

10 IMPORTANT COURSE SITE TOOLS

Access your course space(s) in Sakai at <https://sakai.unc.edu> using your Onyen and password.

1. MY WORKSPACE

Sakai gives you a private My Workspace area that integrates messages and announcements from all your sites:

In My Workspace you are the “Administrator”, meaning you can perform various tasks such as posting files in your own private Resources tool and creating your own private Calendar items. Customizing My Workspace can make a difference in productivity.

Preferences: Customize your tabs

Use **Preferences** to customize tabs, manage notifications as well as set time zone and language. Anytime you see **Options**, you can edit settings for that component.

Resources: Upload pictures, files

Use your own private **Resources** space to host content publically and privately. Click the “add” drop-down button and you’ll see a variety of options.

2. ANNOUNCEMENTS

Your instructor will communicate with the class via Announcements. Recent announcements will appear on the course site home page. All announcements are accessible at this link in the main course menu.

3. COURSE MATERIALS

This is where you will find course content, including the course syllabus, required readings/viewings, lecture notes and assignment instructions. Course material is delivered in weekly modules. Read the course syllabus and other materials carefully at the beginning of the semester. Learn expectations and requirements ahead of time. If you have questions about the syllabus or the course, contact your instructor.

4. DISCUSSION

Each course contains an element of discussion. Each instructor will provide discussion guidelines for his or her course. The discussion board is made up of forums. In each forum, you will find topic messages that begin a thread. To start a thread, click “new topic”. Messages are responses to topic messages and other messages in the thread. Messages appear in a chronological list, starting with the original topic message at the top. It is important to follow each instructor’s guidelines and expectations for discussion in order to keep the discussion forums manageable for all.

New Topic: Click “new topic” to start a discussion thread.

Post Reply: Click “post reply” to respond to a thread.

Quote

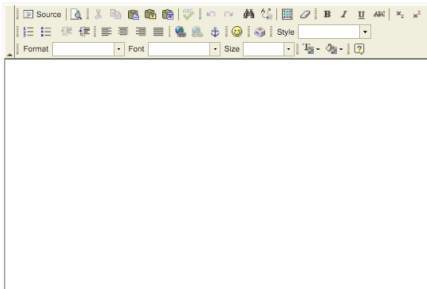
When replying to a message, it is often necessary to quote what you are responding to. We encourage you to do this as applicable to help place your comments in context. To quote in your reply:


- Click the quote button in the upper right-hand corner of the discussion box:
- You will see “[quote=User]All text from which you are quoting.[/quote]” in your WYSIWYG text editor.

- To edit the quote down to what you are commenting on, simply erase text from inside the quote brackets.
- Write your text response in the space below.

WYSIWYG Text Editor

The WYSIWYG (What You See Is What You Get) text editor is used in Sakai for editing content.



Remember to use the “Paste from Word” button when copying and pasting text from Word. 


Embedded media files uploaded from a local source (your computer) are not supported in the discussion tool WYSIWYG. You can, however, add attachments and include hyperlinks in your posts. You can also embed media from elsewhere on the Web (i.e. YouTube, Flickr, etc.). To embed media from Web:

- Copy embed code from website.
- In your WYSIWYG text editor, click “Source” to show HTML. Paste the embed code. *Make sure the message has enabled HTML by leaving the “Disable HTML in this message” unchecked.*
- Click “Source” again to return to your display view.


Important to note when attaching images: Restrict pixel width of image attachments to avoid horizontal scrolling. Suggested pixel width is **no wider than 900 pixels**.

Monitoring Discussion

“Watch” a discussion thread to receive notifications about replies on a topic.

- Click “Watch” in the above center of the discussion list:  **Watch**
- Click “Unwatch” to unsubscribe from notifications about replies on the topic.

The discussion tool also allows you to bookmark a topic/thread of messages. To Bookmark a topic:

- Click “Bookmark it!” in the above center of the discussion list:  **Bookmark it!**
- In the Bookmarks pop-up window, you can add a title and description and decide whether to make the bookmark public or private. Click “Update” to save.
- To visit your bookmarks, click “My Bookmark” at the discussion menu in top center.

5. ASSIGNMENTS

You may be asked to submit your work using the Assignments tool. Check assignment guidelines for requirements follow written instructions, paying attention to detail.

