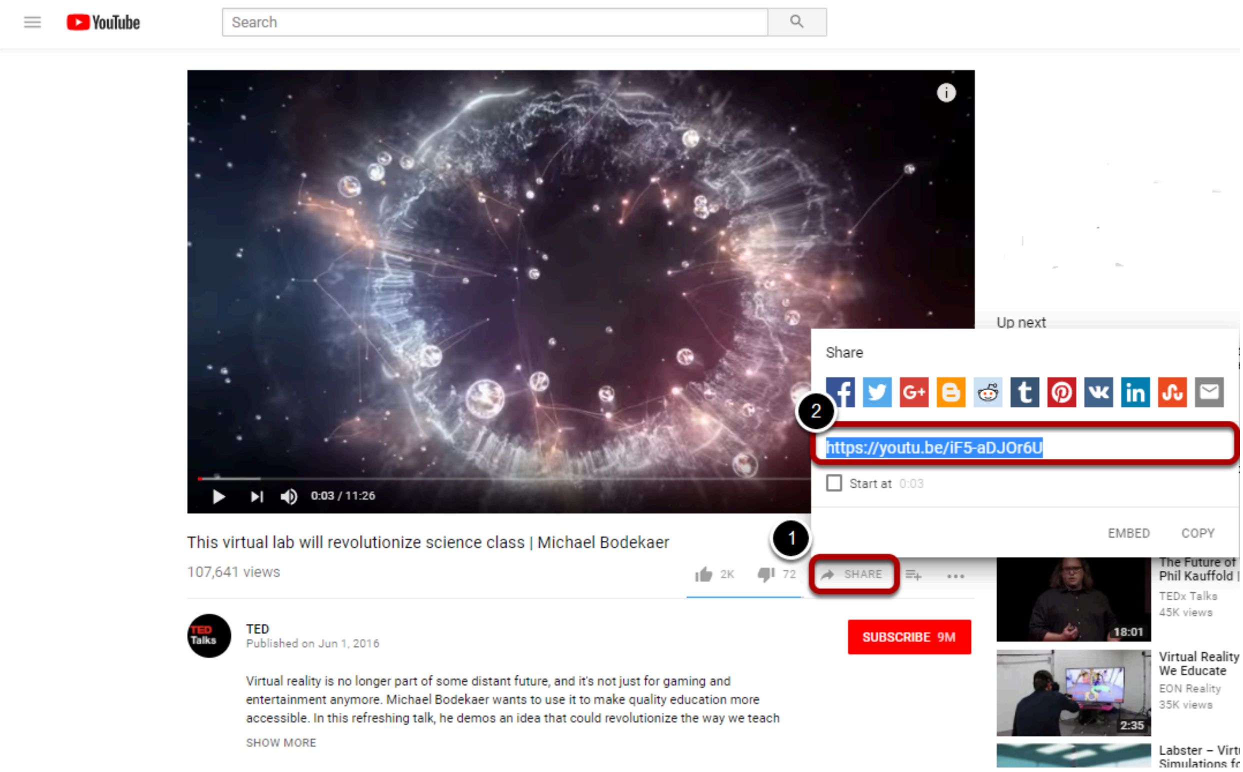
Note: The video will be uploaded to your Resources folder for that Lessons page. Uploaded videos are NOT streamed to the user. The larger the video file, the longer it will take the video to load on the Lessons page.

Footer

How do I embed a YouTube video on a Lessons Page?

A special feature of the Lessons tool allows Instructors to embed a YouTube video on a Lessons page without the need to copy the source code.

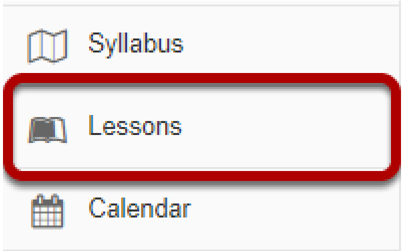
First locate and copy the YouTube video URL (not source code).



1. Click on the Share tab under the clip.
2. Copy the YouTube URL into the clipboard (CTRL+C for PC or CMD+C for Mac).

Footer

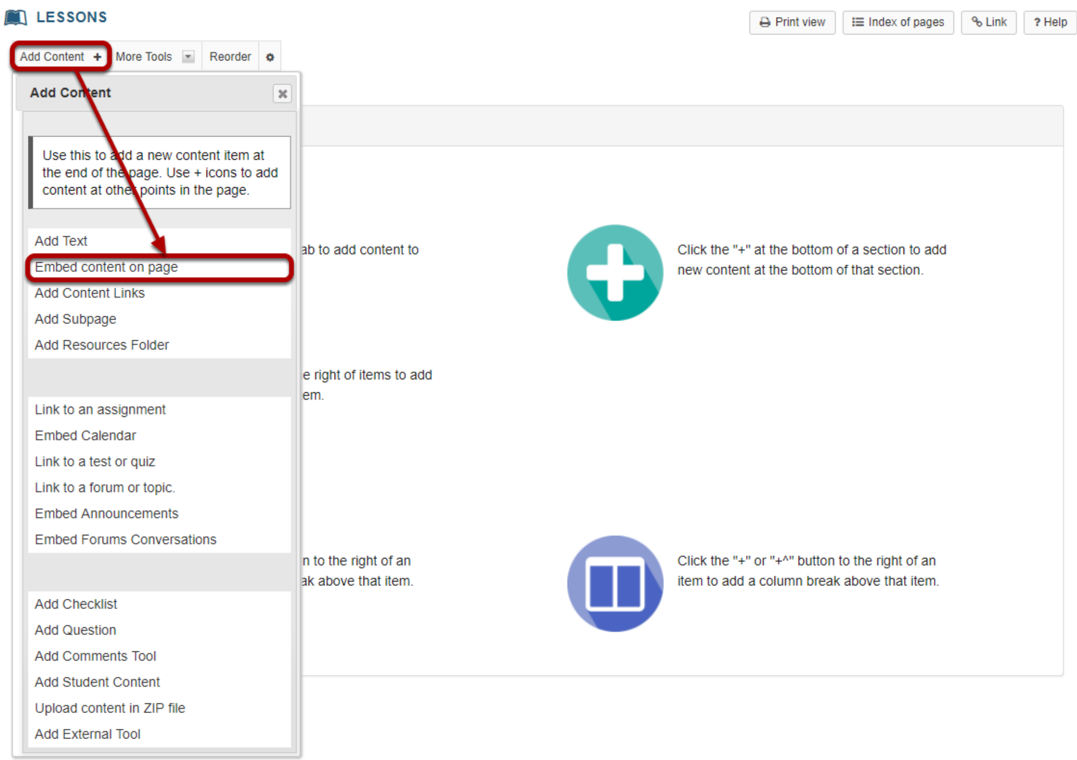
Go to Lessons.



Click on the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

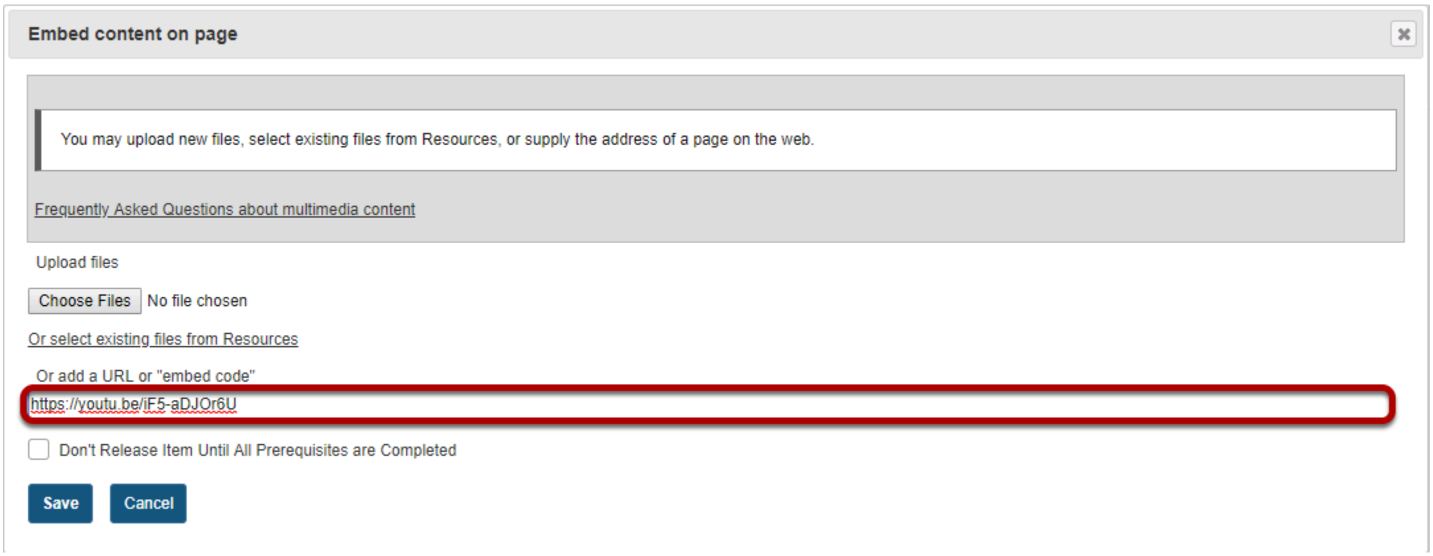
Click on Add Content, then Embed Content on Page.



From the **Add Content** drop-down menu, select **Embed content on page**. This displays the Embed Content dialog box.

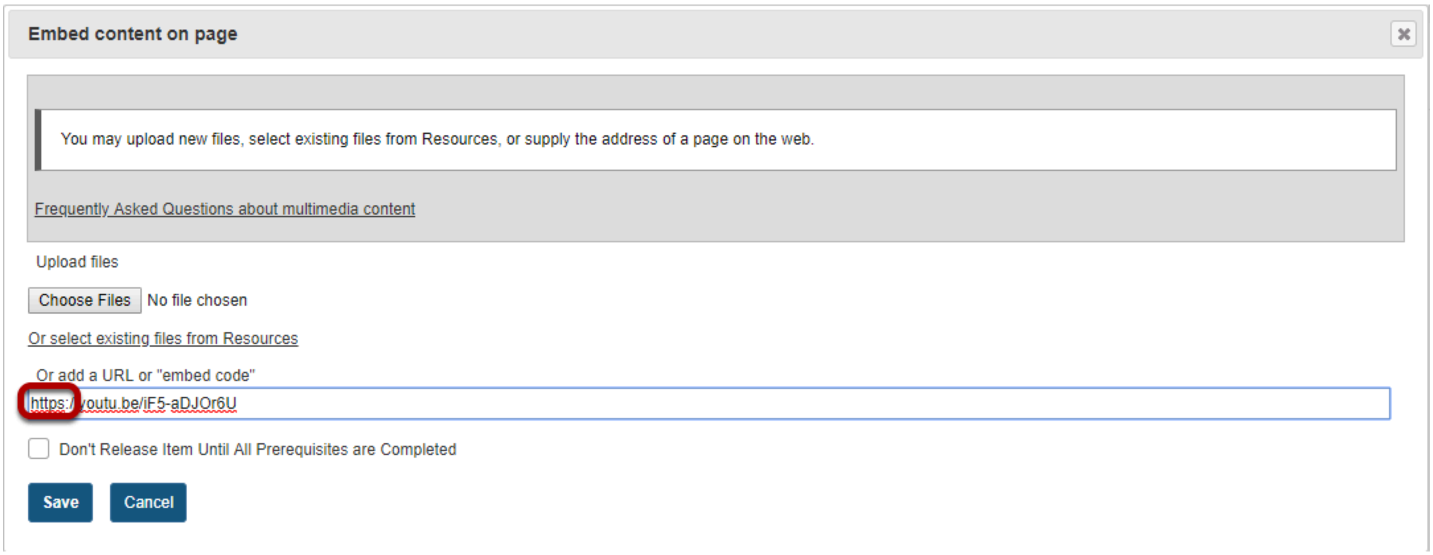
Footer

Paste the URL.



Paste the YouTube URL into the box marked **Or add a URL or "embed code"**.

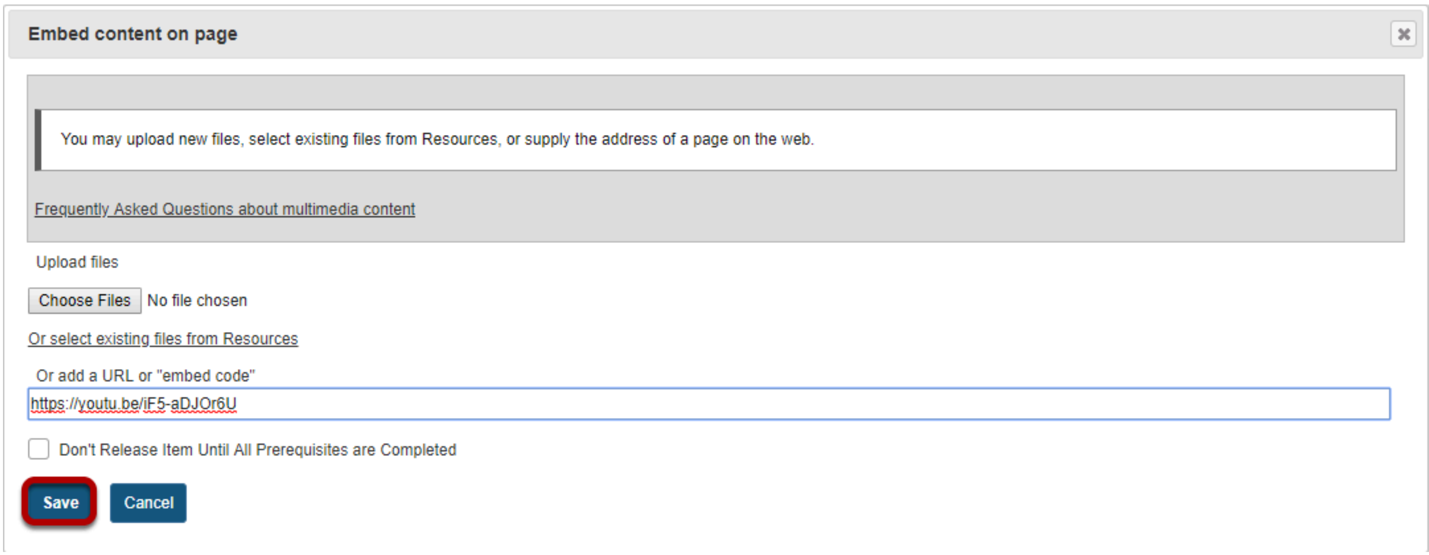
Change "http" to "https". (Optional)



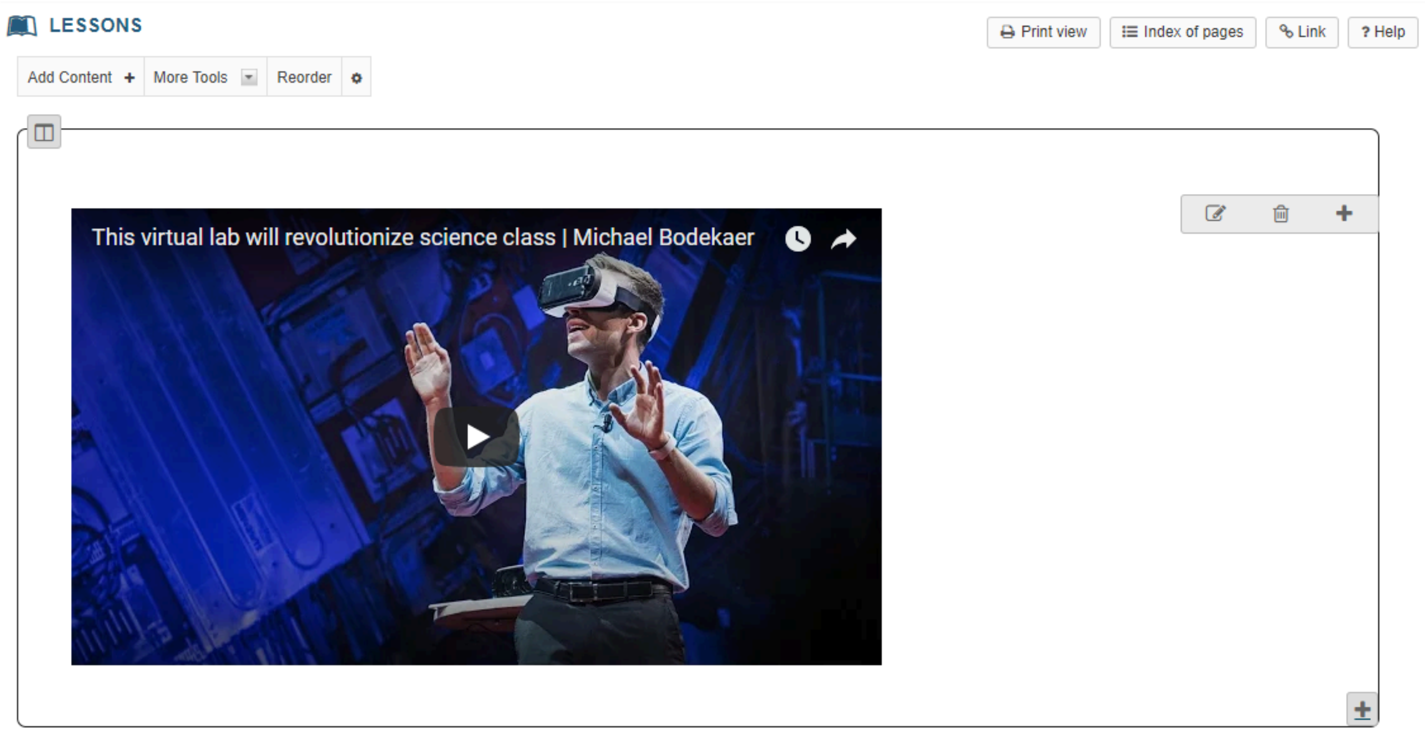
Tip: Before clicking Save, you might need to change "http" to "https" as some browsers (Firefox) do not display "http" links.

Footer

Click Save.

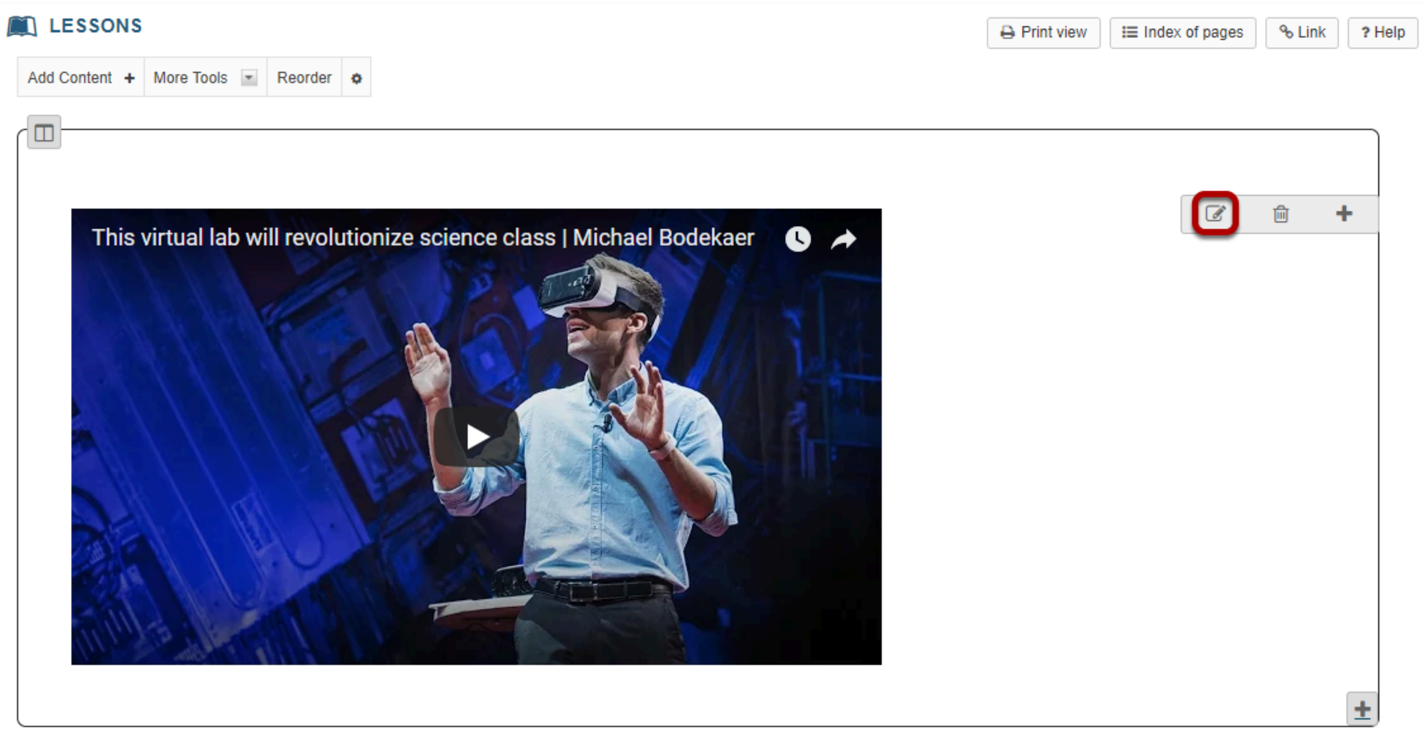


View embedded video on page.



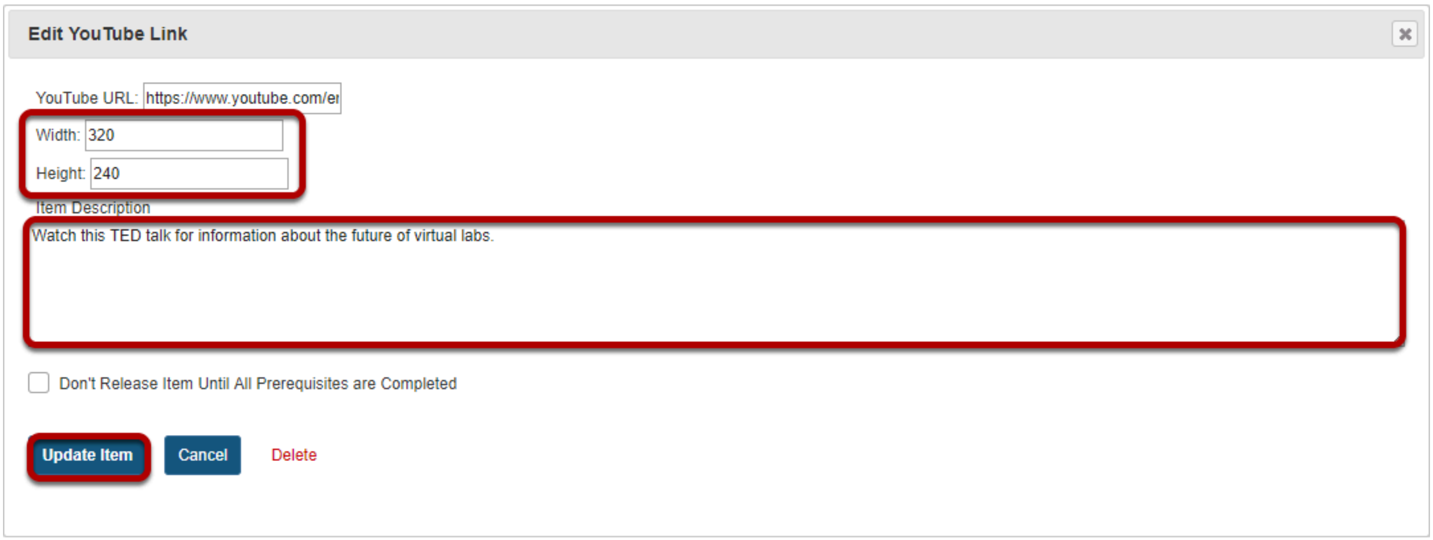
Footer

Click on Edit. (Optional)



This displays the **Edit Embed Content** dialog box.

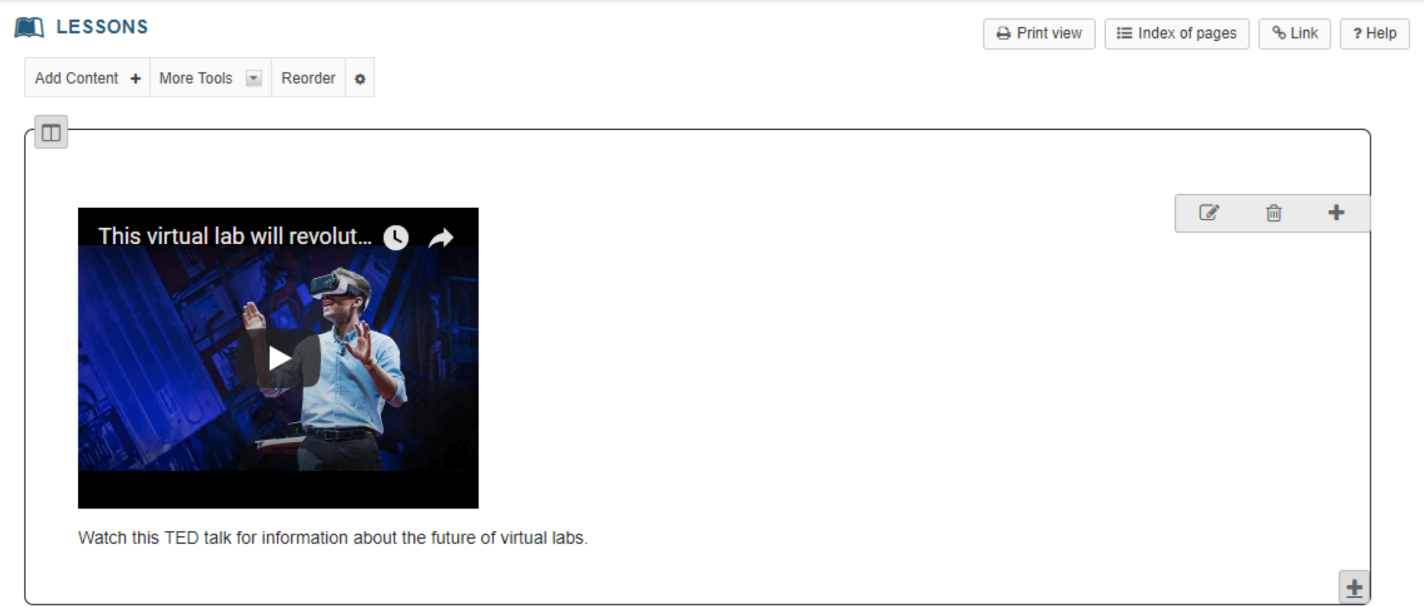
Add a description and/or adjust the video pixel size.



Enter the desired **Width** and **Height** for your video in number of pixels or percent of screen, and/or enter a description in the **Item Description** text box. Then, click **Update item** to save your changes and return the display to the Lesson Page with the embedded video and description.

Footer

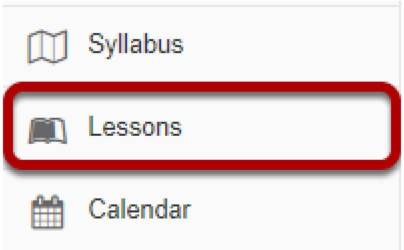
View updated video on page.



How do I embed an audio file on a Lessons page?

Instructors can add an embedded audio at any point in a Lessons Page.

Go to Lessons.

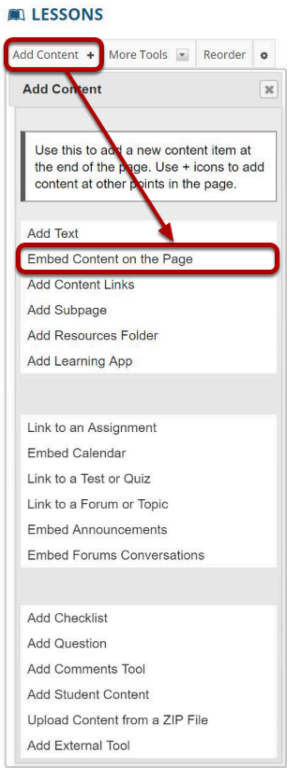


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

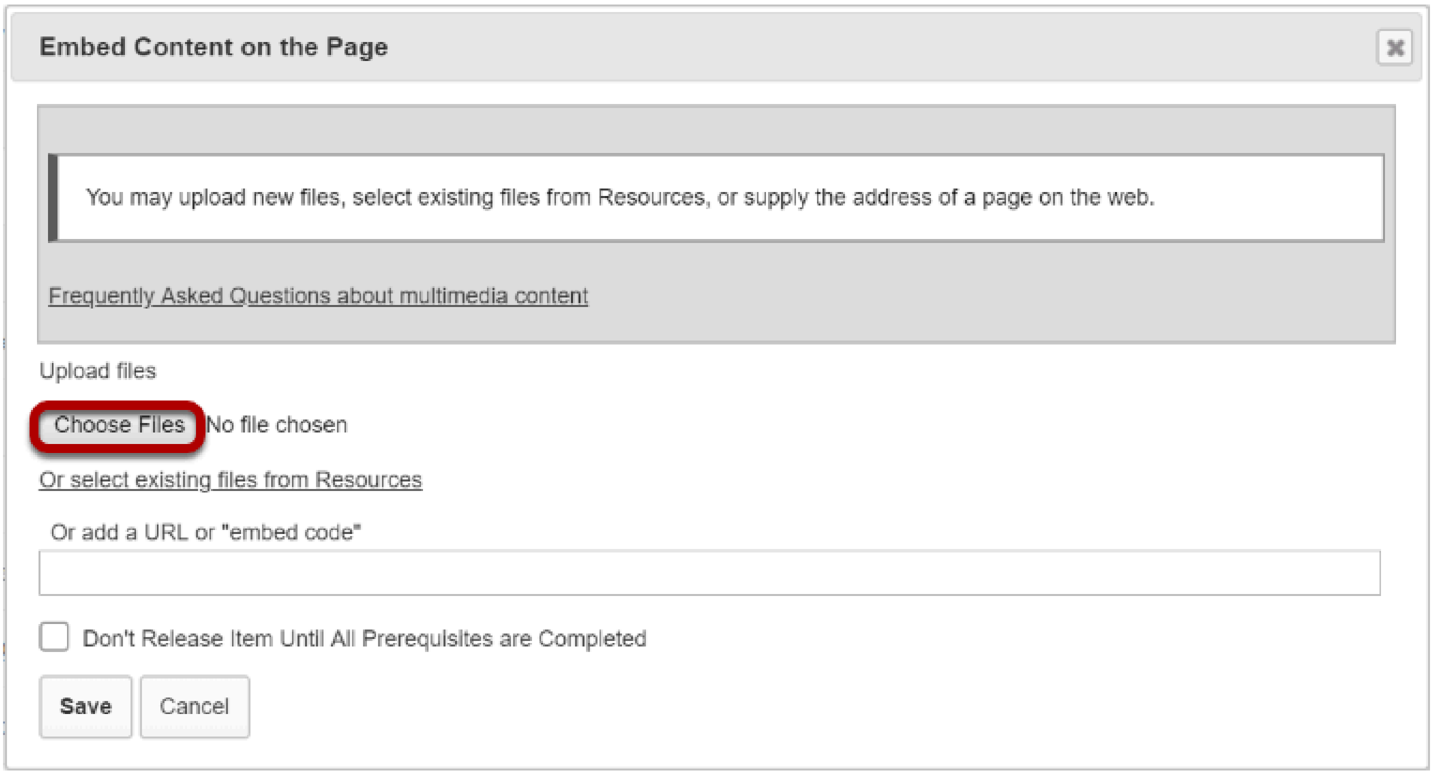
Click Add Content, then Embed Content on the Page.



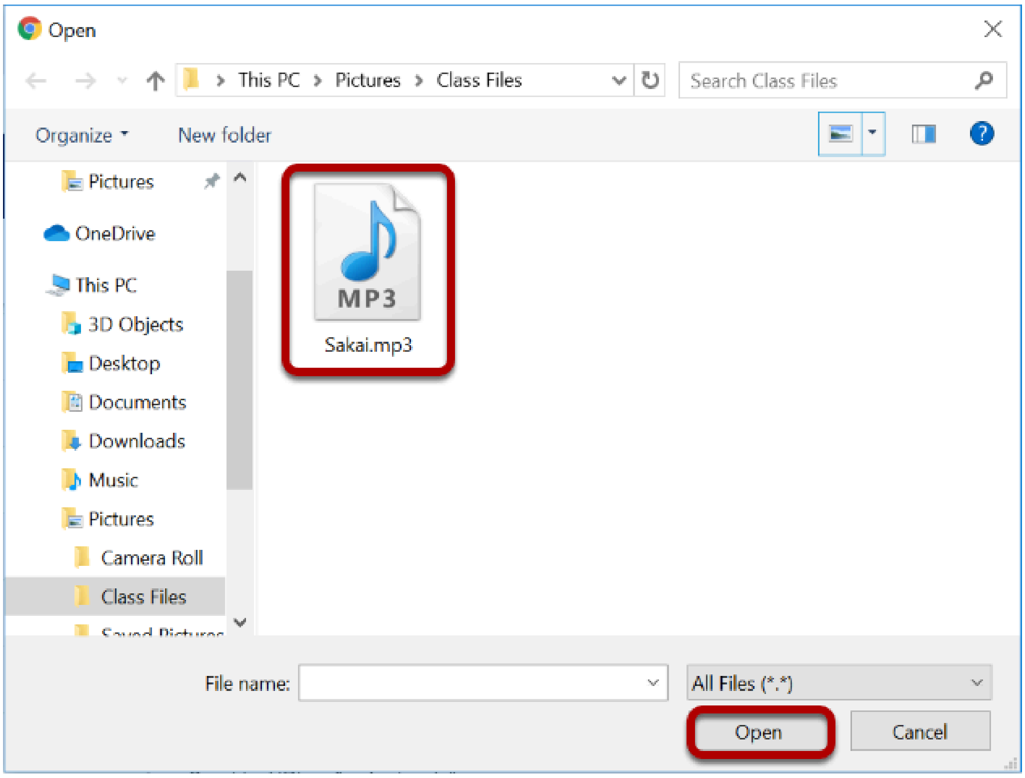
From the **Add Content** drop-down menu, select **Embed content on the page**.

Footer

Click Choose Files.

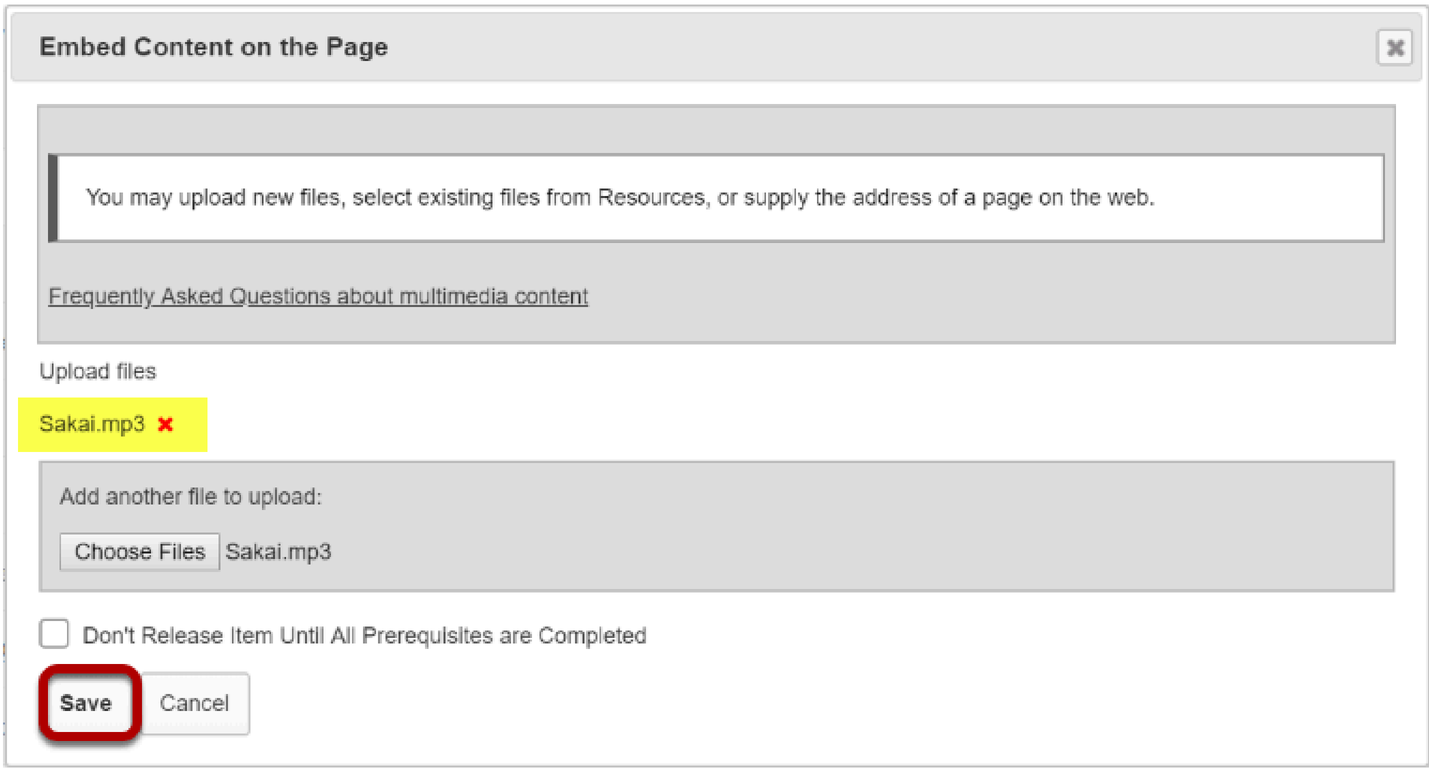


Locate the audio file, select it and click Open.



Footer

Click Save.



Note: The file you have selected will appear listed above the Choose Files button.

View embedded audio.

The audio file will display embedded on the page.

Footer

Click Edit. (Optional)

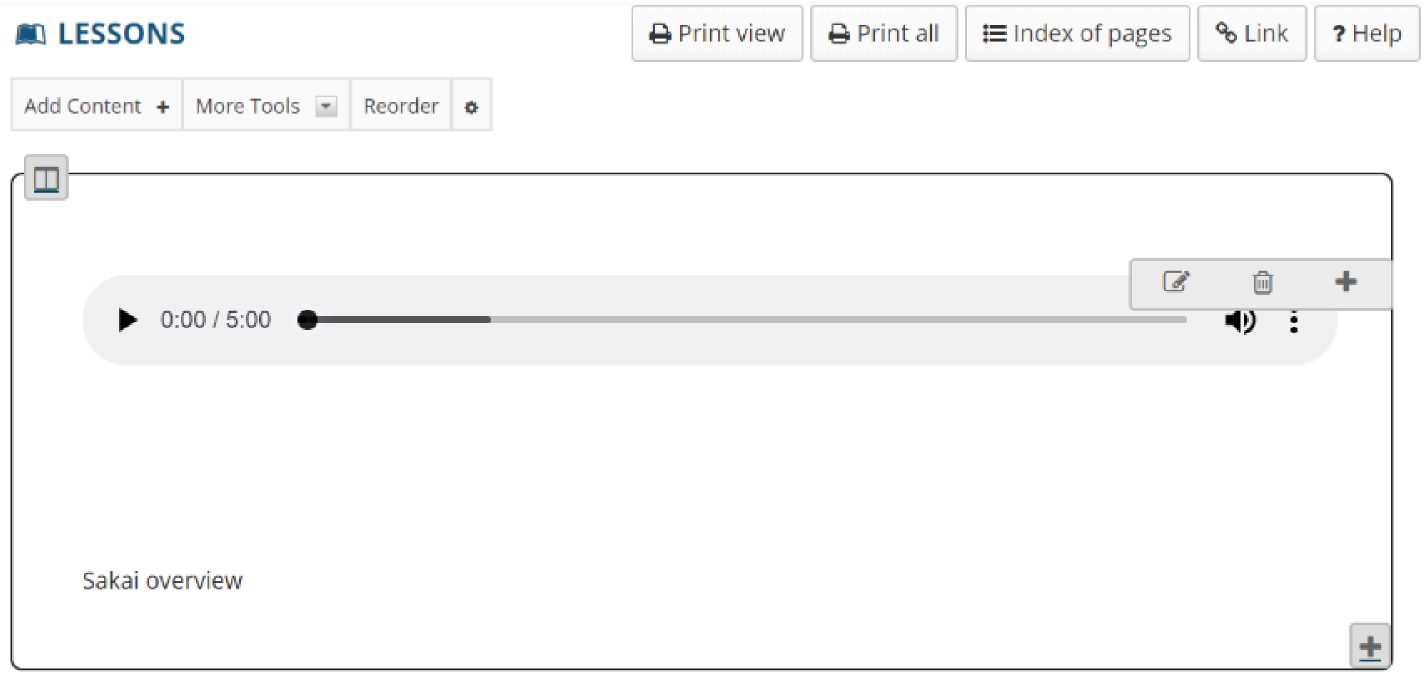
To add a description of the audio file, click on **Edit**.

Add a description.

Add a description of the audio file, then click **Update Item**.

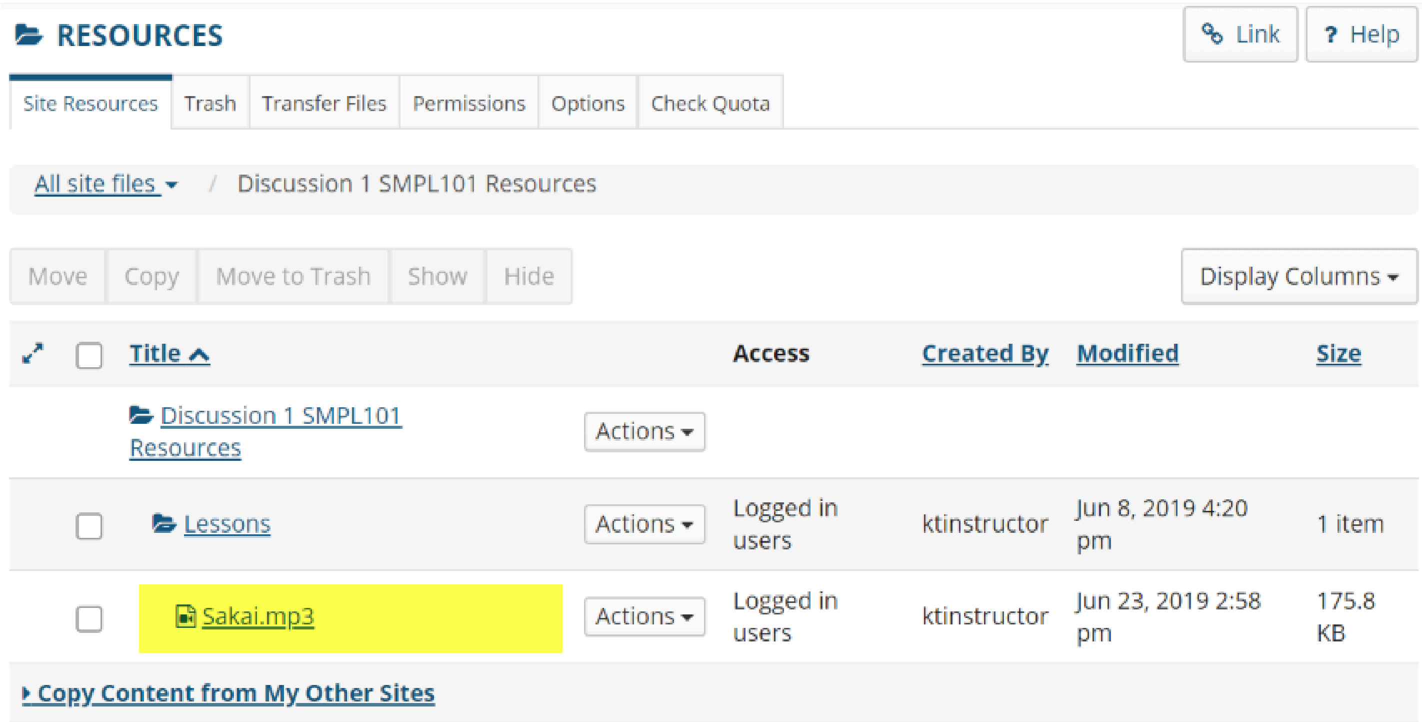
Footer

View updated item.



This returns the display to the Lessons page with the embedded audio and its description.

Notice the file location in Resources.



Footer

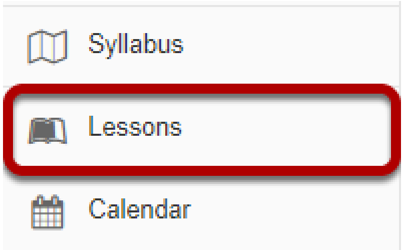
Note: The audio file is not streamed to the user. The larger the audio file, the longer it will take for the audio file to load on the Lessons page.

Footer

How do I add a website link to a Lessons page?

Instructors can add links to Internet websites on a Lessons page.

Go to Lessons.

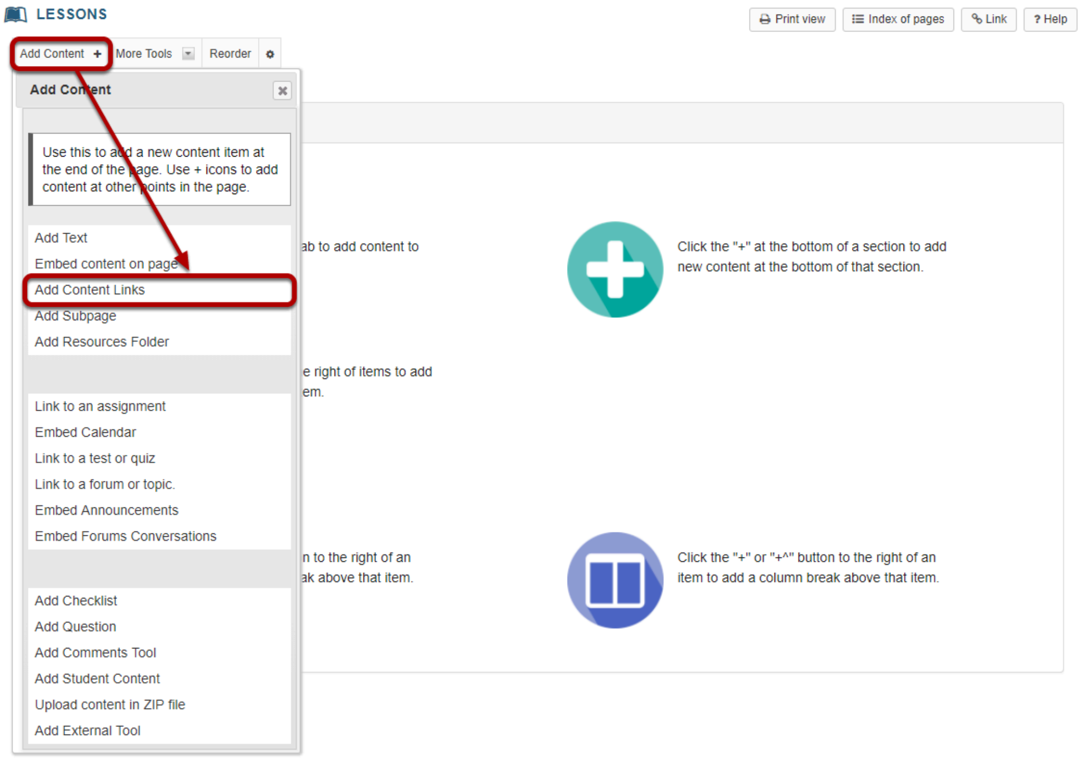


Click on the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

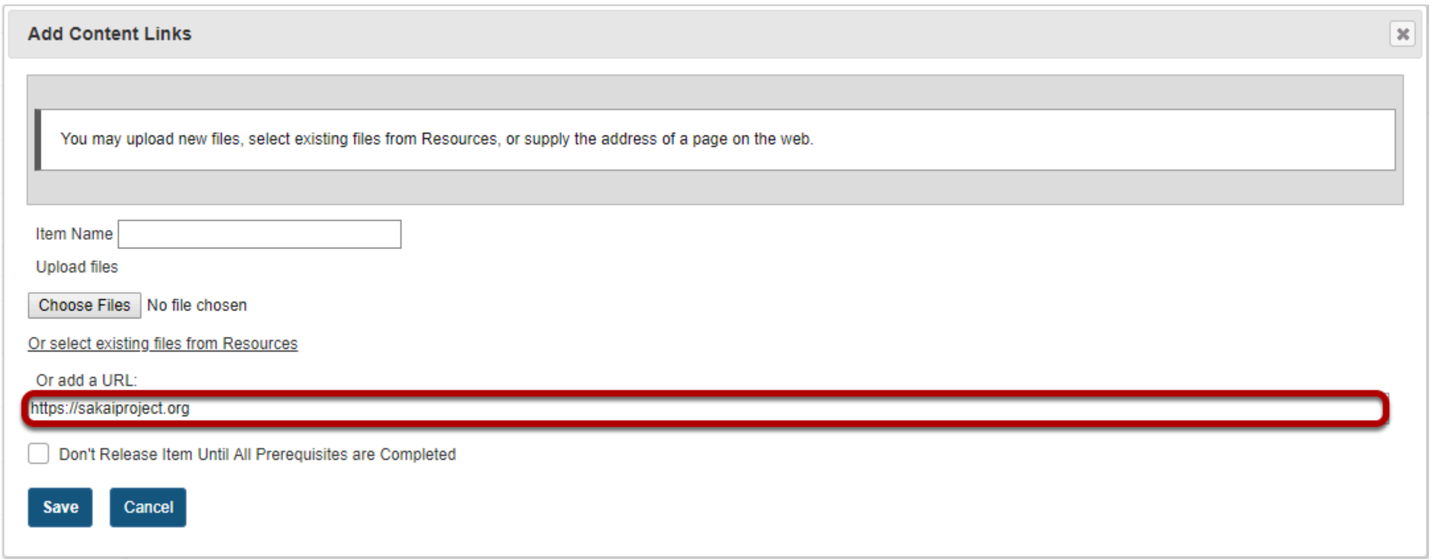
Footer

Click Add Content, then Add Content Links.



From the **Add Content** drop-down menu, select **Add Content Links**.

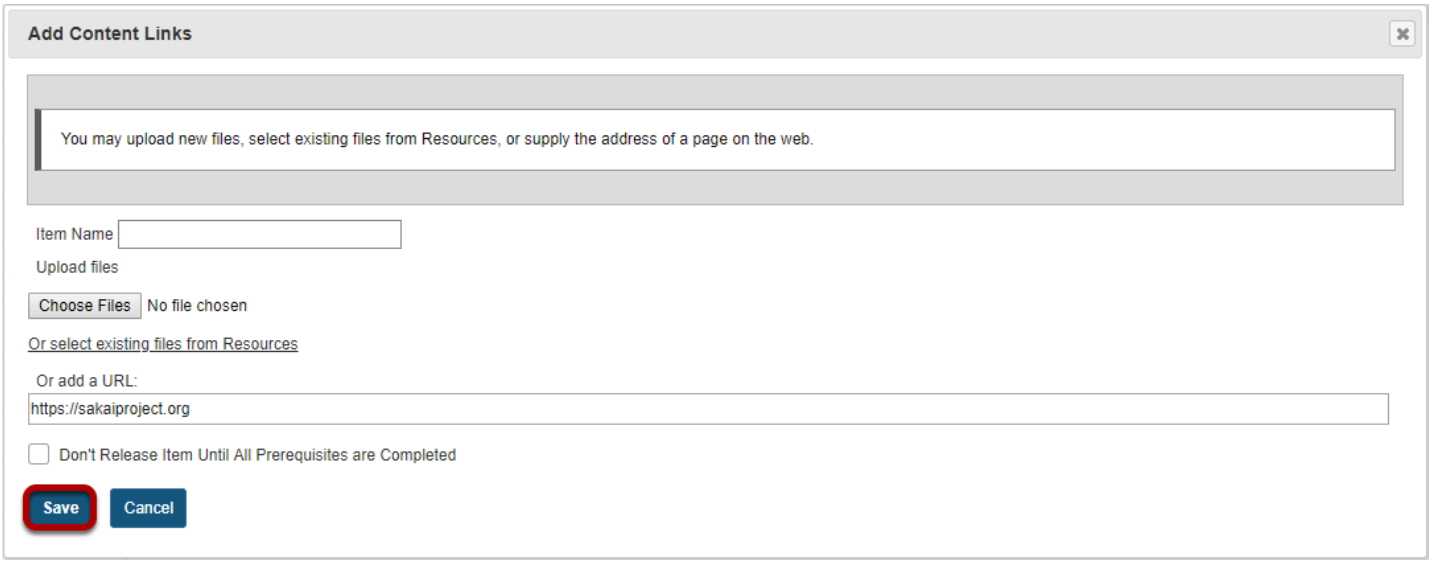
Enter the web address.



Type (or copy and paste) the web address for the website in the text box labeled **Or add a URL**.

Footer

Click Save.



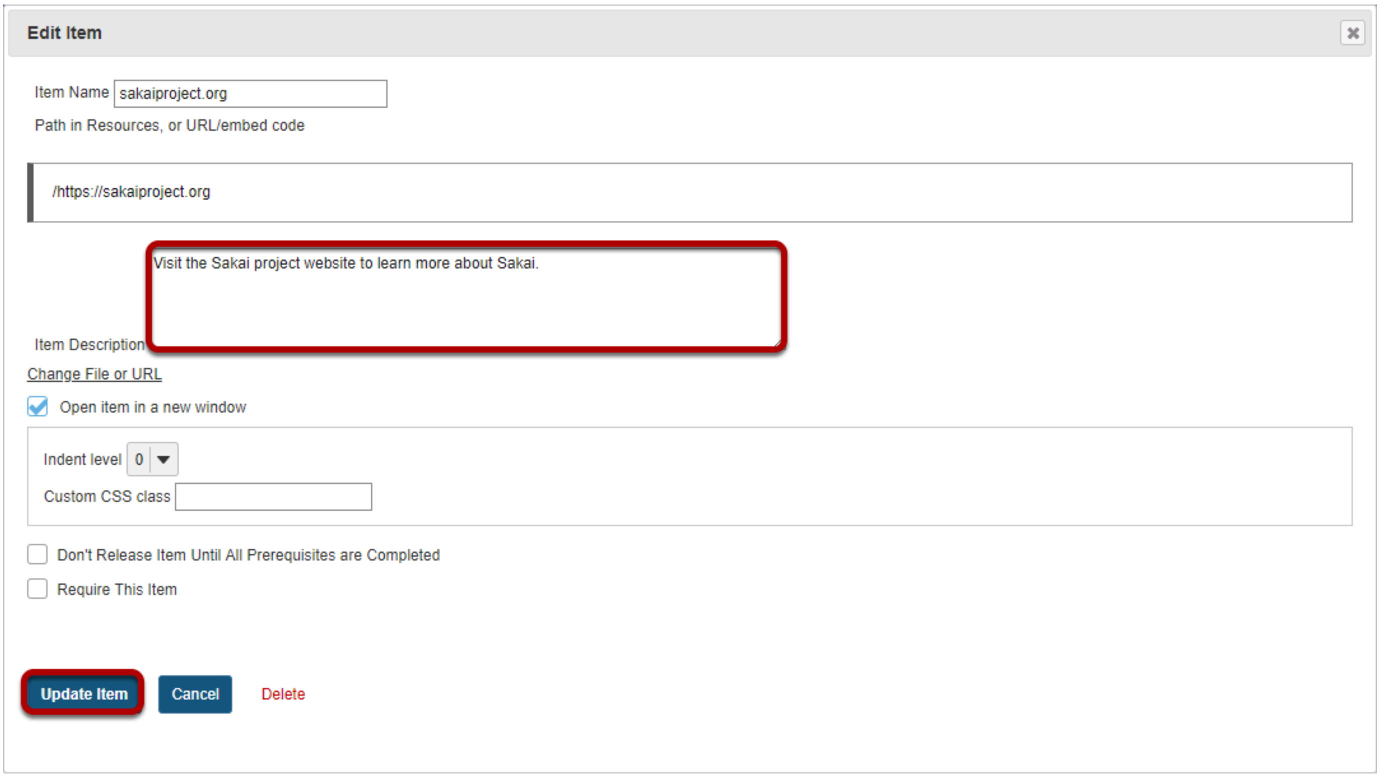
View link on the page.

Saving returns the display to the Lessons page with the link to the website.

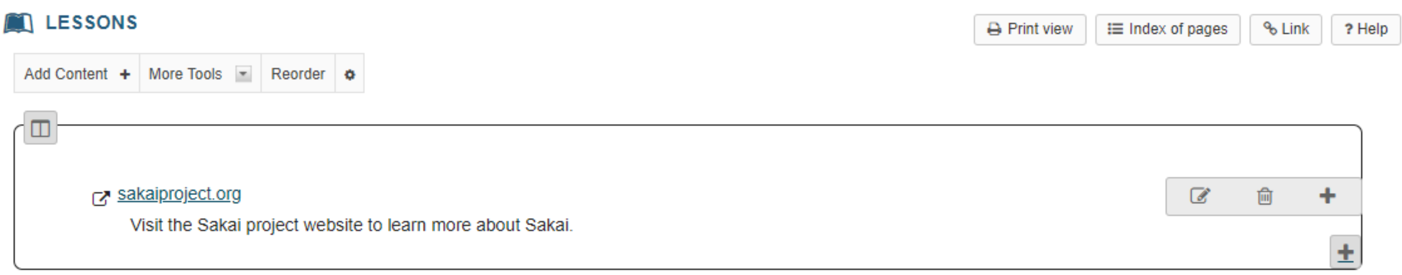
Click Edit. (Optional)

Footer

Add a description, then click Update Item.



View updated item on the page.



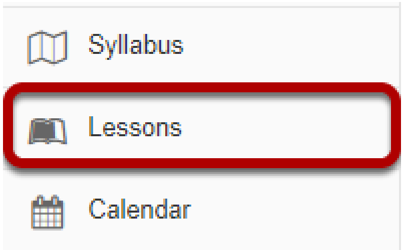
Updating returns the display to the Lessons page with the link and the link description shown.

Footer

How do I add a file from Resources to a Lessons page?

Instructors can upload files or link to existing Resources on a Lessons page.

Go to Lessons.

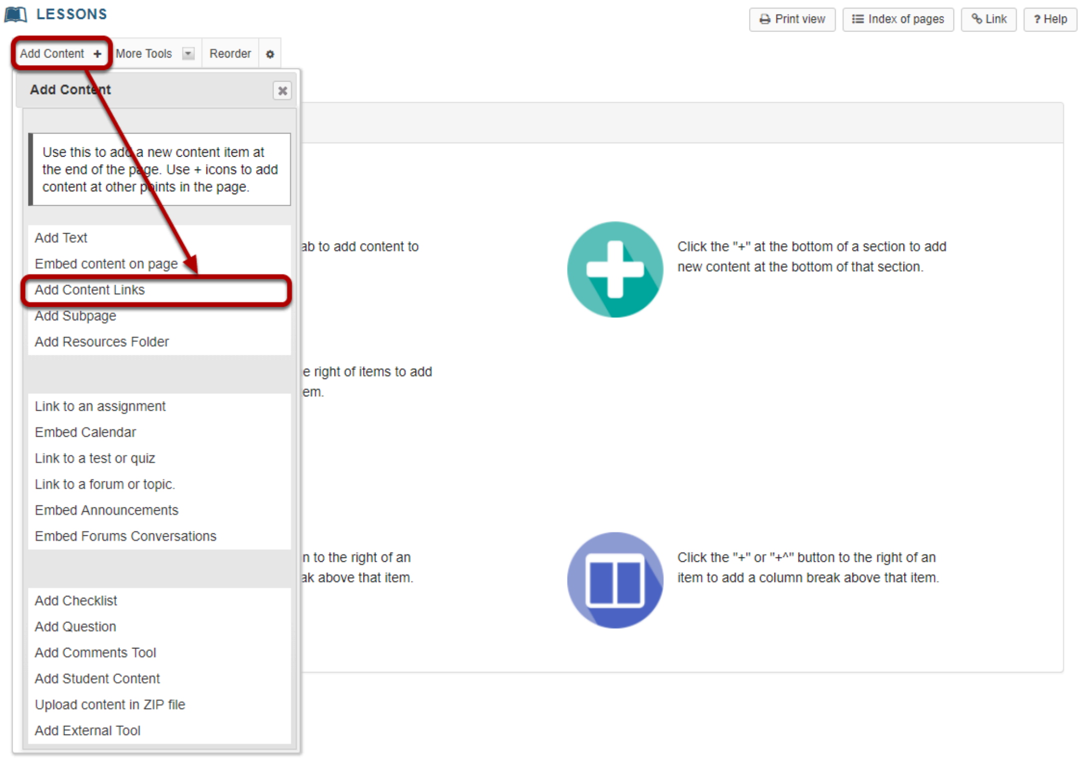


Click on the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

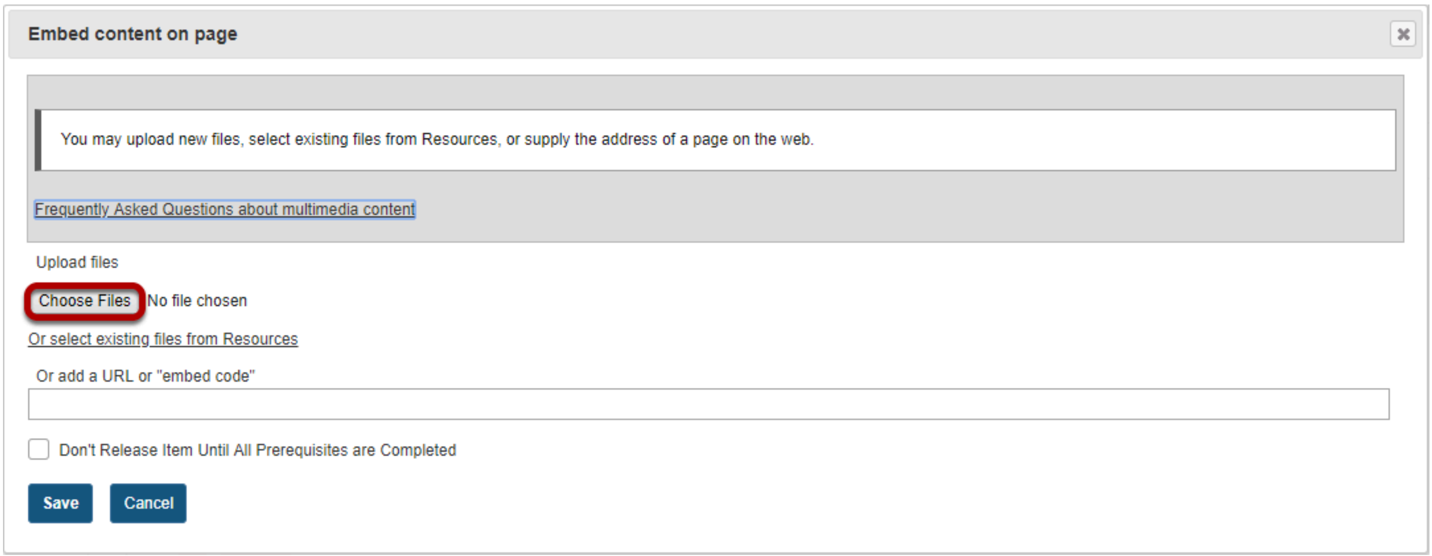
To upload a new file:

Click Add Content, then Add Content Links.



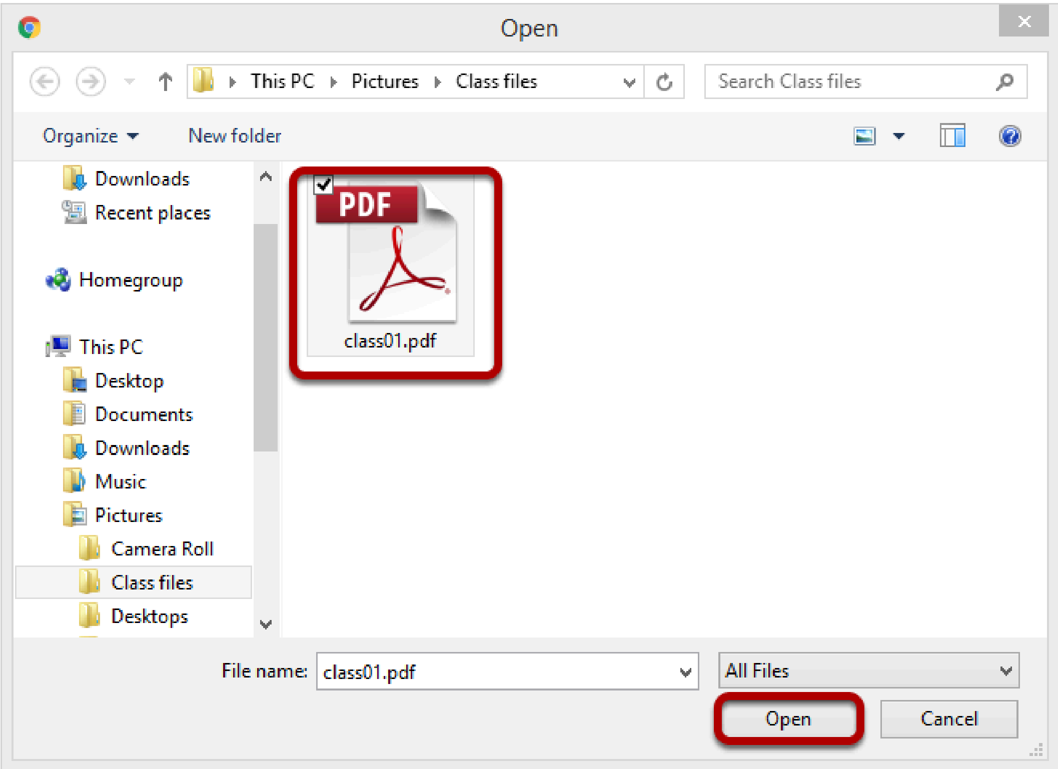
From the **Add Content** drop-down menu, select **Add Content Links**.

Click Choose Files.

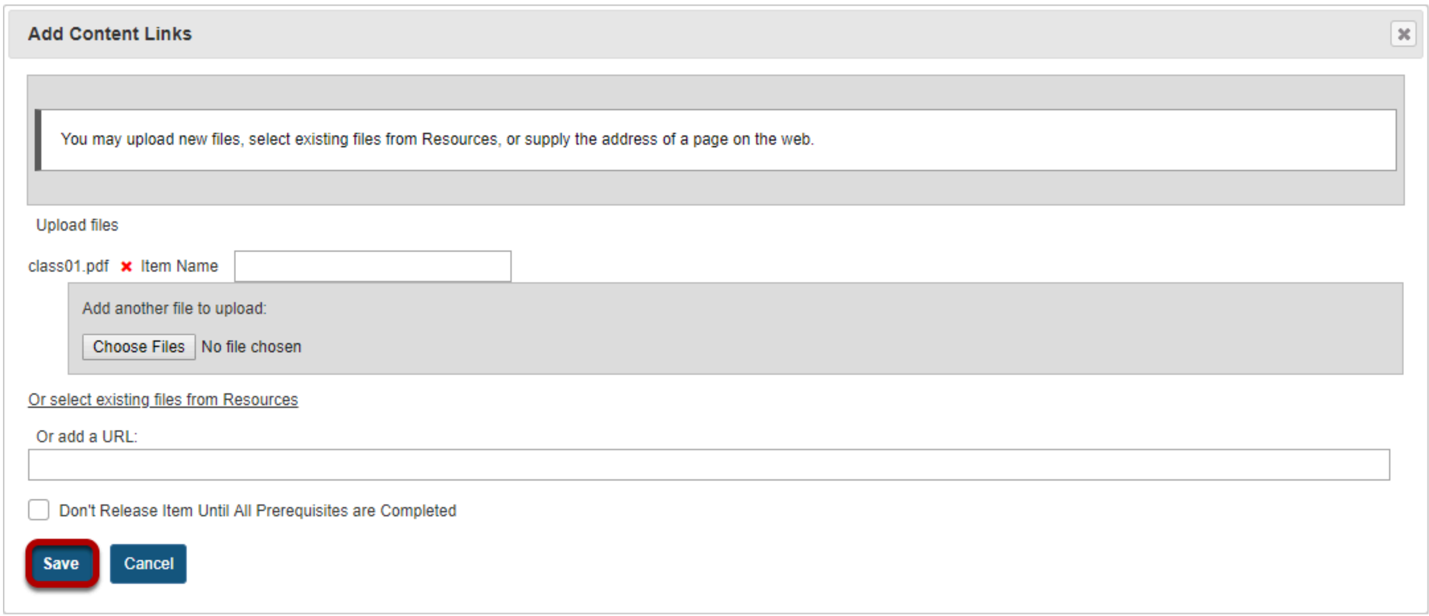


Footer

Locate and select the file to upload, then click Open.



Click Save.



Footer

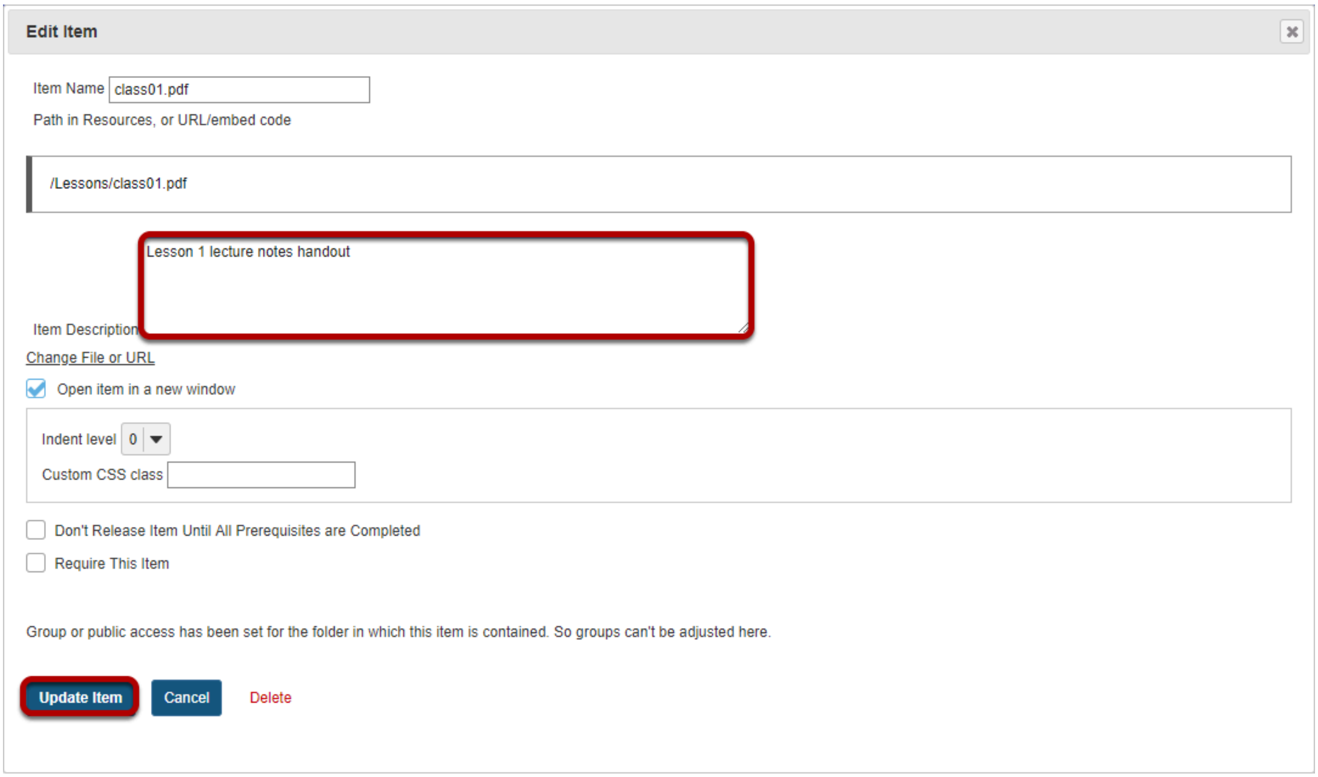
View file link on page.

This returns the display to the Lessons Page with a link to the uploaded file.

Click Edit. (Optional)

Footer

Add a description, then click Update Item.

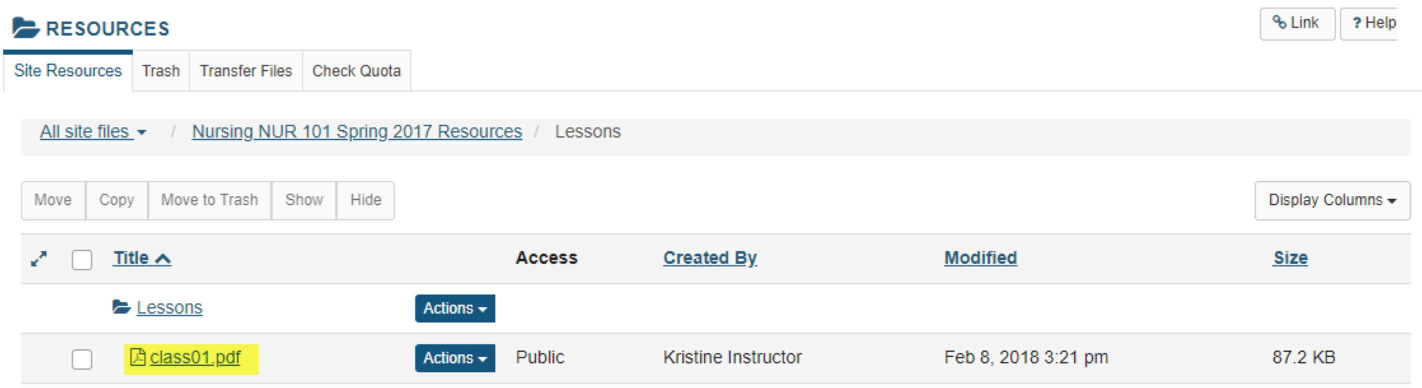


View updated item.

Updating returns the display to the Lessons page with a link to the uploaded file and a description.

Footer

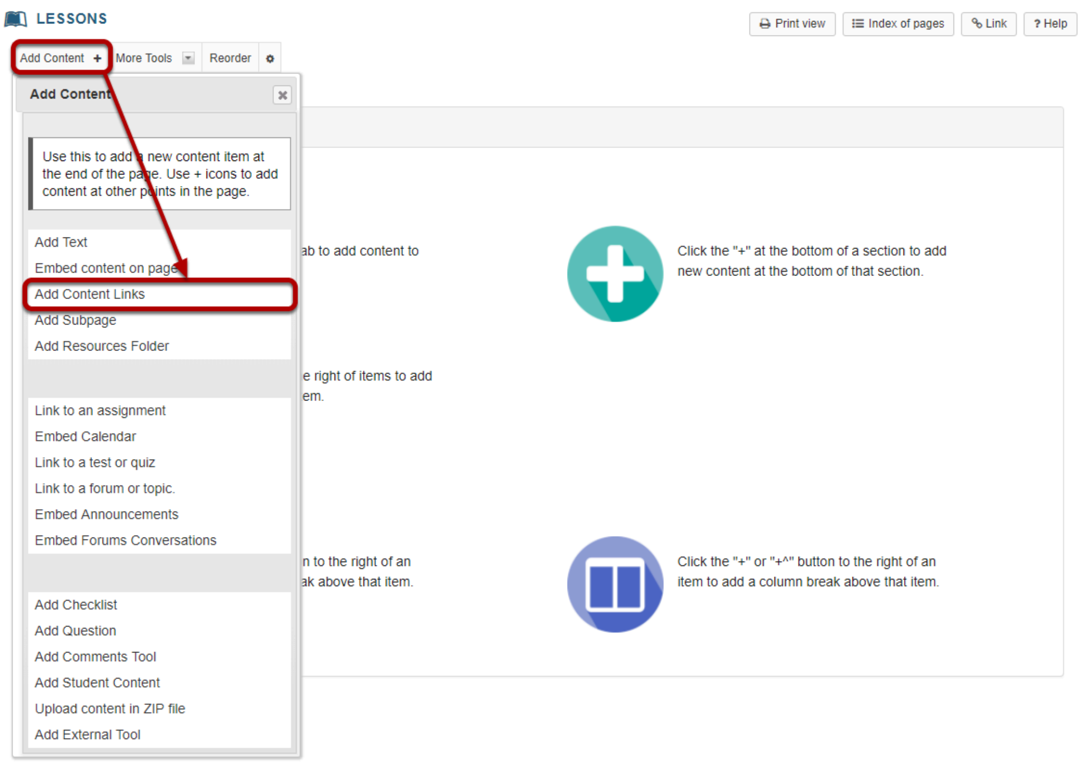
Notice item location in Resources.



Notice that the uploaded file has been placed in the Lessons page folder in Resources.

To link to an existing file:

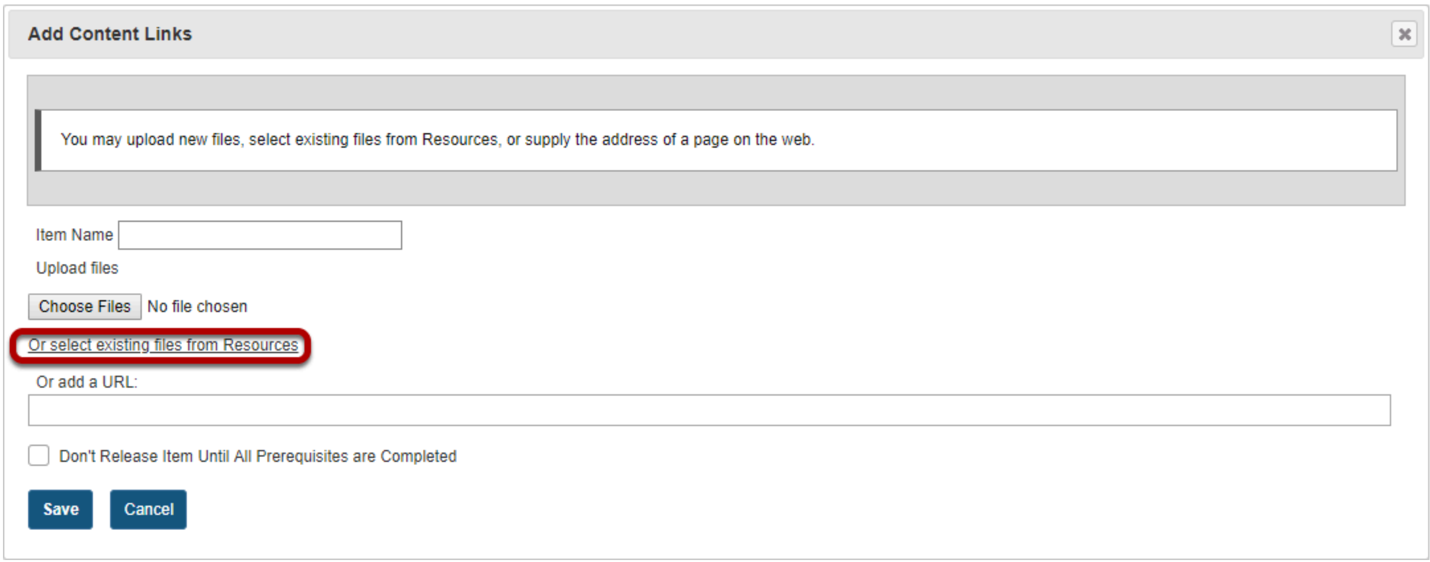
Click Add Content, then Add Content Links.



From the **Add Content** drop-down menu, select **Add Content Links**.

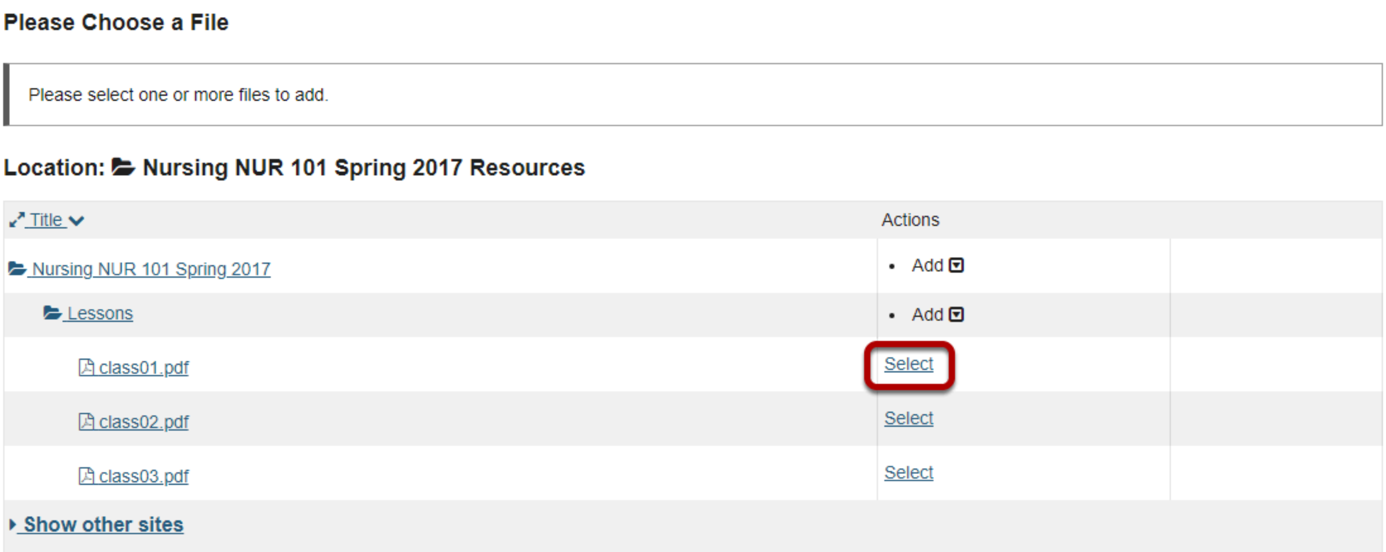
Footer

Select your file.



Click the **Or select an existing files from Resources** link to choose from your Resources.

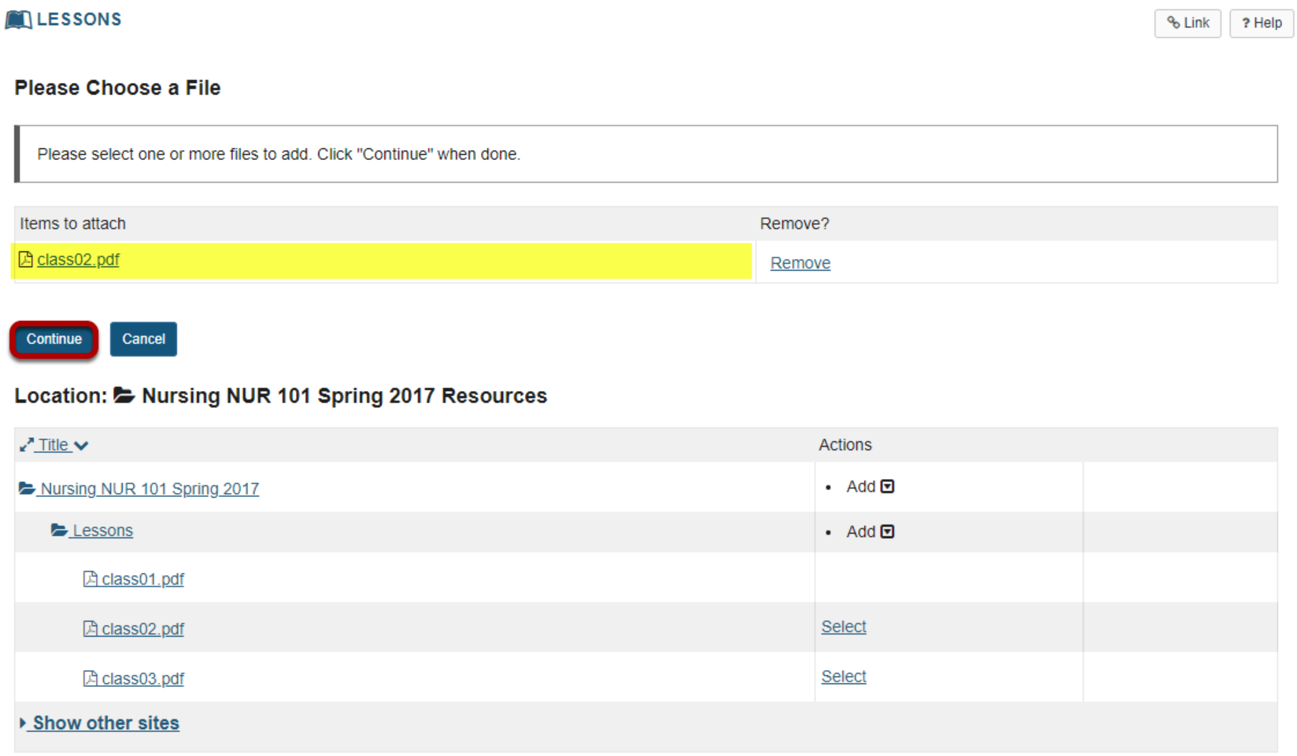
Locate the file, then click Select.



Locate the file in Resources that you want to link to, then click the **Select** link (to the right of the file) to choose that file.

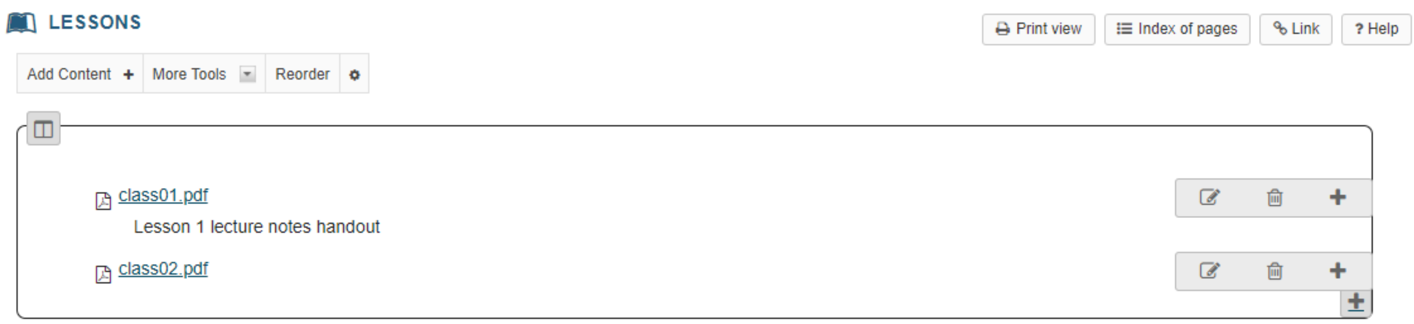
Footer

Click Continue.



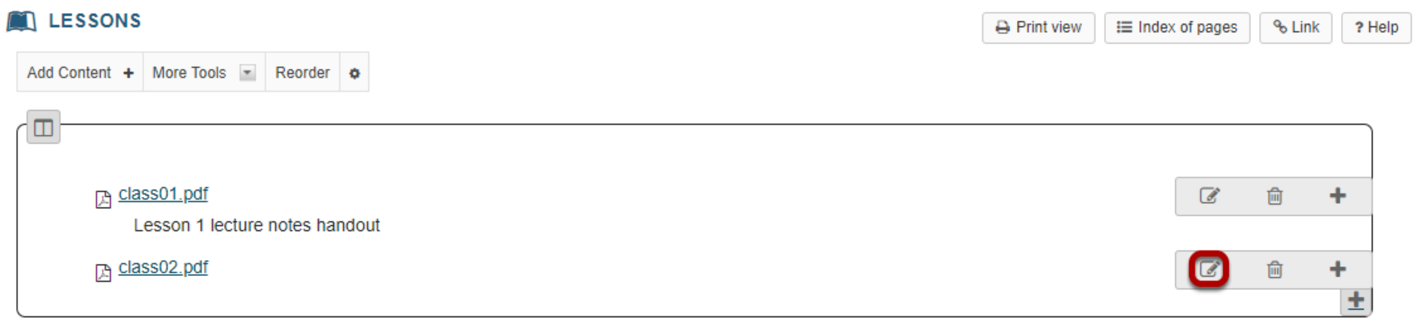
The file you have selected will appear listed at the top of the screen. If this is the correct file, click **Continue**.

View item on page.

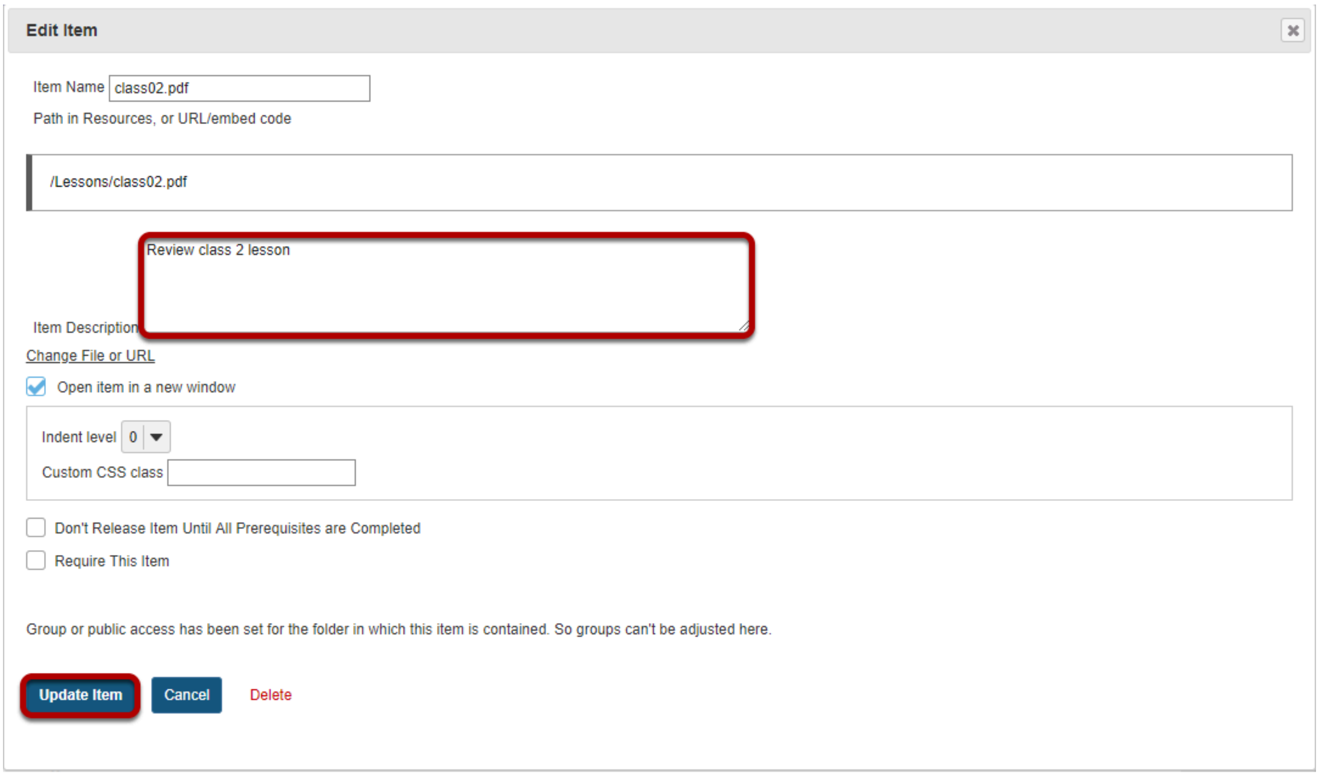


Footer

Click Edit. (Optional)

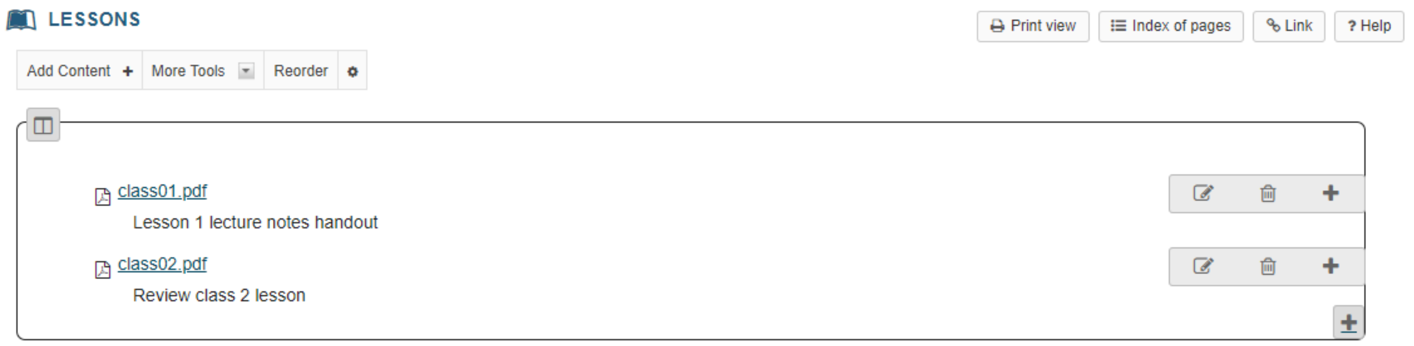


Add a description, then click Update Item.



Footer

View updated item.



This returns the display to the Lessons Page with a link to the file and a description.

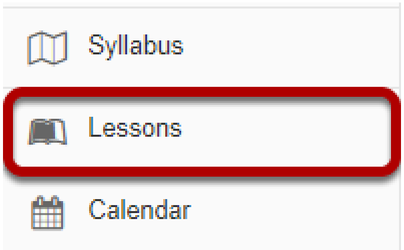
Footer

How do I add assignments to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Go to Lessons.

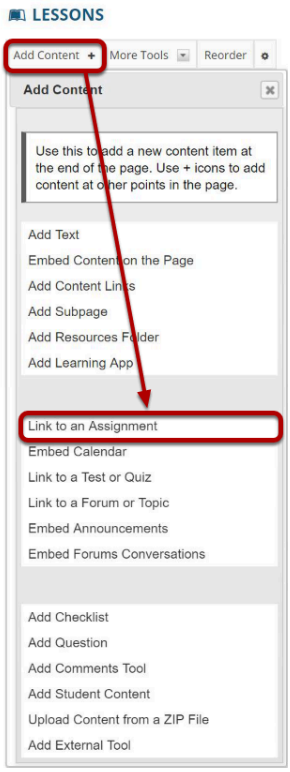


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

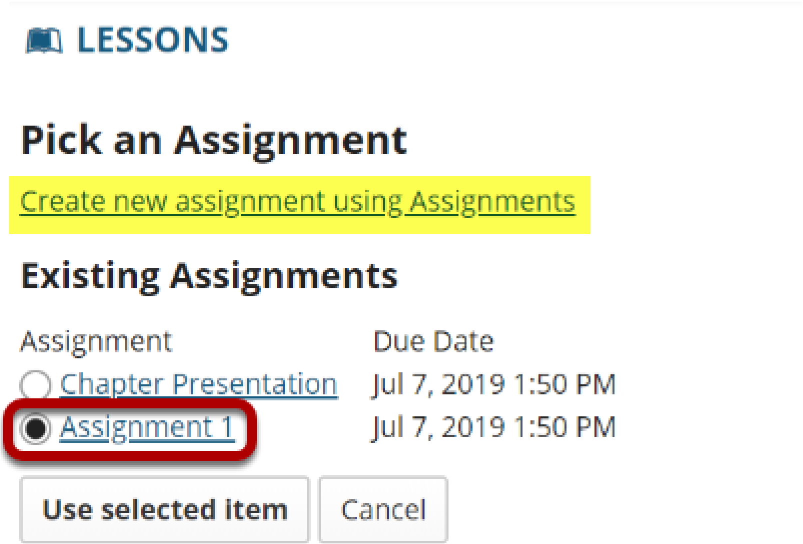
Footer

Click Add Content, then Link to an assignment.



From the **Add Content** drop-down menu, select **Link to an assignment**.

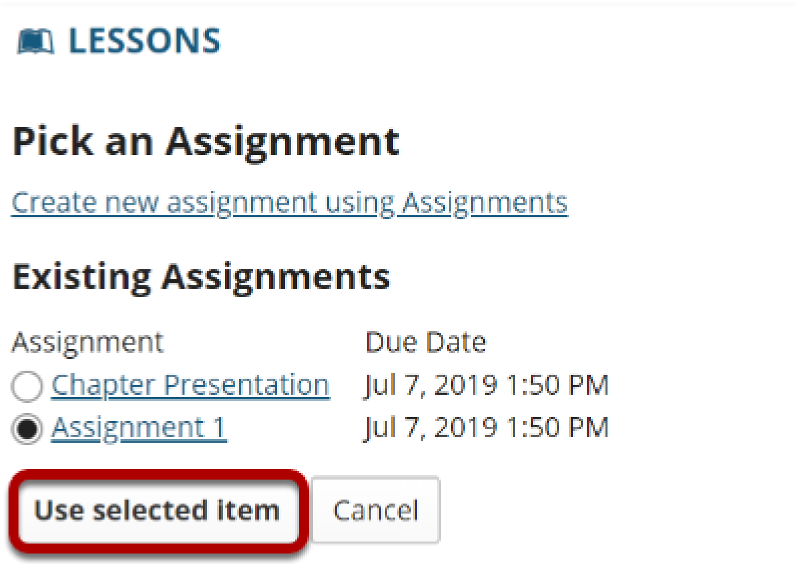
Select the assignment from the list of existing assignments.



Footer

*Note: You can also click **Create new assignment using Assignments** and create a new assignment in the Assignments tool. See [How do I add an assignment?] for more information on creating assignments.*

Click Use Selected Item.



This returns the display to the Lessons Page with a link to the assignment.

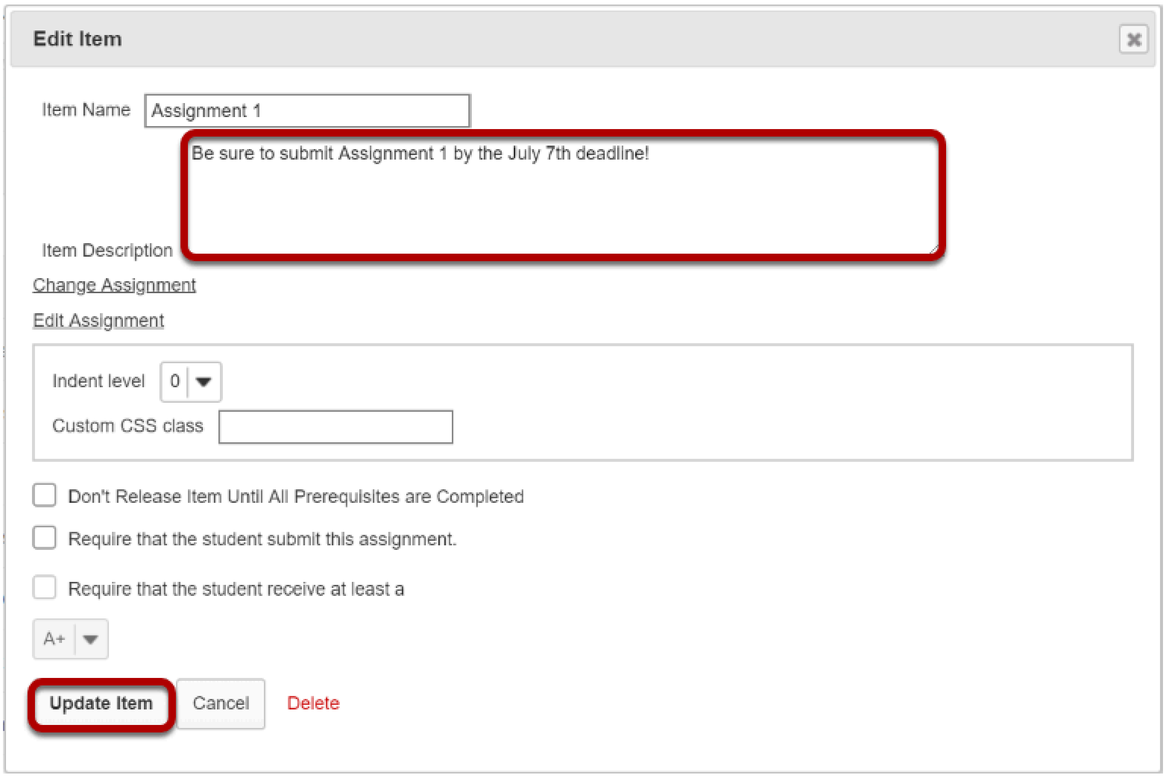
View assignment link on page.

The page will now display a link to the assignment.

Footer

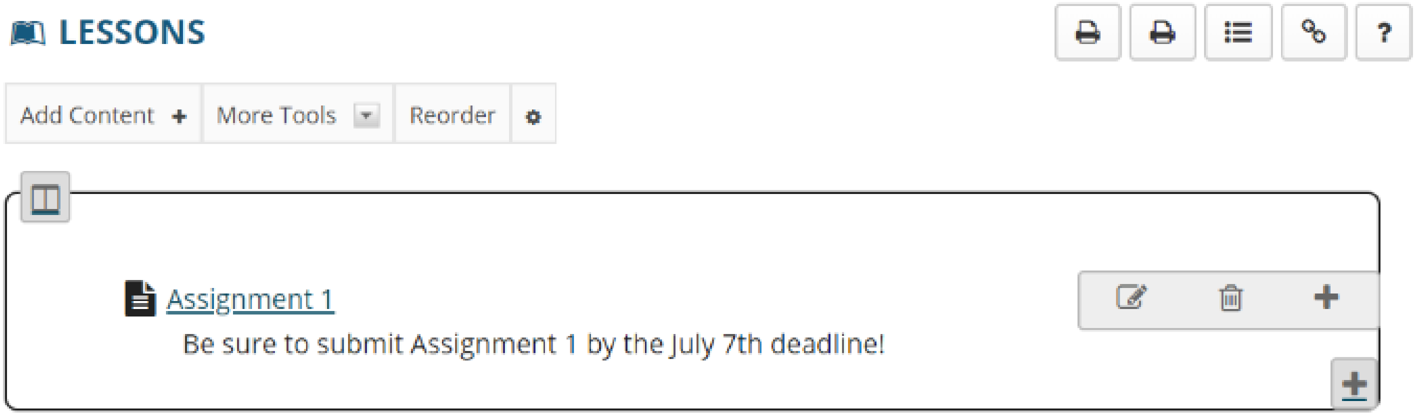
Click Edit. (Optional)

Add a description for the assignment, then click Update Item.



Footer

View updated item.



Updating returns the display to the Lessons page with a link to the assignment and the description.

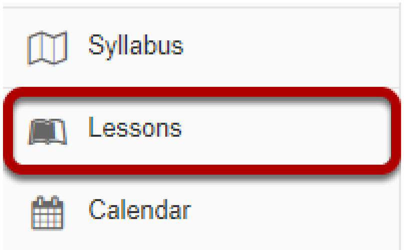
Footer

How do I add forums or topics to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Go to Lessons.

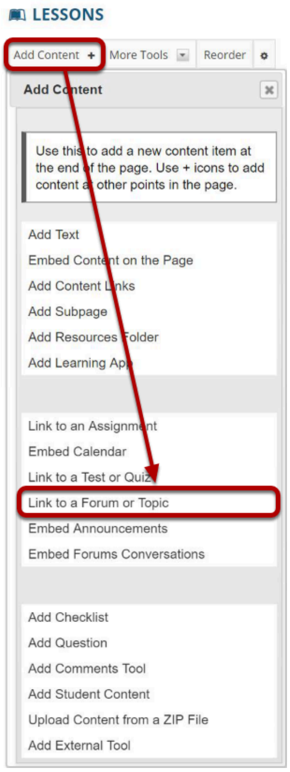


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

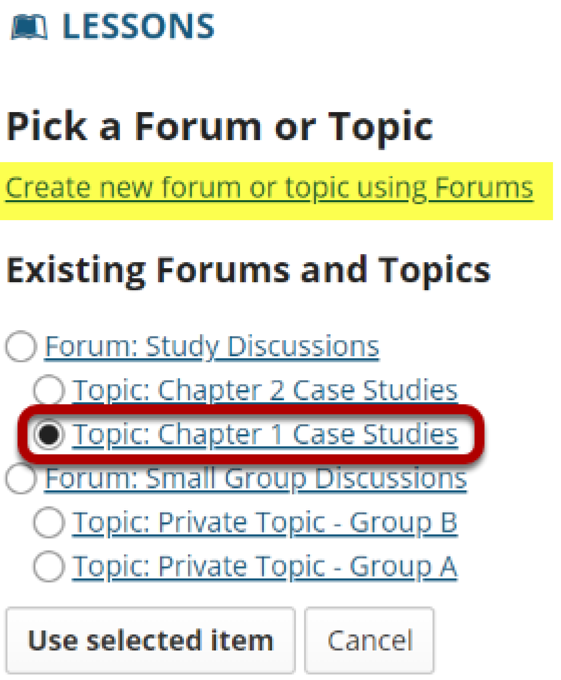
Click Add Content, then Link to a forum or topic.



From the **Add Content** drop-down menu, select **Link to a forum or topic**.

Footer

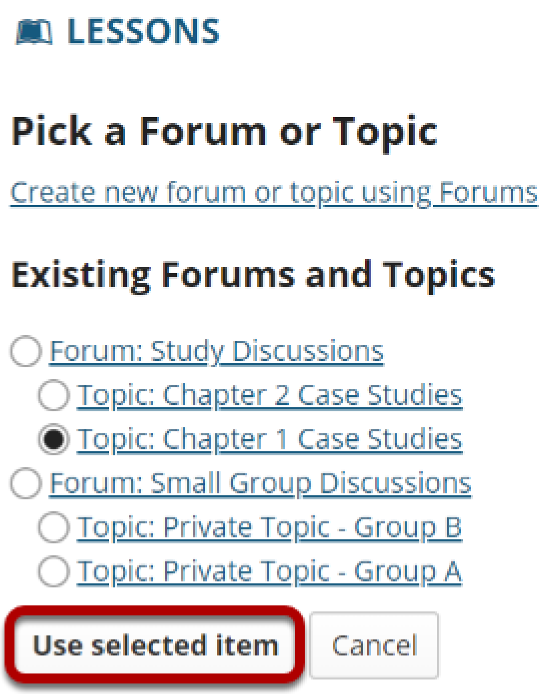
Select a forum or topic from the list of existing forums and topics.



Note: You can also select the ***Create new forum or topic using Forums*** *link to and create a new topic in the Forums tool. See [How do I add a new topic?](#) for more information.*

Footer

Click Use Selected Item.



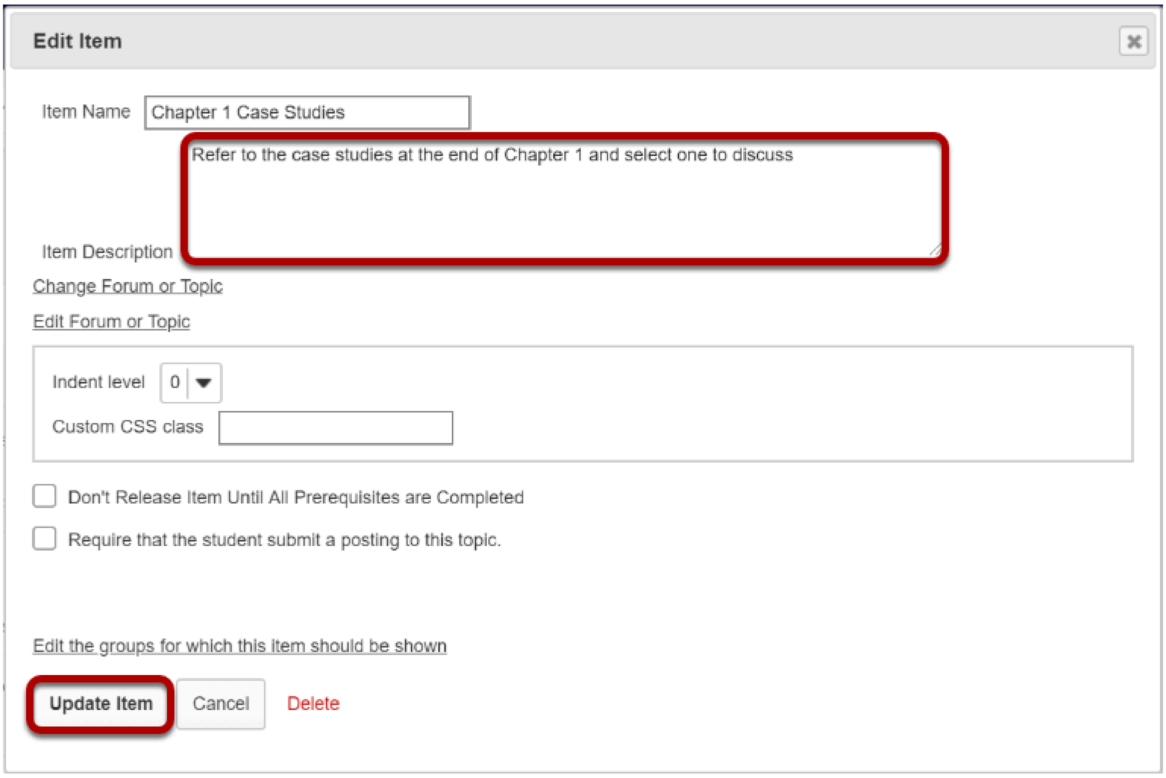
View topic link on the page.

The page will now display a link to the topic.

Footer

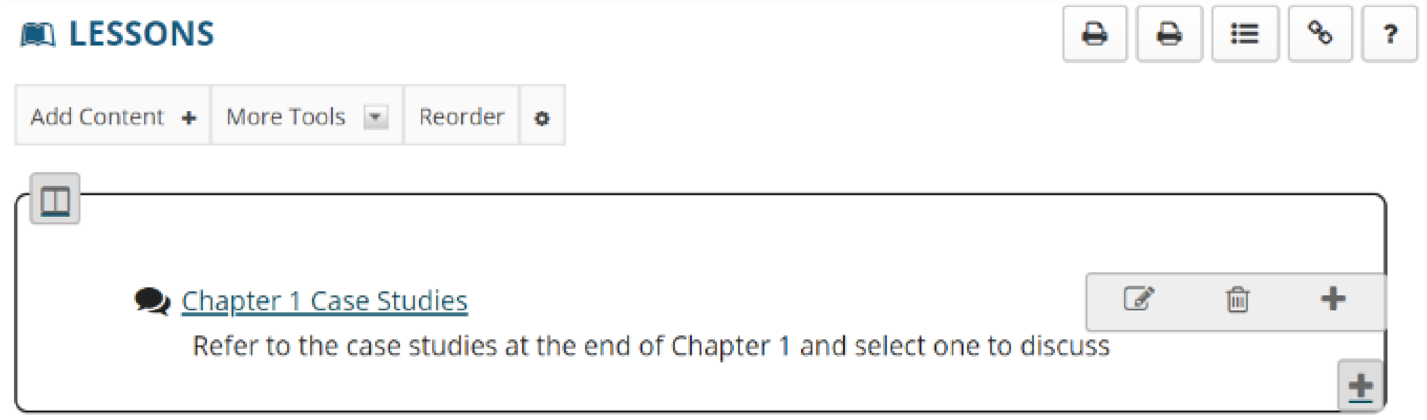
Click Edit. (Optional)

Add a description for the topic, then click Update Item.



Footer

View updated item.



Updating returns the display to the Lessons page with a link to the topic and a description.

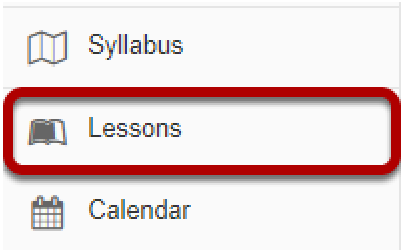
Footer

How do I add tests and quizzes to a Lessons page?

Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

Note: These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Go to Lessons.

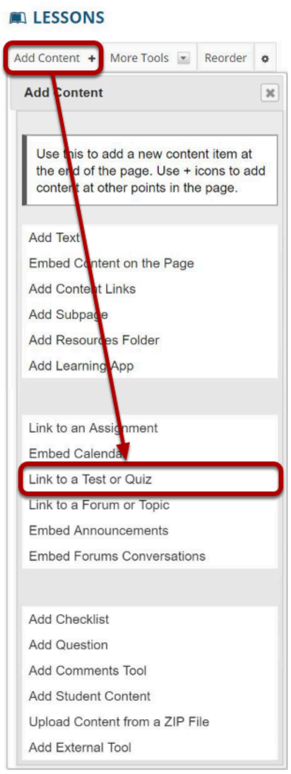


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

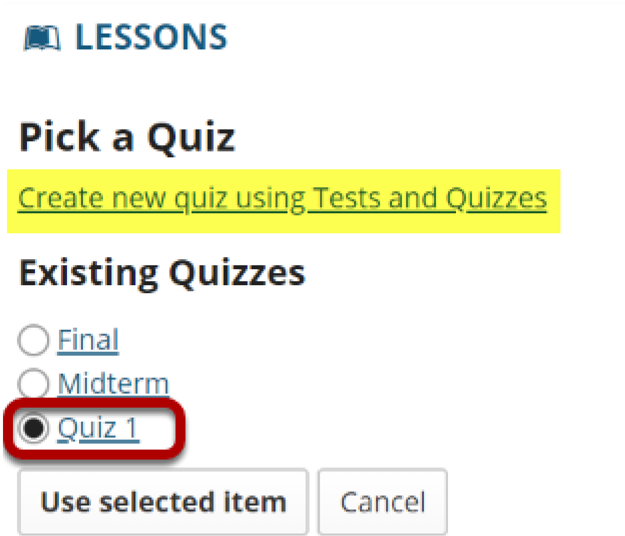
Footer

Click Add Content, then Link to test or quiz.



From the **Add Content** drop-down menu, select **Link to a test or quiz**.

Select the assessment from the list of existing quizzes.

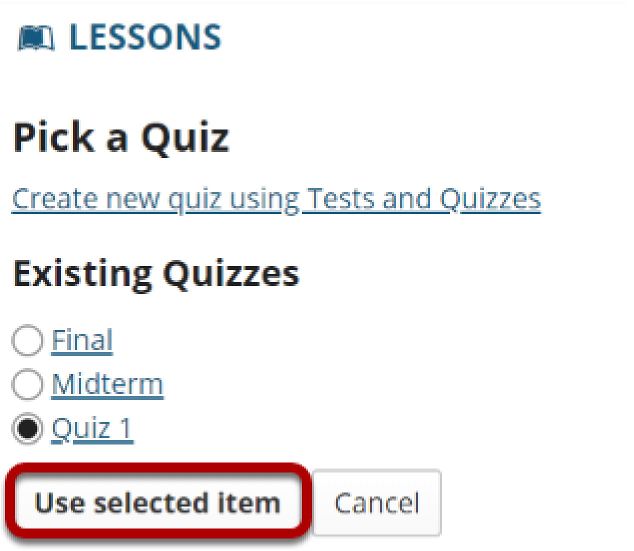


Note: Only PUBLISHED assessments will display in the existing quizzes list. You can also select the ***Create new quiz using Tests and Quizzes*** *link to create or publish an assessment in the Test &*

Footer

Quizzes tool. *See How do I create an assessment?* or *How do I publish an assessment?* for more on information creating and publishing.

Click Use Selected Item.

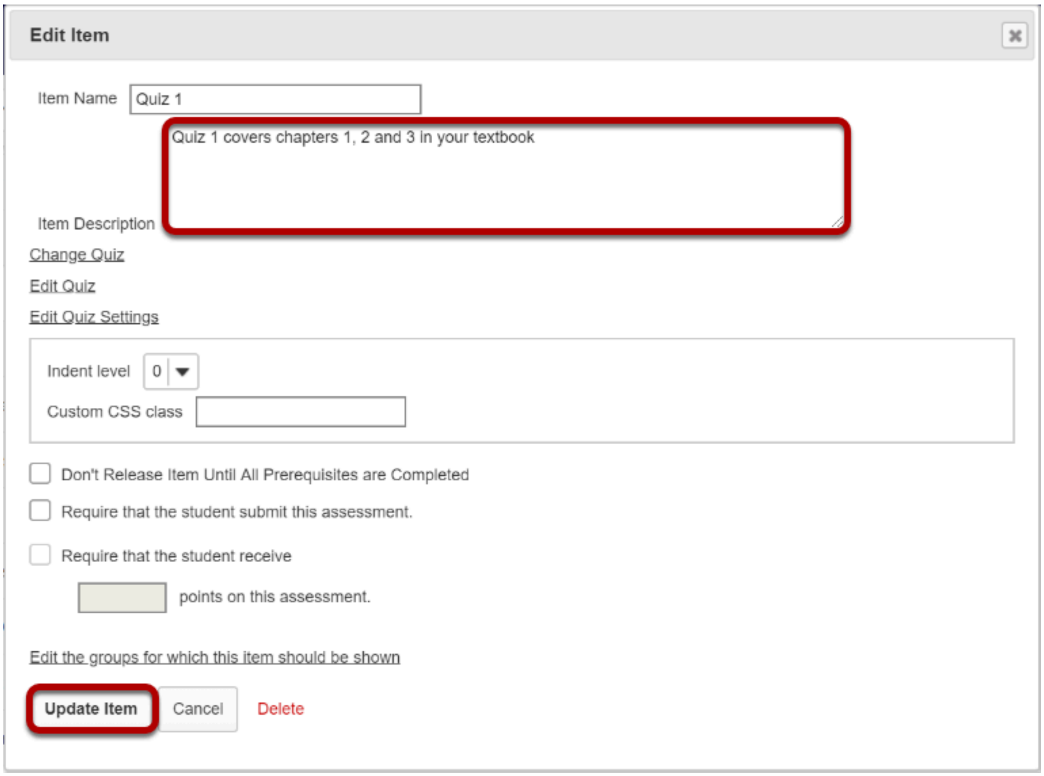


View quiz link.

Footer

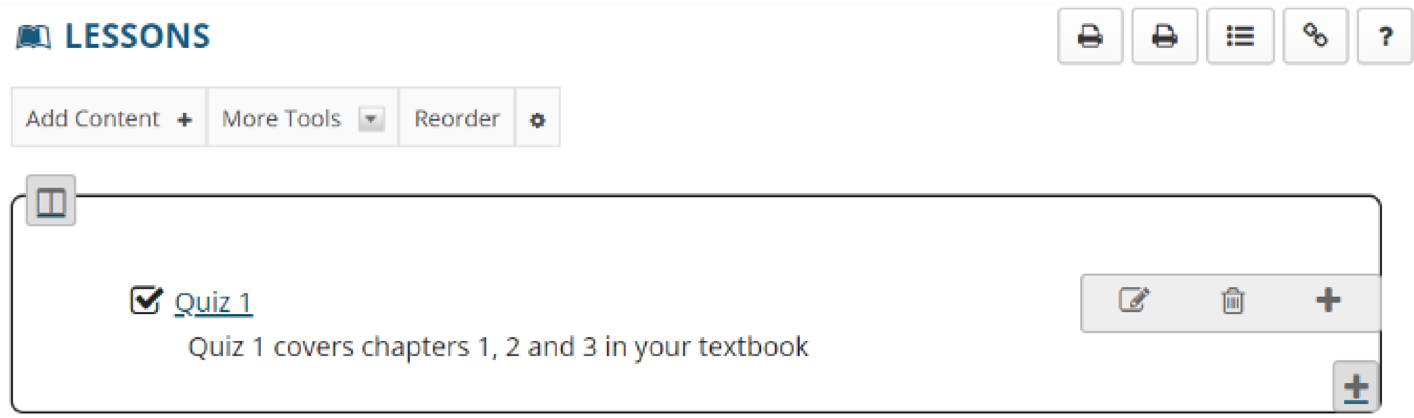
Click Edit. (Optional)

Add a description for the assessment, then click Update Item.



Footer

View updated item.



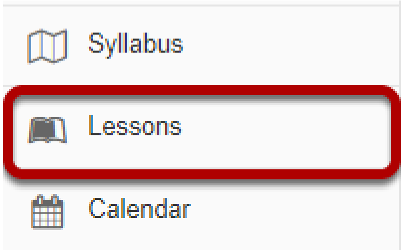
Updating returns the display to the Lessons page with a link to the assessment and a description.

Footer

How do I add an in-line question to a Lessons page?

Instructors can add either a Multiple Choice question or a Short Answer question directly to a Lessons Page. The questions can either be in poll form (no correct answer) or in graded form (correct answer).

Go to Lessons.



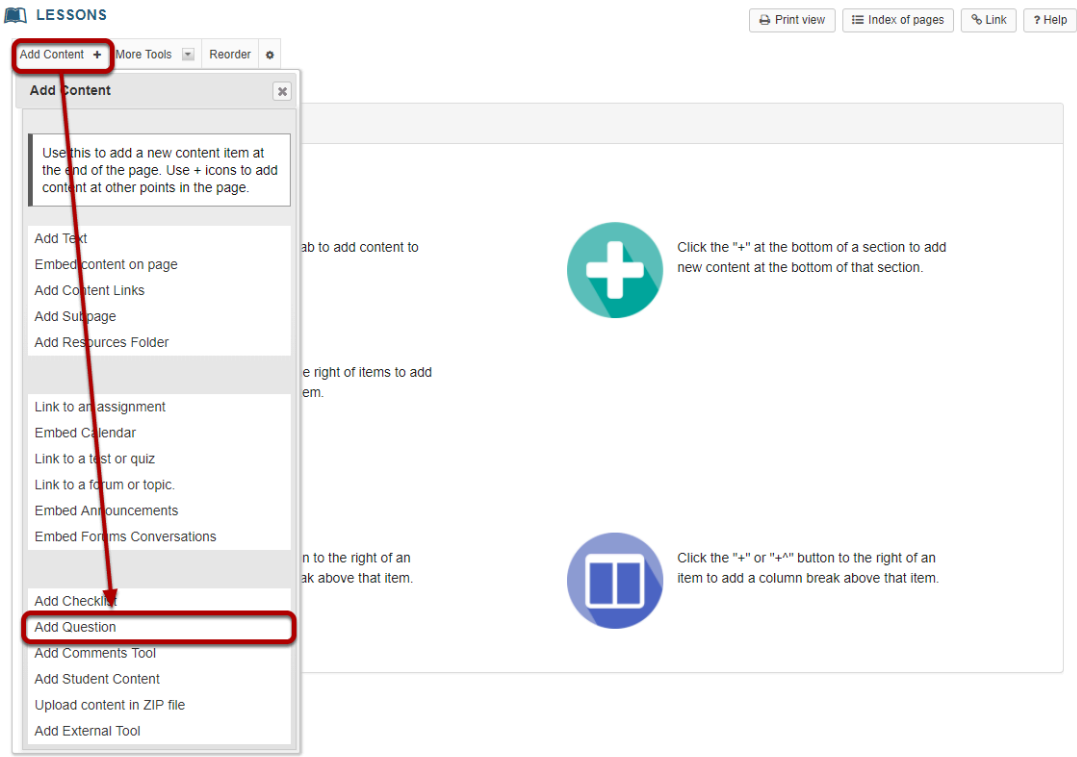
Click on the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

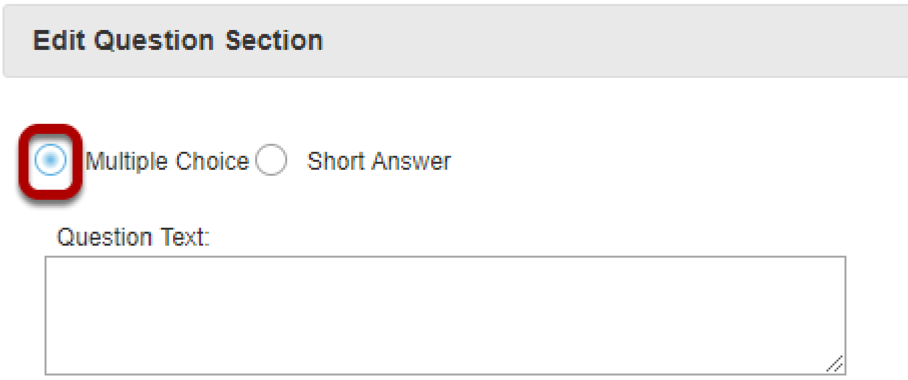
To add a multiple choice question:

Click Add Content, then Add Question.



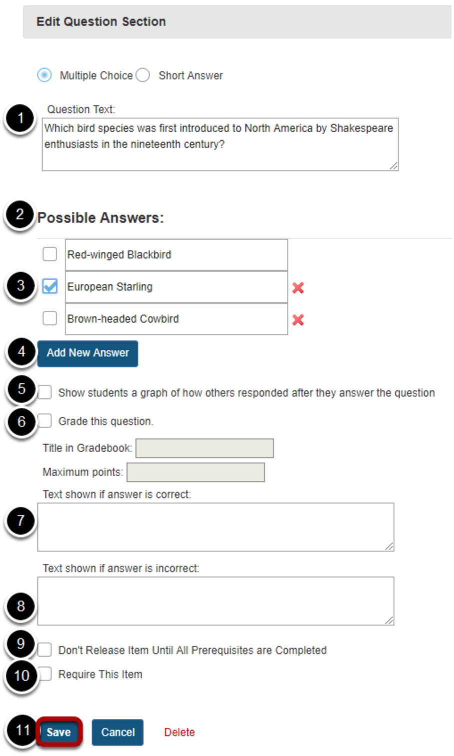
From the **Add Content** drop-down menu, select **Add Question**.

Select Multiple Choice.



Footer

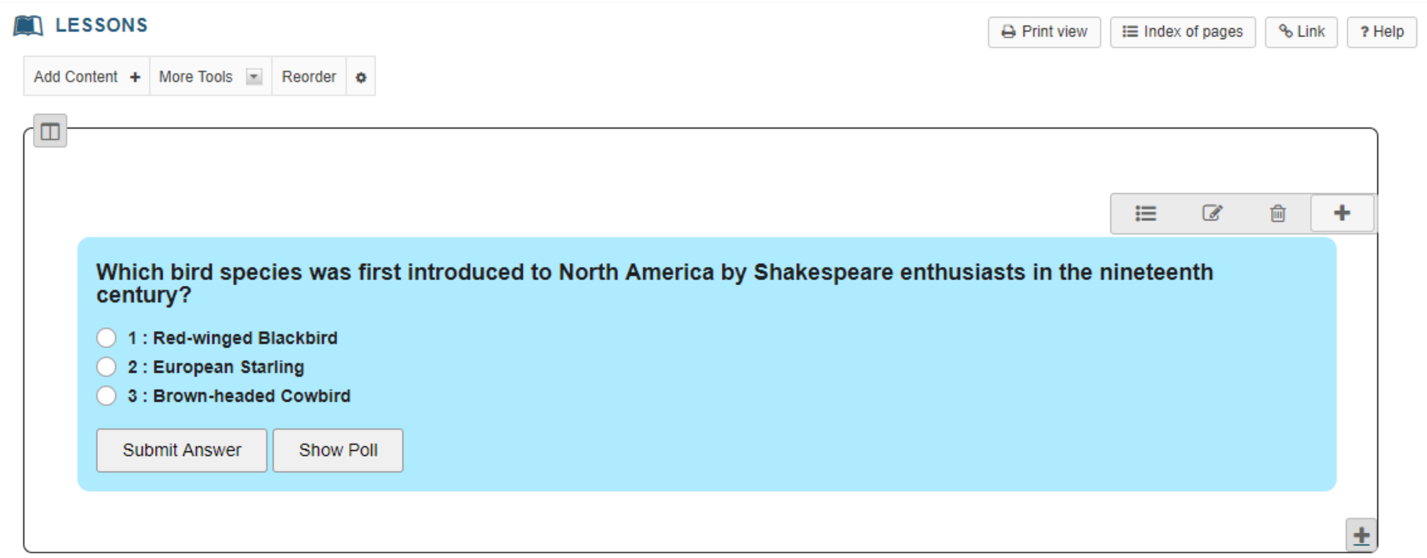
Add the question text and any additional settings as needed.



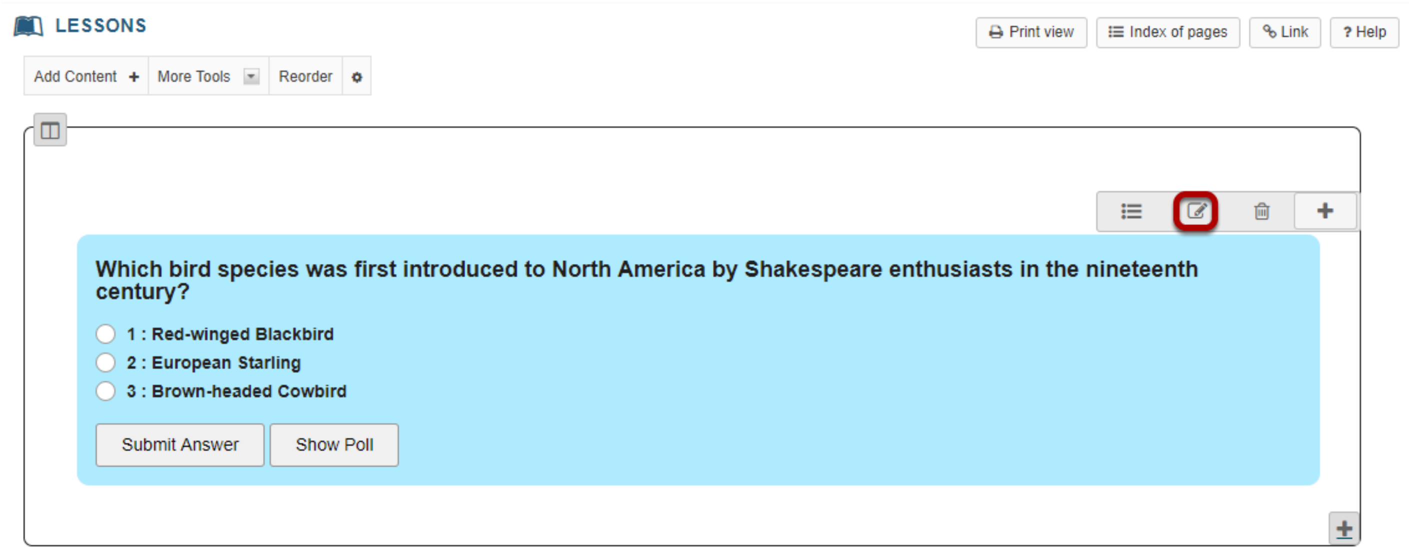
1. Enter the question text.
2. Enter the possible answer choices.
3. Place a checkmark to the left of the correct answer. (If this is a Multiple Choice poll with no correct answer, you may leave the correct answer check boxes blank.)
4. Click Add New Answer to add additional Multiple Choice answers if needed. (Optional)
5. Check the box for **Show student a graph of how others responded after they answer the question** if you want the question/poll results to be displayed. (Optional)
6. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
7. Add feedback for correct student answers if desired. (Optional)
8. Add feedback for incorrect student answers if desired. (Optional)
9. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.
10. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
11. Click **Save** to save your question and return to the Lessons page.

Footer

View question on the page.

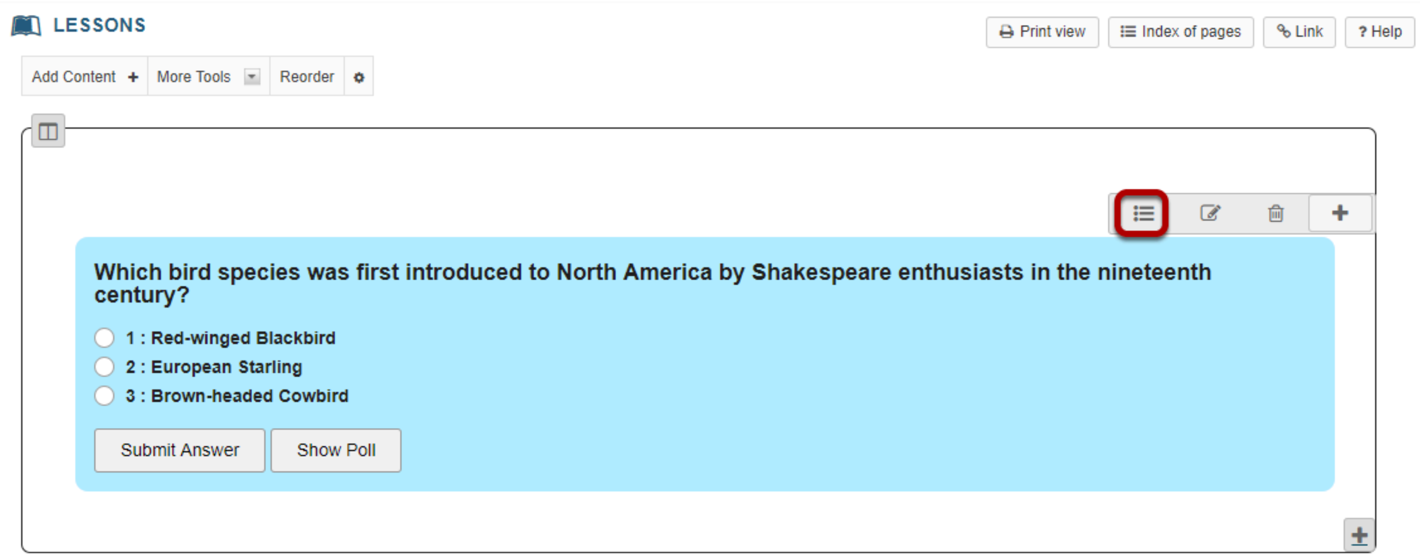


To make changes to the question, click Edit. (Optional)



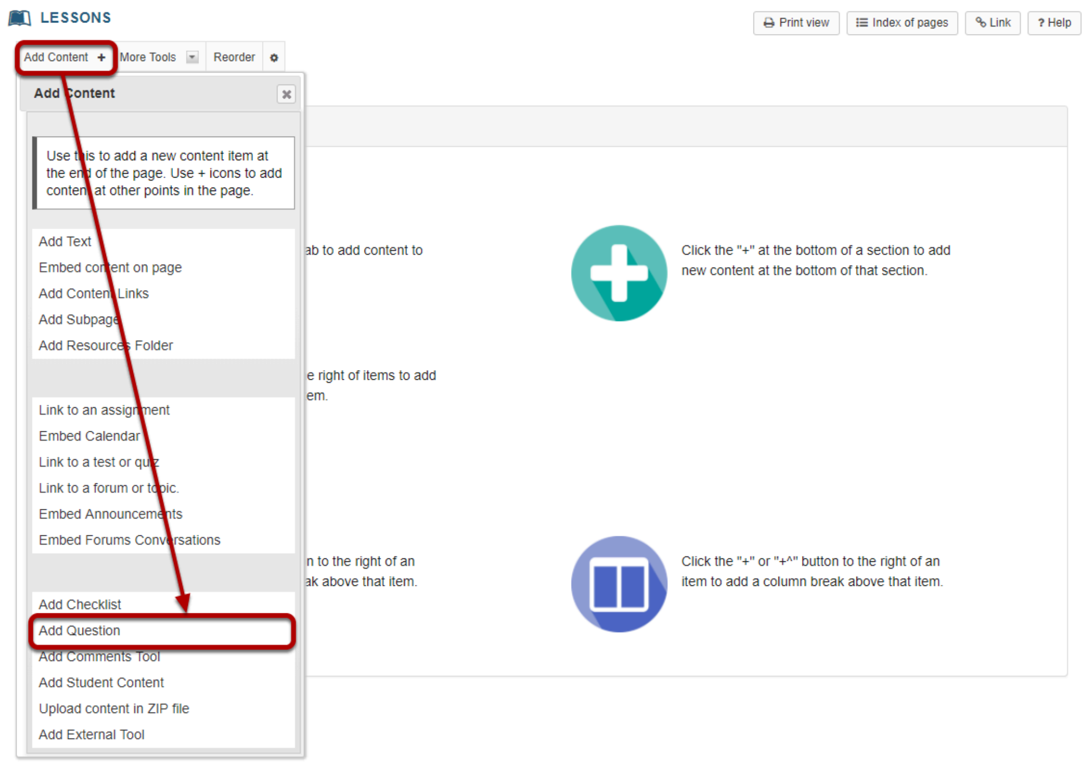
Footer

To see student responses, click Show Grading Pane.



To add a short answer question:

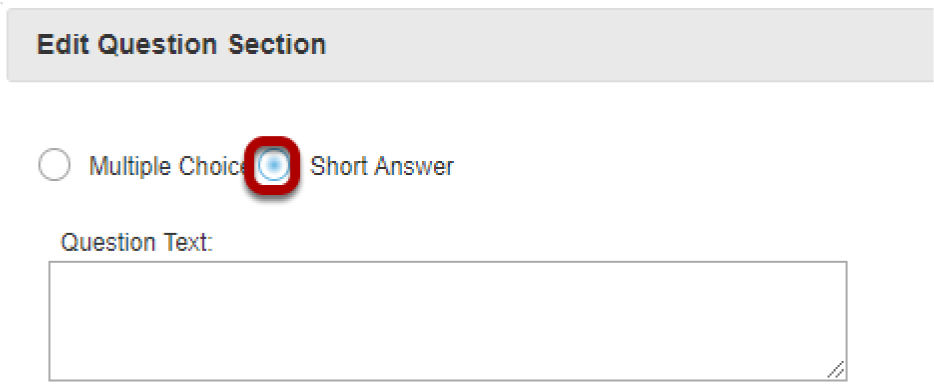
Click Add Content, then Add Question.



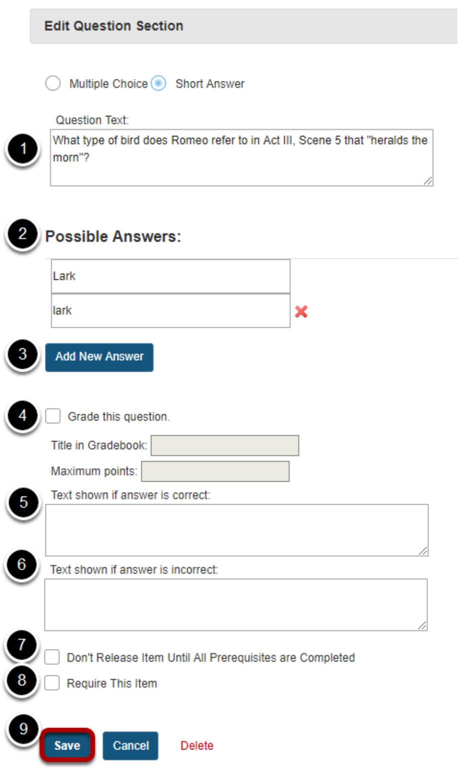
From the **Add Content** drop-down menu, select **Add Question**.

Footer

Select Short Answer.



Add the question text and any additional settings as needed.

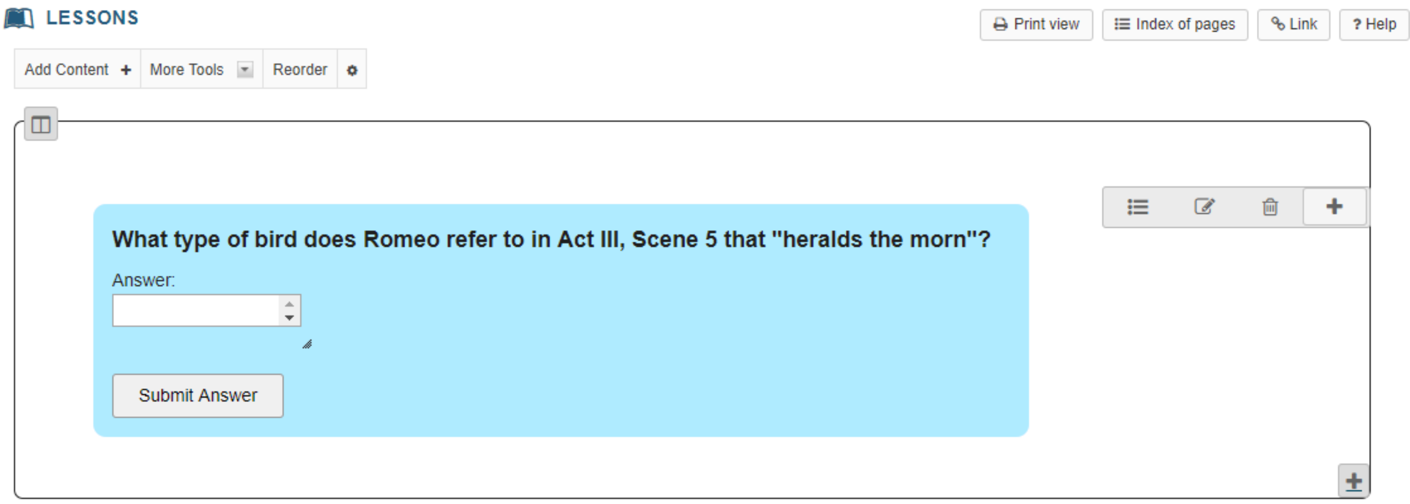


1. Enter the question text.
2. Enter the possible answer choices. All of the answers you list will be correct answers. (If this is a Short Answer poll with no correct answer, you may leave the answer boxes blank.)
3. Click Add New Answer to add additional Multiple Choice answers if needed. (Optional)
4. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided. (Optional)
5. Add feedback for correct student answers if desired. (Optional)

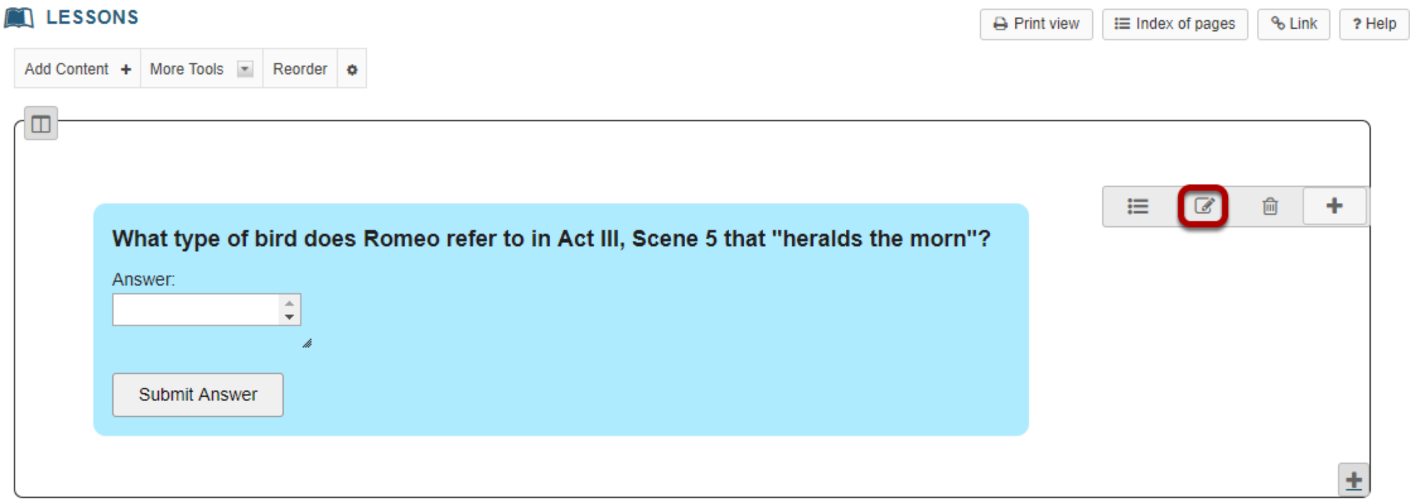
Footer

6. Add feedback for incorrect student answers if desired. (Optional)
7. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.
8. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items. (Optional)
9. Click **Save** to save your question and return to the Lessons page.

View question on the page.

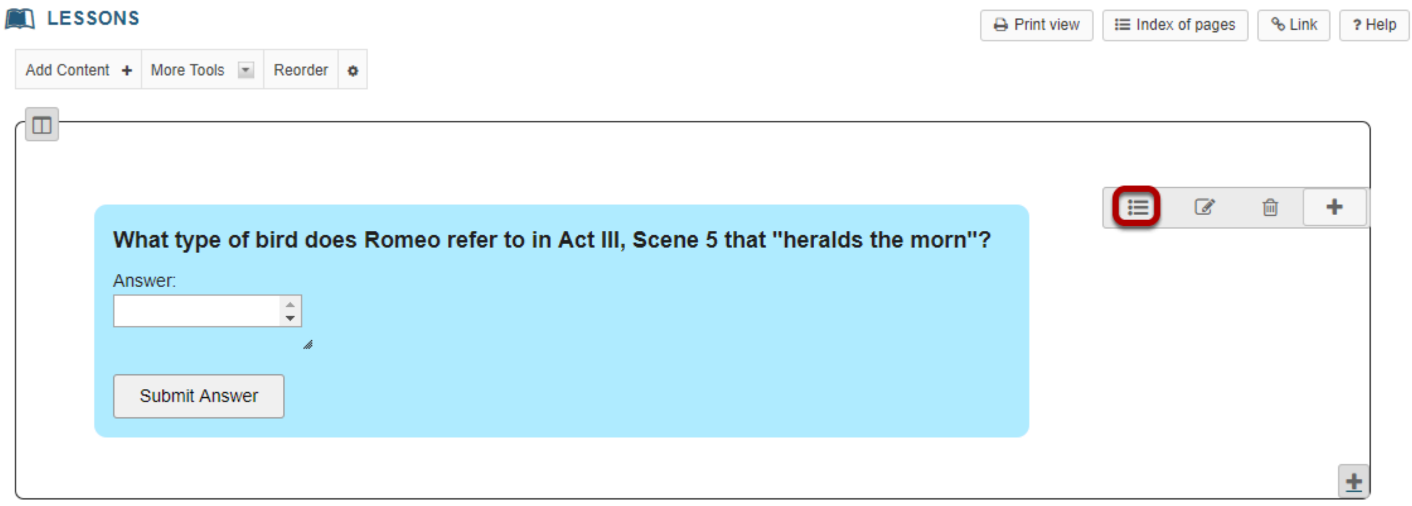


To make changes to the question, click Edit. (Optional)



Footer

To see student responses, click Show Grading Panel.



This will display the student grades and responses.

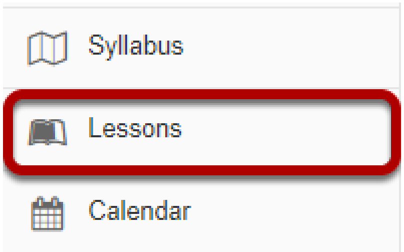
Footer

How do I allow comments to be posted on a Lessons page?

Instructors can allow students to add comments to a Lessons page. The comments can either be anonymous or have the student's name attached. The comments can be graded and either required or optional.

Note: Students have 30 minutes to edit or delete their comments. Instructors can edit or delete a student comment at any time.

Go to Lessons.

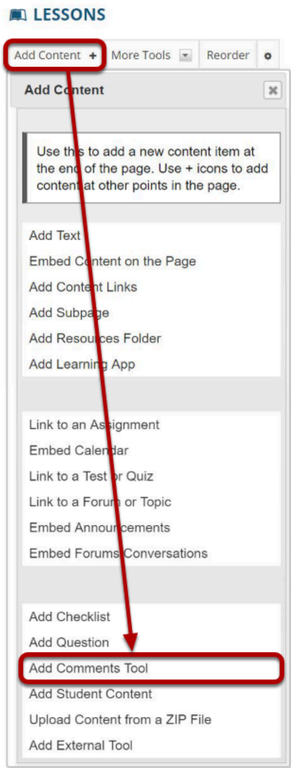


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

Click Add Content, then Add Comments Tool.



From the **Add Content** drop-down menu, select **Add Comments Tool**.

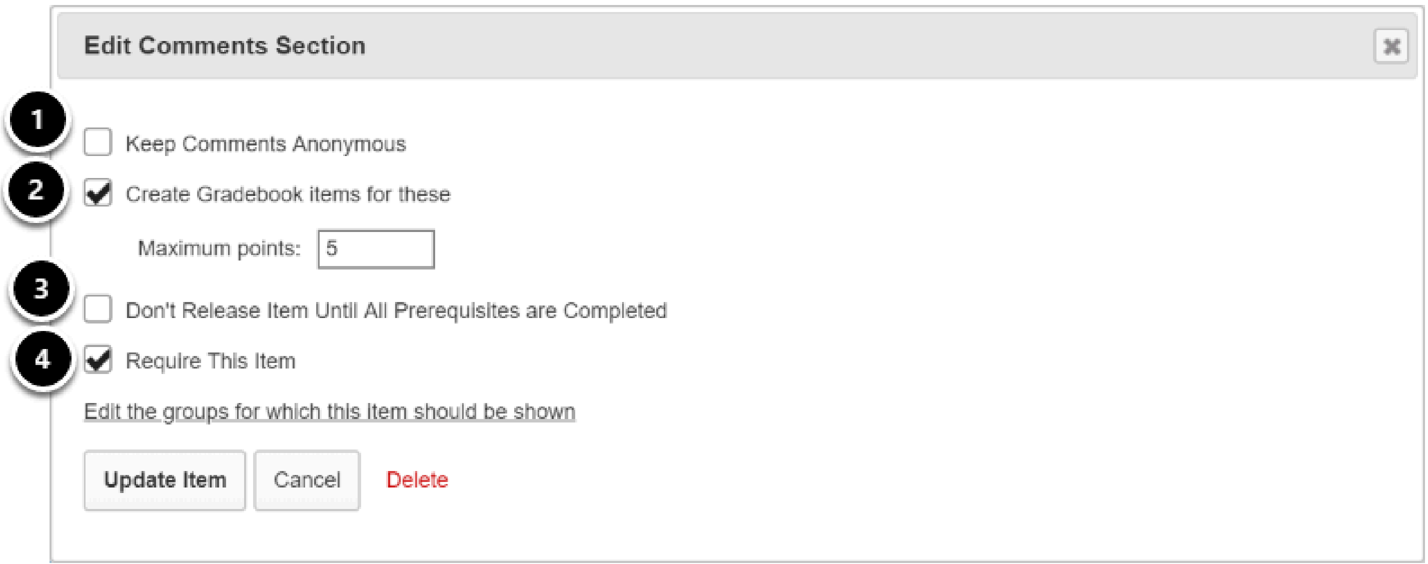
View Comments tool on page.

Footer

Click Edit. (Optional)

Click Edit to view or modify the comment properties.

Edit the comments tool properties as needed.

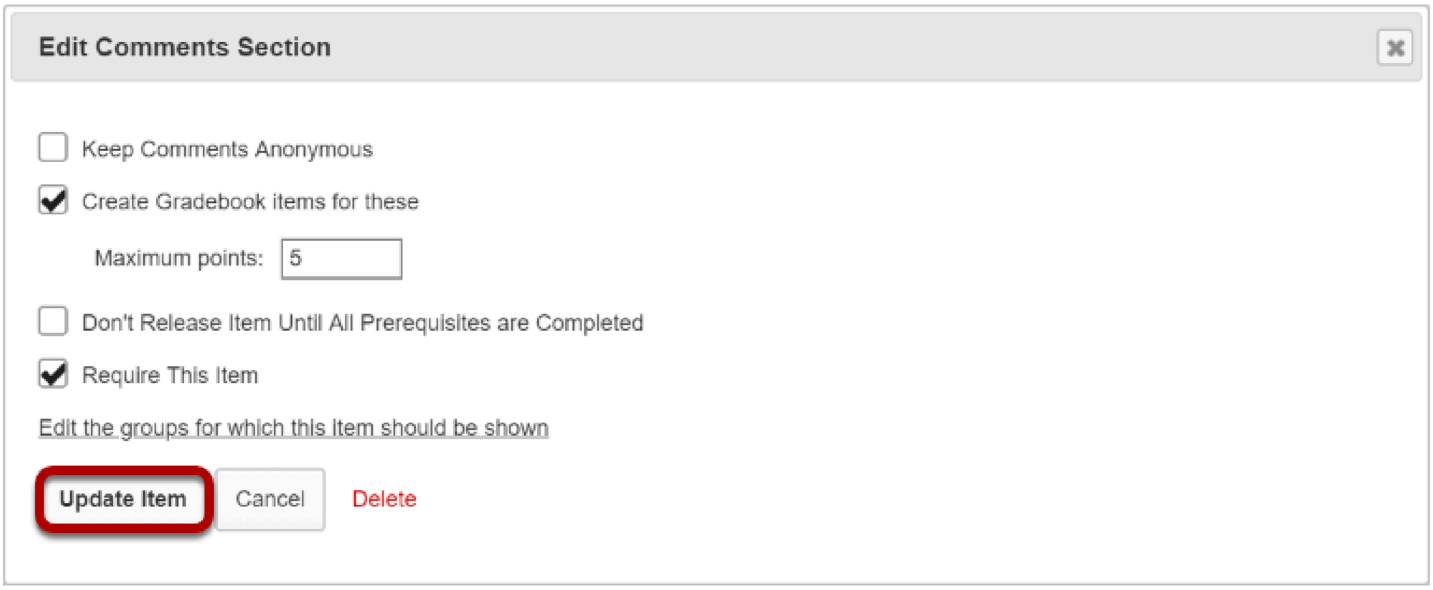


1. To make comments anonymous, check the box next to **Keep Comments Anonymous**.
2. Check the box next to **Create Gradebook items for these**, if you would like to grade the comments, and enter a maximum point value.
3. If you would like to restrict this item based on a prerequisite, check the box for **Don't release item until all prerequisites are completed**.
4. If students are required to add comments before moving on to a different Lessons item, check the box next to **Require This Item**.

Note: Students CAN read other students' comments in this tool.

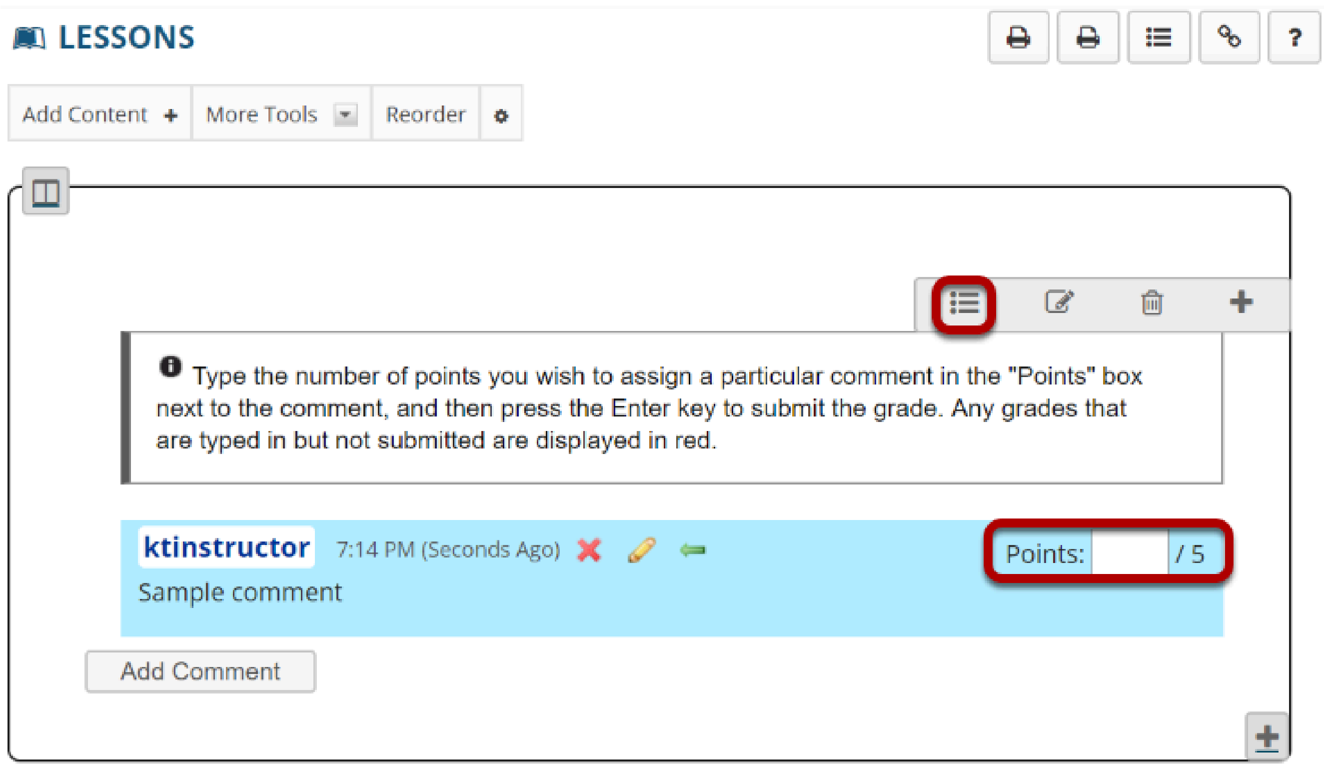
Footer

Click Update Item.



This will return the display to the Lessons Page with the Add Comments button.

View of comments.

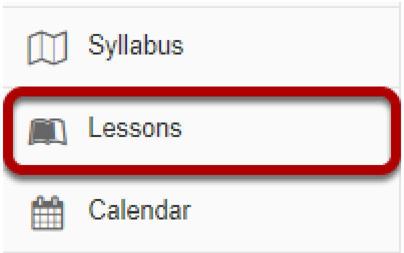


If the comments are graded, you may enter grades directly on the comment page, or click on the **Grading Pane** icon to enter scores there.

Footer

How do I allow students to add content to Lessons?

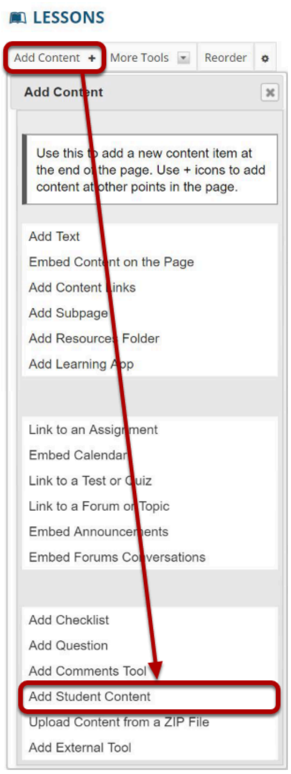
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Student Content.



From the **Add Content** drop-down menu, select **Add Student Content**.

Footer

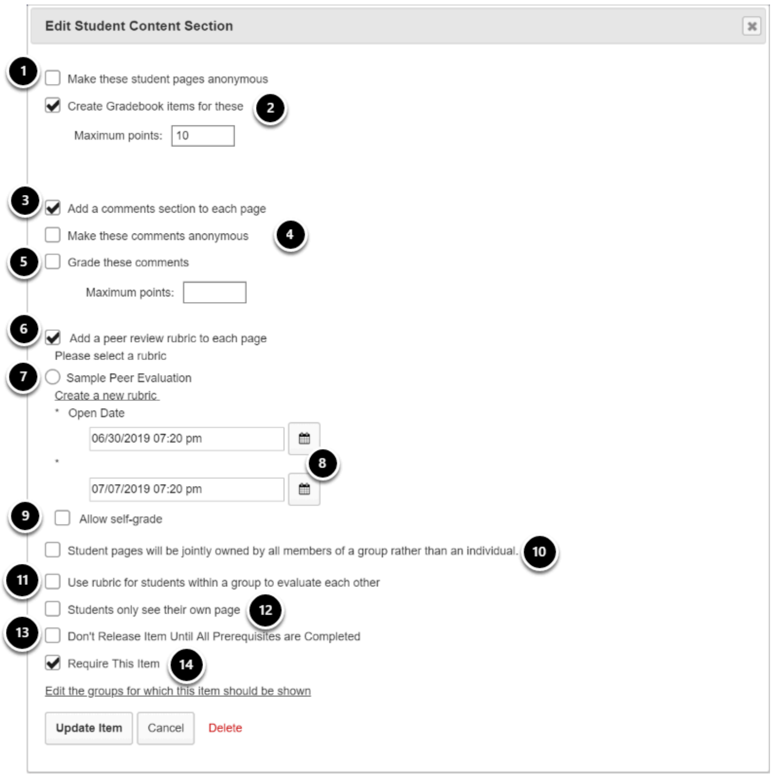
View Student Content Pages.

Click Edit. (Optional)

Click the **Edit** button if you would like to modify the settings.

Footer

Edit the Student Content Section Properties as needed.



1. Check **Make these student pages anonymous** if you want the student pages to not reflect the name of the student creating the pages.
2. Check **Create gradebook item for these** if the student content pages are to be graded and enter maximum points.
3. Check **Add comments section to each page** if you will allow other students to comment on the student pages.
4. Check **Make these comments anonymous** if you want student comments to be anonymous.
5. Check **Grade these comments** if you want to grade student comments on other student pages.
6. Check **Add a peer review rubic to each page** if you want to allow students to grade other student pages based on a rubric.
7. Select a rubric. The Sample Peer Evaluation rubric (selected by default), or you may click **Create a new rubric** to create one.
8. Set the Open/Due dates for peer evaluation.
9. If you want students to be able to review their own pages, check the box for **Allow self-grade**
10. Check **Student pages will will be jointly owned by all members of a group rather than an individual** to allow site groups (rather than individuals) to create Student Pages. Each group member will be allowed to add/edit content on the group's Student Pages.
11. Check the box for **Use rubric for student within a group to evaluate each other** if you would like groups to use rubrics.

Footer

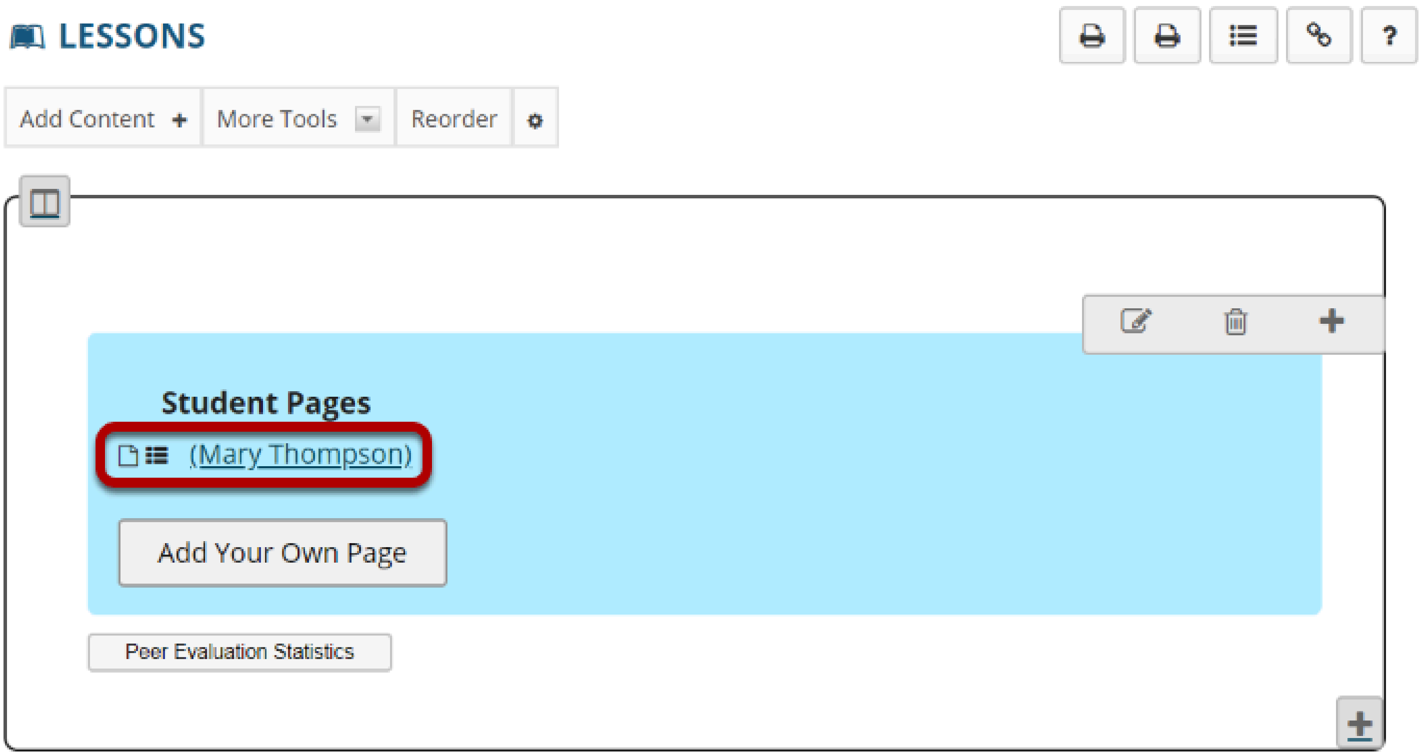
12. Check the box for **Students only see their own page** if you want the student pages to be visible only to the instructor and the author of the page.
13. Check the box for **Don't release item until all prerequisites are completed** if you want to restrict access based on a prerequisite.
14. Check **Require this item** to require the creation of Student Pages before moving on to a different Lessons item.

Note: All of the settings listed above are optional.

When finished, click Update item.

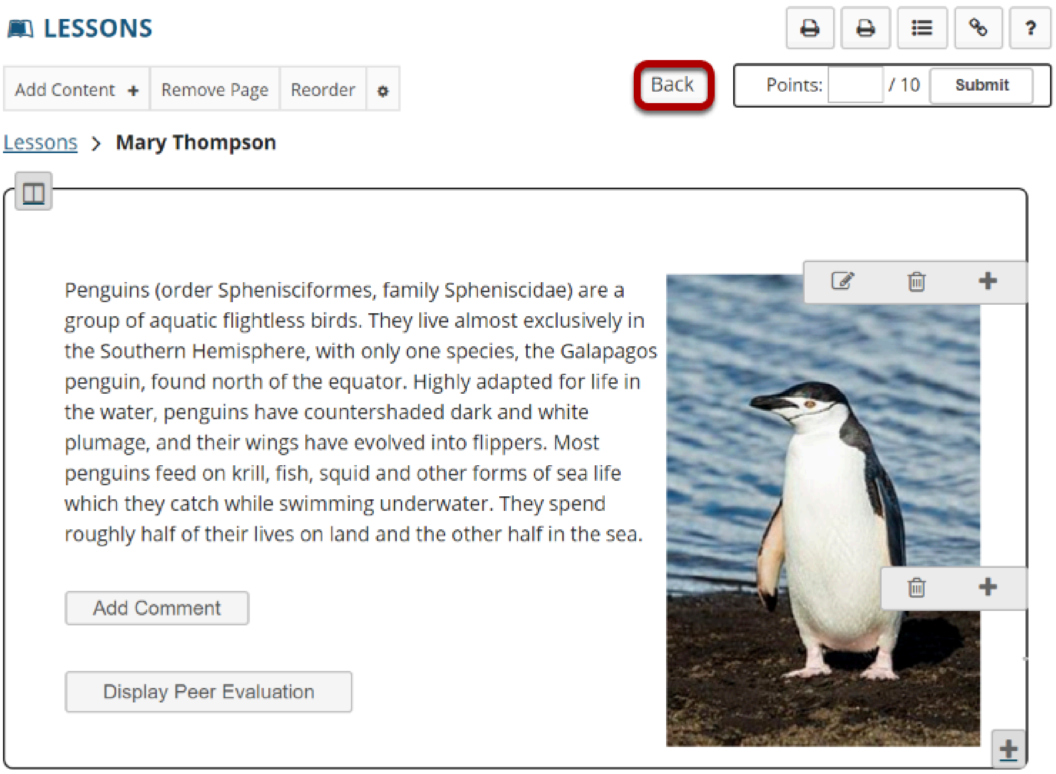
Updating will return the display to the Lessons page with the Student Pages section shown.

To view a student's page, click on the student's name.



Footer

Example of a Student Page.

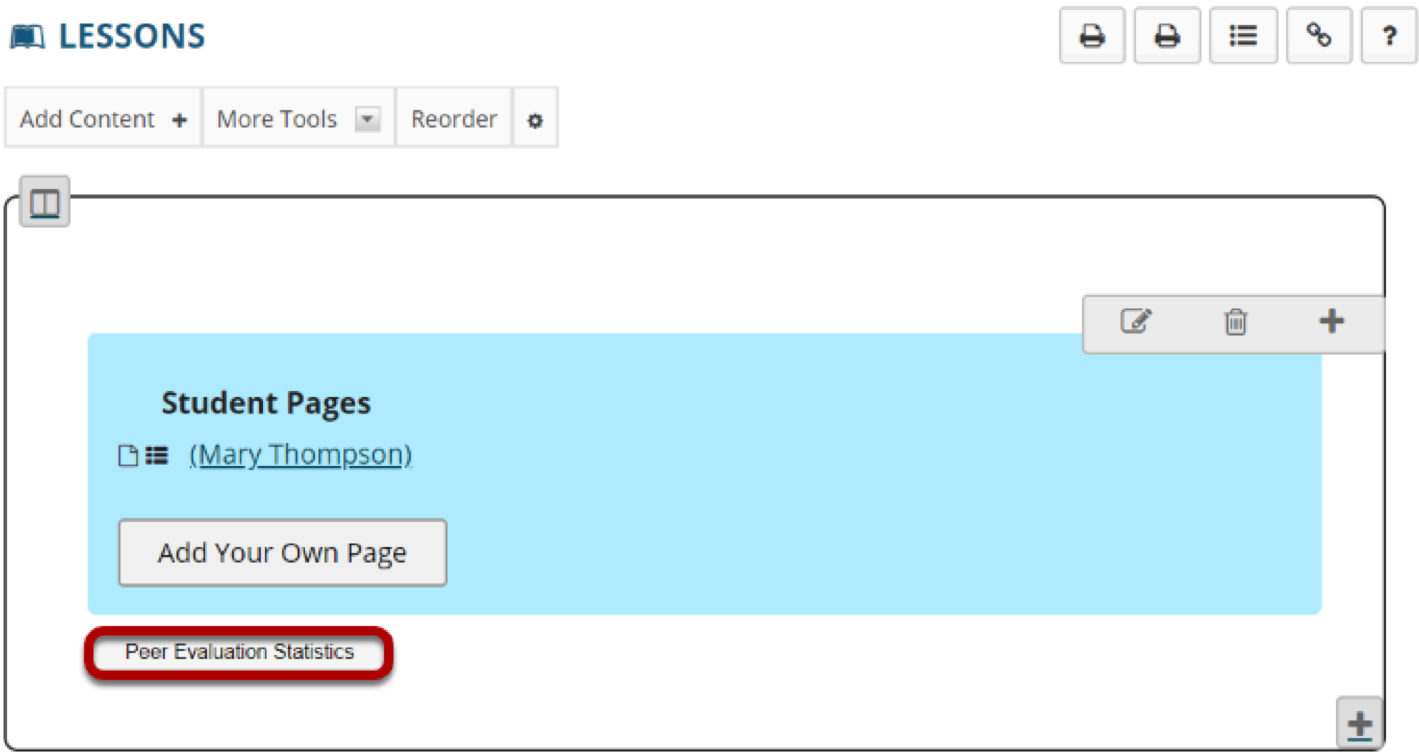


Students can add text, link to documents, link to web pages, embed images, embed video, embed audio, create sub-pages, add comments (if allowed) and peer review (if allowed).

Click **Back** to return to the Lessons page. The **Back** button is located in the top right corner of the student's page.

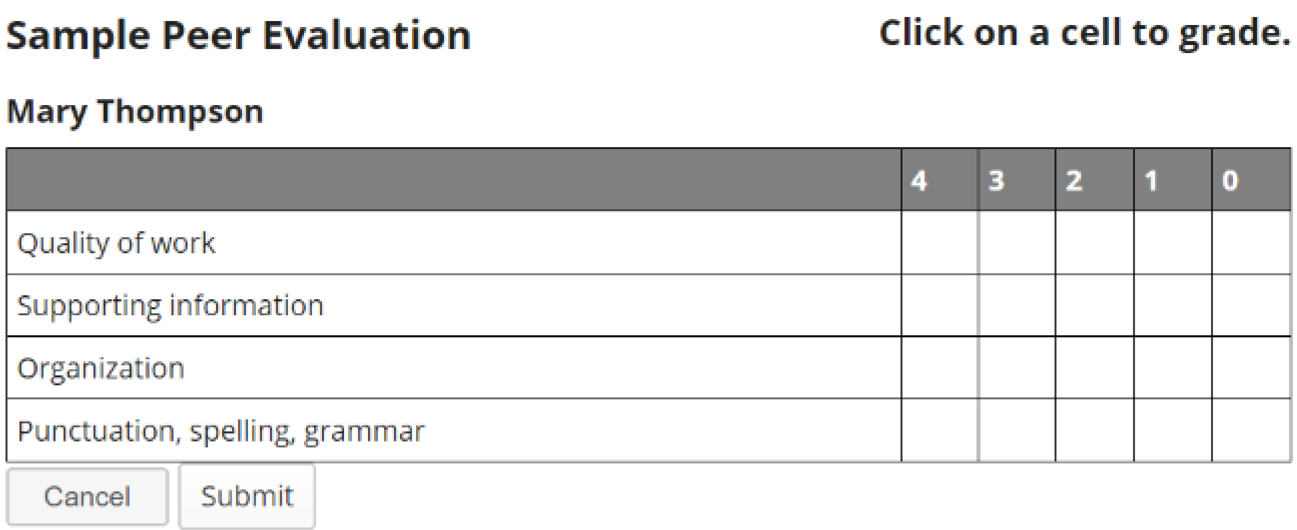
Footer

Click Peer Evaluation Statistics.



Click the **Peer Evaluation Statistics** button to see the evaluations made by other students (or self-evaluations).

View peer/self evaluations.



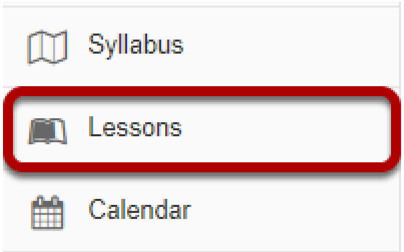
This will display the Peer Evaluations made by other students or the Self Evaluation (if selected in properties) based on either the default rubric (shown above) or your custom created rubric.

Footer

How do I reorder items on a Lessons page?

Instructors can reorder the placement of items on a Lessons Page.

Go to Lessons.

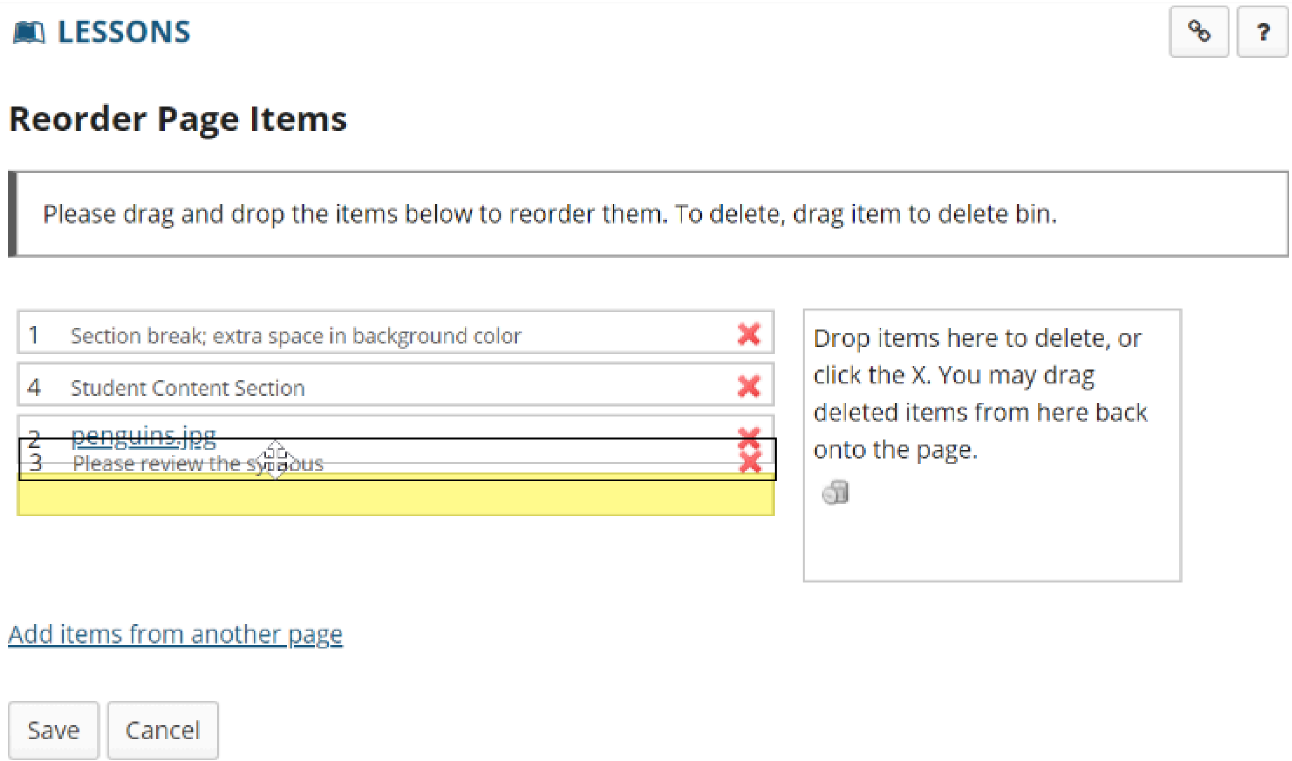


Click on the Lessons tool in the Tool Menu to display the page.

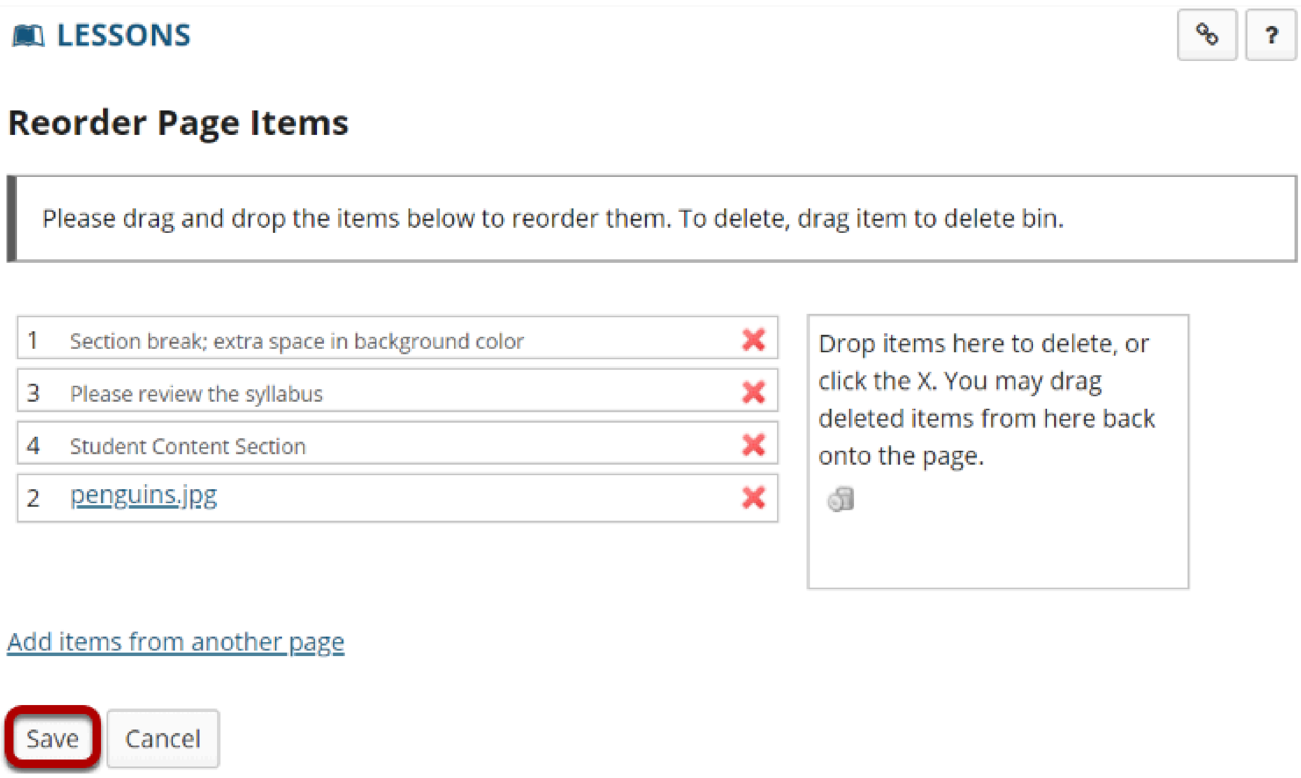
Click Reorder.

Footer

Drag and drop the items into the desired order.



Click Save.



Footer

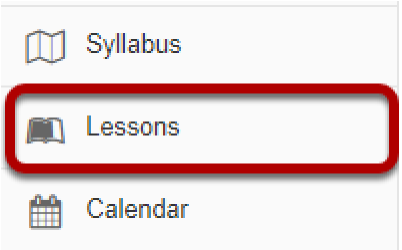
After saving, you will return to the Lessons page with the items displayed in the new order.

Footer

How do I delete items on a Lessons page?

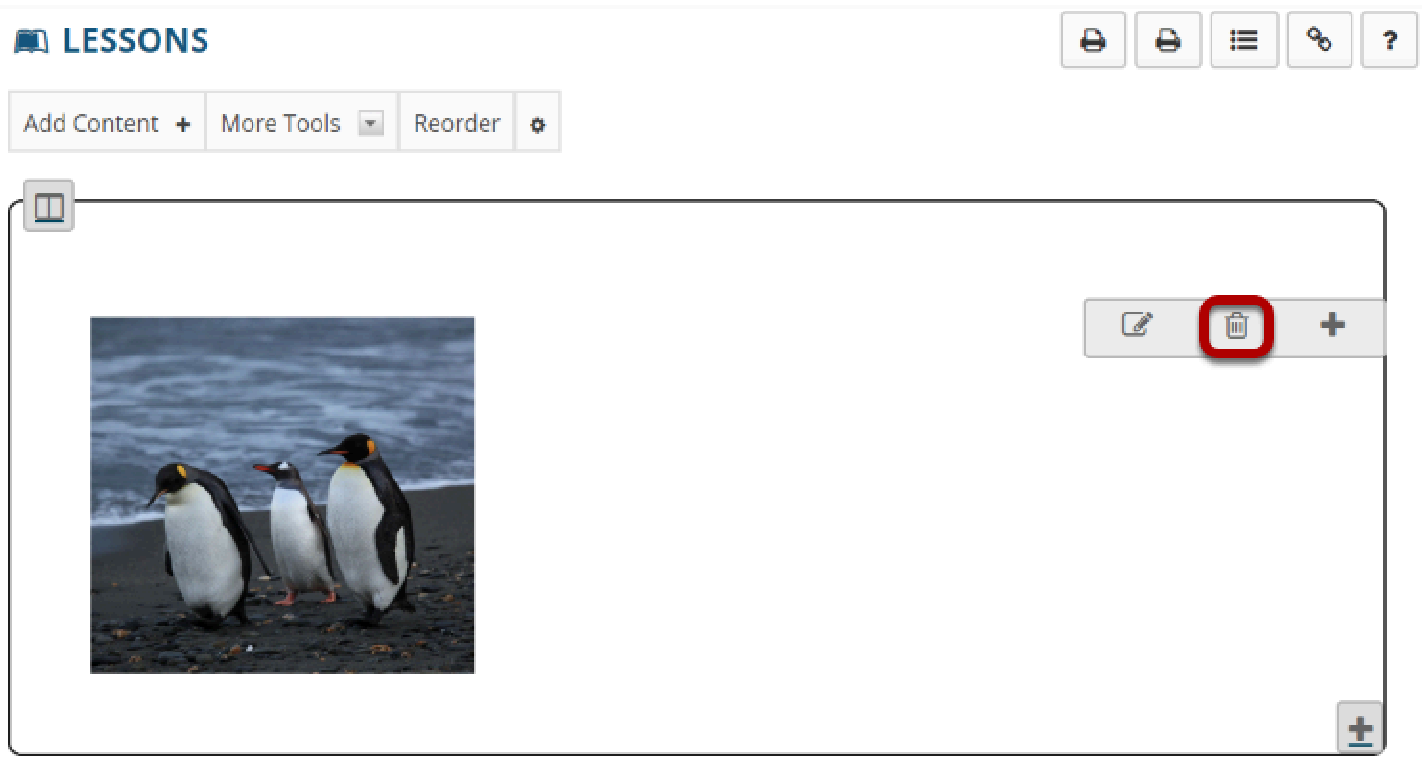
Instructors can delete items added to a Lessons page using the Delete icon, the Edit option, or the Reorder option.

Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

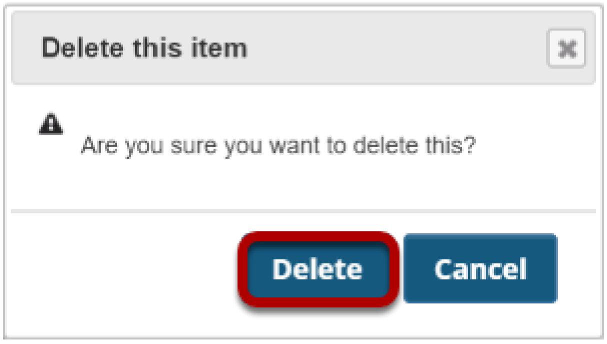
To delete an item using the Delete icon:



Click on the trashcan (Delete) icon for the item you want to delete.

Footer

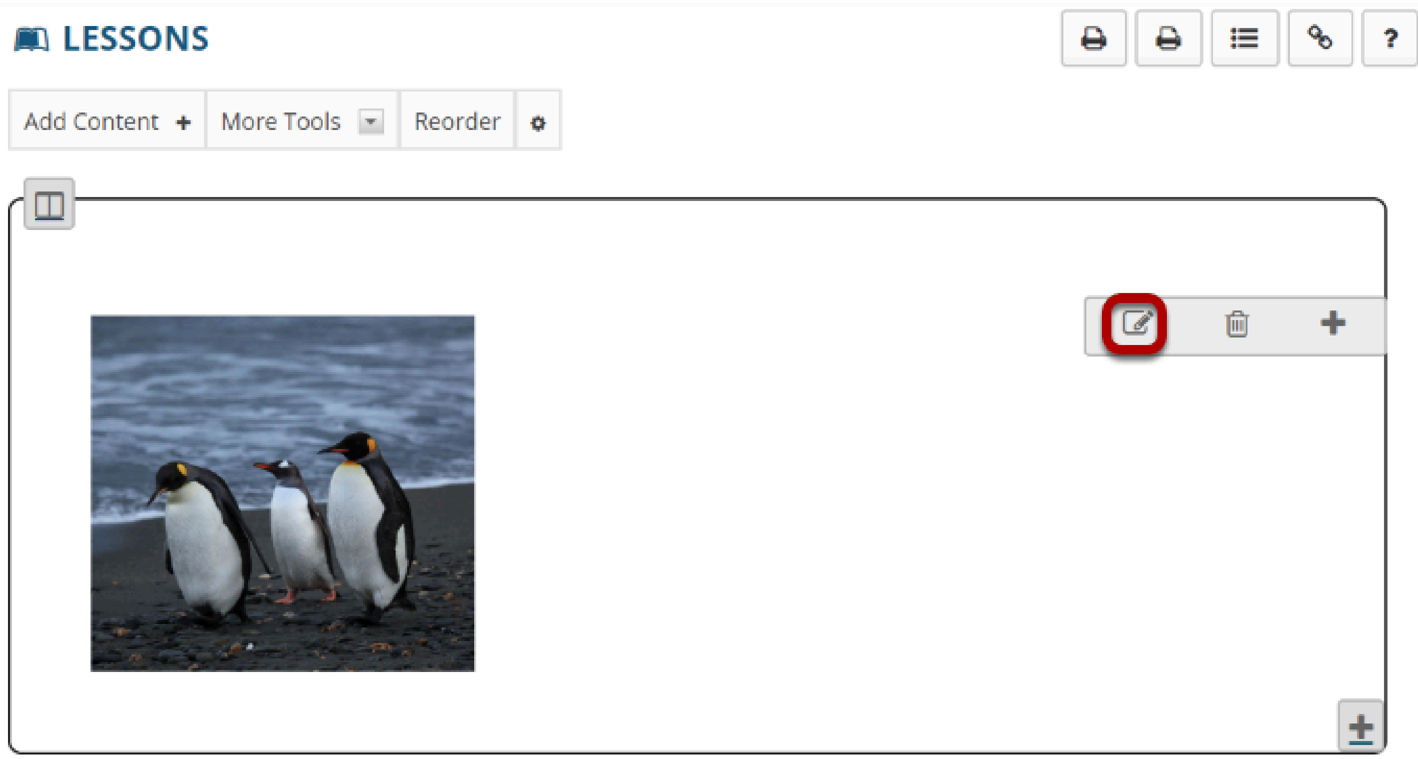
Confirm deletion.



Click **Delete** to confirm the deletion.

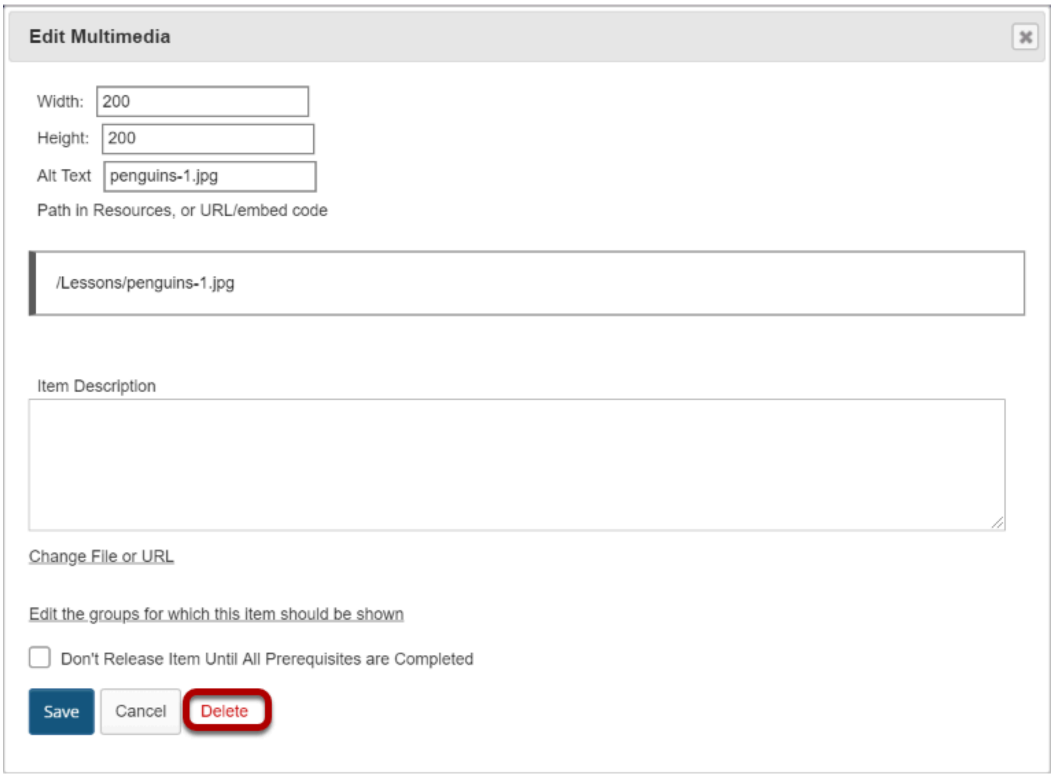
To delete an item using the Edit option:

Click Edit.



Footer

Click Delete.



This returns the display to the Lessons page with the item deleted.

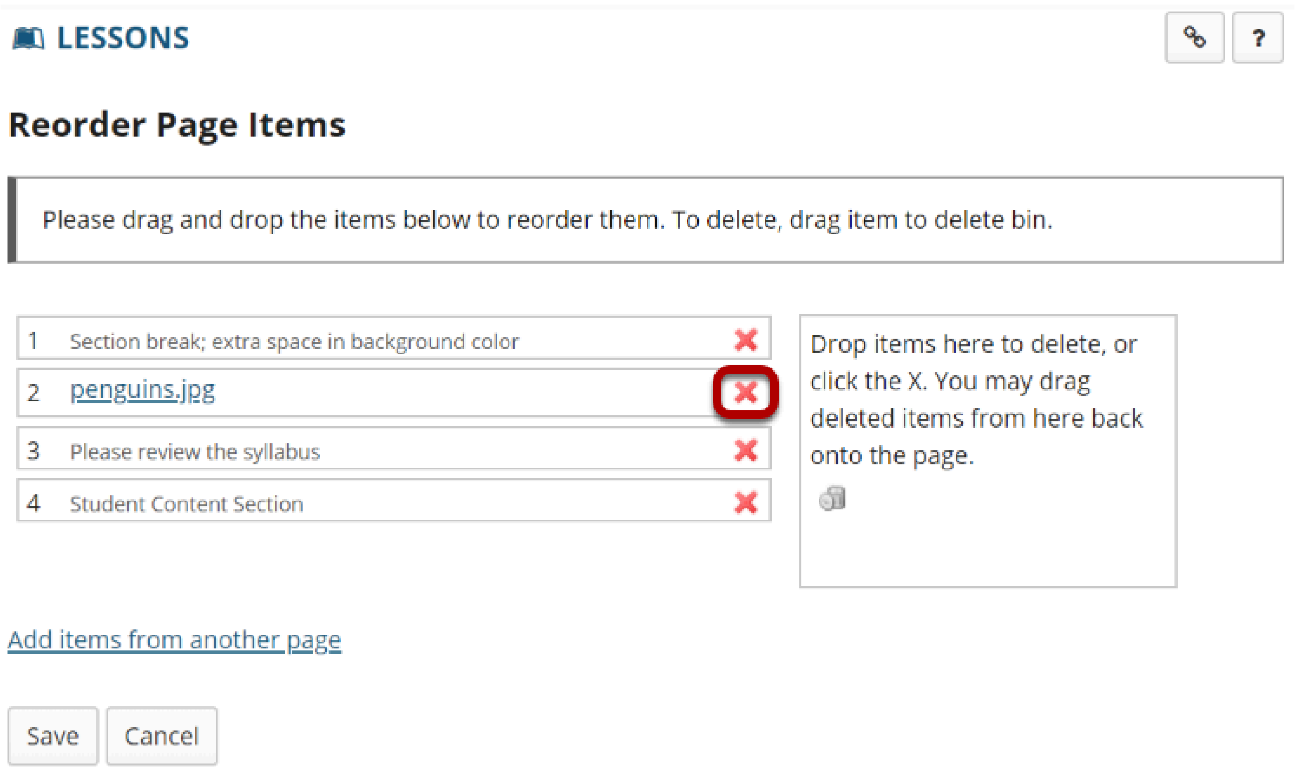
To delete an item using the Reorder option:

Click Reorder.

This displays the reorder list of items added to the Lessons page.

Footer

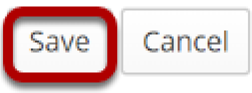
Click the red X icon located to the right of the item.



This removes the item from the Lessons page list of items.

Note: You may also drag items over to the right to delete them.

Click Save.



Saving returns the display to the Lessons page with the item removed.

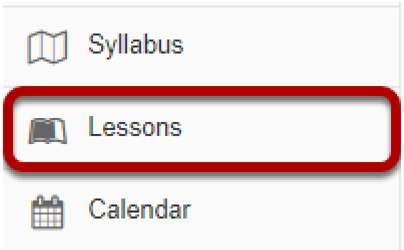
Footer

How do I limit access to Lessons page items to groups?

Instructors can limit access (i.e. specify conditional release) to items added to a Lessons page or subpage by group.

Note: The site must have existing groups in order to limit items to groups. See [How do I create groups?](#) for more information on creating groups.

Go to Lessons.

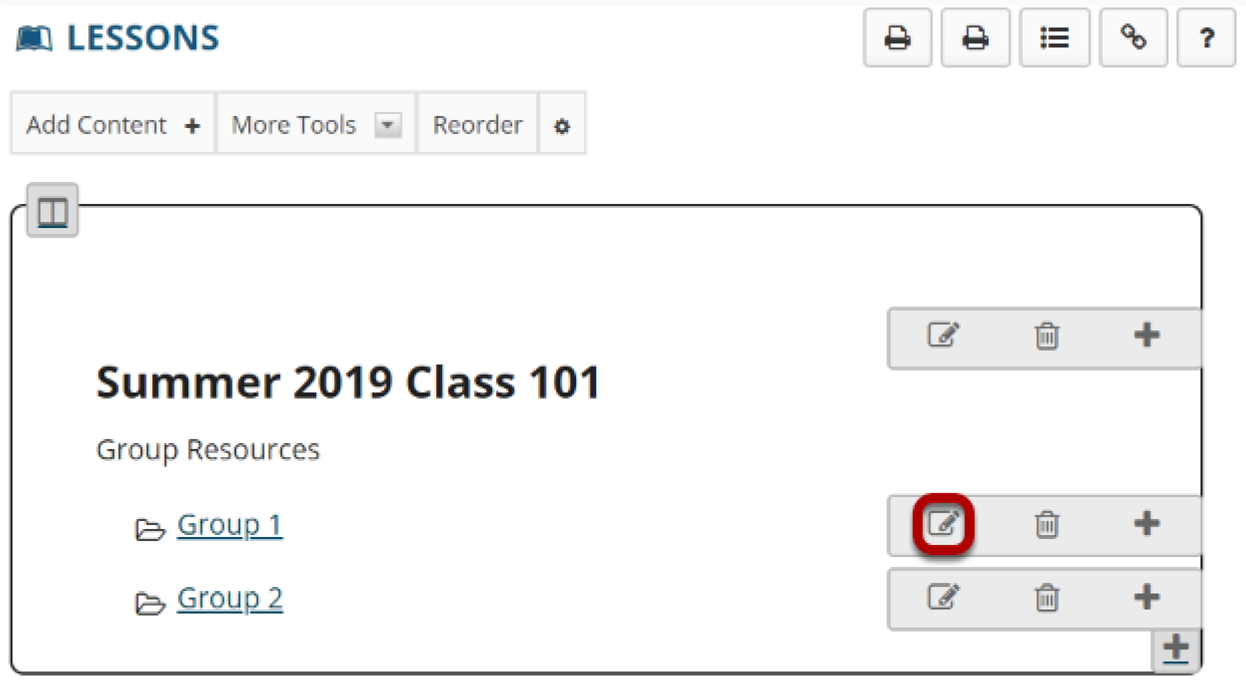


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

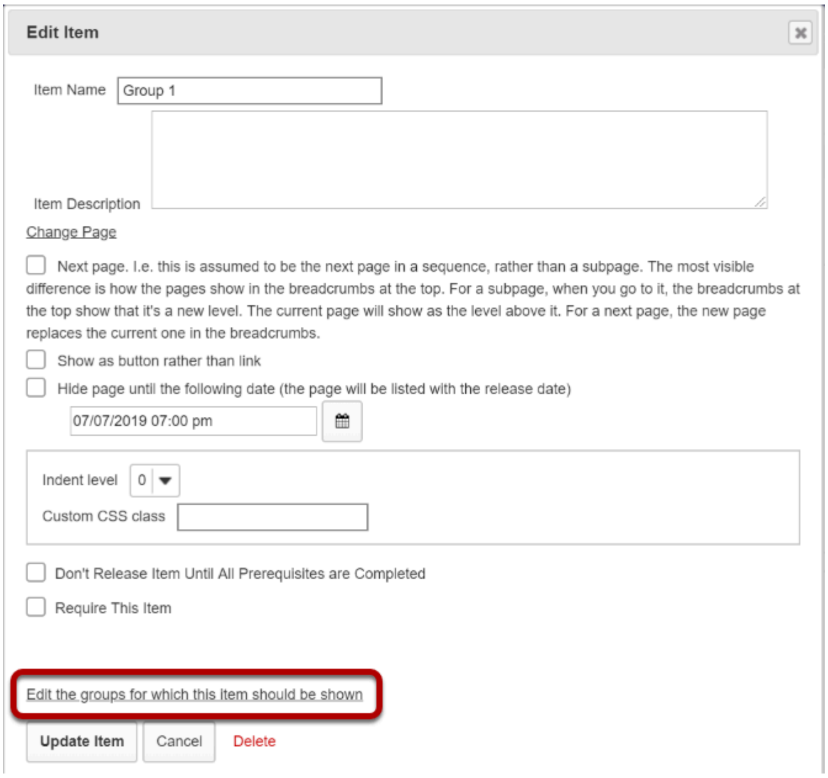
Footer

Click Edit.



Click the **Edit** button for the item you want to restrict to a group or groups.

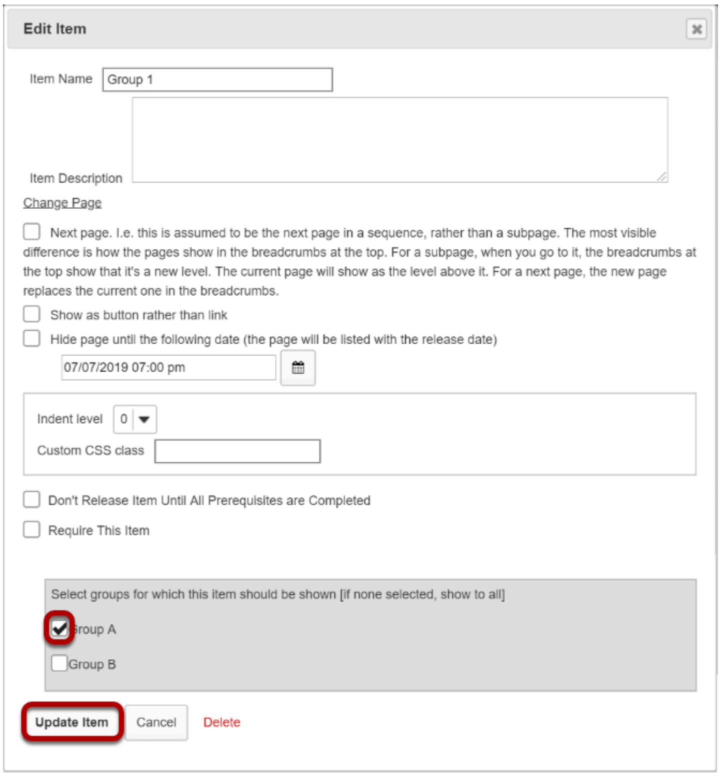
Click Edit the groups for which this item should be shown.



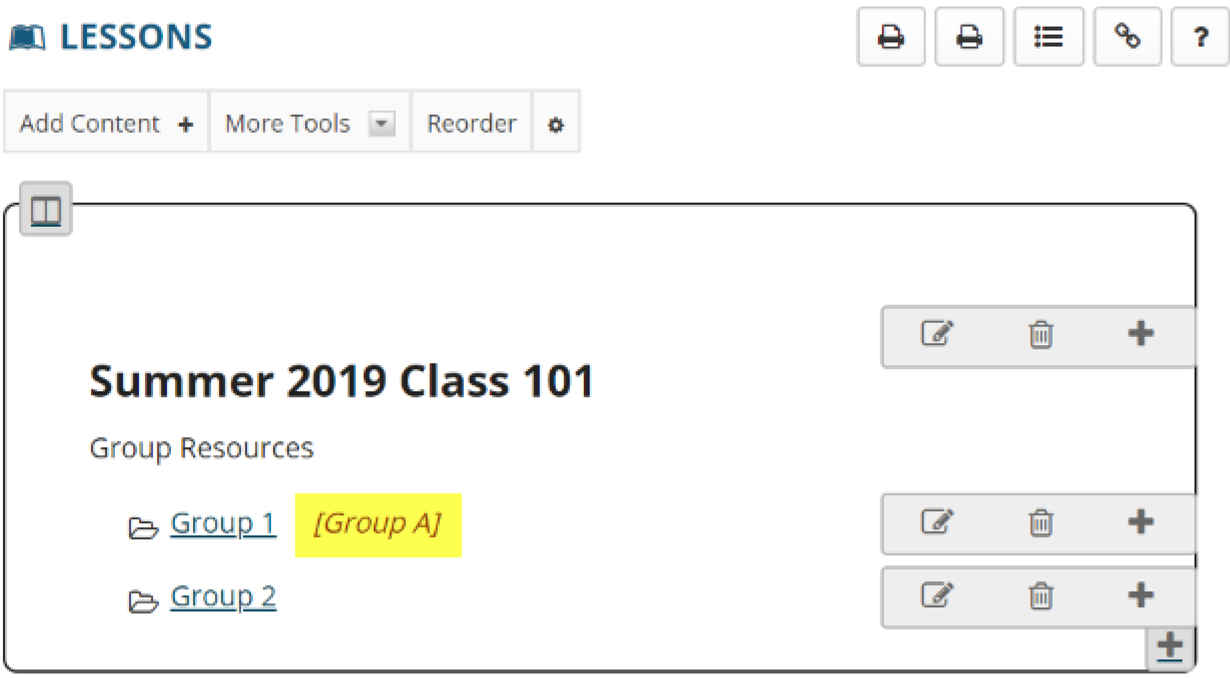
Footer

This will display a list of the site's existing groups.

Select the group(s), then click Update Item.



View item on the page.



Footer

Items which are restricted based on specified criteria indicate the criteria in red next to the item, e.g. *[Group A]*

Note: All items that can be added to a Lessons page can be limited to a selected group (or groups) via the Edit button.

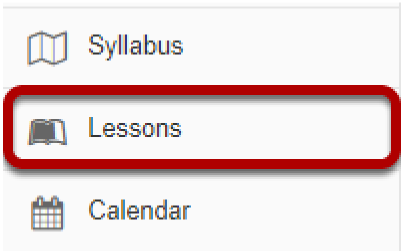
Footer

How do I add subpages to a Lessons page?

Instructors can add subpages to a top-level Lessons page. A top-level Lessons page is a Lessons page that is listed by name in the Tool Menu. Subpages are connected to top-level Lessons pages by a link or a button.

Note: Subpages are added to whatever page the Add Content / Add Subpage function is accessed from. To add multiple subpages to a top-level page, make sure you access the Add Content / Add Subpage function from the original top-level Lessons page and not from a subpage.

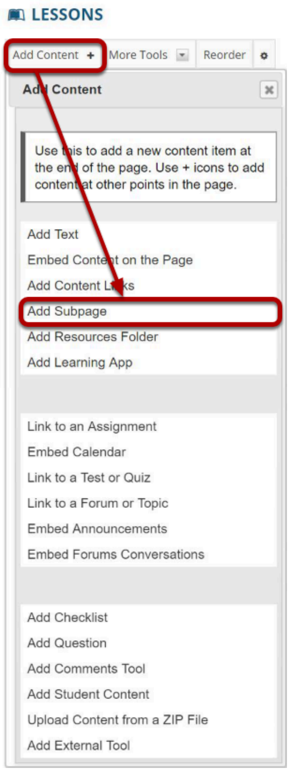
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

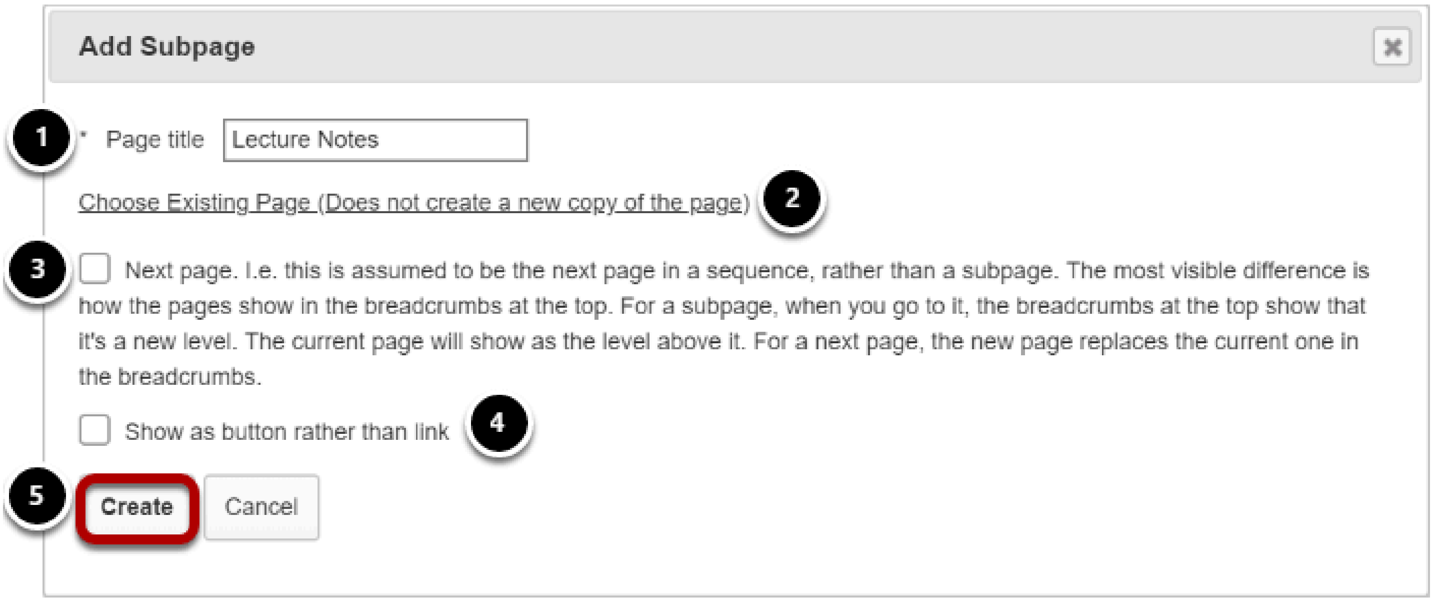
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, then Add Subpage.



From the **Add Content** drop-down menu, select **Add Subpage**.

Enter the subpage information.

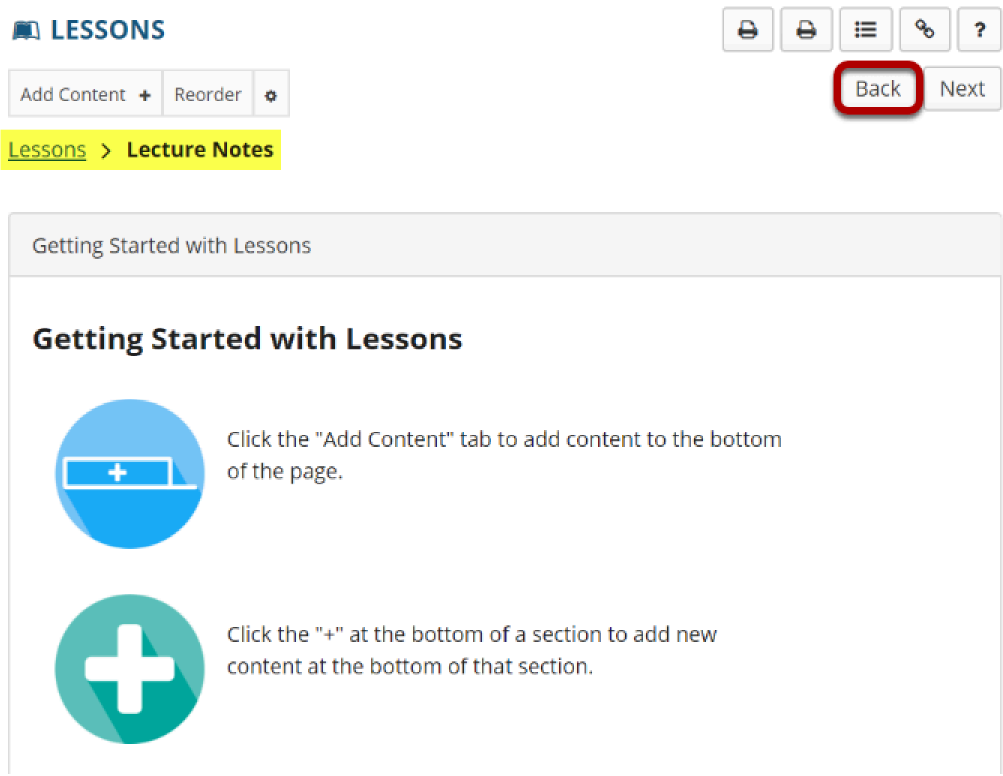


1. Enter a title.

Footer

2. Click the **Choose Existing Page** link to select from the index of existing pages in the site. (Optional)
3. Select the **Next page** option if desired.
4. Select the **Show as button rather than link** option if desired.
5. Click Create.

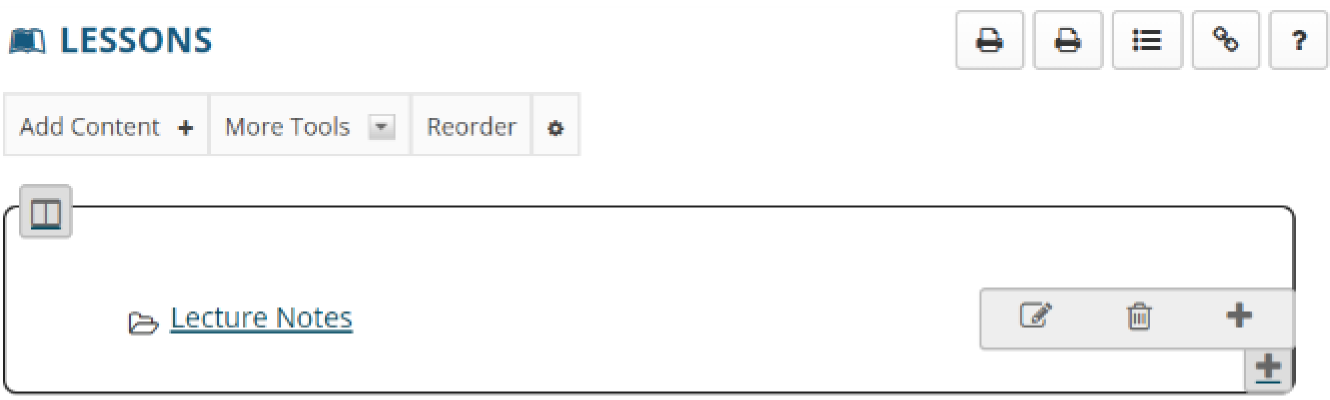
View subpage.



The new subpage contains the default Lessons page information.

Clicking on the **Back** button takes the user back to the top-level page.

View top-level Lessons page with link to subpage



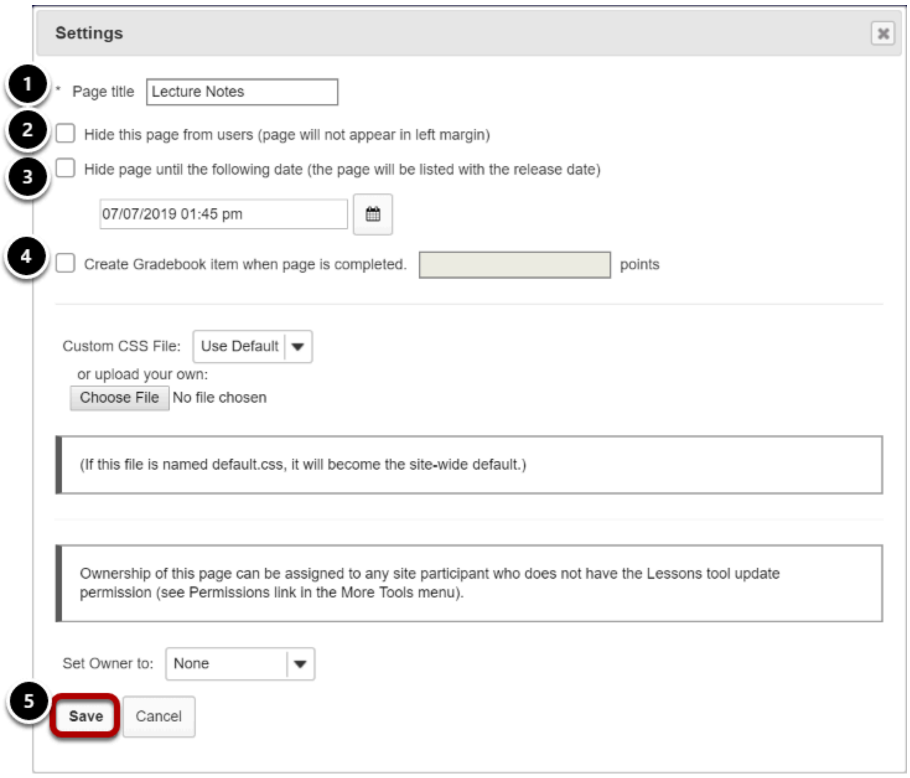
Footer

To edit the title and properties of a subpage: (Optional)

Click on the Settings icon.

The **Settings** icon is a gear-shaped icon located on the top left of the subpage.

Edit the title and properties of the subpage as needed.



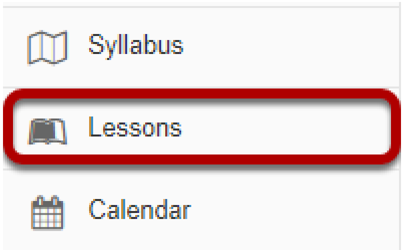
1. The title of the subpage can be edited in the **Page Title** box.
2. Check **Hide this page from users** to not allow students to access the subpage.
3. Check **Hide page until** to allow access to the subpage at a particular date and tie.
4. Check **Create Gradebook item** to automatically create an item in the gradebook when the page (and any required items on it) is completed.
5. Click **Save** when finished.

Footer

How do I view the Index of Pages?

The hierarchy of all Lessons pages in a site is displayed under the Index of Pages button in the top right corner of the Lessons tool.

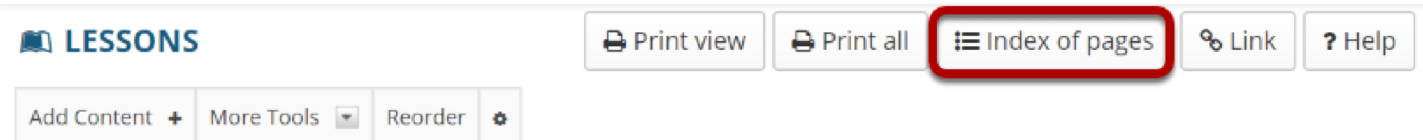
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

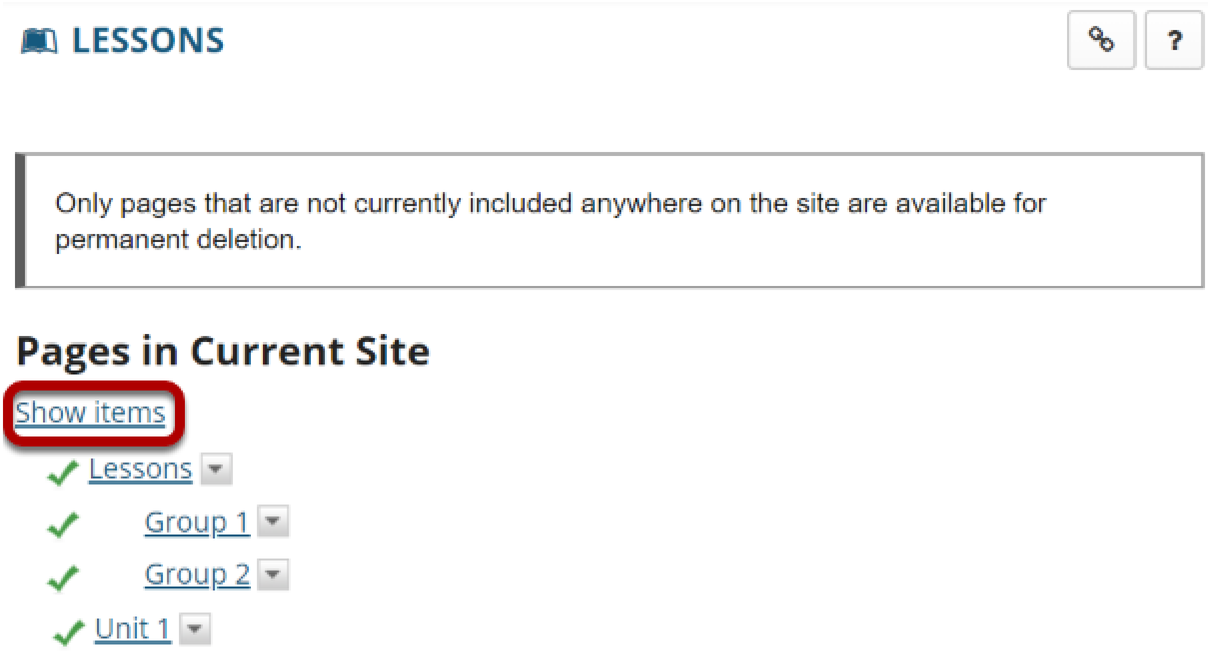
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Index of pages.

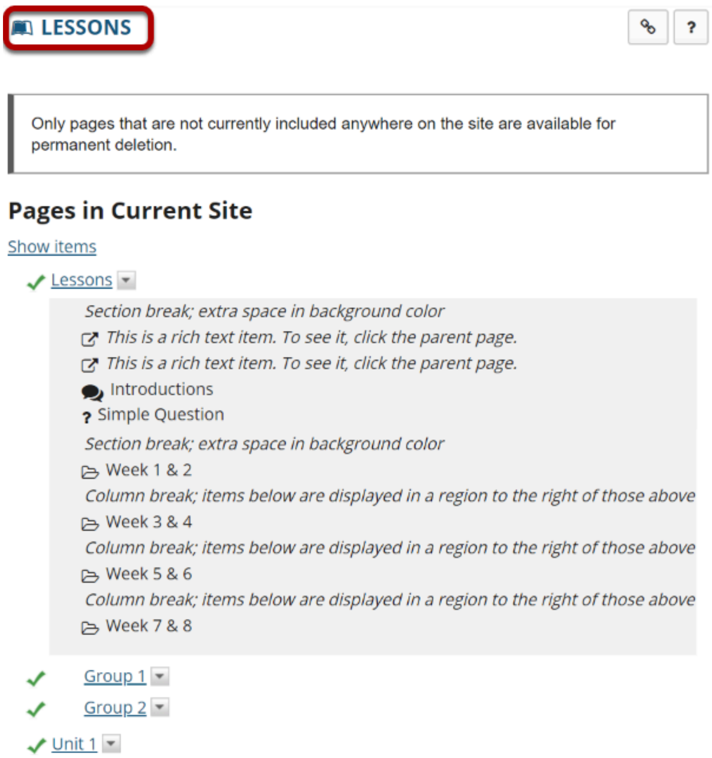


Footer

Click Show Items to view all items on each page.



Click on the Lessons page title in the breadcrumbs or on any of the page links to return to Lessons view.

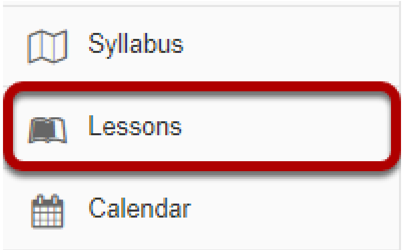


Footer

How do I require completion of a Lessons item?

Most of the items that can be added to a Lessons page can be made "required". That is, students must open (if the item is a resource) or complete (if the item is a forum posting, quiz, assignment, question, comment or student page). Further, the Lessons tool allows instructors to require students to complete one item in the list before allowing access to another item in the list.

Go to Lessons.

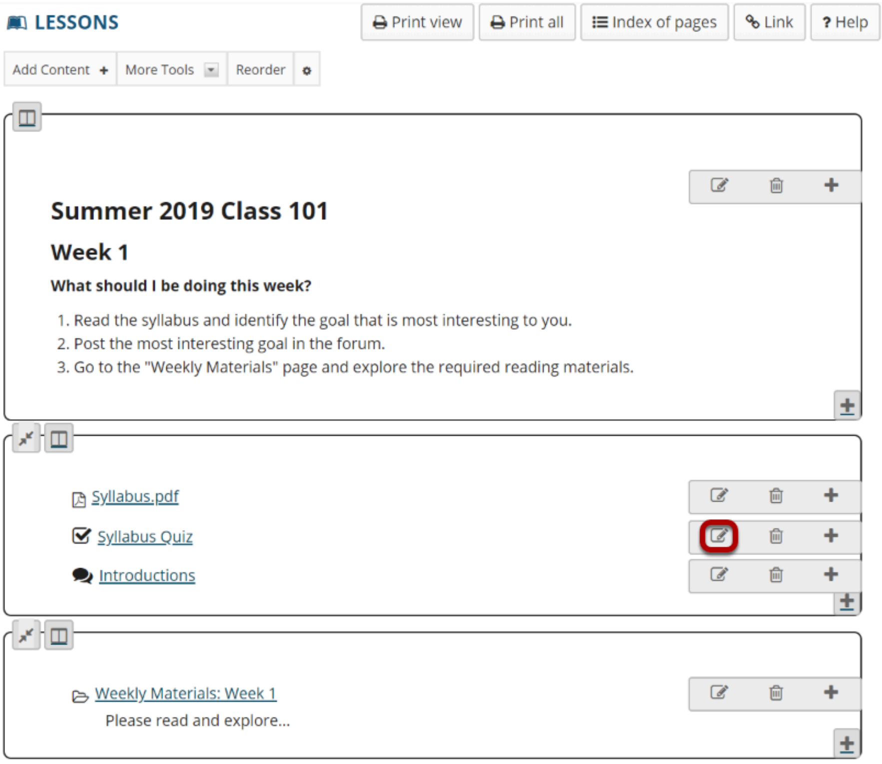


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

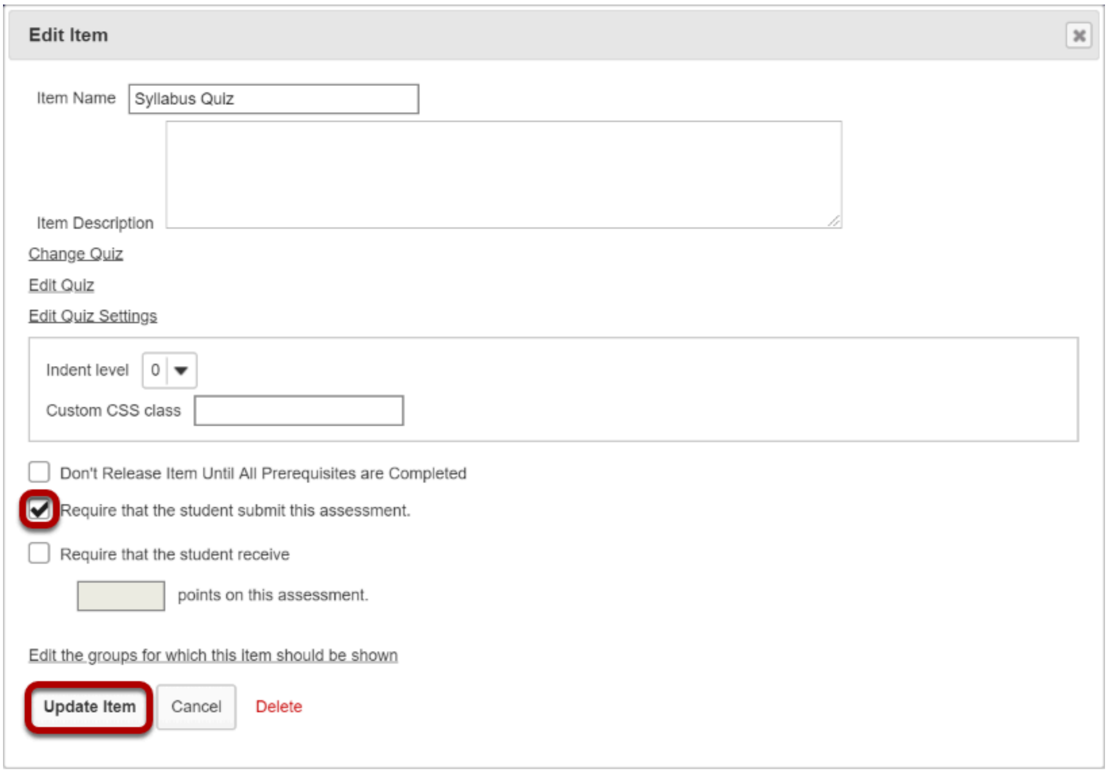
Footer

Click Edit for item that will be required.

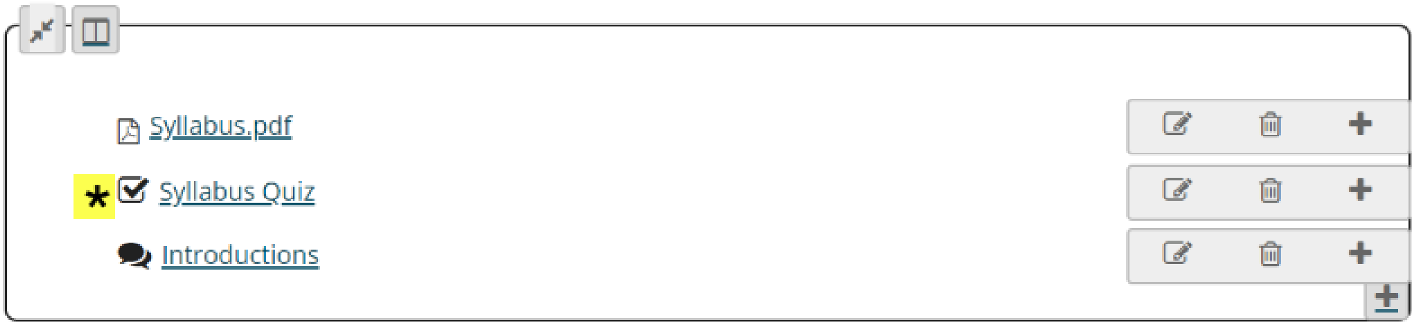


Footer

Check Require that the student submit this assessment, then click Update Item.



Notice the asterisk.

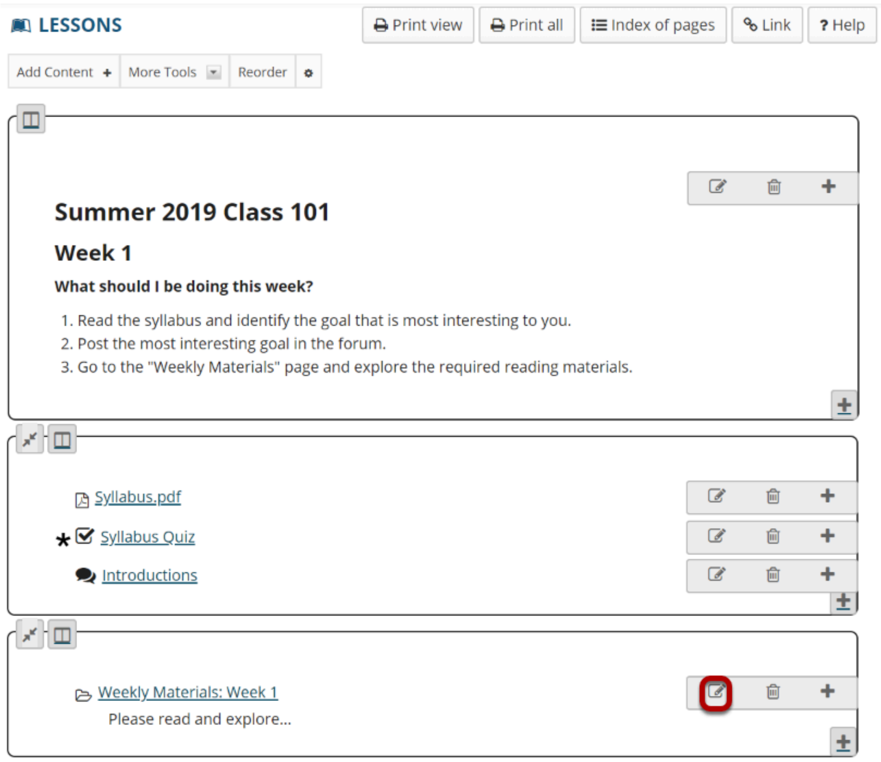


Notice that Required items are indicated with an asterisk to the left of the item.

Footer

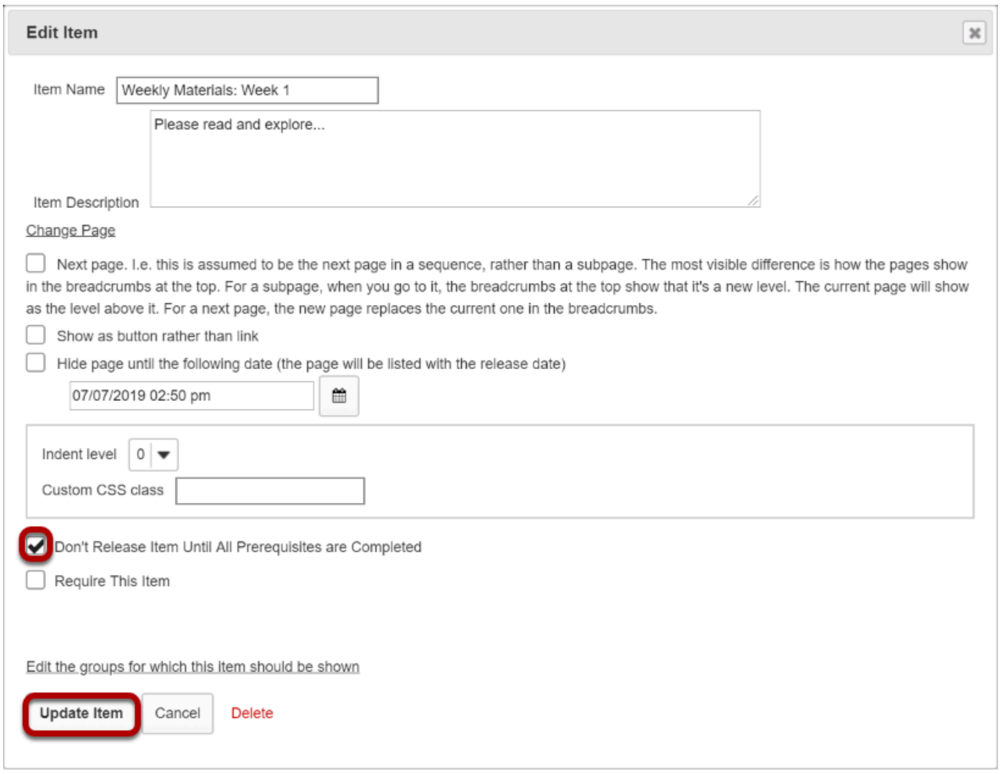
To conditionally release based on prerequisites:

Click Edit for the item to be restricted.



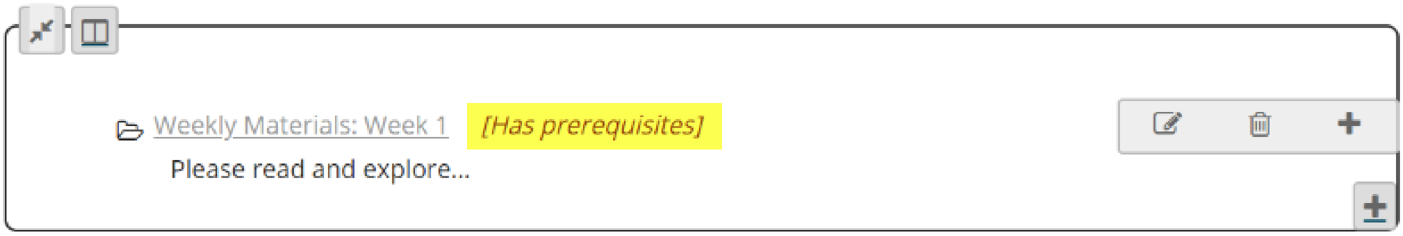
Footer

Specify completion of prerequisites.



Check **Don't Release Item Until All Prerequisites are Completed** option, then click **Update Item**.

Notice prerequisite text.



Notice that items that are conditionally released display *[Has prerequisites]* in red text next to the item.

In the example shown above, the Weekly Materials: Week 1 cannot be opened until the required Syllabus Quiz has been submitted.

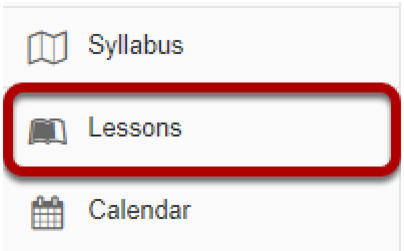
Footer

How do I require completion of a Lessons page?

Instructors can require the completion of one Lessons page or subpage before allowing students to move on to subsequent Lessons pages or subpages in the Lessons hierarchy. That is, instructors can require all of the required items on one page to be completed before students have access to subsequent Lesson pages or subpages.

See How do I require completion of a Lessons item? for directions on requiring an item on a page to be completed.

Go to Lessons.

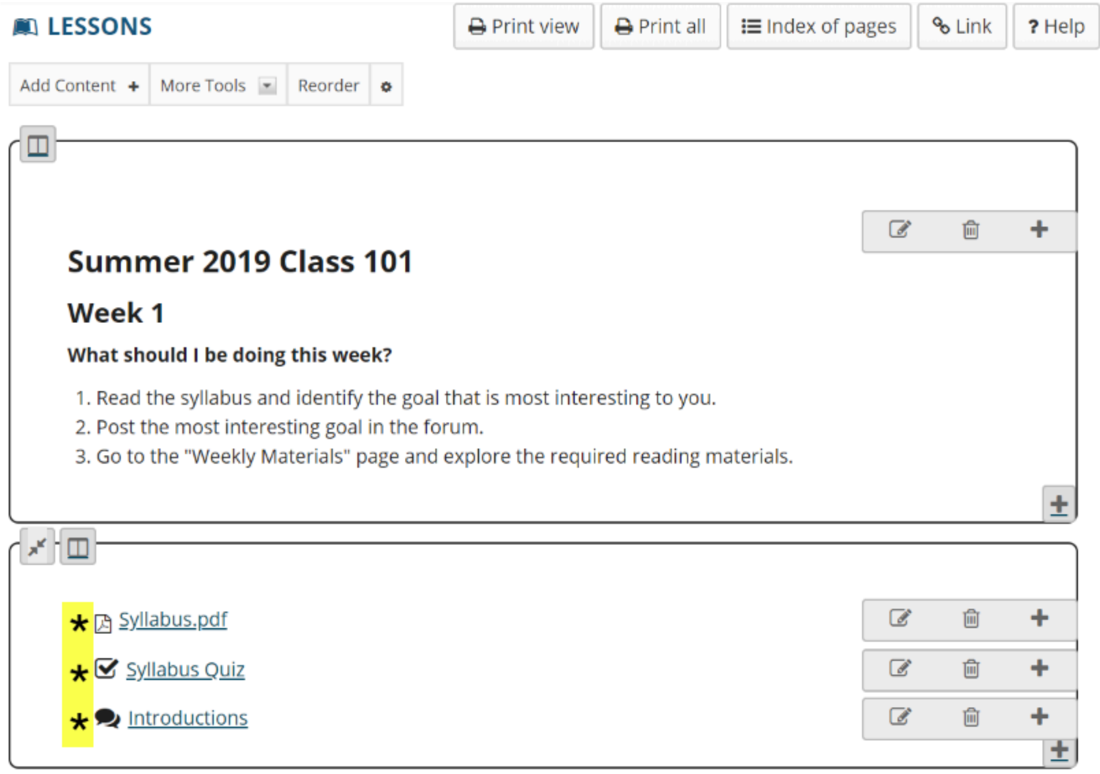


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

Specify required items on the page.

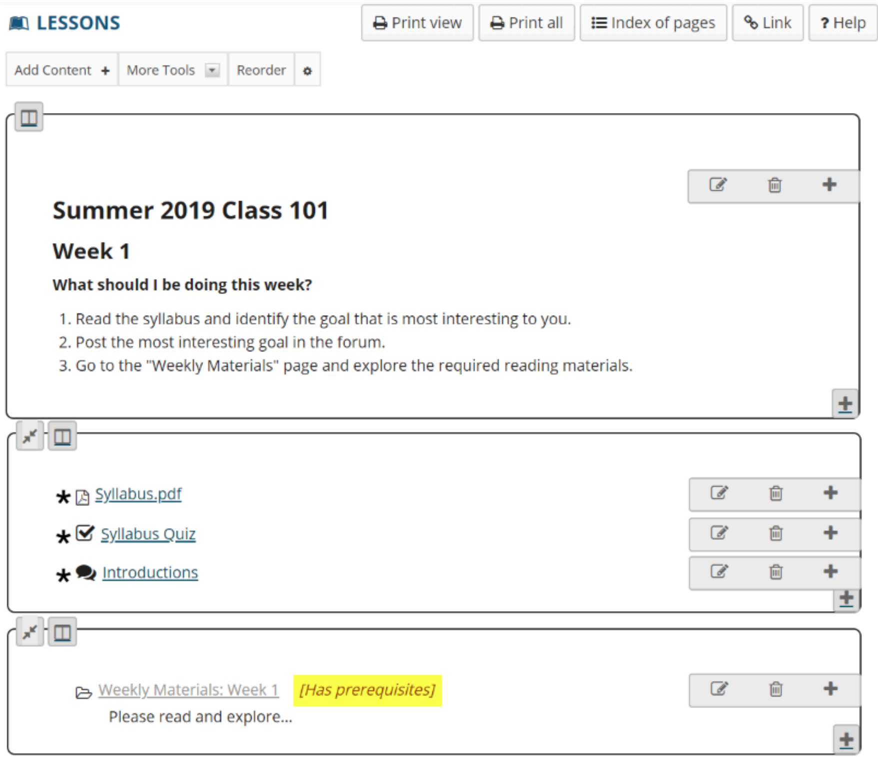


See How do I require completion of a Lessons item? for directions on requiring an item to be completed.

Note: Required items are indicated by an asterisk.

Footer

Specify completion of prerequisites.



See [How do I require completion of a Lessons item?]() for directions on conditionally releasing an item based on prerequisites.

If a student clicks the subpage link (or button) without completing all the required items on the page, nothing will happen. (Instructors can click on the subpage link and the subpage will be displayed.)

Note: that the subpage link (or button) now displays the text [Has Prerequisites] next to the item.

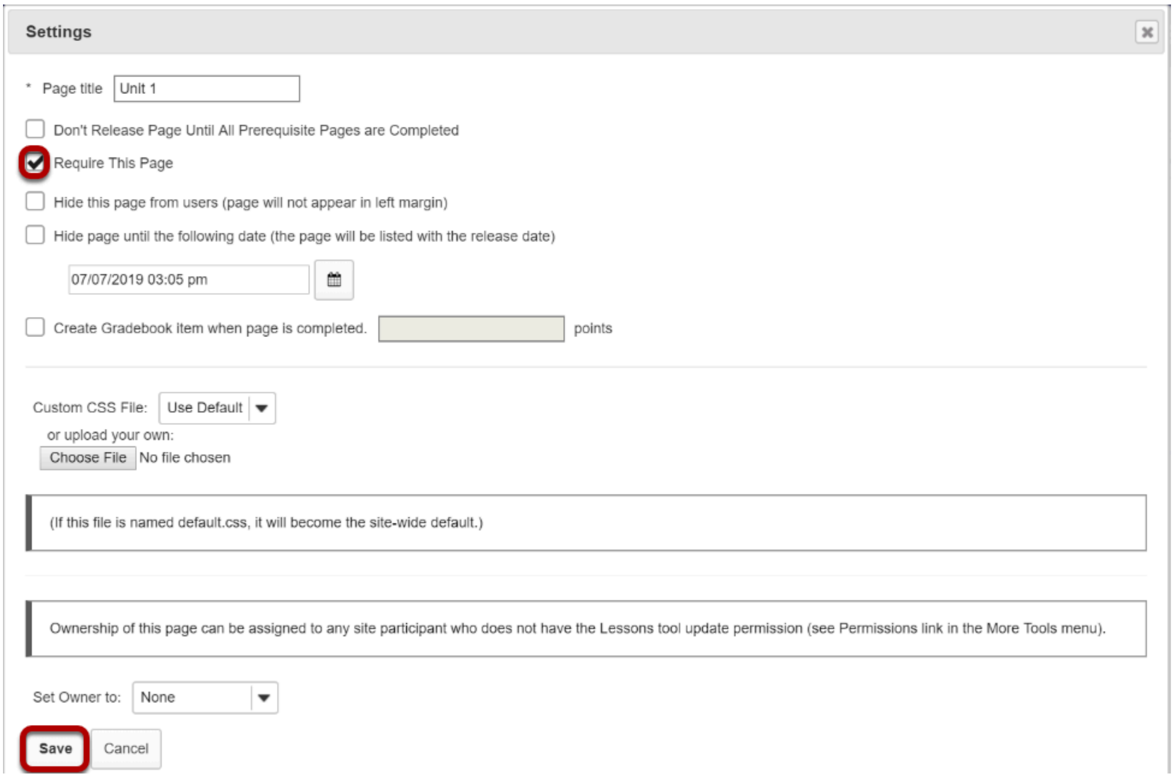
To require a top-level Lessons page before accessing subsequent pages:

Click the Settings icon.

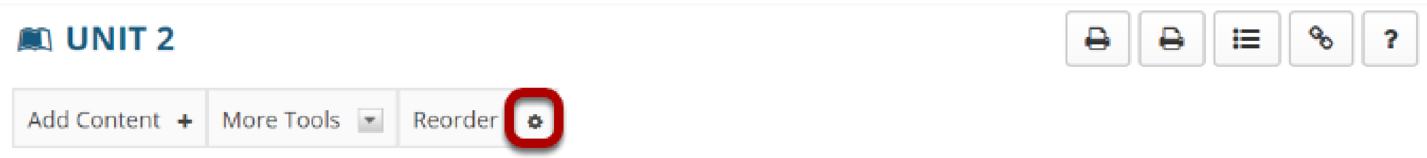
The **Settings** icon is a gear-shaped icon in the top right corner of the page.

Footer

Check Require this page, then click Save.



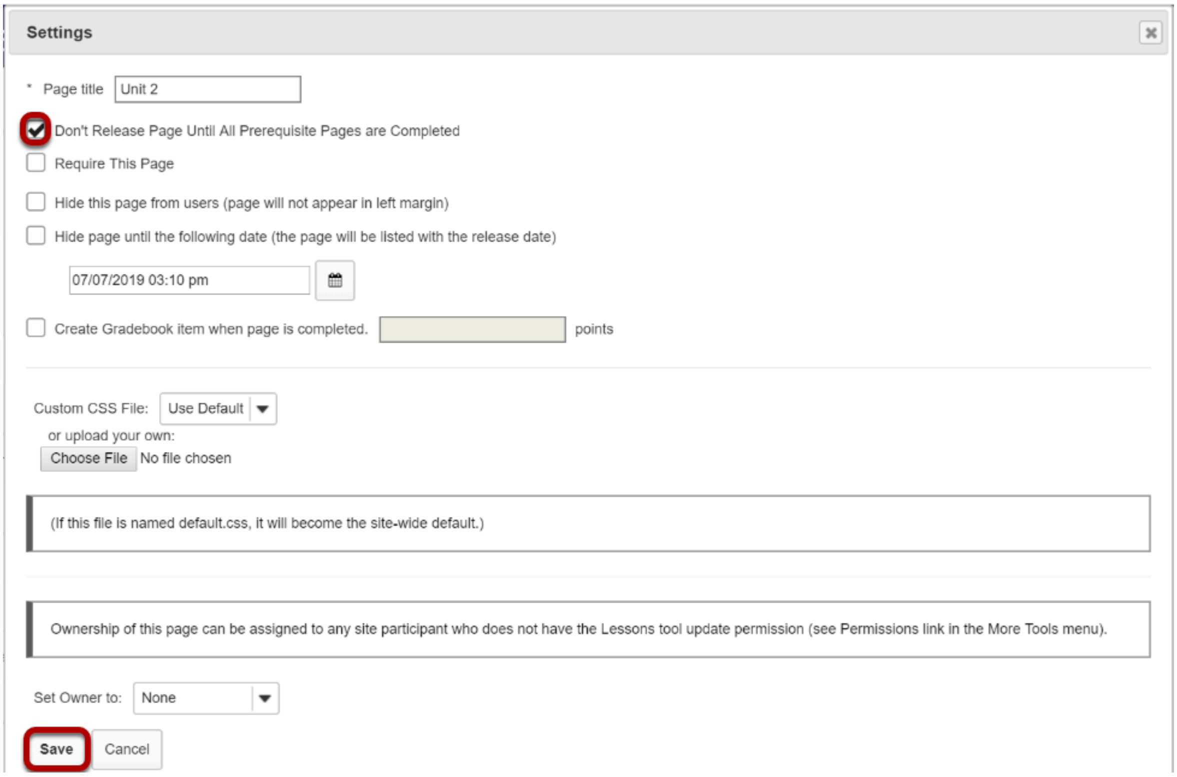
Click the Settings icon.



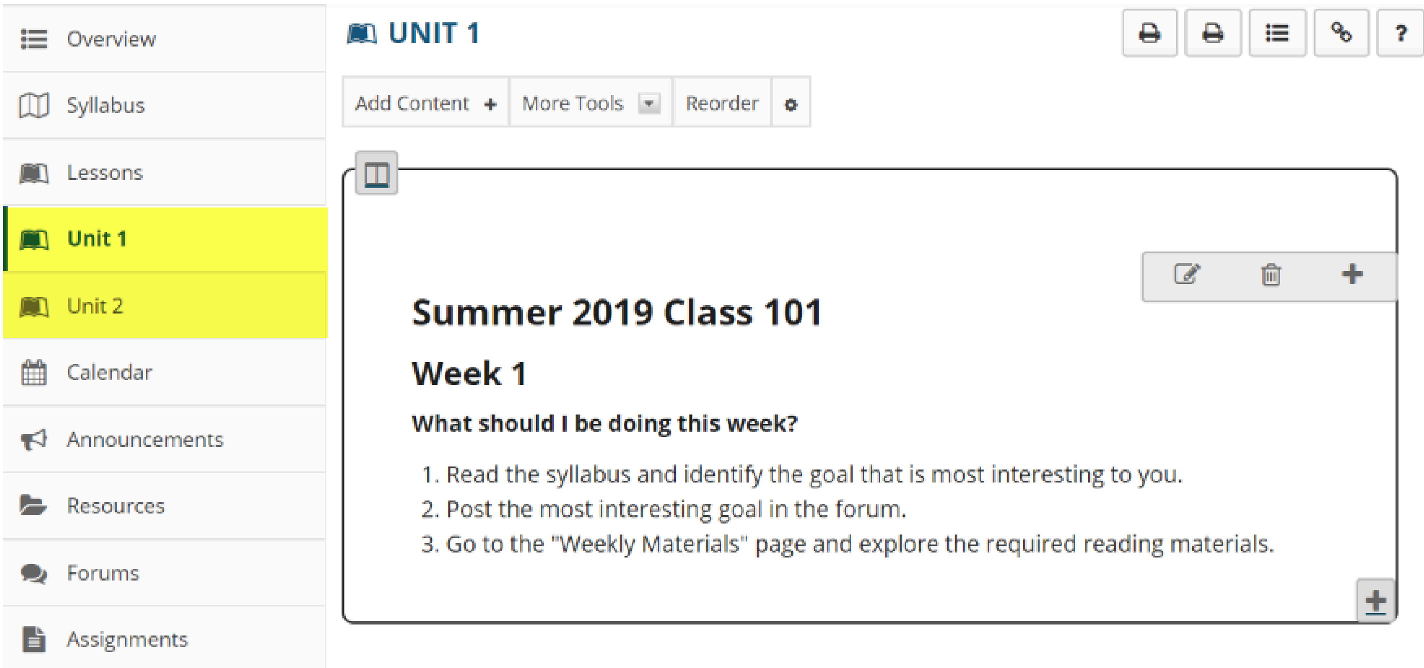
The **Settings** icon is a gear-shaped icon in the top right corner of the page.

Footer

Check Don't Release Page Until All Prerequisite Pages are Completed, then click Save.



Example of a top-level Lessons page that must be completed.



Footer

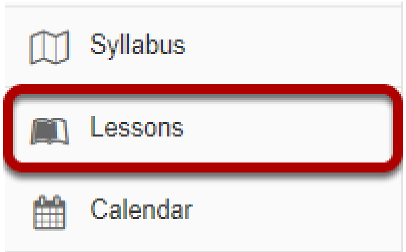
The Unit 1 Lessons page items must be completed before a student can access the Unit 2 Lessons page.

If a student clicks on the Unit 2 page in the Tool Menu without completing all of the Unit 1 Lessons page items, a message is displayed alerting the student that they cannot access the page until all of the Unit 1 items are completed. (Instructors can access both top-level Lessons pages.)

Footer

How do I rename a Lessons page?

Go to Lessons.



Click on the Lessons tool to display the page you want to rename.

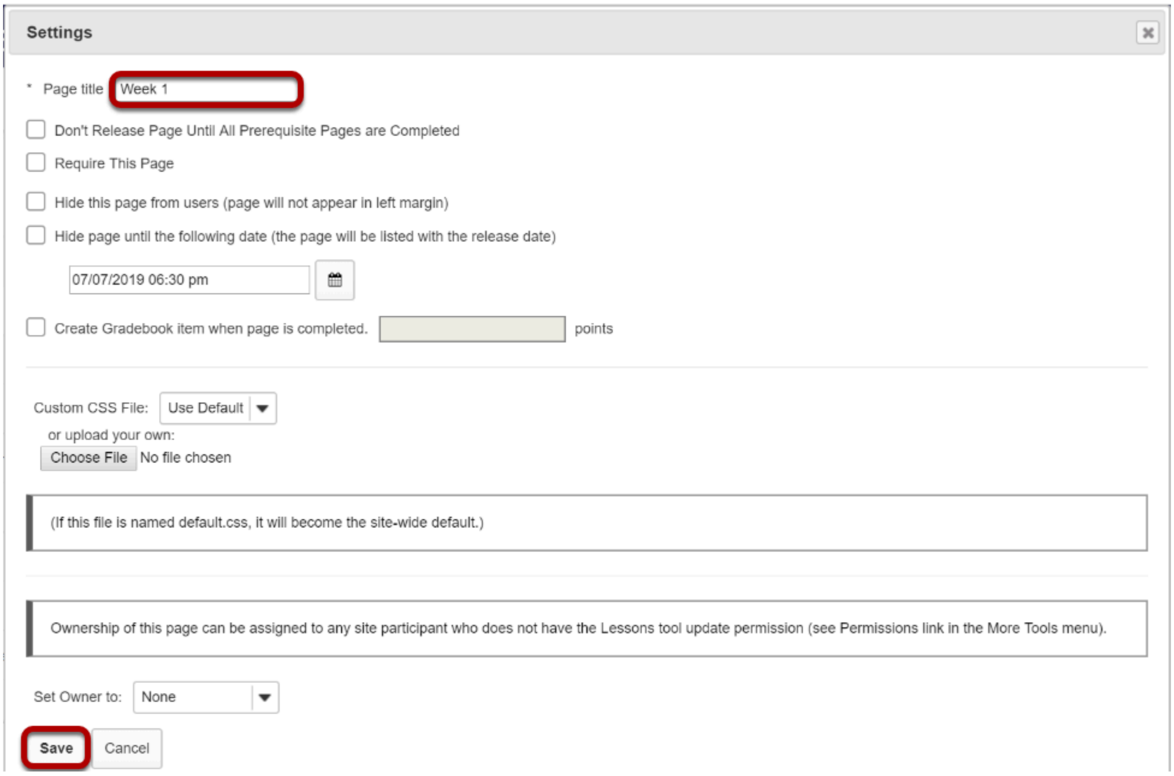
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click the Settings icon.

The **Settings** icon is a gear-shaped icon at the top of the Lessons page.

Footer

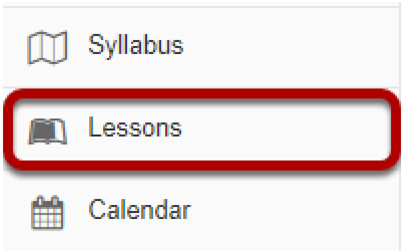
Edit the Page Title, then click Save.



How do I delete a top-level Lessons page?

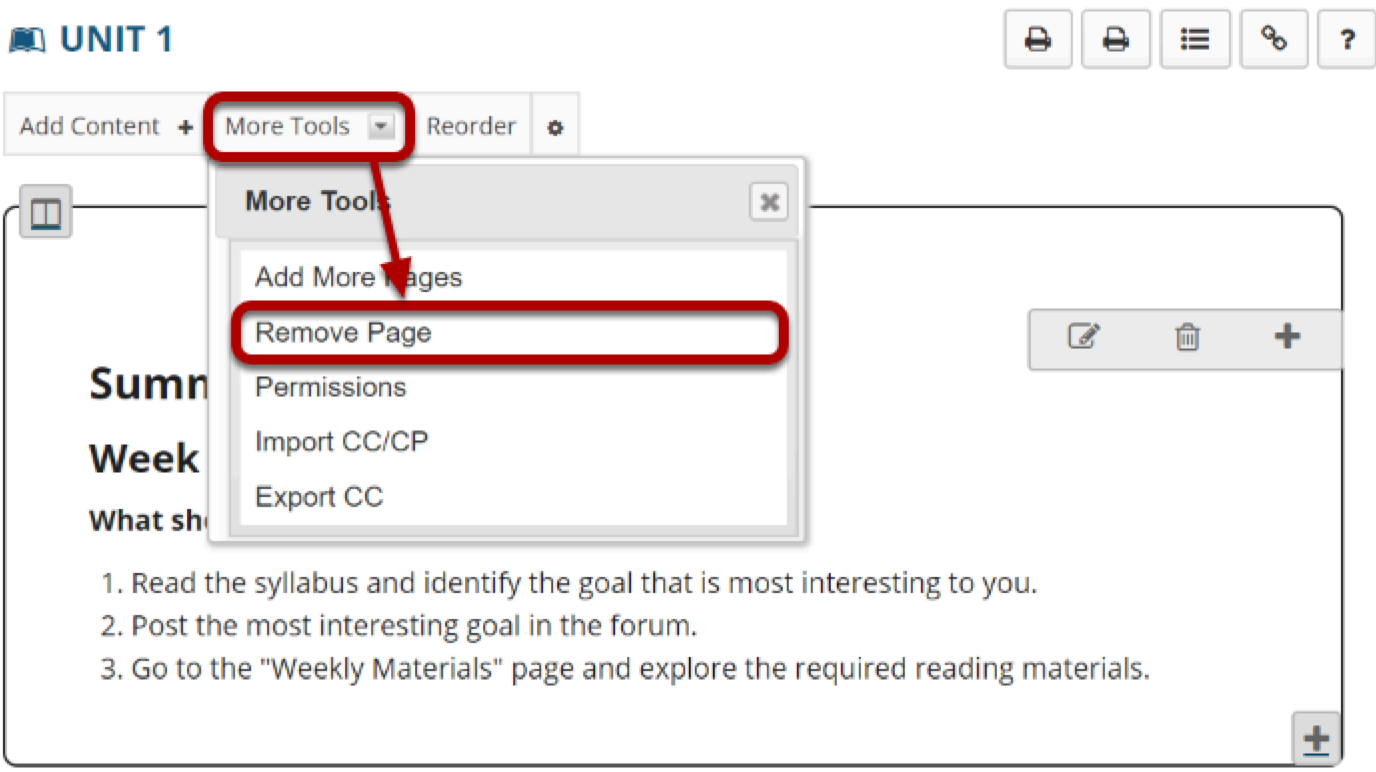
Deleting a lessons page is a two-part process. First, you must remove the Lessons page from the Tool Menu or page link, and then you can delete it from the site.

Go to Lessons.



Click on the Lessons tool to display the page you want to delete.

Click More Tools, then Remove Page.



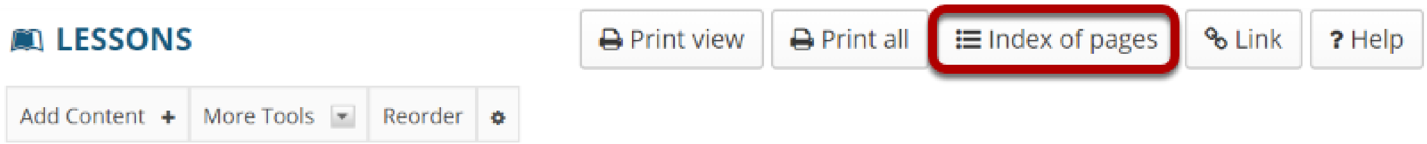
From the **More Tools** drop-down menu, select **Remove Page**.

Footer

Click Remove.

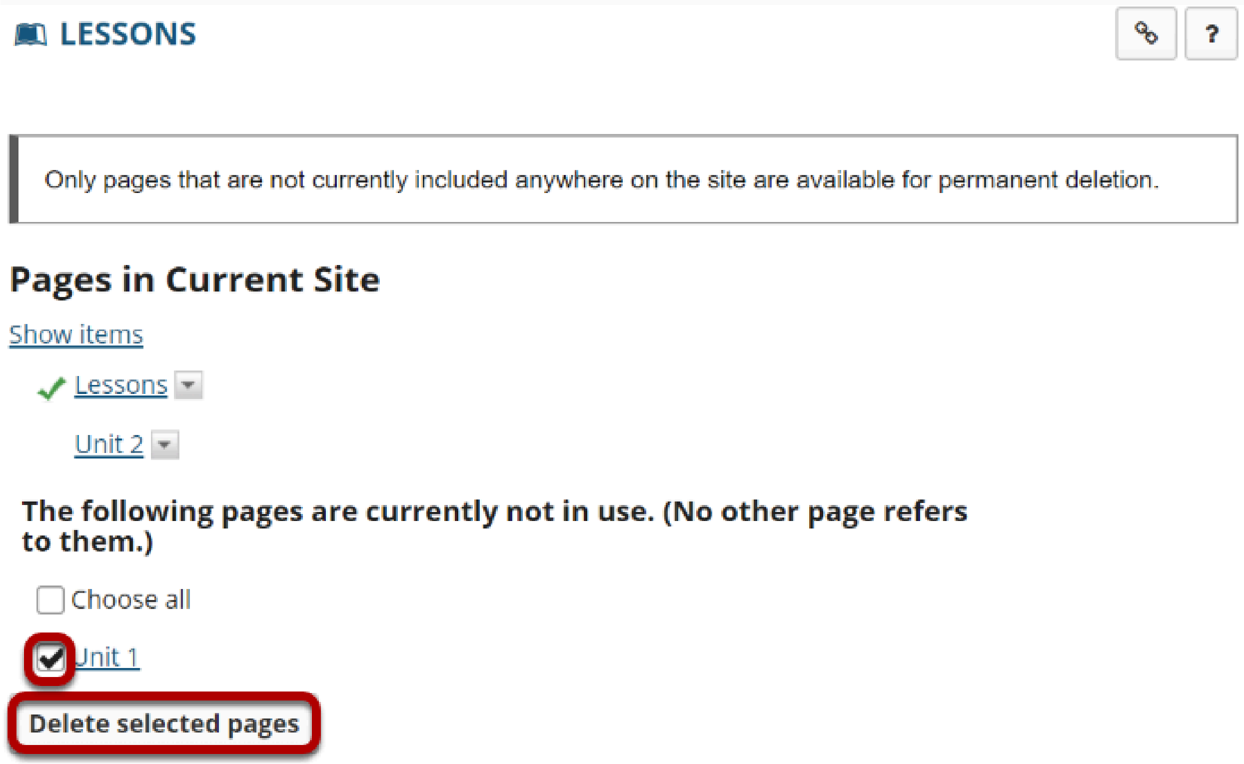
This removes the page from the Tool Menu but does not remove it from the site.

Next, go to the Index of Pages.



Footer

Select page/s, then click Delete selected pages.



You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

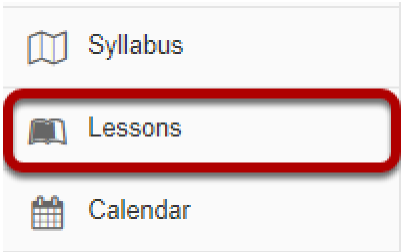
Click **Delete selected pages** to completely delete the selected page/s from the site.

Footer

How do I delete a Lessons subpage?

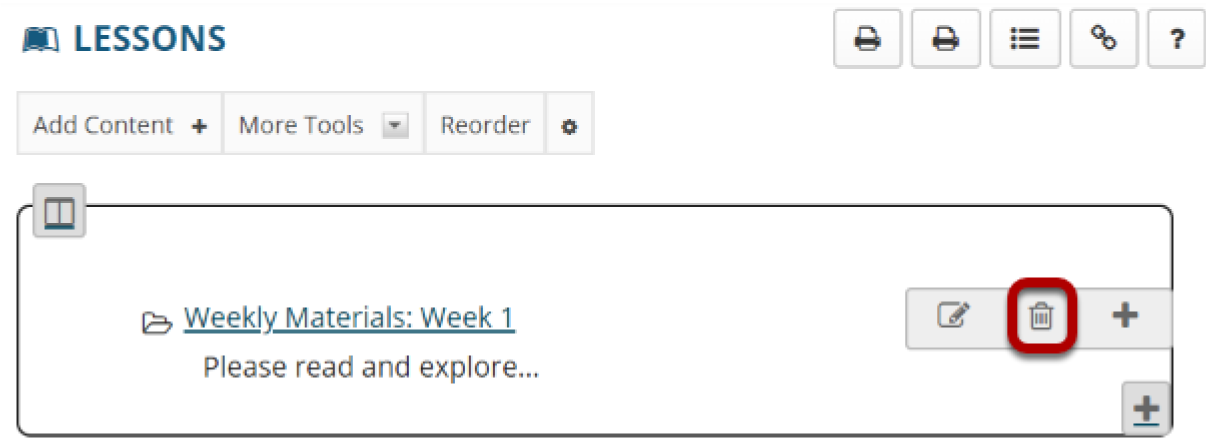
Deleting a Lessons subpage is a two-part process. First, remove the link to the subpage from the top-level page and then delete the subpage from the site.

Go to Lessons.



Click on the Lessons tool which contains the subpage link you want to delete.

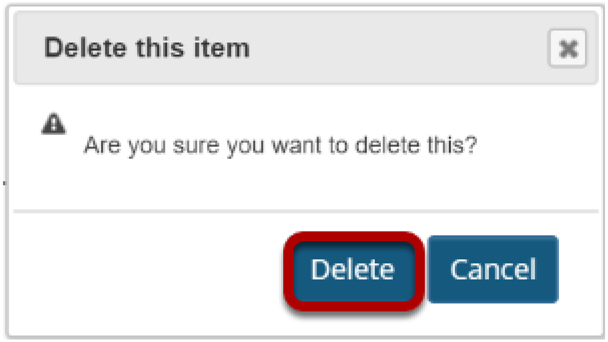
Click the Delete icon.



Click the **Delete** icon next to the subpage to be removed.

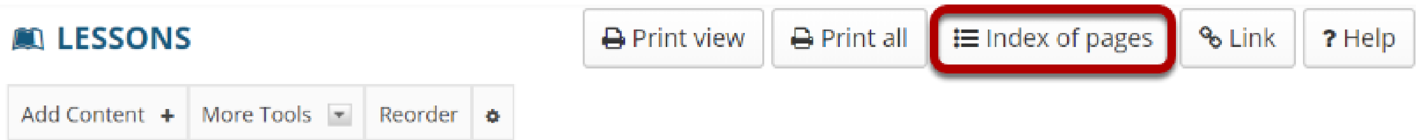
Footer

Confirm deletion.

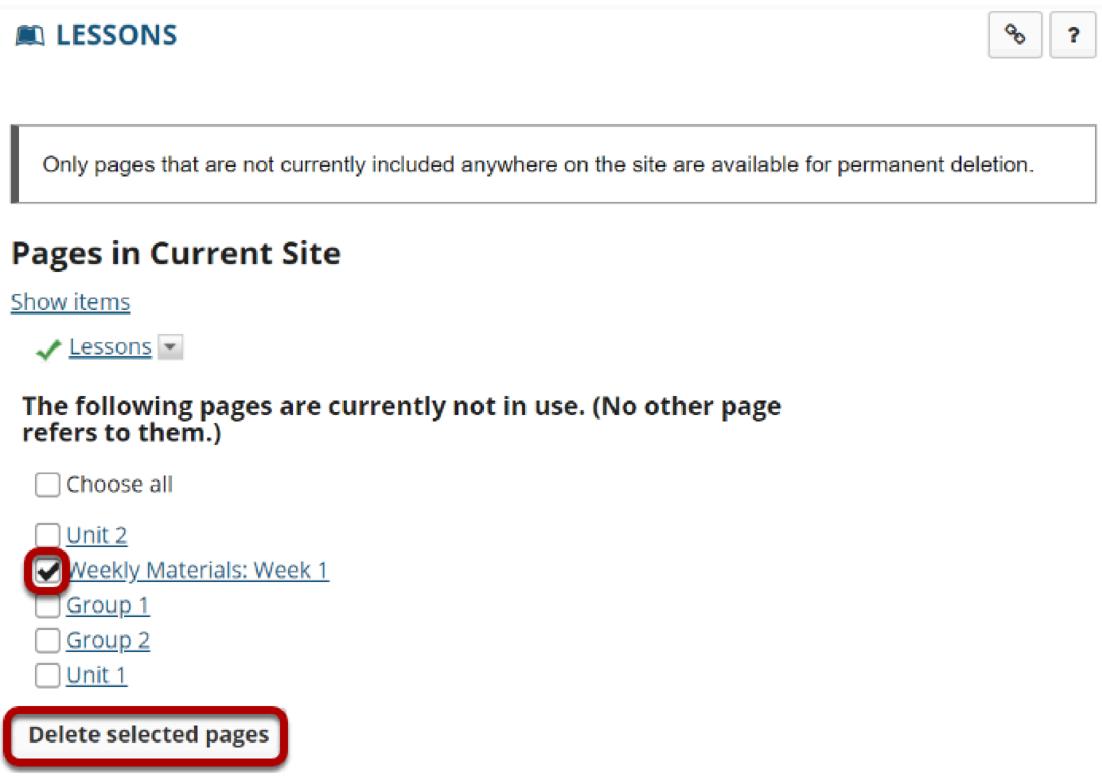


Click **Delete** again to confirm.

Next, go to the Index of Pages.



Select page/s, then click Delete selected pages.



Footer

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Click **Delete selected pages** to completely delete the selected page/s from the site.

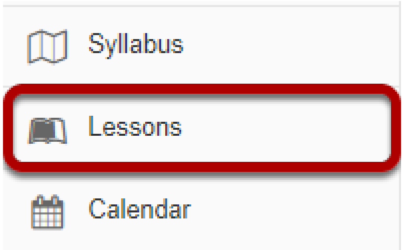
Footer

How do I export Lessons content?

The Lessons tool allows instructors to export course content in IMS Common Cartridge format. If your Lessons contain links to site activities (e.g. assignments, forum topic, or quizzes) or resources (e.g. files, url links) those items will also be exported in the content package.

Note: Pages added by students via the Student Pages tool are not included in the export file.

Go to Lessons.

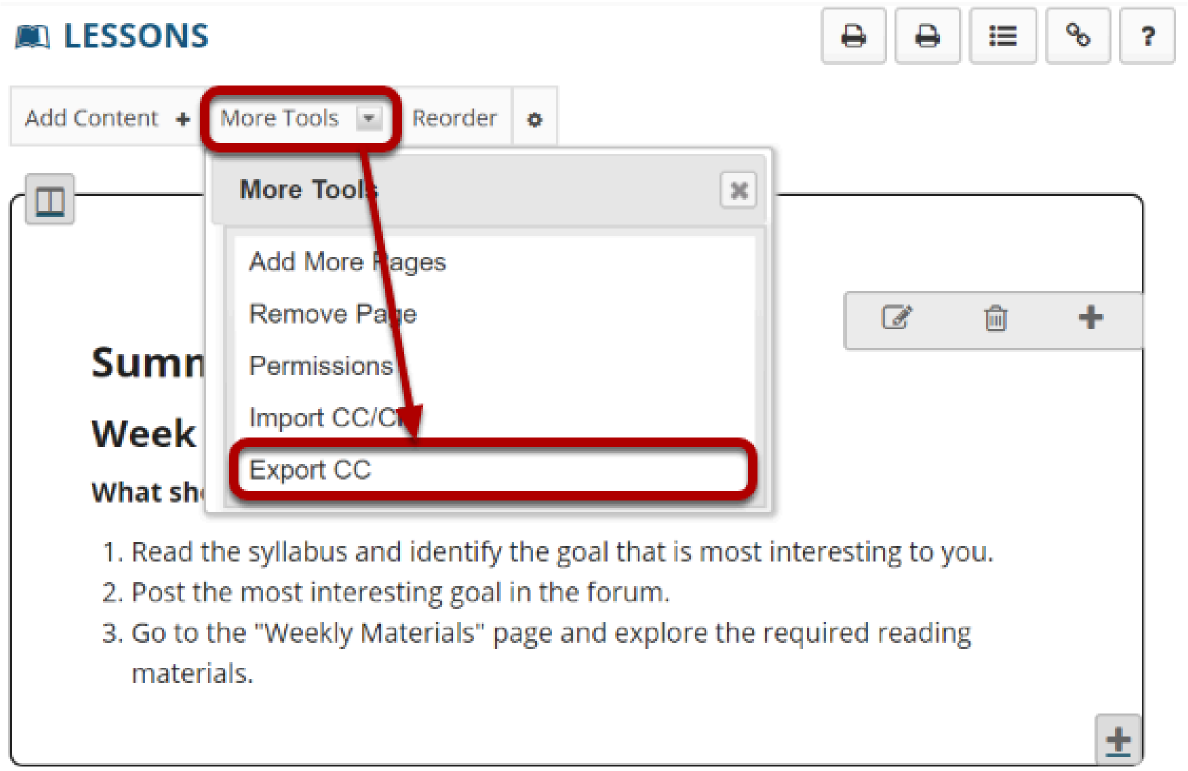


Click on the Lessons tool in the Tool Menu to display the page.

Note: You must be on a top-level page to export Lessons content.

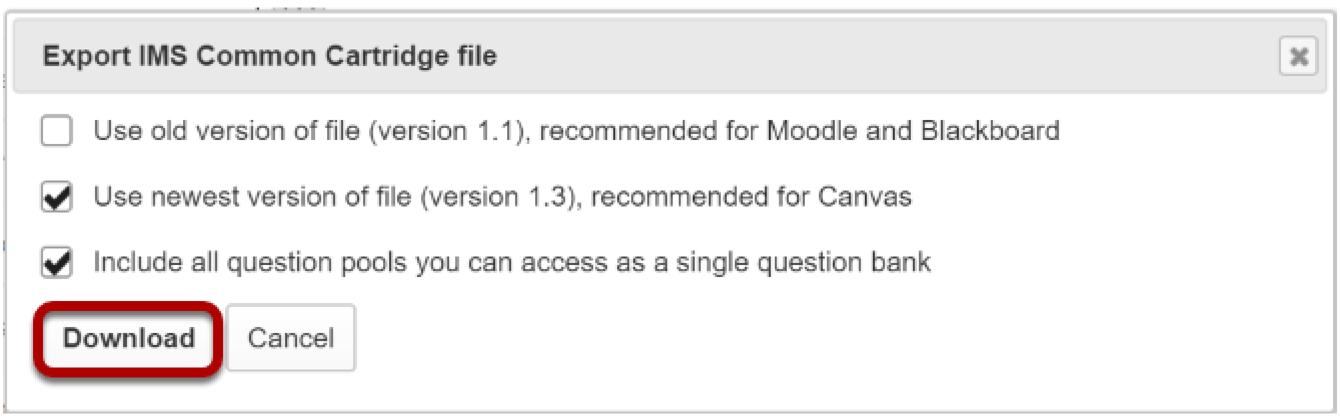
Footer

Click More Tools, then Export CC.



From the **More Tools** drop-down menu, select **Export CC** to display the Export IMS Common Cartridge dialog.

Choose the desired options and click Download.



Notes:

- *If your Lessons include a link to a quiz that draws questions from a question pool, check the **Include all question pools you can access as a single question bank** option.*
- *If the Lessons are destined for use in Moodle or Blackboard LMS, check the **Use old version of file** option.*

Footer

- *If the Lessons are destined for use in Canvas, check the* ***Use newest version of file*** *option.*

Footer

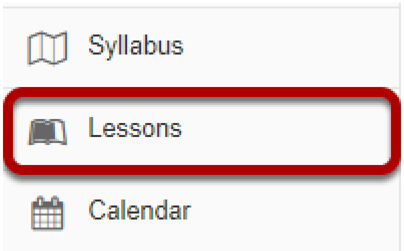
How do I import Lessons content?

Instructors can import a previously exported IMS Common Cartridge (.imscc) file into a course site. This is useful for bringing in content from other Sakai sites, publisher materials, or content from other learning management systems.

First, verify the active tools in the destination site.

Make sure the course site contains a blank Lessons tool and any other tools referenced by the imported content (e.g. Tests & Quizzes, Forums, Assignments.).

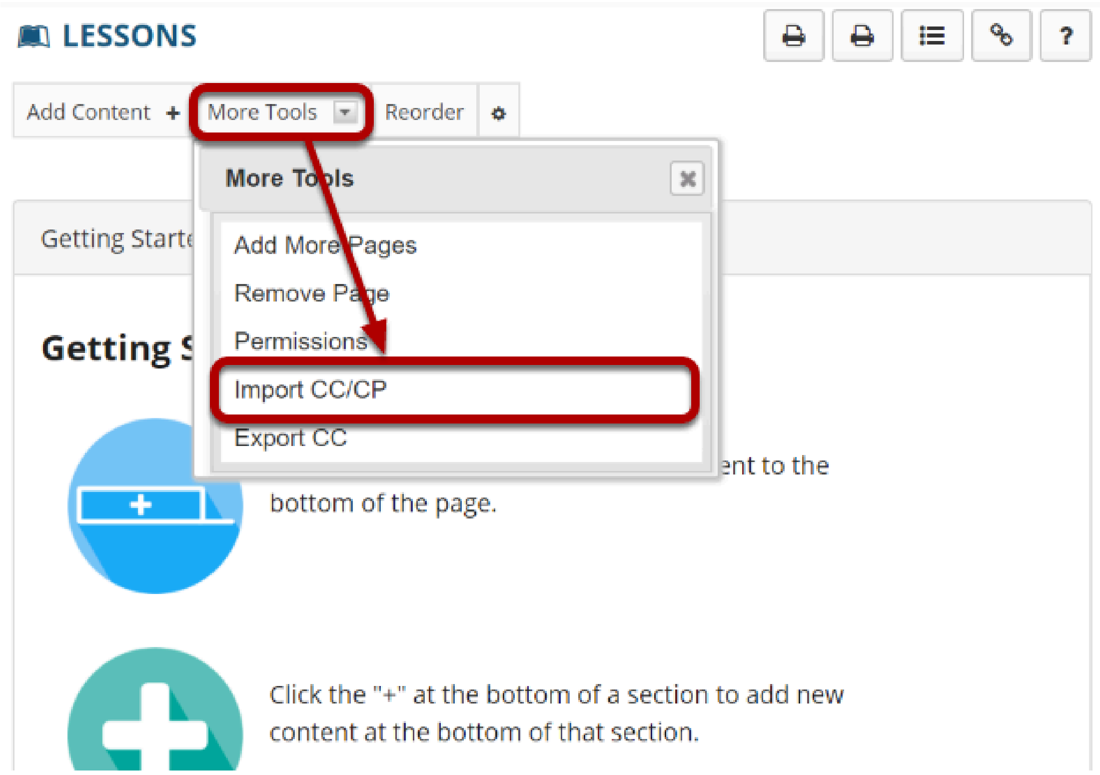
Go to Lessons.



Note: You must be on a top-level Lessons page in order to use the Import CC option.

Footer

Select More Tools, then Import CC/CP.



From the **More Tools** drop-down menu, select the **Import CC/CP** option. This will display the Import Common Cartridge File dialog.

Click Choose File.

Click the **Choose File** button to locate and select and upload the import file from your computer.

Footer

Click Import.

Click **Import** to import the contents of the selected IMS Common Cartridge file (.imscc) into your site.

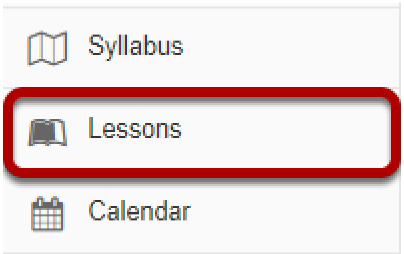
Notes:

- *Text items are not imported as displayed text but rather as links to text files. Instructors may want to copy then paste the text content into the item textbox (Click Edit).*
- *Embedded images, audio and video files are imported but not displayed via the import process, however the files are imported to the sites Resources. Instructors may want to re-embed the images, audio, or video (Click Edit).*
- *All linked Forums, Assignments and Quizzes are imported and reproduced in the new site's Forums, Assignments and Test & Quizzes tools.*
- *All "required" and "Don't Release Item Until All Prerequisites are Completed" page properties are removed from the imported items. Instructors may want to edit the items and restore any requirements.*
- *Student comments and student pages are not included in the imported package.*

Footer

How do students add content to Student Pages in Lessons?

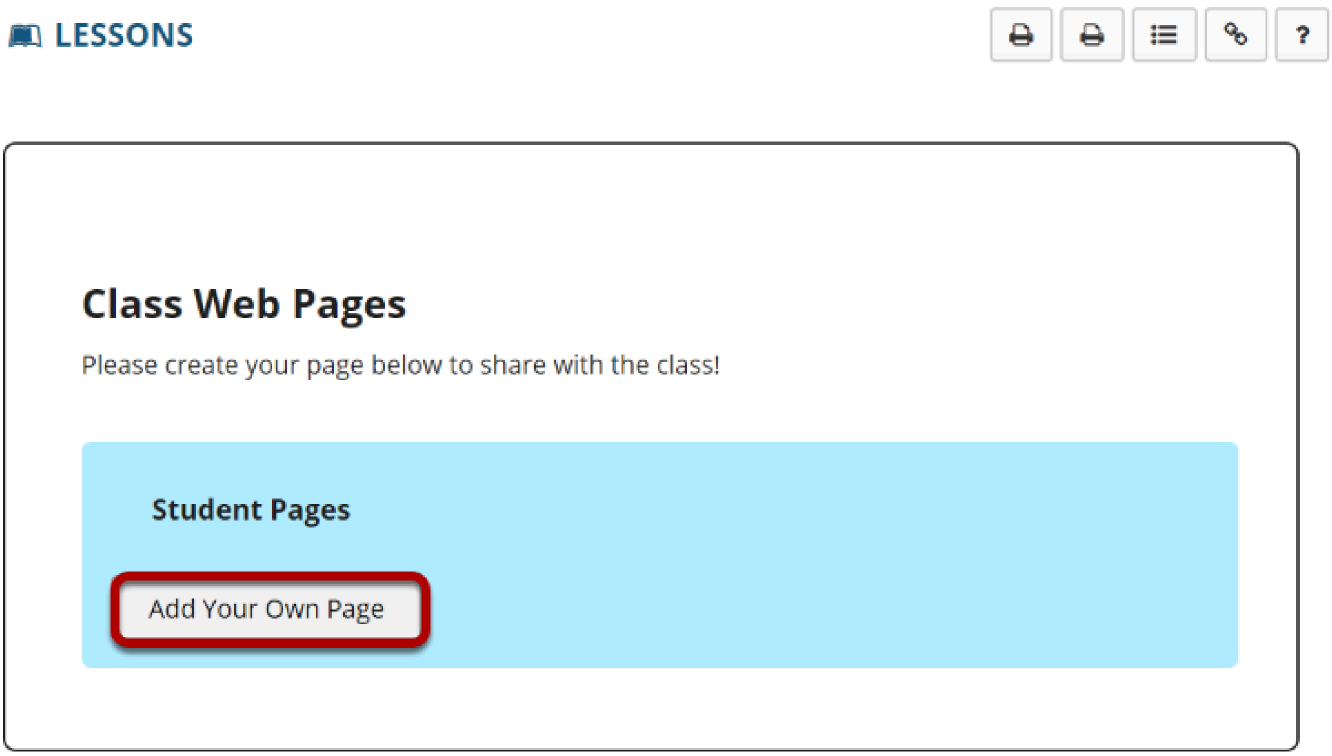
Go to Lessons.



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

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

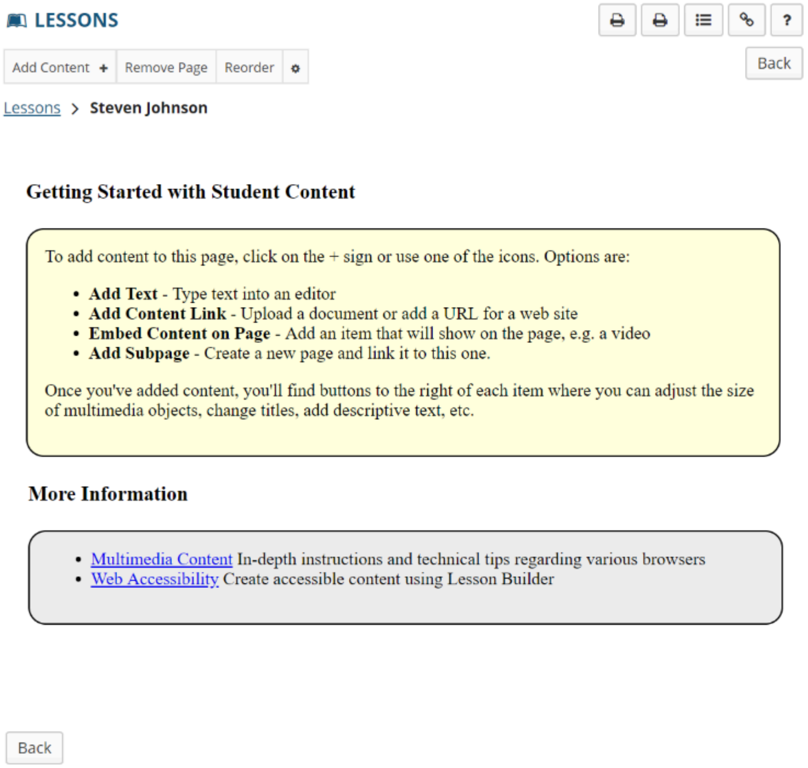
Click Add Your Own Page.



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

Footer

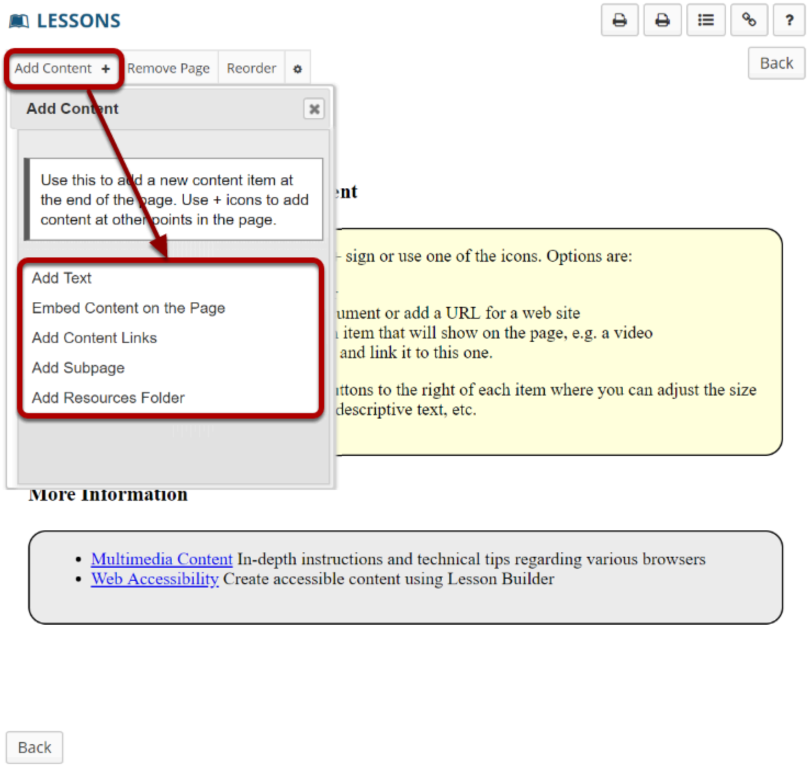
View blank page.



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

Footer

Click Add Content.

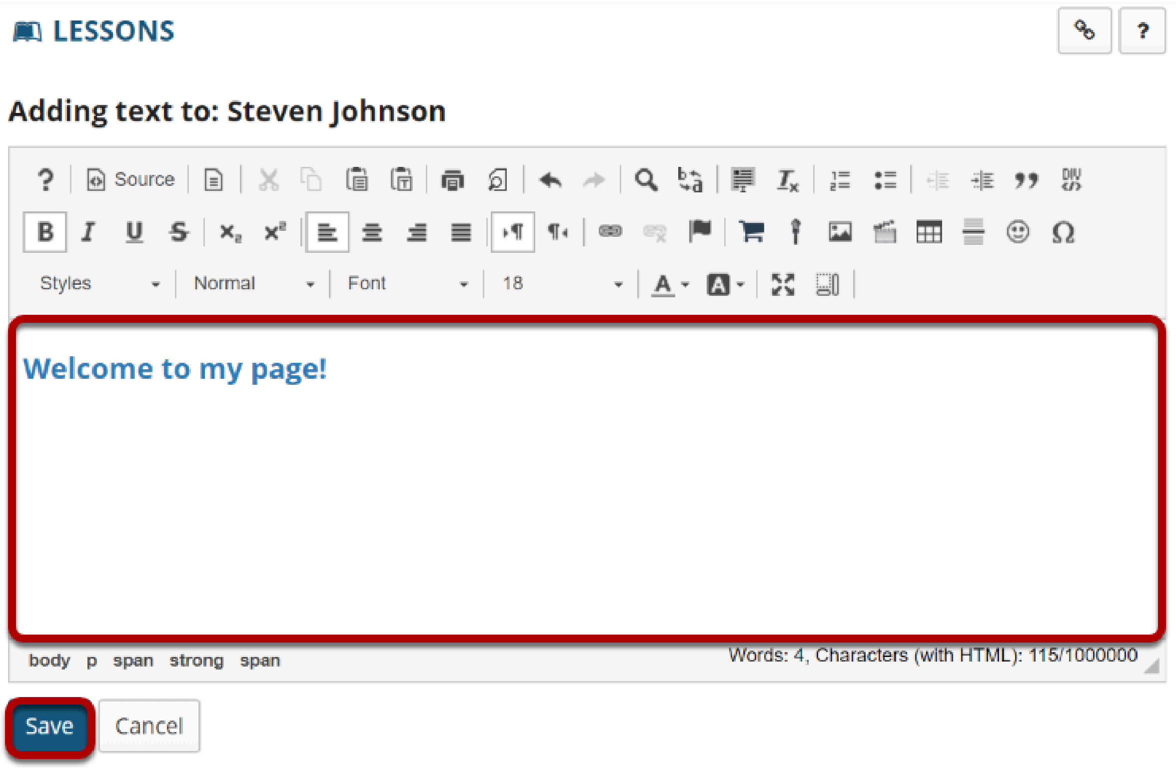


Click the **Add Content** drop-down menu and then choose from the following types of items you may place on the page:

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

Footer

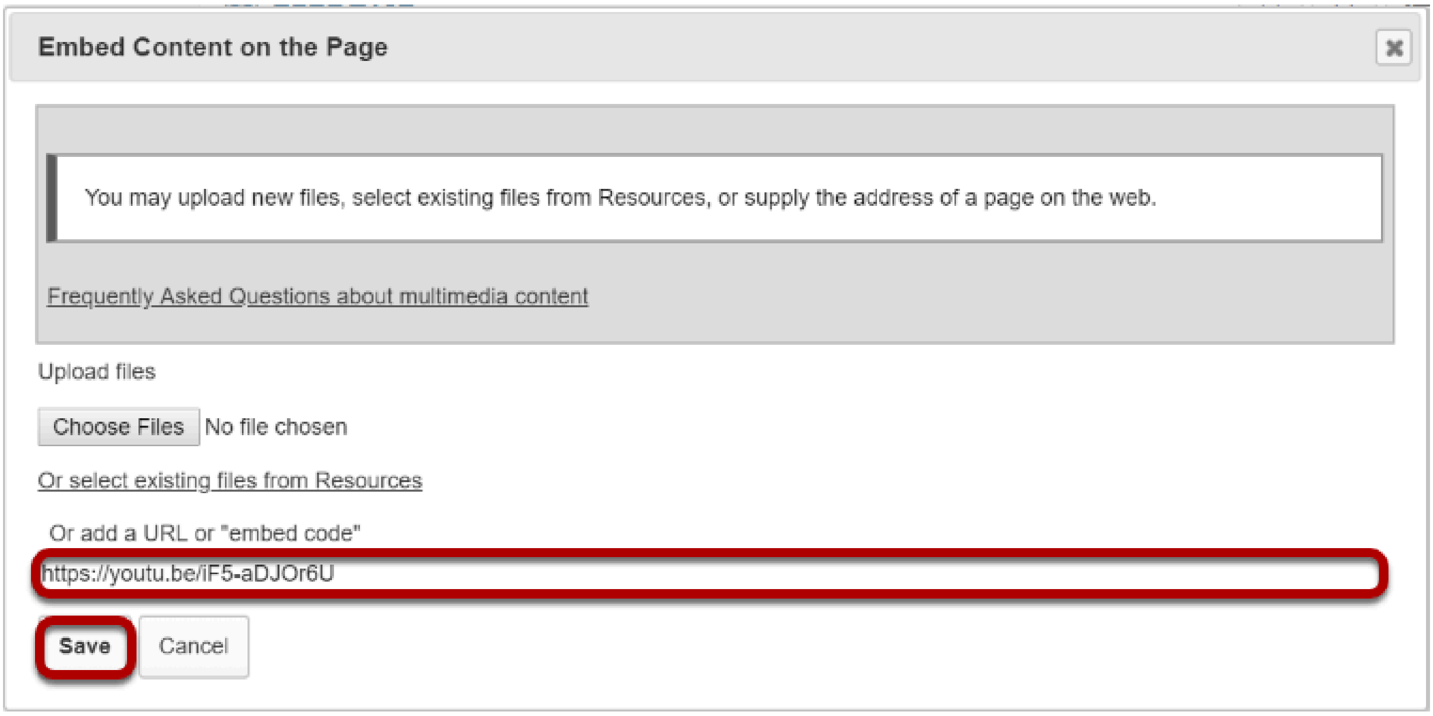
Add Text.



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

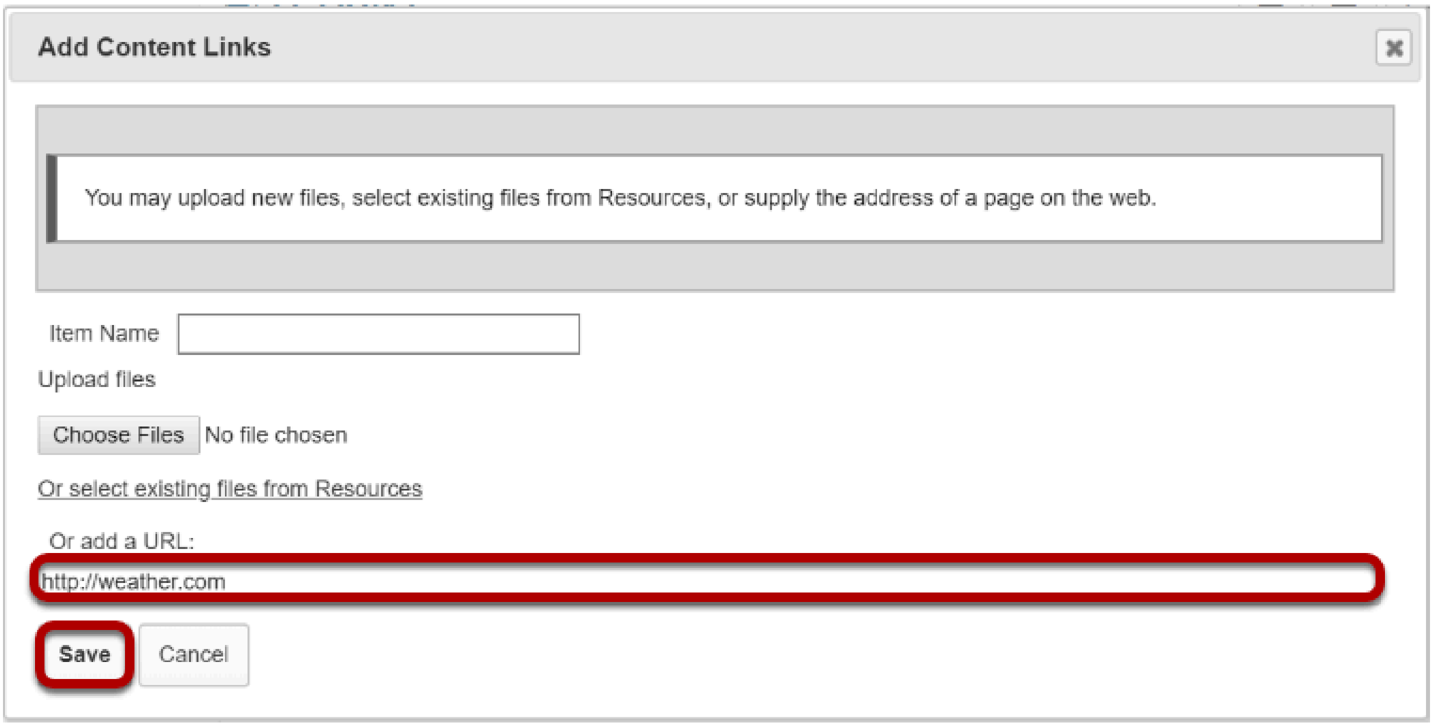
Footer

Embed content on page.



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

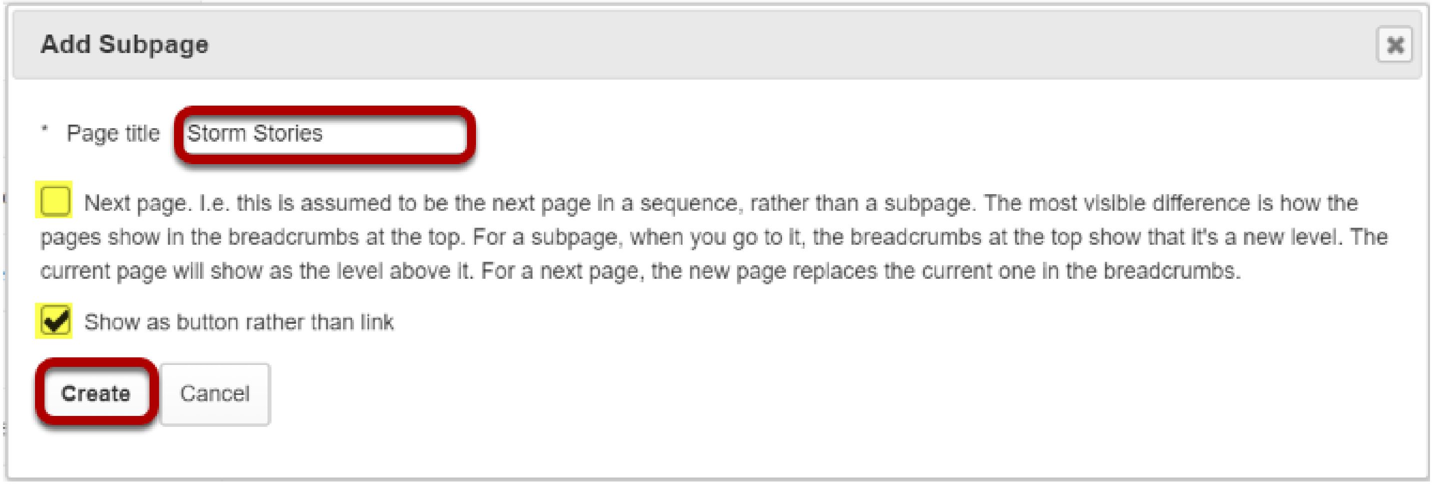
Add Content link.



Footer

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

Add Subpage.



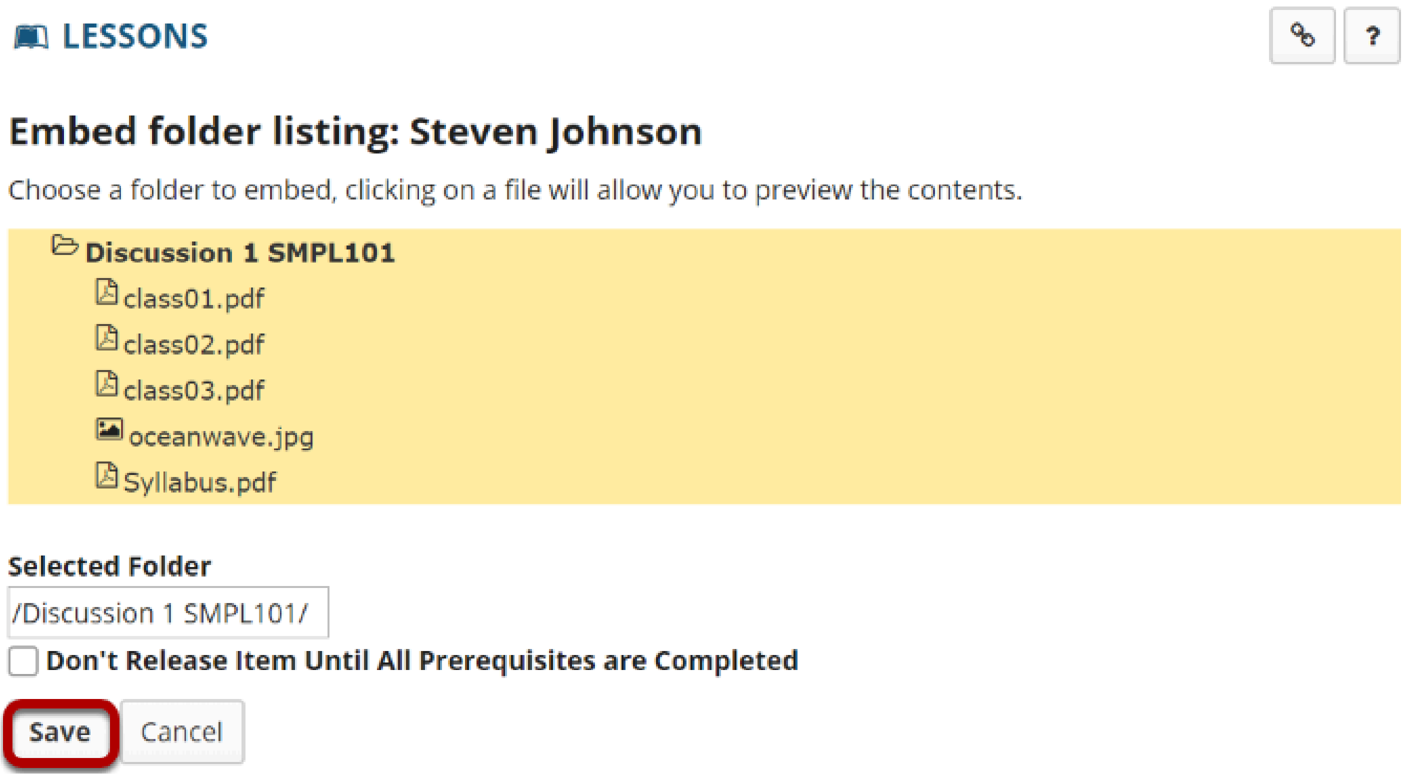
A Subpage is a new page (or "child" page) that links from the current page (or "parent" page) above it in the page hierarchy. Subpages have the same options for adding content as the original parent page.

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**.*

Footer

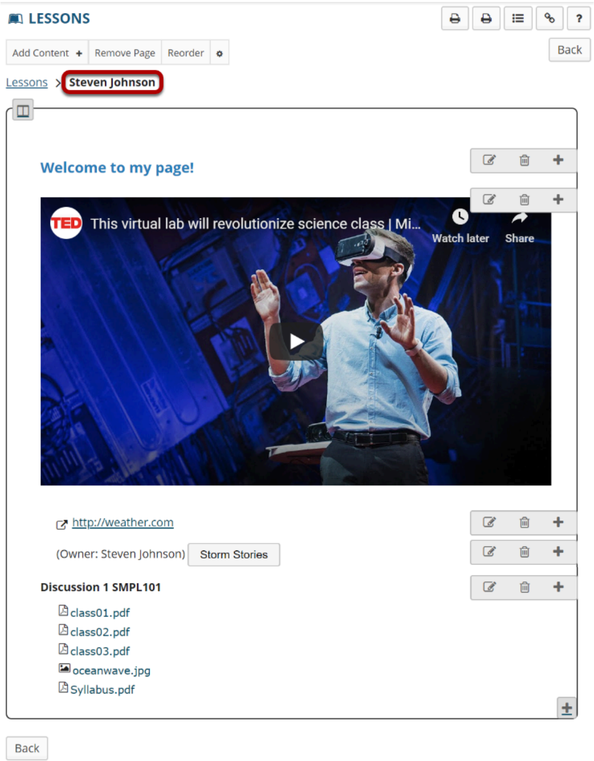
Add Resources Folder.



Add Resources folder displays all the resources in that folder on the page. Select the folder and click **Save**.

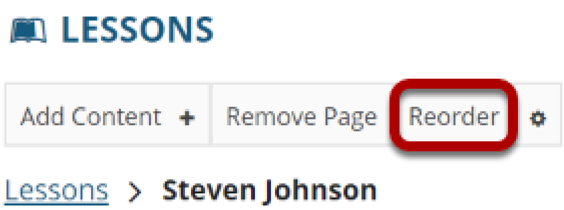
Footer

View your page.



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

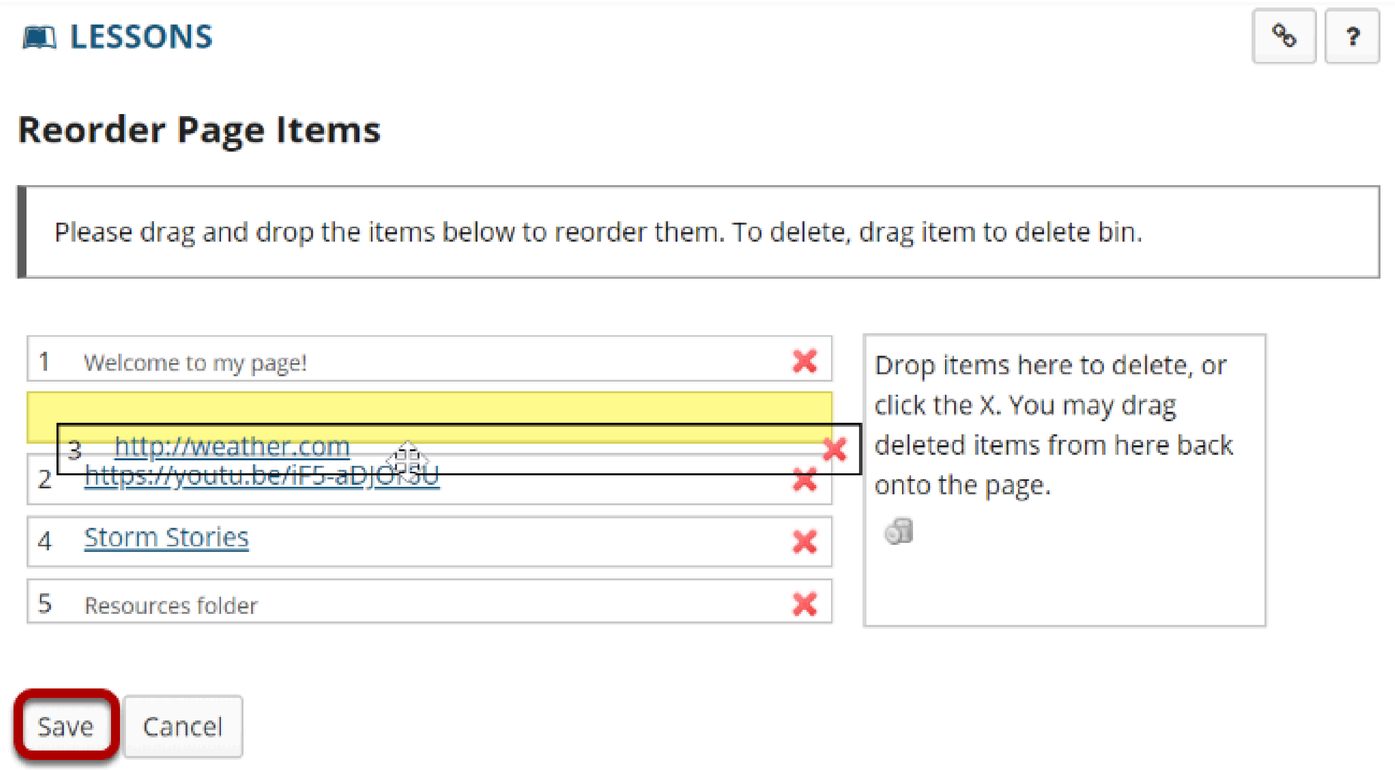
Reordering page items.



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

Footer

Drag and drop items to reorder or delete.



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

Footer

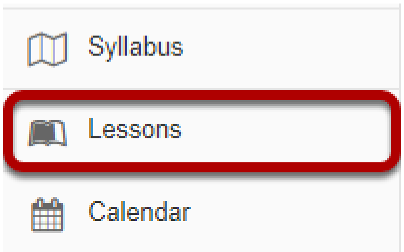
How do I create multiple sections on a Lessons page?

When content items are added to a Lessons page, everything is displayed in a linear order vertically in one block with rounded-corner borders. Visually, it appears as one block. Adding multiple sections on a Lessons page breaks up this one big block into smaller blocks so that the page is more readable and visually more appealing.

A section is defined as one block with rounded-corner borders from the left edge to the right edge of one Lessons page. One section may contain one or multiple columns.

Creating sections involves 3 steps.

Go to Lessons.

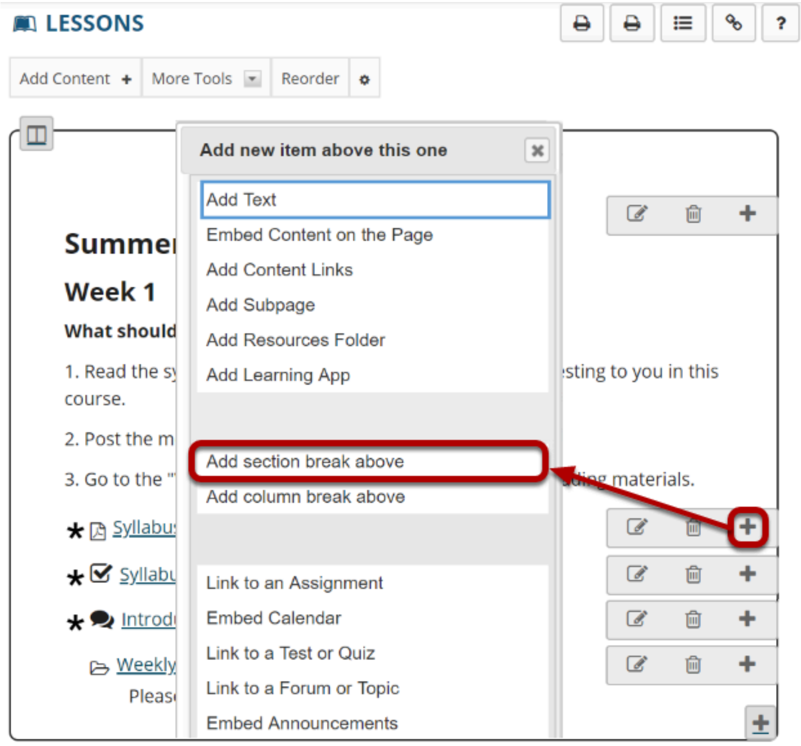


Click on the Lessons tool in the Tool Menu to display the page.

Note: The Lesson page must already contain content before adding sections.

Footer

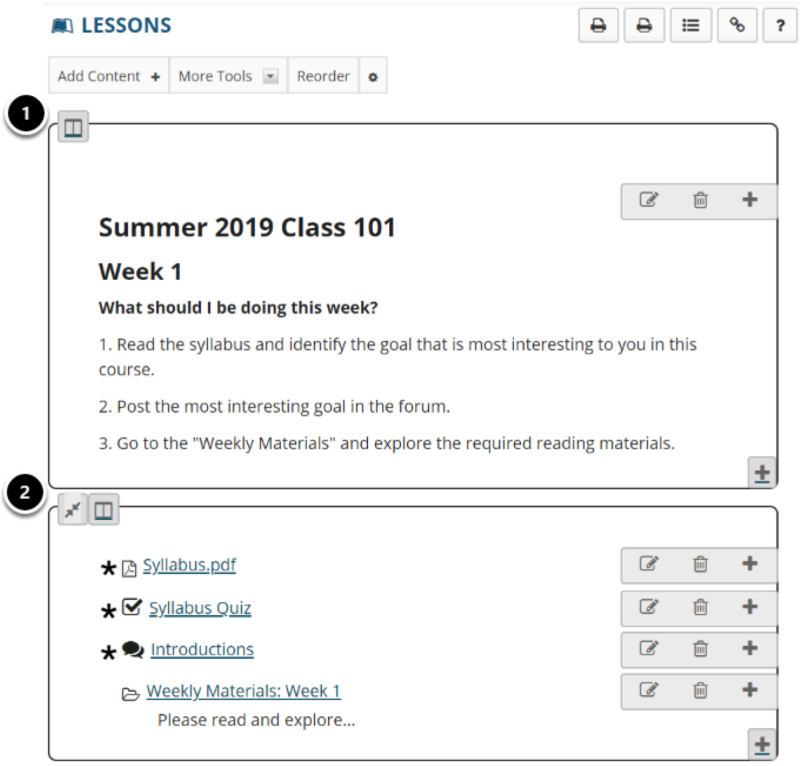
Click an item's + button and Add Section Break Above.



Use the + button to the right of the item to which you want to add a section break above. This will open the Add menu. Click **Add section break above**.

Footer

View the section break.



This will break the big block into two sections. Each section has a few content items surrounded by rounded-corner borders.

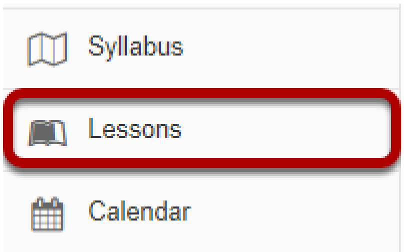
Footer

How do I create two columns on a Lessons page?

Adding two columns on a Lessons page breaks up one big block or one section into smaller pieces so that the page is more readable and flows better. It also makes better use of the white space on the page.

Adding two columns on a Lessons page involves two steps.

Go to Lessons.

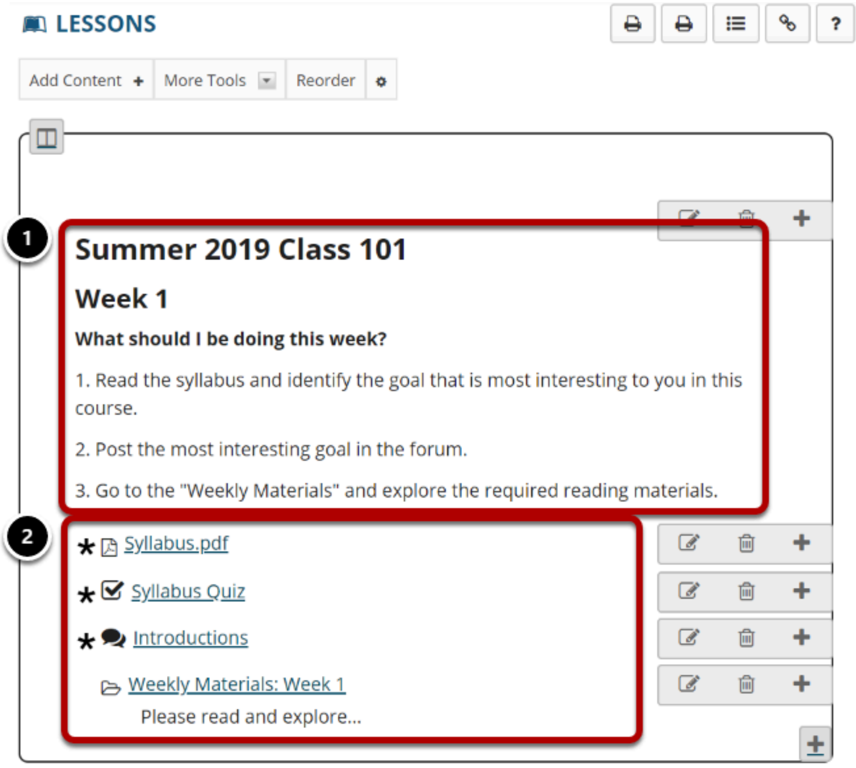


Click on the Lessons tool in the Tool Menu to display the page.

Note: The Lesson page must already contain content before adding sections.

Footer

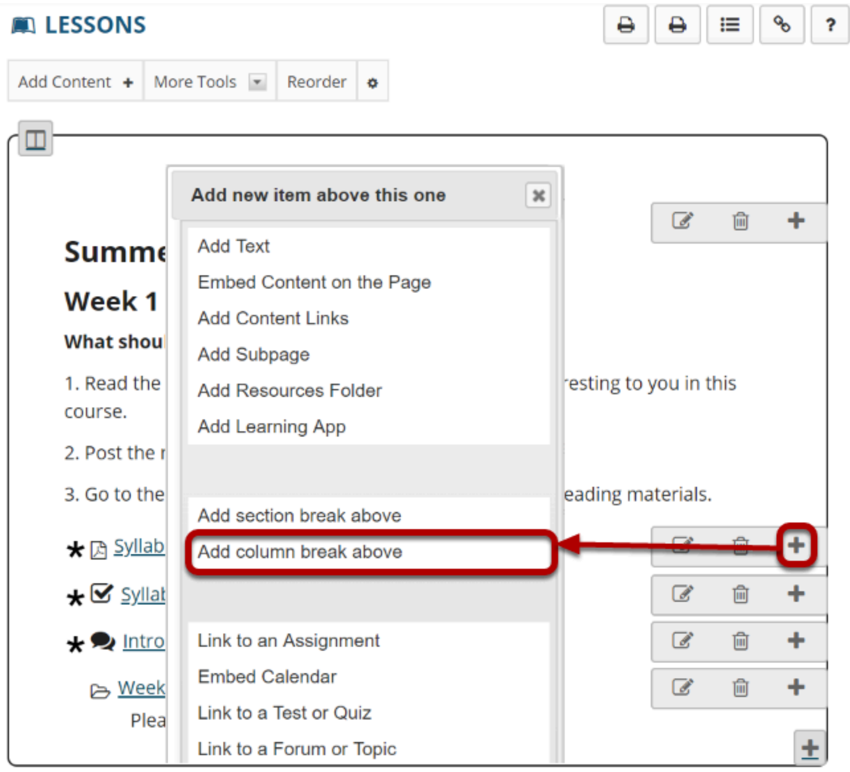
Decide how to group items.



Identify how you want to group the items in a section into two columns.

Footer

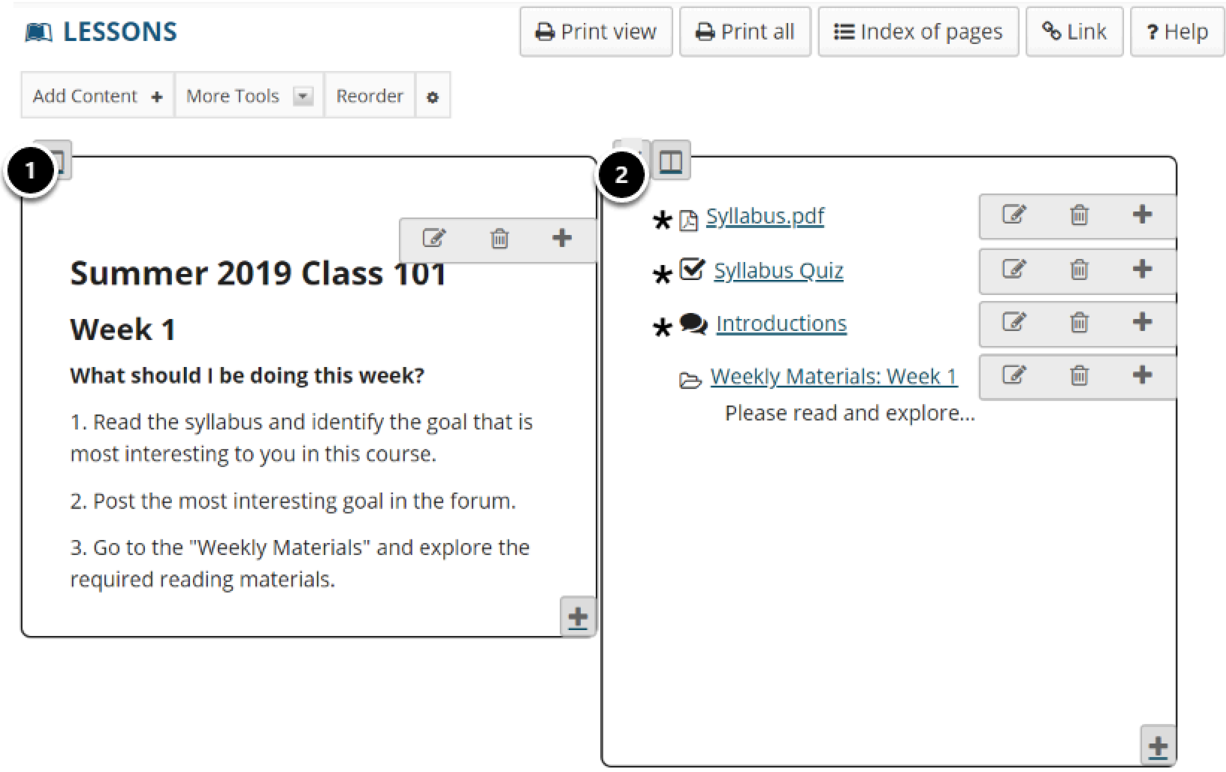
Click the + button and Add Column Break Above.



Click the **+** button to the right of the item where you want to add a column break. You will see the Add menu window pop up. Click **Add column break above**.

Footer

View two-column layout.



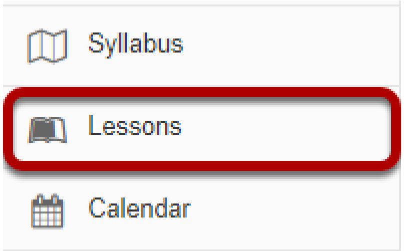
You will see the items are now grouped into two columns on the page. Each is displayed as a block with rounded-corner borders.

Footer

How do I create two columns inside a block on a Lessons page?

Each of the blocks on a Lessons page can be broken into two columns inside its borders. To create two columns inside a block, follow the steps below.

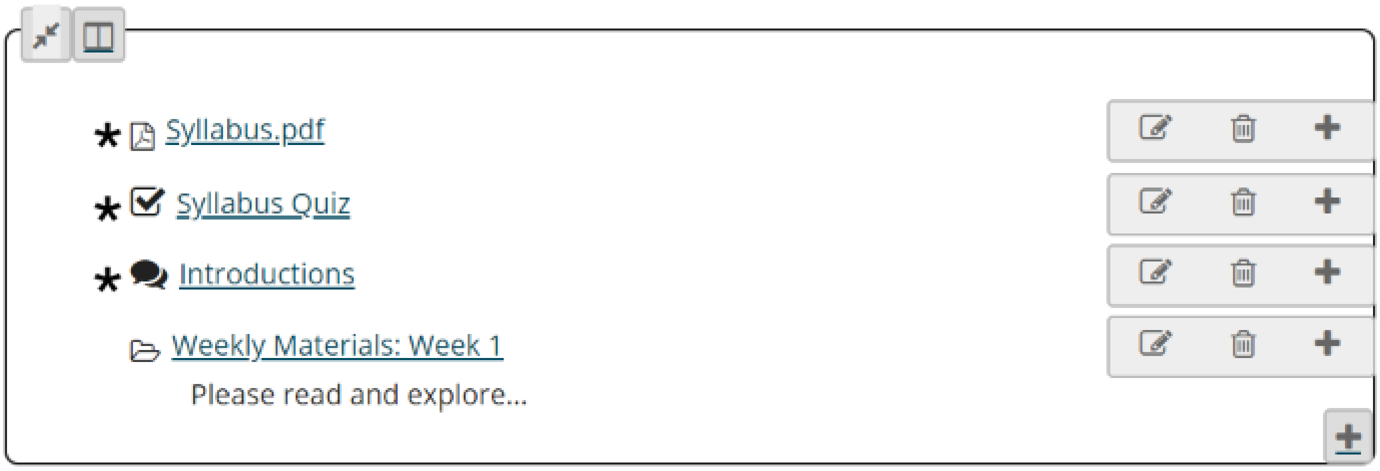
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

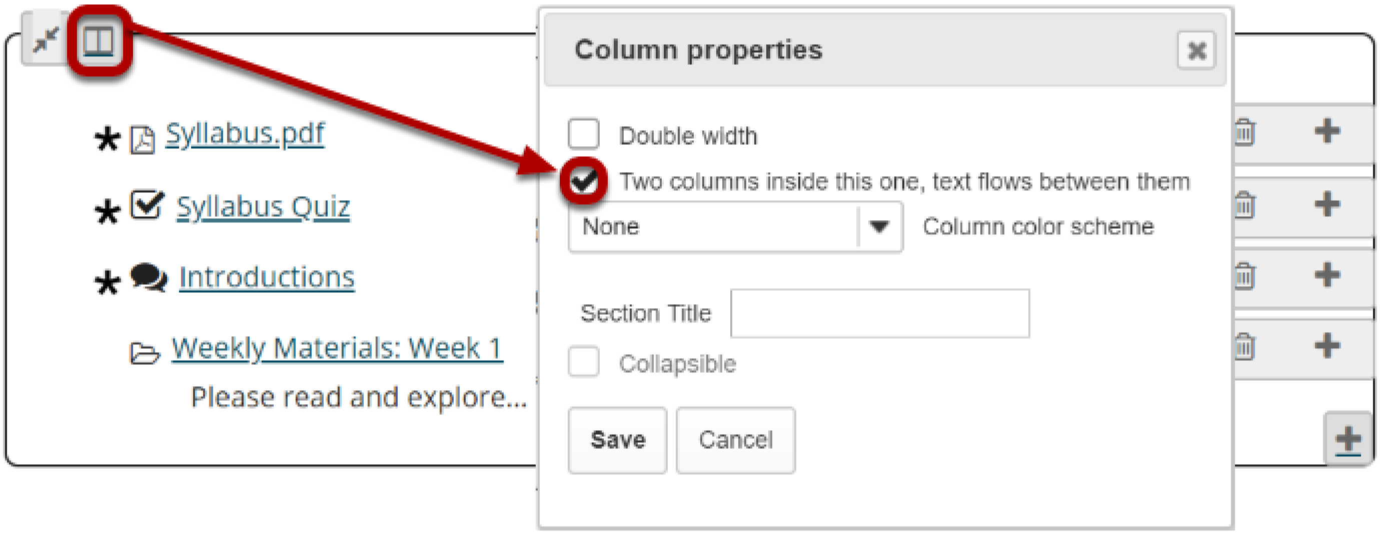
Note: The Lesson page must already contain content before adding sections.

Add at least two content items in one block.



Footer

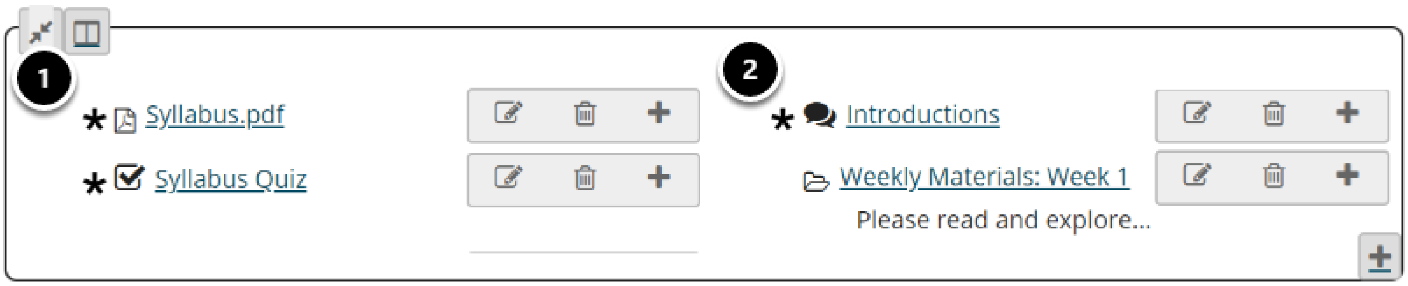
Click the Column Properties button.



The Column Properties button is located in the top left of the content block.

In the Column Properties pop-up window, check the box for **Two columns inside this one, text flows between them**.

View two columns within the block.



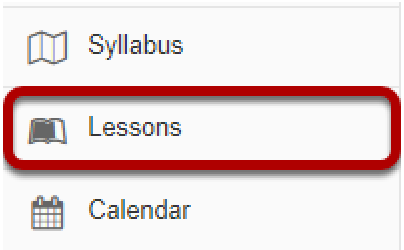
You will now see two columns side-by-side inside the borders of a single content block.

Footer

How do I merge columns and sections to one block on a Lessons page?

Sections and columns can be merged in two different ways.

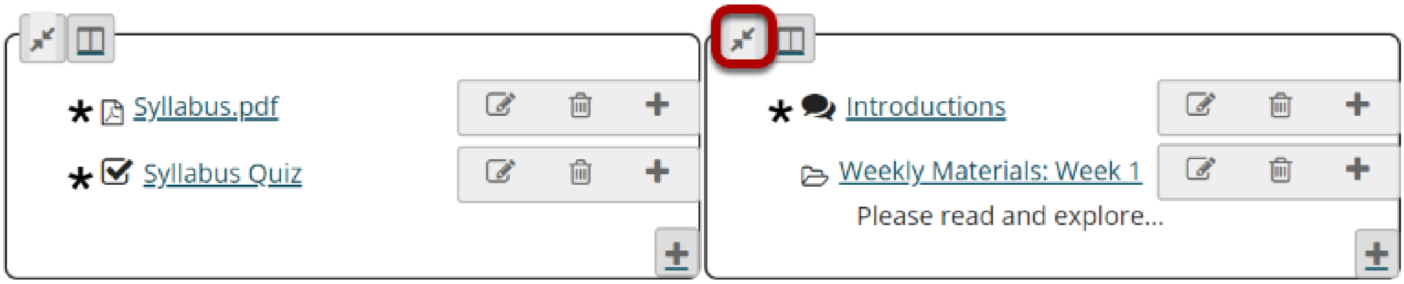
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

Note: The Lesson page must already contain content before adding sections.

Method 1: Click the Merge button.

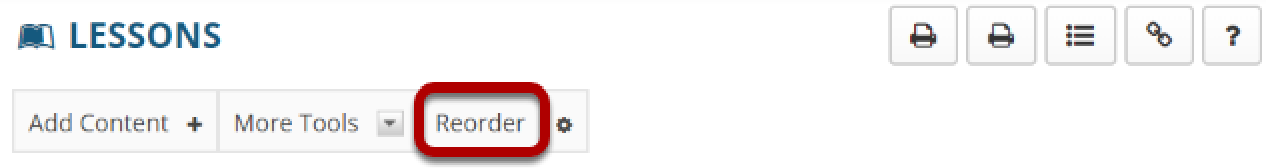


The **Merge** button looks like two arrows pointing in toward each other. It is located in the top left corner of each content block (either section or column).

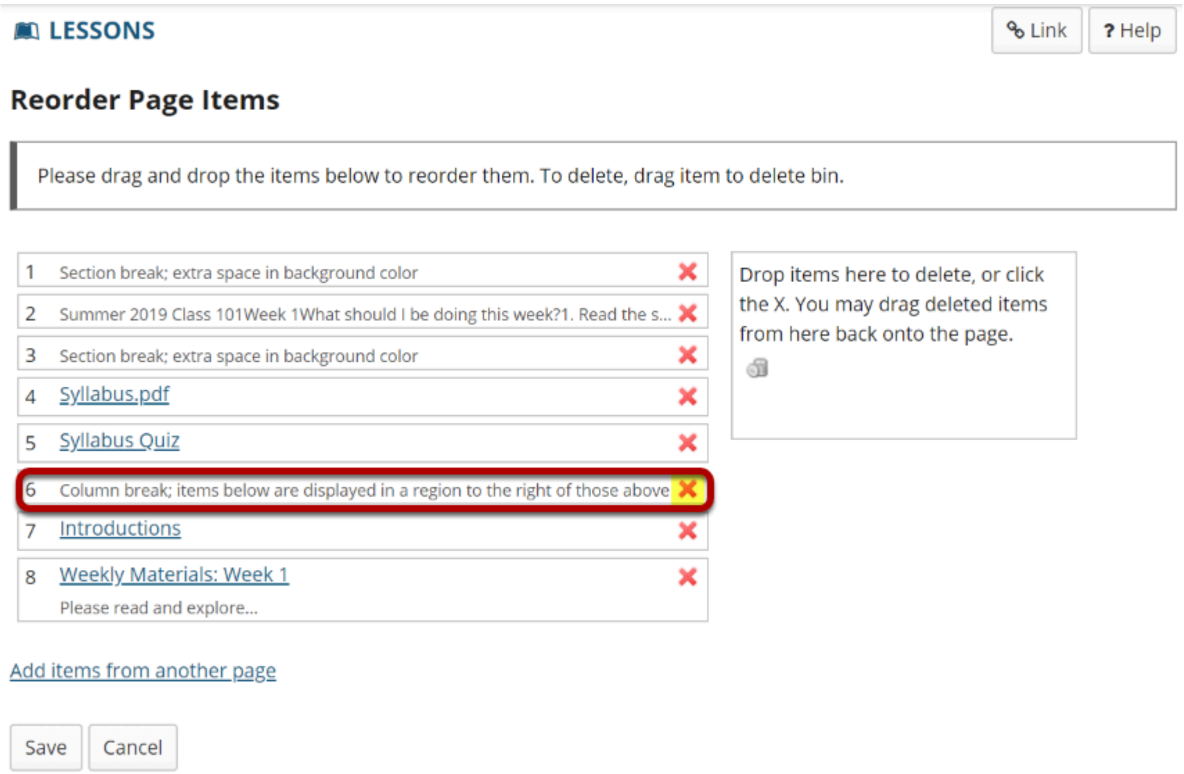
Clicking on the **Merge** button will merge the selected content block with the block above it.

Footer

Method 2: Click Reorder.



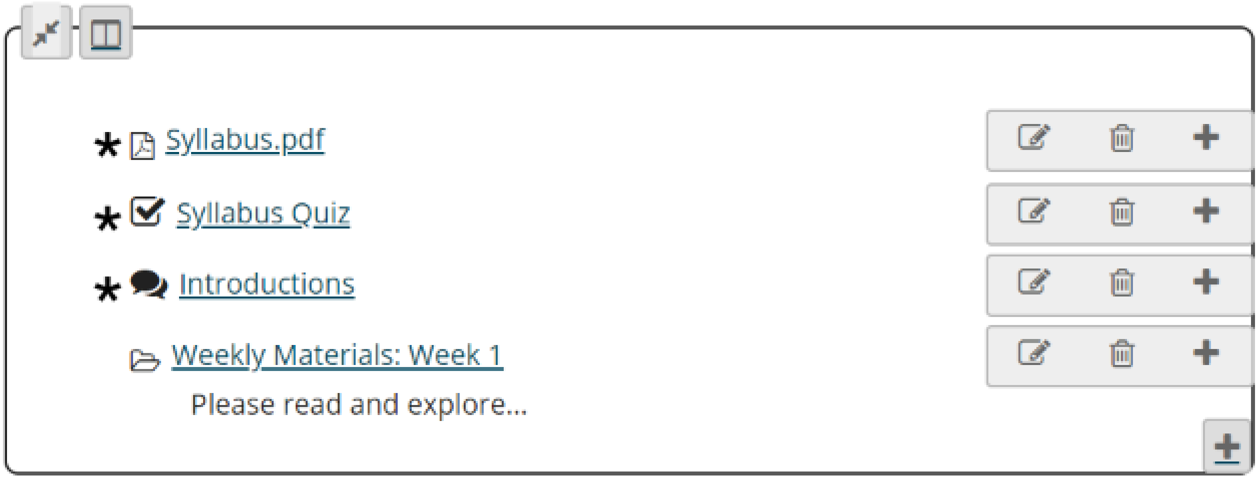
Click the red X to delete the column/section break.



Click Save.

Footer

View merged columns/sections.

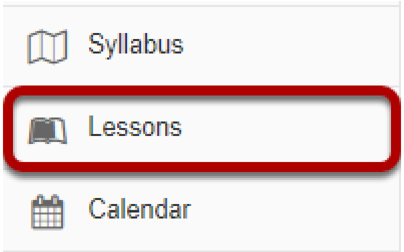


The two sections or columns will be merged to be one big block with borders around them. All items will be displayed in order vertically inside the content block borders.

Footer

How do I change the background color of a block?

Go to Lessons.



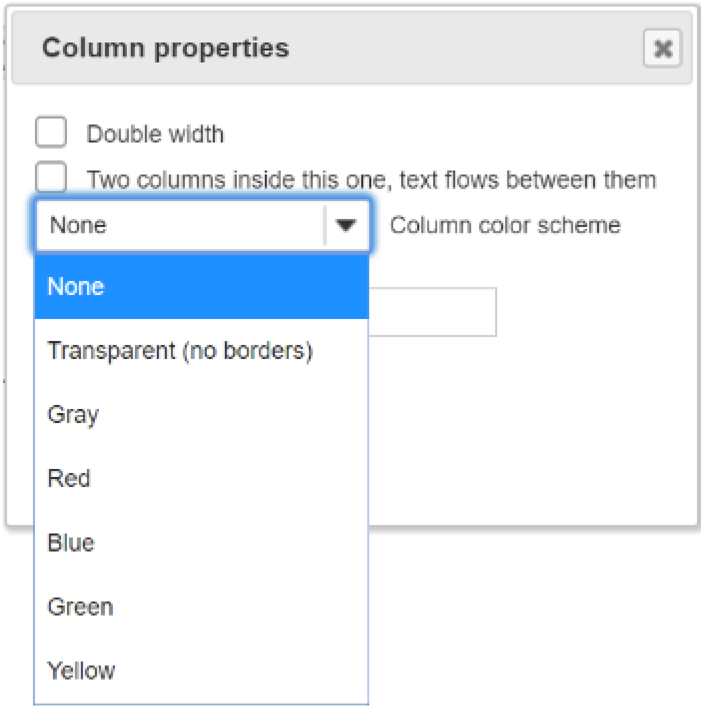
Click on the Lessons tool in the Tool Menu to display the page.

Note: The Lesson page must already contain content before you can change the color of the block.

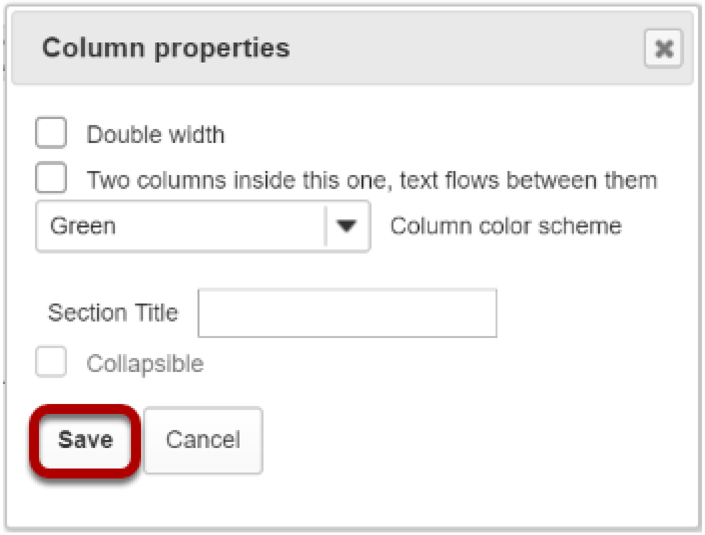
Select the column properties icon in the top left of the block.

Footer

Choose the desired color from the drop-down menu.

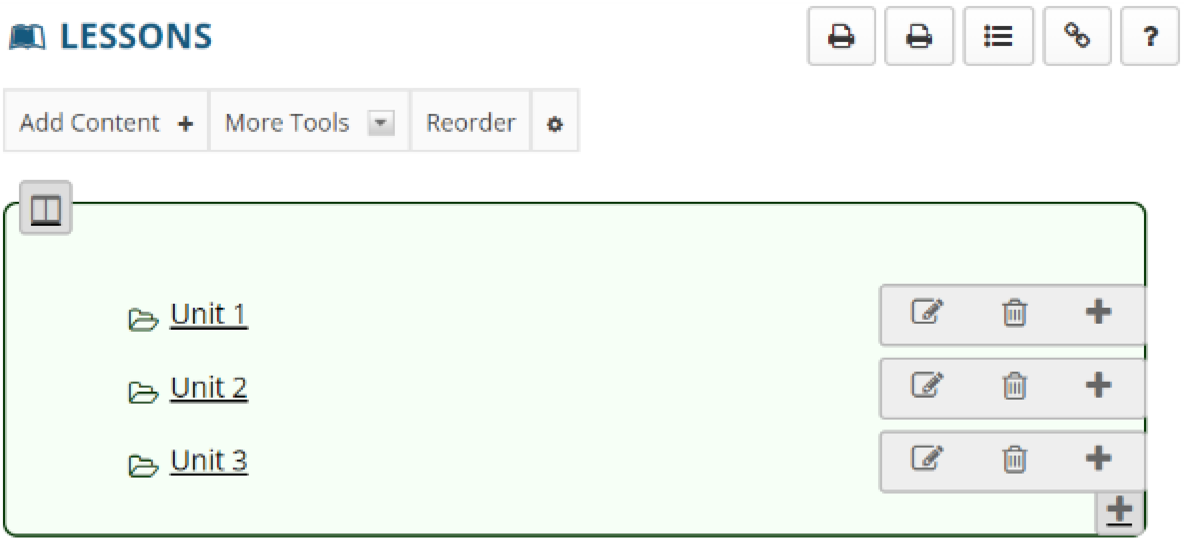


Click Save.



