



# ***Sakai @ UD: Basics***

---

June 2008



Copyright © 2008 University of Delaware. Permission to copy without fee all or part of this material is granted provided that the copies are not made or distributed for direct commercial advantage or profit and that the material duplicated is attributed to Information Technologies, University of Delaware. To copy otherwise or to republish requires specific permission and a fee.

# Table of Contents

<b>Overview .....</b>	<b>1</b>
Browsers .....	1
Log in to Sakai @ UD .....	1
<b>The Sakai @ UD Window .....</b>	<b>2</b>
<b>Set up your Worksite .....</b>	<b>2</b>
<b>The Sakai @ UD Course site .....</b>	<b>4</b>
Course tabs .....	2
Course menubar .....	2
Worksite information .....	2
Announcements .....	2
Sakai @ UD Help .....	2
Navigation .....	2
<b>Customize your Home page .....</b>	<b>5</b>
Customize your worksite information .....	5
<b>Customize your course tools .....</b>	<b>5</b>
Tools available for your course .....	5
Add a Tool to your course.....	6
Add the Announcements Tool.....	7
<b>Use the Announcements tool .....</b>	<b>8</b>
<b>Resources tool .....</b>	<b>9</b>
Add a folder to Resources .....	10
Add a file to Resources .....	11
Add a URL to Resources.....	11
Actions on Resources items .....	12
Resources tool menu.....	12



## Overview

Sakai @ UD is a web-based learning management system (LMS). With Sakai @ UD, you can:

1. Set up a collaborative work environment.
2. Communicate with your students.
3. Offer resources like files or web links to your students.
4. Post assignments, syllabi, and more.

Sakai @ UD can be used to create entire online courses or to publish material that supplements existing courses. You can build pages in Sakai @ UD or import Web pages and other files such as graphics, text, and PowerPoint.

## Browsers

Certain Internet browsers perform better than others when you are using Sakai @ UD. Following are the supported browsers:

### Windows systems

- Firefox 2.0 and newer
- Internet Explorer 7.0 and newer

### Macintosh Systems

- Firefox 2.0 and newer



**Do not use the browser's Back button** when you are working in Sakai @ UD. Rather, use the buttons within the application's tools to perform actions, cancel them, or move from tool to tool. Clicking the browser's **Back** button can temporarily lock you out of a tool.

## Log in to Sakai @ UD

The Sakai @ UD course server can be accessed at <http://www.udel.edu/sakai/>.

On the Sakai @ UD page, type your UDelNet ID and password in the boxes. Then click **Login**.



Click **Logout** at the upper right of the page to end your Sakai @ UD session. Failure to do so and not closing your browser will make your personal course information available to the next person who uses your computer and give that person complete control of your course.

## The Sakai @ UD window

After you log in (and each time you log in), you will automatically be taken to your **MyWorkspace** area. The window will look like the one below:

WINDOW  
WINDOW

MyWorkspace is your private workspace. It is a place where you can keep personal documents, create new sites, maintain a schedule, and store resources. The MyWorkspace home page displays the Message of the Day and possibly other information.



Perhaps the most important use you'll make of MyWorkspace is to upload private files to the Resources area there. **Your MyWorkspace Resources area provides the only location where you can keep files you upload private.** By default, when you upload a file to a Sakai @ UD course, students can see it immediately.

Likewise, when you *attach* a file to a tool, you're actually making a copy of the file; restrictions you set for the file in your MyWorkspace do not hold for the copy.

## Set up your Worksite

To begin working with a course in the Sakai @ UD LMS, you must first set up your site. To do this:

1. In the menubar at the left of the window, click **Worksite Setup**. You will see a window like the one below:

WINDOW  
WINDOW

2. In the **Worksite Setup** box, click New. You will see a window for **Creating a new site** like the one below:

WINDOW  
WINDOW

3. From the list, choose the type of site you want to create. For an academic course, select **course website**.
4. From the pull-down menu, select the **Semester** for which you want to set up a site.

