

Sakai: Just the Basics

Syllabus | Course Materials & Readings | Assignments

<http://sakai.providence.edu>




LOGIN

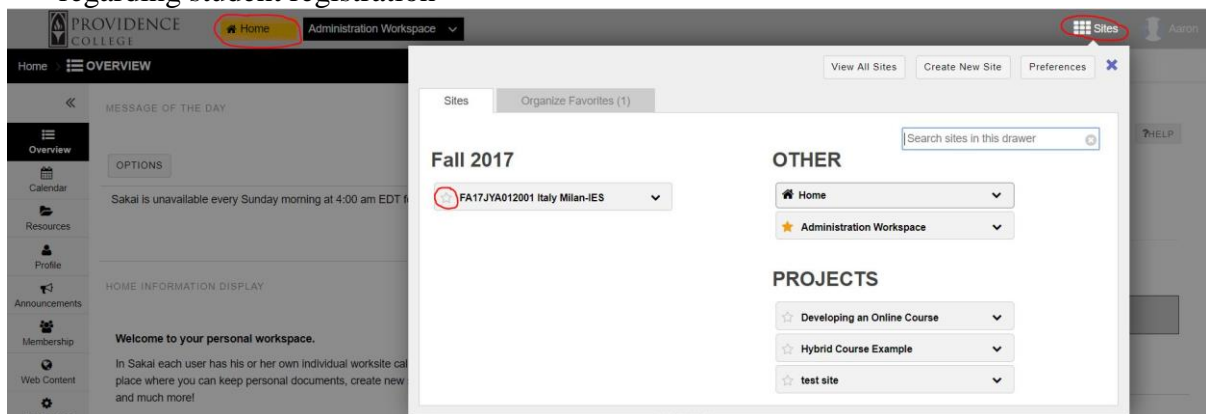
- Using Google Chrome or FireFox, visit Sakai.providence.edu
 - **Internet Explorer** and **Microsoft Edge** are no longer supported with Sakai. Safari is not recommended
- Enter username and network password
- If you need your password reset, please call the Help Desk at 401-865-HELP (4357) or email helpdesk@providence.edu

GETTING HELP

- Email sakaihelp@providence.edu
- Online tutorials can be found at www.providence.edu/itdp

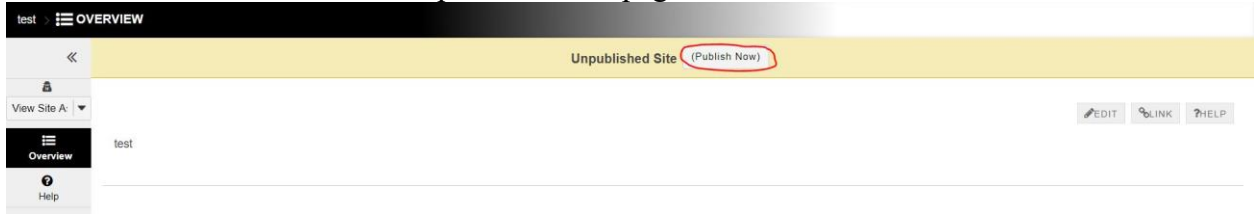
FINDING YOUR COURSES



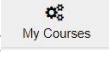
- From the  Home page, Select the  Sites icon to view all your sites on Sakai
- You can favorite a site, which will list it at the top of your Sakai page, by selecting the  icon next to the site
- Your course will need to be published before students are able to view your course. If your course is unpublished, a large banner will appear at the top of your site asking to be published
- Courses in Sakai are automatically created and populated by data from Enrollment Services. If a student Adds/Drops a course, Sakai will automatically be updated to reflect these changes within the week. Please contact enrollment services with any questions regarding student registration



PUBLISHING YOUR COURSE

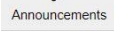
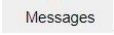
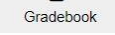
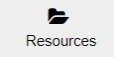
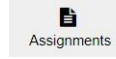


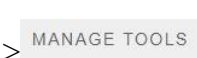

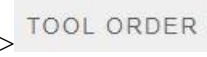
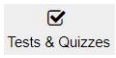



- Select the course you wish to publish
- Click “Publish now,” at the top of the Sakai page

