

Quick Technology Guide to Online Instruction

Instructional Technology & Research Support

Loyola University Chicago

Getting Started	3
<i>How to Use This Guide</i>	3
<i>What is Sakai?</i>	3
Sakai	3
<i>Navigating in Sakai</i>	3
<i>Customizing your Site</i>	3
Publishing Course Site	4
Creating Lessons Pages	4
<i>Adding Lessons Pages to a Site</i>	4
<i>Adding Content to Lessons Pages</i>	4
<i>Additional Lessons Pages Assistance</i>	4
Using the Resources Tool	4
<i>Additional Resources Assistance</i>	5
Creating an Assignment	5
<i>Creating Assignments</i>	5
<i>Grading and Feedback</i>	5
<i>Additional Assignment Assistance</i>	5
Utilizing the Gradebook	5
<i>Setting up the Gradebook</i>	5
<i>Customizing the Gradebook</i>	5
<i>Additional Gradebook Assistance</i>	6
Setting up a Test/Quiz	6
<i>Creating Tests & Quizzes</i>	6
<i>Test & Quiz Questions</i>	6
<i>Editing Tests & Quizzes</i>	6
<i>Publishing/Grading Tests & Quizzes</i>	6
<i>Additional Tests & Quizzes Assistance</i>	6
Using the Forums	7
<i>Creating Forums</i>	7
<i>How Students Post and Reply to Topics</i>	7
<i>Providing Feedback</i>	7

<i>Additional Forums Assistance</i>	7
Communication Tools	7
<i>Announcements</i>	7
<i>Messages</i>	7
<i>Email</i>	8
Panopto	8
<i>Getting Started on Panopto</i>	8
<i>How to Create a Recording</i>	8
<i>How to Share a Recording</i>	8
<i>Additional Panopto Assistance</i>	8
Zoom	9
<i>Getting Started on Zoom</i>	9
<i>Adding Zoom to Your Site</i>	9
<i>Testing Audio and Video</i>	9
<i>How Students Join a Meeting</i>	9
<i>In Session Controls</i>	9
<i>Recording a Meeting Session</i>	10

Getting Started

How to Use This Guide

This guide is intended to help Loyola University Chicago instructors quickly adapt face-to-face class sessions and activities to an online format in the event of a university closure. The aim is to assist LUC instructors who have little or no experience with Sakai and includes additional resources for more advanced users. Instructors may pick and choose the specific features of Sakai and other tools that they are most comfortable using and those which meet their instructional needs. Included in this guide are some of the most common Sakai tools and additional technologies that facilitate online lectures and communication.

In addition to the resources linked below, instructors may browse the [entire repository of Sakai documentation](#). For additional assistance with Sakai and the technologies detailed within this document, contact the ITS Service Desk at 1-773-508-4ITS or ITSServiceDesk@luc.edu. Instructors may also utilize Instructional Technology & Research Support [virtual drop-in hours](#).

What is Sakai?

Sakai is Loyola University Chicago's learning management system, or LMS. Sakai includes tools for communication (Messages, Email, and Forums), assignments and activities (Assignments, Lessons, and Tests & Quizzes), and a Gradebook, among others. LUC also offers several educational technologies that integrate seamlessly with Sakai, including Panopto and Zoom.

Sakai

Navigating in Sakai

Login to Sakai at sakai.luc.edu with your UVID and password.

Sakai is composed of course sites, which are workspaces for specific academic courses. Enrollment in course sites comes directly from LOCUS. Course sites include a variety of tools and resources for students to access course materials, interact with classmates, and submit assignments.

- ♥ [Video: Navigating in Sakai](#)
- [Navigating Among Different Sites](#)
- [Navigating Within a Site](#)

Customizing your Site

Course sites must be published in Sakai for students to gain access. Instructors may customize the Tools Menu within each of their course sites in order to highlight specific tools and hide tools that students will not need access to.

- ♥ [Video: Setting Up Your Sakai Course Site](#)
- [Customizing the Tools Menu](#)
- ♥ [Video: Customizing the Tools Menu](#)

Publishing Course Site

By default, all sites are Unpublished when first created. An unpublished site is unavailable to students and will need to be published in order for students to access the content.

