

Hands-on Activities in Sakai

(Adapted in part from <https://owl.uwo.ca/portal/site/owldocs> and http://docs.moodle.org/20/en/Wimba/Using_the_Voice_Tools)

Course Site vs. Project Site

Course sites in Sakai are created based on the registrar's information. Librarians need to ask for permissions from course instructors to access or maintain a certain course site.

Anyone with a regular Sakai login given by their institution can create project sites in Sakai. In your project site, you can create a lesson using the **Lessons** tool, implement quizzes and surveys under **Tests & Quizzes**, make links to paid library resources via **EZProxy Library Link**, and more.

Once granted with Secondary Instructor privileges in a course site, you can integrate the information literacy content you created in your project site to that course site, so that students will have seamless access to the library content without leaving their course site in Sakai.

For the purpose of this workshop, you will be working on the following activities in an individual project site created for you in Online Western Learning (OWL), powered by Sakai.

Your Project Site

Part 1: Access your project site

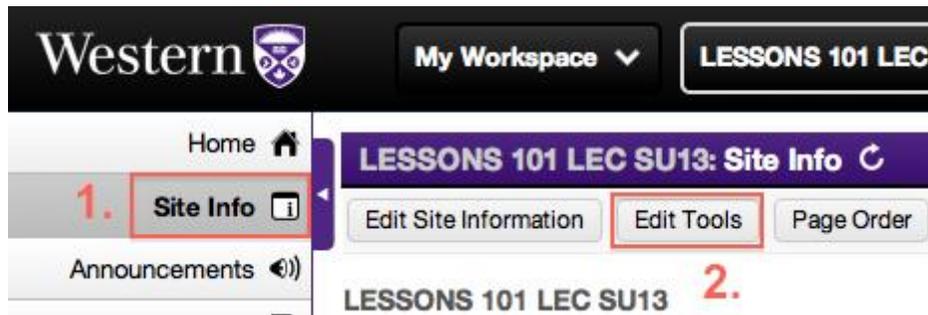
Activity: Log in to OWL and navigate to your project site.

1. Go to the OWL homepage <https://owl.uwo.ca>
2. Log in at the upper right corner with your email address (the one you used to register for the conference) as **user id** and the **password** you created after you accepted the email invite to your project site in OWL.
3. On the next page, you will see the **My Workspace** tab and the tab of your project site on the top. Click on the tab of your project site.

Part 2: Edit tools in your project site

Activity: Add these tools in your project site: Resources, Elluminate Live! Bridge, Wimba Voice Board, and Tests & Quizzes.

1. Navigate to **Site Info** within your project site.
2. Click on **Edit Tools** on the top.



3. Select the tools you want to include in your project site from the list of **Project Site Tools** by checking the checkboxes. You can uncheck the checkboxes to remove tools.
4. Click **Continue**.
5. Confirm your site tools edits and click **Finish**. Your new tools will now appear in navigation menu to the left.

Note: It is recommended that you add the Resources tool as a default for any project site, as a few other tools require and rely on the Resources tool.

Part 3: Add participants to your project site

Activity: Add your neighbour as a participant to your project site.

1. Navigate to **Site Info** within your project site.
2. Click on **Add Participants** on the top.
3. Enter the participant's email address under "Invite participants without existing OWL accounts (Non-official Participants)."
4. Choose the option under Participant Roles and Participant Status (leave both options as is).
5. Click on **Continue**.
6. Choose a role for the participant under Roles (**access** or **maintain**). Maintain gives users editing privileges, whereas Access only gives users the right to access the site.

7. Click on **Continue**; choose an email notification option and click on **Continue**.
8. Click on **Finish**.

Now your neighbour should have your project site listed on top of their Sakai page after they log in to Sakai. They now have the privilege assigned by you to use the site.

Illuminate Live! Bridge

Illuminate Live! Bridge provides an interactive online learning environment for participants. Librarians can use it to create and work in virtual classrooms to deliver synchronous information literacy instruction with live demos. Librarians can also create sessions to hold virtual office hours to provide synchronous online research help support for students.