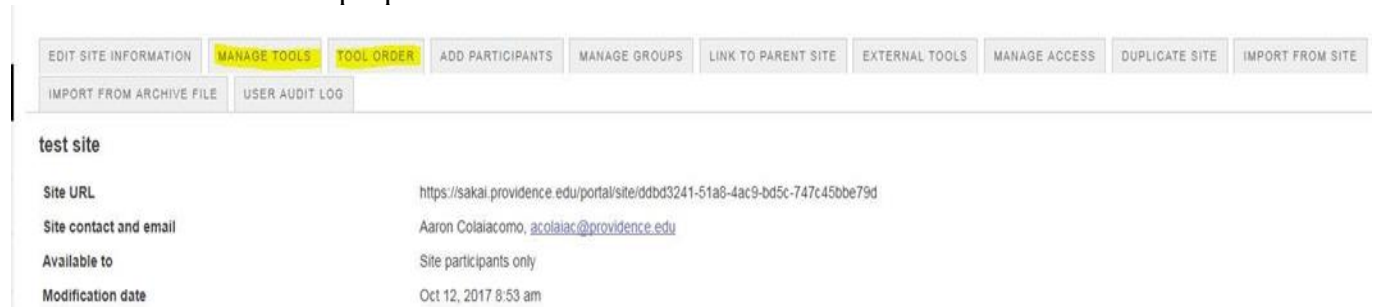


- You can unpublish/publish through  > 
- Unpublished course content is not visible to students, but can see if they are enrolled by selecting  on their Home page

SITE INFO:



- The default tools provided for each course site are , , , , , and .
- To add or remove a tool, select  > , then select the tools to add or deselect to remove. Once completed, select continue and finish to add them to your site
- To manage tool order, go to  > . Drag and drop the tools in the order you want them to appear. Select continue/finish.
 - Tools can also be hidden/renamed under tool order by selecting the gear icon next to the tool
- Sakai has over 30 different tools to use including, , ,  and . If you have questions about these tools and their function please email us at sakaihelp@providence.edu



OVERVIEW



- Overview is the landing page of the course site
- Announcements, and Calendar items will display on this page
- You can edit this page to show you own message by selecting the EDIT button located under **SITE INFORMATION DISPLAY**
- Once you have finished editing your site display hit update options, you may need to refresh the page to see these changes

SITE INFORMATION DISPLAY

Customize Site Info Display

* Title

Frame Height

Description

Words: 0, Characters (with HTML): 0

Site Info URL

If specified, this URL will be shown instead of the Site description.

SYLLABUS:







- Click on Syllabus on left menu
- Click on **ADD ITEM**
- Type in a title (such as Syllabus) and click Add
- Click on Add attachments

ADD ITEM BULK ADD BULK EDIT REDIRECT PRINT VIEW

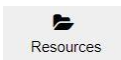
DRAFT - syllabus [Click to add start date](#) [Click to add end date](#)

Add attachments




- Browse the computer to locate the file
- Click Continue
- Click the  to view the attachment
- Click the  to publish the syllabus
-  must be  for students to see the syllabus

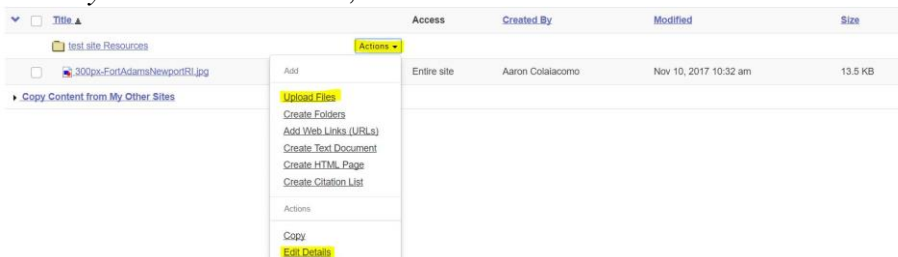


RESOURCES:




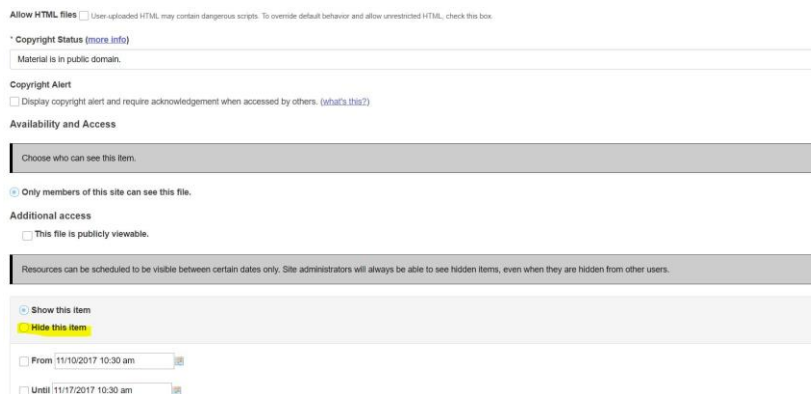
PDFs, office documents, hyperlinks, and embed YouTube videos

