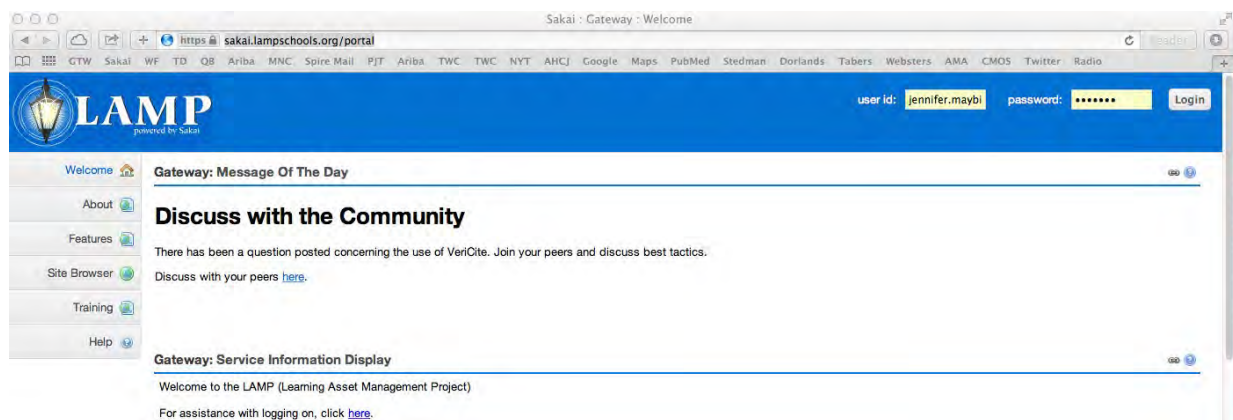


LAMP/Sakai Student Quickstart

OVERVIEW

Sakai is a collaborative learning environment which is used by the EFA to deliver online course materials and facilitate collaboration between instructors and students.

ACCESSING SAKAI



Go to the secure Sakai login page <https://sakai.lampschools.org> using one of the following authorized web browsers:

- Firefox
- Safari
- Internet Explorer
- Chrome

Logging In and Logging Out

The Login link is at the upper right of the screen: <https://sakai.lampschools.org>

You will need the username and password provided for you via email from sakai@lampschools.org. Please contact the EFA office (office@the-efa.org) or Education Chair (education@the-efa.org) if you are unable to log on.

You can log in with your Sakai username, which was supplied to you via email from sakai@lampschools.org.

At the upper right is a Logout link which allows you to log out of the system. To

prevent unauthorized access to your sites after you are finished working, be sure to logout and then close all open browser windows.

MY WORKSPACE

My Workspace is an individual, private worksite for each user. When you log in, Sakai will automatically open your My Workspace, which will display the Message of the Day and information from the system administrator.

The screenshot displays the Sakai My Workspace interface. On the left is a vertical navigation bar with tabs for Home, Announcements, Membership, Account, Profile, Resources, Schedule, Preferences, Wiki, Worksite Setup, Evaluation System, and Help. The main content area is divided into several sections:

- My Workspace: Message Of The Day:** Contains a "Discuss with the Community" section with a message about a question posted concerning the use of VeriCite, and a "My Workspace: Calendar" section showing a calendar for October 2014.
- My Workspace: Message Center Notifications:** A table listing various sites with their respective new messages and new forum posts.
- My Workspace: Recent Announcements:** A list of recent announcements with columns for Subject, Saved By, and Site.

Site	New Messages	New in Forums
EFA_CE 100 1 F14	none	none
EFA_Jennifers_Sandbox	none	none
Fiction.F103.1.F14	none	none
LAMP_Conference_2014	none	28
LAMP_Coordinator_Support	3	3
PDF_e-e	none	none
PDF_e-e.F102.1.F14	none	1
Word_e-e.F101.1.F14	none	none

Subject	Saved By	Site
Edited Assignment: Open Date for 'Intro to PDF Markup, Assignment'	Adrienne Montgomerie	PDF e-e F102 1 F14
Assignment: Open Date for 'F&R and Styles Assignment'	Adrienne Montgomerie	Word e-e F101 1 F14
Edited Assignment: Open Date for 'Intro to Word	Adrienne	Word e-e F101 1 F14

Course and project sites appear as tabs across the top of the screen in the Site Navigation Bar. Click a tab to go to the corresponding site. If you do not see a particular course or project in the Navigation Bar, click the **More** drop-down arrow on the right side of the Nav Bar, then click on the name of the course to view it.

