STUDENT GUIDE
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About Help
About Sakai Help

ITRS provides individual and small group consultations on teaching with technology regularly in Klarchek Information Commons 204, Corboy Law Center 732, and online at [https://luc.zoom.us/my/dropin](https://luc.zoom.us/my/dropin).

**ITRS Drop-in Support hours**

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

Navigating Help

You can navigate to any Help article by 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, contact the Sakai team at helpdesk@luc.edu.
Accessibility
Accessibility Information

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

Sakai is composed of sites, and each site has a number of tools selected by the site creator. There is also a special site, Home, 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.

Description of the Environment

Portal Organization

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

- Quick access “Skip to...” links
- List of favorite sites
- List of tools for the current site
- Minimize tool navigation link
- Footer

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

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

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

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

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

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

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

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

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

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

The List of Tools for the Current Site

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

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

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

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

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

The Current Site or Current Tool Content Container.

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

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

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

Footer Area

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

**Landmark:** contentinfo

This area contains a list of three links: A link to take you to Loyola's homepage (luc.edu), Mobile View which takes you to the mobile version (simplified interface and supports smaller screen resolutions), and The Sakai Project which takes you to the Sakai project home page.

Portal navigation summary

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

- **Sites menu**
  - **Landmark:** navigation (“Sites begin here “)
  - **Access key:** [W]

- **Tools list**
  - **Landmark:** navigation (“Tools begin here”)
  - **Access key:** [L]

- **Content**
  - **Landmark:** main
  - **Access key:** [C]

Content Container Details

The content container will have the following elements:

- Content title
- Content area
Content Title

The title is contained in a heading level 2 and briefly describes the purpose of the tool (usually the tool title).
The title may be preceded by a Reset link to return the content area to the initial state.
The title will be followed by a link that opens a new window with help documentation for that particular tool.

Content Area

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

Organization of content area

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

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

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

Navigating content area summary

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

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

• Delete, remove, or cancel - Access key: [X]
• Edit or revise - Access key: [E]
• Save - Access key: [S]

Note: We give our best effort to update this information as frequently as possible. On the other hand, some information is subject to change due to updates in browsers as well as operating systems.

Information on specific tools

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

Resources

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

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

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

Navigating: It is a simple list with each item a heading level 4. Link lists will work well as well. If you are a site owner you will be able to create new announcements via the toolbar menu at the top of the tool, edit existing announcements via the “Edit” link associated with each one.

Assignments

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

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

Working with the rich text editor

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

Basic Navigation

- Tab or arrow down into the editor edit field to edit content. When you are done you can tab or arrow down out of the editor.
- Alt+F10 – enters the toolbar or the tab list of the currently open dialog window.

Navigating Toolbar

- Tab and Shift+Tab – move focus forward and backward among the toolbar button groups.
- Left Arrow and Right Arrow – move focus forward and backward among the toolbar buttons within a group, respectively.
- Enter and Space – activates a selected toolbar feature.
- Escape - puts the focus back to the editing area without executing any commands.

Navigating Dialog Window

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

Navigating Context Menus

- Tab, Shift+Tab – cycle through menu items forward or to cycle backwards.
- Enter and Space – activate a menu item or open a submenu.
• **Escape**
  - Closes a context menu without executing any command.
  - When inside a submenu, closes the submenu and returns focus to the parent context menu. Press Esc again to close it.

### Navigating Toolbar Drop-down Lists

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

### Editor Hotkeys

- When focus is in the editor you can use these shortcut keys:
  - **Bold** - Control/Command b
  - **Italics** - Control/Command i
  - **Underline** - Control/Command u

- To add a link
  - Highlight the link text (**shift + arrow keys**)
  - then press **Control/Command + l**
  - fill in the link information.

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

### Instructions for enlarging screen elements, modifying colors/contrast

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

To change color and contrast settings use the operating system settings, browser settings, or your preferred browser plug ins.
Adobe Connect
What is the Adobe Connect tool?

Adobe Connect is the official web conferencing solution for synchronous online classes. This system delivers rich content through different features which include audio and video streaming and presentation sharing. Adobe Connect offers tools for collaboration including a whiteboard, document sharing, and live polling. Meetings can be recorded and shared for future viewing.

Host Licenses Required

An instructor must hold a host license before this tool is fully functional. For additional information on obtaining a host license, please see the Adobe Connect Training website.

To access this tool, select Adobe Connect from the Tool Menu in your site.
How do I join an Adobe Connect meeting?

Go to the Adobe Connect tool.

Select the Adobe Connect tool from the Tool Menu in your site.

Click on the title of the room. In this example, the title is Summer online class. The Adobe Connect meeting room will open in another window.
How do I access an Adobe Connect recording?

Go to the Adobe Connect Tool.

Select the Adobe Connect tool from the Tool Menu of your site.

Click the number in the Recordings column.

In the desired meeting room's row, select the number in the Recordings column.

Click on the title of the recording.

Click on the Recording name of the desired recorded session. The recording will open in another window.
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.
Assignments
What is the Assignments tool?

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

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

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

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

Go to Assignments.

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

Click on the title of the assignment.

Assignment List

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

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Status</th>
<th>Open</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Returned</td>
<td>Mar 7, 2016 12:00 pm</td>
<td>Mar 28, 2016 5:00 pm</td>
</tr>
<tr>
<td>Peer Assessment - Students assess each other</td>
<td>Not open</td>
<td>Mar 28, 2016 5:00 pm</td>
<td></td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Not Started</td>
<td>Mar 14, 2016 12:00 pm</td>
<td>Apr 4, 2016 5:00 pm</td>
</tr>
</tbody>
</table>

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

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

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

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

**Lessons**

**Reading:**
Chapters 1 and 2 in the textbook.

**Activities:**

[Assignment 1](#)

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

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

**Assignment: Open Date for 'Assignment 1'**

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

**Message**

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

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

**Due Assignment 1**

- **Date**: Mar 28, 2016
- **Time**: 5:00 pm EDT
- **Description**: Assignment Assignment 1 is due on Mar 28, 2016 5:00 pm.
- **Frequency**: Activity occurs once
- **Event Type**: Deadline
- **Owner**: Demo Professor
- **Site**: DAC-EDUCATION-DEPT1-SUBJ1-126
- **From Site**: "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)

**Assignment Link**: Assignment 1

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

Enter and/or attach your assignment.

Depending on the assignment settings, you may be allowed to enter your submission in-line and/or attach a file or files.
1. Enter your submission text into the Assignment Text area using the Rich Text Editor.

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

**View attached file.**

<table>
<thead>
<tr>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My paper.docx</strong> (11 KB, Mar 21, 2016 5:33 pm) <strong>Remove</strong></td>
</tr>
</tbody>
</table>

**Select more files from computer**

<table>
<thead>
<tr>
<th>Choose File</th>
<th>No file chosen</th>
</tr>
</thead>
</table>

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

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

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

**Submit your assignment.**

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

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

**Submission confirmation.**

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

  **User:** student05 (student05)
  **Class site:** DAC-EDUCATION-DEPT1-SUBJ1-126
  **Assignment title:** Assignment 1
  **Submission ID:** 6cd8189a-eb45-4279-93b4-ff99e8bc0072
  **Submitted on:** Mar 21, 2016 5:36 pm
  **History:** Mon Mar 21 17:36:27 EDT 2016 student05 (student05) submitted

  **Your submission included the following:**

  - No submission text

  **Submitted Attachments**

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

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

Go to Assignments.

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.

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.

Review your peer's submission.

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

View submitted peer assessments.

Once you have submitted your review, the status for that student submission will change to Submitted and a green check mark will appear next to the student in the list.
Repeat the steps above to submit additional reviews. (Optional)

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

An instructor must allow a re-submission. If you do not see this option on your assignment, please contact your instructor.

Go to Assignments.

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

Click on the title of the assignment.

Assignment List

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

Viewing 1 - 2 of 2 items

1. Assignment title, or name of the assignment.
2. Status (i.e. Not Started, Assignment submission required, Returned, etc.).
3. Open date when the assignment becomes available to students.
4. Due date, or deadline to turn in the assignment.
Select the assignment you want to submit by clicking on the title of the assignment in the list.

Note: If your assignment has a peer review component, the Peer Assessment for the assignment will appear immediately beneath the assignment title in the list.

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

Lessons

Reading:
Chapters 1 and 2 in the textbook.

Activities:

Assignment 1

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

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

Assignment: Open Date for 'Assignment 1'

Saved By          Demo Professor
Modified Date     Mar 21, 2016 5:16 pm
Groups            site
Assignment Link   Assignment 1

Message

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

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

Due Assignment 1

Date: Mar 28, 2016
Time: 5:00 pm EDT
Description: Assignment Assignment 1 is due on Mar 28, 2016 5:00 pm.
Frequency: Activity occurs once
Event Type: Deadline
Owner: Demo Professor
Site: DAC-EDUCATION-DEPT1-SUBJ1-126
From Site: "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)
Assignment Link: Assignment 1

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

Remove past submission.

Attachments

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

Select more files from computer

Choose File  No file chosen

or select more files from workspace or site
Enter and/or attach new submission.

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

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

View attached file.

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

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

Submit your assignment.

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

Submission confirmation.

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

Turnitin is a service that reviews submitted documents for citation mistakes or inappropriate copying and compares documents to text in its database of student work, websites, books, articles, etc. Turnitin can be enabled for an assignment through the Assignments tool. When Turnitin is enabled for an assignment, all submissions are automatically sent to the Turnitin repository. The Similarity Report that it generates will identify possible instances of plagiarism.

Go to Assignments.

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

Click on the title of the assignment.

Assignment List

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

You will see a list of all assignments in the site. The following information will be displayed for each assignment.
1. **Assignment title**, or name of the assignment.
2. **Status** (i.e. Not Started, Assignment submission required, Returned, etc.).
3. **Open** date when the assignment becomes available to students.
4. **Due** date, or deadline to turn in the assignment.

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

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

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

**Lessons**

**Reading:**

Chapters 1 and 2 in the textbook.

**Activities:**

[Assignment 1]

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

**Assignment: Open Date for 'Assignment 1'**

*Saved By:* Demo Professor  
*Modified Date:* Mar 21, 2016 5:16 pm  
*Groups:* site  
*Assignment Link:* Assignment 1

**Message**

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

If your instructor has posted an announcement about the assignment open date, you may also access it from the assignment link in the Announcement tool.

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

**Due Assignment 1**

*Date:* Mar 28, 2016  
*Time:* 5:00 pm EDT  
*Description:* Assignment Assignment 1 is due on Mar 28, 2016 5:00 pm.  
*Frequency:* Activity occurs once  
*Event Type:* Deadline  
*Owner:* Demo Professor  
*Site:* DAC-EDUCATION-DEPT1-SUBJ1-126  
*From Site:* "DAC-EDUCATION-DEPT1-SUBJ1-126" (DAC-EDUCATION-DEPT1-SUBJ1-126)  
*Assignment Link:* Assignment 1

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

Only the following file types will be accepted: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp)

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

1. Enter your submission text into the Assignment Text area using the Rich Text Editor.

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

View attached file.

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

Tip: You may click Remove to remove the attachment if you selected the wrong file.
Submit your assignment.

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

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

Submission confirmation.

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.

See [How do I view a Turnitin report](#) for additional information on how to access the Turnitin report.
How do I view a Turnitin Report?

Your instructor may grant you the ability to view the Turnitin report.

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.
Select Turnitin Icon.

<table>
<thead>
<tr>
<th>Title</th>
<th>Turnitin Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due</td>
<td>Apr 28, 2017 5:00 pm</td>
</tr>
<tr>
<td>Number of resubmissions allowed</td>
<td>1</td>
</tr>
<tr>
<td>Accept Resubmission Until</td>
<td>Apr 29, 2017 5:00 pm</td>
</tr>
<tr>
<td>Status</td>
<td>Re-submitted Apr 24, 2017 11:47 am</td>
</tr>
<tr>
<td>Grade Scale</td>
<td>Points (max 25.00)</td>
</tr>
<tr>
<td>Modified by instructor</td>
<td>Apr 24, 2017 11:48 am</td>
</tr>
<tr>
<td>Turnitin Report</td>
<td>4-20-17.docx</td>
</tr>
<tr>
<td>History</td>
<td>Mon Apr 24 11:47:40 CDT 2017 Ima Student (istudent) submitted</td>
</tr>
</tbody>
</table>

Select the Turnitin icon next to the title of your assignment.

User Agreement.

Click **I Agree--- Continue** to agree to the Turnitin User Agreement.
Turnitin Tools.

1. View instructor feedback.
2. View Turnitin Score.
3. Download report.
How do I view 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.

*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.

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.
What is the Blog tool?

What is a blog?

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

Using a blog in teaching

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

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

Using a blog in collaboration sites

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

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

The blog tool in Sakai

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

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

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

Adding a blog entry

To add an entry to your blog, click the **Add Blog Entry** button in the actions bar.

You will then see the **Add A New Blog Entry** screen.

Type your entry in the text box.

1. You can include a picture by clicking the **Insert / Edit Image** icon (the picture will need to be already uploaded to the site).
2. Give your entry a title, in the **Title** field.
3. If you choose **Publicly Viewable**, anyone can see your blog entry, if they have the web address (URL) for it. However, it is not easy for people to find out a web address unless you tell them what it is!

To publish the entry, click the **Publish Entry** button.

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

Reading blog entries

To read someone’s blog, click on the Blogs tool.

1. Your own blog is linked to at the top of the page.
2. See all student blogs by clicking View All Blogs.
3. All the other members of the site are listed below.

If you would like to see who blogged most recently, click on the Last Updated heading. The blogs will be displayed with the most recent entries first.

Click the name of the person whose blog you would like to read. You will see all this person’s blog entries, with the most recent entry at the top of the page.

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

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

To add a comment to a blog entry, click the **Leave a Comment** link.

---

**Leave a comment**

That's amazing! How was the weather down there?

