Basics Manual
for Instructors

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Antioch Sakai Basics Manual

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For assistance, questions, suggestions, or bug reports regarding the use of Antioch Sakai at Antioch University, please contact us:

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Getting Started – Introduction to Antioch Sakai

Introduction
This manual is intended to assist Antioch University instructors with the most commonly used features of Antioch Sakai. After working through this manual, you should be able to demonstrate basic competency using the system, and you can begin enhancing your academic courses with this technology.

Antioch University Policy
Instructors are expected to be familiar with Antioch University’s Policy on Acceptable Use of Electronic Resources. It outlines faculty responsibilities and various important procedures that surround the use of the system. Access the document at the following URL: http://www.antioch.edu/it/docs/aup.html

How to Begin Utilizing the System
Contact the Academic Technology Office and request training in the system. A “development course” will be created in which you can begin constructing material and activities for an upcoming term. This Basics Manual will be a guide to help you through this process. Workshops, online training, and one-on-one sessions are also available. Once you have mastered the basics, notify the Academic Technology Office, and they will review your development course.

What Is Done for You?
Once you demonstrate competency using the system and request your academic sections to be created, three things will happen:

1. Your courses are created for you.
2. A set of basic tools will be placed in each course.
3. The initial student roster is placed in each course one week prior to the start of the academic term and is updated on a regular basis during the academic term.

My Workspace
“My Workspace” is the first screen you will view when you log into Antioch Sakai. “My Workspace” is a private area where each user can view his/her own course schedule, review relevant announcements, adjust preferences, and store personal files and links. If you upload items to the “Resources” in “My Workspace,” your students will not be able to access them. You must add the items to the “Resources” area in the appropriate course (see Resources, p. 5) in order for students to gain access to them.

Accessing Your Course
To access a course or site in Antioch Sakai, click on the course title from the Quicklinks at the top of the page, as shown in Figure 1.

![Figure 1: Click the course title](image)

Note that you may or may not be able to see all of your courses. To view courses/sites that may not be listed in the Quicklinks, click the “My Sites” tab.

A listing of all courses/sites in which you are enrolled in is now displayed as shown in Figure 2. Click on the title of the course you wish to access.
Customize these settings by going to “My Workspace>Preferences>Customize Site Links.”

Use the up and down arrows to change the order of Quicklinks or create new Quicklinks by moving sites up or down in your list. The top four sites listed are automatically part of your Quicklinks.
First Steps – Enabling and Disabling Tools in your Course

When working with your course in Antioch Sakai we recommend enabling only those tools that you will utilize in the course. Later in the academic term, other tools may be enabled, as needed. Leaving “empty” features active in the course leads to student confusion—they explore links that lead to dead ends. So, for efficiency, only enable the tools you intend to use.

To Enable/Disable Tools: Enter your course, and click “Site Editor” located on the left side of the screen near the bottom of the course menu bar. In the “Site Editor” area, click the “Edit Tools” link located in the list below the tool header.

![Figure 1: Click “Edit Tools”](image)

After clicking “Edit Tools,” you will enter the area showing all the course tools that are available. Each is accompanied by a short description.

![Figure 2: “Edit Tools” screen](image)
First Steps (cont’d.) – Enabling and Disabling Tools in your Course

**Enable a Tool to Your Site:** To enable a new tool to your site, check the box next to the tool(s) you want to add, then click “Continue.” For all tools except “News” and “Web Content,” this will take you to the “Confirming site tools” screen. Click cancel to exit “Edit Tools” without making any changes.

Selecting “News” or “Web Content” will take you to the “Customize Tools” screen. Enter the Title and URL for the links you are adding. By selecting the “More News Tools?” or “More Web Content Tools?” respectively, you can add up to four News or Web Content tools at a time.

![Figure 3: Customize Tools Screen](image)

When you are finished editing your toolset within your course, click the “Finish” button at the bottom of the page. To go back to the previous screen to make additional changes, click the “Back” button. To leave the “Edit Tools” screen without saving your changes, click the “Cancel” button.