Some of the other features available in My Workspace are:

- Use Customize Tabs in the Preferences tool to rearrange the course sites on the horizontal menu bar.
- Create a project or portfolio site for your own purposes.

YOUR COURSE SITE

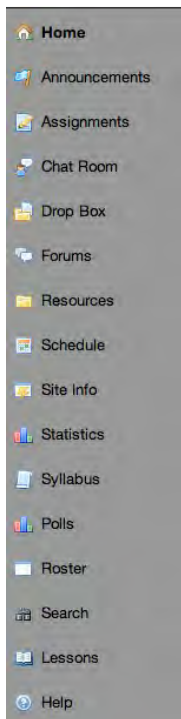
Basic Navigation

To **scroll** in dropdown menus, press the up or down arrows.


Go to the bottom of a page to see important buttons such as **Cancel, Clear, etc.**


Using the browser's **Back** button will not take you to the prior page, but instead will take you to the prior tool you were using.

Get to know the **Menu Bar**:



- The Menu Bar is a column along the left side of the screen with links for each tool (e.g., Announcements, Discussion, Resources) your instructor has chosen for your course. Click the tool's name to access it.
- **Home** on the Menu bar takes you to the homepage for the site you are in. Homepages can contain a list of recent announcements, recent discussion items, and selected resources.

The **Reset Button**  is the small button that appears to the left of the name of the tool you're currently using, usually represented by a double arrow. Use the reset button to return to the starting point of any tool, as if you had entered the tool in a new session.

The context-sensitive Help buttons  take you to the built-in online documentation.

Using Course Tools

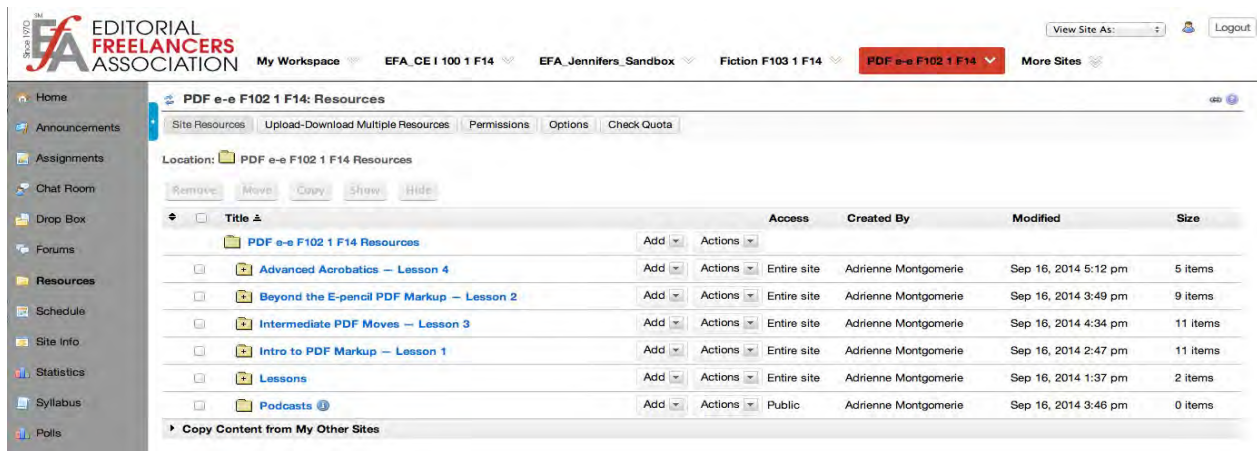
Your instructor may include some or all of the following tools.

SYLLABUS

When you click Syllabus in the menu bar, you will see a list of the materials related to Syllabus. To view the syllabus, click the name of the syllabus. If it is a Word or PDF file, the document will open in the relevant application.

