

Sakai Summer Institute

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Course Outline

- ▶ Introduction to rSmart and mySakai
- ▶ Goals & objectives of SSI
- ▶ Today's web course format
- ▶ Basic Sakai CLE navigation and MyWorkspace
- ▶ Adding course content
- ▶ Creating and publishing assessment items
- ▶ Bringing it all together
- ▶ Building your gradebook and managing your course
- ▶ Adding collaboration tools

Introduction to rSmart and mySakai

- ▶ rSmart's website can be found at: <http://www.rsmart.com>
- ▶ rSmart creates its own open source distribution of organic, free-range Sakai
- ▶ rSmart provides support and implementation/installation services for schools implementing Sakai
- ▶ rSmart supports a production instance of Sakai for educators interested in testing/piloting Sakai
 - ▶ It's called mySakai
 - ▶ You'll find it at <http://mysakai.rsmart.com>

Goals & Objectives of SSI

- ▶ To help educators become familiar with the Sakai software
- ▶ To help educators feel comfortable participating in the vibrant Sakai community
- ▶ To get educators started with their course pilot for next term using mySakai
- ▶ To provide new ideas for existing Sakai users

Today's web course format

- ▶ We are using a Web Conferencing System called GoToWebinar
- ▶ You will be able to watch what I demonstrate on my screen, and then you will have a chance to practice
- ▶ Participants are muted to avoid interruption & background noise
- ▶ Type your questions into the GoToWebinar question queue
- ▶ You should open <http://mysakai.rsmart.com> in another browser window so that you can complete the exercises
- ▶ When you complete exercises, raise your hand in the GoToWebinar console to let me know you're ready to move on

Exercise: Raise your hand if you can hear me

- ▶ Raise your hand using the GoToWebinar console

Exercise: Login to mySakai

- ▶ If you already have a mySakai login, you can just use your existing login
- ▶ Go to <http://mysakai.rsmart.com>
- ▶ Click “I’m a new user, sign me up!”
- ▶ Complete the required information
- ▶ Click submit
- ▶ Your email address is your username
- ▶ If you forget your password, you can use the “Forgot Password” link

Demonstration: Basic Sakai CLE Navigation and MyWorkspace

- ▶ Logging in
- ▶ Navigating among tabs, quicklinks, sites and tools
- ▶ Using the Account tool to change your password
- ▶ Using the Profile tool to create a profile
- ▶ Using the Membership tool to join a site
- ▶ Using the tool Refresh button



Exercise: Use the Membership tool to join the SSI course

- ▶ Login to Sakai
- ▶ Go to My Workspace
- ▶ Click Membership
- ▶ Click “Joinable Sites” (link is at the top of the screen)
- ▶ Search for the following: SSI
- ▶ Join the “2010 SSI – Stiles” course
- ▶ TEST to make sure it worked (refresh your browser window)
- ▶ Raise your hand when you’re done

Exercise: Download the SSI course materials

- ▶ Go to the SSI course you just joined (use your quicklinks or use the “My Sites” tab)
- ▶ Click “Resources”
- ▶ Download the SSIresources.zip file
- ▶ Unzip this file on your computer
- ▶ Open the PowerPoint contained within the zip file
- ▶ Raise your hand when you’re done

Exercise: Update your profile

- ▶ Login to mySakai
- ▶ Click on My Workspace
- ▶ Click Profile
- ▶ Hover your mouse near the **Basic Information** section. Notice an “edit” button appears
- ▶ Click Edit and update the Nickname and Birthday fields
- ▶ Click Save Changes
- ▶ Repeat above steps for other areas in your profile as desired
- ▶ Raise your hand when you're done

Questions and Answers

Demonstration: How to create a course in mySakai

Exercise: Create a Course

- ▶ Login to mySakai
- ▶ Click Site Setup
- ▶ Click New
- ▶ Select “Build your own site” and then select “course site”
- ▶ Select an academic term and click continue
- ▶ Give your course an appropriate subject, course and section number (my course will be called Project Management – Stiles)
- ▶ Continued on next page...

Exercise: Create a Course (continued)

- ▶ In the “Authorizer’s username” field, just type your own user ID, then click continue
- ▶ Adjust the suggested site title if desired
- ▶ Give your site an easy to read site alias if desired
- ▶ Create a description for your course and click continue
- ▶ Select the following tools and click continue: Announcements, Assignments, Blogs, Calendar, Chat Room, Forums, Gradebook2, Lessons, Resources, Roster, Site Statistics, Syllabus, Tests & Quizzes
- ▶ Click Finish, then test to make sure you were successful (if you see your course in MySites or in your Quicklinks, congratulations)
- ▶ Raise your hand when you’re done

Questions and Answers

Demonstration: Adding Course Content

- ▶ Adding a Syllabus
- ▶ Uploading Resources
- ▶ Quotas and limits
- ▶ WebDAV discussion

