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 keepteaching.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