5. Click **Continue**. You will see a window like the one below:

WINDOW  
WINDOW

- If you see your course or section listed, proceed to **step 6** below.
- If you do not see your course or section:
  - A. Click the **Add course(s) and/or sections not listed above** link. You will see a page like the one below:

WINDOW  
WINDOW

- B. From the **Subject** pull-down menu, select the course is being offered.
- C. From the **Course** pull-down menu, select the course you are teaching. If there are multiple sections for the course, from the Section pull-down menu, select the appropriate section.
- D. Click **Continue**.

6. Select the box next to the course site you want to create.
7. Click **Continue**. You will see a window like the one below:

WINDOW  
WINDOW

8. In the **Description** box, type a description of your course that will be displayed on the site's home page.
9. In the **Short Description** box, type a short course description that will be displayed in a publicly viewable list of sites.
10. From the pull-down list, select the icon you want to have displayed on your page.
11. Click **Continue**. You will see a list of tools you can add to your course. Some tools are selected by default.
12. Click **Continue**. You will see the **Set Site Access** page.
13. On the **Set Site Access** page, you must publish your site to make it available to site participants. Make sure the box beside **Publish Site** is selected.

14. Click **Continue**. You will see a **Confirm Your Site Setup** page. Review the information on the page to make sure it is what you want.
15. Click **Create Site**. You will now see a tab at the top of the page for your course. Click the tab to begin to work with your course. When you log into SAKAI @ UD in the future, you will be able to click the course tab to go directly to the course.

## The Sakai @ UD course site

### Course tabs

Across the top of the window, you will see the MyWorkspace tab and a tab for each course you have added. Clicking a course tab takes you directly to that course. If there is not room for all of your courses across the top, the rest are listed in a drop-down box at the right.

### Course menubar

At the left side of the window, you'll see a menu of tools for your course. The following tools are included in every course:


- Home
- Resources
- Section Info
- Site Info
- Help

You can customize your course beginning with this menu.

### Worksite information


To the right of the course menubar is a **Worksite Information** box where you can either include a text description of your course or a link to a web page you want students to see when they log in to the course page.

### Help

From time to time, you may wish to access detailed explanations of features in Sakai @ UD. Click the **Question Mark**  above any feature, and you will be directed to a page that provides context-sensitive help for the feature you are trying to use. You can also search for a topic from the **Help** link in the menu.

### Navigation



To move from tool to tool in Sakai @ UD, click the tool's name in the course menubar. On any tool page, the  icon next to the tool name will take you to the home page for that tool.

Sometimes buttons for performing actions like uploading a file or canceling an operation are at the bottom of the page, and you may need to scroll down to locate them.

## Customize your Home page

### Customize your worksite information

1. In the **Worksite Information** box, click **Options**. Your window will look like the one below:

WINDOW  
WINDOW

2. In the **Title** box, type a title for your course. The title you choose will replace the “Worksite Information” title that appears by default when you first open your worksite.
  - If you wish to add a text description of your course or any other text information, type it in the **Description** box.
  - If, instead, you want a web page to appear in this portion of your home page, type its URL into the **Site Info URL** box.
3. Click **Update Options**.

You'll see your additions on the home page.

## Customize your course tools

As you saw earlier, each course comes with a default set of tools that are listed in the course menubar. Through the **Site Info** tool, you can add other tools to the menu to produce a course with the features you want to offer to your students.

### Tools available for your course

Following is a list of the tools you can use in your Sakai @ UD course and how they can be used. Some tools are always included when you are given a course,

while you may add others as the course owner. What you can do with a particular tool is also reflected in the list below.