Activity: Work with your neighbour to have one person be the moderator and the other be the participant. The moderator creates a new Illuminate session (15 minutes long), and the participant who has already been added to the moderator's project site joins the session. The moderator and the participant practise the different features in a session.

Part 1: Create a session

1. In your project site, click on **Illuminate Live! Bridge** in the left navigation menu.
2. On the Illuminate main page, click **Create Session**.
3. In the **Name Your Session** section, configure Session Name and Session Access.
4. In the **Schedule Your Session** section, configure the required elements there. Schedule your session to be 15 minutes long.
5. In the **Session Attributes** section, configure the required settings, such as the following. You leave all settings as is for this activity.
 - *Recording Mode* - Whether recording will be started automatically or manually, or be disabled.
 - *Simultaneous Talkers* - The maximum number of attendees who can be speaking (that is, have their microphones turned on) at one time.
 - *Supervised* - If this is set, moderators can view all private chat messages in the Illuminate Live! Bridge session.
 - *All Permissions* - If this is set, all participants who are not moderators will be granted full permissions to session resources such as audio, whiteboard, etc.

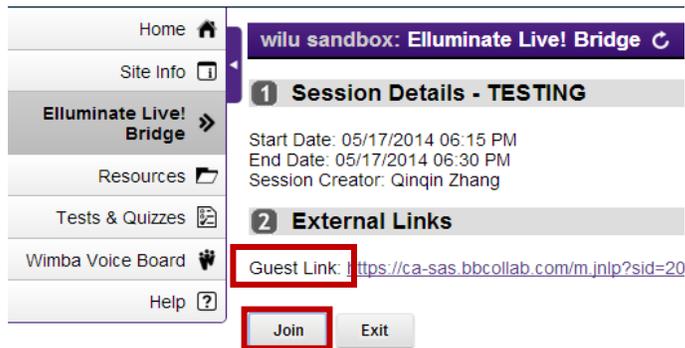
- **Raise Hand on Entry** - If this is set, all participants have their “raised hand” flag set when they join the session. This enables the moderator to easily tell when newcomers have joined.

6. Click **Submit**. Click **OK** to confirm and return to the Elluminate Live! Bridge main page.

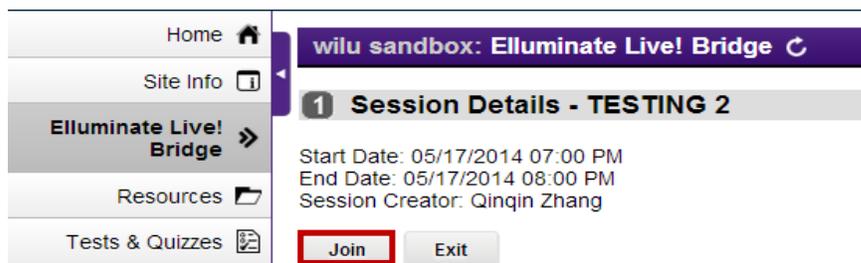
Part 2: Join the session

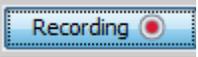
On the Elluminate Live! Bridge main page, click on the session you want to moderate or join. On the next page:

1. For the moderator, click on the **Join** button to join the session. You can share the **Guest Link** with your participant for them to join the session.



2. The participant can also go to the moderator’s project site, click on the **Elluminate Live! Bridge** link on the left navigation, and click on the session title to view the session details. On the Session Details page, click on **Join** to join the session. Depending on the configuration of the session set by the moderator, participants may be able to join the session before it begins.



3. If you are joining an Elluminate Live! Bridge session for the first time, you may be required to install software on your machine. Note: If prompted to upgrade Java, you can choose the option **Later** to continue.
4. Both the moderator and the participants will be prompted to open or save the session file meeting.jnlp, which you can open with Java Web Start.
5. Click on **Run** when prompted by the Security Warning window, and click on **Accept** when prompted by the BlackBoard Collaborate (bbc) startup window. This process will launch the bbc application, which is where the session is run.
6. When joining the session, the moderator will be prompted with a Recording Reminder window. You can choose to start recording right away by clicking on **Start**, or you can choose to record later by clicking on **Close now and-** by clicking on the **Record** button at the upper right corner of the screen later. After the recording starts, the recording button should look like .
7. Moderator and participant practice the different features while in the session. Try Video, Audio, Whiteboard, Load Content, Web Tour, or others.