**Remove a Tool from Your Site:** To remove a tool from your site, uncheck the box next to the tool(s) you want to remove, then click “Continue.” This will take you to the “Confirming site tools” screen. Click cancel to exit “Edit Tools” without making any changes.

Note that it is possible to add and remove tools from your site at the same time.

![Figure 4: Confirming site tools screen](image)
First Steps (cont’d.) – Enabling and Disabling Tools in your Course

The list below shows the most commonly used basic functions. The corresponding Antioch Sakai tool is listed to the right of each function.

<table>
<thead>
<tr>
<th>Function</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Antioch Sakai functions, all instructors should enable this</td>
<td>Home</td>
</tr>
<tr>
<td>Post announcements for students to read</td>
<td>Announcements</td>
</tr>
<tr>
<td>Enable students to submit documents electronically</td>
<td>Assignments</td>
</tr>
<tr>
<td>Post information about activities and events of interest</td>
<td>Calendar</td>
</tr>
<tr>
<td>Allow students to chat with one-another in real-time</td>
<td>Chat Room</td>
</tr>
<tr>
<td>Allow students to discuss with one-another, a discussion board</td>
<td>Discussion Forum</td>
</tr>
<tr>
<td>Post student grades</td>
<td>Gradebook</td>
</tr>
<tr>
<td>Create, publish, and manage online instructional sequences</td>
<td>Lessons</td>
</tr>
<tr>
<td>Send email to students</td>
<td>Mailtool</td>
</tr>
<tr>
<td>Post private messages to site participants</td>
<td>Messages</td>
</tr>
<tr>
<td>Post documents for students to access</td>
<td>Resources</td>
</tr>
<tr>
<td>View statistics on your site by user, event or resource</td>
<td>Site Statistics</td>
</tr>
<tr>
<td>Post course syllabus for students to access</td>
<td>Syllabus</td>
</tr>
</tbody>
</table>

Once again, if the functions above capture what you want to do with your Antioch Sakai course, we recommend you check only those boxes in the “Edit Tools” section, and leave all others unchecked.
**Syllabus – Increasing student awareness of course objectives**

**Capabilities:** Allow your site participants to check your policies and course objectives from any Internet access location. *Email Notifications can be sent informing students of new syllabus items.*

**Usage Examples:** Post syllabus and course-related policies and documents.

**How to Add a Syllabus:** Enter the Syllabus area of your course. Now, click “Create/Edit” below the tool heading and then click “Add.”

![Figure 1: Syllabus “Create/Edit” link](image1)

![Figure 2: Syllabus “Add” link](image2)

Input a title. Then you can type (not recommended) or copy and paste (Ctrl + “v”) your syllabus into the content box. This method may distort some formatting of your original document, so review it for unacceptable changes after posting. If you have prepared a syllabus in another software package, you can attach/upload that document by clicking the “Add attachments” button. This allows you to post multiple versions of the syllabus (Word, PDF, etc.) or multiple syllabus-related documents.

![Figure 3: Syllabus Options](image3)

Most faculty opt to show such materials only to site participants (“Only for Site”), and to send email notification to site participants (“High – All Participants”). Only the “Post” button will post the syllabus to the course. “Save Draft” lets you save the syllabus and edit or post it at a later time. Note that if you are required to post your syllabus to a local repository, you must post it there separately.

**Reordering Syllabus Items:** If you have added multiple syllabus items to your site, you can reorder them by clicking the “Create/Edit” link and using the up/down arrows to the right of the item names.

![Figure 4: Reordering Syllabus Items](image4)

**Additional Notes/Features:** If your syllabus already exists as a web page, you can choose “Redirect” (Figure 2, above). Input your syllabus URL to give students easy access from your course space.
Resources – Providing files, documents, and links to course participants

Capabilities: Add and organize digital materials in your course space quickly. Naming and organizing folders, files, links and documents in this area will be critical to student usability and navigation of the material you provide. Bulk-upload capabilities are also available.

Usage Examples: Post lecture notes, handouts, forms, website links, documents, and multimedia.