Tool status:

- R** Required    Appears in every worksite; cannot be deleted by the course owner.
- D** Default     Appears in every worksite; may be deleted by the course owner.
- A** Available    Does not appear in the course worksite. May be added by the course owner

<b>Sakai @ UD tools and their uses</b>		
<b>Tool</b>	<b>Status</b>	<b>Description</b>
Home	D	Display course description, announcements, calendar, chat items.
Announcements	A	Post time-critical information on the home page.
Assignments	A	Post, submit, and grade assignments.
BlogWow!	A	Post online journal entries.
Chat Room	A	Communicate and collaborate online in real time; most recent posts appear on home page; posts are archived.
Forums	A	Create online discussions organized by topic.
Gradebook	A	Compute, store and distribute grades.
News	A	Display RSS news feeds in the worksite.
Podcasts	A	Make multimedia presentations available to site participants or to the public.
Polls	A	Set up an anonymous online vote.
Post'Em	A	Upload a comma-delimited (CSV) file and make the information available to students.
Resources	R	Store files and URLs and make them available to site participants.
Roster	A	View the names of course participants.
Schedule	A	Post and view events, deadlines, and more in a calendar format.
Search	A	Search course content.
Section Info	D	Manage sections of a class that may consist of lectures, labs, discussions, etc.
Site Info	R	Access options for your worksite, including adding and removing tools.
Syllabus	A	Post and maintain your syllabus online.
Tests & Quizzes	A	Create and deliver tests, quizzes, and surveys within the worksite.

Web Content	A	Display external web sites within the course site.
Wiki	A	Create a wiki within the worksite.

## Add tools to your course

Use the **Site Info** tool to add other tools to the menu to produce a course with the features you want to offer to your students. To add tools:

1. Click **Site Info** on the course menubar. The window will look like the one below:

WINDOW  
WINDOW

The window shows information about your site, including text you've added, the site contact, creation date, who can see the site and so on. It also shows site participants and their roles. The menu at the top of this section allows you to manage your site. To add more tools:

2. Click **Edit Tools**. You will see a list of available tools. The window will look like the one below:

WINDOW  
WINDOW

3. To add a tool, select the box beside it. Repeat this process to add other tools.
4. Click **Continue** at the bottom of the page. You will see a confirmation page like the one below:

WINDOW  
WINDOW

The tools you added will now appear in red in the list of pages.

5. Click **Finish** to add the tool(s) to your page. You will return to the **Site Info** page.

## Add the Announcement Tool to your course

The **Announcement Tool** allows you to provide information on your **Home** page that students will see as soon as they log in. To add the **Announcement Tool** to your course:

1. Click **Site Info** on the course menubar. The window will look like the one below:
2. On the menu at the top of the **Site Info** page, click **Edit Tools**. You will see a list of available tools.
3. To add the Announcement tool, select the box beside it. The window will look like the one below:

WINDOW  
WINDOW

4. Click **Continue** at the bottom of the page. You will see a confirmation page like the one below:

WINDOW  
WINDOW

The Announcement tool you've added appears in red in the list of pages.

5. Click **Finish** to add the **Announcement** tool to your site. You will return to the **Site Info** page.

## Use the Announcements Tool

You can add announcements to your **Home** page to provide students with information you want them to see as soon as they log in. Clicking **Options** in the **Recent Announcements** box on the **Home** page lets you indicate how much of the announcement students will see, how many days it will remain on the home page, and how many announcements will appear there.

To post an announcement:

1. Click **Announcements** on the course menubar. Your window will look like the one below:

WINDOW  
WINDOW

2. On the menu at the top of the **Announcements** page, click **Add**.

3. Type a title in the **Announcement title** box.
4. Type the announcement in the **Body** box. You can format the announcement with the tools at the top of the **Body** box.
5. Change any of the settings under the body if you wish. These settings allow you to:

Display the announcement to the **Public**, only to your site members, or only to selected site members.

Show, hide, or select specific dates your announcement will appear on the Home page.

6. Attach a file to the announcement. To do this, click **Add Attachments**. You can

Browse to add a file from your computer.

Type a URL to link to a website in the announcement or

Select a file from your **Resources** (discussed later).

Click **Add**. You will see the item you've added listed on the **Add Attachment** page:

WINDOW  
WINDOW

Click **Continue**. You will return to the **Add Announcement** page.

7. To preview the announcement before you add it, click **Preview** at the bottom of the page.
8. Click **Add Announcement** at the bottom of the window.
9. You will return to the **Announcements** page.