Submitting Assignments

Click on the assignment for which you are submitting your work. Use the “Add Attachments” button to attach your file(s). Click Submit to turn in the assignment. If you have submitted the assignment successfully, you will see a confirmation page and receive an email notification for your assignment submission.

To resubmit an assignment, click back into the assignment. You will see a list of your submitted attachments and the option to remove next to each file. Click "Remove" then select new files to upload. Then click the "Resubmit" button at the bottom. If you have resubmitted the assignment successfully, you will see a confirmation page and receive an email notification for your assignment submission.

Getting Feedback

Your instructor may use the Assignments tool to give feedback. When feedback has been released, click on the assignment for which you submitted your work. Its status will be "Returned". Instructor comments and/or attachments will appear below your submission. Another way your instructor may return feedback is using the **Drop Box** tool, which allows instructors and students to share documents privately.

6. GRADES

Your assignment grades are viewable in this tool. At the end of the semester, check your Student Center in Connect Carolina at <http://my.unc.edu> to view your final grades.

7. MESSAGES

Use this tool to send messages to your instructor, other students in the course, and groups set up by instructor. Sent and received messages are saved in Messages.

To have the message emailed to the recipient, select "Send a copy of this message to recipients' email address(es)" next to "Send Cc". Your message will go directly to the recipients' email addresses, and a copy will go to both their Received folders and your Sent folder in Messages.

To ensure you receive all course communications, set up message forwarding by: visiting *Messages > Settings*, selecting "Yes" to Auto Forward Messages, typing your email address in the blank, and saving settings in each course site.

8. SEARCH

The Search function indexes the title and body (full text) of course materials, including Word documents, PDFs, and other text file resources uploaded in the course site or across all sites. It does not search through messages made via the Discussion tool.

9. HOME

The home page of your course site will host recent Announcements and Messages. Pay attention to these each time you visit your course to double-check you have not missed any communications from your instructor or classmates.

10. HELP

Sakai Help: <https://sakai.unc.edu/portal/help/main>

Your e-learning support team is available to answer questions and address issues via email or phone. Please contact Maggie Hutaff (hutaff@unc.edu, 919.843.9471) or Rachel Lillis (lillis@unc.edu, 919.966.7024).

The ITS Response Center provides 24/7 assistance with Sakai requests and questions via:

- Phone: 962-HELP(4357)
- [Submit a Help Request](#)
- [Live Chat](#) (M-F 9am - 6pm)

Sakai Quick Tips

TOP TEN THINGS TO REMEMBER

1. Auto forward messages to email

To ensure you receive all course communications, set up message forwarding by: visiting *Messages > Settings*, selecting “Yes” to Auto Forward Messages, typing your email address in the blank, and saving settings in each course site.

2. Reset Button

The small button (double arrow) to the left of the main menu item you're currently viewing is the Reset Button. Use it to return to the starting point of any main menu item. Sakai will save your place even if you go to a different menu item and navigate back. NOTE: Using your browser's Back button will not necessarily take you to the prior page.

3. Watch and Bookmark to track discussion threads Watch Bookmark it!

Use “Watch” to receive notifications about replies on a topic or “Bookmark” a thread to return to it easily.

4. Paste from Word

Use Paste from Word icon for better results when copying from Word and pasting into Sakai.

5. Firefox is the preferred browser

Browsers change frequently and each has settings and configurations that can affect your experience using the Web. UNC and Sakai Support recommend using [Mozilla Firefox](#). Enable cookies and JavaScript. A screen resolution of 1024 by 768 or higher is recommended for best viewing purposes.

6. Expand/Collapse

When in course resources, you can expand/collapse all of the folders by clicking the double black arrowheads.

7. Load a profile picture

A photo uploaded in My Workspace will not append to discussion posts. To upload your photo to appear beside your messages in discussion, visit *Discussion > My Profile* in any course site.

8. Search

Search full text of course materials, including Word documents, PDFs, and other text file resources uploaded in the course site or across all sites.

9. Customize to fit your needs

Anytime you see **Options**, you can edit settings for that component.

10. “More Sites” Drop-Down Menu

You will see a separate tab for each course or project for which you are a member. If you don't see a site in tabs, try the “—more—” drop-down menu. To change the order or number of visible tabs, visit Preferences in My Workspace.