

## ESTIMATED TIME

2 class periods

## PREREQUISITES

- Students will need basic level computer knowledge and typing skills. If you have students who have not used computers much, you may partner them with a student or staff member who can help.
- Students need the correct URL, user names and passwords to log in to **Sakai**.
- Computers with Internet access
- Projector to demonstrate **Sakai** features
- Prepare for Assignment 2 Post to a Forum by creating a forum topic that students respond to. To do this, click on **Forum** in the *21<sup>st</sup> Century Skills* course page. Input the appropriate forum title, short description, and detailed description. After selecting forum options, select Save Settings and Add Topic. Possible forum topics might include: Advisory, New School Year Goals, Club Activities, Sport Activities, Internship Possibilities, Favorite Summer Memory, or Favorite New Fashion Statement.
- To prepare for students to change their profiles, they should have access to pictures of themselves to upload to their profiles.

## RESOURCES AVAILABLE

- **Sakai Introduction and Review Rubric**
- **Introduction of Self**

## ACROSS THE CURRICULUM

This lesson can encourage students to think about the role of technology in their internship and classroom experience. The presence of **Sakai** in their educational experience can help students better communicate with teachers and faculty members, which should, in turn, help them keep current on their academic responsibilities. **Sakai** is an integrated learning system that models what students will encounter in many educational settings.

## 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?

## STUDENT EXPECTATIONS

1. Follow instructions to find the online space for the lesson and to properly submit work.
2. Update 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.

## LESSON OBJECTIVES

1. Explore features of **Sakai** to increase communication.
2. Develop proficiency with **Sakai** to increase productivity.

## RATIONALE

**Sakai** is a learning management system that provides staff and students collaborative, project-based *worksites*. A worksite may be designed around a course, student interest group, or other staff or student based project. Each student and staff member maintains a private workspace where they may store digital files, known as *Resources* within **Sakai**. In addition, one of the core features of a worksite is an additional *Resources* tool to store files related to that specific project. Each different tool available in a worksite is listed along the left-hand side of a screen, which is a place where a set of tools is available that is unique to each project.

Once students are provided with usernames and passwords, and given the web address (URL), they may log in and begin to explore. A key thing to note is that the student interface may vary from a staff member interface in any number of ways; their view of a certain tool will be different from the staff view.

Ultimately, while this lesson is meant to teach **Sakai**-specific tools, broader lessons about the role and functionality of learning management systems are present. This lesson may be adapted to introduce other school-specific LM systems like Moodle, Angel, or Blackboard.

LM systems are powerful tools that can be used to enhance and document student learning and growth. The tools presented in this lesson and developed through regular use of **Sakai** will help students be better citizens in the technology age.



Sakai Introduction and Review Rubric

## PROCEDURES: WHAT TO DO

1. **WHOLE GROUP** Hand out the *Sakai Introduction and Review Rubric* to introduce this lesson and explain how students will be evaluated.
2. **WHOLE GROUP** To begin the lesson, all students should be logged onto a computer with internet access. All students need to know the *Sakai* URL, their password and username, and need to be prepared to complete the assignment.
3. **INDIVIDUAL** Once students have logged on, have them perform the following actions to upload a file.
  - a. Click on **Resources** in the **My Workspace** course.
  - 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 themselves of which they are proud, is school appropriate, and contains just them (i.e. a headshot). Students should click on **Upload Files Now** in order to submit their picture.

### ASSESSMENT

**Upload a File** Demonstrate ability to upload a file.

4. **INDIVIDUAL** Next, have each student complete these actions to modify his or her profile.
  - a. To do this, click on **Profile** in **My Workspace**. Click on **Edit my Profile** to include picture, nickname, email, and brief school-appropriate description in the field.
  - b. Click on **Save** once submissions have been made.

### ASSESSMENT

**Change a Profile** Demonstrate ability to change a profile.



Introduction of Self

5. **INDIVIDUAL** Next have each student complete the *Introduction of Self* assignment by following these steps.