Footer

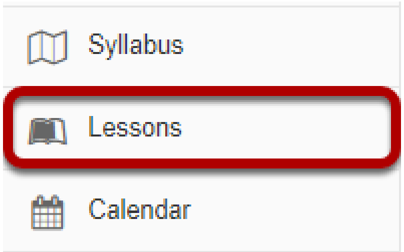
The selected color will display.



Footer

How do I create collapsible sections?

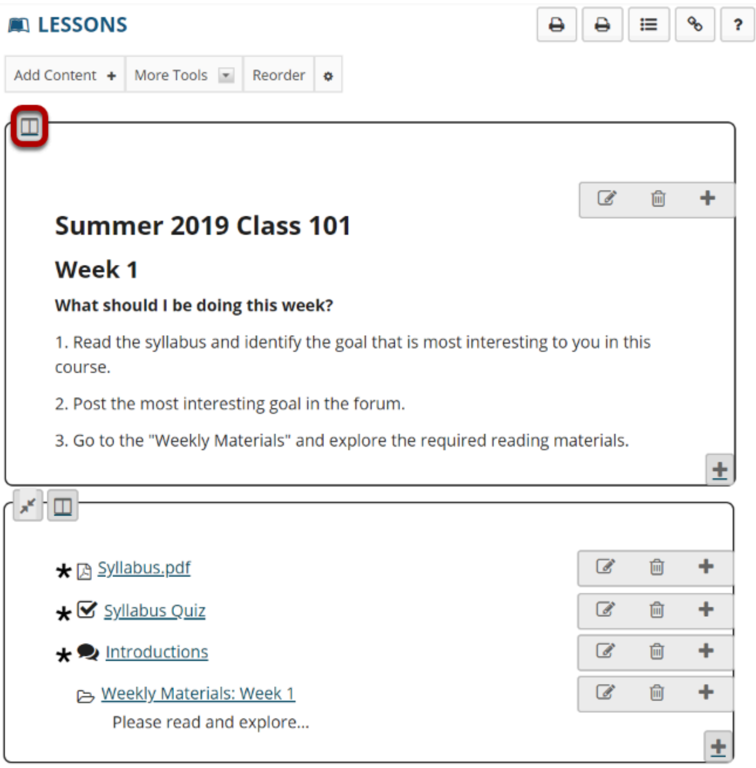
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

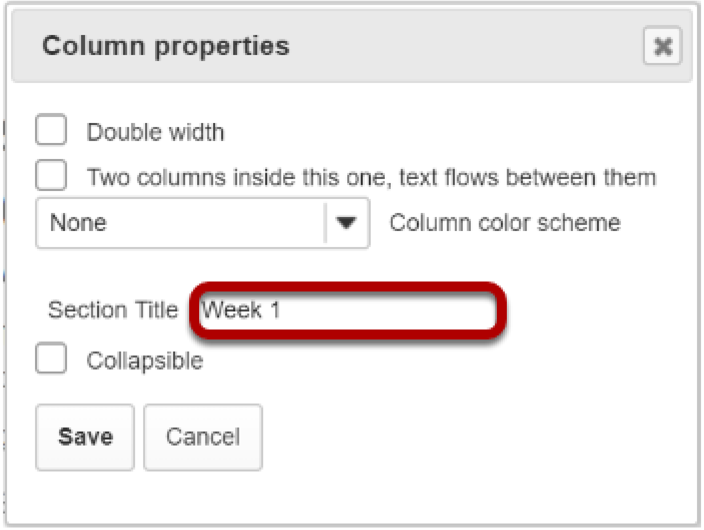
Note: The Lesson page must already contain content before you can make a collapsible section.

Select the column properties icon in the top left of the section.



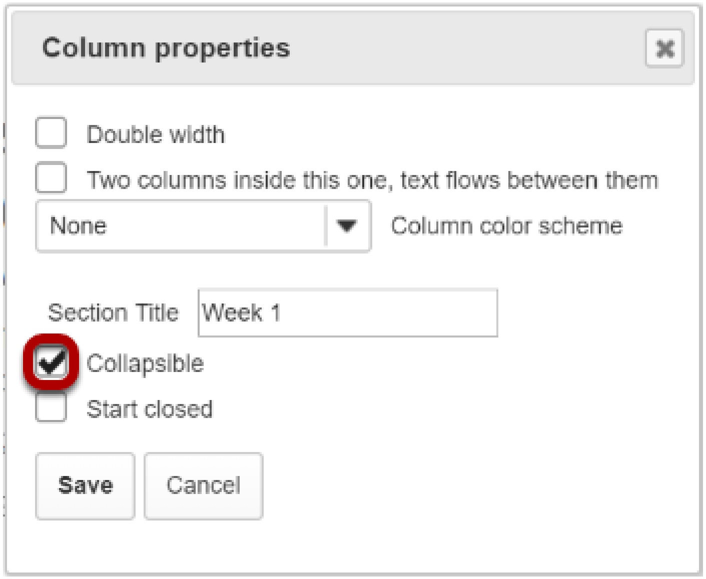
Footer

Enter a Section title.



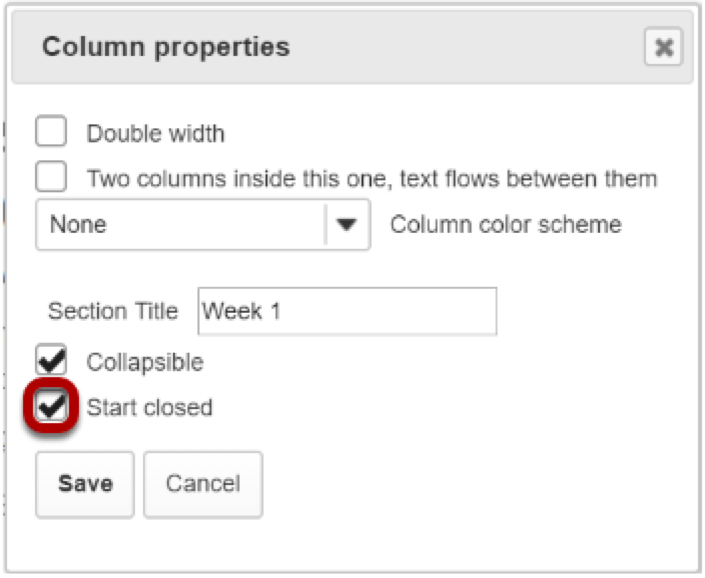
Note: Your section must have a title in order for it to be made collapsible.

Check the Collapsible box.

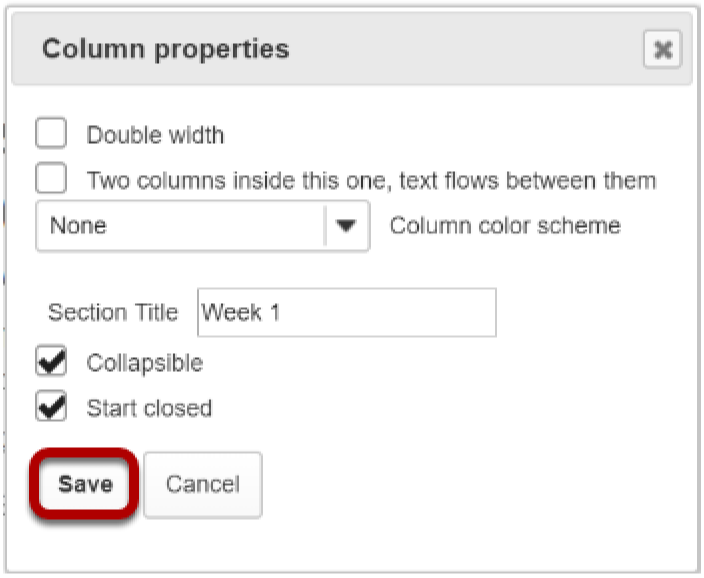


Footer

Optionally, you may also select the Start Closed option if you prefer for the section to be collapsed upon access.

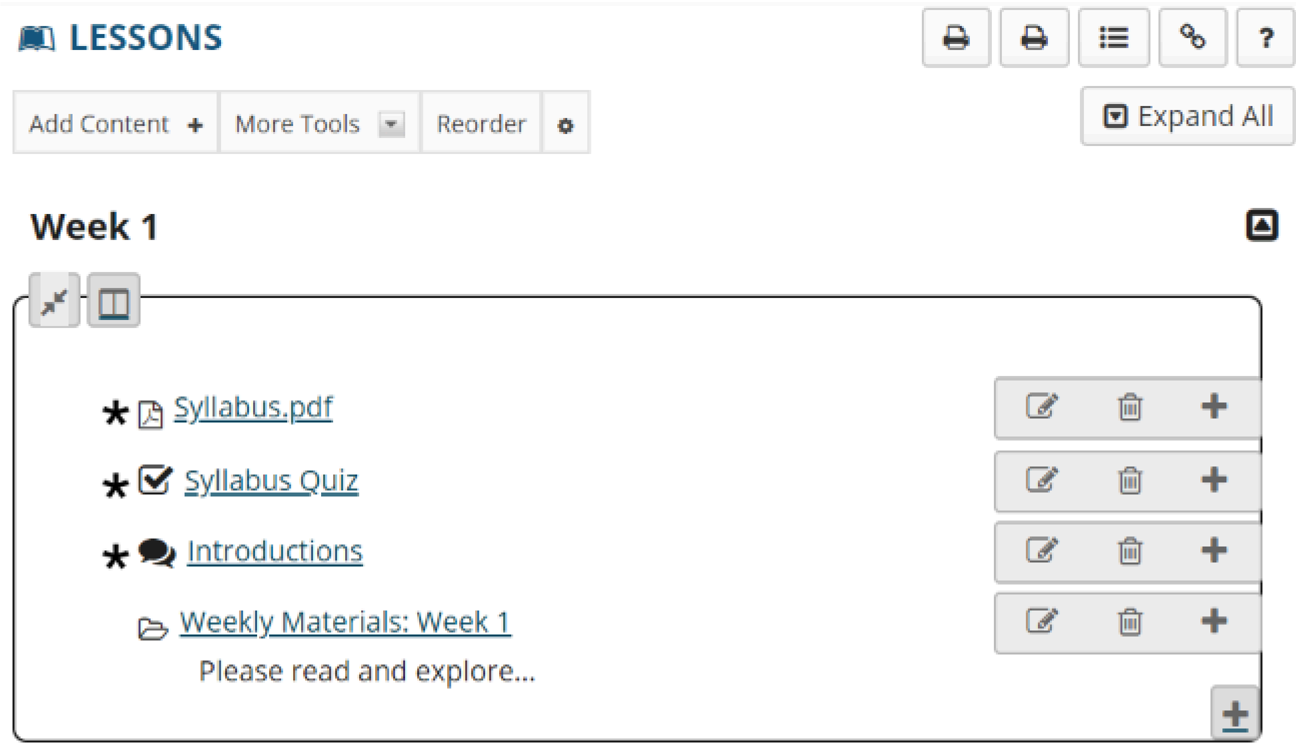


Click Save.

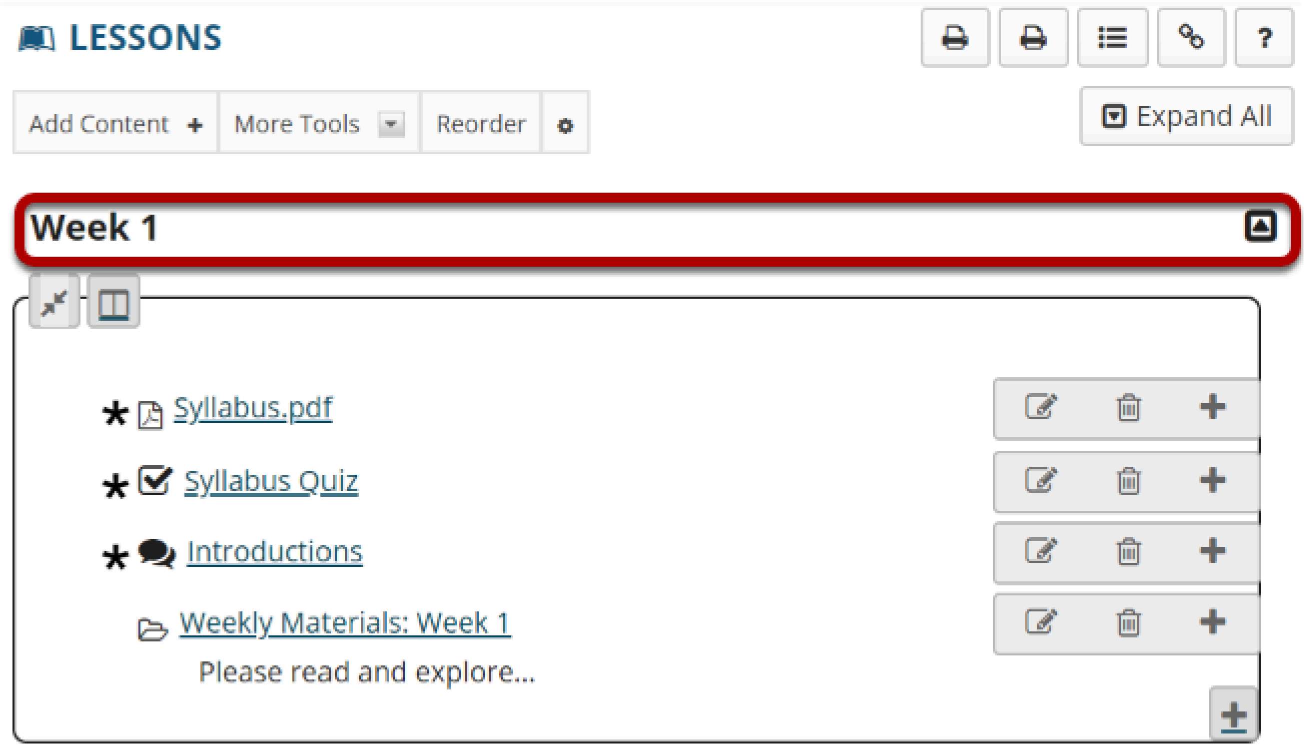


Footer

The collapsible section will display.



Click on the section heading area to expand or collapse.

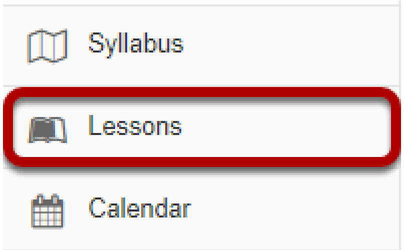


Footer

How do I add a resources folder on a Lessons page?

Instructors can add a link to an existing Resources folder on a Lessons page. This will display a listing of the folder contents on the page.

Go to Lessons.

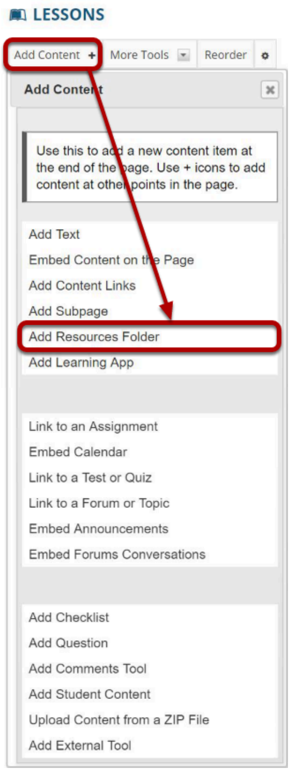


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

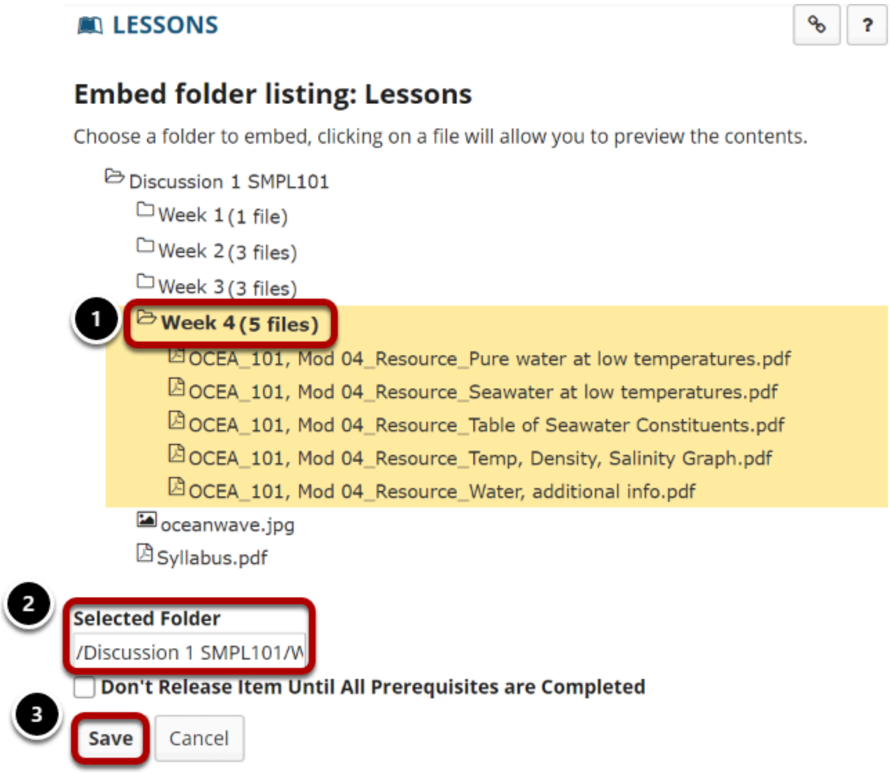
Click Add Content, then Add Resources Folder.



From the **Add Content** drop-down menu, select **Add Resources Folder**.

Footer

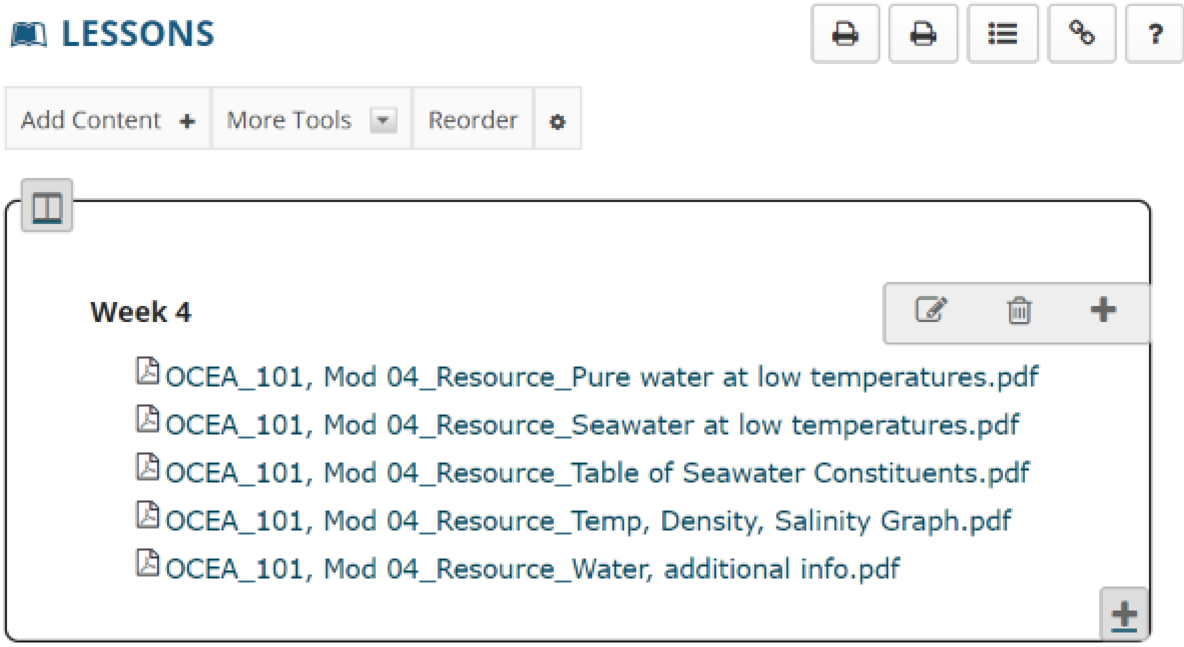
Select the Resources folder.



1. Browse the directory listing of your existing Resources folders. Once you have located the folder you want to link on the Lessons page, click on the folder name to select it.
2. Notice that the folder path appears in the **Selected Folder** field.
3. Click **Save** to save your selection.

Footer

The folder contents will display on the page.

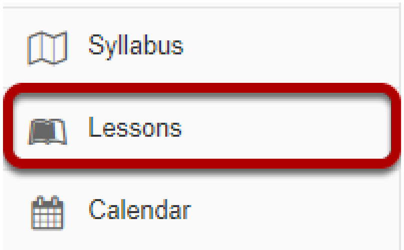


Footer

How do I embed the Calendar on a Lessons page?

Instructors can embed the course calendar on a Lessons page. This can be useful if you are using Lessons as your course landing page, or if you wish to call attention to course deadlines within your content pages.

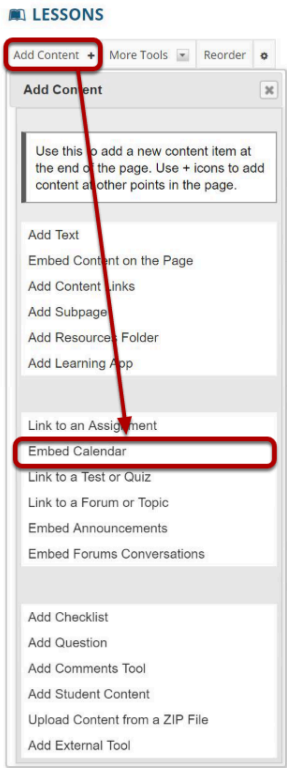
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

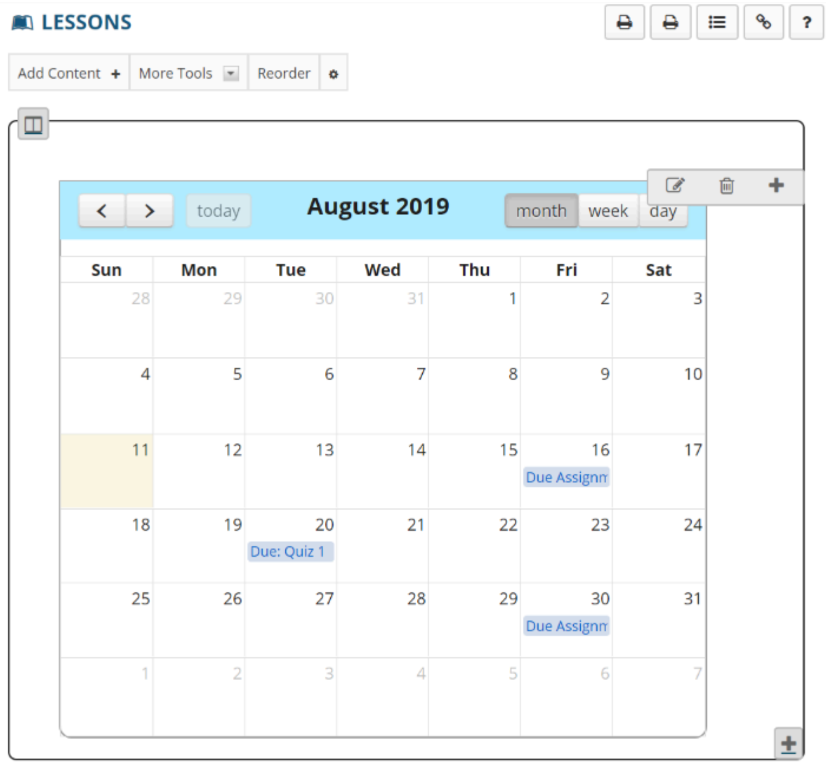
Click Add Content, then Embed Calendar.



From the **Add Content** drop-down menu, select **Embed Calendar**.

Footer

The course calendar will display on the page.

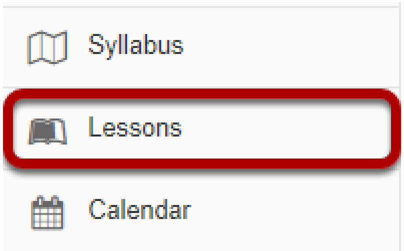


Footer

How do I embed announcements on a Lessons page?

Instructors can embed course announcements on a Lessons page. This can be useful if you are using Lessons as your course landing page, or if you wish to call attention to upcoming announcements within your content pages. Embedded announcements will automatically update according to the visibility dates specified in the Announcements tool.

Go to Lessons.

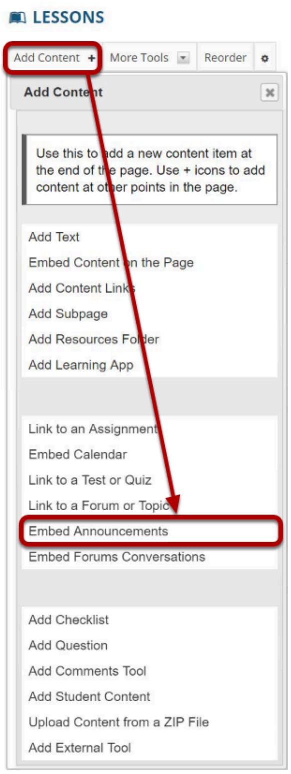


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

Click Add Content, then Embed Announcements.

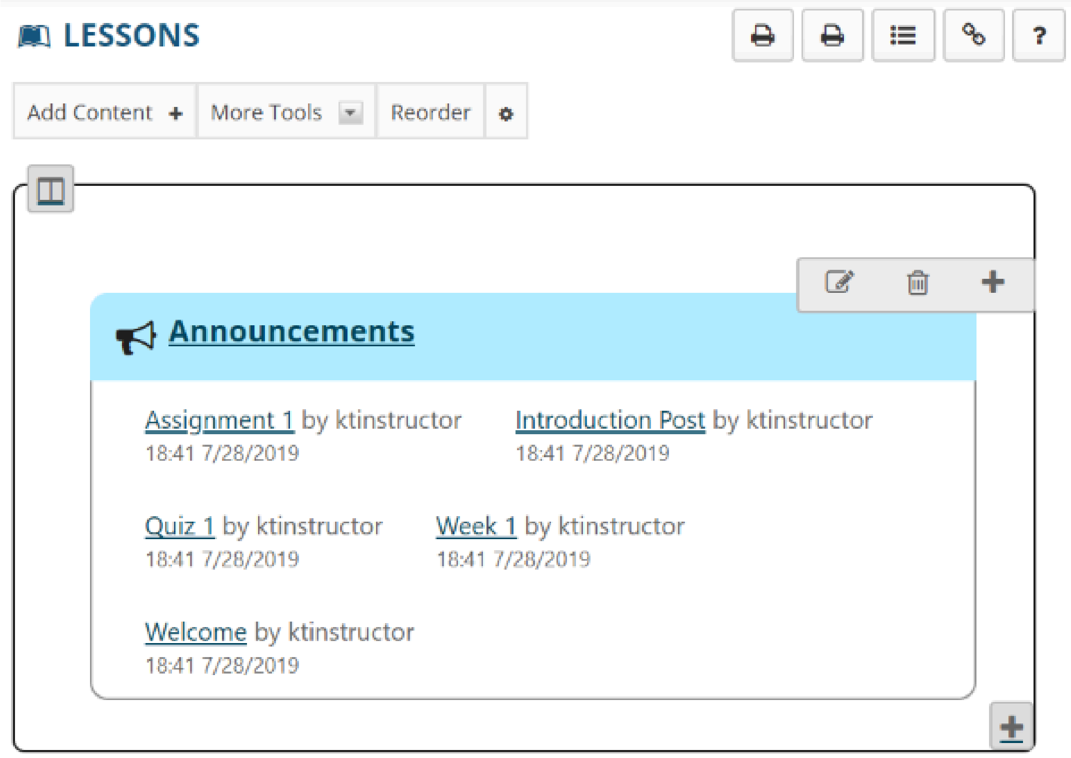


From the **Add Content** drop-down menu, select **Embed Announcements**.

Specify the number of announcements and then Save.

Footer

Announcements will display.



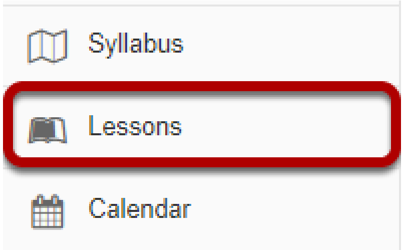
Existing course announcements, up to the number specified in the prior step, will display on the Lessons page. Click on the title of an announcement to view details.

Footer

How do I embed forums conversations on a Lessons page?

Instructors can embed forum conversations on a Lessons page. This can be useful if you are using Lessons as your course landing page, or if you wish to call attention to recent forum activity.

Go to Lessons.

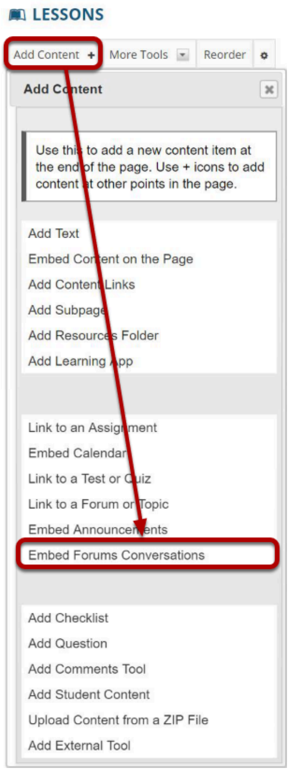


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

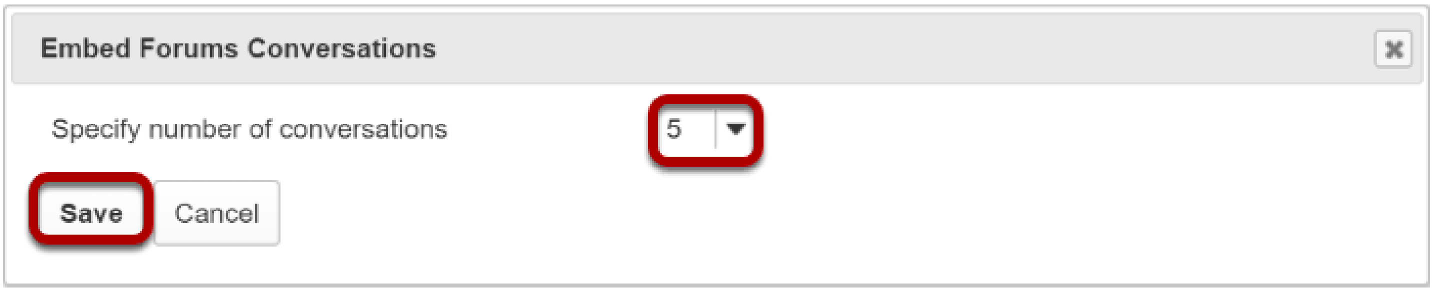
Footer

Click Add Content, then Embed Forums Conversations.



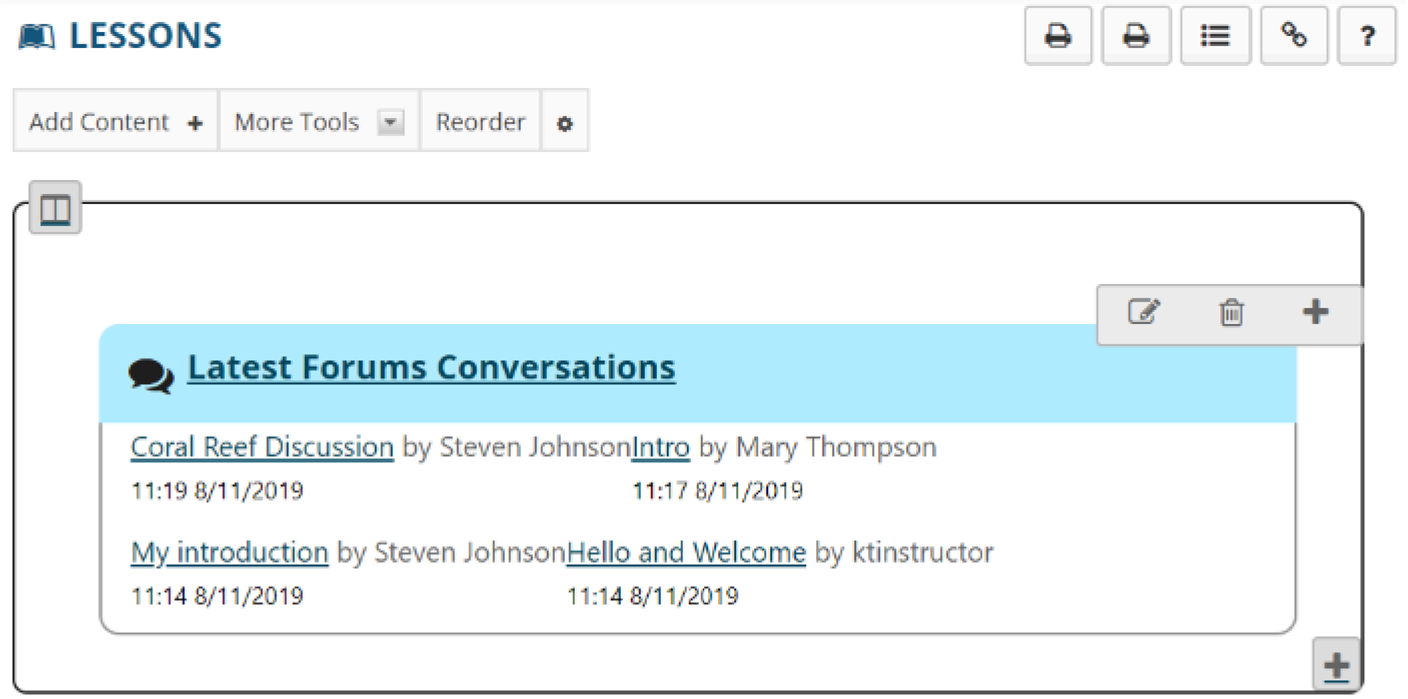
From the **Add Content** drop-down menu, select **Embed Forums Conversations**.

Specify the number of conversations to display, and then Save.



Footer

The latest Forums Conversations will display.



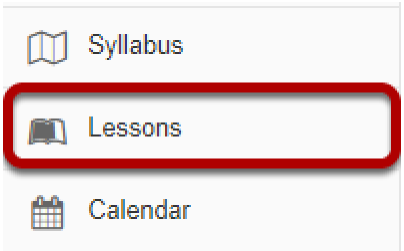
The titles of the most recent forum posts, up to the number specified in the prior step, will display on the page. Click on the title of a post to view the entire conversation.

Footer

How do I add a checklist on a Lessons page?

Instructors can add Checklist items to a Lessons page. Checklists allow site participants to either manually or automatically check off items as they complete them.

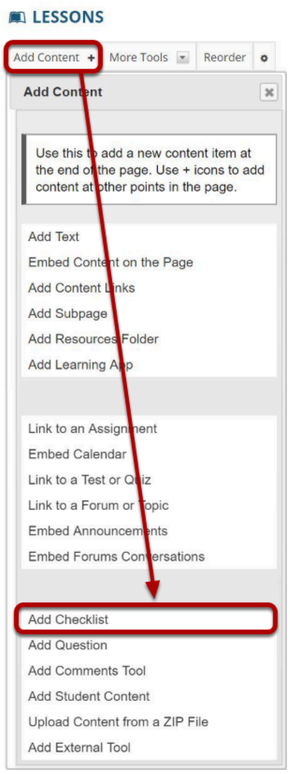
Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

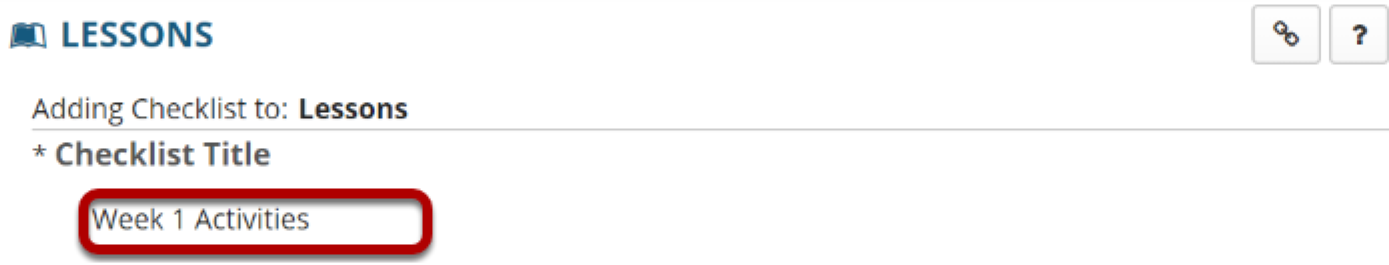
Click Add Content, then Add Checklist.



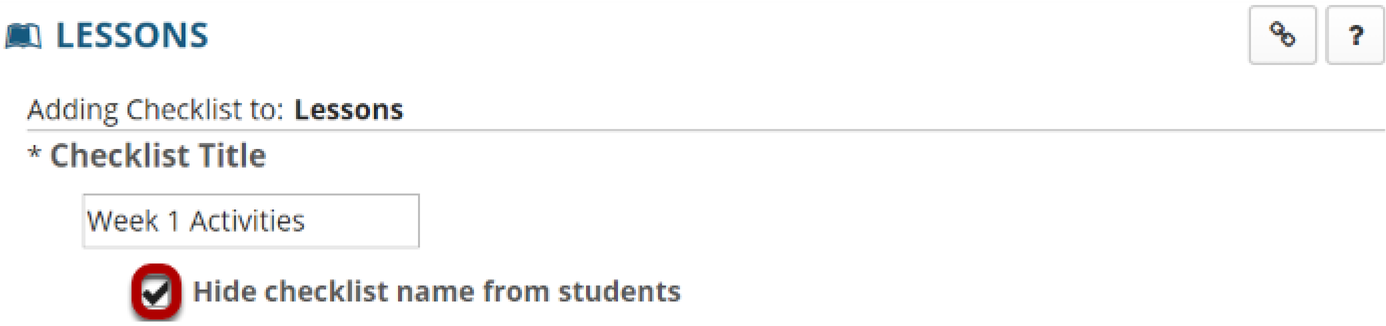
Footer

From the **Add Content** drop-down menu, select **Add Checklist**.

Enter a title.

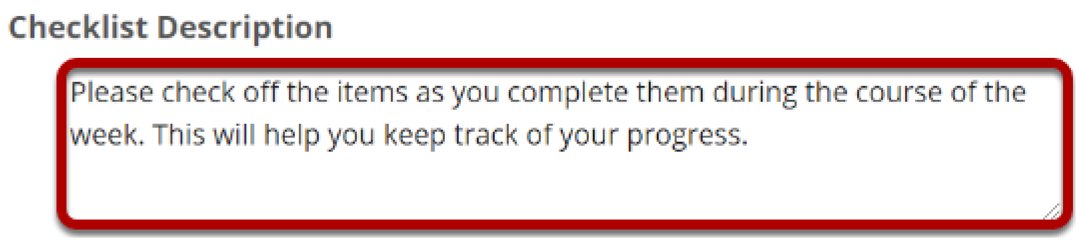


Hide checklist name. (Optional)



If you don't want students to see the name of the checklist, you may check the box to hide the name. Students will still see the description and checklist items, but not the title.

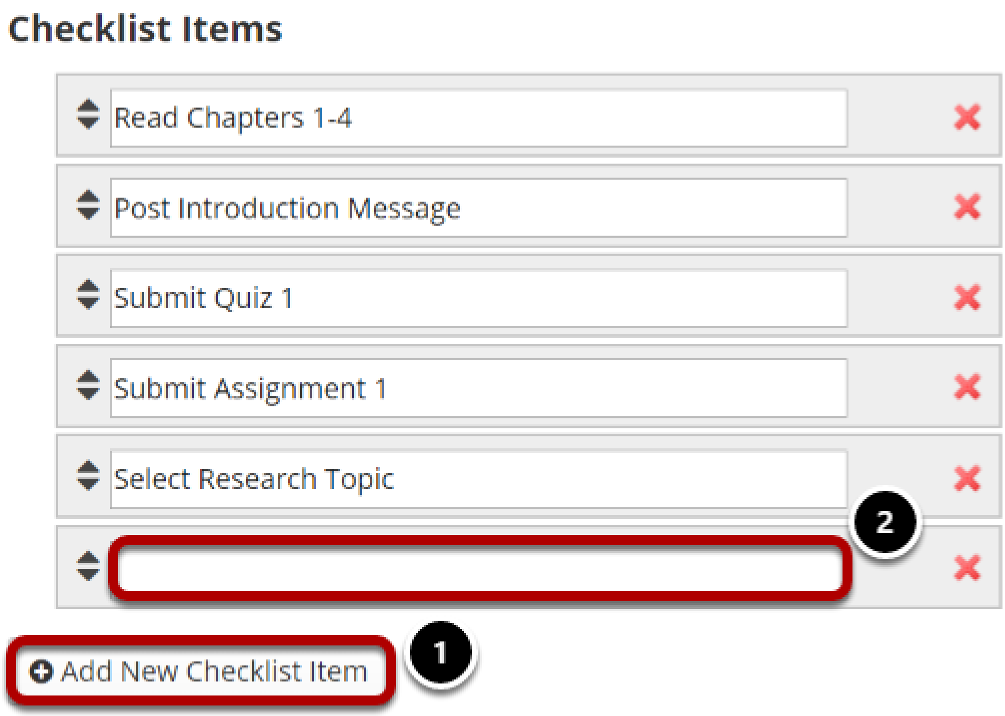
Enter a checklist description.



The description typically explains the purpose of the checklist.

Footer

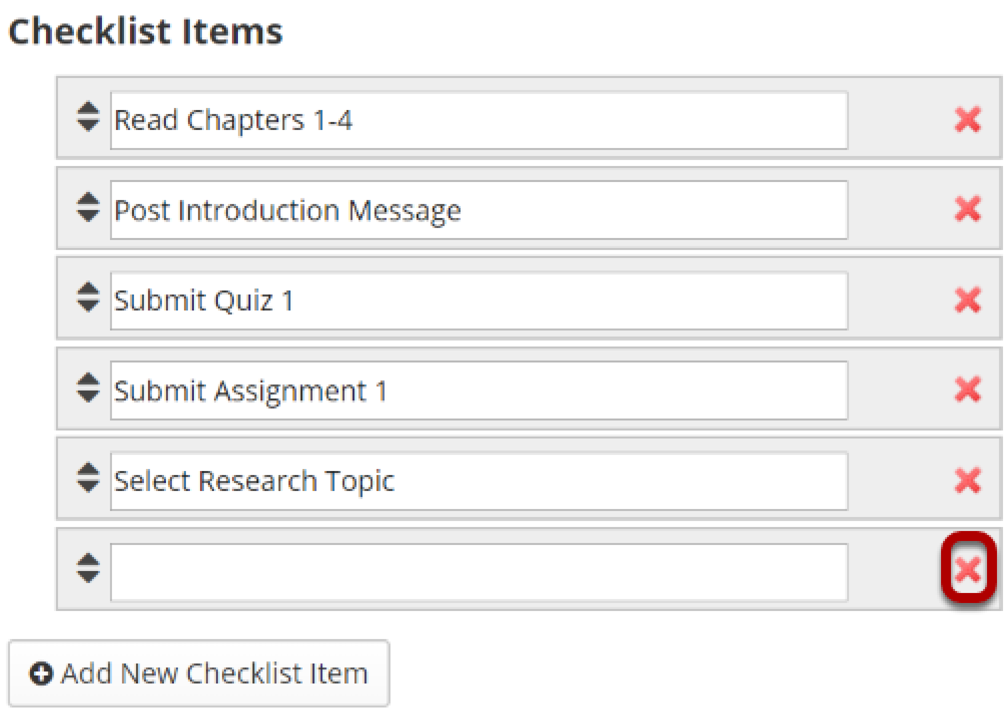
Add checklist items.



1. Click the **Add New Checklist Item** button to add a new item.
2. Enter the item title in the empty text field, and then repeat the process to add additional items.

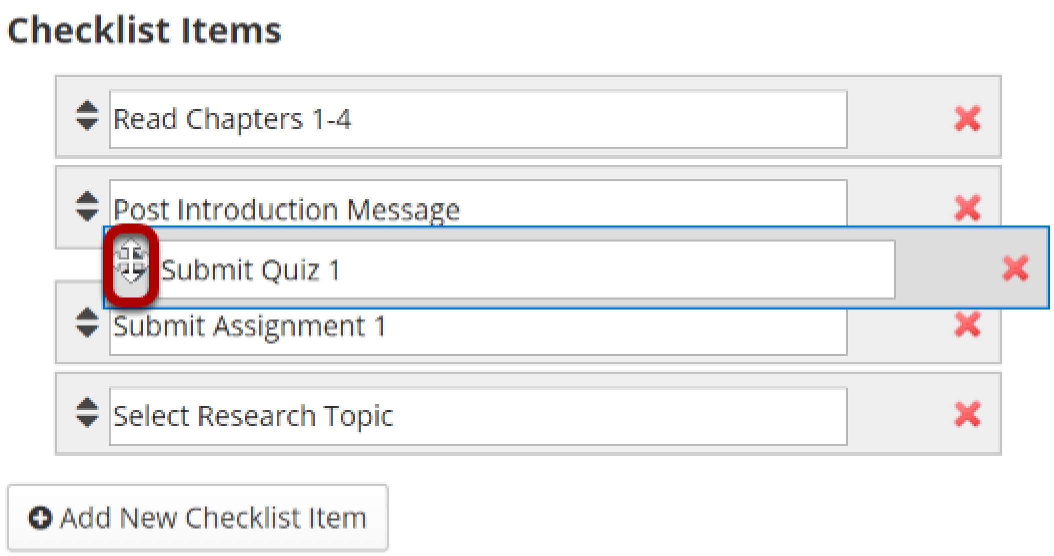
Footer

Deleting items.



If you need to remove an item from the list, click on the red X to the right of the item.

Reordering items.



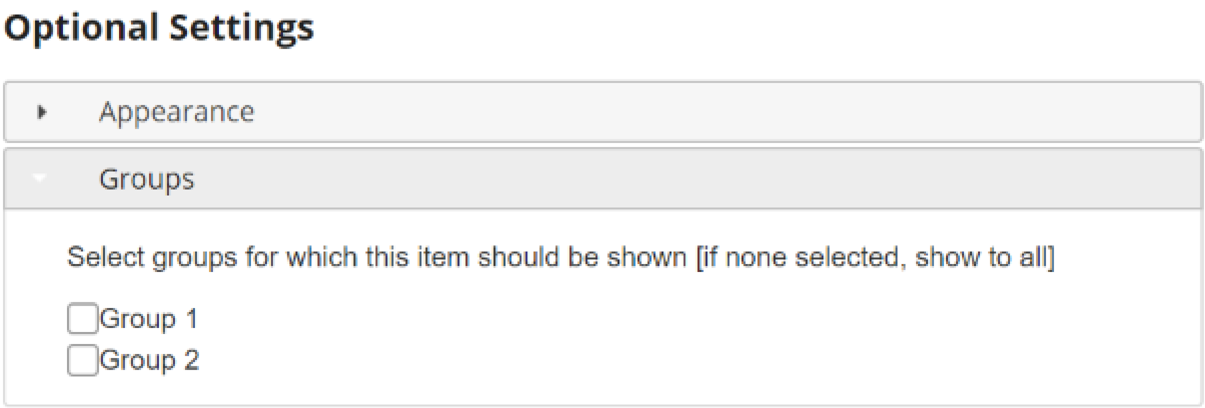
If you need to reorder items, click on the arrows to the left of the item, and then drag it into the desired order in the list.

Footer

Appearance. (Optional)

If you would like to indent the checklist on the page, or designate custom CSS for the checklist, click on **Appearance** to expand those settings.

Groups. (Optional)

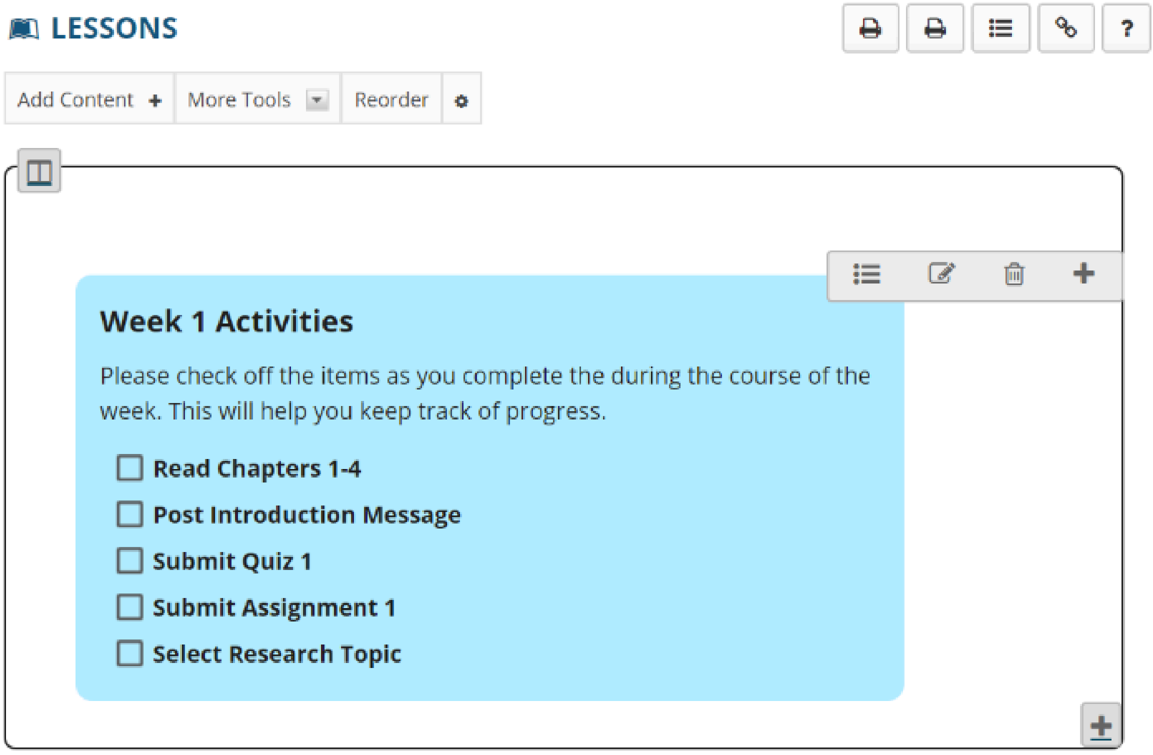


If you would like to make the checklist visible to specific groups only, click on **Groups** to expand those settings and select your desired groups.

Click Save.

Footer

The checklist will display on the page.



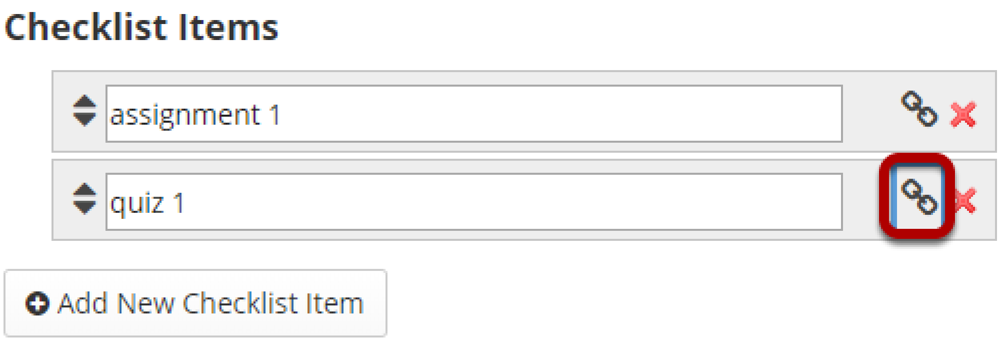
To automatically check off items (Optional)

First you must make one or more of the items on the page a requirement.

For help on making items required, see [How do I require completion of a Lessons item?]()

Footer

Edit the Checklist item and select the Link icon next to the item you want to check off automatically.



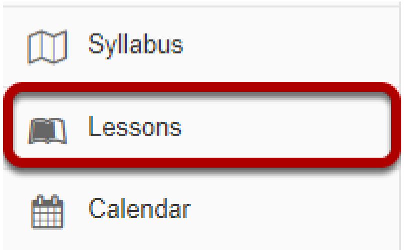
Choose the desired item from the list of required items on the page, and click Submit.

Footer

How do I upload content in a zip file on a Lessons page?

Instructors can content packaged in a zip file to a Lessons page. This is useful if you have content that is pre-packaged as a self-contained archive, such as content objects created using Camtasia, Wimba Create, Articulate, or other content authoring tools.

Go to Lessons.

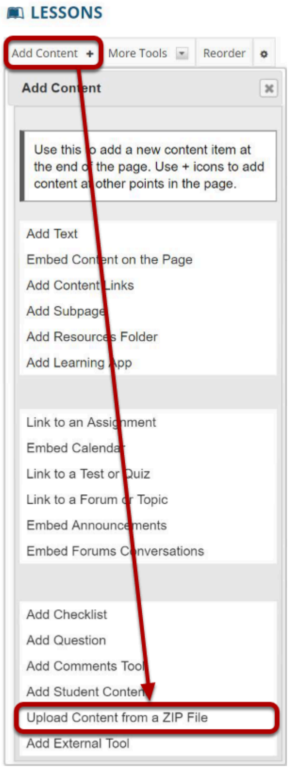


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

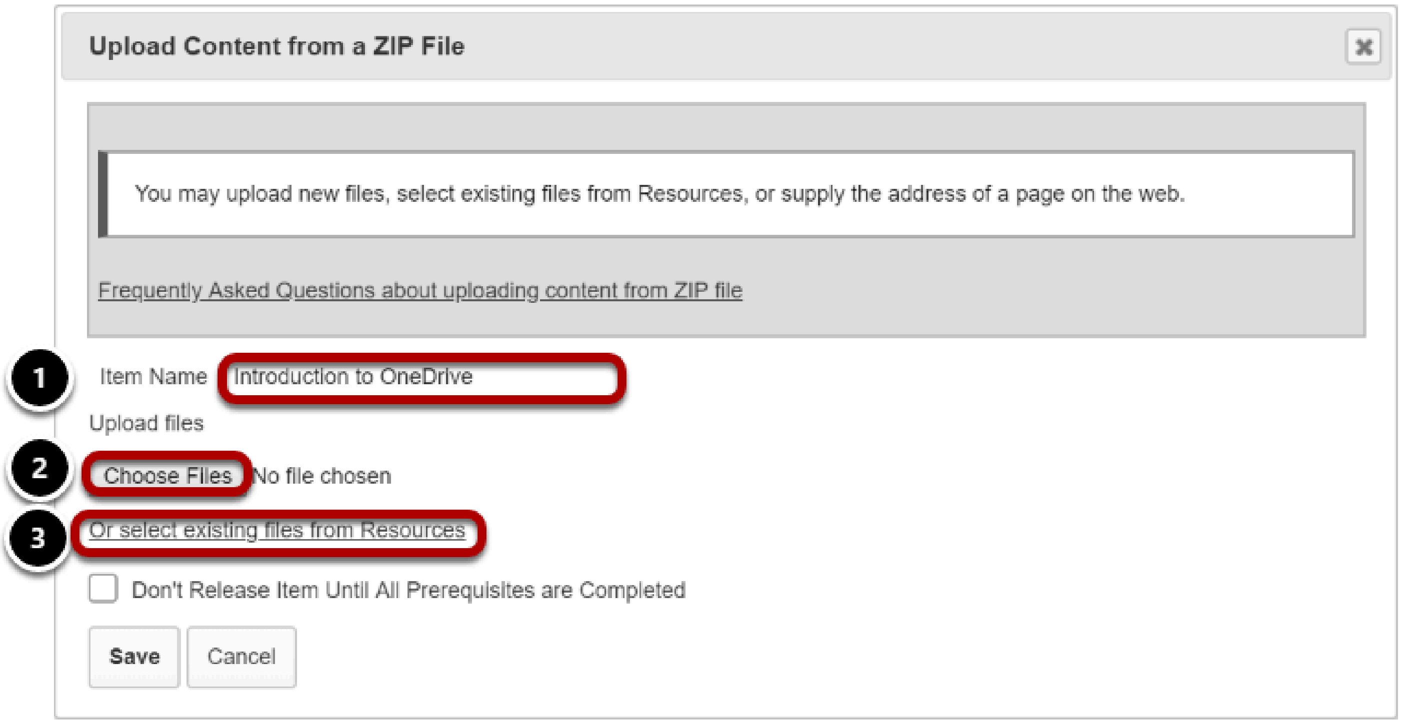
Click Add Content, then Upload content from a ZIP file.



From the **Add Content** drop-down menu, select **Upload content from a ZIP file**.

Footer

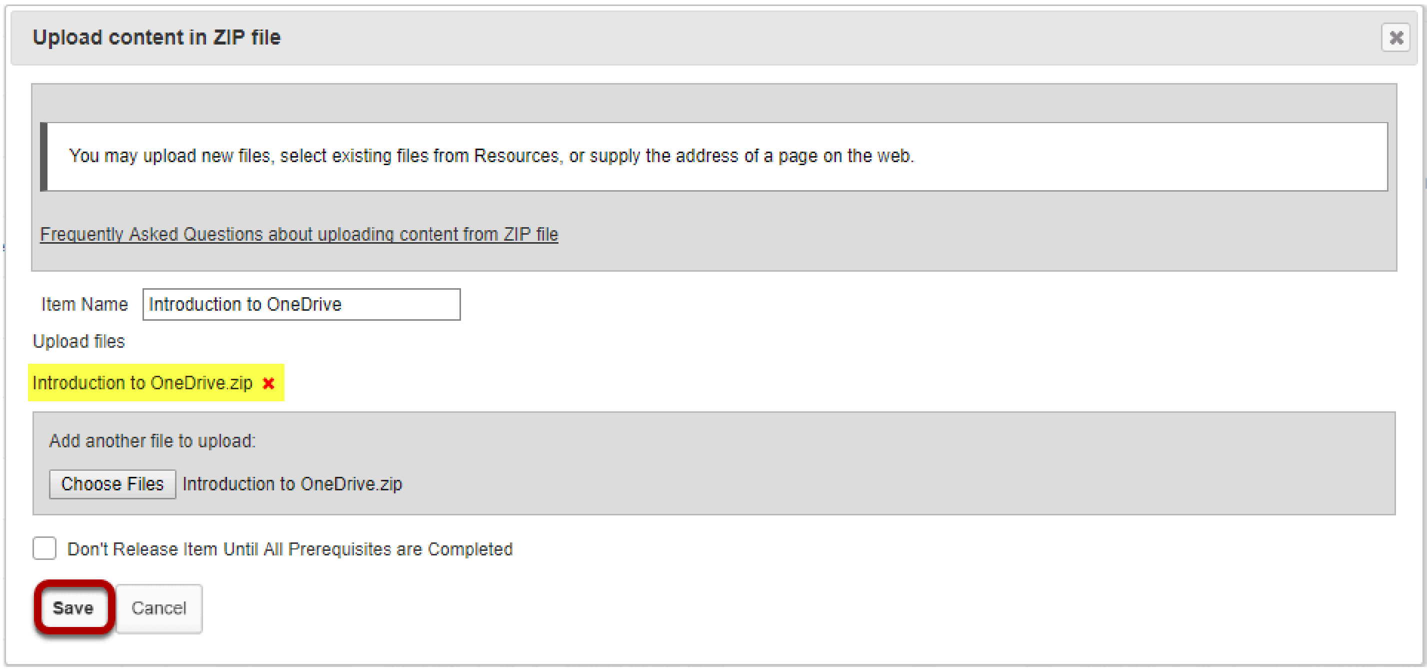
Enter an item name and select the file.



1. Enter an **Item Name**. The item name is the text that will appear on the Lessons page as a link to the zipped content.
2. Click **Choose Files** to browse for the item on your computer and upload it.
3. Alternately, you may click the **Or select existing files from Resources** to select a file that has already been uploaded to your site.

Footer

Verify that the selected file is correct, and click Save.



The filename of the selected zip file will display. If this is correct, click **Save** to add the item to Lessons.

The zip content will display.

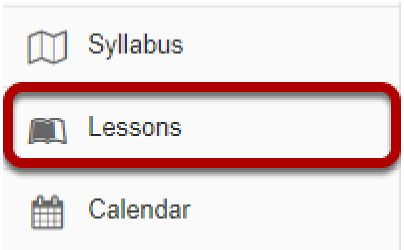
Clicking on the item link from the Lessons page should launch the index page from your zip file package.

Footer

How do I add an external tool on a Lessons page?

Instructors can add links to external tools, or LTI items, on a Lessons page. This allows instructors to seamlessly incorporate content from third party applications within the site.

Go to Lessons.

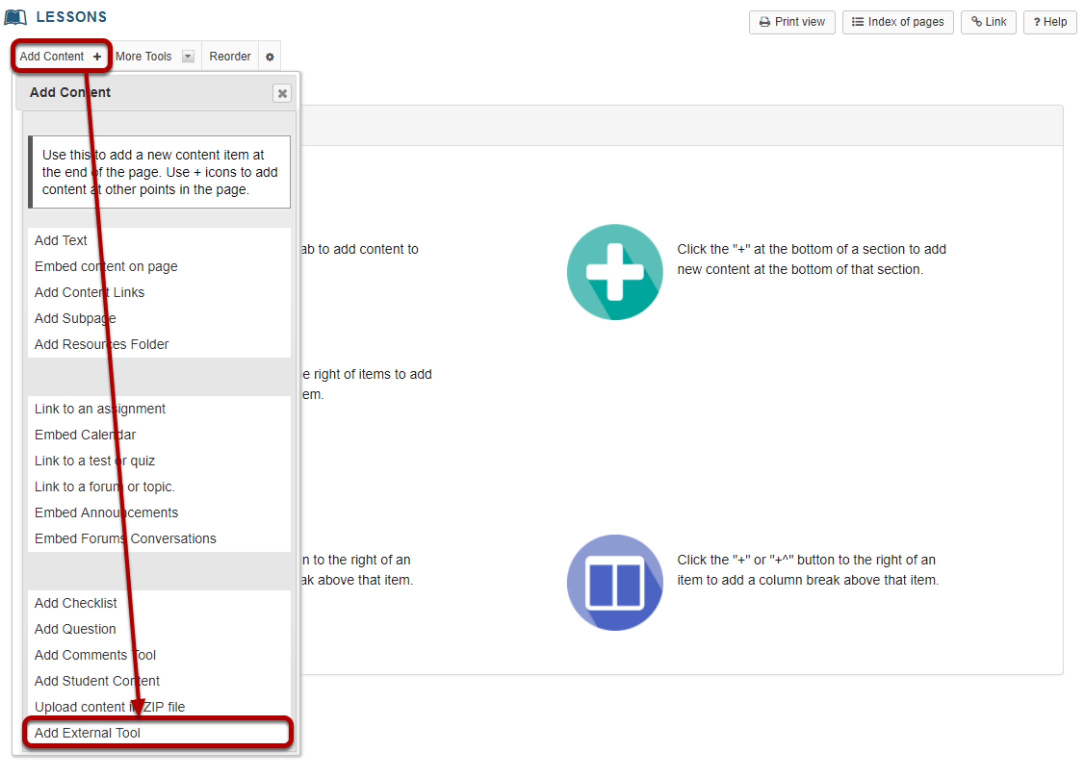


Click on the Lessons page title in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Footer

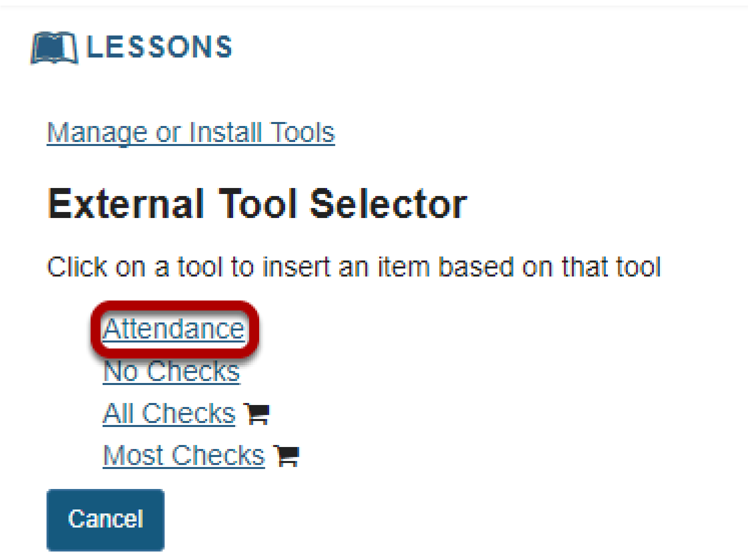
Click Add Content, then Add External Tool.



From the **Add Content** drop-down menu, select **Add External Tool**.

Specify the external tool.

Select a tool from items already configured for your institution.

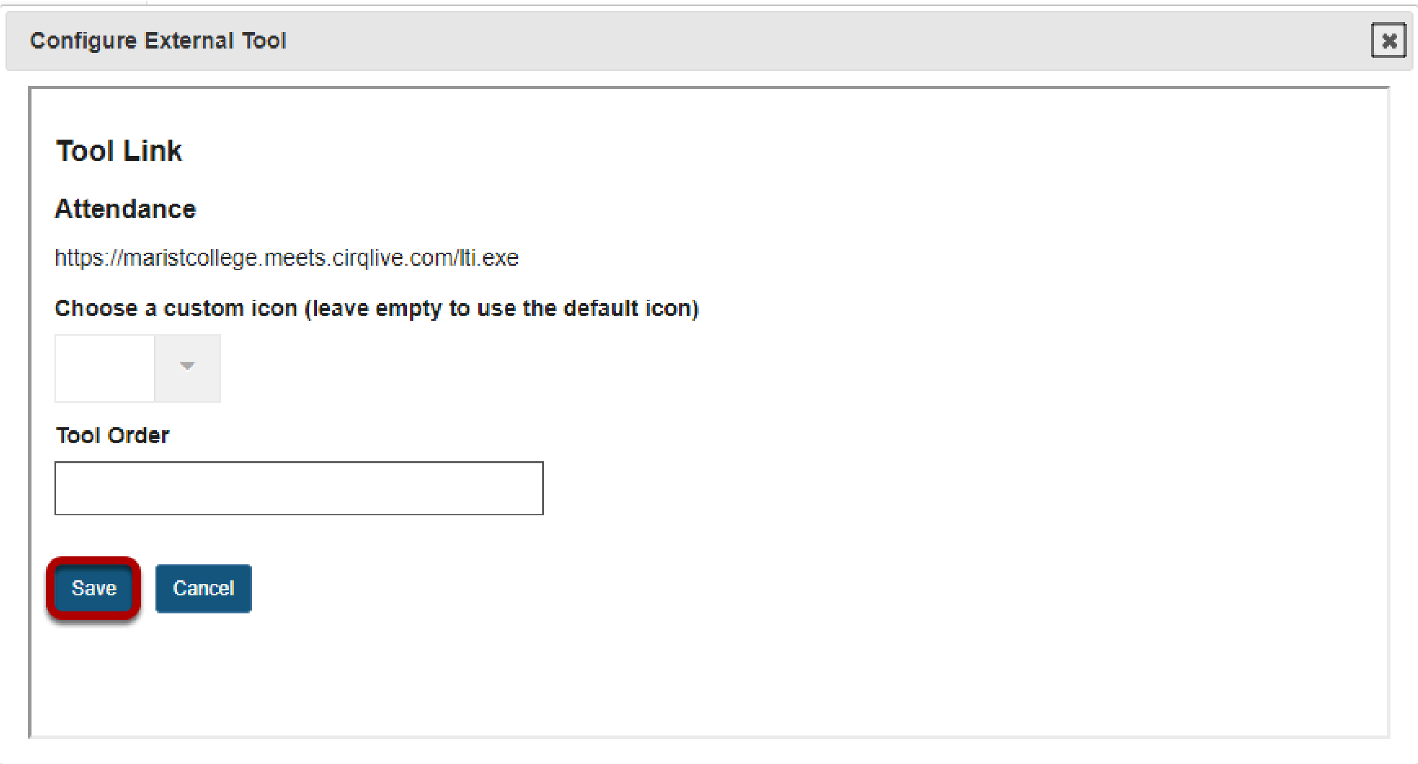


Footer

If your institution has already configured one or more external tools at the system level, you may choose from any of the tools listed here.

To add it to the Lessons page, click on the tool title.

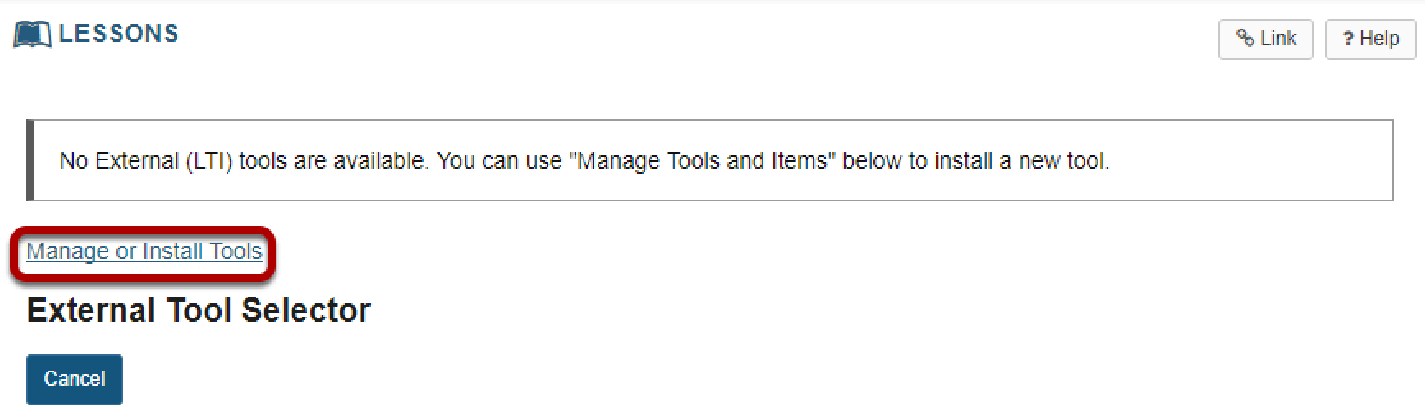
And then click Save.



The external tool will now appear on the Lessons page.

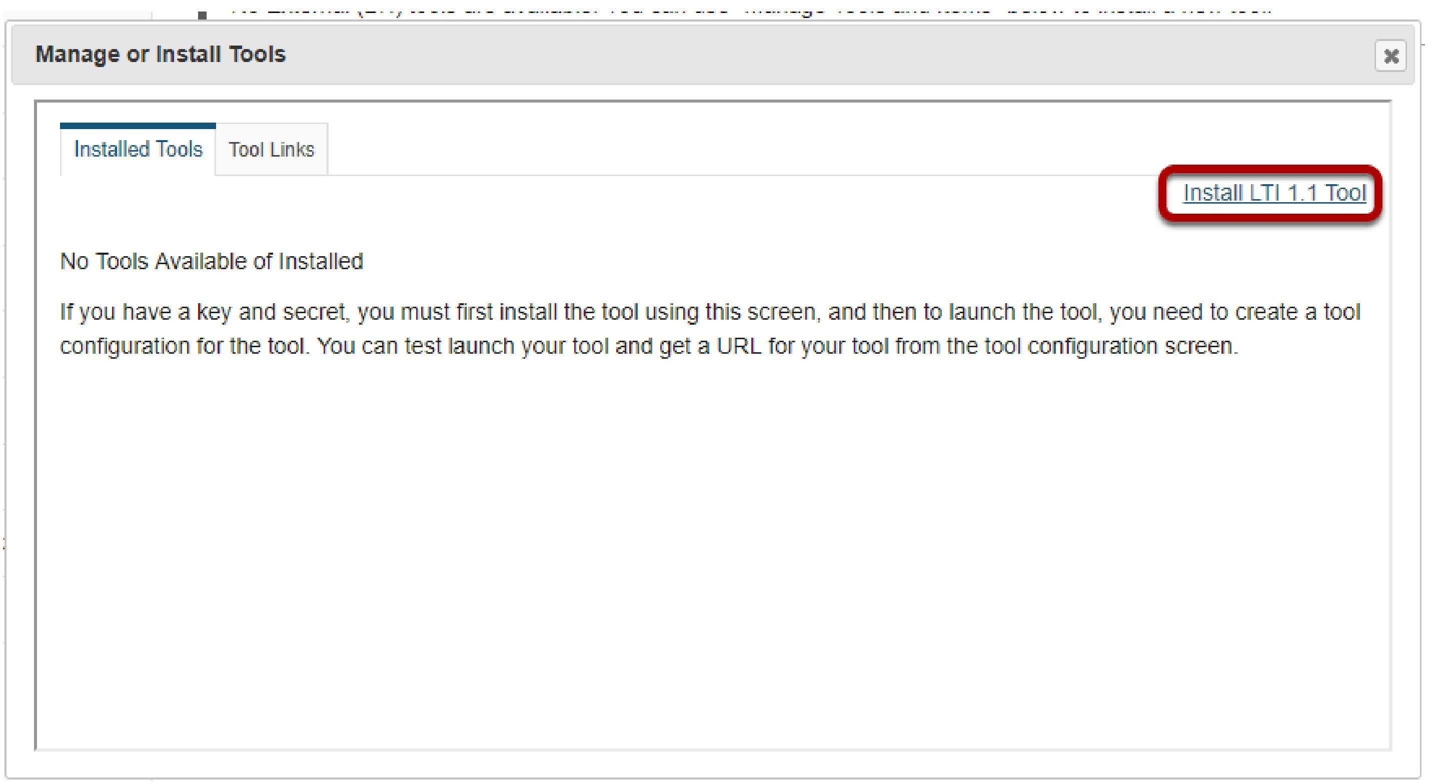
Footer

Or, click Manage of Install Tools to add a new tool.



If there are no system level tools, or the tool you would like to add does not appear in the list, click on the **Manage or Install Tools** link to configure a new tool for your site only.

Click Install LTI 1.1 Tool.

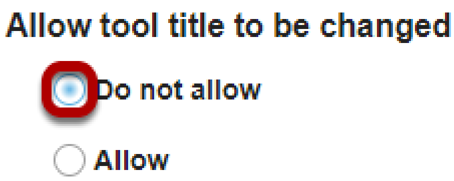


Footer

Enter a tool title.

This is the title of the link as it will display on your Lessons page.

Choose whether or not the title can be changed.

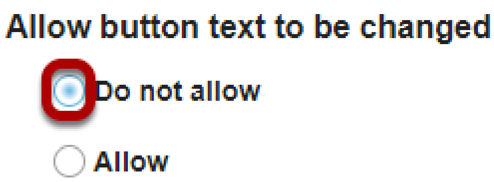


Choose a custom icon. (Optional)

Enter the button text.

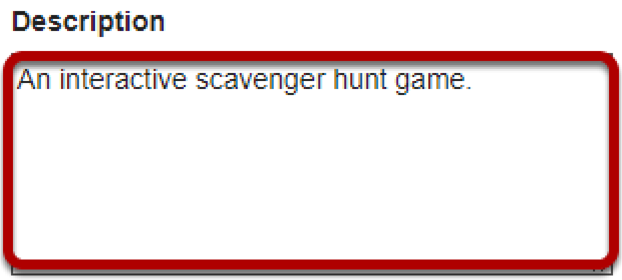
This is the title of the tool as it will display if added to the Tool Menu in the site.

Choose whether or not the button text can be changed.

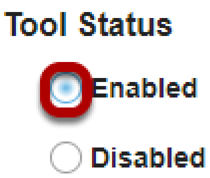


Footer

Add a description of the external tool.



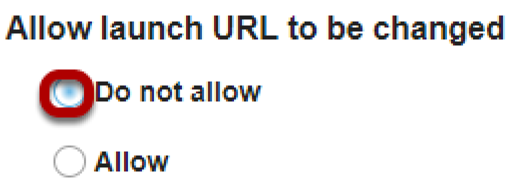
Specify whether or not the tool is enabled.



Enter the Launch URL.

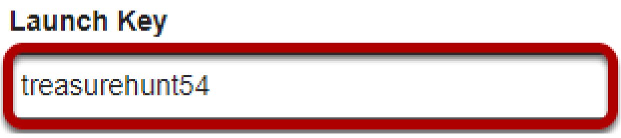
The Launch URL is provided by the external tool application provider.

Specify whether or not the launch URL can be changed.



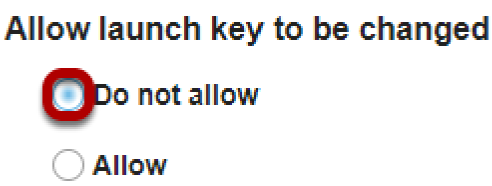
Footer

Enter the Launch Key.

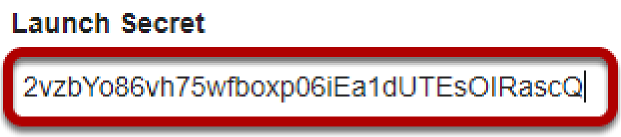


The launch key is provided by the external tool application provider. It is unique to you.

Specify whether or not the launch key can be changed.

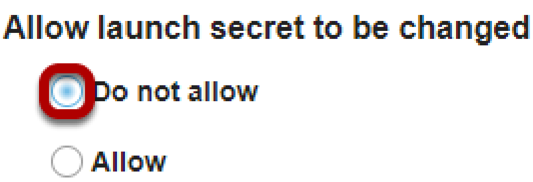


Enter the Launch Secret.



The launch secret is provided by the external tool application provider. The launch secret is a unique value.

Specify whether or not the launch secret can be changed.

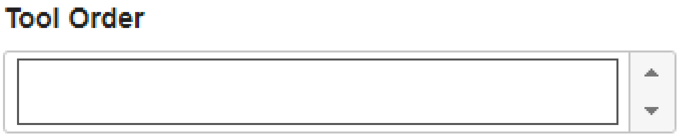


Enter Frame Height. (Optional)

Footer

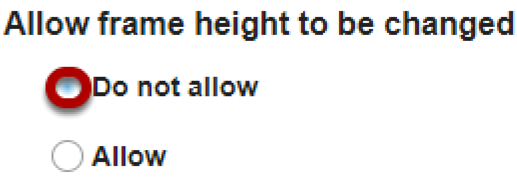
Enter a specific frame height if desired. Otherwise, leave blank to use the default height.

Select the tool order. (Optional)

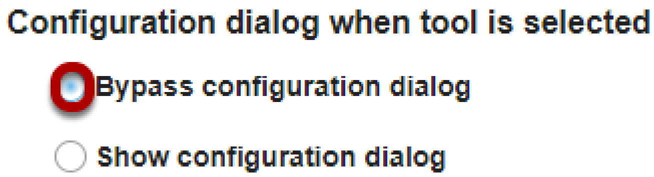


If you want the tool to appear in a specific order, use the up and down arrows to select the order. Otherwise, leave blank to use the default order.

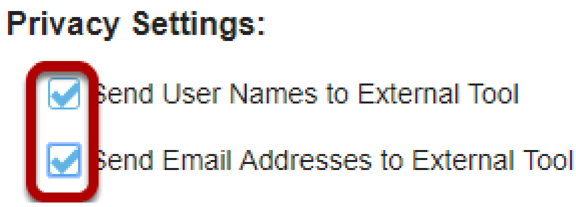
Specify whether or not the frame height can be changed.



Choose whether or not you want the configuration dialog to display when the tool is selected.



Specify Privacy settings.

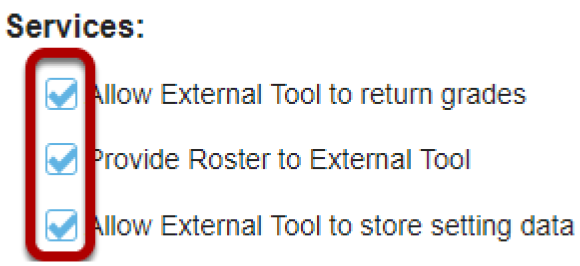


Check the boxes next to the settings you want to enable.

Note: Most LTI tools require user names if there is a grade associated with the activity.

Footer

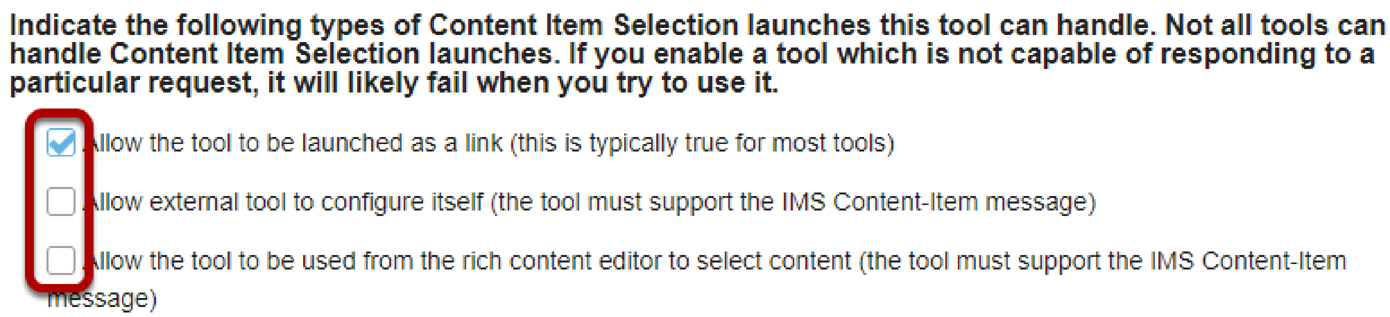
Specify Services.



Check the boxes next to the services you want to enable.

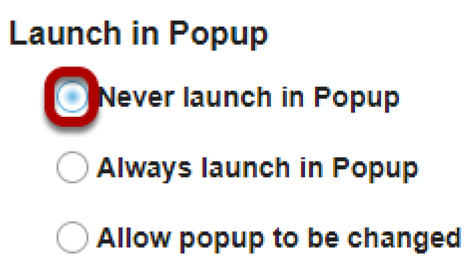
*Note: If you plan to collect grade information, be sure to select **Allow External Tool to return grades***

Specify Content Item Selection launches.



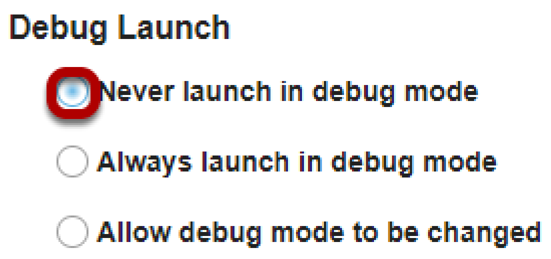
Note: Be sure to check to see if your external tool is capable of Content Item launches before selecting those options, as not all tools support this type of launch.

Specify Popup preference.



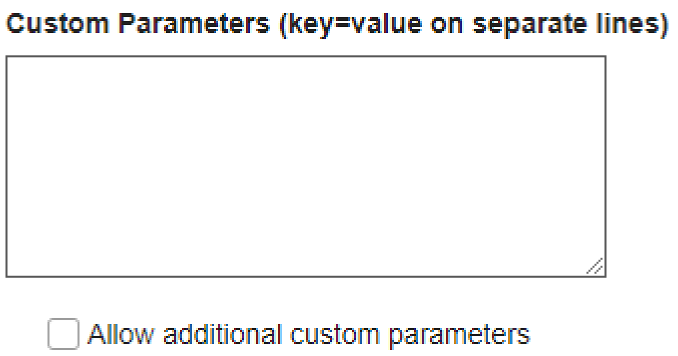
Footer

Specify Debug preference.



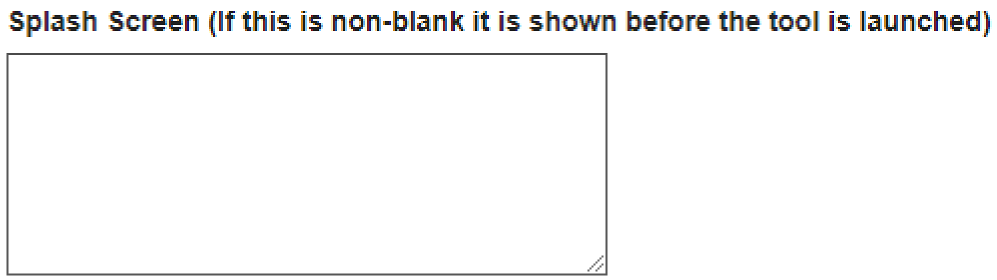
Launching in debug mode is typically only used for advanced troubleshooting or application development purposes.

Custom launch parameters. (Optional)



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

Splash Screen. (Optional)



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

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

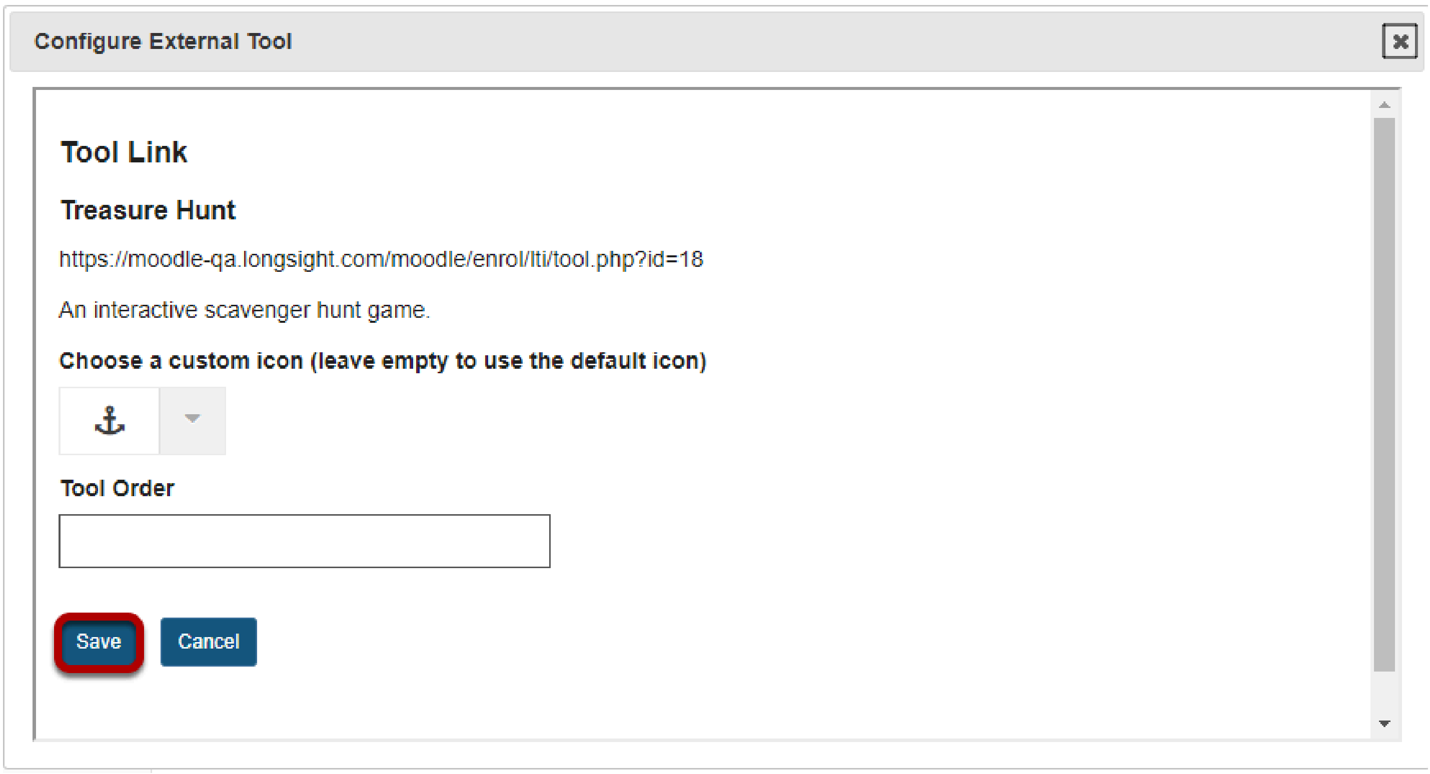
Footer

Click Save to save your tool configuration settings.

The new tool will now appear in the list when you go to Lessons > Add External Tool.

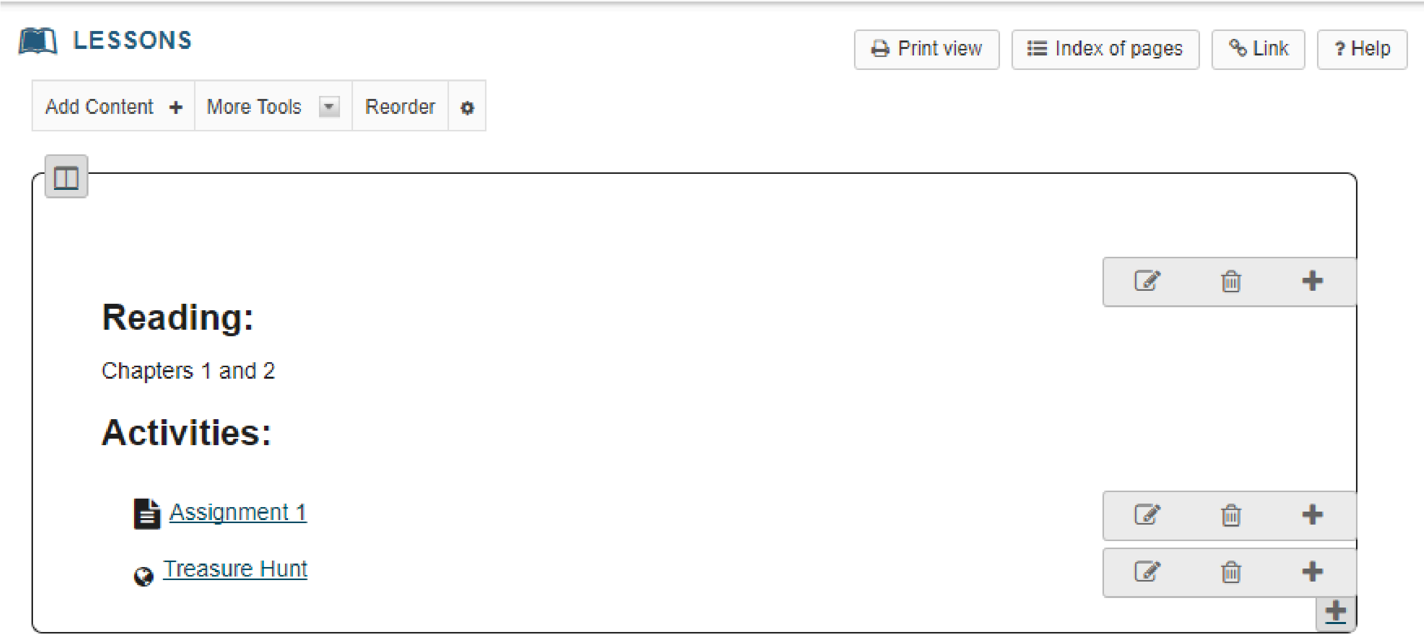
To add it to the Lessons page, click on the tool title.

And then click Save.



Footer

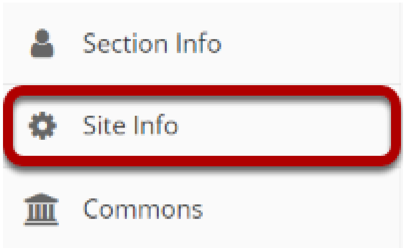
The external tool link will appear on the Lessons page.



Footer

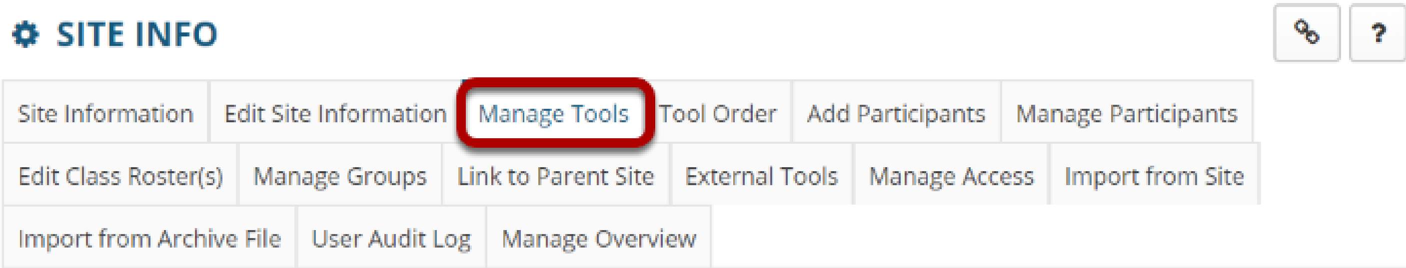
How do I enable Lessons subpage navigation in the Tool Menu?

Go to Site Info.

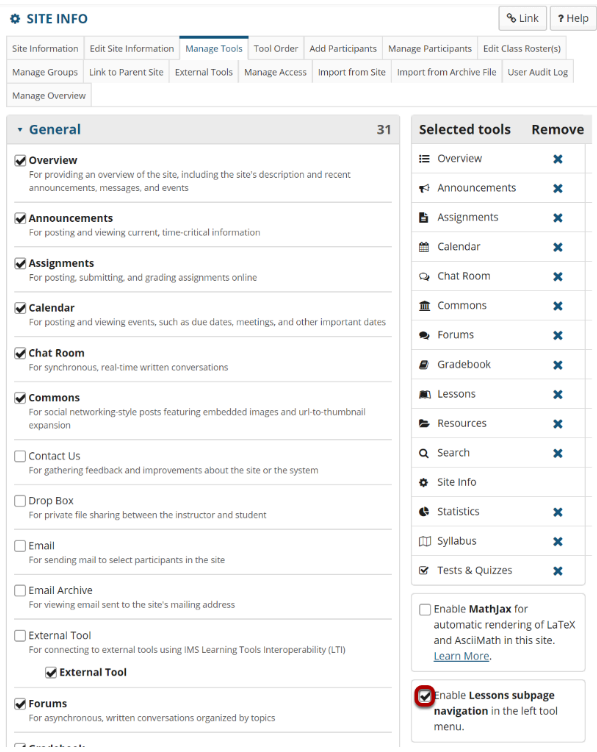


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.

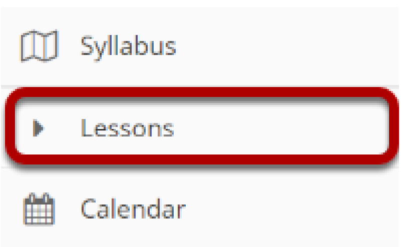


Check the box to Enable Lessons subpage navigation in the right tool menu.



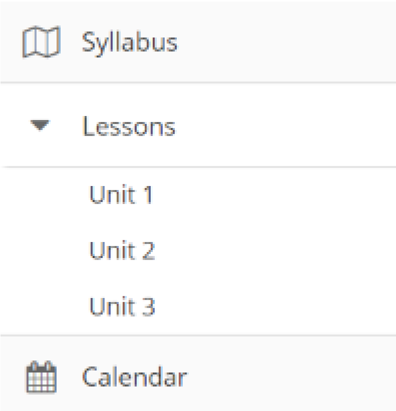
Scroll down and click Continue.

You may now click on the top level Lessons page in the Tool Menu to display its subpages as links in the menu.



Footer

The subpages will display.



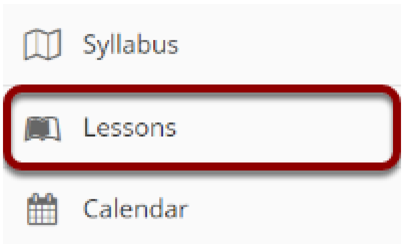
Note: Only one level of subpage will be added to the menu, regardless of how many additional pages are nested within those subpages.

Footer

How do I assign an "owner" to a Lessons page?

Unless specifically set on a page-by-page basis in Settings, pages are not owned by individual users. Instructors can add any site participant who does not have the Lessons tool update permission as an owner of a specific Lessons page. Owners are then granted Lessons tool update permission.

Go to Lessons.



Click on the Lessons tool in the Tool Menu to display the page.

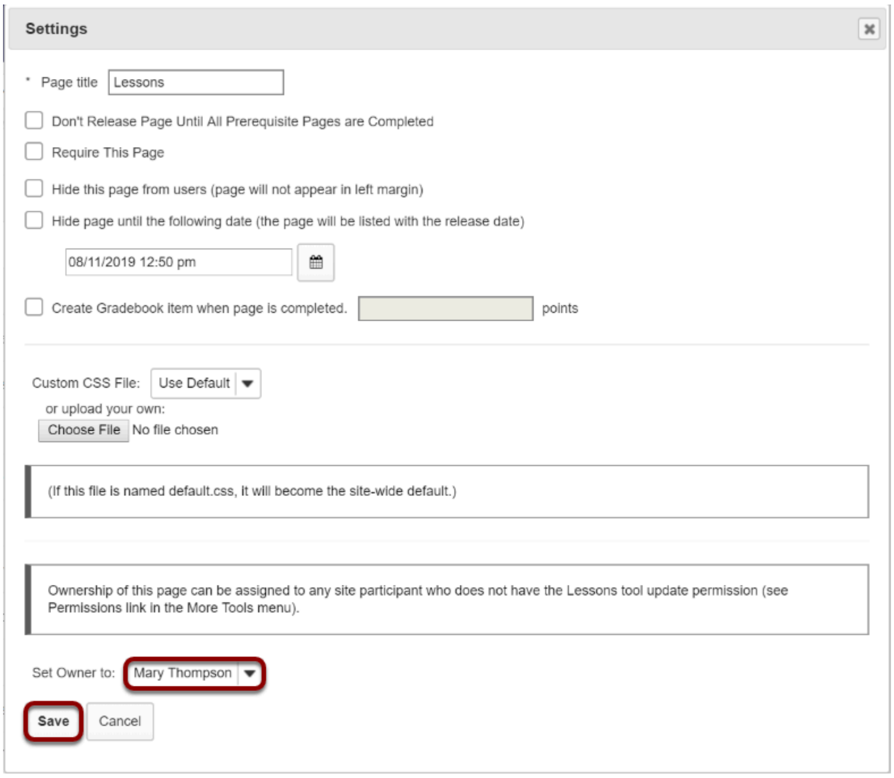
Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click the Settings icon.

The **Settings** icon is a gear-shaped icon at the top of the Lessons page.

Footer

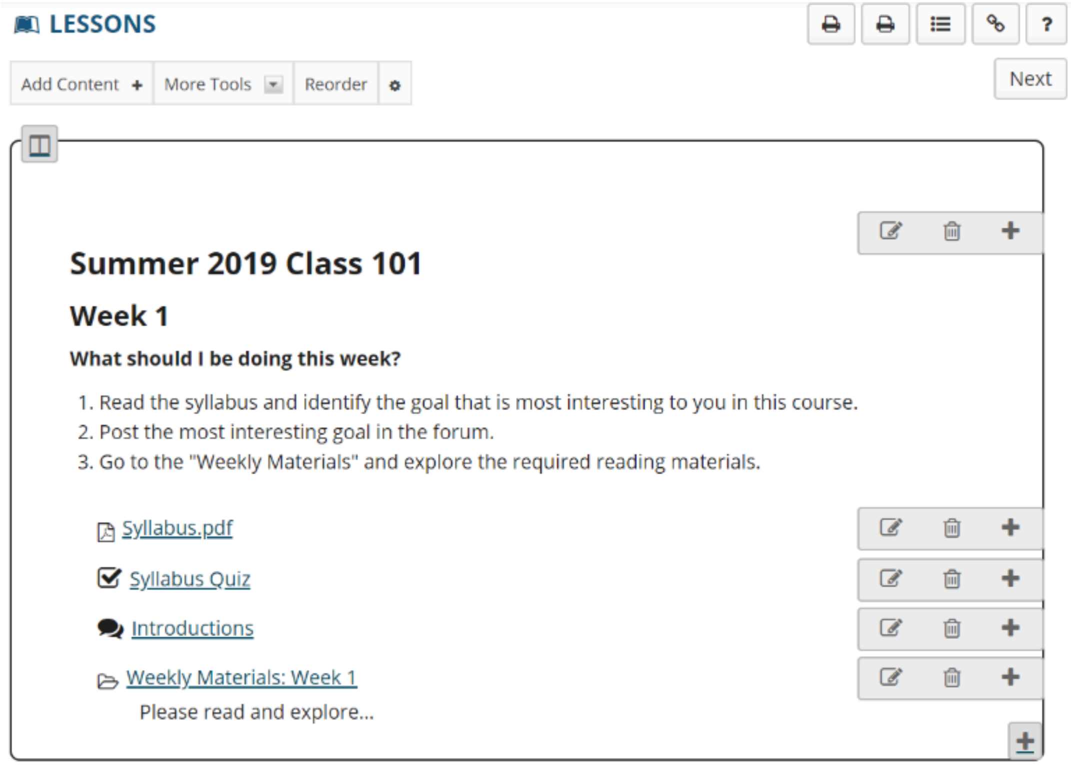
Set Owner to, then click Save.



From the **Set Owner to** drop down select the name of a participant to become the Lesson page owner. Click **Save**.

Footer

Lesson page owners can now update and edit the page.



Footer

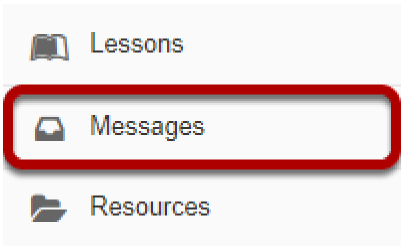
Messages

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.

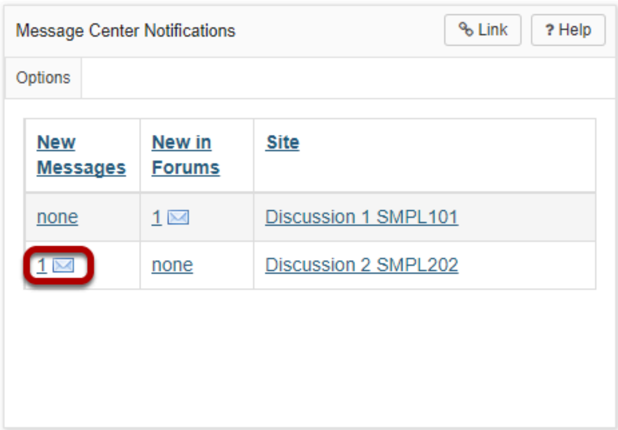
The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not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

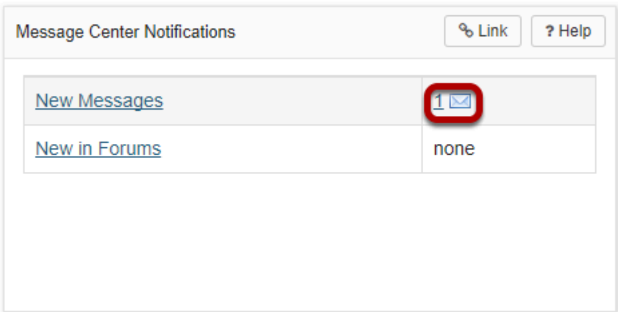
To access this tool, select Messages from the Tool Menu in your site.



Footer

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



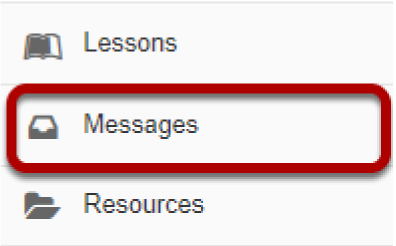


You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown either in Home, or on the Overview page in your site, to go directly to Messages for a given site.

Footer

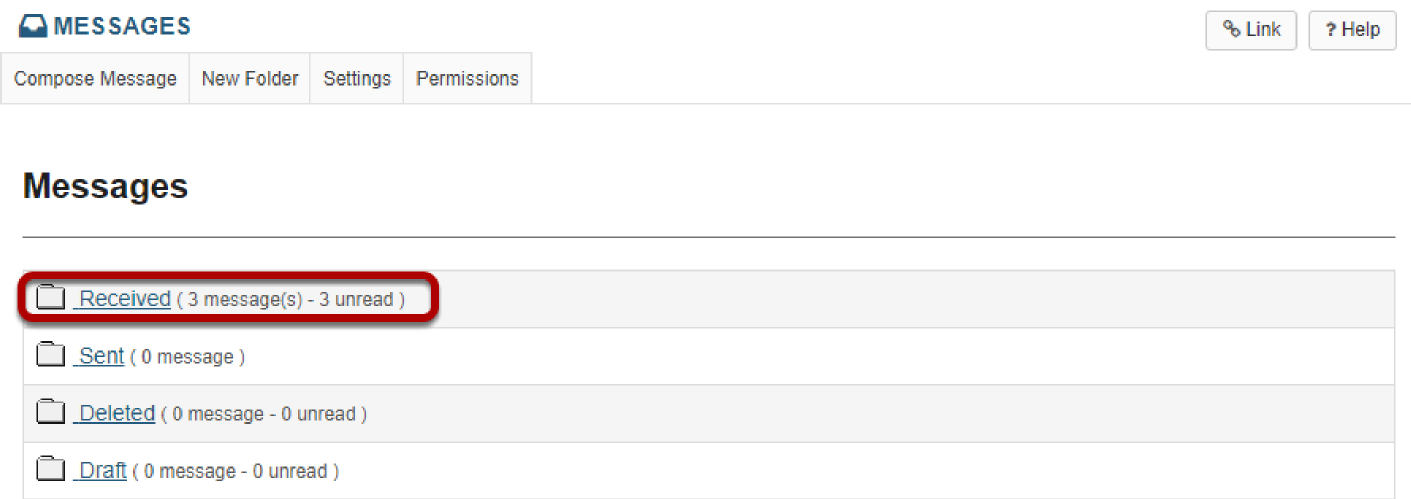
How do I view my messages?

Go to Messages.



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

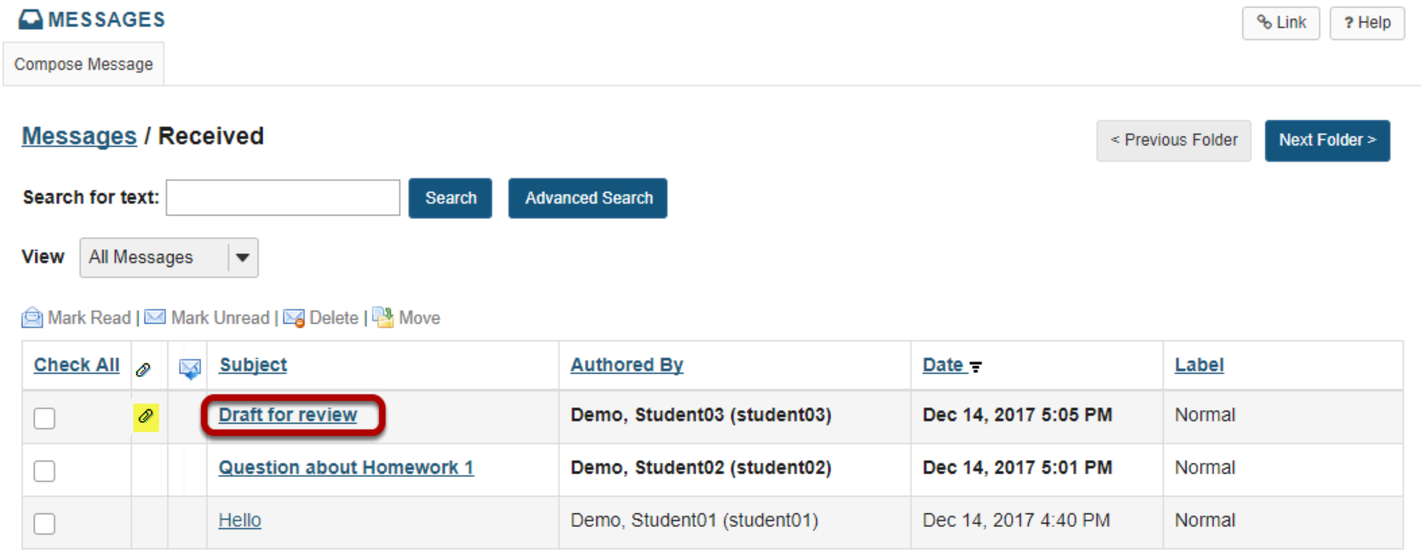
Go to Received folder.



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

Footer

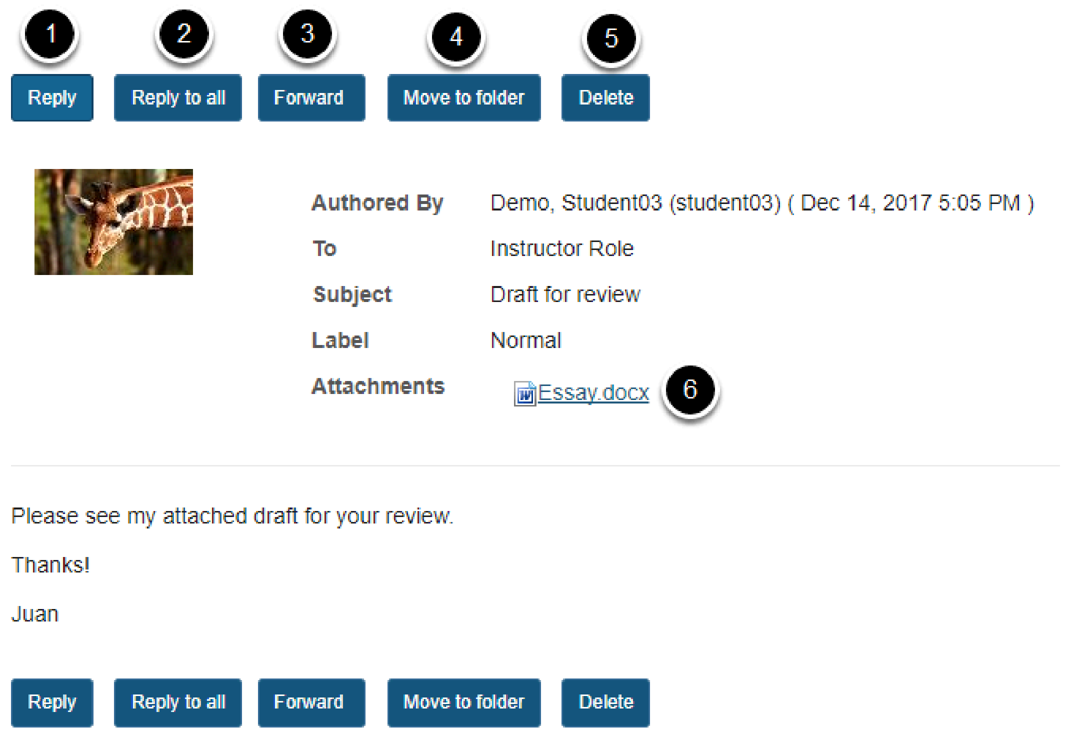
Open the message.



New messages will appear in bold text. Select the subject of the message you would like to view.

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

View the message.



Footer

The contents of the message will appear. The following options will also be available to you:

1. **Reply:** Select **Reply** to reply to the original sender with a message of your own.
2. **Reply to all:** Select **Reply to all** to reply to the original sender and any other course members included on the message.
3. **Forward:** Select **Forward** to forward the message to another member of the course.
4. **Move to folder:** Select **Move to folder** to move the message from one folder to another.
5. **Delete:** Select **Delete** to delete the message.
6. **Open/Download File:** Select the file name to download and open an attachment.

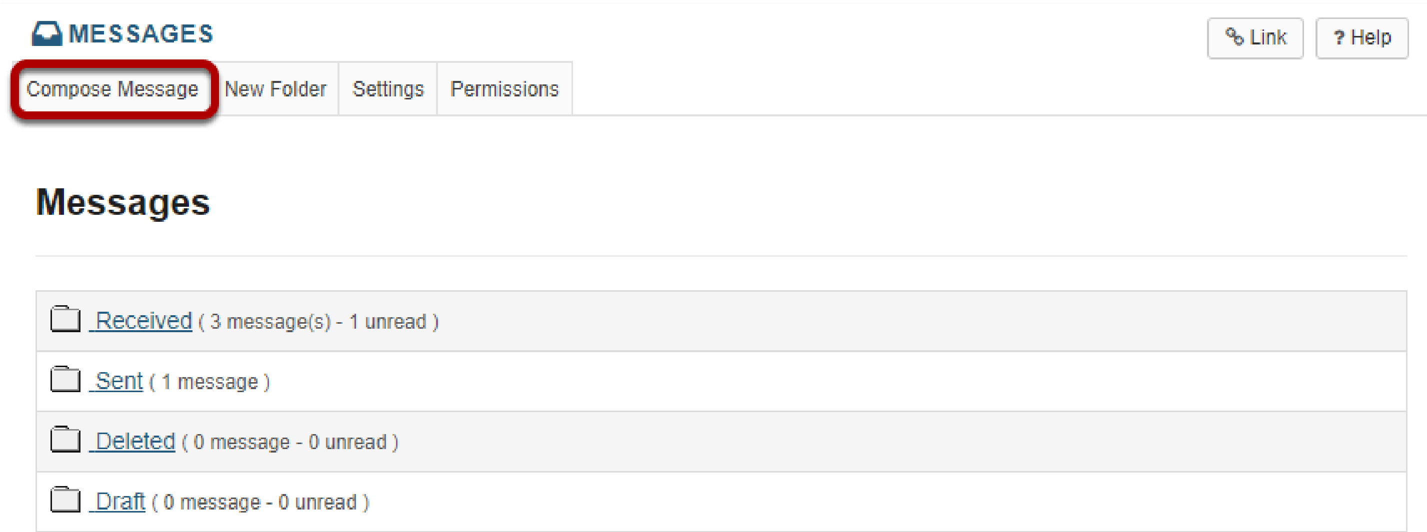
Footer

How do I send a message?

Go to Messages.

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

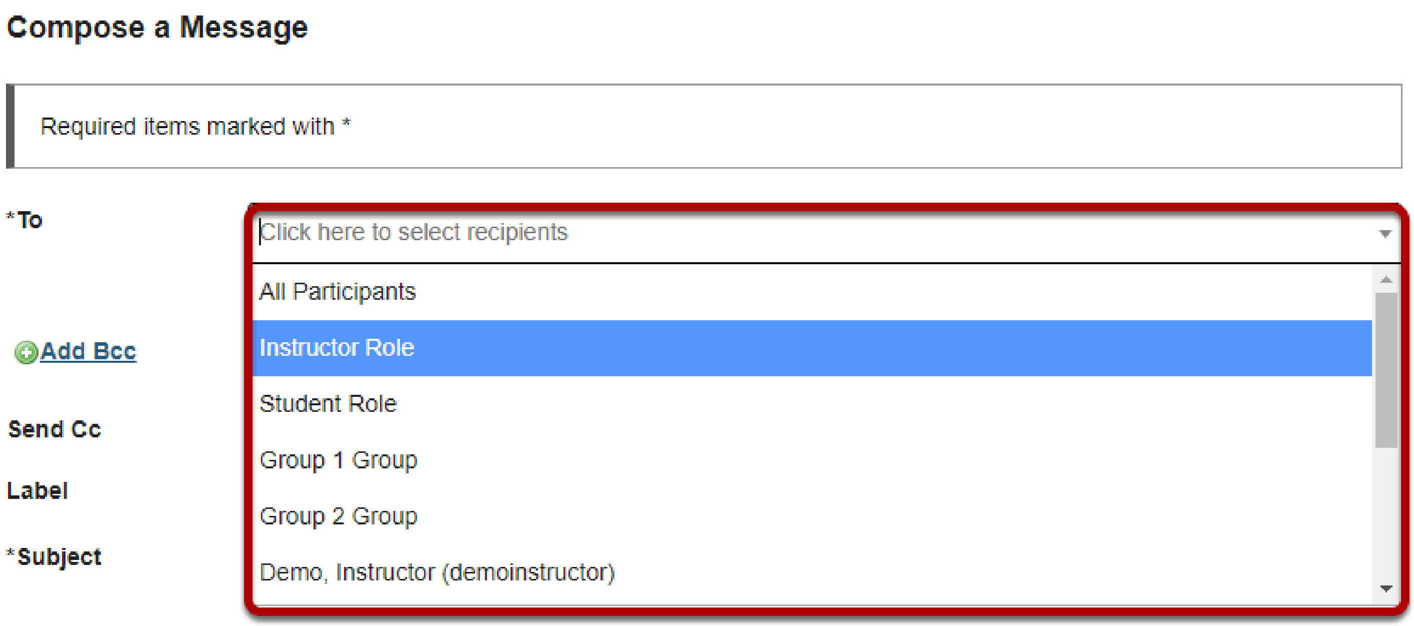
Click Compose Message.



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

Footer

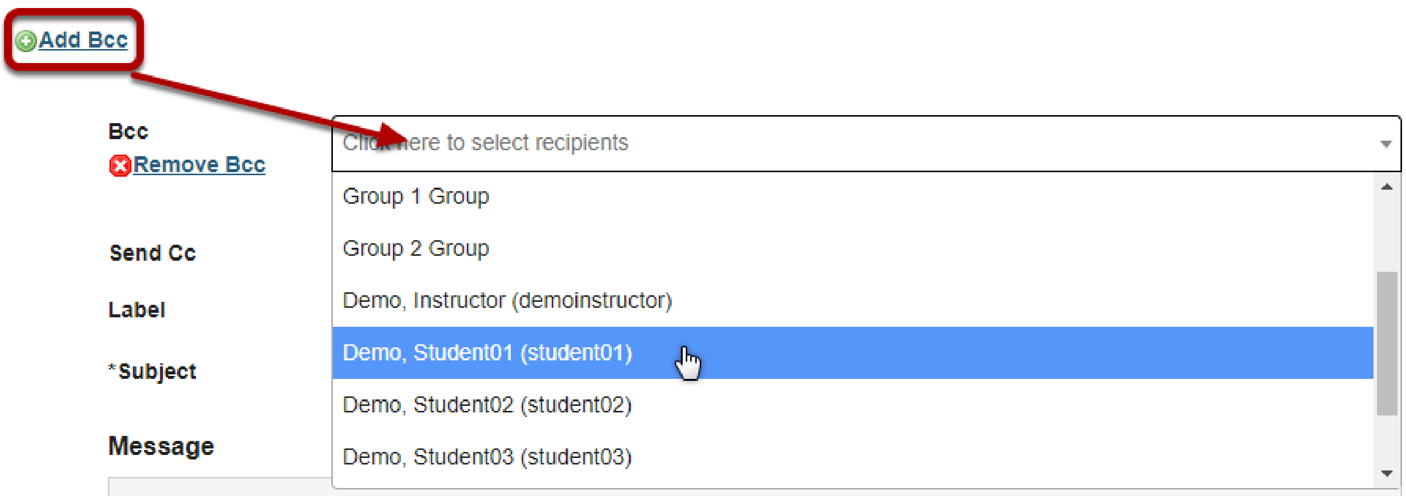
Address your message.



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".

Add Bcc. (Optional)

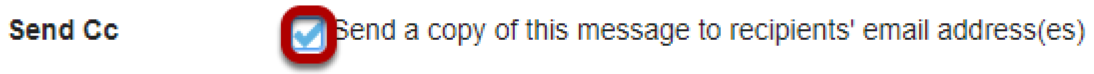


If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

Footer

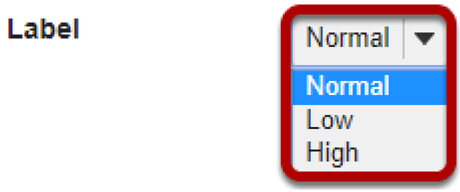
Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.

Send Cc. (Optional)



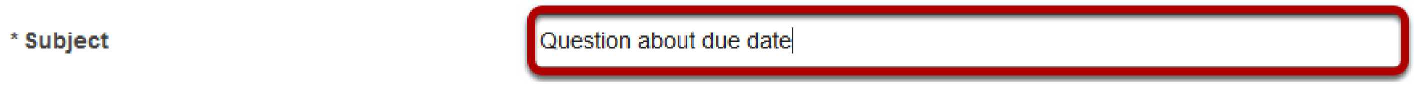
If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

Apply a label.



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.

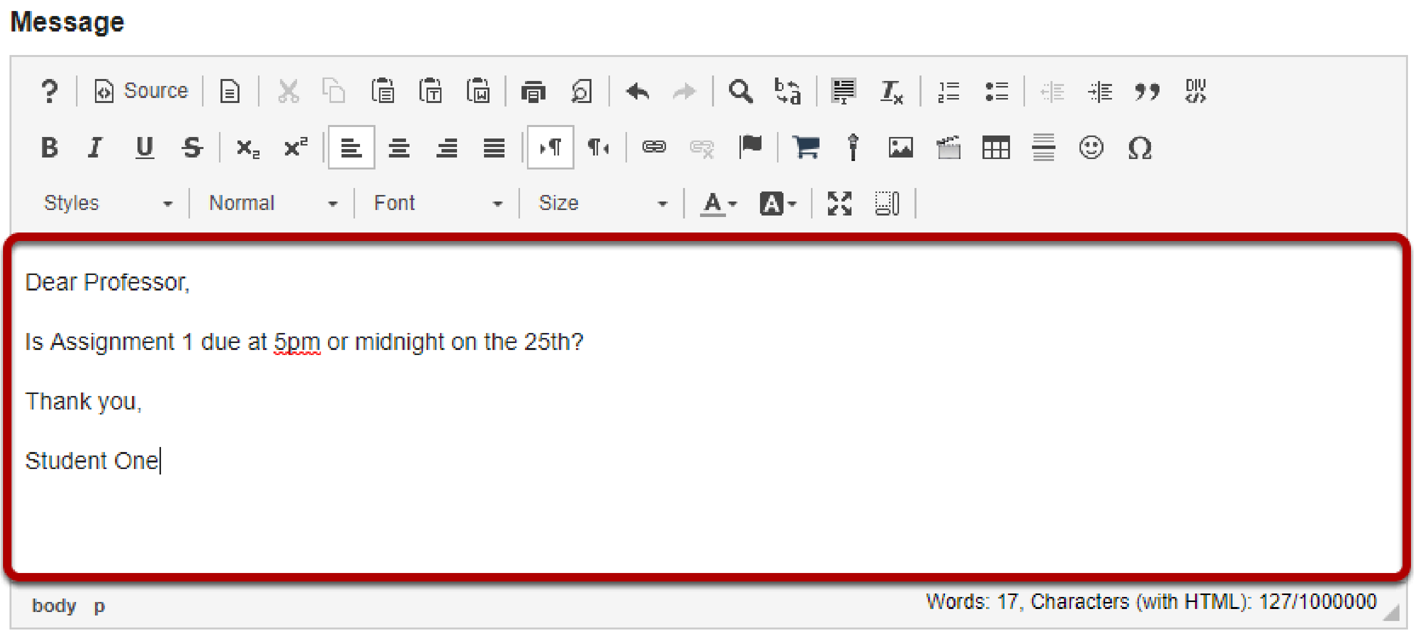
Enter a subject.



Click the **Subject** field. Type the subject for your message.

Footer

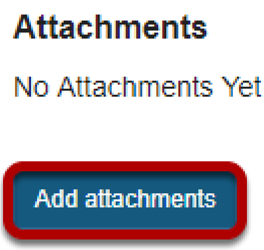
Enter a message.



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)



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.

Footer

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.*

Footer

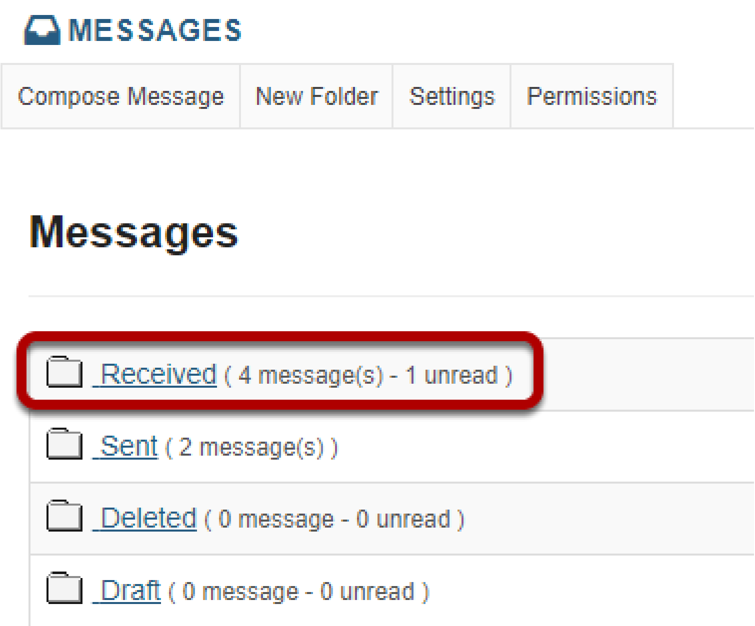
How do I reply to a message?

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

Go to Messages.

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

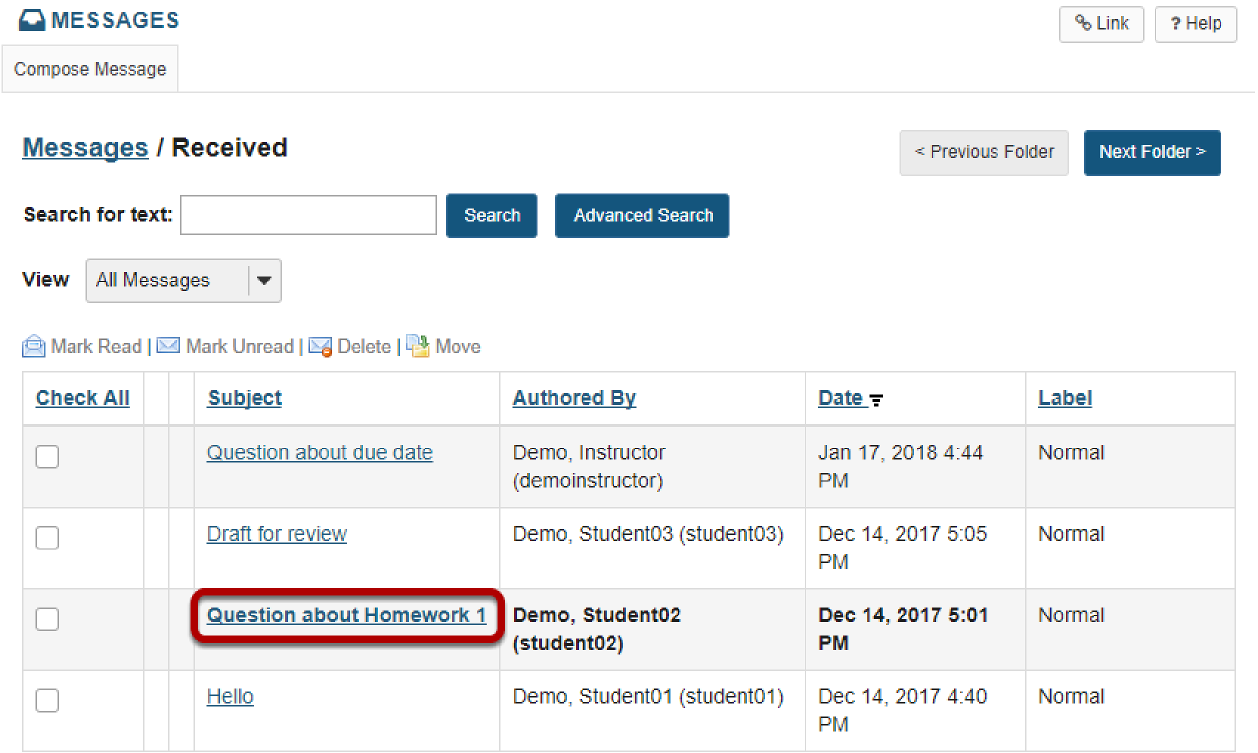
Go to Received folder.



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

Footer

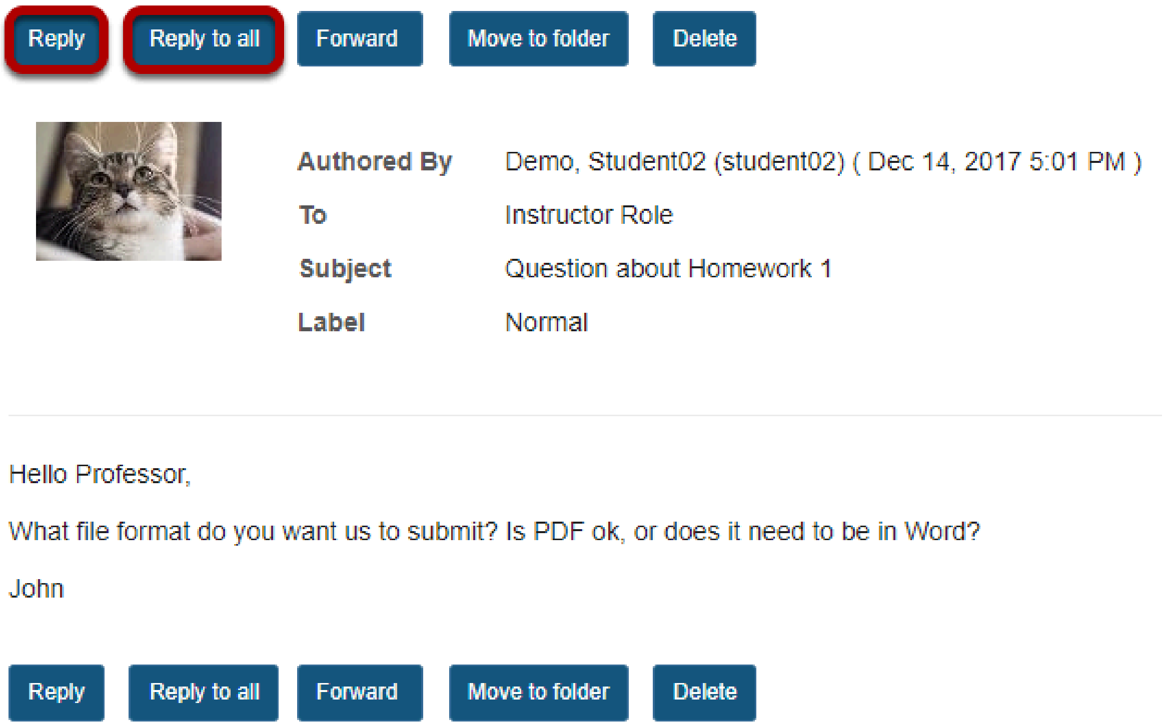
Open the message.



Select the subject of the message you would like to view.

Footer

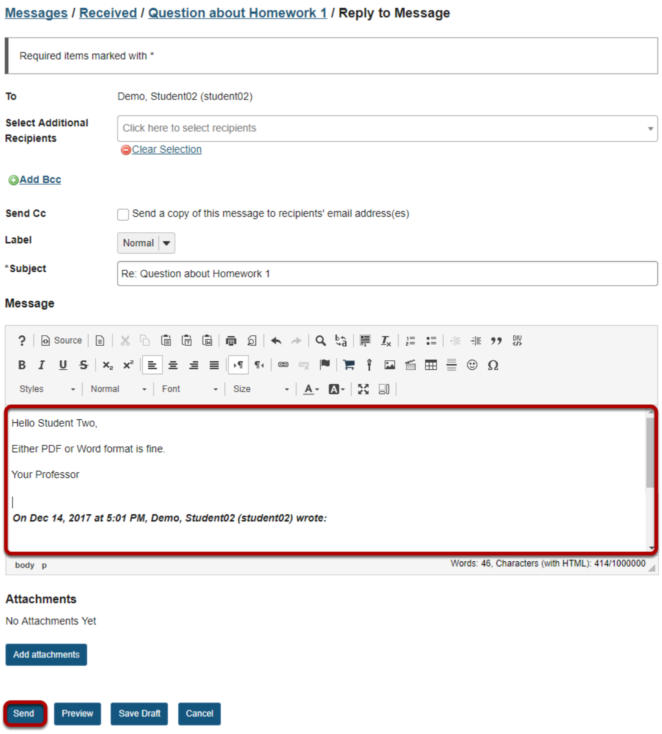
Choose Reply or Reply to all.



Select **Reply** to reply to the author of the original message. (Or, select **Reply to all** to reply to all parties included on the original message.)

Footer

Compose the message and send.



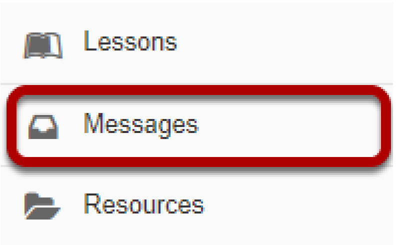
Compose the message and select **Send**. For instructions on composing a message, view the article How do I send a message?

Footer

How do I create a Messages folder?

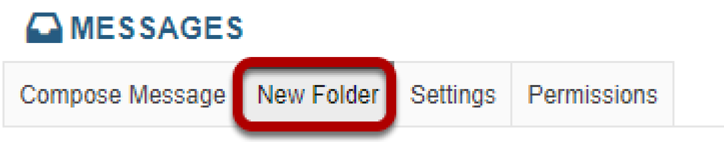
Folders can be created within the Messages tool to aid in organization.

Go to Messages.



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

Go to New Folder.



Select the **New Folder** button.

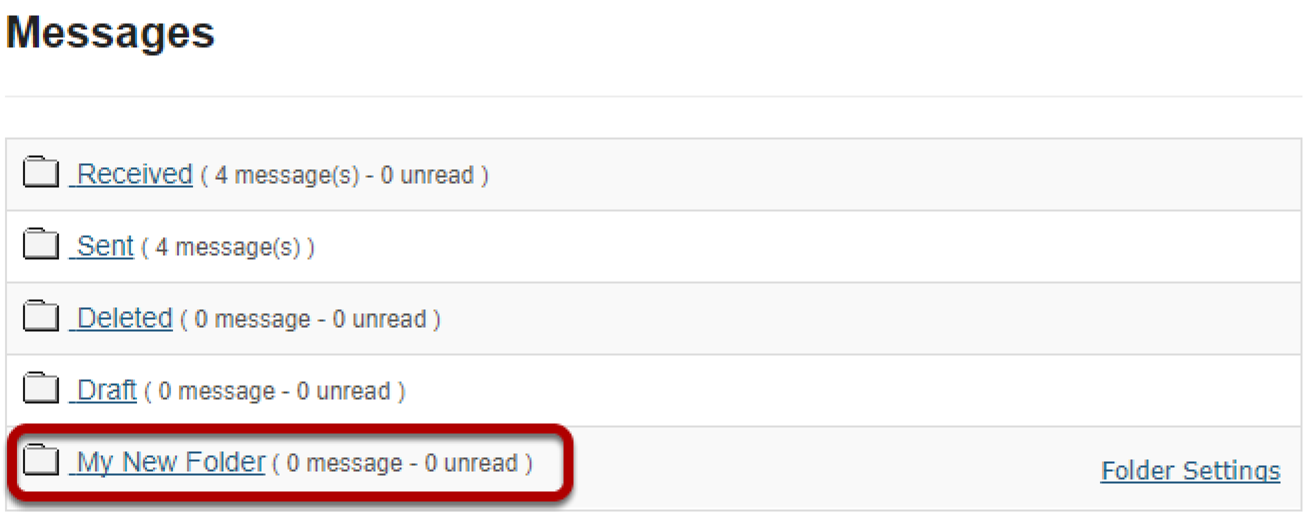
Enter a folder title.

Footer

Enter a title into the **Folder Title** field.

Click Add.

View the new folder in your list of message folders.



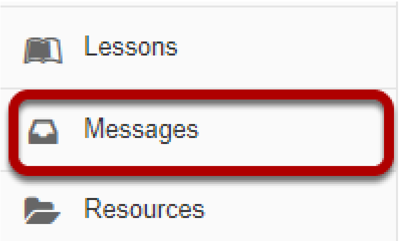
The new folder will appear at the bottom of your list of message folders.

Footer

How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.



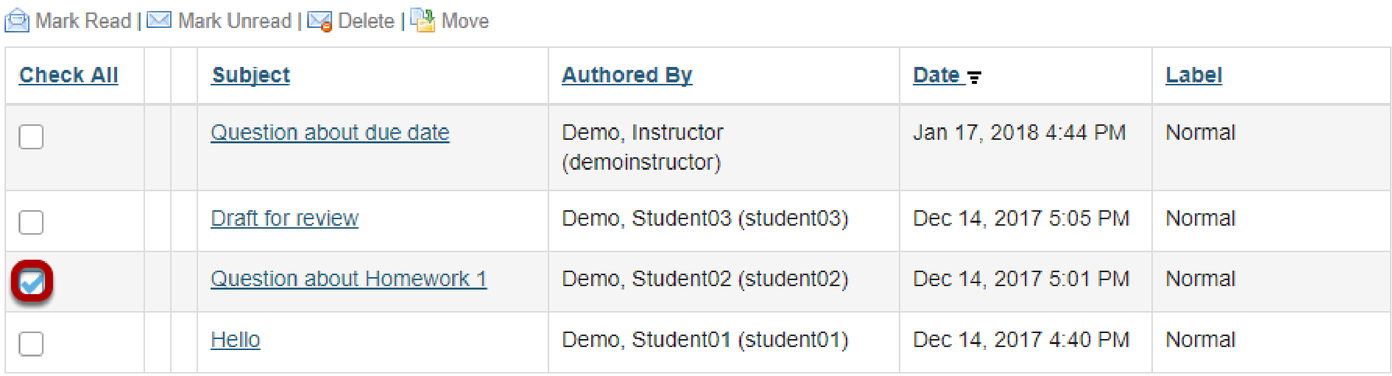
Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be moved.

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

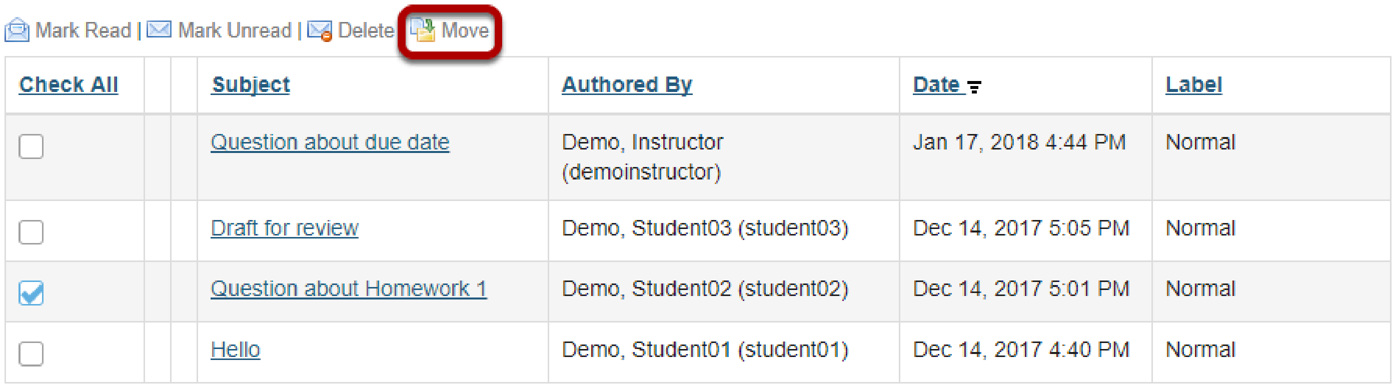
Footer

Select the message.



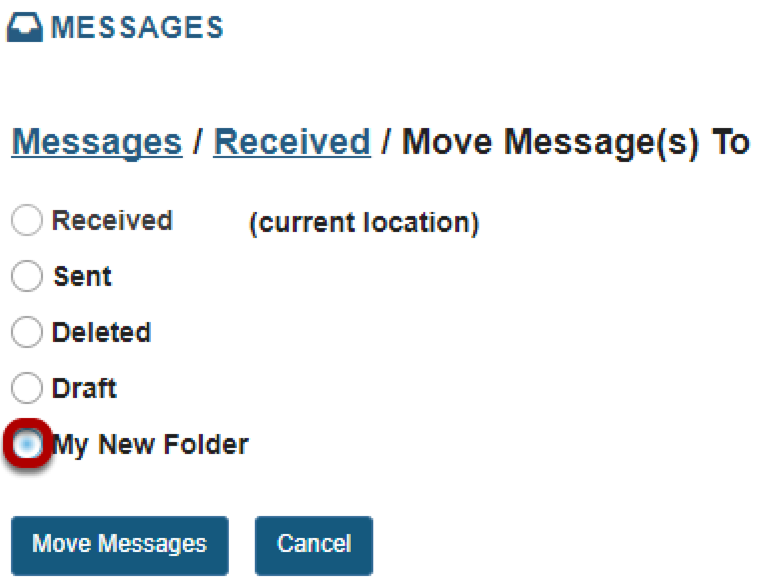
Select the checkbox to the left of the message to be moved.

Click Move.



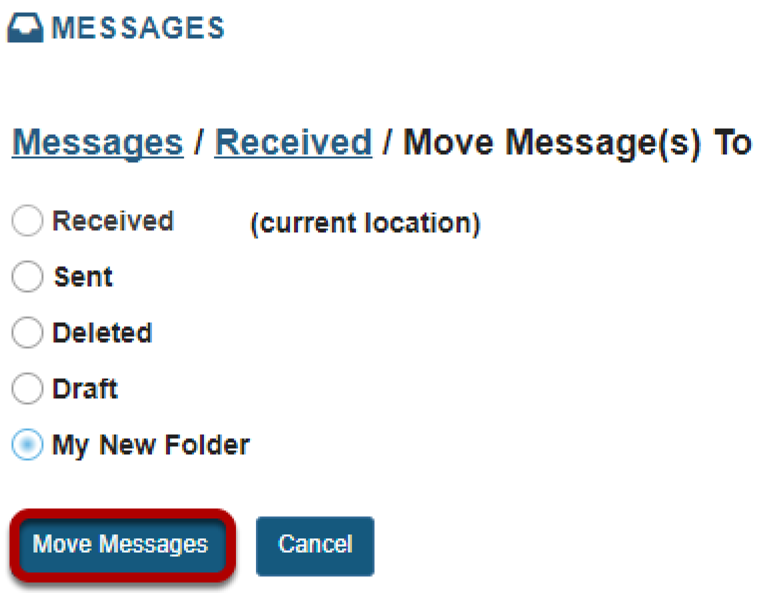
Footer

Select the new folder for the message.



Select the folder where you would like the message to be moved.

Click Move Messages.



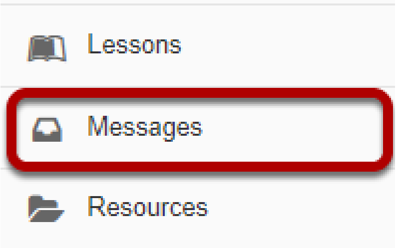
Select **Move Messages** to complete the move.

Footer

How do I delete a message?

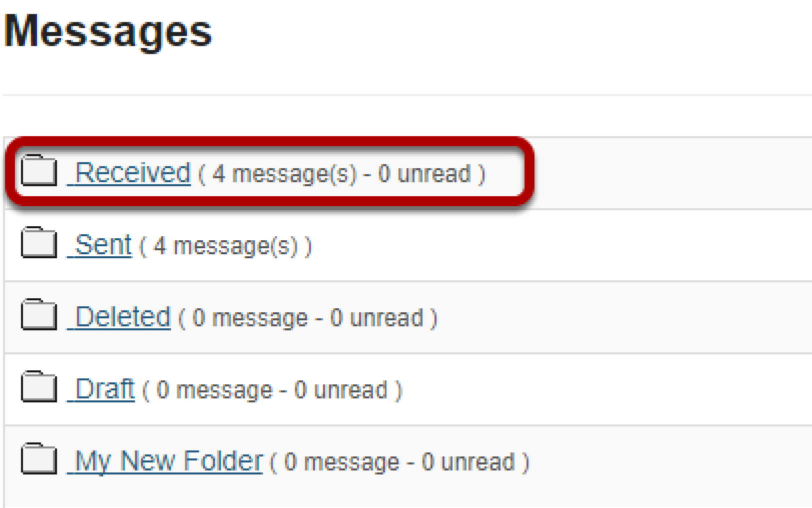
A message can be deleted if it is no longer needed.

Go to Messages.



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

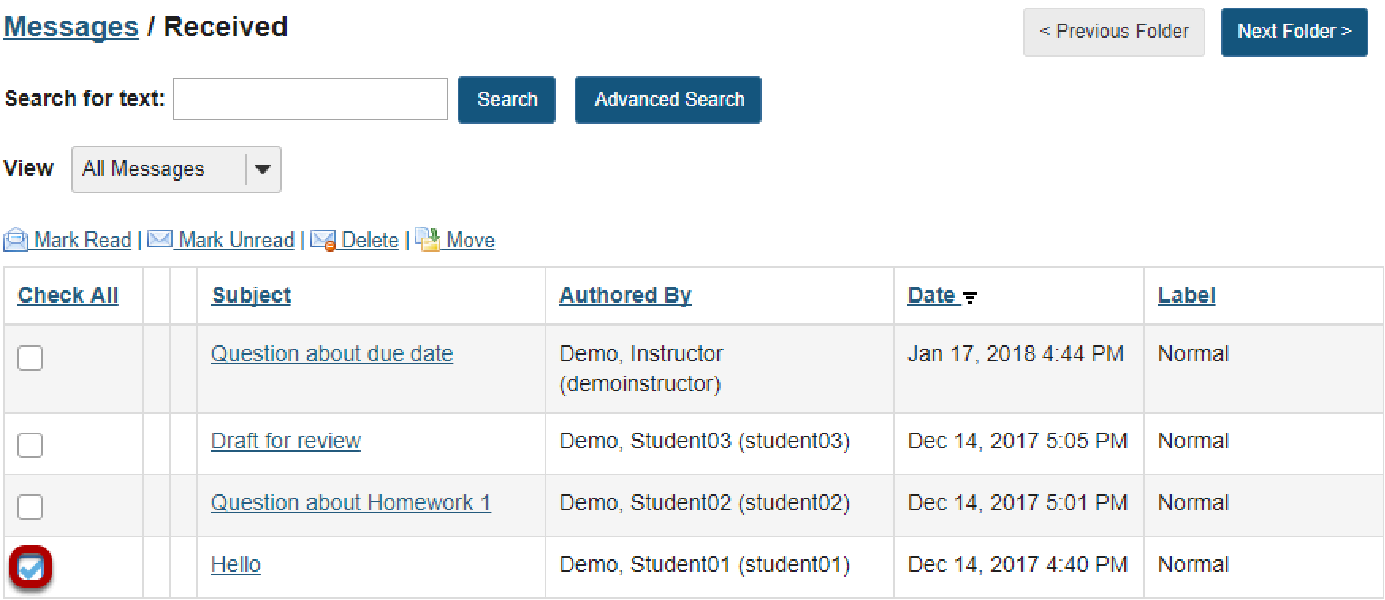
Open the folder containing the message to be deleted.



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

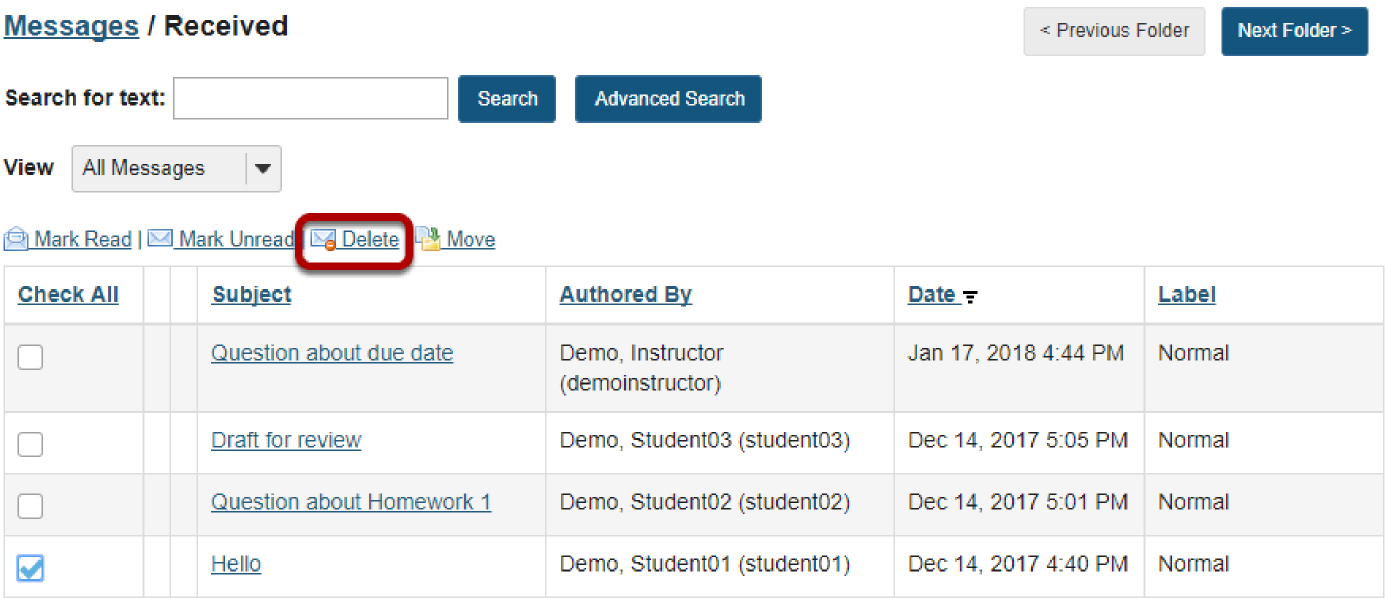
Footer

Select the message.



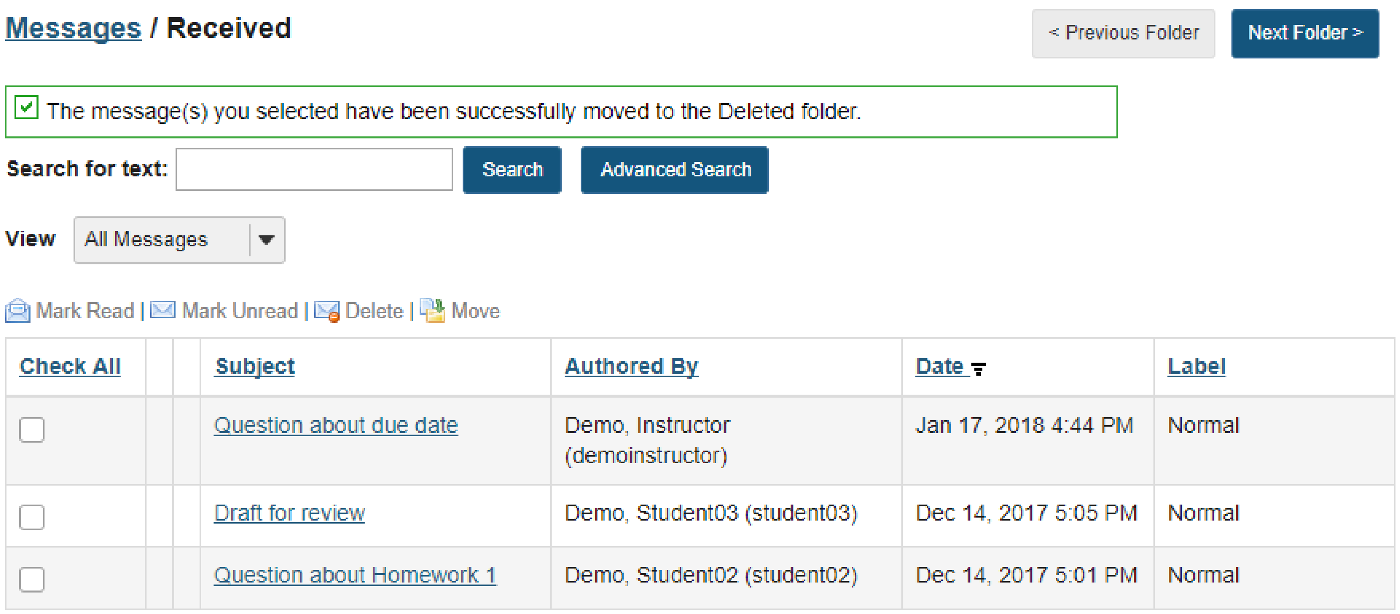
Select the checkbox to the left of the message to be deleted.

Click Delete.



Footer

Confirmation message.



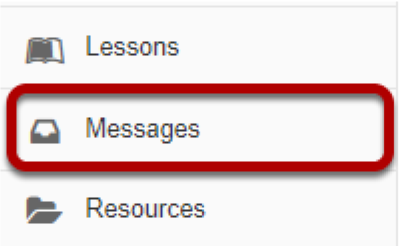
You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.

Footer

How do I modify the settings for Messages?

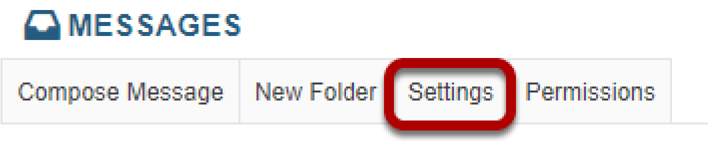
This feature allows users to modify the default Messages tool settings. Users with site owner permission have additional options for configuring the tool within the site.

Go to Messages.



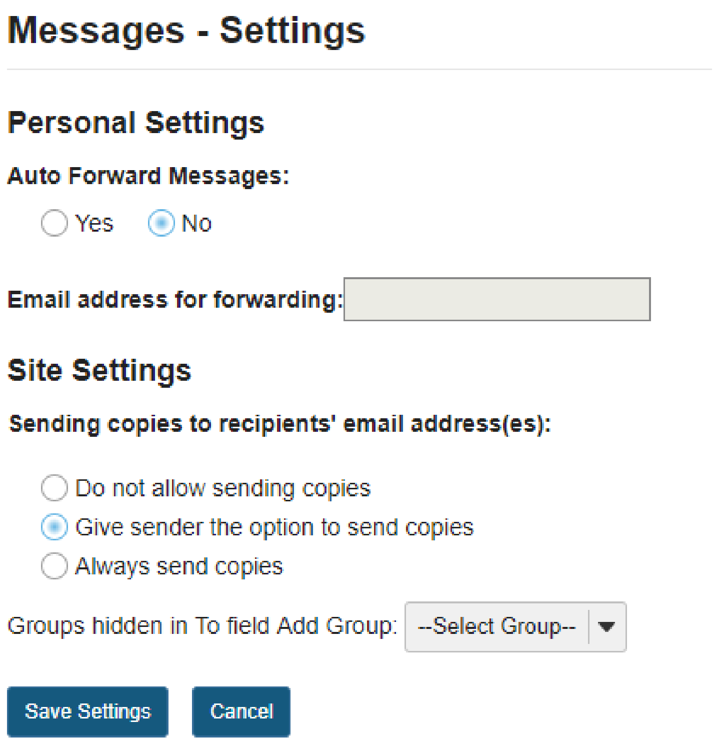
Select the **Messages** too from the Tool Menu in your site.

Click Settings.



Footer

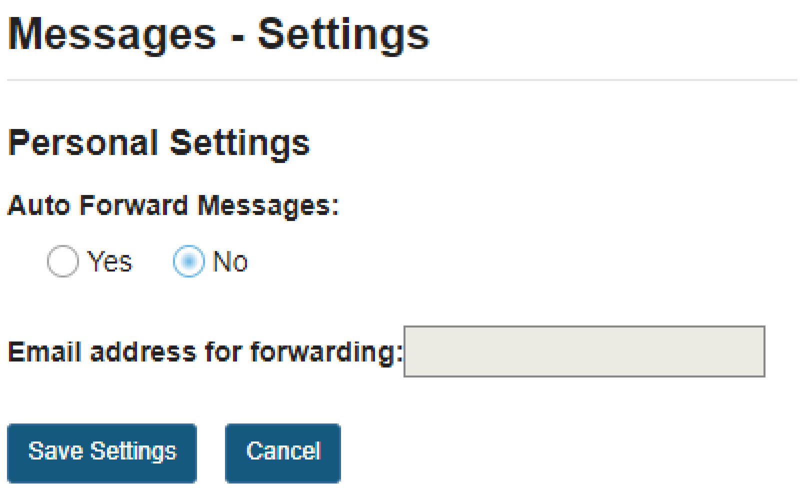
Site owner (instructor) settings options:



As an instructor or site owner, you can choose whether or not site participants are able to forward messages, and which groups (if any) are hidden in the message recipient list.

You may also set a personal forwarding email address for your own messages.

Site participant (student) settings options:



Footer

If the site owner has allowed sending copies (i.e. forwarding) messages, then site participants or students will be able to specify a forwarding email address.

Click Save Settings.

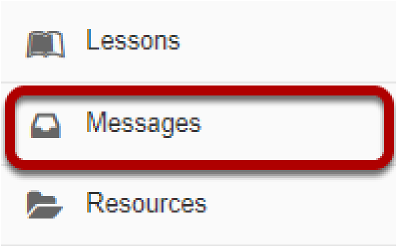
Once you have made all of your changes, click **Save Settings** to save.

Footer

How do I determine who site participants can send a message to?

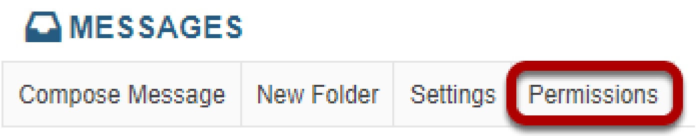
This feature gives the option to regulate each role's message composing permissions.

Go to Messages.



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

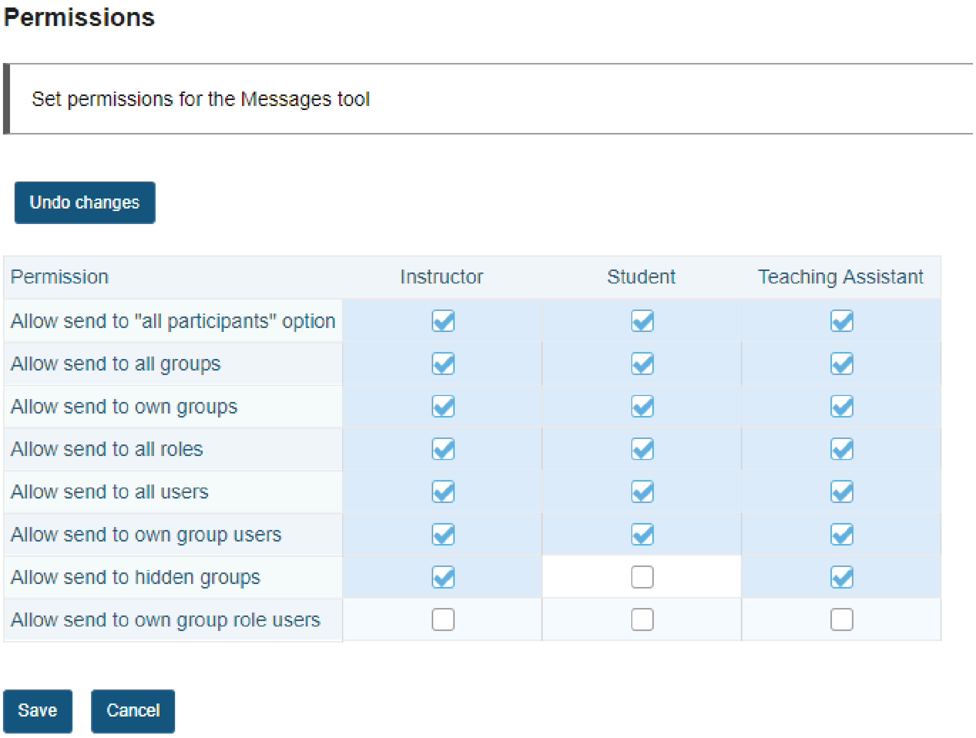
Click Permissions.



Permissions is located below the Course Site title.

Footer

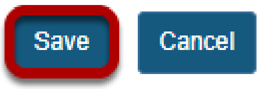
Check the corresponding boxes for desired permissions.



Permissions are assigned on a role-by-role basis. For instance, to prevent a student from sending a message to "All Participants", un-check the **Student** Permission box located next to the option, "**Allow the 'All Participants' options to the 'To' field.**"

*Note: These options will be visible when clicking the "To" text box in **Compose a Message**, within the **Message** tool.*

Click Save.



Click **Save** or **Cancel** to quit.

Footer

News

What is the News tool?

The News tool uses RSS to bring dynamic news to your site. RSS is a data format used to syndicate news on the web. It allows continuously updated content from a remote news site to appear in another web site.

To set up your site to display news, the instructor or site owner must specify a URL pointing to an RSS news feed. An RSS news feed is a specially formatted list of news articles. You can find RSS feeds by using an Internet search engine (e.g., Google or Yahoo). Sites that distribute news in RSS format are called "news feeds". The News tool is an RSS "news aggregator" (or news reader) that reads and displays content from RSS news feeds. You can usually identify an RSS feed by the .xml or .rss in the URL (e.g., http://www.nytimes.com/services/xml/rss/nyt/Movies.xml or http://rss.cnn.com/rss/cnn_topstories.rss).

In addition to news, some web sites use the RSS format for information that is updated often, such as blogs, events listings, or the revision history of a book. Site owners can add more than one News feed either when setting up the site or at a later time via Manage Tools in Site Info.

To access this tool, select the News item from the Tool Menu of your site.

Note: Depending on how the news feed is named in your site, the title may appear differently in your Tool Menu list.

Footer

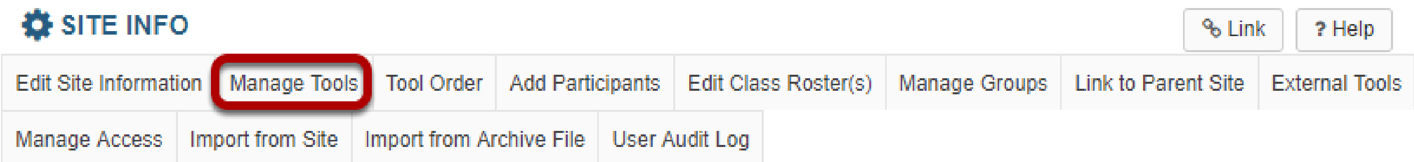
How do I add a News tool?

Go to Site Info.

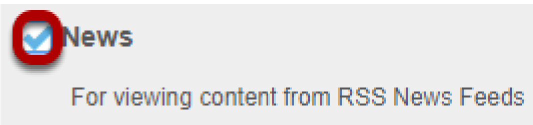
Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

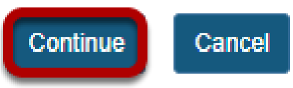
Click Manage Tools.



Select the check box next to News.



Click Continue.



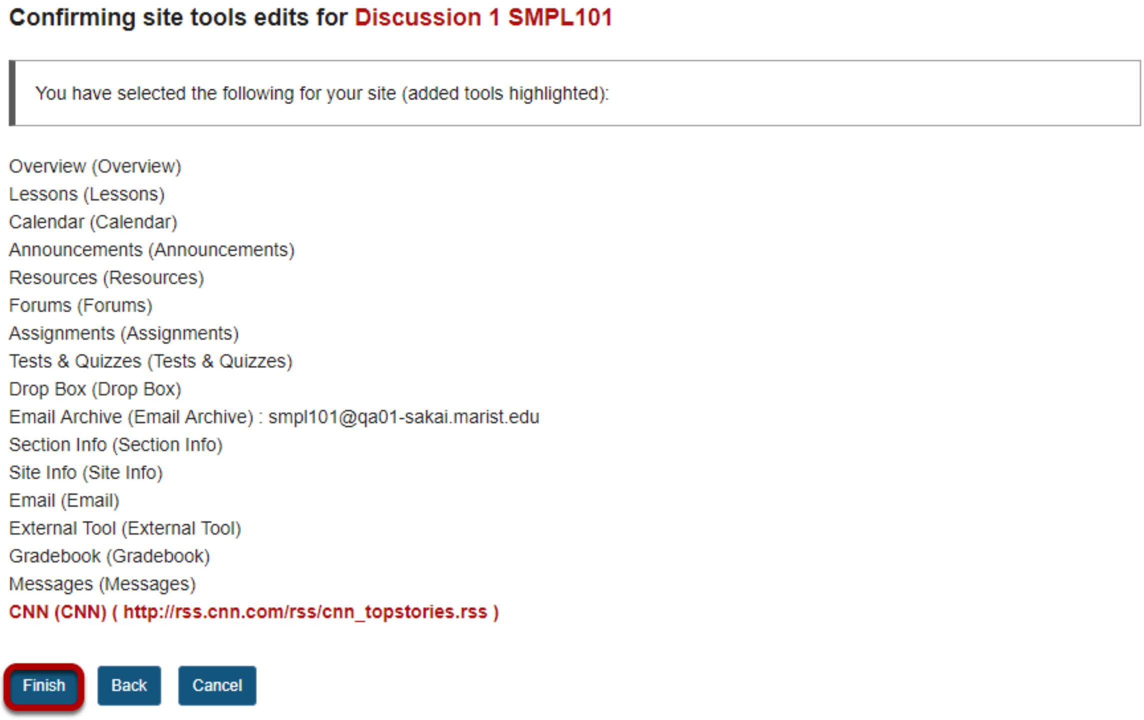
Enter the News item information and save.

Enter the News item information and save.

1. Enter a tool title. (The tool title will display in the Tool Menu of your site.)
2. Enter the URL of your RSS feed.
3. Optionally, if you want to add more than one news feed at a time, you can select to add additional items from the **More News Tools?** drop-down menu.
4. Click **Continue** to save your settings.

Footer

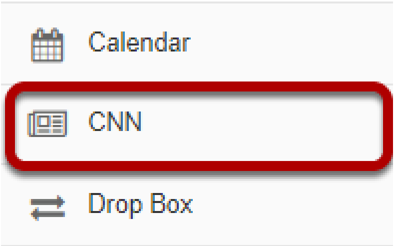
Click Finish to complete the site tools edit.



Footer

How do I view News tool content?

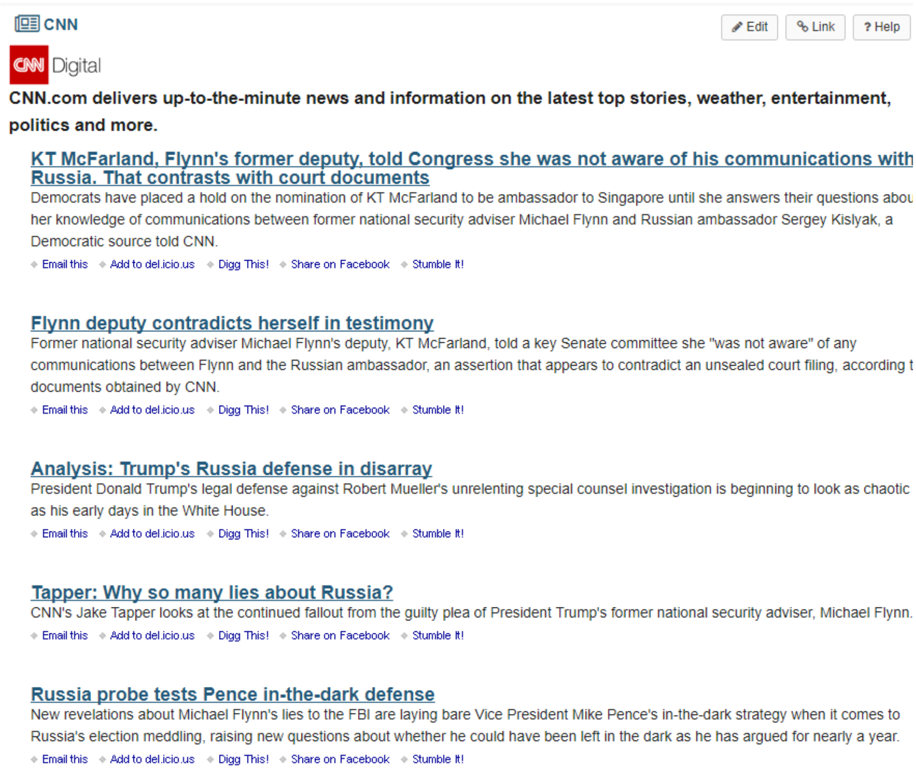
Go to the News tool.



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

Note: The title may be different in your site, depending on how the tool was named.

The News tool content will display.



Footer

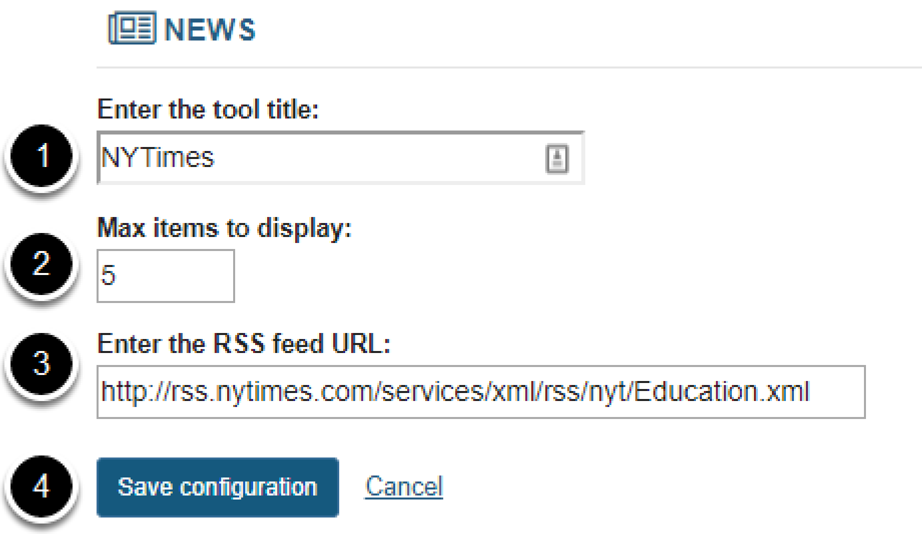
How do I edit the News tool?

Go to News.

Select the **News** item from the Tool Menu of your site.

Click Edit.

Enter or edit the News item information and save.



1. Enter/edit a tool title.
2. Enter/edit the maximum number of items to display from this feed.
3. Enter/edit the URL of your RSS feed.
4. Click **Save Configuration** to save your changes.

Footer

Your changes will display.

NEWS

Edit Link ? Help

The New York Times

[What Colleges Want in an Applicant (Everything)]
The admissions process is a maddening mishmash of competing objectives, and an attempt to measure the unmeasurable: you. No, it isn't fair, and likely never will be.

[10 Things to Know About Getting Into Your Dream College]
There's no magic formula for getting into a selective college, but here are some lessons from a longtime observer to help you navigate the process.

[Six Myths About Choosing a College Major]
Not all philosophy majors wind up as baristas, and not all engineers get rich. Here's what you need to know before making this big decision.

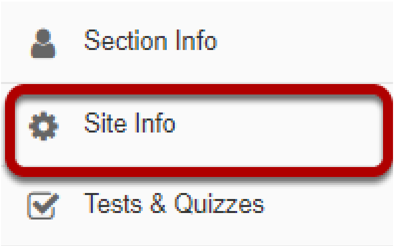
[The Paradise Papers: Endowments Boom as Colleges Bury Earnings Overseas]
American universities are using offshore strategies to swell their coffers, skirt taxes and obscure investments that could spark campus protests.

[Can This Water Park Make Fun More Inclusive?]
What happens when children of all different abilities get to play with each other? We take you inside a first-of-its-kind ultra accessible water park, which is changing the way families spend time together.

Footer

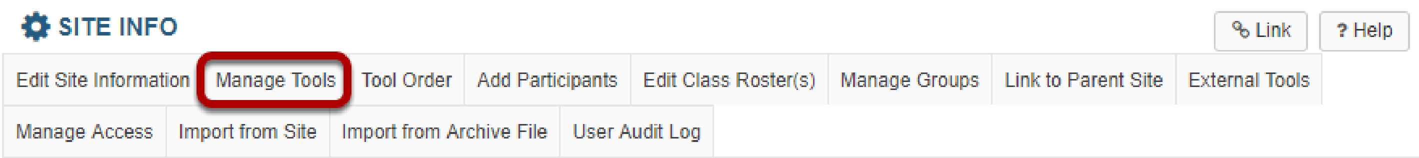
How do I delete a News tool?

Go to Site Info.

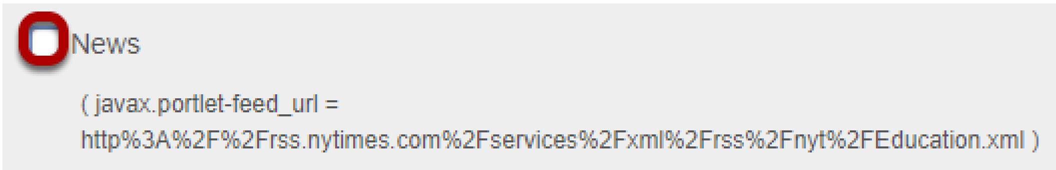


Select the **Site Info** tool from the Tool Menu of your site.

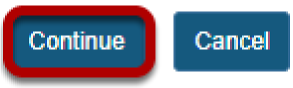
Click Manage Tools.



De-select the box (i.e. remove check) next to the News tool you want to remove.

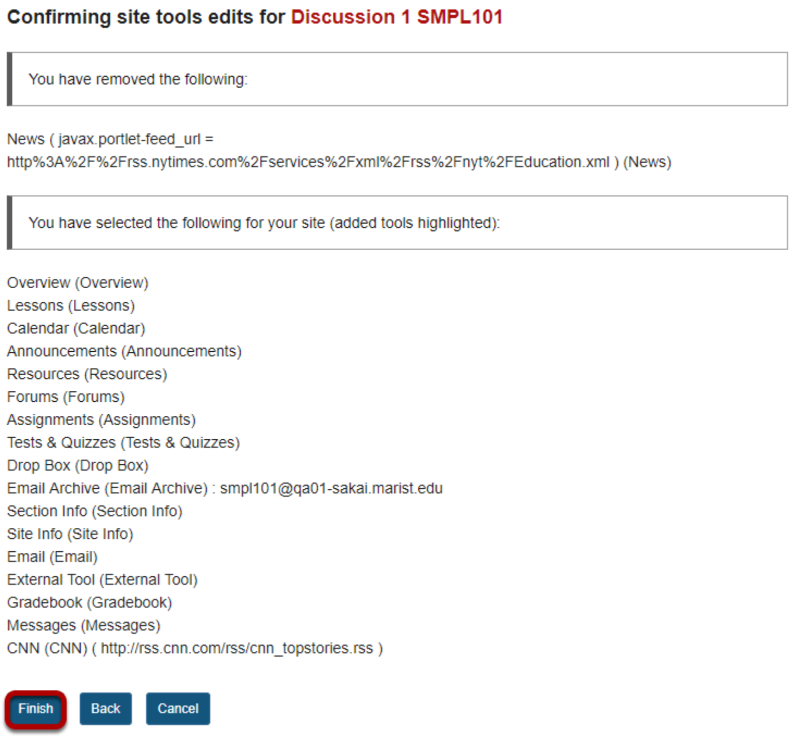


Click Continue.



Footer

Click Finish to complete the tool removal.



Footer

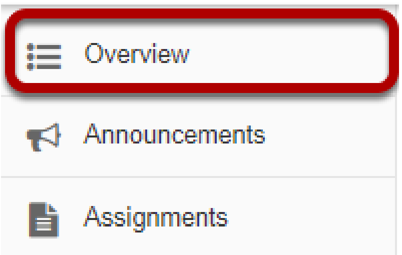
Overview

What is Overview?

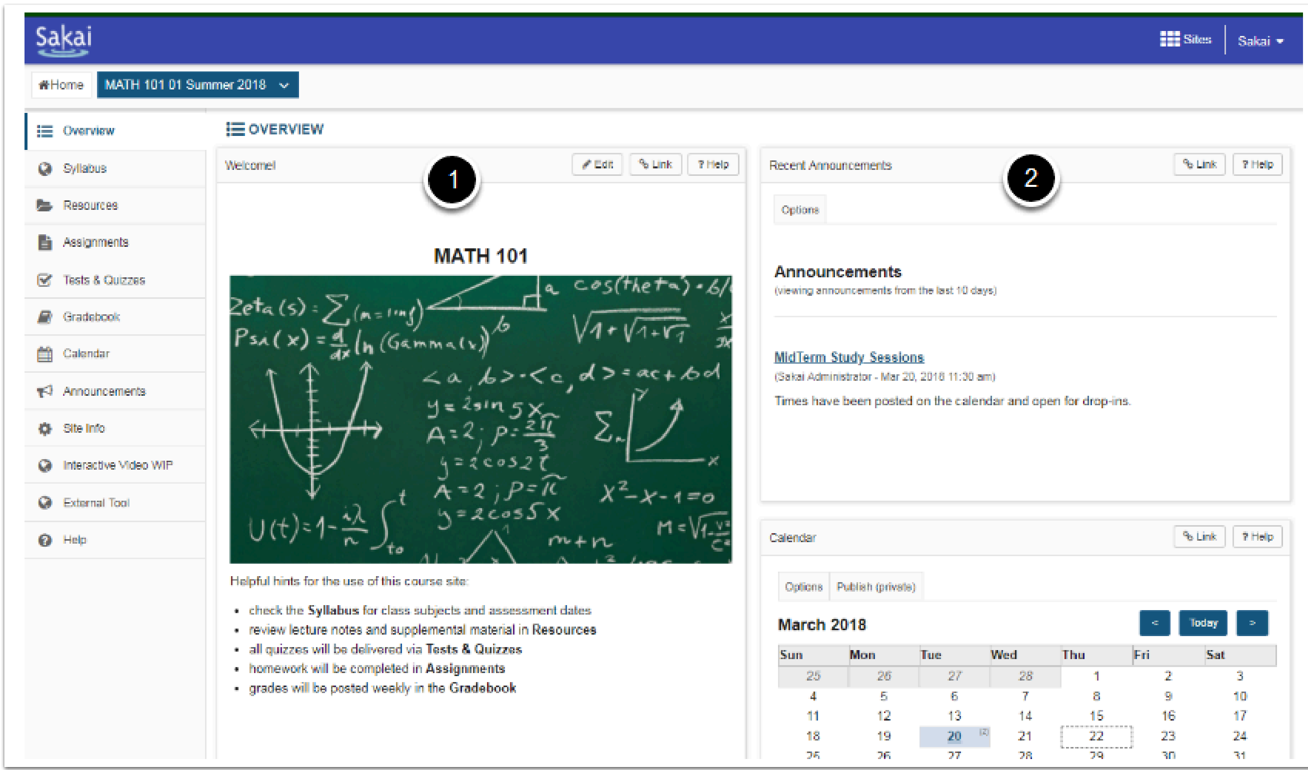
The Overview tool is the landing page for a course or project site. It is the first thing site members see when they click into a site.

Note: Site owners have the option to customize which tool is displayed as the course landing page, so in some cases users may see a different tool upon first entering a site.

To access this tool, click on the title of the site, or select Overview from the Tool Menu.



Overview Display



Footer

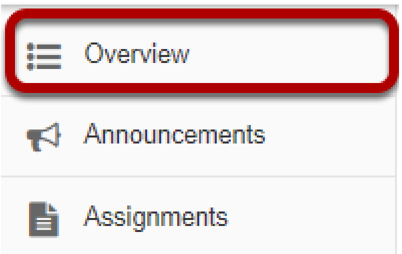
1. Instructors can personalize the Overview *Site Information Display* with images, contact information, and course details.
2. When enabled in the site, some tools - Announcements, Calendar, Forums and Messages - will have a synoptic widget added to the Overview page to display recent events in those tools.

Footer

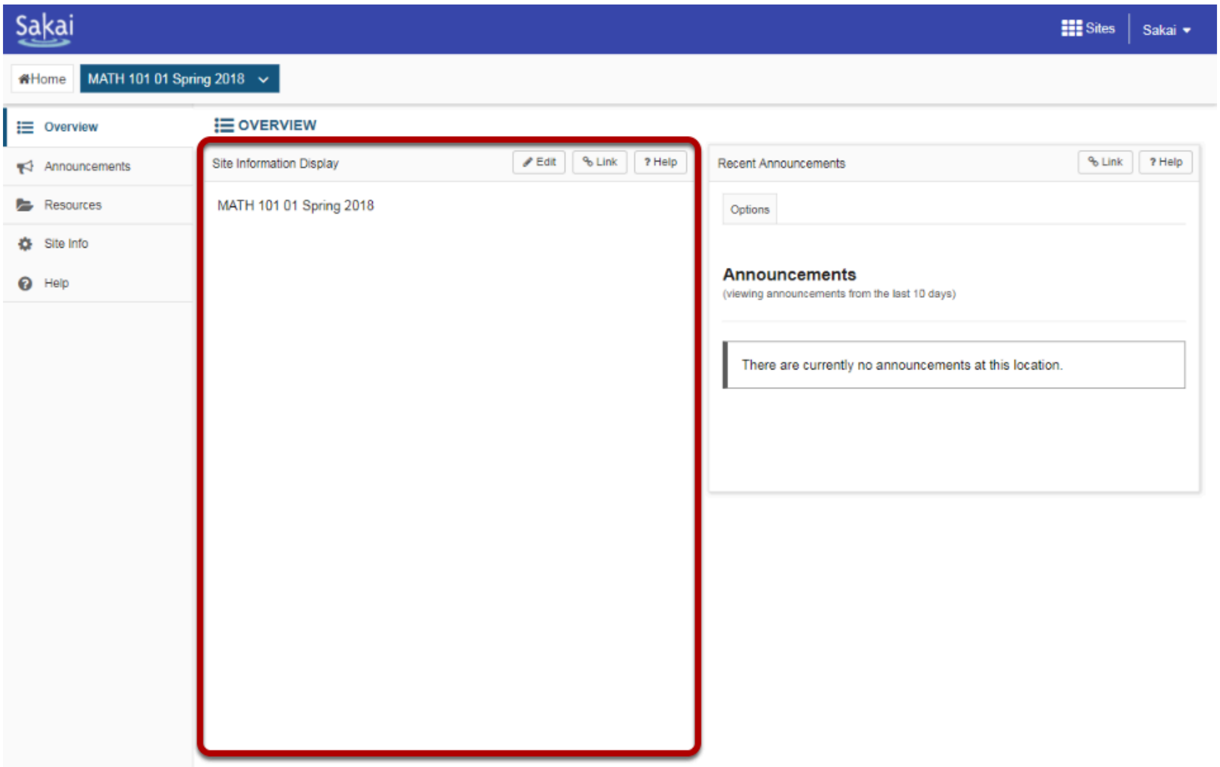
How do I edit the Overview site information display?

The Overview Site Information Display is the area on your site's landing page that contains information about your site. It can contain information for students such as a welcome message, the course outline, or an image - anything you want site participants to know.

To access this tool, click on the title of the site, or select Overview from the Tool Menu.



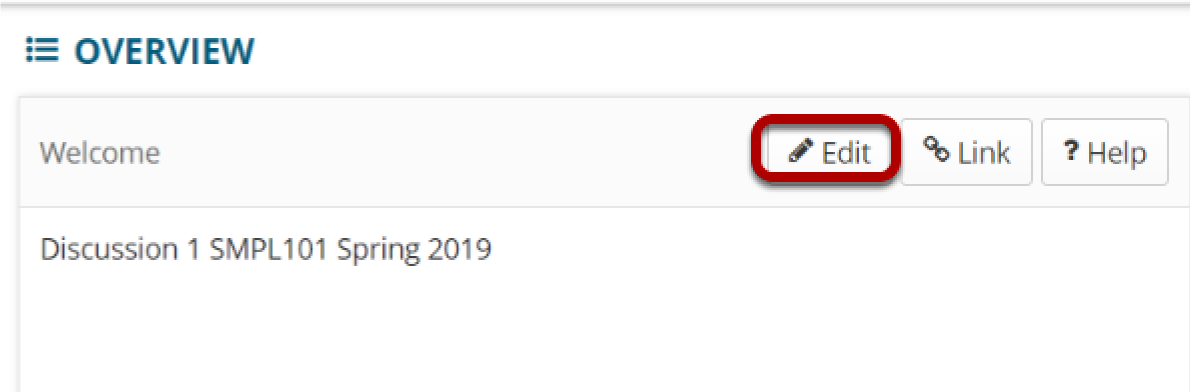
View the Site Information Display.



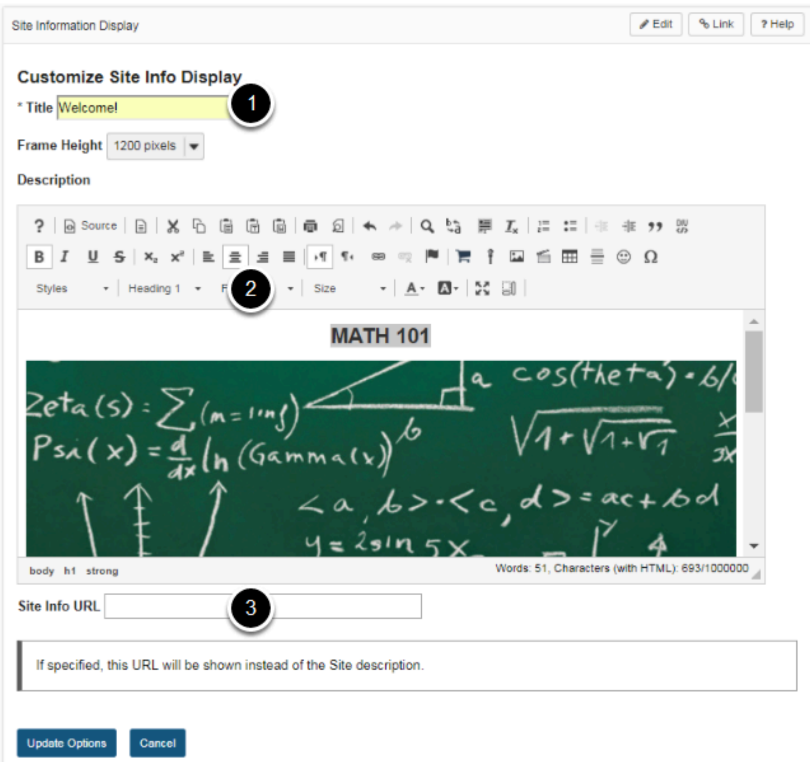
Footer

The *Site Information Display* comprises all of the large display area.

Select Edit.



Options for editing the Site Information Display.

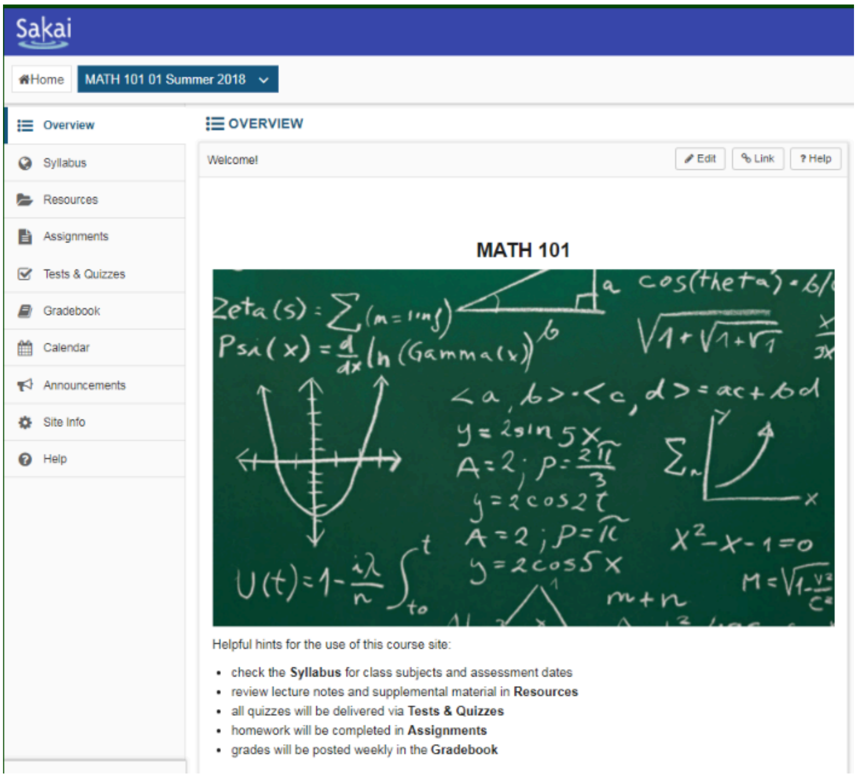


1. Replace "Wecome" with your own text using the Title field.
2. Add formatted text or an image using the Description rich text editor.
3. Link to a department website or html document by copying its URL in the *Site Info URL* field (optional). If used, this URL will replace content created in the Description text editor.

Footer

Click Update Options when finished editing.

View new Overview display.

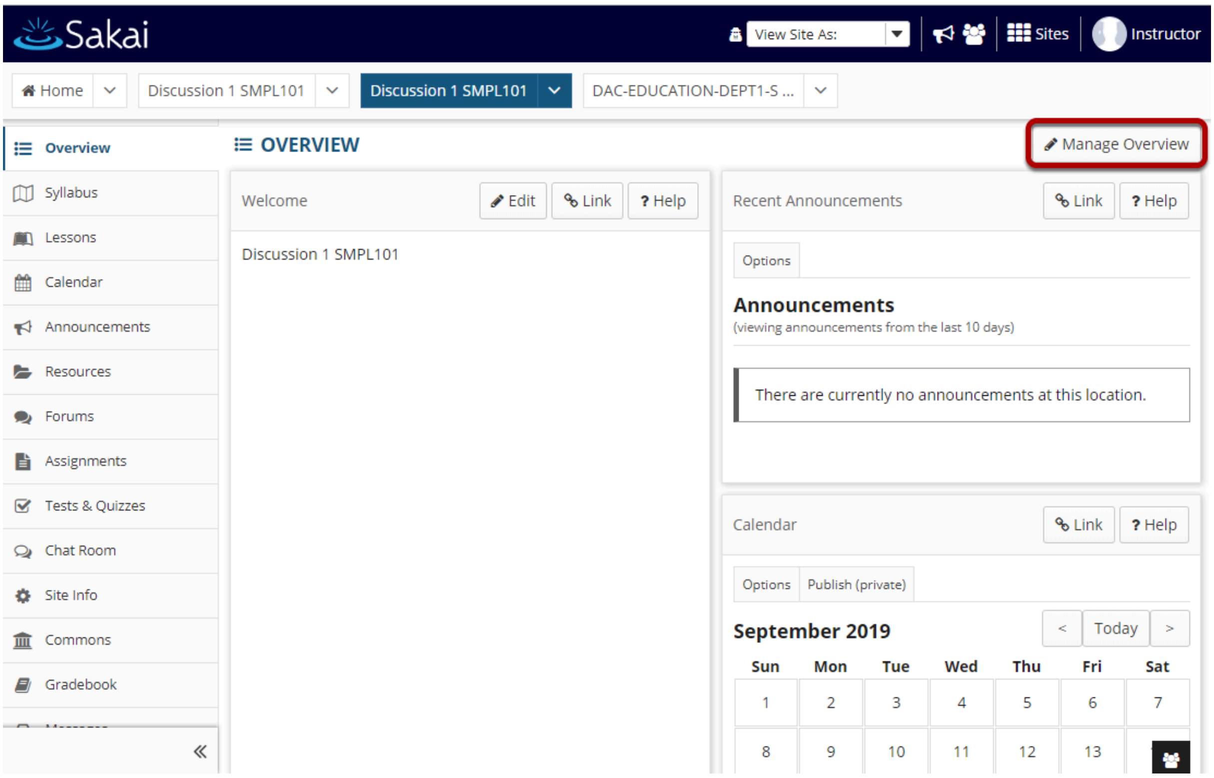


Footer

How do I change the layout of the Overview page?

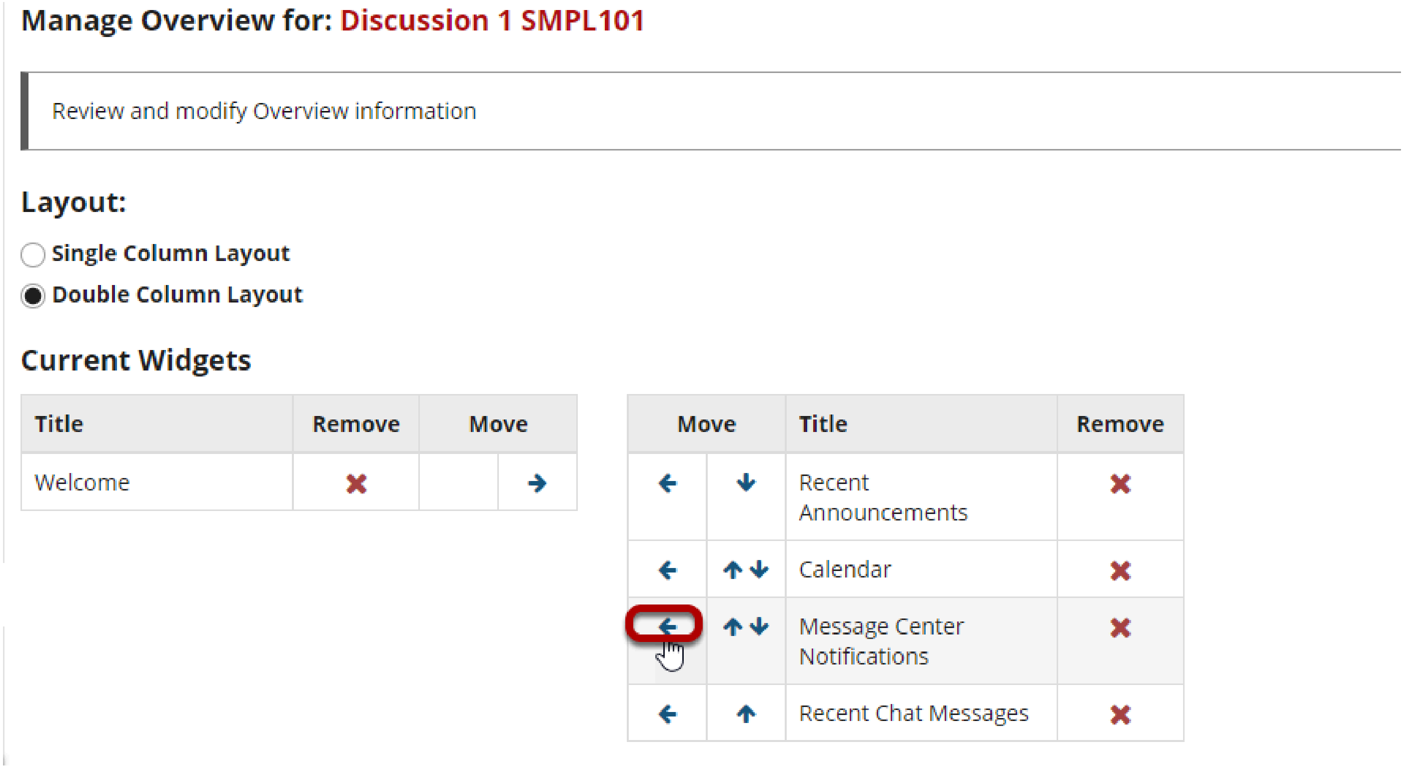
Instructors may modify the items and layout of the Overview page if desired.

Select the Manage Overview button on the Overview page.



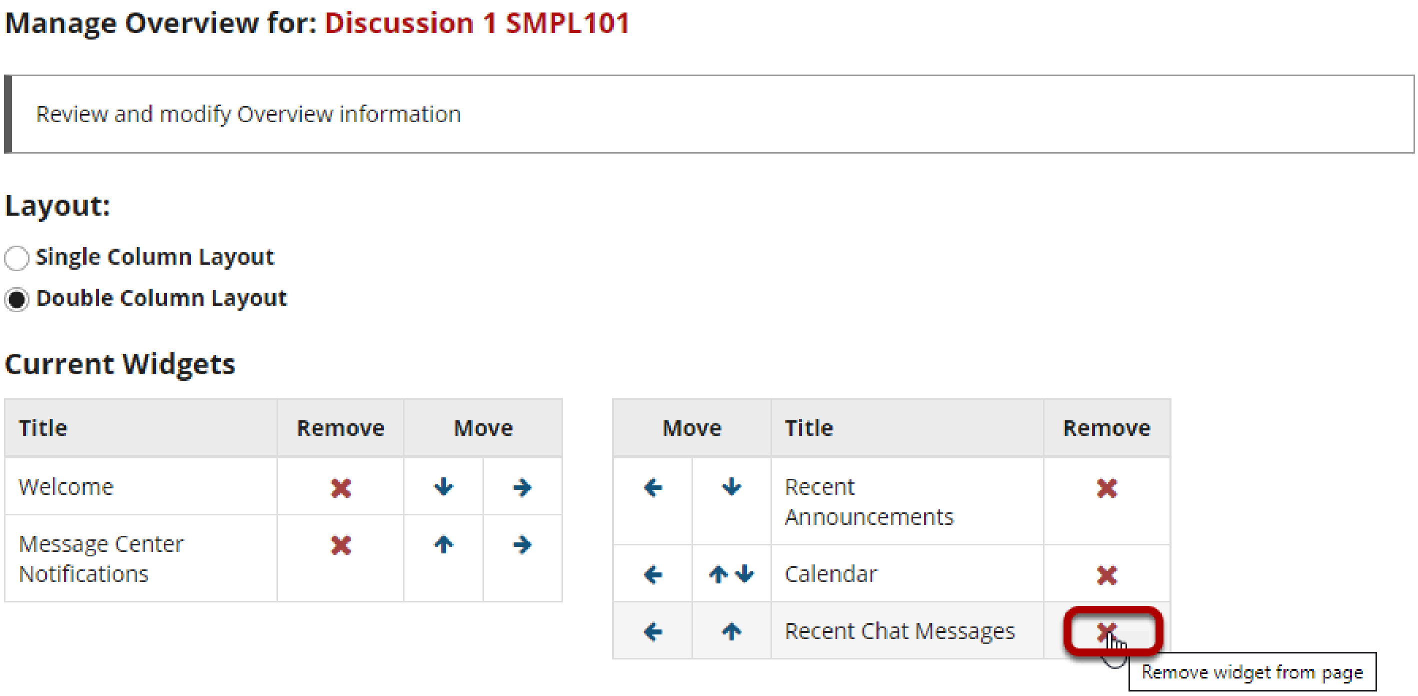
Footer

Use the arrows to move widgets to the desired location.



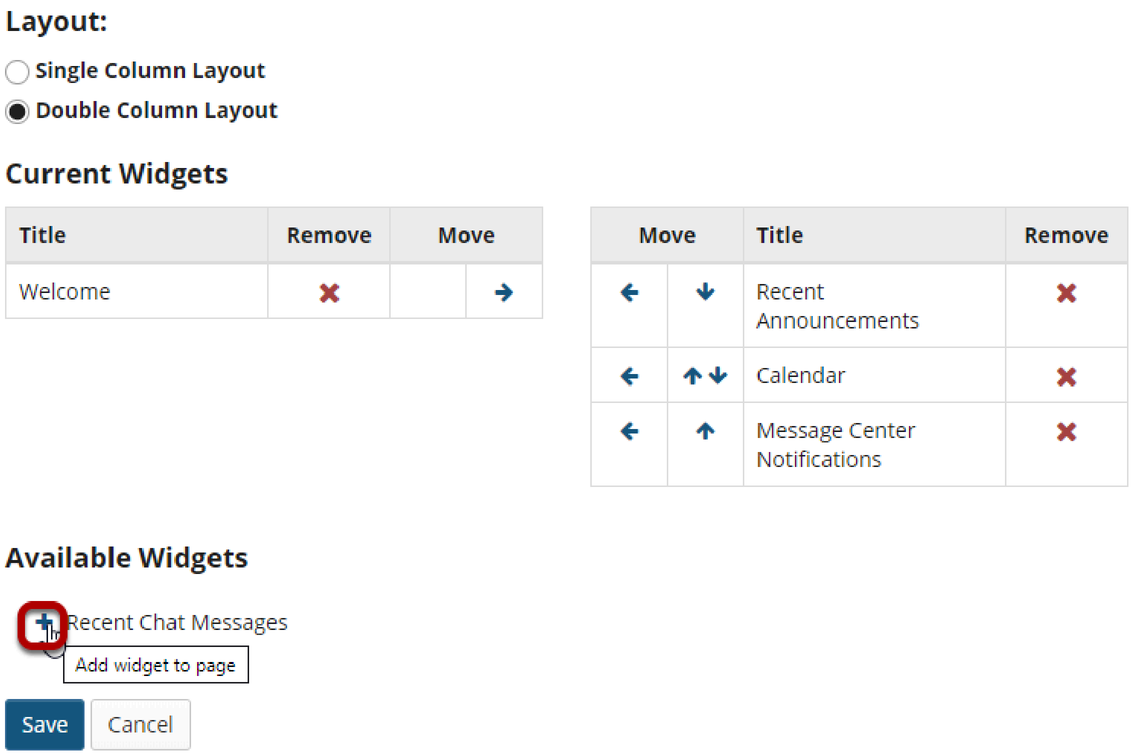
You may move items left, right, up, or down using the arrows.

To remove a widget from the page, select the X to remove.



Footer

Select + to add available widgets not currently on the page.



Select Save once you have finished modifying the page to save your changes.

Footer

Permissions and Roles

What are Permissions and Roles?

Permissions

Permissions allow users to access certain features of a course or project site, depending on their roles, and on the decisions made by the site owner and the system administrator.

Roles

Roles are collections of permissions. Some roles allow users to simply access or read content, while other roles allow for advanced changes, such as adding participants, editing the site's content, and changing permissions for other roles.

When you create a site, or when one is created for you, you have the role with the most permissions and the broadest level of access. You can choose (within the limits established by the system administrator) which tools or functions (e.g., Forums, Calendar, Resources) you want the site to have. For many of these tools or functions, you can set permissions that allow or prevent users from seeing or performing certain tasks, depending on their roles.

Roles may vary in name, depending on the application. However, in general, the creator of a project site, or the instructor of a course site, has full permissions, and can add or delete content within a site.

A user who joins an existing site has a more limited role. The permissions of this role allow for interaction in the site (e.g., creating Chat messages), but do not allow for advanced tasks (e.g., uploading files into Resources or creating assignments).

However, each implementation of the application will be different. System administrators can decide during implementation which roles to install, and which permissions these roles will have.

Some things to remember:

- The availability of a tool in a site depends on the particular implementation of the system administrator. If you have broad rights to a site, and find that a tool is not available through Site Info, consult your administrator.
- The Resources and Drop Box tools share the same permissions set. You can modify them in the Resources tool.
- Default roles have default permissions. These defaults can be edited on the system level by the system administrator, and on the site level by anyone with full permissions to the site.
- All users are assigned the broadest role in their respective Home areas to give them editing control.

Footer

Default participant roles

The following default roles are available in course and project sites:

Course sites

- **Instructor**: Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant**: Teaching Assistants can read, add, and revise most content in their sections.
- **Student**: Students can read content, and add content to a site where appropriate.

Project sites

- **Maintain**: The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access**: The Access role can read content and add content to a site where appropriate.

Custom roles.

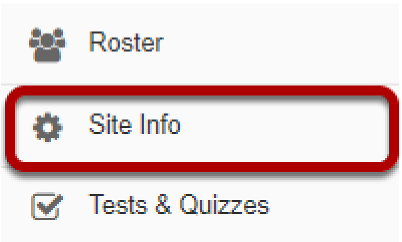
Many institutions create custom roles with specific sets of permissions for their local systems. Custom roles must be created by a system administrator using the Realms tool.

Footer

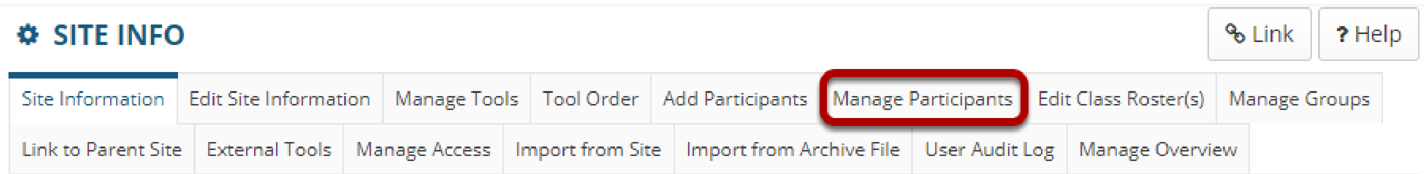
How do I change participant roles within a site?

Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

Click Site Info in the Tool Menu of the site.

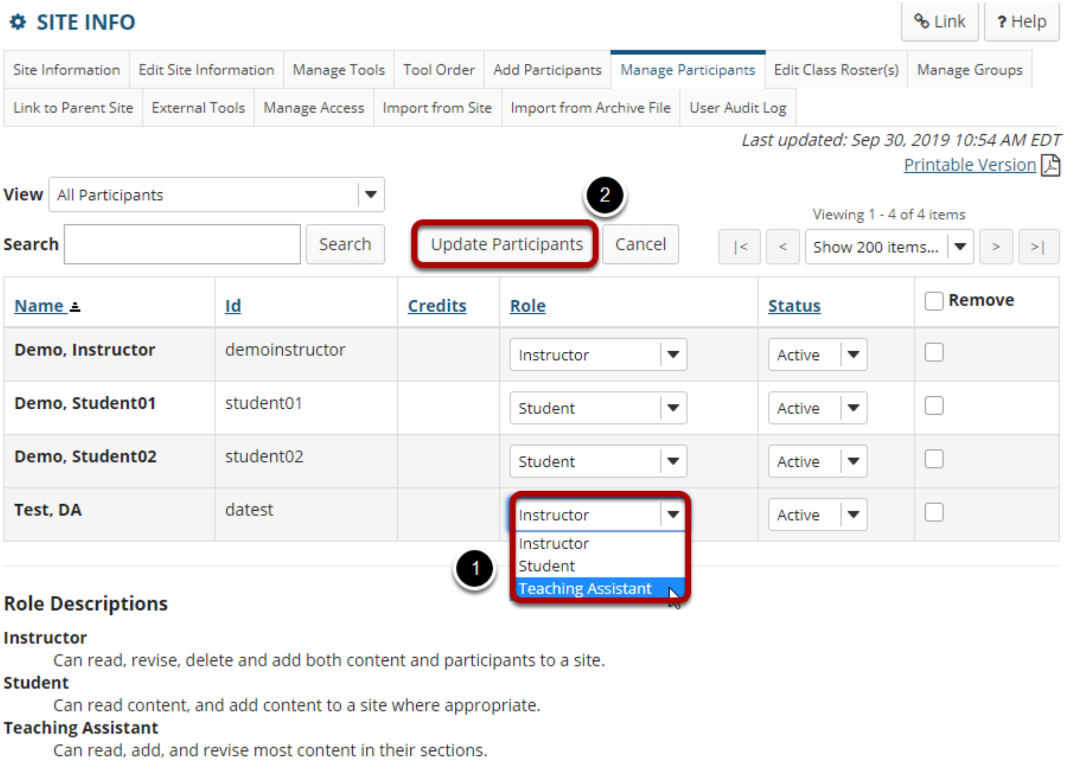


Select Manage Participants



Footer

Change the role from the drop-down menu in the list of enrolled participants.



1. Next to the participant whose role you want to change, select the appropriate role from the drop-down menu under "Role".
2. Click **Update Participants** to save your change.

Footer

Podcasts

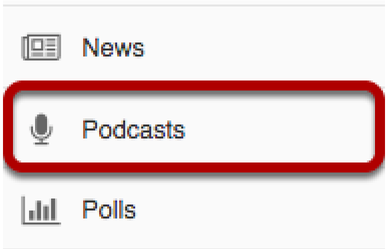
What is the Podcasts tool?

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 can have the audio, video or PowerPoint content automatically downloaded to a "podcatcher" application (such as iTunes) 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 to allow students to upload and manage podcast files.

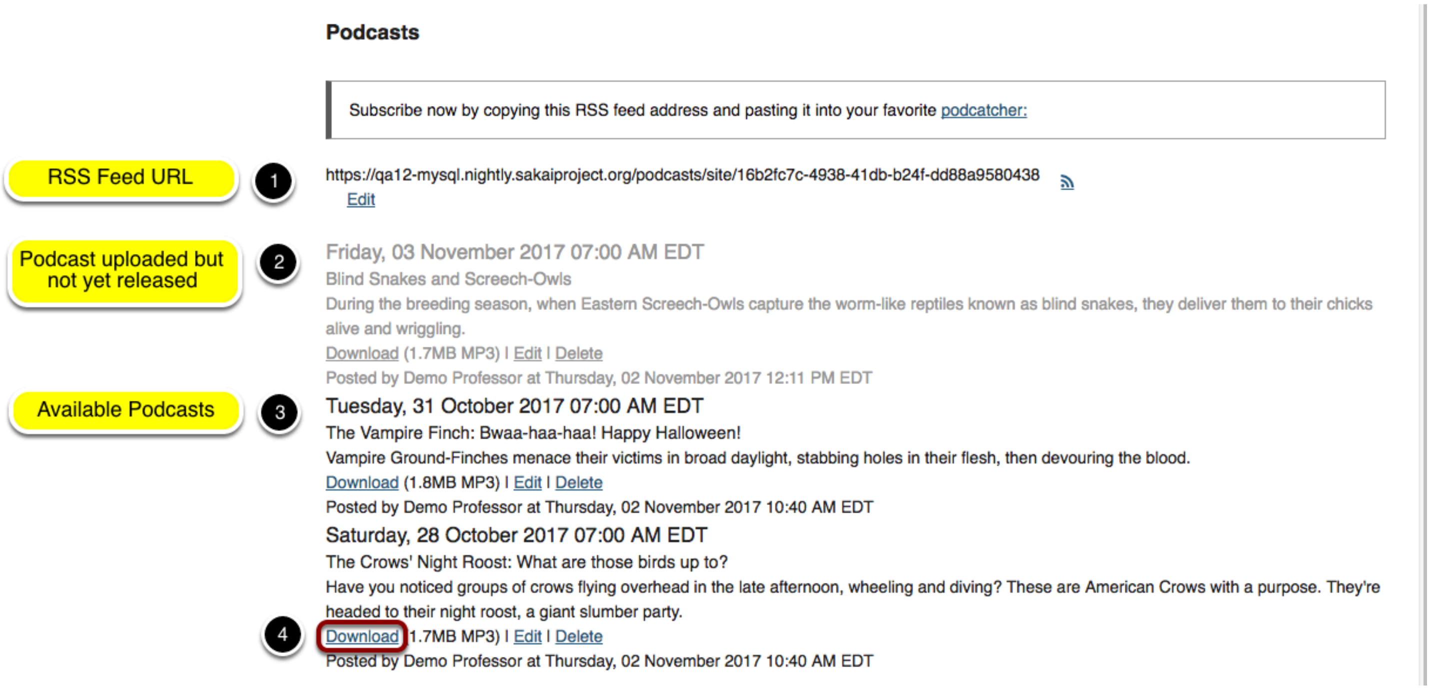
To access this tool, select Podcasts from the Tool Menu in your site.



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

Note: If the Podcasts tool is not available on your site by default, you can add it to your site under Site Info > Manage Tools. The Podcasts tool requires that the Resources tool be enabled as well.

Example of a site Podcasts page.



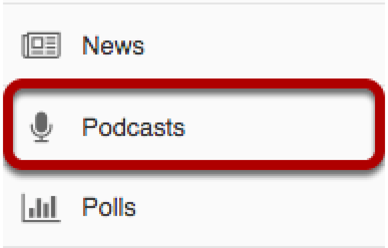
Items you may see on a Podcasts page include:

1. RSS feed address URL Students can subscribe to site podcasts using this URL in their favorite "podcatcher" application such as iTunes.
2. Podcasts that have been uploaded but not yet released (grayed)
3. Available Podcasts.
4. Students can click the Download link to download a podcast file for listening and/or viewing.

Footer

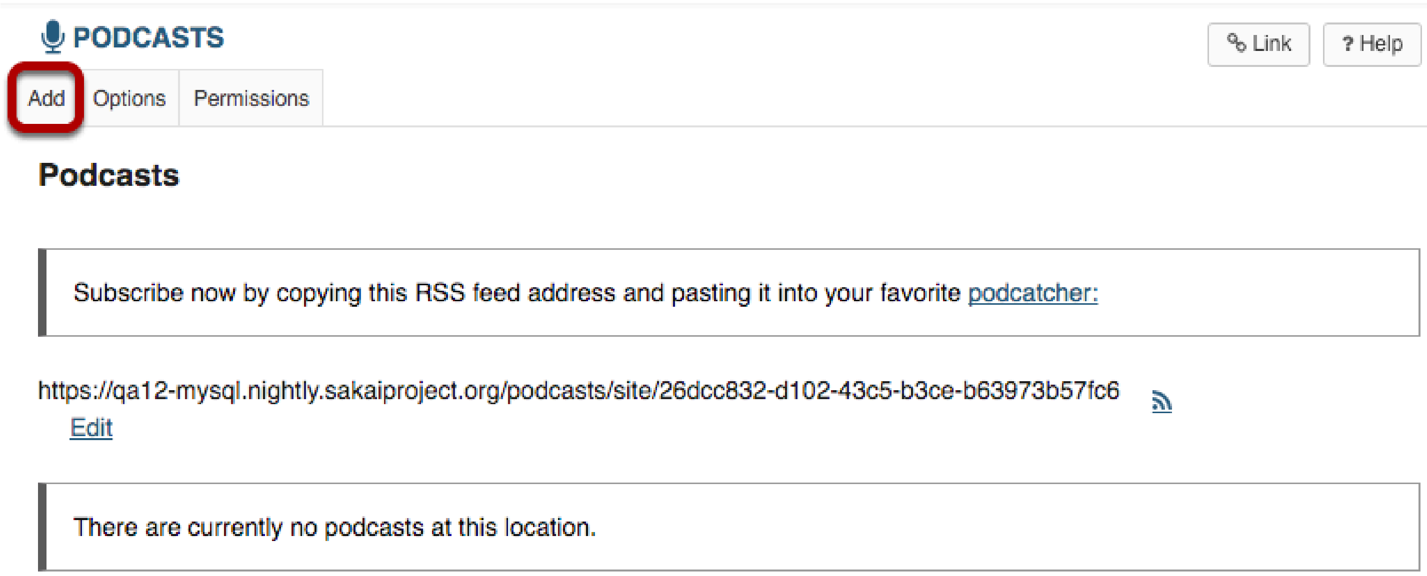
How do I add a podcast?

Go to Podcasts.



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

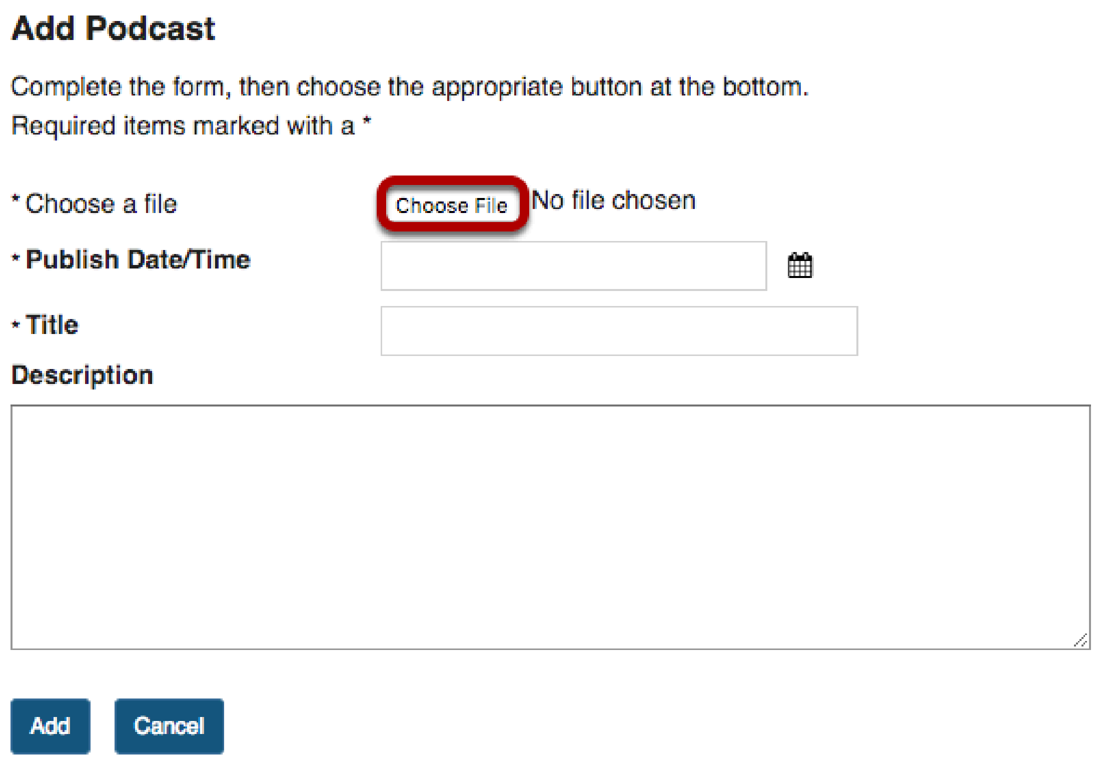
Click Add.



Click **Add** button. This displays the Add Podcast dialog box.

Footer

Choose File.



Click **Choose File**. In the dialog box that pops up, select an audio (.mp3), video (.mp4), or PowerPoint (.ppt) file for upload.

Enter item information.

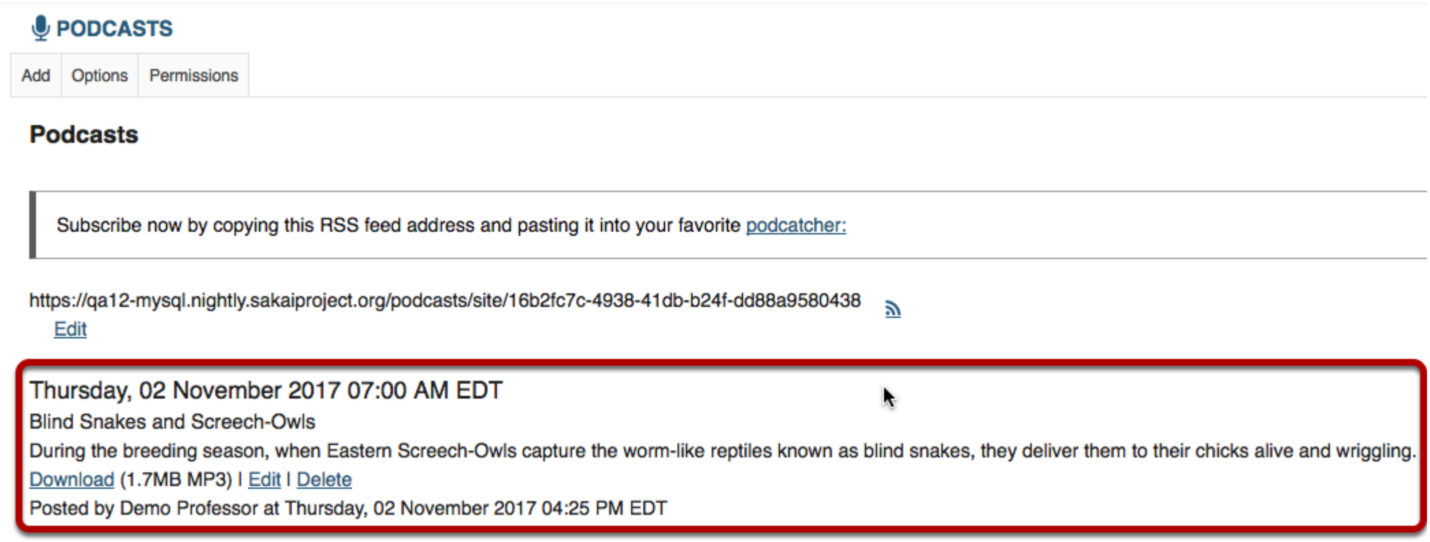
Enter item information.

Required items are marked with an asterisk (*).

1. Enter a **Publish Date/Time** or click the calendar icon to use the date/time picker. The podcast will become available to students after this time.
2. Enter a podcast **Title**.
3. Enter a **Description**.
4. Click **Add**.

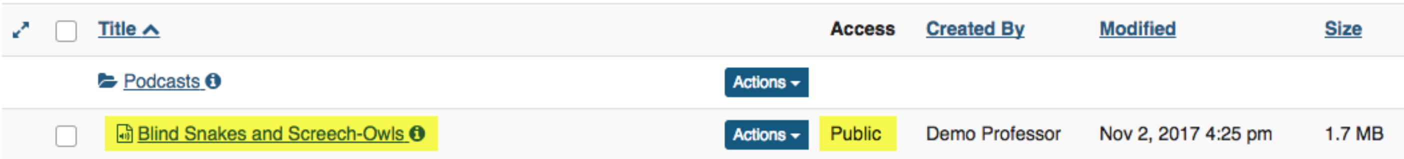
Footer

View podcast.



After saving, you will return to the Podcasts page with the new Podcast item listed.

Notice the Podcast Resources folder location.



When the Podcast tool is added to the site, a "Public" Podcast folder is created in Resources automatically.

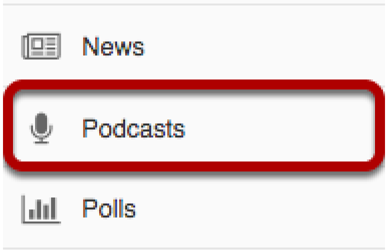
The Podcast folder created in the site Resources and all of the files uploaded are "Public" to allow users to subscribe and access the files through a podcatcher application.

Footer

How do I subscribe to a podcast?

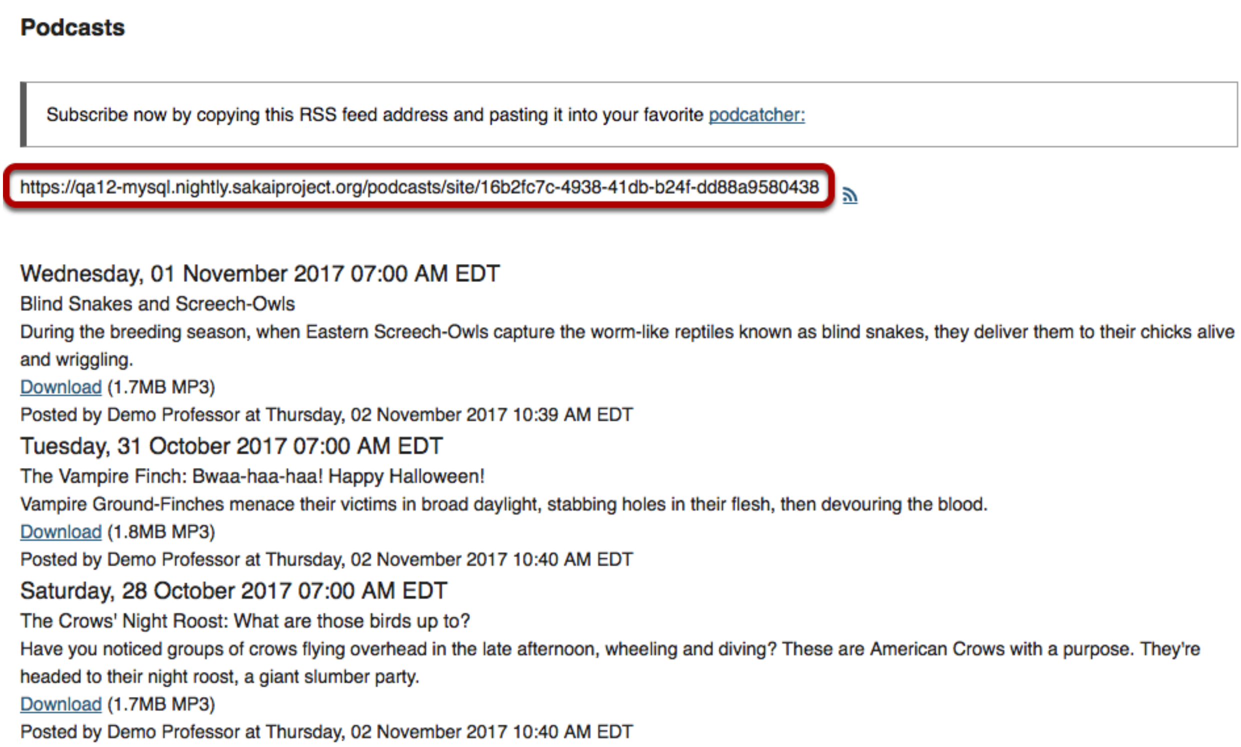
Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes).

Go to Podcasts.



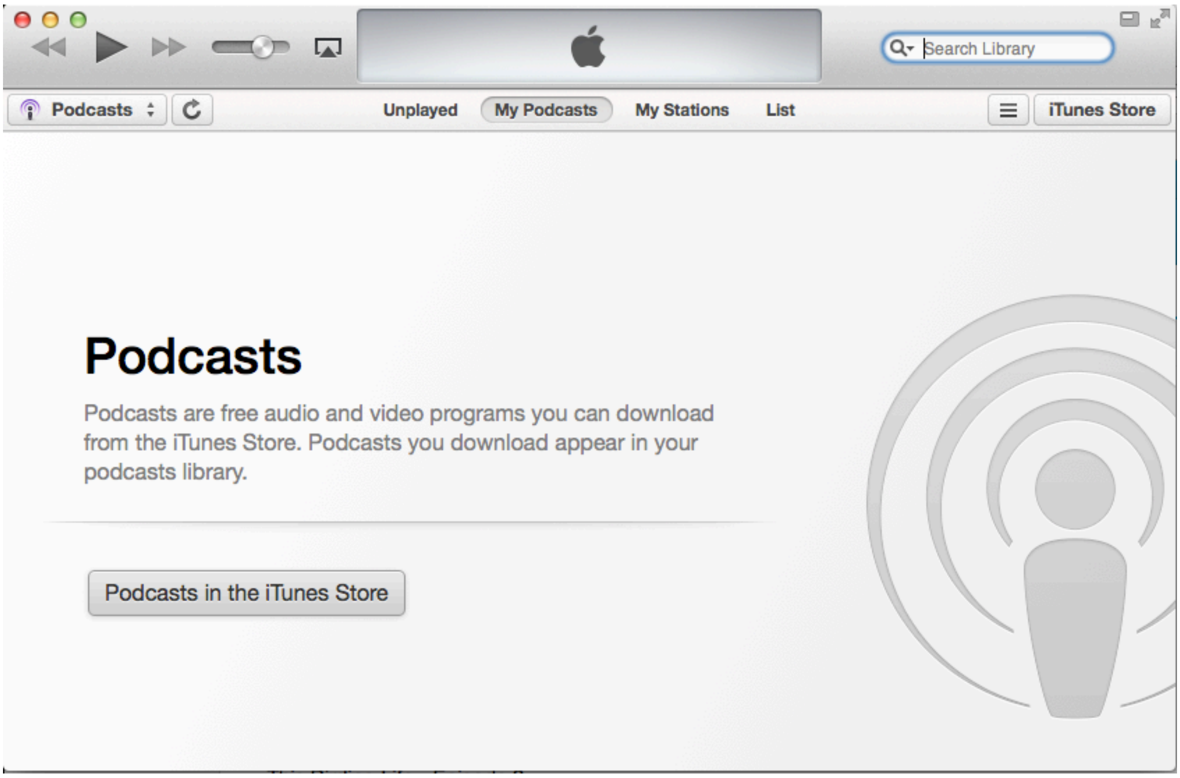
Select the **Podcasts** tool from the Tool Menu in your site.

Copy the site's Podcast RSS feed URL.

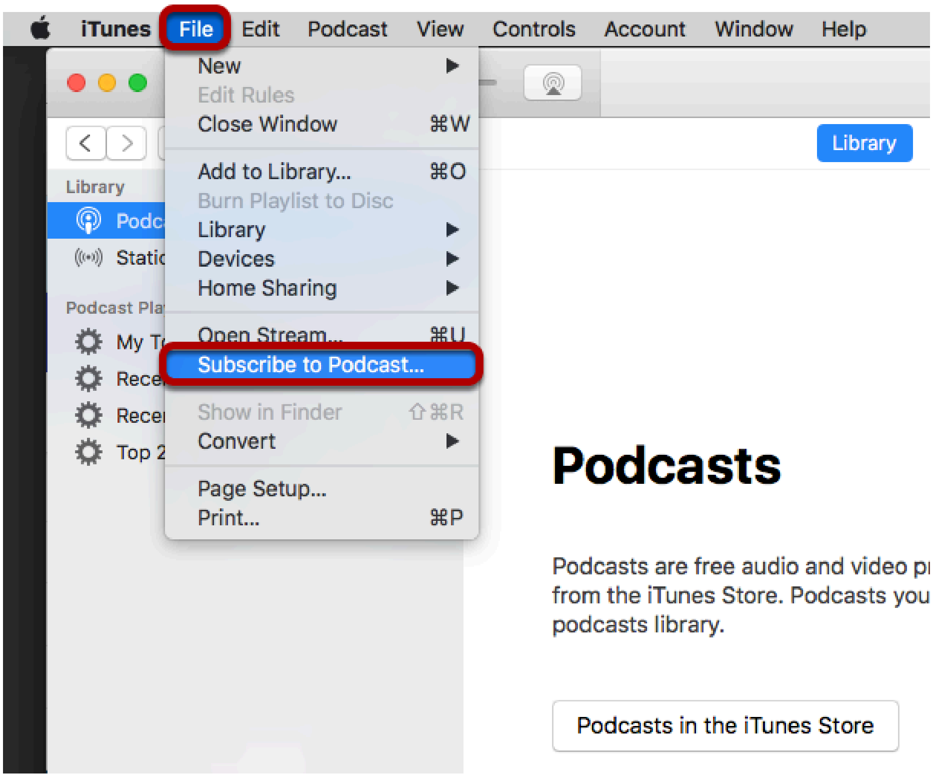


Footer

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



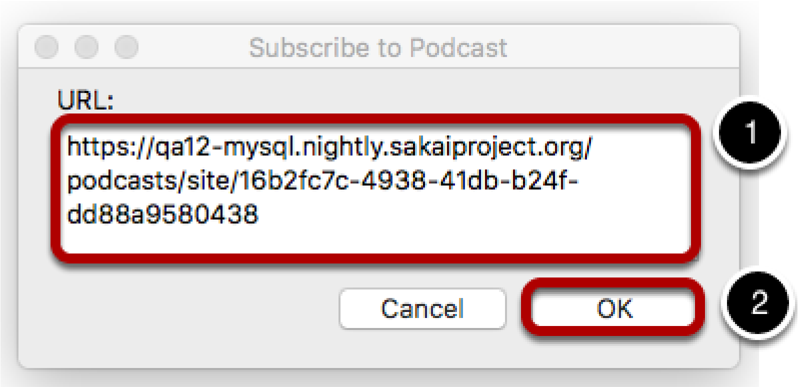
Click File / Subscribe to Podcast.



Footer

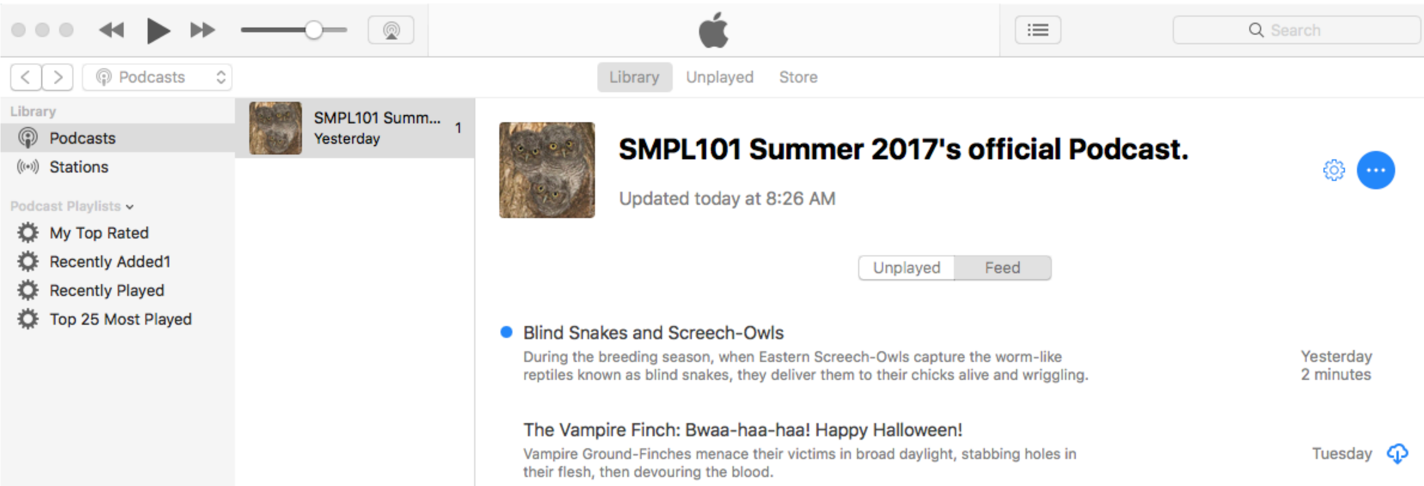
From the **File** menu, select **Subscribe to Podcast...**

Paste the URL.



1. Paste the site's Podcast RSS feed URL into the **URL** box.
2. Click **OK**.

View subscribed podcast.



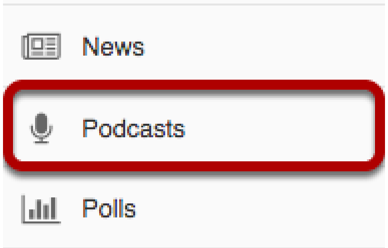
You are now subscribed. The image above displays the example Podcatcher application (iTunes) with a subscription to the site's Podcasts.

Footer

How do I allow students to upload podcast files?

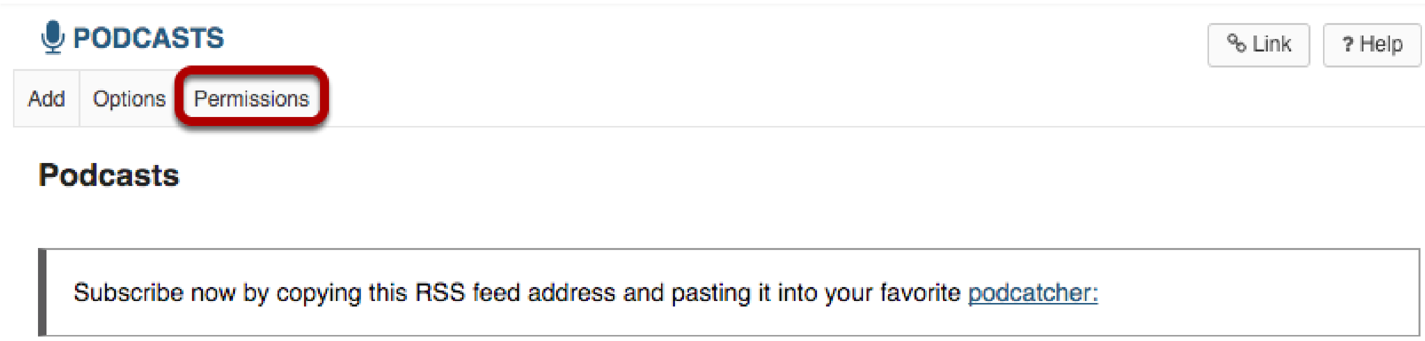
Instructors can edit the Podcast tool permissions to allow students to upload and manage the site's Podcast files. This provides a convenient mechanism for students to share audio, video and PowerPoint files with site participants.

Go to Podcasts.



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

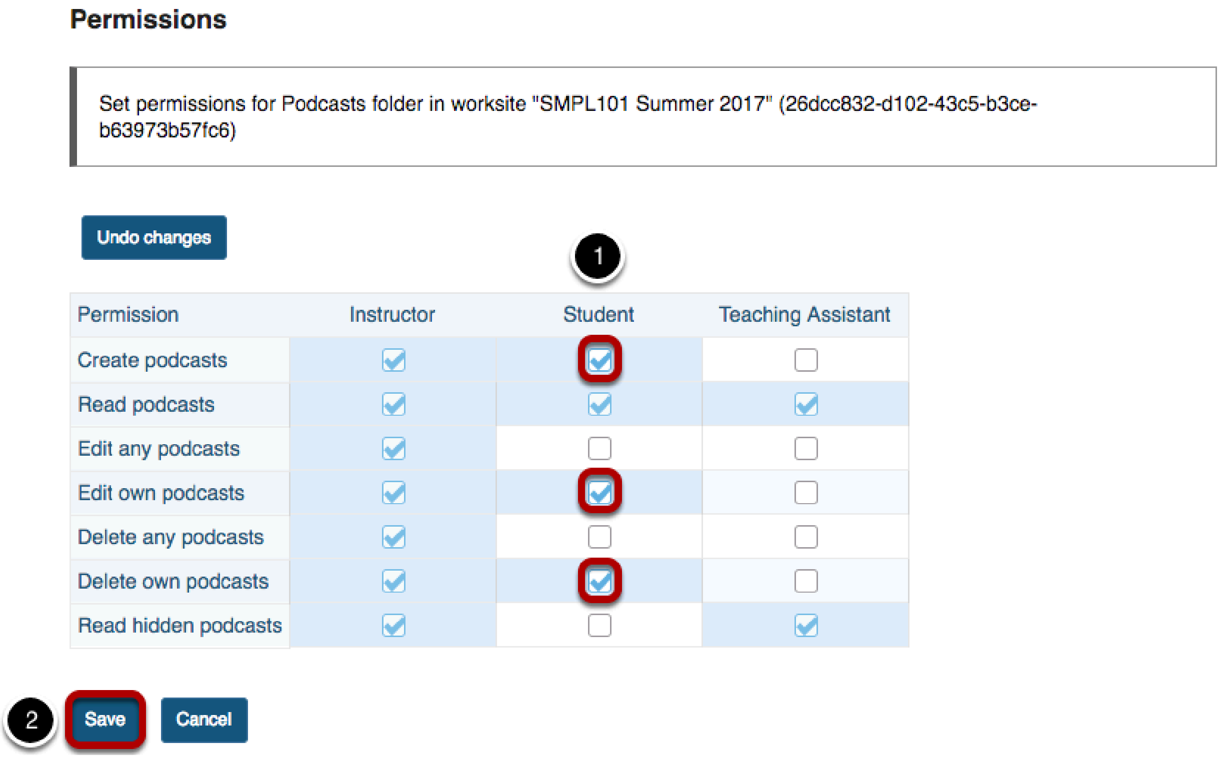
Click Permissions.



Click the **Permissions** button to adjust permissions of participants.

Footer

Modify the student tool permissions.



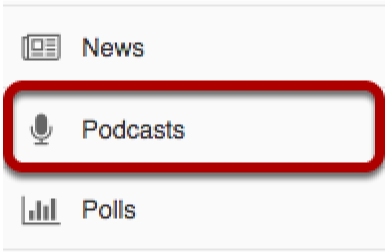
1. Under the Student column, check the permission boxes for **Create podcasts**, **Edit own podcasts**, and **Delete own podcasts.**
2. Click **Save**.

Student users will now have an "Add" button on their display of the Podcast tool allowing them to add podcast files.

Footer

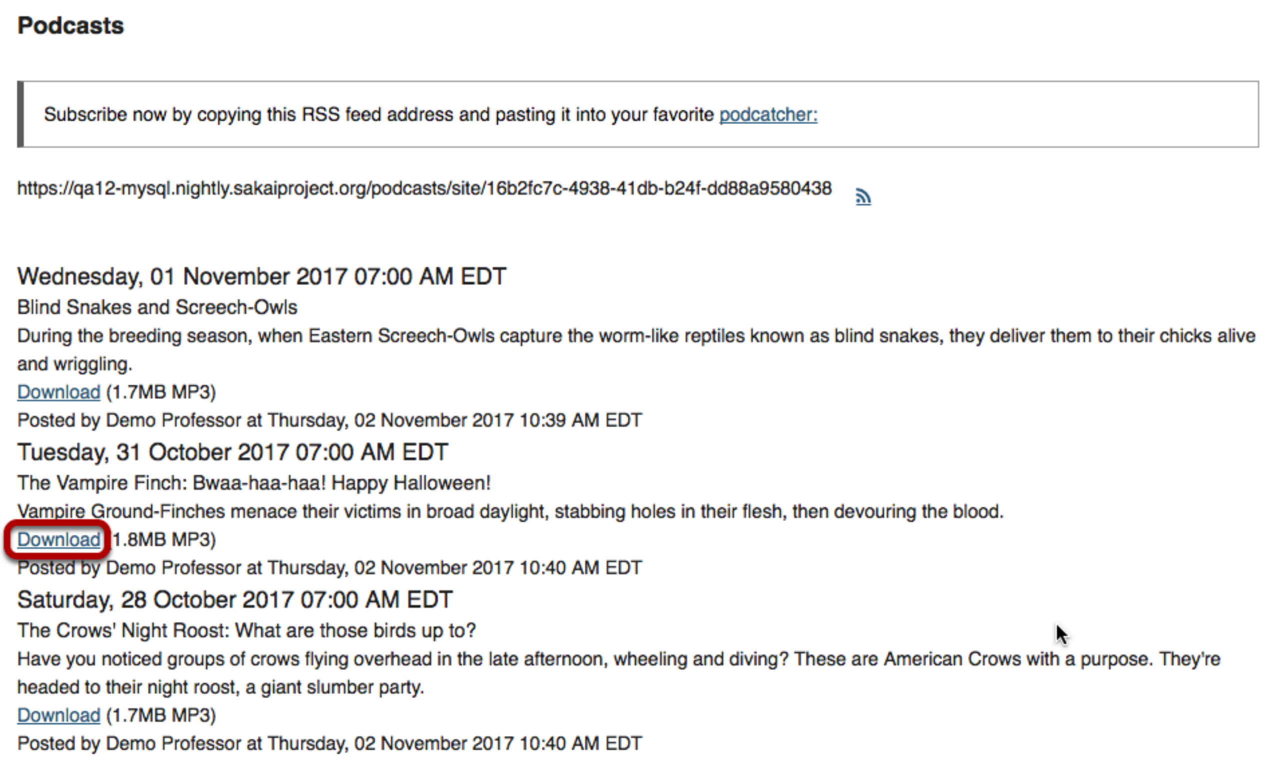
How do I view or download an individual podcast?

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 the **Download** link. The file size and type are listed next to the Download link.

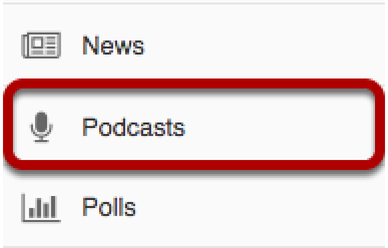
If prompted, you may choose to open the file or save it to your computer.

Note: Podcasts are listed in order by date published, with newest at the top.

Footer

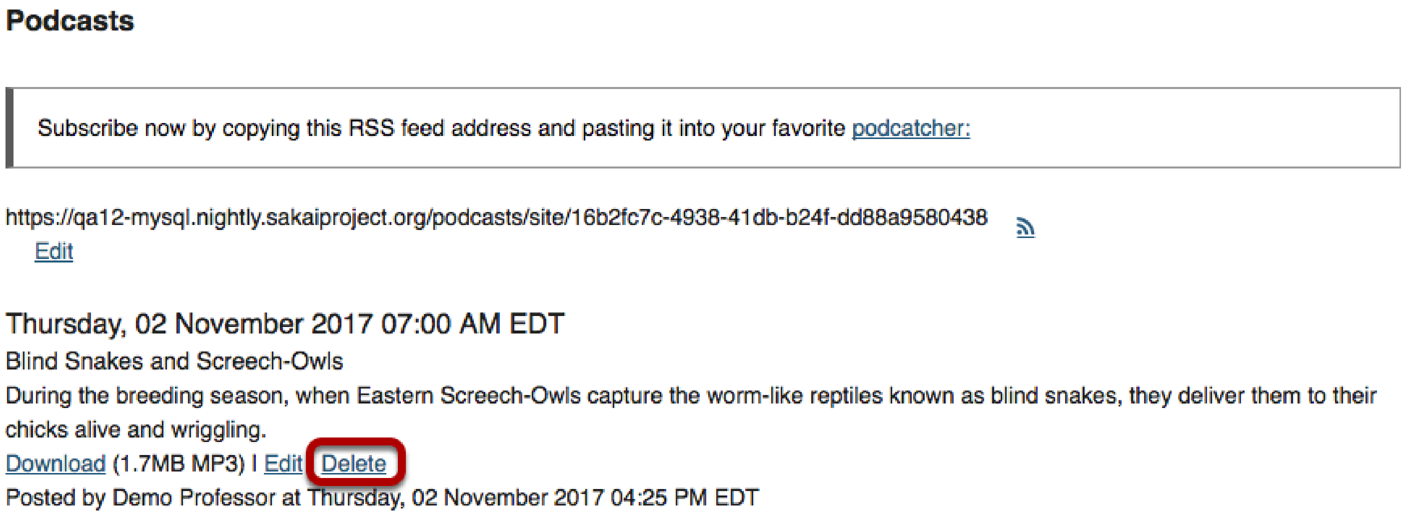
How do I delete a podcast?

Go to Podcasts.



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

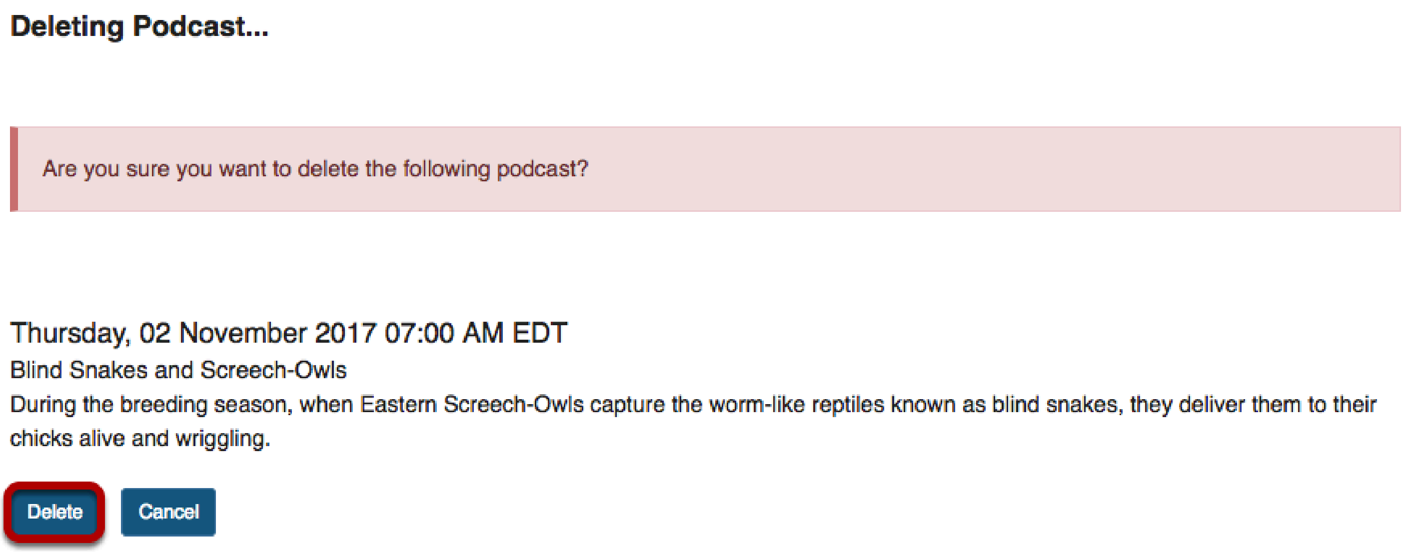
Click Delete link.



Click the **Delete** link in the item you want to delete.

Footer

Confirm deletion.



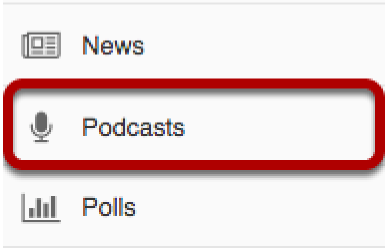
View information about the podcast item to be deleted.

Click **Delete** button to complete podcast item deletion.

Footer

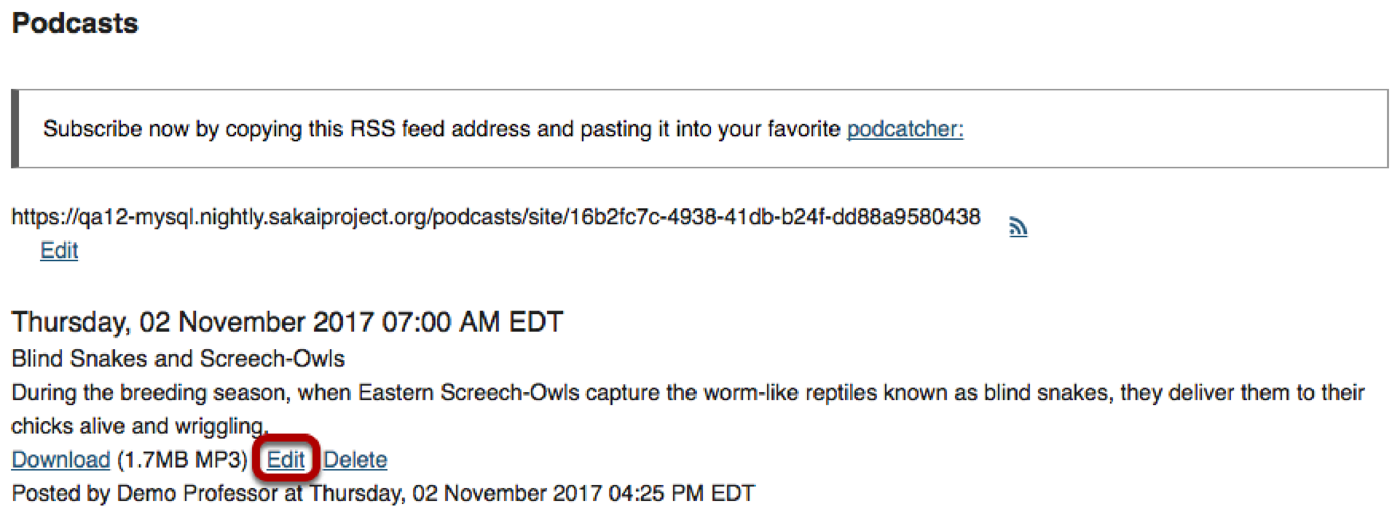
How do I edit a podcast?

Go to Podcasts.



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

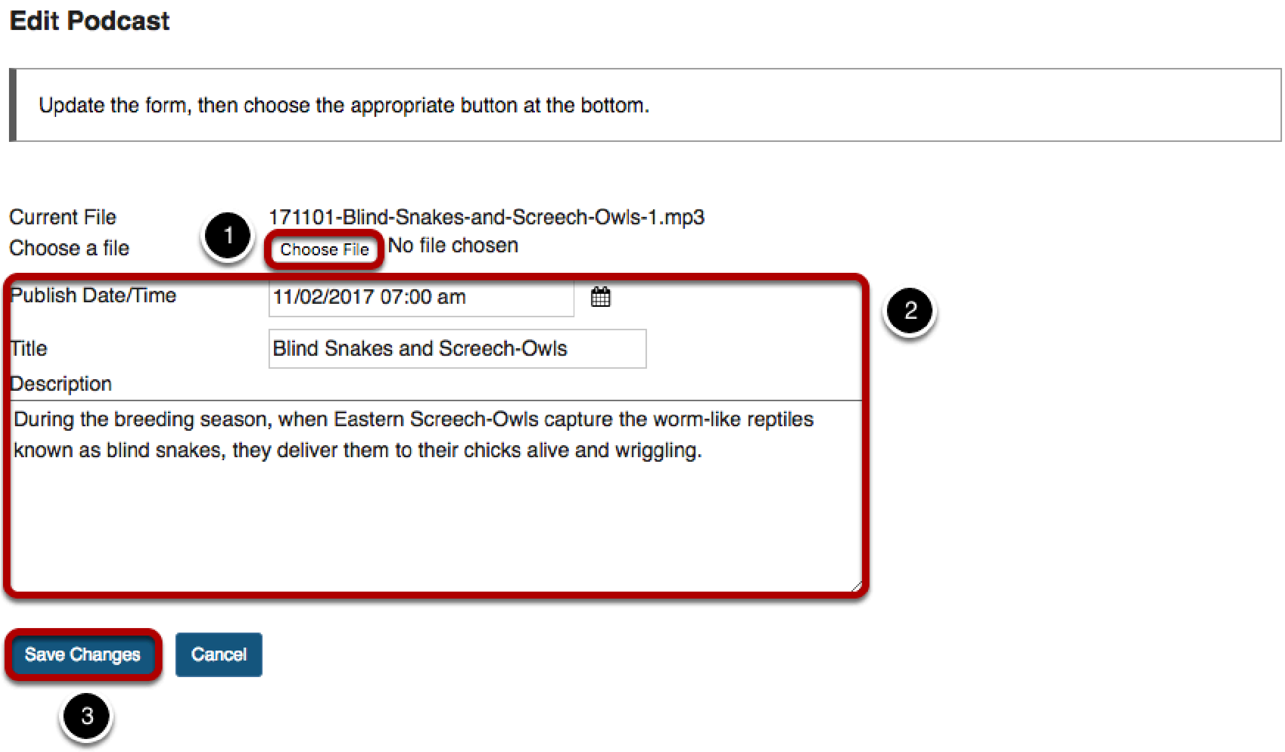
Click Edit link for podcast item.



Click **Edit** link in display of podcast item you want to edit.

Footer

Edit podcast file or item data and save changes.

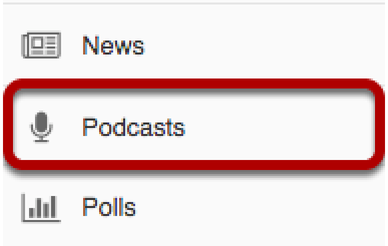


1. If podcast file needs to be updated, click the **Choose File** button and select the file from the pop-up dialog box.
2. Edit item **Publish Date/Time**, **Title**, or **Description**.
3. Click **Save Changes** button.

Footer

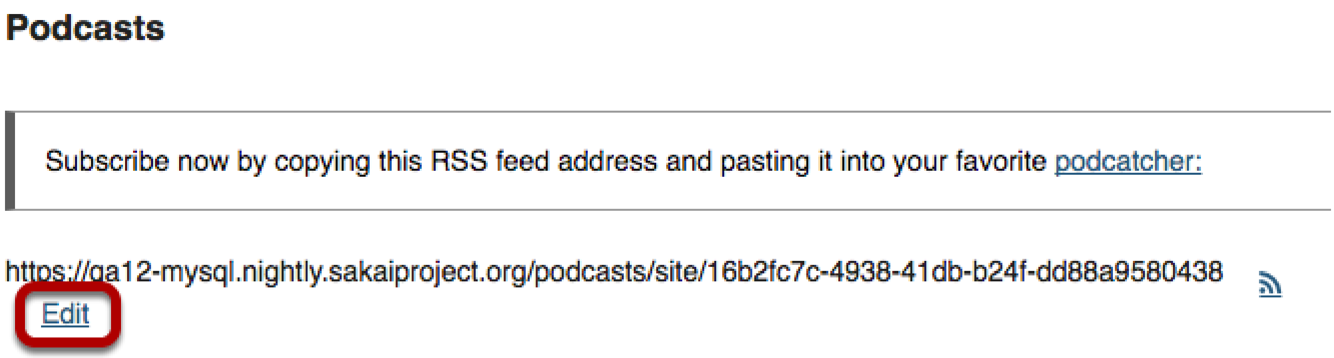
How do I edit a podcast feed?

Go to Podcasts.



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

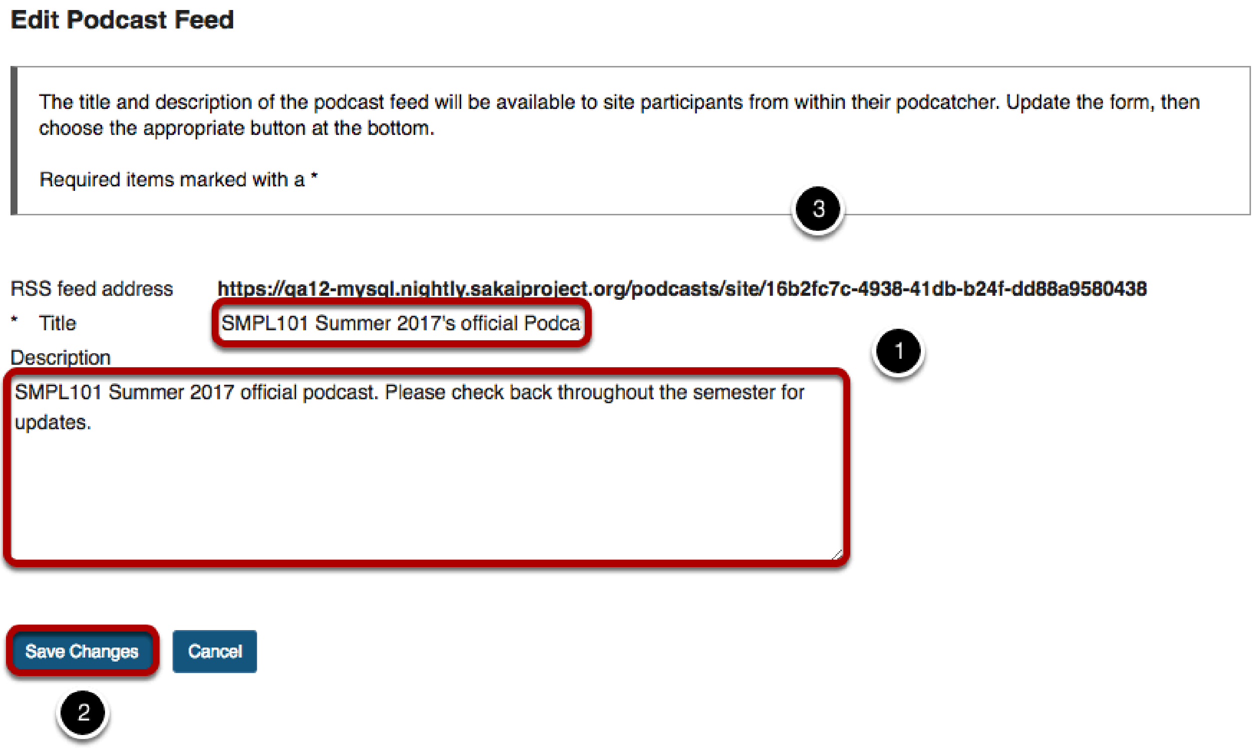
Click Edit link.



Click the **Edit** link under the podcast feed URL.

Footer

Edit feed properties and Save Changes.



1. Edit **Title** and/or **Description** of feed.
2. Click **Save Changes** button.

Footer

Polls

What is the Polls tool?

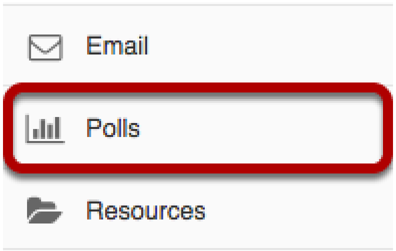
The Polls tool allows instructors to post multiple choice survey questions on their site. If desired, instructors may change the tool permissions to allow students to post poll questions. Questions can be structured with one or more answer options. For each question, instructors can determine the minimum and maximum number of answers that can be selected.

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.

Participants may only vote once per poll.

Responses to poll questions are anonymous.

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



Example: Student view of a site Polls list.

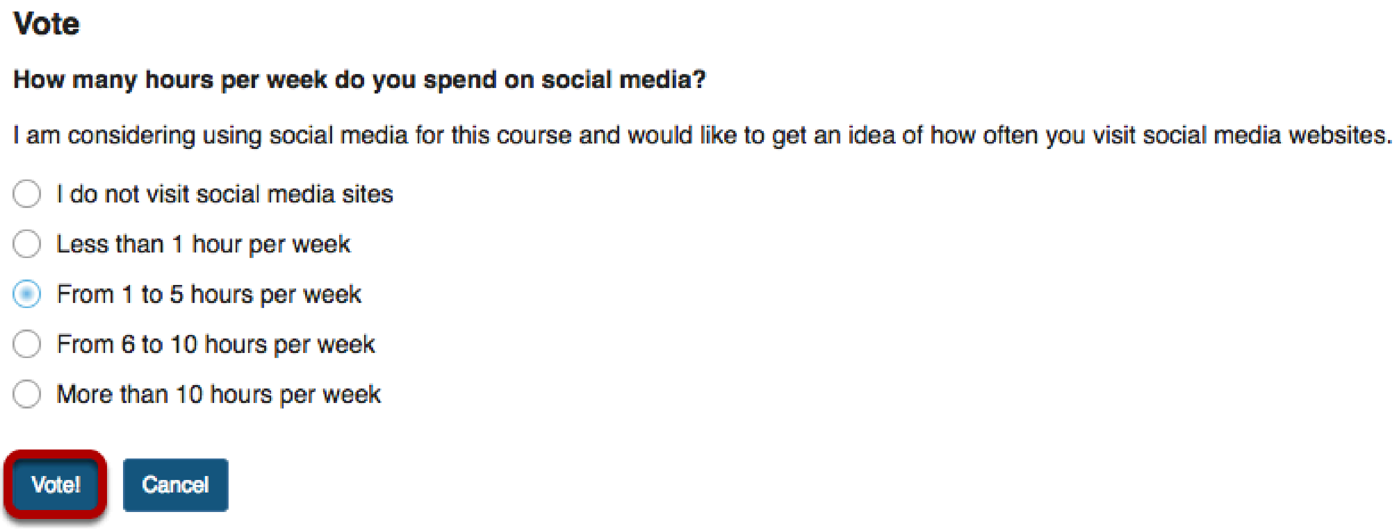
Poll list

Question	Opening	Closing	Results	
Do you have a google account?	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	
How many hours per week do you spend on social media?	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	

Students see a list of poll questions (if more than one). When they click on a question, the poll is displayed. If they have already voted for a poll question, the question is no longer linked.

Footer

Example: Student view of Poll question.



Students make their selection from the choices then click on **Vote!**

Note: By default, students can vote only once per poll question.

Example: Poll Results.

Results

How many hours per week do you spend on social media?

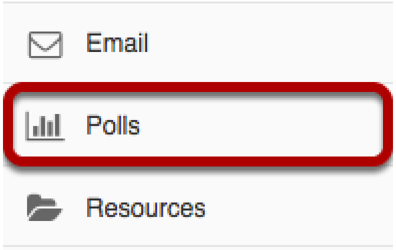
Option	Votes	%
I do not visit social media sites	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

Results can be sorted by clicking on a column heading to sort by. Clicking on the column heading again reverses the sort order.

Footer

How do I add a new poll?

Go to Polls.



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

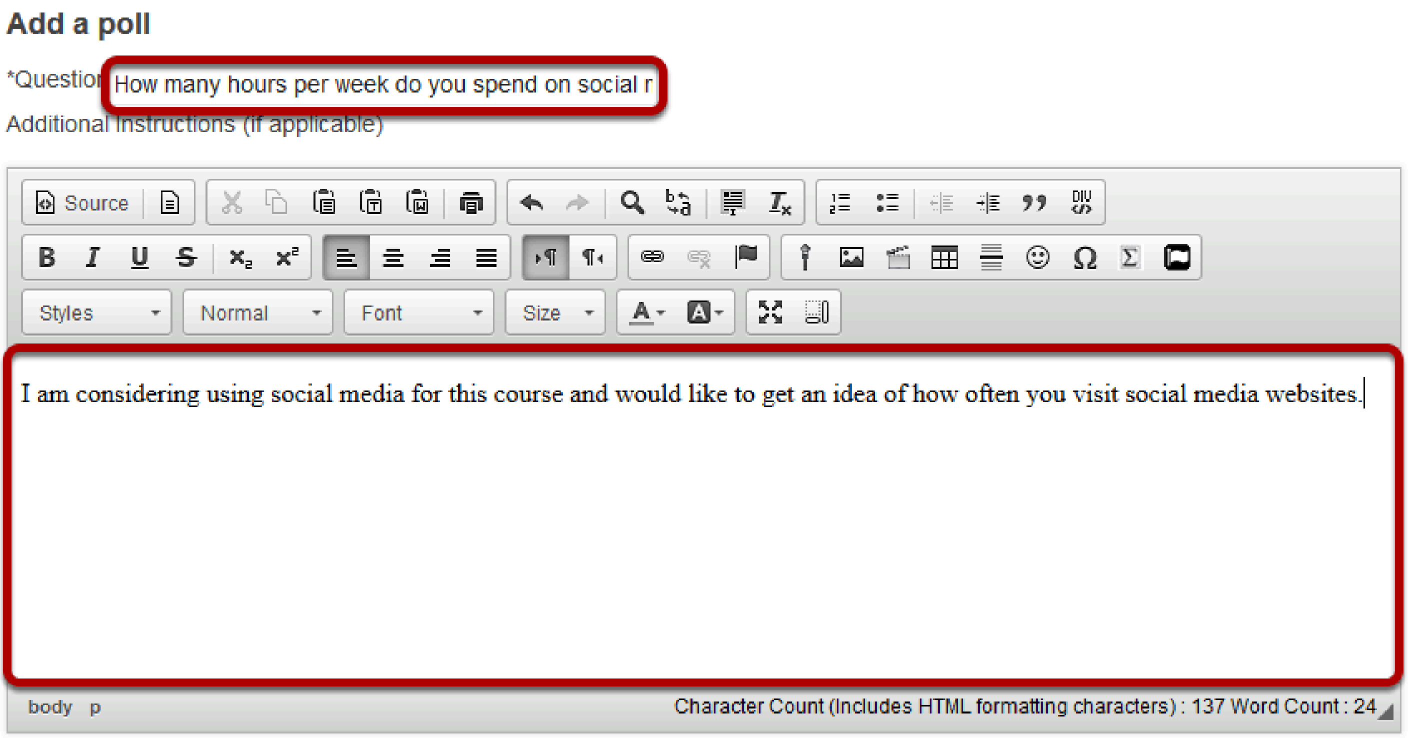
Note: If the Polls tool is not available on your site by default, you can add it to your site under Site Info > Manage Tools.

Add a poll.

You may click the **Add** button or the **Add a poll** link to add a new poll.

Footer

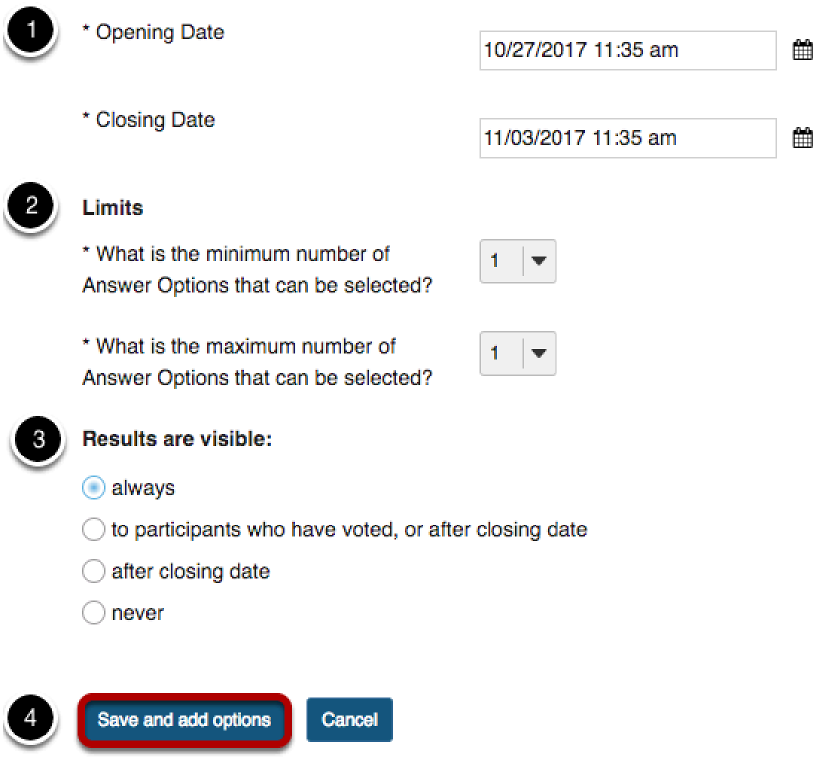
Compose your poll question.



1. Enter the poll question in the box marked **Question.**
2. Add additional information in the Rich Text Editor below if needed.

Footer

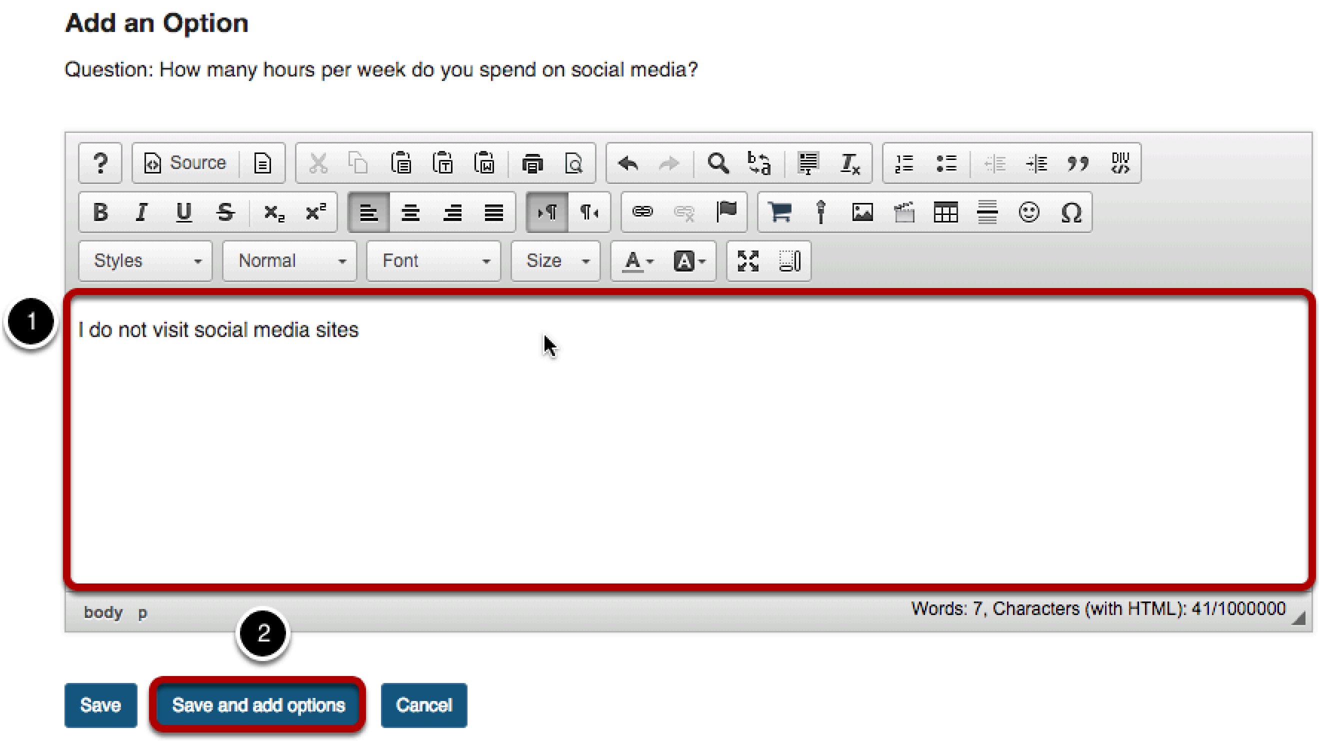
Specify the poll settings.



1. Specify the opening and closing dates and times. You may enter the date in the text box, or you may use the calendar icon to the right to bring up a pop-up calendar for selecting your date and time.
2. Indicate limits on the minimum and maximum number of answers selected.
3. Choose when to make the results visible.
4. Click **Save and add options** when finished.

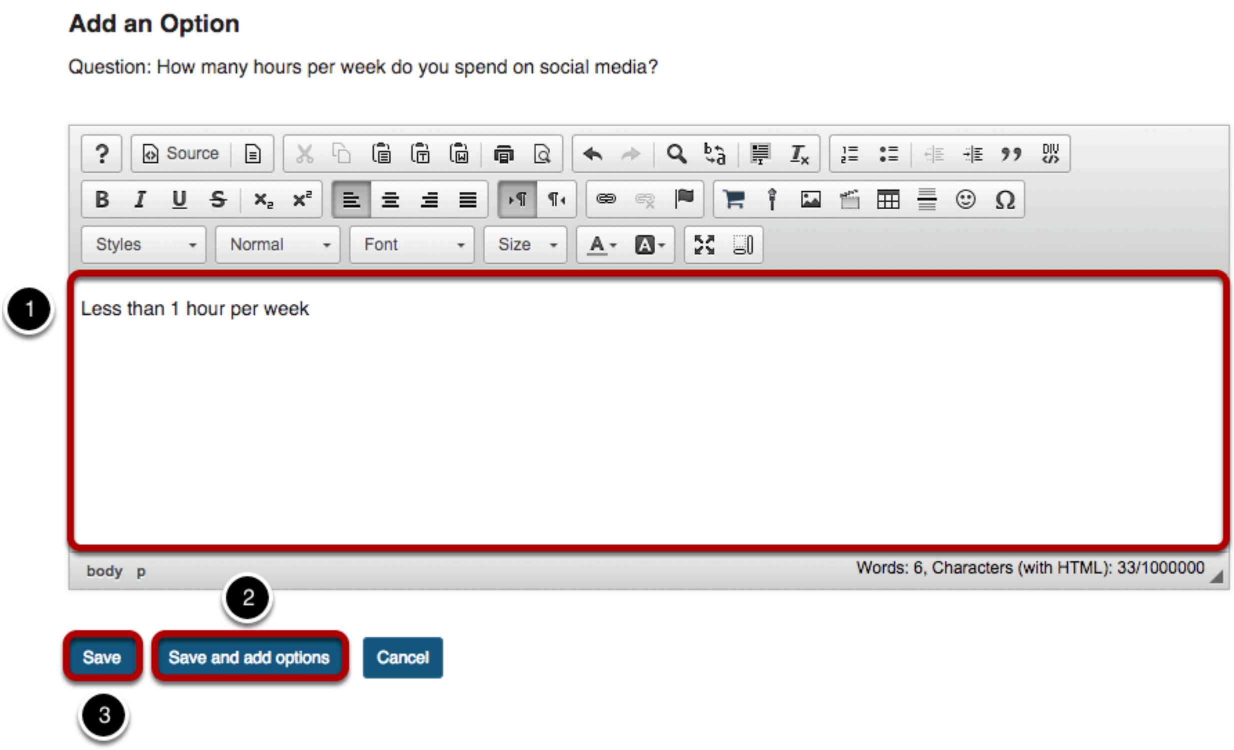
Footer

Add the first answer.



1. Enter the first answer option in the rich text editor.
2. Click **Save and add options**.

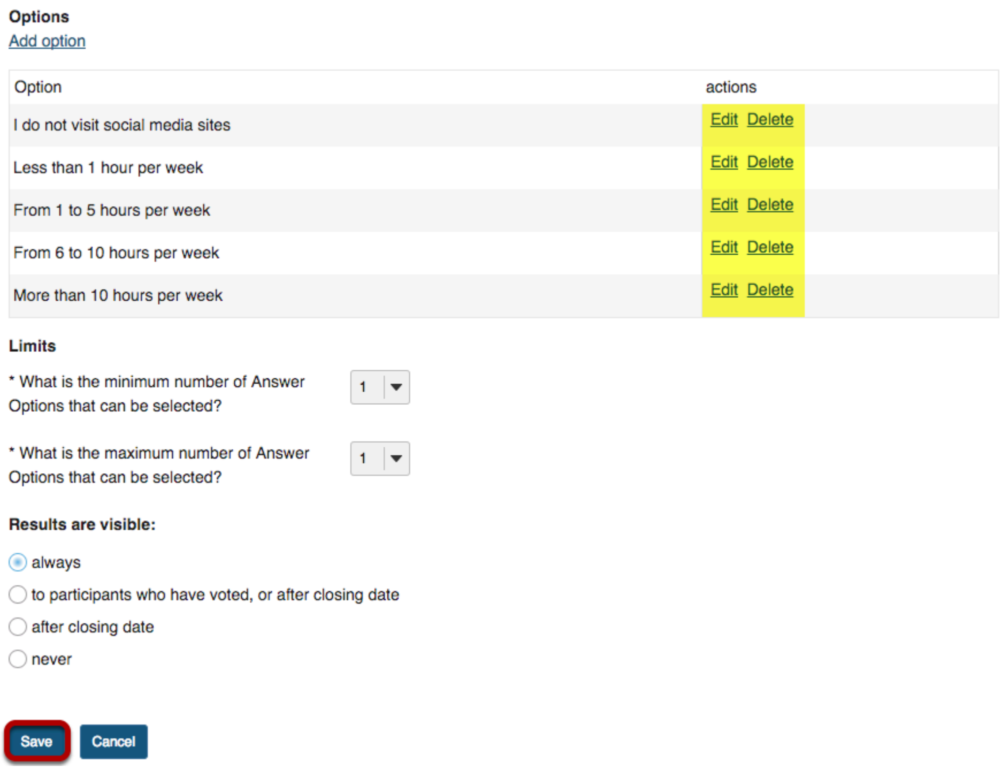
Add the second answer.



1. Enter the second answer option in the rich text editor.
2. Click **Save and add options**. Continue this process of saving and adding options until you have added all of the options for the Poll question.
3. On the last option click **Save**. This will display the Edit a poll page with the poll options listed.

Footer

Review poll question options and Save.



This displays the Polls list page. Click **Save** to save your poll.

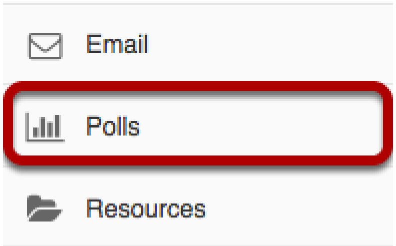
*Note: If you need to add another option, click on the **Add option** link. If you need to edit or delete an option, click on the **Edit** or **Delete** links to the right of the option text.*

Footer

How do I take a poll?

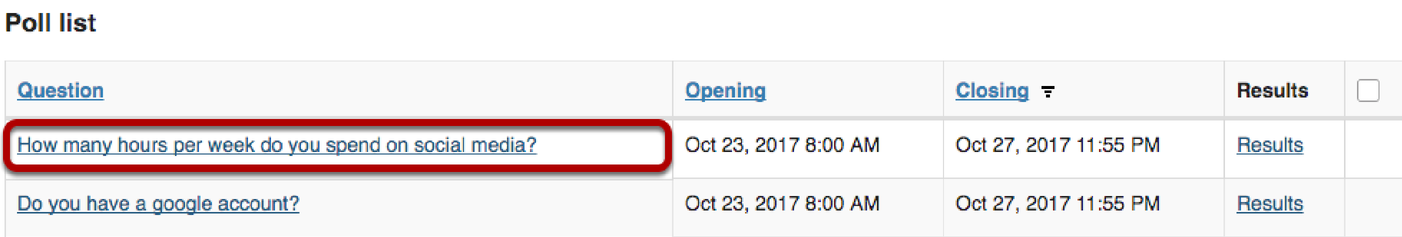
By default, students can vote once per poll question. All student responses to poll questions are anonymous.

Go to Polls.



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

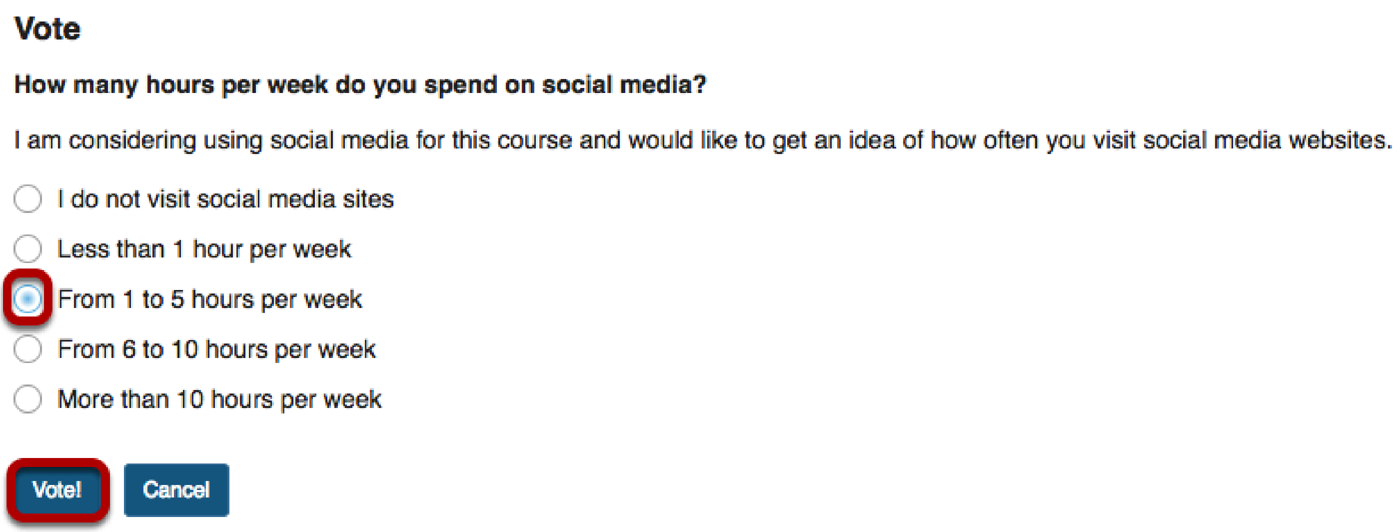
Click on a poll question.



Question	Opening	Closing	Results	
How many hours per week do you spend on social media?	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	
Do you have a google account?	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	

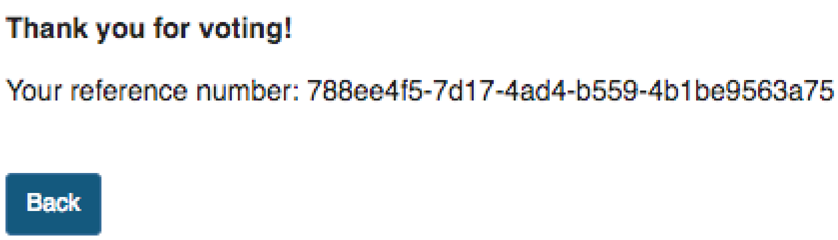
Footer

Select your choice and click Vote.



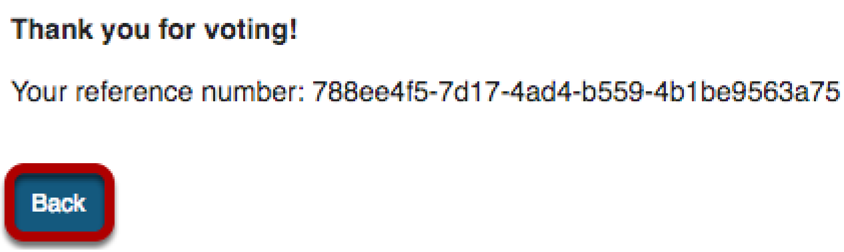
Note: By default, students can only vote once per poll question.

View reference number.



Polls are anonymous. After you vote in a poll, you will receive a reference number to confirm that you have voted in this poll.

Click Back.



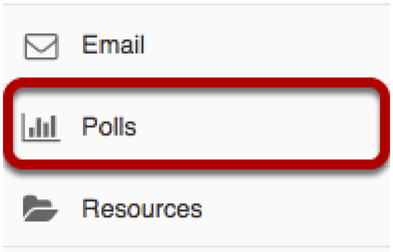
This returns the display to the Polls list page.

Footer

How do I view poll results?

Instructors can view all poll results and can allow students to view individual poll question results.

Go to Polls.



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

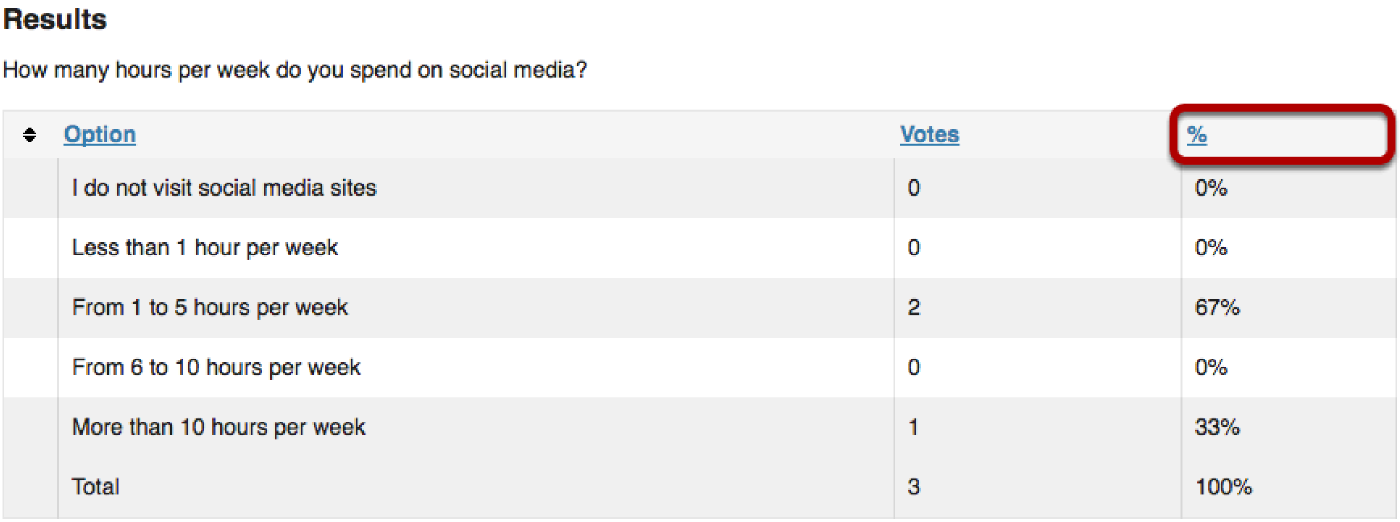
To view the results of a poll question, click on Results.

Poll list

Question	Opening	Closing	Results	
Do you have a google account?	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	
How many hours per week do you spend on social media?	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	

Footer

Example: Poll Results.



Results

How many hours per week do you spend on social media?

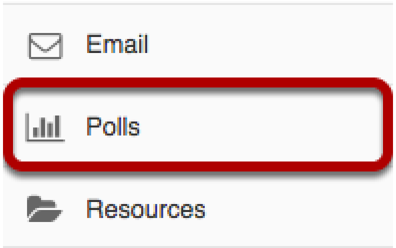
Option	Votes	%
I do not visit social media sites	0	0%
Less than 1 hour per week	0	0%
From 1 to 5 hours per week	2	67%
From 6 to 10 hours per week	0	0%
More than 10 hours per week	1	33%
Total	3	100%

Results can be sorted by clicking on a column heading to sort by. Clicking on the column heading again reverses the sort order.

How do I modify Polls tool permissions?

Instructors can modify the Polls tool permissions to allow students or other site participant roles to post and manage poll questions.

Go to Polls.

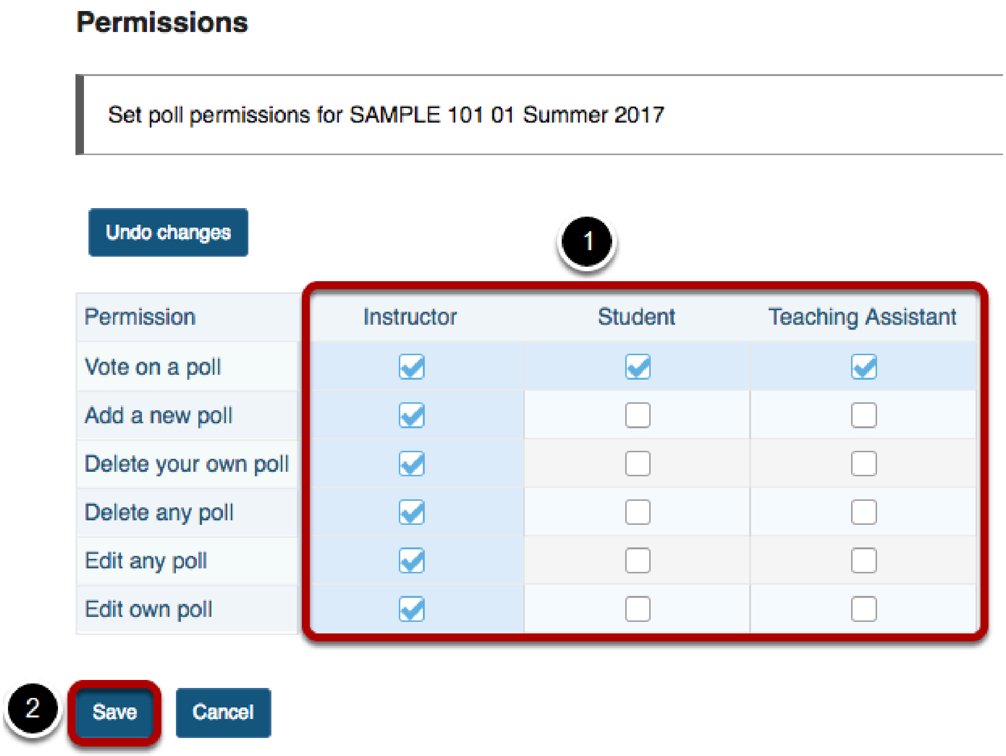


Select the **Polls** tool from the Tool Menu in your site.

Click Permissions.

Footer

Modify the permissions for the roles listed.



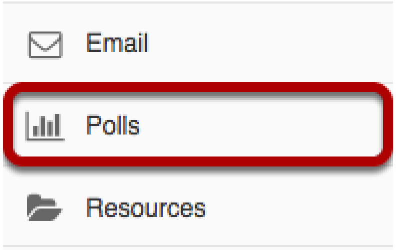
1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click Save to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Footer

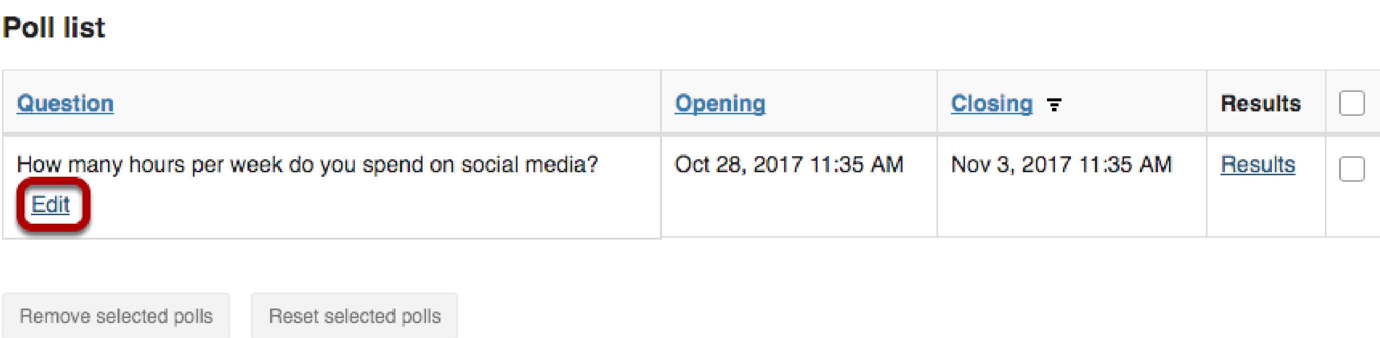
How do I edit a poll?

Go to Polls.



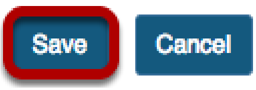
Select the **Polls** tool from the Tool Menu of your site.

Edit a poll.



Click on the **Edit** link to edit a poll question, answer options, and settings.

Save poll.



At the bottom of the screen click **Save** to save your poll.

Footer

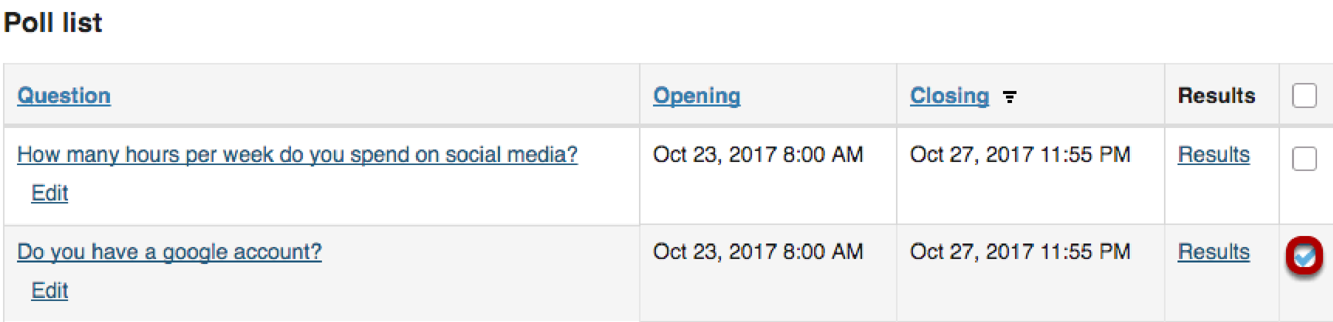
How do I reset a poll?

Resetting a poll clears the results and enables participants to vote again.

Go to Polls.

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

Check the box next to the poll or polls you'd like to reset.

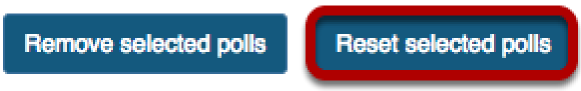


Poll list

Question	Opening	Closing	Results	
How many hours per week do you spend on social media? Edit	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	
Do you have a google account? Edit	Oct 23, 2017 8:00 AM	Oct 27, 2017 11:55 PM	Results	

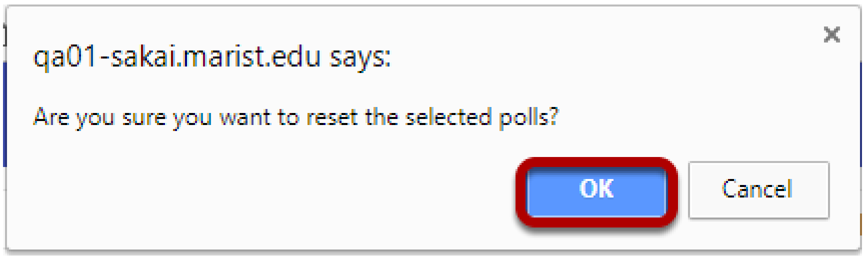
Tip: You may also click the column header checkbox to select all polls.

Click the Reset selected polls button.



Footer

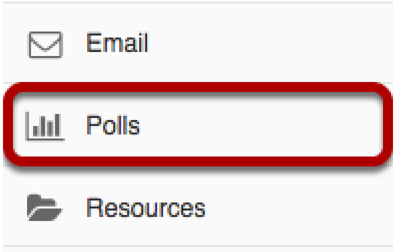
Click OK to confirm the reset.



Footer

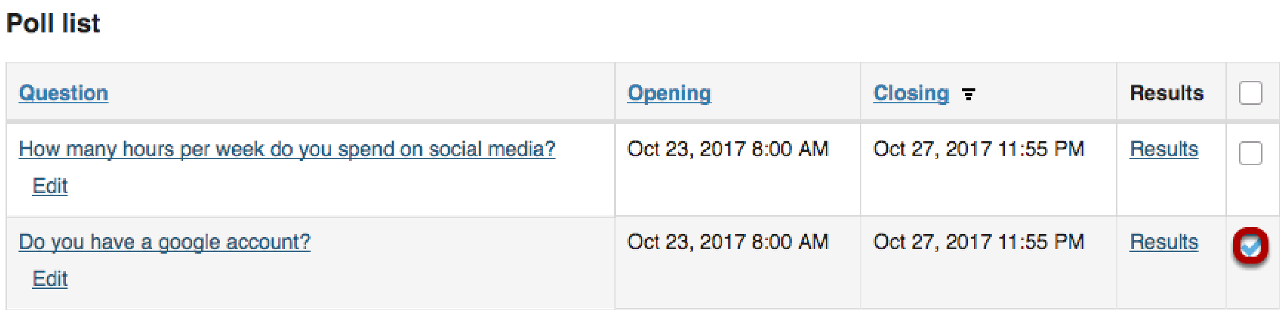
How do I remove a poll?

Go to Polls.



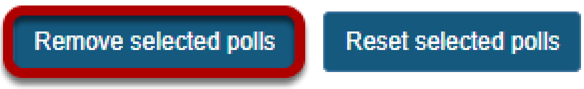
Select the **Polls** tool from the Tool Menu of your site.

Check the box for the poll or polls you'd like to remove.



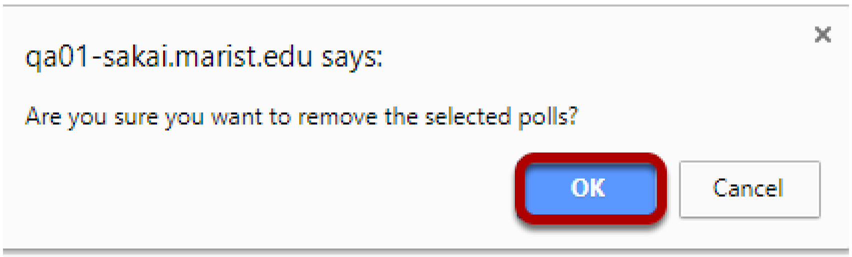
Tip: You may also click the column header checkbox to select all polls.

Click the Remove selected polls button.



Footer

Click OK to confirm removal.



Footer

PostEm

What is the PostEm tool?

Instructors can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students. Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

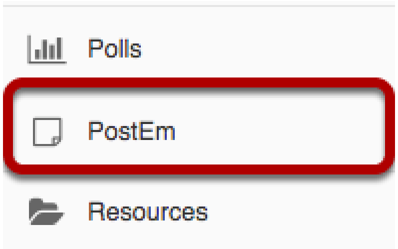
The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

- The first column of the spreadsheet must contain the student usernames.
- The first row must contain column headings.

Note: The PostEm tool does not interact with the Gradebook.

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



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

Note: The PostEm tool is sometimes named Feedback.

Footer

Example of Class Attendance feedback.

Student View

Your Feedback

Student ID	student03
Student Name	Student03, Demo
Mon. 7/10/2017	P
Mon. 7/17/2017	P
Mon. 7/24/2017	A
Mon. 7/31/2017	P
Mon. 8/7/2017	P
Mon. 8/14/2017	P
Mon. 8/21/2017	P
Mon. 8/28/2017	P
Number of Absences	1

Back

Footer

Instructor View

Add

Title	Creator	Modified By	Last Modified	Released					
Class Attendance	demoinstructor	demoinstructor	16 Dec 2017 15:50		view	view participant	update	delete	download

Last Modified 16 Dec 2017 15:50

Username	Student Name	Mon. 7/10/2017	Mon. 7/17/2017	Mon. 7/24/2017	Mon. 7/31/2017
student01	Student01, Demo	P	P	P	P
student02	Student02, Demo	P	P	A	P
student03	Student03, Demo	P	P	A	P
student04	Student04, Demo	P	P	P	P
student05	Student05, Demo	P	P	P	P

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.

Footer

How do I add PostEm feedback?

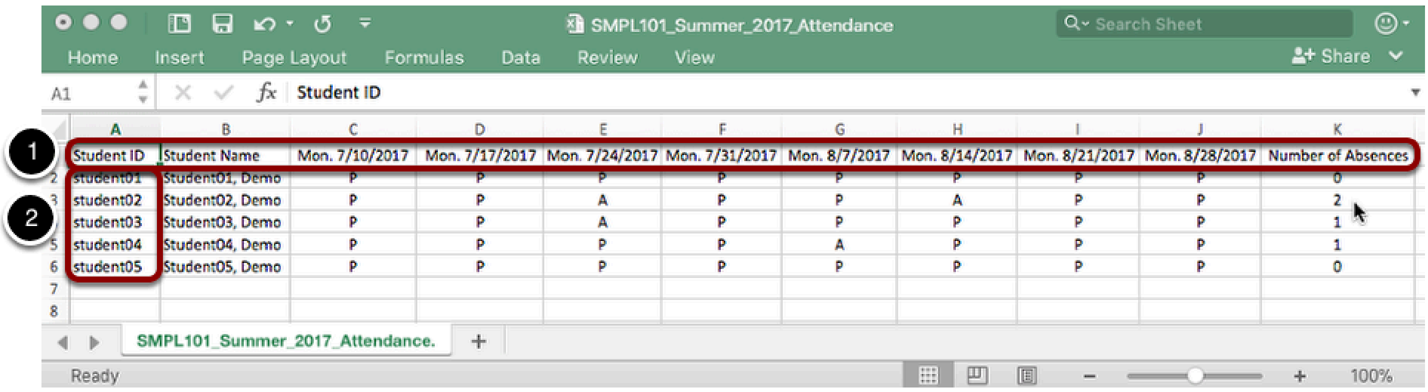
Instructors may use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

- Your file must be saved in .CSV format. You can save Microsoft Excel spreadsheets as CSV files.
- The first row of your file must contain column headings; every column must have a heading
- The first column of your file must contain individuals' usernames in lower case.

Once you have created your file, you can modify and update it as you wish, as long as you stay within the guidelines above.

Tip: You can download a CSV file that includes the student usernames under Gradebook > Import/Export > Export Gradebook. You can also download a CSV file that includes the student usernames under Roster > Export.

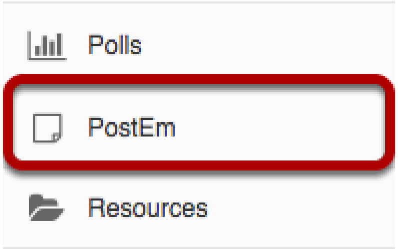
Example of a properly formatted CSV file.



1. First row contains column headings.
2. First column contains student usernames in lower case.

Footer

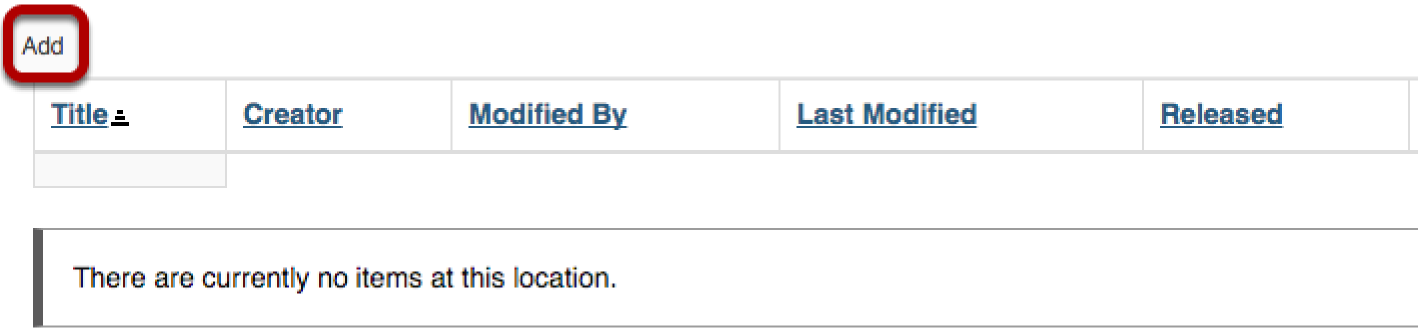
Go to PostEm



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

Note: The PostEm tool is sometimes named Feedback.

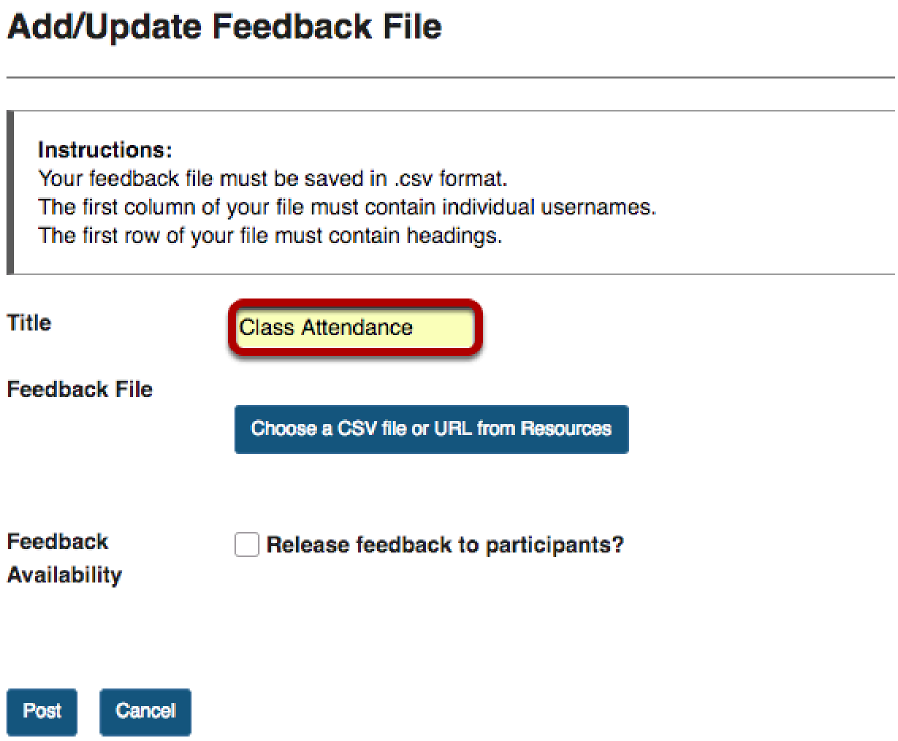
Click Add.



Click the **Add** tab.

Footer

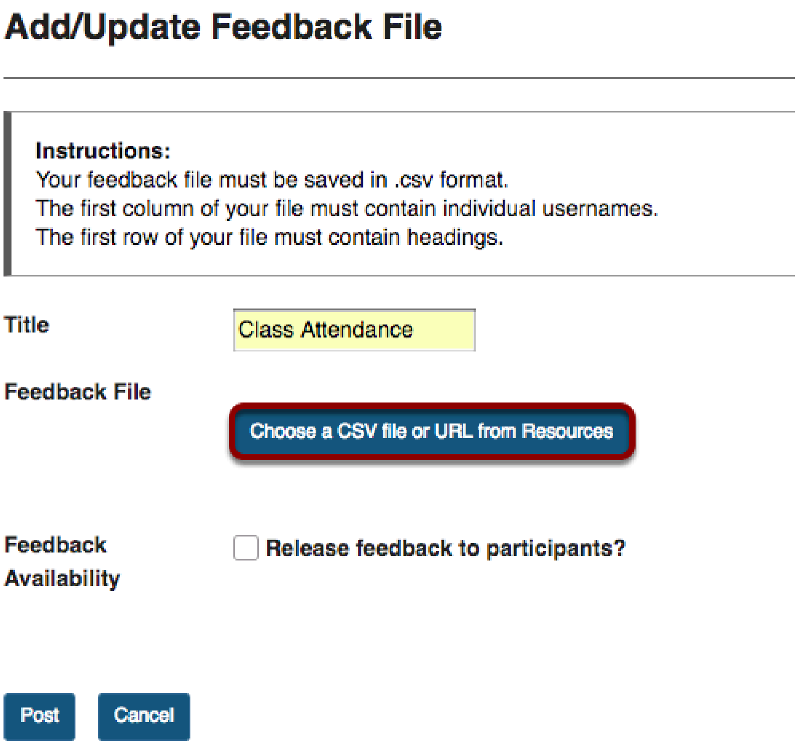
Enter a Title.



Enter a **Title** for the Feedback file. This is the title students will see when they go to PostEm to view their feedback.

Footer

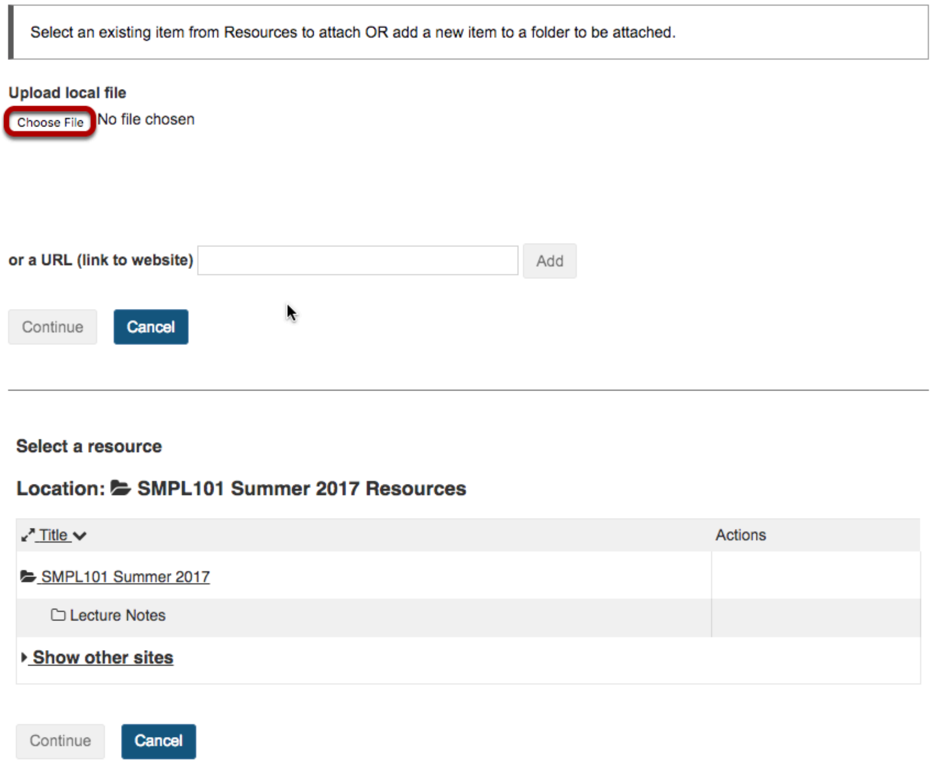
Select your file.



Click the **Choose a CSV file or URL from Resources** button to select your file.

Footer

Select your file.



To upload a CSV file from your computer, click the **Choose File** button to locate the file on your computer and select it for upload. Alternatively you may enter the URL of a CSV file on a website or select a CSV file that you have already uploaded into the Resource tool of your site.

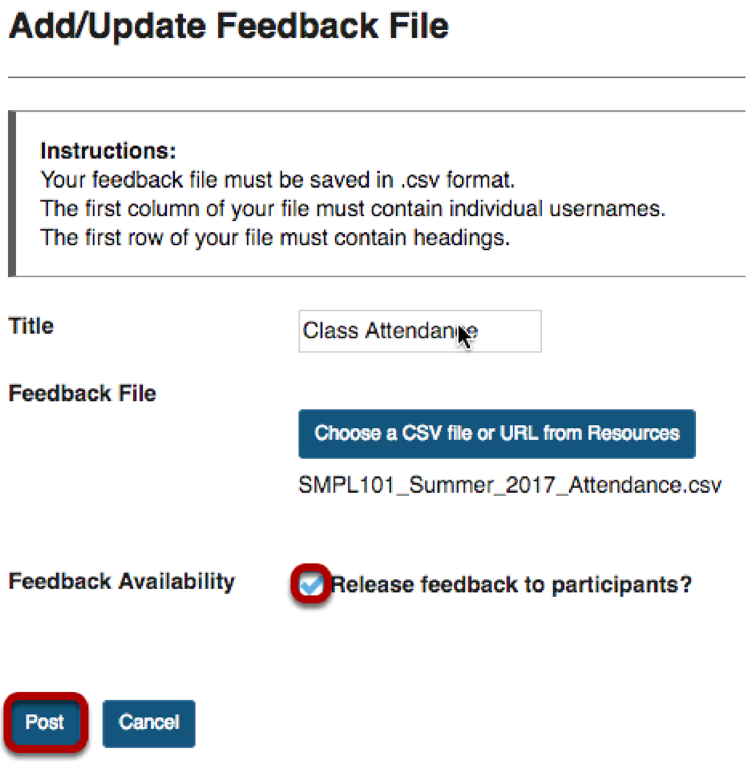
Footer

Click Continue.

Click **Continue** button.

Footer

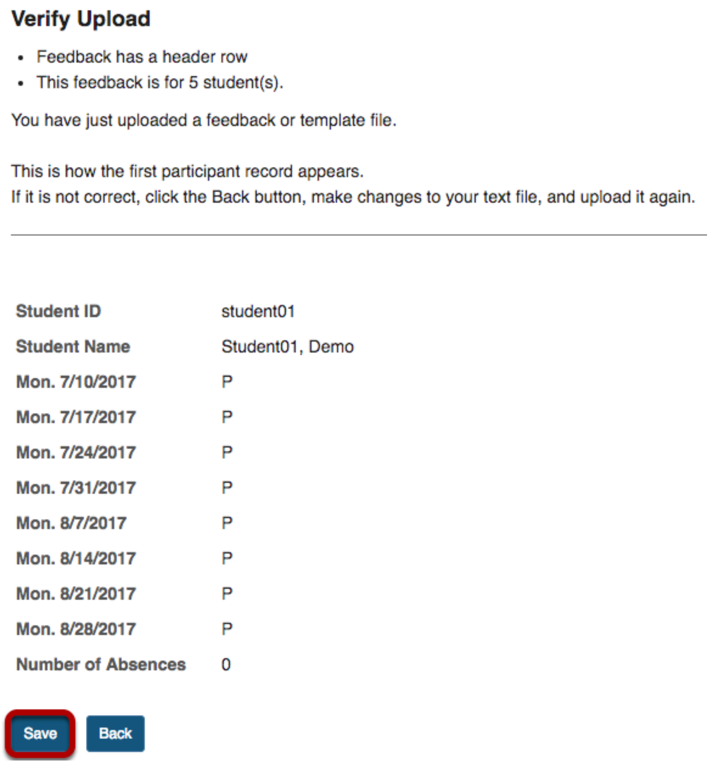
Adjust Feedback Availability and Post.



Check the box next to **Feedback Availability** if desired, and then click **Post**.

Footer

Verify the upload.



You will be prompted to verify your file upload. The first row of data will be previewed for you. If everything looks correct, click **Save**; if not, click **Back**, make changes to your CSV file, and upload it again.

View uploaded feedback item.

Click view link.

Find row for uploaded feedback item and click **View** link.

Footer

Example of uploaded CSV feedback file.

Last Modified 16 Dec 2017 15:50

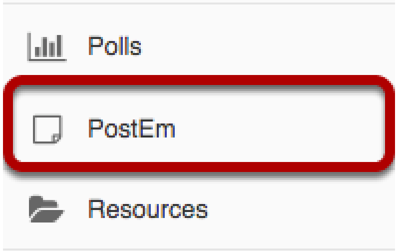
Username	Student Name	Mon. 7/10/2017	Mon. 7/17/2017	Mon. 7/24/2017	Mon. 7/31/2017	Mon. 8/7/2017	Mon. 8/14/2017	Mon. 8/21/2017	Mon. 8/28/2017	Number of Absences	Last Checked
student01	Student01, Demo	P	P	P	P	P	P	P	P	0	never
student02	Student02, Demo	P	P	A	P	P	A	P	P	2	never
student03	Student03, Demo	P	P	A	P	P	P	P	P	1	16 Dec 2017 22:28
student04	Student04, Demo	P	P	P	P	A	P	P	P	1	never
student05	Student05, Demo	P	P	P	P	P	P	P	P	0	never

The first row contains column headings. The first column contains student usernames in lower case. A row of feedback is listed for each student.

Footer

How do I update a PostEm feedback item?

Go to PostEm



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

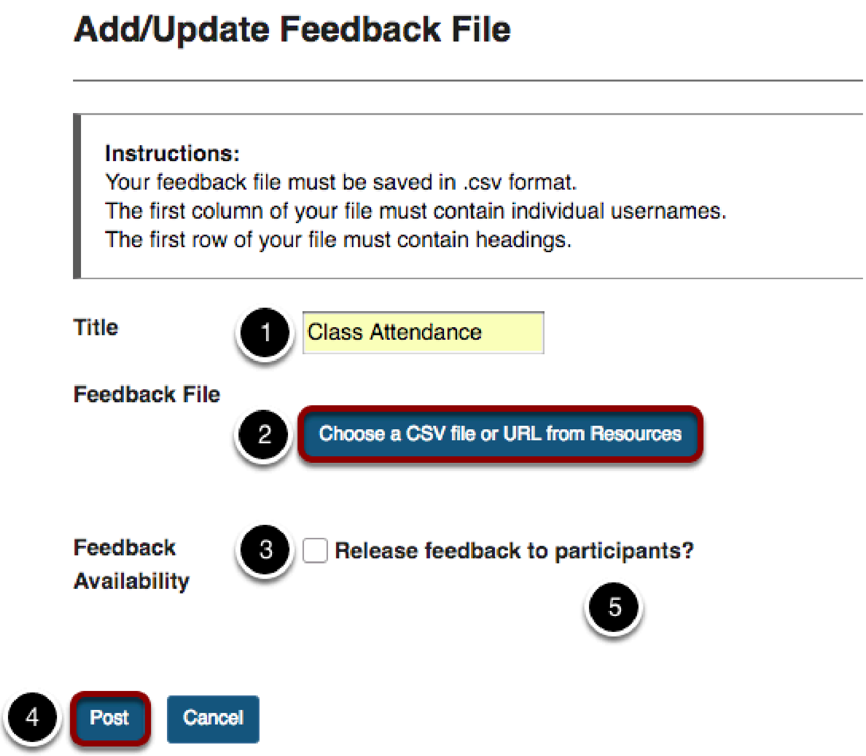
Note: The PostEm tool is sometimes named Feedback.

To update the feedback file, click the update link.

If you would like to update the item title, replace the CSV file with a different file, or adjust feedback availability, click the u**pdate** link.

Footer

Select a new file and Post.

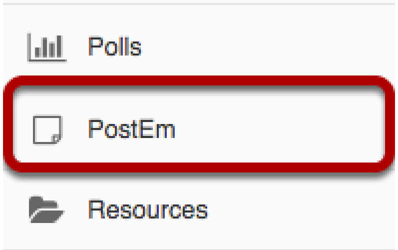


1. Adjust item **Title**, if needed.
2. Click the **Choose a CSV file or URL from Resources** button to select a different file. This allows you to replace the current CSV file with a new file.
3. Adjust **Feedback Availability,** if needed.
4. Click the **Post** button to complete the update.

Footer

How do students view their feedback in PostEm?

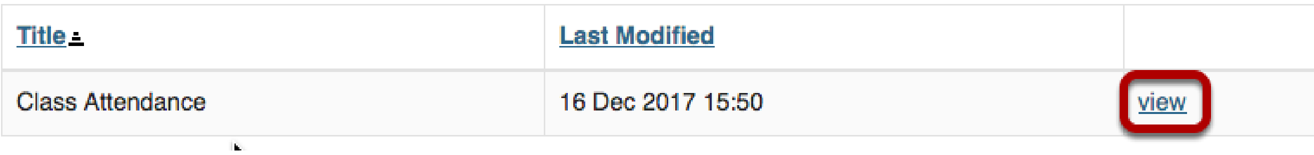
Go to PostEm.



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

Note: The PostEm tool is sometimes named Feedback.

Click view.



Students will see the title of the feedback file, and the date it was last modified. They can click on **view** to see their individual feedback.

Footer

View feedback.

Your Feedback

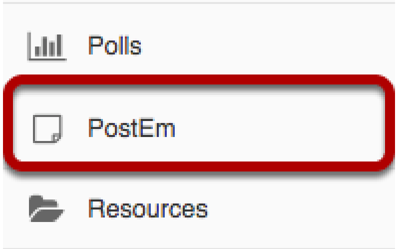
Student ID	student03
Student Name	Student03, Demo
Mon. 7/10/2017	P
Mon. 7/17/2017	P
Mon. 7/24/2017	A
Mon. 7/31/2017	P
Mon. 8/7/2017	P
Mon. 8/14/2017	P
Mon. 8/21/2017	P
Mon. 8/28/2017	P
Number of Absences	1

Back

Footer

How do instructors view feedback in PostEm?

Go to PostEm.



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

Note: The PostEm tool is sometimes named Feedback.

To view all participants' feedback.

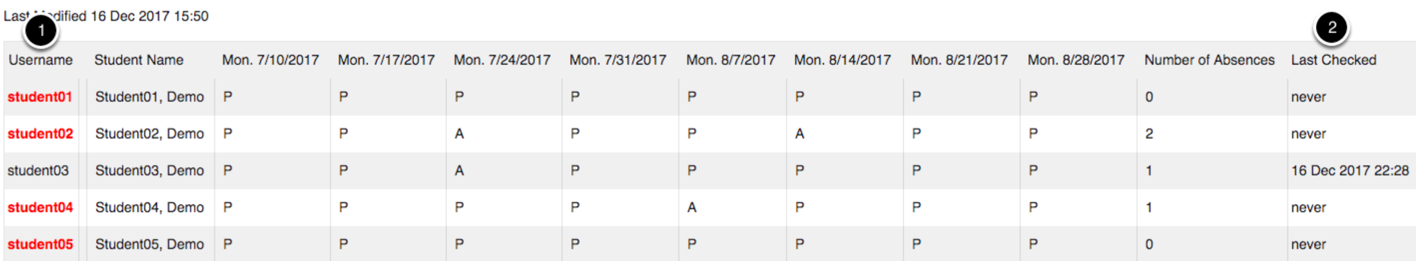
Click the view link.

Add

Title	Creator	Modified By	Last Modified	Released					
Class Attendance	demoinstructor	demoinstructor	16 Dec 2017 15:50		view	view participant	update	delete	download

In the row of the feedback item you want to view, click the **view** link.

View all students' feedback.



Last ...dified 16 Dec 2017 15:50

Username	Student Name	Mon. 7/10/2017	Mon. 7/17/2017	Mon. 7/24/2017	Mon. 7/31/2017	Mon. 8/7/2017	Mon. 8/14/2017	Mon. 8/21/2017	Mon. 8/28/2017	Number of Absences	Last Checked
student01	Student01, Demo	P	P	P	P	P	P	P	P	0	never
student02	Student02, Demo	P	P	A	P	P	A	P	P	2	never
student03	Student03, Demo	P	P	A	P	P	P	P	P	1	16 Dec 2017 22:28
student04	Student04, Demo	P	P	P	P	A	P	P	P	1	never
student05	Student05, Demo	P	P	P	P	P	P	P	P	0	never

This displays feedback for all students.

Footer

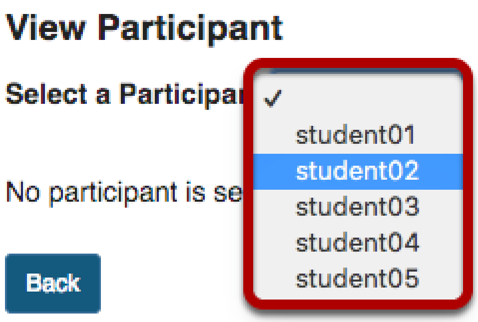
1. In the **Username** column, those students who have not checked their feedback are shown in bold and red.
2. The **Last Checked** column shows when (if ever) the student last checked their feedback.

To view an individual participant's feedback.

Click view participant.

In the row of the feedback item you want to view, click the **view participant** link.

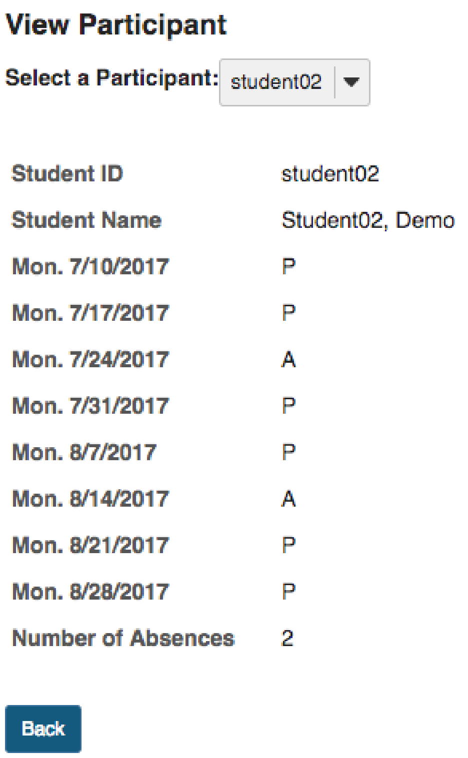
Select the student's username.



Select the student's username from the drop-down menu next to **Select a Participant**.

Footer

View individual student's feedback.

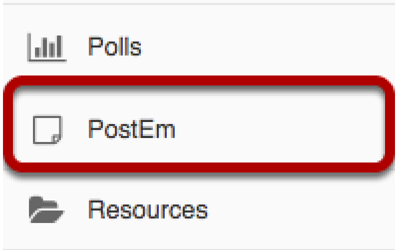


This displays the individual student's feedback for the PostEm item.

Footer

How do I download a copy of the CSV feedback file?

Go to PostEm.



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

Note: The PostEm tool is sometimes named Feedback.

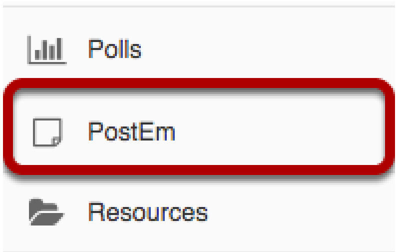
Find the CSV feedback item and click the download link.

Find the CSV feedback item and click the **download** link to begin downloading.

Footer

How do I delete a PostEm feedback item?

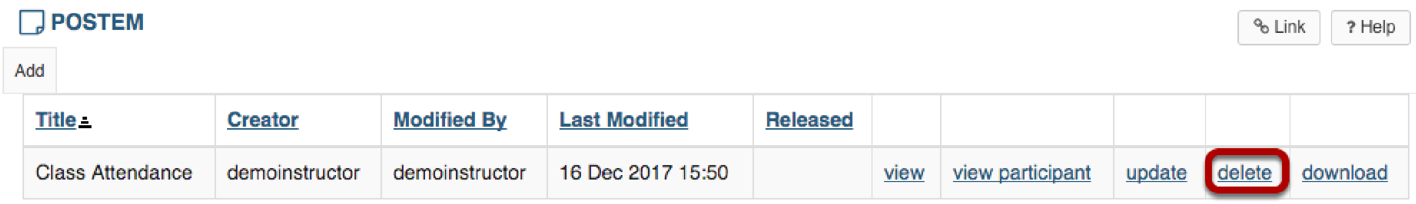
Go to PostEm.



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

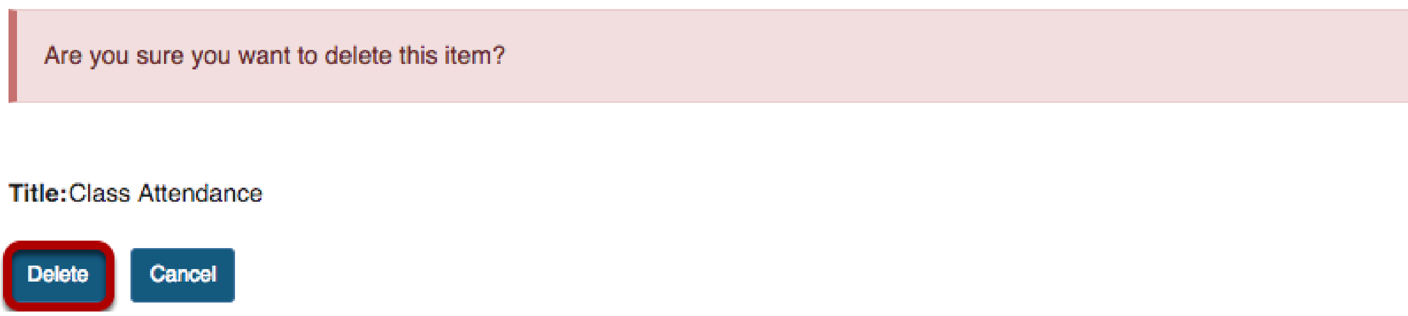
Note: The PostEm tool is sometimes named Feedback.

Find the feedback item and click the delete link.



For the feedback item you would like to delete and click the **delete** link.

Verify and click the Delete button.



Verify that this is the correct title of the feedback item you want to delete and click the D**elete** button.

Footer

Profile

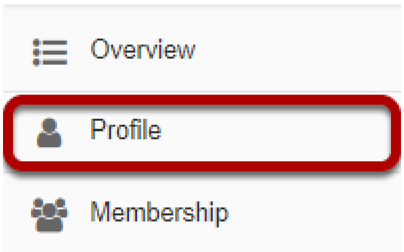
What is the Profile tool?

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.

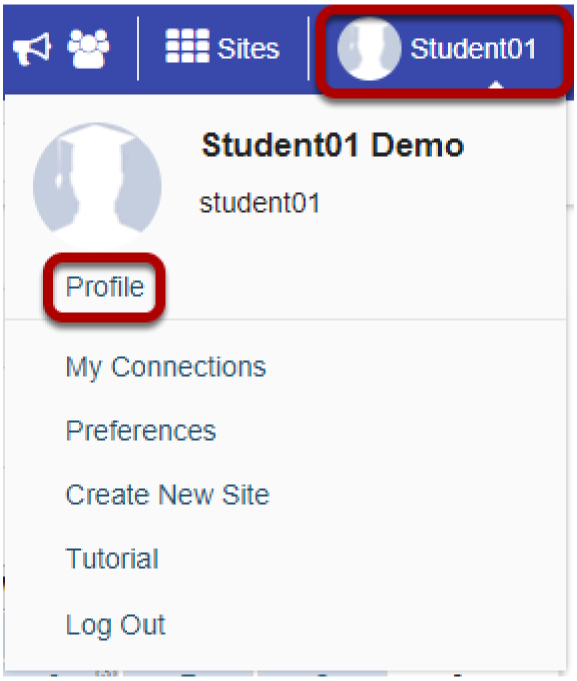
Note: Some Profile options may be locked or unavailable depending on institutional settings.

To access this tool, select Profile from the Tool Menu in My Workspace.



Footer

Or, select your username/photo in the top right corner.



When the dropdown menu appears, click on **Profile**.

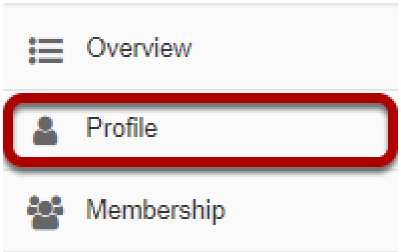
Footer

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.

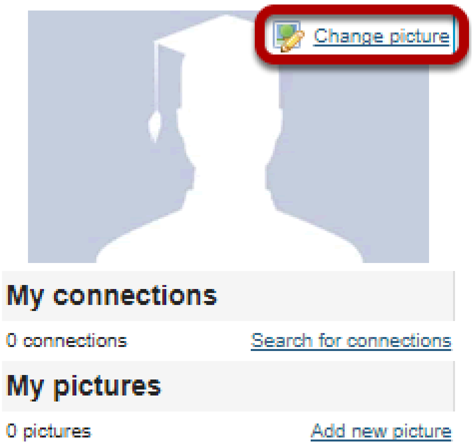
Note: Some Profile options may be locked or unavailable depending on institutional settings.

Go to Profile.



Select the **Profile** tool from the Tool Menu in the Home area.

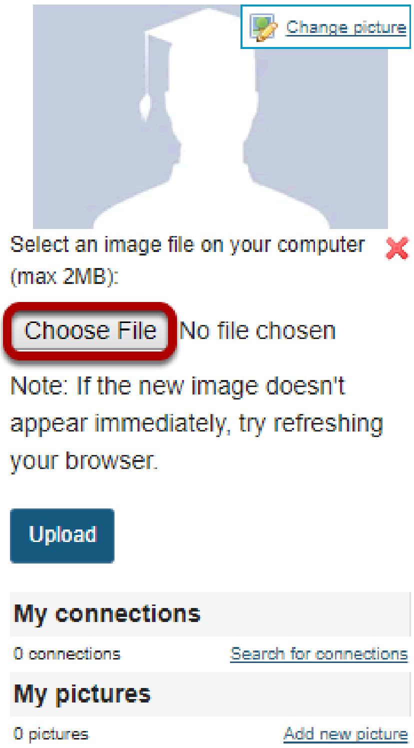
Changing Your Picture



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

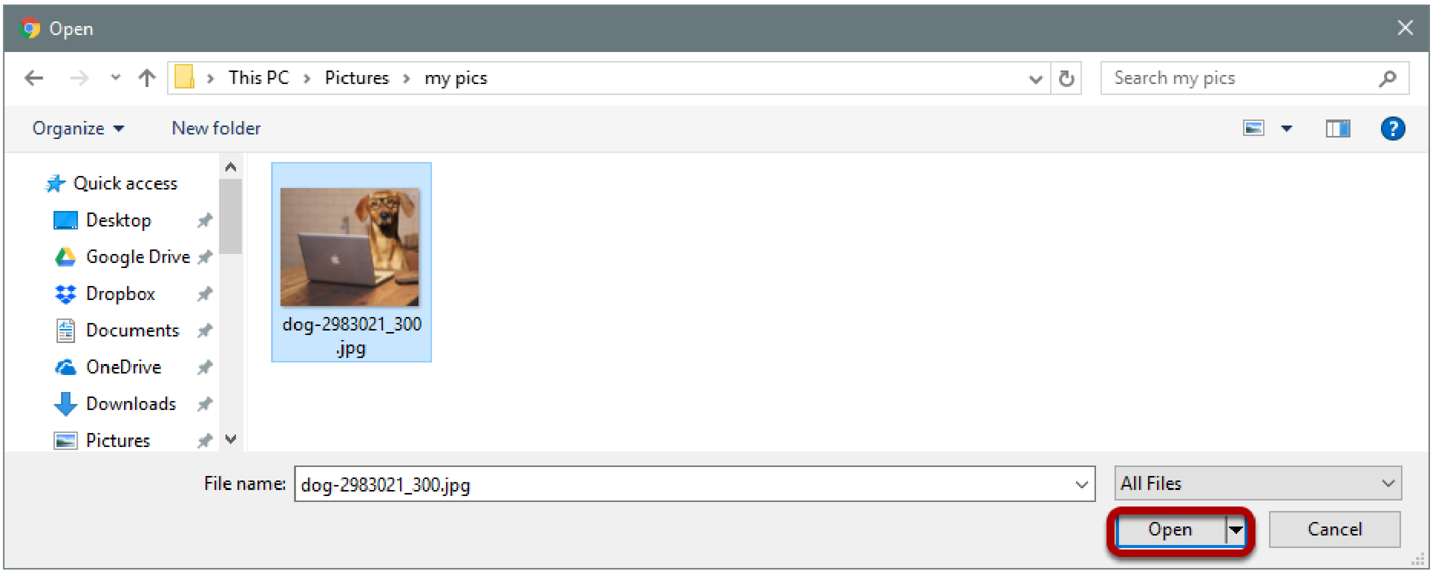
Footer

Select a new picture and upload.



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

Select your new picture.

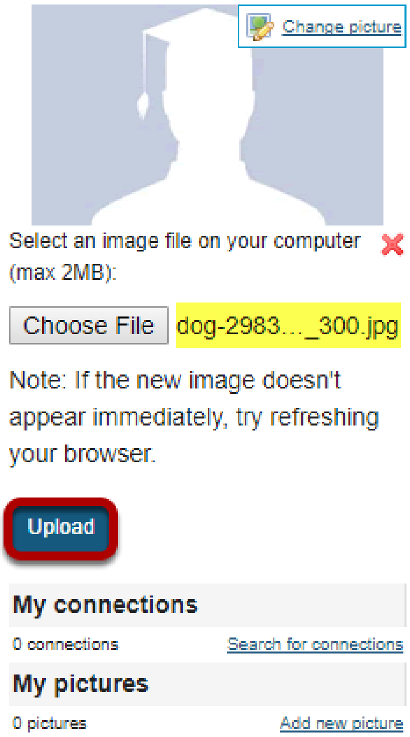


Once you have located the image you would like to use, select it and click **Open**.

Footer

Note: Your image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.

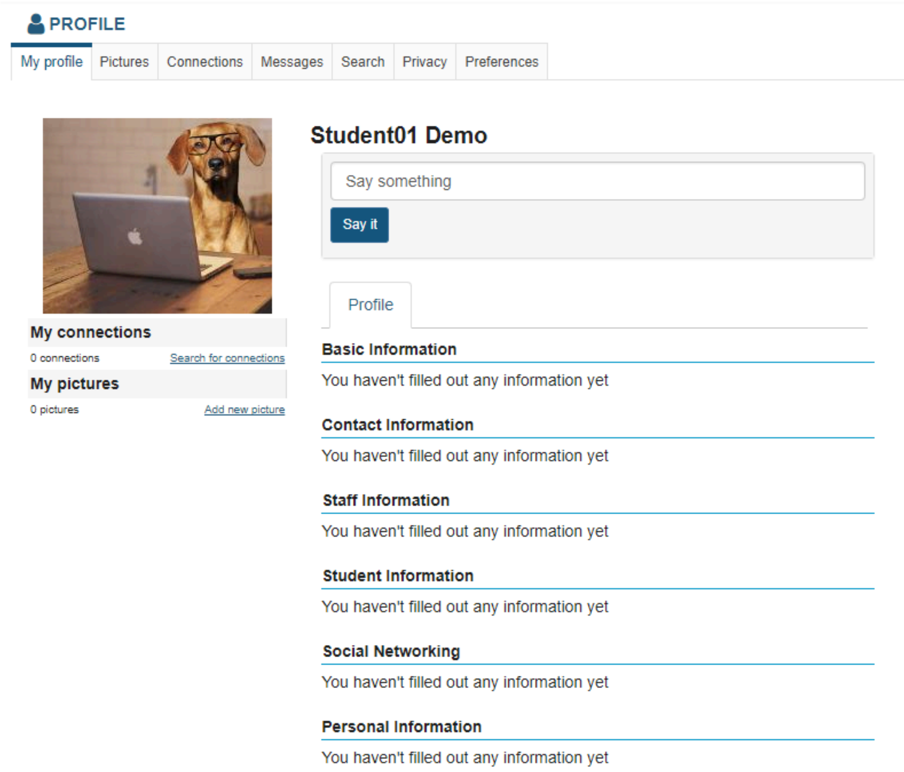
Upload your new picture.



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

Footer

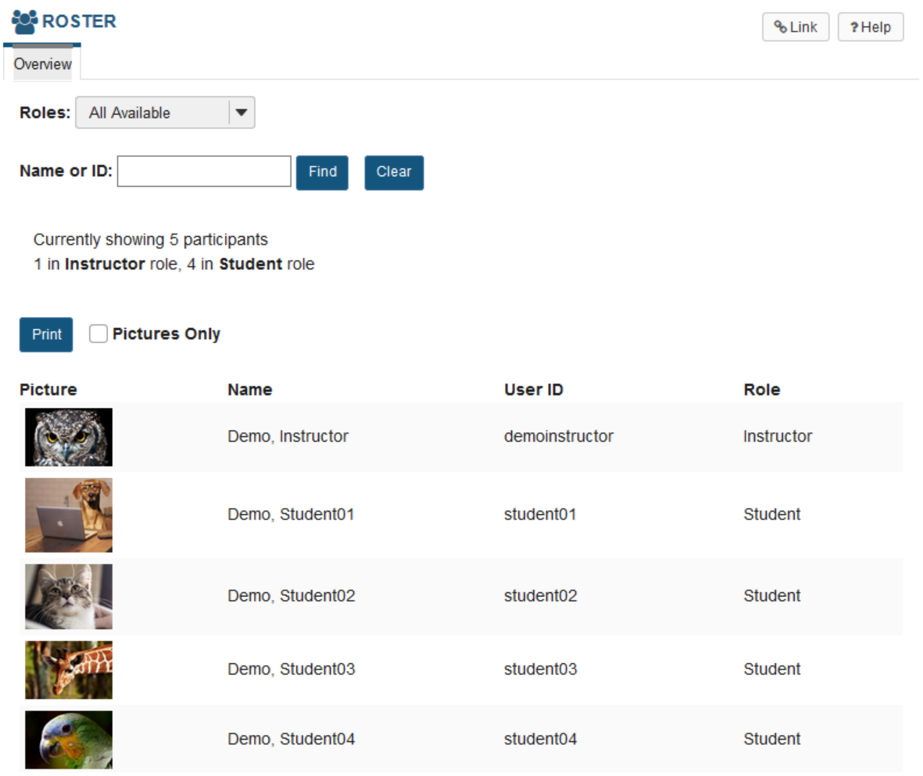
Picture updated.