---

1. Write your comment in the box that appears, and then click **Publish Comment**.
2. If you change your mind about leaving a comment, click **Cancel**.

RSS feeds of blogs

To get an RSS feed of someone's blog, click on the RSS icon beside their name in the **All The Blogs** page.

---

Comments on blogs will not display in the RSS feed.
How can I edit or remove a blog entry?

Editing a blog entry & changing availability

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

Find the entry you wish to edit and click the **Edit Entry** link beneath it.

This was the best trip I have ever had...

**Edit entry**  Remove entry  0 comments  Leave a comment  Permalink

You will see your entry displayed in an editable format. Make your changes, and click the **Publish Entry** settings.

[Publish entry]  [Save Draft]  [Cancel]

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

Removing a blog entry

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

Find the entry you wish to edit and click the **Remove Entry** link beneath it.

This summer vacation, I went to Puerto Rico.

**Edit entry**  **Remove entry**  0 comments  Leave a comment  Permalink

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

Editing and removing comments

Other people can comment on your blog. At the moment, you can't edit or remove their comments.

Editing your profile and picture

Your blog profile and picture appear in the right-hand column beside your blog. This is a description of yourself, perhaps talking about your particular interests in your course, or your research interests. You can also include a photo of yourself.

To set your profile, click the **My Blog Settings** link in the actions bar.
Enter your profile description in the text box. You can format the text using the icons above the text box.

If you would like to display a photo of yourself, you will need to have already uploaded it into Sakai. You might want to put your photo into the Resources area of Home. Get the web address (URL) of the photo. (You can do this by clicking on Edit Details link for the photo once you have uploaded it; the web address will be displayed at the bottom of the page.)

1. Paste the web address of your picture into the field labelled URL For My Picture.

2. Click Change Settings to save your profile and picture.

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

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

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

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

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

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

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

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

Calendar Options

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

Go to Calendar.

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

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

**Tip:** The printable view will change depending on which view of the calendar you are currently viewing (i.e. day, week, month, year, or list). Be sure to [select your desired calendar view](#) for printing before clicking Printable Version.
Chat
What is the Chat Room tool?

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

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

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

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

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

To access this tool, select Chat Room from the Tool Menu in your site.
How do I read, post, or delete Chat Room messages?

Go to Chat Room.

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

To read Chat Room messages:

1. When you click Chat Room, you will enter the default room (as specified by the site leader).
2. To change rooms, click Change Room at the top, and select the room you’d like to enter.
3. To see who is presently in the room, look under “Users in Chat” on the right side of the screen.
4. Messages appear in chronological order, with the most recent at the bottom. Messages will always identify the sender.
5. 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.
6. 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 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.*
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.
Course and Project Sites
What are course sites?

A course site is the official worksite for a particular academic course and is linked to LOCUS to automatically populate its roster.

Course sites 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 in all tools. Instructors have full grading privileges for all tools with grading capabilities, e.g., Assignments, Forums, Gradebook, Lessons, and Tests & Quizzes. Instructors have full access to all communication tools, both synchronous and asynchronous.

- **Student**: Students can read content, and add content to a site where appropriate, e.g., submit assignments, post to asynchronous and synchronous tools.

- **Teaching Assistant (TA)**: Teaching Assistants can read, add, and revise and delete content in most tools. Additionally, TAs can grade in tools with capability, e.g., Assignments, Forums, Gradebook, Lesson, and Tests & Quizzes. They can communicate with students through common communication tools, e.g., Announcements, Email, and Messages.

- **Course Builder (CB)**: Course builders can read, add, and revise, and delete most content but are unable to post/publish tests in Tests & Quizzes or grade in any tool with that capability, e.g., Assignments, Forums, Lessons, and Tests and Quizzes. Nor can Course Builders access the Gradebook. They can communicate with students through common communication tools, e.g., Announcements, Email and Messages.

- **Tutor**: Tutors can read content and add content within certain tools without access to any grades or graded items. They can communicate with course participants through Email and Messages and can create a blog to add material to assist students.

Participant enrollment in course sites.

- **Instructor & Student**: Enrollment in the course in LOCUS will automatically trigger enrollment in the corresponding course shell in Sakai. All instructor and student enrollment must be completed through LOCUS. Registration changes (add/changes/drops) in LOCUS are usually reflected in Sakai approximately 24 hours later.

- **Teaching Assistant**: May either be enrolled through LOCUS by the department/school or by the instructor of record of the course placing a request with the Sakai support team. Since Teaching Assistants have access to student grades within the course, the role may not be given to undergraduate students nor to a graduate student who is already enrolled in the course.

- **Course Builder**: May be enrolled by the instructor of record for the course by placing a request with the Sakai support team.

- **Tutor**: May be enrolled by the instructor of record for the course by placing a request with the Sakai support team.

- **Librarian**: May be enrolled by the instructor of record for the course by placing a request with the Sakai support team.

Place an enrollment request.

To have a participant enrolled in your course in the role of Teaching Assistant, Course Builder, Librarian, or Tutor please contact the Sakai support team at helpdesk@luc.edu and include:

- User's first and last name
- User's UVID
- Course ID (including section and semester)
• Desired role within the course
What are project sites?

Project sites are designed to facilitate collaboration. Faculty, students and staff can create project sites. You can invite anyone you wish to join your project site, including individuals who are not affiliated with Loyola. Access is granted via the creation of a guest account. Project sites have many of the same tools available as course sites; however, they are not associated with credit course sections or academic terms. Instructors should never use a project site as a substitute for a LOCUS-connected Sakai course site.

Project sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Examples of uses of project sites are university committees, registered and sponsored student organizations, student groups, communities, organizations, collaborative research projects, training initiatives and groups of instructors who will be teaching similar lab sections of the same course.

Default participant roles for project sites.

The default roles in project sites are:

- **Maintain**: The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. Those holding the role of site maintainer can add, read, revise, and delete content in all tools as well as add and remove participants.

- **Access**: Site members with Access role can read content and add content to a site where appropriate.

Tools within project sites.

Adobe Connect is the only tool that can not be used in a project site.
How do I navigate among different sites?

**Home.**

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

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

**Site Navigation.**

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

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

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

*Note: If you are not yet a member of any sites, you will see only a Home button at the top of the screen.*
How do I navigate within a site?

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

Currently selected site.

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

The Tool Menu.

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

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 Breadcrumbs, takes you back to the first page of that tool and resets the tool.

Online help.

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

Help in the Tool Menu.
Contextual help for a given tool.

HELP
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 Breadcrumbs, takes you back to the first page of that tool and resets the tool.

Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.
How do I create a new project site?

All Loyola students, faculty and staff have permission to create new course or project sites. Project sites can be created either from Worksite Setup or Sites in your Home area.

Go to Worksite Setup.

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

Click New.

Or, go to Sites.

Click on the Sites link to view your sites drawer.
From your sites list, click Add New Site.

Select the type of site.

**Create Site**

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

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

- **project site**

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

Choose course site.
Enter site information.

Enter the site title.

* Site Title [Discussion 3 SMPL101]

Select site language.

Site Language

User Language (default)
Basque [eu] Basque
català - Espanya [ca_ES] Catalan - Spain
Deutsch - Deutschland [de_DE] German - Germany
English - Australia [en_AU] English - Australia

If desired, you can change the default language for your site to any of the available languages listed. Click on the desired language to select it.

Enter a site description.

Description (displayed on the site's home page)

The information entered into the description area will appear on the site's home page. You may use the Rich Text Editor here to enter your description.
Enter a short description.

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

Enter the site contact information.

* Site Contact Name: Demo Professor
Site Contact Email: demoprof@myschool.edu

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

Click Continue.

Click Continue to save your changes.
Select site tools.

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

Re-use existing material.

Re-use Material from Other Sites You Own

- No, thanks.
- Yes, from these sites:
  - Administration Workspace
  - LUC Sakai Admin Project
  - SAKAI 100 001 F17
  - VoiceThread @ Loyola
  - VoiceThread Example

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

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

Configure site access.

1. **Site Status:** Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
2. **Additional Access:** In addition to enrolled users, you may also elect to allow all users of a particular origin or role to have access to your site, such as all Internal users or all Students. (Optional)
3. **Global Access:** Choose to make site access **Limit to official course members or to those I add manually** (recommended) or **Allow any user to join the site**.
4. Click **Continue**.

Confirm site setup.

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

Confirm your site setup selections...

<table>
<thead>
<tr>
<th>Site Title</th>
<th>DukeU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site URL</td>
<td>No URL provided</td>
</tr>
<tr>
<td>Tools</td>
<td>Home, Syllabus, Lessons &amp; Lessons, Calendar, Announcements, Resource, Forum, Assignments, Tests &amp; Quizzes, Site info, Email, Gradebook, Statistics</td>
</tr>
<tr>
<td>Available To</td>
<td>Site participants only</td>
</tr>
<tr>
<td>Accessible</td>
<td>No</td>
</tr>
<tr>
<td>Indexed on public index of sites</td>
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</tr>
<tr>
<td>Icon URL</td>
<td>No icon provided</td>
</tr>
<tr>
<td>Site Contact Name</td>
<td>Sarah Kantor</td>
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<tr>
<td>Site Contact Email</td>
<td><a href="mailto:stemmer@buct.edu">stemmer@buct.edu</a></td>
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<tr>
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<tr>
<td>Site Language</td>
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</tr>
<tr>
<td>Description</td>
<td>No description provided</td>
</tr>
</tbody>
</table>

[Create Site]  [Back]  [Cancel]
Drop Box
What is the Drop Box tool?

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

The Drop Box mirrors the file management features and functionality of the Resources tool. See What is the Resources tool? for more information on how to add, upload, edit, and delete files and folders within Drop Box. (As with Resources, multiple files can also be uploaded using Drag and Drop.)

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

Example: Folders for each student

Folders with the plus sign contain files.
How do I add items to the Drop Box?

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

Go to Drop Box.

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

Add or create items.

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

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

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

Actions

- Copy
- Edit Details
- Compress to ZIP Archive
- Move to Trash
• Add Web Links (URLs)
• Create Text Document
• Create HTML Page
• Create Citation List
• Copy a file
• Edit Details of a file
• Compress to ZIP Archive

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

The Email tool allows user to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses.

The Email tool works using your Loyola email address.

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

To access this tool, select the Email tool from the Tool Menu of your site.
How do I send an Email message?

Go to Email.

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

Select the message recipients.

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

Select All.

Click to place a check mark next to All to send an email to everyone in the site.
Choose recipients by role.

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

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

Choose recipients by section.

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.

Enter the email address for unenrolled user/s.

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

**Subject:** Welcome

Give your email message a subject.

Add an attachment. (Optional)

🔗 **Attach a file**

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

Enter the message body text.

```plaintext
Hello,

Welcome to class!
```

Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

☐ **Send me a copy**

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

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

Add to Email Archive, visible to all site participants

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

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

Append list of recipients. (Optional)

Append list of recipients to message

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

Click Send Mail.

Send Mail  Cancel

The message will be sent using your Loyola email address.
Email Archive
What is the Email Archive tool?

The Email Archive tool allows site managers to specify an alias email address which essentially serves as a listserv for the site. By default, email you send to the site email address is copied to the email addresses of all site participants and owners. All email messages sent to your site's email address are stored in the Email Archive. You can use any email program to send mail to the email address listed at the top of your Email Archive page.

Site members can use Preferences in My Workspace to choose how often they want to receive email sent to the site's email address: either as it is sent, or in digest mode, with all posts for the day sent in a single email message.

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

To access this tool, select Email Archive from the Tool Menu in your site.
How do I view archived messages?

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. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.
What is the Forums tool?

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

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

Some the features in the Forums tool include:

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

*Note: A forum with the name of the site and a topic titled "General Discussion" are created by default.*

To access this tool, select Forums from the Tool Menu in your site.
How do I 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.
Select a topic within the forum.

**Forums / Case Study Discussions**

Case Study Discussions  New Topic | Forum Settings | Grade

Use this area to discuss the case studies from each chapter of your textbook.

`View Full Description and Attachment(s)`

- **Chapter 1 Case Studies** 0 unread of 0 messages
- **Chapter 2 Case Studies** 0 unread of 0 messages
- **Chapter 3 Case Studies** 0 unread of 0 messages
- **Chapter 4 Case Studies** 0 unread of 0 messages
- **Chapter 5 Case Studies** 0 unread of 0 messages

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.

Enter a title.

* Title

Case Study #1
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)

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

1. Click the **Reply** link within the message itself to reply to the item you are currently viewing. This is the option you want to use if you would like to reply to someone else's reply.

Compose your message.

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

Edit the reply title. (Optional)

* Reply Title

Re: Case Study #1

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

Click Post.
After you have finished your reply, click Post to add your message to the conversation.
How do I watch or subscribe to forums?

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

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

Go to Forums.

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

Click Watch.

Choose your notification preference.

**Watch Forums Options**

- Send me an email whenever a new message is posted
- Send me an email when a conversation that I have contributed to receives a new message
- No notification

Select whether an email is desired for every new message posted on the Forum, every new message posted on a Forum that the user has contributed to, or turn off all notifications.
Click Save.
Gradebook
What is Gradebook?

Gradebook is a core tool for instructors to calculate and store grade information and distribute it to students online. It has been designed based on the same back-end as the Gradebook Classic tool, but with a number of new features and enhancements.

The following provides a high-level overview of the functional requirements guiding the development of the enhanced Gradebook.

- **Editable Spreadsheet View:** The default “Grades” view within the gradebook will be replaced by an editable spreadsheet view, wherein gradebook items will be displayed as a series of columns. The layout and data-entry process will be familiar to users of modern spreadsheet applications such as Excel and Google Sheets. Gradebook actions will be available within the context of dropdowns in spreadsheet cells and columns. Modal windows (lightboxes) will be used for entering and editing information, thereby maintaining a sense of continuity and place for users.