Part 3: Exit the session

1. When you are done practicing, the moderator stops the recording (if you have previously started it) by clicking on the **Recording** button. Click **OK** in the Confirm Recorder Stop window.
2. Moderator and participant click on **File** at the upper left of the session window and choose **Exit** to leave the session. Click on **OK** to confirm.
3. Close the bbc window or tab (Launching Blackboard Collaborate) and go back to the project site in Sakai. Click on **Exit** on the Sessions Details page to return to the Elluminate Live! Bridge main page.
4. The moderator can view previously recorded sessions by clicking on **View Recordings** on the top.

Wimba Voice Board

A Wimba Voice Board functions as an audio discussion board where instructors and students can post audio recordings which are linked together in a discussion thread. Librarians can use

Wimba Voice Board to post audio greeting messages and interact with students with reference questions asynchronously via discussion threads.

Activity: In Wimba Voice Board, create an audio greeting message under a newly created voice board and respond to that message by creating a new audio message.

Part 1: Create a voice board and post a message on the board

1. In your project site, click on **Wimba Voice Board** in the left navigation menu.
2. On Wimba Voice Board, click **New** to go to the [New Board: Settings](#) page.
3. Fill out the **Title** of the voice board and other settings.
4. Click **Create**. You will be directed back to the Wimba Voice Board main page, and your newly created voice board should be listed there.
5. Highlight the newly created voice board. Click on **Launch** or double click on the voice board title to launch the Voice Board window. Note: Depending on your computer settings, you might need to allow pop-ups in your browser before you are able to launch the Voice Board window. You will be prompted to run the [Blackboard Collaborate Voice Authoring](#) application. Click **Run** to continue.
6. On the Voice Board window, click on **New** to open the Compose window.
7. Enter the **Subject** for the new audio message, and click on the red **Record** button to start recording. You also have the option to enter text in the text box there, to provide the script of the audio message or any additional information you would like to include.
8. Once you finish recording, click **Post** on the bottom of the window.

Part 2: Edit, reply and forward the message

Click on the message you want to edit on the Voice Board window. A group of buttons on the top will be enabled.

You can reply to the message by clicking on the **Reply** button on the toolbar of the voice board, edit the message by clicking on the **Edit** button, and forward the message to others via email by clicking on the **Forward** button.

LESSONS

Lessons is an instance-based tool. This means that for every item of Lessons you would like to add, a new instance of the tool will appear in your project site's menu to the left. Lessons allows you to create online tutorial content in different formats (text, multimedia) and distribute it in a sequential and interactive way. Librarians can build the bulk of their information literacy content in Lessons and have it embedded at the course level in Sakai.

Part 1: Add a Lessons instance

Activity: Add the Lessons tool in your project site, create a new instance of Lessons, and rename it *Library Module*.

1. In your project site, navigate to **Site Info**.
2. Click **Edit Tools** on the top of the Site Info page.
3. Check the box next to **Lessons**. Click **Continue**.
4. Enter the title of the lessons in the **Title** field, and click **Continue**.
5. Click **Finish**. The title you entered for the Lessons instance will appear in the navigation menu to the left.

Part 2: Add a subpage

A subpage is another lessons page that is linked from the lessons main page. You can use subpages to effectively organize your course materials and present them in an intuitive manner.

Activity: On your *Library Module* main page, add several subpages and name them based on a certain organization system (e.g. Week1, Week 2...).

1. In your project site, navigate to *Library Module*.
2. Click **Add Subpage** on the top toolbar.



3. a. Enter a title for the subpage. This will be displayed on top of the subpage.
b. If you would like to link to a subpage that you have already created. Click **Choose Existing Page**.
4. Click **Create**.
5. You will then be redirected to a blank subpage that you just created.