RESOURCES

When you click Resources in the menu bar, you will see a list of resources or of folders containing resources. For example:



	Title	Access	Created By	Modified	Size		
<input type="checkbox"/>	PDF e-e F102 1 F14 Resources	Add	Actions				
<input type="checkbox"/>	Advanced Acrobatics – Lesson 4	Add	Actions	Entire site	Adrienne Montgomerie	Sep 16, 2014 5:12 pm	5 items
<input type="checkbox"/>	Beyond the E-pencil PDF Markup – Lesson 2	Add	Actions	Entire site	Adrienne Montgomerie	Sep 16, 2014 3:49 pm	9 items
<input type="checkbox"/>	Intermediate PDF Moves – Lesson 3	Add	Actions	Entire site	Adrienne Montgomerie	Sep 16, 2014 4:34 pm	11 items
<input type="checkbox"/>	Intro to PDF Markup – Lesson 1	Add	Actions	Entire site	Adrienne Montgomerie	Sep 16, 2014 2:47 pm	11 items
<input type="checkbox"/>	Lessons	Add	Actions	Entire site	Adrienne Montgomerie	Sep 16, 2014 1:37 pm	2 items
<input type="checkbox"/>	Podcasts	Add	Actions	Public	Adrienne Montgomerie	Sep 16, 2014 3:46 pm	0 items

To view a resource, click its name or the icon next to its name.

Folders that contain items have a plus sign in their folder icon. To view the contents of a folder, click its name; or click the folder icon next to its name; or click the black arrow to the left of the word “Title” to expand all the folders (i.e., to make their

contents visible).

You can navigate between resources and folders using the **Location**: path above the resource list; simply click a folder name in the path to go to that folder. You can also click the icon of a folder with an arrow in it to go up one level.



You can sort the resources by title (click Title), resource creator (click Created by), date last modified (click Modified), or size (click Size). To reverse the order, click any of these links again.

FORUMS: A place for class discussion

Forums are the top level in the Forums tool. Each forum's title and brief description appears in a box on the Forums page. Topics appear under the forum title box. Within each topic there can be one or more Conversations (similar to "threads" in some email systems). Individual posts and replies appear, and replies can be sent, when the Conversation title is clicked.

A screenshot of the Editorial Freelancers Association (EFA) website's forums page. The top navigation bar includes the EFA logo, "My Workspace", and several folder names like "EFA_CE 1 100 1 F14", "EFA_Jennifers_Sandbox", "Fiction F103 1 F14", and "PDF e-e F102 1 F14". A "Logout" button is in the top right. A left sidebar contains navigation links: Home, Announcements, Assignments, Chat Room, Drop Box, Forums, Resources, Schedule, Site Info, Statistics, Syllabus, and Polls. The main content area is titled "PDF e-e F102 1 F14: Forums" and has a sub-menu with "New Forum", "Organize", "Template Settings", "Statistics & Grading", "Ranks", and "Watch". Below this, there are two forum topics. The first is "Introduce Yourself" with a description: "Meeting other editors and learning from them is the biggest secondary benefit of taking a class. So, post here and tell us a bit about yourself." and a "View Full Description" link. Below it is a message: "You need to add at least one topic for the forum above to be active. Create a topic?". The second topic is "PDF markup" with the same description. Below that, there are two more topics: "Introduce Yourself" with "1 unread of 1 message" and "General Discussion" with "0 unread of 0 messages".