- **Automatic Saving/Data Validation:** Changes to data within the spreadsheet view will be automatically saved, with clear feedback confirming to users that their data has been saved. The interface will also provide data validation feedback.

- **New Course Grade Display Options:** Course grades will benefit from additional display options. Instructors will have the option of displaying course grades to students as letter grades, percentages, points, or combinations thereof.

- **Student Summary View:** Within the spreadsheet view, instructors will be able to view a gradebook item summary for each student. This view will display grade information solely for the selected student, providing an overview of the student’s grades in a vertical orientation whilst obscuring the grade data of other students.

- **Enhanced Import/Export Process:** The existing Import/Export process will be simplified and consolidated into one page. The improved workflow will allow instructors to update existing gradebook items/comments and add new gradebook items in bulk. Users will also be able to export the gradebook as they can today.

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

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

Using Gradebook, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.

To access this tool, select Gradebook from the Tool Menu of your site.
How do I view my grades in the Gradebook?

Go to Gradebook.

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

View your grade report.

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.
What is Gradebook Classic?

Gradebook Classic is a tool for instructors to calculate and store grade information and distribute it to students online. (This tool was formerly known as Gradebook, prior to the addition of a new core gradebook tool in Sakai.)

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

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

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

Using Gradebook Classic, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

To access this tool, select Gradebook Classic from the Tool Menu of your site.
How do I view my grades in Gradebook Classic?

Go to Gradebook Classic.

Go to Gradebook Classic.

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

View your grade report.

View your grade report.

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.
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 course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

Home Navigation and Display

Home consists of the following navigation and display elements:

1. Site Navigation across the top
2. The Tool Menu on the left
3. Home: Calendar
4. Home: Information Display
5. Home: Recent Announcements
6. Home: Message Center Notifications

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

Note: Message of the Day is not being used Loyola’s instance of Sakai 11.
What is Site Navigation?

The Site Navigation across the top of the screen allows you to access all of the Sakai sites in which you are enrolled. You may also return to Home at any time by clicking on the Home button on the far left.

Jump to site tools.

You may click on the down arrows next to each site name to expand the Tool Menu for that site. Selecting a tool from that list will take you directly to that area of the selected site.

Currently selected site.

The currently selected site will appear highlighted in a different color in the navigation bar. You will also see the title of the site as the first item in the breadcrumbs below the site navigation bar.
The top site navigation bar can only display a small number of sites without appearing crowded or expanding to fill several lines. If you have many active sites, clicking on the Sites icon will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites). You may also create sites from this location.

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

Favoriting Sites.
Click on the star icon (Add to Favorites) next to a site in the list to make it a favorite. This will add it to your persistent navigation buttons at the top of the screen.

Reload to view new navigation buttons.

When you exit the Sites drawer, you will be prompted to Reload in order to view your newly selected favorites.

All of your selected favorites will appear in the navigation bar.

Organizing favorites.

To organize your favorites, go to Sites and select the Organize Favorites tab.
The order in which sites are listed here determines the order in which the buttons appear in the top navigation.

*Note: The Home button is fixed and always appears in the same location.*

**Unfavoriting a site.**

To remove a site from your favorites, click on the star icon (Remove from favorites) to remove it from the top navigation. You can do this from either the Organize Favorites tab or the Sites tab.
Reload to view current selections.

You will be prompted to **Reload** if you made any changes to favorite sites or site order.

**Logging out of the system.**

You may log out of the system by clicking on the user name and profile photo in the top navigation bar and selecting **Log Out** from the drop-down menu.
What is the Home Tool Menu?

My Home Tool Menu.

The Home Tool Menu contains links to user account information and preferences. These links include:

- Profile
- Membership
- Schedule
- Resources
- Announcements
- Worksite Setup
- Preferences
- Account
- Help

Note: The tools displayed in the Tool Menu will be different depending on which Sakai site you are currently viewing.
Collapsing/Expanding the Tool Menu

You may expand and collapse the Tool Menu by clicking on the double arrows in the upper portion of the menu. When the menu is collapsed, the menu links are represented by their associated icons.
What is the Home 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.
Click Options to customize calendar display. (Optional)

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

**Select custom preferences and Update.**
Subscribe to your Home Calendar from another application.

If you would like to subscribe to your Home Calendar from another calendaring application, such as Outlook or Google Calendar, click the Publish (Private) button to generate a URL that can be used to set up your subscription.

Click Generate.

Generate a Link to this Calendar for Personal Use

Please click the 'Generate' button to create a link to this calendar. The link is for private use only and will allow events from this site to be displayed in other calendaring applications.

Note: If you subscribe to the calendar in your 'Home', it will aggregate the events from the calendars of all the sites of which you are a member.
Copy the URL and use it in your desired calendar client.

Generate a Link to this Calendar for Personal Use

Note: If you subscribe to the calendar in your ‘Home’, it will aggregate the events from the calendars of all the sites of which you are a member.

If you click on the link below, your browser should present you with a client (e.g. Outlook) that you can use to subscribe to this calendar:

webcal://sakai.luc.edu/access/calendar/opaq/7f1a2847-e2d7-4045-a60f-104e039b466f/main.ics

Alternatively, copy and paste this link to your web-based or desktop calendar client.

https://sakai.luc.edu/access/calendar/opaq/7f1a2847-e2d7-4045-a60f-104e039b466f/main.ics

Regenerate  Delete  Back
What is the Home Information Display?

In the Home area is customized to display information for all users. The Home Information Display often contains static information, unlike the announcements which may change more often in the Message of the Day.

View the information display.
What are the Home Recent Announcements?

The Recent Announcements area in Home displays announcements from all of the sites in which you are enrolled. You may use the drop-down menu to view All items, Public items only, or items By Group. (You must be a member of a group in order to see group announcements.)

View recent announcements.
Customize announcements display. (Optional)

You may select either All, Public, or By Group from the View drop-down menu to customize the display.

Note: By default, you will only see announcements that have been posted within the last 10 days in this location. (If you wish to see announcements posted within the past year, you should click on the Announcements link in the Tool Menu.)
What are the Home Message Center Notifications?

The Message Center in Home displays the count of Messages and Forum posts for all of the sites in which you are enrolled. New messages are indicated by a number and envelope icon. If there are no new messages or posts, the word "none" will be displayed.

• 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.
Customize message center display. (Optional)

MESSAGE CENTER NOTIFICATIONS

<table>
<thead>
<tr>
<th>New Messages</th>
<th>New in Forums</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td>none</td>
<td>Sample Course</td>
</tr>
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<td>none</td>
<td>Education Program Site</td>
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<td>none</td>
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<td>none</td>
<td>Discussion 1 SMPL101</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>Discussion 2 SMPL102</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>DAC-EDUCATION-101</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>DAC-EDUCATION-128</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Don't Show</th>
<th>New Messages</th>
<th>New in Forums</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>none</td>
<td>none</td>
<td>Sample Course</td>
</tr>
<tr>
<td></td>
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<td>none</td>
<td>Education Program Site</td>
</tr>
<tr>
<td></td>
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<td>DEMO 100.100 Summer 2018</td>
</tr>
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<td></td>
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<td>none</td>
<td>Discussion 1 SMPL101</td>
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<tr>
<td>[x]</td>
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<td>DAC-EDUCATION-101</td>
</tr>
<tr>
<td>[ ]</td>
<td>none</td>
<td>none</td>
<td>DAC-EDUCATION-128</td>
</tr>
</tbody>
</table>

Click in the Don't Show box to place a check mark next to any sites that you prefer not to see in the Message Center list and then click Update.
Note: If you have already hidden sites in Preferences, they will not show up in this list.
What is Membership?

The Membership tool in Home displays the list of sites in which a user is currently enrolled. Users may search their enrolled courses or enroll in a joinable site from the Membership tool.

Note: Unpublished sites are only visible to site managers (i.e. instructors, teaching assistances or maintain).

Go to Membership.

Click on the Membership tool in the Tool in Home to access your list of sites.

Viewing current sites.

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

1. You may sort by Worksite title by clicking on the column heading.
2. You may also search your list of sites by keyword. This is useful if you have many sites and would like to limit the list by a specific criteria.
Joining Sites.

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.

Unjoining 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.
If you join a site by mistake, or you no longer wish to be a participant in that site, you may unenroll yourself from the site by:

1. Selecting the check box next to the site name.
2. Clicking on the Unjoin button.

*Note: You may only unjoin, or unenroll, from sites in which you have self-enrolled.*
How do I view my account details?

Your account details include your User Id, Name, Email, and Password for the system. This information is automatically populated by Loyola's student information system (LOCUS).

Go to Account to view details.

Click on the Account link in your Home Tools Menu.

### My Account Details

<table>
<thead>
<tr>
<th>User</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id</td>
<td>SDemo</td>
</tr>
<tr>
<td>First Name</td>
<td>Student</td>
</tr>
<tr>
<td>Last Name</td>
<td>Dmeo</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:SDemo@luc.edu">SDemo@luc.edu</a></td>
</tr>
<tr>
<td>Type</td>
<td>registered</td>
</tr>
</tbody>
</table>
What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the Site Info tool; Worksite Setup is available through Home, whereas Site Info is available in each site.

If you don't have the appropriate permissions, you will only see the information about the site published by the site owner in Worksite Setup.

To access this tool, 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.
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.
Choose your time zone.

Please select your local time zone for selected Sakai tools, such as Calendar. You are currently in the US/Central 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.
Choose your language.

Select your preferred language from the list, and then click **Update Preferences**.

**Hidden Sites.**

To hide one or more of your active sites, click the **Hidden Sites** tab.

Hidden sites will show up in your list of all enrolled sites in tools such as Worksite Setup and Membership; however, they do not appear in the top navigation bar or in your Sites drawer.

*Note: Hidden Sites are still active in the system, and are still available to other enrolled users regardless of individual site display preferences.*
Select the sites you want to hide, then click Update Preferences.

You can use drag and drop to rearrange the order in which your sites appear, or move sites into or out of the favorites, active, or archived site lists.

Click on the site you want to move and then and drag it into the new location and release to drop it in place. (The color of the item and new location will change to green while you are dragging the item.)
What are the Resources in Home?

Resources are available in both Home and individual course sites. The Resources tool is site-dependent; the content uploaded in the Home area is private and visible only to the user (unless the user chooses to make items public).

The Resources tool in Home serves as a personal file space for the user to save, store, and organize files.

The features and functionality of the Resources tool are the same in any site where the tool appears. Please refer to What is the Resources tool? for more information on how to manage files using this tool.

Note: Loyola has limited each user's file storage quota to 1GB.

To access this tool, select Resources from the Tool Menu in Home.

Tip: Users who would like to store large files in a single location may choose to store files in Home and link to them from their other course sites, rather than uploading them to multiple locations. Be sure to mark your files as Public if you plan to link to them from other sites.
Hoonuit
What is the Hoonuit tool?

Hoonuit provides anytime, anywhere access to a vast library of online learning resources related to instructional practices, career readiness, student engagement, technology use and more. Hoonuit works to both enhance and personalize online learning through 1,200+ online series.

To access this tool, select Hoonuit from the Tool Menu in your site.
What is the Lessons tool?

Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

Each Lessons page can be customized to suit the needs of the lesson, including links to other site tools, conditional release of items and content, student content pages, LTI tools, and more.

Some page layout features of the Lessons tool include:

- Block style page layout to group items on a page
- Multiple sections on one page
- Multiple columns in one section
- Flexible column design (2 columns in one section block, 1 column with double width, and a variety of column background color)

To access this tool, click on the Lessons page title in the Tool Menu of your site.

The Lessons tool is often renamed to something else, and may appear multiple times in a given course. Click on the Lessons Page Title (e.g. Unit 1) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.
Lessons pages may contain any of the following items:

1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required
7. Links to forum topics
8. Links to subpages
9. Student Comments on the page
10. Links to Student Pages where students may create their own content
How do I navigate a Lessons page?

Go to Lessons.

Click on the Lessons Page Title (e.g. Unit #1) in the Tool Menu to display the page.

Lesson Content.

The marathon is a long-distance running race with an official distance of 42.195 kilometres (26.219 miles), or 26 miles 385 yards, usually run as a road race. The event was instituted in commemoration of the fabled run of the Greek soldier Pheidippides, a messenger from the Battle of Marathon to Athens, who reported the victory.

The marathon was one of the original modern Olympic events in 1896, though the distance did not become standardized until 1921. More than 800 marathons are held throughout the world each year, with the vast majority of competitors being recreational athletes as larger marathons can have tens of thousands of participants.

1. Green check - a required item has been completed.
2. Star - a required item that needs to be completed before being able to continue.
3. Gray Title - requires prerequisites be completed before having access.
4. Checklist - check off the items to indicate completion.
5. Click to move to the subpage.
Moving between subpages.

Use the Back and Next buttons on the bottom of the page to move between the main page and the subpages.

Or select the location from the breadcrumb located at the top of the page.
Loyola Media
What is the Loyola Media tool?

Loyola Media is a cloud based web service developed by Kaltura which facilitates the conversion and distribution of various audio and video media formats. Faculty, staff and students may upload media content to the Loyola Media server which automatically converts and optimizes your media for hassle-free distribution on the web. Once uploaded, Loyola Media will provide links and the embed code that you can use to share your media with others. This service is offered to the Loyola University Chicago community at no cost.
Where can I find more information on Loyola Media?

General Loyola Media Information

Click [here](#) for information on Loyola Media, including a link to access Loyola Media outside of Sakai.

Loyola Media Resources

Click [here](#) for additional resources on Loyola Media, including step-by-step instructions and accessible file types.
Messages
**What is the Messages tool?**

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

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

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

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

<table>
<thead>
<tr>
<th>New Messages</th>
<th>New in Forums</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>2</td>
<td>ISSCM 491 001 SU17</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>Sakai Presentation</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>Training 103 002 Su15</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>Loyola Aware - LSCS</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>Training 007 001 F20</td>
</tr>
<tr>
<td>none</td>
<td>2</td>
<td>Loyola Aware - Test</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>HIST 220 001 Su14</td>
</tr>
<tr>
<td>none</td>
<td>none</td>
<td>SCMG 480 001 SP17</td>
</tr>
</tbody>
</table>
You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.
How do I view my messages?