How to Add Resources: Enter the “Resources” area of the course. Click on “Add” to the right of any folder and select either “Upload Files” or “Create Folders” to add items to it. In a new course, the top-level folder is the only one available.

![Figure 1: Resources screen](image)

To create a new folder, select “Create Folders.” We suggest creating thematically-named folders for each unit you teach during the term, then adding content to them, as appropriate.

![Figure 2: “Create Folders” options](image)

After entering a folder name, you may set access and availability options by clicking “Add details for this item.” You may choose to show the folder only to administrators, release the folder during a specific time frame, and adjust access options. You may add more folders by clicking “Add Another Folder.” Submit this page with the “Create Folders Now” button and you will be returned to the top-level of “Resources.” You will see your new folder in the resource list.
Resources (cont’d.) – Providing files, documents, and links to course participants

To upload a file, select “Upload Files.”

![Figure 3: “Upload Files” options](image)

After selecting the file to upload, you may change the settings for the file by clicking “Add details for this item.” You may choose to hide the item temporarily, release the item during a specific time frame, and adjust access options. Also, you may choose to send an email notification about the resource to students. You may also add more files by clicking “Add Another File.” Submit this page with the “Upload Files Now” button. You will see your new file in the resource list.

How to Organize/Revise Existing Resources: Use the “Actions” button to view organizing options.

![Figure 4: Resources management options highlighted](image)

- Copy an item by selecting the “Copy” option and clicking on the clipboard icon that appears next to the destination folder.
- Edit any existing item’s details by selecting “Edit Details.”
- Upload a more current version of the file by selecting “Upload New Version.”
- Move an item by selecting the “Move” option and clicking on the clipboard icon that appears next to the destination folder.
- Remove any item by clicking “Remove.”
- Duplicate an item by selecting the “Duplicate” option. A new file will appear with the words “Copy of” appended to the name.

Take your time when reorganizing files and folders. Organizing is paramount for reducing student confusion.
Resources (cont’d.) – Providing files, documents, and links to course participants

Additional Notes/Features: There are several advanced capabilities of this tool.

- Upload or download multiple resources simultaneously.
  - Up to 20 megabytes can be added on-screen.
  - Unlimited items via “drag n’ drop”— Follow the “Upload–Download Multiple Resources” instructions below the “Resources” heading at the top level.

  ![Figure 5: “Upload-Download Multiple Resources” link](image)

  The instructions here are accurate and can be utilized on Windows XP as well as Mac (OS 10.4 or higher) natively.

- Create publicly available resources.
- Add copyright status and notify viewers of copyrighted items.
- Pull in resources from other sites you own.
- Change “Permissions” for a folder, allowing students to add/exchange files within a sub-section of your course “Resources.”

For more details regarding these advanced features and their capabilities, visit the “Instructing With Antioch Sakai” project site, attend an Antioch Sakai training session, or contact the Academic Technology Office.
Announcements — *Keeping students current in your classes*

**Capabilities:** Inform site participants of timely items of interest. The most recent announcements appear on the course home page and can be reviewed in detail in the “Announcements” section of the course. *Copies of announcements can also be sent via e-mail to course participants.*

**Usage Examples:** Post course news, course cancellations, events and schedule changes.

**How to Add Announcements:** Enter the “Announcements” area of your course. Click “Add” below the tool heading.

![Figure 1: Announcements “Add” link](image)

Next, enter your subject and message into the correct fields. Take careful note of the options after creating your announcement.

![Figure 2: Announcement Options](image)

Most faculty opt to send announcements to site participants only (“Display to Site”), attach items, and to send email notification to site participants (“High – All Participants”). You *must* select the “Add Announcement” button to post the announcement to the course.

