

Intermediate Sakai: Basic Competencies

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:

- Gradebook:**
 - Set up your **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:**
 - Create weekly **Lessons** subpages to organize your content
 - Add content to **Lessons** subpages, such as text, YouTube videos, and links to files or web sites
 - Add "tool links" in **Lessons** subpages to specific Forums, Assignments or Tests or Quizzes
- 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
 - Reordering and hiding **Lessons** subpages
- Apply **best practices** to facilitate effective discussions, assignments, and tests in an online learning environment