[Publishing a Course Site](#)

Creating Lessons Pages

The Lessons tool allows instructors to organize resources, activities, and media on a single page. Course sites may have any number of lessons pages. Lessons pages allow instructors to organize course content into weeks, modules, topics, or any other grouping that makes sense for that course. Lessons pages may include links to other site tools (e.g., specific Assignments or Forums), links to external web content, links to course resources, and more.

Adding Lessons Pages to a Site

[Creating a Lessons Page](#)

Adding Content to Lessons Pages

♥ [Video: Adding Content to a Lessons Page](#)

♥ [Video: Customizing a Lessons Page](#)

[Adding Text to a Lessons Page](#)

[Adding Web Links to a Lessons Page](#)

[Adding Assignments to a Lessons Page](#)

[Adding a Resources File to a Lessons Page](#)

Additional Lessons Pages Assistance

[Complete Collection of Support Documentation for Lessons](#)

Using the Resources Tool

The Resources tool allows instructors to share a variety of files within a course site. Instructors may upload files (e.g., word processing documents, spreadsheets, PDFs, slide presentations) as well as create HTML pages, simple text documents, and links to websites. Instructors may also organize Resources into folders, aiding in easy navigation for students.

[Navigating the Resources Tool](#)

[Creating Folders](#)

[Uploading Files to Resources](#)

[Creating Text Documents](#)

[Copying a Resources File or Folder to Another Site](#)

Additional Resources Assistance

[Complete Collection of Support Documentation for Resources](#)

Creating an Assignment

Assignments allows the instructor to create, distribute, collect and grade assignments online. Participants can submit to an assignment through a file upload or in-line assignments. While most assignments are private between the participant and the instructor, the instructor can also enable peer evaluation or group submissions.

Instructors can also enable Turnitin plagiarism detection for assignment submissions as a measure to encourage academic integrity for participant work.

Creating Assignments

[Adding an assignment](#)

[Enabling peer review on an assignment](#)

[Enabling group submissions](#)

[Enabling Turnitin on an assignment](#)

Grading and Feedback

[Grading a submitted assignment](#)

[Grading a peer view assignment](#)

[Release assignment grades](#)

Additional Assignment Assistance

[Complete Collection of Support Documentation for Assignments](#)

Utilizing the Gradebook

Gradebook is a core tool for instructors to calculate and store grade information and distribute it to students online.

Setting up the Gradebook

[Setting up the Gradebook](#)

♥ [Video: Adding Gradebook Items](#)

[Adding Gradebook Items](#)

Customizing the Gradebook

[Viewing/Organizing Gradebook Information](#)

[Enter/Edit Grades in Gradebook](#)

[Extra Credit](#)

Additional Gradebook Assistance

[Complete Collection of Support Documentation for Gradebook](#)

Setting up a Test/Quiz

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

Creating Tests & Quizzes

[Creating a Test/Quiz](#)

Test & Quiz Questions

[Creating a New Question](#)

[Multiple Choice](#)

[Matching Question](#)

[True/False Question](#)

[Short Answer/Essay Question](#)

[Fill in the Blank Question](#)

[Numeric Response Question](#)

[Calculated Question](#)

Editing Tests & Quizzes

[Viewing/Modifying Test & Quiz Settings](#)

[Editing Assessment Title/Description](#)

♥ [Video: Adjusting Test & Quiz Settings](#)

[Availability and Submission Options](#)

[Giving Specific Students Different Time/Date Settings](#)

[Grading/Feedback Options](#)

Publishing/Grading Tests & Quizzes

[Publishing a Test/Quiz](#)

[Grading Tests & Quizzes](#)

Additional Tests & Quizzes Assistance

[Complete Collection of Support Documentation for Tests & Quizzes](#)

Using the Forums

The Forums tool allows instructors to create an unlimited number of discussions forums and is integrated closely with other tools such as Resources and Gradebook. A Forum is a mandatory category or grouping for topics. Topics, which are created within forums, allow participants to post conversations. A Conversation is the thread of messages in which participants post their contributions. A conversation can be created by instructors or by students inside of a topic.