## Resources tool

The **Resources** tool will probably be the one you use most often. It is here that you'll store all the files and URLs you upload to your course(s). Because students need to be able to find what you've put into Resources, it is extremely important to develop a good organizational scheme, using clearly named folders, and to upload your files to the proper location.



As was mentioned earlier, by default, when you upload a file to a Sakai @ UD course, students can see it immediately. Likewise, when you attach a file to a course site, you're actually making a copy of the file; restrictions you set for the file elsewhere do not hold for the copy. For this reason, files you do not want students to see immediately should be put into your **MyWorkspace Resources** rather than into your course **Resources**. **Your MyWorkspace Resources area provides the only location where you can keep files you upload private.**

## Add a folder to Resources

When you click **Resources** in the course tool menubar, you'll see a window like the one below:

WINDOW  
WINDOW  
WINDOW

Under the **Resources** menu is a folder with the name of the course followed by the word "Resources." To add a new folder to your course:

1. Next to the name of the course folder, click the arrow for the **Add** drop-down box. You will see an box like the one below:

BOX  
BOX

2. Click **Create Folders**.
3. In the **Create Folders** window, type a name for the folder.
4. Click the **Add details for this item** link. You can add a description for the folder and indicate who can view it and how long it should be available to course members. You can also opt to hide the folder.

\* To display the folder to site members only, select **Only members of this site can see this folder and its contents**.

\* To share the folder with another site to which you belong (e.g., as an attachment to a syllabus item for another course or project you're leading), select **This folder and its contents are publicly viewable**.

\* To display the folder only to specific groups, select **Display this folder to selected groups only**, and from the list that appears, select the group(s) that should have access.

\* To show your folder and/or set a beginning and ending date when it will be seen, click **Show this folder** and then select the appropriate dates.

\*To hide the folder, select **Hide this folder and its contents**.

(The show and hide options do not appear when you're adding an item to **Resources** in My Workspace.

5. If you wish to add another folder, click **Add Another Folder** and repeat the above process.
6. When you finish adding folders, click **Create Folders Now**.
7. You'll return to the **Resources** home page and see the folder(s) you've created.

### Add a file to Resources

To add a file to a course folder:

1. Make sure that the filename includes an extension. For example, in the filename "test.doc," "doc" is the extension.
2. Next to the name of the folder into which you want to place the file, click the arrow for the **Add** drop-down box.
3. Click **Upload Files**.
4. In the **Upload Files** window, browse to the location of the file and select it.
5. Type a display name for the file.
6. Click the **Add details for this item** link. You can add a description of the file, choose its copyright status, who can view it, and how long it should be available to course members.
7. If you wish to add another file, click **Add Another File** and repeat the above process.
8. When you finish adding files, click **Upload Files Now**.
9. You'll return to the **Resources** page and see icons for the file(s) you've uploaded.

## Add a URL to Resources

To add a URL to a course folder:

1. Next to the name of the folder to which you want to add the URL, click the arrow for the **Add** drop-down box.
2. Click **Add Web Links (URLs)**.
3. In the **Add Web Links (URLs)** window, in the box next to **Web Address (URL)**, type the URL you want to include.
4. Type a title in the **Website Name** box.
5. Click the **Add details for this item** link. You can add a description of the web site, and indicate who can view it and how long it should be available to course members.
6. If you wish to add another URL, click **Add Another Web Link** and repeat the above process.
7. When you finish adding URLs, click **Add Web Links Now**.
8. You'll return to the Resources home page and see icons for the URL(s) you've uploaded.

**Note:** Checking a box next to a folder, file, or URL activates links above the title bar for copying, removing, or moving the element.

## Actions on Resources items

Folders, Files, and URLs that you include in your **Resources** can be managed through the **Actions** drop-down box to the right of any item. Some of the actions you can perform include copying, moving, duplicating, revising and more.

## Resources menu

In addition to uploading single items to your **Resources**, a menu above the title allows you to upload or download multiple items or entire folders at one time. **Click the Upload-Download Multiple Resources** for instructions on how to do this.

Also on the **Resources** menu, you can set permissions for how individuals can use the resources you put there. In addition, you can set options for the types of materials that can be included in the **Resources** area.