Go to Messages.

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

Go to Received folder.

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

Open the message.

New messages will appear in bold text. Select the subject of the message you would like to view.
The contents of the message will appear. The following options will also be available to you:

1. **Reply**: Select **Reply** to reply to the original sender with a message of your own.
2. **Reply to all**: Select **Reply to all** to reply to the original sender and any other course members included on the message.
3. **Forward**: Select **Forward** to forward the message to another member of the course.
4. **Move to folder**: Select **Move to folder** to move the message from one folder to another.
5. **Delete**: Select **Delete** to delete the message.
6. **Open/Download File**: Select the file name to open an attachment.
How do I send a message?

Go to Messages.

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

Click Compose Message.

Select Compose Message from the options at the top of the tool.
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.
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.
Enter a message.

Dear Professor,

I have a question about the due date for Assignment 1. Is it due at 5pm or midnight on the 25th?

Thank you,

Student One

Type your message into the Message box.  
Tip: There are a variety of tools within the rich text editor to help you format your message. Other features include adding images, video, and emoticons.

Add an attachment. (Optional)

Attachments

No Attachments Yet

If you would like to attach a file to your message, click the Add attachments button to browse for and select your file.

Send the message.

Select Send to send your message.

Tip: You can also select Preview to preview a finished version of your message, Save Draft to save the message as a draft that you can revisit later, or Cancel to cancel and delete the message.
How do I reply to a message?

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

Go to Messages.

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

Go to Received folder.

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

Select the subject of the message you would like to view.

Choose Reply or Reply to all.

Attached is the image you need to use for the next Project.

Select **Reply** to reply to the author of the original message. (Or, select **Reply to all** to reply to all parties included on the original message.)
Compose the message and select **Send**. For instructions on composing a message, view the article [How do I send a message?](#)
How do I create a Messages folder?

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

Go to Messages.

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

Go to New Folder.

Select the New Folder button.
Enter a folder title.

**Messages - Create Folder**

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

Click Add.

View the new folder in your list of message folders.

The new folder will appear at the bottom of your list of message folders.
How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.

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

Open the folder containing the message to be moved.

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

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

Click Move.
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.
How do I delete a message?

A message can be deleted if it is no longer needed.

Go to Messages.

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

Open the folder containing the message to be deleted.

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

Messages / Received

Search for text:  

View  

Mark Read  Mark Unread  Delete  Move

Check All  Subject

Re: Images for Project

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

Click Delete.
Confirmation message.

Messages / Received

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

Search for text:  

View  All Messages

Mark Read | Mark Unread | Delete | Move

Check All | Subject | Authored By

You will receive a confirmation message once your message has been deleted. Deleted messages are move to the Deleted folder.
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.
Panopto
What is Panopto?

Panopto is a lecture capture software that allows the user to include video, audio, screen capture, and slides into a recording. All Loyola faculty, staff, and students have the ability to create and share recordings in Panopto. Panopto is not limited to, but can be used in the following ways:

- Record in-person class sessions, using a video equipped classroom
- Pre-record lectures to “flip the classroom”
- Pre-record lectures for online classes
- Have students create a recording for an assignment
- Upload audio or video files to share files with other users
- Create and share video tutorials
How do I authenticate my Panopto account with a Sakai site?

When the Panopto tool is added to a Sakai site, a folder for that site is created in Panopto. If the site is a course site, students enrolled in the site are able to view sessions in the course folder by default. If the site is a project site, users with the access role are able to view sessions in the site folder by default.

If these sessions are added to the Lessons tool or the Resources tool, students and users with the access role will not be able to access these sessions within these tools until they authenticate their account.

If a user attempts to access a session before authenticating, they will receive a message like the examples below. The user should not select Request Access. The user should follow the directions below to authenticate their account.

Examples:

Do not select Request Access. Follow the instructions listed below.
Do not select Request Access. Follow the instructions listed below.

Authenticate your account.

Login to Sakai and open your Sakai site. Select the Panopto tool from the Tool Menu. You have now authenticated your account and you will be able to access sessions in the Lessons tool and the Resources tool.
How do I access a Panopto video through Sakai?

Panopto sessions can be shared in a variety of ways in Sakai. They can be shared through the Panopto tool in the Tool Menu, embed or link sessions on the Lessons tool, or through the Resources tool.

Access Panopto sessions through the Panopto tool.

You can access sessions for a site by selecting the Panopto tool from the Tool Menu. You will be brought to the folder for that site in Panopto.

If the Panopto website does not open, you can allow pop-ups from your browser or select Launch Panopto.

Access Panopto sessions through the Lessons tool.

If you are prompted to request access to a session, you must authenticate your account with this site in Sakai. Please see How do I authenticate my Panopto account with a Sakai site? for instructions.

Select the Lessons tool from the Tool Menu.

Lessons tools are often re-titled. In this example the Lessons tool is titled Week One.
Play an embedded session.

Lecture one covers chapter one of your textbook. Watch this lecture before class this Tuesday.

Click the play icon on the video. The video will begin to play directly on the page.

Play a linked session.

Lecture one covers chapter one of your textbook. Watch this lecture before class this Tuesday.

Select the link. The video will begin to play in a new window.

Access Panopto sessions through the Resources tool.

If you are prompted to request access to a session, you must authenticate your account with this site in Sakai. For instructions, please see How do I authenticate my Panopto account with a Sakai site?
Select the Resources tool.

Select the title of the session. The session will begin to play in a new window.
How do I download and install the Panopto Recorder?

In order to create a recording in Panopto, you will need to download and install the Panopto Recorder. All Loyola users (faculty, staff, and students) have the ability to download and install the Panopto Recorder. There are two versions of the Panopto Recorder: the Panopto Windows Recorder and the Panopto Mac Recorder.

Navigate to the Panopto website

Open your preferred browser and navigate to luc.hosted.panopto.com. You can also access the Panopto website through Sakai following the steps listed below:

1. Log in to Sakai and open a site that has the Panopto tool. (View "How do I add the Panopto tool to my course?")
2. Select the Panopto tool from the Tool Menu.
3. The Panopto site will open in a new tab.

Download the installer.

Select Download Panopto below your name in the upper right-hand corner of the page.
Panopto Windows Recorder

Choose the correct installer for your computer.

Navigate to Control Panel>System and Security>System to view your System Type (34-bit or 64-bit).

Install the Panopto Recorder

Locate the PanoptoRecorder.exe that you have downloaded and run the application.

Note: You will find your download in a different location based on your browser.
Mozilla Firefox

1. Select the ongoing downloads icon and double-click on the file.
2. Select Run.
3. A dialog box will appear asking if you would like to allow this program to make changes to your computer, select Yes.
4. Complete the installation by following the instructions from the installer.

Google Chrome

The download will be at the bottom left-hand corner of the web page.

1. Select panoptorecorder.exe.
2. Select Run.
3. A dialog box will appear asking if you would like to allow this program to make changes to your computer, select Yes.
4. Complete the installation by following the instructions from the installer.
Select **Save**.

Select **Run**.
2. A dialog box will appear asking if you would like to allow this program to make changes to your computer, select **Yes**.
3. Complete the installation by following the instructions from the installer.

**Log in to the Panopto Windows Recorder**

1. Ensure that the **Server Address** text box reads **luc.hosted.panopto.com**.
2. Place **sakai** in front of your Loyola user name and enter your Loyola password.
3. Select **Sign in**.

Your Loyola user name and password is the same user name and password that you use for Sakai and Outlook.
Panopto Mac Recorder

Choose the correct installer for your computer.

Navigate to the apple icon in the upper left-hand corner of your computer and select About This Mac to view what operating system you are running.
Install the Panopto Recorder

Locate the luc.hosted.panopto.com_panoptoformac.pkg file that you have downloaded and run the application.

Note: You will find your download in a different location based on your browser.

Mozilla Firefox

Select Save File.
Select the `luc.hosted.panopto.com_panoptoformac.pkg` file.

1. Select the ongoing downloads icon and double-click on the file.
2. Select Continue.
3. Choose Install.
4. Select Close.

If you are asked for a password during the installation, it is referring to the admin password for your computer.

Google Chrome
Select the `luc.hosted.panopto.com_panoptoformac.pkg` file that will appear at the bottom of the screen.

1. The download will be at the bottom left-hand corner of the web page. Select `luc.hosted.panopto.com_panoptoformac.pkg`.
2. Select `Continue`.
3. Choose `Install`.
4. Select `Close`.

If you are asked for a password during the installation, it is referring to the admin password for your computer.

**Safari**

Choose `Downloads` from the dock.

Select `luc.hosted.panopto.com_panoptoformac.pkg`. 
1. Select **Continue**.
2. Choose **Install**.
3. Select **Close**.

If you are asked for a password during the installation, it is referring to the admin password for your computer.

Log in to the Panopto Mac Recorder

Select **Sign in**.
1. Ensure that the Server text box reads luc.hosted.panopto.com.
2. Ensure that the Sign in with menu reads Panopto.
3. Place sakai\ in front of your Loyola user name and enter your Loyola password.
4. Select Sign in.

💡 Your Loyola user name and password is the same user name and password that you use for Sakai and Outlook.
How do I record a session using the Panopto Recorder?

Launch the Panopto Recorder

1. Navigate to luc.hosted.panopto.com.
2. Open a folder that you have creator access to.
3. Select Create.
4. Choose Record a New Session

All Loyola users have the ability to create recordings within their My Folder.

Windows Panopto Recorder

Update Session Settings

Use the drop-down menu next to Folder to choose the Panopto folder that the session will upload to.
By default, the selected folder will be the same folder that you launched the recorder from.

Use the text box next to **Name** to update the title of your session.

**Select Primary Sources**

- **Video**: None
- **Audio**: Microphone (HD Pro Webcam C9)
- **Quality**: Ultra

Use the drop-down menu next to **Video** to select the camera you would like to use for this session.

If you do not want to include video, select **None**.

Use the drop-down menu next to **Audio** to select the microphone you would like to use for this session.

If you do not want to include audio, select **None**.
You must select at least one primary source in order to create a recording.

Select the quality level of your recording (Standard, High, or Ultra).

Panopto does save a local copy of your recording to your computer and the higher the quality the larger the file sizes will be.

Select Secondary Sources

If you would like to include PowerPoint slides in your recording, check the box next to Capture PowerPoint.

You do not have to upload your PowerPoint to Panopto. The PowerPoint just needs to be saved on the computer you are using to record (not on the cloud) and in presentation mode (full screen mode) while you are recording.

You should only have one PowerPoint open at a time while recording.
If you would like to record your screen during this session, check the box next to **Capture Main Screen** and/or **Capture Second Screen**.

💡 You will only see the **Capture Second Screen** option if you have more than one monitor connected to your computer.

If you have more than one camera connected to your computer, you can include the video from that camera in your session by selecting **Add Another Video Source**.

💡 If you choose to capture your screen, viewers will see anything that appears on your screen during the recording. Be sure to close any private content including your Sakai Gradebook and email.

**Record your Session**

To begin recording, select the **Record** button or press the **F8** key on your keyboard.

💡 If you are including a PowerPoint presentation in your recording, you must put the PowerPoint in presentation (full screen) mode for Panopto to capture the slides. You will not be able to view the recorder while your presentation is in full screen mode.
The Record button will be replaced by the Stop and Pause buttons. Select Stop, or F10 when you are finished with your recording.

You can pause your session by selecting Pause or F9. The Pause button will be replaced by a Resume button. You can resume your recording by selecting the Resume button or F9.

When you pause a Panopto recording the timer will keep increasing, because the recorder continues to capture the session. Viewers will not see this portion of the session, but creators can access this content in the Panopto editor.

Upload your Session

Recording Complete

Session name
Wednesday, September 27, 2017 at 3:53:29 PM

Located in folder
Training Sessions

Enter a description (optional)

Delete and record again  Upload

Select Upload
Use the blue and gray bars to see when the recording has uploaded. Do not exit the recorder while the blue and gray bars are still progressing.

Mac Panopto Recorder

Update Session Settings

Choose folder and session name

Folder: My Folder
Session: Fri, Sep 29 2017 at 2:37 PM

Select Primary Sources

Video: None
Audio: Built-in Microphone

By default, the selected folder will be the same folder that you launched the recorder from.

Use the drop-down menu next to Video to select the camera you would like to use for this session.
If you do not want to include video, select None.

Use the drop-down menu next to Audio to select the microphone you would like to use for this session.

If you do not want to include audio, select None.

You must select at least one primary source in order to create a recording.

Include Slides

If you would like to include PowerPoint or Keynote slides in your recording, check the box next to Record PowerPoint or Record Keynote.

You do not have to upload your presentation to Panopto. The presentation just needs to be saved on the computer you are using to record (not on the cloud) and in presentation mode (full screen mode) while you are recording.

You should only have one presentation open at a time while recording.
Capture Screen

If you would like to record your screen during this session, use the drop-down menu for Source to select Built-in-Display.

If you do not want to record your screen, choose None from the drop-down menu.

If you choose to capture your screen, viewers will see anything that appears on your screen during the recording. Be sure to close any private content including your Sakai Gradebook and email.

Record your Session

To begin recording, select the Record button or press the Cmd + Option + R on your keyboard.

If you are including a presentation in your recording, you must put the presentation in full screen mode for Panopto to capture the slides. You will not be able to view the recorder while your presentation is in full screen mode.

The Record button will be replaced by the Stop button. Select Stop, or Cmd + Option + R when you are finished with your recording.
You can pause your session by selecting Pause or Cmd + Option + P. The Pause button will be replaced by a Resume button. You can resume your recording by selecting the Resume button or Cmd + Option + P.