**View/Sort Announcements:** When you are in a course, you will only be able to view the current course’s announcements. The “Announcements” page shows a list of all announcement subjects, who created them, and the date each was created. You can sort the list by clicking any of the headings. To view an entire announcement, click once on the subject title.
Announcements (cont’d.) – Keeping students current in your classes

![Figure 3: Viewing/Sorting Announcements](image)

<table>
<thead>
<tr>
<th>Subject</th>
<th>From</th>
<th>For</th>
<th>Date</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Regarding Sept 5th</td>
<td>Jacob Rainelt</td>
<td>site</td>
<td>Aug 10, 2007 8:46 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Exam Information</td>
<td>Jacob Rainelt</td>
<td>site</td>
<td>Aug 10, 2007 8:45 am</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Notes/Features: Announcements can be sent to members of a specific group (if groups are set up). Announcements can be “merged” into one course from another course the instructor oversees. Attachments may be added to announcements, and “Permissions” can be changed to allow students or TAs to make announcements. For more details regarding these features and their capabilities, visit the “Instructing With Antioch Sakai” project site, attend an Antioch Sakai training session, or contact the Academic Technology Office.
Mailtool – *Enabling e-mail communications*

**Capabilities:** Send email messages to one or more course participants and enable email capabilities for students.

**Usage Examples:** Inform students of new course content or late notices, and engage in private one-on-one communication.

**Sending Messages:** In the “Mailtool” screen of your course:

- Check the box next to the intended recipients.
  - You may select individuals instead of an entire user group by clicking the “Select …” link to the right.
  - You may also send messages to non-members of the site by entering their e-mail addresses in the “Other Recipient(s):” text box.
- Enter a subject in the “Subject:” text box.
- Attach a file by clicking the “Attach a file” link.
- Type your message in the large text box. You may format your text, add links, and add a picture to your message by using the tool bar located above the text input area. Note that some users will not be able to view certain formatting due to varying e-mail client feature-sets.
- Check the “Send me a copy” box to send a copy to your own email account.
- Click the “Send Mail” button to send the message.

![Figure 1: “Mailtool” screen](image)

Message settings may be adjusted by clicking the “Options” link at the top of the “Mailtool” screen. Settings include selection view, copying message to self, reply availability, and HTML format.
Mailtool (cont’d.) – *Enabling e-mail communications*

**Additional Notes/Features:** Enabling “Mailtool” gives all course participants the ability to e-mail other members of the site. If you set up groups in your course, the group name(s) will also appear as optional recipients of messages authored here.

If you wish to maintain an archive of messages sent to email through Sakai, you must enable the Email Archive tool. If not already enabled, you can activate it through the “Site Editor”. Additional information regarding the activation of the Email Archive tool is available through the Academic Technology Office.
**Chat Room – Interacting virtually with your students in real time**

**Capabilities:** Hold real-time, text-based discussions and conversations without restrictions on the locations of the participants. All chat messages are archived, and can be viewed at a later date.

**Usage Examples:** Host small group meetings, guest speakers, online office hours and Q+A sessions.

**How to Add a Chat Message:** Input your message in the text box at the bottom of the page, and then click on the “Add message” button.

![Chat Room - Add a Message](image1)

**How to Remove a Chat Message:** To remove a posted message, click on the trash can icon located between the participants name and the message they posted. Then confirm that you wish to remove the message.

![Chat Room - Remove a Message](image2)

**Chat Room Options:** The time and date stamp included to the right of the message poster’s name can be changed by clicking the drop-down box to the right of “View,” and choosing from the options available. Figure 2 above displays the “Time Only” setting.

![Chat Room - Changing Time and Date Stamp](image3)

Additional options can be accessed by clicking on “Options” below the tool heading. Chat options include creating additional chat rooms (only one can be available at a time), making another chat room active, and changing how many messages will be displayed by default.

![Chat Room - Additional Options](image4)

**Additional Notes/Features:** Users who are in the chat or who have been in the chat room recently, have an icon displayed next to their name in the “Users present” area below the course menu. Once in “Chat,” a listing of participants using the tool is displayed to the right, under “Users in Chat.”

The Chat Room tool does not allow you to private message users outside the chat room to invite them to chat—invitations to chat must be sent from the Messages tool or through other means such as email.