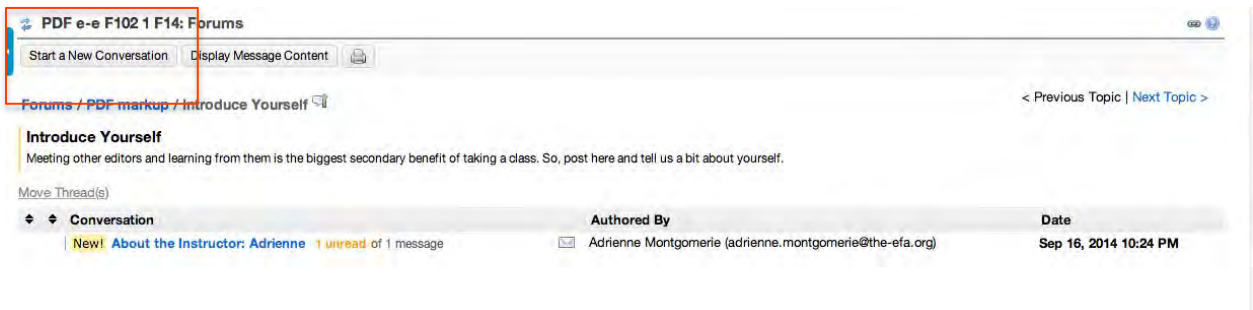
How to participate in Forum discussions

Course participants can post a new Conversation within a Topic and can post replies

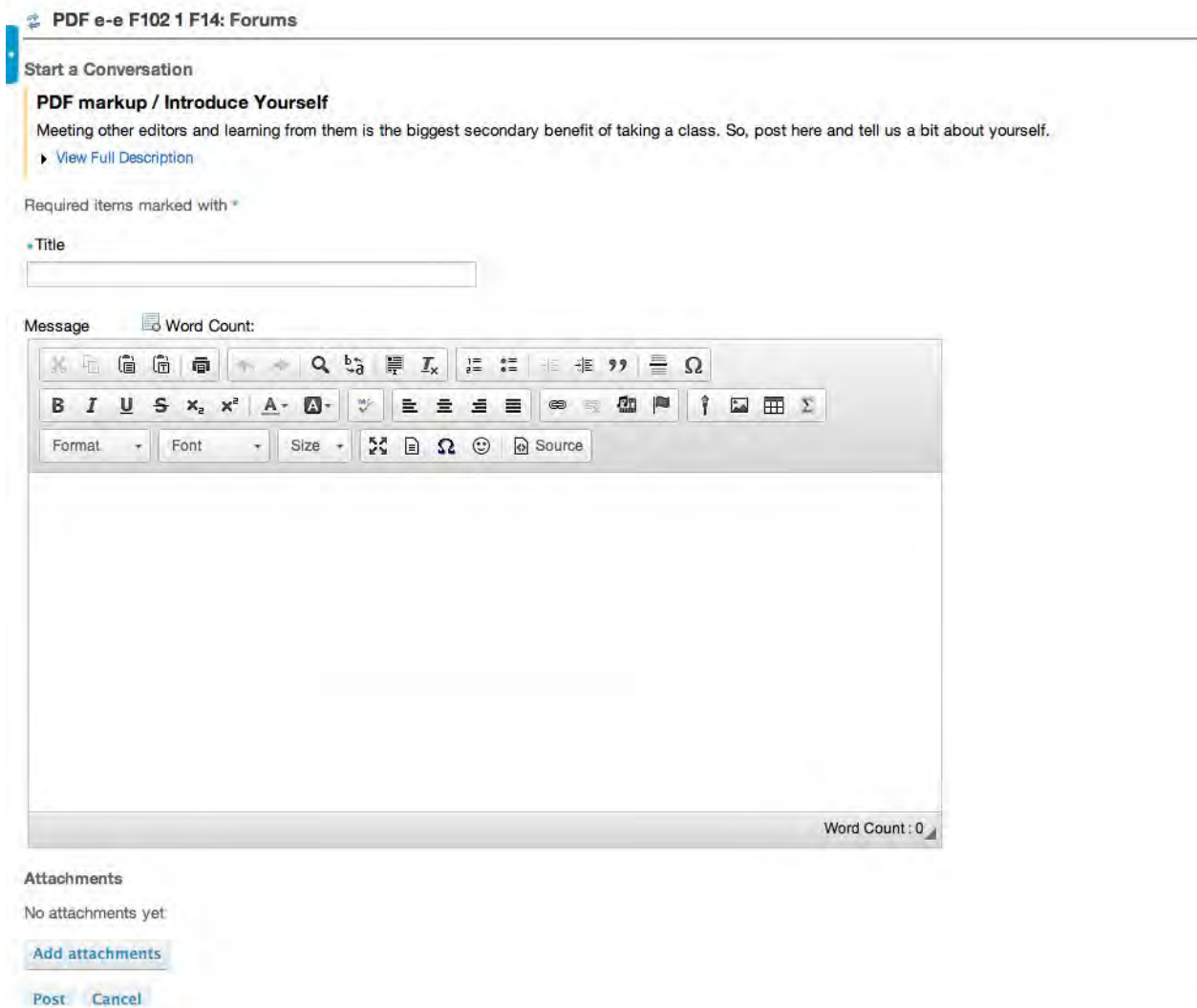
to existing messages. The course instructor may also allow course participants to post their own Topics.

