

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Purpose

This document will help teachers learn how students will submit assignments via the Drop Box on *Sakai*, participate in a threaded discussion via Forum, save files to their computer, and work with a Word template. It is meant to be the start of a series of help documents for users to keep for themselves. The help feature in *Sakai* also has a wealth of information to help navigate *Sakai*.

### Note on directions:

- Anywhere where a file extension “.xxx” ‘ \_\_\_\_ ’ appears (i.e. .doc, .ppt, or .xls), you can assume that that refers to a file such as a Word document, PowerPoint or Excel file.
- Whenever the word “click” appears in front of a bold-faced word, that refers to an action the teacher is to perform.
- Screen shots will be included in the document to assist in your understanding. This is a picture of the screen as you will see it in *Sakai*. Be advised, this is for *Sakai* use only and will not be appropriate for any other online learning software.

## How-to Use a Template


1. Open the file.

**RESULT:** The template should have certain fields that are colored differently (usually a light gray). These spots are areas where students are to input information. Important Note: Documents that are marked as \*.doc, do not have the usability of those marked \*.docx. The \*.doc documents will have fields marked with bold faced writing. This is where students are to input their information.

2. Input your information in the fields provided and then save the file.
3. To save, **click save as** and then make sure to save the file as a \*.**doc**, instead of a \*.**dot**. Please see the picture at right for location of the clickable buttons.



## How-to Save a file

1. To save a file that you are working on, please be familiar with the saving conventions that your technology department has already established.
2. To save a file, **click** on **File** menu at the top left hand corner of the window. **Click** on **Save as** menu item. **RESULT:** A window will pop up which looks like the one below. **Click** on the desired file location (be sure to note where you are saving the file).
3. Before saving, be sure to give your file a name that will be memorable and descriptive. For instance, the default file name is ‘Document1’ but this is hardly descriptive of the information the file actually contains. Therefore, select a name which will make sense to you when trying to access the file at a later date.
4. **Click** on **Save** in bottom right-hand corner of the window.
5. After **clicking** on **Save**, the file will save in the desired location. If you are done with the file, you can close the file. If you are not, you can easily save the file in the same location in the future (repeated saving is recommended) by **clicking** on the disc icon (  ) in the top left, or **clicking** on **File** and then **Save**.



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## How-to Use Drop Box in Sakai

1. First begin by logging on to *Sakai*.
2. You should *click* on the **Desired Course** in the top toolbar for the desired course.
3. In the left-hand column there will be a **Drop Box** link that you should *click* on.
4. You should then see a location for the students to upload their file which will enable them to save the file.
5. Students should always follow a **Drop Box** submission with a confirmation from the teacher that the file was received. This can be done in an email or verbally.

## Forum

1. **Forum** is a powerful community tool that can assist classroom work in ways that have rarely been used prior to this technology. **Forum** is being used in this lesson as a means of getting multiple students to add their understanding on a particular topic and build a community understanding.
2. Log on to *Sakai*.
3. *Click* on the **Desired Course** in the top toolbar for the course you want to use **Forum** in.
4. *Click* on **Forum** in the left-hand toolbar.
5. You can now *click* on **New** in order to post on a particular topic. Teachers will need to monitor content, especially when working with academic material, to be sure that the students are not perpetuating false information accidentally.
6. You can respond to **Comments**, begin new **Posts**, or comment on a comment.
7. Teachers will begin posts by clicking on **Edit** and beginning new posts or threads where students can comment.