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

Footer

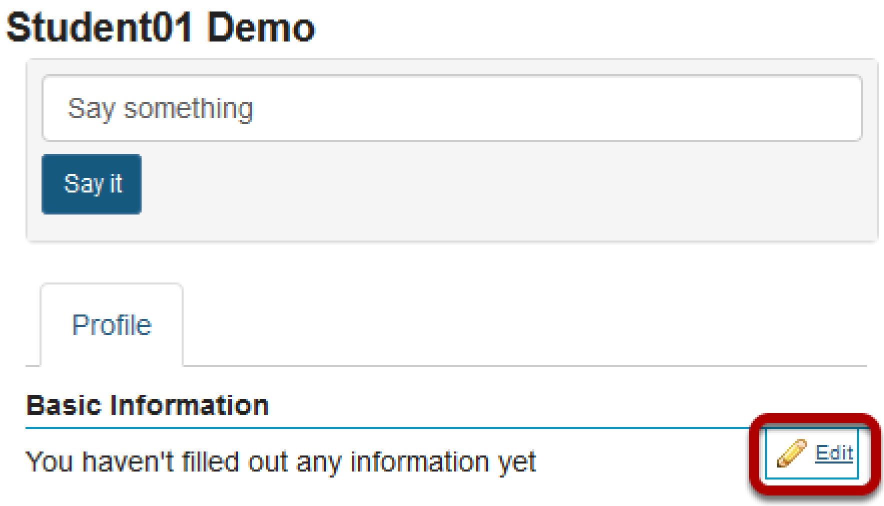
Example of profile image display in Roster.



Example of profile image in Forums.

Footer

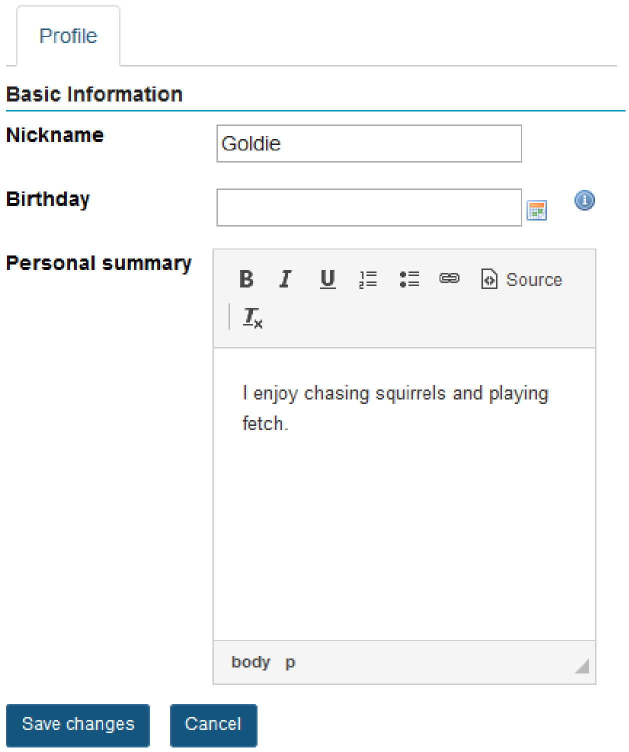
Editing your information.



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.



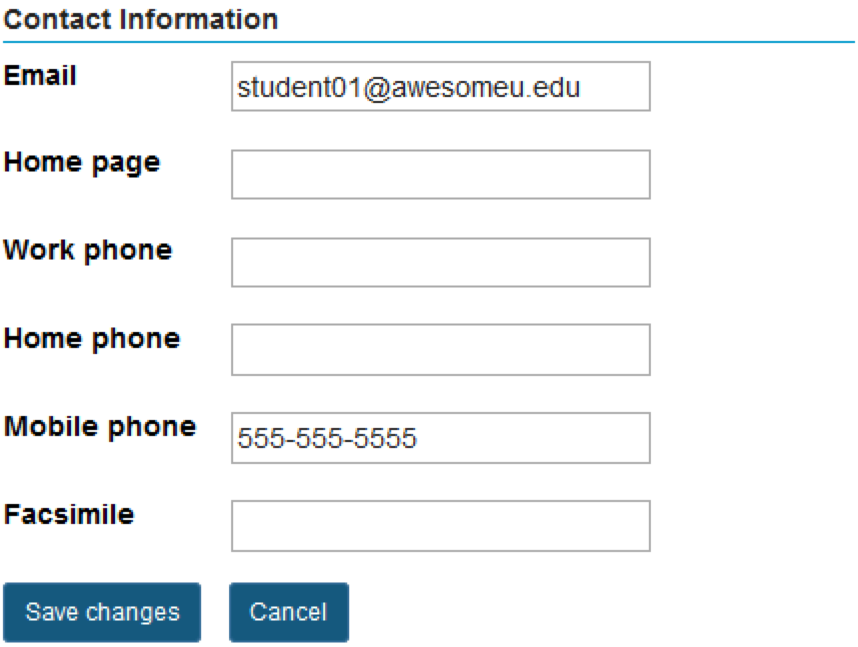
Footer

Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then click **Save changes**.

The [Rich Text Editor] is available to you here, in case you would like to format your text.

Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.

Contact Information.



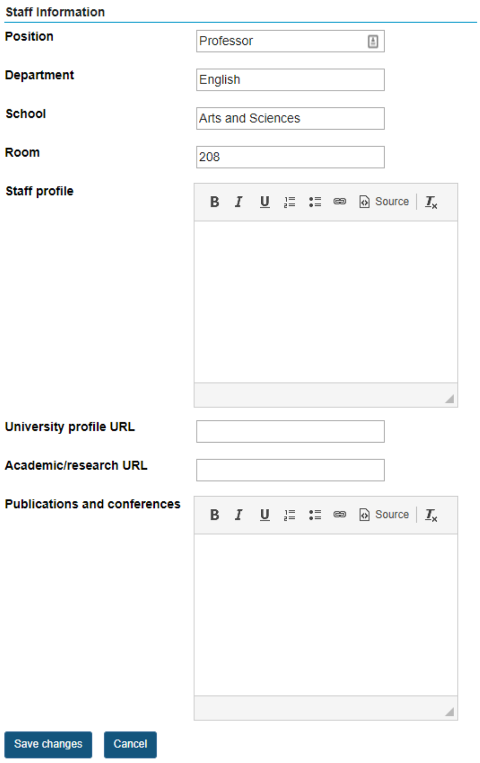
Often, the user's college email address is automatically populated in this area. If it is not, or if you prefer an alternate email address, you may enter it here.

You may also choose to enter your phone and/or fax numbers if desired.

Be sure to click **Save changes** to save any changes.

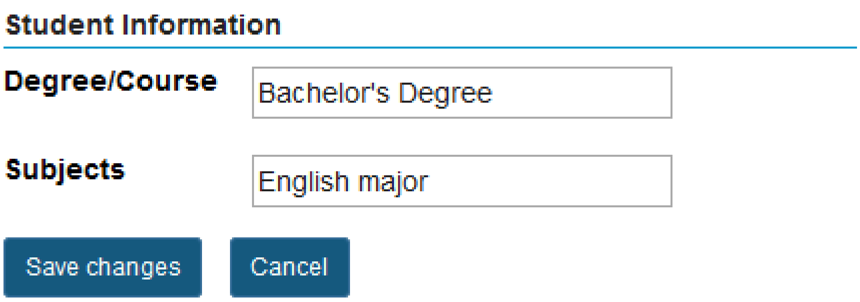
Footer

Staff Information.



If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Click **Save changes** to save any changes.

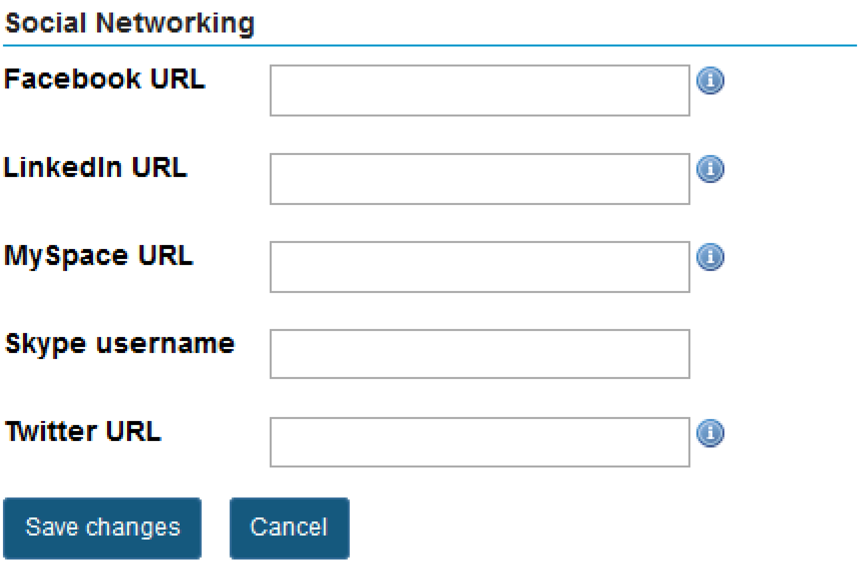
Student Information.



If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save changes** to save any changes.

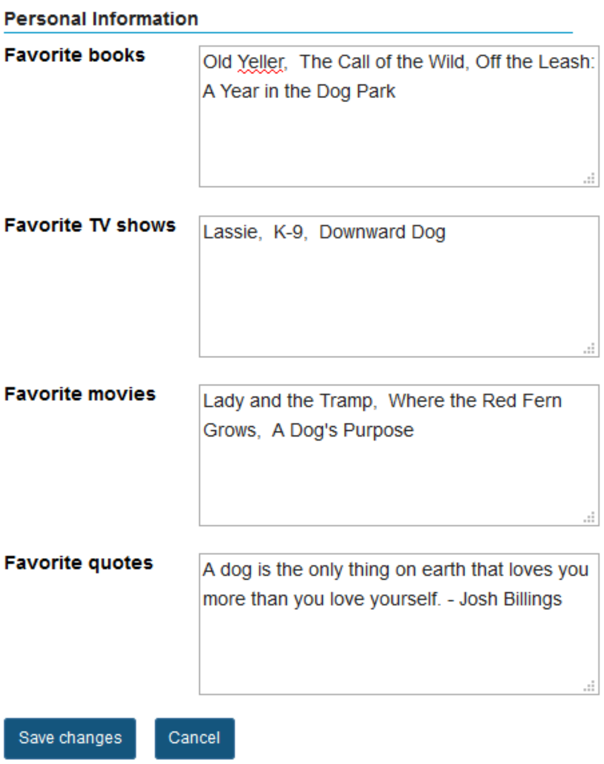
Footer

Social Networking.



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.



Footer

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

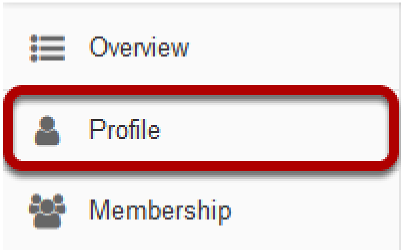
Tip: Users can search for connections in Profile based on common interests.

Footer

How do I post a status message to my profile?

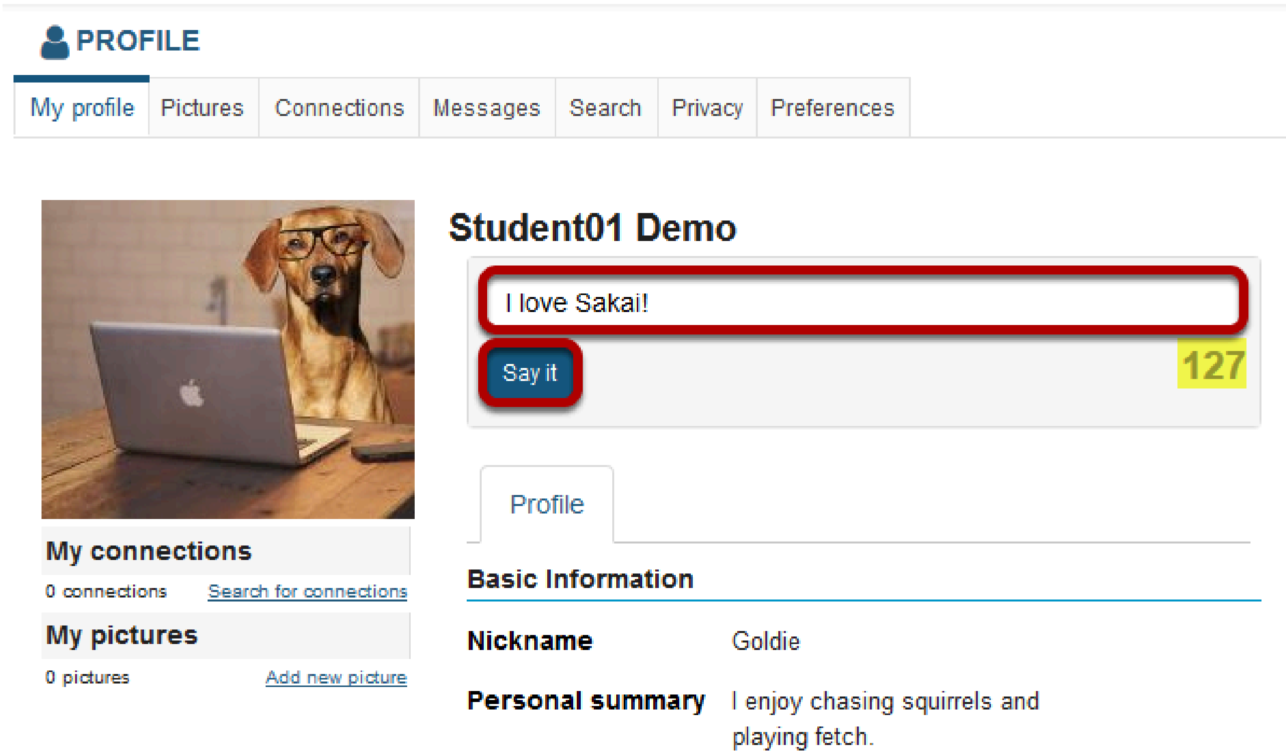
You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

Go to Profile.



Select the **Profile** tool from the Tool Menu in your Home area.

Enter a status message.

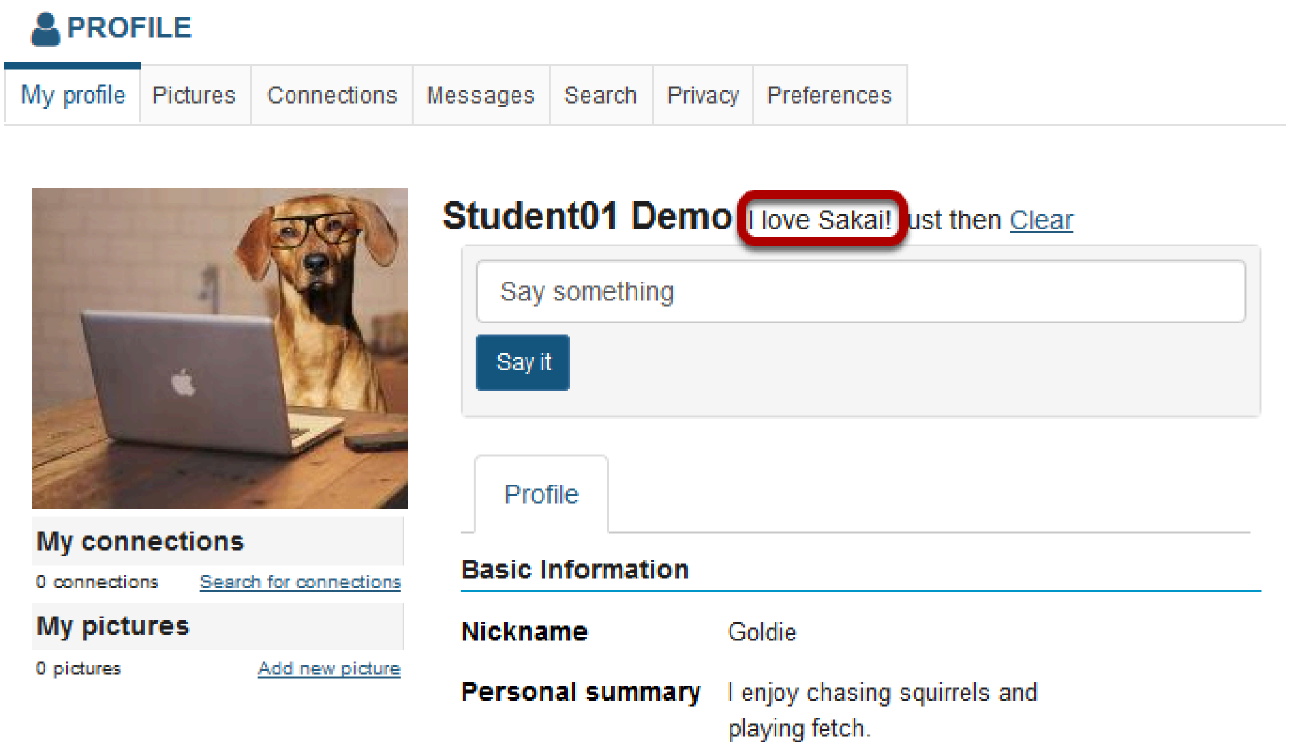


Footer

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.

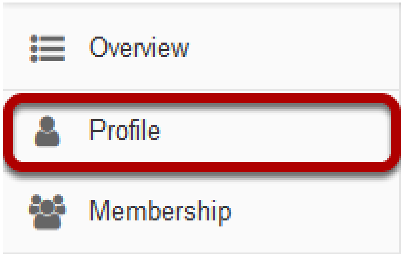
The message will appear at the top next to your name.



Footer

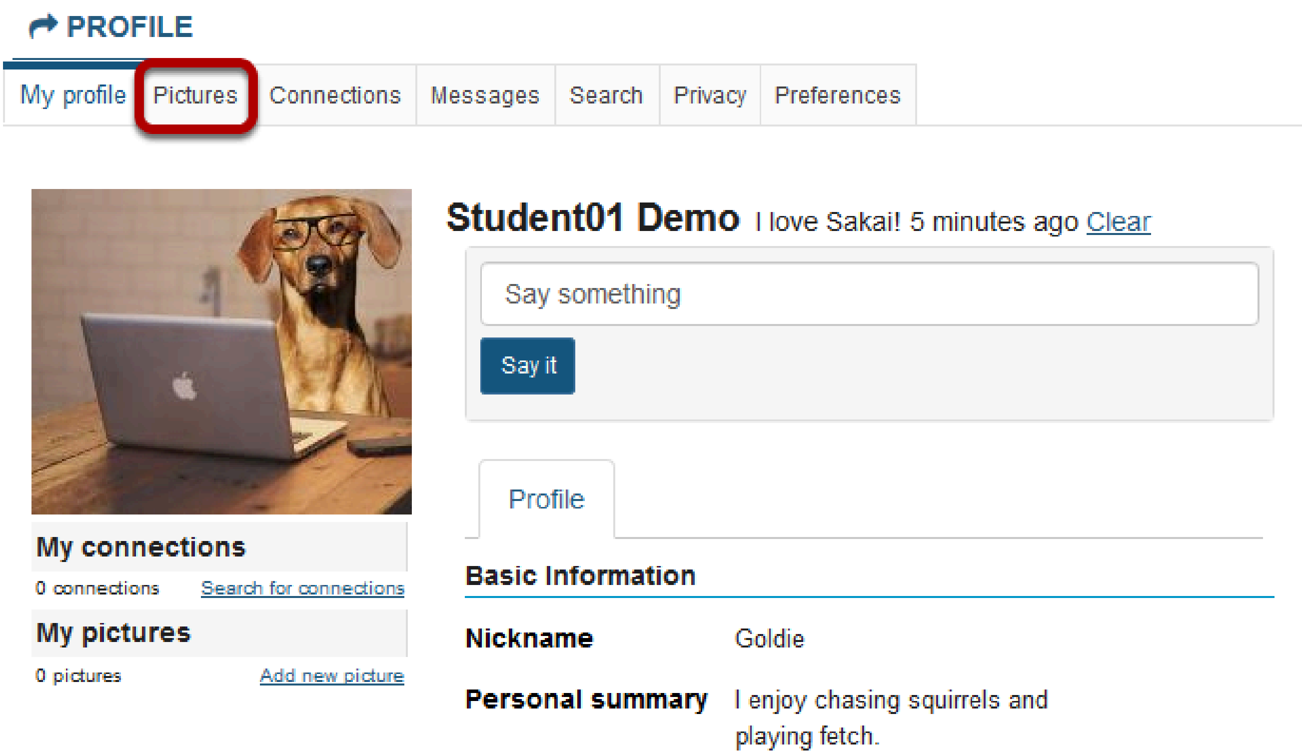
How do I add pictures to my profile picture gallery?

Go to Profile.



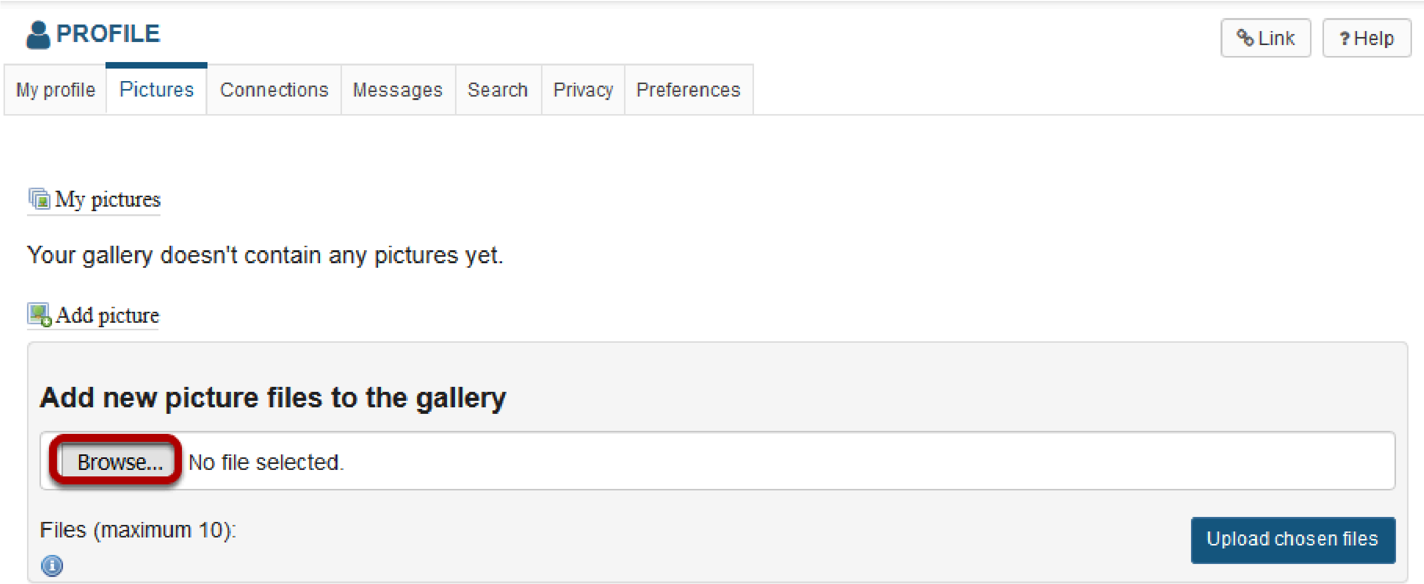
Select the **Profile** tool from the Tool Menu in your Home area.

Click Pictures.



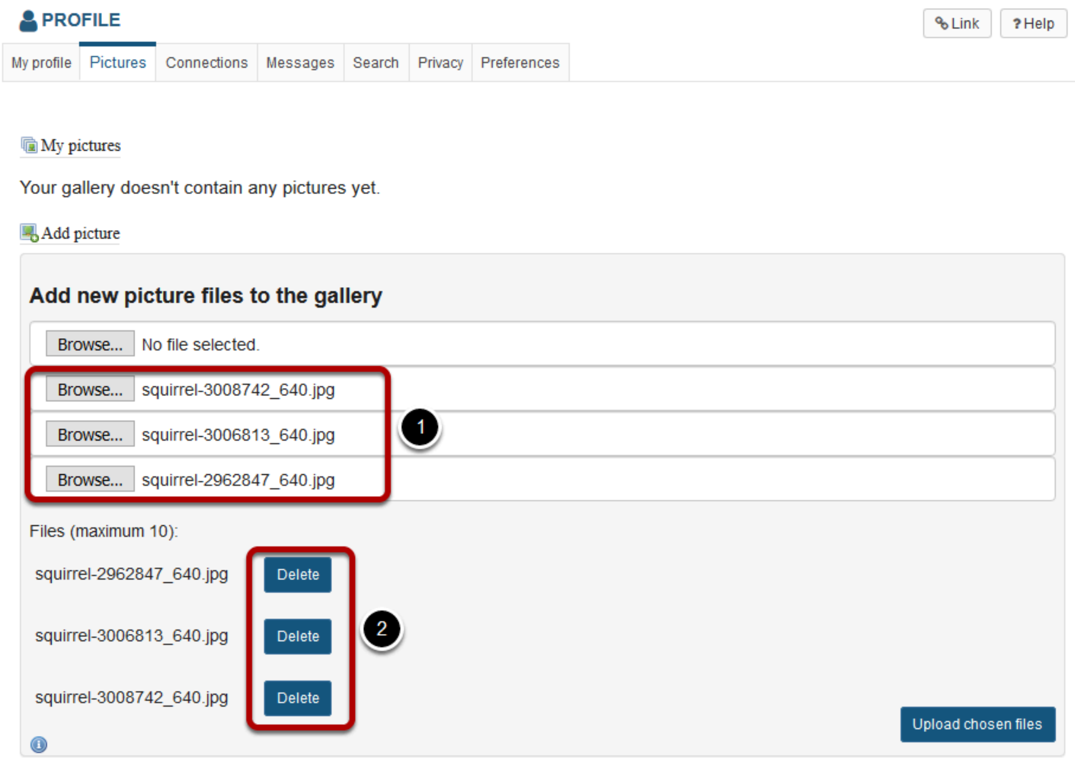
Footer

Click Browse to select your image files.



You may select more than one image if you like. The maximum number of profile gallery images is 10.

View selected files.

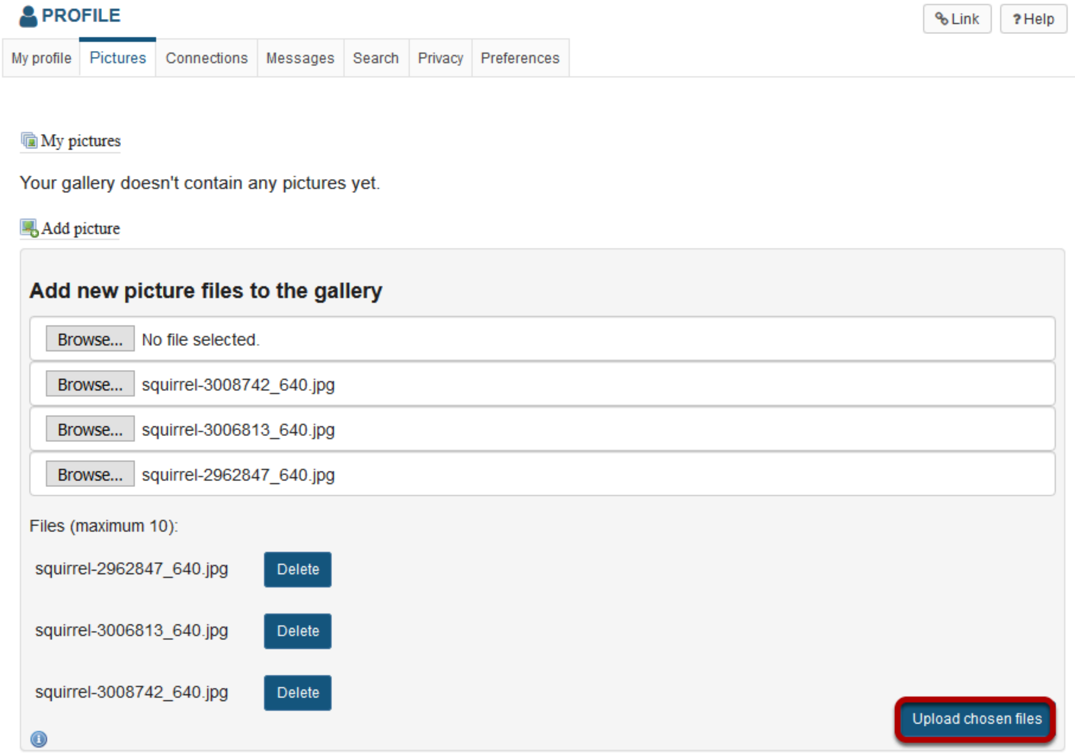


1. Selected files will appear listed below the **Browse** button.

Footer

2. If you decide not to upload a given image, you can click **Delete** to remove a file from the list.

Upload chosen files.

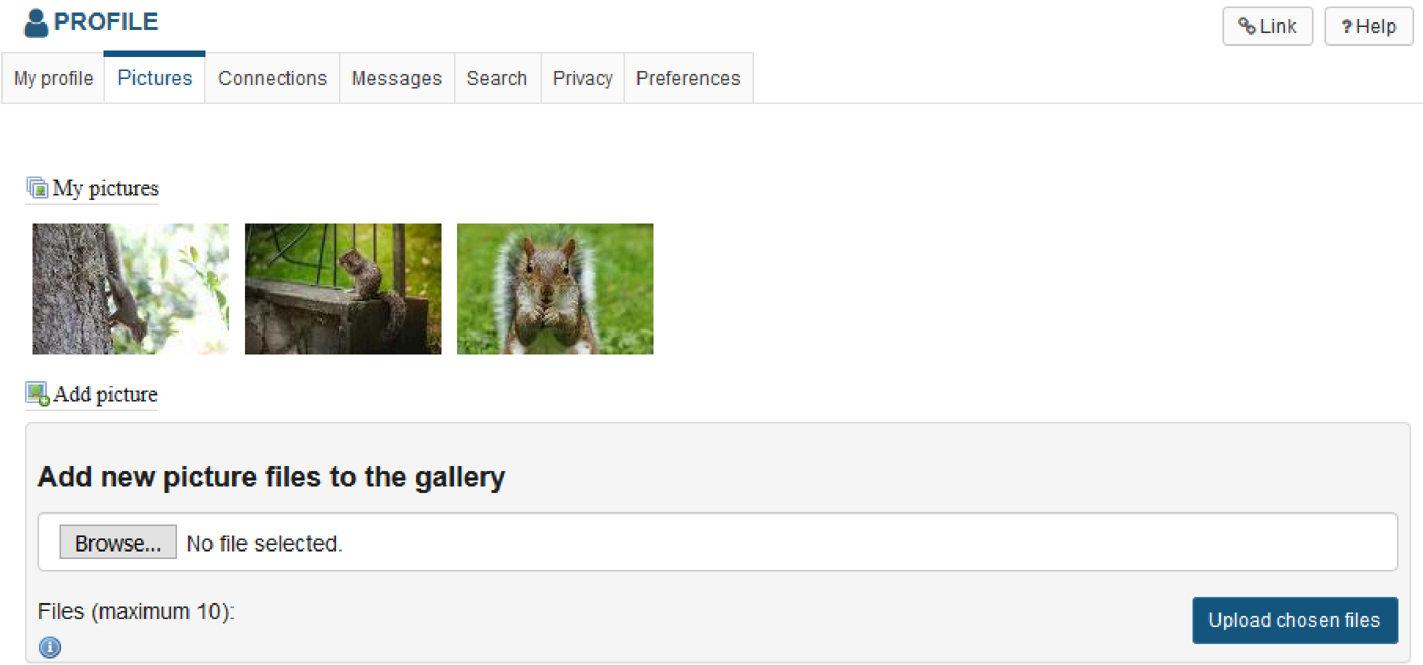


Once you have selected your file/s, click the **Upload chosen files** button.

Note: The combined file size of all images to upload should not exceed 20MB.

Footer

View picture gallery.

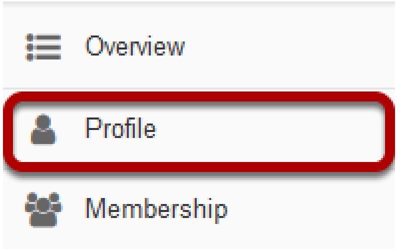


Once your images have been uploaded, they will display under "My Pictures".

Footer

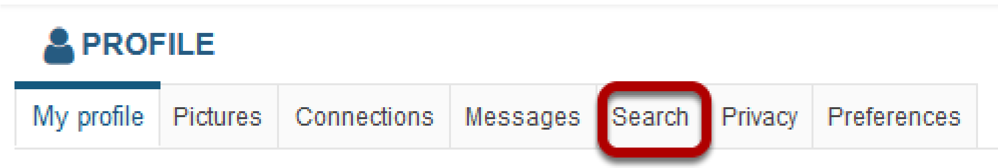
How do I search for and add connections?

Go to Profile.



Select the **Profile** tool from the Tool Menu in your Home area.

Click Search.

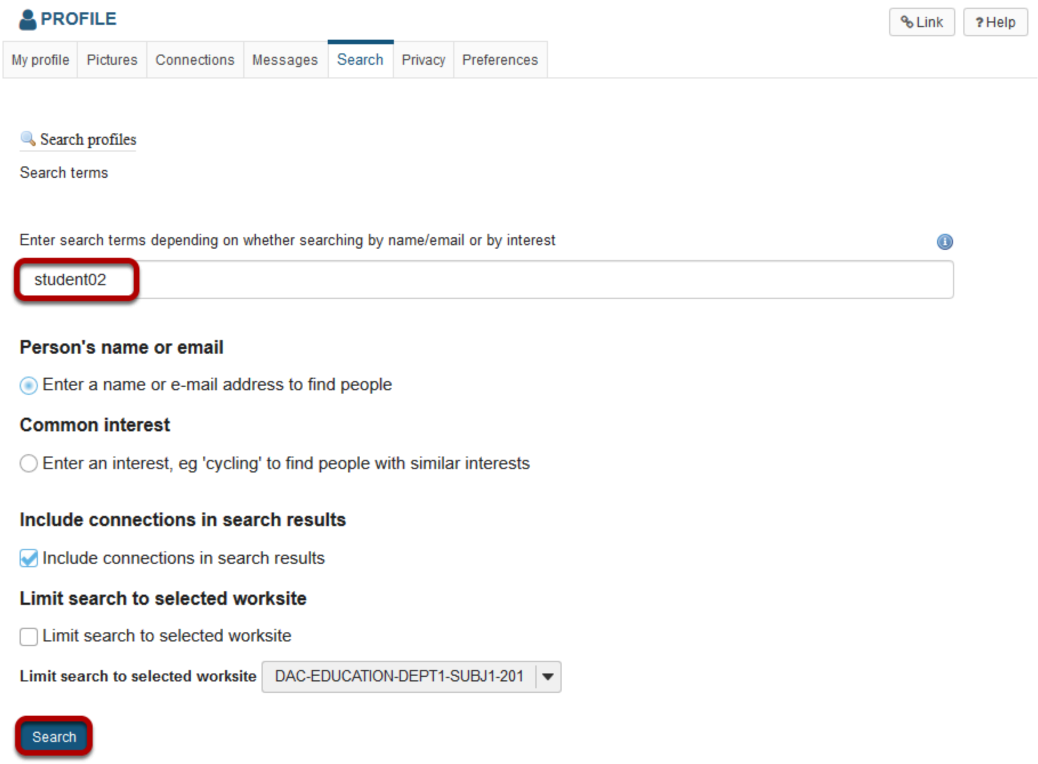


Or, you can also go to Connections to view/search from there.

1. Click **Connections**.
2. Then, click **Search for Connections**.

Footer

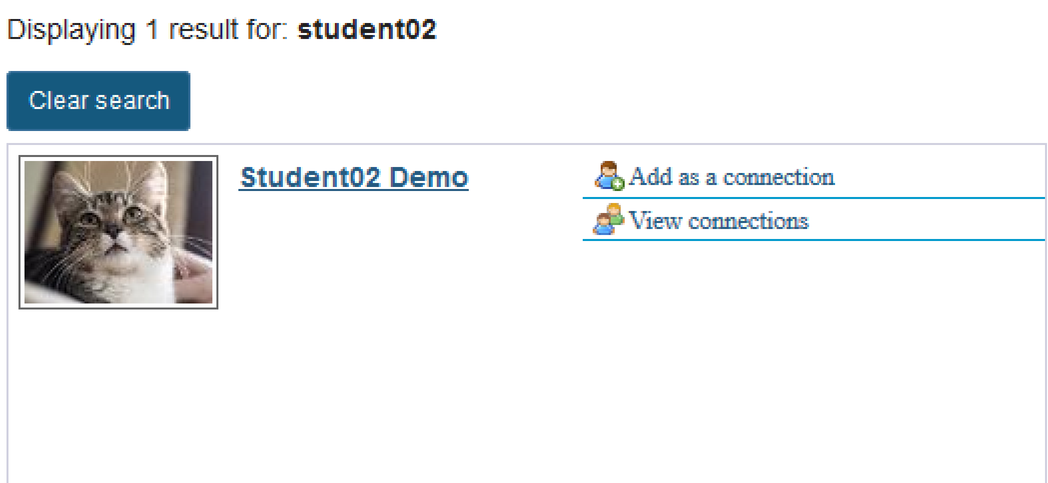
Enter your search terms.



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.

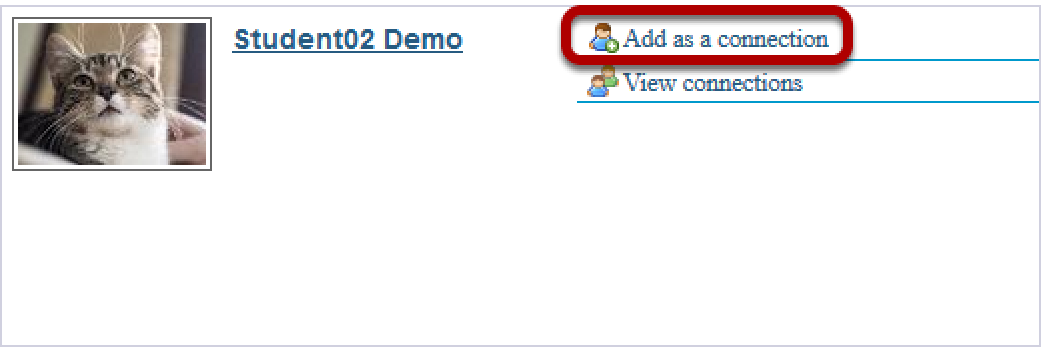
View search results.



Footer

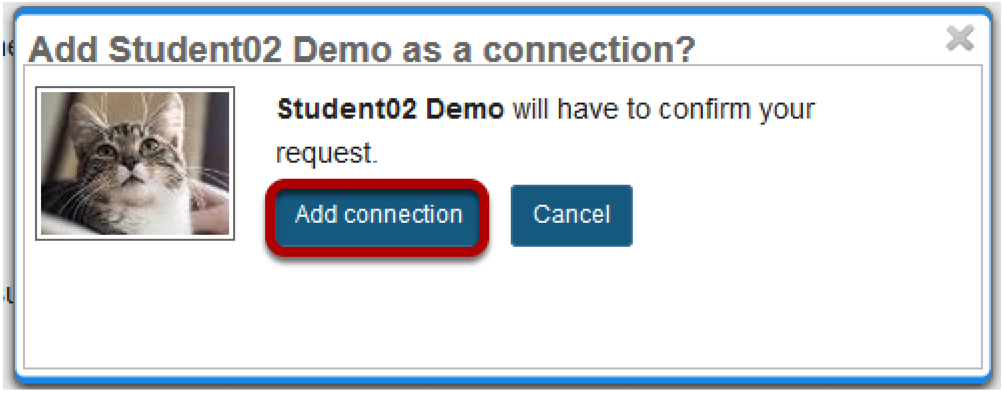
Search results will display at the bottom of the screen.

Add connections.



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**.

Footer

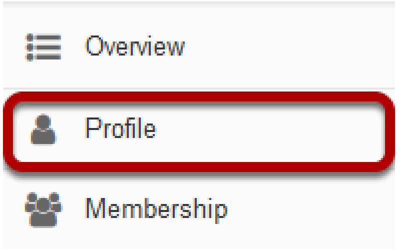
Pending requests.

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.

Footer

How do I accept a connection request?

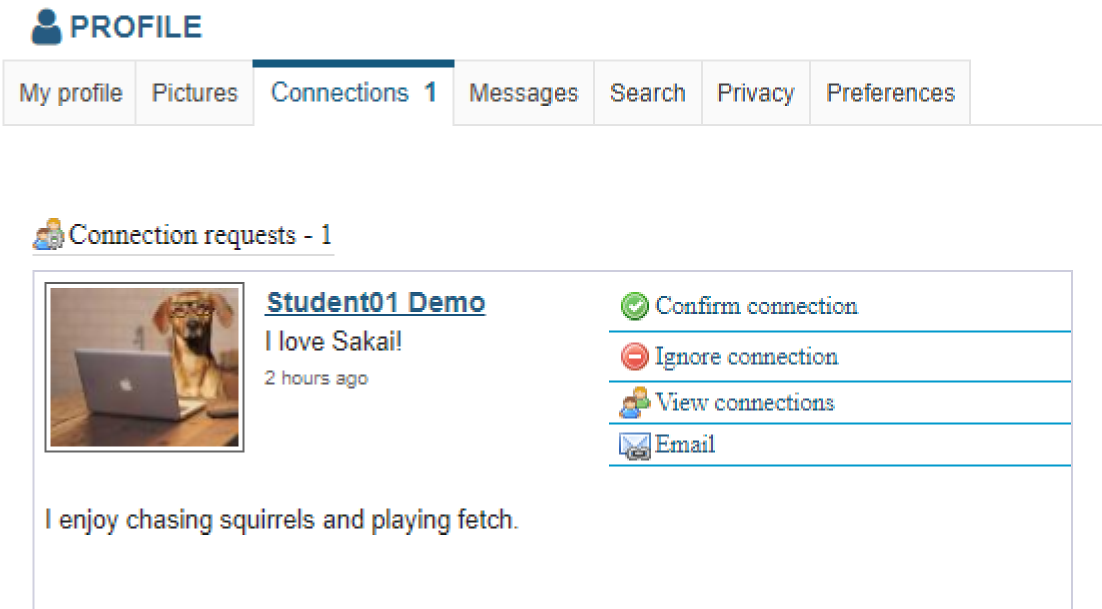
Go to Profile.



Select the **Profile** tool from the Tool Menu in your Home area.

Click Connections.

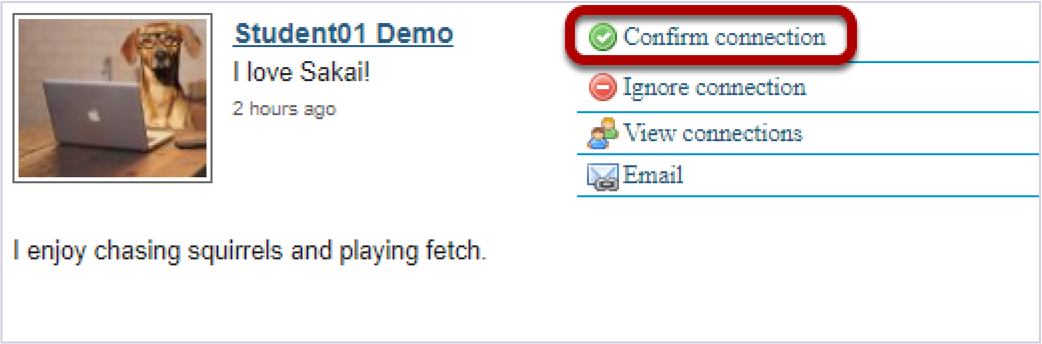
View connection requests.



Any pending connection requests that you have received will be listed here.

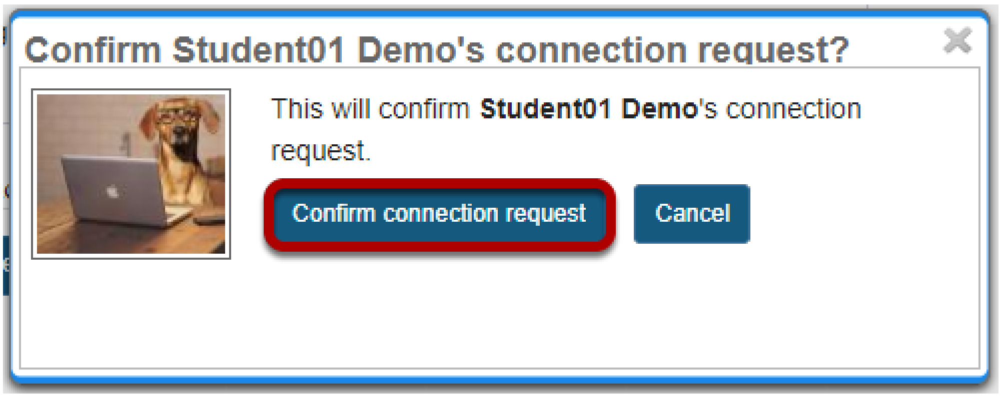
Footer

Select Confirm connection to accept the request.



Click **Confirm connection** to accept the connection request from the selected user.

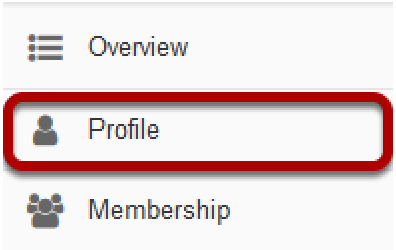
Select Confirm connection requests again to verify your selection.



Footer

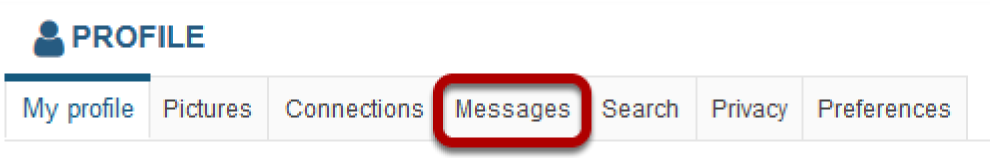
How do I send a message to a connection in Profile?

Go to Profile.

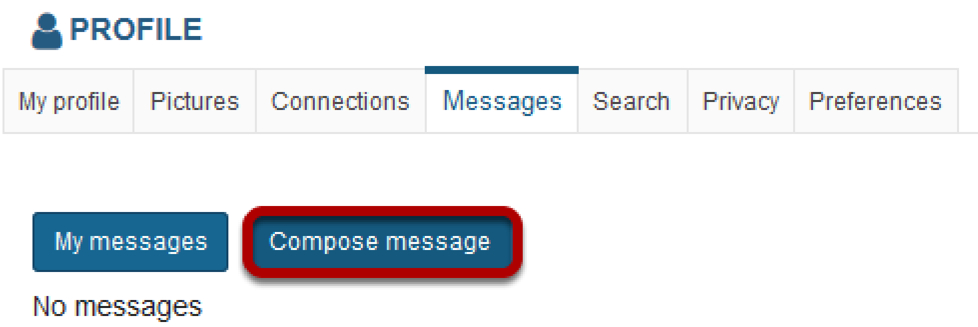


Select the **Profile** tool from the Tool Menu in your Home area.

Click Messages.

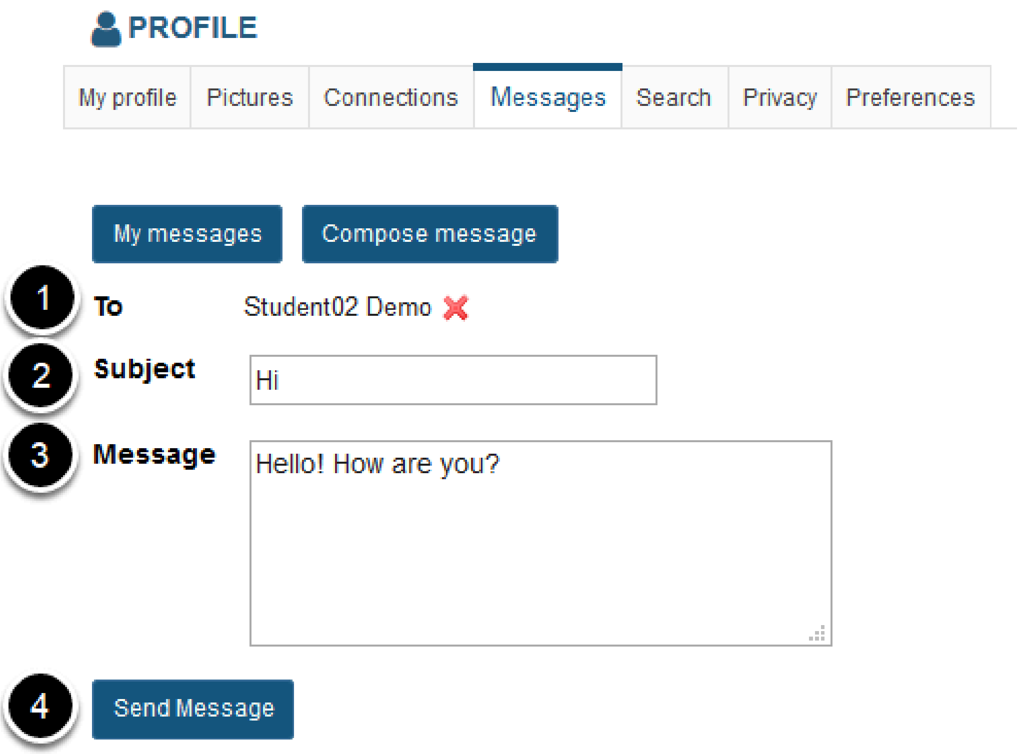


Click Compose message.



Footer

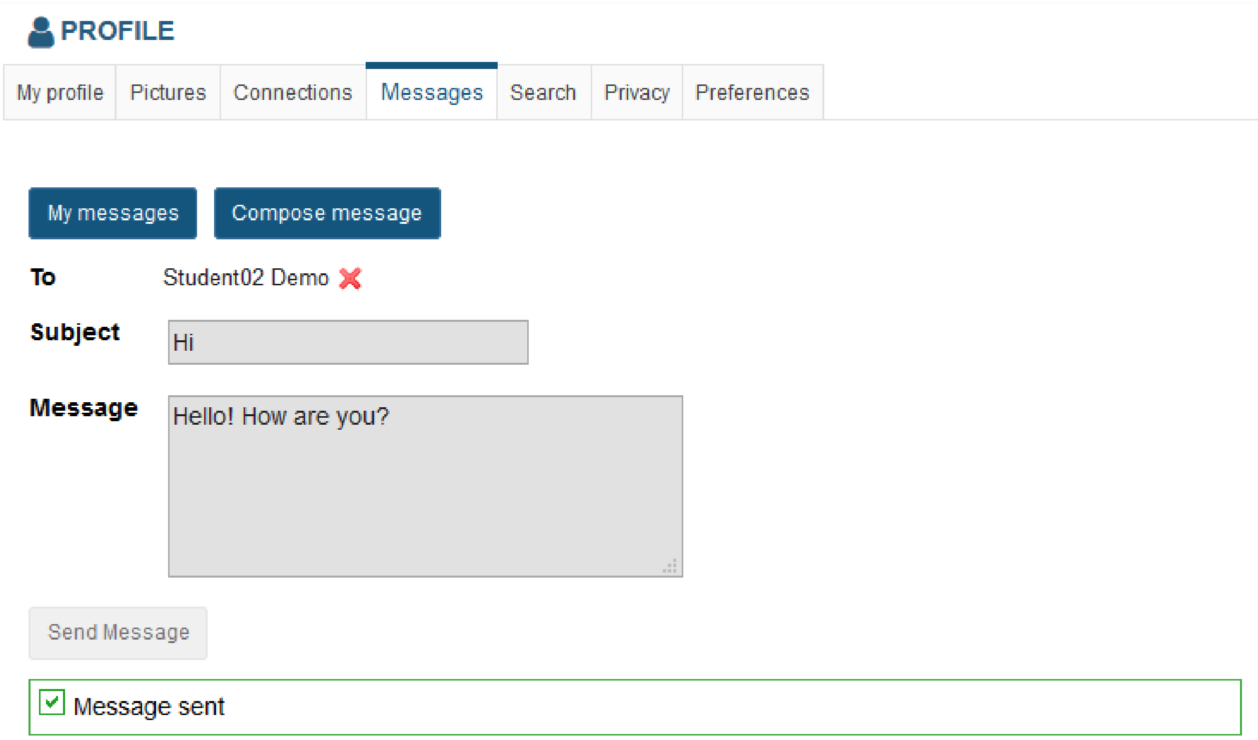
Enter your message and send.



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**.

Footer

Sent message will display.

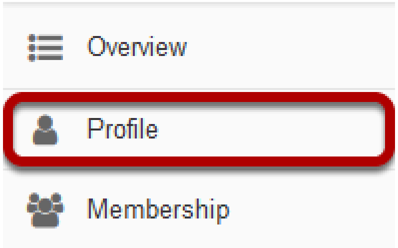


Footer

How do I change my privacy settings?

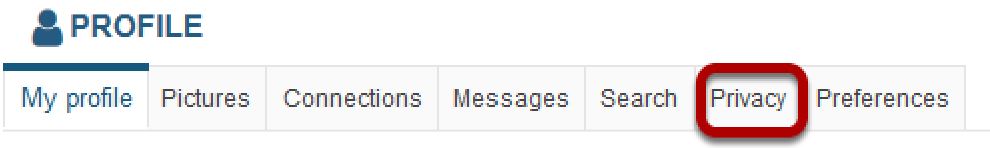
On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

Go to Profile.



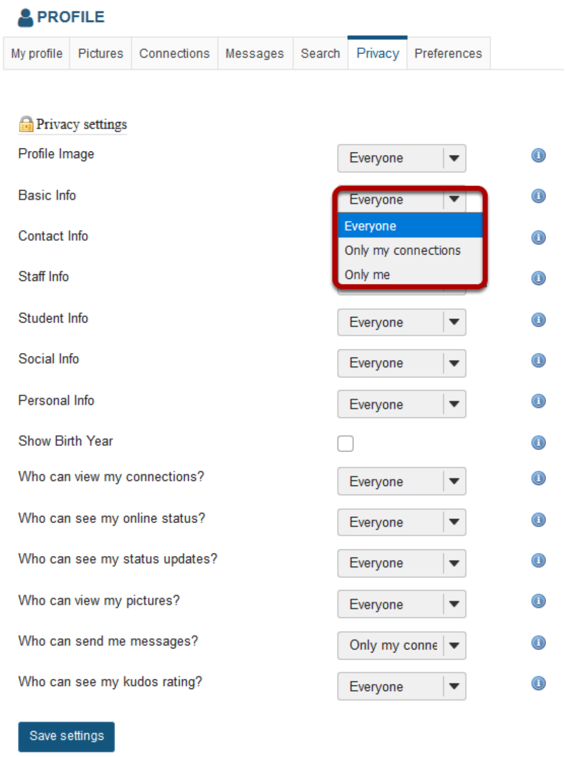
Select the **Profile** tool from the Tool Menu in your Home area.

Click Privacy.



Footer

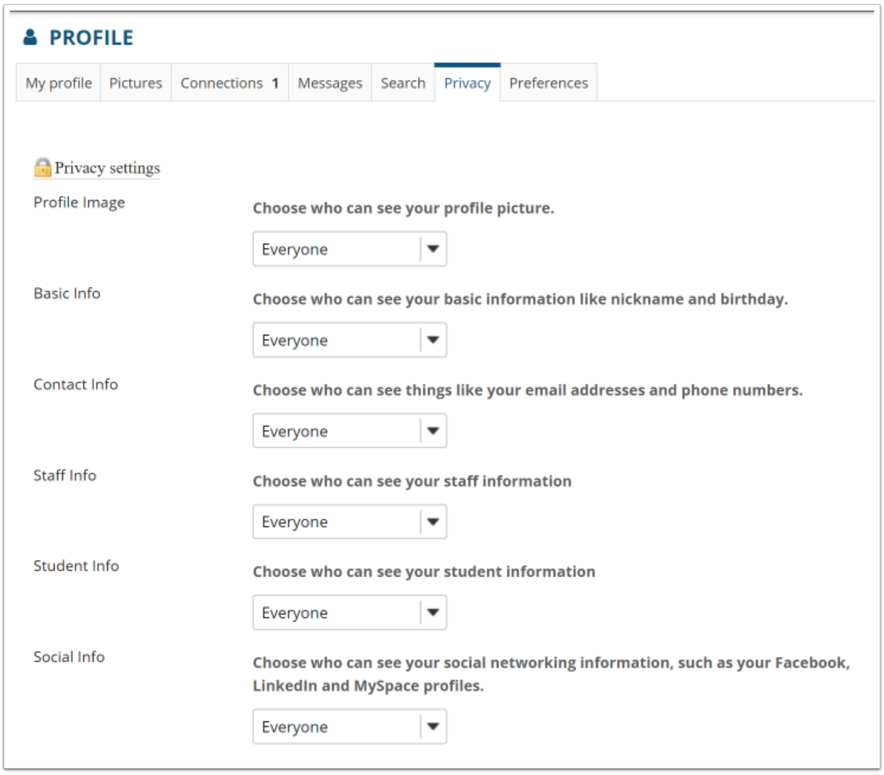
Modify your privacy settings.

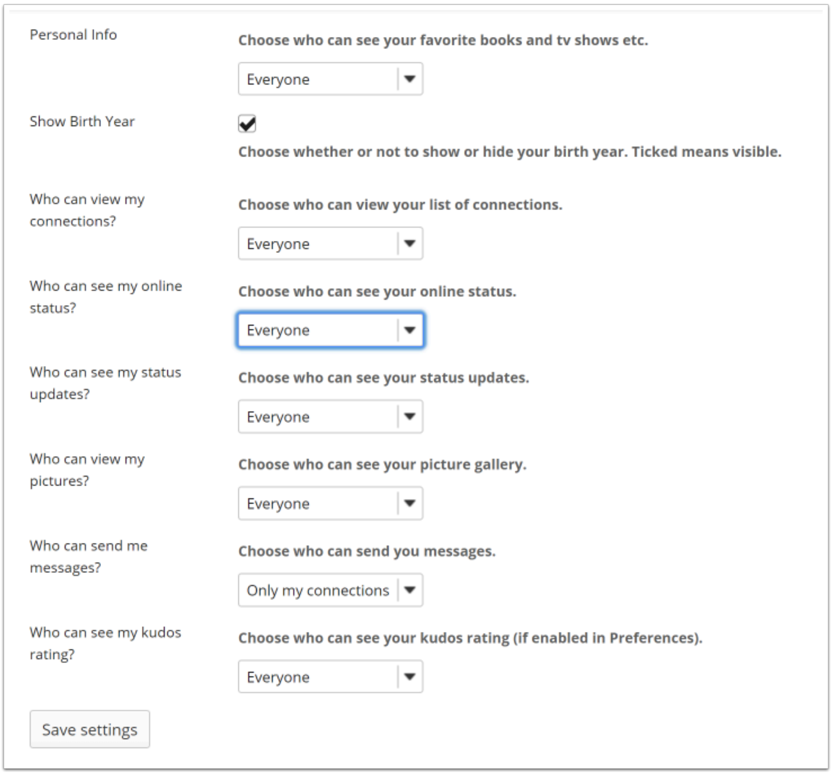


You may use the drop-down menus to change the privacy settings for each of the items listed.

Note: Depending on your institutional Profile settings, some of these privacy settings may be locked or unavailable.

Footer





Click Save settings.

Footer

If you make any changes, be sure to click **Save settings** to save your changes.

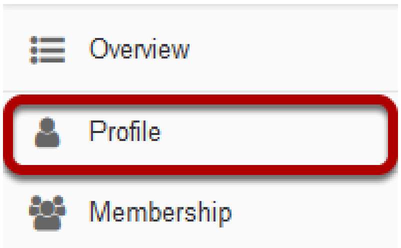
Footer

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.

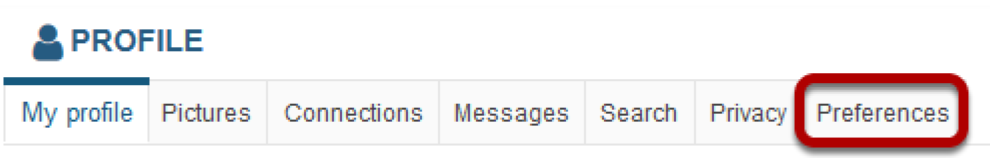
Note: Depending on institutional settings, some of these options may not be available in your local instance.

Go to Profile.



Select the **Profile** tool from the Tool Menu in your Home area.

Click Preferences.

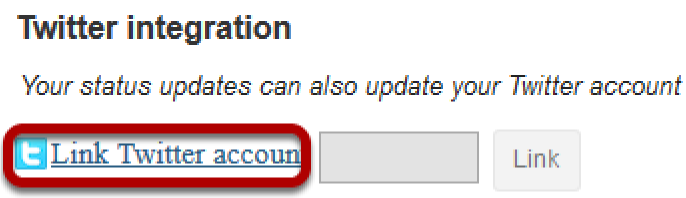


Footer

Manage email notifications.

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

Manage Twitter integration.



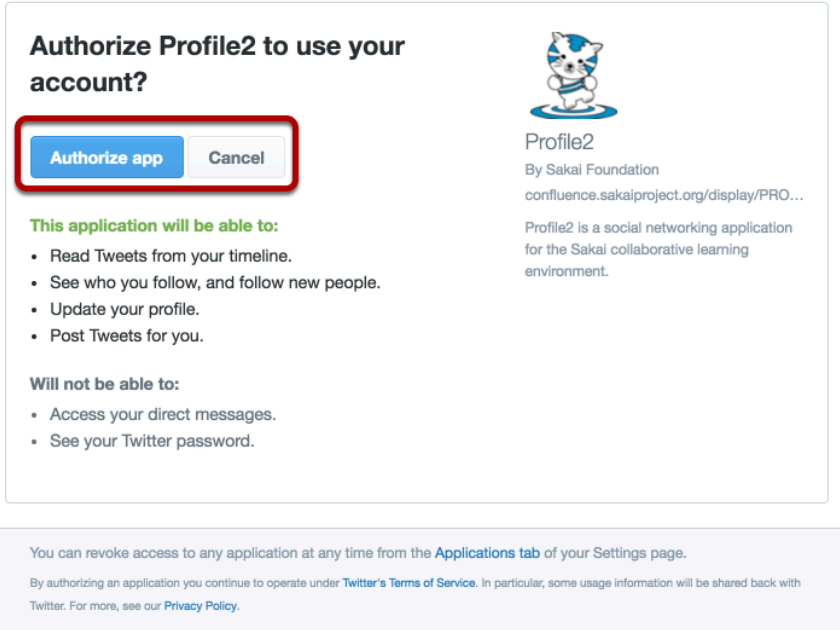
If you have an existing Twitter account, you may link it to your Sakai profile if desired.

Click **Link Twitter account** and a new window will open and connect to Twitter.

Note: The Twitter integration will post your Sakai status updates to your Twitter account. However, it does not post your other Tweets to Sakai.

Footer

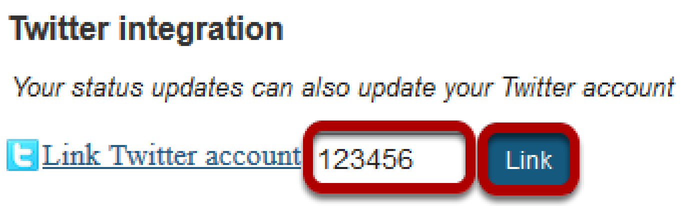
Grant access.



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.

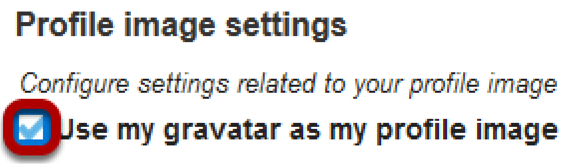


Back on the preferences page, enter the PIN code in the box and click **Link**. Your details will be verified with Twitter.

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

Footer

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.

Footer

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.

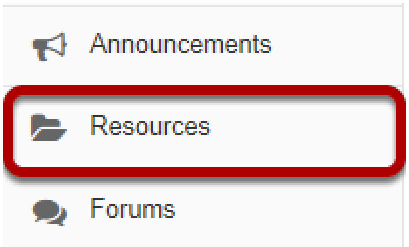
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

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.

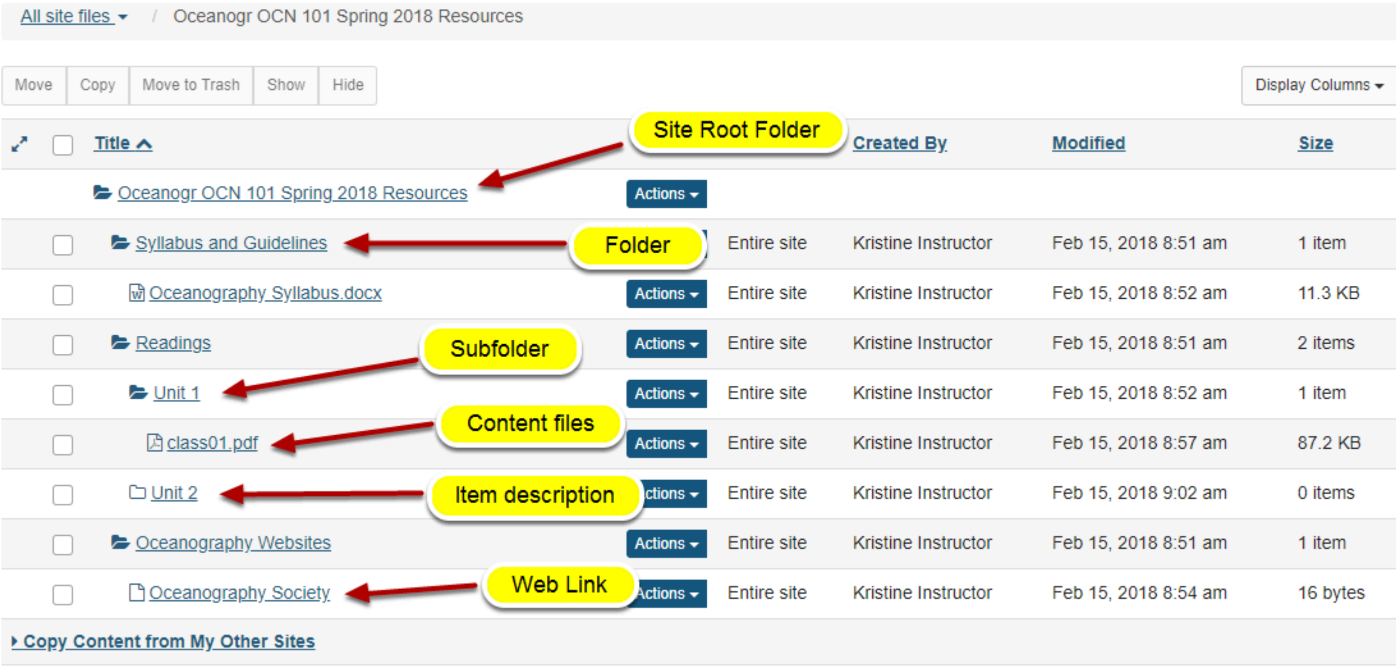
Resources also allows users to upload multiple files using the Drag and Drop interface, or using the WebDAV protocol.

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



Footer

Example of a Resources page.

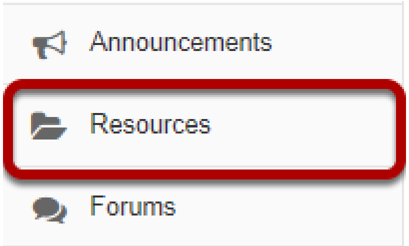


Footer

How do I navigate the Resources tool?

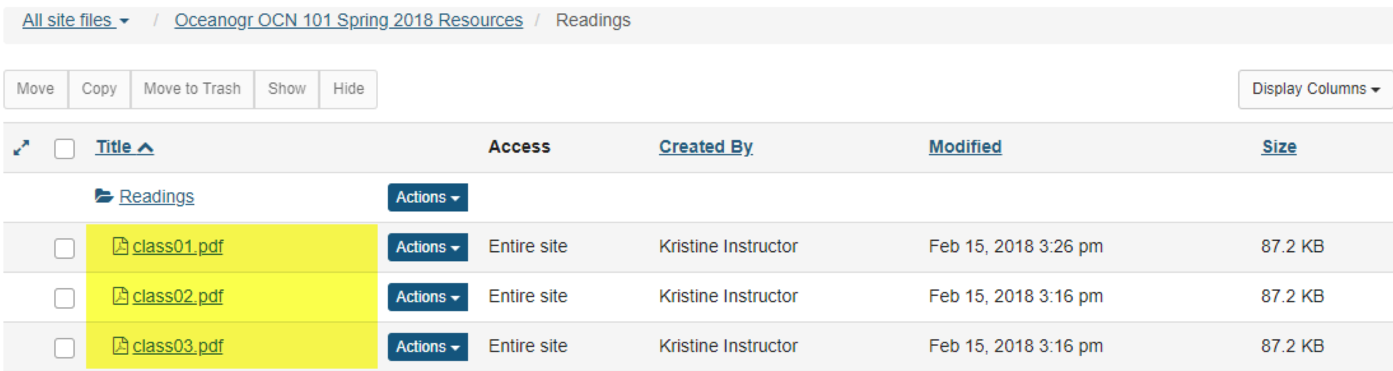
There are a number of controls and breadcrumbs that determine the display of the Resources tool, making it easier to maneuver about within the tool.

Go to Resources.



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

Folder View

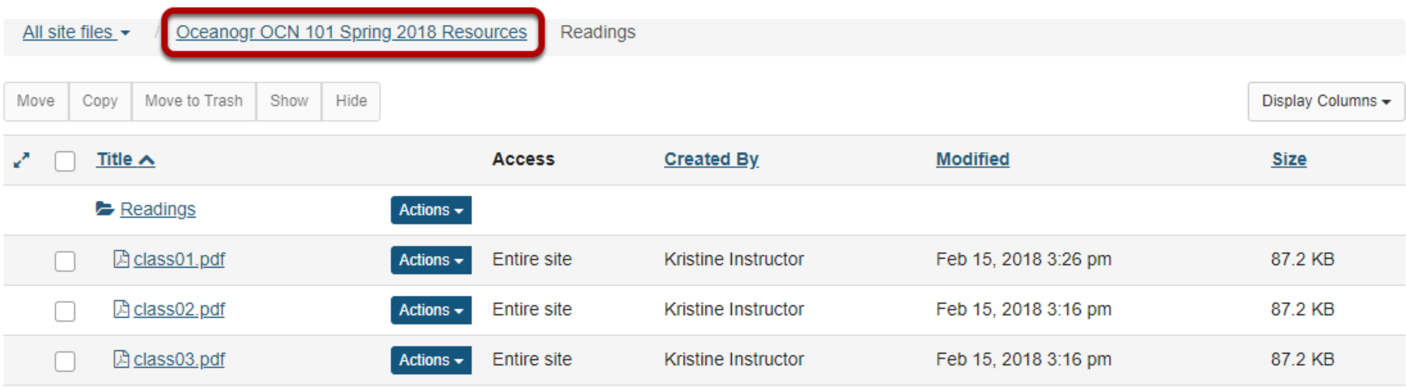


Clicking on the name of any folder will isolate the display to just the contents of that folder.

Footer

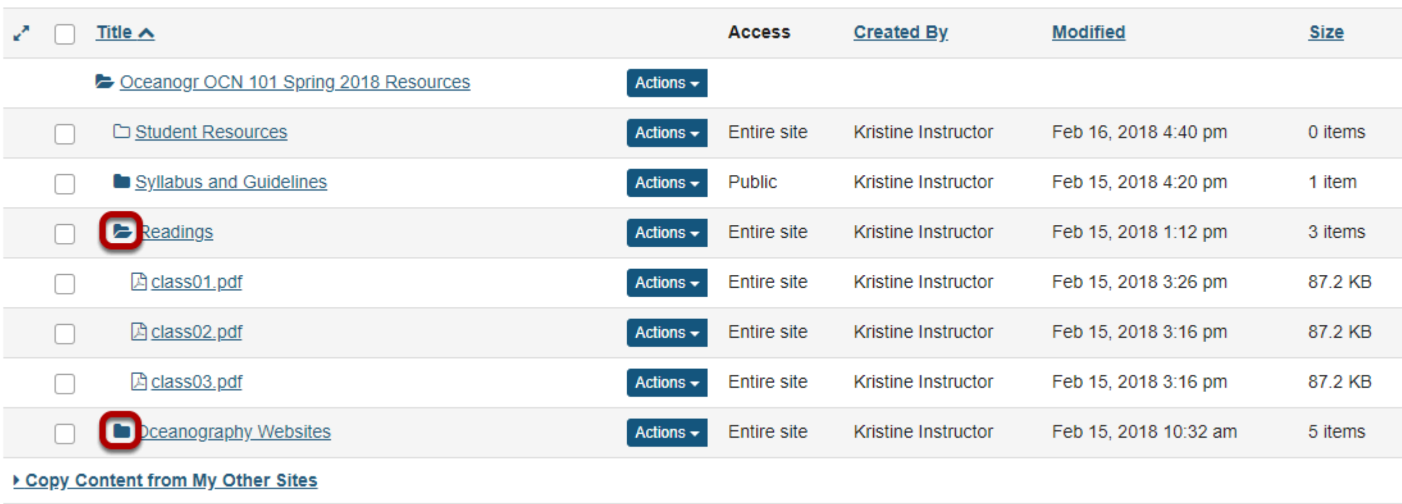
Breadcrumb Trails

Tool-Level Breadcrumb Trail



When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Clicking the root folder will return the Resources display to the root level with all the folders closed.

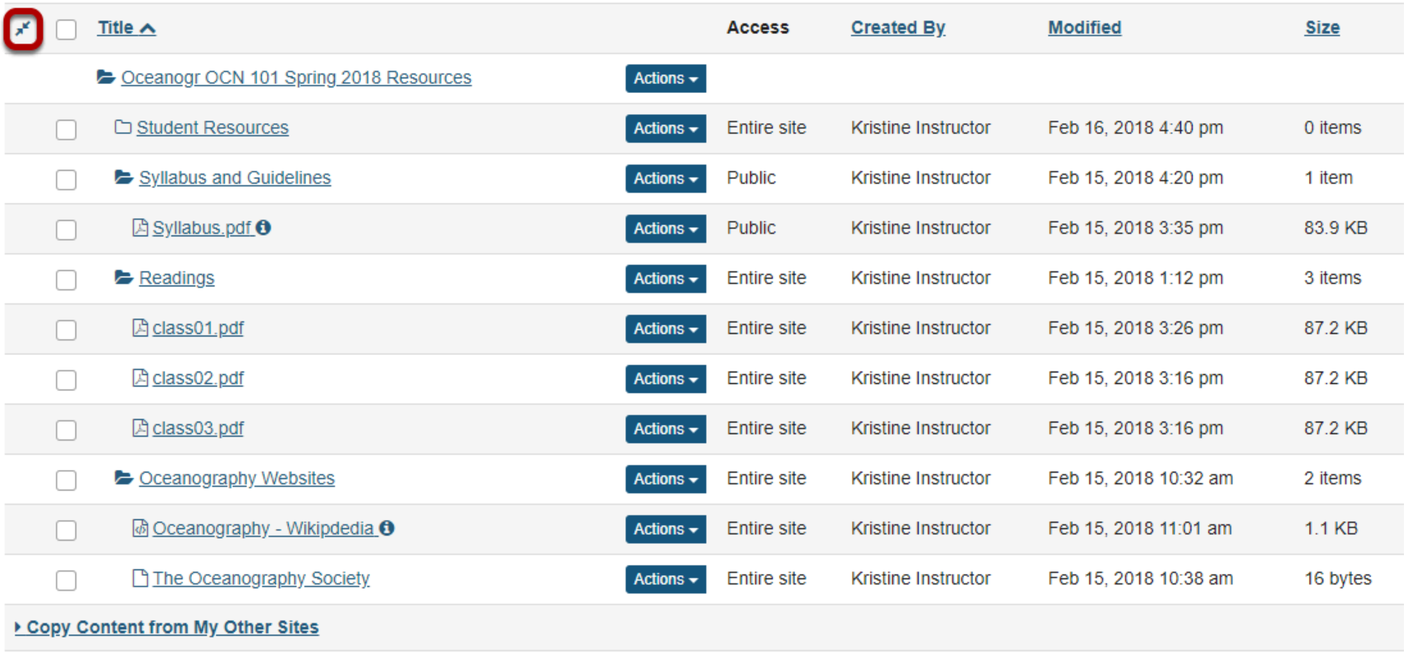
Open / Close



Folders with content will display a solid folder icon. Clicking a solid closed folder will open a folder, within the view of all of the folders. Clicking a solid open folder will close a folder.

Footer

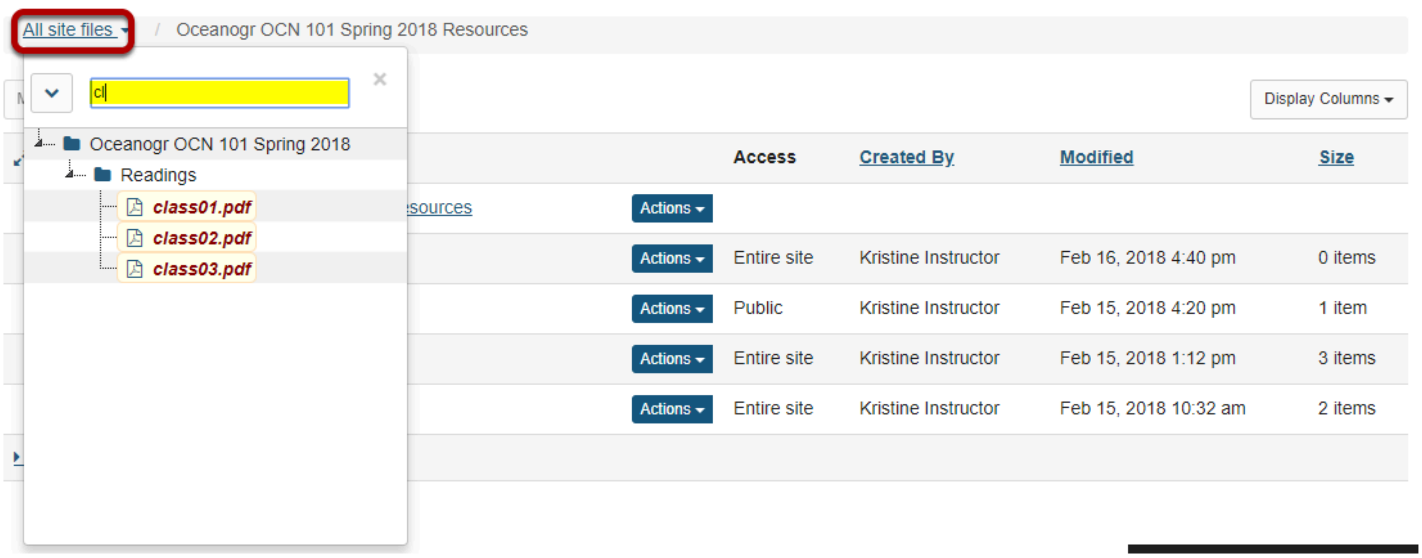
Expand All / Collapse All



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.

Search



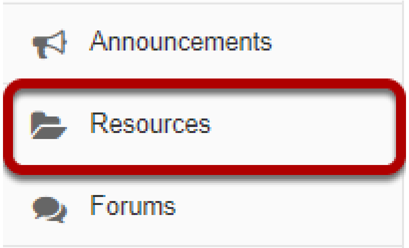
Footer

Clicking **All Site Files** link will display a search field. Enter keywords to locate a specific file or files.

Footer

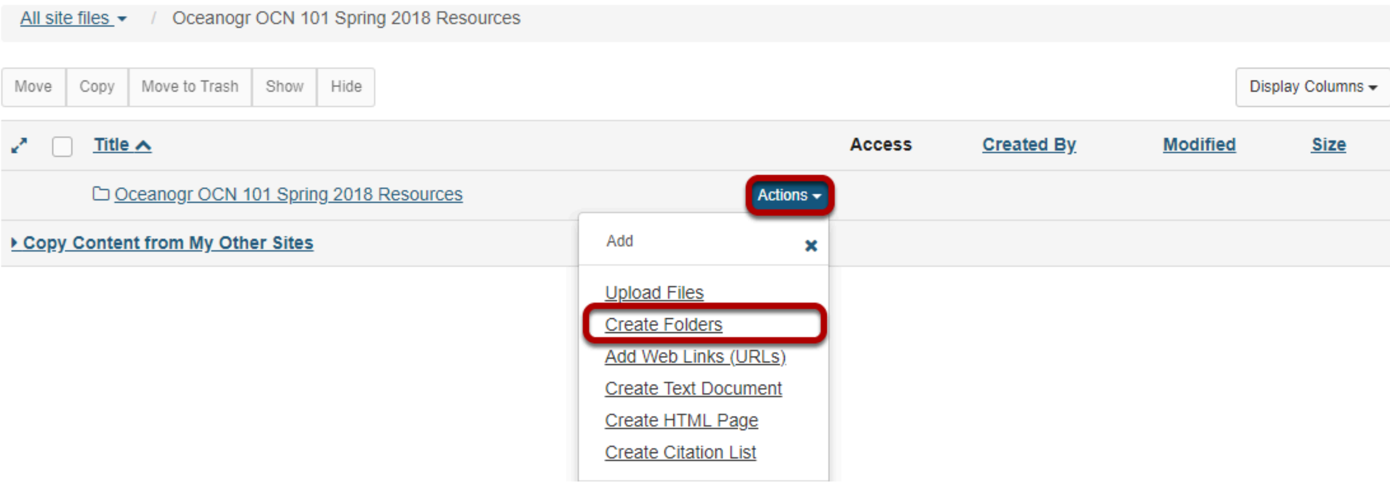
How do I create folders?

Go to Resources.



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

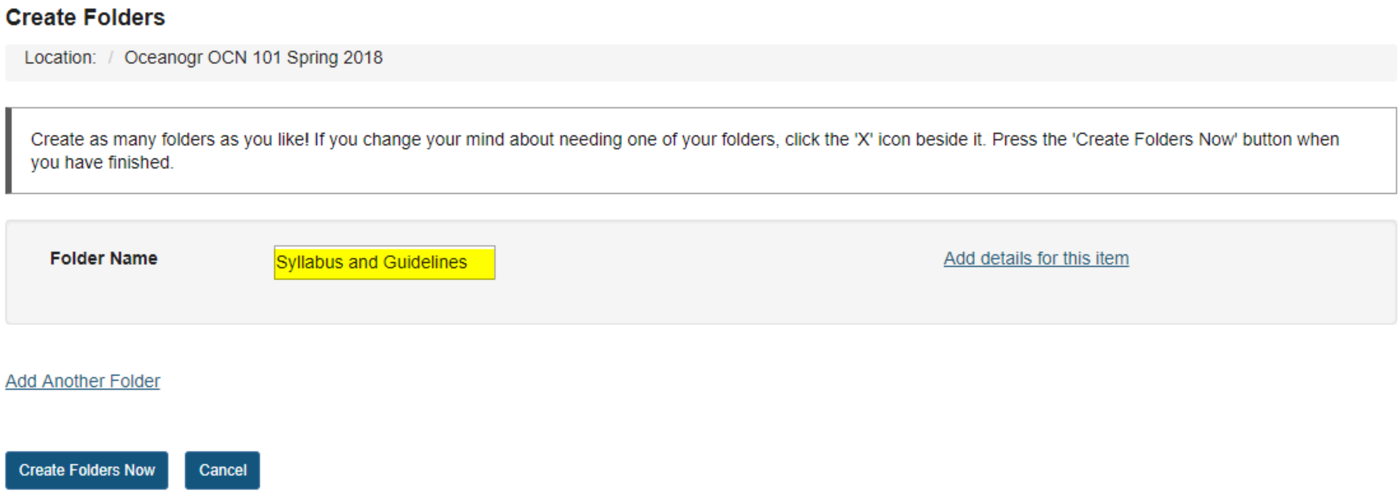
Click Actions, then Create Folders.



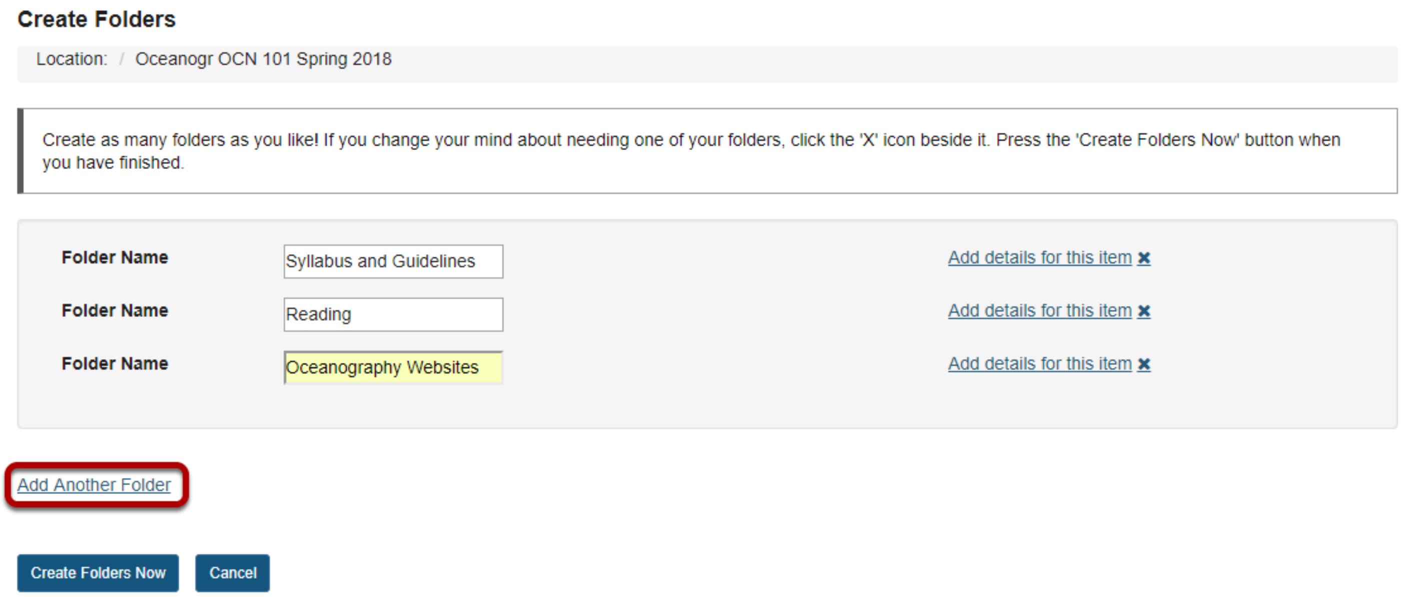
To the right of the site's root folder, from the **Actions** drop-down menu, select **Create folders**. This displays the Create Folders page.

Footer

Enter the name of the folder.



Add multiple folders. (Optional)



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".

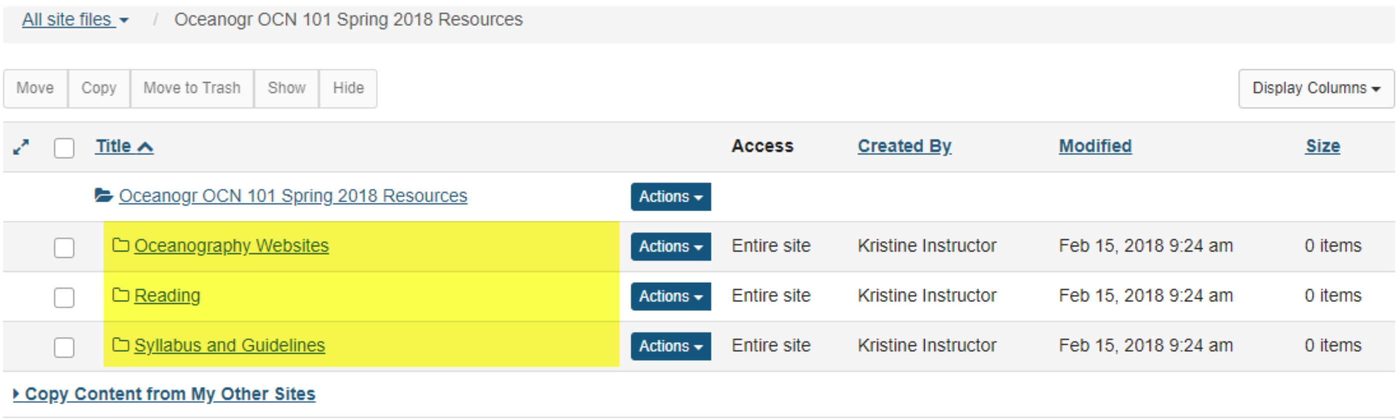
Footer

Click Create Folders Now.

To create the folder(s) in Resources, click **Create Folders Now**.

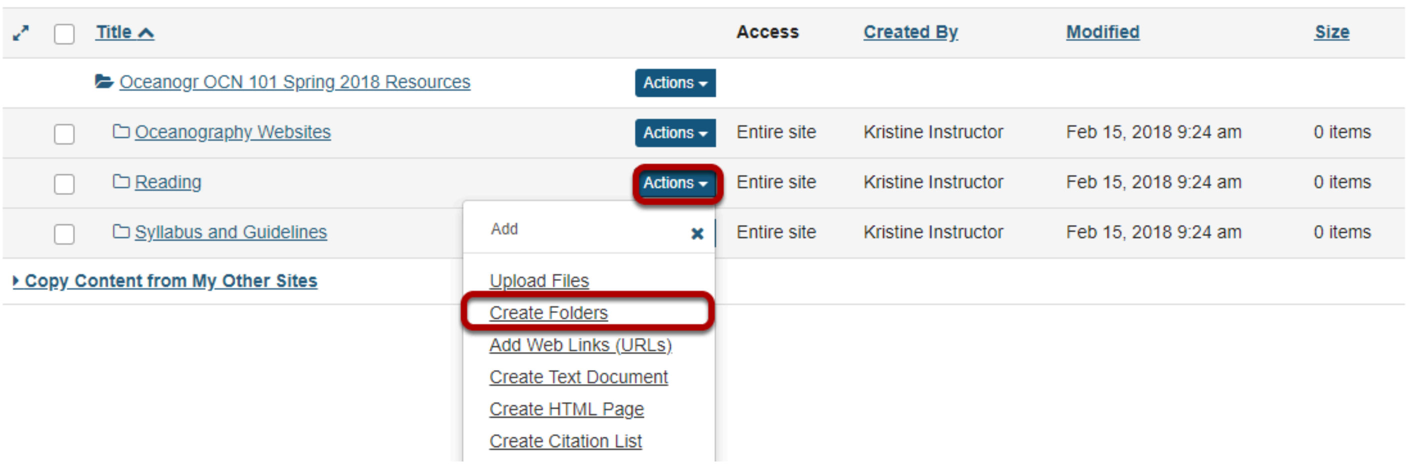
This returns the display to the Resources page with the newly created folder(s) displayed.

View folders in Resources.



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

Create subfolders. (Optional)

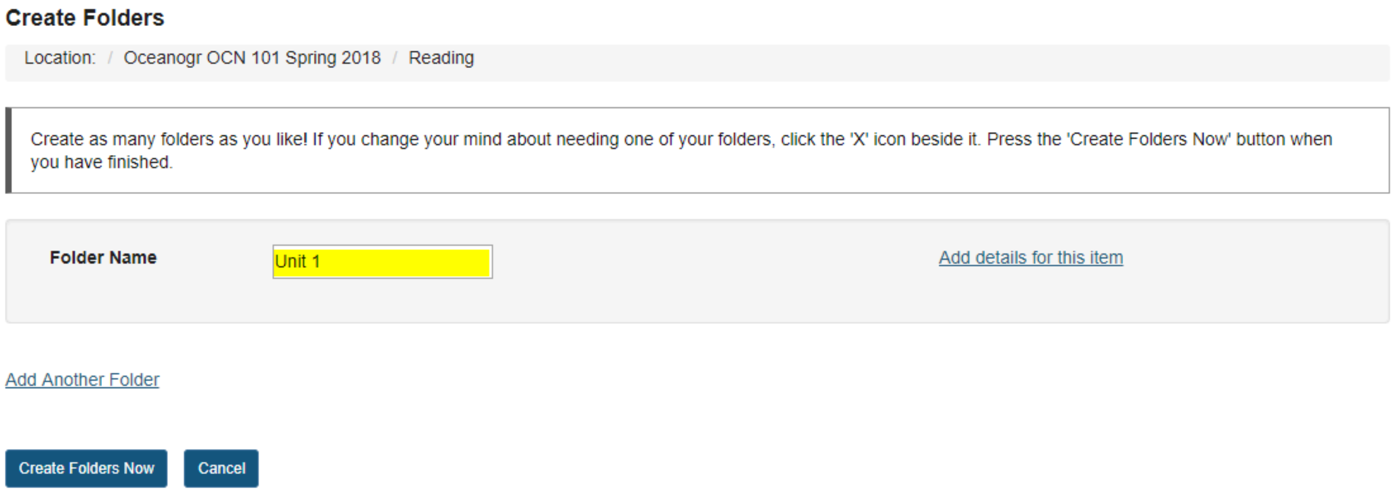


Footer

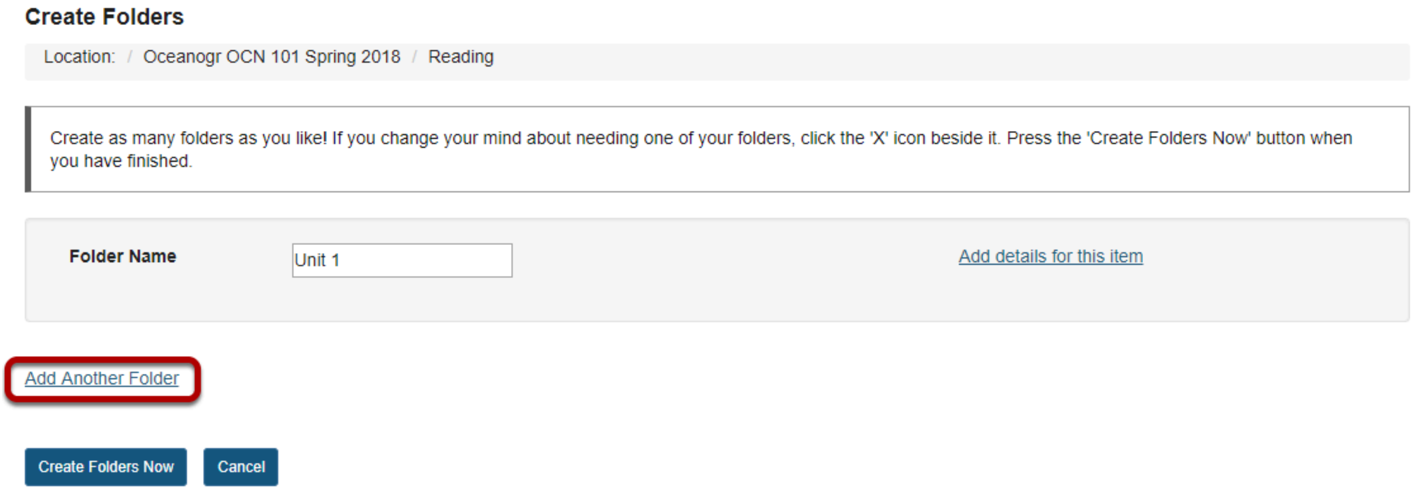
To create a subfolder within a folder, from the **Actions** drop-down menu, select **Create Folders** to the right of the parent folder.

This displays the Create Folders page.

Enter a title for the subfolder.



Create multiple subfolders. (Optional)

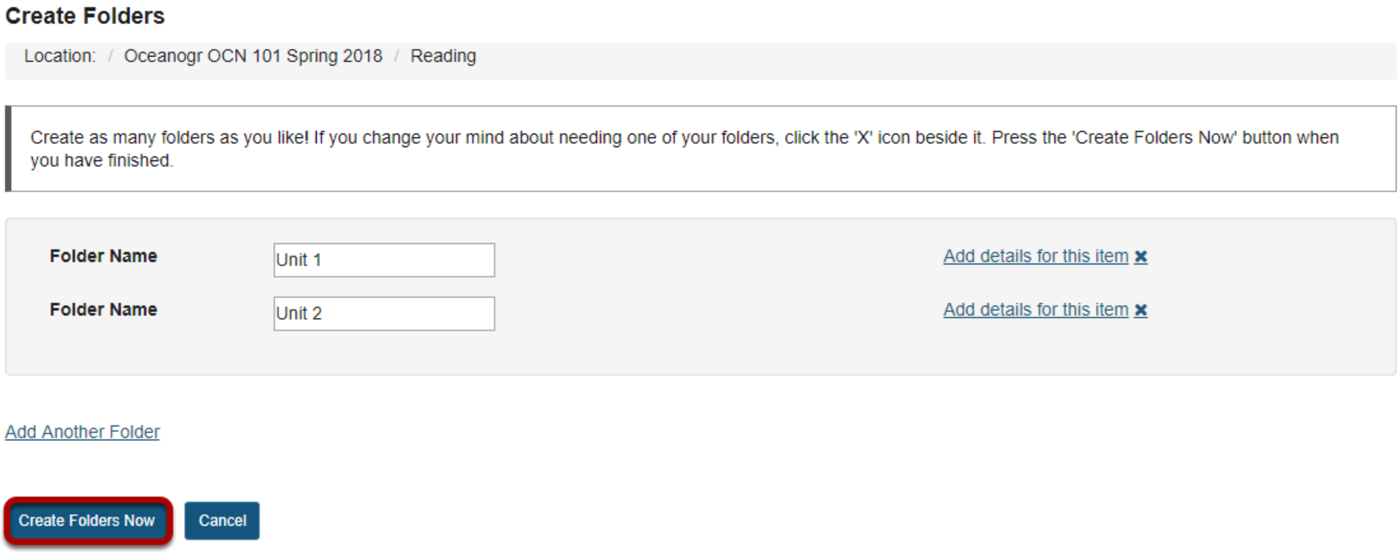


If you would like to create multiple subfolders, click **Add Another Folder**.

Note: You can add as many subfolders of a folder as you want by clicking "Add Another Folder".

Footer

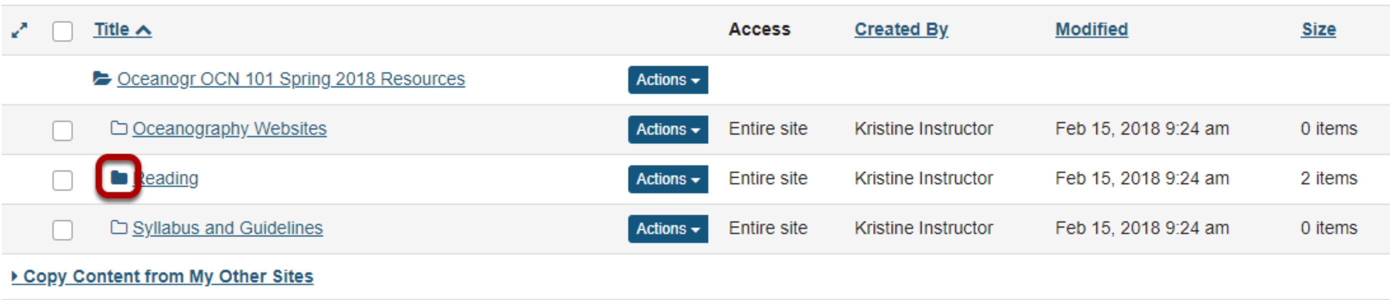
Click Create Folders Now.



To create the subfolder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

View subfolders in Resources.



Once a folder contains subfolders, the icon will appear as a solid folder.

Footer

View contents of subfolder.

	Title		Access	Created By	Modified	Size
	Oceanogr OCN 101 Spring 2018 Resources	Actions				
	Oceanography Websites	Actions	Entire site	Kristine Instructor	Feb 15, 2018 9:24 am	0 items
	Reading	Actions	Entire site	Kristine Instructor	Feb 15, 2018 9:24 am	2 items
	Unit 1	Actions	Entire site	Kristine Instructor	Feb 15, 2018 9:27 am	1 item
	class01.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 9:29 am	87.2 KB
	Unit 2	Actions	Entire site	Kristine Instructor	Feb 15, 2018 9:27 am	0 items
	Syllabus and Guidelines	Actions	Entire site	Kristine Instructor	Feb 15, 2018 9:24 am	0 items

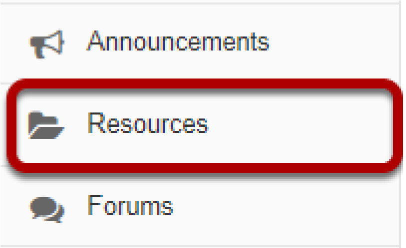
Copy Content from My Other Sites

Click the solid folder icon to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.

Footer

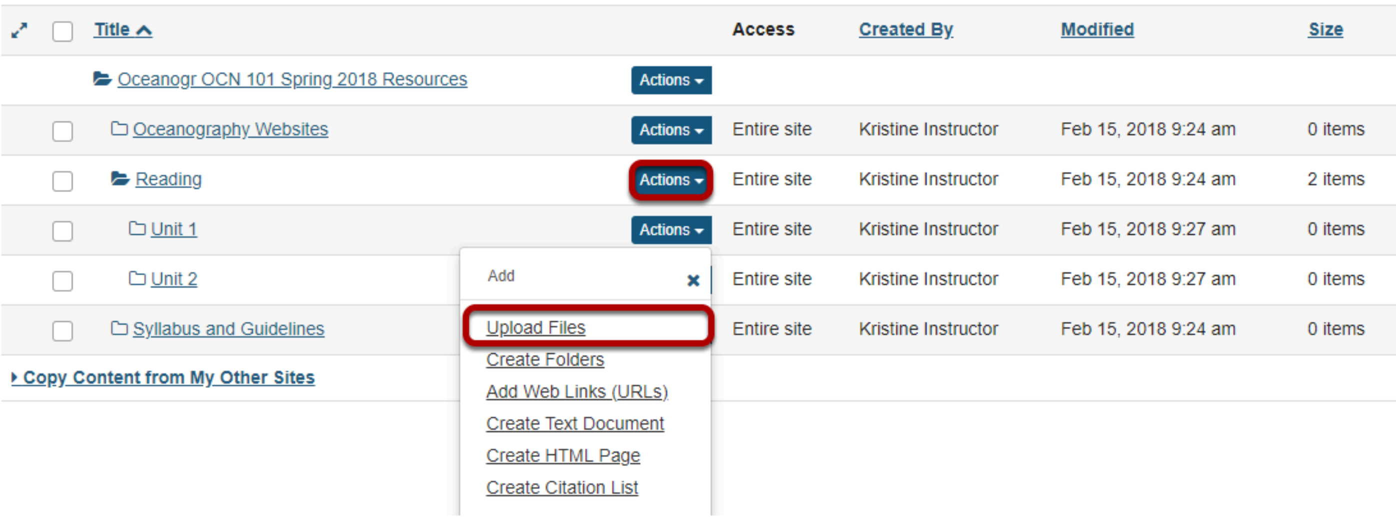
How do I upload files to Resources?

Go to Resources.



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

Click Actions, then Upload Files.

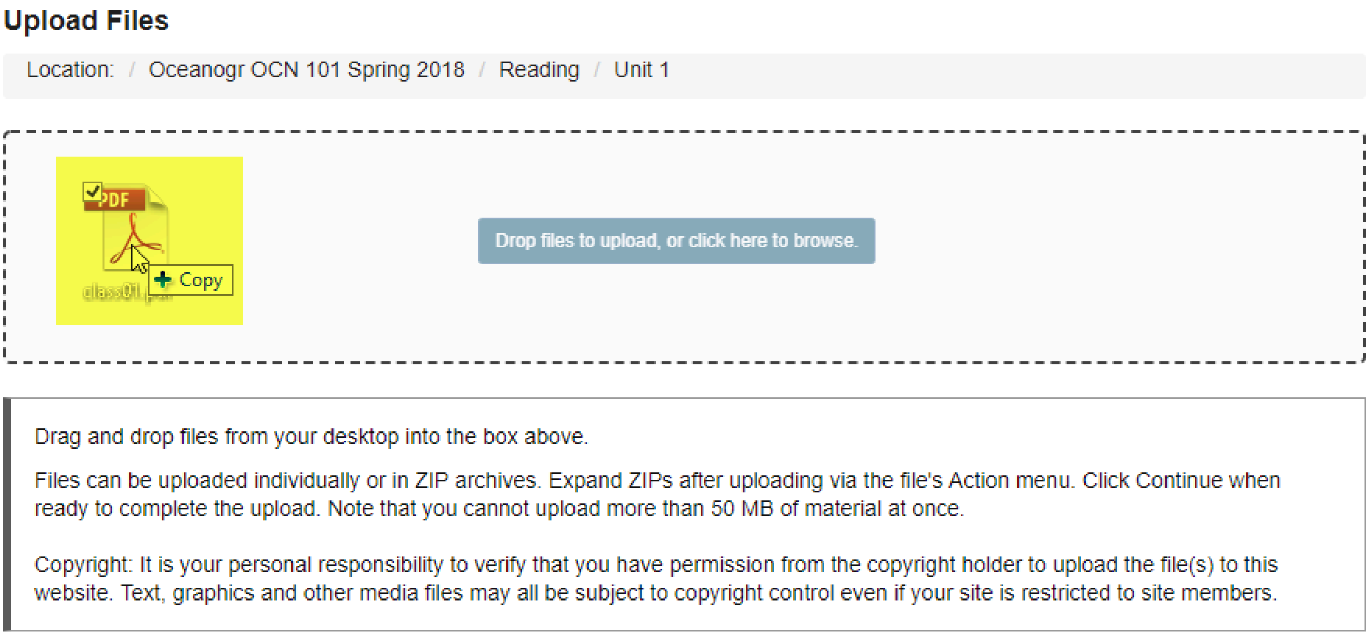


To the right of the folder to which you want to add files, click the **Actions** dropdown menu and select **Upload Files**.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.

Footer

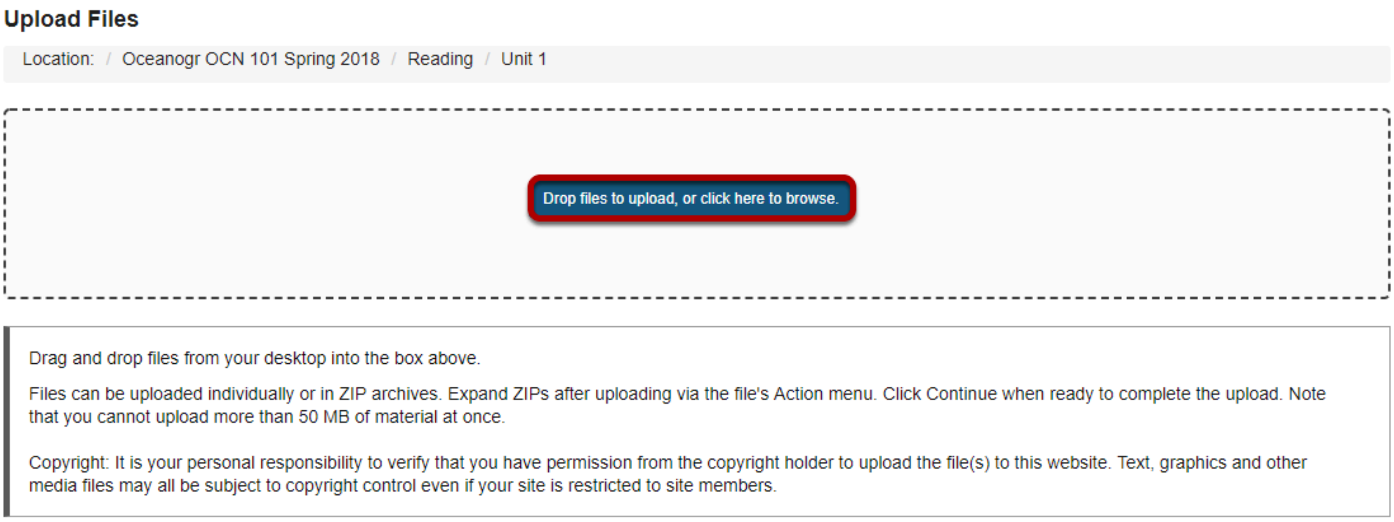
Drag and drop files from your computer.



Drag files from your computer and drop them in box **Drop files to upload, or click here to browse**.

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

Or, browse your computer for files.

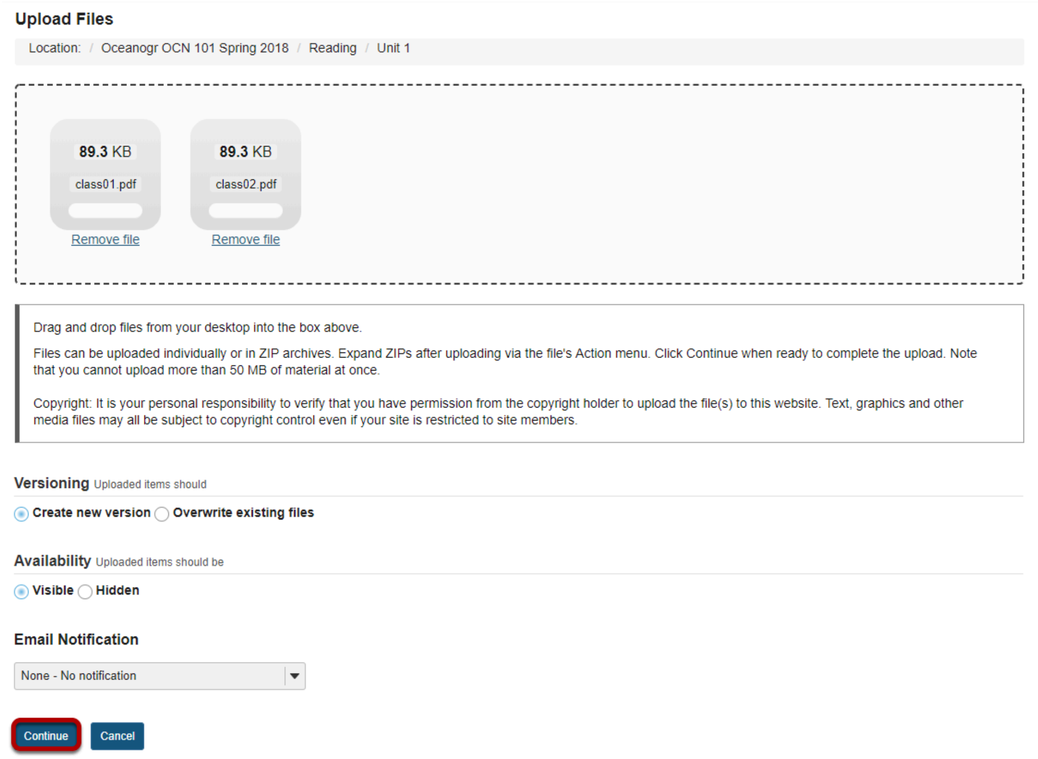


Click the **Drop files to upload, or click here to browse** button.

Footer

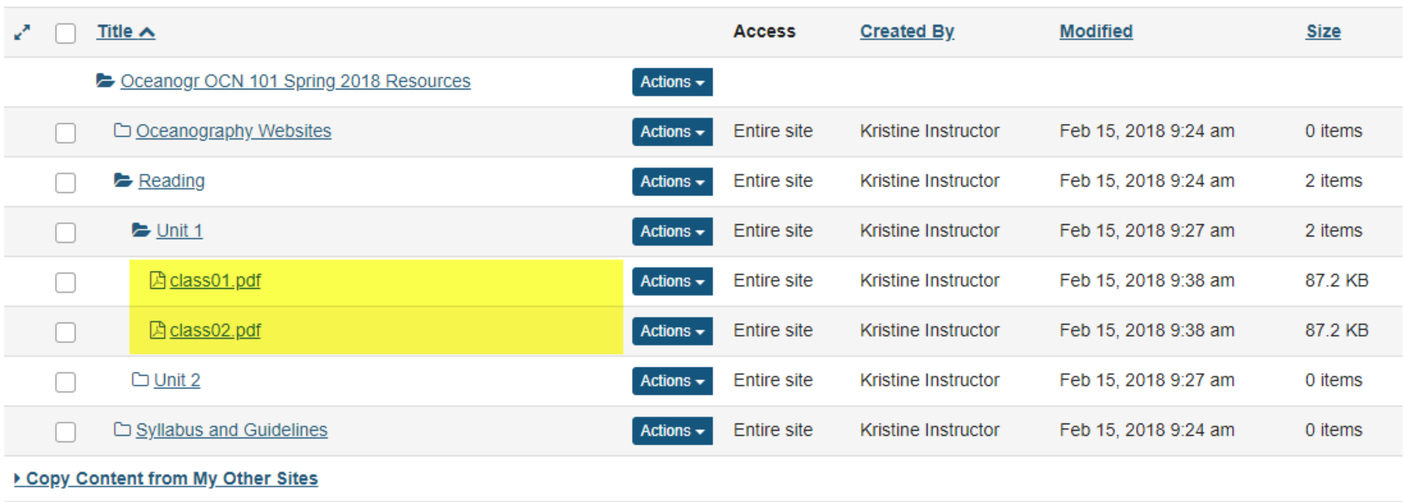
This will open your computer's **File Upload** window where you can browse for and select the file.

Click Continue.



This uploads the files.

View files in Resources.



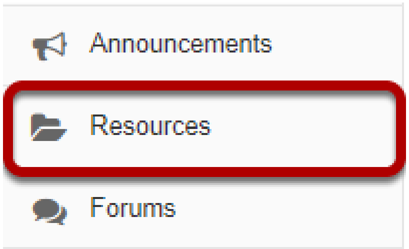
The files are now located inside the selected Resources folder.

Footer

How do I upload and unpack a zip file to a Resources folder?

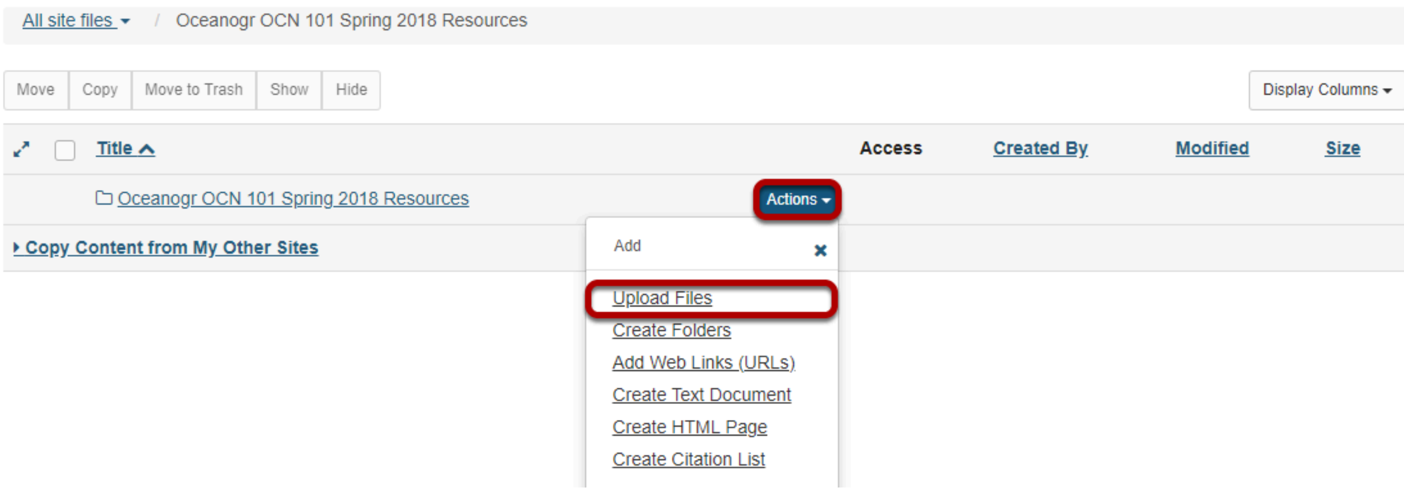
There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.



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

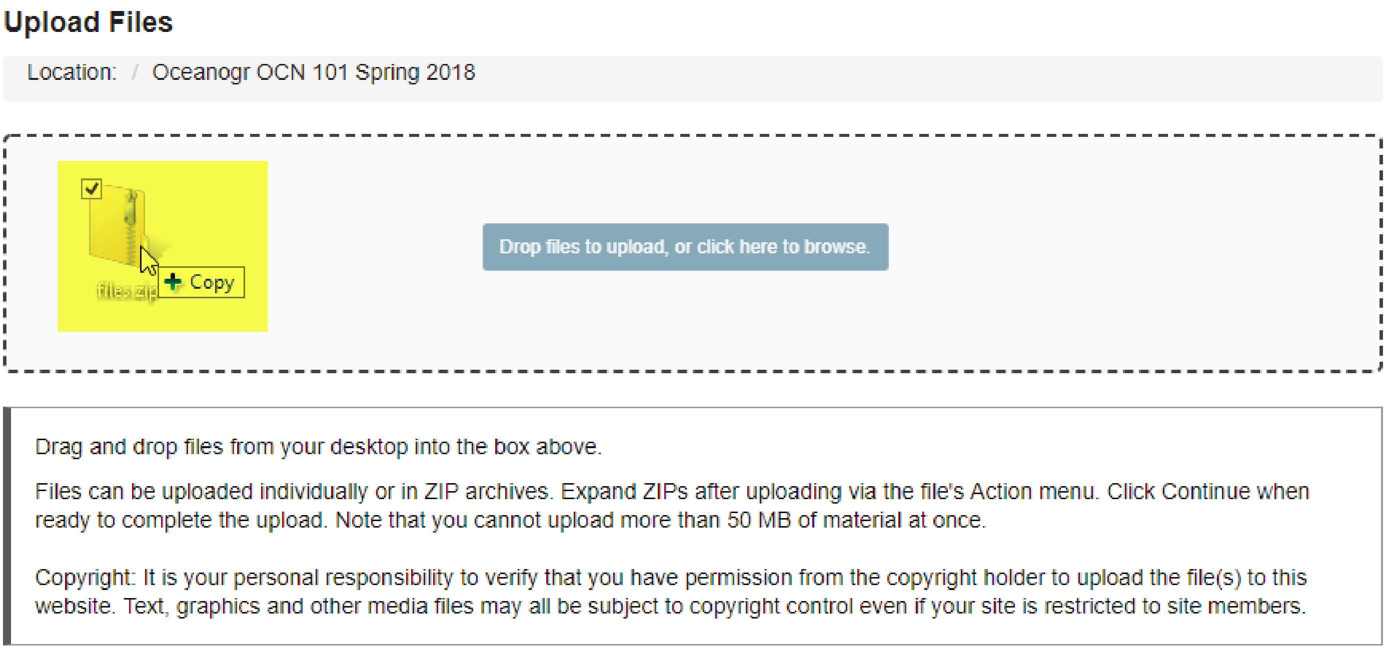
From the Actions menu, select Upload Files.



From the **Actions** drop-down menu to the right of the folder where you want to upload the zip file, select **Upload Files**.

Footer

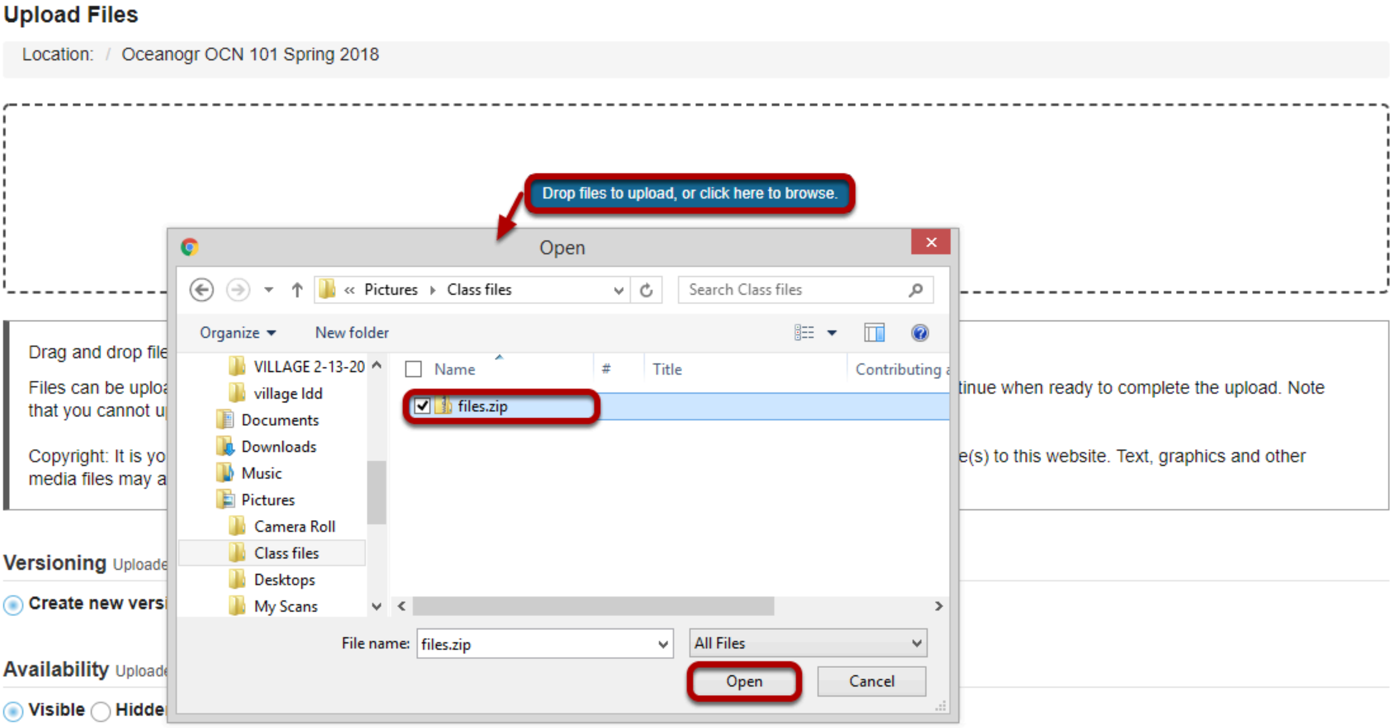
Drag and drop the zip file from your computer.



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

Footer

Or, click to switch to a file browser view.

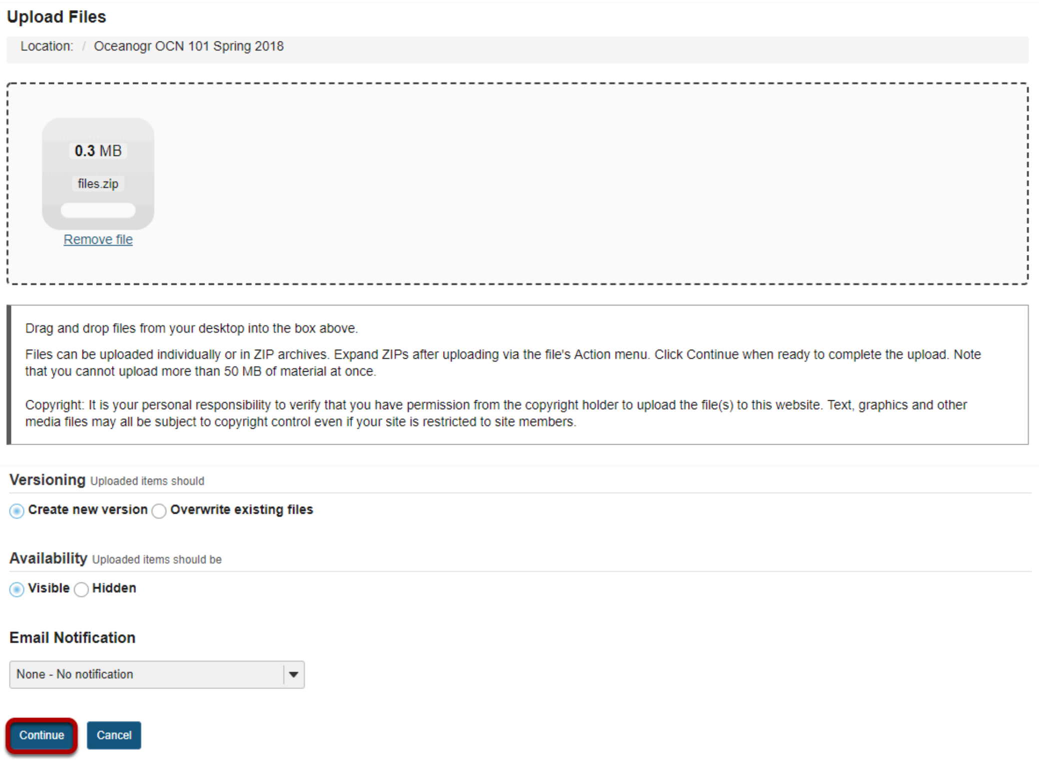


If you prefer to browse for your file instead, click the **Drop files here to upload, or click here to browse** button to go to the file browser view.

Locate and select the file on your computer, then click **Open** to upload.

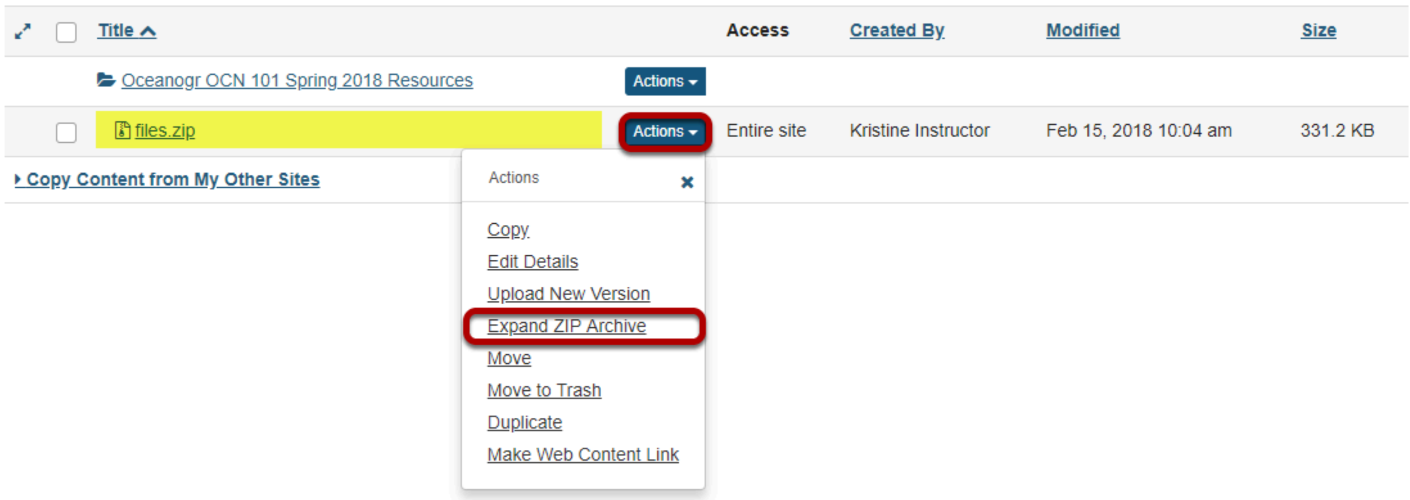
Footer

Click Continue.



This uploads the zip file.

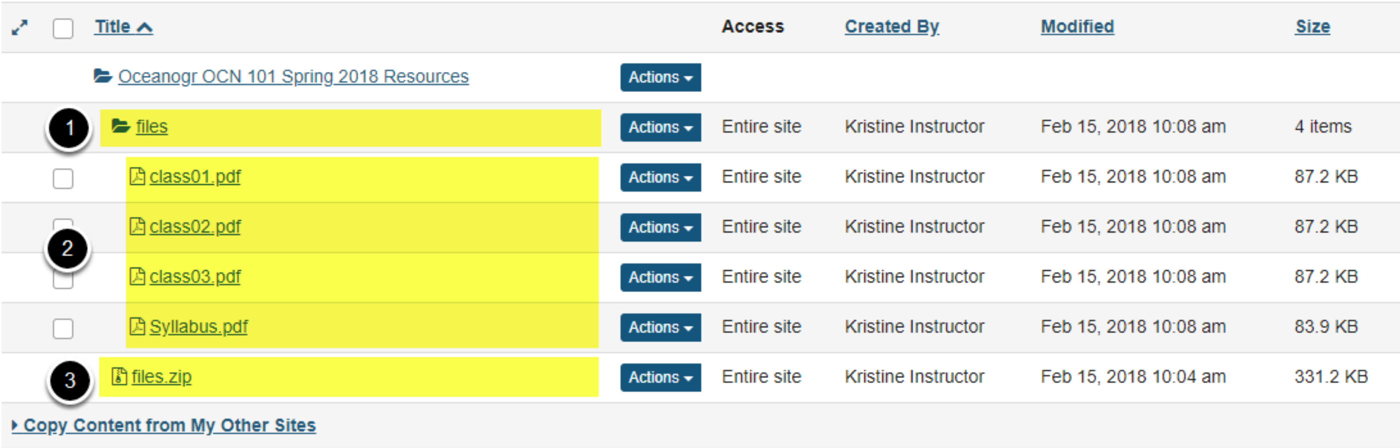
Click Actions, then Expand Zip Archive.



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

Footer

View zip contents in Resources



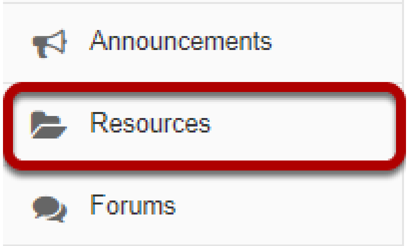
The zip file is automatically unpacked within the current folder.

1. A new subfolder within the current folder is created using the name of the zip file.
2. The zip file content is unpacked within this new subfolder.
3. The original zip file remains.

Footer

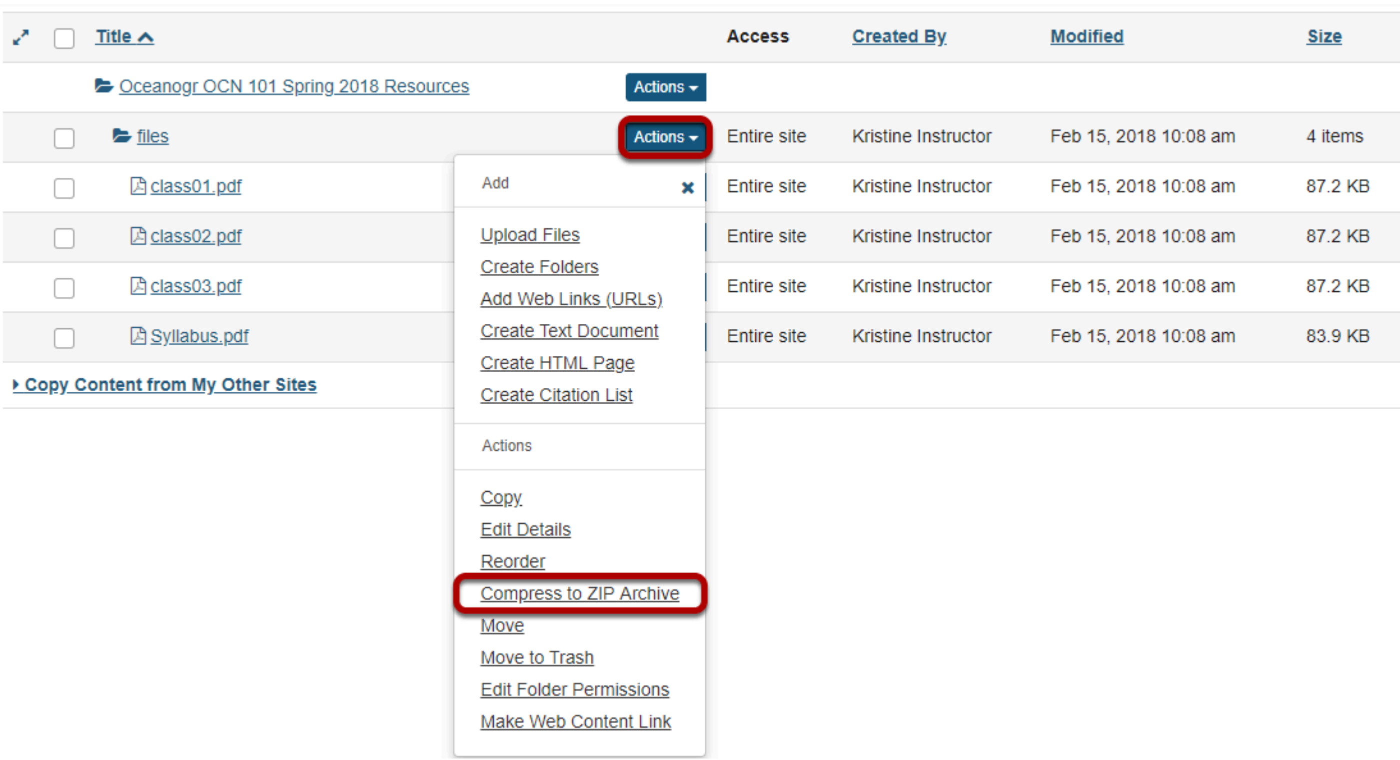
How do I create a zip archive file in Resources?

Go to Resources.



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

Click Actions, then Compress to Zip Archive.

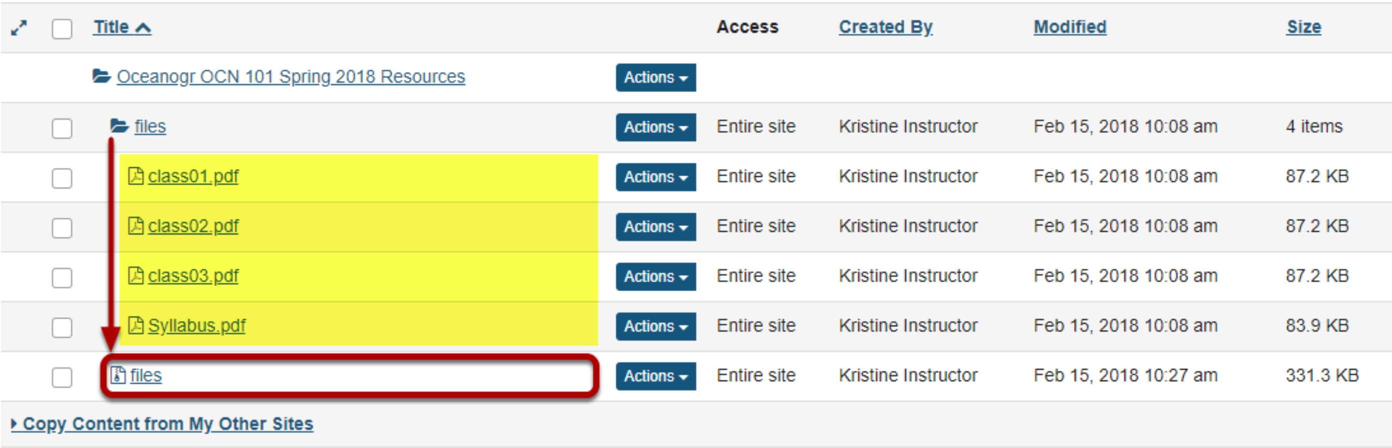


To the right of the folder you want to zip archive, from the **Actions** drop-down menu, select **Compress to ZIP Archive**.

This creates a zip file.

Footer

Zip file contents.



	Title		Access	Created By	Modified	Size
	Oceanogr OCN 101 Spring 2018 Resources	Actions				
	files	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:08 am	4 items
	class01.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:08 am	87.2 KB
	class02.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:08 am	87.2 KB
	class03.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:08 am	87.2 KB
	Syllabus.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:08 am	83.9 KB
	files	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:27 am	331.3 KB

Copy Content from My Other Sites

The zip file contains a copy of all of the subfolders and files inside the selected folder.

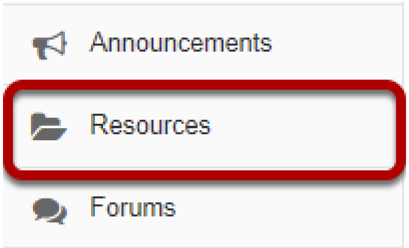
Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.

Footer

How do I add a web link or URL?

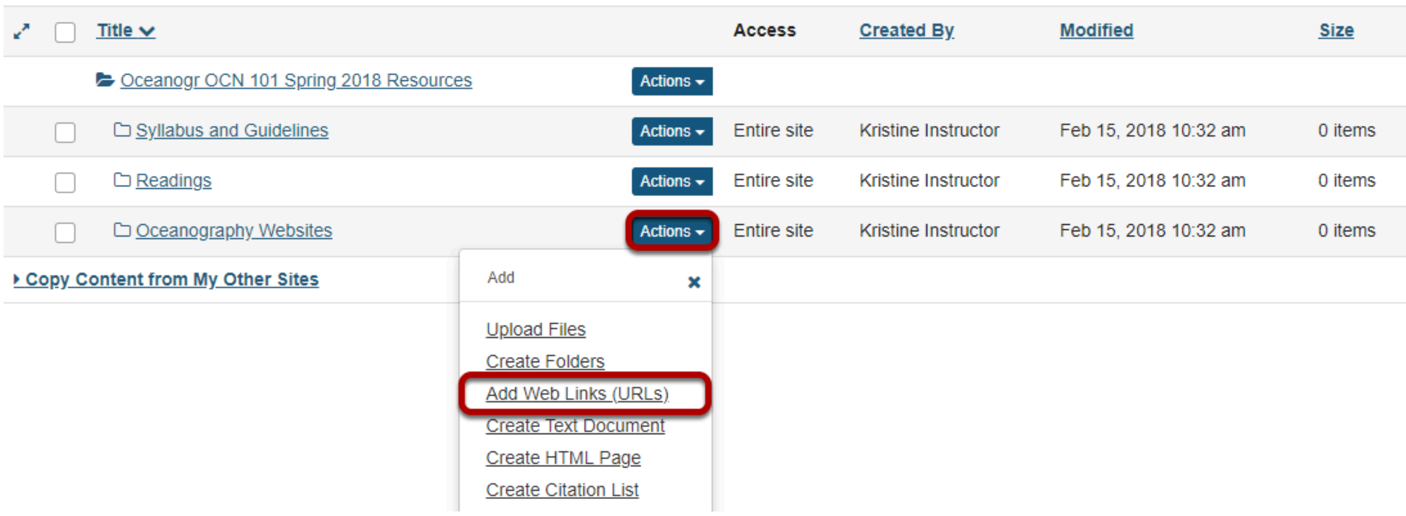
Users can create links to web pages in Resources.

Go to Resources.



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

Click Actions, then Add Web Links (URLs).

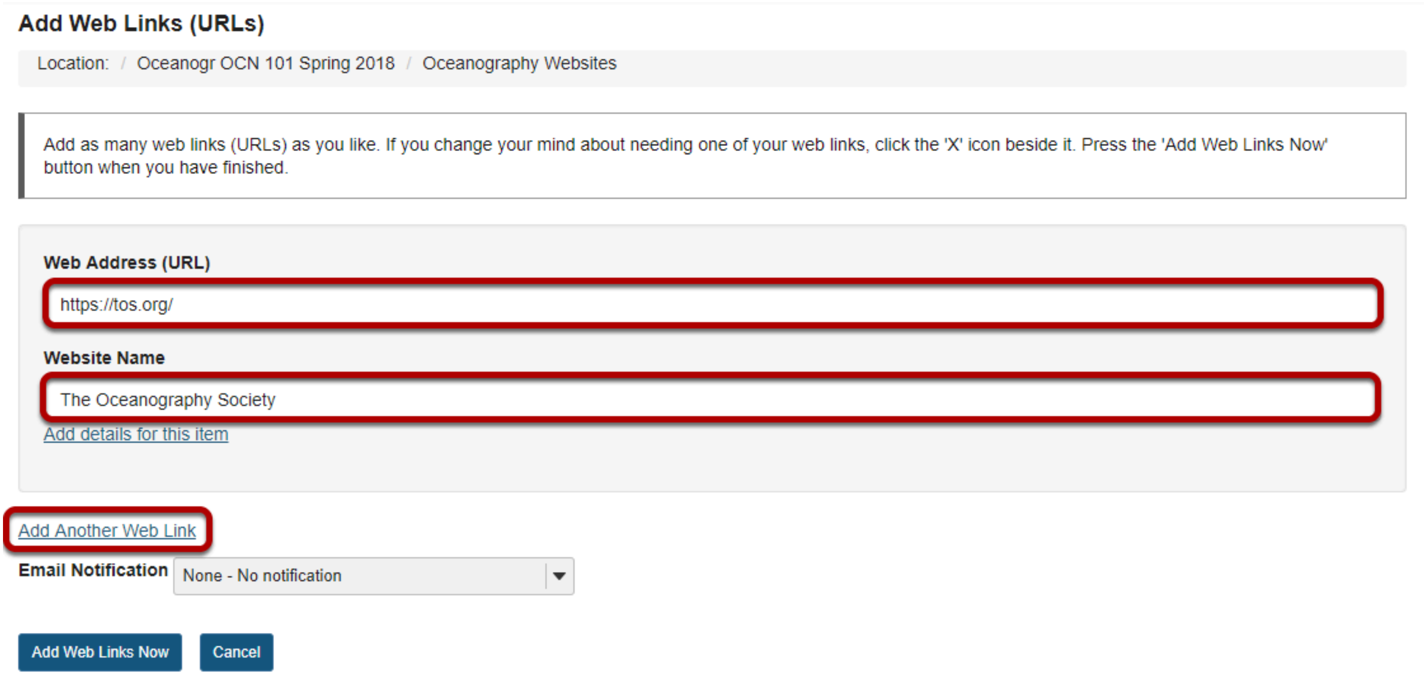


To the right of the folder to which you would like to add the web link, from the **Actions** drop-down menu, select **Add Web Links (URLs)**.

This displays the Add Web Links (URLs) page.

Footer

Enter web address.

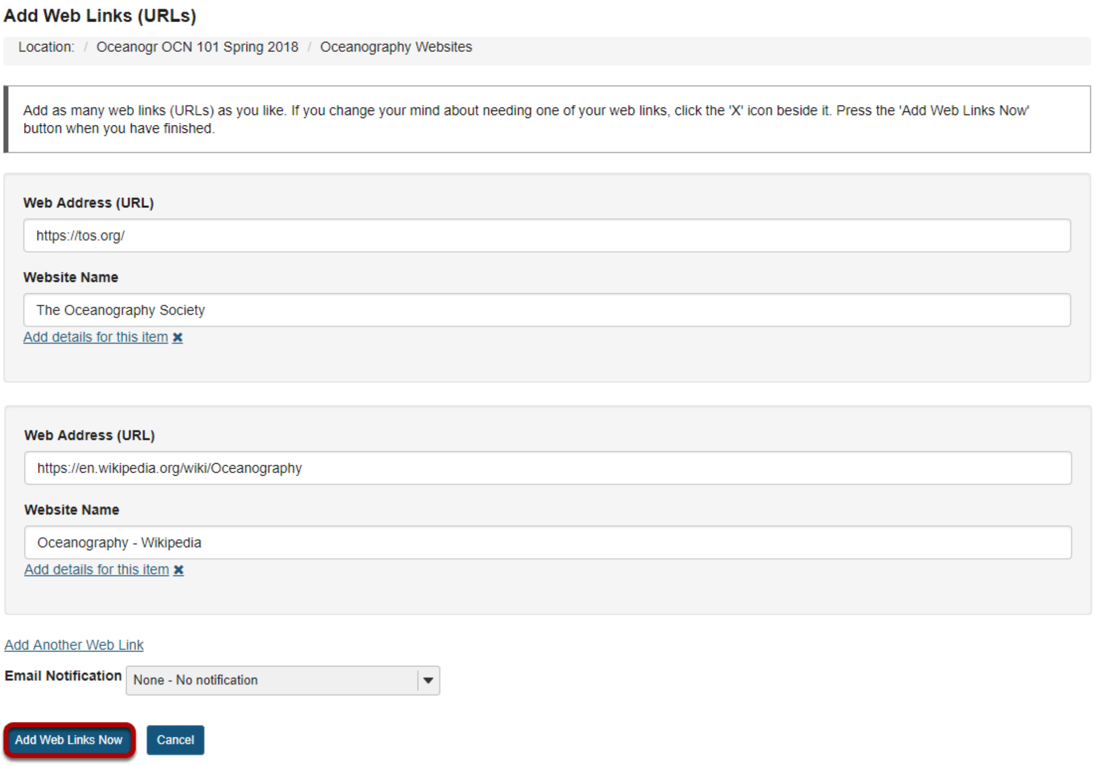


Enter (or paste) the web site address (URL) and enter a name of the link.

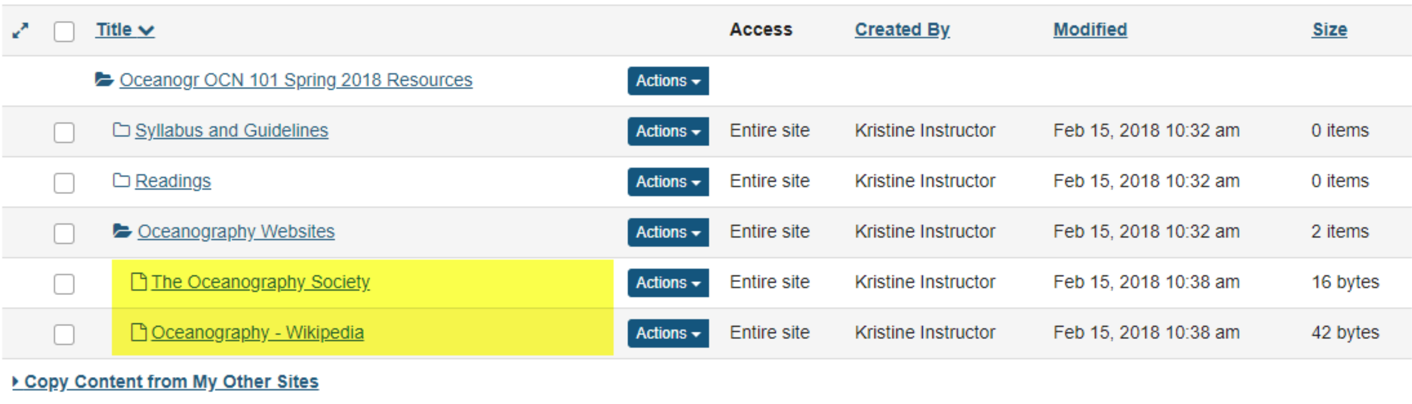
You may also click **Add Another Web Link** to add additional links. (Optional)

Footer

Click Add Web Links Now.



View links in Resources.

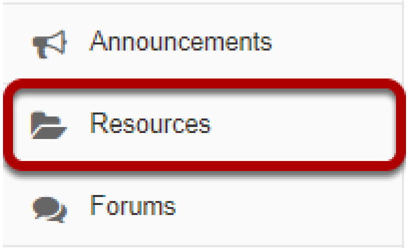


This creates links to the web sites in the selected Resource folder.

Footer

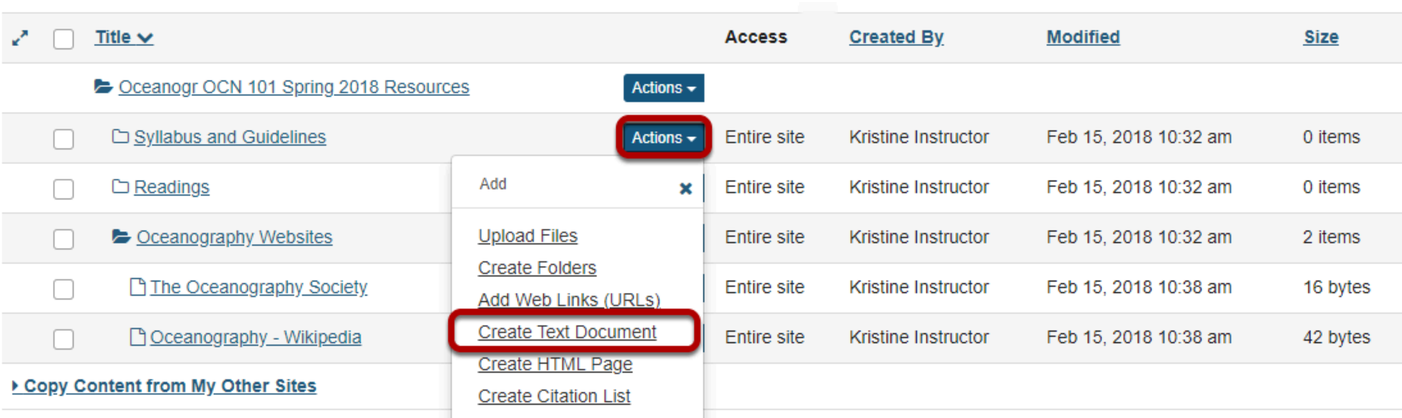
How do I create a text document?

Go to Resources.



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

Click Actions, then Create Text Document.

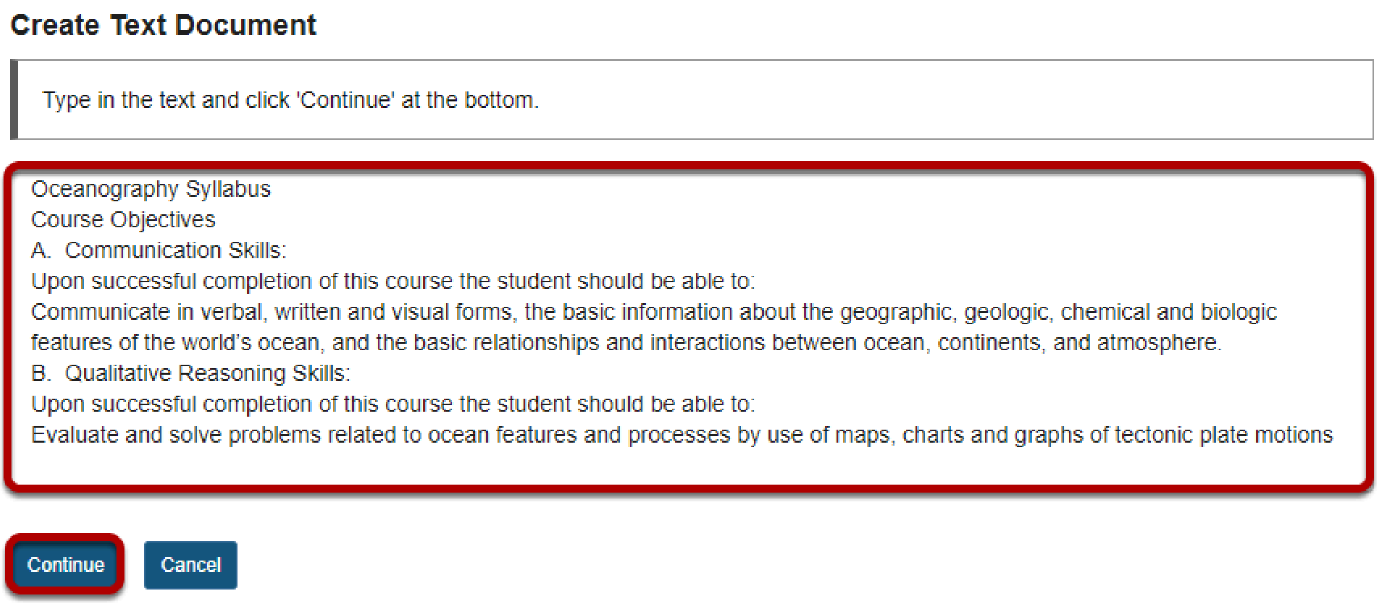


To the right of the folder in which you want to create the text document, from the **Actions** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

Footer

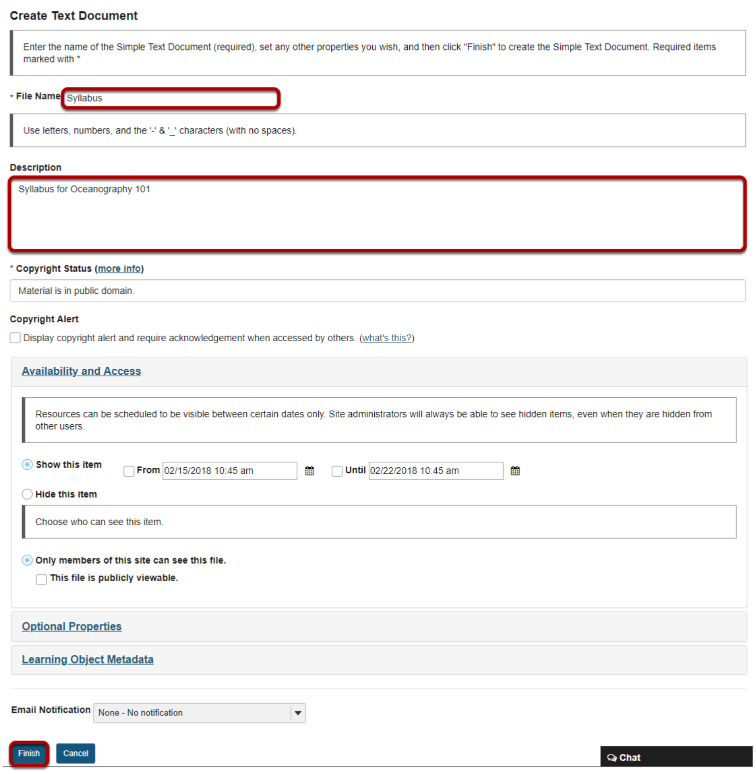
Enter text, then click Continue.



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

This displays the details page for the text document.

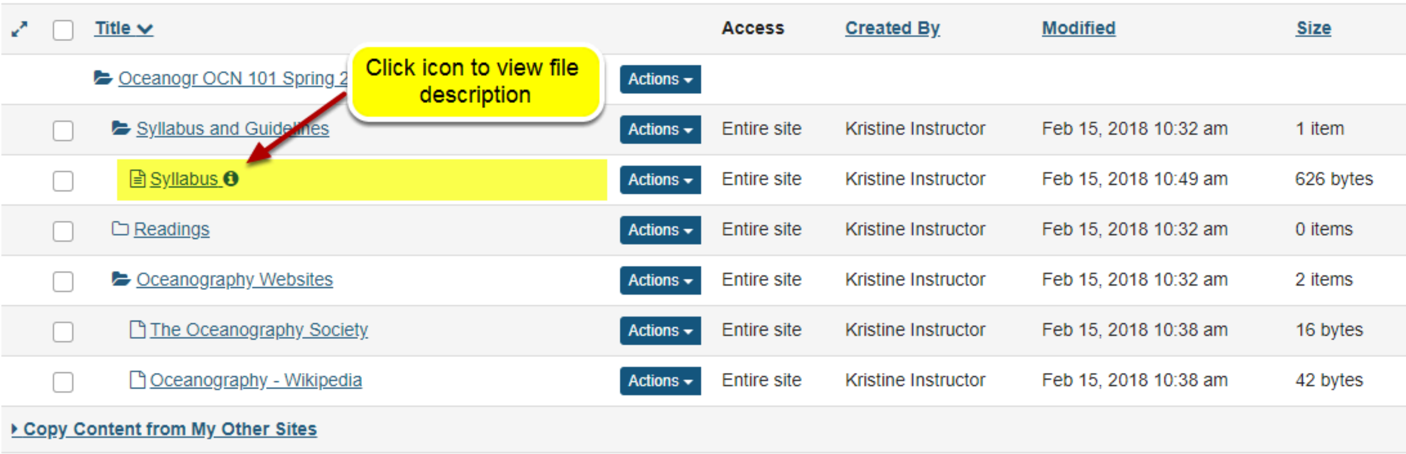
Enter document information.



Footer

Enter a display name for the text document, and additional details if needed, then click **Finish**.

View text document in Resources.



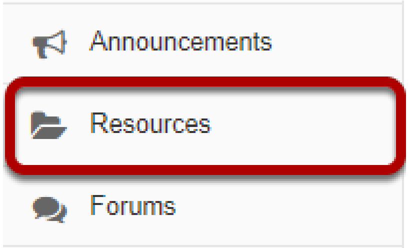
The text document has been placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description.

Footer

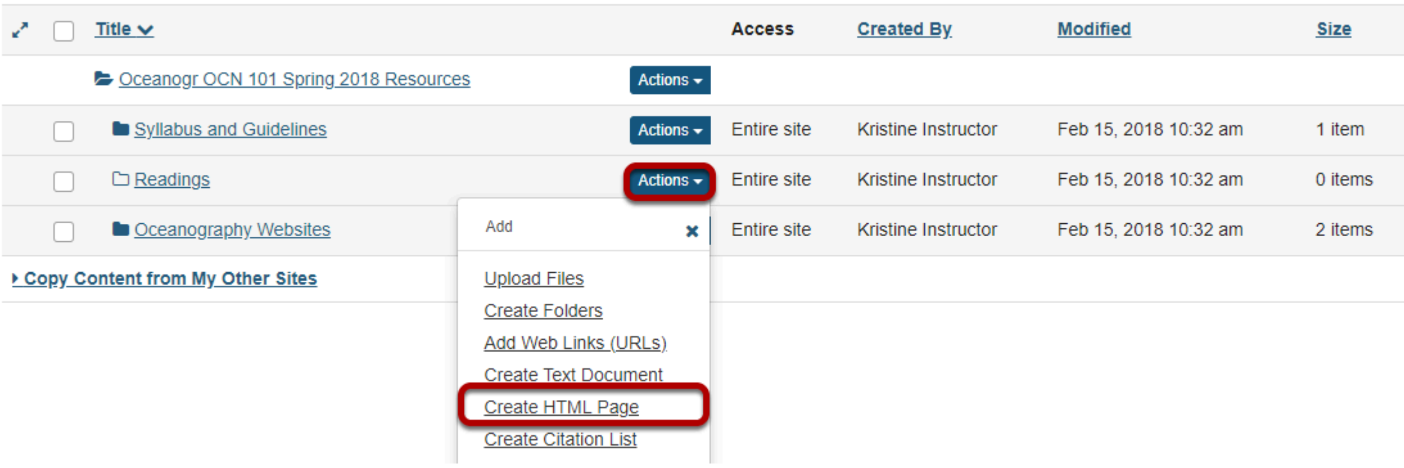
How do I create an HTML page?

Go to Resources.



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

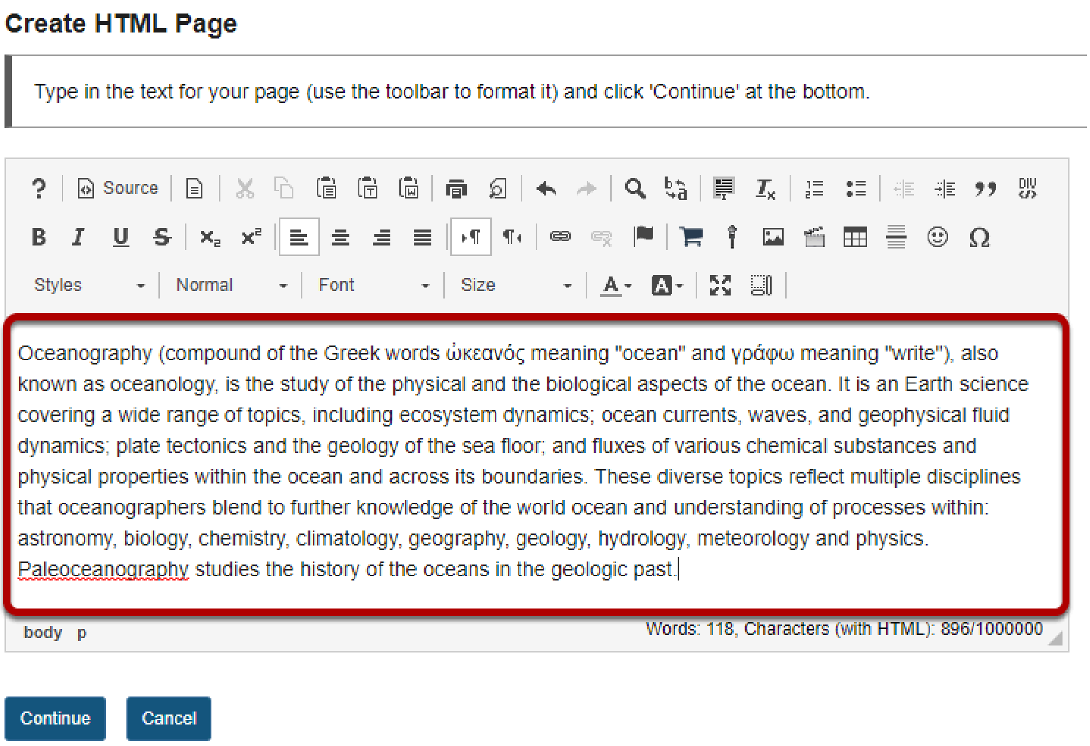
Click Actions, then Create HTML Page.



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

Footer

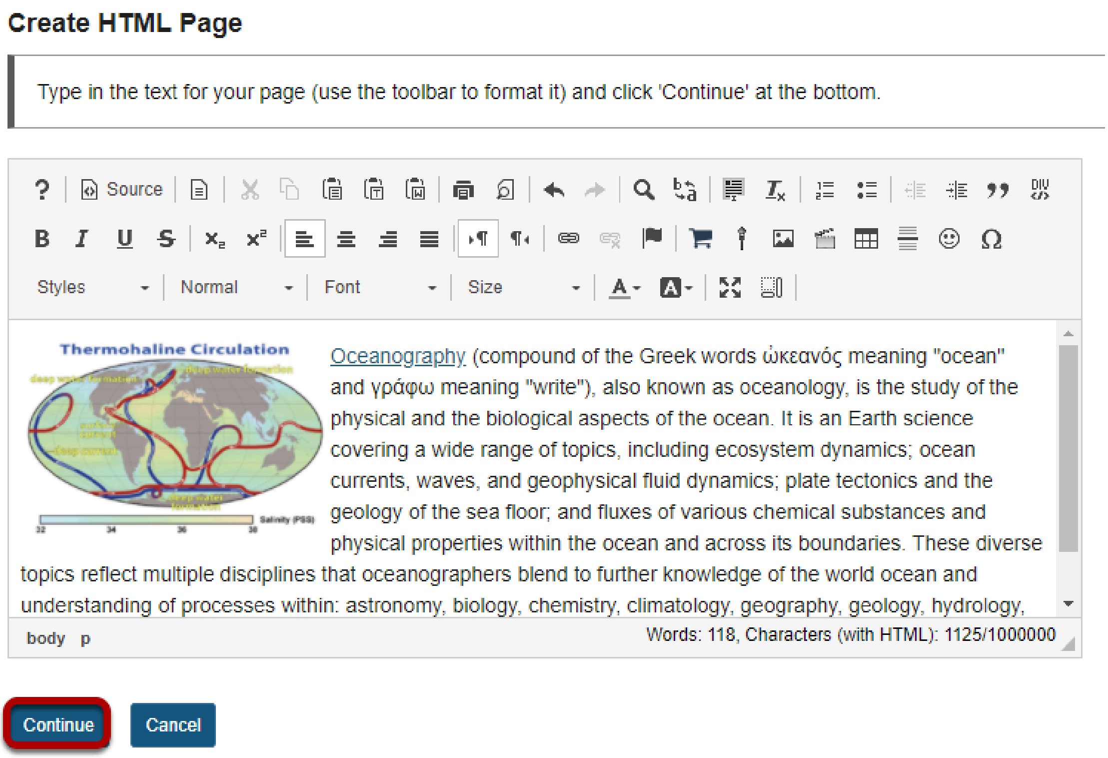
Enter document content.



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

Footer

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

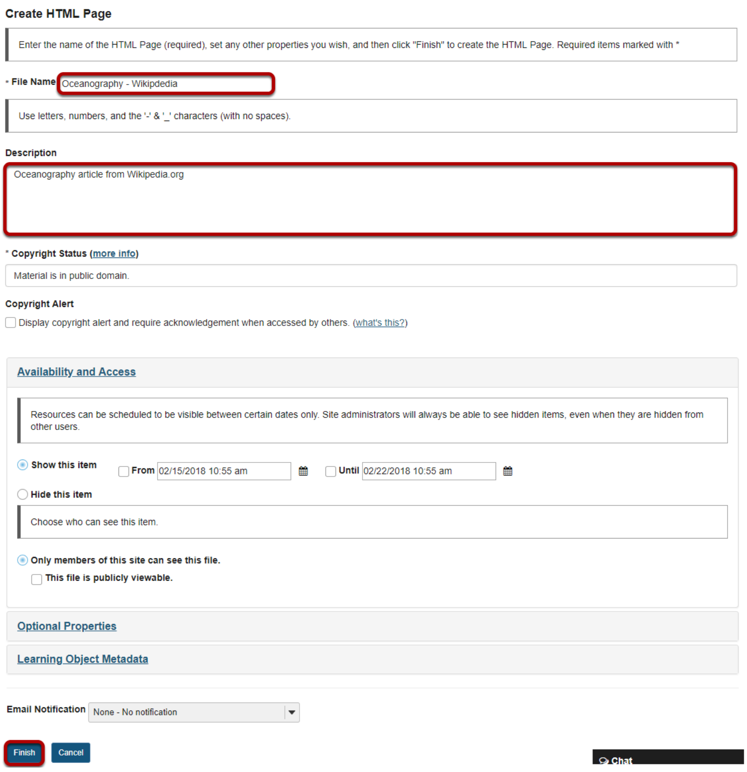


Use the Rich Text Editor tools to format the text, add images, links or other HTML items to the document.

Click **Continue** to save your document when you are finished editing.

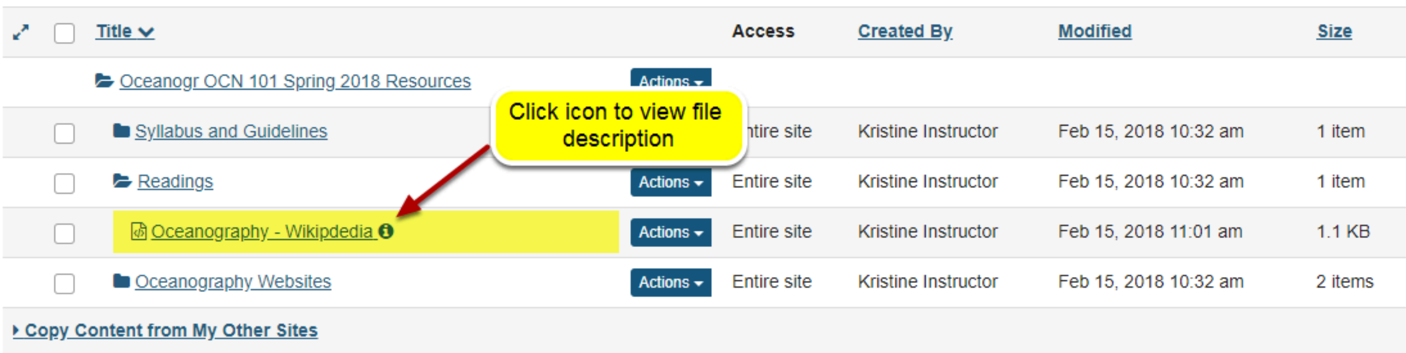
Footer

Enter document details.



Enter a display name for the HTML document, and any other information as needed. Click **Finish** when done.

View HTML file in Resources.



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.

Footer

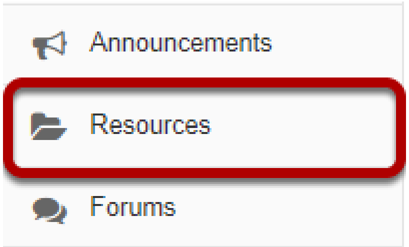
How do I create a citation list?

Users can create a citation list for a books, journal articles, manuscripts, newspapers or musical compositions in Resources. There are two methods for creating a citation list.

Method 1: Import a file in RIS (Research Information Systems) format.

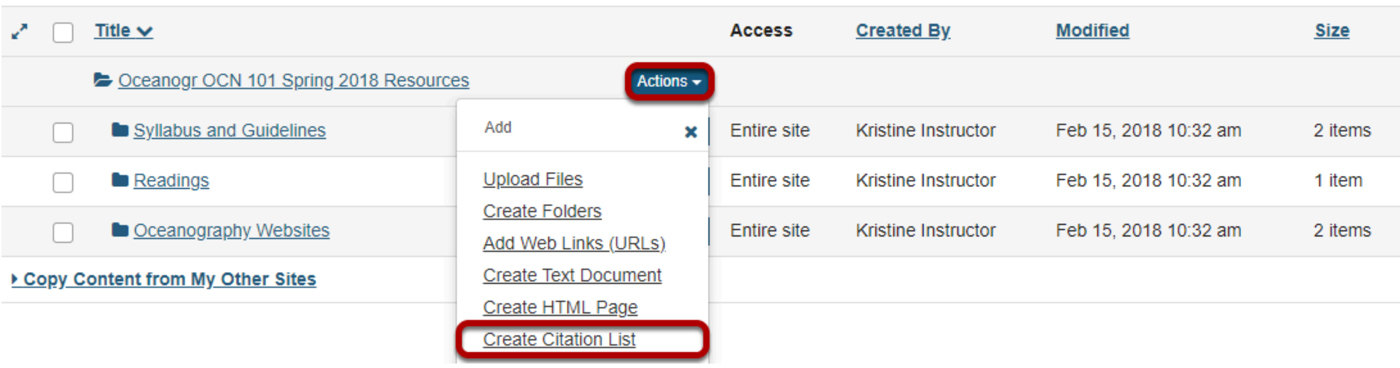
Method 2: Manually create list.

Go to Resources.



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

Method 1: Import RIS file.

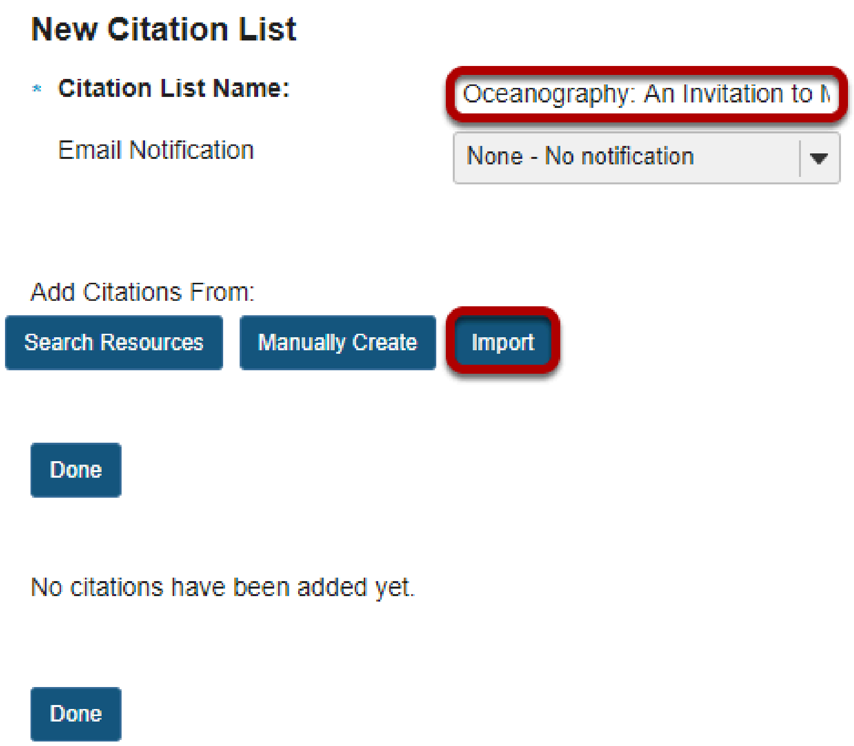


To the right of the folder you want to import the RIS citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Footer

Enter a name, then Import.

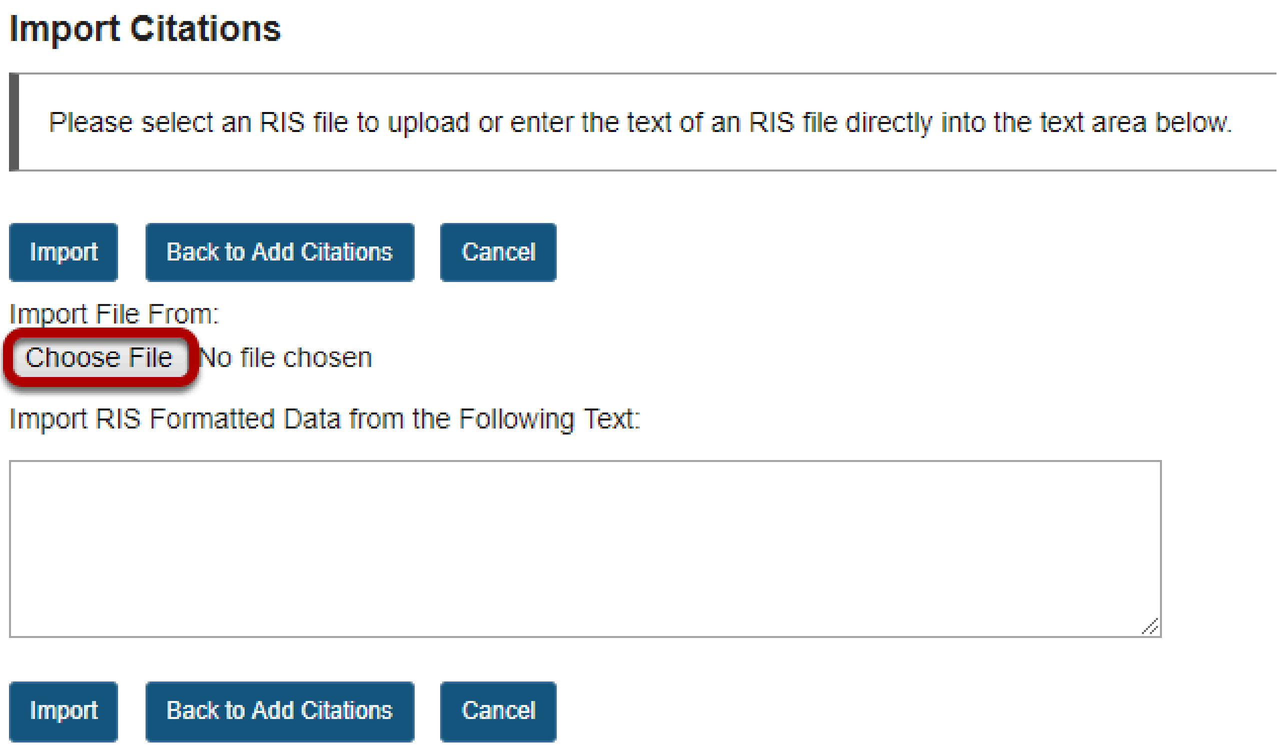


Enter a name for the citation list, then click **Import**.

This displays the Import Citations page.

Footer

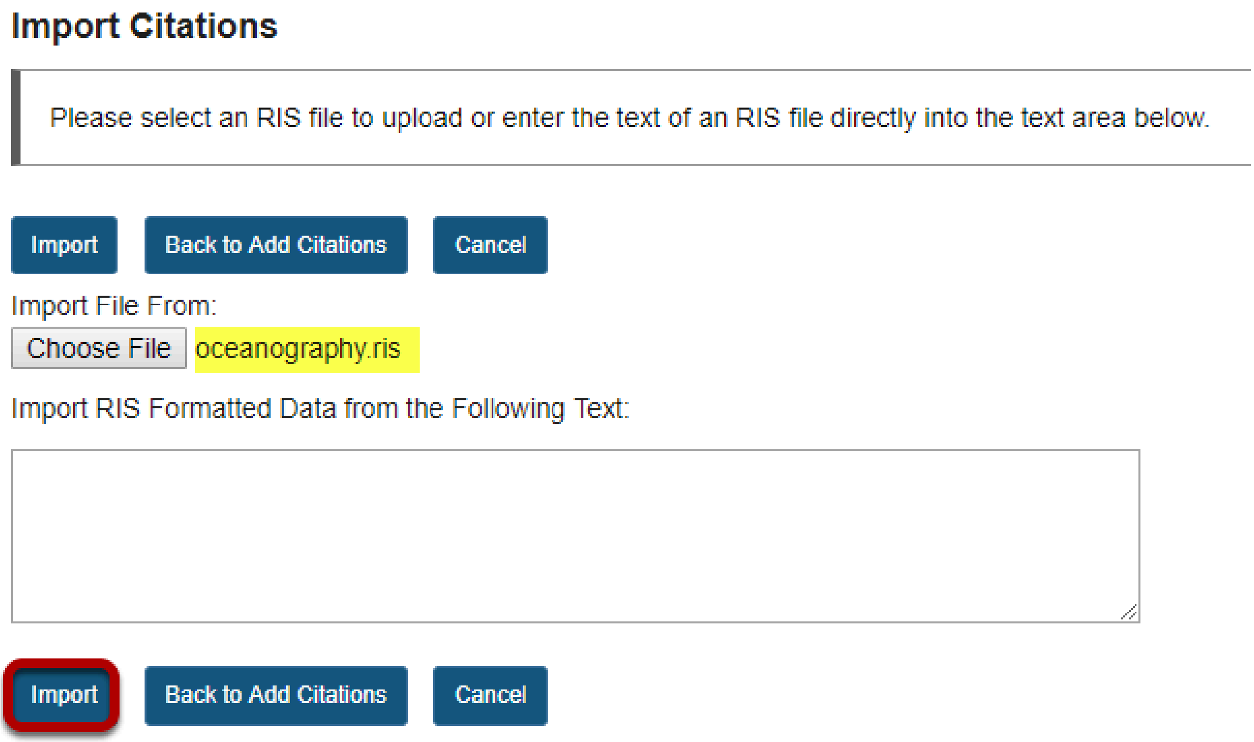
Click Choose File.



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

Footer

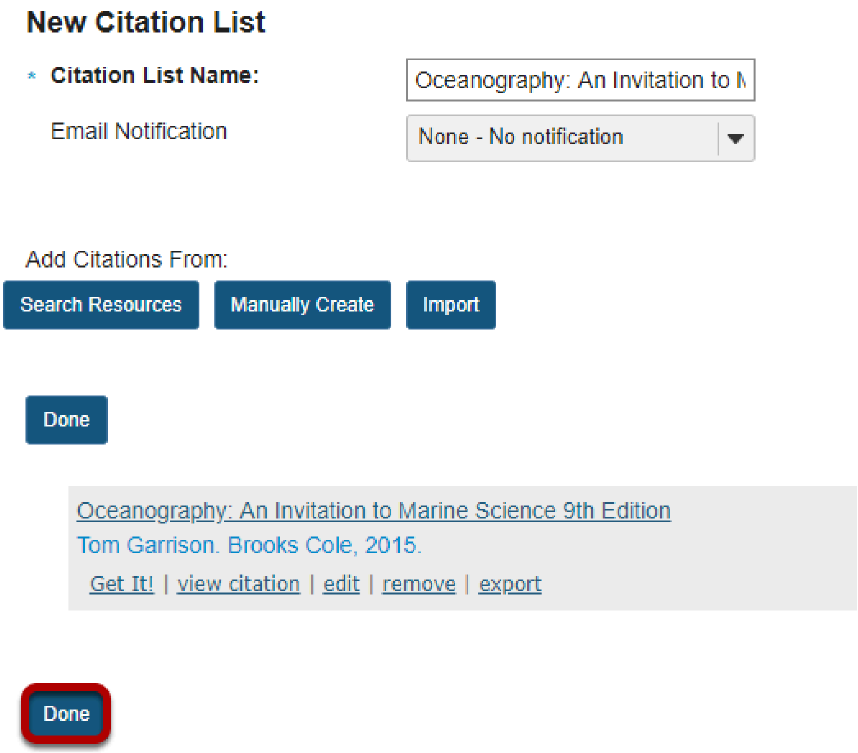
Click Import.



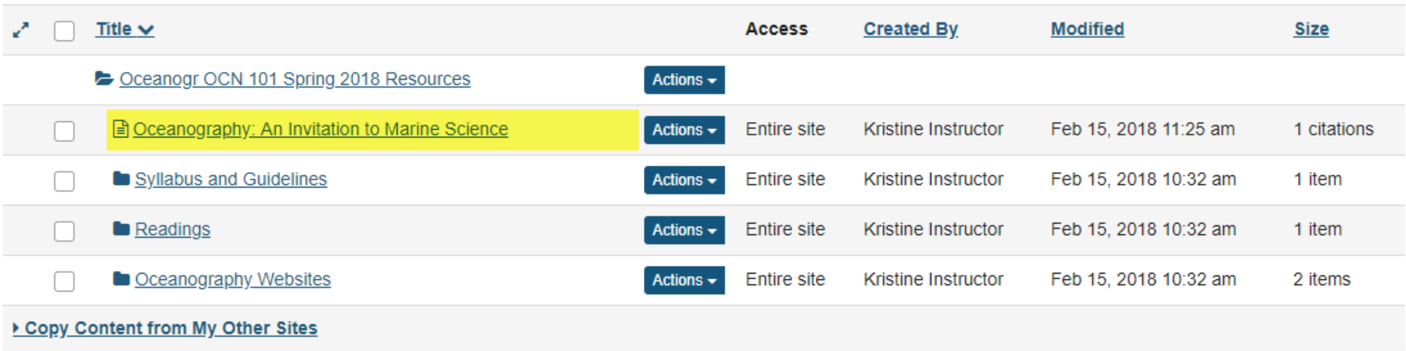
Note: The selected .ris filename will appear next to the Choose File button.

Footer

Click Done.



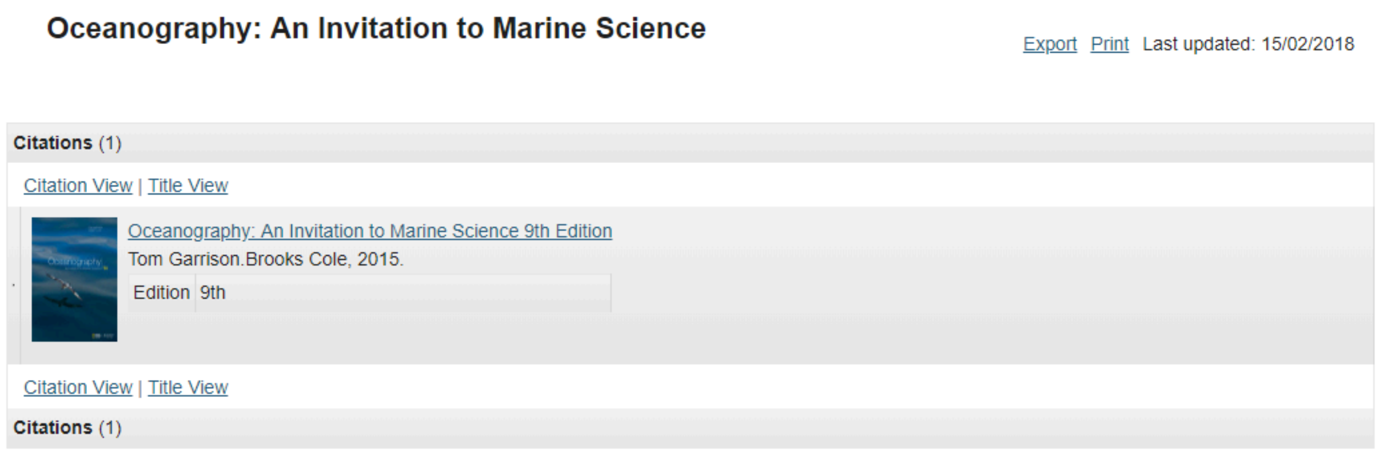
View citation list in Resources.



The citation list is located in the selected folder.

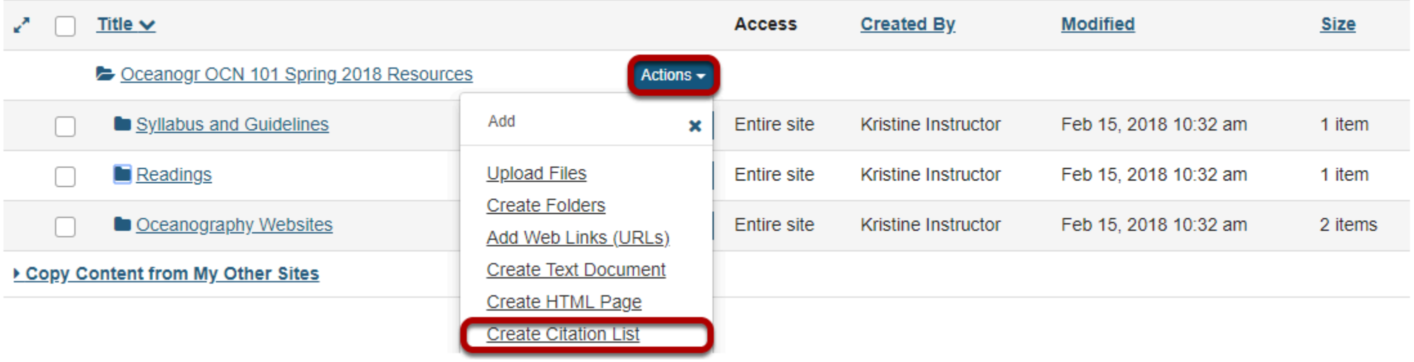
Footer

Click on the citation list name.



Clicking on the list name will open the item and display the list of citations.

Method 2: Manually create citation list.

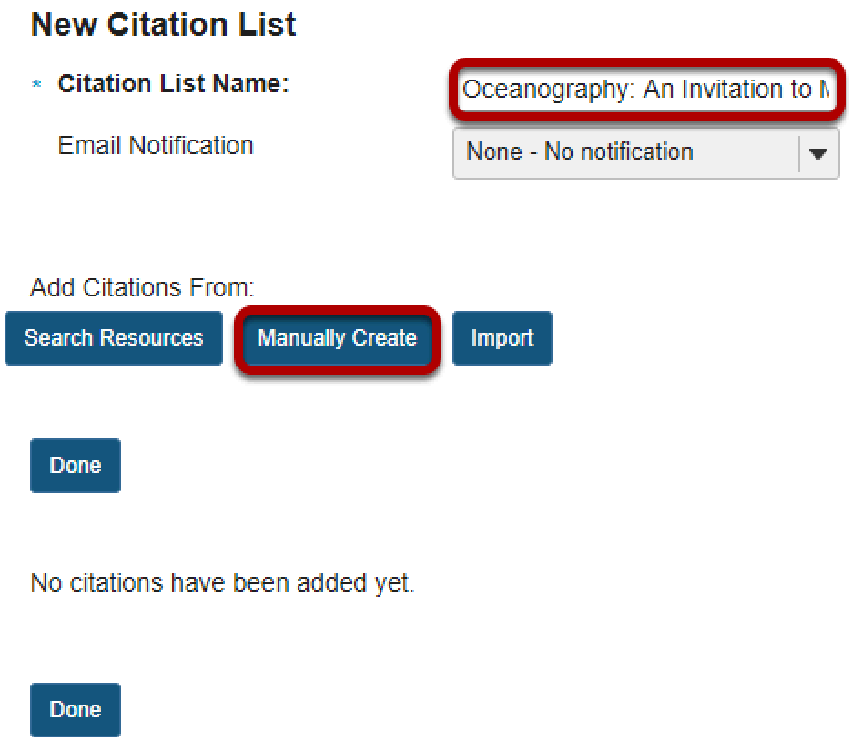


To the right of the folder where you want to create the citation list, from the **Actions** drop-down menu, select **Create Citation List**.

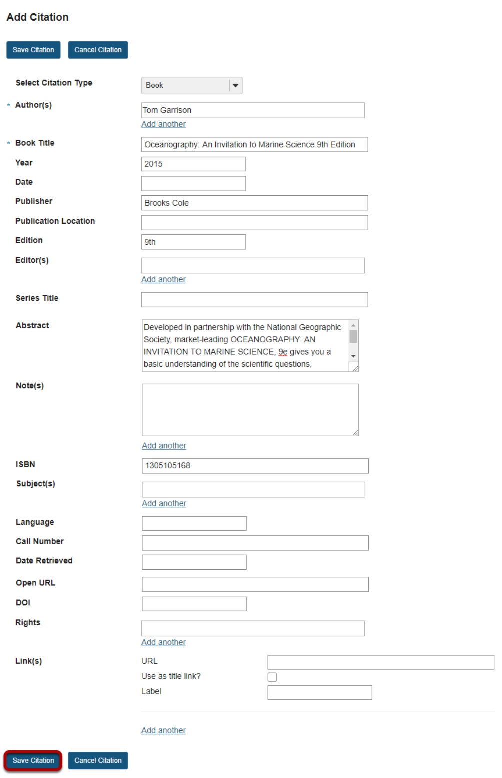
This displays the New Citation List page.

Footer

Enter a name for the citation list, then click Manually Create.



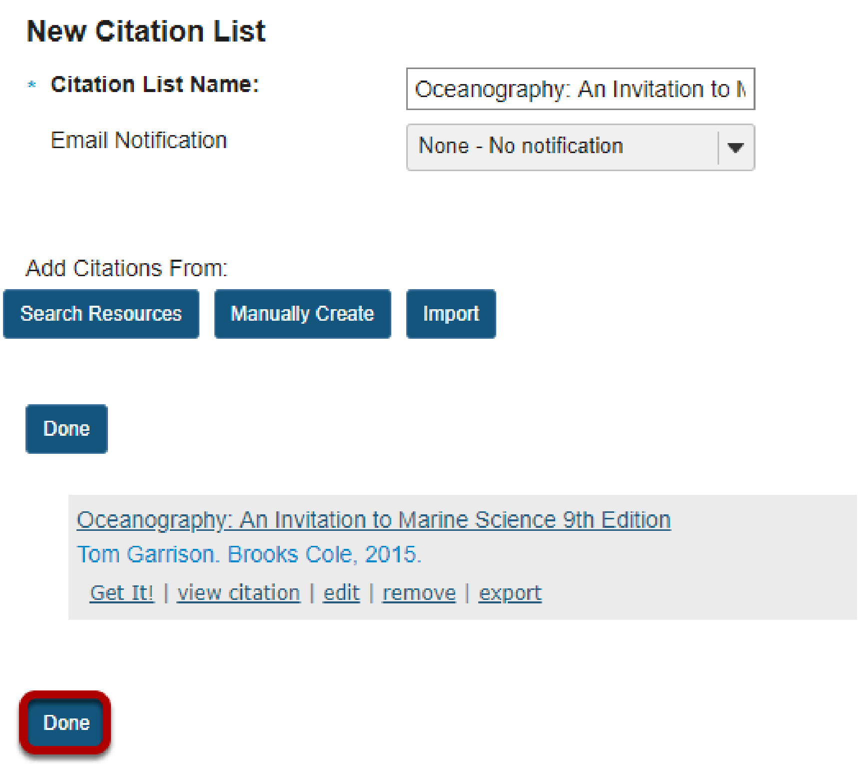
Enter citation information, then Save.



Footer

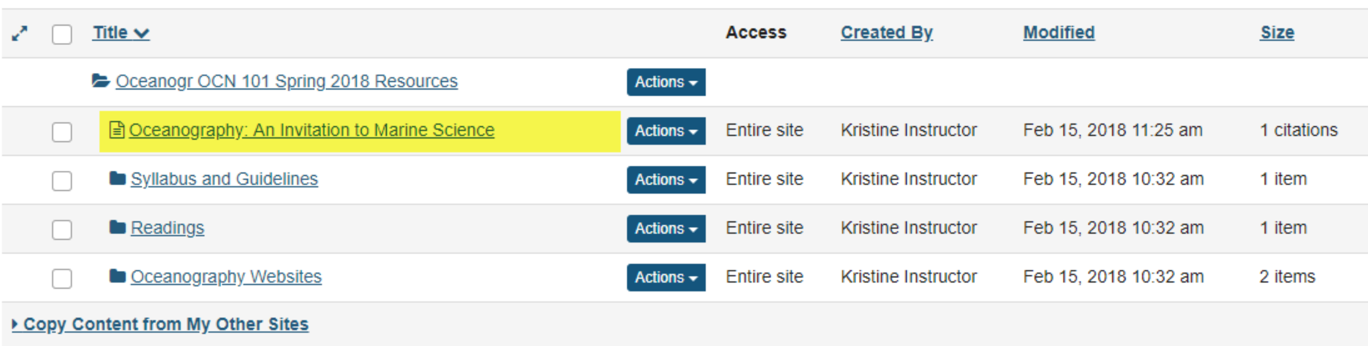
Manually enter the citation information, then click **Save Citation**.

Click Done.



This returns the display to the New Citation List page with a summary of the citation information. You may add more citations if needed. When finished, click **Done**.

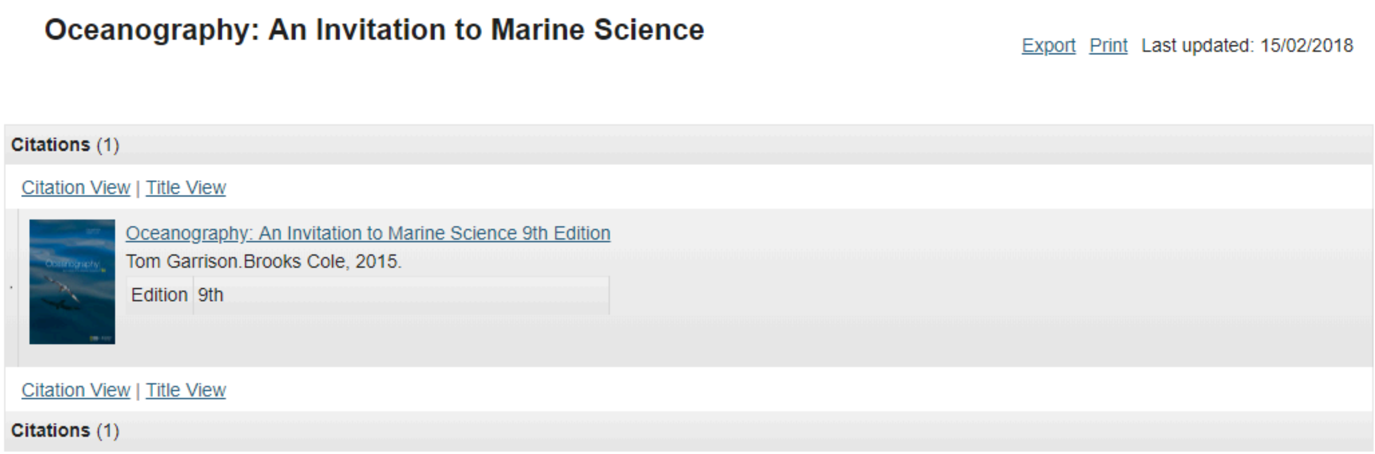
View citation list in Resources.



The citation is listed in the selected folder.

Footer

Click on the citation list name.

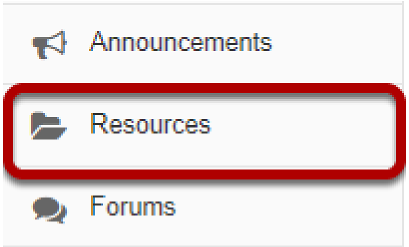


Clicking on the list name will open the item and display the list of citations.

Footer

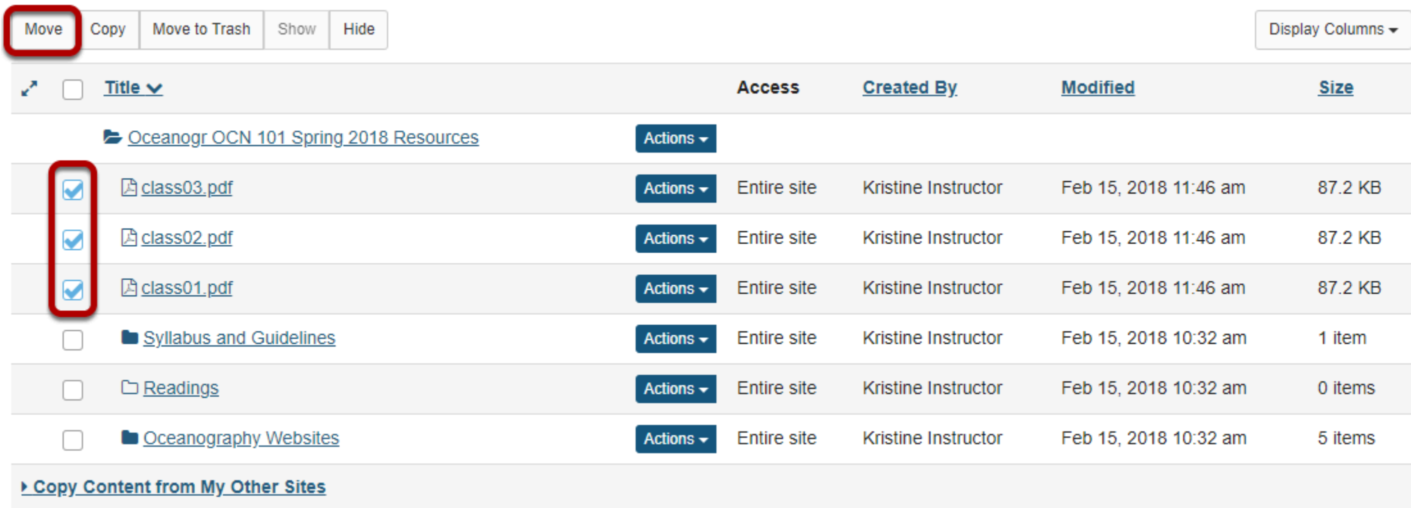
How do I move a file or folder within Resources in the same site?

Go to Resources.



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

Select one or more items, then click Move.

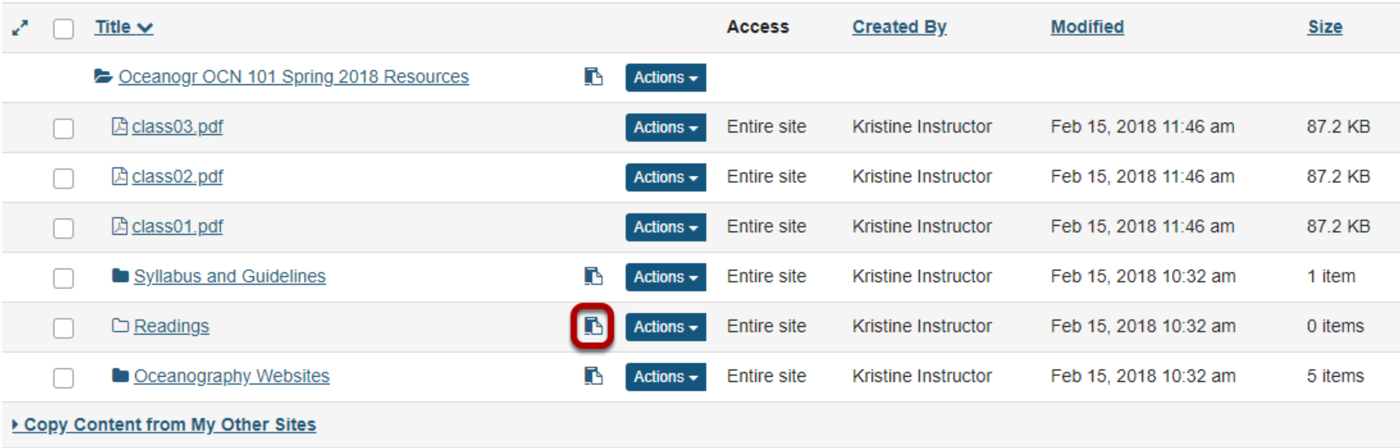


Check the boxes to the left of the files or folders you want to move, then click **Move**.

*Note: Alternately, if you are only moving one item, you may select **Move** from the item **Actions** menu instead.*

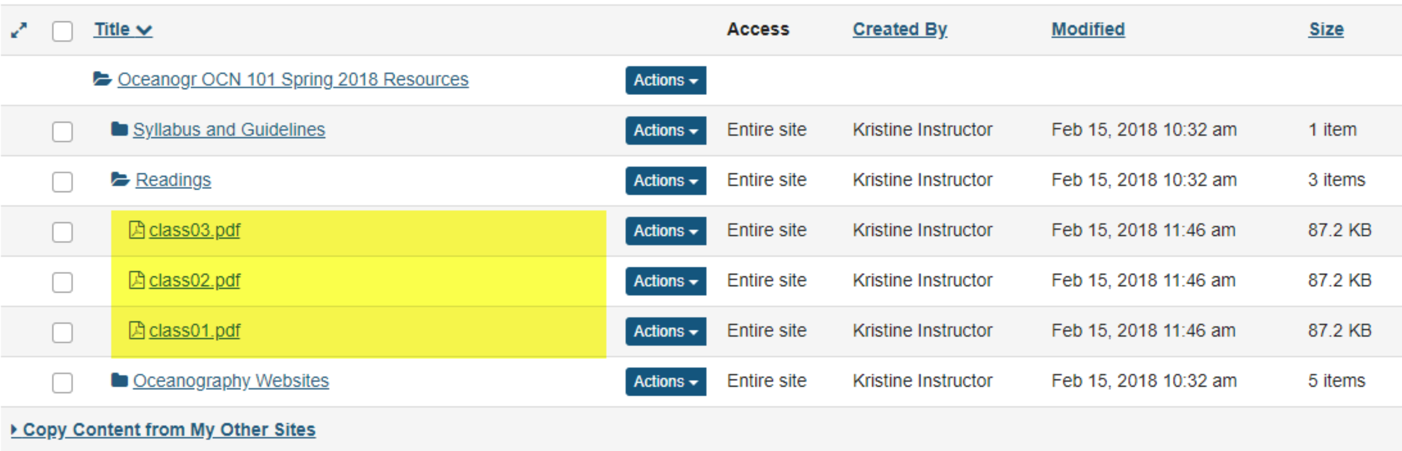
Footer

Click the clipboard icon (paste moved items here).



To the right of the destination folder where you want to place the files or folders to, click the clipboard icon.

View moved files in new location.

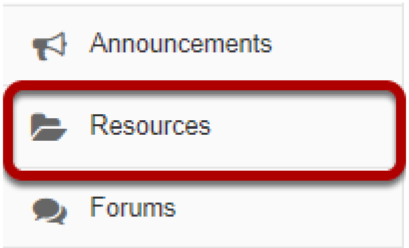


This returns the display to the Resources page with the files or folders now moved to the destination folder.

Footer

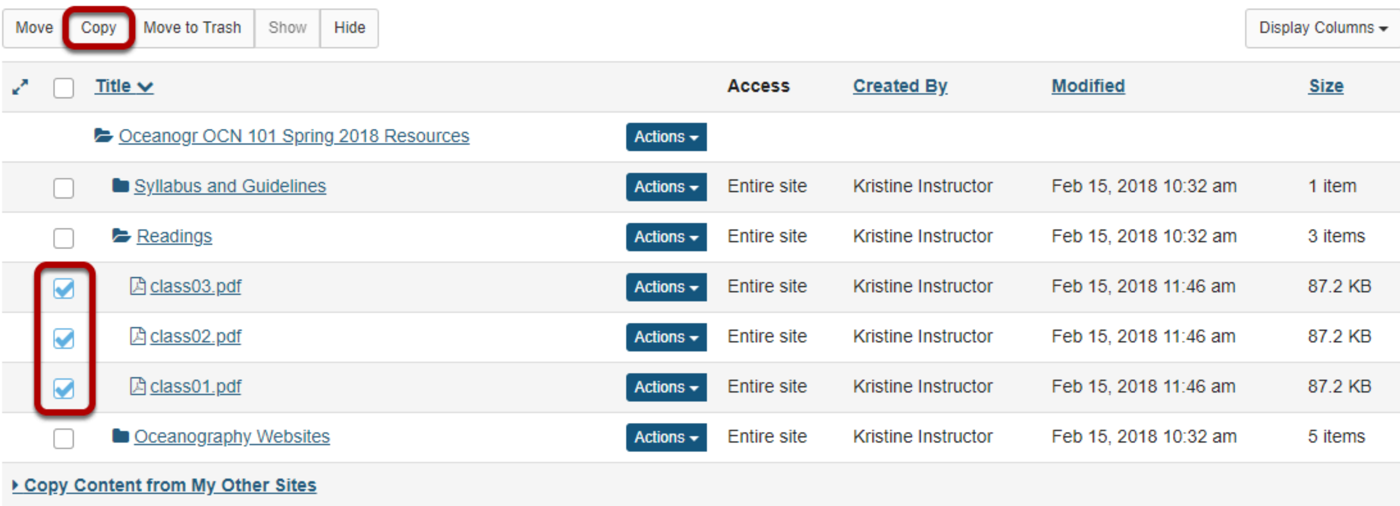
How do I copy a file or folder within Resources in the same site?

Go to Resources.



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

Select one or more items, and then select Copy.

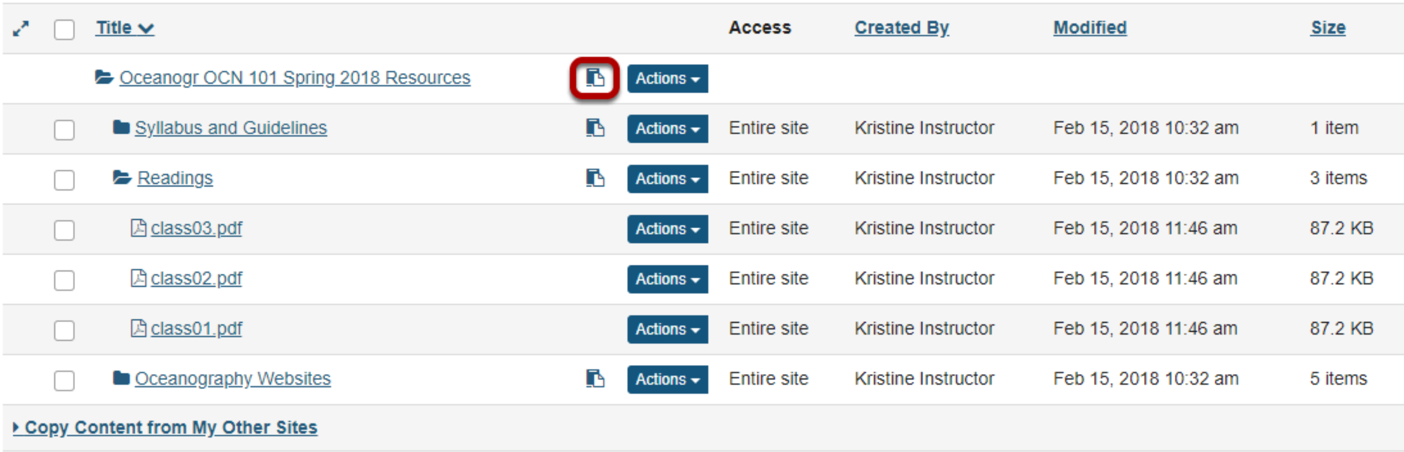


Check the box next to the item or items you want to copy, and then select Copy at the top of the Resources listing.

*Note: Alternately, if you are copying a single item, you may select **Copy** from the item **Actions** menu instead.*

Footer

Click the clipboard icon.



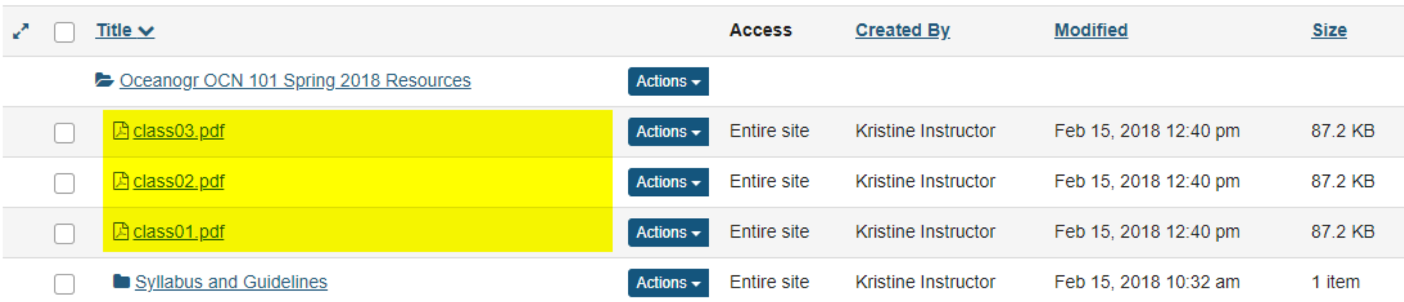
	Title		Access	Created By	Modified	Size
	Oceanogr OCN 101 Spring 2018 Resources	Actions				
	Syllabus and Guidelines	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
	Readings	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	3 items
	class03.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 11:46 am	87.2 KB
	class02.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 11:46 am	87.2 KB
	class01.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 11:46 am	87.2 KB
	Oceanography Websites	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	5 items

Copy Content from My Other Sites

Click the clipboard icon to the right of the folder where you want place the copied item/s.

Note: If you prefer, you may select ***Paste copied items*** *from the destination folder* ***Actions*** *menu instead.*

View copied item(s).



	Title		Access	Created By	Modified	Size
	Oceanogr OCN 101 Spring 2018 Resources	Actions				
	class03.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 12:40 pm	87.2 KB
	class02.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 12:40 pm	87.2 KB
	class01.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 12:40 pm	87.2 KB
	Syllabus and Guidelines	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item

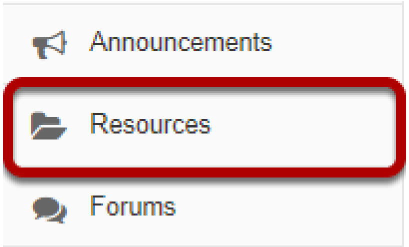
This returns the display to the Resources page with a copy of the files or folders in the new location.

Footer

How do I copy a Resources file or folder from one site to another site?

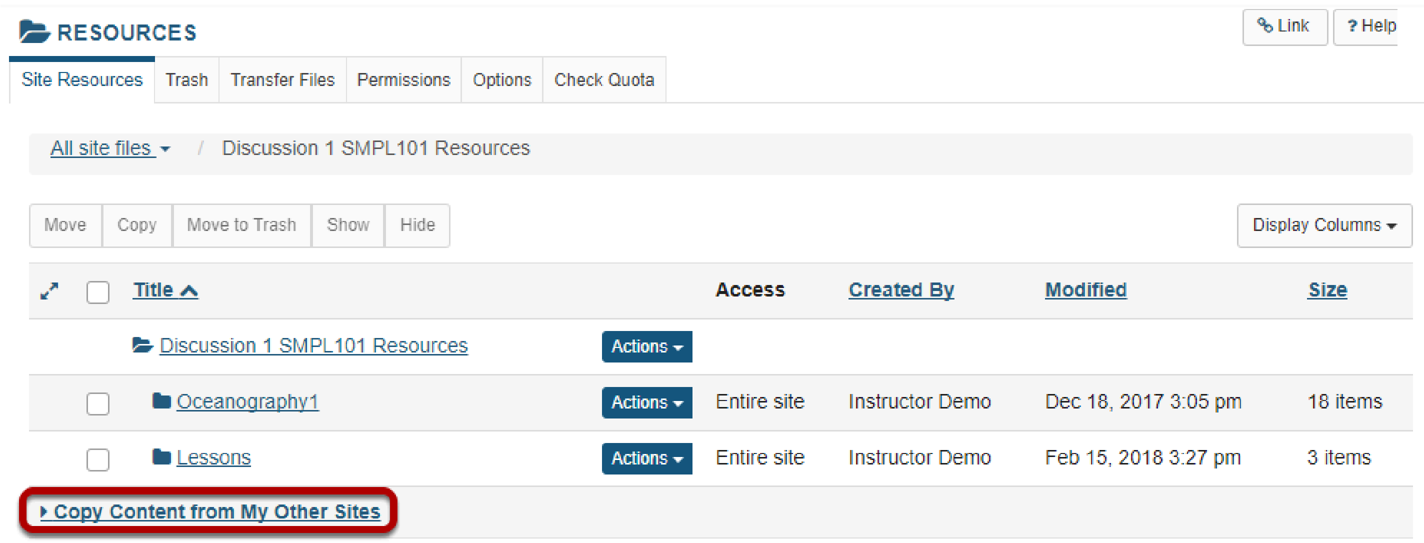
Instructors can copy a Resource file or folder from on site to another site.

Go to Resources.



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

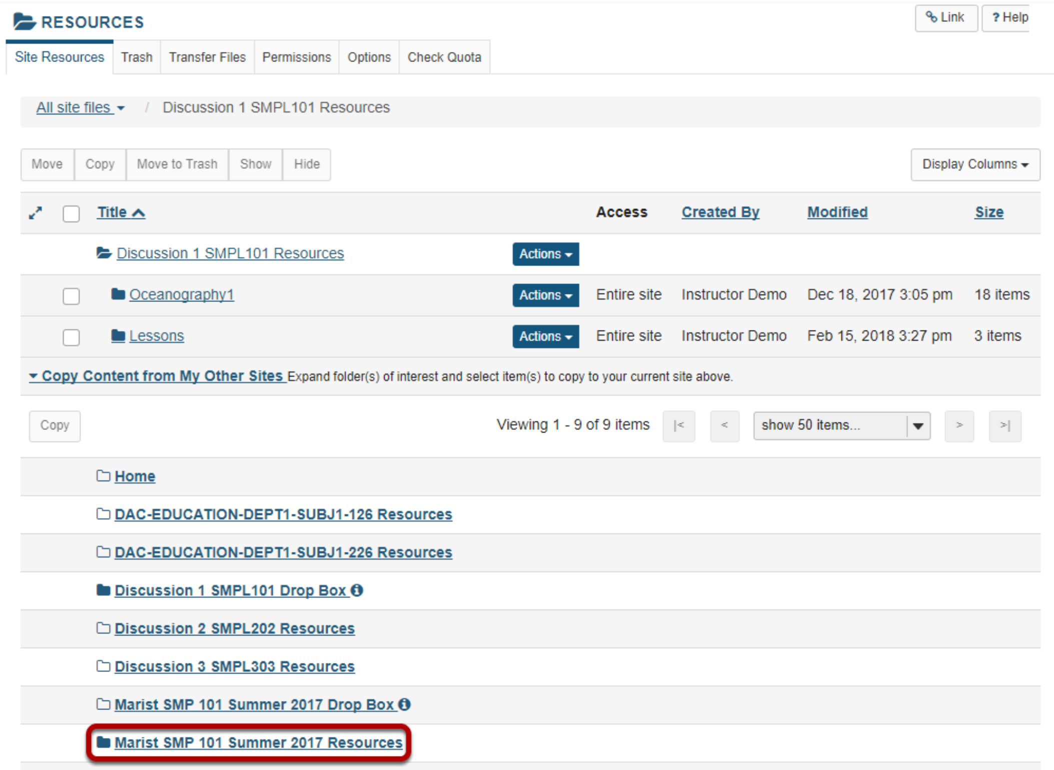
Click Copy Content from My Other Sites.



This displays the Resource folders located in your other sites.

Footer

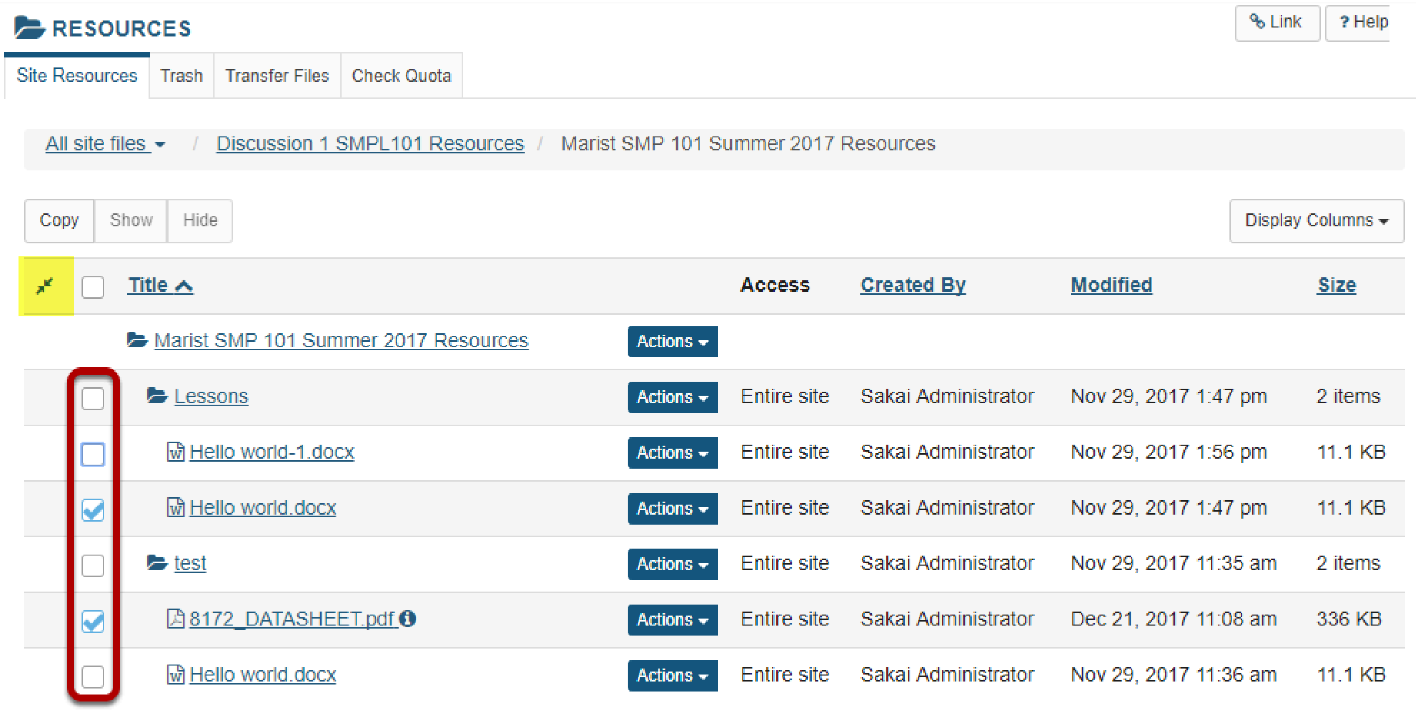
Select the site containing the files that you would like to copy.



Note: Folder icons that are transparent have no files. Folder icons with a solid fill color contain files and folders.

Footer

Select the files or folders you would like to copy.

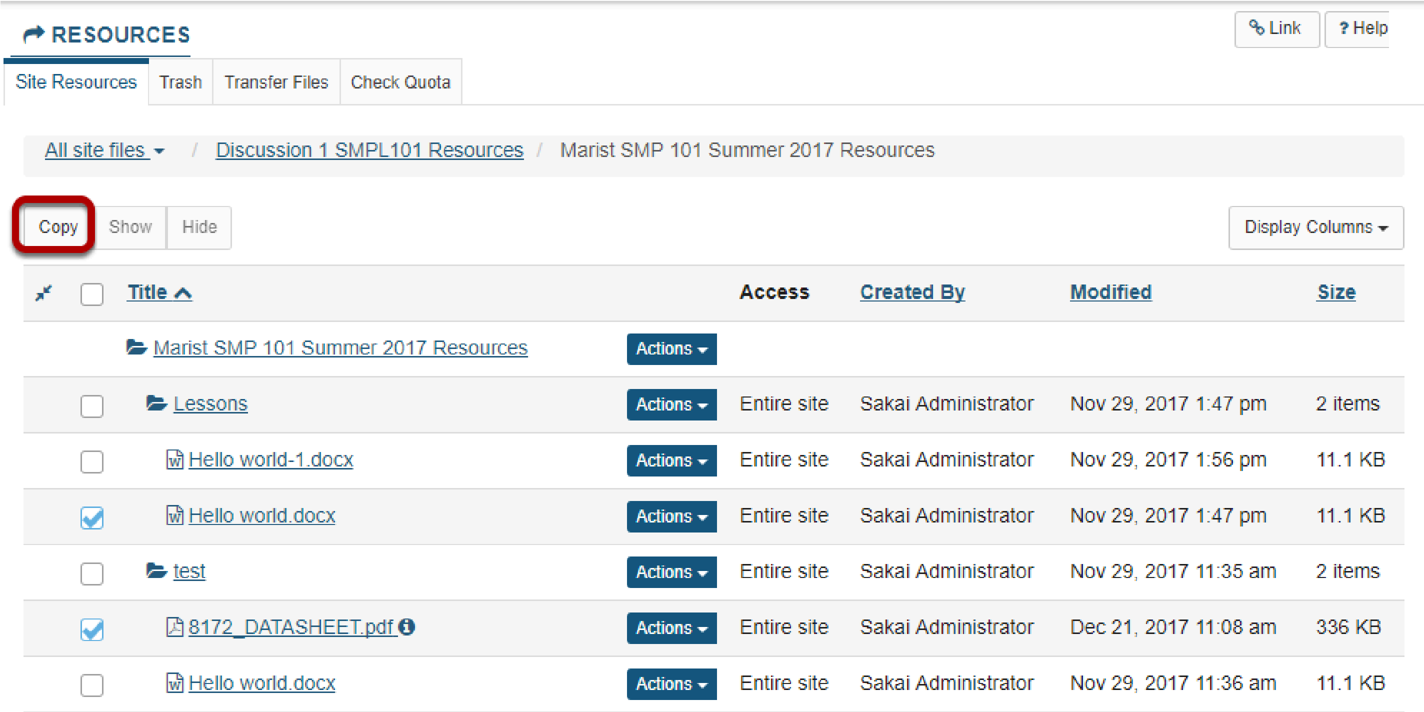


Check the boxes next to the files or folders you would like to copy to select them.

Tip: You can use the arrows icon in the upper left to expand/collapse all folders and subfolders at once.

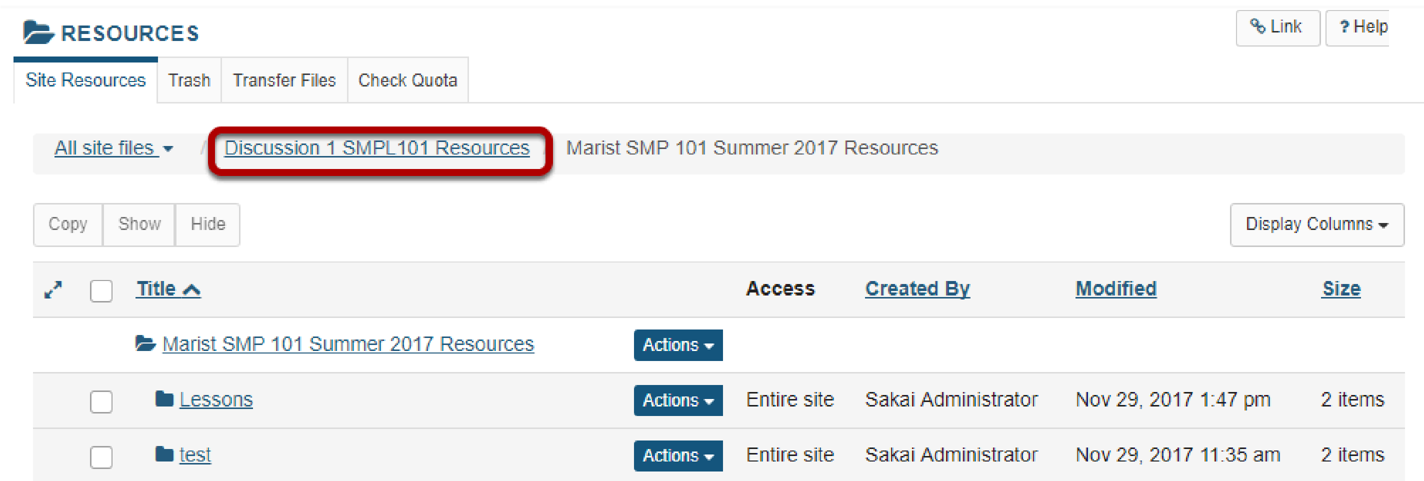
Footer

Click Copy.



This places the Resources page into a temporary display state to facilitate the copying of files.

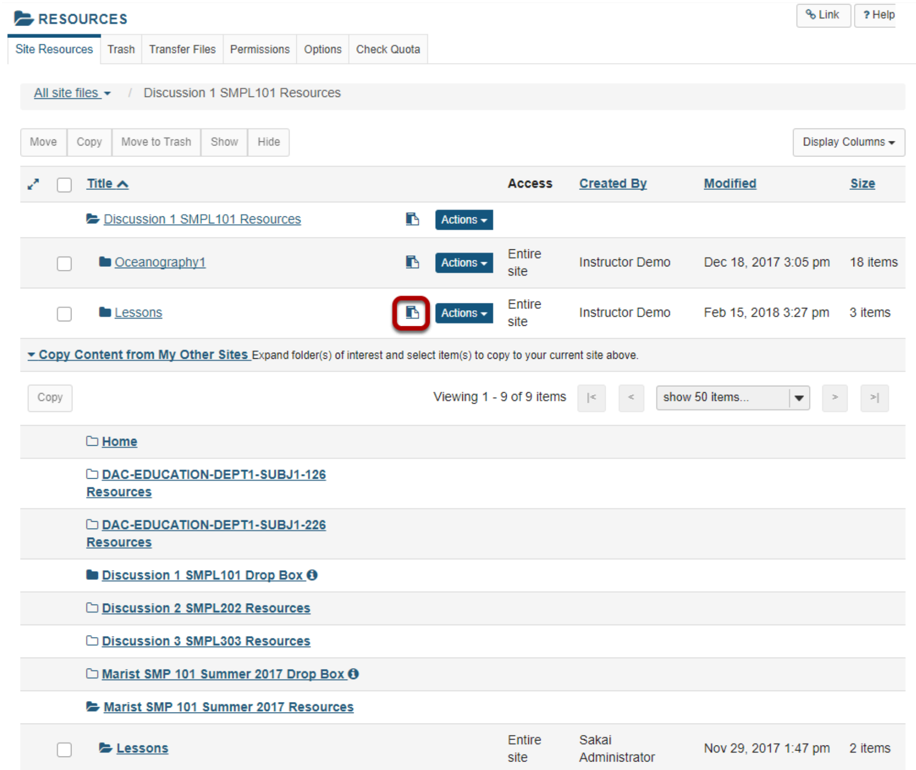
Navigate to the site where you would like to place the copied files.



You may return to the original site by clicking on the title of the site in the breadcrumbs.

Footer

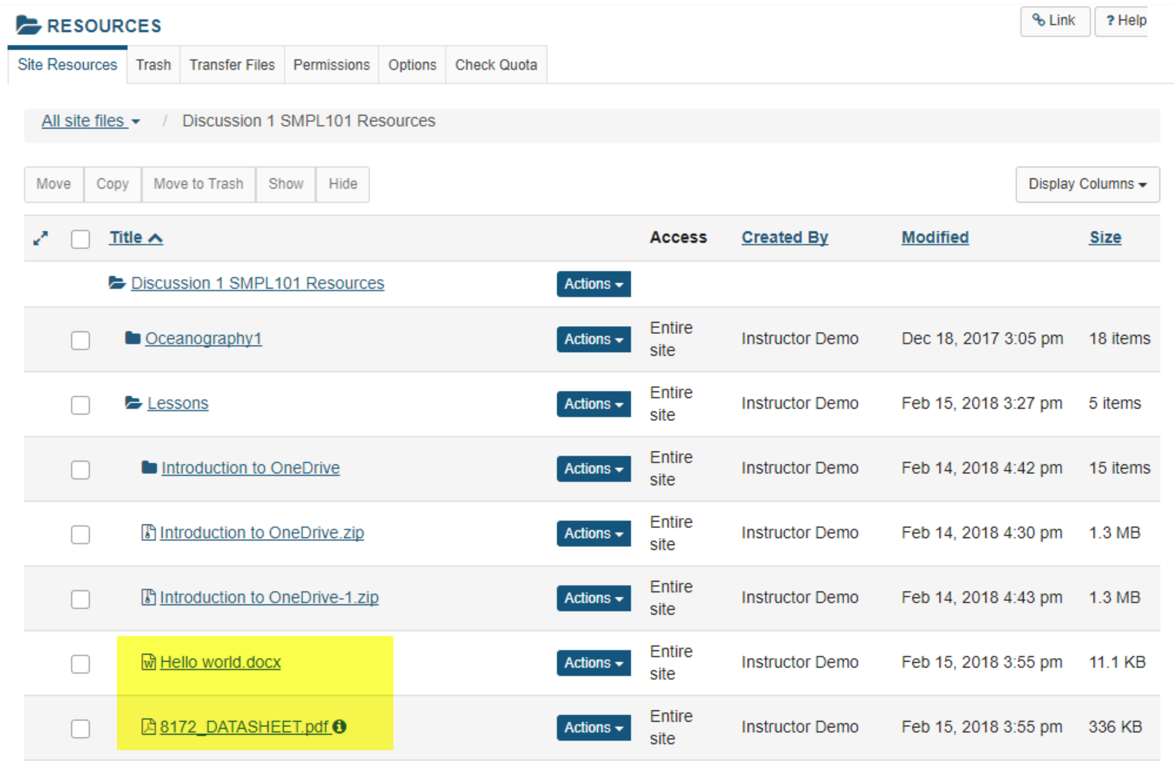
Click the clipboard icon.



To the right of the folder where you want to place the copied items, click the clipboard icon.

Footer

View copied files.



This places a copy of the files or folders into the Resources folder in the destination site.

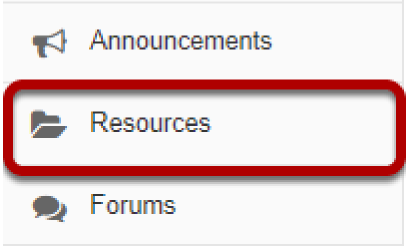
Footer

How do I reorder files or folders within Resources?

Anyone with access to view Resources sees the reordered items in the desired order. If an instructor wants students to go directly to Resources to locate content items, this feature allows the items to be placed in a specific order. Or, if you have used the Make a Web Content Link option to place a Resources folder into the Tool Menu, the reorder feature controls the placement of items on that page as viewed by site participants.

The process is the same for reordering both files and folders. However, items must be within the same parent folder in order to be reordered at one time.

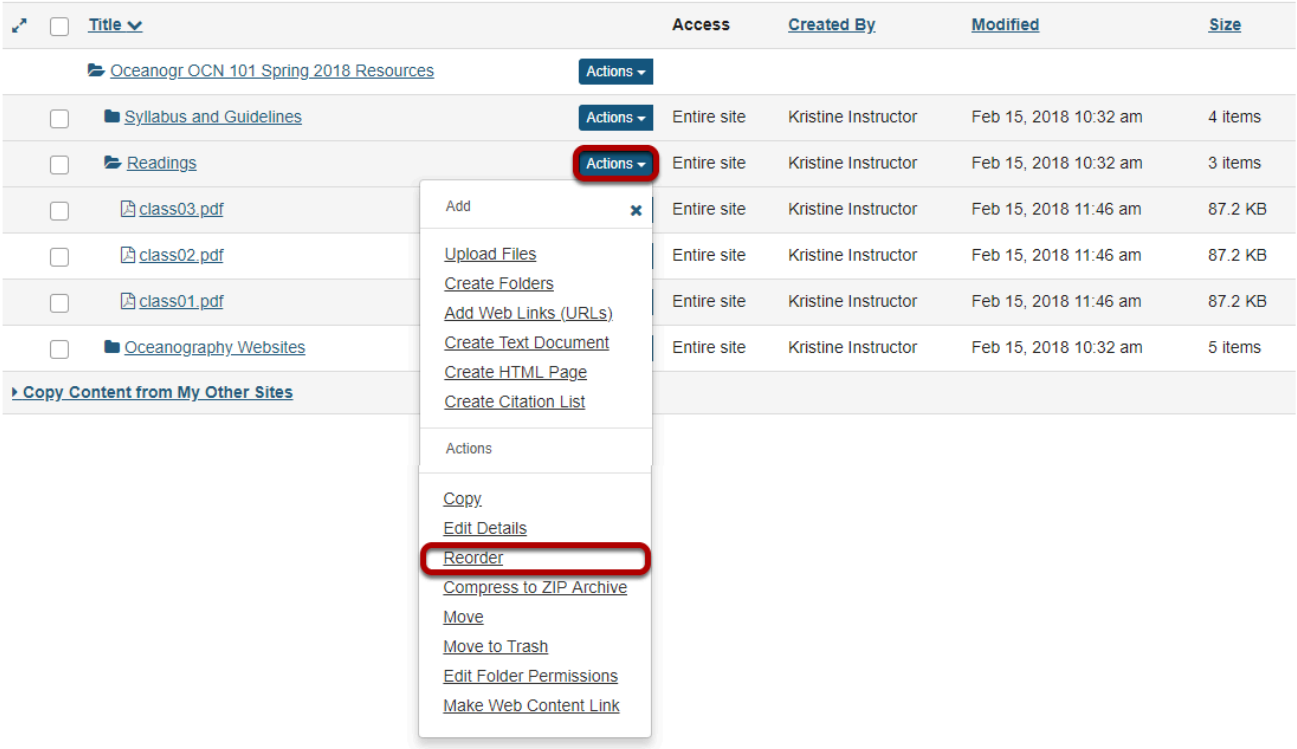
Go to Resources.



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

Footer

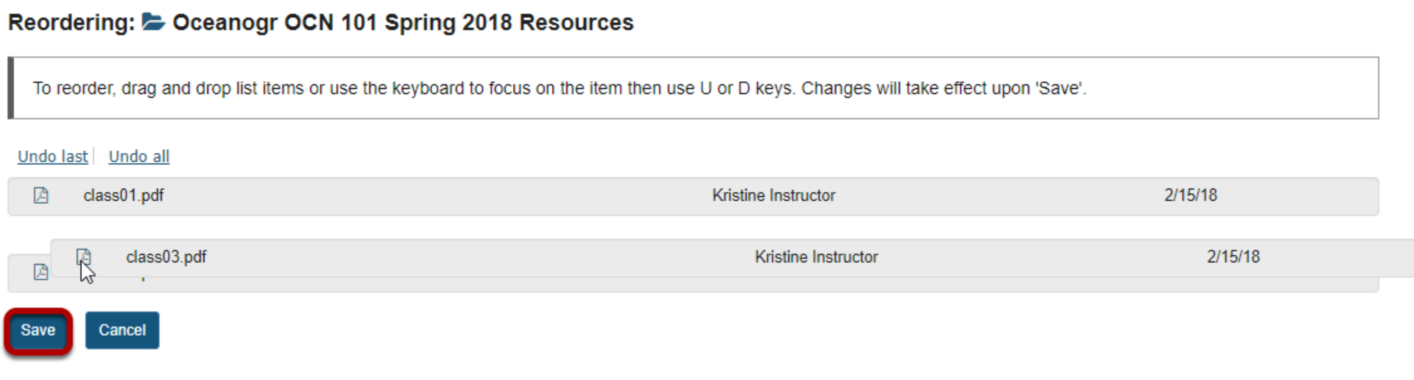
Click Actions, then Reorder.



In the parent folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the Reordering page.

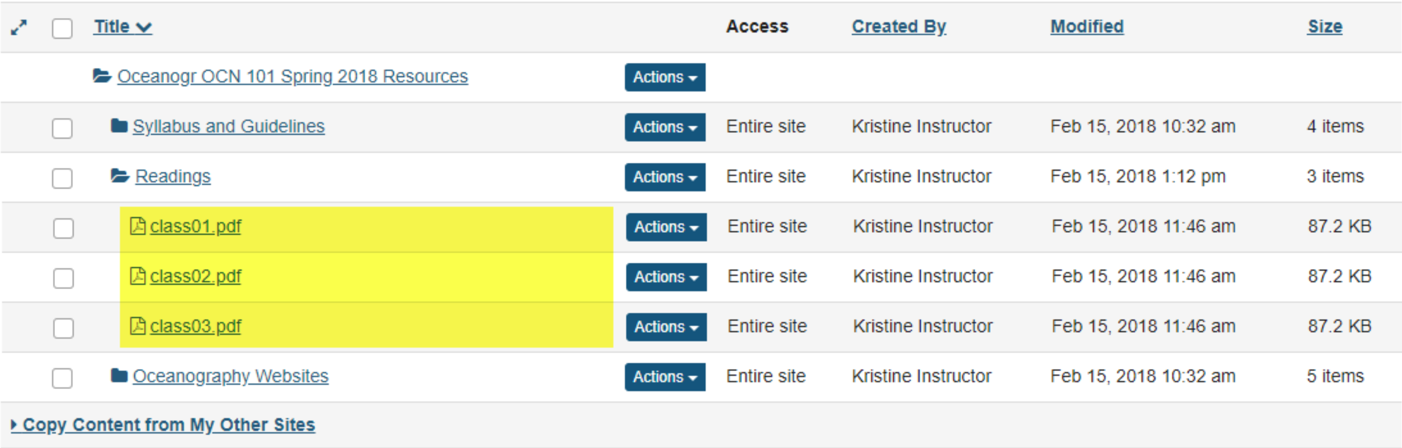
Reorder items and Save.



Click and drag the items into the desired order, then click **Save**.

Footer

View reordered items.



		Title		Access	Created By	Modified	Size
		Oceanogr OCN 101 Spring 2018 Resources	Actions				
		Syllabus and Guidelines	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	4 items
		Readings	Actions	Entire site	Kristine Instructor	Feb 15, 2018 1:12 pm	3 items
		class01.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 11:46 am	87.2 KB
		class02.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 11:46 am	87.2 KB
		class03.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 11:46 am	87.2 KB
		Oceanography Websites	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	5 items

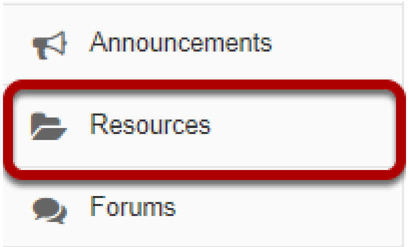
Copy Content from My Other Sites

Footer

How do I upload a new version of a file in Resources?

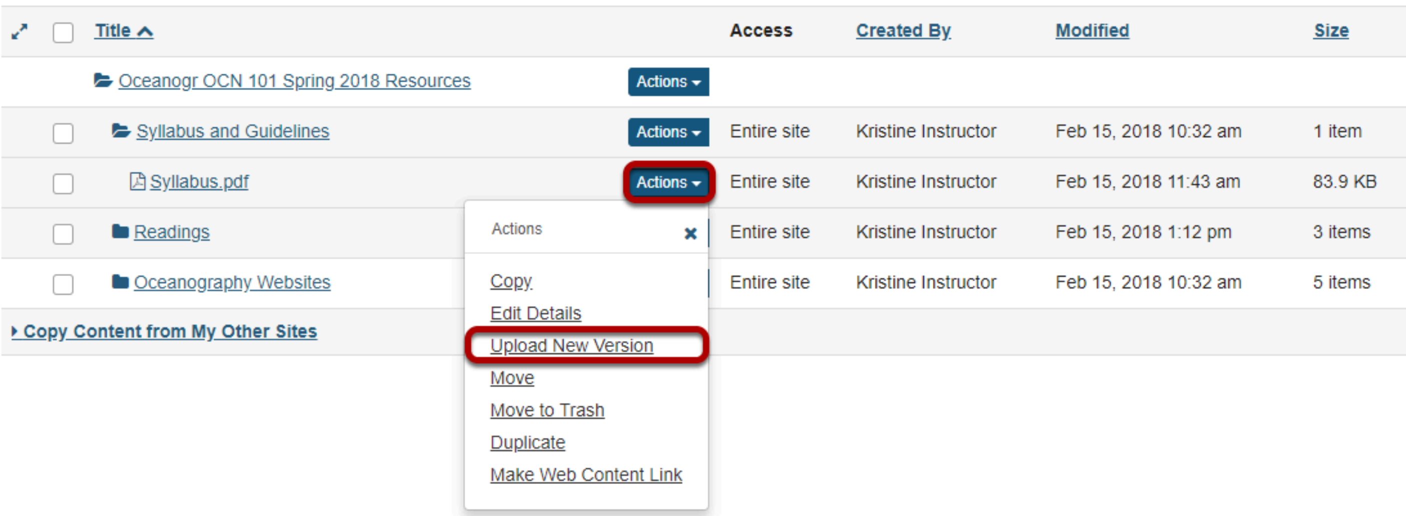
If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

Go to Resources.



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

Click Actions, then Upload New Version.

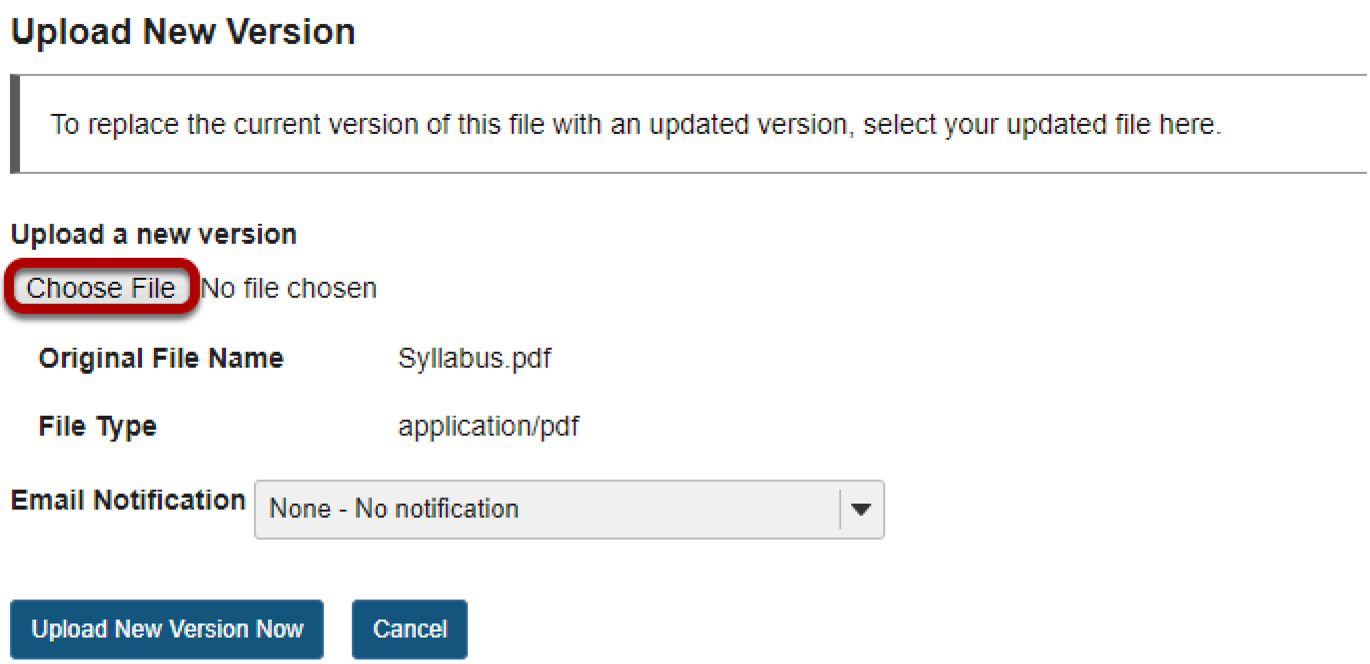


To upload a new version of a file, to the right of the file to replace, from the **Actions** drop-down menu, select **Upload New Version**.

This displays the Upload New Version page.

Footer

Click Choose File.

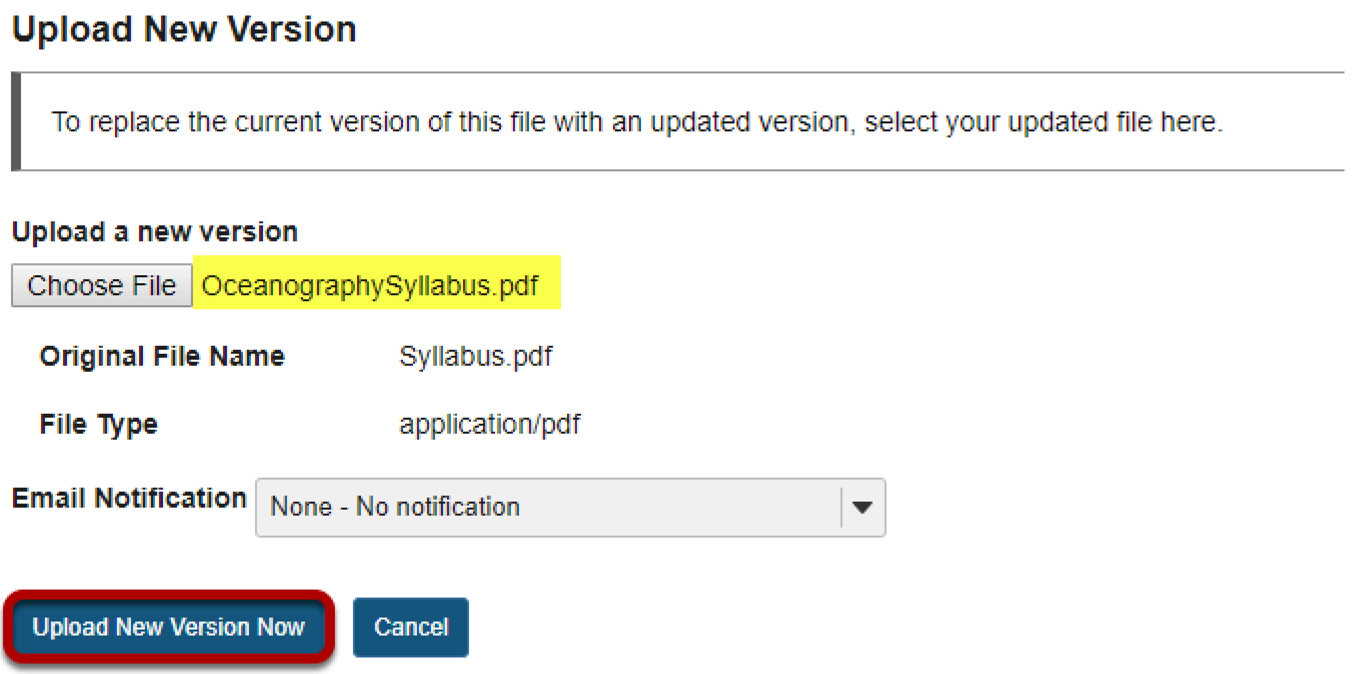


Click **Choose File** to locate and select the file on your computer.

This returns the display to the Upload New Version page with the name of the new file.

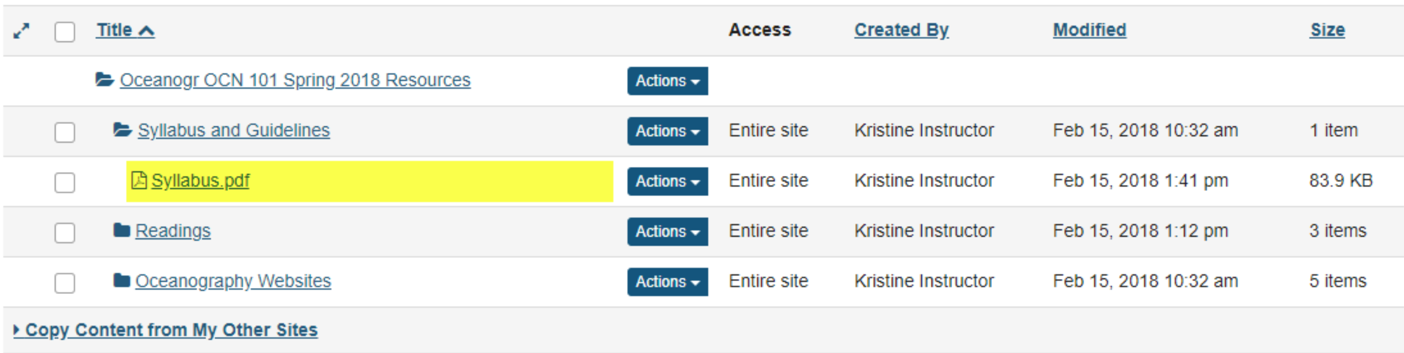
Footer

Click Upload New Version Now.



The file name of the new file is displayed.

Original file is replaced.



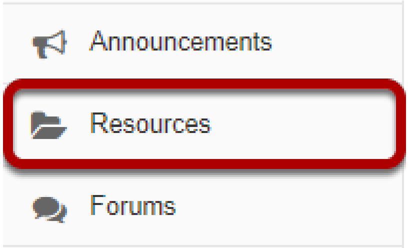
This replaces the original file with the new revised file.

Note: The display name for the new file remains the same as the original file.

Footer

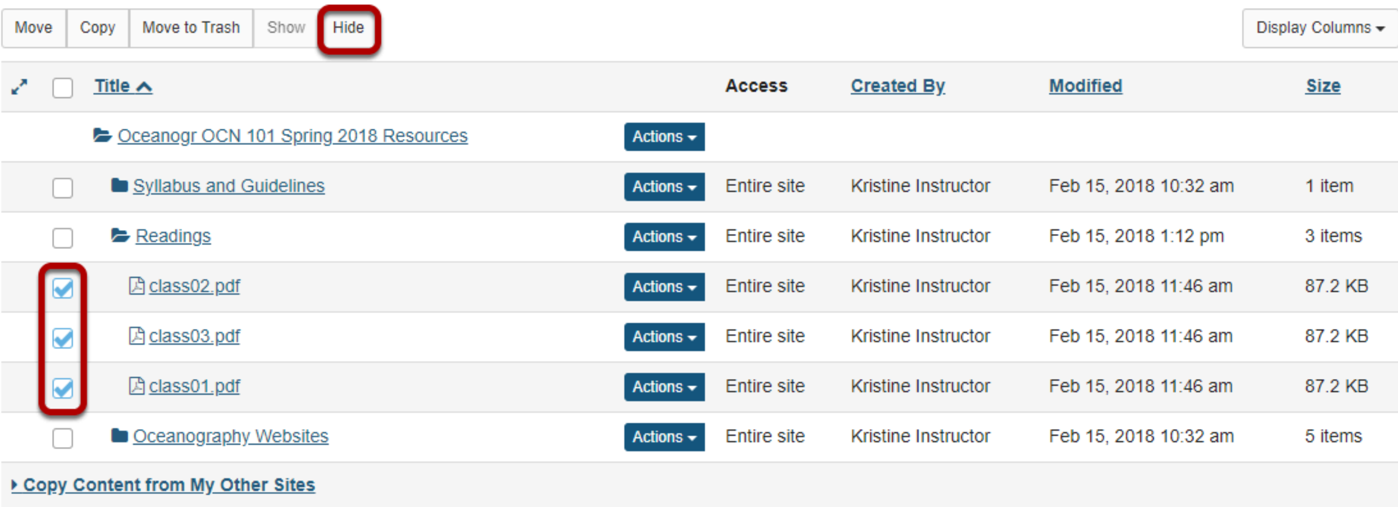
How do I hide files and folders?

Go to Resources.



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

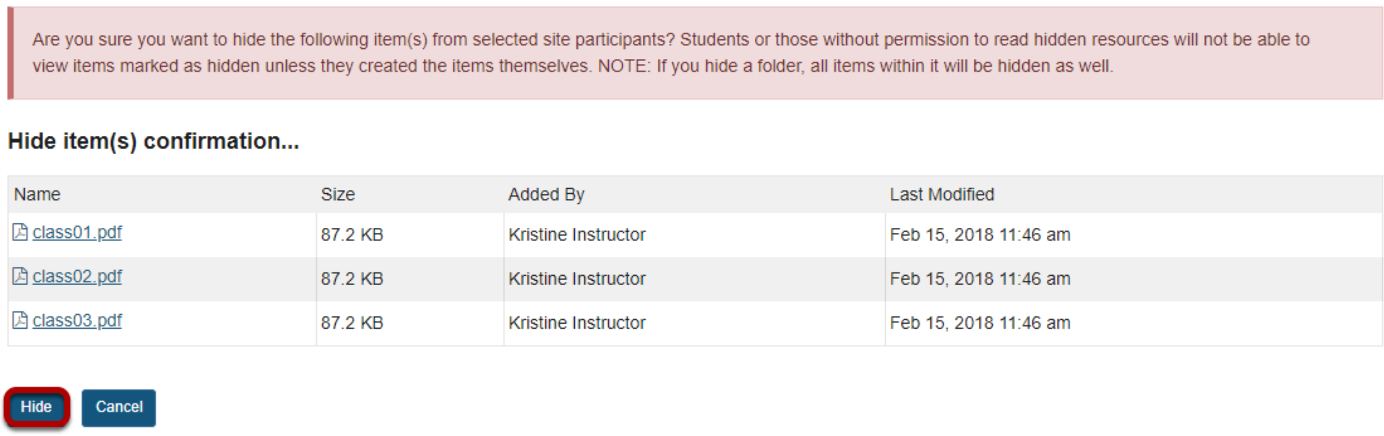
Method 1: Select the file(s) or folder(s), then click Hide.



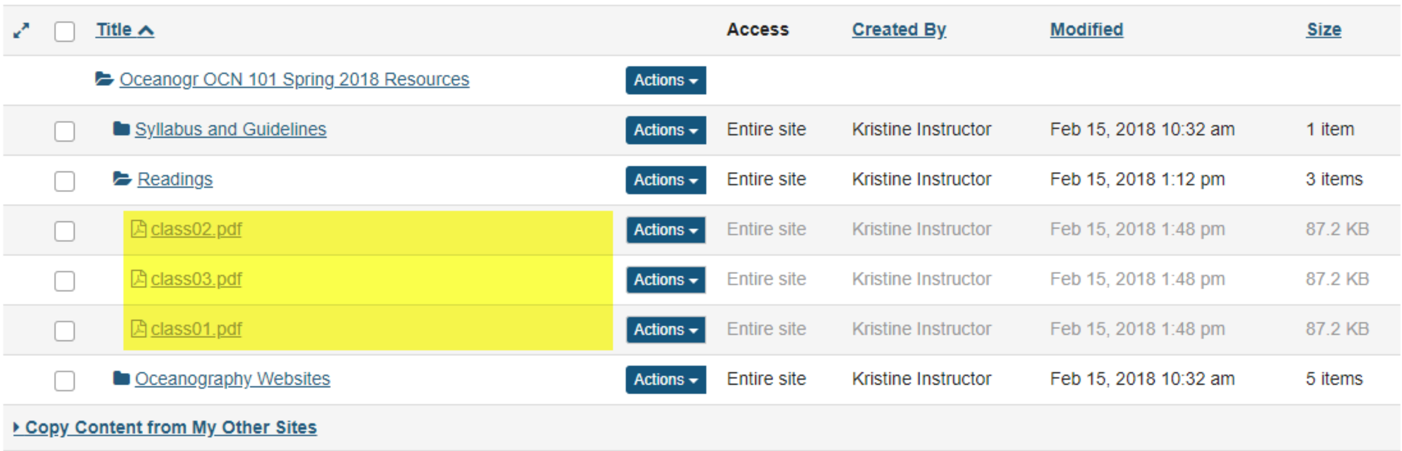
This displays the Hide Items Confirmation page.

Footer

Confirm action by clicking Hide again.



Items are hidden.



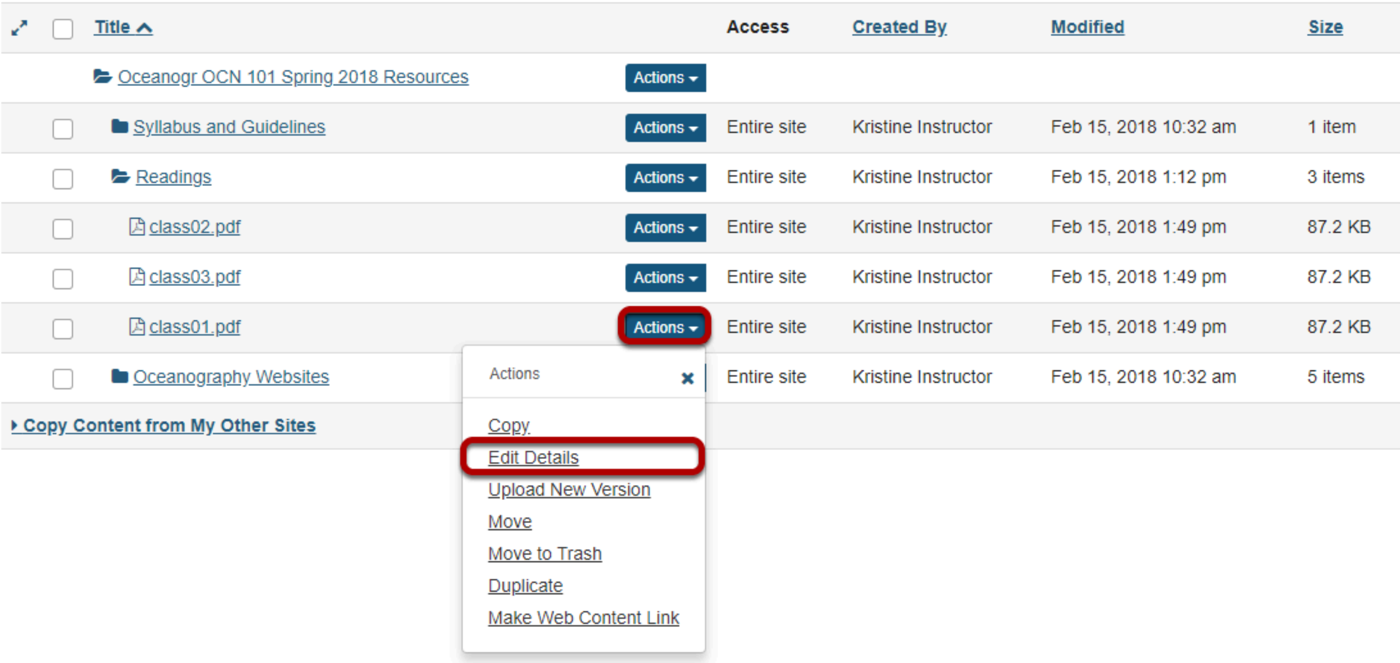
This returns the display to the Resources page with the selected items hidden.

Notes:

- *Instructors see hidden Resource items as grayed out.*
- *If you hide a folder, all of the files within the folder are automatically hidden.*

Footer

Method 2: Click Actions, then Edit Details.

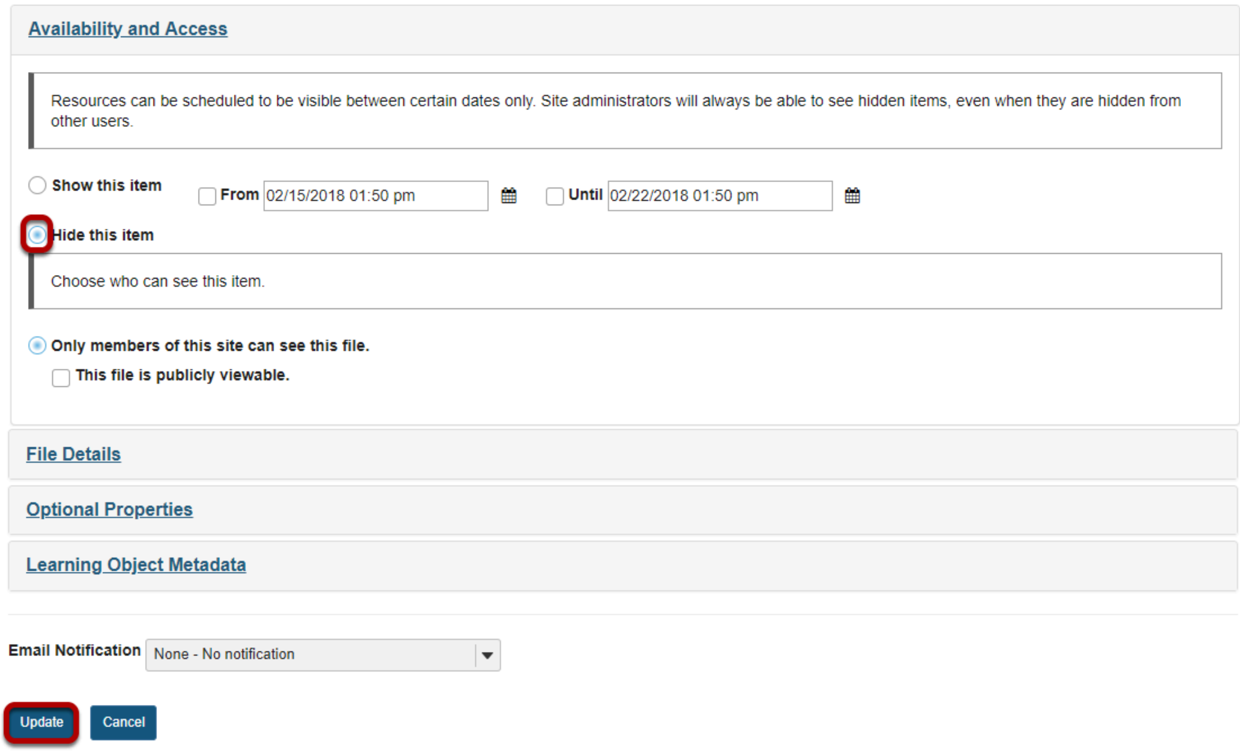


To hide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

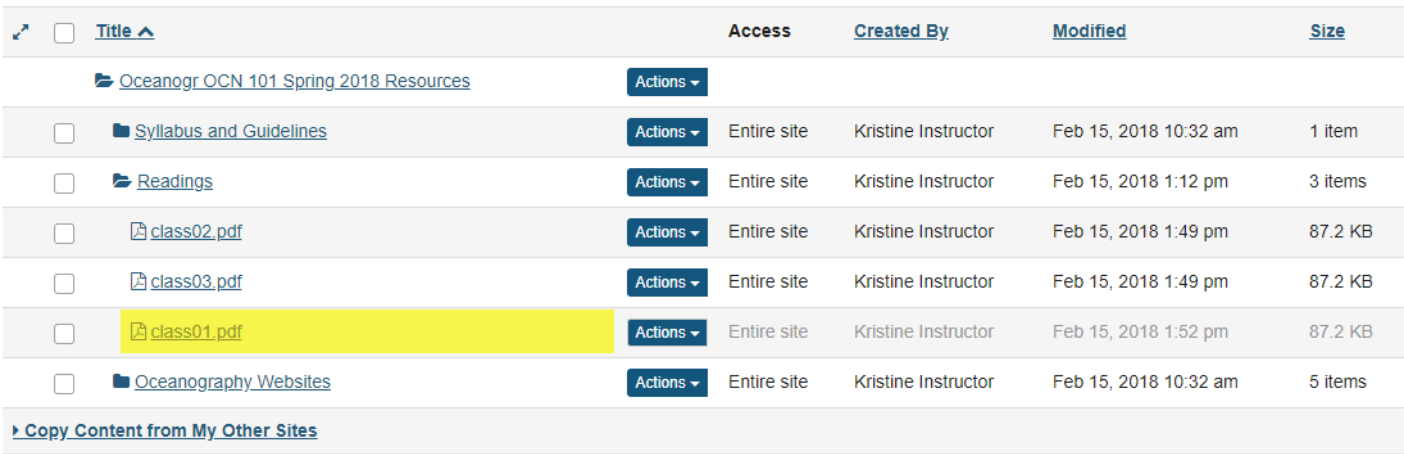
Footer

Hide item and Update.



Under **Availability and Access**, select **Hide this item**, then click **Update**.

Item is hidden.



This returns the display to the Resources page with the selected item hidden.

Notes:

- *Instructors see hidden Resource items as grayed out.*

Footer

- *If you hide a folder, all of the files within the folder are automatically hidden.*

Footer

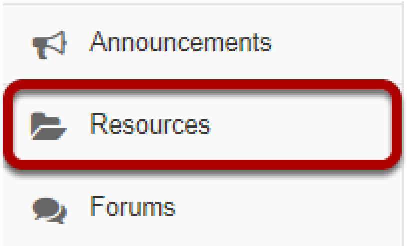
How do I unhide files or folders?

There are 2 methods Instructors can use to un-hide (show) files or folders.

Method 1: Select files or folders / Show

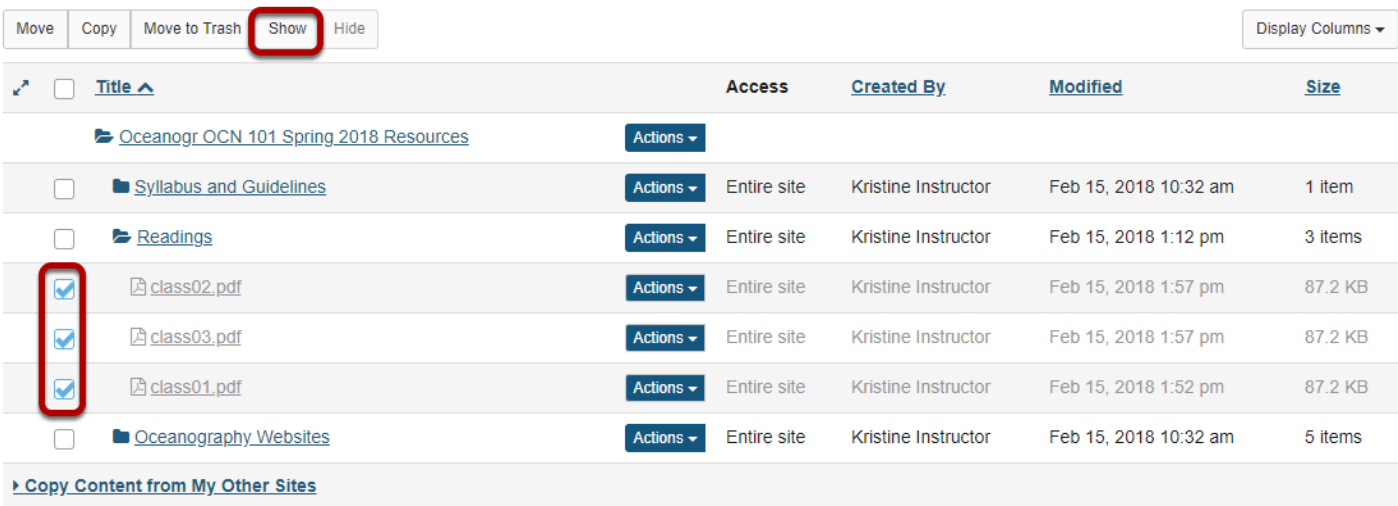
Method 2: Actions / Edit Details / Show

Go to Resources.



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

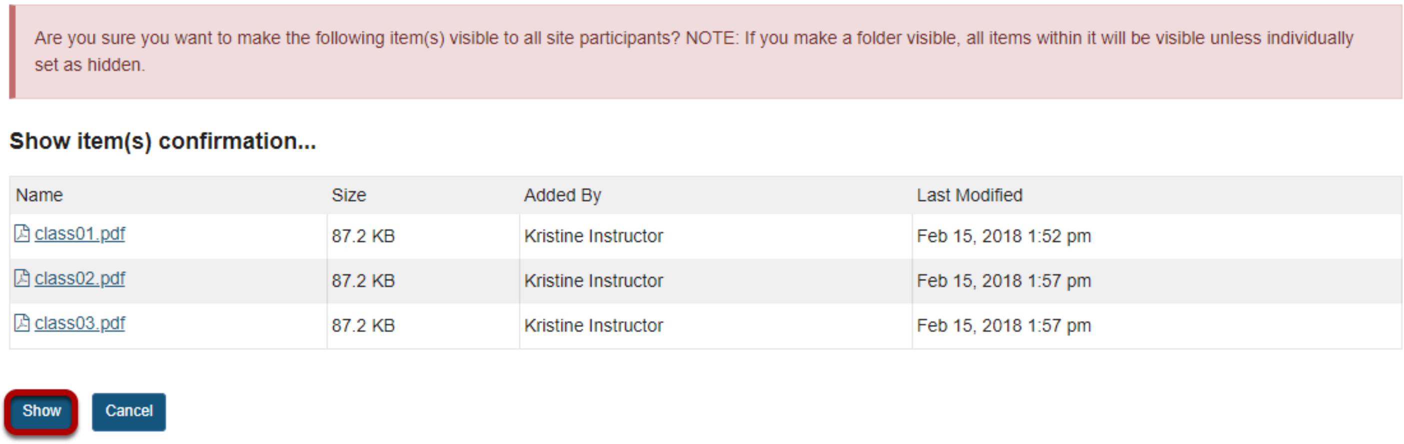
Method 1: Select the file(s) or folder(s), then click Show.



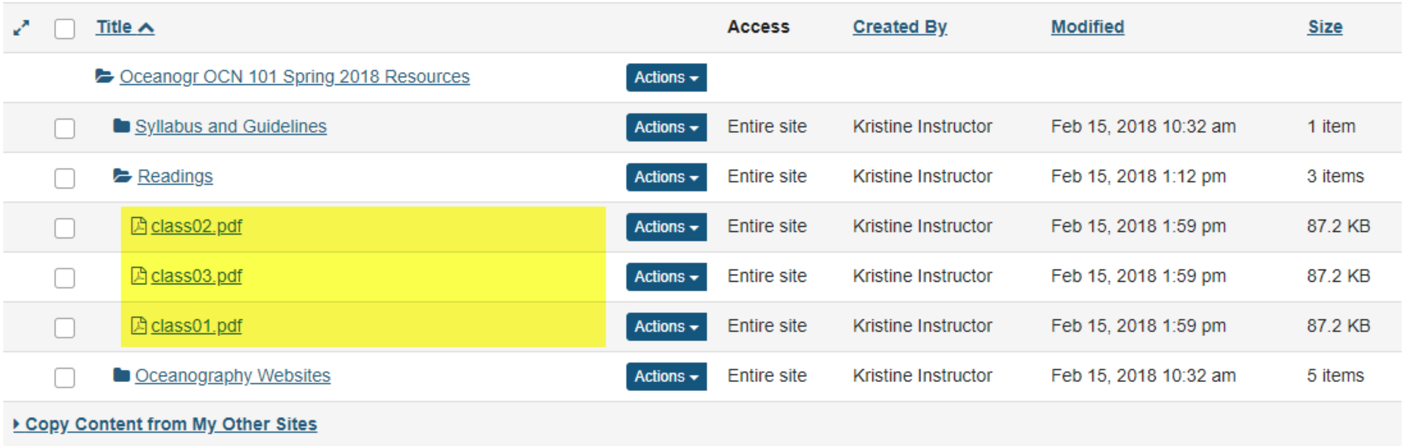
This displays the Show Items Confirmation page.

Footer

Click Show again to confirm.



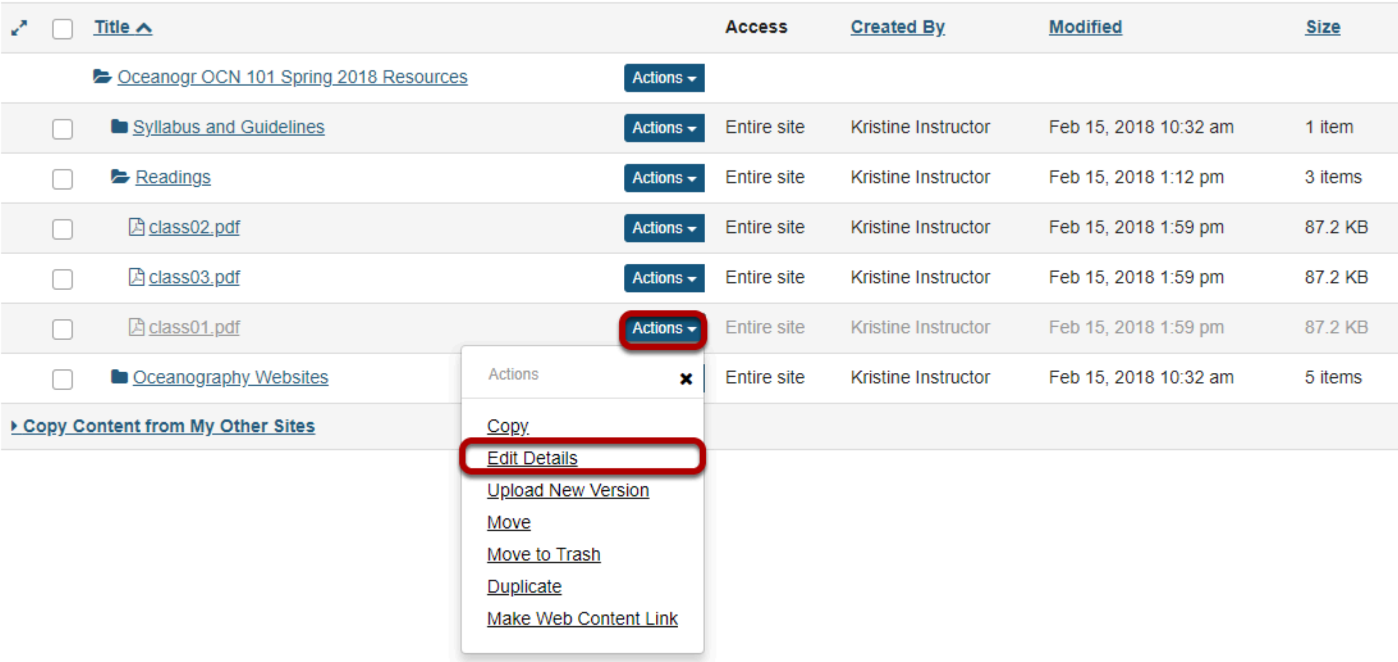
Items are now visible.



This returns the display to the Resources page with the selected items available.

Footer

Method 2: Click Actions, then Edit Details.

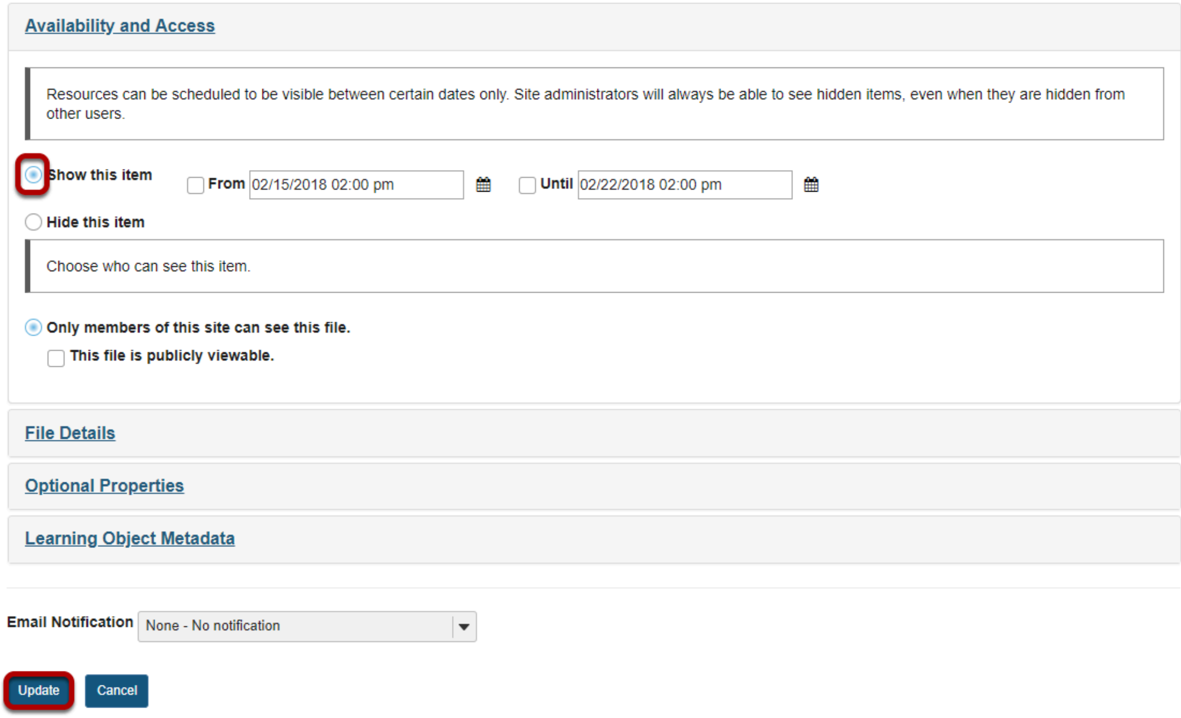


To unhide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

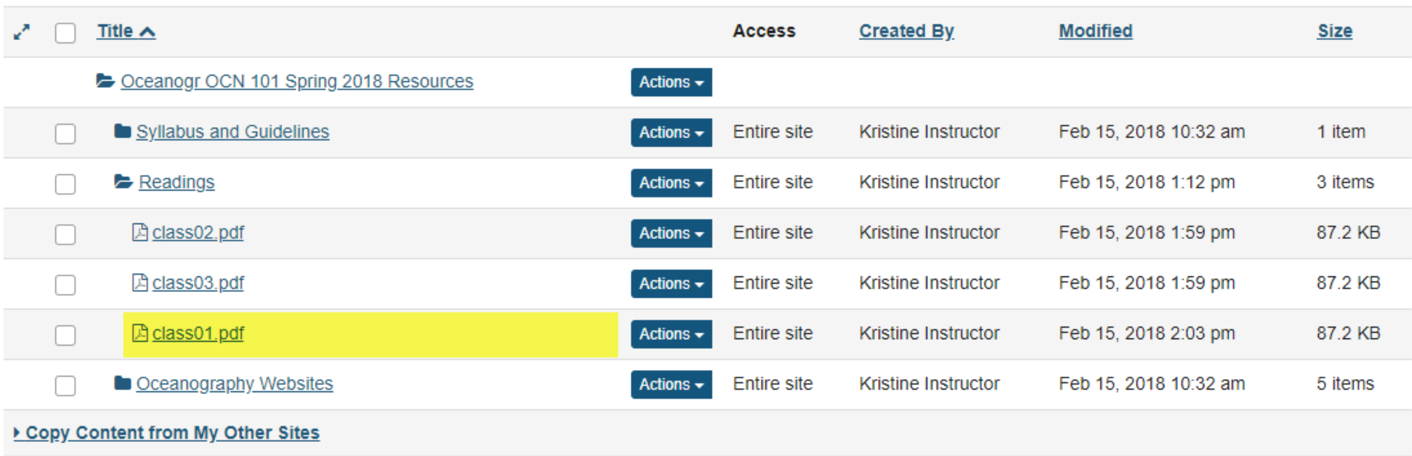
Footer

Select Show this item, then click Update.



Under **Availability and Access**, select **Show this item**, then click **Update**.

Item is now visible.



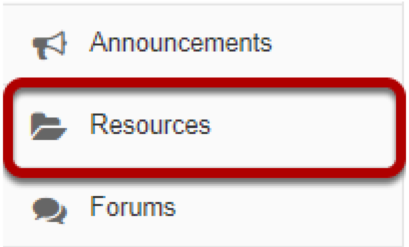
This returns the display to the Resources page with the selected item available.

Footer

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

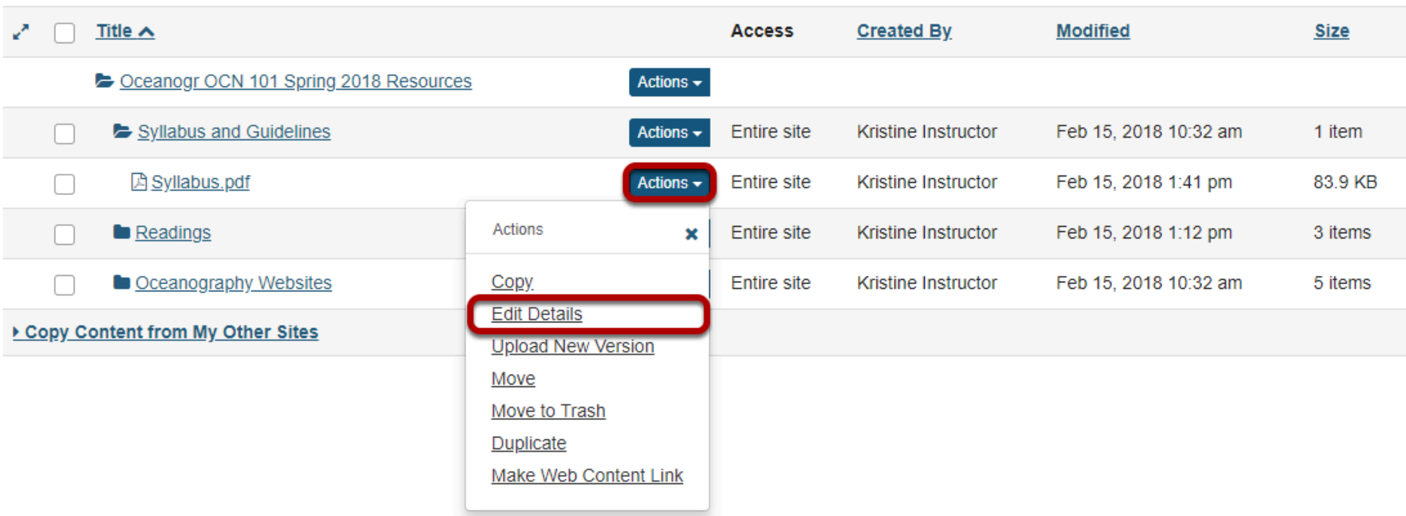
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.



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

Click Actions, then Edit Details.

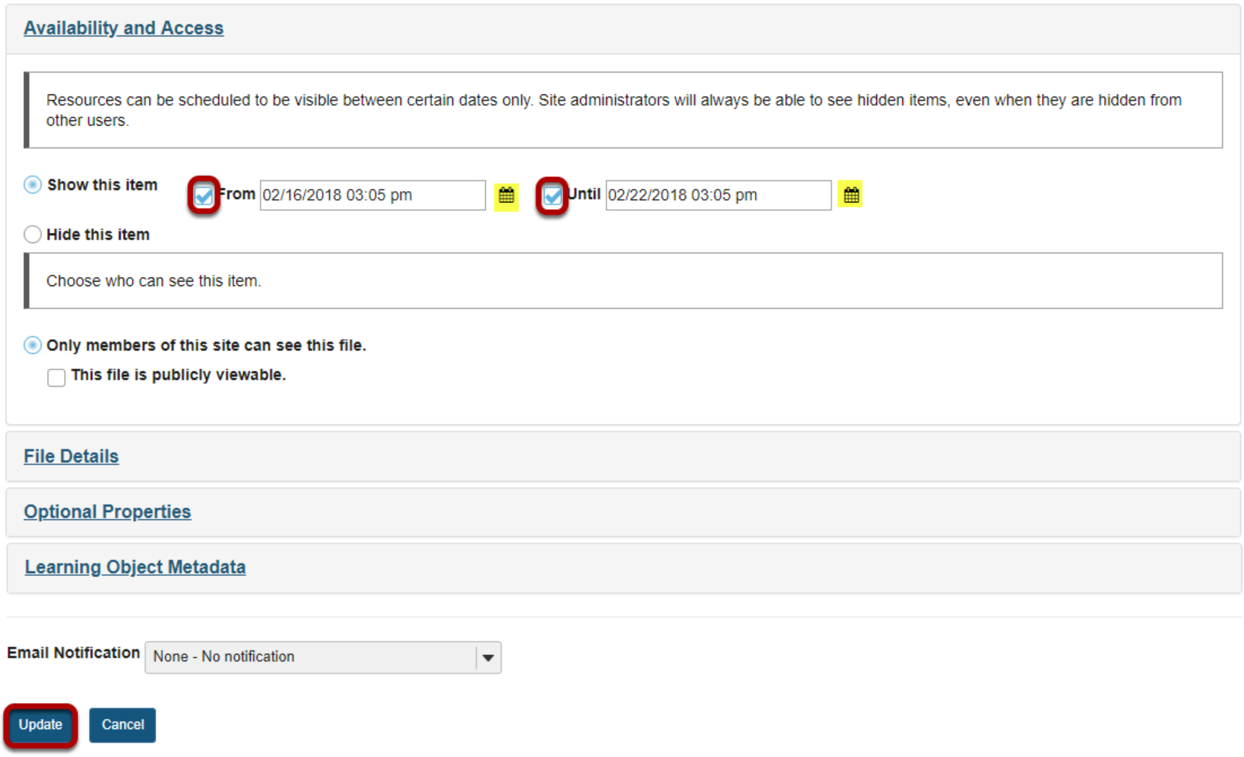


To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**..

This displays the Edit Details page for the item.

Footer

Specify dates.

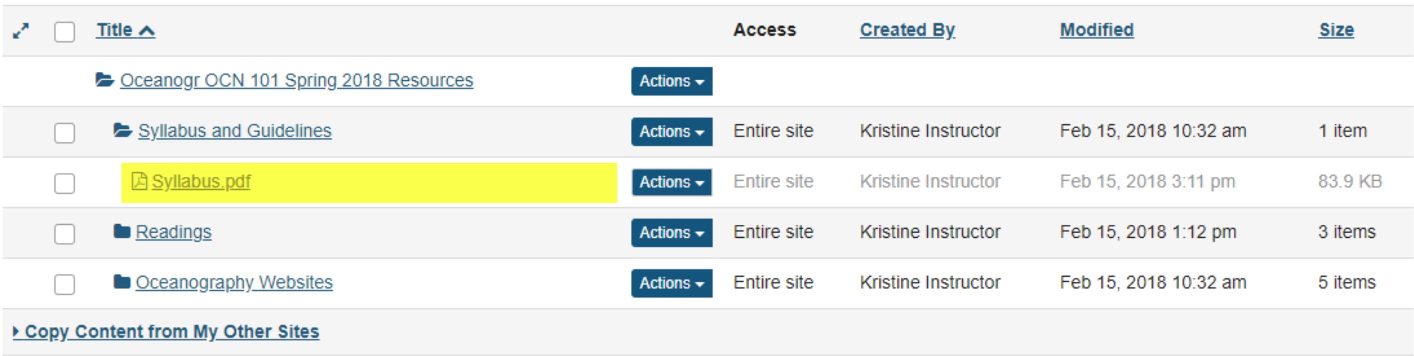


Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, then click **Update**.

Notes:

- *The "Show this item" radio button must also be selected.*
- *The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.*

View file or folder in Resources.



This displays the file or folder in Resources as hidden, except during the specified time period.

Footer

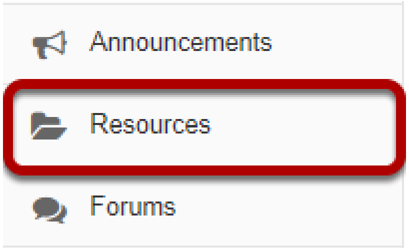
Notes:

- *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.*

Footer

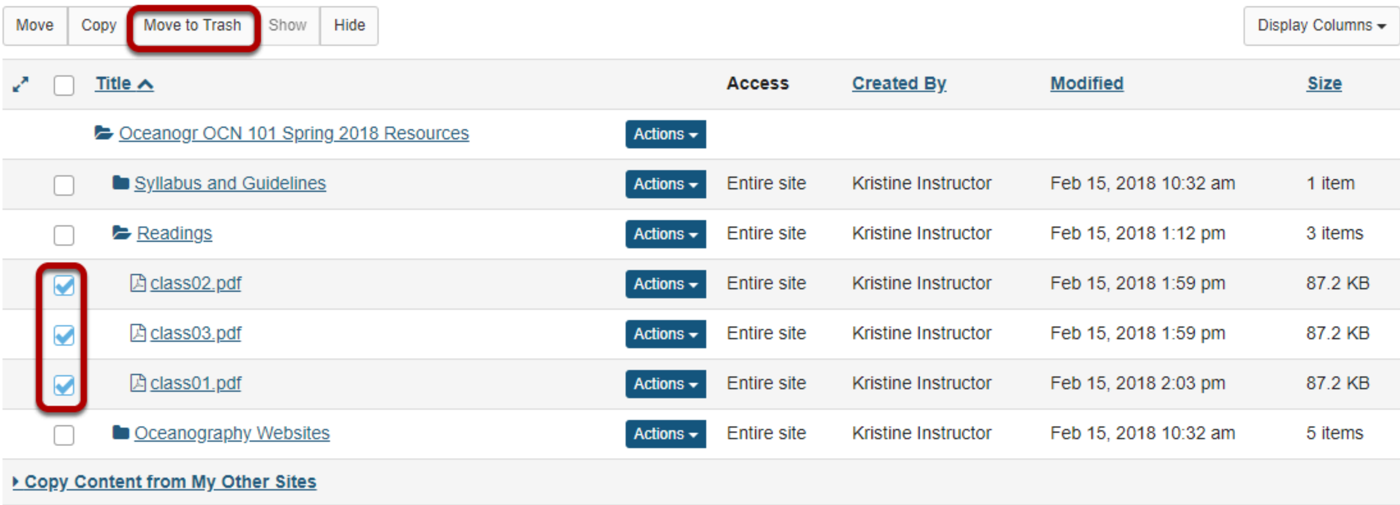
How do I remove a file or folder in Resources?

Go to Resources.



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

Select one or more items, then click Move to Trash.

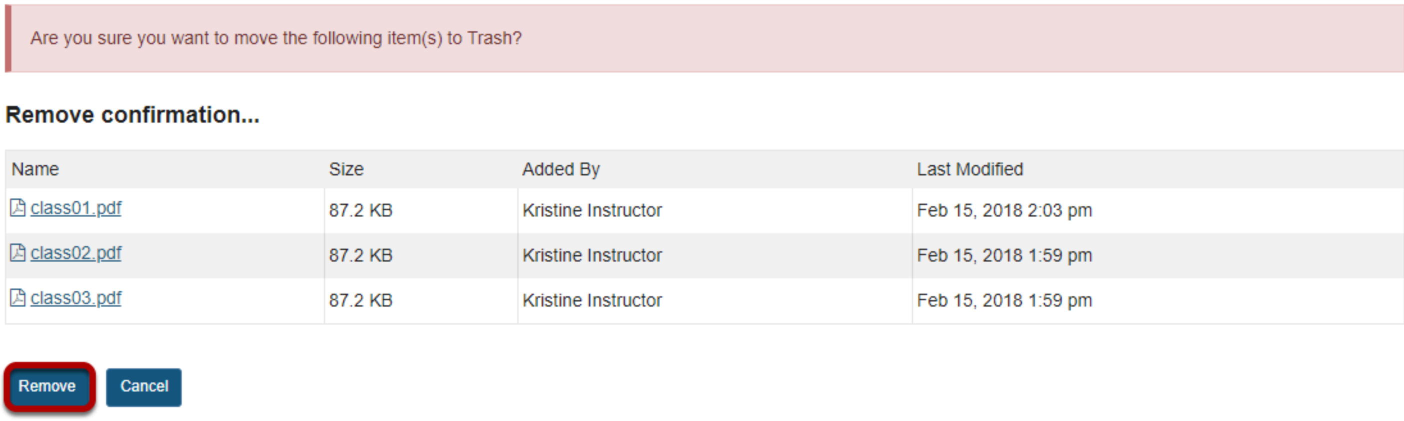


To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click Move to Trash.

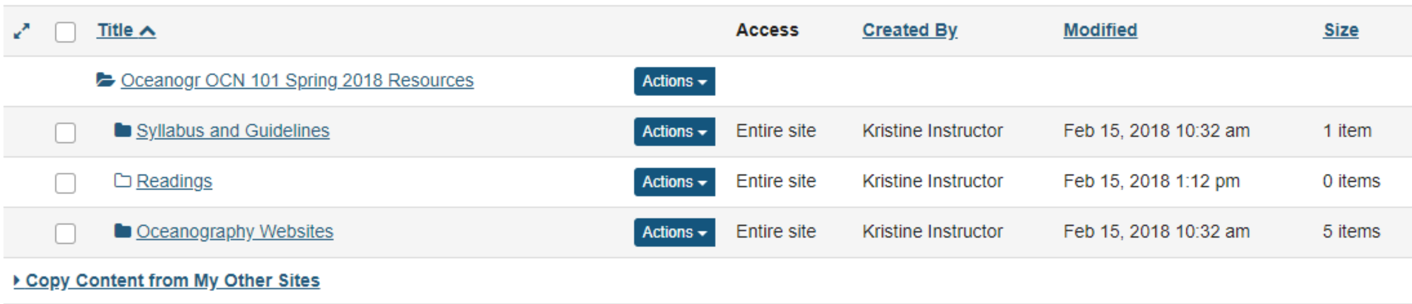
*Note: Alternately, if you are removing one item at a time, you may select **Move to Trash** from the item **Actions** menu instead.*

Footer

Click Remove again to confirm.



Items are removed.



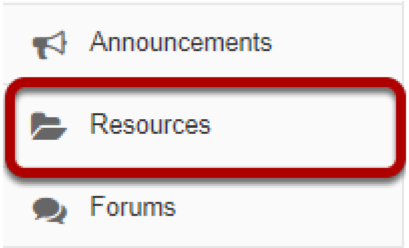
Note: If you remove a folder, all of the items inside the folder are also removed.

Footer

How do I restore a removed file or folder in Resources?

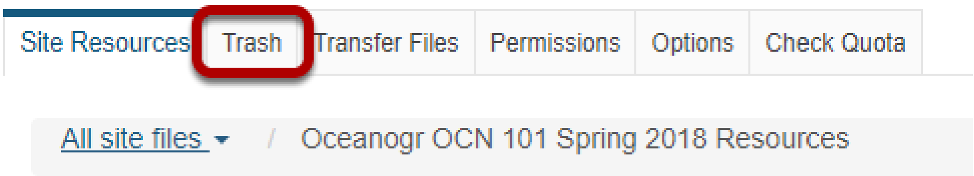
Users can restore a file or folder they have previously removed from Resources.

Go to Resources.



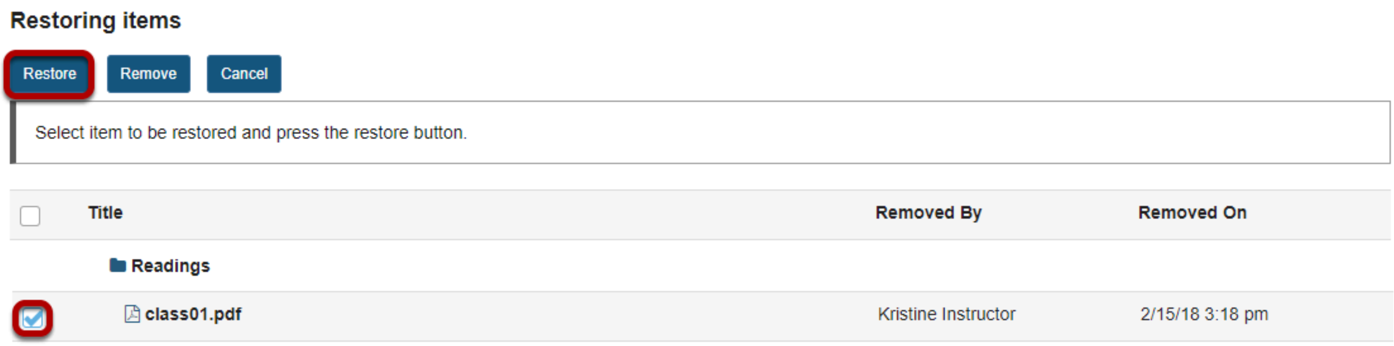
Select the **Resources** tool from the Tool Menu of your site.

Click Trash tab.



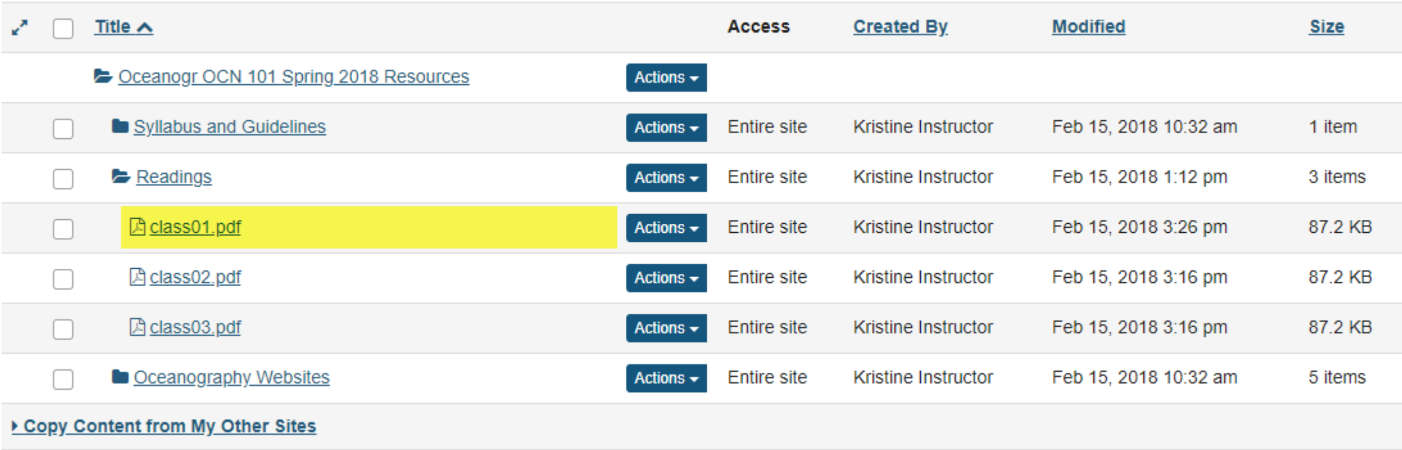
This displays the Resources **Restoring Items** page.

Select the items to be restored, then click Restore.



Footer

Item is restored.



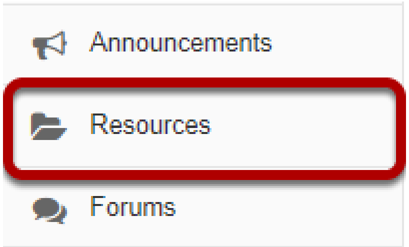
This restores the previously removed items back to the original folder.

Footer

How do I add and display contextual information about a file or folder?

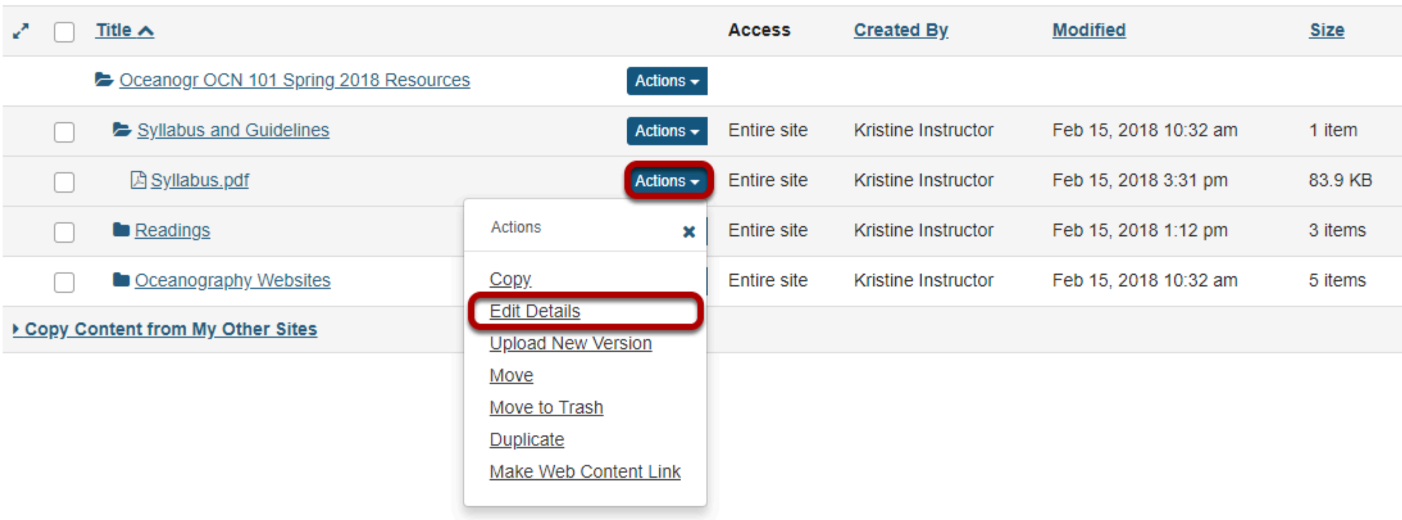
Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.



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

Click Actions, then Edit Details.

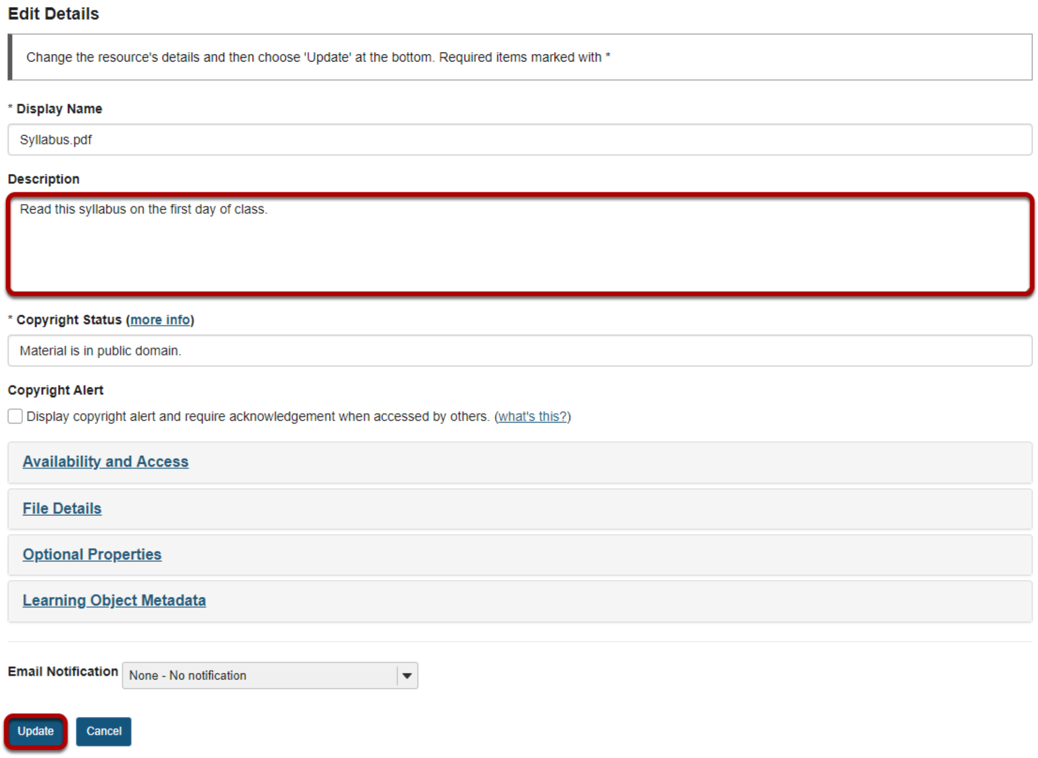


To add contextual information, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the item's Edit Details page.

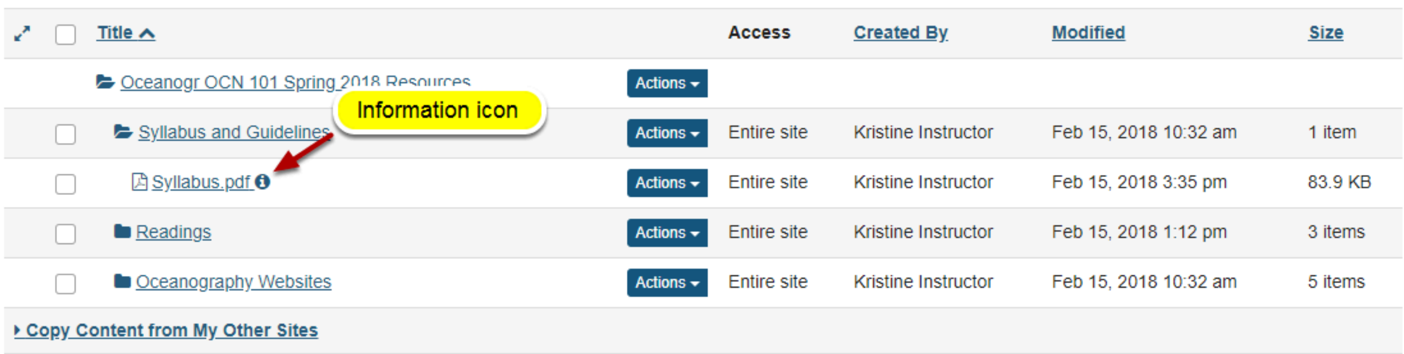
Footer

Enter details, then Update.



Enter (or paste) a description of the file or folder in the **Description** box, then click **Update**.

View item details.



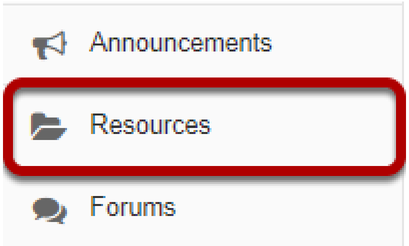
The description is now available to participants by clicking on the information icon.

Footer

How do I notify site participants that content has been added to Resources?

Site owners can automatically notify participants via the Notifications feature that an item has been added to Resources. When used, site members receive an email containing details of the file or link that has been added to Resources.

Go to Resources.



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

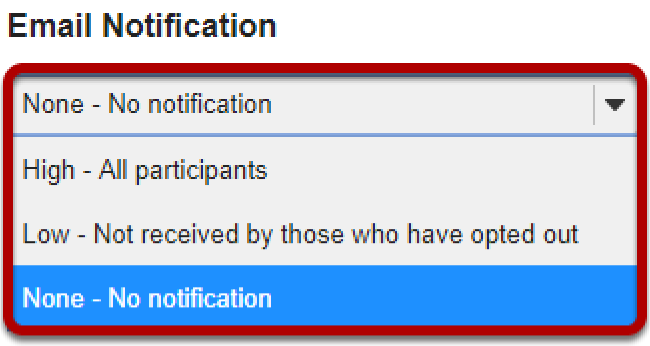
Add a content item.

See any of the following articles for more information on adding items to Resources:

- adding a file
- adding a URL
- adding a text document
- adding an HTML page
- adding a citation list

Footer

When adding an item, select High or Low notification.



Notes:

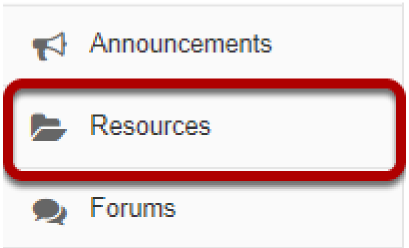
- *When uploading a file, creating a web link, creating a text file, creating an HTML page or creating a citation, the Email Notification dialog box is displayed before confirming file creation.*
- *Selecting "High" will result in an email being sent to every site participant*
- *Selecting "Low" will result in an email being sent to only those participants that have not opted out of "Low" level notifications in their workspace Preferences.*

Footer

How do I obtain the URL for a file or folder in Resources?

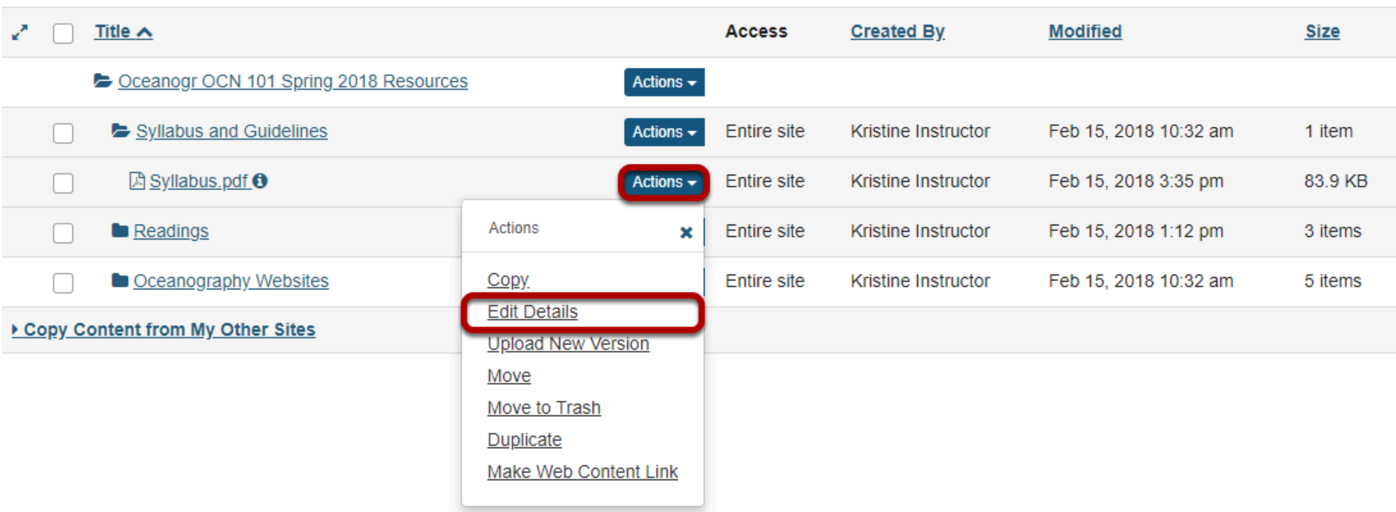
Each file and folder in Resources has its own URL. For example, instructors can create links to folders or files anywhere that the Rich Text Editor appears throughout the site.

Go to Resources.



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

Click Actions, then Edit Details.

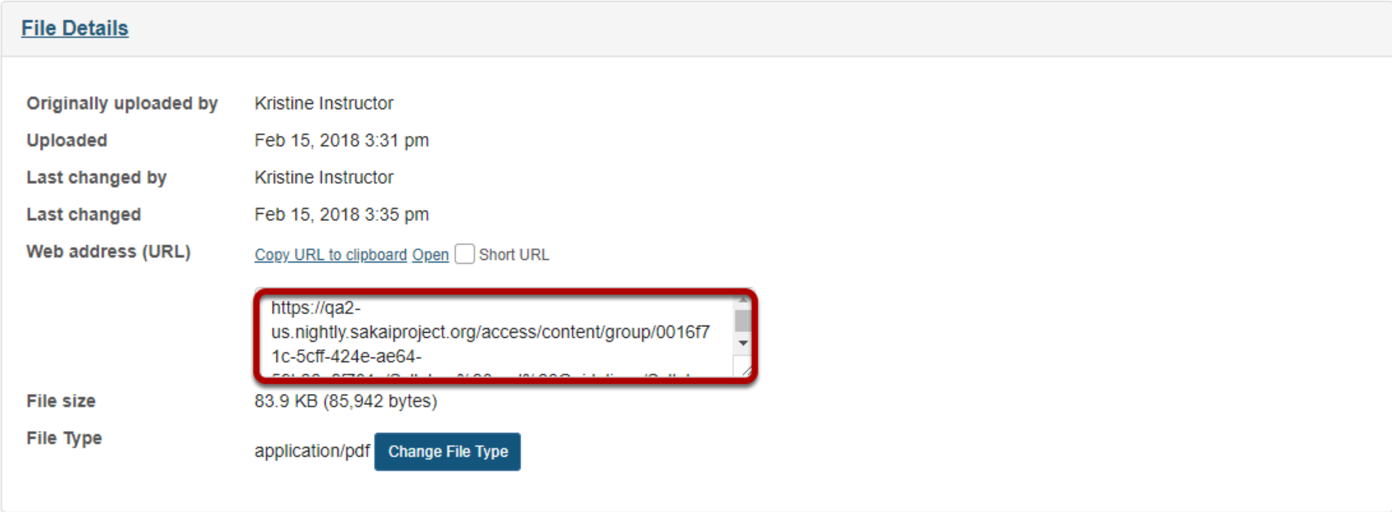


To obtain a file or folder's URL, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

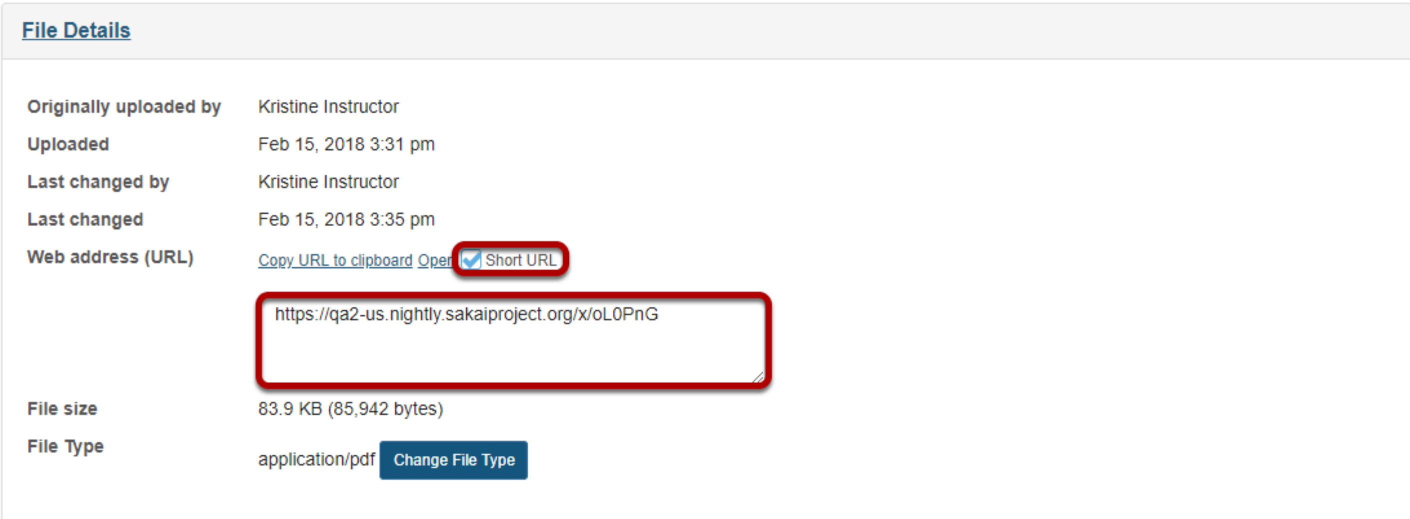
Footer

Copy the URL.



Scroll down the page to find the **File Details** section. Copy the file's unique URL displayed in the **Web Address (URL)** field.

Copy short URL. (Optional)



An alternative is to select **Short URL** check box and then copy a shortened version of the URL.

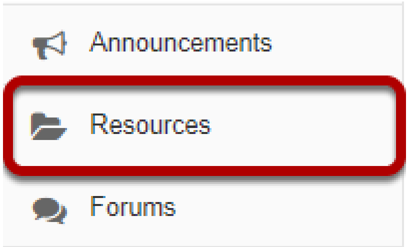
Note: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.

Footer

How do I make a link to a Resources folder appear in the Tool Menu?

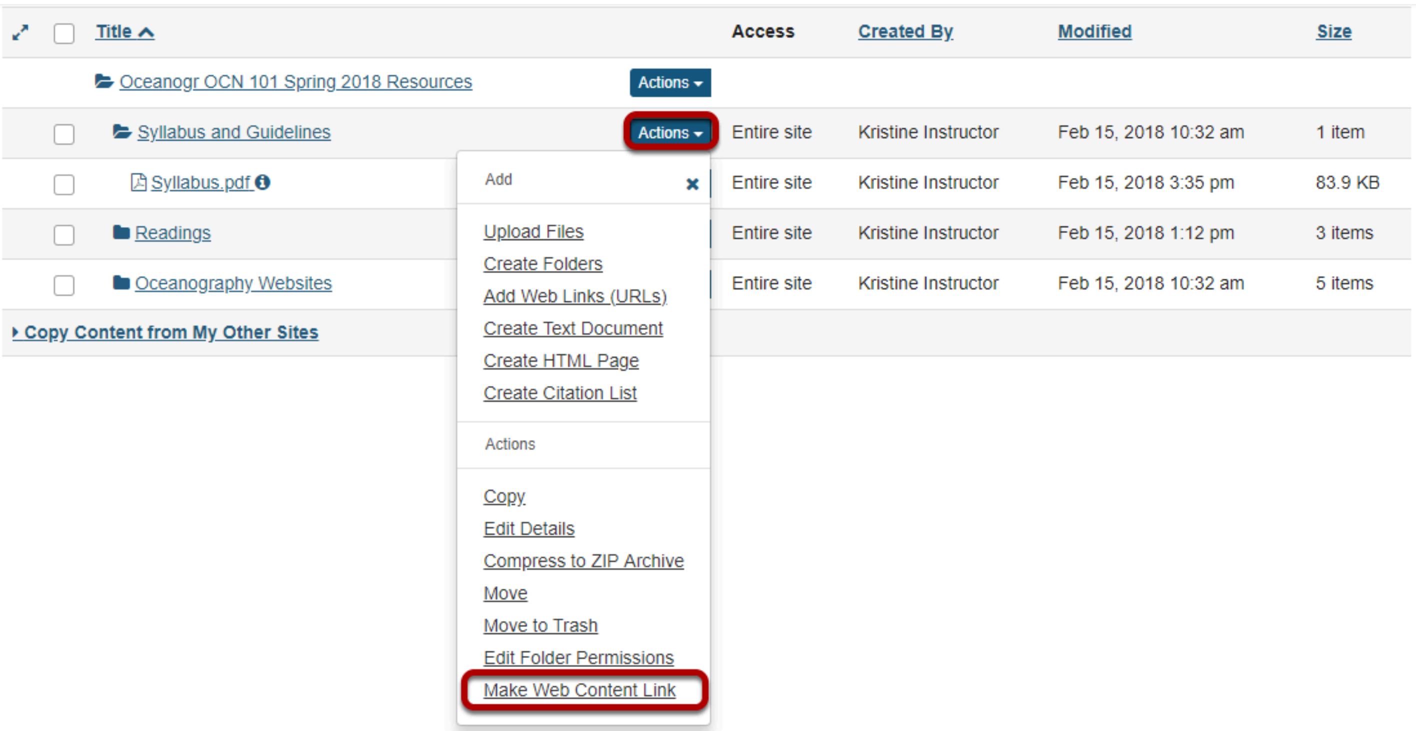
Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

Go to Resources.



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

Click Actions, then Make Web Content Link.

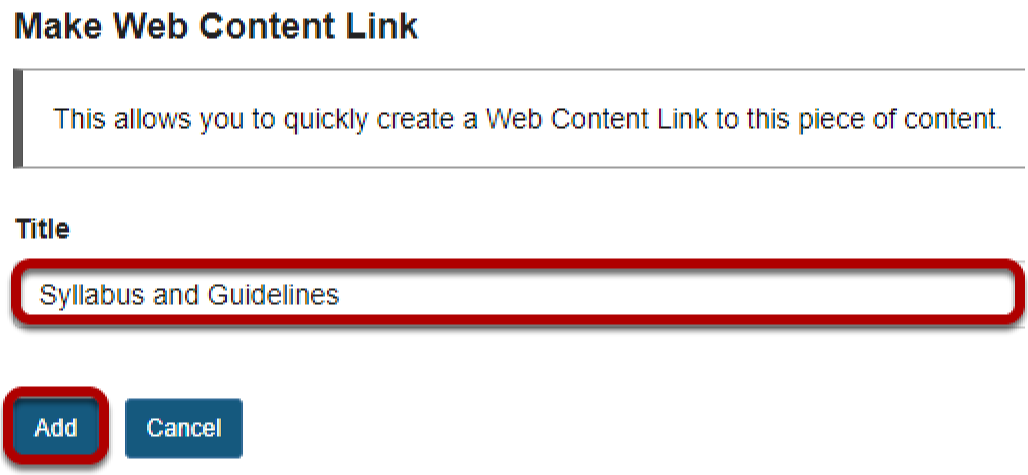


Footer

To create a link to a Resources folder, to the right of the folder, from the **Actions** drop-down menu, select **Make Web Content Link**.

This displays the Make Web Content Link page.

Enter a title, then Add.



Enter a title for the page link, then click **Add.**

View folder link in Tool Menu.

This creates a link in the Tool Menu. Clicking the button displays the folder contents.

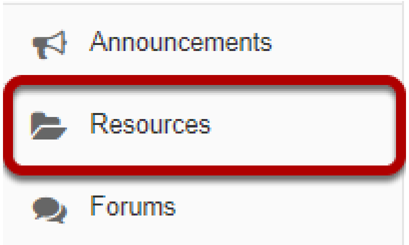
Note: Any contextual descriptions that have been added to the folder or files are displayed on the page.

Footer

How do I create a group folder in Resources?

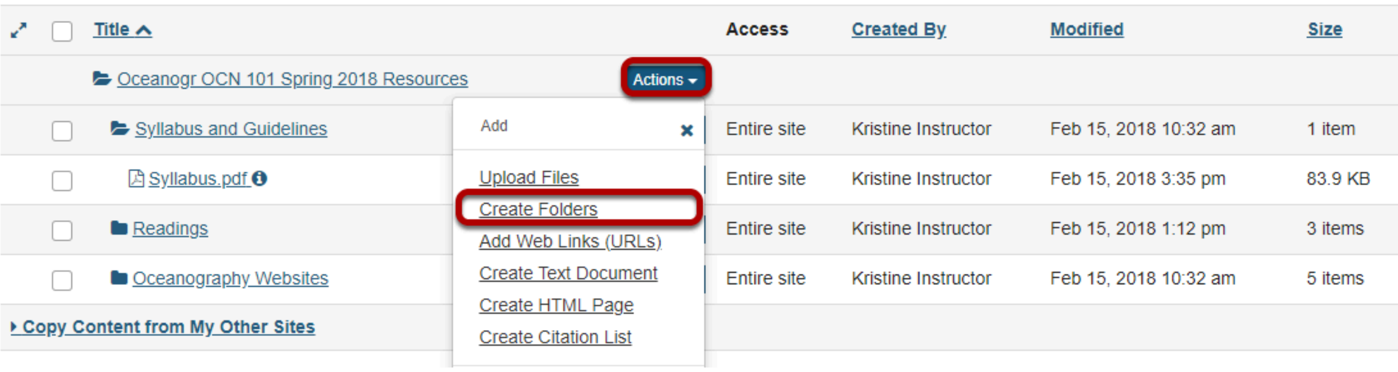
Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See How do I create groups?)

Go to Resources.



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

Click Actions, then Create Folders.

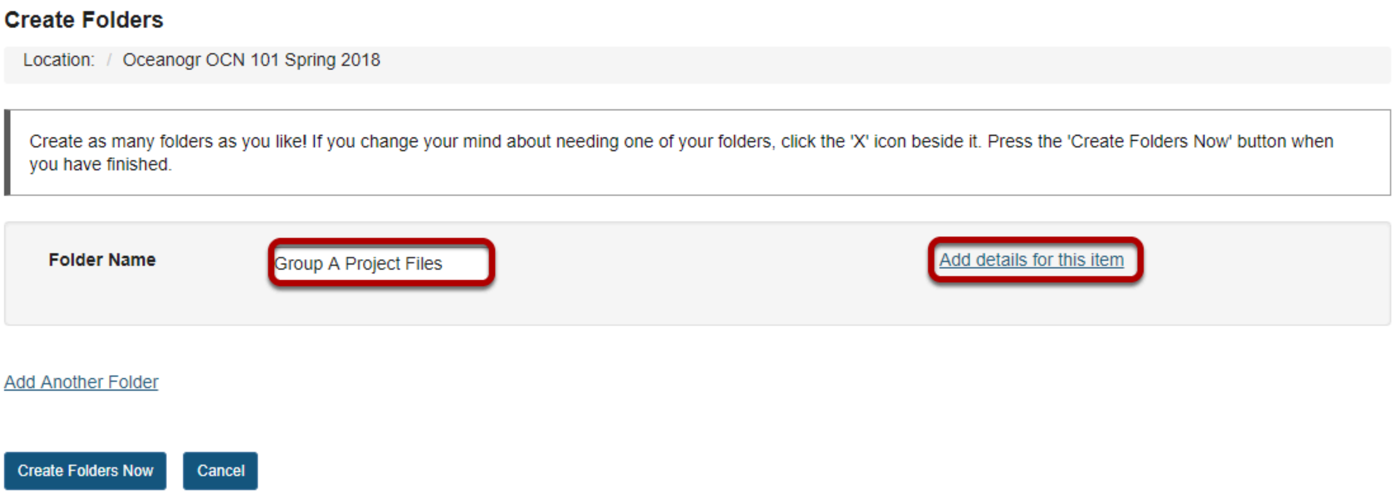


To create a group folder, to the right of the root folder, from the **Add** section of the **Actions** drop-down menu, select **Create Folders**.

This displays the Create Folders page.

Footer

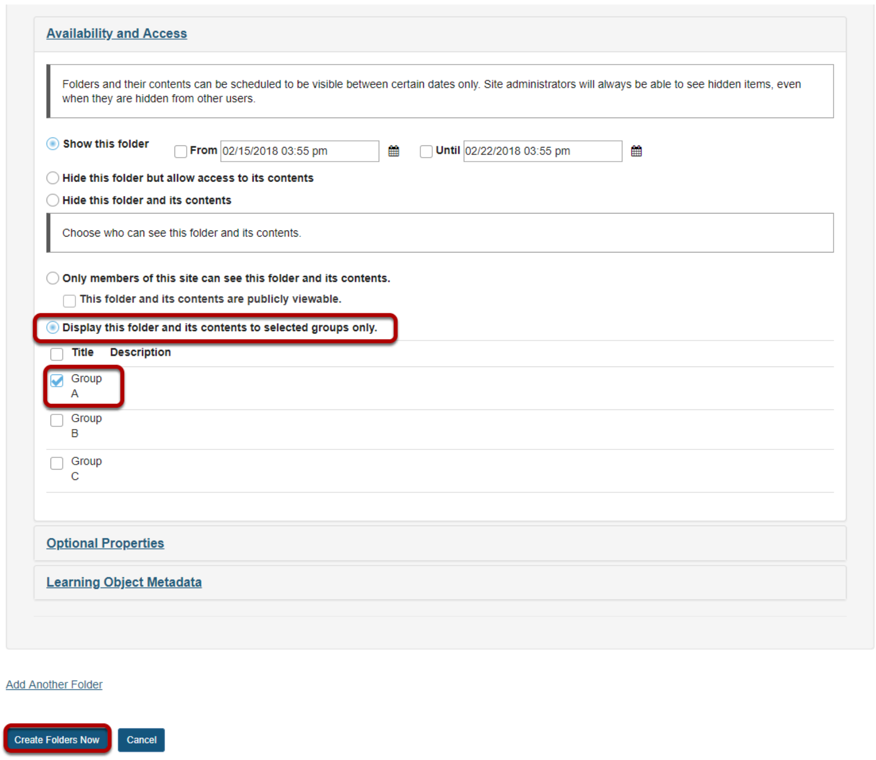
Enter name and add details.



Enter a name for the folder, then click **Add details for this item**.

This exposes the folder's detail properties.

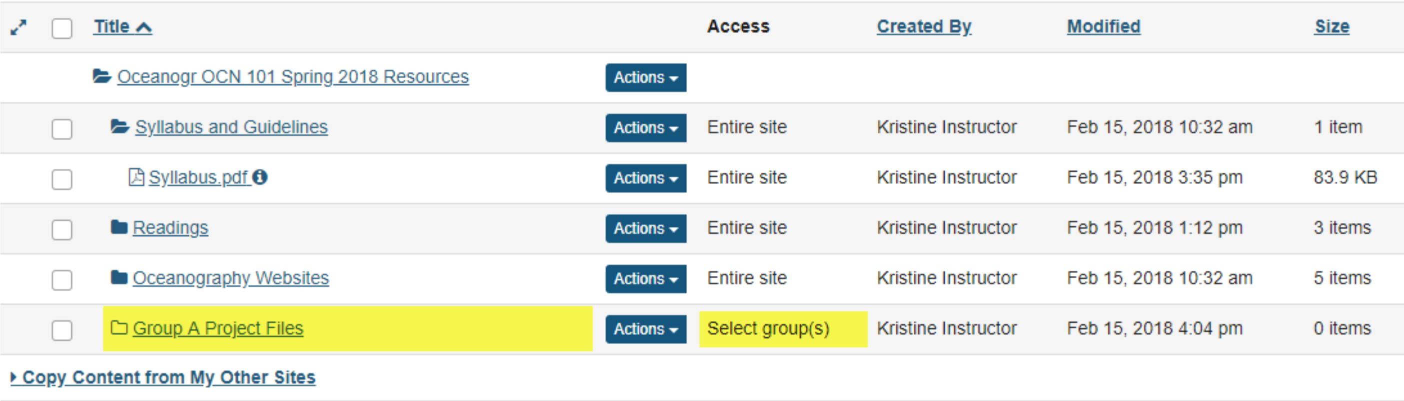
Enter item details, then create folder.



Under **Availability and Access**, select **Display this folder and its contents to selected groups**, select the group name, then click **Create Folders Now**.

Footer

View group folder.



	Title		Access	Created By	Modified	Size
	Oceanogr OCN 101 Spring 2018 Resources	Actions				
	Syllabus and Guidelines	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
	Syllabus.pdf	Actions	Entire site	Kristine Instructor	Feb 15, 2018 3:35 pm	83.9 KB
	Readings	Actions	Entire site	Kristine Instructor	Feb 15, 2018 1:12 pm	3 items
	Oceanography Websites	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	5 items
	Group A Project Files	Actions	Select group(s)	Kristine Instructor	Feb 15, 2018 4:04 pm	0 items

Copy Content from My Other Sites

This creates a folder that is only displayed to members of the selected group.

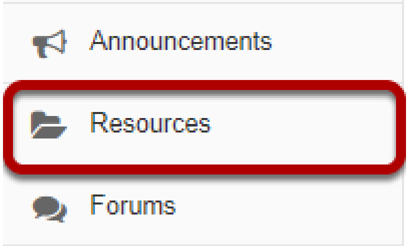
Notes:

- *Instructors and site managers can see and access all group folders.*
- *Students that are not a member of the group will not have the folder displayed in their Resources.*

Footer

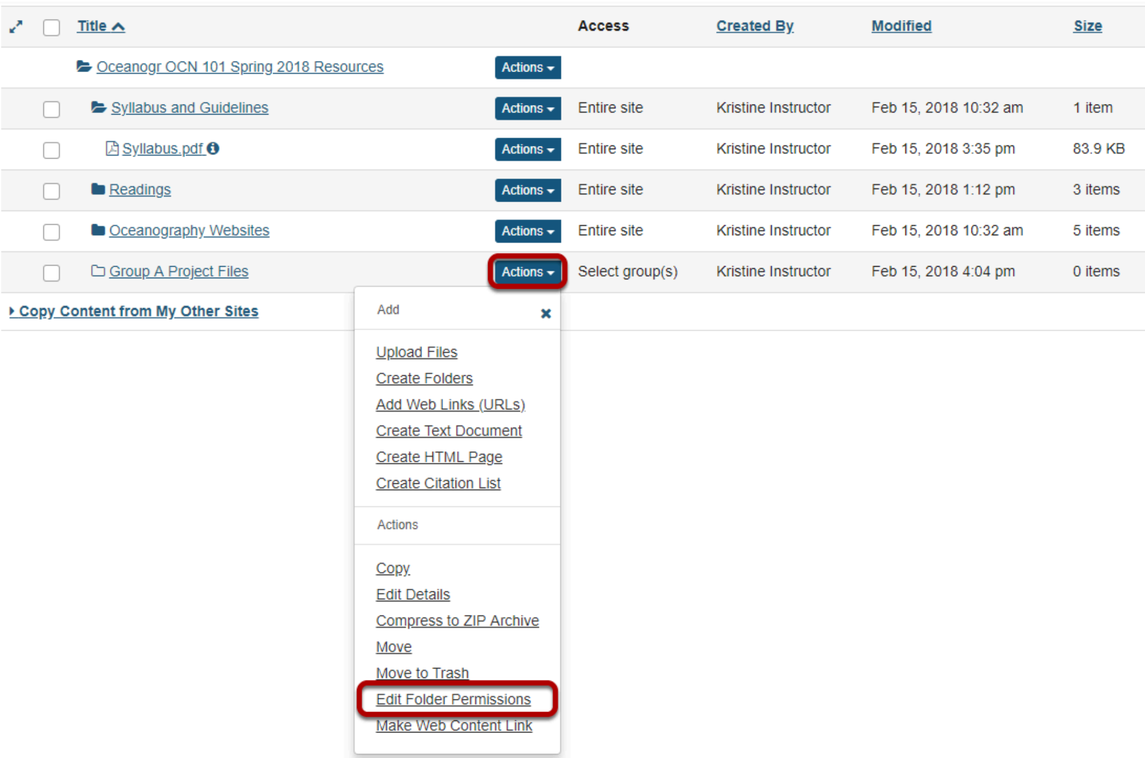
How do I allow group members to upload content to a group Resources folder?

Go to Resources.



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

Click Actions, then Edit Folder Permissions.



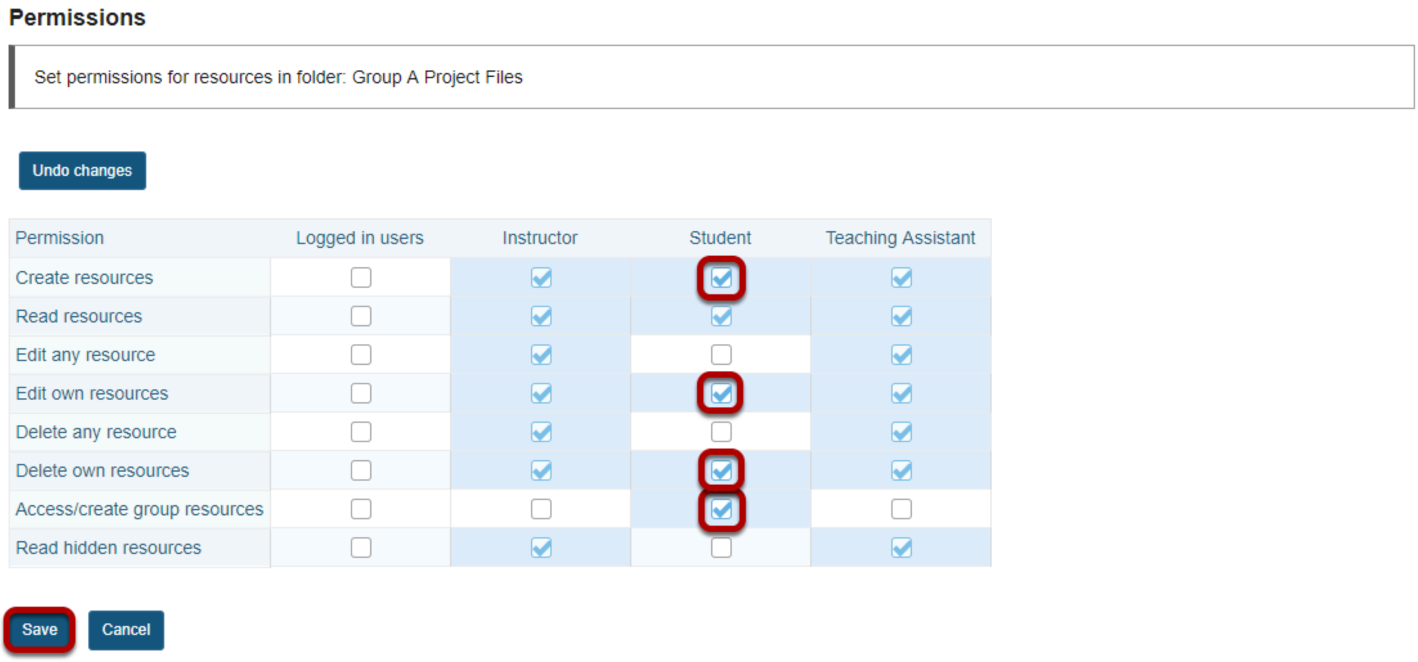
To grant uploading permission to group members, select **Edit Folder Permissions** from the **Actions** drop-down menu to the right of the group folder.

This displays the folder permissions.

Note: You will need to make the folder a group folder in order to limit uploading permissions to a single group.

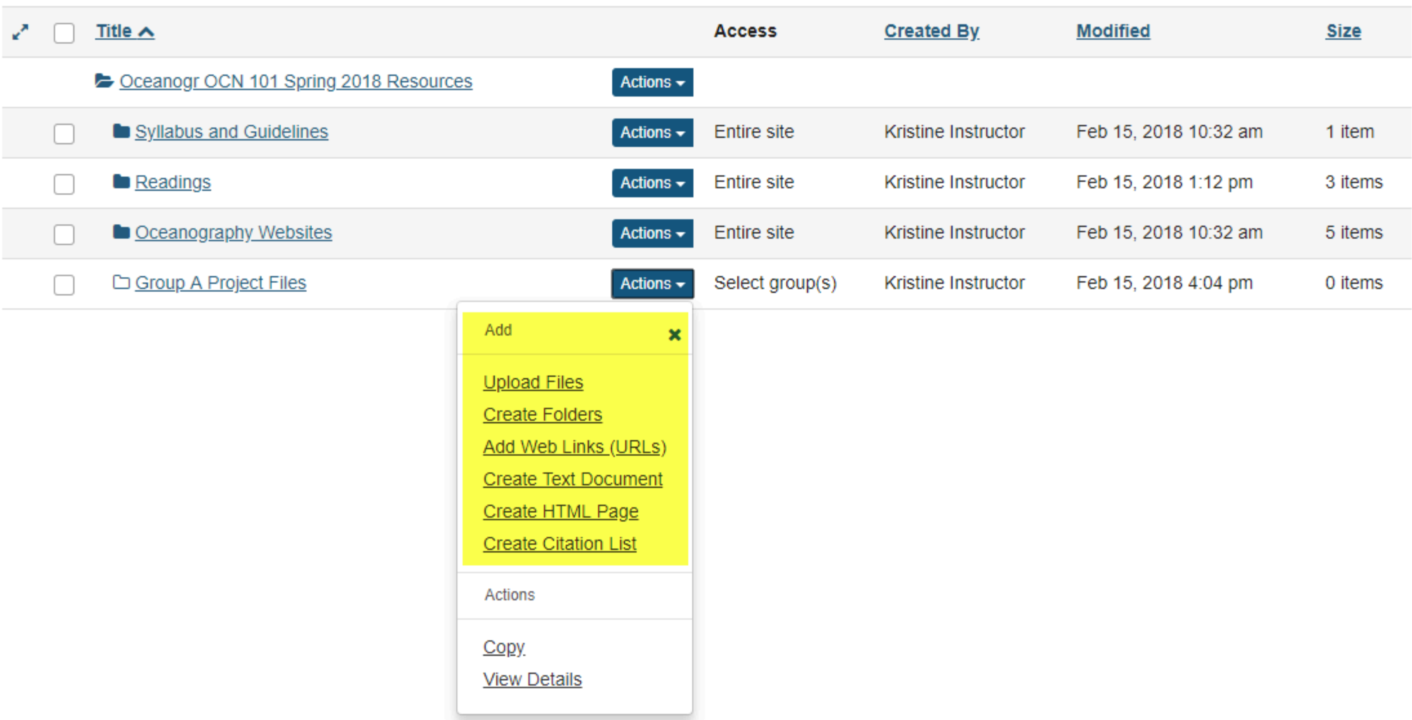
Footer

Modify student permissions and then Save.



In the student column, select **Create resources**, **Edit own resources, Delete own resources**, and **Access/create group resources**, then click **Save**.

Group members may now add and edit items.



Footer

This allows the students that are members of the group to upload and edit content in the group folder.

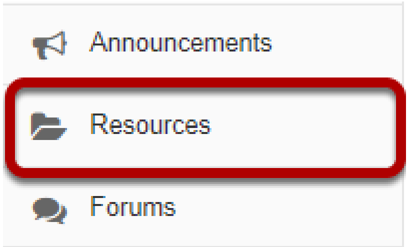
Students that are members of the group will have an "Add" section available in the folder's Actions dropdown menu.

Footer

How do I allow all students to upload content to a selected folder?

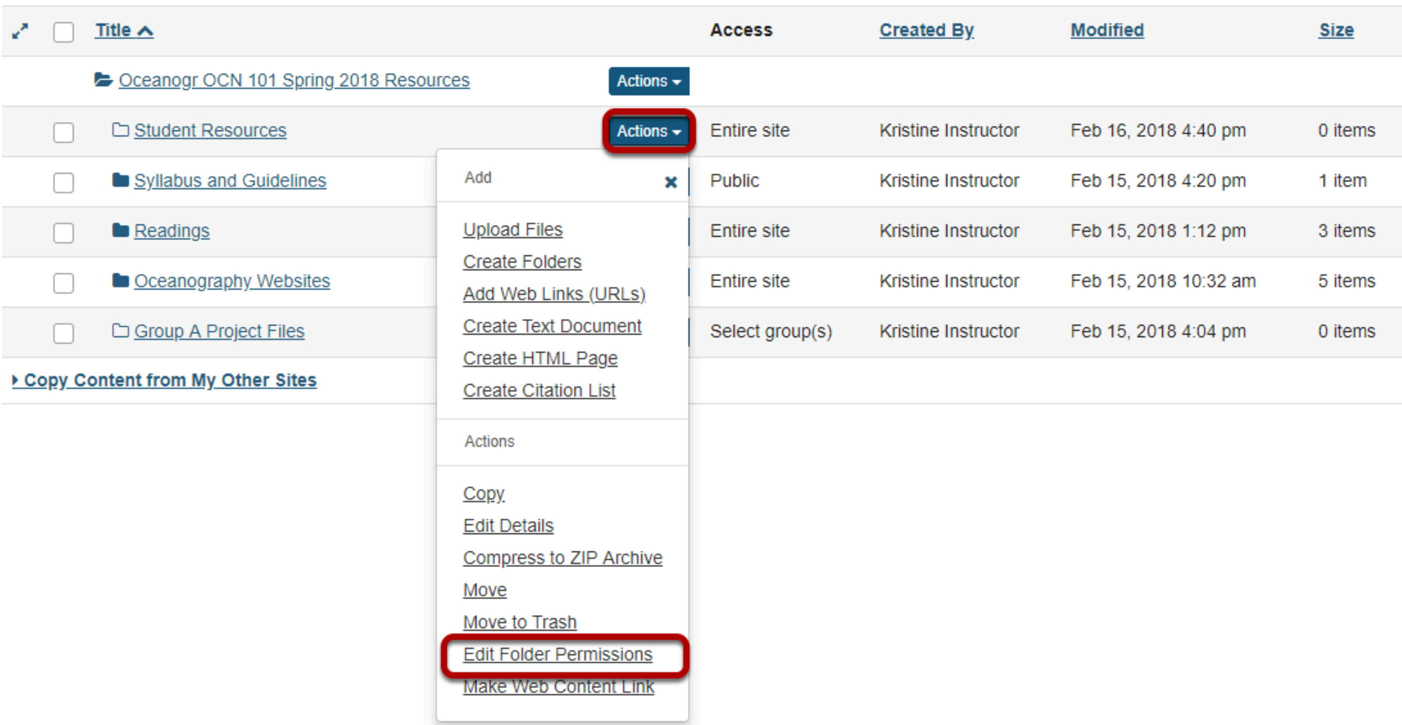
Instructors can allow all students to upload and edit file to a selected folder in Resources. Instructors must first create the folder. (See How do I create folders?)