Exercise: Create a Syllabus

- ▶ Locate and open the SampleSyllabusWithGradingInfo.txt file (it is included in the SSIresources.zip file you just downloaded)
- ▶ Alternatively, you can use your own syllabus if you brought one to class today
- ▶ Create five (5) Syllabus content sections in your Sakai course with the following titles: Project Management 101, Required Textbook, Course Objectives, Grading, Course Outline
- ▶ Copy and paste the relevant content for each syllabus section from the text file you just opened
- ▶ Preview the Syllabus to make sure it looks nice
- ▶ Raise your hand when you're done

Exercise: Upload Resources

- ▶ Login to Sakai, access your course and click the Resources tool
- ▶ Next, open the “Resources” folder on your computer (it’s in the .zip file you downloaded earlier)
- ▶ Create new folders in your Sakai course site (use the same folder structure as is in the .zip file)
- ▶ Add files to your Sakai course site – make sure you put them in the right spot! (hint: you can add multiple files at one time)
- ▶ Raise your hand when you’re done

Questions and Answers

Exercise: Add a Web Content Window

- ▶ In another browser tab (or in another browser window), go to your favorite website, and then highlight and copy the website's URL – do not use Google
- ▶ Login to Sakai and access your course site
- ▶ Click Site Editor, then select Edit Tools
- ▶ Click Web Content and then “Continue”
- ▶ In the Title field, enter the title of your favorite website
- ▶ In the source field, paste the URL of your favorite website
- ▶ Click Continue and then Finish
- ▶ Raise your hand when you're done

Lunch Break

- ▶ 11:00 – 12:00 Pacific Time

Demonstration: Creating and publishing assignments

- ▶ Assignment workflow & integrations
- ▶ Creating and publishing a new assignment

Exercise: Create Assignments

- ▶ Login to Sakai, access your course and click the Assignments tool
- ▶ Next, open the AssignmentInstructions.txt file on your computer (it's part of that package you unzipped earlier)
- ▶ Create six assignments using the assignment titles, point values and assignment instructional text found in the AssignmentInstructions.txt file
- ▶ Make sure you select “Add Assignment to Gradebook” for assignments 2-7 (there is NO Week 5 assignment)
- ▶ Raise your hand when you're done

Questions and Answers

Demonstration: Creating and Publishing Assessment Items

- ▶ Tests & Quizzes workflow & integrations
- ▶ Using the assessment builder
- ▶ Using markup text
- ▶ Reviewing and changing settings
- ▶ Publishing an assessment

Exercise: Create and Publish Tests & Quizzes

- ▶ Login to Sakai, access your course, and click the Tests & Quizzes tool
- ▶ Open the text files entitled SampleFinalExam.txt and SampleMidterm.txt (these files are in the package you downloaded earlier)
- ▶ Using “Create Using Markup Text”, create two assessments (one midterm exam and one final exam). Copy and past the contents of the text files into the Questions field
- ▶ Publish these assessments and make sure the assessment settings indicate that these assessments will be added to the Sakai gradebook
- ▶ To check your work, look at the tests & quizzes tool. Do your assessments appear under the Active (testing in progress) area? If so, great! If not, check your work
- ▶ Look at your Gradebook2 tool. Do the assessments appear here? If not, check your work
- ▶ Raise your hand when you’re done

Questions and Answers

Demonstration: Creating Forums and Forum Topics

- ▶ Forums/Gradebook integration discussion
- ▶ Gradebook entries for forums should be created first
- ▶ Forums, topics, threads, responses to threads

Exercise: Create Forum Topics

- ▶ First, create gradebook items for your forums
- ▶ Login to Sakai, access your course, and select the Gradebook2 tool, then create the following entries:
 - ▶ Week 2 Forum Topic: Kapiolani Community College
 - ▶ Week 4 Forum Topic: Cerritos College
 - ▶ Week 6 Forum Topic: Marist College
 - ▶ Week 7 Forum Topic: Sakai in K-12
 - ▶ Continued on next page...

Exercise: Create Forum Topics (continued)

- ▶ Login to Sakai, access your course site and select the Forums tool
- ▶ Open the ForumTopics.txt file. This file contains the titles and descriptions of your forum topics
- ▶ Click New Forum. Create a new forum called “Course Forum”
- ▶ Click Save Settings and Add Topic (you’ll create four topics as part of this exercise). Topics should be as follows:
 - ▶ Week 2 Forum Topic: Kapiolani Community College
 - ▶ Week 4 Forum Topic: Cerritos College
 - ▶ Week 6 Forum Topic: Marist College
 - ▶ Week 7 Forum Topic: Sakai in K-12
- ▶ Before you save, make sure you associate this forum topic with its corresponding gradebook item
- ▶ Raise your hand when you’re done

Questions and Answers

- ▶ We are on break until 1:50PM Pacific Time

Demonstration: Using Lessons to bring it all together

- ▶ Why use Lessons
- ▶ Lessons – Resources Integration
- ▶ Creating lesson modules and content sections
- ▶ Embedding video from YouTube

Exercise: Build Lessons

- ▶ Open the LessonContent.txt file on your computer (this file is included in the package you downloaded earlier)
- ▶ Login to Sakai, access your course, and click the Lessons tool
- ▶ Create 8 Modules: Week 1, Week 2, Week 3, Week 4, Week 5, Week 6, Week 7, Week 8
- ▶ Next, select the checkbox next to the Week 1 module and click Add Content
- ▶ Using the LessonContent.txt file, create your first content section (Project Management Concepts)
- ▶ Continued on next page...