- Click on  Resources on the left
- Click on the  Actions drop down menu
- Select what you want to add (folder, upload a file, website link, etc.)
- What you see in  Resources, the *students* see

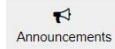


To Restrict access / set release dates

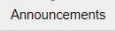

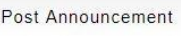
- Click on  Actions > [Edit Details](#) next to the specific document or link. Set specific view dates or click Hide this item

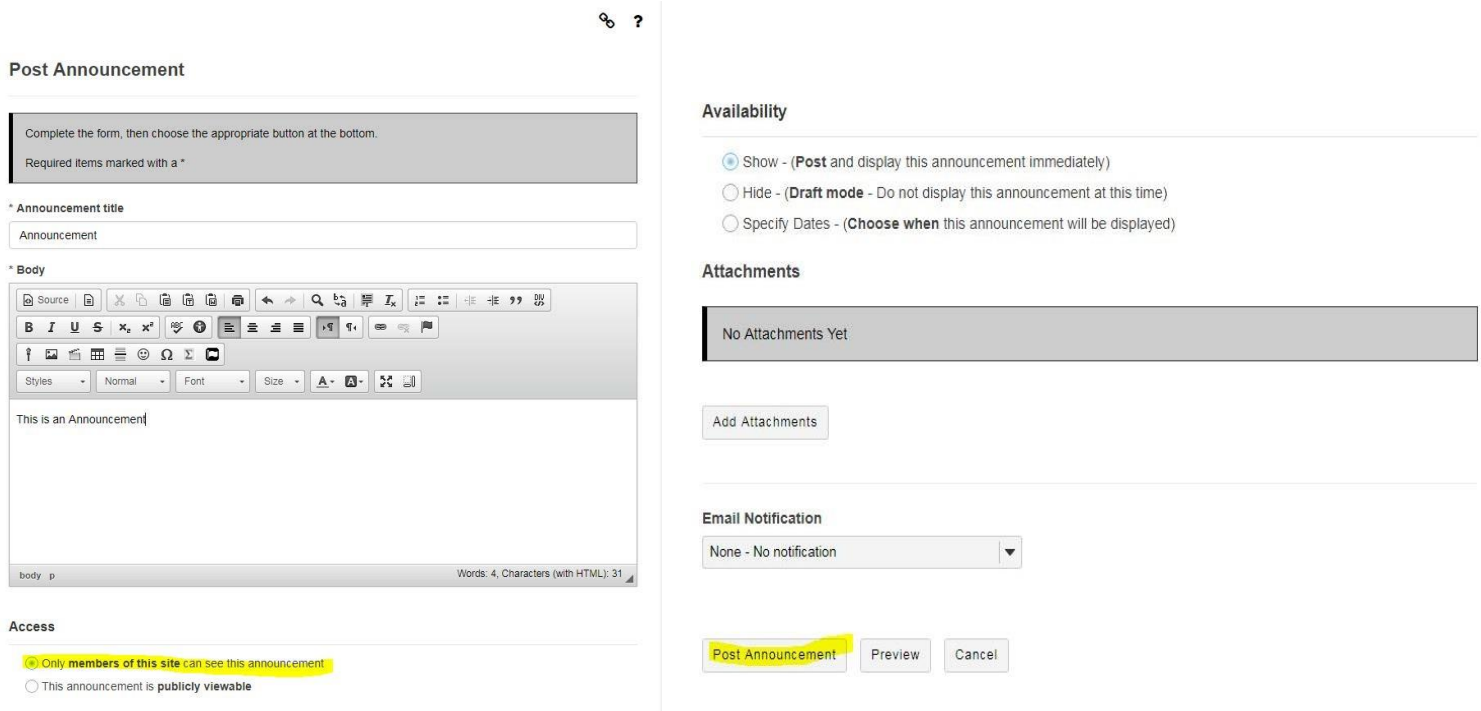


ANNOUNCEMENTS:



Create a general message to your entire class including co-instructors, students and anyone added under the roster tool

- Click on  on the left
- Select  at the top
- Give your announcement a title and body text
- Please make sure Only members of this site can see this announcement is selected
- You can specify release dates of an announcement under **Availability**
- When done, select  at the bottom