Go to Resources.



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

Click Actions, then Edit Folder Permissions.

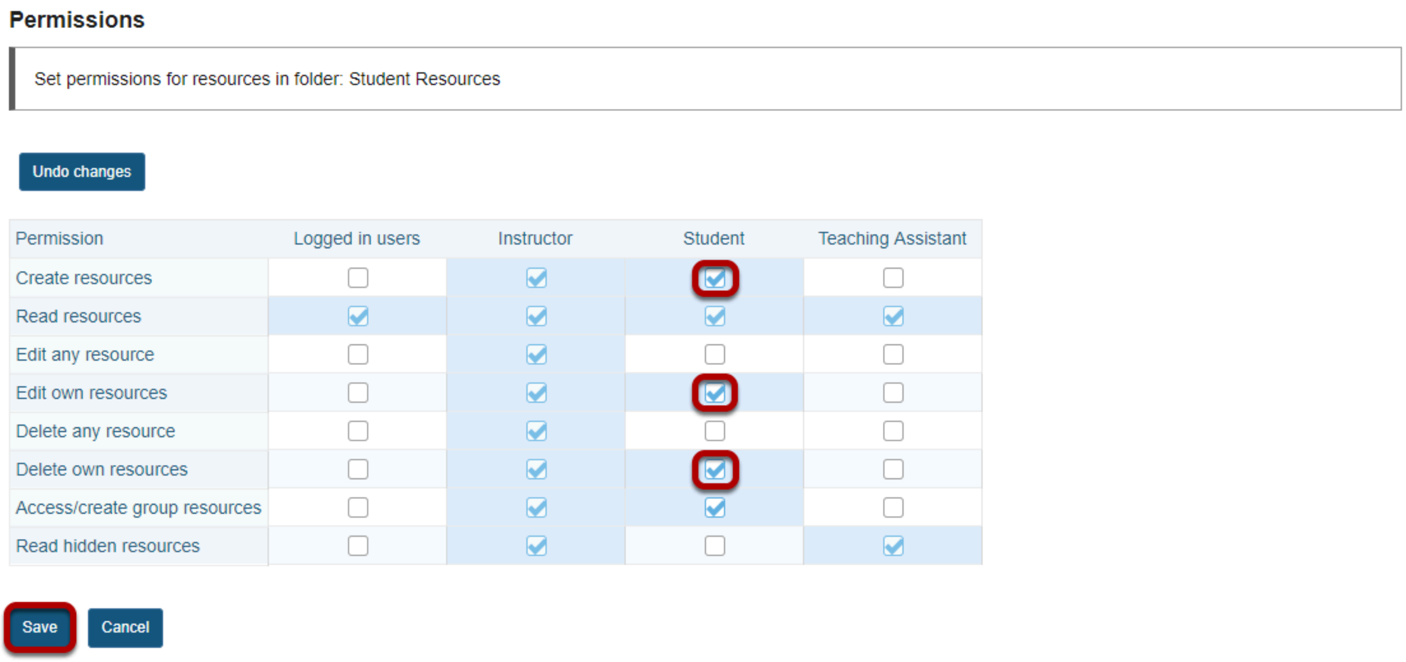


Footer

To grant uploading permission to all students, to the right of the folder, from the **Actions** drop-down menu, select **Edit Folder Permissions**.

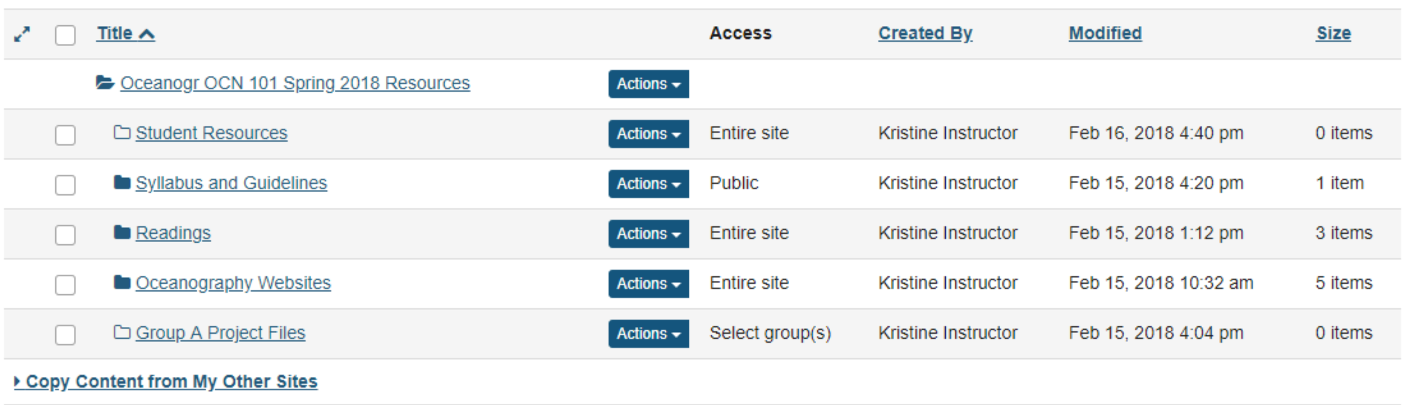
This displays the folder permissions dialog box.

Modify student permissions, then Save.



In the student column, select **Create resources**, **Edit own resources** and **Delete own resources**, then click **Save**.

Students may now upload and edit items within the folder.



This allows the students to upload and edit content in the selected folder.

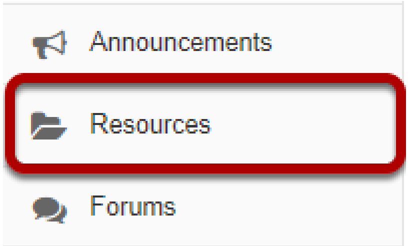
Students will have an "Add" section added to their **Actions** button displayed next to the folder.

Footer

How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

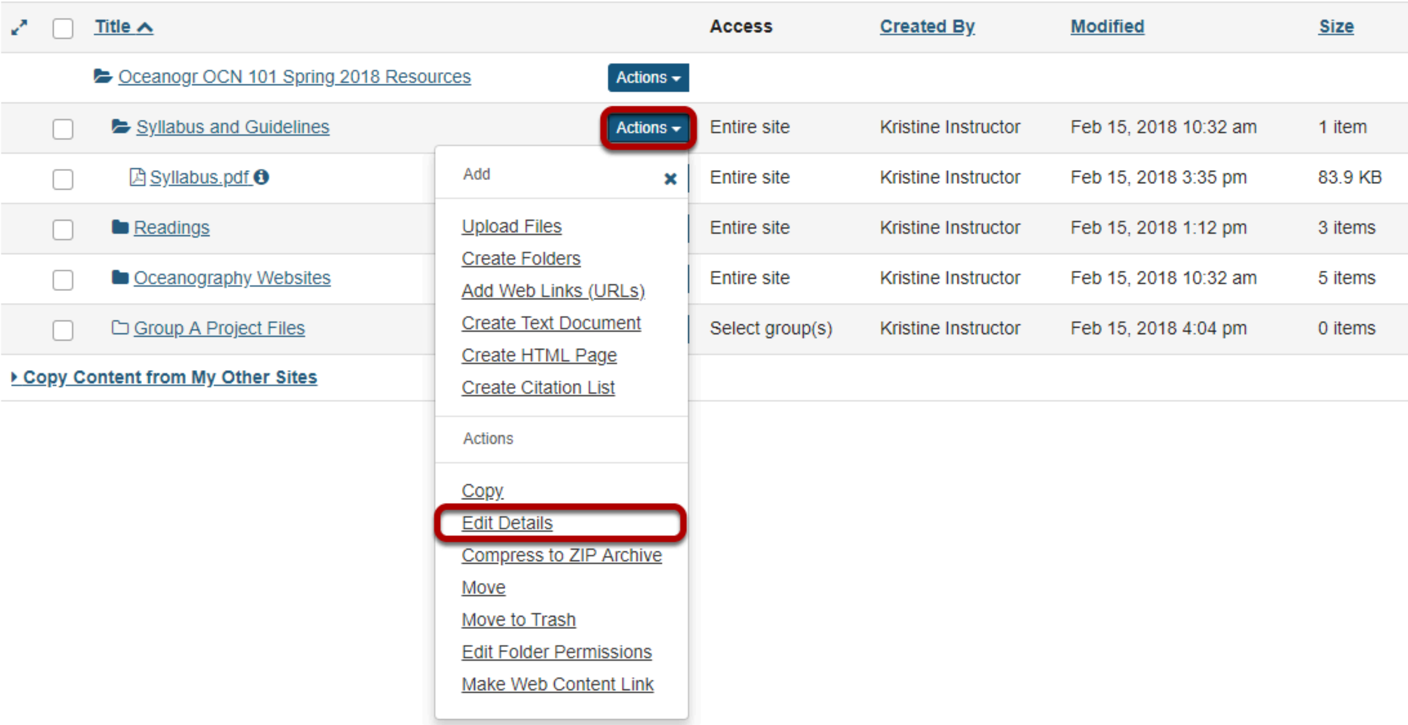
Go to Resources.



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

Footer

Click Actions, then Edit Details.

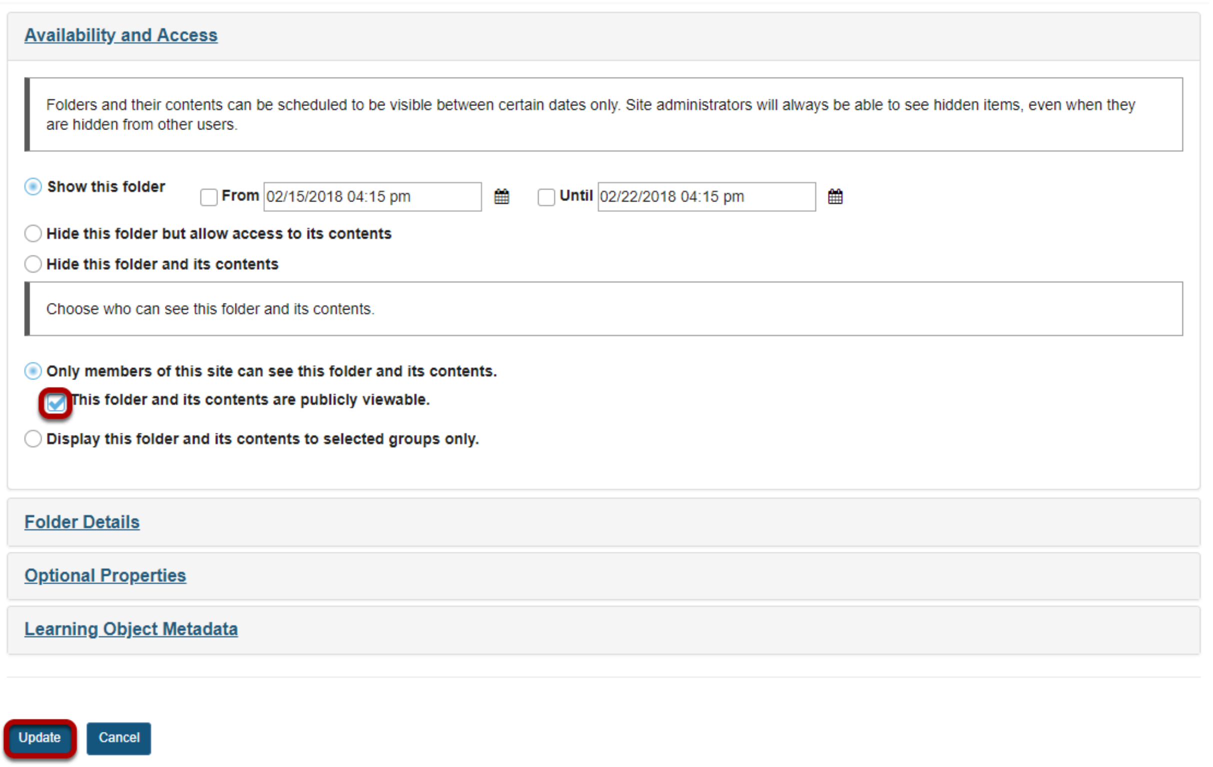


To make a file or folder publicly viewable, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Footer

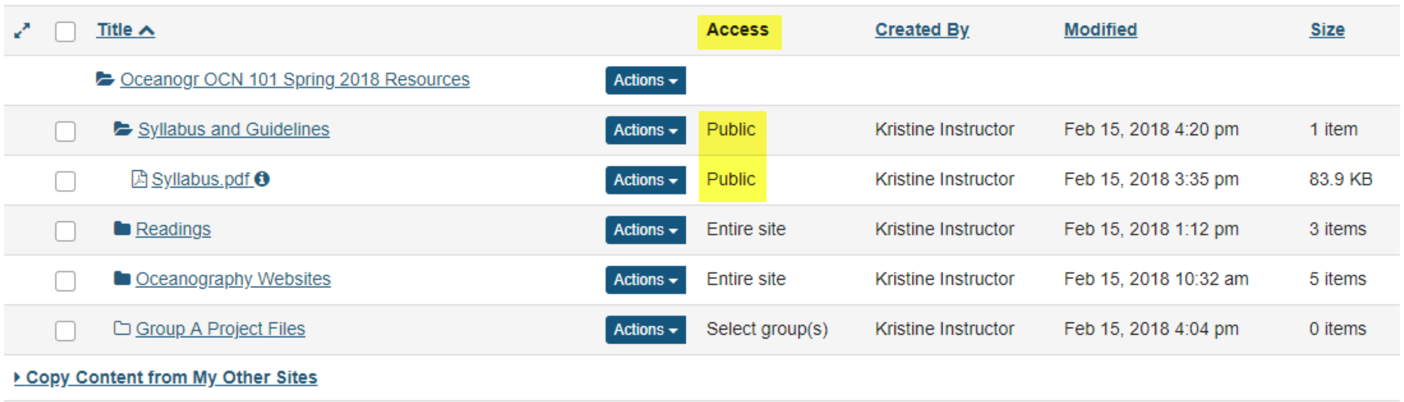
Make item public, then Update.



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.



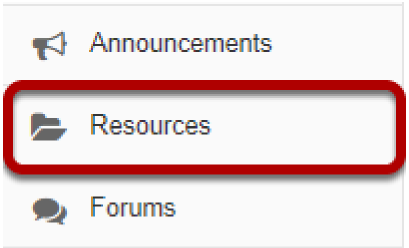
Note: While the content can be viewed by those who are not members of the folder's originating site, the content cannot be searched for or viewed by those who are not logged into your institution's system.

Footer

What is the Resources quota?

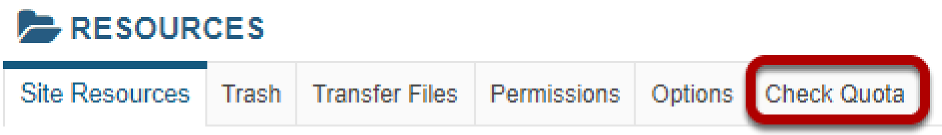
Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

Go to Resources.



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

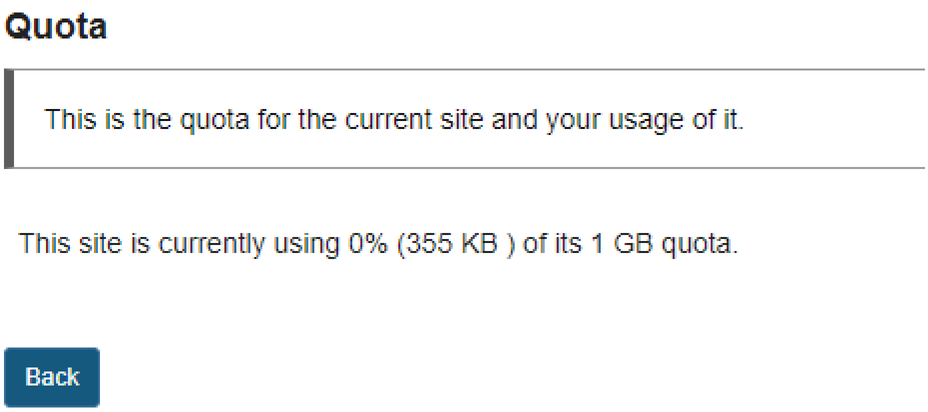
Click Check Quota.



This displays the Resources Quota page.

Footer

Quota is displayed.



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

Footer

How do I transfer files to Resources using WebDAV?

Users can transfer files to Resources using the WebDAV protocol. WebDAV allows users to upload multiple files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site Resources, their computer will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in “My Computer” in Windows, or the “Finder” on a Mac.

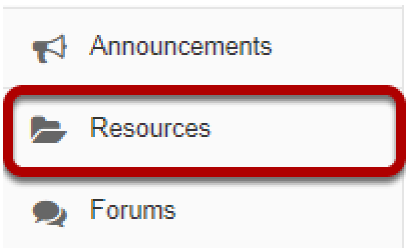
For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

Mac OS X 10.4 (Tiger) and newer supports secure WebDAV connections in the Finder. Mac users can also use Cyberduck or AnyClient.

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

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

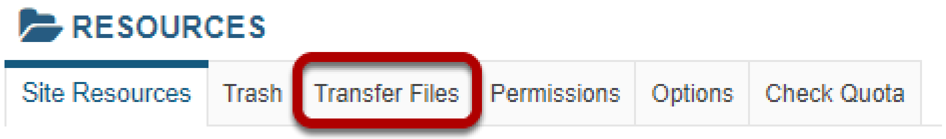
Go to Resources.



Select Resources from the Tool Menu in your site.

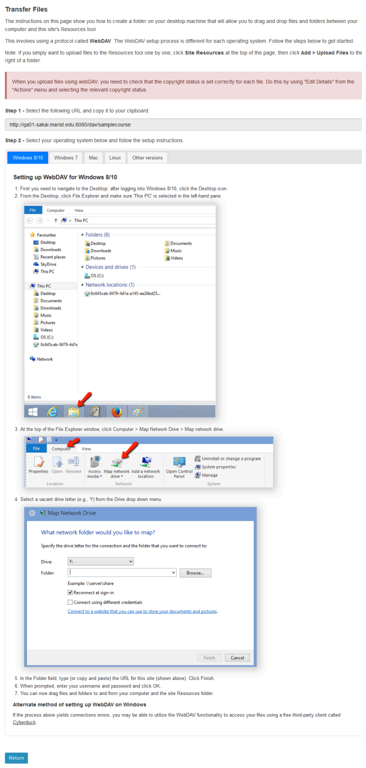
Footer

Click Transfer Files.



To locate directions for setting up WebDAV on your computer, click **Transfer Files**.

WebDAV instructions will display.



This displays links to directions for setting up WebDAV for your computer's operating system. Locate your operating system in the list of supported systems shown, and follow the instructions provided for setting up WebDAV on your computer.

Footer

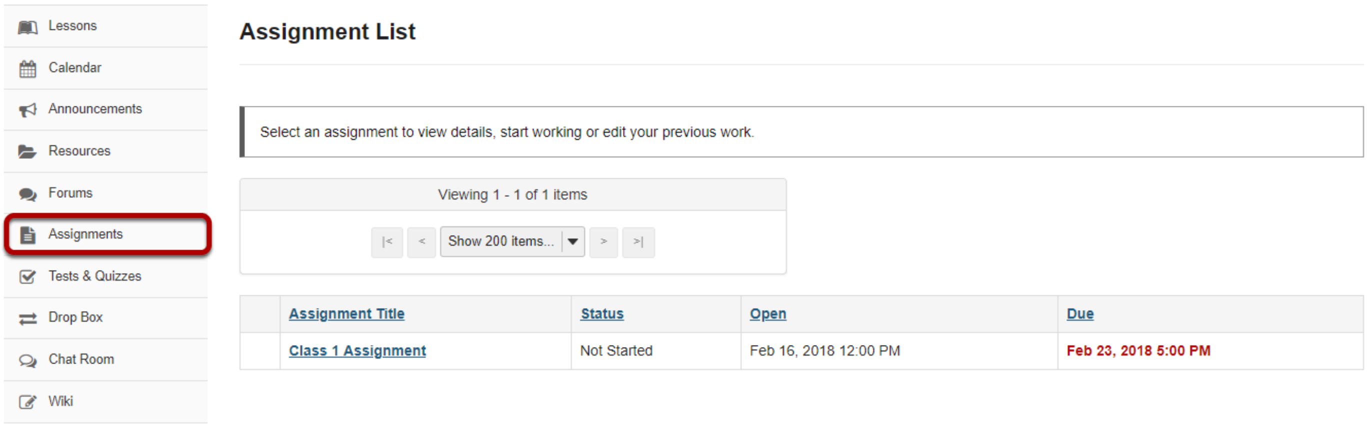
How do I attach files from my Home Resources to submissions in my other sites?

You can attach items from **My Resources** in your *Home* site to any location in another site where you have permission to add attachments. For example, you may attach a file stored in *My Resources* to an assignment or forum post in one of your course sites.

Upload item(s) to My Resources.

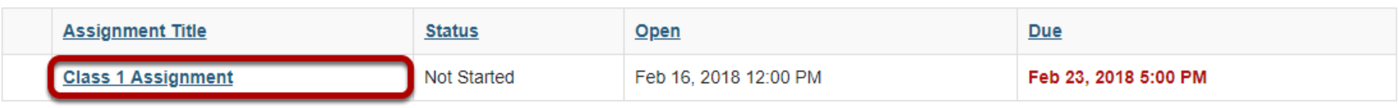
For information on accessing and uploading files to *My Resources*, see What are My Resources in Home? and How do I upload files?

Attach a My Resources file to work in another site.



In the site where you want to add an attachment, go to the tool where you want to add it, for example, *Assignments*.

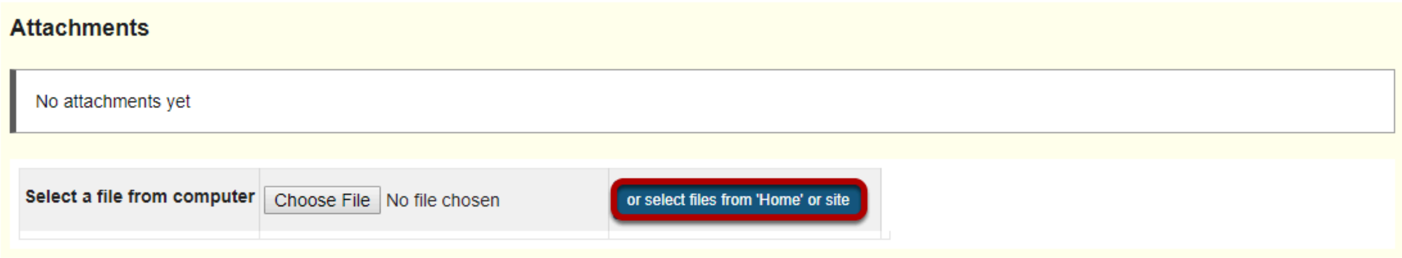
Go to the item where you want to attach the file.



Click on the item where you want to attach the file, for example, the **title** of an assignment.

Footer

Under Attachments, select files from Home or site.

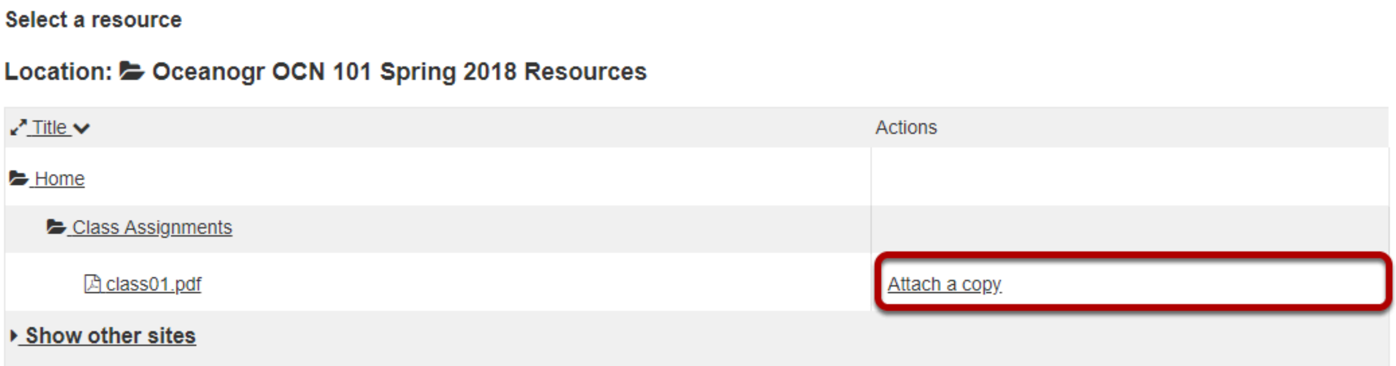


Click the button **or select files from 'Home' or site**.

Under Select a resource, expand the folder that contains the file to attach.

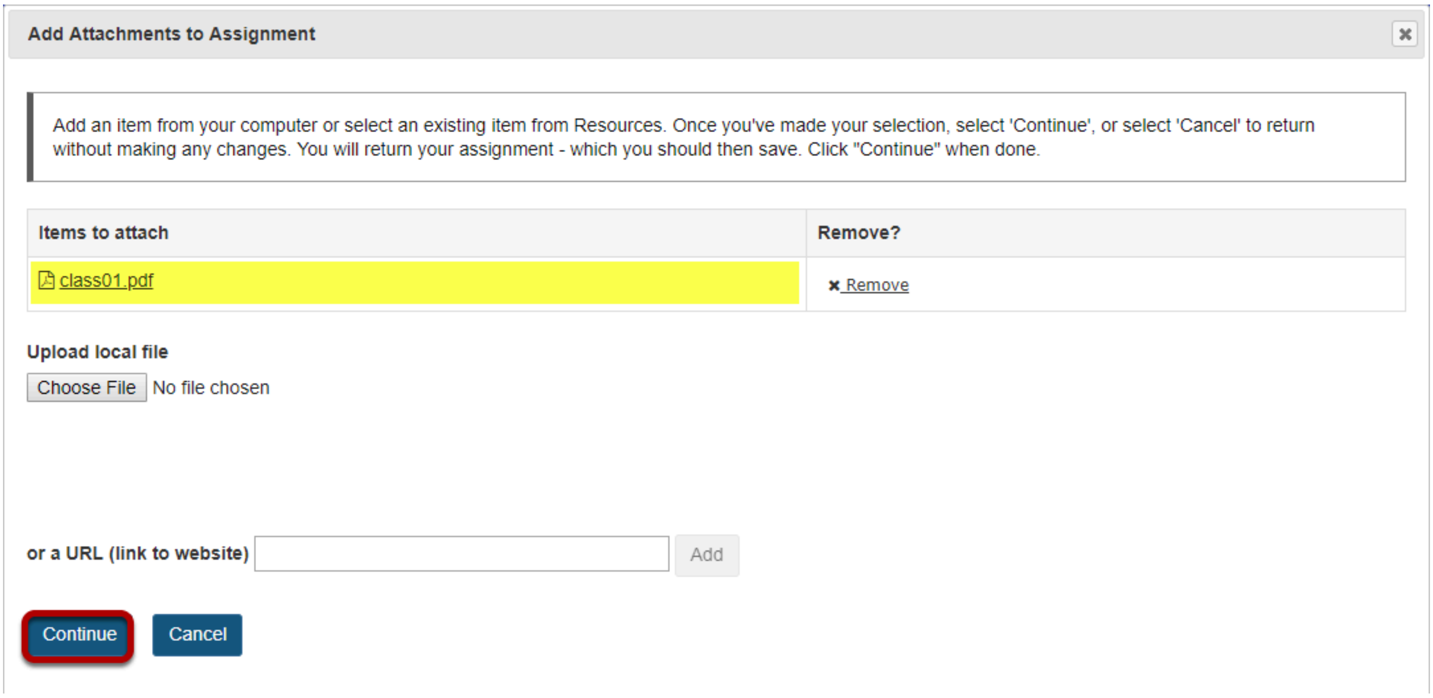
Under *Select a resource*, **Home**, click the **folder with a solid folder icon** (**Open this folder**) that contains the file you want to attach.

To the right of the file you want to attach, click Attach a copy.



Footer

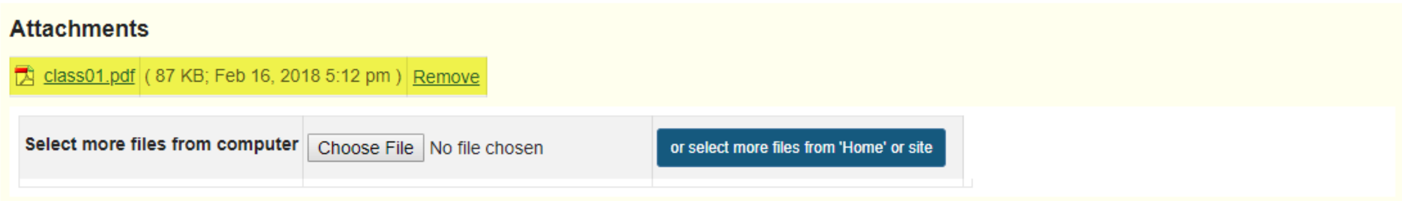
Confirm attaching selected file(s).



The name of your selected file will display under *Items to attach*. Depending on how the assignment is configured, you can attach an additional file by choosing **Attach a copy** beside another file.

When you have selected the files you want to attach, click **Continue**.

File is attached.



A link to your file will be displayed under *Attachments*.

Footer

Rich Text Editor

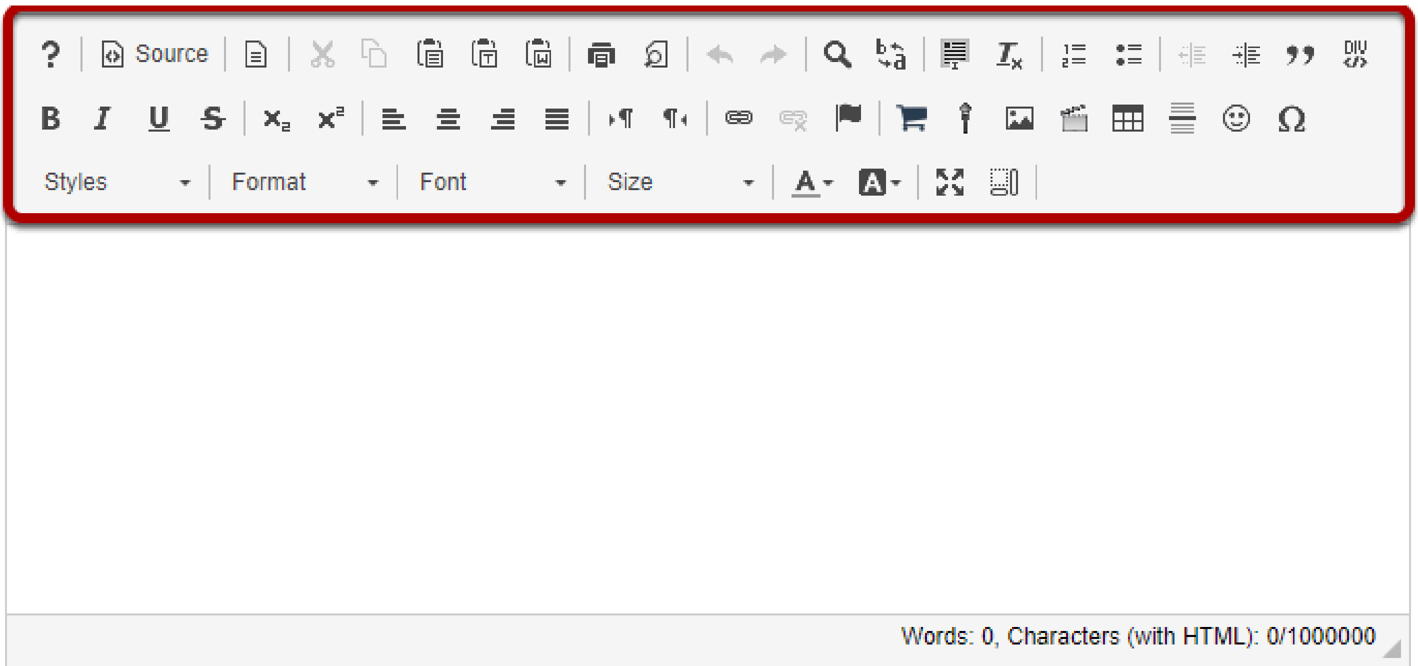
What is the Rich Text Editor?

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](https://ckeditor.com/docs/ckeditor4/).

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 on individual icon functionality.

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

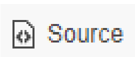
Footer

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.

Footer

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.

Footer

Preview

Preview the current document.

Undo

Undo the most recent action taken.

Redo

Redo the most recent action taken.

Find

Find a word or phrase within the document.

Replace

Find and replace a word or phrase within the document.

Select All

Footer

Select the entire text in the document.

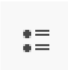
Remove Format

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.

Footer

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

Footer

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.

Footer

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

Footer

Inserts or modifies a link anchor.

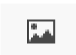
Insert Content Item

Inserts an external tool (i.e. LTI tool) as a content item.

Record Audio Clip

Create and display a voice recording.

Image



Inserts images into the document.

Insert/Edit Movie

Inserts a movie/audio player.

Table

Creates a table with the defined number of columns and rows.

Footer

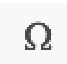
Insert Horizontal Line

Inserts a divider line (horizontal rule).

Smiley

Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character

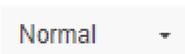


Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Styles

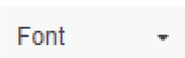
Applies special styles to a block of text.

Format



Applies paragraph formatting to a block of text.

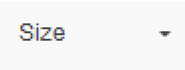
Font



Footer

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

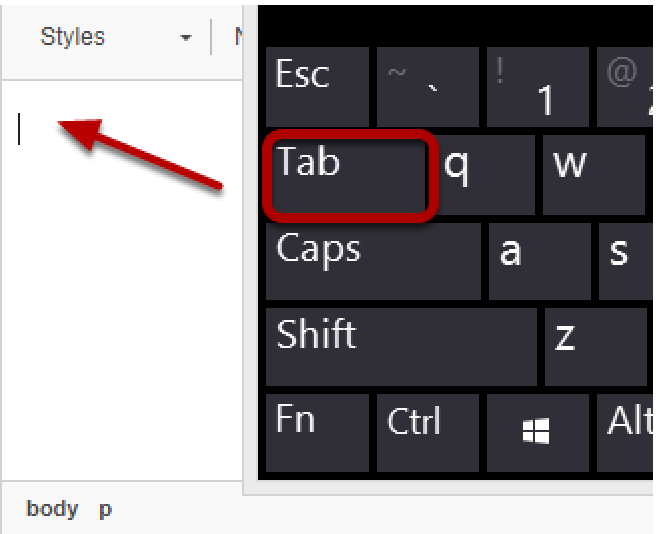
Shows where there are block elements boundaries in the text.

Footer

What are some keyboard shortcuts for the Rich-Text Editor?

You can operate the Rich-Text Editor using a computer keyboard with the shortcuts and hotkeys below. For a full list of keyboard commands in the Rich-Text Editor, you may also refer to the CKEditor list of shortcut keys.

Keyboard navigation to the editing area



From your course/project site, **tab** or **arrow down** into the editor's text box to place focus in the text box and edit content. When you are done, you can tab or arrow down out of the editor.

Footer

Accessibility Help for the Rich-Text Editor

Alt + 0 opens the *Accessibility Instructions* dialog for the Rich-Text Editor.

Hotkeys inside the editing text box

Formatting shortcut keys

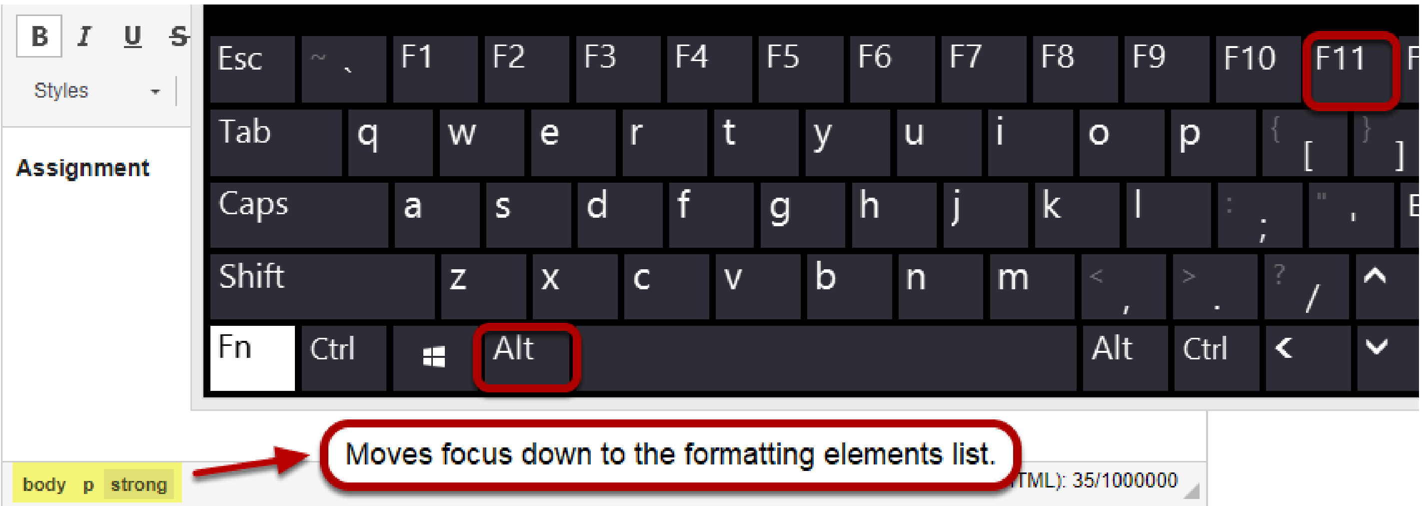
When focus is in the editor, you can use formatting shortcut keys similar to those used in most word processors, such as Microsoft Word. Some examples include:

- **Bold - Ctrl + B** (in Windows) or **Command + B** (on a Mac)
- *Italics* **- Ctrl + I** (in Windows) or **Command + I** (on a Mac)
- Underline **- Ctrl + U** (in Windows) or **Command + U** (on a Mac)

In the example pictured above, **bold** text was added.

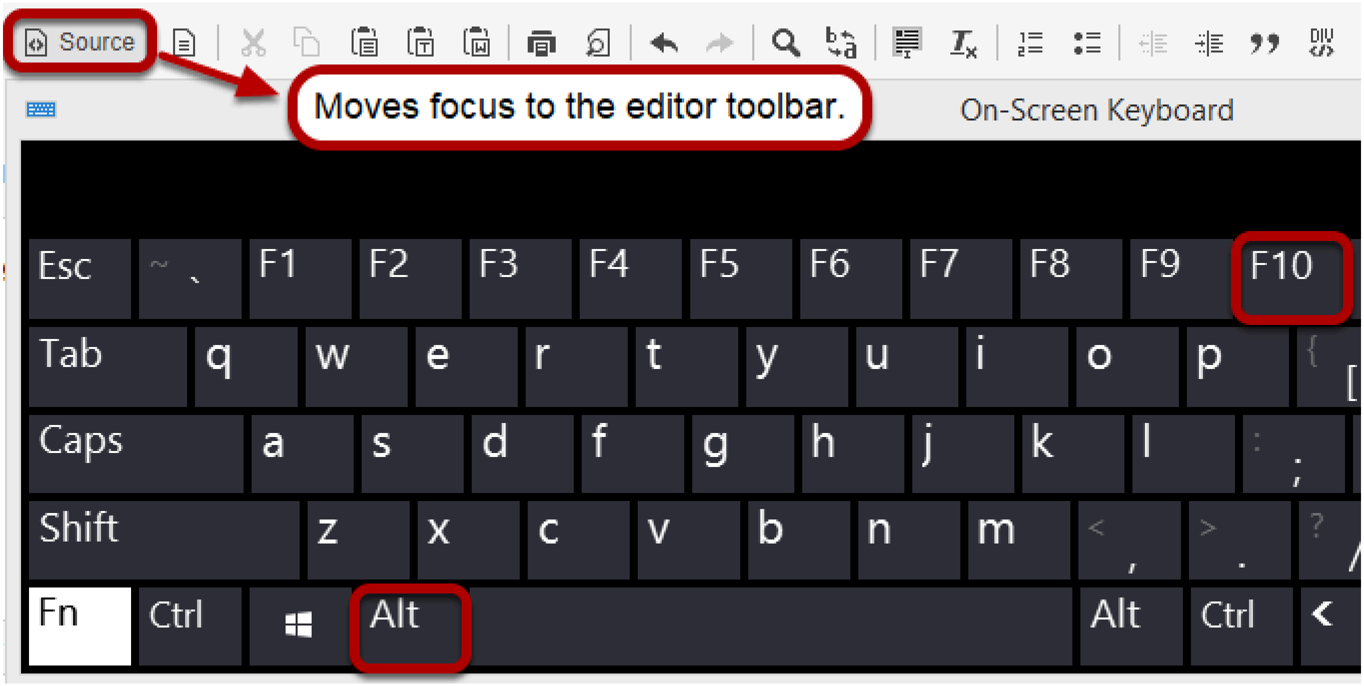
Footer

Navigate away from the editing text box to the list of formatting elements



Type **Alt + F11** to navigate to the list of formatting elements and styles that have been used in the text where your cursor was positioned.

Navigate away from the editing text box to the Editor toolbar



Type **Alt + F10** to select the first button in the editor toolbar (i.e. **Source**) and begin using the toolbar.

Footer

Navigate within the Editor toolbar

When focus is in the Editor toolbar, you can navigate it as follows:

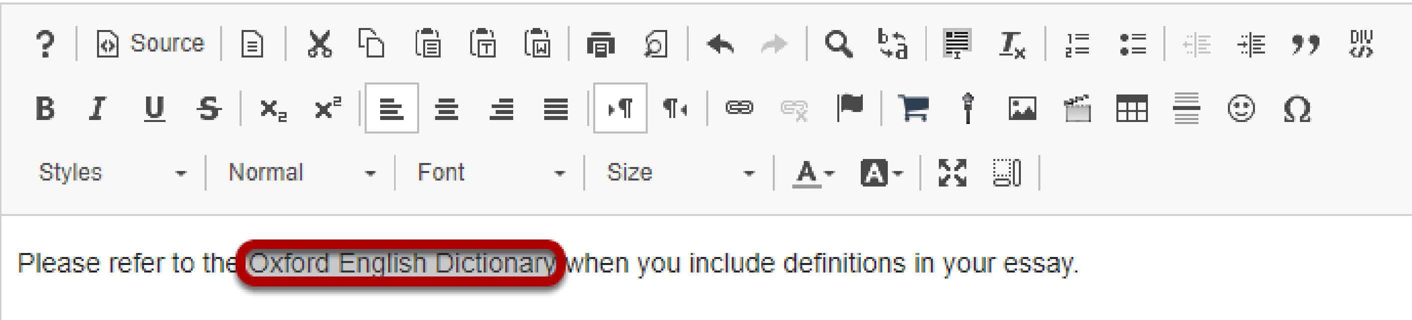
- **Tab** and **Shift + Tab** – move focus forward and backward among the toolbar button groups.
- **Left Arrow** and **Right Arrow** – move focus forward and backward among the toolbar buttons within a group, respectively.
- **Enter** and **Space** – activates a selected toolbar feature.
- **Escape** – puts the focus back to the editing area without executing any commands.

Footer

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

Note: To link to an HTML page you have stored in Resources, see How do I create a link to a Resources item in a text box?

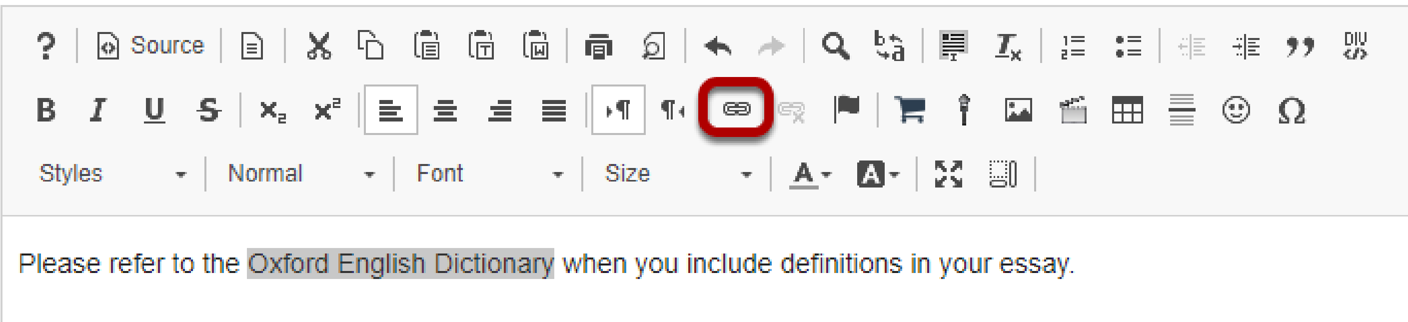
Select the text.



In the text box, select the text you would like to serve as a link to a web site. For accessibility, you should use [meaningful text]() to describe your link.

Note: If you do not select text, the text of the link will display in full, linked to the site (e.g. [http://www.oed.com]()).

Click the Link icon.



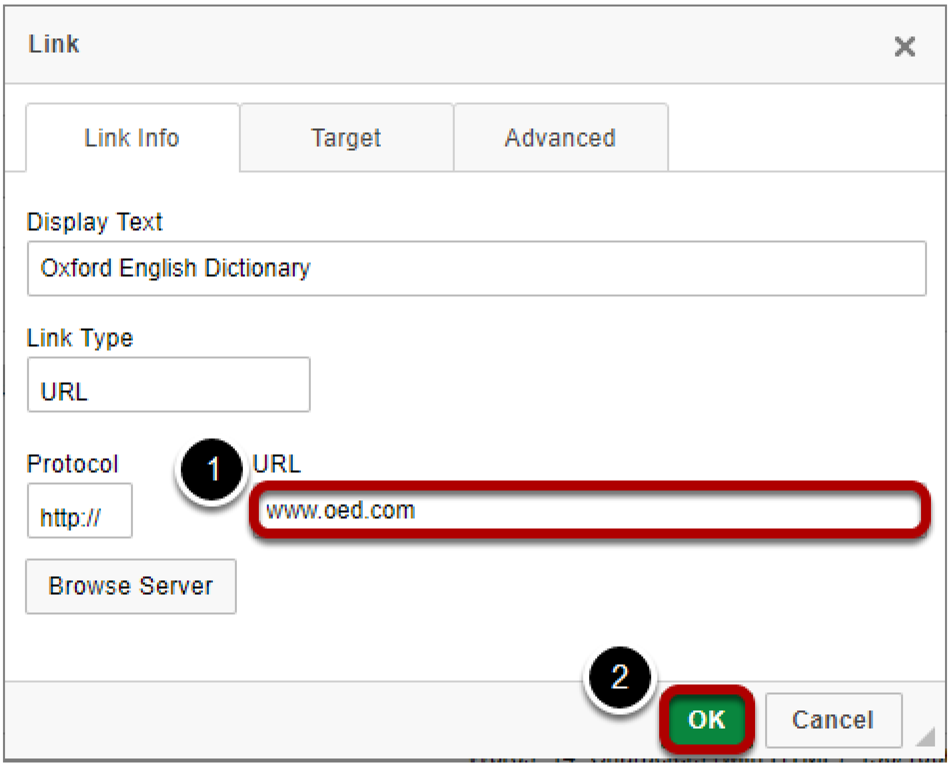
The **Link** icon looks like a chain link.

Footer

Or use Ctrl/Command-L on the keyboard to open the Link dialog box.

Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

Enter the URL.



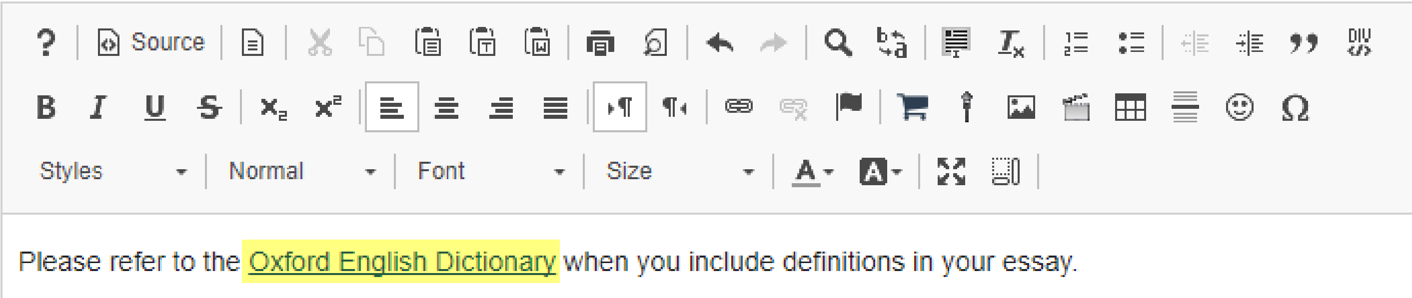
The *Link* window will pop up for you to enter the link (URL).

1. Enter or paste (**CTRL-V** on PC or **COMMAND-V** on Mac) the **URL** for the web page to which you are linking in the box marked **URL**.
2. Click **OK** to confirm the addition of the link.

Footer

Note: To link to an HTML page you have stored in Resources, see How do I create a link to a Resources item in a text box?

View link in editor.

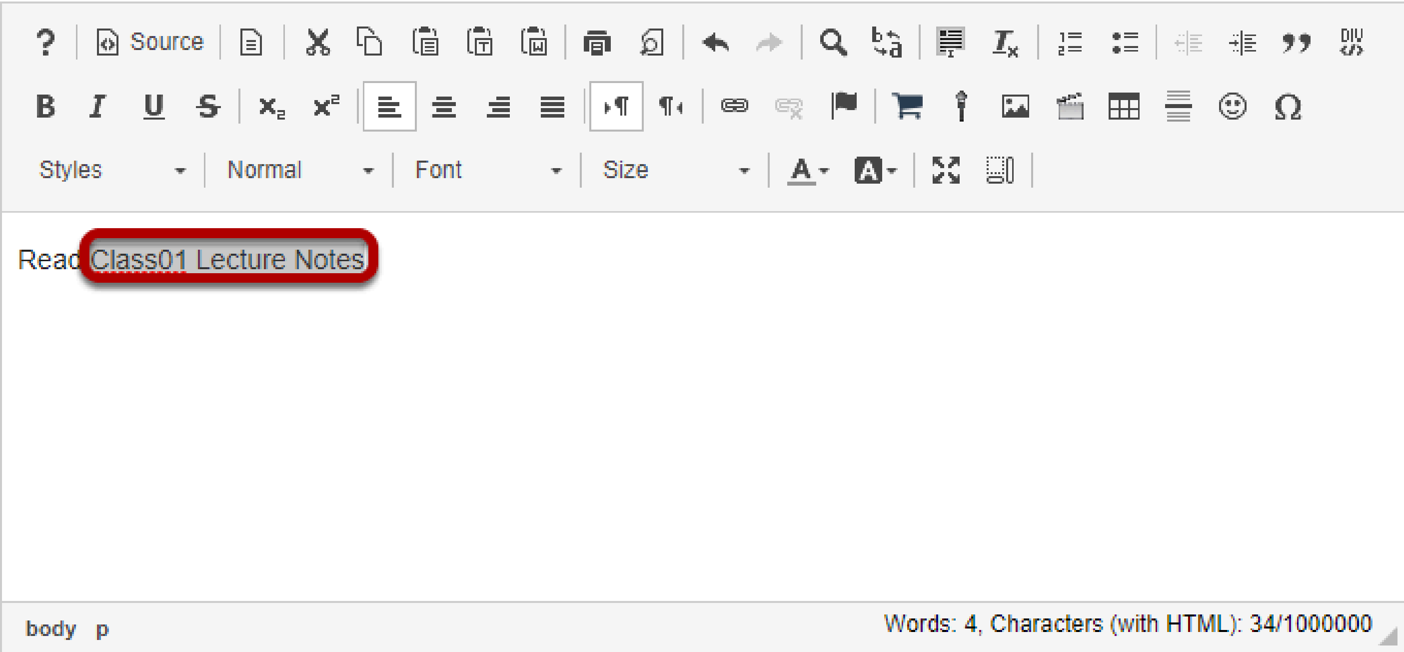


The linked text will be underlined.

Footer

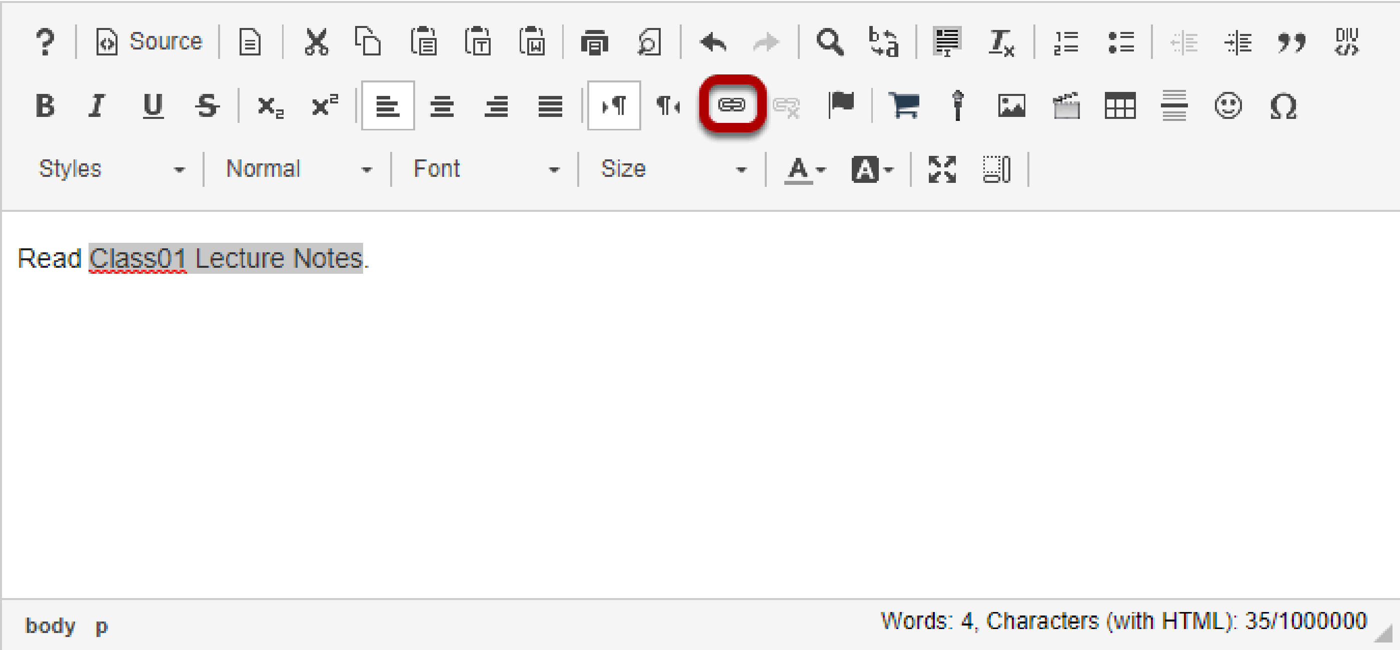
How do I create a link to a Resources item in a text box?

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



In the text box, **select** the text you would like to serve as a link to the folder or file. For accessibility, you should use meaningful text to describe the folder or file you are linking.

Click the Link icon.



The **Link** icon looks like a chain link.

Or use Ctrl/Command-L on the keyboard to open the Link dialog box.

Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

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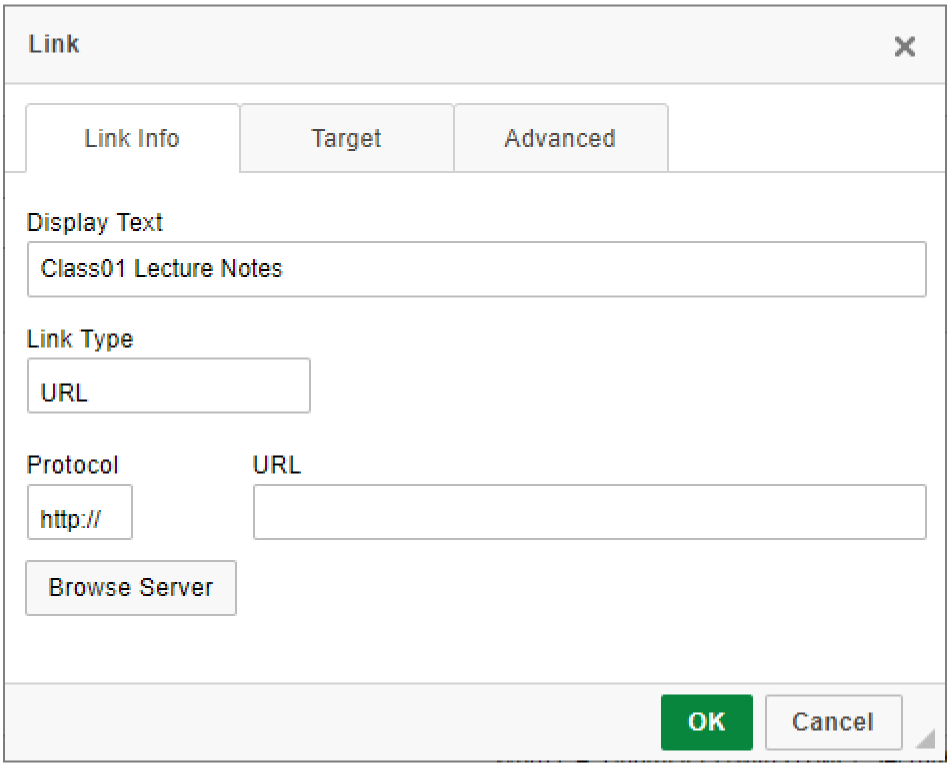
Insert the link.

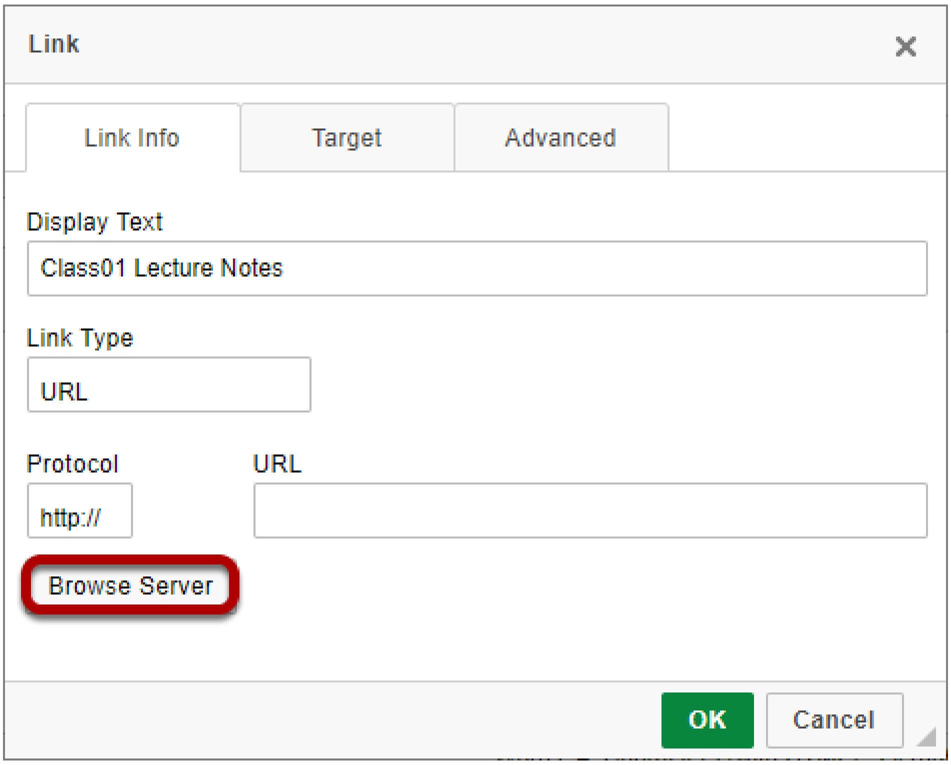


A window will pop up to allow you to enter a URL or select an item using the *Server Browser*.

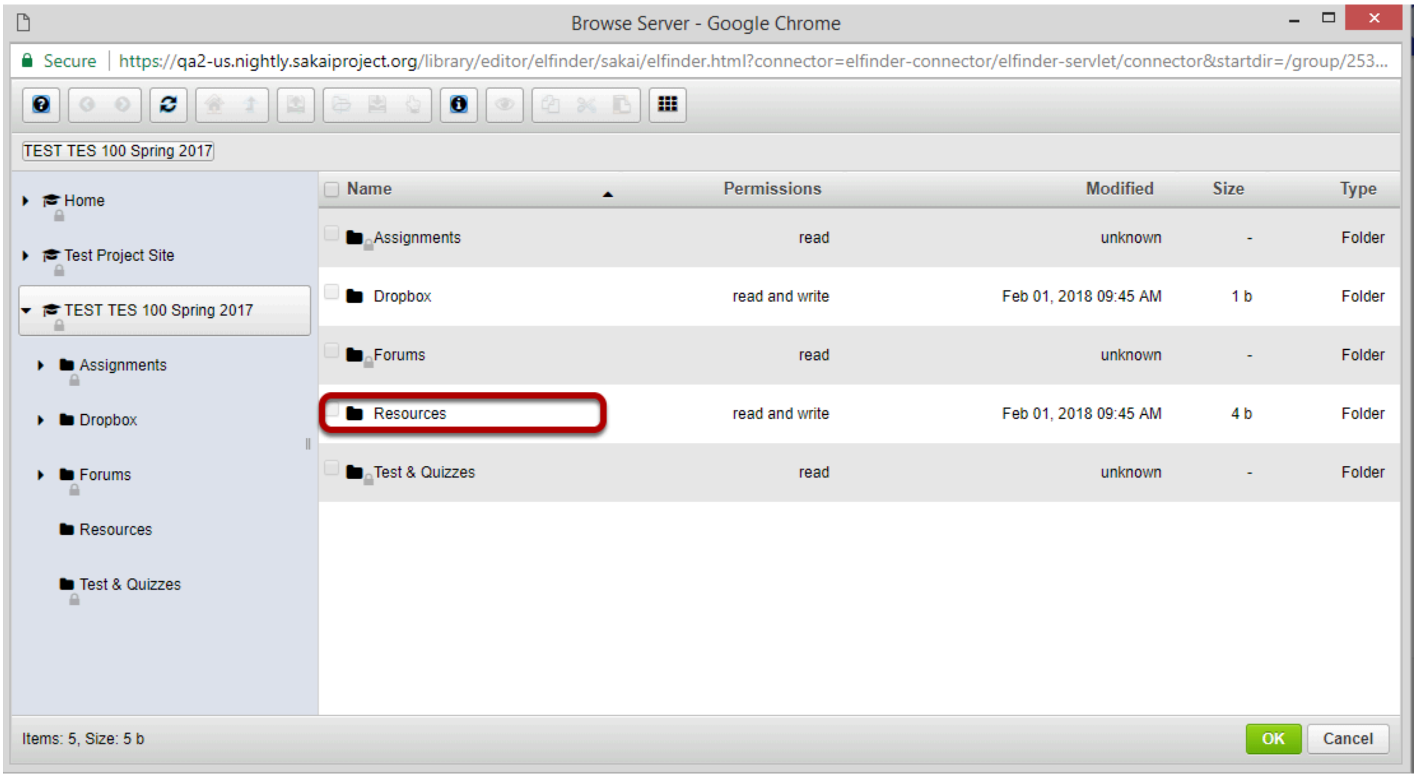
Note: If you copy a link in Resources and paste it into the Rich-Text Editor in another tool (e.g. Lessons) rather than using the Server Browser to select the item in the editor, the link will not change when you import content from the site.

Footer

1. Click the Browse Server link.



2. Double-click Resources.

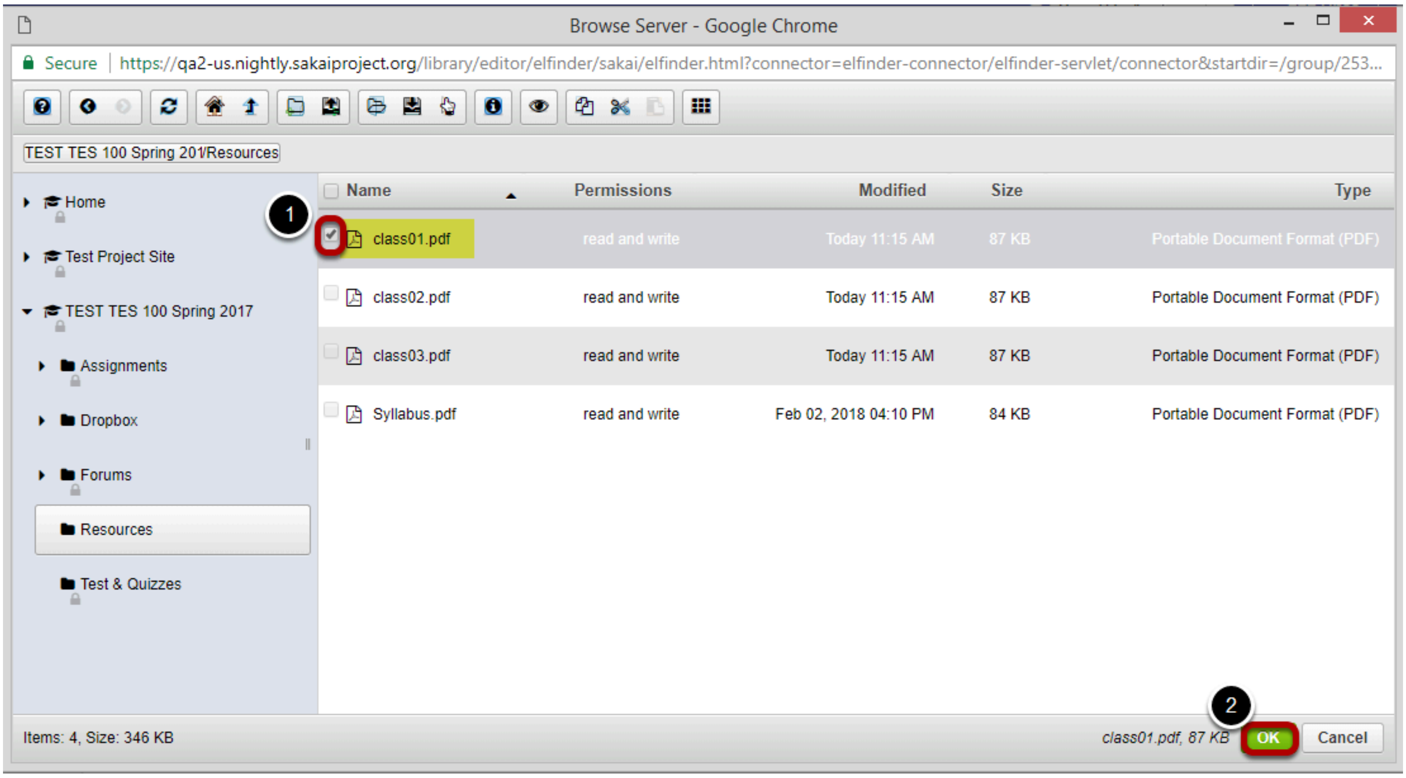


Footer

The *Server Browser* will open. It displays items on your site to which you can link.

Double-clicking **Resources** will expand the list of the site's **Resources**.

3. Navigate to the item to which you would like to link and click on the checkbox next to the file name.

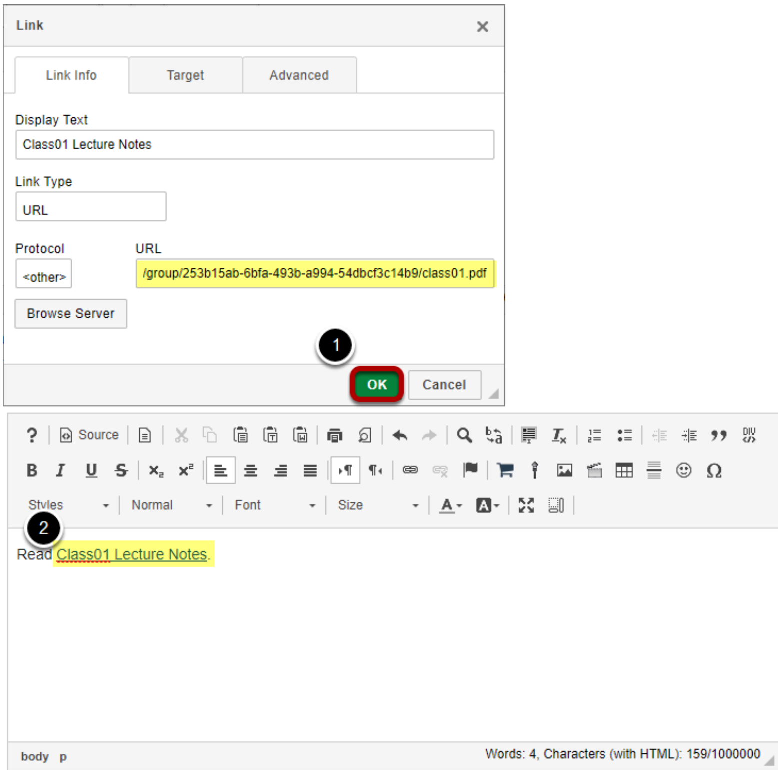


1. Select the item to which you would like to link by clicking the checkbox next to the file name.
2. Click OK.

Note: There may be additional folders in ***Resources*** *in which the item is located. Double-click each folder to display its contents.*

Footer

Click OK to create the link.

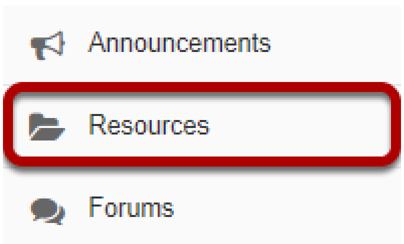


The *Link* dialog box will display the link to the item in the **URL** box.

1. Click **OK** to create the link.
2. The text linked to the *Resources* item will be underlined.

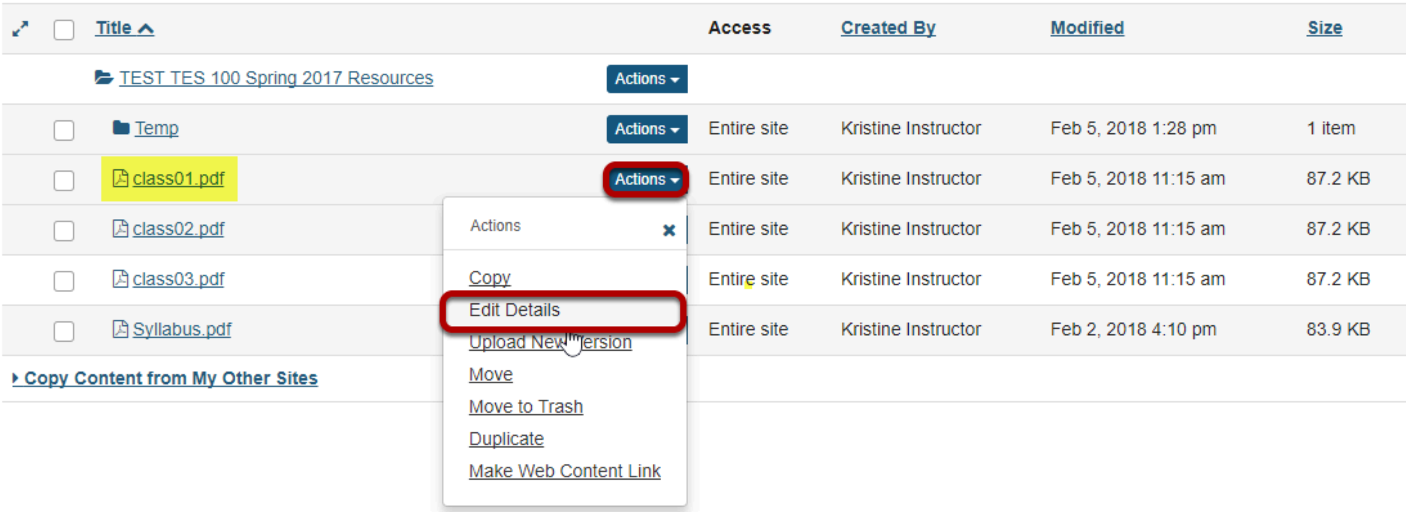
Alternately, you may go to Resources to locate the item URL.

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



Footer

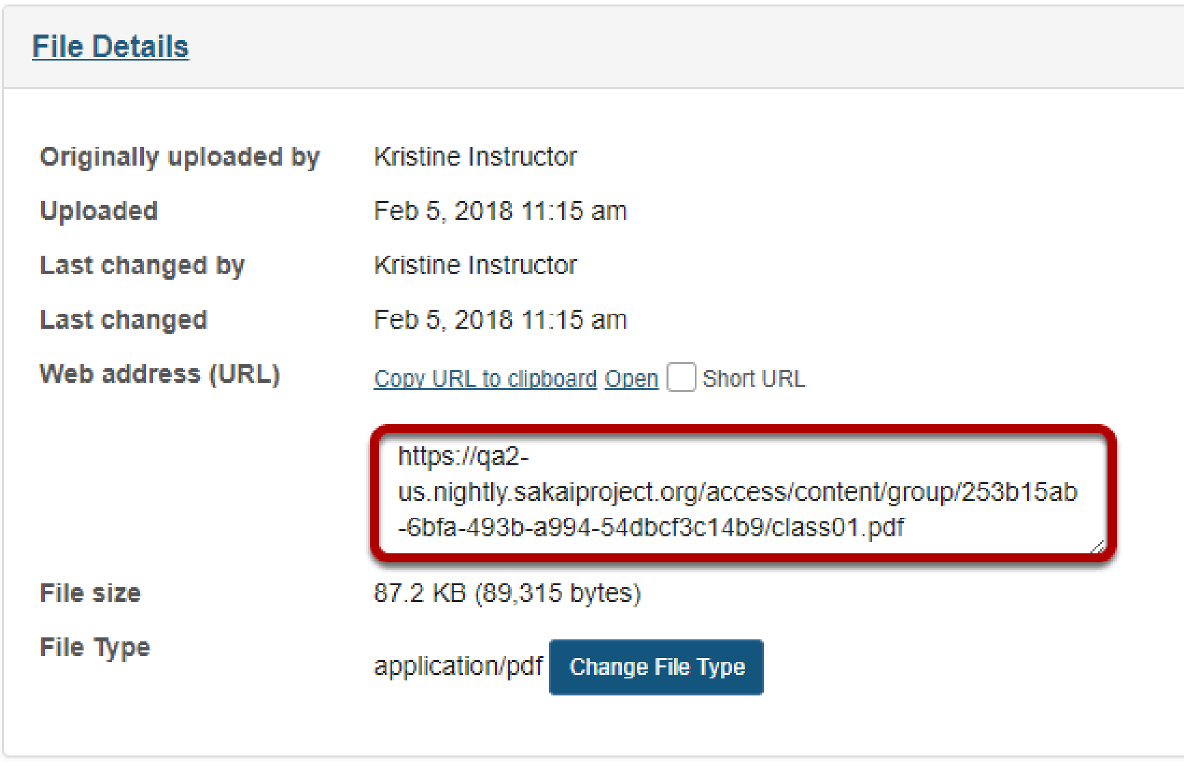
Click Actions, then Edit Details for the item.



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.

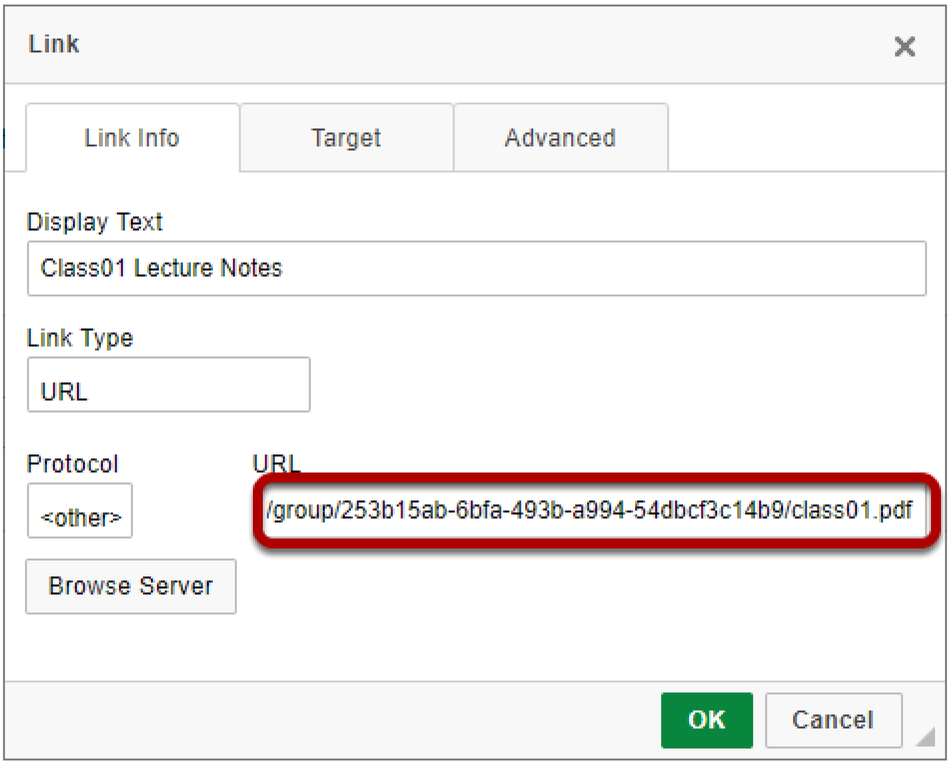
Copy the item URL.



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

Footer

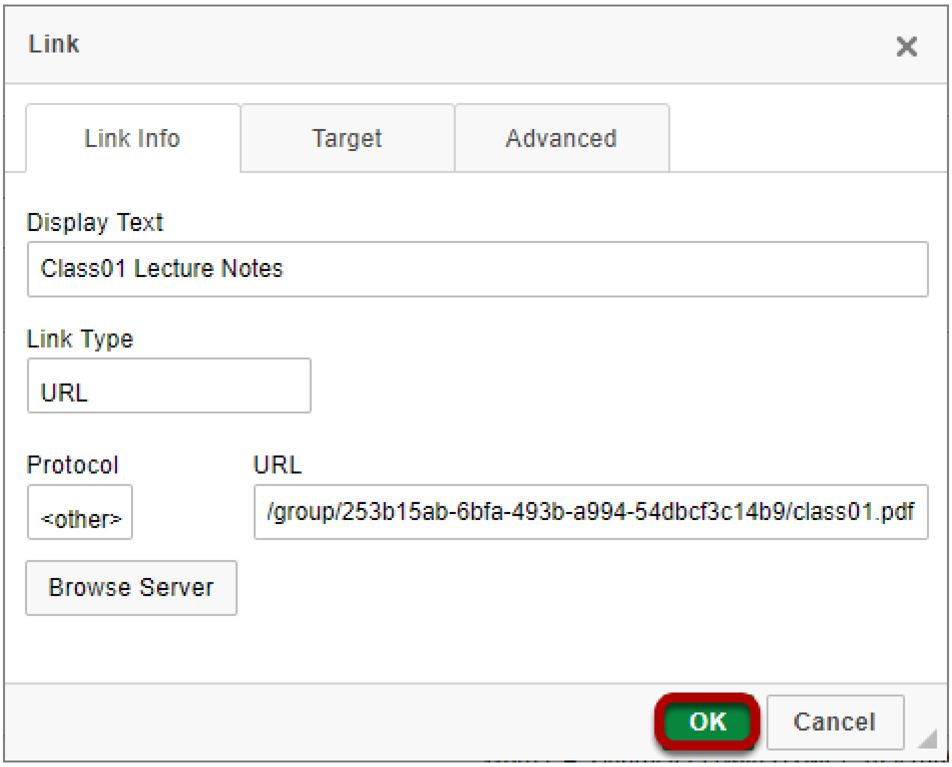
Paste the item URL.



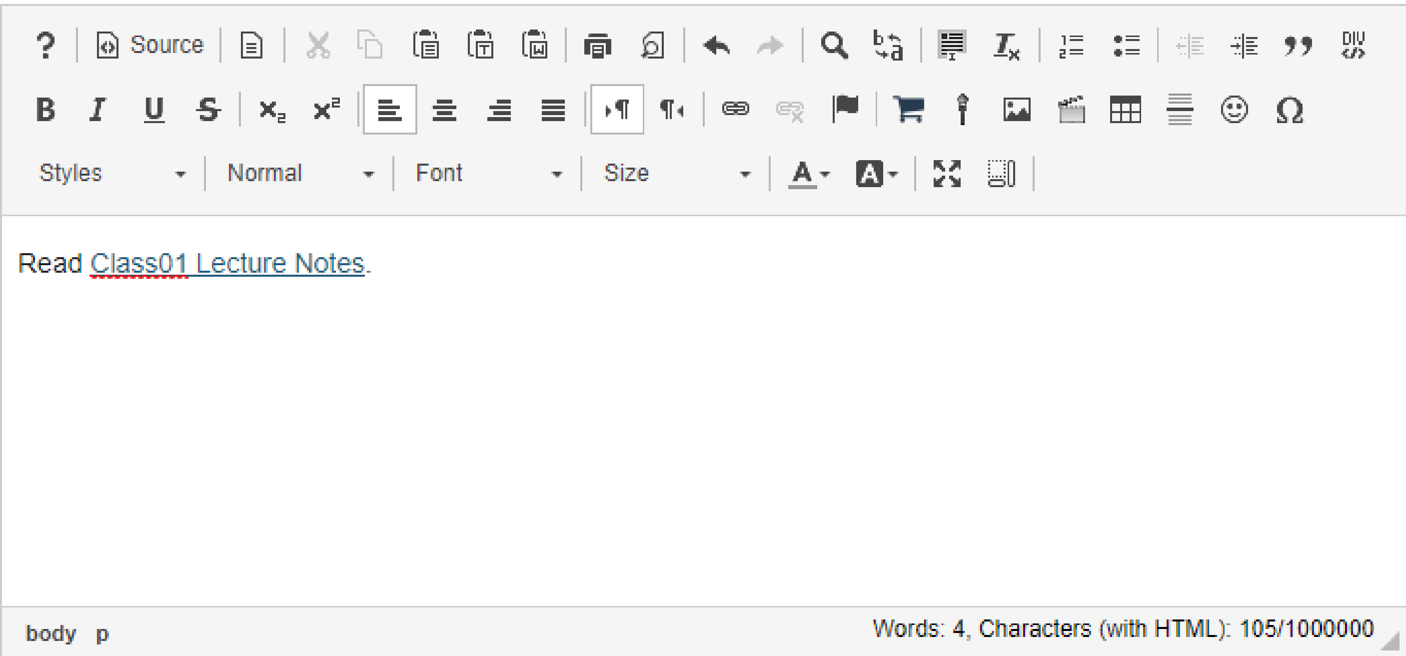
Paste (CTRL-V for PC or COMMAND-V for MAC) the URL for the Resources item in the box marked **URL**.

Footer

Click OK.



View link.



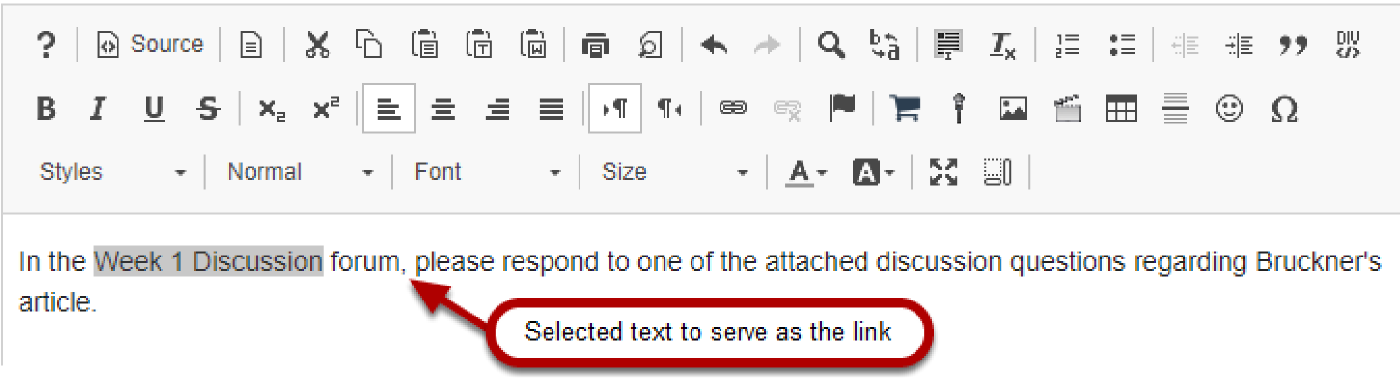
When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

Footer

How do I create a link to an activity in a text box?

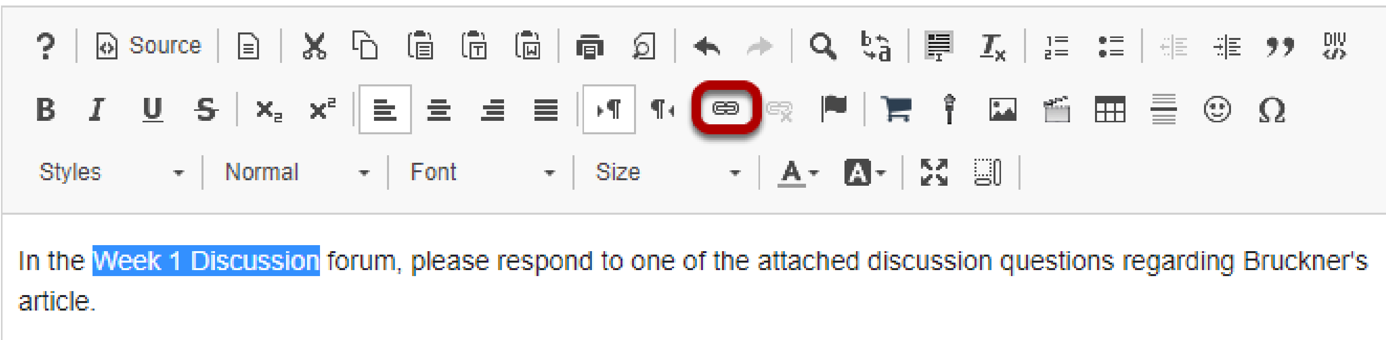
Tip: If you are creating a text box in the Lessons tool, you may also insert activities directly as individual items on the page, rather than within the Rich-Text Editor. See [How do I add assignments to Lessons?]() for more information.

Select the text to be linked.



In the text box, select the text you would like to serve as a link to the activity. For accessibility, you should use meaningful text to link to the activity.

Click the Link icon.



The **Link** icon looks like a chain link.

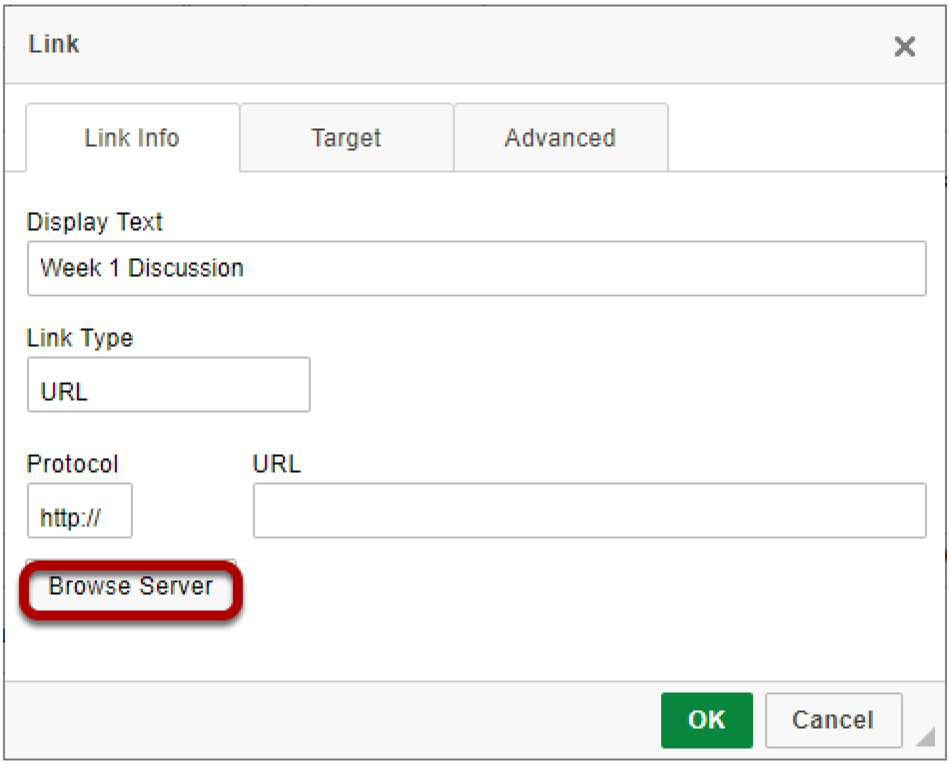
Or use Ctrl/Command-L on the keyboard to open the Link

Footer

dialog box.

Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

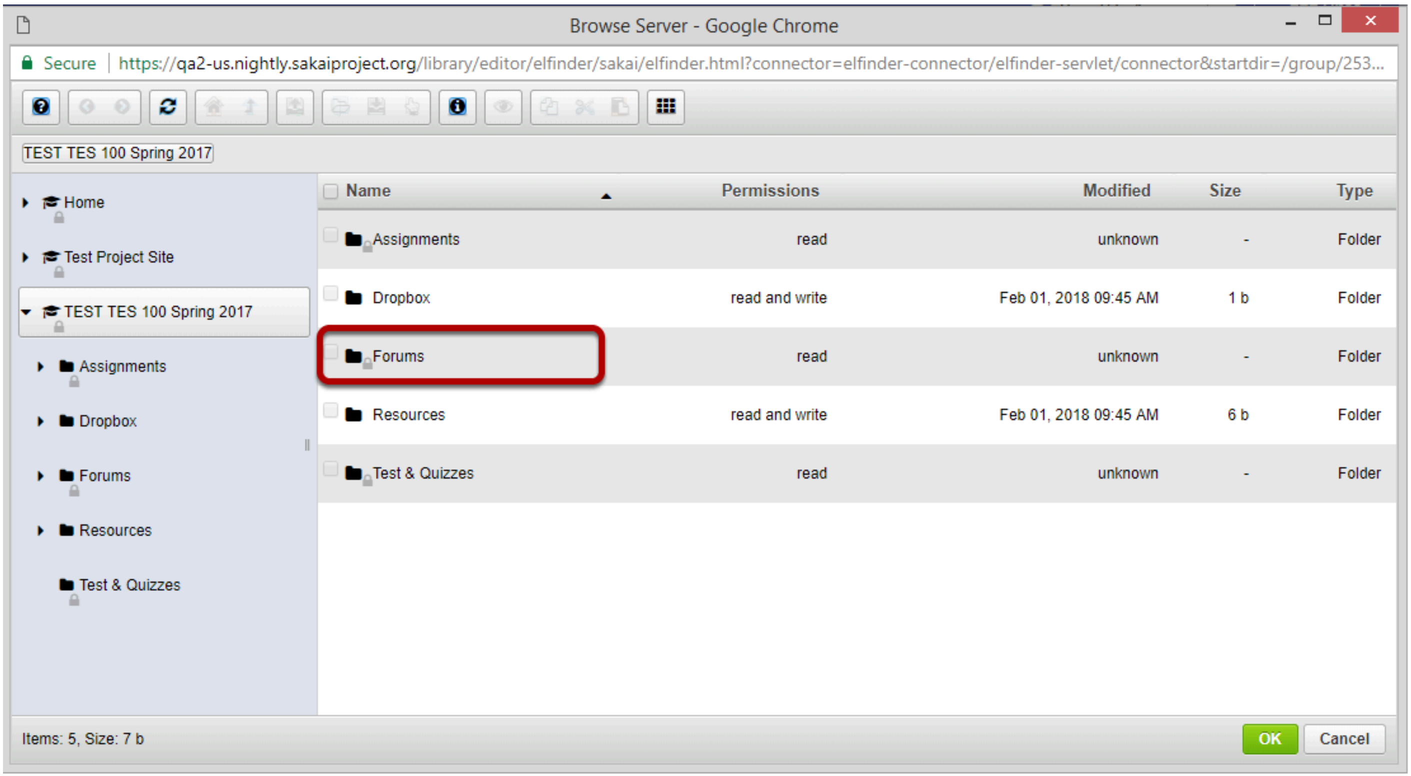
Click Browse Server.



The *Link* dialog box will pop up. Click **Browse Server**.

Footer

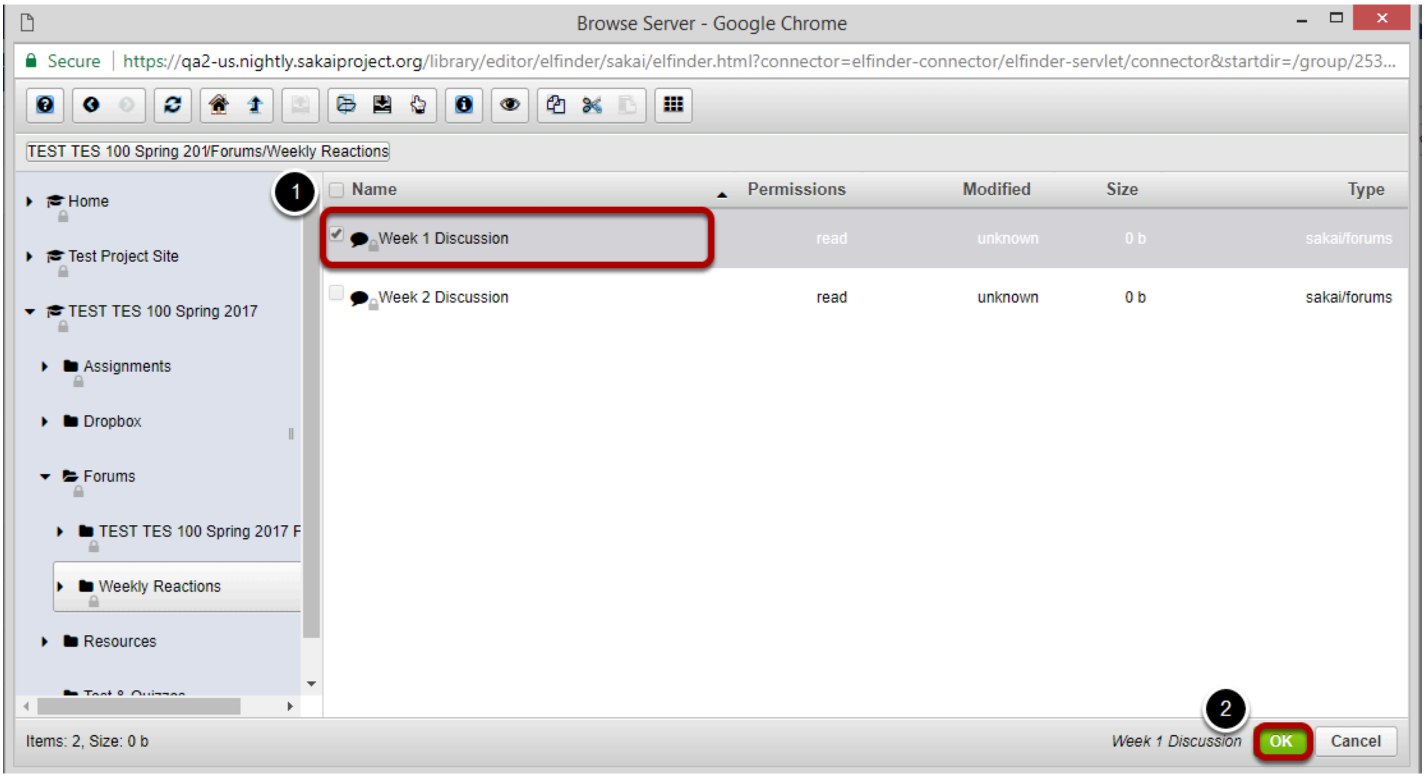
Double-click the name of the tool with the activity to which you want to link.



The *Server Browser* will display in a pop-up window. If you have any items posted in tools such as *Forums*, *Assignments* or *Tests & Quizzes*, they will be displayed in the *Server Browser*.

Double-click the name of a tool to expand the list of items available in that tool,for example, Forums.

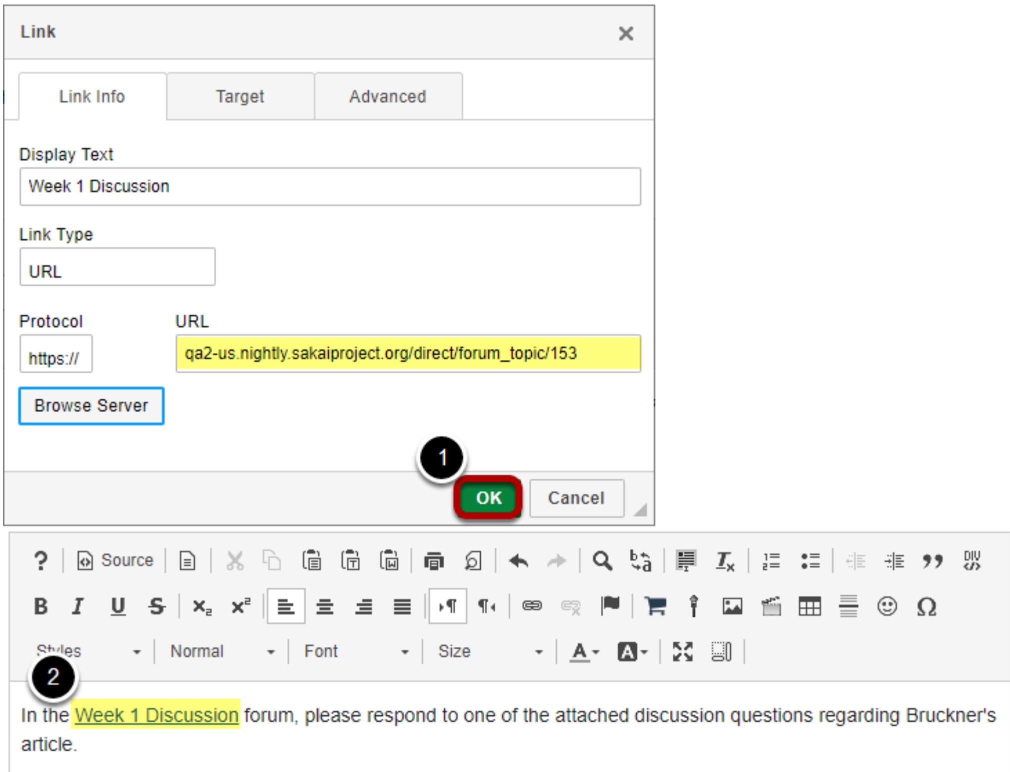
Click the checkbox next to the activity to which you want to link.



1. Click the checkbox next to the activity to which you want to link.
2. Click OK

Footer

Click OK to create the link.



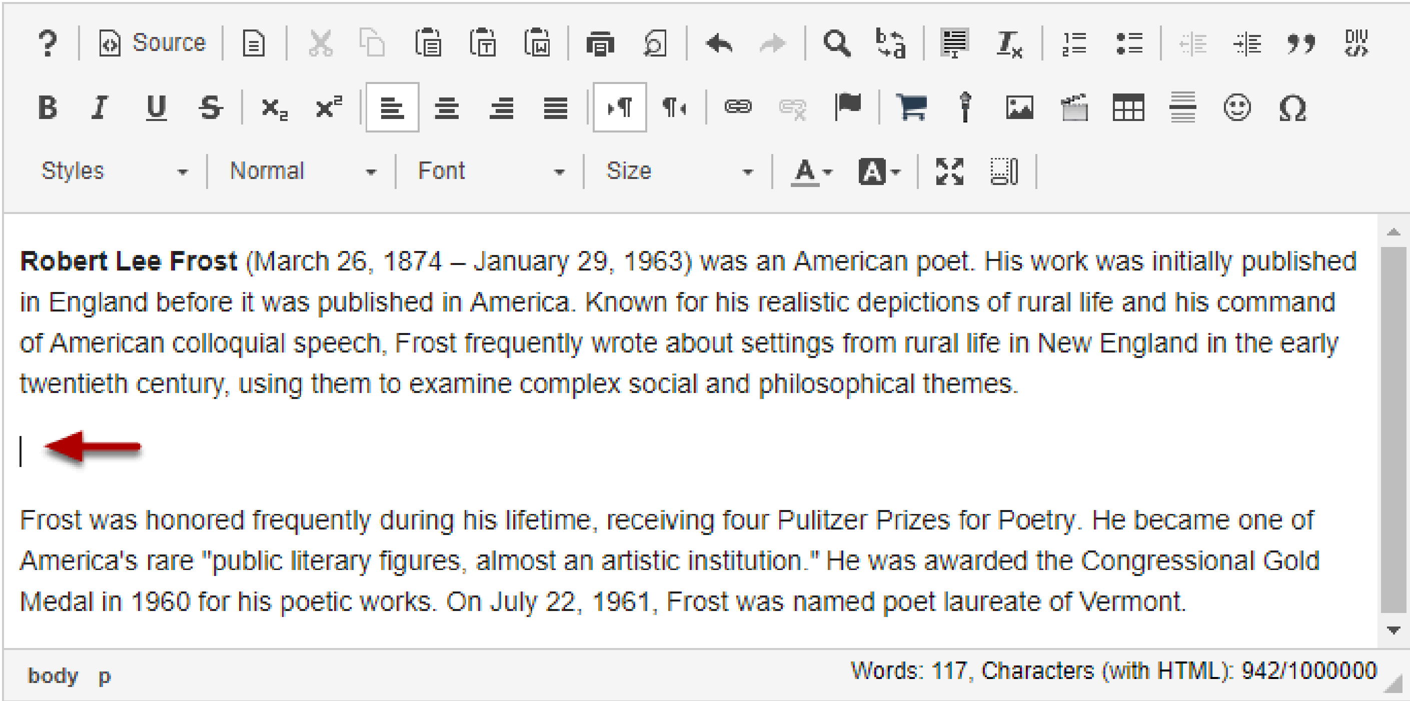
The *Link* dialog box will display the URL of the activity in the **URL** box.

1. Click **OK** to create the link.
2. The text linked to the activity will be underlined.

Footer

How do I embed an image in a text box?

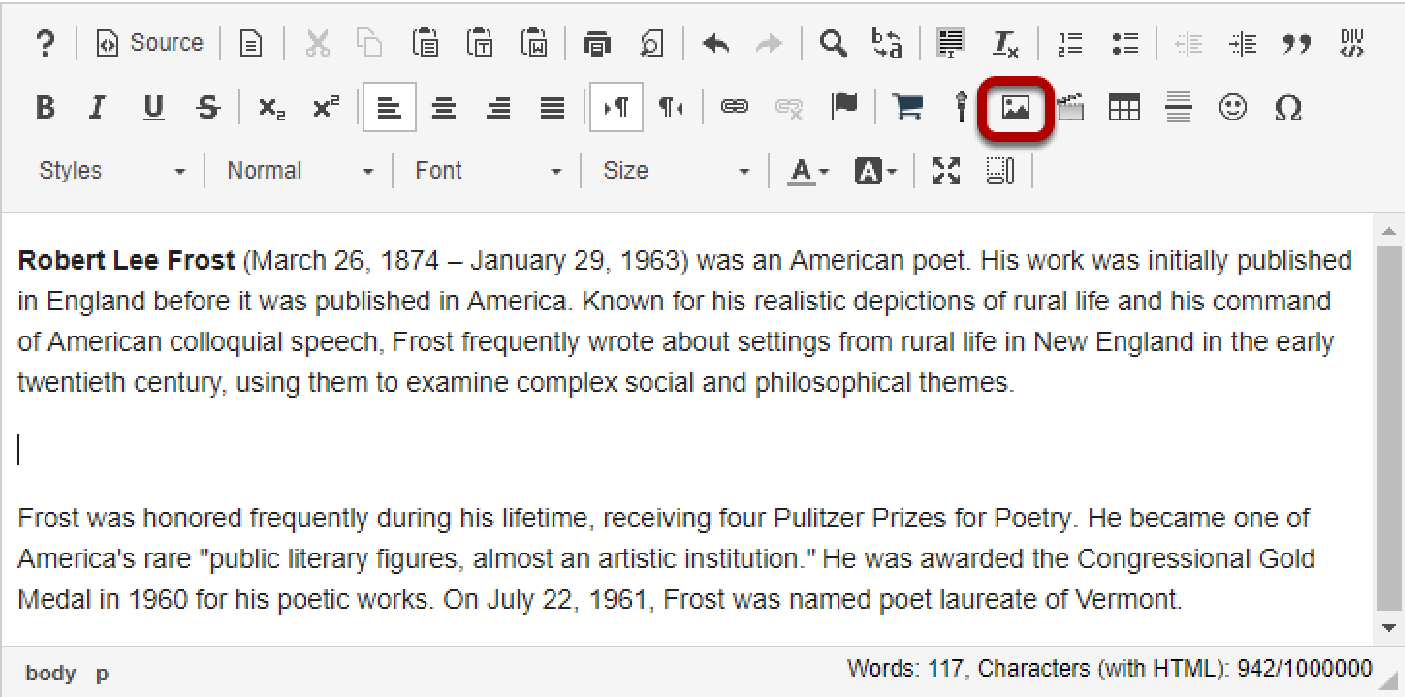
Position the cursor.



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

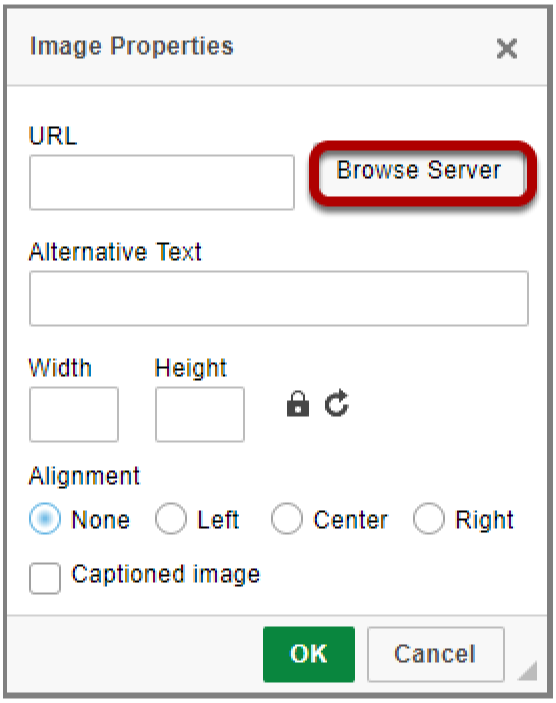
Footer

Click on the Insert/Edit Image icon.



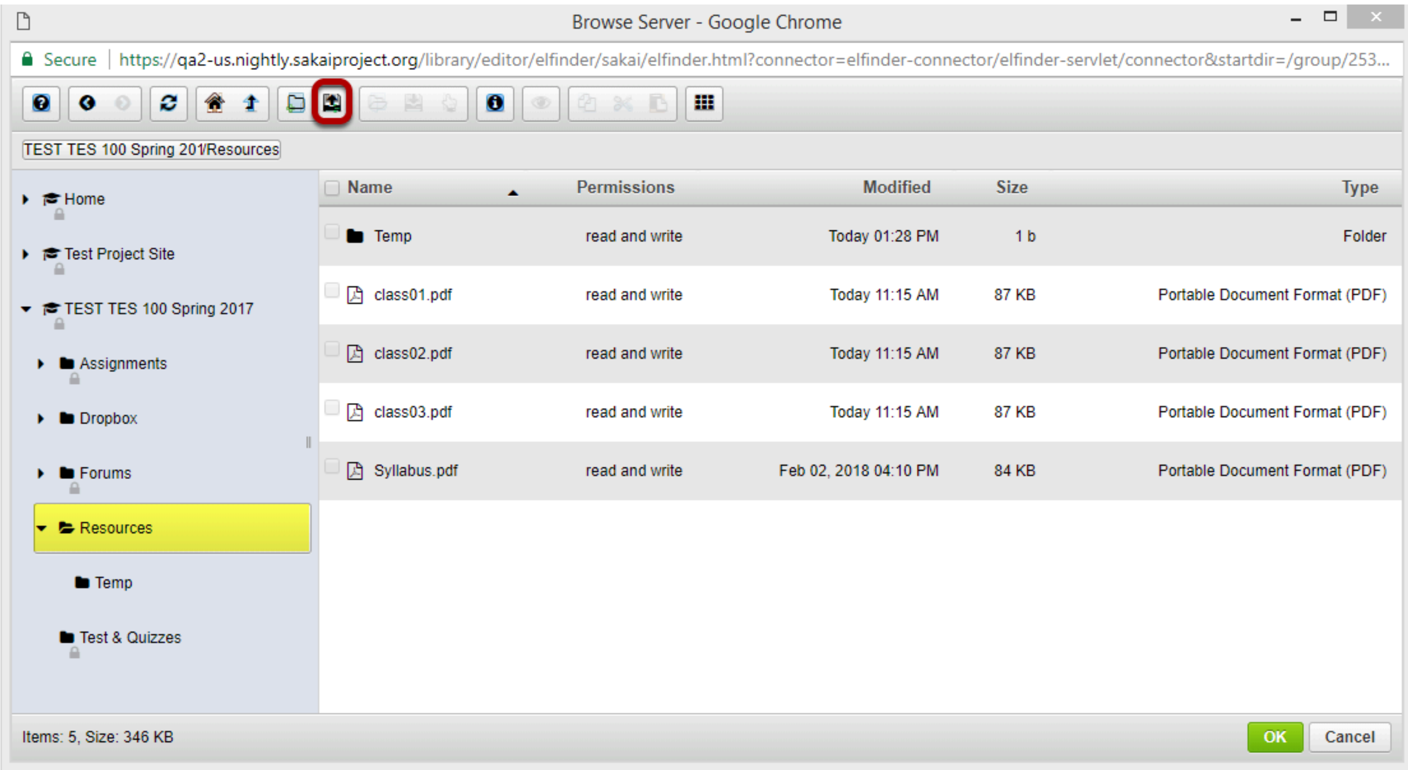
This displays the image properties dialog box

Click Browse Server.



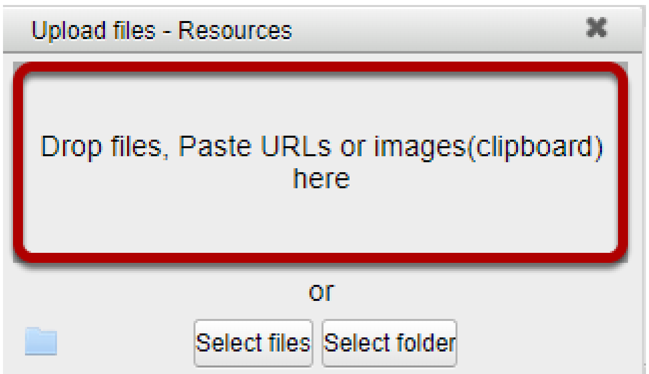
Footer

Upload the image file.



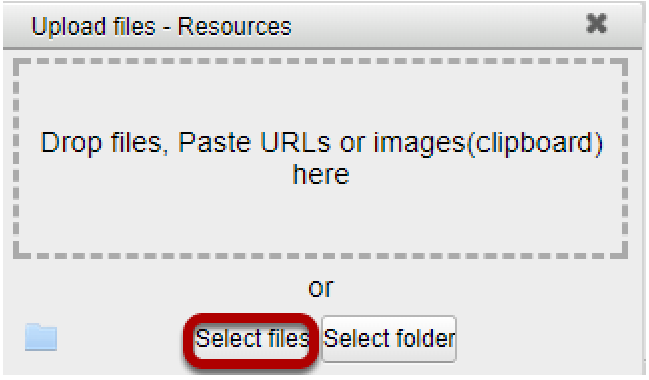
Select the folder where you want to store the image file (i.e. Resources) then click on the **Upload File** icon.

Drop files or paste URLs or clipboard images.



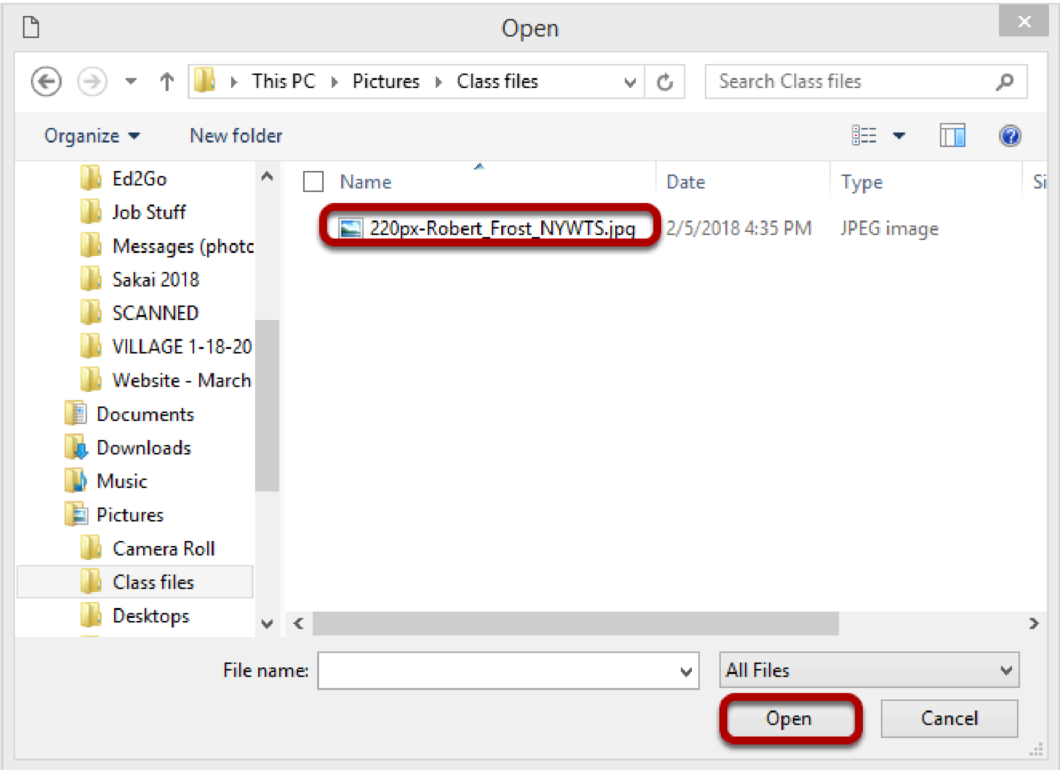
Footer

Or, click Select files.



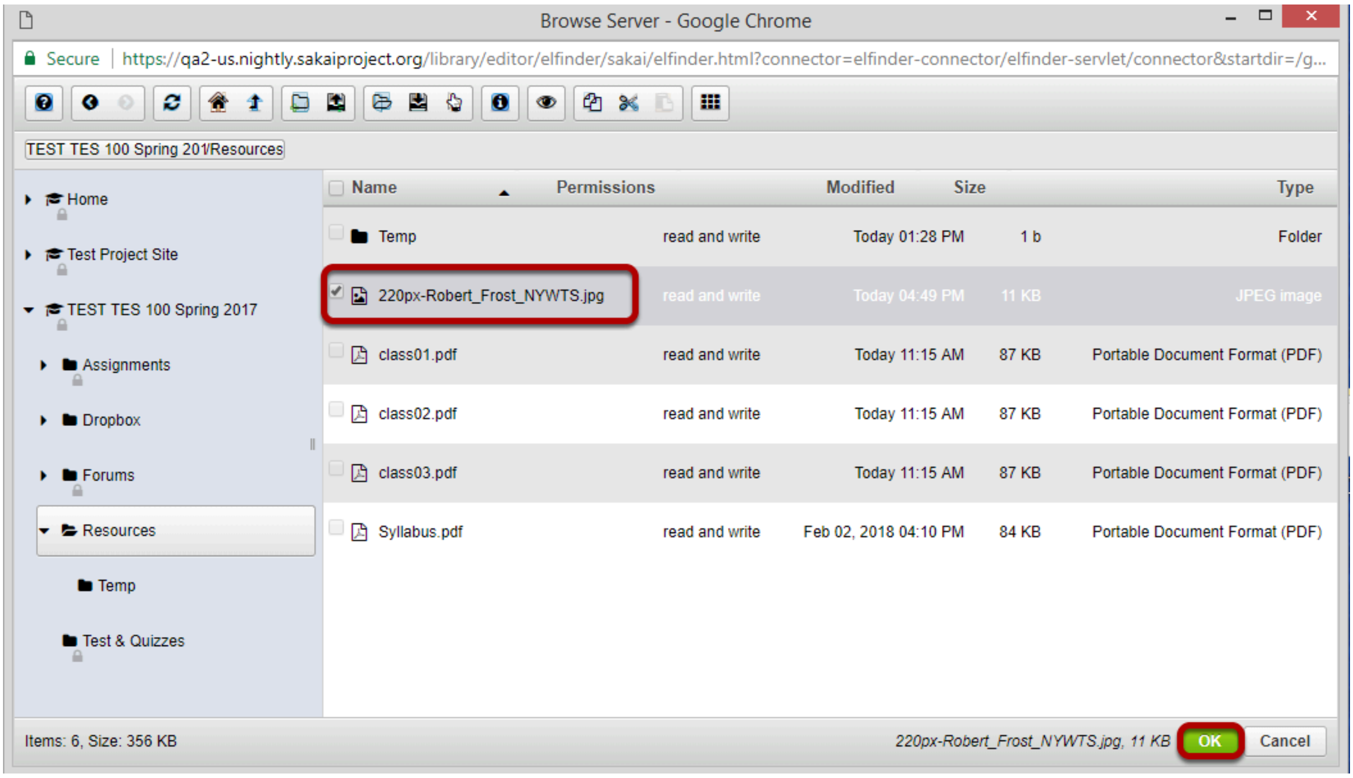
This displays an upload file dialog box.

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



Footer

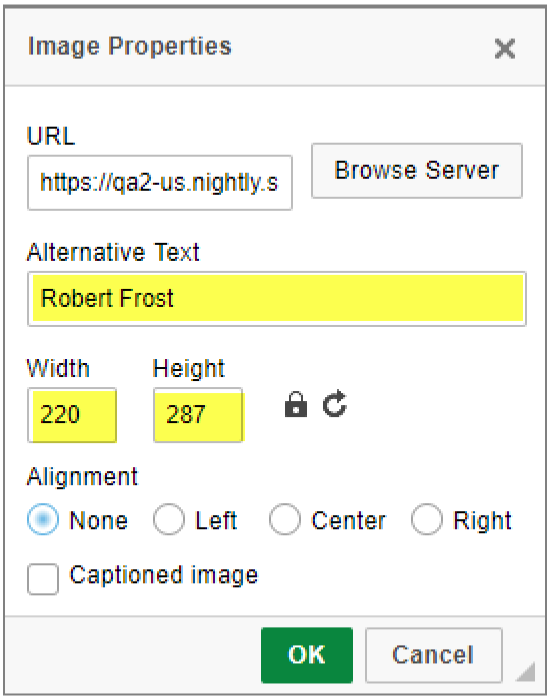
Click OK.



This returns the display to the file browser window. The uploaded file will be selected. Click **OK** to continue.

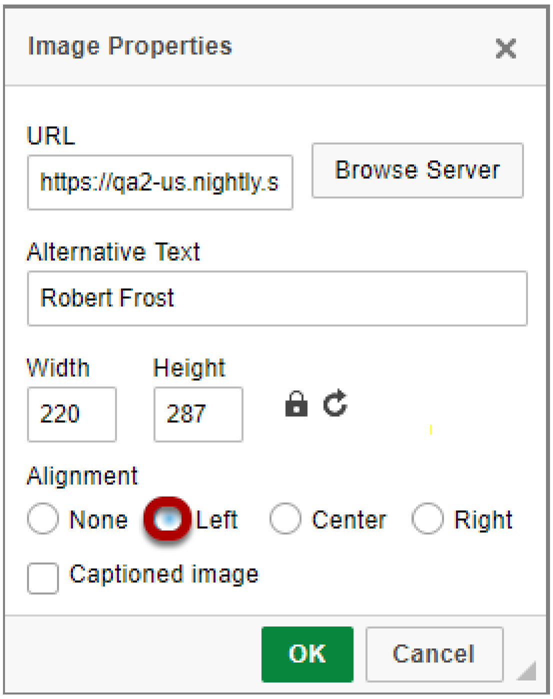
Footer

Modify image properties. (Optional)



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

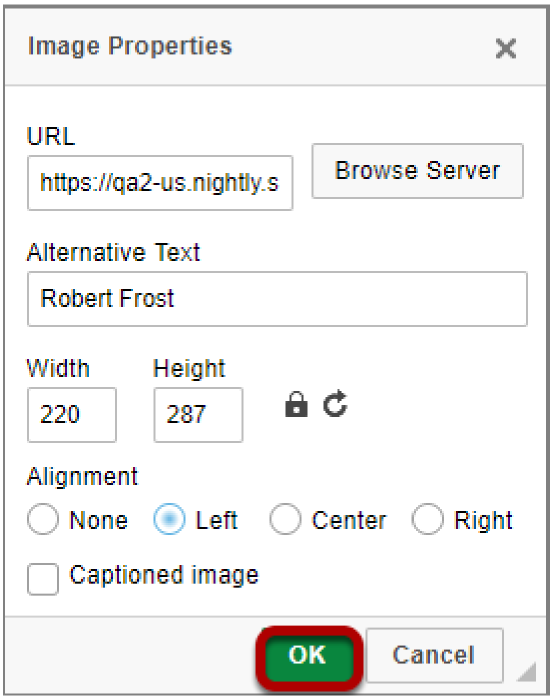
Set the Alignment.



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

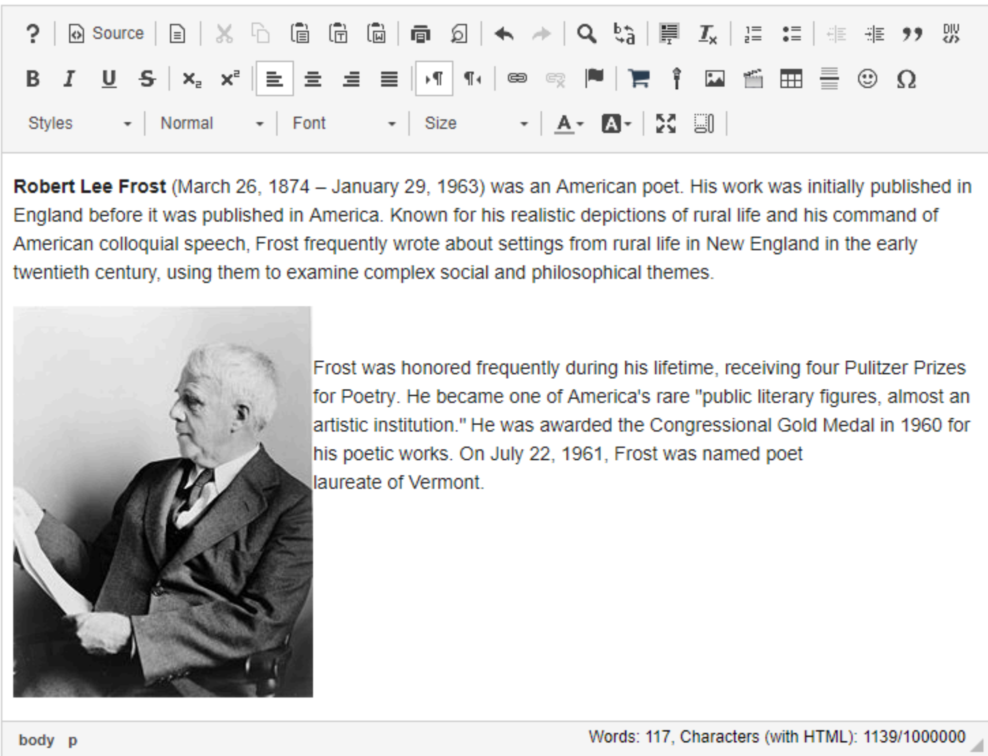
Footer

Click OK.



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

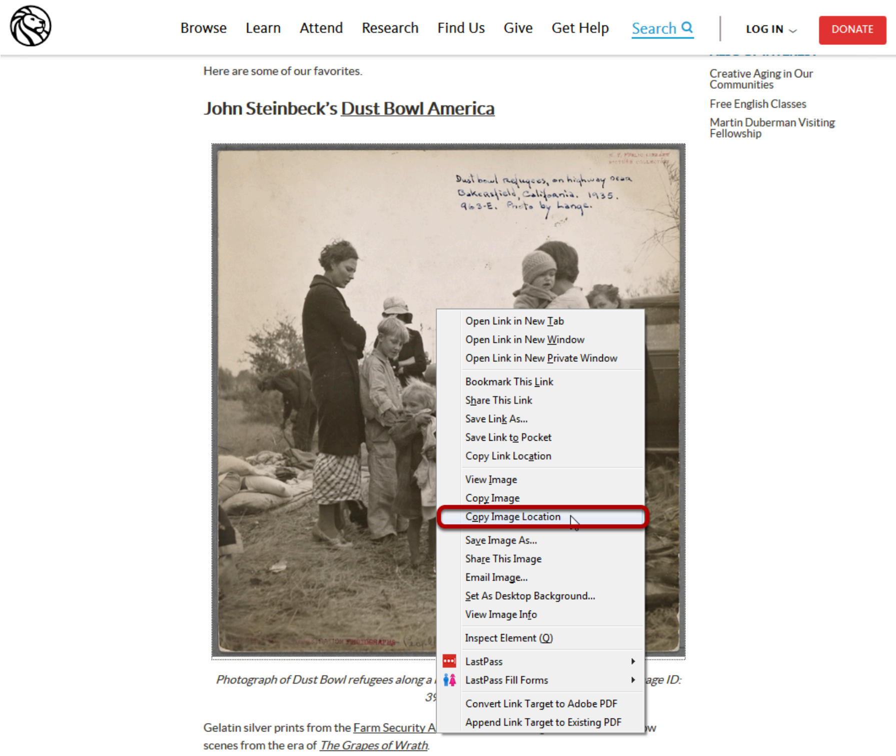
Example of additional text displayed next to a left-aligned image.



Footer

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

Locate and copy the image link.

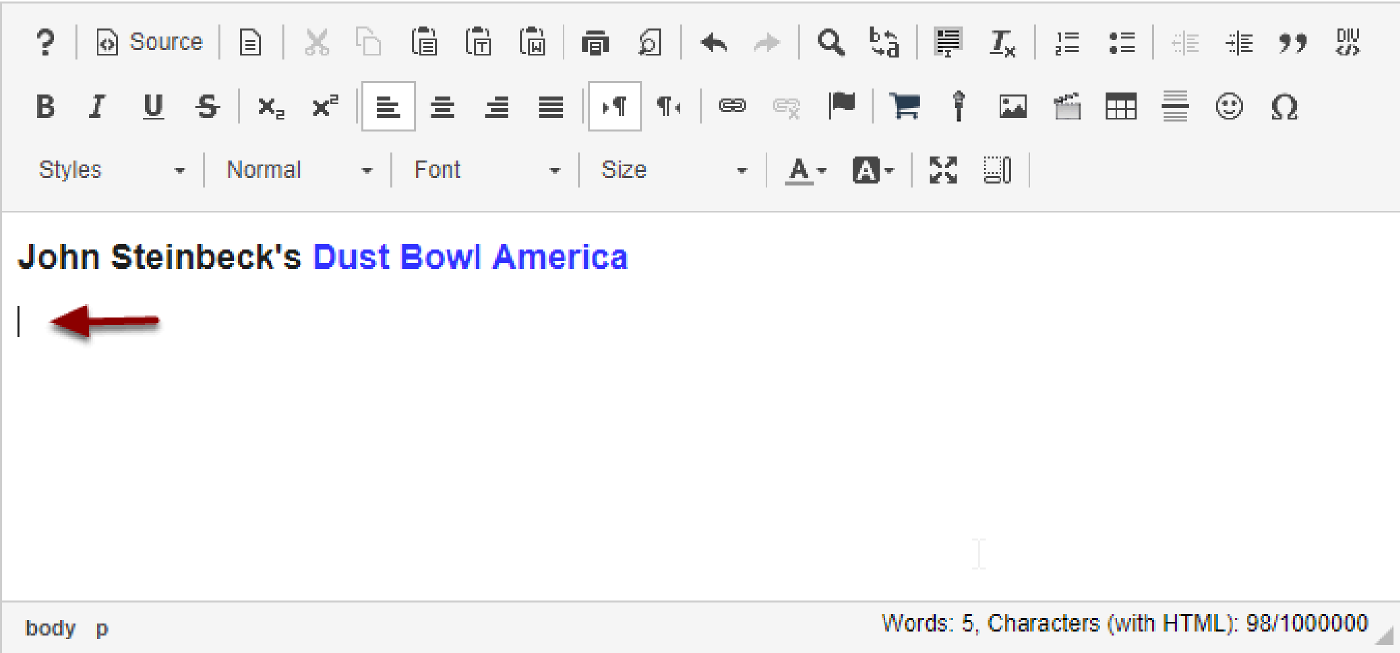


Locate the image on the web that you want to embed.

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

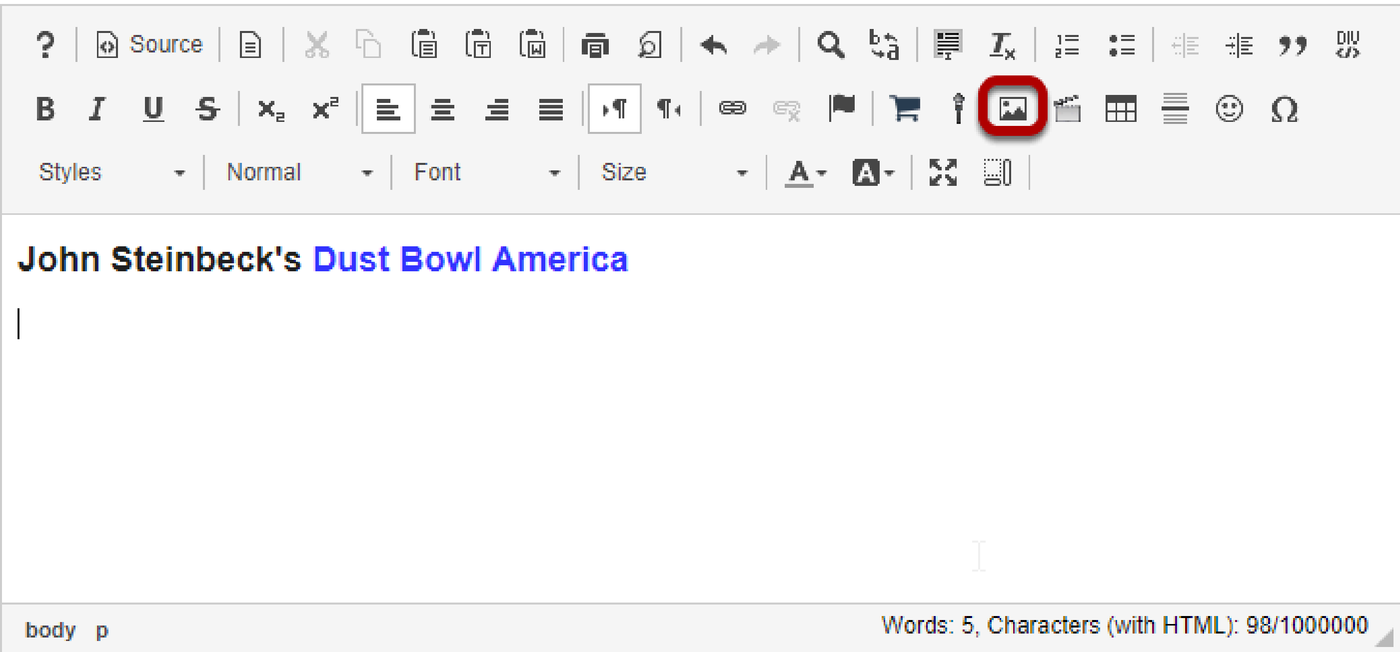
Footer

Position the cursor.



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

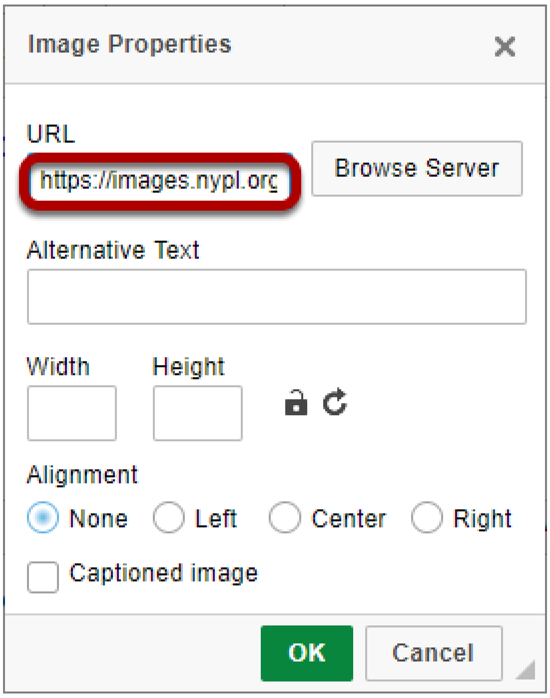
Click Insert/Edit Image icon.



This displays the Image Properties dialog box.

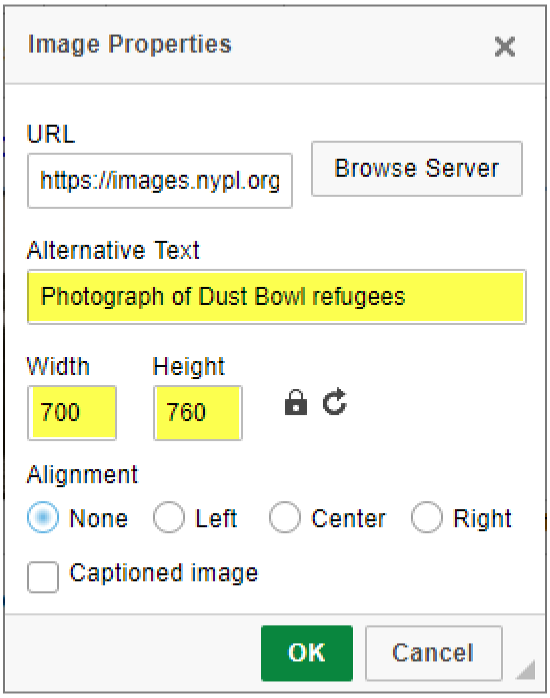
Footer

Paste the URL.



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

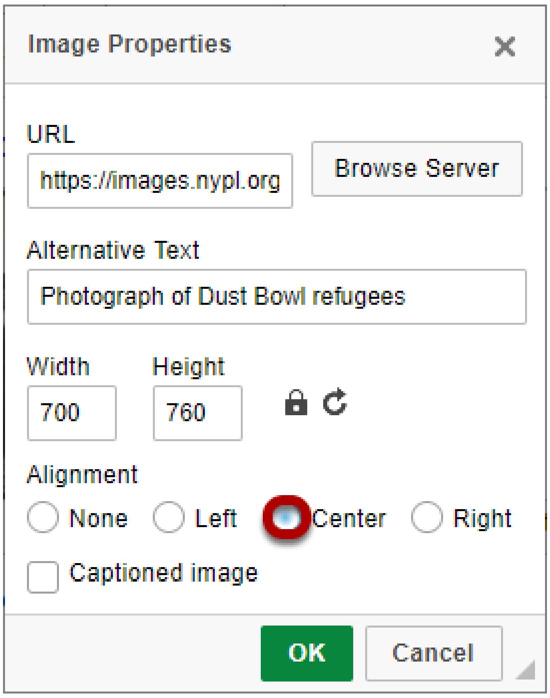
Modify image properties. (Optional)



Footer

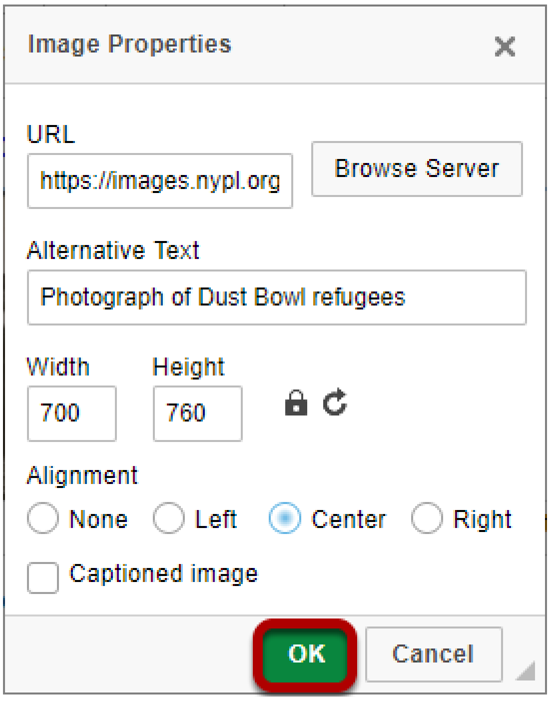
Adjust the image width and height if needed and add an alternative text for screen readers.

Set alignment. (Optional)



Set the Alignment (left, right, or center) for the image.

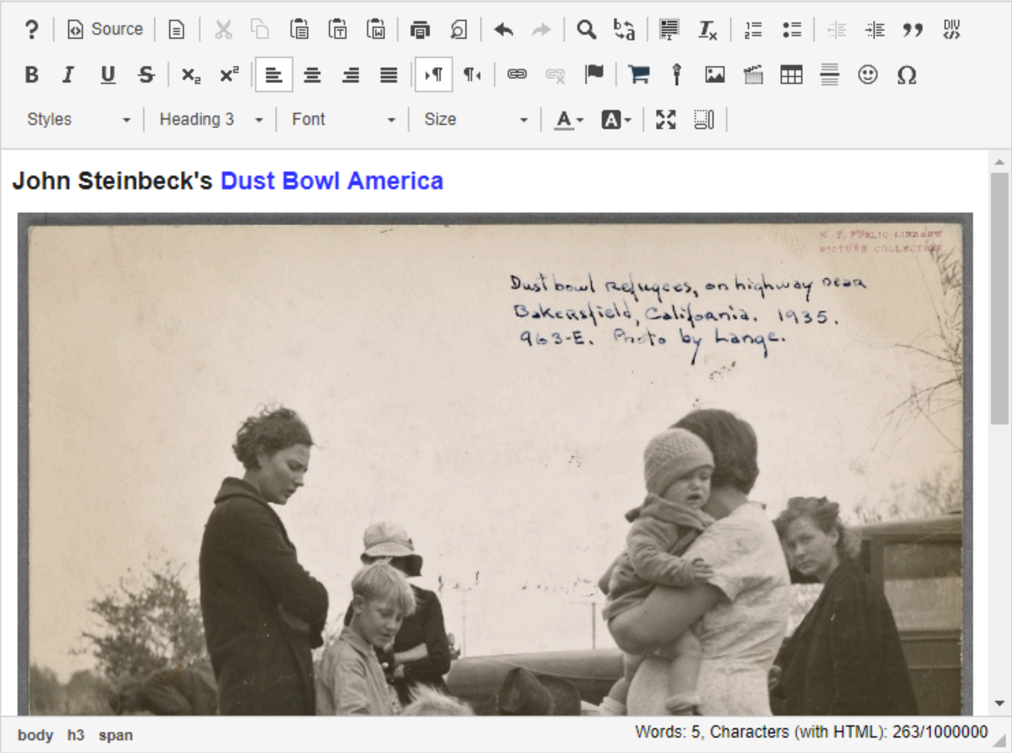
Click OK



Footer

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

Example of centered image below text.

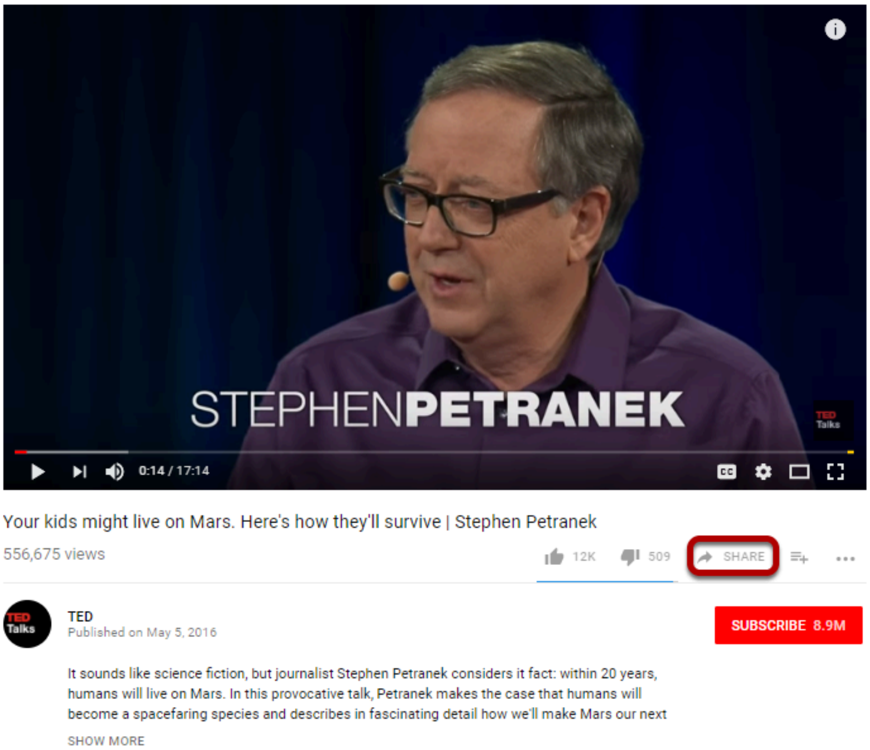


Footer

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

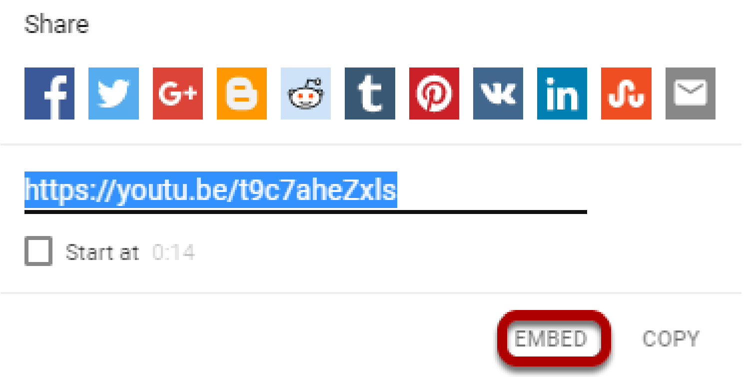
Locate the Youtube video you would like to embed in a text box.

Click Share.



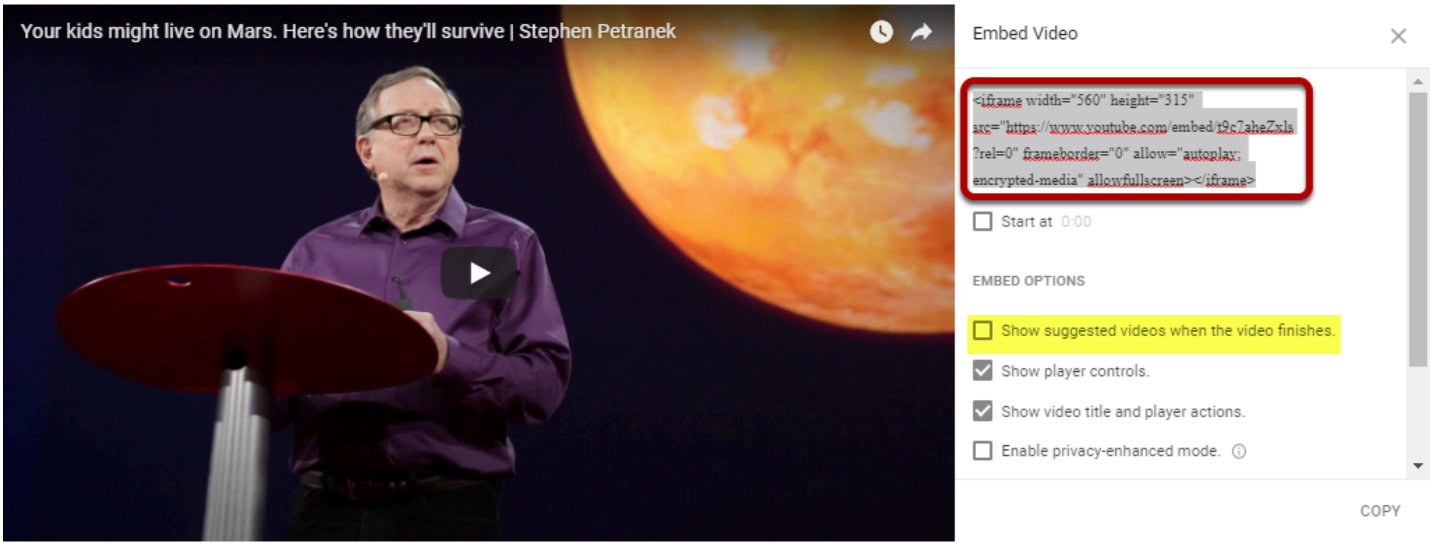
This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.

Copy the embed code.

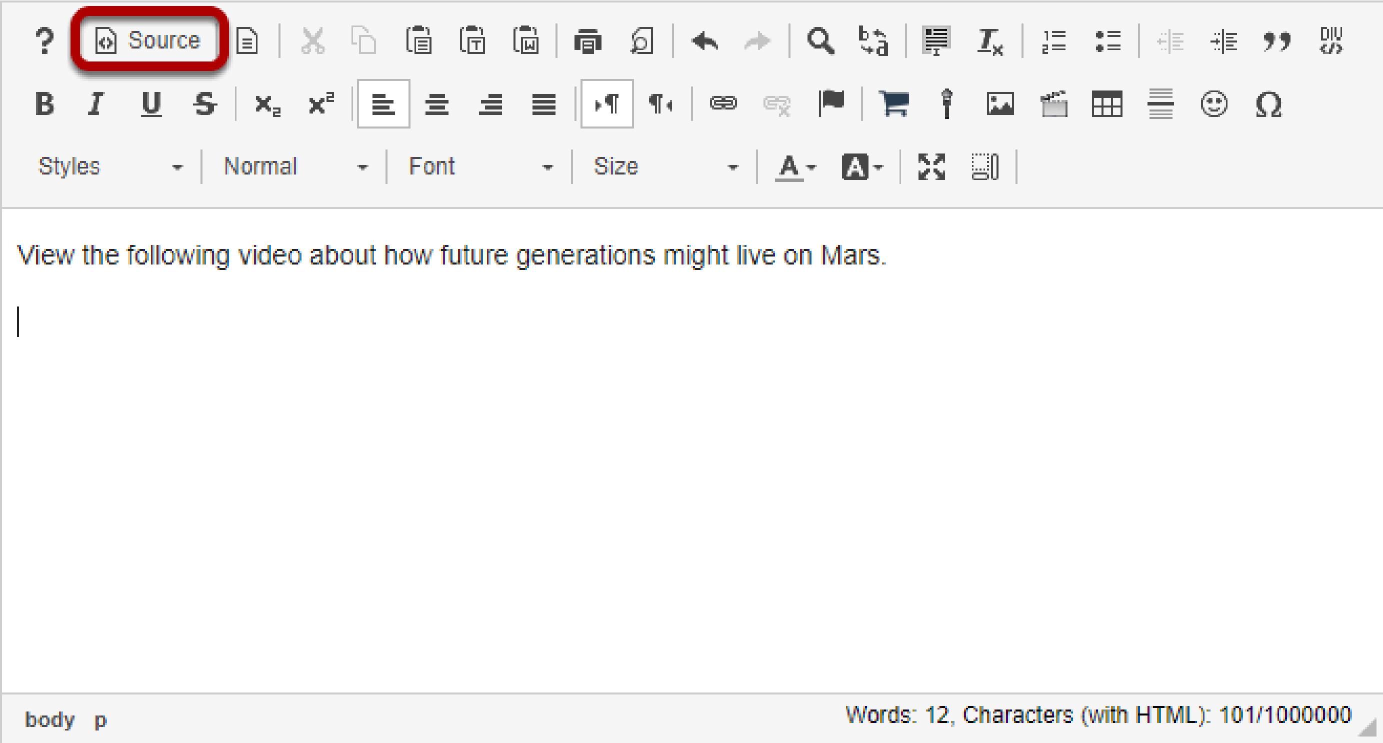


Copy the YouTube embed code to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

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

Footer

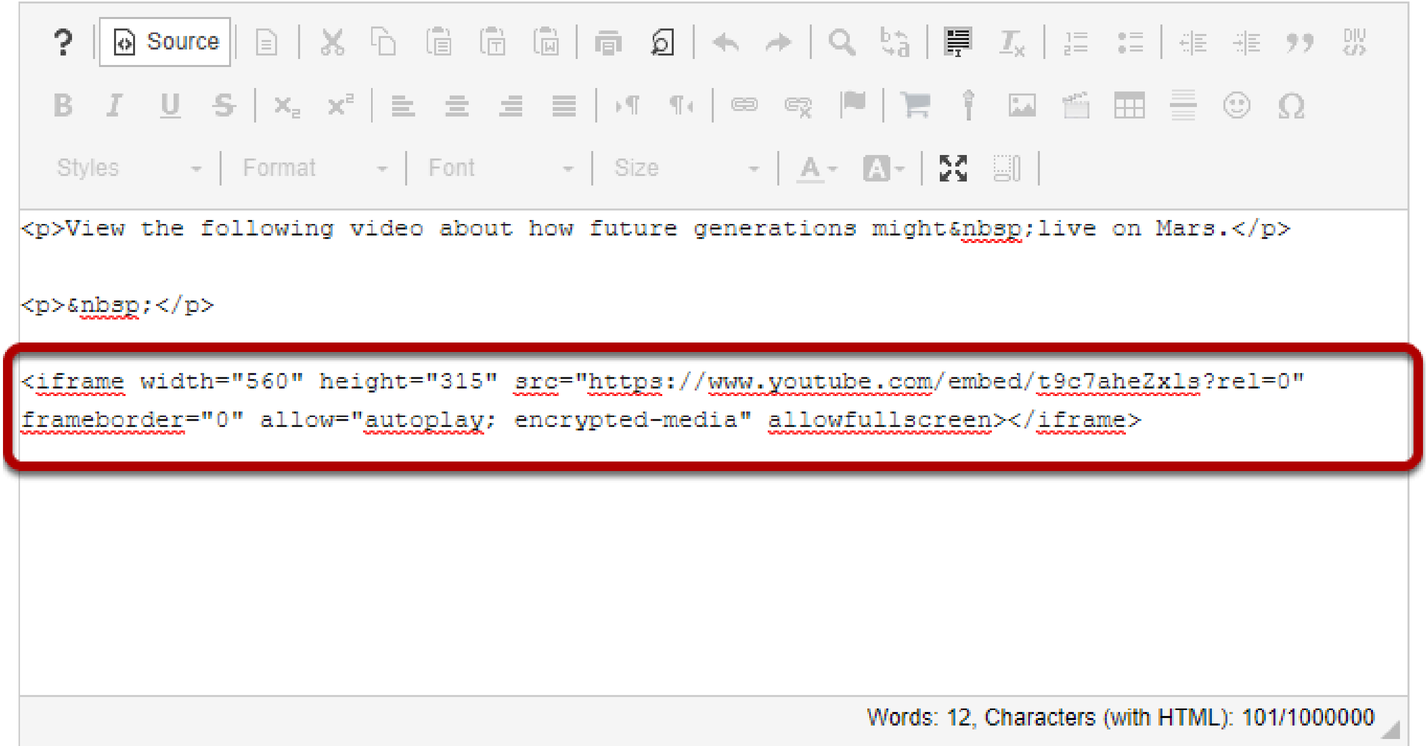
In the text box, click Source.



This displays the HTML code for the text box.

Footer

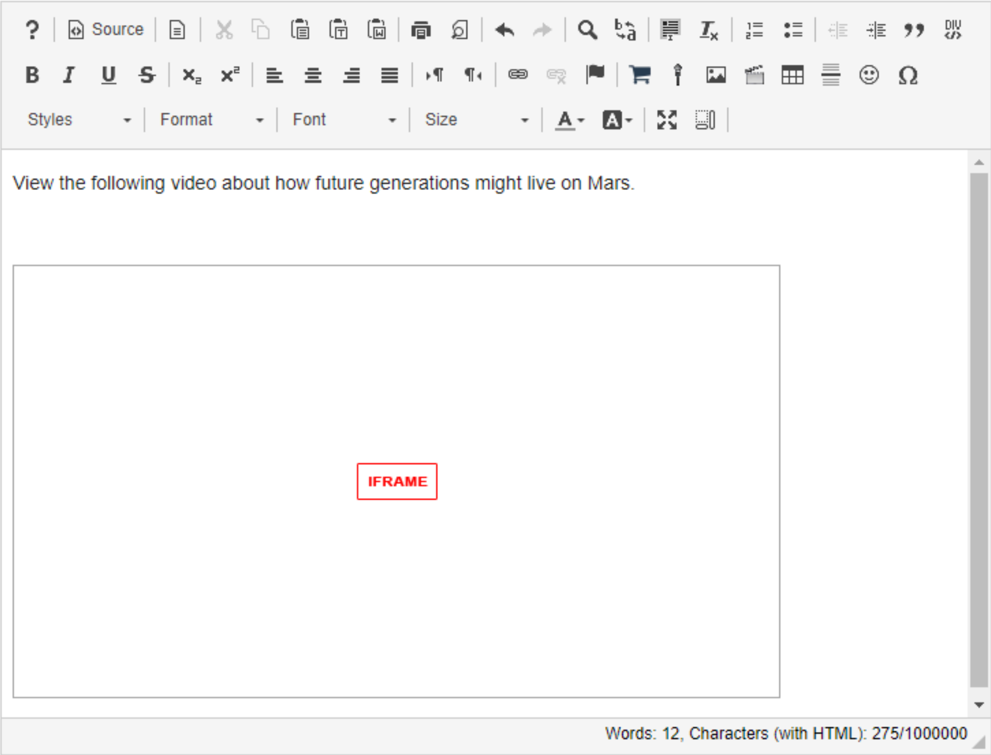
Position the cursor.



Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V for PC or COMMAND-V fpr MAC).

Footer

Click Source again.

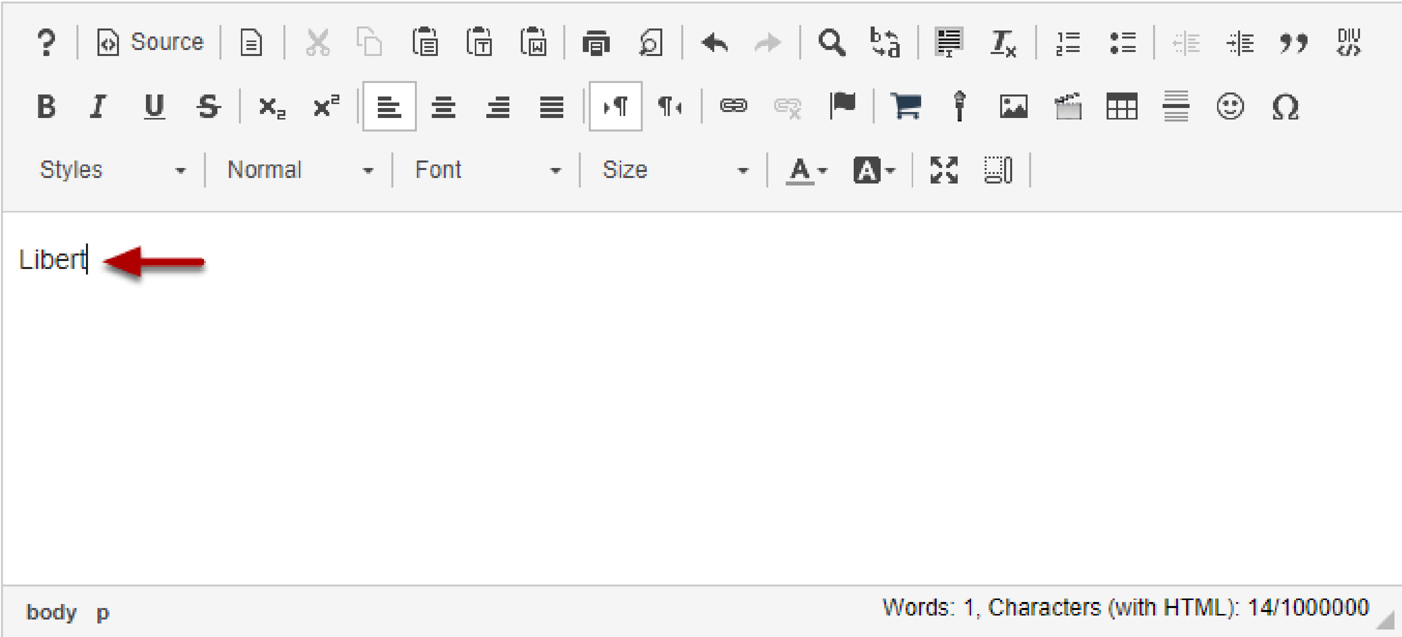


This returns the text box display to normal editing mode. The embedded YouTube video will display as a box marked "iframe". When the item using the text box is posted or saved, it displays the embedded YouTube video.

Footer

How do I add special characters to a text box?

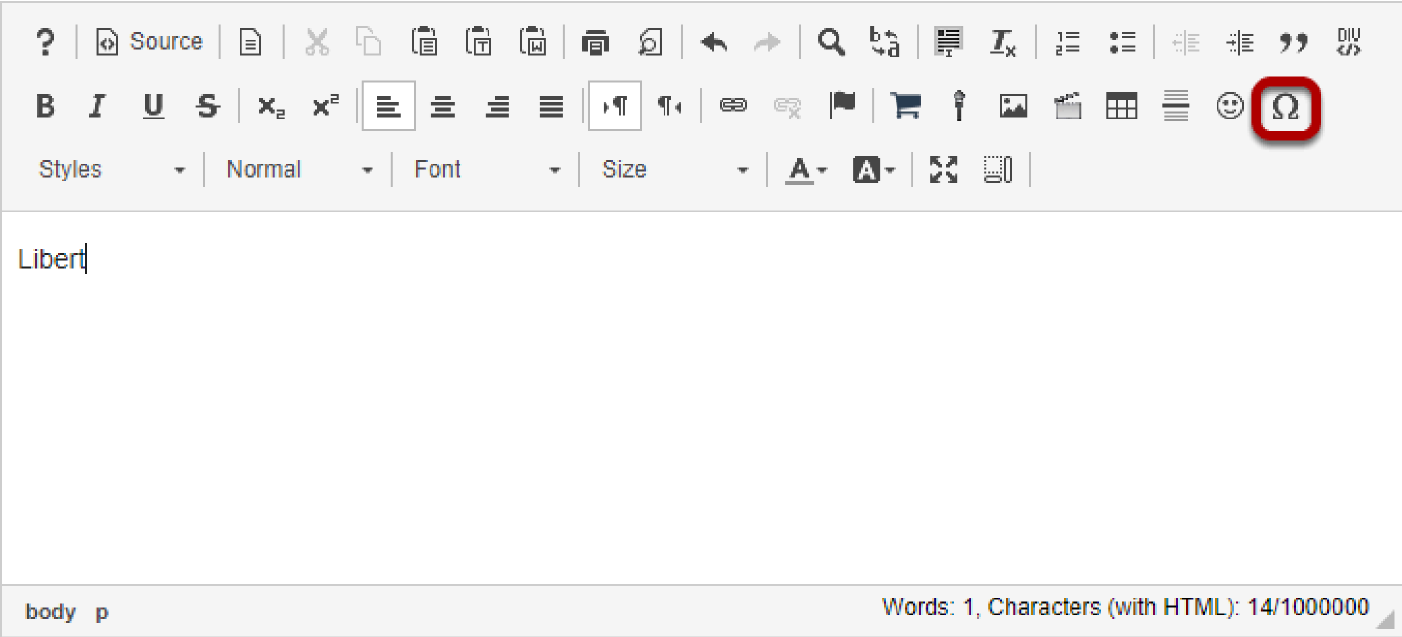
Position the cursor.



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

Footer

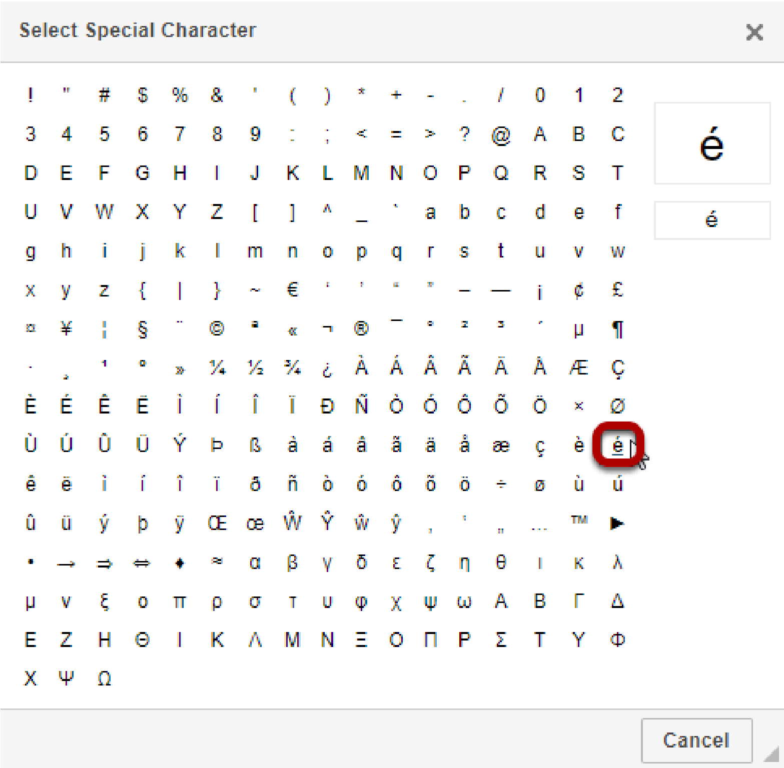
Click the Insert Special Characters icon.



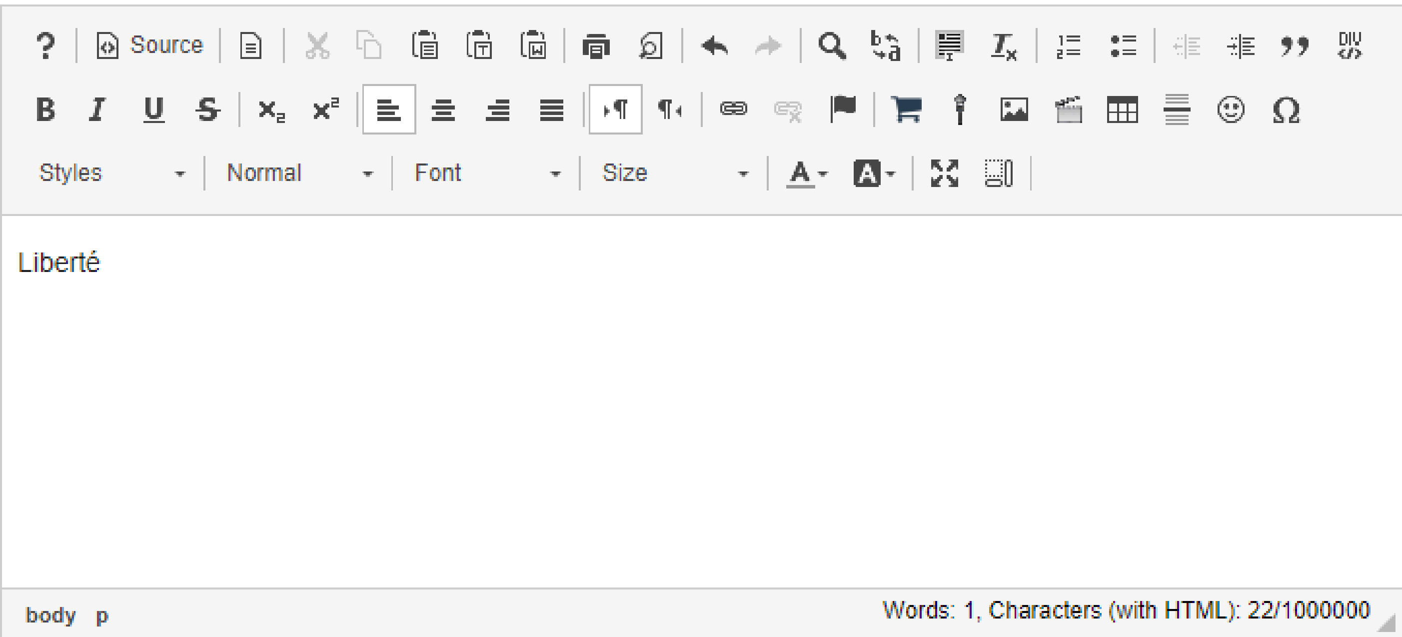
This displays the Select Special Character box.

Footer

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



View special character.

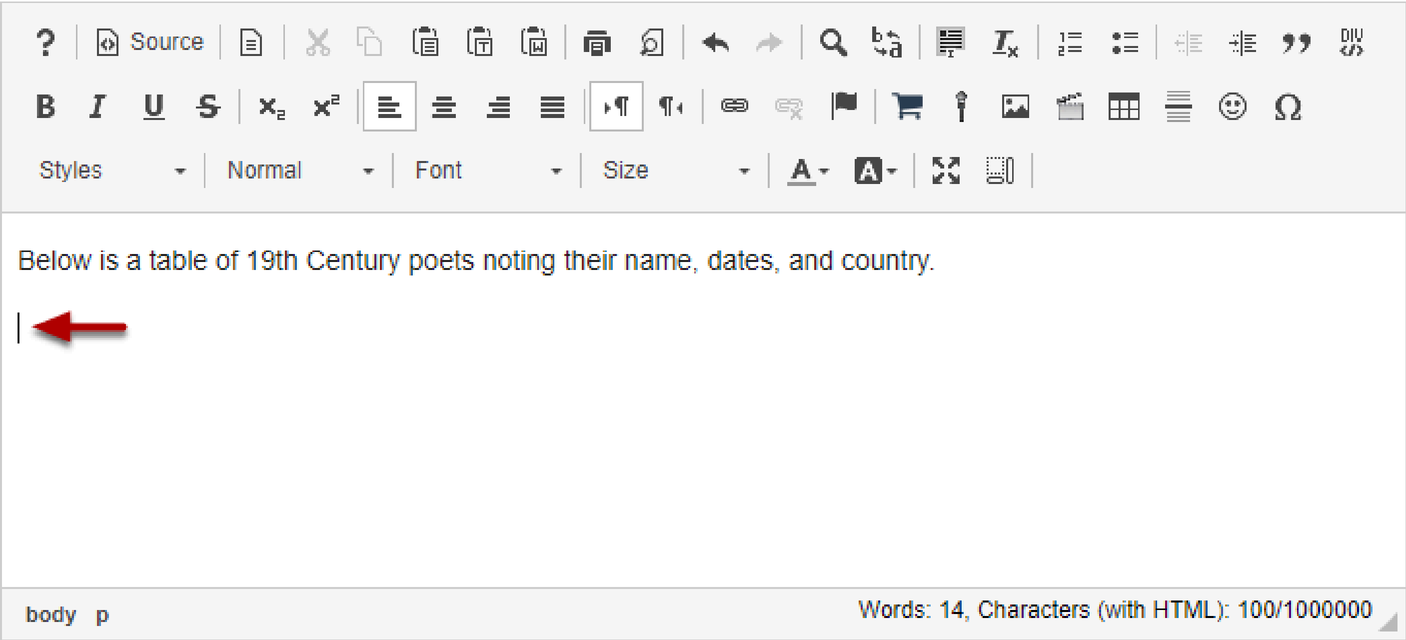


The special character / diacritical mark will now be displayed in the text box.

Footer

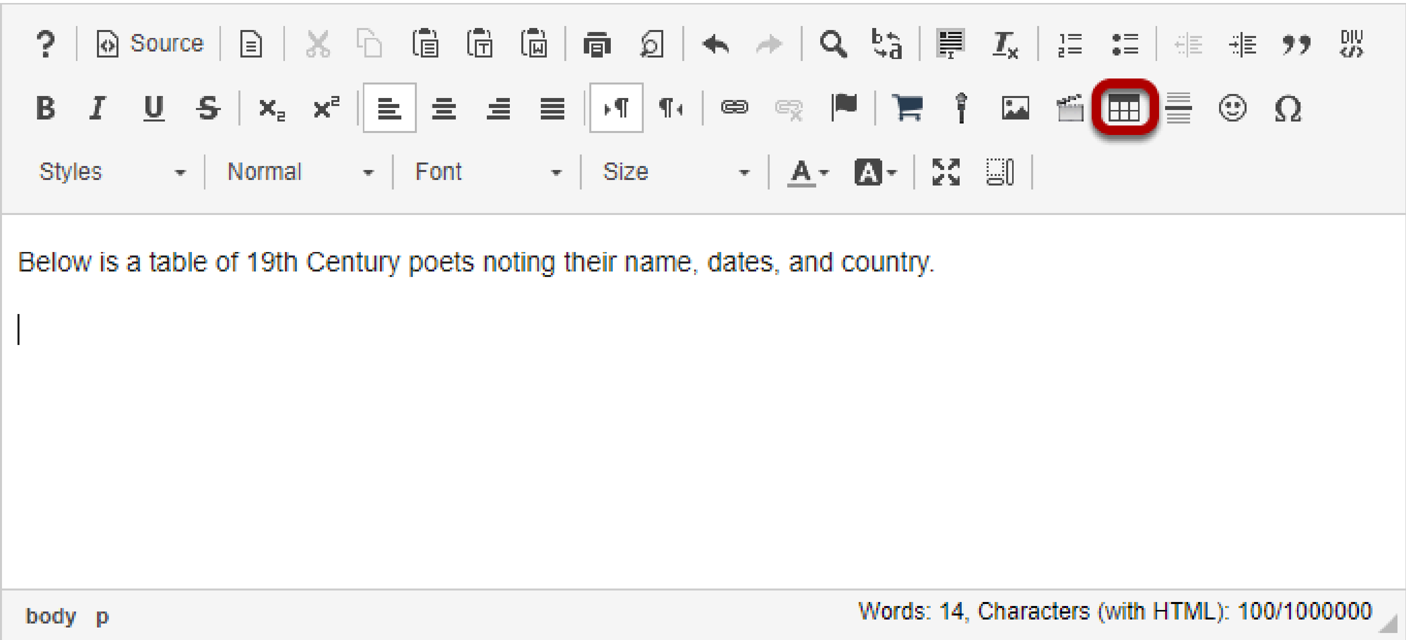
How do I add/edit a table in a text box?

Position the cursor.



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

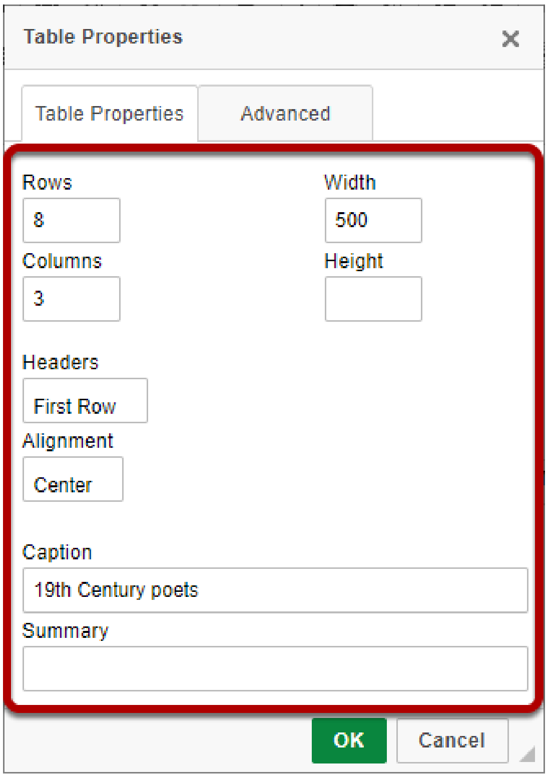
Click Table icon.



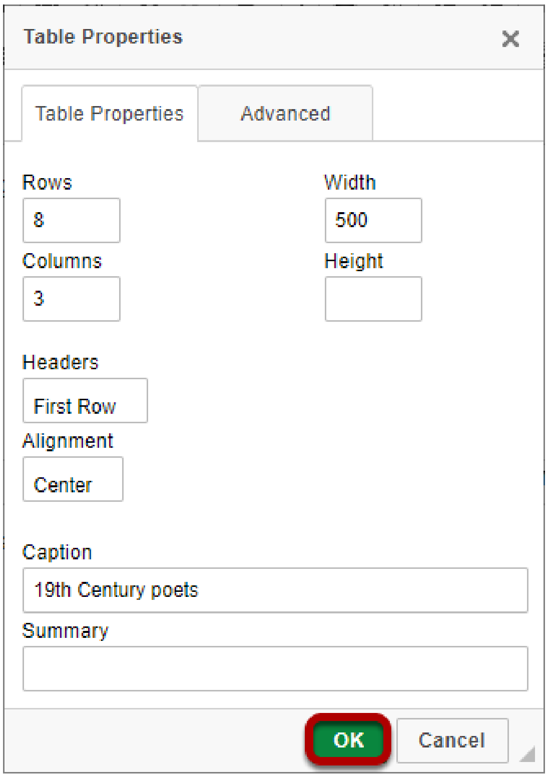
This displays the Table Properties dialogue box.

Footer

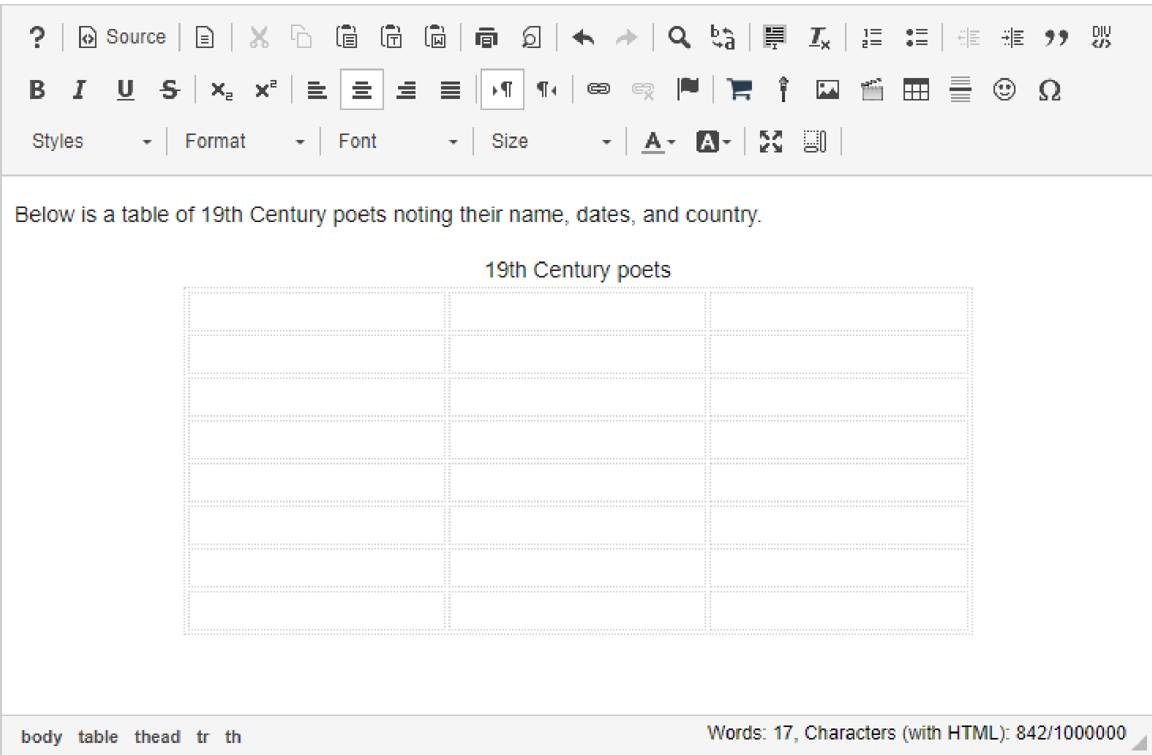
Set the number of Rows, Columns and any other table properties needed.



Click OK.

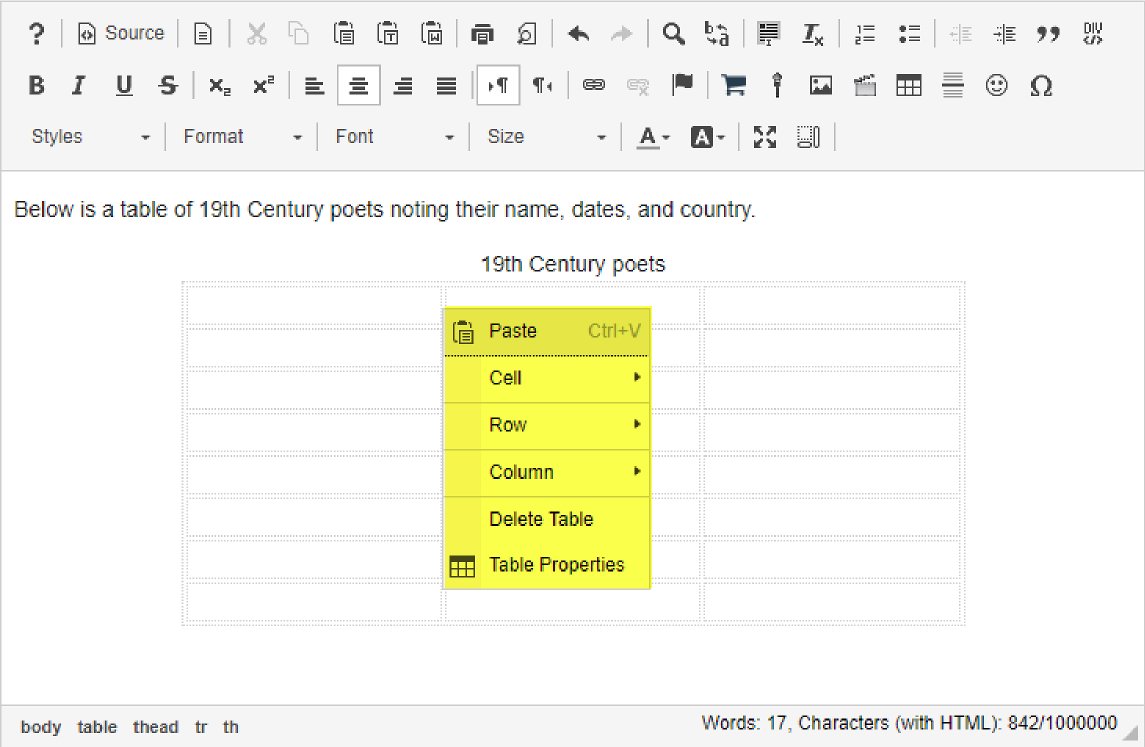


View the table.



Footer

Edit the table properties. (Optional)

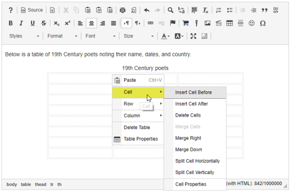


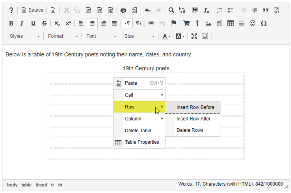
To edit the table properties, right-click (CTRL-click for MAC) on the table.

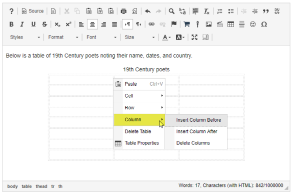
This displays the Edit Table dialog box.

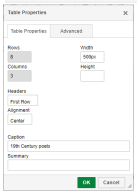
Footer

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





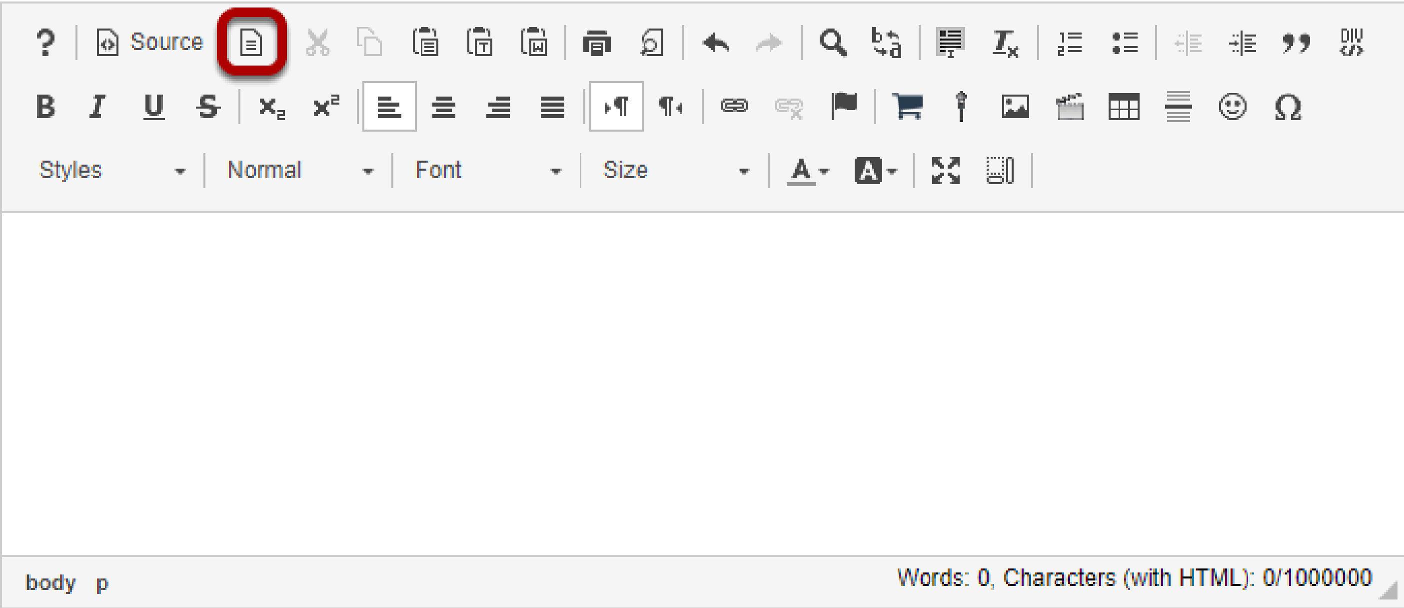




Footer

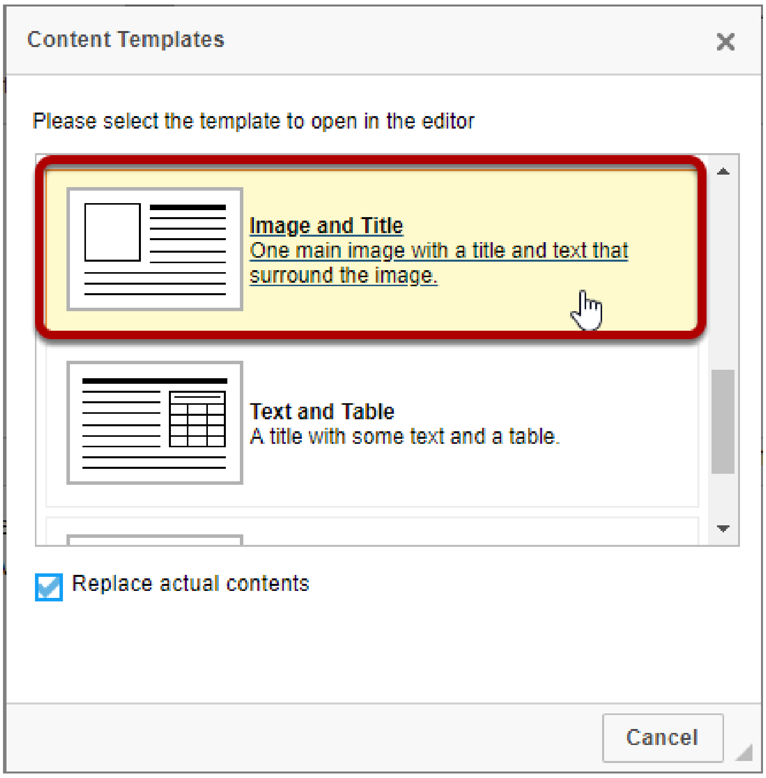
How do I add a content template to a text box?

Click the Template icon.



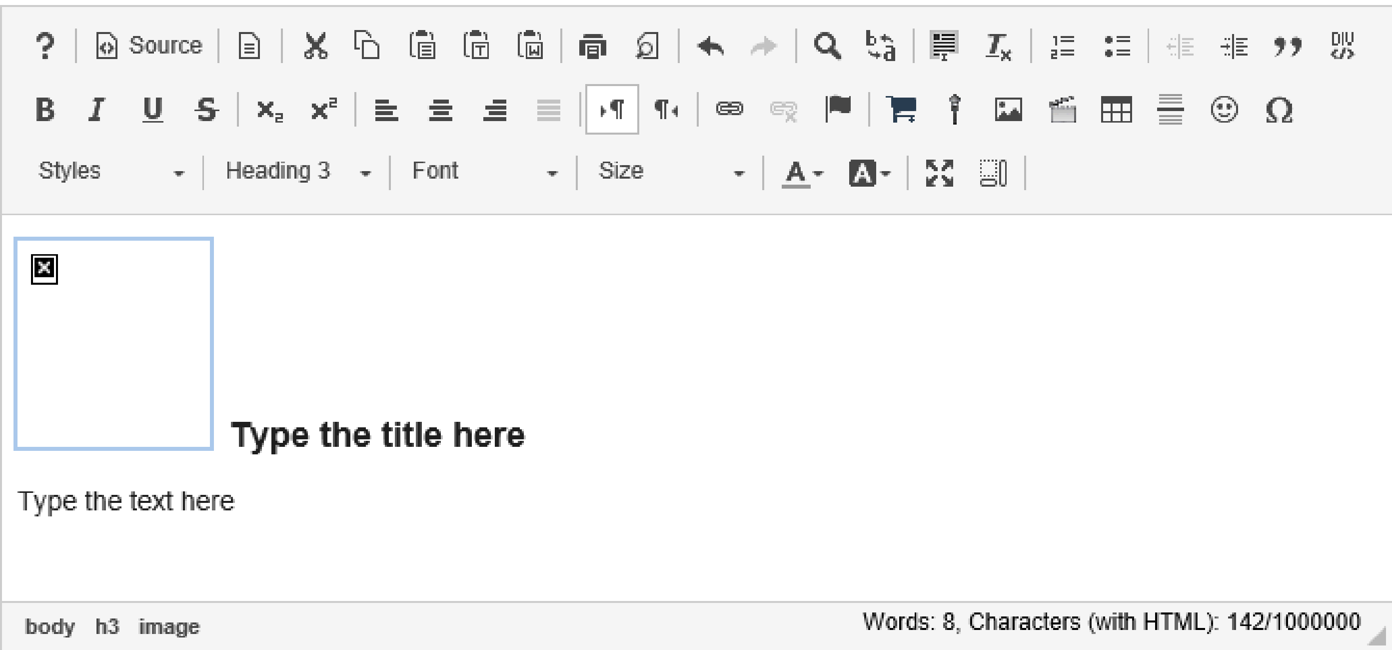
This displays the Content Template dialog box.

Select the content template.



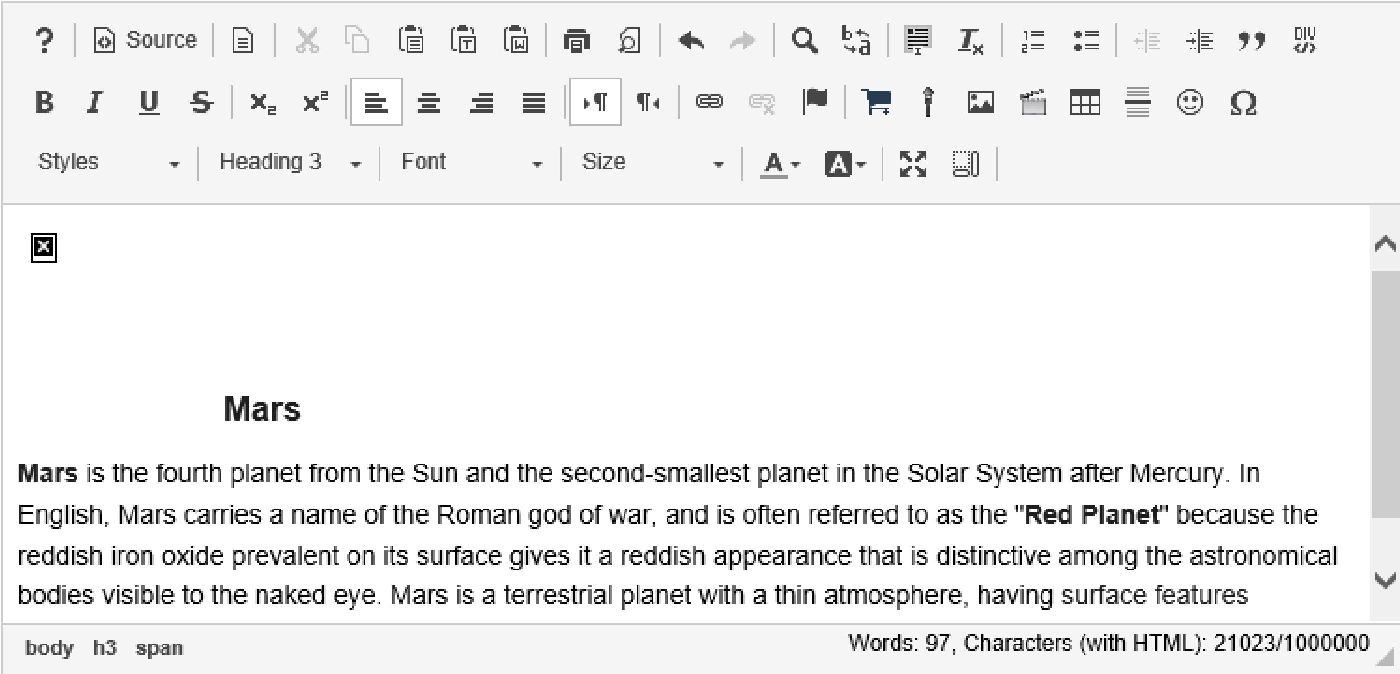
This displays the selected content template in the text box.

Add content to the content template.

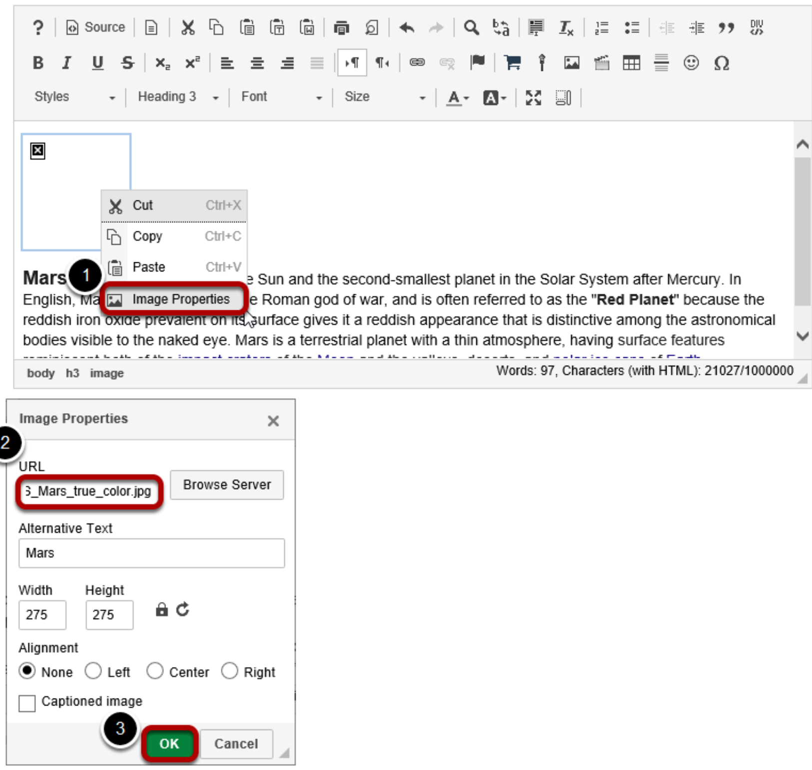


Footer

Type the title and text.



Insert image.

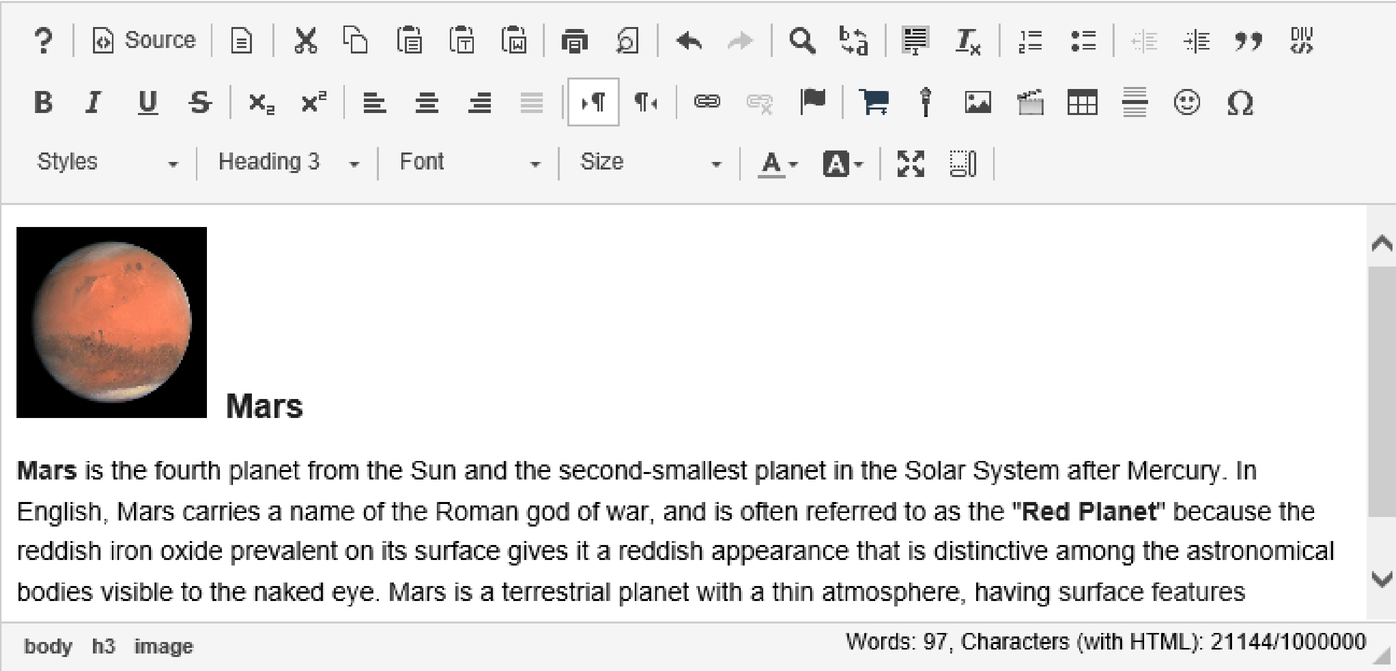


To insert an image:

Footer

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

Example page.

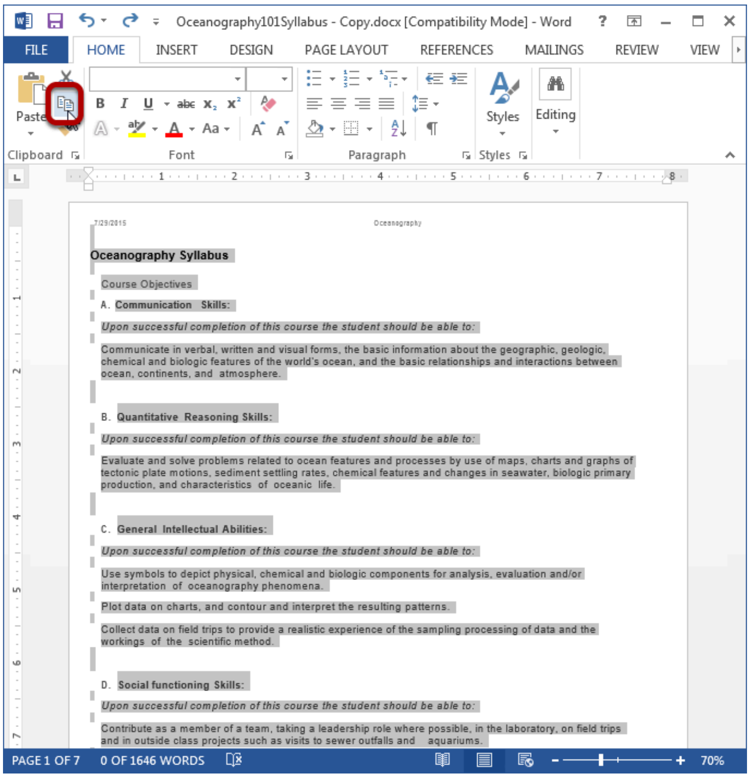


Footer

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.

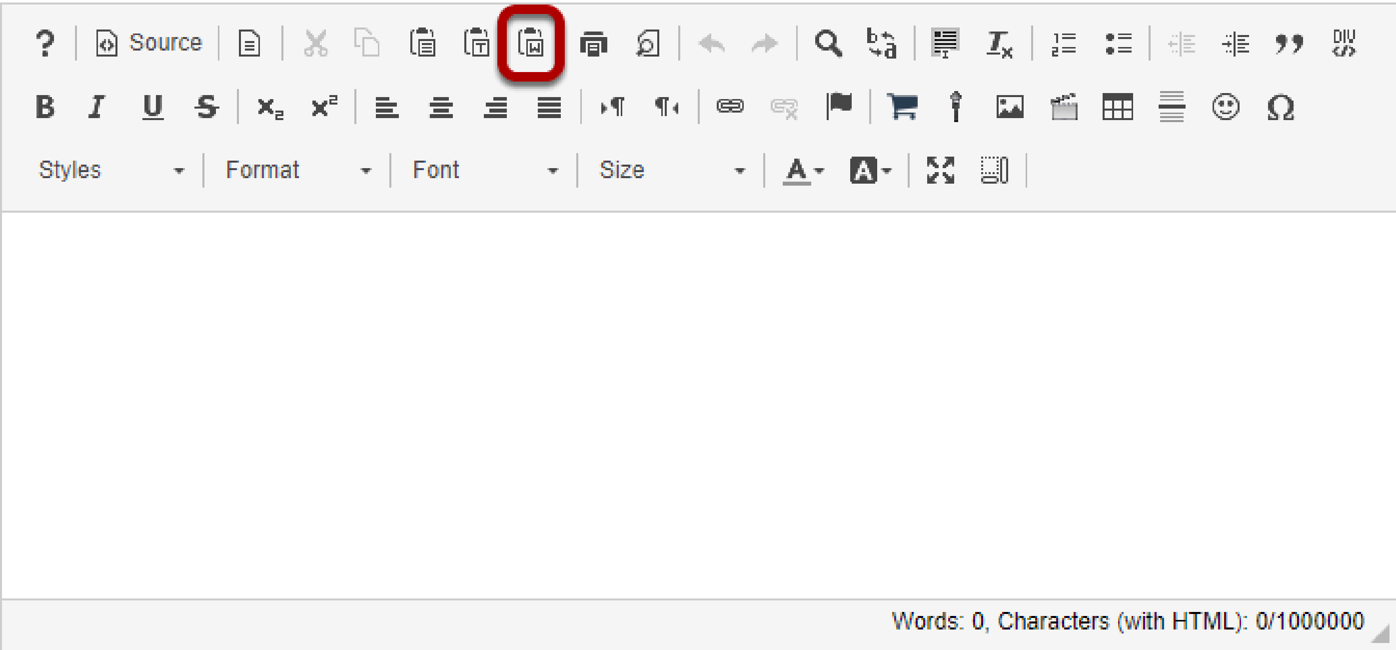
Copy the text from Word.



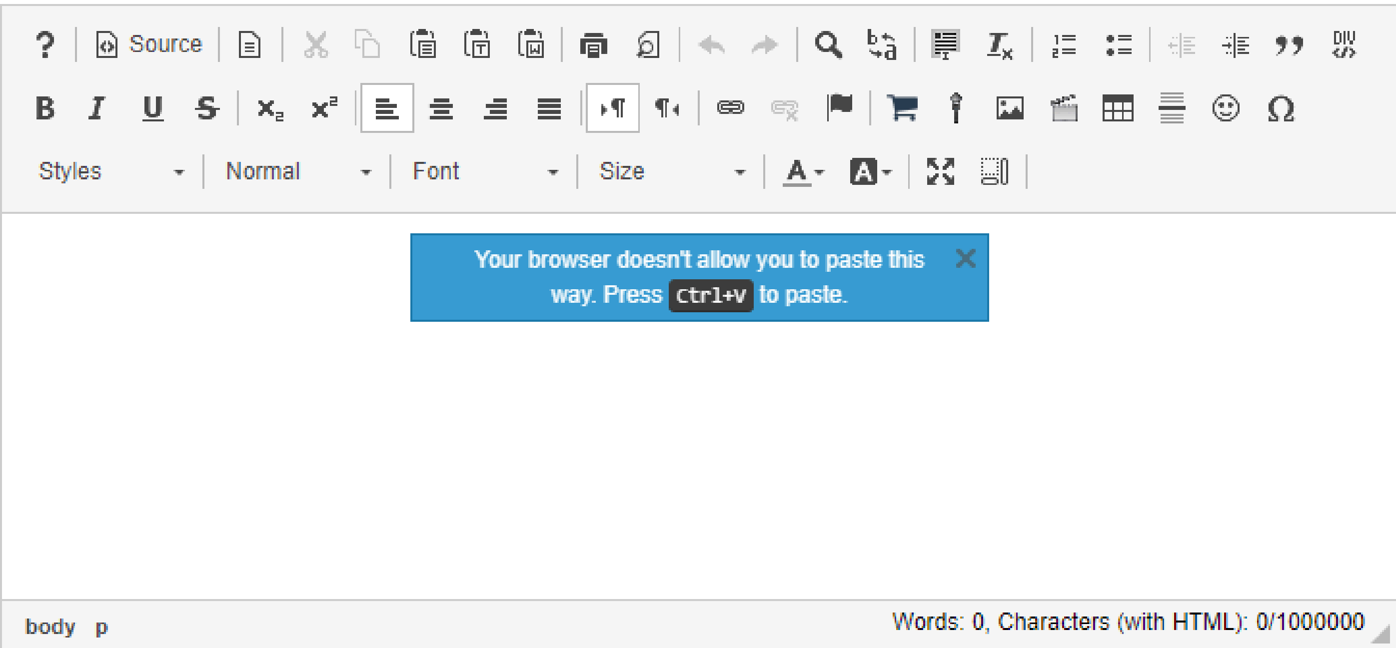
Copy the text in your MS Word document to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

Footer

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



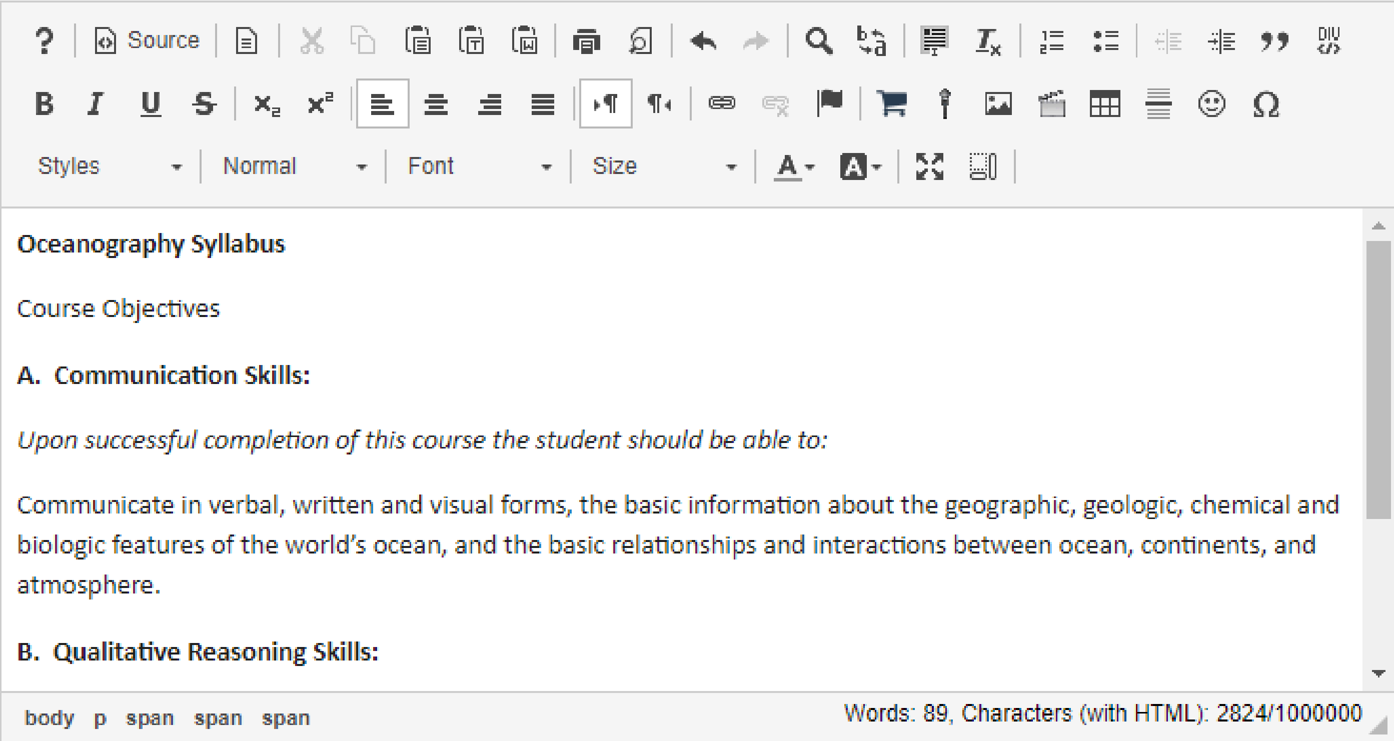
Paste the text.



You must paste your text using the keyboard shortcuts (CTRL-V for PC or COMMAND-V for MAC).

Footer

View Word content in the editor.

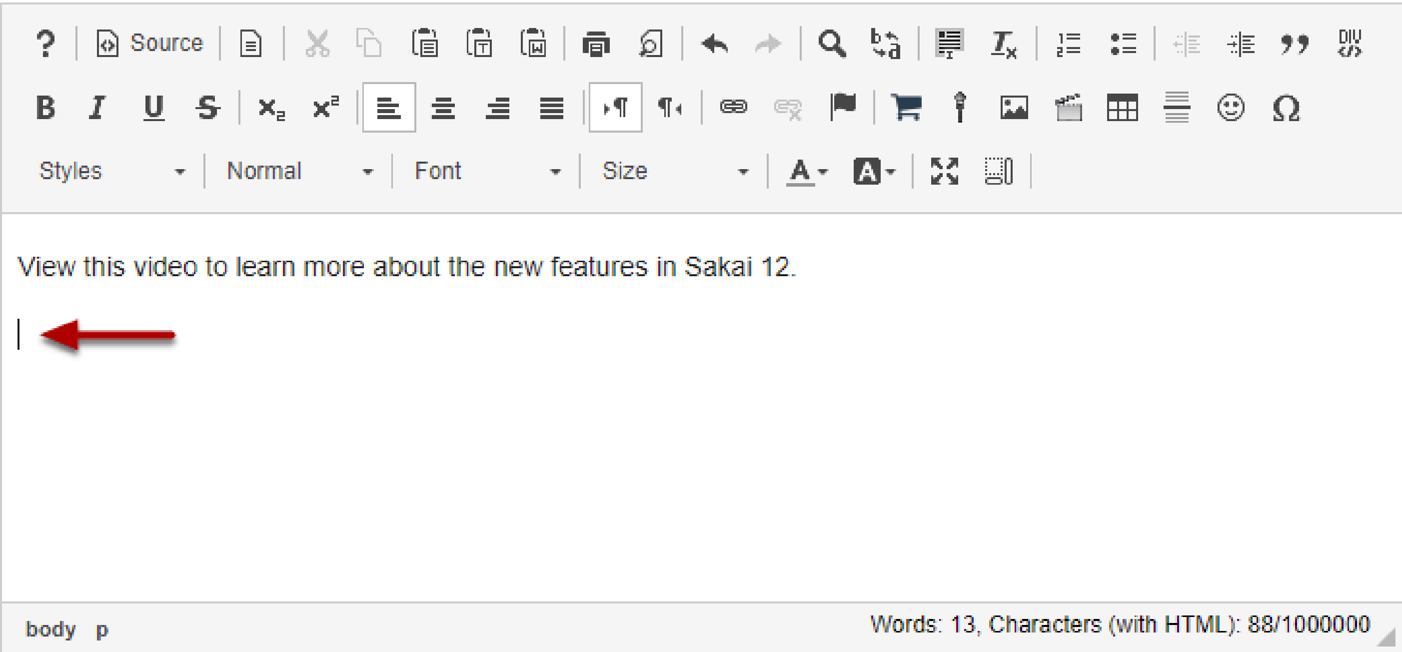


The pasted content will now appear in the Rich Text Editor and you may edit it there to display the desired formatting.

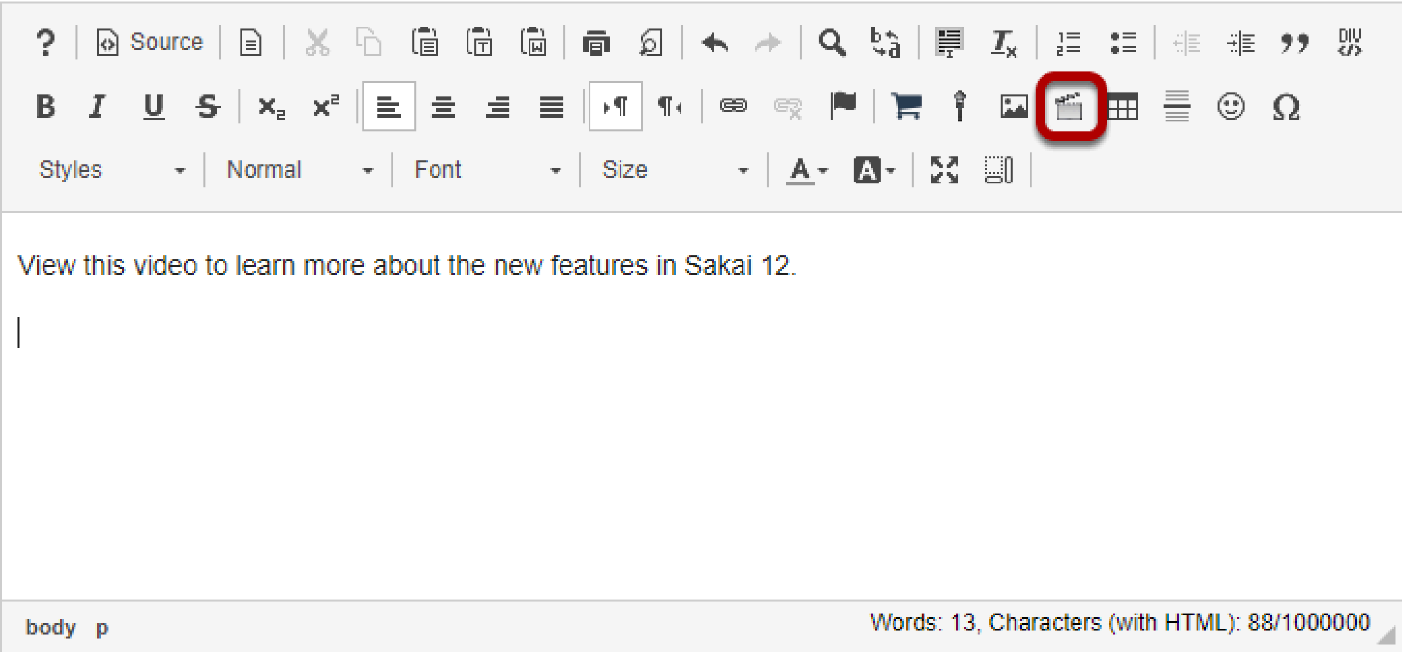
How do I embed an mp4 video in a text box?

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

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

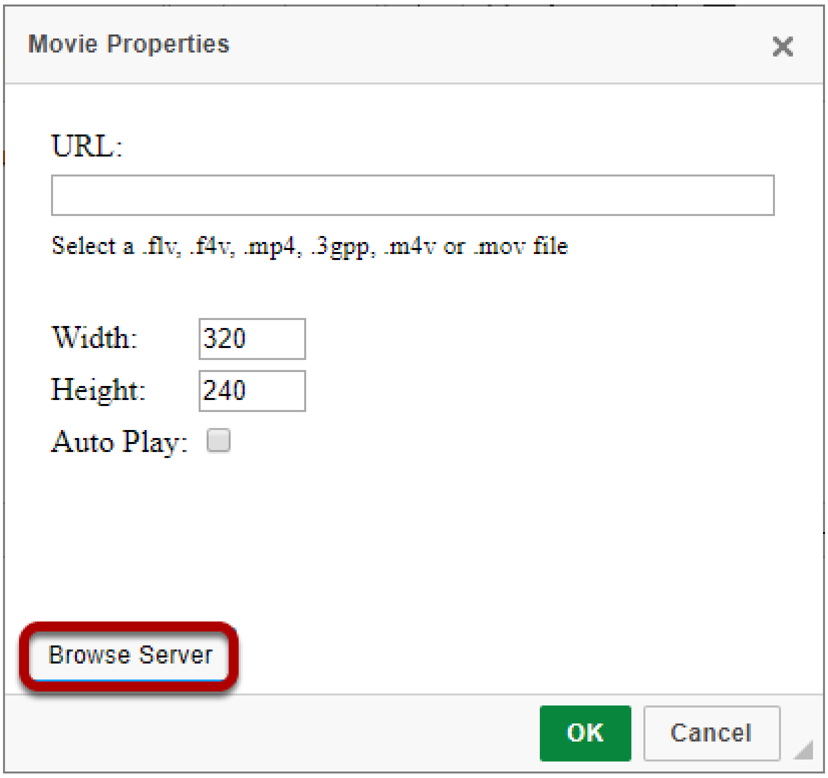


Click the Insert/Edit Movie icon.



This displays the Movie Properties dialog box.

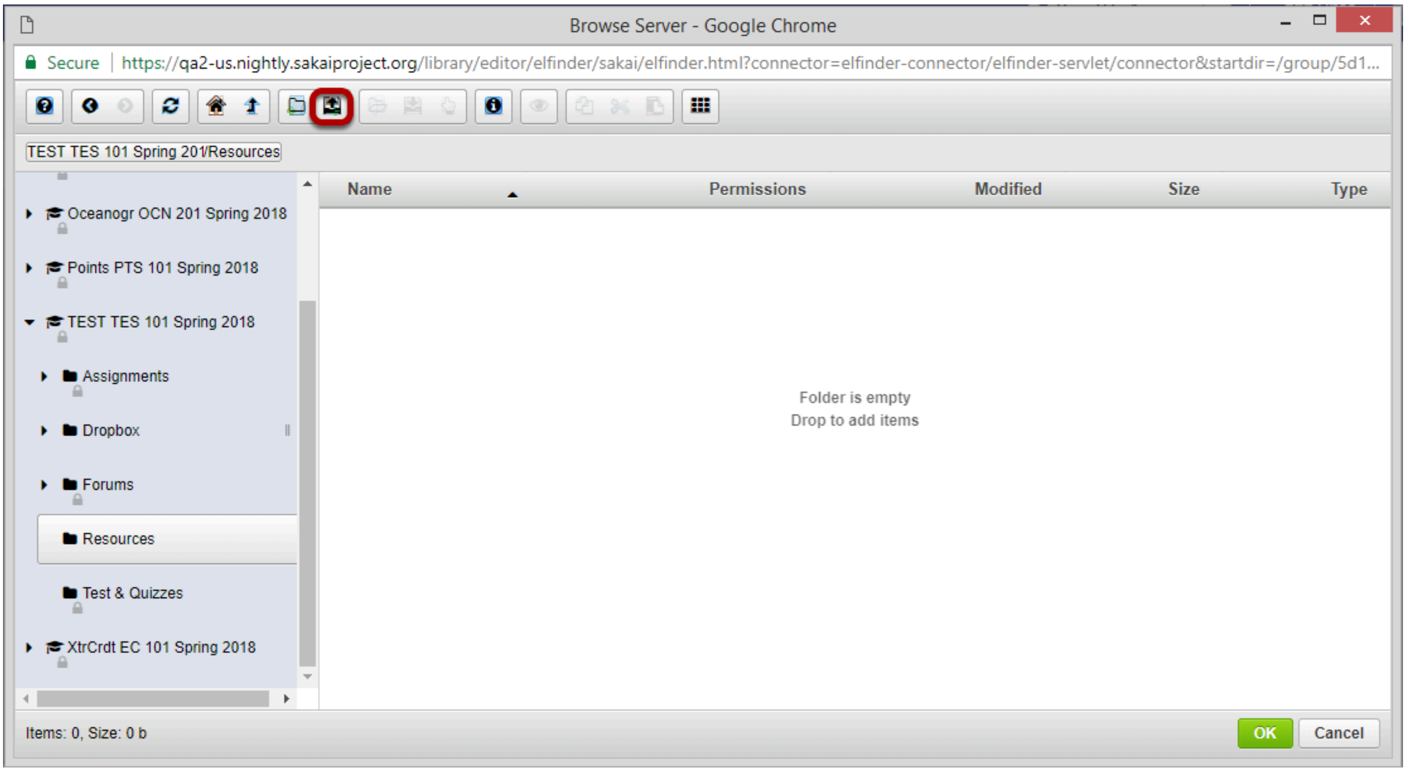
Click Browse Server.



Footer

This displays the Entity Picker dialog box.

Click the Upload file icon.



Drop files or paste URLs or clipboard images.

Drop files or paste URLs or clipboard images

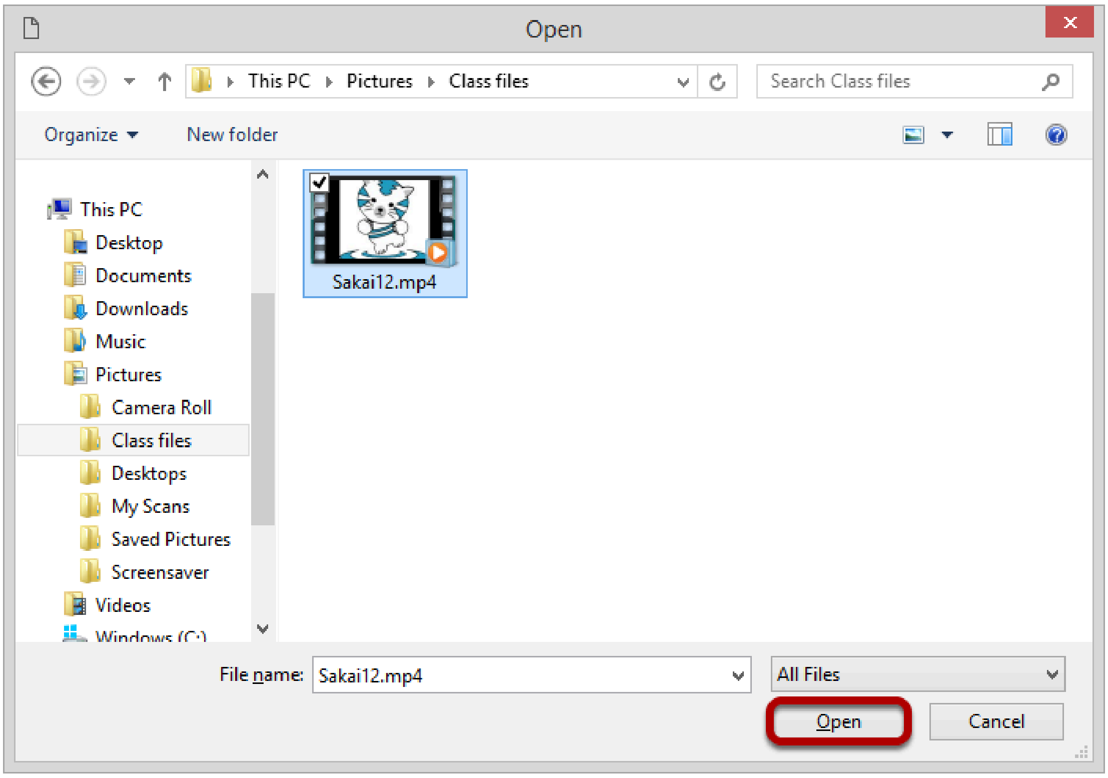
Or, click Select files.

Click the Upload file icon.

This displays an upload file dialog box.

Footer

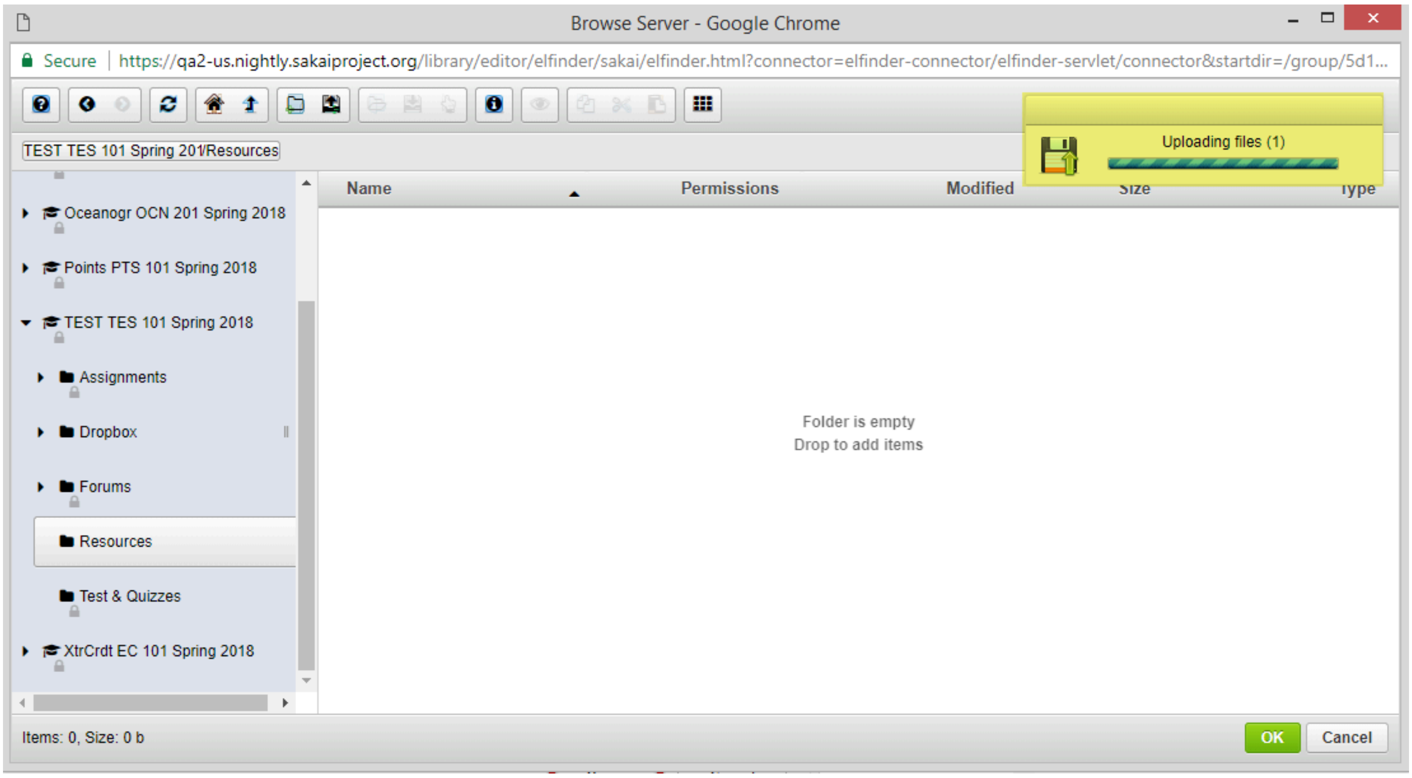
Locate and select the mp4 video file that you want to embed in the text box.



Once you have located and selected the file, click **Open** to upload it.

Footer

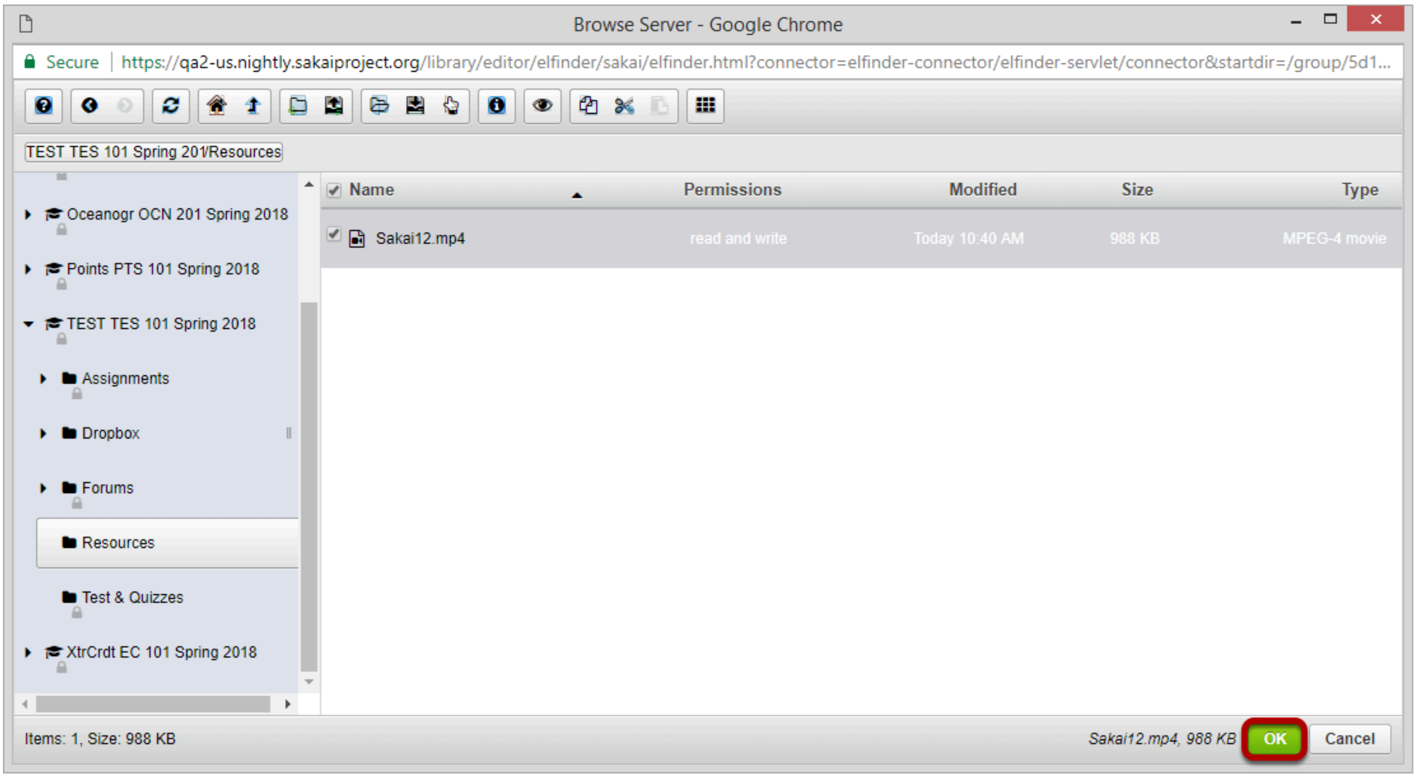
The file will upload.



Your file will be uploaded to the server. This may take a while if it is a large file.

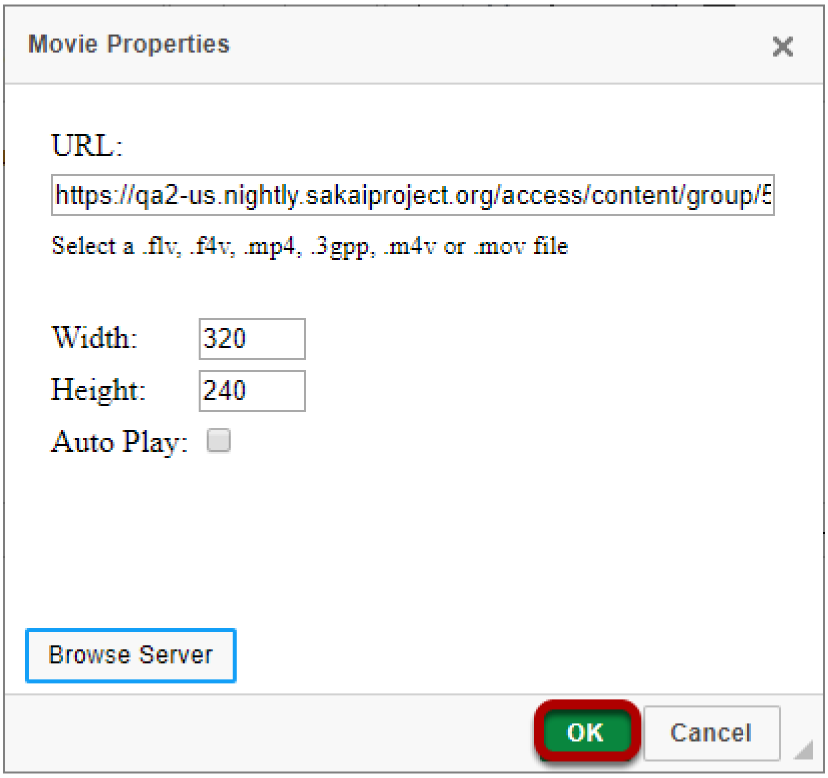
Footer

Click OK to embed the video on the page.

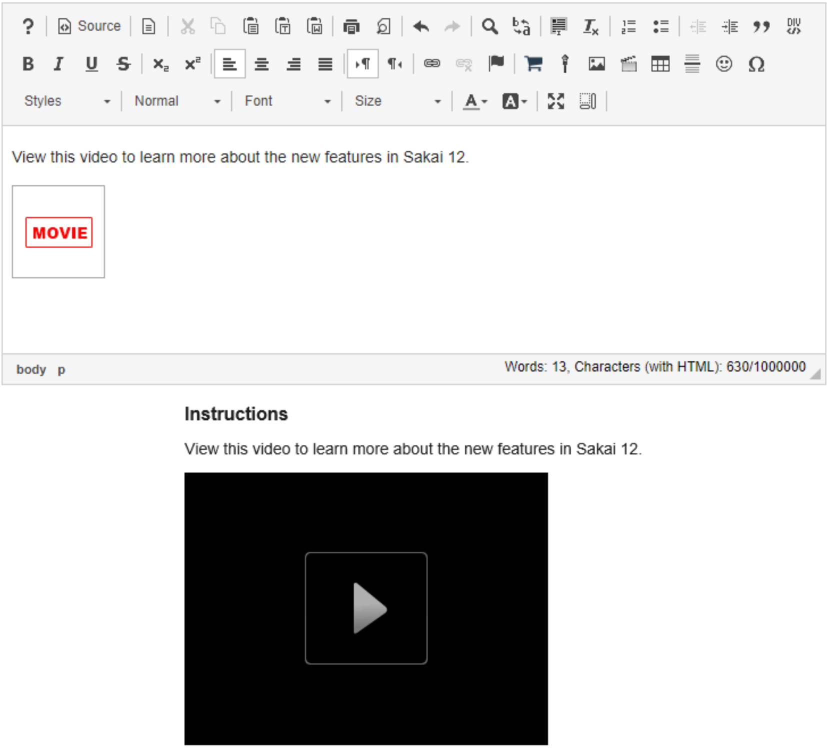


Once the file has finished uploading, it will appear in Resources and will be selected by default. Click **OK** to add the video to the Rich Text Editor.

Click OK to continue.



View embedded video file.



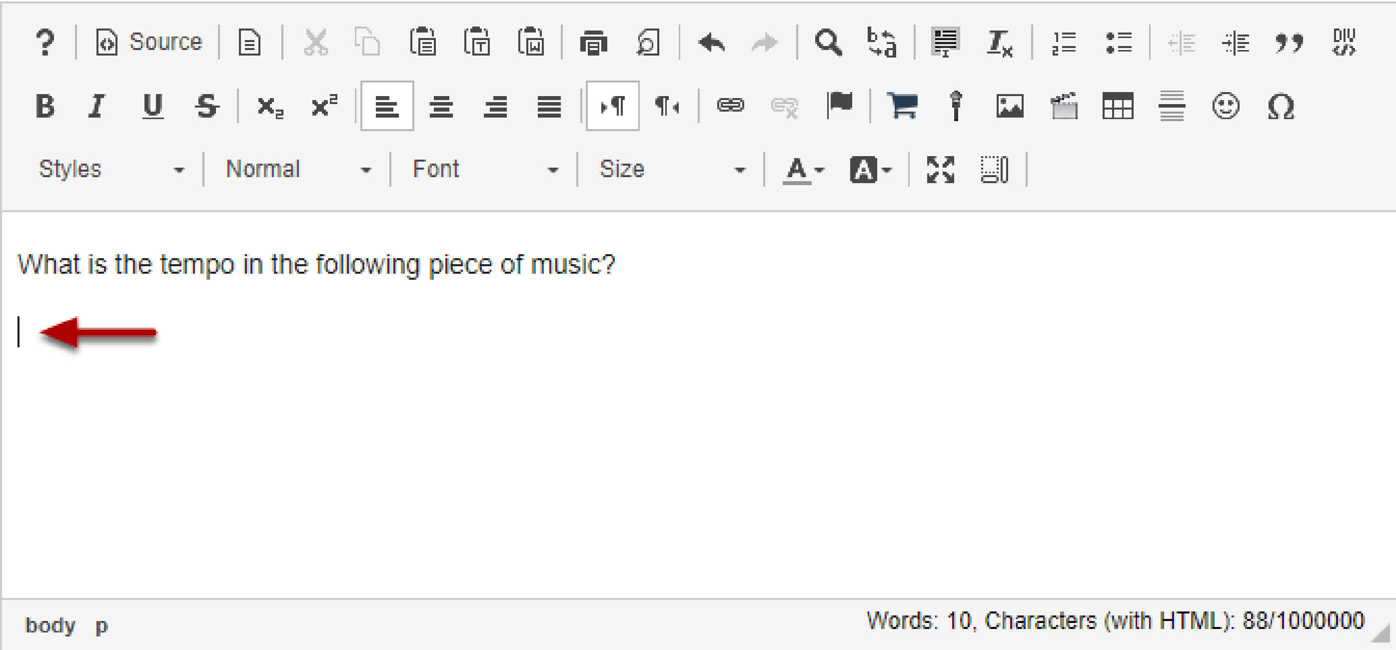
Footer

The embedded video will display in the editing view as "Movie." When the text box is posted or saved, it will display the video on the page.

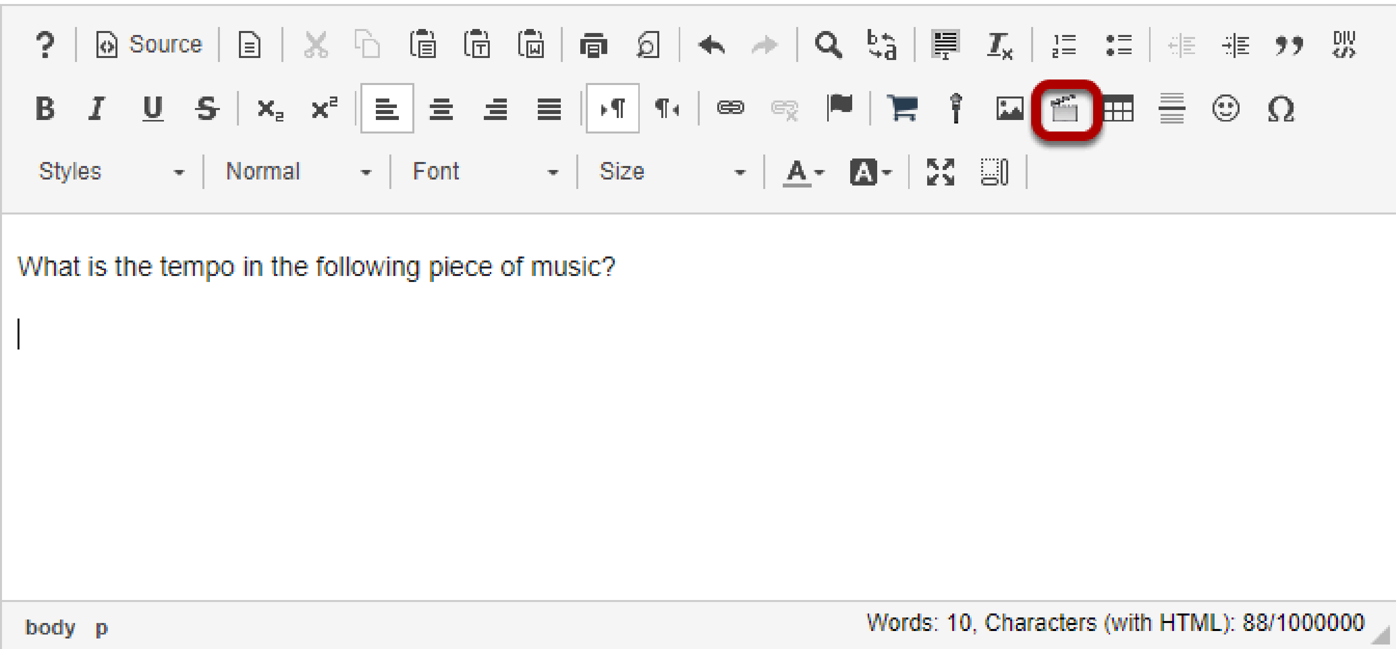
Footer

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

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



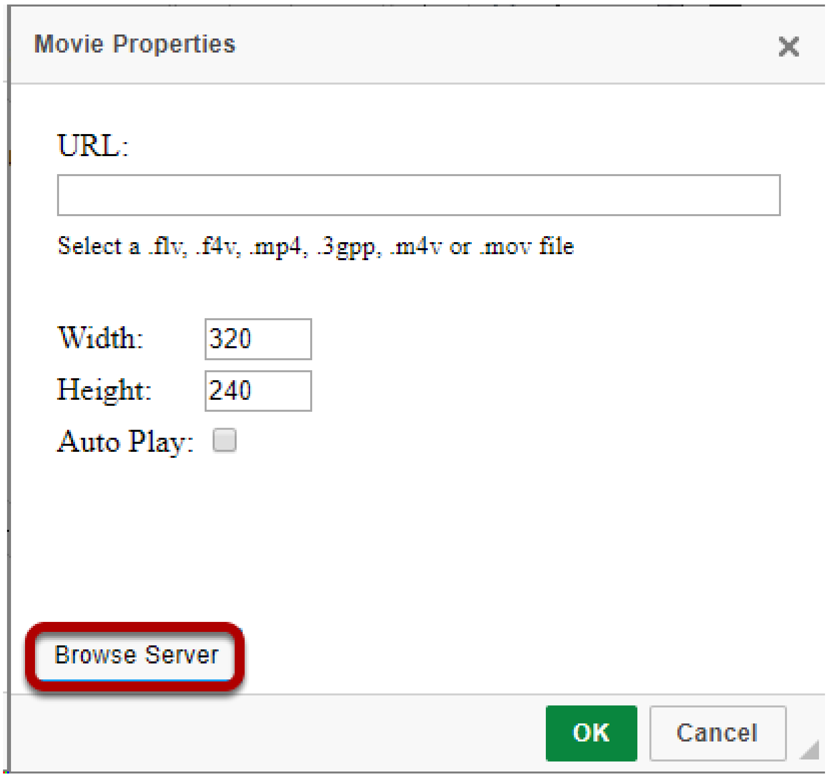
Click Insert/Edit Movie.



This displays the Movie Properties dialog box.

Footer

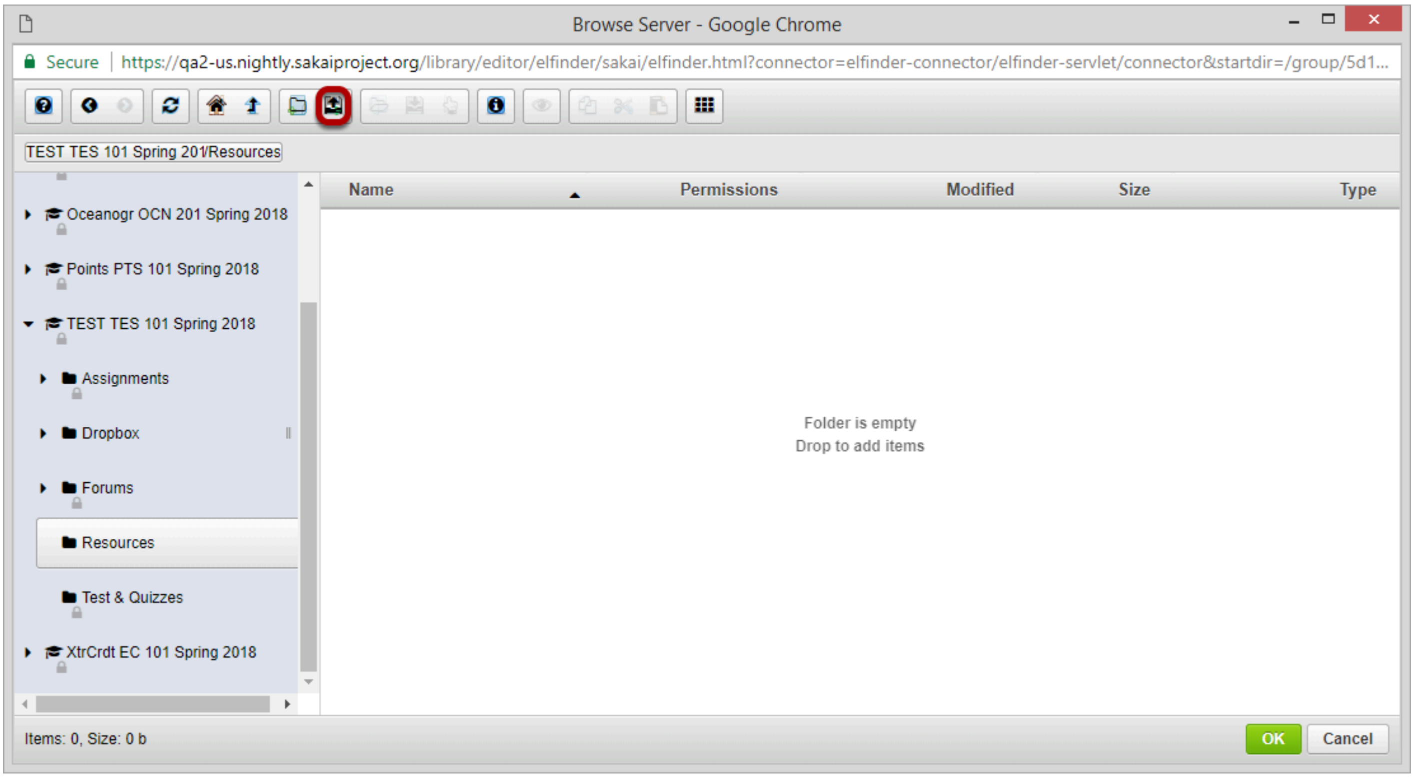
Click Browse Server.



This displays the Entity Picker dialog box.

Footer

Click the Upload file icon.



Drop files or paste URLs or clipboard images.

Drop files or paste URLs or clipboard images.

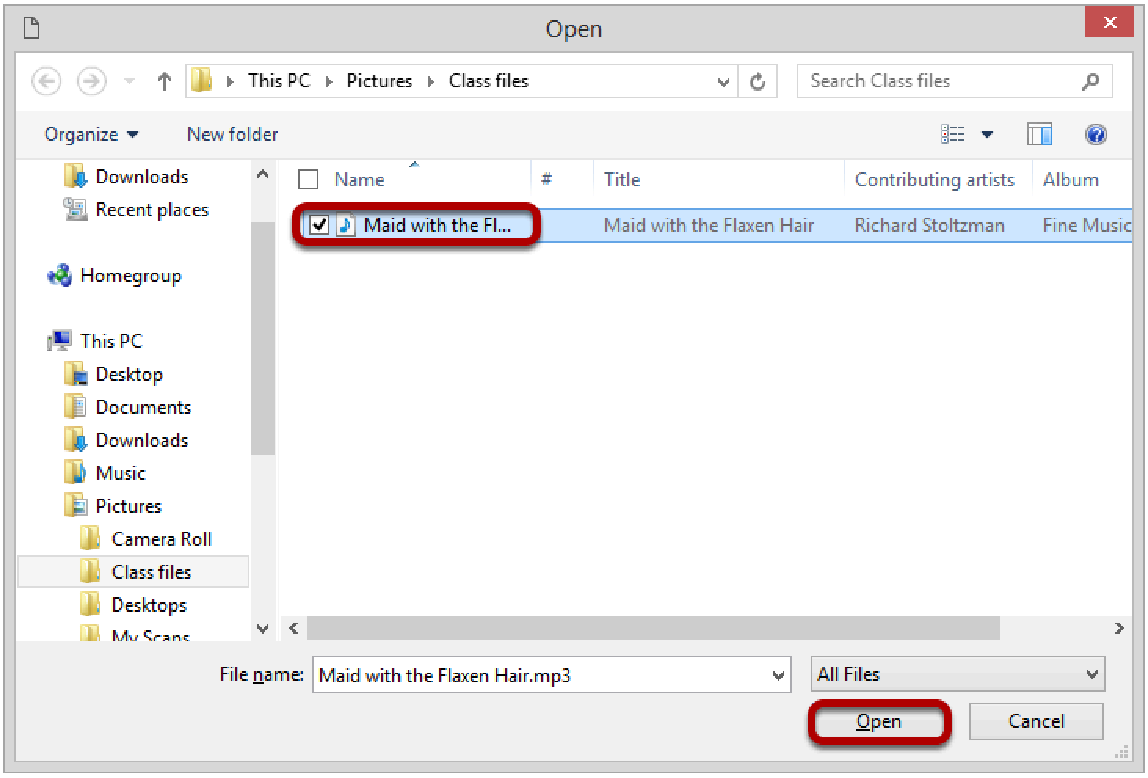
Or, click Select files.

Or, click Select files.

This displays an upload file dialog box.

Footer

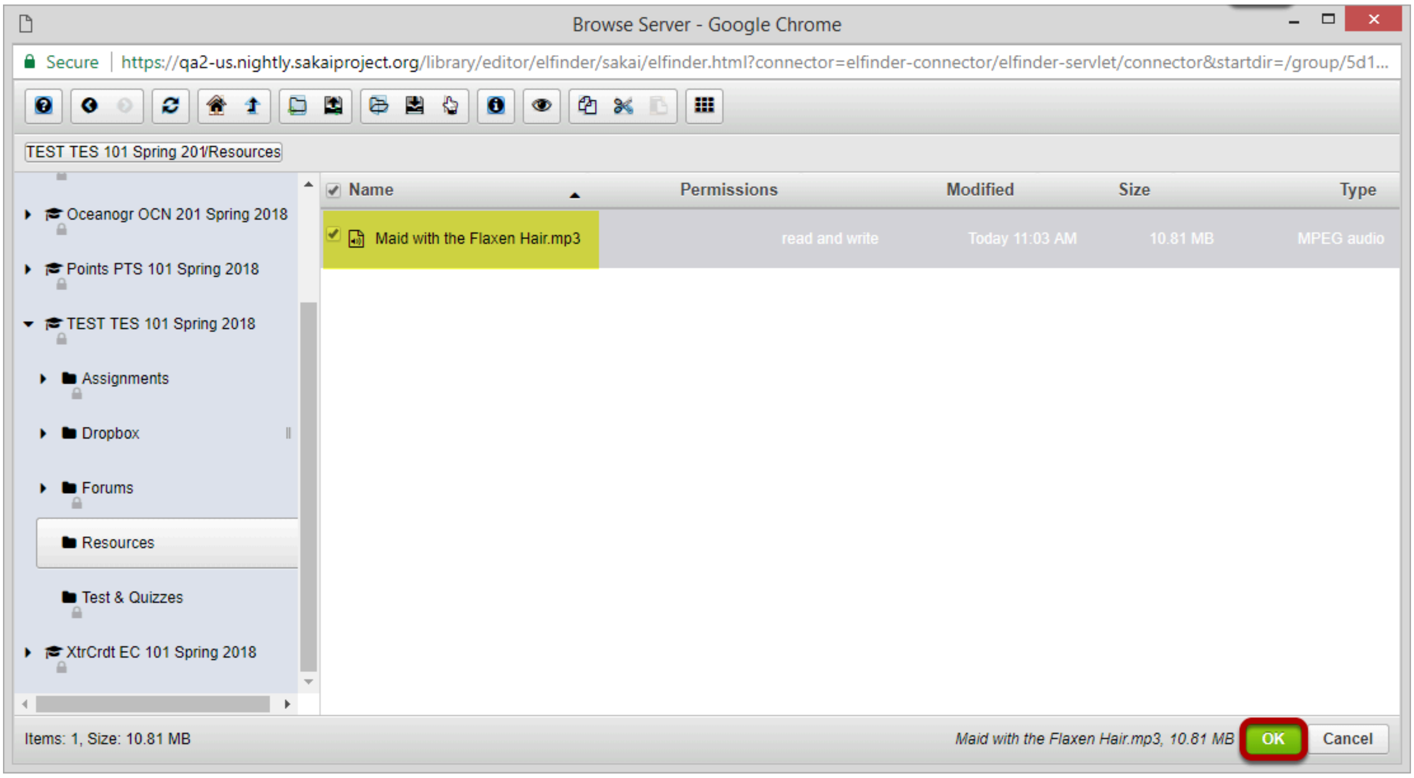
Select the mp3 audio file you want to embed in the text box.



Once you have located and selected the audio file, click **Open** to upload it.

Footer

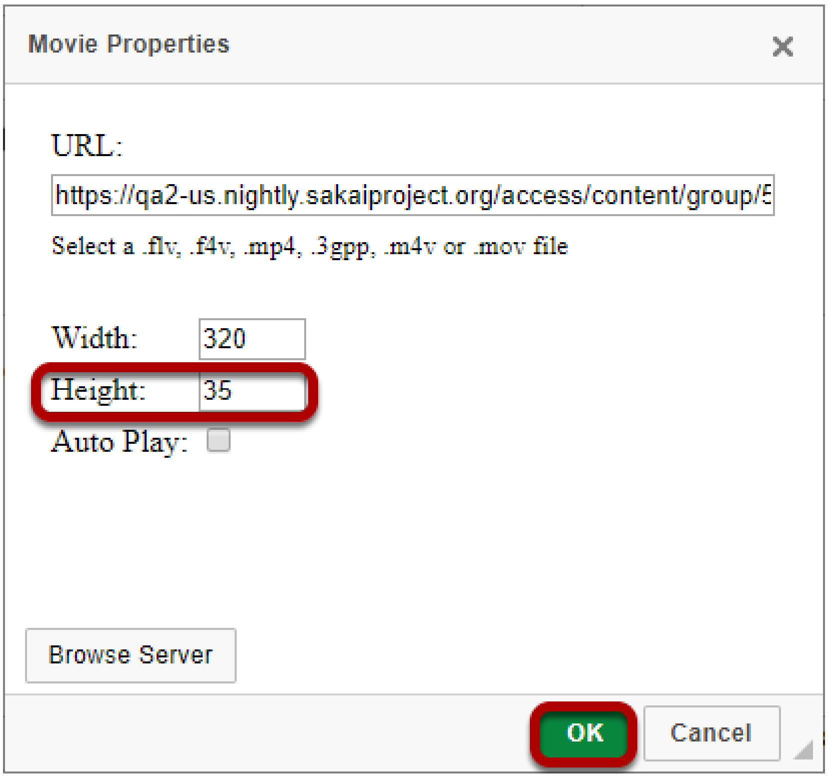
Click OK.



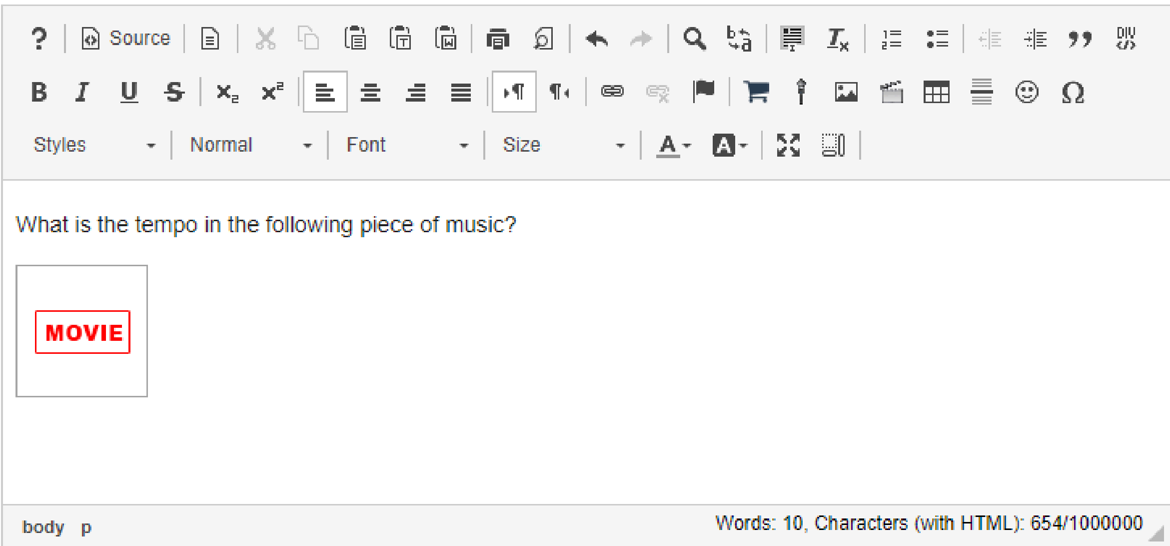
Once the file finishes uploading, it will show in the file directory listing and will be selected by default. Click **OK** to continue.

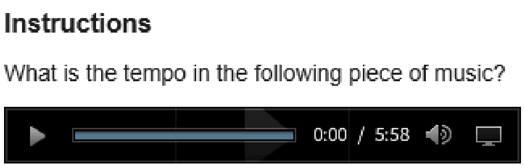
Footer

Set the Height to 35, and then click OK.



View the embedded audio file in the editor.





Footer

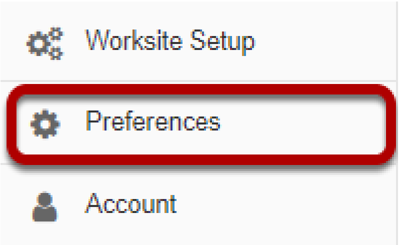
The editing display will show a place-holder for the audio marked "Movie". When the text box item is published the embedded audio player will be displayed.

Footer

How do I set my preference for the Rich-Text Editor mode?

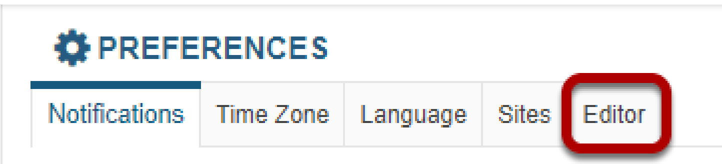
You may set your preference for the rich text editor toolbar display throughout the system if desired.

Go to Preferences.



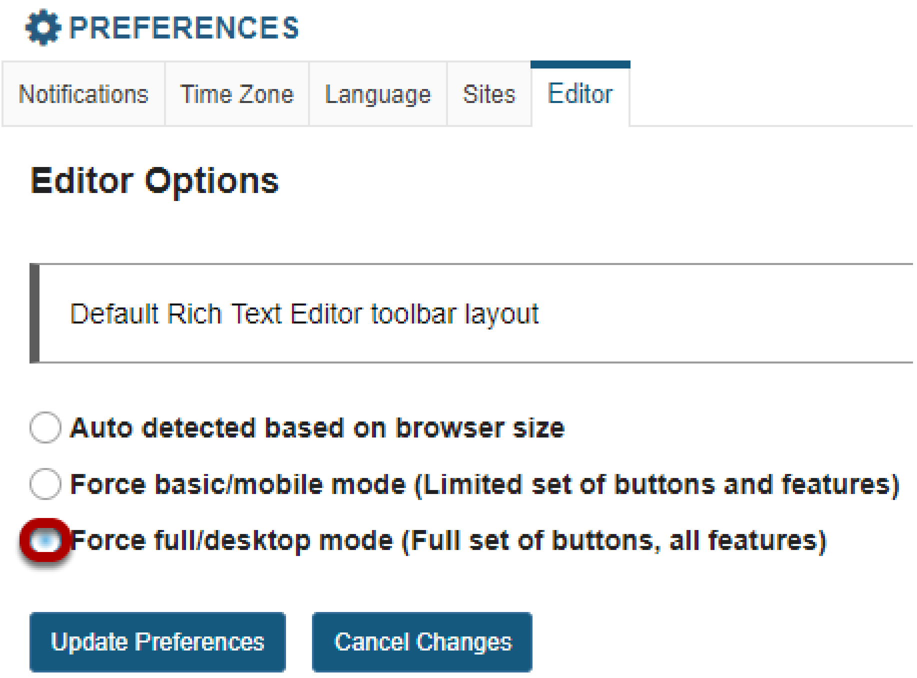
From your **Home** area, select the **Preferences** tool.

Select the Editor tab.



Footer

Choose your default preference.



Click Update.

Footer

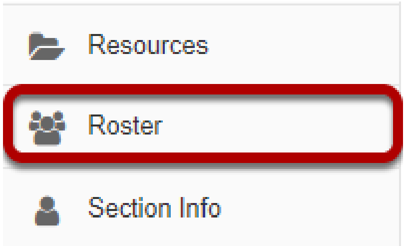
Roster

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.

Footer

How do I view/search the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.

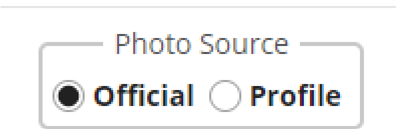
Select the **Roster** tool from the Tool Menu of your site.

View list of class participants.

Enrolled users in the site will be listed here. You may view the following information about each user in the site:

- Picture
- Name
- User ID
- Role
- Groups

Photo Source



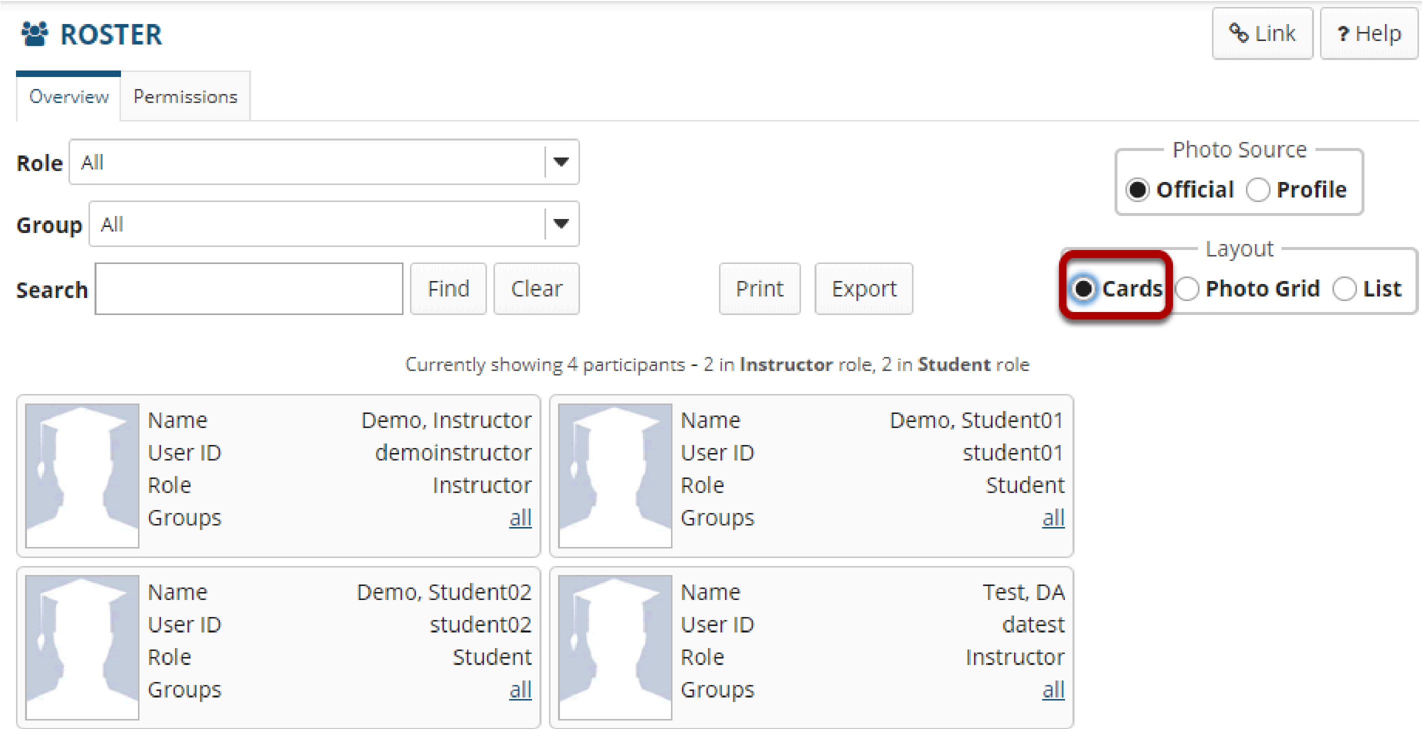
Select the desired photo source to view either the official user photo, or the user-uploaded profile image. (If there is no photo for a user, the default blank photo image will display.)

Footer

Roster Views

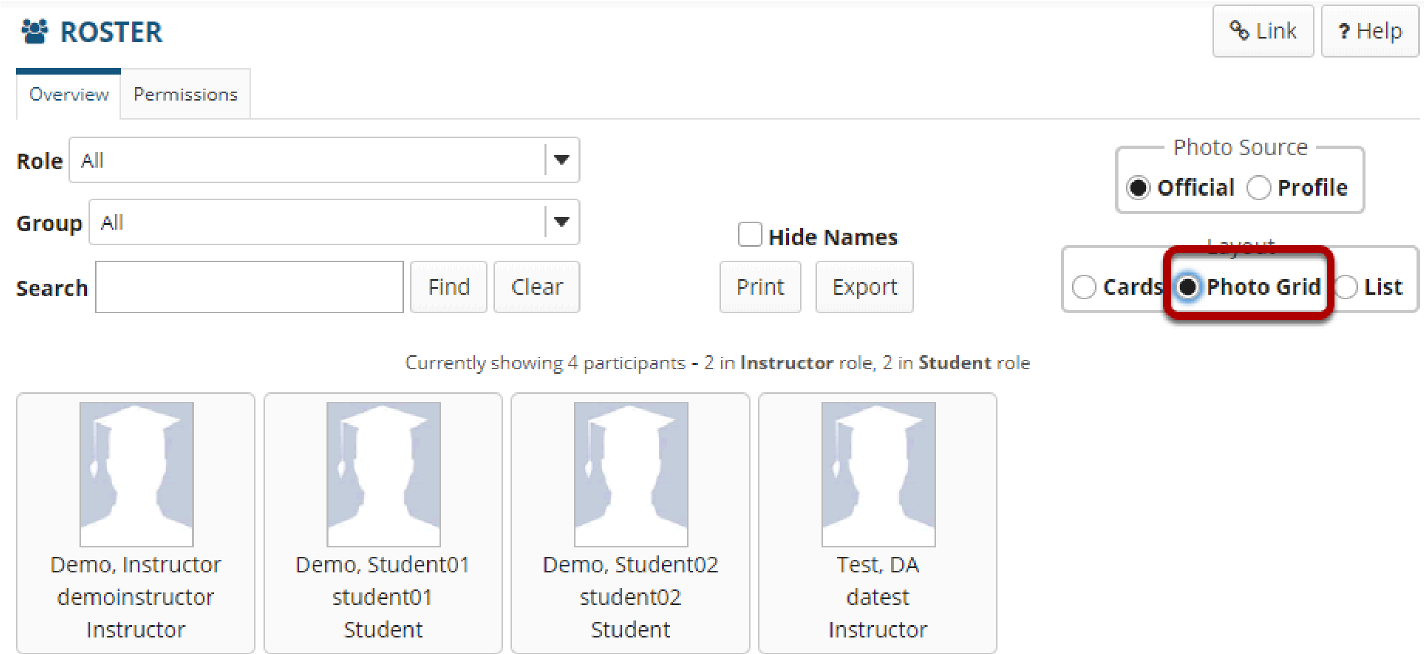
There are three different roster views available: Cards, Photo Grid, and List. Select the view you would like to see from the Layout area.

Cards

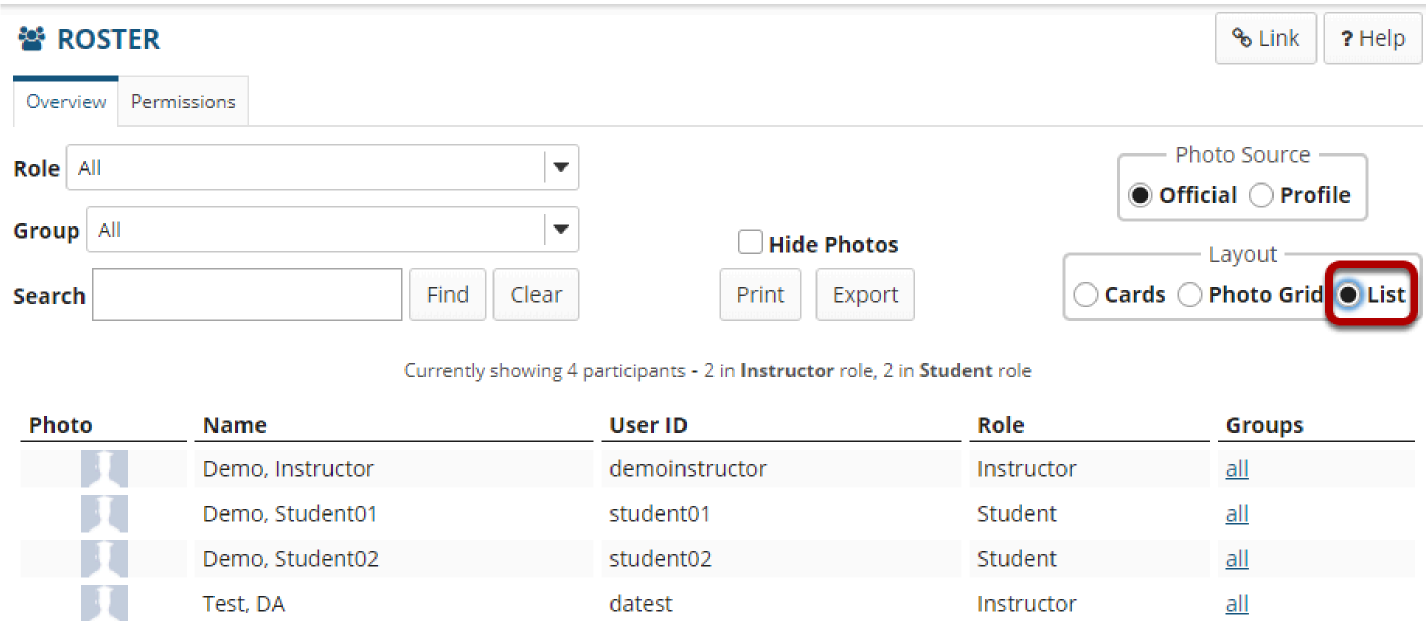


Footer

Photo grid

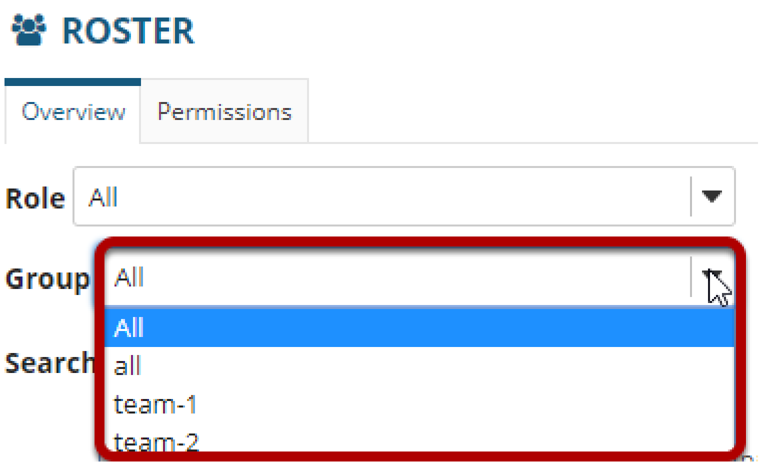


List



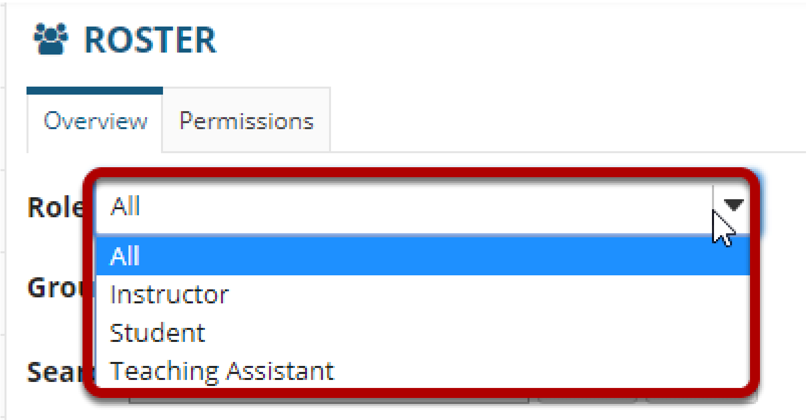
Footer

Filter by group.



If you have groups in your site, you may filter by group using the **Groups** drop-down menu at the top.

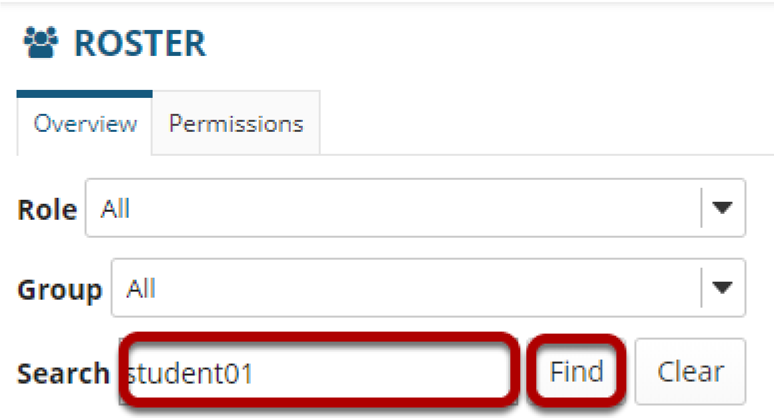
Filter by role.



You may also use the **Roles** drop-down menu to filter the view by user role.

Footer

Searching the roster.



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

Footer

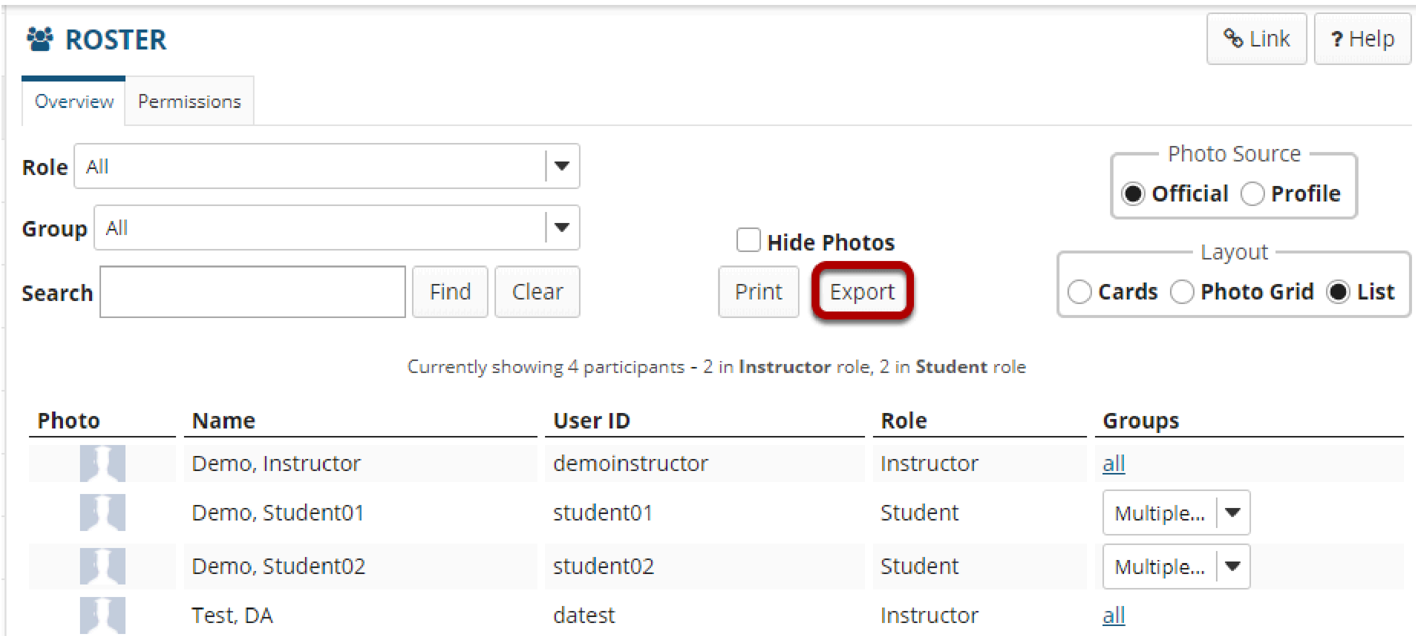
How do I export the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.

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

Click Export.

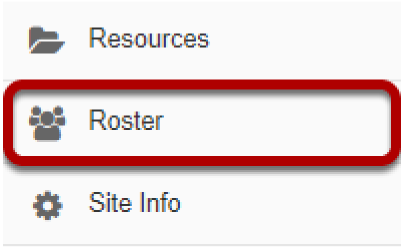


The list of users enrolled in the site will be downloaded in Excel format.

Footer

How do I view roster photos and/or profiles?

Go to Roster.

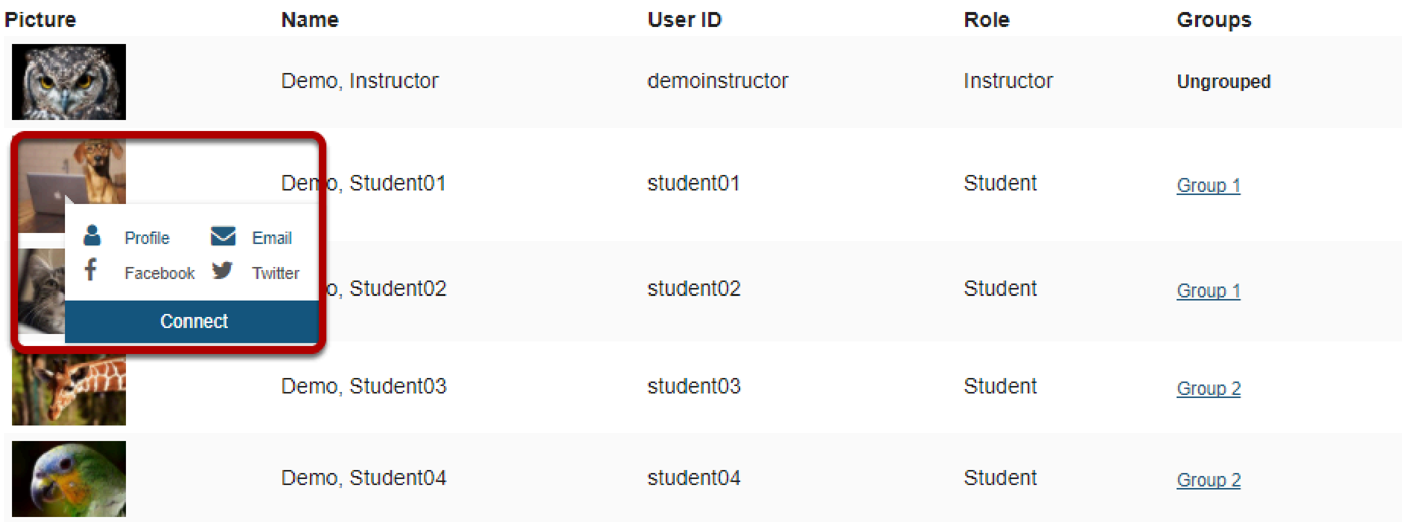


Select the **Roster** tool from the Tool Menu of your site.

Viewing Official or Profile photos.

Select the radio button for **Official Photos** or **Pictures from Profile** depending on whether you would like to view the official institutional ID photo (typically provided automatically during user account creation) or personal photos that users have uploaded themselves via the Profile tool.

Viewing additional information.

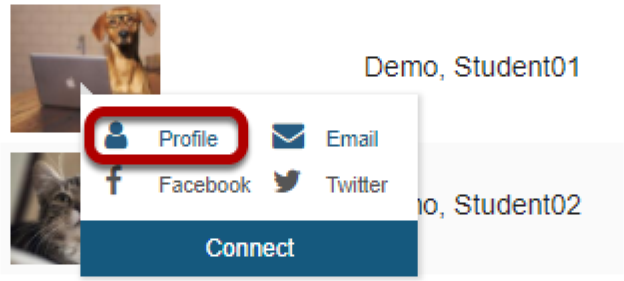


Footer

To view more information about a user, click on their picture. Additional information will display, including links to the user's Profile, Email, Facebook, and Twitter, as well as the option to Connect.

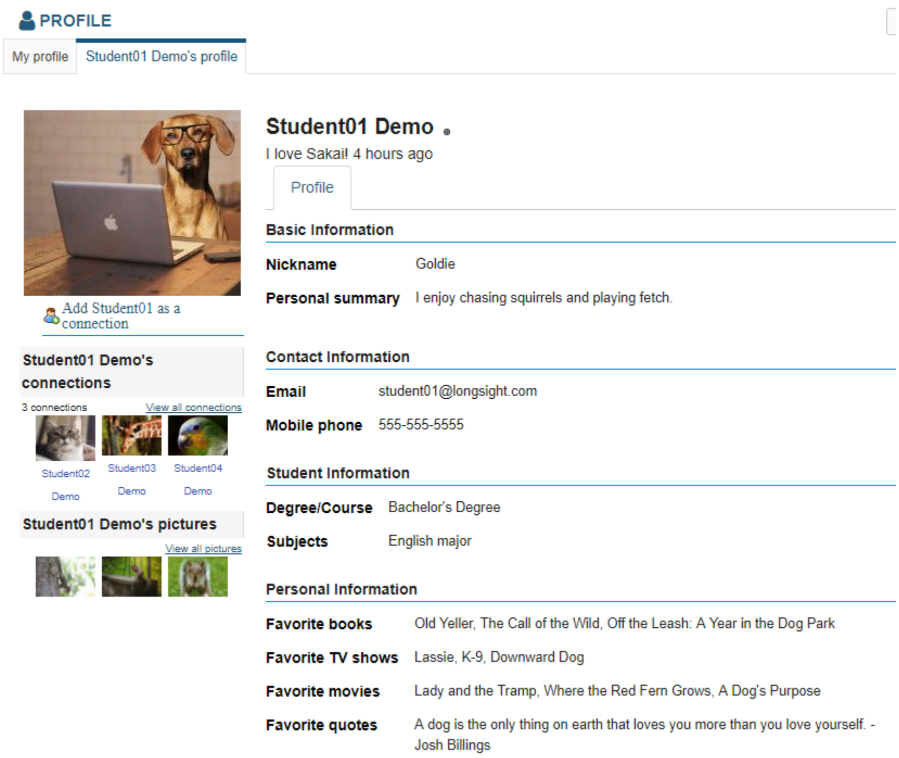
Note: Links that are grayed out or inactive indicate that the user has not provided that information in their profile.

Viewing full profile.



To view the full user profile, click on the **Profile** link.

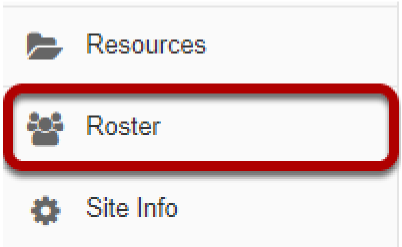
Profile information that is available and that you have permission to view will be displayed.



Footer

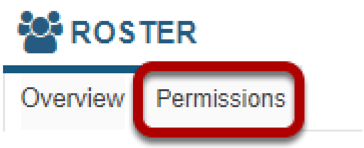
How do I edit Roster tool permissions?

Go to Roster.

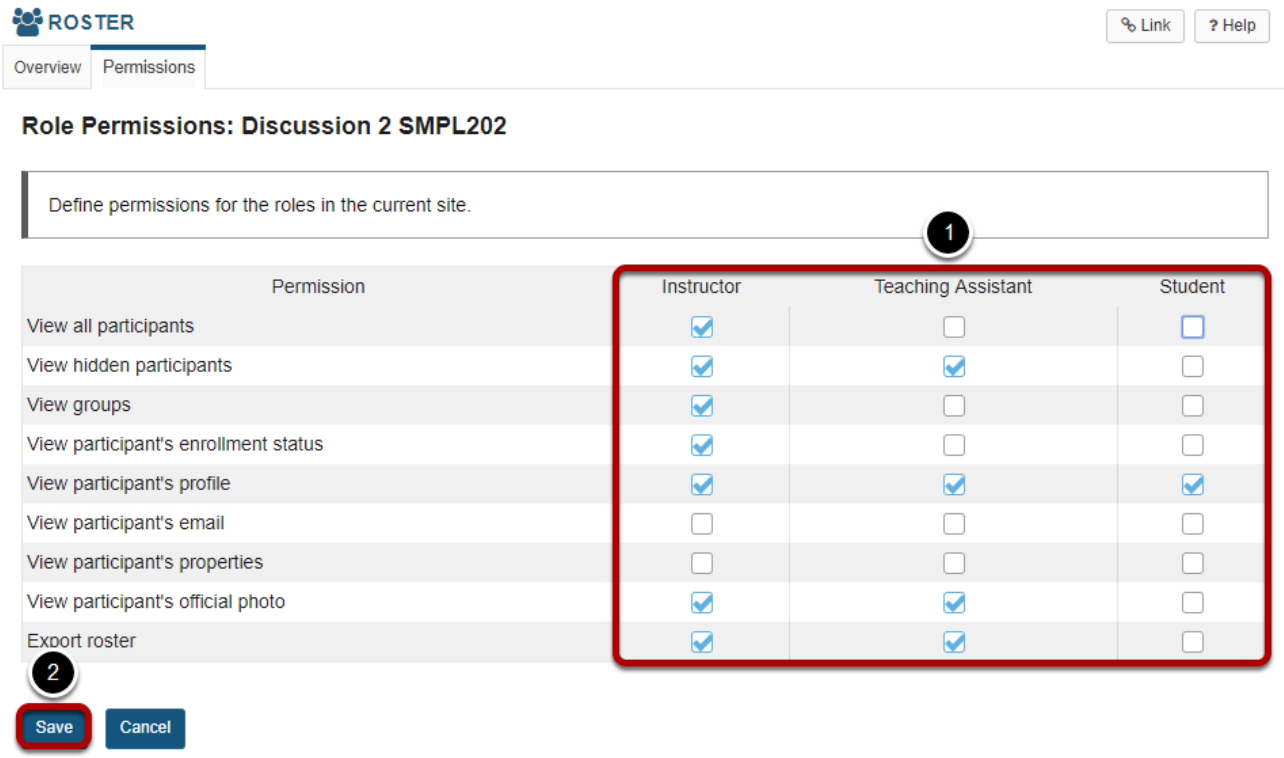


Select the **Roster** tool from the Tool Menu of your site.

Click the Permissions button.



Modify the permissions for the roles listed.



Footer

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

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

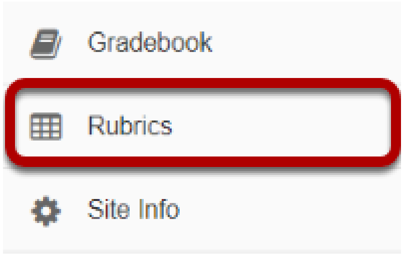
Footer

Rubrics

What are Rubrics?

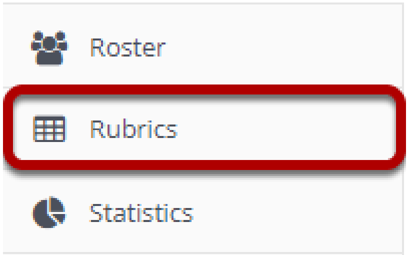
The Rubrics tool allows instructors to create and share grading rubrics for use in Sakai tools such as Assignments, Forums, Tests & Quizzes, and Gradebook.

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



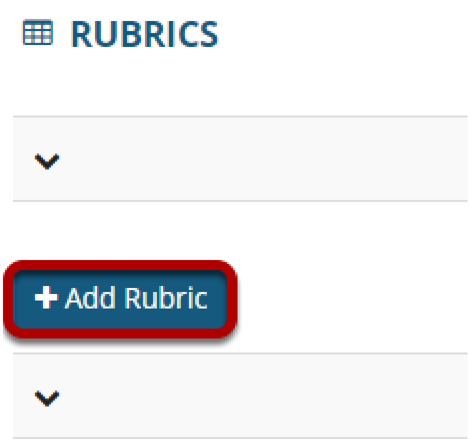
How do I add a rubric to my site?

Go to the Rubrics tool.

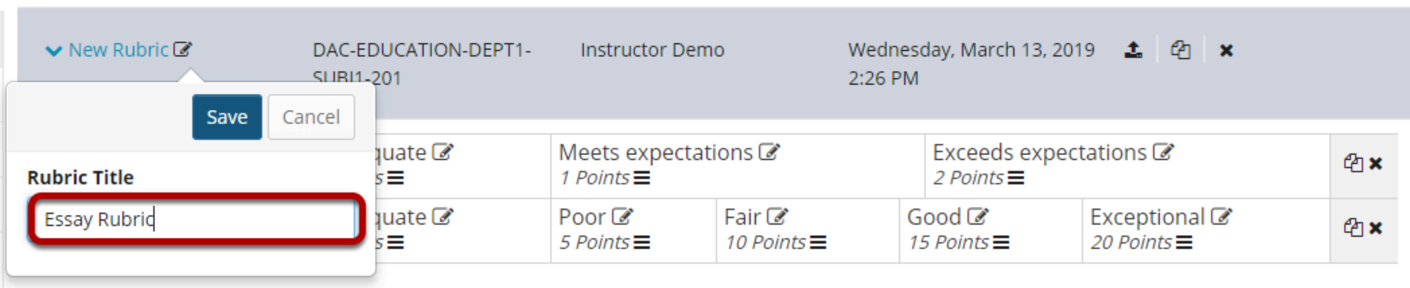


Select the **Rubrics** tool from the Tool Menu of your site.

Select Add Rubric.

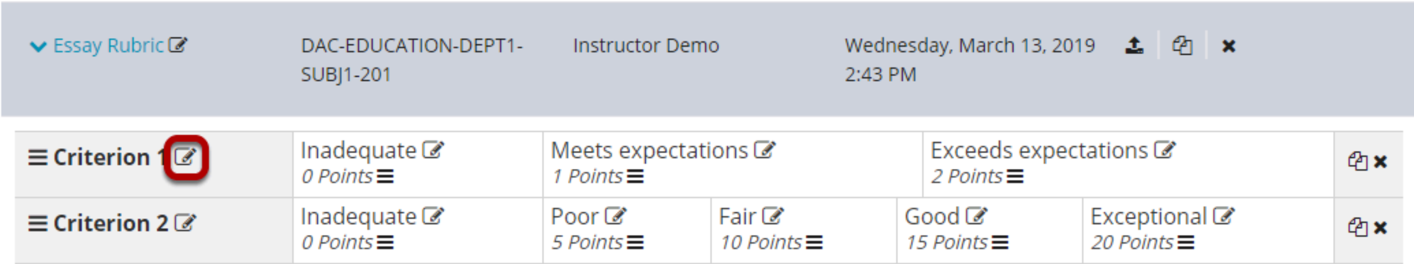


Enter a Rubric Title.

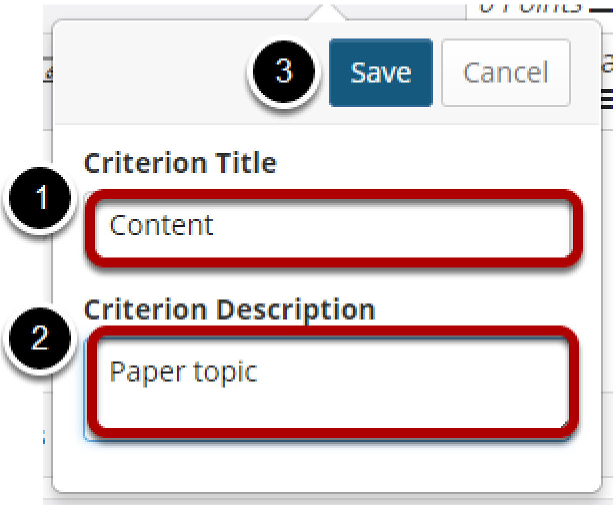


Footer

Edit the existing criteria.

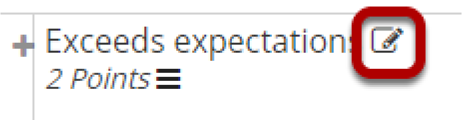


Select **Edit Criterion** to rename the default criteria.



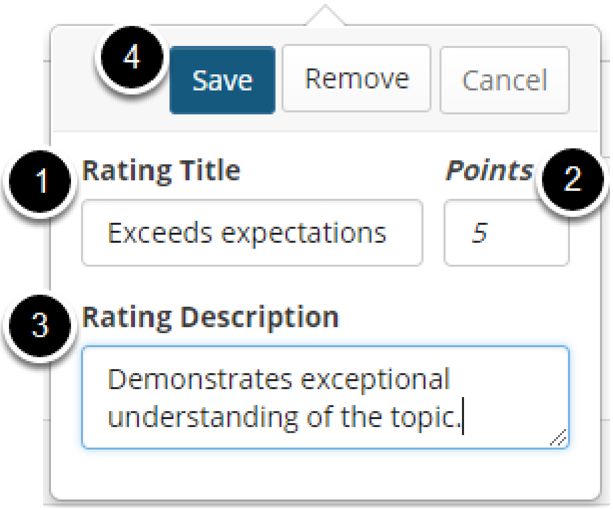
1. Edit the **Criterion Title**.
2. Optionally, you may enter a **Criterion Description**.
3. Select **Save** when done.

Edit the Rating Titles and Points.



Select the pencil icon next to the rating item you wish to edit.

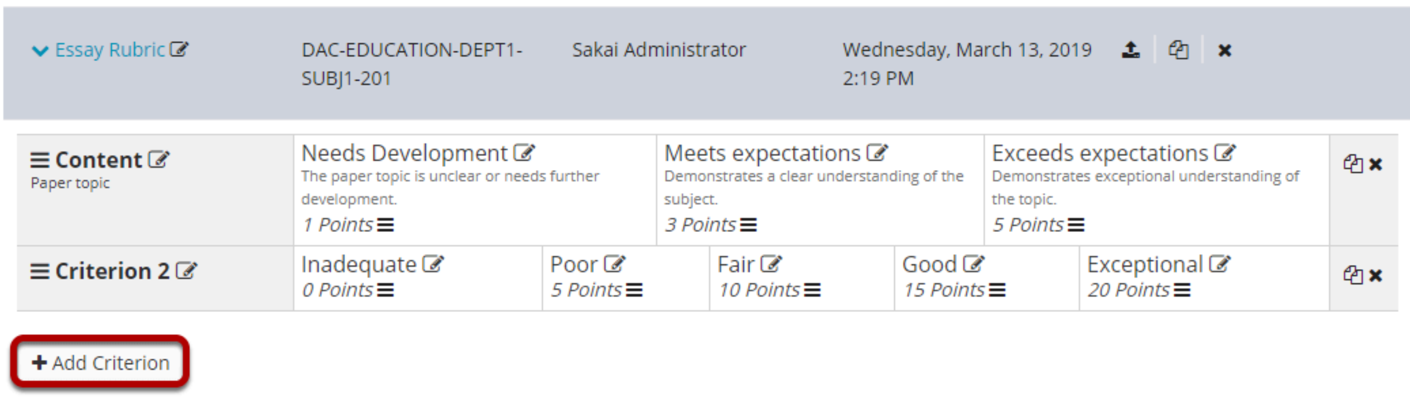
Footer



1. Enter the **Rating Title**. This is the performance level, such as "Does not meet expectations," "Meets expectations," or "Exceeds expectations."
2. Enter the **Points**.
3. Optionally, enter the **Rating Description**.
4. Select **Save** when finished.

To add another rating level to a criterion, mouse over the line separating one rating from the next and click on the **+** icon **[Add rating to Criterion]** to insert a new rating level at that location.

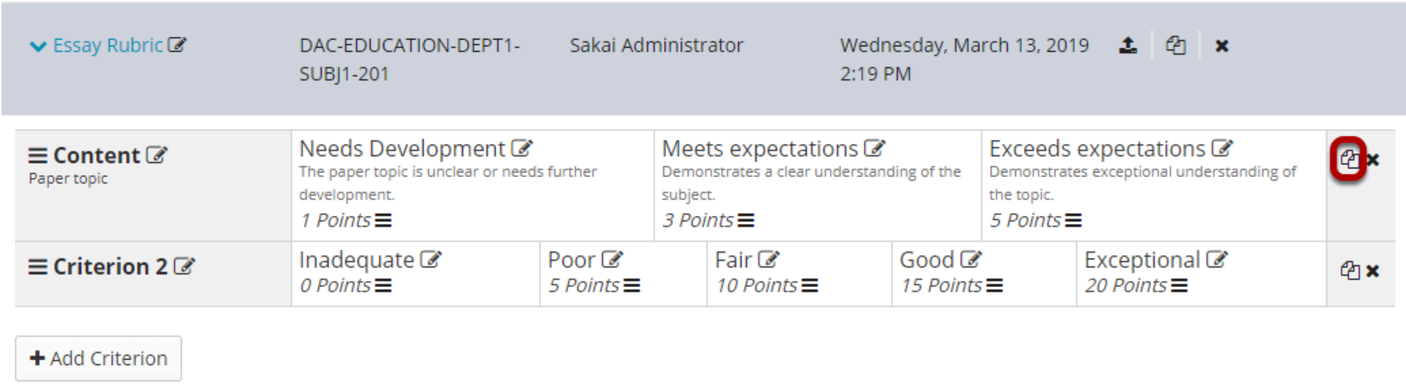
Add as many new criteria as needed.



Select Add Criterion to add a new row.

Footer

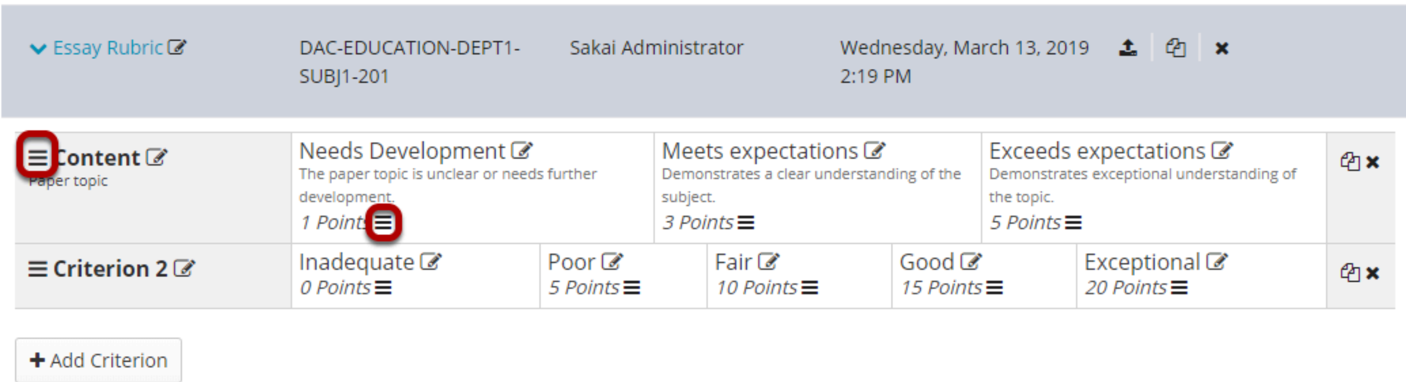
Or, copy an existing criterion.



Select the **Copy icon [Clone Criterion]** to copy an existing criterion.

Tip: Sometimes it is easier to copy an existing criterion and edit the copy, than to add a new one.

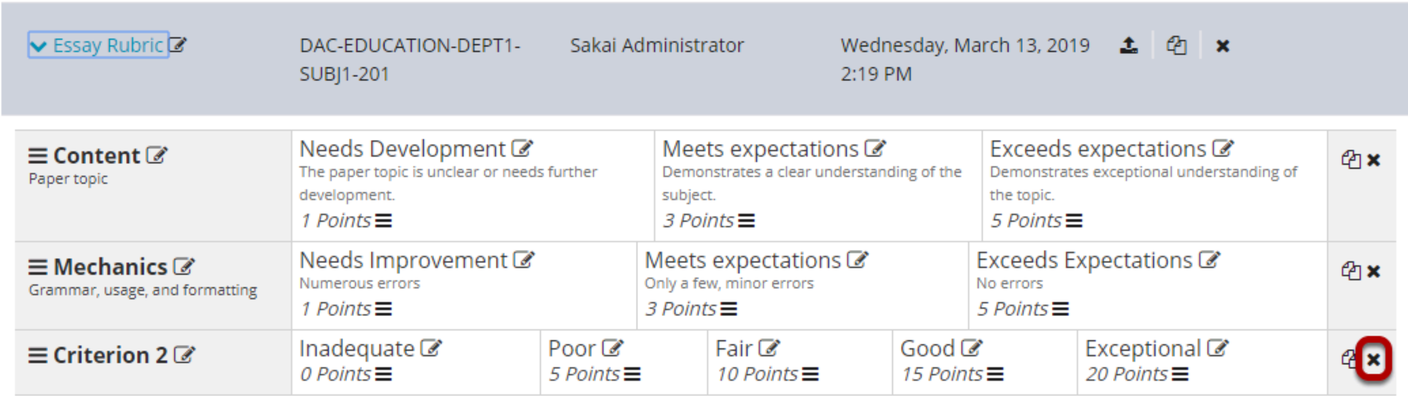
Drag and drop to reorder.



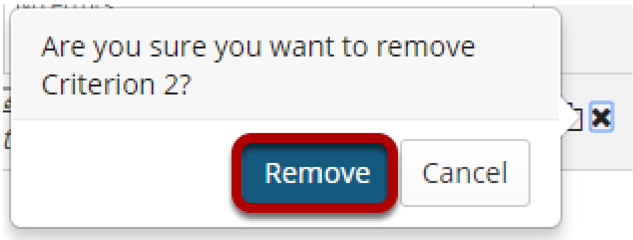
You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

Footer

Delete any criteria you don't need.



Select the **X** icon **[Remove Criterion]** to delete an unnecessary criterion.



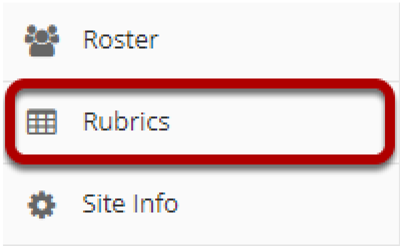
Select the **Remove** button when prompted to confirm the deletion.

Footer

How do I edit a rubric?

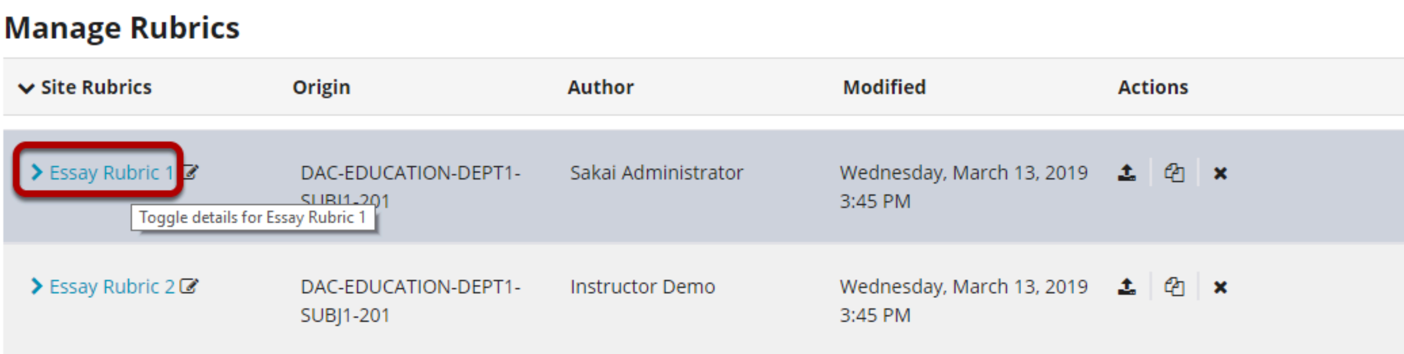
Note: You may only edit rubrics which are local to your site, and which have not been associated with an item for grading. Once a rubric is in use, it will appear with a lock icon next to it, indicating that it cannot be edited.

Go to Rubrics.

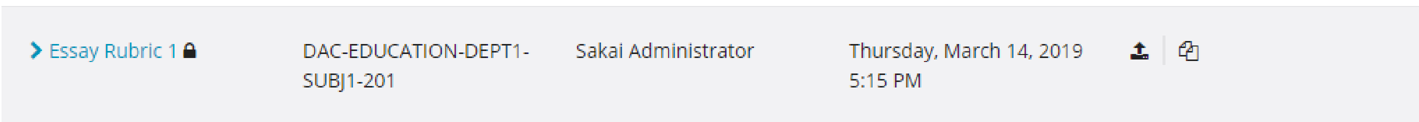


Select the **Rubrics** tool from the tool menu of your site.

Select the title of the rubric you would like to edit to expand it.



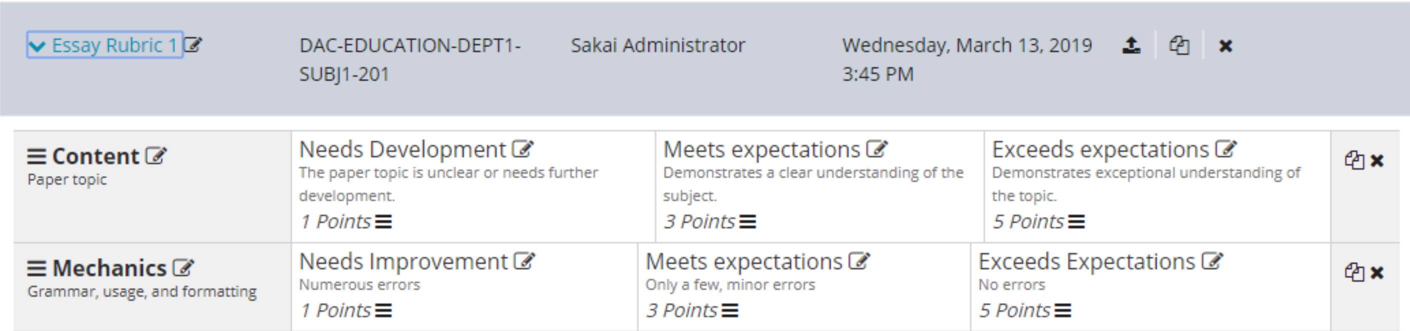
Remember! Locked rubrics may not be edited.



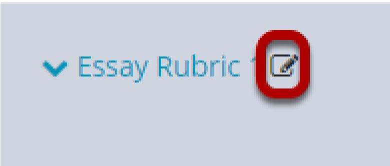
Footer

The Lock icon indicates that a rubric is associated with an activity in the site and it cannot be edited. If you need to edit a locked rubric, you should either detach it from the activity where it is being used, or make a copy of the rubric and edit the copy.

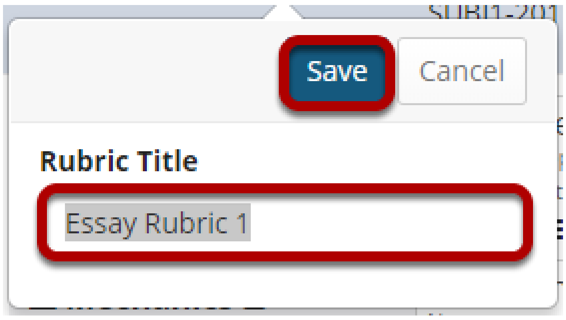
You may view and edit the rubric from this screen.



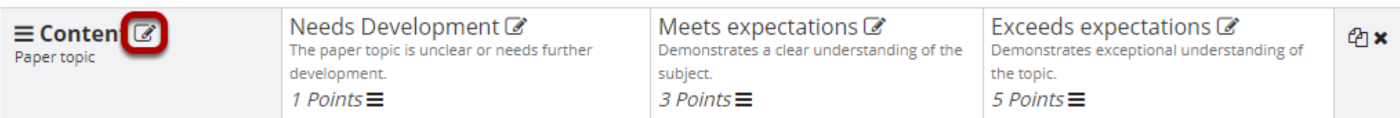
Select the Edit icon next to the rubric title to rename it.



Modify the title and Save.

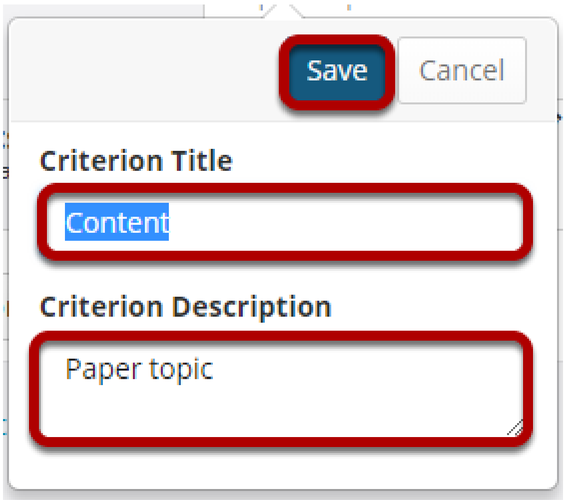


Select the Edit icon next to a criterion to modify that criterion.



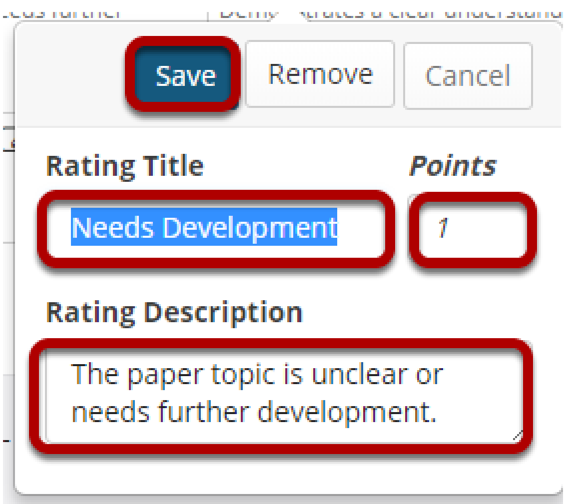
Footer

Modify the criterion title and/or description and Save.



Select the Edit icon next to a rating to modify that rating.

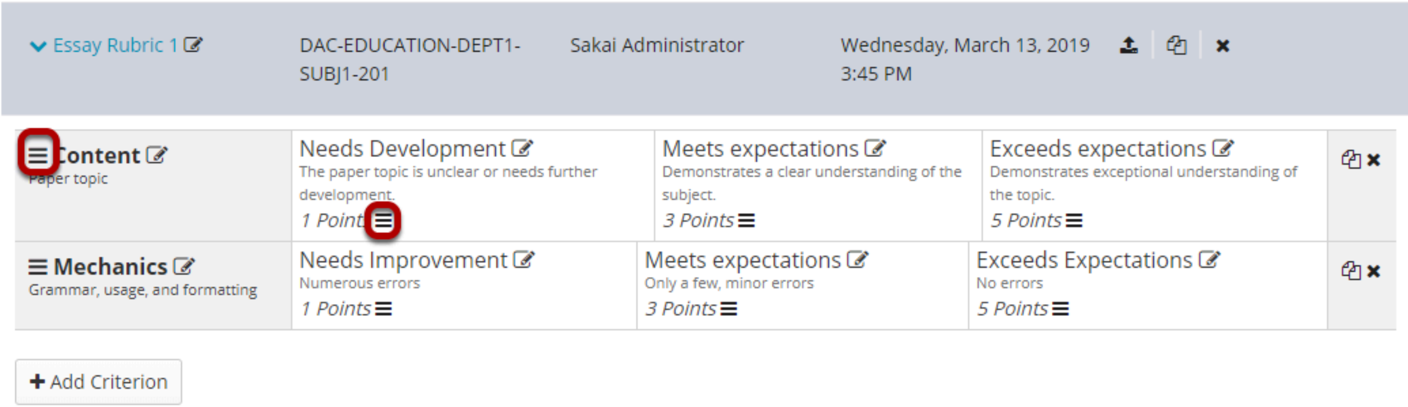
Modify the rating title, points, and/or description and Save.



Note: If you would like to delete a rating level, you may do so by selecting the ***Remove*** *button here.*

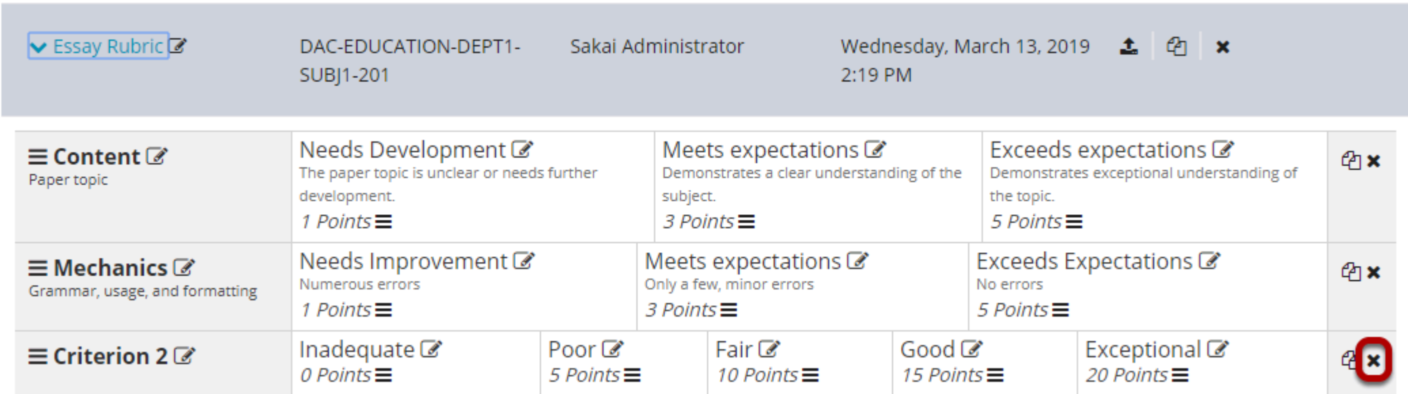
Footer

Drag and drop to reorder.

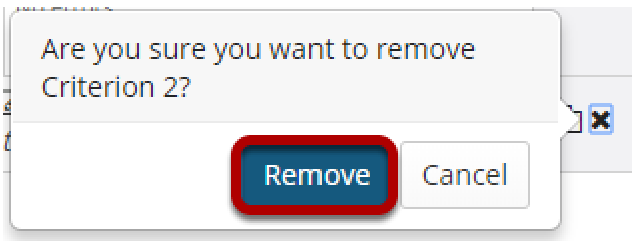


You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

Delete any criteria you don't need.



Select the **X** icon **[Remove Criterion]** to delete an unnecessary criterion.



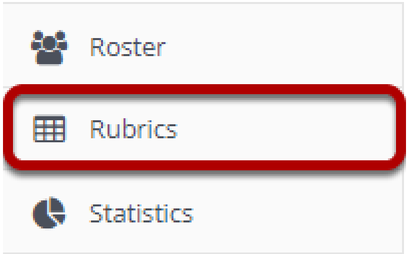
Select the **Remove** button when prompted to confirm the deletion.

Footer

How do I copy a rubric?

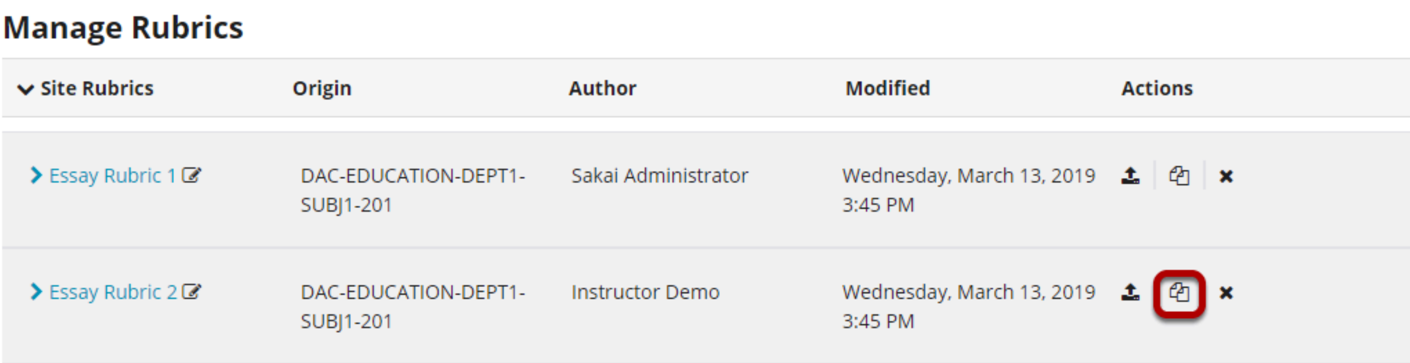
Tip: Copying a rubric and editing a copy may be faster than creating a new one.

Go to the Rubrics tool.



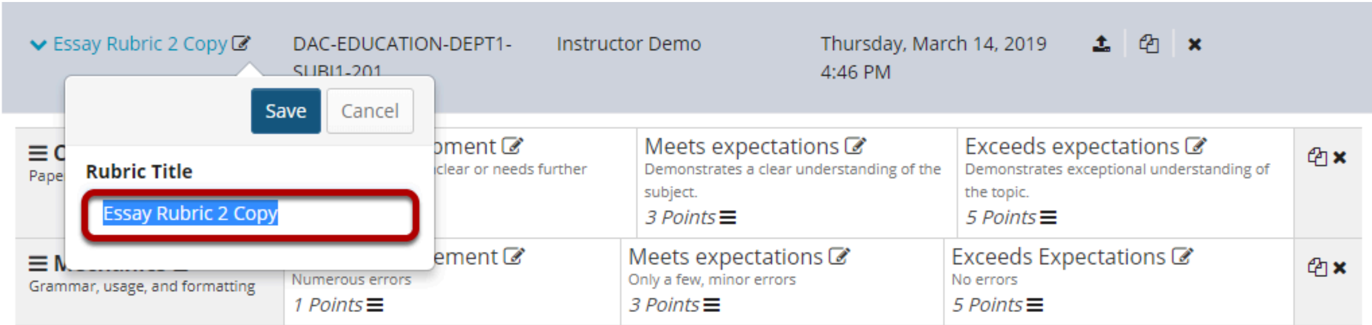
Select the **Rubrics** tool from the Tool Menu of your site.

Select the Copy icon [Copy Rubric] for the rubric you would like to copy.



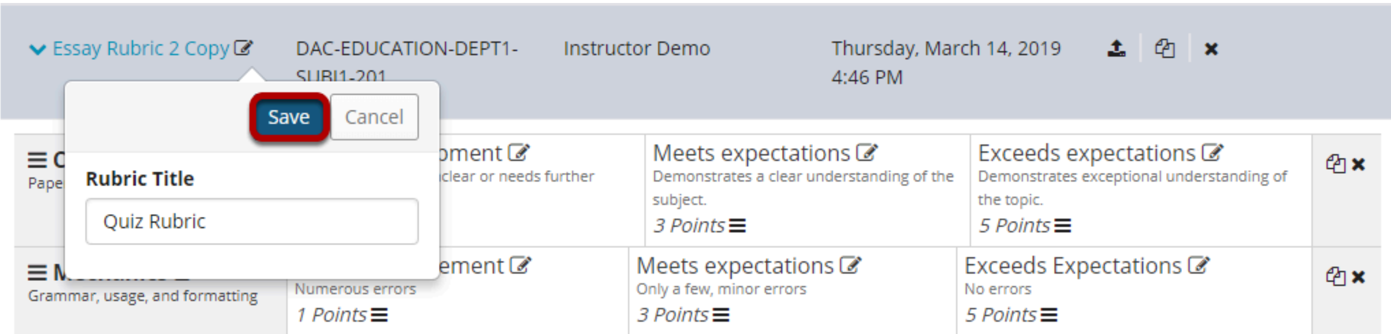
Footer

Enter a new Rubric Title.



The default title will be the name of the original rubric with "Copy" appended. You may replace the default title with a new title.

Select Save.

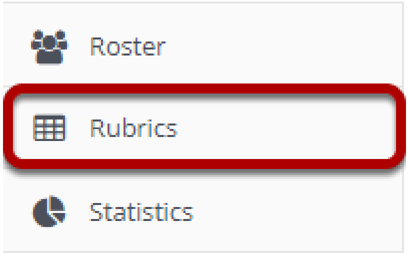


You may now edit any of the criteria or ratings in the copied rubric as needed.

Footer

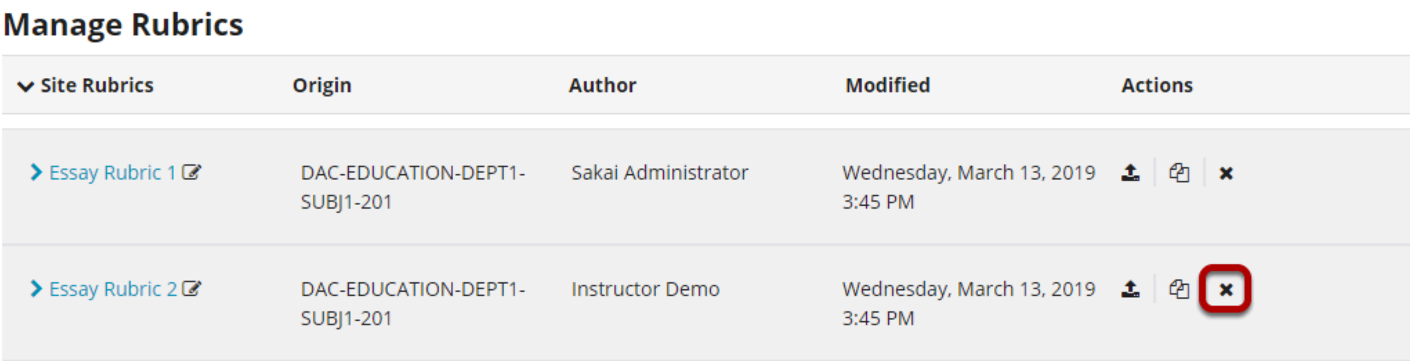
How do I delete a rubric?

Go to the Rubrics tool.

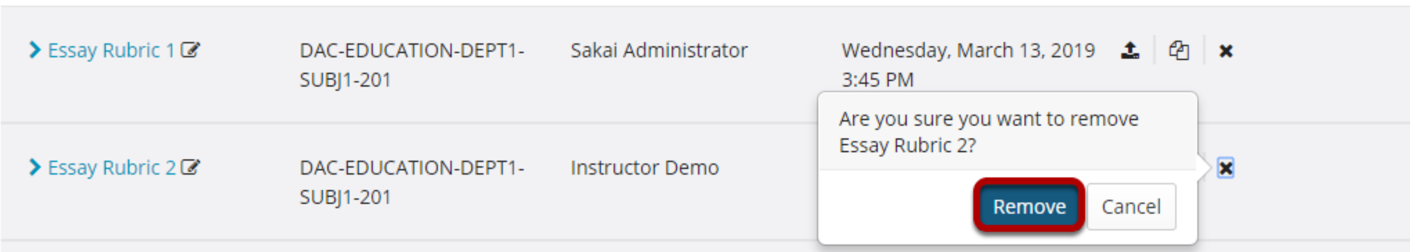


Select the **Rubrics** tool from the Tool Menu of your site.

Select the X icon [Remove Rubric] for the rubric you would like to delete.



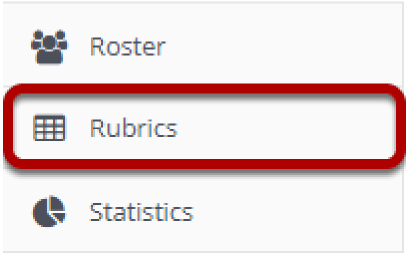
Select Remove to confirm the deletion.



Footer

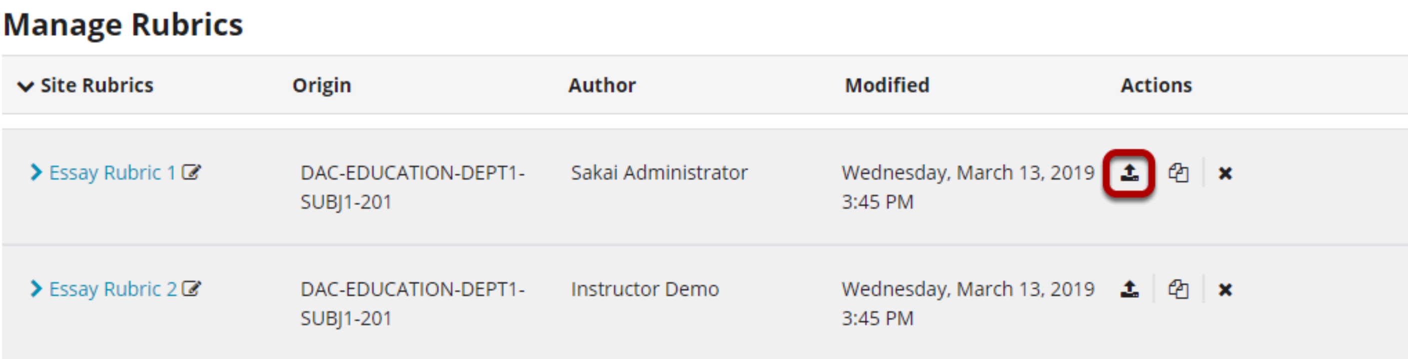
How do I share a rubric?

Go to the Rubrics tool.



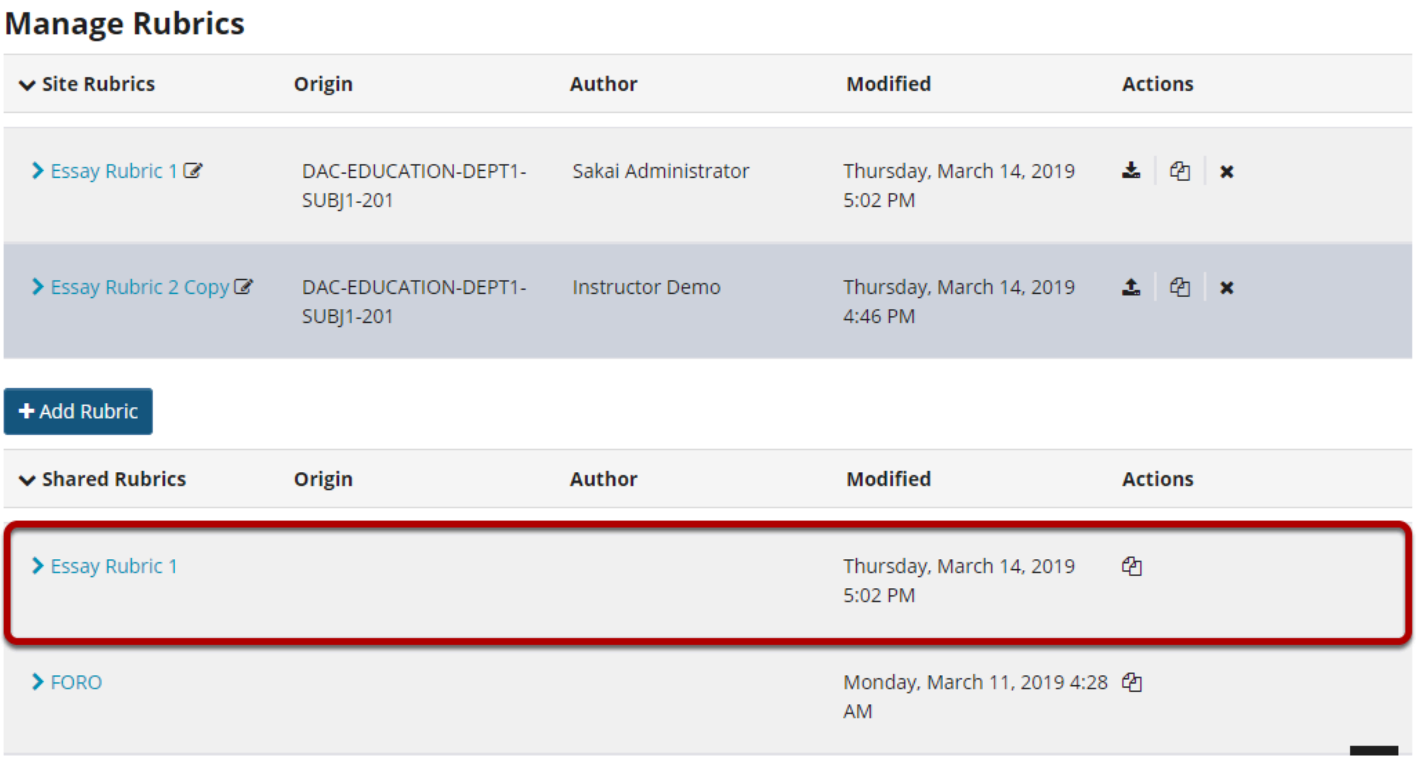
Select the **Rubrics** tool from the Tool Menu of your site.

Select the Share icon [Share Rubric] for the rubric you would like to share.



Footer

The rubric will now appear listed in the Shared Rubrics area.



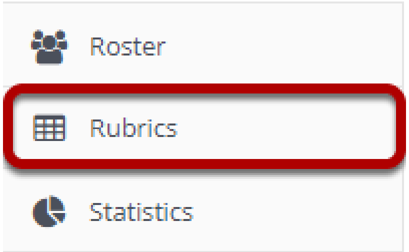
The rubric is now shared throughout your institution. Any user with the appropriate site permissions may copy the shared rubric into his or her site to use for grading or to make changes to their individual copy.

*Note: Shared rubrics may not be edited. If you would like to modify a shared rubric, you must **Revoke** sharing and make changes to your site rubric before re-sharing.*

Footer

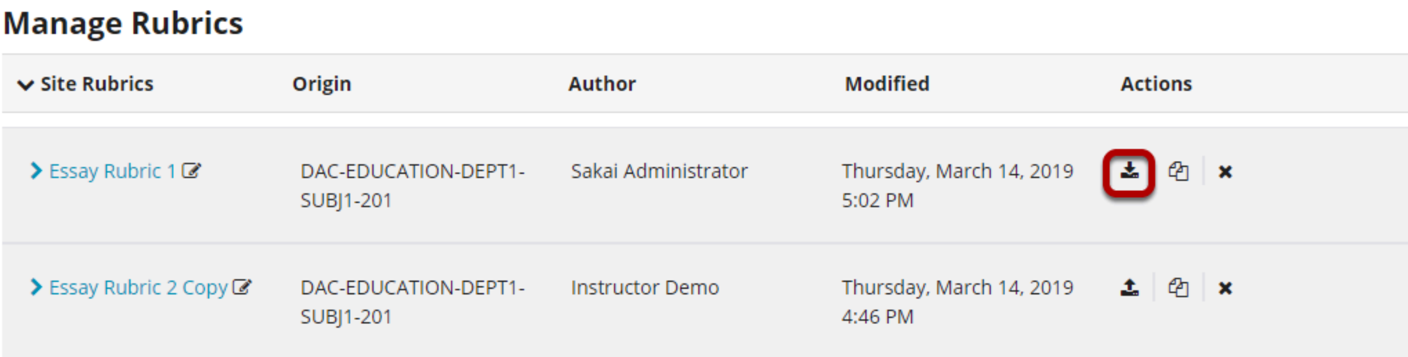
How do I stop sharing a rubric?

Go to the Rubrics tool.



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

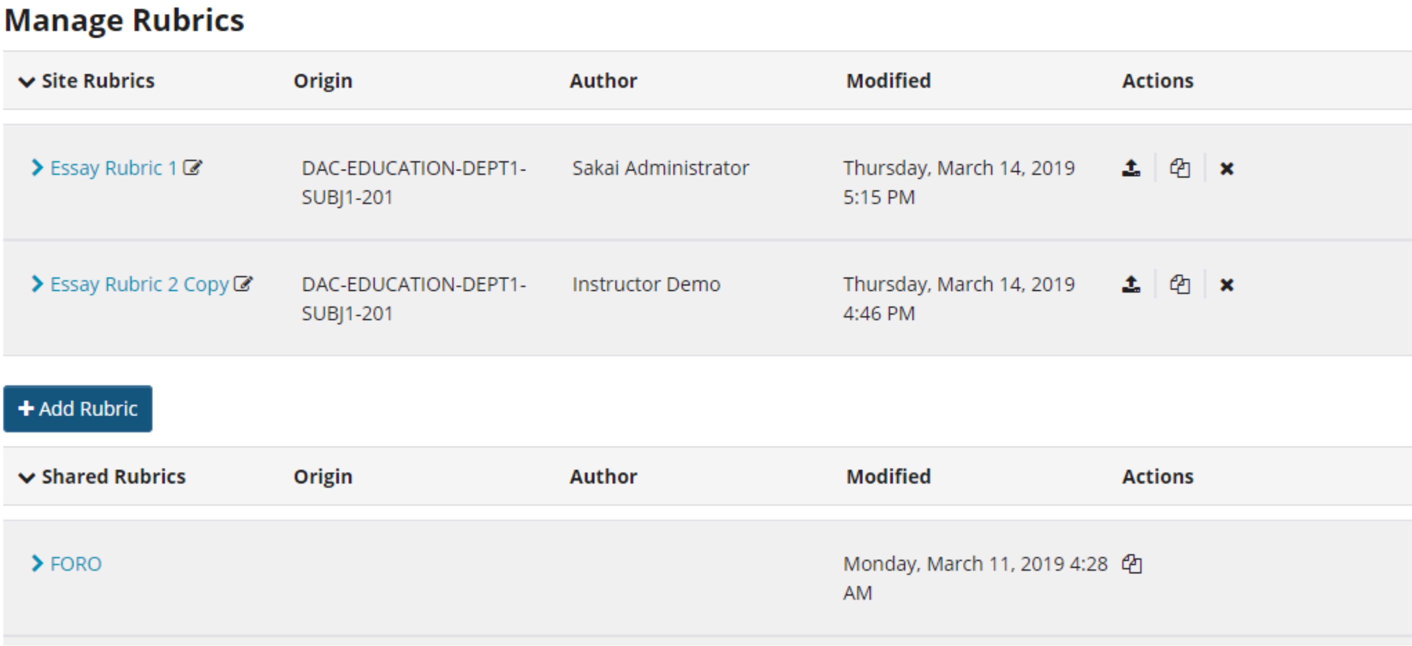
Select the Revoke sharing icon [Revoke sharing] for the rubric you would like to stop sharing.



Note: You may only revoke sharing for rubrics that have been shared from within the current site. If the rubric had another site of origin, you must go to that site to revoke sharing.

Footer

The rubric is no longer shared and has been removed from the Shared Rubrics list.

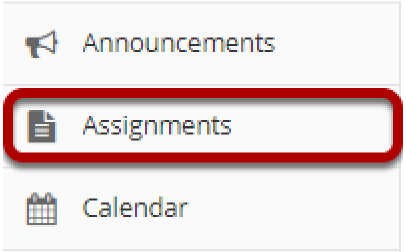


Note: Revoking a shared rubric has no effect on copies of that shared rubric being used within individual sites.

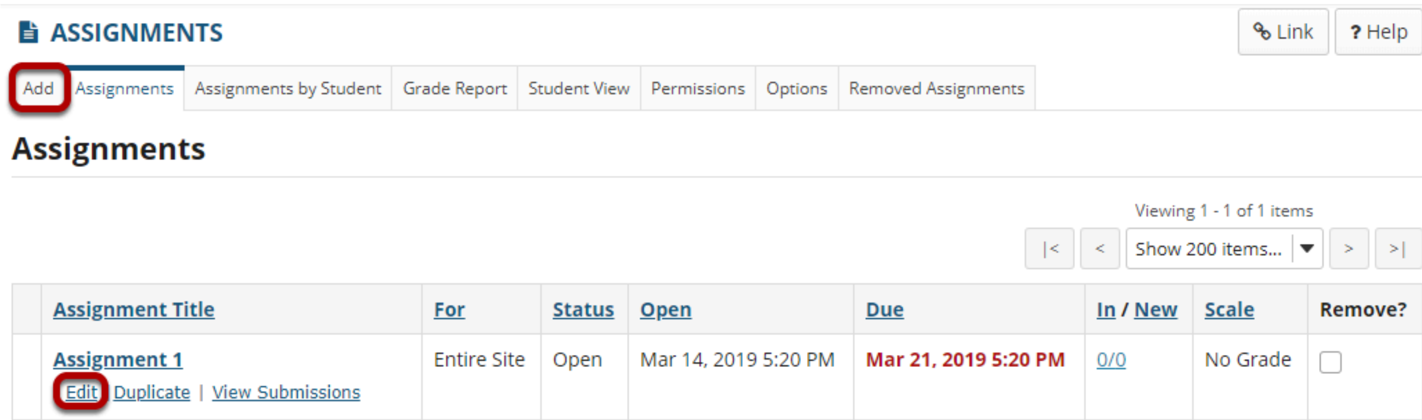
Footer

How do I add a rubric to an assignment?

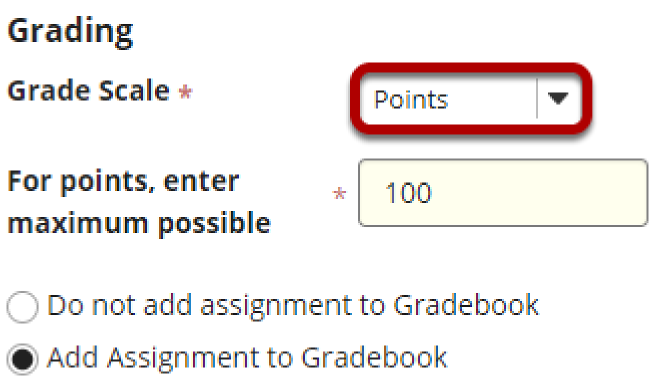
Go to the Assignment tool



Add or edit an assignment.



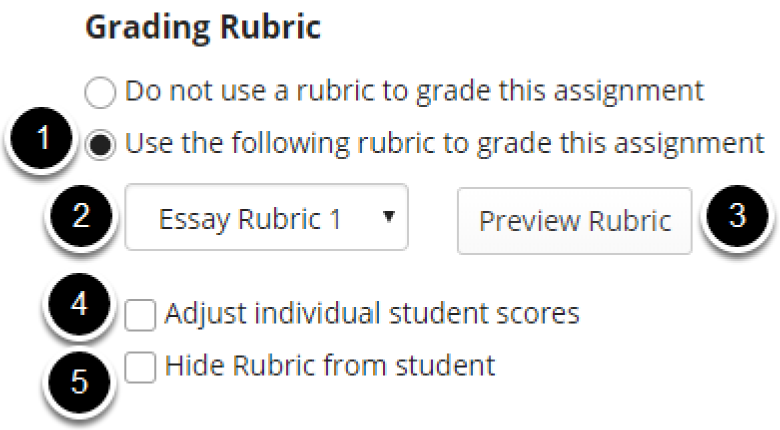
Under Grading, select Points as the Grade Scale.



Once you have selected **Points**, the **Grading Rubric** section will appear just below.

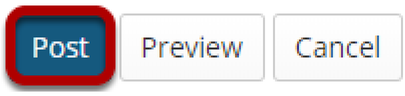
Footer

Configure the rubric options.



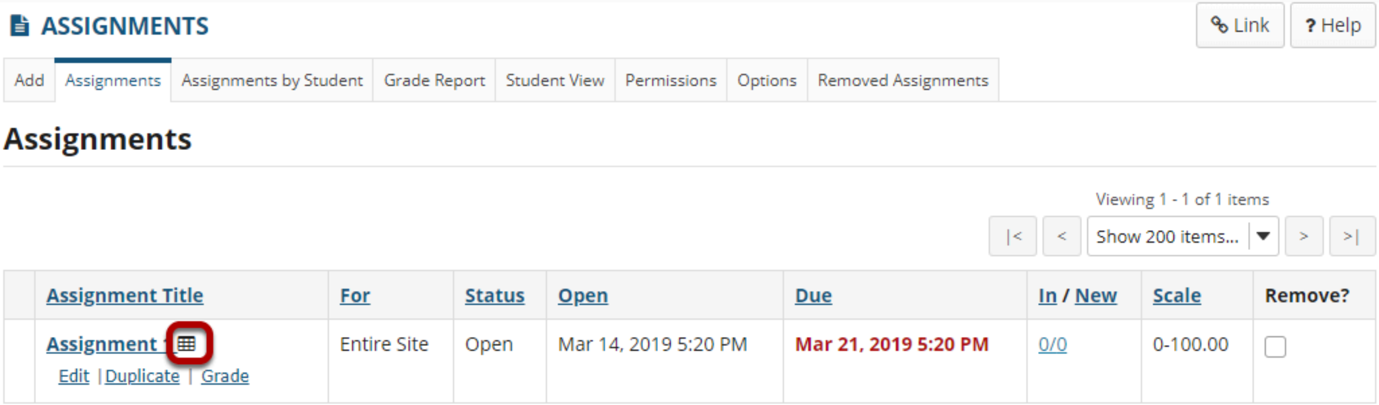
1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Post when you have finished setting up the assignment.



Footer

Your assignment now has a rubric attached.

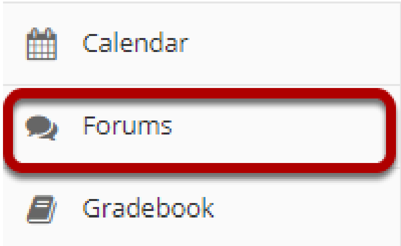


Assignments with rubrics attached will display a rubric icon next to the title of the assignment.

Footer

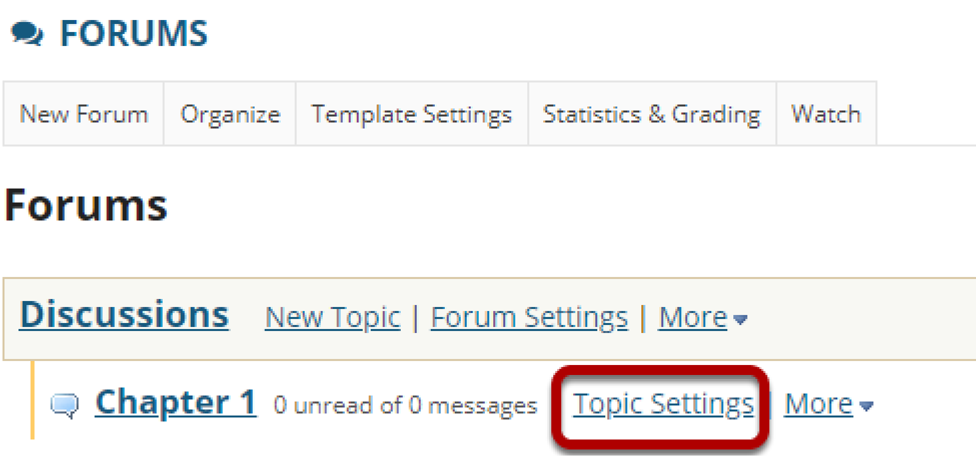
How do I add a rubric to a forum topic?

Go to Forums.

