

### LESSON GOAL

Learn the role and basic functionality of *Sakai*, the learning, management system, and demonstrate knowledge of *Sakai* through completion of lesson.

### ESSENTIAL QUESTION

How do we use *Sakai* for work and communication?

### INTEGRATING TECHNOLOGY

#### ANNOUNCEMENT

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

#### MY PORTFOLIO

- Submit work to My Portfolio.

#### MY WORKSPACE

- Prepare your assignments in My Workspace.

#### LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

#### ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

#### 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

Two class periods

### LESSON OVERVIEW

What is *Sakai*? How can *Sakai* help us in our classes? This lesson will introduce you to a learning management system, called *Sakai*, that will help you organize and submit work. You will be adding your personal touch in the **My Workspace** section that you will use and maintain throughout the school year.

### STUDENT EXPECTATIONS

1. Follow instructions to find the online space for the lesson and to properly submit work.
2. Update your profile by adding a picture, nickname, and description.
3. Complete *Introduction of Self* and submit it.
4. Create a Forum response to your classmates.
5. Complete and submit a reflection about the lesson.

There are two assignments in this lesson that require you to complete the lesson activities. The first is to complete a self introduction and submit it in *Sakai*. The second is to write a reflection about the use of a learning management system.

### Here are the ways you can succeed in this lesson

1. Follow all instructions and successfully upload a file.
2. Follow all instructions and successfully change your profile by adding a picture, nickname, email, and brief school appropriate description.
3. Complete and submit worksheet, answering all questions thoroughly.
4. Create extensive and thoughtful forum post and follow instructions to post.
5. Write a reflection that extensively answers the questions and reflected on the lesson.

### Upload a File

1. Click on **Resources** in the **My Workspace** course.
2. Scroll over **Add** next to the **My Workspace** folder.
3. Click on **Upload Files**.
4. Click on **Browse** and choose a picture file of yourself that is school appropriate and contains just you (i.e. a headshot). Click on **Upload Files Now** in order to submit your picture.

### Change a Profile

1. Click on **Profile** in **My Workspace**.
2. Click on **Edit My Profile** to include picture, nickname, email, and brief school-appropriate description in the field.
3. Click on **Save** once submissions have been made.



### ASSIGNMENT 1

#### Complete and Submit an Assignment

1. Access the *Introduction of Self* file under **Assignments (Assignment 4.1)** in the *21<sup>st</sup> Century Skills* worksite.
2. Download the file by clicking on the blue link, then clicking **Save to** and then specifying a location in your directory in which to save this file.
3. Open this document and read through it. Respond to the questions in the document, deleting directions and any extra wording as you go. When finished, save the document again and then exit the program. Save documents with the title of the document. In this case, the file should be titled, *Introduction of Self*.
4. Upload this file into **Resources** within the personal workspace, in order to save it for future use.
  - a. In order to upload the file into **Resources**, click on **Resources** in **My Workspace**.
  - b. Scroll over **Add**, click on **Upload files**, and then **Browse** for the correct file.
  - c. Submit the newest version of the completed *Introduction of Self* in the **Drop Box**.
  - d. To submit the assignment, return to the Assignments tool in *Sakai*, select **assignment 4.1**. Here, click **Add Attachments** and select the file you have just saved in **My Workspace**.
  - e. Select your file and click **Continue**. Once you are ready, click **Submit**, and your assignment will be turned in to your teacher.

#### Post to a Forum

1. Select **Forum** from the left hand tool bar in the *21<sup>st</sup> Century Skills* course page.
2. Select an already developed forum and make a comment to your classmates.
3. After an appropriate number of topics have been developed, you can access them and post thoughts and generate discussions by replying to someone else's post. This is called a threaded discussion and will be expanded upon in Lesson 17.



## ASSIGNMENT 2

In class you have uploaded a file, changed your profile, completed and submitted an assignment, and posted to a forum. Consider these activities as you write a reflection on the following.

1. You have just completed an introduction to the tools within *Sakai*. Please describe your ability to use the tools present in this program.
2. What process was the most challenging?
3. What process was the easiest for you to do? How do you think *Sakai* could help you in the internship program?
4. How can *Sakai* help you in your 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
4	<input checked="" type="checkbox"/> <b>ASSIGNMENT 1</b> <b>Complete and Submit Worksheet</b> Complete <i>Introduction of Self</i> and submit it.	Completed and submitted responses, answering all questions thoroughly.	Completed and submitted answers.	Completed some of the answers, submitted or not.	Made a minimal effort to answer the questions and submit them.	
2	<input checked="" type="checkbox"/> <b>ASSIGNMENT 2</b> <b>Reflection</b> Reflect on ability and advantages of using a learning management system.	Wrote a reflection that extensively answered the questions and reflected on the lesson.	Wrote a reflection that answered the questions and reflected on the lesson.	Wrote a reflection that answered some or most of the questions.	Did little or no work on this assignment.	