When you pause a Panopto recording the timer will keep increasing, because the recorder continues to capture the session. Viewers will not see this portion of the session, but creators can access this content in the Panopto editor.

Upload your Session

Select Upload.
Use the recording status to determine when the recording has uploaded. Do not exit the recorder while the recording is still processing.
How do I edit a Panopto session?

Basic Editing

View the article Basic Editing for instructions on how to open the Panopto editor, remove sections of a session, publish your session, update your session thumbnail, and more. Select the links listed below for tutorial videos on the following topics:

- Cut Sections of a Panopto Session
- Edit Slides in a Panopto Session
- Update a Panopto Session's Table of Contents

Build a Quiz

View the article Building a Quiz in Panopto 5.3 for instructions on how to create a quiz within a Panopto session. View the video Creating a Quiz for additional instructions on creating a quiz in a Panopto session.

Create and Edit Captions

View the article How do I caption a Panopto session? for instructions on enabling automatic captions and uploading a caption file. View the video Captions in Editor for additional instructions on adding captions to a Panopto session.
How do I upload an audio or video file to Panopto?

Log in to luc.hosted.panopto.com and open a folder that you have creator access to.

All Loyola users have the ability to create recordings within their My Folder.

Select Create and choose Upload Media.

Drag video or audio files here (or click to find on your computer)

Drag your audio or video file into the rectangle or click within the rectangle to browse your computer for the file.
Your file will upload.

Finished uploading to My Folder
Getting your sessions ready

Drag video or audio files here (or click to find on your computer)

✓ Upload complete. You can close this window now.

Processing media

Once you see the green check mark you can exit out of this window.

Your Panopto session will need to process before it is available to viewers.
How do I caption a Panopto session?

In Panopto you have the option to use automatically generated captions, or you can create a caption file and upload the file to your session. Captions make your content accessible to students who cannot hear or who are hard of hearing.

Import Automatic Captions

Panopto has the ability to automatically generate captions for sessions that are created in Panopto or uploaded to Panopto. Since these captions are machine generated, they are not 100% accurate, but the captions can be edited to improve accuracy.

Navigate to luc.hosted.panopto.com and log in using your Loyola user name and password. Open the folder that contains the session you would like to caption.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Hover your cursor over the session and select Edit.

Select the Captions tab.
Select the drop-down menu next to **Import captions** and choose **Import automatic captions**.

Your captions will be automatically generated. Each caption is a text box. Select a caption text box with your cursor to edit the text.

Select the **Publish** button in the upper right-hand corner of the screen.

**Upload a Caption File**

For instructions on creating a caption file, please visit [How do I create a caption file for video and audio content?](#).

Navigate to [luc.hosted.panopto.com](http://luc.hosted.panopto.com) and log in using your Loyola user name and password. Open the folder that contains the session you would like to caption.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.
Hover your cursor over the session and select **Edit**.

Select the **Captions** tab.

Select **Upload or request captions**.

Under **Upload Captions** select **Browse** or **Choose File** to locate your caption file on your computer.

Your caption file must be in .srt format.
Select **Upload Captions**.

Each caption is a text box. Select a caption text box with your cursor to edit the text.

Select **Publish**.
How do I copy or move a Panopto session to another Panopto folder?

When a Panopto session is copied or moved to a new folder, the URL for the session is changed. Therefore if you copy or move a session, you must update any URLs that you have posted or sent to viewers.

Navigate to [luc.hosted.panopto.com](http://luc.hosted.panopto.com) and open the folder that contains the session(s) you would like to copy or move.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Copy a Session

Check the box to the left of the session(s) that you would like to copy. Then select the **Copy** button.

If you copy a session, the session will be located in the current folder and a new folder that you select. Each version will have its own URL.
Use the drop-down menu to select a new folder to copy the session(s) to.

Select Copy.

The session will need to process before it is available to viewers.

Move a Session
Check the box to the left of the session(s) that you would like to move. Then select the **Move** button.

If you move a session, the session will be removed from the current folder and will be located in a new folder that you select. The session will have a new URL.

Use the drop-down menu to select a new folder to move the session(s) to.

Select **Move**.

The session will need to process before it is available to viewers.
How do I change share settings for a Panopto folder or session?

In Panopto you can update share settings at the folder level or at the session level. If you change settings at the folder level, any new session added to that folder will have the same share settings by default. If you change share settings at the session level, it will only effect that session.

Navigate to luc.hosted.panopto.com and open your Panopto folder.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Change Share Settings for a Panopto Folder

You cannot change the share settings, at the folder level, for your "My Folder".

From your Panopto folder, select the Share icon from the upper right-hand corner of the page.

Who has access:

Specific people
Only specific users and groups can view or edit sessions in the folder.

- Panopto 101::Creators
  - Can create
- Panopto 101::Viewers
  - Can view

Invite people:

Enter people, groups, or usernames...

You can give an individual or several individuals access to the folder or you can use the drop-down menu to choose a new share setting.
Change Share Settings for a Panopto Session

From your Panopto folder, hover your cursor over the Panopto session and select **Share**.

Who has access:
This session inherits permissions from its folder: Panopto 101

**Specific people**
Only specific users and groups can view.

- Panopto 101::Creators (Can create)
- Panopto 101::Viewers

Invite people:
Enter people, groups, usernames, or email addresses...

You can give an individual or several individuals access to the session or you can use the drop-down menu to choose a new share setting.
How do I view statistics in Panopto?

Statistics are available at the session level and at the folder level. Panopto statistics can let you know how many views a Panopto session has and who has viewed your Panopto session.

Navigate to luc.hosted.panopto.com and open your Panopto folder.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

View Statistics at the Folder Level

From your Panopto folder, select the **Folder Stats** icon from the upper right-hand corner of the page.

Filter the views by a specific time period. Based on the filter you select, you will see how many views each session has, the minutes viewed, the average minutes viewed, and the number of unique views.

View Statistics at the Session Level

From your Panopto folder, hover your cursor over your session and select **Stats**.
Filter the views by a specific time period. Based on the filter you select, you will see who has viewed your session, how many times they viewed the session, the number of minutes viewed, and the average number of minutes viewed.

If a viewer is not logged in when they access a session, instead of their username their IP address will be listed.
How do I create and delete sub-folders?

Sub-folders allow you to organize content in Panopto. By default sub-folders inherit the share settings of the parent folder.

Create a Sub-Folder

Navigate to luc.hosted.panopto.com and open the folder you would like to create a sub-folder in.

You can access a course folder in Panopto by logging in through Sakai and selecting the Panopto tool.

Select Add folder. Type the title of the folder in the text box and press the enter key.

Note: To open a sub-folder select the title of the sub-folder.

Delete a Sub-Folder

Open the sub-folder and select the Folder Settings icon.

Select the Manage tab.
Select **Delete**.
How can I use Panopto with my mobile device?

iOS Devices
View the articles linked below for instructions on accessing Panopto from your specific device:

- iPad App
- iPhone App

Android Devices
View the articles linked below for instructions on completing specific tasks in Panopto with your Android device:

- Panopto Android App
- Uploading from Panopto for Android 5.0
How do I download my Panopto session?

If you have created a Panopto session, you have the ability to download the session to view offline.

Download your Session

Navigate to luc.hosted.panopto.com and open the folder that your session is located in. Then hover your cursor over the session and select Settings.

From the settings menu, select Outputs.
Video Podcast

Type

Quality

Under Video Podcast select Download Podcast.
Where can I find more information on Panopto?

General Panopto Information

For more information on Panopto, including recommended equipment and a list of video-equipped classrooms, visit the ITRS Panopto website.
Piazza
What is Piazza?

Piazza is a free platform for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content. Piazza is designed to simulate real class discussion. It aims to get high quality answers to difficulty questions, fast!

Add the Piazza tool to your course.

Follow the instructions for [How do I choose which tools to be available in my course?](#) to add the Piazza tool to your course.
How do I enroll in Piazza for my course?

Select the Piazza tool in the Tool Menu.

Confirm enrollment.

Confirm your name and email address, then complete your enrollment:

1. Enter a password.
2. Confirm you have read Piazza's Terms of Use by checking the box.
3. Click Continue.

You will be brought to your course page in Piazza.
Where can I find more information on Piazza?

General Information
Click here for more information on Piazza.

Support Instructions
Click here for support instructions on Piazza.
Polls
What is the Polls tool?

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

Results of a poll can be made available to students immediately, after voting, after the closing date, or never. Instructors can post any number of polls. If desired, instructor may also change the tool permissions to allow students to post poll questions.

Participants may only vote once per poll.

Responses to poll questions are anonymous.

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

Example of a site Polls list.
Example: Student view of Poll.

**Vote**

*How many hours per week do you spend on social media?*

I am considering using social media for this course and would like to get an idea of how often you visit social media websites.

- [ ] I do not visit social media sites.
- [ ] Less than 1 hour per week.
- [ ] From 1 to 5 hours per week.
- [ ] From 6 to 10 hours per week.
- [ ] More than 10 hours per week.

[Vote] [Cancel]

Students see a list of polls (if more than one). When they click on the name of the poll, the poll is displayed. Students make their selection then click on **Vote!**

*Note: By default, students can only vote once per poll question.*

Example: Poll Results.

**Results**

*How many hours per week do you spend on social media?*

<table>
<thead>
<tr>
<th>Option</th>
<th>Votes</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not visit social media sites.</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 1 hour per week</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>From 1 to 5 hours per week</td>
<td>2</td>
<td>67%</td>
</tr>
<tr>
<td>From 6 to 10 hours per week</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>More than 10 hours per week</td>
<td>1</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>100%</td>
</tr>
</tbody>
</table>

Instructional Technology and Research Support
How do I take a poll?

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

Go to Polls.

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

Click on the poll name.

Select your choice and click Vote.

Note: By default, students can only vote once per poll question.
Polls are anonymous. After you vote in a poll, you will receive a reference number to confirm that you have voted in this poll.

Click Back.

Thank you for voting!
Your reference number: fcf17dcd-8692-4669-a5cd-b2095b097a24

This returns the display to the Polls list page.
How do I view poll results?

Instructors can view all poll results and can allow students to view individual poll results.

Go to Polls.

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

To view the results of the poll, click on Results.

Example: Poll Results.

<table>
<thead>
<tr>
<th>Question</th>
<th>Opening</th>
<th>Closing</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many hours per week do you spend on social media?</td>
<td>Jun 20, 2017 2:45 PM</td>
<td>Jul 6, 2017 2:45 PM</td>
<td></td>
</tr>
</tbody>
</table>

Results

How many hours per week do you spend on social media?

<table>
<thead>
<tr>
<th>Option</th>
<th>Votes</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not visit social media sites.</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Less than 1 hour per week</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>From 1 to 5 hours per week</td>
<td>2</td>
<td>67%</td>
</tr>
<tr>
<td>From 6 to 10 hours per week</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>More than 10 hours per week</td>
<td>1</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>100%</td>
</tr>
</tbody>
</table>
PostEm
What is the PostEm tool?

Instructors can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students.

Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

- The first column of the spreadsheet must contain the student usernames.
- The first row must contain headings.

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

Example of Class Attendance feedback.

Student View

**Your Feedback**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Istudent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Ima Student</td>
</tr>
<tr>
<td>Wed. 7/7/2017</td>
<td>P</td>
</tr>
<tr>
<td>Wed. 7/14/2017</td>
<td>P</td>
</tr>
<tr>
<td>Wed. 7/21/2017</td>
<td>P</td>
</tr>
<tr>
<td>Wed. 7/28/2017</td>
<td>A</td>
</tr>
<tr>
<td>Number of Absences</td>
<td>1</td>
</tr>
</tbody>
</table>
As the instructor you can see when a student has last checked their feedback. Any students who have never checked will appear in red.

<table>
<thead>
<tr>
<th>Username</th>
<th>Student Name</th>
<th>Wed. 7/7/2017</th>
<th>Wed. 7/14/2017</th>
<th>Wed. 7/21/2017</th>
<th>Wed. 7/28/2017</th>
<th>Number of Absences</th>
<th>Last Checked</th>
</tr>
</thead>
<tbody>
<tr>
<td>istudent</td>
<td>Ima Student</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>1</td>
<td>never</td>
</tr>
<tr>
<td>ustudent</td>
<td>Uru Student</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>1</td>
<td>never</td>
</tr>
</tbody>
</table>

Back
How do I view feedback in PostEm?

Go to PostEm.

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

Click View.

Students will see the title of the feedback file, and the date it was last modified. They can click on View to see their individual feedback.

View feedback.
Profile
What is the Profile tool?

The Profile tool contains basic user information, including names, and other optionally displayed information.

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information (e.g. Twitter integration), connections, notification preferences, and privacy settings. All Profile fields are optional.

To access this tool, select Profile from the Tool Menu in My Workspace.

Or, select your username/photo in the top right corner.

When the dropdown menu appears, click on Profile.
How do I post to my wall?

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

Go to Profile.

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

Enter a status message.

Enter your message into the text box provided and then click the Say It button.

Note: Status messages are limited to 140 characters. You will see a counter to the right of the text box which tells you how many characters you have remaining.
Post directly on your wall.

1. Click on the Wall tab.
2. Enter your text into the Rich Text Editor.
3. Click Post to wall.

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

Remove a post. (Optional)

If you would like to remove an existing message on your wall, click the Remove link next to the item you'd like to delete.
Comment on a post. (Optional)

If you would like to comment on a wall post (your own, or someone else's):

1. Click the Comment link next to the post.
2. The screen will expand to show a text box below where you can add your comment. Enter your text here.
3. Click Add Comment to post your comment to the wall.
How do I add pictures to my profile picture gallery?

Go to Profile.

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

Click Pictures.
Select your image files.

1. Click the Choose File button to browse for images on your local computer and select them for upload. You may select more than one image if you like. The maximum number of profile gallery images is 10.