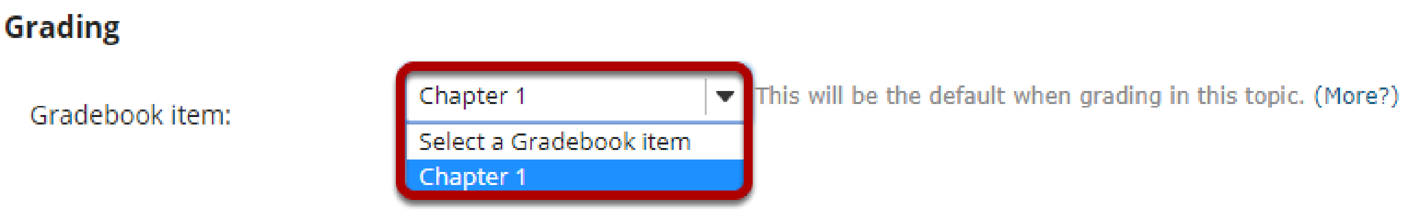


Select the **Forums** tool from the tool menu of your site.

Go to Topic Settings for a new or existing forum topic.



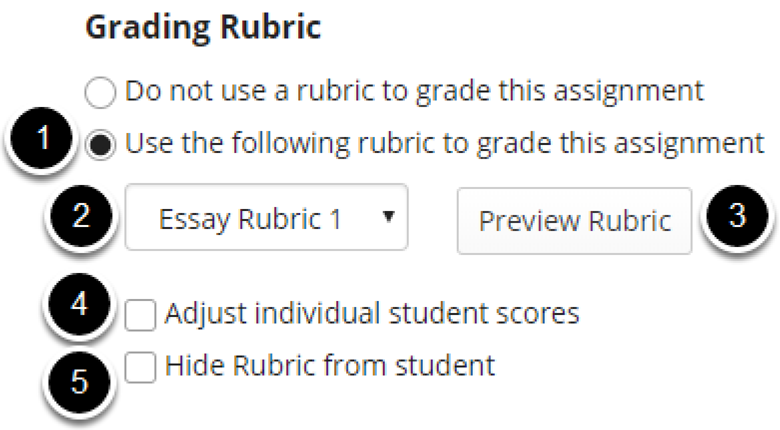
In the Grading section, choose the gradebook item to associate with this topic.



Note: You must have an existing gradebook item in order to associate the forum topic with that item. If there are no existing items, you will need to go to the Gradebook to create the item first.

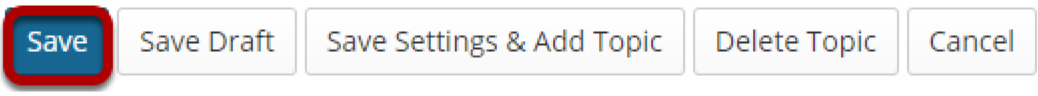
Footer

Configure the rubric options.

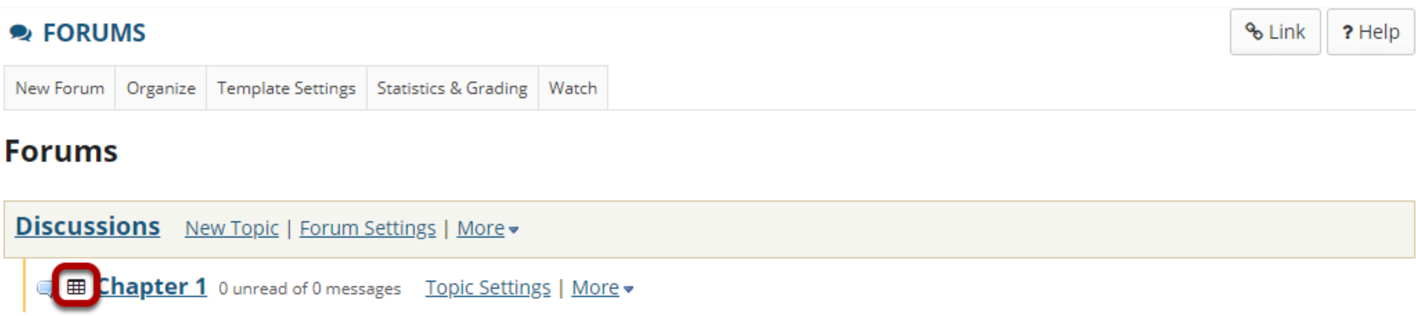


1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student posts on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to posting.

Select Save when you have finished setting up the topic.



Your forum topic now has a rubric attached.



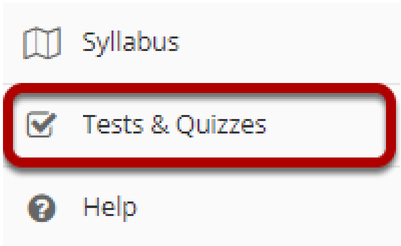
Topics with rubrics attached will display a rubric icon next to the title of the assignment.

Footer

How do I add a rubric to an assessment (i.e. test or quiz)?

Rubrics may be associated with individual questions on an assessment. You may add a rubric to any of the instructor-graded question types: **File Upload**, **Short Answer / Essay**, or **Student Audio Response**.

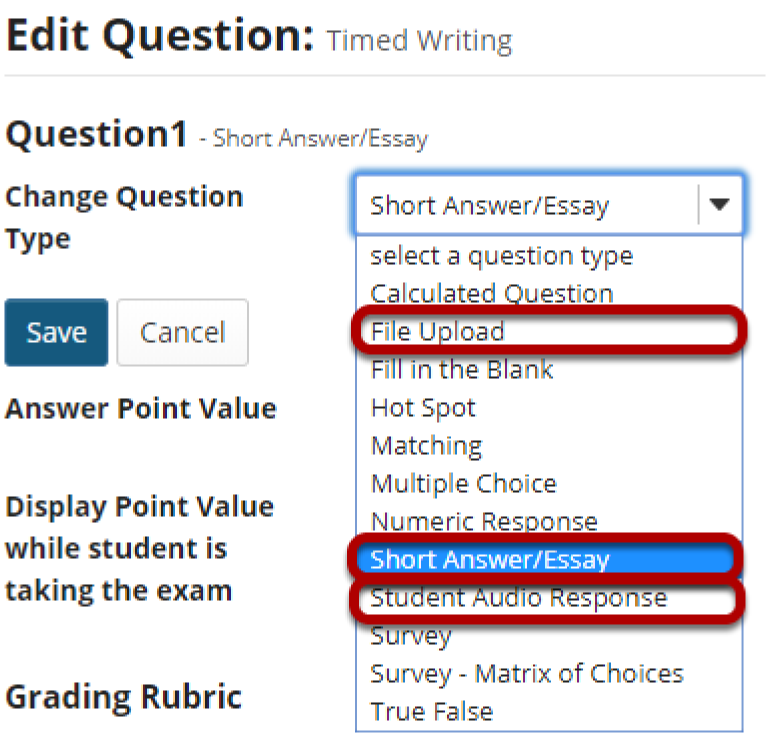
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the tool menu of your site.

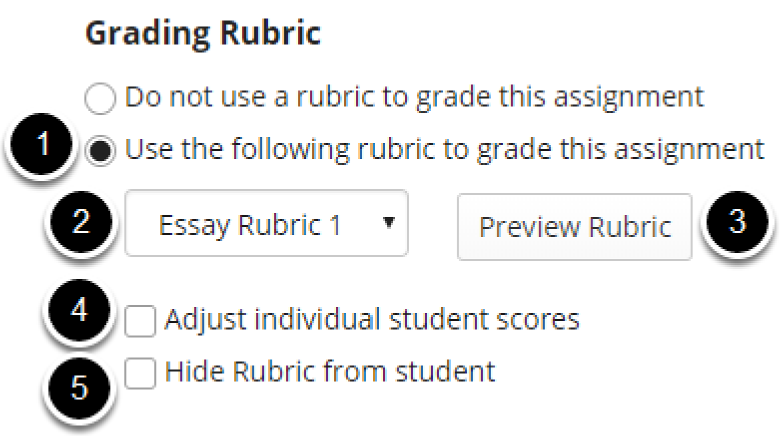
Footer

Add or Edit an instructor-graded question type in an assessment.



You will see the **Grading Rubric** options just below the point value information, once you have selected one of the instructor-graded questions types.

Configure the rubric options.



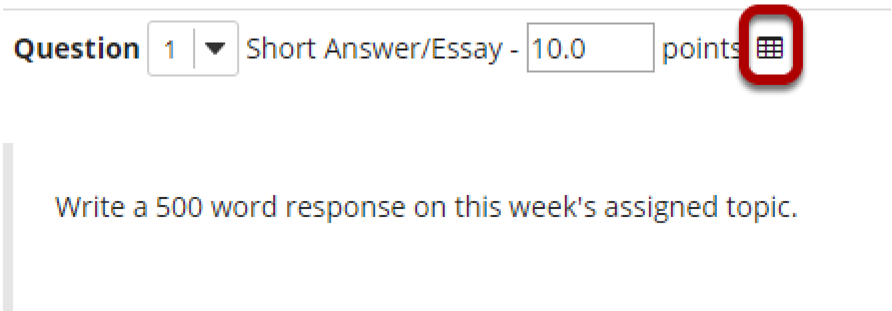
1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*

Footer

3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save when you have finished setting up the question.

Your question now has a rubric attached.

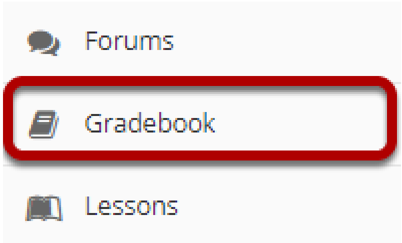


Questions with rubrics attached display a rubric icon next to the points for the question.

Footer

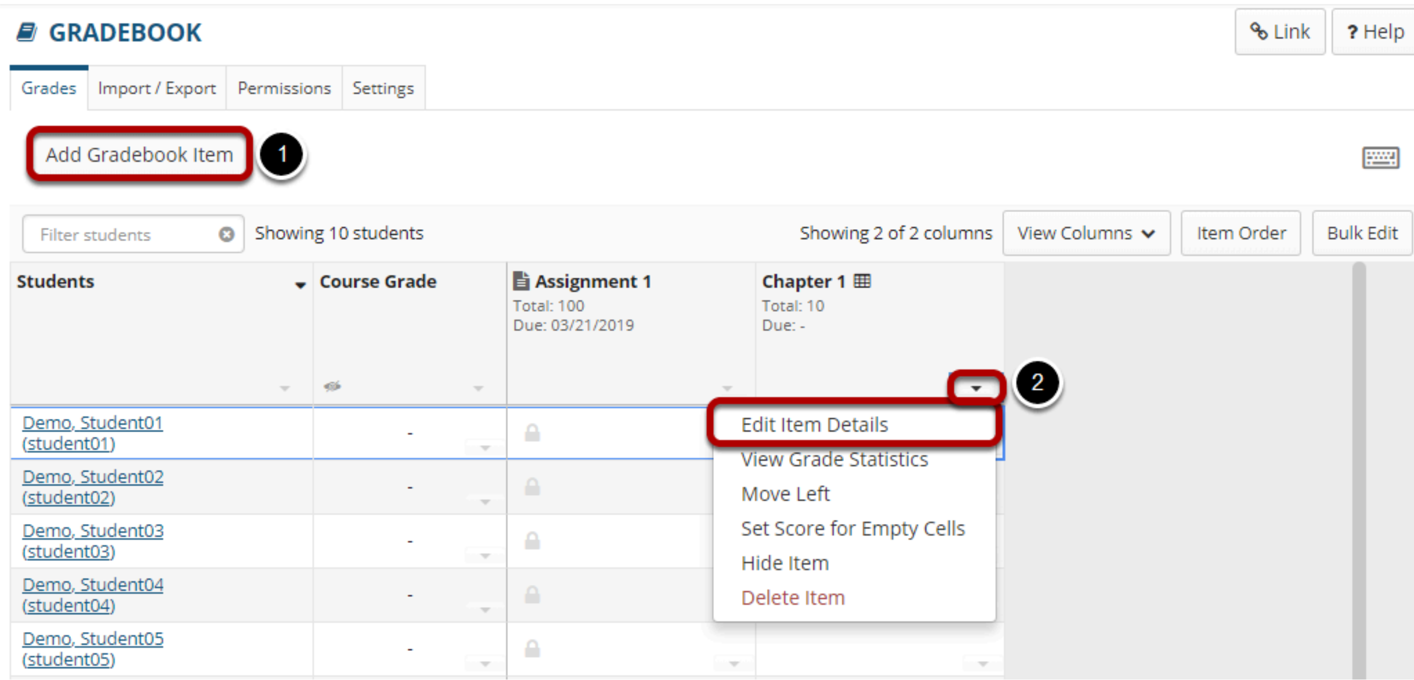
How do I add a rubric to a gradebook item?

Go to Gradebook.



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

Add or Edit a Gradebook item.

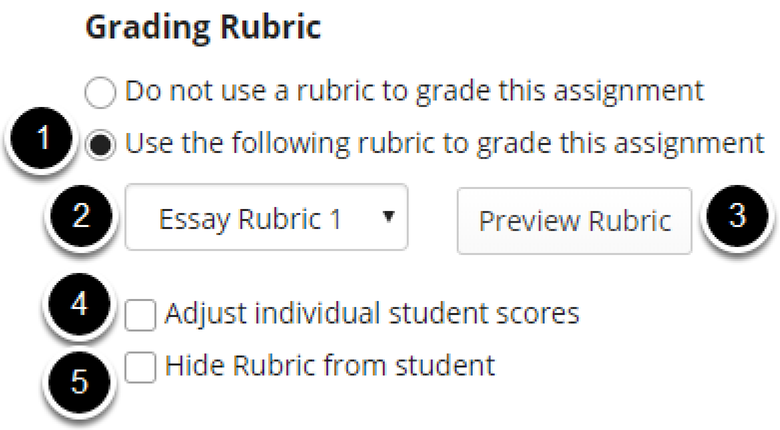


1. Select **Add Gradebook Item** to create a new item.
2. Or, select the down-arrow in the column heading for an existing gradebook item, and then select **Edit Item Details**.

Note: If the gradebook item is locked, it is coming from another tool. You will not be able to use a rubric with locked items, since they must be graded from within the tool of origin.

Footer

Configure the rubric options.

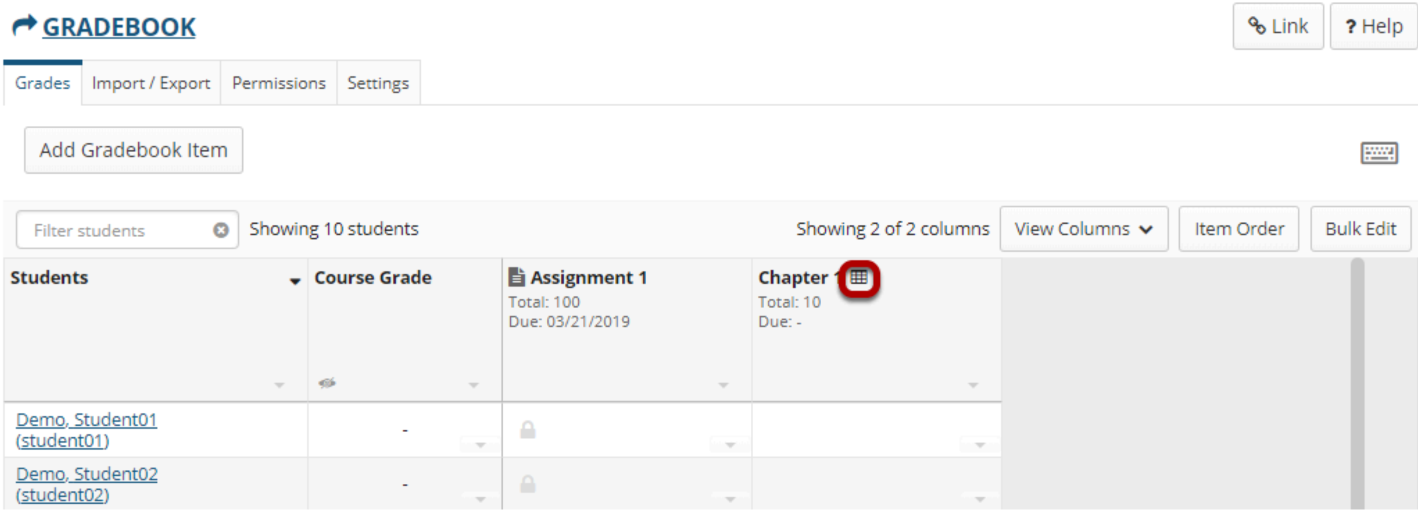


1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save Changes when you have finished setting up the gradebook item.

Footer

Your gradebook item now has a rubric attached.

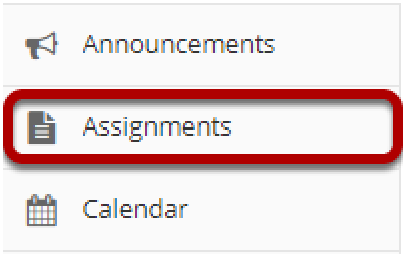


Gradebook items with rubrics attached will display a rubric icon next to the title of the item.

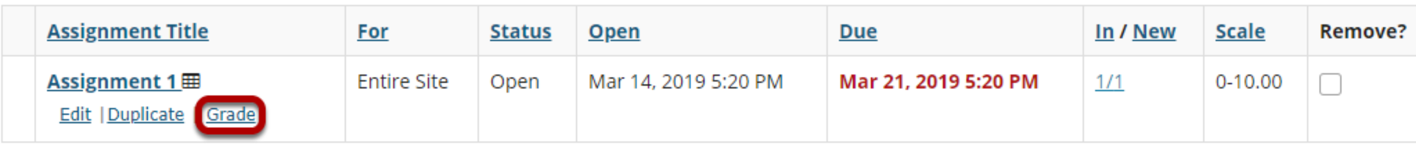
Footer

How do I grade an assignment using a rubric?

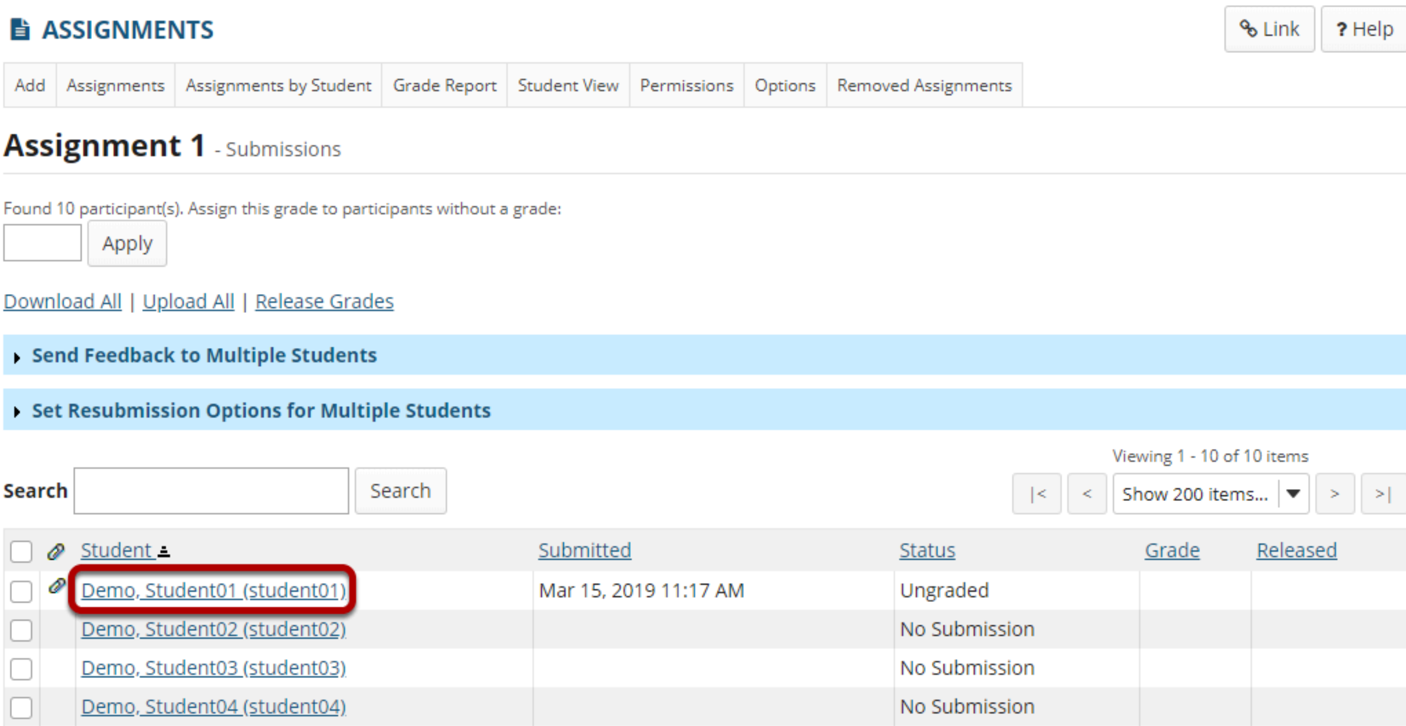
Go to Assignments



Select Grade for the assignment you want to grade.

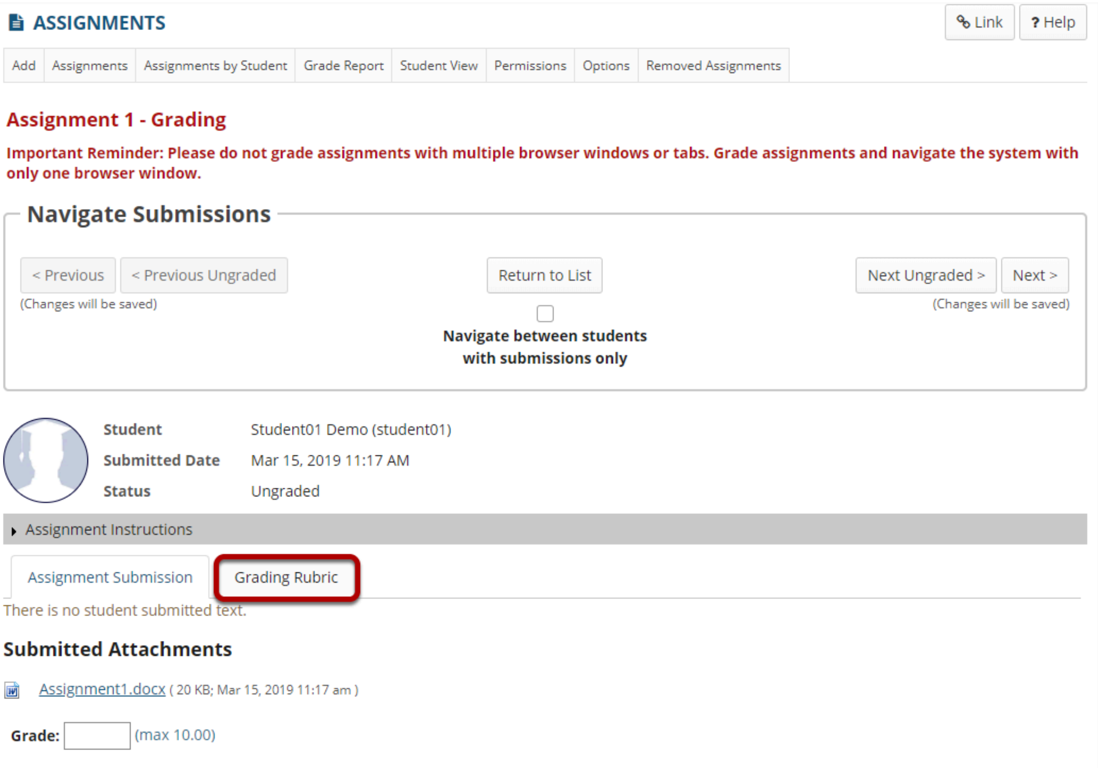


Select the student's name for the submission to be graded.

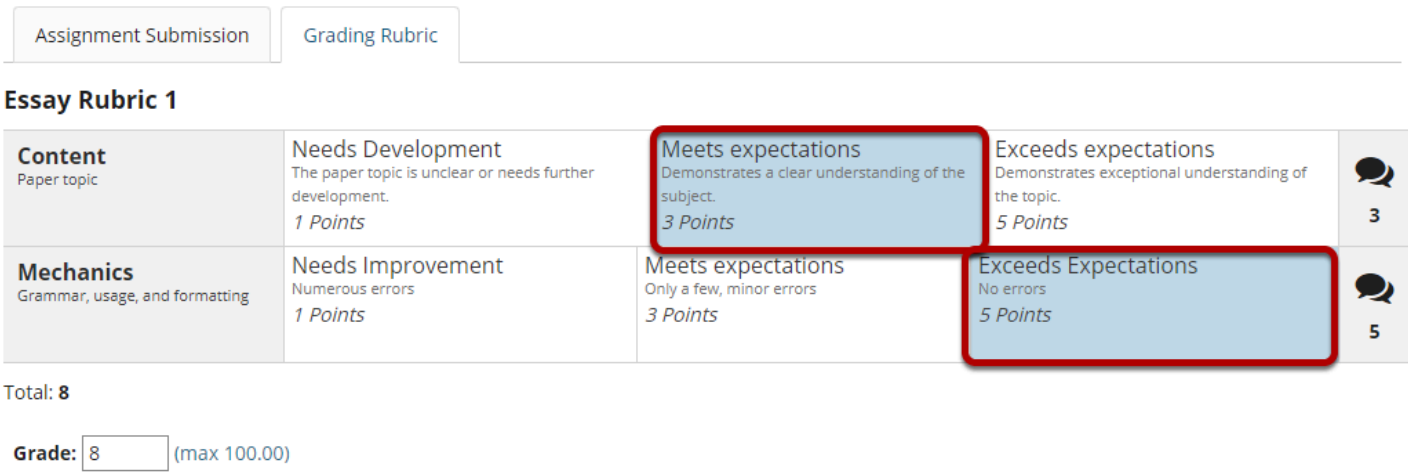


Footer

Select the Grading Rubric tab.



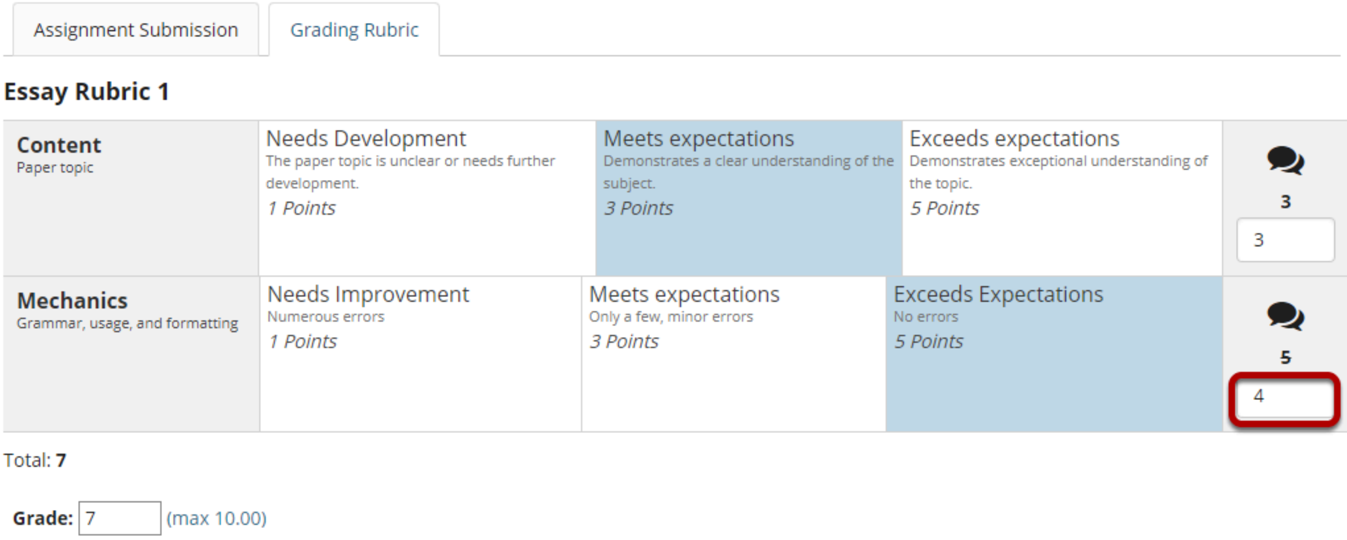
Select the appropriate rating level for each criterion.



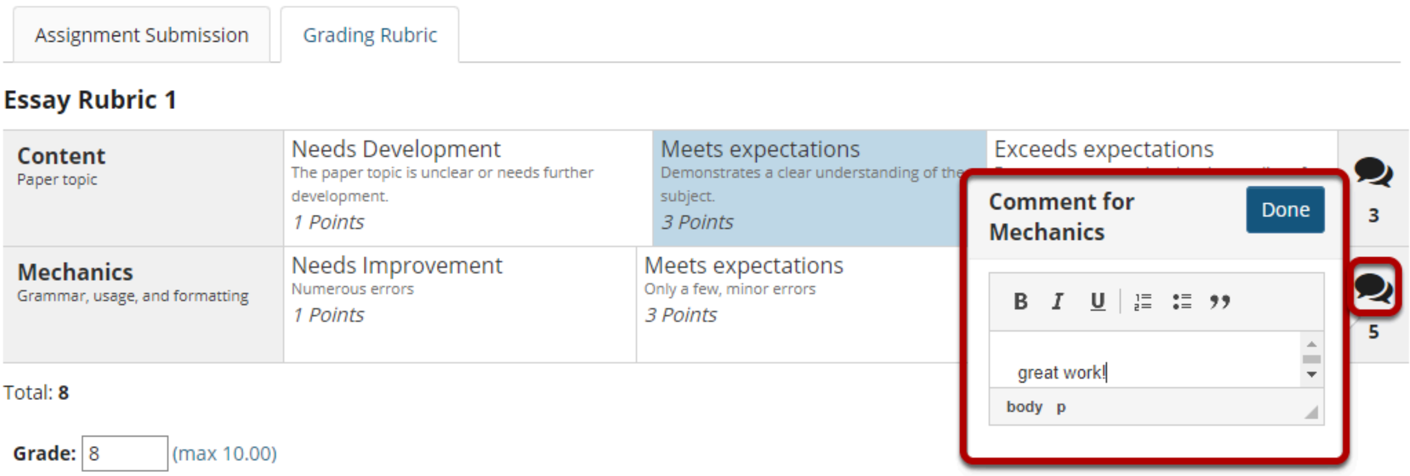
The points will be added up automatically based on your rating selections. The total points earned will appear in the **Grade** field below the rubric.

Footer

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.

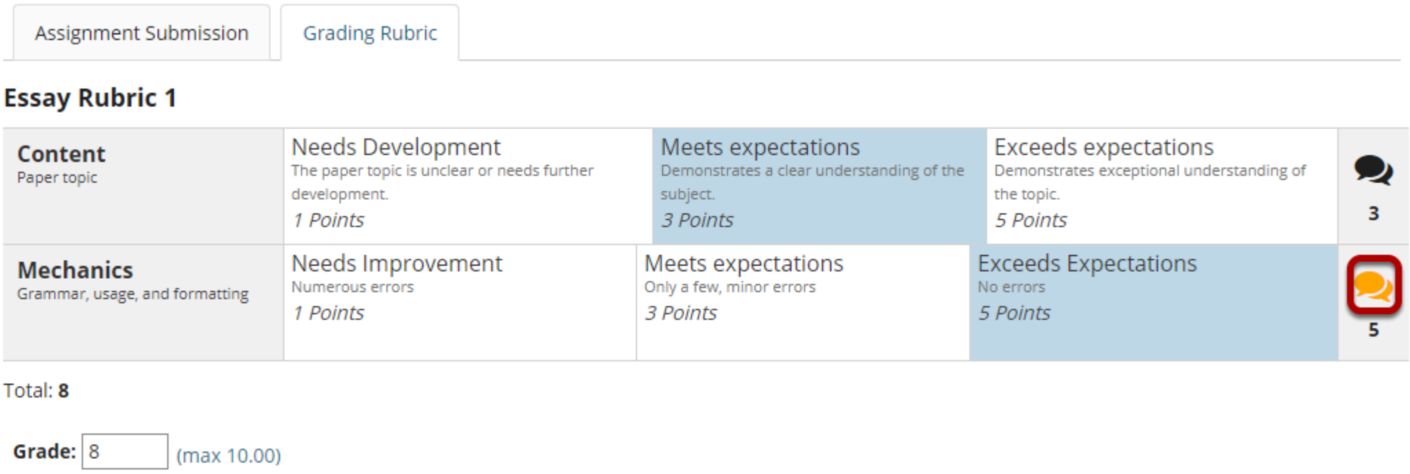


(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.



Enter your comments into the text field provided, and select **Done** when finished.

Footer



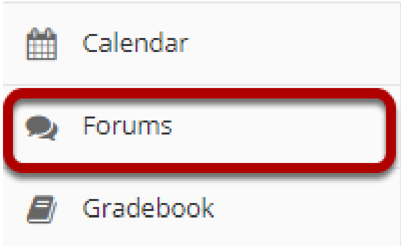
Note: The Comments icon changes color when there are comments saved.

Save when finished grading the submission.

Footer

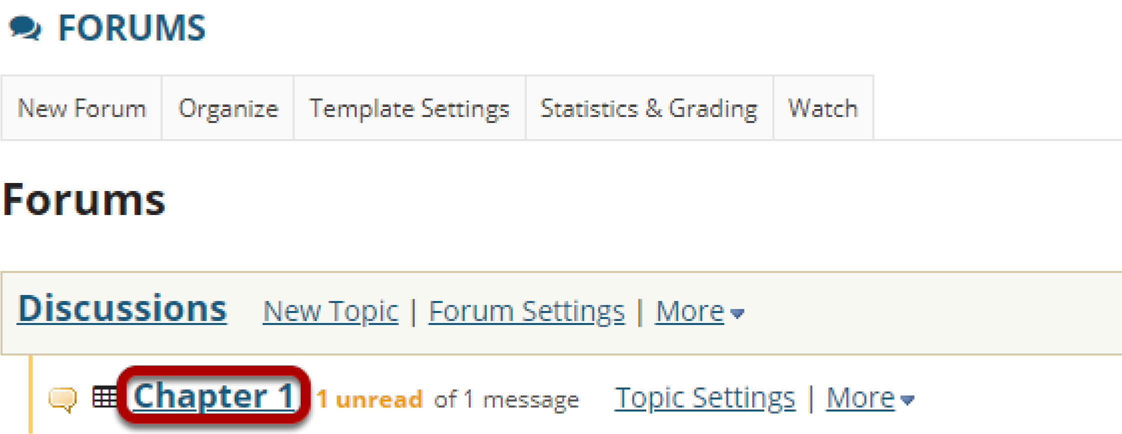
How do I grade a forum topic using a rubric?

Go to Forums.



Select the **Forums** tool from the tool menu of your site.

Select topic you want to grade.



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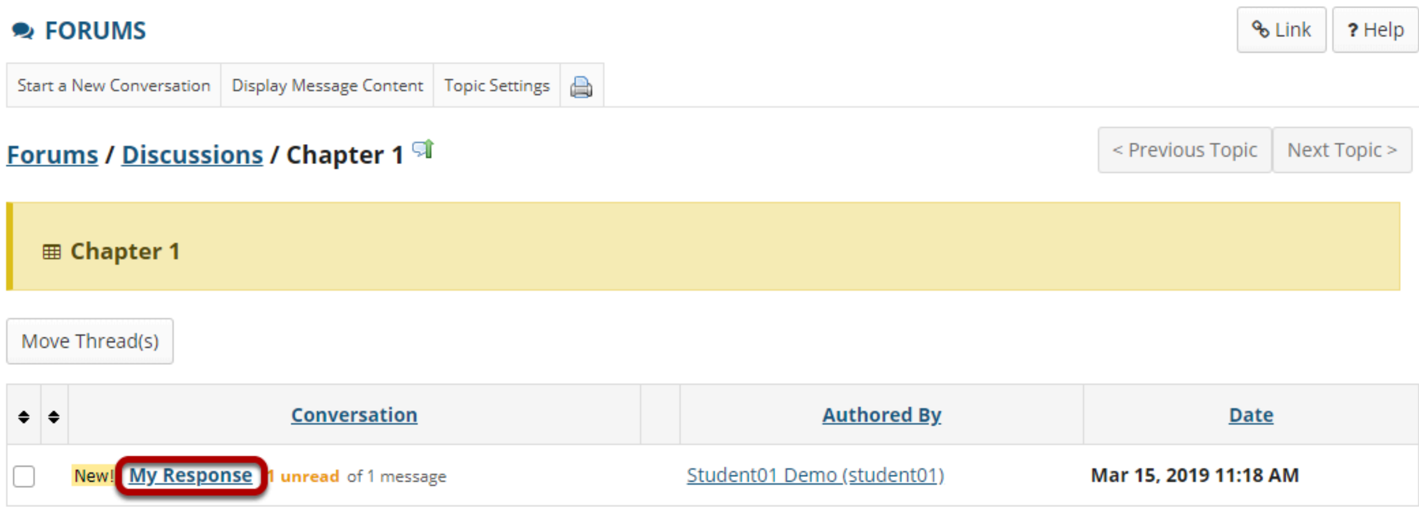
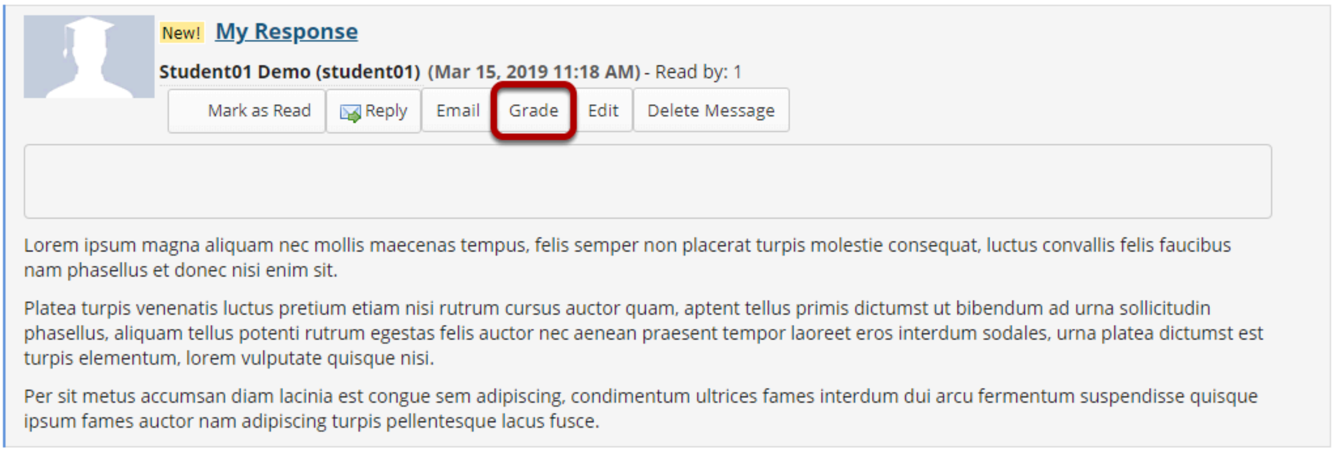
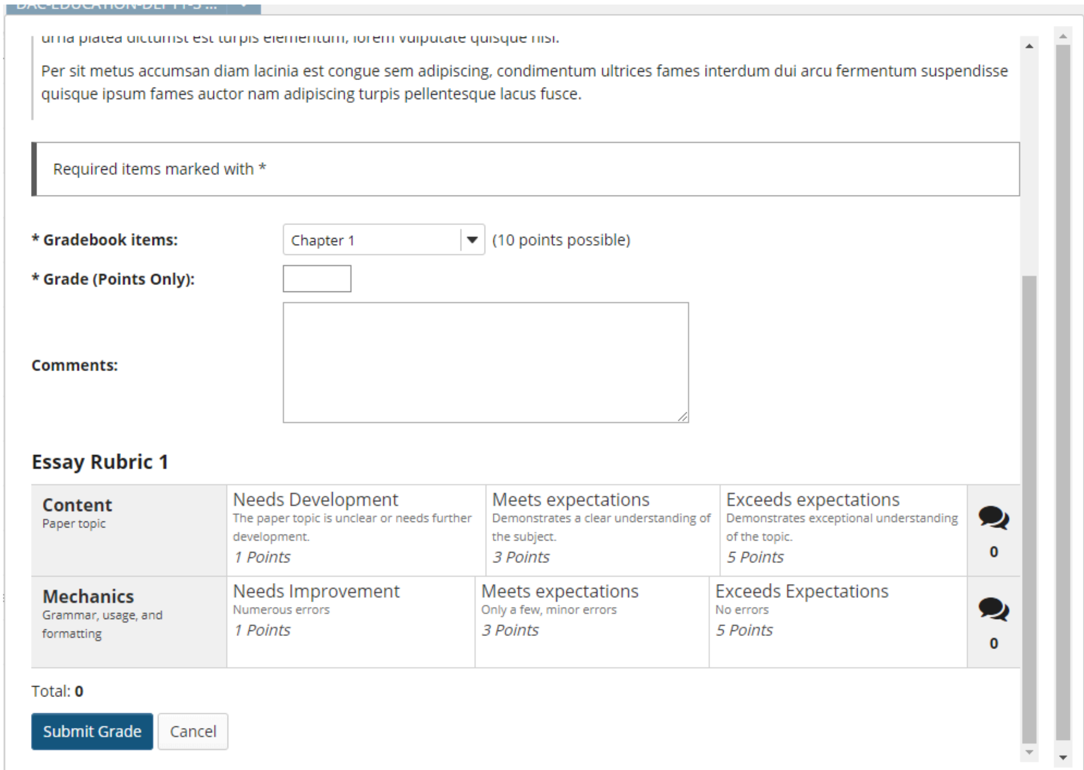
Select the title of the student's post to be graded.



Select the Grade button in the student post.

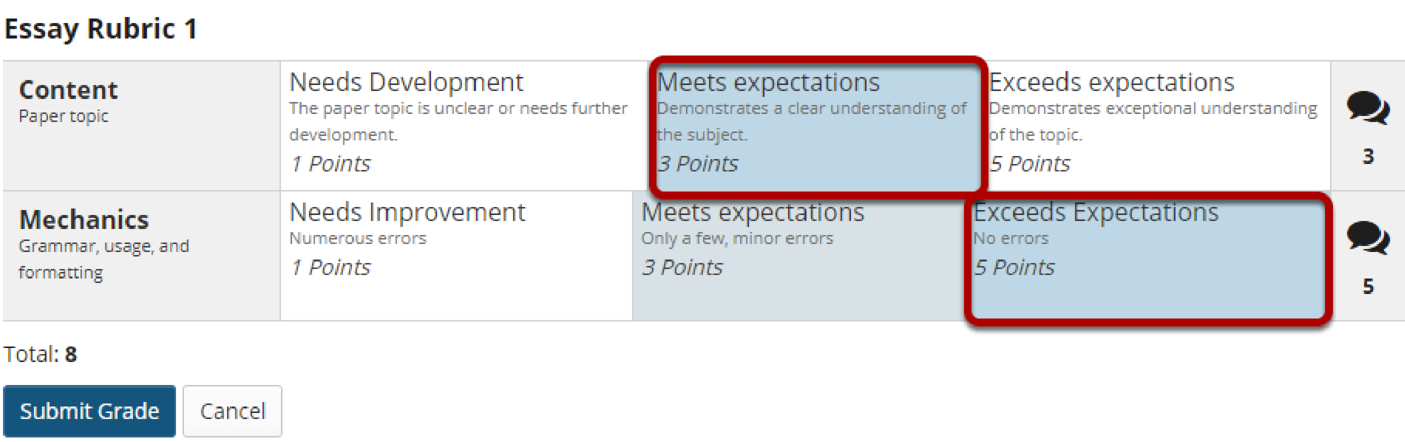


Scroll to the bottom of the window.



The rubric will appear at the bottom of the modal window, just below the **Comments** field.

Select the appropriate rating level for each criterion.

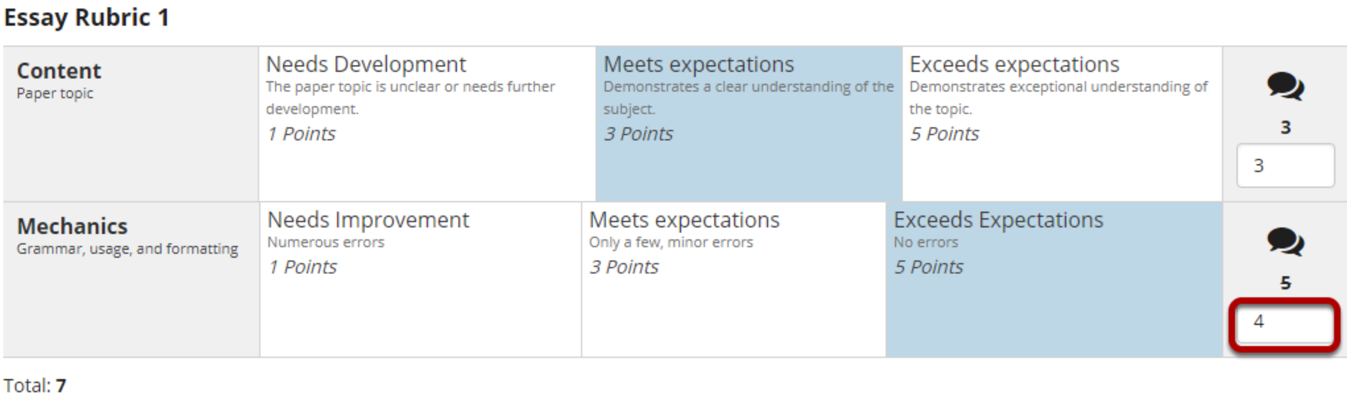


The points will be added up automatically based on your rating selections. The total points earned will appear just below the rubric.

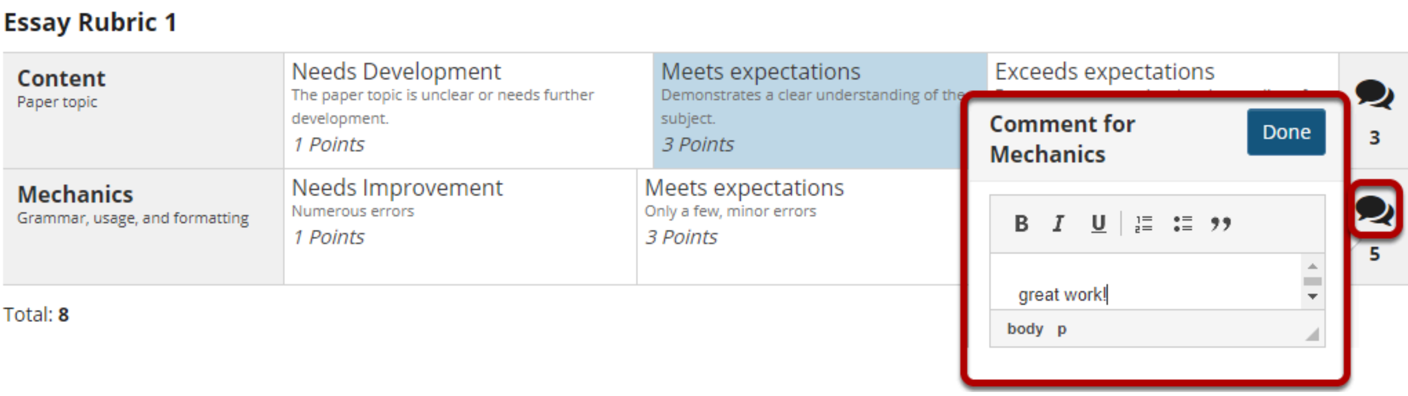
(Optional) If you allowed individual score adjustments, you

Footer

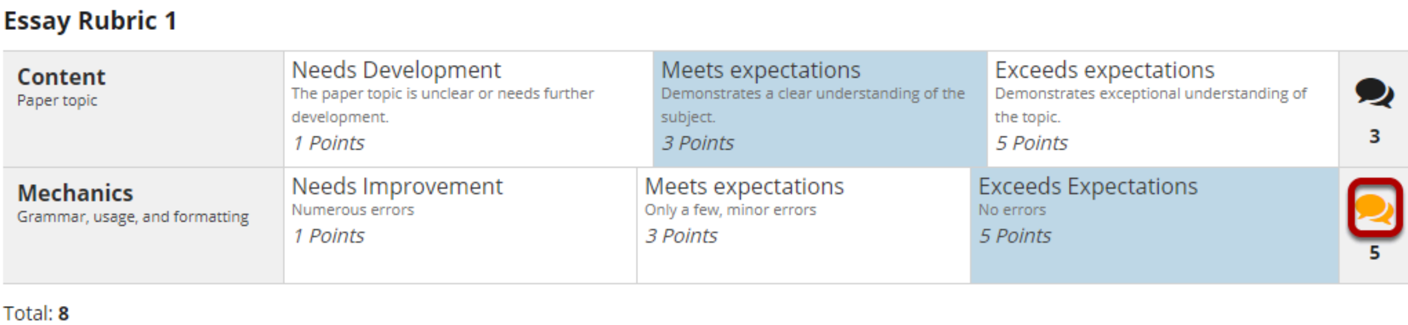
may fine tune the rating points if needed.



(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.



Enter your comments into the text field provided, and select **Done** when finished.



Note: The Comments icon changes color when there are comments saved.

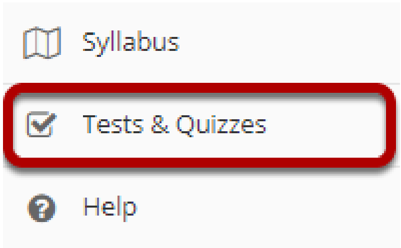
Footer

Select Submit Grade when finished grading this post.

Footer

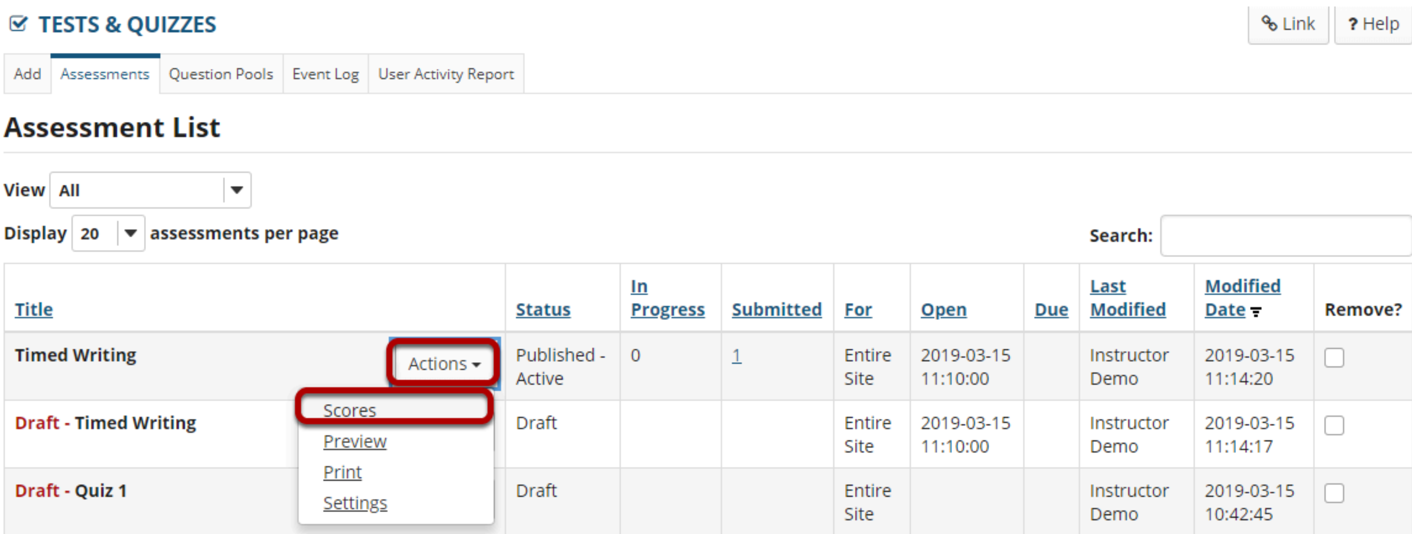
How do I grade an assessment (i.e. test or quiz) using a rubric?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the tool menu of your site.

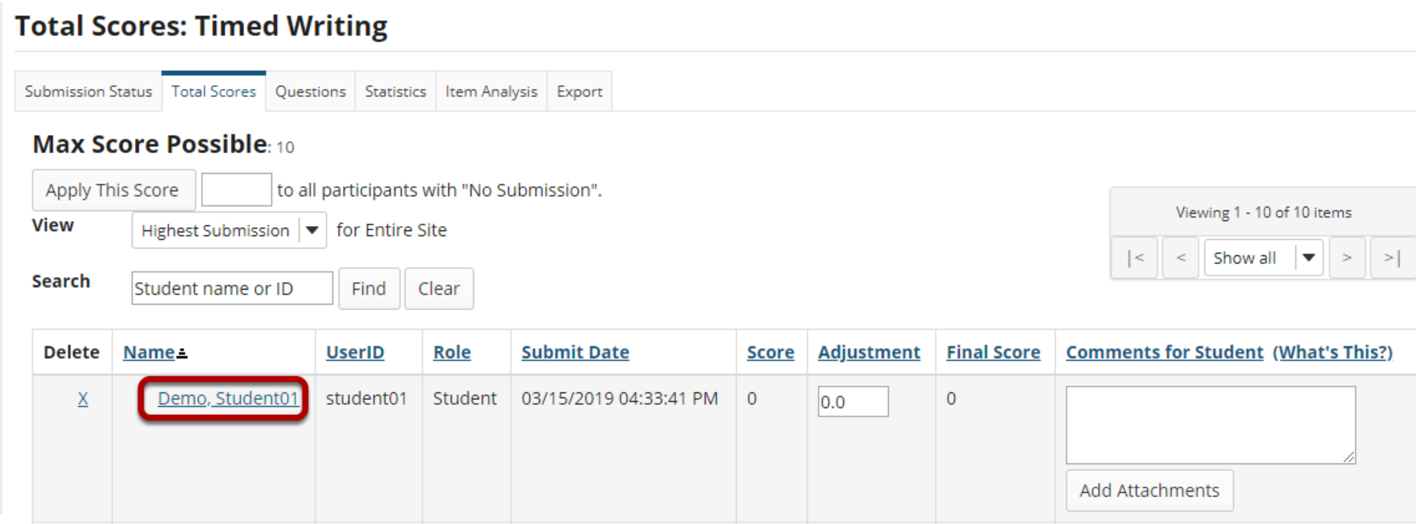
From the Actions menu for the assessment you want to grade, select Scores.



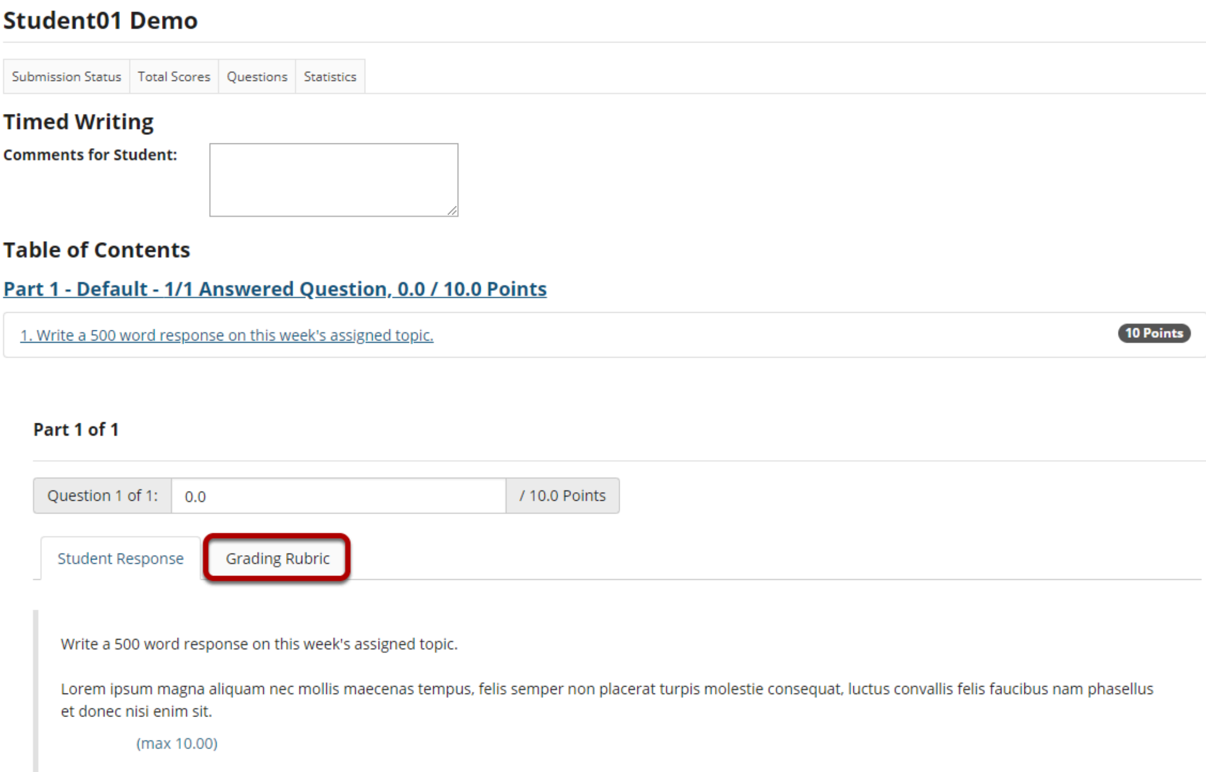
Tip: You may also select the number in the Submitted column to go to the student submissions for an assessment.

Footer

To grade one student at a time, select the student's name for the submission to be graded.



Select the Grading Rubric tab.



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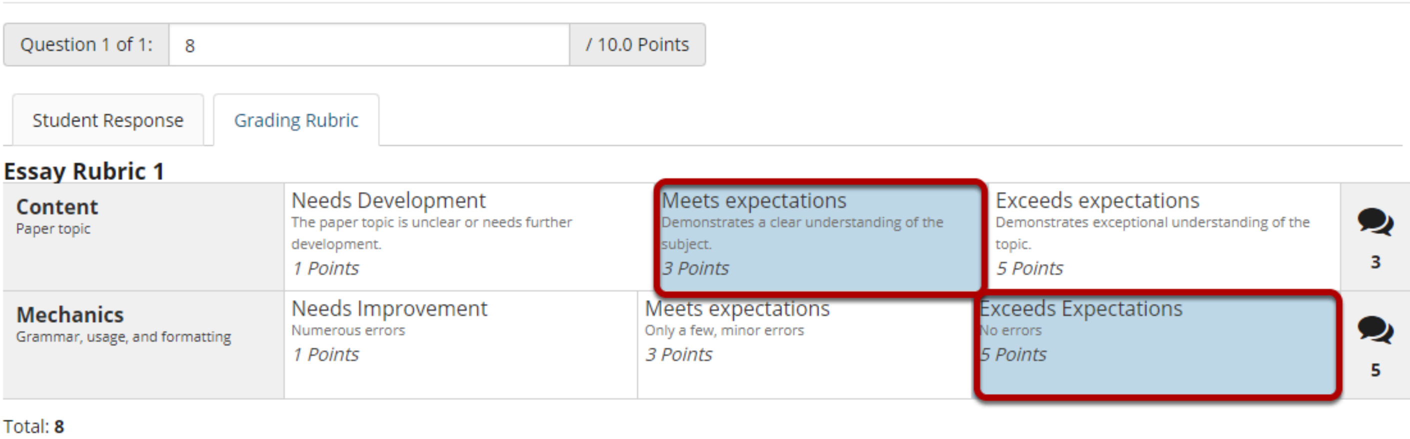
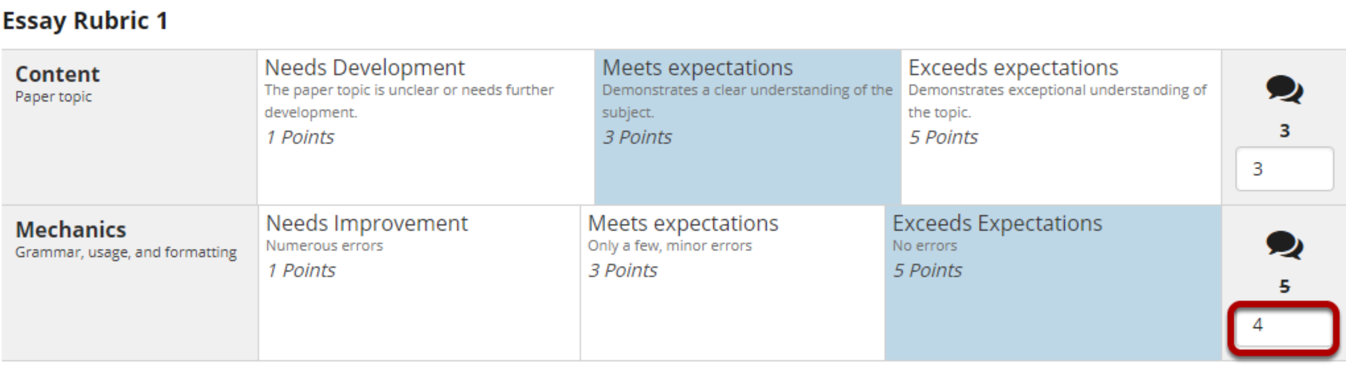
Select the appropriate rating level for each criterion.



The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



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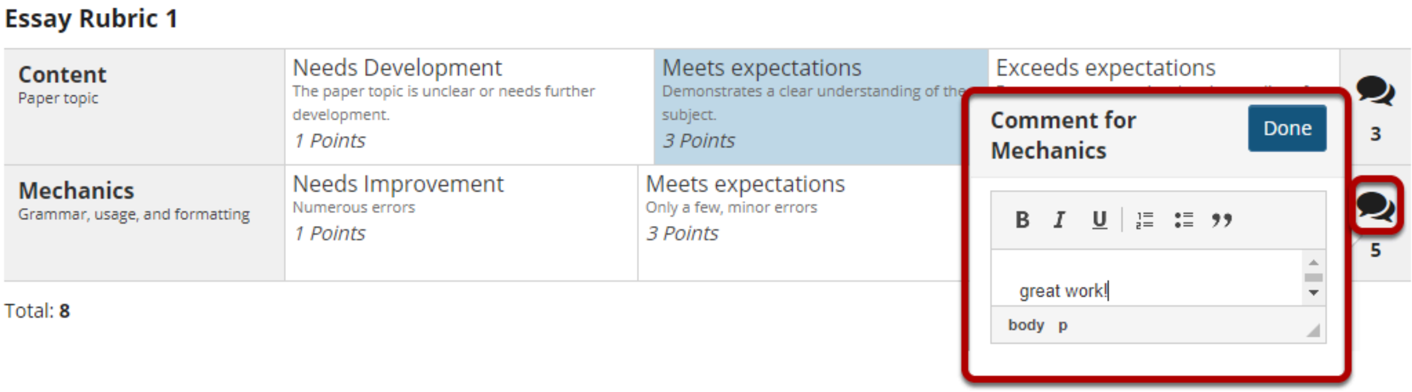
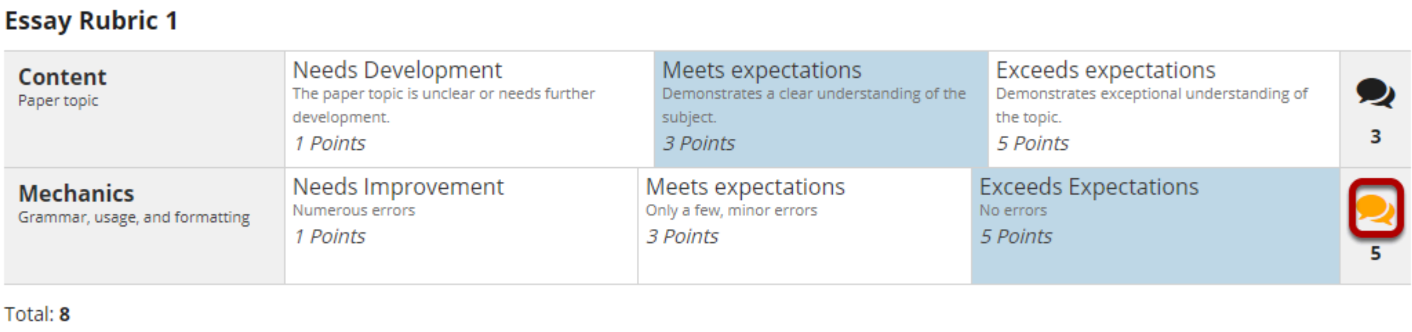
(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.



Enter your comments into the text field provided, and select **Done** when finished.

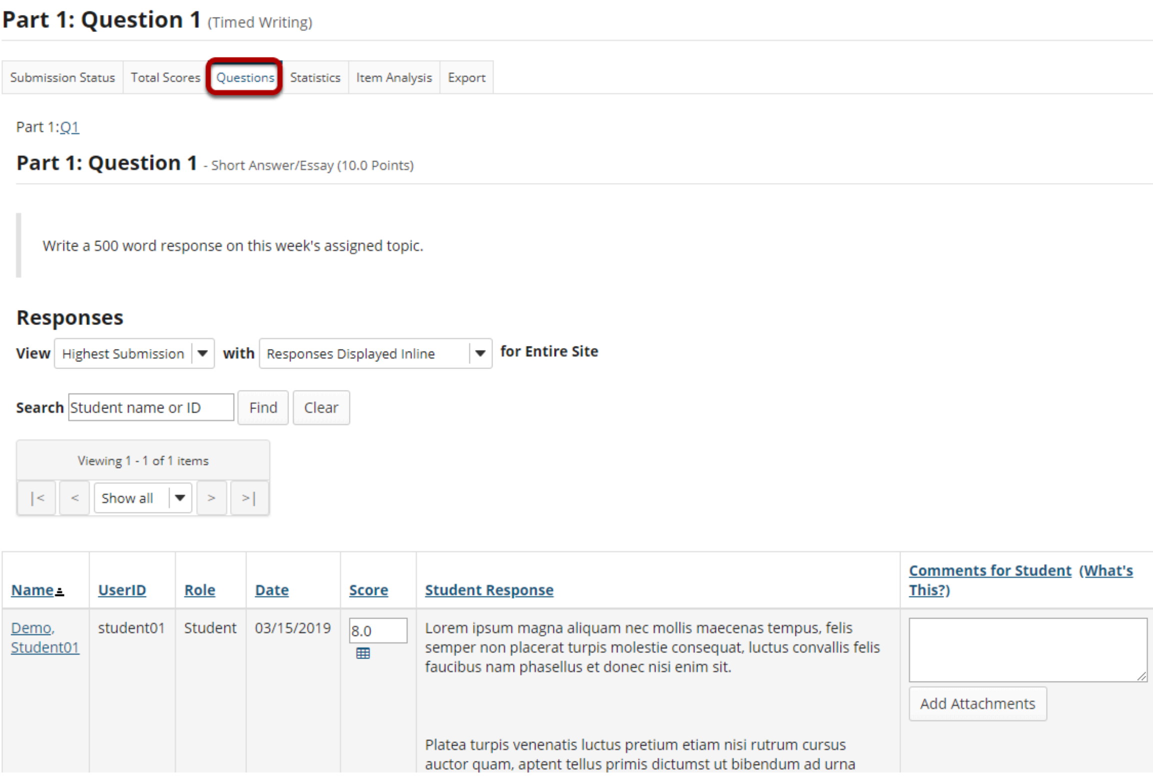


Note: The Comments icon changes color when there are comments saved.

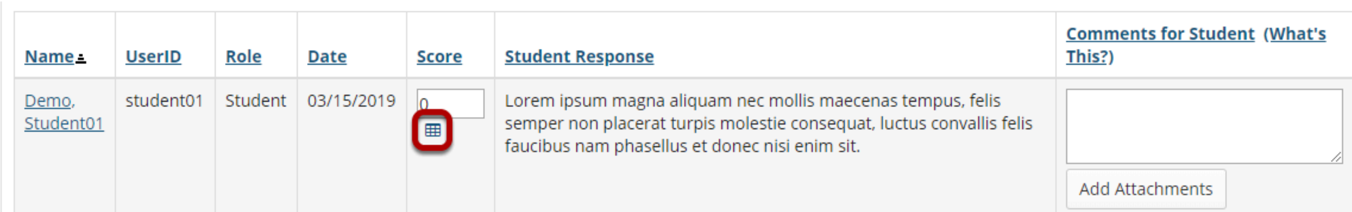
Select Update when finished grading the assessment.

Footer

Alternately, you may select the Questions tab to grade one question at a time for the whole class.

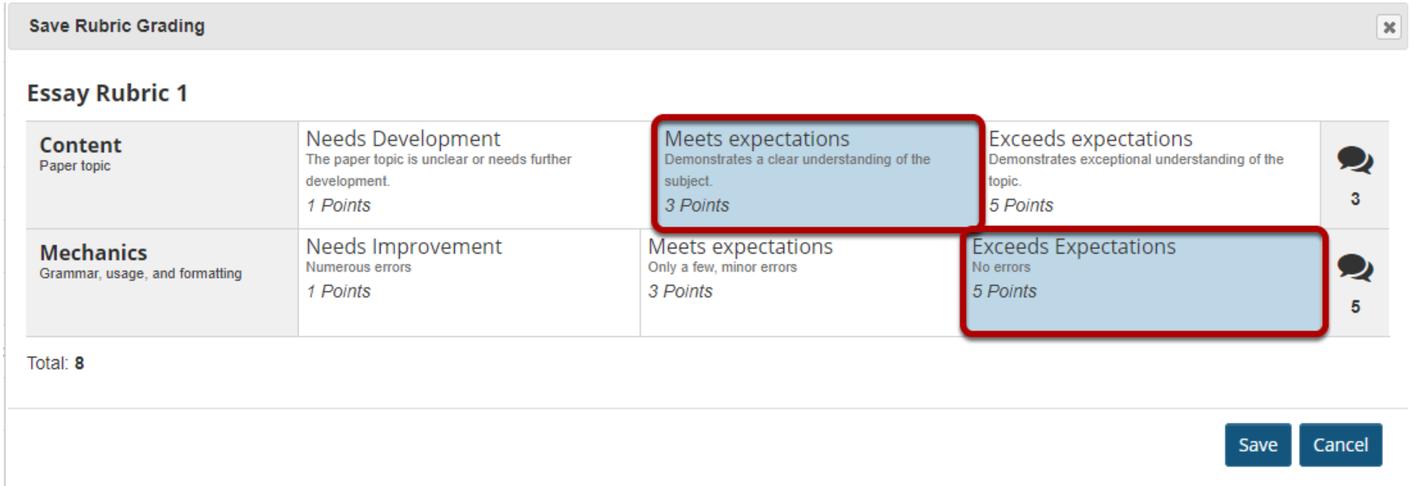


Select the Rubric icon for the student you want to grade.



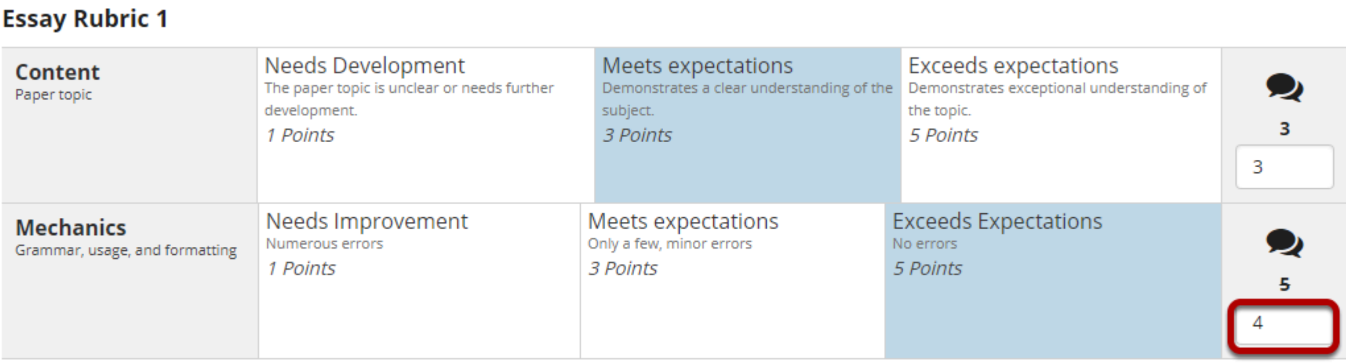
Footer

Select the appropriate rating level for each criterion.



The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



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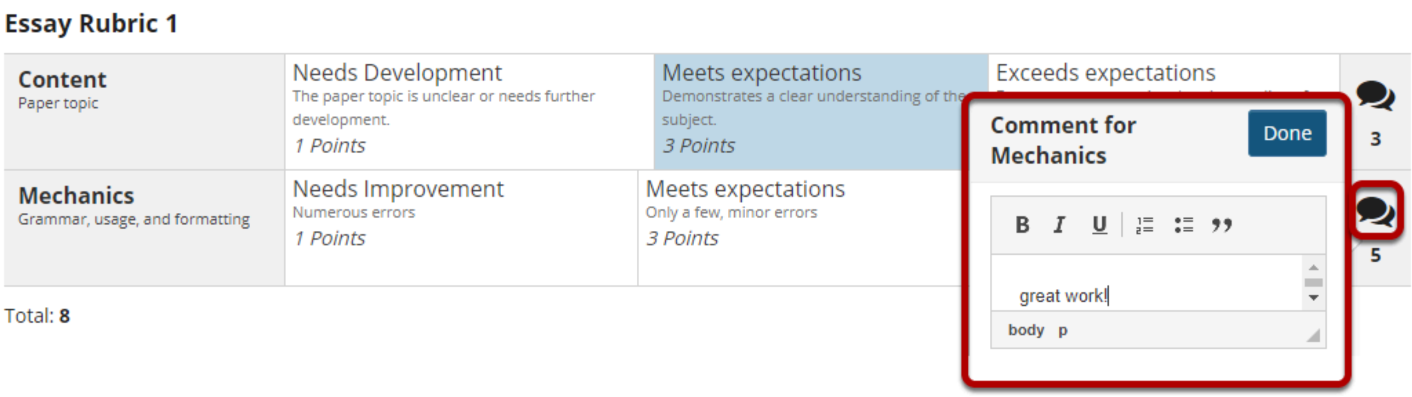
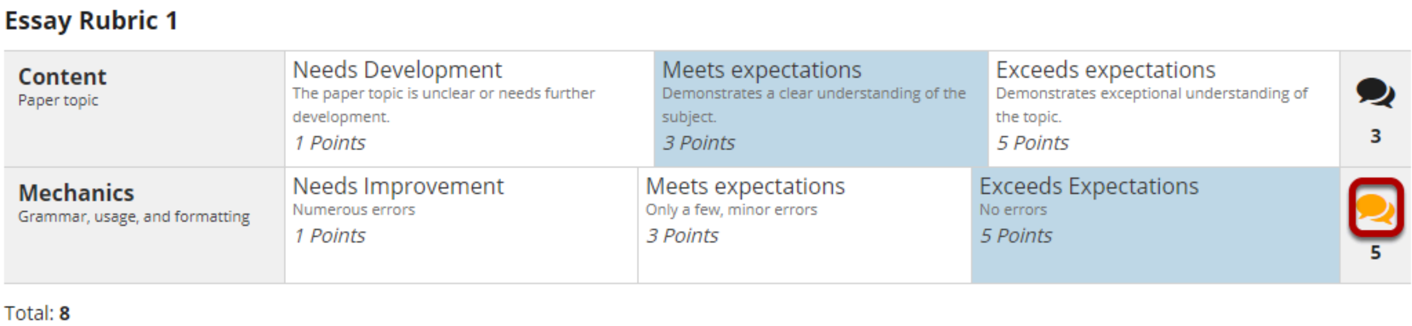
(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

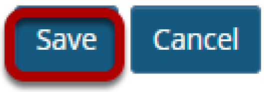


Enter your comments into the text field provided, and select **Done** when finished.



Note: The Comments icon changes color when there are comments saved.

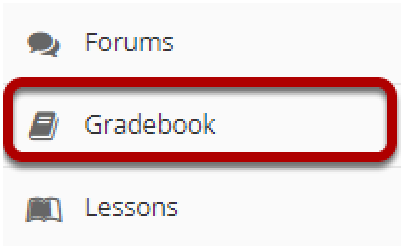
Select Save when finished grading the question.



Footer

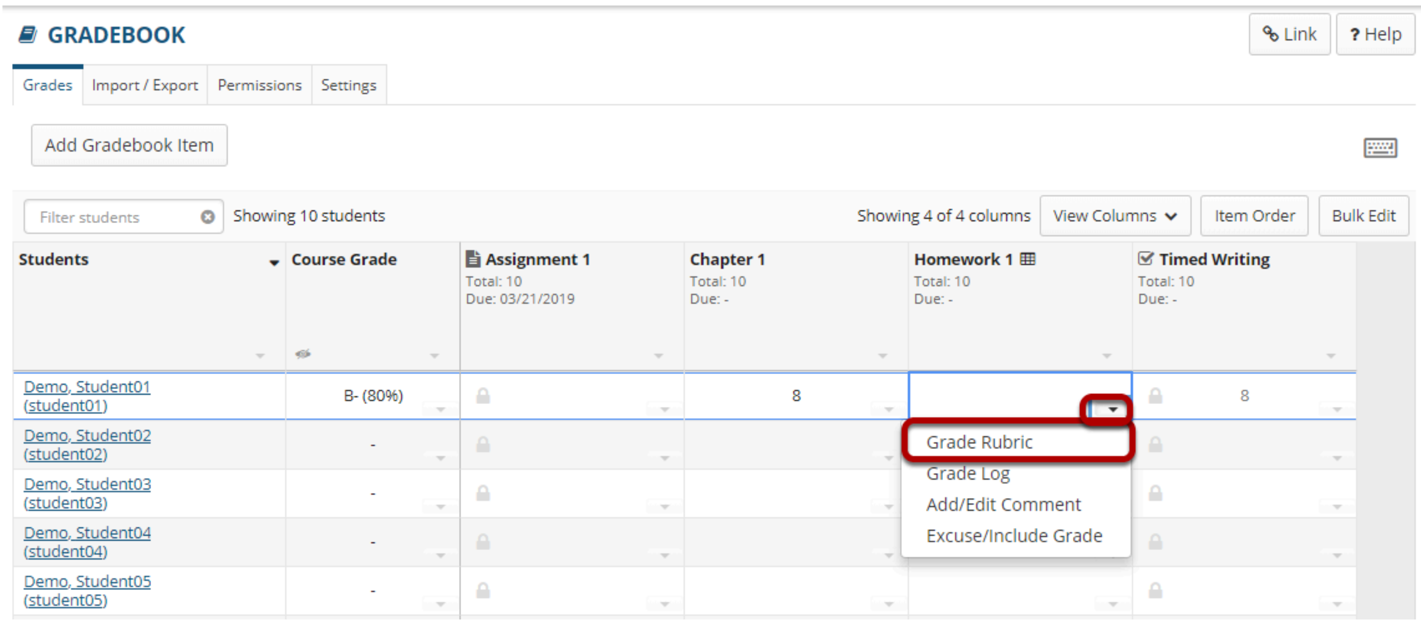
How do I grade a gradebook item using a rubric?

Go to Gradebook.



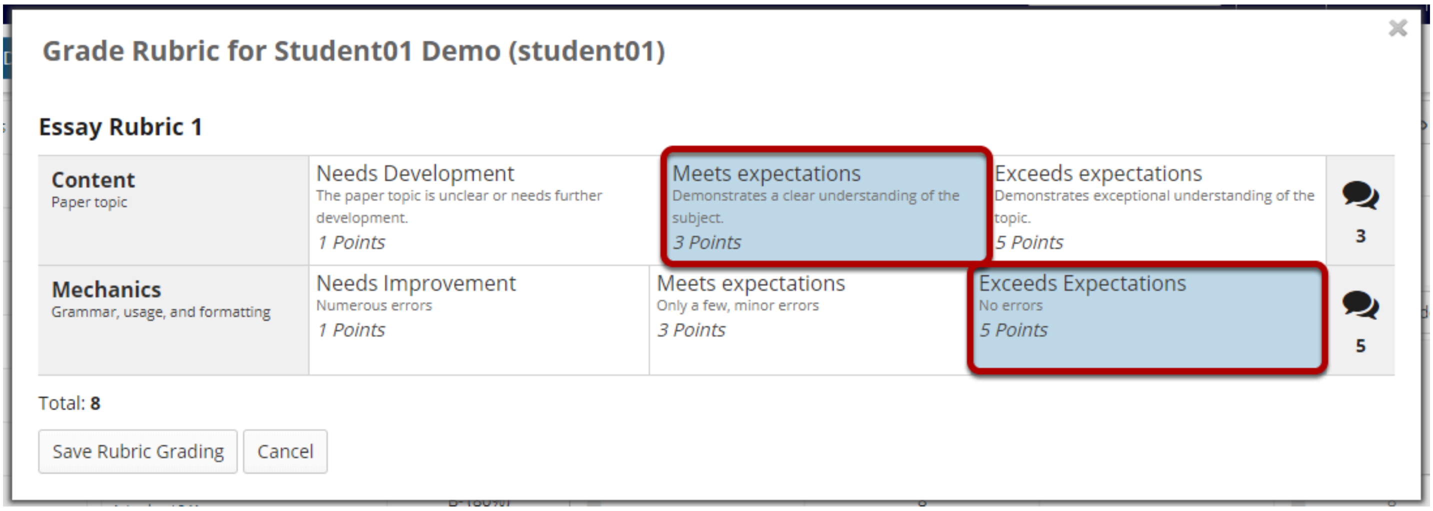
Select **Gradebook** from the Tool Menu in your site.

Select the down arrow in the cell for the student you would like to grade and choose Grade Rubric.



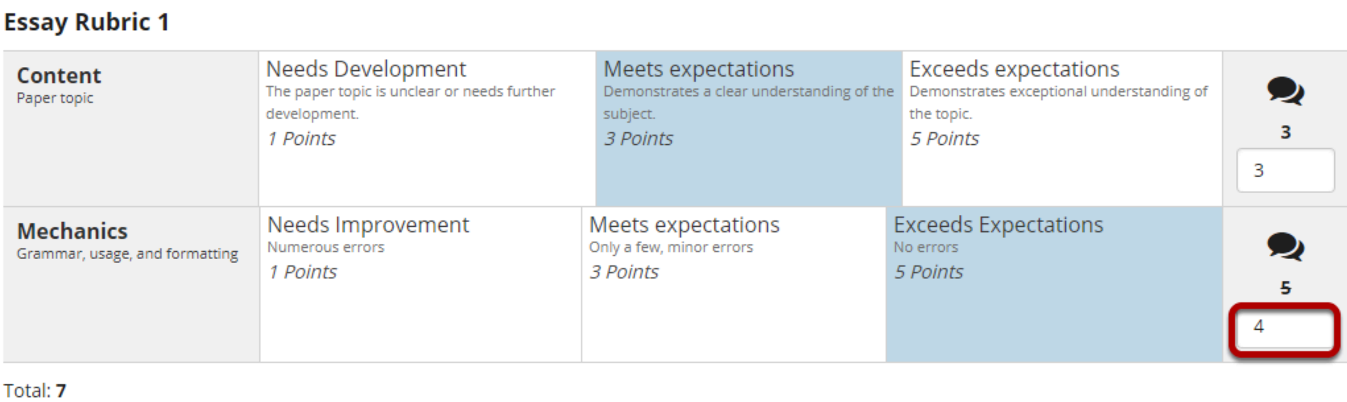
Footer

Select the appropriate rating level for each criterion.



The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



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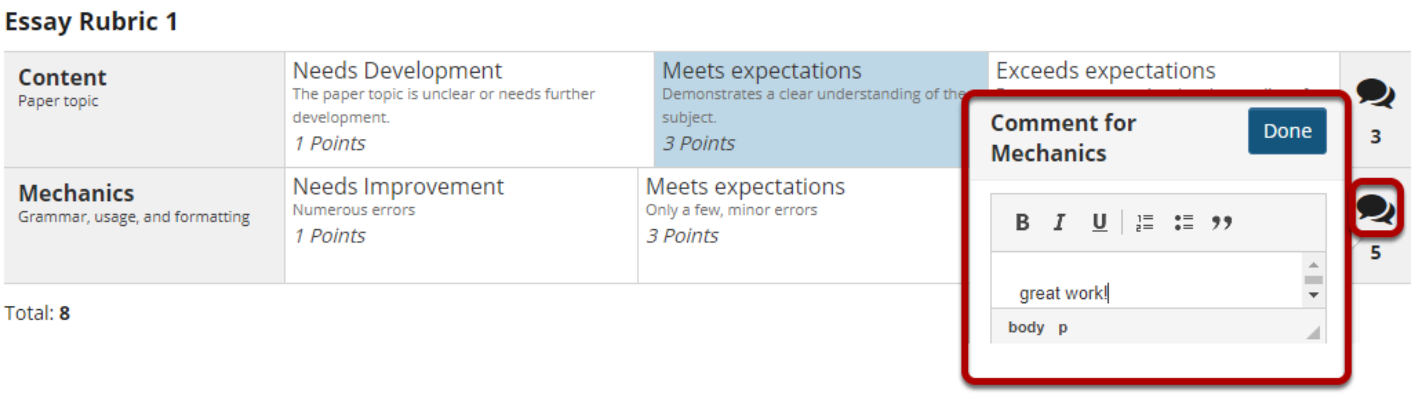
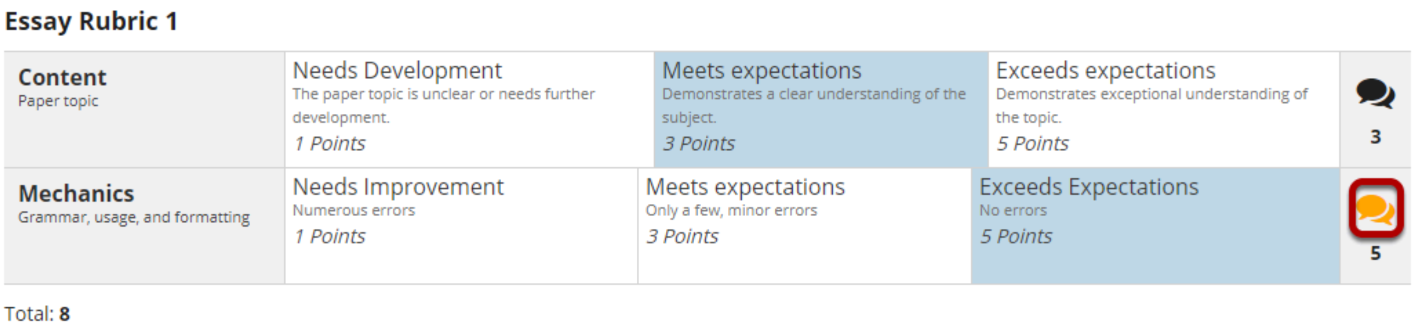
(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

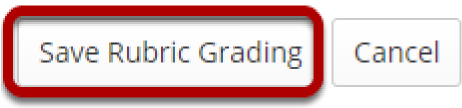


Enter your comments into the text field provided, and select **Done** when finished.



Note: The Comments icon changes color when there are comments saved.

Select Save Rubric Grading when finished grading the item.

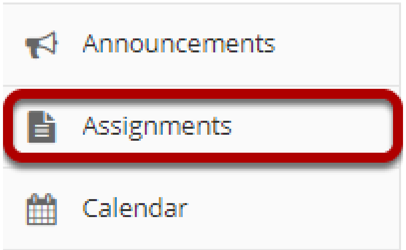


Footer

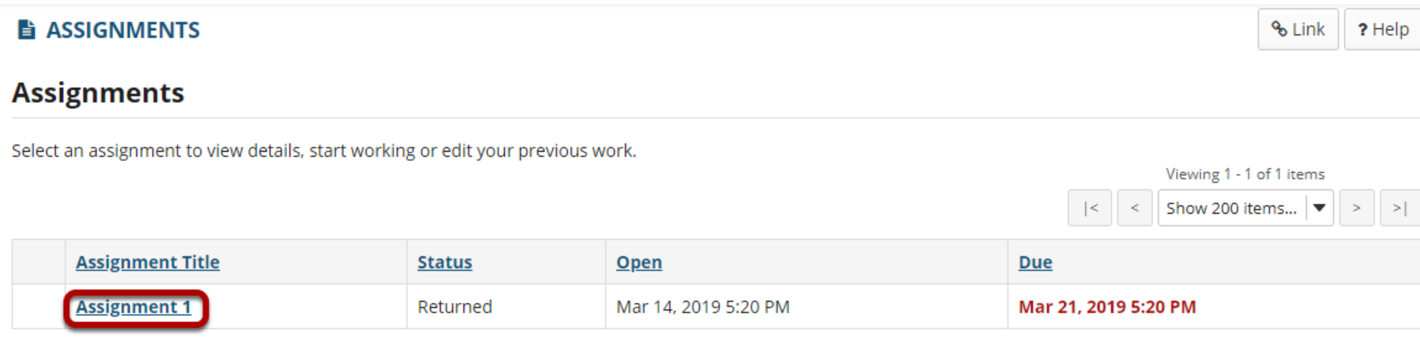
How do I view my rubric feedback as a student?

Students may view rubric feedback within the tool where the rubric was used. In other words students can go to Assignments to view Assignment Rubrics, Gradebook to view Gradebook Rubrics, and Tests & Quizzes to view Assessment Rubrics.

Go to the Assignment tool.

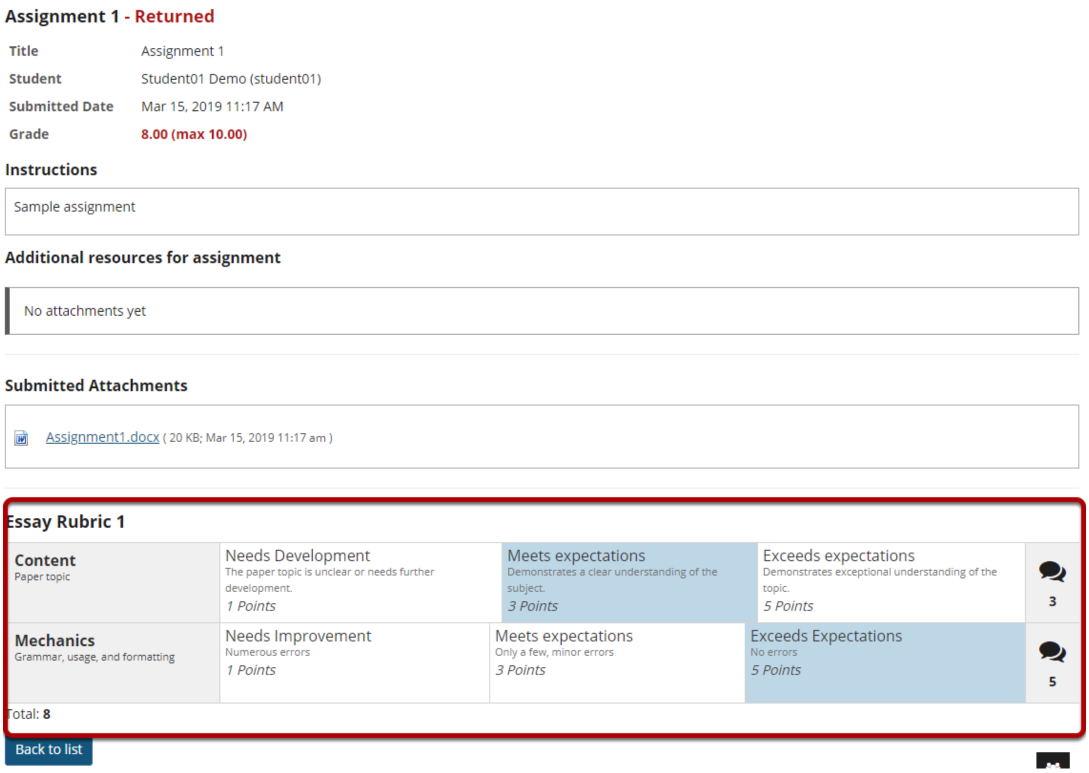


Select a returned assignment.



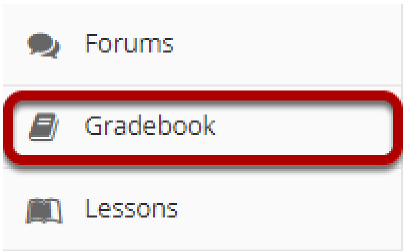
Footer

View the graded rubric.



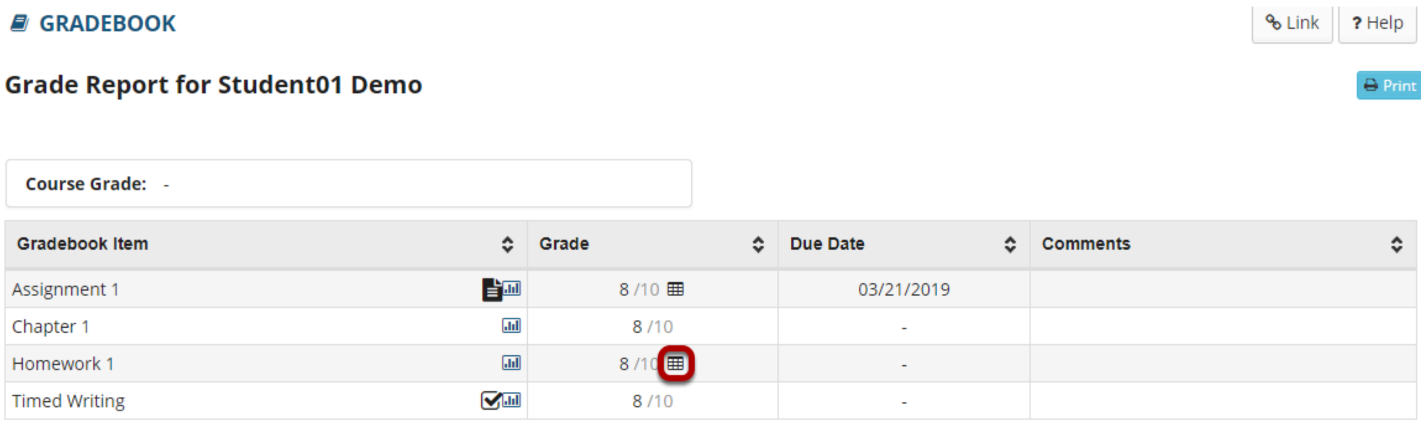
The graded assignment rubric appears at the bottom of the screen.

Go to the Gradebook tool.

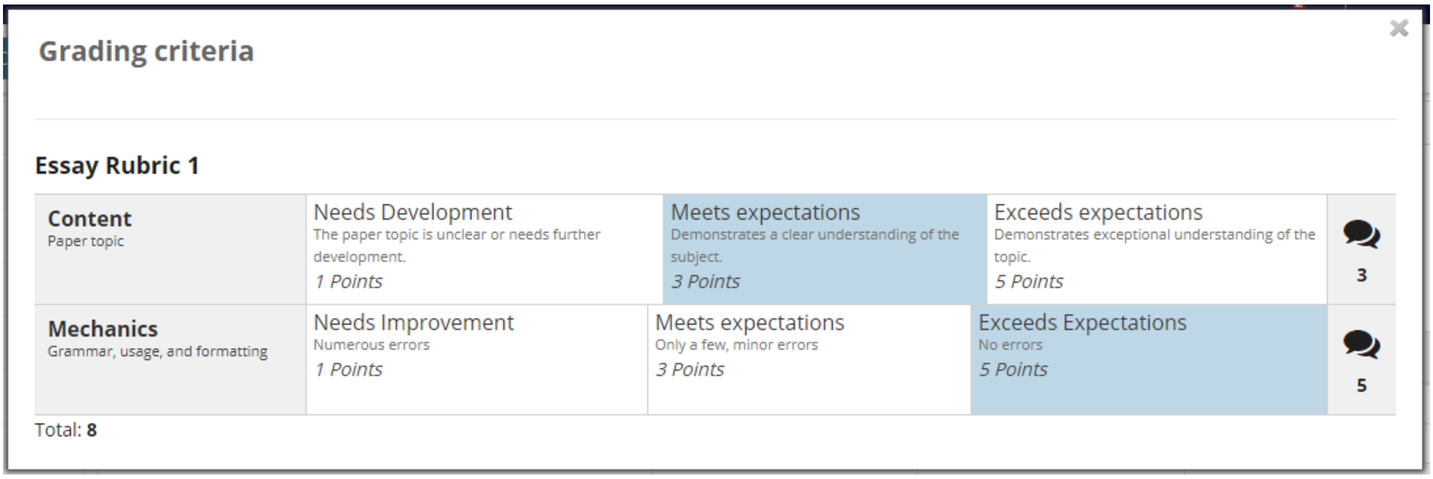


Footer

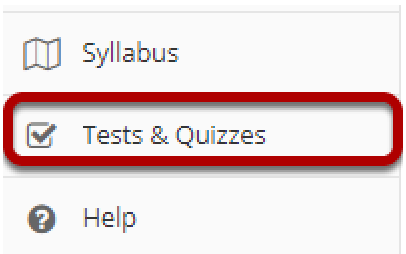
Select the rubric icon for a graded gradebook item.



View the graded rubric.



Go to the Test & Quizzes tool.



Footer

Select the Feedback link for the assessment.

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

Search:

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Timed Writing	Statistics	**8** (Highest)	**Immediate**			
			Feedback	8	n/a	2019-03-15 4:33 PM

View the graded rubric.

Timed Writing

Return to Assessment List

Part 1 of 1 - **8.0 / 10.0 Points**

Question 1 of 1	8.0	10.0 Points

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. *1 Points*	Meets expectations Demonstrates a clear understanding of the subject. *3 Points*	Exceeds expectations Demonstrates exceptional understanding of the topic. *5 Points*	3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors *1 Points*	Meets expectations Only a few, minor errors *3 Points*	Exceeds Expectations No errors *5 Points*	5

Total: **8**

> Write a 500 word response on this week's assigned topic.
> Lorem ipsum magna aliquam nec mollis maecenas tempus, felis semper non placerat turpis molestie consequat, luctus convallis felis faucibus nam phasellus et donec nisi enim sit.

Footer

Search

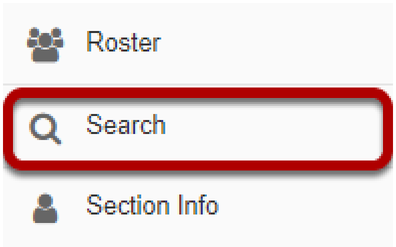
What is the Search tool?

Search allows you to search content created by tools within a site. 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 site, it will be indexed.

For example, if the site 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.

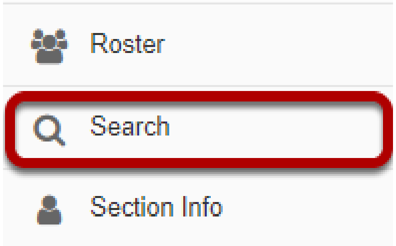
To access this tool, select Search from the Tool Menu of your site.



Footer

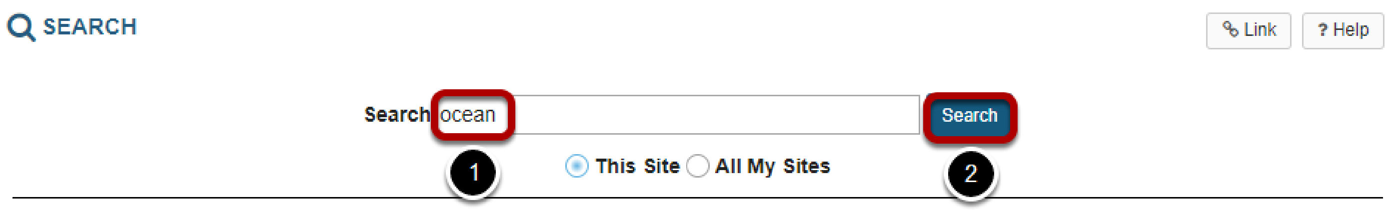
How do I perform a basic search?

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.

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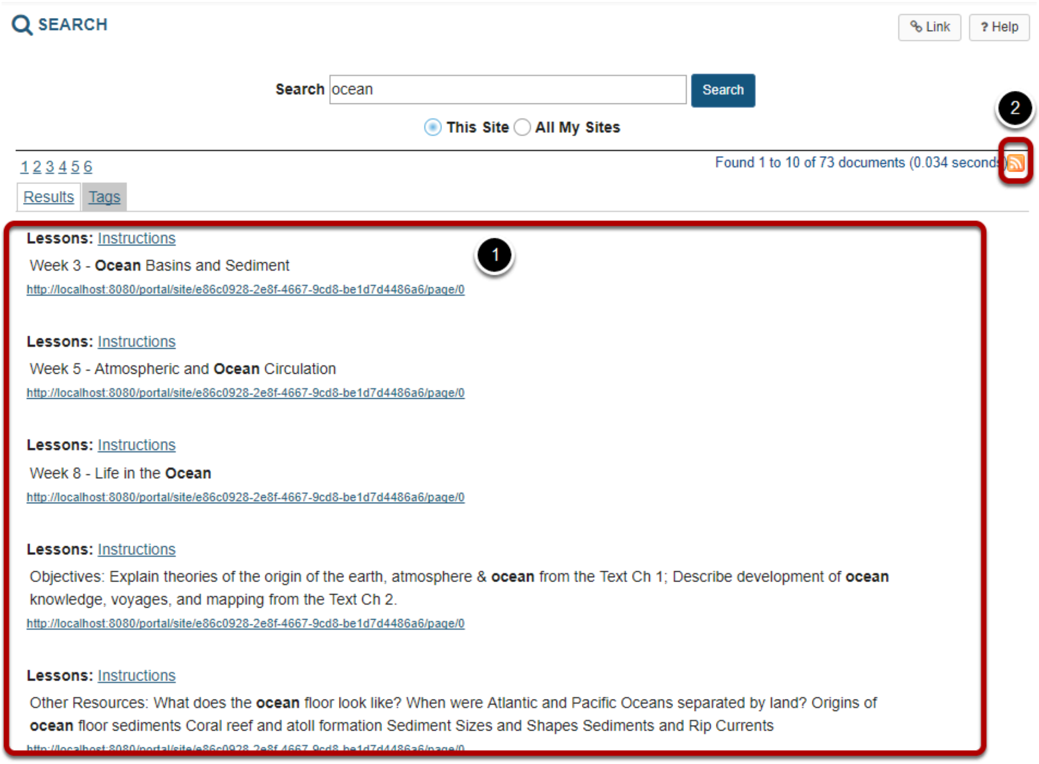
View search results.



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.)

Footer

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.

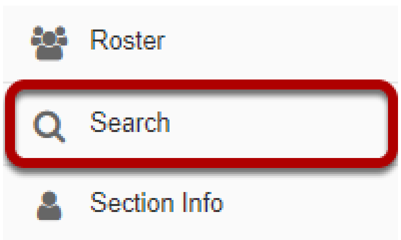
The context index provides a keyword index of the source of the content. This is the worksite or course which contains the content. When the search tool performs a basic search, it adds a search term of +content:<currentsiteid> where <currentsiteid> is the context or site id where the search is being 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.

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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.

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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

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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:

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"jakarta apache"^4 "Apache Lucene"

By default, the boost factor is 1. Although the boost factor must be positive, it can be less than 1 (e.g. 0.2)

Boolean operators

Boolean operators allow terms to be combined through logic operators. Lucene supports AND, "+", OR, NOT and "-" as Boolean operators(Note: Boolean operators must be ALL CAPS). OR

The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union using sets. The symbol || can be used in place of the word OR.

To search for documents that contain either "jakarta apache" or just "jakarta" use the query:

"jakarta apache" jakarta

or

"jakarta apache" OR jakarta

AND

The AND operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol && can be used in place of the word AND.

To search for documents that contain "jakarta apache" and "Apache Lucene" use the query:

"jakarta apache" AND "Apache Lucene"

+

The "+" or required operator requires that the term after the "+" symbol exist somewhere in a the field of a single document.

To search for documents that must contain "jakarta" and may contain "lucene" use the query:

+jakarta apache

NOT

The NOT operator excludes documents that contain the term after NOT. This is equivalent to a difference using sets. The symbol ! can be used in place of the word NOT.

To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query:

"jakarta apache" NOT "Apache Lucene"

Note: The NOT operator cannot be used with just one term. For example, the following search will return no results:

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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

Footer

What tool content is included in search?

Sakai tools that implement EntityContentProducer are included in Search. You can narrow that search as well by using some keywords like “site:“ and, “tool:” in the search phrase.

Tools that use the EntityContentProducer, and are included in search are:

- Announcements
- Chat
- Tests & Quizzes
- Lessons
- Messages
- Forums
- Profile
- Resources
- Wiki

Note: Wiki content items will only show up in search if you DO NOT specify your search by tool.

Footer

Section Info

What is the Section Info tool?

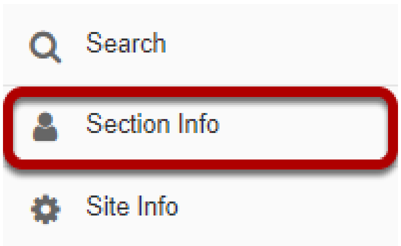
The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes days, time, assigned teaching assistant, room, current enrollment, available slots, maximum enrollment, and the section category.

The Section Info tool is designed to work with other tools, such as Announcements, Gradebook, and Tests & Quizzes.

You may assign teaching assistants (TAs) to each section and they can only view and edit grades for their assigned sections. A section may have any number of assigned teaching assistants.

Note: Depending on your implementation, you may have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can manually control section membership. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.

To access this tool, select Section Info from the Tool Menu in your site.



How are sections different than groups?

Sections and groups are very similar in some respects. They both allow instructors to manage subsets of students within a site. For example, both groups and sections allow instructors to filter and view one section of students at a time in the Gradebook. However, sections and groups also differ in several key ways.

Sections

Sections are subsets of site participants. A section may have a variety of data attached to it, such as category, days of the week, times, and an assigned teaching assistant (in a course site only). Depending on how the software is implemented at a given location, the Section Info tool may be loaded with official course sections. Alternately, an instructor may be able to set up sections manually.

- Sections are managed through the Section Info tool.
- You may provide additional information about a section, such as title (required), days, start time, end time, maximum size, and location.
- Sections must be assigned to a given category. Categories include lecture, lab, discussion, studio, and recitation.
- In a course site, an instructor may assign a teaching assistant to a section.
- You have the option to allow students to switch or sign up for sections.
- Participants may not be in more than one section in a given category.
- Sections may be populated with official data, depending on implementation.

Groups

Groups are also subsets of participants for a given site. However, groups are not preloaded with official course data, and are created by the instructor or site owner instead. Groups are useful to organize study groups, project teams, and other, non-official subsets of site participants.

- Groups are managed through the Site Info tool.
- Groups have a title (required) as well as a description (optional).
- Groups are not populated with official course data.
- Groups do not have an assigned teaching assistant.
- Site participants may be members of more than one group.

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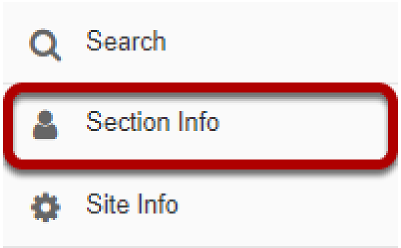
How do I create a section?

Sections may or may not be populated with official course data, depending on implementation. If they are not automatically created, then you may create them if you have the appropriate role. Participants (e.g., students) cannot create or modify sections.

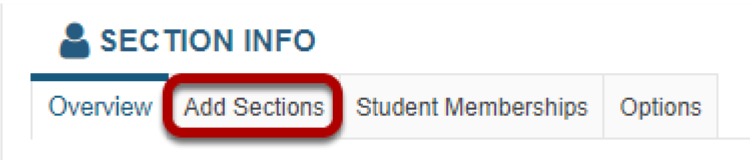
Note: If your implementation has an automatic feed, you will have the option to automatically or manually manage section membership from the Options page in the Section Info tool. Membership information can be based on official registration information, or you can discontinue section and membership updates from the registration system and manually control everything. However, when you select manual mode and then return to automatic mode, you will lose all the changes you made while in manual mode.

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Add Sections.



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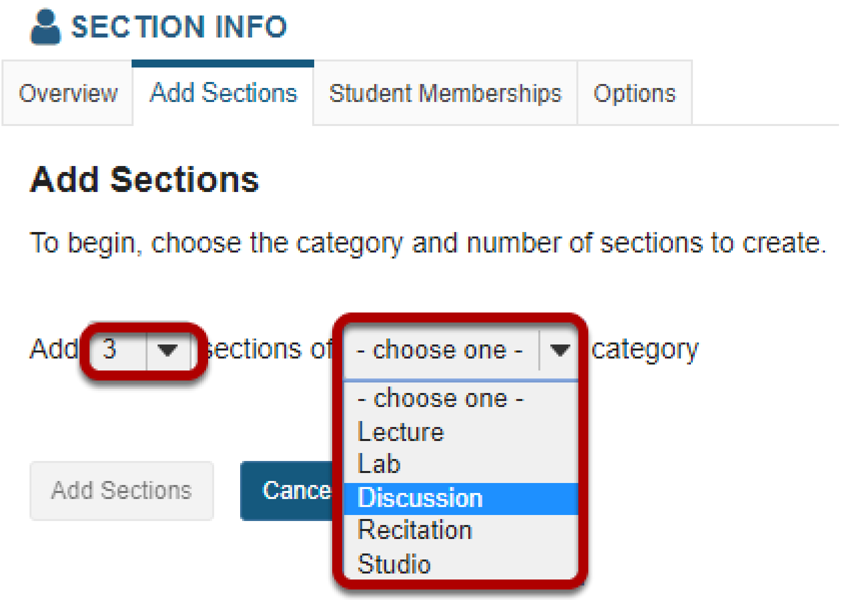
Select the number of sections and a category.



Select the number of sections you want to create (e.g. 3) and then choose the category for your sections from the drop-down menu:

- Lecture
- Lab
- Discussion
- Recitation
- Studio

Note: The name of a category is the only thing that differentiates it from other categories. For instance, a Lab section will function exactly as a Discussion section in the Section Info tool.

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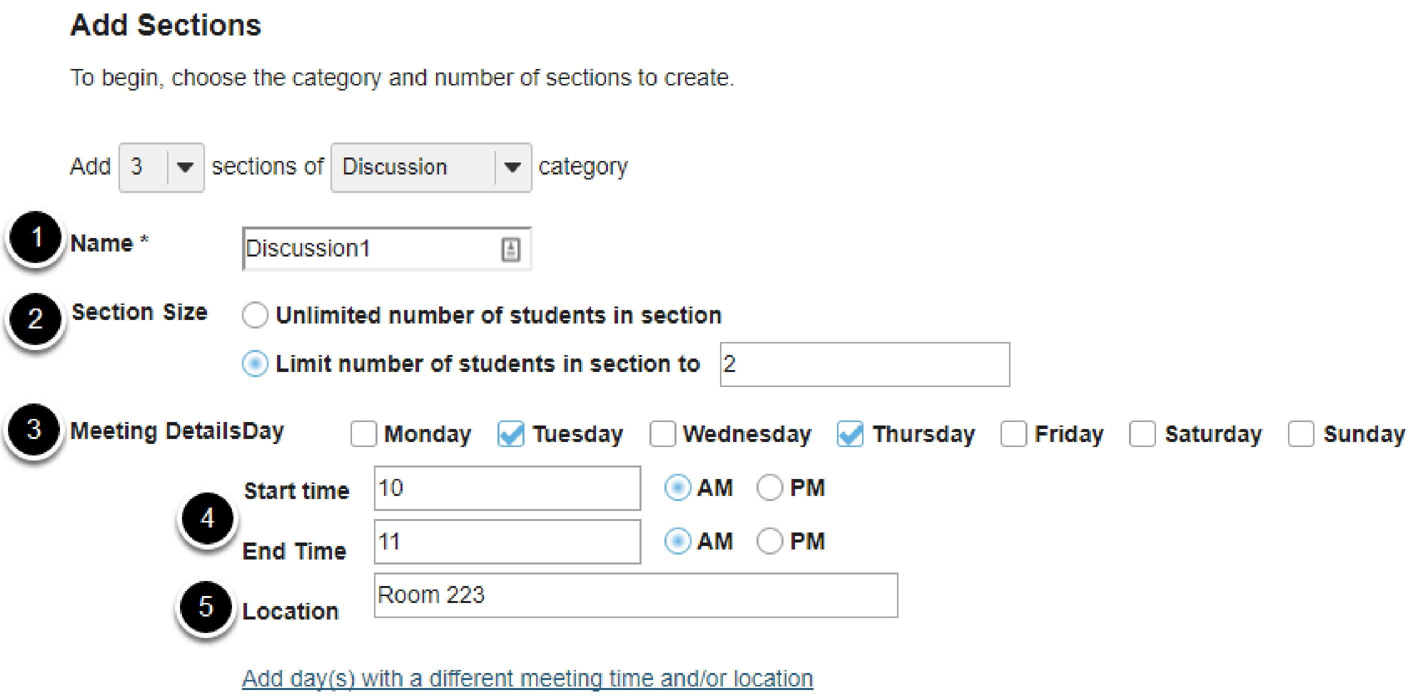
Enter the section information.



1. **Name**: In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).
2. **Section Size**: Choose a either **Unlimited number of students in section** or **Limit number of students in section to**. For the second choice, enter the maximum number of members allowed in the section.
3. **Meeting Details**: Select which days of the week this section meets.
4. **Start/End Time**: Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
5. **Location**: Enter a short location identifier for where the section meets, up to 20 characters maximum.

If you have chosen to add more than one section at a time, repeat the process above for the other sections.

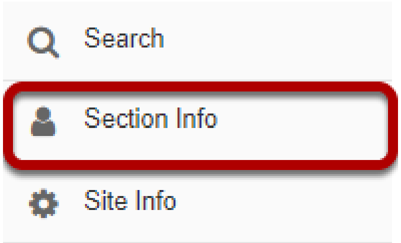
Click Add Sections.

When you are finished entering your section information, click **Add Sections**.

Footer

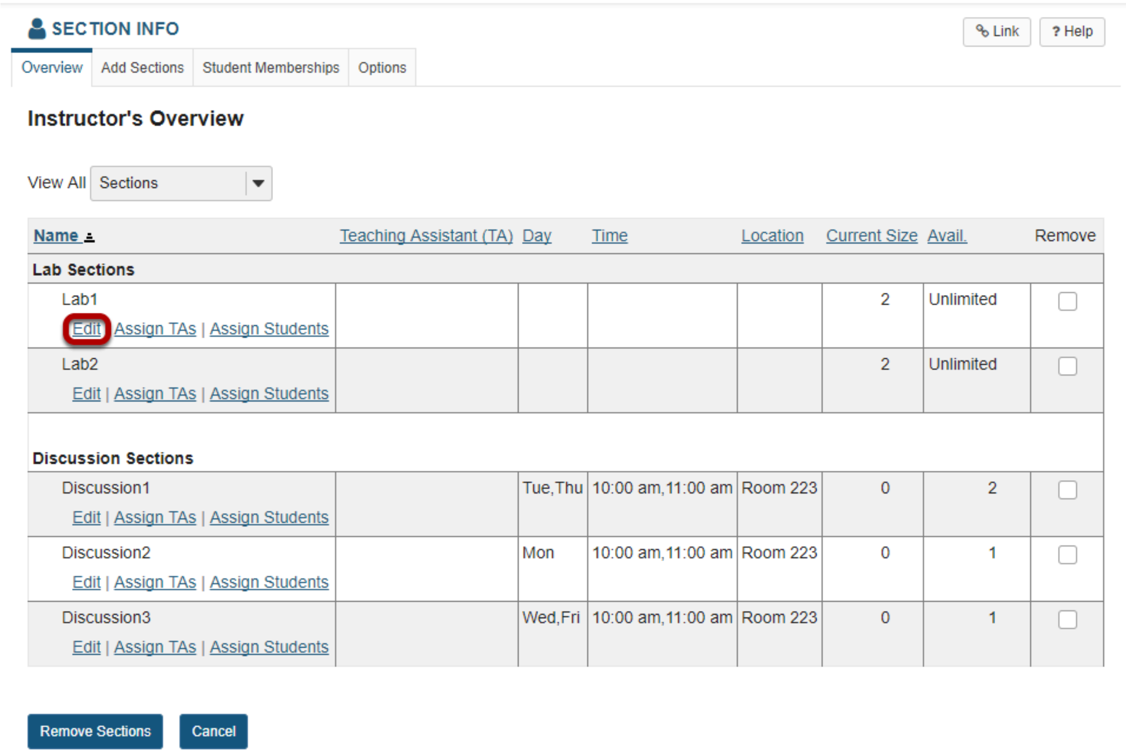
How do I edit a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

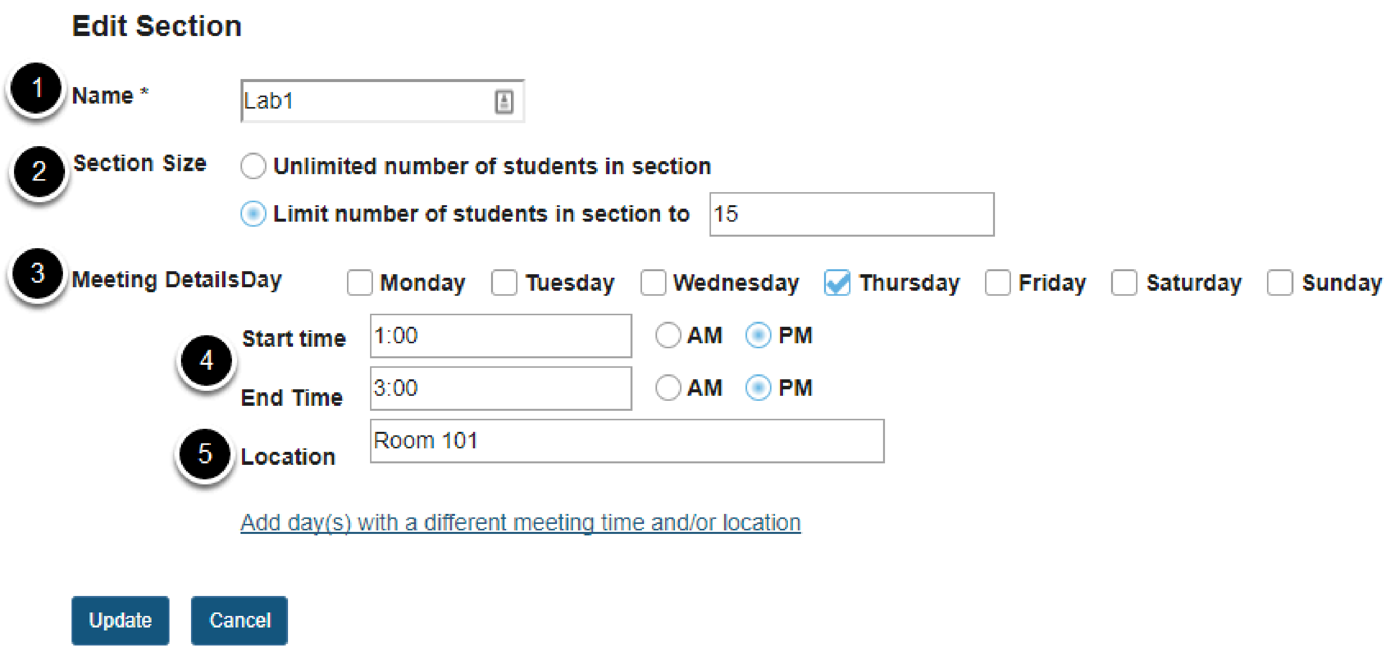
Click Edit.



Click the **Edit** link under the section you want to edit.

Footer

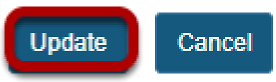
Edit the section information.



You will be able to edit any of the fields that you entered when you created the section.

1. **Name**: In the Name field, give your section a name. If you don't enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3).
2. **Section Size**: Choose a either Unlimited number of students in section or Limit number of students in section to. For the second choice, enter the maximum number of members allowed in the section.
3. **Meeting Details**: Select which days of the week this section meets.
4. **Start/End Time**: Enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
5. **Location**: Enter a short location identifier for where the section meets, up to 20 characters maximum.

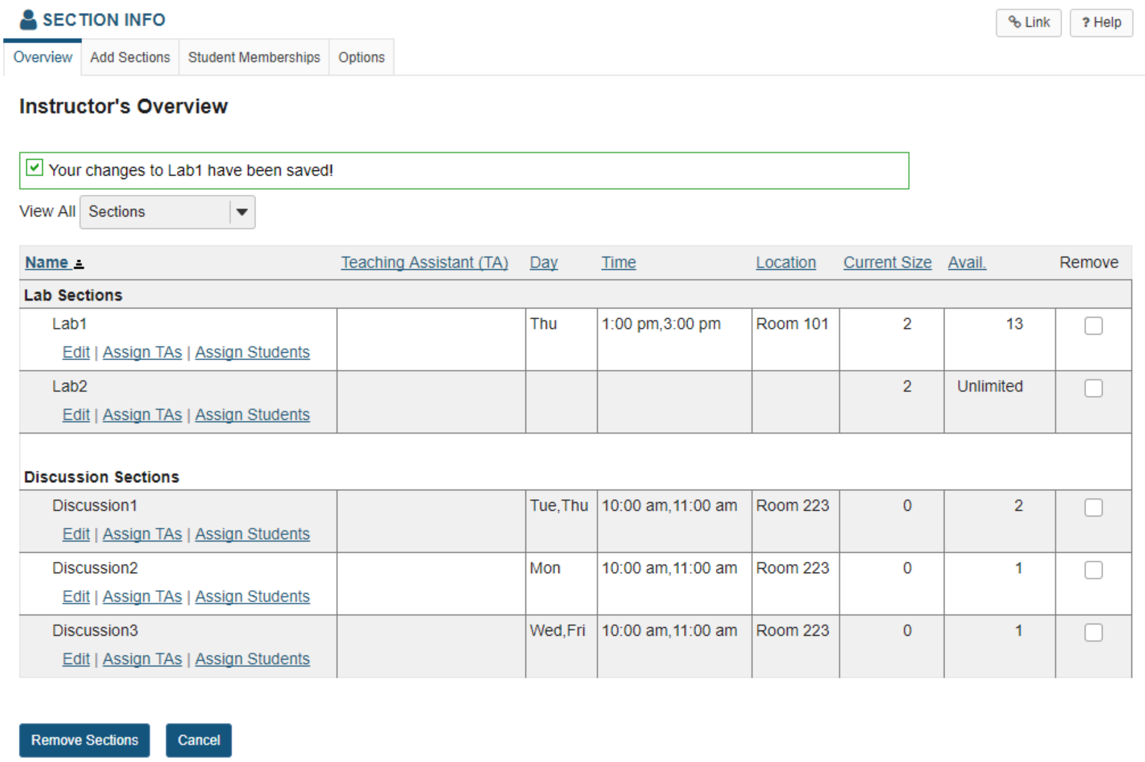
Click Update.



When you are finished editing your section information, click **Update** to save your changes.

Footer

View your changes.

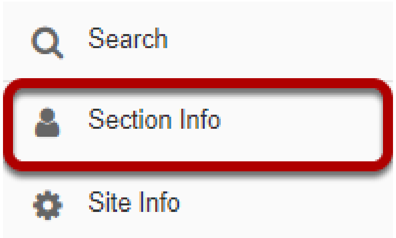


Name	Teaching Assistant (TA)	Day	Time	Location	Current Size	Avail.	Remove
Lab Sections							
Lab1 Edit | Assign TAs | Assign Students		Thu	1:00 pm,3:00 pm	Room 101	2	13	☐
Lab2 Edit | Assign TAs | Assign Students					2	Unlimited	☐
Discussion Sections							
Discussion1 Edit | Assign TAs | Assign Students		Tue,Thu	10:00 am,11:00 am	Room 223	0	2	☐
Discussion2 Edit | Assign TAs | Assign Students		Mon	10:00 am,11:00 am	Room 223	0	1	☐
Discussion3 Edit | Assign TAs | Assign Students		Wed,Fri	10:00 am,11:00 am	Room 223	0	1	☐

Footer

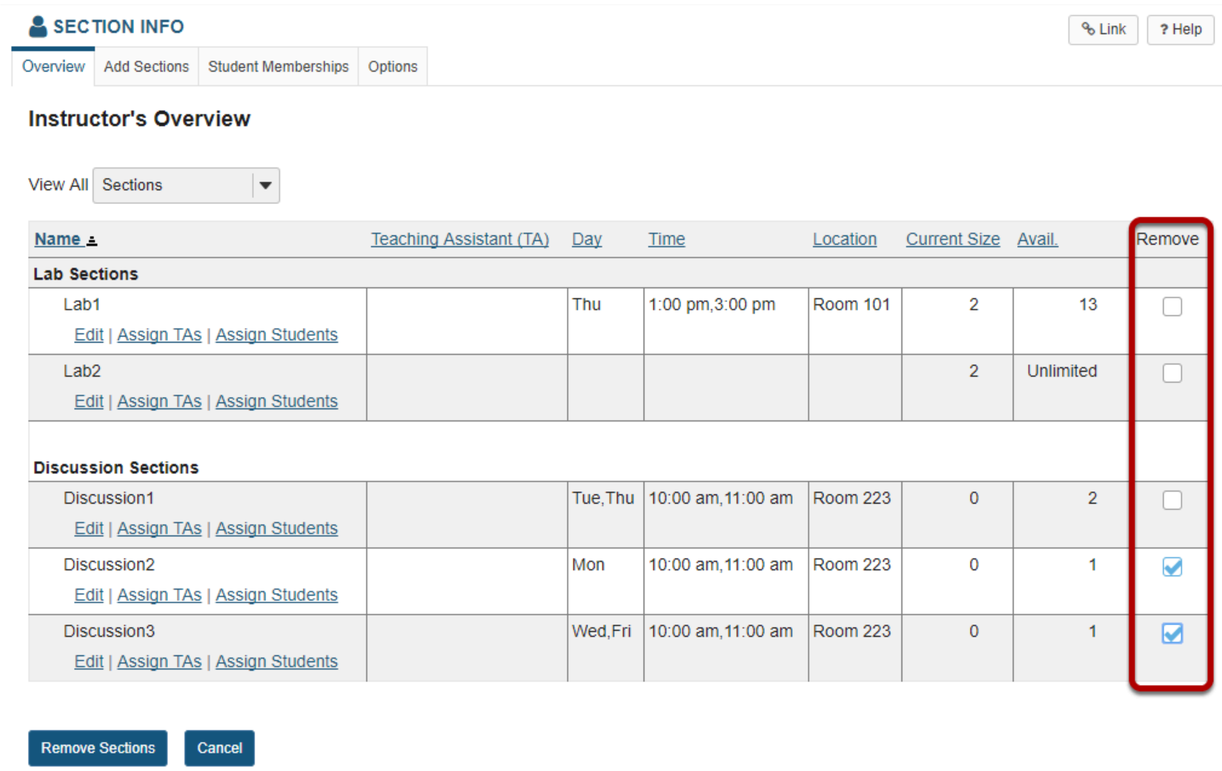
How do I delete a section?

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Select the section(s) to be deleted.

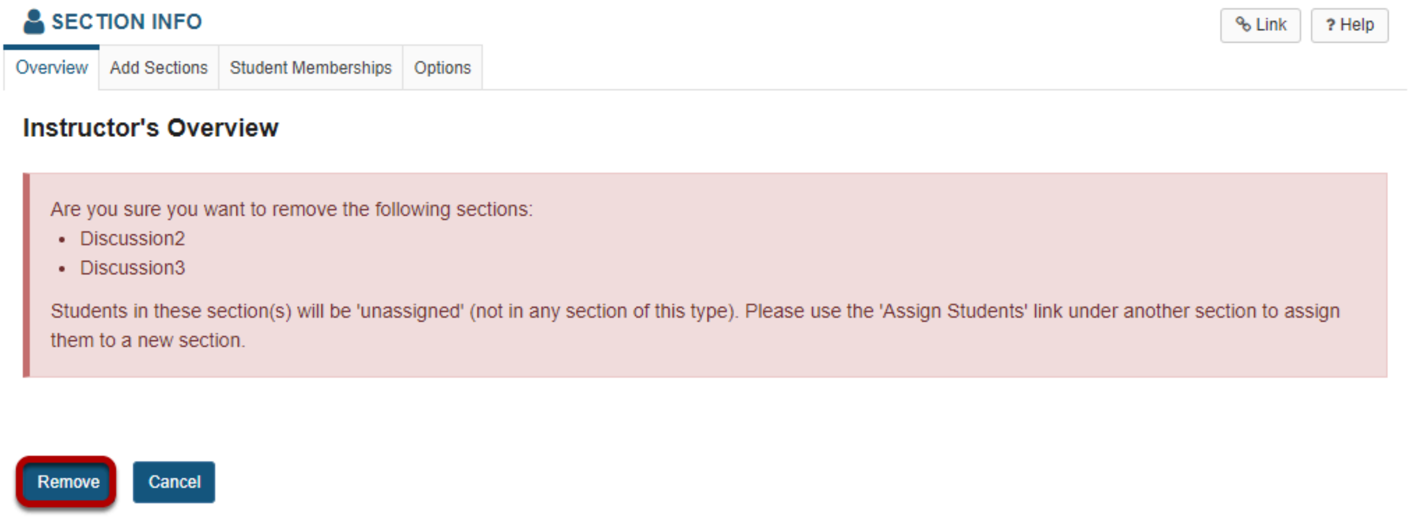


In the **Remove** column, check the box(es) for the section(s) you would like to delete.

Click Remove Sections.

Footer

Confirm removal.

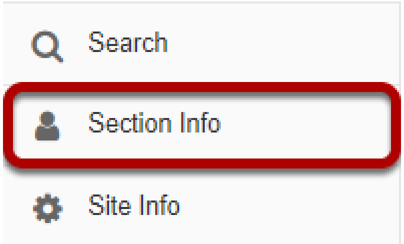


You will be prompted to confirm the deletion of the selected sections. If you want to proceed, click **Remove**.

Footer

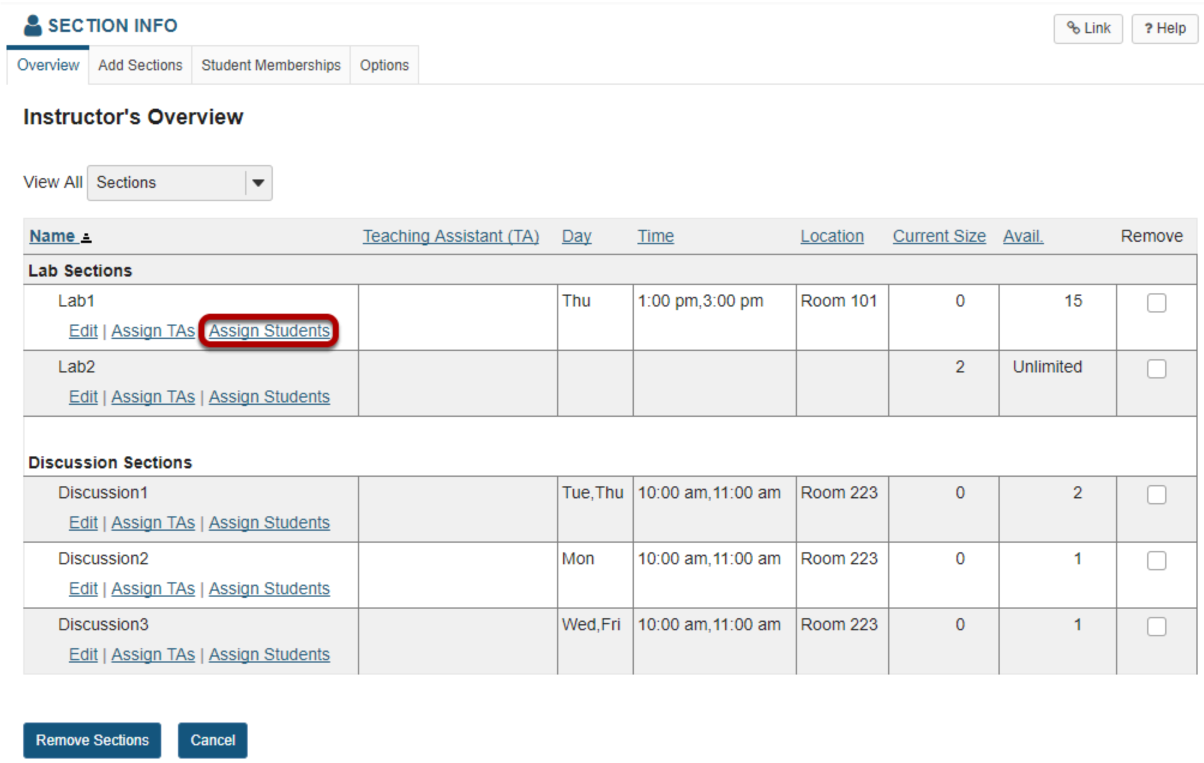
How do I add site members to a section?

Go to Section Info.



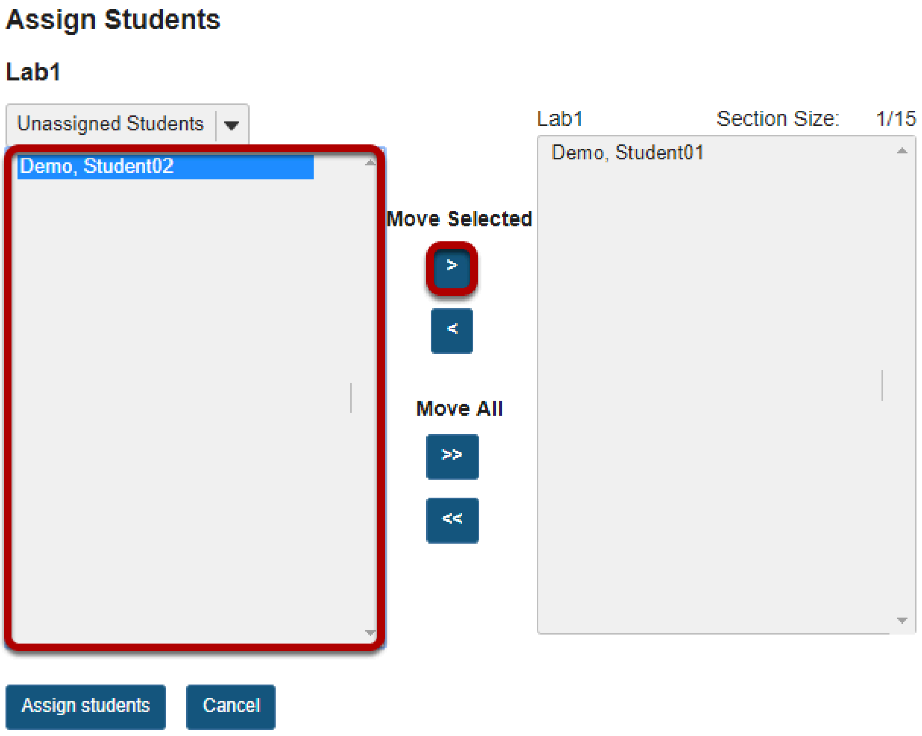
Select the **Section Info** tool from the Tool Menu in your site.

Click Assign Students.



Footer

Select students from the class list.



Click one or more student names in the list of unassigned site participants on the left, and then use the right arrow button to add the selected student(s) to the section list on the right.

Click Assign students.

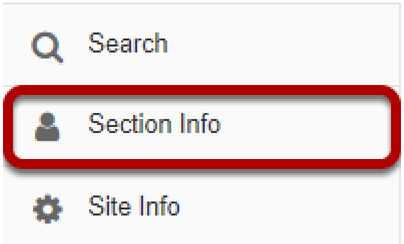
When you have finished adding students to the list on the right, click the **Assign students** button.

Footer

How do I add teaching assistants to a section?

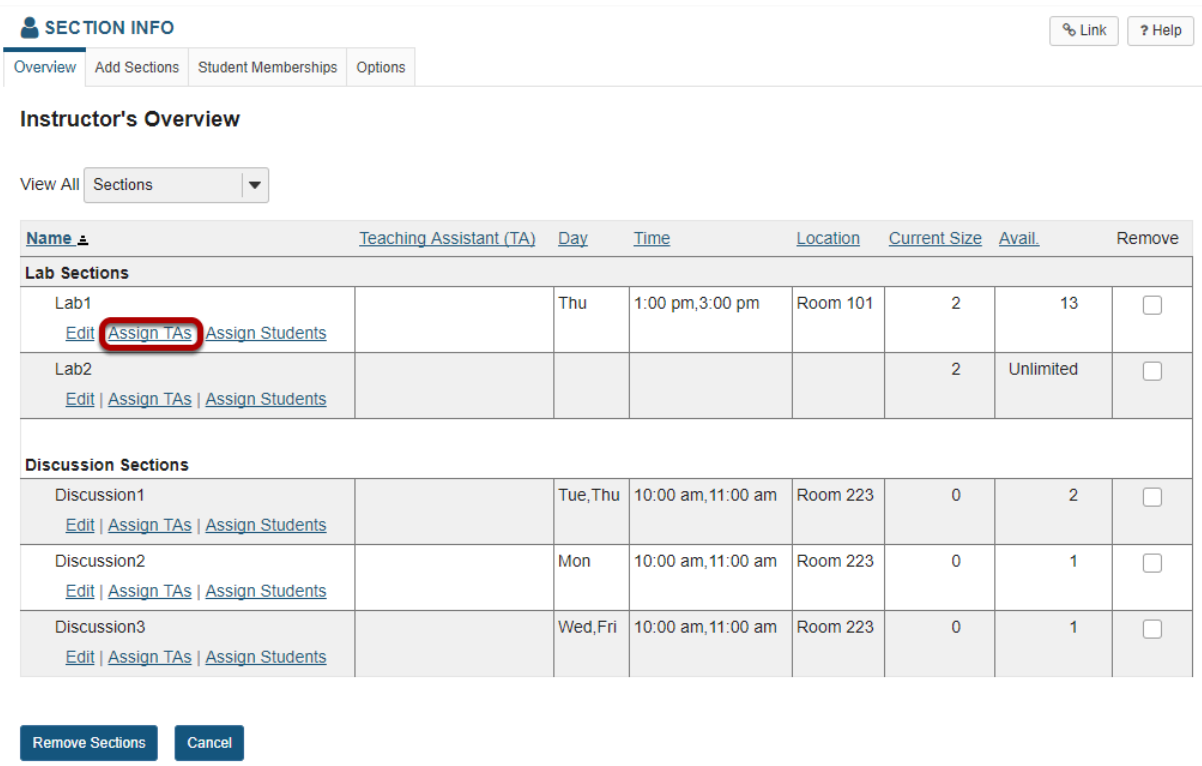
Adding TAs to a section allows them to view and edit student information, such as grades, within their assigned sections.

Go to Section Info.



Select the **Section Info** tool from the Tool Menu in your site.

Click Assign TAs.



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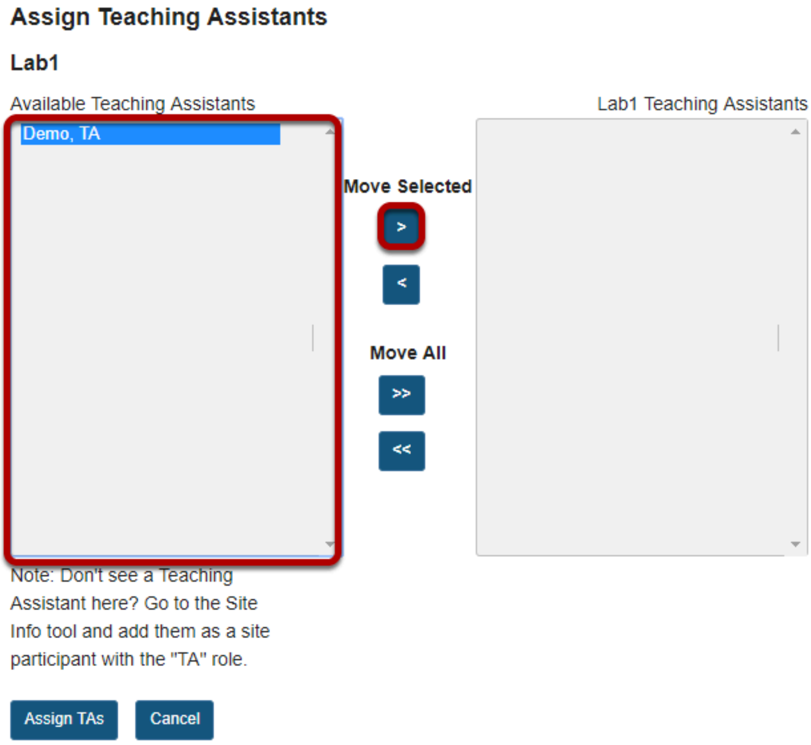
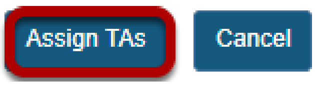
Select from the list of available TAs.



Click one or more TA names in the list of Available Teaching Assistants on the left, and then use the right arrow button to add the selected TA(s) to the section list on the right.

Note: Users must be enrolled in the site with a TA role in order to appear in this list.

Click Assign TAs.



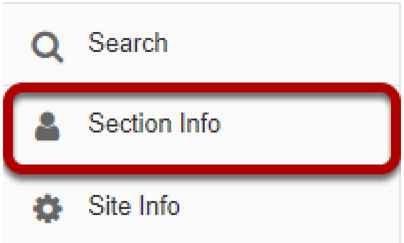
When you have finished adding TAs to the list on the right, click the **Assign TAs** button.

Footer

How do I view student memberships?

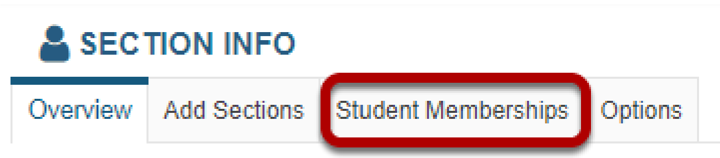
If you would like to view a list of all the students in the class which also displays the sections in which each student is a member, you can do so by viewing student memberships in the Section Info tool.

Go to Section Info.



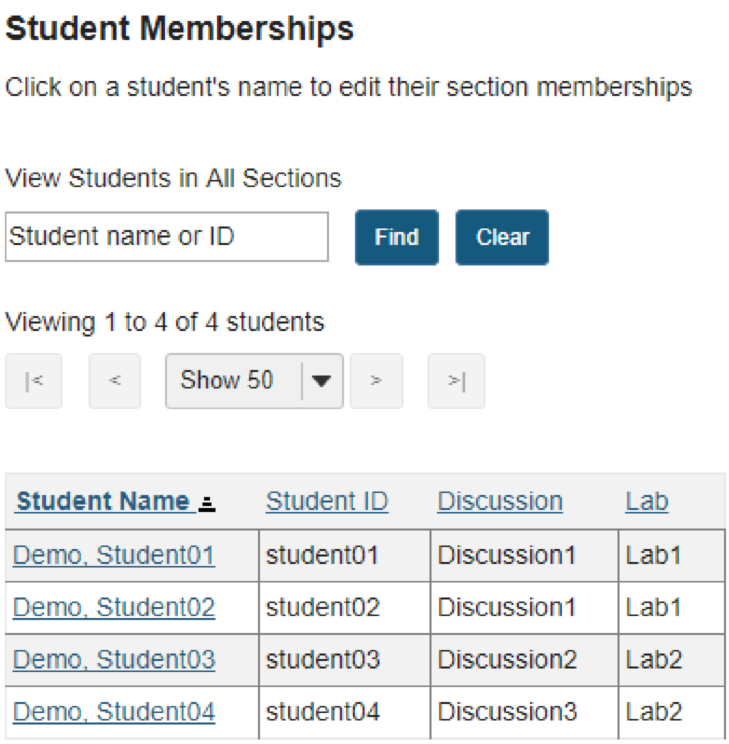
Select the **Section Info** tool from the Tool Menu in your site.

Click Student Memberships.

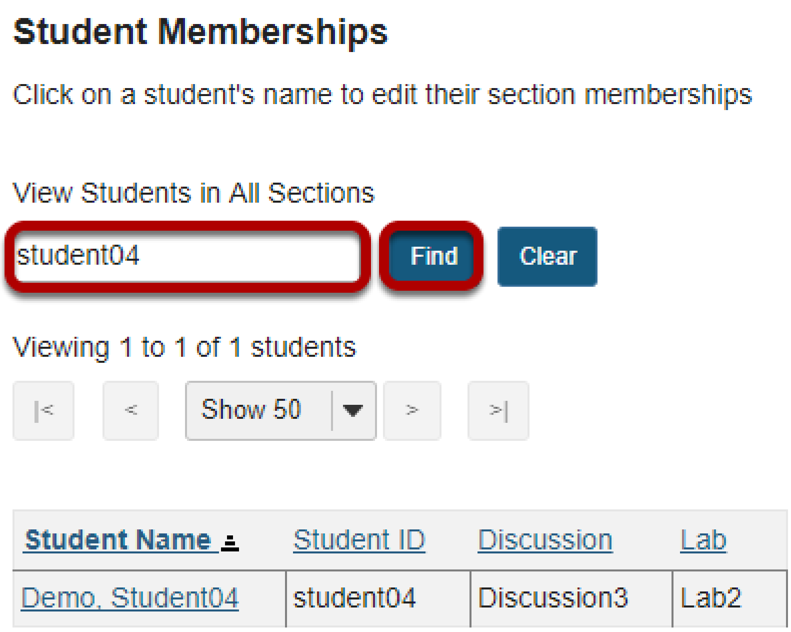


Footer

The list of students and their section membership will display.



Find specific students.



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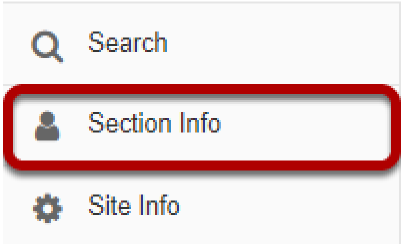
If you have a large list of students and are looking for one in particular, you may enter part of the student name or ID into the search field at the top and then click on Find to locate the information for that user.

Footer

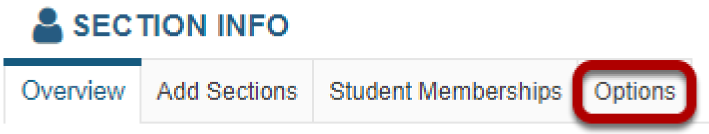
How do I manage section options?

Go to Section Info.

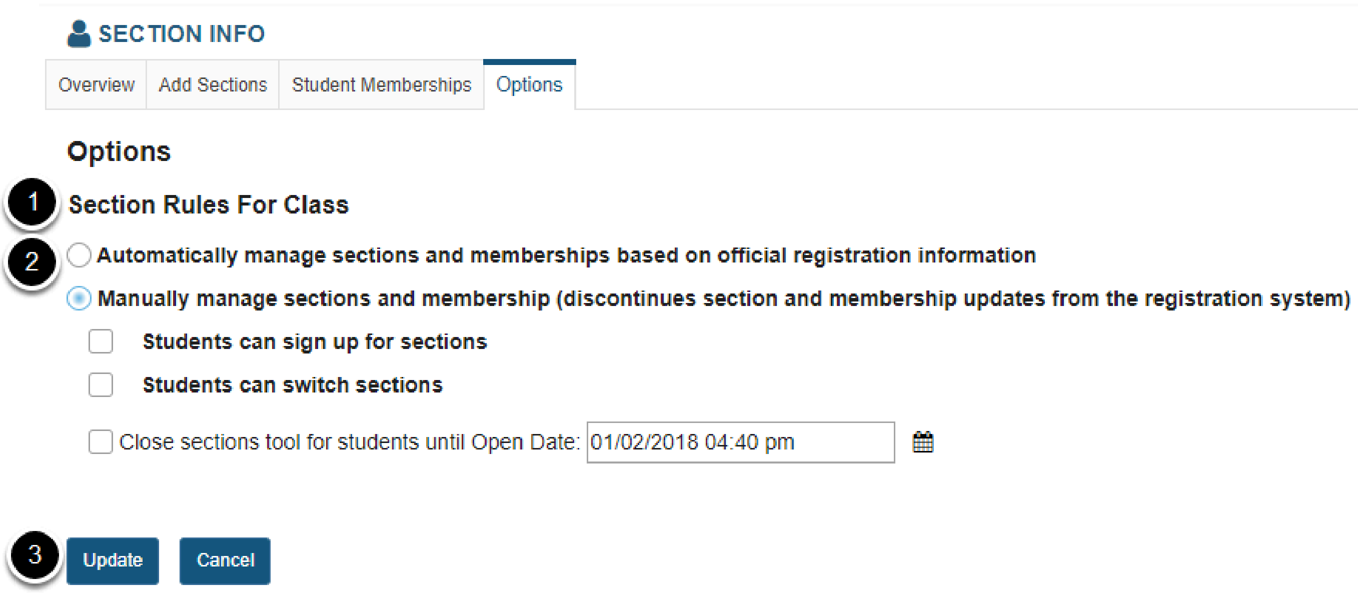


Select the **Section Info** tool from the Tool Menu in your site.

Click Options.



Select the desired options, and then click Update.



1. If your institution will be managing section enrollment automatically based on official registration records, you should select the **Automatically manage sections and memberships** option.

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2. If you will be creating and editing sections manually, you should select the **Manually manage sections** option. If you are managing sections manually, you may also choose to enable any of the following optional settings:
   - **Students can sign up for sections**
   - **Students can switch sections**
   - **Close sections for students until Open Date**
3. Once you have selected all of the desired options, click **Update** to save your changes.

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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.

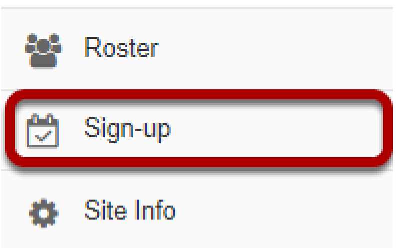
Who can use the tool?

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.



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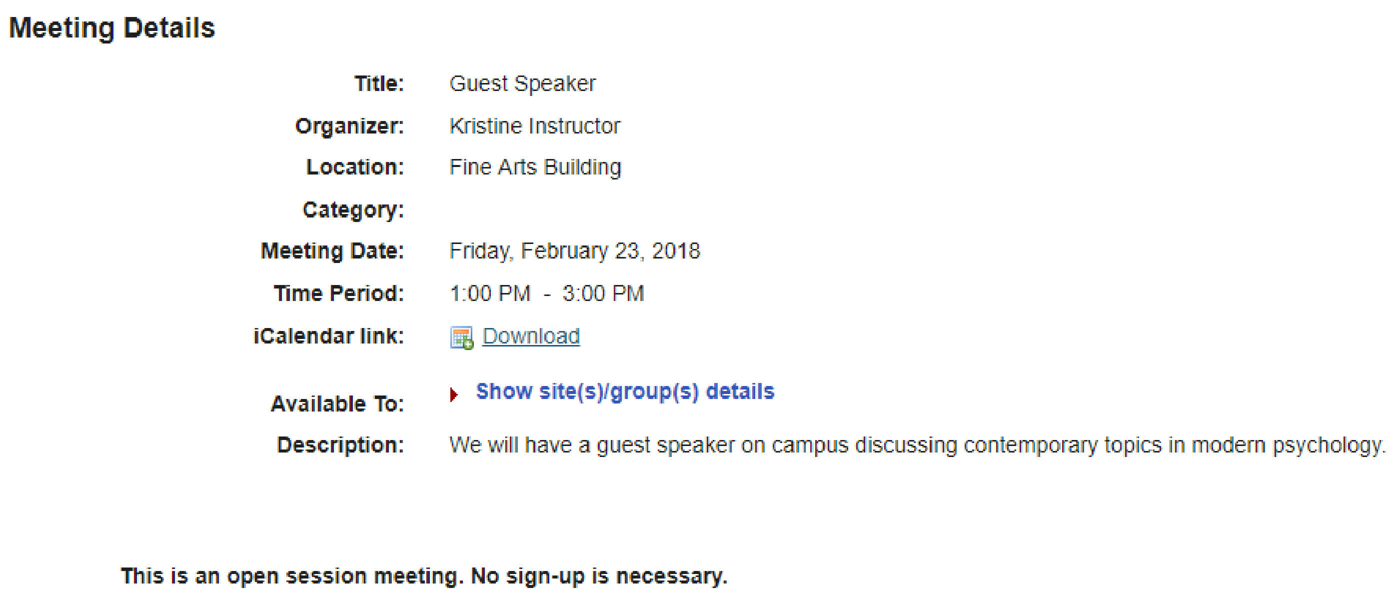
What are Sign-Up meeting types?

There are three types of events or meetings:

- Open meetings
- Single slot meetings
- Multiple slot meetings

Note: All meeting types can be set up as recurring events, which creates several different meetings under the same title according to a given schedule. See [How do I create a meeting?]() for information on the meeting frequency setting.

Open meetings.



This option creates a single timeslot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.

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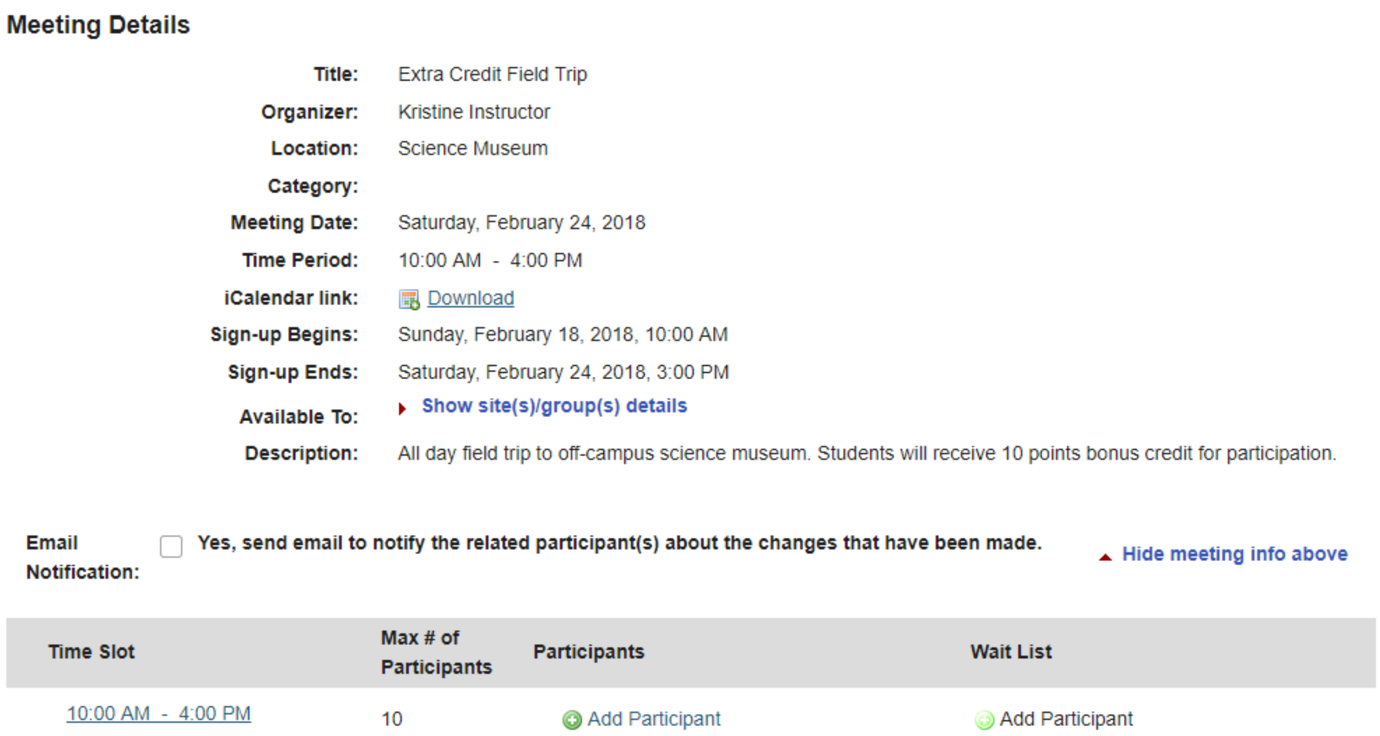
Single slot.



A single timeslot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

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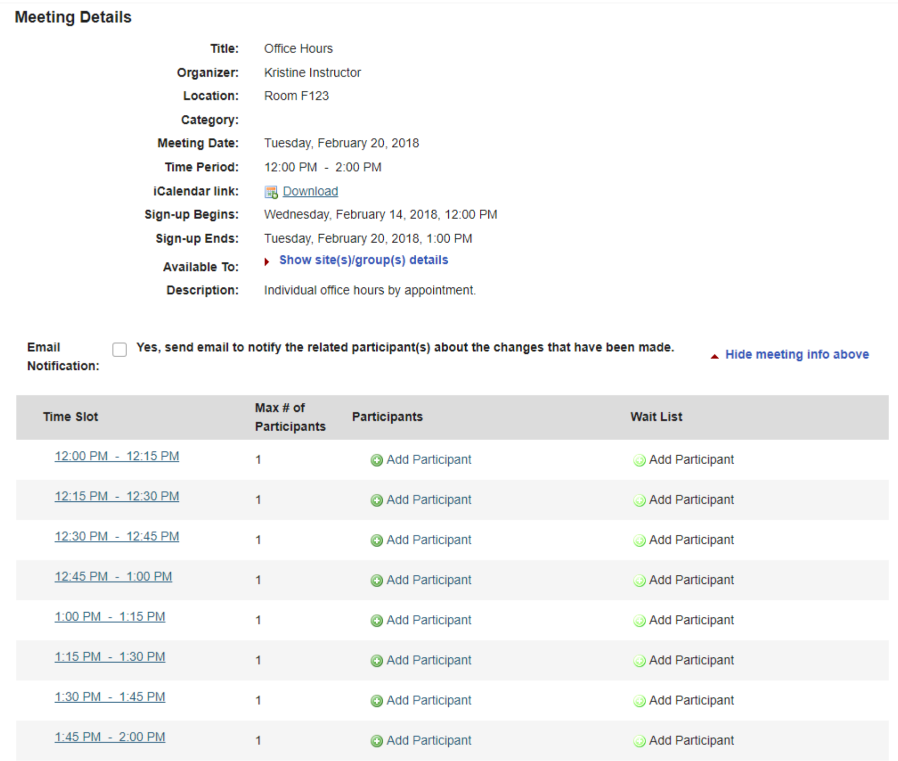
Multiple slots.



Meeting Details

Title:	Office Hours
Organizer:	Kristine Instructor
Location:	Room F123
Category:	
Meeting Date:	Tuesday, February 20, 2018
Time Period:	12:00 PM - 2:00 PM
iCalendar link:	Download
Sign-up Begins:	Wednesday, February 14, 2018, 12:00 PM
Sign-up Ends:	Tuesday, February 20, 2018, 1:00 PM
Available To:	Show site(s)/group(s) details
Description:	Individual office hours by appointment.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

Hide meeting info above

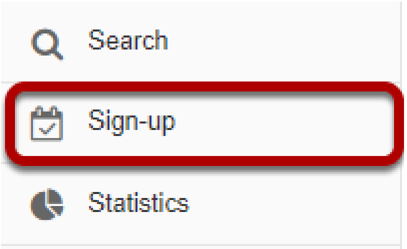
Time Slot	Max # of Participants	Participants	Wait List
12:00 PM - 12:15 PM	1	Add Participant	Add Participant
12:15 PM - 12:30 PM	1	Add Participant	Add Participant
12:30 PM - 12:45 PM	1	Add Participant	Add Participant
12:45 PM - 1:00 PM	1	Add Participant	Add Participant
1:00 PM - 1:15 PM	1	Add Participant	Add Participant
1:15 PM - 1:30 PM	1	Add Participant	Add Participant
1:30 PM - 1:45 PM	1	Add Participant	Add Participant
1:45 PM - 2:00 PM	1	Add Participant	Add Participant

A single time span can be divided into any number of timeslots of equal length, under a single meeting name. For example, a two hour meeting could have four half-hour slots, three 40-minute slots, or eight quarter-hour slots. The timeslots can also be defined at irregular times over different days. For each slot a maximum number of participants is specified. Participants are required to sign up in order to appear on the attendance list. The resulting series of timeslots can be removed or modified individually. (This option does not automatically set up a recurring meeting.)

Footer

How do I view meetings in Sign-Up?

Go to Sign-Up.



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

Meetings page.

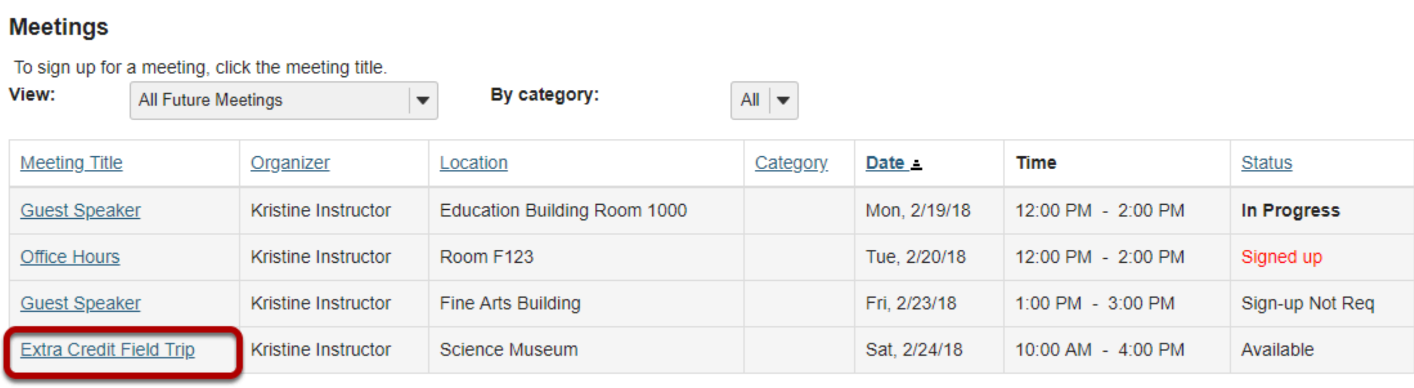
On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed.

The site's meetings are listed here in table format including title, location, date, time, and so forth. They can be ordered with the column headings and filtered with the "View" selection box. Recurring meetings, those created as a set with a single title, can be expanded or contracted with the checkbox. Checking the box below, or checking the plus sign next to the meeting entitled "Presentations," would reveal several meetings of that title on different days or times. Meetings can be removed (via the checkbox on the right of each). On this page, permissions can be set and meeting data exported (via the links on the top).

Click on a meeting title to bring up its meeting details.

*Note: For a view that includes past meetings, choose **All** in the drop down menu next to **View**.*

Student view.


Meetings

To sign up for a meeting, click the meeting title.

View: All Future Meetings **By category:** All

Meeting Title	Organizer	Location	Category	Date	Time	Status
Guest Speaker	Kristine Instructor	Education Building Room 1000		Mon, 2/19/18	12:00 PM - 2:00 PM	**In Progress**
Office Hours	Kristine Instructor	Room F123		Tue, 2/20/18	12:00 PM - 2:00 PM	Signed up
Guest Speaker	Kristine Instructor	Fine Arts Building		Fri, 2/23/18	1:00 PM - 3:00 PM	Sign-up Not Req
Extra Credit Field Trip	Kristine Instructor	Science Museum		Sat, 2/24/18	10:00 AM - 4:00 PM	Available

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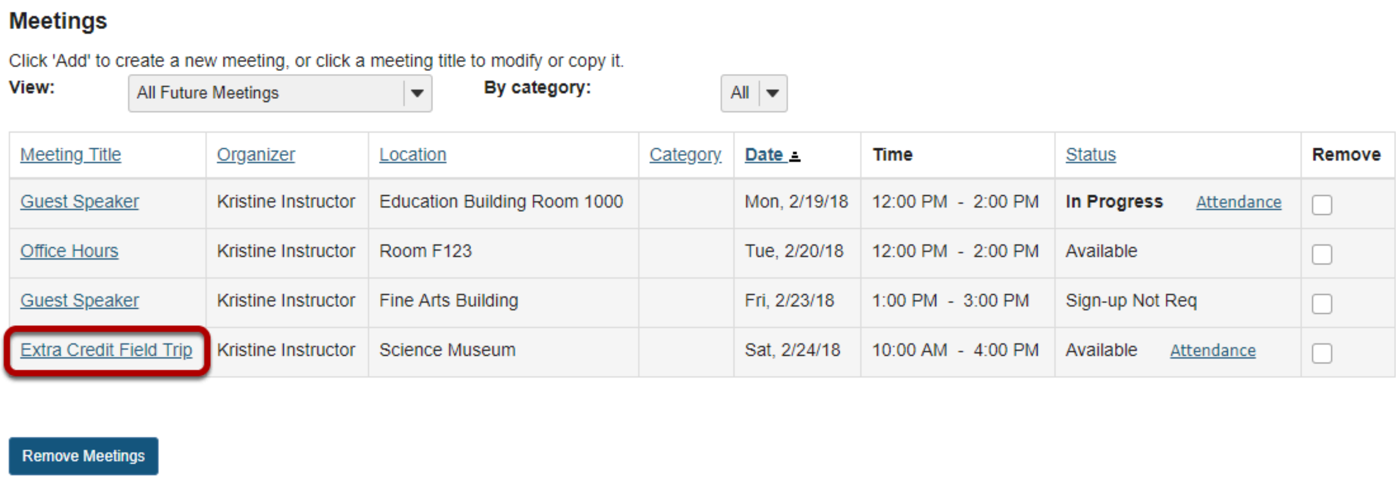
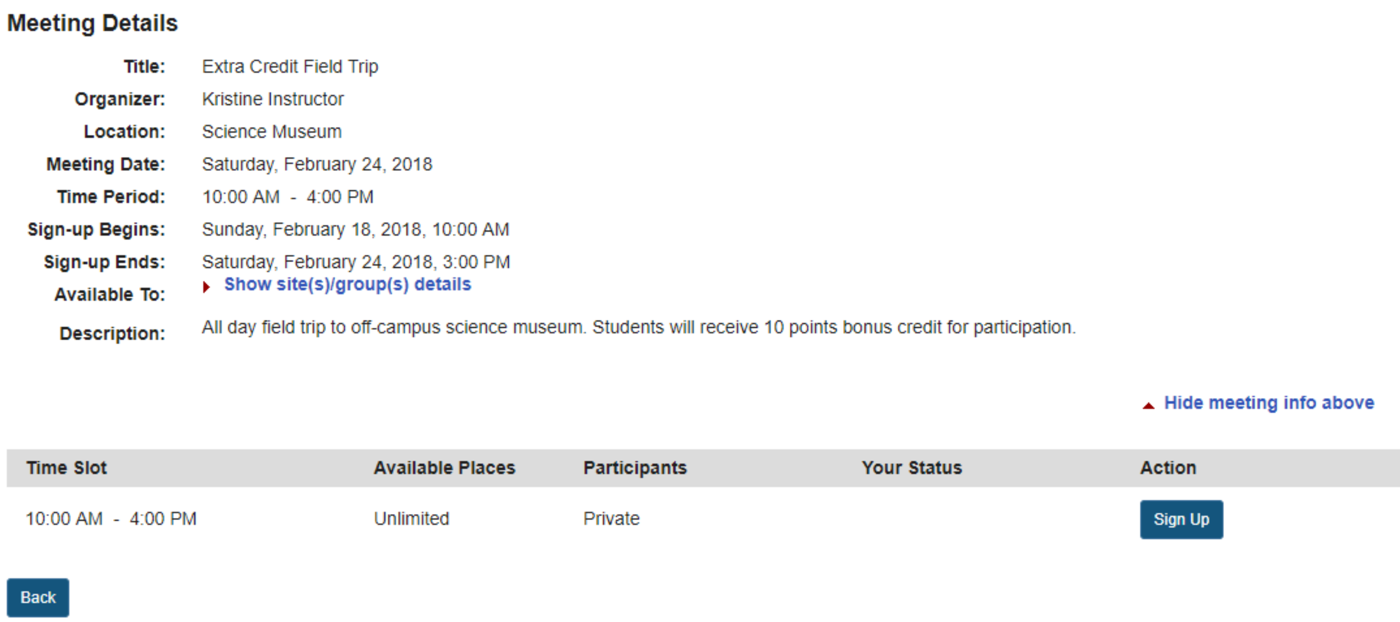
Instructor view.



Meeting details.

Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist; the student or participant view shows a "Sign-up" button, active if the sign-up period has commenced.

Student view.



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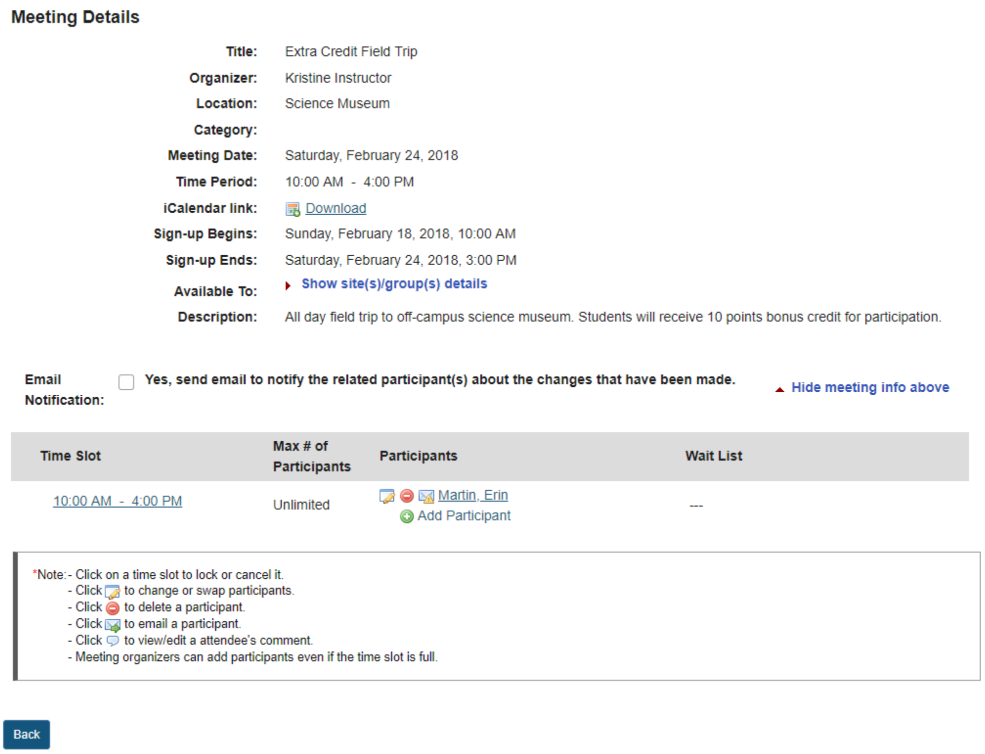
Instructor view.



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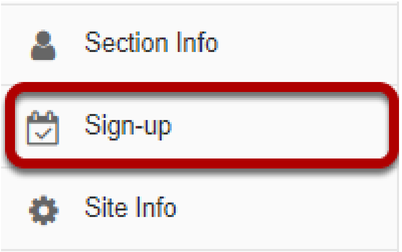
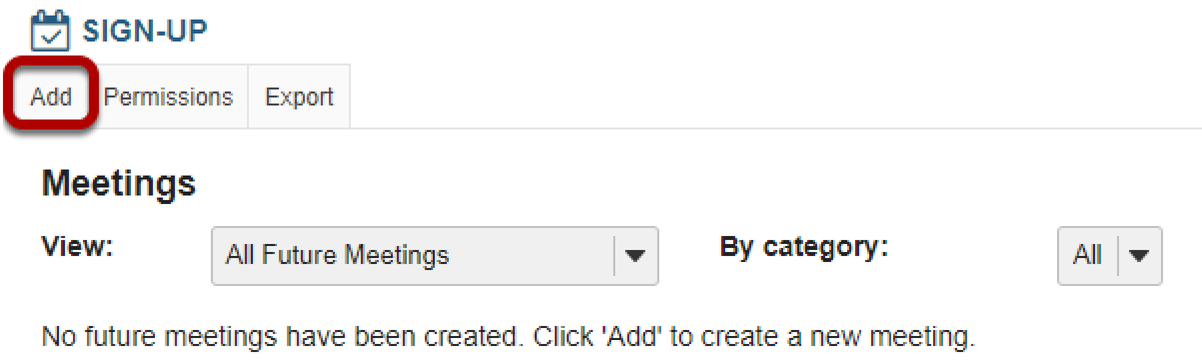
How do I create a meeting?

Go to Sign-Up.



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

Click Add.



After you click **Add** the meeting information screen will appear where you can enter all of the information for your meeting.

Enter a title.

This field will identify the meeting in this site's list of meetings.

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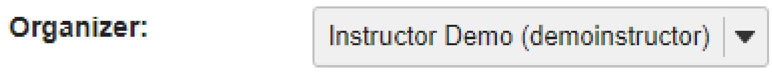
Change organizer. (Optional)



If there is more than one instructor or site owner, you may select a different name in the drop-down menu. It will default to the currently logged in user.

Enter a location.

This field will appear in the Meeting Details.

*Note: Once you have entered a location at least once for a site, it will appear in a drop-down menu. You may add a new location by clicking on the **+ enter a new location link**.*

Enter a category. (Optional)

*Note: Once you have entered a categry at least once for a site, it will appear in a drop-down menu. You may add a new category by clicking on the **+ enter a new category link**.*

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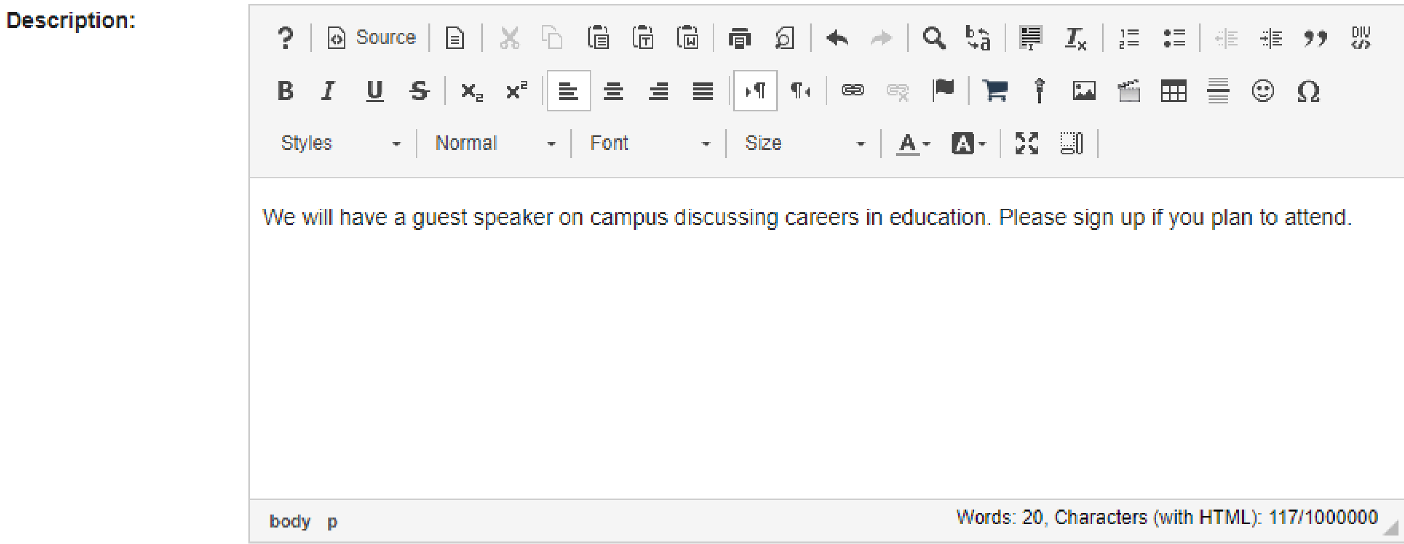
Enter a description of the meeting or event.



This field appears on the Meeting Details and the student Sign-up screen.

Add attachments. (Optional)

You may click the **Add Attachments** button if you would like to browse for and attach a file to your meeting.

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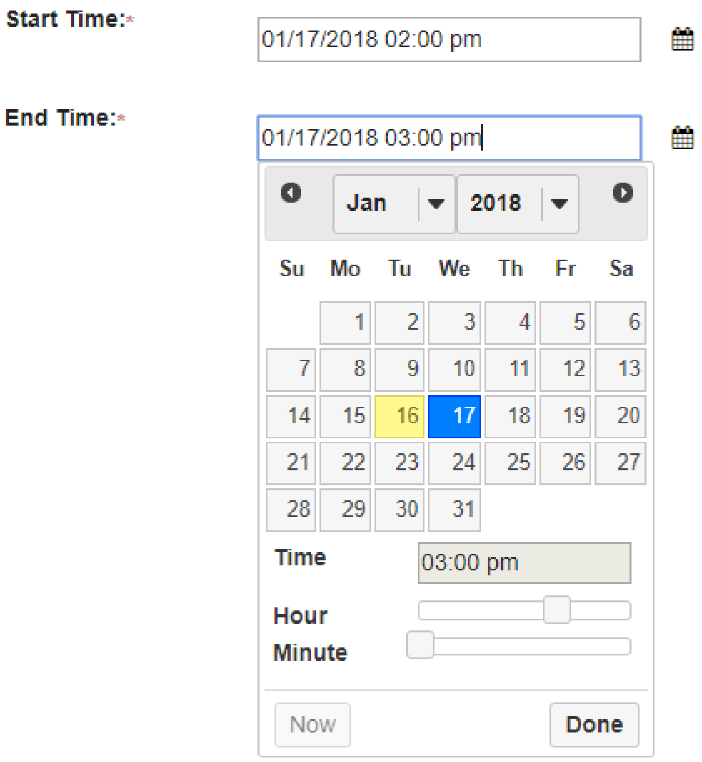
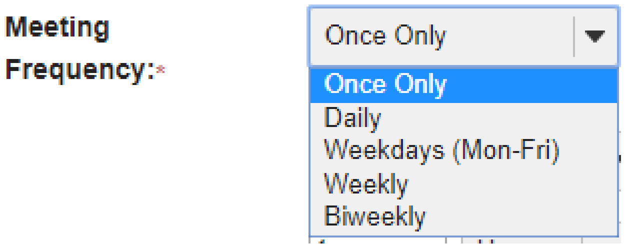
Enter start and end times.



Fill out the dates and times when the meeting will begin and end using the date picker.

Select meeting frequency.



To set up recurring meetings, choose an option here. Any of the meeting types can be recurring. Selection of a meeting frequency other than “Once Only” will create a series of entries in the meetings table with the same name but different details, where any of the individual entries can be modified as necessary.

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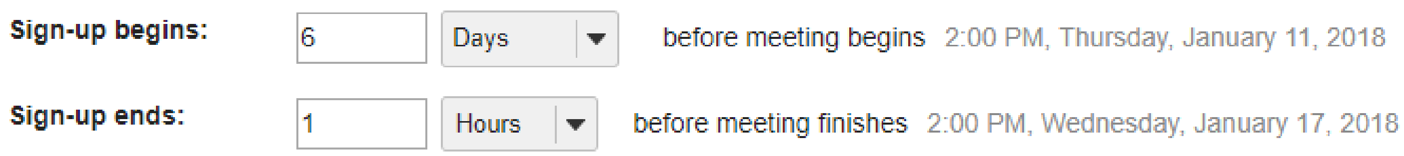
Select begin and end times for sign-up.

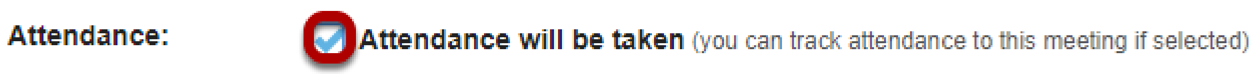


Enter the point at which the meeting should be opened for sign-up. Before then, participants will not have an active Sign-up button next to a meeting entry. To allow immediate sign-up, choose “Start Now” from the drop-down box.

Also, enter the point relative to the meeting at which to close the sign-up process. This blocks further sign-up by participants, and also blocks cancellation of a meeting for which a participant has already signed up. This period is measured from the scheduled meeting end, allowing sign-up even after the meeting has started, when that is appropriate.

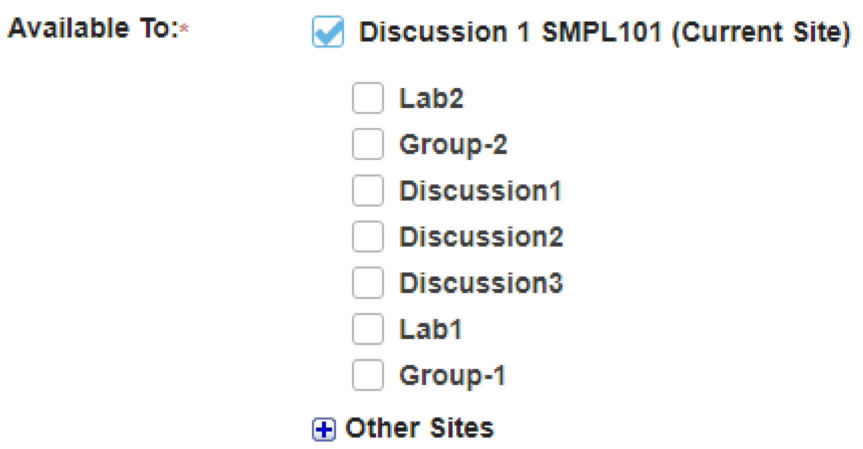
Note: Sign-Up begin and end times are only available for single slot and multiple slot meetings.

Take attendance.



If you wish to take attendance for this meeting, select the **Attendance** check box.

Specify meeting availability.



This field allows you to determine who can sign up for the meeting. You can limit sign-up to members of a group (defined on this site) or extend the sign-up offer to the membership of other sites, by selecting the appropriate check boxes. The option to extend to other sites allows

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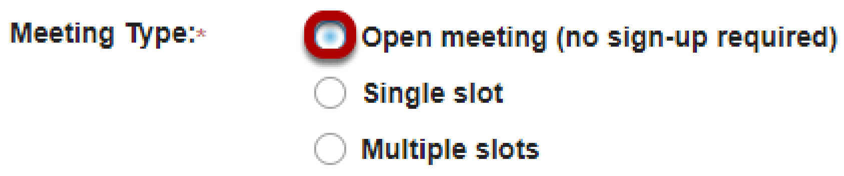
inclusion of those sites' members, or groups defined there. The other site must also have the Sign-up tool in order for its members to participate. (The default setting is members of this site only.)

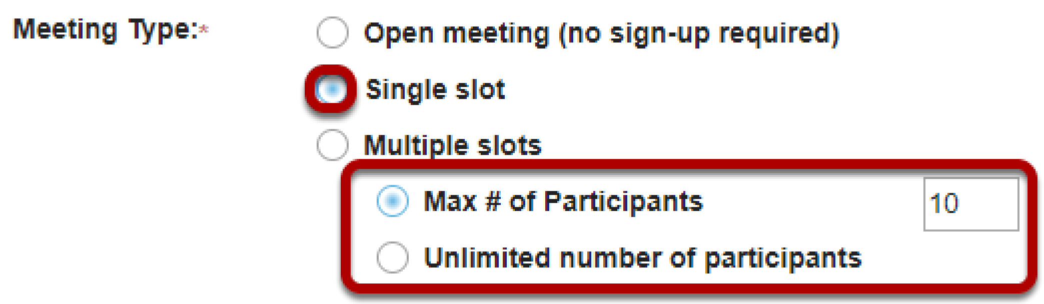
Choose meeting type.

The relevant options for each of the three meeting types appear when that meeting type is selected via its radio button. See What are Sign-Up meeting types? for more information.

Open meeting



Single slot.



Options to choose between **Max number** (in which case, enter the number of participants allowed) and **Unlimited**.

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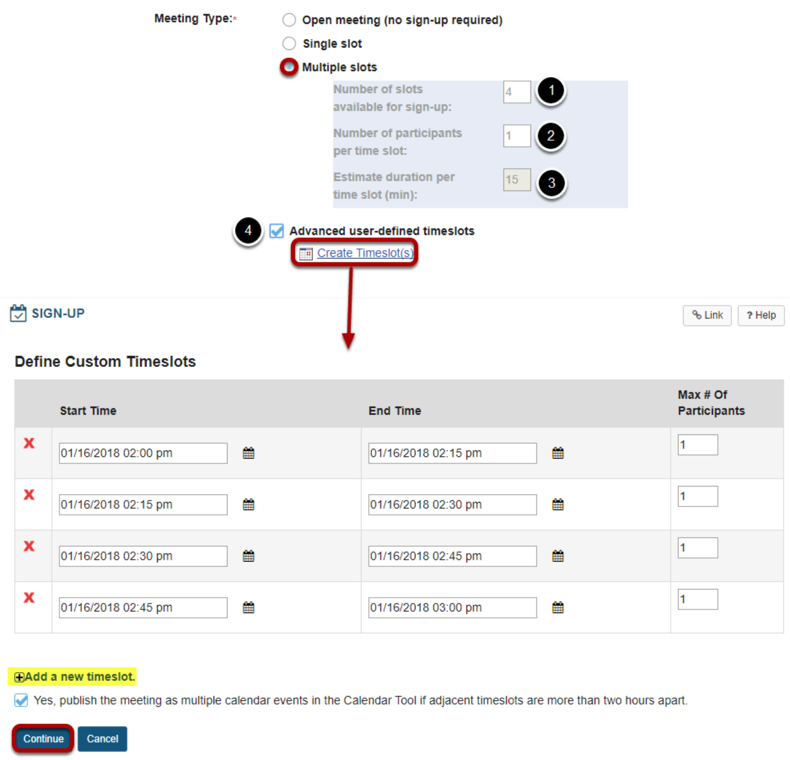
Multiple slots.



Options create timeslots, either computed to occupy a single continuous time span, or occupying separate irregular time spans manually defined, covering one or more days. Each method creates a single meeting with multiple entries in a timeslot table.

1. **Number of slots available for sign-up**: Enter the number of individual timeslots over which to divide the meeting time.
2. **Number of participants per slot**: Enter the number of people that can sign up for each slot.
3. **Estimate duration per timeslot (min)**: This figure, in red, is calculated as a function of the total meeting time span and the number of slots available, and cannot be edited. It allocates the available time across the slots. For example, if the number of slots is defined to be 5, and the start and end times of the meeting span two hours, the duration will be set to 24 (120 minutes divided by 5). A number of slots that does not divide the period evenly will give rise to a warning message and an adjustment of the total span. Note: In any case, the resulting timeslots can be edited, after the meeting is published, through the “Modify” process by selecting “Advanced user-defined timeslots.” See below, “Editing a meeting.”
4. **Advanced user-defined timeslots**: Allows a multiple-slot meeting to be defined as a set of irregular timeslot choices, over several days at different times. (Each person can sign up for only one.) Select this checkbox,” then select the “Edit Timeslots” link that appears. Enter new timeslots with the “Add a new timeslot” link, edit the data, and delete extraneous ones with the red X. This option does not allow unlimited participation. A warning that this meeting covers more than one day can be ignored.

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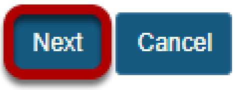
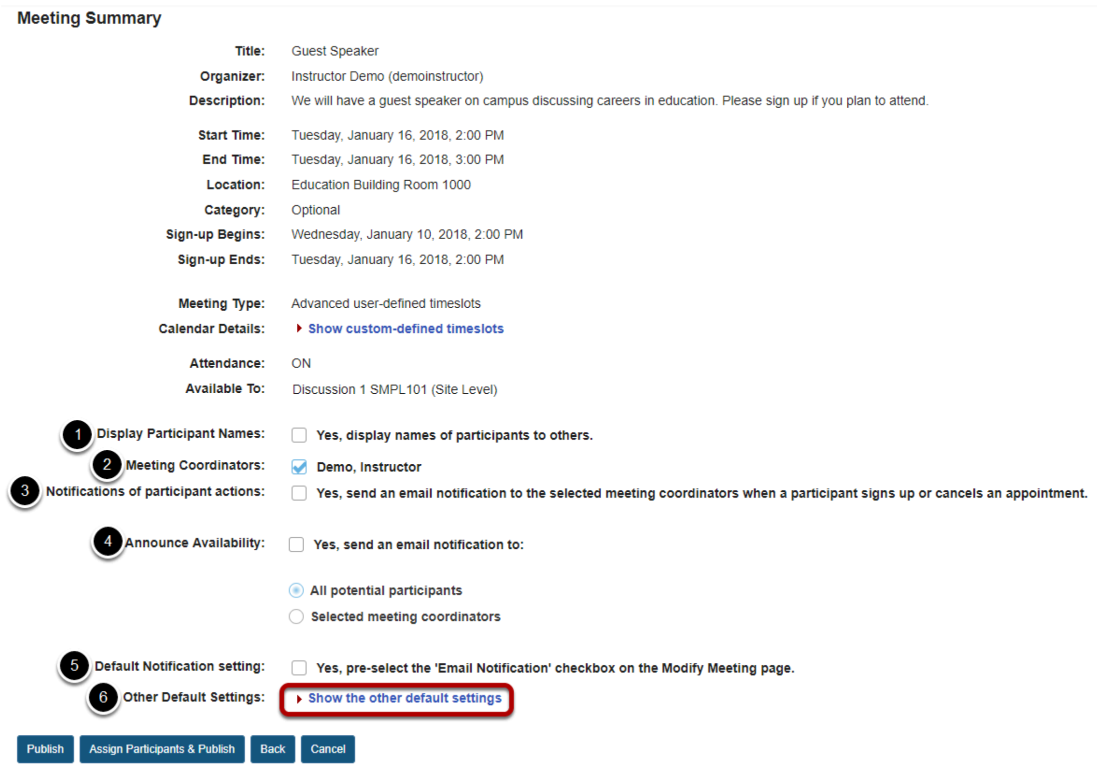
Click Next.



Continue to the second page by clicking **Next**. This will take you to the Meeting Summary, to verify the details set so far, then complete the meeting settings.

Review settings and select notification preferences.



1. **Display Participant Names**: "Yes" means that names of participants will be visible to others.
2. **Send notification**: Check the appropriate box to manage email notifications when participants sign up or cancel.
3. **Meeting Coordinators**: Select the coordinators to receive notifications, if enabled.
4. **Announce Availability**: "Yes" means that all the potential participants will receive e-mail announcing that this meeting has been published.
5. **Default Notification setting**: "Yes" means that the notification box will be selected on the modify meetings page.
6. **Other Default Settings**: Click **Show the other default settings** to view additional meeting options.

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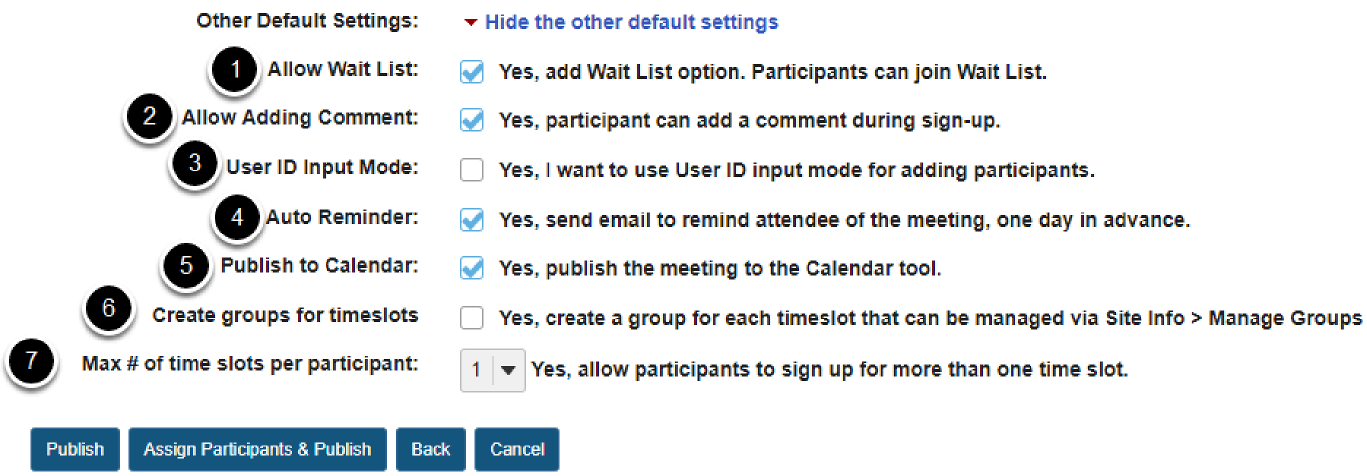
Other default settings.



Other settings include:

1. **Allow Wait List**: "Yes" means that a Wait List will be kept, and participants can join it if this meeting is filled to capacity.
2. **Allow Adding Comment**: "Yes" means that a participant can add a comment during sign-up.
3. **User ID Input Mode**: Yes, I want to use User ID input mode for adding participants. – allows organizer to use User Id rather than choosing from drop down list. Useful for very large classes where drop down list is very long.
4. **Auto Reminder**: "Yes" means that all attendees of the meeting will receive an e-mail reminder one day in advance.
5. **Publish to Calendar**: "Yes" means that the meeting will appear on this site's Calendar tool, regardless of attendance status of the current user.
6. **Create groups for timeslots**: "Yes" means that groups will automatically be created for each time slot. You may manage these groups via Site Info.
7. **Max # of timeslots per participant**: You may select more than one timeslot per participant if desired.

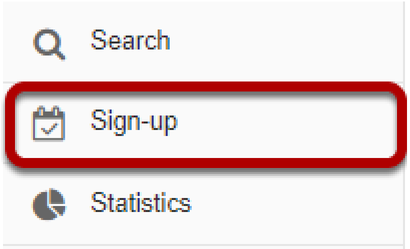
Publish your meeting.

Publish by clicking either **Publish** or **Assign Participants & Publish**. You have the option of assigning participants or allowing them to choose their own timeslots. If you do not choose to assign participants at this time, you may do so later by editing the meeting settings.

Footer

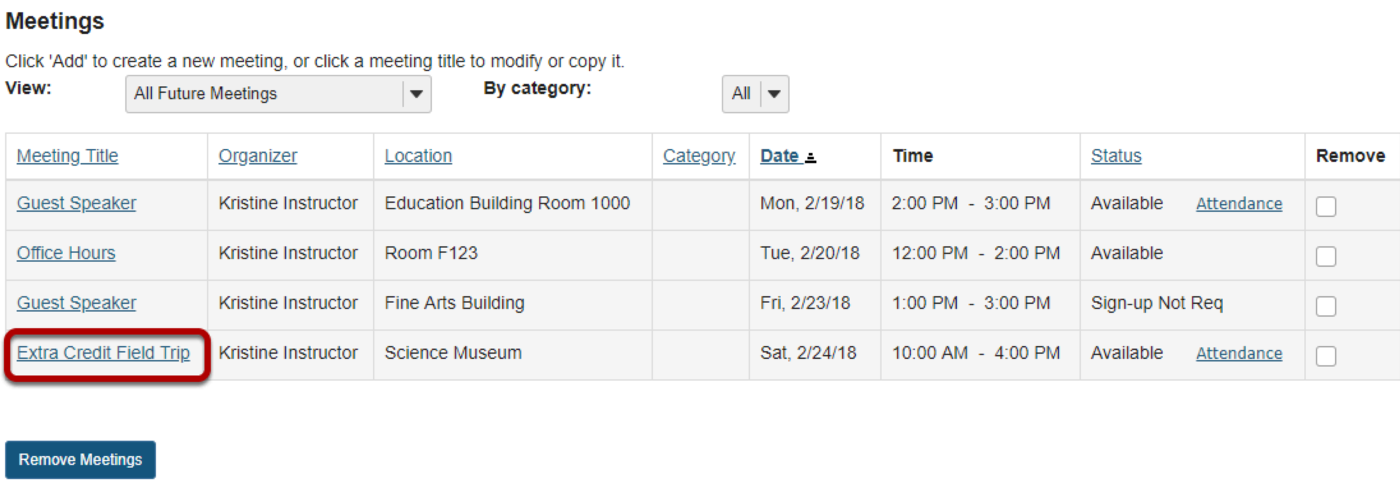
How do I edit a meeting?

Go to Sign-Up.



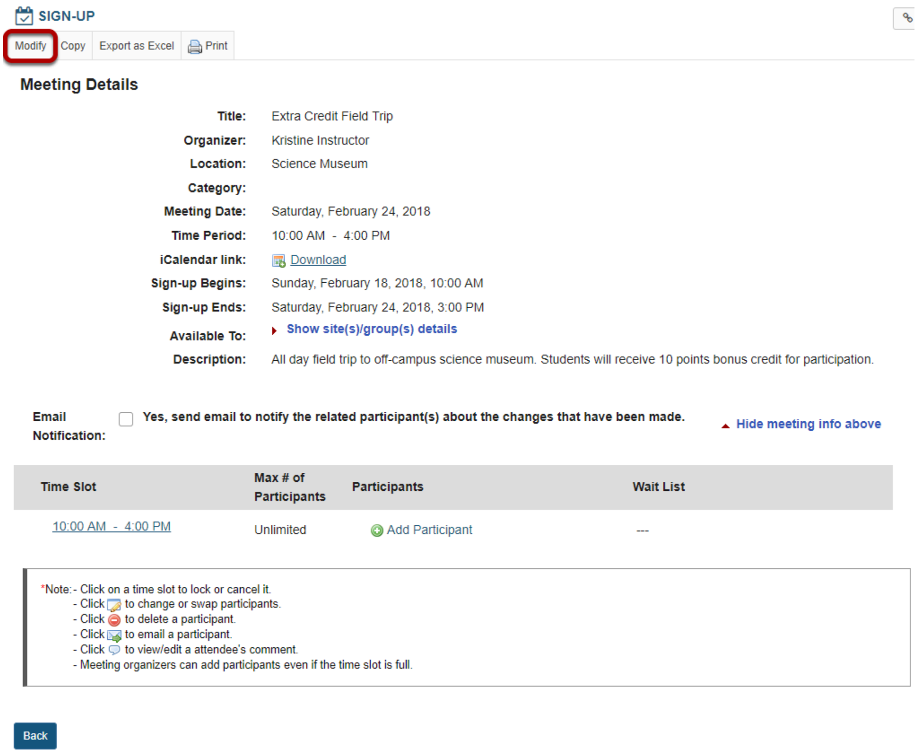
Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.



Footer

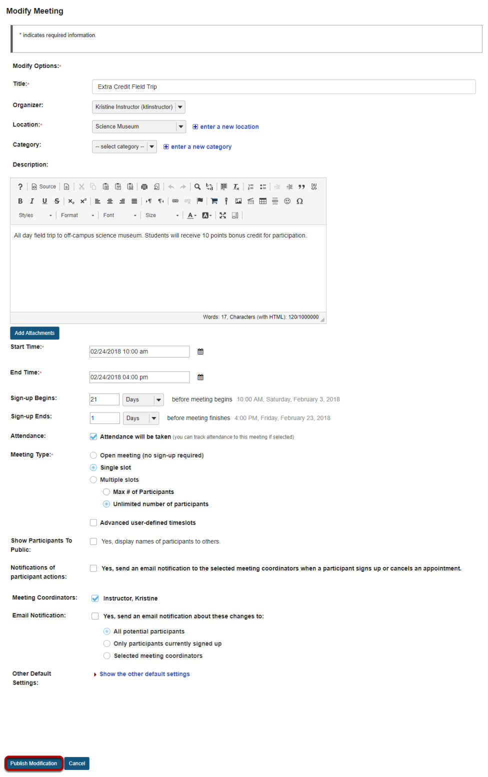
Click Modify.



To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

Footer

Edit meeting settings and publish.



The information described in [How do I create a meeting?]() will be shown for editing the settings of your choice.

The timeslots can be adjusted by selecting “Advanced user-defined timeslots” (if not already specified for this meeting), then selecting the “Edit Timeslots” link that appears; timeslots can be combined, removed, or added.

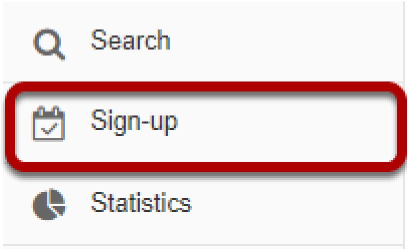
In a recurring meeting, you can choose to limit the change by selecting “Modify current only” or to modify all of the sessions in the rest of the series by selecting “Modify all future recurring meetings.” After modifying a meeting, you may elect to send e-mail notification to participants via the checkbox above the timeslot table.

Click **Publish Modification** when you are finished making changes.

Footer

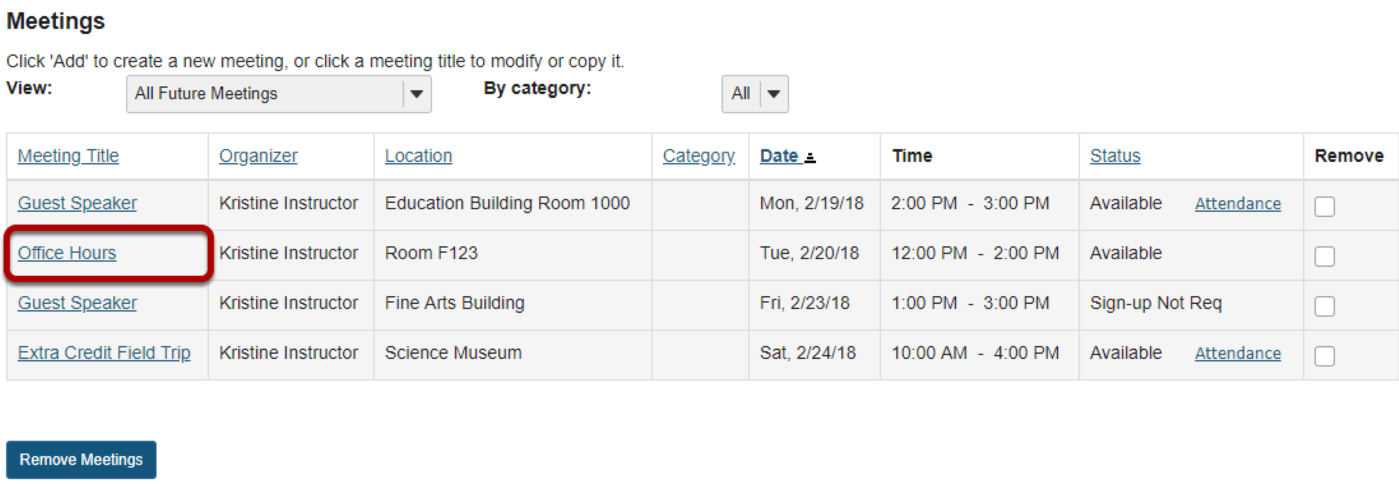
How do I lock or cancel a time slot?

Go to Sign-Up.



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

Click on a meeting title.


Meetings

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

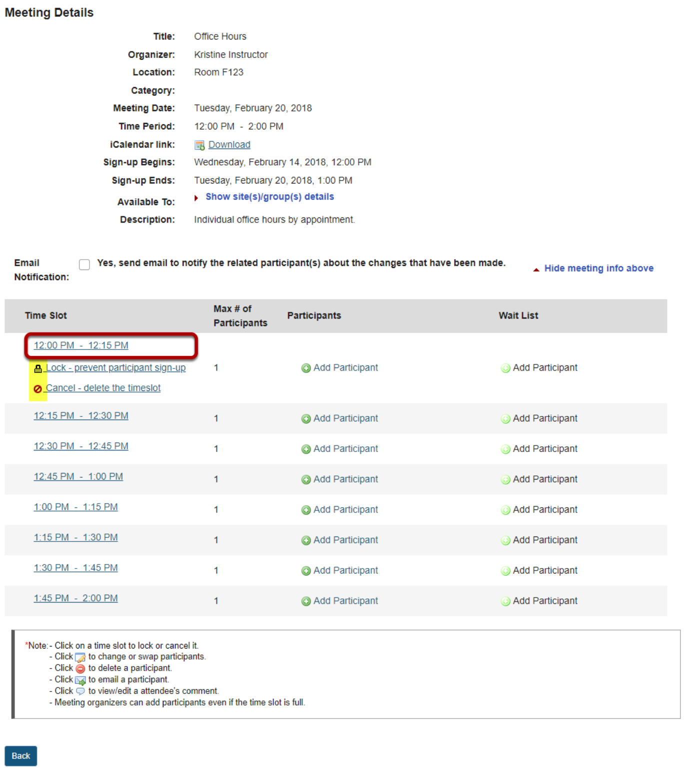
View: All Future Meetings **By category:** All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Kristine Instructor	Education Building Room 1000		Mon, 2/19/18	2:00 PM - 3:00 PM	Available Attendance	
Office Hours	Kristine Instructor	Room F123		Tue, 2/20/18	12:00 PM - 2:00 PM	Available	
Guest Speaker	Kristine Instructor	Fine Arts Building		Fri, 2/23/18	1:00 PM - 3:00 PM	Sign-up Not Req	
Extra Credit Field Trip	Kristine Instructor	Science Museum		Sat, 2/24/18	10:00 AM - 4:00 PM	Available Attendance	

Remove Meetings

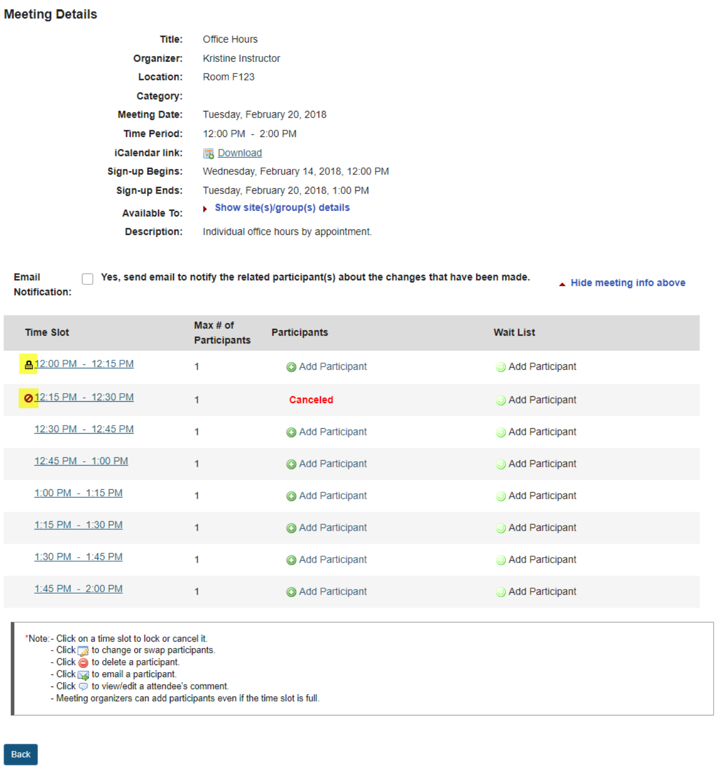
Footer

Click on the time slot you want to lock or cancel.



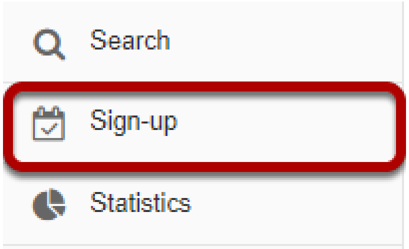
Click it in the time slot table and use the options presented underneath it. Note that you can first move participants to another time slot using the edit buttons beside individual entries.

Once locked/canceled, the time slot will have an icon indicating that it has been locked or canceled.



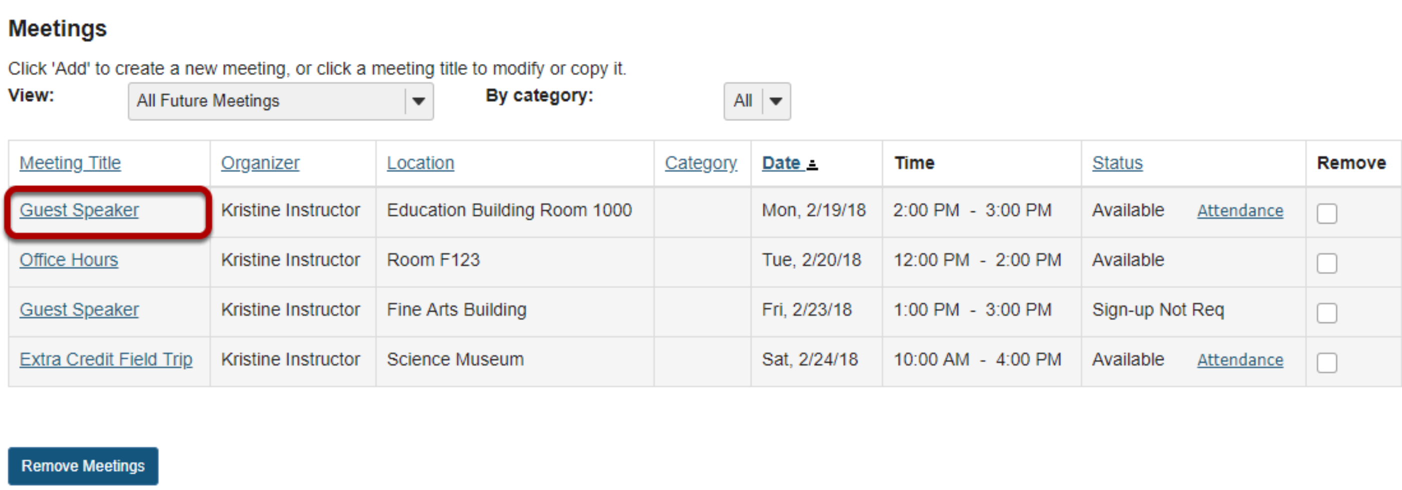
How do I copy a meeting?

Go to Sign-Up.



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

Click on a meeting title.

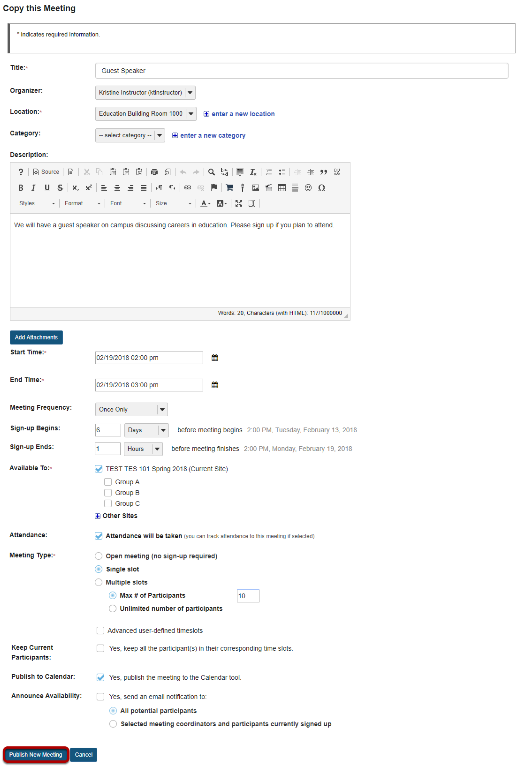


Click Copy.

Click on the meeting name to open the details, and then click the **Copy** link at the top.

Footer

Make your changes, then click Publish New Meeting.



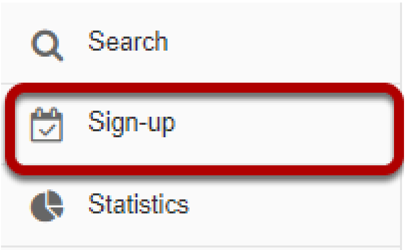
You now have a display entitled **Copy this meeting**. Change the settings as desired, including the title if you want a new meeting name, and then click **Publish New Meeting**.

Note: Some settings will not be available to edit. You cannot copy a multiple-slots meeting into a new single-slot meeting, for instance.

Footer

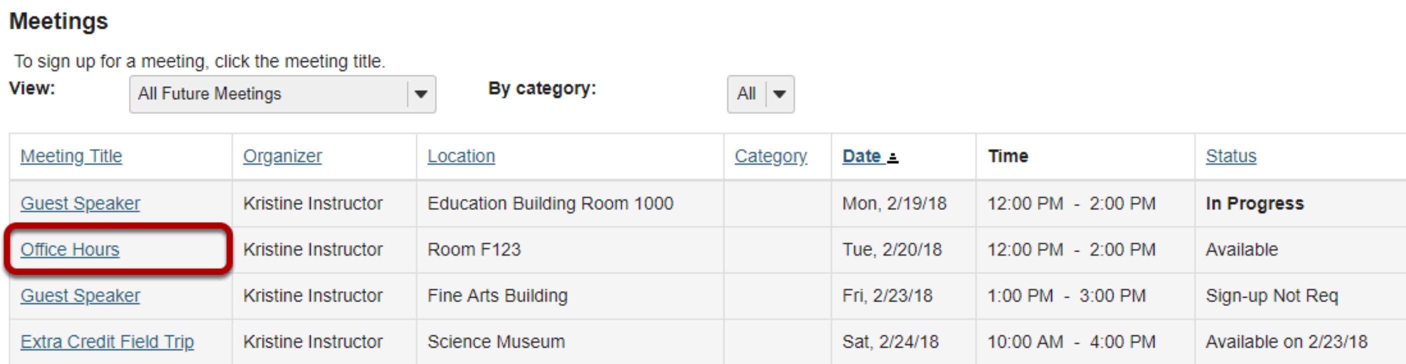
How do students or participants sign-up for meetings?

Go to Sign-Up.



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

Click on a meeting title.



Meetings

To sign up for a meeting, click the meeting title.

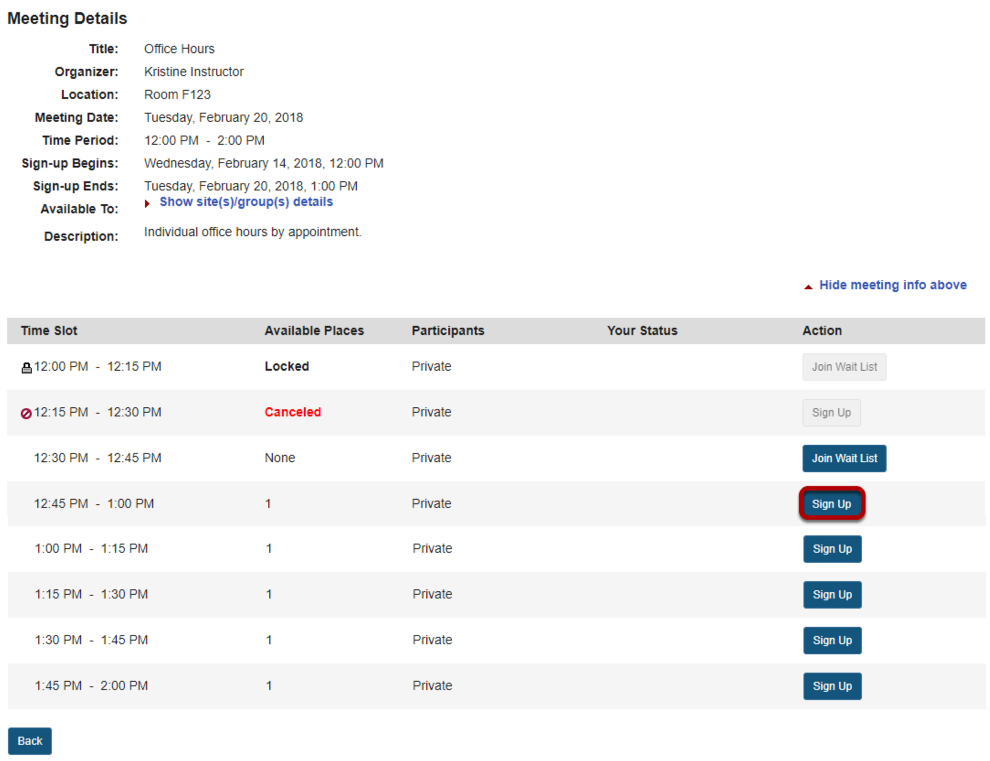
View: All Future Meetings **By category:** All

Meeting Title	Organizer	Location	Category	Date	Time	Status
Guest Speaker	Kristine Instructor	Education Building Room 1000		Mon, 2/19/18	12:00 PM - 2:00 PM	**In Progress**
Office Hours	Kristine Instructor	Room F123		Tue, 2/20/18	12:00 PM - 2:00 PM	Available
Guest Speaker	Kristine Instructor	Fine Arts Building		Fri, 2/23/18	1:00 PM - 3:00 PM	Sign-up Not Req
Extra Credit Field Trip	Kristine Instructor	Science Museum		Sat, 2/24/18	10:00 AM - 4:00 PM	Available on 2/23/18

Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.

Footer

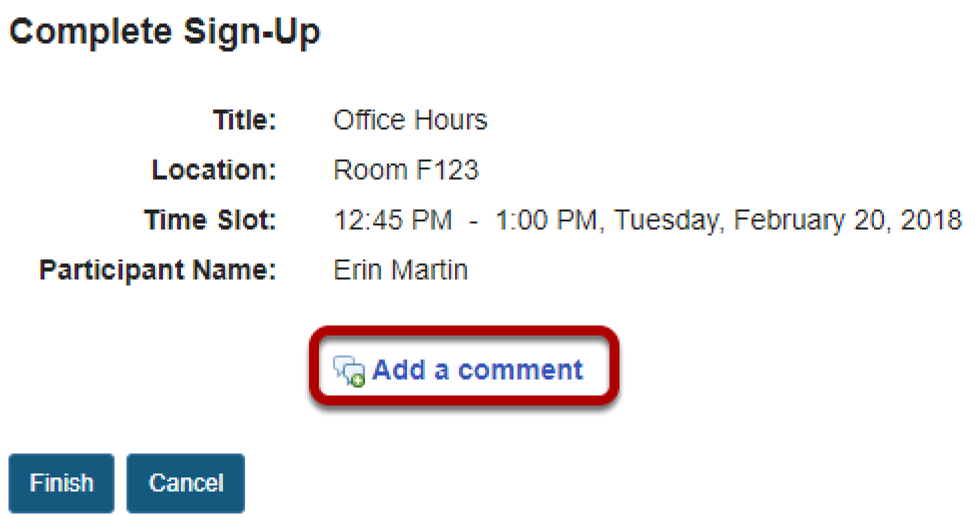
Click Sign Up.



Click the button labeled **Sign Up** beside the time slot you want.

Note: If a lock icon appears in Meeting Details next to a time slot, your instructor has removed that time slot from further sign-up.

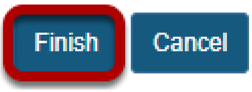
Add a comment. (Optional)



Footer

If your instructor has allowed, you will see a comment field where you can type a message, which is seen only by the instructor.

Click Finish.



View your status.

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	**Locked**	Private		Join Wait List
12:15 PM - 12:30 PM	**Canceled**	Private		Sign Up
12:30 PM - 12:45 PM	None	Private		Join Wait List
12:45 PM - 1:00 PM	None	Private	Signed up	Cancel Sign-up
1:00 PM - 1:15 PM	1	Private		Sign Up
1:15 PM - 1:30 PM	1	Private		Sign Up
1:30 PM - 1:45 PM	1	Private		Sign Up
1:45 PM - 2:00 PM	1	Private		Sign Up

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

Join Wait List. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
12:30 PM - 12:45 PM	None	Private		Join Wait List

Time Slot	Available Places	Participants	Your Status	Action
12:30 PM - 12:45 PM	None 1 On Wait List	Private	On Wait List	Remove from Wait List

If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by clicking **Join Wait List.** If space becomes available, you will be added to the list of attendees, and notified by email.

Footer

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
12:00 PM - 12:15 PM	**Locked**	Private		Join Wait List
12:15 PM - 12:30 PM	**Canceled**	Private		Sign Up
12:30 PM - 12:45 PM	None	Private		Join Wait List
12:45 PM - 1:00 PM	None	Private	Signed up	Cancel Sign-up
1:00 PM - 1:15 PM	1	Private		Sign Up
1:15 PM - 1:30 PM	1	Private		Sign Up
1:30 PM - 1:45 PM	1	Private		Sign Up
1:45 PM - 2:00 PM	1	Private		Sign Up

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.

Footer

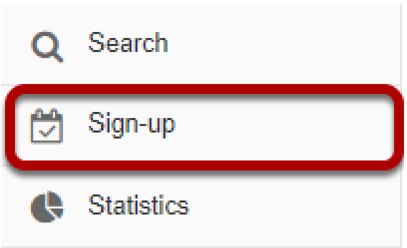
How do I export meeting data?

The Export operation provides a rich set of data, in spreadsheet form, for a set of meetings or for a single meeting, including the list of those who have signed up.

The ".xls" file thereby created can be opened in Excel or some other spreadsheet application to show several sheets, as follows.

- Attendees' Schedules [for meeting organizers]: a datasheet with columns that show the meeting's details, with one row for each meeting attendee signed up.
- Events Overview: a chart of all meetings selected as they appear in the Meetings page.
- For each meeting, a named sheet
- Chart showing the meeting title and details, plus a list of attendees [for users with that privilege], the wait list, and comments.

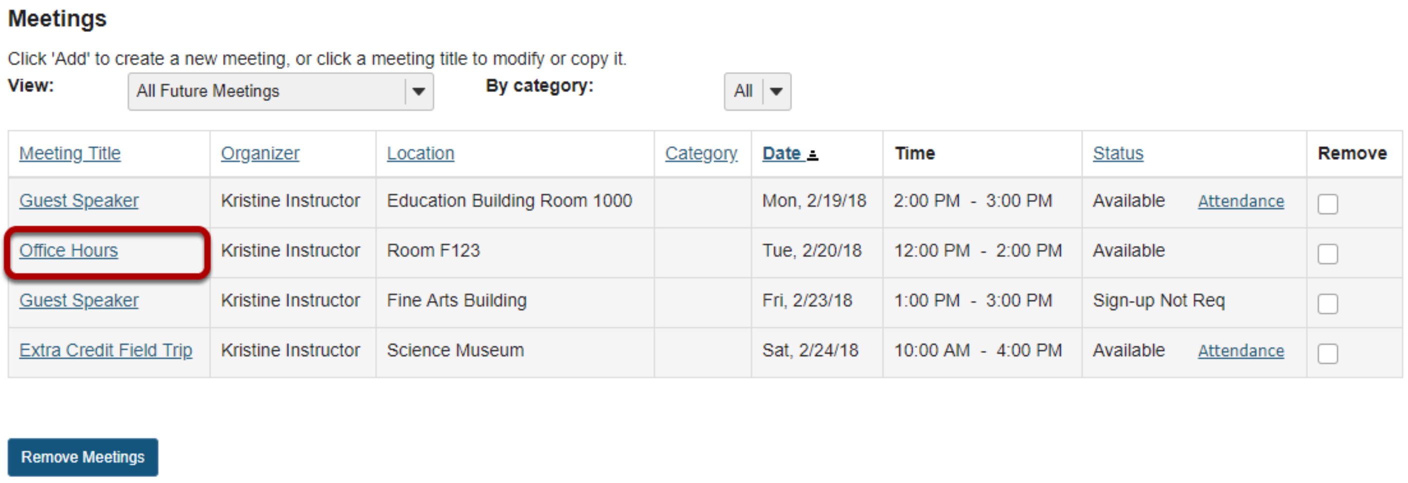
Go to Sign-Up.



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

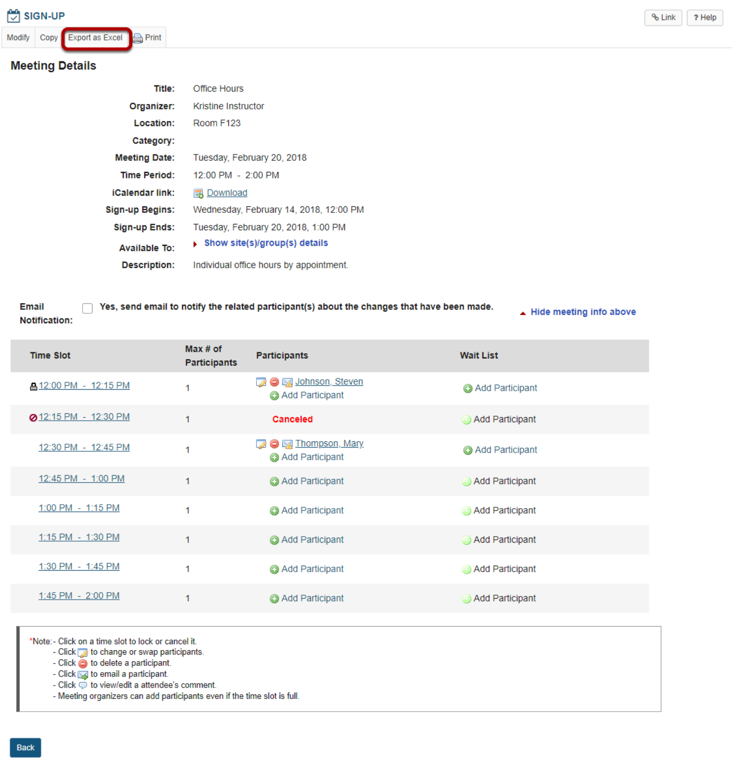
Footer

Export a single meeting:



Click on the title of the meeting you want to export to view its details.

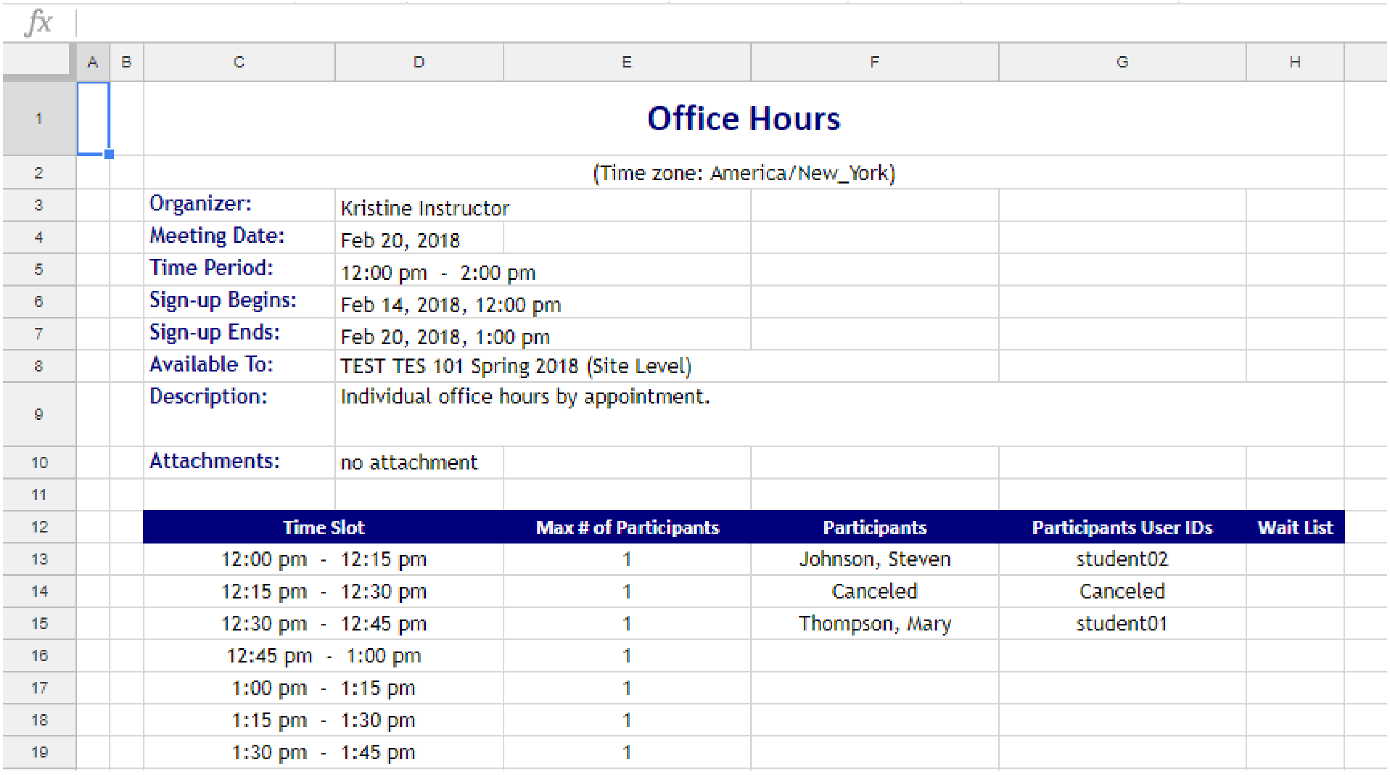
Click Export as Excel.



Click **Export as Excel** from the meeting details screen.

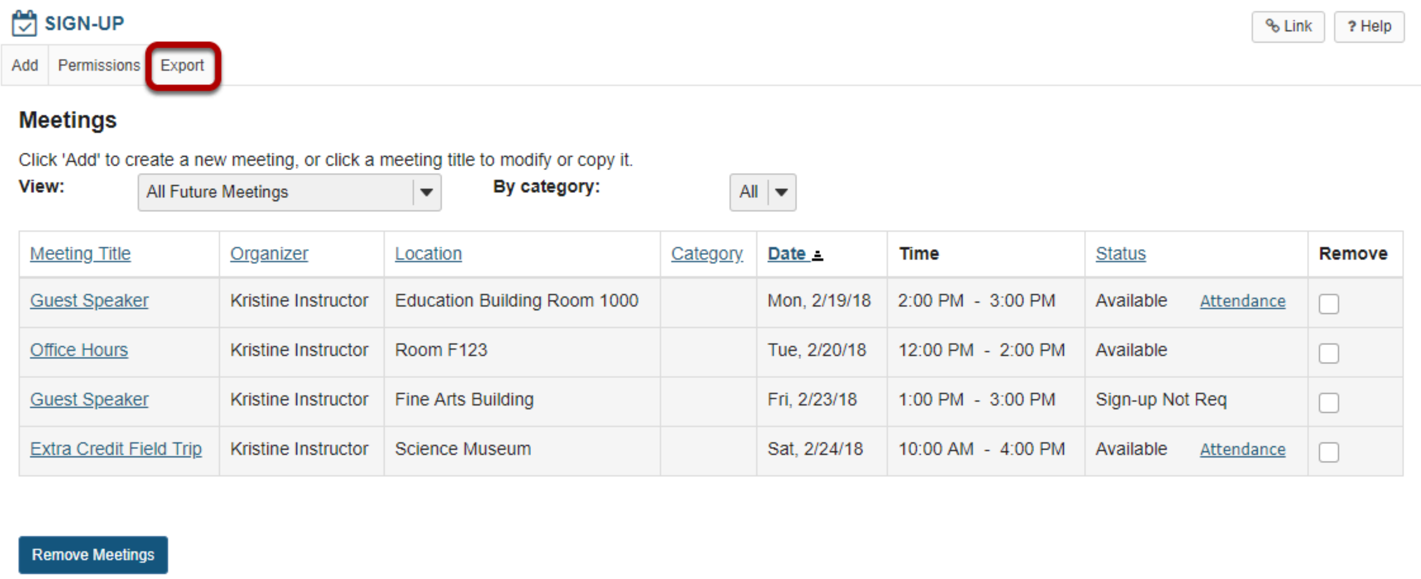
Footer

View information in Excel.



Office Hours				
(Time zone: America/New_York)				
Organizer:	Kristine Instructor			
Meeting Date:	Feb 20, 2018			
Time Period:	12:00 pm - 2:00 pm			
Sign-up Begins:	Feb 14, 2018, 12:00 pm			
Sign-up Ends:	Feb 20, 2018, 1:00 pm			
Available To:	TEST TES 101 Spring 2018 (Site Level)			
Description:	Individual office hours by appointment.			
Attachments:	no attachment			
Time Slot	**Max # of Participants**	**Participants**	**Participants User IDs**	**Wait List**
12:00 pm - 12:15 pm	1	Johnson, Steven	student02	
12:15 pm - 12:30 pm	1	Canceled	Canceled	
12:30 pm - 12:45 pm	1	Thompson, Mary	student01	
12:45 pm - 1:00 pm	1			
1:00 pm - 1:15 pm	1			
1:15 pm - 1:30 pm	1			
1:30 pm - 1:45 pm	1			

Export a set of meetings:

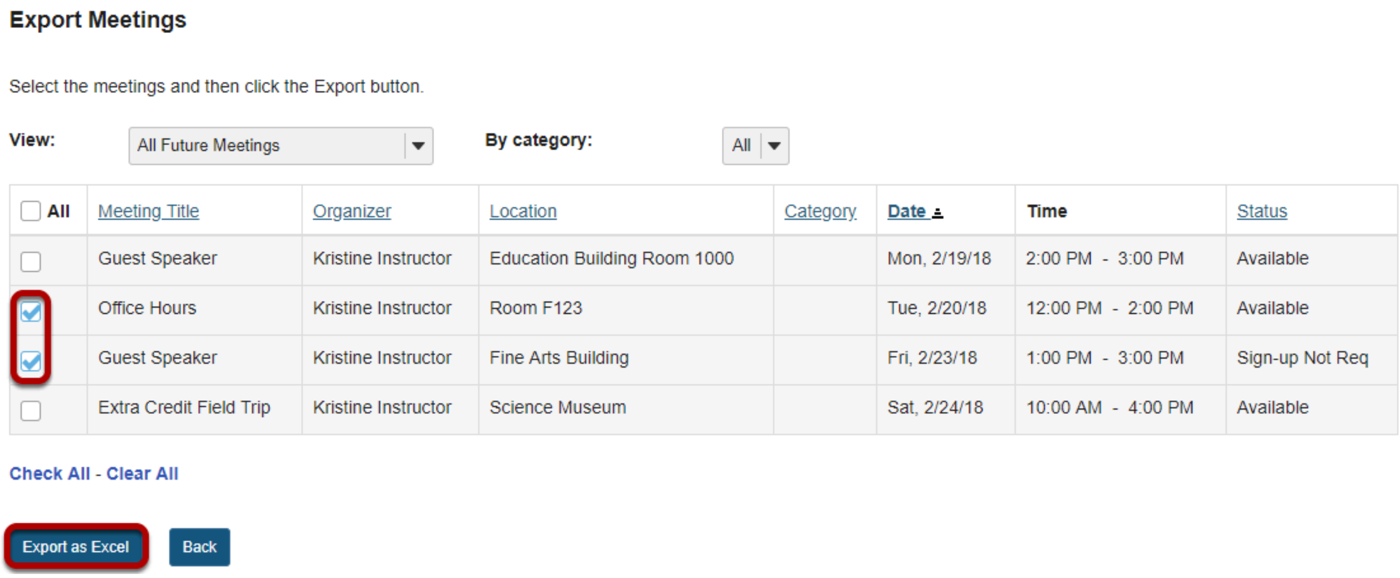


Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Guest Speaker	Kristine Instructor	Education Building Room 1000		Mon, 2/19/18	2:00 PM - 3:00 PM	Available Attendance	
Office Hours	Kristine Instructor	Room F123		Tue, 2/20/18	12:00 PM - 2:00 PM	Available	
Guest Speaker	Kristine Instructor	Fine Arts Building		Fri, 2/23/18	1:00 PM - 3:00 PM	Sign-up Not Req	
Extra Credit Field Trip	Kristine Instructor	Science Museum		Sat, 2/24/18	10:00 AM - 4:00 PM	Available Attendance	

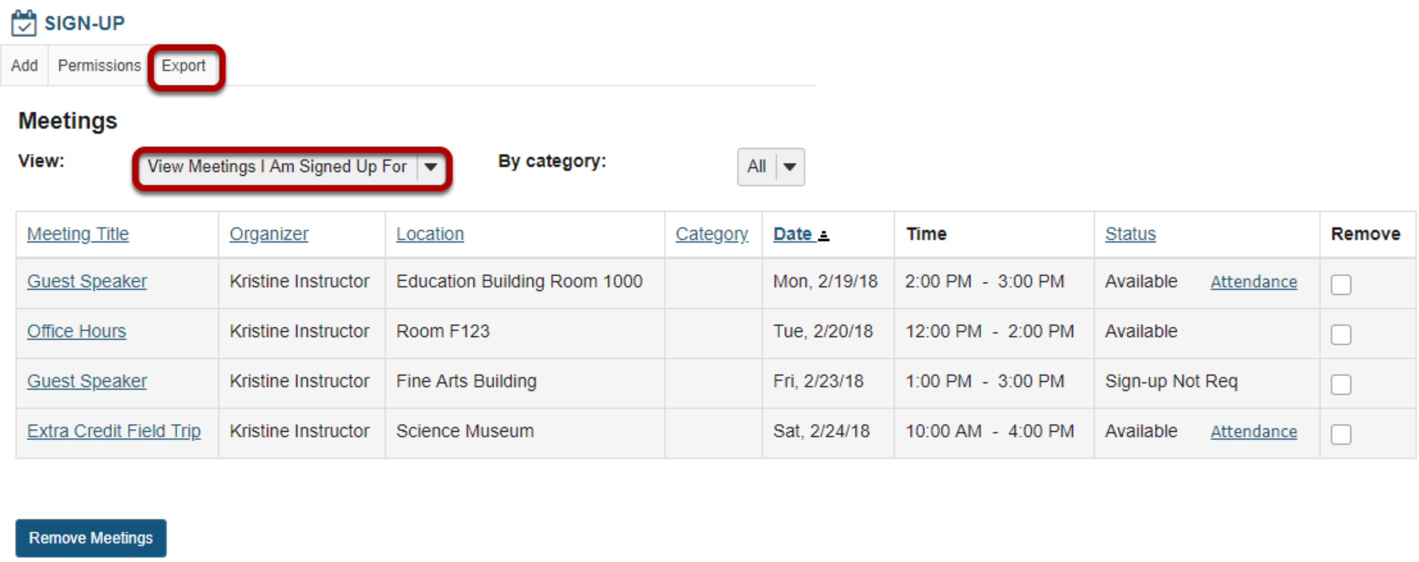
On the main Meetings page, click the **Export** link.

Footer

Select the meetings desired, and click Export as Excel.



View All Meetings I Am Signed Up For.



An individual can select **View All Meetings I Am Signed Up For** to see scheduled commitments on the screen, and then select **Export** to save or print that list shown in the Events Overview sheet.

Footer

How can I use the Sign-Up tool in my site?

The Sign-up tool can be used in a variety of ways for teaching arrangements. The list below explains some, but is by no means exhaustive.

Schedule special office hours.

To hold an advance sign-up for special office hours on a problem set, including students from two different classes: Choose a day, define a block of time, set up multiple slots available to both sites' members, and then adjust the timeslots as desired. For example, suppose the instructor wants to schedule a 3-hour block of time for office hours with some 15-minute slots and some 30-minute slots and a 15-minute gap for a break. Here is the procedure:

1. Set up a 3-hour meeting called "Office Hours - Problem Set" with 15-minute timeslots according to the "Multiple slots" instructions. In the "Available To" field, leave the current site checked and open the "Other Sites" list to check the other class's site (which must also have the Sign-up Tool), as well.
2. After publishing the meeting to get the initial allocation of timeslots, click the meeting name, and then click 'Modify,' check the box next to "Advanced user-defined timeslots" and click "Edit Timeslots."
3. Adjust the timeslots as needed. Edit the start and end times to change the time period to 30 minutes on some slots. Delete a 15-minute slot, to reserve a break time.
4. Invite the students of both classes to sign up. The entry will appear to them under a single title "Office Hours - Problem Set" with several timeslots specified by start and end times.

Schedule in-class presentations.

To schedule in-class presentations either by individuals or groups:

1. Recurring Method: Set up a single-slot recurring meeting within the time of the class period. This method is easy, but it produces several separate meetings and allows an individual student to sign up for more than one presentation slot by mistake.
2. Multiple-slot Method: Create one meeting using "Advanced user-defined timeslots," specifying additional new timeslots for each class period as needed. This method requires more manual entries, but produces only one meeting with several date options, preventing an individual student from signing up for more than one.

In each case, ask the students to indicate the topics of their presentations by typing them in the comment area when they sign up.

Footer

Estimate attendees for a review session.

To get an estimate of how many students would attend a review session, set up a meeting with no limit on the number of participants who can sign up. This is useful in choosing a room of adequate size for the session.

Schedule a multi-day meeting.

To set up a two-day recurring meeting, use the “Advanced timeslots” and “Meeting frequency” options. For example, suppose a group of six pharmacy students on professional rotations in the field are to return to campus for consultations together on Friday afternoon and Saturday morning every other week, from April until the end of July. In the Pharmacy site, the meeting organizer sets it up according to this procedure:

1. Add a new meeting, entitled “Fri-Sat Campus Consult,” with the appropriate location and description
2. Select the “Advanced user-defined timeslots” and specify the first week’s timeslots, say, Friday April 1st, 4:00 – 6:00 PM, and Saturday April 2nd, 9:00 – 11:00 AM. The maximum enrollment value is irrelevant, as participants will be added manually. Delete extra timeslots via the red X.
3. For the meeting frequency, select “Biweekly” and specify an end date of Sunday July 31st.
4. Set the other parameters as appropriate for the circumstances (display names, use e-mail notifications, no wait lists, no comments, and so forth).
5. Select the button “Assign participants and publish” and select the participants for both timeslots, also checking the box “Yes, assign participants to the same timeslot for all occurrences.” In each resulting meeting, if desired, select the timeslot and lock against further participant sign-up. (Note that the creation of a site group of the intended six students would allow association of the group by name, obviating this step.)

This creates a series of nine meetings under a single title, Fridays and Saturdays on alternate weeks, with the same group of participants.

Solicit input on preferred meeting dates.

To determine the best schedule for a series of meetings with a group of participants—for example, student tutorials-- define a weekly time by soliciting input from the participants on several choices. Select the optimal choice, and copy that timeslot across several weeks as a recurring meeting. When an exception must be handled, adjust that particular meeting according to the “Editing a meeting” instructions. Here is the detailed procedure:

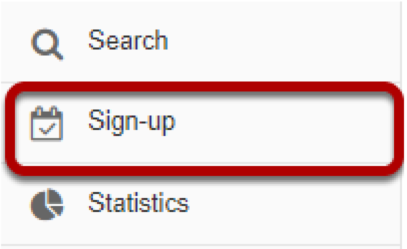
1. Using a representative week, such as the first week of the term, create a new meeting for each possible timeslot across the various weekdays, and ask the participants to sign up for all candidate meetings that they can attend on a weekly basis. You might name these

meetings “Tutorial Option Monday, 3-5”, Tutorial Option Thursday, 9-11,” and so forth. Select “single slot,” and “unlimited participation” for these meetings.

2. When the sign-up period has ended (as you specified in the meeting details), find the best choice for the regular timeslot, one that includes all or most participants. Each meeting will have to be opened or exported to see the list of participants who signed up. Click the chosen candidate meeting and choose “Copy.” (See above.) The “Meeting frequency” setting can be switched to Weekly, and the “End After” date set to the end of the term, producing a population of meetings across the desired duration. The rejected candidate meetings can be deleted with “Remove.”
3. Any of the separate meetings generated by the multiple-slot definition can be can be modified, if it becomes necessary: To make the series visible, in the Meetings list, either expand it alone or select the checkbox labelled “Expand all recurring meetings.” For the meeting in question, click on “Modify,” and select “Modify current only” at the top of the page, as you change the time or date.

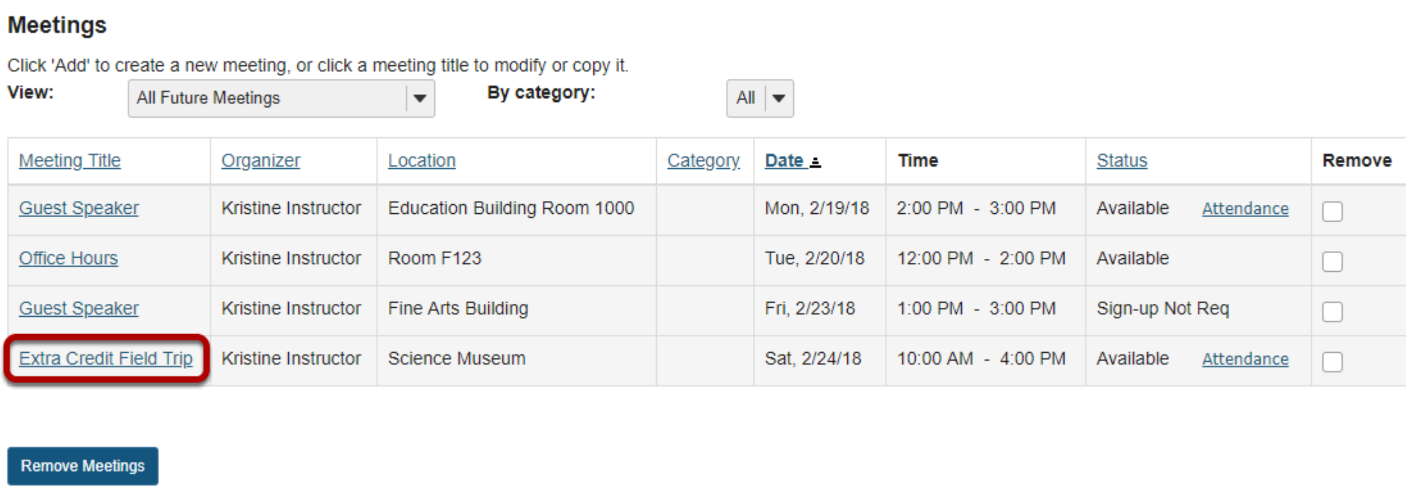
How do I manually add users to meetings?

Go to Sign-Up.



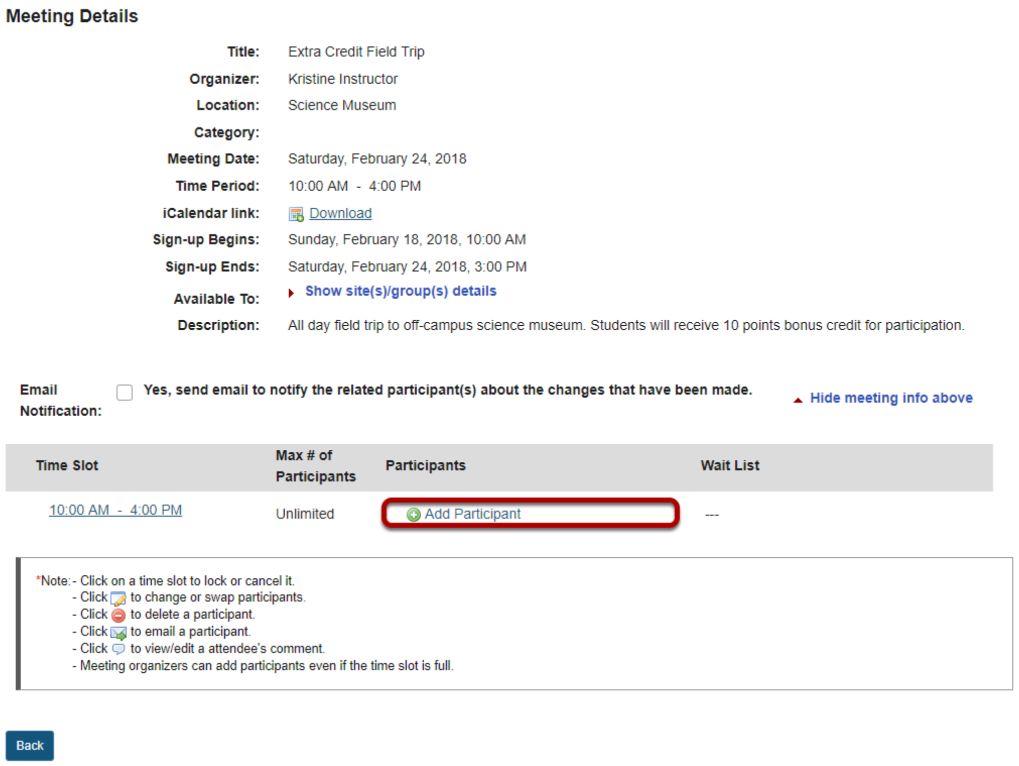
Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.

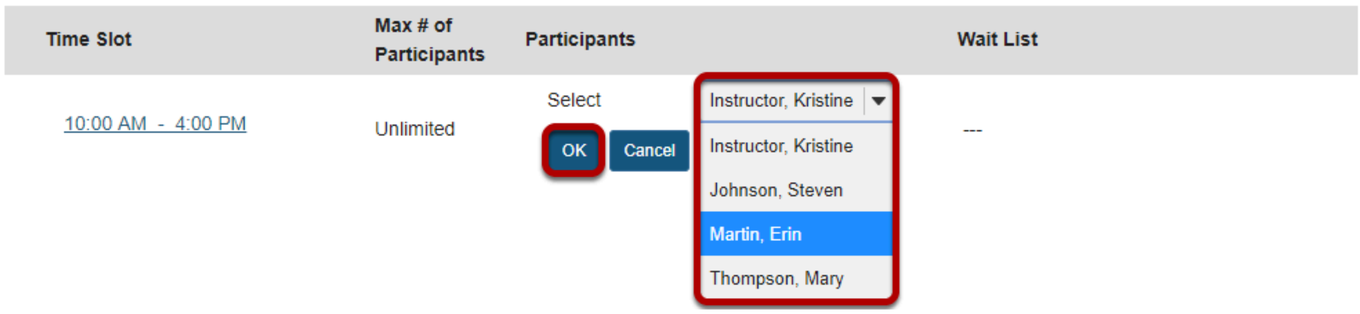


Footer

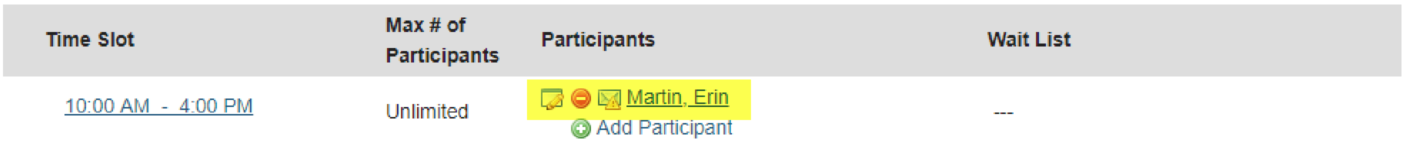
Click Add Participant.



Select a user from the drop-down menu, then click OK.



The user is now signed up for that meeting.



Footer

Names of those signed up will appear in the **Participants** column of the timeslots table, adjacent to the time slots they chose. A red “delete” button and a pencil-and-pad “edit” button, which allows that participant to be replaced with another, appears next to each name.

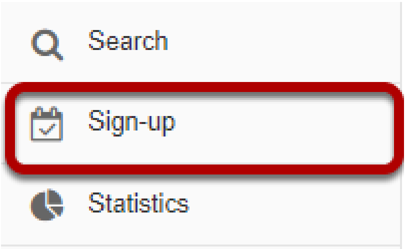
Note: The appearance of a small blue bubble icon to the right of the name means that the participant has added a comment at the time of sign-up, which can be seen by clicking on that icon.

Footer

How do I add meetings to the site Calendar?

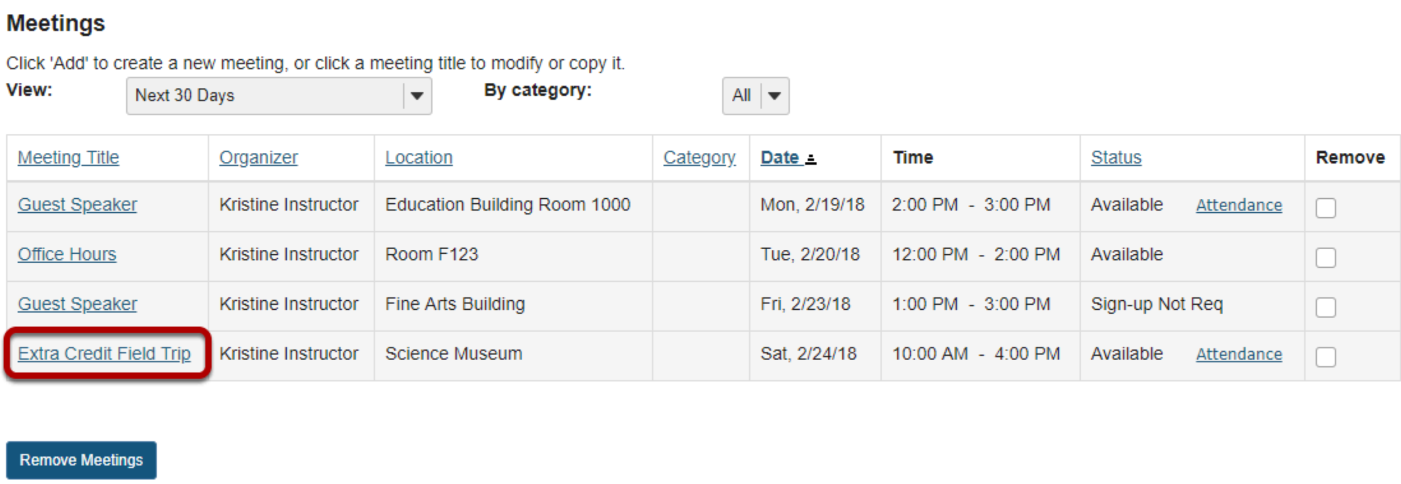
If you create a meeting without the Calendar tool on the site, but add the Calendar tool later, you can add each meeting individually to the Calendar.

Go to Sign-Up.



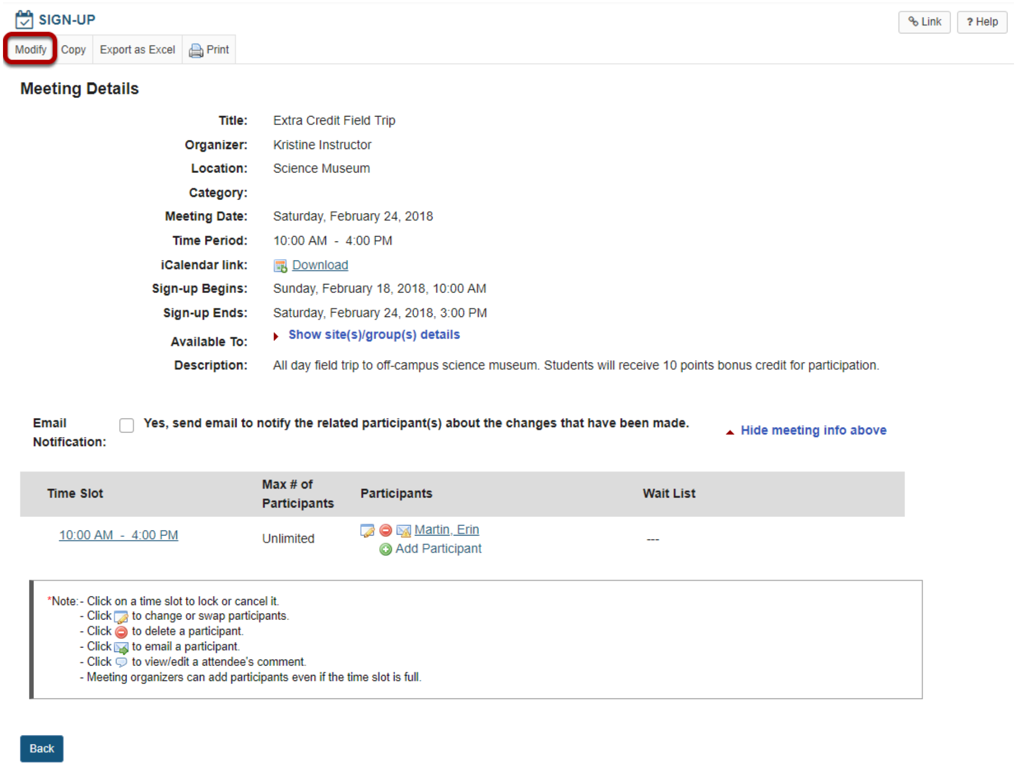
Select the **Sign-Up** tool from the Tool Menu of your site.

Click on a meeting title.



Footer

Click Modify.



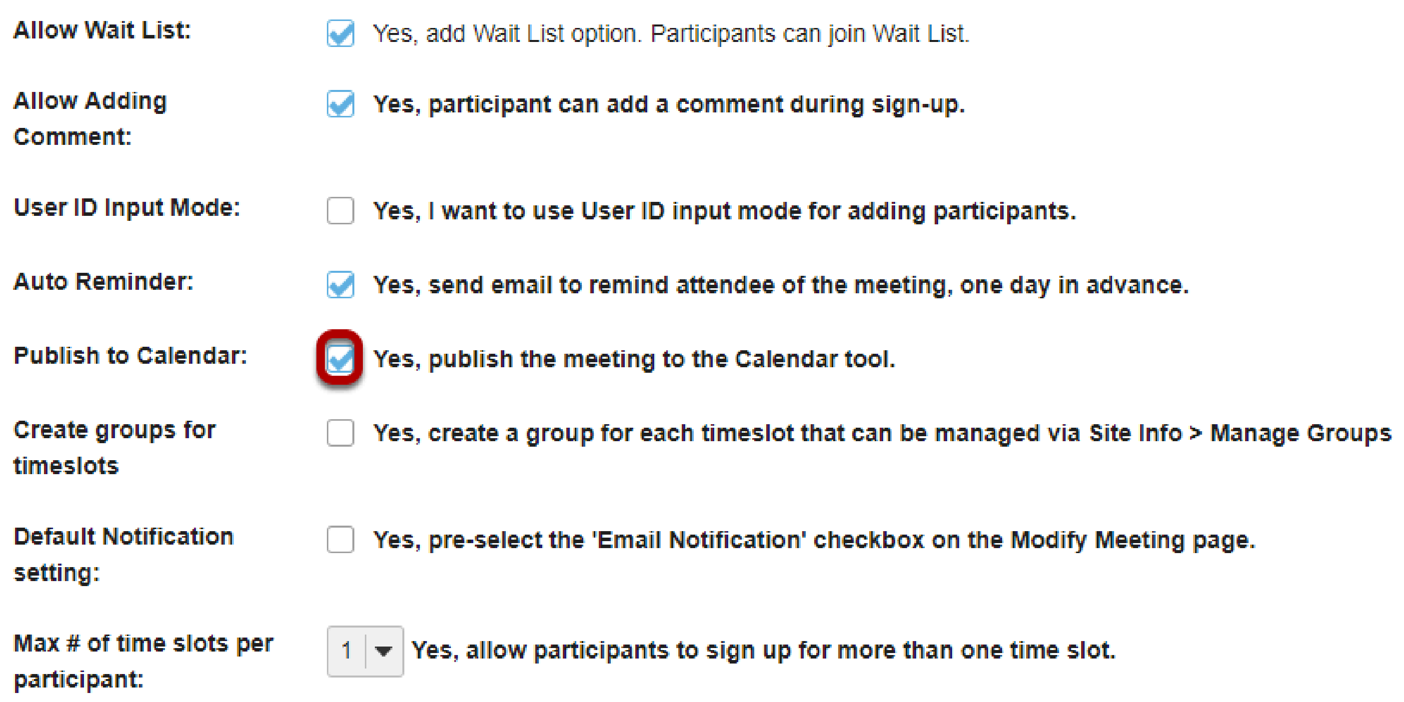
To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

Click Show the other default settings.

The information described in How do I create a meetings? will be shown for editing the settings of your choice.

Footer

Check Publish to Calendar.



Select the check box next to **Yes, publish the meeting to the Calendar tool.**

Click Publish Modification.

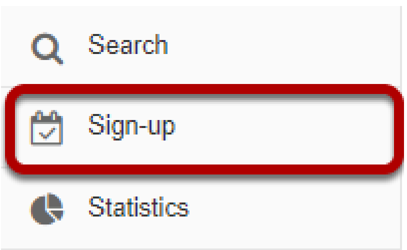
Footer

How do I modify Sign-Up tool permissions?

The set of permissions applies to the use of the Sign-up Tool across the site, not to any particular meeting. Permissions can be granted, by role, with an interface for doing so that resembles that of other tools. The "Permissions" link shows, for each realm of grouping—(1) site (all members), and (2, 3, ...) group, for each group defined on that site, a labeled button that leads to an authorization matrix. For groups that do not include the site organizer as a member, the group button is not active in the Permissions settings and the site organizer cannot adjust the settings.

Only certain permissions in certain contexts are meaningful. The privilege "create.site" addresses creation of new meetings, so, if that box is checked in the "access" row, representing users with student status, students will have the "Add" link on their Meetings page. If "create.site" is not checked for the access role, but "create.group" is checked in the "access" row for a site group (defined in Site Info), then student members of that group will have the "Add" link, and be able to create meetings, for that group only. If groups are defined, the "view" and "attend" permissions must be checked for that group realm, as stated on screen, in order for group members to sign up. No adjustment will allow the Sign-up button to appear for meeting organizers. For more details, contact your system administrator.

Go to Sign-Up.

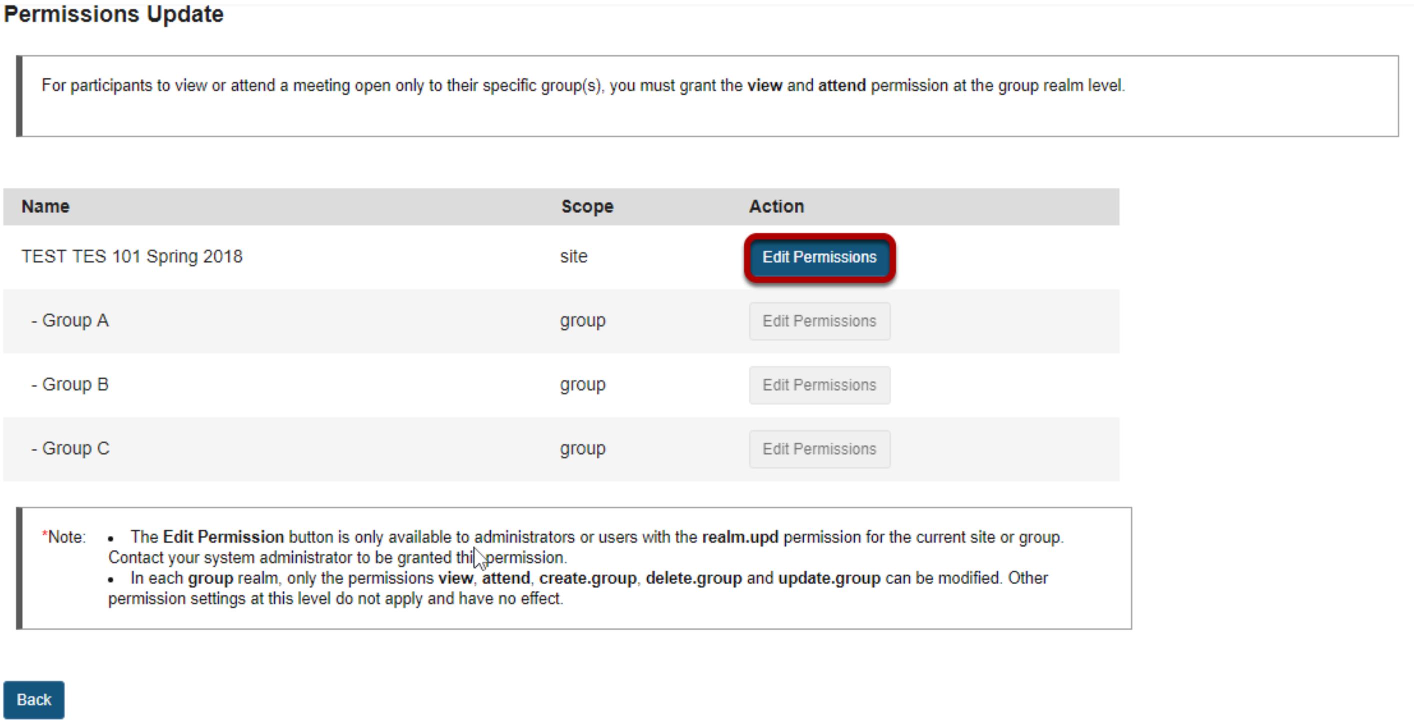


Select the **Sign-Up** tool from the Tool Menu of your site.

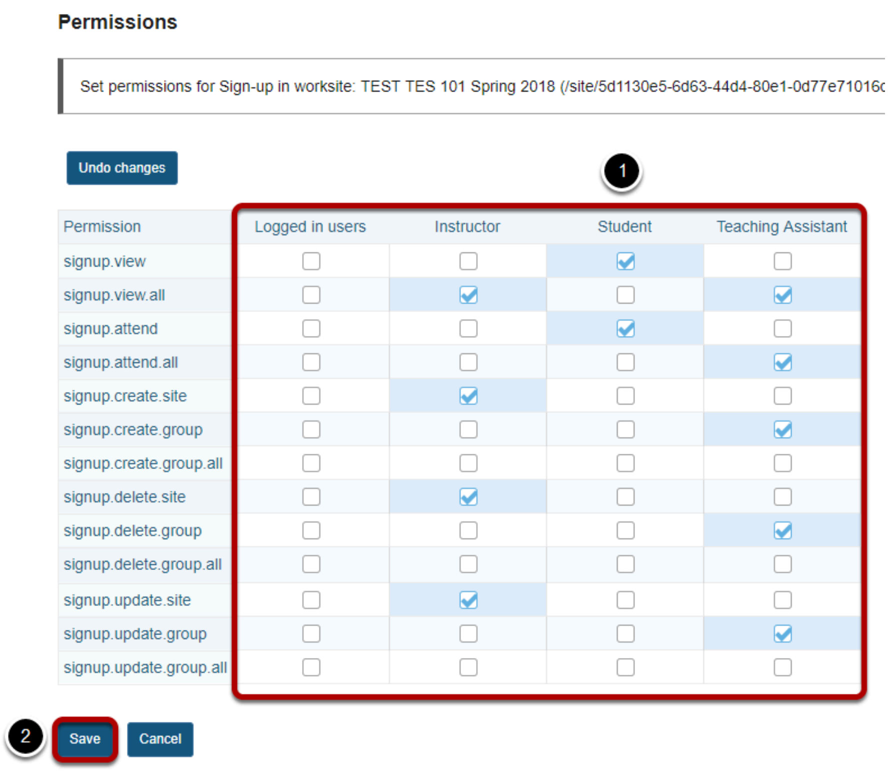
Click Permissions.

Footer

Select the permissions you want to edit (e.g. site).



Modify the permissions for the roles listed.



Footer

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

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Footer

Site Info

Footer

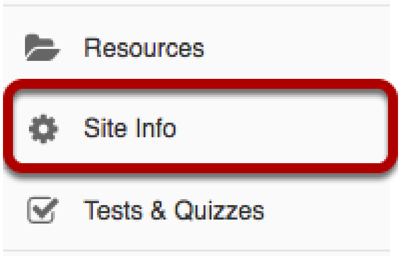
What is the Site Info tool?

The Site Info tool contains many of the course management features needed for instructors to customize and manage their courses. Instructors may edit and rearrange the tools on their course toolbar, add participants, manage groups, publish or unpublish their course, import content from another site, and track participant enrollment activity.

If you have limited site permissions (i.e. participant), you'll see only the site's description and your group memberships, if applicable, in Site Info.

Note: The functions of the Site Info tool are also available through the Worksite Setup tool, which is available from the Tool Menu when you are in your Home area.

To access this tool, select Site Info from the Tool Menu of your site.

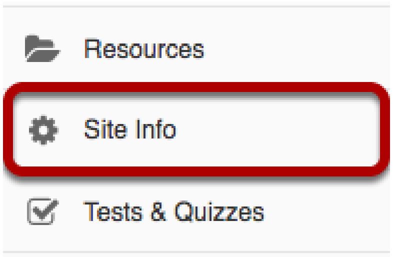


Select the **Site Info** tool from the Tool Menu of your site.

Footer

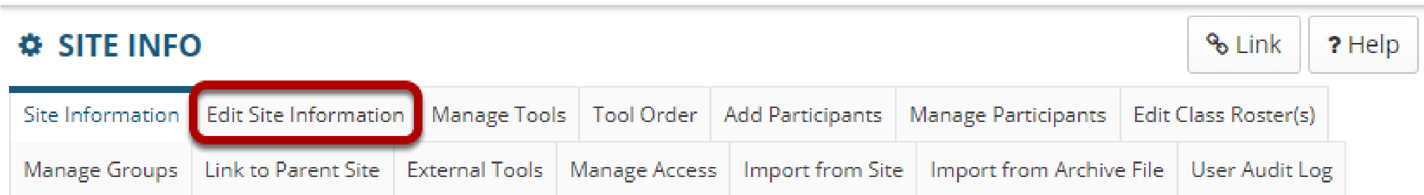
How do I edit the site information?

Go to Site Info.



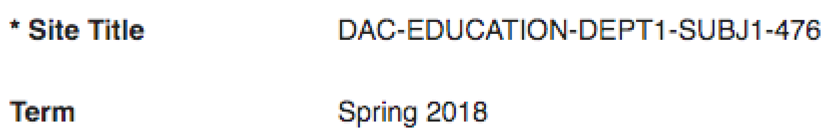
Select the **Site Info** tool from the Tool Menu of your site.

Select Edit Site Information.



Select the **Edit Site Information** tab.

View Site Title and Term



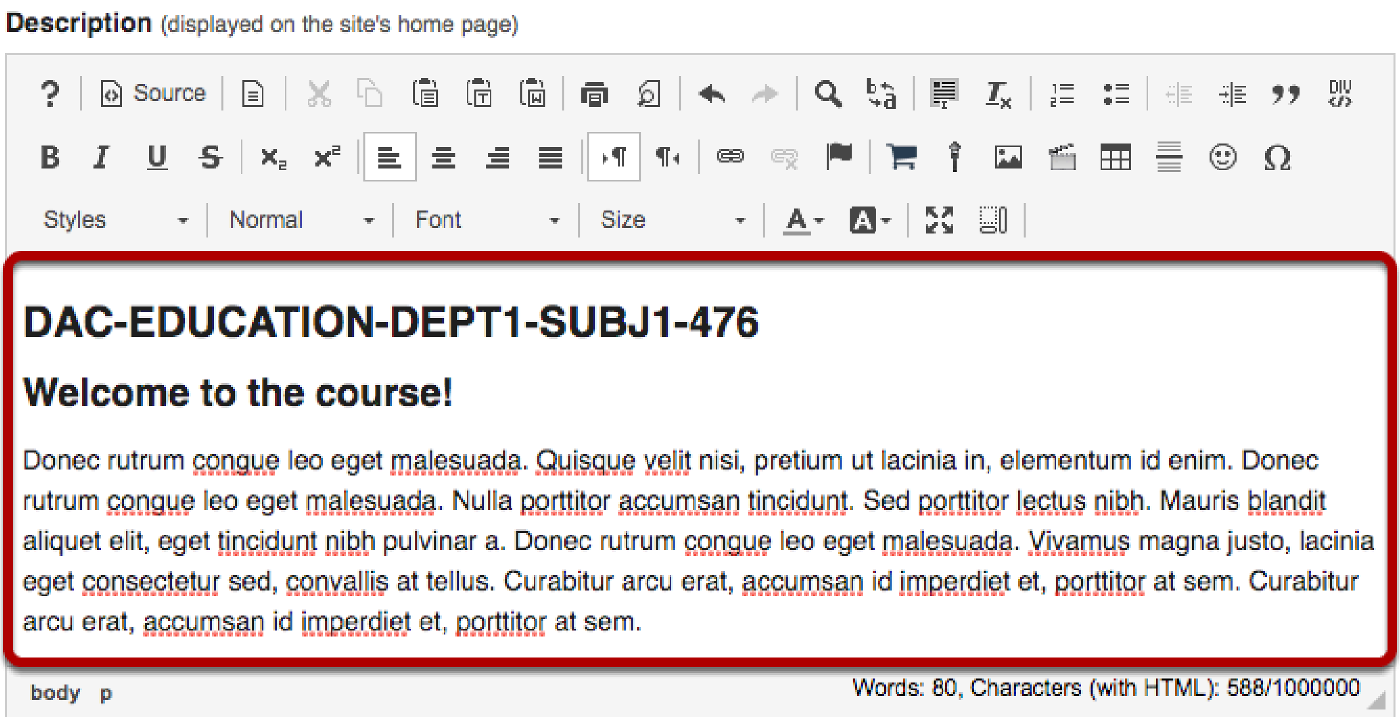
Footer

Select site language.

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

Click on the desired language to select it.

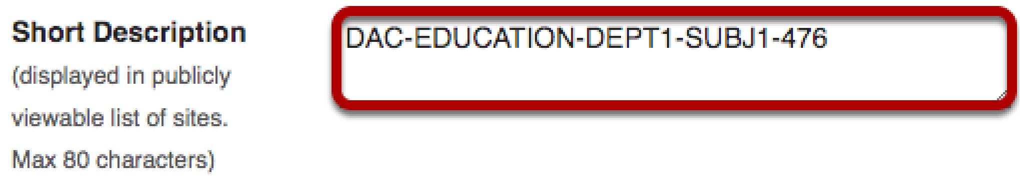
Enter a site description.



The information entered into the description area will appear on the site's home page. You may use the rich text editor here to enter your description.

Footer

Enter a short description.

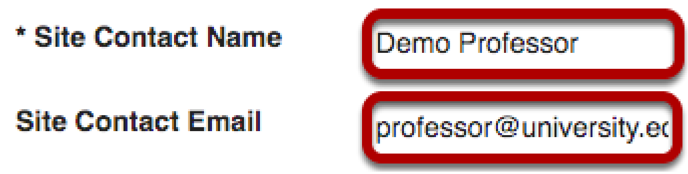


You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

(Optional) Set a site Icon.

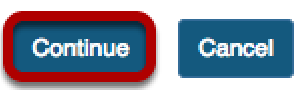
Provide a URL link for a custom site icon if desired.

Enter the site contact information.



Enter the **Site Contact Name** and **Site Contact Email** for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.



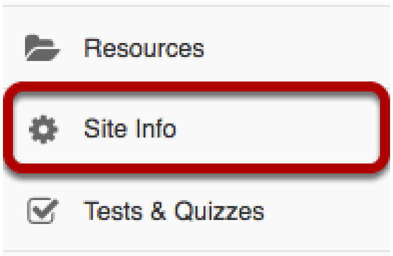
Click **Continue** to save your changes.

Footer

How do I add tools to my site?

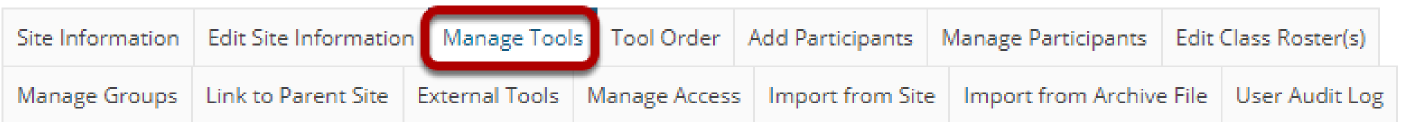
Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.



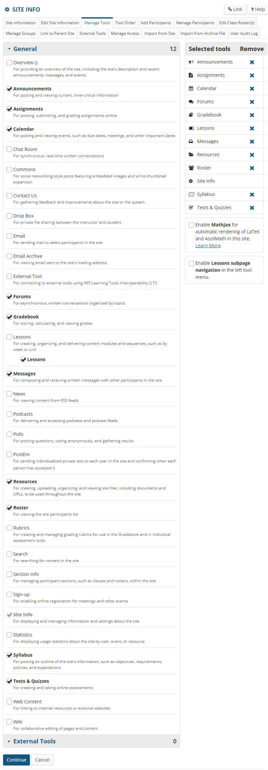
Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



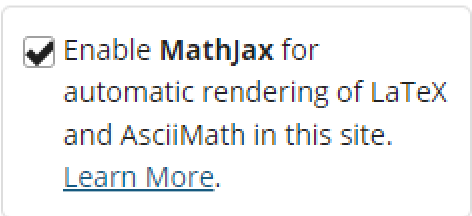
Footer

Select your set of tools.



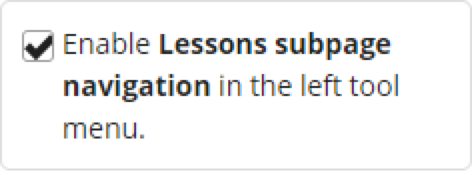
As you select tools from the **General** list on the left side of the screen, they are added to the **Selected tools** list on the right side of the screen. The right side of the screen displays the tools you have selected.

Below the **Selected tools** you can enable **MathJax** for specific tools in your site by checking the box. See more information on enabling LaTeX at [How do I add LaTex language to my course site?]()

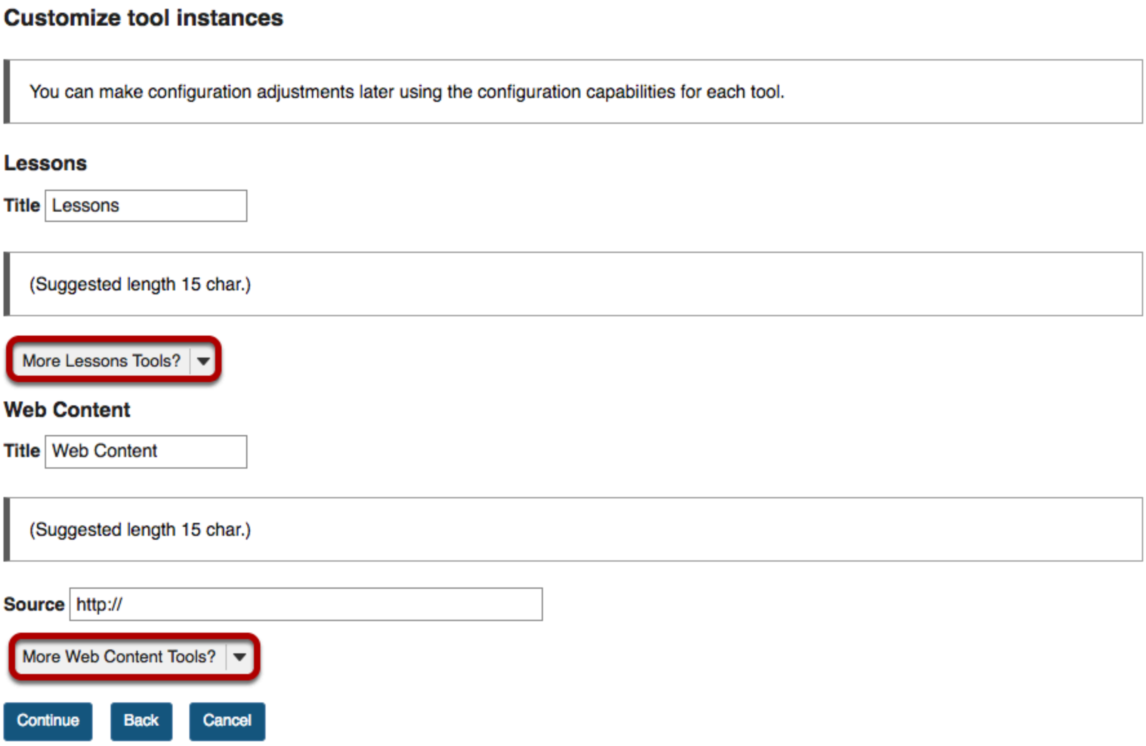


In addition, you can enable **Lessons subpage navigation** in the left tool menu by checking the box. See [How do I enable Lessons subpage navigation in the Tool Menu?]() for more information.

Footer



Add multiple instances of some tools. (Optional)



For some tools such as Lessons and Web Content, you can add multiple instances of the tool.

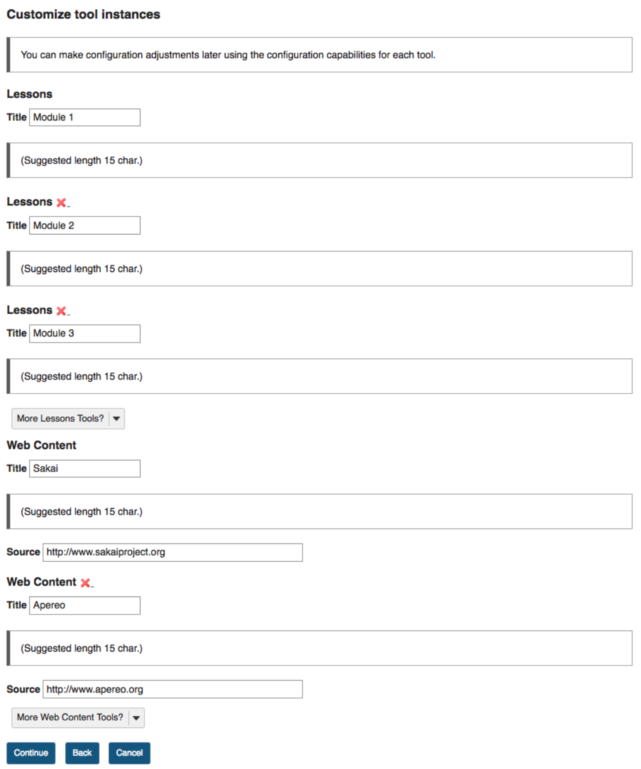
The Lessons tool may be used as a single tool on the Tool Menu where students click to see all Lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate Lesson. See the Lessons tool chapter for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want.

Click on the **More Lessons Tools?** or **More Web Content Tools?** drop-down menus to add additional instances of these tools.

Footer

Example: Multiple tool instances.



The example above shows three Lessons tools (**Module 1**, **Module 2** and **Module 3**) and two Web Content tools (**Sakai** and **Apereo**).

Add Preconfigured External Tools.

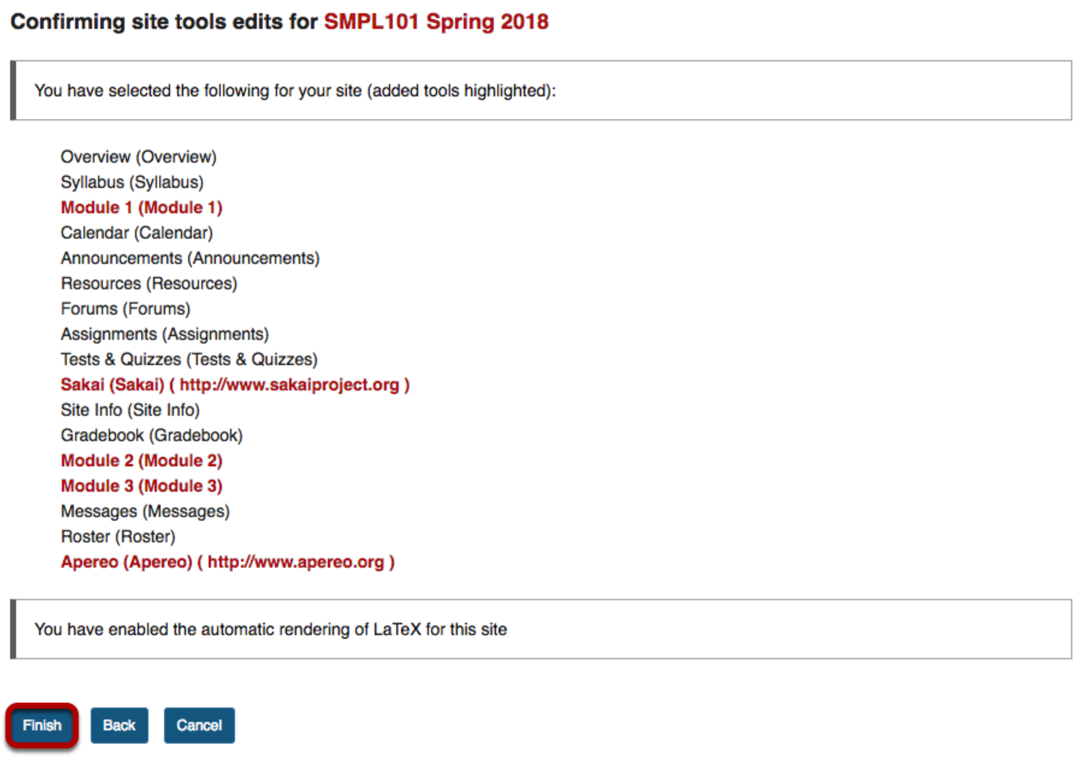
If your institution has preconfigured any system-wide External Tools, you may click on **External Tools** section to expand the list, and select from the available items as needed.

Click Continue.

Footer

Once you have made all of your tool selections, scroll down and click the **Continue** button to save your customizations.

Confirm tool selection



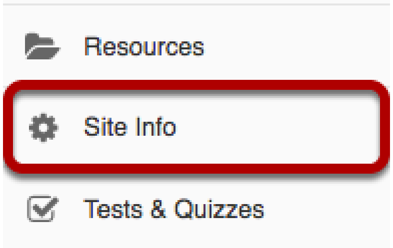
New tools added are shown in red font. Confirm that these are tools you want to add and click the **Finish** button. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I rearrange or rename the items in the Tool Menu?](#) tutorial for instructions on how to change the tool order.

Footer

How do I rearrange or rename the items in the Tool Menu?

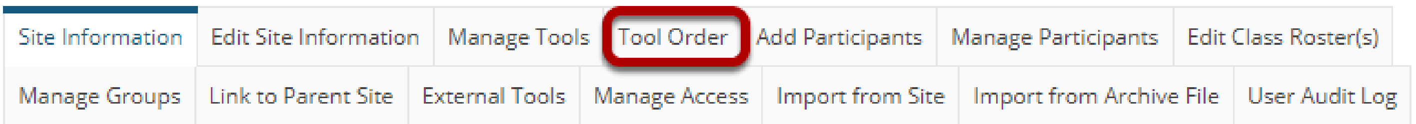
The Tool Menu can be customized by the instructor of the course to modify the order or appearance of menu items in the site. Tools can be renamed, hidden from students, locked, or deleted.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

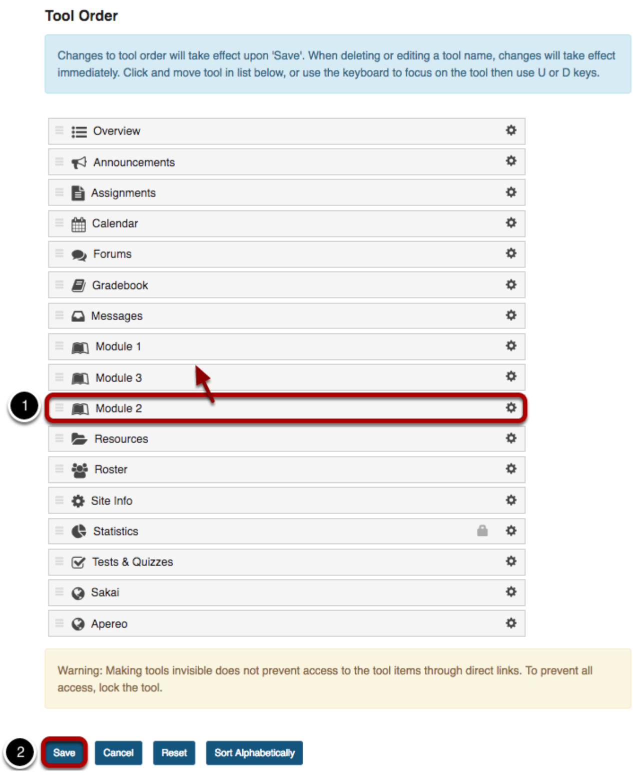
Click Tool Order.



Click **Tool Order** from Site Info tabs.

Footer

Drag and Drop items to rearrange the tool order.



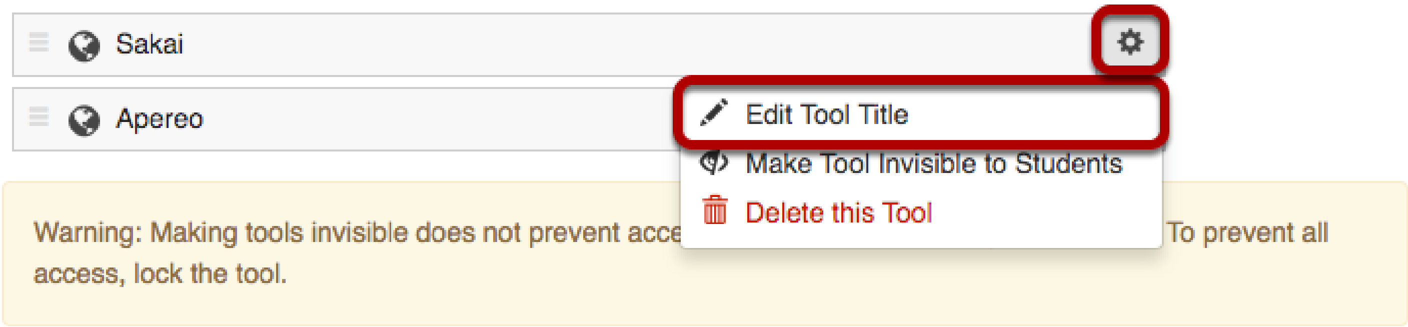
1. Drag and drop tools to rearrange the order of tools in the menu.
2. Click **Save** at the bottom of the screen to save your reorder.

Sort tools alphabetically.

Click the **Sort Alphabetically** button at the bottom of the page to arrange all of the tools in alphabetical order by title.

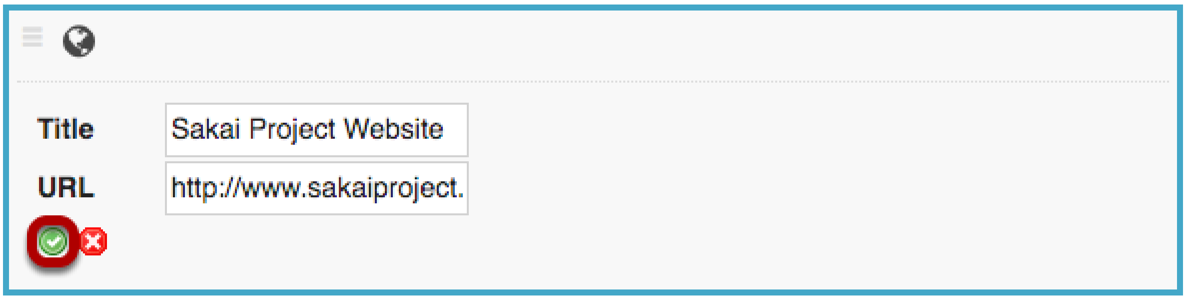
Footer

Rename a tool.



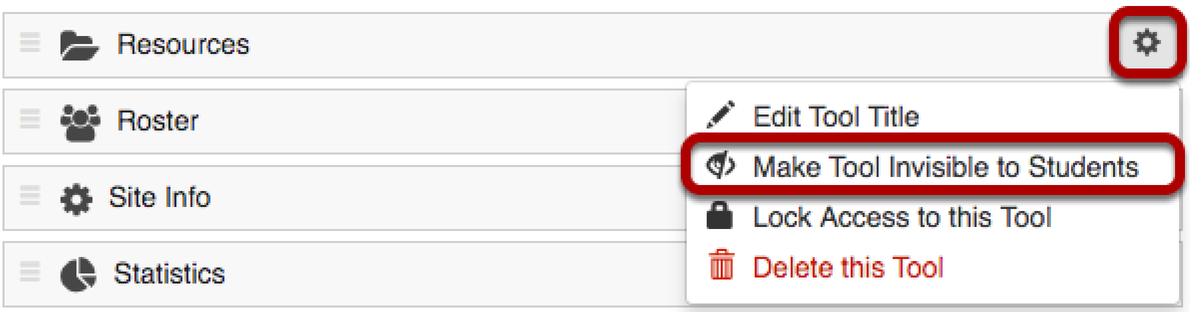
Click the gear icon to go to the tool settings. Then, select **Edit Tool Title** from the drop-down menu.

Type the new name for the tool.



In this example, the Sakai tool was renamed as Sakai Project Website. Click the green check mark to save your changes.

Hide a tool from students.

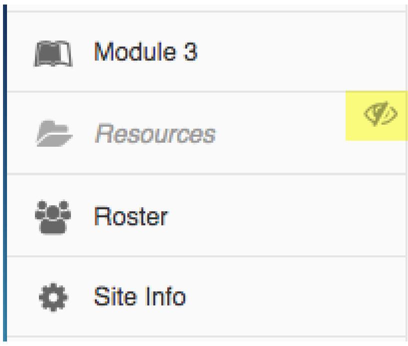


Hiding a tool from students allows them to access the tool from other areas of the site, but they do not see it listed in the Tool Menu.

Footer

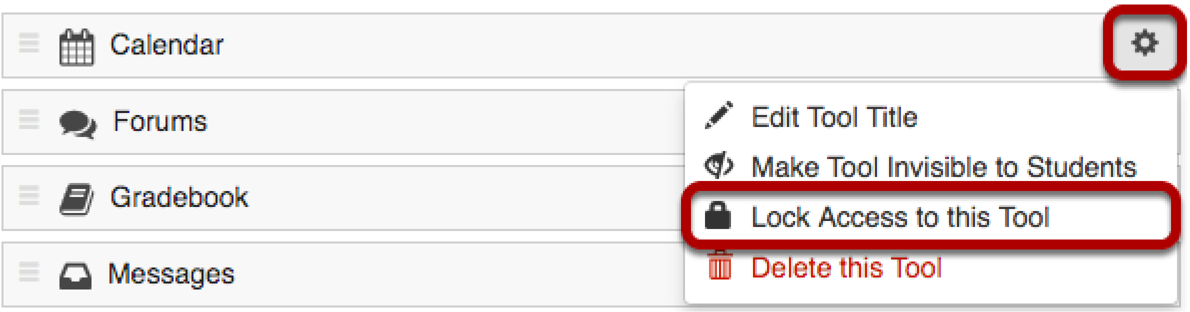
Click the gear icon to go to the tool settings. Then, select **Make Tool Invisible to Students** from the drop-down menu.

Invisible tools are indicated by a "hidden" icon in the menu.



In this example, the Resources tool is hidden from students. But instructors see the tool as gray and italicized with a "hidden" icon to the right of the tool.

Lock access to a tool.



Locking access to a tool disables it for student use. Students will not see it in the menu, and they also will not be able to access that tool from other areas of the site.

Click the gear icon to go to the tool settings. Then, select **Lock Access to this Tool** from the drop-down menu.

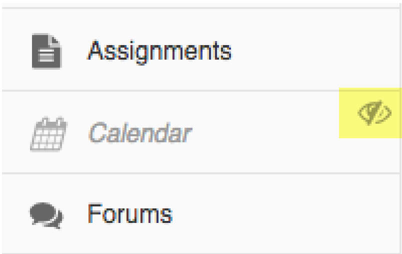
Note: Not all tools are lockable. If the tool cannot be locked, that option will not appear in the drop-down menu.

Footer

Locked tools are indicated by a "padlock" icon Tool Order list.

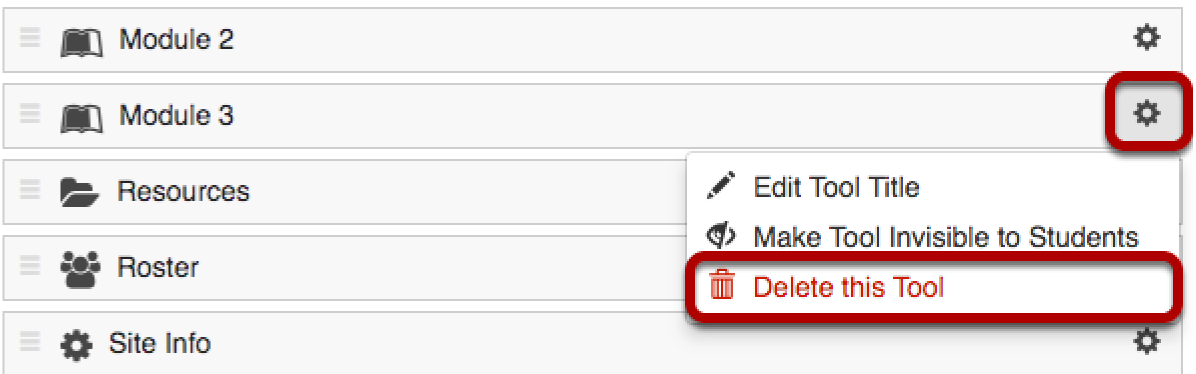
In this example, the Calendar tool is locked with a padlock icon to the right of the tool.

Locked tools are hidden by default in the site Tool Menu.



In this example, the Calendar tool is both hidden and locked. Instructors see the tool as gray and italicized with a "hidden" icon to the right of the tool, but students do not have access to the tool so they do not see it in the menu at all.

Delete a tool.



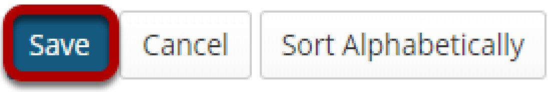
Deleting a tool has the same affect as removing a tool using the [Manage Tools](#) option in Site Info. It will remove the tool from the menu and deactivate it in the site, but it will not delete any content that exists within the tool.

Footer

Click the gear icon to go to the tool settings. Then, select **Delete this Tool** from the drop-down menu.

Note: Not all tools can be deleted. If the tool cannot be deleted, that option will not appear in the drop-down menu.

Save your work.



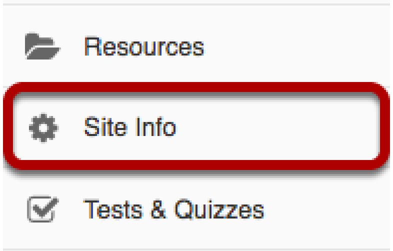
Once you have completed all of your changes, click the **Save** button at the bottom of the list.

Footer

How do I add users to my course or project?

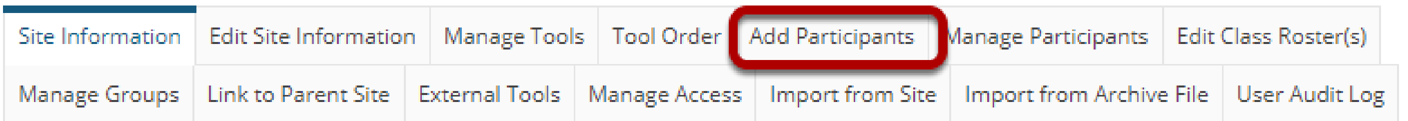
For most institutions, student enrollment for registered courses is handled automatically through integration with the institutional student information system. However, if your institution allows site owners to add other participants such as TAs, Designers, etc., this article will walk you through the steps on how to add users.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

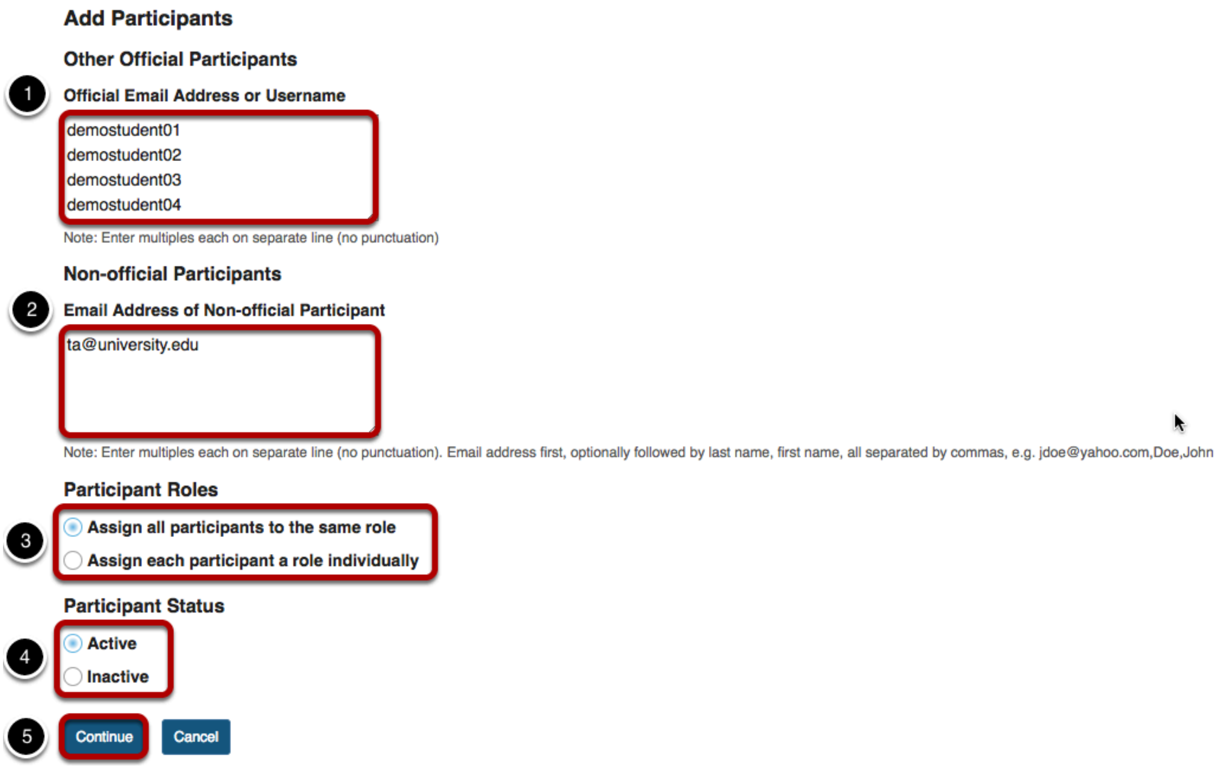
Click Add Participants.



Click **Add Participants** from Site Info tabs.

Footer

Add participant information.



1. For participants with official usernames, under "**Other Official Participants**", type each participant's username, one per line.
2. For participants without official usernames, under "**Non-official Participants**", enter their email addresses, one per line.
3. Under "**Participant Roles**", choose whether to give all your newly added participants the same role or different roles (i.e. student, instructor, TA, etc.).
4. Under "**Participant Status**", choose whether to let your newly added participants use the site right away by selecting **Active**, or keep them from accessing the site for now by selecting **Inactive**.
5. Click the **Continue** button to save.

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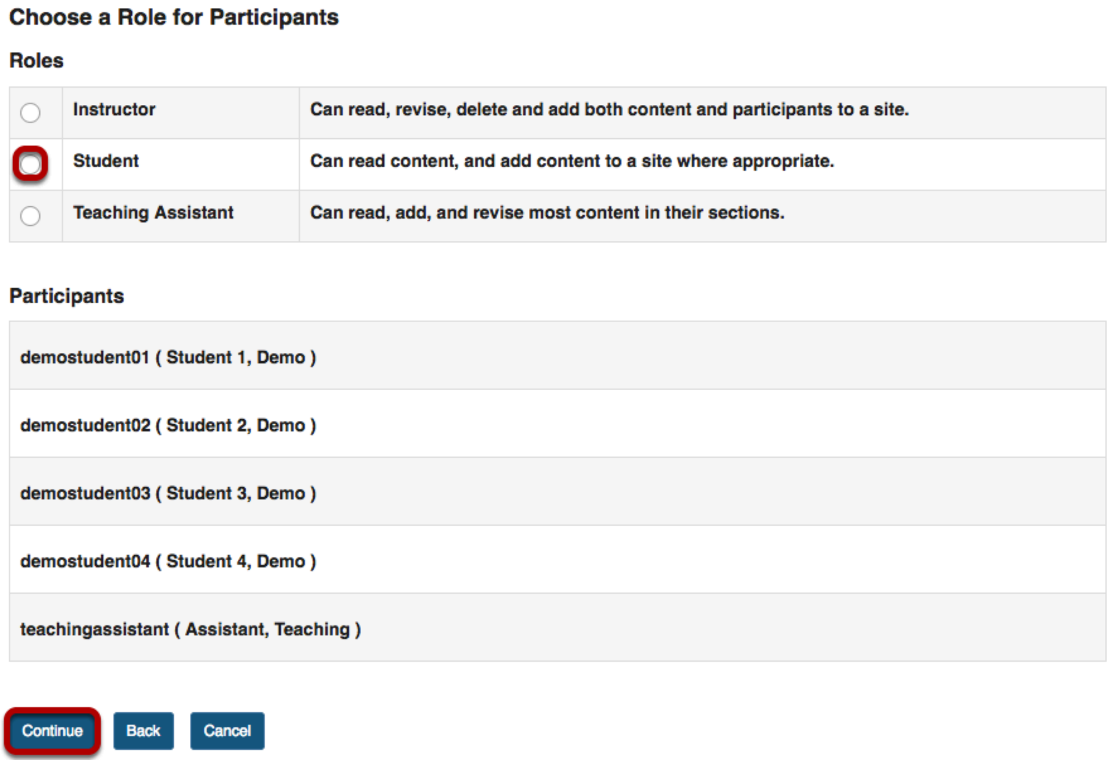
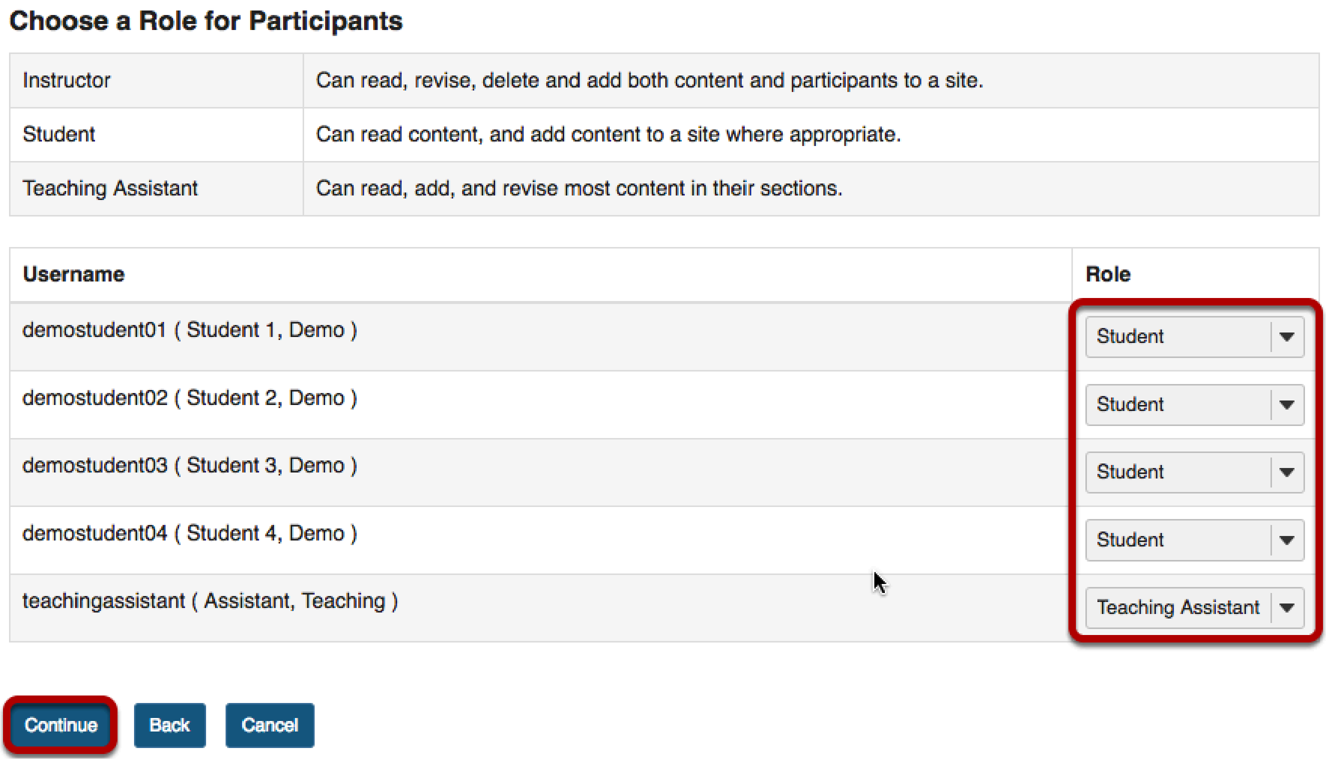
Choose participant role.



For the default option of **Assign all participants the same role**, select the radio button for the desired role and then click the **Continue** button.

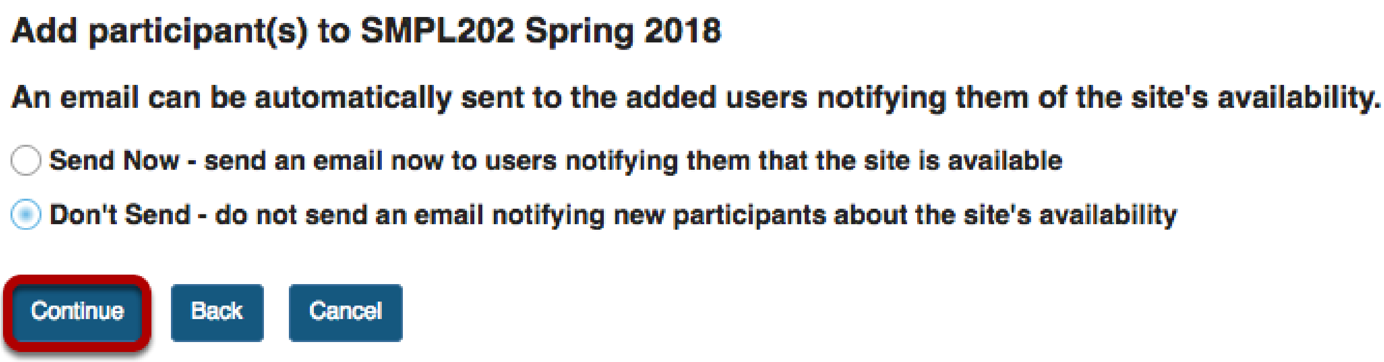
Footer

Select individual participant roles.



If you chose to **Assign each participant a role individually**, use the drop-down menus to the right of the participants names to select each participant's role, and then click **Continue**.

Choose to send or not send a notification email.

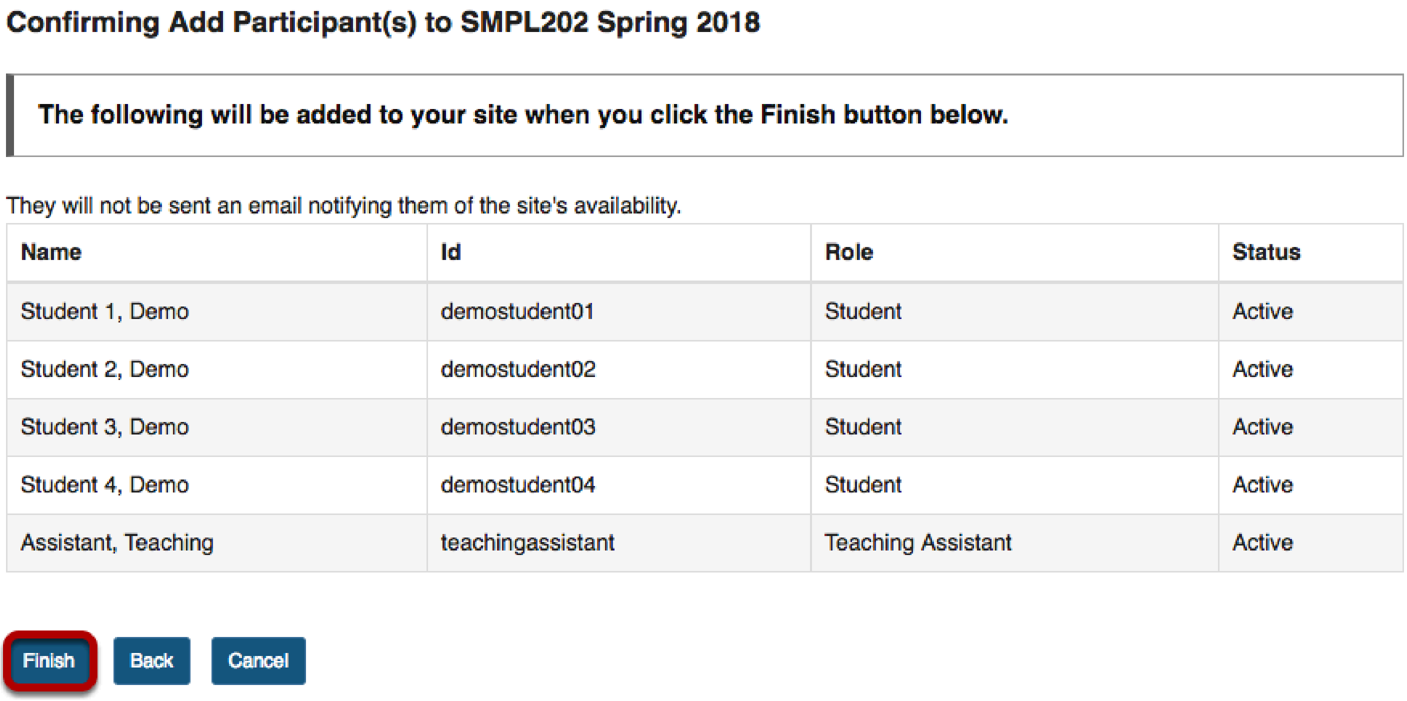


You may choose the **Send Now** option to send a notification email to participants if desired. The default setting is **Don't Send**.

Click the **Continue** button.

Footer

Confirm addition of participants.


Confirming Add Participant(s) to SMPL202 Spring 2018

The following will be added to your site when you click the Finish button below.

They will not be sent an email notifying them of the site's availability.

Name	Id	Role	Status
Student 1, Demo	demostudent01	Student	Active
Student 2, Demo	demostudent02	Student	Active
Student 3, Demo	demostudent03	Student	Active
Student 4, Demo	demostudent04	Student	Active
Assistant, Teaching	teachingassistant	Teaching Assistant	Active

Finish Back Cancel

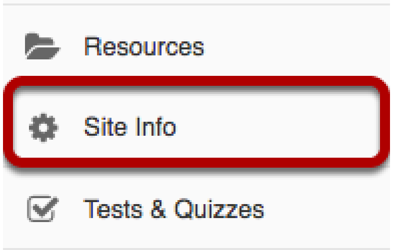
Review the list of site participants and their roles to confirm that they will be added to your site. If the information is correct, click the **Finish** button.

Footer

How do I remove users from my course or project?

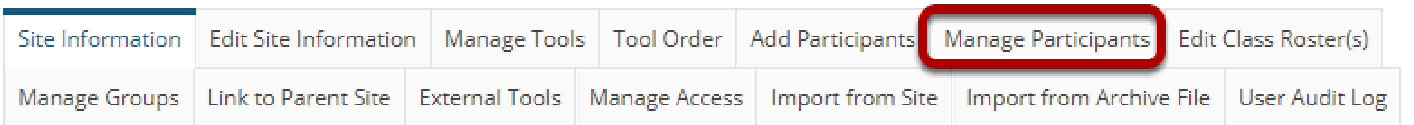
Note: Sakai does not destructively delete user data when removing users from a site. Therefore, if you remove a user from your site, and then later reinstate that user, all of the user's activity within the site will remain intact once you add the user back into the course or project.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Select Manage Participants.



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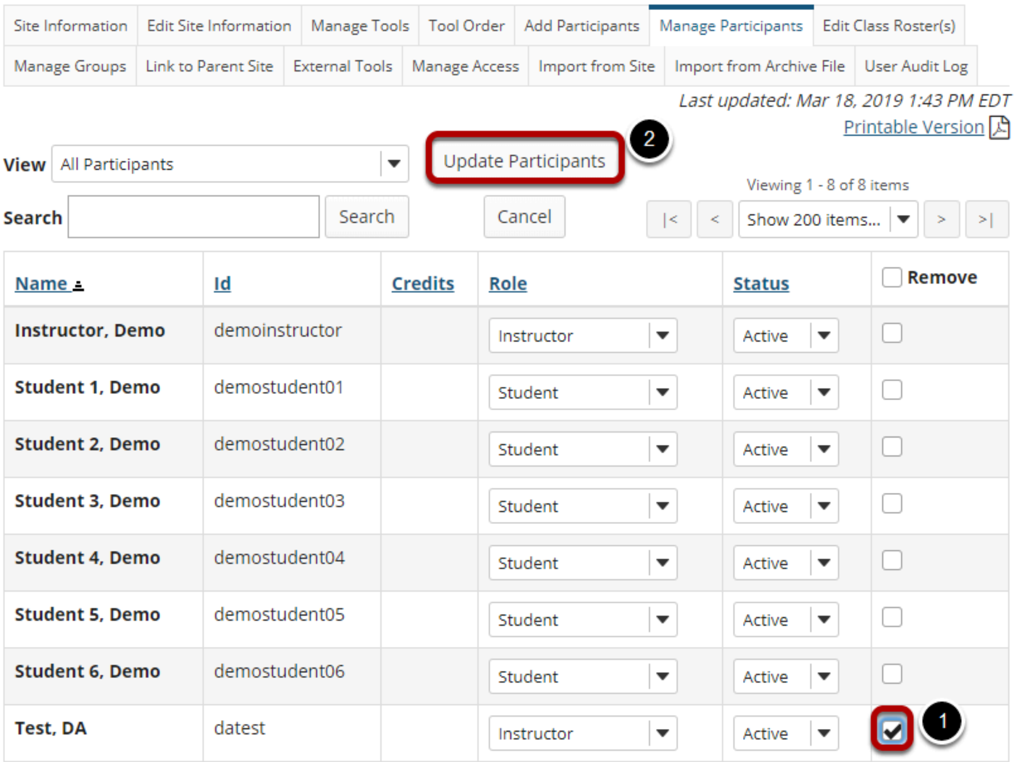
Remove user(s).



1. In the **Remove?** column, check the box in the row for the user(s) you want to remove from your site.
2. Select **Update Participants** to remove the selected user(s).

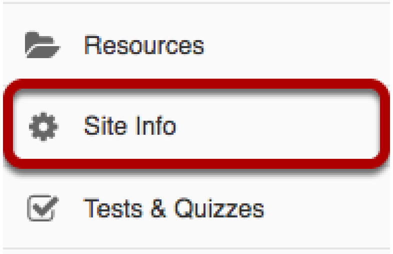
Tip: You can remove all users from the site by checking the box at the top of the column right next to the **Remove?** column header. However, be sure that you uncheck yourself so you don't remove your own access!

Footer

How do I add a class roster?

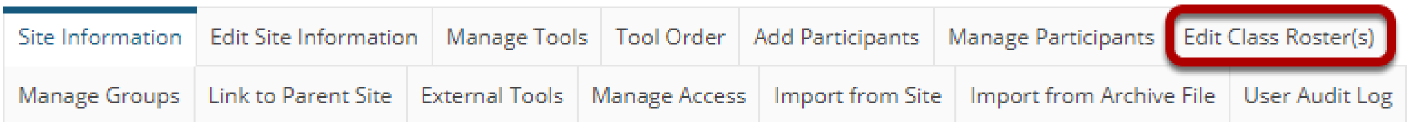
Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.

Go to Site Info.

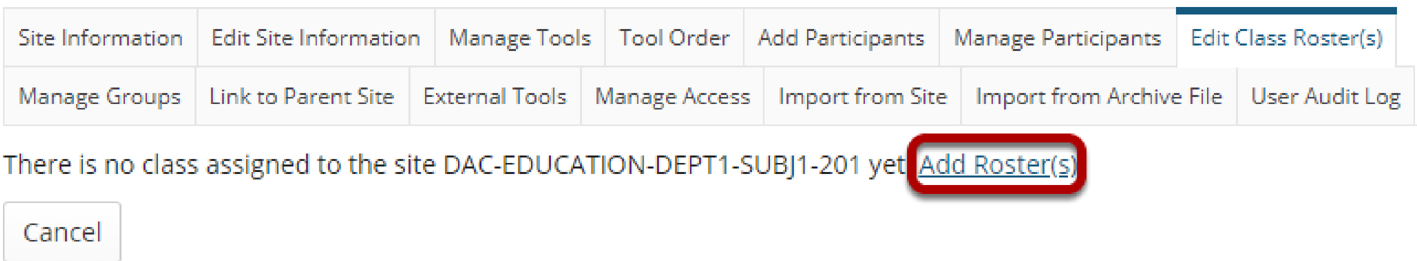


Select the **Site Info** tool from the Tool Menu of your site.

Select Edit Class Rosters.

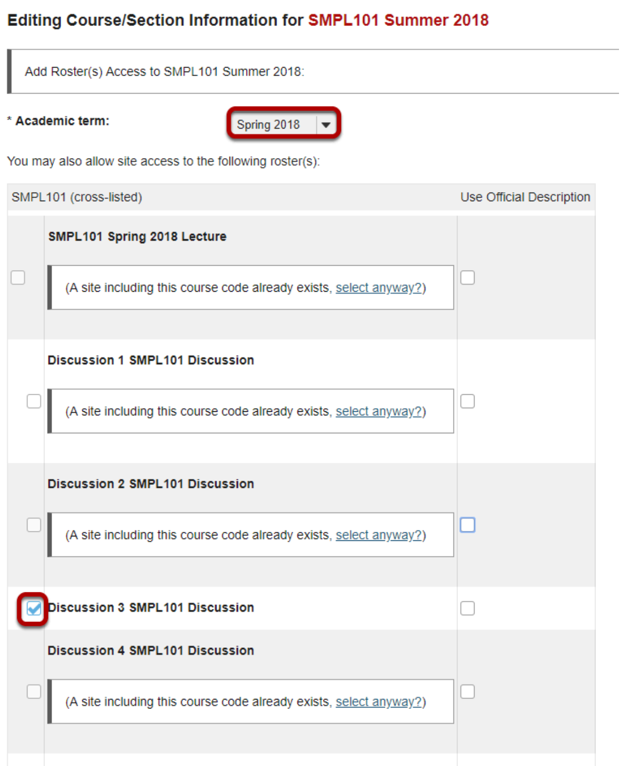


Select the Add Roster(s) link.



Footer

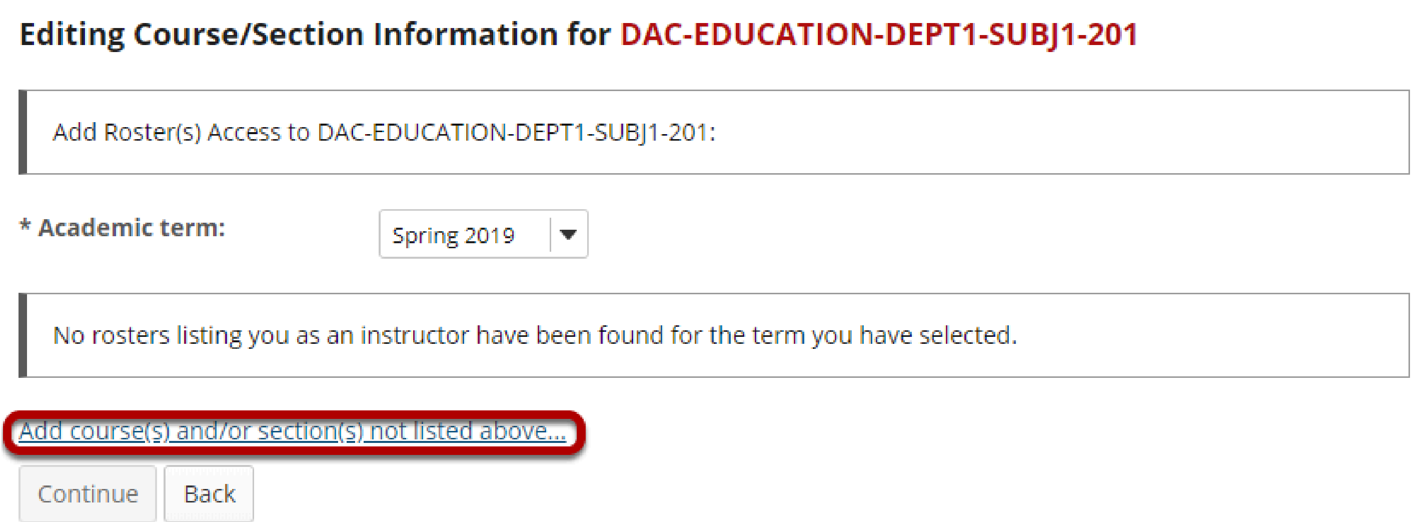
Select the term and class(es).



From the **Academic Term** drop-down menu, select the appropriate academic term.

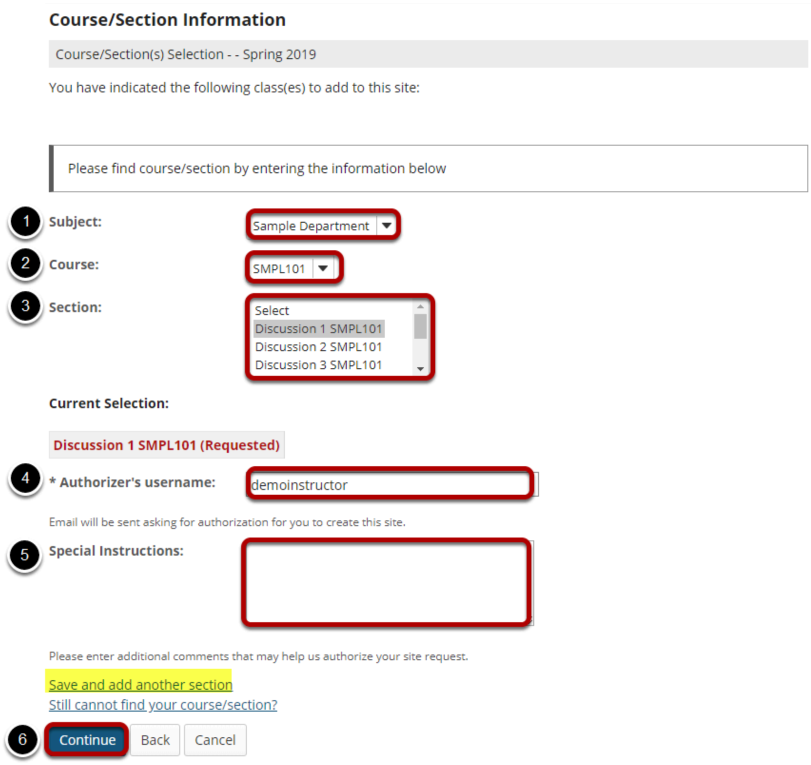
If you are listed as the instructor of record for certain courses in your course catalog, those courses and their sections will be listed. Check the box next to the roster you want to include.

Or, select to add courses not listed above.



Click the link to **Add course(s) and/or section(s) not listed above...**

Footer

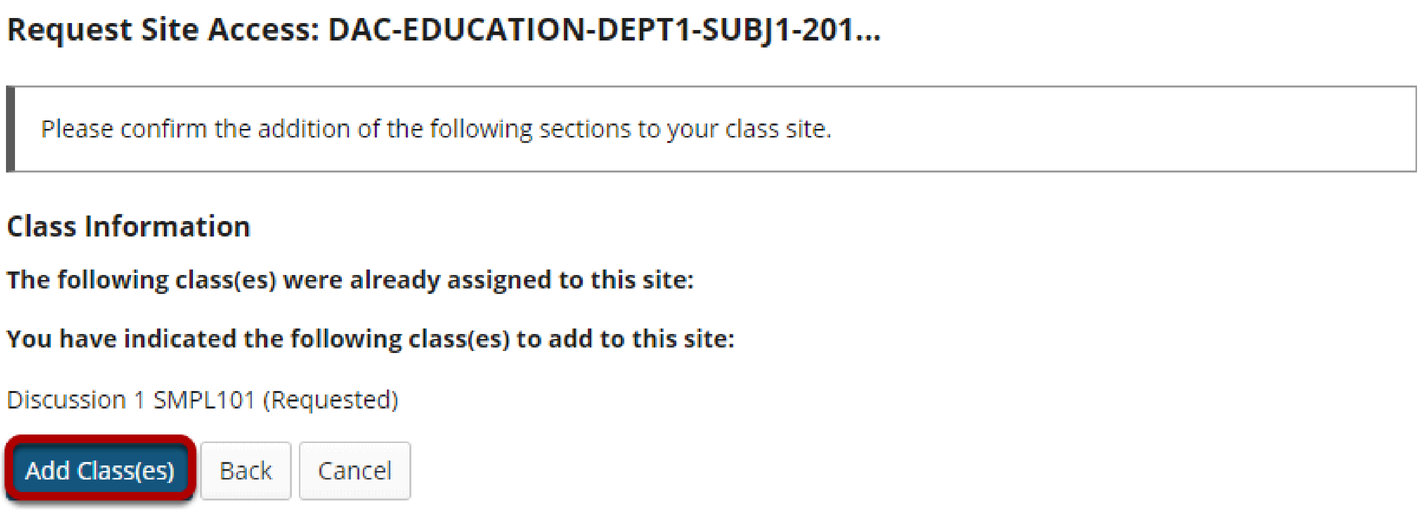


1. Select the **Subject**.
2. Select the **Course**.
3. Select the **Section**.
4. If you are not listed as the instructor of record for a course, enter the instructor's username. An email message requesting the instructor's authorization for the site will be sent.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the roster.

Tip: If you have more rosters to add, click on the **Save and add another section** link to add additional sections.

Footer

Select Add Class(es).



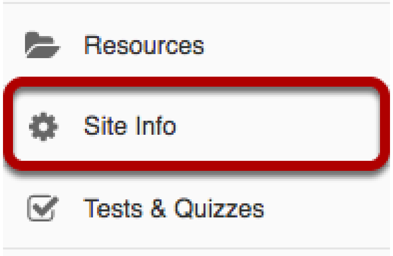
Review your request and select the **Add Class(es)** button.

Footer

How do I delete a class roster?

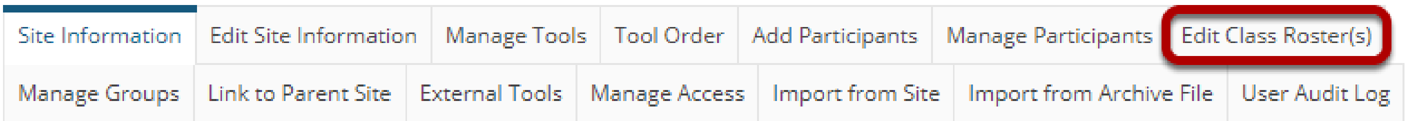
Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

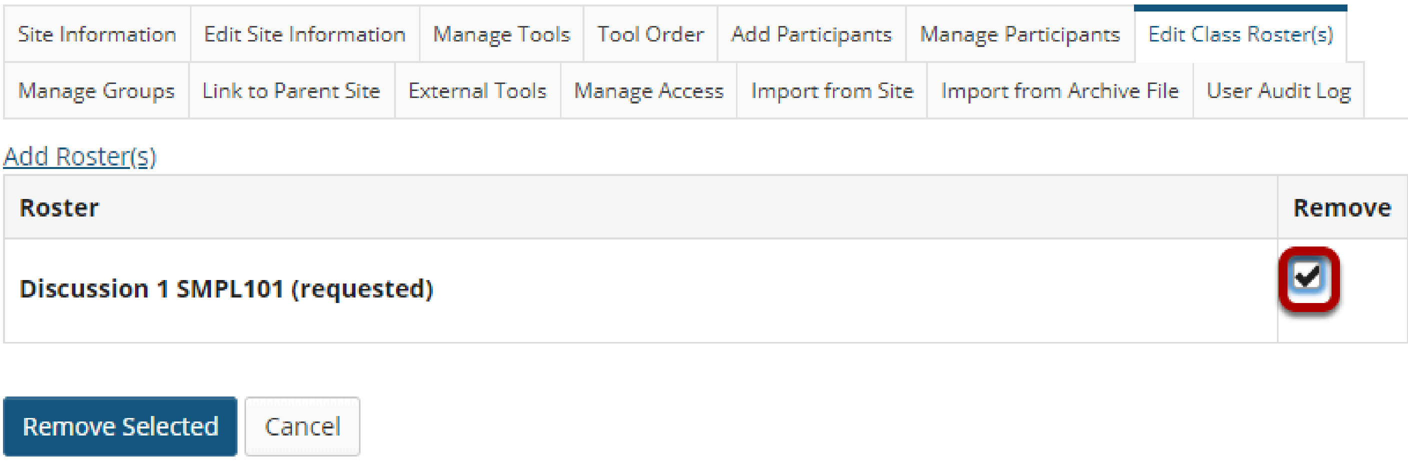
Click Edit Class Roster(s).



Click **Edit Class Roster(s)** from the tabs.

Footer

Select roster to be deleted.



Place a check mark in the **Remove** column for the roster(s) you want to delete.

Click Remove Selected.

Click the **Remove Selected** button.

Footer

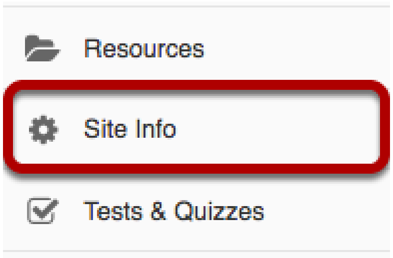
How do I create groups?

You may create groups in your site in several different ways:

- Manually create and assign users to a group.
- Create joinable groups that site participants can elect to join.
- Automatically generate groups by user role, number of groups per site, or number of users per group.
- Import group information from a file.

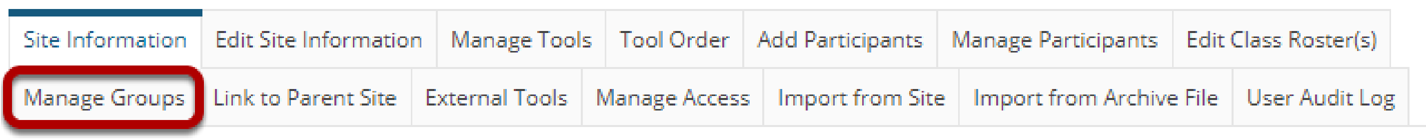
Once groups are created, group aware tools such as Assignments, Email, Resources, or Tests & Quizzes have options for restricting access by group.

Go to Site Info.

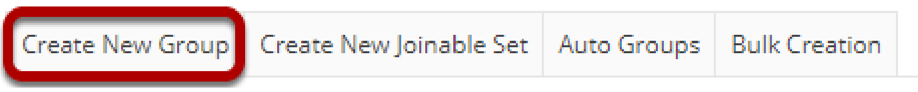


Select the **Site Info** tool in the Tool Menu of your site.

Click on Manage Groups.



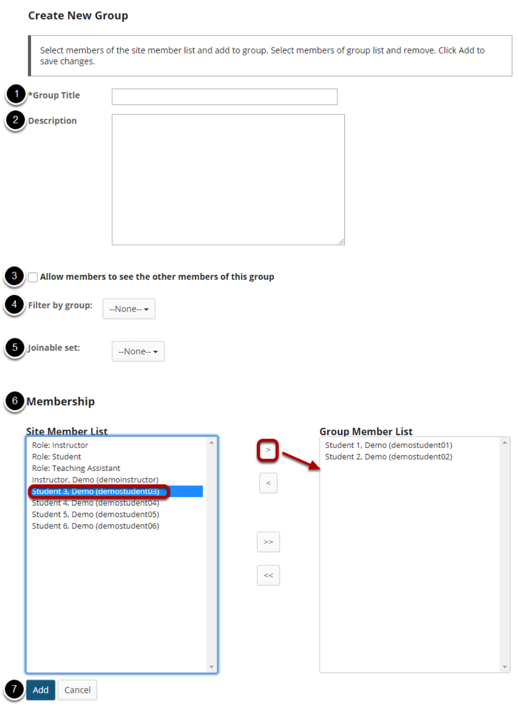
Manually create a group.



Selecy **Create New Group**.

Footer

Enter group information.



1. Enter a **Group Title** for the group.
2. Enter a **Description** of the group. (Optional)
3. Check the box for **Allow members to see the other members of this group** if you want students to be able to see the names of their group members.
4. You may use the **Filter by group** drop-down menu to filter the site member list by another group or section. For example, if you have two sections combined into one site, and you want to set up groups of students within sections, you could filter the view by section to make assigning students easier. *(Note: You must have existing groups/sections for them to show up in this list.)*
5. If you would like this group to be part of a **Joinable Set**, select the set from the drop-down menu. *(Note: You must have existing joinable groups for them to show up in this list.)*
6. In the **Membership** section, click on a user or users names to select participants from the **Site Member List**. Then select on the right arrow button **>** to move the selected participant/s over to the **Group Member List** area.
7. Once you have selected all of the desired group members, click on the **Add** button to create the group.

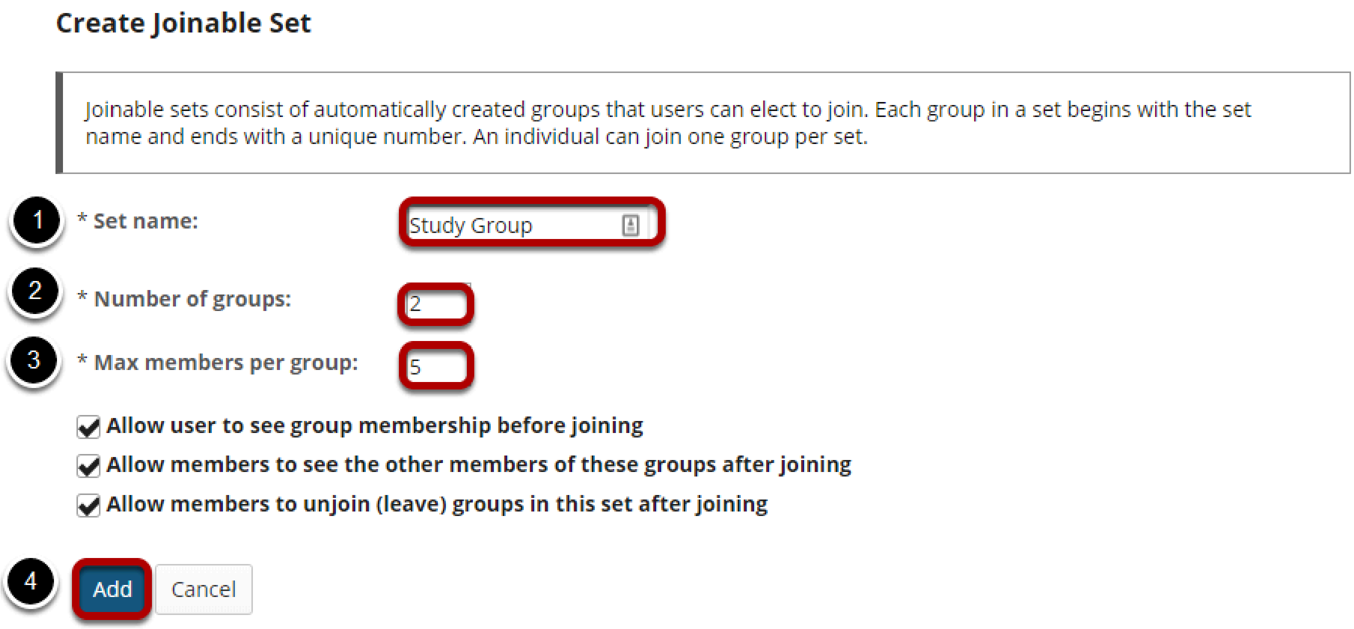
Tip: You may select more than one name at a time in the participant list by using **SHIFT+Click** to select a range of consecutive names, or **CTRL+Click** to select more than one non-consecutive name.

Footer

Create a joinable group.

Select **Create New Joinable Set**.

Specify the joinable set details.



1. You will need to enter a **Set name** for the set of groups. Each group will begin with the same name and end with a unique number.
2. Indicate the **Number of groups.**
3. Enter the **Max members per groups**.
4. Click **Add** to create the joinable set.

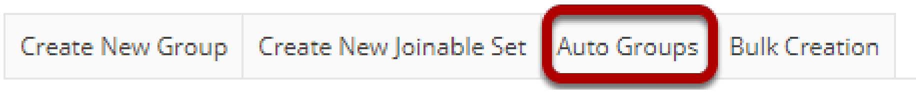
Optionally, you may also select any of the following options:

- **Allow users to see group membership before joining**
- **Allow members to see the other members of these groups after joining**
- **Allow members to unjoin (leave) groups in this set after joining**

Note: Students will need access to Site Info to see and join any joinable sets of groups.

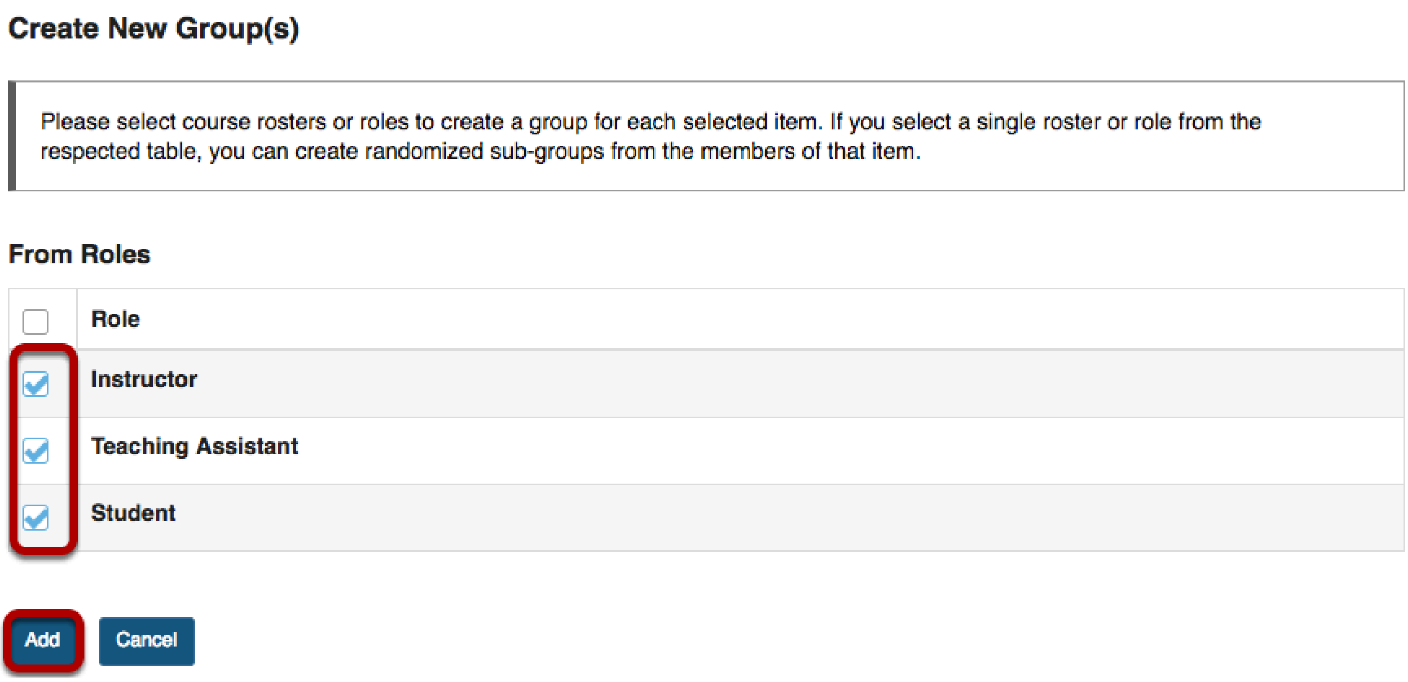
Footer

Automatically generate groups.



