SAKAI.WFU.EDU

What is Sakai?

Sakai is a free and open source online Collaboration and Learning Environment. Many users of Sakai deploy it to support teaching and learning, ad hoc group collaboration, support for portfolios and research collaboration. Columbia University, Cornell University, Harvard University, Indiana University, and the University of Michigan as well as many others are using Sakai to support teaching and learning and collaboration at their institutions.

Sakai is built and maintained by the Sakai community. Sakai's development model is called "Community Source" because many of the developers creating Sakai are drawn from the "community" of organizations that have adopted and are using Sakai.

Support for the ***Sakai pilot*** at Wake Forest is provided by Instructional Technology Group of the College.

Tips on using Sakai

- Think about your goals before creating your site.
- Recommend browser Mozilla Firefox. Some features of Sakai may not work in other browsers and Sakai may not work at all in some browsers (ex. Safari).
- Recommended file types: pdf, html, gif, jpg, mov, doc, xls, ppt. Other file types are acceptable, but these are the most common.
- Always keep a back up of your documents
- Copyright: If in doubt, consult your librarian

My Workspace

My Workspace is an individual online worksite that functions as a private workspace for each user. When you log in, you will automatically open your My Workspace, which will display the Message of the Day and My Workspace Information boxes. By default, these boxes contain announcements and information from the system administrator.

A site owner can revise what appears in the My Workspace Information box by clicking **Options**. Only a system administrator can modify the contents of the Message of the Day box, but a site owner can click **Options** to customize how announcements will display in the window.

In My Workspace, you can perform various tasks, including:

- Creating new sites
- Delete sites you no longer wish to use
- Your Profile

- Membership (Viewing a list of all sites you belong and adding yourself to publicly joinable sites with the Membership tool)
- Posting files in your own private Resources tool (Area to store files and materials for later use)
- Viewing an integrated Schedule for all sites in which you participate
- Viewing Announcements from all your sites
- Creating your own private Schedule items
- Revising worksites you own by adding users or changing tools
- Choosing how you would like to be notified of new or changed items on sites you belong to in the Preferences tool

Creating a Work Site

To create a work site:

- In your My Workspace menubar, click **`Worksite Setup`**.
- At the top of the Worksite Setup page, click **`New`**.
- Under "Creating a new site", click the radio button next to **course website**, **project website**, or **portfolio website** to choose the type of site you want to create. For a course site, you'll also need to use the "Academic term:" drop-down list to select the proper term. ***Note: During the Pilot we will be creating project sties only.***
- Click **`Continue`**.

Types of Sites in Sakai

- **Course sites:** A course site is the official work site for a particular academic course for an institution and can be linked to a database (such as a registrar's) to automatically populate its roster.
- **Project sites:** Project sites are designed to facilitate collaboration. You can invite anyone you wish to join your project site.
- **Portfolio Sites:** A portfolio site can be used to showcase art, writing, or used for collaboratively reporting on group projects.

  NOTE: The only difference between Course sites and Project sites are the types of participant access. Course sites have Instructor, Teaching Assistant, and Student participants while Project sites have Maintain and Access participants.

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Project sites

To create a project site, continue with the following steps:

- Under "Project Information", in the "Site Title:" field, type a title for your site.
- In the corresponding fields, you have the option of typing a long and/or short description of your site. The **long description** will appear on your site's home page; the **short description** appears in the public list of all sites on the system.
- If you'd like to use an icon image, provide its URL in the "Icon URL:" field.
- In the "Site Contact Name:" and "Site Contact Email:" fields, enter the name and email address of the person whom participants can contact if they have problems or questions.

- Click **Continue**.
- Under "Tools", check the boxes next to the tools you want to provide on your site, and click **Continue**. (See list below.)
- You have the option of re-using material from other sites you own if you have any.
- Click **Continue**.
- Under "Set Site Access", select **Publish site** to make it available to site participants. If you don't want to publish your site at this time, you can do it later through **Site Info**.
- To indicate who can access your site, choose from the following Global Access options: **Private -** Only the people you add as participants can see your site; **Display my site in the directory -** Anyone with authorization to log into the system can see your site in the site directory, and can access shared files. Also, you can allow your site to be joined by anyone with authorization to log into the system.
- Click **Continue**.
- Under "Confirm Your Site Setup", review the information about your site. If it's correct, click **Create Site**. If you need to make changes, click **Back**.