2. Selected files will appear listed below the Choose File button. If you decide not to upload a given image, you can click Delete to remove a file from the list.

3. Once you have selected your file/s, click the Upload chosen files button.

*Note: The combined file size of all images to upload should not exceed 20MB.*
View picture gallery.

Once your images have been uploaded, they will display under "My Pictures".
How do I search for and add connections?

Go to Profile.

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

Click Search.

Or, you can also go to Connections to view/search from there.

1. Click Connections.
2. Then, click Search for Connections.
Enter your search terms.

Search profiles

Search terms

Enter search terms depending on whether searching by name/email or by interest

istudent

Person's name or email

- Enter a name or e-mail address to find people

Common interest

- Enter an interest, eg 'cycling' to find people with similar interests

Include connections in search results

- Include connections in search results

Limit search to selected worksite

- Limit search to selected worksite
  - Limit search to selected worksite

Search

Enter a name or keyword to search for, and then click the Search button.

Note: Optionally, you can choose to search by name/email, or common interest. You may also include current connections, or limit the search to a particular course by selecting it from the drop-down menu.

View search results.

Search

Previous searches

istudent

Clear history

Displaying 1 result for istudent

Clear search

ima Student

Add as a connection

View connections

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**.

Pending requests.

*Note: Once you have sent a connection request to someone, you will see the text "Connection requested" displayed for that user until they accept or ignore the request.*
How do I send a message to a connection in Profile?

Go to Profile.

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

Click Messages.

Click Compose message.
1. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
2. Enter a subject.
3. Enter a message.
4. Click Send Message.
How do I change my privacy settings?

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

Go to Profile.

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

Click Privacy.

Modify your privacy settings.

You may use the drop-down menus to change the privacy settings for each of the items listed.
Click Save settings.

If you make any changes, be sure to click **Save settings** to save your changes.
How do I set my notification and other profile preferences?

On your preferences page you can control what emails are sent you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured) as well as manage the Twitter integration for your status updates. All changes in preferences are optional.

Go to Profile.

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

Click Preferences.

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

Manage Twitter integration.

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

Click **Link Twitter account** and a new window will open and connect to Twitter.

*Note: The Twitter integration will post your Sakai status updates to your Twitter account. However, it does not post your other Tweets to Sakai.*

Grant access.

Log in with your Twitter username and password, and then click the **Authorize app** button to grant Profile2 access to post status updates. You'll be presented with a PIN code.
Enter the PIN and click Link.

Twitter integration

Your status updates can also update your Twitter account

Link Twitter account

Enter the PIN and click Link. Your details will be verified with Twitter.

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

Manage profile image settings.

Profile image settings

Configure settings related to your profile image

Use my gravatar as my profile image

If you have an existing gravatar and you would like to use that as your profile image, you may check the box here.

Manage widget settings.

Widget settings

Control which widgets appear on your profile

Show my kudos rating

Show my pictures

Show my online status

Check the box next to any of the available widgets to show them on your profile.

- Show my kudos rating: This will display your kudos rating on your profile once it has been calculated.
- Show my pictures: This will display pictures from your image gallery on your profile if selected.
- Show my online status: This will show whether or not you are currently online. If enabled, you can further control this in your privacy settings. If disabled, you will appear to be offline.
Click Save settings.

If you have made any changes to your preferences, be sure to click **Save settings** to save your changes.
How do I set up my profile?

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. All Profile fields are optional.

Go to Profile.

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

Changing Your Picture

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

Click the **Browse** button to browse your computer for a new image.

Select your new picture.

Once you have located the image you would like to use, select it and click **Open**.

*Note: Your image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.*
Upload your new picture.

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

Picture updated.

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

Editing your information.

Demo ITRS

Say something

Say It

Profile Wall

Basic Information
You haven't filled out any information yet

Contact 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.

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.
If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Click **Save changes** to save any changes.

*Note: The Rich Text Editor is also available to you in the Publications and Conferences field.*

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.
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.**

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.*
Resources
What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal Home area. Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites. Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another. Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources. Resources also allows users to upload multiple files using the Drag and Drop interface, or using the WebDAV protocol.

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

Example of a Resources page.
How do I navigate the Resources tool?

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

Go to Resources.

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

Folder View

- **Intro to Sakai 11 Resources**
- **2017F Syllabus and Guidelines**
- **Readings**
- **Sakai Help Web Sites**
- **Student Resources**

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

Site-Level Breadcrumb Trail

Clicking the tool name in the site-level breadcrumb trail will always return the Resources display to the root level with all the folders closed.

Tool-Level Breadcrumb Trail

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Clicking the root folder will return the Resources display to the root level with all the folders closed.

Plus / Minus

- Intro to Sakai 11 Resources
- 2017F Syllabus and Guidelines
- Group 1 Project Files
Folders with content will display a Plus +. Clicking Plus + will open a folder, within the view of all of the folders. Clicking Minus - will close a folder.

Expand All / Collapse All

- **Title**
- **Intro to Sakai 11 Resources**
- **2017F Syllabus and Guidelines**
- **Group 1 Project Files**
- **Readings**
- **Unit 1**
- **Sakai Unit 1a.docx**
- **Sakai Unit 1b.docx**

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

Search

Clicking **All Site Files** button will display a search field. Enter keywords to locate a specific file or files.
How do I create folders?

Go to Resources.

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

Click Actions, then Create Folders.

To the right of the site’s root folder, from the Actions drop-down menu, select Create folders.

This displays the Create Folders page.
Enter the name of the folder.

Create Folders

Location: / Intro to Sakai 11

Create as many folders as you like! If you change your mind about needing one of your folders, you can delete it by clicking the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name: External Links

Folder Name: Additional Resources

Folder Name: Homework Solutions

Add Another Folder

Add multiple folders. (Optional)

Create Folders

Location: / Intro to Sakai 11

Create as many folders as you like! If you change your mind about needing one of your folders, you can delete it by clicking the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name: External Links

Folder Name: Additional Resources

Folder Name: Homework Solutions

Add Another Folder

If you would like to create multiple folders, click Add another folder.

Note: You can add as many folders as you want by clicking "Add another folder".
Click Create Folders Now.

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)

To create a subfolder within a folder, from the Actions drop-down menu, select Create Folders to the right of the parent folder. This displays the Create Folders page.

Enter a title for the subfolder.

Create Folders

Location / Intro to Sakai 11 / Additional Resources

Create as many folders as you like! If you change your mind about not having finished.

Folder Name

Web Links

Add Another Folder

Create Folders Now  Cancel
Create multiple subfolders. (Optional)

Create Folders

Location: / Intro to Sakai 11 / Additional Resources

Create as many folders as you like! If you change your mind about a folder you have finished.

Folder Name

Web Links

Folder Name

Add Another Folder

If you would like to create multiple subfolders, click Add Another Folder.

Note: You can add as many subfolders of a folder as you want by clicking “Add Another Folder”.

Click Create Folders Now.

Create Folders

Location: / Intro to Sakai 11 / Additional Resources

Create as many folders as you like! If you change your mind about a folder you have finished.

Folder Name

Web Links

Folder Name

PDF Files

Folder Name

PowerPoint Slides

Add Another Folder

Create Folders Now

Cancel

To create the subfolder(s) in Resources, click Create Folders Now.
View subfolders in Resources.

- Intro to Sakai 11 Resources
- 2017F Syllabus and Guidelines
- Additional Resources
- External Links
- Homework Solutions

Once a folder contains subfolders, it will appear with a Plus +.

View contents of subfolder.

- Intro to Sakai 11 Resources
- 2017F Syllabus and Guidelines
- Additional Resources
  - PDF Files
  - PowerPoint Slides
  - Web Links
- External Links

Click the Plus + to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.
How do I upload files to Resources?

Go to Resources.

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

Click Actions, then Upload Files.

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

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

Upload Files

Drop files to upload, or click here to browse.

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

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

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

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

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

Click Continue.

Upload Files

Click Continue.

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

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

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

This uploads the files.
View files in Resources.

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

The files are now located inside the selected Resources folder.

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

#### Upload Files

Location: / Intro to Sakai 11 / Readings

- Drag and drop files from your desktop into the box above.
- Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 1000 MB of material at once.
- Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

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

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

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

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

Selected files will display in upload field. Click Continue to upload.

View files in Resources.

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

The files are now located inside the selected Resources folder.
How do I upload and unpack a zip file to a Resources folder?

There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.

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

From the Add drop-down menu, select Upload Files.

From the Add drop-down menu to the right of the folder where you want to upload the zip file, select Upload Files.
Drag and drop the zip file from your computer.

Drag and drop files from your desktop into the box above. Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file’s Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 1000 MB of material at once. Copyright. It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

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

Or, click to switch to a file browser view.

If you prefer to browse for your file instead, click once anywhere within the Drop files here to upload area to go to the file browser view.
Locate and select the file on your computer, then click **Open** to upload.

Click **Continue**.

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

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

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

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**.
The zip file is automatically unpacked within the current folder.

1. A new subfolder within the current folder is created using the name of the zip file.
2. The zip file content is unpacked within this new subfolder.
3. The original zip file remains.
How do I create a zip archive file in Resources?

Go to Resources.

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

Click Actions, then Compress Zip Archive.

To the right of the folder you want to zip archive, from the Actions drop-down menu, select Compress to ZIP Archive.

This creates a zip file.
The zip file contains a copy of all of the subfolders and files inside the selected folder.

*Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.*
How do I add a web link or URL?

Users can create links to web pages in Resources.

Go to Resources.

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

Click Actions, then Add Web Links (URLs).

To the right of the folder to which you would like to add the web link, from the Actions drop-down menu, select Add Web Links (URLs).

This displays the Add Web Links (URLs) page.
Enter web address.

Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the ‘X’ icon beside it. Press the ‘Add Web Links Now’ button when you have finished.

Web Address (URL)

https://sakaproject.org/

Website Name

Sakai Project

Add details for this item

Email Notification

None - No notification

Add Web Links Now   Cancel

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

Click Add Web Links Now.

View links in Resources.

Title

- Intro to Sakai 11 Resources
- Lessons
- Readings
- Sakai Project
- Weekly Materials: Week 1
- '17 Syllabus Fall.docx

Copy Content from My Other Sites

This creates links to the web sites in the selected Resource folder.
How do I create a text document?

Go to Resources.

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

Click Actions, then Create Text Document.

To the right of the folder in which you want to create the text document, from the Actions drop-down menu, select Create Text Document.

This displays the Create Text Document page.
Enter text, then click Continue.

**Create Text Document**

Type in the text and click ‘Continue’ at the bottom.

**What is Constructivism?**

Constructivism is basically a theory -- based on observation and scientific study -- about how people learn. It says that people construct their own understanding and knowledge of the world, through experiencing things and reflecting on those experiences. When we encounter something new, we have to reconcile it with our previous ideas and experience, maybe changing what we believe, or maybe discarding the new information as irrelevant. In any case, we are active creators of our own knowledge. To do this, we must ask questions, explore, and assess what we know.

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

This displays the details page for the text document.

**Enter document information.**

Enter a display name for the text document, and additional details if needed, then click Finish.
The text document has been placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description.
How do I create an HTML page?

Go to Resources.

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

Click Actions, then Create HTML Page.

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

This displays the Create HTML page.
Enter document content.

Create HTML Page

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

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

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

Use the Rich Text Editor tools to format the text, add images, links or other HTML items to the document.

Click Continue to save your document when you are finished editing.
Enter document details.

Enter a display name for the HTML document, and any other information as needed. Click Finish when done.

View HTML file in Resources.

[Icon to view file description]

The HTML page is created and placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description.
How do I create a citation list?

Users can create a citation list for 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 **Add** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.
Enter a name, then Import.

New Citation List
- Citation List Name: Capitalism and freedom
  Email Notification: None - No notification

Add Citations From:
- Google Scholar
- Search Resources
- Manually Create
- Import

Done

Add Section

No citations have been added yet.

Done

Enter a name for the citation list, then click Import.
This displays the Import Citations page.

Click Browse.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import File From:
- Browse...
  No file selected.

Import RIS Formatted Data from the Following Text:

<table>
<thead>
<tr>
<th>Import</th>
<th>Back to Add Citations</th>
<th>Cancel</th>
</tr>
</thead>
</table>

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

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import File From:
Browse... WorldCat_168498.ris

Import RIS Formatted Data from the Following Text:

Note: The selected .ris filename will appear next to the Browse button.

Click Done.

New Citation List

- Citation List Name: Capitalism and freedom
- Email Notification

Add Citations From:
Google Scholar Search Resources Manually Create Import

Done

Add Section

Capitalism and freedom

Get it | view citation | edit | remove | export

Done
View citation list in Resources.

The citation list is located in the selected folder.

Click on the citation list name.

**Capitalism and freedom**

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.

Enter a name for the citation list, then click Manually Create.

New Citation List

- Citation List Name: Capitalism and freedom

Add Citations From:
- Google Scholar
- Search Resources
- Manually Create
- Import

Done

Add Section

No citations have been added yet.

Done
Enter citation information, then Save.

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.

Click on the citation list name.

**Capitalism and freedom**

Clicking on the list name will open the item and display the list of citations.
How do I move a file or folder within Resources in the same site?

Go to Resources.

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

Method 1: Click Actions, then Move.

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

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Resources link in the site breadcrumb trail to cancel.)
Click the clipboard icon.

To the right of the folder you want to move the file or folder to, click the clipboard icon (paste moved items here).

View moved file in new location.

This returns the display to the Resources page with the file or folder now moved to the new folder.
Method 2: Select multiple items, then click Move.

Check the boxes to the left of the files or folders you want to move to select several items at once, then click **Move**.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Resource link in site breadcrumb trail to cancel.)

Click the clipboard icon (paste moved items here).
To the right of the folder you want to move the files or folders to, click the clipboard icon.

View moved files in new location.

This returns the display to the Resources page with the files or folders now moved to the new folder.
How do I copy a file or folder within Resources in the same site?