Select **Auto Groups**.

Create groups by role.

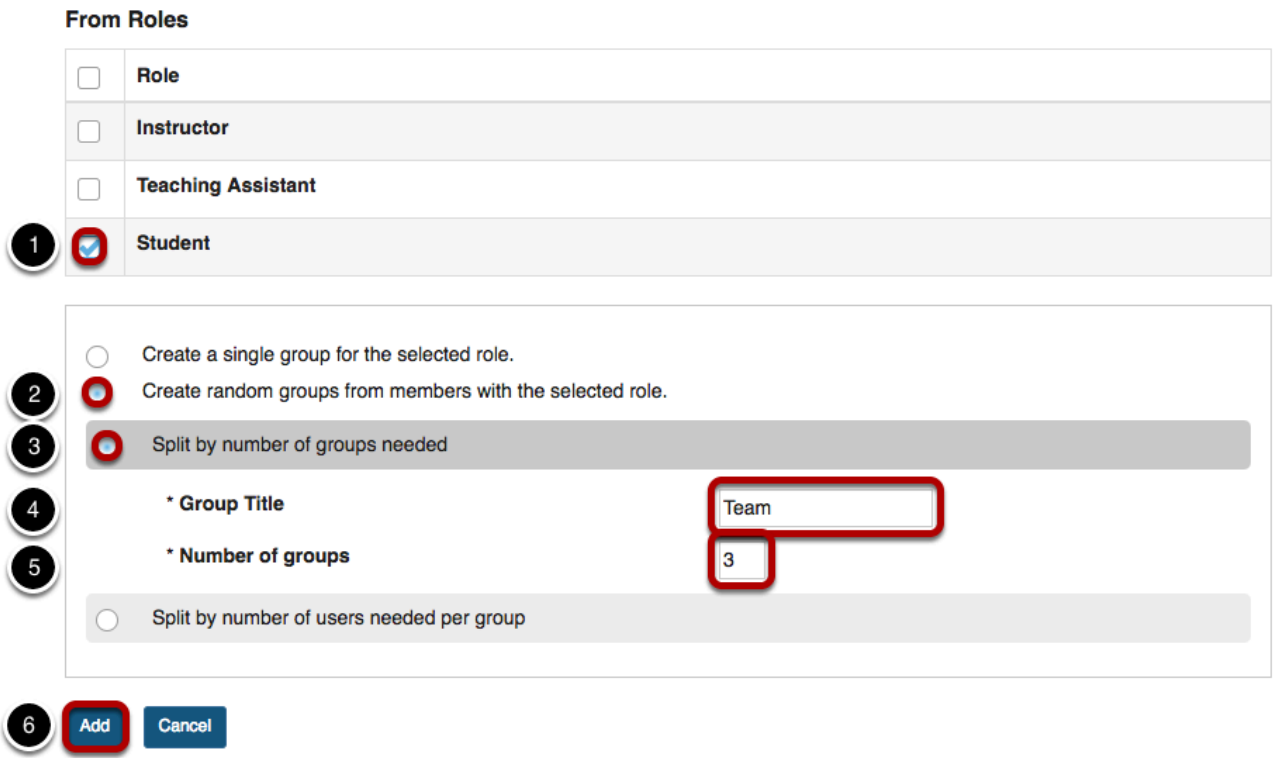


To create separate groups for different user roles in the course, select one or more roles and then click the **Add** button.

*Tip: Click the **Role** checkbox to select all roles at once; click again to de-select.*

Footer

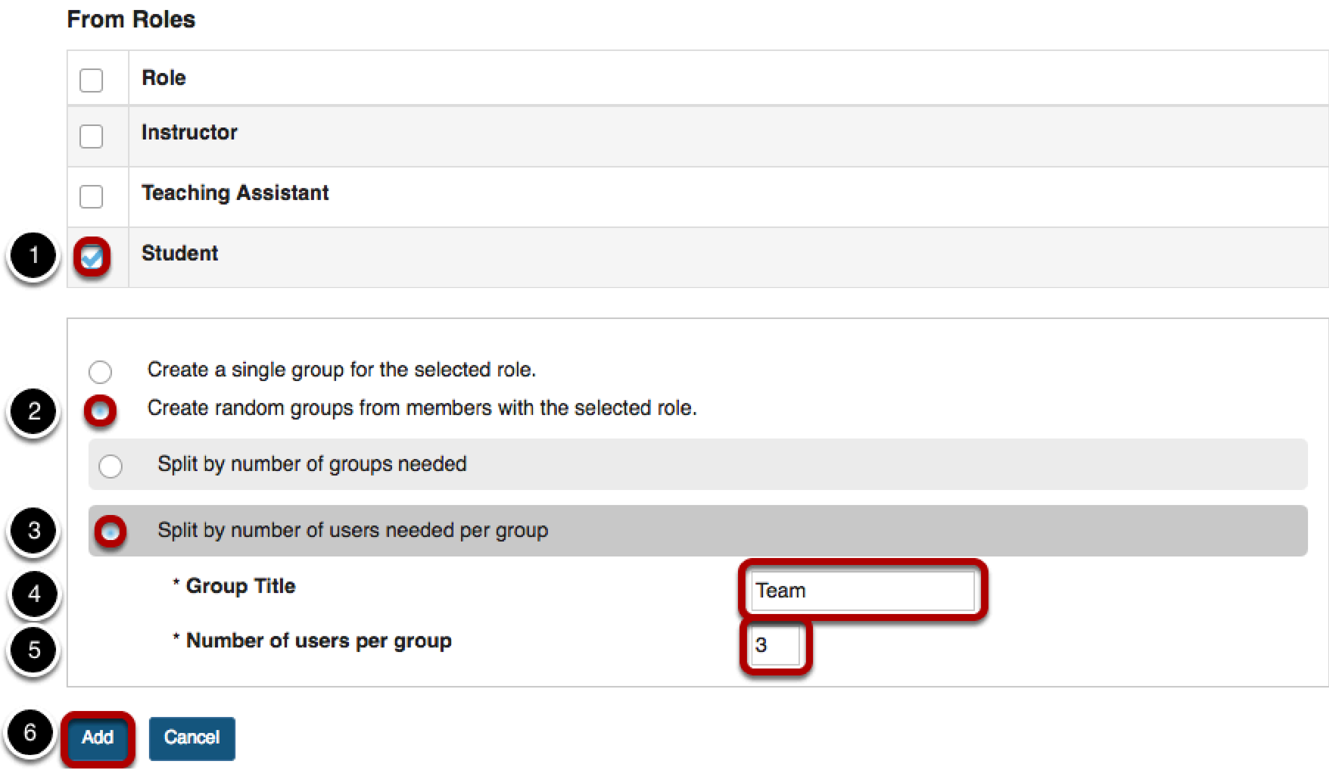
Create random groups by number of groups.



1. Select a single role from which to create subgroups (e.g. Student).
2. Select the **Create random groups from members with selected role** radio button.
3. Select the **Split by number of groups needed** radio button.
4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Unique numbers will be appended to the title.
5. Enter the **Number of groups** you would like to have for the site. Users will be randomly assigned to each group and distributed as equally as possible.
6. Click the **Add** button to auto-generate your groups.

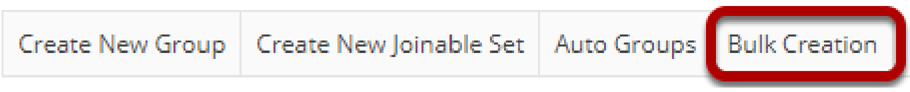
Footer

Create random groups by number of users per group.



1. Select a single role from which to create subgroups (e.g. **Student**).
2. Select the **Create random groups from members with selected role** radio button.
3. Select the **Split by number of users needed per group** radio button.
4. Enter a **Group Title**. This title will serve as the basis for all of the group names. Unique numbers will be appended to the title.
5. Enter the **Number of users per group** you would like to have. Users will be randomly assigned to each group and the number of groups is determined by the class size divided by number of users per group.
6. Click the **Add** button to auto-generate your groups.

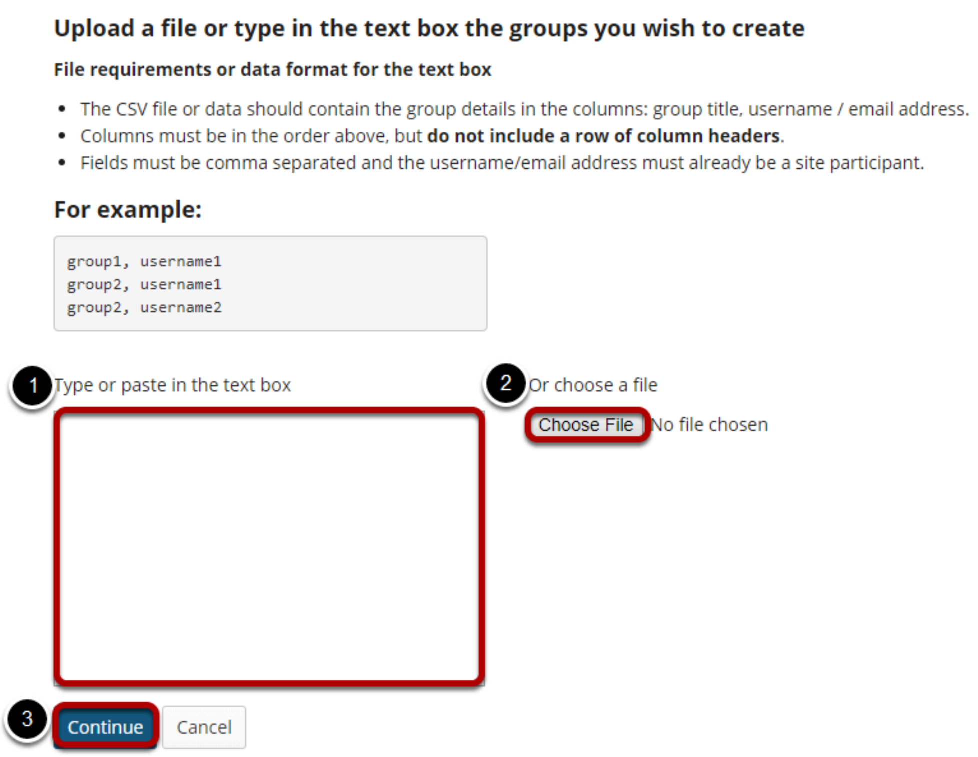
Bulk Creation.



Select **Bulk Creation**.

Footer

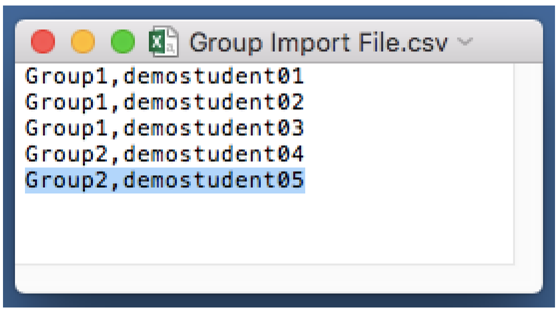
Provide group information.



There are two methods to create or update multiple groups at once:

1. Type or paste the group information into the text box provided.
2. Click the **Choose File** button to browse for and select your import file.
   - Your import file should be in comma-separated (CSV) format with two columns of data. The first column should contain the group title, and the second column should contain the username of the site participant. Do not include a column header row and do not include spaces.
3. Select **Continue** to proceed with group creation.

Example: CSV file for importing groups



Footer

How do I use groups?

Groups are subsets of participants for a given site. Groups can be created on an ad-hoc basis by instructors in course sites or by owners or administrators in collaboration sites. Groups are useful to organize study groups, project teams, and other non-official subsets of site participants. In course sites, each course roster section behaves like a group. i.e., group-aware tools recognize the section as a group.

You can use groups to make site content available to specific site participants. For example, a private announcement can be made available to a group and email notification can be sent to members of that group. You can also use groups to create group assignments, or limit access to a test or quiz with settings for specific groups.

For information on creating and editing groups, see How do I create groups?

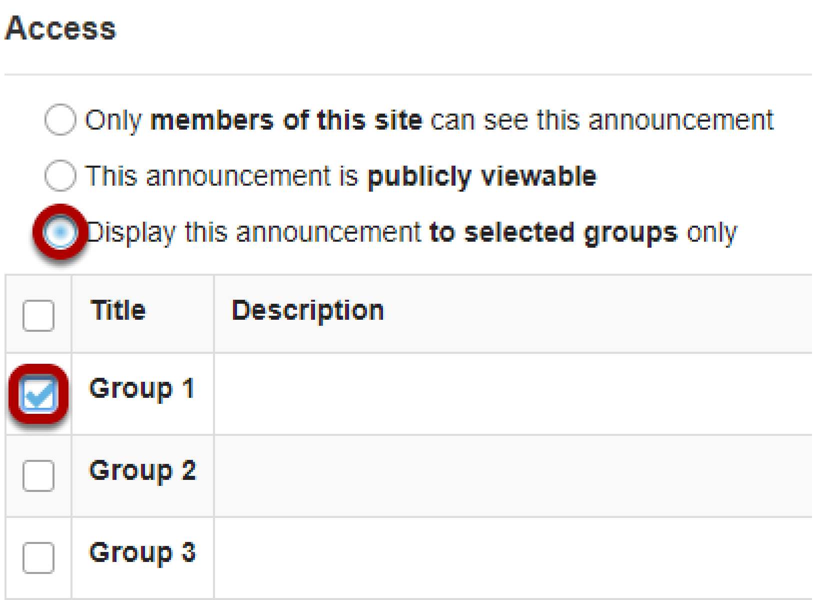
Note: If an assignment or assessment has been released to specific groups, changing which groups have access to the assignment, or modifying/deleting a group after students have begun work is not allowed.

Which tools use groups?

You can use groups with the tools listed below. The descriptions of how groups can be used are linked to Help articles that show how to enable group access.

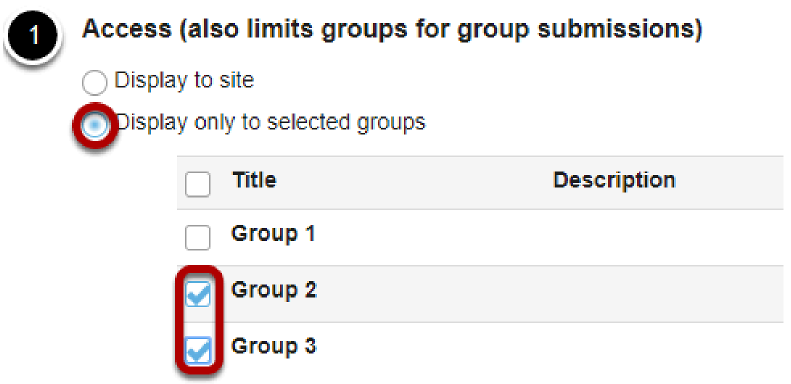
Footer

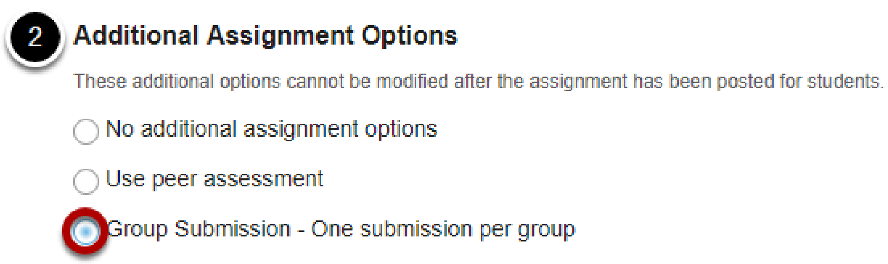
Announcements



[Post announcements for specific group(s).]

Assignments



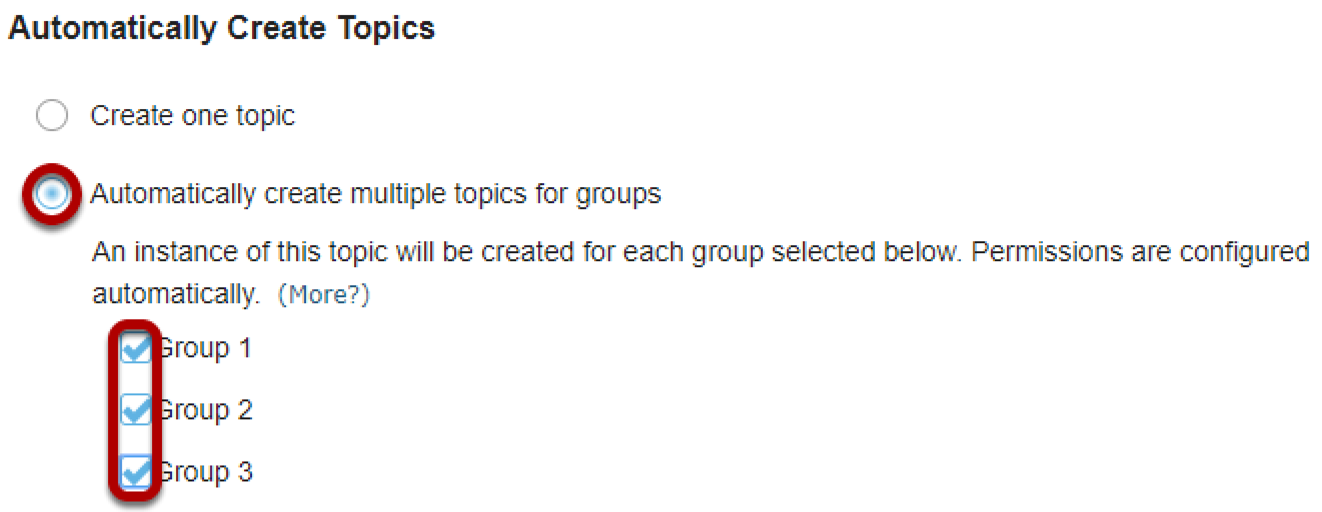


Footer

1. Create group assignments, where one member of the group submits on behalf of the group (pictured above).
2. Restrict access to an assignment to specific groups.

Note: If an assignment has been created as a group assignment or released to groups, changing the groups who can submit it, or modifying or deleting a group after students have begun work on the assignment is not allowed.

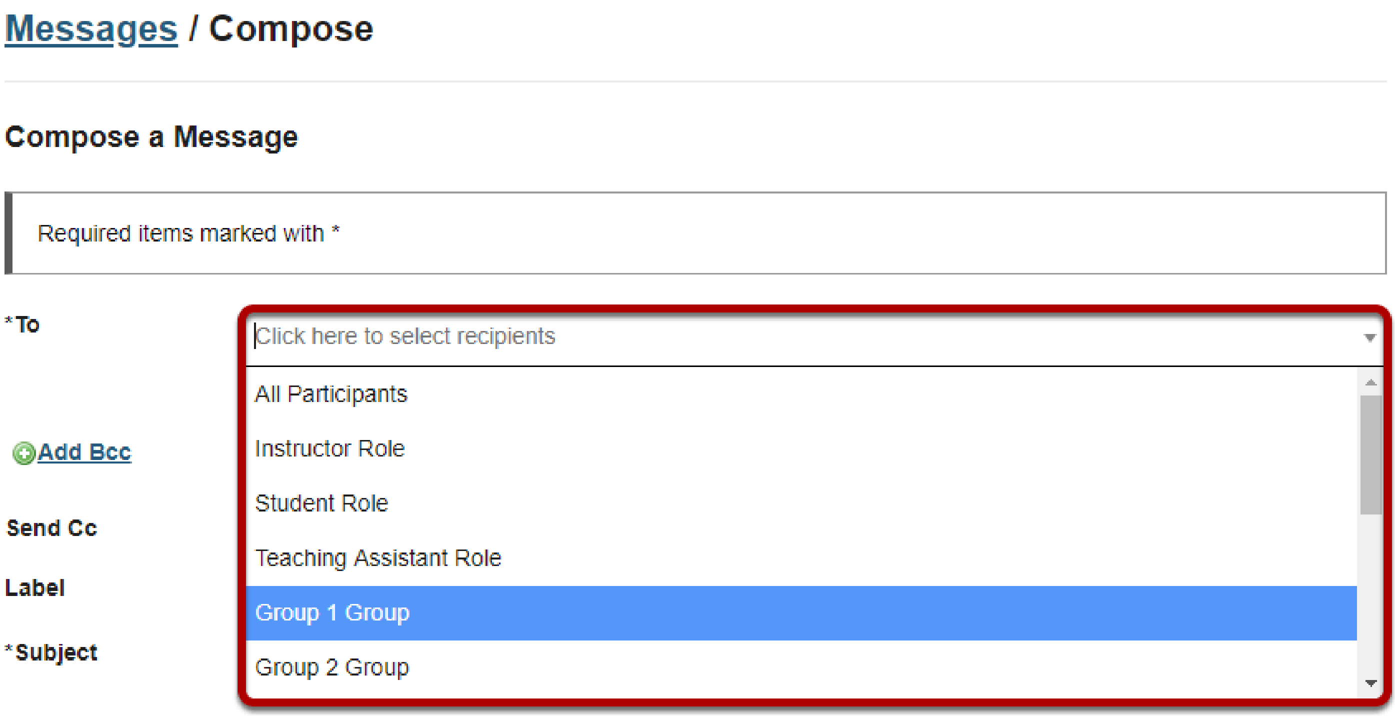
Forums



Automatically create multiple topics for groups.

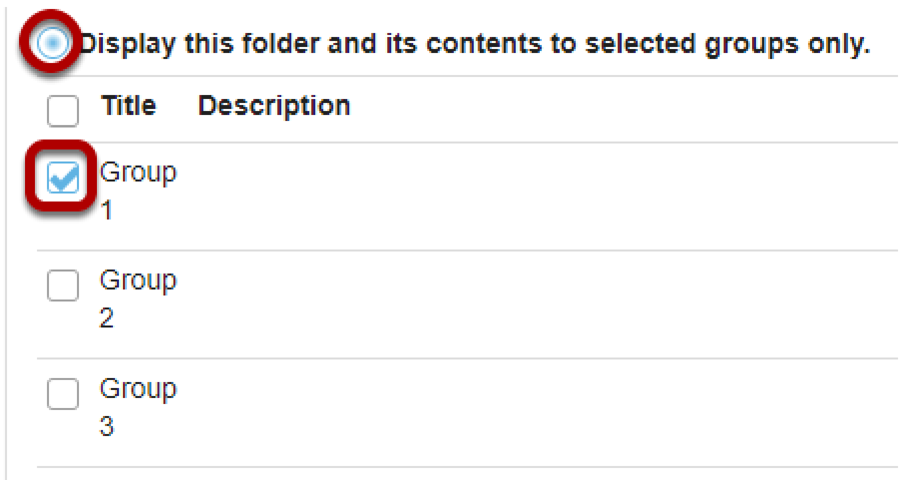
Footer

Messages



[Send a private message to a specific group.]

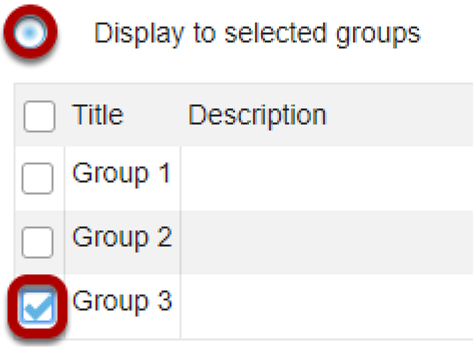
Resources



[Limit access to file(s) and folders to specific group(s).]

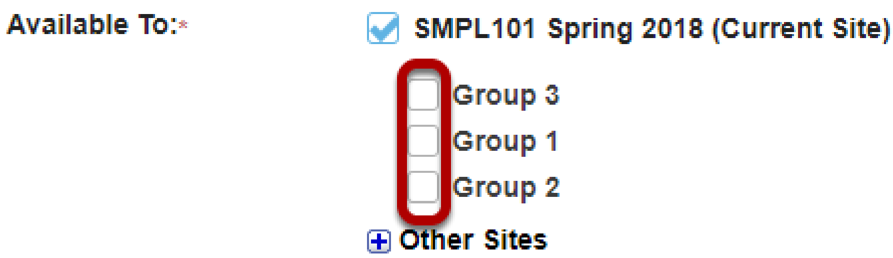
Footer

Calendar



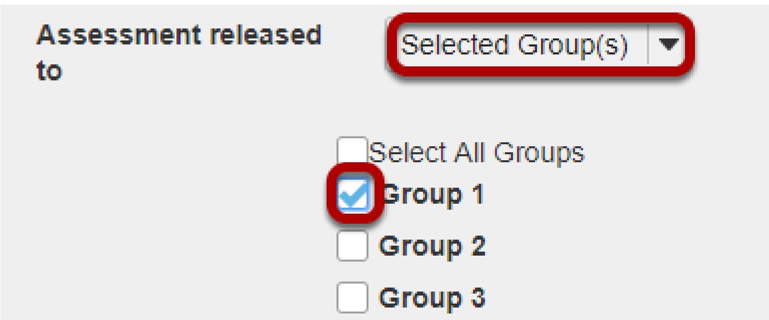
[Schedule events for specific groups only.]()

Sign-up



[Set up office hours or meetings which are visible only to specific group(s).]()

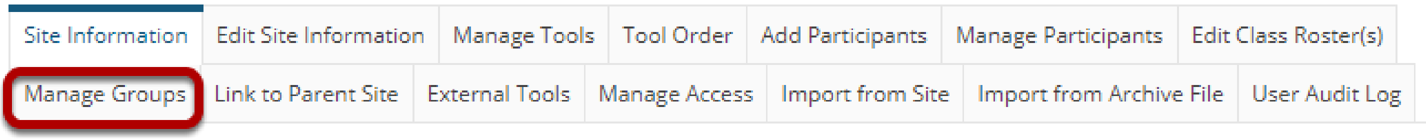
Tests & Quizzes



1. [Limit access to a test or quiz for specific group(s).]()
2. [Set time or date exceptions on a test or quiz for specific groups.]()

Footer

Site Info



Create and edit groups.

Footer

How do I link to a parent site?

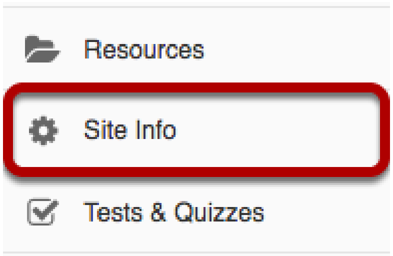
Parent sites can be useful in managing large courses with many sections, or a program that has a central site.

For example: Course ABC1234 has 15 sections. There are three TAs in this course who are each managing five sections. There can be a parent course called ABC1234 and then three child courses (Sections 1234,2345,3456; Sections 4567,5678,6789; Sections 7891,8912,9123). TAs are assigned only to the sections they manage. The content, announcements, communications, etc., can take place at the parent course level. Graded items and gradebooks will be housed at the child course level.

Or another example: The Nursing program has a site where all nursing students get information and communicate with program administrators. This site would be the parent site and each of the 15 Nursing courses can be child courses to the parent site.

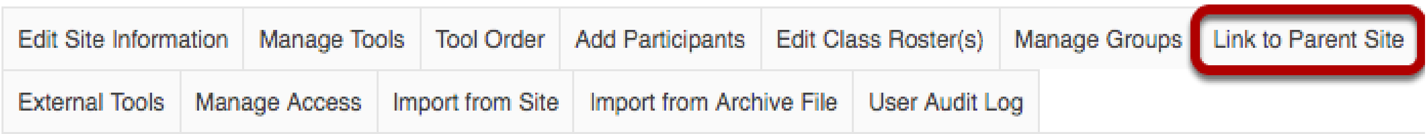
Note: Participants will only access the sites in which they are enrolled. So in the Nursing example above, students would only see the nursing courses in which they are enrolled, and the parent site. They would not see the other Nursing child courses in which they are not enrolled. In the ABC1234 example, students would only see their own child courses and the parent site, not all three child courses.

Go to Site Info.



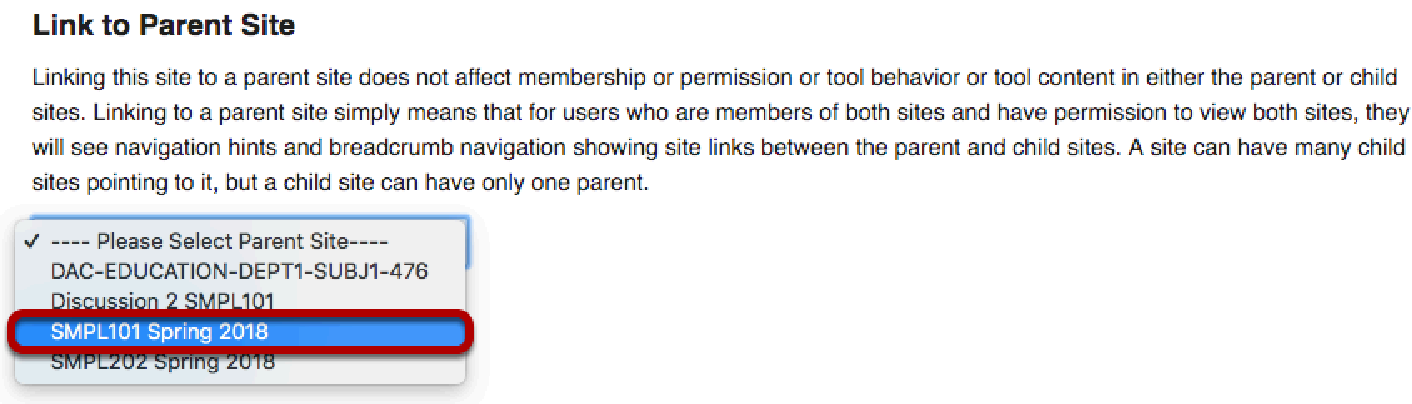
Select the **Site Info** tool from the Tool Menu of your child site that you want to link to a parent site.

Click Link to Parent Site.



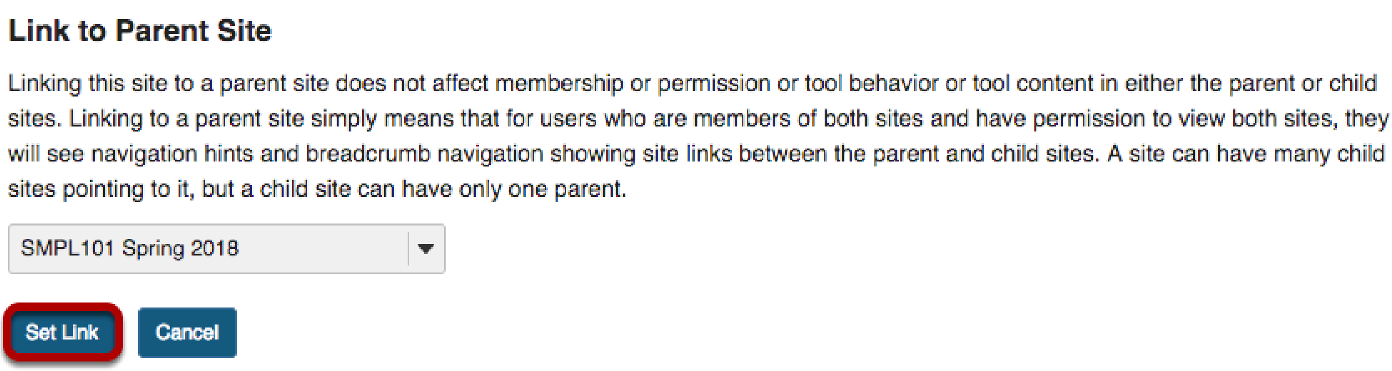
Click **Link to Parent Site** from Site Info tabs.

Select the parent site from the drop-down menu.



Click the down arrow to highlight and select the parent site from your list of courses.

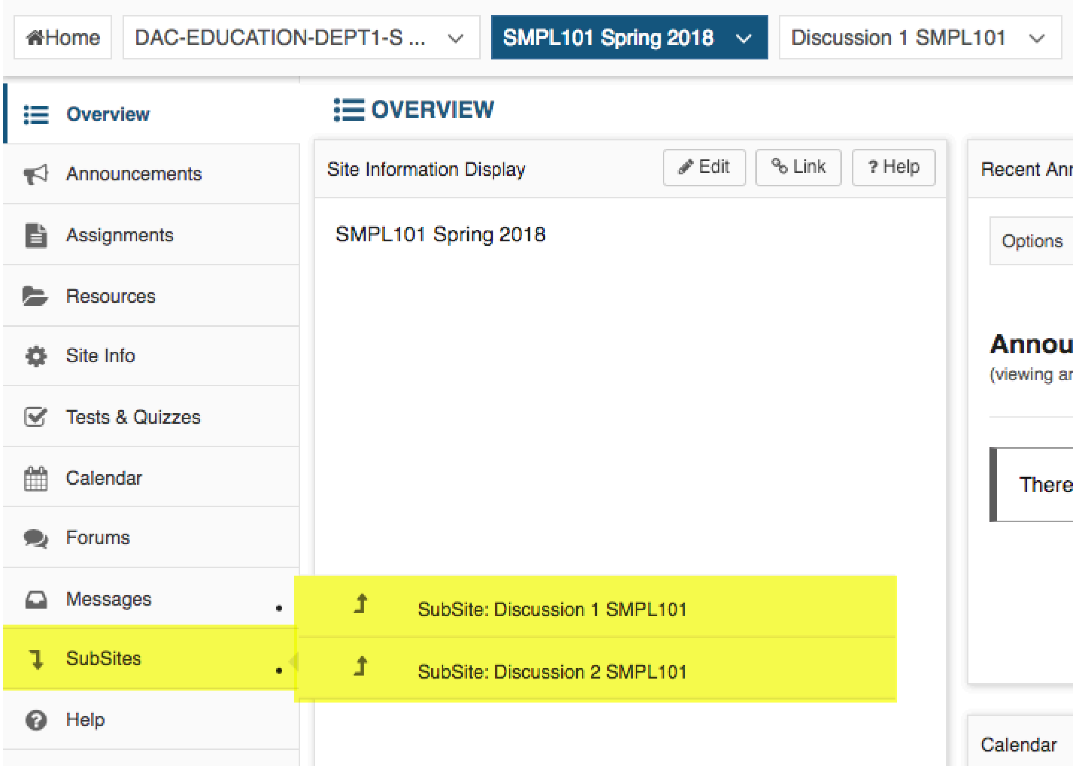
Click Set Link.



Review the parent course you selected, then click the **Set Link** button.

Footer

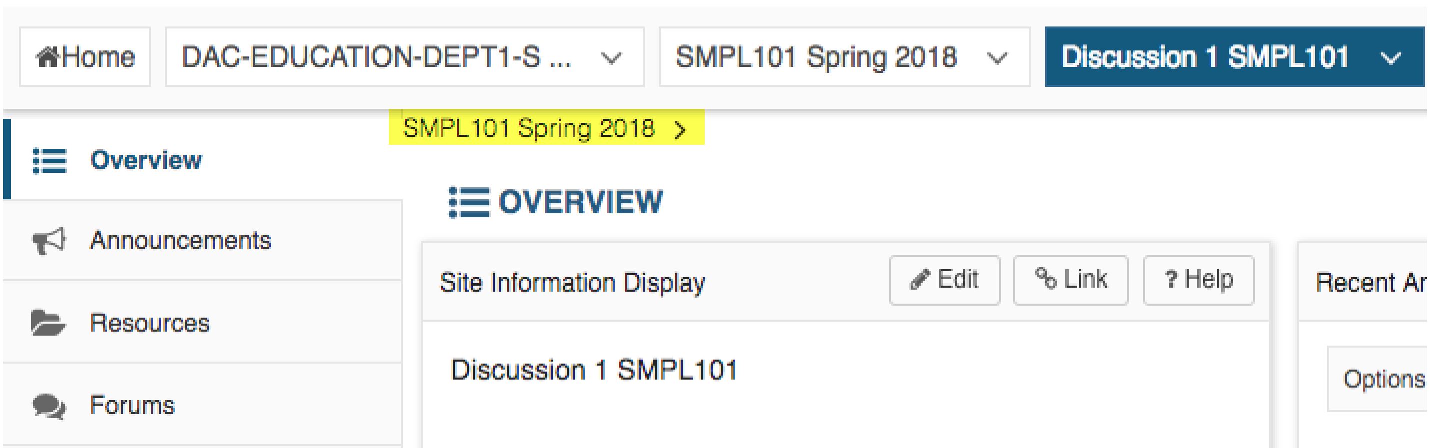
Example: Child sites in the parent site.



For Instructors: In the parent site, the child courses show up in the Tool Menu and can be accessed by their links.

For Students: In the parent site, only the child course the student is enrolled in shows up in the Tool Menu and can be accessed by its link.

Example: Parent sites in the child site.

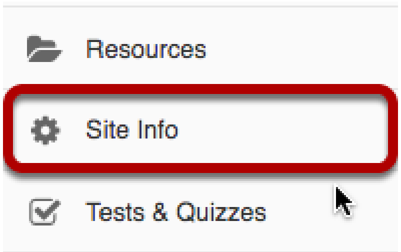


In the child site, the link to the parent site appears in the breadcrumbs.

Footer

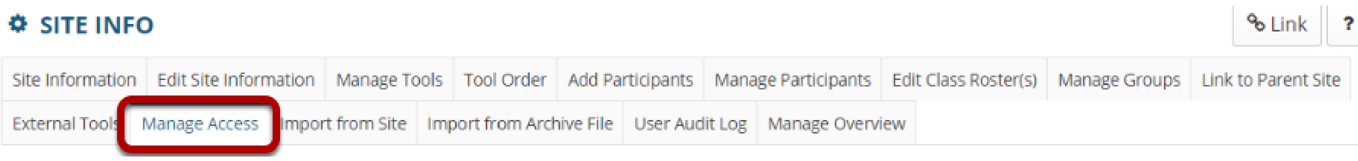
How do I control site access?

Go to Site Info.



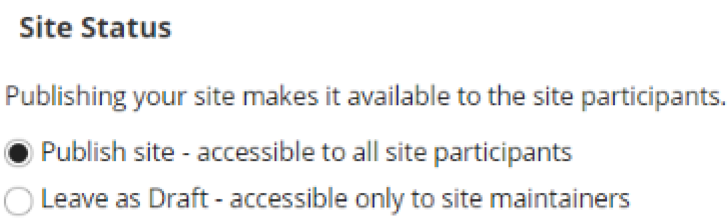
Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Access.



Select your Site Status (i.e published or unpublished).

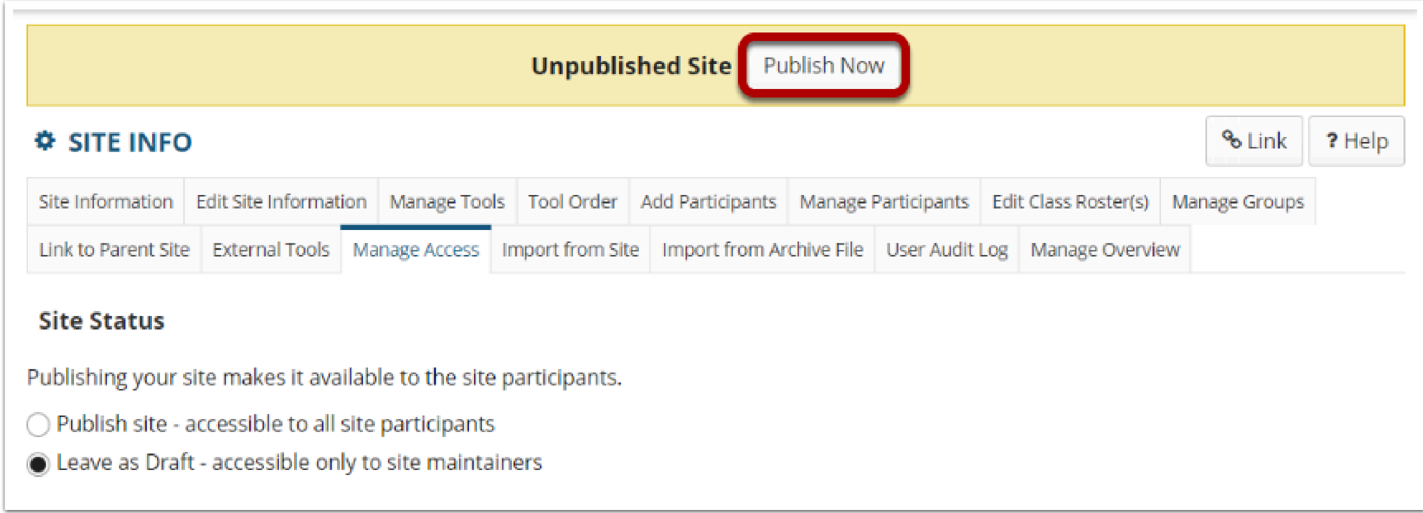
Published



Published sites are available to all site participants and appear in their site tabs and lists.

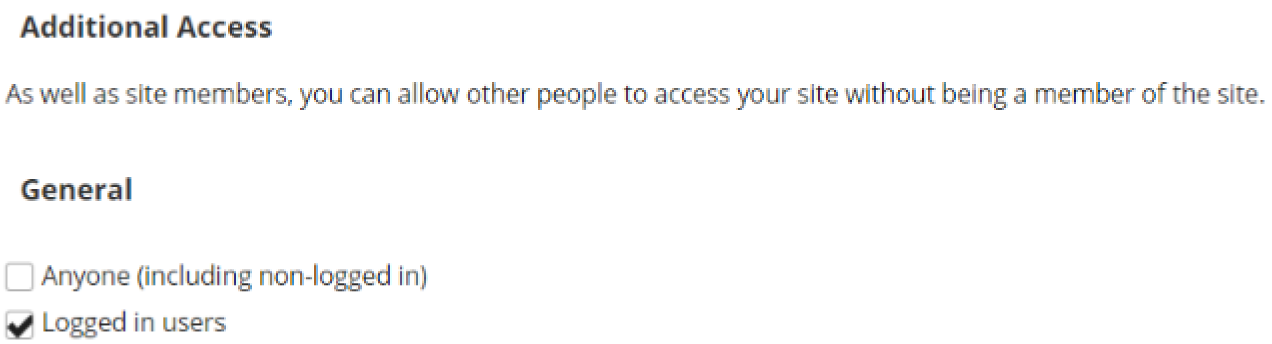
Footer

Unpublished



If the site is left as draft, or unpublished, only instructors/site owners may access it and students will not see the site in their list of sites. Throughout the site, instructors will see the **Unpublished Site** banner and can use the **Publish Now** button to quickly publish a site, without going through Site Info.

Designate additional access.



You may also allow other users to access your site according to their authentication origin or role. Enable access for the following groups by checking the box to the left of the group:

- **Anyone** (including non-logged in)
- **Logged in users**

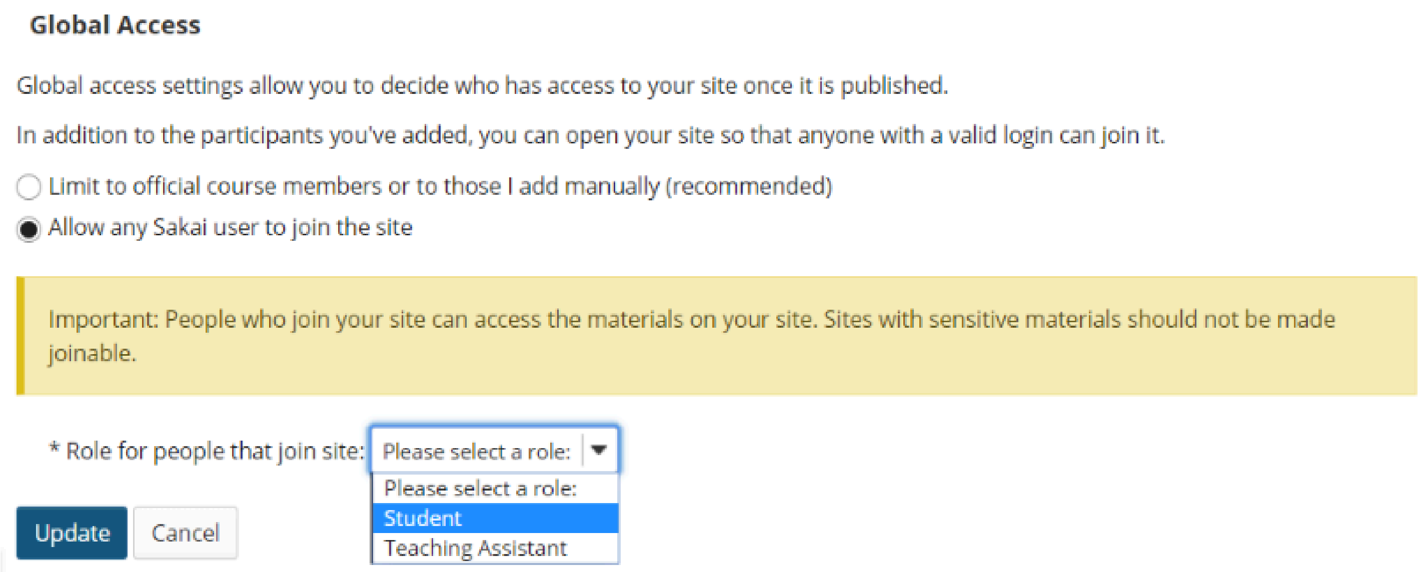
Checked users can access your site without being enrolled.

Footer

Site Visibility.

If site visibility is set to **Display in Site Browser**, all people with access to the Sakai system may search for your site from the Worksite Setup tool. If set to **Private**, your site will not show up in a search.

Select your Global Access setting (optional).



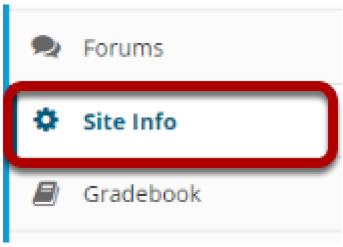
In most cases, site owners keep the default value for **Limit to official course members or to those I add manually (recommended)**. This will restrict enrollment to people that you add manually or that are enrolled automatically from your institution's registration system.

If the site is set to **Display in public site list** (above) AND the option **Allow any Sakai user to join the site** is selected, anyone in your system may search for and join your site.

Footer

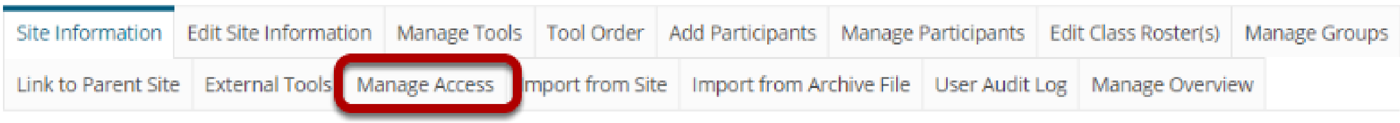
How do I make my site publicly available?

Go to Site Info.

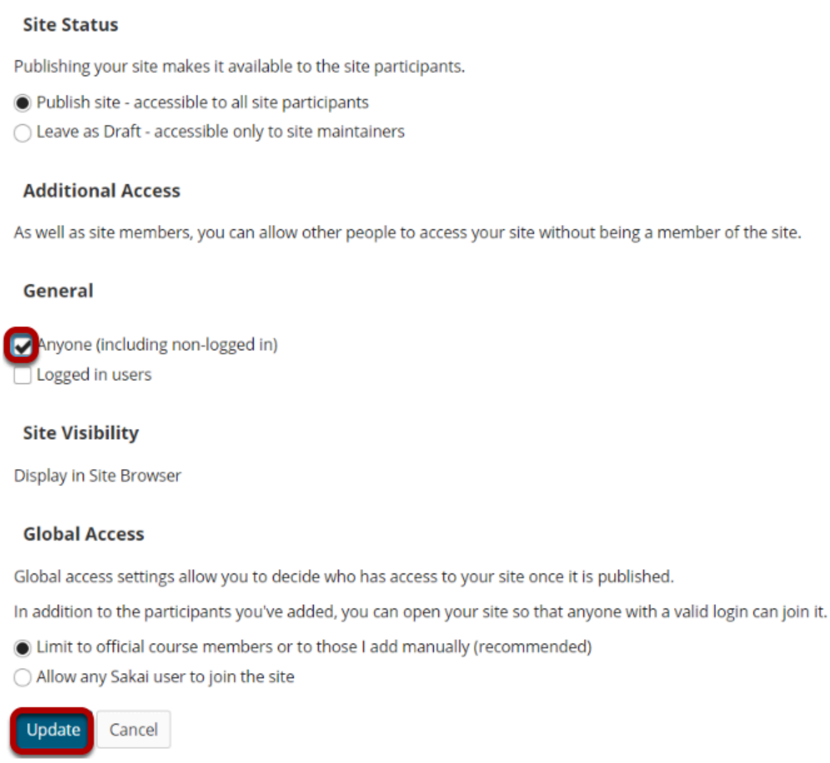


Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Access.



In the General section, select Anyone (including non-logged in), and then Update.



Footer

This will allow anyone (including unauthenticated users) to access the site, either through the Site Browser or via a URL link to the site.

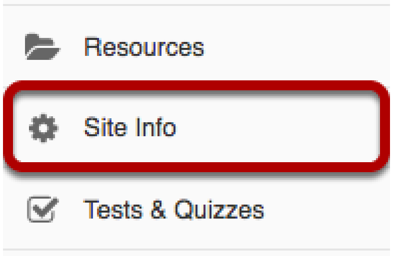
Footer

How do I duplicate a site?

Duplicating a site makes an exact copy of the content of your current site. Student participation and grades are NOT copied to the duplicate site.

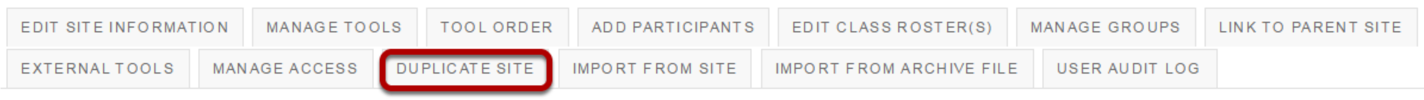
Note: This option is turned OFF by default. Your institution will need to enable this option in Sakai properties to make it available.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

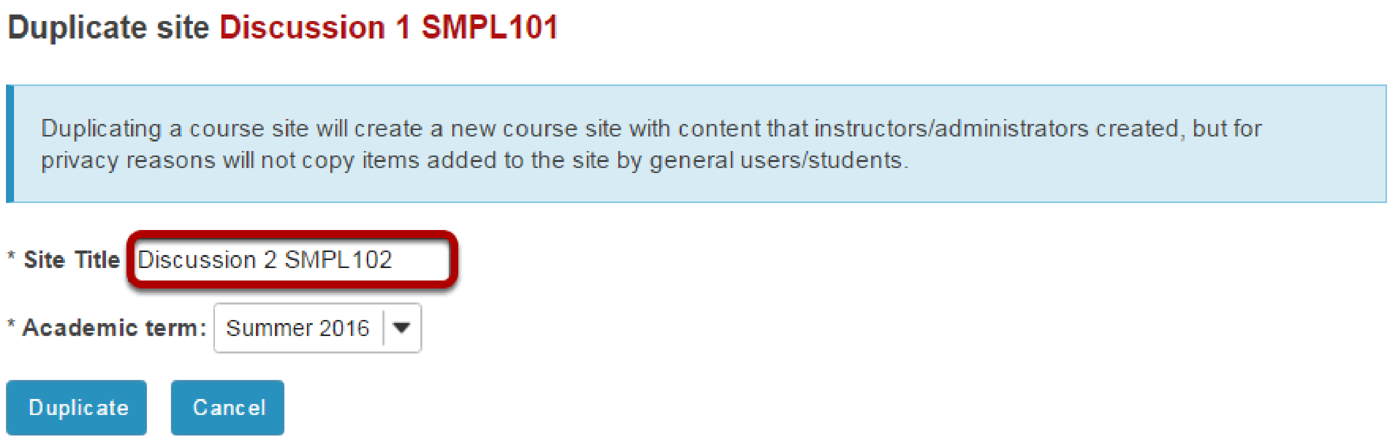
Click Duplicate Site.



Click **Duplicate Site** from Site Info tabs.

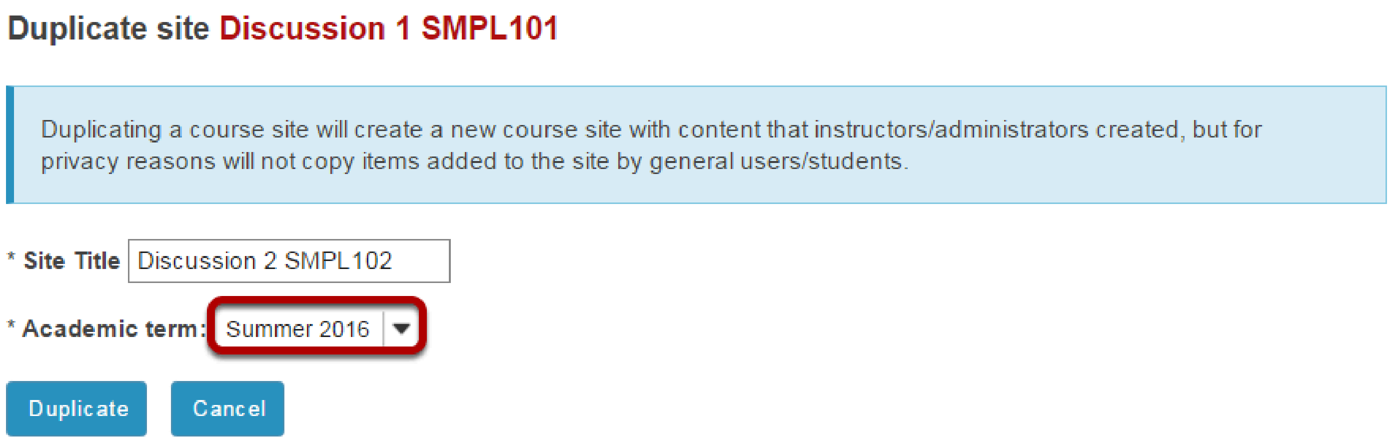
Footer

Enter a title for the new site.



Enter the **Site Title** for the new site.

Select term.



Select an **Academic term** from the drop-down list of terms.

Click Duplicate.

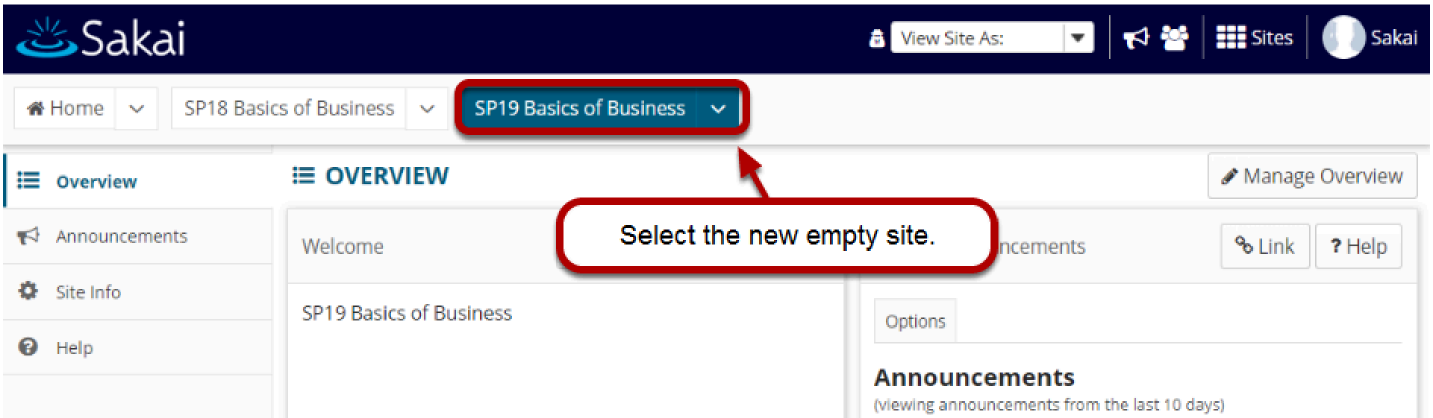
Click the **Duplicate** button. The new site is added to your list of sites. You will be automatically enrolled in the new site as the site owner. No one else will be enrolled automatically so other users will need to be added via Site Info -> Add Participants.

Footer

How do I copy my content from one site to another (i.e. import from site)?

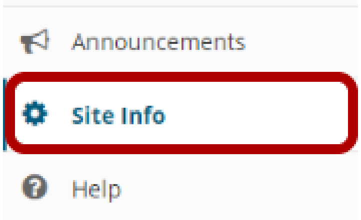
When you create new Sakai sites, you may want to copy content such as Lesson pages, Resources, Announcements, and Assignments from an older site into your new site. The Import from Site tab in Site Info allows you to select content from one or more tools from an older site and copy the content into the new site.

Navigate to new, empty site where you would like to copy the content.



Be careful to select the empty course shell that will be the destination for the content you are about to copy. (You do not want to overwrite an existing course with a blank site, as this will delete your content.)

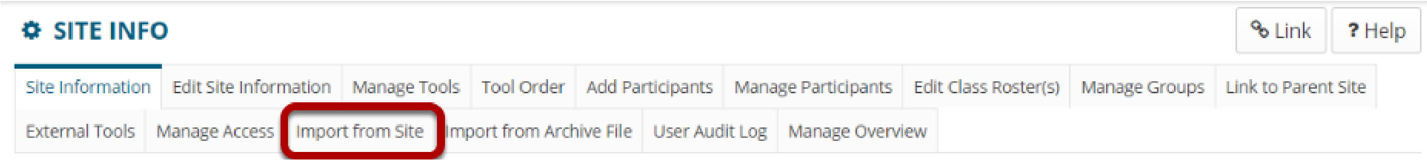
Select the Site Info tool in the Tool Menu.



Select the **Site Info** tool from the Tool Menu of your destination or new site.

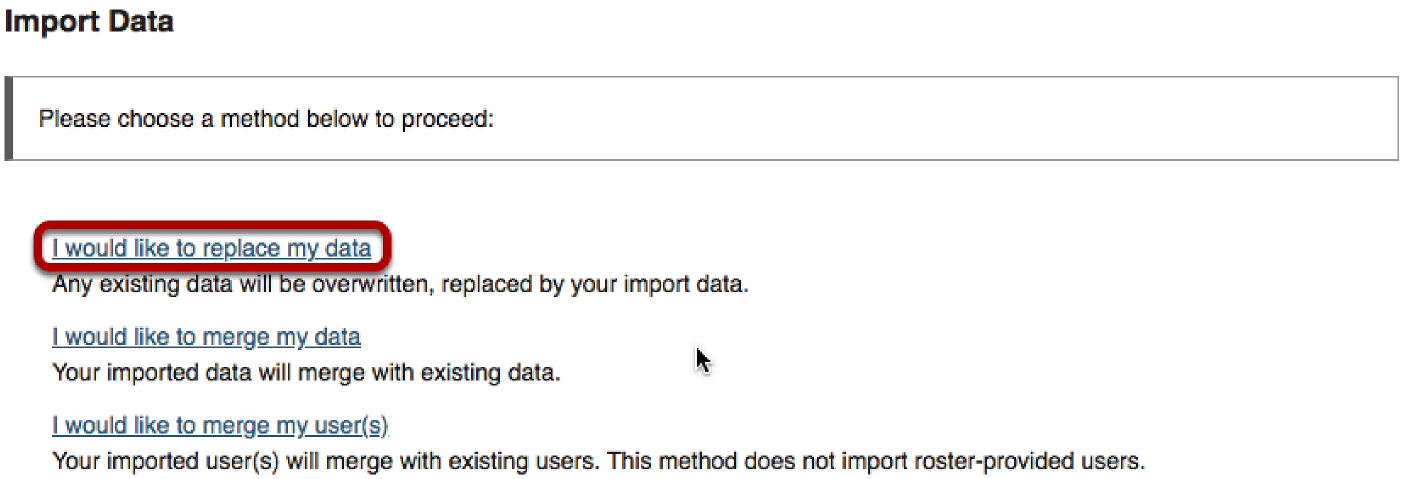
Footer

Select Import from Site.



Click **Import from Site** from Site Info tabs.

Click the "I would like to replace my data" link.

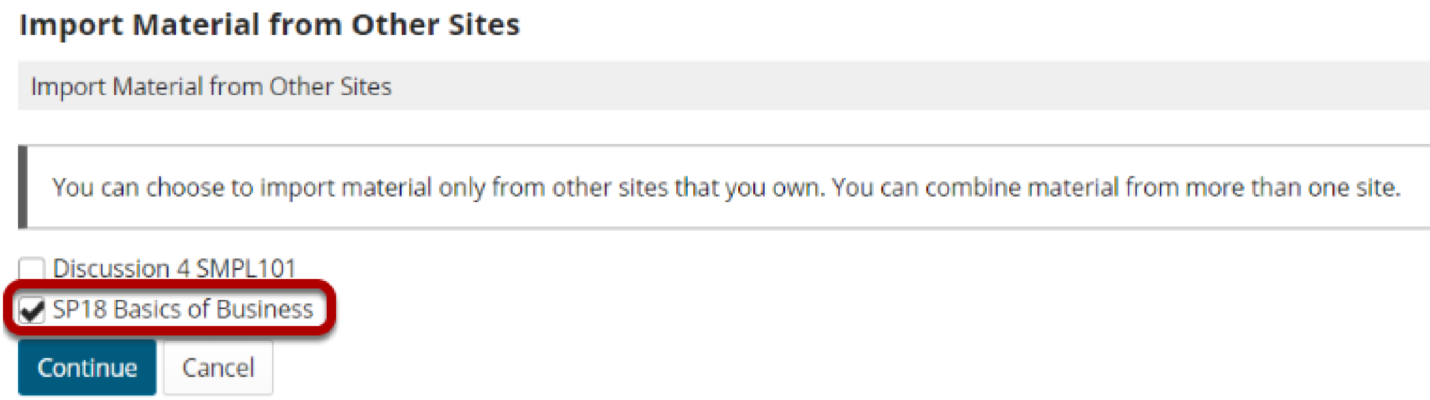


Selecting the **I would like to replace my data** option will transfer your site content, as well as your Gradebook settings. Note that choosing this option can be a destructive process, since existing content in the new course may be overwritten and replaced with your copied content.

Tip: If you have existing content that you do not want to overwrite, choose the ***I would like to merge my data*** *link instead.*

Footer

Select the course you want to copy from.



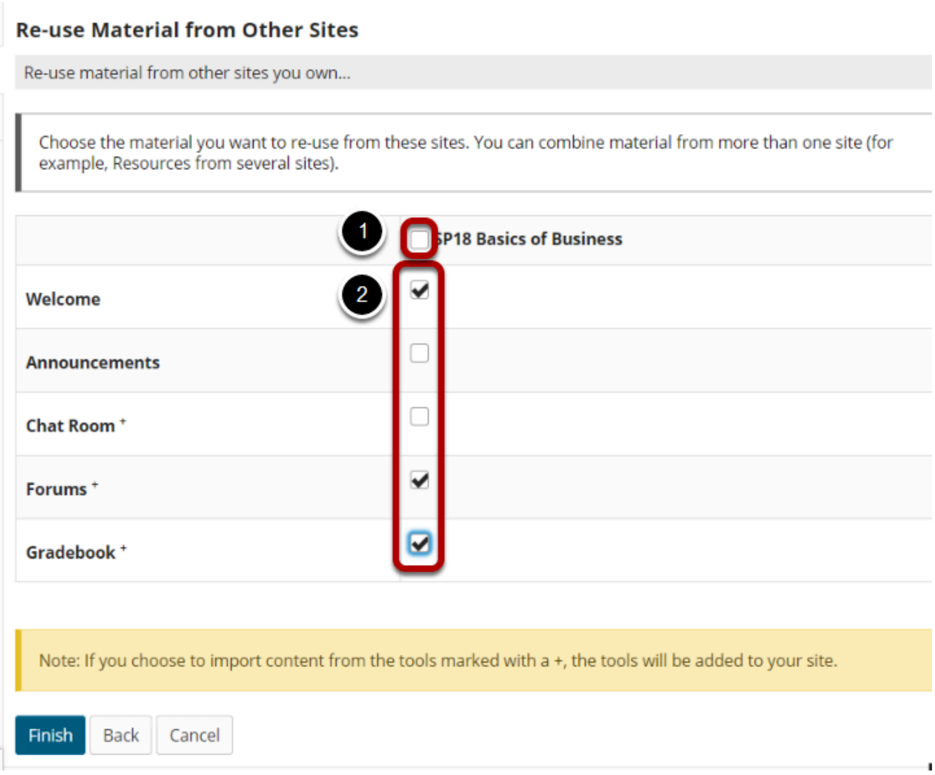
Select the site you want to copy content from from the list of sites.

Click Continue.

Click the **Continue** button.

Footer

Choose the material you would like to copy.



1. Use the checkbox at the top of the right column to select content from all tools.
2. Alternatively, you can check the boxes to the right of each tool to select specific tools to be copied.

If a tool is not active in the current site, the tool will have a **+** mark to indicate that it will be added to the current site if selected for import.

Note: For each tool selected, all of the content for that tool will be copied into the new course.

Click Finish.

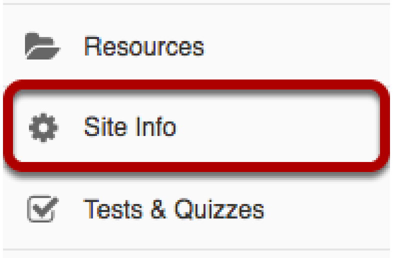
Once you have made your tool selections, click **Finish** to complete the import.

Note: The content import process may take a while depending on how much content you have, or if your institution has a queue for course imports on the server. Please wait for the process to finish.

Footer

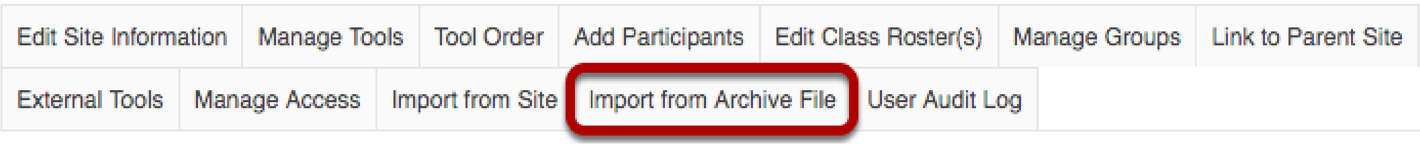
How do I import content from an archive file?

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Import from Archive File.



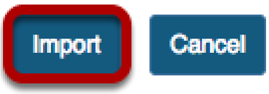
Choose a file to import.

Click the **Choose File** button to browse for and select your import file. Once you have located your file, the filename will display on this screen.

Note: Sakai supports several import file types (e.g. IMS Common Cartridge Archives, Blackboard Archive files, etc.). However, you may need to check with your system administrator to determine the file import options currently enabled on your system and the best file format for you to use.

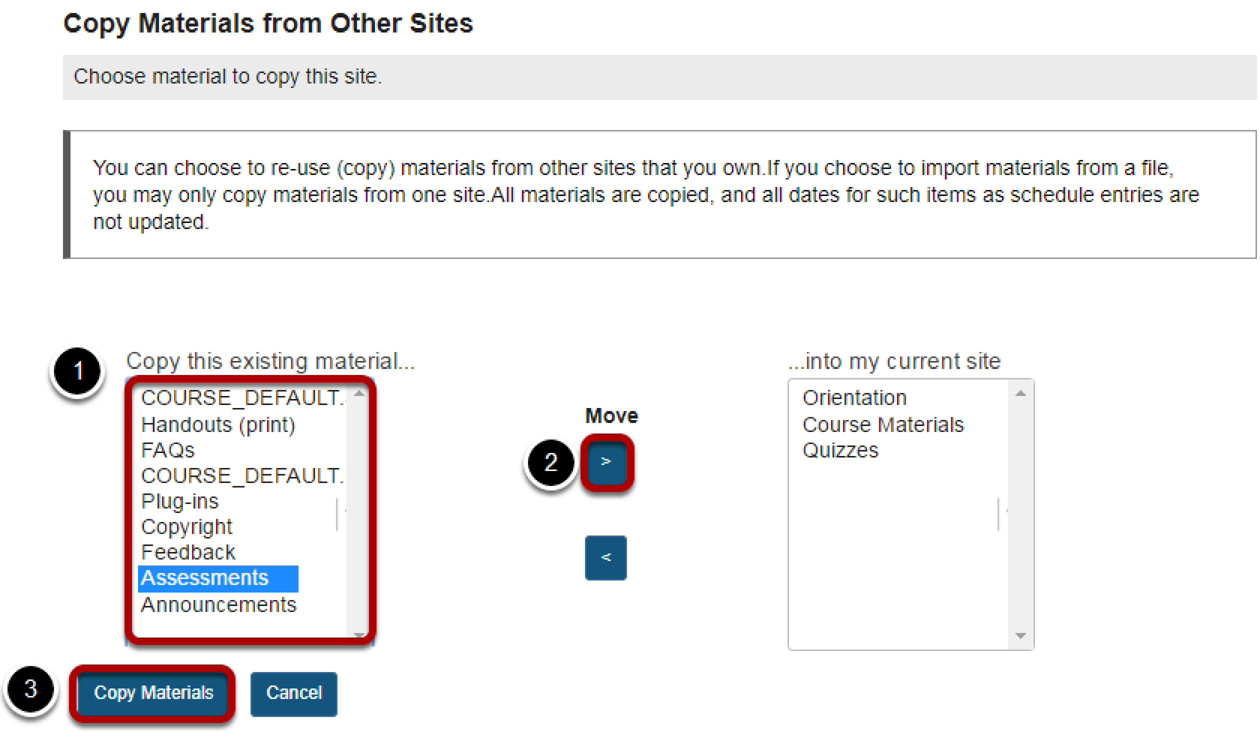
Footer

Click Import.



Click the **Import** button and wait for the file to be uploaded and processed. Depending on the size of the file, this may take some time.

Select the content to be imported.

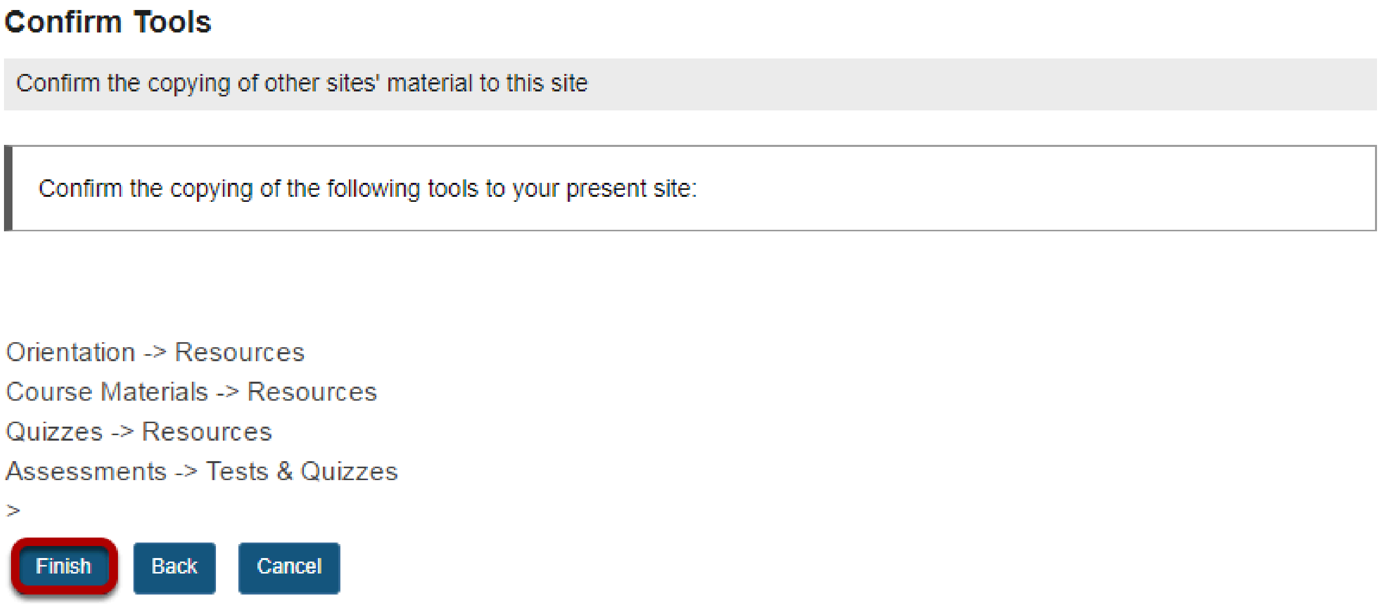


You will see a list of content types from your import file on the left.

1. Click on the item you want to import to select it. (You may select multiple items using CTRL+Click for PC or CMD+Click for Mac).
2. Use the right arrow button under **Move** to move the item(s) over to the list of material to be imported.
3. Click **Copy Materials** to import the selected content.

Footer

Confirm the import.



Confirm the copying of the listed tools into the present site and click the **Finish** button.

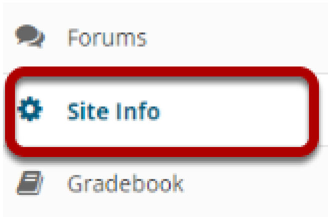
Footer

What is the User Audit Log?

The User Audit Log displays manual enrollment and user update information for your site. If anyone adds a user, removes a user, or changes a user's role in the site, a log of the change will be noted here.

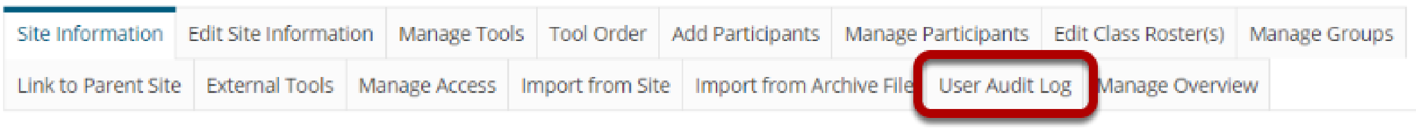
Note: Currently this log displays add/remove/update events, for manually updated events only. It does not display automated course enrollment activity such as events handled via Web Services or other Student Information System integration.

Go to Site Info.



To access this feature, select the **Site Info** tool from the Tool Menu of your site.

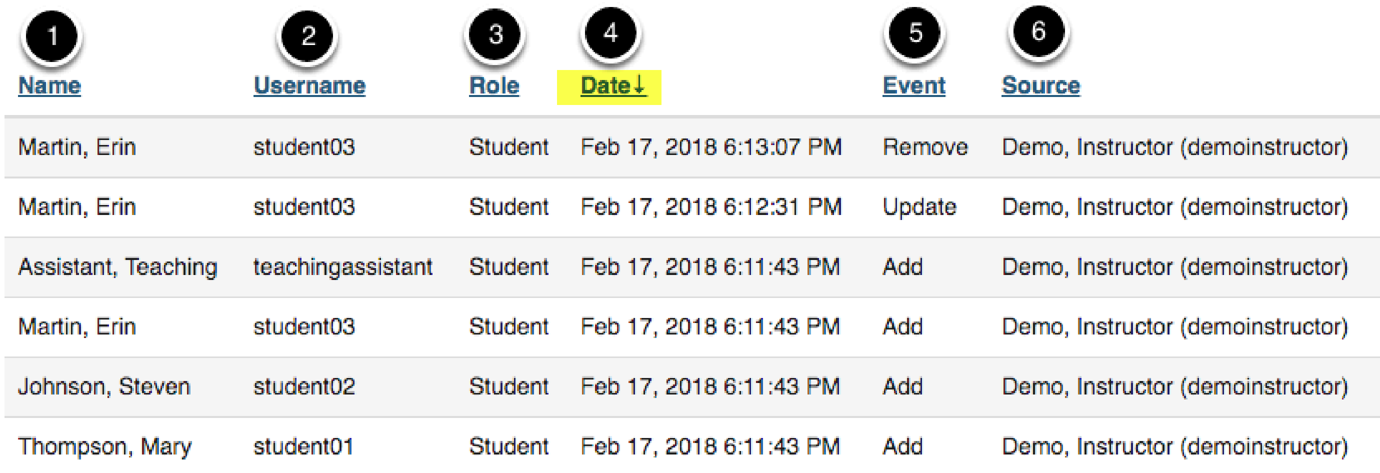
Click User Audit Log.



Click **User Audit Log** from Site Info tabs.

Footer

View event information.



Name	Username	Role	Date↓	Event	Source
Martin, Erin	student03	Student	Feb 17, 2018 6:13:07 PM	Remove	Demo, Instructor (demoinstructor)
Martin, Erin	student03	Student	Feb 17, 2018 6:12:31 PM	Update	Demo, Instructor (demoinstructor)
Assistant, Teaching	teachingassistant	Student	Feb 17, 2018 6:11:43 PM	Add	Demo, Instructor (demoinstructor)
Martin, Erin	student03	Student	Feb 17, 2018 6:11:43 PM	Add	Demo, Instructor (demoinstructor)
Johnson, Steven	student02	Student	Feb 17, 2018 6:11:43 PM	Add	Demo, Instructor (demoinstructor)
Thompson, Mary	student01	Student	Feb 17, 2018 6:11:43 PM	Add	Demo, Instructor (demoinstructor)

The following information will display:

1. **Name**: The name of the user account that was modified.
2. **Username**: The username of the user account that was modified.
3. **Role**: The role of the user account that was modified.
4. **Date**: The date and time that the change was made.
5. **Event**: The type of change that was made to the account (i.e. add user to course, remove user from course, or update user role).
6. **Source**: The name and username of the account that initiated the event.

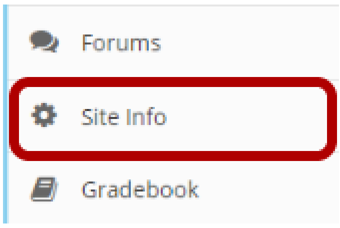
Note: You may sort by any of the columns by clicking on the column heading. Click on the heading again to sort in the opposite direction (ascending/descending).

Footer

How do I add LaTeX language to my course site?

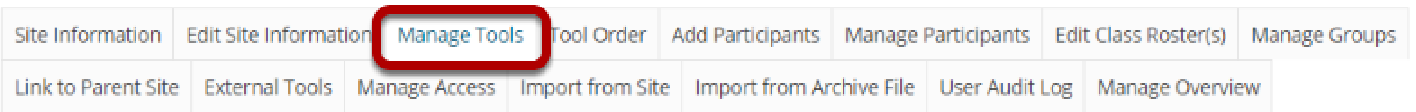
Sakai can display LaTeX equations as mathematical notation in the rich text editor. Using LaTeX options, instructors and students can simply write LaTeX in an enabled tool and the resulting equation will be displayed beautifully.

Go to Site Info.



Select the **Site Info** tool in the tool menu of your site.

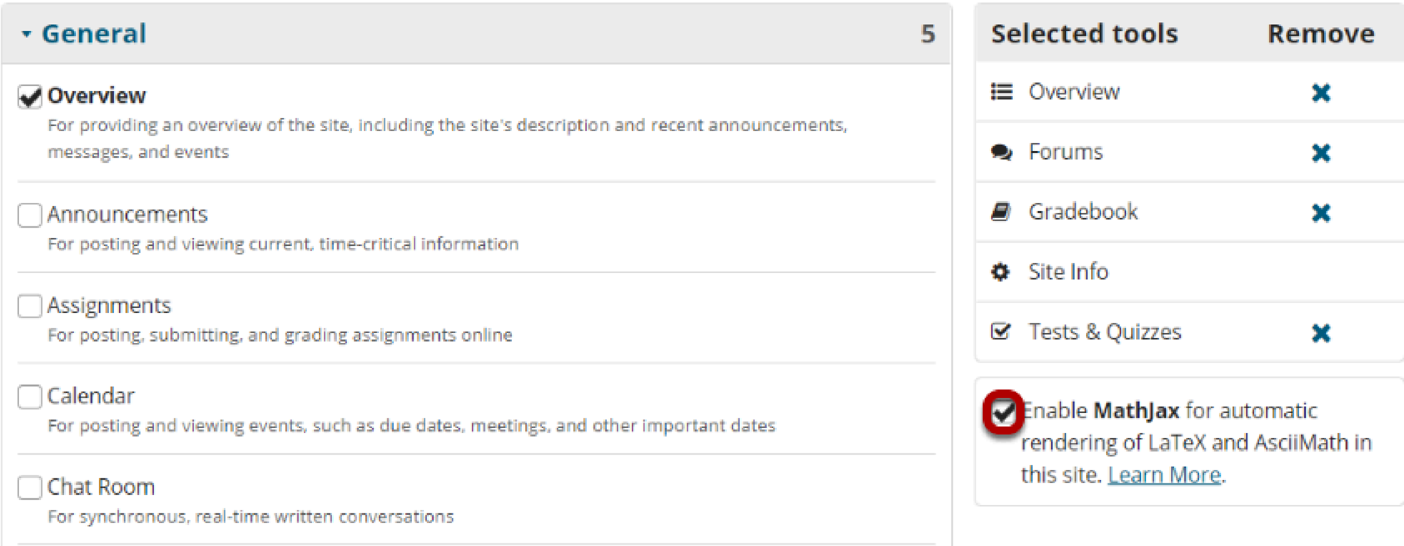
Click on Manage Tools



Click on the **Manage Tools** tab.

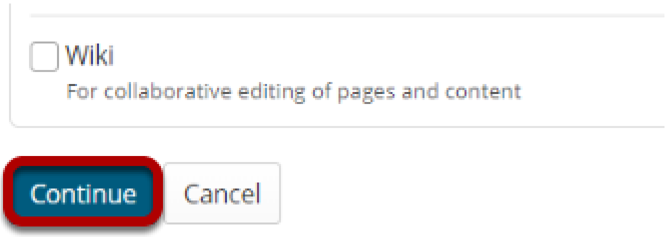
Footer

Select the check box to enable MathJax.



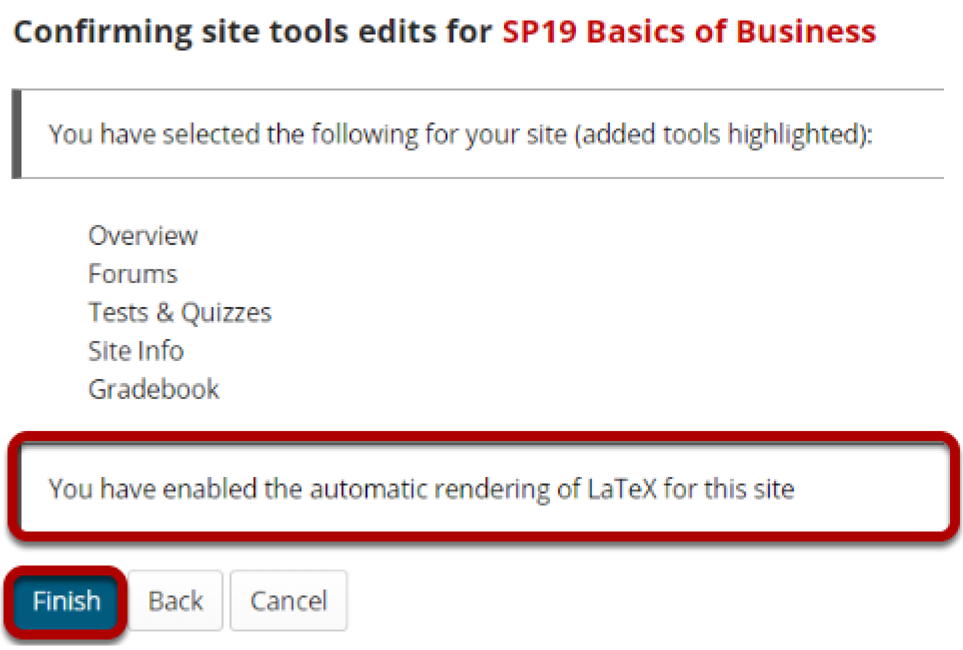
Below the Selected Tools list, check the box to **Enable MathJax for automatic rendering of LaTex and AsciiMath in this site**.

Scroll down and click Continue.

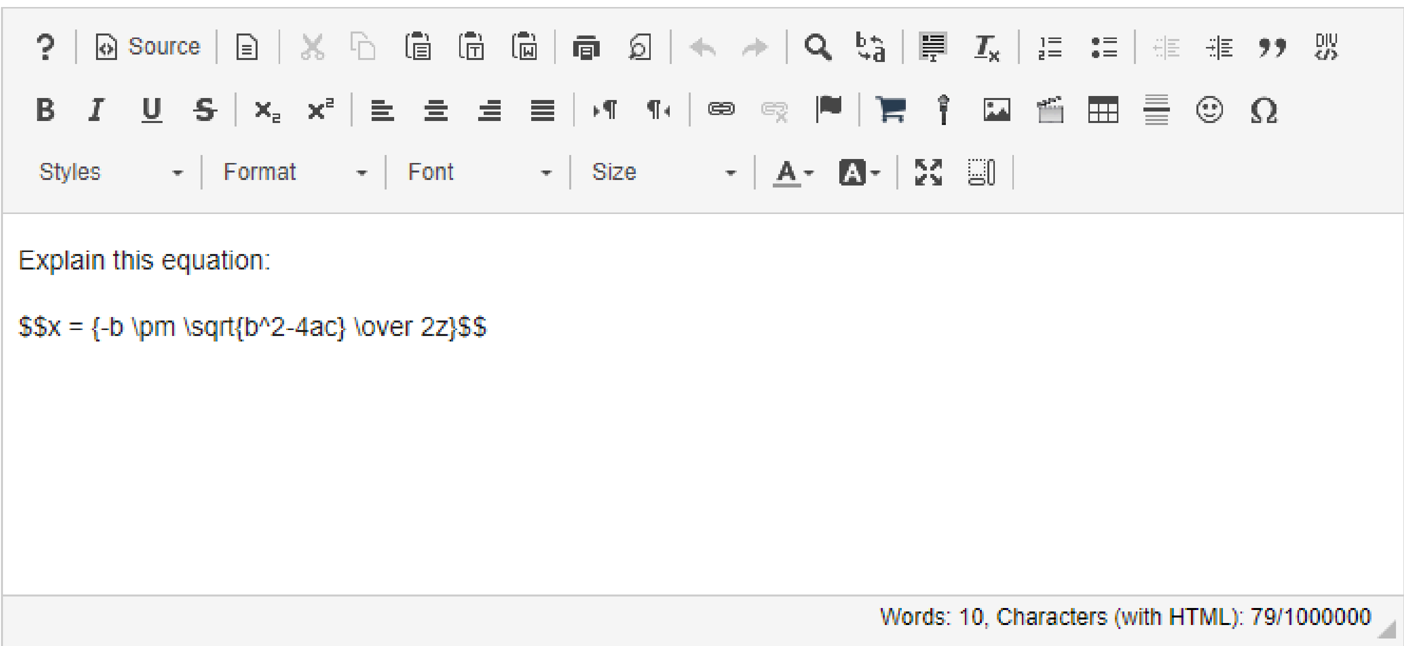


Footer

Click Finish to confirm the change.



Enter LaTeX equation in rich text editor.



Insert "$$" before and after mathematical equation to set it apart from the rest of the text. Math equations are editable in the edit screen of the tool, but will display as equation in preview and student view.

Footer

Equation displays as expected when viewed.

Explain this equation:

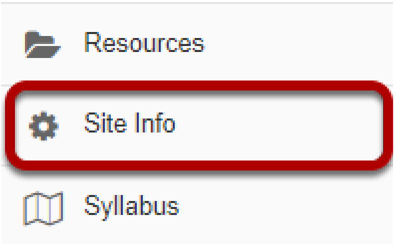
$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2z}$$

Footer

How do I remove a tool from my site?

There are two locations in Site Info where you can remove tools from your site: Manage Tools and Tool Order.

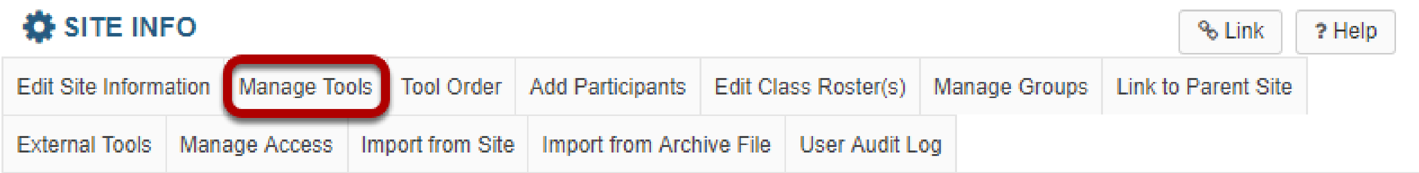
Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

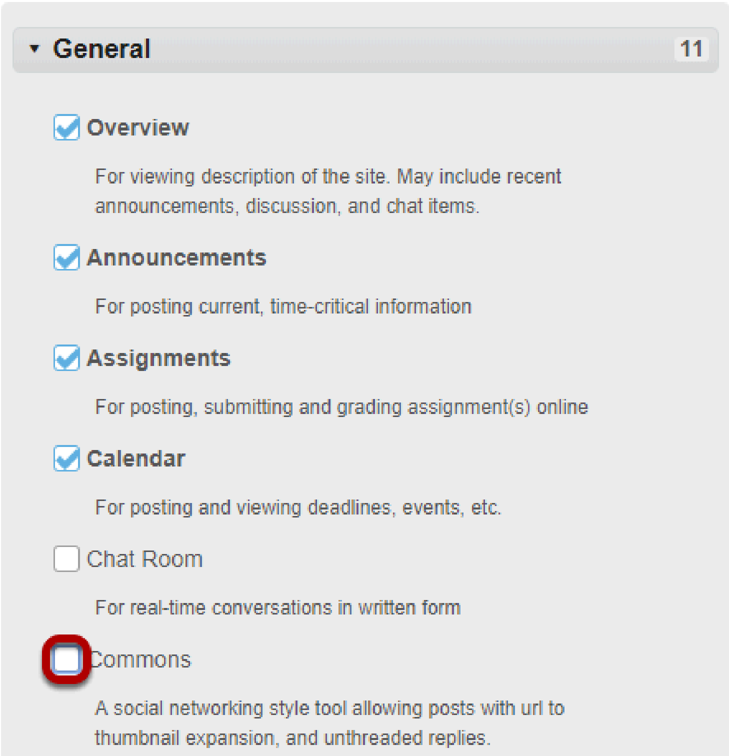
Remove a tool using Manage Tools.

Click Manage Tools.

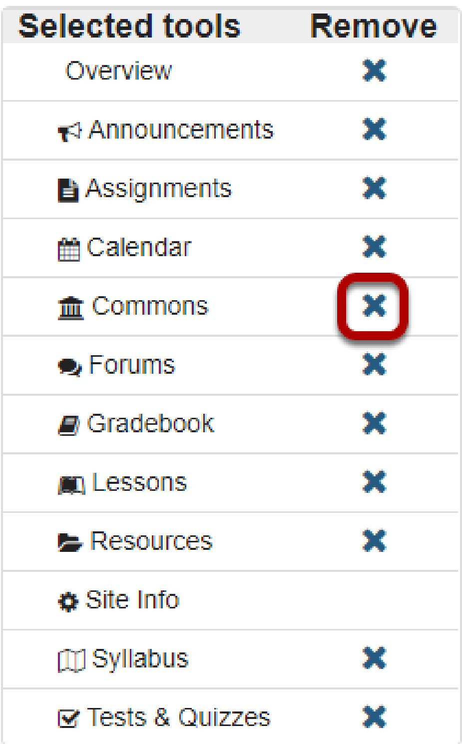


Footer

Uncheck the box next to the tool or tools to be removed.



OR click the X icon to the right of a tool in the Selected tools list.



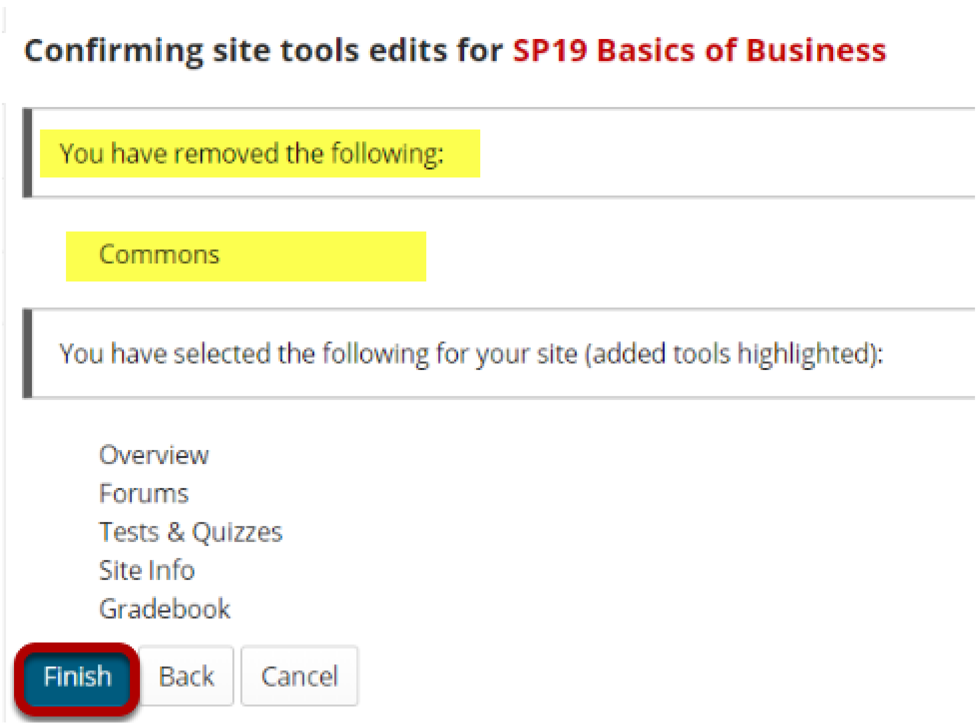
Footer

Alternatively, you can use the *Selected tools* list to remove tools. Click the **X icon** (**Remove**) to the right of a tool to remove it.

Click Continue.

Once you have deselected the tools, scroll down and click **Continue**.

Confirm tool selection.

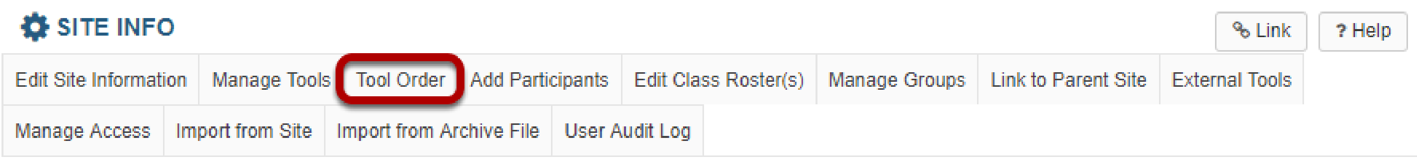


Tools to be removed will be listed at the top of the screen. Tools you have selected to keep in your site will be listed below them. Click **Finish** to confirm that these are the tools you want.

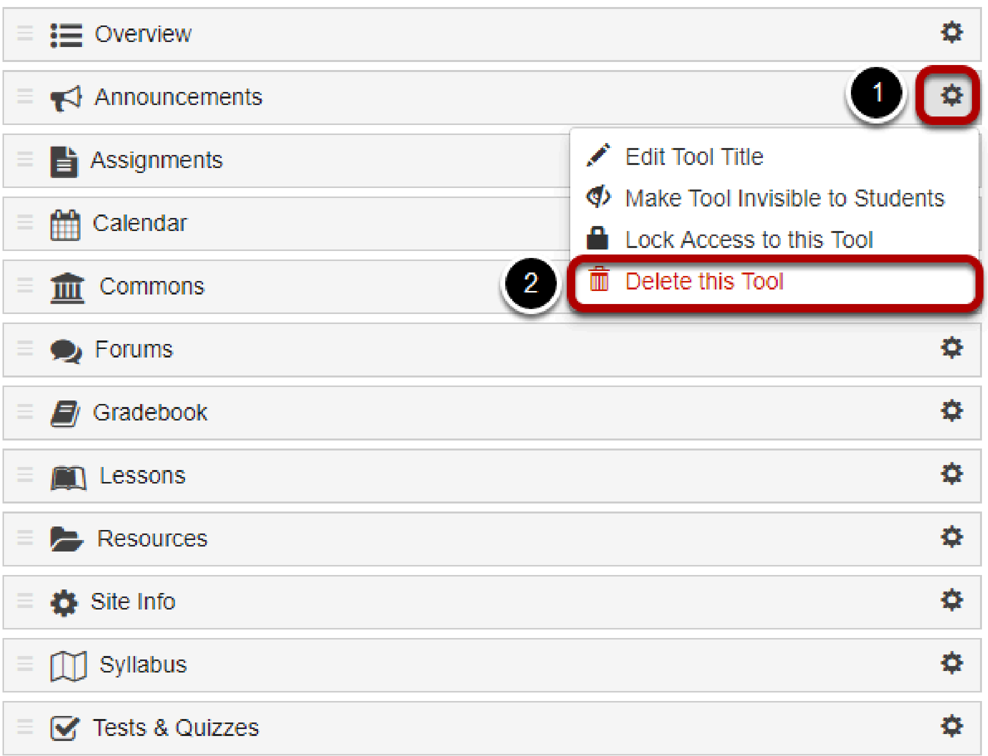
Footer

Remove a tool using Tool Order.

Click Tool Order.



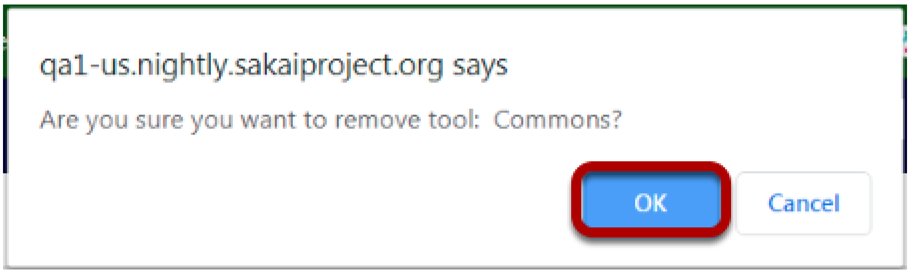
Select to delete the tool.



1. To the right of a tool to remove, click the **cog icon**.
2. From the drop-down menu, select **Delete this tool**.

Footer

Confirm removing the tool.



You'll be prompted to confirm that you want to remove the tool from the site. Click **OK** if you are sure you want to remove it.

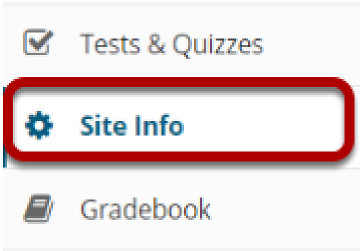
Click Save.

Footer

How do I hide or show items in the Tool Menu?

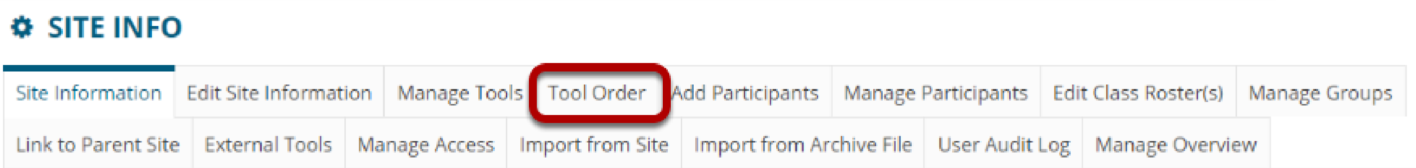
The Tool Menu can be customized by instructors or site administrators to modify the appearance of menu items in the site, including hiding or showing tools to site participants.

Go to Site Info.



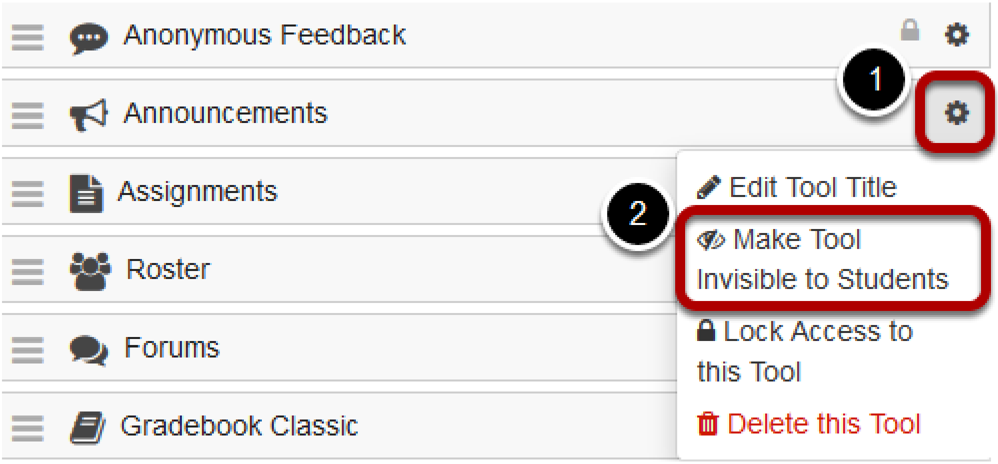
Select the **Site Info** tool from the Tool Menu of your site.

Click Tool Order.



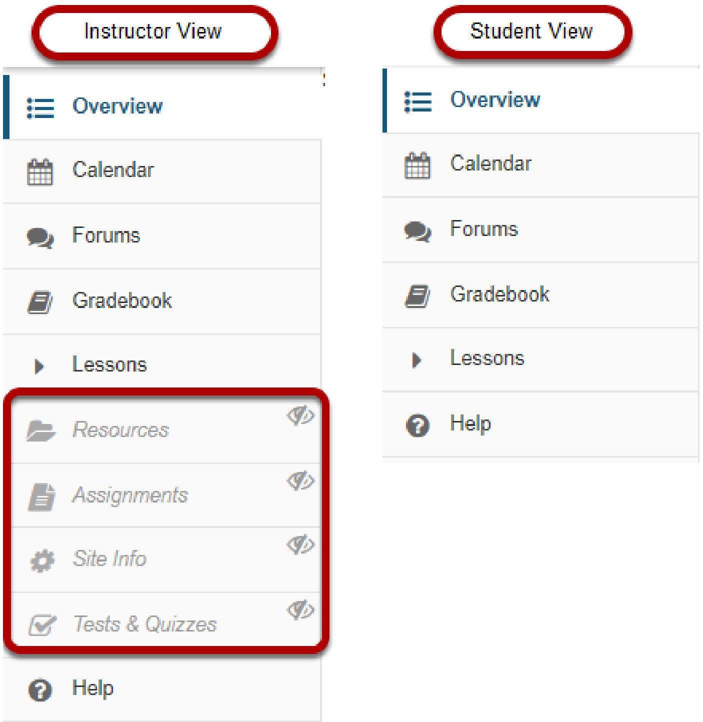
Footer

Hide a tool from site participants.



1. Click the **gear** icon to the right of a visible tool.
2. Select **Make Tool Invisible to Students**.

Example: Tool Menu with hidden tools



Hidden tools display for instructors and site administrators in italics, in light gray, with an **eyeball with a slash** icon (**Hidden from site members)**. In the example pictured above, the instructor sees several hidden tools, while students do not.

Footer

Using content in hidden tools

To organize activities and make it easier for students or site members to access site content, you can use visible tools in your site, such as Lessons, to link to or embed items from hidden tools.

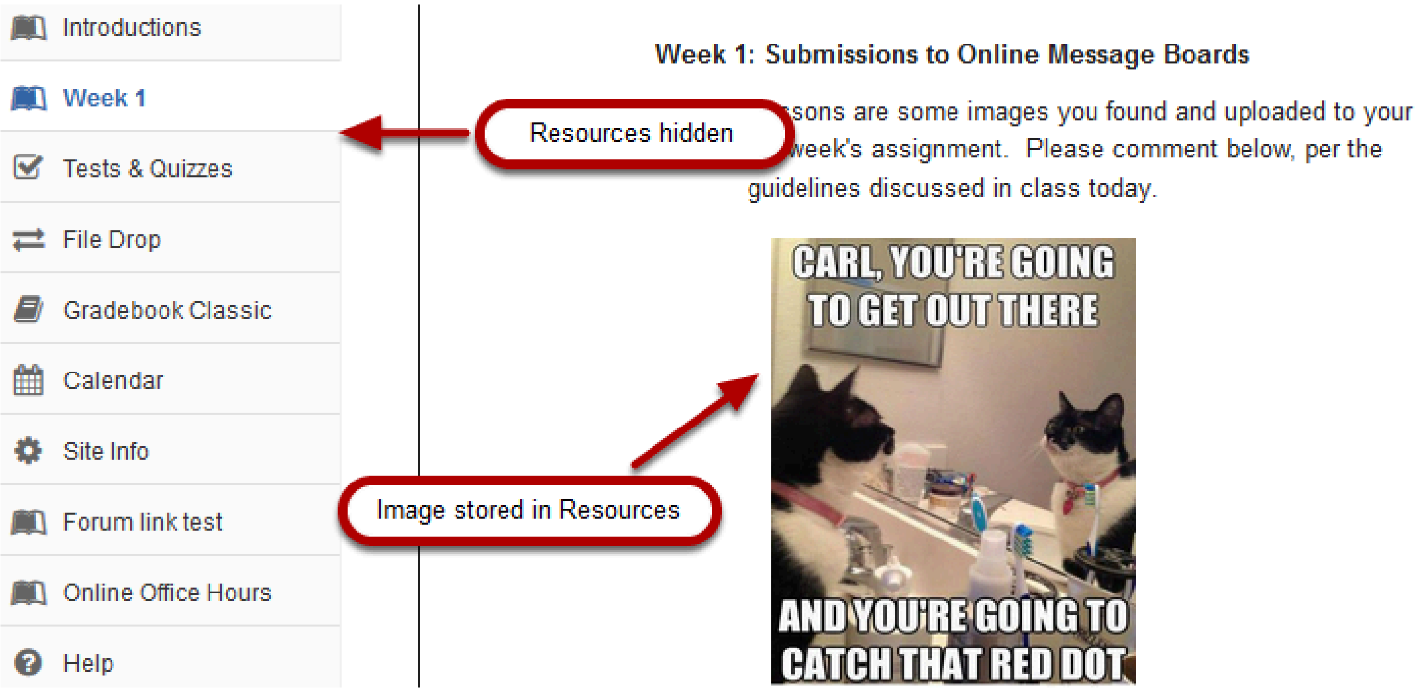
For example, if you hide the Resources tool in your site and upload an article PDF to Resources, you can create a lesson page and use the **Add Content Links** option to link to the article and make it available to students. You can also embed images on pages using the Rich-Text Editor.

Note:

- *The Tests & Quizzes tool must be visible to make feedback available to students; Tests & Quizzes feedback cannot be accessed via links in other tools.*
- *The Site Info tool must be visible to use joinable groups; students or site members join groups via the Site Info page.*

Example: Image from hidden Resources tool embedded in a lesson page

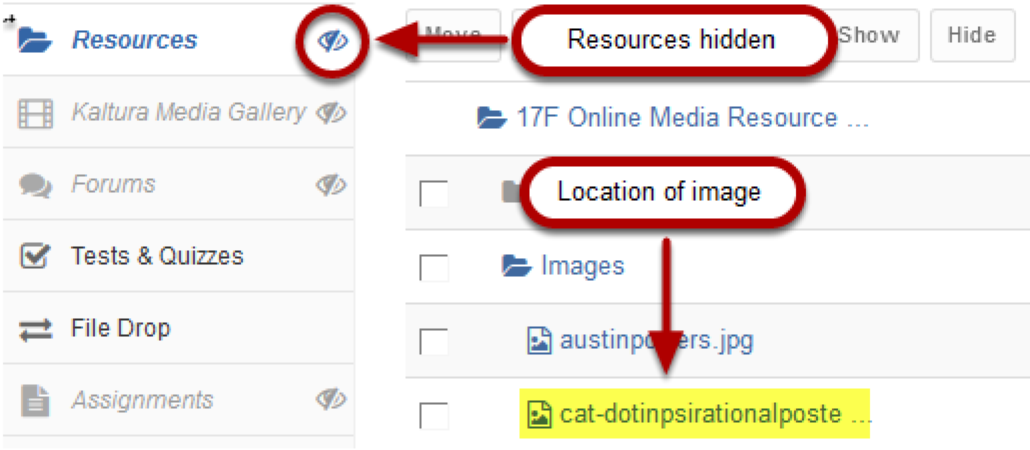
Student view of Tool Menu and lesson page



Pictured above is a site's Tool Menu and lesson page, where Resources is hidden. The lesson page includes an embedded image which is stored in *Resources*.

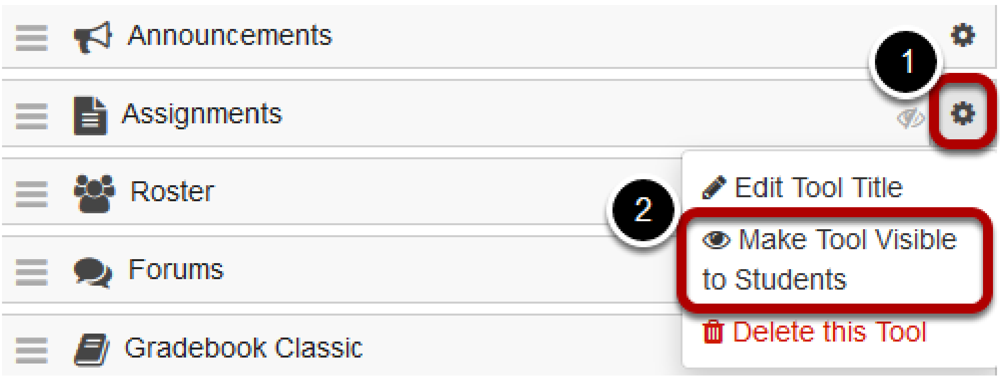
Footer

Instructor view of Tool Menu and Resources



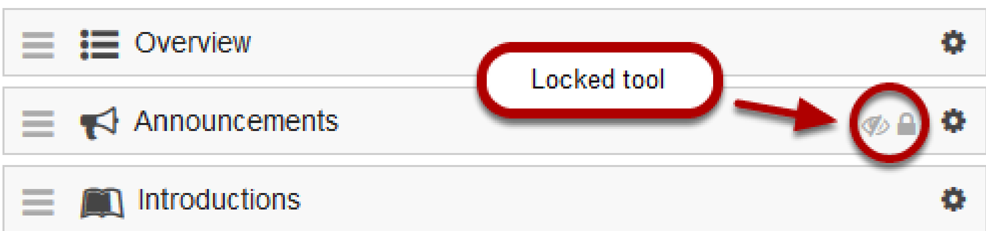
Pictured above is the instructor's view of the Tool Menu with hidden tools and the image file's location in *Resources*. The instructor has hidden *Resources* so that students will not be confused about where to find course materials - lesson pages with embedded and linked content guide students to specific tasks.

Show a currently hidden tool to site participants.



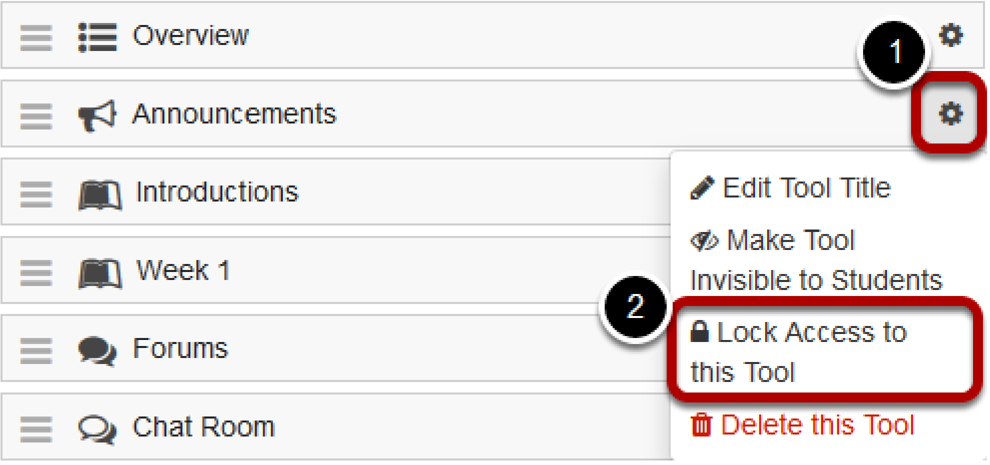
1. Click the gear icon to the right of a hidden tool.
2. Select **Make Tool Visible to Students**.

Lock access to a tool.



Footer

Tools can be **locked** so students or site members cannot access ANY content in the tool. Locked tools display on the Tool Order page with an **eyeball with a slash** icon (**tool is hidden from normal users**) AND a **lock** icon **(tool is disabled for normal users**).



1. Click the **gear** icon to the right of a tool.
2. Select **Lock Access to this Tool**.

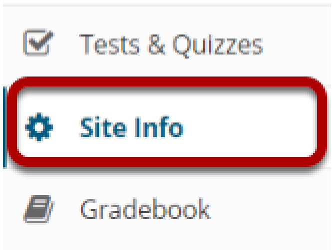
Click Save.

Footer

How do I change participant roles within a site?

Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

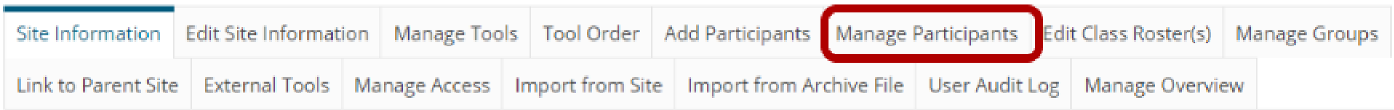
Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

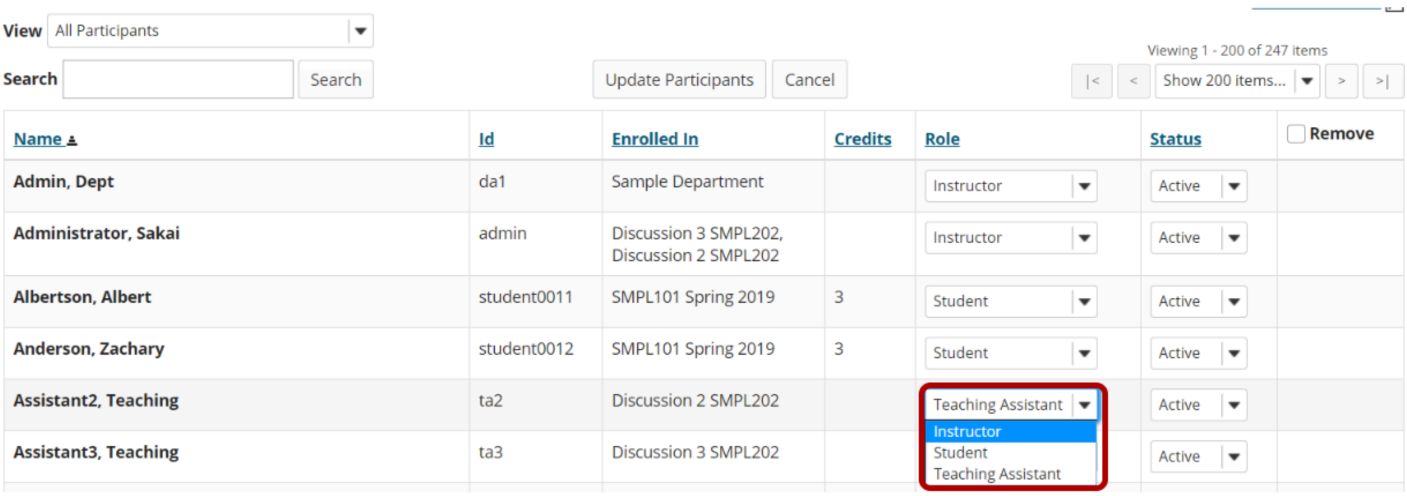
Footer

Click on Manage Participants.



Click on the Manage Participants tab.

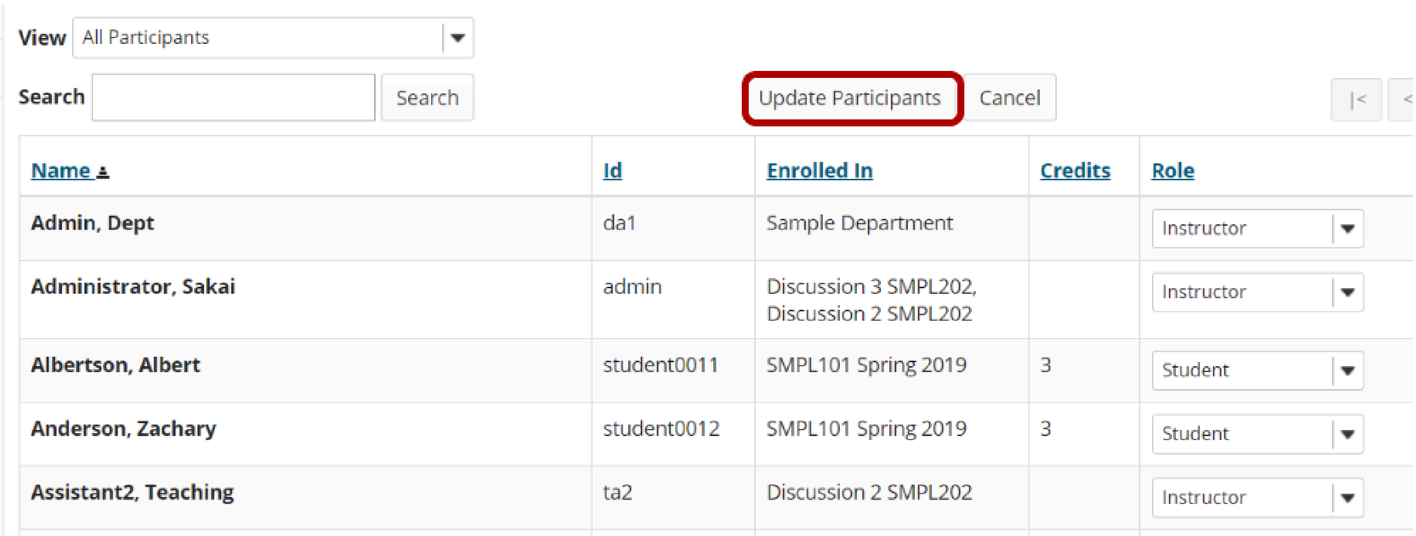
Change the role from the drop-down menu in the list of enrolled participants.



Search or scroll the Participant List to locate the participant. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) in the ***Role*** column.

Footer

Click on Update Participants.



Click on Update Participants button at top or bottom of list to save change(s).

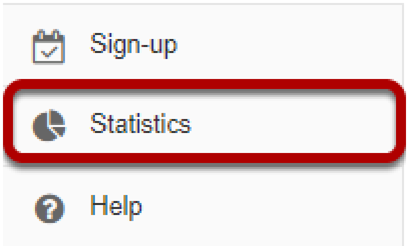
Statistics

What is the Statistics tool?

The Statistics tool allows authorized users (typically instructors or site owners) to view site usage statistics and user activity events.

Summary statistics can be viewed on the initial tool landing page. These summary reports present a quick overview of site usage. Additionally, custom reports may be created on the Reports page for more detailed reporting.

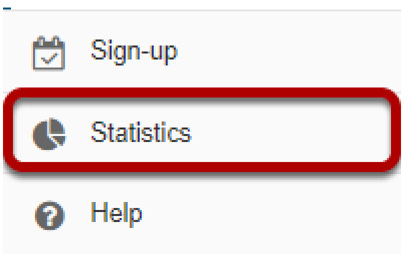
To access this tool, select Statistics from the Tool Menu of your site.



How do I view summary reports in the Statistics tool?

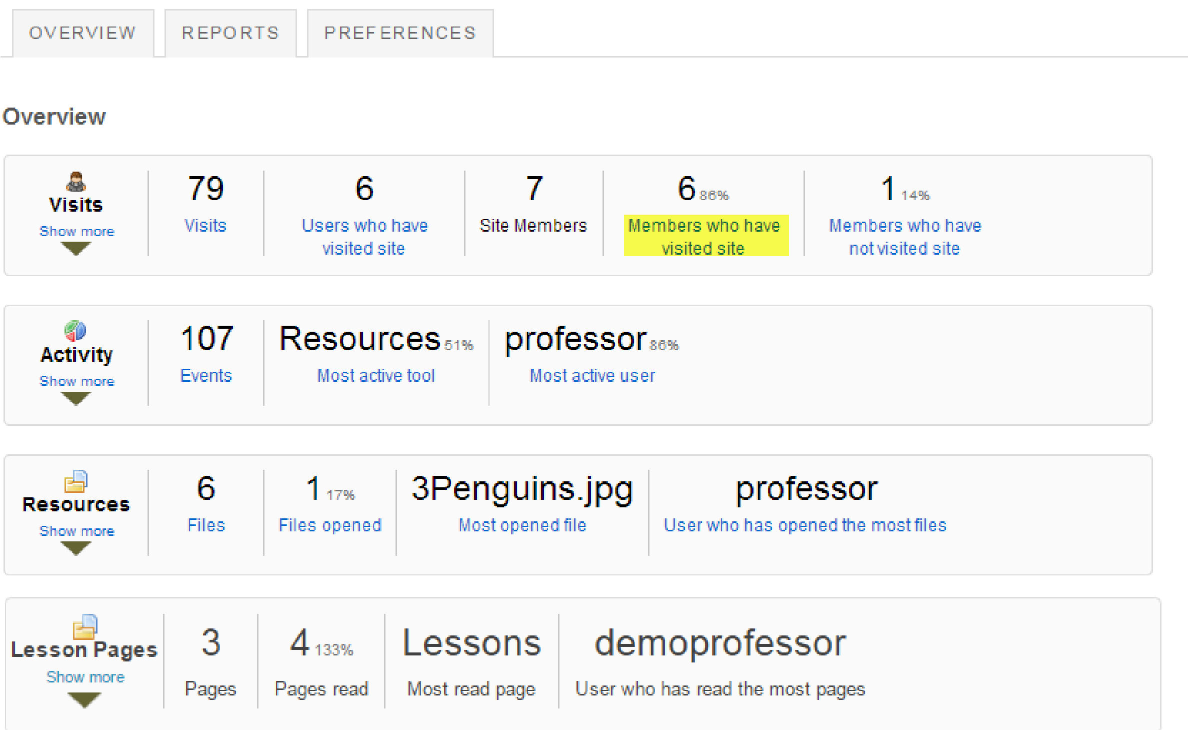
Note: Depending on the system configuration, statistics may be updated instantly or on a regular time interval (e.g., once per day). Also, site visits and/or presence time in site may not be enabled on the system. (Ask the system administrator to enable these items if needed.)

Go to Statistics.



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

View Overview reports.



Footer

Summary reports are displayed on the Statistics tool landing page for Visits, Activity, and Resources.

The following information is displayed for **Visits** from the Overview page:

- **Visits**: Total number of site visits.
- **Users who have visited site**: Total number of distinct users that visited the site.
- **Site members**: Total number of users that are member of the current site.
- **Members who have visited site**: Total number and percentage of users that are site members and have visited the site. This number may be different from Unique Visits if there are visits from users that are no longer members of the site.
- **Members who have not visited site**: Total number and percentage of users that are site members and have not visited the site.
- **Average presence time per visit**: Average time an user stays present on the site, per visit.

The following information is displayed for **Activity** from the Overview page:

- **Events**: Total number of site activity events (from the list specified on the tool Preferences page).
- **Most active tool**: The tool that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the value will display the full tool title.
- **Most active user**: The user that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the user EID will display the full user name.

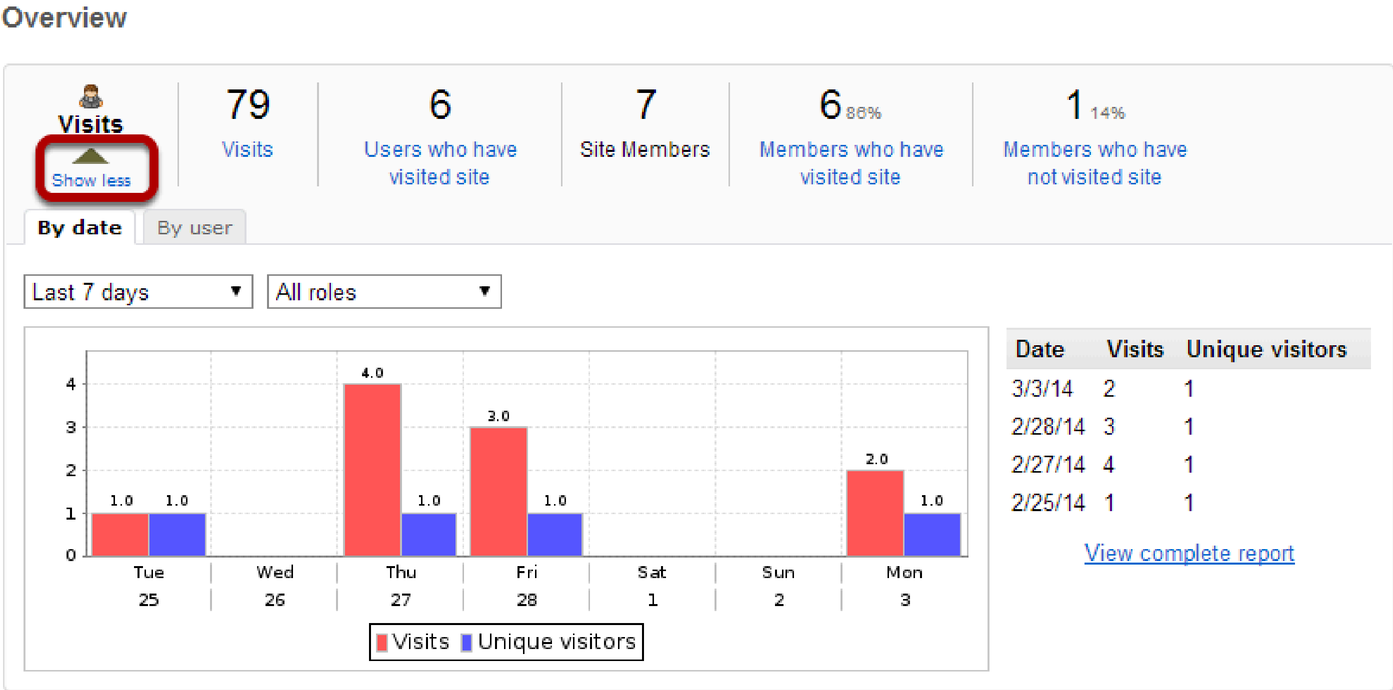
The following information is displayed for **Resources** from the Overview page:

- **Files**: Total number of existing site files (folders excluded) from the Resources tool.
- **Files opened**: Total number and percentage of site files (folders excluded) from the Resources tool that were already opened for reading.
- **Most opened file**: The site file (from the Resources tool) that were most opened for reading. Hovering the mouse over the value will display the full resource file name.
- **User who has opened the most files**: The user that opened most site files (from the Resources tool) for reading. Hovering the mouse over the user EID will display the full user name.

*Note: A more detailed report can be obtained by clicking on any of the items above (e.g., clicking on **Members who have not visited site** will display a report of all site users that never visited the site).*

Footer

View Visits details.



Clicking the **Show more/less** link will expand or collapse the Visits report. The act of entering a site is considered a site visit.

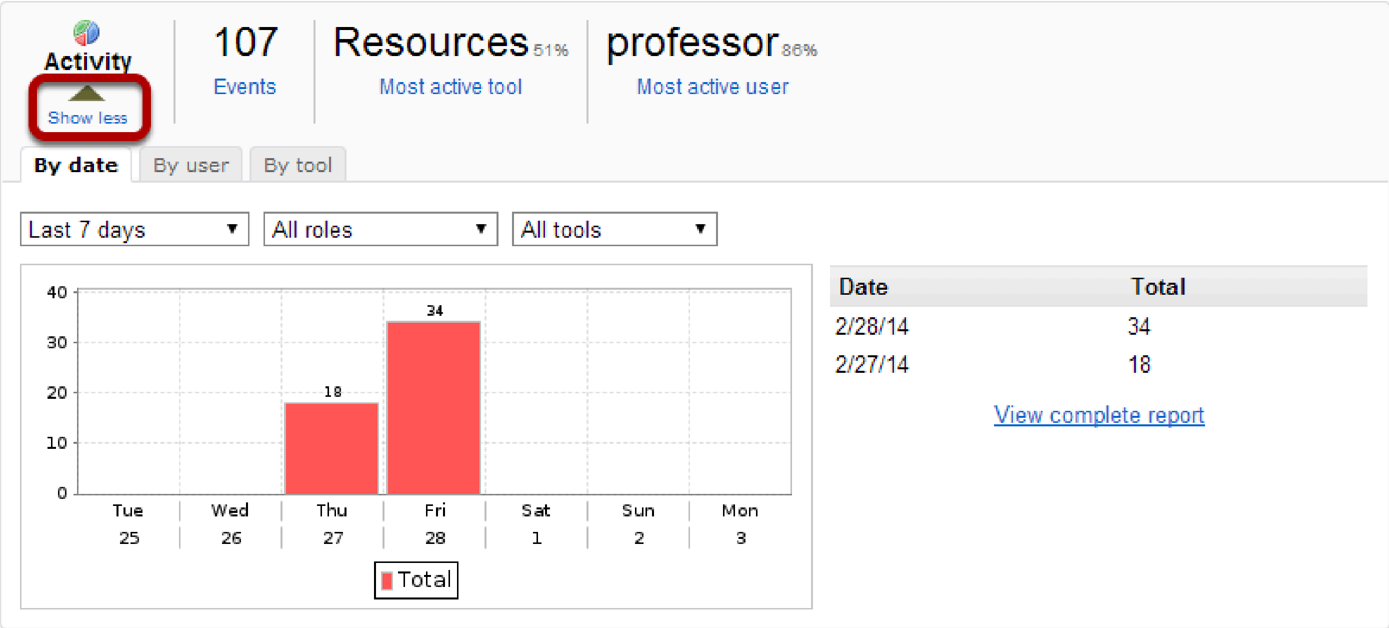
Clicking the **Show more** link will present a chart and table view for a quick view of visits statistics.

- Clicking **By date** or **By user** will group statistics by date or user, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

Note: On the same login date, if an user enters/exits the same site multiple times only one visit will be recorded.

Footer

View Activity details.



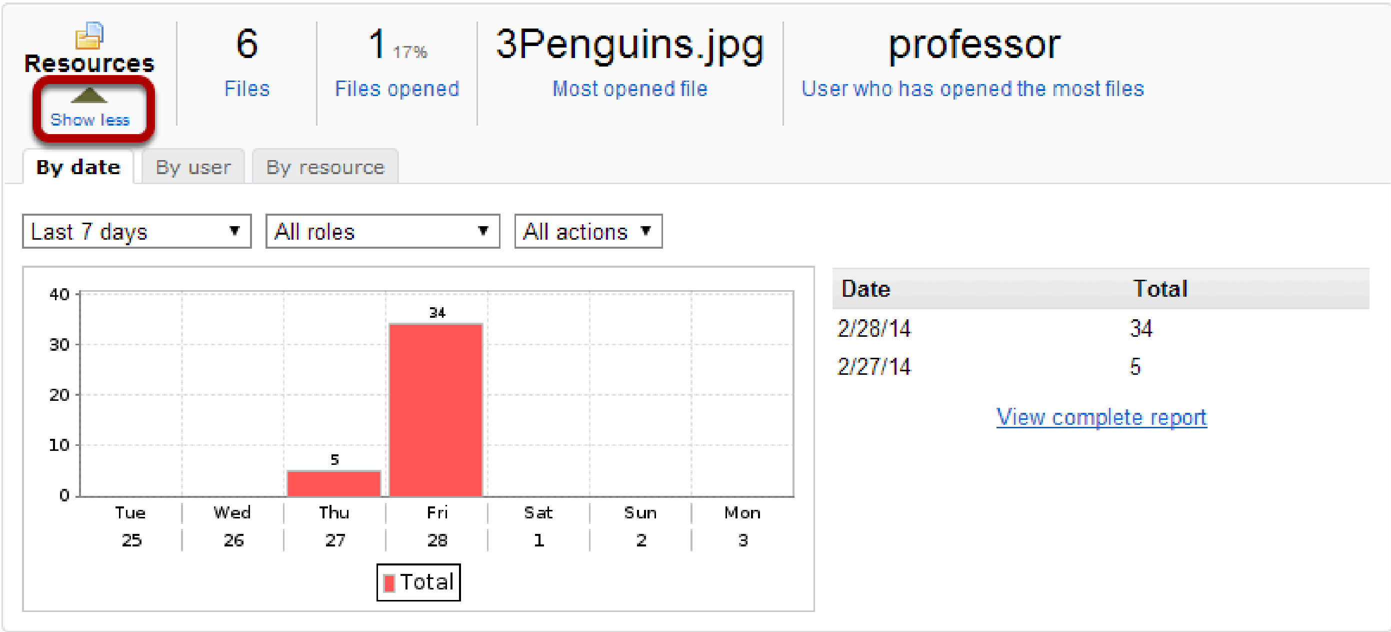
Clicking the **Show more/less** link will expand or collapse the Activity report. Events generated by tool actions (e.g., new chat message, resource opened, etc.) are considered activity.

Clicking the **Show more** link will present a chart and table view for a quick view of activity statistics.

- Clicking on **By date**, **By user** or **By tool** will group statistics by date, user or tool, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

Footer

View Resources details.



Clicking the **Show more/less** link will expand or collapse the Resources Overview report. Any file/folder item related activity (new, open, edit or delete) will display in this report.

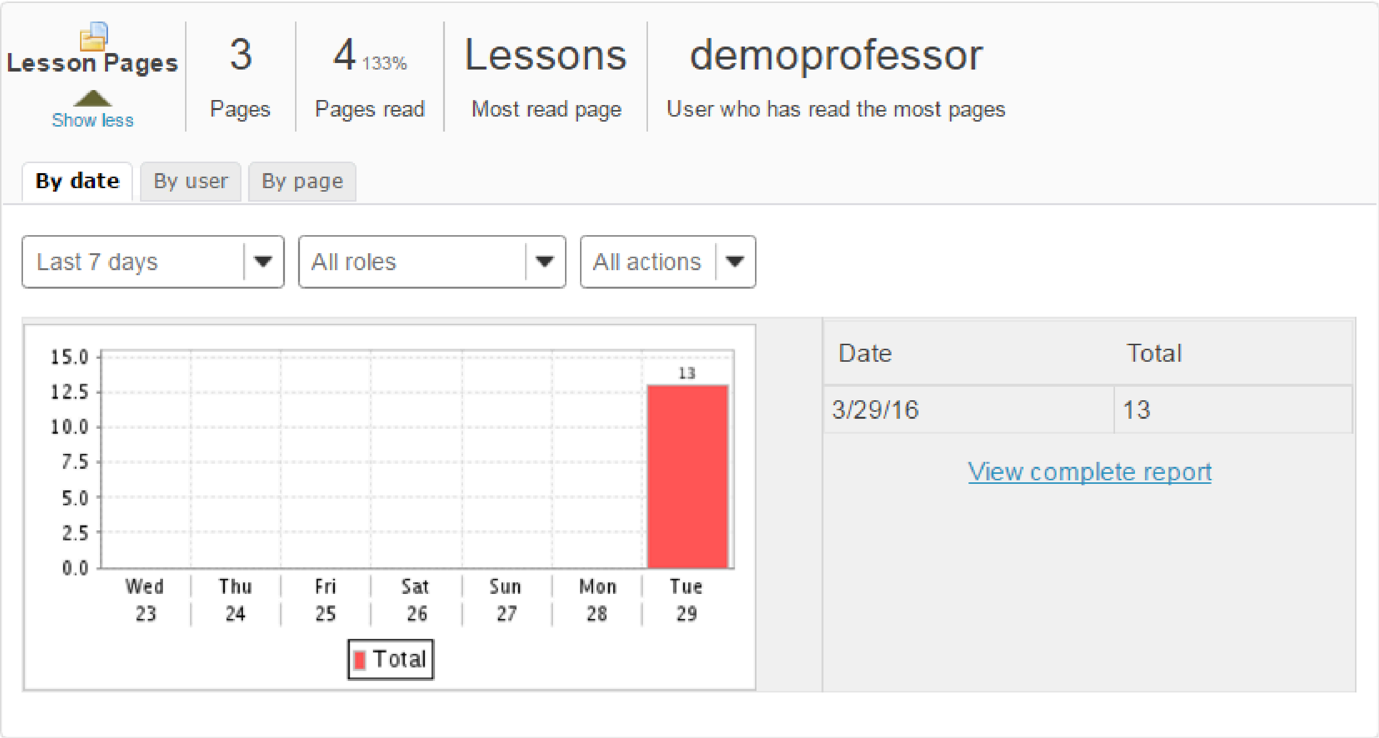
Clicking on **Show more** link will present a chart and table view for a quick view of resource activity statistics.

- Clicking on **By date**, **By user** or **By resource** will group statistics by date, user or file, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

Note: On the Overview page, resource statistics refer to files from the Resources tool only.

Footer

View Lesson Pages details.



Clicking the **Show more/less** link will expand or collapse the Lesson Pages Overview report. Any Lesson-related activity will display in this report.

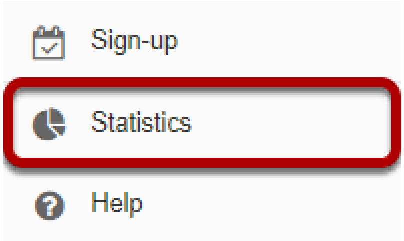
Clicking on **Show more** link will present a chart and table view for a quick view of Lessons activity statistics.

- Clicking on **By date**, **By user** or **By page** will group statistics by date, user or page, respectively.
- Selecting **Since site creation**, **Last 365 days**, **Last 30 days** or **Last 7 days** will filter statistics accordingly.
- Clicking on the chart image will produce a maximized version of the image.
- Clicking on **View complete report** will display the full data for the current displayed statistics.

Footer

How do I create and run a report?

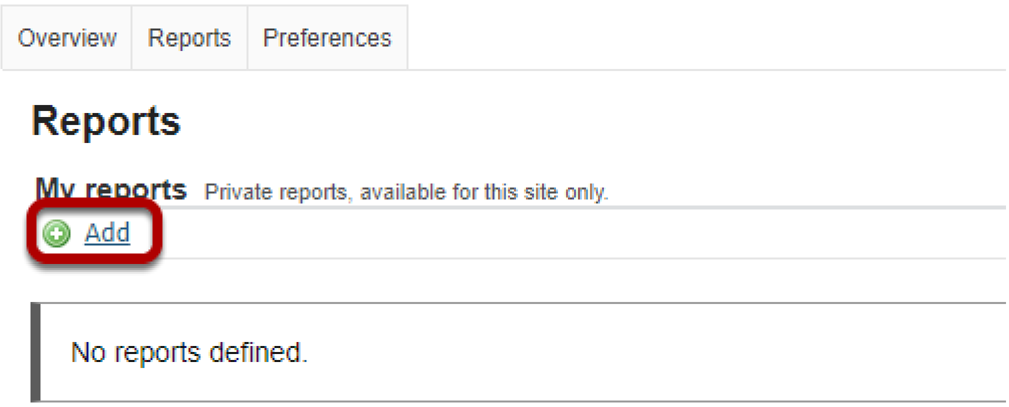
Go to Statistics.



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

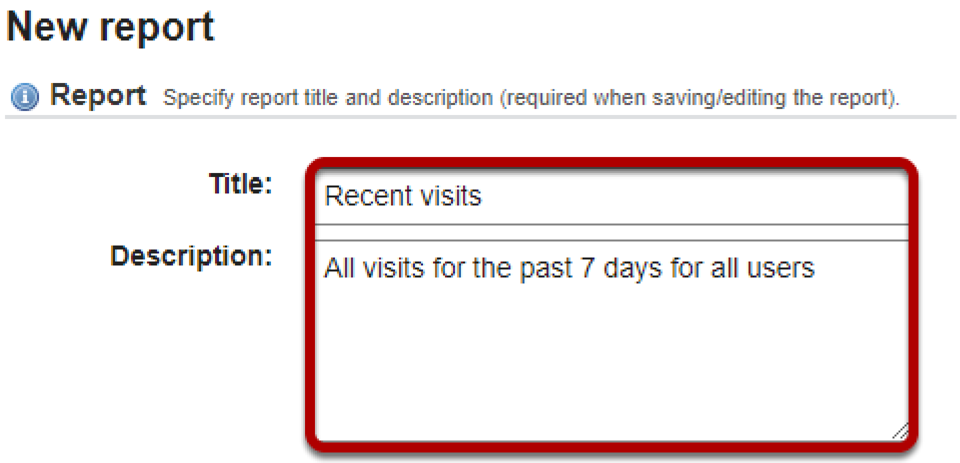
Click Reports.

Click Add.



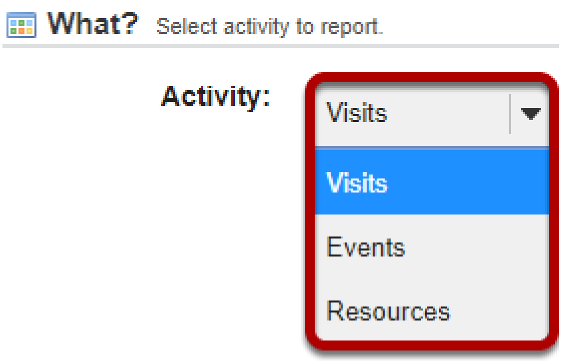
Footer

Enter a title and description. (Optional)



Note: If you plan to save your report, a title is required.

Select What?



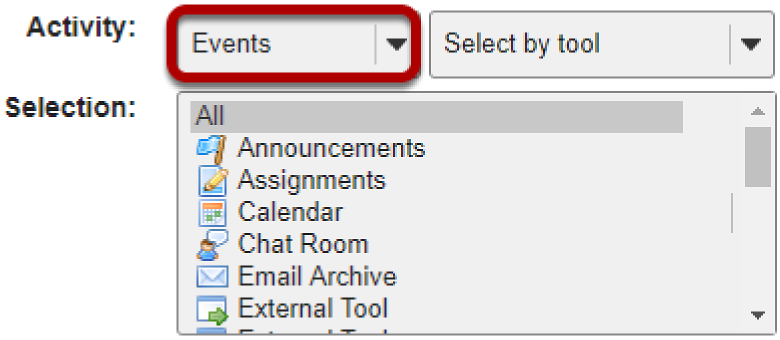
This option allows to configure the type of activity to report. You can choose to report on Visits, Events, or Resources.

Visits

Select **Visits** to report on site visits.

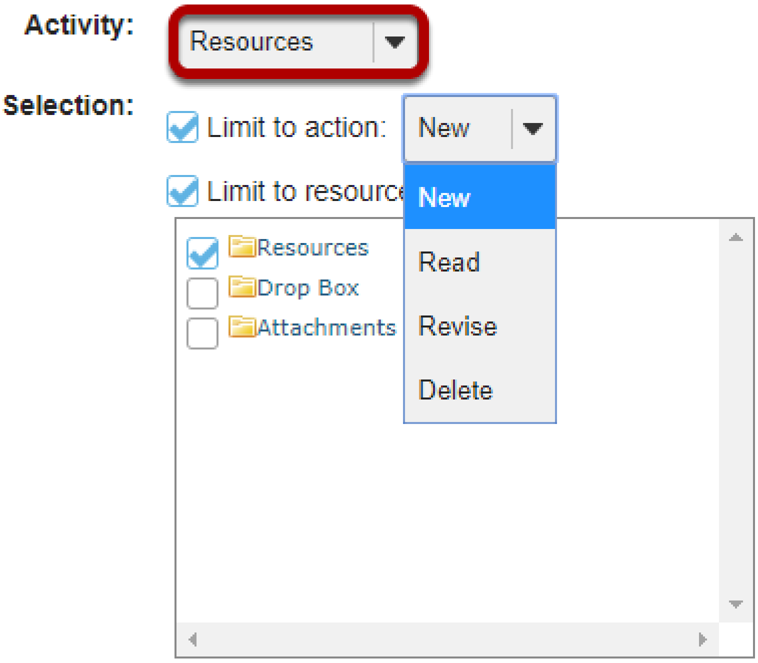
Footer

Events



Select **Events** to report on activity (either by tool or by event). Click on the desired tools/events in the list of tools displayed. You may also select **All** to display events for all available tools.

Resources

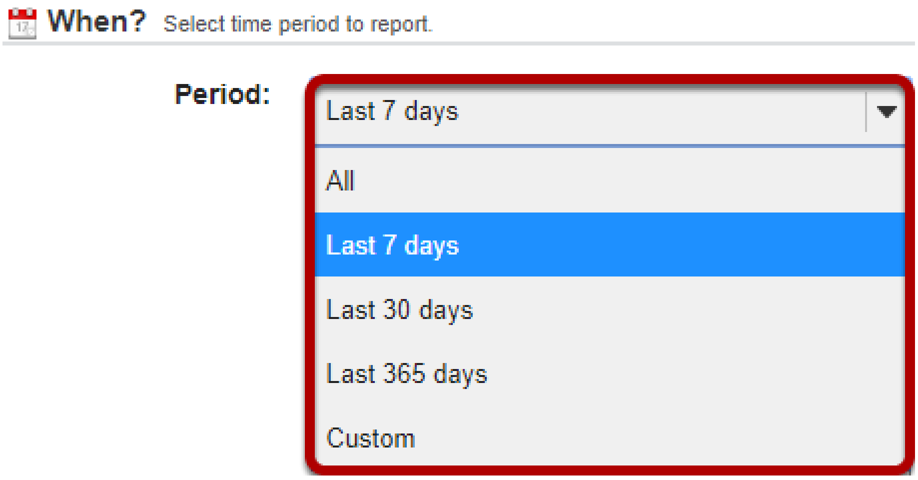


Select **Resources** to report on file/folder activity. This selection can be filtered by:

- **Action**: New (file uploaded/folder created), Read (file opened for reading), Revise (file details or contents changed) or Delete (file/folder deleted).
- **Resources**: Restricts report to selected files/folders or to files under selected folders.

Footer

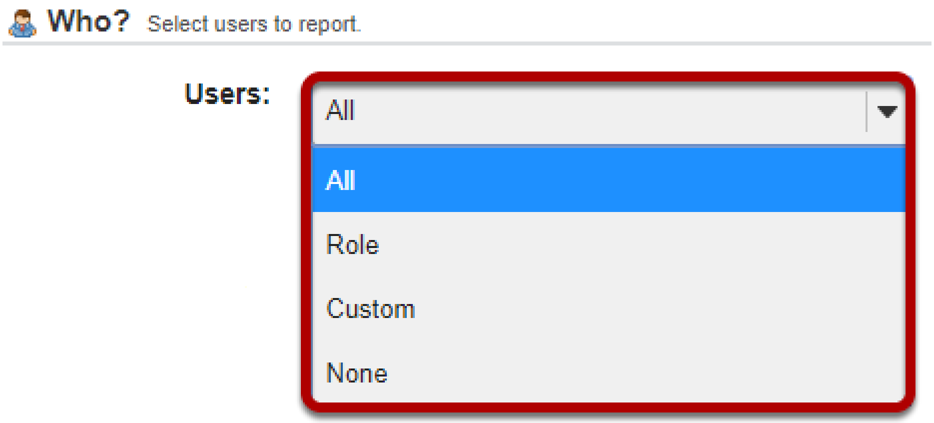
Select When?



This option allows to configure the time period to report.

- **All**: All activity since site creation.
- **Last 7 days**: Activity from the last 7 days.
- **Last 30 days**: Activity from the last 30 days.
- **Last 365 days**: Activity from the last 365 days.
- **Custom**: Activity from a user-specified date interval.

Select Who?



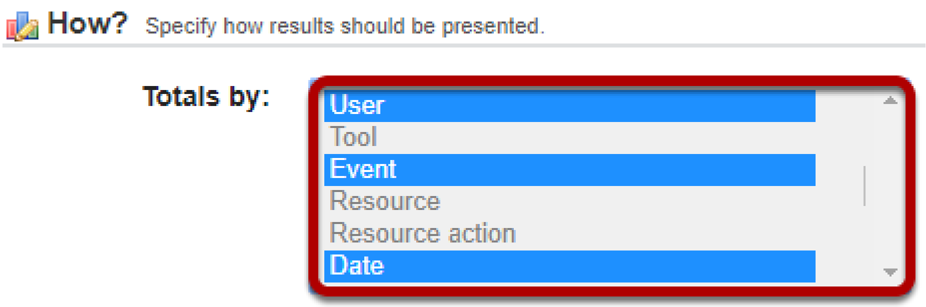
This option allows to configure the users to report.

- **All**: All site users.
- **Role**: Users with the a user-specified role.
- **Group**: Users with the a user-specified group.
- **Custom**: Users selected from the presented list. Multiple users can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.

Footer

- **None**: To report users that don't match all the specified report conditions (e.g., selecting "Visits" + "All" date + "None" will report users that never visited the site).

Select How?

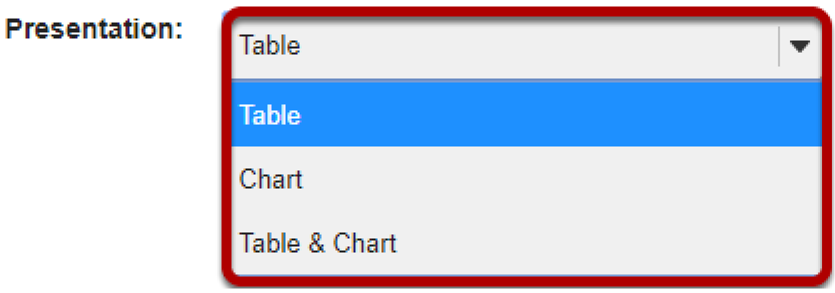


This option allows to configure how the report will be presented. **Totals by**: Defines how to group report data (eg, selecting "User" + "Date" will present a report grouped by user and date). Multiple fields can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.

- **Number of results**: Allows to limit the number of report results.
- **Presentation**: Defines how the report will be presented (table and/or chart).
- **Chart type**: Defines the type of chart to be presented (bar, pie or timeseries (line or bar)).
- **Chart data source/Chart series source**: Defines the main source of chart data. Only fields selected on Totals by will be selectable.
- **Grouped by**: (Bar chart only) Defines the grouping field for chart data. Only fields selected on Totals by will be selectable.

Limit number of results. (Optional)

Select Presentation format.



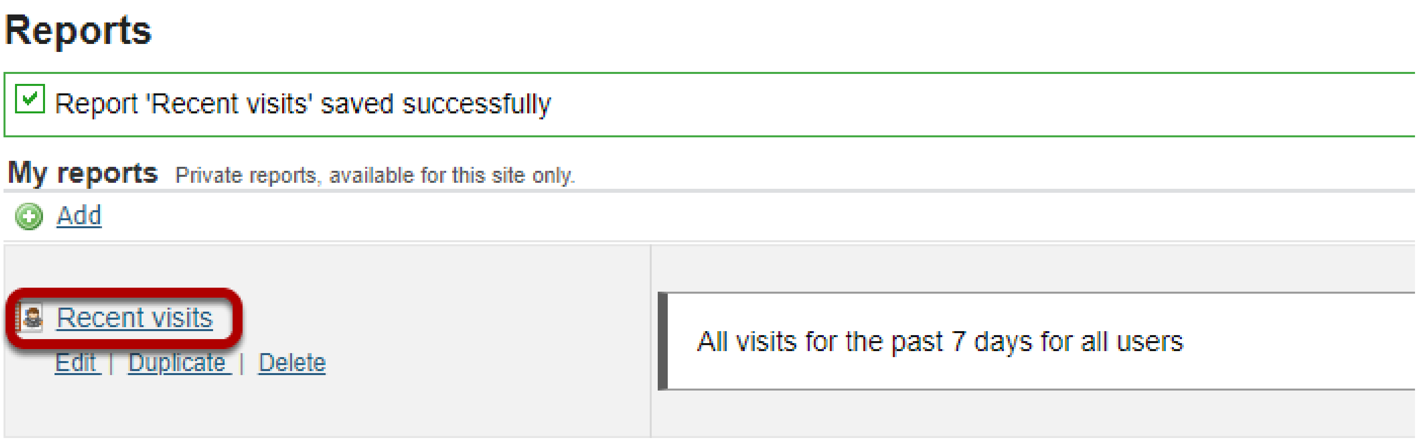
Footer

Click Save Report.

Click **Save Report** to save this report to your list of custom reports.

Tip: If this is a one-time report that you do not want to save, you may select Generate Report instead to run it without saving.

Click on the report title to run the report.



Footer

View report.

Report: 'Recent visits'

Printable version

Description: All visits for the past 7 days for all users

Site: "TEST TES 100 Spring 2017" (253b15ab-6bfa-493b-a994-54dbcf3c14b9)

Activity type: Visits

Time period: Jan 31, 2018 12:00 am - Feb 6, 2018 2:40 pm

User selection type: All

Report date: Feb 6, 2018 2:40 pm

Viewing 1 to 4 of 4 items

|< < Show 20 > >|

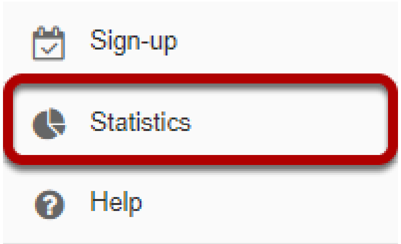
User ID	Name	Event	Date	Total
ktinstructor	Instructor, Kristine	Site visit	2/1/18	2
ktinstructor	Instructor, Kristine	Site visit	2/2/18	4
ktinstructor	Instructor, Kristine	Site visit	2/5/18	5
ktinstructor	Instructor, Kristine	Site visit	2/6/18	4

Back Export ->

Footer

How do I duplicate a report?

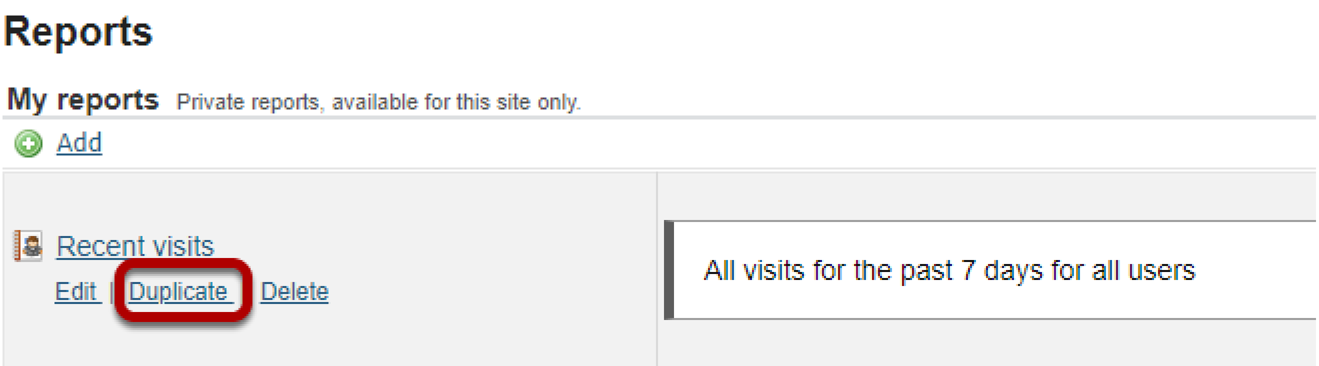
Go to Statistics.



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

Click Reports.

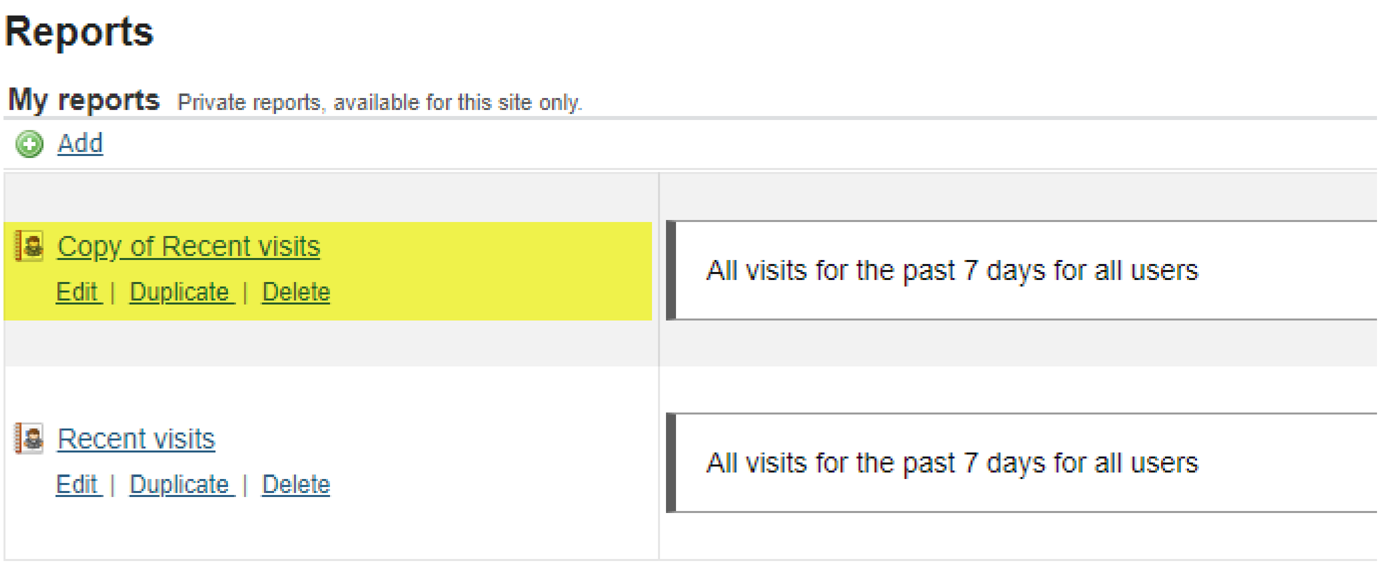
Click Duplicate.



Click the **Duplicate** link under the report you would like to copy.

Footer

The copied article will appear in the list of reports.



Note: The duplicated report will have "Copy of" at the beginning of the title.

Footer

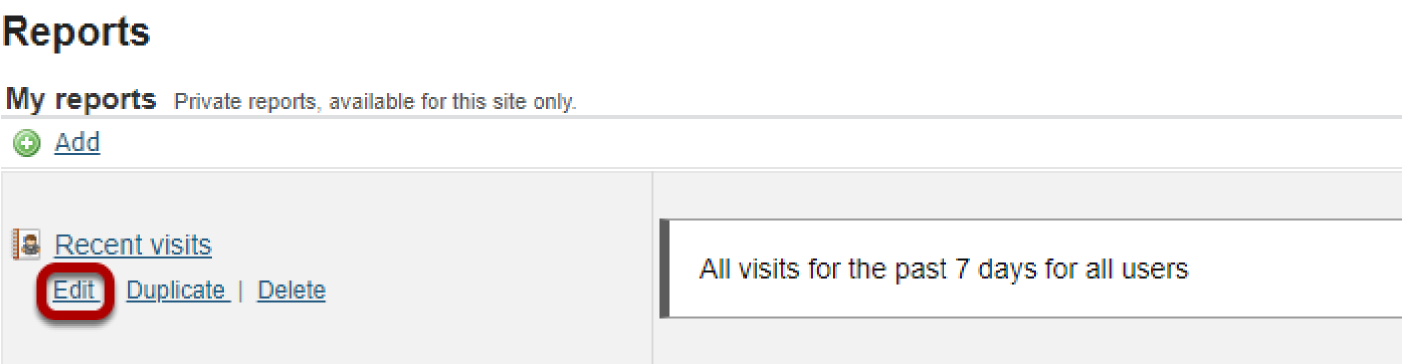
How do I edit a report?

Go to Statistics.

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

Click Reports.

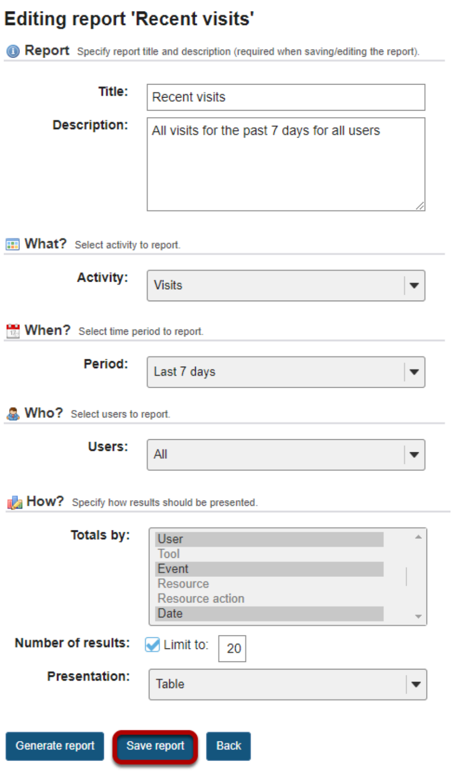
Click Edit.



Click the Edit link under the report you would like to modify.

Footer

Modify report and save.



You will be able to modify all of the same options that you set when you created the report. Click **Save Report** to save your changes once your edits are complete.

Footer

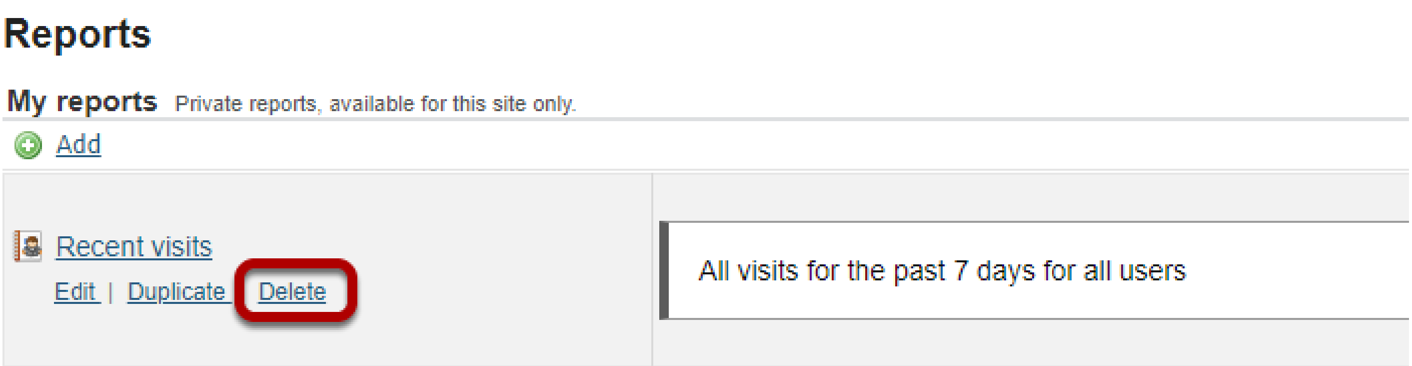
How do I delete a report?

Go to Statistics.

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

Click Reports.

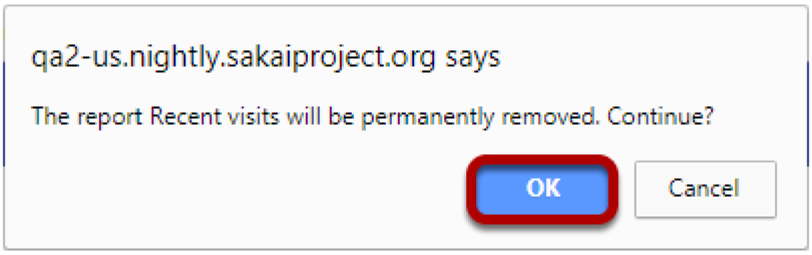
Click Delete.



Click the **Delete** link under the report you would like to remove.

Footer

Confirm deletion.



You will be prompted to confirm the report deletion. Click **OK** to continue and permanently remove the report.

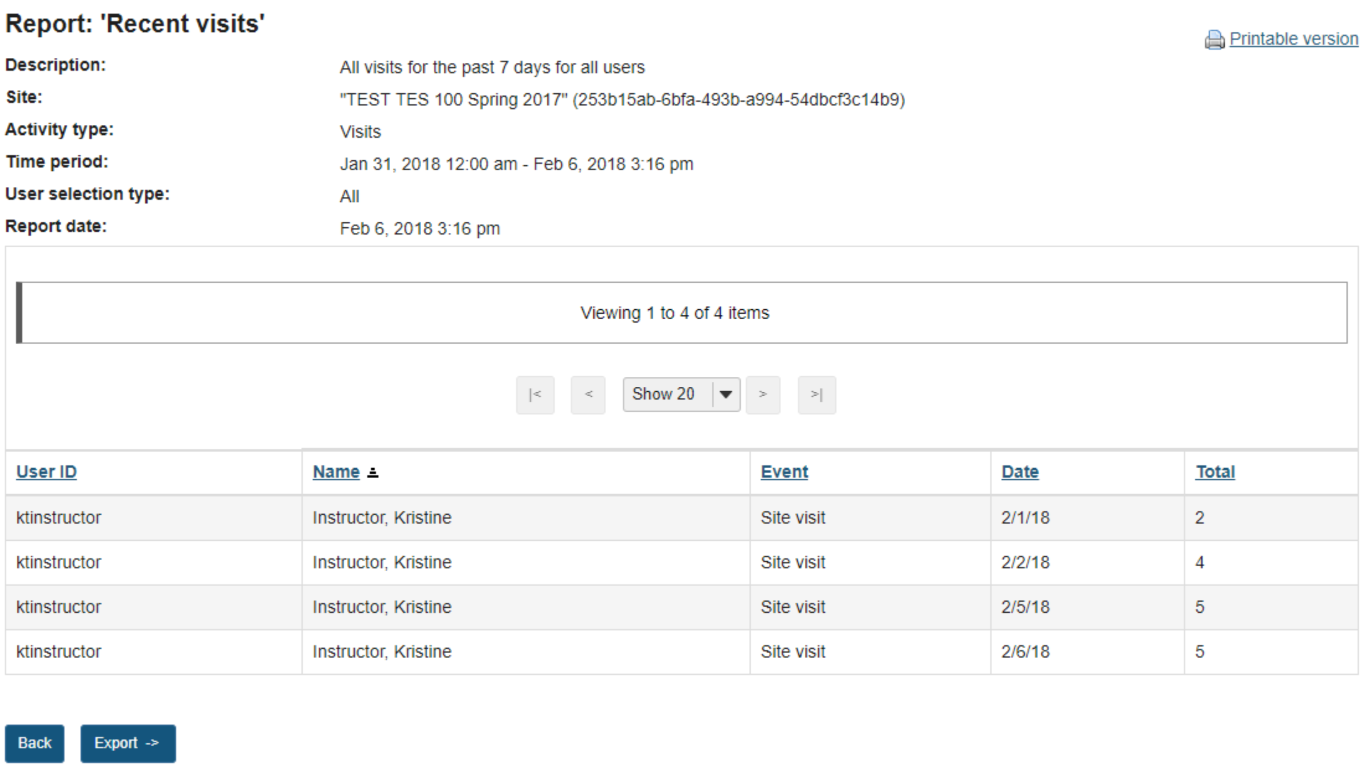
Footer

How do I print a report?

Go to Statistics.

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

View a report.



Report: 'Recent visits'

Printable version

Description:	All visits for the past 7 days for all users
Site:	"TEST TES 100 Spring 2017" (253b15ab-6bfa-493b-a994-54dbcf3c14b9)
Activity type:	Visits
Time period:	Jan 31, 2018 12:00 am - Feb 6, 2018 3:16 pm
User selection type:	All
Report date:	Feb 6, 2018 3:16 pm

Viewing 1 to 4 of 4 items

Show 20

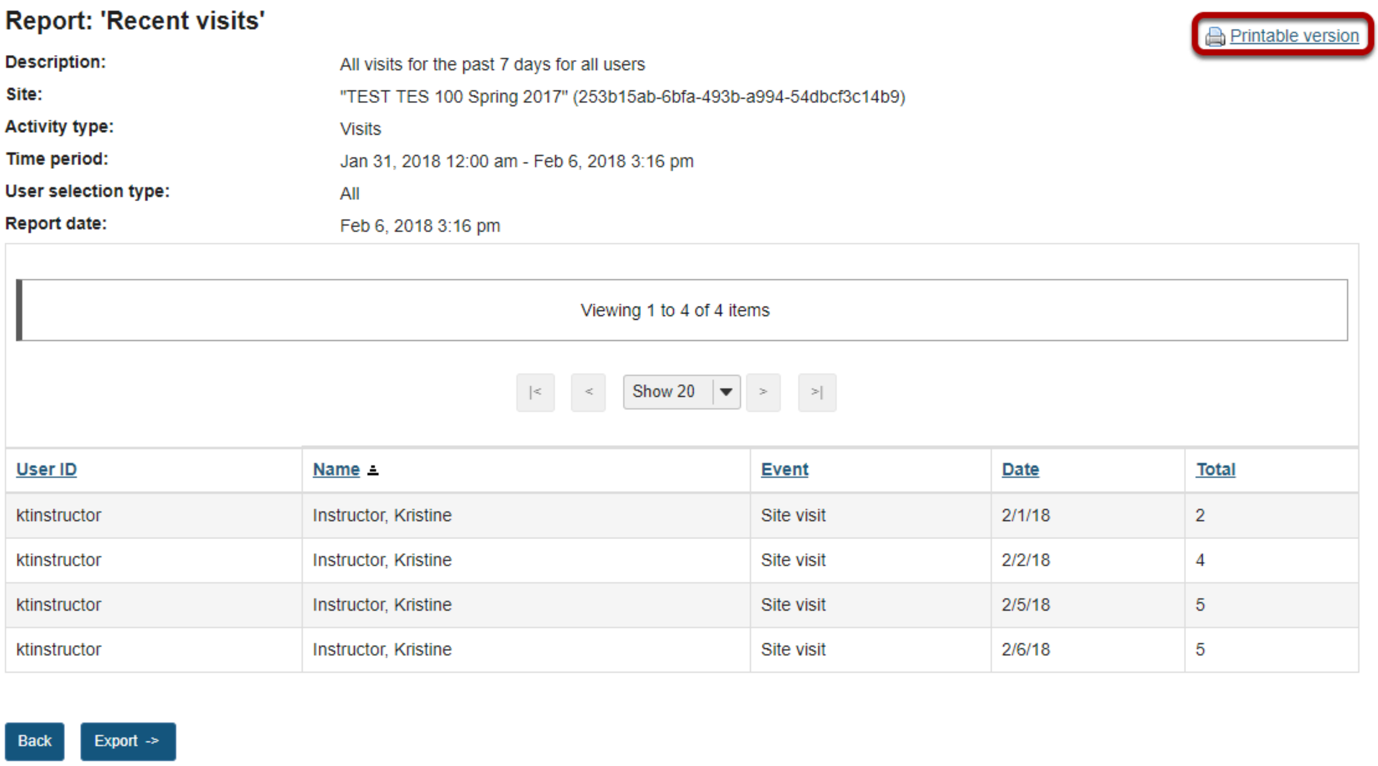
User ID	Name	Event	Date	Total
ktinstructor	Instructor, Kristine	Site visit	2/1/18	2
ktinstructor	Instructor, Kristine	Site visit	2/2/18	4
ktinstructor	Instructor, Kristine	Site visit	2/5/18	5
ktinstructor	Instructor, Kristine	Site visit	2/6/18	5

Back Export ->

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Footer

Click the Printable Version link.



Report: 'Recent visits'

Printable version

Description:	All visits for the past 7 days for all users
Site:	"TEST TES 100 Spring 2017" (253b15ab-6bfa-493b-a994-54dbcf3c14b9)
Activity type:	Visits
Time period:	Jan 31, 2018 12:00 am - Feb 6, 2018 3:16 pm
User selection type:	All
Report date:	Feb 6, 2018 3:16 pm

Viewing 1 to 4 of 4 items

|< < Show 20 > >|

User ID	Name	Event	Date	Total
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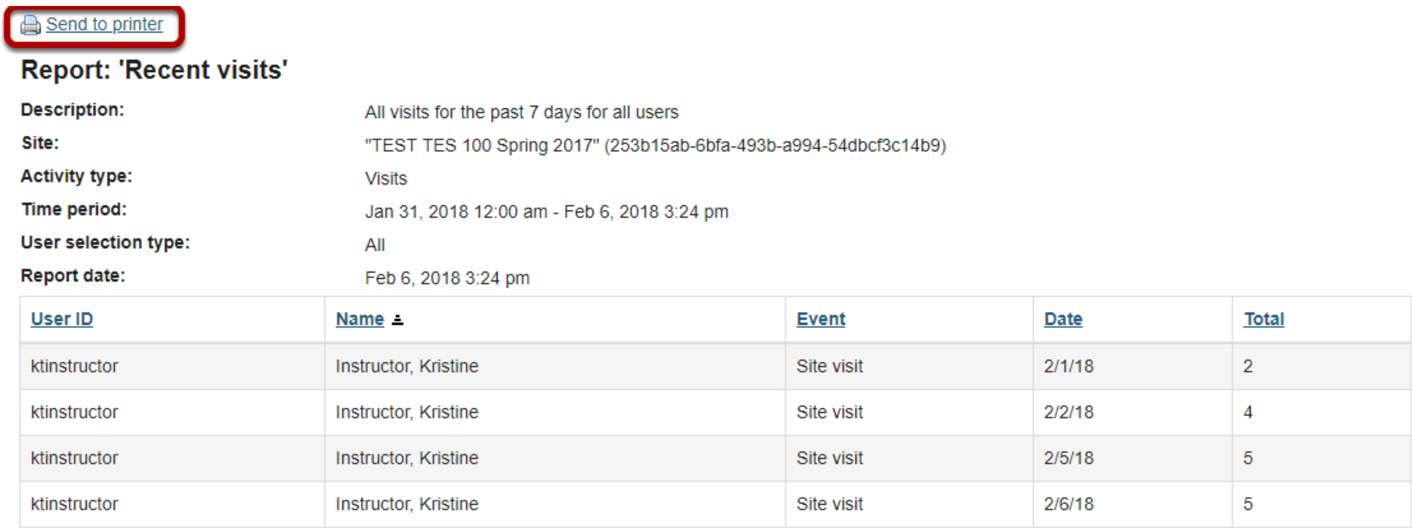
ktinstructor	Instructor, Kristine	Site visit	2/5/18	5
ktinstructor	Instructor, Kristine	Site visit	2/6/18	5

Back Export ->

Click Send to printer.



Send to printer

Report: 'Recent visits'

Description:	All visits for the past 7 days for all users
Site:	"TEST TES 100 Spring 2017" (253b15ab-6bfa-493b-a994-54dbcf3c14b9)
Activity type:	Visits
Time period:	Jan 31, 2018 12:00 am - Feb 6, 2018 3:24 pm
User selection type:	All
Report date:	Feb 6, 2018 3:24 pm

User ID	Name	Event	Date	Total
ktinstructor	Instructor, Kristine	Site visit	2/1/18	2
ktinstructor	Instructor, Kristine	Site visit	2/2/18	4
ktinstructor	Instructor, Kristine	Site visit	2/5/18	5
ktinstructor	Instructor, Kristine	Site visit	2/6/18	5

Your report will open in a new window for easier printing. Click on the **Send to printer** link in the top left corner to print your report.

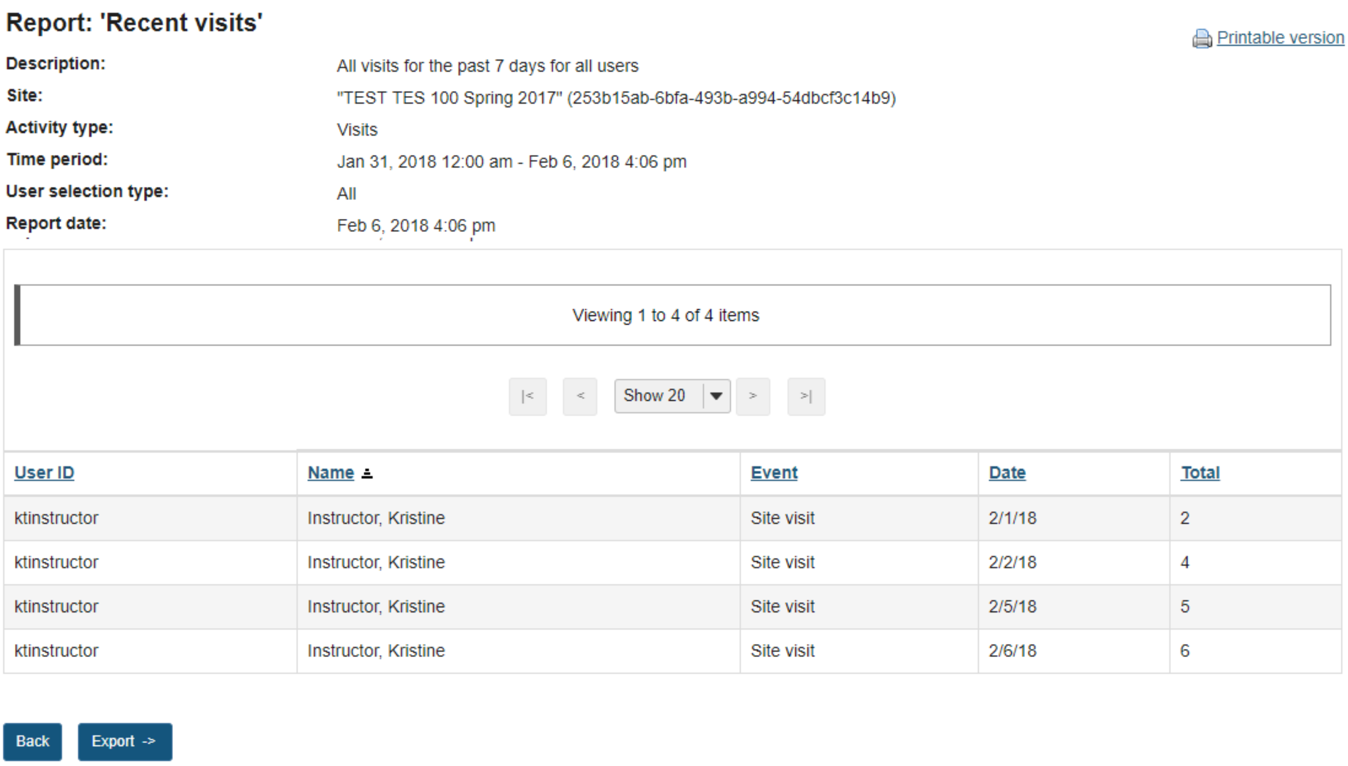
Footer

How do I export a report?

Go to Statistics.

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

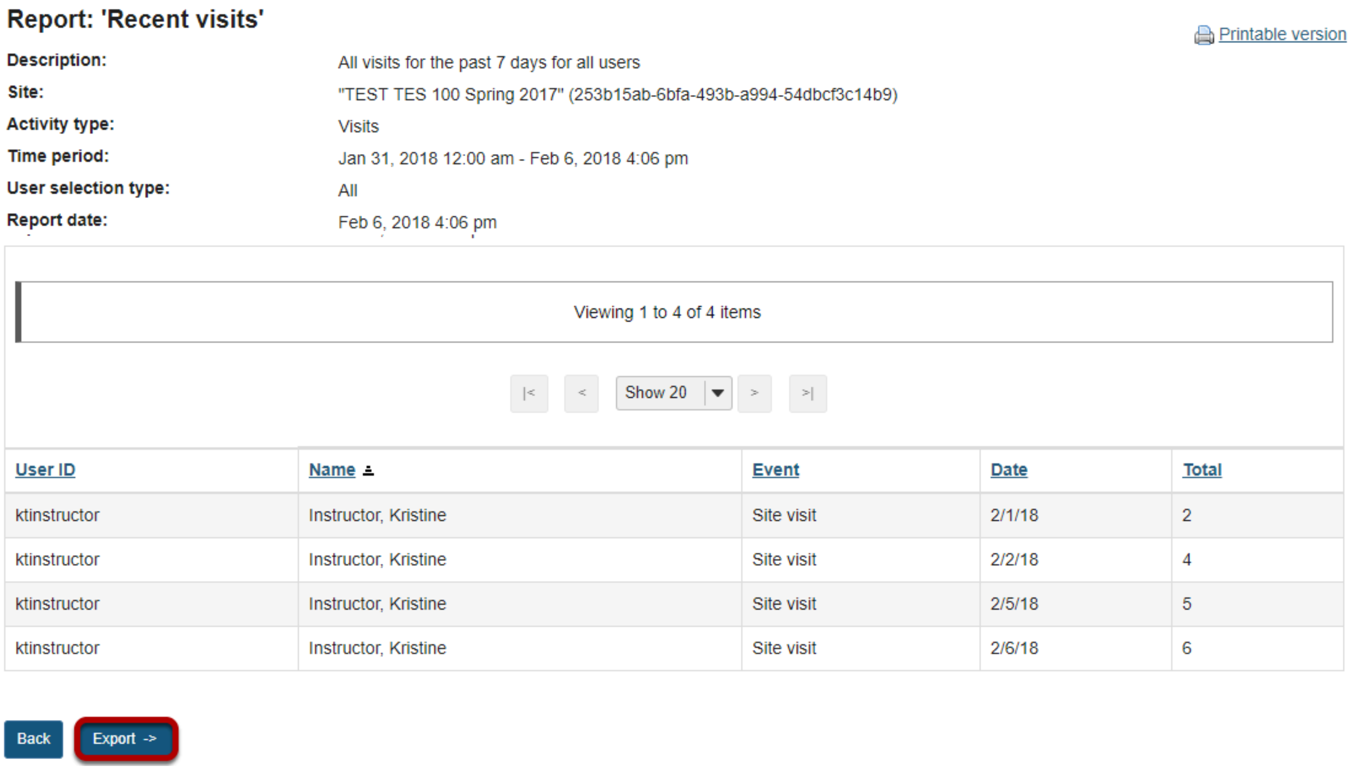
View a report.



Select to view a report either by creating/running a report, or by clicking on one of the report links from the Overview page.

Footer

Click Export.



Choose your export format.

Select the desired file format for your report to download the file.

- **Export XLS** will export the report to a Microsoft Excel file.
- **Export CSV** will export the report to a Comma Separated Values file.
- **Export PDF** will export the report to a Portable Document Format file.

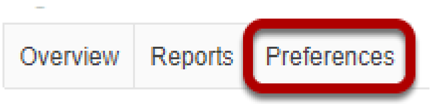
Footer

How do I modify preferences in the Statistics tool?

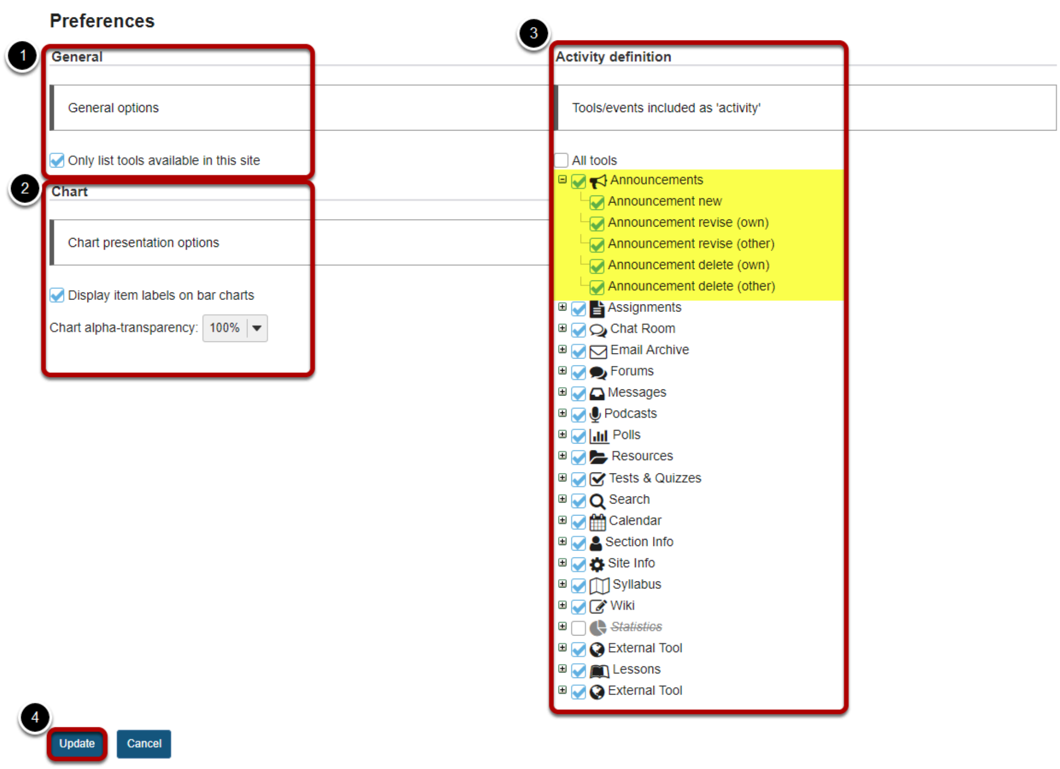
Go to Statistics.

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

Click Preferences.



Set your site preferences for reports.



Footer

Check the boxes next to the items you want to select.

1. **General options:**
   - **List only tools available in site** will automatically filter the list of tools presented on the Report editing page with the tools available in site.
2. **Chart presentation options:**
   - **Display item labels on bar charts**: This option will display labels with total values on charts that don't require labels to be shown (e.g., Pie charts always require values to be displayed).
   - **Charts alpha-transparency**: This option allows to specify a transparency level for rendered charts.
3. **Tools/events processed as 'Activity'**: This option allows to select the tool events that will count as Activity on the tool Overview page.
   - Clicking on **All tools** will always use all existing tool events. Since tools can be added/removed from a site or made available/unavailable on current instance, this option ensures that all tools are always selected.
   - Clicking on a Tool will select/unselect all related tool events.
   - Clicking on a Event will select/unselect only that event.
4. Click **Update** to save your settings.

Note: You also may click the + symbol next to individual tools to expand and show distinct events within a given tool.

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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

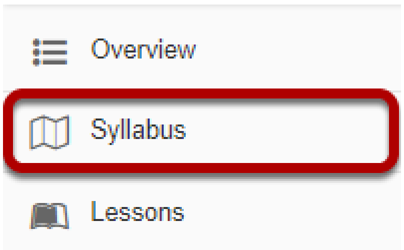
File Attachment: Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original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

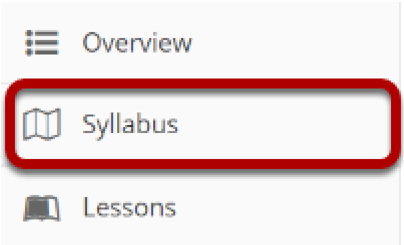
To access this tool, select the Syllabus from the Tool Menu of your site.



Footer

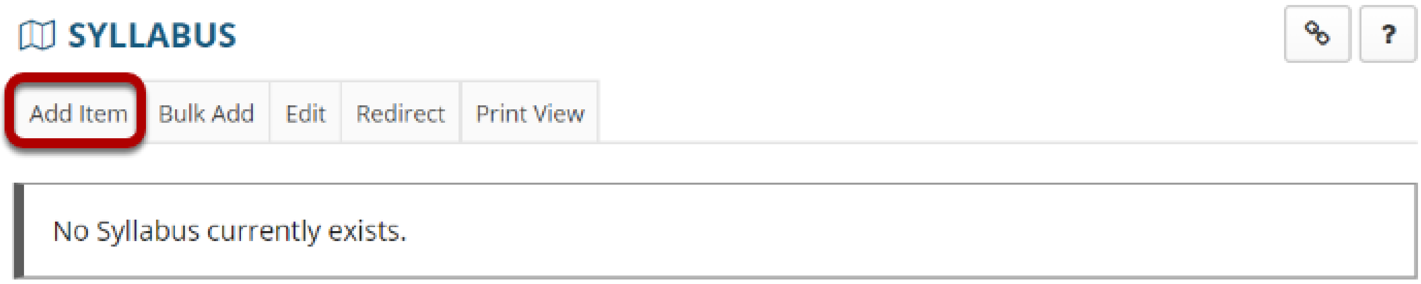
How do I add my syllabus as a file attachment?

Go to Syllabus.



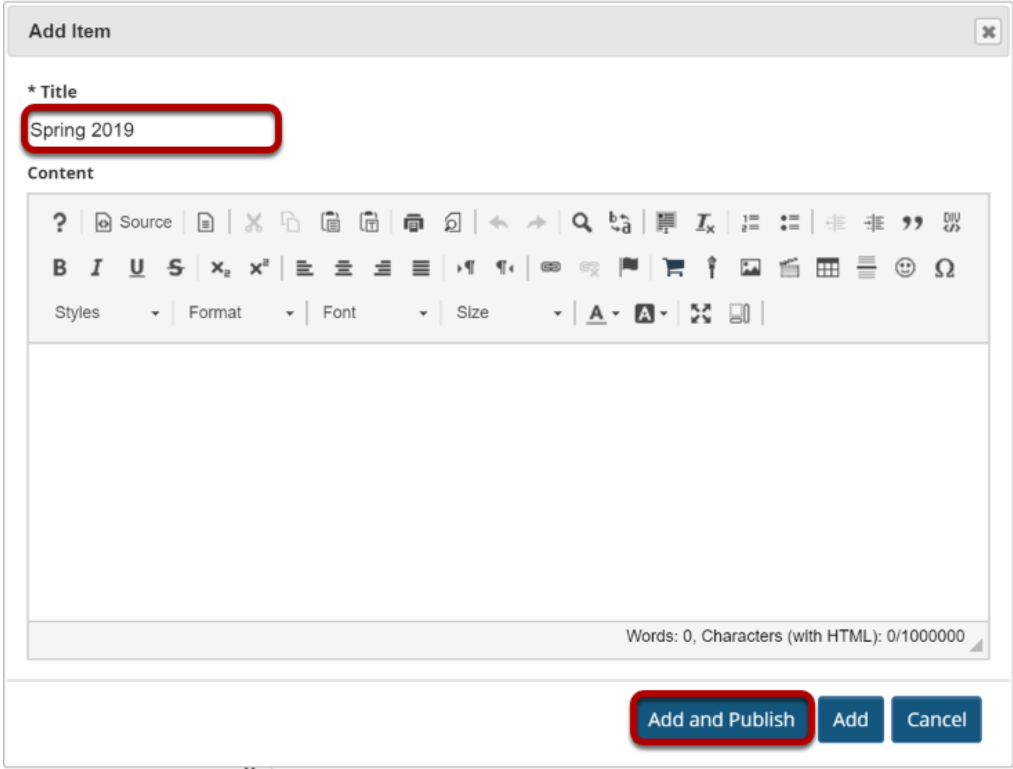
Select the **Syllabus** tool from the Tool Menu in your site.

Click Add Item.

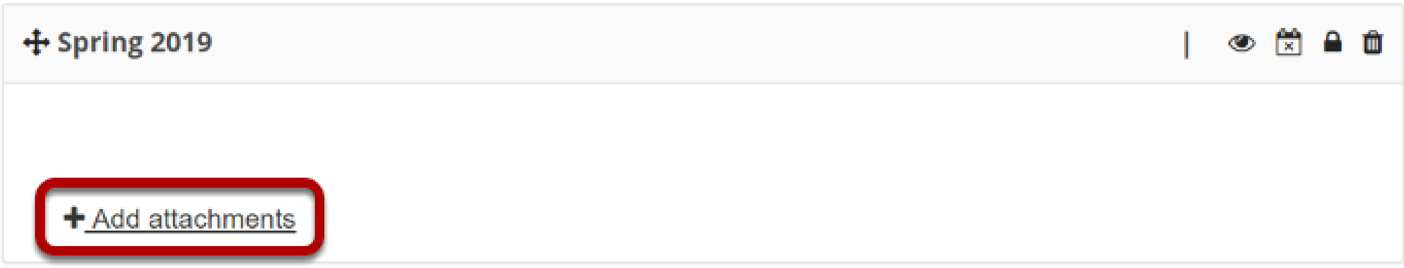


An "Add Item" window opens where you type the name of the item - "Syllabus Spring 2019" for example.

Type the Title of the item and click Add and Publish.



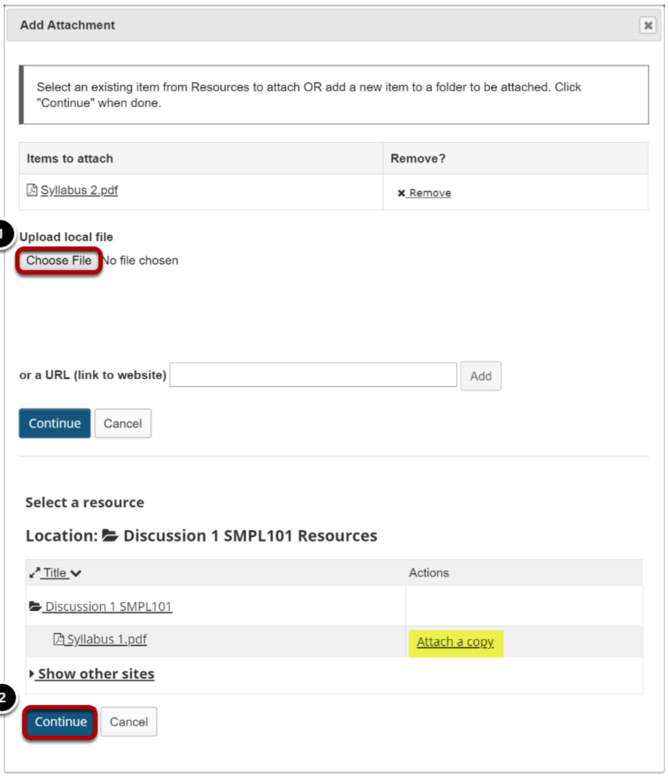
Add Attachments



Click the **Add attachments** link to browse for your file.

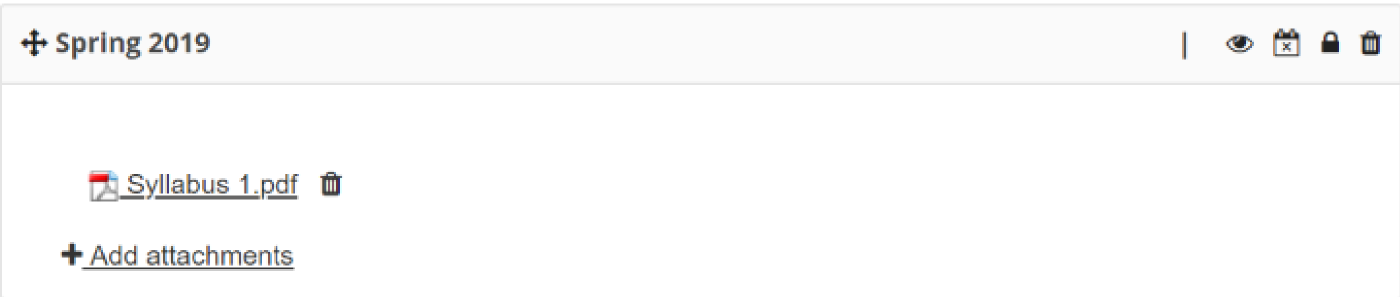
Footer

Browse for your file.



1. To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.
2. Click **Continue** to save.

Your file attachment will display.

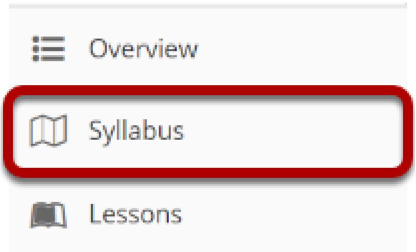


For more information on syllabus items, see How do I edit syllabus items?

Footer

How do I create a syllabus using cut and paste from a document?

Go to Syllabus.

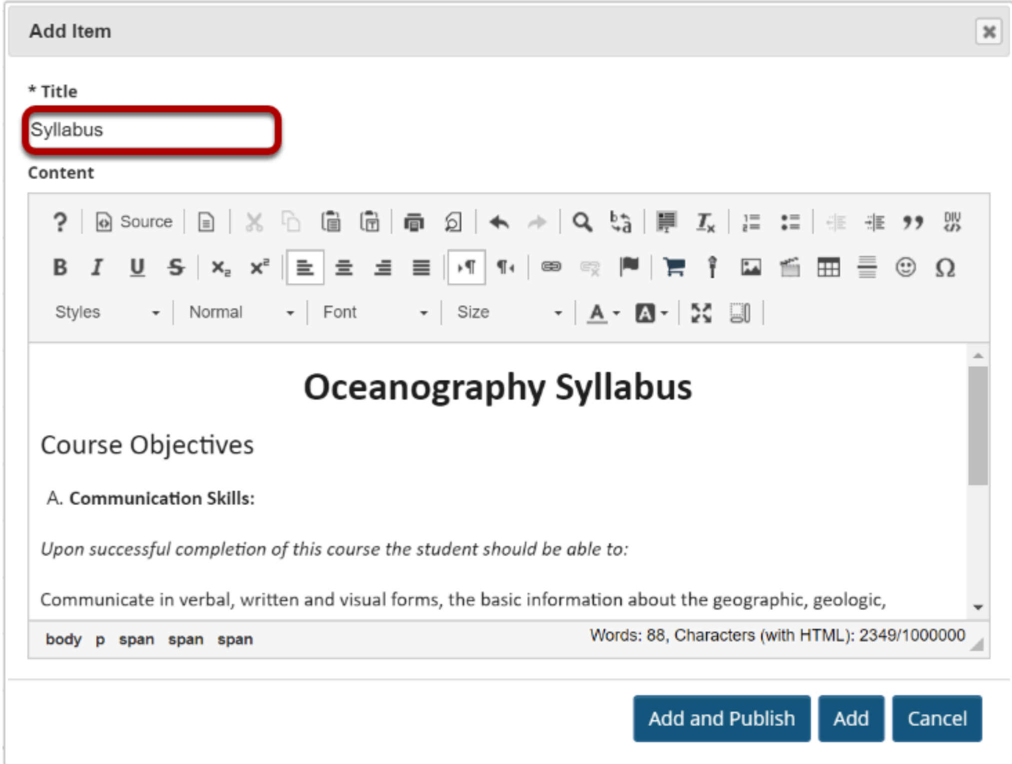


Select the **Syllabus** tool from the Tool Menu in your site.

Click Add Item.

Footer

Enter your syllabus title and paste text.

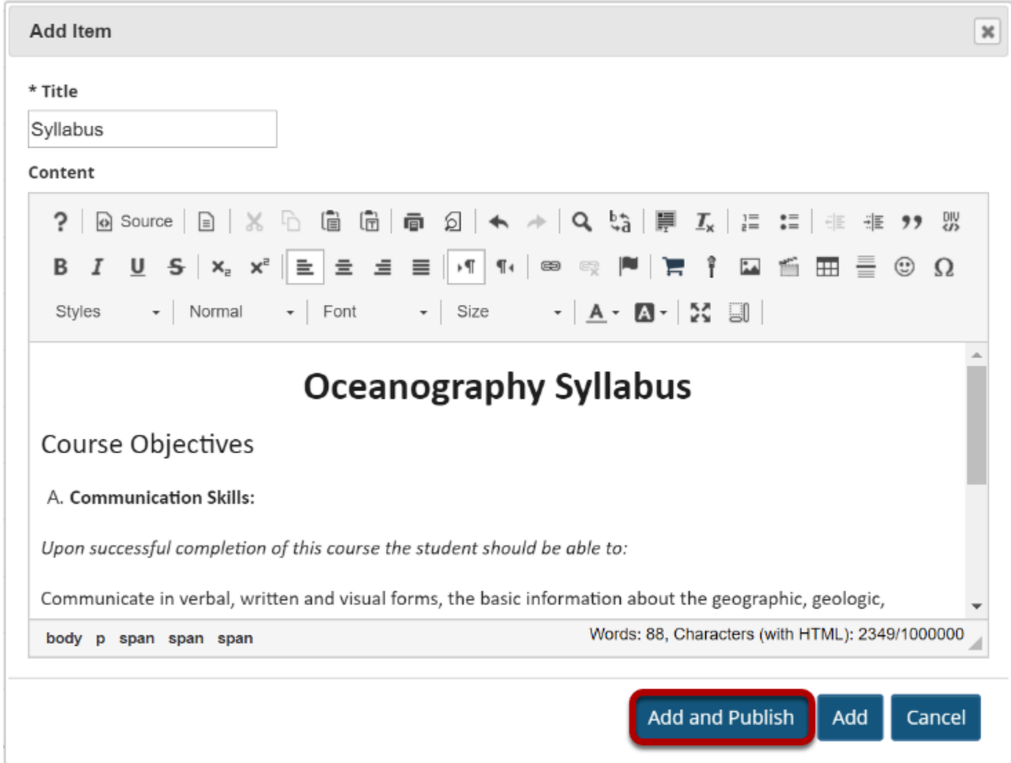


In the "Add Item" window enter the syllabus title

Use Ctrl+V (Windows) or Command+V (Mac) to paste your Word document into the Rich Text Editor.

Footer

Make edits to the text in the Rich Text Editor.



Review the text to make sure it appears as you intend. Make any edits using the formatting icons built into the Rich Text Editor. When you are done, click **Add and Publish**.

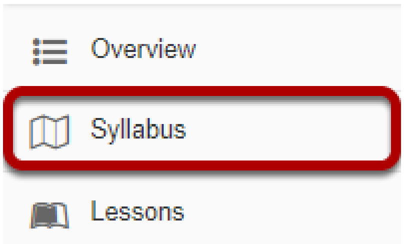
Note: If you need to make changes to your content after publishing, see [How do I edit Syllabus items?](#) for more information on editing.

Footer

How do I edit syllabus items?

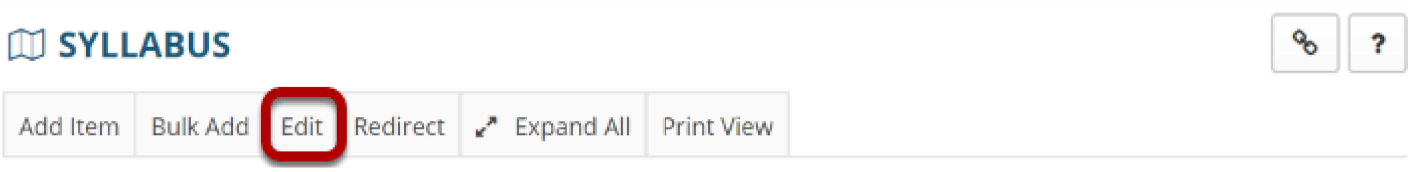
Once you have added one or more syllabus items, you may edit item titles, dates, and in-line text through the Bulk Edit area of the syllabus tool.

Go to Syllabus.



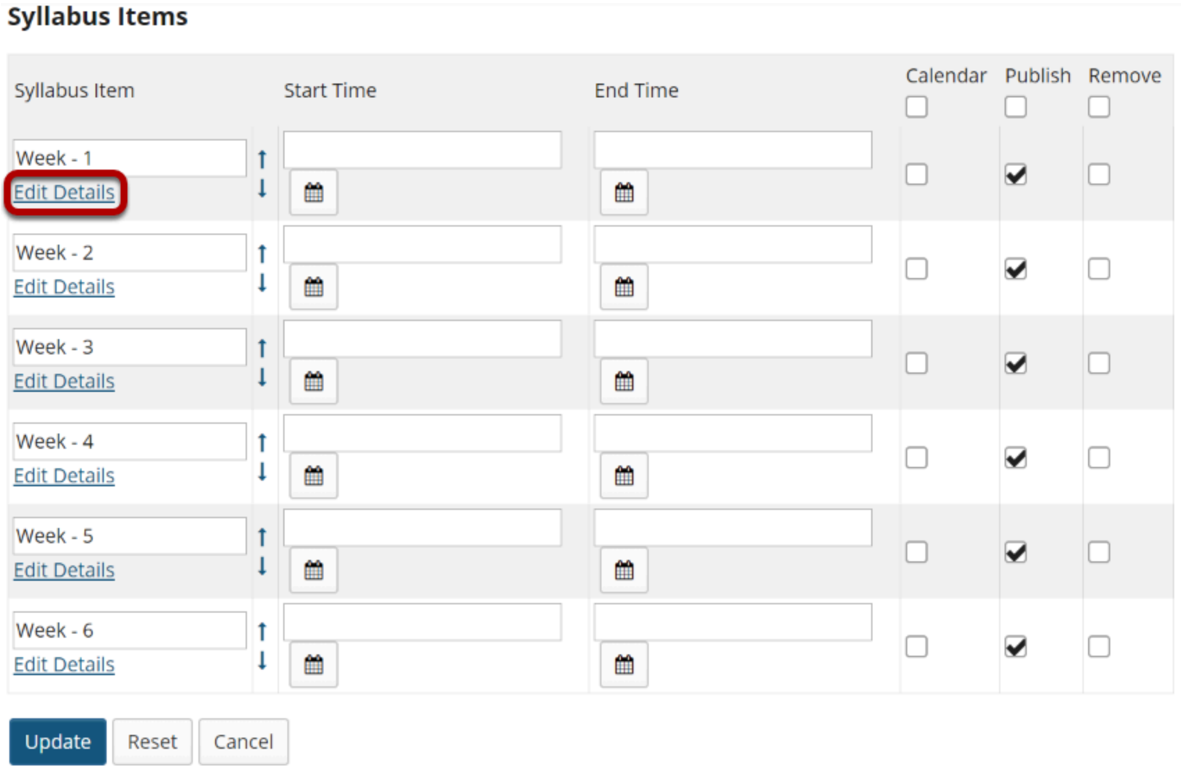
Select the **Syllabus** tool from the Tool Menu of your site.

Click Edit.



Footer

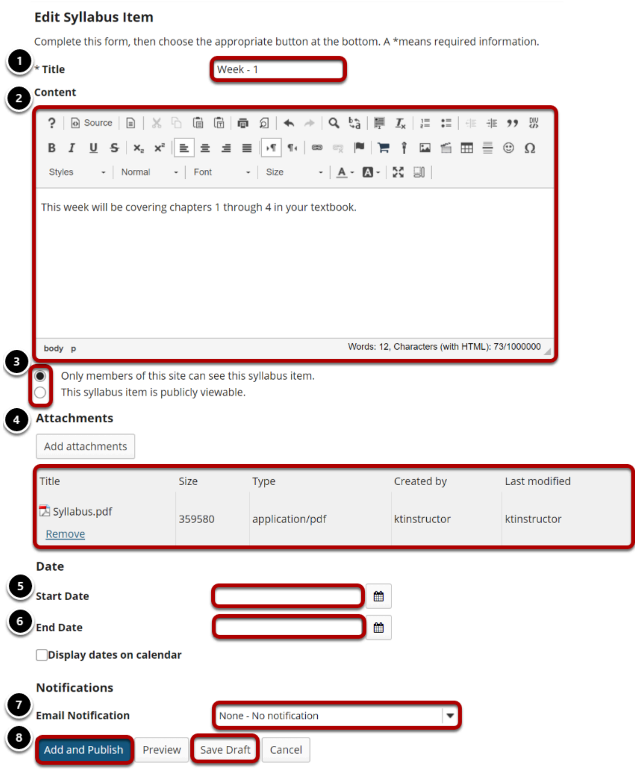
Edit all item details for a single item.



Click on the **Edit Details** link for the syllabus item you would like to modify.

Footer

Update item details and publish or save.

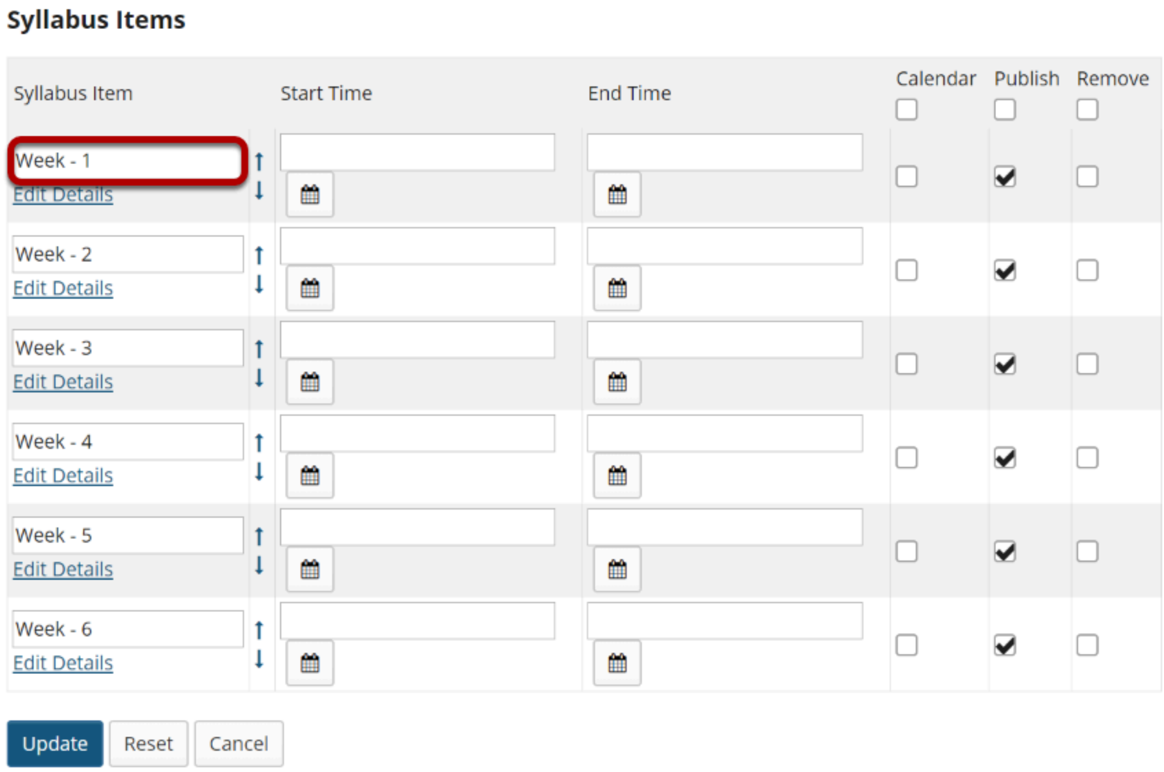


You may edit all of the details for a single syllabus item from this screen.

1. **Title:** This changes the heading as it appears in the list of syllabus items.
2. **Content:** The content area has the rich text editor available. You may enter or modify the in-line text displayed for this item.
3. **Access:** Select the radio button for your desired access level. Syllabus items are only visible to site members by default. However, you can choose to make them publicly viewable.
4. **Attachments:** You may add new attachments or remove existing attachments for this item.
5. **Start Date:** This date is for informational purposes, and for posting items on the calendar on a specific date. It does not restrict viewing access to the item.
6. **End Date:** This date is for informational purposes, and for posting items on the calendar on a specific date. It does not restrict viewing access to the item.
7. **Email Notifications:** Select whether or not you want to send notifications to site participants. You may choose **None - no notification**, **High - all participants**, or **Low - Not received by those who have opted out**.
8. Select **Add and Publish** if you are finished with your changes and would like the item to be published to site participants. If you are not yet ready to publish the item, select **Save Draft** to save your changes and leave the item unpublished.

Footer

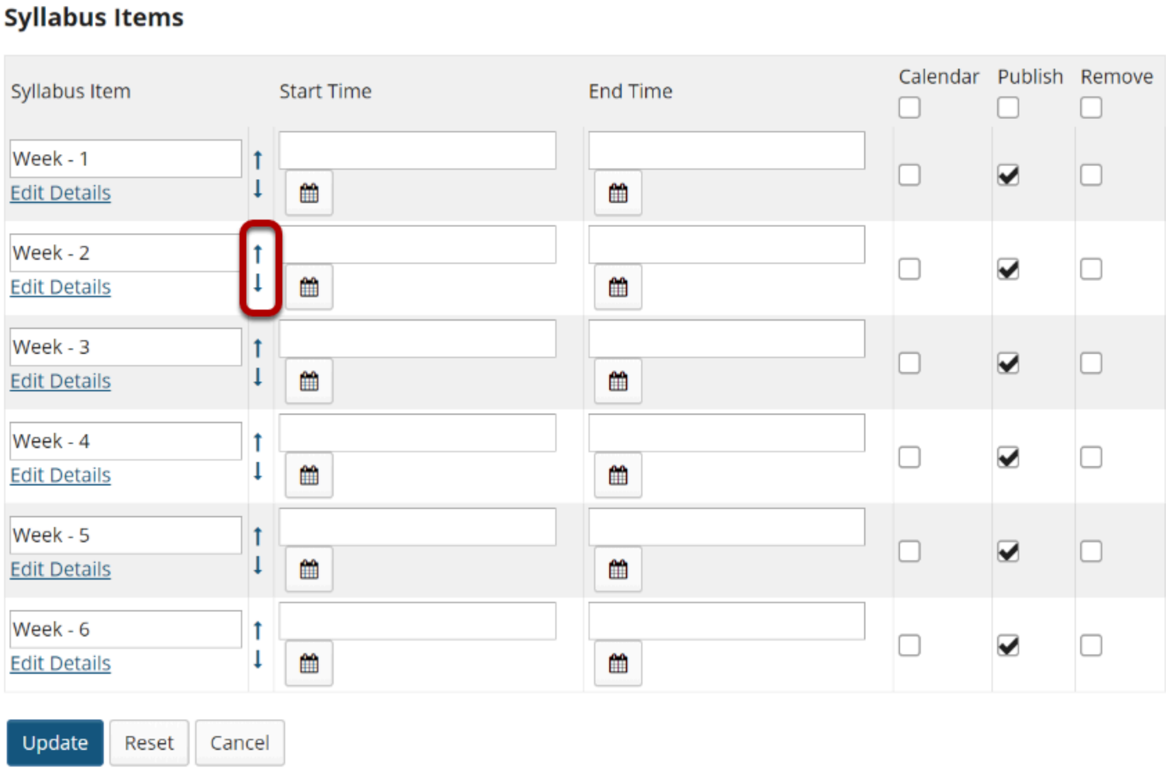
Edit item headings.



If you would like to modify a syllabus item heading, click in the text box for that item to edit the heading text from the item list.

Footer

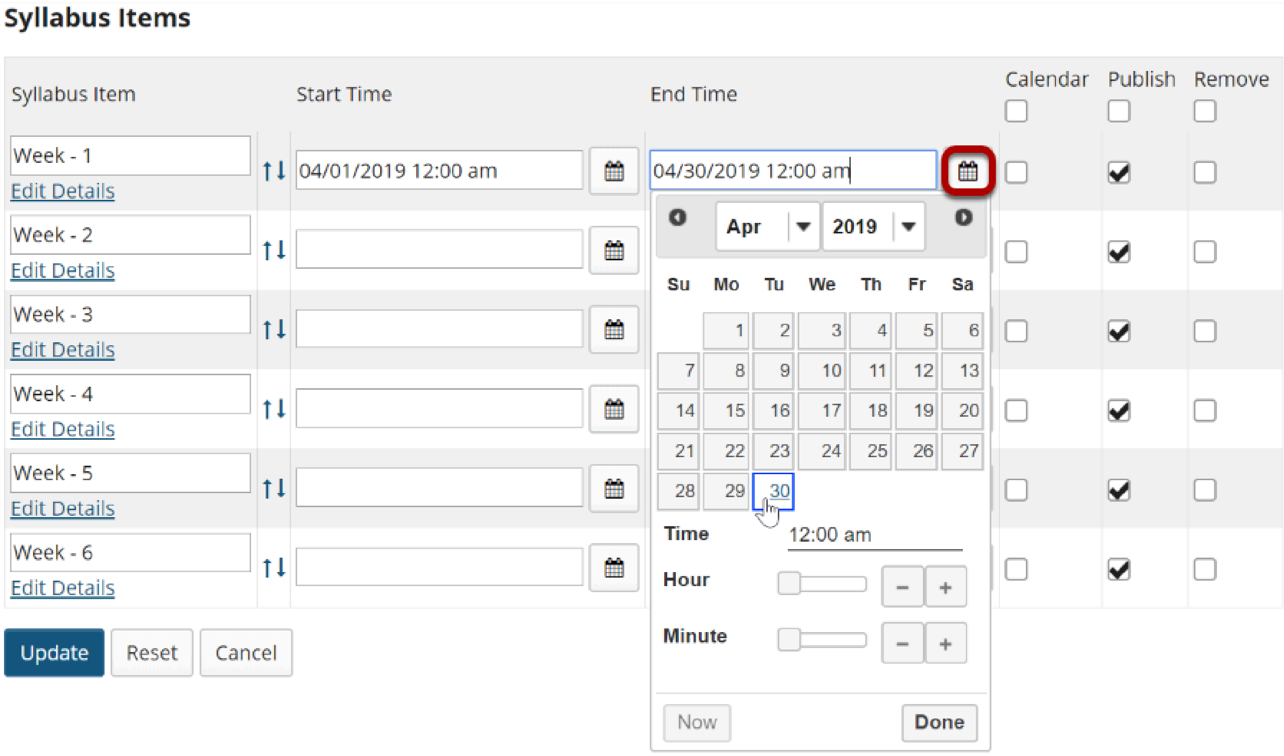
Rearrange Syllabus items.



Click the up or down arrows to move the items into your desired order.

Footer

Select start and/or end dates.

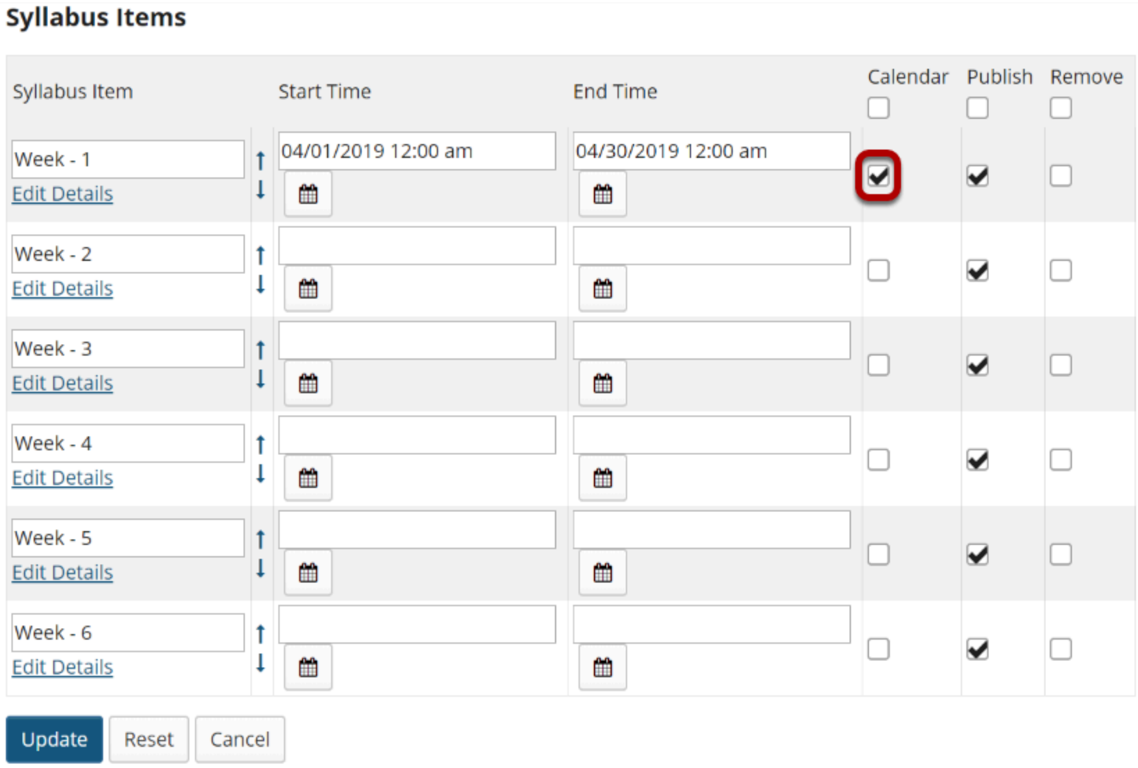


Adding start and/or end dates allows you to determine the dates posted to the site calendar (if the calendar option is enabled) as well as for informational purposes. It does not restrict students from viewing the syllabus item.

Click the calender icon in the start time or end time column to access the date picker. Select a date from the calendar and use the hour and minute sliders to select the time.

Footer

Add items to the Calendar.

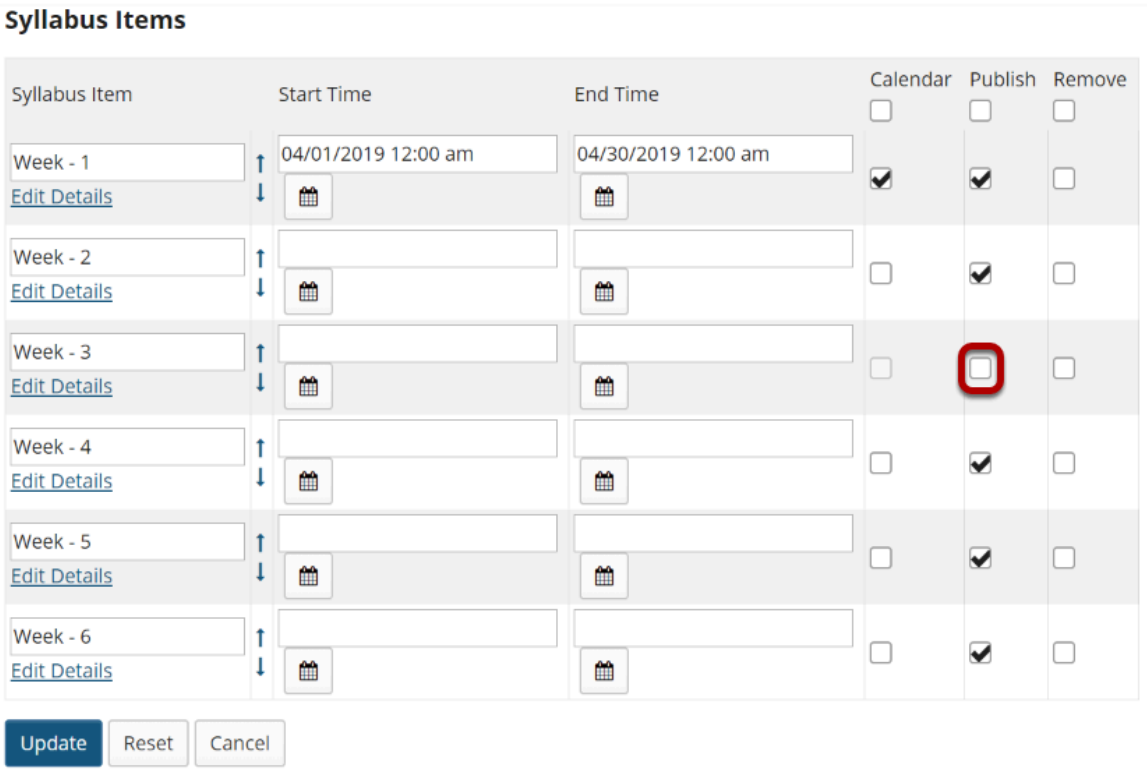


Check the box in the **Calendar** column to add that item to your course Calendar. Or, you may remove the check mark to remove the item from the Calendar.

Note: You must first specify start or end dates before adding the item to the Calendar.

Footer

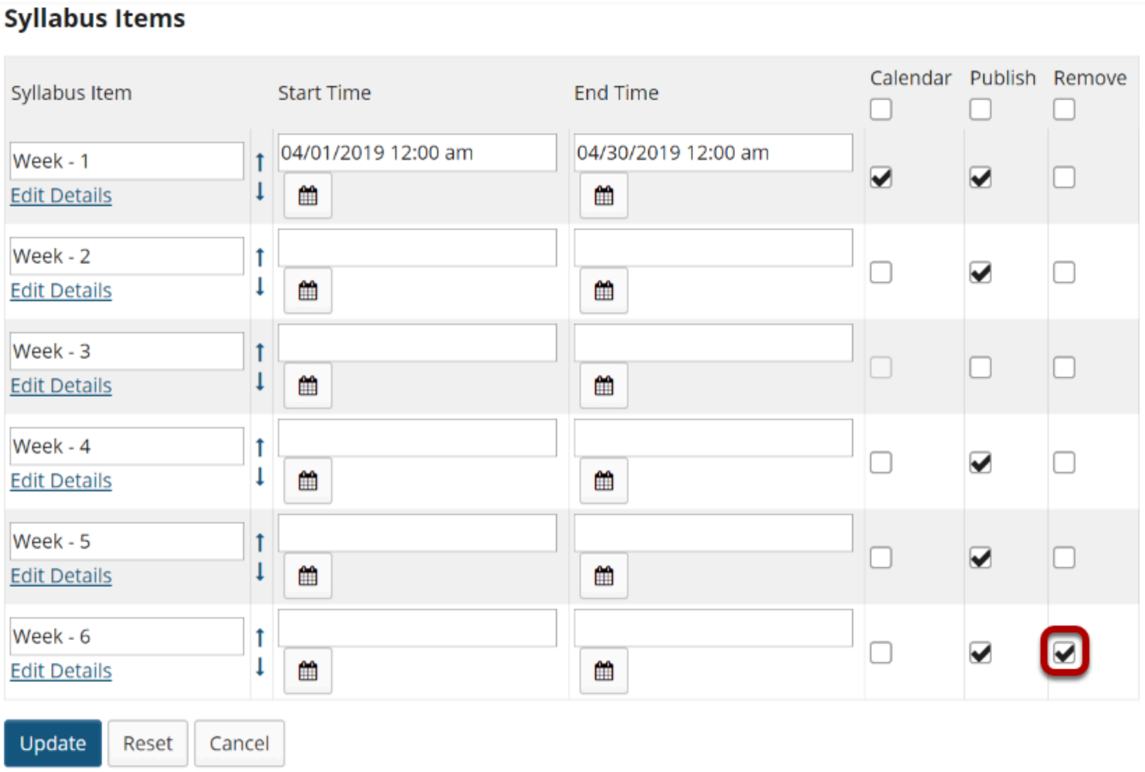
Publish/unpublish items.



Check the box in the **Publish** column to publish an item. Or, you may remove the check mark to unpublish the item.

Footer

Delete items.



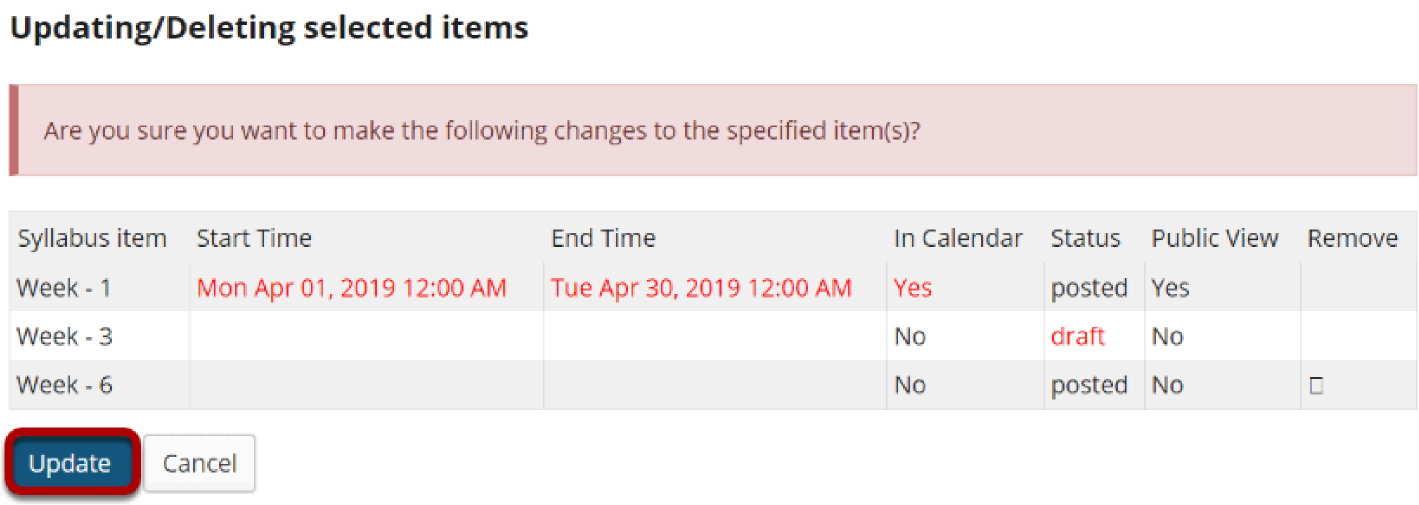
To delete a syllabus item, check the box in the **Remove** column.

Click Update.

If you have made any changes to syllabus items in this screen, click the **Update** button to save your changes.

Footer

Confirm changes.



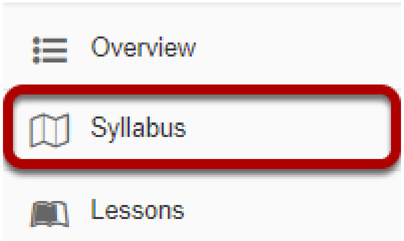
Your changes will be summarized in the confirmation screen. If everything looks correct, click **Update** again to confirm the changes.

Footer

How do I create a multi-part syllabus based on number of items needed?

You can create a multi-part syllabus based on the number of items needed, outlined here, or using a date and calendar format in the "How do I create a multi-part syllabus by dates?" tutorial.

Go to Syllabus.

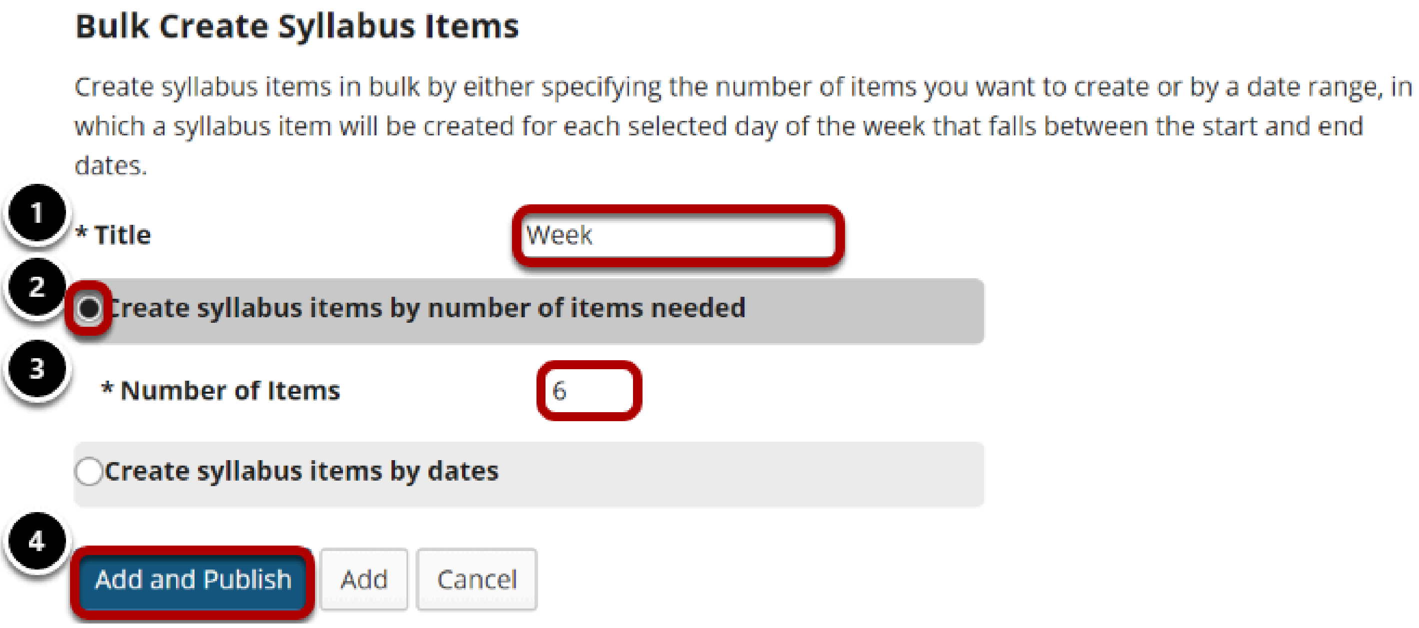


Select the **Syllabus** tool from the Tool Menu of your site.

Click Bulk Add.

Footer

Enter Syllabus information.



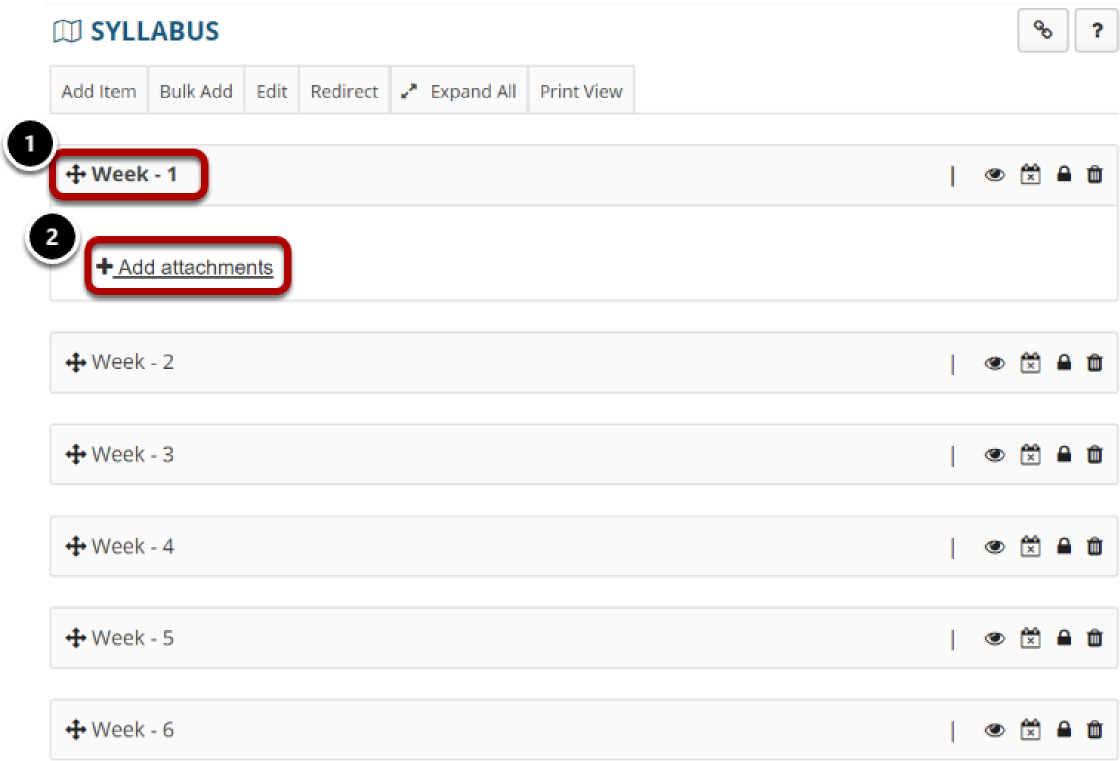
1. Enter a **title**. Each syllabus item will contain the title you specify with a number appended.
2. Select the radio button for **Create syllabus items by number of items needed**.
3. Enter the number of syllabus items you would like to have.
4. Click **Add and Publish.**

You will then be taken to a screen where you see the number of syllabus items requested.

Note: It is not possible to add or edit in-line text content from the item listing. You must go to [Bulk Edit](#) in order to add or edit in-line text.

Footer

Add an attachment to a Syllabus item. (Optional)

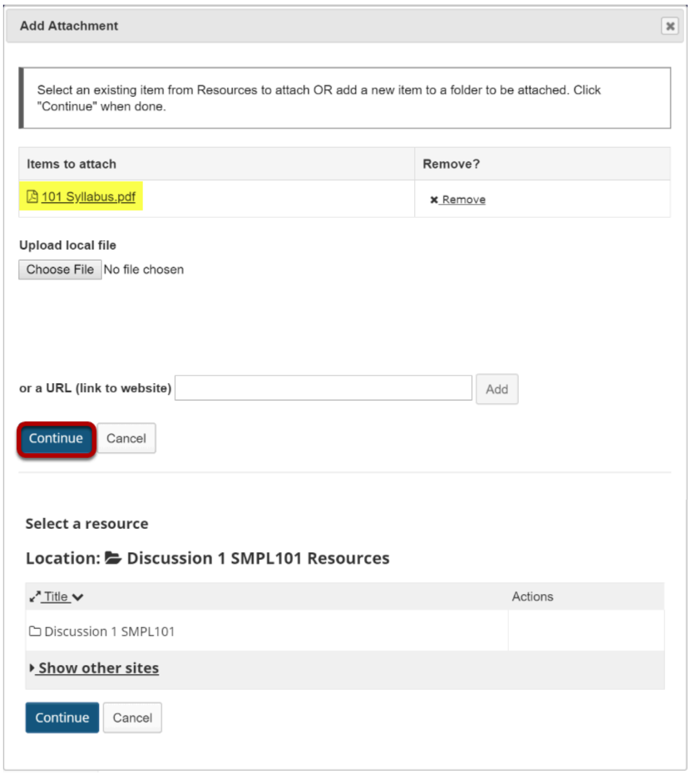


If you would like to attach a file to a syllabus item:

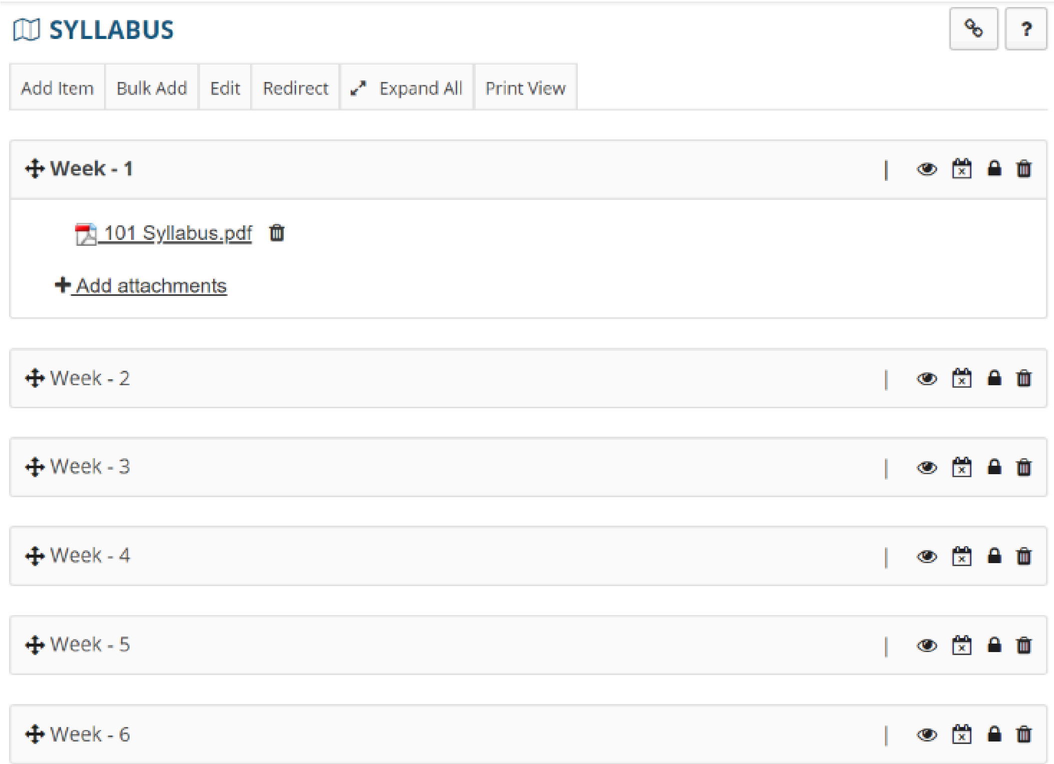
1. Click on the title of the item to expand that item.
2. Click the **Add attachments** link.

Footer

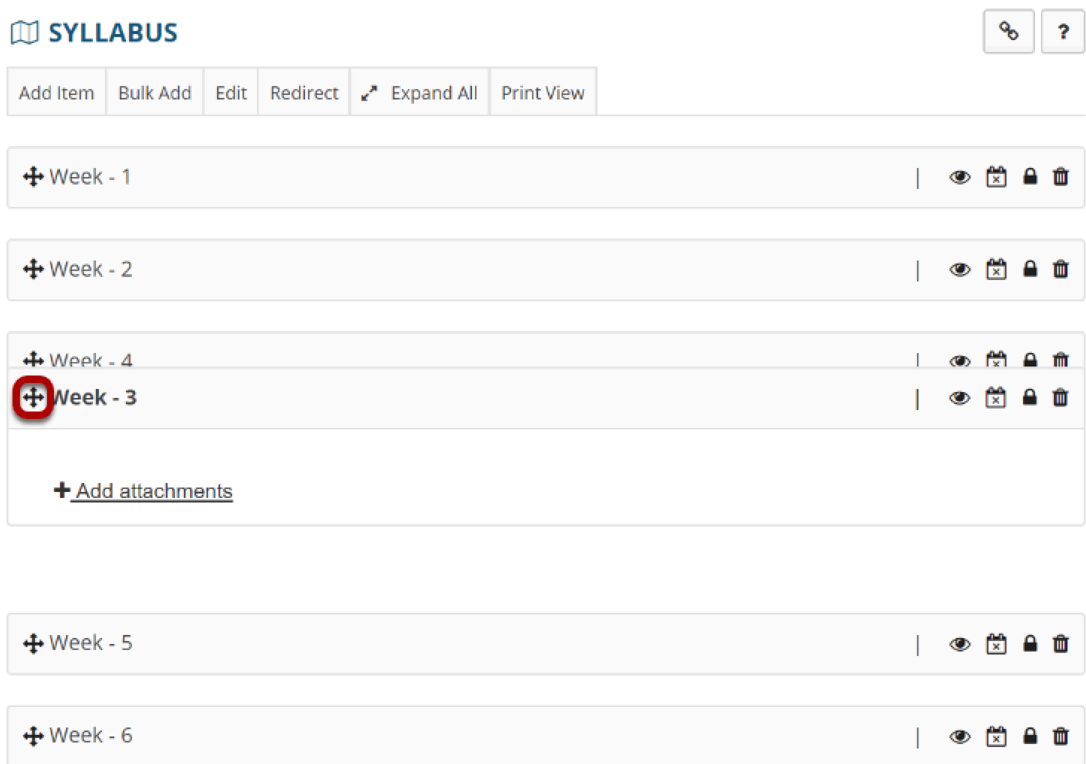
Browse for the file on your computer, or attach a copy from the Resources in your course, then click Continue.



Your file attachment will display.



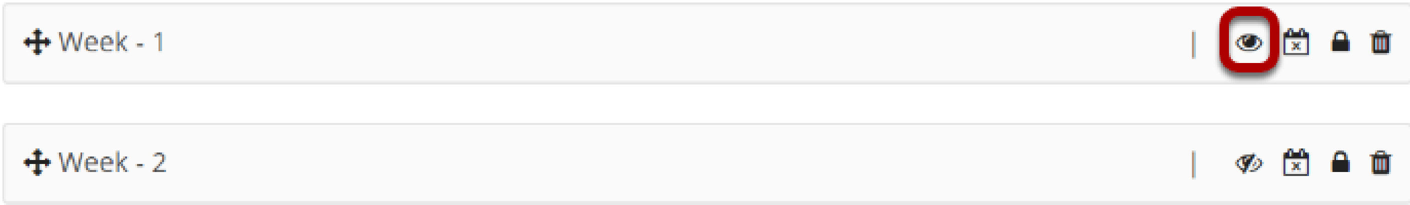
Rearranging Syllabus items.



Footer

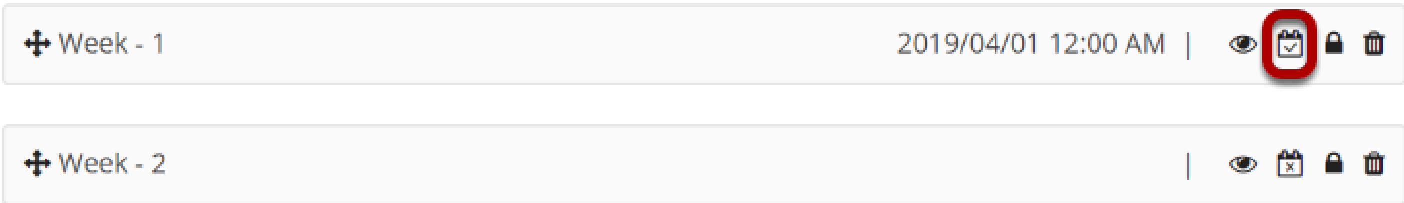
Click the crosshair icon to the left of the syllabus item heading and drag it to the desired location.

Publish/unpublish a Syllabus item.



Click the eye icon next to the syllabus item to publish or unpublish the item. If the eye icon is open, the item is visible to students. If it is crossed out, it is hidden from students. In the above example, Week 1 is available to students, and Week 2 is hidden from students.

Add a Syllabus item to site Calendar.



Click the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

Note: You must specify a start and/or end time for the item before you can add it to the calendar. For more information on how to specify start/end times, see How do I edit syllabus items?

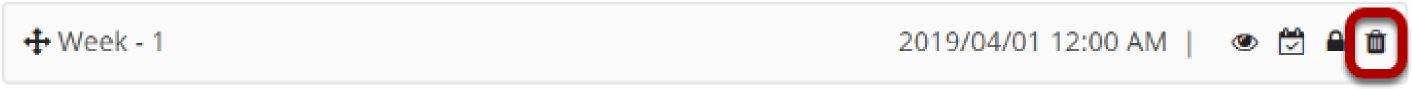
Change Syllabus item access.

Click the lock/globe icon to change the access for a syllabus item. A lock icon indicates the item is available to only this site. A globe icon indicates the item is publicly available to the whole

Footer

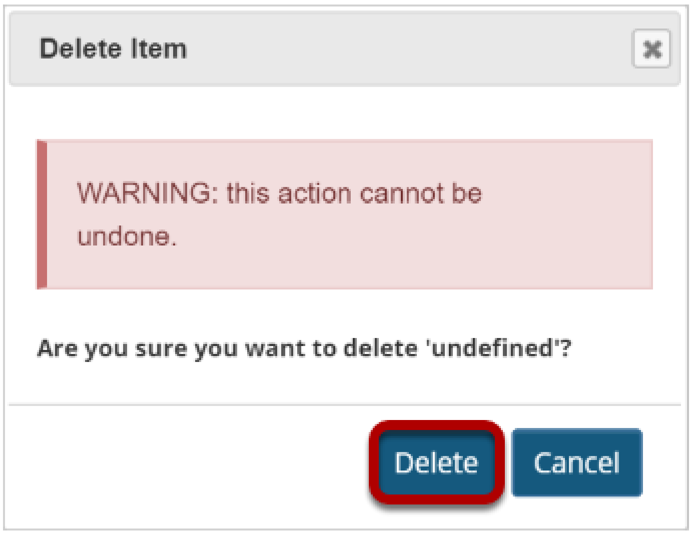
world. In the above example, Week 1 is available to site participants only, and Week 2 is available to the public.

Delete a Syllabus item.



Click the trash icon beside any syllabus item to delete it.

Confirm deletion.



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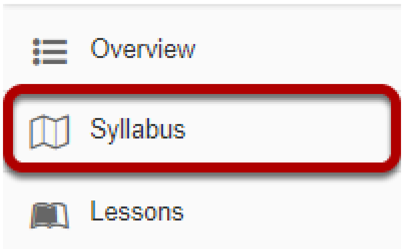
How do I create a multi-part syllabus by dates?

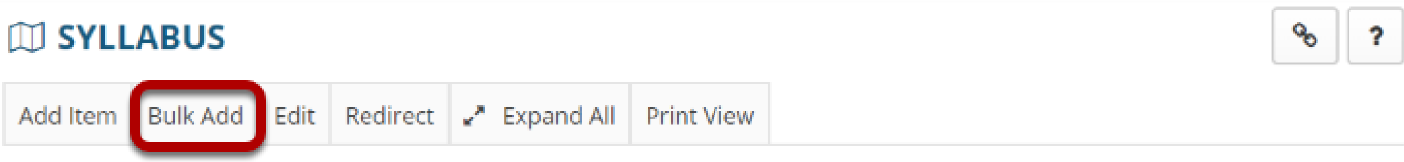
You can create a multi-part syllabus using a date and calendar format, outlined here, or based on the number of items needed. (See How do I create a multi-part syllabus based on the number of items needed?for more information.) The date and calendar format creates a specific syllabus item for each meeting time of the class.

Go to Syllabus.



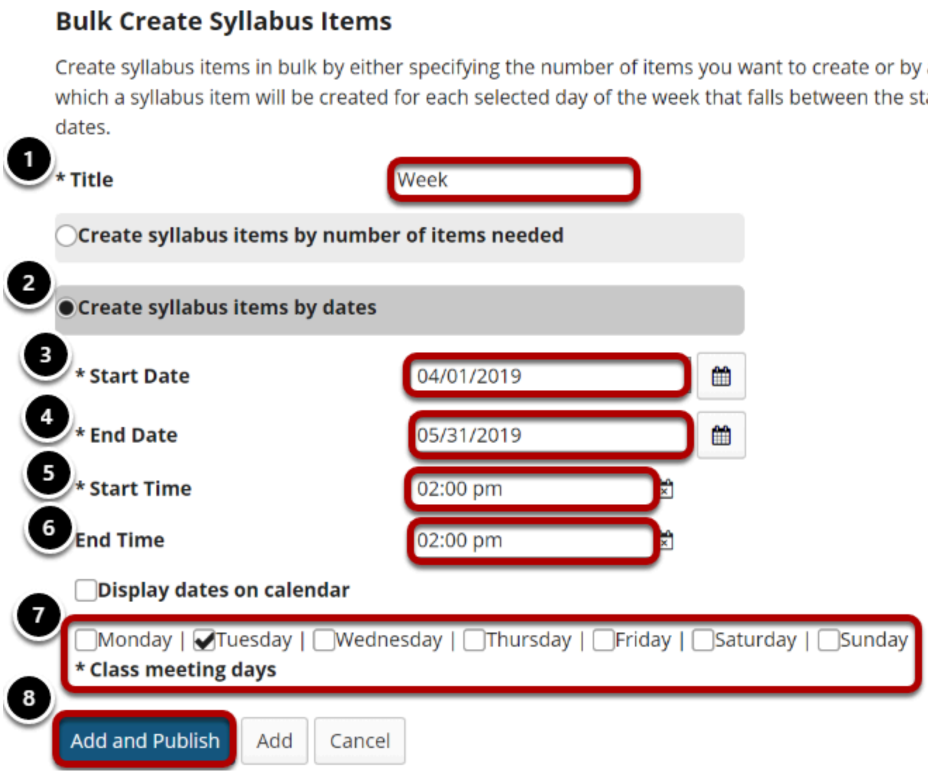
Select the **Syllabus** tool from the Tool Menu of your site.

Click Bulk Add.



Footer

Enter syllabus information.



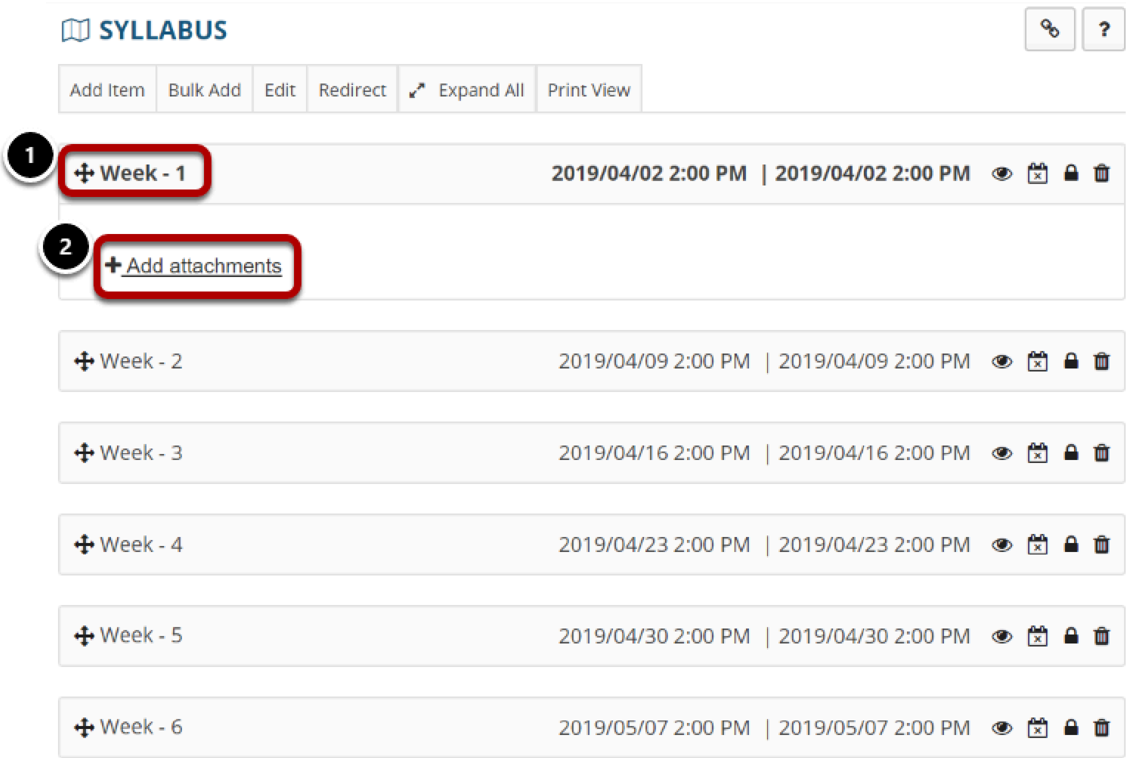
1. Enter a **title**. Each syllabus item will contain the title you specify with a number appended.
2. Select the radio button next to the **Create syllabus items by dates** option.
3. Enter the start date of the semester using the date-picker calendar icon.
4. Enter the end date of the semester using the date-picker calendar icon.
5. Enter the start time of the class.
6. (Optional) Enter the end time of the class.
7. Check the appropriate boxes to select which days of the week this course will meet.
8. Click **Add and Publish.**

You will then be taken to a screen where you see the number of syllabus items requested.

Note: It is not possible to add or edit in-line text content from the item listing. You must go to [Bulk Edit](#) in order to add or edit in-line text.

Footer

Add an attachment to a Syllabus item. (Optional)

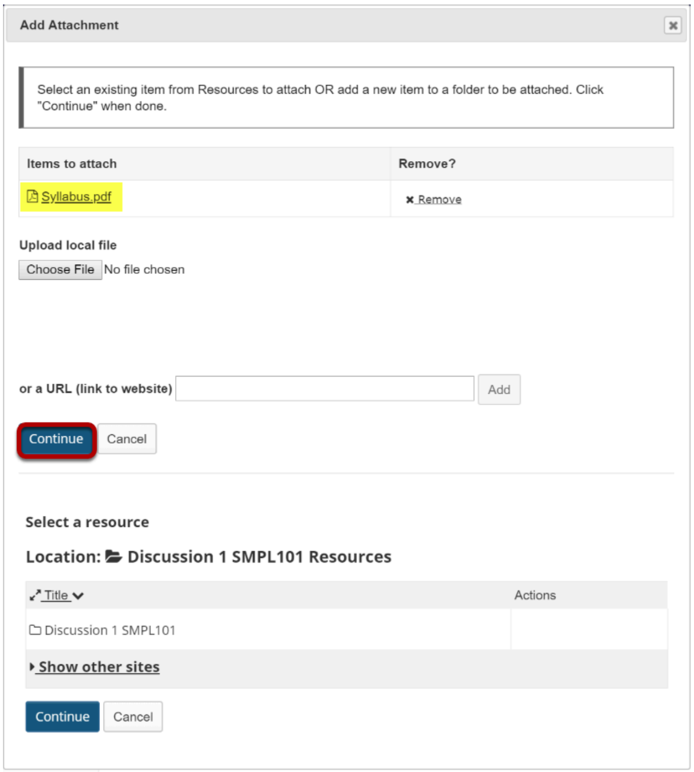


If you would like to attach a file to a syllabus item:

1. Click on the title of the item to expand that item.
2. Click the **Add attachments** link.

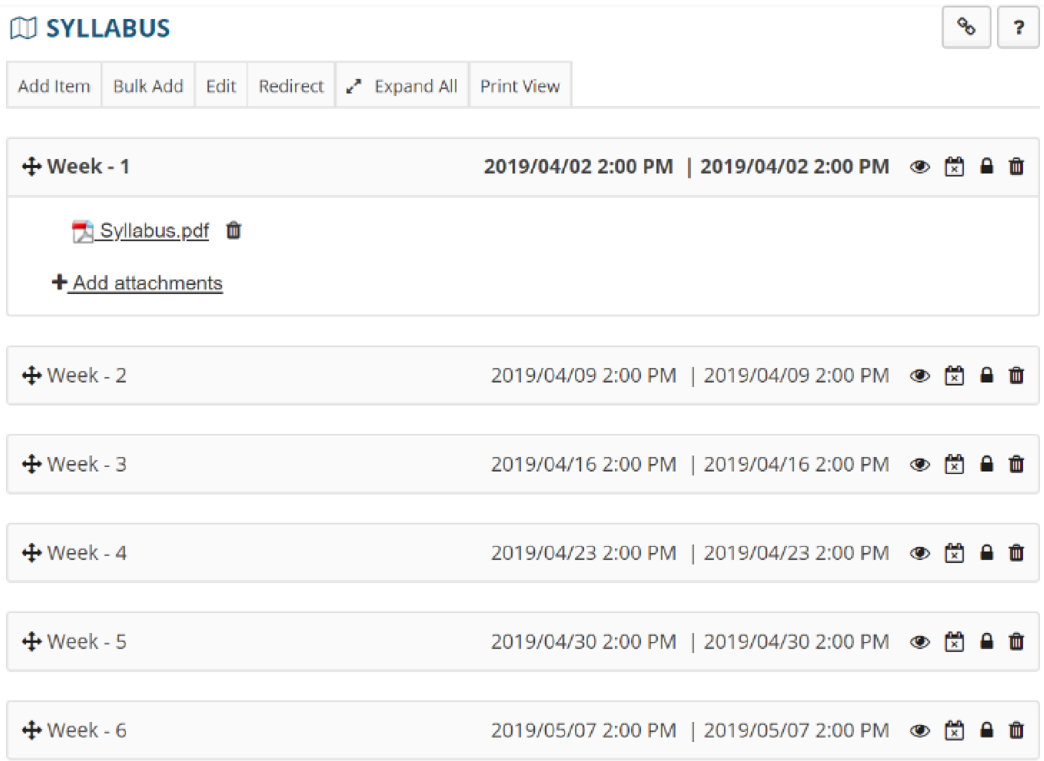
Footer

Browse for the file on your computer, or attach a copy from the Resources in your course, then click Continue.

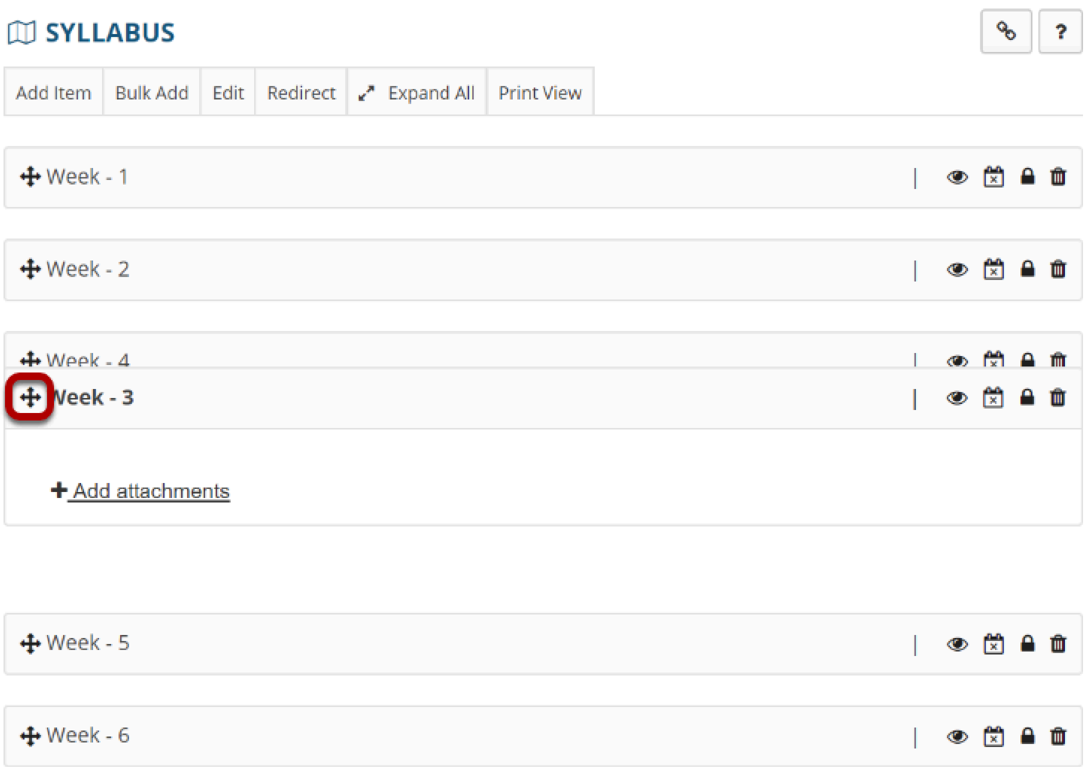


Footer

Your file attachment will display.



Rearranging Syllabus Items.



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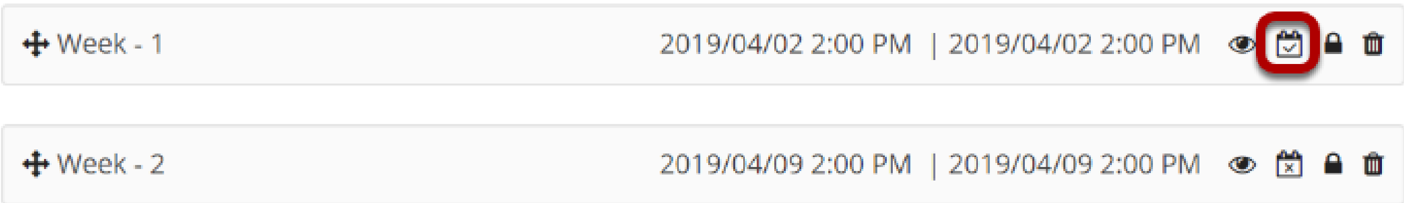
Click the crosshair icon to the left of the syllabus item heading and drag it to the desired location.

Publish/unpublish a Syllabus item.

Click the eye icon next to the syllabus item to publish or unpublish the item. If the eye icon is open, the item is visible to students. If it is crossed out, it is hidden from students. In the above example, Week 1 is available to students, and Week 2 is hidden from students.

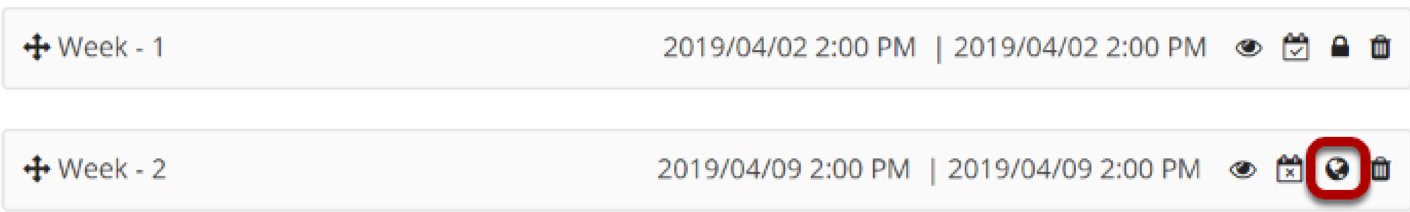
Add a Syllabus item to site Calendar.



Click the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

Note: You must specify a start and/or end time for the item before you can add it to the calendar. For more information on how to specify start/end times, see [How do I edit syllabus items?]

Change Syllabus item access.



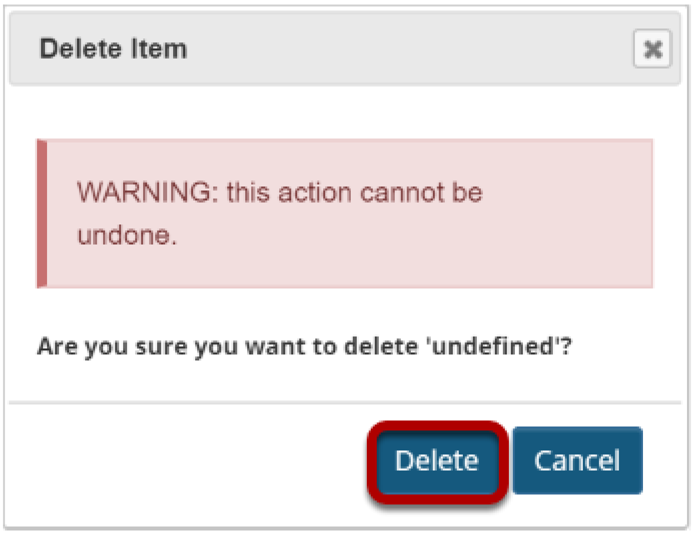
Footer

Click the lock/globe icon to change the access for a syllabus item. A lock icon indicates the item is available to only this site. A globe icon indicates the item is publicly available to the whole world. In the above example, Week 1 is available to site participants only, and Week 2 is available to the public.

Delete a Syllabus item.

Click the trash icon beside any syllabus item to delete it.

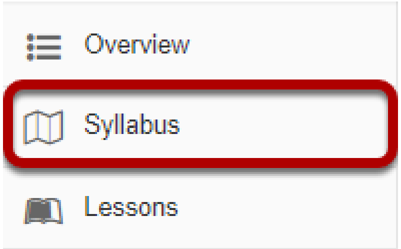
Confirm deletion.



Footer

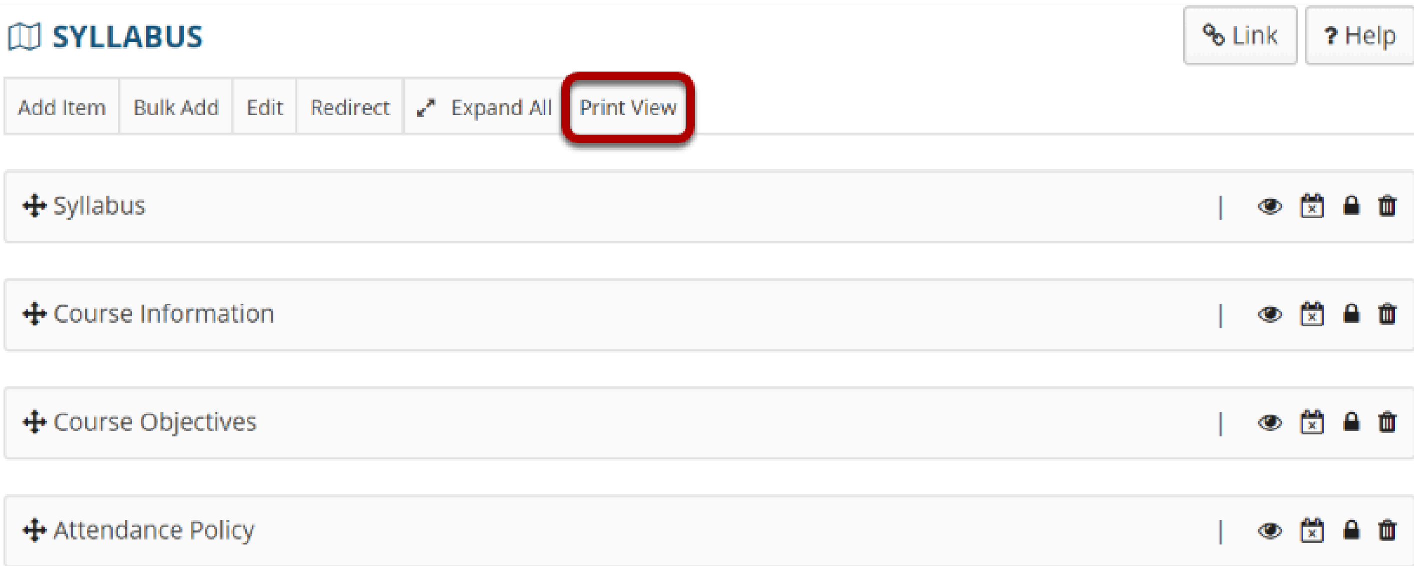
How do I print the syllabus?

Go to Syllabus.



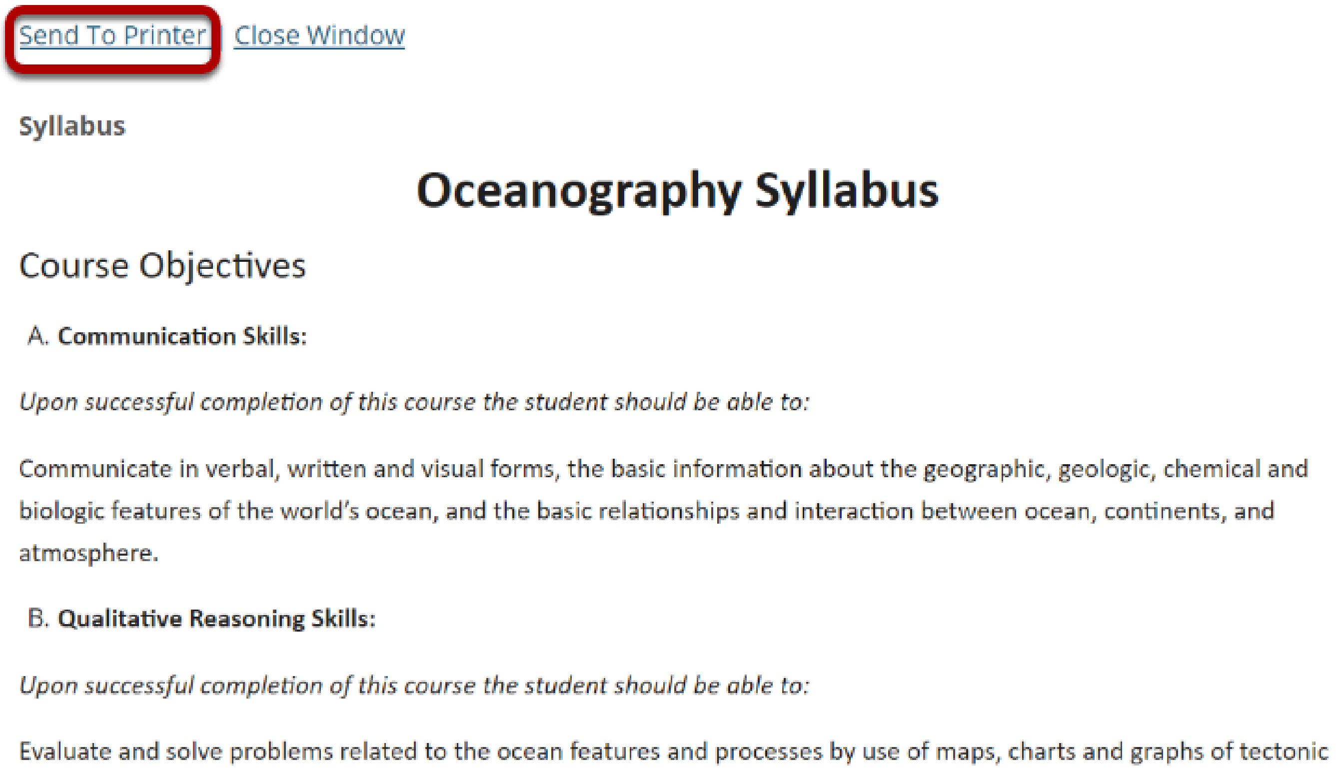
Select the **Syllabus** tool from the Tool Menu of your site.

Click Print View.



Footer

Click Send to Printer.

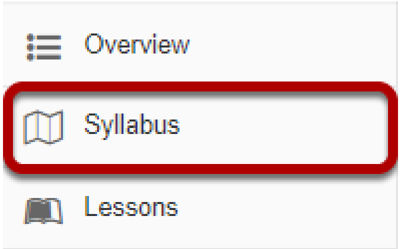


A new window will open which displays the entire syllabus in a single window. Click the **Send to Printer** link in the top left of the window to print.

Footer

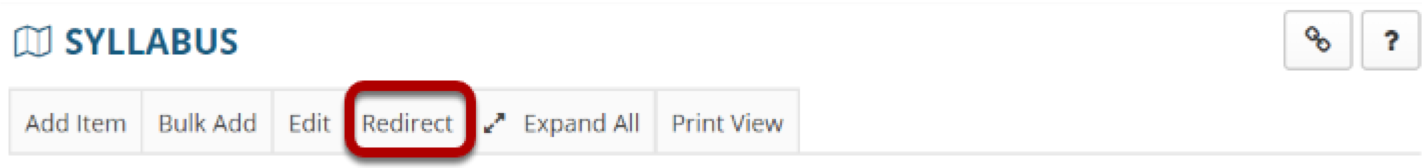
How do I point my syllabus to a webpage?

Go to Syllabus.

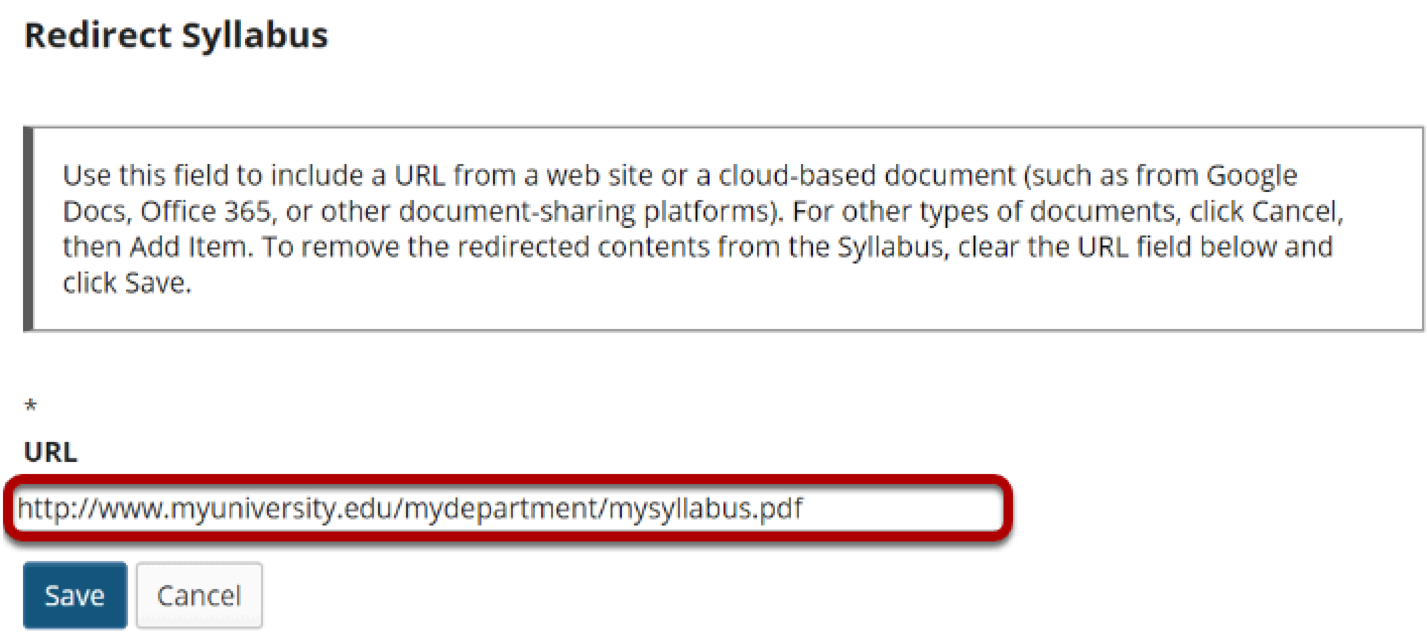


Select the **Syllabus** tool from the Tool Menu in your site.

Click Redirect

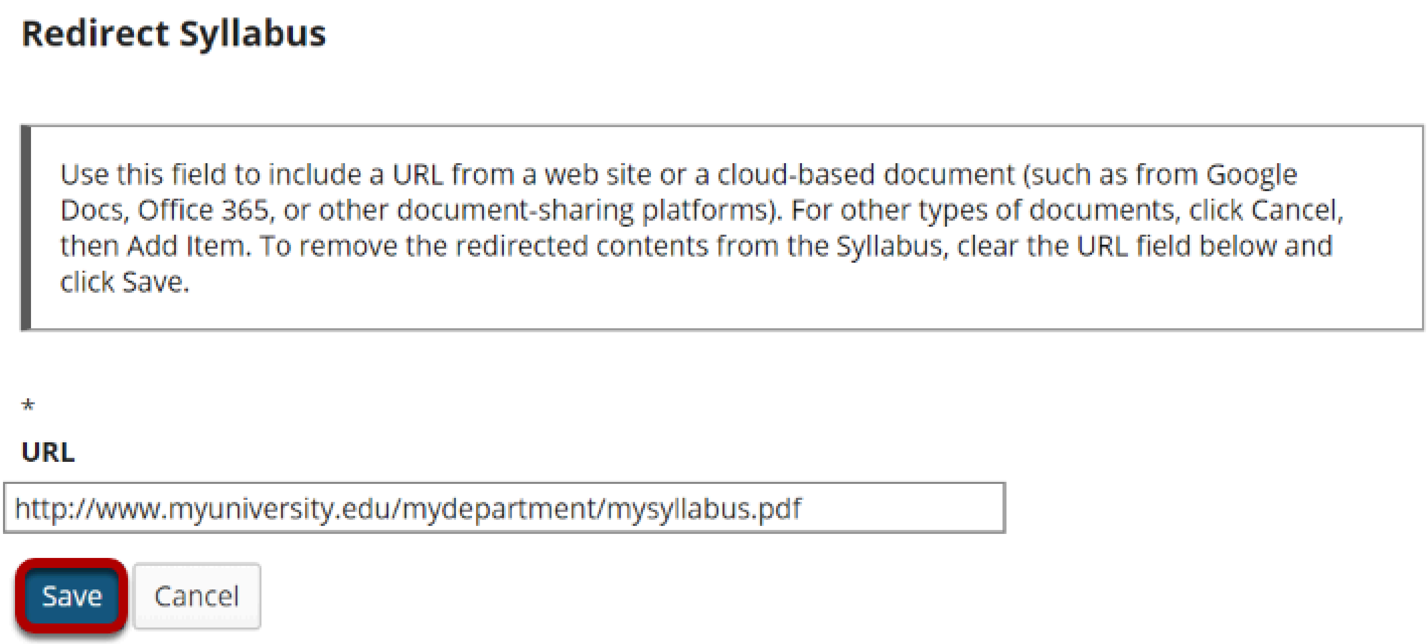


Enter the URL of the webpage location of your syllabus

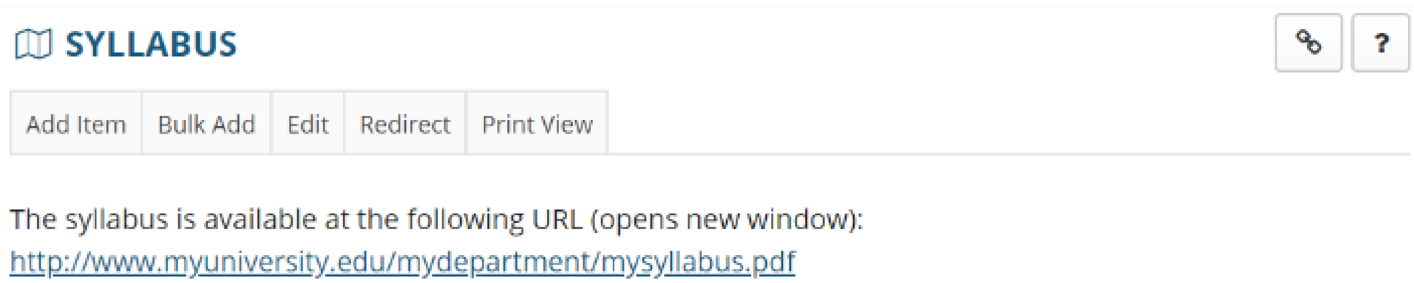


Footer

Click Save



The webpage will open in a new window.



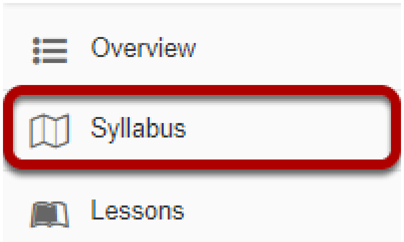
Note: If you would like to delete the redirect, clear the URL field and then Save.

Footer

How do I rearrange syllabus items?

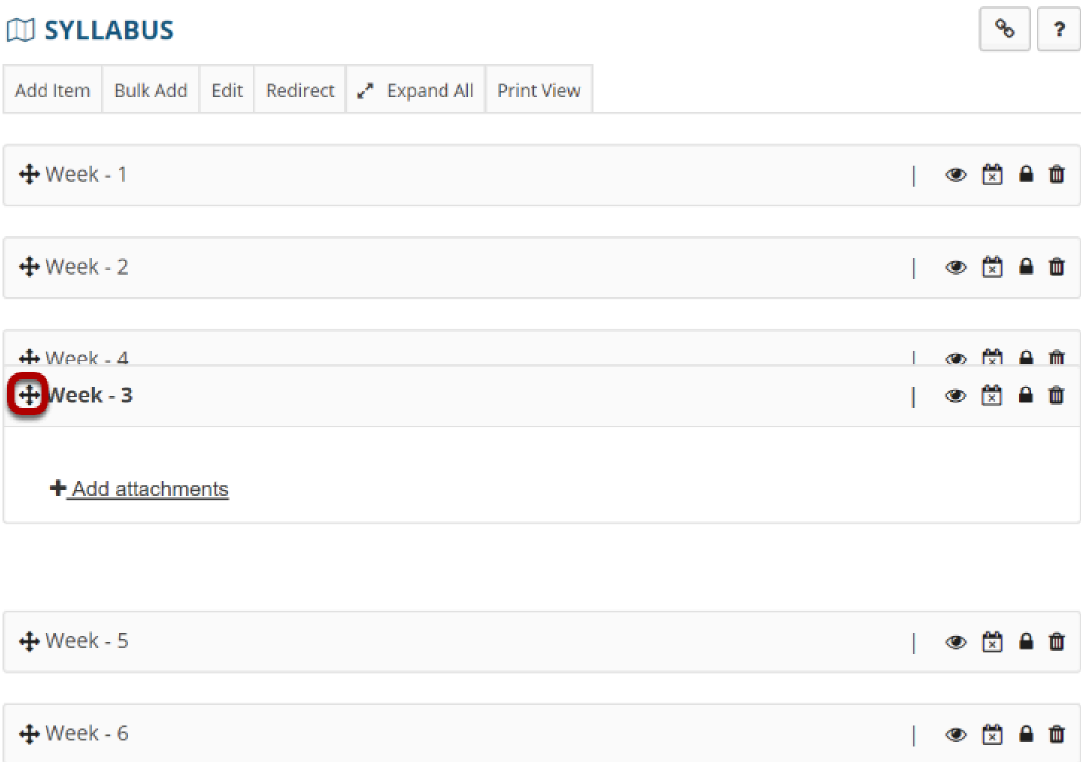
Once you have added items to the Syllabus tool, you may rearrange the order in which they appear for site participants.

Go to Syllabus.



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

Rearranging Syllabus items.



Click the crosshair icon to the left of the syllabus item heading and drag it to the desired location.

Footer

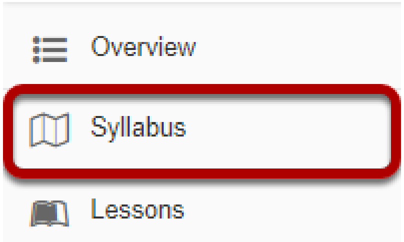
Note: You may also rearrange items from the Bulk Edit screen.

Footer

How do I publish/unpublish a syllabus item?

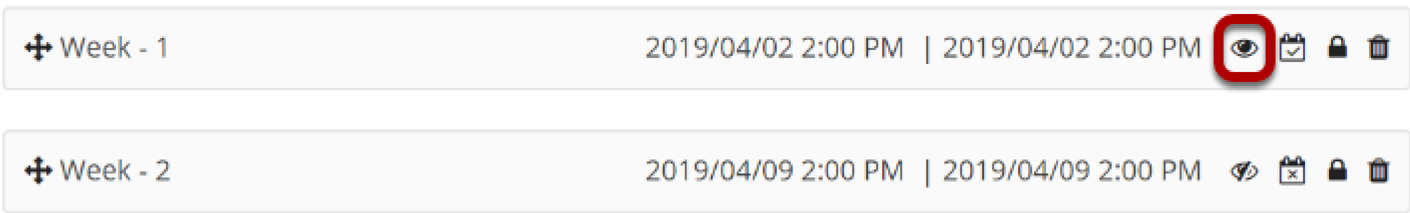
Once you have added items to the Syllabus tool, you may choose to publish them or leave them in an unpublished or draft state. Draft items are not visible to site participants.

Go to Syllabus.



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

Publish/unpublish a Syllabus item.



Click the eye icon next to the syllabus item to publish or unpublish the item. If the eye icon is open, the item is visible to students. If it is crossed out, it is hidden from students. In the above example, Week 1 is available to students, and Week 2 is hidden from students.

Note: You may also publish/unpublish items from the Bulk Edit screen.

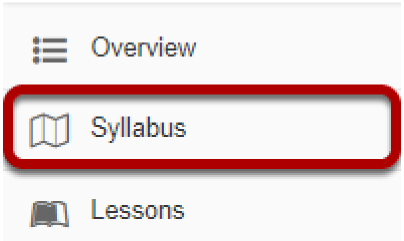
Footer

How do I add a syllabus item to the calendar?

Once you have added items to the Syllabus tool, you may add start and end times to them for informational purposes. The dates specified for an item do not control visibility of the item. However, the dates do control the display of items in the Calendar tool.

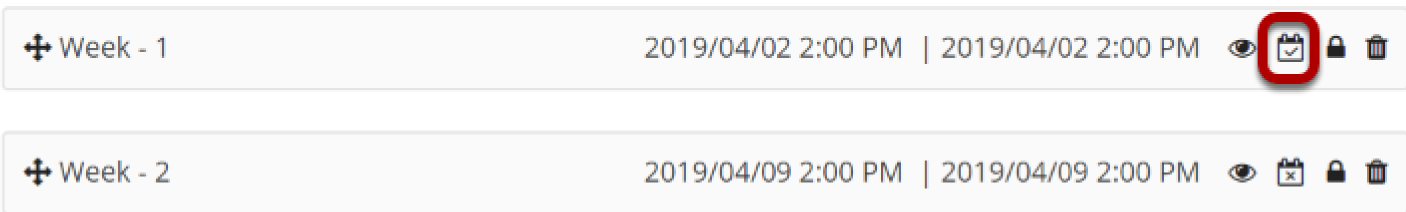
You must specify a start and/or end time for the item before you can add it to the calendar. For more information on how to specify start/end times, see How do I edit syllabus items?

Go to Syllabus.



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

Add a Syllabus item to site Calendar.



Click the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

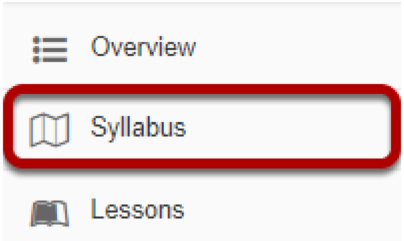
Note: You may also add items to the Calendar from the Bulk Edit screen.

Footer

How do I change syllabus item access?

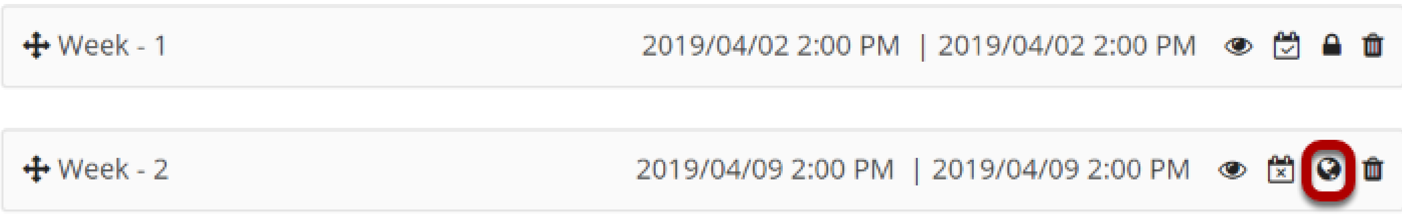
By default, syllabus items are only visible to site participants. However, if you wish to share your syllabus with viewers not enrolled in the site, items may be made publicly available.

Go to Syllabus.



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

Change Syllabus item access.



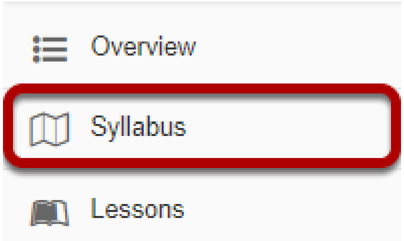
Click the lock/globe icon to change the access for a syllabus item. A lock icon indicates the item is available to only this site. A globe icon indicates the item is publicly available to the whole world. In the above example, Week 1 is available to site participants only, and Week 2 is available to the public.

Note: You may also change syllabus item access in the Bulk Edit screen.

Footer

How do I delete a syllabus item?

Go to Syllabus.

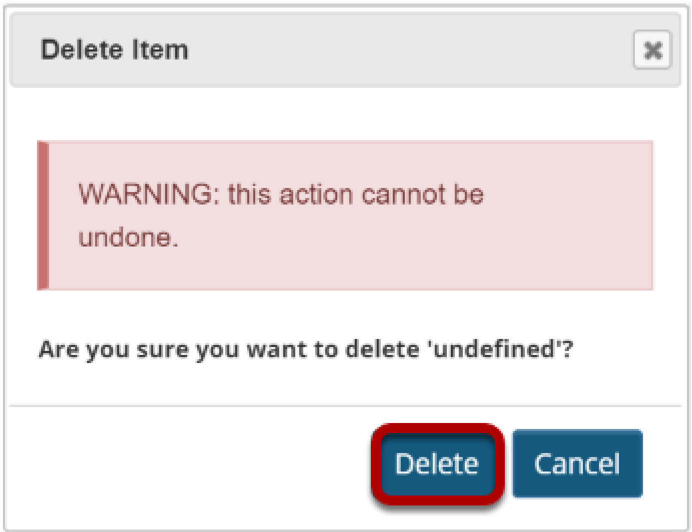


Select the **Syllabus** tool from the Tool Menu of your site.

Delete a Syllabus item.

Click the trash icon beside any syllabus item to delete it.

Confirm deletion.



Note: You may also delete syllabus items in the [Bulk Edit](#) screen.

Footer

Tests and Quizzes

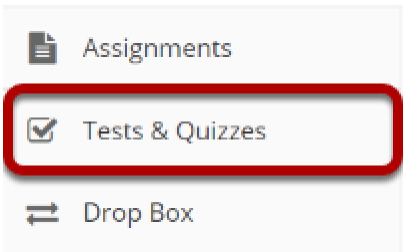
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories-- Draft Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Draft 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.



Footer

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.

Display 20 **assessments per page** **Search:**

Title	Time Limit	Due Date/Time
Quiz 3	**n/a**	2019-03-02 12:00 AM
Quiz 2	**n/a**	2019-02-23 12:00 AM
Quiz 1	**n/a**	2019-02-16 12:00 AM

Showing page 1 of 1

Previous 1 Next

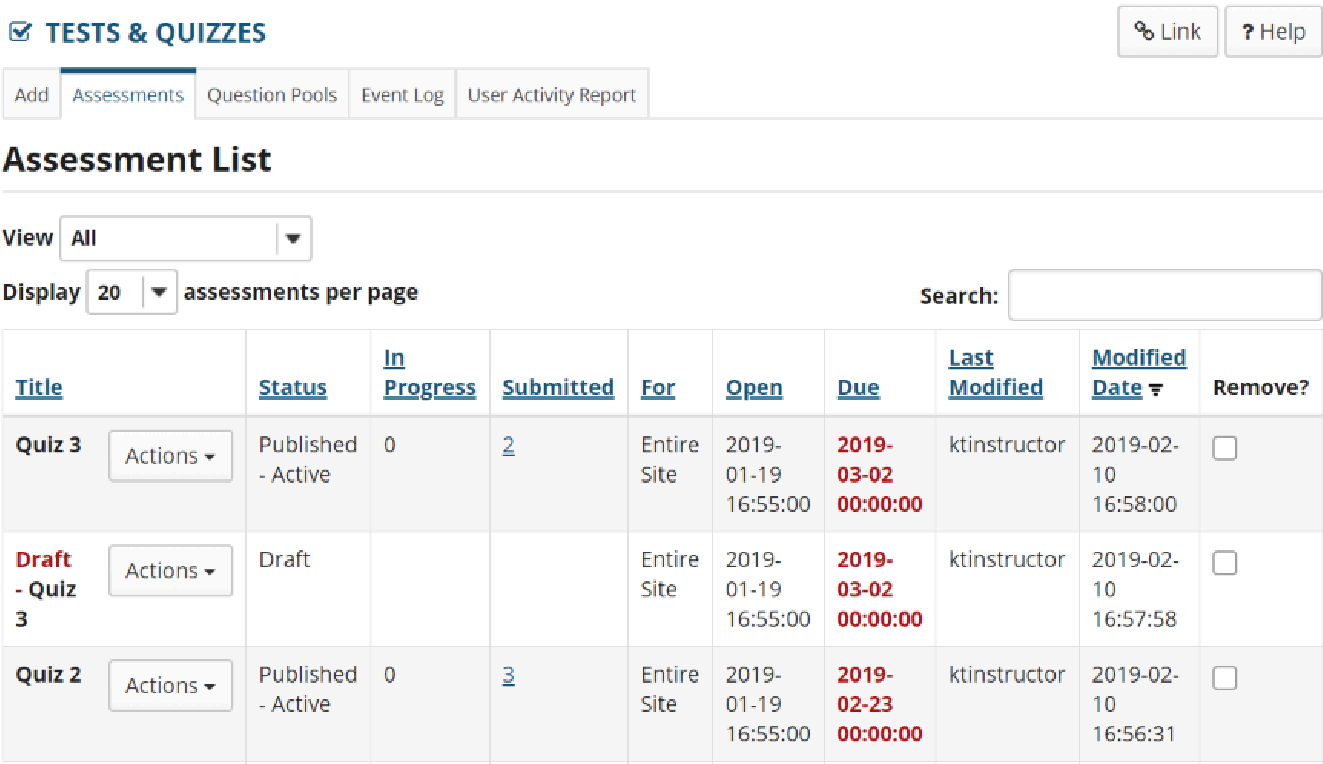
Submitted Assessments

You have not yet submitted any assessments.

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.

Footer

Tests & Quizzes tool landing page. (Instructor View)


TESTS & QUIZZES

Link | Help

Add | Assessments | Question Pools | Event Log | User Activity Report

Assessment List

View All

Display 20 assessments per page

Search:

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Actions	Published - Active	0	2	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	☐
Draft - Quiz 3	Actions	Draft			Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:57:58	☐
Quiz 2	Actions	Published - Active	0	3	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	☐

On entry, the Tests & Quizzes tool shows a list of existing assessments, Draft copies (under development) and Published copies (deployed to students).

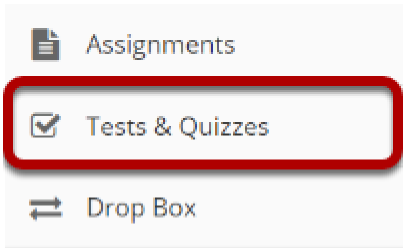
Footer

How do I create an assessment in Tests and Quizzes?

The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This lesson will show you how to create a simple assessment and add a single question.

Go to Tests & Quizzes.

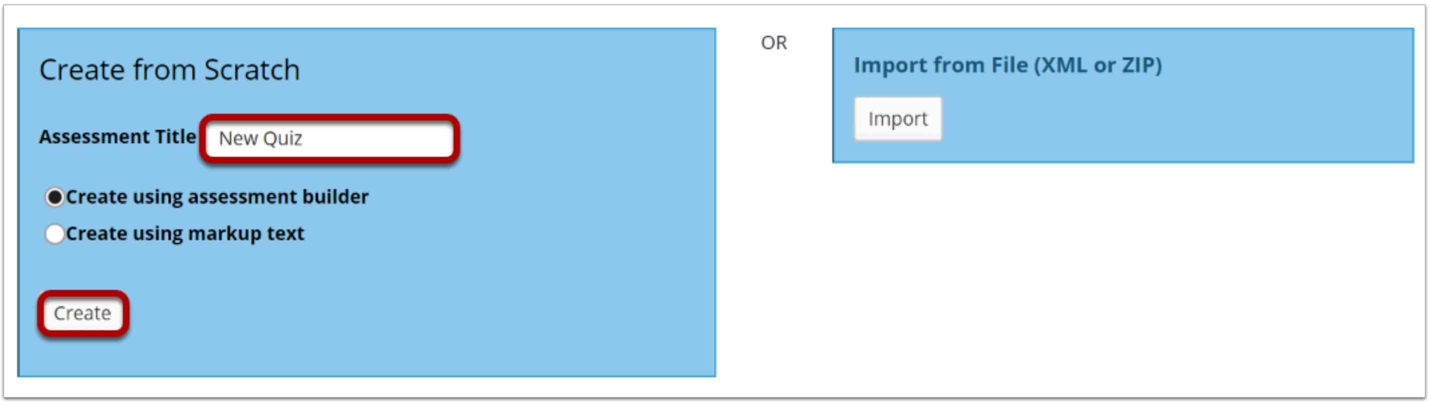


Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Click Add.

Footer

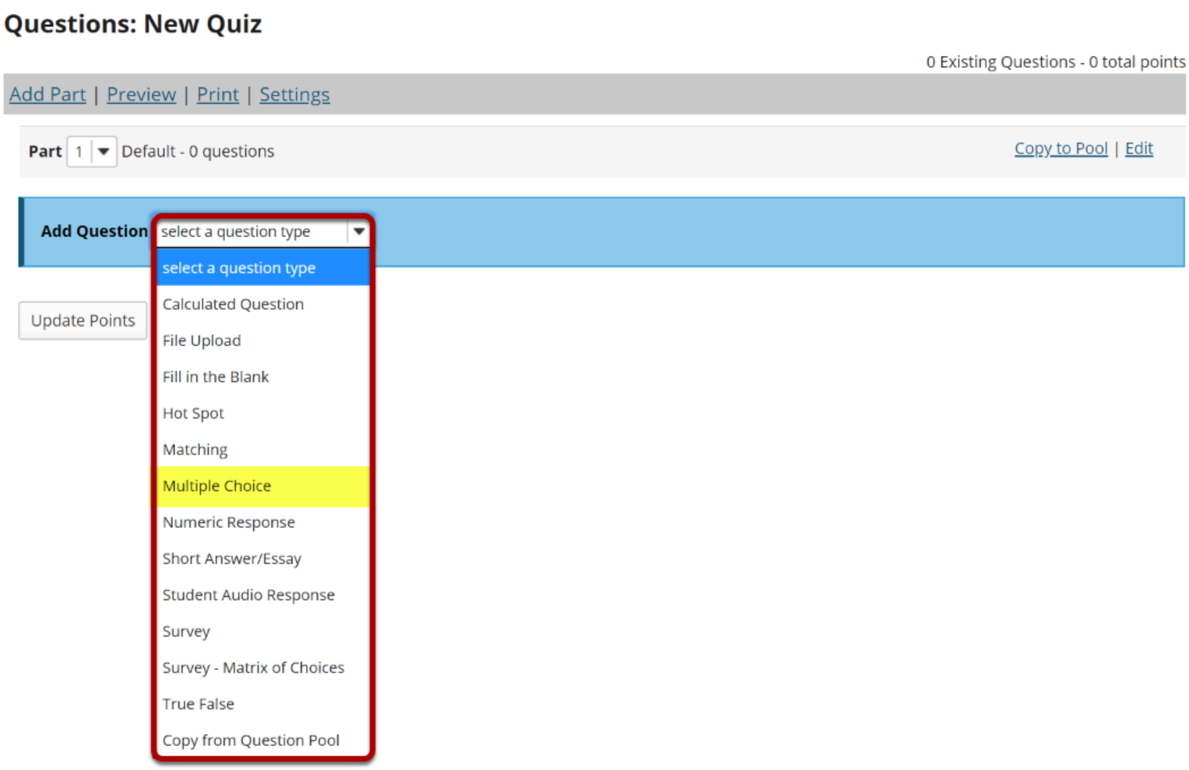
Create a new assessment.



Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see [How do I create an assessment from markup text or cut and paste?]() and [How do I import questions into a new assessment or question pool?]()

Note: You cannot have more than one assessment with the same title.

Add a question.

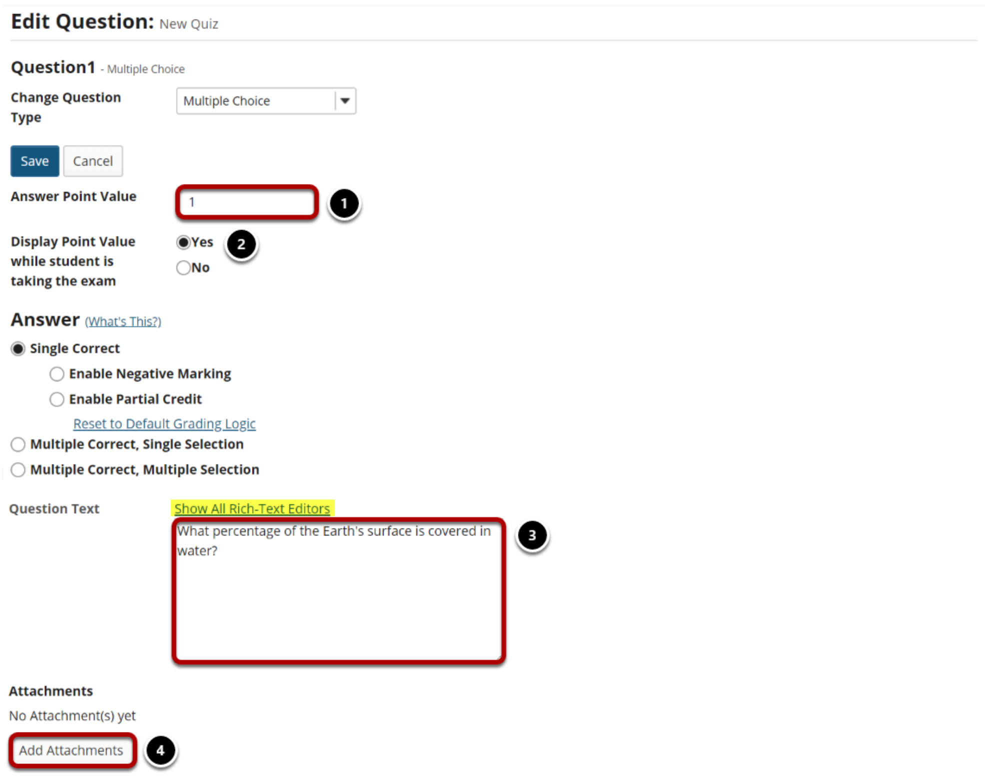


Select the type of question you would like to add from the **Add Question** drop-down menu.

Footer

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options.



Most question types allow you to specify:

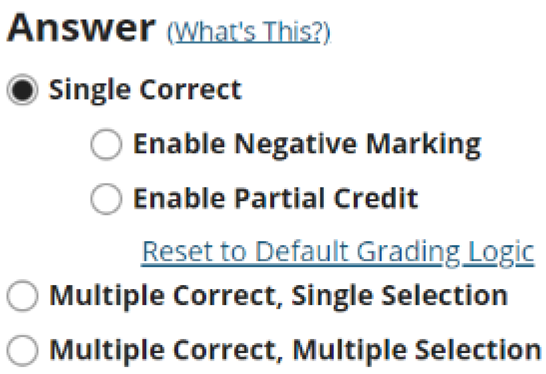
1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see [How do I add a new question (with the assessment builder)?](#) Other options regarding the answer and configuration are specific to the question type.

Note: The [Rich Text Editor](#) is available for use in composing your questions and answers. Click on the ***Show All Rich-Text Editors*** *link to display the editor.*

Footer

Choose number of correct responses (for multiple choice).



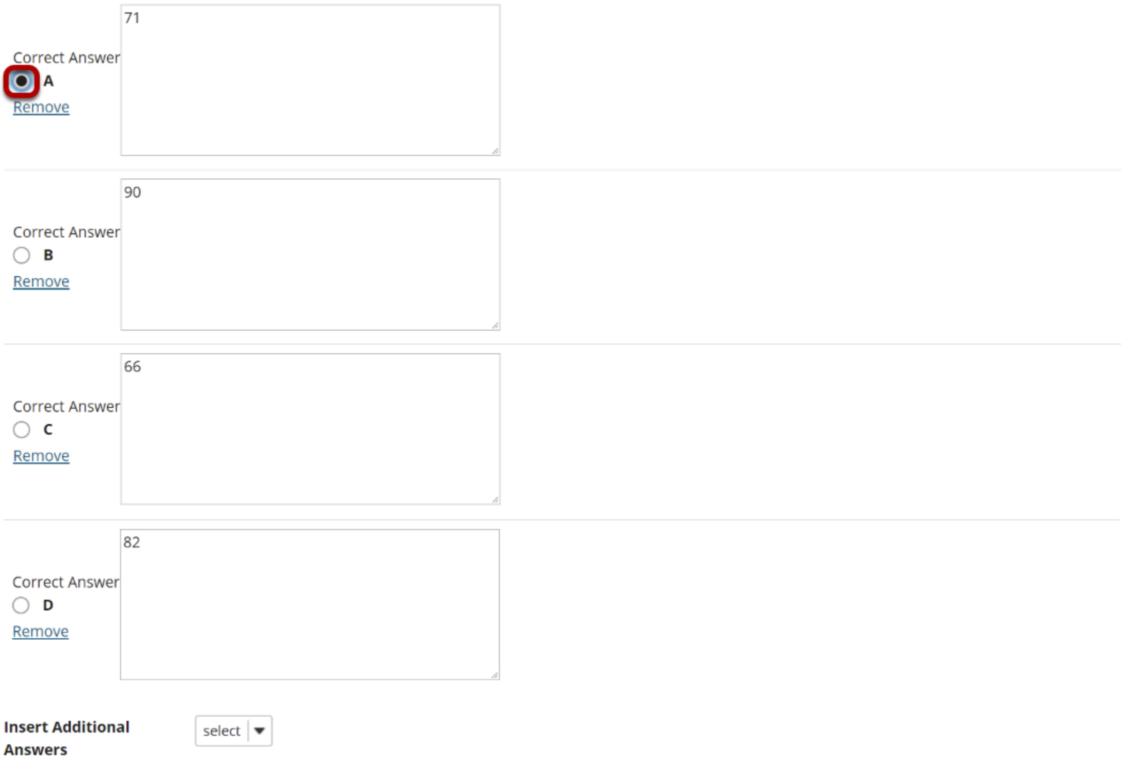
You can choose to have a **Single Correct** response, **Multiple Correct, Single Selection**, or **Multiple Correct, Multiple Selection**.

If you select **Single Correct** (the default) you also have the option to **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer. Partial credit allows you to specify a percentage of the question points to be awarded for selecting an incorrect but still partially acceptable answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Footer

Enter the answer choices (for multiple choice).

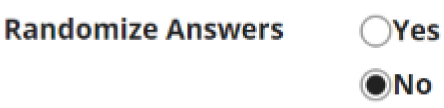


Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

Choose whether or not to randomize answers (for multiple choice).

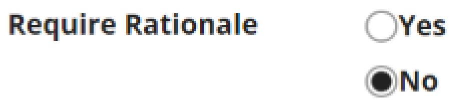


The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Footer

Choose whether or not to require rationale.



The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Footer

Provide answer feedback. (Optional)

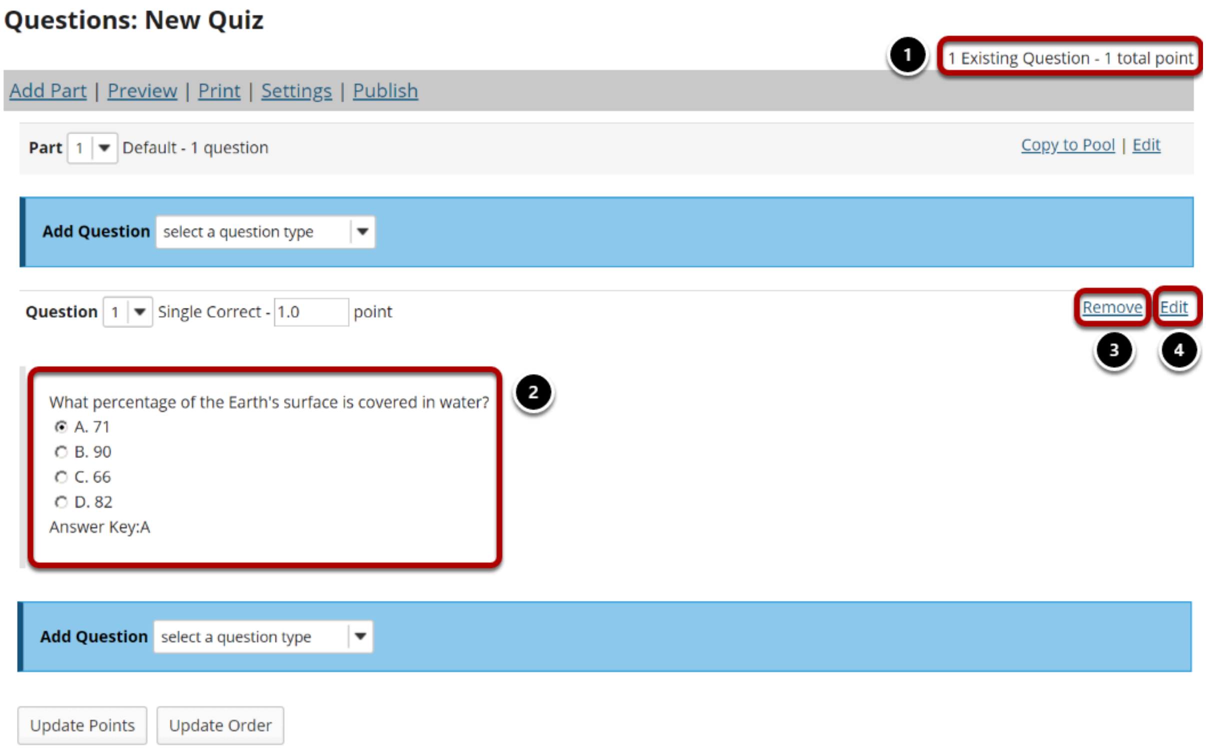
If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.

Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

Footer

Continue adding questions.



Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

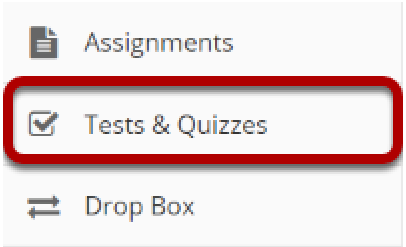
1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions on the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, click the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, click the **Edit** link to the right of the question.

Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.

Footer

How do I create a new assessment using markup text or cut and paste?

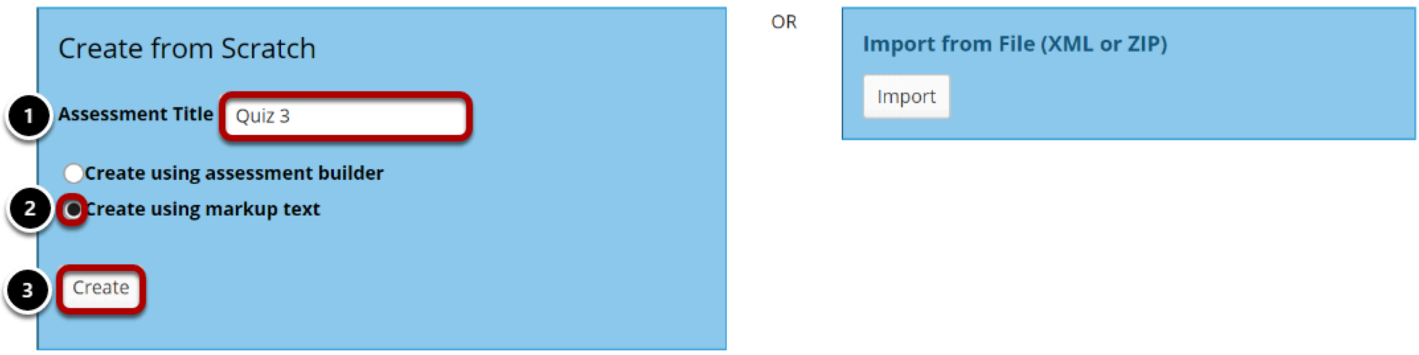
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Add.

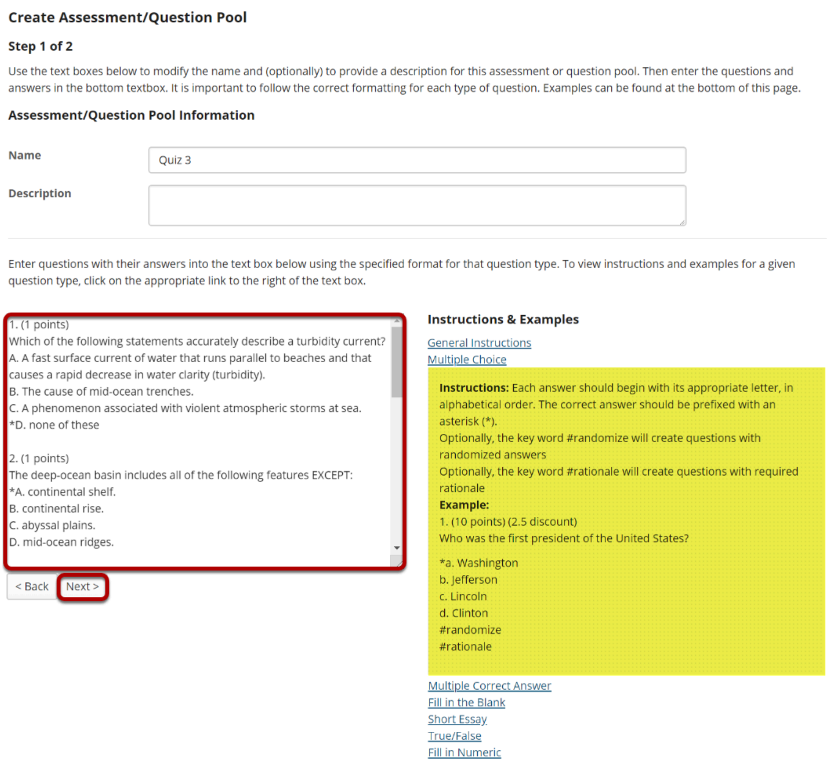
Create your assessment.



1. Enter a title for the assessment.
2. Choose the **Create using markup text** radio button.
3. Click **Create**.

Footer

Paste your questions.



In this screen, you will see fields for the name and description of the your assessment, and for the questions. Enter your questions into the questions window and then click **Next**.

Note: Your questions must be written in a specific format. Refer to the "Instructions and Examples" shown on this screen for the correct format.

Footer

Write your questions in advance.

mod3quiz.txt - Notepad

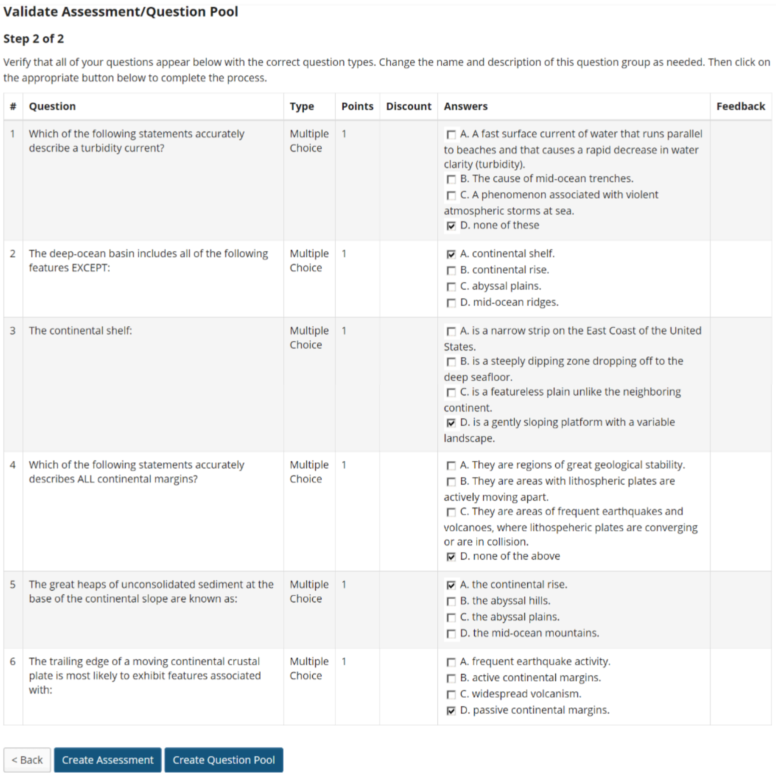
File Edit Format View Help

```
1. (1 points)
Which of the following statements accurately describe a turbidity current?
A. A fast surface current of water that runs parallel to beaches and that causes a rapid
decrease in water clarity (turbidity).
B. The cause of mid-ocean trenches.
C. A phenomenon associated with violent atmospheric storms at sea.
*D. none of these

2. (1 points)
The deep-ocean basin includes all of the following features EXCEPT:
*A. continental shelf.
B. continental rise.
C. abyssal plains.
D. mid-ocean ridges.

3. (1 points)
The continental shelf:
A. is a narrow strip on the East Coast of the United States.
B. is a steeply dipping zone dropping off to the deep seafloor.
C. is a featureless plain unlike the neighboring continent.
*D. is a gently sloping platform with a variable landscape.

4. (1 points)
Which of the following statements accurately describes ALL continental margins?
A. They are regions of great geological stability.
B. They are areas with lithospheric plates are actively moving apart.
C. They are areas of frequent earthquakes and volcanoes, where lithospeheric plates are
converging or are in collision.
*D. none of the above
```

Tip: You may find it convenient to prepare questions in advance and then copy and paste them into the question area. Refer to the mark-up text format required and then type up your questions in a text editor. Then, copy and paste your questions into the markup text area.

Footer

Check your questions.


Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers	Feedback
1	Which of the following statements accurately describe a turbidity current?	Multiple Choice	1		A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity). B. The cause of mid-ocean trenches. C. A phenomenon associated with violent atmospheric storms at sea. D. none of these	
2	The deep-ocean basin includes all of the following features EXCEPT:	Multiple Choice	1		A. continental shelf. B. continental rise. C. abyssal plains. D. mid-ocean ridges.	
3	The continental shelf:	Multiple Choice	1		A. is a narrow strip on the East Coast of the United States. B. is a steeply dipping zone dropping off to the deep seafloor. C. is a featureless plain unlike the neighboring continent. D. is a gently sloping platform with a variable landscape.	
4	Which of the following statements accurately describes ALL continental margins?	Multiple Choice	1		A. They are regions of great geological stability. B. They are areas with lithospheric plates are actively moving apart. C. They are areas of frequent earthquakes and volcanoes, where lithospeheric plates are converging or are in collision. D. none of the above	
5	The great heaps of unconsolidated sediment at the base of the continental slope are known as:	Multiple Choice	1		A. the continental rise. B. the abyssal hills. C. the abyssal plains. D. the mid-ocean mountains.	
6	The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:	Multiple Choice	1		A. frequent earthquake activity. B. active continental margins. C. widespread volcanism. D. passive continental margins.	

< Back | Create Assessment | Create Question Pool

Check that your questions meet your expectations.

Click Create Assessment.

If everything looks correct, click **Create Assessment** to create a new assessment.

(Alternately, you may click **Create Question Pool** to create a new question pool instead of a new assessment.)

Continue editing your exam.

You may now make further changes as described in [How do I create an Assessment (i.e. Test or Quiz)?](), starting from "Add a question."

Tip: Remember that you still need to [publish your assessment]() before students can view and submit it.

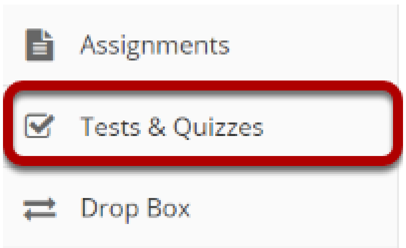
Footer

How do I create a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

In general, the instructor clicks "Add," chooses a question type, and supplies the parts that are called for by that question type. This article covers the general settings common to most question types. For additional information on specific questions types, please refer to the individual articles for the appropriate question type.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Select an assessment.

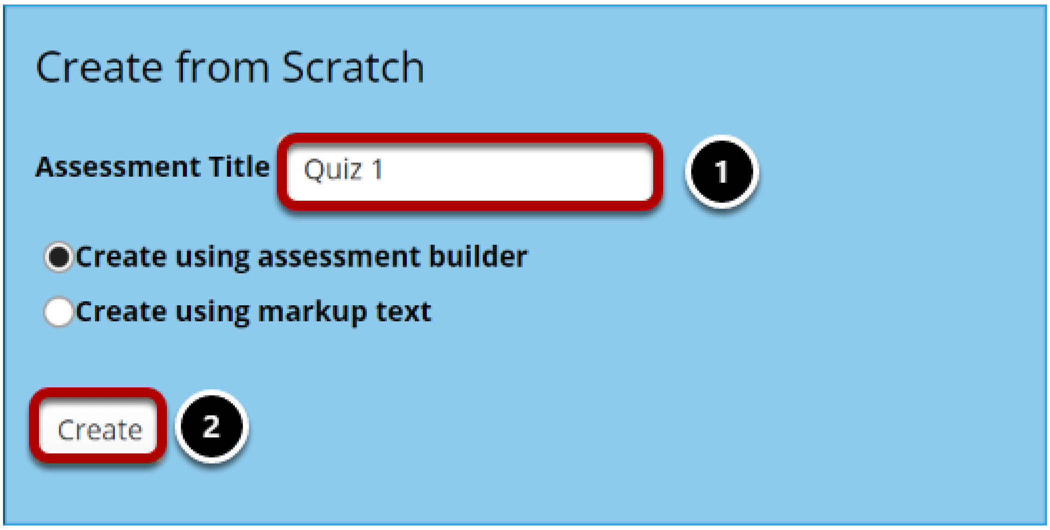
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

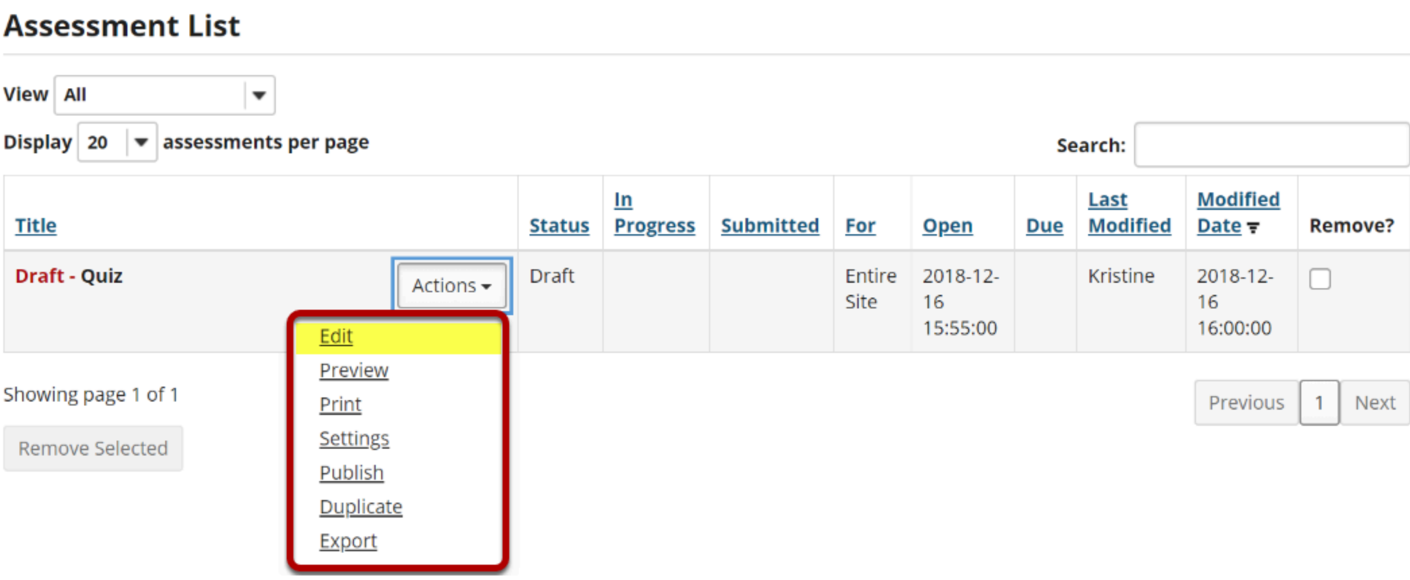
Click Add.

Footer



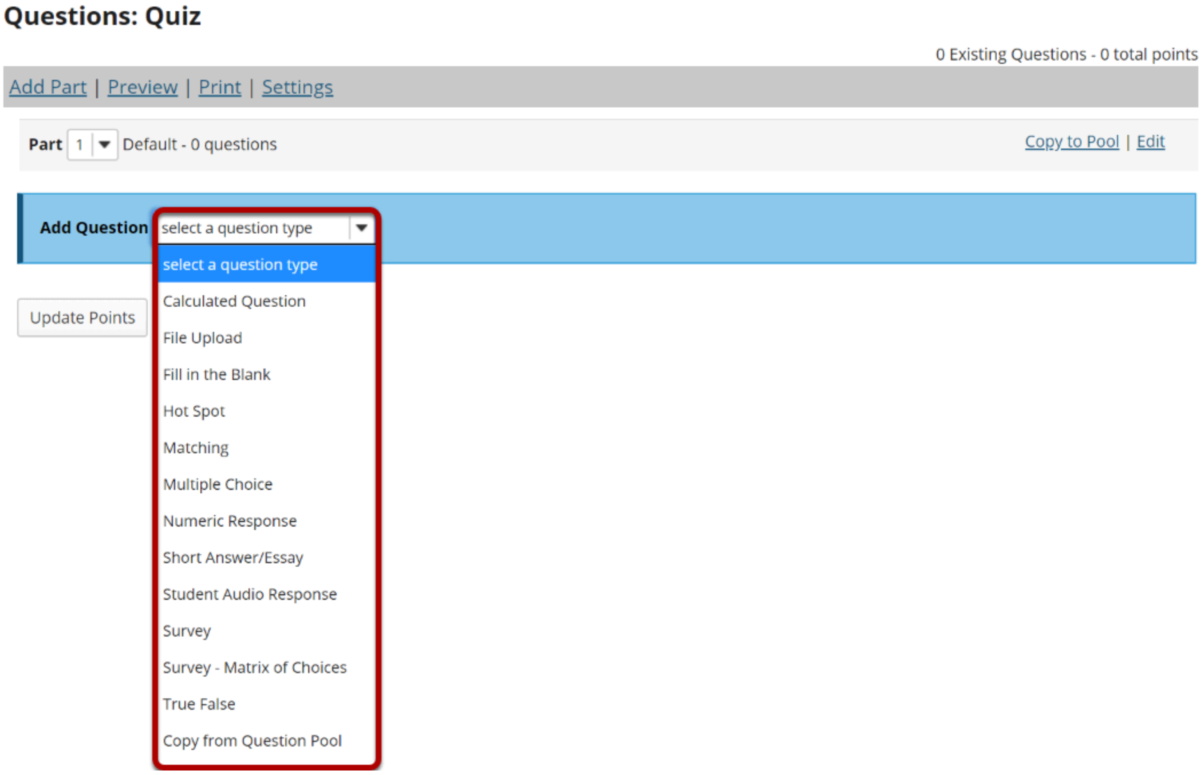
For more information on creating new assessments, see [How do I create an assessment?]

Or edit an existing assessment.



Footer

Insert a question of the desired question type.



Select the type of question you would like to add from the **Add Question** drop-down menu.

Note: For more information about a specific question type, please refer to the individual help article for adding that type of question.

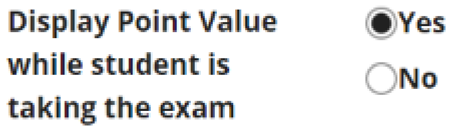
Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

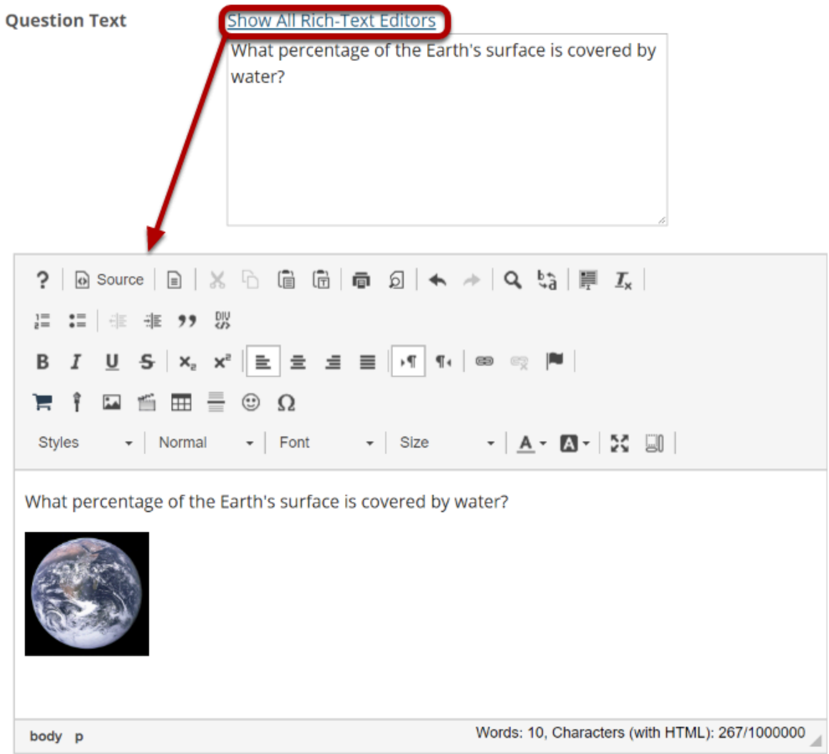
Footer

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Enter the question text.

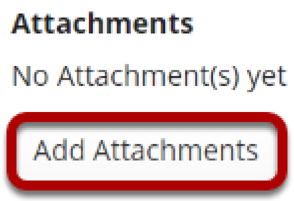


Enter the text of your question into the text box provided. You may also click on the **Show All Rich-Text Editors** link in the top right corner of the text box to load the WYSIWYG html editor. The rich text editor allows you to format your question text and/or add images, links, or other resources.

Note: This section will vary depending on the type of question you are adding.

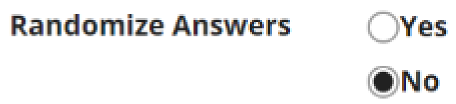
Footer

Add attachments.



If you would like to attach a file to the question, you may click on the **Add Attachments** button to browse for and upload a file. Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

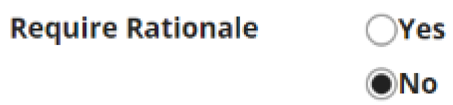
Choose whether or not to randomize answers (for multiple choice).



The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.



The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Footer

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Footer

Save your question.

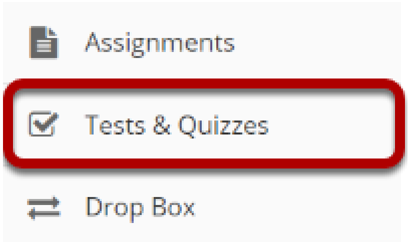
Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

Footer

How do I create a multiple choice question?

A multiple choice question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or require allow multiple selections (one or more) for a correct answer.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Select an assessment.

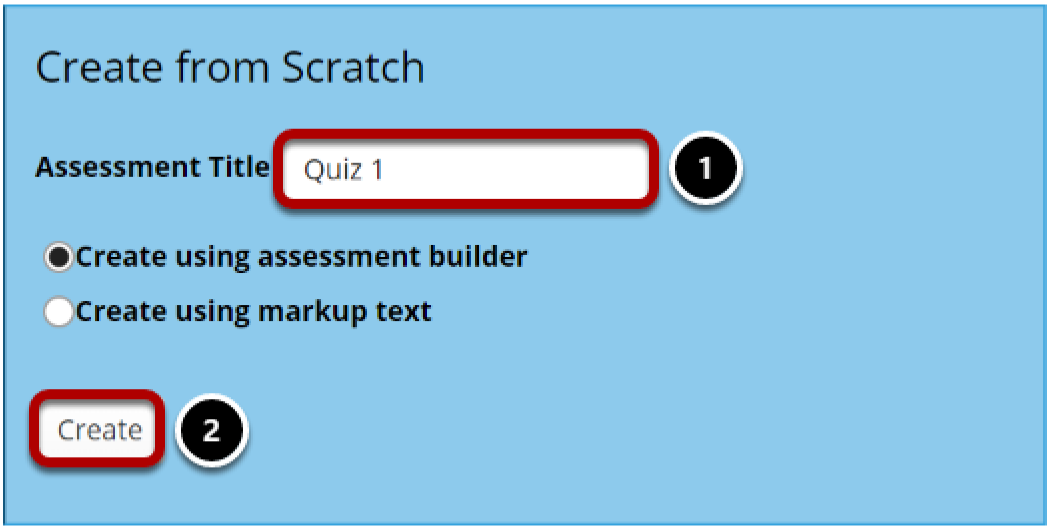
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

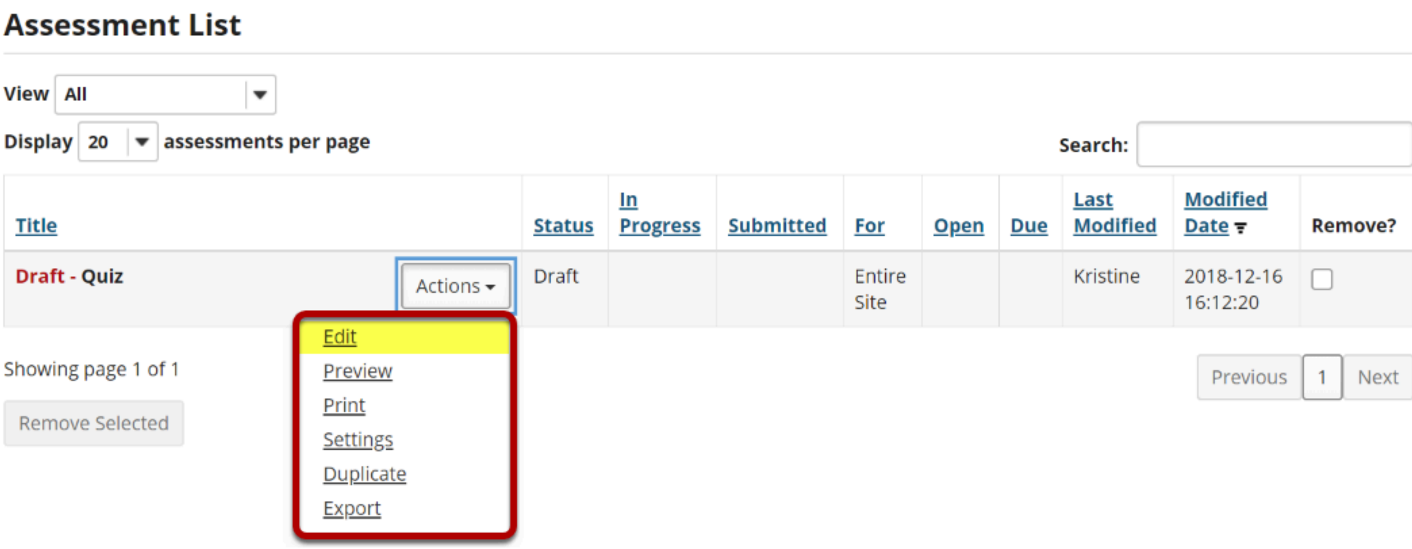
Click Add.

Footer



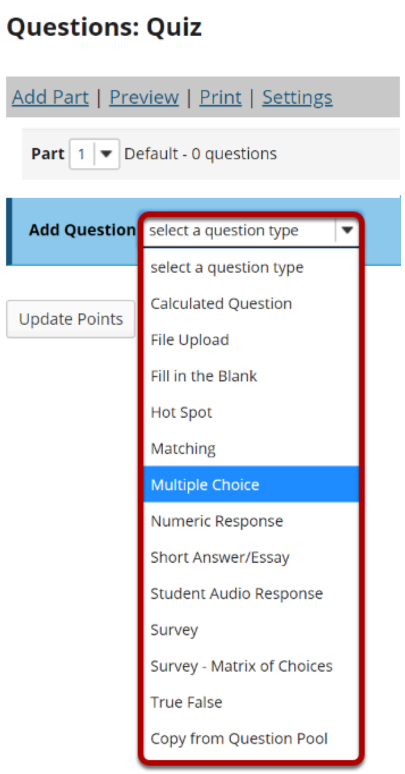
For more information on creating new assessments, see [How do I create an assessment?]

Or edit an existing assessment.



Footer

From the Add Question drop-down menu, select Multiple Choice.

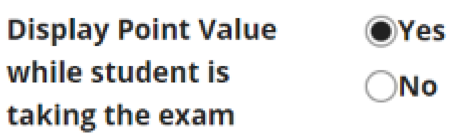


Enter a point value.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

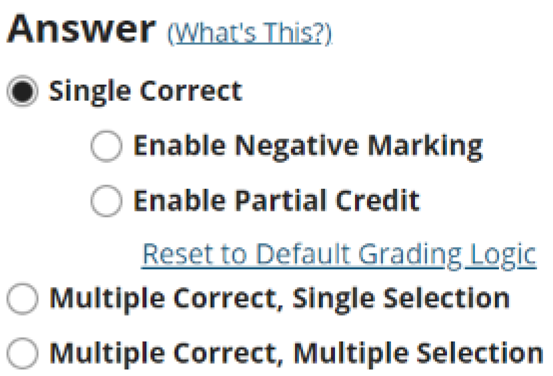
Display points?



Footer

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

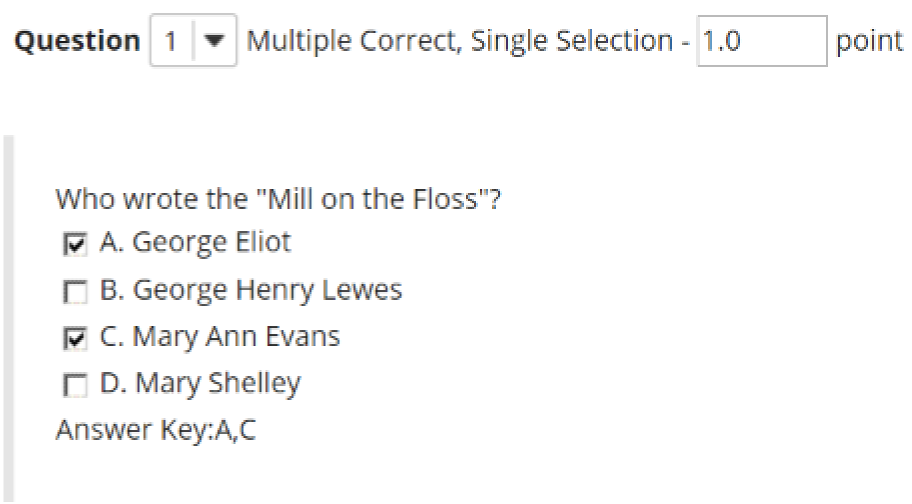
Choose the answer configuration.



Single correct.

A single correct answer grants all of the points to that selection. Selecting that configuration reveals a field for optional designation of negative points, incurred for any single incorrect selection.