## ASSIGNMENT 1

- a. Access the *Introduction to Sakai—Introduction of Self* file under **Assignments** in the *21st Century Skills* worksite.
- b. Download the file by clicking on the blue link, then clicking **Save to** and then specifying a location in their directory in which to save this file.
- c. Open this document and read through it. Respond to the questions in the document, deleting directions and any extra wording as they 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*.
- d. Upload this file into **Resources** within the personal workspace.
  - i. In order to upload the file into their Resources, click on **Resources** in **My Workspace**. Scroll over **Add**, click on **Upload files**, and then **Browse** for the correct file.



Student Pages

- ii. Submit the newest version of the completed *Introduction of Self* in the **Drop Box**.
- iii. To find the **Drop Box**, select *21<sup>st</sup> Century Skills* from the top banner. Click on **Drop Box** in the left hand toolbar and follow the instructions for submitting to **Resources** under **My Workspace**.

**ASSESSMENT**

**Complete Worksheet** Complete *Introduction of Self Worksheet*.

**ASSESSMENT**

**Submit an Assignment** Demonstrate ability to complete and submit an assignment.

- 6. **INDIVIDUAL** Have students use these steps to post to the Forum.
  - a. Select **Forum** from the left hand tool bar in the *21<sup>st</sup> Century Skills* course page.
  - b. Select an already developed Forum and make a comment to their classmates.
  - c. After an appropriate number of topics have been developed, students 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 number 17.

**ASSESSMENT**

**Post to a Forum** Demonstrate ability to post to a Forum.

## REFLECTION



## ASSIGNMENT 2

Following the completion of the lesson activities, have students respond to the following questions. When finished, have students use the *Sakai* Assignments Tool to submit their reflections for evaluation.

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? How can *Sakai* help you in your classes?

**ASSESSMENT**

**Reflection** Reflect on ability and advantages of using a learning management system.

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

- Use Announcements to remind students of assignments and due dates.
- Announcements should be coordinated with Assignments and Schedule.

### SCHEDULE

- Add Assignments to the Schedule.

### EVALUATE/REVIEW

- Student Assignments
- Student Portfolio
- Add a test or quiz if desired.

### LESSONS

- Review Lessons.
- Add Resources if desired.
- Change a Lesson if desired.
- Schedule a Lesson.
- Unschedule a Lesson.

### COMMUNICATE IF DESIRED

- Blogger
- Chat Room
- Drop box
- Mailtool
- Roster

## Ohio Academic Content Standards

### Grade 10

#### Technology

**Benchmark C** Identify communication needs, select appropriate communication tools and design collaborative interactive projects and activities to communicate with others, incorporating emerging technologies.

#### Use of Communications

1. Contribute to organized e-mail discussions (e.g., discussion list, list serv, threaded discussion list, courseware discussion).

3. Implement online-structured learning experiences (e.g., tutorials, virtual classes, industry certification courses).

## ASSESSMENT

Use the *Sakai Introduction and Review Rubric* to evaluate student performance. Have students complete the rubric as a self-evaluation and then discuss the results.

In addition to the rubric, each submission should be evaluated individually for appropriateness for submission to the ePortfolio before posting.

## DIFFERENTIATING INSTRUCTION

### SPECIAL NEEDS

Students on IEPs may require more time on the assignment, one-on-one attention, or assistance in typing responses to the assignments.

### GIFTED AND TALENTED

Technologically gifted students, especially those with some email experience, have found great success with downloading and uploading files. These students can act as wonderful assistants if they are trained ahead of class time and asked to help struggling students after having completed the assignment themselves.

## ADDITIONAL RESOURCES

### WEBSITE SOURCES

Preview sites for appropriateness before recommending them to students. If links are broken, search for similar information.

- **Sakai**

Use the *Sakai* website for a complete overview of the open source *Sakai* program.  
<http://Sakaiproject.org/>

- **Open Source Software**

Use the Open Source Initiative site to learn about open source software.  
<http://www.opensource.org>