To start a new Conversation:

- Click Forums.
- Click the title of the topic for which you'd like to start a conversation
- Click **start a new conversation**.



- In the Title box, type the subject of your conversation.



- Under **Message**, use the rich-text editor to compose your message.
- Click **Add Attachments** to attach a file from your local computer.
- Click **Post** when you are finished.

About attachments:

- You can add any number of attachments, and they can be any combination of local files, websites, and resources.
- To attach a local file from your computer, under “Upload local file,” click **Browse**, find the file, select it, and click **Open**.
- Note: When attaching a file, you must include the file’s extension (e.g., .gif, .doc, .html, or .jpg) so it is viewable to others.
- When you’ve selected all the items you want to attach, click **Continue**.
- Using the buttons at the bottom of the screen, you may see options to: post your reply (**Post** or **Add Reply**), preview it (**Preview**), save it as a draft (**Save Draft**), or cancel it (**Cancel**).

To post a response:

- Click the title of the **Topic** and then of the **Conversation** you want to join.
- In the **Conversation**, find the message you want to reply to and click **Reply**. You may also have an option to click **Reply to Initial Message** to respond to the first message in the conversation.
- Below “Reply Title,” give your reply a title or use the title provided.
- Under “Message,” use the rich-text editor to compose your reply. To insert a quote of the original message, click **Insert original text** (located above the rich-text editor). As you type the number of words will appear beside “Word Count.”
- Click **Add Attachment** to attach a file from your computer, if desired.
- Click **Post** when finished.

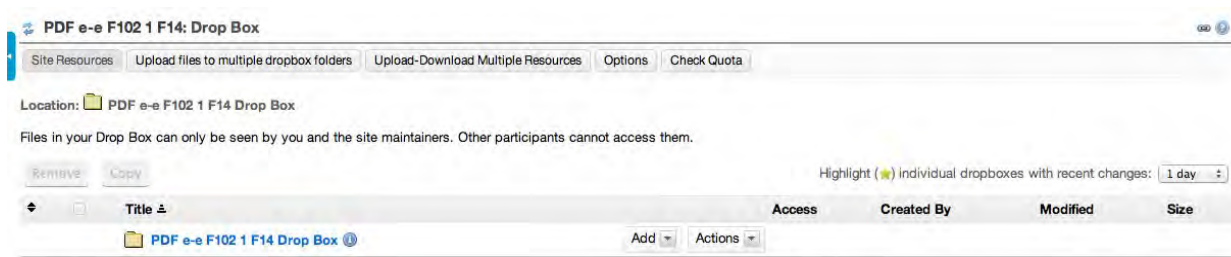
Deleting a Forums item:

The absence of a trash can icon means that you do not have permission to delete a discussion item. Only site maintainers, instructors, and others with special permissions can delete Forums items.

DROP BOX

The Drop Box feature allows instructors and students to share documents within a private folder for each student. The Drop Box works like Resources to allow you to

