

## Intermediate Sakai: Basic Competencies

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This document describes the basic competencies that are covered in the Intermediate Sakai workshop, which are essential for instructors who teach online and hybrid courses (and useful for those who teach 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:**

- Submit **Forum** posts and replies
- Set up **Forum** topics for online class discussions
- Submit a file in **Assignments** as a student
- Set up an **Assignment** to collect files from students (enabling Turnitin for plagiarism-checking, if desired)
- Take an online **Test or Quiz** as a student
- Create and publish an online **Test or Quiz**
- Have a basic understanding of the processes below and be able to locate step-by-step instructions to perform them:
  - 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 discussions, assignments, and tests online