

## 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
- ☐ Discussions (formerly Forums)
  - Submit **discussion** posts and replies as a student
  - Set up **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
  - Incorporate one of the two multimedia options below:
    - Find a **closed-captioned YouTube video** and link to or embed it on a **Lessons** subpage
    - Create a **Warpwire selfie or screen capture video** and embed it 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 **Discussions** 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

