

Introduction to Sakai

LESSON GOAL

Demonstrate proficiency with basic functionality of the *Sakai* course management system.

ESSENTIAL QUESTION

How can I use *Sakai* to manage my class work?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Consider submitting your work in this lesson to My Workspace for possible use in your Portfolio.

LESSONS

- Review the lesson
- Complete assignment
- Submit assignment.

ASSIGNMENTS

- Use Assignments to submit your reflection.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

- with your teacher or other students if desired
 - Blogger
 - Chat Room
 - Drop box
 - Mailtool

2 class periods

LESSON OVERVIEW

In this lesson you'll learn about the course management system, *Sakai*, that you will use in your experiential learning program.

STUDENT EXPECTATIONS

1. Use *Sakai* to
 - a. upload a picture
 - b. create and modify a profile
 - c. access a file
 - d. submit an assignment
 - e. post a message in the Chat Room
2. Reflect on how the *Sakai* program can be used to support your schoolwork.

There is one assignment in this lesson that requires you to have participated in the lesson activities.

Here are the ways you can succeed in this lesson.

1. Upload a picture quickly.
2. Modify your profile quickly.
3. Access the file you need for your assignment quickly.
4. Thoughtfully complete and submit your assignment.
5. Post an interesting message to a Chat Room.
6. Help others as needed.
7. Demonstrate understanding of what *Sakai* is and how you can use it effectively by completing a reflection.



ASSIGNMENT 1

In class you should have used *Sakai* to

- upload a picture
- modify a profile,
- access a file
- submit an assignment and
- post to a Chat Room

1. Upload a Picture

- a. Click on **Resources** in your **My Workspace**.
- b. Scroll over **Add** next to the **My Workspace** folder.
- c. Click on **Upload Files**.
- d. Click on **Browse** and choose a picture file of

yourself of which you are proud, is school appropriate, and contains just you (also known as a headshot).

- e. Click on **Upload Files** **Now** in order to submit your picture.

2. Modify a Profile Next,

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modify your profile to include your picture, nickname, e-mail (if applicable), and a few sentences about yourself.

- a. Click on **Profile** in your **My Workspace**.
- b. Click on **Edit my Profile** to include your picture, nickname, email, and brief school-appropriate description in the field.
- c. Once your submissions have been made, click on **Save**.

3. Access a File

- a. Access the **3 Reasons to Go Digital** assignment under **Assignments** in the **21st Century Skills** worksite.
- b. Download the file by clicking on the blue link.
- c. Complete and save this assignment in a standard word processor, such as Microsoft Word.
- d. As you work on the assignment, you should save at least once and upload it to **Resources** within your **My Workspace**, and use the **Upload a New Version** to update it when you are finished.

- e. In order to upload the file into **Resources**, click on **Resources** in **My Workspace**.
- f. Scroll over **Add**, click on **Upload files**, and then **Browse** for the correct file.

4. Submit an Assignment Via Drop Box

Once you have completed **3 Reasons to Go Digital** assignment, you should submit the newest version in the **Drop Box**.

- a. To find the **Drop Box**, select **21st Century Skills** from the top banner.
- b. Click on **Drop Box** in the left hand toolbar and follow the instructions for submitting to your **Resources** page under **My Workspace**.

5. Post to a Chat Room

Make one post to the **Chat Room**.

- a. Select **Chat Room** from the left hand tool bar in the **21st Century Skills** course page.
- b. Select an already developed **Chat Room** and make a comment to your classmates.



ASSIGNMENT 2

Write a reflection on each of the following prompts. Then use the **Sakai** Assignments Tool to submit your reflection.

1. Describe the tools present in **Sakai**. How are they the same or different from other tools you have used or currently use in class?
2. What tool was the most challenging to use?
3. What tool was the easiest for you to use?
4. How do you think **Sakai** could help you in the experiential learning internship program?
5. Name and describe three ways that **Sakai** can help you with your other classes.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
5	ASSIGNMENT Reflection Write and submit a reflection about using Sakai	Completed reflection, demonstrating full understanding of Sakai and how it can be used for schoolwork.	Completed reflection, demonstrating basic understanding of Sakai .	Made an attempt to complete reflection, demonstrating minimal understanding of Sakai .	Was unable to complete reflection and does not show understanding of Sakai .	