Go to Resources.

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

Method 1: Click Actions, then Copy.

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resources link in breadcrumb trail to cancel.)
Click Actions, then Paste Copied Items.

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

View copied item.

This returns the display to the Resources page with a copy of the file or folder in the new location.
Method 2: Click Actions, then Copy.

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Resource link in breadcrumb trail to cancel.)

Click the clipboard icon.

To the right of the folder you want to copy the file or folder to, click the clipboard icon.
View copied item.

Method 3: Select several items, then click Copy.

Check the boxes to the left of the files or folders you want to copy, then click Copy.
This places the Resource page in a temporary state to facilitate the copying of a file or folder. (Click Resource link in breadcrumb trail to cancel.)

Click the clipboard icon.

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

View copied item(s).

This returns the display to the Resources page with a copy of the files or folders in the new location.
How do I reorder files or folders within Resources?

Go to Resources.

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

Files: Click Actions, then Reorder.

To reorder the files in a folder, to the right of the folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Reordering:  Intro to Sakai 11 Resources

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

Undo last | Undo all

- [ ] Sakai Unit 1a.docx
- [ ] Sakai Unit 1b.docx

Save Cancel

Click and drag the items into the desired order, then click Save.

View reordered items.

- [ ] Readings
- [ ] Unit 1
  - [ ] Sakai Unit 1b.docx
  - [ ] Sakai Unit 1a.docx
- [ ] Unit 2
Folders: Click Actions, then Reorder.

To reorder the folders on a site, to the right of the root folder, from the Actions drop-down menu, select Reorder. This displays the folder Reordering page.

Reorder items and Save.

Reordering: 🗂 Intro to Sakai 11 Resources

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

Click and drag the items into the desired order, then click Save.
View reordered folders.

- **Unit 1**
  - Sakai Unit 1b.docx
  - Sakai Unit 1a.docx

- **Unit 2**
How do I upload a new version of a file in Resources?

If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

Go to Resources.

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

Click Actions, then Upload New Version.

To upload a new version of a file, to the right of the file to replace, from the Actions drop-down menu, select Upload New Version.

This displays the Upload New Version page.
Click Browse.

Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

Upload a new version

![Browse button](image)

No file selected.

Original File Name: Sakai Unit 1a.docx

File Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

Email Notification: None - No notification

![Upload New Version Now button](image)

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

This returns the display to the Upload New Version page with the name of the new file.

Click Upload New Version Now.

Upload a new version

![Browse button](image)

Sakai Unit 1a-New.docx

Original File Name: Sakai Unit 1a.docx

File Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

Email Notification: None - No notification

![Upload New Version Now button](image)

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.*
How do I remove a file or folder in Resources?

Go to Resources.

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

Method 1: Select the item(s), then click Move to Trash.

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click Move to Trash. This displays the Remove confirmation page.
Click Remove again to confirm.

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

Remove confirmation...

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai Unit 2a.docx</td>
<td>0 bytes</td>
</tr>
<tr>
<td>Sakai Unit 2b.docx</td>
<td>0 bytes</td>
</tr>
</tbody>
</table>

[Remove] [Cancel]

Items are removed.

[0] Intro to Sakai 11 Resources
[0] 2017F Syllabus and Guidelines
[0] Readings
[0] Unit 1
[0] Unit 2
[0] Sakai Help Web Sites
[0] Student Resources

Note: If you remove a folder, all of the items inside the folder are also removed.
Method 2: Click Actions, then Remove.

To the right of the file or folder you want to remove, from the Actions drop-down menu, select Move to Trash. This displays the Remove confirmation page.

Click Remove again to confirm.

Remove confirmation...

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai Unit 2a.docx</td>
<td>0 bytes</td>
</tr>
</tbody>
</table>

[Remove] [Cancel]
The Item is removed.

This removes the item from Resources.

*Note: If you remove a folder, all of the items inside the folder are also removed.*
How do I restore a removed file or folder in Resources?

Users can restore a file or folder they have previously removed from Resources.

Go to Resources.

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

Click Trash tab.

This displays the Resources Restoring Items page.
Select the items to be restored, then click Restore.

Restoring items

- Restore
- Remove
- Cancel

Select item to be restored and press the restore button.

- Title
- Intro to Sakai 11
- Readings
- Unit 1
- Sakai Unit 1b.docx

Item is restored.

- Intro to Sakai 11 Resources
- 2017F Syllabus and Guidelines
- Readings
- Unit 1
- Sakai Unit 1a.docx
- Sakai Unit 1b.docx
- Unit 2
- Sakai Help Web Sites
- Student Resources

This restores the previously removed items back to the original folder.
How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.

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

Click Actions, then Edit Details.

To add contextual information, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the item's Edit Details page.
Enter details, then Update.

**Edit Details**

Change the resource's details and then choose 'Update' at the bottom.

* Display Name
  Sakai Unit 1a.docx

Description

Review Unit 1

Email Notification

None - No notification

**Update**  **Cancel**

Enter (or paste) a description of the file or folder in the Description box, then click Update.

View item details.

- **Intro to Sakai 11 Resources**
- **2017F Syllabus and Guidelines**
- **Readings**
- **Unit 1**
  - Sakai Unit 1a.docx
  - Sakai Unit 1b.docx
- **Unit 2**
- **Sakai Help Web Sites**
- **Student Resources**

The description is now available to participants by clicking on the information icon.
How do I obtain the URL for a file or folder in Resources?

Each file and folder in Resources has its own URL. Instructors can create links to folders or files in the Syllabus tool, Announcements tool or send an email to students containing the link, for example. The link is useful throughout a single Sakai site.

Go to Resources.

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

Click Actions, then Edit Details.

To obtain a file or folder’s URL, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Copy the URL.

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

https://sakai.luc.edu/access/content/group/64378517-0a72-491c-b671-db33f0f0c5/Sakai%20Help%20Web%20Sites/http%3A%20loyola.scre20170622145313.URL

Scroll down the page to find the File Details section. Copy the file's unique URL displayed in the Web Address (URL) field.

Copy short URL. (Optional)

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

https://sakai.luc.edu/x/bqN3EH

An alternative is to select Short URL check box and then copy a shortened version of the URL.
NOTE: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.
How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

Go to Resources.

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

Click Actions, then Edit Details.

To make a file or folder publicly viewable, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Make item public, then Update.

**Availability and Access**

Choose who can see this folder and its contents.

- Only members of this site can see this folder and its contents.

**Additional access**

- **This folder and its contents are publicly viewable.**

[Update] [Cancel]

Under **Availability and Access**, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

*Note: This can be done with files as well.*

The Resources item is designated as Public.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Sakai 11 Resources</td>
<td></td>
</tr>
<tr>
<td>2017F Syllabus and Guidelines</td>
<td>Public</td>
</tr>
<tr>
<td>Readings</td>
<td>Entire site</td>
</tr>
<tr>
<td>Sakai Help Web Sites</td>
<td>Entire site</td>
</tr>
</tbody>
</table>

*Note: While the content can be viewed by those who are not members of the folder's originating site, the content cannot be searched for or viewed by those who are not logged into your institution's system.*
What is the Resources quota?

Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

All courses in Sakai at Loyola have 1GB of storage space.

Go to Resources.

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

Click Check Quota.

This displays the Resources Quota page.

Quota is displayed.

This is the quota for the current site and your usage of it.

This site is currently using 0% (0 KB) of its 1 GB quota.

The amount of storage space currently being used and the site's quota will be displayed.
What is the Rich Text Editor?

In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include images, links, audio and video as well as text.

Note: Pasting text into the rich-text editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

The rich-text editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the CKEditor 4 Documentation Site.

Rich Text Editor Toolbar

The Rich Text Editor toolbar contains an array of icons. See What actions can I perform using the Rich Text Editor icons? for more information in individual icon functionality.
What actions can I perform using the Rich Text Editor icons?

Standard Rich Text Editor icons allow the following features:

Source

View or edit the document source code (for advanced users).

Templates

Select a layout template.

Cut

Cut the highlighted text to the clipboard.

Copy

Copy the highlighted text to the clipboard.

Paste

Paste the data copied to the clipboard.
Format a block of text to identify quotations.

Create DIV Container

Creates a container to apply formatting beyond one block of text.

Bold

Applies Bold formatting to highlighted text.

Italic

Applies Italic formatting to highlighted text.

Underline

Applies Underline formatting to highlighted text.

Strike Through

Applies Strike Through formatting to highlighted text.

Subscript

Subscript the highlighted text.

Superscript
Superscript the highlighted text.

Align Left

Set text alignment left.

Align Center

Set text alignment center.

Align Right

Set text alignment right.

Justify

Justify text alignment.

Text Direction Left to Right

Displays text left to right.

Text Direction Right to Left

Displays text right to left.
Link

Create hyperlink.

Unlink

Remove hyperlink.

Anchor

Inserts or modifies a link anchor.

Record Audio Clip

Create and display a voice recording.

Image

Inserts images into the document.

Insert/Edit Movie

Inserts a movie/audio player.

Table
Creates a table with the defined number of columns and rows.

Insert Horizontal Line

Inserts a divider line (horizontal rule).

Smiley

Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character

Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Add MathML Formula

Creates mathematical symbols using MathML language.

Insert Font Awesome icon.

Allows you to choose from the library of Font Awesome icons and insert the selected icon into your content.

Styles

Applies special styles to a block of text.
Format

Applies paragraph formatting to a block of text.

Font

Applies a specific font to a block of text.

Size

Applies a specific size to a block of text.

Text Color

Changes the color of the text.

Background Color

Changes the background color of the text.

Maximize

Maximizes the editor size inside the browser.
Show Blocks

Shows where there are block elements boundaries in the text.
How do I create a link to a web site in a text box?

Select the text.

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

Click the Link icon.

This displays the Link dialog box.

Enter the URL.

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

Click OK.

The selected text will display as an underlined link to the web site.
How do I create a link to a Resources item in a text box?

Go to the Rich Text Editor and select your text.

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

Click the Link icon.

This displays the Link dialog box.
Click Browse Server.

Locate and select the desired file in the file browse window.
Click OK to confirm the link.
When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

Alternately, you may also go to Resources to locate the item URL.

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

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

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

Copy the item URL.

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

![URL](http://qa01-sakai.marist.edu:8080/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/class01.pdf)

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

Paste the item URL.

```
Link
Link Info Target Advanced
Link Type URL
Protocol URL
```

![URL](http://qa01-sakai.marist.edu:8080/access/content/group/a3845e3a-e90d-4039-a826-c0cd40c4d3a9/Lecture%20Notes/class01.pdf)

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

View link.

Read [Class01 Lecture Notes](http://ocd40c4d3a9/Lecture%20Notes/class01.pdf)

When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.
How do I embed an image in a text box?

Position the cursor.

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

Click on the Insert/Edit Image icon.

This displays the image properties dialog box.

Click Browse Server.

Upload the image file.

Select the folder where you want to store the image file then click on the **Upload File** icon.

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

Click OK.

This returns the display to the file browser window. The uploaded file will be selected. Click **OK** to continue.

Modify image properties. (Optional)

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

Set the Alignment.

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

Click OK.

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.

Example of additional text displayed next to a left-aligned image.
How do I embed a linked web image in a text box?

Locate and copy the image link.

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

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

Position the cursor.

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

Click Insert/Edit Image icon.

This displays the Image Properties dialog box.

Paste the URL.

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

Modify image properties. (Optional)

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

Set alignment. (Optional)

Set the Alignment (left, right, or center) for the image.

Click OK
Example of centered image below text.

Example of centered image below text.
How do I embed a YouTube video in a text box?

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

Click Share.

Click Share.

This displays the YouTube sharing panel.

Click Embed.

Click Embed.

This displays the YouTube video embed code.

Copy the embed code.

Copy the embed code.

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

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

In the text box, click Source.

In the text box, click Source.

This displays the HTML code for the text box.

Position the cursor.

Position the cursor.

Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V - PC or COMMAND-V - MAC).

Click Source again.

Click Source again.

This returns the text box display to normal editing mode. The embedded YouTube video will display as a box marked "iframe". When the item using the text box is posted or saved, it displays the embedded YouTube video.
How do I add special characters to a text box?

Position the cursor.

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

Click the Insert Special Characters icon.

This displays the Select Special Character box.

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

View special character.

The special character / diacritical mark will now be displayed in the text box.
How do I add/edit a table in a text box?

Position the cursor.

Position the cursor.

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

Click Table icon.

Click Table icon.

This displays the Table Properties dialogue box.

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

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

Click OK.

Click OK.

View the table.

View the table.

Edit the table properties. (Optional)

Edit the table properties. (Optional)

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

This displays the Edit Table dialog box.

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

Select the Table Element that you want to edit (Cell, Row, Column, Table or Delete).
How do I add a content template to a text box?

Click the Template icon.

This displays the Content Template dialog box.

Select the content template.

This displays the selected content template in the text box.

Add content to the content template.

Type in the title and text.

To insert an image:

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

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

- **In the Rich Text Editor, click the Paste From Word icon.**
  - **In the Rich Text Editor, click the Paste From Word icon.**
  - This displays the Paste From Word dialog box.

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

- **Click OK.**
  - **Click OK.**
  - This displays the MS Word text in the text box. **Click OK to add the text to the page.**

**View Word content in the editor.**

**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.
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.
What is the Section Info tool?

The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes days, time, assigned teaching assistant, room, current enrollment, available slots, maximum enrollment, and the section category.

The Section Info tool is designed to work with other tools, such as Announcements, Gradebook, and Tests & Quizzes.

You may assign teaching assistants (TAs) to each section and they can only view and edit grades for their assigned sections. A section may have any number of assigned teaching assistants.

*Note: Since LUC has no automatic sections feed, section membership must be manually managed, e.g., adding, deleting, moving members.*

To access this tool, select Section Info from the Tool Menu in your site.
Sign-Up
What is the Sign-Up tool?