Multiple Correct, Single Selection

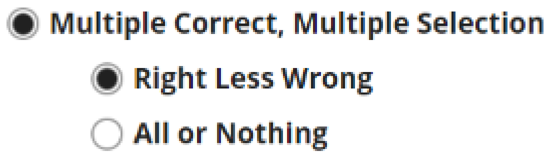


A multiple correct, single selection answer grants all of the points to more than one single selection.

Footer

If more than one of the answer selections is correct, then each can be checked, and a student who checks either of those selections (via radio buttons) earns all of the points. An example is shown above.

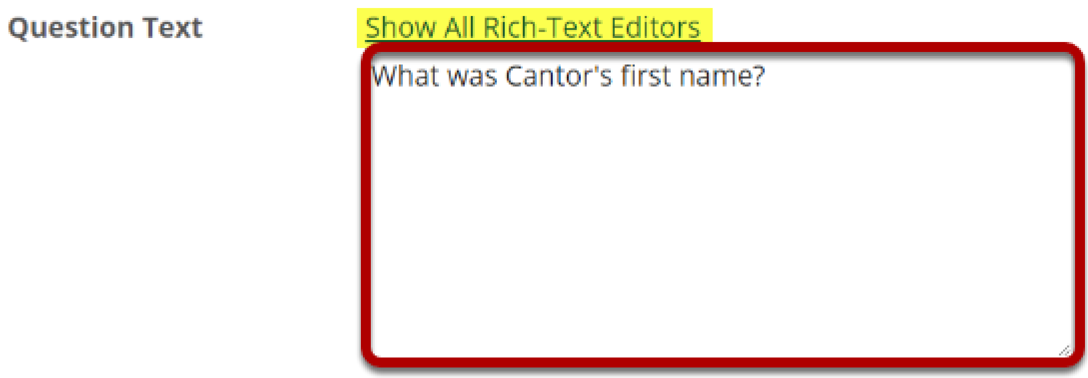
Multiple Correct, Multiple Selection



A multiple correct, multiple selection answer requires several selections and allows different policies for granting the points.

- The option **Right Less Wrong** means that the points possible will be reduced by each box checked wrongly, either affirmed for a selection that should not be included, or left empty for a selection that should be included in the correct answers.
- The option **All or Nothing** means that all points are granted for a fully correct answer only; any other combination of affirmed and empty check boxes earns no points.

Add Question Text.

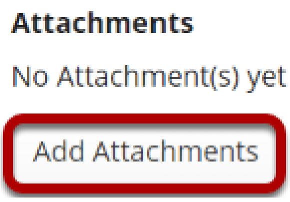


Type the question into the text box provided.

*Note: You may also use the [Rich Text Editor](#) by clicking on the **Show All Rich-Text Editors** link.*

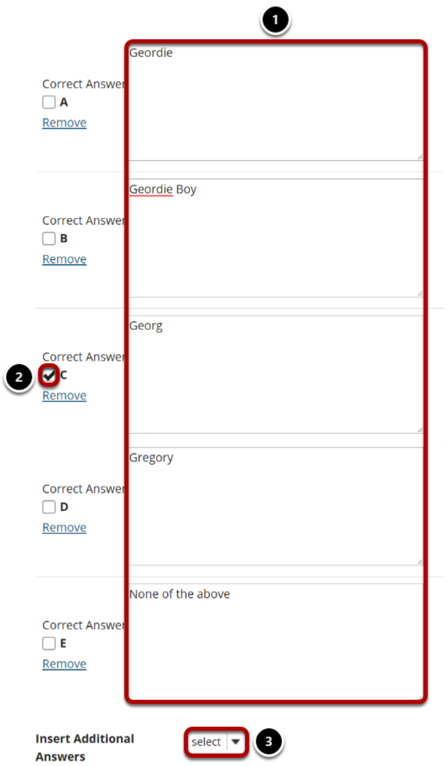
Footer

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Enter the question answers.

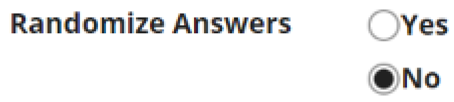


1. Type the answers in the text boxes provided.
2. Indicate the correct answer by selecting the appropriate letter in the **Correct Answer** column.
3. (Optional) For more possible answers, choose a number from the drop-down list Insert Additional Answers.

Tip: To expand or shrink the text boxes, drag the corners.

Footer

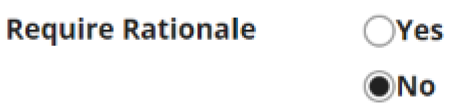
Choose whether or not to randomize answers (for multiple choice).



The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.



The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Footer

Add answer feedback. (Optional)

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Click Save.

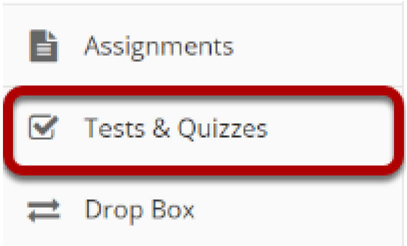
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a matching question?

This feature allows the user to create a numbered list of choices and a corresponding drop-down list of matches.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

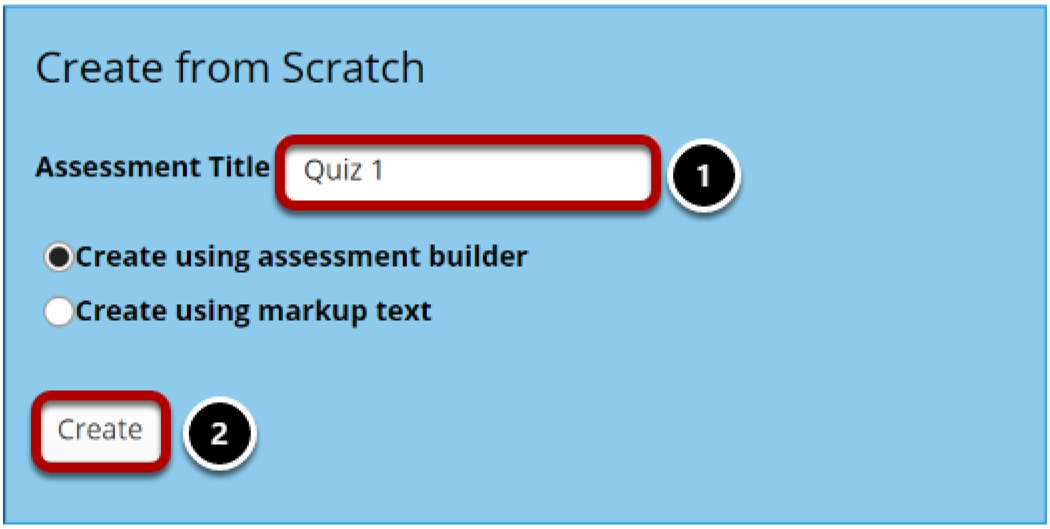
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

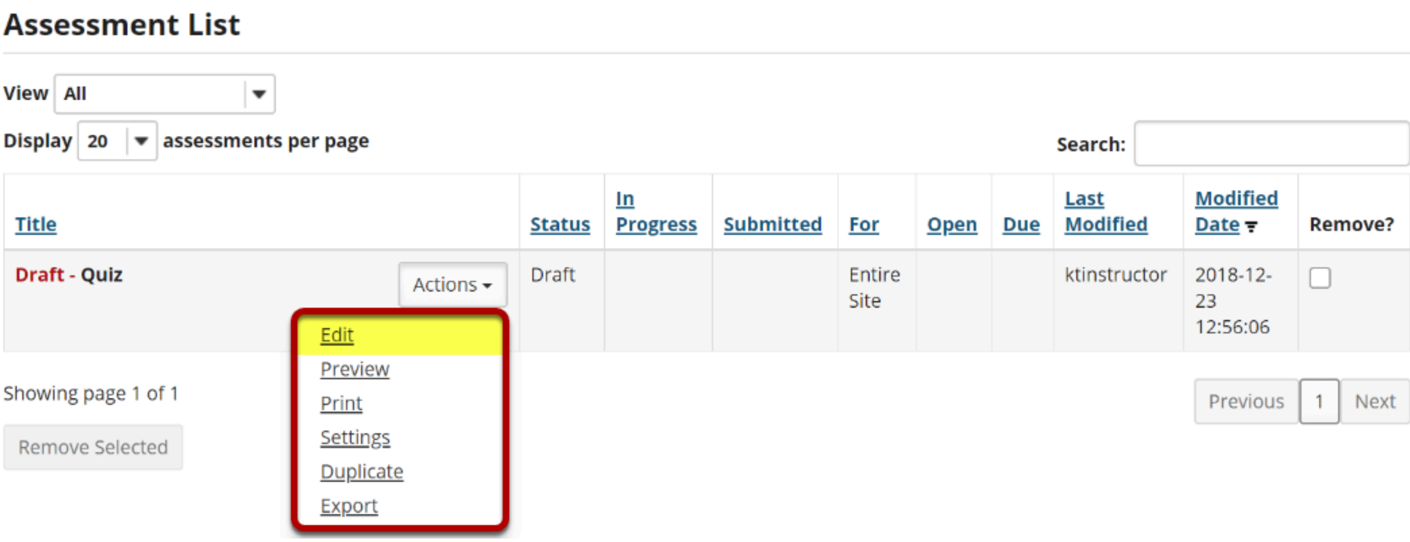
Click Add.

Footer



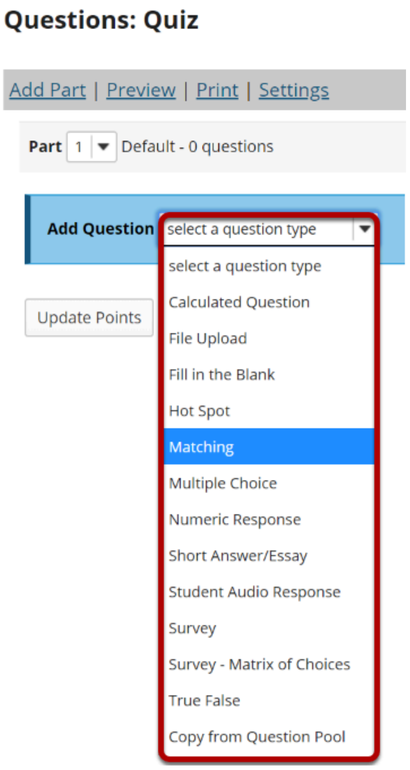
For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Footer

Select Matching from drop-down menu.



After selecting **Matching** from the drop-down menu, the program will open additional options for the question.

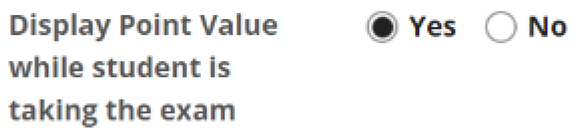
Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

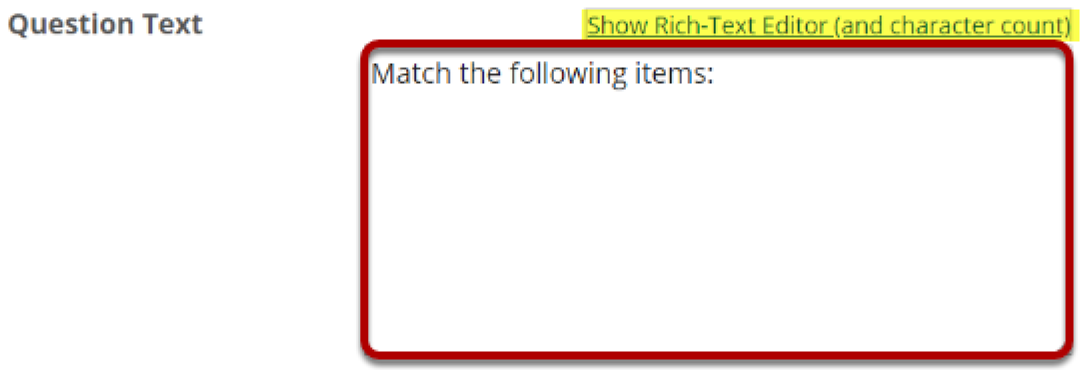
Footer

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

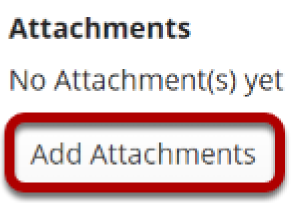
Add Question Text.



Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](), click the hyperlink to open the full menu.

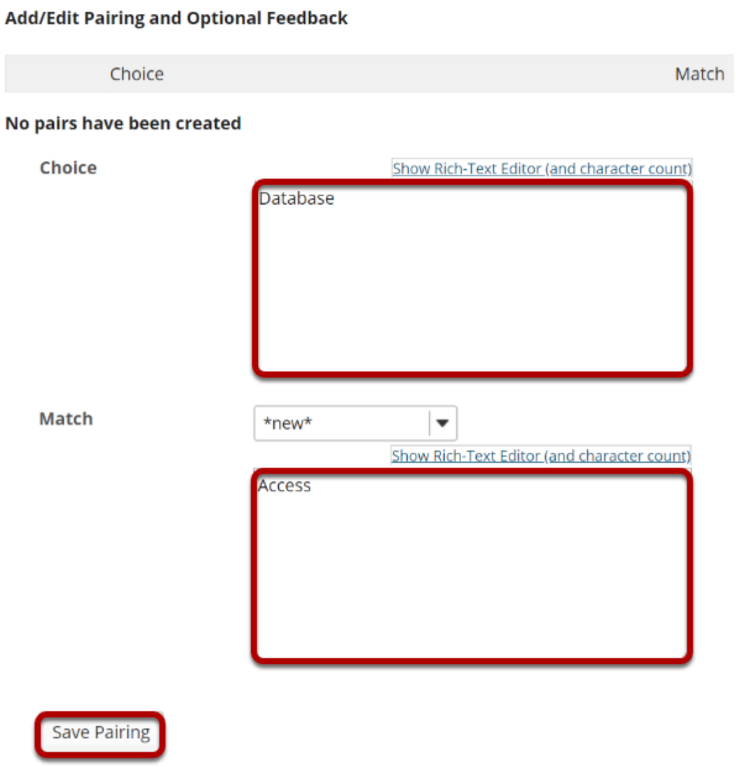
Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Footer

Add text for Choices and Matches.



Use the **Choice** and **Match** text fields to create a correct pair, then click **Save Pairing**. (Remove or edit any of the created pairs by using the **Remove** and **Edit** links next to each pair.)

*Note: You may also select the type of match from the drop-down menu. Choices of match type are *new*, *None of the Above*, or select from existing matches.*

Assign to part. (Optional)

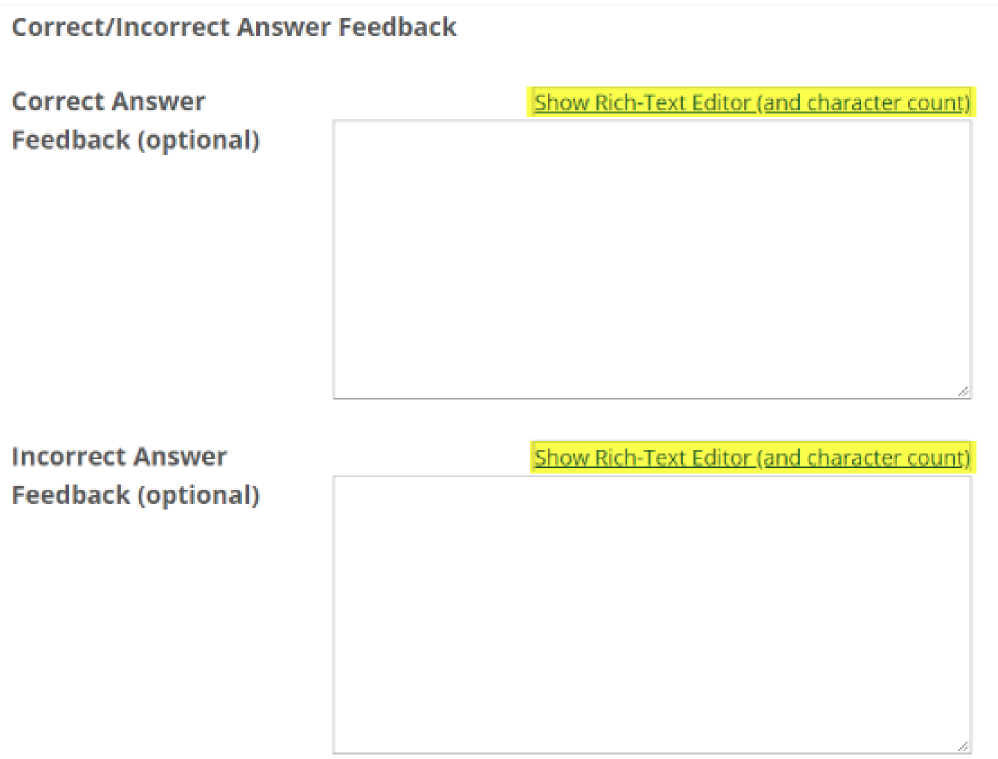
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Footer

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

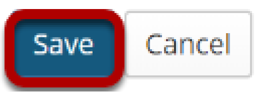
Add answer feedback. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.



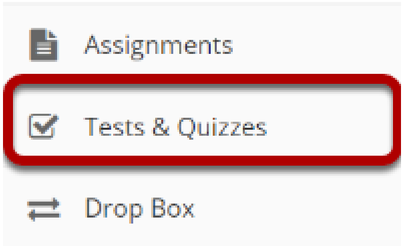
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a true/false question?

This allows for a true/false question to added to a new or existing assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

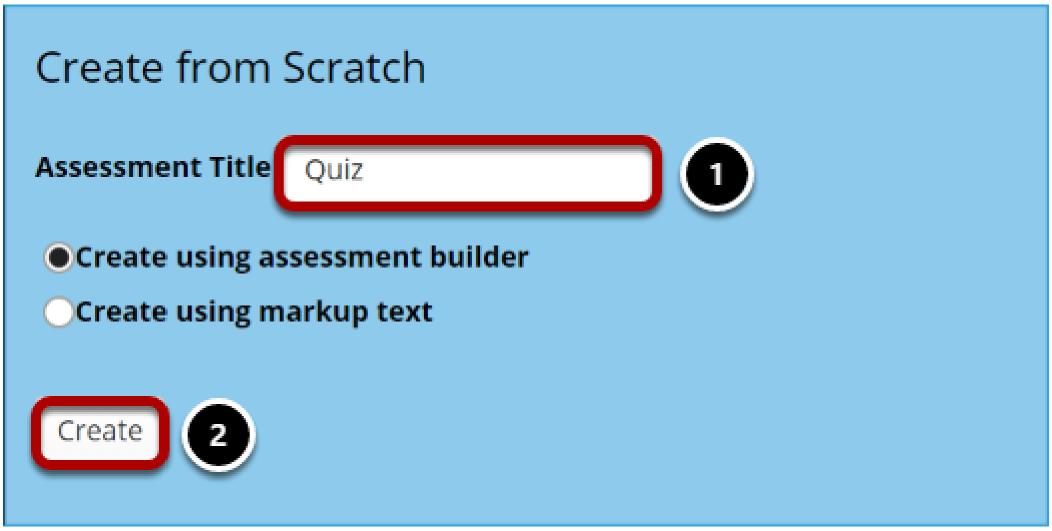
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

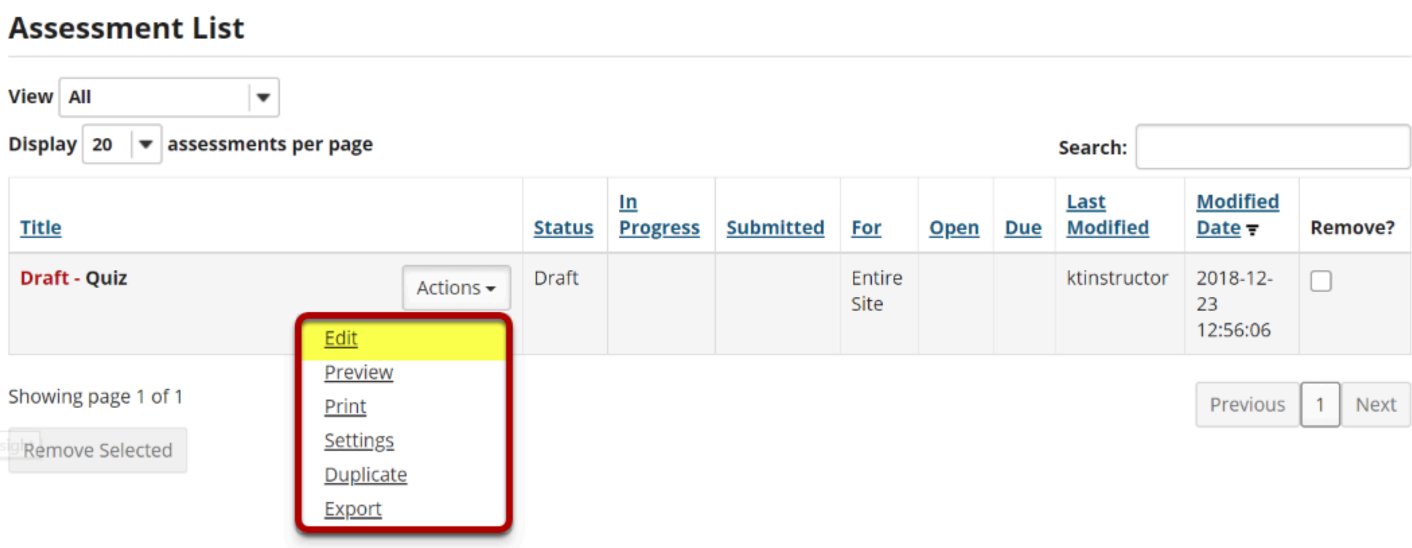
Click Add.

Footer



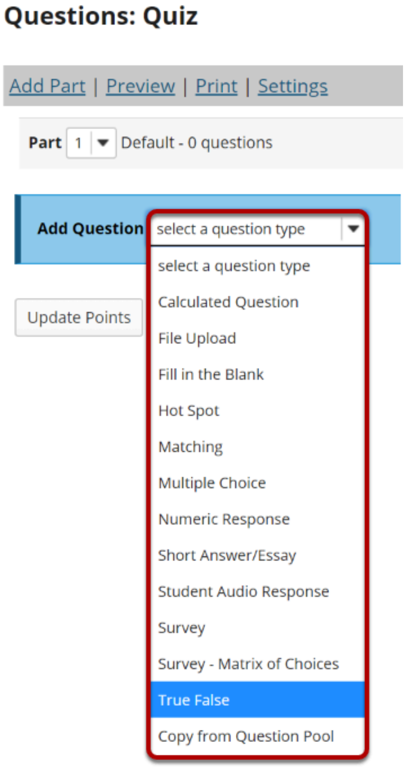
For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.



Footer

Select True False from drop-down menu.



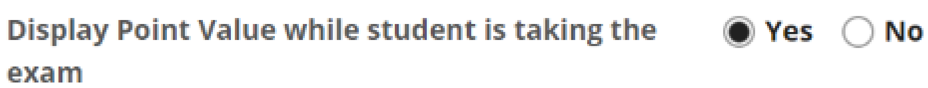
After selecting **True False** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

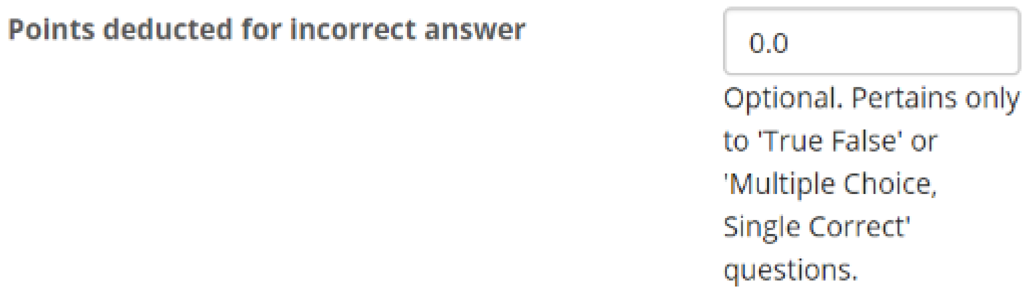
Display points?



Footer

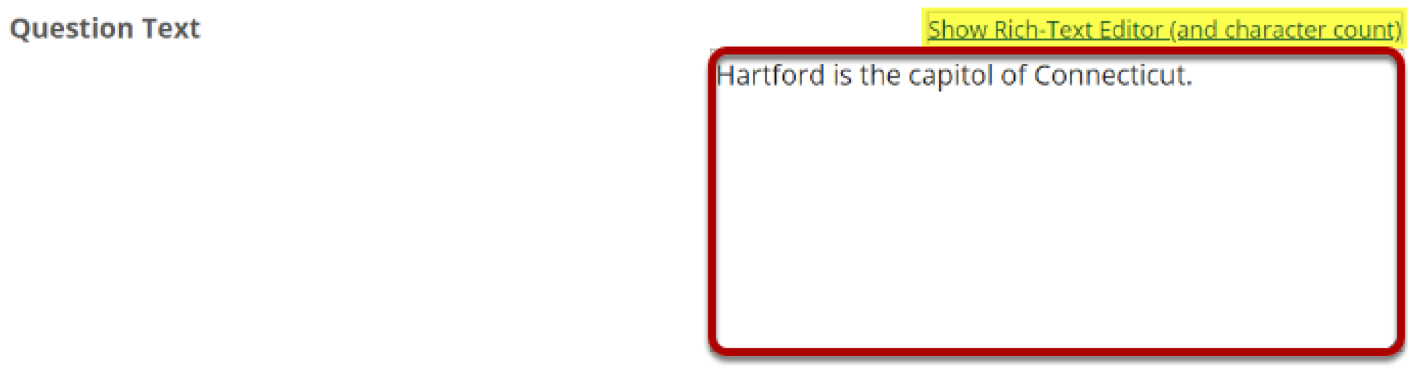
Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Points deducted for incorrect answer. (Optional)



Note: With true false questions, there is an option to deduct points for incorrect answers.

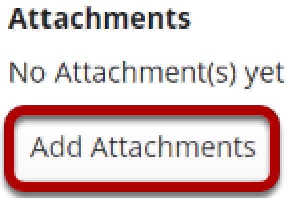
Add question text.



Type the question text into the text box provided.

*Note: If you prefer to enter the question text using [Rich-Text Editor](), you may click the hyperlink **Show/Hide Rich Text Editor** link and the editor will open.*

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Footer

Select the correct answer.

Answer ◉ True ○ False

Indicate either **True** or **False** as the correct response for this question.

Require rationale.

Required Rationale ○ Yes ◉ No

This option determines whether or not students are required to state *why* the statement is true or false when they submit a response.

Assign to part. (Optional)

Assign to Part [Part 1 - Default ▾]

If you have multiple parts in your assessment, you may assign the question to a different part.

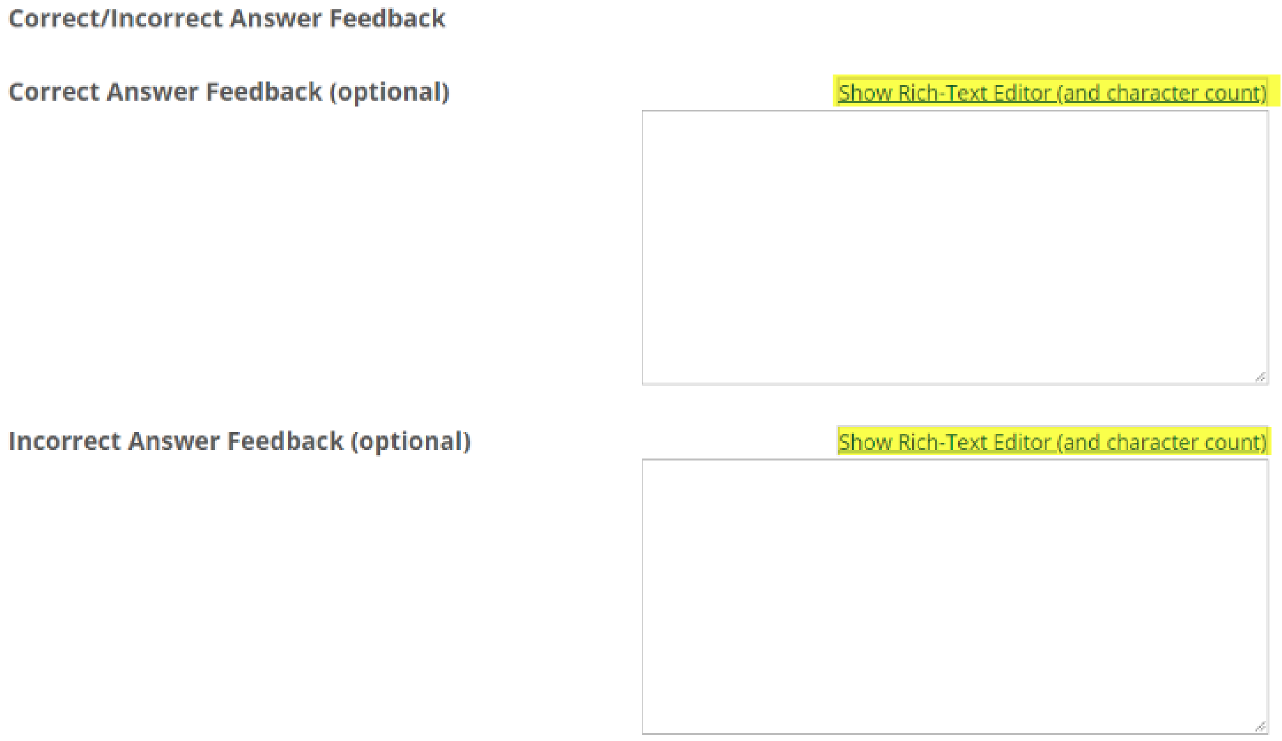
Assign to pool. (Optional)

Assign to Question Pool [Select a pool name (optional) ▾]

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Footer

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For true false questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

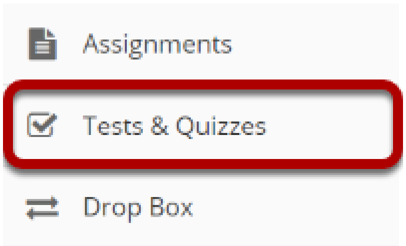
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a short answer/essay question?

This allows for a short answer or essay question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer. This type of question must be manually graded.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu.

Select an assessment.

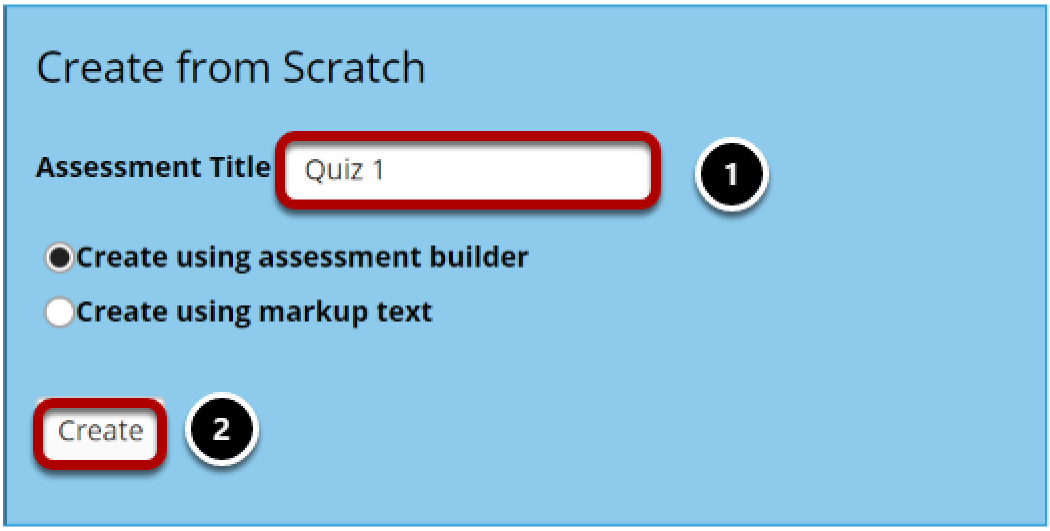
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

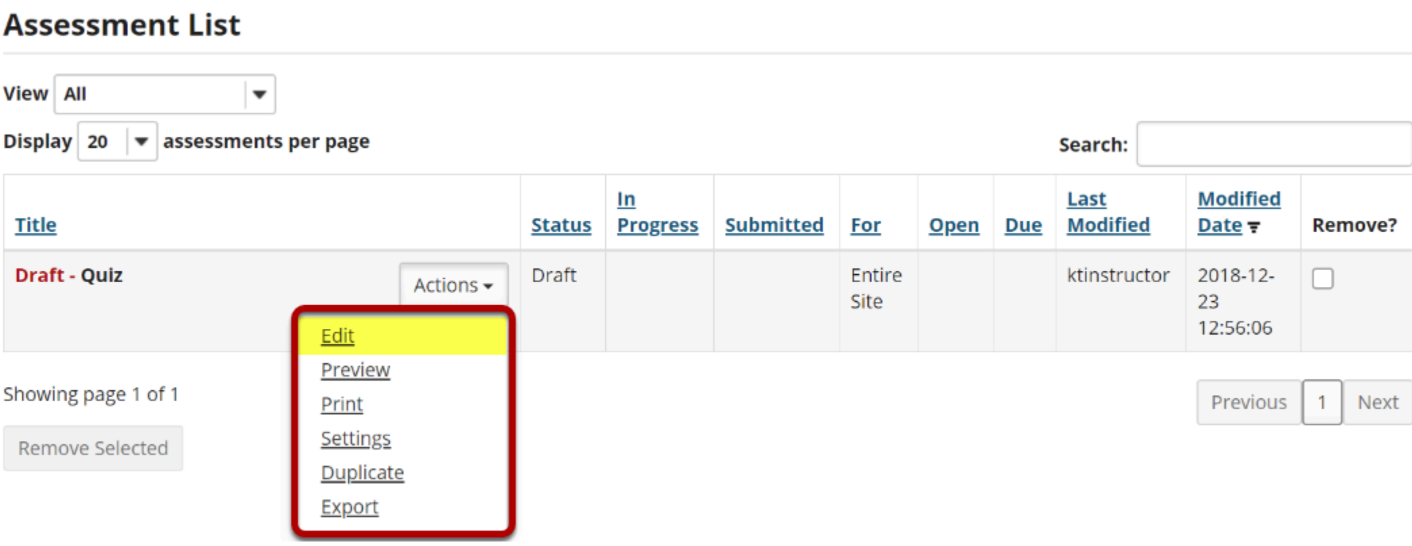
Click Add.

Footer



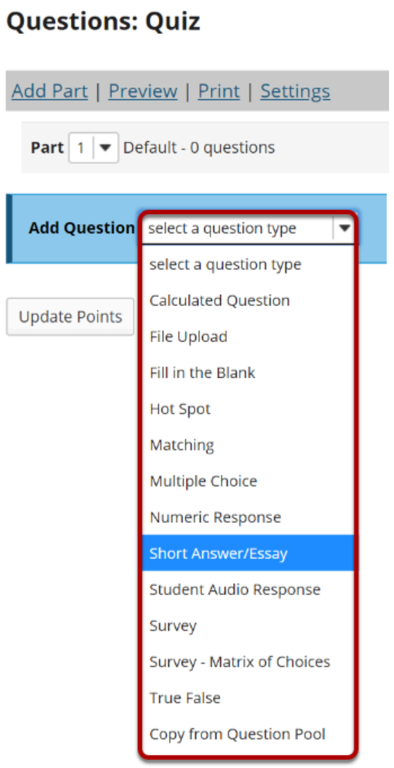
For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Footer

Select Short Answer/Essay from drop-down menu.



After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

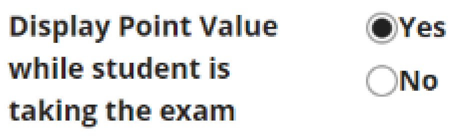
Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

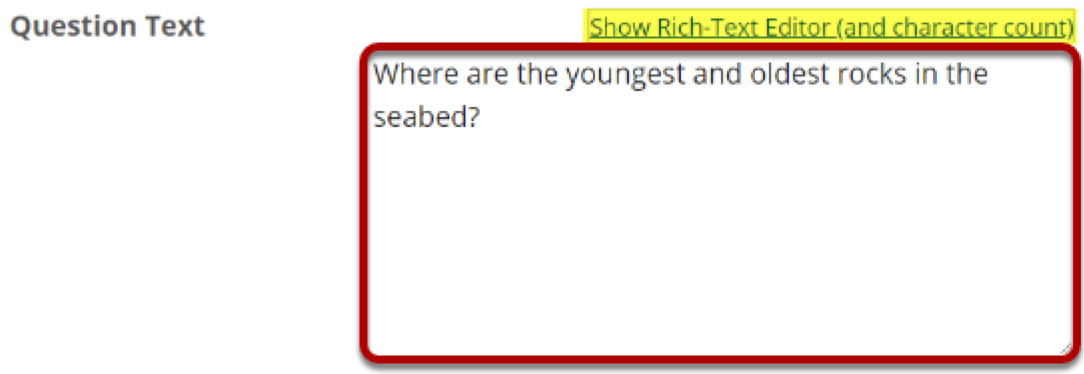
Footer

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

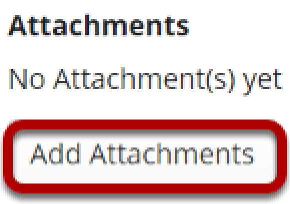
Add Question Text.



Type the **Question Text** into the text box provided.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Footer

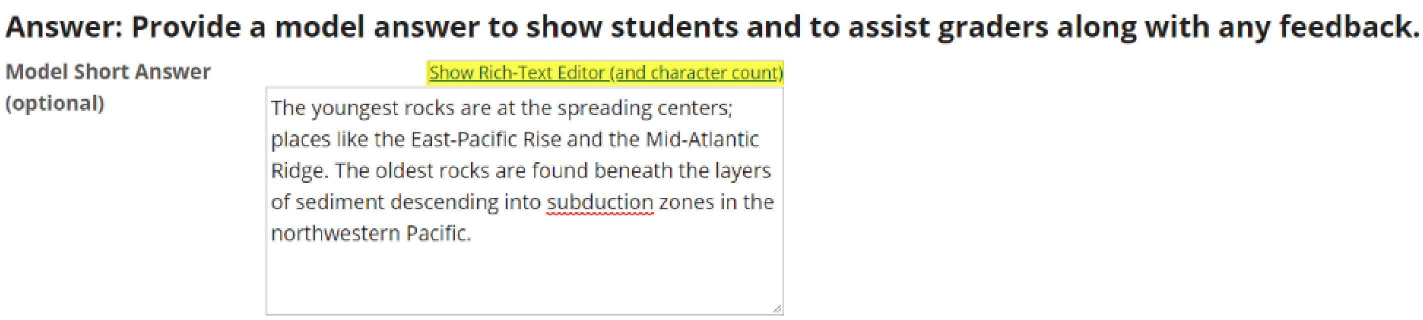
Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide model answer. (Optional)

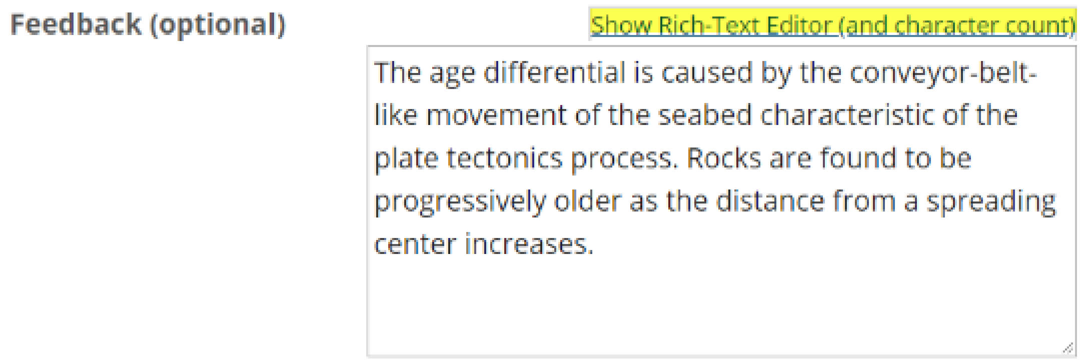


Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Footer

Provide Feedback. (Optional)



Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

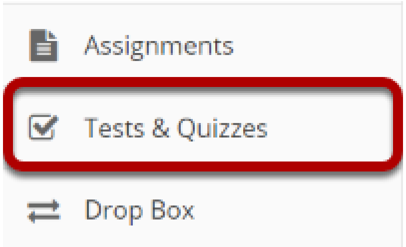
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a fill in the blank question?

This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

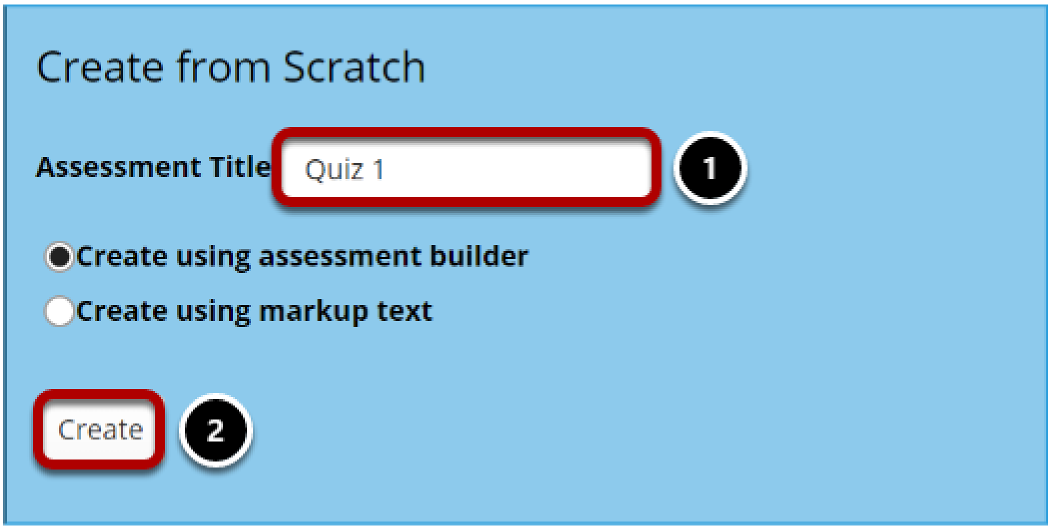
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

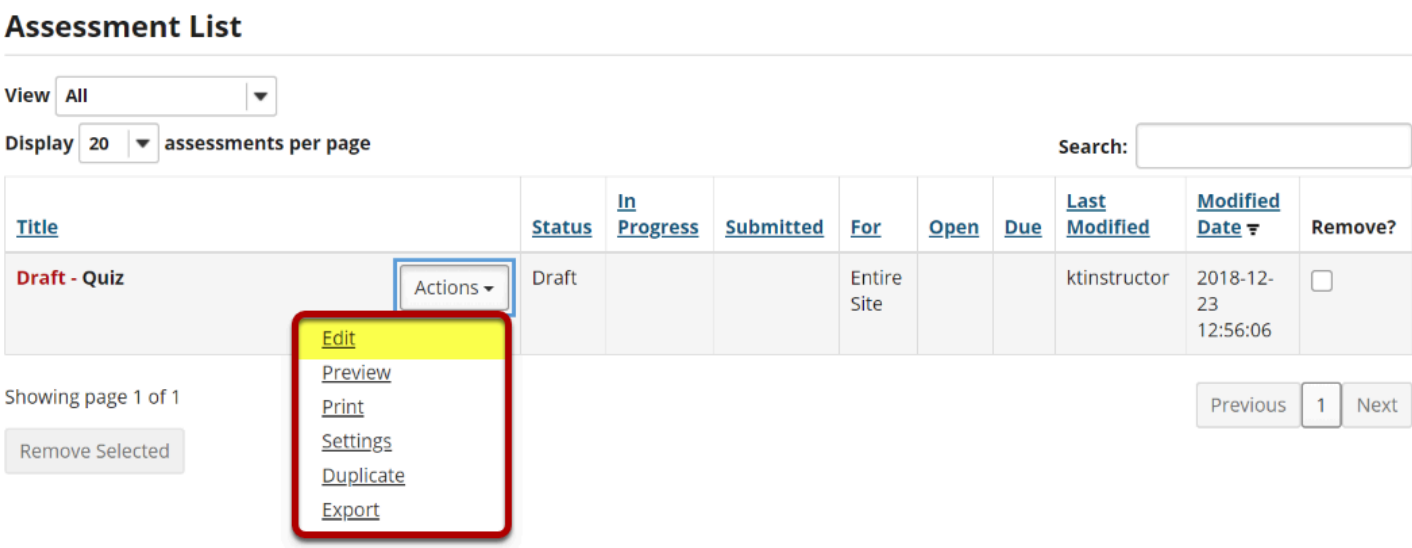
Click Add.

Footer



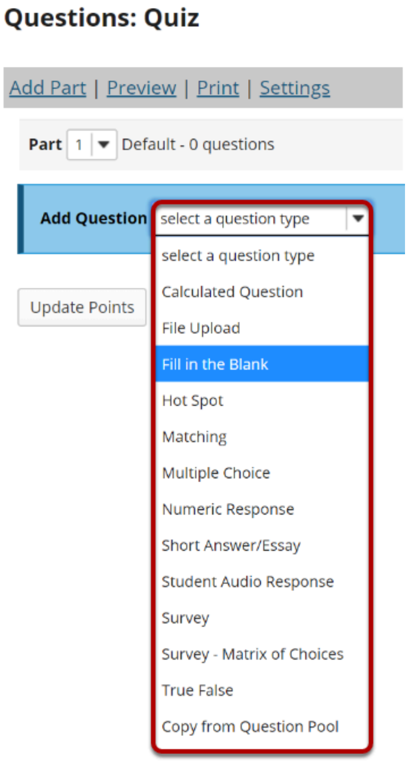
For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.



Footer

Select Fill in the Blank from drop-down menu.



After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.

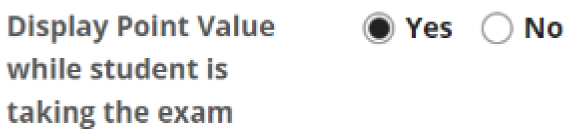
Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

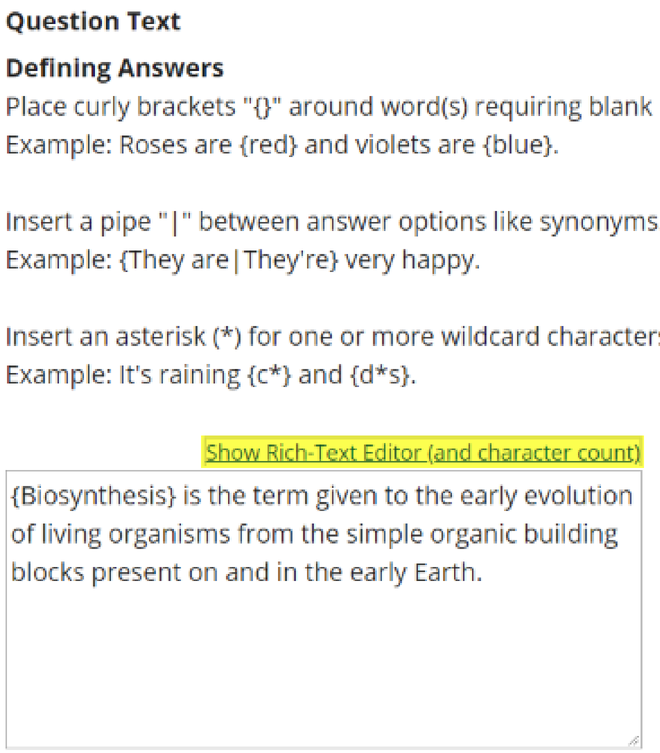
Footer

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

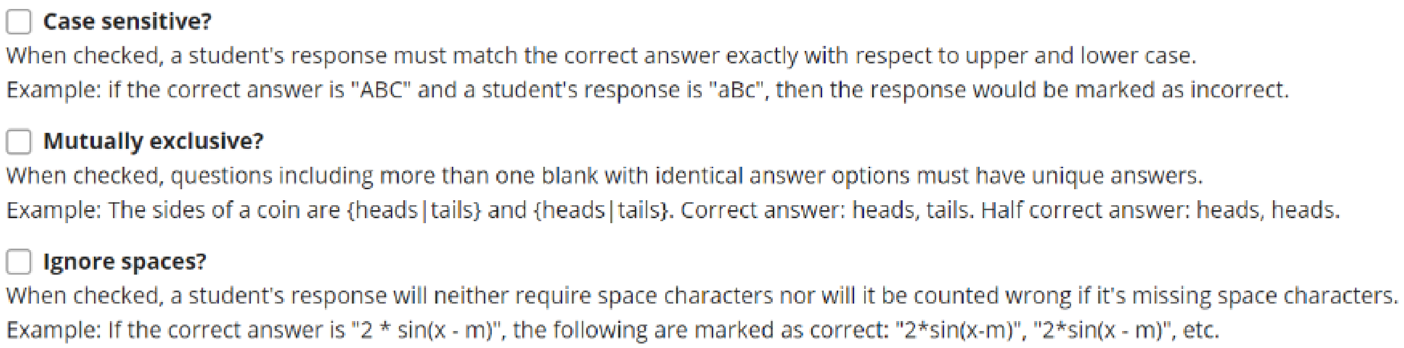


Type the **Question Text** into the text box provided.

Note: If preferred, click the hyperlink to open the Rich-Text Editor.

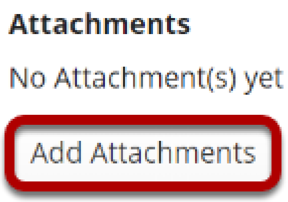
Footer

Select Case Sensitive, Mutually Exclusive, Ignore Spaces options.



Check boxes if the correct answer is case sensitive, the question has more than one acceptable answer, and/or to ignore any spaces in the answer.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

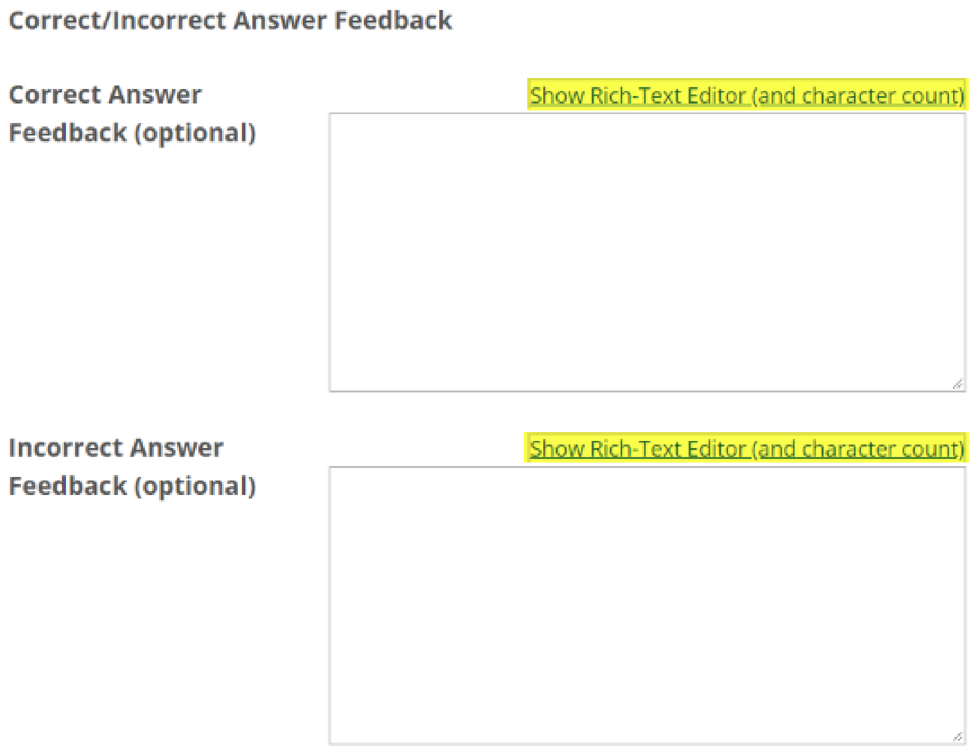
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Footer

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

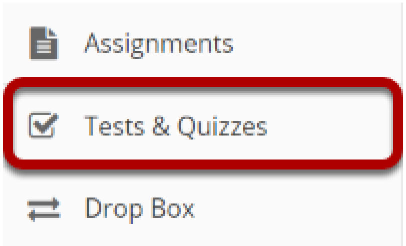
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a numeric response question?

This allows for a numeric response question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter a numeric answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

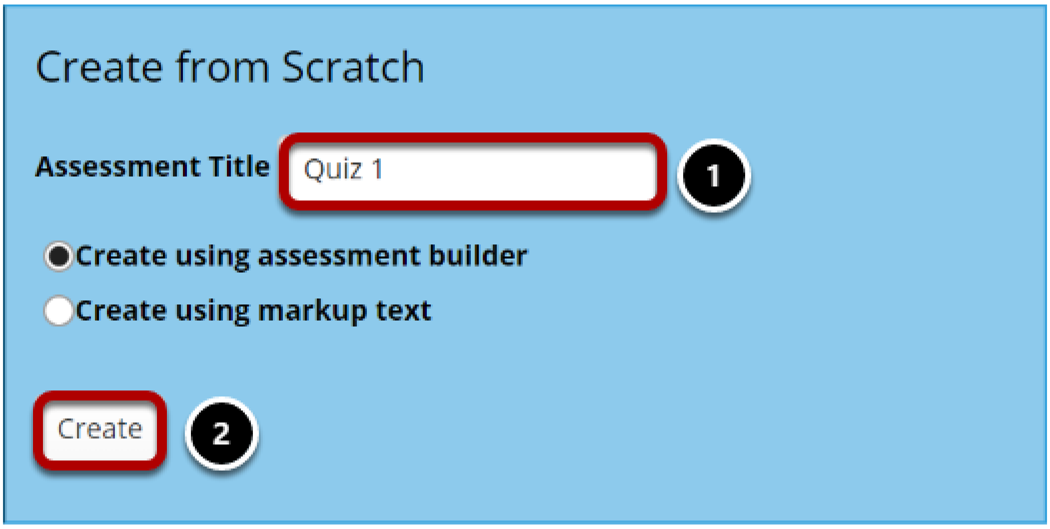
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

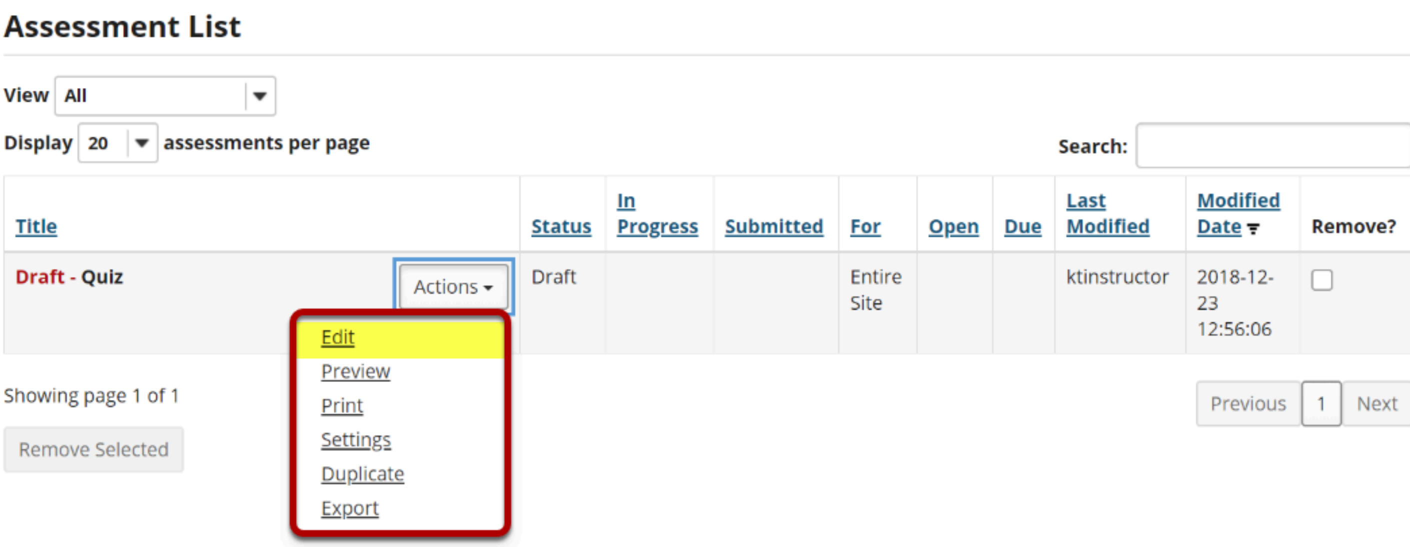
Click Add.

Footer



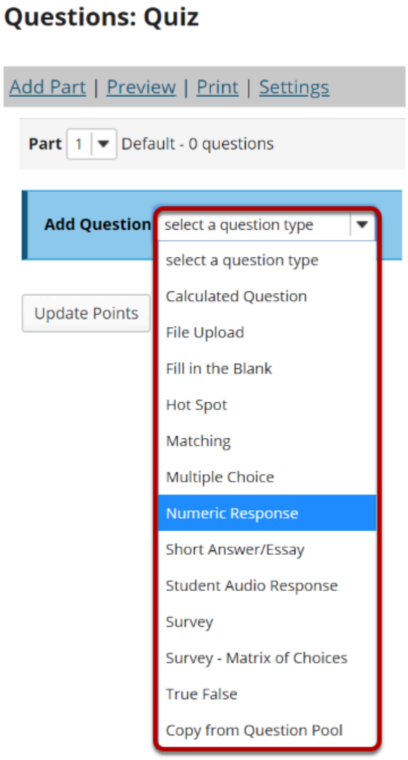
For more information on creating new assessments, see [How do I create an assessment?]

Or edit an existing assessment.



Footer

Select Numeric Response from drop-down menu.



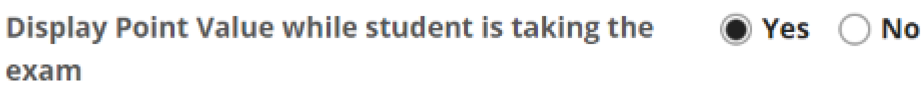
After selecting Numeric Response from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

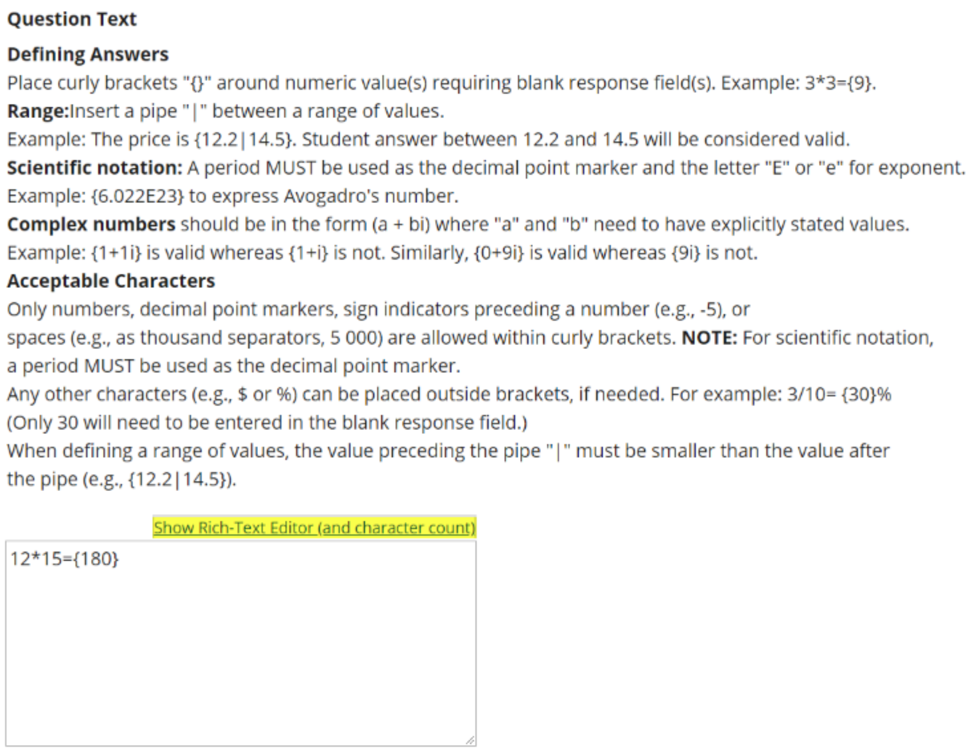
Display points?



Footer

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.



Type the **Question Text** into the text box provided. Be sure to read the details on how to define answers properly, the three different forms of answers **(Range, Scientific notation**, and **Complex numbers**), and acceptable characters.

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: 3*3={9}.

- **Range**: Insert a pipe "|" between a range of values. Example: The price is {12.2|14.5}. Student answer between 12.2 and 14.5 will be considered valid.
- **Scientific notation**: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent. Example: {6.022E23} to express Avogrado's number.
- **Complex numbers** should be in the form (a + bi) where "a" and "b" need to have explicitly stated values. Example: {1+1i} is valid whereas {1+i} is not. Similarly, {0+9i} is valid whereas {9i} is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. NOTE: For scientific notation, a period MUST be used as the decimal point marker. Any other

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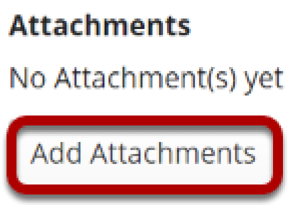
characters (e.g., $ or %) can be placed outside brackets, if needed. For example: 3/10= {30}% (Only 30 will need to be entered in the blank response field.) When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., {12.2|14.5}).

Note: To edit with [Rich-Text Editor](), click the hyperlink to open the full menu.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

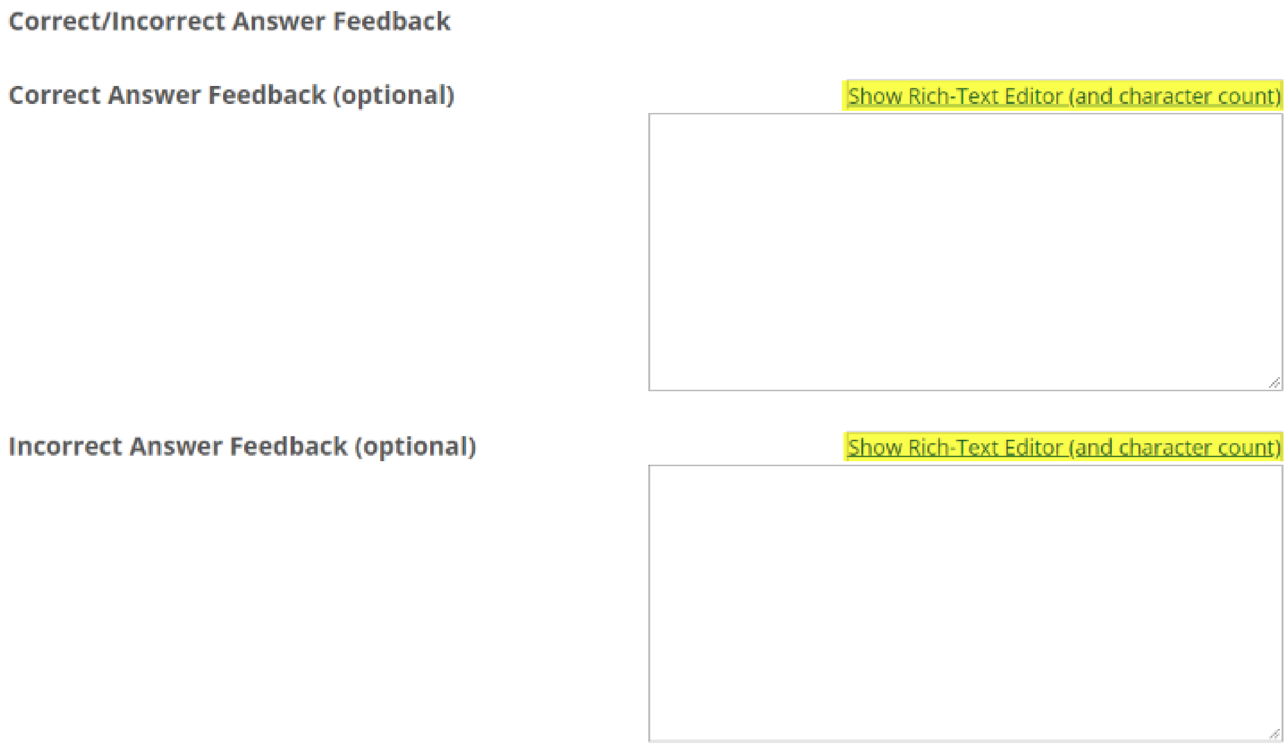
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Footer

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

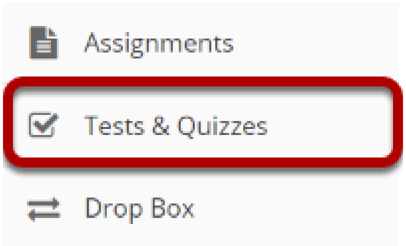
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a calculated question?

This allows for a calculated question to be added to a new or existing assessment. A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

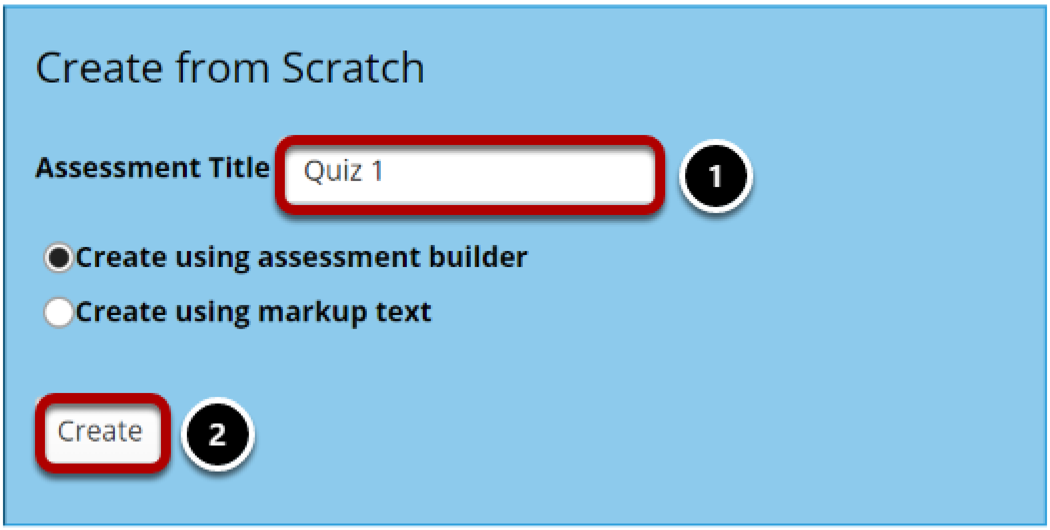
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

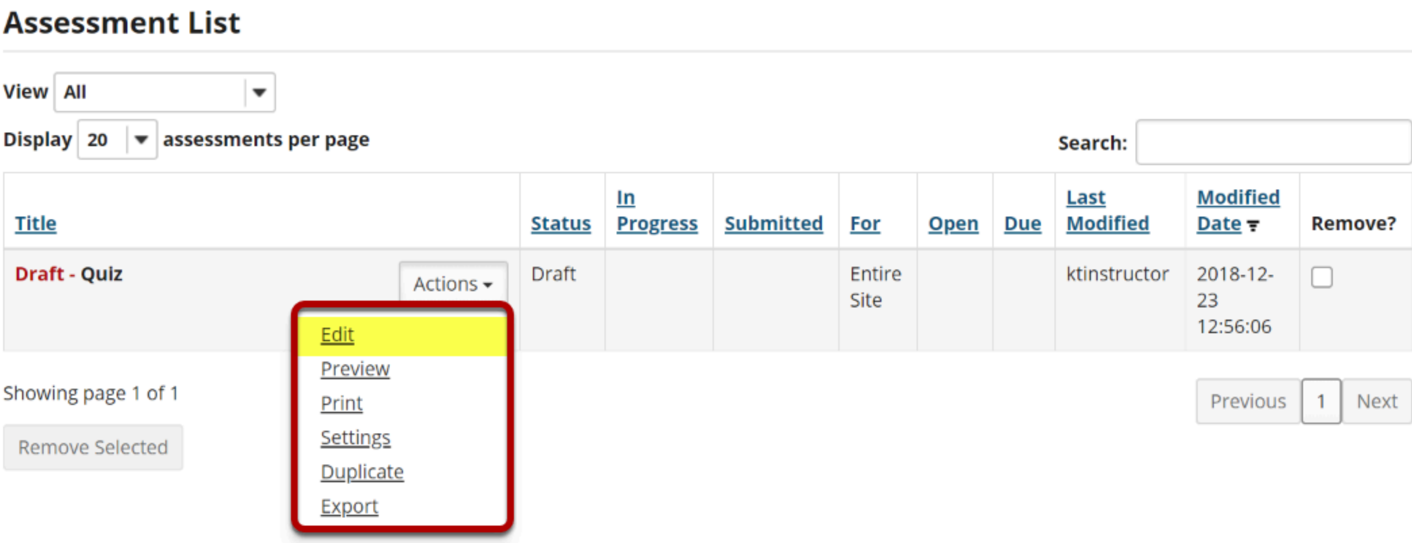
Click Add.

Footer



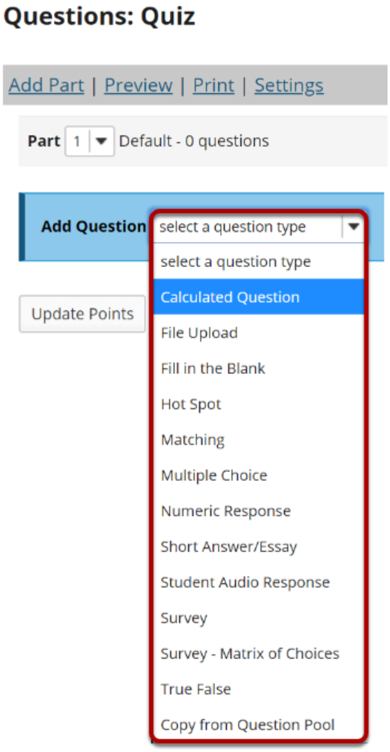
For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Footer

Select Calculated Question from drop-down menu.



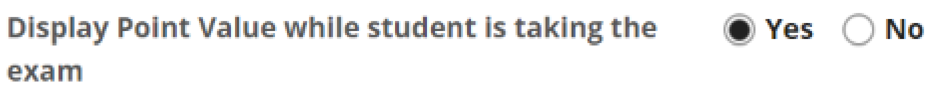
After selecting Calculated Question from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

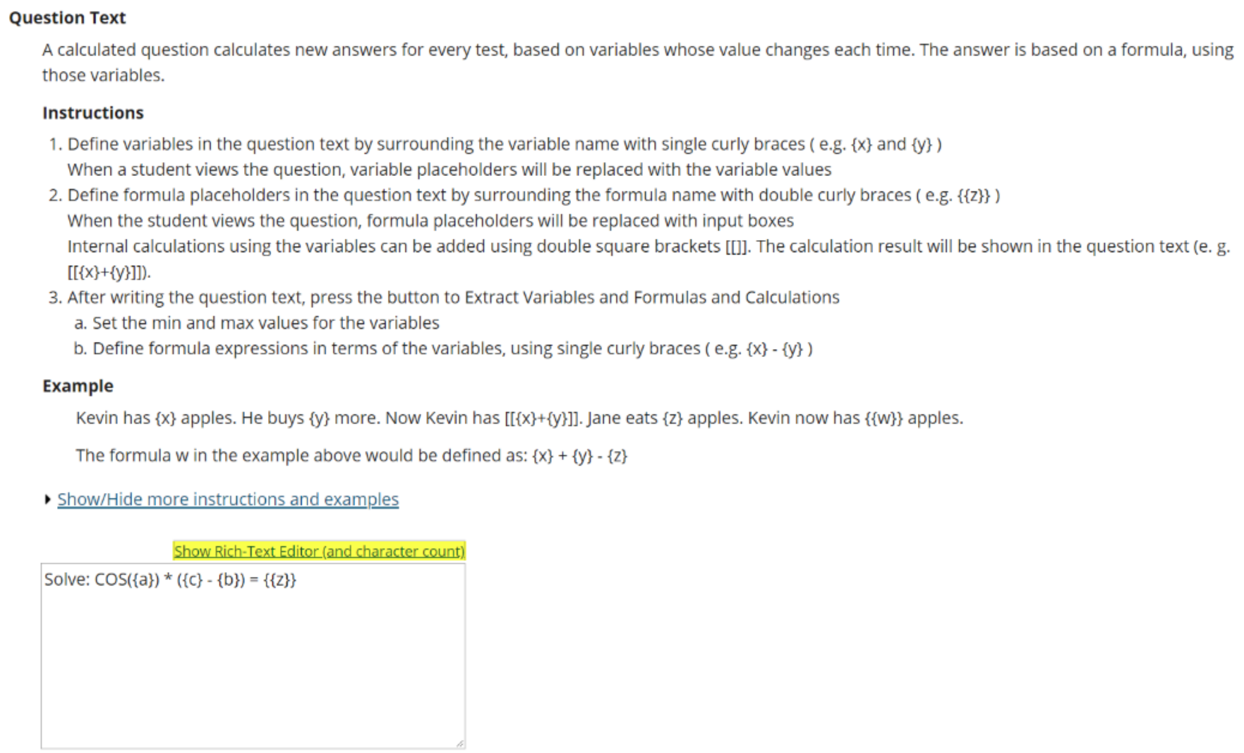
Display points?



Footer

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.



Type the **Question Text** into the text box provided. This is the information that the student will see, including the variable and formula placeholders (see examples below).

Variables: Define variables to use in this question below. Reference them in the question text by putting them in single curly braces eg. {x}. Variable names are alpha-numeric but must begin with an alpha character.

Example: Kevin has {x} apples. Jane eats {y}. How many does Kevin have now? {{z}}

Formulas: Place double curly braces (e.g. {{y}} around a formula name, to define where the student's input box will display. Formula names are alpha-numeric but must begin with an alpha character.

Example: Solve: COS({a}) * ({c} - {b}) = {{z}} Formula z would be COS({a}) * ({c}-{b})

Keep in mind the following:

- You may define acceptable tolerance as a constant (0.01) or percentage (1.5%) of the answer. (Defaults to 0.01.)
- Variables and formulas support decimals. Default is 3.
- Valid Operators: + - * / ^ ! # ( )

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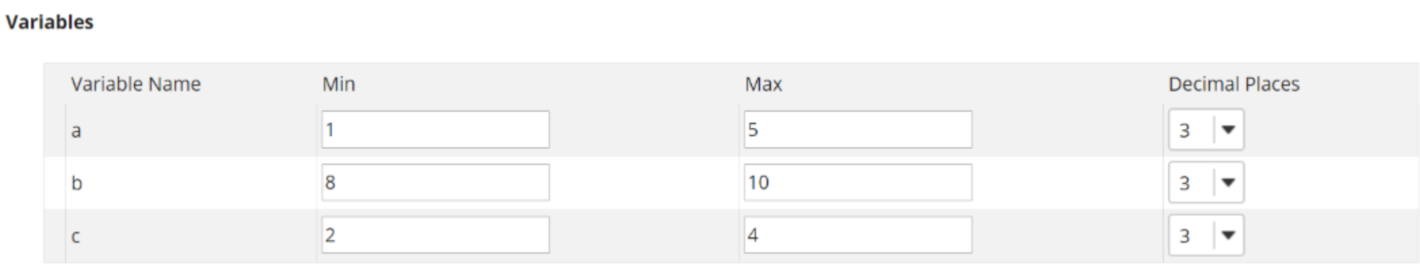
- You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SGN, SQRT, LOG10, and LN.
- There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your answer expression.
- Variables and Formulas cannot have the same name.
- See http://mathparser.org/mxparser-math-collection/ for the full set of valid math functions and operators.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Extract Variables, Calculations, and Formulas.

Click the **Extract Variables, Calculations, and Formulas from Question Text** button to create the variables and formulas.

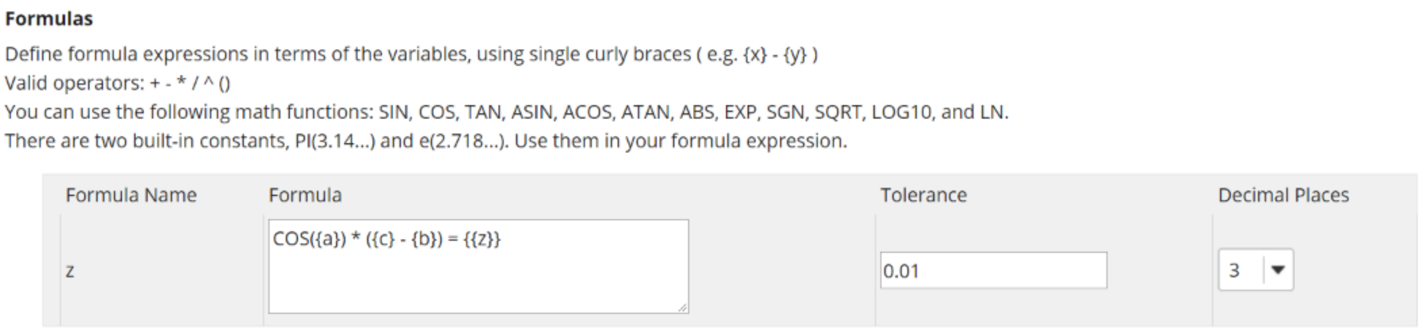
Define ranges of variable values.



Change the Min, Max, and Decimal Places for all of the variables to define their ranges of valid values.

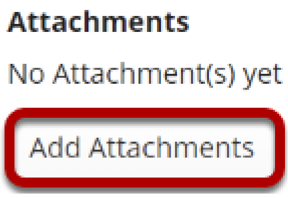
Footer

Enter the formula.



Enter the mathematical expression for each Formula, inserting the Variables where needed.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

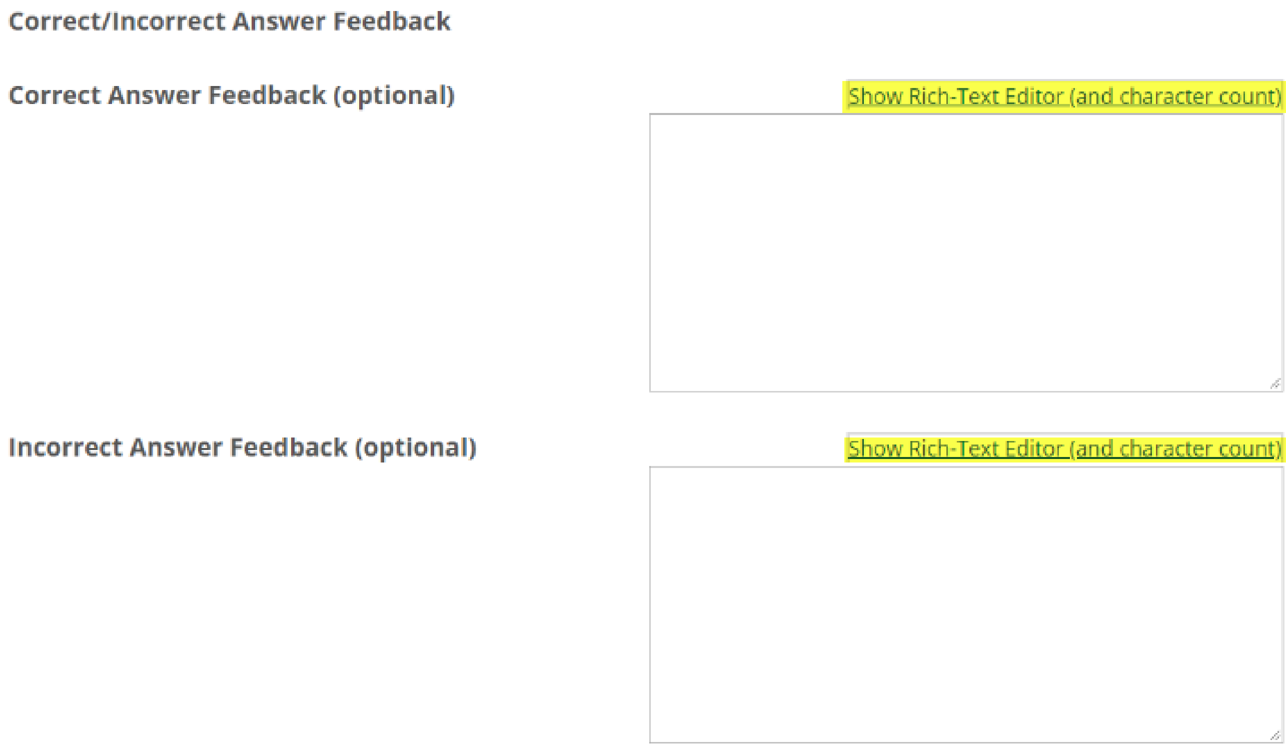
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Footer

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

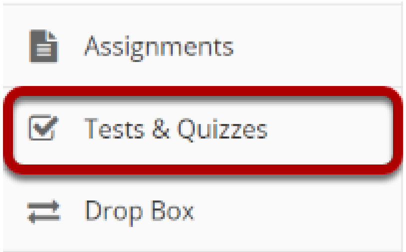
Click Save.

Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a hot spot question?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

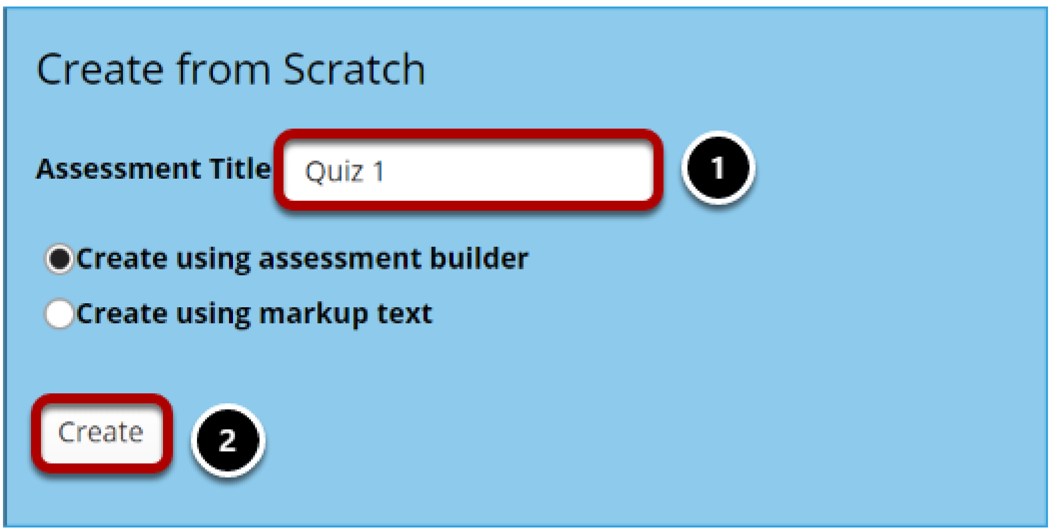
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

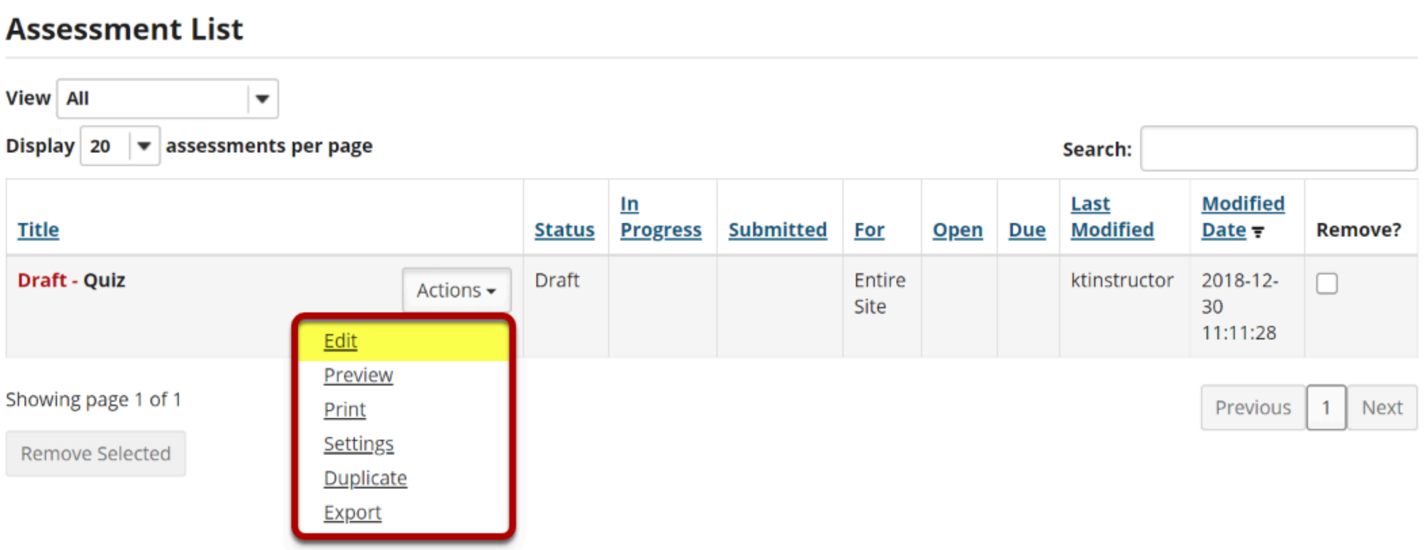
Click Add.



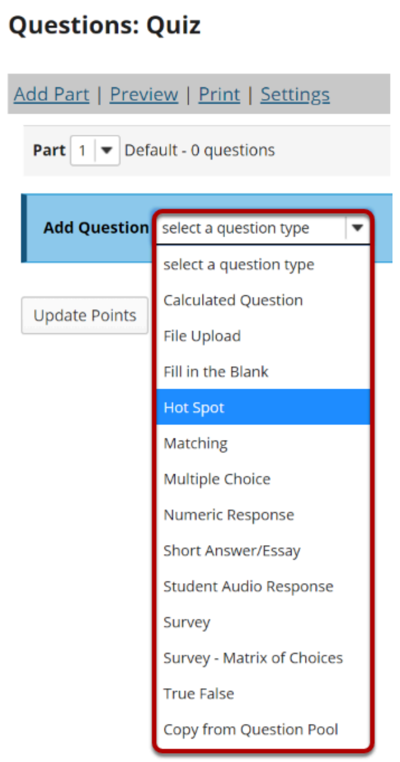
Footer

For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Hot Spot from drop-down menu.



After selecting **Hot Spot** from the drop-down menu, the program will open additional options for the question.

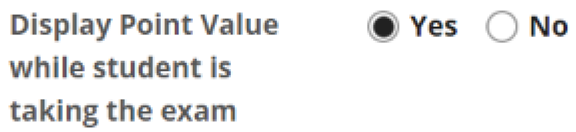
Footer

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

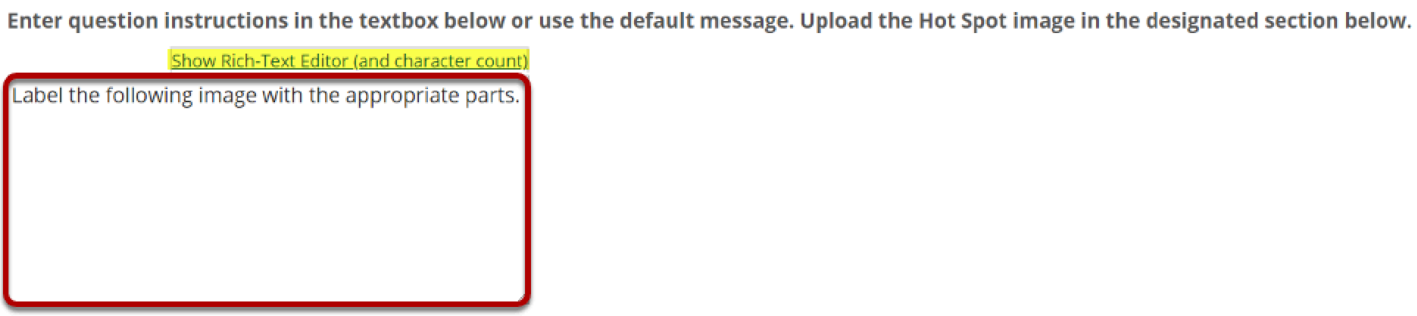
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

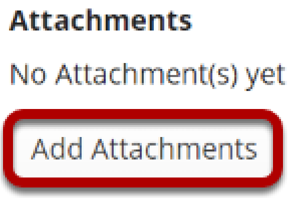
Add Question Text.



Note: To edit with [Rich-Text Editor](), click the hyperlink to open the full menu.

Footer

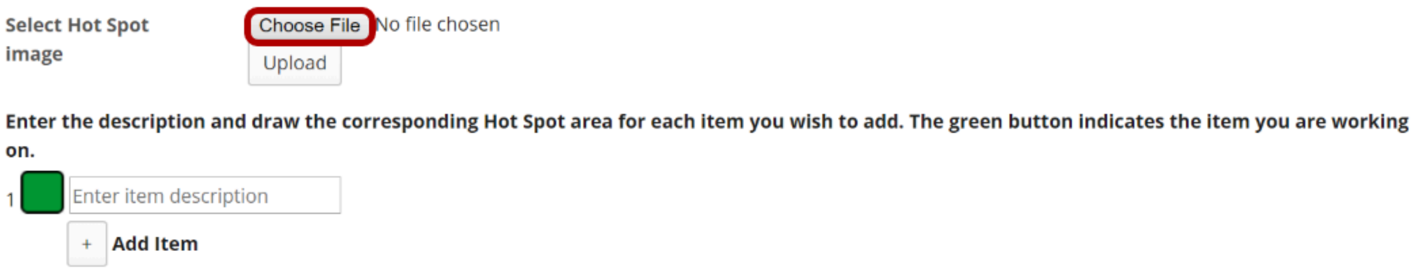
Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

*Note: The **Add Attachments** area is NOT for uploading the question's hot spot image. You may, however, use this upload area to add files relevant to the question.*

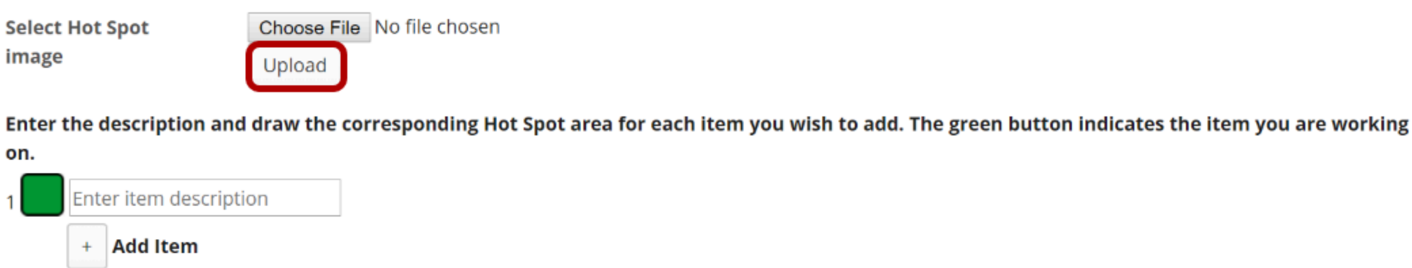
Click Choose File.



Click **Choose File, t**hen browse your computer for the desired image and select **Open**.

Note: It is recommended that hot spot images not exceed 600px in width. You must edit the image's size before uploading.

Click Upload.

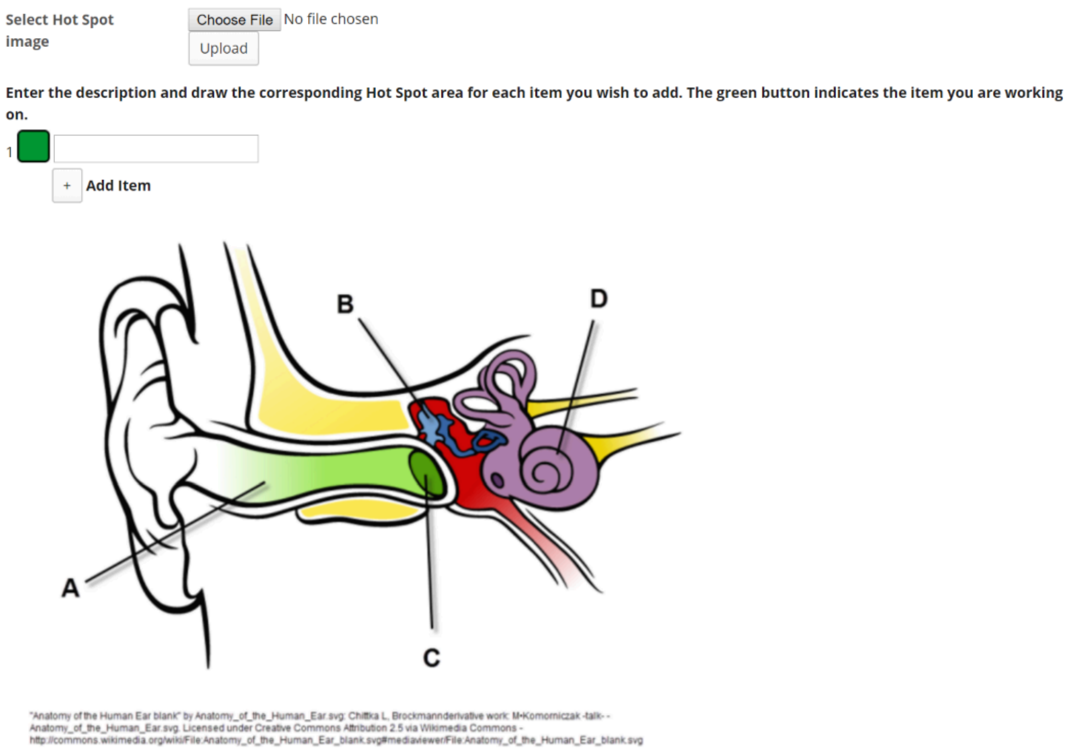


Once the desired image has been selected, click **Upload**.

*Note: To override this uploaded image with a different image, select the **Choose File** button again to locate another file.*

Footer

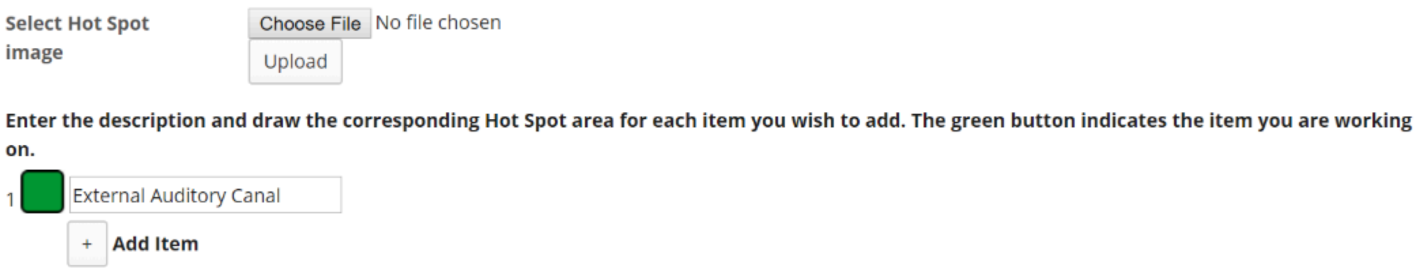
View image.



Set up the image hot spots.

Once you have uploaded a hot spot image, you may begin adding the items you will want students to identify within the image. To do so:

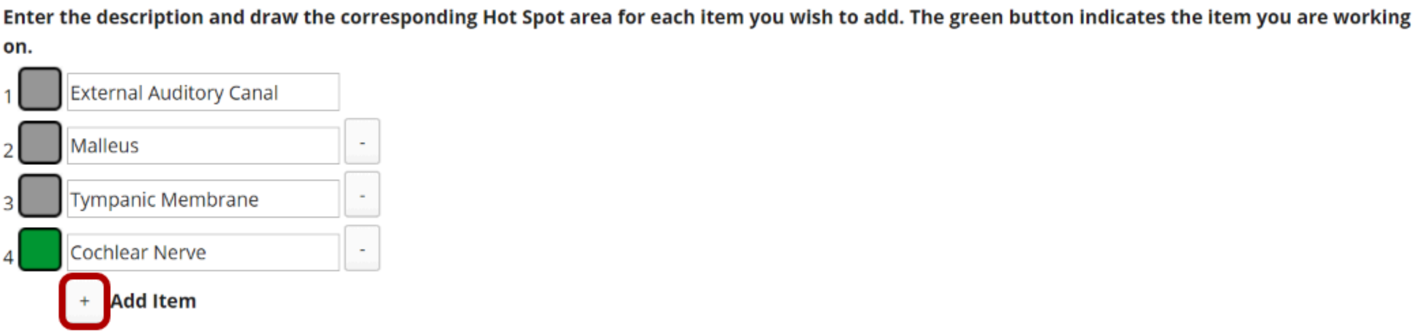
Next to Item 1, enter a description.



This description you enter here will be the prompt that appears to students.

Footer

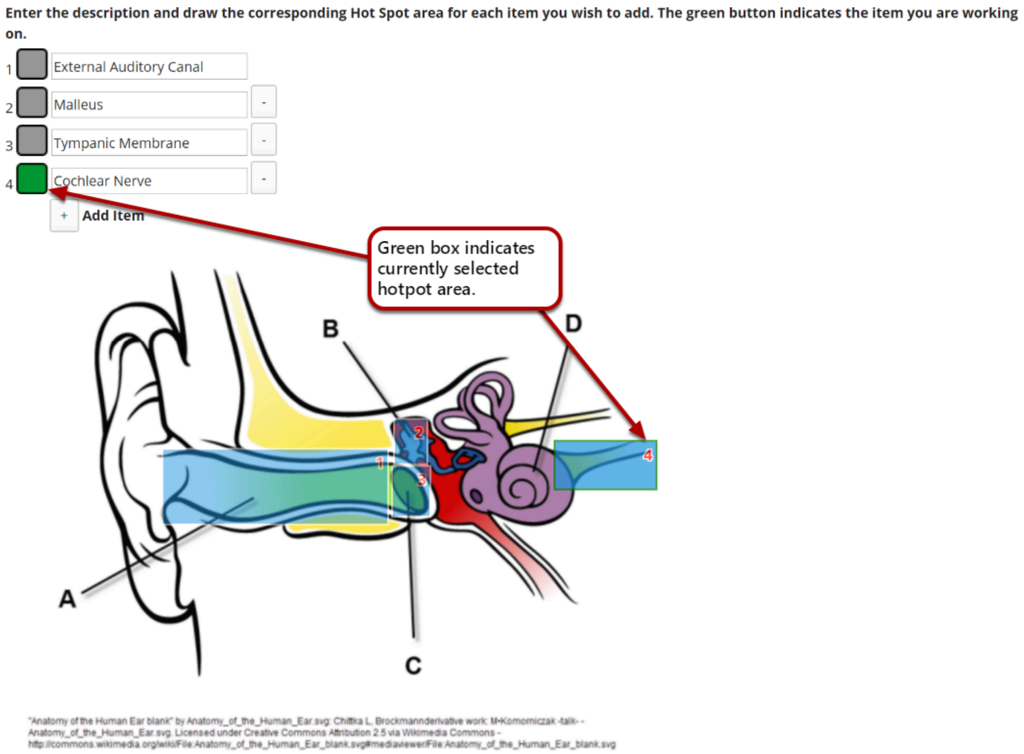
Select the + icon to add additional hot spot items. (Optional)



If you wish to have students identify more than one item within the image, use the **+ Add Item** option to add and label additional items.

Note: You may remove additional items by selecting the **-** *icon next to the item description. Item 1 is not removable.*

Specify the zone for each item.



Once the desired number of items have been created, you may associate them with a specific region within the uploaded image. Select the button to the left of the description before drawing the item zone. When the button is green, you are working on that item.

Footer

Within the image, click and drag to create a hot spot zone for the highlighted item. When students click *anywhere* within this zone, they will have successfully selected the selected item.

Note: Ensure that the hot spot zone's number (indicated in the upper-right of the zone) correlates to the correct item in the list above. You may re-do the zone selection by clicking and dragging again.

Allow partial credit.

By default, if you have multiple hot spot items within your question, partial credit is **enabled**. If a question is worth 10 points and a student only correctly identifies 1 out of 2 possible hot spot items, they will receive credit for 5 points. You may disable this option by selecting **No** for **Allow Partial Credit**.

Assign to part. (Optional)

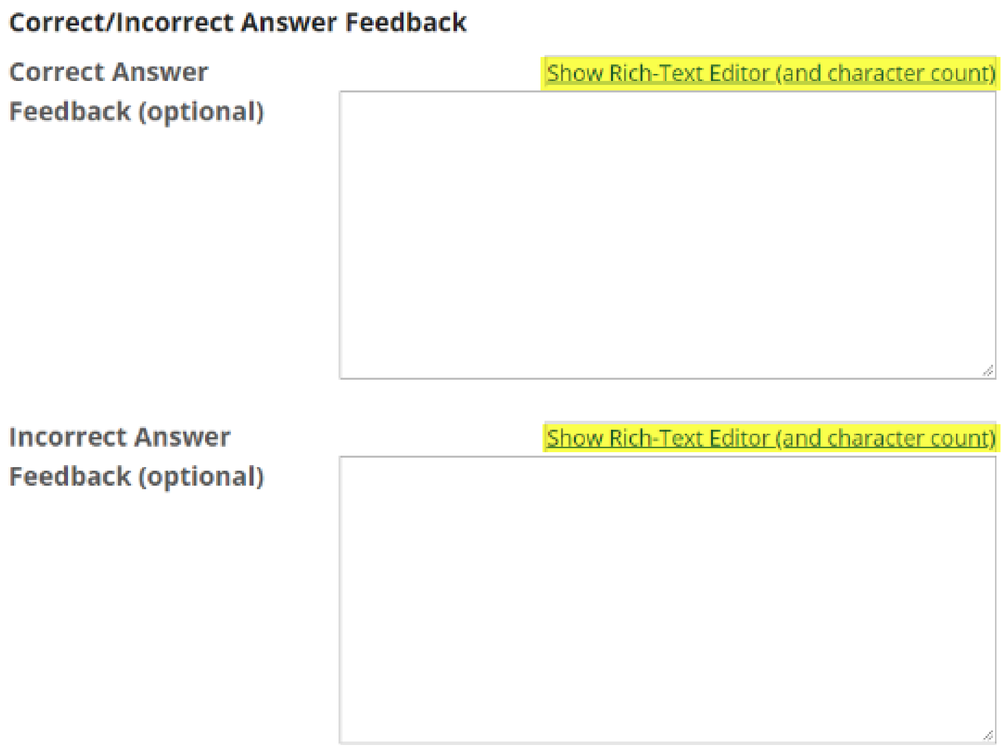
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Footer

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).

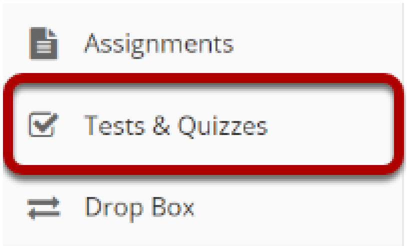
Footer

How do I create a survey?

The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

*Tip: If you are delivering a survey, you may wish to set the assessment to **anonymous** when publishing the item, so that your survey responses will be gathered anonymously. See [How do I view and modify the settings of an assessment?]() for more information on delivery options.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

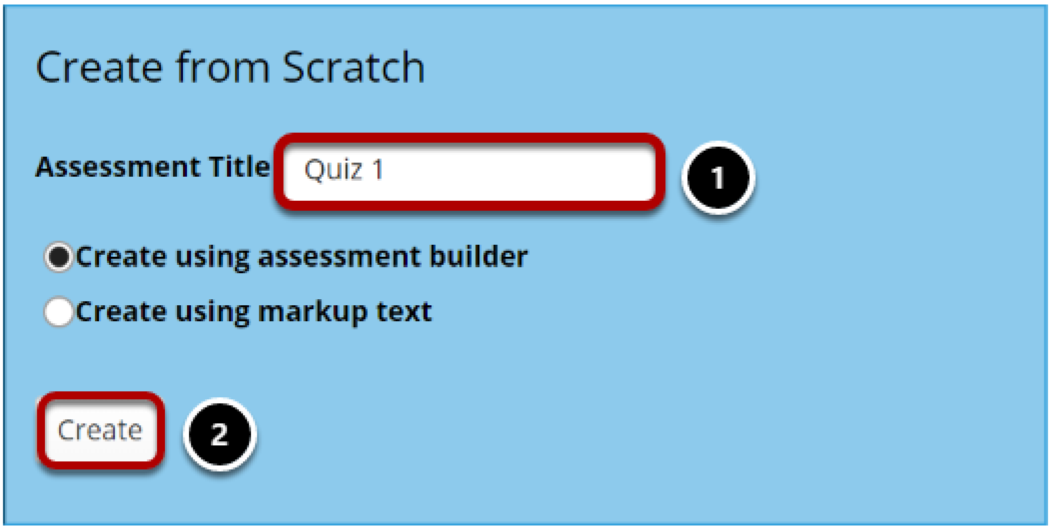
A survey question (either a basic survey or a matrix of choices) may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a new assessment.

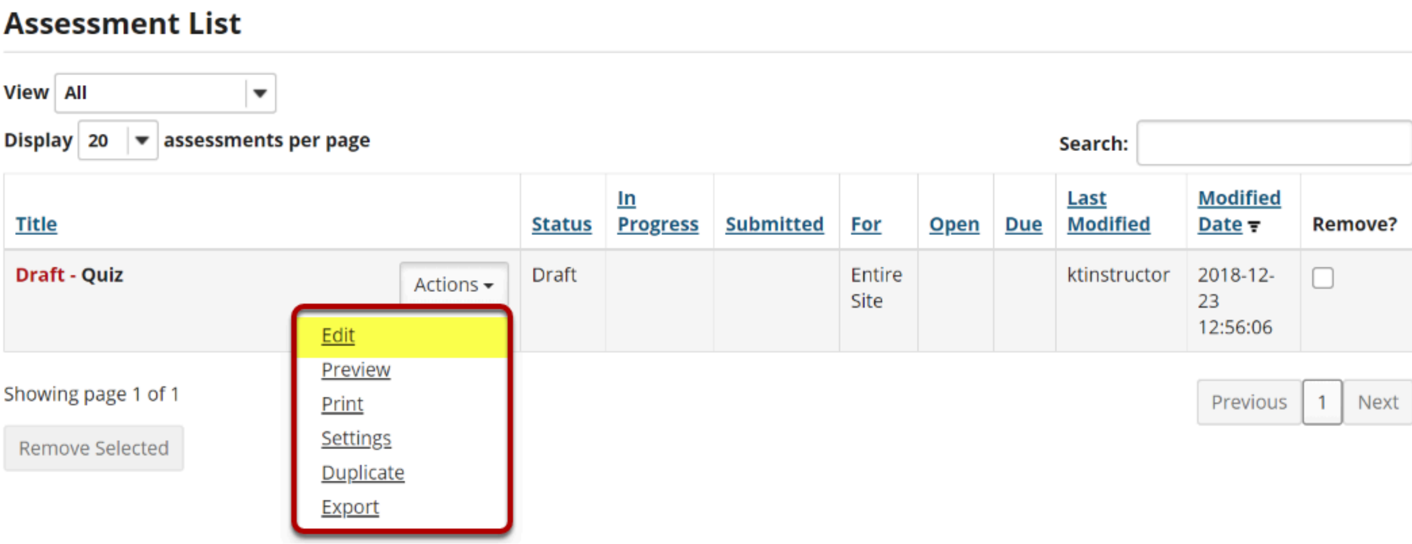
Click Add.

Footer



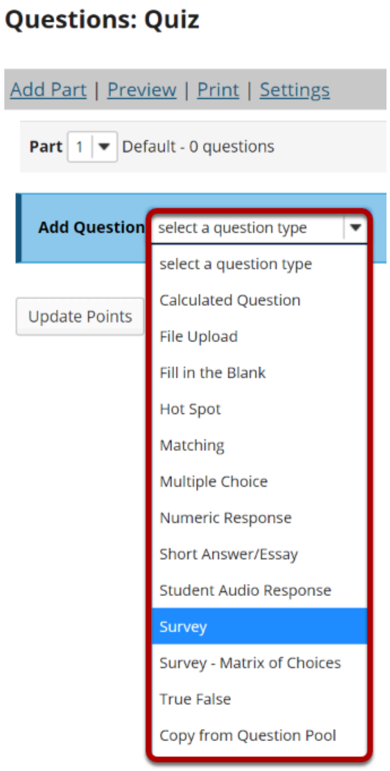
For more information on creating new assessments, see [How do I create an assessment?]

Or edit an existing assessment.



Footer

For a basic survey, select Survey from the drop-down menu.

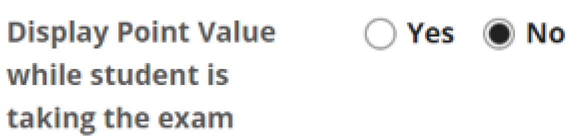


After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

The Answer Point Value will default to zero.

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

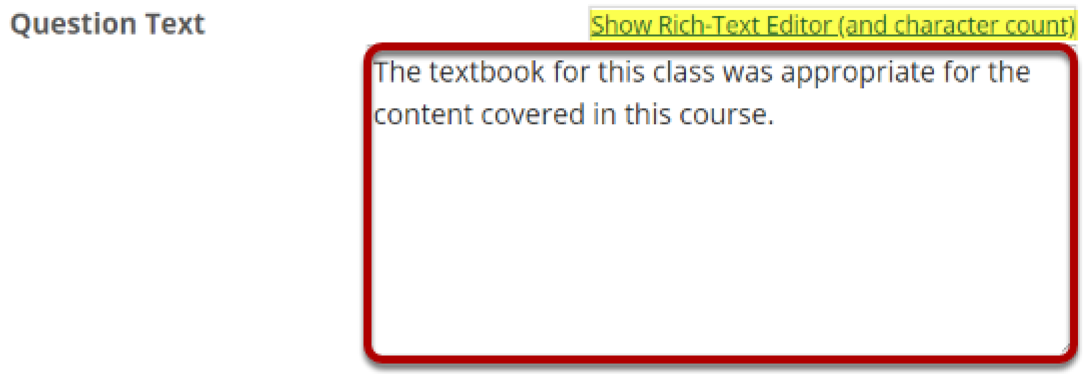
Display points?



Footer

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

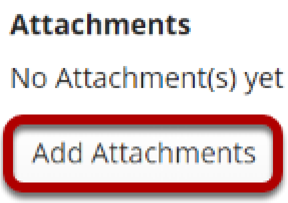
Add Question Text.



Type the question text to the text box provided.

*Note: To edit with **Rich-Text Editor**, click the hyperlink to open the full menu.*

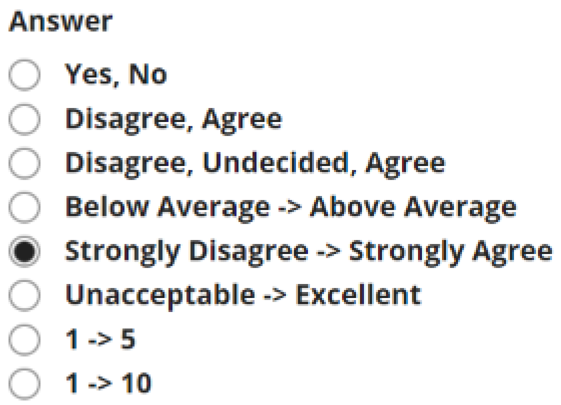
Add Attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment.

Footer

Select Answer(s) from list.



Select the desired answer format from the list.

Assign the question to a part of the assessment. (Optional)

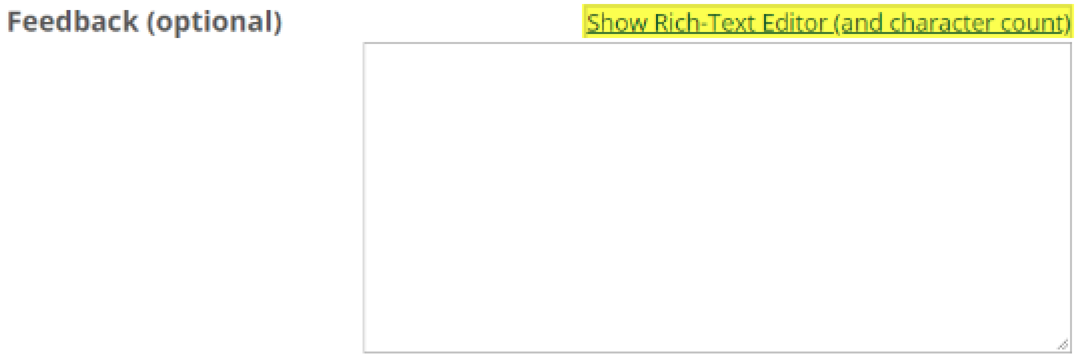
The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

The question may also be added to a **Question Pool**, if desired.

Footer

Provide Feedback. (Optional)



Feedback is optional text available for students to view.

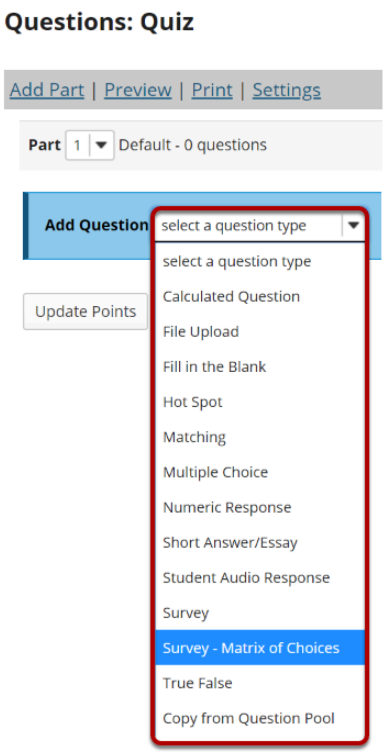
Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).

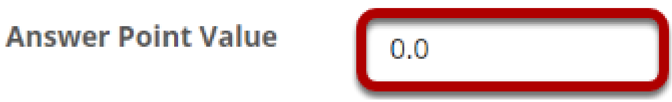
Footer

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.



After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

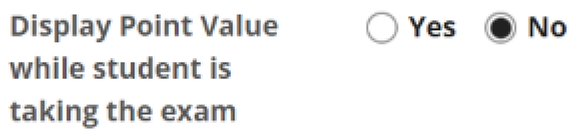
Answer Point Value.



There is a field for the **Answer Point Value** which may be edited. However, it is recommended that you leave the default value of **zero**, since this question type does not have a way to designate the "correct" answer selection and therefore cannot be automatically scored.

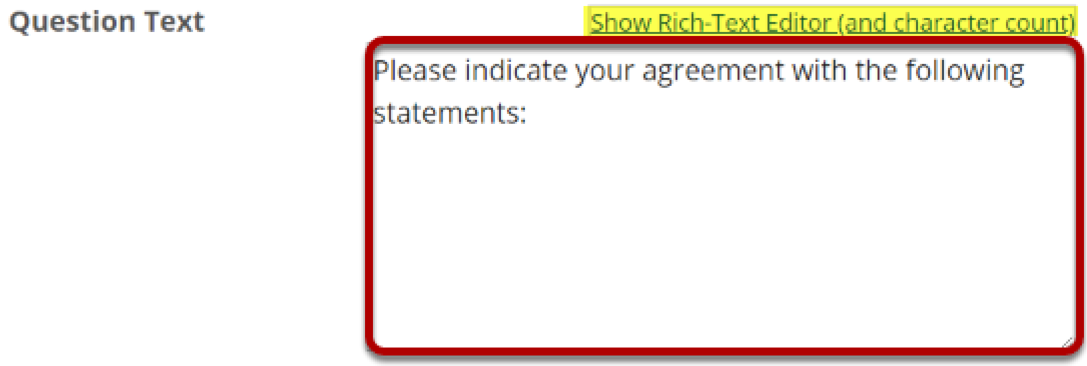
Footer

Display points?



Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

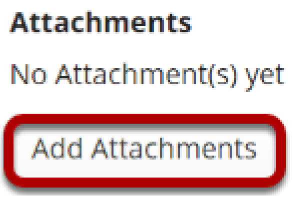
Add Question Text.



Type the **Question Text** into the text box provided.

*Note: To edit with **Rich-Text Editor**, click the hyperlink to open the full menu.*

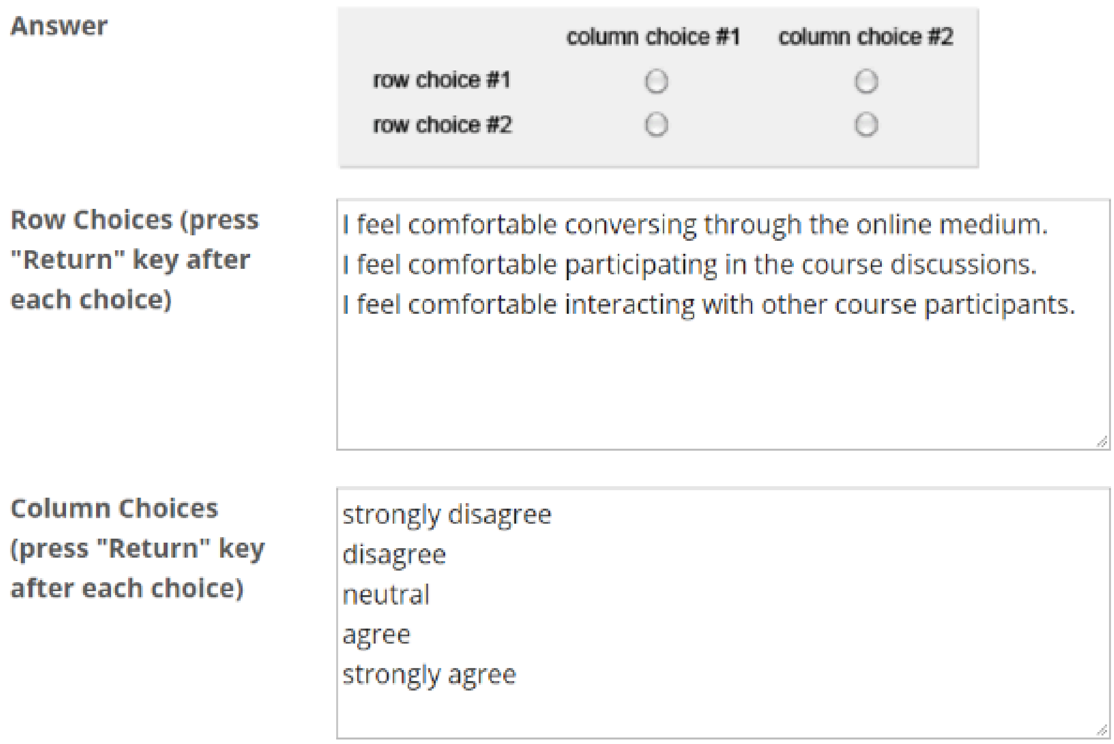
Add Attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment.

Footer

Enter Answer Options.



Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

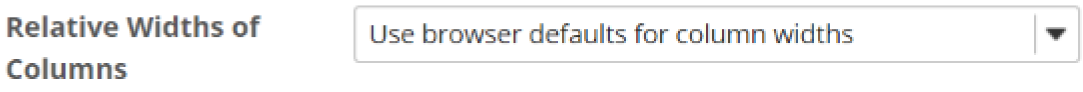
Check the box for **Allow Only One Response per Column** if **forced ranking** is desired.

Add Comments field. (Optional)

Check the box to **Add Comment Field** in the survey if desired.

Footer

Specify Relative Column Width. (Optional)



The drop-down menu is available to regulate column and row width. The widths are based in percentages.

Assign the question to a part of the assessment. (Optional)

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

The question may also be added to a **Question Pool**, if desired.

Provide Feedback. (Optional)

Feedback is optional text available for students to view.

Footer

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

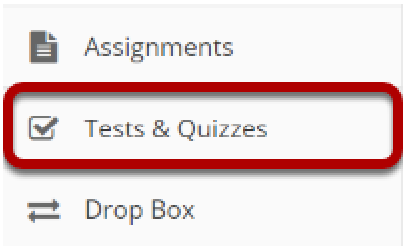
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a student audio response question?

This explains the process of adding a student audio response question (formerly called "audio recording" question) to any type of assessment. This question type presents users with a question that they must answer audibly. A recording utility opens and allows users to record the answer using a microphone.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

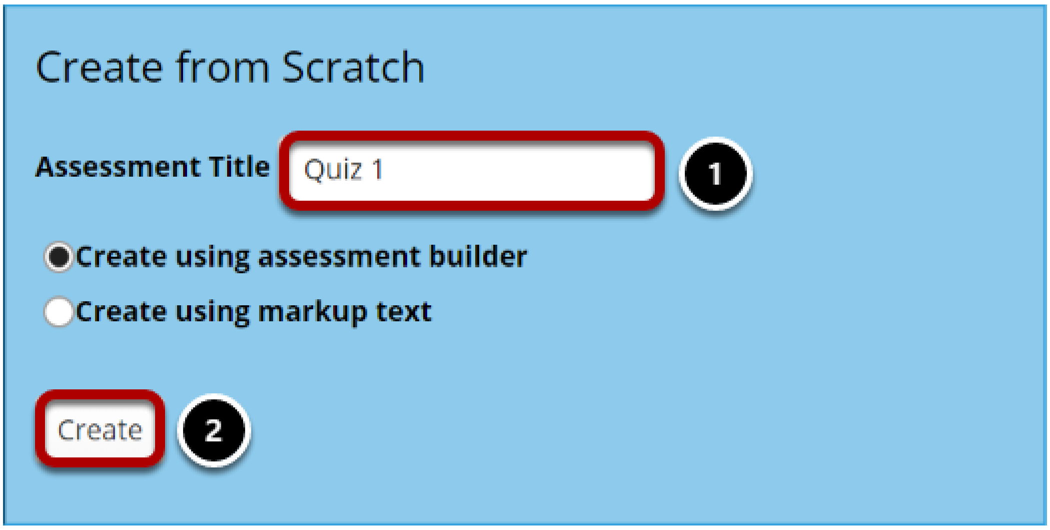
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

Create a New Assessment.

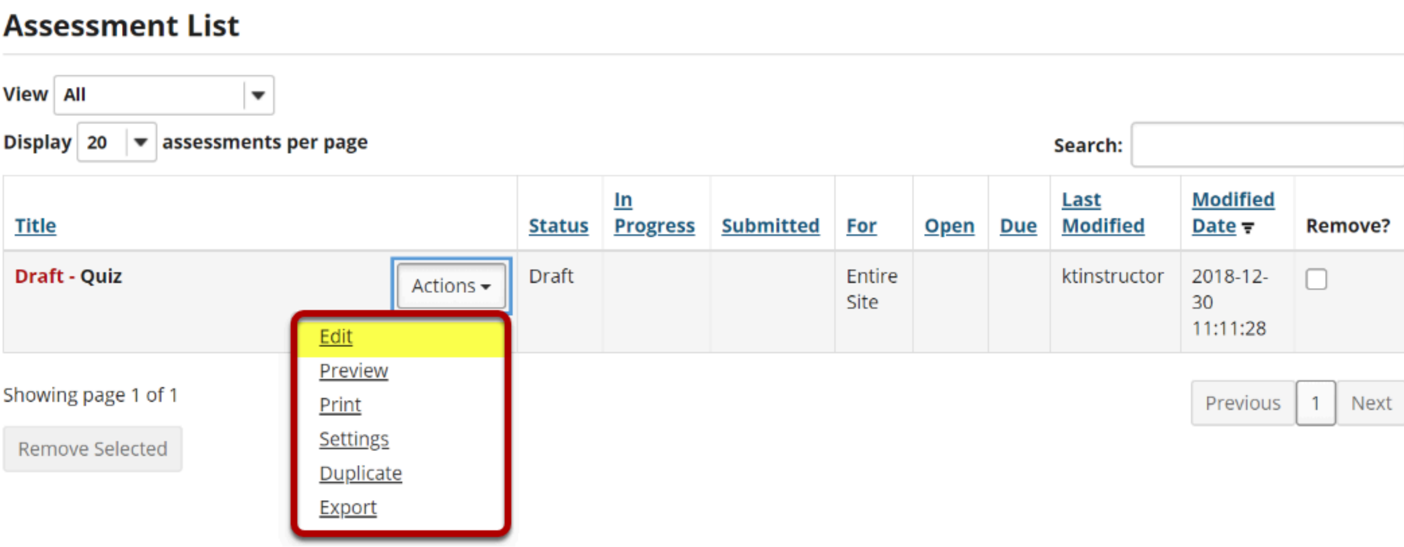
Click Add.

Footer



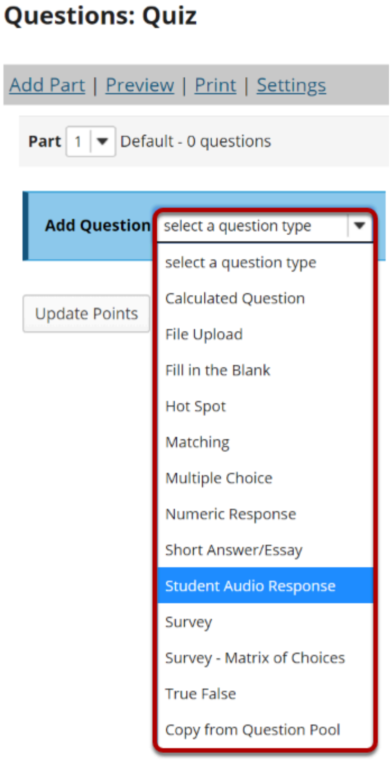
For more information on creating new assessments, see [How do I create an assessment?]

Or edit an existing assessment.



Footer

Select Student Audio Response from drop-down menu.



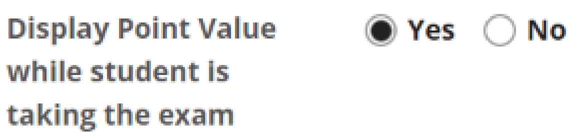
After selecting **Student Audio Response**, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?



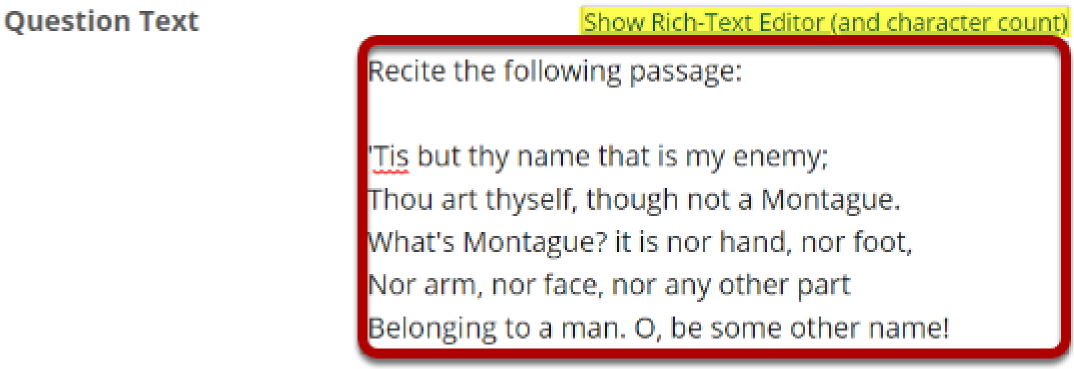
Footer

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Rubric. (Optional)

Grading rubrics can be selected on manually graded question types. You can select an existing rubric or create a new one by following the steps outlined in How do I add a rubric to an assessment (i.e. test or quiz)?

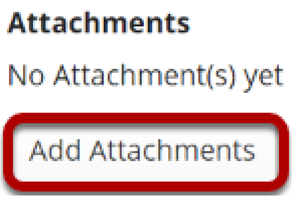
Add Question Text.



Type the Question Text into the text box provided.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

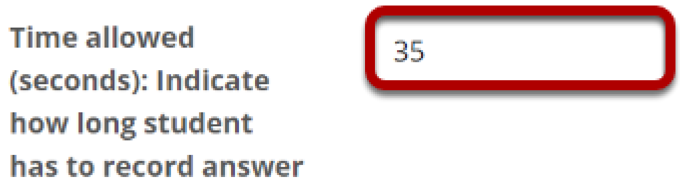
Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

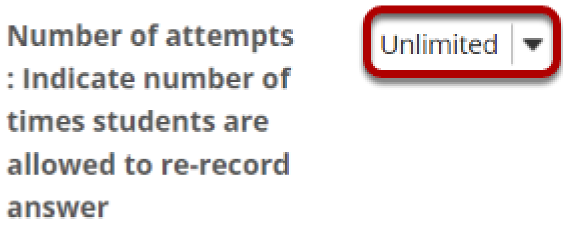
Footer

Add a time allowance



This option regulates the amount of **time** that a student has to record an answer to a question. This time is measured in seconds.

Add an amount of times to re-record



Use the drop-down menu to regulate the number of attempts a student has to answer a question. (You may select up to 10, or unlimited attempts.)

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Footer

Provide Feedback. (Optional)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

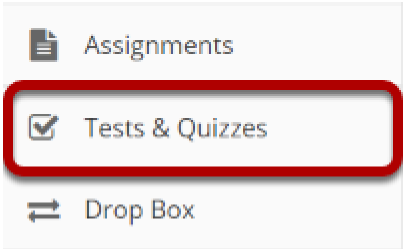
Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I create a file upload question?

This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

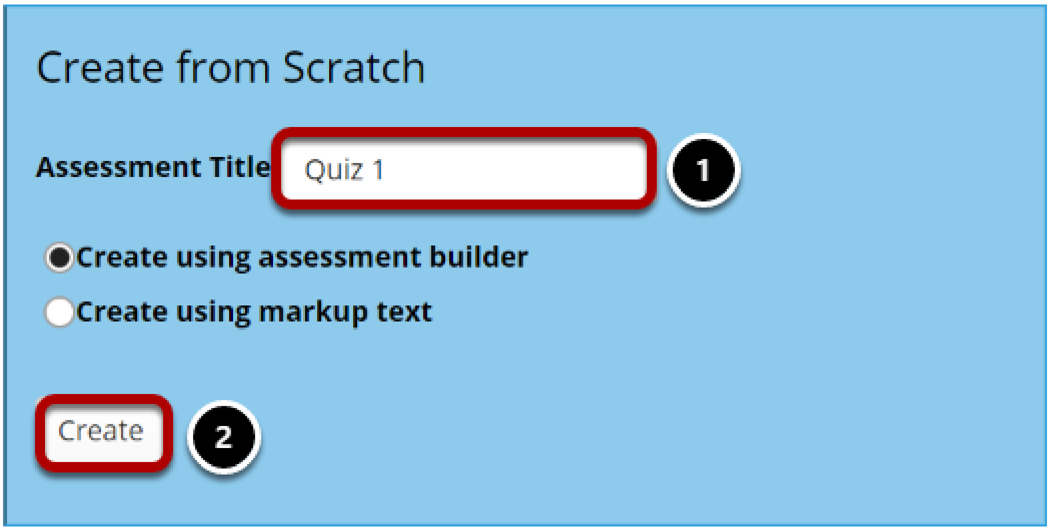
Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

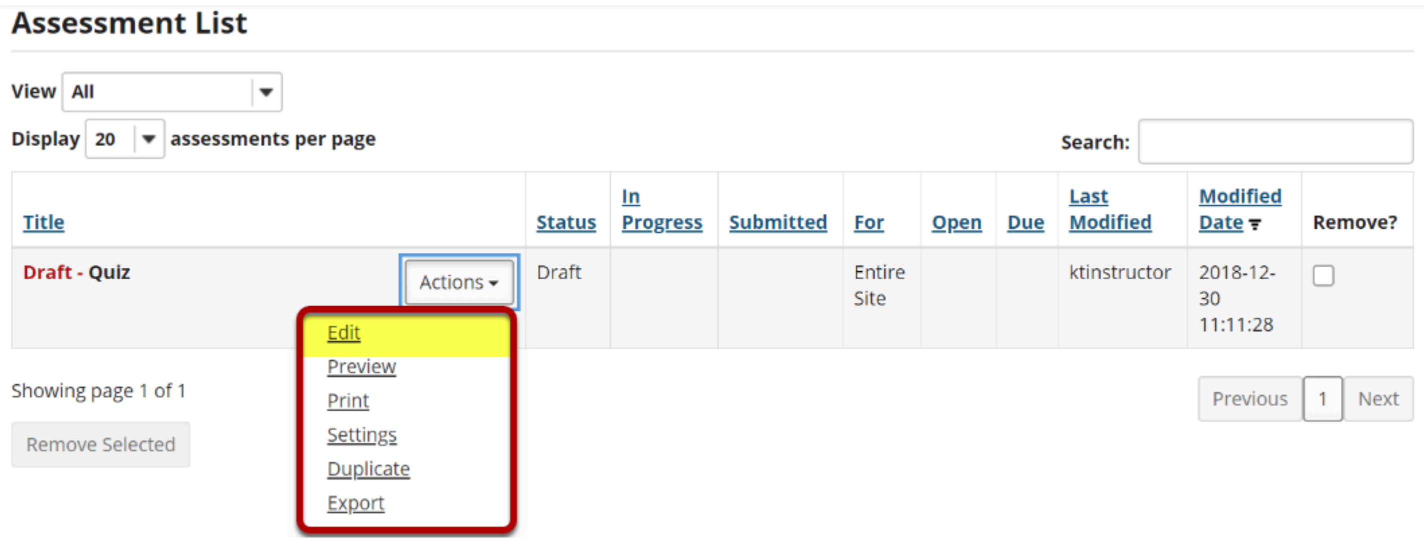
Click Add.

Footer



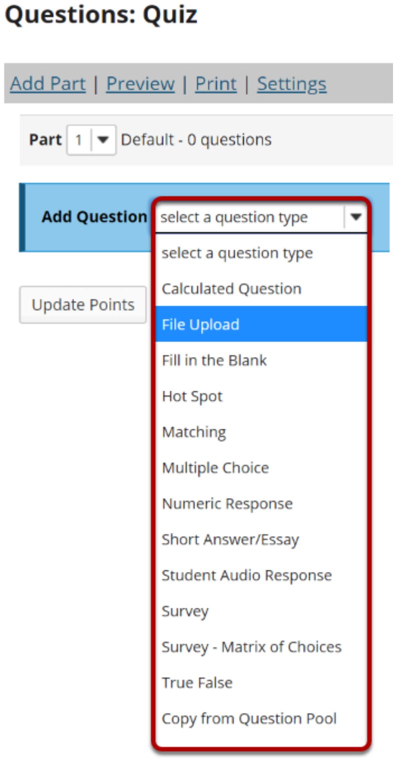
For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.



Footer

Select File Upload from the drop-down menu.



After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

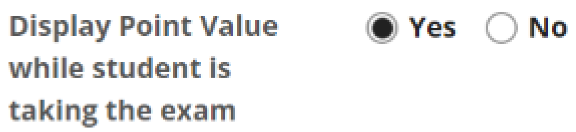
Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

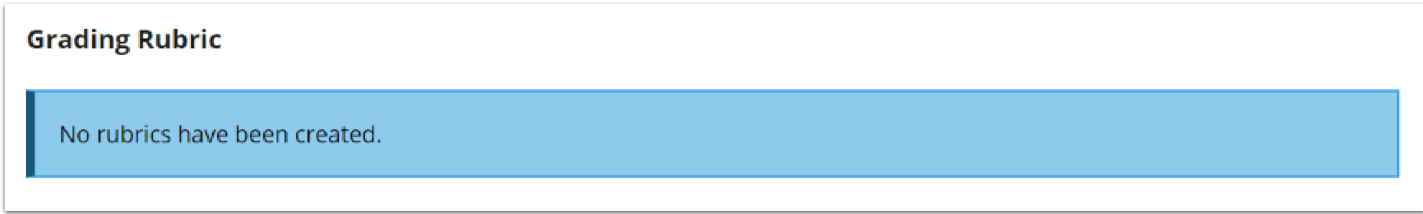
Footer

Display points?



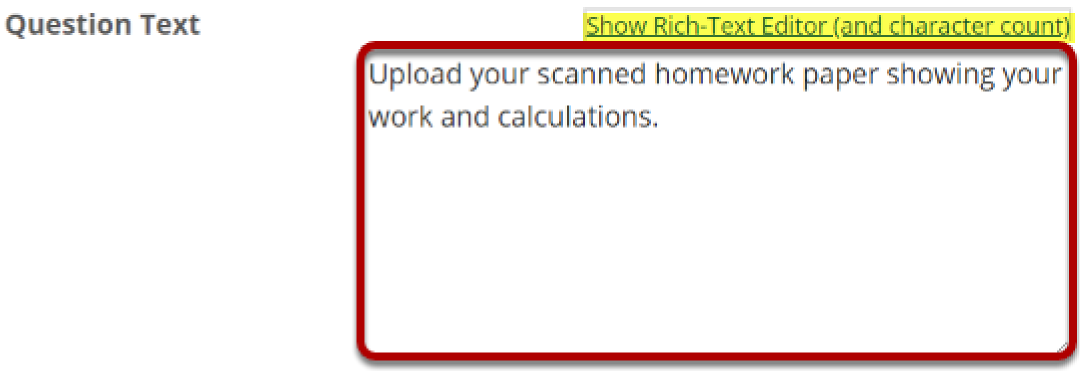
Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Rubric. (Optional)



Grading rubrics can be selected on manually graded question types. You can select an existing rubric or create a new one by following the steps outlined in [How do I add a rubric to an assessment (i.e. test or quiz)?]

Add Question Text.

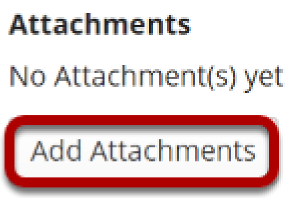


Type the **Question Text** into the text box provided.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Footer

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback is optional text available for students to view after the particular question is graded.

Footer

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

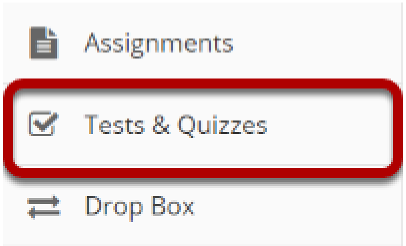
Click **Save** to save the question (or **Cancel** to exit).

Footer

How to I add multiple parts to an assessment?

This explains how to create additional parts to assessment. Parts are often used to set up random question sets that pull questions from question pools.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

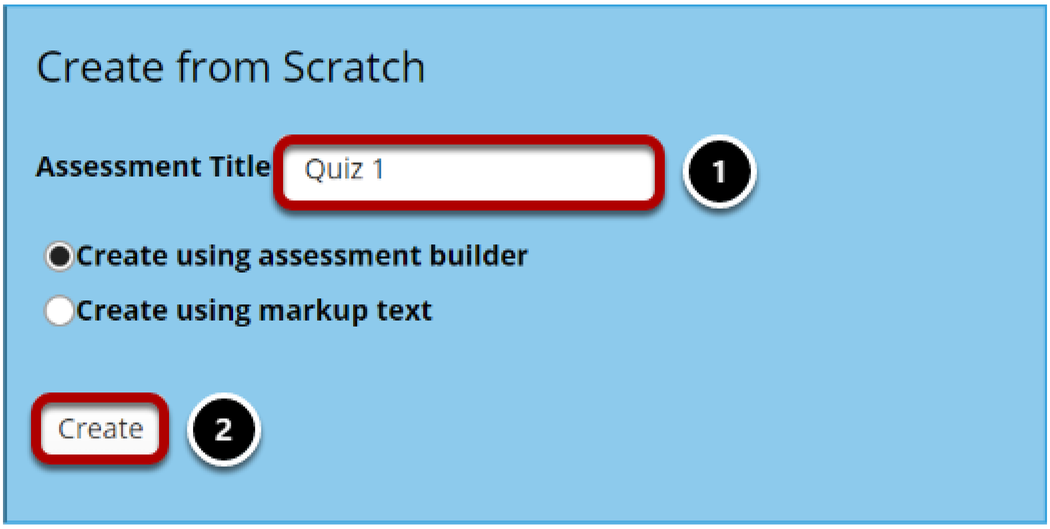
Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

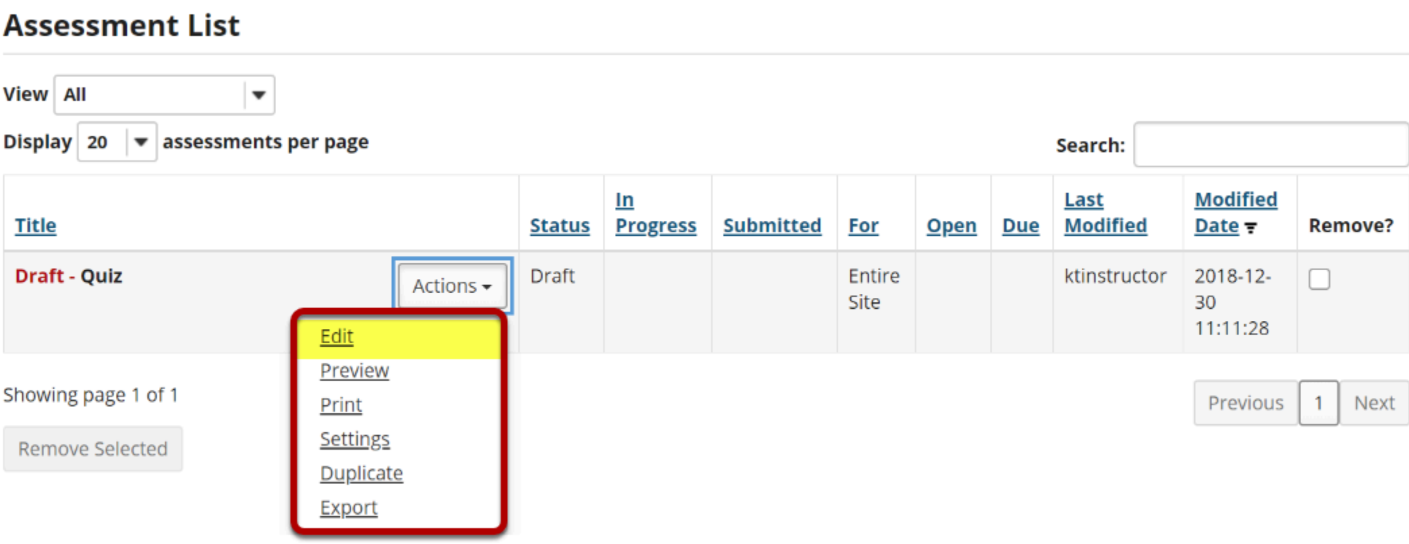
Click Add.

Footer



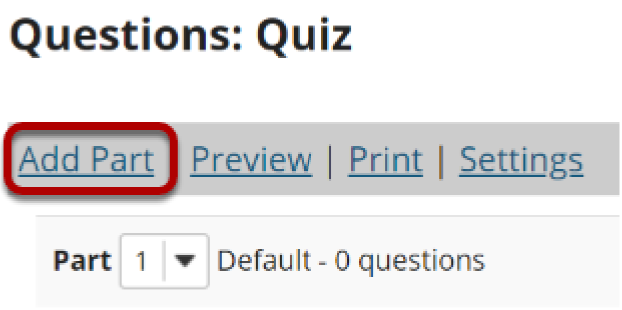
For more information on creating new assessments, see [How do I create an assessment?]

Or edit an existing assessment.

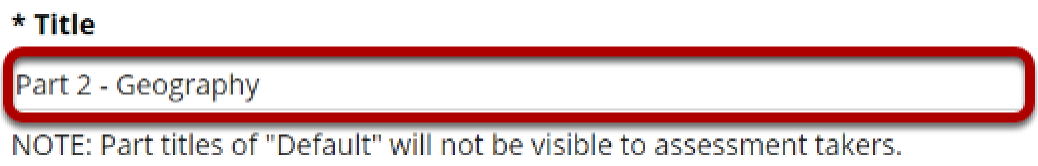


Footer

Click Add Part.



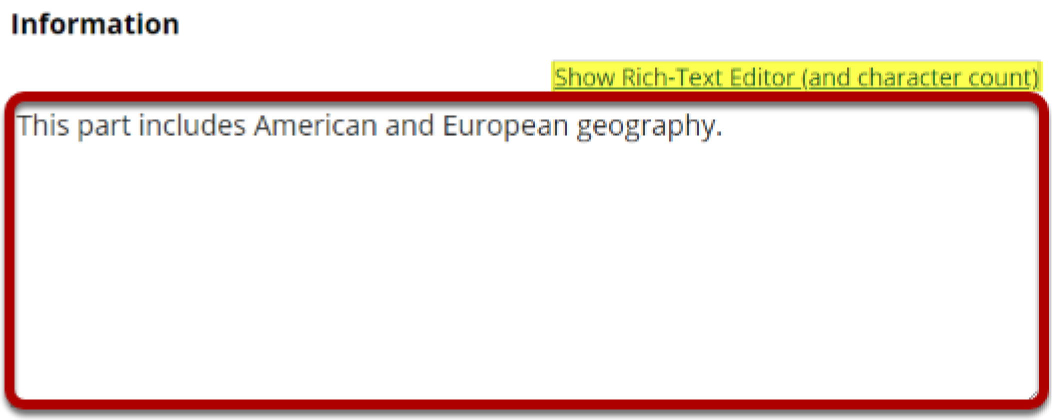
Add a Title.



Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Add Information. (Optional)



Use the text box provided to type **Information** about the created part.

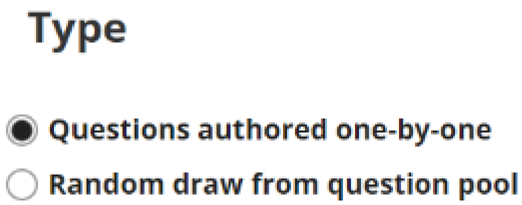
Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Footer

Add attachment. (Optional)

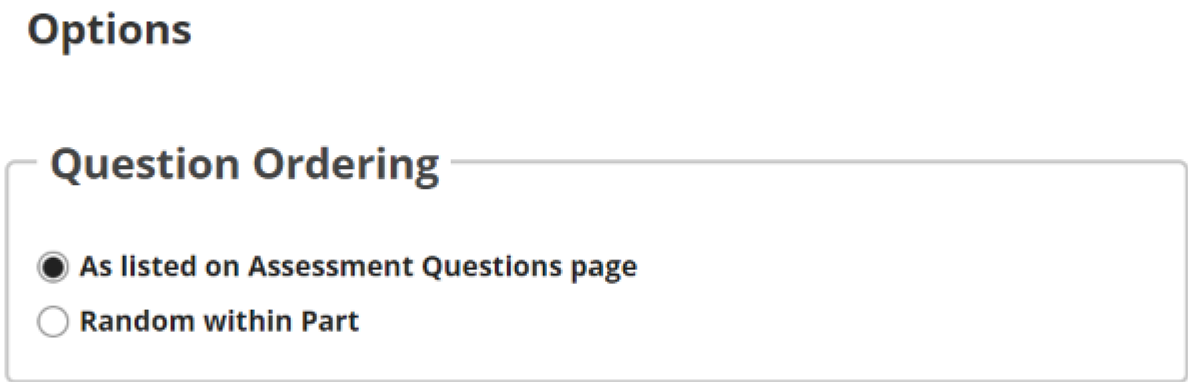
Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.



Choose the option to **author questions one-on-one** or select **random draw from question pool**.

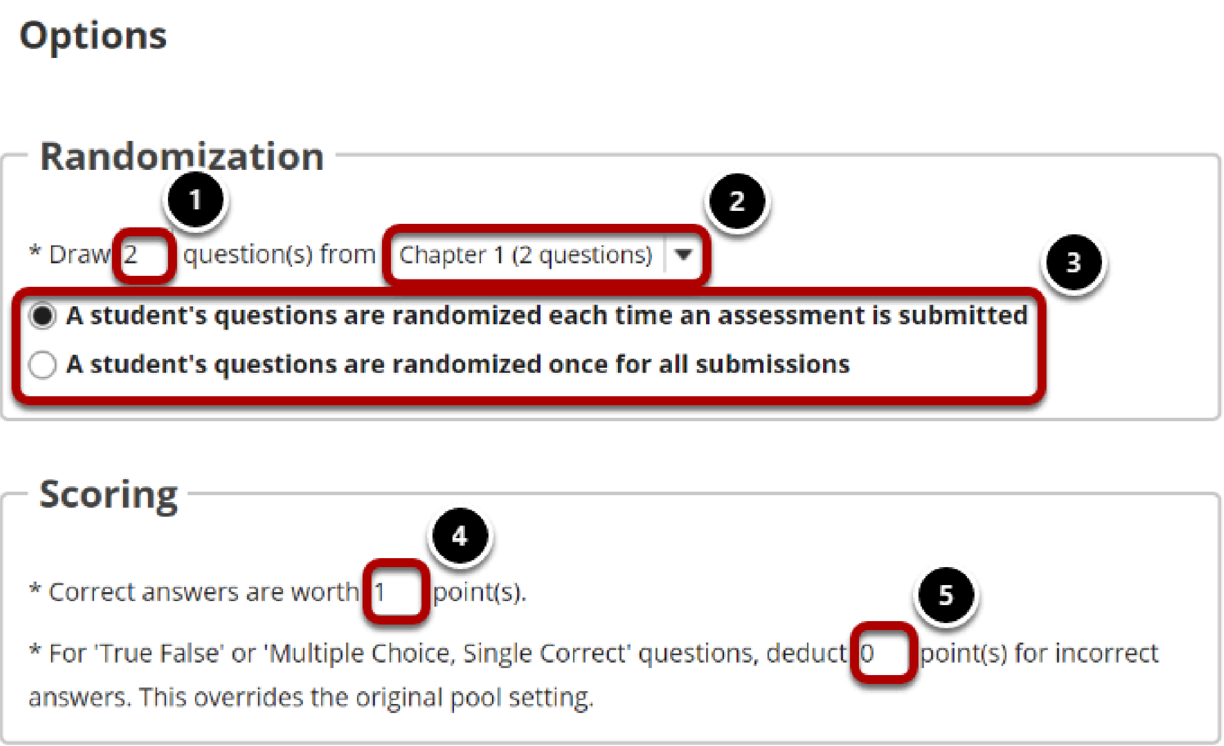
If "Questions authored one-by-one" is selected, the following options will display.



Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

Footer

If "Random draw from question pool" is selected, the following options will display.

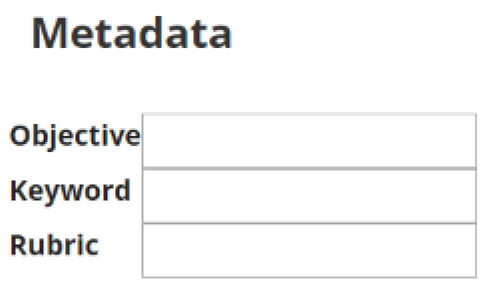


1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Footer

Add Metadata. (Optional)



Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).

Footer

How do I use assessment parts?

Assessments are subdivided into parts, but may consist of only one part that comprises all the questions. Parts allow you to create sections of an assessment, each with its own title, questions, question pool draws, attachments (for resources or directions), and question ordering.

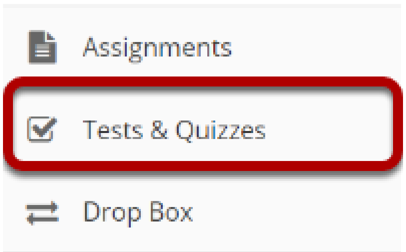
When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, click Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

New parts will be listed in the order you create them. You can re-order parts within an assessment, and edit each part individually.

Your assessment must contain at least one part, but you can remove any of the additional parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

For more information on adding parts, see How do I add multiple parts to an assessment?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

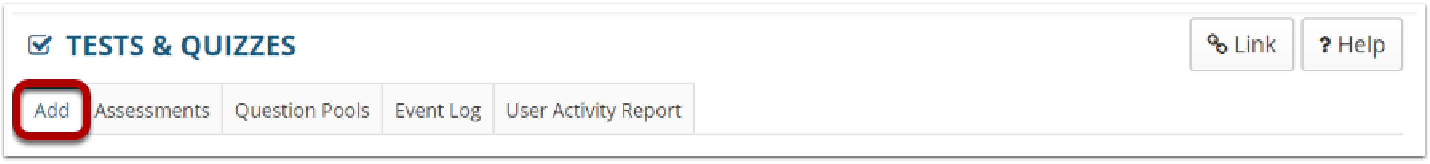
Select an assessment.

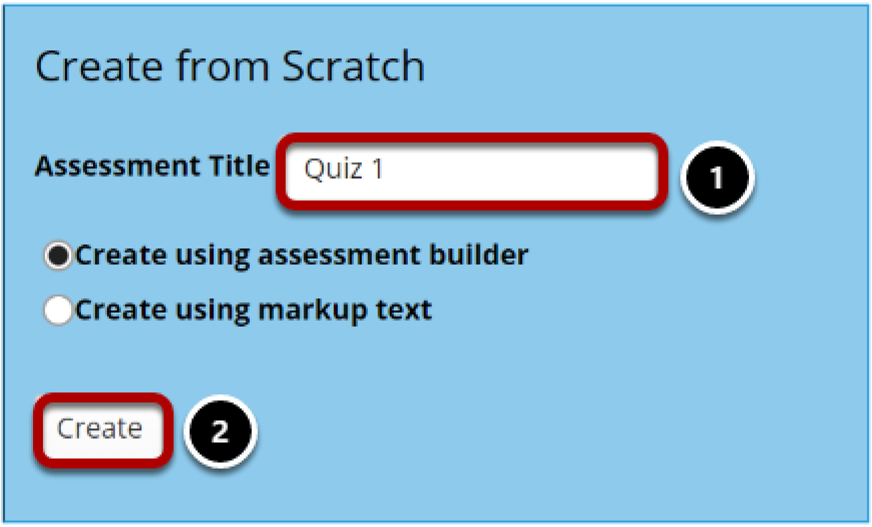
Parts may be added to any assessment. Select an existing assessment or create a new one.

Footer

Create a New Assessment.

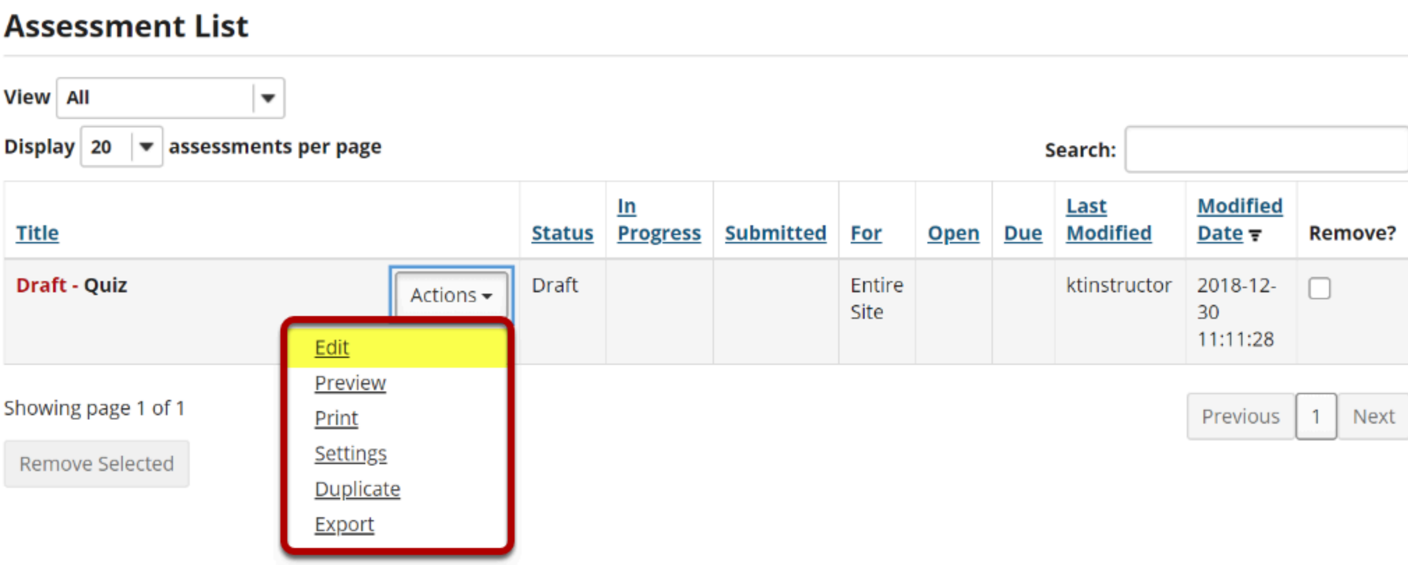
Click Add.





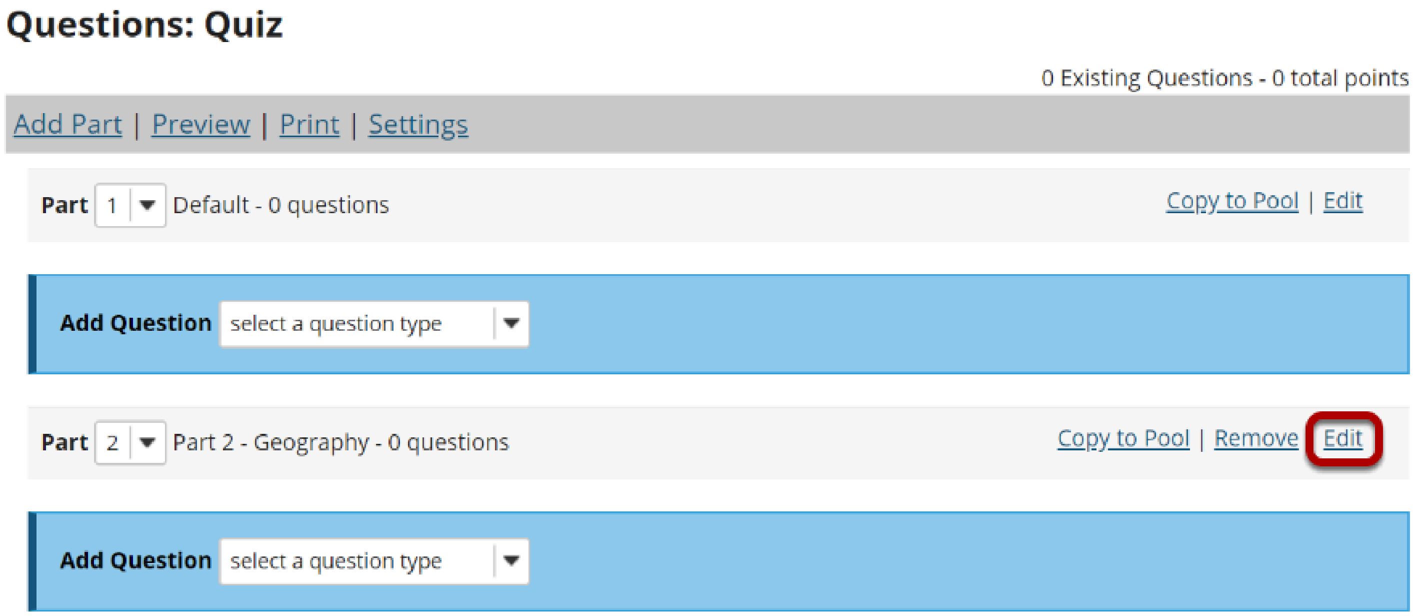
For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.



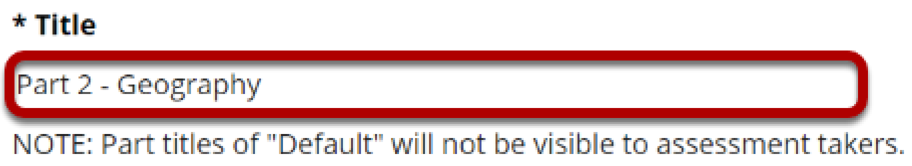
Footer

Edit a part.



In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

Edit the Title.

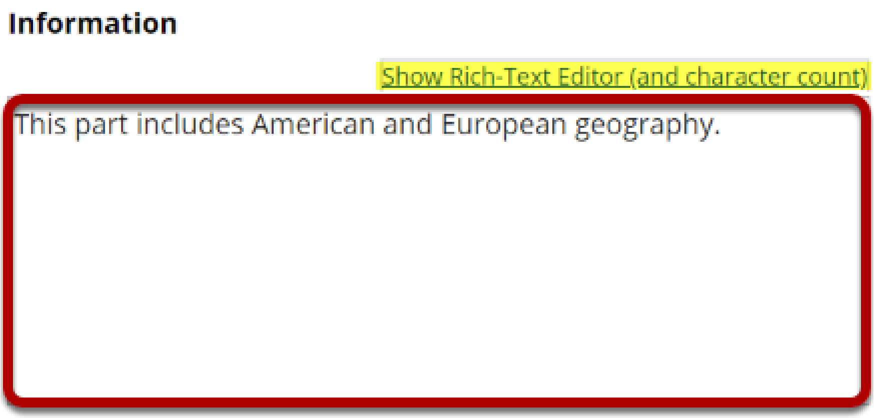


Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Footer

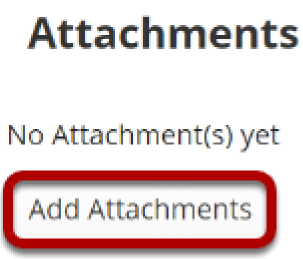
Edit Part Information. (Optional)



Use the text box provided to type **Information** about the created part.

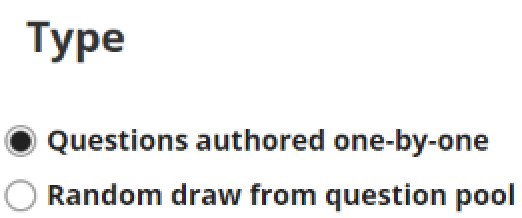
Note: To edit with [Rich-Text Editor](), click the hyperlink to open the full menu.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

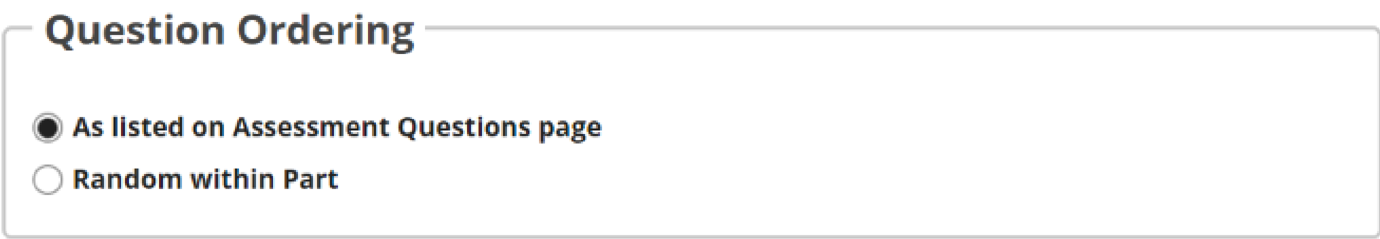
Select Part Type.



Choose the option to **author questions one-on-one** or select **random draw from question pool**.

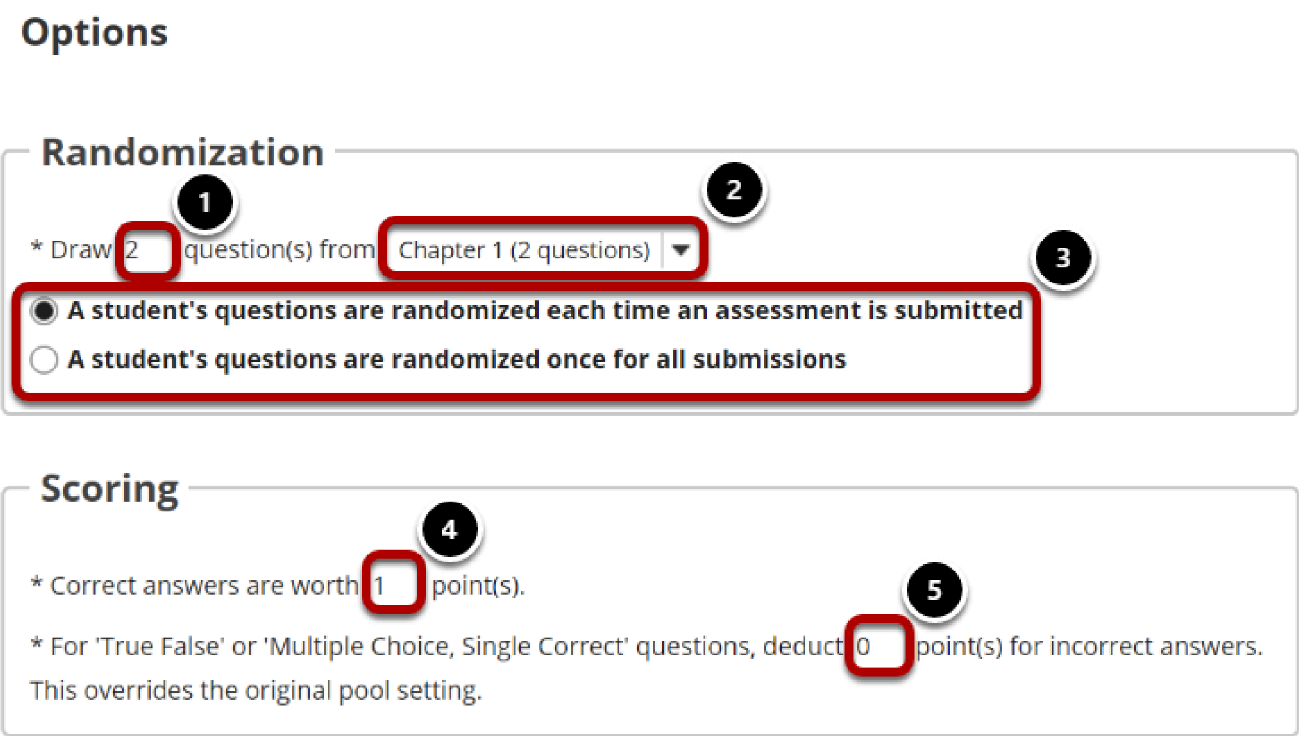
Footer

If "Questions authored one-by-one" is selected, the following options will display.



Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "Random draw from question pool" is selected, the following options will display.



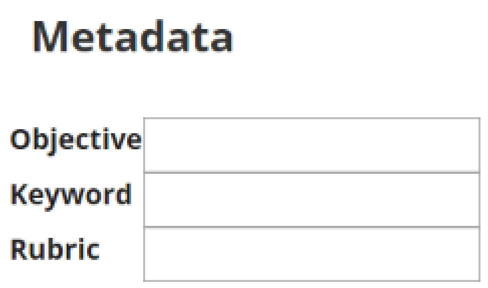
1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.

Footer

5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

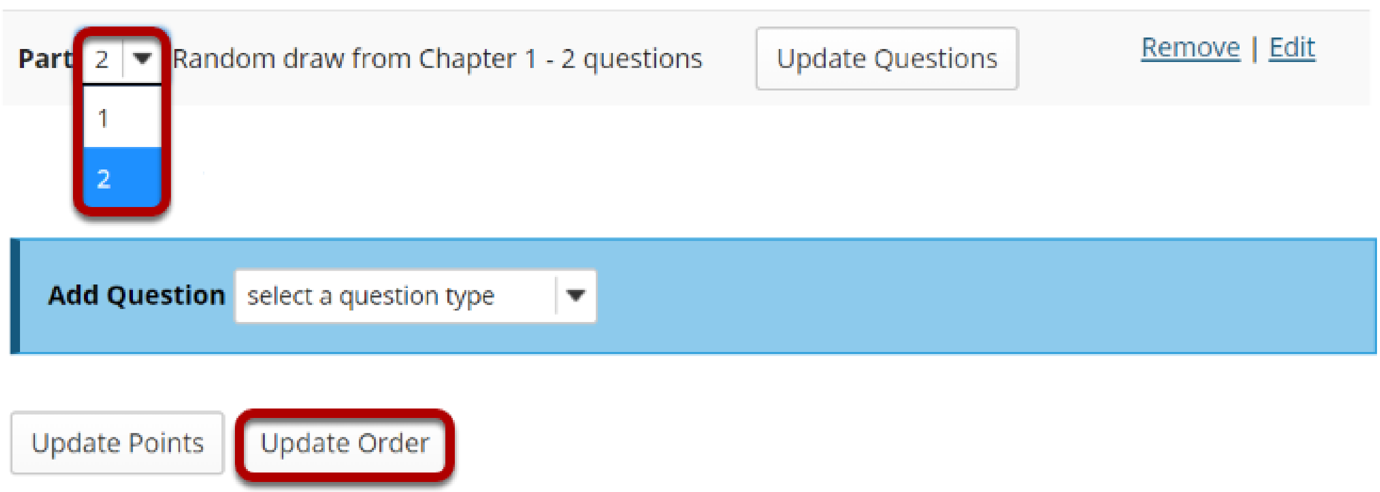


Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).

Arrange parts.



Footer

New parts will be listed in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down list next to "Part" and click **Update Order**. For example, if you have three parts, and you want the third part to appear first, use the drop-down list to change the 3 to 1. The third part will become the first part and the first part will become the third. The example illustrated will exchange the places of Parts 1 and 2.

Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

Remove parts.

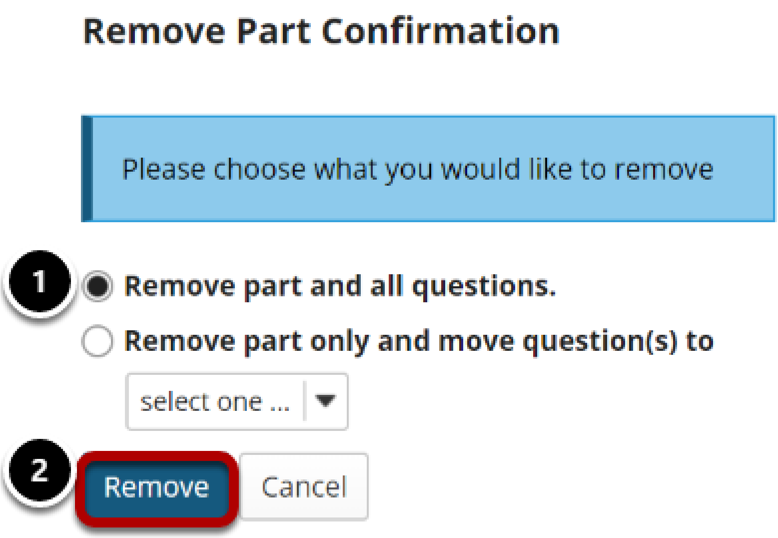
You can remove the Part and its questions altogether or remove the Part as a section and retain its questions.

Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.

Choose to remove.

In the open assessment, find the part. Next to the part's name, click **Remove**.

Choose to delete or combine the questions.



Footer

1. On the subsequent confirmation screen, choose between the following:

    Remove part and all questions.

    Remove part only and move question(s) to (use the accompanying drop-down list to choose another part).

2. Click **Remove**.

Footer

What is a question pool?

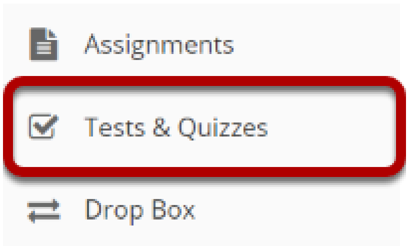
A question pool is a set of questions, identified by a name, that belongs to you (not the worksite). You can share a question pool with others, and others can share theirs with you.

Questions pools are set up in advance of an assessment, for convenience. When you are ready to give your students an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for random-draw questions. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a random-draw question using that pool.

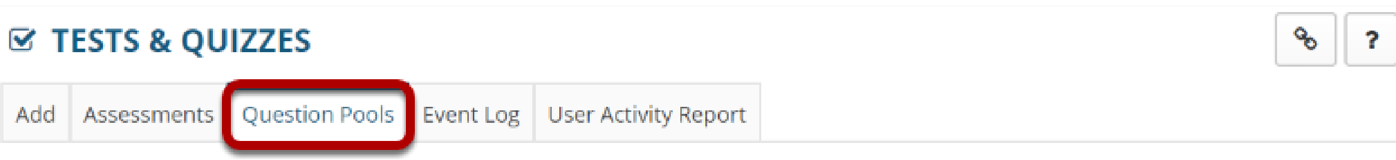
Question pools can be subdivided into subpools, and those subpools can be further subdivided, for organization that reflects your teaching methods.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Footer

Question Pool Example.

Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE 101 Add Subpool | Copy | Move | Share	ktinstructor	01/05/2019	3	3	☐
Chapter 1 Add Subpool | Copy | Move	ktinstructor	01/05/2019	0	2	☐
Multiple Choice Add Subpool | Copy | Move	ktinstructor	01/05/2019	10	0	☐
Short Answer/Essay Add Subpool | Copy | Move	ktinstructor	01/05/2019	2	0	☐
Chapter 2 Add Subpool | Copy | Move	ktinstructor	01/05/2019	6	0	☐
Chapter 3 Add Subpool | Copy | Move	ktinstructor	01/05/2019	1	0	☐

Delete

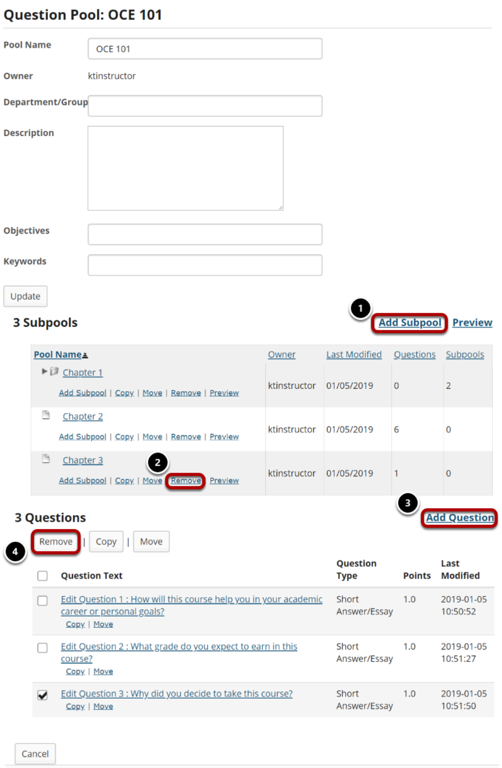
Here we see a question pool (e.g. OCE 101) that contains three questions at the top level and also subpools for Chapters 1, 2, and 3. Chapter 1 also has two subpools of its own (Multiple Choice and Short Answer/Essay).

Tip: A question pool can contain both questions of its own and subpools.

You will see question pools that you have authored as well as question pools that have been shared with you by their authors.

Note: Question pools are not identified by course site, as they are associated with a specific owner rather than worksite.

Contents of a question pool.



Clicking on the name of the pool, in this case OCE 101, shows its subpools and questions.

1. To add a subpool to the current pool, click **Add Subpool**.
2. To remove a subpool, click the **Remove** link under the name of the subpool to be deleted.
3. To add a new question to the current pool, click **Add Question**.
4. To remove a question from the pool, select the question or questions to be removed and then click the **Remove** button in the questions listing area.

To create a new Question Pool, see [How do I add, copy, move, or remove a Question Pool]?

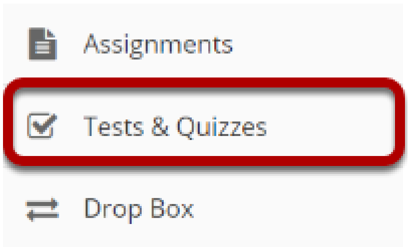
Footer

How do I add, copy, move, or delete a question pool?

Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see [What is a Question Pool?](#)

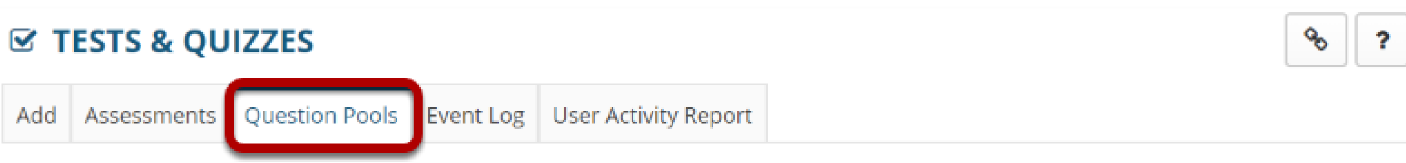
Note: Because a question pool cannot be given to students as is, no exam settings are available.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.

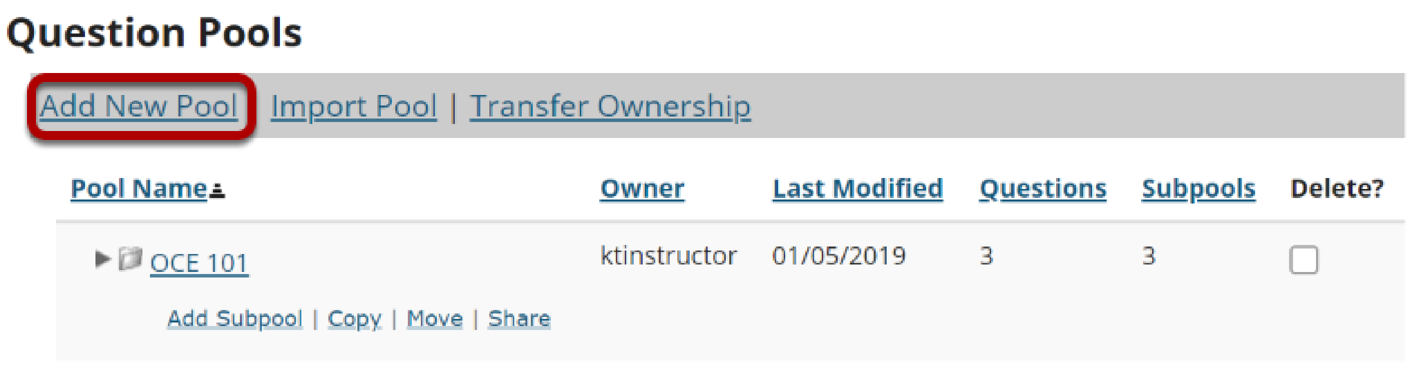


Add a question pool.

You can add a new Question Pool as an empty container for future questions.

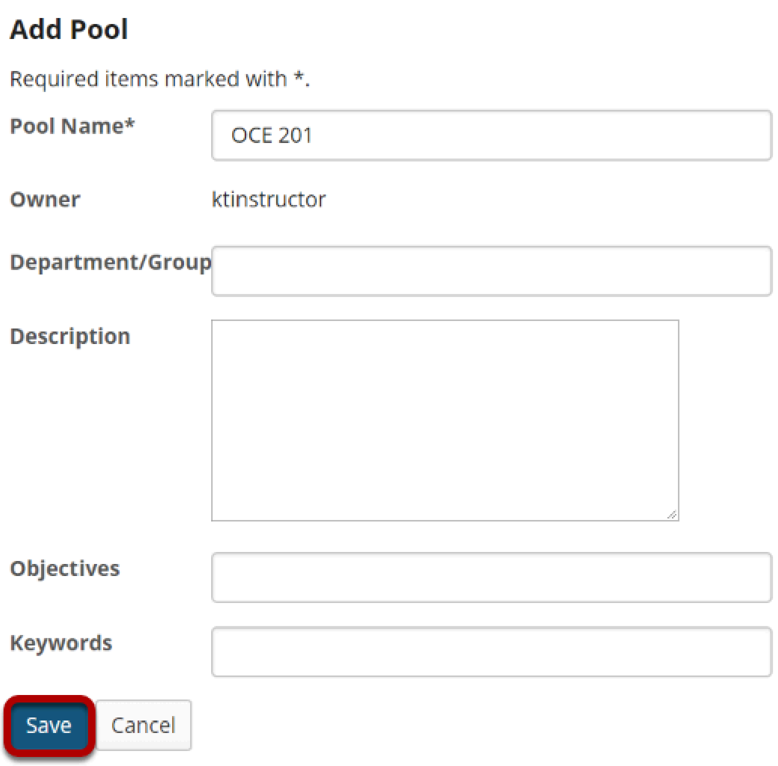
Footer

Click Add New Pool.



Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See [How do I import questions into an assessment or a Question Pool?](#))

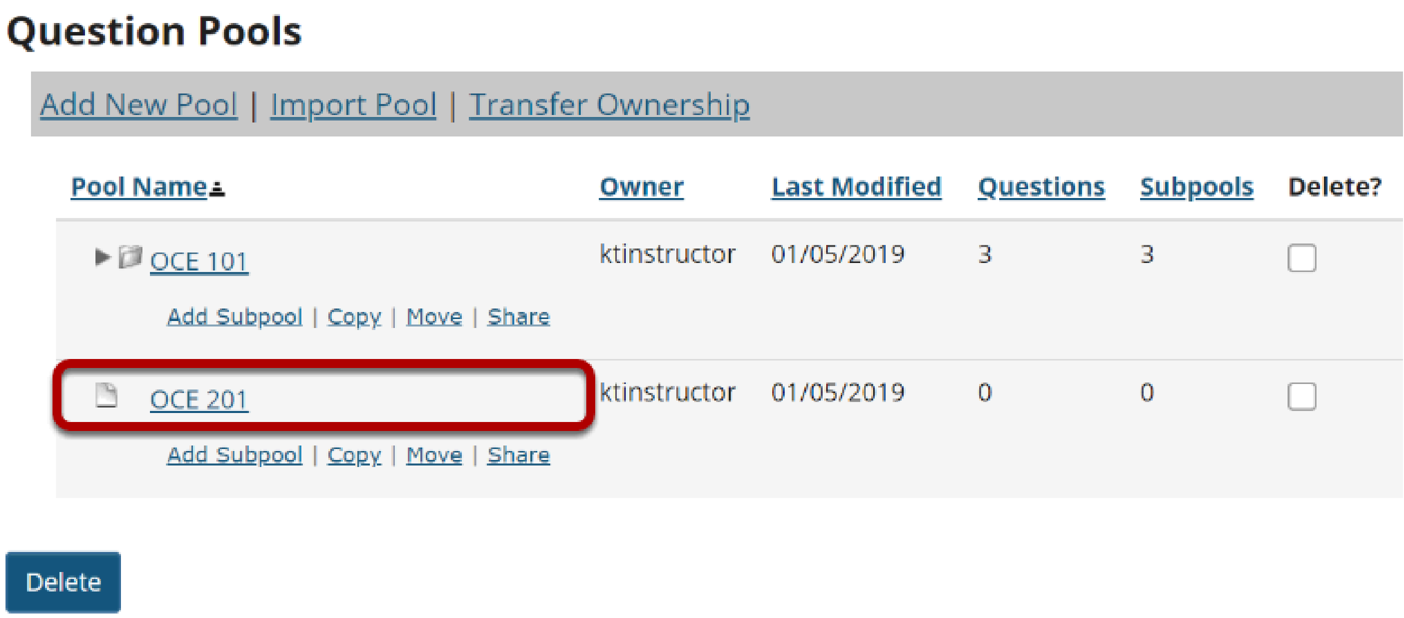
Enter the pool details and Save.



Enter the data you desire and **Save** the Question Pool.

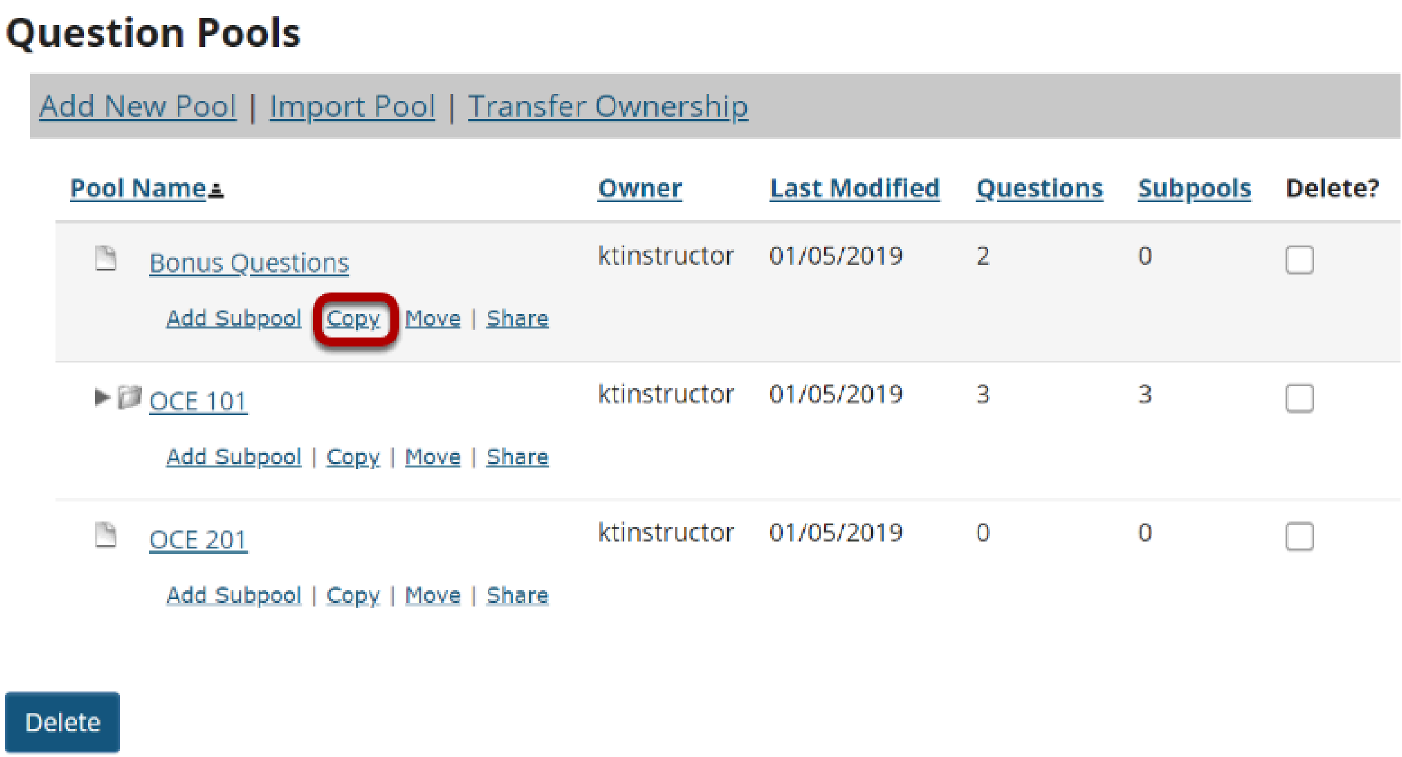
Footer

The question pool is ready for adding questions.



To open the pool for authoring and editing of questions, click on its name. (For more information on adding questions to a pool, see How do I add a question to a question pool?)

Copy a question pool.

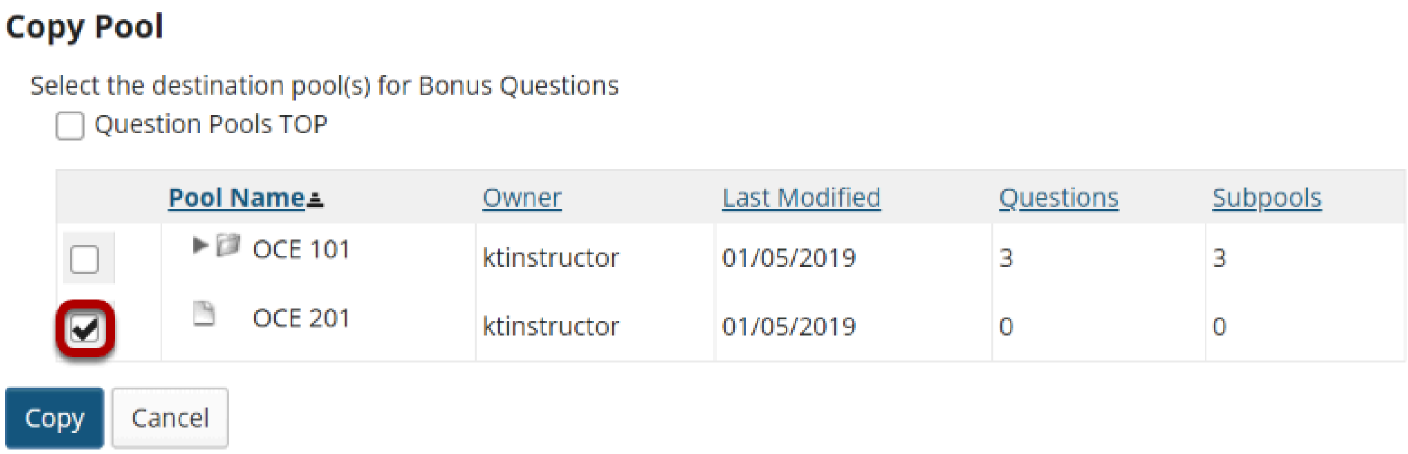


Footer

Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.

Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

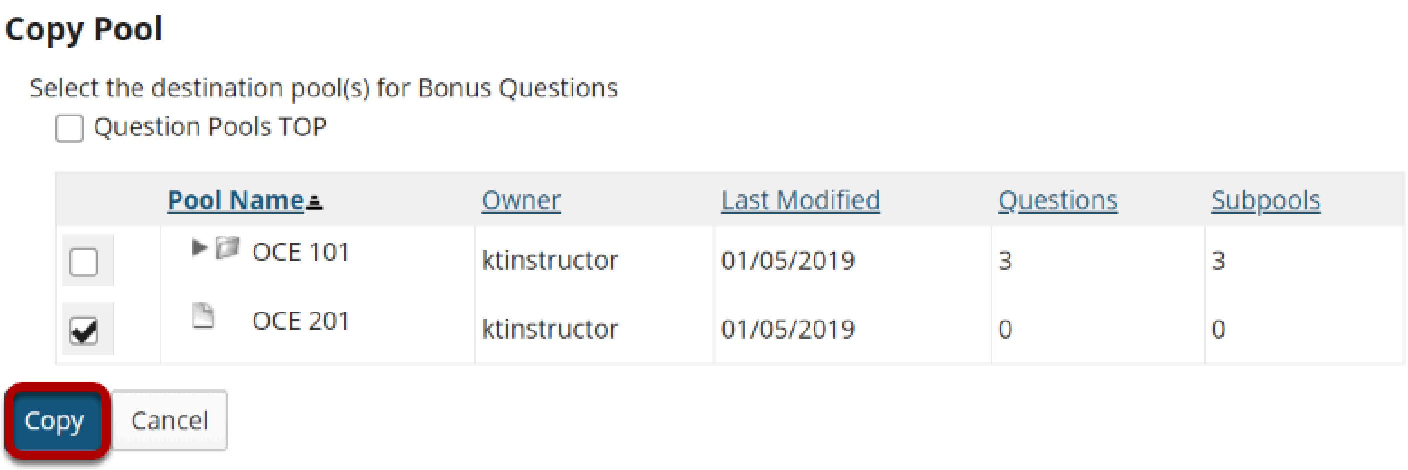
Specify the destination.



On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

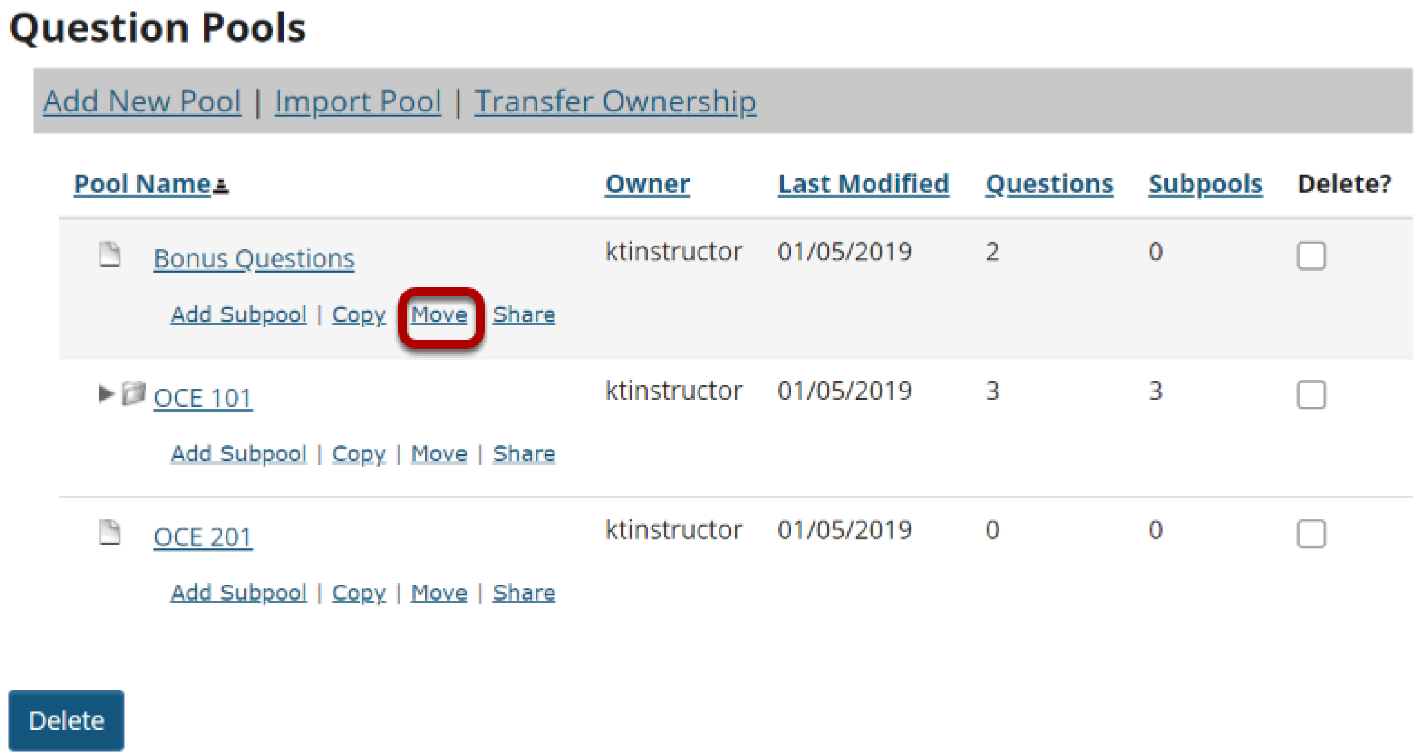
*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Copy.



Footer

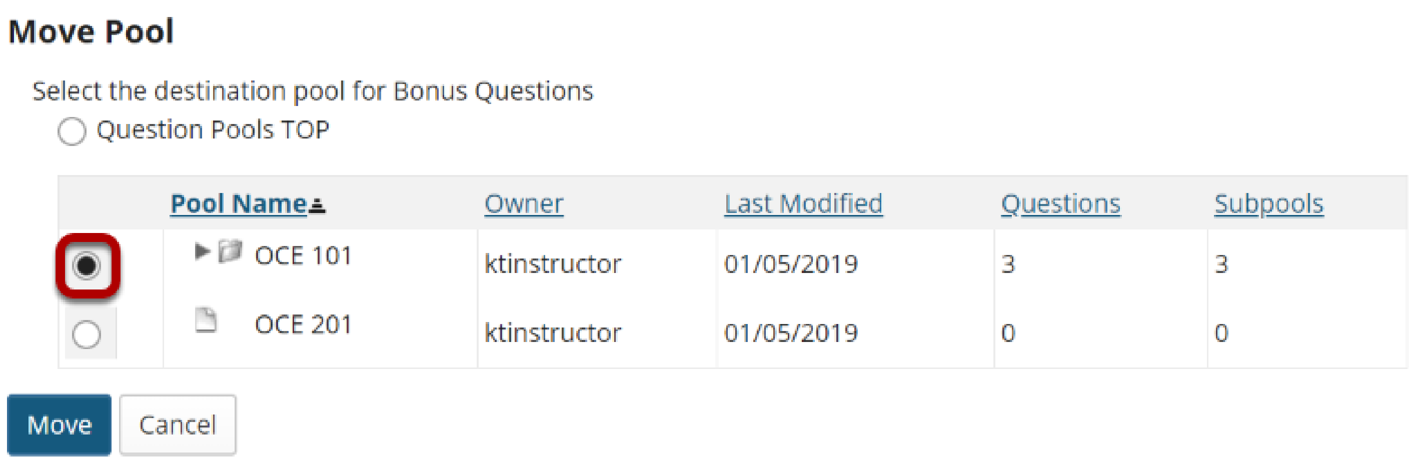
Move a question pool.



Moving a pool will relocate the pool and all of its questions and subpools to a new location.

Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination.

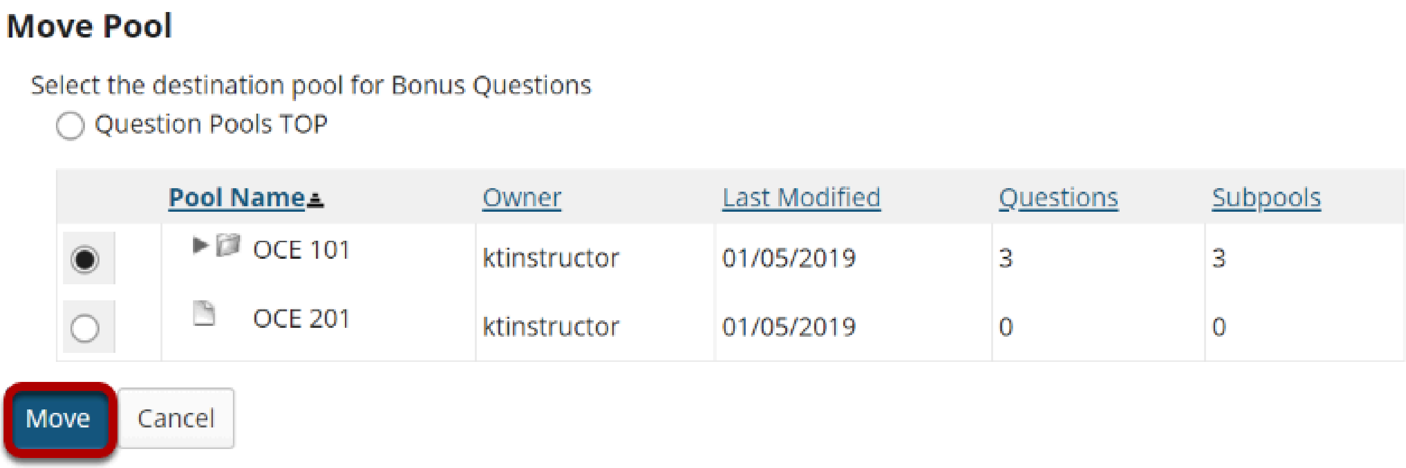


On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

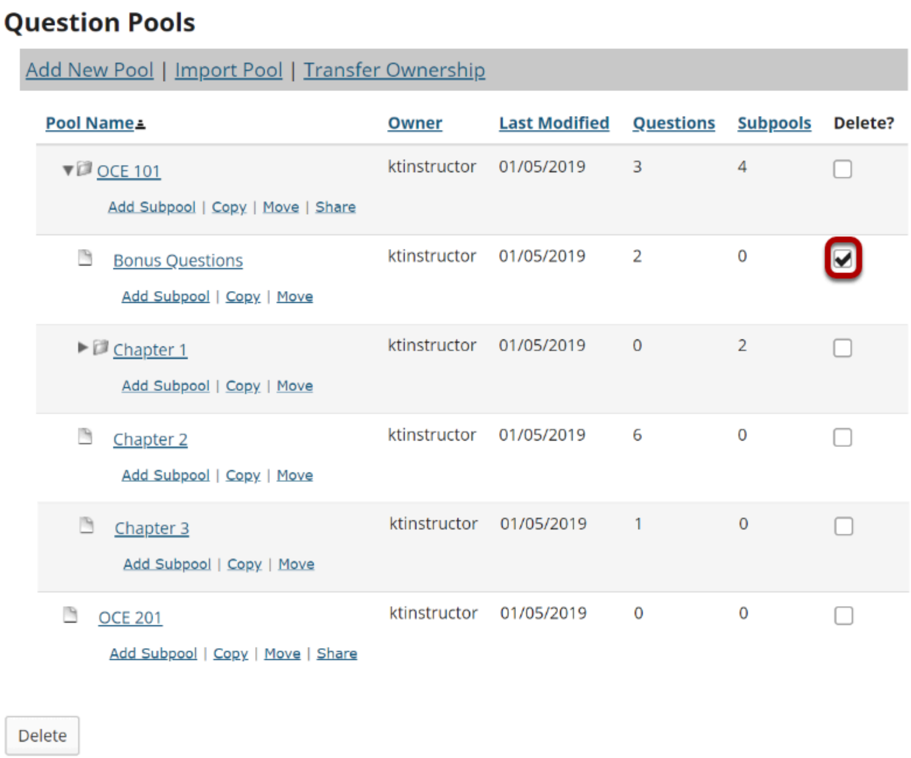
Footer

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Move.



Delete a question pool.

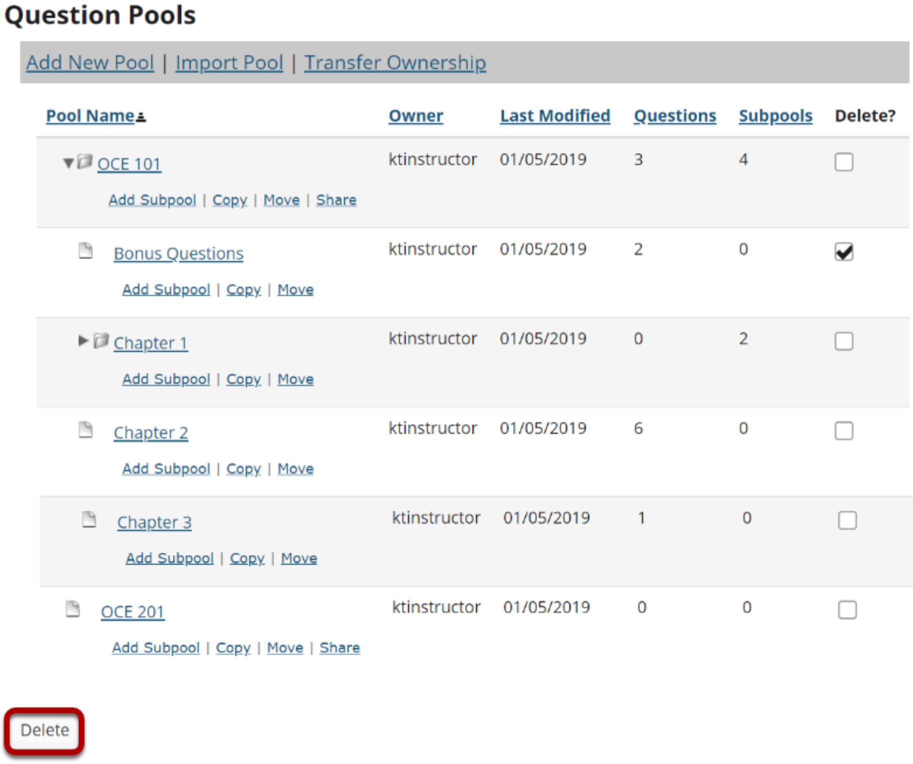


Deleting a question pool will remove the pool and all of its questions and subpools.

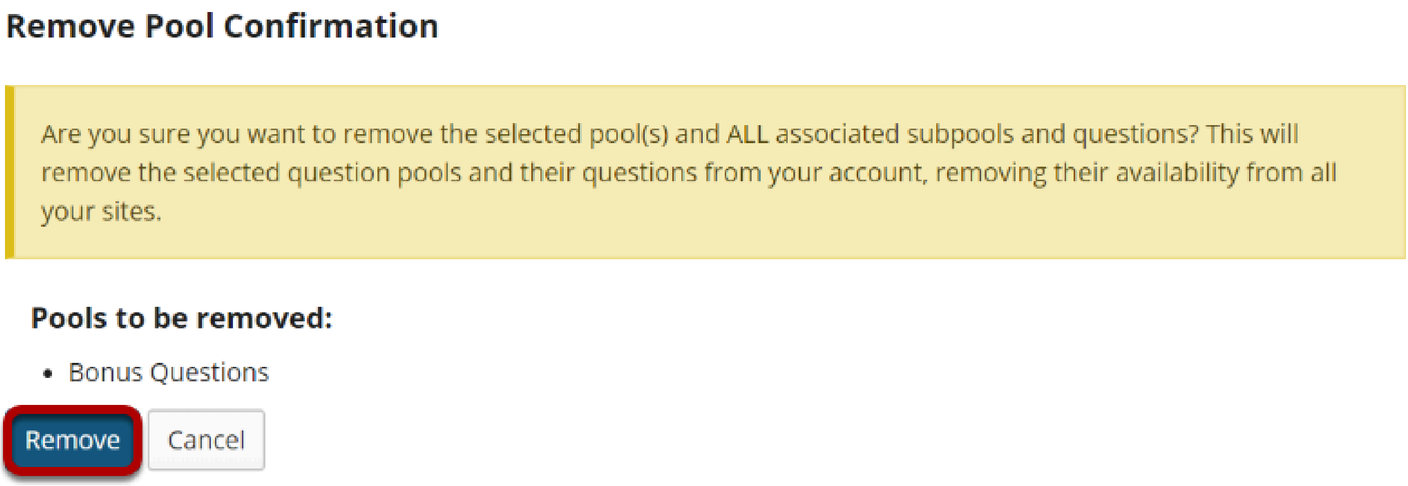
To delete a pool, select the checkbox for the pool you would like to remove.

Footer

Click the Delete button.



Click Remove to confirm deletion.

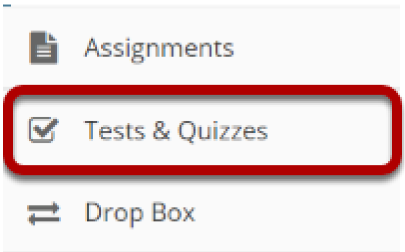


Footer

How do I add a question to a question pool?

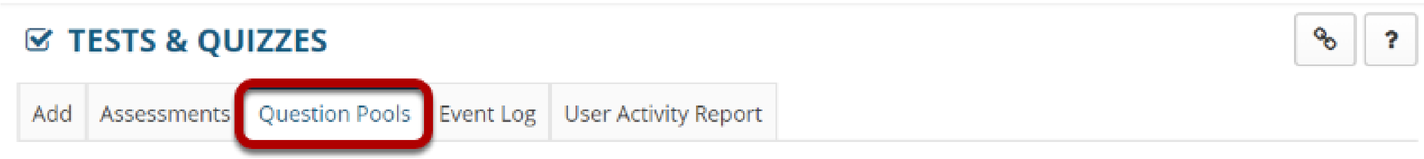
A question pool consists of questions developed in advance and saved for use in assessments.

Go to Tests & Quizzes.



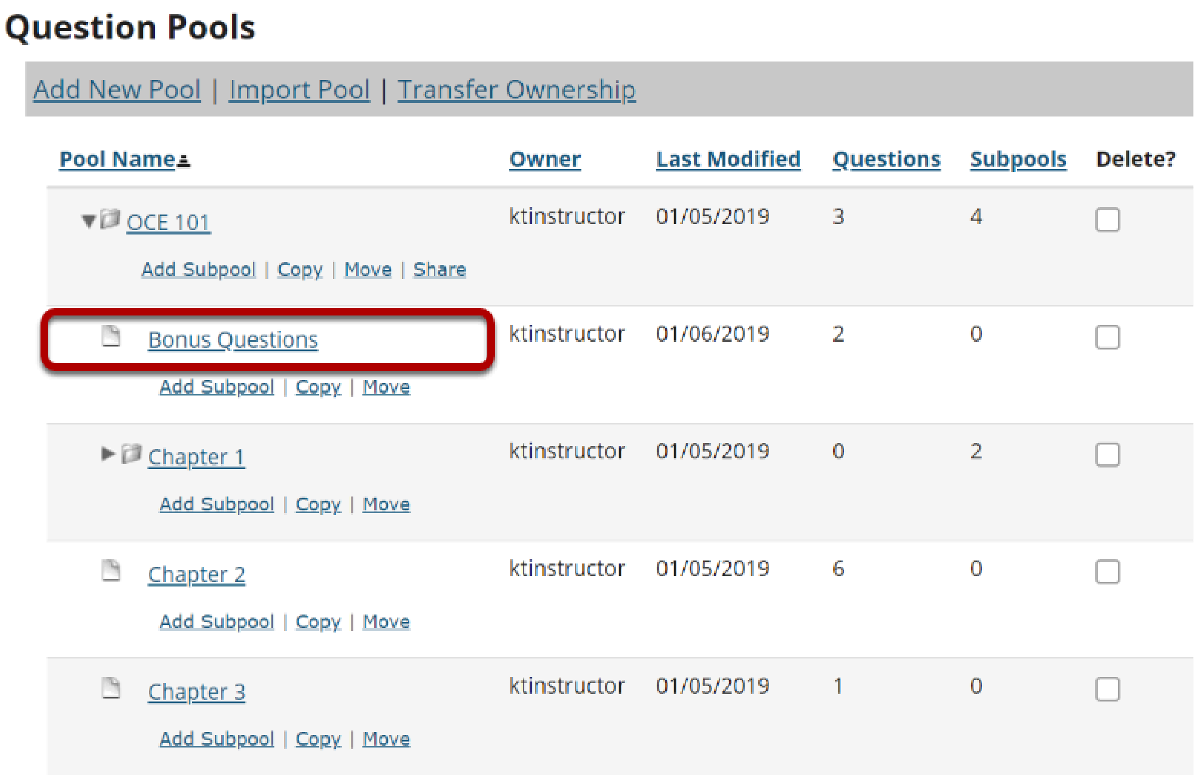
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Footer

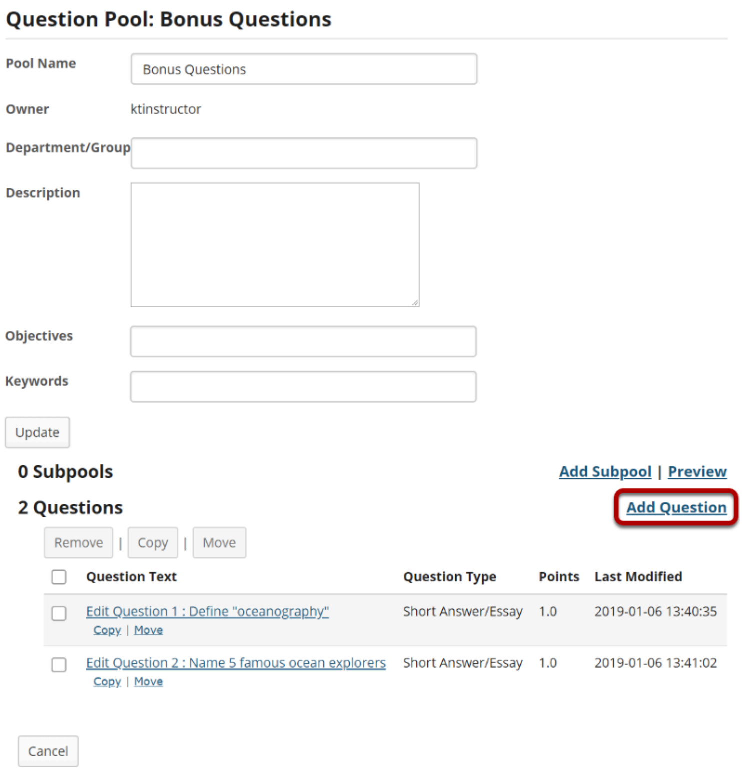
Select the pool.



Select the pool that you wish to augment by clicking on its name.

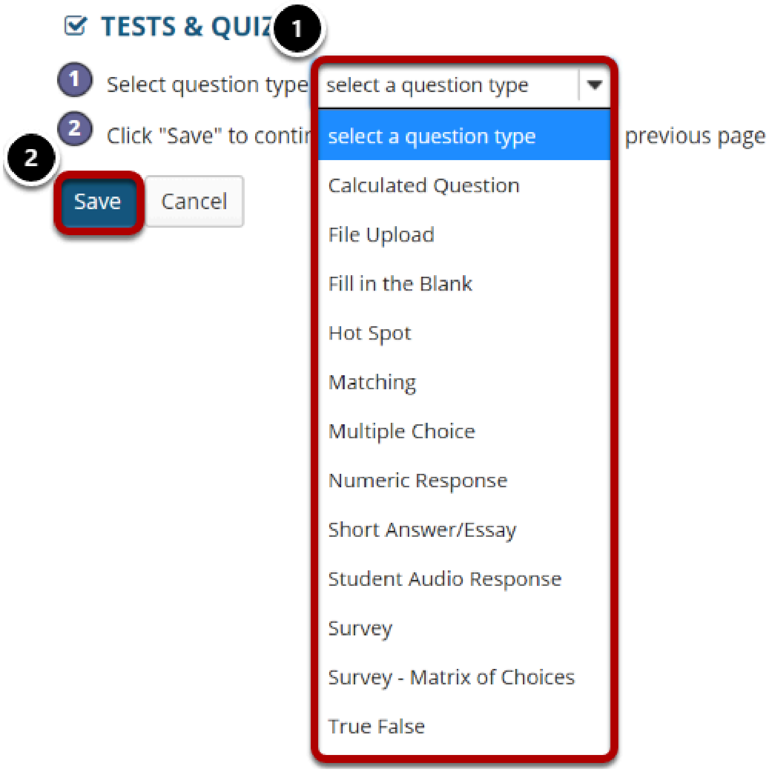
Footer

Click Add Question.



You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add Question** link on the right hand side of the screen.

Create a new question by choosing its type.



All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

1. Select the type of question you want to add.
2. Click **Save**.

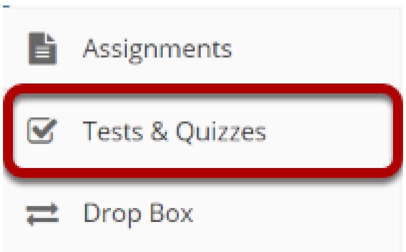
Footer

How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

Note: Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see [How do I set up a random question set?]

Go to Tests & Quizzes.



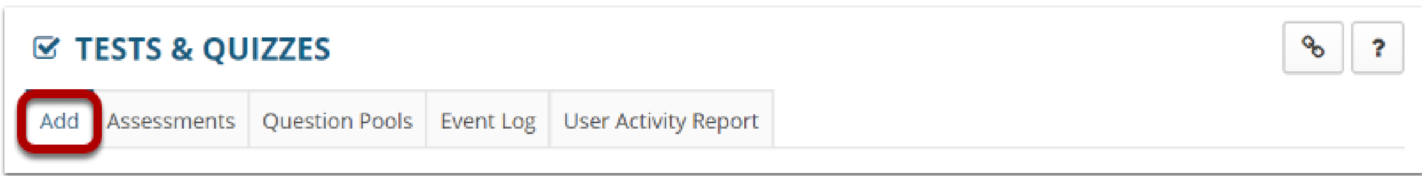
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

Click Add.



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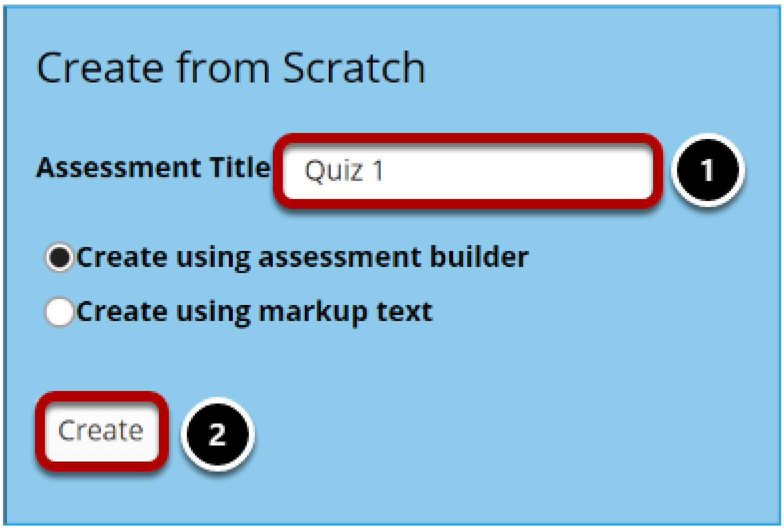
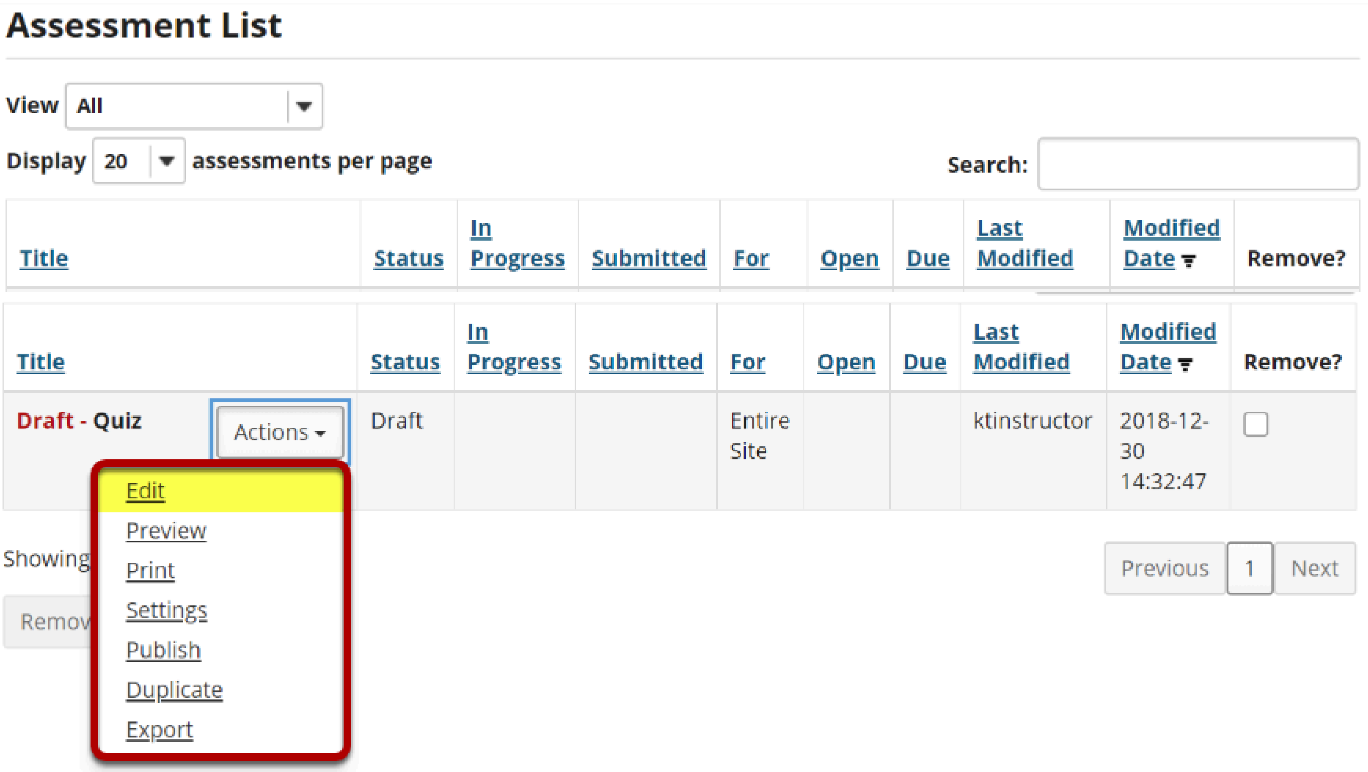


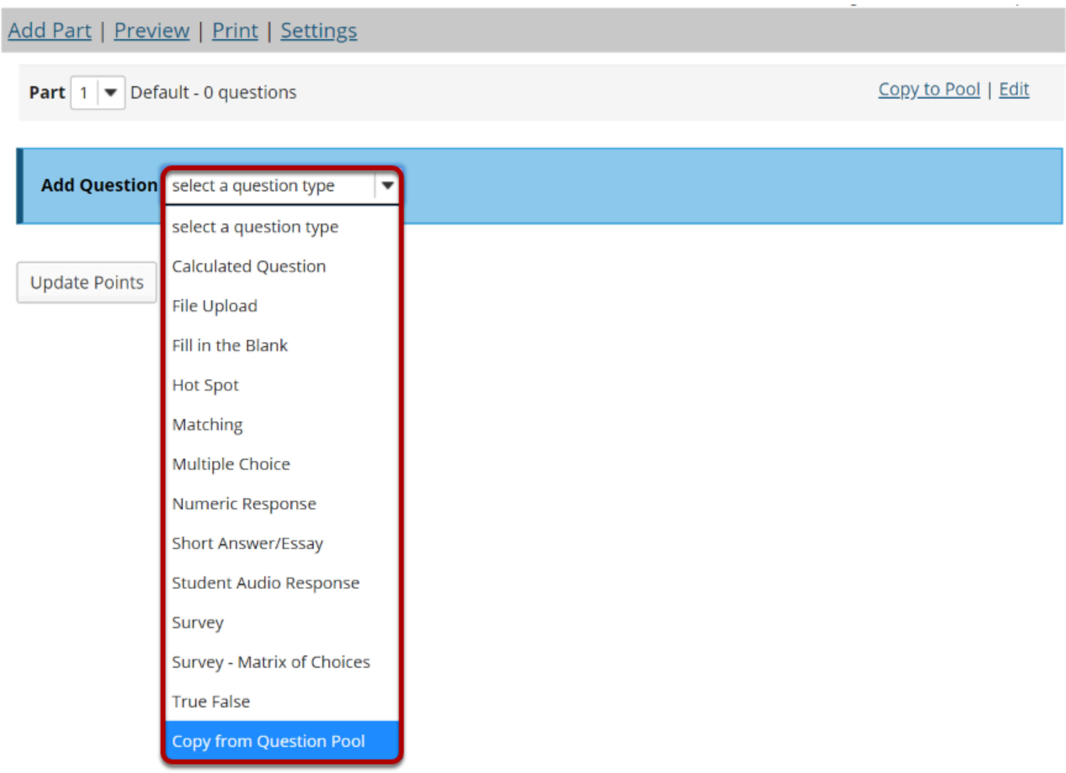
For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

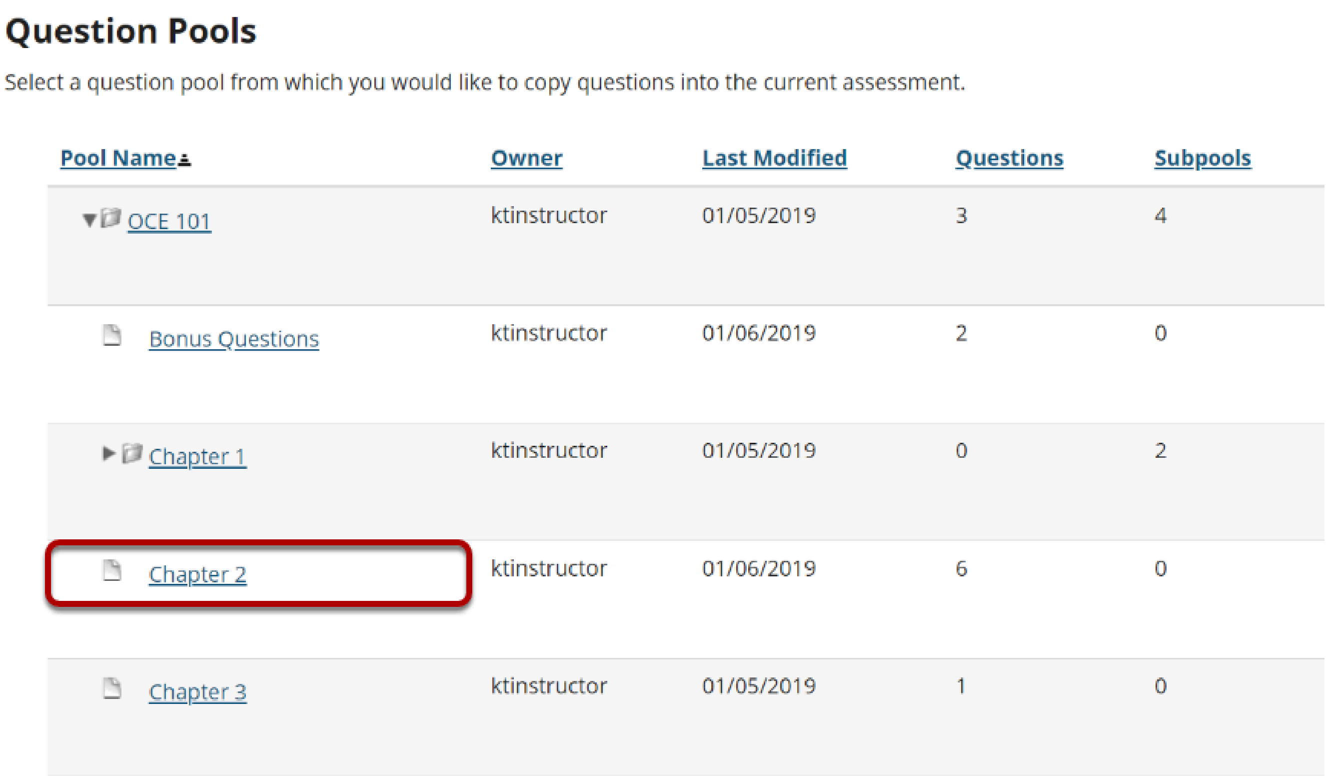


Footer

Select Copy from Question Pool from the drop-down menu.



Select a question pool.

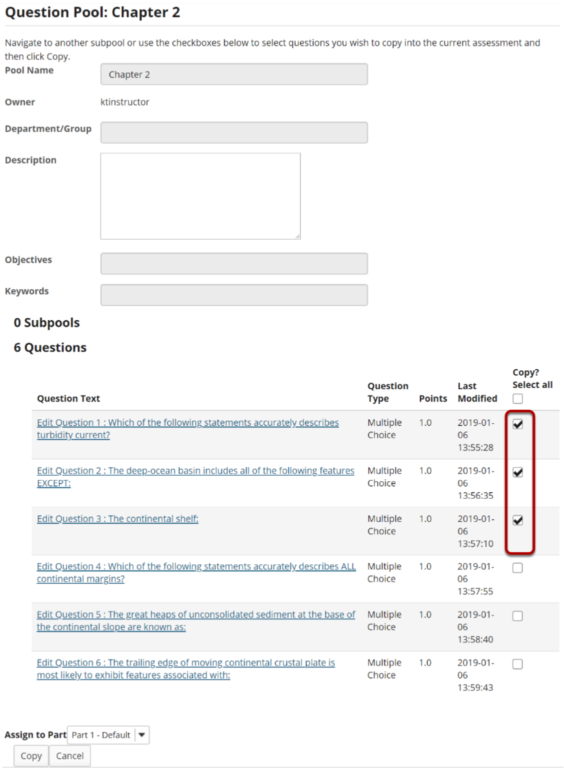


Pool Name	Owner	Last Modified	Questions	Subpools
OCE 101	ktinstructor	01/05/2019	3	4
Bonus Questions	ktinstructor	01/06/2019	2	0
Chapter 1	ktinstructor	01/05/2019	0	2
Chapter 2	ktinstructor	01/06/2019	6	0
Chapter 3	ktinstructor	01/05/2019	1	0

Footer

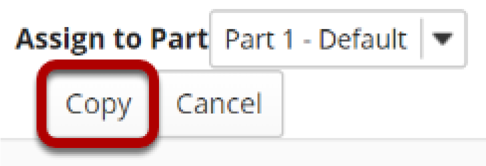
Select a question pool from the list.

Select the question/s.



Check the corresponding box for the question/s you would like to copy.

Click Copy.



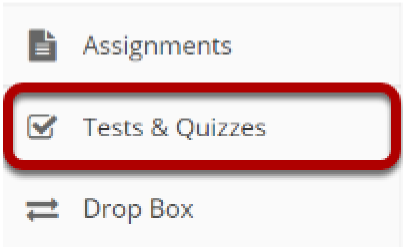
Scroll down to the bottom of the question list and click the **Copy** button.

Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.

Footer

How do I set up a random question set?

Go to Tests & Quizzes.



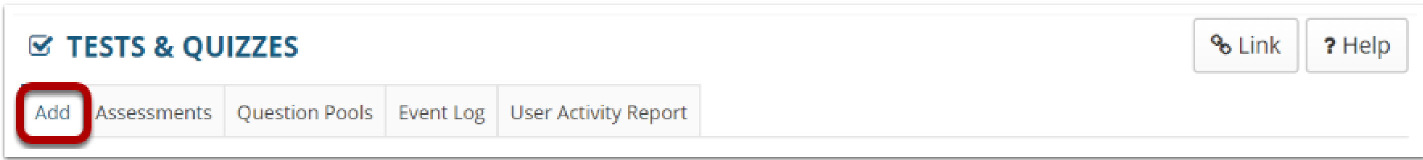
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

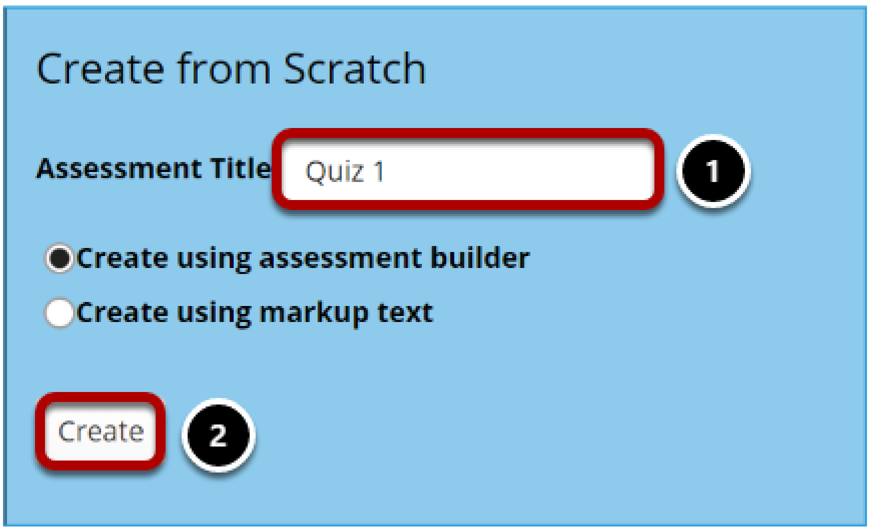
Select an assessment.

Random question sets may be added to any assessment. Select an existing assessment or create a new one to add a random question set.

Create a New Assessment.

Click Add.

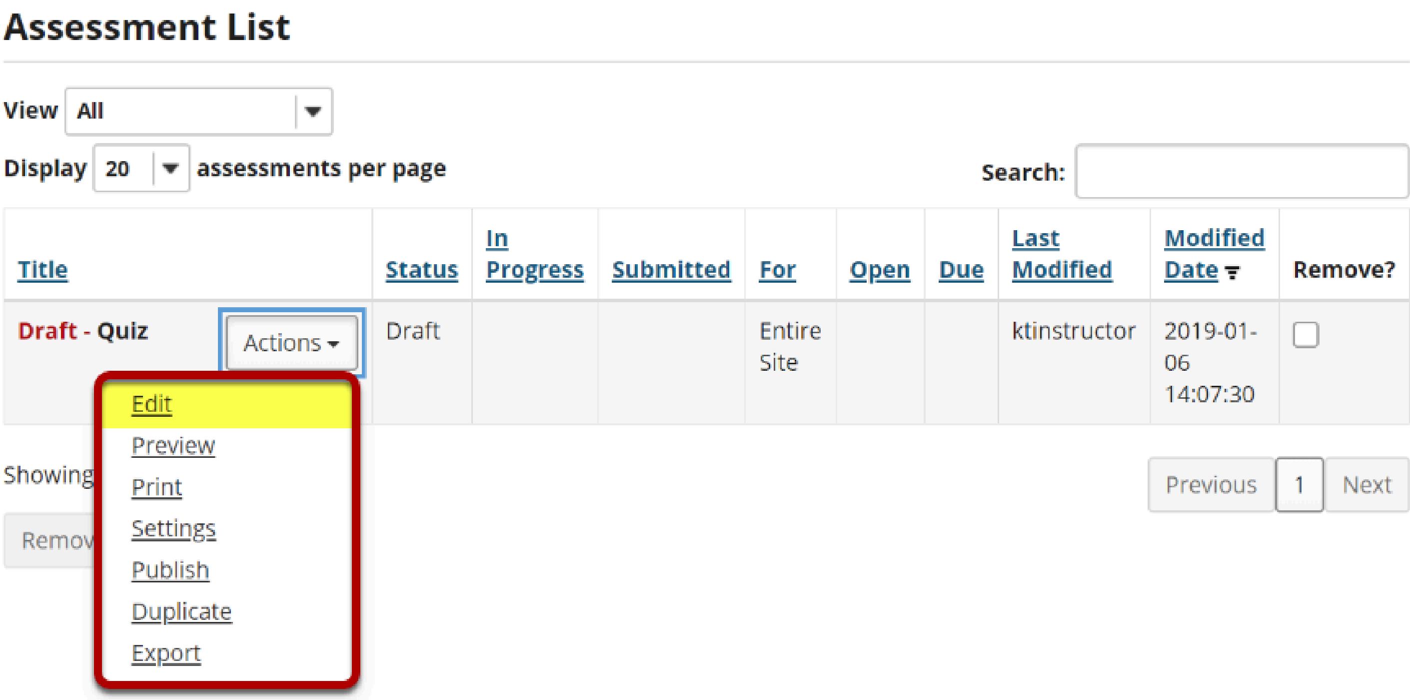




Footer

For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

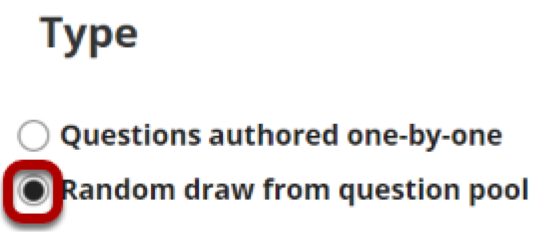


Edit a part.

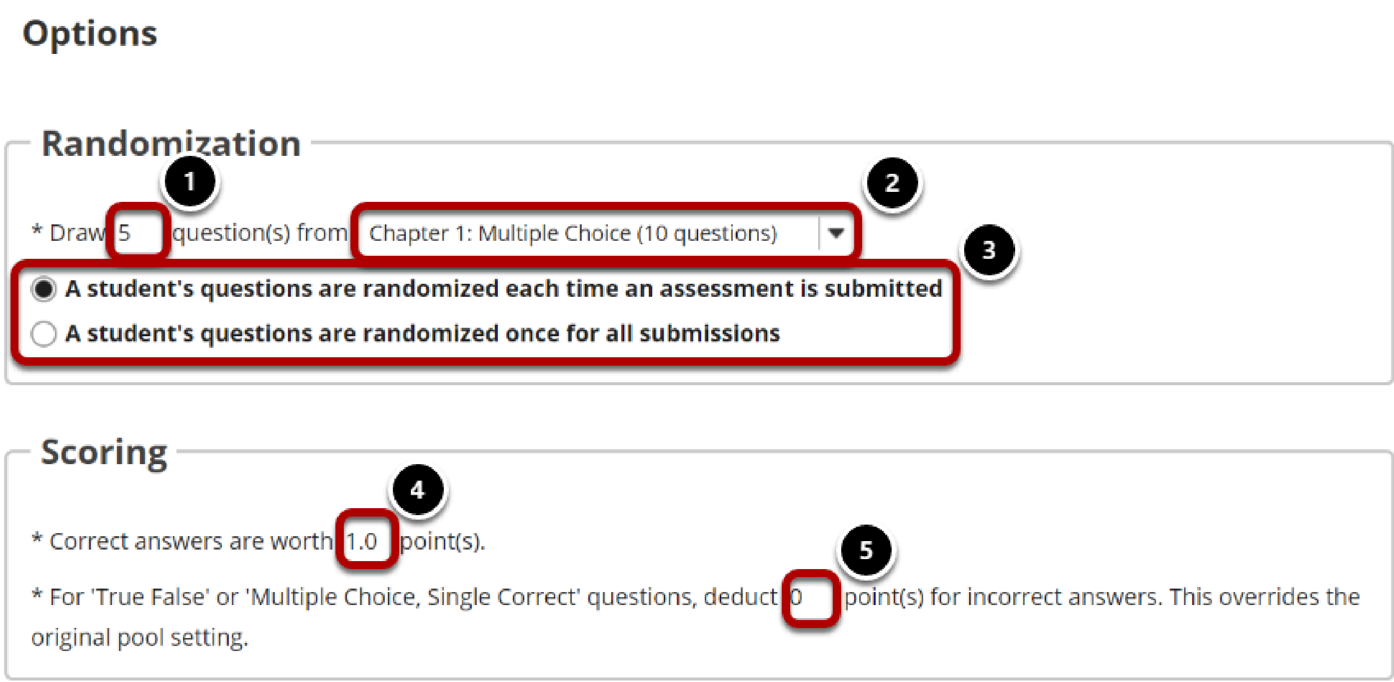
In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

Footer

For the Type, choose Random draw from question pool.



Set the options for the random set.



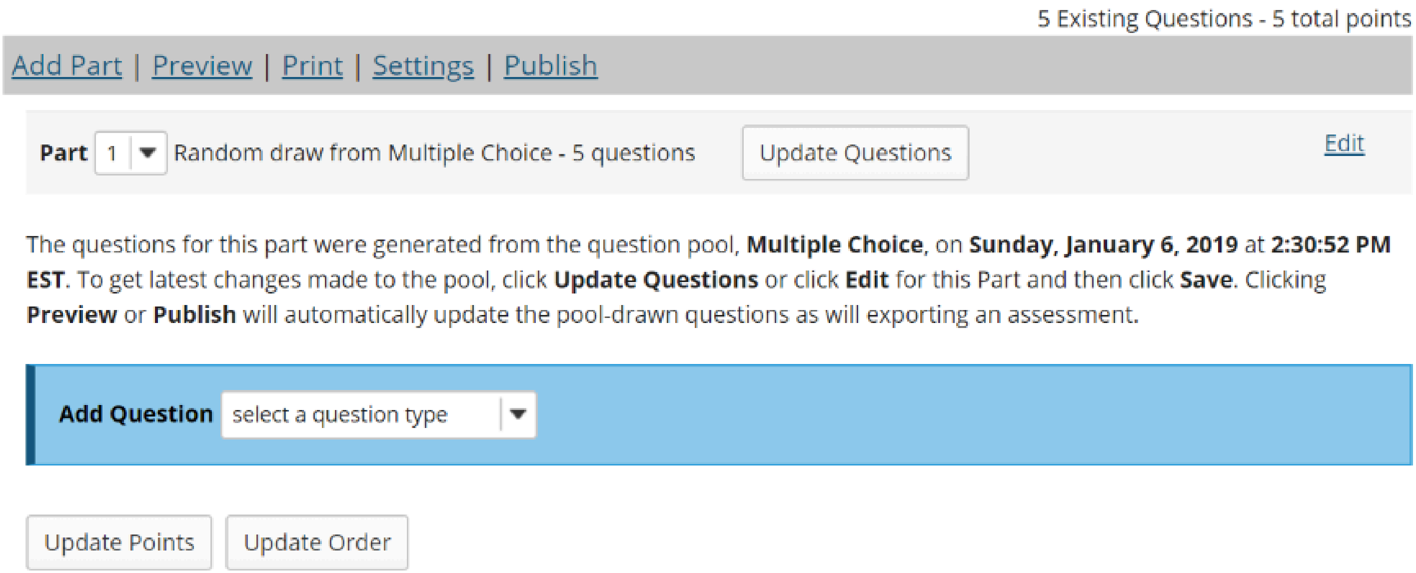
1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Footer

Click Save.

View assessment.



You will be returned to the assessment editing screen with the random draw question set shown. You may add additional questions or question sets by adding more parts to the assessment.

Footer

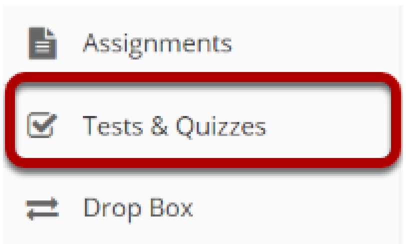
How do I import and export assessments?

The import and export operations allow you to download an assessment or question pool created in the Tests & Quizzes tool into an external file, and to upload from such an external file, or a format-compliant file obtained elsewhere, into an assessment or question pool. The file comprises the entire assessment, including its title, settings, questions, and other options.

Three export formats are available, IMS QTI 1.2, IMS Content Packaging, and Markup text. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with all the components labeled according to the IMS standards.

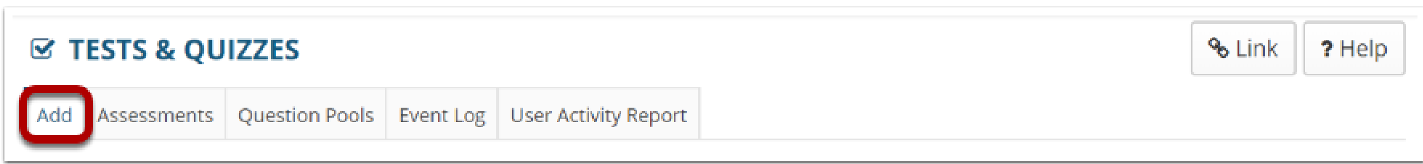
Tip: Many publishers provide test bank cartridges in IMS format. You may want to use this option if you are importing questions provided by your textbook publisher.

Go to Tests & Quizzes.



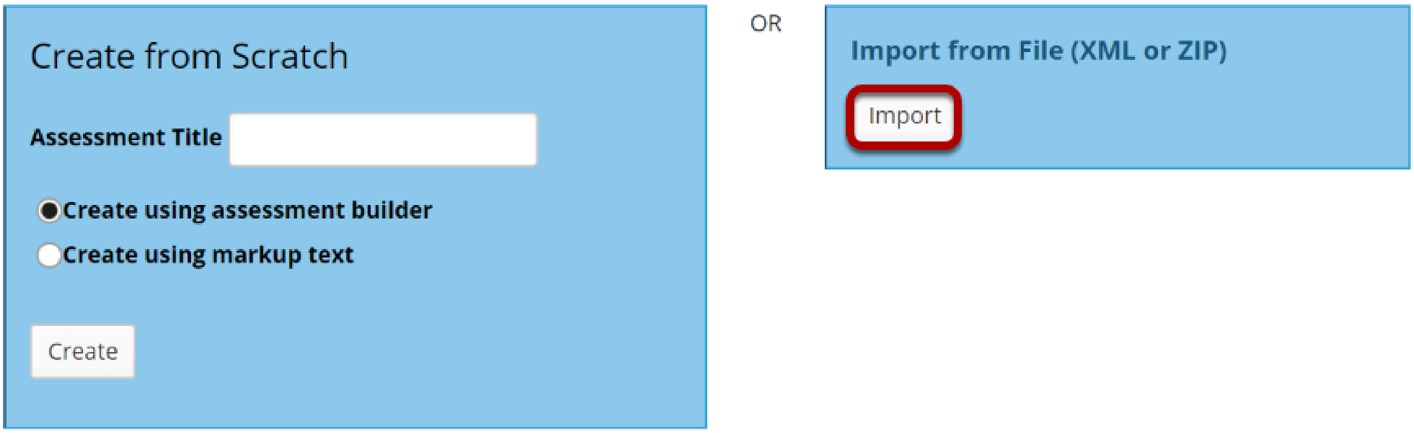
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Add.

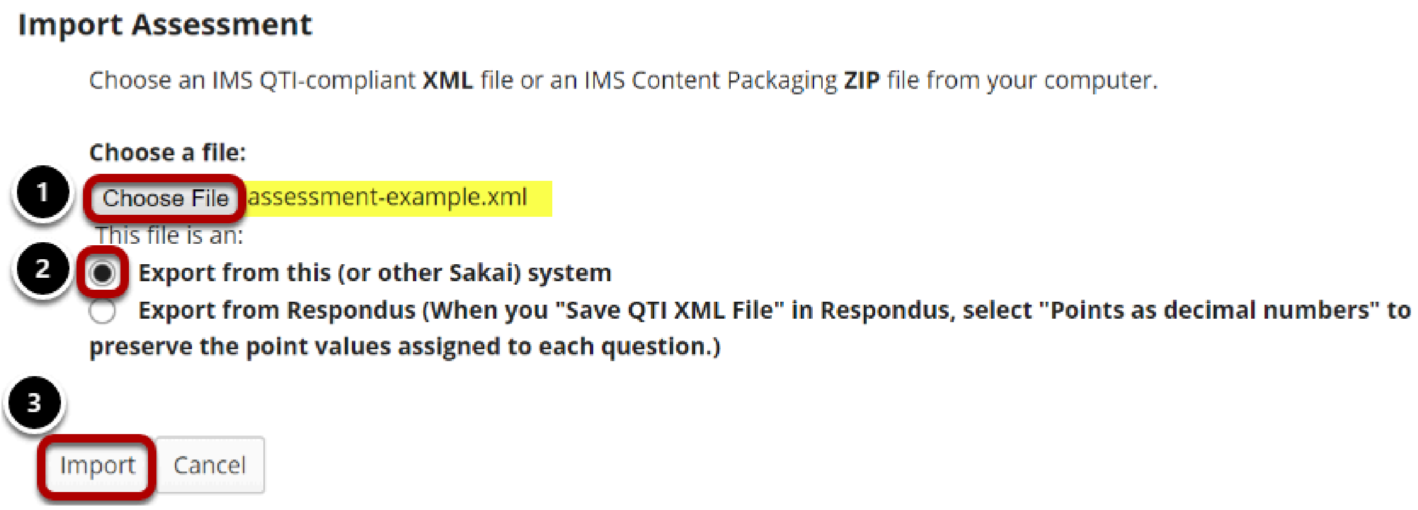


Footer

To import an assessment, click Import.



Select your file, and click Import.



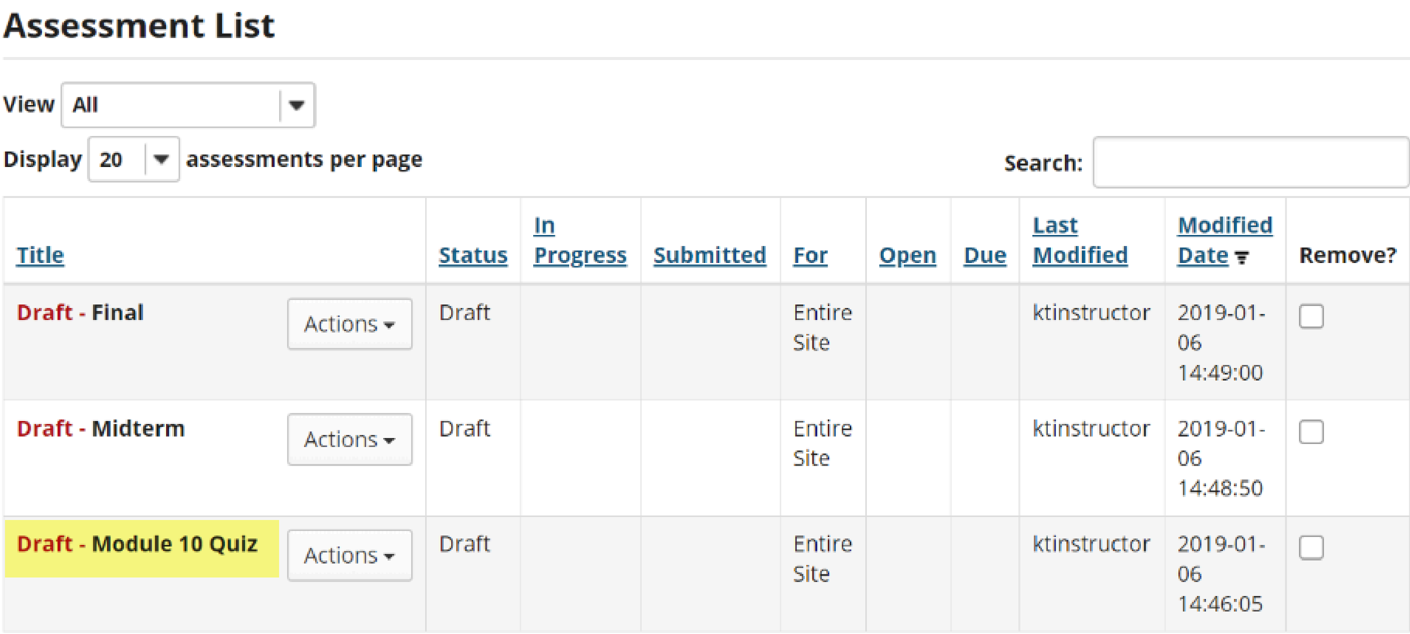
1. Click **Choose File** to browse for the file on your own computer system and open it. Once you have selected your import file, it will show the file name next to the button.

2. Select the radio button indicating they type of file you are importing. (Tests & Quizzes supports files saved in QTI format.)

3. Click the **Import** button.

Footer

View your assessment.

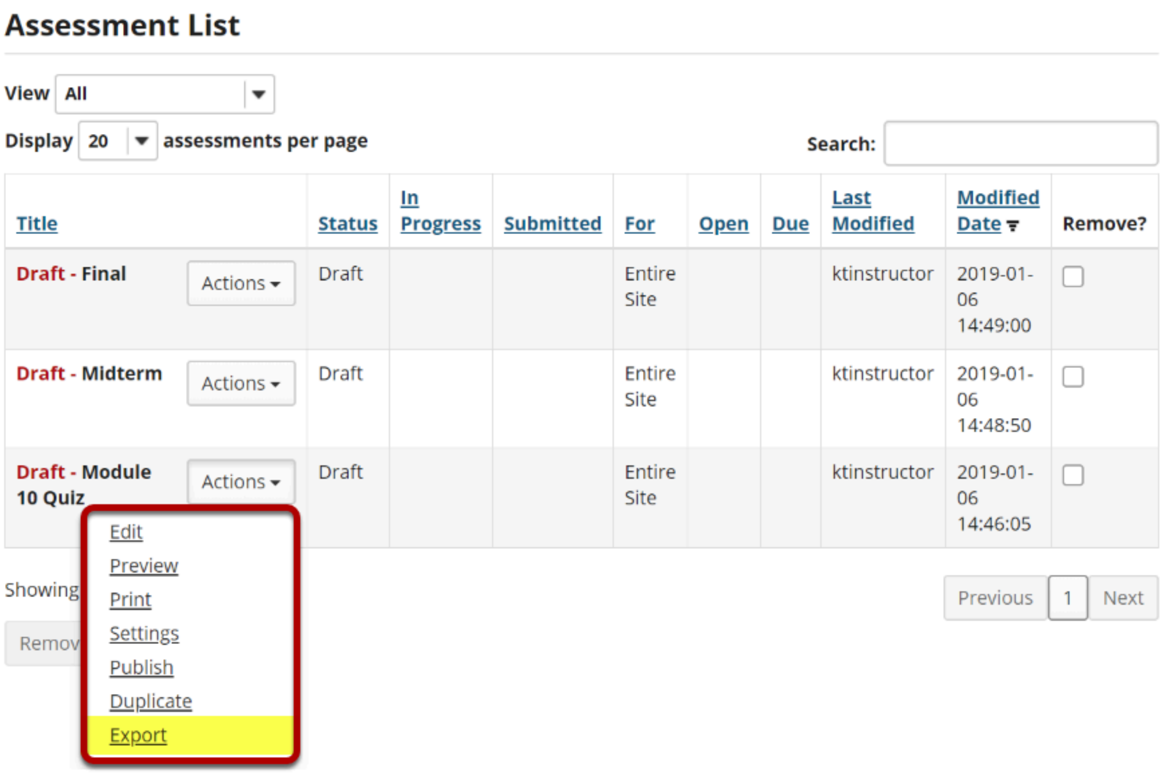


In the lower area of Tests & Quizzes, you will see a new assessment. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select Settings to change the title and other settings.

To export an assessment.

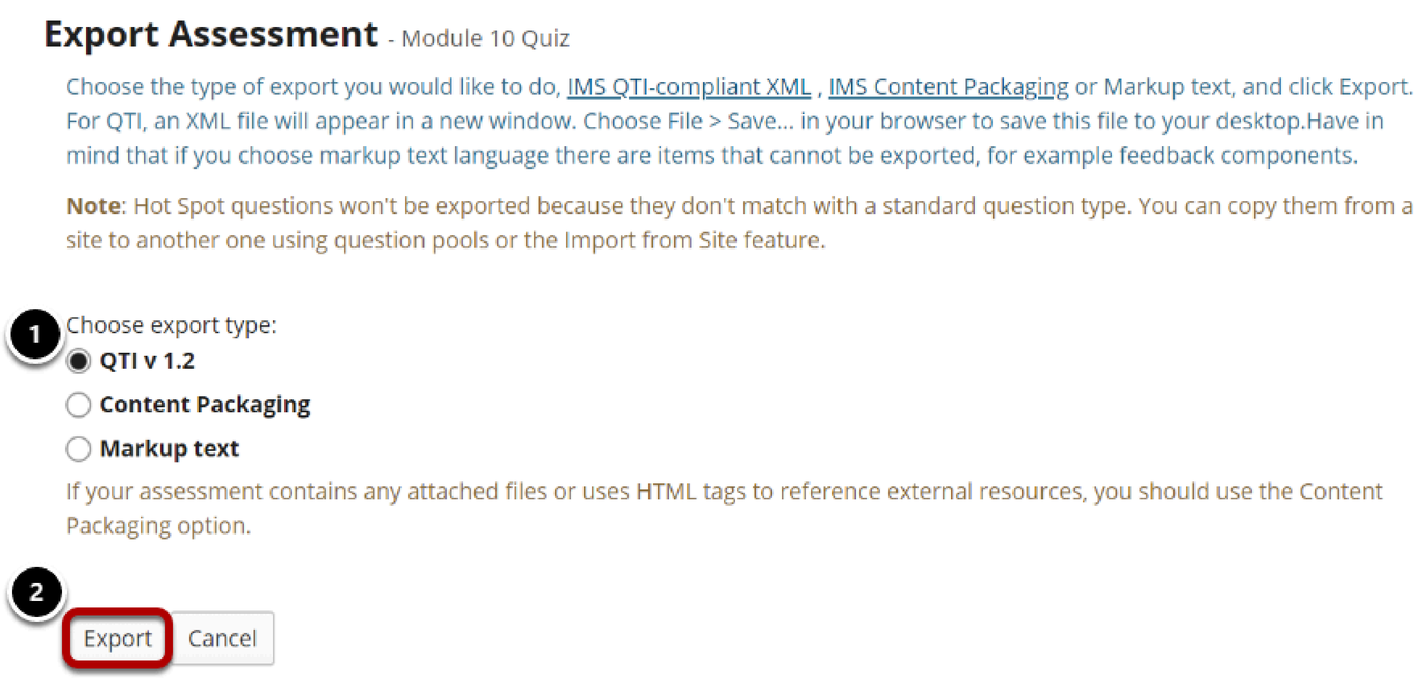
The export will create a new file on your system, suitable for saving for further use or porting to another IMS-compliant system.

Click Export for the assessment you want to export.



Use the drop-down menu next to the assessment title. Click **Export**.

Choose the export type and export.

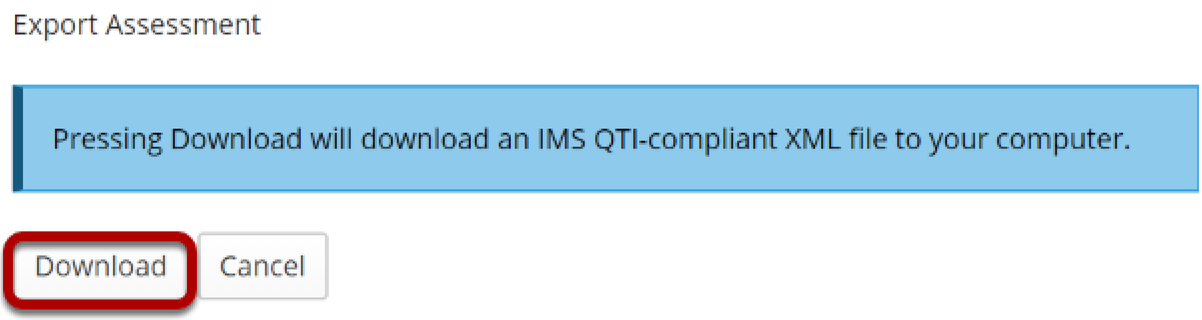


Footer

1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.

2. Click the **Export** button.

Save (download) the file to your own system.



The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.

Footer

How do I import a question pool?

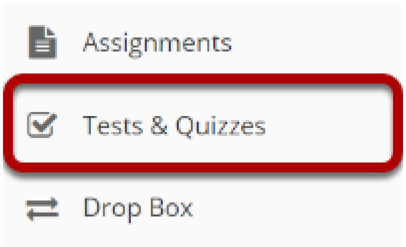
A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See What is a Question Pool?

A question pool is available to the author in any worksite in which that person has permission to create assessments, and will show in the list of Question Pools.

You can import a question pool from a saved assessment, or from a file provided by a publisher or exported from another system.

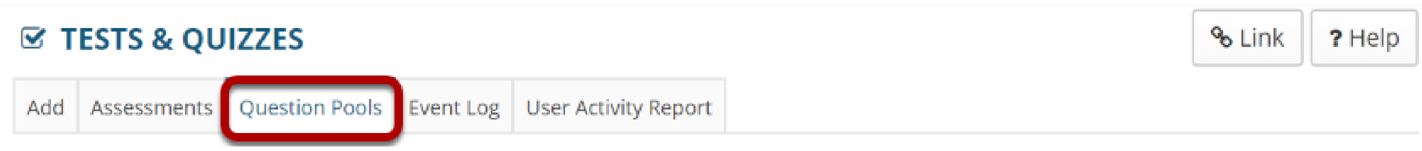
Note: There is currently no way to export question pools, but the questions can be exported in the form of an assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



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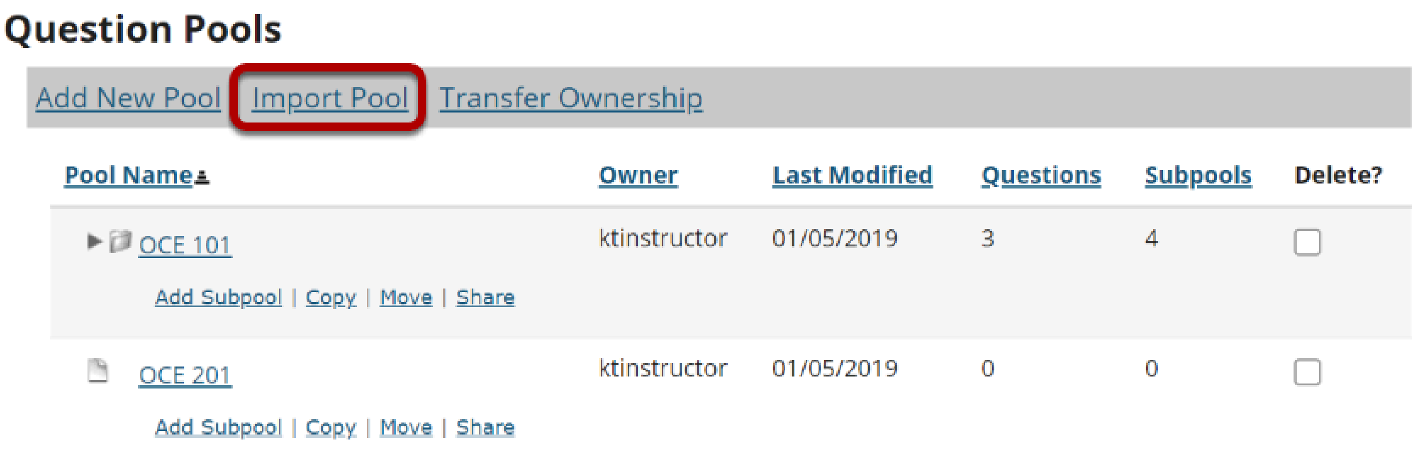
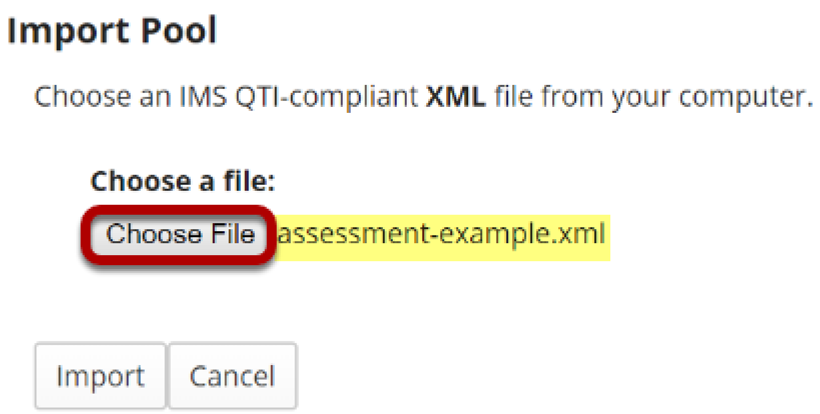
Select Import Pool.



Click Choose File.

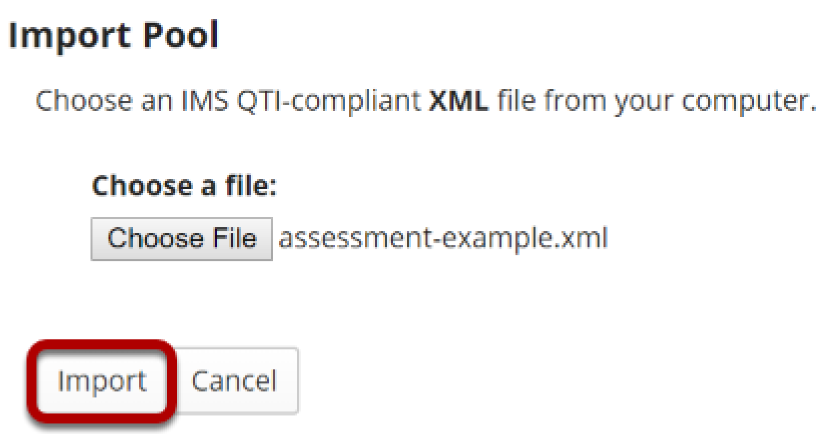


Click the **Choose File** button to browse for and select the import file on your computer. Once you have selected your file, the file name will be displayed.

*Note: Your import file must be an IMS QTI-compliant **XML** file. The Import Pool option does not accept zip files.*

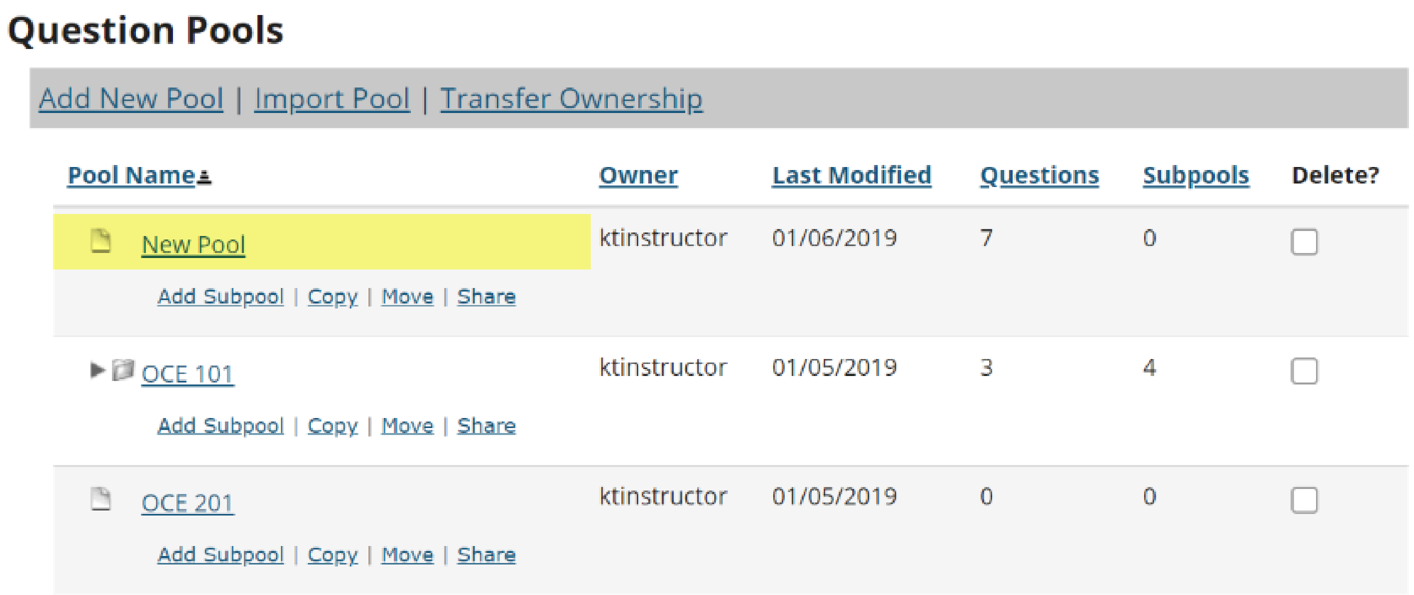
Footer

Click Import.



Once you have located the file, click **Import**.

The question pool is imported to the site.



You will see the question pool, under the name it was given in the import file, in your list of question pools.

Footer

How do I share a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

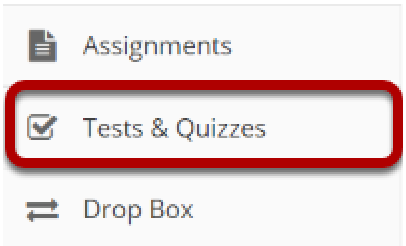
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

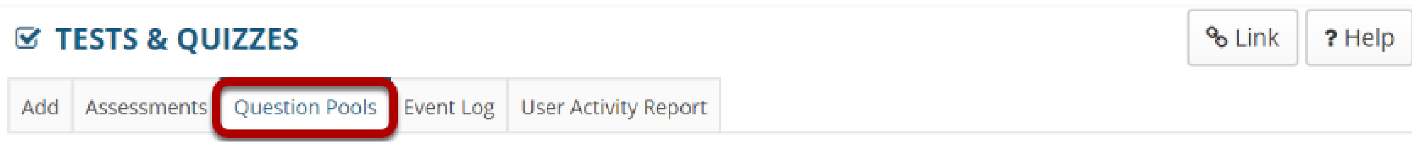
Removing a user from a site does not remove access to any question pools you've shared with him or her.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



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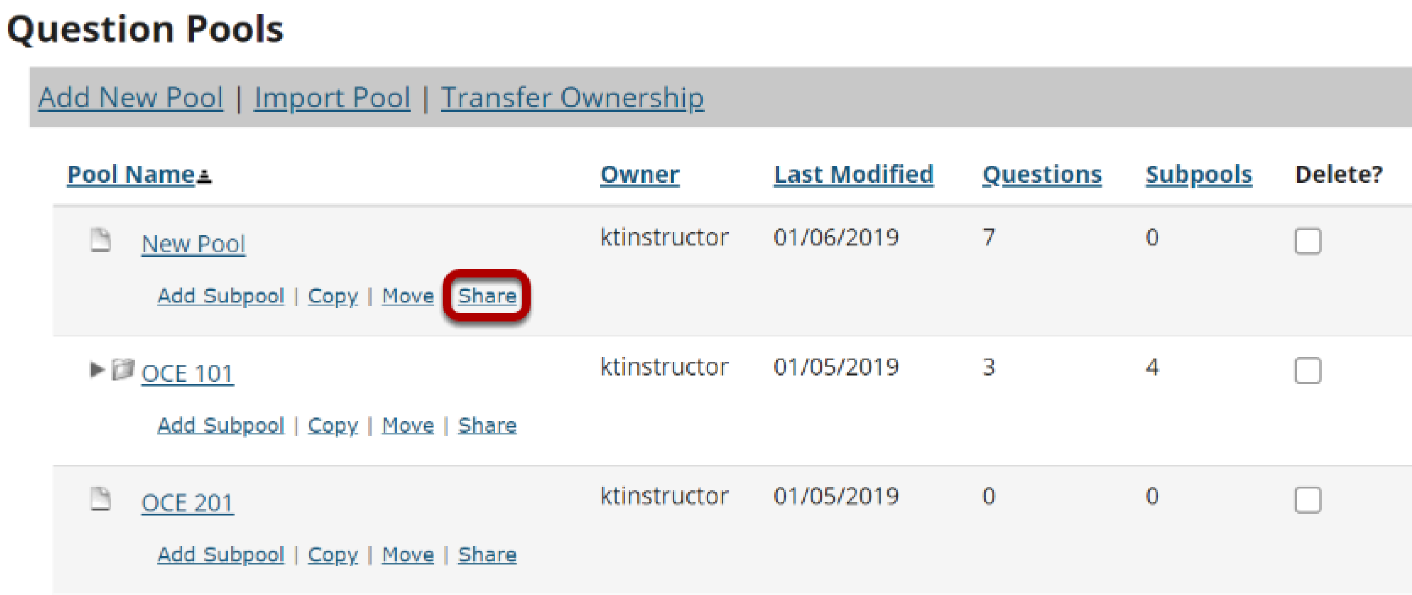
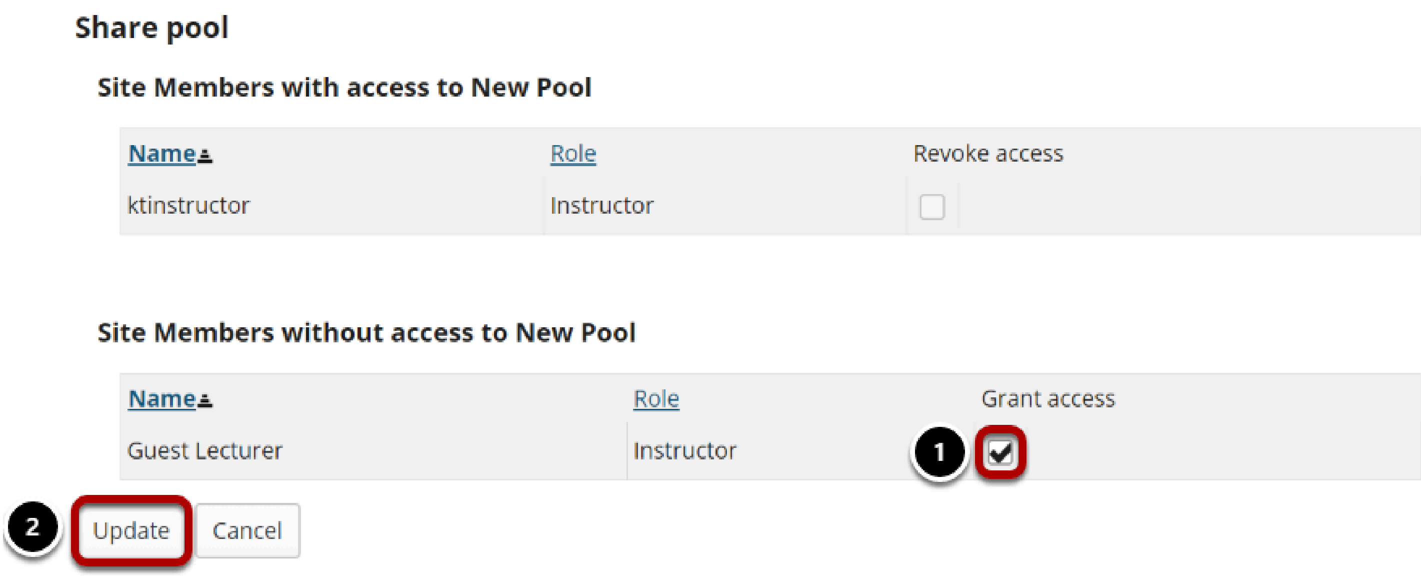
Choose to share the question pool.



Make sure that the other pool author is a participant with a role that allows creation of assessments. In Tests & Quizzes, go to **Question Pools**. Under the name of the pool you wish to share with that person, click **Share**.

Grant access.

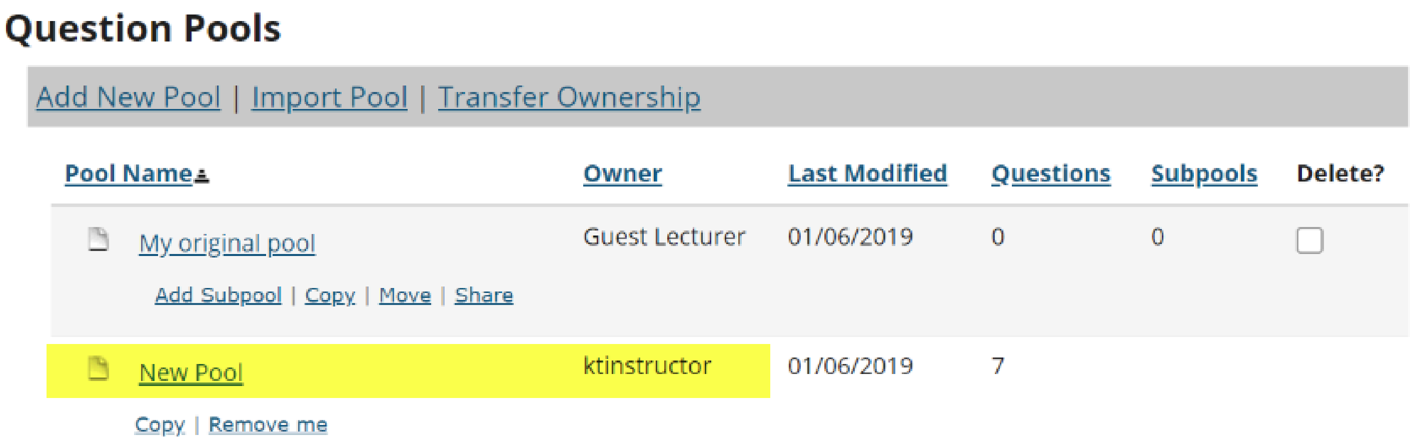


1. Next to the person's name, check the box to **Grant Access**.

2. Click **Update**.

Footer

The original creator is the pool owner.



The other person will now see the pool, under the same name, with your name as **Owner**, in his or her Question Pools list.

Note: Users with shared access to a question pool have the options to edit the shared question pool (by clicking on its name, as usual), copy it to another pool, or withdraw their shared access (Remove Me). However, they do not have access to move, share, or delete the shared pool.

Footer

How do I revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

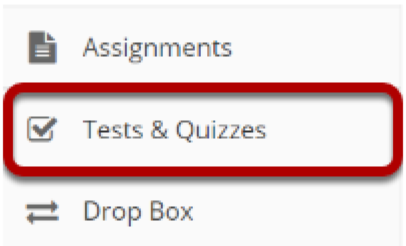
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

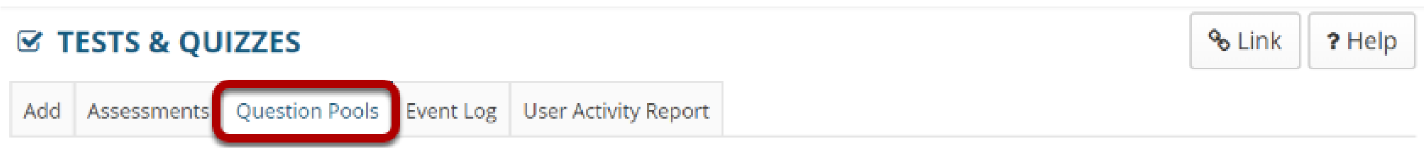
Removing a user from a site does not remove access to any question pools you've shared with him or her. You must revoke access using the instructions below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



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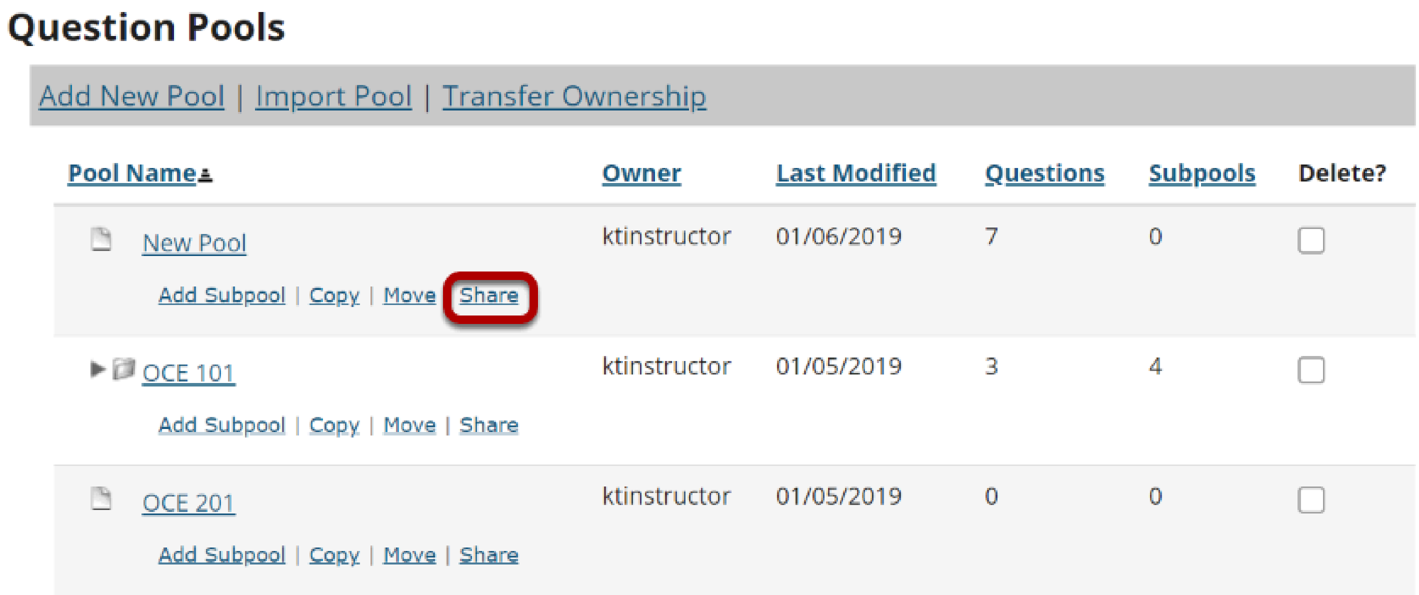
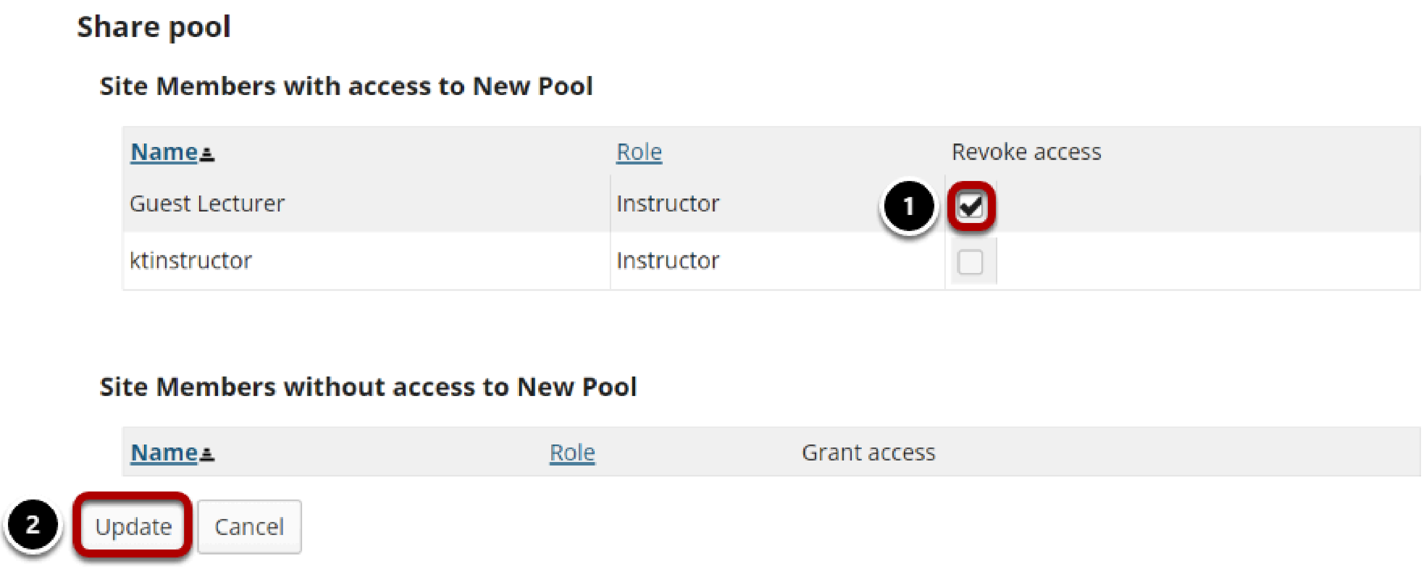
Choose the shared question pool you would like to manage.



Under the name of the pool where you wish to modify sharing, click **Share**.

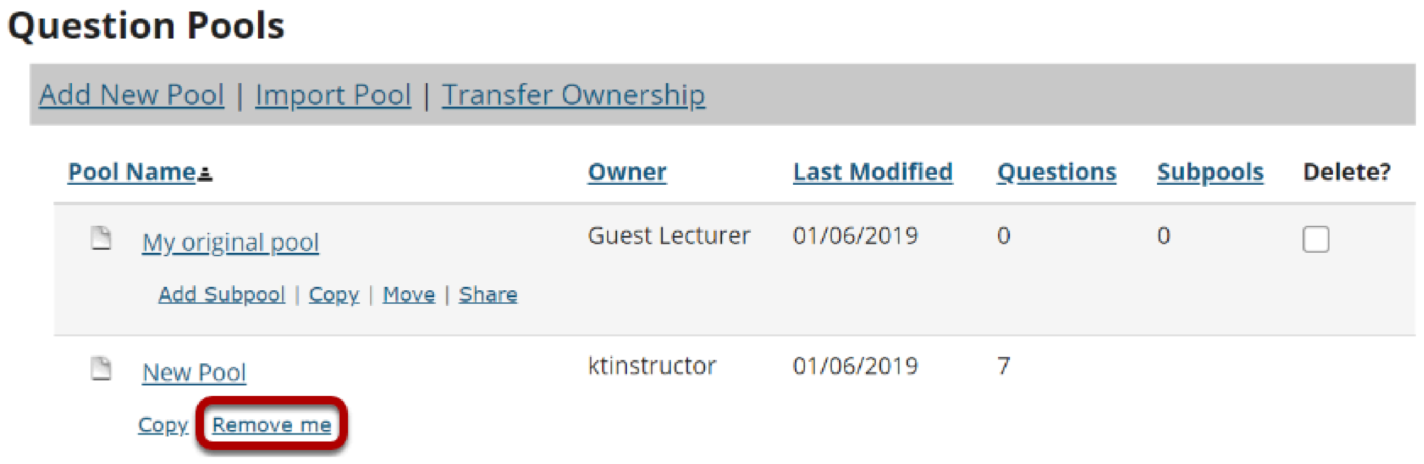
Revoke access.



1. Next to the person's name, check the box to **Revoke Access**.
2. Click **Update**.

Footer

Remove your own access to a shared pool.



If you have been granted access to a shared pool and would like to remove yourself, click the **Remove me** link under the name of the shared pool to revoke your shared access.

Footer

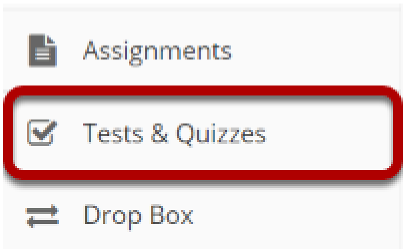
How do I transfer ownership of a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

However, question pool owners have more options for sharing and managing question pools than users with shared access. In some cases, you may wish to transfer ownership of a question pool to another user so that the new user has all of the available options going forward. For example, if the original owner of a pool is retiring or leaving the institution, he or she may need to transfer all of his or her pools to another faculty member in the department.

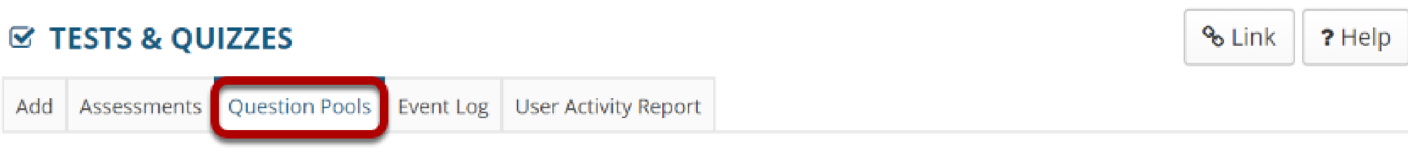
Note: Transferring ownership of a question pool also transfers ownership of any subpools within the selected pool.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



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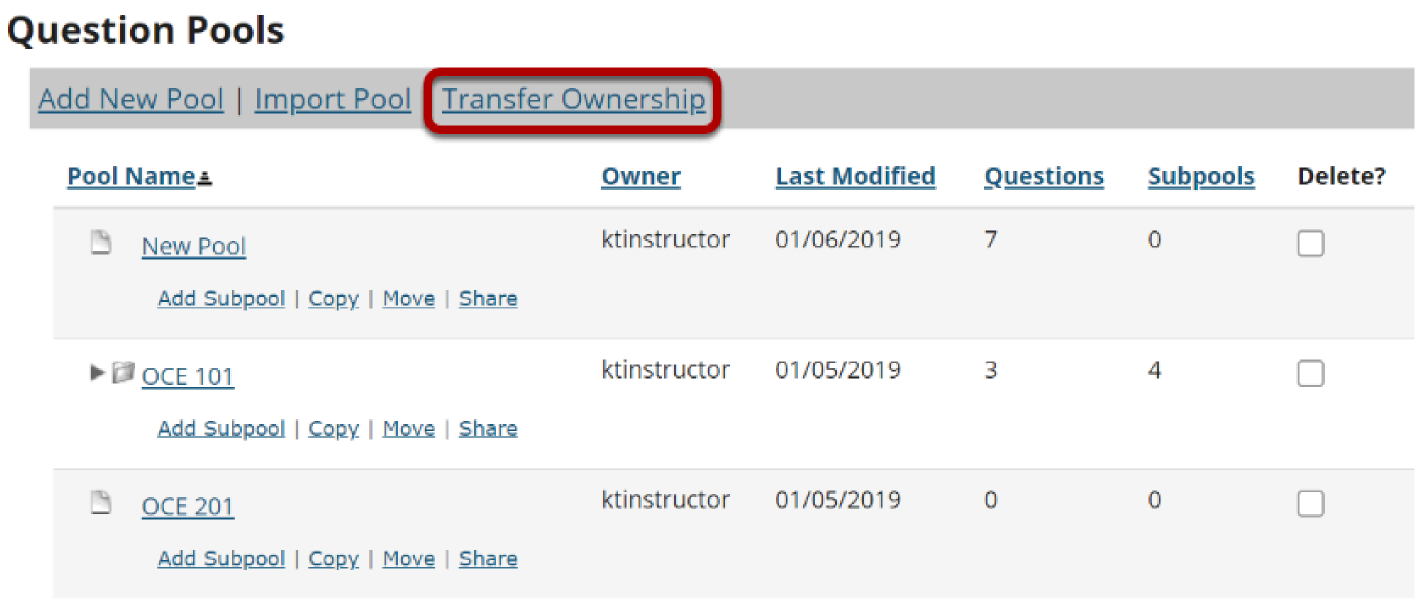
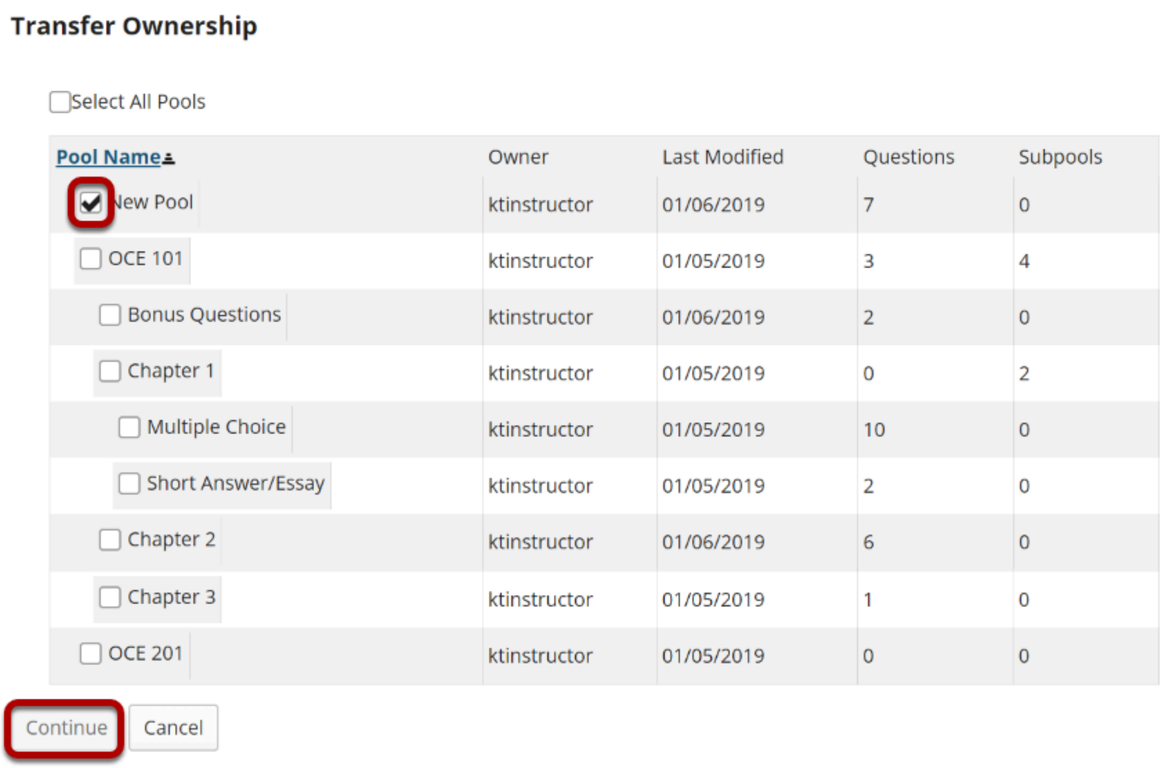
Select Transfer Ownership



Select the pools to be transferred and click Continue.



Select one or more pools to be transferred to another user. Then click **Continue**.

Note: If you select a pool containing subpools, the subpools will automatically be selected as well.

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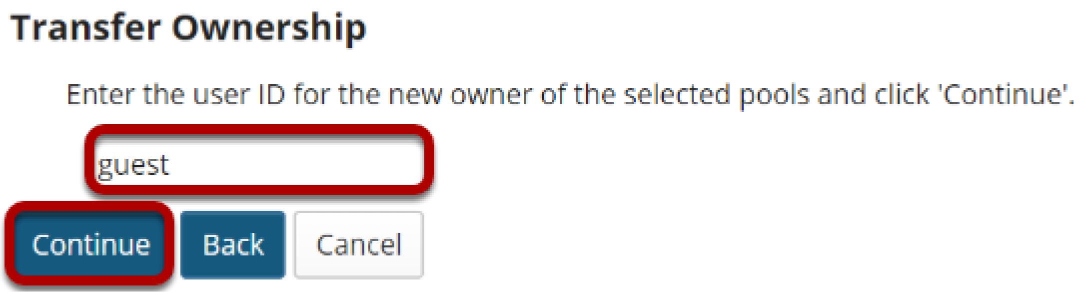
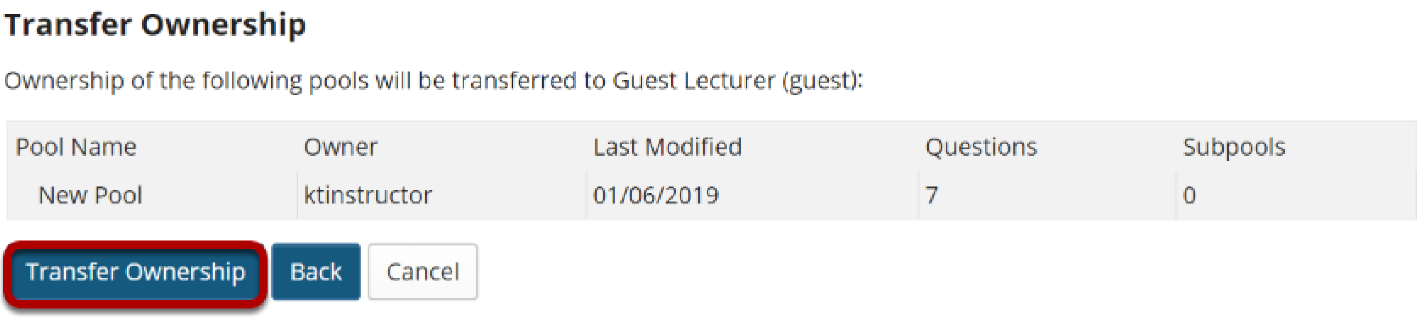
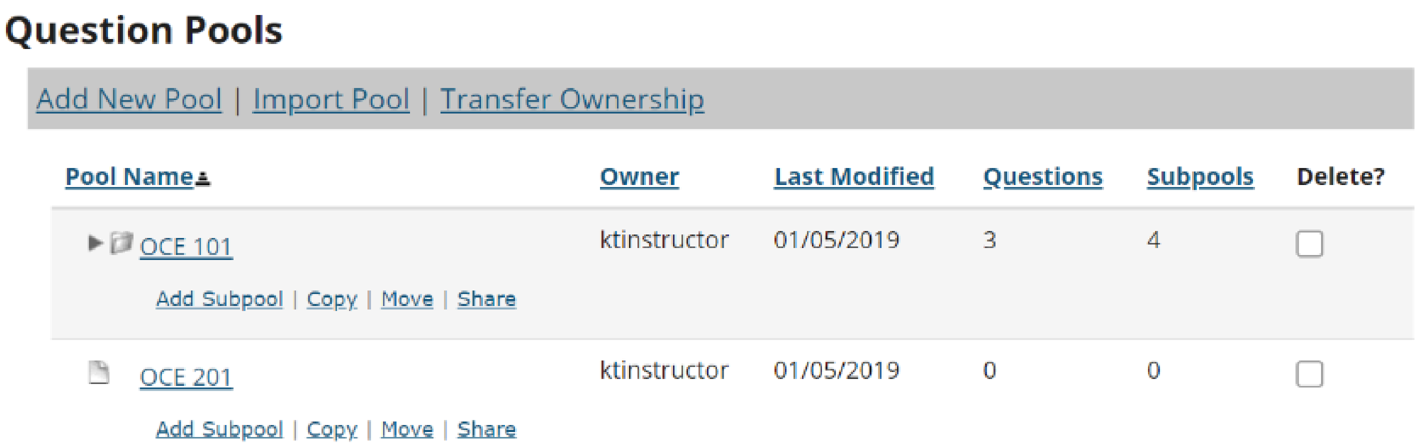
Enter the user ID of the new pool owner and click Continue.



Click Transfer Ownership to confirm the transfer.



The transferred pool/s will no longer be listed under the original owner's question pools.



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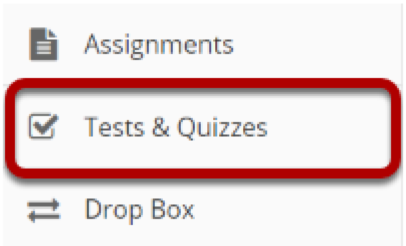
How do I view and modify the settings of an assessment?

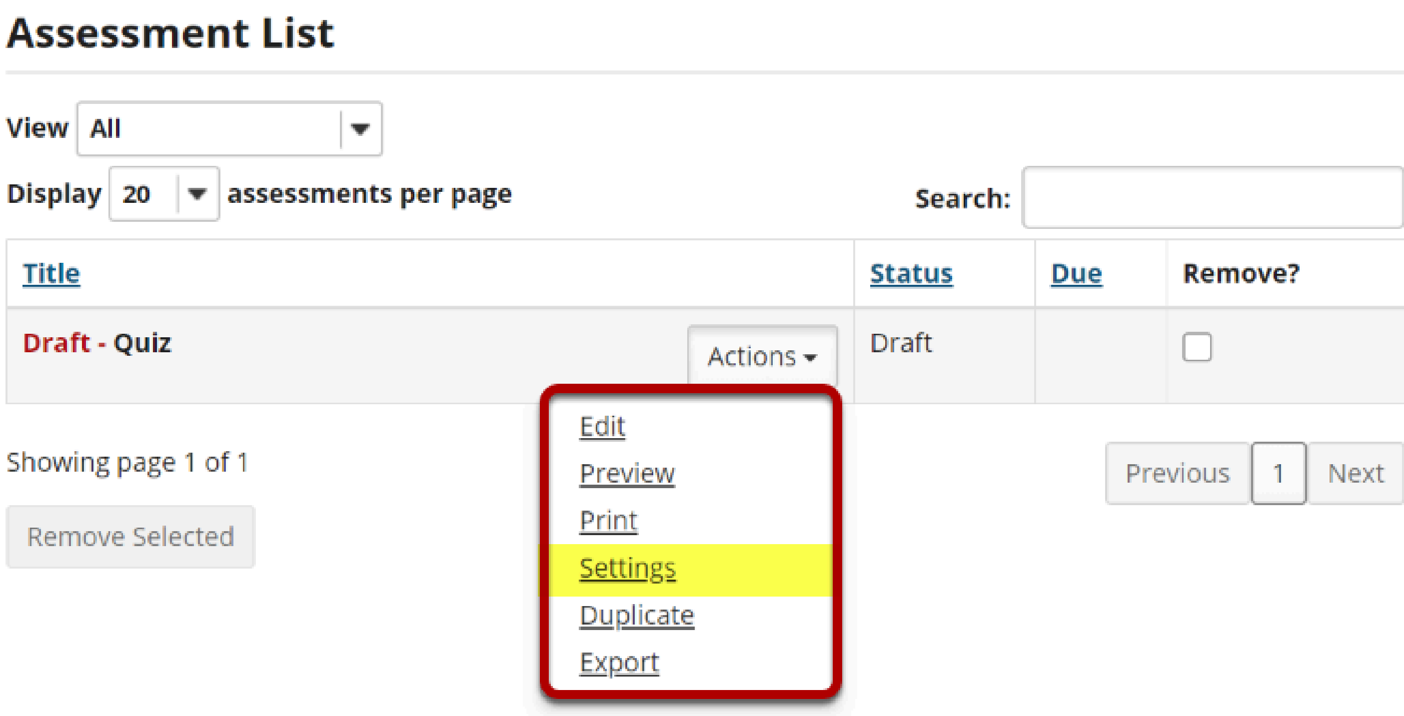
The settings of a test or quiz are complex, and offer many options. The modification of a setting in one section will not change settings in other sections.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.



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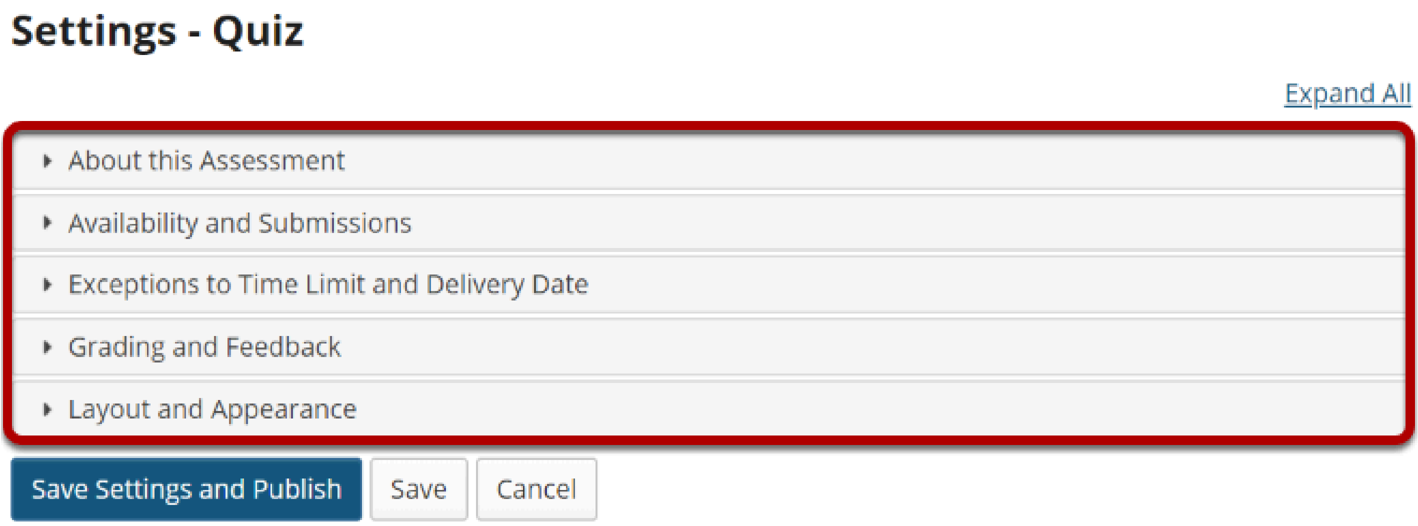
From the *Tests & Quizzes* **Assessments** screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

*Note: You can review and edit settings on a published assessment by selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.*

Alternatively, you can access assessment settings from the edit assessment screen.

If you are currently editing the **Draft** of the assessment, click the **Settings** link at the top of the assessment editing screen.

Settings options



There are five sections of assessment **Settings**:

1. **About this Assessment**
2. **Availability and Submissions**
3. **Exceptions to Time Limit and Delivery Date**
4. **Grading and Feedback**
5. **Layout and Appearance**

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Click on the section title in the *Settings* screen to expand or collapse that section. Below is a summary of the options available to you in each of these sections, and a link to an article that describes the options in greater detail.

About this Assessment

In the **About this Assessment** section, you can edit the **Title** of your assessment, add a **Description/Intro** that displays before students begin taking the test, and require students to agree to honor pledge before beginning assessment. For more information on this section and its options, see How do I edit my assessment title or description?

Availability and Submissions

In **Availability and Submissions**, you can:

1. Indicate who should submit the assessment (**Anonymous Users**, **Entire Site**, or **Selected Group(s)**).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is **available** and **due**, and until when to accept **late submissions**, if allowed.
4. Set a **time limit** for the assessment, if desired.
5. Choose whether to have *in progress* assessments automatically submitted, if the students have not already submitted the assessment.
6. Restrict the assessment by a range of **IP Addresses** (to require students to submit the assessment within a specific building), or require a **Password** that students will have to type in at the start of the assessment to take it. You may also require the use of a lockdown browser.
7. Create a message that students see upon submitting their assignment.

For more information on this section and its options, see What are the Availability and Submissions options for an assessment?

Exceptions to Time Limit and Delivery Date

In the **Exceptions to Time Limit and Delivery Date** section, you can select users or groups within the site and specify a different availability window for the assessment as well as indicate the time limit allowed for that user/group. For more information on this section and its options, see How do I give specific students different date or time settings for an assessment?

Grading and Feedback

In **Grading and Feedback**, you can:

1. Choose whether graders see the students' names when grading.

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2. Select whether or not to send grades to the *Gradebook* tool.
3. Choose which score is recorded, if a student is allowed to make more than one submission (also applies to allowing a retake).
4. If and when students will receive feedback on the assessment, and what kinds of feedback you will make available to them (e.g. their answers, correct answers, assessment scores).

For more information on this section and its options, see What are the Grading and Feedback options for an assessment?

Layout and Appearance

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple parts.

For more information on this section and its options, see How do I adjust the layout and appearance of an assessment?

Effects of settings

You can modify the settings, parts, and questions of any **Draft** assessment. When you publish an assessment, a copy is created and listed in the **Assessment List**. For the published copy, you can make changes to all the settings except *Assessment Released To*. To edit the settings, select **Settings** in the *Action* drop-down menu for that assessment. You cannot edit the questions in a published copy.

*Note: After you've published an assessment, if you modify the unpublished **Draft** version, you'll have to alter the assessment's **Title** before republishing it. When you publish it, you'll be creating another publication, NOT replacing the existing published copy.*

Note: It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

Save Settings and publish the assessment.

When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. See the article How do I publish an assessment (i.e. test or quiz)?

Alternatively, if you're not ready to publish the assessment, you can click **Save** to save your settings selections.

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*Note: If you're modifying the settings of a published assessment, you'll only see the **Save** and **Cancel** buttons.*

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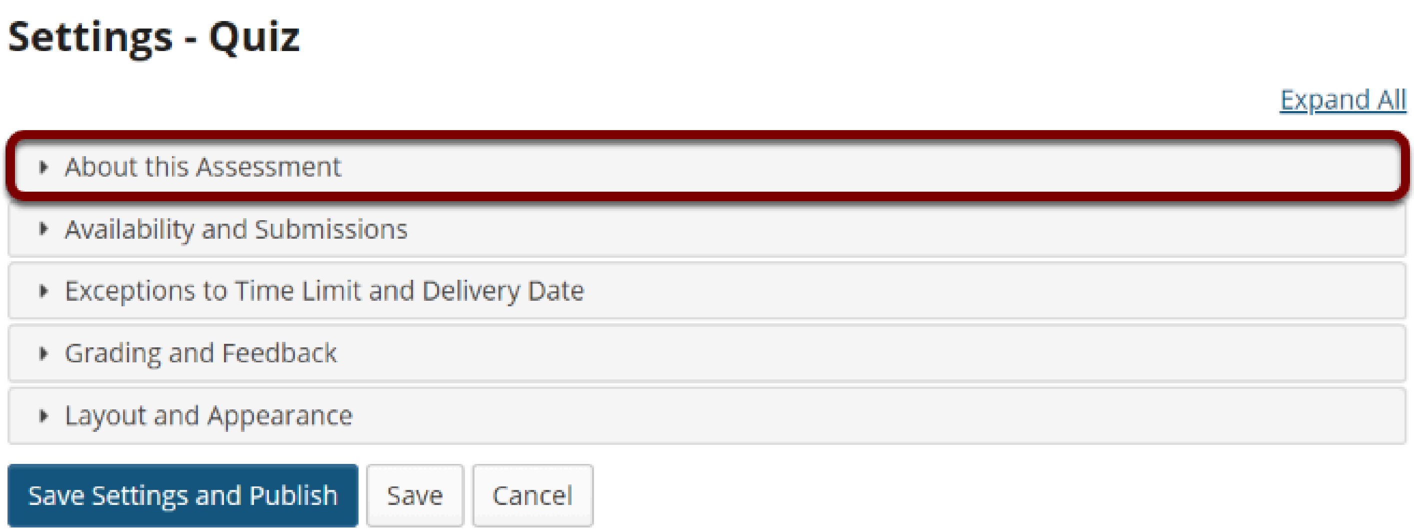
How do I edit my assessment title or description?

You can edit an assessment's title or description in the **About this Assessment** section of the assessment **Settings**. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

In the assessment Settings page, click About this Assessment.



To access the **About this Assessment** settings, click the section title on the assessment's *Settings* page.

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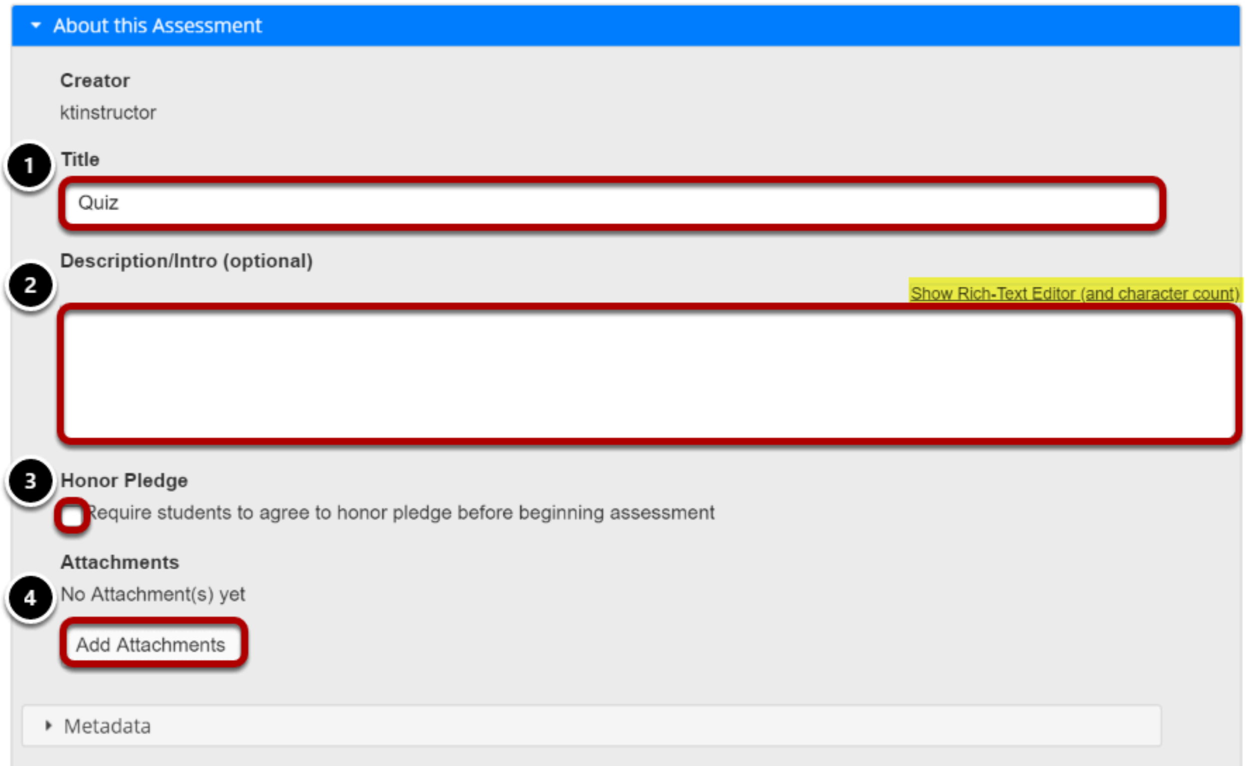
About this Assessment



In *About this Assessment*, you can:

1. Change the **Title** of your assessment if desired.
2. Add a **Description/Intro**. Anything you enter into the **Description/Intro** field will be visible to students before they begin the assessment. Notice that the Rich-Text Editor is available in the **Description/Intro** field.
3. If selected, the **Honor Pledge** requires students to agree to the pledge before beginning the assessment.
4. Attach a file if you like. The file could be a reference the students need to use during the test, or more detailed instructions on test taking requirements. Click **Add Attachments** to attach a file.

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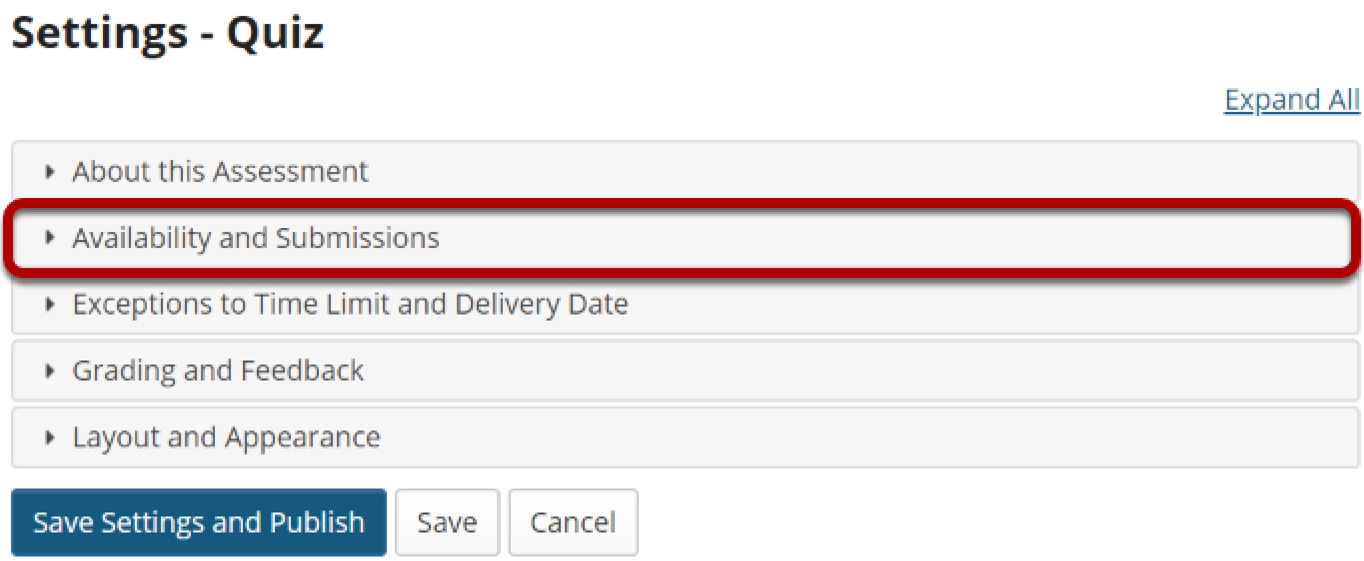
What are the Availability and Submissions options for an assessment?

In **Availability and Submissions**, you will find options including who should take the assessment, availability dates, and how many submissions are allowed. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

In the assessment Settings page, click Availability and Submissions.



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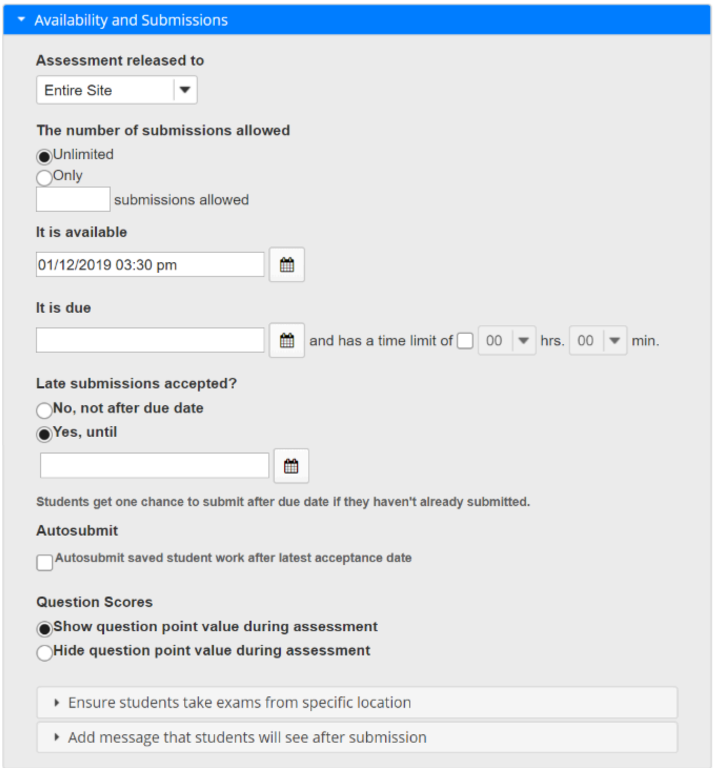
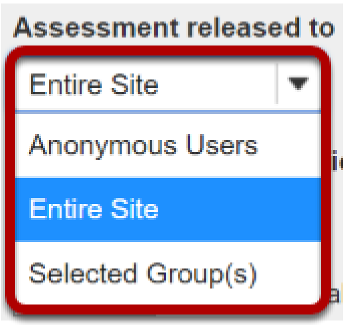
The Availability and Submissions section will expand to show the following options:



Assessment Released to



By default, the assessment will be released to the **Entire Site**. Alternatively, you can choose to release the assessment to **Anonymous Users** or **Selected Group(s)** within your course.

The **Anonymous Users** option provides no information identifying who submitted the assessment associated with submissions. You can use this option to create anonymous surveys.

Choose one of these options from the drop-down menu. (You will only be able to choose specific groups if there are existing groups in your site.)

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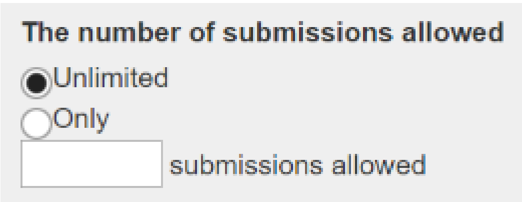
Notes:

- *If you release an assessment to **Anonymous Users**, you must distribute its URL to participants; it will not be accessible from within your site's Tests & Quizzes tool. The URL will be presented when you publish the assessment.*
- *You cannot change the **Assessment Released To** option on any published assessment.*

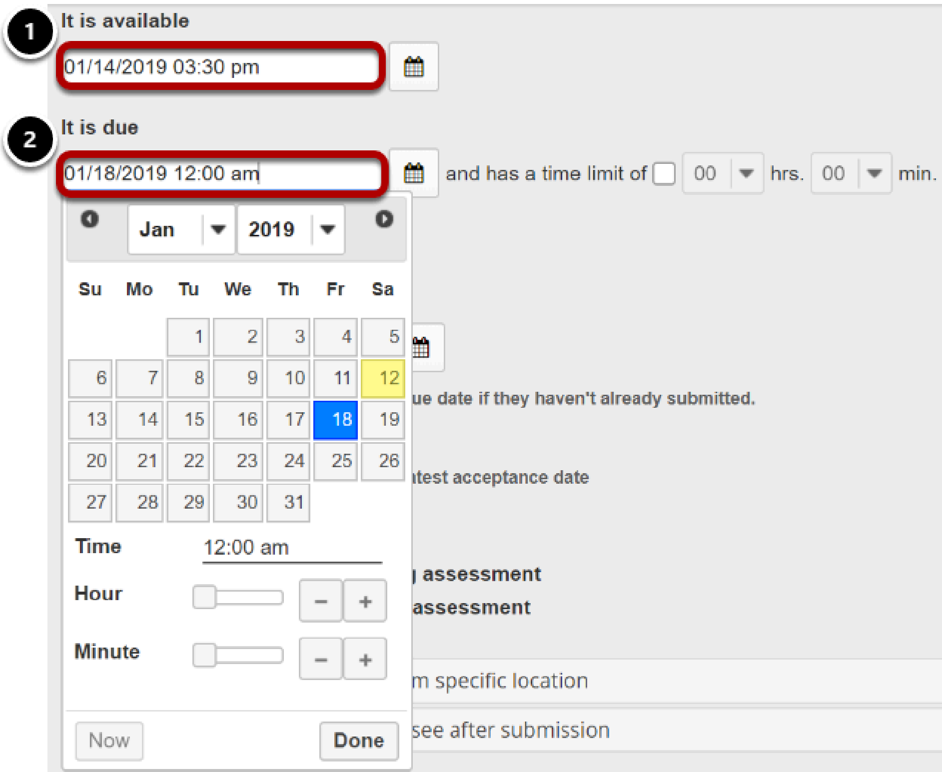
Number of submissions allowed



Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.

Availability Dates



The availability dates let you specify when your assessment can be accessed by students. By default, all the dates are **blank**.

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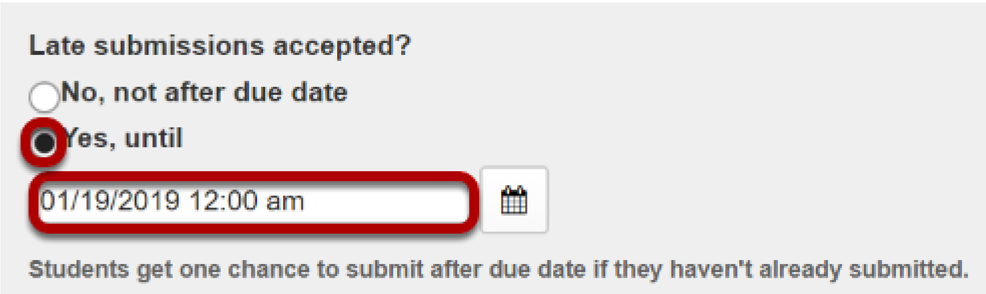
Use the date-picker (calendar icon) to select a date and time.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.

*Note: When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.*

Late submissions accepted?



Under *Late submissions accepted?* you can accept late submissions by clicking the radio button to select **Yes, until**, then entering a **late acceptance date** in the adjacent date field. By default, late submissions ARE accepted. Use the date-picker (calendar icon) to select a date and time.

If you do allow late submissions, submissions that come in after the due date will be marked *LATE* in capitalized red letters after their Submit Date.

Note: Even if you allow multiple submissions, only one late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Timed assessment

If you would like your assessment to be timed, select the check box next to the text *has a time limit of* and select a **time limit** in **hours** (**hrs.**) and **minutes** (**min.**) from the respective drop-down menus.

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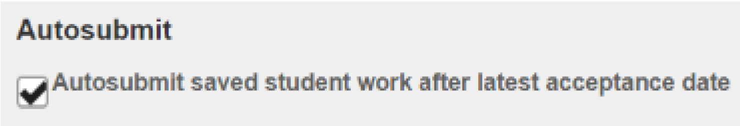
Automatic submission

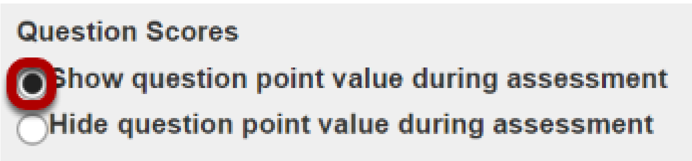


Check the box to **Autosubmit saved student work after latest acceptance date** if you want assessments to be automatically submitted after the latest acceptance date.

The Autosubmit setting forces the submission of saved assessments belonging to students who have started the assessment, but did not successfully submit their work before the latest acceptance date. All work that a student had saved will be included in their automatic submission.

Note: The Autosubmit setting is only available if it has been enabled by your institution. By default, it is disabled.

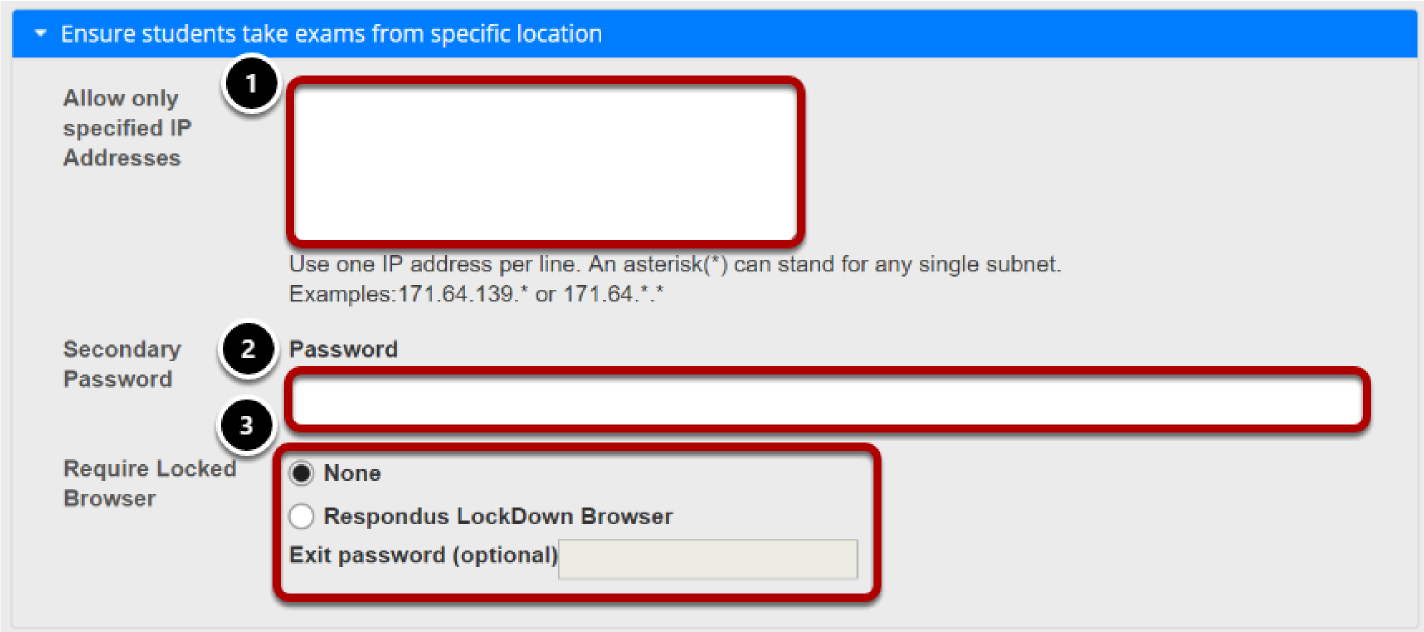
Question Scores



Choose the appropriate radio button to indicate whether or not you want to **Show question point value during the assessment** or **Hide question point value during assessment**. The default is to show the point value.

Footer

Exam security by location or password (Optional)



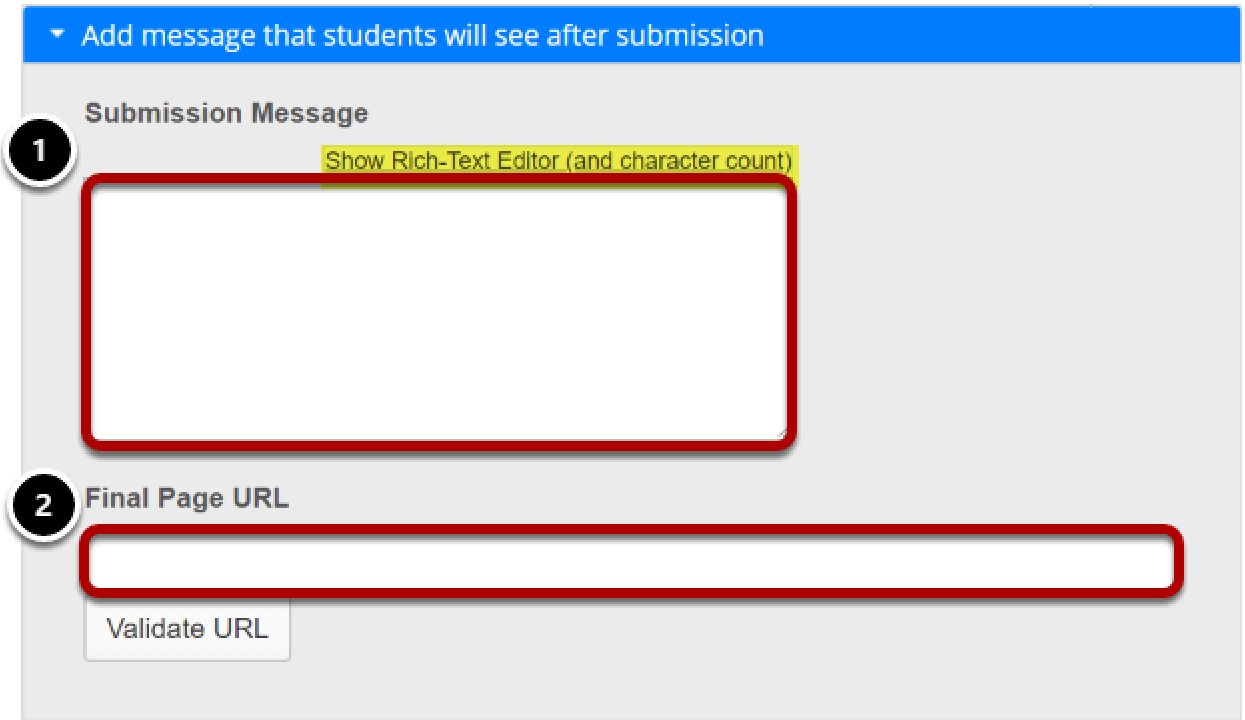
For high stakes testing, you may want to provide additional security for your assessment. Click on the **Ensure students take exams from specific location** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as a building on grounds. Enter one IP per line into the **Allow only specified IP Addresses** field. Asterisks may be used to stand for any single subnet.
2. You may also specify a *Secondary Password* for the assessment. This **Assessment Password** is typically provided by the instructor in the classroom or testing center, so that students must be present to enter the assessment.
3. If you want to require use of a locked browser when taking the test, you may select the **Respondus LockDown Browser** radio button and (optionally) enter an exit password. Your institution must have an existing subscription agreement with Respondus to see this option and provide the browser for your students. The default setting is **None**.

Note: The Secondary Password is for this specific assessment, and NOT the instructor's or the student's login information.

Footer

Submission message (Optional)



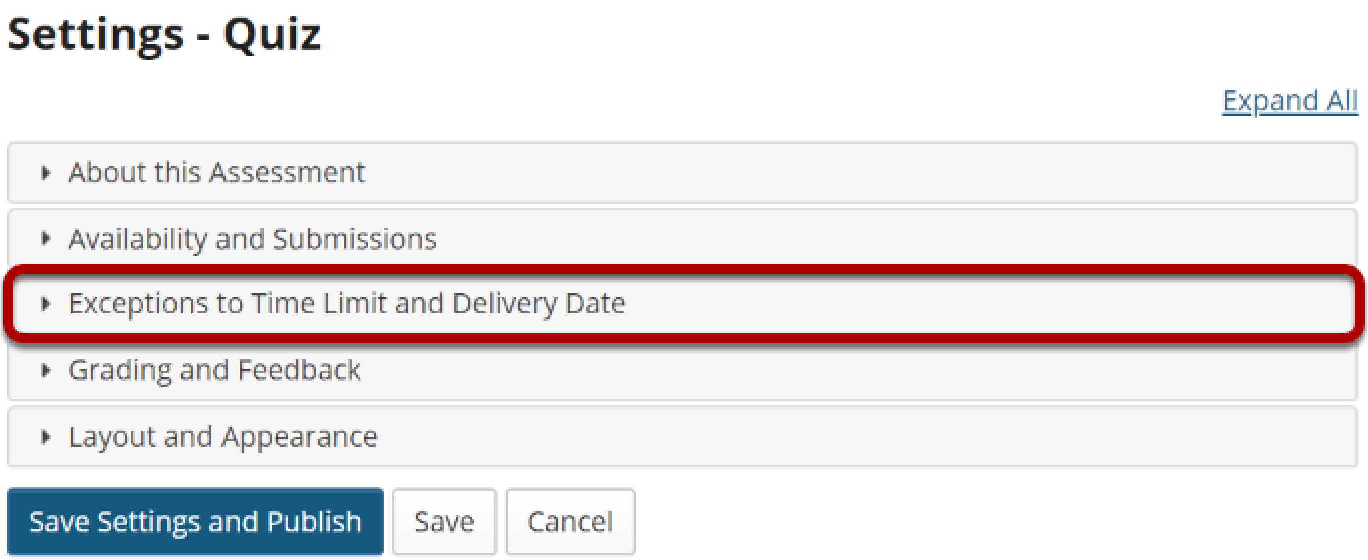
1. If you would like to enter a message that students see upon submitting their assessment, click on the **Add message that students will see after submission** link. The Rich-Text Editor is available if desired.
2. You may include a **Final Page URL** if you like. The URL for this page will be displayed after the student submits the test.

Footer

How do I give specific students different time or date settings for an assessment?

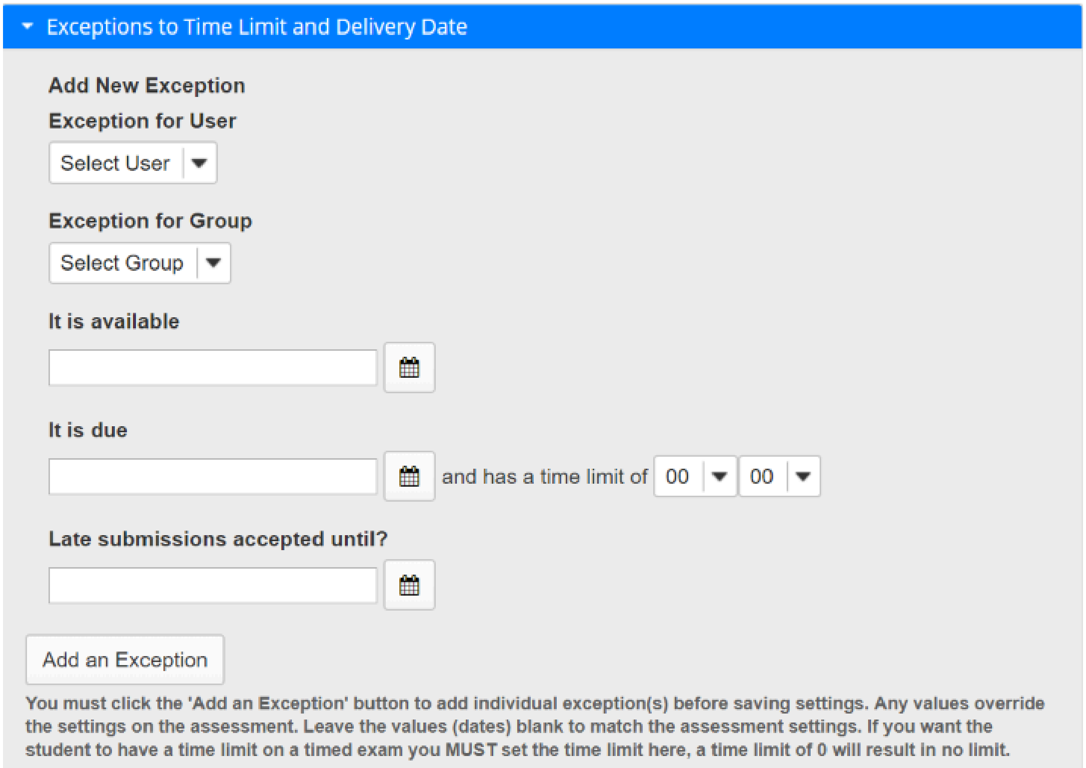
Some students in your class may need different assessment settings from others. For example, a student could require extra time on a timed assessment, or multiple rosters or sections in the same course site could be administered the same assessment on different dates. The **Exceptions to Time Limit and Delivery Date** settings allow instructors to create exceptions for specific students, without having to create separate copies of the assessment.

In the assessment Settings page, click Exceptions to Time Limit and Delivery Date.



Footer

The Exceptions to Time Limit and Delivery Date section will expand to show the following options:



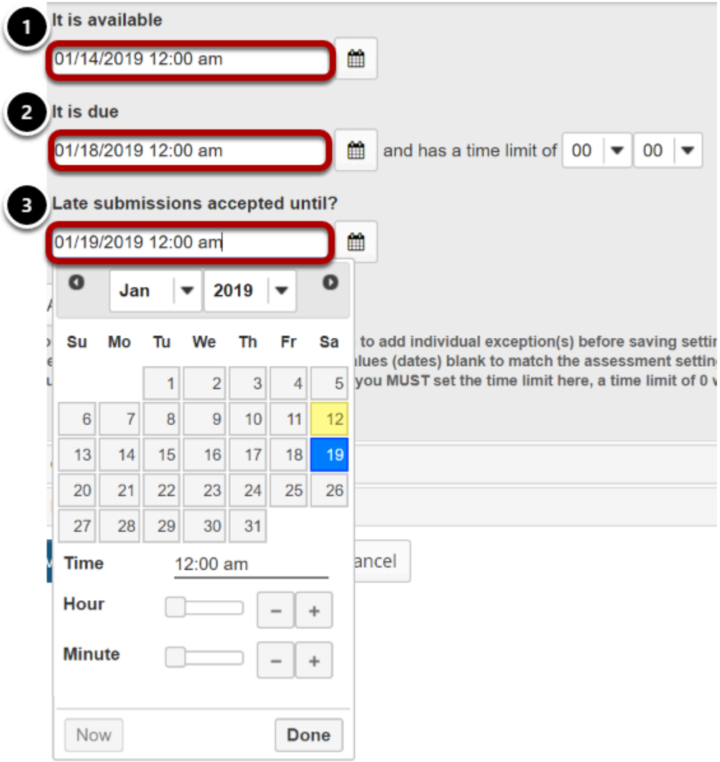
Select the user from the drop-down list of enrolled students.

Or, select the group from the drop-down list of groups in the site.

Note: You must have existing groups in your site in order to select a group.

Footer

Availability Dates Exception



The availability dates let you specify when your assessment can be accessed by the selected student or group. If you don't specify any dates, the default dates will be the same as the existing assessment settings for all students. This setting will override the normal availability dates for the assessment for the selected student/group.

If you are only changing the amount of time allowed for the test, and not the test availability window, you may leave the dates unchanged.

Use the date-picker (calendar icon) to select a new date and time if desired.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.
3. The **Late submissions accepted until?** date is the end date for late submissions on the assessment. If late submissions are not accepted, this date should be the same as the **due date** above.

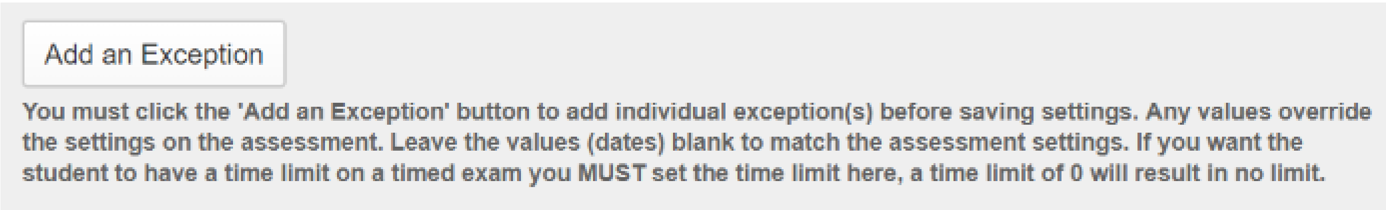
*Note: When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.*

Footer

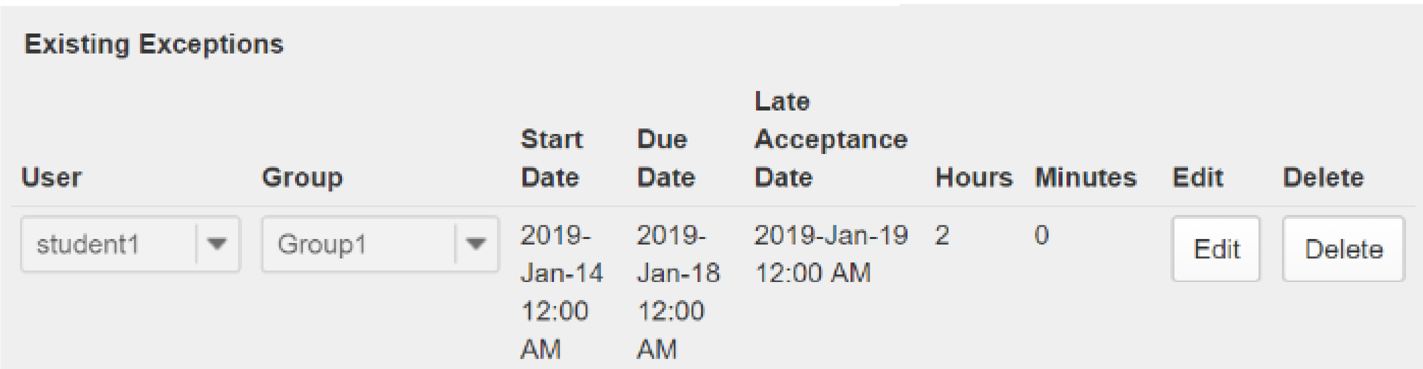
Time limit exception

Select the desired time limit from the drop-down menu. This setting will override the normal time limit setting for the assessment for the selected student/group. If you don't specify a time limit (i.e. time limit of 0), the student will have unlimited time.

Click Add Exception.



Existing exceptions will display.



Once saved, any exceptions for this assessment will be listed here. You may select **Edit** to make changes to the exception dates/time, or select **Delete** to remove the exception.

Footer

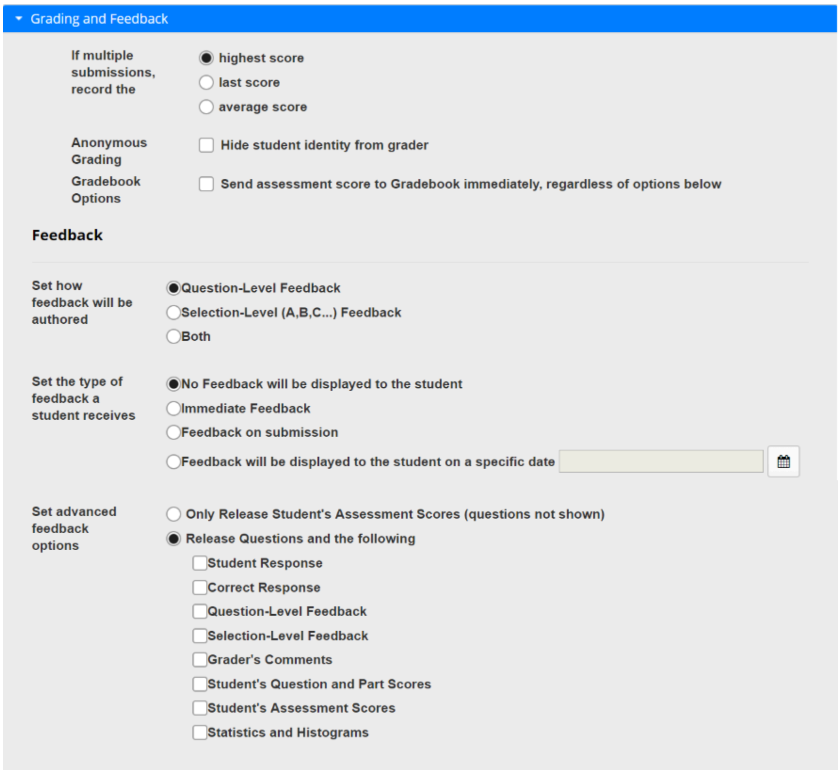
What are the Grading and Feedback options for an assessment?