Creating Forums

[Creating Forums/Topics](#)

[Organizing Forums/Topics](#)

[Adding a Topic](#)

How Students Post and Reply to Topics

♥ [Video: Posting on a Forum](#)

[Posting to a Topic](#)

[Replying to a Post](#)

Providing Feedback

[Grading Discussion Forums](#)

Additional Forums Assistance

[Complete Collection of Support Documentation for Forums](#)

Communication Tools

Within Sakai there are multiple ways to communicate with students. While the tools perform similar functions, each tool provided a different option on how to communicate with participants.

[Differentiating Messages, Emails, and Announcements](#)

Announcements

[What is the Announcement tool](#)

[How do I add an announcements](#)

Messages

[What is the Message tool](#)

[How do I send messages](#)

Email

[What is the Email tool](#)

[How do I send an Email message](#)

[What is the Email Archive tool](#)

Panopto

Panopto is a lecture capture software that allows you to recording using video, audio, screen capture, or PowerPoint slides. Panopto recordings may be shared within Sakai in order to provide easy access to students.

Getting Started on Panopto

Login to Panopto at luc.hosted.panopto.com with your UVID and password.

To get started with Panopto, add Panopto to your Sakai course's Tools Menu and download the Panopto Recorder to your computer. The link to download the Panopto desktop recorder is available in the top right-hand corner of the screen after logging in.

[Adding Panopto to your Sakai Course](#)

[Downloading the Panopto Recorder](#)

How to Create a Recording

[Recording a Session with Panopto](#)

[Uploading Audio/Video into Panopto](#)

[Editing a Panopto Recording](#)

[Adding Captions](#)

How to Share a Recording

In order to share a recording with students in your course, please note that the recording must be in the Panopto folder for that course. Students will access the recordings by clicking on the Panopto link in Sakai. By clicking on the Panopto link in Sakai for the first time, your students will create their accounts. After the first click, students will be able to access class recordings.

[Sharing a Panopto Recording with Students in my Course](#)

[Changing the Share Settings on a Panopto Recording](#)

[Allowing Students to Upload Recordings](#)

[Copying/Moving Sessions into Another Folder](#)

Additional Panopto Assistance

[Complete Collection of Support Documentation for Panopto](#)

Zoom

Zoom is a web conferencing service that is used for hosting synchronous class sessions and office hours. Instructors can use the Zoom tool on their course site in order to provide students with a quick access to the room without the need to send a meeting invitation or link.

Getting Started on Zoom

1. To host or join a Zoom meeting, all participants must download the Zoom Desktop Client.
2. Navigate to luc.zoom.us/download and select **Download** under the Zoom Client Meeting.
3. Follow the prompts to complete the download process.

Adding Zoom to Your Site

1. Add the Zoom Tool to Your Site:
[Adding the Zoom Tool to a Course](#)
2. Claim Host Rights:
After adding the tool, open the meeting room by selecting the tool. You will become the host of that room.
3. Launch Meeting:
After selecting the Zoom tool, a pop-up window will appear asking to launch the Zoom application. Select **Allow** to open the meeting room.

Testing Audio and Video

[Testing Computer Audio](#)

[Testing Computer Video](#)

[Joining a Meeting by Phone](#)

How Students Join a Meeting

[Joining a Zoom Session as a Student](#)

[Turning Off Web Camera and Microphones When Joining a Session](#)

In Session Controls

[Muting All and Unmuting All](#)

[Meeting Controls](#)

[Using the Chat Option](#)

[Sharing Your Screen with Participants](#)

[Sharing a PowerPoint Presentation](#)

Recording a Meeting Session

It is important to review the [Guidelines for Recording Students during Online Classes](#) before uploading and sharing any recordings.

[Recording a Meeting Locally](#)

[Sharing a Locally Recorded Meeting Through Panopto](#)

[Recording to the Cloud](#)

[Sharing a Cloud Recording](#)