Your new site will be listed on a tab in **My Workspace** on the Worksite Setup page.

Tools/Features

Sakai offers a variety of features for use in course and project sites, including:

Home	View recent announcements, discussions, and chat activity
Announcements	Post current, time-critical information
Assessments	Test and quizzes
Assignments	Post assignments and receive submissions online
Blog	An online journal which is share with others for comments
Chat Room	Participate in real-time, written conversations
Discussion	Engage in written conversations, not in real time
Drop Box	Allow private file-sharing between instructors and students
Email Archive	Maintain an archive of all email sent to the worksite's email list
Forums	Threaded discussions
Gradebook	Compute and store grades
Help	Access help documentation
Membership	Choose sites in which you would like to participate
News	Display an RSS feed from an external site
Pod Cast	
Polls	Users can vote for one or more of any number of answer options
Preferences	Set your personal preferences, such as time zone, tab order
Presentation	Present slides to a live audience, who can also view slides later
Profile	Let users add and make public personal information, including pictures
Resources	Add documents and URLs to your worksite
Roster	View list of site participants
Schedule	Keep track of important dates and deadlines on worksite calendar
Section Info	Manage sections or groups within a site
Site Info	View worksite profile and participants list
Syllabus	Create a worksite syllabus

Tests & Quizzes	Create, administer, and correct tests and quizzes online, and automatically feed the results to the Gradebook
Web Content	Include external website content in your worksite
Wiki	Collaboratively edit simple web pages
Worksite Setup	Create and manage sites

Site Info

In site info you can do the following: Edit Site Information, Edit Tools, Change Page Order, Add Participants, Manage Groups, Manage Access, Duplicate Site, Import from Site, and Import from File.

Editing information about your site

Follow the steps below to edit information about your site using the Site Info tool:

- In your site (make sure you are no longer in My Workspace), from the menubar, click **`Site Info`**.
- Click **`Edit Site Information`**.
- Here you can modify your Site Title, Descriptions, and other information about your site.

Adding, editing, or removing tools

- In your site, from the menubar, click **`Site Info`**.
- Click **`Edit Tools`**.
- Check the boxes next to the tools that you wish to add to your menubar; uncheck the box if you are removing a tool.
- Click **`Continue`**.
- If you're adding any of the following tools, the Customize Tools screen will provide you a chance to make certain changes. If you're not adding one of the tools below, skip to the next step. For the following tools, these tasks are possible:
    1. **News:** Add or modify news feeds (RSS Feeds, ex. CNN Top Stories); titles will appear in your menubar
    2. **Web Content:** Add or modify titles and URLs; titles will appear in your menubar
    3. **Roster**
    4. **Mailtool**
    5. When you're finished, click **`Continue`**.
- On the confirmation screen, you will see a list of your site's tools and any changes you've made. If the list is accurate, click **`Finish`**. To edit your changes, click **`Back`**, or if you wish to cancel, click **`Cancel`**.

Adding, editing, or removing participants

Adding participants

- In your site, from the menubar, click **`Site Info`**.
- Click **`Add Participants`**.
- For participants with official Wake Forest usernames, under "Other Official Participants", type the participant's username. If you wish to add more than one participant, enter each username on a separate line. (For participants without official usernames, under "Non-official Participants", enter their email addresses, one per line.)

- Under "Participant Roles", choose whether to give all your newly added participants the same role or different roles.
- Click **`Continue`**.
- Choose the roles for the participant(s) you are adding. If you're assigning different roles to participants, use the drop-down list next to each name to select the appropriate role. If you're assigning the same role to all the participants you're adding, use the radio buttons to select the appropriate role. Click **`Continue`**.
    1. **Note:** Depending on your's site's configuration, roles may vary.
- On the next page, you have the option to automatically send email to the new participants, notifying them of the site's availability. Select the appropriate radio button, and then click **`Continue`**.
- Confirm that the information for the participant(s) you're adding is correct, and then click **`Finish`**.