You may add more chat rooms in addition to the default room by clicking the “Add Room” link and entering a title for the room.
Assignments – *Engage students with individual e-projects and feedback*

**Capabilities:** Create, distribute, collect, and grade online assignments. Assignments are private (not visible to other users). Multiple grading options (including "Ungraded"), rich feedback, attached files, and additional options make it ideal for e-assignments.

**Usage Examples:** Accept student submitted projects, assignments, homework, rough drafts and papers.

**How to Add Assignments:** Enter the “Assignments” area of the course. Click “Add” below the tool heading to add the first assignment.

![Assignments “Add” link](image)

Carefully complete the required fields (*marked with a red asterisk*) in the form. If you want the assignment to be sent to the “Gradebook” or to count toward the final course grade, choose “Points” for the “Grade Scale” option and enter the point value below it. The “Student Submissions” option is very important. For brief, text-only assignments, the “Inline” option is appropriate. If you want students to submit files as attachments, be sure “Attachments” is chosen from the drop-down menu.

![Figures 2 and 3: Required and optional fields of “Add Assignment” screen](image)

Complete the “Assignment Instructions,” and decide on additional options. You may choose to send the score to the “Gradebook,” add the due date to the schedule, add the honor pledge ("I have neither given nor received aid while completing this assignment."), add an announcement about the open date, or target the assignment to a specific group (if groups have been set up). Add “Attachments,” if you have additional files to be included as part of the assignment. Also, you may choose to receive e-mail notifications when students submit their assignments.

**Grading Assignments:** When viewing the “Assignment List,” it is easy to grade, edit, duplicate or remove assignments. The “In/New” column informs you of how many assignments have been submitted (left numeral), and how many student submissions have not been evaluated (right numeral). Clicking on the “Grade” or the “In/New” links will take you to the “Student Submissions” page.
Assignments (cont’d.) – *Engage students with individual e-projects and feedback*

**Figure 4: Instructor view of created assignments**

After clicking the “Grade” or “In/New” link, you have three options: “Download All” student submissions (as a .ZIP file), “Release Grades” to students, or click on “Grade” below the individual student names to evaluate their work.

**Figure 5: Submissions page – evaluating an individual’s submission**

In the “Student Submission” page, you can read students’ submitted text and/or download the students’ attached files for the assignment. You may provide feedback, a score, and even allow the student to resubmit the assignment. Instructors can also attach files and send them back to the student, (e.g., commented papers or completed rubrics.)

**Figure 6: Final options of Student Grading screen**

Use the “Return Assignment to Student” button to release the feedback to that student. “Save” will let you return it later.
Discussion and Private Messages – *Involve your students with class discussions*

**Capabilities:** Create and manage discussion forums that allow students to communicate and discuss topics with each other and the instructor asynchronously.

**Usage Examples:** Post weekly discussion topics, peer review of documents, and general course discussions.

**Default Discussion Forums:** When the Discussion Forums tool is added to your course, it has two categories (“Main” and “Other”) and three discussion forums (“Class Discussions,” “Questions,” and “Student Lounge”). You can add/remove categories and discussion forums from the tool. To manage these items click the “Manage” link.

![Figure 1: Clicking the “Manage” link](image)

**Add/Remove Discussion Categories:** To add/remove a category from the discussion board, first click on the “Manage” link, and then click the “Categories” link from the “Administration” panel. To remove a category, check the box to the right of the category name and then click the “Delete Selected” button. (Note: No discussion forums can be in the category you wish to delete.) To add a new category, click the “Insert new” button and type the category name. Click “Update” to save the category.

**Add/Remove Discussion Forums:** To add or remove a forum in the discussion board, first click on the “Manage” link, and then “Forums” from the “Administration” panel. To remove a forum, check the box to the right of the forum name, and then click the “Delete selected” button. (Note: No topics can exist in the forum you wish to delete. If topics are posted, you must first delete those topics before proceeding with removing the forum.)