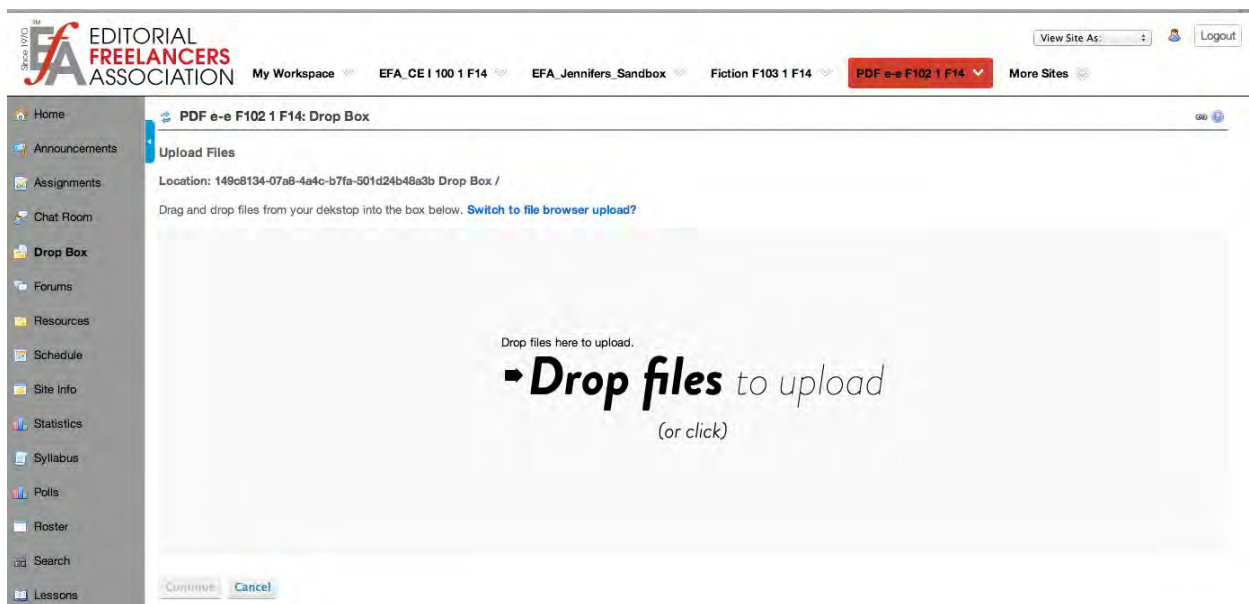
upload many types of files and many files at a time. The Drop Box may also allow nested folders (folders within folders).



Adding a Drop Box item:

If you have the correct permissions, you can add an item to a Drop Box or to a folder within a Drop Box using one of two methods, file upload and drag-and-drop.

- On the Drop Box page, click the “Add” drop-down list; select “Upload Files.”
- You will get a screen to drag and drop files or a screen to use the file browser upload option.
- You can switch between methods via the linked text on the right.
- Upload or drop your file(s),
- Click “Continue.”

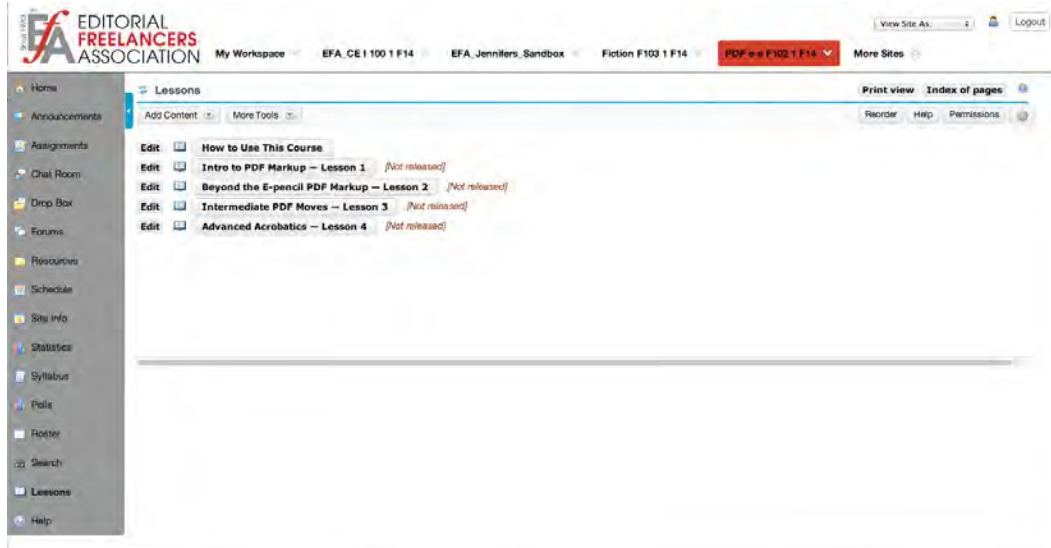


Removing a drop box item:

- Select the checkbox next to the item’s title, and then click the **Actions** down arrow.
- Select **Remove**.

