

Intermediate Sakai: Basic Competencies

The Intermediate Sakai online workshop helps instructors develop skills that are essential for teaching online and hybrid courses (and may be useful for teaching face-to-face classes as well).

Pre-requisite knowledge: Before taking the Intermediate Sakai workshop, it is expected that instructors have completed the Intro to Sakai workshop and/or have acquired the basic competencies covered in that workshop. See [Intro to Sakai Basic Competencies](#)

Upon completion of the Intermediate Sakai workshop, instructors should be able to do the following:

- Gradebook
 - Set up the **Gradebook** for your course site
 - Create a **Gradebook** item and enter student grades
- Forum
 - Submit **Forum** posts and replies
 - Set up **Forum** topics for online class discussions
- Assignments
 - Submit a file in **Assignments** as a student
 - Set up an **Assignment** to collect files from students (enabling Turnitin for plagiarism-checking, if desired)
- Tests & Quizzes
 - Take an online **Test or Quiz** as a student
 - Create and publish an online **Test or Quiz**
- Lessons
 - Establish a consistent course structure by creating weekly subpages in **Lessons**
 - Add a variety of content to **Lessons** subpages, including text, links to documents or websites, and links to forum discussions, assignments, and tests/quizzes
 - Find closed captioned videos on YouTube or Films on Demand, and link to or embed them on a **Lessons** subpage
 - Organize the **Lessons** area and the course menu by hiding and reordering items
- Have a basic understanding of the processes below and be able to locate step-by-step instructions to perform them:
 - Calculating final student grades in the **Gradebook**
 - Grading **Forum** posts and providing feedback to students
 - Grading **Assignments** and releasing grades and feedback to students
 - Grading **Tests & Quizzes** and releasing grades and feedback to students
- Apply **best practices** to facilitate effective discussions, assignments, and testing in an online learning environment