Post Announcement

Complete the form, then choose the appropriate button at the bottom.
Required items marked with a *

* Announcement title
Announcement

* Body
This is an Announcement

body p Words: 4, Characters (with HTML): 31

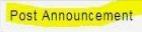


Availability

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

Attachments
No Attachments Yet




Add Attachments

Email Notification
None - No notification

Access

Only members of this site can see this announcement
 This announcement is publicly viewable

- Edit the announcement by selecting  **Edit** under the title of the announcement. Announcements can also be merged, removed and reorder
- To merge select **MERGE** at the top of the page. Then, select the two or more announcements you would like to merge
- To remove announcements, select the  **Remove?** icon at the right of the announcement and then select  **Update**
- To reorder announcements, select **REORDER** at the top of the screen then drag-and-drop your announcements in the order you wish for them to appear.

ADD MERGE REORDER OPTIONS PERMISSIONS

Announcements

(viewing announcements from the last 365 days)

View All

Viewing 1 - 1 of 1 items

show 10 items...

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Announcement Edit	Aaron Colaiacomo	Oct 10, 2017 11:15 am	site			<input type="checkbox"/>

Update Cancel

MESSAGES:



Send emails to selected members within your site. You can choose to send messages to specific students, groups and instructors within your Sakai site.

- Select from the left
- Select **COMPOSE MESSAGE** at the top of the page
- A drop-down menu to the right of ***To** will appear. Here, you can select all participants, all members, a certain role (such as students) or select individuals from the site
- Give your message a subject and message. Once finished, select **Send**

To

Send Cc Send a copy of this message to recipients' email address(es)

Label

Subject

Message

Source | Undo | Copy | Paste | Link | Unlink | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Paragraph | Bulleted List | Numbered List | Indent Left | Indent Right | Decrease Indent | Increase Indent | Undo | Redo | Merge Cells | Split Cells | Source

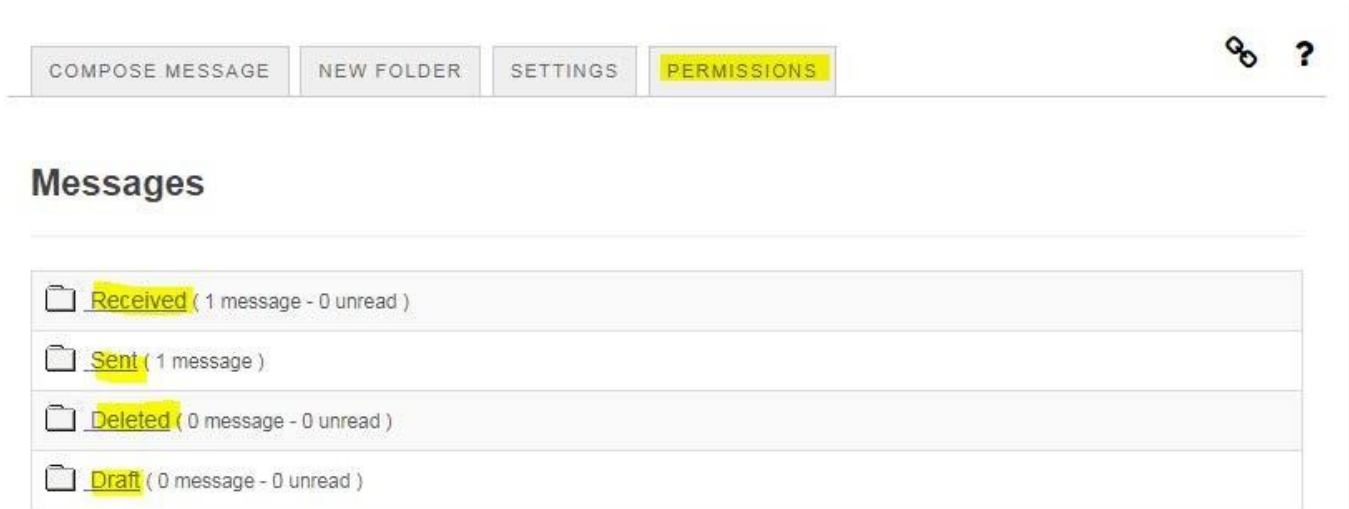
B I U S x₂ x² | | | | | | | | | | | | | |