Exercise: Build Lessons (continued)

- ▶ In the Content Type dropdown box, select Compose content with editor
- ▶ Copy and paste the textual content from the Project Management Concepts content section from the LessonContent.txt file into the content area box
- ▶ Click Add
- ▶ On the next screen, click Add Another Section
- ▶ In the Section Title field, type Video
- ▶ In the Content Type dropdown box, select Compose content with editor
- ▶ Continued on next page....

Exercise: Build Lessons (continued)

- ▶ Click the “Source” function within the rich text editor
- ▶ Remove the “compose content here” text and replace it with the embed code for the video (found in the LessonContent.txt file) – just copy the entire embed code and paste it into the box
- ▶ Click Add
- ▶ Click Add Another Section
- ▶ In the Section Title area, type Next Steps
- ▶ In the Content Type dropdown box, select Compose content with editor
- ▶ Continued on next page...

Exercise: Build Lessons (continued)

- ▶ In the textbox, remove the “Compose content here” text and replace it with some original text (you have to write the text) indicating that the students should now complete their Week 1 assignment using the Assignments tool
- ▶ For extra fun (this is not required) figure out how to link the text you typed to the Week 1 assignment
- ▶ Click Add, and then Finish
- ▶ Check your work by clicking the “View” option at the top of the Lessons tool page
- ▶ Once you’ve checked your work, click the “Author” option at the top of the Lessons tool page
- ▶ Repeat the steps your just completed for Weeks 2-8 (if you run out of time, that is okay. You can always finish this later – it will be good practice
- ▶ View your Lesson modules when you’re done to verify they are functioning properly
- ▶ Raise your hand when you’re ready to move on

Questions and Answers

Exercise: Update your Site Info Page

- ▶ Login to Sakai, access your course site and select the Site Editor tool
- ▶ Click the Edit Site Information option
- ▶ Update the description of your course site. This description appears on your course home page. Provide your students with information on how to access Lessons, Assignments, Tests & Quizzes and Forums. Be creative
- ▶ Once you've saved your updates to the Site information page, look at your course home page (click the Home tool) to make sure it looks nice
- ▶ Raise your hand when you're done

Demonstration: Building your Gradebook and Managing your Course

- ▶ Gradebook1 vs. Gradebook2 discussion
- ▶ Using the grading policy from your Syllabus to build your gradebook
- ▶ Creating categories and weights
- ▶ Putting assignments into categories
- ▶ Dropping the lowest score

Exercise: Create Gradebook Categories

- ▶ Login to Sakai, access your course and click the Gradebook2 tool
- ▶ Double click the bolded **Gradebook** text in the left window of the Gradebook
- ▶ In the right window pane, you should see a “Set Up Gradebook” area
- ▶ In the “Organize by” dropdown box, select Weighted Categories
- ▶ Click Save/Close
- ▶ Next, select the File menu, and click New Category
- ▶ Create the following five categories with the appropriate weight:
 - ▶ Oral Presentation Assignment – 20%
 - ▶ Midterm – 15%
 - ▶ Final Exam – 25%
 - ▶ Discussion Forum Participation – 10%
 - ▶ Online Homework Assignments – 30% (enter the numeral 1 in the “Drop lowest” field)
- ▶ Raise your hand when you’re done

Exercise: Move assessment items into Categories

- ▶ Login to sakai, access your course site, and click the Gradebook2 tool
- ▶ Click and drag your gradebook items into the appropriate category
- ▶ If you see red text in the gradebook, that means there are some settings or calculations that don't make sense, and you must troubleshoot in order to fix these
- ▶ Raise your hand when you're done

Questions and Answers

Demonstration/Discussion: Collaboration

- ▶ Adding students to your course
- ▶ Choosing collaboration tools to use in your course

Exercise: View your course as a student

- ▶ You have two options here. Choose one.
- ▶ Option 1 (if you have another email address to play with):
 - ▶ Add yourself (using a different email address) to the course as a student using the Add Participants function in the Site Editor Tool
 - ▶ You will receive an email with an auto-generated password for this new user Id
 - ▶ Login as this user and view your course
- ▶ Option 2 (if you don't have another email address to play with):
 - ▶ Click the View Site As dropdown box in the upper right corner of the screen and select Student
 - ▶ You can now view your course as a student
 - ▶ Raise your hand when you're done

Questions and Answers

Congratulations, you've completed the course!

- ▶ To speak with a consultant about implementing the rSmart Sakai CLE at your institution, send an email to info@rsmart.com
- ▶ For more information about rSmart and events like these, visit <http://www.rsmart.com>
- ▶ **Please complete the course evaluation by the end of the day.** You'll find the link to the evaluation on the home page of the 2010 SSI – Stiles site in mySakai. The link is also below. If you need a certificate of attendance for this course, you **MUST** complete the evaluation by the end of the day.
- ▶ <https://mysakai.rsmart.com/samigo-app/servlet/Login?id=5936fed5-c580-4bd5-8ce3-4fb57b0e69bd1282166509253>