Grading and Feedback includes options such as whether to send grades to the Gradebook, the score that is recorded if a student has multiple submissions, and the types of feedback you make available to students. For more information on additional assessment settings, see How do I inspect and adjust the settings of an assessment?

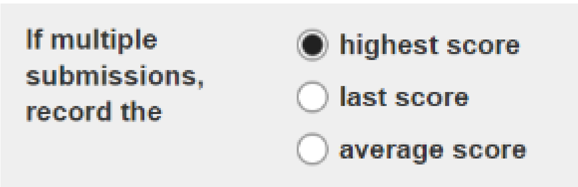
In the assessment Settings page, click Grading and Feedback.

Footer

The Grading and Feedback section will expand to show the following options:



Recorded score for multiple submissions

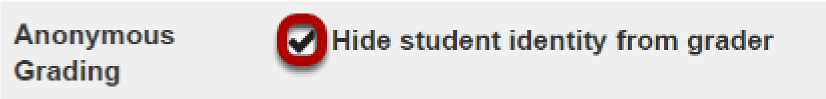


Recorded Score options include either the **highest score** or the **last score**, or an **average score** of all a student's submissions. The default setting is to record the **highest score**. If you allow multiple attempts, select the type of score that you want to be recorded for that assessment.

Note: If you choose the option to Allow Retake for a student, and the assessment only allows 1 submission, the submission you'll see will depend on the Recorded Score setting. If your assessment includes manually graded questions, and you already graded it before allowing the student to retake it, the highest score will most likely be the first submission. You might need to change an assessment setting (either the Recorded Score or number of submissions allowed) after all the students have completed the assessment to view the retake results.

Footer

Anonymous grading (Optional)

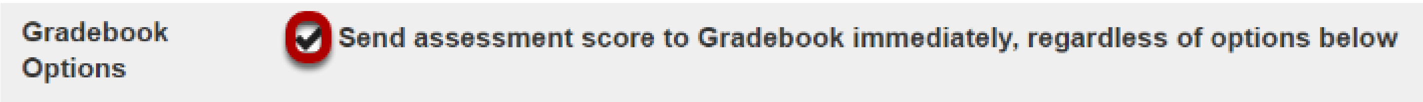


The default setting here is that students' identities can be seen by graders.

However, if you want to the submissions with submission IDs only, check the box next to **Hide student identity from grader**.

Note: The Anonymous grading setting differs from the option to [release the survey to Anonymous Users](). You CAN change the Anonymous grading setting in the Grading and Feedback section after grading to see the students' names, but you CANNOT change the Assessment Released to Anonymous Users setting.

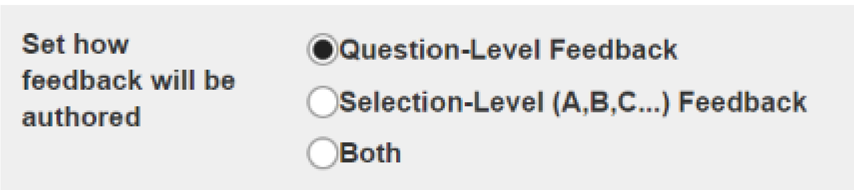
Gradebook options



If you want to send grades to the Gradebook, select the check box next to **Send assessment score to Gradebook immediately, regardless of options below**.

Note: If you send grades to the Gradebook, scores will be sent immediately upon submission of the assessment. If you have any questions that are not automatically scored (e.g. short answer/essay, file upload), grades may appear to be artificially low until you enter scores for these questions. You can also wait until after all questions have been graded, then change the setting for this assessment in the Published Copies tab to send grades to the Gradebook.

Feedback authoring

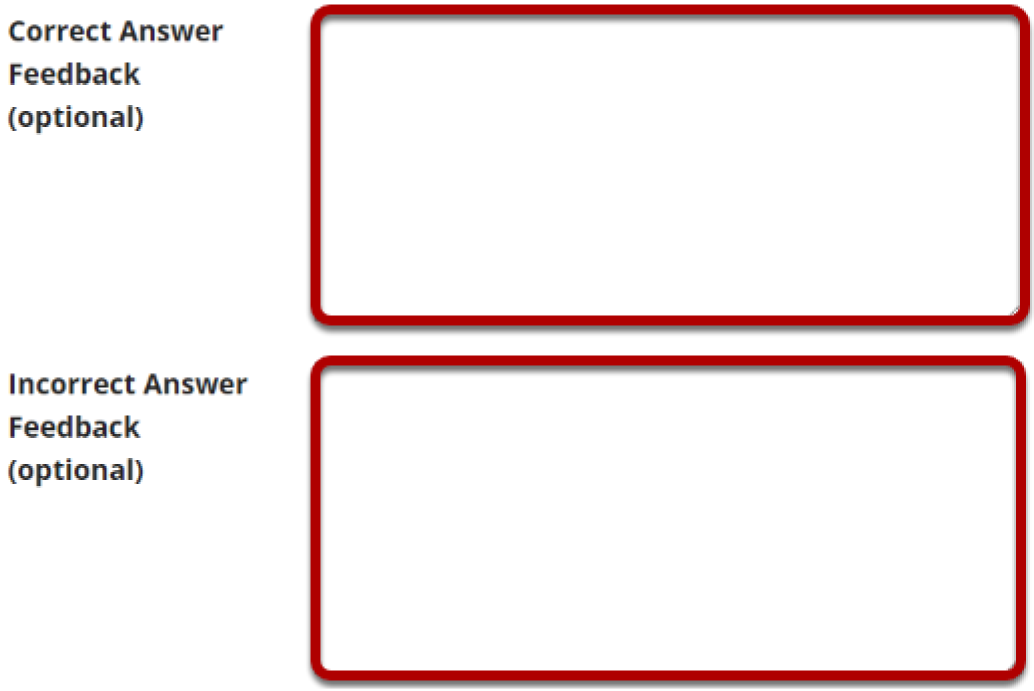


For *Feedback Authoring*, the default option is **Question-Level Feedback**. This allows the instructor to provide feedback for correct and/or incorrect answers for each question. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

Footer

*Note: You must select either **Selection-Level Feedback** or **Both** before authoring or editing a question to be able to enter selection-level feedback on the question editing page.*

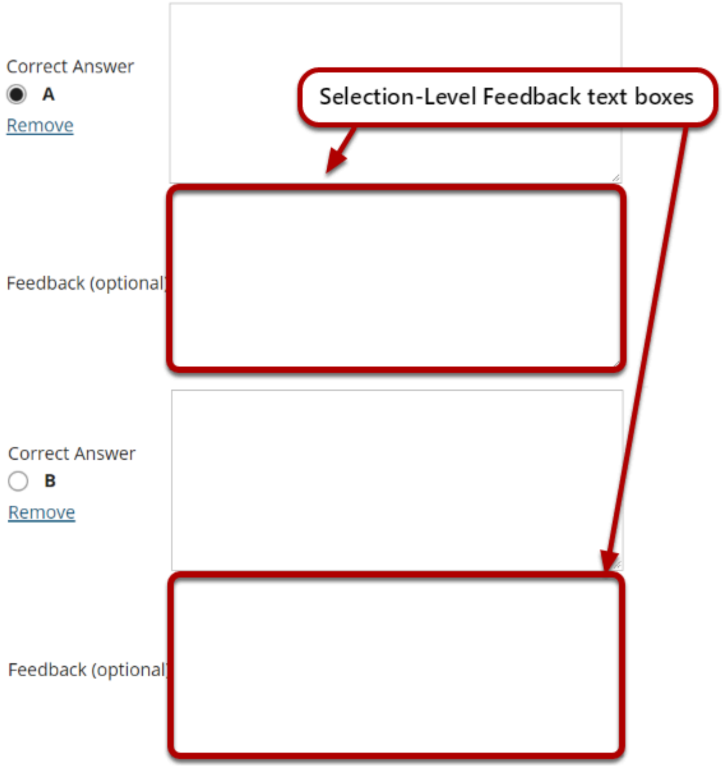
Feedback Authoring: Question-Level Feedback options editing view



If you have chosen either **Question-Level Feedback** or **Both**, you'll be able to type in *Correct Answer* or *Incorrect Answer Feedback* when authoring or editing the assessment. *Correct Answer Feedback* displays if the student selects the correct answer to the question. *Incorrect Answer Feedback* displays if the student selects an incorrect answer option.

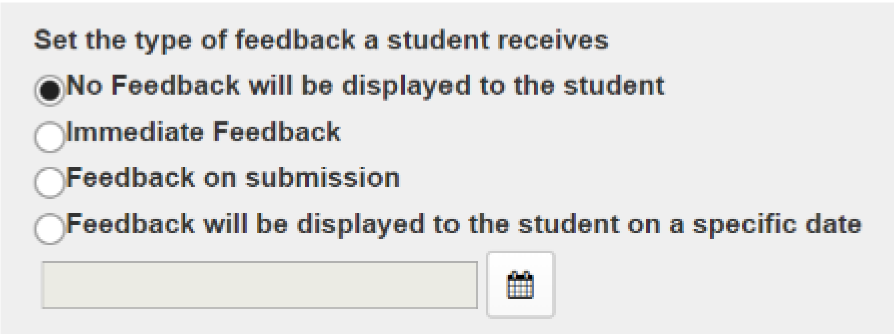
Footer

Feedback Authoring: Selection-Level Feedback options editing view



If you have chosen either **Selection-Level Feedback** or **Both**, you'll be able to type in a *Feedback* text box for each answer option when authoring or editing a question.

Feedback delivery type



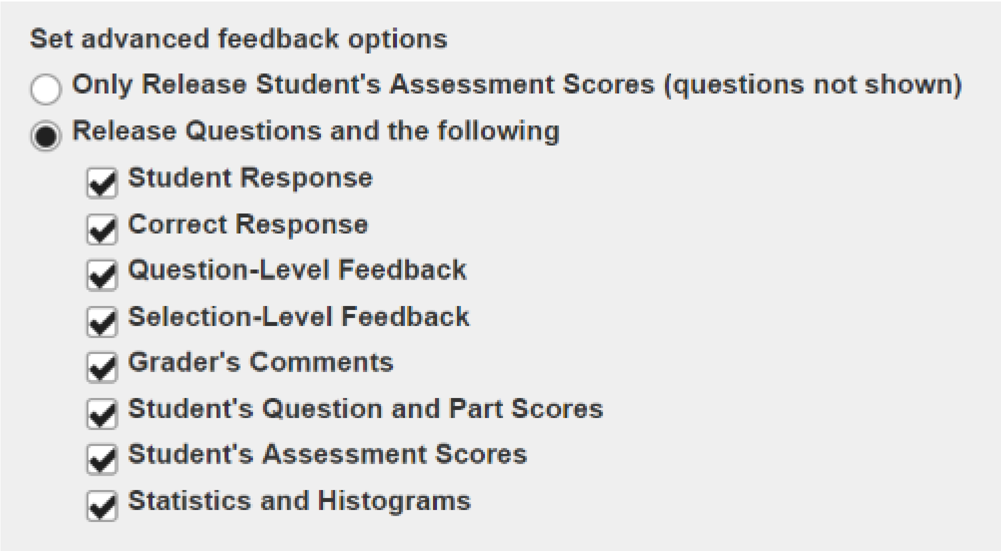
Feedback Delivery controls if and when students are able see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate feedback** is recommended for self-tests only, as it will display the answers *immediately* - PRIOR to the student submitting the assessment.

Footer

- **Feedback on submission** displays feedback to students as soon as they submit the assessment.
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

Advanced feedback options



You can also decide how much feedback you want to release to students.

- You can choose to **Only Release Student's Assessment Scores** so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Question and the following** and then select the items that you want students to see from the list below. Check the box next to any items you want students to see.

*Tip: If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date** in the feedback type area above. Selecting a feedback date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.*

Notes:

1. *If you select to give feedback and **Release Questions and the following**, but do NOT check any of the boxes for the types of feedback to release, students won't see any feedback.*
2. *You can change the feedback settings after an assessment has been completed by going to **Assessment List** in Tests & Quizzes and selecting **Settings** from the drop-down menu for that assessment.*

Footer

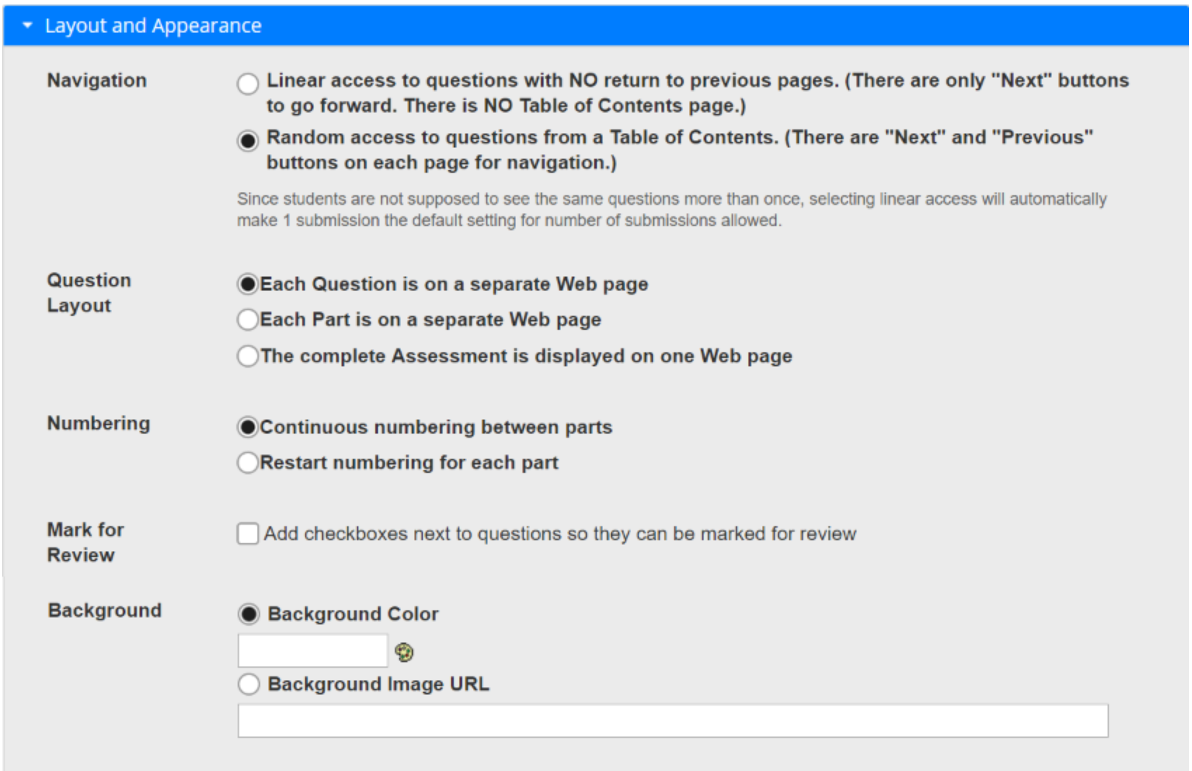
How do I adjust the layout and appearance of an assessment?

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple parts. For more information on additional assessment settings, see How do I inspect and adjust the settings of an assessment?

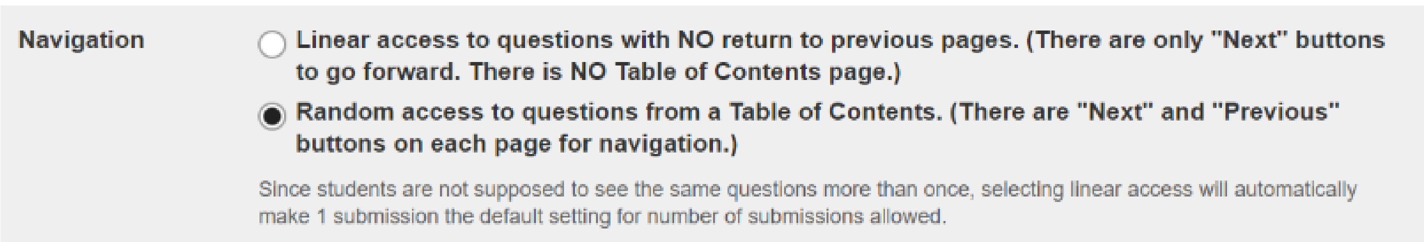
In the assessment Settings page, click Layout and Appearance.

Footer

The Layout and Appearance section will expand to show the following options:



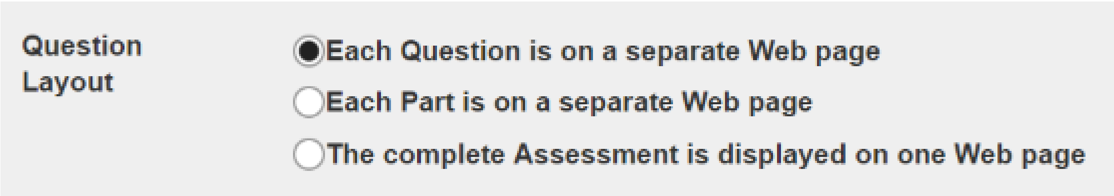
Navigation



Navigation controls how students proceed through the test. The default is **Random access** where students can navigate through the test with **Next** and **Previous** buttons, as well as a **Table of Contents**. You may change this to **Linear access** if you prefer, where students can only go forward using the **Next** button and cannot revisit earlier questions or access a **Table of Contents** to jump to a question.

Footer

Question Layout

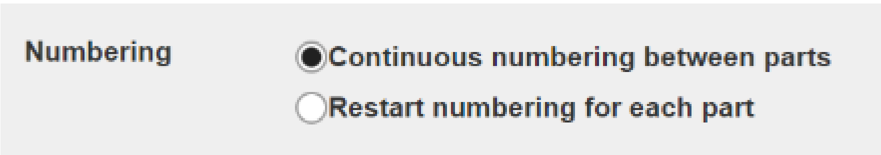


You can control the presentation of the questions according to the options shown. The default option is to display **Each question on a separate Web page**. This is the *recommended setting*, as students' answers will be saved as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons.

If you have separated your assessment into parts, you can use the second option to display **Each Part on a separate Web page**. To display **The complete Assessment on a single Web page**, allowing students to scroll through it, click the third choice.

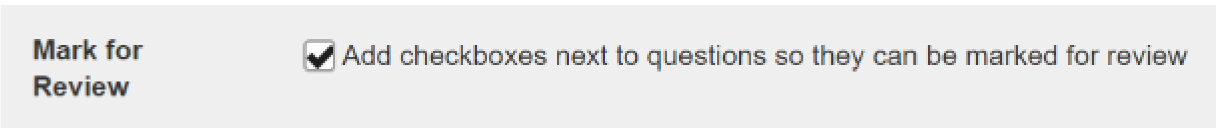
*WARNING: If you choose **The complete Assessment is displayed on one Web page**, students MUST click **Save** to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work.*

Numbering



If your assessment has multiple parts, choose the numbering pattern here. **Continuous numbering between parts** presents the questions in continuous, sequential order. If you choose to **Restart numbering for each part**, questions are numbered with the part number, then the question number.

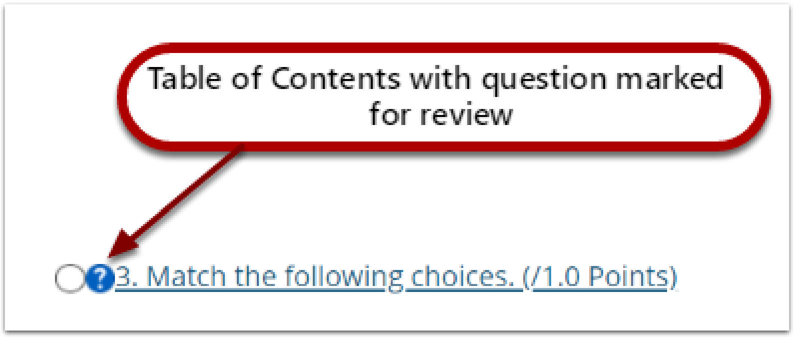
Add checkboxes next to questions so they can be marked for review. (Optional)



Footer

If your assessment navigation allows Random access to questions from a Table of Contents, you can check a box to **Add checkboxes next to questions so they can be marked for review**.

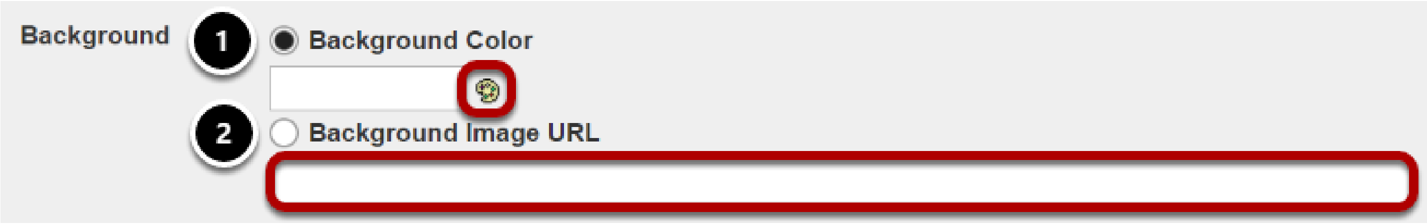
Student view of mark for review.



When students are taking the test, this option will allow them to check a box, **Mark for Review**, under each question. When they view the *Table of Contents*, questions **Marked for Review** will display a **question mark icon (?)** so they can easily identify and revisit marked questions.

Footer

Background



You can choose a color or image for the background here.

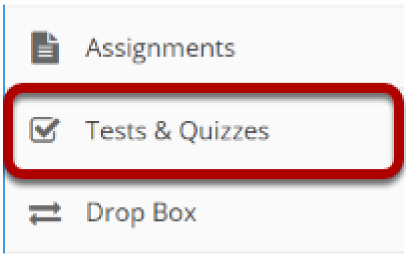
1. To select a **Background Color**, click the **palette icon**.
2. To add a **Background Image**, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.

Footer

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.

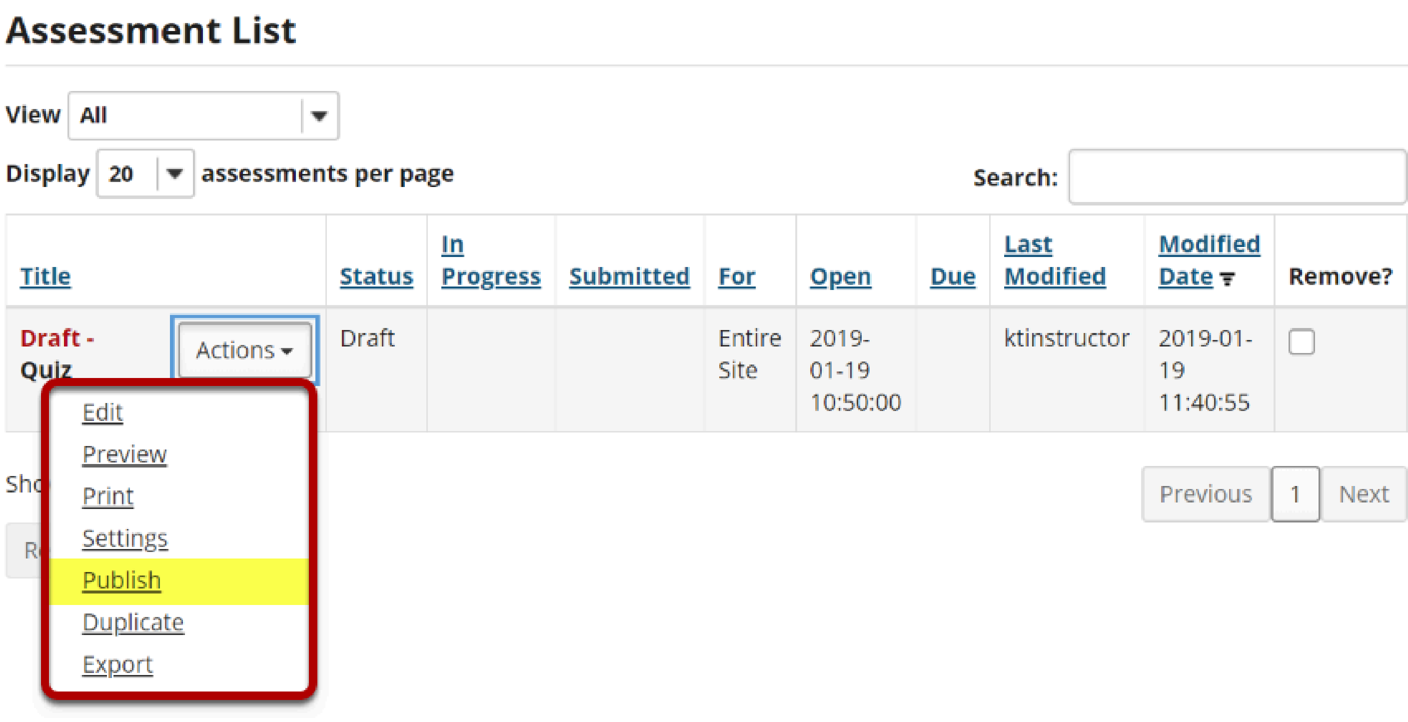


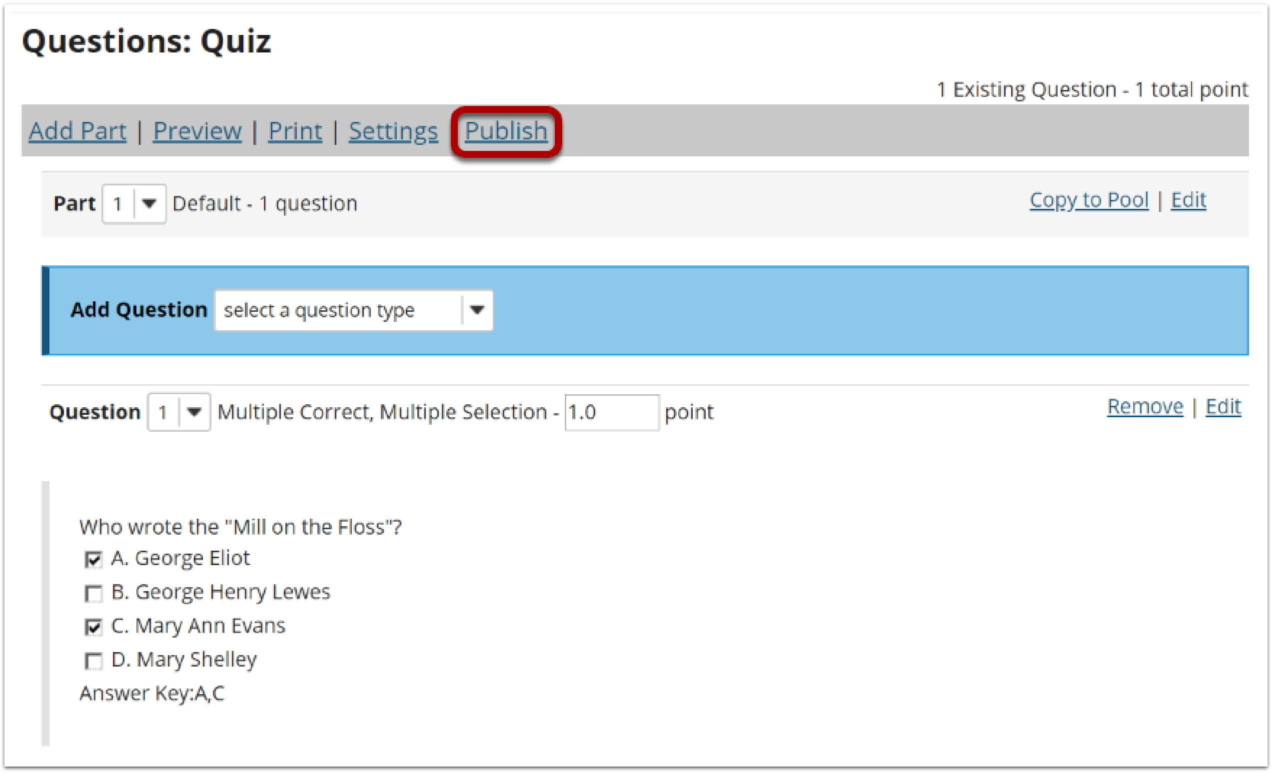
Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.

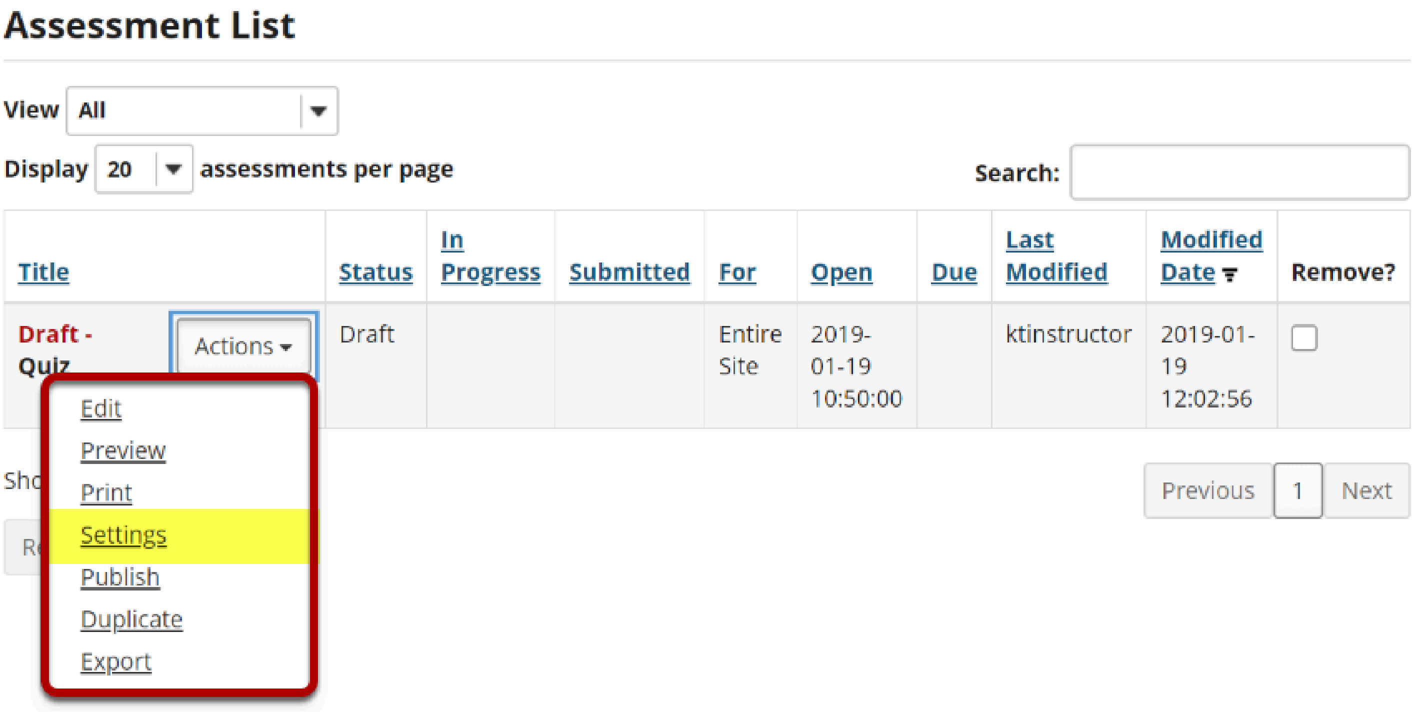
Footer


Assessment List
View All
Display 20 assessments per page
Search:
Title
Status
In Progress
Submitted
For
Open
Due
Last Modified
Modified Date
Remove?
Draft - Quiz
Actions
Draft
Entire Site
2019-01-19 10:50:00
ktinstructor
2019-01-19 11:40:55
Edit
Preview
Print
Settings
Publish
Duplicate
Export
Previous
1
Next


Questions: Quiz
1 Existing Question - 1 total point
Add Part | Preview | Print | Settings | Publish
Part 1 Default - 1 question
Copy to Pool | Edit
Add Question select a question type
Question 1 Multiple Correct, Multiple Selection - 1.0 point
Remove | Edit
Who wrote the "Mill on the Floss"?
A. George Eliot
B. George Henry Lewes
C. Mary Ann Evans
D. Mary Shelley
Answer Key:A,C

Footer

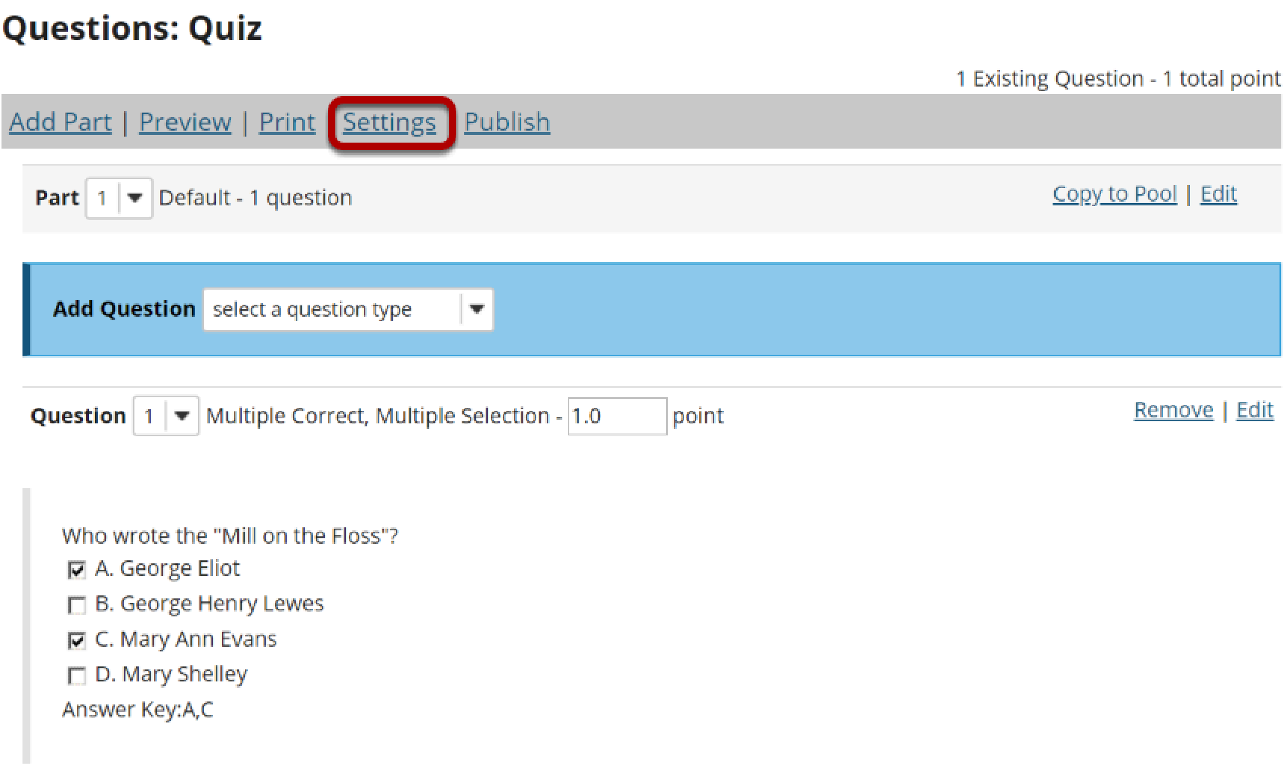
Edit the settings and then publish.



From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Footer

Alternately, you can access assessment settings from the edit assessment screen.



If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the article How do I view and modify the settings of an assessment?

Note: Settings are typically adjusted fully on the Draft before publishing.

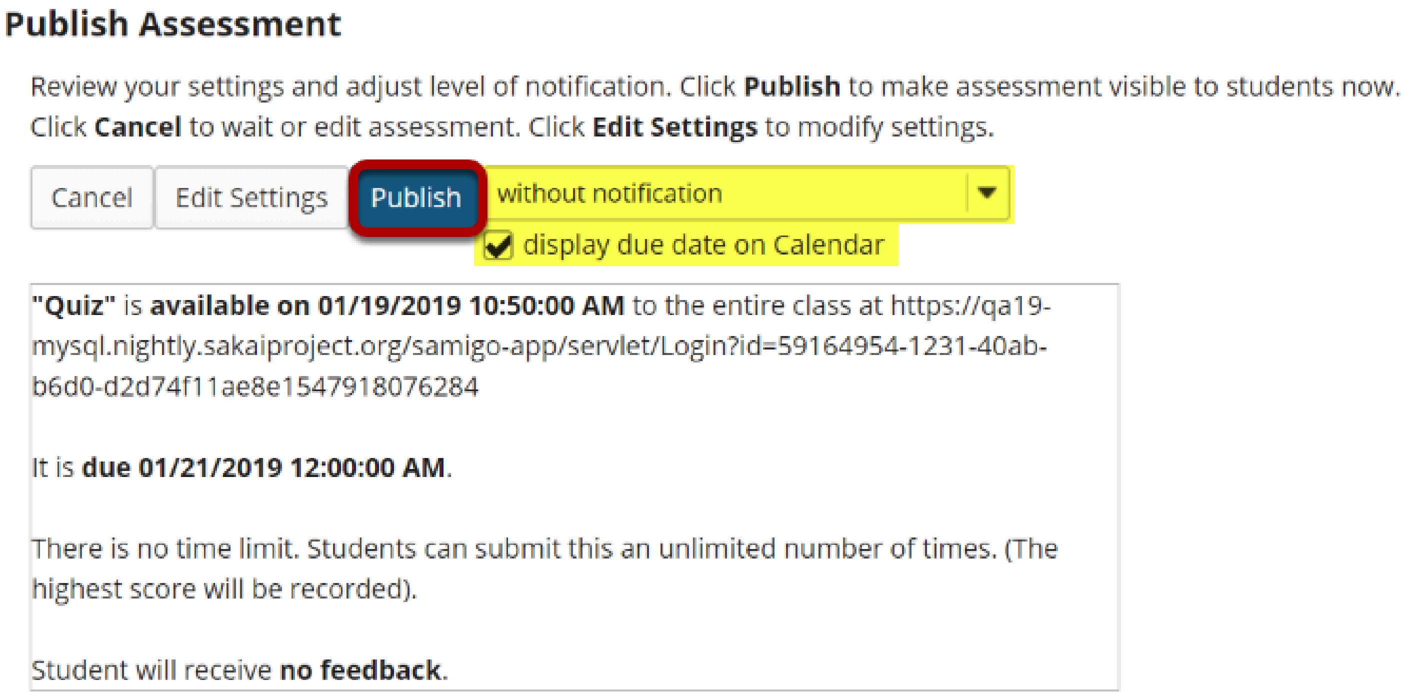
Save settings and publish.

Once you have completed all of your settings selections, click the **Save Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

Footer

Review and confirm publishing of assessment.



Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

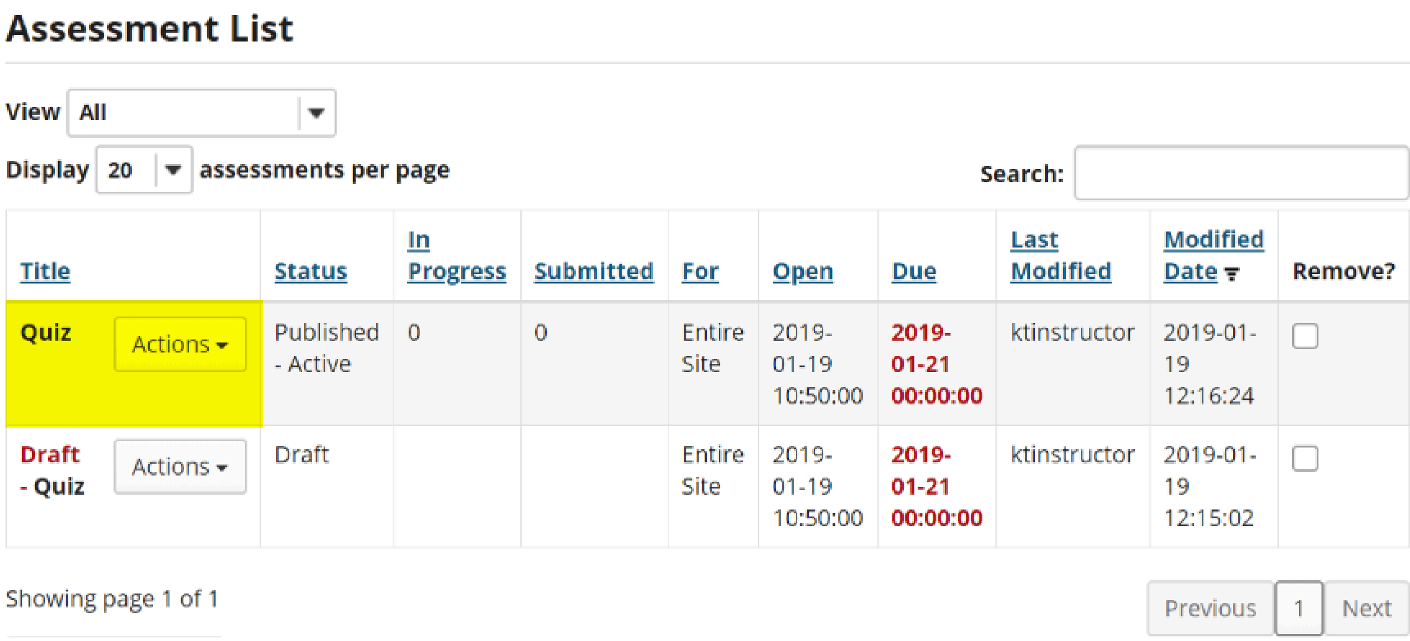
You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends and email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Calendar**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click **Publish** to make the assessment available to students.

Footer

View published assessment.



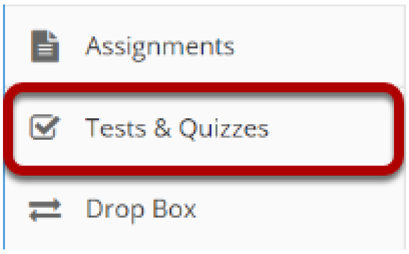
Click on **Assessments** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.

Footer

How do I duplicate an assessment (i.e. test or quiz)?

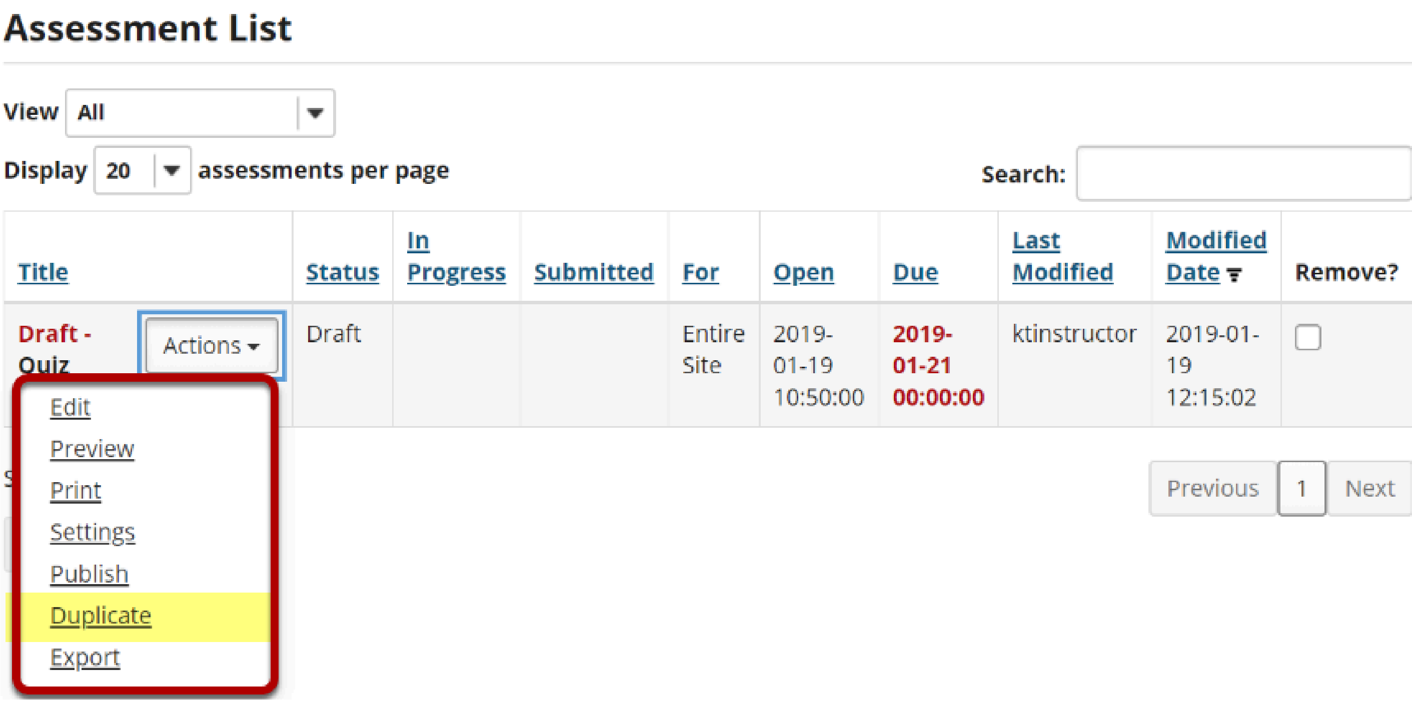
You can make multiple copies of assessments in the same course site. For example, you might want to create a new copy of an existing assessment in order to use it as the basis for a new, modified assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

From the Actions menu, select Duplicate.

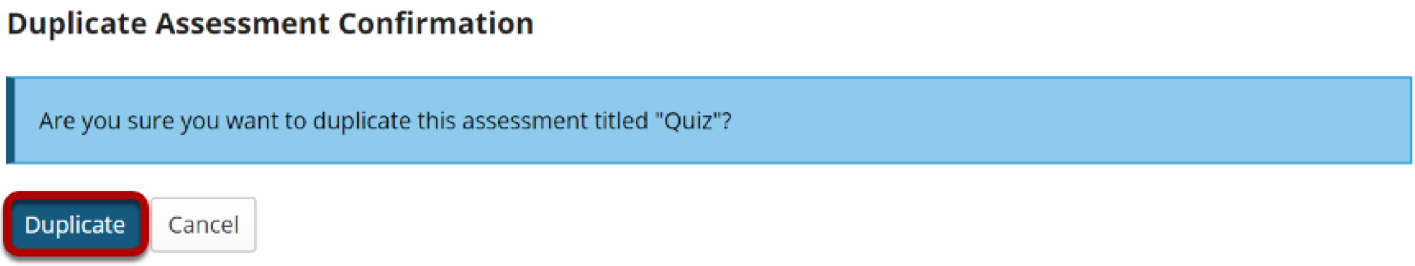


Footer

From the *Tests & Quizzes* tool home screen, choose the **Duplicate** option in the drop-down menu for the draft assessment you would like to duplicate.

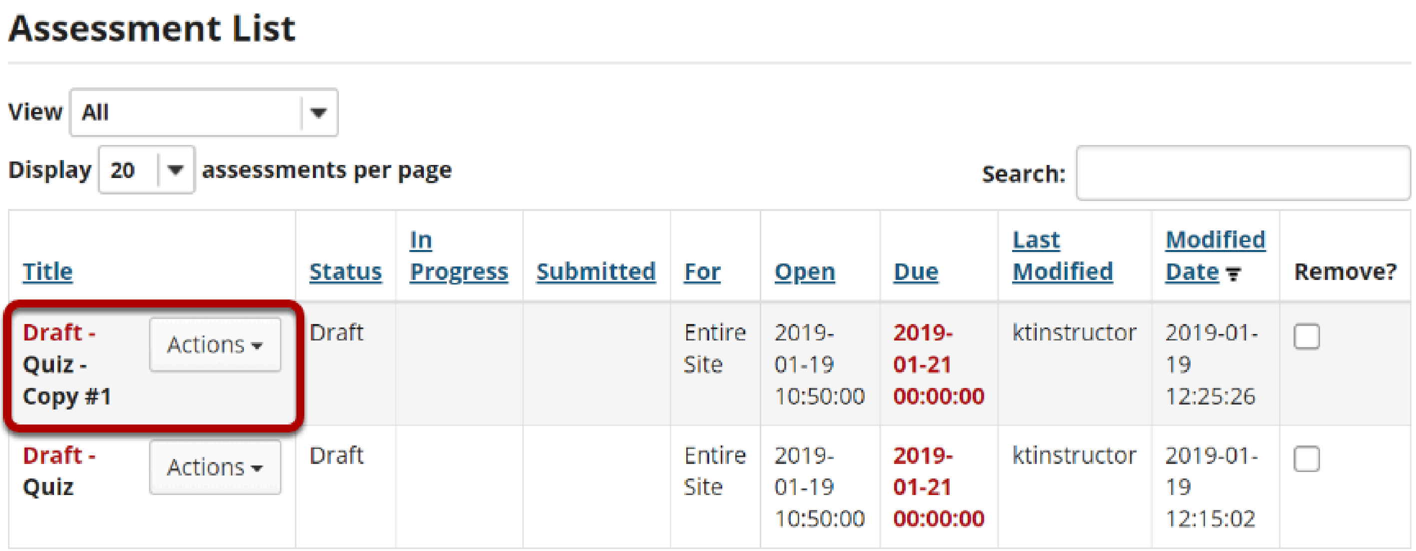
Note: You cannot duplicate published copies of assessments in Tests & Quizzes.

Confirm duplication.



On the *Duplicate Assessment Confirmation* screen, click **Duplicate**.

View duplicated assessment.



Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Quiz - Copy #1 Actions	Draft			Entire Site	2019-01-19 10:50:00	2019-01-21 00:00:00	ktinstructor	2019-01-19 12:25:26	
Draft - Quiz Actions	Draft			Entire Site	2019-01-19 10:50:00	2019-01-21 00:00:00	ktinstructor	2019-01-19 12:15:02	

Your duplicated assessment will have the title of your original assessment, with a *Copy* number listed after it.

For example, if you copy an assessment, **Quiz #1**, for the first time, the copy will be titled **Quiz #1 - Copy #1**. If you duplicate the original **Quiz #1** again without editing the title of **Quiz #1 - Copy #1**, the newly duplicated assessment will be titled **Quiz #1 - Copy #2**.

Footer

Edit the duplicated assessment's questions or settings.

You can edit the *Settings* of the duplicated assessment, such as its title and availability, by following the steps outlined in [How do I view and modify the settings of an assessment?]

You may also modify the questions in the duplicated assessment by following the steps outlined in [How do I create an assessment in Tests & Quizzes?]

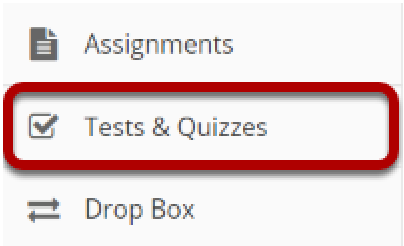
Footer

How do I preview an assessment (i.e. test or quiz)?

You can preview an assessment either by using the **Preview** option in the *Action* menu, or by viewing the site as a student and submitting the assessment.

*Note: If you use the **Preview** option to preview an assessment, you will not be able to submit the assessment or see how feedback displays for your students.*

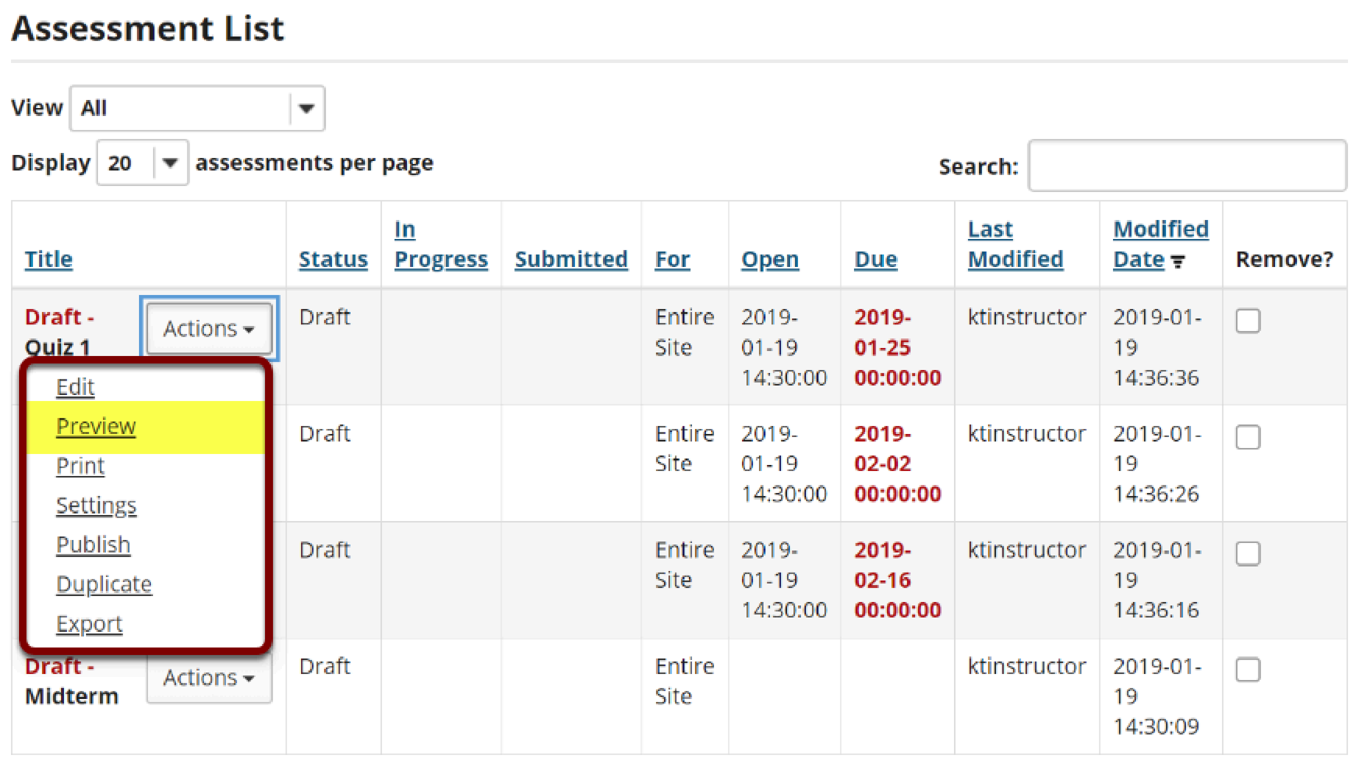
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Footer

Preview from the Action menu.

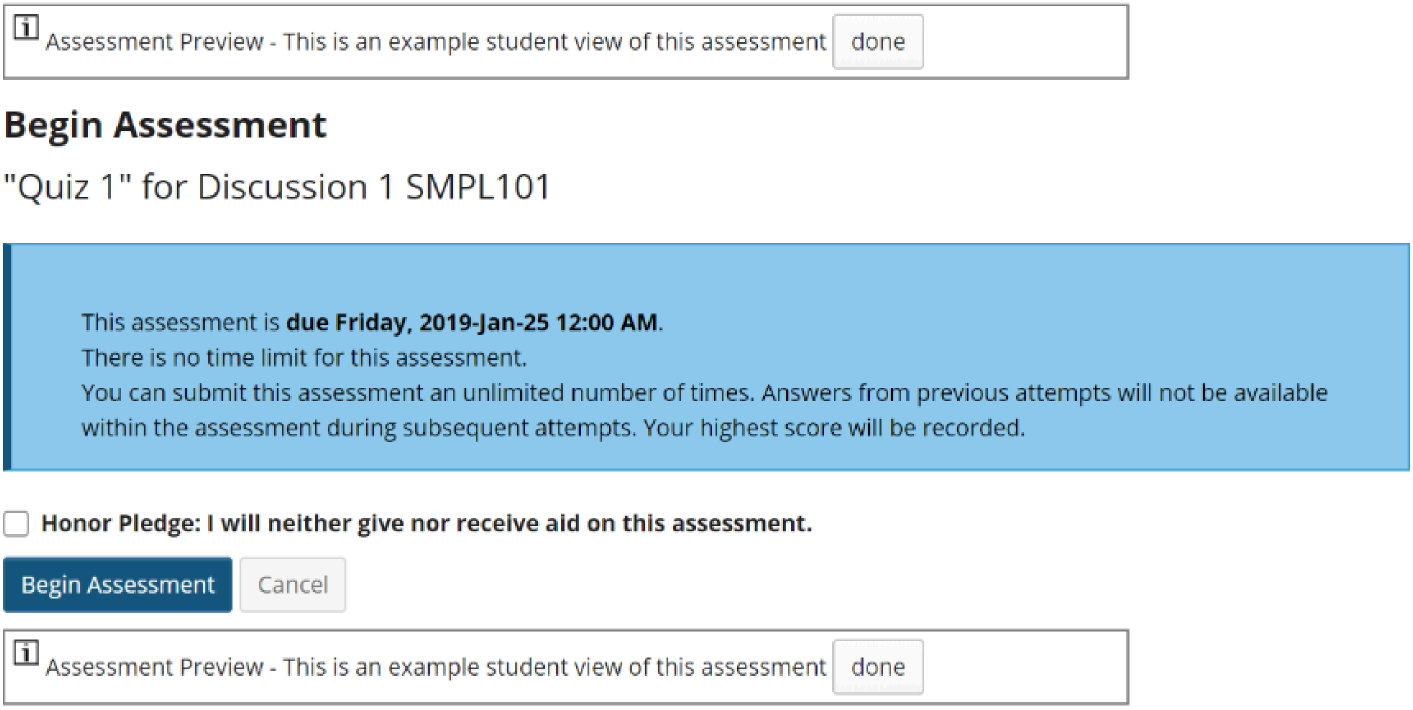


From the *Tests & Quizzes* tool home screen, choose the **Preview** option in the drop-down menu for the assessment you would like to preview.

*Note: The **Preview** option is available for both draft and published assessments.*

Footer

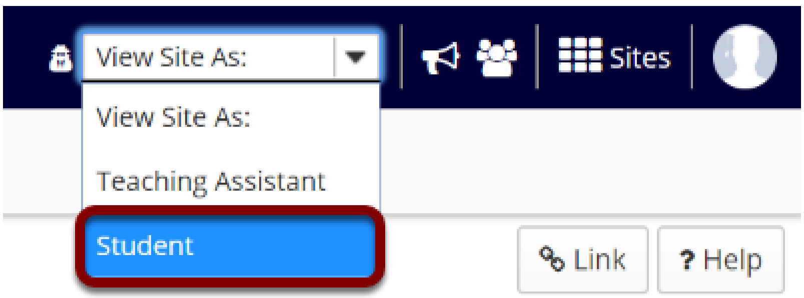
Preview the assessment.



You'll be able to walk through a preview of your assessment, but you won't be able to submit the assessment from this preview.

Note: The assessment preview will be identified with the following text: "Assessment Preview - This is an example student view of this assessment."

OR View the site as a student.

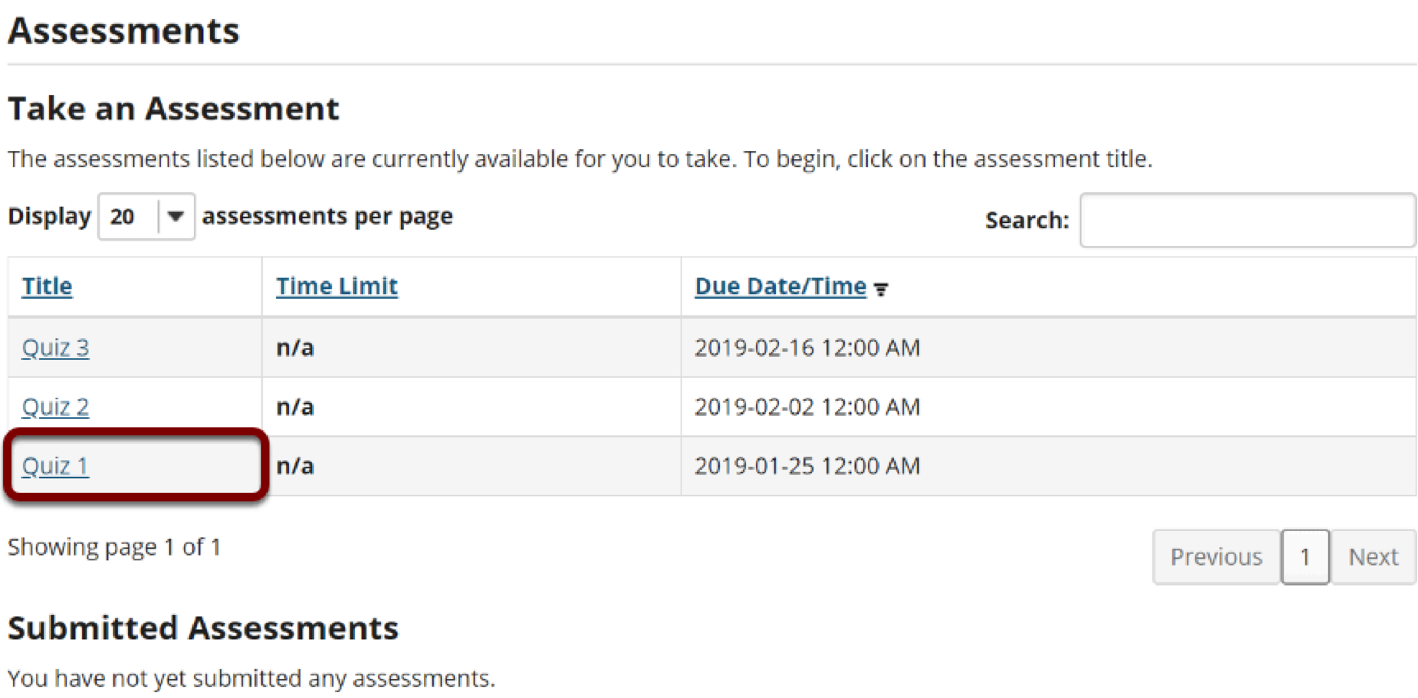


You can view the *Tests & Quizzes* tool and submit your assessment as if you were a student using the **View Site As... Student** option OR by adding your non-university email address to your site as a *Student* and logging in to submit the assessment.

Note: ***View Site As Student*** *will only display published assessments that are viewable by students in the entire site.*

Footer

Select an assessment.



Note: If you submit your test using the ***View Site As...*** *option, you won't see your submission listed in the Scores screens for grading. Using* ***View Site As...****, you WILL be able to see all feedback you have made available to students that does not require manual grading.*

Tip: If you'd like to be able to grade your own submission to the test as an instructor, you'll need to submit the test after logging in with a fake "demo student" account. Often, instructors will enroll a fake "demo student" account in the site so that they can log in as that user to submit items and practice grading them.

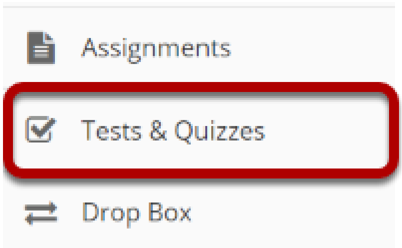
Footer

How do I print an assessment (i.e. test or quiz)?

You can print an assessment with or without an *Answer Key*.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any [Calculated Questions]() in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. {x} + {y} = {z}.

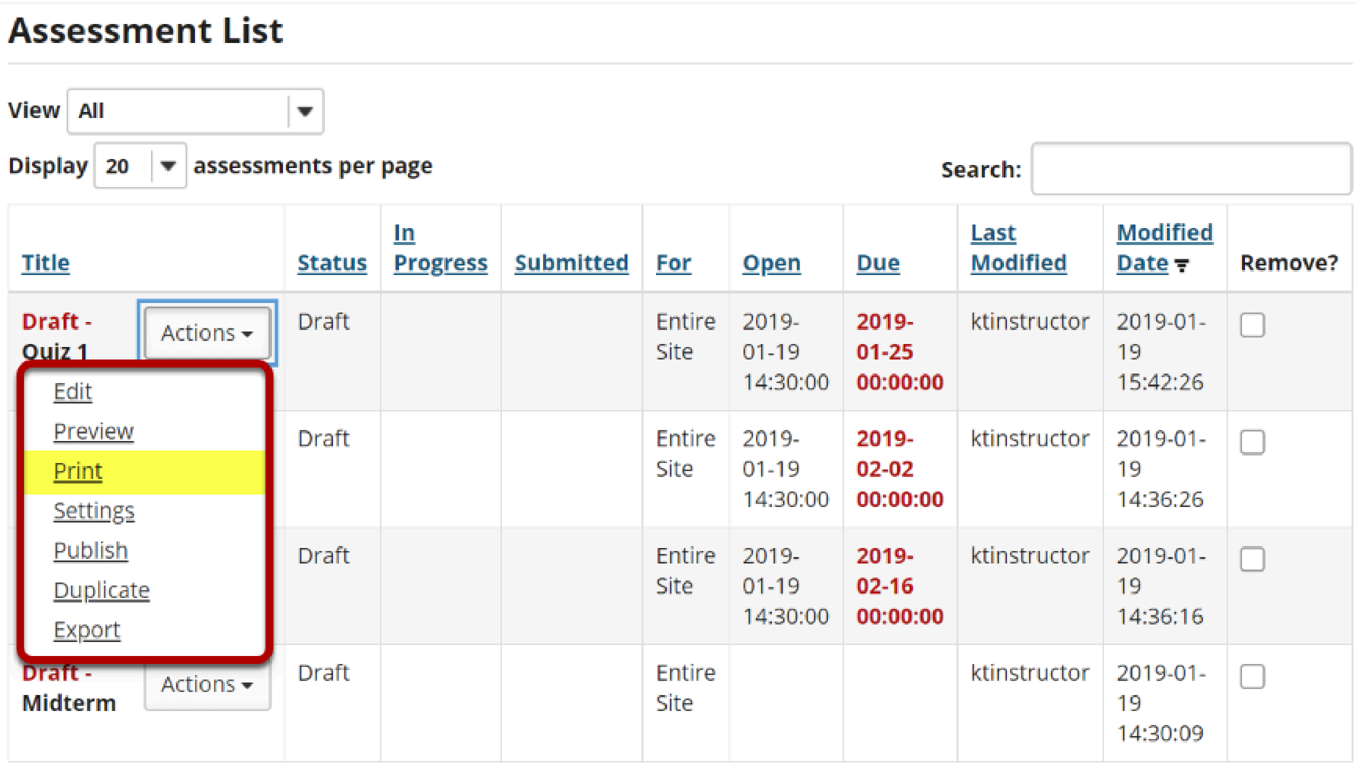
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Footer

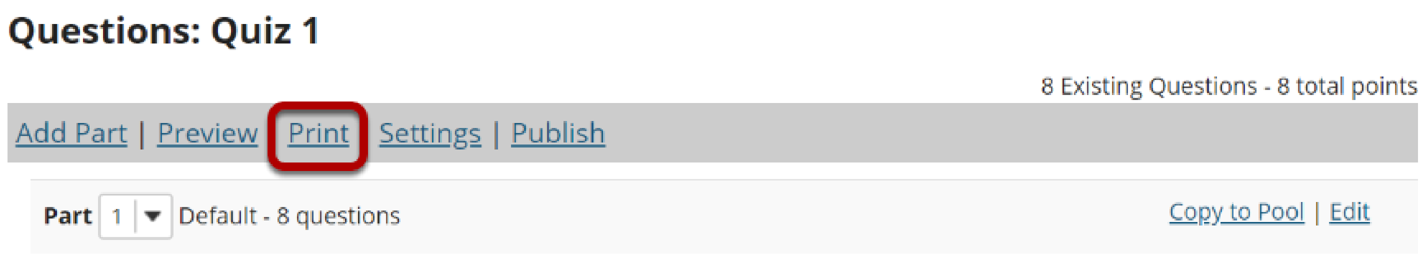
Print from the Action menu.



From the *Tests & Quizzes* tool home screen, choose the **Print** option in the drop-down menu for the assessment you would like to print.

*Note: The **Print** option is available for both draft and published assessments.*

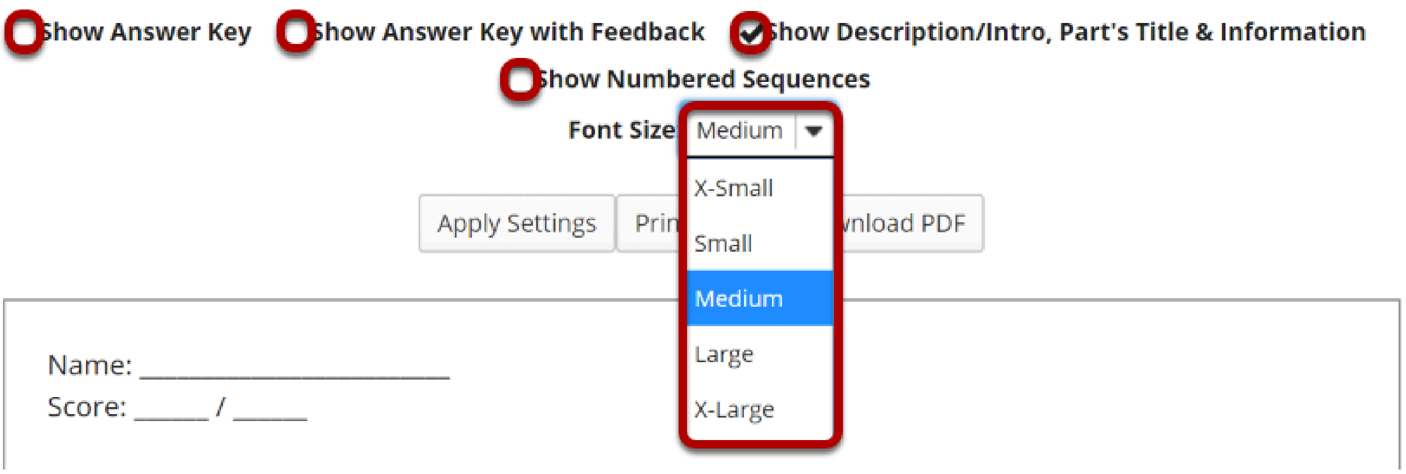
OR Print from the Edit Assessment screen.



If you are currently editing the quiz in question, click the **Print** link at the top of the assessment editing screen.

Footer

Select print options.

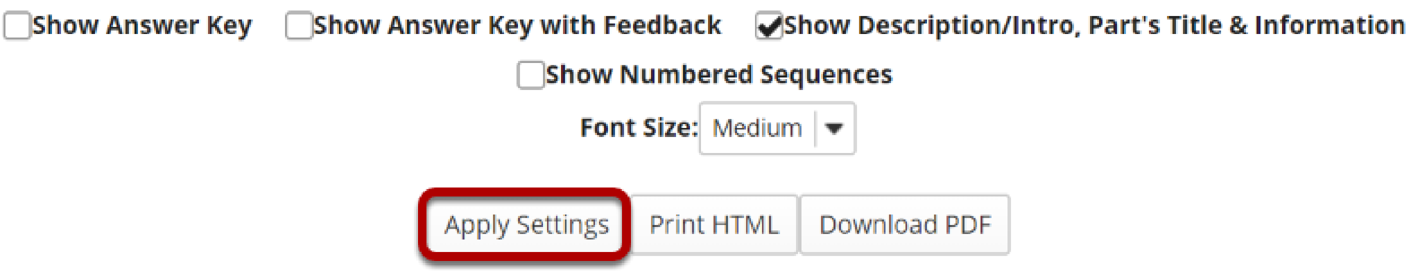


Select check boxes to choose what content you'd like to display in the printout:

- **Show Answer Key** - This option displays the answers for automatically-graded questions.
- **Show Answer Key with Feedback** - If you select this option and you have added feedback while creating a question in the *Correct or Incorrect Answer Feedback* boxes, it will print along with the answer to the question.
- **Show Description/Intro, Part's Title & Information** - If you select this option and you have added text in the *Description/Intro* box of the *Settings* page, it will print along with the questions. By default, this option is selected on the *Print* screen.
- **Show Numbered Sequences** - displays the question number next to each question.

If you'd like to display the font as larger or smaller, choose the desired size from the *Font Size* drop-down menu. By default, the selected font size is **Medium**.

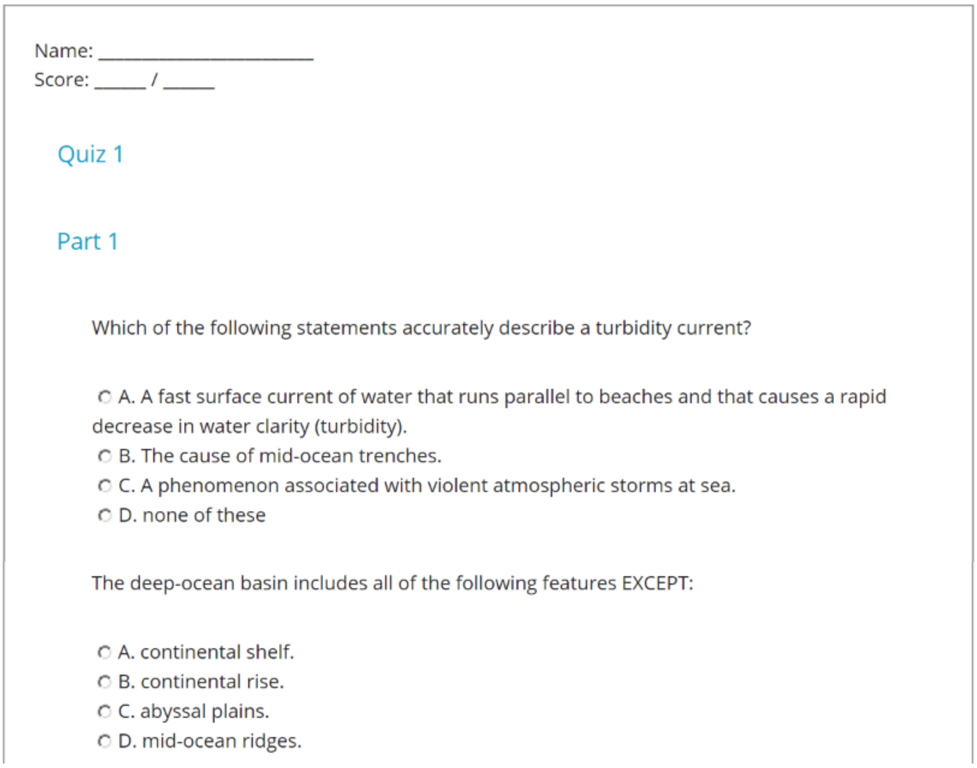
Apply Settings.



If you made any changes to the default print settings, click **Apply Settings**.

Footer

Preview document to print.


Name: ____________________
Score: _____ / _____

Quiz 1

Part 1

Which of the following statements accurately describe a turbidity current?

A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
B. The cause of mid-ocean trenches.
C. A phenomenon associated with violent atmospheric storms at sea.
D. none of these

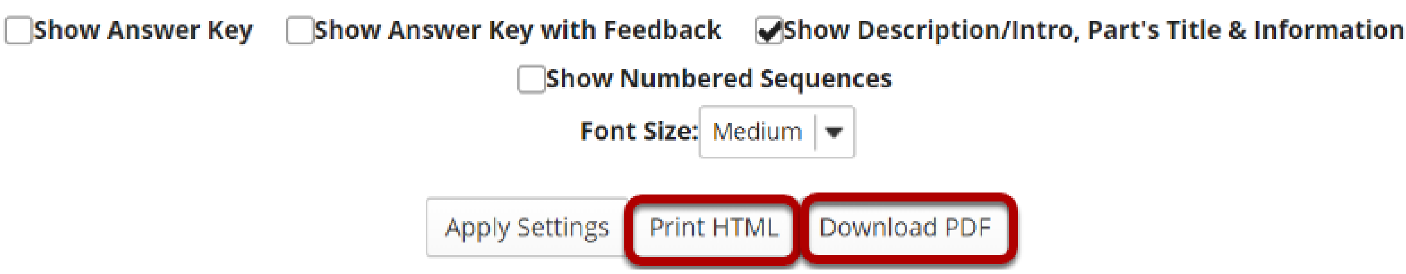
The deep-ocean basin includes all of the following features EXCEPT:

A. continental shelf.
B. continental rise.
C. abyssal plains.
D. mid-ocean ridges.

Scroll down on the *Print* screen to preview how the printout will look with your selected options.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any Calculated Questions in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. {x} + {y} = {z}.

Print or download PDF.



At the top of the screen, click **Print HTML** to print the assessment using your default printer.

Click **Download PDF** if you'd prefer to save the page as a PDF document.

Footer

How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation or allow students to see an answer key or other feedback in Tests & Quizzes, see What are the Grading and Feedback options for an assessment?

On the Total Scores screen for an assessment, you can see the total score each student received based on the points from auto-graded questions (such as multiple choice and true false). You may adjust the students' scores and for students who submitted the assessment, you can add comments.

For more information on manually grading individual student submissions or questions, see the following articles:

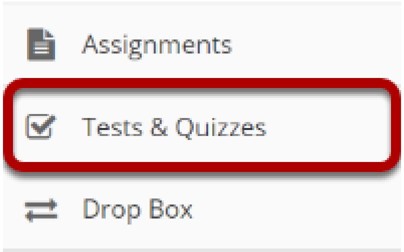
- How do I give same score (e.g. 0) to all students with no submission to an assessment?
- How do I grade assessmement submissions by student?
- How do I grade assessment submissions by question?
- How do I download assessment submissions for grading offline?

Note:

- *Tests & Quizzes will NOT automatically grade students with no submission. If a student who did not submit an assessment should receive a grade of 0, you'll need to enter a 0 for their grade.*
- *Comments cannot be added within the Tests & Quizzes tool for students with no submission and they do not have access to feedback for assessments they did not submit. If you'd like to print an answer key to an assessment to provide to students who did not submit, see How do I print an assessment (i.e. test or quiz)?*
- *Once a grade has been saved for a student in Tests & Quizzes, you cannot delete the grade to remove it from the student's course grade. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the Gradebook, you may need to override the course grade in the Gradebook.*

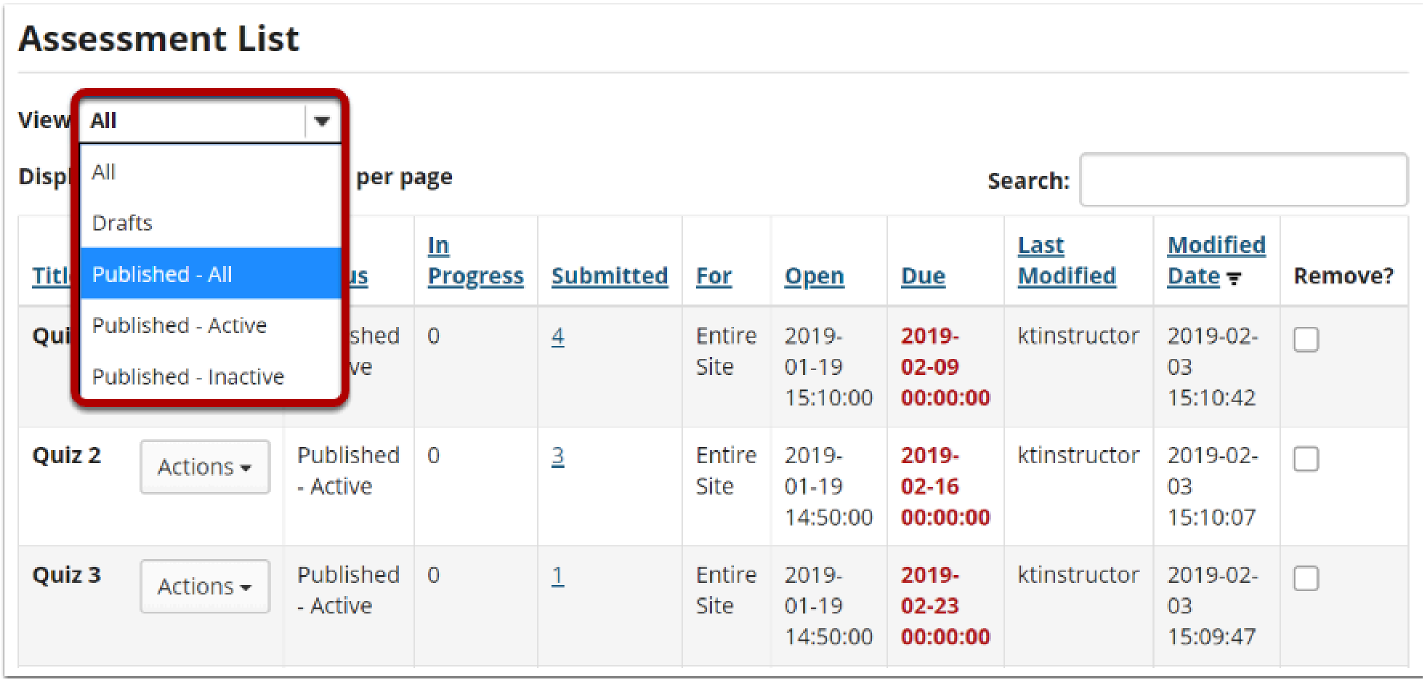
Footer

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

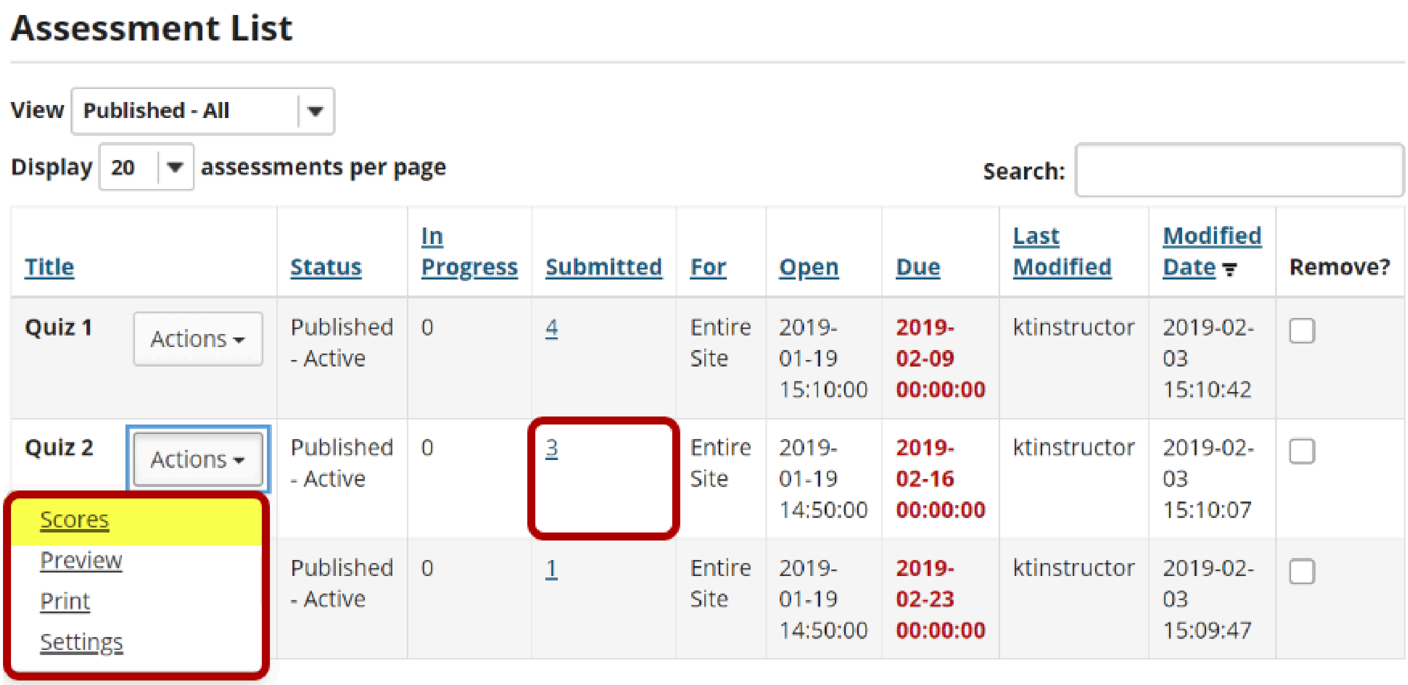
Select the Published-All View



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Footer

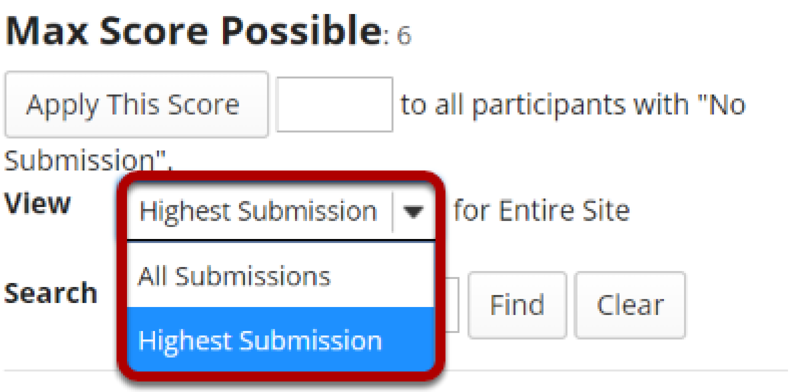
Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Display multiple submissions for students. (Optional)

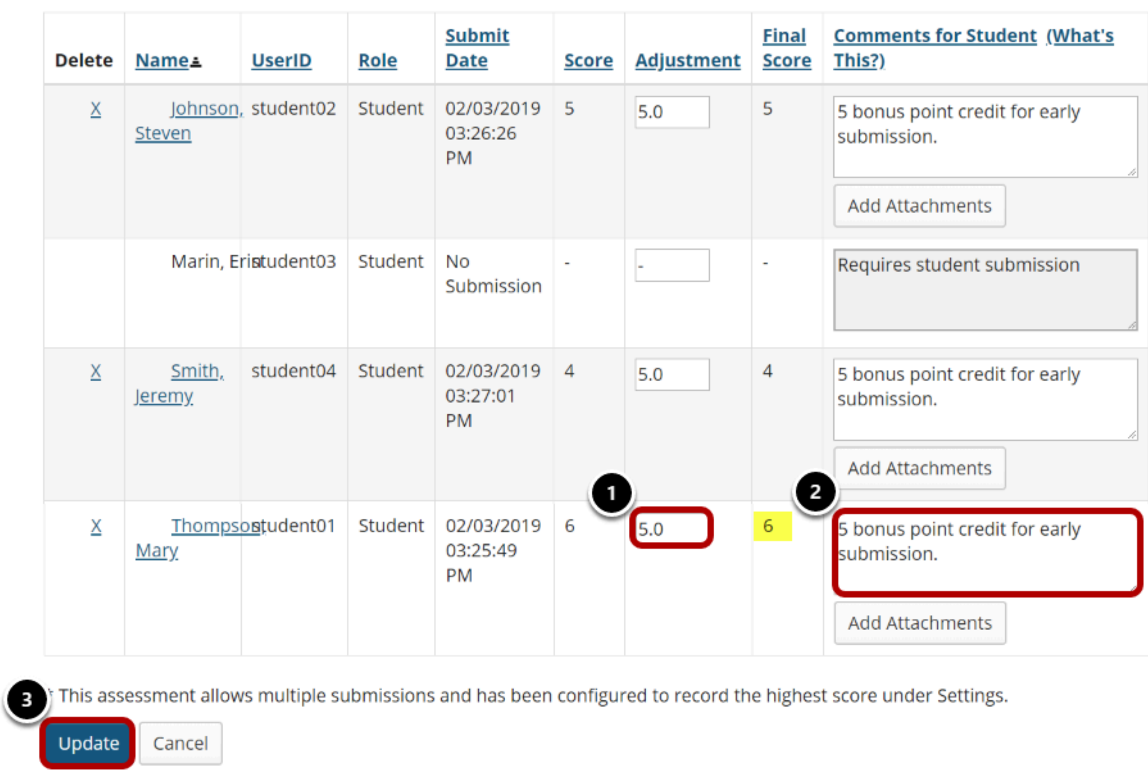


By default, the submission that displays for each student will be based on your assessment's *Recorded Score* setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

Footer

If your assessment allows multiple submissions, or if a student has submitted an allowed retake, you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Enter score adjustment and overall comments.



To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback. Optionally, you may also attach a file containing additional feedback. Click **Add Attachments** to attach a file.
3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

Note: The Final Score column will display the adjusted score after you save your changes.

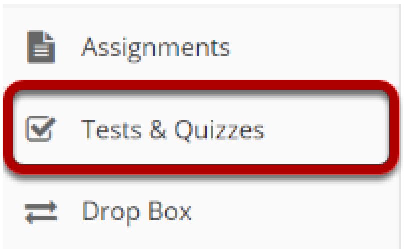
Footer

How do I grade assessment submissions by student?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: How do I grade Tests & Quizzes?

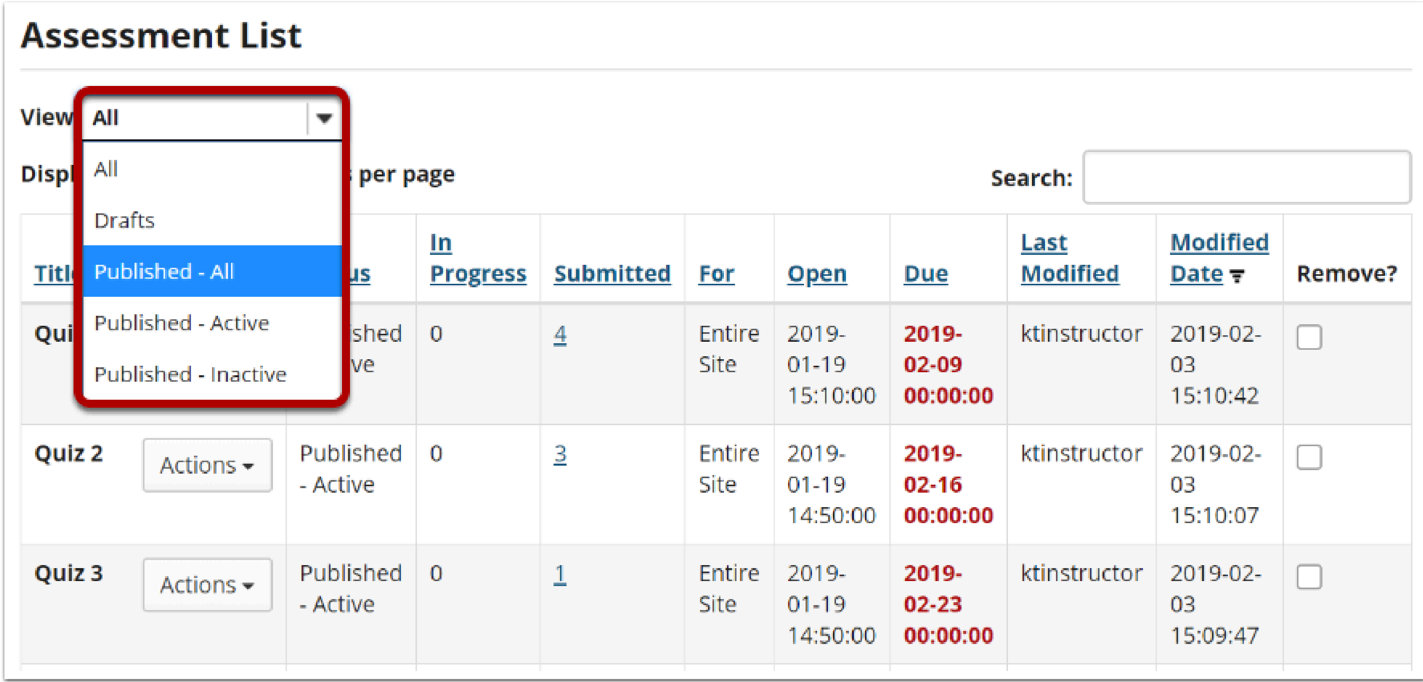
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

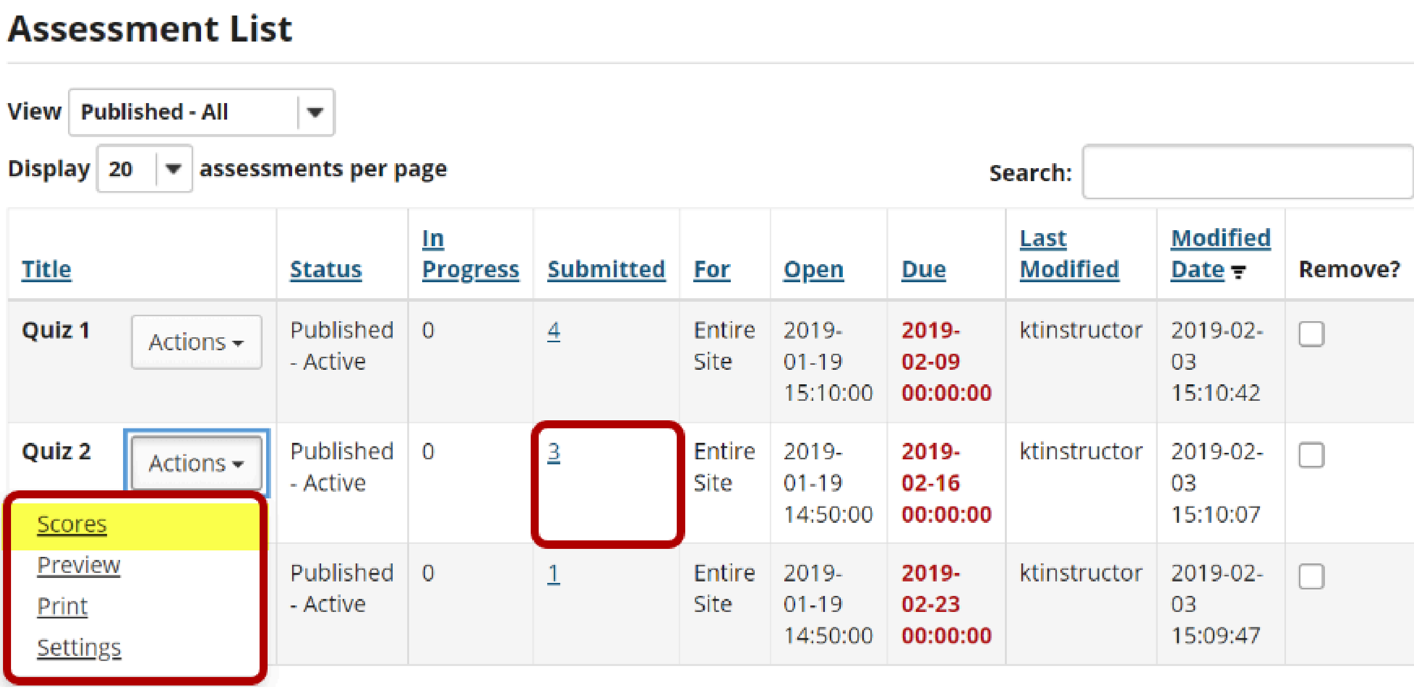
Footer

Select the Published-All View



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

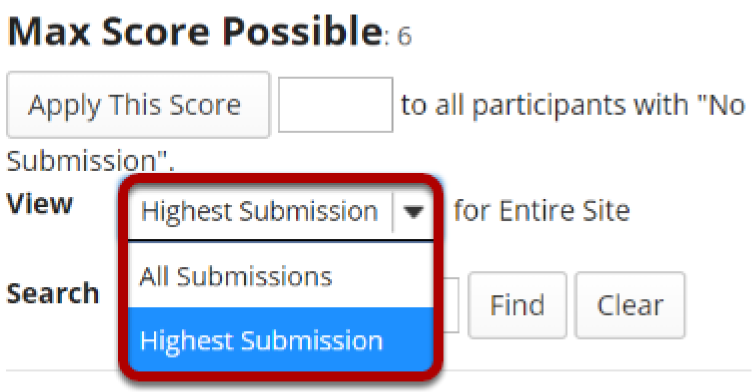


Footer

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Display multiple submissions for students. (Optional)

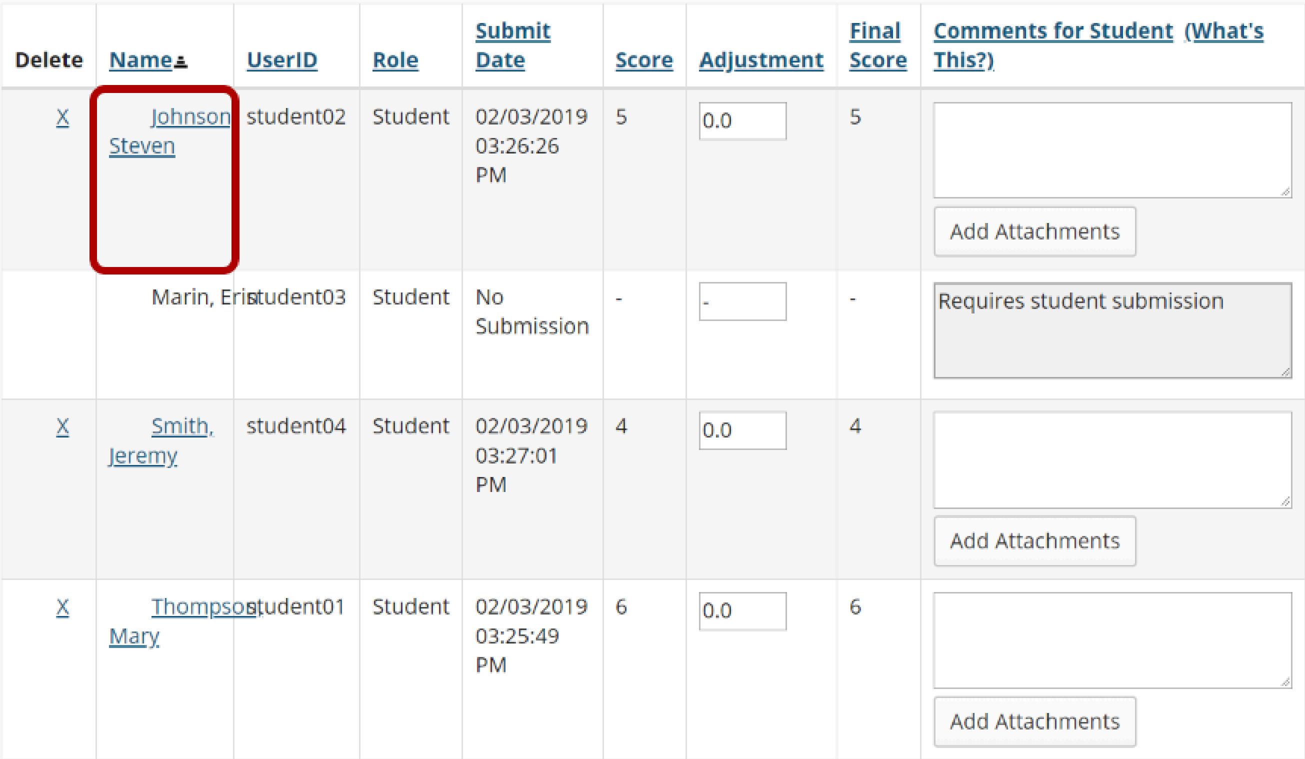


By default, the submission that displays for each student will be based on your assessment's *Recorded Score* setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an allowed retake, you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Footer

Select the student.

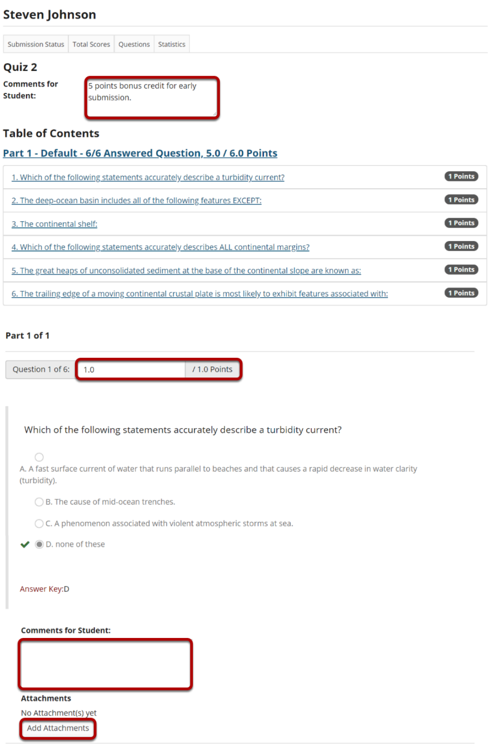


Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	0.0	5	Add Attachments
	Marin, Eric	student03	Student	No Submission	-	-	-	Requires student submission
X	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	0.0	4	Add Attachments
X	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	0.0	6	Add Attachments

Click on the student's name to view the individual submission.

Footer

View and enter grades/comments for the individual student.



The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

Save your changes.

Be sure to scroll down to the bottom and click **Update** to save your changes!

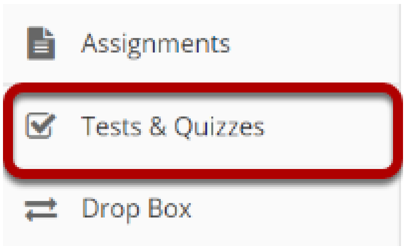
Footer

How do I grade assessment submissions by question?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: [How do I grade Tests & Quizzes?]

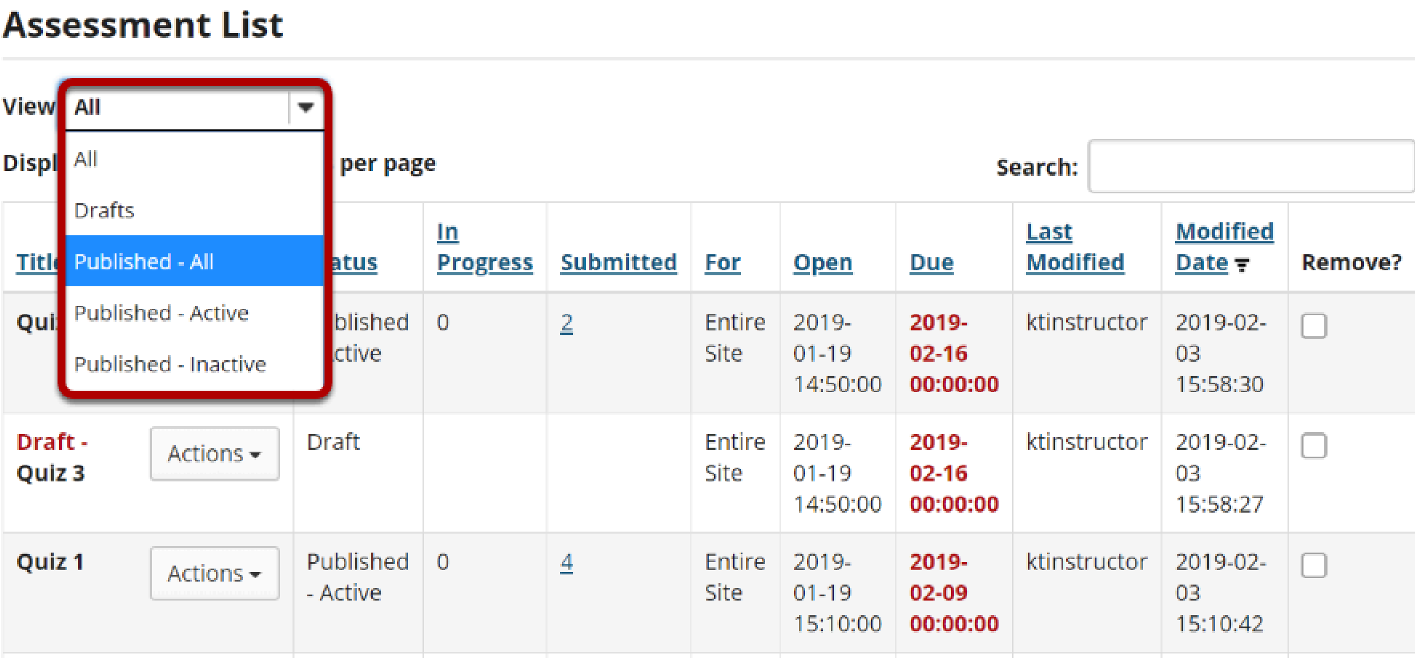
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

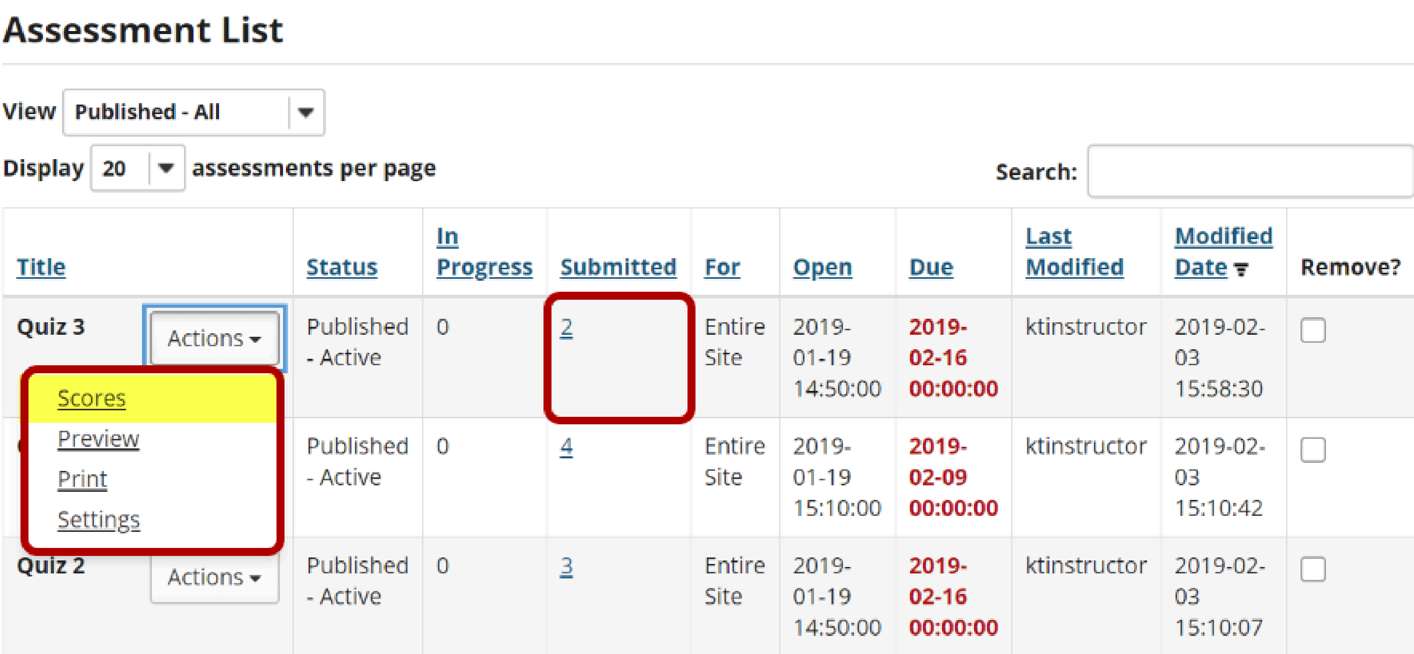
Footer

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

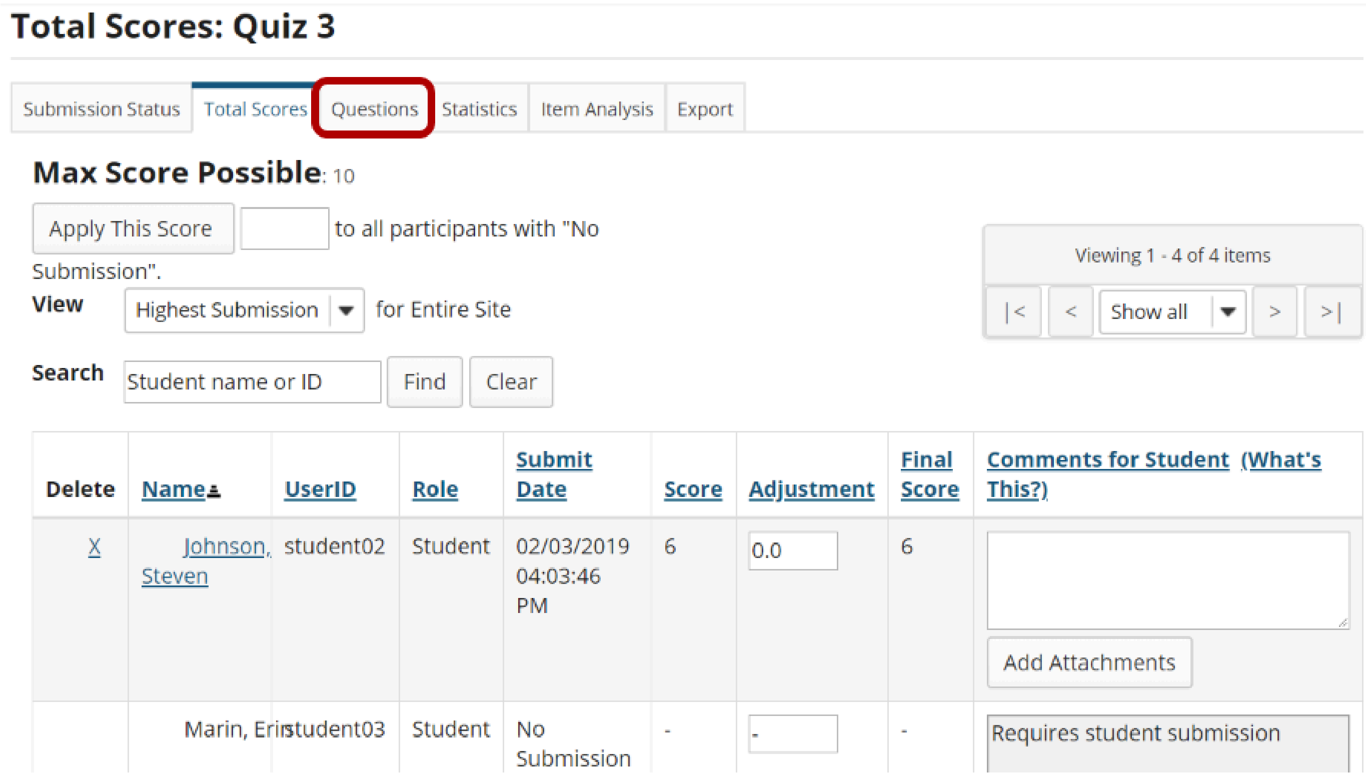


Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Footer

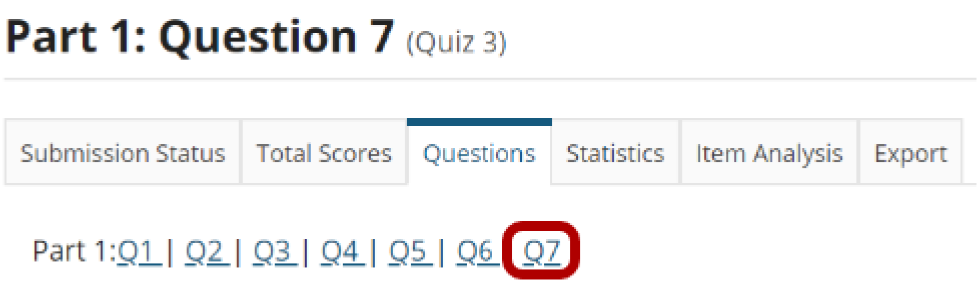
Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Click on Questions.



Click on the **Questions** tab in the assessment menu.

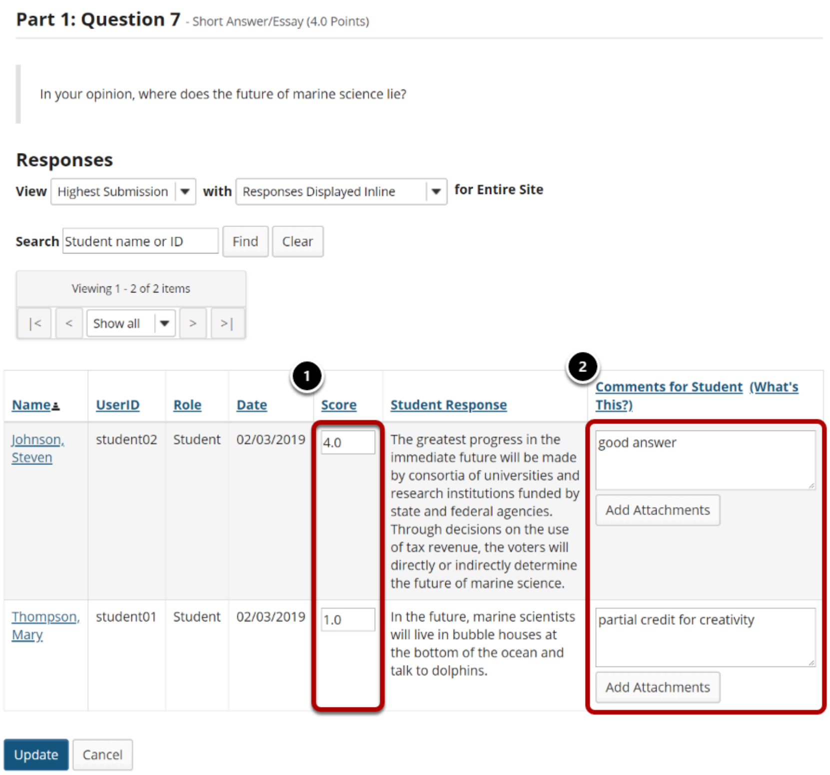
Select the question.



From the list of question numbers, select the question you'd like to grade. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Footer

Enter grades and/or comments.



All of the student responses will be displayed by question.

1. Enter the score for each student for the selected question.
2. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

Save your changes.

Be sure to scroll down to the bottom and click **Update** to save your changes!

Footer

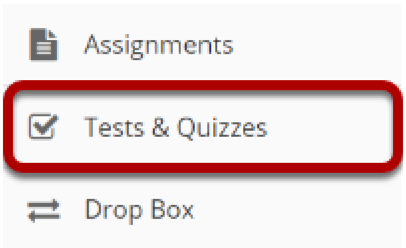
How do I download Tests & Quizzes submissions for grading offline?

You can download assessment responses for grading offline, including bulk downloading submissions to a File Upload question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

- How do I grade Tests & Quizzes?
- How do I give same score (e.g. 0) to all students with no submission to an assessment?
- How do I grade Tests & Quizzes submissions by student?
- How do I grade Tests & Quizzes submissions by question?

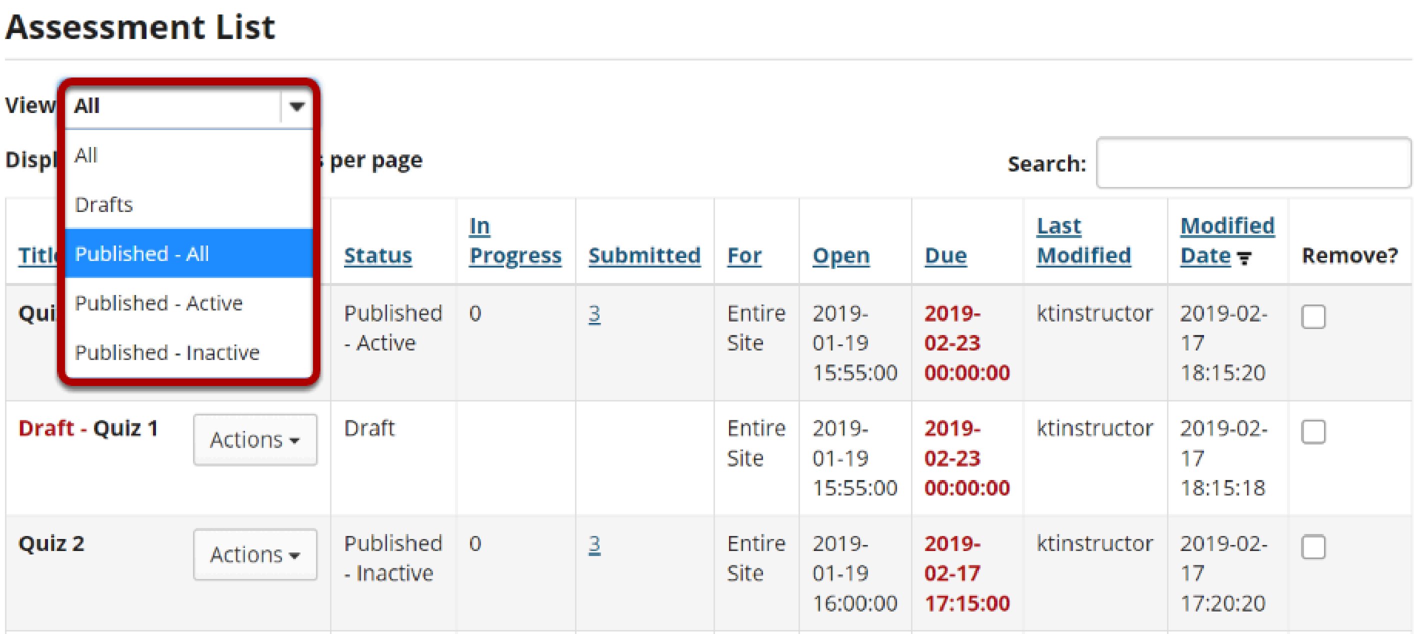
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

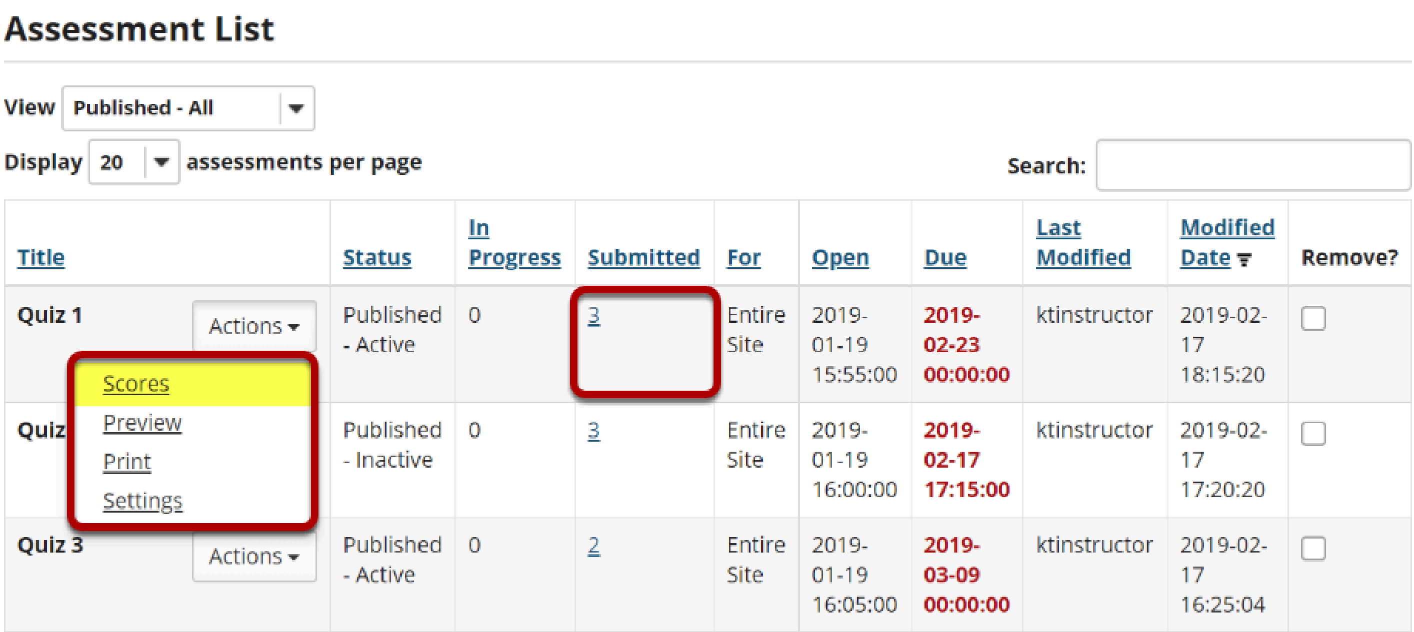
Footer

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

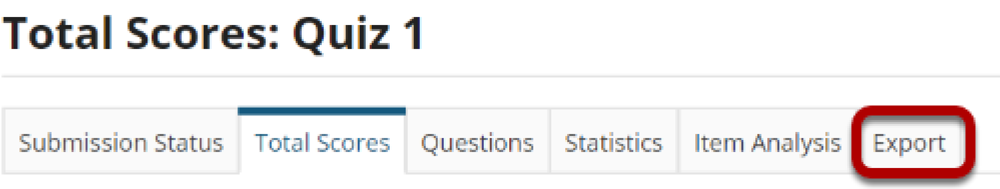
Footer

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

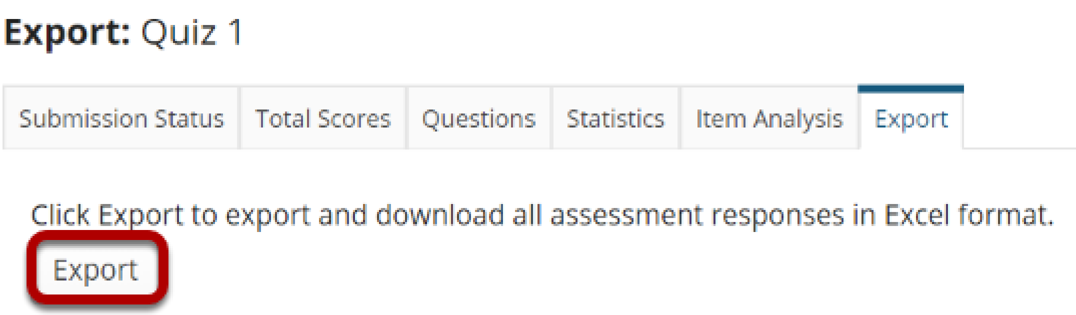
Export scores and students' responses as an Excel spreadsheet.

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the *Total Scores* screen.

Click Export.



On the following screen, click Export.



Click the second **Export** button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

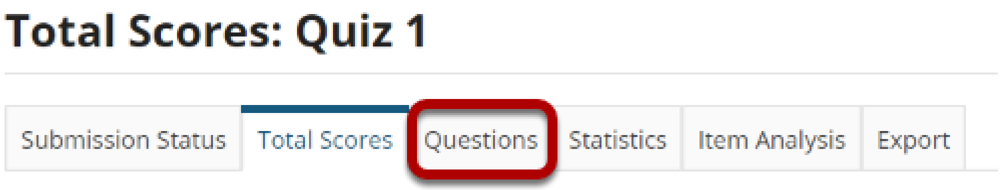
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Last Nar**	**First Nai**	**User Nai**	**Order of**	**Start tim**	**Submit t**	**Part 1 Sc**	**Part 2 Sc**	**Final Sc**	**Grader's**	**Part 1, Q**	**Part 1, Q**	**Part 1, Q**	**Part 1, Q**
2	Johnson	Steven	student0:	1	17-Feb-1	17-Feb-1	4	0	4		continental shelf.		is a featureless pla	
3	Martin	Erin	student0:	1	17-Feb-1	17-Feb-1	7	1	8		continental shelf.		is a gently sloping	
4	Smith	Jeremy	student0	No submission										
5	Thompsc	Mary	student0	1	17-Feb-1	17-Feb-1	6	0	6		continental shelf.		is a gently sloping	

Footer

The resulting spreadsheet lists the students' names, user names, number of the assessment submission (if multiple submissions were allowed), final scores, any *Grader's comments* you entered for students in the *Total Scores* screen, and the students' responses to each question.

Note: *Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.*

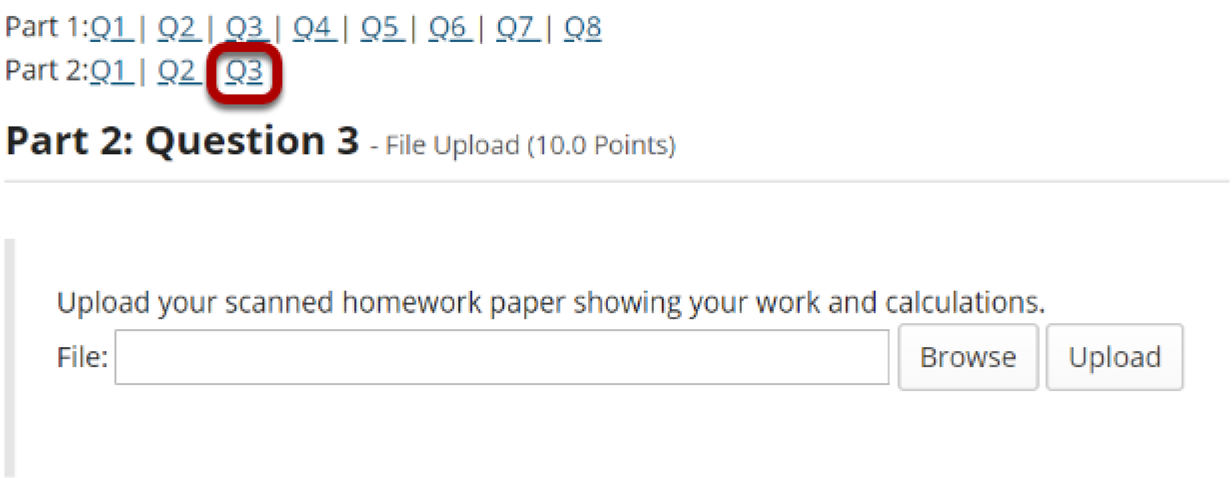
Download all File Upload submissions.



If your assessment has a File Upload question, you can download all submissions to it simultaneously (e.g. to add inline comments, or for ease of reading certain types of files from your computer.)

Click on the **Questions** link in the assessment menu to access the list of questions.

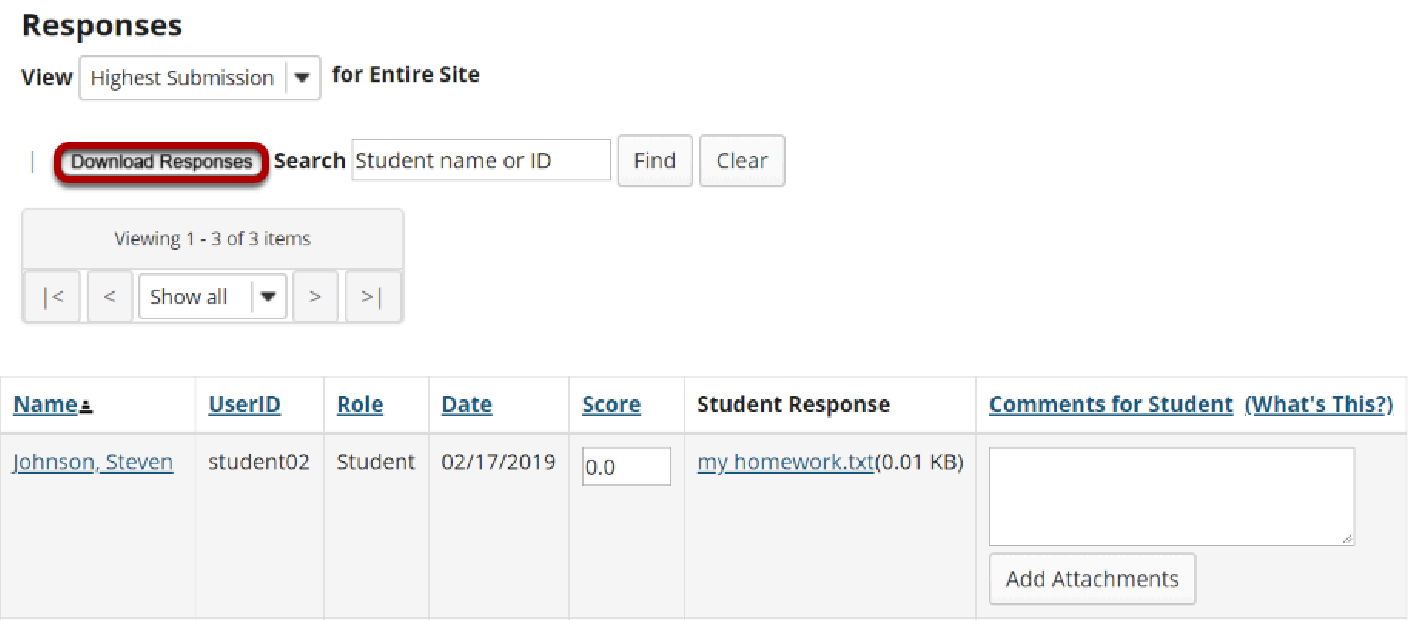
Select the File Upload question.



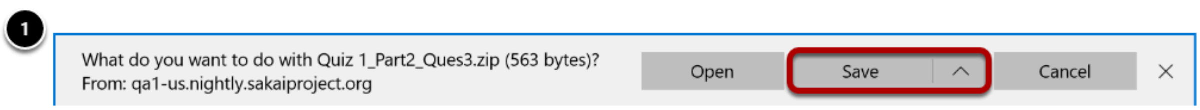
From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

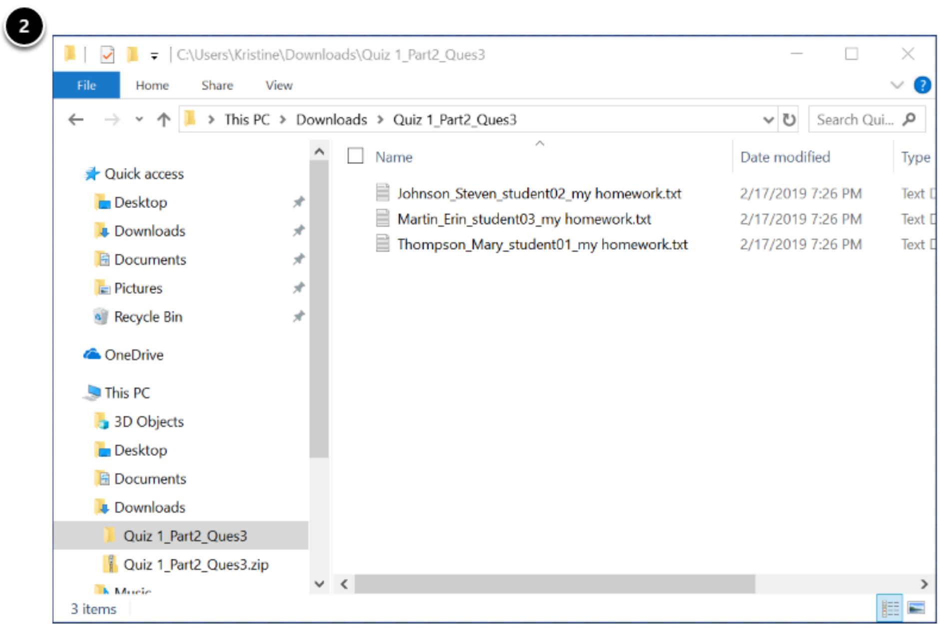
Footer

Click Download Responses.



Save and open the ZIP file.





1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.

Footer

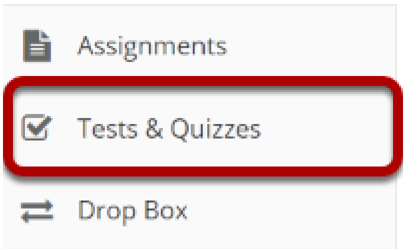
2. Unzip the resulting zip file. You can see all the students' submissions in one folder. Each submission will be labeled with the student's name, followed by an underscore, then the student's user name, another underscore, and the file name.

How do I give the same score (e.g. 0) to all students with no submission for an assessment?

By default, students with *No Submission* to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

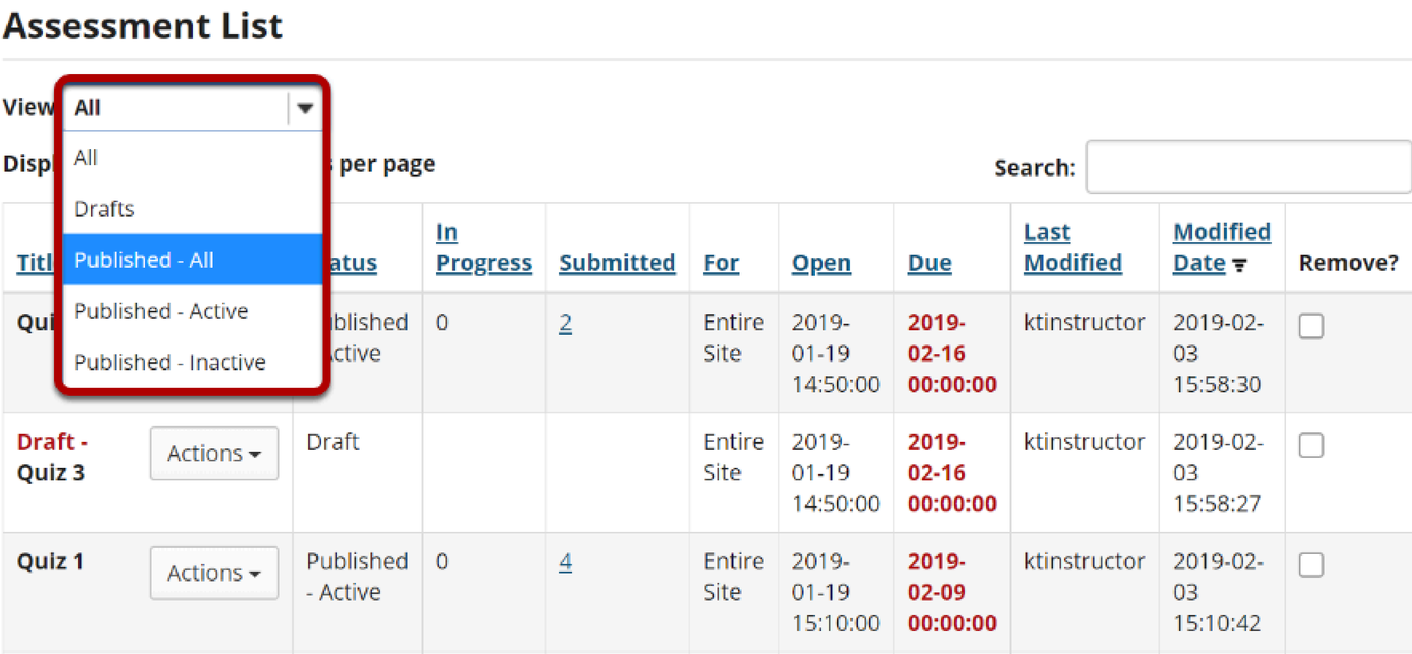
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

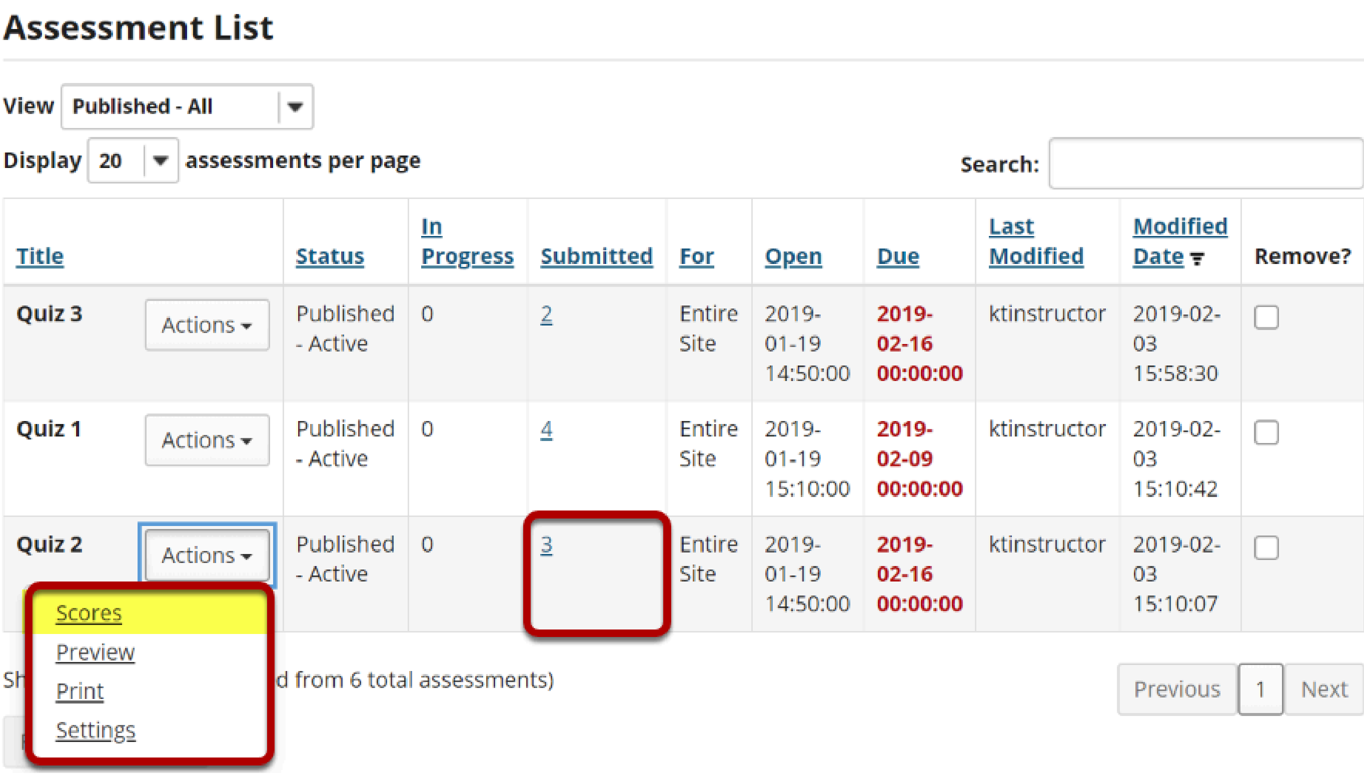
Footer

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

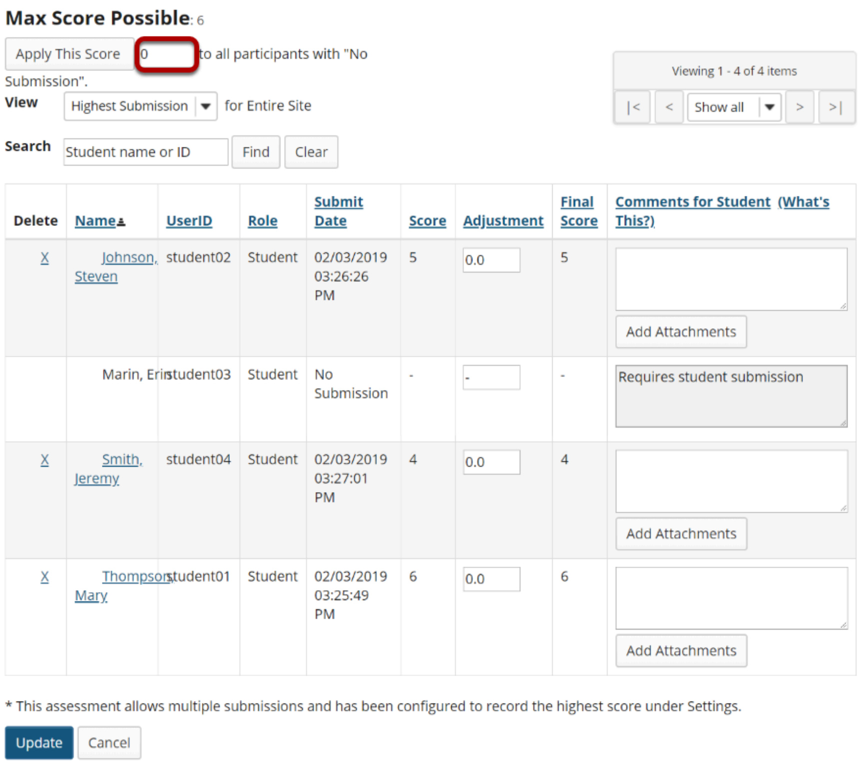


Footer

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

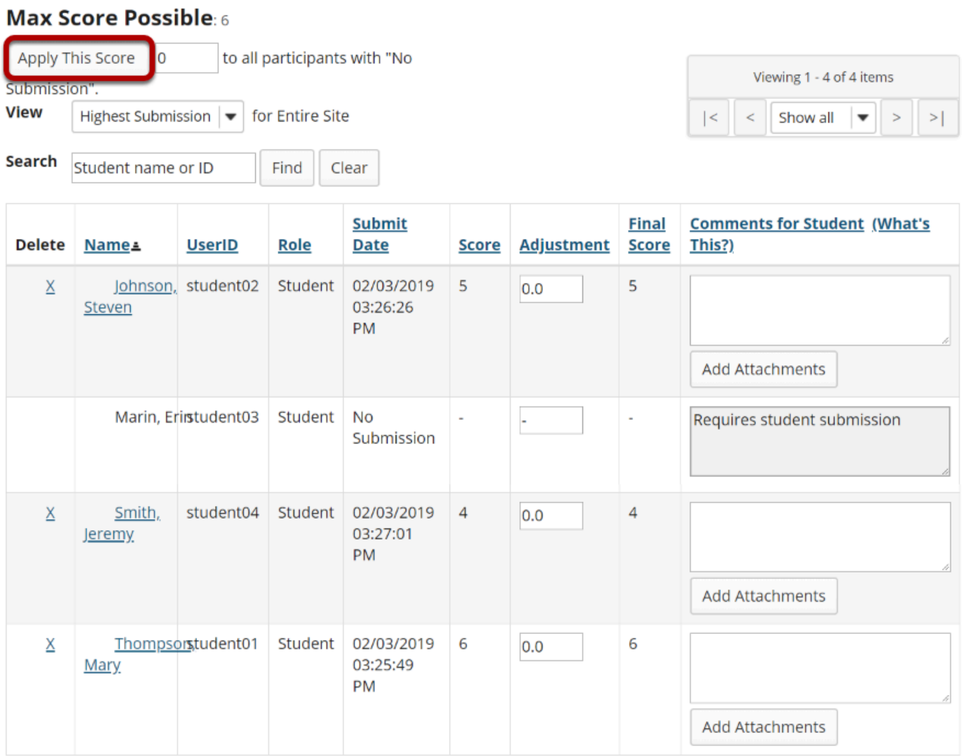
Enter a score to assign to all students with No Submission.



Enter a point value, e.g. 0, in the box to **Apply this score to all participants with "No Submission"**.

Footer

Click Apply This Score.

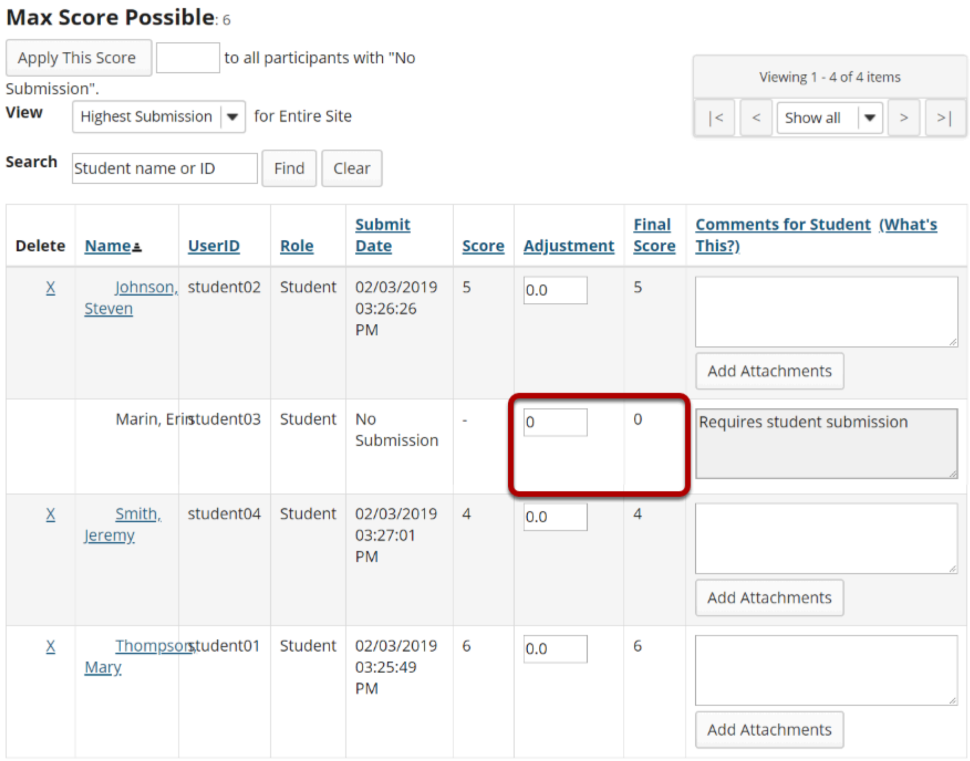


Clicking **Apply this score** saves the change to the score of ALL students with *No Submission*. You do not need to click **Update** to confirm saving the score.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

Footer

View scores.



All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their *Final Score*.

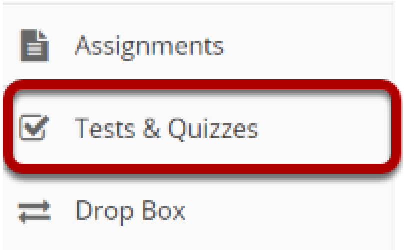
WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

Footer

How do I view statistics about a completed assessment?

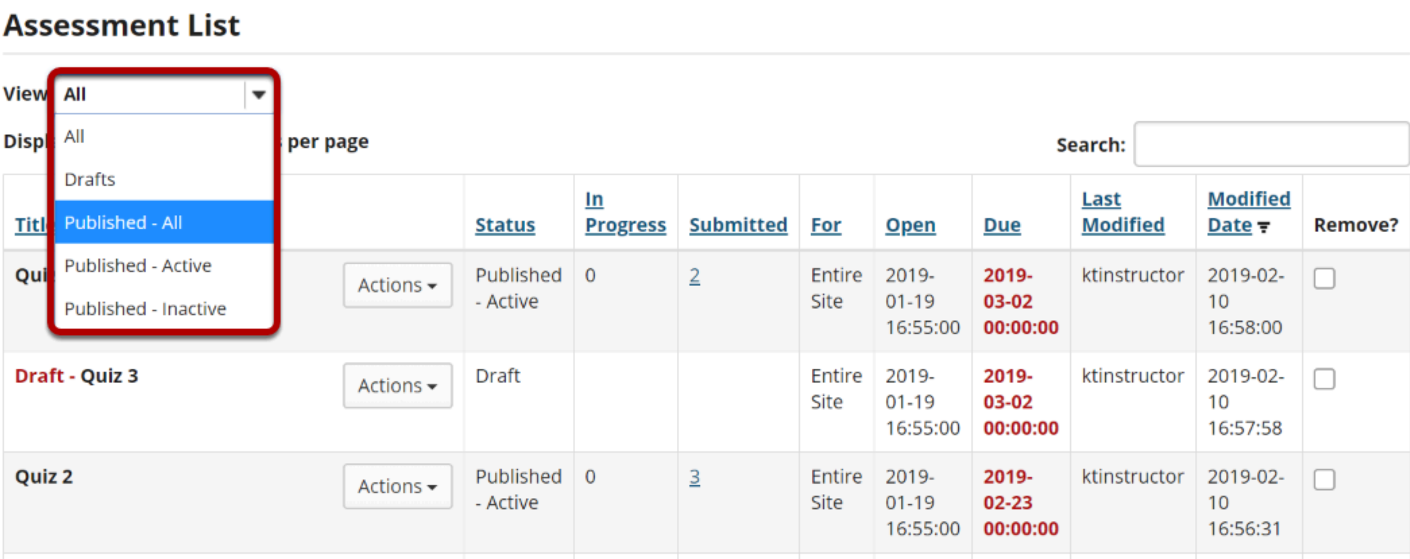
You can view statistical information about student submissions to an assessment, such as average scores and standard deviation. If the assessment has automatically-graded questions, you can also access an *Item Analysis* page, which gives a quick table overview of the percentages of students who answered each question correctly, and how many students selected each answer option.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

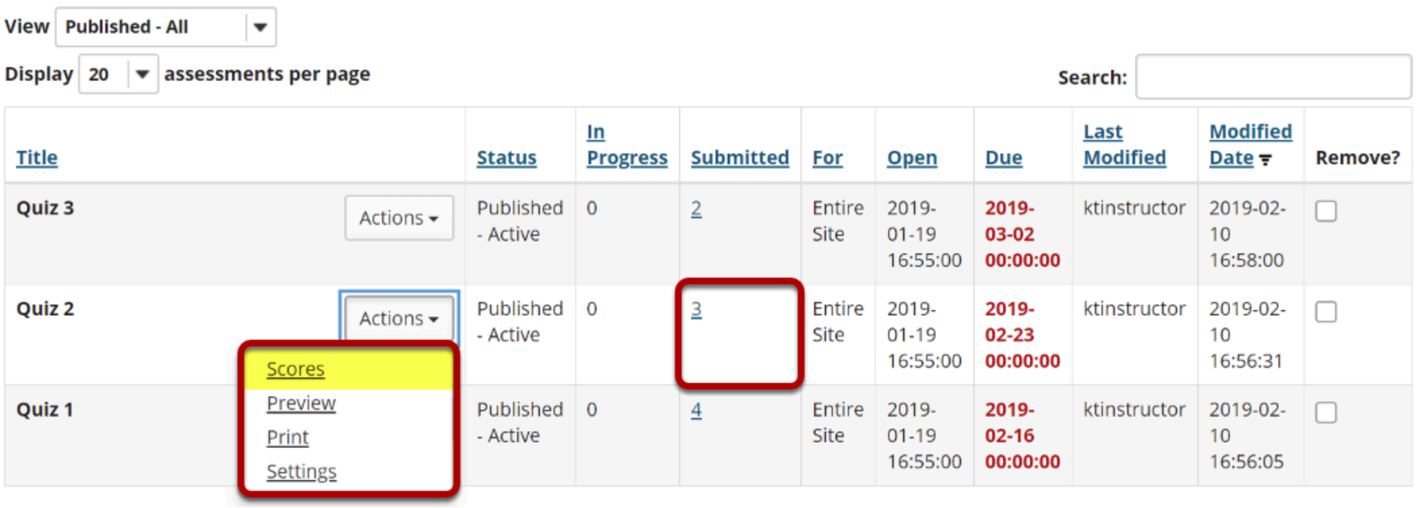
Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Footer

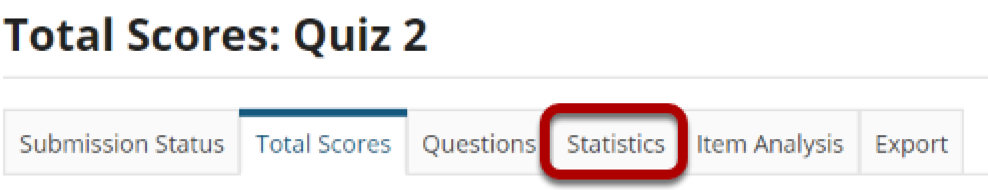
Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

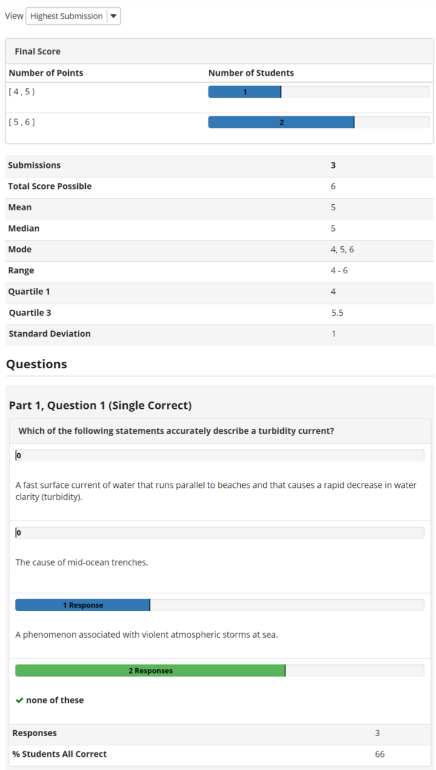
Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Click on Statistics.



Footer

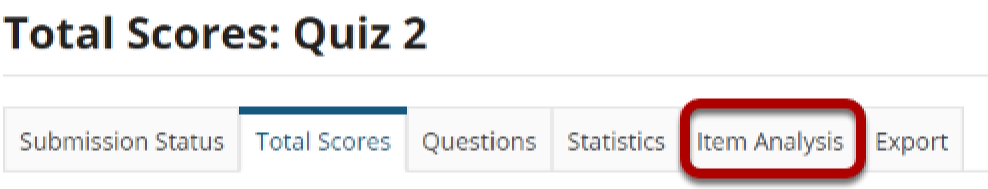
View Statistics page.



The *Statistics* page displays information including the number of students who submitted the test, average scores, standard deviation, how many students selected particular responses to each question, and the percentage of students who answered an automatically-graded question correctly.

*Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Statistics page: either the **Highest** or **Last Submission**, or **All Submissions**. Available view options depend on your [assessment settings](); for example, if you accepted the **highest score** for a multiple-submission assessment, you'll see the **Highest Submission** by default. If you've chosen to accept the **average score** for all submissions, you'll only be able to view **All Submissions** on the Statistics page.*

Click on Item Analysis.



Footer

View Item Analysis page.

View Highest Submission

Question	N	% Correct: Whole Group	% Correct: Upper 27%	% Correct: Lower 27%	Discrim	No Answer	A	B	C	D
Q1	3	66	100	0	1.0	0	0	0	1	**2**
Q2	3	66	100	100	0.0	0	**2**	1	0	0
Q3	3	100	100	100	0.0	0	0	0	0	**3**
Q4	3	100	100	100	0.0	0	0	0	0	**3**
Q5	3	66	100	0	1.0	0	**2**	1	0	0
Q6	3	100	100	100	0.0	0	0	0	0	**3**

If your assessment has automatically-graded questions, the *Item Analysis* page gives a quick table overview of the percentages of students who answered each automatically-graded question correctly, how many students selected a particular answer option for each question, and how many of the students who submitted the test provided *No Answer* to that question.

*Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Item Analysis page: either the **Highest** or **Last Submission**, or **All Submissions**. Available view options depend on your assessment settings; for example, if you accepted the **highest score** for a multiple-submission assessment, you'll see the **Highest Submission** by default. If you've chosen to accept the **average score** for all submissions, you'll only be able to view **All Submissions** on the Item Analysis page.*

Footer

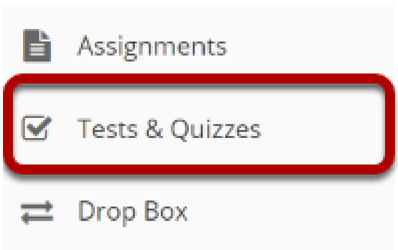
What is the Tests & Quizzes Event Log?

The Event Log shows certain student activities for all Tests & Quizzes in the site. It is created and maintained automatically.

Events recorded include (for each participant), entry to the assessment (date and time), submission of the assessment (date and time), duration of the student session in minutes, errors (if any) detected by the T&Q system, and IP address of the submitter.

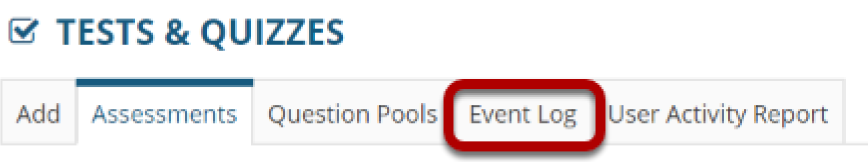
Note: There must be existing student submissions in order for data to appear in the event log.

Go to Tests & Quizzes.



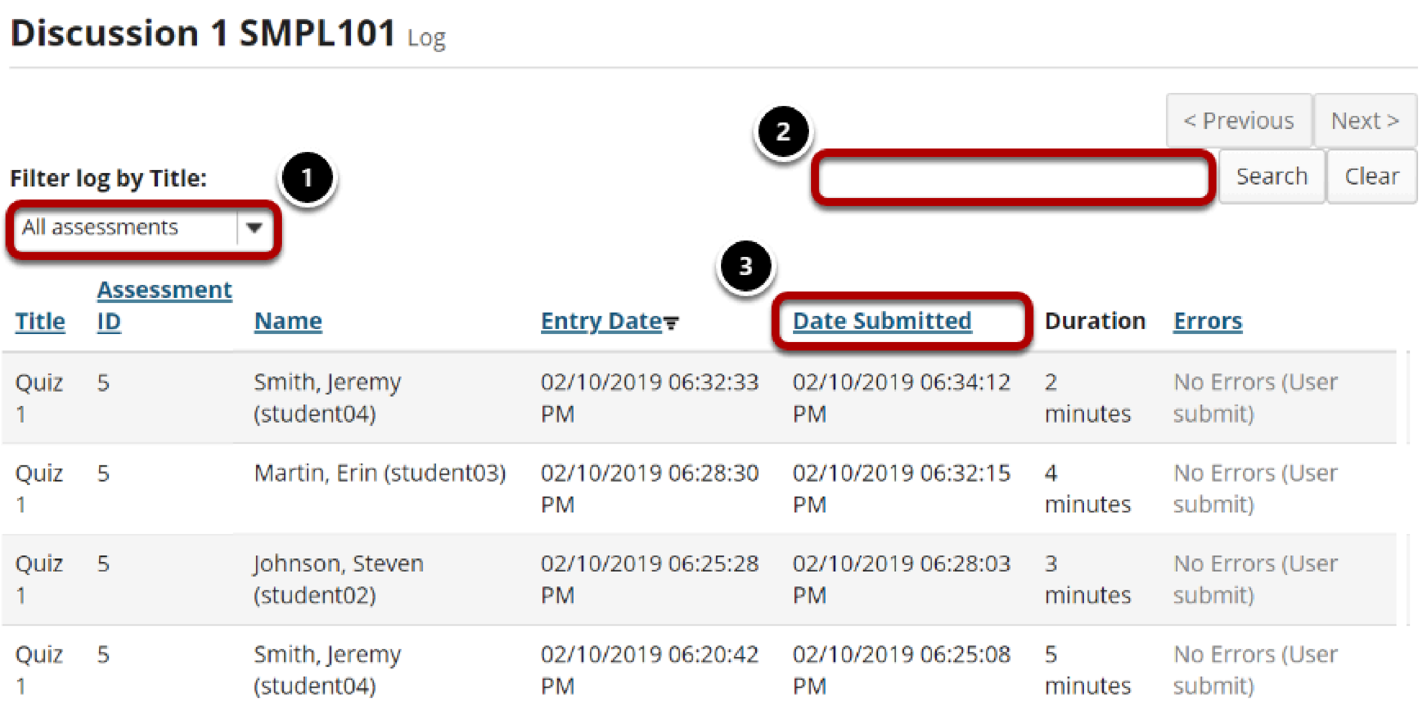
Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click Event Log.



Footer

Viewing event data.



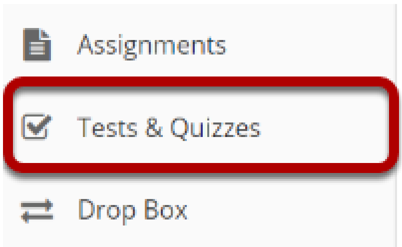
1. To view data for a certain test or quiz, use the "Filter" menu to choose its title, or use the default value, "All assessments."
2. You can also search the log data for a certain student by entering the user ID or name in the search field.
3. Click on a column heading (Title, Name, Entry Date, Date Submitted, IP Address) to sort the entries on that data field. Click again to switch between ascending and descending order.

Footer

What is the Tests & Quizzes User Activity Report?

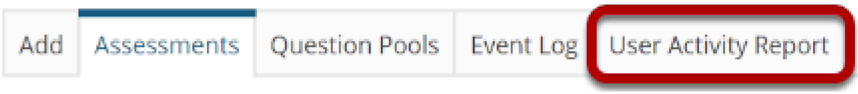
This feature allows the instructor to view a list of all assessment submissions for a specific student, including submissions that are no longer available via the Total Scores screen as because the instructor has allowed the student to retake (via "Allow Retake") the assessment.

Go to Tests & Quizzes.

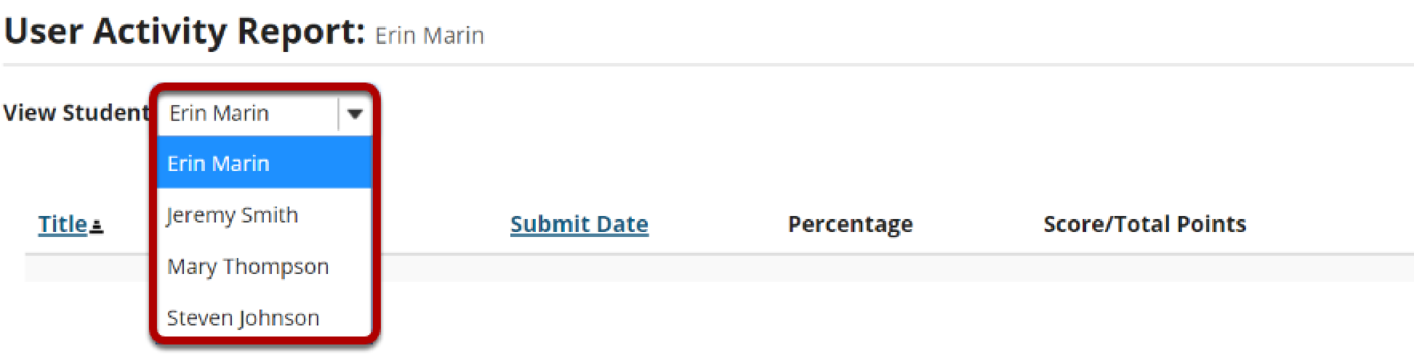


Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click User Activity Report.

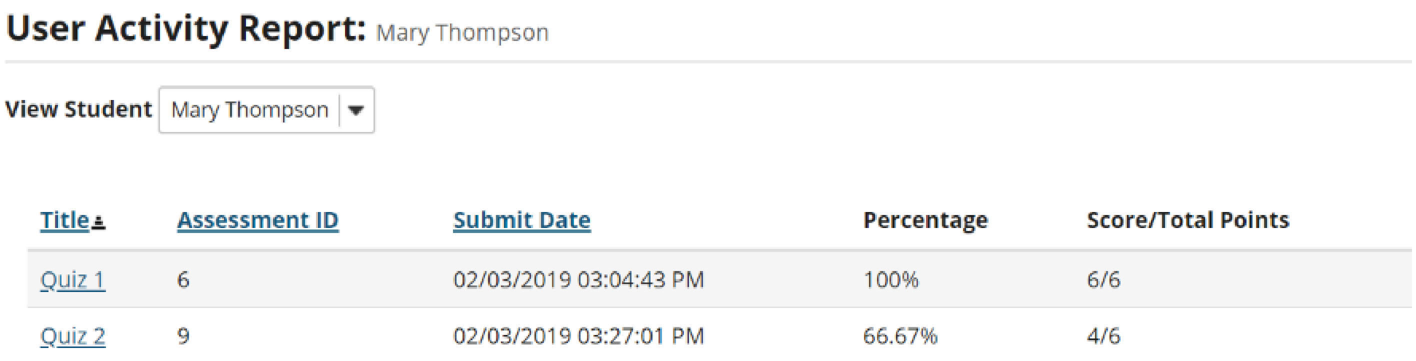


Select the student you want to view from the drop-down list.



Footer

View student assessment activity.


User Activity Report: Mary Thompson

View Student Mary Thompson

Title	Assessment ID	Submit Date	Percentage	Score/Total Points
Quiz 1	6	02/03/2019 03:04:43 PM	100%	6/6
Quiz 2	9	02/03/2019 03:27:01 PM	66.67%	4/6

The assessment title, id, submit date, percentage, and score/points will be displayed for all of the assessments the selected student has taken.

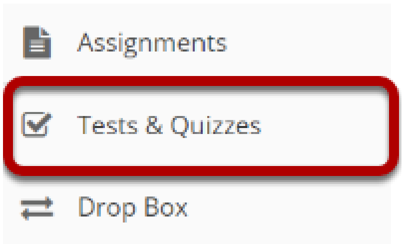
Clicking on the title of the assessment will display the individual student submission.

Footer

How do I allow a student to retake a test or quiz?

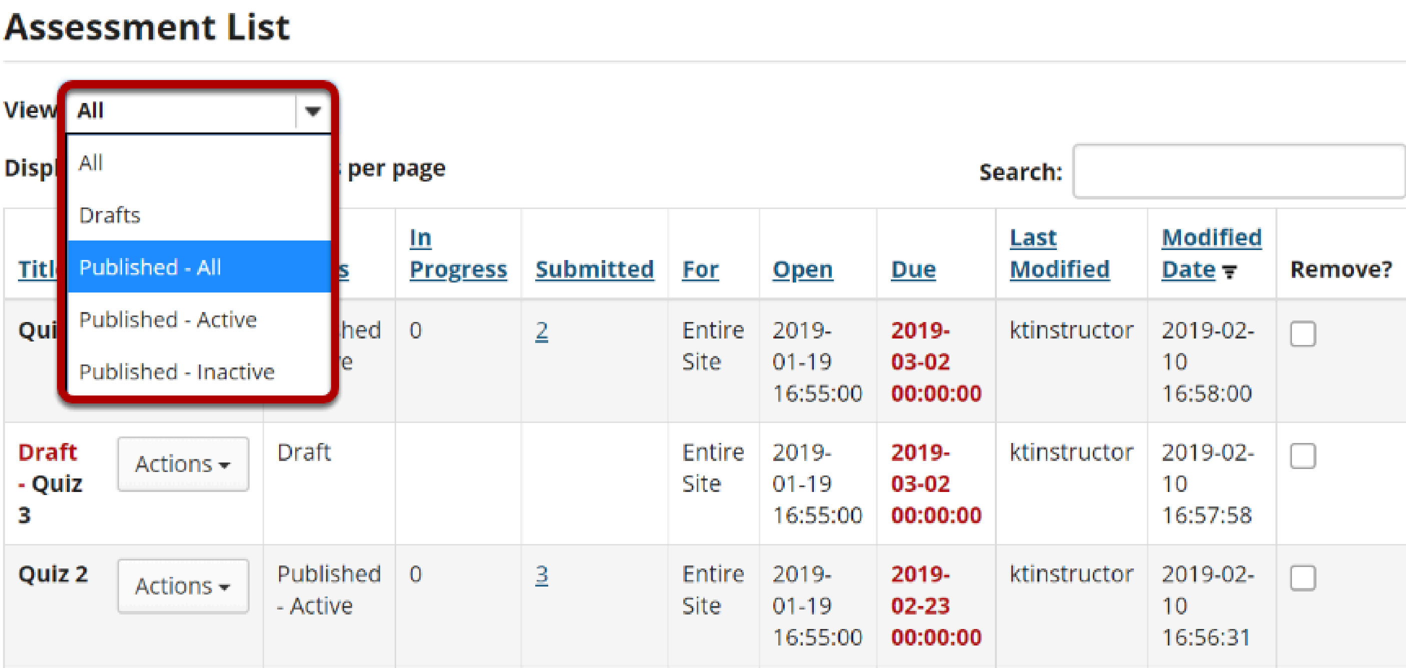
If a student has completed all of their available submissions to an assessment, you can allow them to retake it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

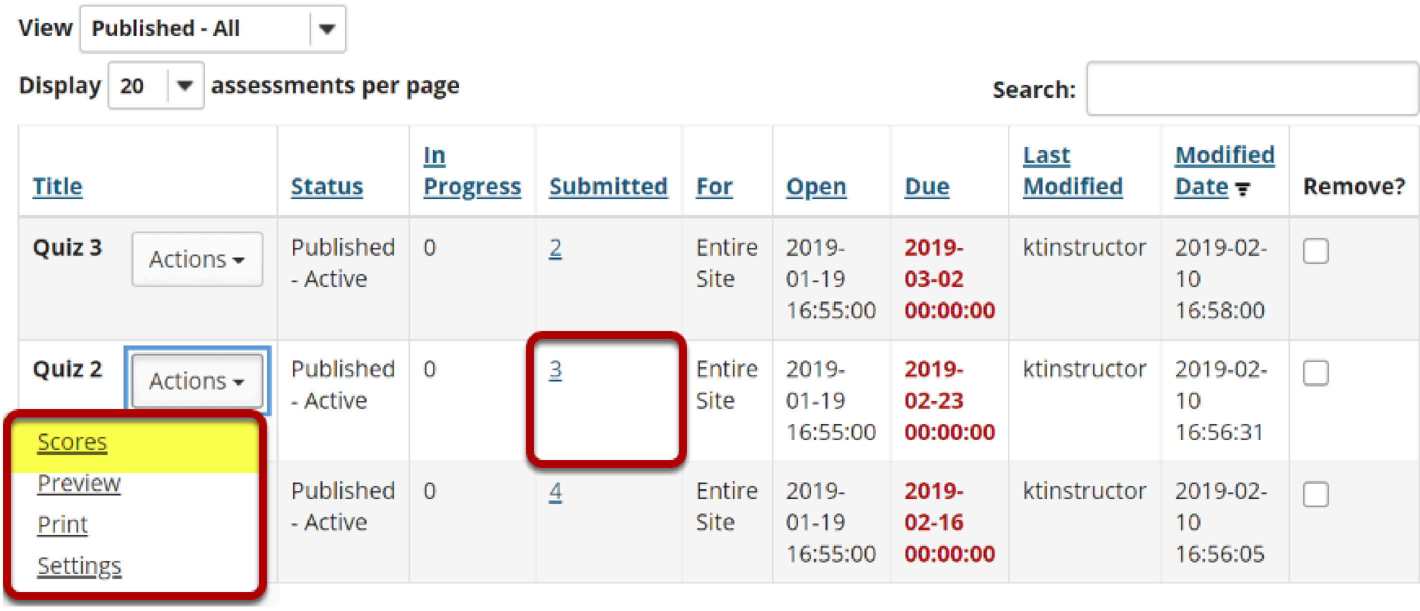
Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Footer

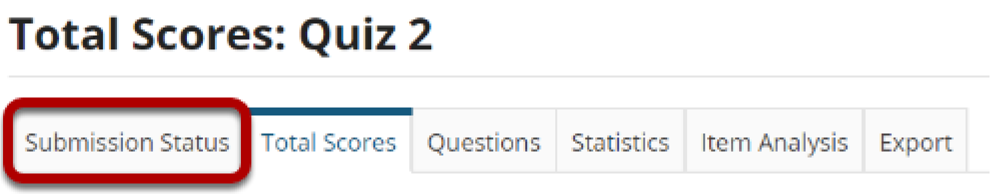
Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

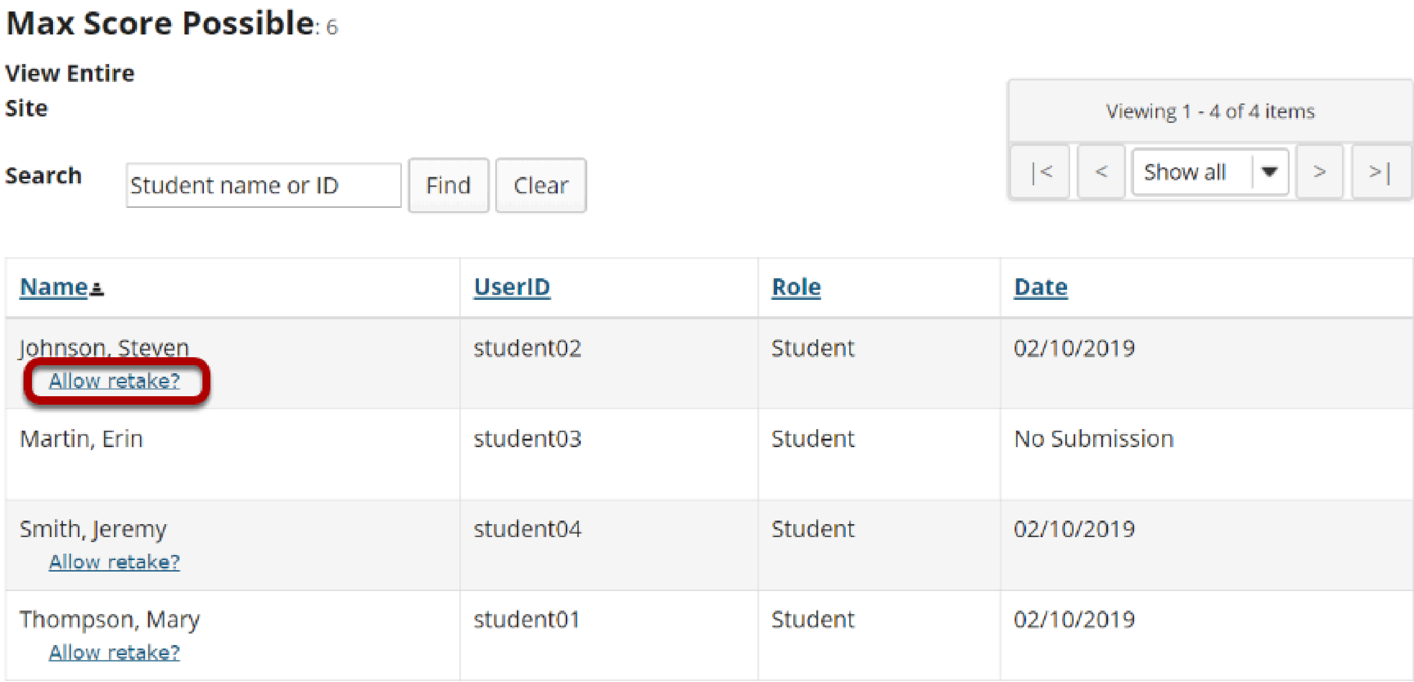
Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Click Submission Status.



Footer

Under the student's name, click Allow retake.

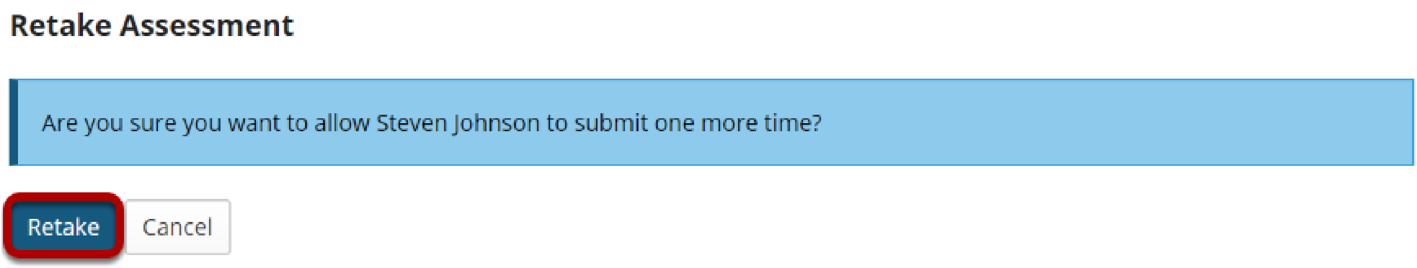


You'll be presented with the list of students. Underneath the name of the student who needs to retake the test or quiz, click **Allow retake?**

Notes:

- *An assessment must be **Active** (i.e. the **due** or **late acceptance** date must be in the future), for a student to be able to access it. For instructions to edit assessment dates, see What are the Availability and Submissions options for an assessment?*
- *If the assessment allows multiple submissions, and the student has an incomplete submission with time available on it, the student can complete their available submission. The instructor will not have the option to **Allow retake** for that student.*
- *Allowing a retake gives the student a new, blank copy of the assessment to take.*

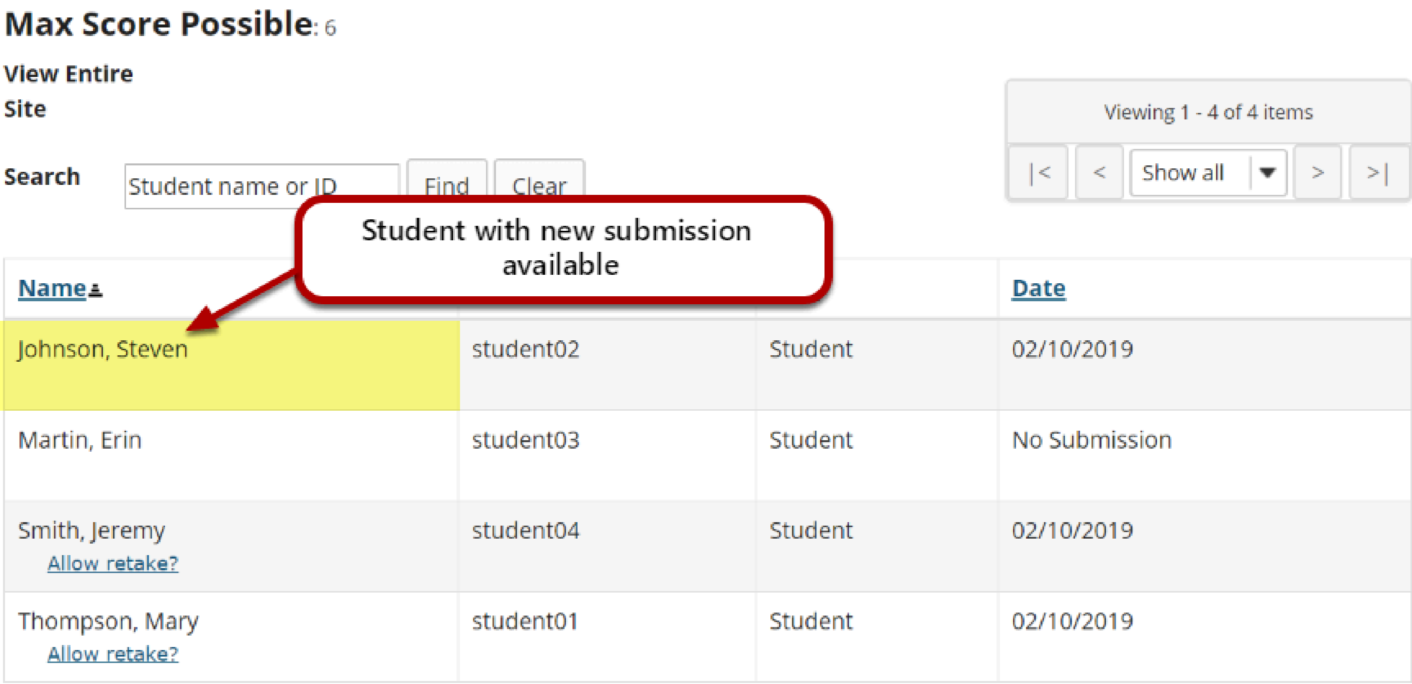
Click Retake to confirm.



Footer

You'll be asked if you're sure you want to allow the selected student to retake the quiz. Click **Retake** to confirm.

View Submission Status.



You'll be returned to the *Submission Status* page, where the student will no longer have the option **Allow retake?** underneath their name. The student can now retake the quiz.

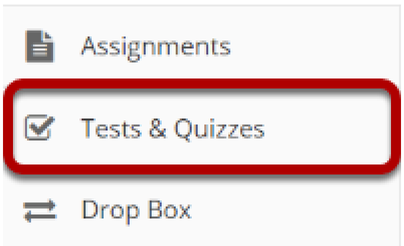
Footer

How do students submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- *Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.*
- *Make sure that you DO NOT have multiple windows or tabs open while testing.*
- *Make sure that you have a dependable internet connection; wired rather than wireless if possible.*
- *DO NOT use your browser back and forward buttons. Always navigate within Sakai.*
- *For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.*
- *Make sure that you only click on the Begin Assessment button ONCE when starting a test.*
- *Make sure that you only click on the Submit for Grading button ONCE when submitting a test.*

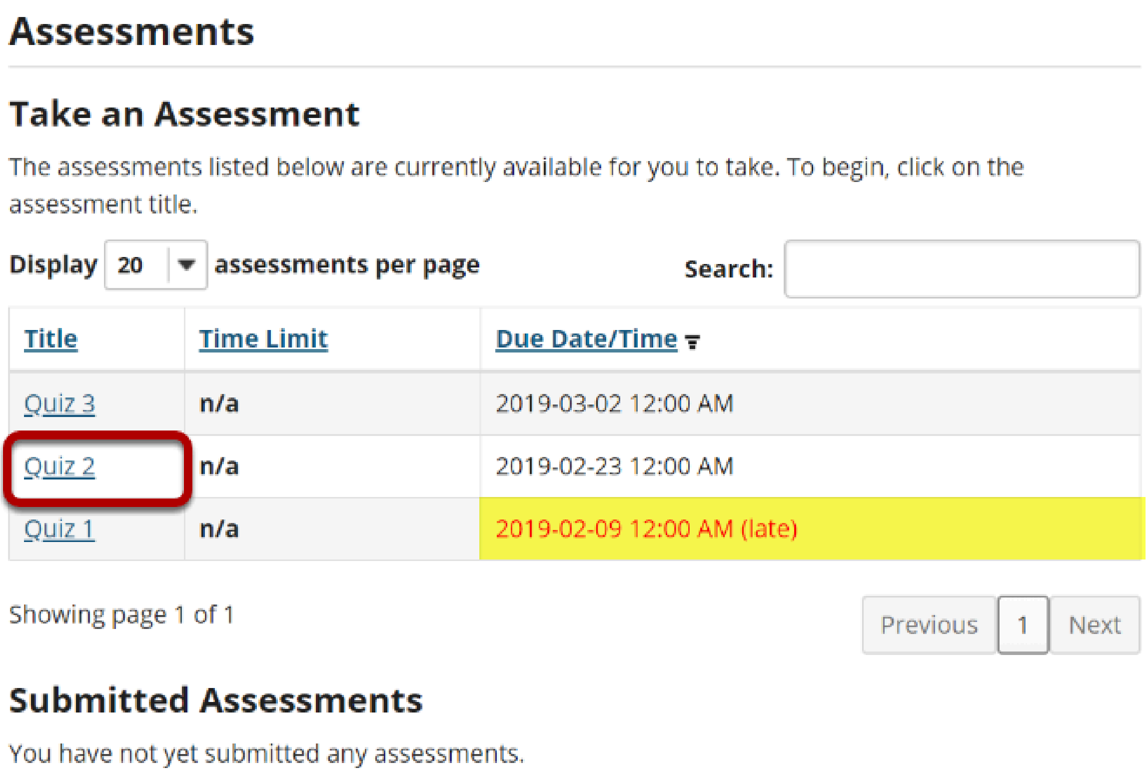
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Footer

Click on the title of the assessment.

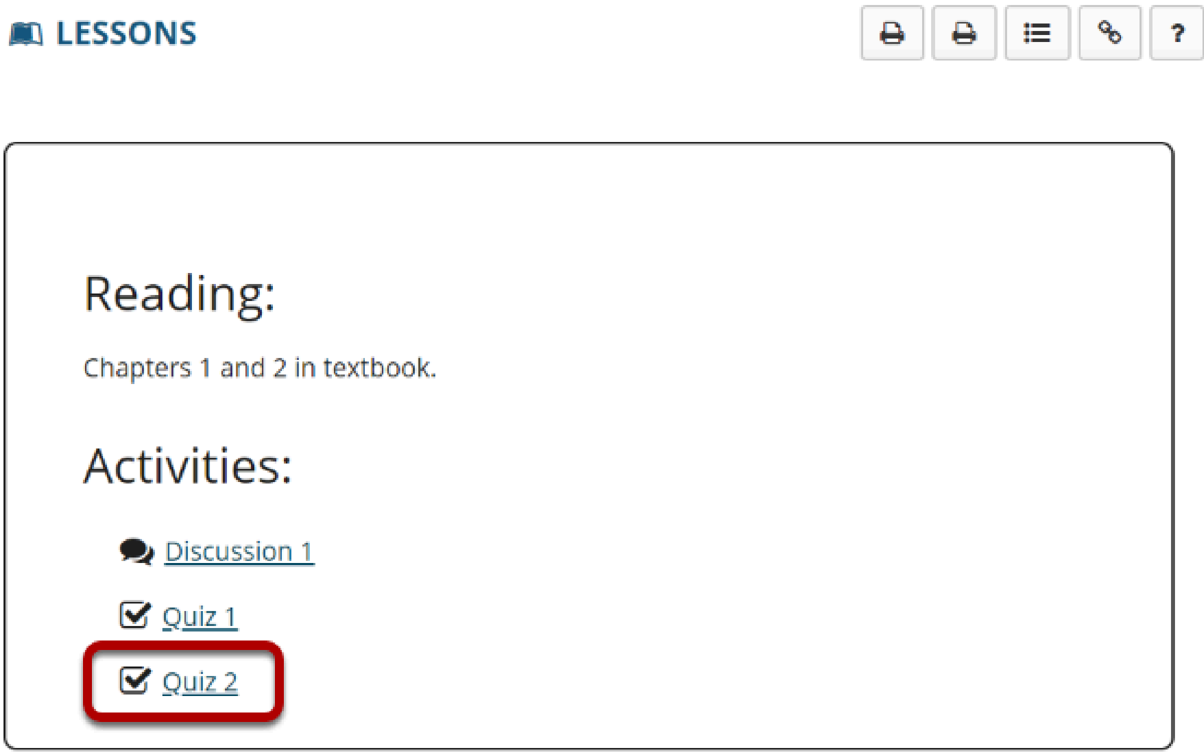


In the **Assessments** section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Footer

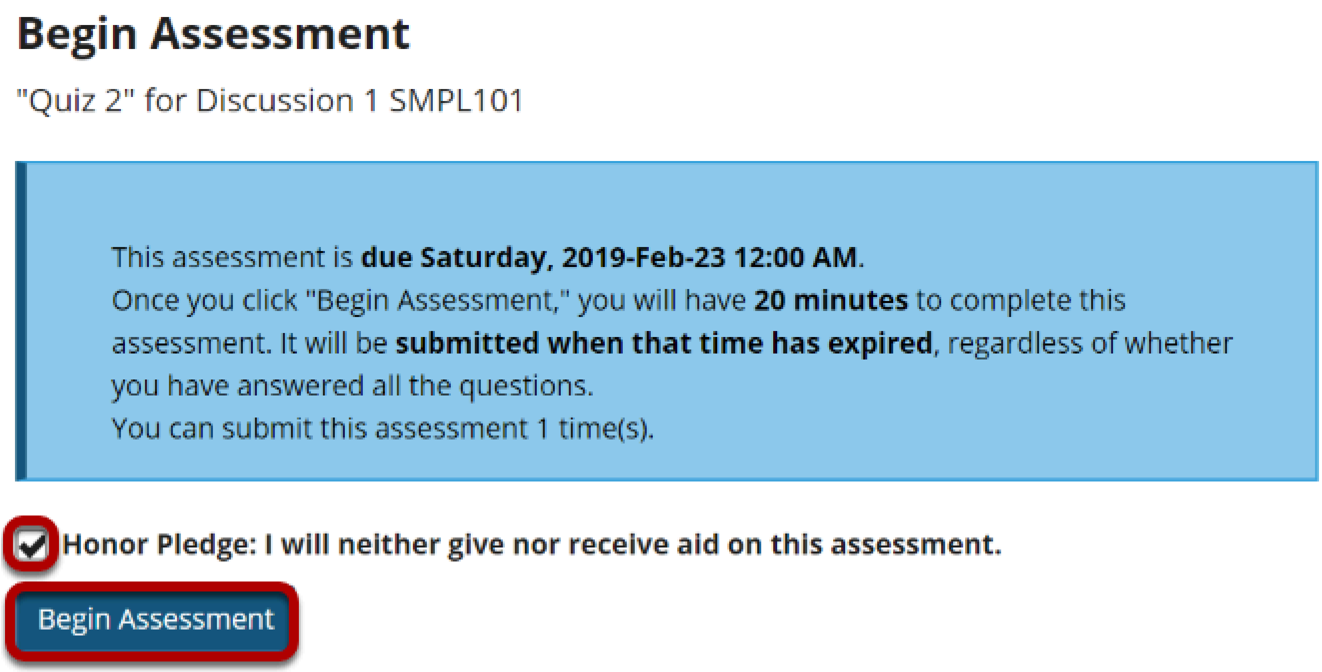
Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.



Click on the link to the assessment to go to that item.

Footer

Begin assessment.



An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

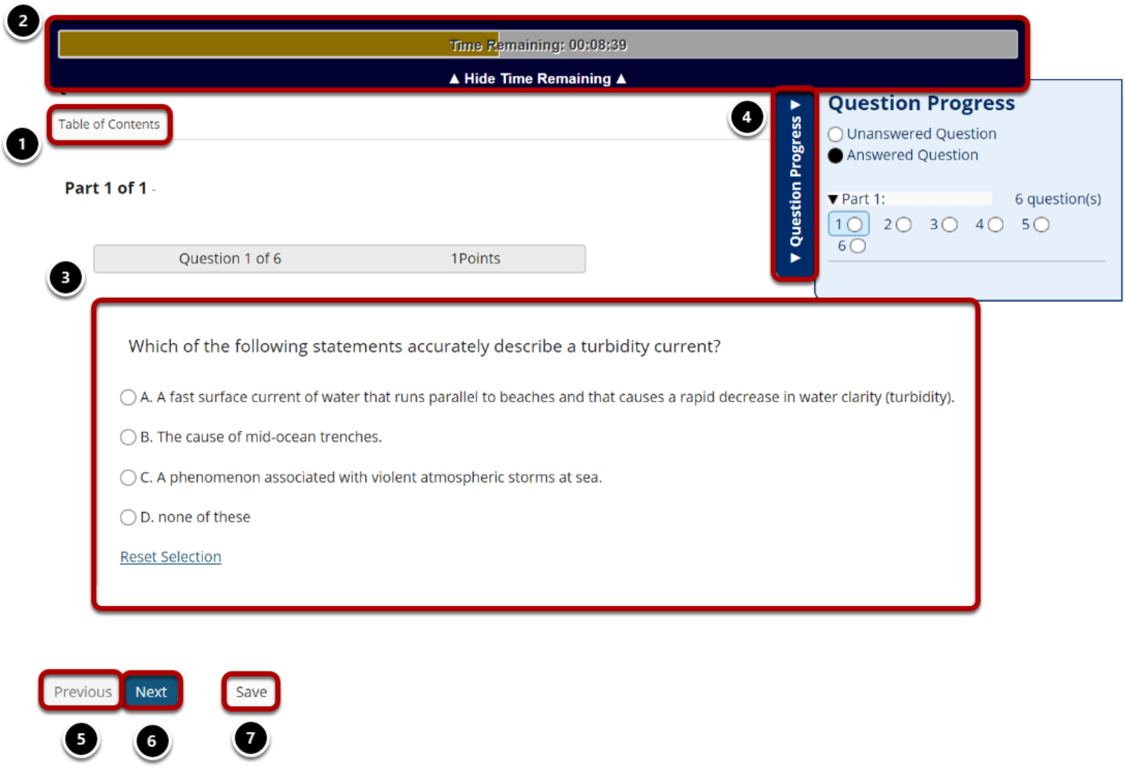
If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Footer

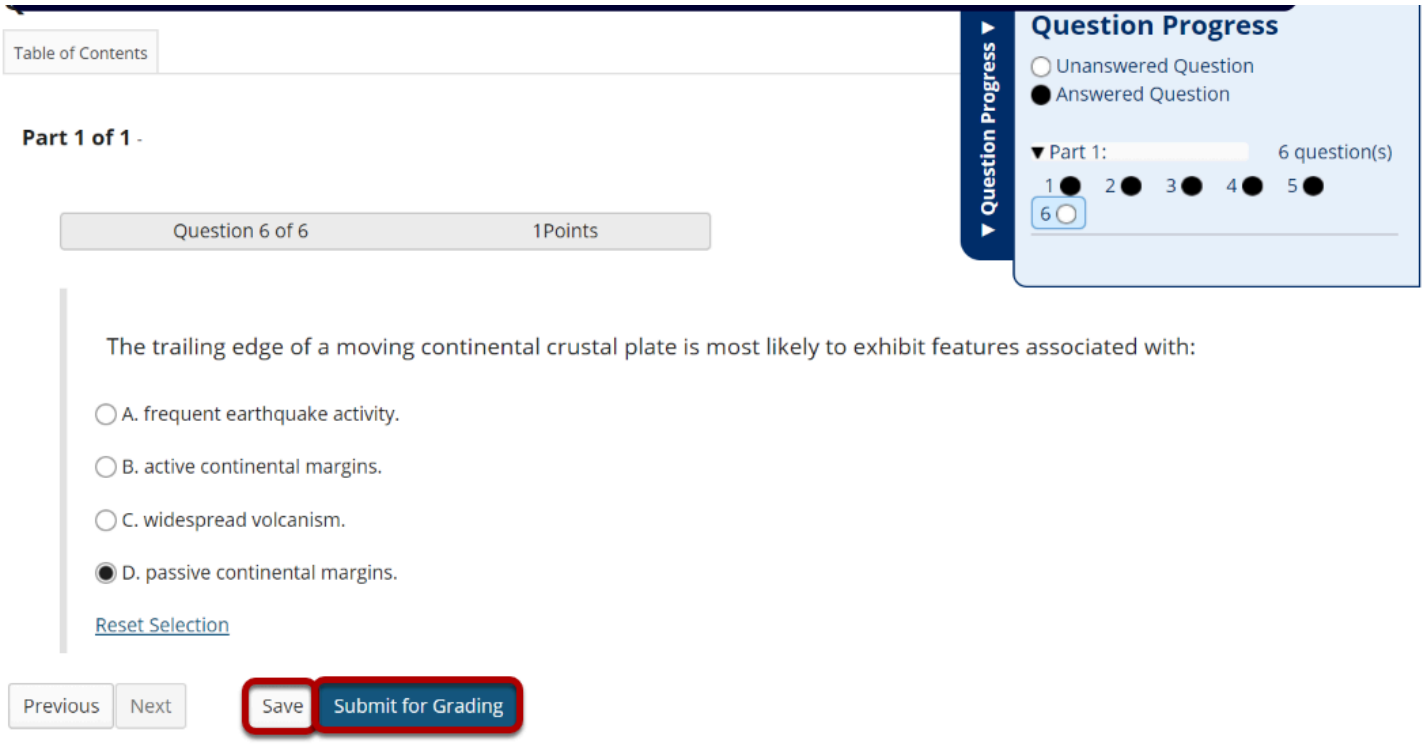
Answer each question.



1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

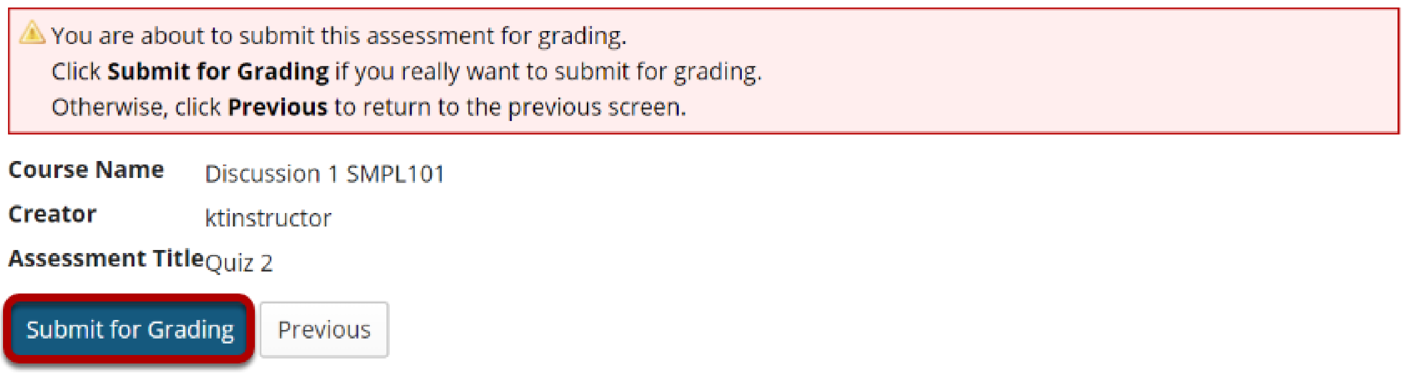
Footer

Save and Submit.



When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

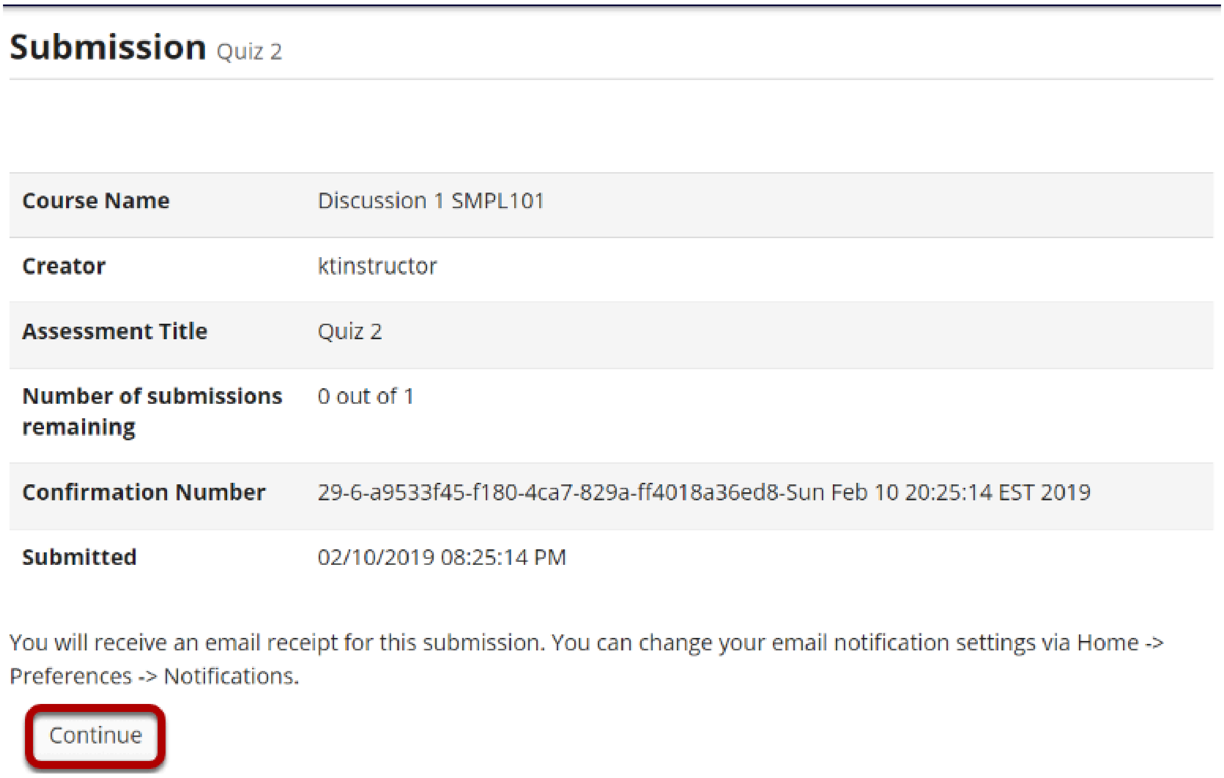
Confirm submission.



You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Footer

Click Continue.



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.

Footer

What information is in a Tests & Quizzes email notification?

Below are screen shots with examples of the email notifications you'll receive if you've selected to receive email for submissions from *Tests & Quizzes*. There are several types of notifications, corresponding to the different ways in which an assessment can be submitted:

1. **Manual submission:** A student clicks the **Submit for Grading** button on the *Assessment Submission Warning* screen to confirm submitting an assessment.
2. **Timer submission:** The timer expires on a timed assessment and automatically submits the assessment for the student.
3. **Automatic submission:** An instructor has configured an assessment to Autosubmit saved student work after latest acceptance date, unless student has previously submitted. A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

Content of all notifications

```
The following assessment submission was recorded by Sakai:

    Site Title          : Longsight Training
    Assessment          : Module 01 Quiz

    Student             : Demo Student 1 (demostudent01)
    Submission ID       : 442729
    Submitted Date      : 2017-Aug-15 04:46 PM
    Confirmation Number : 442729-22974-7b1df167-440c-4e00-8257-4628837fd427-Tue Aug 15 16:46:08 EDT 2017

    Assessment Due Date :
    Site ID             : longsight-training
```

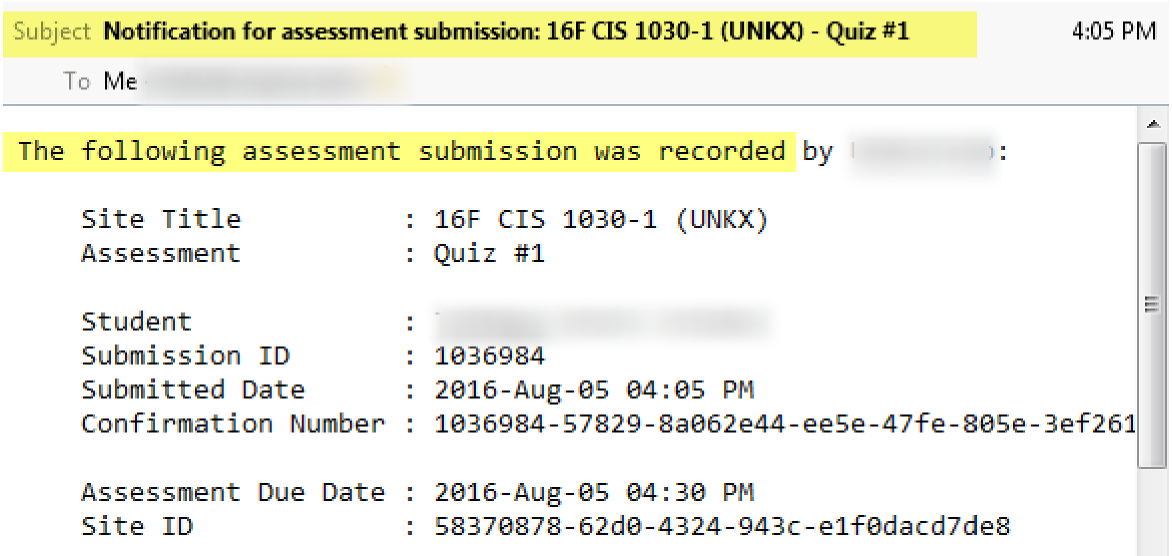
All *Tests & Quizzes* email notifications contain the following:

- The title of the site where the assessment was taken
- The title of the assessment
- The student's name and ID
- A submission ID for the assessment
- The date the assessment was submitted
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after a student submits an assessment)

Footer

- The assessment due date (if the instructor or site administrator selected one)
- The site ID (this is the site ID where the test was taken)

Manual submission


Subject **Notification for assessment submission: 16F CIS 1030-1 (UNKX) - Quiz #1** 4:05 PM

To Me

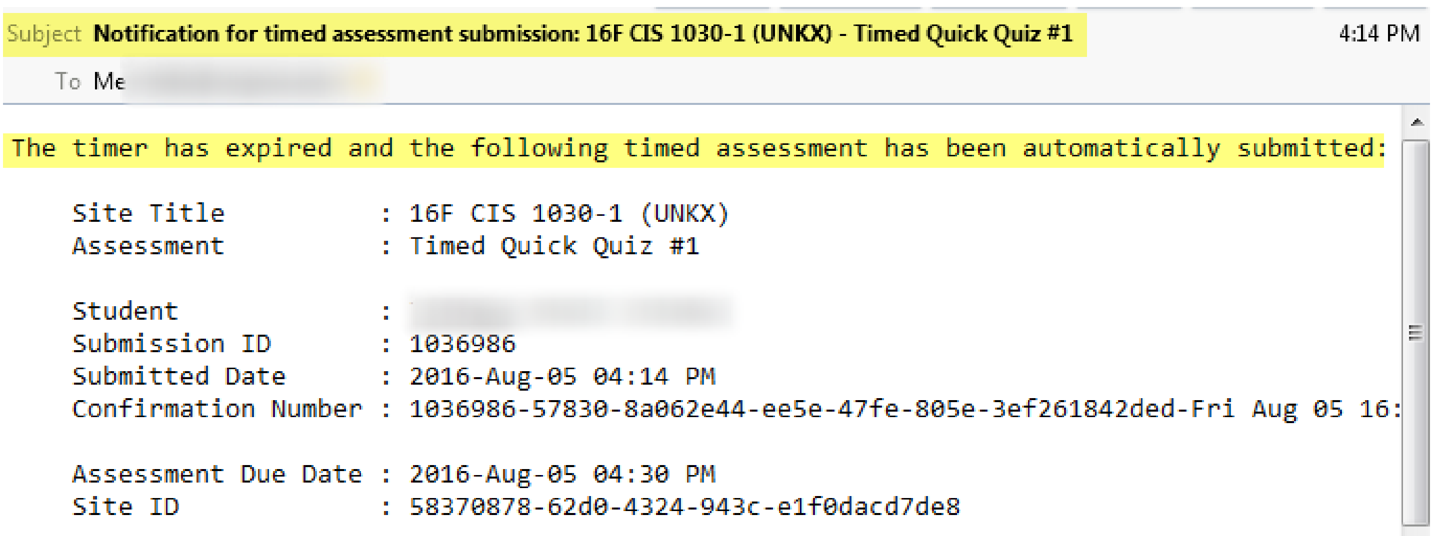
```
The following assessment submission was recorded by :

    Site Title          : 16F CIS 1030-1 (UNKX)
    Assessment          : Quiz #1

    Student             :
    Submission ID       : 1036984
    Submitted Date      : 2016-Aug-05 04:05 PM
    Confirmation Number : 1036984-57829-8a062e44-ee5e-47fe-805e-3ef261

    Assessment Due Date : 2016-Aug-05 04:30 PM
    Site ID             : 58370878-62d0-4324-943c-e1f0dacd7de8
```

A **manual submission** occurs when a student clicks the **Submit for Grading** button on the *Assessment Submission Warning* screen to confirm submitting an assessment.

The subject of the email for a manually submitted assessment will say: *Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment submission was recorded*.

Timer submission


Subject **Notification for timed assessment submission: 16F CIS 1030-1 (UNKX) - Timed Quick Quiz #1** 4:14 PM

To Me

```
The timer has expired and the following timed assessment has been automatically submitted:

    Site Title          : 16F CIS 1030-1 (UNKX)
    Assessment          : Timed Quick Quiz #1

    Student             :
    Submission ID       : 1036986
    Submitted Date      : 2016-Aug-05 04:14 PM
    Confirmation Number : 1036986-57830-8a062e44-ee5e-47fe-805e-3ef261842ded-Fri Aug 05 16:

    Assessment Due Date : 2016-Aug-05 04:30 PM
    Site ID             : 58370878-62d0-4324-943c-e1f0dacd7de8
```

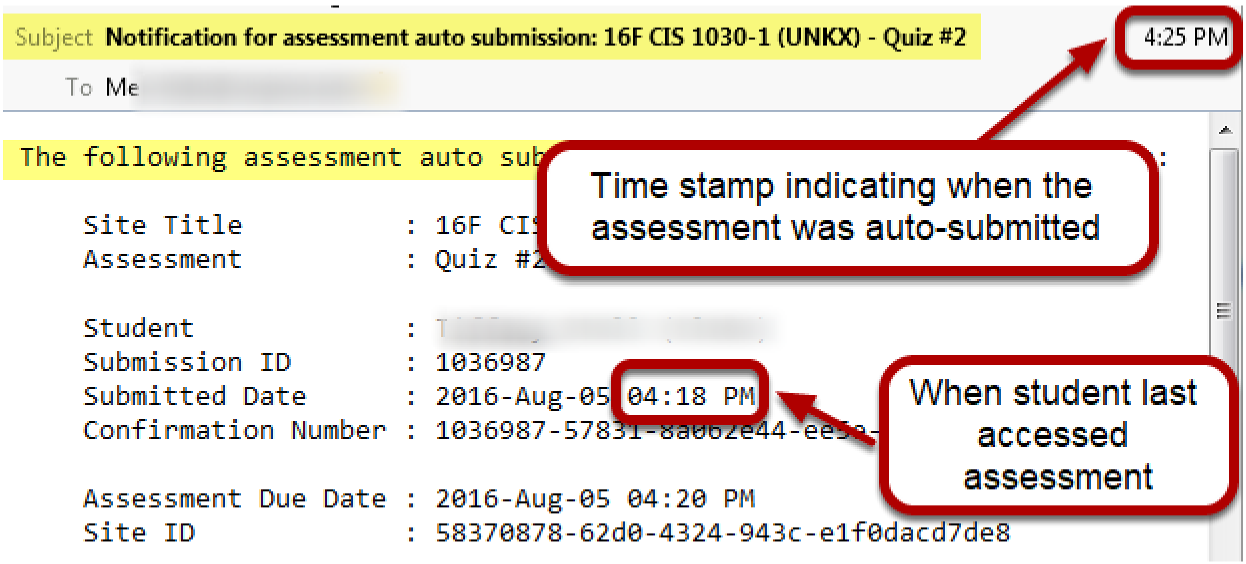
Footer

A **timer submission** occurs when a timer expires on a timed assessment and automatically submits the assessment for the student.

The subject of the email for a timed assessment submission will say: *Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The timer has expired and the following timed assessment has been automatically submitted.*

Automatic submission



An **automatic submission** occurs when an instructor has configured an assessment to [Autosubmit saved student work after latest acceptance date, unless student has previously submitted](). A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is *when the actual submission occurred*, while the **Submitted Date** in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission will say: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

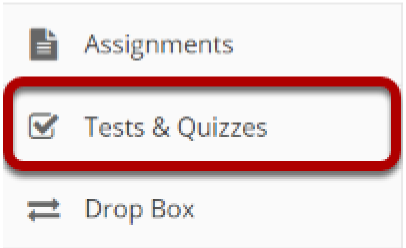
The first line of the email notification will include the text: *The following assessment auto submission was recorded.*

Footer

How do students view assessment (i.e. test or quiz) feedback?

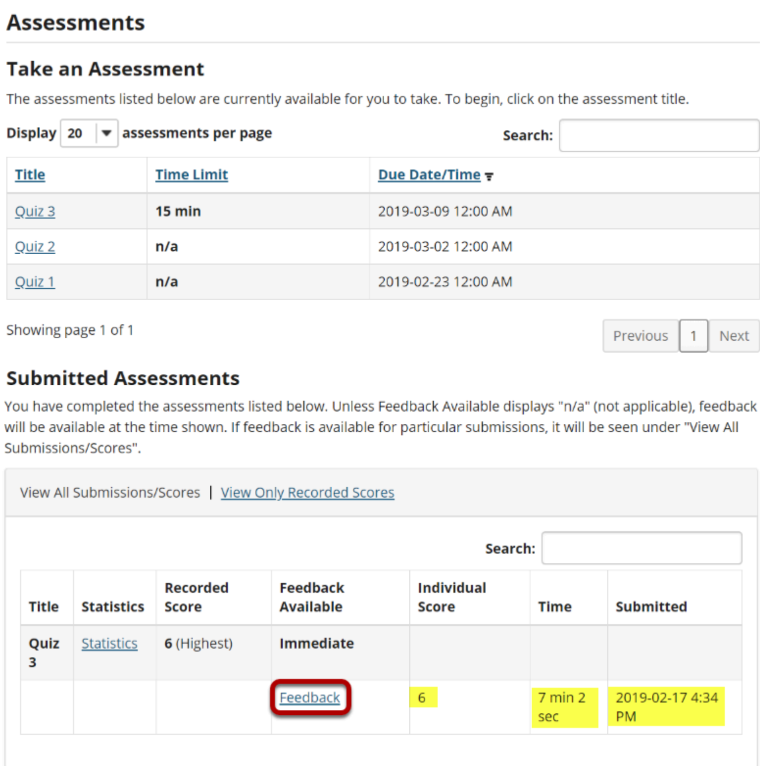
Note: The availability of feedback and the type of feedback displayed will vary depending on the quiz settings specified by your instructor.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the feedback link for the assessment.



Footer

In the **Submitted Assessments** section, click on the **Feedback** link for the assessment that you want to view.

Note: Your assessment score, time spent, and date submitted will appear in the submitted assessment summary listing.

View your assessment feedback.

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

Correct answers are marked with a green checkmark.

Question 1 of 7	1.0	1.0 Points

Which of the following statements accurately describe a turbidity current?

A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).

B. The cause of mid-ocean trenches.

C. A phenomenon associated with violent atmospheric storms at sea.

✔ D. none of these

Answer Key:D

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Incorrect answers are marked with a red X.

Question 5 of 7	0.0	1.0 Points

The great heaps of unconsolidated sediment at the base of the continental slope are known as:

- A. the continental rise.
- B. the abyssal hills.
- C. the abyssal plains.
- D. the mid-ocean mountains.

Answer Key:A

Question-level grader comments.

Question 2 of 7	1.0	1.0 Points

The deep-ocean basin includes all of the following features EXCEPT:

- A. continental shelf.
- B. continental rise.
- C. abyssal plains.
- D. mid-ocean ridges.

Answer Key:A

Comment:Sample grader question-level comment.

Footer

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

Footer

How can an instructor retrieve assessments that were saved but not submitted?

When a student clicks the **Submit for Grading** button on the last page of an assessment or the *Table of Contents*, they are taken to an *Assessment Submission Warning* screen to confirm their submission. If they do not click the final **Submit for Grading** button to confirm, and the assessment is NOT timed, their responses may be saved, but the assessment will remain *In Progress*.

Instructors do not have access to the content of *In Progress* assessments. On the *Total Scores* screen, students with incomplete submissions would be listed as having *No Submission* recorded.

However, if a student has not yet submitted a copy of an untimed assessment, an instructor can retrieve their submission using the **Automatic Submission** (**Autosubmit**) feature in *Tests & Quizzes*.

Note: The autosubmit option is only available if it has been enabled on your system.

How does automatic submission work?

The **Autosubmit** setting can be enabled on a per-assessment basis and is unchecked (not enabled) by default. For more information on how to enable automatic submission in an assessment's settings, see Availability and Submissions options: Automatic submission, or the steps below.

Behind the scenes, there is an automated process that will check:

1. Did the instructor select the **Autosubmit** setting on this assessment?
2. Did the **latest acceptance date** for this assessment pass yet?
3. Did this student press the **Begin Assessment** button, save their work, but fail to successfully submit the assessment via the **Submit for Grading** button on the *Assessment Submission Warning* screen?
4. Is this the student's first submission attempt?

If all four conditions above are true, the system will automatically submit the student’s saved assessment. The submission data will be available to instructors on the *Total Scores* screen within 5 minutes (or however often your system is configured to run) after the **latest acceptance date** passes.

Instructors can review all student submissions normally. Any assessments that were submitted via the automatic submission feature will be flagged on the *Total Scores* screen with the text

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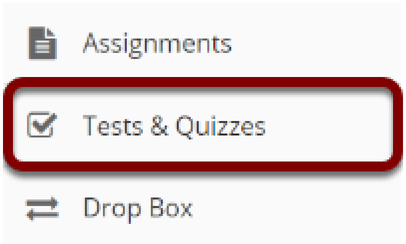
AUTO-SUBMIT. All answers that were saved will be included in the student's automatic submission.

Note: Timed assessments are automatically submitted when the timer expires, so you do not need to enable Autosubmit for a timed assessment.

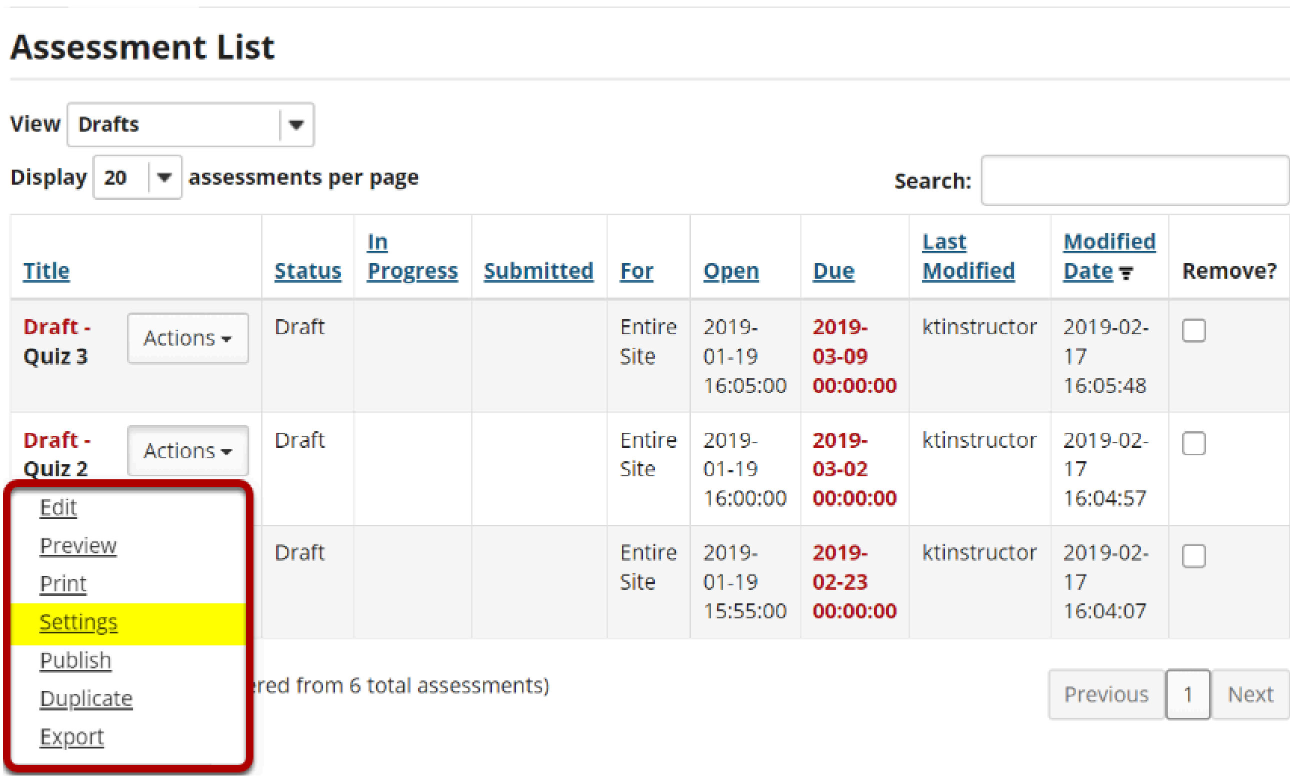
How do I enable Autosubmit on an assessment?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.



From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz. Be sure that you are in the **Drafts** view.

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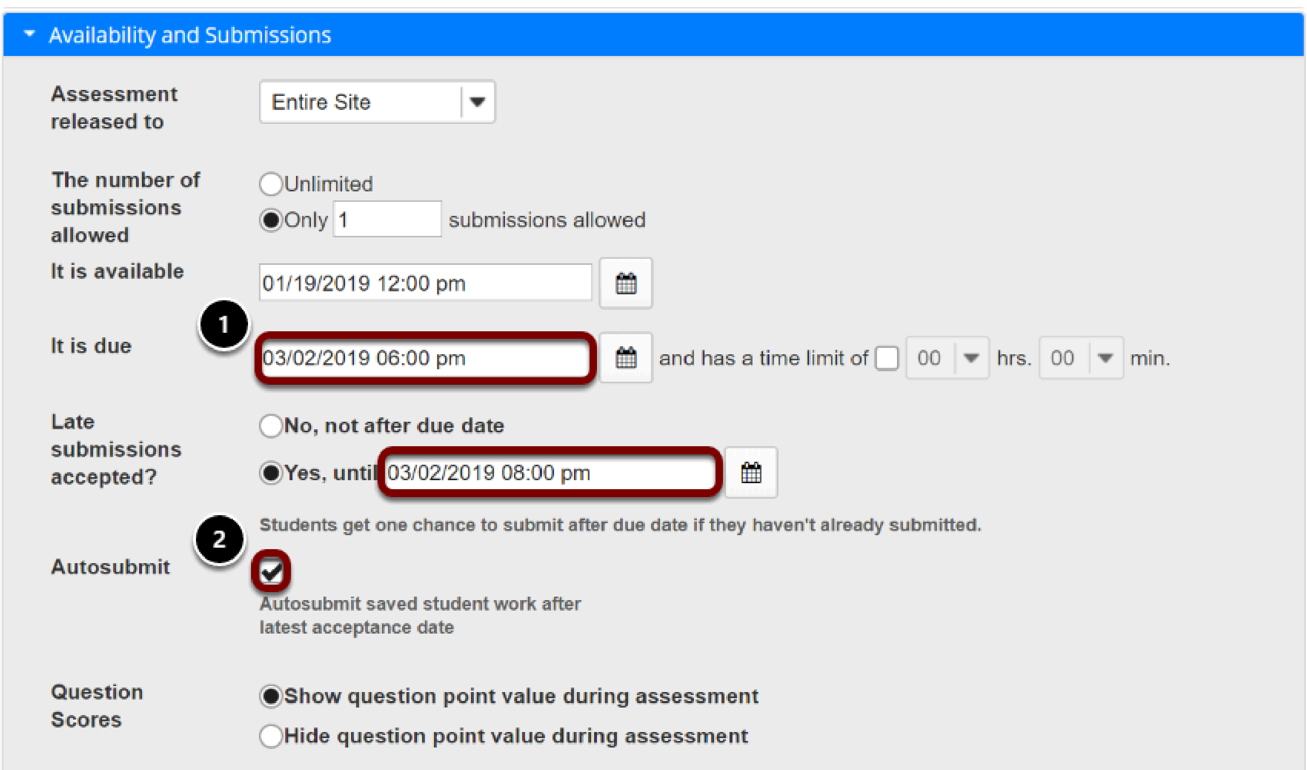
*Note: You can review and edit settings on a published assessment by going to the **Published-All** view and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.*

Alternatively, you can access assessment settings from the edit assessment screen.

If you are currently editing the **Draft** of the assessment, click the **Settings** link at the top of the assessment editing screen.

Verify dates and select the Autosubmit option.



In an assessment's *Settings*, select the **Availability and Submissions** section.

1. Make sure that the **due** and/or **late submissions accepted** date fields have dates entered in them. If you do not want to accept late submissions, select **No, not after due date**. Assessments will be automatically submitted at the **latest acceptance date**.
2. Select the check box to **Autosubmit saved student work after latest acceptance date**.

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Save Settings and publish the assessment.

When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. See the article [How do I publish an assessment (i.e. test or quiz)?]

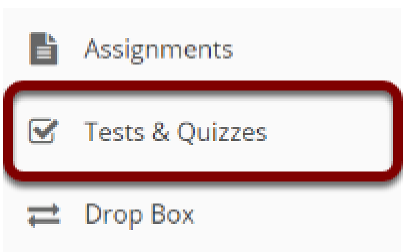
Alternatively, if you're not ready to publish the assessment, you can click **Save** to save your settings selections.

*Note: If you're modifying the settings of a **Published** assessment, you'll only see the Save and Cancel buttons.*

How do I trigger Autosubmit on a completed assessment?

If you did not enable **Autosubmit** before students began taking an assessment, some students' submissions remain *In Progress*, and those students have not already submitted a copy of the assessment, you can edit the *Settings* on the published assessment to trigger an automatic submission and access any responses they saved.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

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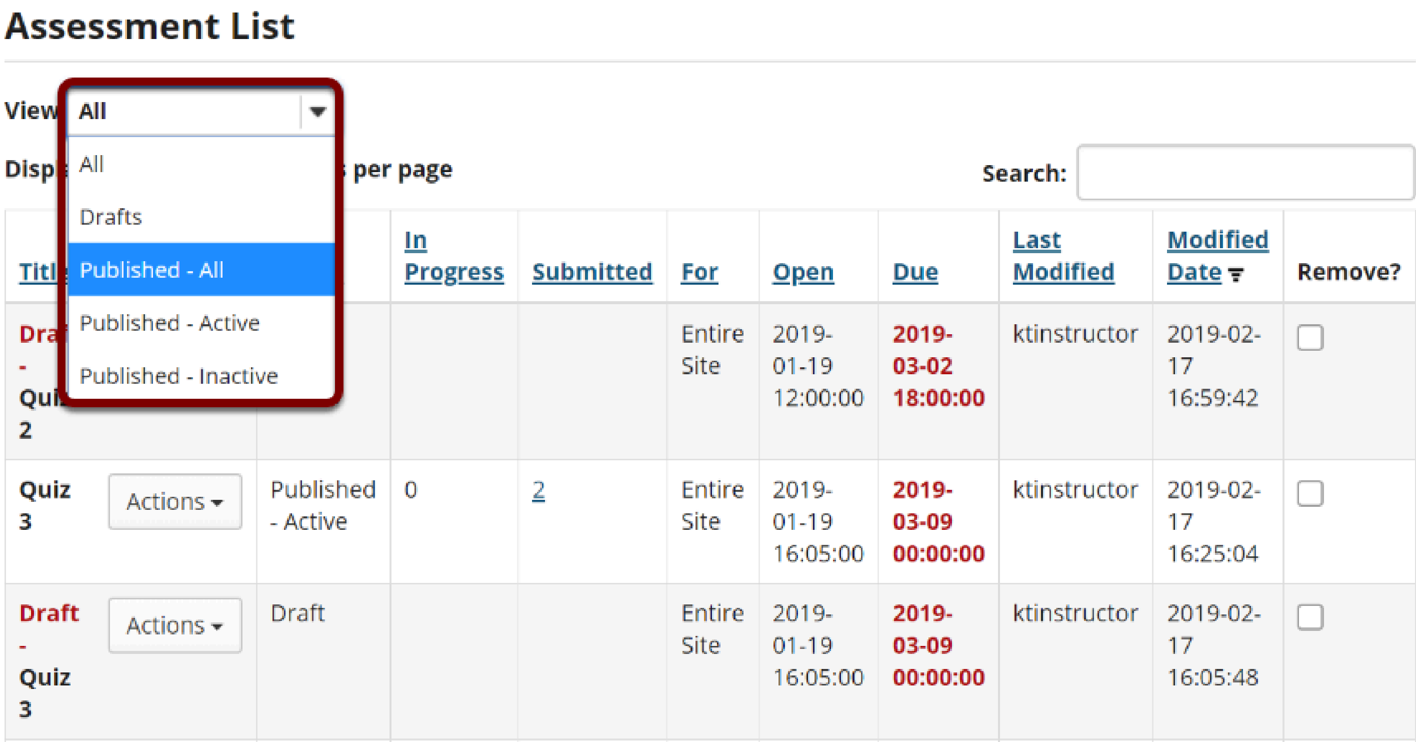
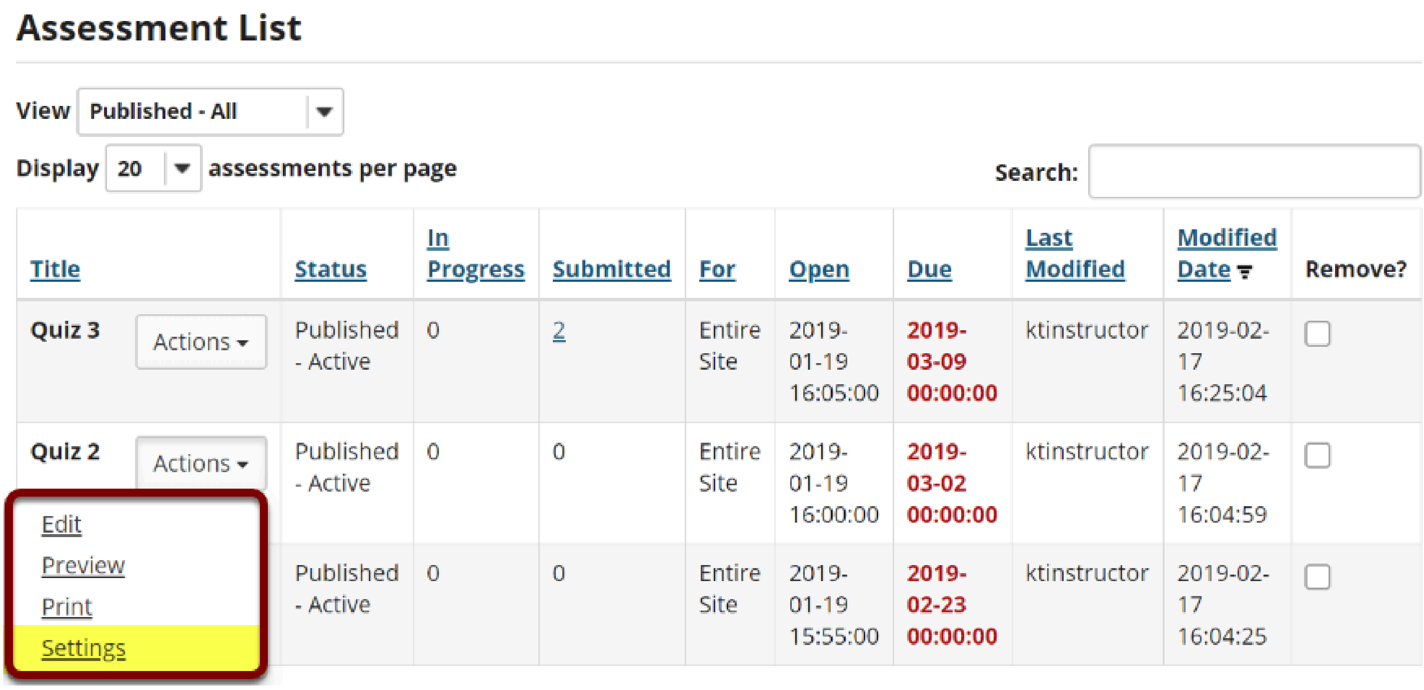
Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Edit the settings.



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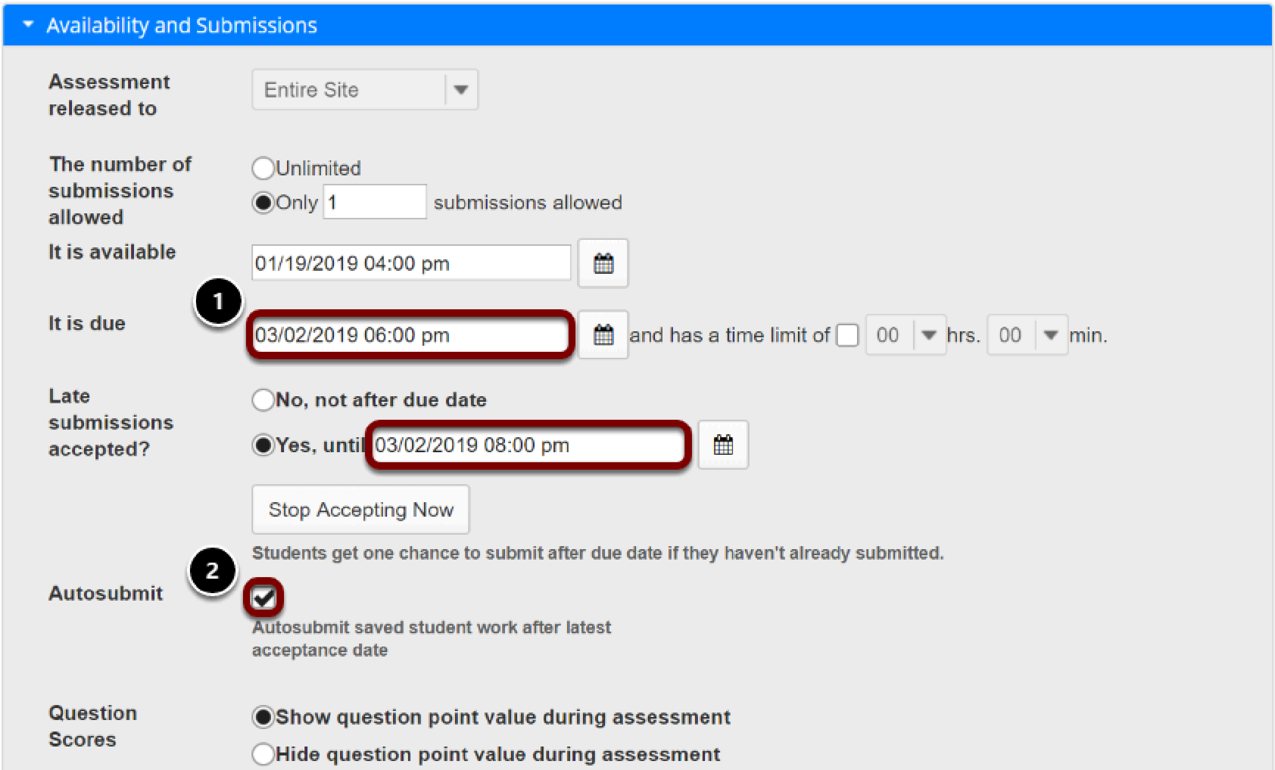
Choose the **Settings** option in the drop-down menu for the published quiz.

Note: It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

If the latest acceptance date is in the past, verify dates and select Autosubmit.



In an assessment's *Settings*, select the **Availability and Submissions** section.

1. Verify that the **due** and/or **late submissions accepted** date fields have dates entered in them. Assessments will be automatically submitted at the **latest acceptance date**. If the **latest acceptance date** is in the past, assessments will be automatically submitted the next time the **Automatic Submission** process runs; this occurs once every 5 minutes or however often your system has been configured to run.
2. Select the check box to **Autosubmit saved student work after latest acceptance date**.

Click Save.

At the bottom of the screen, click **Save** to save changes.

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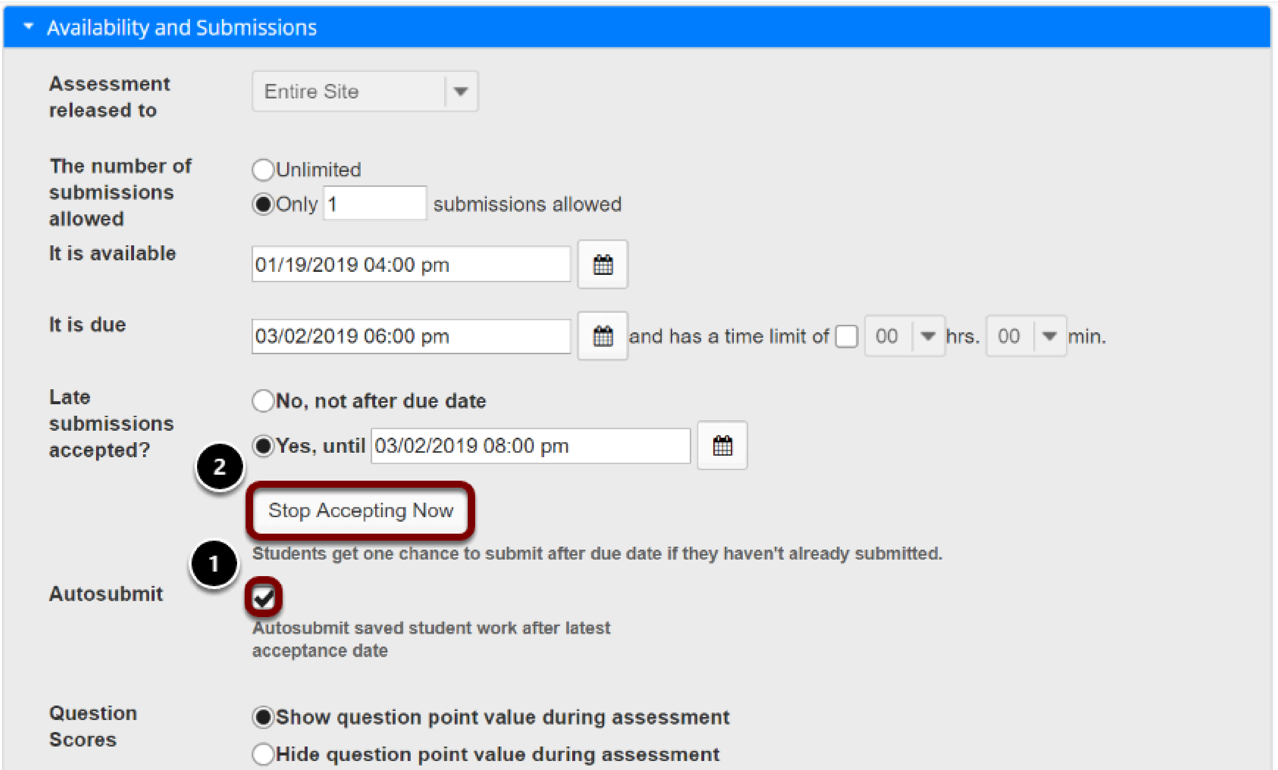
OR select the Autosubmit option, then Stop Accepting Now.

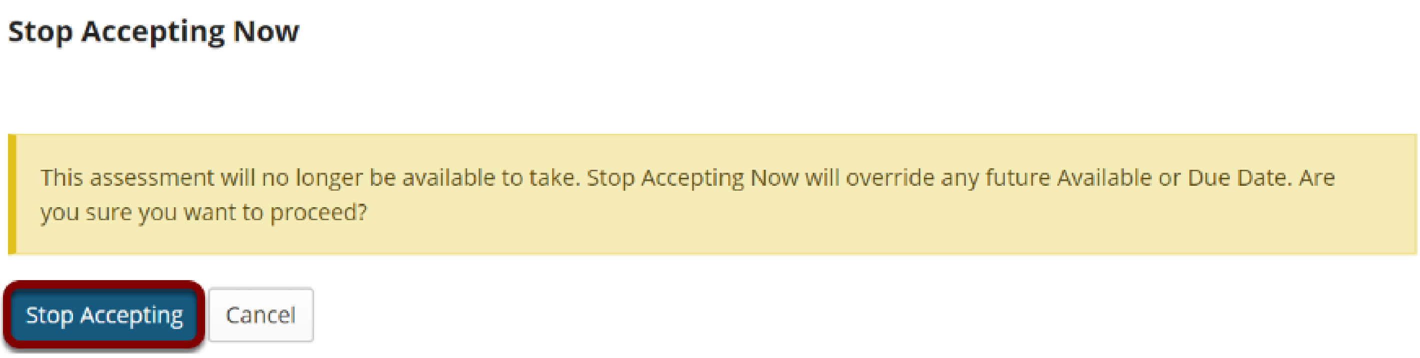


If the assessment's **latest acceptance date** is in the future, but you'd like to prevent more students from submitting and automatically submit *In Progress* assessments, you can use the option **Stop Accepting Now**.

In an assessment's *Settings*, select the **Availability and Submissions** section.

1. Select the check box to **Autosubmit saved student work after latest acceptance date**.
2. Click **Stop Accepting Now**.

Confirm to Stop Accepting.



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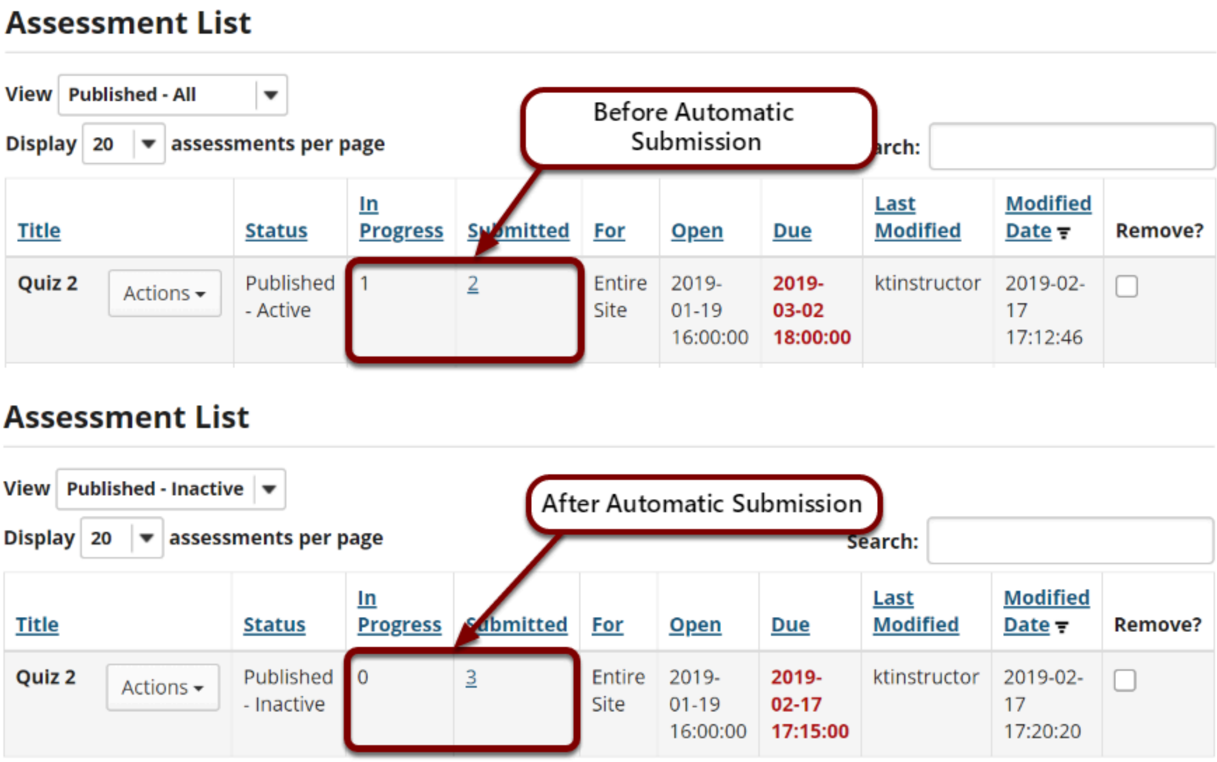
You'll be shown a warning indicating that the assessment will no longer be available for students to take. If you're sure you don't want to accept any more student submissions, click **Stop Accepting** to confirm.

Wait for submissions to become available.

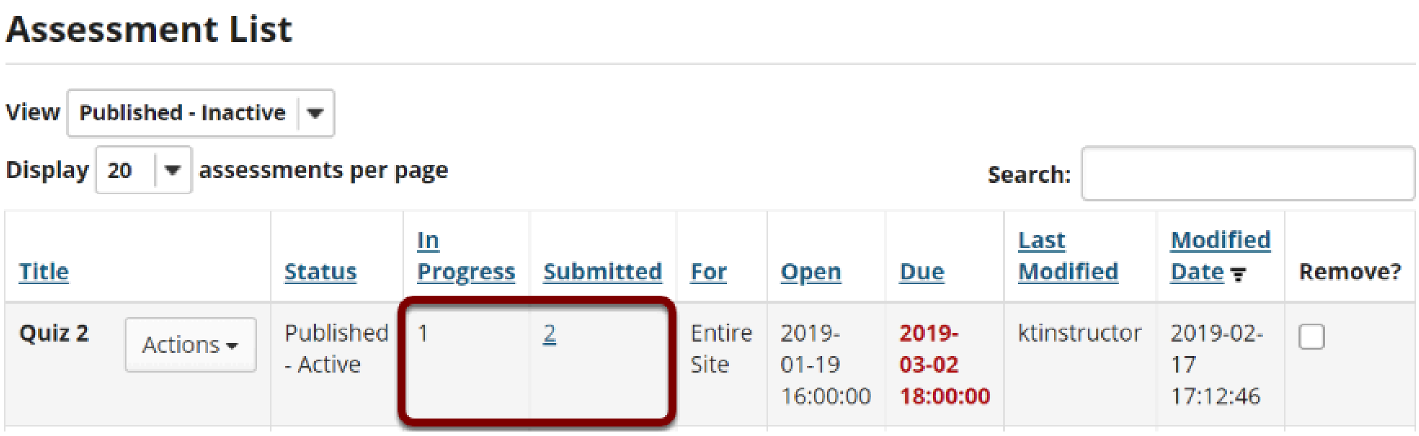


The Automatic Submission process runs once every 5 minutes or however often your system is configured to run. If you have enabled **Autosubmit** and your assessment's **latest acceptance date** is in the past OR if you've chosen to **Stop Accepting Now**, *In Progress* assessments will be automatically submitted the next time Automatic Submission process runs.

After the *In Progress* assessments are automatically submitted, the students' saved responses will be available along with other students' submissions.

Footer

I enabled Autosubmit; why are some assessments still listed In Progress?



You might still see *In Progress* assessments after you enabled **Autosubmit** AND waited for about 5-10 minutes (or however often your system is configured to run) after the **latest acceptance date** if:

1. The assessment allowed multiple submissions, or a student was allowed to retake the assessment. A student who already submitted the assessment started a new submission but did not complete it. The Automatic Submission process will only submit a student's assessment if they do not have any previous submissions already recorded for that exam. This prevents previous, already successful, submissions from being overwritten by an automatic submission.
2. Very rarely, there have been instances where the Automatic Submission feature has not completed submitting an assessment. If your assessment should have been automatically submitted, but it has not, follow the steps above to trigger Autosubmit again on the completed assessment.

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How do automatic submissions display?

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/17/2019 05:13:52 PM	6	0.0	6	Add Attachments
X	Martin, Eric	student03	Student	02/17/2019 05:17:54 PM AUTO-SUBMIT	2	0.0	2	Add Attachments
X	Thompson, Mary	student01	Student	02/17/2019 05:13:15 PM	6	0.0	6	Add Attachments

Instructors access automatic submissions from the *Total Scores* screen just as they would any other assessment submission. However, automatic submissions display differently from manual or timer submissions as follows:

1. When an automatic submission occurs, the email notification sent to students and/or instructors will contain *Notification for assessment auto submission*. The *Submitted Date* in the email notification indicates when the student last saved content in the assessment. The time stamp on the email that was sent will indicate when the actual submission occurred.
2. On the *Total Scores* screen, automatic submissions are flagged with the text *AUTO-SUBMIT*. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the Automatic Submission feature.
3. In the *Tests & Quizzes* *Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*. The *Date Submitted* column will indicate when the actual submission occurred. The *Duration* column will indicate how much time elapsed between when the student began taking the assessment and when it was actually submitted; it does NOT indicate how much time the student actually spent taking the assessment.

Below are examples displaying automatic submissions.

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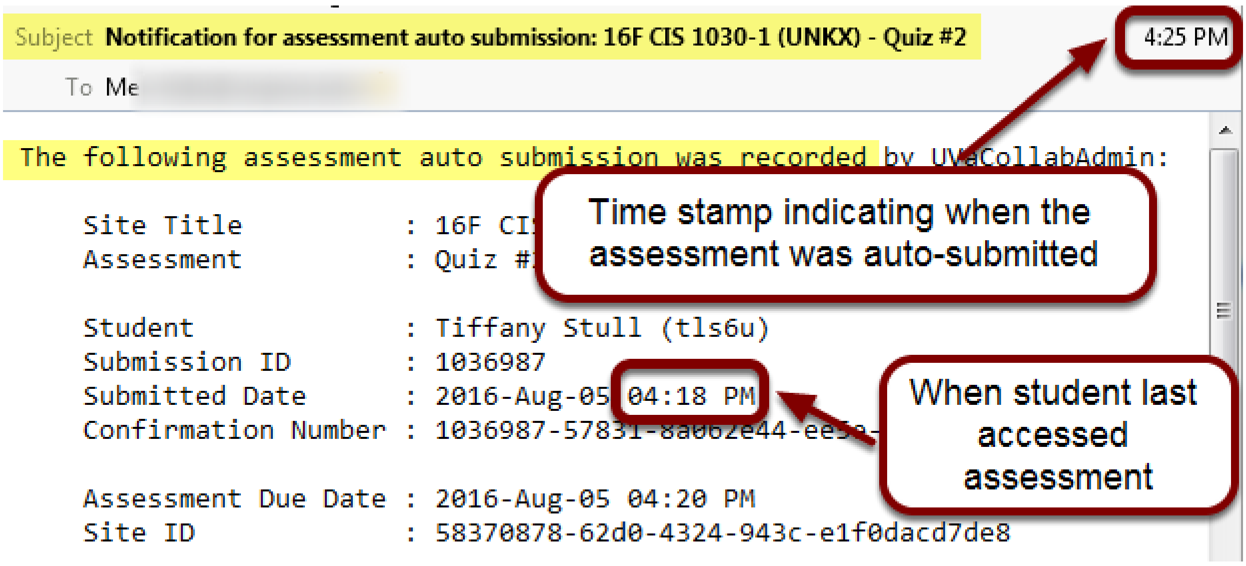
Example of email notification for Automatic Submission



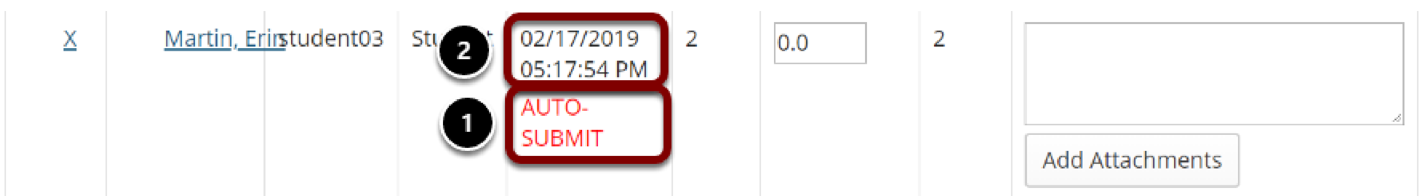
In the event of an automatic submission, the time stamp on the notification email sent to a student and/or instructor is *when the actual submission occurred*, while the *Submitted Date* in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission will say: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment auto submission was recorded.*

For more information on *Tests & Quizzes* email notifications, see [What information is in a Tests & Quizzes email notification?]

Examples of automatic submissions on the Total Scores screen

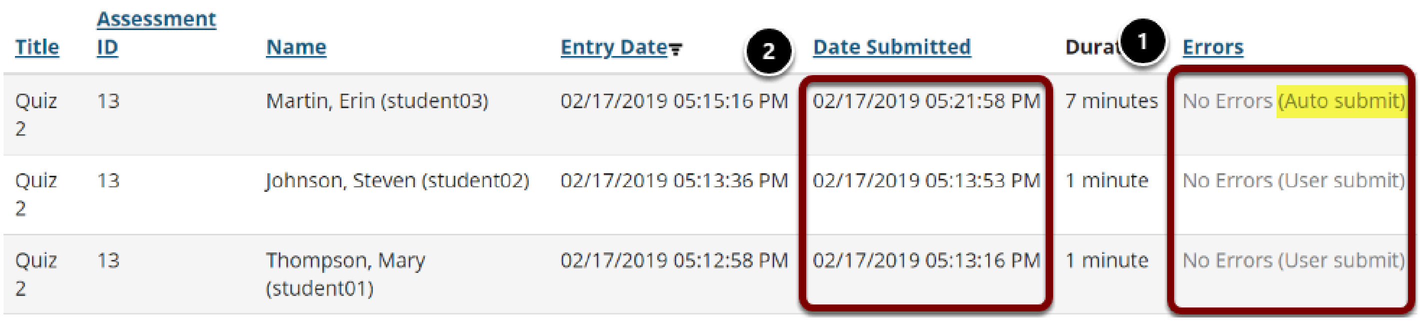


1. When an instructor accesses the *Total Scores* screen to grade the assessment, automatic submissions are flagged with the text *AUTO-SUBMIT*.
2. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the **Automatic Submission** feature.

Footer

For more information on accessing student submissions and grading, see [How do I grade Tests & Quizzes?]

Examples of automatic submissions in the Event Log



Title	Assessment ID	Name	Entry Date	Date Submitted	Duration	Errors
Quiz 2	13	Martin, Erin (student03)	02/17/2019 05:15:16 PM	02/17/2019 05:21:58 PM	7 minutes	No Errors (Auto submit)
Quiz 2	13	Johnson, Steven (student02)	02/17/2019 05:13:36 PM	02/17/2019 05:13:53 PM	1 minute	No Errors (User submit)
Quiz 2	13	Thompson, Mary (student01)	02/17/2019 05:12:58 PM	02/17/2019 05:13:16 PM	1 minute	No Errors (User submit)

1. In the *Tests & Quizzes Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*.
2. The *Date Submitted* column will indicate when the actual submission occurred.

For more information on the *Event Log*, see [What is the Tests & Quizzes Event Log?]

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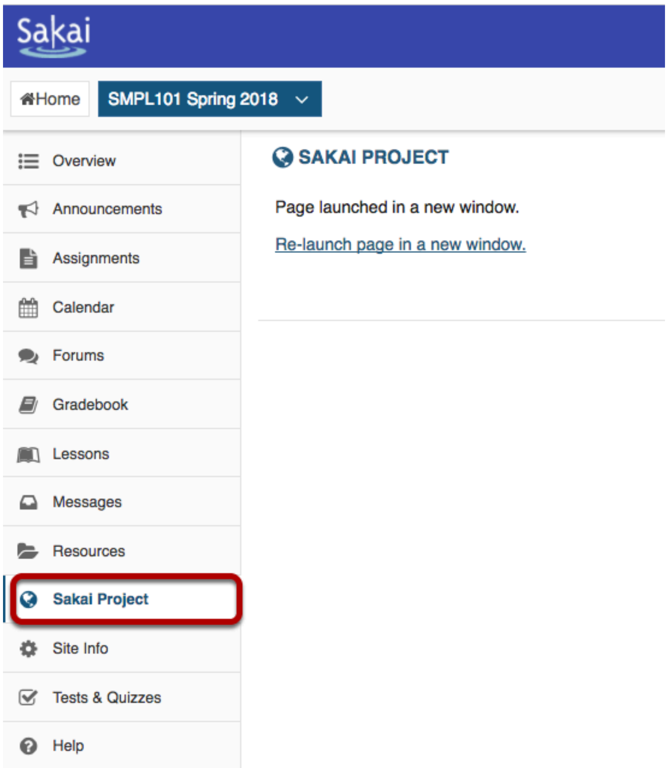
Web Content

What is the Web Content tool?

The Web Content tool allows Instructors to create a link to a web site in the Tool Menu of the site. By default, the link opens a re-direct page that allows the web site to be opened in a new window. If the the link to a web site is within the Sakai instance domain (e.g. university.edu), instructors may be able to configure the tool to launch the website within the tool rather than as a separate window.

Instructors can also use the Web Content tool to create a tool link to a folder or a file in Resources. Any changes to the resources folder or file will be reflected when the Web Content tool ink is clicked.

Example of a Web Content link to a website.



Note that by default the web content link will be automatically launched in a new window.

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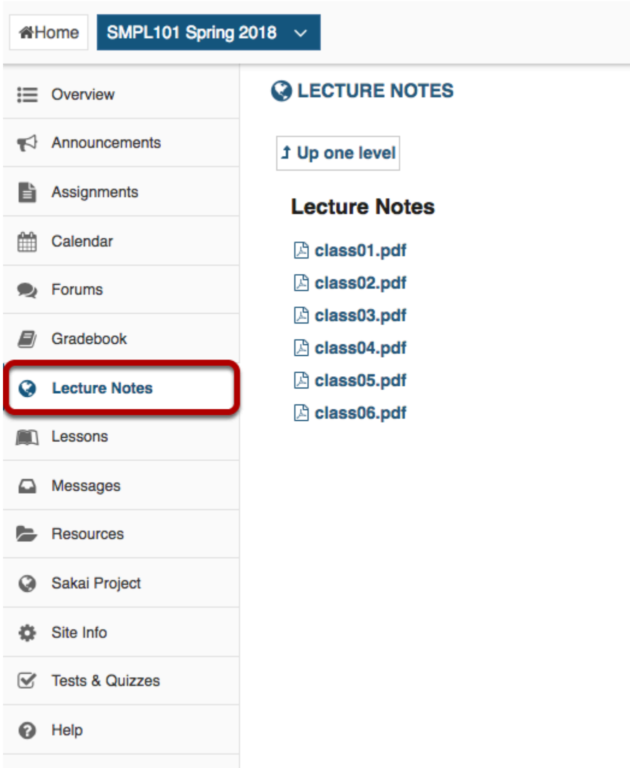
Example of a Web Content link to a folder in Resources.



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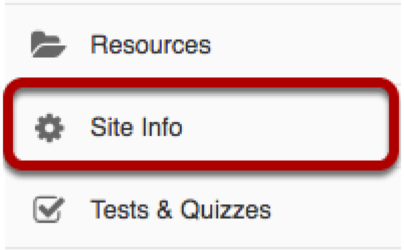
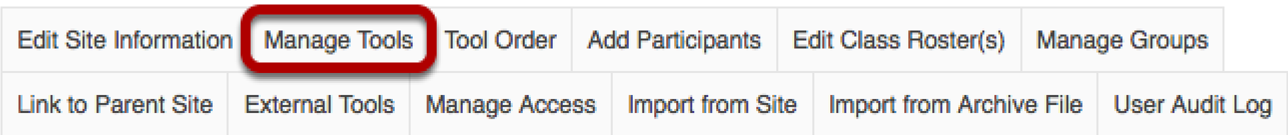
How do I create a Web Content link to a web site?

Go to Site Info.



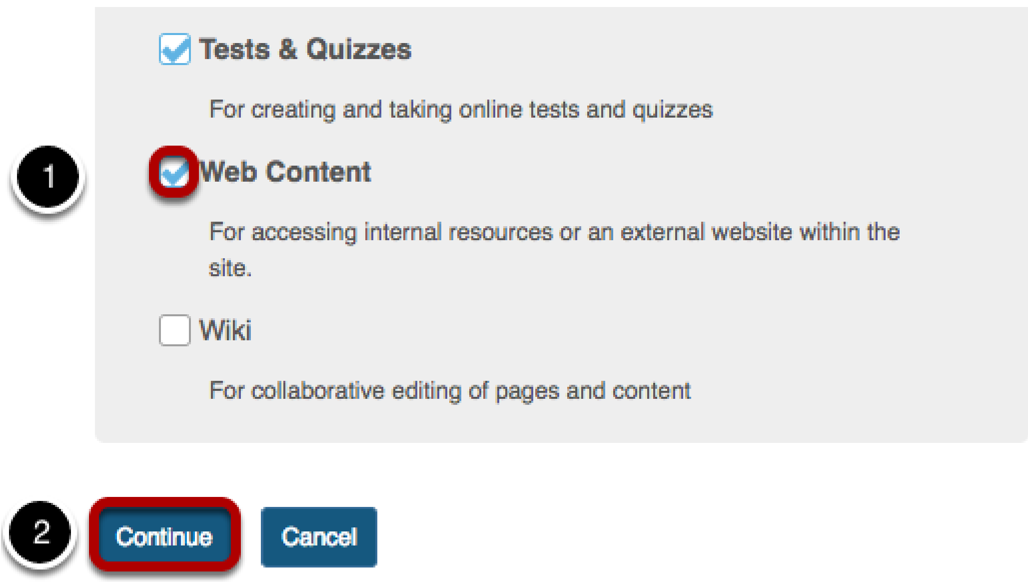
Select the **Site Info** tool from the Tool Menu of your site.

Click Manage Tools.



Click the **Manage Tools** tab.

Select the Web Content tool.



1. Place a check mark in the box next to the **Web Content** tool.

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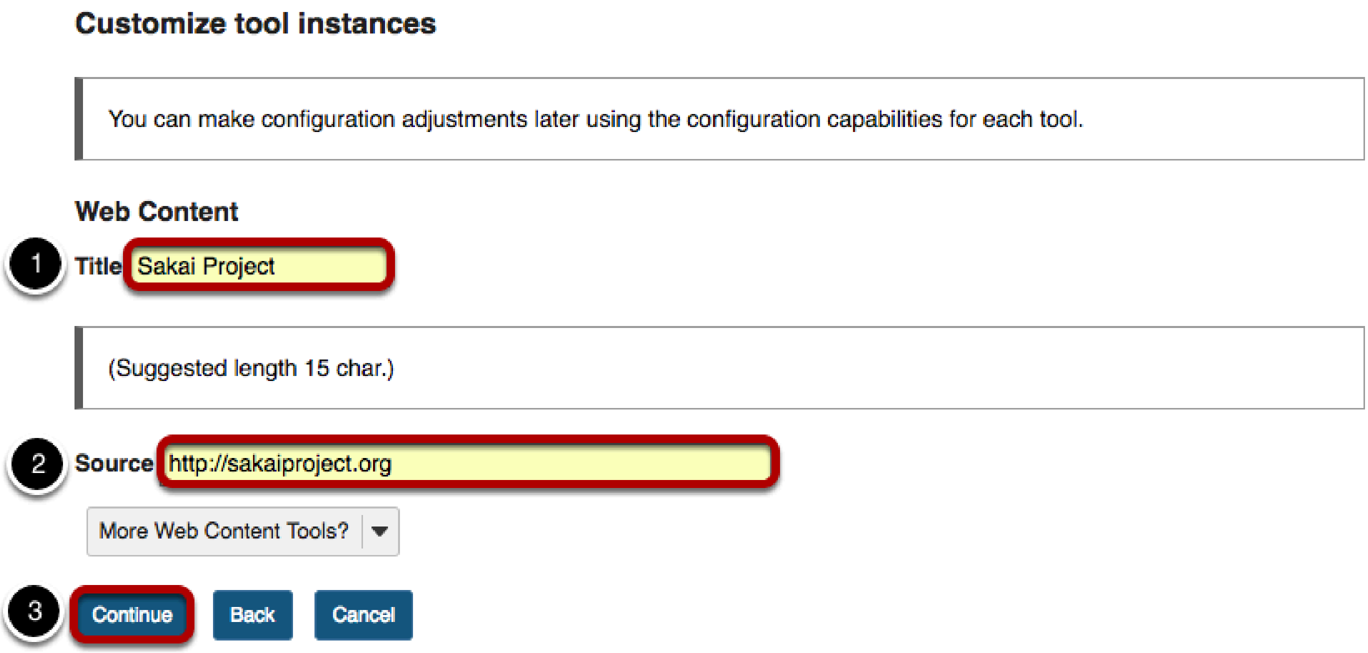
2. Click the **Continue** button.

Enter the web site information.



1. Enter a **Title** for the Web Content tool (which will display in the Tool Menu).
2. Enter the **Source** URL for the web site to go to.
3. Click the **Continue** button.

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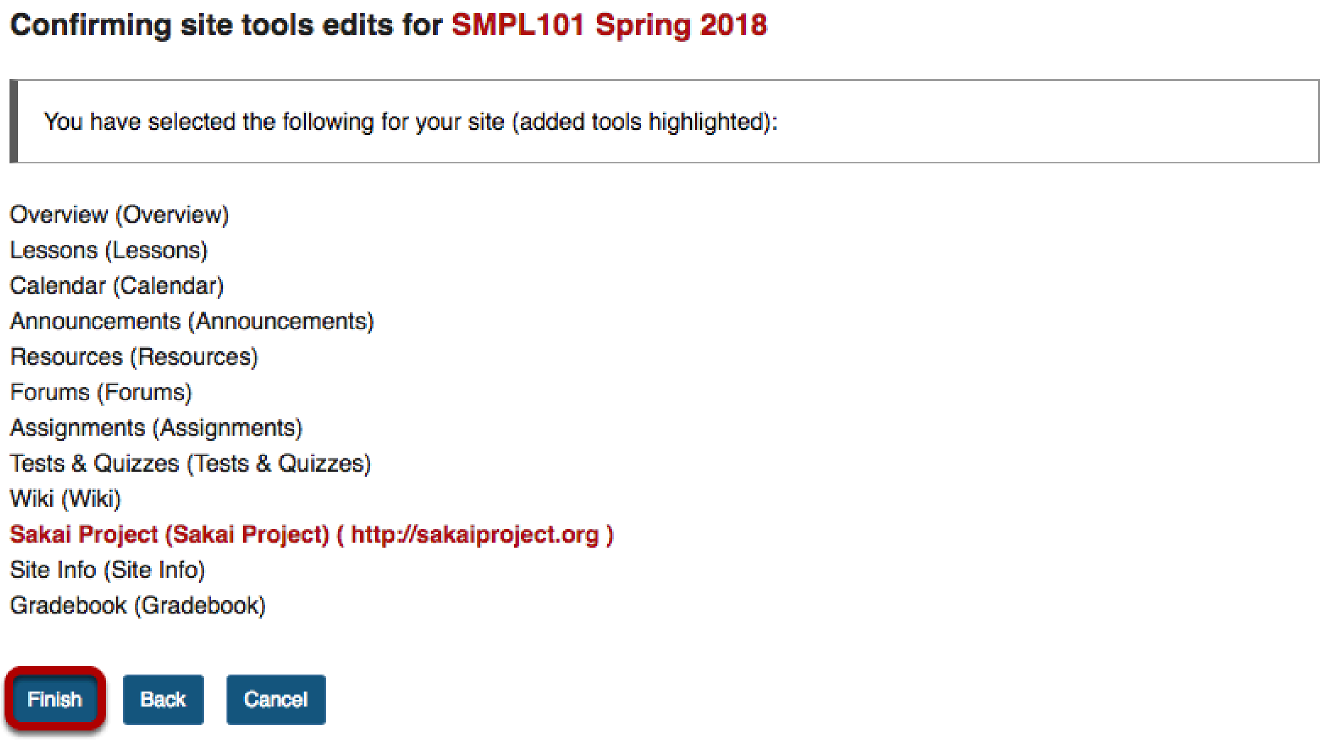
Click Finish.



Review the updated tool highlighted in the list of tools and click the **Finish** button to save changes or click the **Back** button to return to the tool edit screen.

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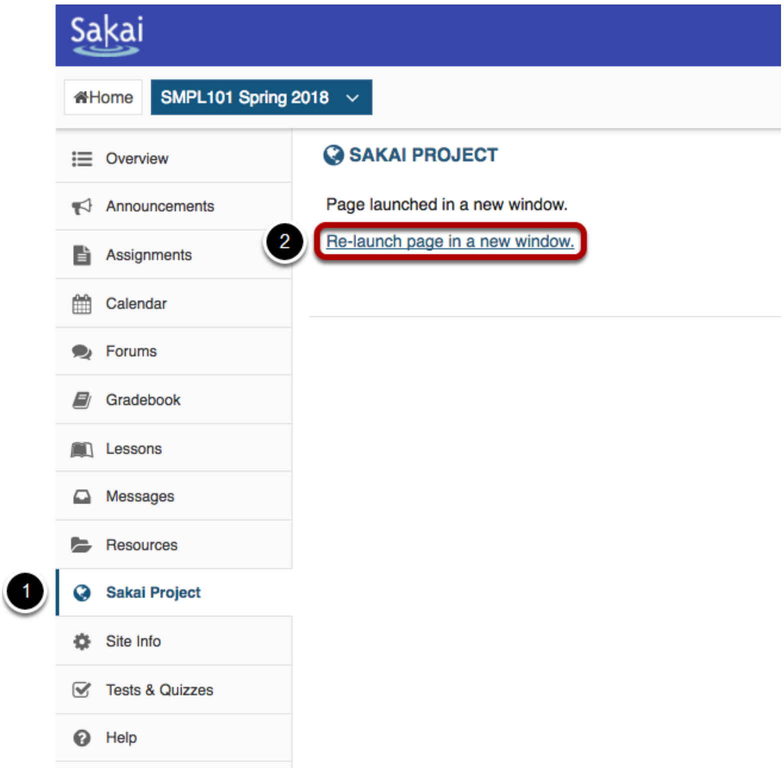
View the new Web Content link.



1. Click the Web Content (e.g. **Sakai Project**) menu link to view the website.
2. If the link has been configured to open in a new window, the link should open automatically in a new window. Clicking **Re-launch page in a new window** will also open the web site in a new browser window.

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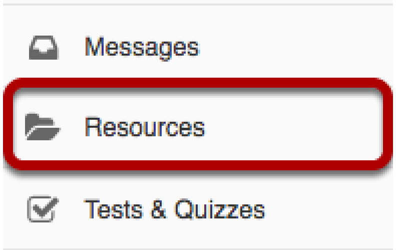
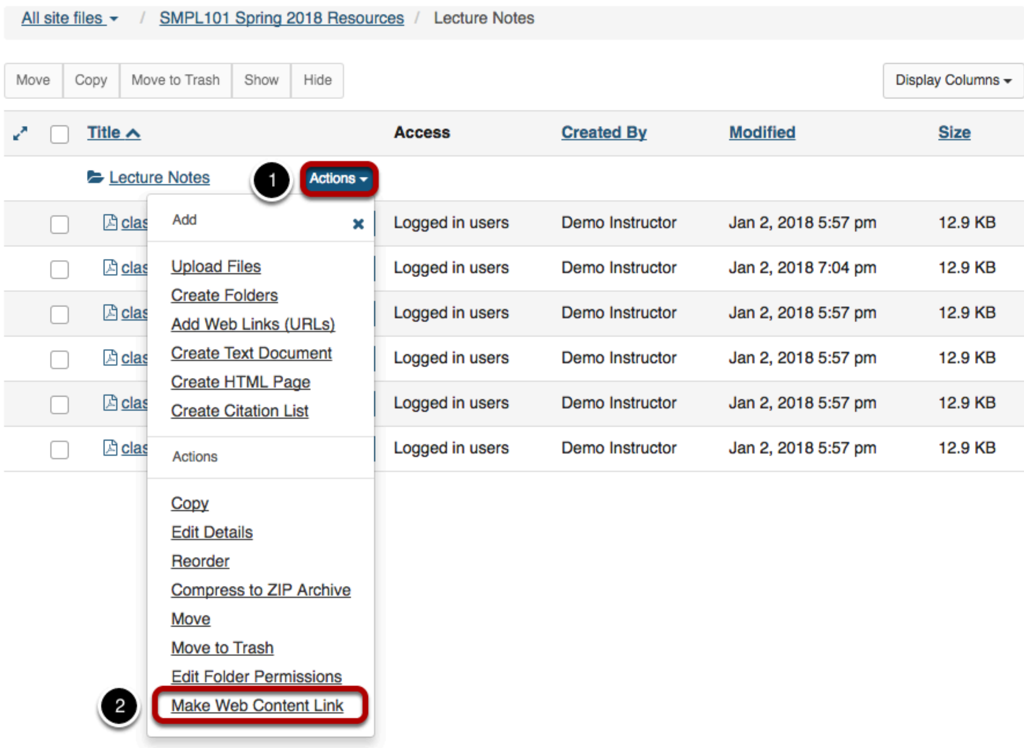
How do I create a Web Content link to a folder in Resources?

Instructors can use the Web Content tool to link to a folder or a file in Resources and have the link listed in the site menu. Any changes to the Resources folder or file will be reflected in the Web Content link.

Go to Resources.



Click Actions > Make Web Content Link.



Find the folder you want to link to, then:

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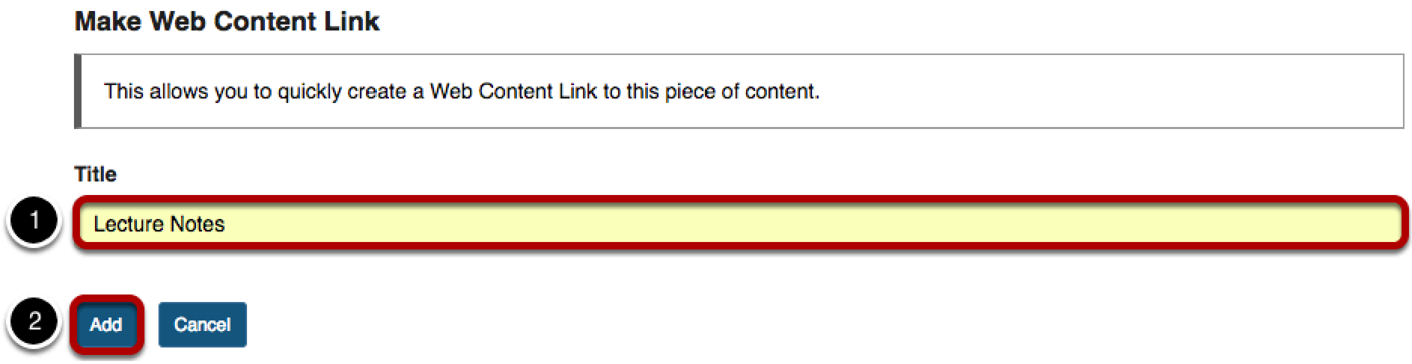
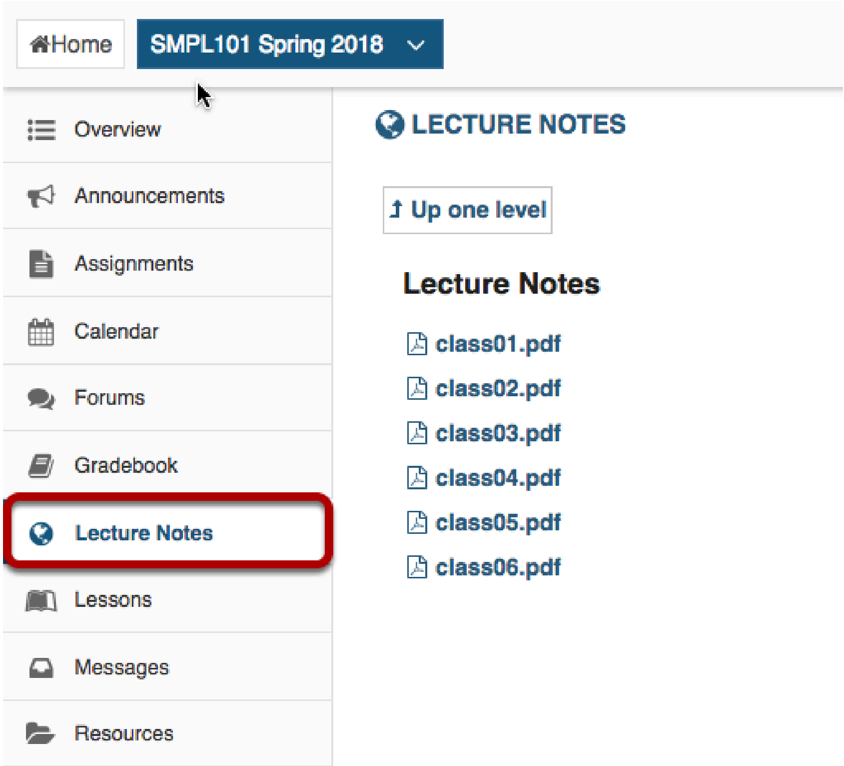
1. Click the **Actions** button drop-down arrow to the right of the folder.
2. Select **Make Web Content Link**.

Enter a Title and click Add.



1. Enter a **Title** for your web content link. This is the title that will appear listed in the Tool Menu of your site.
2. Click the **Add** button to add the link to your site menu.

Click the new tool button to access the contents of the folder.



Click the new Web Content tool in your site menu to view the folder and its contents.

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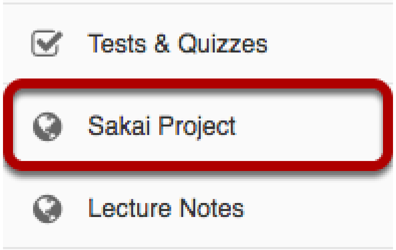
How do I edit a Web Content link?

Go to the Web Content link.



Select the **Web Content** link (e.g. Sakai Project) from the Tool Menu in your site. This displays the re-launch page.

Click Edit.

Click the **Edit** icon located in the top right corner of the page.

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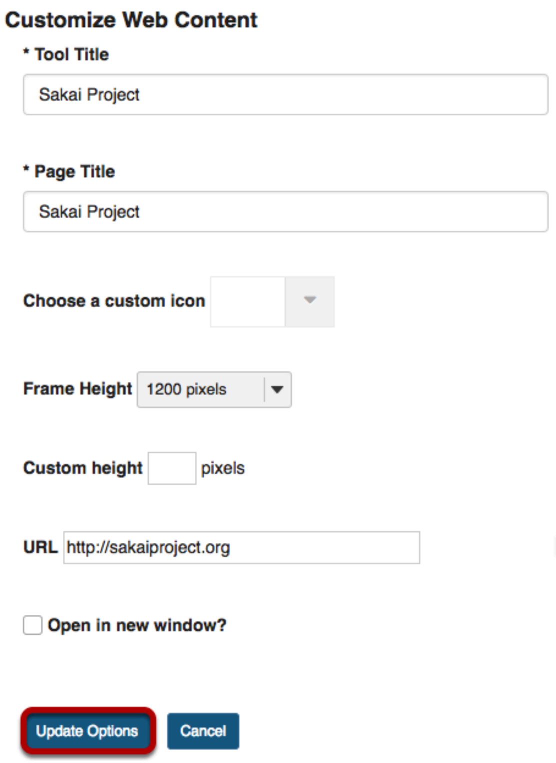
Make your changes.



Edit any or all of the following:

- Tool Title
- Page Title
- Custom icon
- Frame Height
- Custom height
- URL
- Open in new window

NOTE: To use the **Open in new window** option, the link to a web site (URL) must be within the Sakai instance domain (e.g. university.edu).

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

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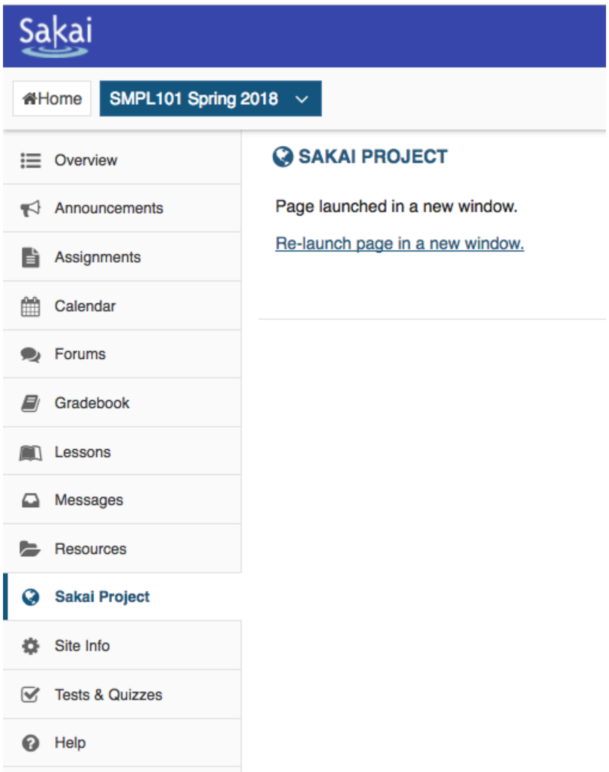
View updated link.

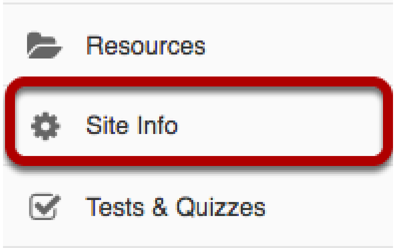


Click the Web Content tool menu link (e.g Sakai Project) to display the updated link.

Footer

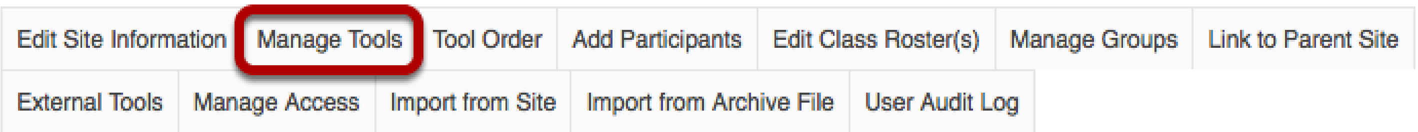
How do I delete a Web Content link?

Go to Site Info.

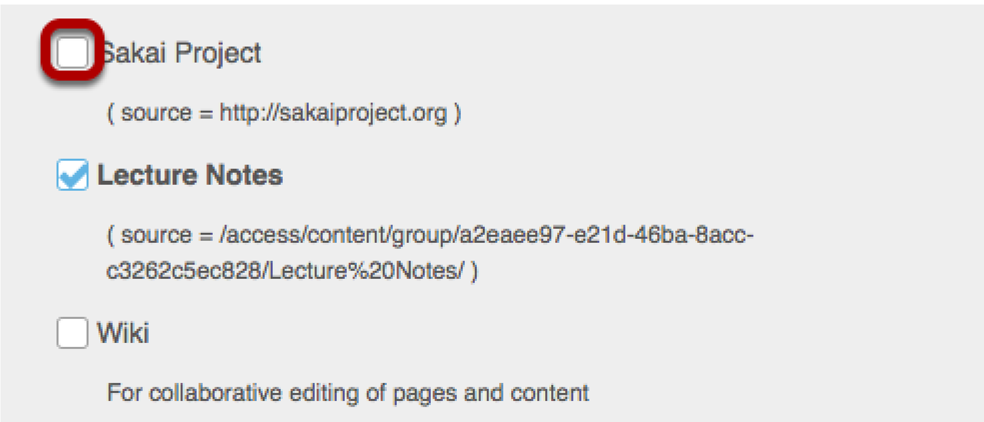


Select **Site Info** from the Tool Menu in your site. From Site info, you can delete a web content link from either the **Manage Tools** tob or the **Tool Order** tab.

Click Manage Tools.



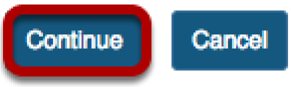
Un-check the Web Content tool link.



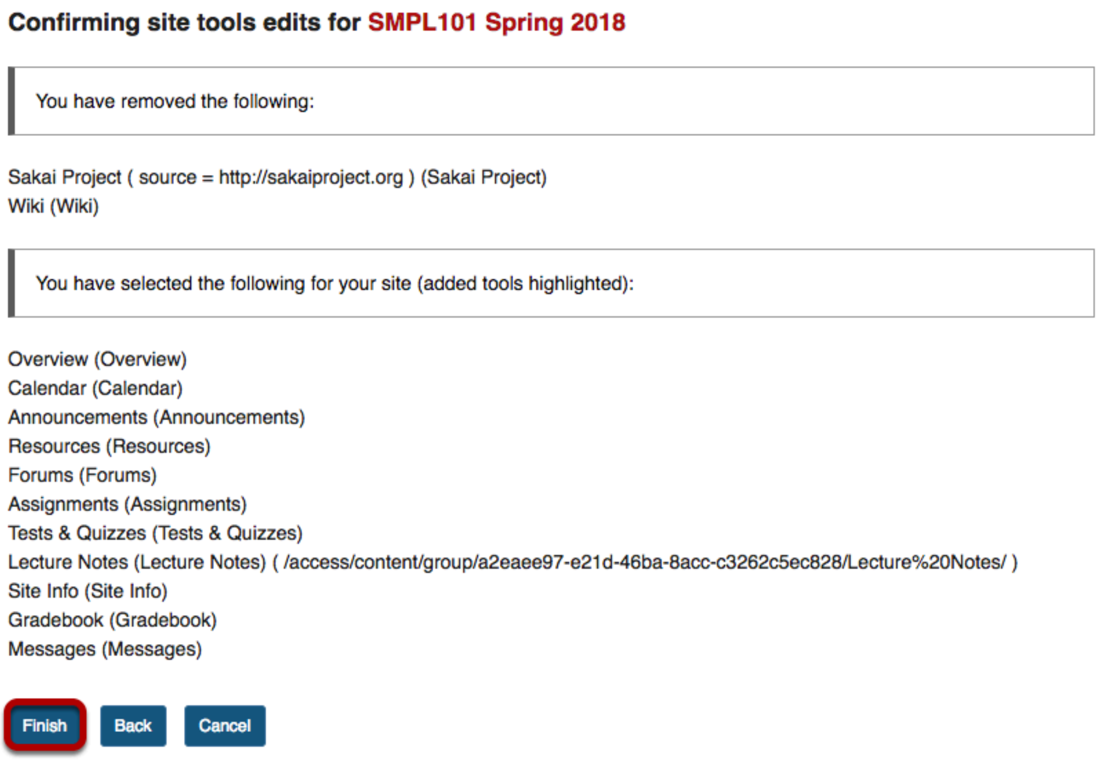
Remove the check mark next to the Web Content tool link that you want to delete.

Footer

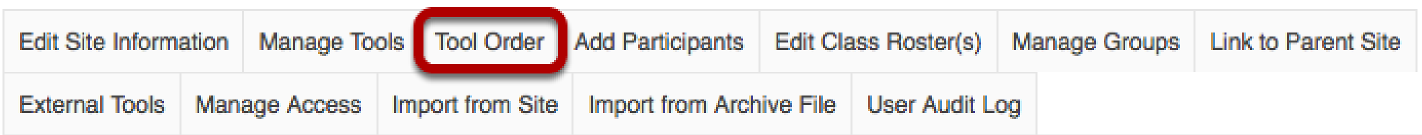
Click Continue.



Click Finish.

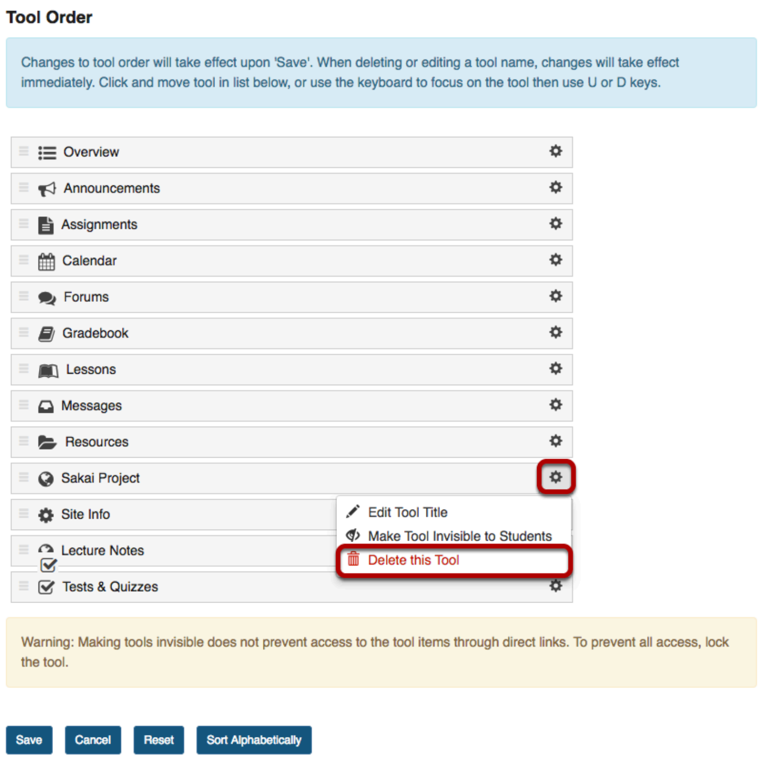


Or, click Tool Order.



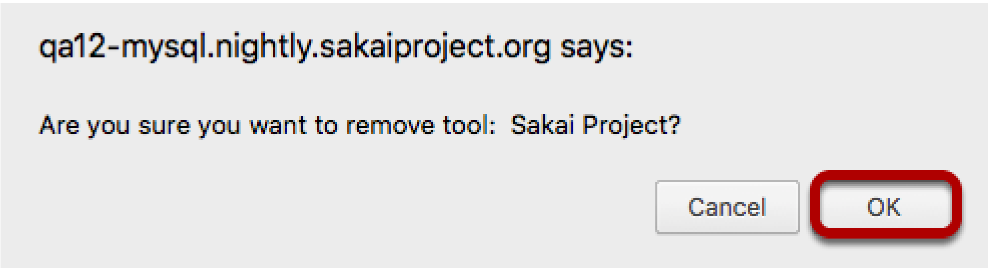
Footer

Click the gear icon to edit item settings.



Click the gear icon for the item you want to remove, and then select **Delete this Tool** from the drop-down menu.

Confirm deletion.



If you are sure you want to delete the item, click **OK**.

Click Save.

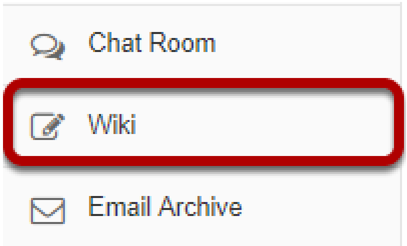
Footer

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.



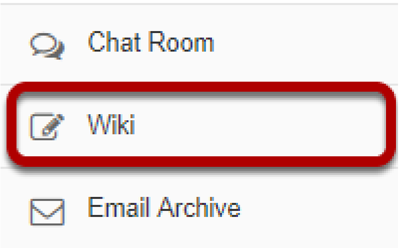
Footer

How do I view wiki pages?

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

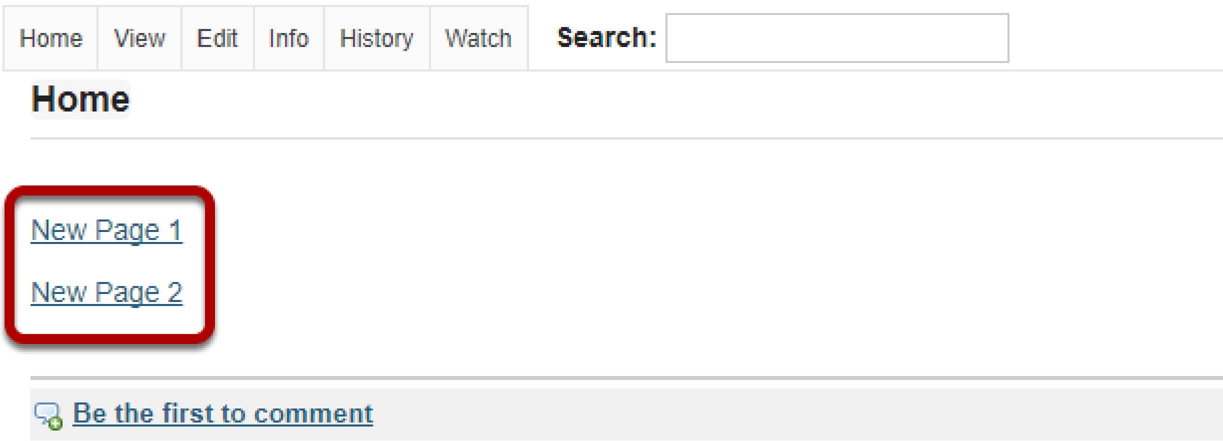
Unlike some wiki tools, Wiki does not have a separate menu to navigate through the pages. All navigation must be done through links on the pages.

Go to Wiki.



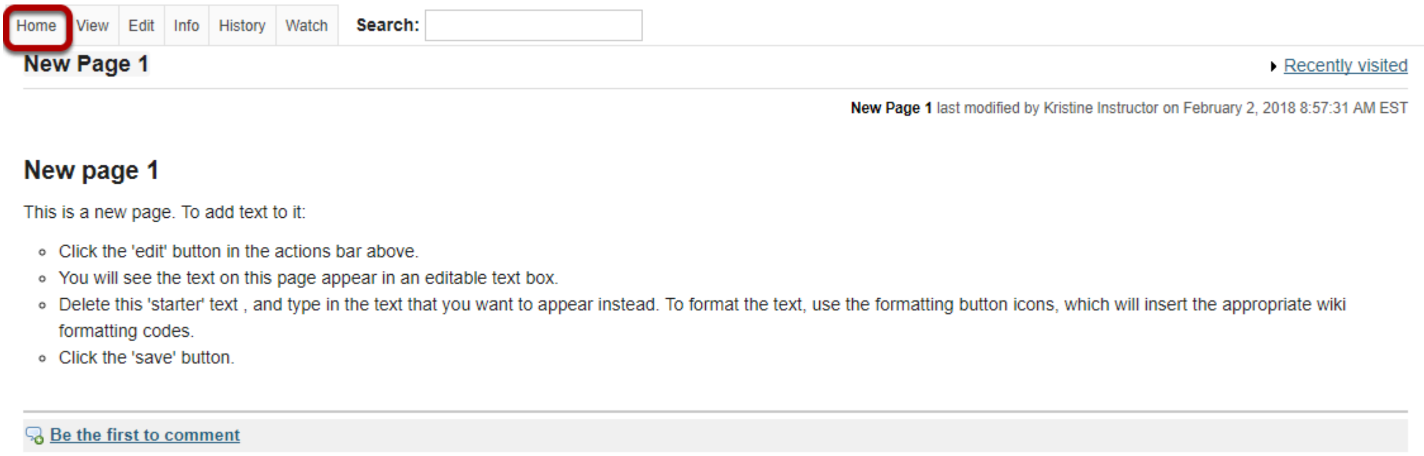
Select the **Wiki** tool from the Tool Menu of your site.

Click on the page links to navigate through wiki content.



Footer

Click on Home link to return to the top level wiki page.

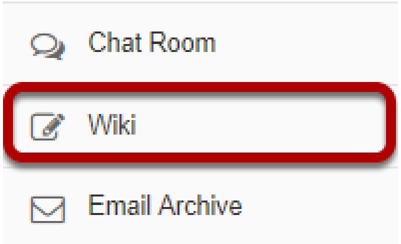


If you have navigated down one or more levels via page links and need to return to the Home page to navigate to another area, use the **Home** link in the top menu to return to the top level of the wiki.

Footer

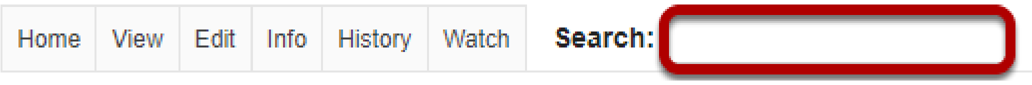
How do I search wiki pages?

Go to Wiki.



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

Enter search terms.



Type your search term in the search box, and then press **Enter** on your keyboard.

All pages on that wiki site containing your search terms will be listed. This search will be recorded in your Recently Visited page list and you can return to your results page at any time.

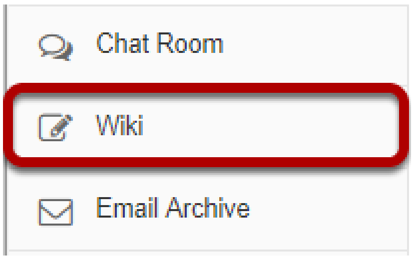
Wiki will recognize the "and" operator but not "not" or "or". For example, searching for "children and dahlias" will find pages which contain both the word "children" and the word "dahlias" but not pages which contain only one of the words.

Note: Pages which are not in the wiki will not be searched. This includes other Sakai pages (e.g. Calendar, Lessons, etc.) and attachments to the wiki.

Footer

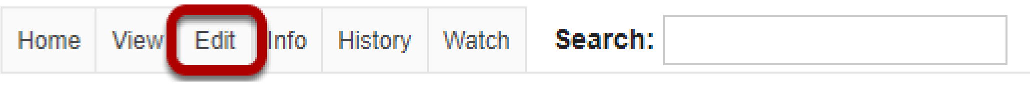
How do I edit wiki pages?

Go to Wiki.

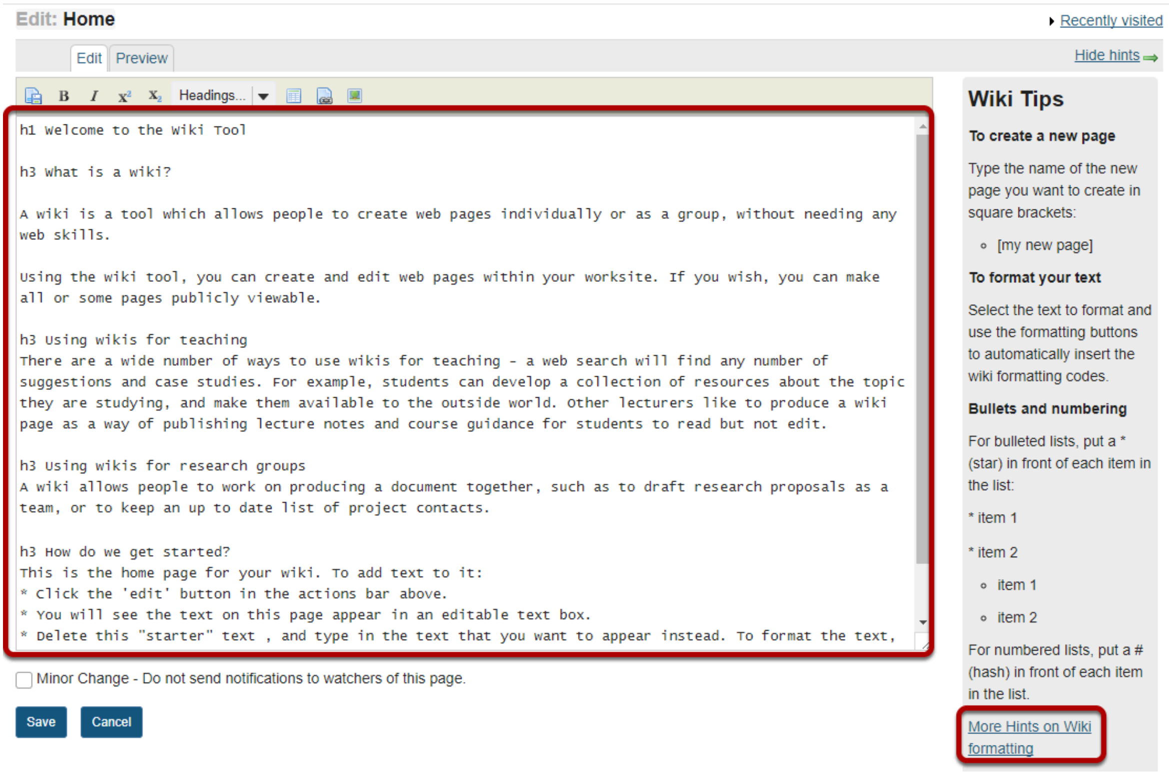


Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.



Enter the page content.

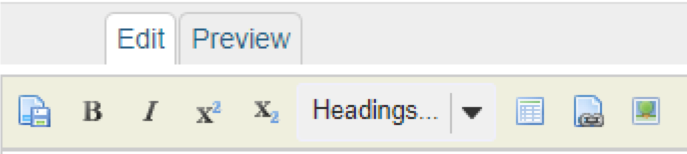


Enter your content into the editing area provided.

Footer

*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)

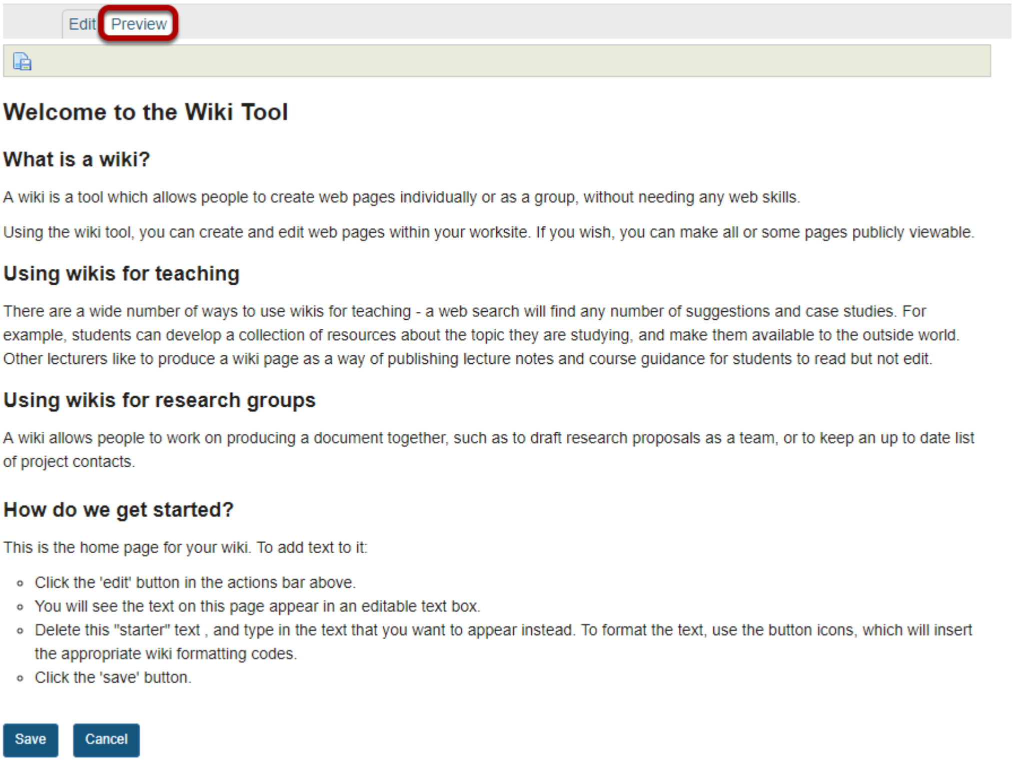


The wiki editor also has icons which allow you to:

- 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.

Footer

Preview content. (Optional)



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)

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.

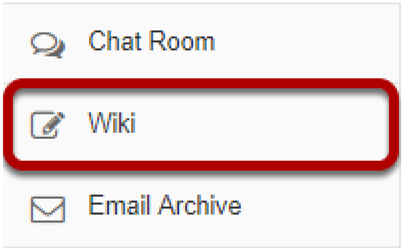
Once you have finishing editing the page, click **Save**.

Footer

How do I create a new wiki page?

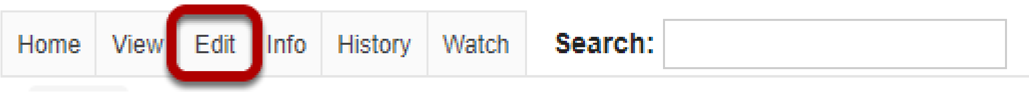
To create a new page, you will need to add it as a link from an existing page.

Go to Wiki.



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

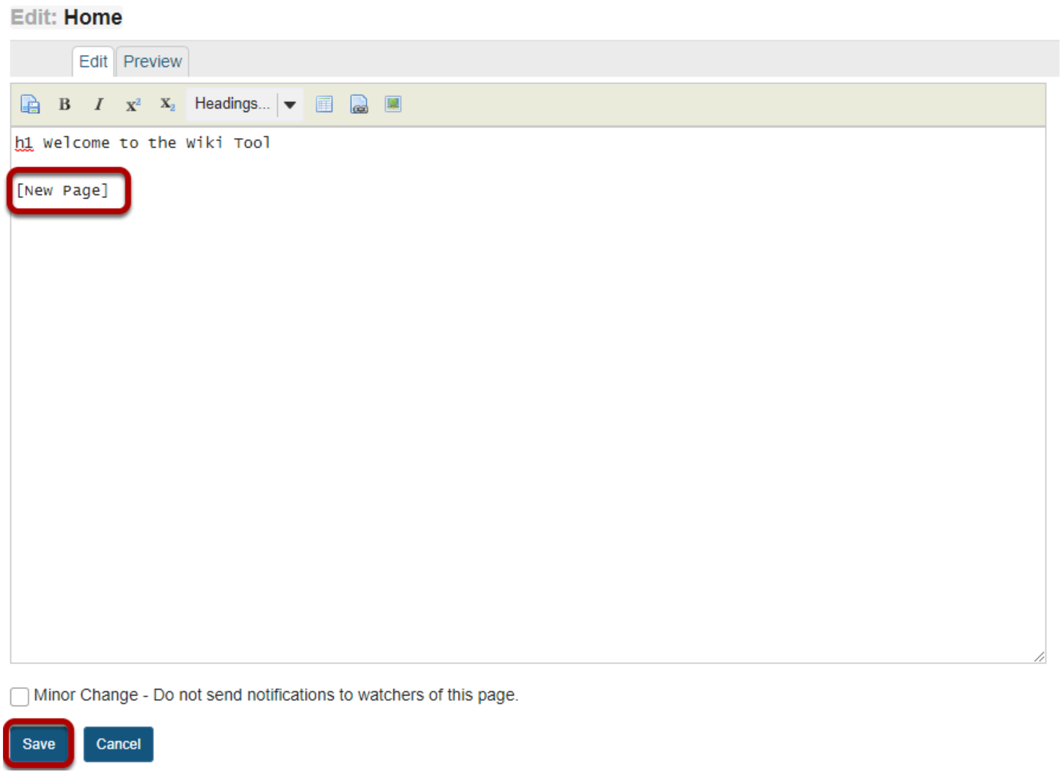
Click Edit.



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

Footer

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

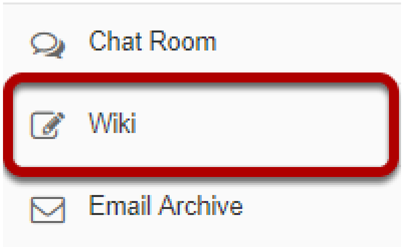
\ Back-Slash

Footer

How do I add images to a wiki page?

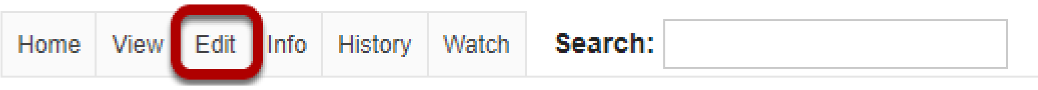
Before you add an image, make sure that it is the correct size and shape for your web page, and that the file size is optimized for the web. If you put an image with a very large file size into a wiki page, it will take a long time for users to download it. Many image editing programs will allow you to compress images for the web.

Go to Wiki.

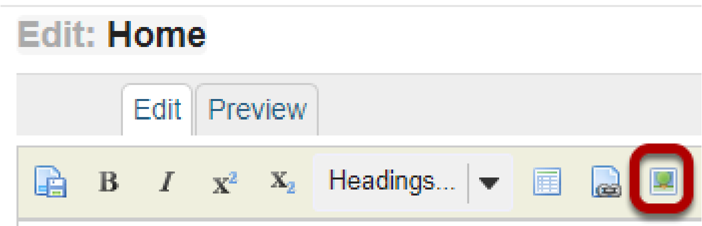


Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.

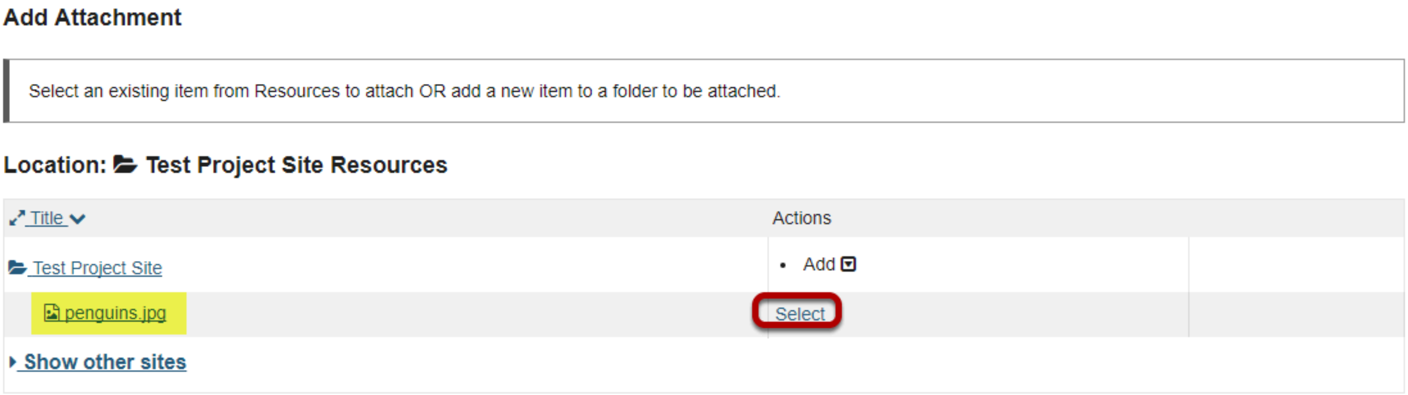


Select the Image icon in the editor toolbar.



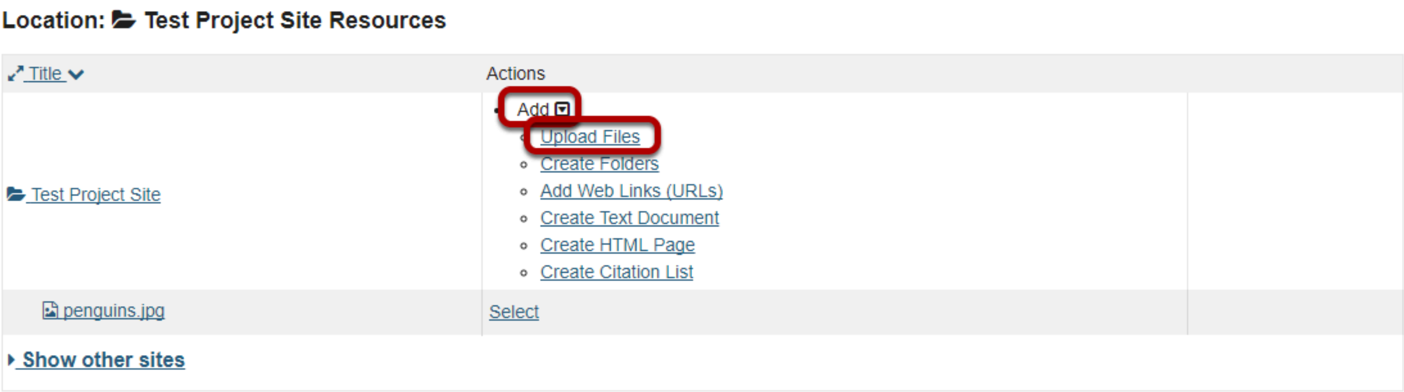
Footer

Select the image from Resources.



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

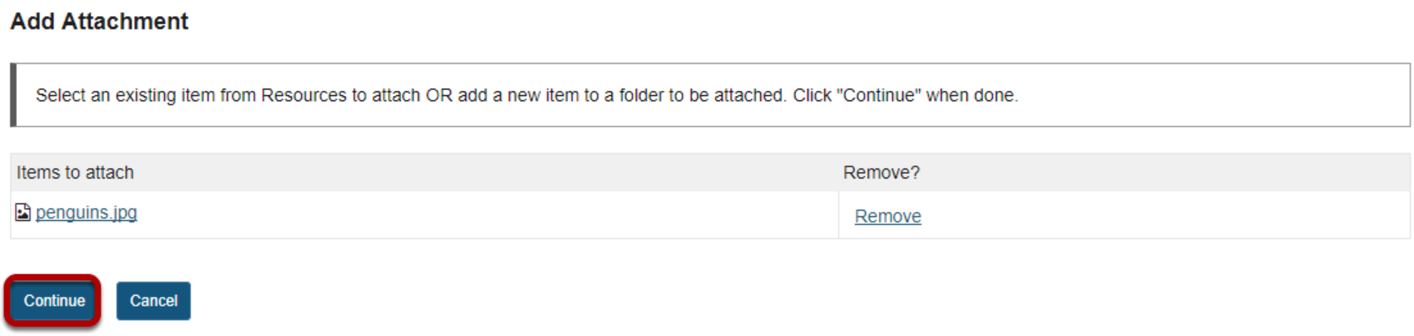
Or, upload the file.



If the image file is not already in Resources, click **Upload Files** in the Add drop-down menu to drag and drop or browse for and select the file you want.

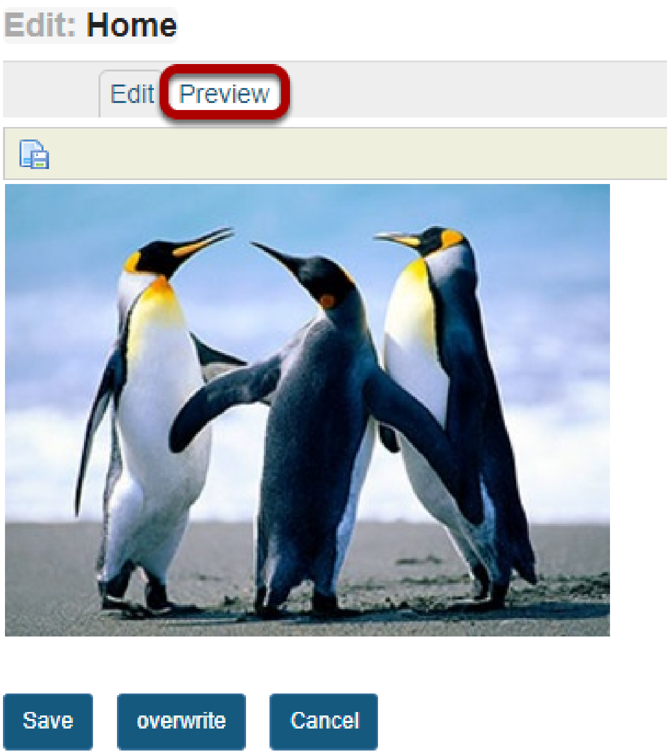
Footer

Click Continue.



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

Preview content. (Optional)



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

Footer

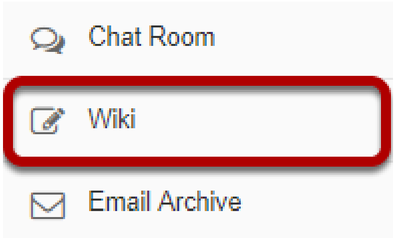
Click Save.

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

Footer

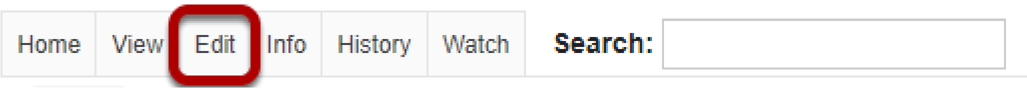
How do I add attachments to a wiki page?

Go to Wiki.

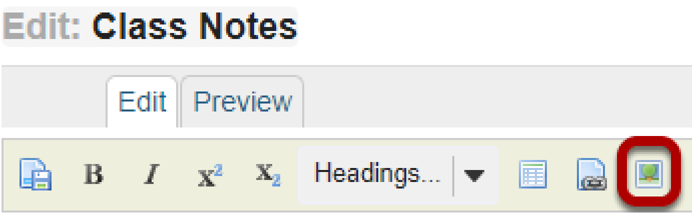


Select the **Wiki** tool from the Tool Menu of your site.

Click Edit.

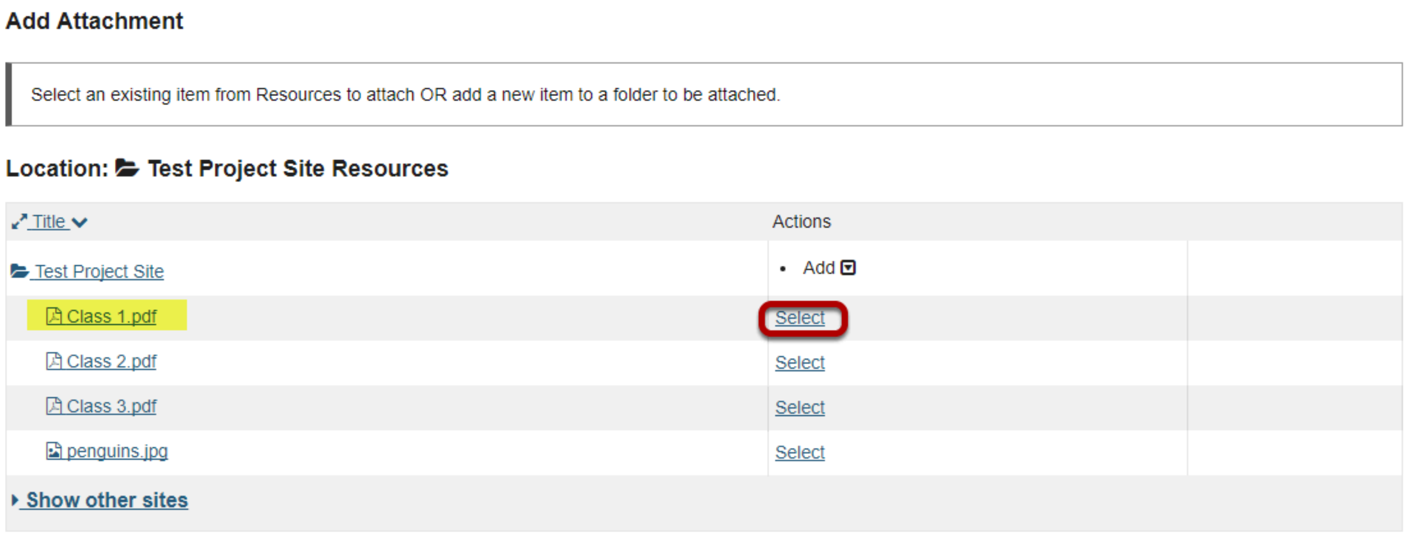


Select the Image/Attachment icon in the editor toolbar.



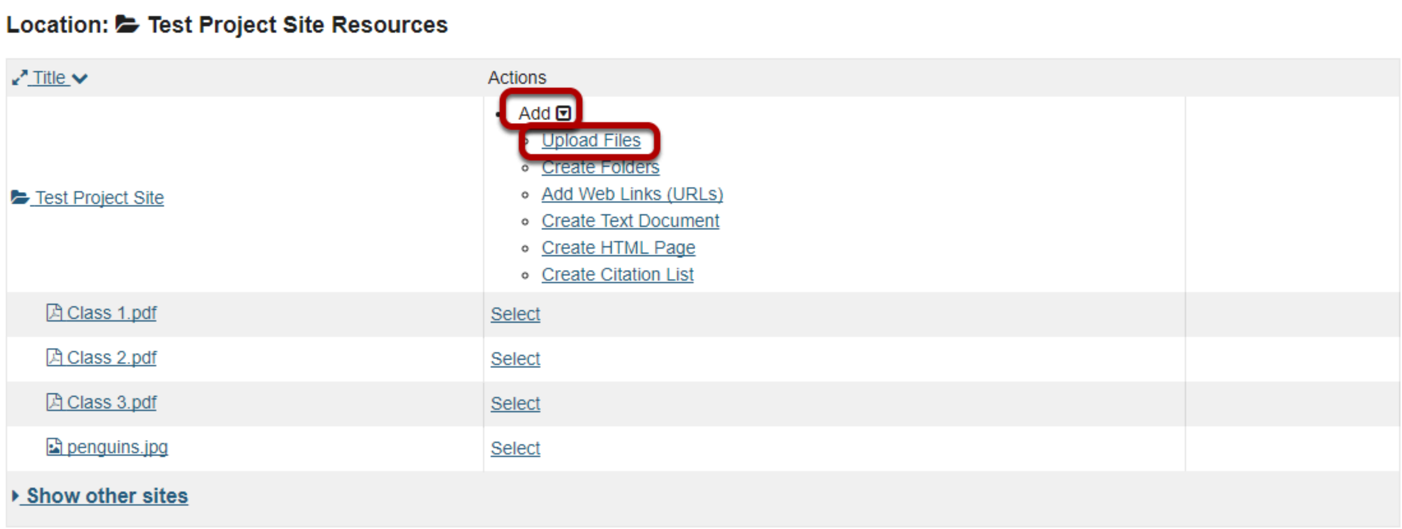
Footer

Select the file from Resources.



Click the **Select** link for the file you want to attach if it is already in Resources.

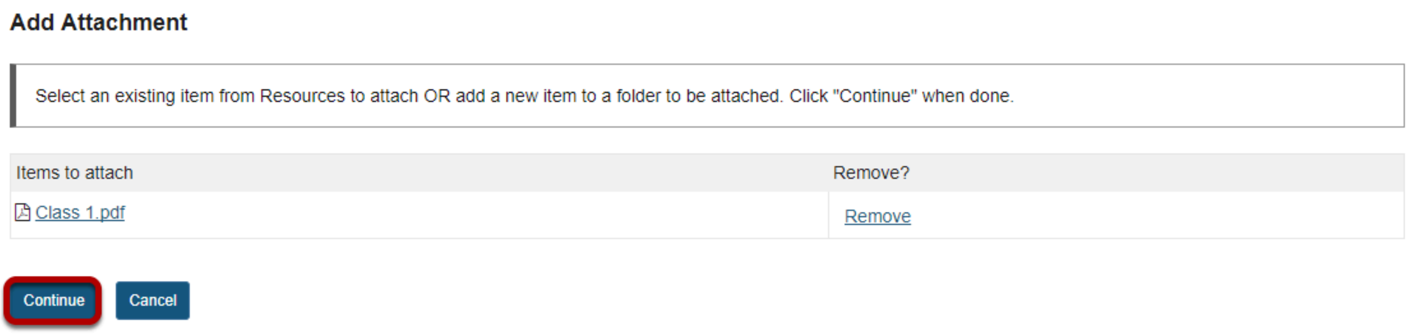
Or, upload the file.



If the file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.

Footer

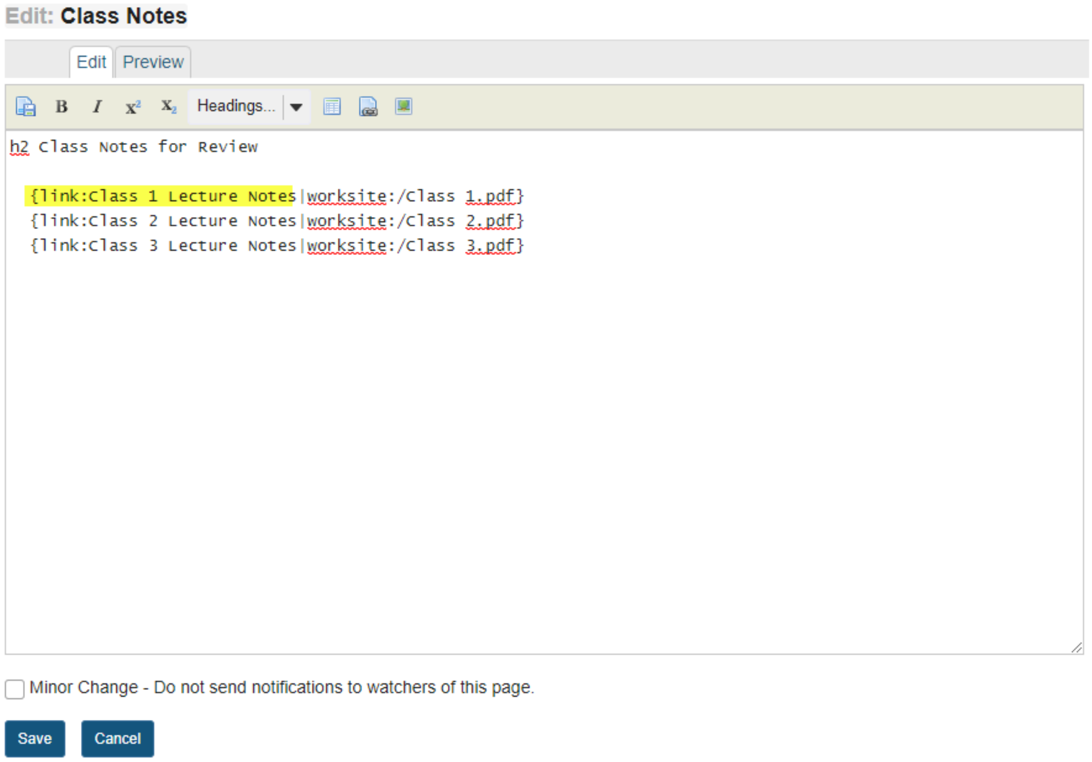
Click Continue.



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

(Optional) Repeat as needed to attach additional files.

View/edit links.

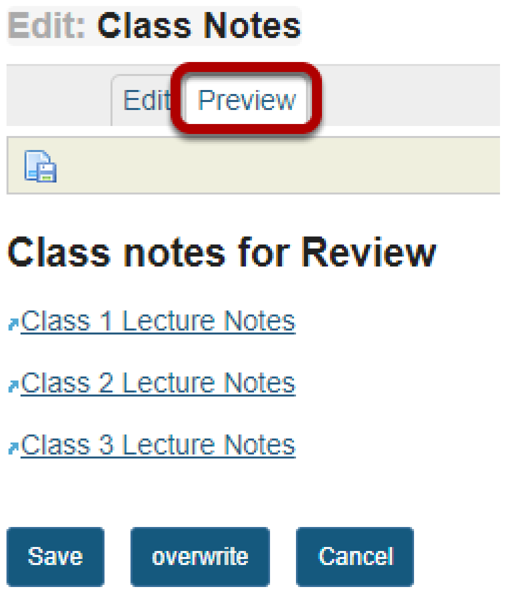


The attachment links will display in the editor area.

Tip: If you want to change the title of the link to something other than the filename, edit the link text before saving.

Footer

Preview content. (Optional)



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

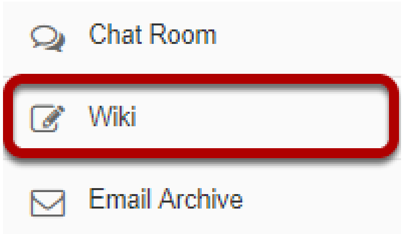
Click Save.

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

Footer

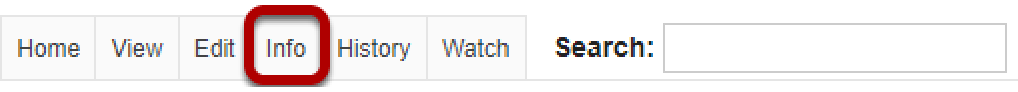
How do I view wiki page info?

Go to Wiki.



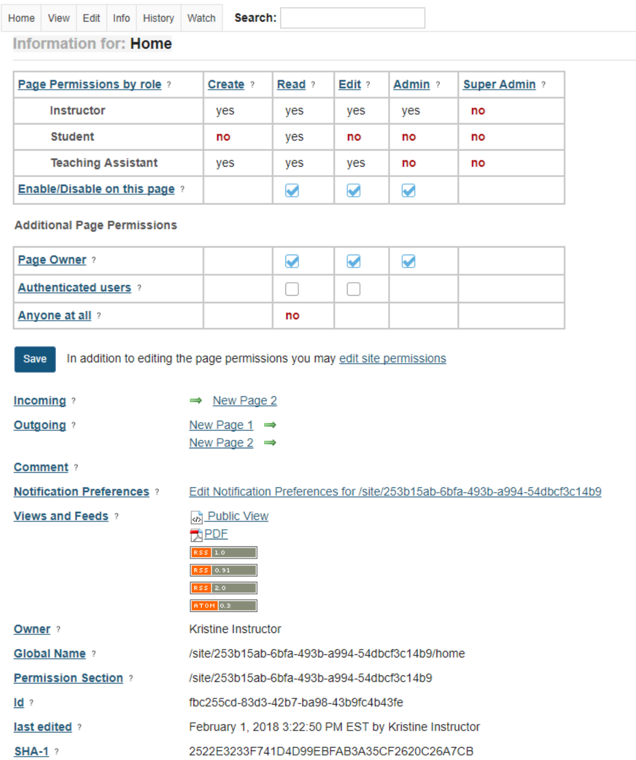
Select the **Wiki** tool from the Tool Menu of your site.

Click Info.



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

View page information.



Footer

The following information will be displayed for this page:

- Lists all pages the page links to
- Lists all pages that link to this page
- Gives the page owner (This is usually the owner of the site or the person who created the wiki.)
- Gives the global page name, to allow linking to it from outside the Wiki
- Gives the page permission details (You need to be a member of the site listed in order to view the wiki.)
- Gives details of when the page was last edited

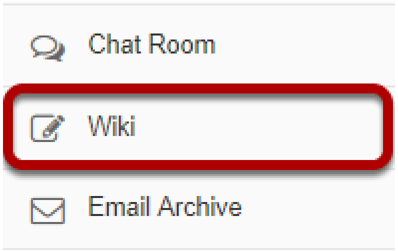
The Info screen also allows you to open the following versions of the page:

- Un-editable HTML version
- PDF version
- RSS feeds of recent changes

Footer

How do I watch or subscribe to a wiki?

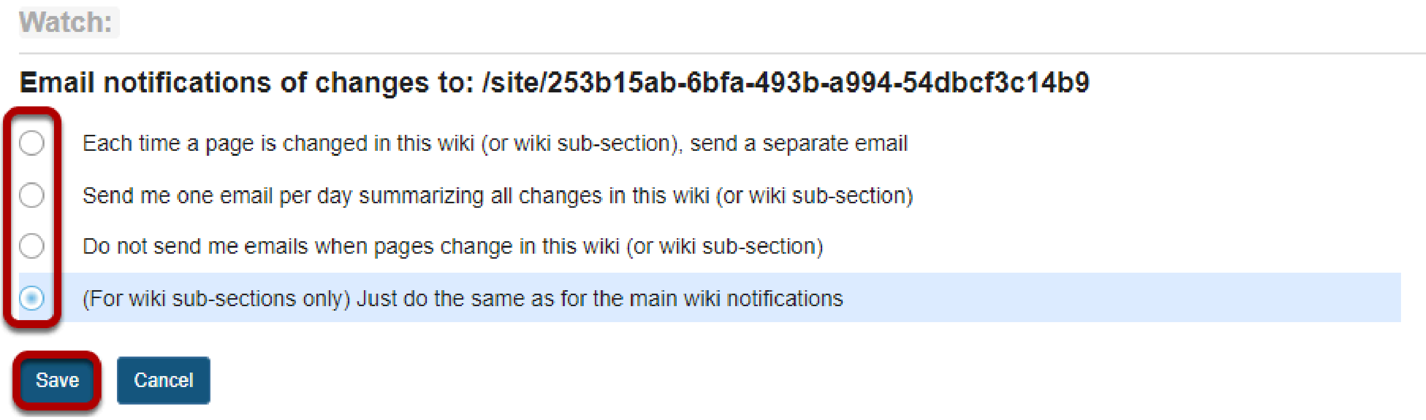
Go to Wiki.



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

Click Watch.

Choose your notification preference.



You may choose from the following notification options:

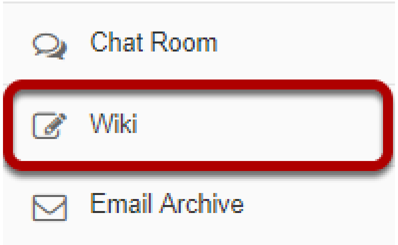
- Each time a page is changed in this wiki (or wiki sub-section), send a separate email
- Send me one email per day summarizing all changes in this wiki (or wiki sub-section)
- Do not send me emails when pages change in this wiki (or wiki sub-section)
- (For wiki sub-sections only) Just do the same as for the main wiki notifications

Select the radio button for your desired notification level, and then click **Save**.

Footer

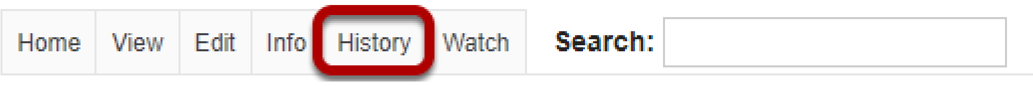
How do I view wiki page history?

Go to Wiki.



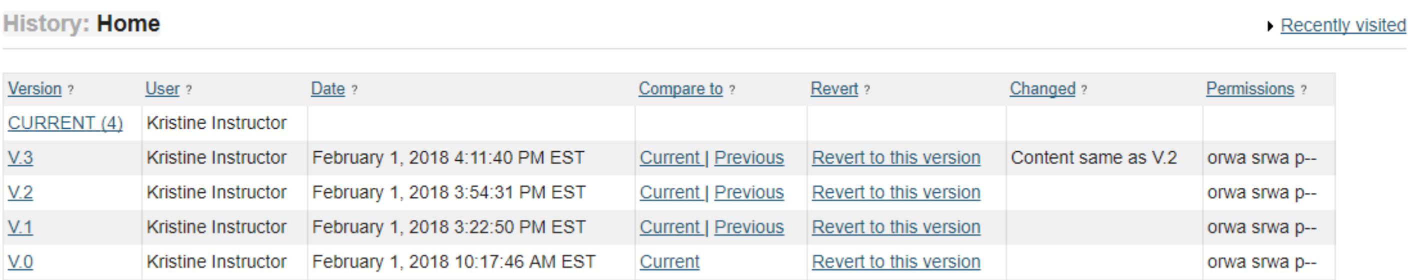
Select the **Wiki** tool from the Tool Menu of your site.

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 ?
CURRENT (4)	Kristine Instructor					
V.3	Kristine Instructor	February 1, 2018 4:11:40 PM EST	Current | Previous	Revert to this version	Content same as V.2	orwa srwa p--
V.2	Kristine Instructor	February 1, 2018 3:54:31 PM EST	Current | Previous	Revert to this version		orwa srwa p--
V.1	Kristine Instructor	February 1, 2018 3:22:50 PM EST	Current | Previous	Revert to this version		orwa srwa p--
V.0	Kristine Instructor	February 1, 2018 10:17:46 AM EST	Current	Revert to this version		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.

Footer

How do I set wiki permissions?

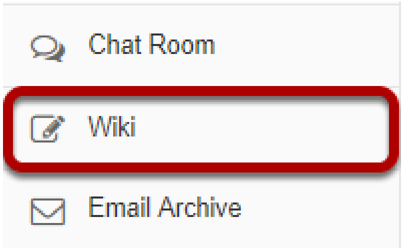
Wiki has two levels of permissions: site level and page level. Site level permissions are the default permissions for all wiki pages. However, permissions can be also changed for individual pages at the page level. For example, you can alter permissions so that the wiki is editable by everyone, except for one page which can only be edited by instructors.

There are 5 types of permissions within Wiki:

- Read (read pages)
- Create (create new pages; update must be enabled to allow this)
- Update (edit pages)
- Admin (alter site permissions)
- Super-admin (typically reserved for system administrators)

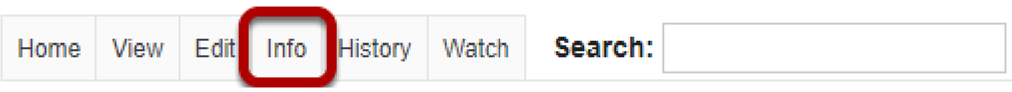
Note: Wiki permissions cascade downwards. For example, you cannot update a page if you cannot read it, so it makes no sense to enable "update" but dis-enable "read". If you enabled "create" or "update", Wiki will assume that you want "read" permission enabled as well.

Go to Wiki.



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

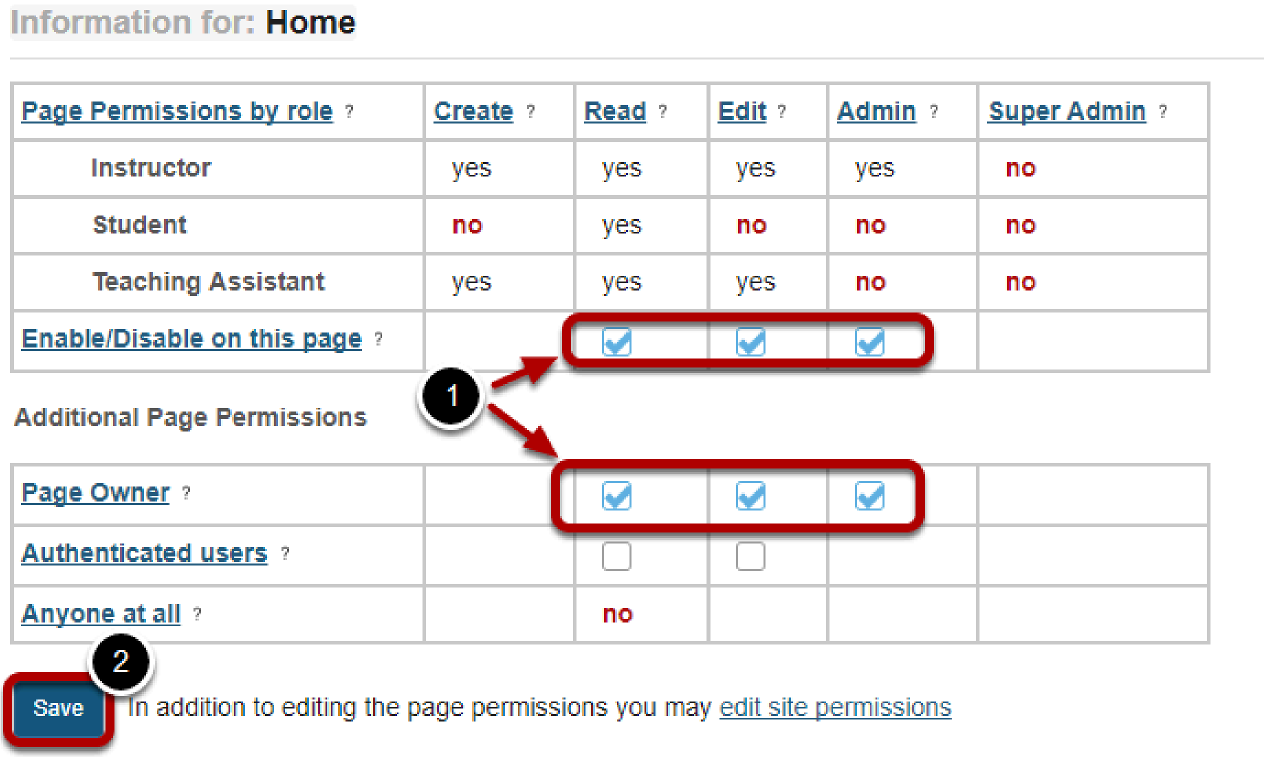
Click Info.



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

Footer

Edit page level permissions.

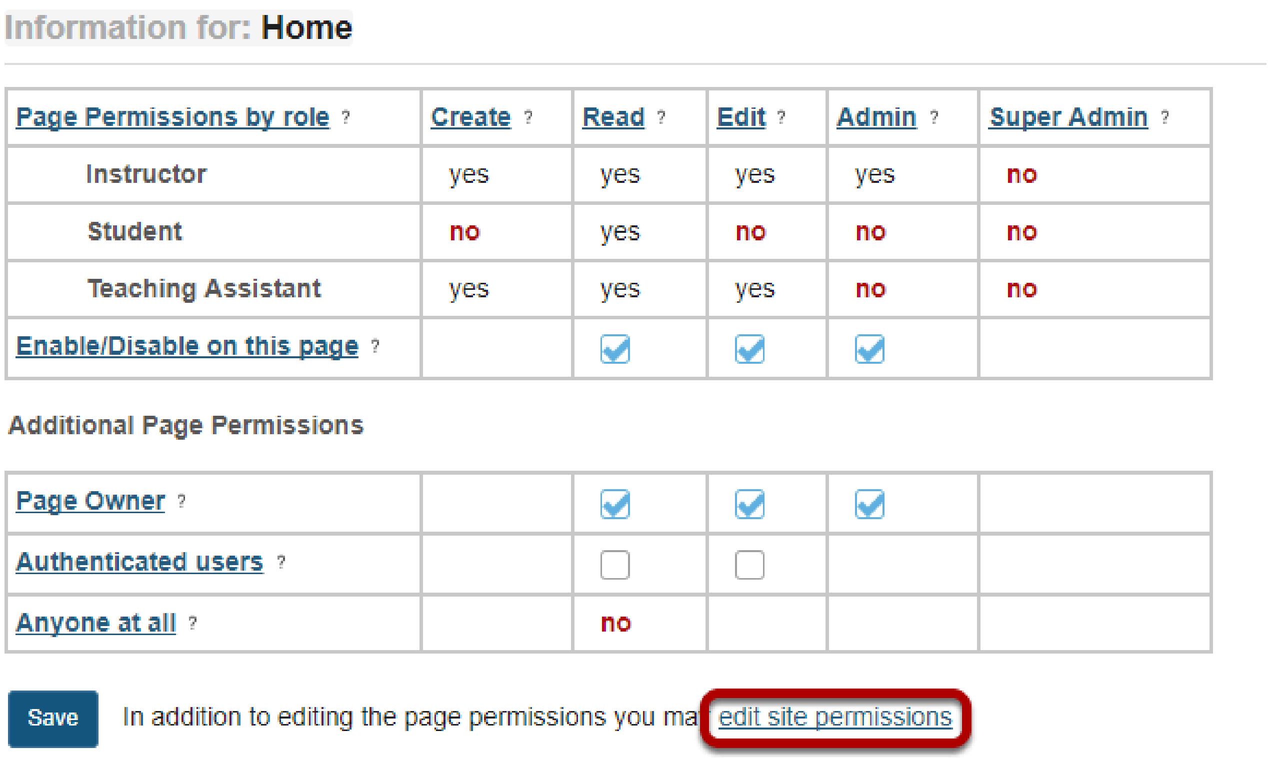


1. Check or uncheck the boxes available on this page to enable/disable the associated permissions for each of the user roles shown.
2. Click **Save** to save your changes.

Note: The permission options selected here will apply to the current page only.

Footer

Edit site level permissions.



Information for: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Instructor	yes	yes	yes	yes	no
Student	no	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		☑	☑	☑	

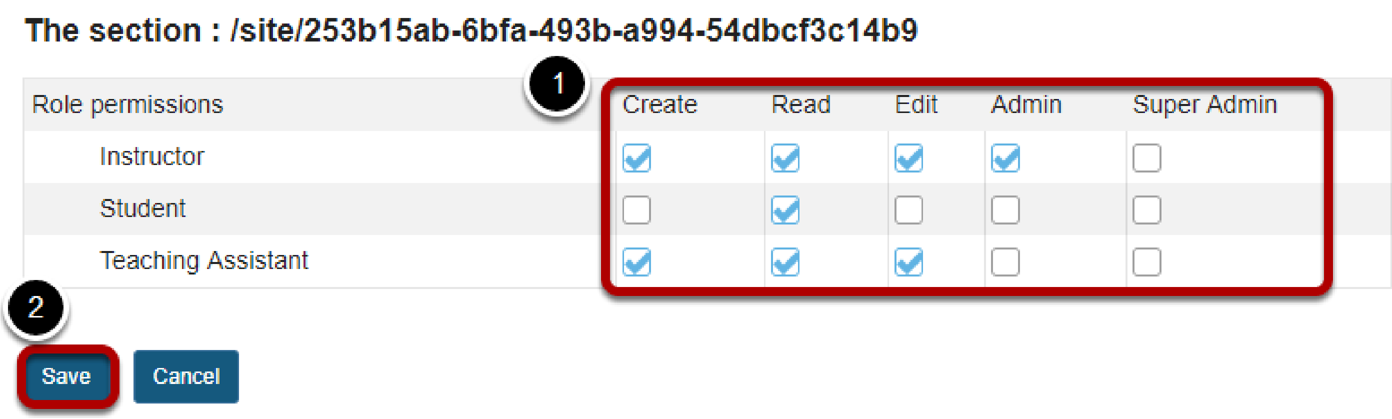
Additional Page Permissions

Page Owner ?		☑	☑	☑	
Authenticated users ?		☐	☐		
Anyone at all ?		no			

Save In addition to editing the page permissions you ma edit site permissions

In order to edit the default permissions for all wiki pages in the entire site, click on the **edit site permissions** link just below the page permissions grid.

Select the site level permissions for each role.



The section : /site/253b15ab-6bfa-493b-a994-54dbcf3c14b9

Role permissions	Create	Read	Edit	Admin	Super Admin
Instructor	☑	☑	☑	☑	☐
Student	☐	☑	☐	☐	☐
Teaching Assistant	☑	☑	☑	☐	☐

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

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Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

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