![Figure 2: Administration panel](image)

![Figure 3: Deleting the “Student Lounge” forum](image)

To add a new forum, click the “Insert new” button, and fill out the form appropriately. Make sure to assign the forum to the appropriate discussion category. You may also define availability and access to this forum if you desire. Add the forum by clicking “Update.”
Discussion and Private Messages (cont’d.) – Involve your students with class discussions

Posting to a Forum: To post to a discussion forum you must first enter the forum by clicking its name from the discussion list.

![Class Discussions](image)

Figure 4: Clicking the title of a forum

If there isn’t a topic already in the forum in which you’re posting, you should add a new topic. To add a new topic, enter the forum, click on the “new topic” button, and fill out the form that is displayed. Reply to any post you see by clicking on the title of the topic. Then click on the “post reply” button.

![Class Discussions](image)  
![Regular Expressions in Perl](image)  

Figure 5: Clicking the “new topic” button  
Figure 6: Clicking the “post reply” button

Watching a Topic (Watch, Unwatch): Watching a topic allows you to receive email notifications when replies are posted to the topic. You keep up-to-date on postings connected to specific topics. To watch a topic, click on the topic name to display the posts within the topic and then click “Watch.” Another way to watch a topic is by checking the box for “Notify when a reply is posted” when you post. If you no longer want to watch a topic, click into the topic and then click on “Unwatch.”

Setting Up Your Profile: Within the “D&PM” tool you have the ability to set up a profile by clicking on “My Profile” at the top of the tool. A form is then displayed that allows you to input information such as your personal website, Instant Messenger information, signature, or an image that will display in your posts. Note that any information you add will be public. In addition to this, there are several important preferences that should be carefully read and set appropriately.

![Profile Preferences](image)

Figure 7: Example profile preferences setup

Additional Notes/Features: “Private Messages” may be exchanged in this tool; however, because students tend to check their email more often than they check an individual course on Antioch Sakai, it is recommended that you email students using “Mailtool” rather than use this as your primary form of private communication with your students.

![Private Message](image)

Figure 8: Private Message button
Gradebook – Informing students of their course standing

Capabilities: Provide students with an item-by-item breakdown of how they are doing in the course. Students’ overall course grades can be provided, and scores from the “Tests & Quizzes,” and “Assignments” tools can be sent to the gradebook. Note that Gradebook tool is not a narrative assessment tool nor is it a substitute for a narrative assessment. It is intended as a tracking tool. End of term “grades” or “verifications” must still be submitted to the Registrar’s office via the established procedures on each campus.

Usage Examples: Record and distribute scores and grades to students.

How to Add a Gradebook Item: Click on “Add Gradebook Item” below the heading “Gradebook Items.”

How to Enter Scores to Gradebook: To enter students’ grades in the “Gradebook” for an assignment, click the title of the assignment. The roster for the class is now displayed with editable boxes to the right of each students name under the “Points” column. Input the appropriate scores in these boxes, and then click the “Save Changes” button at the bottom of the page. Note: If you have more than 20 students, make sure that you save the scores for the first 20 before you click the arrow to view the next 20 students, or choose “Show all” from the viewing drop-down box.

How to Remove a Gradebook Item: To remove an assignment from the “Gradebook,” click the title of the assignment, and then, in the assignment summary, choose “Remove gradebook item from gradebook.”

Additional Notes/Features: You can edit a “Gradebook” assignment by clicking “Edit assignment settings” shown in Figure 4. Students’ final course grades can also be given through the “Gradebook” by selecting “Course Grades” below the tool heading and assigning students their course grade. If you assign
students a course grade, make sure to click on “Course Grade Options” below the tool heading, check the box to the left of “Display course grade to students now,” and click “Save.”
Site Editor – Roster/User Management – Maintaining your participants list

Capabilities: Add participants, change the role of participants, remove participants from the roster of your project or development course site, and check the roster of course and project sites.

Check Roster: You can check the roster of any course or project site of which you are a member. If you are the instructor or organizer for a site, this is normally accomplished by clicking “Site Editor” under “Site Management”. Your roster will be listed on this page (you may need to scroll down to view the complete list). If you are not the instructor or organizer for a site, click “Roster”.