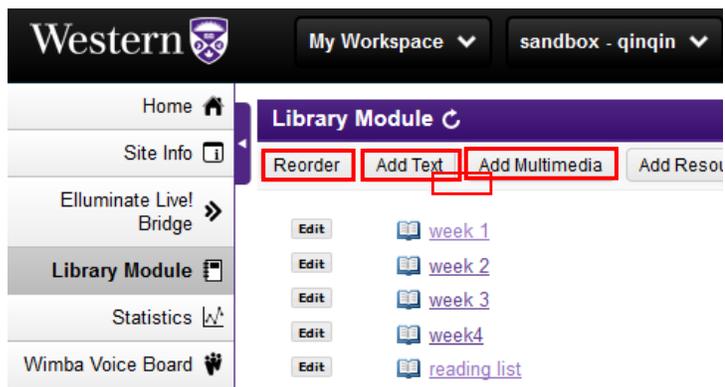
- Go back to *Library Module* via the navigation link above the subpage toolbar. Repeat steps 2-5 to create a couple of subpages under the lessons main page. After you finish, go back to *Library Module*.



Part 3: Add multimedia resources & Add text

Activity: Add a YouTube video and some text on the *Library Module* main page. Try to reorder the content on this page.

- On your *Library Module* main page, click **Add Multimedia** on the toolbar to embed videos.



- Enter the URL of a YouTube video in the URL field and click **Save**. The video is now embedded on the *Library Module* main page.
- You can also add and edit text on the *Library Module* main page by clicking on **Add Text** on the toolbar.
- You have the option to reorder content on the page by clicking on **Reorder** on the toolbar.

Web Content

Similar to Lessons, Web Content is also an instance-based tool. Librarians can use this tool to provide users with access to important library webpages within the site in Sakai. You can provide access to only one external website per Web Content instance.

Activity: Add the **Web Content** tool in your project site, and use it to add a link to your library's homepage and another link to your library's catalogue search page.

1. In your project site, navigate to **Site Info**.
2. Click **Edit Tools**.
3. Check the box next to **Web Content**. Click **Continue**.
4. On the next screen you will see fields where you can enter information for a new item, as follows:
 - In the **Title** field, add a title. This will show up in the left navigation menu.
 - In the **Source** field, enter a URL after the "http://".
 - Click on **More Web Content Tools?** and choose **1 more**.
5. Fill out the Title and Source information for the two links you want to add. Click **Continue**.
6. You will see information about the changes you have made to your site. Click **Finish**.
7. Navigate to the web content you just added on the left navigation bar to access the content.

Note: The web content you just added might not show up in the window within Sakai after you click on the link in the left navigation menu. It is because your browser is detecting the content as "unsafe script" or "insecure content." For FireFox and Chrome, look for the small grey shield icon to the far left or the far right corner of the address bar to unlock or load the content. For Internet Explorer, allow pop-ups at the bottom of the window.

EZProxy Library Link

The EZProxy Library Link tool enables off-campus access to paid library resources without the need to log in again. A common use of this tool is to provide links to journal articles as required course readings. EZProxy Library Link is also an instance-based tool. You can provide access to only one resource per EZProxy Library Link instance.

Activity: In your project site, add the link to one journal article from your library's subscription using EZProxy Library Link.

1. In your project site, navigate to **Site Info**.
2. Click **Edit Tools**.
3. Check the box next to **EZProxy Library Link**. Click **Continue**.
4. Fill in the **Title** field. You may enter *Course reading #1* as the title. You have the option to add more EZProxy Library Link instances under More EZProxy Library Link Tools?
5. Click **Continue**, and on the next screen click **Finish**.
6. Navigate to *Course reading #1* in the left navigation menu.
7. On the next screen modify **Tool Title** (will appear on the purple navigation bar on the top) and **Page Title** (will appear in the left navigation menu). Provide the URL of the journal article.
8. You have the option to choose to open in a new window or not via the checkbox. It is easier for the user to manage when you choose *not* to open the source in a new window.
9. Click **Update Options** when you are done.
10. Click on the link *Course reading #1* (or the page title you entered) in the left navigation menu to access the article.