Editing participants
- In your site, from the menubar, click **`Site Info`**.
- In the Participant List, you can change a participant's role using the drop-down list under "Role".
- Under "Status", you can use the drop-down list to change a participant's status; choose **`Active`** or **`Inactive`**. An inactive student remains a member of the site, but no longer has access.
- Click **`Update Participants`**.

Removing participants
- In your site, from the menubar, click **`Site Info`**.
- In the Participant List, under "Remove", check the box next to each participant whom you would like to remove.
- Click **`Update Participants`**.

Announcements

The Announcements tool is used to inform site participants about current items of interest. Announcements can have multiple attachments, such as documents or URLs.

To create/add an announcement:
- In your site's (not in “My Workspace”) menubar, click **Announcements**.
- On the Announcements screen, near the top, click **Add**.
- In the text box next to "Announcement title", type the subject of your announcement.
- In the text box under "Body", use the WYSIWYG (What You See Is What You Get) editor to create and format the body of your announcement.
- Under "Access", select who can see the announcement: members of the site only (the default), publicly viewable, or viewable to selected groups (if you have any groups defined).
- Under "Availability” you can choose to show (default), hide, or specify specific dates for the announcements availability.
- Under "Attachments", you can attach a file from your local computer, from Resources, or you can specify a URL.

- You can choose to have your announcement emailed to participants in addition to being posted. From the **Email Notification** drop-down list, select the appropriate option.
- To post your announcement, click **Add Announcement**.

Additionally:
- You can always edit an announcement later by going back to the Announcements area and clicking the Edit link UNDER the Announcement.
- An announcement can be deleted by using the checkbox in the Announcements area and updating.

Resources

Using the Resources tool, you can share many kinds of material securely with members of your site, or make them available to the public. You also have your own private Resources area in your My Workspace.

You can upload files (e.g., word processing documents, spreadsheets, slide presentations, and videos, share links to useful web sites, as well as create and post web pages and simple text documents. This can be used to post weekly class readings as an example.

You can organize your Resources items into folders, and you can control which groups or types of users can access and add to different folders. Also, you can show or hide an item at any time, and set a start and/or end time for its availability.

Key concepts

Default Folder and creating subfolders.

Adding items: To add an item, from the **`Add`** menu next to the folder where you want to store the item, choose the type of item to add. Then, for example, browse to the file you wish to add as a resource. Also, using the “Add details for this item” link, you can add details about your item such as copyright status and dates the item is available.

Viewing items: When you click **`Resources`** in a site's menubar, you will see a list of that site's Resources items. Click the title of an item to open it.

To view the contents of a folder, click the folder's name to enter it, or click the folder icon to expand its contents in the list. To expand or collapse all folders, at the top, next to "Title", click the black double arrow.

Organizing items: Site leaders can organize items into folders and subfolders, and customize the order in which items appear. To reorder items, from the **`Actions`** drop down menu, select **`Reorder`**. Then your items can be moved using the up and down triangles.

You can sort items by title, size, resource creator, and last modified date. Site leaders can customize the order in which items appear. (Reorder only woks on folders—not on files inside of folders.)

Move/Copy: To move or copy an item, 1st select the check box beside the item. The links **Copy**, **Move**, and **Remove** now become active. Select the action you wish to perform. Once you have selected, for example, move, then a **paste icon** will appear beside folders the resource can be move into. Click the paste icon to paste the resource into the folder of your choosing.

Sharing resources: Each item is available via a URL, which you can share with site participants.

Controlling access and availability: Just as with Announcements, you can set access for site members, make the resource publically available, or limit access by groups if groups are defined. Additionally, the resource can be immediately shown (default), hidden, or made available for specify specific dates.