

Teaching with Sakai Tools to Help Students Learn

August 6, 2020

Workshop Recording

- UNC Onyen access required: <https://media.unc.edu/w/564BAA/>

Keep Teaching

- Find resources, digital strategies, request consultation with instructional designer, and more at keep-teaching.unc.edu

Get Sakai Help

- [Sakai help guides](#)
- Submit a request, chat, or call ITS Service Desk at help.unc.edu | 919-962-HELP
- [Personal consultation](#) with ITS Teaching & Learning consultant
- Help tool (top right corner) within Sakai for help guides on that tool

Getting Started

- Access Sakai through Firefox browser at sakai.unc.edu
- [Create FA20 course sites](#)
 - Departmental course scheduler must list you as instructor in ConnectCarolina for your course rosters
- [Add tools](#) to Sakai site
- Can [hide tool](#) (also reorder, rename) from students
- [Publish site](#) to give students access

Tips

- Can [create student groups](#)
- Always add alt text to images – use [Accessibility checker](#)
- Add photo to Sakai account: Click on your name in top-right > click blank photo to change
- [Create Images folder](#) in Resources to quickly locate all images
- Use “View As Site” menu to check student view
- Can [import content](#) between Sakai sites and reuse old course material
- To share videos (not already online), [upload to Warpwire](#) tool
- Create Zoom meeting with no end time and add Zoom join link to Sakai Overview page (or somewhere easy to find on Sakai site)
 - Always log in at UNC.zoom.us
- For live polling, request Poll Everywhere account at poll.unc.edu

Announcements

- [Help guides](#)
- [Add announcement](#) -- Change email notification to “High”

Messages

- [Help guides](#)
- [Send message](#)

Syllabus

- [Help guides](#)
- [Upload attachment](#)

Resources

- [Help guides](#)
- [Create folder](#)
- [Upload file](#)

Assignments

- [Help guides](#)
- [Create Assignment](#)
 - For students to have resubmission option (additional attempts), they must submit by due/accept until date
 - If a student misses original deadline, consider adding [Drop Box](#) tool
- [Peer review](#)
- [Group submissions](#)
- [Grade Assignment](#)
 - Must release feedback to students for them to see; can wait to release all at once
 - Can link to Gradebook

Tests & Quizzes

- [Help Guides](#)
- [Tips on Tests & Quizzes](#)
 - Includes tips for students
 - **Important Note:** Students should only have one browser tab of Sakai open while taking tests or can potentially lose their answers
- Quickly create test questions using [Markup text](#)
 - Basic text; additional formatting must be done after assessment is created
- Additional question types/special formatting can be added to test through Select Action > Edit
 - See [help guides](#) or "Insert New Question" within Sakai for all question types
 - [Embed image](#) in test question
 - Create "Test Images" folder and set to "[Hide this folder but allow access to its contents](#)" -- this way students won't see it in Resources before taking test
 - [Edit Part](#) (rename, randomize questions):
 - [Randomly select questions from Question Pool](#) -- to help discourage potential cheating, create large bank of questions and have test randomly select certain # of questions from [Question Pool](#)
- [View/modify Settings](#)
 - Add due date, attempts allowed, timer, etc.
- [Provide testing accommodations](#)
 - Select individual students
 - Can [create group](#) of students with same accommodation
 - Note on student privacy: Do NOT include student names in group titles as they appear in other Sakai tools
- [Grading and feedback](#)
 - Automatically sent to Gradebook but can disable
 - [How students view feedback](#)
 - [Example of feedback displayed to students](#)

- Sakai automatically grades the questions it can (multiple choice, fill in blank, true/false, etc.). Others must be graded by instructor. Recommend viewing/[grading all student responses per question](#)

Lessons

- Getting started with Lessons
 - [Help guides](#)
 - [Add top-level Lessons page](#)
- Good place to start: Add Content menu
 - Add [Subpages](#), text box, link to Resources, Assignments, Tests & Quizzes, Forums, Calendar, embed media, etc.
- See [help guides](#) for all types of items to add
- Can [require items](#) and not release items until prerequisites are completed
- [Add checklist](#)
 - Can link checklist items to required items on page -- automatically checked off
 - View students' progress
- Layout options & Settings
 - Break up items into [columns](#), [column breaks](#), [section breaks](#)
 - Consider accessibility -- may not look right on mobile devices
 - [Embed images](#), add header image to top of Lesson pages
 - [Add background color](#) to blocks and add section titles
 - [Reorder items](#) on page and copy items from another Lessons page
 - Settings = gear icon in top menu
 - Rename, hide page completely or until certain time, add completed page to Gradebook, etc.

Gradebook

- [Help guides](#)
- [Setup](#) (includes categories – not required)
- [Add Gradebook items](#) (where scores are entered)

Forums

- [Help guides](#)
- 3 levels: Forum > Topic (discussion board) > Conversation threads/student posts
- [Add Topic](#)
- [Post to Topic](#)