Tests & Quizzes

Librarians can use the Tests & Quizzes tool to develop library quizzes and embed them in lessons to evaluate students' understanding of the library instruction.

Part 1: Create an assessment by adding new questions

Activity: In your project site, create a library quiz by adding one multiple choice question and randomize the answers of the question.

1. In your project site, click on **Tests & Quizzes** in the left navigation menu.
2. Under Create an Assessment, enter a title for the assessment, and choose **Create using assessment builder**. You may enter *Library Quiz* as the title. Click on **Create**.

Assessments

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder

Create using markup text

3. On the next page, select a question type next to Add Question:. Click Multiple Choice in the drop-down menu.
4. On the new page, fill in the question and answers. Set the correct answer for the question, and choose Yes for **Randomize Answers** to randomize the question answers.
5. Click **Save**.
6. Click on **Publish** underneath the assessment title to publish the assessment. On the next page, you have the option to configure some settings before publishing the assessment. Resolve the error message shown on the top (if any) to complete publishing the assessment. You might need to set a retract date under Delivery Dates before you can publish the assessment.

Questions: library quiz

[Preview](#) | [Print](#) | [Settings](#) |

[Add Part](#) | Add Question:

7. Click on **Save Settings and Publish**. On next page, choose a notification option and click on **Publish**. This will direct you back to the Tests & Quizzes main page.

Part 2: Create an assessment by using an existing question pool

Activity: Create a question pool with two questions of any types and add that to a new assessment (could be named *Library Quiz 2*). Randomize the questions in this assessment.

To create a question pool in Tests & Quizzes:

1. In your project site, navigate to the Tests & Quizzes tool. Select **Question Pools** in the menu on the top.
2. Click on **Add New Pool**.

3. Give the question pool a name. You may name it *Question pool for library quiz*. Click **Save**.
4. The new pool will now appear on the page. Click on it to begin adding questions.
5. To add questions to the question pool:
 - Click **Add** (inline with the questions heading on the right).
 - Select a **Question Type** and click **Save**.
 - On the new page, populate the question and click **Save**.

Site Info | Elluminate Live! Bridge | Lessons | Statistics | Wimba Voice Board | Wimba Voice Presentation | Resources | Forums | **Tests & Quizzes** | Announcements | Course reading#1 | Library Homepage | Library Catalogue

Pool Name: library quiz pool
 Owner: Qinqin Zhang
 Department/Group:
 Description:
 Objectives:
 Keywords:

Update

0 Subpools [Add](#)

0 Questions [Remove](#) [Copy](#) [Move](#) [Add](#)

Cancel

6. Repeat step 5 to add another question to this question pool.

To use this question pool (*Question pool for library quiz*) in creating a new assessment:

1. On the page where you were adding questions to the question pool, click on **Assessments** on the top.
2. Under **Create an Assessment**, enter a title for the assessment, and choose **Create using assessment builder**. You may name the new assessment *Library Quiz 2*. Click **Create**.
3. Click on **Edit** at the far right corner next to the questions.

Part 1 Default - 0 questions [Copy to Pool | Edit](#)

Insert New Question select a question type

4. Under Type, select **Random draw from question pool**.
5. In the Pool name drop-down menu select the desired question pool (in this case, pick *Question pool for library quiz*).

6. Specify the *number of questions* for the new assessment. The number of questions should be an integer great than 0 and not more than the number of questions in the question pool that you chose.
7. You may also choose the *type of randomization*. Click on **Save**.
8. Publish this assessment by following the steps 6-7 in Part 1.

Part 3: Embed a newly created library quiz in your library module (within the Lessons tool)

Activity: Embed a library quiz you just created in your library module.

1. In your project site, click on *Library Module* in the left navigation menu.
2. Click on **Add Quiz** on the toolbar.
3. Pick an assessment under **Existing quizzes**.
4. Click on **Use selected item**. Now the library quiz you chose will appear on the *Library Module* main page.

If you have any questions regarding this worksheet, feel free to contact Qinqin (qinqin.zhang@uwo.ca) or Maren (maren.goodman@uwo.ca).