Styles - Normal - Font - Size -

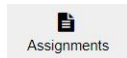
hello

body p Words: 1, Characters (with HTML): 13



- You can see messages received, sent, deleted or drafted by selecting the appropriate name from the menu of the message tool
- You can change the permissions of the message to allow students to send messages. Permissions can be changed at the top of the page

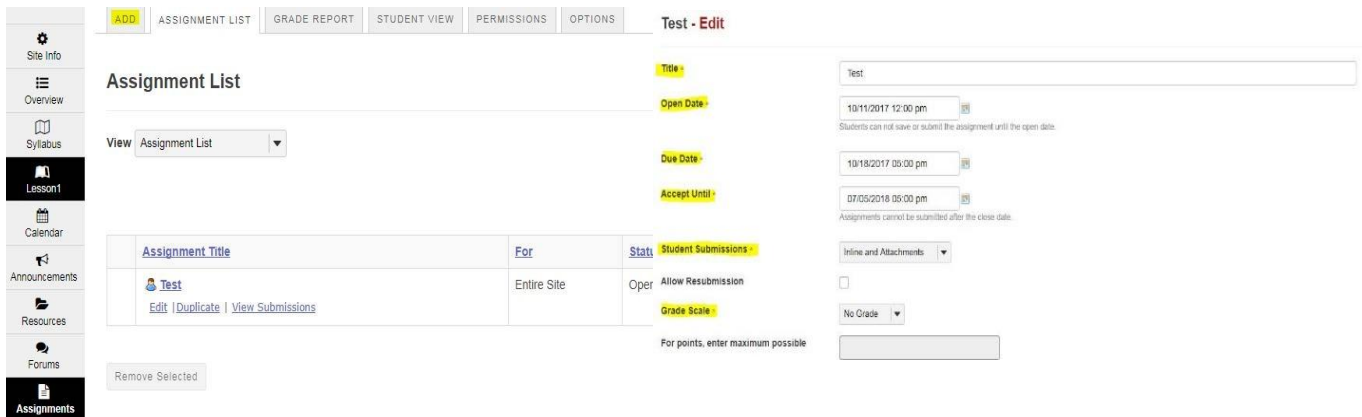



ASSIGNMENTS:



Create Assignments for easy grading on Sakai

- Select  on the left
- Select the  button at the top of the screen
- Give your assignment a title and select the open date, due date, student submission options and grading



- Assignments instructions can be typed in the text box or added as an attachment
- Other settings can be changed to include Plagiarism checking software (Turnitin, Vericite, etc), grading and notifications
- Once complete, select 

Assignment Instructions -

Source | [Icons: Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Undo, Redo, Search, Print, Full Screen, Help]

B *I* U ~~S~~ x [Font] x [Size] | Styles | Format | Font | Size | A [Color] [Background Color]

Type instructions here

Words: 0, Characters (with HTML): 0

- Hide due date from students
- Add due date to calendar
- Add an announcement about the open date to Announcements
- Add honor pledge

Turnitin Plagiarism Service

- Use Turnitin

Grading

- Do not add assignment to Gradebook
- Add Assignment to Gradebook

Additional Assignment Options

These additional options cannot be modified after the assignment has been posted for students.

- No additional assignment options
- Use peer assessment
- Group Submission - One submission per group

- You can view submissions by selecting [View Submissions](#) located under the assignment
- For grading, please view our other tutorial on the assignments tool.

Assignment List

View Assignment List

Viewing 1 - 2 of 2 Items

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

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Draft - Test 4 Edit Duplicate	Entire Site	Draft	Oct 18, 2017 12:00 pm	Oct 25, 2017 5:00 pm		0-100.00	<input type="checkbox"/>
Test Edit Duplicate View Submissions	Entire Site	Due	Oct 11, 2017 12:00 pm	Oct 18, 2017 5:00 pm	0/0	No Grade	<input type="checkbox"/>

MERGING A COURSE SITE

If you will be using the same grading structure, resources, and syllabus for multiple courses, we suggest "merging," your sites. This will allow you to upload information to ONE Sakai site where BOTH sections can see ALL materials. To send a "Merge request," please email sakaihelp@providence.edu with the course name, as it appears in Sakai, and section numbers. Please allow up to 48hrs to process a merge request. Once merged, a new site will appear on your Sakai page formatted like "termM course_name" (example FA17M Intro to Literature). DO NOT populate the other sites with resources ONLY the merged "M," site (example do not populate FA17 Intro to Literature101001 and FA17 Intro to Literature 101002 only FA17M Intro to Literature).