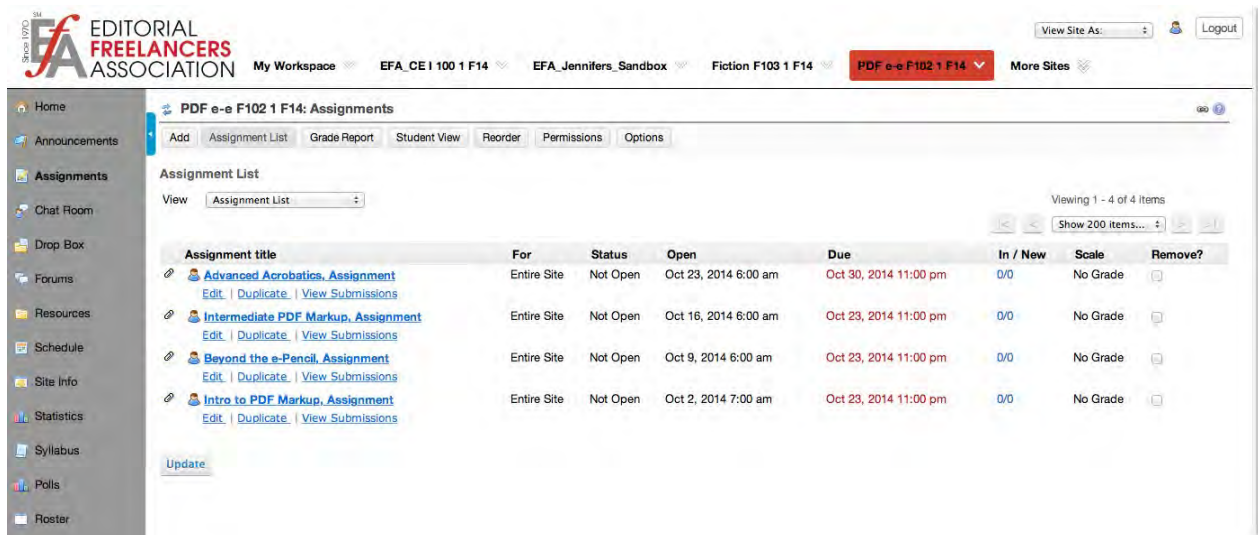
LESSONS

The lessons tool will contain your course's lectures. These may be in downloadable Word, PDF, audio, or video files and/or they may open within the course tool. Click the title of the lesson to open it.



ASSIGNMENTS

The assignments tool opens the assignments for the course and may look similar to this:



- Click the name of the assignment to open it.
- To work on an assignment, follow the instructions from your instructor. You may need to type within the text box or add an attachment.
- To add an attachment, click **Add Attachments** to find and select the file on your computer.

- To save your assignment to complete later, click **Save Draft** at the bottom of the screen. When you want to reopen it, you'll find it listed in the assignment list with a status of "In progress."
- Click **Submit** when you are finished with the assignment.

MESSAGES

Here you can send messages to other site participants and reply to messages sent by other participants.

To send a message:

- Click **Messages** in the Menu Bar.
- Click **Compose Message**.
- Click the box next to "To" for a drop-down list of contacts. Select the individual(s) you want to send the message to. Hold down the CTRL button (Windows) or Command button (Mac) to choose more than one person.
- Check the "Send Cc" box if you want to receive a copy.
- Complete the rest as you would if sending an email.
- Click **Send**, **Preview**, **Save Draft**, or **Cancel** when finished.

To reply to a message:

- Click **Messages**.
- On the Message screen, click **Received** to view messages you have received.
- Click the message you want to reply to.
- Click **Reply** or **Reply All**.
- Type your message and click **Send**.

For additional information

Please contact office@the-efa.org or education@the-efa.org.