Instructors in academic courses should verify the accuracy of your roster and inform the Academic Technology Office of any problems, including missing participants.

The Academic Technology Office is currently responsible for adding and removing students, staff, and guests to all academic course rosters. This is done during the week before the academic terms begins. “Late adds” to the roster are enrolled to your course on a regular basis thereafter until course enrollment ends for the term.

Add Participants to a Project Site or Development Course Roster: To add an official participant (persons affiliated with Antioch and special test student accounts) to a development course (“sandbox”) or project site, choose the “Site Editor” menu option then click “Add Participants.” Note that currently all Non-official participants (persons from outside Antioch), must be added by the Academic Technology Office.

This leads you to a screen where you can enter the necessary user information to add participants. Required information for Official Participants includes either their university email address or Sakai User Name (Datatel number).
Multiple participants can be entered at the same time. Press enter after each entry. Choose whether or not you want to assign all participants the same role or assign them individually (the default is to assign them all the same role). Once all participants have been entered, press "Continue".

Select a role for all the participants and then click "Continue." You then will be given the option to send email notification to the participants that the site is available. Click "Continue" to go to the Confirmation screen. Click “Finish” to finalize the process.

Remove Participants: To remove a participant from a development course (“sandbox”) or project site, check the “Remove” box in the far-right column (see Figure 1). Then, click the “Update Participants” button below the roster to finish the removal process.

Change Roles: You may also change a participant’s role to “Instructor” (“Organizer” for project sites), “Teaching Assistant,” or “Tech Support” but this is not recommended for academic courses.
Site Editor - Course Publishing – *Making your course available within the system*

**Capabilities:** Release your online course space to participants, control site access, allow your project to be joined by others.

**Publish Course to Student Participants:** *Academic courses are set up by default as “unpublished” to student users* (they can’t see the course on the menu bar or in the “- more -” drop-down menu). After completing the course setup, you may be ready to publish it so that students can access and utilize the materials you have prepared.

Choose the “Site Editor” menu option then click “Manage Access.”

![Site Editor > Manage Access](image1)

**Figure 1:** Site Editor > Manage Access

This leads you to a screen where the course can be published to the participants in the roster.

![Publish options in Site Editor > Manage Access](image2)

**Figure 2:** Publish options in Site Editor > Manage Access

Use the “Update” button to complete the process. Your course will now be listed in the participants’ site listings the next time they log in to Antioch Sakai.

**Unpublishing Course:** Instructors may wish to unpublish a course or project site during testing of a site or because major corrections are required that will take longer than a few hours.

To unpublish a course or project site, follow the procedures above, instead unchecking the “Publish site” box before clicking “Update.”
Next Steps

Thank you for using the Antioch Sakai Basics Manual. If you have any questions, or encounter difficulties with the processes covered in this document, please contact us. In addition to the tools covered in this resource, the following tools are also available for you to use in your Antioch Sakai courses.

- **Blogs** - Keep a chronological web log of news, commentary or events on your site.
- **Drop Box** – Receive and return documents to and from your students electronically.
- **Email Archive** - Use Email Archive to see a list of messages that have been sent to your site.
- **Feedback** - Use Feedback to provide targeted feedback on assignments to site participants.
- **Glossary** – Add and update terms and definitions for your course.
- **Podcasts** – Provide audio podcasts to which your students can subscribe.
- **Polls** – Take a quick poll of users on your site.
- **Sections** - Use Sections to create and manage sections in your course.
- **Tests & Quizzes** – Provide immediate assessment, grading and feedback to your students.
- **Wiki** – Edit documents collaboratively with your students.

For more information on Antioch Sakai tools and their capabilities, visit the “Instructing With Antioch Sakai” project site, attend a Antioch Sakai training session, or contact the Academic Technology Office.

If you intend to use advanced features of Antioch Sakai, such as groups and online assessments, please contact Academic Technology Office. We will walk you through the steps or double-check your courses to make sure these features are set up properly.

For assistance, questions, suggestions, or to report bugs in Antioch Sakai, please contact us:

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