Creation of the Sign-up tool was motivated by requests from faculty who wanted to replace the "sign up sheets on the door" with an online alternative. Faculty needed a system that would allow students to sign up for office hours, meetings, review sessions and other events in one convenient place. This tool can also be used in project sites to create meetings for the participants.

Various scheduling, participation, recurrence, and notification arrangements can be made. An instructor can assign participants to timeslots or allow them to select their own choices. If a timeslot is full, the instructor can allow participants to add themselves to a wait list, which automatically "promotes" a participant when a slot becomes available and sends an email notification. The Sign-up tool is group- and section-aware which gives instructors the ability to set up office hours or meetings which are visible only to their sections or to a group.

Who can use the tool?

In course sites, the instructors have permission to create meetings and students are allowed to sign up for them. Instructors can permit students in any of the courses they teach to sign up for a meeting.

In project sites, the maintainer (i.e. site owner) can create meetings and everyone can sign up for them.

To access this tool, select Sign-Up from the Tool Menu of your site.
How do I 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.

Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.

Click Sign Up.

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)

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.

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

Join Wait List. (Optional)

If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by clicking Join Wait List. If space becomes available, you will be added to the list of attendees, and notified by email.
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.
Site Info
What is the Site Info tool?

Site Info tool contains many of the course management features needed for instructors to customize and manage their courses. Instructors may edit and rearrange the tools on their course toolbar, manage groups, publish or unpublish their course, import content from another site, and track participant enrollment activity.

Note: The functions of the Site Info tool are also available through the Worksite Setup tool, which is available from the Tool Menu when you are in Home.

To access this tool, select Site Info from the Tool Menu of your site.
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 (e.g., .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 a good option to use.

**Point to Webpage**: If the instructor has a syllabus posted on a webpage, the instructor may direct the Syllabus tool to that syllabus.

To access this tool, select the Syllabus from the Tool Menu of your site.
How do I print the syllabus?

Go to Syllabus.

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

Click Print View.

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.
Tests and Quizzes
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories—Working Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Working Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.

Tests & Quizzes tool landing page.

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.
How do I submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.
- Make sure that you DO NOT have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- DO NOT use your browser back and forward buttons. Always navigate within Sakai.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.
- Make sure that you only click on the Begin Assessment button ONCE when starting a test.
- Make sure that you only click on the Submit for Grading button ONCE when submitting a test.

Go to Tests & Quizzes.

Select the Tests & Quizzes tool from the Tool Menu of your site.

Click on the title of the assessment.

In the Assessments section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.
Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.

Click on the link to the assessment to go to that item.

Begin assessment.

"Module 01 Quiz" for DAC-EDUCATION-DEPT1-SUBJ1-126

This assessment is due Wednesday, 2016-May-18 11:55 PM. Once you click "Begin Assessment," you will have 20 minutes to complete this assessment. It will be submitted when that time has expired, regardless of whether you have answered all the questions. You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

Honor Pledge: I will neither give nor receive aid on this assessment.

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.
1. If allowed in the quiz settings, you may click the Table of Contents button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the Hide/Show Time Remaining button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the Question Progress panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the Question Progress tab.
5. If allowed in the quiz settings, you may use the Previous button to go back to an earlier question.
6. After you have answered the question, click Next to save your response and advance to the next question.
7. You may also click Save on any question to save your answer.
Save and Submit.

Module 01 Quiz

When you have answered all of the questions in the assessment, click Save and then Submit for Grading.

Confirm submission.

Assessment Submission Warning

Time Remaining: 0:10:25

You are about to submit this assessment for grading.
Click Submit for Grading if you really want to submit for grading. Otherwise, click Previous to return to the previous screen.

Course Name: DAC-EDUCATION-DEPT1-SUBJ1-126
Creator: Demo Professor
Assessment Title: Module 01 Quiz

You will be prompted to confirm that you are ready to submit the test. Click Submit for Grading to submit your assessment.
Click Continue.

Submission Module 01 Quiz

<table>
<thead>
<tr>
<th>Course Name</th>
<th>DAC-EDUCATION-DEPT1-SUBJ1-126</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td>Demo Professor</td>
</tr>
<tr>
<td>Assessment Title</td>
<td>Module 01 Quiz</td>
</tr>
<tr>
<td>Number of submissions remaining</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Confirmation Number</td>
<td>275-401-e013abe7-55f5-42d8-8231-539f2b1f889d-Wed May 04 16:22:05 EDT 2016</td>
</tr>
<tr>
<td>Submitted</td>
<td>05/04/2016</td>
</tr>
</tbody>
</table>

You will receive an email receipt for this submission. You can change your email notification settings via My Workspaces -> Preferences -> Notifications.

Click Continue to return to the Tests & Quizzes page.

Once you submit, you will see a submission information page with a confirmation number for your submission.

Click Continue to return to the Tests & Quizzes page.
How do I view 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.

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.

Incorrect answers are marked with a red X.

Question-level grader comments.

Grader comments (if applicable) show up below the question and answer key.
Top Hat
What is Top Hat?

Top Hat is an interactive, cloud-based teaching platform that enables instructors to engage students inside and outside the classroom with compelling content, tools, and activities. Students are able to use their laptops, phones, and tablets to provide instant feedback to the instructor through polls, quizzes, and open-ended questions. Additional features include a homework tool, a file-sharing tool, and it can be tied to the Sakai Gradebook.

Top Hat is not accessible from within Sakai.

To access this tool, login to the external account through the Top Hat login page.

Additional Information.

For additional information on Top Hat and instructions on how to create an account, please visit the ITRS Top Hat Information web site.
VoiceThread
What is the VoiceThread tool?

VoiceThread is a web-based platform that enables instructors and students to upload an artifact and invite others to add feedback. Artifact items can include documents, PowerPoint presentations, videos or photos, and add voice annotation directly onto the artifact. Feedback can be added through an audio recording, a webcam, or text.

To access this tool, select VoiceThread from the Tool Menu in your site.
How do I create, comment or share a VoiceThread?

Creating, commenting or Sharing a VoiceThread.

For additional assistance creating, commenting, or sharing a VoiceThread please see the [VoiceThread web site](#).
How do I authenticate my VoiceThread account with a Sakai site?

When the VoiceThread tool is added to a Sakai site, a folder for that site is created in VoiceThread. If the site is a course site, students enrolled in the site are able to view sessions in the course folder by default. If the site is a project site, users with the access role are able to view sessions in the site folder by default.

If these sessions are added to the Lessons tool or the Resources tool, students and users with the access role *will not be able to access these sessions within these tools* until they authenticate their account.

If a user attempts to access a session before authenticating, they will receive a message like the examples below. The user should *not* select Sign In. The user should follow the directions below to authenticate their account.

Examples:

![Message window](image)

Do not select Sign In. Follow the instructions listed below.
Do not select Sign In. Follow the instructions listed below.

Authenticate your account.

Login to Sakai and open your Sakai site. Select the VoiceThread tool from the Tool Menu. You have now authenticated your account and you will be able to access sessions in the Lessons tool and the Resources tool.
How do I access a VoiceThread video through Sakai?

VoiceThread videos can be shared in a variety of ways in Sakai. They can be shared through the VoiceThread tool in the Tool Menu, embed or link sessions on the Lessons tool, or through the Resources tool.

Access VoiceThread videos through the VoiceThread tool.

You can access sessions for a site by selecting the VoiceThread tool from the Tool Menu. You will be brought to the folder for that site in VoiceThread.

Access VoiceThread video through the Lessons tool.

If you are prompted to sign in, you must authenticate your account with this site in Sakai. Please see How do I authenticate my VoiceThread account with a Sakai site? for instructions.

Select the Lessons tool from the Tool Menu.

Lessons tools are often re-titled. In this example the Lessons tool is titled Week One.
Play an embedded session.

Click the play icon on the video. The video will begin to play directly on the page.

Play a linked session.

Select the link. The video will begin to play in a new window.

Access VoiceThread video through the Resources tool.

- If you are prompted to request access to a session, you must authenticate your account with this site in Sakai. For instructions, please see How do I authenticate my VoiceThread account with a Sakai site?.

Select the Resources tool.

Select the title of the session. The session will begin to play in a new window.
Web Content
What is the Web Content tool?

The Web Content tool allows Instructors to create a link to a web site in the Tool Menu of the site. By default, the link opens a redirect page that allows the web site to be opened in a new window.

Instructors can also use the Web Content tool to create a tool link to a folder or a file in Resources.

Example of a Web Content link to a website.
Example of a Web Content link to a folder in Resources.
What is the Wiki tool?

The Wiki tool allows people to collaboratively author web pages, without the need for advanced web authoring skills. The Wiki tool was designed specifically for site participants to collaborate on documents, share information and create online materials within a course or project site. Users have the option to subscribe to the site Wiki and be notified about content updates. There is also the option to make wiki pages available to the outside world beyond the course if desired.

To access this tool, select Wiki from the Tool Menu in your site.
How do I view wiki pages?

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

Unlike some wiki tools, Wiki does not have a separate menu to navigate through the pages. All navigation must be done through links on the pages.

Go to Wiki.

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

Click on the page links to navigate through wiki content.
Click on Home link to return to the top level wiki page.

If you have navigated down one or more levels via page links and need to return to the Home page to navigate to another area, use the Home link in the top menu to return to the top level of the wiki.
How do I edit wiki pages?

Go to Wiki.

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

Click Edit.

Enter the page content.

Enter your content into the editing area provided.

Note: If you need some help formatting your text, refer to the Wiki Tips sidebar which contains information on how to use the appropriate mark-up to format text. You may also click on the More Hints on Wiki formatting link in the sidebar to view additional examples.
Use editor icons to format text or add tables, links, images, and attachments. (Optional)

The wiki editor also has icons which allow you to:

- Save.
- Make text bold.
- Make text italic.
- Add a superscript.
- Add a subscript.
- Choose heading level.
- Add a table.
- Add a link.
- Add an image or attachment.

Welcome to our class the Wiki!

We will use this wiki to:

Collaborate on class projects
Share information
Comment on your classmate's pages

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

Group 1
Group 2
Group 3

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

Specify as minor change. (Optional)

- Minor Change - Do not send notifications to watchers of this page.
If your edits on the page are very minor (e.g. fixing a typo) and you do not want users to receive a notification about new content on this page, you may check the **Minor Change** box to not send notifications.

Click Save.

Once you have finishing editing the page, click **Save**.
How do I create a new wiki page?

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

Go to Wiki.

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

Click Edit.

While viewing an existing page, click the Edit button.

Enter the page name.
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 a Wiki link or title:

Colon
At
Hash
Pipe
Back-Slash
How do I add images to a wiki page?

Before you add an image, make sure that it is the correct size and shape for your web page, and that the file size is optimized for the web. If you put an image with a very large file size into a wiki page, it will take a long time for users to download it. Many image editing programs will allow you to compress images for the web.

Go to Wiki.

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

Click Edit.

Select the Image icon in the editor toolbar.
Select the image from Resources.

**Add Attachment**

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

**Location: SAKAI 100 001 F17 Resources**

<table>
<thead>
<tr>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAKAI 100 001 F17</td>
<td>Add</td>
</tr>
<tr>
<td>Loyola’s Water front.jpg</td>
<td>Select</td>
</tr>
</tbody>
</table>

› Show other sites

Continue  Cancel

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

Or, upload the file.

---

If the image file is not already in Resources, click **Upload Files** in the Add drop-down menu to browse for and select the file you want.
Click Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click “Continue” when done.

<table>
<thead>
<tr>
<th>Items to attach</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loyola’s Water front.jpeg</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Location: SAKAI 100 001 F17 Resources

- Title
  - SAKAI 100 001 F17
  - Add
- Loyola’s Water front.jpeg

- Show other sites

Continue  Cancel

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

Preview content. (Optional)

Edit: Home

Edit  Preview

Save  overwrite  Cancel

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

Once you have finishing editing the page, click Save.
How do I 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.

The following information will be displayed for this page:

- Lists all pages the page links to
- Lists all pages that link to this page
- Gives the page owner (This is usually the owner of the site or the person who created the wiki.)
• Gives the global page name, to allow linking to it from outside the Wiki
• Gives the page permission details (You need to be a member of the site listed in order to view the wiki.)
• Gives details of when the page was last edited

The Info screen also allows you to open the following versions of the page:

• Printer friendly version
• Un-editable HTML version
• Rich Text Format version
• PDF version
• RSS feeds of recent changes
How do I 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.

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.
What is the Zoom tool?

Zoom allows for robust audio, video, file and screen sharing, collaborative editing, breakout rooms, and meeting recordings. The conferencing service is recommended for administrative and large group meetings hosted in conference rooms with a capacity of 10 or more participants. Additionally, Zoom can be used to host synchronous class sessions as well as office hours.

Link to additional resources from Loyola: ZOOM
How do I join a Zoom meeting from Sakai?

Download and install the Zoom Desktop Client

Visit the Zoom Download Center at https://luc.zoom.us/download to download and install the Zoom Desktop Client.

If you do not install Zoom ahead of time, you will be prompted to download and install Zoom when you launch the meeting.

Select the Zoom Tool

Select the Zoom tool from the Tool Menu on the left-hand side of the site.

The tool might be renamed to reflect the purpose of the meeting. (Ex: Office Hours)

Launch the Zoom Application

Select Open link to launch the Zoom application.
This dialog box reflects the browser Mozilla Firefox. Your dialog box may look different depending on the browser you are using.

The meeting room will launch.

By default, meetings enable web cams for users joining a session. If you do not want your web cam to turn on automatically when joining a session, update your settings in the Zoom Desktop Client. View About Settings for instructions.
Where can I find more information on Zoom?

General Zoom Information
Click [here](#) for information on Zoom, including frequently asked questions.

Zoom Host Resources
Click [here](#) for additional resources for users who would like to Host a Zoom meeting.

Zoom Participant Resources
Click [here](#) for additional resources for users who would like to attend a Zoom meeting.