

## Intro to Sakai: Basic Competencies\*

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This document describes the basic competencies that are covered in the Intro to Sakai workshop and that are required of all instructors in order to use Sakai with students.

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

- Log in to Sakai
- Navigate effectively in Sakai, using My Workspace, More Sites, the Reset tool and Help options
- Set up the Site Information Display area (on the main course home page) with course title, instructor contact information and other appropriate text and/or graphics
- Format text using Sakai's text editor
- Add tools to the main course menu, and "hide" selected tools from students
- Post an announcement
- Use the Email tool to send email to the whole class and to selected students
- Understand the basic function of the Email Archive tool
- Create folders and add documents to the Resources tool
- Post a syllabus
- Add the Lessons tool to the main course menu. Use the Lessons tool to add content to a course by adding subpages, text, and web links.
- Use the Roster tool to view a current list of students and their email addresses
- Publish the course site

**In addition, upon completion of the Intro to Sakai workshop, instructors should have a basic understanding of the following:**

- Durham Tech's Sakai Procedures ([http://courses.durhamtech.edu/wiki/index.php/Sakai\\_Procedures](http://courses.durhamtech.edu/wiki/index.php/Sakai_Procedures)) which cover how course sites are created, how students are added to and dropped from course sites, how instructors can import content from one Sakai site into another, and so on.
- How to access Sakai help information for instructors and students

*\*Note: These are minimum competencies required to use Sakai to supplement face-to-face instruction. If teaching hybrid or online courses, additional Sakai skills will be needed in areas such as Gradebook, Forums, Lessons, Tests & Quizzes, etc.*